The annual report must be sent to Research Council Faroe Islands no later than 1st March for the previous calendar year.

Please also attach a transcript of the expenses from Gjaldstovan or from the institutional financial department.

The document must be signed and submitted **by e-mail** to gransking@gransking.fo

**Annual statement and interim report - FRC**

|  |  |  |  |
| --- | --- | --- | --- |
| **1**. Project Number and Title | XXXX | | |
| **2**. Host Institution/Company  Director/Head of Department |  | | |
| **3**. Project Manager |  | | |
| **4.** Time schedule for entire project: | Planned: dd.mm.yyyy - dd.mm.yyyy  Actual: dd.mm.yyyy - dd.mm.yyyy | | |
| **5.** Total cost for the project in DKK |  | | |
| **6.** Total granted from the Research Council (RCFI) 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** |
| **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.** Communication so far | Link to Pure:  **OR** if not registered on pure.fo  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