

GUIDELINES FOR FHF FINAL REPORT

The guidelines below clarify and elaborate on the requirements for final reporting for FHF projects (cf. FHF's standard terms and conditions, point 6.3) and are provided to grant recipients when the agreement is signed.

Final reporting to FHF is to be in two parts:

1. Final reporting in accordance with the deliverables in the project (to be published)
2. Administrative final reporting. See guidelines at www.fhf.no/om-fhf/slik-arbeider-fhf

FINAL REPORTING IN ACCORDANCE WITH THE DELIVERABLES IN THE PROJECT

In most projects the work is to be summarised in a final report. The final report is submitted to the project's reference group (including the FHF responsible person) for review and comments before the report is considered final.

The final report, a document that will be published on FHF's website, should include:

1. Summary (to be written in both Norwegian and English)

Should provide a brief summary of the project's background, the purpose of the project, implementation/method, results/conclusion and utility assessments/application potential

2. Introduction

- Scientific background for the project being initiated
- The project's scope
- Project organisation (roles/responsibilities: project group, reference group, other?)

3. Objectives

- Clarify the project's outcome (importance for the industry, utility, quantified if possible)
- Clarify the project's result objectives (deliverables in the project)

4. Project execution

- Description of methods (and, where applicable, also why these methods were chosen)
- Describe how the project was executed

5. Findings, discussion and conclusion

- Detailed overview of results achieved
- Assessment of the findings (statistics, validity, probability, precision, etc.)
- Assessment/discussion of the possibilities for further application of results from the project (implementation)

6. Main findings (should be written in both Norwegian and English)

Three to five bullet points that summarise the obtained results from the project.

7. Deliverables

A detailed overview of all deliverables in the project.