## Project description template

## Collaborative and Knowledge-building Project

**This project description template consists of**

**A:** Overview of the chapters and sections to be used as the structure of the project description

**B:** Guidance on the content in each chapter and section

## A: Chapters and sections to be used

**Project title**

### Relevance to the call

### Excellence

* 1. State of the art, knowledge needs and project objectives

1.2 Research questions and hypotheses, theoretical approach and methodology

1.3 Novelty and ambition

### 2. Impact

* 1. Potential impact of the proposed research

2.2 Measures for communication and exploitation

### 3. Implementation

3.1 Project manager and project group

3.2 Project organisation and management

## B: Guidance

The proposed research should be presented clearly, using language understandable to individuals with a general scientific understanding of the field. Please note that the referees in the panel where your application is reviewed do not necessarily work in precisely the same area as you.

Complete the chapters and sections in the template, following the order of the items as given in part A, and delete the guidance (part B). The template is designed to address all the elements of the assessment criteria. The applicant is strongly advised to read the assessment criteria and the call text carefully.

The project description is not to exceed 11 pages, including the list of references. It is not possible to upload an attachment that exceeds this page total. The page format must be A4 with 2 cm margins, single spacing and Arial, Calibri, Times New Roman or similar 11-point font. It is permitted to use 9-point font for the list of references and figure captions. Links that are listed in the project description will not be included in the assessment.

### Project title

Use the same title as in the application form.

### Relevance to the call

Describe how and why the proposed project is relevant to the priorities and contributes to the objectives as specified under the topic in the call for proposal. Make sure you address the project's relevance both in relation to the described thematic priorities, as well as to other aspects mentioned as significant for the topic.

Important! If the project is targeted towards more than one thematic area, you need to write separate sections for each theme.

### Excellence

This chapter should provide a description of the planned project to enable an assessment of its excellence, i.e. the quality/solidity and novelty/originality of the proposed work.

* 1. **State of the art, knowledge needs and project objectives**
* Summarise the state of the art of the research area/field the project aims to contribute to and describe the knowledge needs and challenges that justify the initiation of the project.
* State the overall project objectives and aims in the context of the state of the art and knowledge needs.
	1. **Research questions and hypotheses, theoretical approach and methodology**
* Describe in detail the research questions and/or hypotheses.
* Describe thoroughly the theoretical approach and/or methodology chosen to address the project objectives, research questions and/or hypotheses. Use a structure of work packages.

NB! Provide enough detail to enable reviewers to understand what you are proposing, how it will be carried out and whether it is feasible.

* Give a brief account of possible risks that might endanger achieving the objectives and describe how to manage these risks.
* Describe how relevant stakeholder/user knowledge will be used.
* If relevant, specify why an interdisciplinary approach has been chosen.
* If there are ethical issues to consider, describe how these will be dealt with.
* If relevant, describe how gender perspectives will be taken into account in the research content.
* If relevant, describe how potentially undesirable effects from carrying out the project, on human and animal health, climate and the environment and society at large, can be avoided.
	1. **Novelty and ambition**
* Describe the potential for development of new knowledge beyond the current state of the art, including significant theoretical, methodological, experimental and/or empirical advancements.
* Highlight any particularly novel, original or ambitious aspects of the project, e.g. in the objectives, research questions/hypotheses, approaches and/or methodology.

**Excellence -** **please note:**

Make sure that the theoretical approach and/or choice of methods is well accounted for and described in detail, and that it is clear how the methods are adequate for addressing the research questions, hypotheses, and project objectives.

See [more information on ethical standards in research](https://www.forskningsradet.no/en/research-policy-strategy/ethical-standards/).

### Impact

This chapter should describe the importance of the anticipated results in terms of the potential academic impact and the potential societal and/or industrial impact of the research. The potential impact can be in the short or longer term. The chapter should also specify the planned measures for communication and exploitation of the project results.

* 1. **Potential impact of the proposed research**
* Building on the description of project objectives and novelty in chapter 1, describe clearly why and how the project outputs may address important present and/or future scientific challenges and have an impact on the research area/field, if successful.
* Building on the description of knowledge needs and challenges in section 1.1., describe why and how the project outputs, if successful, have the potential to meet the mentioned societal and/or industrial challenge(s).
* Describe how to ensure reproducibility and the potential to reuse the project outputs through open science practice such as FAIR data, software, models, algorithms, etc.
* Describe why and how the project output will promote future value creation in industry, the public sector and/or civil society.
* Describe how new knowledge and project outputs have the potential to address one or more of the UN sustainable development goals.
	1. **Measures for communication and exploitation**
* Describe the target audiences and stakeholders/users of the project outputs (in or beyond the scientific community).
* Outline the scope and plan for dissemination, communication and engagement activities.
* Provide a brief description of planned activities that will contribute to the realisation of the potential impacts of the project outputs (in or beyond the scientific sphere).
* Describe open science practices to ensure early and open sharing and wide distribution of research outputs.
* Describe how the stakeholders/users are involved in the dissemination and utilisation of the project results.

**Impact - please note:**

The description of the potential impact should be project specific and related to the planned research. General elaborations on the benefits of research in a wider context should be avoided.

The 17 UN sustainable development goals (SDGs) provide a global roadmap for a better future for all (https://www.un.org/sustainabledevelopment/). Describe how the knowledge and outputs generated in this project can contribute to solving challenges and/or shed light on important issues related to one or more of the UN's sustainability goals.

### Implementation

This chapter should provide a description of the project team and partners, task allocation, organisation and management.

* 1. **Project manager and project group**
* Describe the expertise and experience of the project manager in the context of the proposed project to complement the information in the CV.
* Describe the project team, including collaborators, to complement the information in the CVs. In particular, describe the complementarity of the participants in the context of the proposed project.
	1. **Project organisation and management**
* Describe the work plan using Gantt chart(s) or other visual representation of the plan.
* Describe the allocation of tasks to the project team members, linking the tasks to specific work packages.
* Describe the organisation and management structure.
* Describe the partners, their role and how they will participate in the the project. Please include the following table:

*Table: Roles and participation requirement*

|  |  |
| --- | --- |
| Roles | Costs (NOK) |
| The costs of the Project Owner and other research organisations participating as partners (name the partners in this group) |  |
| The costs of Norwegian partners from the business sector or other parts of society (name the partners in this group) |  |
| Total project cost |  |
| Participation (percent) |  |

Please note! If the project plan for a significantly larger share of costs consumed by the partners than required (example participation larger than 20-30%), it must be described here how these activities benefits broad segments of society and can be defined as basic and/or applied research.

* Describe and justify the stakeholder/user involvement in the project and explain why this will contribute to carrying out the specific measures which are proposed for the exploitation of the results (see section 2.2).

**Implementation - please note:**

Avoid repeating information already contained in the CVs. Focus on the concrete roles and tasks, and how the project team, including key collaborators, is suitable and adequate for the research project.

The ambitions of the project, described in chapter 1, should be realistic in terms of resources such as personnel, expertise, research infrastructure etc., described in this chapter.