

Introduction to professional reports to the Centre for Childhood Health

As a recipient of a grant from the Centre for Childhood Health, you are required to prepare and submit one or more professional reports to the centre regarding the project's progress and results.

If the grant is multi-year, you must annually prepare and submit a report on the project's progress (annual professional reporting).

After the project end date and the expiry of the grant, you must prepare and submit a final report on the project's activities and results (final professional reporting).

Below, you can read about the purpose of the professional reporting and obtain information about the two types of reporting.

Purpose of reporting

The reports serve two purposes: firstly, to monitor project progress and emerging results, and secondly, to collect learning across projects with a view to strengthening existing and future projects. Your reporting is important for the Centre for Childhood Health's ability to strengthen future collaborations and initiatives.

Annual professional reporting

As a recipient of a multi-year grant from the Centre for Childhood Health, you must annually prepare and submit a professional report on the project's progress. The annual professional reporting should provide a clear overview of the activities, preliminary results, and learning achieved during the reporting period.

The annual professional reporting consists of two parts:

1. Reporting in Foundgood or Researchfish (as stated in your grant agreement)
2. Reporting in GrantOne

The **deadline** for the annual professional reporting is 7 January.

Final professional reporting

As a recipient of a grant from the Centre for Childhood Health, you are required, upon completion of the project, to prepare and submit a final professional report on the project's activities and results. The final professional report focuses on the project's activities, results, goal achievement, learning, collaborations, anchoring, and strategic relevance, as well as perspectives for the future application of the project's experiences.

Like the annual reporting, the final professional reporting consists of two parts:

1. Reporting in Foundgood or Researchfish (as stated in your grant agreement)
2. Reporting in GrantOne

The **deadline** for the final professional reporting will be stated in the grant agreement and in GrantOne. As a general rule, however, it will be 3 months after the project end date (always at the end of a quarter).

Further information on the professional report submitted in Foundgood/Researchfish

Your grant agreement will specify which of the two systems you are required to use for professional reporting. Reporting in Foundgood and Researchfish is structured around the ongoing registration of activities, results, and impact. Both systems collect data on publications, activities, collaborations, funding, and societal effects in standardised categories.

Once a signed grant agreement is in place, the project will be created in Foundgood/Researchfish, after which you will receive an invitation and access to the relevant system.

You can find a guide to Researchfish and Foundgood on the centre's website.

Further information on the professional report submitted in GrantOne

In Foundgood/Researchfish, reporting mainly focuses on the *number* of activities, publications, and members of the target group involved. In the report form in GrantOne, we ask you to elaborate more qualitatively and reflectively on the content, methods, and approaches of the activities, the significance of organisation, collaborations, and stakeholder involvement, as well as the project's outcomes and your assessment of goal achievement in relation to the project's purpose.

The annual professional report consists of questions relating to the following themes:

1. *Activities during the reporting period*: Which activities were carried out during the reporting period?
2. *Outcomes of the activities carried out*: What results or outcomes has the project generated through the activities conducted during the reporting period?
3. *Status and progress*: Assessment of activities and outcomes in relation to the original intentions: How is the project progressing (e.g. organisation, collaborations, timing, implementation of activities, and outcomes) compared to the project plan? How have any deviations been managed?
4. *Learning*: Are there lessons from the project's experiences during the reporting period that could beneficially be used to strengthen the future course of the project and/or other projects?

The final professional report consists of questions relating to the following themes:

1. *Project activities and results*: Which key activities have been carried out, what results and deliverables have been achieved, and how do these align with the project's original purpose and objectives?

2. *Goal achievement and professional contribution:* To what extent has the project achieved its goals, and what new knowledge, experiences, methods, or initiatives has the project contributed to the field?
3. *Future perspectives, dissemination, and anchoring:* How can the project's experiences be applied going forward, how have the results been disseminated, and how have the project's results been anchored in practice and existing structures?
4. *Learning, collaboration, and strategic relevance:* What experiences have been gained during the project, including any deviations, collaborations, and partnerships; how has the collaboration with the Centre for Childhood Health functioned; and how has the project contributed to the strategic goals?

Think broadly about activities, goals, and outcomes. These may include, for example:

- Workshops with potential partners and development of project activities for the target group, development of the project description and project plan, cultivation of collaboration partners and stakeholders, etc.
- Education, capacity building, and network development among relevant stakeholders
- Communication and knowledge-sharing activities
- Initiatives targeted at families, children, and young people
- All publications and other scholarly or professional outputs produced as part of the project. This includes both scientific publications and other forms of knowledge dissemination, such as reports, articles in professional or peer-reviewed journals, conference presentations, policy briefs, guidelines, educational and methodological materials, evaluation reports, and other relevant outputs.

When submitting the professional report, you are welcome to upload relevant appendices that may support the reporting (e.g. reports, evaluations, photographs, teaching materials, and video materials).

There is an opportunity to write anything else you would like to share with the Centre for Childhood Health at the bottom of the first page if you answer "yes" to the question "Do you have any additional comments?"

You will receive a reminder prior to the annual and final professional reporting.

Questions

- For *practical* questions regarding completion and submission, you may contact Josephine Svaneberg at jsv@cslt.dk or Vibeke Møller Thomsen at vmt@cslt.dk.
- For *professional* questions regarding completion, you may contact the contact person at the Centre for Childhood Health specified in the grant agreement.