

## Template for the project description

Please note that while all sections of the project description are mandatory, some bulleted elements will not be relevant for all types of projects.

### Format requirements

- The project proposal should be written in English, be concise and to the point.
- Length: *Max. 10 pages incl. figures/tables and list of references*
- Font: Arial, Calibri, Times New Roman 11 pt or similar, single spacing, min. 2 cm margins. A 9 pt font may be used for the list of references and figure texts.
- Links that are listed in the project description will not be included in the assessment.

The template is designed to address all the elements of the evaluation criteria used during the application review process.

### Project title

The title must correspond to the project content, be written in English and consist of no more than 150 characters. Do not use capital letters only.

### 1. Introduction

Please provide a focused description of the scientific background of the project. Please include an overview of the status of knowledge and the central challenges within the field. Highlight the academic originality of the research. Does the proposed project challenge current clinical practice and knowledge and/or current research?

#### 1.1. Needs description

In the online application form, give a brief account of the expected impact/benefit on patient care and/or disease prevention and/or health service organisation and quality in the short and/or long term. Describe for whom the proposed research project will have an impact (target group), and how the results of the project may come to use.

In addition, use the project description to explain the importance of the proposal for:

- obtaining new knowledge for the health services
- creating potential for improvement of existing services / practice
- filling knowledge gaps (academic significance)
- creating other societal benefits
- creating opportunities for generalisation and a broad application of knowledge

### 2. Hypotheses, aims and objectives

Hypotheses should be presented clearly with regard to primary and secondary aims. The main and secondary aims should also be stated in the online application form and may be elaborated on further in the project description. The objectives should be clearly defined, concrete and verifiable.

Provide a description of:

- Hypotheses
- Short and long term aims and objectives
- Any results expected during the project period

### 3. Project methodology

Give an overview of the strategy for project implementation and describe how the project will be managed and completed within the given project period.

#### 3.1. Project arrangements, method selection and analyses

Provide an explanation and justification for the choice of the specified scientific methods. Explain how they are suited to resolving hypotheses and/or specific issues. Alternatively, provide a description of how suitable methods will be developed during the project. How are risks identified and managed (e.g. through alternative strategies)?

Provide a description of:

- necessary equipment, infrastructure and access to resources
- methods and why these represent an innovative approach in the field, if relevant
- study design (clinical trials)
- statistical power (clinical trials)
- use of exploratory markers for patient stratification, if relevant (clinical trials)
- gender-specific analyses, if relevant

#### 3.2. Participants, organisation and collaborations

Include an overview of the project participants and their roles, organisation and collaboration.

Provide a description of:

- Project participants and their roles, organisation and positioning in the research group
- Competence of the research group relevant to carrying out the project
- Scope of any collaborations. These can be external, regional, national or international
- How the teaching environment facilitates completion of any PhD fellowships

All active partners in the project should also be listed in the online application form.

#### 3.3. Budget

The budget should be entered in the online application form. The budget should provide a clear overview of the financial framework for the project and correspond to its aims and content. The module in the online form has its own text field, in which it is possible to provide detailed information on the use of budgeted funds and resources.

In the project description, supplementary information about the budget can be stated. In addition, the project's total budget must be presented. Please clearly state what Helse Sør-Øst RHF's contribution is and what is financed by other funding sources.

#### 3.4. Plan for activities, visibility and dissemination

An activity plan with clear milestones should be presented in the online application form. The project description should also contain a detailed description of the schedule and milestones supporting an efficient realisation of the project.

#### 3.5. Plan for implementation

Provide a description of the potential for implementing and/or translating results from the research project into practice within a realistic time frame. Please also describe any dependencies, e.g. the development of competence and/or technology in other areas, which will contribute to implementation of the results of the project.

#### **4. User involvement**

Describe any plans for user involvement, the extent to which users will be involved in planning and/or carrying out the project, or if not, why this is not relevant.

- What is the added value of user involvement?
- How are users involved in the planning of the project and how will they be involved in carrying out the project and disseminating the results?
- Are users involved in other ways (organisations that facilitate research/makes decisions about research)?

#### **5. Ethical considerations**

Describe any ethical consideration associated with the proposed research project, and how these will be handled. If there are no ethical issues, this should also be explained here.

#### **6. References**

The list of references should refer to literature supporting the academic content of the project.

---

#### *General advice:*

- The applications will be reviewed by external, independent members of a peer-review committee. Thus, it is important that the project is presented in a clear and structured manner in the project description, which is a central document in the review of an application. Please note that the members of the committee do not necessarily work in precisely the same area as you. Therefore, you should avoid extensive use of abbreviations and technical jargon etc.
- It is important to stick to the format requirements. An application can be rejected if the project description is too long, written in Norwegian etc.
- Describe the activities/tasks of scientific positions in detail.
- Please note that power analyses should be included in applications for funding of clinical studies.