



Vetenskapsrådet

Datum:  
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Diarienummer:  
4.5-2023-00025

Handläggare:  
Sara Moa

## **Instructions for producing an operational report for research infrastructure grants**

### **Purpose of the report**

The Swedish Research Council asks for a yearly operational report (*Verksamhetsberättelse*) from funded research infrastructures in order to ensure that the grant is used in accordance with the conditions set in connection with the approval of the grant.

It is the responsibility of the administrating organisation to report yearly the operational activities to the Swedish Research Council. The operational report should constitute a summary of the operational activities and link other reporting (key numbers, financial reporting, publication lists etc) to a descriptive reflection of the past year.

To ensure that the operational report contains the desired information, the Swedish Research Council has produced the following instructions for producing the report.

The document can be written in Swedish or English and should be sent in PDF format to [aterrappinfra@vr.se](mailto:aterrappinfra@vr.se), preferably together with the other reports connected to the grant.

### **Content of the operational report**

The operational report must be formulated concisely and cover a maximum of 5 pages (Arial, font size 11). Below is a description of the headings that are to be included and what to report under each heading.

#### **Summary**

An overview of the activities during the past year is presented here. Please also describe how and by whom the annual report has been prepared.

#### **Popular science description**

Describe the infrastructure and its operations using no more than 150 words in such a way that even a person not familiar with the subject can understand it. Please include a link to the infrastructure's website. Please note that the Swedish Research



Council may use the provided text for informational purposes such as presentations or for publication on vr.se.

### **Description of operations**

Give an account of the operational activities carried out during the year. Link the report to what is described in the application under the section *The infrastructure's operations* (previously *Description of the infrastructure and its activities*), with particular focus on the components below. The report should focus on the activities covered by the Swedish Research Council's decision to approve grants.<sup>1</sup> Please explain any abbreviations used.

- Time plan
  - Comment on the developments/activities of the infrastructure in relation to the GANTT chart of the application and/or its time plan and goals.
  - Include an updated version of the GANTT chart.
- Construction, development and operation of the infrastructure
  - State how the modules individually and, if relevant, in collaboration contribute to achieving the scientific goals.
  - Describe the status of procurement and/or development of equipment if the grant covers this.
  - Describe how new equipment has been made available and utilised.
  - Describe method development and other developmental work that has taken place during the reported year.
- Collaboration with other infrastructures
  - Where applicable, describe collaborations and interactions with other national and international infrastructures.
- Data management and need for supporting e-infrastructure
  - Comment on any work regarding data management and supporting e-infrastructure that has taken place during the reported year.

### **Changes in organisation**

Describe any organisational changes that have occurred during the year. Also describe any personnel changes that have affected the operations. For any changes approved by the Swedish Research Council, please state the registration number for the case (this applies to re-focusing/re-allocation of the grant, change of director or administrating organisation, and other matters that require a decision by the Swedish Research Council).

### **Steering group activities**

Describe the work and main tasks of the steering group during the year.

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<sup>1</sup> As specified in the budget (and associated activities) that are attached, or otherwise linked, to the special terms for the grant or, for grants approved from 2023, to the decision on approval of the grant.



### **Financial outcome**

Comment on the financial outcome of the year (as reported in a separate Excel template) in relation to the budget covered by the Swedish Research Council's decision to approve the grant.

Where relevant, describe for the co-financing:

- How much has been made up of user fees.
- If the co-financing has changed, and if so how.

### **Comment on the key numbers**

Reflect on the key numbers for the year in relation to the reported operations and activities. Make a comparison with the previous year and comment on the development (does not apply to infrastructures reporting to the Swedish Research Council for the first time). Further instructions related to the key numbers can be found under the heading *Equality* below.

### **Comment on the publication list**

Reflect on the publication list for the year. Make a brief comparison with the previous year and comment on the development (does not apply to infrastructures reporting to the Swedish Research Council for the first time).

### **Equality**

Comment on the infrastructure's own work and development in the area of equality relative to the equality plan.

Comment on the key numbers for the year in terms of gender equality. Where applicable, compare with the previous year and comment on the development.

Describe the activities and measures related to the internal equality work carried out during the year as well as the corresponding applicable external activities and measures, including the number and proportion of women/men who attended, for example, trainings and user meetings during the previous year.

Describe which (if any) activities and measures are planned in the coming year to even out any gender differences in the various reported areas.

### **Risk analysis**

Describe the work performed during the year with regards to assessing and analysing risks. Describe how the mitigation work with identified risks progressed, and whether new risks have been identified and how these are handled. This refers to risks related to the implementation and/or operations and thus might lead to increases in cost and/or delays.

### **Educational efforts, outreach and user support**

Describe internal and external educational efforts and outreach carried out during the year. Describe any development of user support and whether the demand for user support has changed during the year.

**Miscellaneous**

Here you have the opportunity to write freely about the activities of the reported year. Raise, for example, if the work was affected positively or negatively by something that has not come to our attention elsewhere in the report.