

Template for the Project Description – research projects

Note that all the main points/headlines of the project description are mandatory, while the subtopics are just guidelines and might not be relevant for all projects.

Format requirements:

- The project description must be precise and to the point and written in Norwegian or English, optionally in Swedish or Danish.
- Max. 10 pages including figures, tables, references and appendix. Page format should be A4.
- Font: Calibri 11 point, single spacing, min. 2 cm margins. Font 9 can be used for the list of references and figure legends.
- The application will not be processed if the project description exceeds the limit.

General tips:

- The applications are peer reviewed by external and independent evaluation committees. It is therefore essential that the research project is described in a comprehensive and structured manner in the project description. The project description is essential for the assessment of an application.
- Avoid excessive use of technical terms and abbreviations etc.

1. Project Title

The project title must reflect the content of the project. Max. 150 characters. Do not write the project title using capital letters.

2. Introduction

The introduction should provide a brief description of the background to the project and identify the key challenges in the research field.

Give a description of:

- status of knowledge in the research field
- main challenges/knowledge gaps, both nationally and internationally
- background to the project
- expected impact and/or originality

2.1. Impact on Patient Care

The electronic application form (eSøknad) should contain a brief account of the project's benefit to patient care (short and / or long term), disease prevention or health services organization and quality. This may be elaborated further in the project description.

3. Objectives and Goals/Milestones of the Project

The project hypotheses should be clearly stated and set in relation to primary and secondary objectives. Objectives should be described in the electronic application form (eSøknad) and may also

be elaborated in the project description. The objectives should be clearly defined, tangible and verifiable.

Give a description of:

- objectives and/or hypotheses
- short and long-term goals
- expected results during the project period
- expected impact on knowledge in the research field

Specific moments for different application types:

- PhD scholarship applications: The scholar's activities in the project must be clearly described
- Career scholarship: It should be clearly stated which tasks are to be done by the researcher and which tasks are to be done by the applicant. Describe your plan for establishing your research group and how you will further develop your research environment.
- Short term scholarship applications for completion of PhD: The main points of the original project description must be attached. In addition, the need for the short term scholarship must be described in the beginning of the application.
- Personal overseas research grant: Project description, summary and activity plan must reflect that this is an application for a personal overseas research grant. Describe the stay abroad in a separate point, preferably in the beginning of the project description.

4. Feasibility

Being feasible means that the project can be implemented in the best possible way within the project period.

4.1. Study Design, Choice of Methodology and Analysis

Explain and justify the choice of methods and state how they are suited to the project's hypotheses and objectives. Alternatively, describe how the methods may be developed through the project.

Give a description of:

- necessary equipment and personnel
- choice of methods, and why this is innovative in the field
- design (clinical studies)
- statistical power where relevant (clinical studies)

4.2 Organization and Collaboration

The project description should include an overview of the project organization and collaborations.

Give a description of:

- project organization and/or placement within a research group
- expertise of the research community, infrastructure and resources necessary for implementation of the project.
- scope of external / regional / national / international collaborations

All active contributors and collaborators in the project should be registered in the electronic application form (eSøknad).

4.3 Budget

Budget must be entered in the electronic application form (eSøknad). If necessary, give details about budget and distribution of resources in the project description. The budget should provide a good overview of the financial framework necessary to accomplish the project. Doctoral and postdoctoral fellows must account for costs that are necessary to complete the project, and which are not covered by the rate.

4.4. Plan for Milestones and Dissemination

The activity plan (milestone plan) for the project should be presented in the application form (eSøknad). The project description should contain a more detailed description of the schedule and milestones.

- For PhD scholarship applications: Expected publications must be briefly described.

4.5 Plans for Implementation

Give a description of:

- how project results can be used in healthcare services
- plan for implementation of project results
- the innovation potential of the project

5. User Involvement

User involvement is mandatory for research projects in the hospital, please refer to “helseforetakslova” § 35. User involvement is an essential element of health research, and shall contribute so that the users perspective, needs and experiences are reflected in the conducted research. User involvement in health research conducted in the hospital will improve the quality, relevance and delivery of the research. Users are primarily patients and relatives. In certain cases healthcare service providers and members of the general public, can also be regarded as users in a research context.

User involvement is when users have the opportunity and access to participate in influencing, developing and changing health research. Users can participate in different phases of the research project and / or at a more general strategic level. User involvement must not be confused with obtaining data from patients and relatives who have the role of study participant

In the project description:

- Who are the users in the project
- Explain how user involvement can make the research project even better.
- Explain the extent of user involvement in the planning and the implementation of the project, and how user involvement will increase the quality and impact.
- If user involvement is considered not relevant, please give an explanation.

Researchers who are granted Helse Vest research funding, must have completed a digital course in user involvement: <https://helse-vest.no/vart-oppdrag/vare-hovudoppgaver/forsking#digital-opplaering-for-brukarmedverknad-i-helseforsking>

6. Ethical Considerations

Describe any ethical considerations associated with this research project and how you will handle these issues. If there are no ethical issues, please state this clearly.

7. References

List all relevant references that support the academic content of the project.