Documentation of research projects and research material

Details of the research project

Title of project:
Project manager:
Other participants in the project:
Department / unit / faculty:
The project started:
The project was completed:
Funding:
Description of the project (when needed as an attachment):
Catchwords, keywords:
Publications, reports and other research results (when needed as an attachment):

Details of the research material

Formal (administrative) documents
For example, project plans, grant applications, contracts, project descriptions,
correspondence with sponsors / clients, financial and personnel management documents:

Quantity:

Storage Form (For example, paper, computer tapes, floppy and hard drive):

Storage Location (Eg departmental archives, offices):

Primary material (research)
For example, surveys, interviews, examinations, test protocols, measurement and test results, x-rays,
blood tissue and organ samples:

Type (see example above):

Quantity:

Storage medium:

Storage location:

User Rights and Restrictions (privacy):

Content Description (for possible subsequent users of the material):

Processing Materials (working material)
For example, text and concepts to be reworked, measurements, calculations, excerpts, ADP recordings that are dependent part of an ongoing processing of data:

Accounting Materials
For example, interim and final reports and articles:

Storage location:

Further Information
For example, the ability to re-use the material in other research, links to other research materials: