

Final Reporting

When finalizing the project the project leader shall deliver these elements:

1. Milestone Plan

- The project is to report on deviations and results compared to the milestone plan developed at the beginning of the project (Attachment 7 of the contract).

2. Publication/Communication *(please also see section 6, Standard Terms and Agreements)*

- The project is to report on communication activities performed. If deviations to the plan developed (stated in Attachment 7 of the contract) at the beginning of the project these are also to be reported.
- Press Release (400 words)
- Press Release, summary (200 words)
- Video (maximum 8 minutes), short video-summary (two minutes) or presentation

3. Project Account (budget)

- Project participants are to have their own part of the project audited. The auditor is to sign that participant's sheet in the Attachment 4 of the contract.

4. Final Report

Reporting Format

The Nordic Innovation's report series is recognizable by its united design. The front page illustrating the theme discussed by the project and main results, and presenting the authors/editor of the report. Inside the cover, all the participating organizations will be presented with name and logo.

Nordic Innovation will produce the cover before the report can be published. The project leader will be given a file ready to print. Please note that Nordic Innovation will not reimburse any printing costs unless specified in the contract.

Language: Page 1 to (including) page 4 shall be written in English. The main part of the report may be in a Scandinavian language.

Font: Times New Roman

Font size: 12

Page numbers: I, II, III, IV etc.

Target group: The public. Not specifically targeted for specialists within this area.

Use: Communication purposes and to gain insight to the project.

Front page:

- Title of the report
- Month and year of publication
- Main author(s) (person)
- Two or three bullet points that highlight the most important results in the report

Page 2 - Participants

- Name of participants and organisations involved in the project, steering group, etc.

Page 3 - Fact-sheet

- Title and project number
- Author(s) and organization(s), incl. contact information
- Key words: For libraries, search engines and other reference purposes
- Abstract: Very brief outline of the project. Only including the most important elements. Max. 250 words.

Page 4 - Executive summary: (Total 2-3 pages)

- Main objectives: Short and concise, list the most important objectives in the project, and discuss whether these objectives have been met. Please relate to the objectives listed in the application/contract.
- Method/implementation: How has the project been implemented? Which methods have been used?
- Concrete results and conclusions: What have been the most important results and conclusions? Who have benefited from these results?
- Recommendations: The project participant's recommendations for further work within this field. *NB! Target group specific recommendations. Who should act upon the results? Why and how?*
- **Think lay language as this summary will be used to make a folder of the project.**

Main section of the report

- This part may be formed after the project's own wishes and needs, and may contain more detailed information about your work and the outcome of your project (e.g. technical details, description of methods, details about case studies, proto-types, etc.).
- The main section shall include a chapter describing the experience of working in a Nordic project and how this will affect the participants in their future work
- The main section shall also include a chapter describing how this project will influence their future work with innovation
- The length may vary from e.g. 15 to 150 pages
- The projects may choose to add special documents, for example a guideline or handbook, as an attachment
- The report shall have a standard list of content with chapter titles and page number reference
- The report shall be delivered in both word and pdf format

5. Project assessment and satisfactory survey

A part of your final reporting is also to give us feedback on how you experienced working with our institution and the services we provide. Please complete our "*project assessment and satisfaction survey*". The survey will take no more than five minutes of your time:

[Survey for Nordic Innovation](#)