## **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:

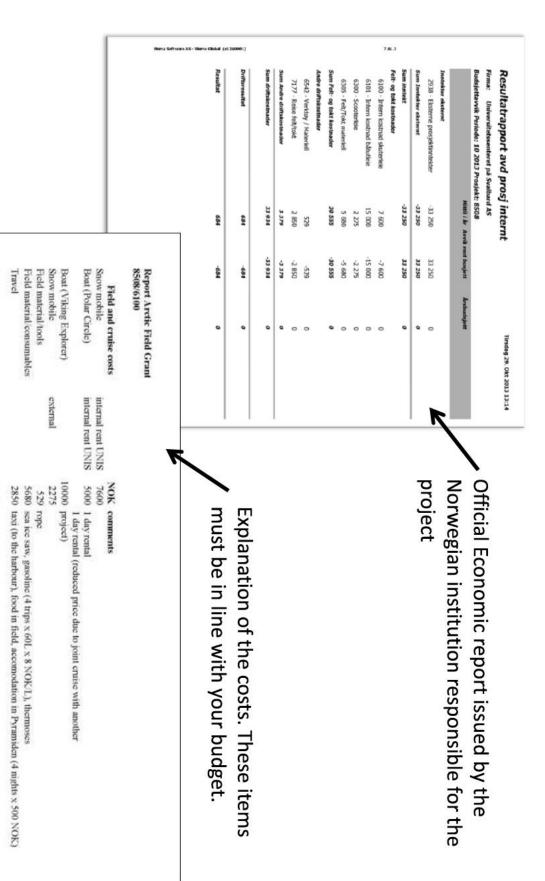
- 1. Individual report submitted by the Project manager (grant recipient).
- 2. Submitted as one PDF file (including pictures) no more than 5 pages long.
- 3. The name of the PDF must be: Name\_RIS-ID.pdf. (e.g. JaneDoe\_RIS1234).
- 4. In English and not be written in the 1st person (No "I did" "I conclude" 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 <a href="https://www.researchinsvalbard.no/dataset/3ac20000-e4f1-ce97-5799-08da9561e02d">https://www.researchinsvalbard.no/dataset/3ac20000-e4f1-ce97-5799-08da9561e02d</a>
- 10. 2-4 pictures and figures, illustrating the fieldwork and main results.





Total sum