**Template for project descriptions**Funding for fieldwork and network projects in Svalbard

***Completing the form:***

***This is a mandatory attachment to the online 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 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 (5) 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 or Norwegian***

**Name of project**

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

*Research in Svalbard portal – RiS ID:*

**Responsible institution**

*Provide the name and address of the responsible institution*

*If relevant, please indicate the institutions affiliation to Svalbard's permanent research localities (Longyearbyen, Ny-Ålesund, Barentsburg, Hornsund)*

**Project management and project group**

*Provide the name of the project leader*

*Provide the name of the project manager at the responsible institution:*

*Please list partners who will be represented in the project group, names and home institution*

*All CVs (project leader + partner representatives) are to be uploaded under “CV” in the online grant application form in accordance with the requirements and guidelines set out in the call for proposals. The CV must be submitted using the designated template.*

**Added value of the project**

*The purpose of the stay is to be specified in the* ***online grant application form.***

* *How will the project utilize research infrastructure in Svalbard?*
* *How will the project contribute to the development and implementation of new technology*
* *Describe how the project will contribute to a sustainable use of marine recourses*
* *Describe how the project will increase the sustainability of marine research*
* *Will you include master students, PhD candidates or early career researchers?*
* *Explain why the fieldwork has to be conducted in Svalbard*

**Cooperation and collaboration**

* *Describe how the project is connected to, or will support, other activities ongoing on Svalbard or to which extent the project will connect Svalbard research to other relevant research in the Arctic.*

*Connected projects: Provide RiS-ID*

* *How will the project contribute to increased coordination and cooperation regarding observations and time series?*
* *How is the project relevant to SIOS?*
* *How will the project contribute to the existing flagship(s) in Ny-Ålesund?*

 **Activities and organisation**

*Provide an expanded project description/field plan.*

* *Give an account of the plan for the field work – activities and objectives. Who, where, when and how; dates, locations and means of transport?*
* *Time table for the activities*

*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 by carrying out activities and/or providing funding, and/or that will be granted rights to the results, should be entered in the application form as well.*

**Risks/feasibility:**

* *Is the project feasible as it is described (location, time frame, methods, budget, personnel, equipment, safety, etc.)?*
* *Name the risks involved and describe how the risks can be managed*
* *Give an assessment of the risks involved – both the risk that the activities cannot be implemented as planned and the risk that the objectives cannot be achieved.*
* *Describe any appropriate mitigation strategies.*

**Budget**

*An accrual-based budget, cost plan and funding plan are to be entered in the* ***online grant application form****. There is also a specification field for entering supplementary information. In the case of large-scale and/or compound workshop(s)s, and where the application form is not adapted for the activity, further information related to the budget may be entered here, e.g. when co-financing requirements apply.*