

Guidelines for reporting under the Odysseus programme

These guidelines apply only to Odysseus researchers selected as of 2023 (as of Odysseus call 2022), for whom Article 20 – as amended by the decision of the Board of Trustees of 11 February 2026 – is in force.

Odysseus researchers selected in 2021 (under the Odysseus 2020 call) must continue to follow the June 2021 guidelines, which can be consulted [here](#).

To streamline the reporting process to some extent, the FWO will make standard reporting templates available when interim and final reporting is due. These templates are to be used by (1) the university-host institutions for evaluation of the Odysseus supervisors, and (2) the Odysseus supervisors for the scientific project evaluation. Host universities and Odysseus supervisors may also request the templates at any time via Odysseus@fwo.be.

1. Intermediate and ex-post evaluation **of the Odysseus supervisor**

Who?

As set out in Art. 20 of the [Regulations for the Odysseus Programme](#), intermediate and ex-post evaluation of the supervisor is the responsibility of **the university-host institution**. The internal evaluation procedure of the relevant university-host institution must be followed. If you are an Odysseus supervisor, then please contact the research coordination office of your university-host institution for more information.

What?

At the request of the relevant university-host institution, the Odysseus supervisor submits a report describing the scientific achievements during the Odysseus fellowship, the output from the Odysseus fellowship and, where appropriate, an updated research plan for the remaining period of the Odysseus fellowship. The university-host institution(s) then evaluate(s) the Odysseus supervisor in line with the applicable internal procedures.

Subsequently, the university-host institutions transmit a reasoned report on this internal evaluation, including its impact on the further appointment of the Odysseus supervisor with the relevant university-host institution(s), to the FWO by the specified deadline. The initial report as submitted by the Odysseus supervisor is attached to the report.

How?

The research coordination office transmits the report on the internal evaluation of the Odysseus supervisor, along with the initial report supplied by that supervisor, to the FWO by the specified deadline (as set by the FWO). All communication takes place via Odysseus@fwo.be.

When?

For TYPE I as well as TYPE II, the intermediate report must be submitted **during the fourth year following approval**, at which the time the host institution will decide on the further career of the Odysseus supervisor. The ex-post report must be submitted **during the second phase-out year following approval** of the Odysseus research project. On June 1st the FWO will invite the university-

host institutions to submit the reports by September 30th, as deadline to transmit the evaluation report of the Odysseus supervisor to the FWO.

2. Intermediate and ex-post evaluation of the Odysseus research project

Who?

As set out in Art. 20 of the [Regulations for the Odysseus Programme](#), the scientific evaluation of Odysseus research projects is the responsibility of the FWO. As such, the FWO will contact **the Odysseus supervisor** in due time to submit a scientific report.

What?

When interim and final reporting is due, the FWO will make a reporting template available for the evaluation of the Odysseus research project. The following elements will be included:

- Progress of research and use of allocated funds
- Academic output: publications, published datasets, ...
- New collaboration(s) (national & international)
- Follow-up financing
- Science outreach & public engagement strategy
- Inter- and transdisciplinarity
- Scientific prizes & awards
- Impact of funded research (social, economic, cultural, etc.)
- Clinical trials
- Data Management Plan
- Research Security

How?

The Odysseus supervisor submits the scientific report to the FWO by the specified deadline. [The Cross-Domain Panel \(CDP\)](#) then in force evaluates the submitted scientific report in line with the procedures set out in Art. 9 of [the General Regulations](#).

When?

For TYPE I as well as TYPE II, the intermediate report must be submitted **during the fourth year following approval**. The ex-post report must be submitted **during the second phase-out year following approval** of the Odysseus research project. On June 1st the FWO will invite the Odysseus supervisors to submit the reports by September 30th, as deadline to transmit the scientific report of the Odysseus project to the FWO.