

# Contents of Forte's reporting forms – what to account for

## Financial report

The following applies to both periodic and final reporting to Forte. The financial report is filled out by the administrating organisation. The project leader approves (or declines) the report before it is forwarded to Forte.

- **Funds received**  
Report the funds disbursed from Forte for the current grant. In the periodic reports, report funds per year. In the final report, report the total amount.
- **Funds disbursed** (direct and indirect costs)  
Report the direct and indirect costs for the current grant from Forte. Please note that if part of the grant is transferred these costs should also be reported, divided by the categories below.
  - *Direct costs*
    - Salaries including social fees etc. (project leader, PhD students, other research personnel, technical/administrative personnel)
    - Running costs (Open Access publication costs, travel costs, materials etc, other costs)
    - Depreciation costs
    - Premises
  - *Indirect costs*
  - *Total funds used*  
Direct costs in total, indirect costs in total.
  - *Comments* – max 1 500 characters:  
Any additional comments to Forte concerning this report.

In the *final* financial report, you must also (in addition to the above) account for...

- **Unspent funds and funds to repay:**

Unspent funds must be returned to Forte in conjunction with the final financial report.

If unspent funds exceed half a base amount, the entire sum must be repaid to Forte, bank giro 5185-3703. Clearly state the registration number of the grant and that the payment concerns unspent funds.

If unspent funds are less than half a base amount, it can be retained and used for research purposes similar to the one that the grant was intended for.

Fill in the amount of funds to repay in the table below (write a zero if no funds are to be returned).

## Scientific report

The scientific report should be reported by the project leader and should include the following information. Please note that from 2019, Forte will update the forms for scientific reports.

- **Summary of results (Swedish)** – max 4 000 characters
- **Summary of results (English)** – max 4 000 characters
- **Publications (relevant to the grant)** – max 4 000 characters
- **Project participant information**  
Provide the following information per participant (if relevant to the grant):
  - *First and last name*
  - *Gender*
  - *Role in the project*
  - *Year of doctoral degree* (not mandatory)
  - *Dissertation within the project* (not mandatory)
  - *Area of expertise*
  - *Employment category*
  - *Organisation*
- **SCB codes** (three levels)

## Progress report

For *project grants* we normally request the following information:

- **The project is ongoing as planned according to...**
  - *Costs* (yes/no)
  - *Implementation of project plan* (yes/no)
  - *Deviations (if any)* – max 2000 characters

For *programme grants* and in some other cases, there may be deviations regarding the progress report. In this case, it will be communicated to the project leader, or be evident from the forms.