

Funding for Indo-Finnish collaboration: Innovative health and well-being solutions for all

Guidelines for writing a joint project plan

Project plan shortly describes the main content of the project, goals, time schedule, budget, and resources. It includes the following information:

1. The need

Why is the project needed? What is the problem, or customer or market need being addressed? What is the present state of knowledge or situation on the market? What kind of a change does the project aim to generate? Describe the possible previous work, e.g. research, R&D work, feasibility studies or other kind of preliminary studies done.

2. Goals

Describe the intended results of the project. What kind of a solution, a product, service and/or knowledge will be developed? How will the intended results address the customer or market need? What makes it special? Describe the anticipated value of the results highlighting the relevance of the advances, and the novelty of the solution. How does the anticipated solution differentiate from the competitors? How do you verify the success of the project?

3. Execution of the project

Describe how the project will be executed and the structure of the project (e.g. work packages or subprojects or parts of project etc.). Define the checkpoints, based on which the progress of the project can be followed and decisions will be made.

4. Timetable

Give a graphic description of the project schedule. Specify the timing of the check-points.

5. Resources

Describe the project group: how the project group and the work will be organised, expertise and role of each person in the project. Domestic and international collaborative network.

Describe the Finnish-Indian cooperation in detail:

- description of the partners
- responsibilities of the partners
- distribution of work and methods of execution
- possible researcher exchange
- expected value addition to each partner
- A letter of intent between the collaborators should be included in the application stating the desire for cooperation and acknowledging that each participant has understood the general terms and conditions of the other project parties.

6. Workload and costs

Specify the costs in a table format. State the workload and the costs of each work package or other type of project part. Show the workload of each person as work months.

Show justified Finnish and Indian costs in total and separated by each organisation. The costs of the Finnish applicants must be eligible as per the guidelines of Tekes, and the Indian costs must be eligible as per the guidelines of DBT/BIRAC. The project budgets shall include sufficient costs for travel between Finland and India to ensure significant collaboration.

7. Possible interdependences

Describe the relation of the project to other projects, decisions or any aspects that may somehow influence the execution of the project or utilisation of the results.

8. Risks and how to control them

Describe the biggest risks of the project as well as measures to be taken to reduce the probability and effects of them. Risks can relate to e.g. resources, development of a technology, service or competence/knowledge, to commercialisation and to the intended market.

9. IPR

Describe the international IPR situation in the field of the project. Do the partners already have IPR that supports the commercialisation of the anticipated results? Do the partners have freedom to operate in the field of the project? Do you expect to make patentable invention in the project? Describe the IPR strategy of the project.

10. Utilisation / commercialisation plan

How will the project results be commercialised or utilised in any other way? What is needed after the project for the results to be commercialised? How will the Finnish and Indian partners benefit from the project?

11. Agreements

A letter of intent between the collaborators should be included in the application stating the desire for cooperation and acknowledging that each participant has understood the general terms and conditions of the other project parties.

Tekes- and DBT/BIRAC -funded participants to the projects shall agree upon the ownership, access rights and exploitation of the intellectual property generated during the cooperation. The agreement shall be made in written. The guidelines of the funding organisations should be followed.