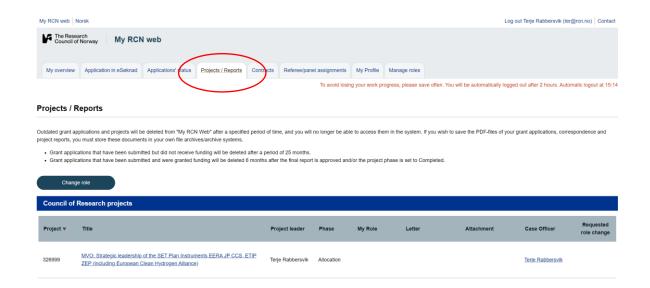
Final report – The Research Council of Norway > My RCN Web

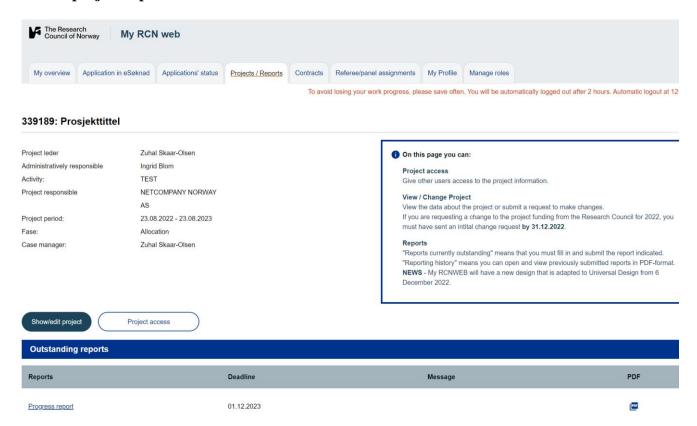
An e-mail will be sent from esoknad@forskningsradet.no when the report form is available on My RCN Web.

After you have logged in – select the menu tab for "Projects / Reports".



Find the project number and click on the title to find the report.

Access to project report



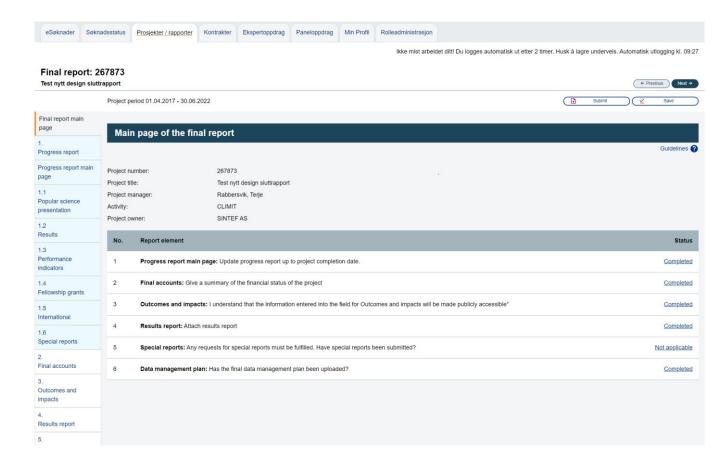
Reports Click on to open the report; progress, final or annual report.

Project access Give another user access to the menu tab for "Project info/ Reports" and enable them to complete/edit forms in the electronic reporting system.

Show/edit project All *changes to and deviations in* the project framework must be reported as soon as possible.

PDF Click on the PDF icon to access the report form in pdf-format.

Main page of the final report



Main page of the progress report



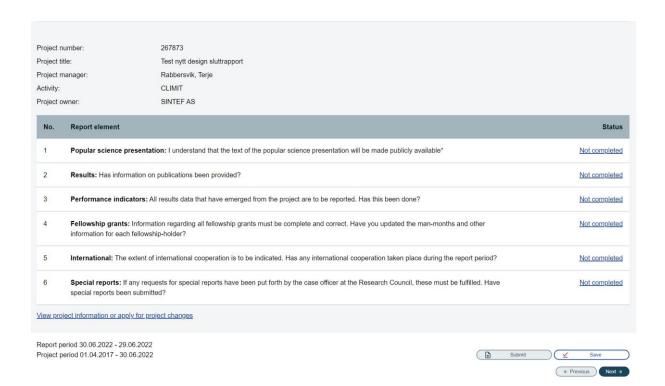
Main page of the progress report

The main page of the progress report shows all the items that you are to fill in. As each item in the report is completed, this will be indicated on the main page. **All** items must be answered before the progress report can be submitted. **The report period extends from the previously submitted progress report to the current reporting deadline.**

The progress report is to provide information about the status of the project. The Research Council will assess progression in relation to terms and conditions set out in the contract.

Important! All changes and deviations to the project must be reported to the Research Council as soon as possible via "My RCN Web" under Projects/Reports "View / Change Project".

The requirements relating to what items to fill in and how to do so are provided in the guidelines for the individual items on the report. **Please read these guidelines carefully!**



1. Popular science presentation



Popular science presentation - results - activities

Here you are to provide a brief popular science presentation of the project and the results achieved thus far – **from project start-up to the reporting date** (maximum 5 000 characters).

The Project Owner has the full responsibility for the production and content of the text entered here.

The popular science presentation is to be updated in **each** report.

This text will be:

- published in its entirety in the Project
 Databank, <u>prosjektbanken.forskningsradet.no</u>, on the Research Council's website
 after the progress report has been approved.
- used as input for the Research Council's reports to the government ministries.

If this report is part of the final report, the popular science presentation must apply to the entire duration of the project period. The text in the popular science presentation cannot be changed after the final report has been approved, and should be written to be serviceable in a long-term time frame.

After the report has been approved, the text of the popular science presentation will be published in the Research Council Project Databank: prosjektbanken.forskningsradet.no.

Read more about the Project Databank and how to write good popular science presentations.

To update the presentation you must tick off the box indicating that you understand that the text of the popular science presentation will be made publicly available.

Message to the Research Council of Norway

An overview of any scientific results and project activities that are not to be disclosed to the public may be entered here. You may also use this field to provide any internal comments to the Research Council regarding the project's progress and activities. The Research Council will use this part of the report to follow up project progression. If the project has started up only a short while before the report submission date, this should be stated here.

Popular science presentation (Norwegian)	
Her ligger siste innsendte versjon av populærvitenskapelig fremstilling på norsk. Denne tekstboksen kan ikke editeres.	
Popular science presentation - Updated (Norwegian) *	
Oppdatert populærvitenskapelig framstilling på norsk	
	A
	53/5000
Popular science presentation (English)	
Her ligger siste innsendte versjon av populærvitenskapelig fremstilling på engelsk. Denne tekstboksen kan ikke editeres.	
Popular science presentation - Updated (English) *	
Updated popular science presentation in English	
	, and the second
	47/5000
I understand that the text of the popular science presentation will be made publicly available	
See the project in Prosjektbanken	
Message to The Research Council of Norway	
	6
	0/200
Report period 30.06.2022 - 29.06.2022	
Project period 01.04.2017 - 30.06.2022	Submit
	← Previous Next →
2. Results	
Providence of the Control of the Con	
Report period 30.06.2022 - 29.06.2022 Project period 01.04.2017 - 30.06.2022	Submit Save
1 10/001 polito 0 1.04.2011 - 00.00.2022	Save)
Results	
Nesults	
	Guidelines ?

Publication information

We have introduced a **new solution** in which the dissemination measures and scientific/scholarly publications registered under Publication information are automatically transferred to the respective columns under Performance indicators. Other information under Performance indicators must be entered manually, as previously.

Information relating to scientific and scholarly results that have been published/completed/accepted during the report period should be given here. If the number of published articles deviates from that indicated in the grant application, this should be explained in this report. The list should only contain results from this project. Read more about the definition of scientific publication

Information about results is to be retrieved from the Cristin Current Research Information System. If you are not able to use Cristin, you must register the results requested here manually via the field for "Type for manual registration". Read more about CRIStin and who can become a user.

Automatic retrieval of results from Cristin

To retrieve information on the relevant results categories from Cristin, you must have previously registered the correct six-digit Research Council project number in the field for "Project code" in Cristin. See Cristin's user guide. The report will be updated with the latest results data from Cristin when it is opened, but you can still click on "Get from Cristin" in the report form to to ensure that the most recent information registered is included. **The information retrieved from Cristin is entered automatically here and may not be edited.** If there are errors in the data you have retrieved, you must first correct these directly in the Cristin system and then retrieve them again.

If you make changes after you have begun to work on the report, you can choose to retrieve the data from Cristin again. This will ensure that the correct data are included in the report.

A list containing active links to publications in CRIStin will be published in **the Project Databank on the Research Council's website:** prosjektbanken.forskningsradet.no.

Registration of the project number is necessary for the links to appear on the list. See paragraph above. Note that the Project Databank always shows an updated overview of publications registered in Cristin, and this may deviate from what has been reported to the Research Council in the annual progress report.

Manual registration of results

To enter results manually, make the appropriate selection under "Select type". Enter the information into the relevant fields and click on "Add new". The types of publications are as follows:

Anthology

Academic commentary

Academic monograph

Academic chapter

Academic article

Academic literature review

Popular science publication (book, chapter, lecture, article)

New publication in the media (interview, documentary, programme participation, programme management)

Dissemination (textbook, scientific book, chapter, seminar, guest lecture, academic and other lecture, poster, article in business/trade/industry journal, editorial, reader opinion piece, feature article).

More details about the types of publications are found here: Cristin

Under Datasets please enter name of archives or data infrastructure to be used for storing the research data, etc.

Publications that do not come under the types above should be entered as Other publication

To edit manually entered data, click on the relevant author's name (link), make the necessary changes and click on "Save change".

To delete manually entered data: Click on the X to the right of the relevant publication.

For a complete overview over which categories are included under the various types of publication, see here.

Deposit for public access

In accordance with the Research Council's guidelines for open access, a copy of all articles resulting from Research Council-funded projects is to be stored in an open research archive. Researchers are encouraged to use the uploading function in the Cristin system, and to follow the recommendations on www.openaccess.no for depositing publications for public access.

Links:

Read more about the definition of scientific publication (Norwegian only)
Read more about CRIStin and who can become a user. (Norwegian only)
Read CRIStins user guide. (Norwegian only)
www.forskningsradet.no/prosjektbanken
www.openaccess.no

Please provide information about scientific publications, other publications and lectures by retrieving information registered in CRIStin. Manual registration by 'Select type' must only be used if the publication cannot be registered in CRIStin pursuant to the applicable rules.

Retrieve from Cristin

Manual registration

When choosing manual registration, these fields will appear:

Manual registration of results	
Select type of result *	
Academic anthology/Conference proceedings	
Author (s) *	
Tittle *	
Publisher *	
Page number, from - to	
Year *	
ISSN/ISBN	
DOI	
	Cancel Add

3. Performance indicators



Performance indicators

We have introduced a **new solution** in which the dissemination measures and scientific/scholarly publications registered under Publication information are automatically transferred to the respective columns under Performance indicators. Other information under Performance indicators must be entered manually, as previously. The Research Council needs to quantify performance indicators of projects for reporting activities vis-á-vis its contractors and partners.

The fields for **Dissemination measures** and **Scientific/scholarly publications** will be updated **automatically** based on information registered under Publication information (see above), and are **not** to be filled in manually.

For other performance indicators that still must be entered manually, the total number is to be entered in the column for Cumulative number at the far right of the table. This figure is to be the **cumulative number** achieved since project start-up. The figure should only encompass completed and achieved results, i.e. **not** those that are unfinished or planned.

Scientific publications are publications that have been subject to peer review as defined in the CRISTIN Current Research Information System. Only publications that are classified under NVI (the Norwegian science index) will be included in the performance indicators under Scientific/scholarly publications:

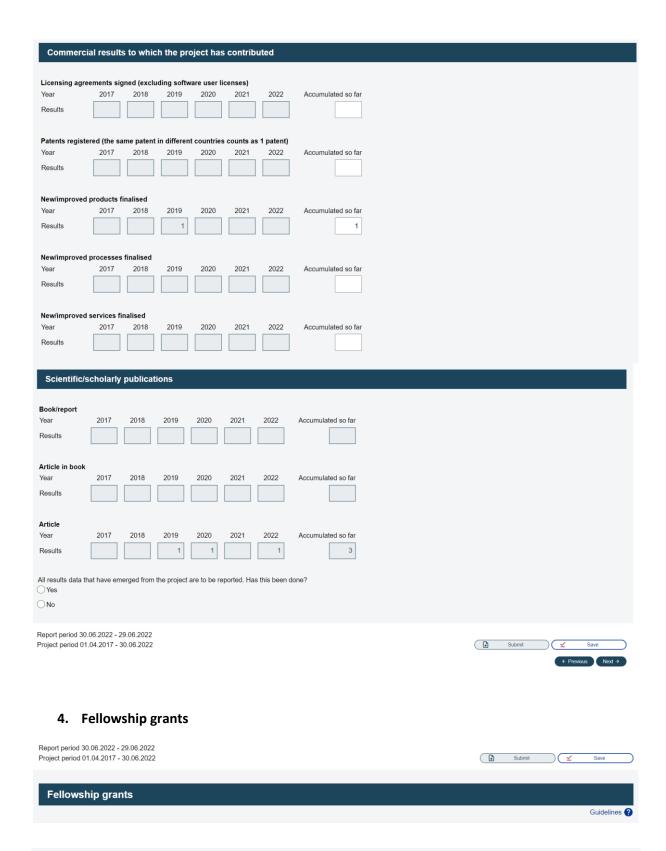
Book/monograph/report = Academic anthology/Conference proceedings, Academic commentary and Academic monograph. The publication has a title with an ISBN-number. It may have one or more authors and names are listed in association with the title.

Part of a book/report / chapter in an anthology = Academic chapter/article/Conference paper. The publication does not have its own number, but is related to a book with an ISBN-number. It may have one or more authors, and names are listed in association with each article.

Articles in journals/periodicals = Academic article and Academic literature review. Academic articles in periodicals, series and websites (ISSN-numbers): The publication does not have its own number, but is associated with a journal that has an ISSN-number. It may have one or more authors, and names are listed in association with each article.

More details about the definitions are found here: https://www.cristin.no/nvi-rapportering/rapporteringsinstruksen/

_	mination measures for the general public, Dissemination measures for users and Scientific/scholarly publications are taken from the page "Results" and can not be on this page.
Dissemil	nation measures for the general public
Popular scie Year Results	nce publications (articles/books, books/articles in the public debate, documents formally circulated for review, exhibitions, fiction, etc) 2017 2018 2019 2020 2021 2022 Accumulated so far
New publicat Year Results	tion in the media (newspapers, radio, TV, etc) 2017 2018 2019 2020 2021 2022 Accumulated so far
Dissemi	nation measures for users
Reports, men Year Results	moranda, articles, presentations held at meetings/conferences for project target groups (public sector, trade and industry, organisations) 2017 2018 2019 2020 2021 2022 Accumulated so far 4 5 1 1 1 10
Industry-	priented R&D results
Year Results	methods/models/prototypes finalised 2017 2018 2019 2020 2021 2022 Accumulated so far
introducti	on of new/improved methods/models/technology to enhance value creation
Bedrifter utent Year Results	for prosjektet som har innført nye/forbedrede metoder/modeller/teknologi 2017 2018 2019 2020 2021 2022 Accumulated so far
	nrticipating in the project that have introduced new/improved work processes/business models
Year Results	2017 2018 2019 2020 2021 2022 Accumulated so far
Companies pa Year Results	urticipating in the project that have introduced new/improved methods/technology 2017 2018 2019 2020 2021 2022 Accumulated so far
Newbusi	
New busi	ness activity
New compani Year	es launched as a result of the project 2017 2018 2019 2020 2021 2022 Accumulated so far
Results	
New business Year Results	areas in existing companies, resulting from the project 2017 2018 2019 2020 2021 2022 Accumulated so far



Fellowship grants

Reporting is **only** required for **doctoral fellowships, post-doctoral fellowships, overseas researcher grants and visiting researcher grants**. If a fellowship-holder has both a doctoral/post-doctoral fellowship and an overseas researcher grant, these should be

entered as two separate fellowship grants. Researcher positions are **not** to be reported here.

This list is to provide a complete overview over fellowship-holders who are wholly or partially funded by the project. Fellowship-holders who are affiliated with the project but are not funded by it **should not** be included in the overview.

Information on all grants must be complete and correct. The information for all fellowship-holders marked with an "X" in the "Check" field must be updated. The correct information about the fellowship-holder must be entered if this has previously been unspecified ("Name not registered"). If the fellowship-holder is not yet under employment at the time of reporting, the entire fellowship period must be shifted forward in time.

To add new fellowship-holders:

- Choose the appropriate type of fellowship from the dropdown list
- Enter the relevant information in the white fields (mandatory fields are marked with an asterisk [*]).
- Click on "Add new".

To update information about a fellowship-holder:

- Click on the fellowship-holder's name (link)
- Update/add information in the white fields (mandatory fields are marked with an asterisk [*])
- Tick off in the box for "Checked*"
- Click on "Save change".

Registration of number of man-months

Indicate the actual number of man-months (funded by the project) carried out/expected to be carried out during the calendar year (1 Jan.- 31 Dec.). In addition, enter the planned number of man-months (funded by the project) distributed by year for the duration of the fellowship period. The total number of man-months must correspond to the allocated/funded number of man-months from the project.

Definitions

Enter date of birth for PhD candidates who have not provided their date of birth. A personal ID number must always be entered for doctoral and post-doctoral fellows. Date of birth is sufficient for foreign students who have yet to be assigned a personal ID number, and their personal ID number can be entered later. The D-number must not be entered in the personal ID number field. We no longer obtain D-numbers for PhD candidates. If this information has previously been registered, it will not be possible to edit the personal ID number and date of birth fields, and the numbers will be shown as stars. Any information that is incorrect must be reported via a project change notification.

Country of work and Country of implementation:

The country of implementation is the country which the fellowship-holder is visiting, i.e. the country where the host institution is located.

International R&D cooperation is highly prioritised, and the Research Council registers mobility data on fellowship-holders and visiting researchers. We distinguish between Norwegian and non-Norwegian individuals who were residing in Norway before they were employed in the relevant project, and individuals who move to Norway to assume a fellowship position in the relevant project. For the latter group, representing incoming mobility, we would like to know the country where the fellowship-holder/visiting researcher was employed/based before coming to Norway. Additionally, we would like to know which country the fellowship-holders/visiting researchers affiliated with projects funding by the Research Council, independent of their nationality, will be traveling to from Norway.

For fellowship-holders and visiting researchers in a project who come to Norway after project funding has been granted:

Country of work: Enter the country where the individual has/had his or her permanent employment before he or she became employed in Norway. If the fellowship-holder has not been employed, enter the country in which he or she has completed his or her master's or doctoral degree.

Country of implementation: Norway

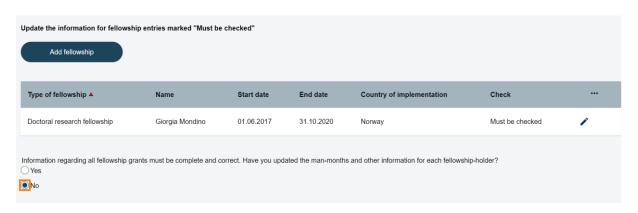
*For fellowship-holders and researchers (including holders of overseas research grants) in the project who travel out of Norway: *

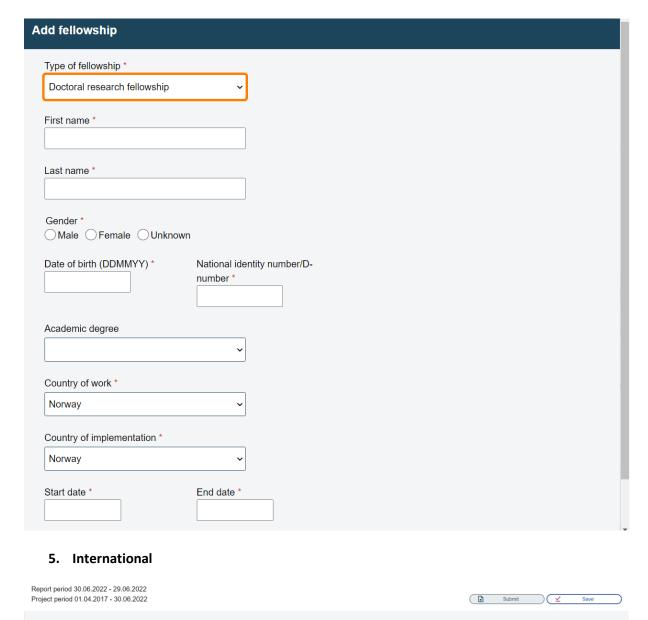
Country of work: Norway

Country of implementation: Enter the country to which the individual is travelling.

Start date is the date on which the fellowship first enters into force. *End date* is the date of expiry of the fellowship.

Fellowship-holders marked in the "Check" column need to be updated:





International cooperation

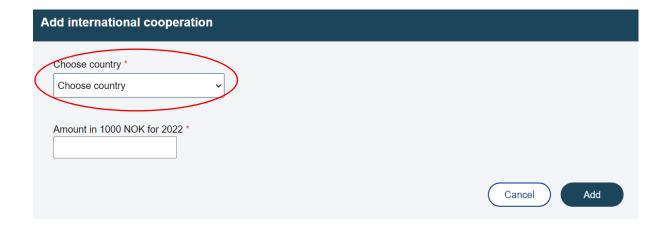
International cooperation

The **overall Norwegian costs** (in NOK thousands) related to international cooperation are to be entered here, not just the costs for activities outside of Norway. The funding allocated to international cooperation is to be distributed among the participating countries.

International cooperation activities include the following:

 Project cooperation with partners in other countries, including procurement of R&D services. • International researcher mobility, including stays abroad for research fellows and researchers in Norway (salary, administrative and travel/living expenses are to be included).

If the contribution from an international partner is **essential** to achieving project objectives, you may enter the project's **overall expenses** here. If the contribution is essential or important in relation to **a part** of the project, then expenses related to **that part** may be entered.



6. Special reports



Special reports

Special reports are to be submitted only if this has been specifically requested. Special reporting requirements will be stipulated in the contract and/or the Research Council will notify you if a special report is required. This notification will specify what needs to be reported, and whether it can be entered directly into the comment field or must be submitted in an attachment to be uploaded separately.

Uploading attachments

All attachments must be submitted in pdf-format. Please note that the file must have a valid filename, and that use of certain characters and letters is not permitted. If the filename contains invalid characters or letters, an error message will appear. The system will not accept attachments larger than 40Mb.

Important information to users of Adobe Acrobat

The Research Council needs to be able to copy the contents of the attachment file. Attachments in pdf-format must not be password-protected under the "Security Settings" of Adobe Acrobat in a manner that prevents this. If you normally use "Security Settings", please make sure to tick the box marked "Enable copying of text, images and other content".

To upload a file:

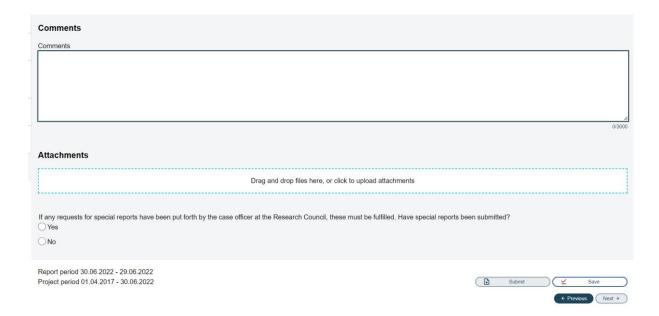
- Click on "Browse" to locate and select the file you wish to upload.
- Click the "Upload" button to upload the file selected.
- Wait until the file upload is complete. This may take several minutes, depending on the speed of your Internet connection and the size of the document.
- The filename will appear in the field "Uploaded file" when the uploading process is complete.

To delete a file:

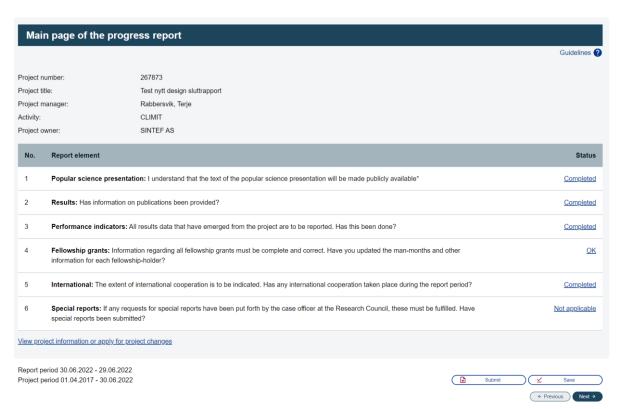
• Click on the "X" to the right of the field "Uploaded file".

To replace a file:

• You must delete the previously uploaded file before you can upload a new version.



Use the progress report main page to check that all elements of the report have been dealt with. Click on the link under "Status" to go to the items that have not been completed.



2. Final accounts



Final accounts

A summary of the overall financial status of the project, not just the funds allocated by the Research Council, must be provided.

Under *Actual costs* (expenditures), please enter the actual expenditures for the project for the individual year, as listed in the project accounts (as presented in your company's official accounts).

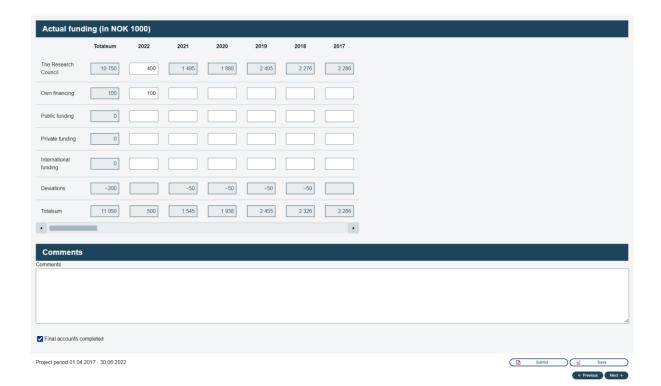
Under *Actual cost code*, please indicate the sector in which funding has been used, specified for each year. Costs should be divided up on the basis of the sector to which the participants belong.

The *totals* per year for the two first tables below (Actual Costs and Actual cost code) must be identical. If this is not the case, the report will be rejected by the system.

Under *Actual funding*, please indicate how the project funding has been divided up between the various sources of funding for each year. The amount entered into the row for "Research Council of Norway" is the amount paid out to the project. The amounts for previous years may not be changed, but you are to enter the amount for the project's final year manually.

Any deviations between the total actual costs/costs and total actual funding per year will be automatically calculated and entered into the row for "Deviations" when the box for "Completed" is ticked off at the bottom of the page.

Use the comment field to describe in brief the relationship between the planned and actual finances of the project for the overall project period. If there are deviations between the amount disbursed from the Research Council's portion of the funding and the project's actual costs, this must be explained here.



3. Outcomes and impacts



Outcomes and impacts

Briefly describe the outcomes and impacts the project has achieved and the potential outcomes and effects that are anticipated based on the project's results thus far.

The term "outcomes" refers to what the project has entailed or may entail for the participants and related framework (target group, users) in terms of changes in competency, conduct, practice and policy. The term "impacts" refers to long-term changes in society brought about by the project's results and outcomes. Typical outcomes include increased interdisciplinary or international research collaboration and the application of research results by different user stakeholders (such as public administration or companies).

The text in this field will be made publicly accessible in the <u>Project Databank</u>, among other things. A more detailed presentation is to be provided in the Results report (see Results report).

If you entered information regarding outcomes and impacts in the original grant application, the text provided there will appear in the uppermost field.

Links:

Project Databank



4. Results report



Results report

This report must be able to be read independently of other reports relating to the project. It should be between 2 and 4 pages long, and must be submitted as a separate attachment. The results report should not be accompanied by scientific reports, articles, etc.

The results report is expected to contain the following components:

- A brief description of the project's objectives and background.
- An account of the results achieved under the project explained in the context of the project objectives.
- A description of the most important R&D tasks that have been carried out and the groups that have played a key role in the project implementation.
- A brief assessment of the project's implementation and use of resources.
- Where there has been research stay abroad during the project period, write briefly about what it has contributed to in the project.
- A description of the anticipated significance/benefits of the results (e.g. for the research field, for development of expertise, for trade and industry and society as a whole).
- A description of the plans for disseminating and utilising the results.
- A description of the results that are expected to be finalised after the completion of the project.

Uploading attachments

All attachments must be submitted in pdf-format. Please note that the file must have a valid filename, and that use of certain characters and letters is not permitted. If the filename contains invalid characters or letters, an error message will appear. The system will not accept attachments larger than 40Mb.

Important information to users of Adobe Acrobat

The Research Council needs to be able to copy the contents of the attachment file. Attachments in pdf-format must not be password-protected under the "Security Settings" of Adobe Acrobat in a manner that prevents this. If you normally use "Security Settings", please make sure to tick the box marked "Enable copying of text, images and other content".

To upload a file:

- Click on "Browse" to locate and select the file you wish to upload.
- Click the "Upload" button to upload the file selected.
- Wait until the file upload is complete. This may take several minutes, depending on the speed of your Internet connection and the size of the document.
- The filename will appear in the field "Uploaded file" when the uploading process is complete.

To delete a file:

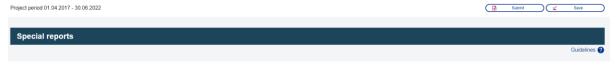
Click on the "X" to the right of the field "Uploaded file".

To replace a file:

• You must delete the previously uploaded file before you can upload a new version.



5. Special reports



Special report

Special reports are to be submitted only if this has been specifically requested. Special reporting requirements will be stipulated in the contract and/or the Research Council will notify you if a special report is required. This notification will specify what needs to be reported, and whether it can be entered directly into the comment field or must be submitted in an attachment to be uploaded separately.

Uploading attachments

All attachments must be submitted in pdf-format. Please note that the file must have a valid filename, and that use of certain characters and letters is not permitted. If the filename contains invalid characters or letters, an error message will appear. The system will not accept attachments larger than 40Mb.

Important information to users of Adobe Acrobat

The Research Council needs to be able to copy the contents of the attachment file. Attachments in pdf-format must not be password-protected under the "Security Settings" of Adobe Acrobat in a manner that prevents this. If you normally use "Security Settings",

please make sure to tick the box marked "Enable copying of text, images and other content".

To upload a file:

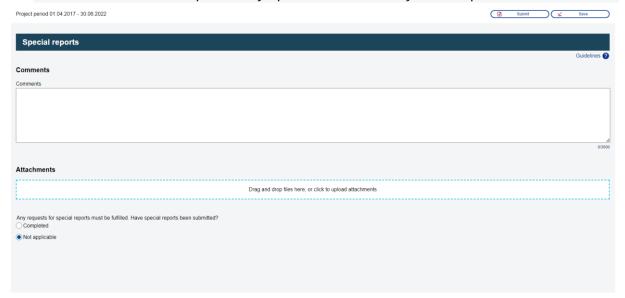
- Click on "Browse" to locate and select the file you wish to upload.
- Click the "Upload" button to upload the file selected.
- Wait until the file upload is complete. This may take several minutes, depending on the speed of your Internet connection and the size of the document.
- The filename will appear in the field "Uploaded file" when the uploading process is complete.

To delete a file:

• Click on the "X" to the right of the field "Uploaded file".

To replace a file:

• You must delete the previously uploaded file before you can upload a new version.



6. Final data management plan



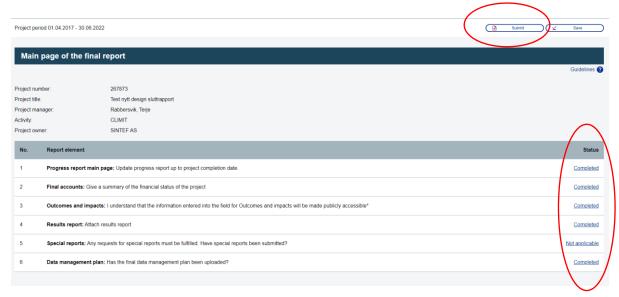
Final data management plan for projects that manage research data

For projects that have been granted funding from us from 2018 onwards, must include a final version of the data management plan when submitting the final report. You will find more information about what the data management plan must contain here.

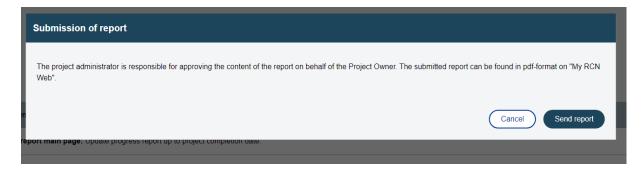


Use the Final report main page to check that all elements of the report have been dealt with. Click on the link under "Status" to go to the items that have not been completed.

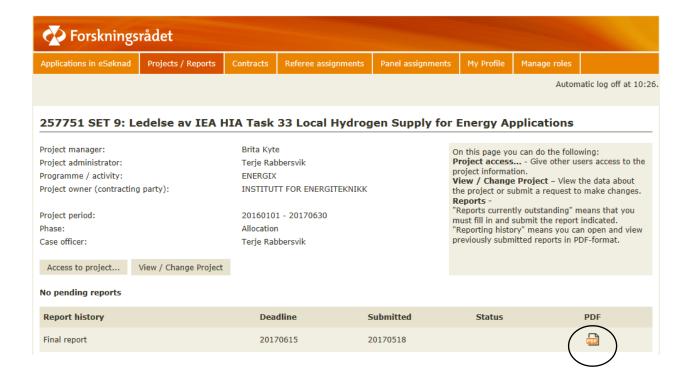
When all the pages in the report have been marked with yes/no/not relevant or completed, the report may be submitted.



Click on the "Cancel" button to cancel the submission process. To finalise your submission click on "Submit report" and "OK".



Once the report has been submitted it will be removed from the list of "Reports not yet submitted" and will appear under "Report history". To open the report in pdf-format, click on the PDF icon.



The following e-mail will be sent from <u>esoknad@forskningsradet.no</u> when the report form is available on My RCN Web:

From: esoknad@forskningsradet.no [mailto:esoknad@forskningsradet.no]

Date: dd.mm.åååå, kl

To: project manager, project administrator

Subject: Time to submit the final report for your project with reference number @@prosjektnr@@

Dear project administrator/project manager,

This is a reminder that you must submit your final report for your project number @@prosjektnr@@, entitled @@prosjekttittel@@ by the stipulated deadline.

Why do you need to provide a final report?

The Research Council uses the final reports as a resource for checking that grant allocations have been used according to the terms of the project contracts and for dissemination of research project results. The final report consists of two parts, the final report itself and the progress report. You must update the progress report from the time of the most recently submitted report to the time of project completion.

Final accounts

The final report is to include information about the project accounts for the entire project period. Once the final report is approved, it will not be possible to report any further project costs. It is therefore important that you have completed and finalised your project accounts before you submit your final report.

Opening and completing the report

The appropriate report form and information about deadlines can be found on "My RCN Web" under the menu tab "Projects/Reports". Go to www.forskningsradet.no/login and log in with the email

address @@bruker@@. To ensure that you fill in the report form correctly, please read the guidelines for each individual item.

Important! All *changes and deviations* to the project must be reported to the Research Council as soon as possible via "My RCN Web" under Projects/Reports "View / Change project".

@@eposttekst@@

Popular science presentation in the Project Databank

After the report has been approved, the text of the popular science presentation you have provided will be published in the <u>Research Council Project Databank</u>. <u>Read more about the Project Databank</u> and how to write good popular science presentations. The text of the popular science presentation cannot be changed after the final report has been approved.

Do you have data to store with the Norwegian Centre for Research Data (NSD)

If your contract stipulates that research-generated data from your project are to be transferred to the NSD, please make sure this is done. The form for storage of data is found at http://www.nsd.uib.no/.

Access to project report for other users

You may give additional users access to write/edit the project report under the menu tab "Projects/Reports" on "My RCN Web".

Do you have questions?

There is a lot of information available on "My RCN Web", so remember to check there first if you have questions. If you do not find the answers you need there, please feel free to contact the case officer @@saksbehandler@@ by email @@saksbehandlerepost@@. Please be sure to include the project number @@prosjektnr@@ on all enquiries to the Research Council relating to this project.

Yours sincerely,

The Research Council of Norway