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| aho_logo_rgb |

**Creating a new project**

Procedure:

#### a. The project manager and project consultant agree on the terms of the project.

All points must be answered.

b. The form and enclosures must be sent to the Department of Finance.

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| --- | --- | --- | --- | --- | --- |
| The project is (tick the yellow box as appropriate): | | | | | |
|  | EFV-O  (Externally funded projects – contract) |  |  | BFV  (Grant-funded projects) |  |
|  | EFV-B  (Externally funded projects with contributions) |  |  | BFV-Interne  (Internal projects funded by AHO) |  |
|  | BFV-NFR  (Projects funded by the Research Council of Norway) |  |  | BFV-Strat.  (Projects funded by strategic funds, AHO) |  |

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| --- | --- | --- | --- |
| Project name |  | | |
| Client |  | | |
| Project manager |  | | |
| Total budget (enclose copy) |  | Project's end date |  |

|  |  |
| --- | --- |
| **Other information** | |
| Shall VAT be calculated (yes/no) |  |
| State the percentage liable to VAT |  |
| Number of hours freed up, permanent employees |  |
| Overhead rate |  |

|  |  |
| --- | --- |
| Project number (assigned by the Department of Finance): |  |
|  |  |
| Rector/director (date and signature) | Project manager (date and signature) |

|  |  |
| --- | --- |
| **For processing by the Department of Finance** | |
| Approved by | (date and signature) |
| Registered in Agresso | (date and signature) |
| Signed out of Agresso | (date and signature) |