

## 1st Quarter

Januar	Activity	Documentation	Responsible
Primo	R&D meeting between department and clinic		Avdelingsledere, Forskningsleder klinikk
Primo	NFR application deadline: Rolling	<a href="#">"Current announcements - apply for funding from the Research Council (forskingsradet.no)</a>	Research group leaders, Project leaders
Primo	EU application deadline: Programs and Ongoing	<a href="#">Funding programmes and open calls / European Commission (europa.eu)</a>	Research group leaders, Project leaders
Medio	NFR deadline for project financial report (previous year)	<a href="#">Project reporting (forskingsradet.no).</a>	Project managers, Financial resources
Medio	Project financial report (previous quarter and year).	<a href="#">Management Information System (MIS) for OUS   RGN reportsr</a>	Project leaders, Financial resources, Department heads
Medio	Goal achievement action plan (previous year in TIK FU and TIK LM)		Clinical Research Leader
Medio	TIK FU meeting		Clinical Research Leader
Ultimo	Information meeting with Research Support, Data Protection Officer, and DST Legal (in TIK FU)		Clinical Research Leader
Ultimo	Published articles are internally assessed (previous year)		Clinical Research Leader, Research Group Leaders, Department Heads
Ultimo	NIFU: Resource mapping of research and development operating funds (from FIU-FA, detailed by cost center and cost category for the previous year)		Clinical Finance Manager, Department Heads
February	Activity	Documentation	Responsible
Primo	NFR main application deadline: Research Project	<a href="#">Application deadlines (forskingsradet.no)</a>	Research Group Leaders, Project Leaders
Primo	"NFR main application deadline: Competence and Collaboration Project	<a href="#">Application deadlines (forskingsradet.no)</a>	Research Group Leaders, Project Leaders

Medio	Focus Areas Action Plan (for the year in TIK FU and TIK LM)		Clinical Research Leader
Medio	TIK FU meeting		Clinical Research Leader
Medio - Ultimo	Nominations for article awards (from FIU, published in the 2nd half of the previous year)		Clinical Research Leader
Ultimo	Published articles are attached to the annual report (previous year, MTA and IVS)		Research Group Leaders, Clinical Research Leader, Department Heads
<b>March</b>	<b>Activity</b>	<b>Documentation</b>	<b>Responsible</b>
Primo	Reporting of research stimulus funding (from FIU, previous year)		Research Leader in the Clinic
Primo	HSØ application deadline: International Scholarship	<a href="https://www.helse-sorost.no">Research Funds - Health South-East RHF (helse-sorost.no)</a>	Research Group Leaders, Project Leaders
Medio	NFR main application deadline: Multiple application types	<a href="https://www.forskingsradet.no">Application deadlines (forskingsradet.no)</a>	Research Group Leaders, Project Leaders
Medio	TIK FU meeting		Director of Clinical Research
Ultimo	Reporting of the need for research infrastructure in the clinic (UiO's roadmap)		Clinical Research Leader, Department Heads
Ultimo	Nominations for OUS Research Awards		Department Heads, Clinical Research Leader, Research Group Leaders
Ultimo	Clinical studies - status and included patients in the last year for UNIT/HOD		Department Heads, Clinical Research Leader, Research Group Leaders
Ultimo	NIFU: list of doctoral candidates (from FIU-FA, clarification with other institutions and internally)		Clinical Research Leader, Department Heads
Ultimo	Clinical studies - status and included patients last year for UNIT/HOD (from FST, Research Leader contributes to all reports)		Project Leaders, Director of Clinical Research
Ultimo	Cristin-godkjenninger publikasjoner (fra FIU-FA, forskningsledere må sørge for at det er nok superbrukere)		Superbrukere av Cristin, Forskningsleder klinikk
<b>April</b>	<b>Activity</b>	<b>Documentation</b>	<b>Responsible</b>
Medio	TIK FU meeting		Director of Clinical Research

Ultimo	Project database/portfolio is reviewed		Clinical Research Leader, Department Heads, Research Group Leaders
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## 2nd Quarter

May	Activity	Documentation	Responsible
Primo	R&D meeting between department and clinic		Department Heads, Clinical Research Leader
Medio	Investment processes, MTU in research (from the finance department)		Department Heads, Clinic Director, Clinical Finance Manager, Clinical Research Leader
Medio	Project financial report (previous quarter)	<a href="#">Management Information System (LIS) for OUS  RGN reports</a>	Project Leaders, Financial Resources, Department Heads
Medio	TIK FU meeting		Clinical Research Leader
Ultimo	NFR main application deadline: Multiple application types	<a href="#">Application deadlines (forskningsradet.no)</a>	Research Group Leaders, Project Leaders
Ultimo	Online study advertising - status (from FIU-FA)		Clinical Research Leader, Project Leaders
June	Activity	Documentation	Responsible
Primo - Medio	Research and innovation in the Management Review (LGG) at the Director's office (1st half of the year)	<i>NOTE. Change from quarterly to biannual</i>	Clinical Research Leader, Department Heads, Clinic Director, Research Group Leaders
Medio	TIK FU meeting		Clinical Research Leader
Ultimo	Joint user/stakeholder meetings on the topic of R&D (part 1/2)	Projects: protocol, data for progress, etc.	Clinical Research Leader, Department Heads
July	Activity	Documentation	Responsible
Sommer vacation			
August	Activity	Documentation	Responsible
Medio	TIK FU meeting		Clinical Research Leader
Medio	Open access (OA) - costs		Clinical Finance Manager, Clinical Research Leader, Research Group Leaders
Ultimo	Proposal for elevation of journals 1-2 (from FIU-FA, national process)		Clinical Research Leader, Academic/Professional Units

Ultimo	Project database/portfolio is reviewed		Clinical Research Leader, Department Heads, Research Group Leaders
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### 3rd Quarter

September	Activity	Documentation	Responsible
Primo	R&D meeting between department and clinic		Department Heads, Clinical Research Leader
Primo	HSØ application deadline: PhD, postdoc, and open project support	<a href="https://helse-sorost.no">Research funds - Health South-East RHF (helse-sorost.no)</a>	Research Group Leaders, Project Leaders
Primo	HSØ application deadline: International Scholarship	<a href="https://helse-sorost.no">Research funds - Health South-East RHF (helse-sorost.no)</a>	Research Group Leaders, Project Leaders
Medio	Nominations for article awards 1st half (from FIU, published in the current year)		Clinical Research Leader
Medio	Project financial report (previous quarter)	<a href="#">Management Information System (MIS) for OUS   RGN reports</a>	Project Managers, Financial Resources, Department Heads
Medio	NFR main application deadline: Multiple application types	<a href="https://forskingsradet.no">Application Deadlines (forskingsradet.no)</a>	Research Group Leaders, Project Managers
Medio	TIK FU meeting		Clinical Research Leader
Ultimo	Anchor applications to HSØ (from HSØ/FST)		Clinical Research Leader
October	Activity	Documentation	Responsible
Primo	NFR deadline: Progress Report for Research Project	<a href="https://forskingsradet.no">Project Reporting (forskingsradet.no)</a>	Project Leaders
Primo - Medio	Research and Innovation in Management Review (LGG) at the Director's Office (2nd half-year)	<i>NOTE: Change from quarterly to semi-annual</i>	Clinical Research Leader, Department Heads, Clinic Manager, Research Group Leaders
Medio	TIK FU meeting		Clinical Research Leader
Medio	TIK Research Seminar		Clinical Research Leader
Ultimo	Søknader sentrale midler biobank og registre (fra FIU, søknader koordineres/prioriteres av forskningsleder)		Clinical Research Leader, Project Leaders
November	Activity	Documentation	Responsible
Medio	NFR main application deadline: Multiple application types	<a href="https://forskingsradet.no">Application deadlines (forskingsradet.no)</a>	Research Group Leaders, Project Managers
Medio	TIK FU meeting		Clinical Research Leader

December	Activity	Documentation	Responsible
Primo	NFR deadline: Progress report for all projects (excluding Research Projects)	<a href="http://forskingsradet.no">Project Reporting (forskingsradet.no)</a>	Project Leaders
Medio	NIFU: Resource Mapping of Research Personnel (from FIU-FA, current year)		Clinical Research Leader, Department Heads
Medio	TIK FU meeting		Clinical Research Leader
Medio - Ultimo	Common user/stakeholder meetings on the topic of R&D (part 2/2)	Projects: protocol, data for progress, etc.	Clinical Research Leader, Department Heads
Medio - Ultimo	Project database/portfolio reviewed		Clinical Research Leader, Department Heads, Research Group Leaders