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 report shall be in the organization’s report format.

**Final reporting to FHF consists of two parts:**

1. Final reporting in accordance with the deliverables in the project (to be published) (cf. FHF’s standard term and conditions in section 1.2 and 5.3)

2. Administrative final reporting. See guidelines at <https://www.fhf.no/prosjekter/prosjektdokumenter/?kategori=english>

**Final reporting in** **accordance with 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 will be published on FHF’s website and shall include:

**1. Summary (to be written in 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**

* Background for the project being initiated
* The project 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 where chosen)
* Description of the execution of the project

**5. Findings, discussion and conclusion**

* Detailed overview of results
* Assessment of the findings (statistics, validity, probability, precision, etc.)
* Assessment/discussion of the possibilities for further application of results from the project (implementation)
* Assessment of to which degree the project will contribute to improved sustainability

**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. References**

**8. Deliverables**

A detailed overview of all deliverables in the project

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