**Project Description Template**

Coordination and Support Activity – Dissemination –
State-of-the-art-report

***Completing the form:***

***Please use this template. This attachment to the online grant application form must be 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.***

***Scope:***

***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:***

***Norwegian or 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 background and justification for the project set out in the call for proposals.*

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

**The qualifications of the project group/team**

*Please describe the qualifications of the project group/team members with relevance to the project – both their expertise from relevant research areas and methodological experience with state-of-the-art, systematic reviews and/or syntheses.*

*If necessary, how will the project owner supplement the organisations own capacity and/or competence?*

*Who are the subcontractors? Have they been contacted about the project proposal?*

**The project owner's experience with similar projects**

*Please list relevant projects.*

**Quality assurance**

*Please present the project owner's system for quality assurance.*

**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**

*Specific plans for scholarly and popular science dissemination activities (if relevant) are to be included in a dissemination plan in the* ***online grant application form****. Such activities include publishing, conferences etc.*

**Relevance to society**

 *When appropriate, the project’s relevance to society should be described.*

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

 *If relevant, briefly describe whether implementing the project and/or applying the results will have a significant positive or negative environmental impact. 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 the projects it funds.*

**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 subcontractors (institutions/companies/entities) that will contribute to the project by carrying out activities, should also be entered in the application form.*

**Project manager and project group**

*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.*

*- Describe how the time budget available to the project will be distributed amongst the project manager, the various members of the project group and subcontractors.*

*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****. CVs must be submitted using the designated template.*

**Material, criteria and search strategies**

*Explain which databases and other sources will be used to find relevant scientific publications and reports/other professional publications (grey literature).*

*Discuss which sources are central and more peripheral in terms of subject areas and this topic.*

*Describe the procedure step by step. Which search terms/search strings do you see yourself using in the initial search?*

*How will you go about refining the search?*

*Which exclusion and inclusion criteria will be used for the selection of articles etc. which must be obtained in full text?*

**Analysis of the material**

*Explain how you will work with the selected material to be able to answer the research questions/problems in the call for proposals.*

*To what extent do you think that the material can be analysed by coding/quantitatively?*

*Which questions can a quantitative analysis answer? Which questions can only be answered descriptively/qualitatively?*

**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 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 in relation to the risk that the project cannot be implemented as planned and the risk that the project does not achieve its objectives.*