# Guidelines for the final project report for NSRFs Industry Projects

The guidelines below are communicated to all grant recipients.

Final reporting consists of two parts:

1. The final project report referring to deliverables in the project (to be published)
(NSRFs Standard Terms & Conditions pt 3.8)
2. Administrative final report (internal document) (NSRFs Standard Terms & Conditions pt. 1.2)

1. The final project report in line with deliverables in the project
Most projects are concluded in a final project report.
The report shall be presented to the Reference Group (incl. NSRF-responsible) for comments before the report is to be considered final.

The final report shall be available to the public and comprise of:

1. **Summary**

A short summary of founding / industry anchoring of the project, execution / method/ results / conclusions and evaluation of the potential for implementation and use of results.

1. **Introduction**
* Background for the project’s initiation
* Scope of the project
* Organizing ; roles, responsibilities, project group, reference group, etc.
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1. **Problem definition and purpose**
* Describe goals as to effect (use for industry, potential effects etc. quantitative if possible)
* Describe goals as to results (deliverables)
1. **Project execution**
* Describe methodology (argument for chosen methodology)
* Execution of project
1. **Results, discussion and conclusion**
* Overview of results
* Evaluation of results (statistics, validity, safety, precision etc.)

Consider / discuss the further implication of results, particularly their implementation within the industry

Consider / discuss the value to the seafood industry; contribution to NSRFs main goal

1. **Deliverables**

Detailed overview of deliverables in the project

## 2. Administrative final report

Internal document, not for external publication.
Use this document as the format or submit a separate document.
Document to be sent to post@fhf.no marked project number 90xxxx i subject-line of e-mail.

The following information is expected:
**FHF-project number:
Project name:
Date:
Submitted by (project leader):**

The report must:

a) Explain deviations from project description, milestones, timelines, budget, accounting, project organizing etc.

Deviation goal: Yes / No
Deviation progress: Yes / No
Deviation deliverables: Yes /No
Deviation financing plan: Yes / No
Deviation budget and expenditure: Yes / No
Deviation project participants: Yes /No
Other significant deviations: Yes /No
Results published: Yes /No

Add comment where the answer is «yes» in the above.

### b) Are there plans for further communication / publication based on the project?