

POST-COVID

BUILDING AN EVIDENCE BASE AND LESSONS LEARNED FOR FUTURE PREPAREDNESS

GUIDELINES FOR WRITING THE FINAL SCIENTIFIC REPORT

GENERAL

- ✓ **A summary in 3 languages (French, Dutch and English)** should be submitted **at the same time** as the report. This summary covers **a maximum of 3 pages in each language** and follows the structure below:
 - description of the context, objectives and methodology of the study,
 - presentation of the results and the main conclusions and recommendations.

- ✓ The **abstract** provides some **keywords** below the text (5) so that the project can be easily searched in a database.

- ✓ The **report** will be in **English**.

- ✓ The **report** describes how the research happened and how the objectives were achieved.
 - Reference should be made to the results obtained, detailing their nature and importance for science, society and the 'policy maker'.
 - Emphasis should be placed on dissemination and valorisation of results.
 - It takes into account the opinion of the Follow-up Committee on the project and its implementation, expectations and possible contributions/collaborations.
 - It takes overall stock of the research and perspectives envisaged.

- ✓ The report should be an **integrated report with contributions from all partners**. *An aggregation of scientific articles will not be accepted.*

- ✓ The **final report** will be available on the [POST-COVID website](#) where it can be downloaded.

A. STRUCTURE OF THE FINAL REPORT

Front page

TABLE OF CONTENTS

ABSTRACT

- 1. INTRODUCTION**
- 2. STATE OF THE ART AND OBJECTIVES**
- 3. METHODOLOGY**
- 4. SCIENTIFIC RESULTS AND RECOMMENDATIONS**
- 5. DISSEMINATION AND VALORISATION**
- 6. PUBLICATIONS**
- 7. ACKNOWLEDGEMENTS**

ANNEXES

B. CONTENT OF THE REPORT

See **template** available on the website:
https://www.belspo.be/belspo/Post-Covid/docum_en.stm

Frontpage

The front page of the template should be completed. The project title, the contract number, the last and first name of the network's promoter(s) and associated researchers, the institution with the full address, as well as the last and first name of the author(s) and the submission date of the report should be added.

BELSPO and research institution logos should also be placed on this page.

TABLE OF CONTENTS

The table of contents starts on a new page and lists all the document's subheadings and the corresponding page number.

ABSTRACT

A short text is expected (10 -15 lines).

1. INTRODUCTION

Here the project is outlined in a few lines in terms of its overall context.

2. STATE OF THE ART AND OBJECTIVES

The first section of the report deals with the project objectives. The intention is **understand the choices made and the strategies that led to defining the scientific goal**. It is important to place the scientific project well in its context and show where it is situated in relation to the state of affairs at the international level as well as in relation to a series of social, political, ... problems especially within federal competences.

3. METHODOLOGY

This second part of the report asks for explanations on **the activities carried out, the methods applied and their originality compared to existing research, the materials used and the sources of information consulted**. Any important elements should be underlined that have been the subject of discussion or controversy during the **choices** made. The methodology and results may be discussed separately or together.

4. SCIENTIFIC RESULTS AND RECOMMENDATIONS

The presentation of the results should explain **their scientific content, their nature** (are they data, publications, protocols, recommendations, tools, etc.) and **their limits** (uncertainties...). They are also asked to be placed in the field of science, society and decision-making. This last aspect should be further elaborated later, **in order to measure its importance**. Finally,

reference should be made to **spin-offs** (the added value that the funding entailed in addition to the realisation of the research itself), such as the training of persons, the acquisition of a new technique or skill, the creation of a cooperation network that can also be used for other projects, the elaboration of didactic material, etc.

Given that decision support is the main objective of the programme, it is requested to:

- ✓ describe the real contribution of the project in a context of scientific support to (especially, but not exclusively) federal competences: how does/ did the project contribute to current/potential thematic policy processes (preparation, development, implementation and evaluation of policies at international, national, federal, regional and/or local levels);
- ✓ develop recommendations for decision support.

5. DISSEMINATION AND VALORISATION

The efforts made in terms of dissemination and valorisation of results should be mentioned here.

6. PUBLICATIONS

A reference list of the publications or co-publications directly linked to the research carried out within the BELSPO-funded project - in chronological order, indicating 'in press' or 'submitted' where appropriate, and distinguishing between peer reviewed and 'others' publications (other publications such as brochures, newspaper articles...).

They are also asked to add a copy of the articles to the final report or provide their references so that access can be obtained to these articles in Open Access.

7. ACKNOWLEDGEMENTS

Researchers should ensure that all necessary thanks are included in the 'ACKNOWLEDGEMENTS' section (e.g. if the research was conducted in collaboration other institutions or in premises made available by one of the members of the Follow-up Committee). *The list of members of the Follow-up Committee should be added here.*

C. GUIDELINES FOR THE LAYOUT OF THE FINAL REPORT

1. GENERAL

- 1.1. The reports will be published on the website of the programme. The reports, **in MS-Word, are delivered to us by e-mail (preferably) or downloadable.**
- 1.2. The final report may not be **Must not exceed 120 pages** (bibliography, tables and figures included).
- 1.3. An **automatic table of contents** must be inserted.

2. LAY-OUT

2.1. General format:

DIN A4 (21 cm x 29,7 cm)

2.2. Font:

Calibri WITH font size 11

2.3. Line spacing:

1,25 multiple

2.4. Alignment:

Justify (left and right)

2.5. Margins:

Left and right: 2,5 cm

Top and bottom: 2,5 cm

Header: 1,25 cm

Footer: 1,25 cm

2.6. Pagenumbers:

The numbering should start from the front page and is positioned at the "Bottom of page - right".

2.7. Titles:

For the main divisions: bold and uppercase letters (no italic and no underline)

For the subdivisions: bold and lowercase letters (no italic and no underline)

3. TABLES

- 3.1. All tables must be included in the document and as close as possible to the text to which they relate (preferably the tables should be centred).
- 3.2. The tables must be numbered in Roman numerals and indicated in the text as TABLE I, II, etc. At the top of each table there will be a short title in font Calibri 10. If necessary, some explanation may be provided at the bottom of the table.

4. FIGURES

- 4.1. To ensure optimal readability, the figures should be included in the text in high definition and high contrast (preferably the figures should be centred).
- 4.2. All figures shall be numbered in Arabic numerals and indicated in the text as Figure 1, 2, etc. At the bottom of each figure some explanation must be provided in font size Calibri 10.

5. REFERENCES IN THE TEXT

- 5.1. No footnotes at the bottom of the page. Use the following entry "author (year)":

For single-author publications:

Smith (1991)

If the author cites several publications that appeared in the same year, mention (1991 a, 1991b enz.).

For publications with two authors:

Smith and Brown, (1991)

If several publications by the authors are cited that appeared in the same year, mention (1991a, 1991b, ...).

For publications with more than two authors:

Smith et al. (1991)

- 5.2. If the author is not known, please refer to the name of the sponsor or the publisher. The term "Anonymous" should be avoided.

6. REFERENCES

- 6.1. The bibliographic reference list must be arranged alphabetically by the surname of the first author. The year of publication comes immediately after the name of the last author. The full names of all authors must be mentioned.
- 6.2. If several references are given for a single author, they must be listed in chronological order. If several references published in the same year are given for the author, they must be distinguished by a letter (1991a, 1991b, etc.).
- 6.3. For two or more authors, the references must be arranged first in alphabetical order and then in chronological order.