

INTROP

An ESF Scientific Programme focussed on

Interdisciplinary Tropospheric Research: from the Laboratory to Global Change

Reporting

As detailed in ESF "Programme Guidelines and Procedures", see http://www.esf.org/esf_genericpage.php?language=0§ion=2&domain=0&genericpage=1810 the INTROP programme chair / steering committee must prepare **Mid-Term** and **Final Reports** for evaluation by independent referees.

Beneficiaries of INTROP support for exchanges / workshops / summer schools / conferences are therefore requested to send chairman of the steering committee a short report **at the end of each supported activity**. It should address the following issues (as applicable):

- Summary of the activity (max. 2 pages, exchange grants only)
Discuss briefly which activities were performed during the exchange, including a list of the results. For results which are not in a finalized state, show a representative sample of the data (graph, table,...). If the activities differ from those outlined in the original application, indicate this and shortly discuss the reasons for this difference.
- Workshops, Summer schools, Conferences:
Attach a copy of the brochure and scientific programme, including a list of speakers and attendees.
- Allocation of the funds
Provide a short outline of the application of the funds granted. If the actual use of the funds differs from the original application, indicate the reasons for this difference.
- Results from the grants
Provide a list of finished and expected publications (including articles, poster presentations, oral presentations, proceedings, course notes) resulting from the sponsored activity. State expected future collaborations or follow-up initiatives resulting from the activity. Include a copy of all publications in a final state (abstract for oral presentations).

In addition to this report, the beneficiaries must acknowledge INTROP in all publications resulting from the sponsored activities.

This includes (non-exhaustive list) articles in journals, poster presentations, oral presentations at meetings and seminars. The following wording is suggested: "Part of this work was sponsored by the ESF-programme INTROP". For workshops, summer schools and conferences INTROP should also be acknowledged in the meeting brochure and the proceedings, including its full title and the address of the web page (<http://www.esf.org/introp>).

The beneficiaries are requested to send all publications (electronic versions, if possible) resulting from the sponsored activities to the chair of INTROP.