

## Explanations to “NCCR 2<sup>nd</sup> Progress Report - Cover Sheet”

1. The summary should provide an overview of the most important highlights, breakthroughs, and innovations etc. of the NCCR since the last progress report.
2. The current structure of the NCCR and the integration efforts should be presented. The results on the different levels (e.g. the NCCR as a whole, work packages, individual projects) are to be presented in the chapter 2.2.
3. The results since the last report should be presented depending on the level they have been achieved (sub-units), e.g. the NCCR as a whole, work package, individual projects, research groups. The reporting format is to be homogeneous. In particular each sub-unit should also discuss
  - (1) its contributions of research to the upper level and
  - (2) its collaborative component, and should highlight.
  - (3) The relevant publications resulting from the NCCR must be presented just after each individual report (the most important marked by \*).
4. Present the steps taken since the last report to implement the KTT strategy, according to the defined objectives. Present in particular the following issues:
  - a) knowledge transfer to the research community: self-assessment of the publication activity, contributions at congresses/fairs, co-operations and the participation in EU programmes;
  - b) knowledge transfer to and exchange with business/administration/decision makers, including CTI-projects;
  - c) application/exploitation and commercialisation of new ideas, e.g. prototypes, new processes, products, spin-of/start-up companies;
  - d) acquired intellectual property rights, e.g. patents, licensing.
5. Present the steps taken since the last report to implement the strategy for education and training as well as first achievements (e.g. development of educational programmes, standing of NCCR students /-collaborators on the academic and private job market).
6. Present the steps taken since the last report to implement the strategy for equal opportunity and the advancement of women as well as first achievements (e.g. development of specific instruments, increasing number of female scientists).
7. Present the steps taken since the last report to implement the communication strategy, according to the defined objectives. **Please inform** the SNSF also about
  - a) planned activities, e.g. media conferences, open days, etc. (incl. dates)
  - b) topics (“stories”) to be presented / conveyed in non-academic publications, radio and TV programmes, particularly interesting research findings etc..

8. Report on the state of the implementation of the planned structural measures (cf. Document “Structural measures”, Annexe IV to the NCCR contract).
9. Short activity report on the NCCR bodies since the last report. Staff turnover in high positions, adaptation of the organisation structure and of the procedures.
10. All data providing the basis for the specified lists must be entered in NIRA. The SNSF will print these lists itself; they don't need to be submitted on paper.
11. These reports **shall be signed by the NCCR Director** and be **submitted to the SNSF**.
12. The comments should elucidate the financial situation, e.g. origin of third party funding, justifying major deviations from the former budget in particular regarding the reserve of the SNSF-funding. If a substantial reserve of the SNSF-funding is available the planned use of it has to be specified and justified. See also “*Budgetrichtlinien/Directives budgétaires*” point 6.

28/09/2011