**Project Description Template**

The UN Decade of Ocean Science – Communication and Dissemination

*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 document is not to exceed 5 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.*

Topic

*Describe which topic(s) the application targets and their relevance to the objectives and guidelines in the call for proposals, including how they relate or are affiliated to the UN Decade of Ocean Science.* ***It is only possible to apply for funding for topics listed in the call for proposals.***

Purpose and Objective

*Briefly describe the purpose of the projects and what you hope to achieve.*

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

**Detailed project description**

*Give a detailed description of the project. We would like information both about the activity/product and how it's supposed to reach its target group(s), or how the target group will take it into use. Because this call is for communication projects, this part can be, fully or partly, described as a communication plan.*

*Place particular emphasis on:*

* what you are going to do
* your target groups
* the size of the target group(s), numbers or estimates on reach throughout the project period
* how you will reach your target groups
* which channels you will use
* numbers of users on selected channels (or estimates related to prior experiences if relevant)

*Specific plans for dissemination activities are to be included in the* ***online grant application form****.*

## Organisation

*Explain what expertise and resources will be available to the project. Place particular emphasis on how both research and communication expertise has been addressed.*

*Upload CVs under ‘Other items’ in the* ***online grant application form****. CVs must be submitted using the designated template.*

*If there are multiple partners in the project, please specify how the roles will be distributed. Partners are not to be listed in the application form, but you can describe them under project participants and in the project description.*

*Descriptions of partners and involved end users should be followed up by attaching confirmation letters or intention letters.*

**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.*