

Monitoring of research in progress and final assessment

The grant conditions include the following clause:

Reporting

After two years, the Project Leader who has been awarded the grant will report on the progress of the research, giving details of the results obtained over the previous twenty-four months. In the case of 2-year projects, this report serves as a final report. The report must be in English and should adhere as closely as possible to all parts of the approved work plan. It contains as many factual data as possible, to enable the *Scientific Advisory Council (SAC)* to assess every aspect of the progress made in the course of the research. A format form for this purpose is available on the website. If the results have been described in publications (or draft publications) derived directly from the grant-supported research, reference should be made to these documents, and digital copies of the manuscripts or publications in question should be appended.

Within three months of completing the research, or no later than the date agreed with the LSBR, the Project Leader who has been awarded the grant will submit a final report to the LSBR. If the Project Leader fails to produce a report, the bureau sends a reminder. A final report must then be submitted within three months of the date of this reminder, or at the date agreed with the LSBR. If the Project Leader again fails to produce an adequate final report, the LSBR will withhold or demand requisition of 15% of the total amount of the grant.

The final report must be in English and should be co-signed by the Financial Administrator. The final report will be submitted to the Scientific Advisory Council for assessment. The layperson summary will be published on the LSBR website (in English) and in the annual report of the LSBR (in Dutch).

Procedure and supplementary provisions:

1. The LSBR office monitors the duration of the projects and sends invitations to the researchers for writing a report at the appropriate time.
2. Information provided on the form indicates whether the procedure in question is an interim report or a final report.
3. The Project Leader must immediately notify the LSBR office of any changes to the research.
4. All project-related changes will be submitted to the SAC. The latter will then advise the Board on this matter.
5. The SAC will assess the progress of the various projects, using a completed assessment form, in accordance with the procedure for research applications. Wherever possible, use will be made of the original reviewers.
6. The LSBR office will inform the Project Leader within 3 months about the assessment of the SAC. In case of problems or substantial changes in the research project the SAC will inform the Board of its views on this matter.
7. The Board can take the SAC's views into account when considering future applications/grants.
8. The laypersons text will be published on the website (English) and the Annual Report (Dutch) and may be edited by the LSBR for publishing reasons.