**Template for project descriptions**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.*

**Excellence (Originality/Novelty/Solidity)***Please provide a description of the purpose of the activity and the relevance of the event relative to the guidelines and principles set out in the call for proposals.*

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

**Background and needs**

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

*Explain why this event is needed and provide a brief description of its background.*

**Activities and programme**

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

*For compound events the individual deliverables (activities, coordination activities, cooperation) are to be specified and described in accordance with the requirements set out in the call.

In what way(s) does this event represent something new?*

**Impact (Potential/Knowledge-sharing and exploitation)**

 *Provide a description of the impacts and outcomes expected from the event. What are you seeking to achieve?***Added value**

*Describe 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.*

**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. Such activities include publishing, conferences, etc.*

*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. If the call requires a communication plan instead of a dissemination plan it 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.*

**Relevance and benefit to society**

 *When appropriate, the event’s relevance and benefit to society should be described. For instance, it should be stated whether it will help to provide knowledge that will be useful for meeting important challenges in the public sector, industry or civil society. This may be placed in a regional, national, international or global context.*

**Environmental impact, ethical perspectives, recruitment of women/gender balance**

*If relevant, provide a brief explanation of whether the implementation and/or the utilisation of results from the event will have any significant environmental impact (positive or negative).* *If there are any ethical issues relating to implementation, briefly describe how these will be dealt with. Provide a brief explanation of how the event will promote the Research Council’s general objectives to increase recruitment of women in research and improve gender balance in projects.*

**Implementation (Project manager and project group/planning and management)**

*The project period and progress plan encompassing the main activities (and any milestones) are to be provided in the* ***online grant application form****. The partners (institutions/companies/entities) that will be under obligation to contribute by carrying out activities and/or providing funding, and/or that will be granted rights to the results, should be entered in the application form as well.*

**Resources, expertise, distribution of roles and cooperation***Please provide a more detailed account of the planned organisation and implementation of the event. Particularly in the case of large-scale and/or compound events, it is important to describe the planning of the individual components as well as the anticipated interaction between them.*

*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.*

*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(s) 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.*

**Budget**

*An accrual-based budget, cost plan and funding plan are to be entered in the* ***online grant application form****. There is also a specification field for entering supplementary information. In the case of large-scale and/or compound events, and where the application form is not adapted for the activity, further information related to the budget may be entered here, e.g. when co-financing requirements apply.*

**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.*