

Guideline for reports AFG

The Project Owner is required to submit a financial and a scientific report as 2 separate PDF files in the RCN electronic reporting system one month after the project ends. The reporting opens one month before the reporting deadline, but we advise you to start the process early to make sure you have everything ready in time. Once the reports are submitted you cannot make changes to them. The scientific report must also be uploaded to the RiS project under project updates/ add comments.

If the reports are not submitted by the deadline (and the SSF has not approved this delay in advance) or the report is not found to meet the requirements listed below, the RCN will not disburse the funding.

The financial report is not issued automatically from the Project Owner and you as the grant recipient are responsible for the report being submitted in time. The reports take time to generate so start early.

The report must contain the official financial report of the project issued by the Project Owner that documents that the funds have been spent in accordance with your budget. If the report does not specify all costs as stated in your budget, you have to include an "explanation". (e.g. "travel costs 6720 NOK" = Flight TOS-LYR 4420kr, 5 nights in Longyearbyen 2300kr). See next page for an example of an approved report.

The Scientific report: The report must meet all the formal requirements, or it will not be accepted.

The formal requirements for the scientific report are:

1. Individual report submitted by the Project manager (grant recipient).
2. Submitted as one PDF file (including pictures) no more than 5 pages long.
3. The name of the PDF must be: Name_RIS-ID.pdf. (e.g. JaneDoe_RIS1234).
4. In English and not be written in the 1st person (No "I did" "I conclude" etc.)
5. Written in Times New Roman text size 12, with normal margins (2,5 cm) and a line spacing of 1,15.
6. Information about the project in RiS is updated at the time of submission and the scientific report uploaded to RiS (Click Edit project, scroll down to Project updates)
7. Description of the data collected (meta-data) is in RiS (see point 9 below). Writing "I will upload a description of the data to RiS later" will not cover this point.

The following elements must be incorporated in the scientific report:

1. Project title and RiS number
2. Name and contact details of the Project manager, the Project Owner, and if other than Project Owner, the home institution of the Project manager.
3. Project objectives (approx. 10 lines)
4. Main achievements (approx. 10 lines)
5. Main difficulties encountered (approx. 10 lines)
6. Fieldwork summary report including description of fieldwork, data as well as any preliminary analysis and results.
7. Collaboration goals and achievements with other projects, research groups etc.
8. Scientific publications, conference presentations, public outreach etc. based on the fieldwork (both published and planned).

9. Description of metadata submitted to RiS (Click Edit project, scroll down to Data). It is mandatory to register a brief description of the collected data in RiS even if you have not yet analysed the data. Your report will not be approved if this is not included. We are not asking for you actual data just a short description. Example of dataset
<https://www.researchinsvalbard.no/dataset/3ac20000-e4f1-ce97-5799-08da9561e02d>
10. 2-4 pictures and figures, illustrating the fieldwork and main results.

Resultatrapport avd prosj intern

Tirsdag 29. Okt 2013 13:14

 Firma: Universitetet på Svalbard AS
 Budsjettår/ Periode: 10 2013 Prosjekt: 8508

	NIBU / Br. Avvik med budsjett	Arbeidsgjett
Yrteker eksport		
2038 - Eksport prosjektkoder	-33 250	0
Sum Yrteker eksport	-33 250	0
Sum resultat	-33 250	0
Felt- og tokt kostnader		
6100 - Intern kostnad skattefrie	7 600	0
6101 - Intern kostnad skattefrie	15 000	0
6300 - Skattefrie	2 275	0
6305 - Felt/Tokt material	5 680	0
Sum Felt- og tokt kostnader	30 555	0
Andre driftskostnader		
6542 - Verktøy / Material	529	0
7177 - Reise følgelig	2 850	0
Sum Andre driftskostnader	3 379	0
Sum driftskostnader	33 934	0
Driftsresultat	684	0
Resultat	684	0

Official Economic report issued by the Norwegian institution responsible for the project

Explanation of the costs. These items must be in line with your budget.

Report Arctic Field Grant		NOK comments	
8508/6100			
Field and cruise costs			
Snow mobile	7600	1 day rental	
Boat (Polar Circle)	5000	1 day rental (reduced price due to joint cruise with another project)	
Boat (Viking Explorer)	10000	external	
Snow mobile	2275	529 rope	
Field material tools	5680	sea ice saw, gasoline (4 trips x 60L x 8 NOK/L), thermoses	
Field material consumables	2850	taxi (to the harbour), food in field, accommodation in Pyramiden (4 nights x 500 NOK)	
Travel			
Total sum	33934		