**Program for ideutvikling ved HVL: proposal template**

***0.Applicant guide (this part can be deleted when you submit your proposal)*** *All information included in your proposal will be processed confidentially and in accordance with Norwegian law. It is nevertheless a goal to showcase and profile all projects that are selected for funding under this programme, both internally at HVL and externally. We therefore kindly ask that you formulate both your project title and the project summary in a way that makes it possible to publish these at the websites of HVL.*

*The proposal template shall not exceed 5 pages in total, including any references and possible attachments that you would like to include. When filling out the template, you must use letter size Arial 11. For references and illustration tables, you may use letter size Arial 9. The italics text in the boxes below are meant as guidance, and can be deleted when you are filling out the template.*

 *All applications must be submitted to* *innovasjonafii@hvl.no* *, with Terje Gravdal (**Terje.gravdal@hvl.no* *) in copy. Please mark the subject field of your e-mail with “Søknad til Program for idéutvikling ved HVL”. The final deadline to apply is April 4 at 23.00 Norwegian time.*

**Applicant:**

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| **Name:** |  |
| **Title:** |  |
| **Department:** |  |
| **Phone number:** |  |
| **E-mail address:** |  |

**Other participants:**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Department/organisation/company:** | **Project role:** |
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| **Project title** |
| *Provide a short, descriptive title for your project* |

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| **Project summary (maximum 200 words)** |
| *Write a short summary of the main objective of your project, the challenge that is to be solved, the main user groups and the plan for how to utilise the project results after the project is ended. Remember to not include any confidential information under this point. This is particularly important if you are planning to file for a patent at a later stage. The project summary will be published if the project is selected for funding.*  |

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| 1. **Challenge and proposed solution**
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| *Describe the main goal of your project. What kind of challenge is the project targeting, and how can your idea contribute to solve this challenge? How innovative and ambitious is your idea compared to existing solutions, and how solid is the research that is the foundation of your idea? What needs to be clarified during the project period, and why is this particular call important so that you may continue to develop your idea?* |

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| 1. **Benefits to society, added value and sustainability:**
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| *Describe the benefits to society and any potential value creation of your idea. What kind of innovation are we talking about (for instance, new or improved services, product, processes or the like? Innovation in the public sector or in business? Does it have a commercial potential? How can your idea contribute positively to society? Could it contribute towards the UN Sustainability Goals?* |

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| 1. **Progress plan**
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| *Describe specific targets and milestones for your project, and how the project is to be carried out during the project period. If relevant, please describe any ethical, societal and/or environmental aspects that needs to be addressed during the project.*  |

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| 1. **Project group and infrastructure**
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| *Describe the cometence and composition of the project group, and why it is important to include these persons and/or organisations in the project. Also, please describe the access to and use of any infrastructure that is to be used in the project, if relevant.* |

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| 1. **Budget**
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| *Complete and summarise your budget in the table below. All numbers must be shown in 1000 NOK. All scientific employees must complete the budget together with a project economist (please contact Frederik Degrave,* *Frederik.degrave@hvl.no* *). Students must complete the budget together with HVL Skape.*

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| --- | --- |
| Cost category: | Cost (1000 NOK) |
| Salary and indirect costs |  |
| External consultancy costs |  |
| Equipment and materials |  |
| Renting of office space (externally): |  |
| Other operating costs (please describe): |  |
| TOTAL |  |
| Financed by the verification programme: |  |
| In-kind contribution (if relevant): |  |

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| 1. **Exploitation plan:**
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| *Describe the specific results and deliverables that will be developed during your project, and describe how you plan to continue to develop and exploit these results after the project has ended. For instance:** *Are you planning to apply for external funding for your idea?*
* *Is commercialisation relevant, and if yes, are you planning to submit a Disclosure of Invention(DOFI)-?*
* *Can the project be a basis for a STUD-ENT proposal?*
* *Are there you planning to develop your idea in other ways?*
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| 1. **Aspects regarding the right to project results**
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| *Please describe how your idea is based on your research or studies at HVL, who has been involved in the development of your idea, and if relevant, which results are the foundations for your idea. For instance:** *Is your idea building on existing solutions, project collaboration and/or tools, and are these developed together with others?*
* *Do you know if there are any patents, publications or other types of documents that your idea is founded on, or that is similar to your idea?*
* *Do you think there might be other persons or organisations that may have any rights to your idea?*
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***CONFIRMATION*** *(depending on if you are a scientific employee or a student, you can delete the option that is not relevant to you):*

***For scientific employees*:**

[ ]  I confirm that I have informed my nearest leader and the faculty[[1]](#footnote-1) about my idea, and that both the faculty and my leader has approved this proposal.

☐ I confirm that my idea is based on my research at HVL.

**For students:** Students that are applying, must have [registered the proposal at HVL Skape](https://hvlskape.no/) before the proposal is submitted.

[ ]  I hereby confirm that I have registered my proposal at HVL Skape.

☐ I confirm that my idea is based on my studies at HVL.

Students that are applying, must have an academic mentor employed at HVL for the implementation of the project:

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| --- | --- |
| **Name:** |  |
| **Title:** |  |
| **Department:** |  |
| **Phone number:** |  |
| **E-mail address:** |  |

1. Vice-Dean for Research at FLKI and FØS, Vice-Dean for Regional Development at FHS and FIN [↑](#footnote-ref-1)