

Instructions for writing a final report in projects funded within the Environmental Research Grant

Projects, programmes or syntheses funded by the Environmental Research Grant shall be concluded with a final report. The report is written in the Swedish Environmental Protection Agency's report template, which can be downloaded from:

[Template for report in Swedish](#)

[Template for report in English](#)

Here are examples of previous reports from the Environmental Research Grant, keywords "research": Examples of publications

The report must be written in Swedish, unless otherwise agreed with the responsible research secretary. Any translations are paid for by the project. The report may be reviewed before publication.

Write for the target audience. Start from the project application and the target groups specified there. Agree with followers and reference group. Extensive background data or method descriptions can be added to the appendix.

1.1. Structure of the report

The following headings must be included in the final report:

Summary in Swedish and English, maximum two pages for each language.

Introduction

Briefly describe the project's purpose, main issues and give an overview of the research field to put the report's content in context.

Method

Describe the methods, calculations and statistics used.

Results

Describe the most important results of the project and make a summary analysis.

Discussion

Discuss the results in relation to other research. Give your view on how the results can be interpreted, what uncertainty they have and how they can be used in, for example, decision situations.

Conclusions and suggestions

Describe what general conclusions can be drawn and how the results can and should be used by the Swedish Environmental Protection Agency and / or other target groups. Also describe how the research in the field can be taken further.

Thanks

Any thanks to the reference group or others are posted on a separate page before the reference list.

Reference list

All references used in the report are listed here.

Publications and data

List of scientific and popular science publications, reports, other written material and films published within the project and funded in whole or in part by the Environmental Research Grant. Feel free to provide links to publications. Also indicate where data is available.

1.2. Pictures, figures, tables and rights

The report images must be high resolution (at least 300 dpi or at least 1 MB) and in .tif or .jpg file formats. Specify the name of the photographer. Figures, maps and tables must not be vectorized and the source must be stated. The project manager is responsible for ensuring that all rights are secured for images, figures, maps and tables in the report (including for web publishing).

1.3. Cover and preface

The project manager sends a high-resolution image for the cover to the communicator. The cover is completed by the Swedish Environmental Protection Agency. Back text is written by a communicator at the Research Unit and agreed with the project manager. The preface is written by the Swedish Environmental Protection Agency or the Swedish Marine and Water Authority.

1.4. Review of final report

A completed draft of the final report is sent by agreement to the responsible research secretary. The draft is examined on the basis of both scientific quality and practical relevance. The project manager can take part in the reviewers' views, which are also discussed at a meeting with the reviewers. The project manager/project is then given the opportunity to update the report before a final version of the report is sent to the responsible research secretary for possible publication.

1.5. Proofreading before publication

The project manager is responsible for proofreading the report and receives instructions on how to make proofreading changes. The report is given an ISBN number and posted on the Swedish Environmental Protection Agency's website for free download. Authors who wish can receive a printed copy of the report.