

# Guidelines for Reporting

## Tab "Basic Information"

No input required

## Tab "Scientific Report"

Fill out the respective text boxes for ...

- Highlights of the reporting period
- Challenges during the reporting period
- Open Science Activities
- Zusammenfassung auf Deutsch

Upload the template as PDF once filled out. Include additional files as annex to the PDF.

## Tab "Personnel & Institutions"

**Partner Institutions:** please add only official partners of the doc.hum college here (e.g. based on a cooperation agreement).

**Staff:** includes personnel paid by the doctoral college (admin staff and PhDs), no faculty members to be entered here.

## Tab "Research Output"

Please enter items under the following categories:

- **Publications**
- **Career steps** (very important once a PhD thesis is concluded)
- **New grants and awards**
- **New academic cooperation:** other than official partner of the doc.hum college. Only include cooperation of the doc.hum college itself, not of individuals affiliated with the doc.hum college.
- **Industrial outreach**
- **Public outreach**

## Tab "Costs"

- Fill out as indicated.
- Please consider our [detailed regulations](#) regarding costs.

**Personnel costs:** include PhDs, PIs and admin staff; no faculty members. Include costs contributed (aka inkind) as defined in the budget of the proposal.

---

Created 2025-10-28 13:25:02 UTC by Michael Strassnig  
Updated 2025-11-04 13:00:06 UTC by Petra Steinkogler