

Applications for research funding from Felles forskningsutvalg (FFU) Template for the project description and requirements for attachments

Applications that do not follow the template for project description will not be considered.

Format requirements

- The project description must be concise and *written in English or Norwegian*.
- Number of pages: *Max. 10 pages including figures/tables and reference list*
- Font: Equivalent to Arial 11 point or Times New Roman 12 point, single line spacing, minimum 2 cm margins. For the reference list and any text in figures, font size 9 may be used.
- The project description must be uploaded as an attachment in the *eSøknad* system in PDF format
- All other attachments must be uploaded as a combined file in PDF format (see Section 9).

1. Project title

The title must reflect the project content. It must consist of a maximum of 150 characters.

2. Introduction

The introduction must provide a brief description of the background for the project and the key knowledge challenges within the discipline. Provide a description of:

- Current knowledge for the discipline
- The greatest knowledge challenges in the discipline, both nationally and internationally
- The background for the project
- The significance of the research project for the discipline and/or originality

2.1 Benefits for treatment of patients

In the application form (eSøknad), an account of the project's significance/benefits for treatment of patients (in the short and long term) and/or prevention of disease and/or the health services' organizational structure and quality. Describe specifically whom the research will affect and how the results of the work may be useful. This may be explored in more depth in the project description.

2.2 Skills development

Explain whether the project contributes to the following:

- Strengthening of the discipline
- Necessary skills development in the health services
- Development of methodology knowledge, techniques

3. Research questions and goals

Research questions and/or hypotheses in the project must be presented clearly in relation to the primary and secondary goals. The goals should be clearly defined, concrete and verifiable. Provide a description of:

- Research questions and/or hypotheses
- Short-term and long-term goals
- The results that are expected to be achieved during the project period

4. Plan for implementation

4.1 Study design, choice of methods and analyses

An account of the scientific method that has been chosen must be provided. Reasons must be given for the choice of methods, and how they are suitable for addressing the research questions and/or hypotheses must be explained. Where relevant, the statistical power needed to answer the research question should be calculated.

4.2 Organization and collaboration

The project description must include an overview of the project's organization and collaborative constellations.

Provide a description of:

- The project's organizational structure and, if applicable, its positioning in the research group
- The expertise, infrastructure and other resources of the research community which are significant for the implementation of the project.
- The scope of external/regional/national/international collaboration in the project.
- Applications to FFU should specifically describe how the project contributes to strengthening the collaboration between the clinic and the department in the integrated university hospital. For applications for a 50% researcher position, it should be described how the position will contribute to closer integration between the clinic and the department.

All active partners in the project must be listed in the application form (*eSøknad*).

4.3 Budget

The budget must be registered in the application form (*eSøknad*) and does not need to be included in the project description. The budget must provide a good overview of the financial framework and must be consistent with the goals and content of the project. Expenses that are sought covered by the current call for applications should be listed with "Central Norway RHA" as the funding source. It is possible to register expenses which are covered by other funding sources (e.g., the Norwegian research council) in order to illustrate the scope of the project.

4.4 Progress schedule and publishing plan

The activity plan (milestone plan) for the project must be entered in the application form (*eSøknad*) and therefore does not need to be included in the project description.

If it is considered necessary to give a more detailed description of the budget and activity plan, this may be provided as a separate attachment to the application (see Section 9).

4.5 Plan for implementation and dissemination

Provide a description of:

- The plan for implementation of the results from the research project
- The plan for dissemination: publications, articles, websites, lectures, popular science dissemination, etc.

5. User involvement

Describe who the users of the results of the research project will be, and the extent to which users will be involved in planning and project implementation. If user participation is not regarded as relevant to the project, the reasons for this must be provided.

6. Ethics

Explain any ethical issues associated with the research project, and how they will be handled in the research. If there are no ethical issues, this must be stated.

7. Innovation potential – *optional point*

The Central Norway RHA wishes to identify innovation potential in research and development projects and may be able to offer follow-up to projects that specify innovation potential. If applicable, please describe briefly the project's innovation potential.

This point is only relevant for applicants who state that their project has innovation potential in the "classification" section of the eSøknad system and should not be included if the project does not have innovation potential.

8. References

The references must cite literature that supports the subject content of the project.

9. Attachments

It is only possible to upload **one** attachment to the application in addition to the project description. This means that all relevant attachments must be assembled into a single PDF document, to be uploaded under "Other attachments". The requirements for attachments depend on the application category:

All application types must have the following attachments:

- The applicant's CV, *max. 2 pages recommended*
- The applicant's list of publications from *the last five years*. A clear distinction should be made between scientific articles and other research publications
- [Management commitment form](#) signed by department at NTNU (for researcher positions, the form must also be signed by head of clinic).

Optional attachments:

- Any other important information, for example, specified budget/activity plan (see Section 4.3), letter of recommendation, assessment from external funding party.
- If the research group is under establishment and the list of publications therefore is short, a plan for how the funds will contribute to the development of the research group should be included.

General tips:

- The applications will be considered by external, independent referees in assessment committees. It is therefore important that the research project is described in a clearly structured way in the project description, which plays a key role in the assessment of an application.
- Avoid excessive use of abbreviations and technological terminology
- Be careful to comply with the format requirements. The application may be rejected if the project description exceeds the maximum number of pages.