

## Reports for AFG 2023

The financial and scientific reports must be submitted as 2 separate PDF files in the RCN electronic reporting system BEFORE 1st of December 2023. The reporting opens one month before, but we advise you to start the process now to make sure you have everything ready in time. Once the reports are submitted you cannot make changes to them. The scientific report must also be uploaded to the RiS project under project updates/ add comments.

If the reports are not submitted by the deadline (and the SSF has not approved this delay in advance) or the report is not found to meet the criteria stated in the terms, **the SSF may demand that the recipient repay all or part of the grant.**

The financial report is not issued automatically from the institutions and you as the grant recipient are solely responsible for the report being delivered in time. The reports take time to generate so start early.

The report must contain the official financial report for the project issued by the Norwegian institution that documents that the funds have been spend in accordance with your budget. An Excel sheet or document signed by your supervisor or other nonofficial reports are not accepted. If the report does not specify all costs as stated in your budget, you have to include a "translation". (e.g. "travel costs 4720 NOK" = Flight TOS-LYR 2420kr, 5 nights in Longyearbyen 2300kr). See next page for an example of an approved report.

The Scientific report: The reports must meet all the formal requirements, or the report will not be accepted.

The formal requirements for the scientific report are:

1. Individual reports submitted by each grand holder.
2. Submitted as one PDF file (including the pictures) no more than 5 pages long.
3. The name of the PDF must be: Name\_RIS-ID.pdf. (e.g. JaneDoe\_RIS1234).
4. In English and not be written in the 1st person (No "I did" "I conclude" etc.)
5. Written in Times New Roman text size 12, with normal margins (2,5 cm) and a l spacing of 1,15
6. Information about the project in RiS is updated at the time of submission and the scientific report uploaded to RiS (Click Edit project, scroll down to Project updates)
7. Description of the data collected (meta-data) is in RiS (see point 9 below). Writing "I will upload a description of the data to RiS later" will not cover this point.

The following elements must be incorporated in the scientific report:

1. Project title and RiS number
2. Name and contact details of the grant recipient, Norwegian Institution, home institution (if relevant)
3. Project objectives (10 lines)
4. Main achievements (10 lines)
5. Main difficulties encountered (10 lines)
6. Fieldwork summary report including description of fieldwork, data as well as any preliminary analysis results and conclusions.
7. Collaboration goals and achievements with other projects, research groups etc.
8. Scientific publications, conference presentations, public outreach etc. based on the fieldwork (both planned and published).

9. Description of metadata submitted to RiS (Click Edit project, scroll down to Data). It is mandatory to register a short description of the collected data in RiS even if you have not yet analysed the data. Your report will not be approved if this is not included. We are NOT asking for you actual data just a short description. Example of dataset <https://www.researchinsvalbard.no/dataset/3ac20000-e4f1-ce97-5799-08da9561e02d>
10. 2-4 pictures and figures, illustrating the fieldwork and main results.

### Resultatrapport avd prosj internrt

Tirsdag 29. Okt 2013 13:14

Firma: Universitetscenteret på Svalbard AS  
 Budsjetttavvik Periode: 10 2013 Prosjekt: 8508

	Hittil i år	Avvik mot budsjett	Ar-budsjett
<b>Inntekter eksternt</b>			
2938 - Eksterne prosjekttinntekter	-33 250	33 250	0
<b>Sum Inntekter eksternt</b>	<b>-33 250</b>	<b>33 250</b>	<b>0</b>
<b>Sum inntekt</b>			
	<b>-33 250</b>	<b>33 250</b>	<b>0</b>
<b>Felt- og tokt kostnader</b>			
6100 - Intern kostnad skuterleie	7 600	-7 600	0
6101 - Intern kostnad båtturleie	15 000	-15 000	0
6300 - Scooterleie	2 275	-2 275	0
6305 - Felt/Tokt materiell	5 680	-5 680	0
<b>Sum Felt- og tokt kostnader</b>	<b>30 555</b>	<b>-30 555</b>	<b>0</b>
<b>Andre driftskostnader</b>			
6542 - Verktøy / Materiell	529	-529	0
7177 - Reise felt/tokt	2 850	-2 850	0
<b>Sum Andre driftskostnader</b>	<b>3 379</b>	<b>-3 379</b>	<b>0</b>
<b>Sum driftskostnader</b>	<b>33 934</b>	<b>-33 934</b>	<b>0</b>
<b>Driftsresultat</b>	<b>684</b>	<b>-684</b>	<b>0</b>
<b>Resultat</b>	<b>684</b>	<b>-684</b>	<b>0</b>

Official Economic report issued by the Norwegian institution responsible for the project

Explanation of the costs. These items must be in line with your budget.

#### Report Arctic Field Grant 8508/6100

Field and cruise costs	internal rent UNIS	NOK	comments
Snow mobile	internal rent UNIS	7600	
Boat (Polar Circle)	internal rent UNIS	5000	1 day rental
Boat (Viking Explorer)	external	10000	1 day rental (reduced price due to joint cruise with another project)
Snow mobile		2275	
Field material/tools		529	rope
Field material/consumables		5680	sea ice saw, gasoline (4 trips x 60L x 8 NOK/L), thermoses
Travel		2850	taxi (to the harbour), food in field, accommodation in Pyramiden (4 nights x 500 NOK)
<b>Total sum</b>		<b>33934</b>	