Reports for AFG 2016

The **financial** and **scientific reports** must be submitted as 2 separate PDF files in the RCN electronic reporting system **BEFORE 1st of November 2016.** The scientific reports must also be uploaded to the RiS project under project updates/ add comments. All scientific reports will be published on the SSF homepage.

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 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. 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 2420, 5 nights in Longyear 2300)

The Scientific report: The formal requirements for the scientific report are:

- Individual reports submitted by each grand holder.
- Submitted as one PDF file (including the pictures) no more than 5 pages long.
- The name of the PDF must be: Name_RIS-ID.pdf. (e.g. JaneDoe_RIS1234).
- In English and not be written in the 1st person (No "I did" "I conclude" etc.)
- Written in Times New Roman text size 12, with normal margins (2,5 cm) and a line spacing of 1,15.
- Information about the project in RiS is updated at the time of submission and the report uploaded under Project updates /add comment
- Description of the data collected (meta-data) is in RiS

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. This will also have consequences for any funding application submitted by the grant recipient in the following years.

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), and project responsible
3. Project objectives (no more than 10 lines)
4. Main achievements (no more than 10 lines)
5. Main difficulties encountered (no more than 10 lines)
6. Fieldwork summary report including description of fieldwork, data as well as 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. It is mandatory to register a short description of your data in RiS. Example of AFG projects with metadata RiS ID 6596, 6666, 5262 and 6616.
10. 2-4 pictures and figures, illustrating the fieldwork and main results.

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Resultatrapport avd prosj internt

Tirsdag 29. Okt 2013 13:14

Firma: Universitetssenteret på Svalbard AS

Budsjettavvik Periode: 10 2013 Prosjekt: 8508 -

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

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		**NOK**	**comments**
Snow mobile	internal rent UNIS	7600	
Boat (Polar Circle)	internal rent UNIS	5000	1 day rental
Boat (Viking Explorer)		10000	1 day rental (reduced price due to joint cruise with another project)
Snow mobile	external	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, accomodation in Pyramiden (4 nights x 500 NOK)
Total sum		**33934**	