Templatefor 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.

# Project Title

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

# 1. Introduction

The introduction should provide a brief description of the background to the strategic initiative and identify the key challenges in the research field for the relevant initiative.

Give a description of:

* status of knowledge in the research field
* main challenges/knowledge gaps, both nationally and internationally
* background to the strategic initiative
* the initiative’s impact on the research field

## 1.1. Impact on the health services

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

# 2. Objectives and Goals/Milestones of the Project

The project research question(s)/objectives should be clearly stated and set in relation to primary and secondary objectives. The objectives must be clearly defined, tangible and verifiable. Objectives must be described in the electronic application form (eSøknad) and may also be elaborated in the project description, based on the following:

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

# 3. Feasibility

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

## 3.1. Study Design, Choice of Methodology and Analysis

Provide an explanation and justification for the choice of the specified scientific methods.

Explain how they are suited to resolving the research question(s). Alternatively,

provide a description of how suitable methods will be developed during 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)
* use of exploratory markers for patient stratification, if relevant (clinical trials)
* gender-specific analyses, if relevant

## 3.2 Risk assessment

How are risks identified and managed, e.g. through alternative strategies?

## 3.3 Organization and Collaboration

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

The initiatives must cover the entire region, and it is expected that the initiatives will include all relevant environments in the region. If this is not possible, reasons must be given in the application. Collaborative surfaces and the various environments/institutions' contribution to the initiative must be stated in the application and must be shown in the budget and list of participants. Collaboration can be elaborated in the project description, based on:

* the initiative’s organization and/or connection to a research group, incl. project management
* expertise of the research community, infrastructure and resources necessary for implementation of the project.
* scope of regional collaboration, and If relevant national and/or international collaborations

## 3.4 Budget

The budget should be entered in the 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 initiative. The budget must show how funds are to be distributed between the collaboration partners. The budget must make it clear that the initiative will allocate resources for management and coordination. Other sources of funding must also appear from the budget (own funding, other external sources, etc.)

## 3.5. 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.

## 3.6 Plans for Implementation

Provide a description of the potential for implementing and / or translating results from the

Initiative.

# 4. User involvement

Describe how users will be involved in the strategic initiative, and how user involvement can increase the quality and relevance of the initiative.

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 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.

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>

# 5. Ethical Considerations

Describe any ethical considerations associated with this strategic initiative and such these issues will be handled. If there are no ethical issues, please state this clearly.

# 6. References

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

General advice:

* The applications are peer reviewed by external and independent evaluation committees. It is therefore essential that the strategic initiative 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.