

# Guidelines for completing the Project Account Report for Collaborative and Knowledge-building Projects

This document contains the detailed guidelines *for the Project Account Report referred to in the report form*. Here you will find specific guidelines for how to complete the report for your project.

## Collection of data for project accounting reports

The Research Council is required to perform control measures in relation to our grants, cf. the Regulations on Financial Management in Central Government Section 6.3.8.2. We therefore ask you to enter information from the enterprise's accounts in the project accounting reports. This makes it possible to control the costs reported in the project accounts against the enterprise's official accounts.

## Information about your personal identity number or D number

In connection with reporting, we ask you to state your personal identity number or D number as well as other personal data. The personal identity numbers we obtain are used by the Research Council to control that the hours and costs related to a specific job performed by a specific person are entered correctly. We can then ensure that they are not reported across enterprises and projects and allocated double funding. We also safeguard your right to secure and correct identification.

Only selected Research Council employees with special responsibility for organising and controlling reporting have access to your personal ID number, and then only to the extent necessary to perform the control measures.

The Research Council's grounds for processing personal ID numbers and D numbers is set out in GDPR Article 6(1)(e) that *'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'*, supplemented by the Regulations on Financial Management in Central Government Section 6.3.8.2. (cf. GDPR Article 6(3)).

When the control period has ended, your personal ID number/D number will be deleted. The control period ends when the project has been completed and the final report has been approved.

For more information about the Research Council's processing of personal data, please see our [Personal data protection – privacy statement](#) and our guidelines for [Processing of personal data](#).

The information provided under this point, 'Collection of data for project accounting reports', must be communicated to everyone who shares their personal data with the Research Council. If you report personal data on behalf of others, you must forward this information to the person concerned if they have not already received it. The Project Owner is responsible for ensuring that everyone receives the information.

## State aid

In projects where the Research Council's allocation is used to cover a portion of the costs of companies (the Project Owner and/or company partners), the support from the Research Council to these companies constitutes state aid, as specified in Article 8 of the R&D Project Agreement Document. In such projects, support will be allotted based on the planned distribution of project costs between the main activities and between the companies receiving support. If there are significant changes to the planned cost distribution during the implementation of the project, this must be reported to the Research Council as a deviation. This applies to changes in the main activities and changes in the cost distribution between partners. All deviations/changes in a project may mean that the support awarded is no longer in compliance with the state aid rules.

## Guideline relating to Actual state aid use

This table shows the Project Owner first, then all collaborating partners. The funding from the Research Council must be distributed between the collaborating partners who receive state aid. Only financing and executive partners who are registered as enterprises are defined as state aid recipients.

In Collaborative and Knowledge-building projects, only enterprise partners that is defined as state aid recipients. Ref. article 8.

R&D partners (with role **only research activity**) don't receive state aid as the R&D partners is not beneficiary from the Research Council. Read more about conditions for awarding state aid here:

<https://www.forskningradet.no/en/apply-for-funding/funding-from-the-research-council/Conditions-for-awarding-state-aid/>

*Support to research organizations participating as partners in the project must go to the organization's non-economic activity, as R&D activity carried out in effective collaboration with others is defined as part of the research organization's non-economic activity under the EFTA Surveillance Authority's guidelines on state aid for research and development and innovation. The Research Council requires a clear separation of accounts for the organization's economic and non-economic activities.*

## Requirements relating to partners in Collaborative Projects

The requirements relating to partners must be followed up throughout the project period. The requirement is that at least 10 per cent of the project's total costs must be used by the partners from the business sector or other parts society. Ref. Article 8 in the contract.

## Requirements relating to financing in Knowledge-building Projects

The Norwegian partners from the business sector must contribute with cash-financing. The amount of funding awarded by the Research Council may be up to four times the total cash contribution from the **Norwegian** partners from the business sector. Ref. Article 8 in the contract.

## Guidelines relating to “Costs per project partner”

All project costs reported in the project account report must be expensed and retrievable in the official accounts.

### 1.1. Payroll and indirect expenses

Here you are to enter payroll expenses for R&D personnel, i.e. the project manager as well as any scientific and technical staff plus any fellowship-holders, provided that they carry out R&D tasks in the project for all task-performing project partners (Project Owner and partners).

#### **Project Owners and partners that employ the TDI model (universities and university colleges):**

When the TDI model (common full costing methodology) has been used for budgeting costs in the grant application, this model must also be applied as the basis for accounting procedures. Payroll and indirect expenses will in this case encompass: salary costs, generic indirect costs and indirect costs for core activities (research). See: [Budget/What to enter in the project budget/Calculating payroll and indirect expenses for the university and university college.](#)

#### **Project Owners and partners that are from research institutes in Norway:**

For projects where the Project Owner is part of the research institute sector in Norway, the previously designated hourly rates are to be used. See: [Budget/What to enter in the project budget/Calculating payroll and indirect expenses for research institutes.](#)

### **R&D-organisations from other countries**

When a partner is an organisation in the higher education sector in another country, you may calculate payroll and indirect expenses in one of the following two ways:

- using the respective organisations' own budgeting models;
- using the actual salary costs (including social security costs), with an added overhead of 25 per cent to cover indirect expenses.

### **Other partners – used by Knowledge-building Projects**

Knowledge-building projects can only report expenses from partners from R&D-organisations

### **Other partners – used by Collaborative Projects**

The costs for each staff member are to be specified using an hourly rate. This rate is to cover salary costs with an added overhead for social security costs related to the salary and indirect expenses related to R&D personnel's performance of activities in the project. The added overhead for indirect expenses must be verifiable on the basis of costs entered into the entity's accounts.

Hourly rates may be calculated on the basis of the nominal annual salary of the individual multiplied by a calculation factor determined by the amount of the social security costs and indirect expenses for the relevant project partner, [see how to calculate](#). Each project partner must determine the calculation factor that reflects its actual indirect costs. A project partner with low indirect expenses will need to use a lower calculation factor than a partner with high indirect expenses.

The **maximum** hourly rate accepted is NOK 1 100/hour.

Nominal annual salary is the yearly salary paid to an employee that forms the basis for ongoing salary payments (not including overtime, bonuses or other extras). For part-time employees, the annual salary is calculated by converting the employment fraction in the contract to a full-time equivalent.

Social security costs are the employer's extra costs related to the individual employee's nominal annual salary, such as holiday pay, employers' social insurance contributions, mandatory occupational pensions and occupational injury insurance.

Indirect expenses are actual costs incurred by an entity that are necessary to support the implementation of the project, but cannot be directly linked to the performance of specific project activities (such as rent, office supplies and general administrative support).

The number of project-relevant hours must be listed for each individual, limited to work time on the project activities set out in the contract. An individual project participant may report a maximum of 1 850 hours per year combined for all projects funded by the Research Council. It is not possible to register more than 1 850 hours for individuals employed in companies or the public sector.

It is possible to use a common rate for groups of R&D personnel provided that variation in the salary levels within the group is small, and the indirect expenses are comparable. The general restrictions regarding calculation of hourly rates stated above will still apply. If you register multiple individuals with the same hourly rate, you must enter a comment about this on the page for Total costs.

### **1.2. Procurement of R&D services**

Procured R&D services shall not be entered in Collaborative and Knowledge-building Project

### **1.3. Equipment**

Here you are to enter the costs for use of equipment and research infrastructure that is necessary for the execution of the project. These costs may be calculated as follows:

- The project's share of the depreciation costs for equipment and research infrastructure that is necessary for the execution of the project, if this equipment or infrastructure has not been procured using funding from the Research Council or other public project funding.
- The project's share of the operating costs or "user fee" for equipment and research infrastructure that is necessary for the execution of the project.
- Procurement costs for equipment that can only be used for this project.

Smaller-scale procurements (less than NOK 100 000 in purchase costs) of equipment that can also be used outside the scope of the project are included in the indirect expenses and should not be entered under "Equipment".

### **1.4. Other operating expenses**

Here you are to enter all costs that are necessary for the execution of the project but that do not belong under the cost categories above. This may comprise costs incurred in connection with research visits to Norway (Visiting Researcher Grants) and research stays abroad (Overseas Research Grants) and other costs related to travel and participation in events. You can enter the subcontractor's costs here. All costs must be specified.

**Guidelines relating to “Total costs and funding”**

Here you are to indicate how the reported costs have been financed.

**2.1. Own financing**

Here you are to enter in-kind resources provided by the Project Owner and other task-performing partners. In-kind resources may encompass personnel, research infrastructure, materials, and other resources that are used in the implementation of the project and are included in the reported project costs.

**2.2. Other public funding**

Here you are to enter funding and contributions from other public sources for the performance of the project. This may comprise direct support from government ministries, grants from Innovation Norway, regional support schemes, funding under agricultural or fisheries agreements, etc. Also, public funding from other countries.

**2.3. Other private funding**

Here you are to enter cash contributions from cooperating companies, industrial organisations, private funds, etc., in Norway. See under 2.5. “From the Research Council”.\*

**2.4. International funding**

Here you are to enter cash contributions to the project from international sources (such as from the EU’s research programmes and partners outside Norway).

**2.5. From the Research Council**

Here you are to enter the share of the costs that is to be funded by the Research Council for the relevant reporting period, as specified in the contract documents. This amount is not to exceed the total amount allocated by the Research Council of Norway. Please refer to the R&D Project Agreement Document for information about this.

\*Any indirect funding administered via the Research Council from the Basic Agricultural Agreement, the Foundation for Research Levy on Agricultural Products or the Norwegian Seafood Research Fund is considered to be part of the funding from the Research Council and should not be specified separately.