# Version II, 23.03.2020

Routine description:

Administrative and financial follow-up of project proposals and projects financed from national and Nordic research funding

|  |  |
| --- | --- |
| **Area** | Applies to applications and projects financed from the national (e.g. The Norwegian Research Council) and Nordic research funding (e.g. FFL-JA, NordForsk):   1. Research projects 2. Centres – Norwegian Centres of Excellence scheme (SFF), Centre for Research-based Innovation (SFI), Centres for Environment-friendly Energy Research (FME), FRIPRO Fellesløftet: The funding scheme for independent projects, Nordic centre of Excellence (NCoE); and National infrastructure (INFRASTRUKTUR) |
| **Aimed at** | Scientific and administrative employees. |
| **Goal** | To ensure good management and control so that both internal and external requirements are met and integrated into the processes. Secure good administrative support processes with the application process and implementation of projects.  The routine description is *not* intended to be a complete checklist for applications and project implementations. In addition, other sources of information must be used for research data (storage, archiving and sharing) and Open Access, ethics, recruitment processes, contribution- and assignment funded activity (BOA)-regulation, IPR guidelines etc.  Links to NMBU web pages about external funding:  <https://www.nmbu.no/en/research/funding>  (The Research Support Office)  <https://www.nmbu.no/om/adm/okonomi/skjema/prosjek> (Finance department, Norwegian web page) |
| **Audit responsibility** | The Research Support Office in liaison with the Finance department. |
| **Version number** | Version II, case: 18/03726 |

# Archiving

|  |  |  |
| --- | --- | --- |
| **The following must be archived in Public 360 (P360)** | **Responsible** | **Delegated to** |
| All documents and approvals that is of significance for application and project must be archived on an ongoing basis in P360 (in project folders) with shielded visibility according to [The freedom of information act](https://lovdata.no/NLE/lov/2006-05-19-16/§26) (Section 26-4). Please contact the [Dokumentsenteret at NMBU](https://www.nmbu.no/om/adm/poa/dokumentsentret) (in Norwegian).   * Project outline and the Dean’s approval of outline for the programmes where this is relevant * Project description (application) at time of submission * The Dean’s approval (e-mail or other) * Any other documentation (support letter, collaboration agreements etc.) | Project leader |  |

# The application phase

|  |  |  |
| --- | --- | --- |
| 1. **Information:** | **Responsible** | **Delegated to** |
| 1. **Ordinary research project applications:**  * Inform the Dean, head of institute and head of administration in writing about plans for the project application (the faculties are the owners of all research projects) (minimum 6 weeks before the application deadline or when the call is published) * Contact the administrative research support at faculty level * Amendments of 23.3.2020:   Use of laboratory, advanced scientific equipment, e-infrastructure or other research infrastructure (hereinafter called “leiested” (A Norwegian Research Infrastructure Resource Model)) Contact the responsible person for “leiested”(s) who will be sourced in the project. A research outline, timeline and budget must be developed in cooperation with persons responsible for “leiested”(s).  Overview of the NMBU “leiested”s:  <https://www.nmbu.no/forskning/infrastruktur>   1. **Centre applications - SFF, SFI, FME, FRIPRO funding scheme for independent projects, and INFRASTRUKTUR**  * Inform the Dean and head of administration in writing about plans for the project application (the faculties are the owners of all research projects) (minimum 2 months before the application deadline or when the call is published) * Contact [the advisor in the Research Support Office](https://www.nmbu.no/en/about-nmbu/units/fa/about-fa) for guidance and quality assurance, and to make a plan to follow up the application * [NMBU offers financial support](https://www.nmbu.no/en/research/funding/ekstern/node/28134) when developing applications mentioned above and project operation, e.g. external consulting, recruitment positions and buy-out of time. * «Leiested»: as in A. | Project leader  Project leader  Project leader  Project leader  Project leader  Project leader  Project leader |  |
| 1. **Budgeting and submitting the application:** | **Responsible** | **Delegated to** |
| 1. **Ordinary research project applications:**  * To develop the budget in cooperation with the Faculty Finance responsible. The NMBU budget template for externally funded projects ([Budsjettskjema BOA TDI](https://www.nmbu.no/download/file/fid/24407)) must be used. The Norwegian Research Council’s rates for personnel costs, indirect costs (TDI-modellen - 56% overhead) and grants must be used. * Evaluate the need for and potential in the call to apply for funding to handle research data and Open Access publication. * Evaluate the need to apply funding for use of “leiested”s (-costs). An outline for experiment plan, timeline and budget must be developed in cooperation with persons responsible for the “leiested”(s). Read more about the model and the use of NMBU’s “leiested”s here:   <https://www.nmbu.no/forskning/infrastruktur/leiestedsmodellen>   * Budgets must be quality assured. * Ensure that the form «[BOA - begrunnelse av klassifisering og egeninnsats»](https://www.nmbu.no/download/file/fid/24407) is signed and approved by the Dean. * The submission of the application must be approved.  1. **Centre applications - SFF, SFI, FME, FRIPRO funding scheme for independent projects, and INFRASTRUKTUR**  * As for A., with exception of: * The budget must be quality assured by the central Finance department. * The submission of the application must be approved.   [More information about BOA](https://www.nmbu.no/om/adm/okonomi/skjema/prosjek) is on the NMBU web pages. (in Norwegian) | Project leader  Project leader  Project leader Finance resp. at Faculty. Project leader  Dean (or head of institute)  BOA-responsible in the Finance department  Rector and Dean |  |

Grant and contract phase

|  |  |  |
| --- | --- | --- |
| 1. **Information:** | **Responsible** | **Delegated to** |
| 1. **Ordinary research project applications:**  * Inform the head of administration, finance and Dean at the faculty about granting the application. * Conduct a start-up meeting with the faculty finance responsible (or by the institute)  1. **Centre applications - SFF, SFI, FME, FRIPRO funding scheme for independent projects, and INFRASTRUKTUR**  * Inform the head of administration, finance aat the faculty that the application is granted. * Inform [the Research Support Office](https://www.nmbu.no/en/about-nmbu/units/fa/about-fa) and [the NMBU Communications department](https://www.nmbu.no/en/about-nmbu/units/ka) that the application has been granted. * Conduct a start-up meeting preferably with the [BOA responsible in the Finance department](https://www.nmbu.no/finn-ansatt/avdeling/%C3%98konomiavdeling-7546/avdeling/Styring-7547). | Project leader  Project leader  Project leader  Project leader  Project leader |  |
| 1. **Contract documents:** | **Responsible** | **Delegated to** |
| 1. **Ordinary research project applications:**  * Sign the contract between project responsible and the funding organisation (i.e. at the Norwegian Research Council the documents are signed electronically in [Mitt nettsted](https://www.forskningsradet.no/mittNettstedWeb/?setLocale=no)). * Develop cooperation agreement(s) on the basis of [NMBU agreement templates for contribution research](https://www.nmbu.no/forskning/forskere/juridiskbistand/kontrakter/node/7759). * Sign collaboration agreement(s).  1. **Centre applications - SFF, SFI, FME, FRIPRO funding scheme for independent projects, and INFRASTRUKTUR**  * As for A. * Contact the legal advisors in the [Research Support Office](https://www.nmbu.no/en/about-nmbu/units/fa/about-fa). They offer legal advice for the agreement setup, contract negotiations and other legal matters in connection with research projects. | Dean  Project leader  Project leader  Dean  Project leader |  |
| 1. **Research data:** | **Responsible** | **Delegated to** |
| * Develop a Data Management Plan (DMP). * Report projects that will collect research data with personal data containing sensitive information to the Norwegian Centre for Research Data (NSD) ([use the NSDs report form](https://sso.nsd.no/authorize?redirect_uri=https%3A%2F%2Fmeldeskjema.nsd.no%2F&nonce=_wI0Zf232w6hGbFJMcqZ&client_name=Meldeskjema)). * Apply for any other approvals (REK or similar)   More information about [handling research data and DMPs](https://www.nmbu.no/en/research/for_researchers/researchdata) may be found on NMBU’s web pages. | Project leader  Project leader  Project leader |  |
| 1. **Dissemination:** | **Responsible** | **Delegated to** |
| * Establish a project web page at [nmbu.no/prosjekter](https://www.nmbu.no/prosjekter) * Register the project in [Cristin’s project database](https://app.cristin.no/projects/create.jsf?) (the project code must be registered if the project is funded completely or partially by the Norwegian Research Council and/ or EU.) | Project leader  Project leader |  |

# The operational phase

|  |  |  |
| --- | --- | --- |
| 1. **Information:** | **Responsible** | **Delegated to** |
| * Conduct an internal start-up meeting at the faculty with relevant staff to go through all tasks and financial and administrative routines. | Project leader |  |
| 1. **Financial follow-up and reporting:** | **Responsible** | **Delegated to** |
| * Register the project and add the budget into Agresso. * Register and periodise costs. * Control and approve the project economy in tertials. * Send progress reports, end report and the project financial report to the funding organisations within the deadline. | Finance resp. at Faculty. Project leader Project leader |  |
| 1. **Research data:** | **Responsible** | **Delegated to** |
| * [Research data must be deposited](https://www.nmbu.no/en/research/for_researchers/researchdata/node/34784) properly on the NMBU server or other approved server throughout the project. * Research data and metadata[[1]](#footnote-1) must comply with the [FAIR principles](https://www.nmbu.no/forskning/forskere/forskningsdata/node/33874). * The Data Management Plan must be updated continuously throughout the project. | Project leader  Project leader  Project leader |  |
| 1. **Dissemination:** | **Responsible** | **Delegated to** |
| * Scientific publications must be published in channels [approved on level 1 or level 2](https://dbh.nsd.uib.no/publiseringskanaler/Forside.action;jsessionid=IMQ2eMrFXFNLObOzCa4ZIw6r.undefined?request_locale=en). * Scientific publication must be [registered in Cristin](https://wo.cristin.no/as/WebObjects/cristin.woa/9/wo/0.0.29.25.1.11.0.7?la=en). For projects funded by the Norwegian Research Council the project code must be registered in Cristin. * Publications must be archived in [Brage (NMBU’s open digital research archive)](https://www.nmbu.no/en/about-nmbu/library/publishing/brage). The pdf version of the publication (Gold or similar) or post print version (for subscription publishers) be uploaded as a full text document when registering in the Cristin system. * PhD theses and Master theses must be archived in Brage. The candidate/ student uploads the thesis when it is to be submitted. | Project leader  Dedicated employee  Dedicated employee  Master student or PhD candidate |  |

# Phase for finalisation

|  |  |  |
| --- | --- | --- |
| 1. **Information:** | **Responsible** | **Delegated to** |
| * Inform all involved parties about the deadline to submit the costs | Project leader |  |
| 1. **Økonomioppfølging og rapportering:** | **Responsible** | **Delegated to** |
| * Control and approve final project accounting. * Clarify whether or not any unused funding must be refunded or similar action. * Ensure that all payments have been made. * Book keeping the end of project in Agresso. * Notify of conclusion of the project in Agresso to BOA responsible in the Finance department. * Check that the funding of PhD candidates within the project have been handled. * Assess whether or not a consortium agreement is required, and/ or a collaboration agreement between the parties after the end date of the project (to safeguard results from the project). | Project leader Project leader Project leader Finance resp. at Faculty.Finance resp. at Faculty. Project leader |  |
| 1. **Forskningsdata:** | **Responsible** | **Delegated to** |
| * Research data must be archived in the [NMBU Open Research Data](https://dataverse.no/dataverse/nmbu) archive or in other approved data archives. * Research data must be stored as long as they have value for the researchers and a broader research environment, and must be archived for a minimum of 10 years. * Metadata that describes the underlying research data must be made available. * Research data must be made available where possible.   More information about [archiving (depositing) research data](https://www.nmbu.no/en/research/for_researchers/researchdata/node/34784) may be found on NMBU’s web pages. | Project leader  Project leader  Project leader  Project leader |  |

1. Research data must be findable, accessible, interoperable and reusable (FAIR). The data must therefore be equipped with metadata. [↑](#footnote-ref-1)