

STANDARD TERMS AND CONDITIONS FOR GRANTS FROM FHF

This is a translation of the Norwegian document «Standardvilkår for tilsagn fra FHF». In the event of any inconsistency between the Norwegian document and this translation, the Norwegian document shall have priority and supersede the English translation.

1. General conditions

- 1.1 These terms and conditions apply to projects and programmes to which FHF allocates funds. FHF may supplement these conditions with specific conditions in specific cases.
- 1.2 Results from FHF-financed projects shall be made publicly available to be of use and value to the seafood industry, government, and other parties.
- 1.3 Grants from FHF are public grants and not payment for goods or services.
- 1.4 Grant recipient and cooperation partners shall act according to the science ethics act to ensure that all science is carried out in accordance with accepted science ethical norms.
- 1.5 FHF follows the EEA-agreement's regulations on state subsidies. Thus, grant recipients must fill out a declaration ref. «*Orientering om FHF og statsstøtte-regelverk*». Grant recipients are responsible for making sure that the sum of public project support is within the EEA-agreements regulations on public support, ref. «*Orientering om FHF og statsstøtteregelverk*». In addition to compliance with tax and other relevant legislation that apply to the grant recipients.
- 1.6 Where more companies or research institutions cooperate on a project, one of the partners shall act as recipient partner and thus represent all partners towards FHF. The recipient partner shall ensure that all other partners accept FHF's standard terms and conditions prior to initiation of the project.

The grant is paid to the recipient partner who disperses the funds to the other partners. As to commitments following these terms and conditions, all partners are considered grant recipients.
- 1.7 In projects with more partners, the recipient partner shall ensure that cooperation agreements between the partners are entered into which ensure that all partners commit to these conditions, and that the partners do not have subcontractor relationships, see pt. 6 in «*Orientering om FHF og aktuelle merverdiavgiftsspørsmål*».
- 1.8 FHF is subject to the Administration Act (Forvaltningsloven), the Public Information Act (Offentleglova) and the Archives Act (Arkivlova).

2. Grant framework

- 2.1 The grant is given according the project description, plans, budgets and other documentation, including identifying the project leader, which forms the basis for the grant. The project shall be executed according to the project description. Substantial changes e.g. change of project leader shall be reported to FHF without delay, ref. FHF's format for deviation reporting, and shall be approved by FHF before execution.
- 2.2 Grant recipient must confirm in writing that the grant will be utilized and that the terms and conditions are accepted. Confirmation shall be given by a person authorized to sign on behalf of the recipient. The grant is invalidated if it is not accepted within the given time limit. Grants cannot be transferred to other parties without the approval of FHF.
- 2.3 The grant can be revoked or limited if the project is not carried out according to plan or if the financing plan is substantially changed.
- 2.4 FHF may revoke the whole or part of the grant if situations occur which according to Norwegian law are to be regarded as force majeure, if a decision of closing down FHF is made or if other events occur like dramatic reduction in FHF funding and which make the execution of the project impossible.

3. Financial management

- 3.0 **FHF's guidelines for financial management**
The document FHF's *Retningslinjer for økonomiforvaltning* elaborates and further explains this pt. 3. Grant recipients must know and adhere to these guidelines.
- 3.1 **Project accounting**
 - 3.1.1 Grant recipients shall keep project accounts which expresses the total activity of the project. The accounting shall be related to the budget which forms the basis for the grant. In cooperation projects, the accounting shall comprise all the partners' activities in the project. If the project receives financing from other sources than FHF, this shall be shown in the accounting.
 - 3.1.2 Project accounts shall be conducted according to FHF guideline *FHF's retningslinjer for økonomiforvaltning*.
 - 3.1.3 The project accounts shall be approved by auditor ref. pt.3.3.3.
 - 3.1.4 Own efforts or resources, ref. *FHF's retningslinjer for økonomiforvaltning*, shall be posted as costs in the project accounts.
- 3.2 **Periodic accounts and part payments**
 - 3.2.1 Requests for payment shall be sent to FHF minimum every quarter of the year. Prior to payment, agreed deliveries for the period shall be received and approved by FHF.
 - 3.2.2 Requests for payment shall be sent as EHF (elektronisk handelsfaktura).
 - 3.2.3. Where own resources are part of the project financing, this shall be estimated, accounted for and controlled according to the guidelines *FHF's retningslinjer for økonomiforvaltning*.

3.3 Final accounts and final payments

- 3.3.1 Final accounts and request for payment shall be sent to FHF no later than 2 months after end of project. The final 20% of the grant will be paid when all agreed deliveries and accounts are received. Grants that are not utilized by end of project are void.
- 3.3.2 For public grant recipients, payments will be made according to regulations on public financial management.
- 3.3.3 Grant recipients shall ensure that final accounts are confirmed by registered or state authorized auditor in accordance with auditor standard ISA 805. The confirmation shall be received by FHF before final payment can be made. Auditor shall be made aware of FHF's standard terms and conditions.
- 3.3.4 Grant recipients are responsible for ensuring that project partners who receive NOK 2.500 000 or more out of the total grant shall provide audit report according to audit standard ISRS 4400 (avtalt kontrollhåndtering) covering the project costs relative to the partner's activities.
The audit report must be received by FHF before final payments can be made.
This also applies for project partners with public grant recipients, according to pt. 3.3.2.

4. Communication

- 4.1 Grant recipient is free to communicate project results. FHF shall have free use of presentations etc. which are used in the communication of project results.
- 4.2 The communication shall clarify that it is the grant recipient who is responsible for methods, considerations, evaluations and results from the projects.
- 4.3 When communicating on the project, the grant recipient shall inform of FHF's role as grant contributor.

5. Information and financial reporting

- 5.1 Grant recipient shall inform FHF on progress of the project according to project description.
- 5.2 In case of changes in the project or delays, the grant recipient shall provide a deviation report ref. *FHF's Skjema for avviksrapportering*.
- 5.3 Grant recipient shall provide a final report from the project in accordance with the FHF guidelines *Retningslinjer for faglig og administrativ sluttrapportering*.
- 5.4 Final project report shall be available to any interested party.
- 5.5 FHF shall have free use of final project reports.

6. Sustainability and climate

- 6.1. To which extent the project will contribute to strengthened sustainability and reduced carbon footprint shall be described as per *Guidelines for project descriptions*.
- 6.2. In planning and execution of the project, strengthened sustainability and reduced carbon footprint shall be taken into account.
- 6.3. As per *Guidelines for Final Report*, the final report shall describe to what extent and in which way the implementing of the results from the project will contribute to strengthened sustainability and reduced carbon footprint.

7. Intellectual property rights

- 7.1. Results from projects funded by grants for FHF shall be open for the benefit of the industry and the society.
- 7.2. Unless otherwise specifically agreed, the normal rules regulating copyrights, patents, trademarks etc. shall apply.
- 7.3. Intellectual property rights do not constitute a limit to the project results being made publically available to interested parties in accordance with pt. 5.4. and *Retningslinjer for faglig og administrative sluttrapportering* as established by FHF.

8. Reference groups and scientific independence

- 8.1. Grant recipient is responsible for ensuring that the project upholds scientific quality and independence.
- 8.2. FHF can assign an advisory reference group to the project. It's function and responsibilities are described in the *Mandate and guidelines for reference groups*.
- 8.3. Grant recipient shall serve the reference group. Costs for reference group shall be part of the project. FHF shall be invited to meetings in the reference group.
- 8.4. If grant recipient considers that FHF or the reference group might influence the project in an unfortunate way relating to scientific quality or independence, the grant recipient shall report this in writing to FHF.