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 descriptions of the project. Strive to provide precise and substantive answers to our questions. We expect solid analyzes 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.

Applicants to this call cannot simultaneously apply to Vinnova's call Emerging technology solutions as it addresses projects in earlier stages of development.

We look forward to receiving your application!

**Enter the project title here**

We have not applied for the Emerging Technology Solutions call for the same project.

The project contains at least one applicant party that can be described as a startup (this is not a requirement but just valuable information for the assessment process).

# The project

## Background

Describe the background and origins of the project. What previous development or other work is the project based on? Has any applicant previously received funding from Vinnova relevant to this project?

Describe which concrete problems or needs the project wants to solve and for whom. Describe it as precisely as possible, i.e. avoid general descriptions and express yourself in quantitative terms.

## Project idea and solution

Make a detailed description of the project results (the solution), i.e. what is to be developed within the framework of the project. How does the solution work and how is it intended to be used? What technologies is the solution based on? Feel free to use illustrations that, for example, explain the solution's architecture, components or various functions.

Also describe the project's starting point, i.e. where you technically stand today. What is in place before the start of the project and what is validated?

## Goals and deliverables

Describe what should be in place when the project for which you are seeking funding is finished and what progress in technical maturity and validation has been achieved. Describe the TRL level at which the project ends. 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 \_\_\_. (this line of text should be filled in, and remain in the document.) Please motivate why these TRL levels are adequate, in the case that this is not already clearly described above.

# Potential

## Benefits and value

Describe the expected effects or benefits of the solution/results. What are the biggest benefits and for whom? Try to describe the benefit quantitatively as much as you can (eg in terms of increased efficiency or quality).

## Uniqueness and advantages

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

## Potential and plan to get there

Describe the project's potential and give a brief account of the underlying analysis (e.g. market analysis). What makes the potential groundbreaking or disruptive? What gives the solution a high scalability? What does the offer and intended business model look like? How will the solution be made available? Describe a concise and clear target image, preferably in a bulleted list, of what you will have achieved in the short term and in the longer term.

Describe the project's potential to contribute positively to gender equality and the global goals in Agenda 2030.

Finally, briefly describe your plan for how you will realize the target image through your further work after the project and what the most important success factors are (for example including a go-to-market strategy). What do any additional financing needs to look like and how do you intend to solve them?

# Implementation

## Overall implementation plan

Briefly describe how you set up and will carry out the project. What does the overall schedule look like? How does any cooperation between different actors take place? What are the most important success factors for a successful implementation?

## Technical implementation

Describe the most important technical prerequisites, choices, and decisions in the project. Which environments, tools, services, and technologies are used? Account for the data that the project may use or generate. Also describe if there are any important regulatory or ethical aspects.

## The project's work package

Describe the project's different work packages (WP). 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 and participating parties** | **Description of activity and expected results** | **Time consumption per party** | **Total cost** | **Period** |
| WP 1  *Part A, B* |  |  |  |  |
| WP 2  Part C |  |  |  |  |
| WP x (Add the number of work packages needed.) |  |  |  |  |
|  |  |  |  |  |

## Costs

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

## 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).

## Ownership and access to results

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

## Risk analysis

Describe the main challenges and risks in the project. Use the table below.

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

# Actors

## Project parties

Briefly present the project's parties and their respective commitment, competence and role in the project.

## Other actors and stakeholders

Briefly describe any other actors of importance to the project. This may apply, for example, to subcontractors or other collaboration partners.

## 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 (N). 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 org .**  **Key person is marked with (N) after the name** | **Area of competence and role in the project** | **Sex** | **Participation in the ­project (hours)** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

### Equality in the project team

Describe how the project team is composed regarding gender distribution, as well as the distribution of power and influence between women and men.

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

|  |  |
| --- | --- |
| What percentage of those working in the project are women? |  |
| What percentage of the project work is expected to be performed by women? |  |
| What percentage of those who hold decision-making positions (for example supervisors, steering group) in the project are women? |  |