## Project description template for Research Projects

*Version date: 10.02.21*

This template is based on the project description template used by the Norwegian Research Council and Stiftelsen Dam, but with several substantial revisions.

The project description can be written in English or Norwegian. If you write in Norwegian, chapter- and section names can be translated. Choice of language has no significance in the assessment.

The 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 sections

### Chapters and sections to be used

### Excellence

* 1. State of the art, knowledge needs and project objectives
  2. Novelty and ambition
  3. Research questions and hypotheses, theoretical approach and methodology
  4. User participation
  5. Ethical considerations

### Impact

* 1. Potential impact of the proposed research
  2. Measures for communication and exploitation

### Implementation

* 1. Researcher and project group
  2. Project organisation and management

1. **Guidance**

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| **Please note:**  Complete all 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, together with the application form, designed to address the elements of the evaluation criteria. The applicant is advised to read the instructions for the call for proposals, to familiarize themselves with the terms in our contract, our strategic plan and research strategy, “Fra vugge til grav. 2018-2024”.  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 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, 1,15 line 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. |

### 1. Excellence

This chapter should provide a description of the planned project 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 project objectives**
* Summarise the state of the art of the research area/field and describe the knowledge needs and challenges that justify the initiation of the project.
* How gender-specific differences are relevant to the project must be accounted for.
* State the overall project objectives and aims in the context of the state of the art and knowledge needs, as well as the relevance for N.K.S.’ and our research strategy.
  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.
  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.
* Give a brief account of possible risks that might endanger achieving the project objectives and describe how to manage these risks.
* Describe how gender perspectives are taken into account in the research content.
  1. **User Participation**
* Describe how relevant stakeholder/user knowledge will be used throughout the research process: Who, when, how often and how. In addition to patients and the explored group, stakeholders can be e.g. family and health professionals – people who are affected by, or work with, the explored group.
  1. **Ethical considerations**
* List formal approvals, plan for data protection (GDPR) and informed consent.
* Describe the ethical issues in this project, and how this will be dealt with. Assess the ethical implications for participants, relevant stakeholders and society.

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| **Excellence -** **please note:**  Make sure that the theoretical approach and/or choice of methods is well accounted for and described, and that it is clear how the methods are adequate for addressing the research questions, hypotheses, and project objectives. For Norwegian and international ethical guidelines please visit <https://www.etikkom.no/forskningsetiske-retningslinjer/Medisin-og-helse/> |

### Impact

This chapter should describe the importance of the anticipated results in terms of the potential scientific impact, and, if relevant, the potential societal impact of the research. The potential impact can be in the short or longer term. 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 chapter should also specify the planned measures for exploitation, communication and dissemination 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.
* If relevant, 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 challenge(s).
* If relevant, describe how new knowledge and project outputs have the potential to address the UN sustainable development goal number 5: Achieve gender equality and empowerment to all women and girls. [Link](https://www.un.org/sustainabledevelopment/)
  1. **Measures for communication and exploitation**
* Describe the target audiences and stakeholders/users of the project results and outputs (in or beyond the scientific community).
* Outline briefly the scope and plan for communication and engagement activities.
* Provide a brief description of planned activities that will contribute to the realisation of the potential impacts of the project results and outputs (in or beyond the scientific sphere).

### Implementation

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

* 1. **Researcher and project group**
* Describe the expertise and experience of the researcher (PhD candidate / postdoctoral fellow) in the context of the proposed project to complement the information in the CV.
* Describe briefly the project team, including main supervisor and collaborators, to complement the information in the CVs. Focus on the concrete roles and tasks and how the project team is suitable and adequate for the research project. In particular, describe the complementarity of the participants in the context of the proposed project. Emphasize participants with executive (e.g. data collection, analysis) roles/tasks. Collaborators with peripheral, consulting roles can be listed.
  1. **Project organisation and management**
* Describe how the project will be carried out.
* Provide a brief overview of research infrastructure and other resources that will be essential for carrying out the proposed project.
* Describe the allocation of tasks to the project team members, linking the tasks to specific steps in the research process.
* Use a Gantt chart and list important tasks and milestones (e.g.: data collection, Ph.D. courses, Article submitted).
* Describe the organisation and management structure.
* If applicable, describe 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).

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| **Implementation - please note:**  The work plan and tasks should present a realistic and feasible approach to using the methodology and achieving the objectives presented in the first chapter. The ambitions and workload should be realistic in terms of resources such as personnel, expertise, research infrastructure, etc. Papers must be published in gold open-access journals. |