**Template for project description**Coordination and Support Activity – Support for Events

***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 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.*

**Programme/thematic area**

*Enter the programme(s) for which the application is relevant and describe how the event is relevant to the guidelines and principles set out in the call for proposals. Funding may only be sought from programmes listed under the thematic areas in the call for proposals.*

**Purpose of the event***Please provide a description of the event and what you are seeking to achieve.*

*Special importance should be attached to the following:*

* *why this event is needed.*
* *in what way(s) this event represents something new*
* *how the event is connected to, or will support, other activities (e.g. an R&D project already receiving funding) or is part of a larger whole/context in other ways.*

*Provide a more detailed description of the event and a preliminary programme.*

*A preliminary programme for the event is to be uploaded under the field for “Other” in the* ***online grant application form****.*

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

**Dissemination, communication of results and target groups**

*If relevant, specific plans for scholarly and popular science dissemination activities are to be included in the online grant application form.*

*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.*

*Special importance should be attached to the following information:*

* *specification of target groups;*
* *plans for involving others than researchers/research groups (trade and industry, public administration and/or civil society);*
* *whether and how the event will be followed up or play a role in a larger context.*

**Organisation***Please provide a more detailed account of the planned organisation and implementation of the event.*

*Describe the types of expertise and the resources that will be available.*

*If a CV is required under this call for proposals, it is to be uploaded under the field for “Other” in the* ***online grant application form****. The CV must be submitted using the designated template.*

*If multiple partners are collaborating in the event, please specify the distribution of roles to be carried out. You should not list partners in the application form under "Project partners", but they should be mentioned in the project description. You can list participants in the project under "Project participants" in the online application form as well as mention them in the project description.*

*Describe how the event will draw on and promote national and/or international cooperation.*

*An overview of the overall expertise, infrastructure and other resources from the applicant institution and any project participants that will be significant to the implementation of the event must be provided. This is in addition to the overview of planned funding that is provided in the grant application form.*

**Risk**

*Give an assessment of the risks involved – both the risk that the event cannot be implemented as planned and the risk that the event does not achieve its objectives.*