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Format of the Sentinels year plan and year report

October 29, 2008

Introduction

This document contains the format of the Sentinels year plan and year report. This is a mandatory format to be submitted at the latest January 15 of a certain year. The main difference with previous years is that from 2009 on, we will make one report describing both the year plan and the year report.

Both your year plan and year report are used with year plans and year reports from other projects to make an overall Sentinels year plan and year report. This is required for the financiers of the Sentinels program (that is, the Ministry of Economic Affairs, NWO and Technology Foundation STW). These reports will be published on the Sentinels website (www.sentinels.nl/library).

Of course, you can use the reports from your user committee meetings to create your year plan and year report. Preferably, use LaTeX for submitting your year plan and year report (except for excel sheets). You can download a template from www.sentinels.nl/projects/documents/project-XXXX-JJMMDD.tex.

The language of the year plan and the year report should be in English and the language of the excel sheets may be in Dutch. The precise content is described in the following section.

Contents of the year plan and year report

Section: Short summary of the project

Section: Administrative details:

- project number
- title of the project
- name project leader and contact person
- website
- names and fte's of personnel on the project (for format see the LaTeX template)
- names and affiliations of members of the user committee and (in case of modifications in the user committee) the start and/or end of participation of that specific person(s)
- dates of the user committee meetings

Section: Research report for the previous year.

Section: Utilization report for the previous year.

Write a general part and follow this with a subdivision in the following activities (see the research program text Chapter 3):

- Development of knowledge (in Dutch: "kennisontwikkeling")



Sentinels wordt gefinancierd door
Technologiestichting STW,
NWO en het ministerie van
Economische Zaken.



- Development of competence core areas¹ (in Dutch: “zwaartepuntvorming”)
- Creation and expansion of networks (in Dutch: “netwerkvorming”)
- Knowledge dissemination (in Dutch: “kennisoverdracht”)
- Anchoring of knowledge resulting from the program (in Dutch: “verankering”)

Section: Research plans for the next year.

Section: Utilization plans for the next year.

Write a general part and follow this with the same subdivision as with “Section: Utilization report for the previous year” above.

Section: Contacts with third parties during the previous year.

Please mention date, contents, suggestions or remarks received, commitments, appointments, etc. as far as these have not been mentioned in the utilization report section.

Section: Expenses for the previous year.

Please use the excel sheet indicated below and submit the excel sheet to the program office. We need the excel sheet for making reports over all projects, so please do not use another format.

Describe what has been bought and used for the project and who has participated in it. Summarize this in the excel sheet “FinancieelJaarverslag-Project-XXXX-JJMMDD.xls”

(www.sentinel.nl/projects/documents/FinancieelJaarverslag-Project-XXXX-JJMMDD.xls). Each year should be added to the same excel sheet as submitted in the first year of your project (this sheet can be obtained from us). Use the amounts as of December 31 of each year. Substitute your project number for “XXXX” and the date submitted for “JJMMDD”.

Section: Expenses for the next year.

Please distinguish between PK = personeels krediet = budget for personnel; MK = materieel krediet = budget for material costs (including national travels); BR = buitenlandse reizen = budget for foreign travels; IK = investerings krediet = budget for investments.

For the precise format see the LaTeX template.

Section: Time line and events.

- A time line and events during the previous year for your project.
- A time line and events planned for your project.

Section: Press coverage during the previous year

Please list any press or web coverage your project has generated (if possible with weblinks). This illustrates the visibility of your project.

¹ Competence core areas are like focus areas but the difference is that with competence core areas research groups each chose a *different* research area (of course, they can chose more than one). Then, they can specialize in that area. This prevents overlap between different research groups and also prevents that research areas become so fragmented that they do not have any international impact.