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# Project/Idea Proposal to BeFo

### Instructions: Follow the instructions on the website ”Forskning/Utlysningar och återrapportering av avslutade projekt/*Hur söka medel inom ordinarie utlysningar*” (in *Swedish).* Please contact BeFo if you need more information.

### Introduction:

### The aspects of social, economic and environmental sustainability including safety and working environment is pervasive and of paramount importance for the industry and community development. They are seen not primarily as own research fields but as aspects that are of high relevance for BeFo’s eight research areas. These aspects must always be analyzed, considered, illustrated or otherwise processed for each research project. The aim is to give greater weight to a holistic approach and sustainability. *See further: BeFo FUI-program (In Swedish).*In the application form, please consider the aspects named above mainly in section "3. Purpose" (A-D) and in "4A. How will the work be carried out?"The expected result, as seen from the perspective of sustainability, should also be highlighted in the research application, in the section "3. E".

### If the competence of relevant sustainability issues for the research is lacking, one should inform oneself how the research project can get these issues in the application, within the project implementation and within the project’s result.

### **New procedures for granting and financing project applications**From December 2018, new procedures will be applied at those who contribute funds to BeFo. As a consequence, BeFo cannot guarantee that the project receives the funding sought. With the new procedures it will take longer time than before for a decision to approve and finance the project. It is a new situation for both BeFo and our financier. BeFo can’t estimate how long this process will be, hopefully it will be decided on by April 2019. In coming years, it may be necessary to adjust the intervals for call for project proposals so that they match the decision-makers' finances better, to avoid great time gap.

# Application form

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| Application number: | (Entered by BeFo) |
| Date: | Click the arrow to indicate the date |
| Name of applicant (several names can be entered): | Enter name |
| Company/Organisation: | Enter name of company/organisation |
| Postal address:  | Enter postal address |
| E-mail address: | Enter e-mail address |
| Tel. nr: | Enter telephone number |

This application concerns: (please tick the appropriate box):

[ ]  Project proposal (complete all sections in the application)
[ ]  Project idea proposal (complete sections 2, 3, 4 and 7. Provide general information in
 sections 5, 6, 8 and 9)

Topics: (Entered by BeFo)

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| Project title (in English and Swedish) |
| Write project title |

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| 1. Summary in English and Swedish (no longer than ½ page size A4 for each language) |
| Write a summary in English and Swedish |

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| 2. Background (no longer than 1½ page size A4) |
| Describe the problem/issue to be solved: short introduction, history of the problem and current prodedure |
| Short introduction, history of the problem and explain current procedure |

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| 3. Purpose (See instructions, p.1) |
| 3A. Framework, goals and objectives of the project. What is to be learned, discovered, developed? What could limit the project's framework? |
| State the framework, goals and objectives of the project  |

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| 3B. Describe the connection to BeFo’s overall objectives and the eight programme areas (see at befoonline.org/Forskning: [BeFo FUI-program 2017-2020](http://www.befoonline.org/MediaBinaryLoader.axd?MediaArchive_FileID=700d5f49-0b0a-46f0-b72f-8621b5ba2385&MediaArchive_ForceDownload=false)\*. Research area regarding sealing measures using grouting, see specifically designed program: [BeFos injekteringsprogram (Grouting Programme) 2012-2022](http://www.befoonline.org/MediaBinaryLoader.axd?MediaArchive_FileID=7aa1eb22-5463-4899-8e05-ee94b42712d1&MediaArchive_ForceDownload=false), \*). \*In Swedish |
| Describe the connection to BeFos overall objectives, programme areas and focus |
| 3C. What are the expected benefits of the results? How are the financial benefits calculated? |
| State the expected benefits of the result |

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| 3D. Who is expected to gain tangible benefit from the results, and what is required to realise this benefit? |
| State who is expected to gain tangible benefits from the results |

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| 3E. State the expected project results in terms of sustainability. |
| State the expected project results in terms of sustainability. |
| 4. Implementation |
| 4A. How will the work be carried out? (See instructions, p.1) |
| Describe how the work will be carried out |

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| 4B. What method(s) will be used in the project? |
| State the methods to be used in the investigation |

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| 4C. Describe the activities and stages in the project. |
| Describe the stages and activities in the project |

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| 5. Timetable  |
| 5A. State the start and finishing dates and the various stages of the project (estimate the number of hours and calendar period for each stage). For doctoral work, state percentage of a full time the research will be carried out in relation to other tasks at the institution, so that cost calculations are clarified and comparable to other university projects. |
| State the timetable |

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| 6. Organisation  |
| 6A. Name and organizational affiliation of the working group: managers, other participants in the working group and their functions within the project. |
| State name and organizational affiliation of project manager and others included in the working group. |

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| 6B. The applicant's proposal for a reference group: List candidates who have accepted to participate. If the candidate has not yet confirmed participation, enter the name in brackets.  |
| State proposed reference group |

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| 6C. Name possible business expertise/skills to contribute to the implementation of the project results to the industry. |
| Possible business skills to contribute to the implementation of results to the industry |

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| 6D. Plan for reference group meetings. Reference group meetings should be held at least twice a year, and minutes should be recorded at each meeting. |
| Proposed plan for reference group meetings |

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| 7. Report and documentation  |
| 7A. Specify target groups that should receive information about the results of the project. |
| Specify target groups |

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| 7B. How will the project results be presented, demonstrated and disseminated, in addition to the BeFo report and a ‘brief version’ (in the form of PowerPoint slides) submitted to BeFo? |
| State how the project results will be disseminated |

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| 7C. Suggest (if relevant) how the project results could be implemented in the industry.  |
| State how the project results could be implemented in the industry |

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| 8. Costs  |
| State the project budget:* Breakdown according to the various stages in terms of time
* Breakdown according to type of cost, salaries of employees, equipment and materials, travel & external services
* Specify the total cost divided into project stages. Costs for each stage should be divided into researchers salary (time x salary) and expenses. Costs of significant size, such as larger field and lab operations should be specified
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| State the project budget |

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| 9. Funding  |
| * State the total cost of the project and the respective proportion paid by each financier (multiple financiers are not required but desirable)
* Show the proportion of the amount that is to be funded by BeFo for each year of the project period
* Own investment / payment in kind of at least 10 % should be stated clearly and be included in the total cost of the project (in terms of time, materials, equipment or cash).
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| State the total cost of the project, Own investment / payment in kind of at least 10 % and how it will be funded |

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**Supplementary information**Any supplementary information may be provided in the field below.

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| Supplementary information  |