Swiss Natural History Collections Network (SwissCollNet)

Activity report

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| INSTRUCTIONS - remove this box from the final document |
| This is the template file to submit either your final report or, if applicable, your intermediate report(s).  The report should follow the structure provided. Please keep the titles and remove the text of the descriptions.  If you have figures and tables in your report, please mention them in the text and add them in the section for figures & tables below.  Maximum of 30’000 characters (spaces included, contents from the figures/tables and references are also included)  The report needs to be submitted in ENGLISH.  This document has to be uploaded as a PDF when submitting the report online. |

1. Project details

|  |  |
| --- | --- |
| Project number | SCNxxx-AA |
| Project title | Your text |
| Project start – end dates | mm.yyyy – mm.yyyy |
| Project duration (months) | xx months |
| Main grantee | First name, last name |

|  |  |
| --- | --- |
| Reporting period | (mm.yyyy – mm.yyyy) |
| Report type | *(Tick the appropriate box)*  Intermediate report – 1  Intermediate report - 2  Final report (all projects) |

1. Activity report
   1. Summary of the activities undertaken

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| Description – to be removed from finalized report |
| Please summarise the activities that have been undertaken during this reporting period. |

Your text (MANDATORY)

* 1. Main achievements and results

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| --- |
| Description – to be removed from finalized report |
| Please, list the milestones /steps described in the project proposal for this reporting period and indicate the level of completion (completed / partially completed / started / not started).  For each milestone / step, please describe in detail what achievements have been made, what challenges have been encountered.  Describe what where the unplanned difficulties and the objectives that could not be achieved in the planned time frame, explain the reasons why.  Also, if there have been some modifications in the course of the activities compared to the initial planning of the project proposal, please explain these modifications. Explain what was overestimated or underestimated and why. |

Your text (MANDATORY)

* 1. Contributions of the project to the overall aims of SwissCollNet

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| --- |
| Description – to be removed from finalized report |
| Please describe how the results obtained (so far) contribute to the goals set by SwissCollNet. |

Your text (MANDATORY)

* 1. Next steps

|  |
| --- |
| Description – to be removed from finalized report |
| Please describe what milestones /steps will follow in the next reporting period and name their objectives.  Are there some modification(s) in the course of the activities planned in the next reporting period compared to the initial project proposal? If there is/are, please explain these modifications.  Also, if you could not complete some objectives planned to be achieved during the period you are currently reporting on, explain how and when you plan to complete them in the course of the project. Also indicate whether you would require an advice or feedback to help you complete the objective(s). |

Your text (only MANDATORY for Intermediate report)

* 1. Outlook

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| --- |
| Description – to be removed from finalized report |
| Please describe what are the new possibilities that the project eventually opened for your institution, the national and international natural history collection network, research, the public, etc? In other words, to which follow-ups could lead / have led the outcomes of the project? |

Your text (only MANDATORY for Final Report)

* 1. Highlights and publications

|  |
| --- |
| Description – to be removed from finalized report |
| Mention any highlights encountered during your project (discovery of a type, discovery of a new species, unexpected contents, successful methodology, etc…). If you published or plan to publish results linked to the project, please also mention it here (with the references). Note that SCNAT should be acknowledged in the publication (e.g., “AB was supported by grant SCNxxx-AA in the frame of the SwissCollNet initiative of the Swiss Academy of Sciences.”). Please, also mention whether you would like to share a short story or case study about your project that could be published on the SwissCollNet web page. The SwissCollNet office will then contact you back. |

Your text (OPTIONAL)

* 1. Figures and tables

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| --- |
| Description – to be removed from finalized report |
| **For final reports** **only** (and if applicable and possible), please quantify your progresses and staff training with the 3 tables below. You may adapt the table to your project specifications. You may add 3 additional figures or tables of your choice (max 6 figures in total). **Intermediate reports** may include 3 figures or tables in total. |

Your selection (MANDATORY for Final Report)

**Status of the collection(s)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Taxonomic group  (or other relevant collection id) | Unit or subunit (collection survey), | Institution | SCSPS\*(1-9 grade according to McGinley scale) | |
|  |  |  | Before project | After project |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* Smithsonian Collections Standards and Profiling System

**Output of the project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No of specimens |  | 1) All specimens | 2) Types | 3) Holotypes |
| reconditionned | planned |  |  |  |
| realized |  |  |  |
| revised | planned |  |  |  |
| realized |  |  |  |
| databased | planned |  |  |  |
| realized |  |  |  |
| scanned/  photographed | planned |  |  |  |
| realized |  |  |  |
| reorganized | planned |  |  |  |
| realized |  |  |  |

**Training and experience acquisition**(The purpose of this table is to highlight the experience gained by institutions' staff in collection management in the context of SwissCollNet projects. You do not need to mention all the people involved in the project if you do not think this is relevant.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Member of project staff | | *John Theexample*  or  *Staff member 1* |  |  |  |  |
| Position | | *Scientific collaborator* |  |  |  |  |
| Prior expertise | | *Taxonomy - Odonata* |  |  |  |  |
| Staff member hired prior to the project | | *No* |  |  |  |  |
| Experience /expertise acquired during the project on | Reconditioning | *x* |  |  |  |  |
| Revision (taxonomy) | *x* |  |  |  |  |
| Databasing | *x* |  |  |  |  |
| Scanning /Photographing |  |  |  |  |  |
| Data management |  |  |  |  |  |
| Other (please precise) |  |  |  |  |  |
|  |  |  |  |  |  |