***Please note: This template applies to applications submitted in 2023. Previous versions of the template are not to be used.***

***This is a project description template for the Joint Call Finep RCN 2023. Please see the guidelines on page 3 and onward. Delete the instructions from the template before you submit the application.***

# Research and innovation

## The innovation

## The knowledge need and R&D challenges

# Impact

## Contribution to the UN Sustainable Development Goals

## Positive external impacts and benefits to society

## Potential for value creation

## Plans for realisation of value creation for partner companies

# Implementation

## Project plan for research and development work

1. *Main activities/work packages in the project*
2. *Milestones for the R&D activity*
3. *Risk management for the R&D project*

Table 1: Risk management for the R&D project (add or delete rows as necessary)

|  |  |  |
| --- | --- | --- |
| Description of risk  | Probability  | Management of risk  |
|  |  |  |
|  |  |  |
|  |  |  |

## Project partners that perform and/or finance R&D activities

1. *Partners (B1, B2, etc.)*
2. *R&D providers (F1, F2, etc.)*
3. *Other project partners (O1, O2, etc.)*

Table 2: Division of roles (add or delete rows as necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| ***Partner*** | ***Name of project partner*** | ***Responsible for the main activity:*** | ***Also participating in the main activity:*** |
| B1 |  | (e.g., H1, H2)  | (e.g., H3, H4) |
| B2 |  |  |  |
| … |  |  |  |
| F1 |  |  |  |
| F2 |  |  |  |
| … |  |  |  |
| O1 |  |  |  |
| … |  |  |  |

## Other collaboration

## Organisation and management of the R&D project

## Budget and funding

# Other information

## Gender balance

## Relevance

## Additional information specifically requested in the call for proposals

## Literature

**GUIDELINES – TEMPLATE FOR PROJECT DESCRIPTION FOR JOINT CALL FINEP RCN 2023**

**Introduction**

These guidelines explain how to describe the project for which funding is being sought. The first page of this document contains all the main and sub-items to be described (as stated in the call for proposals, applications that do not address all the items will not be processed). Please keep the headings as they are, and do not change the order.

The same headings appear on the next page, but with guidelines on how the items are to be completed. When you have completed the project description, you can delete this page and all the following pages.

This 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 grant 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. However, 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, the project description and the partner forms at the same time.

**Formal requirements**
The project description must not 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). You are permitted to use 9-point font for references and figure text.

**General instructions**

The project description follows the assessment criteria and comprises four parts:

**Part 1: Research and innovation**

This is where you describe how the planned project represents an ambitious innovation that is supported by relevant and high-quality R&D activities.

**Part 2: Impact**

Expand here on what you have written in the grant application form under ‘Impact’. Describe how the project paves the way for achieving the UN Sustainable Development Goals and contributes to knowledge development and value creation for the applicant, partners and other segments of society.You must also describe how you envisage realising and implementing the results.

**Part 3: Implementation**

Expand here on the information you provided in the grant application form to make it possible to assess the extent to which the project is feasible.

**Part 4: Other information**
This is where you provide additional information that may be of significance in our application review process. Here you should also give a description of why this project should be carried out in a Norwegian-Brazilian collaboration.

# Research and innovation

Describe here to what extent the project represents an ambitious innovation that is supported by relevant and high-quality R&D activities.

## The innovation

1. Describe the innovation concept 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/working conditions/competence.
1. Who has the need/challenge the innovation is to address and how have they been involved in defining and describing the need/challenge? How will the planned innovation contribute to resolving the challenge or meeting the need?
2. Position the innovation in relation to solutions that already exist. How does it differ from existing solutions?
3. Describe and give grounds for how the innovation can create new market opportunities for the partners in a national and international context.

## The knowledge need and R&D challenges

1. Why is research necessary to succeed with the innovation and what are the most important challenges that the research will help to resolve? It is important that what you write here reflects the wording of the primary and secondary objectives in the grant application form.
2. Which R&D methods are you going to use, and why?
3. Describe how the R&D activities and methods relate to the research front. What kind of knowledge already exists in the field, and what knowledge needs are not met by existing research? It is a good idea to refer to relevant literature (you can add a list of literature at the end). State whether a search in scientific literature, patent databases or similar has been conducted.
4. In what way does the research address the gender perspective and ethical issues? See the Research Council’s [policy on gender balance and gender perspectives in research and innovation](https://www.forskningsradet.no/en/Adviser-research-policy/Gender-balance-and-gender-perspectives/) and our [ethical standards in research](https://www.forskningsradet.no/en/Adviser-research-policy/Ethical-standards-in-research/), respectively.

# Impact

Expand here on what you have written in the grant application form under ‘Impact’. Describe how the project paves the way for achieving the UN Sustainable Development Goals and contributes to knowledge development and value creation for the applicant, partners and other segments of society.You must also describe how you envisage realising and implementing the results.

## Contribution to the UN Sustainable Development Goals

The Research Council supports the development of knowledge and solutions that address sustainability challenges and contribute to business development that promotes sustainability. Describe how the project contributes to achieving the relevant targets under the SDGs, without negatively impacting other areas. See [the separate guide to the SDGs](https://www.forskningsradet.no/siteassets/utlysninger/vedlegg-utlysninger/guide-to-the-sustainable-development-goals---version-1.0.pdf) and refer to relevant targets by number, e.g.: 2.3. Note that you will not be assessed in relation to the number of targets the project contributes to achieving. What is important is how well you describe and substantiate the project’s contribution, even if only to one target.

## Positive external impacts and benefits to society

1. Describe the significance of the project’s results beyond benefits for the applicant and partners, such as benefits for other segments of the business sector, including users and customers, the R&D communities’ knowledge development or society at large.
2. Explain how this project can help to benefit society in a wider perspective. This could be new jobs, shorter courses of treatment for patients, more efficient cultivation methods, increased activity in rural areas, reduced resources spent on maintenance etc.
3. Describe your plans for disseminating the results beyond the diffusion that takes place when the innovation is implemented. Describe the potential for sharing and spreading 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.

## Potential for value creation

The potential for value creation is an indication of the anticipated financial gains when the project results are utilised and the innovation has been realised. Value creation may take the form of new turnover, reduced costs and/or increased productivity.

1. Describe the overall potential of value creation for all the companies involved in the project. Comment on the level of return in relation to the industry/market. This potential is to be compared against the aggregate costs for this project and other measures and investments that are necessary for realising the innovation, also beyond the project period and cost framework.
2. Briefly describe each company’s value creation potential. You can use the attachment ‘Information about applicant and partner companies’ to provide additional details.
3. What other results do you expect for the applicant and partners, e.g. in the form of new products, services, higher quality or other factors?

## Plans for realisation of value creation for partner companies

Draft a plan for realising the value creation potential. The plan should include 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. Relevant keywords (include what is relevant and add anything that is missing):

* market access strategy;
* developing business models;
* managing intellectual property rights;
* regulatory requirements and approvals;
* user involvement;
* managing risk in relation to the competitive framework and market;
* investment needs or raising capital;
* commercialisation or industrialisation partnerships.

# Implementation

Expand here on the information you provided in the grant application form to make it possible to assess the extent to which the project is feasible.

## Project plan for research and development work

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 grant 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 the abovementioned table. Include a Gantt diagram to show the project flow and relationship between the main activities and milestones.

1. *Main activities/work packages in the project*

Describe each main activity (H1, H2 etc. in accordance with the table in the grant application form) including the following points:

* Title of the main activity
* The research and development activity to be performed
* Expected R&D results that can be linked to the objectives defined in the grant application form
* Use Table 2 to summarise which project partner is work package manager and which partners are involved
1. *Milestones for the R&D activity*

Describe the milestones in the project and specify which of them are critical to implementation of the project. All companies that have to raise capital during the project period to be able to implement the project must include 1-2 additional milestones linked to this activity. The milestones must be numbered to clearly demonstrate which work package they are linked to.

1. *Risk management for the R&D project*

Complete Table 1 to describe research-related and/or technological risks, and plans for dealing with them.

Table 1: Risk management for the R&D project (add or delete rows as necessary)

|  |  |  |
| --- | --- | --- |
| Description of risk  | Probability  | Management of risk  |
|  |  |  |
|  |  |  |
|  |  |  |

## Project partners that perform and/or finance R&D activities

All names of the enterprises/organisations and persons listed in this section must also be listed in the grant application from under Project participants.

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 finance R&D tasks. (Note: You only have to describe the partners that will be involved in the R&D activities in this section. Any other actors only contributing to the implementation of the R&D results must be described under ‘Impact’ in section 2.4)

Group and describe the project participants in the following way:

1. *Partners (B1, B2, etc.)*

Companies in Norway that will contribute own funding and create value creation based on the results. Please note that public enterprises with industrial or business-oriented activities are considered businesses. Briefly state each partner’s role in the R&D project.

1. *R&D providers (F1, F2, etc.)*

Companies or organisations that will be delivering an R&D service to the project. For each R&D provider, briefly provide the grounds for their participation in the project. If research fellows are to be affiliated with the project, describe how their work is relevant to the project’s research needs.

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

If other stakeholders, e.g. public sector bodies that are not undertakings, or companies abroad, are going to participate in the project, they must be listed here. Briefly state how and why each partner is participating in the project. If these partners are going to perform R&D work, you must explain how they are going to fund their efforts; through own funding or funding from other project partners. In order to assess whether the involvement of public agencies and public sector bodies constitutes indirect state aid, you must clearly describe their role and how they fund their own activities.

Table 2: Division of roles (add or delete rows as necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| ***Partner*** | ***Name of project partner*** | ***Responsible for the main activity:*** | ***Also participating in the main activity:*** |
| B1 |  | (e.g. H1, H2) | (e.g. H3, H4) |
| B2 |  |  |  |
| … |  |  |  |
| F1 |  |  |  |
| F2 |  |  |  |
| … |  |  |  |
| O1 |  |  |  |
| … |  |  |  |

## Other collaboration

All names of the enterprises/organisations and persons listed in this section must also be listed in the grant application from under Project participants.

If the project is going to engage in R&D collaborations with other institutions than those specified in section 3.2, briefly describe this collaboration here. Planned contact with other national projects or links to international collaboration schemes can also be mentioned here. Describe how the need for international collaboration has been assessed.

If the project is going to use specific sub-contractors for certain tasks, beyond the professional assistance from R&D partners described in section 3.2 b), provide more information about this 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.

## Organisation and management of the R&D project

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.

## Budget and funding

All the budget tables will be included in the grant application form, and it is important that there is a clear connection between what is written in the project description and what is listed in the tables in the application form.

*Funding*You must explain whether own funding comprises own funds or whether funding from investors will be required to implement in an appropriate manner.

You can also make comments here about the tables ‘Funding plan’ and ‘Funding by project partner’ in the grant application form.

Please remember that the Research Council's funding for this joint call is awarded in accordance with the EEA state aid rules. Partners in the project must contribute to funding of the project by covering a share of the project costs. Please note the following:

* A partner in the project may not be an R&D provider in the project, or vice versa.
* Any cash funding from others public sector bodies will be considered public funding, ref. ‘Other public funding’ in the ‘Funding plan’ table in the grant application form.
* The maximum funding for the project is the total amount of funding each partner can receive.

# Other information

## Gender balance

Describe how the project will promote the Research Council’s policy on gender balance in research and innovation and contribute to increasing the recruitment of women to research on industry.

## Relevance

Describe relevance in relation to the thematic area(s) you think the application should be assessed under. You will find the thematic areas described in the call for proposals. Also describe to what extent funding from the Research Council will contribute to activities or efforts that would not otherwise have been possible. We need you to describe these issues even if the thematic area you are applying to does not grade relevance.

## 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.

## Literature