# Project Description Template

## Instructions for Project Description

Use this template to write your project description. Remove all instructions in blue text including this cover sheet before uploading the project description. Only the headings, tables, and black body texts, should remain. Our headings may not be changed, but it is fine to add your own subheadings.

The application can be written in Swedish or English and may not exceed 10 A4 pages. Use Times New Roman 12 points and do not change the margins, line spacing or other means to add more text.

Project descriptions that deviate from the specified format will not be evaluated.

Be clear in your description of the project. Strive to provide precise and substantive answers to our questions. We expect solid analyses of the project's benefits, uniqueness and potential to form the basis of the application. Feel free to use illustrations, tables, etc. if it can facilitate the presentation.

We look forward to receiving your application!

# Project Title

Project title here

# The Project

**1.1 Background**

Describe the background to the project. It needs to contain a situation description explaining the knowledge, analysis of the surrounding world on which the project idea is based. It needs also to clarify both the state-of-the-art and the market of for the solution.

**1.2 Project Type**

Specify whether the proposal is a feasibility study or a research and innovation project.

Feasibility study

Research and innovation project

## 1.3 Orientation

Describe which 6G-related orientation the project primarily applies to. It must correspond to what you entered as Orientation in the online form. State whether the project also touches on other 6G-related directions and describe them.

## 1.4 The Project Idea and Solution

Briefly and clearly describe the project idea, problem formulation, needs and proposed solution.

## 1.5 Goals and Deliverables

Describe what should be in place when the project for which you are seeking funding for is finished and what progress in technical maturity and validation will have been achieved. Which business conditions have been validated?

Describe how you determine that the project is successful. What, possibly, remains to be done or developed?

This project starts at TRL level \_\_\_ and is intended to end at TRL level \_\_\_. (The sentence in black should be filled in and remain in the document.) Please motivate why these TRL levels are adequate.

# The Project's Potential

## 2.1 Benefits and Value

Describe the project's:

* Potential to contribute to the overall objectives of the call.
* Potential to strengthen collaboration on innovation with actors in the US, Canada, the UK, Japan, South Korea, Singapore or in the EU.
* Quality and relevance based on the selected focus area.
* Technology level related to the international research front.
* Potential to disseminate or use the results.
* Opportunity to contribute positively to gender equality.
* Opportunity to contribute positively to the climate, with a particular focus on energy and resource efficiency.

## 2.2 Uniqueness and Advantages

Describe the "state of the art", which are the best competing alternatives. Give a factual account of your solution's strengths, weaknesses, advantages, and disadvantages.

# Project Actors

## 3.1 Project Participants and Other Actors and Stakeholders

Describe:

* How well the consortium is anchored internationally with strategically important actors within academia and industry.
* How well the consortium is anchored in Swedish academia and industry.
* Competence of the actors, ability to carry out the project and opportunities to achieve the project goals based on the composition and competence of the project group.
* The project partners' ability to spread, utilize, and further develop the knowledge that the project provides, both within their own organizations and outside the consortium.
* To what extent the project group has access to relevant competence in sustainability.
* How well composed the project team is in terms of gender distribution.
* How well power and influence are distributed evenly between women and men in the project team.
  + Percentage distribution between women and men regarding the:
    - Number of people working in the project.
    - Expected distribution of work in terms of time.
    - People in decision-making positions in the project.

If the team does not have an even gender distribution (40/60 per cent), describe how the project will work to achieve a more equal gender distribution during the project.

## 3.2 Project Team

Describe the participants in the project team and highlight key people. Please note that it must be clear that all necessary skills are available for the project. **Enter key people with (K).** Participation in the project must be stated for all participants. Do not forget to attach CVs according to the CV template for all key personnel.

|  |  |  |  |
| --- | --- | --- | --- |
| **Person and organisation** | **Area of competence and role in the project** | **Sex** | **Participation in the project (hours)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Implementation of the Project

## 4.1 Overall Implementation Plan

Describe:

* The realism of the project plan in relation to set objective, methods, activities, and budget.
* The participation and relevance of the specified project participants in the various work packages and activities of the project.
* How well the project structure contributes to the utilization and dissemination of the results, both within the own organizations and outside the consortium.
* How well risks are described and managed in the implementation of the project.
* How well aspects relating to gender equality have been integrated into the project plan.
* How well aspects relating to climate have been integrated into the project plan.

## 4.2 Work Packages of the Project

Describe the different work packages of the project. Specify scope of planned work effort per project party in time, it can be done in full-time equivalents on an annual basis, person-months, or number of hours, as well as in cost.

|  |  |  |  |
| --- | --- | --- | --- |
| **Work packages (WP) and participating parties** | **Description of activity and expected results** | **Work effort / cost** | **Period** |
| WP 1 (title) *Part A, B* |  |  |  |
| WP 2 (title) Part C |  |  |  |
| WP x (Add the number of work packages needed.) |  |  |  |
|  |  |  |  |

## 4.3 Costs

To the extent that it is not clear from the work package costs above and the budget that you report in the online form in Vinnova’s e-services, give the reader an understanding of the project's costs and what they consist of.

## 4.4 Financing

Describe how each party solves its part of the project's financing. Also describe the financial situation and financing plan for any project partners who do not have a long-term stable financial situation (e.g. startups).

## 4.5 Ownership and Access to Results

Briefly describe how the ownership and access to the project results is intended to look like and be managed.

## 4.6 Risk Analysis

Complete the table with potential risks. What do you perceive as difficult and risky, both with regards project implementation and the project's effects?

Describe the risks (in words), the probability that the risks will occur (a number 1–5, 1=very low probability), the consequences if the risks occur (a number 1–5, 1=very small negative consequence) and explain how the risks must be handled.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Probability** | **Consequence** | **Mitigation** |
| Risk 1 |  |  |  |
| Risk 2 |  |  |  |
| Risk x |  |  |  |