

GUIDELINES FOR THE ANNUAL REPORT; Danish-Chinese research centers

The annual report must follow the guidelines below.

The annual report is submitted electronically to the Danish National Research Foundation (DNRF) by e-mail to dg@dg.dk no later than March 31. The annual report consists partly of a written report and partly of an appendix. In the written report, the center's research activities of the past year are accounted for, and in the appendix, sections A-I are filled out. The written report must not exceed 7 pages, including two pages of highlights, one in English and one in Danish.

Any printed or bound annual reports may still be submitted as the written report, as long as they are supplemented by an electronic version of the appendix. Kindly submit any printed material electronically as well as one hard copy by regular mail.

Please forward attached documents as Word or Excel files and not as PDF files or scanned files.

Purpose

The annual report is an instrument that assists the DNRF's board in monitoring the development of the center and its research results. The annual report can also be used as an internal instrument at the center to take stock of the past year.

The annual report must contain information about the center's development and research results as well as **the added value achieved by the collaboration with the Chinese partners**. This may include a description of the organizational structure of the collaboration, the exchange of researchers and students between the Danish and Chinese research teams, challenges experienced, and possibly a brief description of initiatives taken to strengthen the collaboration and relationship between the Danish and Chinese parts of the center.

The appendix (sections A-I) is intended to provide a systematic collection of knowledge on how the individual center develops over time and must be filled out in addition to the written report. It is essential that the research listed be research that was carried out within the center. The Chinese site is considered part of the center; however, the appendix concerns first and foremost the Danish part of the center. If possible, we invite you to also fill out the appendix concerning the Chinese part of the center.

Language

The annual report must be written in English. It must be aimed at the members of the DNRF's board, which consists of researchers from a number of different fields. The description of the center's research activities must therefore be written in a language accessible to researchers from other fields.

THE WRITTEN REPORT:

The annual report must, at a minimum, contain the following:

- **Annual highlight(s)**

This section contains a short description of the annual highlight(s), which may be accompanied by 1-2 illustrations with captions, corresponding to 1 A4 page in total. Both an English and a Danish version are to be submitted. Since the annual highlights are posted on the foundation's web page, the text must be written in a language that is accessible to a broader audience.
- **The center organization**

Any changes to or comments on the organization of the center must be mentioned with reference to the staff list, which is submitted along with the annual report.
- **Research integrity**

Please include a short statement of the center's consideration of and possible initiatives regarding research integrity as stated in the "Danish Code of Conduct for Research Integrity."
- **Research plan**

Research activities are described, and the results achieved are compared to the objectives outlined in the research plan and possibly to those in the last annual report. In particular, high-risk research projects can be presented in more detail.
- **Any other business (comments to the appendix)**

The purpose of the appendix is to gather information regarding the extent and nature of the center's collaboration with other research groups, both domestic and abroad, as well as with public and private companies. Additionally, information on the center's production, dissemination, and use of the center's research results is requested.

The appendix alone is not sufficient to give a complete and comprehensive picture of the center's activities within these areas. It would therefore be natural in the written report to supplement and elaborate on the information in the appendix.
- **Signature**

The annual report should conclude with the following passage, dated and signed by the project leader:

I hereby confirm the correctness of the information concerning annual accounts, including itemizations. Also, I confirm that the annual reporting, including the Appendix, is correct, i.e., it is free of material misstatement or omissions, and that the administration of the funds has been secure and sound, and in accordance with the conditions of the center agreement.

APPENDIX:

In order to ensure uniform feedback from all centers, which will enable the DNRF to systematically collect data about each individual center's development, kindly fill out the appendix (sections A-I) in the **Excel file devised for that purpose**, and submit it along with the written report.