

Guidelines for final reporting

The guidelines below clarify and elaborate on the requirements for final reporting in FHF projects (cf. FHF's standard terms and conditions, point 5) and are provided to grant recipients when the agreement is signed.

Final reporting consists of two parts:

1. Final report in line with the deliverables of the project (to be published, ref. FHF's standard terms and conditions pt. 1.2. and 5.3.)
2. Fact sheet and presentation in PDF format (to be published)

1 – FINAL REPORT IN LINE WITH THE DELIVERABLES OF THE PROJECT

The final report shall summarize the execution, findings and results of the project.

The final report shall be submitted to the project's reference group (including the FHF responsible person) for review and comments before the report is considered final.

The final report shall identify the responsible institution or project group through logo, graphic design or other clear and distinct identification of the party responsible for the final report.

FHF's role in financing the project shall be made clear.

Project no. (FHF-number) and date for submission of the report shall appear on the front page.

The final report will be published on FHF's website and shall include:

1. Summary (both in Norwegian and English)

- Brief summary of aims, results and conclusions of the project.
Summary shall not be an extensive description of execution and methods.

2. Introduction

- Project background.
- Project organisation (roles/responsibilities: project group, reference group, other if relevant)

3. Problem and objectives

- General aim and specific objectives of the project.
- Expected value to the industry or other relevant parties.

4. Project execution

- Description of choice of methods and execution of the project.

5. Results, discussion and conclusions

- Detailed description of results.
- Evaluation of the findings and results (statistics, validity, certainty, precision etc.).
- Assessment of utilization of the results in the industry or for other relevant parties.
- Assessment on to what extent, and in what way, results will contribute to improved sustainability.

6. Main findings

- Three to five bulletpoints which summarize the main findings of the project.

7. Recommendations and implications

- Suggest recommendations and implications for the industry (or other relevant parties) based on project results.

8. References

- List of references utilized in the report.

9. Deliverables

- Detailed listing of project deliverables.

2 – FACT SHEET AND PRESENTATION

1. Fact sheet

Fact sheet in PDF format summarizing project results, conclusions and recommendations / implications in a simplified manner, using text and / or illustrations.

2. Presentation

Presentation of maximum 10 foils which summarizes the project.

The presentation shall be suited for utilization by FHF, the industry or others when referring to the project and it's results.