Project summary

**Program:** Alle

**Målgruppe:** Forskningsrådgivere

**Formål:** Dokumentet er ment å gi en veiledning for, og samle inn relevant informasjon, til oppstartsmøte med prosjektleder, forskerstøtte og ledelse.

**Eier:**  JUS/ Per Jørgen Ystehede [p.j.ystehede@jus.uio.no](mailto:p.j.ystehede@jus.uio.no)

**Historikk:**

**Version:** 1.0 **Dato:** 01. juli 2021

**Endringslogg:**

|  |  |  |
| --- | --- | --- |
| **Dato** | **Side** | **Beskrivelse** |
| 01/07/2021 |  | Dokumentet er gjennomgått av UiOs ekspertgruppe for Forskningsrådet |
|  |  |  |

***Project summary***

**Project leader**: name  
**Researchers (s**): (indicate any new hires)  
**Duration**: Year and No of months  
**Targeted to a specific call**?:  
**Funder/call:** (include link if possible)  
**Application deadline:** date  
**Total sum:** nok.

|  |
| --- |
| **Project summary (**the essence of the project as you would present it to a funder**):** |
| **Background/motivation (including thoughts about internal organization, where relevant):** |
| **Research question (s):** |
| **Method (s) & expected output (**articles, policy briefs, conferences, seminars etc**):** |

***The Project Development Rules and Procedures –***

***On the process of applying for external funding and project development***

All research at the University of Oslo that are funded by external sources (R&D funding agencies and customers) needs to be approved by the Head of the Department and be subject to the following process:

1. Submitting a project summary to the research officer and Head of Department
2. Meeting with the research administrator and creating a convincing *Project development plan* that is worthwhile administrative and other costs. *Project Development plan* refers to the parallel and interconnected processes of, on the one hand, setting a timeline for working with the project application, and on the other, detailing the elements and actors involved in ensuring that the final application is state of the art.
3. Only when the *Project summary* and *Project Development* *Plan* has been approved by the Head of the Department, the researcher(s) may start the application process
4. The signing of the final *TDI budget* - minimum 10 working days prior to application deadline

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Please note that the *Project Development Plan* as with the *TDI budget* are considered binding agreements.

If the researchers do not uphold the agreed upon timeline in the *Project Development Plan*, the application process can be terminated by the Head of the Department.

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