**Project Description Template**

**This project description template consists of**

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

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

**A: Chapters and sections to be used**

**Relevance to the call**

**1. Excellence research and innovation**

1.1 State of the art, knowledge needs and objectives

* 1. Research questions and hypotheses, theoretical approach and methodology
	2. Novelty and ambition

**2. Impact**

2.1 Potential impact of the proposed research

* 1. Measures for communication and exploitation

**3. Implementation**

3.1 Centre director and project group

3.2 Centre organisation and management

3.3 Cooperation

3.4 Researcher training and recruitment

3.5 Gender equality

3.6 Overall budget outline

**B: Guidance**

The template is designed to address the elements of the evaluation criteria.

The project period, the progress plan including the centre's main activities and milestones, the budget, the dissemination plan and more, are mainly to be provided in the electronic grant application form. The project description is to provide a more detailed description of the objectives, the background for the centre and how it will be carried out. Well defined milestones should be provided in both the electronic grant application form and in the project description, in particular milestones after the first five years. These milestones will be used in the mid-term evaluation to determine whether or not the centre's funding should be continued for the second part of the project period.

The proposed research should be presented clearly using a language that is understandable also to individuals with a general scientific understanding of the field.

The project description is not to exceed 20 pages, including an overall budget outline and 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 the proposed center is relevant and contributes to the objectives, priorities, requirements and guidelines or other specifications in the call for proposals.

1. **Excellence research and innovation**

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

* 1. **State of the art, knowledge needs and objectives**
* Summarise briefly the national and international state-of-the-art of the relevant research topics. Describe how the proposed centre will generate new knowledge, beyond the current state of the art, that will be significant for promoting scientific development in areas of relevance.
* Describe the societal challenges in the fields on which the centre will focus. Describe the underlying knowledge needs and the added value of having a research centre in the area.
* Describe how the proposed centre will expand upon, complement or cooperate with other established centres or large-scale initiatives.
* Provide a primary objective for the centre. Provide a bullet list of verifiable secondary objectives that will lead to the achievement of the primary objective.
	1. **Research questions and hypotheses, theoretical approach and methodology**
* Identify and describe the research questions and/or hypothesis that will be addressed in the proposed centre. Describe the theoretical approach and/or methodology chosen to address the research questions and/or hypothesis.
* Describe the main research tasks and why they will be important for achieving the objectives of the centre and the objectives of the call.
* Describe how research activities at the centre will be organised, e.g. in work packages. Describe the scientific context between the work packages and how they will help achieve the overall goals of the proposed centre. If relevant, describe how the centre will ensure interdisciplinarity in both approach to and performance of its activities.
* If there are ethical issues to consider, describe how these will be dealt with. Give also a brief account of possible risks that might endanger achieving the objectives of the project.
	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 centre, 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 here:

https://www.forskningsradet.no/en/forskningspolitisk-radgivning/Ethical-standards-in-research/

1. **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**
* Describe how the centre will contribute to long-term, national competence-building in the relevant areas, for instance through the development of cutting-edge expertise, expansion of the knowledge base, enhanced researcher training or development of relevant educational programmes.
* Describe how the anticipated knowledge developed by the proposed centre will be important to future innovation and value creation for the participating user partners (companies, public entities and other) and indicate how this conforms to their internal strategies, plans and needs.
* Describe how the centre will contribute to solving important challenges in the sector(s) and help achieve the goals of Transport 2050.
* 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 and 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 and beyond the scientific sphere).
* Describe how the stakeholders/users are involved in the dissemination and utilisation of the project results.
* Describe plans for publication in scientific peer-reviewed journals.
* Describe plans for communication activities, including knowledge transfer to stakeholders/users and dissemination to the general public via popular science channels.
* Describe the management of any intellectual property rights (IPR) in the centre.
* Describe open science practices to ensure early and open sharing and wide distribution of research outputs.

**Impact - please note:**

The description of the potential impact should be centre 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[Link](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 centre team, task allocation, organisation and management.

* 1. **Centre director and project group**
* Describe the expertise and experience, including experience in leading large-scale projects, of the centre director in the context of the proposed centre.
* Describe the management team, to complement the information in the CVs.
* Indicate time and resources that will be devoted to the management of the centre.
* Give an account of the qualifications and research capacity of the participating research organisations (including the project owner) in the relevant area, as well as their national position in the field. Describe how the proposed centre conforms to these partners’ internal strategies and plans.
* Give an account of the qualifications and research capacity of user partners who will contribute with research performing activities.
	1. **Project organisation and management**
* Describe the work plan using Gantt chart(s) or other visual representation.
* Describe the organisation and management structure of the centre.
* Describe the value added of organising the activities as a centre. Describe how the cooperation at the proposed centre will be organised and why this structure has been chosen.
* Describe the active role of each centre partner (research organisations and user partners) in the implementation and performance of the centre’s activities. Describe the expected contribution of the partners beyond financing. Describe how knowledge acquired through research activities at the centre will be transferred to the individual partners to stimulate innovation and create societal value.
* Describe plans for interaction at the centre as well as plans for exchange of researchers and other personnel among the research partners and user partners.
* Provide a brief overview of research infrastructure and other resources that will be essential for the research activity in the centre.
* Carry out a risk analysis, describe how continuous risk analysis will be practiced in the centre and measures to mitigate major risks.
	1. **Cooperation**
* Describe the centre's objectives, targets and plans for cooperation with one or more national transport organisations. Describe how this/these partner(s) will help to achieve the objectives of the centre and objectives in the call.
* If relevant, describe the centre’s objectives, targets and plans for international cooperation. Describe how the proposed centre will work to facilitate international research cooperation and how such cooperation will benefit its activities. Describe how the international cooperation in the centre will enhance the ability of the partners to innovate and create business and societal value in Norway.
* If relevant, describe and justify why the centre has one or more international partners. Describe how this/these partner(s) will help to achieve the objectives of the centre and objectives in the call.
	1. **Researcher training and recruitment**
* Describe the public sector’s needs for knowledge and expertise in the centre’s area of focus. In relation to this, describe how the proposed centre will help to meet these needs. Describe to what extent the centre will contribute to researcher training and describe and quantify the plans for researcher training (PhD students, postdocs) and other recruitment (master’s/bachelor’s students). Specify any name(s) of the educational institution(s).
* Describe how the centre will facilitate and fund stays abroad for PhD students and postdocs in the centre.
	1. **Gender equality**
* Describe how gender-related considerations will be incorporated into the proposed centre’s activities, for example with regards to participation in the centre’s management group and recruitment activities. Provide a target figure for the percentage of women fellowship-holders.
	1. **Overall budgetoutline**
* Provide a simplified overall total budget outline for the whole centre period (8 years). The outline must show how the costs will be distributed among the work packages (WP) and each of the research-performing partners, as well as how the costs are to be financed. Make sure there is match between this overall budget outline and the tables entered in the electronic grant application form.

We recommend a table like this:

**Costs**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Activity/Item | Project owner  | Research partner 1 | Research partner 2 | Public partner 1 | Public partner 2 | Company partner 1 | Total |
| WP 1  |  |  |  |  |  |  |  |
| WP 2 |  |  |  |  |  |  |  |
| WP 3 |  |  |  |  |  |  |  |
| -- |  |  |  |  |  |  |  |
| -- |  |  |  |  |  |  |  |
| WP N |  |  |  |  |  |  |  |
| Management |  |  |  |  |  |  |  |
| Sum |  |  |  |  |  |  |  |

**Funding**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity/Item | RCN | Project owner | Research partner 1 | Research partner 2 | Public partner 1 | Public partner 2 | Company partner 1 | Total |
| WP 1  |  |  |  |  |  |  |  |  |
| WP2 |  |  |  |  |  |  |  |  |
| WP3 |  |  |  |  |  |  |  |  |
| -- |  |  |  |  |  |  |  |  |
| -- |  |  |  |  |  |  |  |  |
| WPN |  |  |  |  |  |  |  |  |
| Management |  |  |  |  |  |  |  |  |
| Sum |  |  |  |  |  |  |  |  |

**Implementation - please note:**

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

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