

Else Kröner-Fresenius-Stiftung

Instructions for preparing an interim report

Please structure your project's interim report as follows:

1. Status of the work and time schedule (work steps, results, milestones)
 1. a) Description and justification of any deviations from the original work/time schedule
 1. b) Expected implementation of results not yet realised (adjust activities or update work schedule as necessary)
2. List of the number of project beneficiaries since the beginning of the funding period (e.g. patients treated, mothers, care givers, midwives, physicians, specialists, etc. trained)
3. List of the number of completed actions since the beginning of the funding period (e.g. completed cataract operations, consultations, therapy units, completed training units, lectures, workshops, etc.)*
4. List of project-related changes in infrastructure since the beginning of the funding period (e.g. establishment of a health clinic, renovation of a hospital department, acquisition of an ultrasound machine, etc.)
5. Problems/risks to the project and proposed solutions
6. Tabular work/time schedule for the coming funding period
7. Funds utilisation statement (see "Instructions for preparing a funds utilisation statement")

*Points 2 and 3 may be combined