

Guidelines for the Implementation of the EUROBATS Projects Initiative (EPI):

### **Standard Format for Final Reports**

- 1. Project title/ Name of the Country**
- 2. Project Leader** (name, institution, address, telephone, fax, e-mail, web)
- 3. Project partners** (names, institutions, addresses)
- 4. Author of the report** (name, institution, address, telephone, fax, e-mail, web)
- 5. Region of project implementation**
- 6. Project period**
- 7. Report on implementation and development** (including full information on contributions from collaborative partners and further resources)
- 8. Contribution of the project to the objectives of the EUROBATS Agreement**  
(with special reference to bat conservation, research, public awareness and international cooperation)
- 9. Products (e.g. publications, workshops, seminars) and other outcomes of the project**
- 10. Detailed financial report** (all expenditures explained and receipts enclosed)
- 11. Summary** (a short article with the most important outcomes to be put online on the EUROBATS website. The final report and the summary should contain acknowledgements to the donor countries that funded the project).