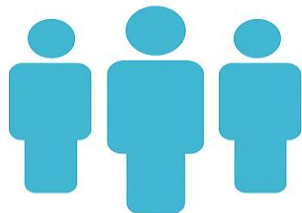

HOW TO SUBMIT A CHANGE REQUEST AND CHANGE OF ROLE

Step-by-step guide



USERS OF THE SOLUTION:



PROJECT ADMINISTRATOR
PROJECT MANAGER
ACCESS HOLDERS



RESEARCH COUNCIL
CASE OFFICER

In order to submit a change request, it is necessary to create an application for project changes with a description. Only the Project manager and the Project administrator have access to create a change request.

1. **Log in to My RCN Web** - www.forskningsradet.no/Log in

If you get trouble logging in, please send an e-mail to esoknad@rcn.no for help.

2. **Choose Project / reports in the menu and click on the link from the project title.**

- **Log in** to My RCN web - www.forskningsradet.no/Log in
- Choose in menu **Projects / Reports**
- Click on link for relevant project and click **Show/edit project**
- Create new change request, select type of change (one or more categories)
- Describe the reason and need for change, and fill in needed changes
- Submit

Please find information on how to apply for project changes on www.forskningsradet.no/Changes to your project framework

Submit a change request > the Research Council of Norway (RCN) handles the request for changes in the project framework > reply by email from the Research Council > Updated status

My RCN web | Norsk

 The Research Council of Norway

My RCN web

My overview

Application in eSøknad

Projects / Reports

Referee/panel assignments

Council of Research projects

Project	Title	Project leader	Phase	My Role	Letter	Attachment	Case Officer	Requested role change
359390	Test framdrifts og sluttrapport	Lillian Børresen	Allocation				Lillian Børresen	

3. **Create a change request**

In order to create a request for changes in the project, please click "Show/edit project"

359390: Test framdrifts og sluttrapport

Project leder	
Administratively responsible	
Activity:	
Project responsible	
Project period:	01.01.2024 - 31.12.2025
Fase:	Allocation
Case manager:	



Click "Change request"

Project period / Progress plan

Economy

Fellowships

Partners

Objectives

Popular science presentation

Project summary

Project title

Project owner

Attachments

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Change request

Project period / Progress plan

Project period

From date: 01/01/2024 To date:* 12/31/2025

Main activities / milestones in the project period (year and quarter)

-

Guidelines ?

Guidelines ?

In the field 'Reasons for change request', please provide a more detailed description of the proposed changes, why the change is needed, and which elements of the project framework it affects. Click «Create new request/notification»

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Change request

Select type of change:*

Add

Reasons for change request:* 0/1000 (minimum 100)

Describe the reason and need for change, assess the overall progress and achievement of project goals

Cancel Create new request/notification

In the field for **Select type of change**, please select one or more categories that are appropriate for the content of the change, and click **Add**

In the field for **Reasons for change request**, please provide a more detailed description of the proposed change, why the change is needed, and which elements of the project framework it affects (e.g. Progress plan, Economy, Fellowships, Partners etc.).

This text will be stored the first time you select "Create new request/notification". To change this text, click on "Edit".

NOTE: If you are requesting a **change of role for the project administrator /project manager**, you must use the list under the menu tab Application status and/or Projects/Reports. Here you will be able to request a change of role for multiple projects at the same time.

For each element you propose a change, please carefully read the Guidelines before you enter changes.

Example:

Project period / Progress plan

Project period

Edit

From date: 01/01/2019 To date: 12/31/2021

Main activities / milestones in the project period (year and quarter)

Edit

No.	Main activities / milestones*	From	To
1	sflksjksfjfsf	2019	2020

Guidelines ?

1. Submit the request for changes

Click "Go to submit"

Project period / Progress plan

286102 testing av langt delprogram/tema ord i opprett søknad 8. mars2018 Kvinnedagen

Edit

Change request created: 11/30/2022

Status: Created

Type of change: test bl

Reasons for change request:*

Go to submit

Delete

2. The Project administrator must confirm

Before you submit the request, you must confirm that the Project administrator is aware of the content and approves the request for changes.

☐ Change request has been approved by the project administrator.

Cancel Submit

3. Status

When the request is submitted, the status changes from "created" to "submitted". Only one change request can be created at a time.

Status

- Created – the request for changes has been created
- Submitted – the request for changes has been submitted to the Research Council of Norway
- Received – the request for changes has been received by the Research Council
- Additional information – du receive an email from the Research Council where we request additional information in order to be able to complete handling of the request
- Withdrawn – you have withdrawn a submitted request for change
- Approved – you will receive an email from the Research Council with a justification
- Rejected - you will receive an email from the Research Council with a justification
- Noted – you will receive an email from the Research Council

Access and roles

The Project manager and the Project administrator have access to read, write and submit. The access holder has access to read and write, but not to submit a change request.

Change of role for the project administrator and/or the project manager

Change of Project administrator or Project manager is performed under menu tab "Application status" and/or "Projects/Report".

Please note that you can not change these roles using the form for other change requests.

Change of Project administrator must be immediately reported to the Research Council. It is the Project administrator leaving the role who has to report the changes on relevant applications/projects.

Change of Project manager requires the written consent of the Research Council. The Project leader leaving the role or the Project administrator has to request a change. Please state the name of the new Project manager with correct contact information. Click "submit request" and the new project manager will receive an email from you where the person concerned is asked to either accept or reject your request. If the request is rejected, the project manager/administrative responsible has to get in direct contact with the person concerned or submit a new request to another person.

NOTE: Only when a new project manager accepts the request will the Research Council of Norway receive the request for change of project manager per project.

Click "Change role" under the menu tab Projects / Reports

To avoid losing your work progress, please

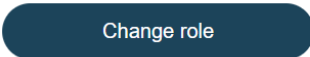
Projects / Reports

The Project Owner is to submit progress report when The Research Council of Norway requests it.

Outdated grant applications and projects will be deleted from "My RCN Web" after a specified period of time, and you will no longer be able to see these applications, correspondence and project reports, you must store these documents in your own file archives/archive systems.

SkatteFUNN You who are an "Søker" for a SkatteFUNN project should no longer use My RCN Web for reporting or other functions. A new system will be implemented in 2020. You will still be able to see the SkatteFUNN projects here.

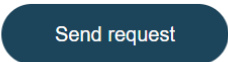
To apply for a change of **project manager** or add a new **project administrator**, please use the 'Change role' button.


Change role

Choose which role you would like to change:

Change of role

What role do you want to change responsible person for? *

 ☐ Administratively responsible ☐ Project ManagerSend requestCancel

When changing the role, here for Project administrative choose the relevant projects:

Choose which projects you want to update with a new administrativt ansvarlig *

☐	Project	Title
--------------------------	---------	-------

☐	359390	Test framdrifts og sluttrapport
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New administratively responsible

First name *

0/30

Last name *

0/30

Position/title *

0/120

Email *

0/120

From date *

Send request

Cancel

After having entered all fields and sent the request, this message is shown:

Change of role

The request for role change has been submitted

Close

An e-mail with link is sent from esoknad@forskningsradet.no to the new Project Administrator.

Fra: esoknad@forskningsradet.no <esoknad@forskningsradet.no>

Sendt: mandag 30. juni 2025 09:48

Til: Lillian Børresen <lillian.borresen@rcn.no>

Emne: Ny bruker Mitt nettsted. Forespørsel om skifte av rolle

Bruker **Lillian Børresen** (lb@forskningsradet.no) ønsker å overføre rollen til deg.

Forskningsrådet har i den forbindelse opprettet en brukerkonto for deg på Mitt nettsted, www.forskningsradet.no/logginn.

Vennligst logg inn på Mitt nettsted med e-postadresse lillian.borresen@rcn.no og klikk på lenken under for å godta eller avvise overføringen av rollen som .

<lenke>

Vennlig hilsen
Norges forskningsråd

When changing role of av project manager, please choose the relevant projects

Change of role

What role do you want to change responsible person for? *

☐ Administratively responsible

☒ Project Manager

Choose which projects you want to update with a new prosjektleder *

☐	Project	Title
☐	359390	Test framdrifts og sluttrapport

New project manager

First name *

0/30

Last name *

0/30

Position/title *

0/120

Academic degree

Phone *

Email *

0/120

From date *

Select new project manager's institute / organisation by typing the name of the organisation or the organisation number *



Institute/organisation

Address

Postal code

City

Country

Desired language

☐ Norwegian bokmål

☐ Norwegian nynorsk

☐ English

Reason for changing project manager *

0/250

Send request

Cancel

Approval or rejection of requested changes in role is done from the menu tab "Manage roles" on My RCN web.

Manage roles

The function for confirming changes in the roles of project administrator and/or project manager is only relevant for those individuals who have been requested to assume these roles. If you are among these, a list of the projects involved will be provided below.

Please accept or reject the indicated role for each project on the list.

Accept. A request to change the project administrator / project manager for the projects listed below will be sent to the Research Council.

Reject. An email will be sent to the project administrator/project manager with notification that you have declined the request to assume the role indicated.

The Research Council asks that project owners do **not** send us any additional email/letter regarding the change in project administrator/project manager in connection with this confirmation process.

Once the Research Council has registered and (if necessary) approved the change, the projects will be listed under the menu for Application's status and/or Project info/Reports.

NOTE: This function does not apply for SkatteFUNN grant applications.