



Routine description:

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

Area	<p>Applies to applications and projects financed from the national (e.g. The Norwegian Research Council) and Nordic research funding (e.g. FFL-JA, NordForsk), where NMBU is project owner:</p> <ul style="list-style-type: none">A. Research projectsB. 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) <p><i>Changes per 21.03.2022:</i> <i>A separate item about allocation of funds for the innovation work in SFI / FME center applications has been added under budgeting and a change regarding the use of the TDI model.</i></p>
Aimed at	Scientific and administrative employees.
Goal	<p>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.</p> <p>The routine description is <i>not</i> 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.</p> <p>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)</p>
Audit responsibility	The Research Support Office in liaison with the Finance department.
Version number	Version 4, P360 case: 18/03726

Archiving

The following must be archived in Public 360 (P360)	Responsible	Delegated to
<p>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 (Section 26-4). Please contact the Dokumentsenteret at NMBU (in Norwegian).</p> <ul style="list-style-type: none">- 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
<p>A. Ordinary research project applications:</p> <ul style="list-style-type: none"> - 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 - 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 <p>B. Centre applications - SFF, SFI, FME, FRIPRO funding scheme for independent projects, and INFRASTRUKTUR</p> <ul style="list-style-type: none"> - Inform the Dean and head of administration in writing about plans for the project application (the faculty is an owner of the research project) (minimum 2 months before the application deadline or when the call is published) - Contact the advisor in the Research Support Office for guidance and quality assurance, and to make a plan to follow up the application - NMBU offers financial support when developing applications mentioned above and project operation, e.g. external consulting, recruitment positions and buy-out of time. - «Leiested»: as in A. 	<p>Project leader</p> <p>Project leader</p> <p>Project leader</p> <p>Project leader</p> <p>Project leader</p> <p>Project leader</p> <p>Project leader</p>	
2. Budgeting and submitting the application:	Responsible	Delegated to
<p>A. Ordinary research project applications:</p> <ul style="list-style-type: none"> - To develop the budget in cooperation with the faculty Finance responsible. The NMBU budget template for externally funded projects (Budsjettskiema BOA TDI) must be used. The budget is set up in line with the TDI 	<p>Project leader</p>	

<p>model that our sector is required to use. Overhead is no longer calculated as an average percentage (56%) of wage costs, but a rate that is the same for all scientific staff. This rate (IK rate or overhead rate) is adjusted for each year.</p> <ul style="list-style-type: none"> - Evaluate the need for and potential in the call to apply for funding to handle research data and Open Access publication. - Funding for use of “leiested” must be included in the budget, if “leiested” is to be used in the project. An outline for experiment plan, timeline and budget must be developed in cooperation with persons responsible for the “leiested”(s). NMBUs “leiesteder” should be used as long as there is capacity and “leiested” has the service requested. 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» is signed and approved by the Dean. The form is included in the workbook for BOA Budget Template TDI. - The submission of the application must be approved. <p>B. Centre applications - SFF, SFI, FME, FRIPRO funding scheme for independent projects, and INFRASTRUKTUR</p> <ul style="list-style-type: none"> - As for A., with exception of: - The budget must be quality assured by the central Finance department. - Assess the need to set aside funds in the budget and apply for funds for innovation work and rights protection (feel free to contact the lawyers in the Research Support Office and Ard Innovation for guidance and make a plan for follow-up). - The submission of the application must be approved. <p>More information about BOA is on the NMBU web pages. (in Norwegian)</p>	<p>Project leader</p> <p>Project leader</p> <p>Finance resp. at faculty.</p> <p>Project leader</p> <p>Dean (or head of the dep.)</p> <p>BOA-resp. (Finance dep.)</p> <p>Project leader</p> <p>Rector and Dean</p>	
--	--	--

Grant and contract phase

1. Information:	Responsible	Delegated to
A. Ordinary research project applications: <ul style="list-style-type: none"> - Inform the head of administration, finance responsible and Dean at the faculty about granting the application. - Conduct a start-up meeting with the faculty finance responsible (or by the department) C. Centre applications - SFF, SFI, FME, FRIPRO funding scheme for independent projects, and INFRASTRUKTUR <ul style="list-style-type: none"> - Inform the head of administration, finance at the faculty that the application is granted. - Inform the Research Support Office and the NMBU Communications department that the application has been granted. - Conduct a start-up meeting preferably with the BOA responsible in the Finance department. 	Project leader Project leader Project leader Project leader Project leader	
2. Contract documents:	Responsible	Delegated to
A. Ordinary research project applications: <ul style="list-style-type: none"> - 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). - Develop cooperation agreement(s) on the basis of NMBU agreement templates for contribution research. - Sign collaboration agreement(s). B. Centre applications - SFF, SFI, FME, FRIPRO funding scheme for independent projects, and INFRASTRUKTUR <ul style="list-style-type: none"> - As for A. - Contact the legal advisors in the Research Support Office. They will set up a contract and assist in the contract negotiations. - Sign the contract. 	Dean Project leader Dean Project leader Dean	
3. Research data:	Responsible	Delegated to
<ul style="list-style-type: none"> - 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). 	Project leader Project leader	

4. Dissemination:	Responsible	Delegated to
<ul style="list-style-type: none"> - Establish a project web page at nmbu.no/prosjekter - Register the project in Cristin's project database (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	
<ul style="list-style-type: none"> - Apply for any other approvals (REK or similar) <p>More information about handling research data and DMPs may be found on NMBU's web pages.</p>	Project leader	

The operational phase

1. Information:	Responsible	Delegated to
<ul style="list-style-type: none"> - Conduct an internal start-up meeting at the faculty with relevant staff to go through all tasks and financial and administrative routines. 	Project leader	
2. Financial follow-up and reporting:	Responsible	Delegated to
<ul style="list-style-type: none"> - Register the project and add the budget into UBW. - 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	
3. Research data:	Responsible	Delegated to
<ul style="list-style-type: none"> - Research data must be deposited properly on the NMBU server or other approved server throughout the project. - Research data and metadata¹ must comply with the FAIR principles. - The Data Management Plan must be updated continuously throughout the project. 	Project leader Project leader Project leader	
4. Dissemination:	Responsible	Delegated to
<ul style="list-style-type: none"> - Scientific publications must be published in channels approved on level 1 or level 2. - Scientific publication must be registered in Cristin. 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). 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	

¹ Research data must be findable, accessible, interoperable and reusable (FAIR). The data must therefore be equipped with metadata.

Phase for finalisation

1. Information:	Responsible	Delegated to
<ul style="list-style-type: none"> - Inform all involved parties about the deadline to submit the costs 	Project leader	
2. Financial follow-up and reporting:	Responsible	Delegated to
<ul style="list-style-type: none"> - 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 UBW. - Notify of conclusion of the project in UBW 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	
3. Research data:	Responsible	Delegated to
<ul style="list-style-type: none"> - Research data must be archived in the NMBU Open Research Data 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. <p>More information about archiving (depositing) research data may be found on NMBU's web pages.</p>	Project leader Project leader Project leader Project leader	

Information about the Research Council's Innovation Projects for the Industrial Sector

1. Information:	
<ul style="list-style-type: none"> - NMBU shall be an R&D supplier in Innovation projects for the industrial sector (IPN projects). - R&D supplier is in the Forskningsrådets Generelle vilkår (in Norwegian) defined as an entity who, in accordance with the agreement, must deliver R&D work on behalf of the project owner and / or any partners. - Since NMBU's work in IPN projects takes place on assignment, the work must be classified as assignment-financed activity. - NMBU as an R&D supplier shall not contribute to financing the project. NMBU will have all costs in the project covered, including doctoral work. NMBU will charge the market price for the work. Where there is no market price, the price shall cover the full cost of the work plus a profit margin. - NMBU does not have the opportunity to own project results. - Read more about the Research Council's rules for the use of R&D suppliers here: https://www.forskningsradet.no/en/when-you-have-received-funding/collaboration-agreements/providers-subcontractors/ 	
2. Contract documents:	Responsible
<ul style="list-style-type: none"> - NMBU's contribution to IPN projects shall be regulated through an R&D assignment agreement. - Usually, such an R&D assignment agreement is promoted by the project owner. NMBU has created a template for an Agreement on R&D assignments in Innovation projects for the industrial sector that can be used. - NMBU must ensure that the R&D assignment agreement gives a right to disseminate research results (scientific publications, conference presentations, teaching, etc.) as well as to conduct further research based on the research results in the project. - Feel free to contact the lawyers in the Research Support Office. They offer legal assistance in connection with the set-up and review of contracts, contract negotiations and other legal issues related to research projects. - Sign R&D assignment agreement. 	Dean