GUIDELINES FOR THE ANNUAL PROGRESS REPORT – CENTRE OF EXCELLENCE SUPPORTED BY VOLVO RESEARCH AND EDUCATIONAL FOUNDATIONS (VREF)

This document contains information for those who receive financial support from Volvo Research and Educational Foundations (VREF) for running a Centre of Excellence (CoE) within the Future Urban Transport programme. The information contains guidelines for writing of the annual progress report, which will be evaluated before continued funding is granted.

The report should be written following the format specified in the guidelines below (write in English, use a minimum font size of 12 pt and at least 2.5 cm margins).

Reports exceeding the specified maximum number of pages (ca 25 pages of written text + ca 75 pages of attached publications = ca 100 pages in total) will be returned for revision, leading to a delayed decision about new funding by at least six months.

The report should consist of the following parts:
- Front page
- Summary
- Project description
- Future plans
- Impact
- Use of funding
- Attached key publications

One electronic version (e.g. on a CD-ROM), one signed original and 20 copies of the report should be sent by mail so that they are received by VREF no later than September 15.

Questions regarding the writing of this report should sent to:
Email: secretariat@vref.se

Mailing address:
Volvo Research and Educational Foundations
Dept 1512, M2.7
SE-405 08 Göteborg
SWEDEN

GUIDELINES

Front page (max. 1 page)

- The title "Centre of Excellence annual report"
- Project year
- Project number (given by the foundations)
- Project title
- Web-site describing the CoE project
- Name and affiliation of main applicant(s)
- Time period that this report covers
- Starting date of project
- Expected end date of project
- Received funding per project year (already decided by VREF)
- Requested funding for upcoming year (normally according to the approved budget)
- Date and signature of main applicant(s)

The first page in the report should contain the information listed above. The report could, in addition, be given a traditional cover-page presenting just a few of the listed items.

Summary (max. 1 page)

Write a popular science summary, describing the main project activities. This text will be published on e.g. the VREF web-site (max. 1 page).

Project description (max. 14 pages)

- Describe the project activities and results, so far, summarising shortly the period covered by previous progress reports and put in relation to the original project plan (max. 1 page).
- Describe the project activities and results during the current year (put it in relation to the original project plan). Point out deviations and/or delays with respect to the original plan (max. 5 pages).
- Summarise the planned project activities during the remaining part of the current year (max. 2 pages).
- List of scientific production (articles, manuscripts, invited talks and articles, normal conference contributions, seminars, courses, reports, books, etc.), submitted or published,

produced within the project since the start. Indicate if the "result" is solely the result of the CoE grant or if it is the result of a co-financed effort (max. 3 pages).
- List of management, staff, departments, research partners, etc. engaged in the CoE, indicating the degree of funding from the CoE grant in each case (max. 3 pages)

The evaluation of this report will, during the first years of the project period, focus on the establishing process of the CoE, including the strategic thinking and organisation, balance and involvement of partners, and its place within the university organisation. The report should indicate both successes and (if any) problems/failures. In the middle of the project period, the evaluations will shift its focus more towards the scientific achievements. At the end of the project period, the scientific achievements and dissemination of results will be the main issues, including interaction with practitioners and implementation projects. It is also important to present a strategy for how the CoE can survive after the 5 years of funding from VREF ceases.

Future plans (max. 4 pages)

- Summarise the planned project activities for the upcoming years (focusing on the next following year) according to (indicating and motivating deviations from) the original project plan (max. 4 pages).

Describe your plans to further develop the CoE during the next following year, and beyond, in relation to the original planning and the actual project development. Present also how any deviations in the project plan affect the future need of funding (details are described in "Use of funding", see below).

Impact (max. 1 page)
- Describe the expected impact of the CoE project activities and how it contributes to the vision of the FUT programme, e.g., improved efficiency, reduced CO_2 emissions, inclusiveness of all citizens, etc (max. 1 page).

The vision of the FUT programme is to inspire and support new, equitable solutions for urban transport, which improve accessibility and safety as well as efficiency and environmental sustainability.

Use of funding (max. 6 pages)

- Summarise the previous use of funding per year (max. 1 page).
- Describe the actual and planned use of funding during the current year (max. 3 pages)

- Describe the planned use of funding per year for the remaining project period and specify the request of funding for the upcoming year (max. 2 pages).

Present the use of funding in a reasonably detailed manner in tables, using local currency. Write short notes to the different items in the budget (where appropriate) and indicate if there are deviations from the original budget (write motivations in the notes). The accounts must include all overhead costs (e.g., expenses covering the employer's social costs as well as the administrative fees of the University and VAT), if such apply. The accounts should include the following items: Salaries, materials, software, travel, courses & seminars, equipment, and other costs.

Specify the request of funding for the upcoming year (should also be presented on the front page). The level of future funding for will depend on the evaluation of this report and the budget presented here.

Grants awarded for a year should normally be used during that year. If a grant cannot be used (partly or fully) during the year it was awarded, it cannot be used the following year until a request for it (in this progress report) has been approved by the Board of VREF.

Attached key publications (max. 75 pages)

Enclose some of the latest and most important publications, produced within the CoE project (max. 75 pages in total).