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# Progress report – deadline March 20th

**Provided that the progress is in accordance with the contractual research plan, and that a progress report has been submitted, UiT shall invoice in accordance with the agreed payment plan, ie the contract budget. If there is underconsumption of more than 20%, or the project requests an extension for more than 6 months, a revised budget must be provided that takes these changes into account.**

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| Project title: | *<title>* | |
| Project ID: | *TFS project ID:*  *UiT project ID:* | |
| Principle investigator: | *<name>* | |
| Project host: | *<department>, <faculty>* | |
| Project start date | Project end date | Status report date |
| *dd.mm.yyyy* | *dd.mm.yyyy* | *dd.mm.yyyy* |

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| **PROJECT PROGRESS AND FINANCIAL STATUS** | | |
| Are there significant deviations from the research plan that may affect the progress of the project - for example related to recruitment, procurements, and critical milestones? | YES | NO |
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| If you have reported deviations above - do you expect them to delay the project for more than 6 months?  If yes, complete Appendix 1 and forward to TFS as part of this Project Progress Report. | YES | NO |
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| **DISSEMINATION AND PUBLIC OUTREACH**  *Note 1: UiT shall register TFS funded project with TFS project number. All scientific publications/results listed from project must be available from* [*Nasjonalt vitenarkiv (NVA)*](https://nva.sikt.no/)*.* |

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| Please provide links to media coverage/news about your project (incl. prizes) the last year |

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| Please provide list to all scientific publications from this project the last year – include links. |

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| Please provide list to conference presentations/ abstracts connected to the project the last year – include links if possible |

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| Please provide links to social media if your project, research group or centre have a blog connected to the project, for example on Facebook, Twitter or Instagram |

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| Project Web Presence  TFS expects the Host Institution to establish and maintain a project web page, (see Grant Agreement). | |
| Project internet site(s): |  |

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| Please provide list to new grants/funding (project leader / title / funding source / amount / period / status) supporting the project’s field of research the last year – include links if possible |

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| Please provide list of defence of PhD candidates, master students or bachelor students connected to the project the last year – include links if possible |

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| TFS strives to provide correct and updated information/summary about your project. Have a look at the description of your project on https://www.tfstiftelse.no/ and if needed - suggest updates and/or amendments. We want the text to give a short presentation of yourself – background and scientific field of interest/project, in a way which the general public can understand it | | |
| Is the Norwegian text about your project up-to-date? | YES | NEED FOR CHANGE |
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If “Need to change”, please add revised summary in Norwegian here:

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| Is the English text about your project up-to-date? | YES | NEED FOR CHANGE |
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If “Need to change”, please add revised summary in English here:

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| **ADDITIONAL INFORMATION**  This section is for informing TFS about the activities that has taken place in the current reporting period, and planned steps for the coming year. |
| **Critical project milestones**  List the critical milestones for the reporting period, and report whether they were achieved or not |

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| **Plans for the Next Reporting Period**  Next Steps – Prioritized. Outline project plans for the next period, including expected results, anticipated challenges and plans for pursuing other funding opportunities |

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| Only for TFS Starting Grant holders:  How would you describe your experience with management and organization of a research group  *Recruitment processes / Describe your research group / Economy follow up / Mentoring: external and internal (from senior staff at UiT) / Work with your pedagogic portfolio / Other* |

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| **CONFIRMATION** | |
| *Principal investigator*  *Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *I declare that the information given in this form and in the attached accounting report is correct and approved by me\** | *Host department / Institute leader*  *Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *I declare that the information given in this form and in the attached accounting report form is correct and approved by me\** |

*\*Send the progress report as a word or pdf fil (but not scanned since we need to be able to copy text/links from the report). We accept that the report is not signed. While sending the report, please include institute leader on copy.*

**NOTE!** Please limit the use of personal information in the report. Only provide information that is relevant to the reporting purpose.

**Enclosed:**

Appendix 1 Plan for project adjustments

Updated budget

**APPENDIX 1 PLAN FOR PROJECT ADJUSTMENTS**

This appendix is to be included in the Project Progress Report if deviations may delay the project more than 6 months.

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| **Describe the deviations reported in more detail** | | |
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| **What is the cause of the deviations?** | | |
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| **Describe how the deviations affects the research plan and critical milestones** | | |
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| **Describe how this affects the annual distribution in the Grant Agreement Budget\*** | | |
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| **Describe plans to remedy the deviations** | | |
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| **Does the plans include a request for prolongation of the project?** | YES | NO |
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| **If yes, please note that a revised budget must be provided that takes these changes into account** | YES | NO |
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| **If yes, please suggest a new Project End Date \*\*** | (dd.mm.yyyy) | |

\*) Please note that TFS may initiate changes in the payment plan if the deviations are significant.

\*\*) Please note that changes in Project End Date must be approved by the host institution/host   
department and TFS.