The annual statement and interim report must be sent to Research Council Faroe Islands no later than 1st March for the previous calendar year. The document must be signed by the host institution/company and the project manager and submitted **by e-mail** to gransking@gransking.fo Please also attach a transcript of the expenses from Gjaldstovan or from the institutional financial department.

**Annual statement and interim report - FRC**

|  |  |
| --- | --- |
| **1**. Project Number and Title |  |
| **2**. Host Institution/Company Director/Head of Department |  |
| **3**. Project Manager    |  |
| **4.** Project period |  | Commences  | Finishes  |
| Original plan | dd.mm.yyyy | dd.mm.yyyy |
| Revised plan | dd.mm.yyyy | dd.mm.yyyy |
| **5.** Total cost for the project in DKK  |  |
| **6.** Total granted from the Research Council (FRC) in DKK |  |
| **7.** Funds this calendar year from FRC*(Please tap F9 on each Total, when the figures are registered)* |  | Original Budget | Actually spent |
| VIP-salary | 0 | 0 |
| TAP-salary | 0 | 0 |
| Expenses | 0 | 0 |
| Overhead | 0 | 0 |
| Total | **0** | **0** |
| *Please include a transcript of the financial records for the project for this calendar year from Gjaldstovan or from the host institution’s accounting office*  |
| **8.** In case of deviations between budget and actual expenditure, please explain the reasons. |  |
| **9.** Application to transfer grant surplus from this calendar year to the next fiscal year, please explain the reasons. |  |

|  |  |
| --- | --- |
| **10.** Progress report*Report regarding the project’s progress this year and conclusions till now* |  |
| **11.** Publications so far | Scientific Articles etc.:Posters, scientific presentations etc.: General science communication i.e. newspaper articles, public presentations, media participation etc.:  |

Director / Head of Department Project Manager

Date Signature Date Signature