Project form for FHF



As a supplement to a **detailed project description**[[1]](#footnote-2), FHF needs the information in **this form** for internal processing and for presentation of the project on FHF’s website.
In **exceptional** cases, for relatively simple projects and when agreed with FHF, this form may serve as the sole and current project description.

Choose A) or B):

# supplement to separate detailed project description ( )

# project DESCRIPTION (for simple projects, see above) ( )

|  |  |
| --- | --- |
| Date: | *dd.mm.yyyy* |
| Submitted by: | *Name of person submitting the form* |

Cells below marked \* will be part of the project description at [www.fhf.no](http://www.fhf.no) when the project is approved. Other cells are for internal processing.

Please ensure that the text below is easily understandable and relevant for external readers.

|  |  |
| --- | --- |
| Project title\* | *Descriptive and logical. The sector of the industry that is relevant should be made clear.*  |
| Short title (< 55 characters) |  |
| Project type\* | *Research / development / study / communication* |
| Project website\* | *Where relevant* |
| Grant recipient\* | *R&D institution / organisation*  |
| Reference | *In case of A) above, refer to complete project description, project ID, etc.* |
| Contact person at recipient | *Contact person for invoicing, financial reporting, etc.*  |
| Signatory right | *Insert a signatory, company procurist or one authorized by the signatory, that may sign on behalf of the recipient (please attach authorization) and add an e-mail address.* |
| Responsible organisation\* |  |
| Project leader\* | *Project Manager at the R&D organisation* |
| Background\* | *Rationale for project, context, problem description, relevance to other projects, etc.**Anchoring in FHF annual priorities, anchoring in R&D institution’s objectives, etc.*  |
| Project objective\* | *The purpose, issue to be solved.Main and part objectives where relevant.Clear and concise.*  |
| Expected value (to industry and society)\* | *Consequences of achieving objectives, for whom.**Increased value, saving costs, environmental impact, etc.Expected value in relation to expected project costs.* |
| Execution\* | * *Main elements in project execution, e.g.:Methodology, activities, milestones, deliveries, relevance to earlier projects, etc.*
* *Participants (R&D inst., companies, vessels, etc.) Responsible party for parts of project or WP. How participants complement each other’s competence, functions, infrastructure, etc.*
* *Reference group; indicate proposed participants.*
 |
| Communication plan\* | *Results from project, planned follow-up, presentations, seminars, etc.*  |
| Start date\* | *dd.mm.yyyy* |
| End date\* | *dd.mm.yyyy* |
| Project group\* | *List participants; names, companies and e-mail addresses.* |
| Reference group\*  | *List participants; names, companies and e-mail addresses.* |
| Observers\* | *List suggested participants; names, companies and e-mail addresses.* |
| Deliverables  | *Full list with date of delivery:** *Professional/ academic: Reports, final report, fact sheets, draft manuscripts of scientific articles, popular articles, presentations, posters, videos, etc.*
* *Administrative: Status reports (e.g. quarterly), meeting minutes (reference group), and final administrative report.*

*Deliverables will be stated in the grant confirmation from FHF.* |
| Additional comments |  |
| Attachments | E.g. summary budgets, see below.  |

# Budget and financing plan: summary

In addition to a complete project budget, a budget summary is required.

The budget summary must show total budget, specifying participants, per year:

* Grants/self-funded
* Costs, broken down into wages, travel, other costs.

Grants + self-funded = salaries + travel + other costs.

Where relevant include comments on:

* Hourly billing rates (agreed rate with FHF if applicable), or percentage of salary for scientists
* Estimate of hours
* Types of costs included in “other costs”

Budget summary: example

Amounts to be rounded to nearest NOK 1,000, ex. VAT unless otherwise specifically agreed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Participant | Year[[2]](#footnote-3) | Grant | Self-funded[[3]](#footnote-4) | Sala-ries | Travel | Other costs | Comments |
| FHF | 2019 | 840 |  |  |  |  |  |
| Research Council | 2019 | 300 |  |  |  |  |  |
| R&D inst. A | 2019 |  |  | 500 | 50 | 70 | *Salaries*: x hrs, scientist 2 (y NOK/hr)*Travel*: 4 trips, meetings with companies. 2 reference group meetings*Other costs:* Rental vessel, x hrs @ y NOK/hr |
| R&D inst. B | 2019 |  |  | 350 | 20 | 30 | *Salaries*: x months broken down by scientist/professor/engineer*Travel*: Project meetings*Other costs*: Equipment, chemicals, analyses |
| Company A | 2019 |  | 100 |  |  | 100 | *Other costs*:Construction, prototype |
| R&D inst. A | 2020 |  |  |  |  |  | *Salaries*: x hrs, scientist 2 (y NOK/hr)*Travel*: 4 trips, meetings with companies. 2 reference group meetings*Other costs:* Rental vessel, x hrs @ y NOK/hr  |
| R&D inst. B | 2020 |  |  | 150 |  |  | *Salaries*: x months broken down by scientist/professor/engineer*Travel*: Project meetings*Other costs*: Equipment, chemicals, analyses |
| Company A | 2020 |  | 30 |  |  | 30 | *Other costs*:Construction, prototype |
| Total |  | 1,140 | 130 | 1,000 | 70 | 200 |  |

1. See separate guidelines for FHF project descriptions [↑](#footnote-ref-2)
2. New rows for each organisation/company and each year. [↑](#footnote-ref-3)
3. Self-funding is applicable for personnel, equipment, machinery, buildings, etc. financed by the company. [↑](#footnote-ref-4)