

# Information for English-speaking applicants

The [webpages of Central Norway RHA](#) are currently only available in Norwegian language. We have therefore summarized essential information in English in this document. If any questions about terms and conditions for the call, do not hesitate to contact the secretariat at [samarbeidsorganet@mh.ntnu.no](mailto:samarbeidsorganet@mh.ntnu.no).

## About applicant institution/host institution

### What do we mean by "applicant institution"?

All applicants must select an applicant institution when creating the application form. This is simply called "institution" in eSøknad. Eligible applicant institutions have been registered administratively, and it is only possible to choose from clinics/divisions in health trusts within the region. This is related to the requirement of collaboration with and management commitment from the health trust for all projects. The correct applicant institution will therefore be the clinic/division where the applicant is employed *or* has a collaboration with. The head of clinic will receive an e-mail with a request to confirm management commitment when the application has been submitted.

It is possible to change the applicant institution if you choose the wrong applicant institution by mistake when creating the application. To do this, open the section of the application form that contains information about the project by clicking on the arrow next to the project title (near the top of the page). Then, click the "edit" button.

### What do we mean by "host institution"?

The host institution is to be entered under «classification» after the application has been created. By host institution, we mean the institution where the candidate is currently employed – or will be employed - during the project period, and where the award letter should be addressed. The host institution is, in other words, the institution that will manage the project financially. Examples of possible host institutions are NTNU or university colleges in the region.

Note that the applicant institution and the host institution may be the same if the application emanates from a health trust. We ask all applicants to clarify which is the proper applicant/host institution before commencing work on the application.

## Management commitment

### Guidelines for securing management commitment

It is an absolute requirement that all applications for research funding from the Central Norway RHA have confirmation of management commitment in a health trust.

The purpose of this commitment is to ensure that the health trust management is informed about the plans of the project, and that the grant recipient may be employed in the clinic/institution.

Upon submission of the application, the appropriate head of clinic will automatically receive an e-mail with a request to confirm commitment. It is assumed that the applicant during the planning phase has clarified that the clinic will actively participate in the project, and that the head of clinic is informed. He or she confirms by writing a comment to the application, which explicitly states that the application is supported. Deadline for management commitment is 4 July. It is the applicant's responsibility to ensure that the application is confirmed within the deadline.

If the applicant is to be employed at another institution than the clinic chosen as "institution" in eSøknad (e.g. a PhD candidate to be employed at a NTNU department), a separate management commitment form signed by the head of department should be attached in addition to commitment

from the health trust. The form should be uploaded with the other attachments to the application. It is not possible to send commitment form by mail after the submission of applications.

The commitment form is *not* to be used if an application emanates from a health trust and the project is to be hosted there.

If you have any questions regarding who is the right person to confirm management commitment to the application, or any other questions relating to the above, please contact us at [samarbeidsorganet@mh.ntnu.no](mailto:samarbeidsorganet@mh.ntnu.no).

## User involvement

All applications for research funding from the Central Norway RHA are to describe who the users of the research results will be, and to which degree the user(s) are involved during the planning and/or implementation of the projects.

Central Norway Regional Health Authority has made a regional guidance letter providing advice and guidelines to support researchers and users (in Norwegian only). Here you find information about how users can be involved, and how to find relevant users.

### [Guidance for user involvement – Central Norway RHA \(pdf\) - Norwegian](#)

We recommend to contact users early in the process, and as close to the research group as possible. By “users”, we mean the end users of the research results, namely patients and their dependents. Health personnel may also be users of the results from the project, but description of user involvement in terms of patients and dependents should always be included. All applicants must define relevant users and how user involvement is facilitated in the project.

*Note that the inclusion of study/trial participants is not regarded as user involvement.*

### **Is user involvement relevant to my project?**

It is required that all applications elaborate on who is the end users of the research results, and consider if (and to which extent) user involvement is relevant to the project.

Examples of projects where user involvement is less relevant could be basic research projects where the results might have clinical relevance in the distant future. Anyone who satisfy the formal requirements of Samarbeidsorganet/Felles forskningsutvalg are welcome to apply, even if user involvement is not considered as relevant to the project in question. The requirement is that all applicants reflect on *if* and *how* users could be involved in the project, and if user involvement is not considered relevant, reasons for this must be provided.

Note that user involvement must have relevance to the particular project in order for it to have a positive impact on the evaluation of the application.

### **Types of user involvement**

User involvement and /or organized collaboration with patient organizations is to be considered in any research project when relevant. Additionally, if users are involved in the project, an assessment of impartiality/conflicts of interest must be made.

User involvement can take many forms, for example:

- Participation in reference groups for research projects
- Participation in test groups during development of questionnaires
- Advise on adaptations of project protocols
- Contributing as a researcher, co-author or similar

## How to identify relevant contact persons/patient organizations

We recommend that potential applicants establish contact with relevant users close to the research environment early in the applications process. Examples of possible contact points include user committees (brukerutvalg) at the health trusts, research committees at the health trusts, the regional user committee (Regionalt Brukerutvalg, Helse Midt-Norge RHF), patient organizations and so on.

Umbrella organizations can also be a good place to start when searching for the appropriate contact persons locally, for example:

- [Funksjonshemmedes Fellesorganisasjon \(FFO\)](#)
- [Samarbeidsforumet av funksjonshemmedes organisasjoner \(SAFO\)](#)
- [Kreftforeningen](#)
- [Landsforeningen for Hjerte- og lungesyke \(LHL\)](#)

*Applications that do not describe or reflect on user involvement will not be considered.*

## Evaluation of applications – assessment of quality and impact

The four regional health authorities in Norway have decided on common evaluation criteria, which have been approved by Samarbeidsorganet and apply to all applications for research funding from the Central Norway RHA.

Both scientific quality and impact/benefit for patients and health services will be assessed in the evaluation of applications. In line with national guidelines, scientific quality and impact are to be considered on an equal footing. Potential impact of the projects will therefore be assessed using specific evaluation criteria, and the assessment of both scientific quality and impact will be made by the same committee.

### [The applications will be evaluated using the following criteria \(pdf\).](#)

The bullet points listed under each criterion indicate which aspects may be considered during the assessment of the relevant criterion.

Note that the different criteria will be evaluated in accordance with the appropriate application category– for applications for positions focused on innovation, for example, the criteria for originality will be particularly important.

## Feedback of the application

All applicants will receive written feedback from the scientific committee by within 31 December 2018 and do not need to request this from the secretariat.

## Appeal against refusal

The applicant has the opportunity to appeal against refusal of the application based on procedural errors. Refusal based on scientific expert judgement cannot be appealed against. The appeal should be sent to [samarbeidsorganet@mh.ntnu.no](mailto:samarbeidsorganet@mh.ntnu.no)

The deadline for appeals is three weeks after the evaluation of the application has been received and response will be given within two weeks. Appeals must be submitted in writing through the applicant institution (max 2 pages) and be justified (i.e., it should be briefly explained which procedural errors are applicable). The appeal should be signed by the research management at the applicant institution. The appeal will be considered by Samarbeidsorganet/Felles forskningsutvalg or the person they appoint.