Guidelines for how to complete the eSøknad application form

The guidelines for the various sections in the eSøknad application form provide instructions that must be followed.

Project Owner

The Project Owner must be a department or division at a Norwegian university or university college. The name of the department/division is to be entered in the field "Institution/company".

Project administrator

The project administrator must be employed by the applicant institution (Project Owner) and have the authority to approve the project at the departmental level.

The project manager may not tick the box "The application has been approved by the Project Owner" until the project administrator has formally approved the project on behalf of the department/division/applicant institution.

Project manager

The project manager must be involved in a Master's or Ph.D. degree level programme or a six-year professional study programme.

Project managers currently working on their degrees:

Master's level: submission of
- Master's thesis prior to project start-up;
- Professional study programme: completed at least four years prior to project start-up;
- Ph.D. level: letter of confirmation from the institution that the STUD-ENT project can be completed alongside the Ph.D. programme.

Project managers who have completed their degrees:
- Diploma received no more than 12 months prior to the application submission deadline.

Partners participating in the project with professional and/or financial resources

This field in the application form is to remain blank. Any project partners are to be listed in the project description, not in the eSøknad application form.

Project participants

Project participants are all the individuals listed in the application form and the project description (including individuals whose CVs have been submitted). Enter the individual's name and organisation. This information will only be used to check impartiality in connection with the application review process.

Project title

The project title should have the following structure: "Name of established/planned limited company – Very brief description of product/service process"; e.g. ALVA Industries AS – Low-weight, high-efficiency electric motors for the transport industry.

Please note that the project title will be included in the list of all grant applications under processing that is made publicly available on the Research Council website.

Primary and secondary objectives of the project

The primary objective of the project should be formulated as a brief, concrete description of what will be achieved during the project period and how this will promote moving to the next step in the realisation of the business idea (cf. item 3 in the project description). The secondary objectives are to reflect the most important milestones of the project (cf. item 3 in the project description).

Project summary

The project summary must include a brief description summarising:
- The business idea. (Maximum 4–5 sentences describing the customer's situation and current challenge/problem, the proposed solution and why this solution is better than existing solutions on the market.)
- The research results or knowledge the students have obtained through the studies on which the project is based.
- The purpose of the project and the most important challenges to be resolved in the course of the project period.
- Relevant expertise possessed by the core team and an explanation of why the team members want to devote their efforts to entrepreneurship and the business idea.
- The contributions from the educational institution and how these will help to enable the project to achieve its targets.
- What Research Council funding will potentially mean for the project.

Please note that the project summary will be made publicly available if the grant application is approved for funding. The text provided should therefore be suitable for public access, and should be comprehensible to professionals and non-professionals alike.

Outcomes and impacts

Brief summary of the most important outcomes and impacts that the project may have for society (cf. item 2 in the project description). For example:
- Areas for commercial application and the markets that the project is targeted towards;
- The financial potential of the project;
- Potential positive and negative societal and environmental impacts of the product/process/service.

Funding scheme - supplementary info from applicant

In the fields "Topic" and "Classification of scientific disciplines" list the topics and disciplines that are most closely affiliated with the project (maximum 5). For interdisciplinary projects it is important to select the most important disciplines first.

Progress plan

As a general rule, the project start date is to be planned for 1 June and the project to have a duration of one year. If this is not possible, the grant application must clearly explain why the project's start date and duration will be different.

The progress plan in the eSøknad application form must include the key milestones listed in the project description, but in an abridged version. Please note that the activities associated with the various milestones are <u>not</u> to be entered in the application form.

Dissemination of project results

It is not necessary to draw up a dissemination plan for the project.

General information about the budget

The budget must reflect the actual funding and the actual project costs to be incurred during the project period, and these costs must also be identifiable in the company accounts. Funding to cover these costs must therefore comprise either planned STUD-ENT funding or funding that has already been pledged by/received from other funding sources. Please note that the costs which are planned financed by other funding sources are not to be listed in the budget in cases where the application/request for funding has not yet been clarified. If the project has received funding, or has been pledged funding, from other public or private actors than the Research Council, then the total project costs may exceed the amount of funding sought under the STUD-ENT scheme.

Disbursements from the Research Council will generally take place in instalments and the project budget must be planned accordingly.

- **First disbursement:** will be paid out after the contract with the Research Council has been signed. The amount disbursed corresponds to anticipated expenditures for the first budget year, limited to a maximum of six months of the year of start-up.
- **Second disbursement:** will be carried out in the beginning of the second budget year. The amount is the same as for the first disbursement minus 20 per cent, which will be held back until the final report is delivered and approved.
- The remainder will be disbursed after the final report and project accounts for the second budget year have been submitted and approved.

Cost plan

- "Payroll and indirect expenses" must be the actual salary that is paid out. In-kind resources do not comprise a cost for the company, and are not to be entered in the budget table. Indirect expenses include e.g. employer's national insurance contributions, holiday pay, pension schemes, rent for office or incubator space, IT, telephones, other administrative services relating to personnel and finances, etc.
- "Procurement of R&D services" refers to costs for procurement of services from universities, university colleges and research institutes, including e.g. access to laboratories and testing facilities, assistance in carrying out tests and conducting surveys, and scientific advisory services.
- "Equipment" refers to costs for procurement and operation of equipment.
- "Other operating expenses" are costs that are necessary for the execution of the project but that do not belong under the cost categories above, e.g. IPR-related costs, project-related travel and accommodation costs, advisory services and project-specific dissemination activities.
- The following must be described in the specification field for the "Cost plan":

- Payroll costs, one line per person: name and position, percentage of full-time equivalent and the anticipated annual salary to be disbursed and entered into the company accounts;
- Costs for renting office/incubator space: name of office/incubator and monthly costs;
- All costs related to "Equipment";
- Costs covered by other funding sources where the support has already been pledged/received; e.g. "Innovation Norway, premarket evaluation support, NOK 70 000 covers costs for the user surveys described in the milestones and activities plan, activity A1.3".

Cost code

The cost code must correspond to the cost item:

- Costs for procurement of R&D services from universities or university colleges are to be entered under "Universities and university colleges".
- Costs for procurements from research institutes are to be entered under "Research institutes".
- Costs related to municipal agencies are to be entered under "Other sectors".
- Costs for procurements from abroad are to be entered under "Abroad".

Funding plan

- The funding plan must follow the Research Council's planned disbursement of funds.
- "Own financing" must be actual funding. In-kind resources do not comprise funding to the company and are therefore not to be entered in the project budget.
- If the project has received a funding pledge/support from other public or private actors, the percentage of that amount which applies to the project period is to be entered in the table as either "Public funding" or "Private funding".
- The following must be described in the specification field for the "Funding plan":
  If the project has received a funding pledge/support from other public or private actors, the percentage of that amount which applies to the project period is to be specified as follows: "Premarket evaluation support received from Innovation Norway, NOK 100 000 in total, of which NOK 50 000 has already been used and NOK 50 000 will be used during the STUD-ENT project period".

PLEASE NOTE!

A complete grant application for STUD-ENT funding consists of the eSøknad application form and the various attachments described in the text of the call. Grant applications that do not include the mandatory attachments will be rejected.