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| **This fiche is to enhance the support the Faculty can provide those who seek external *funding.******The earlier the Faculty is informed about the following points, the easier it will be to allocate resources, and to provide the proper research administrative support for the applicant.*** |

***Project fiche***

**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.

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| **Project summary (**the essence of the project as you would present it to a funder**):**.  |
| **Background/motivation:**  |
| **Research question (s):**  |
| **Method (s) & expected output (**articles, policy briefs, conferences, seminars etc.**):**  |
| **Impact (**change, influence or benefit that may occur outside academia from your research proposal**):**   |

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

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

All research or research applications at the University of Oslo 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 complete project fiche 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 fiche* and *Project Development* *Plan* has been approved, the researcher(s) may continue 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.

This means that 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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