**Template for project description**

INTPART – International Partnerships for Excellent Education, Research and Innovation

***Completing the form:***

***Please use this template for the project description. This is a mandatory attachment to the electronic grant application form and is to be completed and uploaded in PDF format. All italicised text and boxes are for guidance and information purposes only and should be deleted in the final version of this document.***

***Please complete all the items. Please follow the order of the items given in the template.***

***The project description is to supplement the information you provide in the grant application form created on “My RCN Web”. Links and other documents listed in the project description will not be included in the assessment.***

***Size:***

***The project description is not to exceed five pages, using 11-point font (Times New Roman, Arial or Calibri). It is permitted to use 9-point font for references, tables and figure text.***

***Language:***

***English***

**Project title**

*Enter the same project title entered in the electronic application form.*

1. **Excellence**

**Relevance to the call for proposals**

*Please provide a description of the purpose of the activity and the relevance of the project relative to the overall aim and objectives of the program, guidelines and principles set out in the call for proposals. In essence, in what ways will the project enable to foster excellent academic communities in Norway?*

*Assessment criteria:*

* *The extent to which the concept is sound, credible and novel.*
* *The extent to which the project objectives are clear and relevant.*
* *The quality of the proposed deliverables from the project.*

**Background and needs**

*The primary and secondary objectives of the project are to be specified in the* ***online grant application form****.*

*Describe the background for the project and justify the need for the activities. Point out how linking research and higher education meets identified needs. It is important to document good knowledge of relevant research and education areas, existing structures and activities, and the central challenges in the field, both nationally and internationally.*

*Describe how the project through the international partnership strengthens the qualifying project(s).*

**Added value**

*Explain the thematic relevance of the ongoing project the INTPART project is based on, including the role of key people in the INTPART project.*

*Explain how the project is linked to or will support other means or activities in developing cooperation that already receives support. It is also important to indicate in which ways the initiative is innovative and will provide added value beyond what already exists or has been done.*

**2. Impact**

*Describe the impacts and outcomes expected from the project in both the short-term and medium/long-term. Include expected scientific as well as societal impacts.*

*Assessment criteria:*

* *The extent to which expected impacts on the system and societal levels are specified.*
* *The quality of the proposed communication and dissemination activities.*
* *The extent to which it is credible that the proposed outputs will contribute to the specified effects and impact.*

*Describe which (if any) Sustainable Development Goals and indicators the project has relevance for and explain how the project will impact the 2030 Agenda for Sustainable Development.*

**Communication, dissemination and target groups**

*If relevant, specific plans for scholarly and popular science dissemination activities are to be included in the* ***online grant application form****. Such activities include publishing, conferences, etc.*

*Any additional information about advertisement/marketing, target groups, relevant user groups and how these will be involved, which channels are to be used, etc. is to be provided here, as well as research-based and innovative teaching methods and practices developed and implemented within the framework of the partnerships and adopted by other academic communities.*

**Environmental impacts, ethics, recruitment of gender balance, equal partnership**

*If relevant, provide a brief explanation of whether the project’s implementation and/or the utilisation of results from the project will have any significant environmental impact. If there are any ethical issues relating to implementation, briefly describe how these will be dealt with. Provide a brief explanation of how the project will promote the Research Council’s general objectives to increase recruitment of women in research and improve gender balance in projects. Indicate to what extent the principles of equal partnership will be applied in the project, in this section, or under “Risks” in the “Implementation” section.*

**3. Implementation**

*The project period and progress plan encompassing the main activities and any milestones are to be provided in the* ***online grant application form****. The partners (institutions/companies/entities) that will be under obligation to contribute to the project by carrying out activities and/or providing funding, and/or that will be granted rights to the project, should all be entered in the application form.*

*Assessment criteria:*

*• The extent to which the Project Manager and project group are qualified and have the necessary expertise and are positioned to implement the project.  
• The extent to which management structures and procedures are appropriate.  
• The extent to which the work plan is clear and understandable, and the time table realistic  
• The extent to which objectives and measures are coherent.  
• The extent to which the project has the support of the leadership of the Project Owner and any partners, and the allocation of roles in the project is clear.  
• The extent to which the budget is realistic and appropriate, and resources are allocated so that each of the partners can fulfil their role.  
• The extent to which potential risks have been discussed*.

**Activities, organisation and cooperation**

*Provide an expanded project description. For complex projects, the individual deliverables (activities, coordination activities, cooperation) are to be specified and described in accordance with the requirements set out in the call.*

* *Explain how the planned activities correspond with the overall aim and objectives of the project and how its contributors to the objectives of INTPART*
* *Explain the organisation of the project (responsibilities, roles, division of labour).*
* *Provide an estimate of the number of (potential) participants.*
* *Specify the target groups for the project*
* *Describe the network’s relationship with other networks and other funding instruments (eg. EU*

*framework programme) for promoting cooperation*

***In the online application form****, enter partners (institutions/companies/businesses) who will be participating in the project by carrying out activities and/or contributing funding and/or partners who have rights related to the project.*

**Strategy clarification**

*Briefly explain how the project reflects and supports the strategic objectives and plans of the applicant institution and how the project supports the strategic objectives of any project partners.*

*Letters of intent from* ***all specified partners (national and international) as well as from host institution)*** *should be uploaded as attachments to* ***the online application form*** *under “Confirmation from partner(s)”.*

*If required by the call for proposals, explain how the project reflects or will support other strategic plans and any other relevant stakeholders than those who will be taking part in a binding cooperation in the project.*

**Resources, expertise, distribution of roles and collaboration**

*The project must be realistic and feasible, scientifically, organisationally, and in relation to planned use of resources. Please provide supplementary information that substantiates implementation capacity.*

- *Please provide a more detailed account of the planned organisation and implementation of the project. Particularly in the case of large-scale and/or complex projects, it is important to describe the planning of the individual components as well as the anticipated interaction between them.*

- *Describe the types of expertise and the resources that will be available both with regard to research and educational development (didactic rationale).*

*If any CVs are required under this call for proposals, they are to be uploaded under the field for “Curriculum vitae (CV)” in the* ***online grant application form****. The CV must be submitted using the designated template.*

- *If there are multiple partners in the project, please specify how the roles will be distributed.*

- *Provide a specification of the work effort/own contribution in the project. If the project is organised in different work packages/sub-tasks/sub-projects, the specification is to encompass all of these.*

- *Describe how the project will utilise and promote cooperation nationally and internationally.*

- *In addition to the overview of planned project financing in the application form, provide an overview of the research environment's/communities' expertise, infrastructure and other resources that are important for the implementation of the project.*

**Risks**

*Give an assessment of internal and external risks related to the project - both the risk that the project cannot be implemented as planned and the risk that the project does not achieve its objectives. Describe risk prevention measures.* *Potential risks in relation to fundamental academic values and national interests including research security, export control and dual use should be addressed. For projects that involve the development of digital tools, platforms etc., data management, personal information (GDPR), and IT security can often be risk factors that should be mentioned.*

*Please indicate if you plan on applying for an export license and whether the project is aligned with the* [*Guidelines and tools for responsible international knowledge cooperation*](https://hkdir.no/en/guidelines-and-tools-for-responsible-international-knowledge-cooperation)*, which includes principles for equal partnerships.*

**Budget**

*An accrual-based budget, cost plan and funding plan are to be entered in the online grant application form. Fields are also provided there for further specification and supplementary information. In the case of large-scale and/or complex projects, and where the application form does not fit the activity, supplementary budgetary information such as requirements relating to co-financing may also be provided here.*