

Routines on reporting and other issues related to the management of the NORHED II programme at UiB

1. Updated implementation plan and updated budget (deadline 31 January)

Date	Actions taken	Responsible
December	UiB project leader will receive templates for implementation plan + updated budget, and information about the deadline.	NORHED II team
31 January	UiB Project leader is responsible for handing in <i>all</i> required documents in one batch. The template for the implementation plan contains a checklist where the UiB Project leader ticks the boxes to confirm that the submitted documents are prepared according to the contract and budget guidelines.	UiB Project leader
	No disbursements will be made before all required documents have been submitted.	UiB Project leader
February	Feedback on the updated implementation plan and updated budget to UiB project leader.	NORHED II team
Continuously	Any changes to the project source of income, the result framework, delays of the planned results in the results framework or reallocation of more than 10 % of an annual budget line are subject to the Norwegian institution's prior written approval.	UiB Project leader

2. Annual progress report (narrative report, quantitative report, financial report, audit + appendices) (deadline 31 March)

Date	Actions taken	Responsible
December	All projects should submit the South partner audit checklist for each partner with information about the auditor and the selection for the upcoming audit.	UiB Project leader
January	UiB project leader will receive templates for the annual progress report and information about the deadline.	NORHED II team
January	Meeting with all UiB project leaders + admin resources to go through reporting.	NORHED II team
31 March	UiB Project leader is responsible for handing in <i>all</i> required documents in one batch. The template for the narrative report contains a checklist where the UiB Project leader ticks the boxes to confirm that the submitted documents are prepared according to the contract and budget guidelines.	UiB Project leader
	No disbursements will be made before all required documents have been submitted.	UiB Project leader

April/May	Feedback on Annual progress report to UiB project leader.	NORHED II team
-----------	---	----------------

3. Disbursement requests

Disbursements should be made based on the financial need of the Partner Institution for project activities in the upcoming period (not exceeding 6 months).

All disbursements are conditional upon the Partner institutions continued compliance with the requirements in the partnership contract, including the timely fulfilment of reporting obligations.

Please see the [template for disbursement request for required information and documentation](#).

4. Financial misconduct/irregularities

1. UiB project leader (or the person who discovers or suspects financial misconduct) shall immediately inform the NORHED II team at UiB.
2. The NORHED II team shall consider if any action is necessary for UiB to take at this point to limit damage to the project.
3. If there is any indication of financial irregularities in or related to the NORHED Programme the NORHED II team shall immediately inform Norad.
4. The part that has been affected by the financial misconduct reports this through Norad's whistleblowing channel: varsling@norad.no. See more information on [Norad's page on how to report](#). Norad's Fraud and Integrity Unit takes over the case.

5. Formal complaints

Formal complaints on decisions made by the NORHED II team concerning the management of the NORHED II programme shall be directed to the Deputy Director General at the Division of research and innovation, Alette Gilhus Mykkeltvedt at Alette.Mykkeltvedt@uib.no