**Template for project description
Coordination and Support Activity –
Support for Network-related Activities**

***Completing the form:***

***Please use this template for the project description. 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 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 online application form.*

**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 guidelines and principles set out in the call for proposals.*

**Background and needs**

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

*Explain the overall idea/academic rationale for the learning arena. Describe the background for the project and justify the need for this these activities. Emphasise how the project is part of larger systems and will build upon and reinforce these (context). It is important to document good knowledge of relevant research areas, existing structures and activities, and the central challenges in the field, both nationally and internationally.*

**Activities and organisation**

*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.*

* *Specify the target groups for the learning arena ;*
* *Explain the organisation of the learning arena ;*
* *Describe the learning arena’s relationship to other similar networks and other funding instruments for promoting cooperation;*
* *Explain how the learning arena will fulfil the objective specified in the text of the call for proposals.*

*An action plan of maximum 2 pages providing concrete details about how the learning arena will fulfil the objective specified is to be uploaded as an attachment under “Other items” in the* ***online grant application form****.*

**Added value**

*Explain how the project is linked to or will support other means or activities (e.g. an R&D project that already receives support) or is part of a larger whole/context in other ways. Indicate how the initiative is innovative.*

**Impact**

*Describe the impacts and outcomes expected from the project in both the short-term and the medium-term, and the societal/system-related impacts the project will help to generate in a longer perspective.*

**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. If the call requires a communication plan instead of a dissemination plan it is to be provided here.*

**Relevance and benefit to society**

 *When appropriate, the project’s relevance and benefit to society should be described. For instance, it should be stated whether the project will help to provide knowledge that will be useful for meeting important challenges in the public sector, industry or civil society. This may be placed in a regional, national, international or global context. The involvement of any external users and/or other actors is to be described here.*

*The use of funds related to the OECD ODA (Official Development Assistance) requirements is to be described here.*

**Environmental impact, ethical perspectives, recruitment of women/gender balance**

*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 (positive or negative).* *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.*

**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 be entered in the application form as well.*

 **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/agreements with all specified partners should be uploaded as attachments to the* ***online application form*** *under “Other items”.*

*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.*

*If any CVs are required under this call for proposals, they are to be uploaded under the field for “Other items” 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.*

**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.*

**Risk**

*Give an assessment of the 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.*