

External project number - Request form



To receive an external project number at UNIS this form needs to be completed, and sent to UNIS Finance.
 If approved by Managing Director, UNIS Finance will assign an external project number and a folder will be made for the project in Public 360. All attachments (contracts, budgets, etc.) will be archived in this folder.

1) Project information

Full project name:	
Short project name/acronym: <i>(To be used in UNIS accounting systems)</i>	
Project owner: <i>(Institution)</i>	
Name of UNIS staff: <i>(All UNIS staff directly involved with the project)</i>	Leader: Other UNIS staff:
Funding: <i>(E.g. UNIS receives funding from UiB, which in turn is funded by NFR (secondary funding))</i>	Who funds UNIS?
	Secondary funding:
Project duration: <i>(Year - year)</i>	
Research in Svalbard (RiS) database number:	

2) Budgets and costs

Total UNIS project budget:		
UNIS in-kind budget:		
Names/functions	Value in NOK	In-kind services/specifications
Example 1: Ola Normann (Prof.)	300 000	2 personnel months (PMs)
Example 2: UNIS Logistics	100 000	Access to UNIS logistics per year
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Cost categories:		
Payroll and indirect expenses: <i>(E.g. field/research assistants, PhD/PostDoc position, Logistics staff)</i>		
Use of UNIS Logistics: <i>(E.g. UNIS boats, snowmobiles, safety equipment, other equipment NB: Not staff!)</i>		
Other costs: <i>(E.g. research vessels (rent), scientific equipment, field instruments, consumables)</i>		

3) Attachments	
Contract/agreement (yes/no):	
Budget (yes/no):	
Application (yes/no):	
Other - please specify:	

4) Any other business / additional information	
Any specific or important project details, messages for UNIS Finance, etc.:	
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5) Signatures	
Project leader - date/signature:	
Approved by:	
Head of department - date/signature:	

6) UNIS Finance	
Recommendations from UNIS Finance to Managing Director:	
UNIS Finance - date/signature:	
UNIS project number:	<u>9</u> _ _ _ _ _

Version	Changes	Revised	Approved
1.0	Document created	20.08.2018 / CGT	20.08.2018 / Leader Group