REPORTING GUIDELINES
FOR PHD AND POSTDOC GRANTS
IN AFR INDIVIDUAL, AFR BILATERAL, INDUSTRIAL FELLOWSHIPS

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INTRODUCTION

The aim of the reporting is to ensure a quality implementation of projects selected under the AFR and Industrial Fellowship schemes. Reports are not an expression of single views, but results from a joint effort by the beneficiary and the supervisor(s), scientific contact(s) or scientific advisor(s).

It is the responsibility of the beneficiary to coordinate the process and ensure that the requested documents and updated data in the online system are submitted on time.

Reports should constructively address any problem or modification to the initial proposal arising in the course of a grant and suggest solutions. If problems arise in the course of a project, they should be addressed to the FNR directly by the beneficiary or the supervisor(s)/scientific contact(s) independently of the reporting deadlines. In particular, major modifications or major deviations from the project plan (including changes in the supervision, host institution or percentage of time spent in Luxembourg) require prior approval by the FNR.

The present guidelines for reporting explain the forms and documents used during the reporting process in the FNR online grant submission system. Reports have to be submitted electronically by all beneficiaries using their personal login to access the online FNR Grant Management System (https://grants.fnr.lu).

SUBMISSION DEADLINES

Annual progress report:

All annual progress reports will have to be submitted online at one of the following deadlines, depending on the start date of the grant:

Spring Deadline: 15th April (start date of the grant: Jan-June)

Autumn Deadline: 15th October (start date of the grant: July-Dec.)

When a deadline occurs on a weekend or a legal holiday in Luxembourg, the effective deadline is the next working day.

Depending on the start date of the grant, beneficiaries will be assigned to either the spring or the autumn deadline.

In case of maternity, parental or sick leave and corresponding grant suspensions, the beneficiary may request a new reporting schedule to the FNR before the next reporting deadline.

For PhD students, annual progress reports are due during the course of the grant. The second and the third progress report are automatically due on the deadline 1 year after the first progress report has been submitted.
For **Postdocs**, only one progress report is due.

In the case of part-time grants, the reporting should be done on an annual basis, so that the total number of reports may be higher than for full-time grants.

**Final Report:**

Final reports may be submitted up to two months after the grant end date indicated in the grant agreement.

In case of an early termination of the grant, a final report has to be submitted within the month following the termination.

**Extension request (for PhD only):**

PhD beneficiaries may request a single project extension for up to 12 months. The extension request has to be submitted in the last year of funding, at the latest three months before the grant end date indicated in the grant agreement.

The deadlines and required formats have to be respected.

Templates are provided on the [FNR website](#).

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**REPORTING FOR PHD BENEFICIARIES**

1. **PhD Progress Report**

**Elements of the PhD Progress Report**

The PhD Progress Report consists of the following elements:

- PhD Progress Report Online Form, to be completed by the beneficiary
- PhD Project Appreciation Report, written by the supervisory committee / by the supervisor(s) in charge (see Annex 1)
- Supporting Documents
  - Updated Training Plan
  - current PhD Registration certificate
  - Additional documents for beneficiaries not employed at one of the Luxembourgish research centres or at the University of Luxembourg:
    - Financial statement for employment costs (template provided)
    - Financial statement for training activities (template provided)
    - For stipends only: Insurance certificate (if costs are rewarded)

For details concerning the financial reporting, see annex 4.
2. PhD Final Report

Elements of the PhD Final Report

The PhD Final Report consists of the following elements:

- PhD Final Report Online Form, to be completed by the beneficiary
- Final Report by the beneficiary (see annex 3)
- PhD Project Appreciation Report, written by the supervisory committee / by the supervisor(s) in charge (see Annex 1)
- Lay summary
- Supporting Documents
  - Final Report on Training Plan (excel template provided)
  - PhD Certificate (if not available, to be sent to FNR as soon as possible)
  - PhD Thesis (electronic version by Email or Cloud link to afr@fnr.lu)
  - Additional documents for beneficiaries not employed at one of the Luxembourgish research centres or at the University of Luxembourg:
    - Financial statement for employment costs (template provided)
    - Financial statement for training activities (template provided)
    - For stipends only: Insurance certificate (if costs are rewarded)

For details concerning the financial reporting, see annex 4.

3. PhD Extension Report

The extension request must be submitted in the last year of funding, at the latest 3 months before the grant end date indicated in the Grant Agreement.

Elements of the PhD Extension Request

The PhD Extension Request consists of the following elements:

- AFR PhD Extension Request Online Form, to be completed by the beneficiary
- PhD Project Appreciation Report, written by the supervisory committee / by the supervisor(s) in charge (see Annex 1)
- Lay summary
- Supporting Documents
  - Signed Joint Declaration for the extension period (template provided)
  - Updated Training Plan (excel template provided)
  - Recent PhD Registration Certificate
  - Justification for extension and dissemination plan (no template provided)
  - Additional documents for beneficiaries not employed at one of the Luxembourgish Research Centers or at the University of Luxembourg:
    - Financial statement for employment costs (template provided)
    - Financial statement for training activities (template provided)
    - For stipends only: Insurance certificate (if costs are rewarded)

For details concerning the financial reporting, see annex 4.
REPORTING GUIDELINES

REPORTING FOR POSTDOC BENEFICIARIES

4. Postdoc Progress Report

Elements of the Postdoc Progress Report

The Postdoc Progress Report consists of the following elements:

- Postdoc Progress Report Online Form, to be completed by the beneficiary
- Progress Report by beneficiary (see annex 3)
- Postdoc Project Appreciation Report by scientific contact(s) (see annex 1).
- Supporting Documents
  - Updated Training Plan
  - Additional documents for beneficiaries not employed at one of the Luxembourgish research centres or at the University of Luxembourg:
    - Financial statement for employment costs (template provided)
    - Financial statement for training activities (template provided)
    - For stipends only: Insurance certificate (if costs are rewarded)

For details concerning the financial reporting, see annex 4.

5. Postdoc Final Report

Elements of the Postdoc Final Report

The Postdoc Final Report consists of the following elements:

- Postdoc Final Report Online Form, to be completed by the beneficiary
- Final Report by the beneficiary (see annex 3)
- Postdoc Project Appreciation Report, written by the supervisory committee / by the supervisor(s) in charge (see Annex 1)
- Lay summary
- Supporting Documents
  - Final Report on Training Plan (excel template provided)
  - Additional documents for beneficiaries not employed at one of the Luxembourgish Research Centers or at the University of Luxembourg:
    - Financial statement for employment costs (template provided)
    - Financial statement for training activities (template provided)
    - For stipends only: Insurance certificate (if costs are rewarded)

For details concerning the financial reporting, see annex 4.
ANNEX 1: PHD PROJECT APPRECIATION REPORT (PHD-PAR)

A Statement on the scientific and personal progress of the PhD beneficiary during the reporting period, to be written and signed by the Supervisory committee\(^1\), or alternatively, where no committee is in place, by the supervisor(s) and scientific advisor(s) in charge of the supervision.

The signed document has to be uploaded by the beneficiary as PDF to the Grant Management System and should not be older than 4 months at the reporting deadline.

No formal template is provided. The PAR should address at least the following points:

- Overall assessment of the candidate’s progress on her/his PhD research and main achievements, eventual deviations from the original project plan, any problems encountered and remedy actions taken/to be taken etc.
- Quality of scientific outputs / publications / conference participations made during reporting period and planning for the remaining funding period
- Advancements of candidate’s professional development (skills / training activities and career development). Recommendations for further training activities and comments on the supervision agreement.
- Any comments related to ethical issues
- Other (if applicable)

**For progress reports only:**

- Outlook on the next research period, feasibility of the remaining work within the regular PhD time (including envisaged timing of thesis submission and PhD examination)

**For final reports only (if applicable):**

- Comment on the thesis and the final PhD examination

The PAR should ideally be prepared during a meeting with the supervisory committee on the basis of a written progress report and a presentation by the beneficiary.

The PAR should not exceed 2 pages and has to be co-signed by all members of the committee.

In case the official report from the Supervisory Committee is not confidential and covers the above points, it can also be submitted as Project Appreciation Report to the FNR. In case of an AFR-PPP grant, the scientific contact of the private company must also comment and sign the statement.

The PAR is part of a web-based online report to be submitted by the beneficiary. It cannot be sent separately to the FNR.

\(^1\)e.g. the “Comité d’encadrement de thèse” at the University of Luxembourg
ANNEX 2: POSTDOC PROJECT APPRECIATION REPORT

Although the main part of the postdoc report is constituted by the beneficiary’s report (see annex 3), a brief Project Appreciation Report (PAR) by the scientific contact(s) involved is requested, to be co-signed by all scientific contacts.

The signed document has to be uploaded by the beneficiary as PDF to the Grant Management System and should not be older than 4 months at the reporting deadline.

No template is provided. The PAR should comment the beneficiary’s report (see annex 3) and in particular:

• Overall progress of the research project and the main achievements, eventual deviations from the original project plan, any problems encountered and remedy actions taken/to be taken etc.
• Quality of the scientific outputs / publications / conference participations made during the reporting period
• Researcher’s professional development (skills / training activities and career development). Recommendations for further training activities and comments on the individual development plan. For final reports: comment on the envisaged next career step.
• Any comments related to ethical issues
• Other (if applicable)

For progress reports only:

• Outlook on the next research period, feasibility of the work within the remaining time

The PAR should not exceed 2 pages and has to be co-signed by all members of the committee.

The PAR is part of a web-based online report to be submitted by the beneficiary. It cannot be sent separately to the FNR.
ANNEX 3: BENEFICIARY’S REPORT

The Beneficiary’s Report has to be submitted for Postdocs beneficiaries with the Progress and Final Reports, and for PhD beneficiaries with the Final Report only.

The Beneficiary’s Report should comment on the progress of the project achieved during the reporting period as well as on the professional advancements of the beneficiary and in particular address the following points:

- List the progress towards achieving project goals during the reporting period.
- Indicate and justify any changes in the main objectives and/or the work plan, if applicable.
- List any difficulties over the reporting period that impacted on the project progress and describe the remedy actions taken.
- Comment on issues raised by the FNR, if applicable.
- Give a brief account on how generated research results contribute to the advancement of knowledge.

For progress reports only:

- List the goals for the next reporting period.
  Provide an updated work plan for the remaining funding period with the corresponding timetable (when?), location (where?) and collaborating research groups (with whom?), in spreadsheet format

For final reports only:

- Comment on personal experience of the AFR period and on future career plans.
ANNEX 4: FINANCIAL REPORTING

1. For Beneficiaries abroad or Beneficiaries not employed in one of the four Luxembourg public research organisations or at the University of Luxembourg:

1.1. Concerning Beneficiaries with an employment contract, the financial report comprises a part for salary costs and a part for the training allowance using the templates provided by the FNR.

The financial report for salary costs has to be issued by the competent administration in the host institution. An estimation of salary costs is sufficient for the progress report, while detailed accounts of salary costs incurred have to be provided together with the final report.

The financial report for the training allowance is directly issued by the Beneficiary and is submitted together with the progress and final report. Costs incurred are reimbursed directly to the Beneficiary up to the maximum eligible amount. Upon request and prior approval by the FNR, host institutions may manage the AFR Training Allowance according to the institutional rules. The FNR reserves the right to request receipts for training activities for which costs have been claimed.

1.2. Concerning Beneficiaries with a stipend, the financial report comprises the report for the training allowance and a possible claim for a refund of insurance costs. Insurance costs incurred are refunded on the basis of receipts provided by the Beneficiary (up to a maximum amount of 300 EUR per month).

1.3. In the case of early termination of the Grant, the financial reports for salary and/or other costs have to be submitted within the month following the termination.

2. For Beneficiaries employed under a work contract at one of the four public research centres in Luxembourg or at the University of Luxembourg (“4CU”), no individual financial reports are requested. Financial reports are submitted annually on 31st March for all Beneficiaries employed by these institutions.

2.1. Concerning financial reports for salary costs of Beneficiaries, an estimation of costs for on-going grants is sufficient whereas detailed accounts of salary costs incurred have to be provided for AFR grants terminated in the course of the preceding year.

2.2. Concerning the training allowance, the full amount is transferred in one initial advance payment to the “4CU”. For the totally incurred expenses, the FNR requests a single financial statement together with the AFR final report, after the termination of the grant. If the total amount spent was lower than the AFR training allowance, the difference must be reimbursed to the FNR. The FNR reserves the right to control the financial statement(s) during the annual financial control by an external auditor.