**NOTE: This template must be used for grant applications submitted in 2021
Previous versions of the template are not to be used.**

**Template for project descriptions for the Joint Call Finep RCN 2021**

**Important**

These guidelines explain how to describe the project for which funding is being sought. Complete all the main items and sub-items in the template in the order established here. Please keep the headings and delete the instructions. As indicated in the call for proposals, grant applications will not be processed if you do not complete all items in the project description.

The project description is a mandatory attachment to the online grant application form, referred to in the following as “the grant application form”. Please note that the items in the online application form have their own guidelines and instructions.

Some of the information you enter in the grant application form is to be explained in greater detail in the project description. Likewise, some of the information about the applicant and partners requires supplementary information to be provided in the partner forms. We therefore recommend that you fill in the grant application, project description and partner forms at the same time.

**Formal requirements**The project description is not to exceed 10 pages, and it is not possible to upload a project description that exceeds this limit. The page format must be portrait A4 with 2-cm margins, single spacing, and 11-point font in Arial, Calibri or Times New Roman (as used in here). It is permitted to use 9-point font for references and figure text.

**General instructions**

The project description is divided into four parts:

* **PART 1: The planned innovation**
This is where you describe the innovation concept and the anticipated potential for value creation. You must also provide an overview of the project participants and their roles and interests in the project.
* **PART 2: The R&D activities**
This is where you provide a more detailed description of the R&D activities for which funding is being sought. You are also to give further details about the project objectives, tasks, budgetary framework and timeframe which are to be listed in the grant application form.
* **PART 3: Plan for implementation and utilisation of R&D results**Once the project for which funding is sought is completed, the project results are to be realised. This is where you describe the plans for implementing R&D results for value creation in the companies, and other measures for utilising the R&D results.
* **PART 4: Other information**
This is where you provide additional information that may be of significance in the Research Council’s application review process.

**Project description for the Joint Call Finep RCN 2021**

**PART 1: The planned innovation**

**1. Underlying idea**Describe what you envision for value creation (innovation concept). Which needs are to be accommodated, which new opportunities are to be realised, and/or which problems/challenges are to be addressed?

**2. Level of innovation**

Specify what the planned innovation involves:

* new or improved products/services;
* new or updated methods or processes of production/delivery/distribution;
* new or updated structures for management/organisation/working conditions/competence;
* new or updated business models.

Describe the major new elements of the planned innovation, and how this represents something new for the participating company/companies and the market, nationally and internationally. Compare this with the situation as it is at present, for example competing solutions, in order to clearly highlight the innovative aspects.

Describe and explain how the planned innovation can contribute to new solutions or create new market opportunities in a national and international context.

**3. Potential for value creation**
The potential for value creation is an indication of the anticipated financial gains (e.g. as new sales, reduced costs, increased productivity) that will result from industrialisation and/or commercialisation activities based on the project results. Under this item, you are to describe the project’s overall potential for value creation for all the participating companies, and also briefly describe each individual company’s value creation potential. Comment on the rate of return in relation to the industry/market in question. This potential is to be compared against the aggregate costs for the R&D activities, other measures and investments that are necessary for realising the innovation, also beyond the project period and cost framework of the R&D project.

In the attachment “Information about applicant and partner companies”, each participating company is to provide additional details on, and an explanation of, its own potential for value creation.

Note: The benefits for OTHER industries and for society at large are to be described under Part 3, item 11.

**4. Project participants and constellation of partners**

**4.1. Research-performing and financing partners**

Provide an overview of the companies/organisations that will be participating in the project, and briefly describe each partner’s role and interests in the project. All project participants that will be performing and/or financing R&D tasks on a significant scale must be included. Group together and describe the project participants as follows:

1. **Companies in Norway that will be using the project’s R&D results in their own value creation (C1, C2,…)**

Note: Public enterprises that carry out activities of an industrial or business nature are also considered companies in this context. Briefly describe the role of each company (C1, C2, ...) that is a partner in the project.

1. **R&D providers (R1, R2,…)**

A R&D provider is an entity that will deliver R&D work on assignment for the Project Owner and/or any partners. Such as the Norwegian and/or international research organisations (universities and university colleges, research institutes, or the like) or other providers of R&D services that will be contributing expertise and/or scientific equipment necessary for carrying out the project’s R&D activities. In the grant application form T&D providers are to be specified with the role of “only research activity”.

For each R&D provider (R1, R2, …), provide a brief scientific/professional justification for their participation in the project. If the project will be incorporating research fellowships, describe how the work of the fellowship-holders will be relevant for addressing the project’s research needs.

1. **Other project partners (O1, O2, …)**

Any other stakeholders such as entities from the public sector that are not enterprises or international companies that will be participating in the project must be listed here. For each partner (O1, O2, ...): Briefly describe what the partner’s participation will comprise and why it is needed. If such partners will be performing R&D tasks, state how these activities will be financed: as in-kind R&D activity, through financing from other project partners. In order to assess if participation of entities from the public sector entails indirect state aid, their role and funding of their activities must be specified.

**4.2. Other forms of collaboration**

* If the project entails collaboration on R&D activities with actors other than those listed under item 4.1, briefly describe this collaboration.
* You may mention any planned contact with other national projects or links to international cooperation schemes here.
* If the project will involve specific sub-contractors for performing defined tasks provide further information about these here. A sub-contractor is an actor who supplies goods and/or provides services to the project on assignment from the Project Owner and/or any partners, and who is not a partner or an R&D provider.
* Describe the considerations that have come into play when assessing the need for international cooperation.

Note: Only partners involved in the R&D activities addressed in Part 2 are to be included here under item 4. Any partners that will only be taking part in implementing the R&D results addressed in Part 3 are to be included under Part 3.

**PART 2: The R&D activities**

**5. Need for research**

Explain why research is needed to realise the planned innovation, and describe the key issues or problems that the research will help to address.

**6. Objectives**Use the same text here as entered in the grant application form field “Primary and secondary objectives of the project”, as follows:

* Provide a clearly defined, verifiable primary objective for the R&D activities, i.e. the anticipated results in the course of the project period.
* Provide a bullet list of verifiable secondary objectives that will lead to the achievement of the primary objective.

It is important to plainly describe the anticipated results of the project.

**7. R&D challenges and scientific methods**

* Describe the project’s central R&D challenges and delimit the research question to be addressed, so as to clearly highlight the need for developing new knowledge or new technology. This should be presented in the context of available knowledge or technology to indicate how the project will build on the relevant state-of-the-art. State whether a search in scientific literature, patent databases or the like has been conducted.
* Explain the planned approach and choice of methodology.
* Describe any special factors (research-related or technological risks) that may make it difficult to achieve the project’s objectives in full.

**8. Project plan**

The descriptions in this section are to provide further details about the information listed in the table “Main activities and milestones in the project period” under “Progress plan” in the grant application form. Remember that decision-making points that may be important in determining the course to pursue in subsequent project activity must be included as milestones both in the project description and the online grant application form.

 **8 a)** **Main activities (“work packages”) under the project**

Each main activity (“work package”) must comprise R&D tasks that *either* fall within the R&D category “industrial research” *or* within the R&D category “experimental development”. The definitions of these terms are given in the EEA state aid rules for R&D support.

Describe each main activity (H1, H2, etc. as listed in the table in the grant application form), providing the following information:

* Title of the main activity;
* Specify the R&D category: “industrial research” or “experimental development”;
* Project partner responsible for carrying out the main activity;
* Scientific content: provide a brief description of what the research or development activity comprises, including methodology and anticipated R&D results.

Indicate the connections between main activities and milestones, for example illustrated in a Gantt chart.

**8 b) Budgeted project costs distributed by main activity**

Use the table below to sum up the distribution of the total project costs between the main activities listed in 8a. The figures are to correspond to the amounts on the line “Totals” under “Costs per project partner per main activity” in the grant application form. (Lines may be added to the table as needed.)

**Table 8 b)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***No.*** | ***Title of main activity /*** ***work package*** | ***Budgeted costs:*** ***(NOK 1000)*** | ***Costs: Industrial research*** | ***Costs: Experimental development*** |
| H1 |  |  |  |  |
| H2 |  |  |  |  |
| ….. |  |  |  |  |
| **Total** | ***Entire project***  |  |  |  |

Note: Each main activity must be wholly comprised of either “industrial research” or “experimental development”, all costs for each main activity must therefore be entered in the relevant column.

**8 c)** **Critical milestones for the R&D activities**

* Describe in greater detail two to three of the most critical milestones from those specified in the table “Main activities and milestones in the project period” in the grant application form.

**8 d) Project organisation and management**

* Briefly describe how the project will be organised and managed, and explain how this is appropriate in relation to the project’s objectives and tasks. Explain the choice of project manager.
* Use the table below to indicate the main activity/activities in which each partner listed under item 4.1 will be participating and specify which partner will be responsible for each main activity. (Lines may be added to the table or deleted as needed.)

**Table 8 d) Distribution of tasks and responsibility in the project**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Partner***  | ***Name of partner*** | ***Responsible for main activity:*** | ***Participating in the following main activities:*** |
| C1 |  | (Hx, ...) | (Hy, Hz, …) |
| C2 |  |  |  |
| … |  |  |  |
| R1 |  |  |  |
| R2 |  |  |  |
| … |  |  |  |
| O1 |  |  |  |
| … |  |  |  |

**9. Funding**If you wish to provide any additional information about the funding tables in the grant application form, you may do so here.

The Research Council’s support for projects through this joint call is awarded in accordance with the EEA state aid rules. Partners taking part in the project are required to contribute to project funding by covering a share of the project costs themselves. Please note the following:

* It is presumed that R&D providers are not in a dependent relationship with any of the partners, i.e. they operate according to the arm’s length principle. R&D providers are not to contribute funding to the project.
* A partner in the project may not serve as a R&D provider, and vice versa.
* Costs for any in-kind R&D activities contributed by other project partners (O1, O2, … under item 4.1) will not be included in the basis for the allocation of Research Council support to the project.
* Cash financing from “Other project partners” in the public sector (O1, O2, ...) will be considered public funding, cf. “Public funding” in the table “Funding plan” in the grant application form.

**PART 3: Plan for implementation and utilisation of results**

**10. Realisation of value creation for the Project Owner and partners**After the project has been concluded – or at some point during the project period – the results and potential for value creation are to be realised as described under Part 1, item 3. Under this section, provide an outline for a business plan (for introducing new products/services to the market) or for an implementation plan (for new business models, new production processes or other results generated by the company) that shows how this potential will be realised. You are to outline such a plan both for the project in its entirety and for each partner, including the Project Owner.

The plan must incorporate measures to be carried out in conjunction with the R&D activities (e.g. for utilising results underway) as well as plans for further implementation after this project is concluded. Relevant areas/keywords:

* IPR issues;
* assessment of the competitive framework and market risks;
* investment needs and plans;
* needs and plans regarding partnerships for commercialisation or industrialisation;
* need to develop business models.

Specify key milestones and decision-making points. Applicants are encouraged to illustrate this with a Gantt chart or the like. Note: It is NOT the milestones for the project for which funding is being sought that are to be addressed here. These are to be described under Part 2, item 8c.

**11. Socio-economic benefits and contribution to sustainable development in society**

* Describe any other benefits the project may provide outside of the participating companies, for example, to public partners, other segments of industry, users and clients, for competence-building within R&D environments, or for society at large.
* The Research Council works to support the development of knowledge and solutions for meeting national and global sustainability challenges, and to promote industrial development that fosters sustainability and green competitiveness. Describe how the project will contribute in this context, preferably with reference to the UN Sustainable Development Goals.

Note: The benefit to the participating companies is to be described under Part 1, item 3.

**12. Dissemination and communication of results**Describe plans for disseminating results beyond the dissemination occurring as a result of the companies’ implementation of the innovation. Provide information about any plans for scholarly as well as popular science publication that may make new knowledge and/or new solutions available to others.

 **PART 4: Other information**

**13. Ethical perspectives**Assess whether there are any ethical issues relating to the implementation of the project and the utilisation of results. This also encompasses potential environmental impacts or other issues that can raise questions relating to companies’ corporate responsibility (“responsible business”). If the project involves issues of this type, please describe how these will be dealt with. Please refer to [the Research Council’s ethical standards in research](https://www.forskningsradet.no/en/Adviser-research-policy/Ethical-standards-in-research/).

**14. Gender issues (Recruitment of women, gender balance and gender perspectives)**When relevant, a description should be provided here of how the project will promote the Research Council’s general objectives to increase recruitment of women and improve gender balance in projects. If gender perspectives are relevant to the substance of the project, describe how these will be taken into account.

**15. Additional information specifically requested in the call for proposals**According to the requirements in the call text, you must here provide a description of why this project should be carried out in a Norwegian-Brazilian collaboration.