

Template for project description regarding application for admission to PhD Health, Function and Participation study programme

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Format requirements

- The project description must be brief, and it can be written in Norwegian, Swedish, Danish or English.
- Maximum number of pages: *10 pages including figures/tables/list of references. Appendices do not count towards this number.* Page format must be A4.
- Cover page with name of PhD fellow, project title and name of supervisor does not count towards this number.
- Font type: Equivalent of Arial font size 11 or Times New Roman font size 12, single line spacing, min. 2 cm margins. Font size 9 may be used for list of references and any figure captions.

General tips:

- The project description will be assessed by the programme committee of the PhD Programme in Health, Function and Participation. It is therefore important that you describe the research project in a clear and well-structured way in the project description, which is an important part of the assessment for admission to the PhD programme.
- Make sure that you observe the required format. *Please note:* The application will be rejected if the project description is too long.
- Follow general guidelines on good use of language; for example, avoid non-standard abbreviations, and explain specialist terms.
- Ensure that the project ties in with the profile of the Health, Function and Participation PhD programme.

Note that all the main points in the project description are compulsory, while individual sub-points are only there as a guide and are not necessarily relevant to every type of project or application.

1. Title of the project

The title must reflect the content of the project. It must be no longer than 150 characters.

2. Primary goal and summary

This is where the PhD fellow presents the project's primary goals, and using a brief summary (max. 300 words), shows how they envisage achieving these goals. The summary must briefly summarise the most important of the points below, and must be as precise as possible.

3. Introduction and background

The aim of the introduction is to provide a brief description of the background to the project, and the key challenges regarding knowledge within this field. You must document good knowledge about the relevant research field, both national and international. The introduction must justify the relevance and necessity of the project. With respect to relevance, you should include references to the end users' wants and needs. It is a good idea to document the necessity of the project by pointing out knowledge gaps; you can do this by providing one or more systematic summarisations of the knowledge on your chosen issue, if these are available.

Provide a description of:

- background to the project
- knowledge status in the field
- the biggest challenges regarding knowledge in the field, both national and international
- the research project's significance to the field, and/or its originality

3.1. Primary purpose

The project description must contain a brief account of the project's potential significance or usefulness at an individual, group or society level, with respect to current and/or future scientific challenges, and how the project could help to add to existing knowledge and form a basis for future research.

4. Problems and goals

The project's problems/research questions/hypotheses must be clear and related to its main and secondary goals. The goals should be clearly defined, specific and verifiable/transparent.

Provide a description of:

- problems and/or hypotheses
- short-term and long-term goals
- results that you expect to achieve during the project period
- expected significance to the sphere of knowledge

A clear explanation of the PhD fellow's tasks on the project must be provided.

5. Method and implementation

There must be a clear explanation about how the theoretical and methodological approaches are suitable in terms of exploring the problem. Alternatively, the applicant may describe how the project could develop suitable methods and/or theories during the course of the research project.

5.1 Study design, choice of method and analyses

Explain which scientific methods you have chosen. You must justify why you have chosen these methods, and explain why they are suitable for responding to the problems and/or hypotheses. Alternatively, you may provide a description of how the research methods may be developed during the project period. You must describe the analysis methods.

Provide a description of:

- research design
- choice of methods
- sampling, equipment and personnel needed
- data collection and analysis
- strength of statistics in terms of responding to the problem, where relevant

5.2 Organisation and cooperation

- 5.2.1 The project description must contain an overview of the project's organisational structure and cooperation constellations
- 5.2.2 Briefly describe any plans for stays at other research institutions or enterprises
- 5.2.3 Describe the project's organisational structure and position within research team, if relevant
- 5.2.4 Describe the research team's competence, infrastructure and any other resources which have a bearing on the project's implementation
- 5.2.5 Describe the scope of external/regional/national/international collaboration on the project. The project's active collaboration partners must all be listed in the application form for admission to the PhD programme (section 10).

5.3 User participation

The project description must describe any interested parties or anyone who will be affected by the research.

You must describe the way in which those who are directly or indirectly affected by the project will be involved in the research project – from design to final report.

User participation in the research must add value to the research.

- Describe how the people who are affected or those who are interested parties are involved in the project
- If user participation is not relevant to the project, you must provide reasons for this.

5.4 Schedule and publication plan

You must present a schedule for the various parts of the research work. You must make it clear that it will be possible to complete the project within the standard timeframe and stated funding limits. The usual timeframe is three years, or four years allowing for 25% spent performing duty work. It is not permissible to plan a PhD programme with a progression that would result in a course of study longer than six years.

Ability to complete the project is an expression of how likely it is that the project will be completed in the manner described within the project period.

You must outline a plan for how to implement the training component, and a plan for dissemination. The plan for the training component during the PhD programme must be entered on the application form (section 6). The project description must contain a more detailed description of the schedule and milestones for the project implementation, including a plan for dissemination and publication.

- You must outline a plan for how to implement the training component, in addition to training in research dissemination and general competence.
- The project must have a plan for the dissemination and communication of the results which ensures that knowledge is shared with and the results implemented by the relevant target groups.
- The plan for publication/articles which will form part of the degree must be described briefly on the form (section 9), and in the project description.

5.5 Risk assessment and HSE considerations

Give an account of the potential risk of not achieving the goals, and of factors that could delay or impede the completion

of the studies in accordance with the stated plan, such as permits, partnerships and access to data or data analysis. Outline possible alternative solutions that would allow the project to be completed within the stated timeframe.

Describe any risks of inconvenience (injury or other) to participants, researchers or the environment associated with the data collection and dissemination of research. Evaluate the need for preparedness, and create a specific plan for managing potential risk.

5.6 Other (if relevant)

Provide a description of:

- how new knowledge could be applied by service organisations or service practitioners
- implementation plan for the results of the research project
- dissemination plan (conferences, feature articles, research days etc.)
- the project's potential for new thinking and innovation

In addition

- describe any restrictions on intellectual property rights that are intended to protect the rights of others
- provide documentation of any special needs for academic and material resources
- describe the financial conditions applying to the implementation – e.g. budget for essential equipment, travel, colleagues' wages (if any), remuneration to participants or others, proofreading, publication fees etc. Describe how this can be funded (working capital, other funding, own funds).

6. Ethics

Describe any ethical problems involved in the research project, and how they will be handled in the research work. If the project requires REK and/or NSD approval, you must state whether you have obtained this, or when you will apply for approval. Attach any approvals that are available.

- You must present ethical considerations regarding the research project.

6.1. Data management plan

Describe what type of data the project will produce, or alternatively what will form the empirical basis, what obligations this may result in, and how the data will be secured, stored and processed during the project and in the future.

6.2 Sustainability

Describe the project's sustainability in accordance with relevant sustainability targets. See [Sustainability – Western Norway University of Applied Sciences \(hvl.no\)](#).

7. References

References must refer to literature which supports the specialist content of the project.

Relevant links regarding admission to PhD programmes

[Regulations and forms for PhD programmes at HVL – Western Norway University of Applied Sciences](#)

[PhD Handbook – Western Norway University of Applied Sciences \(hvl.no\)](#)

[PhD Programme in Health, Function and Participation – Western Norway University of Applied Sciences \(hvl.no\)](#)