# Interim Report No. X – ABC-2020-123/1-1

Title of Proposal

 Principal Investigator:

 Institute of Principal Investigator:

 Address:

 Phone:

 E-mail:

 Webpage:

 Date:

An **interim report** should not exceed **6 pages** (without references).

Please indicate the name of the PI, the project number (ABC-2020-123/1-1), and the number of the interim report in the heading and the footer.

Please delete all text marked in yellow in your report prior submission. Please delet everything that is not used (tables, figures).

## INTRODUCTION

When writing an interim report, focus on the objectives set for the reported work packages and mention the relationship between the previous and next step(s)!

Please do not reintroduce the entire project but mention only the absolute essentials in the introduction!

## MATERIALS

List all used materials with trade name and utilized quality.

## METHODS

Describe briefly your methods and procedures.

## RESULTS

You can organize your results in tables as shown in “Table 1”. You can also use graphs or images. Captions should be numbered, *e.g.* ″Table 2″ or ″Figure 3″.

- For images, be sure to have a good resolution.

- Please note that the words “Figure” or “Table” should be spelled out.

- Arrange the tables and figures so that they are centered on the page.

**Please indicate in a table which work packages (compared to the contract) have been processed! This comparison is mandatory.**

Please also indicate which work packages have already been discussed in previous reports.

### Table 1. Comparison of the work carried out with the approved and contracted work packages.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Scheduled** | **Carried out**  | **Results** |
| **WP1** | **Title** |  |  |  |
| **WP2** | **Title** |  |  |  |
| **WP3** | **Title** |  |  |  |
|  |  |  |  |  |

**Subheading 1**

[…]

**Subheading 2**

[…]

### Table 2. Captions should be in Arial, bold, 9pt.

|  |  |  |
| --- | --- | --- |
| **Headline; Arial, bold, 10pt** | **Headline** | **Headline** |
| Copy; Arial, 10pt | Copy | Copy |
| Copy | Copy | Copy |



### Figure 1. Captions should be in Arial, bold, 9pt. Be sure to have a good resolution of the image.

[…]



### Figure 2. Captions should be in Arial, bold, 9pt.

[…]

## DISCUSSION

Compare the results with the hypotheses and results of other researchers. Describe the impact of the findings on the use of phospholipids. You can also mention further planned steps and related scientific questions.

## CONCLUSION

Draw conclusions in a concise manner.

Were the aims achieved? Were or will the results (be) published?

Publications? Posters (add details); Journals (add details)

Up to this point, there should be no more than **6 pages**.

### REFERENCES

Mention literature references in the text and in this section using Harvard Style.

Examples:

[1] van Hoogevest, P., 2017. Review – An update on the use of oral phospholipid excipients. Eur. J. Pharm. Sci., 108, pp.1–12

[2] van Hoogevest, P., Wendel, A., 2014. The use of natural and synthetic phospholipids as pharmaceutical excipients. Eur. J. Lipid Sci. Technol., 116, pp.1088–1107.

Use a numbered list of references at the end of the report, ordered as they appear in the text. If the work has three or more authors, the abbreviation ‘*et al.*’ should be used after the first author’s name. Private communication should be acknowledged in the main text in brackets, not referenced, *e.g.* (van Hoogevest, personal communication).

## SIGNED

|  |  |
| --- | --- |
| Name of Principal Investigator | Date and place |