### Societal and Industry-oriented Research Centres

(SFI, FME, Petrosenter and more)

### Template for Annual Report

In accordance with the contract between the Research Council of Norway and the host institution, the research centre must submit a report to the Research Council each year **at the latest 1 April** providing an account of the activities of the preceding year.

The annual report is to describe the status of the centre’s activities, and should contain the following items:

* Summary
* Vision/objectives
* Research plan/strategy
* Organisation
	+ Organisational structure
	+ Partners
	+ Cooperation between the centre’s partners
* Scientific activities and results
* International cooperation
* Recruitment
* Communication and dissemination activities

Attachment in the report (see attached form):

* + Personnel
	+ Accounts
	+ Publications

The annual report is to be written in English and published on the centre’s website. It does not have to be published in a printed version.

The annual report should have a scope and structure that makes it suitable for use as external communication material. The annual report should attach importance to showing how the results of activities at the centre have been utilised and further developed by the participating companies.