

**GUIDELINES FOR
INTERMEDIARY AND FINAL REPORTS
TO THE NESTLE FOUNDATION**



NESTLE FOUNDATION
For the Study of Problems of Nutrition in the World

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Intermediary Reports

The intermediary reports are very important for your own performance as well as to assure the further installments of the funds. The Nestlé Foundation can only assure continuation of support and timely transfer of installments if these intermediary reports are submitted according to the schedule which was fixed and communicated in the official letter of confirmation of the grant support. If there is a delay for whatever reasons this should be communicated *immediately* to the Foundation. It is important that all questions are answered and needed information provided to avoid any additional correspondence and unnecessary delays. Besides the requested information the applicants are invited to offer additional information if needed as a function of the status of the project.

Detailed intermediary reports help us to see how your project is advancing, and we will critically review your reports and offer a constructive feedback whenever appropriate. In addition intermediary reports are a good mean to help the grant recipients to critically reevaluate the intermediary status / procedures / results / budget of their project and adapt their activities accordingly if needed.

What is a final report?

A report is regarded as a “Final Report” when the study is finished and the financial support from the Nestlé Foundation has terminated. Basically the same information is needed as in an intermediary report, however the information provided has to cover the last period of the study as well as the whole study.

A manuscript draft or a publication describing the results of the study with the additional information from paragraph II might be used for the final report. The final report has to be more extensive than the intermediary reports regarding all aspects especially also the report sections V to VII.

In the final report detailed information about the functionality of any material (laboratory equipment, computers etc) purchased by the grant support has to be listed and the further utilization has to be described including information where the equipment will be located and who will use it for what purpose. This information is important for us, since you are probably aware that all purchased equipment remains the property of the Foundation till the termination of the study and the property right might be transferred to the supported institution at the end of the study.

In addition a description whether the initially formulated capacity building aims have been achieved should follow. A discussion should be added how this achieved level of capacity will be maintained and increased in the future. Further on we would like to obtain information about the sustainability now at the completion of the study. What has been done to assure sustainability? Ideally we would like to invite the principal investigator to send us information about the status of the capacity building as well as sustainability issues related to the funded project one year after the completion. This would also help us to improve our performance and criteria for selection of grant applications.

REPORT TO THE NESTLE FOUNDATION

☐ Intermediary Report

☐ Final Report

Project title	
Date of Submission of this Report	(dd/mm/yyyy)
This report covers the period from (dd/mm/yy) to (dd/mm/yy)	

Name(s) of person(s) responsible for grant application and report	
Institution	
Exact Address	
Phone (including country code)	
FAX (including country code)	
e-mail	

I. Summary of the present status of the study

(Preliminary results) (10-20 lines or till bottom of page 1)

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II. Description of the status of the research work

In this section the status of the research work during the time period which this report is covering has to be described **(2-5 pages)**. Please describe

- how the project advances
- please mention the most important activities so far, if available mention and discuss preliminary results
- please list the contributions of the different collaborators in the study
- Mention and discuss a potential negative deviance from the previewed research plan
- mention and discuss major unexpected difficulties / problems in pursuing your activities (e.g. change in personnel)

III. Publications

Are there publications which have been published or submitted based on this grant? Please send a PDF-file of the article to the Nestlé Foundation upon publication.

IV. Summary of the expenses during the report period

(In the preferred currency and US \$ for the total)

4.1. Summary of the financial statement from the Administrative Offices of the University / Institution

This report can be enclosed to this report and/or mailed separately to us by surface mail.

4.2 Gross salaries Additional blocks may be added if needed.

Name	Degree
Function	Occupation (%)
Gross salary during the report period	

Name	Degree
Function	Occupation (%)
Gross salary during the report period	

Name	Degree
Function	Occupation (%)
Gross salary during the report period	

Name	Degree
Function	Occupation (%)
Gross salary during the report period	

Name	Degree
Function	Occupation (%)
Gross salary during the report period	

Name	Degree
Function	Occupation (%)
Gross salary during the report period	

TOTAL Gross salaries during the report period (In the preferred currency and US \$ for the total)	
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4.3 Breakdown of positions and salaries for the report period

Additional rows may be added if needed.

Academics	Number		Amount	
Doctoral Students	Number		Amount	
Technical Staff	Number		Amount	
Others	Number		Amount	
TOTAL (In the preferred currency and US \$ for the total)				

4.4 Breakdown of major equipment for the report period

Additional rows may be added if needed.

Item	Amount		Location of the equipment
Item	Amount		Location of the equipment
Item	Amount		Location of the equipment
Item	Amount		Location of the equipment
TOTAL (In the preferred currency and US \$ for the total)			

4.5 Breakdown of operating expenses during the report period

Additional rows may be added if needed.

Item	Amount		Location of expenses
Item	Amount		Location of expenses
Item	Amount		Location of expenses
Item	Amount		Location of expenses
TOTAL (In the preferred currency and US \$ for the total)			

4.6 Breakdown of travel expenses for the report period

Additional rows may be added if needed.

Name	Amount		Destination
Name	Amount		Destination
Name	Amount		Destination
Name	Amount		Destination
TOTAL	US \$		

4.7 Summary of budget for the report period

(In the preferred currency and US \$ for the total)

Total Budget							
Period	Salary (is)		Travel &	Minor	Major	Operating expenses	Others
	Grant-Holder	Other personnel	Subsistence	equipment	equipment		
TOTAL							

The following section applies only to the FINAL REPORT

V. Equipment Information

Equipment Description	Functionality	Location	Future Use

Is the functionality of all equipment assured for the next few years? If not, why? Can the Foundation or another institution be of help?

VI. Capacity building

Please describe whether the PI personally as well as certain of his collaborators achieved the targets which were formulated regarding capacity building. If yes, please describe what aspects you profited the most. If not, please discuss why the targets have not been reached. Be critical towards yourself as well as the funding source or other institutions. How will you assure to maintain the gained capacity?

VII. Sustainability issues of the project

What is the immediate consequence from the study? How will you implement the results of your study at the public health level in your geographical area and country? How do you assure that the results of your study will be sustainable and trickle down to the population in the short term and in the longer term. What is your aim for the first year after completion of the study? What are your next steps?

VIII. One year Follow-Up

In view of the portfolio and the aims of the Nestle Foundation we would be very much interested to collect information whether research projects funded by The Foundation will lead to any sustainable improvement regarding public health nutrition. What is the impact of your project at the public health level one year after completion of the study. Accordingly we would like to invite you to submit us information about the impact of your study at the public health level one year after completion of the study.

(Please mark whatever applies☑)

- ☐ ☺ Yes, we will send a report in one year
- ☐ ☹ No, we will not sent a report, because (please offer argument)