

## **Guidelines for completing the Project Account Report**

Unless otherwise specified in the contract documents, a project account report is to be completed by the end of each year as of 31 Dec and submitted to the Research Council **at the latest by 20 January** of the following year.

Failure to submit a project account report is considered by the Research Council to represent a serious breach of contract, and gives grounds to cancel the R&D contract. Please see the General Terms and Conditions for R&D Projects issued by the Research Council of Norway.

The project account report is to show the total costs incurred by the project during the relevant accounting period. The project accounts should only include expenses that are directly related to performance of the project as stipulated in the contract documents. The actual funding is to show how the reported costs have been financed.

**The total sums for the sections “Actual costs” and “Actual funding” must be identical.**

### **Requirements regarding the use of the Project Account Report template and attachments:**

Templates for the Project Account Report and the Specification of Costs attachment will be available to project contact persons on My RCN Web. These templates must be used for the submission of all project account reports for the project.

Each project account report must be accompanied by a completed “Specification of Costs” form providing the information listed below. Please note that the totals for each item are to be entered into the cost specification form, as that part of the project account form is not open for editing. The following information must be provided:

- A list of the individual names, number of hours and hourly rates for all R&D personnel included under Payroll and indirect expenses. If the Research Council’s fellowship rates are used, these should be entered without specification of number of hours and hourly rate.
- A list detailing any individual items included in the fields for “Other operating expenses” whose cost exceeds NOK 50,000. Costs listed under “Equipment” must be specified.
- A list detailing the names and individual amounts paid to all the Norwegian universities, university colleges and research institutes included in the field for “Procurement of R&D services”. The invoice number for the individual cost items must also be provided.

Additional details relating to this information may be provided in a separate attachment when necessary.

For rules on how to calculate hourly rates, see [www.forskningsradet.no](http://www.forskningsradet.no)> Apply for funding> Application information > Payroll expenses and rates.

For a list of the former rates for fellowship grants for projects with start-up in 2007 or later, see [www.forskningsradet.no](http://www.forskningsradet.no)> Apply for funding > Project follow-up and reporting.

### **Inclusion of value added tax (VAT)**

Value added tax (VAT, listed as “mva” in Norway) is only to be entered in those cases where it constitutes an actual cost under the project, and the amount is to be entered in the specified column. Businesses/institutions that are liable for value added tax, or that are entitled to refunds of VAT pursuant to the Act relating to VAT compensation, are not to enter VAT under project expenses.

The Project Owner is responsible for ensuring that VAT is entered correctly into the Project Account Report. If VAT has been entered as a project expense for a partner, the Project Owner must confirm in the Project Account Report form that this partner is neither liable for value added tax, nor encompassed by the provisions of the Act relating to VAT compensation.

### **Please note the following:**

The Project Owner is under obligation to produce all necessary documentation and any other evidence related to expenses incurred by the project when so requested by the Research Council or the Office of the Auditor General.

The project account report must be signed by the project administrator and submitted via the electronic reporting system.

Under normal circumstances, the project account report does **not** need to be formally certified by an accountant. Any requirements to this effect will be specified in the contract, Article 8.

Special guidelines apply for projects under the SkatteFUNN tax deduction scheme. Please refer to these separately.

### **Guidelines relating to different project types:**

More specific (detailed) guidelines for the following project types are given below:

- Innovation Projects for the Industrial Sector (IPN)
- Knowledge-building Projects for Industry (KPN)
- Innovation Projects for the Public Sector (IPO)

For all other types of projects, the guidelines for IPN projects may be used.

## **1. ACTUAL COSTS – Innovation Project for the Industrial Sector (IPN):**

**1.1. Payroll and indirect expenses** Please enter payroll and indirect expenses for the Project Owner and any task-performing project partners from Norwegian trade and industry.

Payroll and indirect expenses encompass salary and social security costs for R&D personnel taking part in the project and indirect costs related to the performance of the R&D activities, such as rent, administrative support functions, ICT, etc. R&D personnel as used here means the project manager as well as scientific and technical staff.

**1.2. Procurement of R&D services** The cost of invoiced procurement of R&D services from Norwegian universities, university colleges and research institutes, including costs related to any fellowships at Norwegian research institutions, is to be entered here.

**1.3. Equipment** Depreciation costs for research infrastructure (equipment) that is used in the project is to be entered here. For information about how to enter depreciation costs, see [www.forskningsradet.no](http://www.forskningsradet.no) > Apply for funding > Application information > Depreciation of equipment. Depreciation costs for the individual equipment items must be specified.

Projects that started before 1 January 2010 and whose contracts include the procurement or rental of equipment as approved equipment costs should enter those costs here.

**1.4. Other operating expenses** All direct project-related costs, such as costs for goods and services related to the project, are to be entered here, including purchase of R&D services not entered under 1.2. Costs accrued by task-performing project partners from outside Norway (including foreign subsidiaries of companies established in Norway) should be entered here as well. Individual items of more than NOK 50,000 should be specified.

## **2. ACTUAL FUNDING – Innovation Project for the Industrial Sector (IPN):**

**2.1. Own financing** Cash financing and in-kind resources provided by the Project Owner and other task-performing project partners from Norwegian trade and industry are to be entered here. In-kind resources may encompass personnel, research infrastructure, materials, etc.

**2.2. Other public-sector funding** Funding from the public sector and contributions from sources other than the Research Council are to be entered here. This may comprise direct support from government ministries, grants from Innovation Norway, regional support schemes, funding under agricultural or fisheries agreements, etc.

**2.3. Other private funding** Cash contributions and other resources that are allocated to the project from private partners who are not performing project-related tasks should be entered here. This may include financing from companies, industrial organisations, private funds, etc.

**2.4. International funding** Project funds from international sources (such as from the EU's research programmes) are to be entered here. Cash financing and in-kind contributions from task-performing and financing partners outside Norway should also be entered here..

**2.5. From the Research Council** Please enter the share of the expenses that is to be funded by the Research Council for the relevant report period, as specified in the contract documents.

This amount is not to exceed the total amount allocated by the Research Council of Norway. Please refer to the R&D Project Agreement Document for information about this.

**Previously disbursed in relevant accounting period** The amount that the project has received from the Research Council for the current reporting period is to be entered here.

## **ACTUAL COSTS – Knowledge-building Project for Industry (KPN):**

**1.1. Payroll and indirect expenses** This is where payroll and indirect expenses for the Project Owner, i.e. for participation for internal R&D personnel, is to be entered. Corresponding expenses for the cooperating R&D institutions should be listed under "Procurement of R&D services". Payroll and indirect expenses encompass salary and social security costs for R&D personnel taking part in the project and indirect costs related to the performance of the R&D activities, such as rent, administrative support functions, ICT, etc. R&D personnel as used here means the project manager as well as scientific and technical staff, plus any fellowship-holders.

**1.2. Procurement of R&D services** The cost of invoiced procurement of R&D services from Norwegian universities, university colleges and research institutes are to be entered here, including costs related to fellowship-holders at cooperating Norwegian research institutions.

**1.3. Equipment** Depreciation costs for research infrastructure (equipment) that is used in the project is to be entered here.. For information about how to enter depreciation costs, see [www.forskningsradet.no](http://www.forskningsradet.no) > Apply for funding > Application information > Depreciation of equipment. Depreciation costs for the individual equipment items must be specified.

Projects that started before 1 January 2010 and whose contracts include the procurement or rental of equipment as approved equipment costs should enter those costs here. Individual items costing more than NOK 50,000 must be specified.

**1.4. Other operating expenses** All direct project-related costs, such as costs for goods and services related to the project, are to be entered here, including purchase of R&D services not entered under 1.2. Individual items of more than NOK 50,000 should be specified..

## **1. ACTUAL FUNDING– Knowledge-building Project for Industry (KPN):**

**2.1. Own financing** Cash financing and in-kind resources provided by the Project Owner are to be entered here. In-kind resources may encompass personnel, research infrastructure, materials, etc.

**2.2. Other public-sector funding** Funding from the public sector and contributions from sources other than the Research Council are to be entered here. This may comprise direct support from government ministries, grants from Innovation Norway, regional support schemes, funding under agricultural or fisheries agreements, etc.

**2.3. Other private funding** Cash contributions from participating companies in Norway are to be entered here.

**2.4. International funding** Project funds from international sources (such as from the EU's research programmes) should be entered here. Any cash contributions provided by partners

abroad should be included.

**2.5. From the Research Council** Please enter the share of the expenses that is to be funded by the Research Council for the relevant report period, as specified in the contract documents. This amount is not to exceed the total amount allocated by the Research Council of Norway. Please refer to the R&D Project Agreement Document for information about this.

**The funding from the Research Council may not be more than four times higher the amount entered under “Other private funding”.**

Any indirect funding administered via the Research Council from the Basic Agricultural Agreement, the Foundation for Research Levy on Agricultural Products or the Fishery and Aquaculture Research Fund is considered to be part of the funding from the Research Council and should not be specified separately.

**Previously disbursed in relevant accounting period** The amount that the project has received from the Research Council for the current reporting period is to be entered here.

### **ACTUAL COSTS – Innovation Project for the Public Sector (IPO):**

**1.1. Payroll and indirect expenses** Please enter payroll and indirect expenses for the Project Owner and any task-performing project partners from the public sector and trade and industry in Norway.

Payroll and indirect expenses encompass salary and social security costs for R&D personnel taking part in the project and indirect costs related to the performance of the R&D activities, such as rent, administrative support functions, ICT, etc. R&D personnel as used here means the project manager as well as scientific and technical staff.

**1.2. Procurement of R&D services** The cost of invoiced procurement of R&D services from Norwegian universities, university colleges and research institutes, including costs related to any fellowships at Norwegian research institutions, is to be entered here.

**1.3. Equipment** Depreciation costs for research infrastructure (equipment) that is used in the project is to be entered here. For information about how to enter depreciation costs, see [www.forskningsradet.no](http://www.forskningsradet.no) > Apply for funding > Application information > Depreciation of equipment. Depreciation costs for the individual equipment items must be specified.

**1.4. Other operating expenses** All direct project-related costs, such as costs for goods and services related to the project, are to be entered here, including purchase of R&D services not entered under 1.2. Costs accrued by task-performing project partners from outside Norway (including foreign subsidiaries of companies established in Norway) should be entered here as well. Individual items of more than NOK 50,000 should be specified.

### **3. ACTUAL FUNDING – Innovation Project for the Public Sector (IPO)::**

**2.1. Own financing** Cash financing and in-kind resources provided by the Project Owner and other task-performing project partners from the public sector and trade and industry in Norway are to be entered here. In-kind resources may encompass personnel, research infrastructure, materials, etc.

**2.2. Other public-sector funding** Funding from the public sector and contributions from sources other than the Project Owner and the task-performing project partners are to be entered here. This may comprise direct support from government ministries, grants from Innovation Norway, regional support schemes, funding under agricultural or fisheries agreements, etc.

**2.3. Other private funding** Cash contributions and other resources that are allocated to the project from private partners who are not performing project-related tasks should be entered here. This may include financing from companies, industrial organisations, private funds, etc.

**2.4. International funding** Project funds from international sources (such as from the EU's research programmes) are to be entered here. Cash financing and in-kind contributions from task-performing and financing partners outside Norway should also be entered here.

**2.5. From the Research Council** Please enter the share of the expenses that is to be funded by the Research Council for the relevant report period, as specified in the contract documents. This amount is not to exceed the total amount allocated by the Research Council of Norway. Please refer to the R&D Project Agreement Document for information about this.

**Previously disbursed in relevant accounting period** The amount that the project has received from the Research Council for the current reporting period is to be entered here.