

## **Digital Project accounting reports > My RCN Web**

(for user-driven projects and other projects where this is stipulated)

The following e-mail will be sent from [esoknad@forskningsradet.no](mailto:esoknad@forskningsradet.no) when the report form is available on My RCN Web:

The deadline for Project Accounting Report is now activated on "My RCN Web"

Dear project administrator/project manager,

This is a reminder that a Project Accounts Report for project @@prosjektnr@@, @@prosjekttittel@@ must be submitted by the stipulated deadline. Lack of submission of this report will be seen as a material breach of contract and constitute grounds to cancel the contract. Please refer to the General Terms and Conditions for R&D Project Agreements.

### **Opening and completing the report**

The Project Accounts Report can be found on "My RCN Web" under the menu tab "Projects/Reports". The deadline for submitting the report will also be provided here. You will also find guidelines for how to complete the report under Project information.

Go to [www.forskningsradet.no/login](http://www.forskningsradet.no/login) and log in with email address @@bruker@@.

Please note that as part of the report form, the project administrator must submit a self-declaration that the report has been compiled in accordance with the applicable contract documents and the Research Council of Norway's rules and guidelines. It will not be possible to submit the report until the self-declaration has been provided.

The Research Council carries out random follow-up control of a selected number of project account reports.

### **Access to project reports for other users**

You may grant additional users access to write/edit the project report under the menu tab "Projects/Reports" on "My RCN Web". Granting other users access means that you give them access to everything related to this project found under the menu tab for Projects/Reports.

The report may only be submitted by the project manager and project administrator.

### **Does the Research Council have the most updated information?**

The project administrator is required to provide the Research Council with up-to-date information regarding:

- enterprise number
- any changes in the organisational form

- contact information (mailing address and email address)
- the bank account to be used for disbursements from the Research Council

You also need to clarify where the specifications (name and email address) for potential automatic disbursement are to be sent. We recommend that you use a common email address to your accounting department as the recipient of these specifications.

### **Updated information from the project administrator**

The project administrator should send any new or updated information by email to the Research Council at [okonomi@forskningsradet.no](mailto:okonomi@forskningsradet.no). This information must be in place before funds can be disbursed. If the information listed above has already been provided in connection with other projects, it is not necessary to repeat them for this project.

### **Messages/information from your case officer at the Research Council**

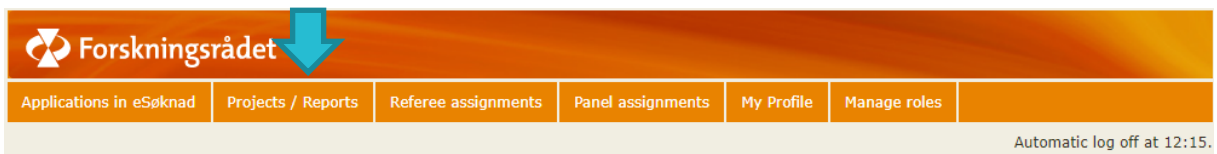
[@@eposttekst@@](mailto:@@eposttekst@@)

### **Do you have questions?**

There is a lot of information available on "My RCN Web", so remember to check there first if you have questions. If you do not find the answers you need there, please feel free to contact the case officer [@@saksbehandler@@](mailto:@@saksbehandler@@) by email [@@saksbehandlererepost@@](mailto:@@saksbehandlererepost@@). Please be sure to include the project number [@@prosjektnr@@](mailto:@@prosjektnr@@) on all enquiries to the Research Council relating to this project.

Yours sincerely,  
The Research Council of Norway

## After logging in – choose



Forskningsrådet

Applications in eSøknad Projects / Reports Referee assignments Panel assignments My Profile Manage roles

Automatic log off at 12:15.

### Shortcuts to work in progress

Outdated grant applications and projects will be deleted from "My RCN Web" after a specified period of time, and you will no longer be able to access them in the system. If you wish to save the PDF-files of your grant applications, correspondence and project reports, you must store these documents in your own file archives/archive systems.

- Grant applications that have been submitted but did not receive funding will be deleted after a period of 25 months.
- Grant applications that have been submitted and were granted funding will be deleted 6 months after the final report is approved and/or the project phase is set to Completed.
- Grant applications that have not been submitted (e.g. application deadline has expired) will be deleted 25 months after the last revision took place.

### Projects/Reports

All information about a project will be removed from "My RCN web" three months after submission of the final report, provided that the report has been approved.

Project	Title	Phase	My role	Change of role	Case Officer	Requested role change
		Allocation	Adm. ansvarlig/Saksbehandler	<input type="checkbox"/>	Sølvi Rosvold Lindseth	
		Allocation	Adm. ansvarlig/Prosjektleder/Saksbehandler	<input type="checkbox"/>	Sølvi Rosvold Lindseth	
		Allocation	Adm. ansvarlig	<input type="checkbox"/>	Terje Rabbersvik	

Find the project no.  
and click on the title

Give other users access to the project and access to fill in report

Project manager:  
Project administrator:  
Programme / activity:  
Project owner (contracting party):

Sølvi Rosvold Lindseth  
Sølvi Rosvold Lindseth

Project period:  
Phase:  
Case officer:

20170401 - 20220301  
Allocation  
hanne hanson

Access to project... View / Change Project

On this page you can do the following:

**Project access**  
Give other users access to the project information.  
**View / Change Project**  
View the data about the project or submit a request to make changes.  
If you are requesting a change to the project funding from the Research Council for 2018, you must have sent an initial change request **by 31.12.2018**. Be agreement a complete change request must be resubmitted by 20.01.2019.

**Reports**  
"Reports currently outstanding" means that you must fill in and submit the report indicated.  
"Reporting history" means you can open and view previously submitted reports in PDF-format.

### Users with access to project

Guidelines ?

Full name	Email address	Role
<input type="text"/>		Granted access <input type="checkbox"/>
Sølvi Rosvold Lindseth	srl@rcn.no	Project manager <input type="checkbox"/>
Mona K. Skurdal	mks@forskningsradet.no	Granted access <input type="checkbox"/>

### Find user name

Email address:

Search Clear field Back

When deadline for delivering the report has been set you will find unik guidelines for your project.

Project information	Project information					
Costs per project partner	<a href="#">Save and check page</a>					
Total costs and funding	<b>Project Account Reports</b>					
Comments and attachments	<p>All projects that are required to submit a project account report to the Research Council must use this form. You are to report all costs incurred by, and funding provided to, the project during a stipulated period. The report period will be set by the Research Council and the relevant information will be sent by email to the project manager and project administrator.</p> <p>The deadline for submitting the report will also be entered in your list over reports not yet submitted on "My RCN Web". You can start to fill in the report immediately but it will not be possible to submit it until the deadline has been provided.</p> <p>Guidelines for how to fill in the fields in the report are found in each section. Click on the buttons labelled "Guidelines?"</p> <p><b>Save and check page:</b> You may always check the report click on "Save and check page"</p> <p><b>More detailed guidelines for how to complete the project account report will be available when you receive notification of the submission deadline. To view this document, click on "Guidelines for completing the Project Account Report" below.</b></p> <p><a href="#">Guidelines for completing the Project Account Report</a></p>					
Submitting the report	<b>Project information</b>					
		<a href="#">Guidelines ?</a>				
	<b>Project title</b>	<input type="text"/>				
	<b>Project number</b>	<input type="text"/>				
	<b>Project owner</b>	<input type="text"/>				
	<b>Enterprise identity number</b>	<input type="text"/>				
	<b>Project manager</b>	<input type="text"/>				
	<b>Report for period</b>	<table border="0"> <tr> <td><b>From</b></td> <td><b>To *</b></td> </tr> <tr> <td><input type="text" value="yyyy/mm/dd"/></td> <td><input type="text" value="yyyy/mm/dd"/></td> </tr> </table>	<b>From</b>	<b>To *</b>	<input type="text" value="yyyy/mm/dd"/>	<input type="text" value="yyyy/mm/dd"/>
<b>From</b>	<b>To *</b>					
<input type="text" value="yyyy/mm/dd"/>	<input type="text" value="yyyy/mm/dd"/>					
	<b>Disbursements to Project Owner's bank account: *</b>	<input type="text"/>				
	<b>Mark payment *</b>	<input type="text"/>				
		<a href="#">Save and check page</a>				

## Project information

Close ?

Under "Costs per project partner" you are to enter all project costs that have been registered during the relevant period. The respective project costs are to be listed under the project partners who are entering these as expenses in their formal accounts. Amounts relating to funding are to be entered under "Total costs and funding". Follow the structure of the approved cost and funding plans for the project in your reports.

The email with notification of the deadline for submission of project account reports will also state the period for the report in question. Only costs accrued in the relevant project period are to be included in the report. The field for "From" will be filled in automatically, but you must change the date in the field for "To" if your report does not cover the whole year. The report period may not extend beyond the last day of the current month. Reports submitted after the end of the year should enter 31.12 in the field for "To".

The bank account listed for the project owner must be identical to the payment information previously provided to the Research Council. If the project owner is using a new bank account, the new information must be sent to [okonomi@forskningsradet.no](mailto:okonomi@forskningsradet.no).

Errors in previous reports, such as cost amounts that were too high or wrong, can be remedied by entering the correction in the corresponding item in this form the next time you submit the project account report. Correction of errors from previous reports must be explained in a comment.

All required fields (marked with \*) must be filled in. You can check the report as you work by clicking on the button "Save and check page". If reports are submitted multiple times per year, the project costs entered in the first report will be shown in the form for subsequent reporting periods. This means you must enter the accumulated costs for subsequent reports within the same year.

Only the project administrator and project manager are authorised to submit the report. The project administrator must also submit a self declaration. This is found under the section "Submitting the report". It is not possible to submit a report before the self declaration has been sent.

Complete the cost specification for each partner who has incurred costs during this period.

Select a partner from the dropdown list

Itemise the costs for  \$ ()

## 1.1 Payroll and indirect expenses

Close ?

**Payroll and indirect expenses** are to only be entered for project partners who have incurred these expenses and have registered them in their formal accounts for the period in question.

For each project partner (select partners from the dropdown menu above), you are to enter the payroll and indirect expenses for all R&D personnel who have carried out R&D tasks in the project during the period in question. **R&D personnel** here means the project manager as well as any scientific and technical staff.

**First name and last name:** The first and last names of the individual R&D personnel who have carried out tasks in the project are to be entered. Only the letters a–å and hyphen may be used in these fields. An error message will be generated if the field contains illegal characters and letters. In addition, you must enter either a personal identity number or a position/title, depending on the field indicated for the relevant partner in the form. The information to be provided for this project's partners will be indicated in the form.

For project partners affiliated with specific sectors you must enter a national identity number (fødselsnummer), or D number (temporarily assigned national identity number) (11 digits).

For all other project partners you are to enter a position/title. For more information on how the Research Council collects and uses personal data see our [Privacy Statement](#)

The name and identity number or position/title entered in previous reports will appear in the form for the next report. Make sure to use the updated hourly rates for the report period in question.

If you are to submit reports multiple times during the same year, the costs entered in the previous reports for the year will be shown. In reports for a new year, the names and any personal identity numbers will be retrieved from the previous report.

**Hours:** You also need to register the number of hours the individual has worked on the project. Only hours relevant to the project are to be included, i.e. time spent working on the project activities set out in the contract.


**Hourly rate:** You must also enter an hourly rate for the individual R&D personnel. Indirect expenses are incorporated into this hourly rate.

**Fellowship-holders who are employees at the degree-conferring institution:** For fellowship-holders who are employees at the degree-conferring institution, you are to enter the number of person-months for the individual and the associated costs divided by the number of months. Enter number of person-months in the field for "Hours". In the field for "Hourly rate", enter the costs registered in the project accounts divided by the number of months the fellowship-holder has worked on the project.

**When an R&D task has been carried out by a project partner who is invoicing another project partner:** If a project partner has invoiced its payroll and indirect expenses to another partner for payment, then those costs should not be entered here. (The partner invoicing the costs does not enter these as costs in its accounts. The invoiced costs are to be entered by the partner that has received the invoice and registered it in its formal accounts, but not under "1.1 Payroll and indirect expenses". The reason for this is that the project partner who has received the invoice has not carried out the R&D tasks itself.)

**More detailed information in "Guidelines for completing the Project Account Report":** See "Guidelines for completing the Project Account Report" for more specific information relating to payroll and indirect expenses for this project. It is very important that you read and follow the guidelines very carefully, especially with regard to calculation of hourly rates. The costs entered into this form must be in compliance with the applicable contract documents, rules and guidelines. A pdf file of the guidelines document will be made available when you receive notification of the report submission deadline.

### List the individual R&D personnel who have worked on the project

First name	Last name	National identity number (11 digits)	Hours	Hourly rate	Cost	Delete
<input type="text"/>						

## 1.2 Procurement of R&D services

Close ?

Costs for procurement of R&D services are only to be entered for project partners who have incurred these costs and have registered them in their formal accounts for the period in question. Only costs for this project are to be included.

If the partner has registered project costs for procurement of R&D services, you are to report the applicable, recorded project costs for each invoice the partner has received. You must enter the name of the entity that has issued the invoice to the partner, as well as the invoice number.

In the field "Costs excl. VAT", you are to enter the amount minus VAT. The field "VAT paid comprises" is only to be filled in if the VAT comprises an actual project cost for the partner. In this case, you must also confirm that the partner is neither liable for value added tax, nor encompassed by the provisions of the Act relating to VAT compensation. See the guidelines for "Declaration on Value Added Tax" under the section "Total costs and funding" for more information on value added tax.

If you are to submit reports multiple times during the same year, the costs entered in previous reports for the year will be shown.

See "Guidelines for completing the Project Account Report" for more specific information relating to procurement of R&D services. A pdf file of the guidelines document will be made available when you receive notification of the report submission deadline.

Entity that has issued the invoice	Invoice number	Cost excl. VAT	VAT paid comprises	Delete
------------------------------------	----------------	----------------	--------------------	--------

Add new row

<b>Total cost of procurement of R&amp;D services for project partner</b>	0	0
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## 1.3 Equipment

Close ?

Costs for equipment/research infrastructure are only to be entered for project partners who have incurred these costs and have registered them in their formal accounts for the period in question. You may only enter costs for the actual time and extent to which the equipment/research infrastructure was used in the project.

**Specification of equipment** Use of equipment/research infrastructure must be verifiable, and must therefore be carefully documented. Itemise the equipment costs in the field "Specification of equipment". The specification must be detailed enough to allow the case officer to assess whether the specified costs are in line with the implementation of project activities as agreed upon.

In the field "Costs excl. VAT", you are to enter the amount minus VAT. The field "VAT paid comprises" is only to be filled in if the VAT comprises an actual project cost for the partner. In this case, you must also confirm that the partner is neither liable for value added tax, nor encompassed by the provisions of the Act relating to VAT compensation. See the guidelines for "Declaration on Value Added Tax" under the section "Total costs and funding" for more information on value added tax.

Enter each type of equipment/research infrastructure on a separate line.

If you are entering expenses under this section but there are no costs for equipment/research infrastructure included in the original project budget or incorporated into the contract, then you must provide an explanation as to why you are reporting such costs in the project accounts. Please enter your explanation in the comment field in the discrepancy message that appears in the section "Total costs and funding".

More information about what the Research Council accepts as project costs relating to [equipment](#)

If you are to submit reports multiple times during the same year, the costs entered in previous reports for the year will be shown.

See "Guidelines for completing the Project Account Report" for more specific information relating to equipment for this project. A pdf file of the guidelines document will be made available when you receive notification of the report submission deadline.

Specification of equipment	Cost excl. VAT	VAT paid comprises	Delete
<input type="text"/>	1 157 501	0	



## 1.4 Other operating expenses

Close ?

Other operating expenses here means those costs that are necessary for the execution of the project but that are not covered under cost categories 1.1–1.3. The call for proposals and the revised grant application will set the framework for what can be approved as necessary project costs. Other operating expenses are to only to be entered for project partners who have incurred these expenses and have registered them in their formal accounts for the period in question. Only costs for this project are to be included.

**Specification of costs:** You must provide specification for all project costs you enter here. This specification must be detailed enough to enable the case officer to assess the costs in relation to the approved project activities. In addition to this specification, you must list the account code from the chart of accounts used by the project partner. In the field "Costs excl. VAT", you are to enter the amount minus VAT. The field "VAT paid comprises" is only to be filled in if the VAT comprises an actual project cost for the partner. In this case, you must also confirm that the partner is neither liable for value added tax, nor encompassed by the provisions of the Act relating to VAT compensation. See the guidelines for "Declaration on Value Added Tax" under the section "Total costs and funding" for more information on value added tax.

**Account type code:** Costs of the same type can be grouped together and reported collectively. The same applies to costs that are registered under the same account type code. Examples of types of costs that can be grouped together are accrued travel and accommodation costs and project-specific dissemination activities, including costs to make research data from the project publicly accessible. The specification must be detailed enough to allow case officer to assess whether the costs are in line with the implementation of project activities as agreed upon. The account type code should be obtained from the entity's formal accounts.

If you are to submit reports multiple times during the same year, the costs entered in previous reports for the year will be shown.

See "Guidelines for completing the Project Account Report" for more specific information relating to other operating expenses. A pdf file of the guidelines document will be made available when you receive notification of the report submission deadline.

A maximum of 100 characters may be entered in this field.

List other recorded operating expenses	Account number	Cost excl. VAT	VAT paid comprises	Delete
<a href="#">Add new row</a>				
<b>Total other operating expenses for project partner</b>		0	0	
<b>Total expenses for project partners in the current period</b>		2 481 625	0	

Project information	<b>Total costs and funding</b>
Costs per project partner	<a href="#">Save and check page</a>
<b>Total costs and funding</b>	<b>Declaration on Value Added Tax</b>
Comments and attachments	
<a href="#">Submitting the report</a>	<p><b>Declaration on Value Added Tax</b> <span style="float: right;">Close ?</span></p> <p>Entities that are liable for value added tax (VAT, listed as "mva" in Norway), or that are entitled to refunds of VAT pursuant to the Act relating to VAT compensation, are not to enter VAT as project costs. Value added tax is only to be registered in those cases where it constitutes an actual cost for partners in the project. If you have entered costs in the field "VAT paid comprises" under cost categories 1.2–1.4 for one or more project partners, these partners will be listed in this declaration.</p> <p>The Project Owner is responsible for ensuring that VAT is entered correctly into the project account report. The Project Owner must clarify with each partner whether VAT constitutes a project cost or not. If you list VAT as a project cost for a partner, you must confirm that this partner is neither liable for value added tax, nor encompassed by the provisions of the Act relating to VAT compensation. This is done by ticking off the box for each partner in the list.</p> <p>If you have not entered project costs in the field "VAT paid comprises" for any of the project partners, then no partners will be listed in Declaration on Value Added Tax. This field will then be blank.</p> <p>The Project Owner/Partner hereby declares that the project partners indicated on the list are neither liable for value added tax, nor encompassed by the provisions of the Act relating to VAT compensation. VAT is therefore reported as a project cost.</p>

## 1. Project costs

Guidelines 

	Current period	Budget	% of budget	
<b>1.1 Payroll and indirect expenses</b>	1 324 124	5 593 000	24%	<a href="#">View details</a>
<b>1.2 Procurement of R&amp;D services</b>	0	0	0%	<a href="#">View details</a>
<b>1.3 Equipment</b>	1 157 501	2 500 000	46%	<a href="#">View details</a>
<b>1.4 Other operating expenses</b>	0	100 000	0%	<a href="#">View details</a>
<b>Total costs in the current period</b>	<b>2 481 625</b>	<b>8 193 000</b>	<b>30%</b>	

The total costs listed under 1.1 deviate significantly from the approved project budget. Please explain this in the comment field below.

The total costs listed under 1.3 deviate significantly from the approved project budget. Please explain this in the comment field below.

The total costs listed under 1.4 deviate significantly from the approved project budget. Please explain this in the comment field below.

## 2. Funding

Close ?

In this table you are to specify how the project costs entered for all project partners for the report period will be funded. The percentage of the costs financed by the different types of funding sources will be automatically calculated and entered into the column "Fin%" (amount allocated) to the left in the table. It will not be possible to submit the report unless the amount under "Total actual funding" covers all of the total project costs for the report period.

Enter the actual funding amounts for the report period into the column "Current period". The figures in the other columns will be automatically registered and calculated. The actual funding amounts that you enter will be automatically compared with the approved funding plan for the report year that is listed in the column "Budget". If the actual funding amounts are more or less than the approved amount, this will be indicated in the column "% of budget". If the actual funding deviates significantly from the approved funding plan, the form will require you to provide a comment that explains this. You may do this in the section "Comments and attachments".

The Research Council's allocation for the report period is also calculated automatically in the form based on the project costs entered and the approved level of funding for the project.

Even if the project costs reported correspond completely to the budget for the report period, rounding off difference may still result in a small discrepancy between the amount appearing in item 2.5 "From the Research Council" for "Current period" versus "Budget". If the amount allocated (Fin%) is identical to the approved level of funding for the year, you can enter the total for the year's funding in the item **Proposed revised amount for item 2.5**, and explain this in the section "Comments and attachment".

If activities in the project have progressed more quickly than planned, leading to higher total project costs than originally budgeted for the report period, you may apply to transfer funding from the budget for coming years to cover these costs. To do this, you have to request a change to the approved project framework [Requesting changes to the approved project framework](#). Please refer to the General Terms and Conditions for R&D Projects for more information about requirements and deadlines relating to change requests. If you decide to submit a change request, you will also need to enter the corresponding new amount under item 2.5 "Proposed revised amount". You will then be required to provide a comment giving the grounds for this request. If the Research Council approves the request to increase the allocation for the report period, this will lead to a change in the project's funding plan. The project's overall allocation will remain unchanged.

If the total project costs entered are less than originally budgeted for the report period, it means that the project did not use the full funding framework established for this report year. **The unused funding** will be deducted from the project's overall allocation. If you wish to preserve the overall allocation and employ the unused funds later in the project period, the project administrator must submit a request to change the approved project framework via "My RCN Web" and give the reasons for the request. Please see the information about requesting changes to the project framework in the paragraph above.

**Previously disbursed in this period** shows how much of the allocation framework the Research Council has already disbursed for the current period.

See "Guidelines for completing the Project Account Report" for more specific information relating to this project's funding. A pdf file of the guidelines document will be made available when you receive notification of the report submission deadline.

	Fin%	Current period	Budget	% of budget
2.1 Own financing	0.0%	<input type="text" value="0"/>	1 947 000	0%
2.2 Other public-sector funding	0.0%	<input type="text" value="0"/>	0	0%
2.3 Other private funding	0.0%	<input type="text" value="0"/>	4 546 000	0%
2.4 International funding	0.0%	<input type="text" value="0"/>	0	0%
2.5 From the Research Council	20.7%	513 696	1 700 000	30%
Proposed revised amount for item 2.5	0.0%	<input type="text" value="0"/>		0%
<b>Total funding in the current period</b>	20.7%	<input type="text" value="513 696"/>	8 193 000	6%

The total funding

Project information	<h2 style="background-color: #333; color: white; padding: 5px;">Comments and attachments</h2> <div style="text-align: right; margin-bottom: 10px;"> <input type="button" value="Save and check page"/> </div> <hr/> <h3 style="background-color: #f0f0f0; padding: 5px;">Comments</h3> <div style="text-align: right; margin-bottom: 10px;"> <span style="color: #333; font-weight: bold;">Close</span> </div> <p>If you have comments to add to the report, you are to write them here. If the actual funding you have entered deviates significantly from the approved funding plan for the report period, you must provide an explanation here. You must explain deviations for each relevant funding category. It will not be possible to submit the project account report until this is completed.</p> <p>If the project account report has been made accessible for editing after we have carried out a preliminary review, it will be possible to upload attachments. See the feedback from the case officer under "Project information" to check whether we require any special attachments. All attachments agreed on may be uploaded here.</p> <p><b>Uploading attachments</b> All attachments must be submitted in pdf-format. Filenames can only contain the letters a-z, numbers and the characters _-[] . An error message will be generated in connection with filenames that contain illegal characters and letters.</p> <p>It is not possible to upload attachments larger than 40 Mb.</p> <p><b>How to upload a file:</b></p> <p>Drag the file into the indicated area or click inside the area and select the file via the browser. Then click on "Upload".</p> <p><b>How to delete a file:</b></p> <p>Click on the trash can to the right of the file you wish to delete.</p> <p><b>How to replace a file:</b></p> <p>Delete the previous file and upload the new one.</p> <p><b>Important for users of Adobe Acrobat:</b> The Research Council needs to be able to copy the contents of the attachment file. Therefore, please note that attachments in pdf-format must not be password-protected under the "Security Settings" of Adobe Acrobat in a manner that would prevent this. If you normally use "Security Settings", please make sure to tick the box marked "Enable copying of text, images and other content".</p> <p><b>Attachments containing a virus:</b> If an attachment submitted with a grant application contains a virus, it will be automatically deleted from our server and you will receive an error message when you try to submit it. Applicants must ensure that all attachments are free from viruses. You can monitor whether any attachments have been automatically deleted from our server by using the function "Save and check page"/"Check full report".</p> <p>Enter any comments to the report here. If there are deviations between the funding and the budget, please provide a comment here.</p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div>
Costs per project partner	
Total costs and funding	
Comments and attachments	
Submitting the report	

## Comments and attachments

If you have comments to add to the report, you are to write them here.

If your case officer has required separate attachments these must be uploaded here.

<a href="#">Project information</a>	<b>Submitting the report</b>
Costs per project partner	<a href="#">Save and check page</a>
Total costs and funding	<p>The project administrator must provide a self-declaration before a project report may be submitted. The project administrator completes the self declaration by ticking off the box beneath the declaration statement. It is not possible to tick the box unless a deadline has been set for submission of the report.</p>
Comments and attachments	<p>Under the General Terms and Conditions for R&amp;D Projects, the Research Council, the Office of the Auditor General or a third party appointed by the Research Council are entitled at any time to verify that the funds are being applied in accordance with the contract.</p>
<b>Submitting the report</b>	<p><b>Self declaration</b></p> <p>I, the project administrator, confirm that this project accounting report has been compiled in accordance with the applicable contract documents and the Research Council of Norway's rules and guidelines. There are no known instances of any lack of compliance with legislation, regulations, rules and standards for sound financial management that would have an impact on compilation of the project accounts and the project account report drawn up for the project.</p> <p>I hereby confirm that:</p> <ul style="list-style-type: none"> <li>• we maintain a project account over actual costs and revenues to the project, and we keep this project account à jour on an ongoing basis;</li> <li>• the project account is in conformance with the project account report that we submit to the Research Council;</li> <li>• only costs that are registered in the ordinary accounts of the Project Owner or relevant project partners during the report period have been entered as project costs in the project account report;</li> <li>• all costs are directly related to the project and are thus necessary for its implementation.</li> </ul> <p style="text-align: center;"><input type="checkbox"/> Tick the box to confirm</p> <p style="text-align: center;"><a href="#">Submit report</a></p>
	<a href="#">Save and check page</a>

It is only a user who is project administrator who are allowed to tick of the box to confirm.

One can not tick of the box before deadline has been set.