Guidelines for administrative final report





The guidelines below clarify and elaborate on the requirements for final reporting for FHF projects (cf. FHF’s standard terms and conditions, point 5.3) and are provided to grant recipients when the agreement is signed.

Final reporting to FHF is to be in two parts:

1. Final reporting in accordance with the deliverables in the project (to be published). See guidelines at [www.fhf.no/om-fhf/slik-arbeider-fhf](https://fhf.no/om-fhf/slik-arbeider-fhf/)

2. Administrative final reporting (to be treated as an internal document)

# Administrative final reporting

This is an internal document and is not to be published. Use this form or include the required information in a separate document. Send the document to [post@fhf.no](mailto:post@fhf.no), entering “Administrative final report FHF-project 90XXXX” in the subject line of the e-mail.

Required information:

FHF project number:

Project title:

Date:

Submitted by (Project Leader):

a) The report should clarify and explain any deviations from the project description, scheduled milestones/deadlines, budget/accounting, project organisation, etc.

Deviation Objectives: Yes / No

Deviation Timeline: Yes / No

Deviation Deliverables: Yes / No

Deviation Financing Plan: Yes / No

Deviation Budget and Spending: Yes / No

Deviation Project Members: Yes / No

Other significant deviations: Yes / No

Are the results to be disseminated? Yes / No

Comments for each point where the answer is Yes above:

b) Scheduled peer-reviewed publications: Please add a publication plan for any planned peer-reviewed scientific publications (e.g. add a manuscript)

c) Are there any further plans for dissemination or communication on the basis of the project?