



INFORMATION SHEET

INTERIM REPORTS AND FINAL REPORT

FOR THE NURSING SCIENCE FOUNDATION

SWITZERLAND

Please send us a report as a PDF at the agreed time, exclusively by email, to
b.marcus@stiftung-pflegewissenschaft.ch.

The interim report should contain the following information:

1. Short cover letter, addressed to the Chair of the Foundation Board, Dr. Monica Fliedner
2. Report including project title, project number, address of the institution with contact person, and, if applicable, partnerships
3. Reporting period: from: to:
4. Description of the current status of the project (project progress to date, results achieved so far, plan for the further course of the project, and, if applicable, an explanation of deviations from the originally planned approach)
5. Current timeline, if applicable with an explanation of deviations from the original schedule
6. External impact
7. Interim financial statement and comparison with the initial budget (any deviations must be commented on)

Upon completion of a funded project, a final report must be submitted containing the following information:

1. Short cover letter, addressed to the Chair of the Foundation Board, Dr. Monica Fliedner
2. Report including the project title, project number, address of the institution with a contact person, and, where applicable, partnerships
3. Project period: duration of the project from: to:
4. Description of the project course/progress (including any deviations from the originally planned approach), achievement of objectives, added value for clinical nursing practice, nursing research and education, particular challenges, and notable successes
5. List of publications / presentations produced within the framework of the project, including full references, as well as other forms of dissemination and public outreach
6. Any plans for the continuation of the project
7. Final financial statement and comparison with the initial budget (any deviations must be commented on)
8. A German-language lay summary, a slide set with 3 to 5 key messages from the study, as well as consent for publication on the Foundation's website