

Changes to your project framework

It is important that you notify us right away when there are changes in your approved project framework. The Research Council processes requests to make changes on an ongoing basis.

We need to have updated information about developments in your project. You must immediately report any deviations from the approved plan that arise.

Change requests are to be submitted via “My RCN Web” by the project manager or project administrator on behalf of the Project Owner.

All communication with us about your project should be carried out via “My RCN Web”.

[Click here for step-by-step instructions for how to proceed when requesting a change to the approved project framework\(pdf\)](#). (This file is currently only available in Norwegian.)

What kinds of changes are allowed?

When you submit a change request you have to explain why you need to change the approved project framework. It is possible to request changes to the following:

- Project period/Progress plan
- Financial information
- Fellowships
- Partners
- Objectives
- Project summary
- Project Owner

Changes in the popular science presentation must still be made in connection with the required reports that you submit.

It is possible to include multiple proposed changes in the same change request. The Research Council will only process one change request at a time.

Change of project administrator and project manager

Any change of project administrator must be immediately reported to the Research Council. Notification is to be given on “My RCN Web” under the menu tab for “Application status” and/or under “Project info/Reports”, and must provide all information requested by the Research Council regarding the individual slated to assume the responsibilities, as well as specify the date for commencement of duties.

Changes of the project manager require the written consent of the Research Council. Requests for a new project manager must be made on “My RCN Web” under the same menu tabs as described above, and must include the name and CV of the desired project manager and the desired date of commencement of duties. A new project manager may be considered approved if the Research Council has not responded within 30 days of receipt of the written request from the Project Owner.

Processing of change requests

After you submit a change request to the Research Council the status for the request on “My RCN Web” will be changed to “Received”.

We process change requests on an ongoing basis. You can keep track of the status of your change request on “My RCN Web”. You will be sent an email if we need any additional information. We will also notify you by email when the decision regarding your change request has been taken.

The last five change requests submitted will be listed on “My RCN Web”.

[We will notify you if any of the changes requested require amendments to the contract.](#)

Questions regarding changes to the approved project framework

Any questions you may have regarding changes to the project framework can be directed to your contact person at the Research Council. You will find information about your contact person in “My RCN Web”.

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