Guidelines for how to complete the application form

These guidelines supplement the calls for [Qualification Project](#) and [Proof-of-Concept Project](#). It provides **specification** of the information given in the **calls for proposals** and in the **guidelines in the project application form** (i.e. what is shown under the '?' icons in the form). These guidelines use the same structure as the project application form, but only with separate points where specification is necessary.

Contents

1. Project partners

Project Owner

Start-ups should select 'Yes' to the question '*Is the Project Owner of this project an undertaking (cf. the State Aid Rules)?*' Research organisations and TTOs should select 'No'.

Collaborating partners and R&D suppliers Please note that the **role of R&D provider must not be used** for this application type. Any project partners must be registered as 'Both research-performing and financing'.

Collaborating partners are not required to be involved in the project unless the Project Owner shares the rights and risks associated with the project results with other actors that meet the criteria under 'Who is eligible to apply?'.

Examples of projects that must have collaborating partners:
- If the Project Owner is a Technology transfer office (TTO), the research organisation that owns the intellectual property rights must participate as a collaborating partner.
- If the Project Owner is a research organisation and shares the rights to project results with other research organisations, the other research organisations must be collaborating partners.
- If the Project Owner is a start-up and shares the rights to project results with a research organisation/TTO, the research organisation/TTO must be a collaborating partner.
- If the Project Owner is a start-up and shares the rights to project results with another start-up, the other start-up must be a collaborating partner.
- If the Project Owner is a TTO/research organisation, they may not have a start-up as a collaborating partner.

Please note that start-ups may only be collaborating partners if the Project Owner is a start-up. In such cases, both start-ups must meet the [criteria set out in Article 22 of the EU Commission's General Block Exemption Regulation](link).

Any other actors that supply counselling, development or research to the project are considered a **sub-contractor**. A sub-contractor only has a commitment to the Project Owner or to a collaborating partner to assist in carrying out specific and delimited tasks in the project.

2. Project information

Primary and secondary objectives of the project
- **Primary objective:** You must describe specifically what will be achieved in the course of the project period in order to trigger the next phase of the commercialisation process.
- **Secondary objectives:** This should reflect the most important milestones in the project (cf. point 3 of the project description).

Project summary:
The project summary must contain a brief description of:

- the business idea
- the team
- the status

Outcomes and impact

Based on what you have written in point 2 of the project description, provide a brief summary of the short-term effects and long-term impact you expect the project to generate, for example as regards:

- commercial areas of application
- market potential
- important societal challenges that the project may potentially contribute to solving

3. Funding scheme

Supplementary information from applicant

Please note that you must enter additional information in the text field if you select 'Yes' to the question: '*Is the application related to other applications or ongoing projects receiving funding from the Research Council or another public funding scheme?*' You must make reference to both projects that have been granted funding and rejected projects using the name of the funding scheme, project number and project title.

4. Progress plan

Project period

The project period is the period during which the Research Council contributes funding. This means that costs incurred before or after the project period cannot be charged to the project.

Main activities and milestones in the project period

The purpose of a Qualification Project and Proof-of-Concept Project is to clarify risks related to technology and the commercial use of research results, and any uncertainties that, if not resolved, may prevent the project from progressing in the commercialisation process. The project plan must therefore comprise a well-considered balance between commercial and technological milestones and activities. Use this section to list measurable milestones with pertaining activities that are necessary to implement in order to achieve the respective milestones. For each milestone, you must clearly state why it is important and what will be achieved/deliveries.

Dissemination of project results planIt is not necessary to draw up a dissemination plan for Qualification and Proof-of-Concept Projects.

5. Budget

The budget must reflect the actual funding and actual costs during the project period. Remember to take into account price increase of e.g. salaries, rental costs, utilities and equipment purchases.

Please note that VAT is not deemed an actual project cost if the company is subject to VAT, and therefore must not be included in the budget.

Costs per project partner per year

In this section, you must only include costs incurred by the Project Owner and any collaborating partners distributed over each year of the project period.

Cost code

How costs will be distributed over the project period is shown in the cost plan. The Project Owner's and partners' total costs that are necessary to the implementation of the project should be specified here. This means that for collaborating partners, costs must be budgeted under the same items as those used by the Project Owner, i.e. the costs must be budgeted under the items payroll and indirect expenses, equipment and other operating expenses.

Payroll and indirect expenses

Costs associated with the personnel participating in the project in the Project Owner's and partners' organisations should be entered here. Project personnel must base the calculation of payroll and indirect expenses in the project on individual hourly rates. The costs to be covered by the Research Council must be specified in the specification field including the name of the position, percentage of a full-time position and total amount. Hourly rates may not exceed NOK 1,100 for TTOs and start-ups.

Please note that for smaller-scale procurements of equipment (of less than NOK 100,000) that can also be used outside the project, depreciation costs are included in indirect expenses and must not be entered under 'Equipment' in the budget.

- For project personnel from **TTOs** and **start-ups**, payroll and indirect expenses must be based on the hourly rates that apply to the business sector. For more information, see Calculating payroll and indirect expenses for companies, the public sector and other entities.
- The Project Owner's or collaborating partners' project employees that are **research institutes** must use the hourly rates reported to the Research Council. For more information, see Calculating payroll and indirect expenses for research institutes.
- Project employees from **the university and university college sector** must use the TDI model. For more information, see Calculating payroll and indirect expenses for the university and university college sector.

Procurement of R&D services

Do not enter any expenses here. The role of R&D provider is not allowed for this application type.

Equipment

In this section, you should enter rental costs related to equipment, research infrastructure or laboratories, and you can also enter costs for procurement of computer equipment that will not be used for general administrative tasks.

Equipment that is rented or purchased must be necessary to carry out the project. See What to enter in the project budget for guidance on how to calculate equipment costs.

Please note that equipment with a lifespan beyond the project period you have applied for must be entered with depreciation costs across the project period and not the procurement cost.

All costs entered as 'equipment' must be specified in the specification field.

Other operating expenses

Expenses that are necessary to the implementation of the project but do not belong under the cost categories above, including costs relating to the purchase of services from sub-contractors, should be entered here. You must specify important sub-contractors in the specification field under 'Cost plan', including how much of the Research Council's funding each sub-contractor will invoice the project.

The text of the call will serve as guidelines for what can be approved as necessary costs. Other operating expenses could be related to the procurement of development and advisory services, IPR costs, travel expenses etc.

All costs entered as 'Other operating expenses' must be specified in the application.

Cost centre

Here, you should specify which sectors the Project Owner and partners pertain to and thus which cost centre their respective costs belong under:

- TTOs and start-ups enter costs under 'Trade and industry'
- Approved research institutes enter costs under 'Institute sector'
- University and university colleges enter costs under 'University and university college sector'
- Other public enterprises enter costs under 'Other sectors'

Funding plan

There are no requirements for own financing in Qualification Projects and Proof-of-Concept Projects. Therefore, you only need to enter costs you are applying to the Research Council for funding to cover in the table 'Funding plan'. Any other funding (e.g. in-kind contributions) can be described in the specification field and should be clarified when the **application** is submitted.