

## Guideline for Preparing Interim and Final Reports

### General notes:

- Please be aware that your final report will appear **in the research database Proveana** (persons with legitimate interest will be granted extended viewing access). As such, the final report is a showcase for the work that has been done and for the funding recipient. It is also a scholarly piece of writing. For this reason, please make sure that you cite all sources and references throughout the text.
- You should also ensure a neutral style and use common terminology. Avoid euphemisms and neologisms from historical usage wherever possible, or else place them in inverted commas. It may also be necessary to indicate where words used in historical sources are objectionable from a modern perspective, e.g. racist expressions.
- Submit the final report both **digitally in machine-readable form (pdf)** and in **printed form three months after the end of the project**. Interim reports are to be submitted after every 12 months during the project. A brief description must be submitted in German and English by e-mail four weeks after the start of the project and may be updated when the interim report is submitted. At the end of the project, we expect a final brief description to be presented that provides a succinct outline of the actual research done and the outcomes.
- The legal assessment of whether and which data can be shared is generally the responsibility of the funding recipient (in particular with regard to **data privacy** and **copyright**). For this reason, take care to ensure that sensitive data is reduced to the essentials (e.g. when naming employees). We recommend that you mark **sensitive data** that is indispensable or relevant to the research so it can be redacted prior to publication in Proveana. This data will then only be shared with third parties by the Foundation after consultation with you. When using oral sources in particular (e.g. interviews, video or audio testimonies and reports), please remember to obtain permission from the persons interviewed and to mention them by name.
- If the final report contains illustrations, the rights to these must be clarified and copyright information must be provided. If the funding recipient is also the rights holder, a CC licence can be granted. Image files are to be supplied separately. The use of press clippings has to be avoided for legal reasons.
- In the case of sensitive collections in particular, please consider carefully which information and illustrations have to be included in the final report and which are better paraphrased or not specified in detail. This is especially relevant to sacred objects and/or those not intended for public viewing or handling.  
In the case of human remains, we recommend avoiding illustrations as far as possible. If details have to be photographed for documentation purposes (e.g. inscriptions, handling marks, pathologies or traumas), we recommend using images that only show the relevant section, if necessary including a modification of the background or other parts of the picture. In addition, we propose including a warning for readers that clearly states what they may expect to see.
- Many of the requirements listed below are primarily relevant to object-based research. In the case of projects devoted to basic and contextual research that are more concerned with networks or overarching collection contexts, for example, the final report can be adapted accordingly. If you have any questions, please do not hesitate to contact the department.

- If fresh information or findings (e.g. follow-up projects, the appearance of new sources or references) emerge in the course of time after project completion, we would be pleased to receive any information to this effect. This applies in particular if objects or human remains investigated by you become the subject of claims and/or returns.

Structure:

**I. Cover page**

Interim/final Report

Project ID:

Funding recipient

Name of the institution:

Legal status/sponsoring body:

Address:

Legally represented by (with telephone/e-mail):

Project Manager (with telephone/e-mail):

Project Coordinator (with telephone/e-mail):

Purpose of the funding

Title of the project:

Type of project funding: long-term / short-term funding

Project duration and reporting period

Total duration of the planned project: DD.MM.YYYY – DD.MM.YYYY

here: Interim report *on first or second project year*: DD.MM.YYYY – DD.MM.YYYY

or Final report

Project expenditure (*only to be filled in for a final report*)

Total project expenditure:

of which own funds:

Funding in the amount of:

according to the finance plan dated DD.MM.YYYY

Author of the report:

Date:

## II. Table of contents

### III. Project title and brief description in German and English (for publication on the Foundation's website and in Proveana). This is an updated version of the brief description that you previously submitted at the beginning of the project. The description should be approx. 1,500 – 2,000 characters in total length. In terms of content, you should address the following points (in coherent continuous text, please):

- Briefly introduce the funding recipient
- Briefly introduce the items under investigation
- Overview of the research project including guiding questions and (existing) results

## IV. Work report (max. 15 pages)

**The aim of the work report is to provide a factual overview of project implementation. It is used for evaluation purposes by the Foundation and in order to be able to share comparable approaches and methods between funded projects, as well as to support new projects.**

- a. Point of departure at the institution and state of research at the beginning of the project
- b. Methodological approach (in particular in establishing international cooperation)
- c. Project structure (work packages and distribution of tasks, especially in the case of multiple national/international project partners)
- d. Type of documentation (research outcomes and provenances)
- e. Transparency measures (e.g. publications, exhibitions, events, outreach measures or websites)
- f. Object statistics (number of objects including changes in the course of the project)

## V. Documentation of research results

**The aim of this documentation is to provide an overview of the details of the research carried out. This overview is also intended to serve as information for the research community as a whole, so it will also be prepared for publication in the Proveana research database, for example.**

- a. Documentation of the provenances of the objects and collections investigated (e.g. object dossier or extract/export from internal documentation systems)
  - i. In the case of human remains also all individual biographical data relating to the deceased individual as far as this can be ascertained (please also attach any external expert opinions or reports to the documentation)
  - ii. Documentation of requests/demands from the regions of origin, if these are available for the investigated objects or human remains
- b. Documentation of the biographies researched (including vital records), profiles and trade routes of the historical actors relevant to the project, e.g.
  - i. individuals such as members of the colonial administration, mission and military, as well as traders, collectors, manufacturers, users, previous owners, descendants, survivors and other persons concerned
  - ii. Institutions such as trading or transport companies, ethnographic dealers, auction houses or associations
- c. Documentation of the relevant institutional history of both the funded institution and the predecessor institution(s) (including active period)
- d. Documentation of the historical context researched in the course of the project, both on the German or European side and on the local side of the region of origin (including key events and places)

- e. Documentation of the national/international (research) networks established in the course of the project
- f. Analysis of the outcomes
- g. Unresolved questions and need for further research
- h. Bibliography
- i. Extended list of sources
  - i. For archival sources: archive reference with title, shelf mark, file title
  - ii. For oral history/interview sources: place, date, name and position of the person(s) interviewed and signed declaration of consent
  - iii. For illustrations: source and image rights