

TEMPLATE FOR PROJECT DESCRIPTION AND REQUIREMENTS FOR ATTACHMENTS FOR APPLICATION FOR PROJECT FUNDS FROM FFU

Applications that do not fulfill the content-, format- and attachment requirements provided in this document will be rejected.

Format requirements

- The project description must not exceed 10 pages including figures, tables and reference list and may be written in English or Norwegian
- Font and font size: Use Arial 11 point, Times New Roman 12 point or equivalent. You may use 9 point for the reference list and any text in figures.
- Line spacing and margins: Use single line spacing and minimum 2 cm margins

General tip:

The applications will be assessed by a committee of external and independent reviewers. It is therefore important that the project is described clearly and in a structured manner. Use abbreviations and technological terminology with care.

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 project background and the key knowledge challenges within the discipline. Provide a description of:

- The current status of knowledge within the discipline
- The greatest knowledge challenges within the discipline, both nationally and internationally
- Project background
- What significance the project has to its field of research
- The project's originality

2.1. Patient treatment utility value

The application form [[eSøknad](#)], must include an account of the project's significance/utility value regarding short- and long-term patient treatment and/or disease prevention and/or the organizational structuring and quality of the health services. Describe specifically for whom the research will be beneficial and how the results of your project may be utilized. You may elaborate in further detail in the project description.

2.2. Skills development

Explain whether the project contributes to the following:

- Strengthening of the discipline's field of research
- Necessary skills enhancement in the health services
- Methodology- and/or technique development

3. Research questions and goals

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

- Research questions and/or hypotheses
- Short- and long-term goals
- What results you expect to achieve during the project period

4. Plan for project accomplishment

4.1. Study design, choice of methods and analyses

Give an account of the scientific methods of choice. Explain how and why these methods are suitable for addressing the project's research questions and/or hypotheses. A Calculation of statistical power should be carried out to answer the research question where applicable.

4.2. Organization and collaboration

The project description must include an overview of the project's organization and collaborative constellations. All active partners in the project must be listed in the application form (*eSøknad*). Provide a description of:

- The project's organizational structure and, if applicable, its position within the research group
- The expertise, infrastructure and other resources of the research group which are significant for accomplishing the project.
- How comprehensive the external/regional/national/international collaboration in the project is.
- Specify how the project will contribute to strengthen the collaboration between the clinic and the institute in the integrated university hospital

For Researcher position 50%-applications:

- Describe how the researcher position itself will contribute to a closer integration between the clinic and the institute.

4.3. Budget

The budget is to be registered in the eSøknad application form. It is not necessary to include the budget in the project description. The budget must provide a good overview of the financial framework and be consistent with project content and goals. Expenses that are sought covered by the current call for applications should be listed with "Application amount [Applications to Samarbeidsorganet and FFU must be applied for in separate applications]" as the funding source. You may register other project expenses which e.g. are covered by money granted from other sources if deemed necessary.

4.4. Activity plan / plan of progress

The project's activity plan is to be filled out directly in the eSøknad application form.

If considered necessary to describe the budget and activity plan in more detail, provide this in a separate attachment to the application.

4.5. Plan for results- implementation and dissemination

Provide a description of:

- The plan for implementing the results from the research project

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- The dissemination plan: e.g. publications, articles, websites, lectures, popular science disseminations.

5. User involvement

Give an account of who the users of the research project results will be, and to what extent users will be involved in project- planning and accomplishment. If user participation is not regarded as relevant to the project, give an account of the reasons why. Information about user participation in research is available at [Helse Midt-Norge's webpages](#).

6. Ethics

Explain potential ethical issues in connection to the research project and describe how these issues will be handled during the research work. If no ethical issues are identified in connection to the research project, provide an explanation why.

7. Potential for innovation– optional

The Central Norway RHA wishes to identify research and development projects that has a potential for innovation and may offer follow-up to projects that fit within this category.

If your project has innovation potential, you must state this in eSøknad in the “classification”-section: Innovation potential: “Potential for innovation, see project description” and include a brief description of this potential in the project description. Do not include such a description if your project has no potential for innovation.

8. References

The references included should support the academic content of the project with up to date and relevant literature within the discipline

9. Required attachments

It is only possible to upload two attachments with the application in eSøknad, where one is the project description. All other attachments, required and optional, must be assembled into one single PDF-document and uploaded under “Other attachments” in eSøknad. The “Other attachment” must not exceed 30 pages and should only contain attachments relevant to the application. Take notice that the two application categories have different sets of requirements.

9.1. Required attachments for category: Two-year research project

9.1.1. Required attachments 1 – Project description

The project description is to be uploaded as an attachment in eSøknad as a single PDF-file.

9.1.2. Required attachments 2 – Other required attachments

The following attachments are required and is to be uploaded as a single PDF-file under «Other attachments»:

- The applicant’s CV, with a recommended length of 2 pages
- The applicant’s list of relevant publications spanning **the last five years**. [relevant publications by the research group may be included] Be sure to distinguish research papers from other kinds of publications
- Completed and signed [Management commitment form](#), part 1 and 2.

If the research group is under development and the list of publications therefore is short, the following is required as an attachment:

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- A plan on how the funds may contribute in the development of the research group.

9.1.3. *Optional attachments – Other attachments*

The following optional attachments may be added to the joint PDF-file that is to be uploaded under «other attachments»:

- Detailed plan of progress / activity plan
- A budget which specifies activity- and investment costs in further detail

9.2. Required attachments for category: Researcher position 50%

9.2.1. *Required attachments 1 – Project description*

The project description is to be uploaded as an attachment in eSøknad as a single PDF-file.

9.2.2. *Required attachments 2 – Other required attachments*

The following attachments are required and is to be uploaded as a single PDF-file under «Other attachments»:

- The applicant's CV, with a recommended length of 2 pages
- The applicant's list of relevant publications spanning **the last five years**. [relevant publications by the research group may be included] Be sure to distinguish research papers from other kinds of publications
- Completed and signed [Management commitment form](#), part 1 and 3.

If the research group is under development and the list of publications therefore is short, the following is required as an attachment:

- A plan on how the funds may contribute in the development of the research group.

Dependent on the applicant's current Ph.D.-status, the following attachments are required:

- ✓ Doctorate achieved at an institution in Norway, have received diploma. Required attachment:
 - Diploma [all pages]
- ✓ Doctorate achieved abroad, have received diploma. Required attachments:
 - Diploma [all pages]
 - Certificate of accreditation of doctorate achieved abroad. [Apply for certificate of accreditation through NOKUT's webpages: [Link to webpage](#)]
- ✓ Thesis has been defended and approved, have not received diploma. Required attachment:
 - Signed documentation from the Student and Academic Section at your faculty or institute, which confirms that your thesis is approved.
- ✓ Thesis has been submitted. Required attachment:
 - Signed documentation from the Student and Academic Section at your faculty or institute, which confirms that your thesis has been submitted.
- ✓ Thesis has not been submitted. Required attachment:
 - Signed statement from main supervisor which describes the candidate's progression, and which confirms that the thesis will be submitted within December 31 of the application year.

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9.2.3. Optional attachments – Other attachments

The following optional attachments may be added to the joint PDF-file that is to be uploaded under «other attachments»:

- Detailed plan of progress / activity plan
- A budget which specifies activity- and investment costs in further detail