

Guideline for writing MARUM reports

In 2006, the MARUM general assembly adopted a quality assurance procedure. Its goals are (i) to ensure high-quality of the scientific work and the services provided by MARUM in the long run, and (ii) to document the use of the resources with regard to the overarching goals in a transparent way. Key element of the procedure is an annual progress report to be prepared by each research area, the individual projects in the research areas and in area Z, as well as for all incentive and fellowship projects.

The reports should be submitted no later than **May 15, 2009** in electronic form to the MARUM director. The length of the reports should not exceed 2-3 pages (for a line spacing of 1.5 and a font size of 10-11 pt.) and can be submitted in either German or English. The reports should cover the past 12-month period and include the following information:

Projects, Incentive and Fellowship Projects

- Basic data (names of PIs; number and type of funded personnel; staffing situation)
- State of work
- Key results
- Publications (differentiated between „core” publications and project-related publications)
- International involvement and visibility
- Milestones for the next 12 months-period (e.g. expeditions, publications)

Research Areas

- International involvement and visibility
- Organization of workshops
- Measures taken to link the projects
- Contributions to public understanding of science
- Expeditions
- Milestones for the next 12-months period

Suggestions for improving the work within MARUM (e.g. with regard to work flow, communication, infrastructure, etc.) are very welcome.