KCV – Template for project applications step 2

Instructions for project applications KCV step 2:

* The project description may be a maximum of 5 A4 pages **excluding** the reference list and the appendix.
* The project description size may not exceed 10 MB.
* The application shall be written in Swedish or English.
* Every header shall be filled in.
* Figures and tables are allowed to be used in the application **within** the page limitation.
* Eventual figures and tables shall have relevant numbering and descriptions and shall be referred to in the text.
* The font type shall be Times New Roman.
* The font size shall be 10 for all text, including eventual tables and figures.
* The table regarding the research areas and knowledge fields may not be modified or shortened.
* The template structure and formatting may not be omitted or modified. This includes all aspects including marginals, paragraphs, distances, etc.
* References shall be given in the text and in the reference list in accordance with the Harvard system. Observe that the reference list is not included in the page limitation.
* The application shall fulfil all of the Swedish Transport Administrations (Trafikverkets) general conditions for research projects. These are available at the Swedish Transport Administrations webpage ([Lämna forsknings- och innovationsförslag - Bransch (trafikverket.se)](https://bransch.trafikverket.se/for-dig-i-branschen/forskning-och-innovation/lamna-forslag-pa-forskning/)), see the header “Allmänna villkor”.
* The application shall fulfil all regulations regarding state aid (statsstöd). For more information, see the Swedish Transport Administrations (Trafikverkets) webpage ([Lämna forsknings- och innovationsförslag - Bransch (trafikverket.se)](https://bransch.trafikverket.se/for-dig-i-branschen/forskning-och-innovation/lamna-forslag-pa-forskning/)), see header ”Stödnivåer för företag och stödberättigande kostnader”.
* All red text throughout the template shall be removed prior to submission of the proposal.
* Only applications that follow this template will be considered. **Failure to follow the template or the instructions linked to the Ste2 process will result in the application not being considered.**

**Application no:** (Prefilled by KCV office, shall not be changed)

**Projekttitel**:

**Project title**:

**Contact information**

Main applicant:

E-mail:

Phone:

Co-applicants: Add potential co-applicants with name and organisation. Observe that KCVs organisations can not act as a under consultant/ bought service and are automatically considered as co-applicant.

**Type of project**

|  |  |
| --- | --- |
| PhD project (check if it is a PhD project) |  |

**Project time**

Starting date: State the projects starting date.

Ending date: State the projects ending date.

**Sammanfattning:**

The summary may be a maximum of 2 000 characters including blank space in Swedish.

The summary will be used when publishing information regarding projects if funded on KCVs webpage for ongoing projects and thereafter finished projects.

**Nyckelord**: State 4 – 6 keywords in Swedish.

**Summary:**

The summary may be a maximum of 2 000 characters including blank space.

The summary will be used when publishing information regarding projects if funded on KCVs webpage for ongoing projects and thereafter finished projects.

**Key** **words**: State 4 – 6 key words.

# Approval to apply for the

The prefect/signatory for the main applicant hereby certifies that the project application is submitted with permission from the main applicant’s organisation. Prefekt/firmatecknaren för huvudsökande intygar härmed att projektansökan söks med tillåtelse från huvudsökandes organisation

Give the following information:

Organisation: The organisations legal name

Organisation number:

Name: The prefects/signatory name

Adress: The prefects/ signatory adress

Phone: The prefects/signatory phone number

E-mail: The prefects/signatory e-mail

Signature The prefects/signatory signature

Date: Give the date for the signature

Location: Give the location of the signature

# Background

Write a background to the problem the proposal aims to investigate. It shall contain relevant and suitable references to literature and eventual earlier projects. May also contain connection to ongoing projects.

# Purpose and research questions

Describe the purpose with the project and the research questions it aim to answer.

# Methodology and methods

Describe the overarching methodology and the most important methods that is intended to be used for the project. May be described using, for example, work packages with approximate time frame.

A relevant reference group shall be described.

# Expected results

Shall contain a brief description of which realistic results that the project is expected to produce. This also includes competence development, competence supply, and potential increased collaboration, both between the KCV organisations and organisations outside of KCV (e.g. contractors, consultants, material producers, road authorities, international organisations).

# Result dissemination

Shall contain a brief description regarding how dissemination of the reults will be done. It shall at least contain:

* a description of how consideration is taken for the mandatory results conference,
* a description of regarding the mandatory finished project report. Reports that are accepted are:
  + A scientific reviewed report published full open access on DiVA or equivalent open access database in Sweden
  + A scientific paper together with a shorter mor popular scientific/technical summary. All scientific papers shall be published in accordance with full open access and the summary shall be published openly on DiVA or equivalent open access database in Sweden.
  + All reporting is of course also allowed to be published in accordance with the respective KCV organisations internal requirements beyond the requirements above.
* A description of eventual reference group.

Furthermore, is should also contain other result dissemination, e.g. plannet participation (and/or arrangement) on conferences, industry forums, seminars, workshops, presentations, etc. It is positive if it is linked to how the result dissemination is done to other organisations within KCV and within the industry (e.g. road owners, the industry, consultants, material manufacturers, other stake holders).

# How does the proposal relate to the research areas and knowledge fields?

Write a short description on how the proposal is linked to the research areas and knowledge fields. The below table shall be filled in. Up to three boxes shall be filled with a ranking of 1-3, where 1 is the highest corresponding combination and 3 is the lowest corresponding combination. More information on the research areas and the knowledge fields is available on the KCV webpage.

# Budget

Describe briefly the key points of the budget. Also comment on the state aid regulations if relevant, and how they are fulfilled. Describe potential co-financing. The details are referred to the Excel document (Appendix 2, the template is available on the KCV webpage).

Describe how other relevant ongoing/recently finished projects as well as proposals connected to the proposals subject, and how they will be coordinated. This applies to current projects funded or applied for at the KCV, the Swedish Transport Administration, as well as other financiers such as Vinnova, InfraSweden, SBUG etc.

# Connection to KCV research agenda, the call for proposals criteria, and increased knowledge and competence in road technology

Describe how the project is linked to the KCV research agenda and the call for proposals special criteria, and how the project contribute to meet the needs described, especially connected to competence and increased collaboration within the subject area.

Give a description to which research areas and knowledge fields the project is linked to. Appendix 1 shall be filled in and be referred to in the text.

# Risk assessment and equality

The below text shall be used. If you deem the risk to be **higher** in any category than the pre-determined descriptions, please add the new category and the new risk assessment beyond the current text.

An overarching risk assessment has been carried out within the KCV which captures the most common risks within the frame of research projects from different perspectives. This risk assessment is available at the KCV webpage[[1]](#footnote-1).

The equality work is done in accordance with current obligations for the respective organisations within KCV. More information regarding this work is available at the KCV webpage[[2]](#footnote-2).

# References

All references used shall be stated here in accordance with the Harvard system. Observe that the reference list is not included in the page limitation.

# Appendix

## Appendix 1 – Link between the research areas and the knowledge fields

The table below shall be filled in according to the following instruction. There is possibilities to fill in **a maximum of three (3)** boxes. They shall be filled with the following numbers (1, 2, or 3):

1. The combination between Research area and Knowledge field to which the proposal best links
2. The combination between Research area and Knowledge field to which the proposal secondly best links
3. The combination between Research area and Knowledge field to which the proposal thirdly best links

The table **are not** **allowed** to be modified. The table **shall not** be filled with more than the three above categories. Self-defined research areas or knowledge fields **are not** allowed.

*Table 1. The proposals link to the research areas and knowledge fields.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | Research areas | | | |
| Health, environment, and climate effects | Road condition assessment and prediction of its evolution | Sustainable and resource effective roads | Digitalisation, automation, and electrification for a modern road infrastructure |
| Knowledge fields | Pavements |  |  |  |  |
| Road construction |  |  |  |  |
| Gravel roads |  |  |  |  |
| Winter |  |  |  |  |
| Road equipment |  |  |  |  |

## Appendix 2 – Budget

Budget (appended Excel document according to the KCV template). The budget shall be given using the KCV budget template. The template is available at the KCV webpage.

## Appendix 3 - CV

Brief CV for key persons with a minimum of one CV per partner shall be submitted. The CV shall be written in accordance to the CV template and may not exceed two pages. The template is available at the KCV webpage.

1. <https://www.kcvag.se/riskanalys/> [↑](#footnote-ref-1)
2. <https://www.kcvag.se/jamstalldhetsarbete/> [↑](#footnote-ref-2)