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

Format requirements
- The project description must be concise and written in English, Norwegian, Swedish or Danish.
- 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.
All active partners in the project must be listed in the application form (eSøknad).

4.3 Budget
The budget must be set out in the application form (eSøknad) and therefore 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 for department at NTNU

**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.
- Be careful to comply with the format requirements. The application may be rejected if the project description exceeds the maximum number of pages.
- Avoid excessive use of abbreviations and technological terminology