**Please note: This template applies to applications submitted to Health Pilot.**
**Other versions of the template must not be used.**

**Project Description Template for Health Pilot 2021**

**Important**

The template is a guide to how to describe the project you are applying for funding for. Describe all the main items and sub-items in the template in the order listed. Keep the headings **(in bold font)** and delete the instructions (in grey). As stated in the call for proposals, applications that do not address all of the items will not be considered.

The project description is a mandatory attachment to the online application form, hereinafter referred to as ‘the application form’. Please note that there are separate guidelines for the items in the application form.

Some of the information entered in the application form must be explained in greater detail in the project description. However, some information about business partners must be elaborated in the partner forms. It can therefore be helpful to fill in the application form, project description and partner forms in conjunction with each other.

ONLY mandatory attachments (i.e. the project description, business information form and CVs) will be included when the application is assessed. Please therefore do not attach other documents or include links to other information in the project description.

**Formal requirements**
The project description must not exceed 15 pages. It is not possible to upload a document that exceeds this limit. The page format must be A4 with portrait orientation, 2 cm margins, single line spacing and in Arial, Calibri or Times New Roman 11-point font (as used in this template). 9-point font may be used for references and figure text.

**General guidelines**

The project description comprises four parts. Parts 1–3 are directly linked to the main criteria for assessment of the application. We recommend that parts 1 and 2 are about 3-4 pages each and part 3 about 5-7 pages.

* **PART 1: The need, research and innovation**
Use this section to describe the need the innovation targets, the innovation idea and how the innovation will meet this need. You must also describe the knowledge needed to succeed with the innovation and which R&D challenges the project seeks to resolve.
* **PART 2: Impact**
When the project the application concerns has been completed, the results must be realised. In this section, first describe the expected benefits and the potential for value creation for both public sector partners and companies. Then go on to describe the plans for implementation, upscaling and commercialisation of the innovation the project targets. These activities do not form part of the R&D project you are applying for funding for.
* **PART 3: Implementing the R&D project**
Describe the project you are seeking funding for through Health Pilot here. Describe the project partners and their roles and interests in the project. Then provide a detailed description of the R&D activities. You should also elaborate on the project goals, project assignments, budget and time frame given in the application form.
* **PART 4: Other information**
Use this section to provide other information that may be important to how we assess the application.

**Project description for Health Pilot projects**

**PART 1: The need, research and innovation**

**1. The need**
Describe the needs and/or challenges the project will help to resolve.

Who has the need/challenge and how have they been involved in defining and describing it?

Why is this need not met by currently available solutions?

**2. The innovation**

**a)** Describe the innovation idea that forms the basis of the project.

Clearly describe what kind of innovation(s) the project concerns:

* new or changed products/services/systems
* new or changed methods or processes
* new or changed forms of management/organisation/employment relationships/competence

**b)** Describe how the planned innovation can help to resolve the challenge or meet the need defined in section 1.

**c)** Describe significant novel elements of the innovation and how they represent something new for the company/companies and the public sector body/bodies in the project. Compare the innovation with the current situation in order to clearly demonstrate what is novel.

**d)** Describe and justify how the innovation can create new market opportunities for the company/companies in a national and international context. In what ways is the innovation better than existing solutions?

**3. The knowledge need and R&D challenges in the project**

**a)** Explain what new knowledge is necessary in order to succeed with the innovation. Also include knowledge needs related to implementation of the innovation in the health services in relation to adaptations of, for example, methods, processes and systems that will be necessary in order to utilise the innovation.

**b)** Describe key R&D challenges that the project will target and delimit the problem so that the need to develop and utilise new knowledge or new technology is clearly demonstrated. See this in conjunction with available knowledge or technology to demonstrate how the project will build on relevant and updated knowledge (state of the art). State whether a search in scientific literature, patent databases or similar has been conducted.

**4. User involvement**

Explain why user involvement is (is not) necessary in order to succeed with the innovation. The term ‘user’ in this context refers to inhabitants/patients, employees in the health and care services, and/or professional users/user organisations.

A concrete description of user involvement in the R&D project must be included under main activities in section 10.1.

**PART 2 Impact**

**5. Value creation potential and benefits**

**5.1. Value creation potential and benefits for public sector partners**

Describe the benefits and potential for value creation that the innovation entails for partners from the public sector and their target groups, such as increased efficiency, improved quality, reduced costs, more useful or improved services for the target groups or other aspects of value creation. How can the innovation help to create more sustainable health and care services? Who will benefit from the innovation succeeding? The value creation potential/benefits should, if possible, be quantified.

**5.2 Value creation potential for the companies**
How will the innovation generate sustainable value creation in Norway with financial benefits for the companies participating in the project? Value creation potential for companies is a term for the expected financial gains from the project (e.g. in the form of new sales, lower costs and increased productivity) after the industrialisation and/or commercialisation phase has been implemented on the basis of the results you achieve. The value creation potential should, if possible, be quantified. Substantiate the value creation potential by describing market potential and how you will achieve market shares. Comment on the expected return in relation to the industry/market.

**6. Other external effects, dissemination and communication**

**a)** Briefly describe the significance of the project’s results beyond benefits for partners, such as benefits for other segments of the business sector, users and customers, the R&D communities’ knowledge development or society at large.

**b)** The Research Council supports the development of knowledge and solutions that address national and global sustainability challenges and contribute to business development that promotes sustainability and green competitiveness. Describe the project's contribution in this respect, ideally including references to the UN Sustainable Development Goals.

**c)** Describe the plans to disseminate the results beyond diffusion that takes place when the innovation is implemented. Describe the potential for sharing and diffusing the innovation to other segments of the public sector and other business sectors, and, if relevant, plans to this end. Describe activities/plans for scientific and popular science publication that can make new knowledge and/or new solutions available to others.

**7. Plan for implementation, commercialisation and upscaling**

When the project has ended, or potentially while the project is ongoing, you must implement the solution and realise the benefits and value creation potential described above. Please remember that it is a condition that project results are shared between the partners based on their interests as regards utilisation. It is expected that the business partners in the project will be responsible for commercial exploitation of the results.

**7.1 Implementation and realisation of benefits for public sector partners**

Briefly describe the implementation plan for the solution(s) developed in the project. What must be done for the project results and/or the planned innovation to be utilised to resolve the need specified in Part 1? The plan can include both measures implemented in parallel with R&D activities (such as using results obtained during the process) and plans for further realisation after completion of the R&D activities. Key words (include those that are relevant):

* plans/processes for procurement
* arrangements for implementing and introducing new or updated services
* need and plans for introducing new or improved work methods or processes
* arrangements for implementing new methods, new organisational structures or new management models
* need and plans for diffusion and training, establishment of collaborations for further diffusion
* need for resources and investments for carrying out the implementation plans

**7.2 Realisation of value creation for business partners**
Use this section to briefly describe a business plan or commercialisation plan that shows how the value creation potential will be realised.

The plan can include both measures implemented in parallel with R&D activities (such as using results obtained during the process) and plans for further implementation after completion of the project. Key words (include those that are relevant):

* managing intellectual property rights
* regulatory requirements and approvals
* assessments of the competitive framework and market risks
* need and plans for investments
* need and plans for commercialisation or industrialisation partnerships
* need to develop business models

**PART 3: Implementing the R&D project**

**8. Project participants and partnership collaborations**

**8.1. Project partners that perform and/or fund R&D activities**

Provide an overview of the enterprises/organisations that will participate in the project and briefly describe these partners’ role and interests in the project. Include all project partners that will perform and/or fund R&D tasks of a significant scope. Group and describe the project participants in the following way:

1. **Norwegian businesses that will use the project’s R&D results in their value creation (B1, B2,...).**

Please note that public enterprises with industrial or business-oriented activities are considered businesses.

Briefly state each business partner’s (B1, B2, ...) role in the project

1. **Public sector project partners in Norway that will realise benefits from the project (O1, O2, …)**

Briefly state how and why each partner (O1, O2, ...) is participating in the project.

1. **R&D partners (F1, F2,…)**

Norwegian and/or foreign research organisations (university or university colleges, research institutions etc.) or other R&D service providers that will contribute expertise and/or scientific equipment that is necessary to carry out R&D activities under the project. These project partners should be specified in the application form as ‘research activity only’.

For each R&D partner (F1, F2, …), briefly provide the grounds for their participation in the project.

**8.2. Other collaboration**

* If the project is going to have R&D collaborations with other institutions than those specified in section 8.1, such as user/patient organisations, briefly describe this collaboration here.
* Planned contact with other national projects or links to international collaboration schemes can also be mentioned here.
* If the project is going to use specific sub-contractors for certain tasks, beyond the professional assistance from R&D partners described in section 8.1 b), provide more information about this here.

**9. Goal**
Use the same text as in the field ‘Primary and secondary objectives’ in the application form, i.e.:

* Formulate a concrete and verifiable primary objective for R&D activities, i.e. the expected results in the course of the project period.
* Use bullet points to show verifiable secondary objectives that will lead to the primary objective.

**10. Project plan**

Use this section to elaborate on the content of the table ‘Main activities and milestones during the project period’ under the ‘Progress plan’ in the application form. Remember that decision-making points that may be important in determining the course to pursue for project implementation must be included as milestones in this table. It can be helpful to include a Gantt diagram to show the project flow and relationship between the main activities and milestones.

 **10.1 Main activities/work packages in the project**

Describe the main activity (H1, H2 etc. as given in the table in the application form) including the following points:

* Title of the main activity
* Which project partner is responsible for conducting the main activity and which other partners are involved?
* Research content: Describe the research or development activity, describe choice of methods and, if relevant, user involvement
* Describe the expected R&D results and deliveries from the activities which can be related to the secondary objectives of the project
* Describe any research-related or technological risks for the activity and plans for dealing with these

Main activities/work packages for which companies are responsible or are participating in must comprise R&D tasks that either fall within the category ‘industrial research’ or the category ‘experimental development’. [You will find a definition of these two terms](%2A%2Ahttps%3A//www.forskningsradet.no/en/apply-for-funding/funding-from-the-research-council/Conditions-for-awarding-state-aid/%20%28feil%20lenke%29) in the state aid rules for R&D.

**10.2 The project’s cost budget distributed between main activities**

Use the table below to summarise how you will distribute the overall project costs between the main activities in 8a). The tables must correspond to the amounts in the row ‘Total amount’ in the table ‘Costs per project partner per main activity’ in the application form. Add rows to the table as needed.

**Table 10.2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Title of main activity/work package** | **Cost** **budget****(NOK 1,000)** | **Cost: Industrial R&D**  | **Cost: Experimental development** |
| H1 |  |  |  |  |
| H2 |  |  |  |  |
| ….. |  |  |  |  |
| **Total** | **Whole project**  |  |  |  |

Note: Since each main activity must in its entirety be either ‘industrial research’ or ‘experimental development’, all costs for a main activity must be recorded in the relevant column.

**10.3 Critical milestones for the R&D activities**

* Describe 3–5 critical milestones in more detail from among the milestones given in the table ‘Main activities and milestones during the project period’ in the application form.

**10.4 Organisation and management of the project**

* Briefly describe how you will organise and manage the project, and explain how this is appropriate to the project goals and tasks. Justify the choice of project manager.
* Use the table below to show which main activities each project partner specified in section 8.1 will participate in and which partner is responsible for each main activity. Add or delete rows in the table as necessary.

**Table 10.4 Distribution of tasks and responsibilities in the project**

|  |  |  |  |
| --- | --- | --- | --- |
| **Partner**  | **Name of partner** | **Responsible for the main activity:** | **Also participating in the main activity:** |
| B1 |  | (Hx, ...) | (Hy, Hz, …) |
| B2 |  |  |  |
| … |  |  |  |
| O1 |  |  |  |
| O2 |  |  |  |
| … |  |  |  |
| F1 |  |  |  |
| … |  |  |  |

**11. Funding**
If you would like to elaborate on the information provided in the funding tables in the application form, you may do so here.

Please remember that the Research Council's funding awarded to companies is in accordance with the EEA state aid rules. All partners in the project must contribute to funding of the project by covering a share of the project costs, as described in the call for proposals. Please note the following:

* R&D providers may not be in an interdependent relationship with any of the business partners, i.e. the ‘arm’s length principle’ must be observed. R&D providers may not contribute to project funding.
* A business partner or public sector partner in the project may not be R&D providers in the project, or vice versa.

**PART 4: Other information**

**12. Ethics and CSR**
Consider whether there are ethical issues in relation to the implementation of the project and utilisation of the results. This includes any environmental impacts or other factors that can raise questions about the companies’ CSR. If there are such issues related to the project, briefly describe how these will be dealt with. See The Research Council’s ethical standards in research.

**13. Recruitment of women, gender balance and gender perspective**
If the project will contribute to the Research Council’s general goal of recruiting women or achieving gender balance in projects, please describe this here. If the gender perspective is relevant to the content of the research, describe how this consideration has been addressed.

**14. Other applications for public funding**

Please state any other applications you are submitting or have submitted for funding from other policy instruments/calls for proposals for all or parts of this project.