

GUIDELINES FOR FHF PROJECT DESCRIPTIONS

The R&D institution's template for project descriptions should be used. Remember the logo and ensure that the document is dated.

Points to be included in detailed project description

1. Key information
2. Background
3. Objective
4. Assessment of industry relevance and how results may be implemented/utilized
5. Project description/implementation
6. Deliverables
7. Project organization
8. IPR-relevant project background
9. Quality control
10. Risk assessment
11. Schedule/milestones
12. Budget and financing
13. Dissemination and communication
14. Attachments

Project description should not exceed 10 pages, excl. attachments

The specific points

1. Key information

- Title
- Version (date)
- Submitted by (name)
- Submitter's reference
- Reference / case number
- Start date
- End date
- Number of attachments
- Total budget

2. Background

- Issue/R&D challenge
- Current knowledge status and previous work – own organization and others (include references)

3. Objective

- Main objective
- Intermediate objectives (linked to activities/work packages)
- Objectives should be verifiable

4. Assessment of industry relevance and how results may be implemented/utilized

Describe how deliverables from the project could be implemented / utilized by the seafood industry in short and long term

5. Project implementation

Describe the project implementation, split activities in work packages, preferably linked to main or intermedia objectives and specify methods to be applied. Responsible professional/scientist for each work package to be identified.

6. Deliverables (define all deliverables, state timeline)

List all deliverables with dates, including:

- Scientific articles, reports, presentations, meetings/webinars, communications, etc.
- Minutes from reference group meetings.
Number of meetings will vary between projects but should be minimum two per year as well as concluding meeting with draft final report to be discussed.
- Status reports to FHF (every six months), use format <https://www.fhf.no/prosjekter/prosjektdokumenter/?kategori=english>
- Final report in line with FHF's Guidelines for final reporting
Summary in both English and Norwegian is mandatory, to be included in final report <https://www.fhf.no/prosjekter/prosjektdokumenter/?kategori=english>
- Administrative report in line with FHF's Guidelines for final reporting <https://www.fhf.no/prosjekter/prosjektdokumenter/?kategori=english>

7. Project organization

Description of relevant competence:

- Responsible organization (grant recipient) and cooperating partners
- Project leader (CV to be included)
- Project group

8. IPR relevant project background

- To be included if relevant
- To be "declared" as partners' property

9. Quality control

- Describe which form of quality control has been / shall be conducted, the application as well as implementation of the project, and by whom.

10. Risk assessment

- Describe potential risk regarding execution of the project, e.g. approval of testing on animals, trial fisheries, delays, lack of access to data, non-achievement of project objectives, insufficient communication of results etc.

11. Schedule/milestones (table format, Gantt-chart)

- Project start
- Schedule – part activities, deadlines for reporting and other milestones
- Reference group meetings

12. Budget and financing

- Budget should contain outline of cost per year for each project participant (R&D institution, company, etc.) broken down into hours, travel costs and other costs (to be specified)
- Budget should also be specified on each WP/sub-activity with similar specifications as stated above.
- Financing plan should provide information on each financing party, broken down into grants (cash) and work, split per year.
- Include main figures from financing plan in project description
- Example of a budget/financing plan
<https://www.fhf.no/prosjekter/prosjektdokumenter/?kategori=english>

13. Dissemination and communication

- Describe how results shall be communicated to the industry and other interested parties (media, arenas for communication, presentations etc.)
- State whether specific communication plan will be developed
- Make sure sufficient resources are allocated to results dissemination

14. Attachments

- Project leader CV
- When more partners in the project, signed letter of intent shall be included