**This template applies to applications submitted for application deadlines in 2022. Former versions of the template must not be used.**

**Project description for Regional Innovation Project**

**General guidelines**

Please note: The project description template provided below must be used. Delete the instructions and fill in the information for each item in the template*.*

The project description shall be no more than 10 pages long, including list of references, unless otherwise specified in the call for proposals. The page format shall be A4 with 2 cm margins, single line spacing, and in Arial, Calibri or Times New Roman 11-point font. 9-point font may be used for references and figure text. Links to websites or documents will not be taken into consideration. The project description is a mandatory attachment to the online grant application form to be completed and submitted via ‘My RCN Web’, referred to in the following as the ‘grant application form’.

A Regional Innovation Project is an R&D project which shall lead to innovation (value-creating renewal) in the companies and/or municipalities participating in the project. Funding from the Regional Research Fund applies to R&D activities only. Other activities and measures that are necessary to realise the innovation must also be described and will be assessed when processing the application.

# Background, challenges and needs

* Put the project in a larger context. First, introduce the background for the project – not the project as such. Then explain the importance of implementing this specific project.
* What needs/challenges will the project address and resolve?
* What opportunities will the project realise?
* How can the project contribute to address the need/resolve the challenge?
* How can the project contribute to realise the opportunities?
* Why should the project be implemented in precisely this region?

# Research and innovation

In this part describe the planned project in a manner that makes it possible to assess the degree to which the project represents an ambitious innovation which is supported by relevant and high-quality R&D activities.

## The innovation

Innovation in this context means new or significantly improved goods, services, processes, organisation and management forms or concepts that are introduced to achieve value creation and benefits to society.

* Describe the innovation idea.
* Why do the current solutions not work?
* What is novel about the solution/innovation and who is it useful for?
* Why should the challenge/need be resolved at the regional level rather than national or international level?
* How important is the innovation in a national and international context (industry/market)?

Clearly describe what the innovation is about.

* New or changed products/services
* New or changed methods or processes for production/delivery/distribution
* New or changed forms of management/organisation/employment relationships/competence
* New or changed business models

Compare with the current situation to clearly demonstrate what is new. Describe and explain how the innovation can help to develop new solutions or create new market opportunities in a regional, national and international context.

## R&D activities

* Why is research necessary in order to succeed with the innovation?
* What are the most important challenges the research will help to resolve?
* Position the project in relation to the research front. What kind of technology and knowledge already exists in the field (state-of-the-art)?
* What knowledge needed to realise the innovation is not covered by existing research?
* Enlighten the reader with facts and references to relevant scholarly literature.

### 2.3 R&D objectives

* What R&D results is the project expected to bring forth?
* Formulate a concrete and verifiable main objective for the project
* Formulate verifiable sub-goals that will lead to the main objective

### 2.4 Research question and methodology

* State the research questions the R&D project will answer.
* Research questions are the questions that must be answered to achieve the respective sub-goals.
* The research questions must be as defined and delimited as possible.
* The research questions will form the basis of the work packages (see below).
* What research methods will be used to answer the research questions?
* Why is/are the chosen method(s) the most suitable?

The work packages/main activities can for example be set up in the following way:

|  |
| --- |
| **Work package 1**  Sub-goal 1 (M1)  Research question 1.1  Method/proposed solution 1.1  Research question 1.2  Method/proposed solution 1.2  Research question 1.3  Method/proposed solution 1.3 |
| **Work package 2**  Sub-goal 2 (M2)  Research question 2.1  Method/proposed solution 2.1  Research question 2.2  Method/proposed solution 2.2  Research question 2.3  Method/proposed solution 2.3 |

# Implementation

In this section, expand on the information you provided in the application form in a manner that makes it possible to assess the degree to which the project plan provides an adequate basis for successful implementation of the R&D activities and utilisation of the results.

## Milestones of the R&D project

Describe each work package/main activity with the following points:

* + title
  + a brief description of the content of the activity
  + important deliverables and results to be achieved
  + key milestones for the activities
  + project partner responsible for carrying out the activity
  + other participants in the activity

A Gantt chart or similar can be helpful.

## Project manager, organisation and alignment

* Describe the project’s organisation and management structure
* Explain how the selected organisational model and management structure are appropriate in relation to the project
* Describe the role that each of the partners will have in the performance of the R&D activities, and the knowledge/expertise that they will be contributing.
* Why are you qualified to perform the work in the project?

If the project entails collaboration with parties other than the partners listed in the table for partners, the collaboration must be described here. This could concern relations to other national projects/communities or to international collaboration schemes. Key information related to subcontractors may also be included here.

## Ethics and CSR

Assess any ethical problems related to implementing the project and utilising the results. Check [www.etikkom.no](http://www.etikkom.no). Any ethical and legal challenges involved in introducing the innovation must be explained.

# Impacts and effects

In this section, elaborate on what you have written in the application form under ‘Impact’. Describe how the project paves the way for knowledge development and value creation for the applicant, partners and other segments of society.

## Contribution for UN goals for sustainability

Explain how the project will contribute to support development of knowledge and solutions to address regional, national and global, challenges in sustainability. Refer to the UN goals for sustainability.

## Potential for value creation

* Describe the potential for value creation of the innovation the project will give for the applicant and partners, for example in the form of new products, services, better quality, reduced costs or other contributions to customers/target groups.
* What financial and business-related benefits are expected for the organisation, business and/or public sector partners and other partners as a result of the project?

## Economic benefits

* What significance can the project results have for, e.g.:
  + other parts of the business sector
  + the public sector
  + users and customers
  + the R&D institutions’ knowledge development
  + society at large

## Regional relevance and societal benefits

* Why is it important to implement the project in this region?
* Does the project address the challenges that are prioritised in regional and/or national plans and strategies?
* If the project succeeds:
  + How will it resolve the relevant societal challenges in the region?
  + How will it contribute to value creation, improvements, savings and increased competitiveness in the private and/or public sector in the region?
  + How will it contribute to the region’s knowledge development?
* To what extent can the project results have transfer value for other regional institutions?

## Plan for realising the innovation

* Describe a plan for realising the innovation and how the value creation potential will be triggered, e.g. in the form of:
* A draft business plan for a new product/service or draft implementation plan for new organisation or business models, production processes, work methods or other results in the organisation(s)
* Resources and strategic alignment that the organisation(s) is dependent on to implement the plans
* The need for investments in new technology, piloting, profiling, establishment of partnerships
* Strengthening of equity
* Management of IPR
* Describe any risk factors that may have a significant impact on the realisation of the innovation:
  + implementation/industrialisation/commercialisation risks
  + organisational risks
  + financing risks
  + risks relating to the need for amendment of the statutory framework
  + other relevant risk elements
* What milestones or decision points does the plan include for realising the innovation? A Gantt diagram can be useful here.

# References

Literature references that document the scholarly/scientific content of the project. List references in the following way: Author(s), year, title of work, journal, volume and page.