**TEMPLATE with instructions for project descriptions within the field of Strategic Vehicle Research and Innovation (FFI).**

The total number of pages in the project description should not exceed **15** (excluding cover page, summary, table of contents) in font size 11.

The project description constitutes the primary basis for assessing and reviewing the quality of an application.

Applicants are recommended to read our road maps and other information that can be found on the VINNOVA website, <http://www.vinnova.se/sv/ffi/>, before writing their applications. All documents referred to in this template can be found on the website.

The application, including the project description, will initially be assessed by a quality review group consisting of independent experts and government employees. The application, including the project description is then assessed by the programme council. The programme council consists of representatives of the contracting parties in the FFI-programme (VINNOVA, the Swedish Energy Agency, the Swedish Transport Administration, AB Volvo, Volvo Cars, Scania and FKG). The programme council also includes a representative from Bil Sweden who does not, however, have a vote. The programme council presents its recommendation to VINNOVA, the Swedish Energy Agency or the Swedish Transport Administration, and the authority in question then makes a decision regarding funding. If the applicant objects to the programme council being given the project description (see page 2), the government agencies only allow the programme council to see the application, excluding the programme description, as well as the quality review group assessment/recommendation. Based on this information the programme council presents its recommendation to the government agencies.

*Tips and information is written in this format. You should of course delete the tips and this page before submitting your document.*

**Application within FFI <*Programme name*>**

**<Insert the title of your project here>**

Date:

Coordinator (name, e-mail, telephone):

**Pre-Study** Yes  No

**Full application** Yes  No

The applicant consents to the programme council being given   
the complete application, including ***the project description***. Yes  No

This will be page 1 of your project description.

The coordinator is the person responsible for submitting the application and for subsequent communication and reports within the project.

# Summary

Your text here...

The summary should be no longer than half a page.

The summary should specify

* Which problem is to be solved
* What the project is expected to achieve (what utility) and who is the intended user
* Which party is the main applicant (responsible for the application)
* Which other parties are participating in the project
* The period during which the project is expected to be conducted and at what cost (total cost and public funds)

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Right-click the table of contents to find the function for updating contents and page numbers.

You have three levels of headings at your disposal (Heading 1, 2 and 3).

# Background, goals and programme relevance

Your text here...

Provide a background for the project, including the following information:

* clearly describe what/which problems or needs the project aims to address and the scope of the problems or needs, describe hypotheses/research issues. If possible, specify concrete and measurable objectives for the project (for example, x % reduction in energy consumption or reduction in fatal road accidents).
* Describe how the proposed project will contribute to one or more of the overarching FFI objectives:
  + increasing the Swedish capacity for research and innovation, thereby ensuring competitiveness and jobs in the field of vehicle industry
  + developing internationally interconnected and competitive research and innovation environments in Sweden
  + promoting the participation of small and medium-sized companies
  + promoting the participation of subcontractors
  + promoting cross-industrial cooperation
  + promoting cooperation between industry, universities and higher education institutions
  + promoting cooperation between different OEM
* Describe how the project contributes to one or more of the sub-programme objectives stated in the description of each respective sub-programme.

# State-of-the-art

Your text here...

Give a description of the current international state (“state of the art”) of the research/technology field and how the project relates to this. A list of references is placed last in the document.

If the project is a continuation of a previous project, also state

|  |
| --- |
| Project number: |
| Title: |
| Programme affiliation: |
| Decision-making agency: |
| Summary of results and conclusions: |

If not, delete this table.

## Results

Your text here...

Describe the expected result and what concrete “deliveries” the project will contribute. This may include:

* development of methodologies or models
* *skills creation*
* *development of prototypes*
* *licentiate or doctoral thesis*
* *demonstration plants or installations*
* *Production changes etc...*

Your text here...

Describe how the expected results will be utilised both within and outside of the participating companies, government agencies, universities and higher education institutions.

* How will the project results be disseminated?
* Will the project lead to new knowledge, or to existing knowledge being implemented in a new context?
* Describe if the project will be a part of a larger content or cluster or if cooperation is planned with other initiatives, programmes or projects.
* Indicate in the table below how the project results are directly intended to be used or passed on:

|  |  |
| --- | --- |
| Increase knowledge in a specific area |  |
| Be passed on to other advanced technological development projects |  |
| Be passed on to product development projects |  |
| Introduced to the market |  |
| Used in investigations, regulations, permit matters/political decisions. |  |

Select the time perspective of results from the project has:

|  |  |
| --- | --- |
| Short term (challenging project, possible introduction about 2-4 years after the completion of the project) |  |
| Medium term (knowledge-building project, possible introduction 5-8 years after completion of project): |  |
| Long term (enabling new technology, possible introduction at the earliest 8 years after completion of project) |  |

# Feasibility

## Project contents

Your text here...

Describe the content and setup of the project. The description should embrace different work packages content, role and responsibility of leaders and other participants, defined deliverables/milestones and TRL-levels.

Also describe working and research methodology (scientific hypothesis and methods where it is relevant).

Then give a more detailed description of the contents of each respective activity/work package and specify who does what. Feel free to use the format below:

|  |  |
| --- | --- |
| **<Work Package (WP) no X>** | **<Name of activity/work package (WP)>** |
| Leader (role and responsibility) |  |
| Other participants (roles and responsibilities) |  |
| Description of contents |  |
| Method/approach (when relevant) |  |
| Delivery |  |

## Scheduling

Your text here...

Specify the project time schedule, start and end dates, showing important activities/work packages and milestones, as well as when different deliveries can be expected. A simple Gantt diagram and a table of milestones, as shown in the example below, may be helpful.



|  |  |  |
| --- | --- | --- |
| Milestone | Description | Date |
| M1 |  |  |
| M2 |  |  |
| M3 |  |  |
| Mxx |  |  |

## Project financing

Your text here...

*The project financing per work package should be presented in below table. The projects costs should also be presented by its cost kind in the Budget project form (excel template).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Budget per participating party | | | Total budget/WP |
|  | <Party 1> | <Party 1> | <Party x> |  |
| <WP1> |  |  |  |  |
| <WP2> |  |  |  |  |
| <WPx> |  |  |  |  |
| TOTAL | | | |  |

*Personnel costs and wages for universities could be based on full actual costs where indirect-costs must be presented separately. For further information see “Applying and reporting FFI projects”.*

## Project management and project participants

Your text here...

Describe the organisation of the project management. If there is a specific budget for project management, this should also be specified. Also describe any steering groups or reference groups.

*CV (template can be found on the VINNOVA website) should be enclosed for the coordinator and other key persons so that the project participants' expertise and ability to carry out the project can be assessed.*

*Other relevant information regarding the project participants and the composition of the work group, which is not included in the CV.*

*If subcontractors are to be included in the project, please note this and give also the purpose of using them including the magnitude of their participation.*

# Equality

Your text here….

*Many problems, results and solutions can seem to be gender neutral, but they still affect women and men differently. How do you intend to take this into account in this project and how can it affect the project's effects?*

*How does the intended division of labour look like? Comment:*

* *What percentage of those working in the project are men in %?*
* *How much of the project work is expected to be performed by men in %?*
* *What percentage of people in decision-making positions in the project are men in %*
* *If the team is uneven, indicate how you within the project will work to get a more even gender distribution?*

# References

*List your references (scientific publications, monographs, conference articles etc.) here. Be restrictive when referring to websites as these have not been “quality reviewed” in the same ways as a publication and the addresses have a tendency to quickly become obsolete.*

The “References” section can be omitted if it is not needed.