# Project Application

Use this template for project applications when applying for funding from the Rock Engineering Research Foundation, BeFo. All sections must be completed.

|  |  |
| --- | --- |
| Information | |
| **Project name** |  |
| **The project application relates to the following research areas in BeFo’s research programme**  State at least one and a maximum of three research areas. | 1.  2.  3. |
| **Organisation (main applicant)** |  |
| **Organisation number (main applicant)** |  |
| **Signatory and order manager for the main applicant** |  |
| **Contact person at main applicant organisation** |  |
| **Address of contact person** |  |
| **Email of contact person** |  |
| **Phone number of contact person** |  |
| **Other project funding for this project**  If you have applied for project funding from other funding organisations, state their names. If you were awarded the funding, please indicate so. | 1.  2.  3.  4.  5. |

Date and city: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Applicant’s comments

*Applicants can provide additional viewpoints, information and relevant comments related to the application. If this application relates to a previous application for a project or an idea, submit answers or explanations for any review comments that you received.*

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# 1 Summary, background, purpose and goals

## 1.1 Project description(max. 400 words)

*Write a summary of the project in Swedish and in English (max. 400 words for each language).*

## 1.2 Planned timetable

*Briefly describe the project’s timetable. The project start date should be no earlier than 7 months after BeFo processes your application. Please also fill in the requested information in the table below.*

|  |  |
| --- | --- |
| Timetable | |
| Project start date  (year-month-day) |  |
| Dates of any partial deliveries | 1.  2.  3. |
| Delivery of final report |  |
| Project completion |  |

## 1.3 Background (max. two A4 pages, including any tables and figures)

*Briefly describe the background of your project, relate it to any feasibility studies carried out, and describe the state of the art.*

## 1.4 Purpose (max. 200 words)

*Briefly describe the project’s purpose.*

## 1.5 Goals

*Formulate SMART project goals. SMART goals are Specific, Measurable, Achievable, Realistic, and Time- and Cost-Bound goals that keep your project on track and make it easier to communicate.*

## 1.6 Methods and models

*Briefly describe which tools, methods and any models you intend to use in the project.*

## 1.7 Project implementation

*Briefly describe how you plan to carry out the work. Clearly link the description to milestones, timetables and all project-related activities.*

## 1.8 Links to other projects

*Briefly describe how the project relates to other projects and activities, both completed and ongoing. Relevant references must be clearly stated, as well as funding received, publications, and any intellectual property rights.*

# 2. Expected value of results

*Briefly describe what value the project’s results are expected to create for different stakeholders, and summarize the expected results. Specifically describe the different stakeholders, relevant sustainability aspects, and short-term and long-term added value.*

## 2.1 Intellectual property rights

*Research funded by BeFo must be published under open access. If the project or funders have intellectual property requirements that differ from BeFo’s as stated in its general terms and conditions, please indicate this.*

# 3. Project scope and boundaries

*Briefly describe the scope and boundaries of the project and how they affect the budget, timetable and skills requirements, for example.*

*It is important that the project scope and boundaries are in accordance with BeFo’s general terms and conditions and BeFo's instructions for project applications.*

# 4 Reporting and payment plan

*The main applicant is normally solely responsible for reporting, and is the only person who can requisition and invoice BeFo for funds. Briefly describe how the main applicant intends to report on the project and to requisition/invoice BeFo.*

*It is important that project reporting and payment plans are in accordance with BeFo’s general terms and conditions and BeFo's instructions for project applications.*

# 5 Project schedule

*In bullet list form, state the start date, end date and times of project steps (calendar period).*

*It is important that the project schedule is in accordance with BeFo’s general terms and conditions and BeFo's instructions for project applications.*

## 5.1 Milestones

*List milestones including criteria and dates.*

# 6 Budget

*Describe the project budget in detail by type of cost, funding, party, and activity/stage in the tables below.*

*If the project has several funders, you must clearly state their names and the funding amounts.*

*It is important that total project costs and costs for individual parties as well as funding (including in-kind) are in accordance with BeFo’s general terms and conditions and BeFo's instructions for project applications.*

## 6.1. Breakdown of total project costs

*Fill in the table with a cost breakdown for all project costs.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Type of cost, in thousands SEK | Year 1 (TSEK) | Year 2 (TSEK) | Year 3 (TSEK) | Year 4 (TSEK) | Year 5 (TSEK) | Year 6 (TSEK) | Total |
| 1a | Staff expenses |  |  |  |  |  |  |  |
| 1b | Number of **hours** |  |  |  |  |  |  |  |
| 2 | Equipment, land and buildings |  |  |  |  |  |  |  |
| 3 | Consulting costs |  |  |  |  |  |  |  |
| 4 | Licenses, etc. |  |  |  |  |  |  |  |
| 5 | Other direct costs, incl. travel |  |  |  |  |  |  |  |
| 6 | Indirect costs |  |  |  |  |  |  |  |
|  | Total costs (do not include hours in the total) |  |  |  |  |  |  |  |

## 6.2 Breakdown of total project funding

*Fill in the table below with a funding breakdown for the entire project. The information should include self-funding as well as in-kind costs for all organisations.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Funding (BeFo and other funding organisations *including their organisation number*) | Funding sought (s), accepted (a) or conditional (c). If conditional, state the conditions. | Year 1 (TSEK) | Year 2 (TSEK) | Year 3 (TSEK) | Year 4 (TSEK) | Year 5 (TSEK) | Year 6 (TSEK) | Total |
| BeFo |  |  |  |  |  |  |  |  |
| Org. 1. |  |  |  |  |  |  |  |  |
| Org. 2 |  |  |  |  |  |  |  |  |
| Org. 3 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Total funding |  |  |  |  |  |  |  |  |

## 6.3 Project parties

*Fill in the table below with funding details for the entire project. Use one table for each project party.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Project party (name and organisation number) | | | | | | | |
|  | **Type of cost, in thousands SEK** | | **Year 1 (TSEK)** | **Year 2 (TSEK)** | **Year 3 (TSEK)** | **Year 4 (TSEK)** | **Year 5 (TSEK)** | **Year 6 (TSEK)** | **Total** |
| 1a | Staff expenses | |  |  |  |  |  |  |  |
| 1b | Number of **hours** | |  |  |  |  |  |  |  |
| 2 | Equipment, land and buildings | |  |  |  |  |  |  |  |
| 3 | Consultants | |  |  |  |  |  |  |  |
| 4 | Licenses, etc. | |  |  |  |  |  |  |  |
| 5 | Other direct costs, incl. travel | |  |  |  |  |  |  |  |
| 6 | Indirect costs | |  |  |  |  |  |  |  |
|  | Total costs (do not include hours in the total) | |  |  |  |  |  |  |  |

## 6.4 Total project budget and hours per work package activity/step

*Fill in the table below with details for the entire project’s costs, divided into the activities or stages that relate to project milestones.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work package activity/step** | **Time/date** | **Description** | **Budget by work package activity/step (thousands SEK)** | **Hours** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total |  |  |  |  |

# 7 Organisation and parties

*It is important that the proposed project organisation and parties are in accordance with BeFo’s general terms and conditions and BeFo's instructions for project applications.*

## 7.1 Project working group

*List the name, organisational affiliation and contact information of everyone in the working group. You must state the name of the main applicant’s project manager, the other participants in the working group, and their roles and responsibilities in the project. The CV of the main applicant and each working group member should be attached as an appendix to the application.*

*If the names of other working group members are stated here, they must have confirmed their participation in the project.*

## 7.2 Proposed reference group and other groups the project intends to interact with

*BeFo requires a reference group in all projects.*

*List the name, organisational affiliation and contact information of the people the applicant wishes to be a reference group member. The reference group is expected to meet at least twice a year. It should assess the deliverables to BeFo and serve as scientific support to the project during and after the project, in topics related to science, technology, implementation and dissemination.*

*Optionally, indicate other groups and their function (such as steering committee or advisory group).*

*If the names of other working group members are stated here, they must have confirmed their participation in the project.*

# 8 Gender equality, equity and diversity considerations

## 8.1 State the gender distribution in the project organisation

*State the gender distribution in percent within the different groups. The project should strive for a 60:40 gender balance, or have a plan for how to achieve this during the project period.*

## 8.2 Describe the sex and gender perspective where relevant

*Consideration should be given to both women’s and men’s needs and experience in problem formulation and development of new solutions and a gender perspective in the project’s implementation.*

# 9 Risk management

*BeFo applies active risk management in its projects.*

*It is important for applicants to document all relevant risks for a project. Risks must be updated continuously during the project implementation, and risk management must be in accordance with BeFo’s general terms and conditions.*

*Examples of typical risk categories in research and innovation projects:*

* *Risks related to budget or schedule – uncertainties about the schedule, parts of the funding are not secured.*
* *Risks related to expertise – key people from the project team leave the project, new staff cannot be recruited or lack sufficient expertise.*
* *Risks related to the research process – there is a lack of data or other data, the method is unclear or not clearly described.*
* *Risks related to research uptake and stakeholders – potential users or beneficiaries of the results are not involved in the project, the handover or uptake plan is unavailable or unclear.*
* *Contractual risks – it is unclear how any conflicts between the project parties are regulated, especially with regard to potential intellectual property rights.*
* *Research infrastructure risks – the project group does not have access to the physical infrastructure where the project will be carried out or lacks other conditions for the project to be carried out according to the project plan.*

*Describe the project’s risks and risk management in the table below.*

*Probability (P) and impact (I) must be stated as a numerical range between 1 and 5, with 1 indicating low probability or impact.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Risk event | Probability | Impact | Total | Proposed measures to reduce risk and mitigate impact | Responsible | Completed by |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

# 10 Communication

## 10.1 Project visibility

*Briefly describe how the project results will be disseminated, demonstrated and shared in addition to the BeFo report, summary version (summary PowerPoint images of the report) and seminar that constitute the main deliverable to BeFo.*

*Note whether the project requires support for giving visibility to the project results during and after implementation and, if so, make suggestions for the appropriate support organisation.*

## 10.2 Communication plan

*Describe which information should be communicated, as well as how, when and how often.*

# 11 Handover

## 11.1 Handover plan

*Briefly describe who the intended beneficiaries are. If relevant, suggest how the project’s research results can be implemented in industry.*

*Note whether the project requires support for giving visibility to the project results during and after implementation and, if so, make suggestions for the appropriate support organisation.*

## 11.2 Real-world impact

*Describe the procedure for ensuring real-world impact of the project results to beneficiaries.*

# 12 Other information

*Please provide any additional information to clarify your application.*

# 13 References