

## FORREGION pre-project

FORREGION preprojects shall submit their reports no later than one month after the project has ended.

**Final report** for pre-projects shall be submitted no later than one month after the given end-date. The report shall include:

- A short written report describing the results from the project, using the [template](#) provided. (see box)
- [Project account](#) for the complete project period until the end date. Costs for the Auditor may be included in the project accounts (see box).

### Accounts for the project

We use a separate template for project accounts, which can be downloaded from this page (see box).

In general, we follow the same accounting standard and practice for accounting as the Research Council of Norway. Guidelines for calculating payroll and indirect expenses can be found [here](#).

We have also shared an [excel sheet with an example](#) of how to calculate payroll and indirect expenses.

You will find the presentation from our [course in project accounting](#) on this page (Norwegian only).

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