

## Appendix 1, WORKSHOP PLAN TEMPLATE 2021

The following information must be included as a separate PDF file (*Tab 7*). Please use the following structure, subheadings and numbering. The plan must be written in 12 pt. Times New Roman or a similar font and it must not exceed 6 pages.

### 1. Scientific quality and novelty of the project

- Describe the scientific contents of the workshops briefly. Explain the planned research initiative, including ideas for research topics, theories, methods and analyses. If relevant, present any ethical issues raised by the research and explain how they will be addressed.
- Give a clear description of the novelty of the project. What is novel in the scientific idea behind the workshop series? In what way is the initiative original? Is there an element of exploration in the idea? Why is the workshop series necessary?
- If you have previous or currently applied grants for the same research idea, describe how this proposed project differs from them. Note: since novelty is a key funding criterion, funding will not be granted for ongoing research projects with the same content. If the network already exists, there must be novel elements and breaking of new ground involved, and new participants to the network. If the applicants have worked together in the past, clearly explain the novelty of this project.

### 2. Nordic added value

- Include a short description: Which criteria for Nordic value added does your workshop series meet? What is especially Nordic in your application? Why must the series of exploratory workshops be organised at the Nordic level?

Please see NordForsk's definitions for Nordic added value in research (Appendix 3, p. 17).

### 3. Explorative workshops setup and process

Explain the setup.

- Present the suggested programme for the workshop series, including the purpose and brief tentative programme of each workshop. Specify which form each workshop will take: in-person, online, or hybrid meeting. Explain how your workshop plan includes novelty and exploration of new ideas, maybe even an element of risk.
- Describe the division of tasks between the applicants. Who is responsible for which workshop or workshop elements?
- How many workshop participants with different research career stages and different backgrounds will be included? Explain why these participants are important for the project.

Explain the process for how the workshops are organised.

- Explain how the *process of the workshops* and different elements of the workshop plan promote the research idea and novelty. Justify why each workshop is essential for the research idea. How does the workshop process as a whole lead to Nordic added value? We suggest that you collect feedback including development ideas from workshop participants after each workshop. Use the feedback in fine-tuning the workshop contents and process to reach optimal effectiveness during the workshop series.
- Explain how different parties involved in the workshop are engaged in the process for (optimal) knowledge co-creation. How do you plan to build and strengthen new networks?
- Describe the active roles of the early-career researchers.
- When relevant, also explain the role and contribution of the actors from outside academia.

Justify all costs on Appendix 2, NOS-HS workshop budget proposal (separate document).

#### 4. Outcomes of the workshop series

Note that there may be a variety of short and long-term benefits and outcomes and that they may be specific for the topic.

- What explorative or innovative outcomes do you expect? Are concrete outcomes expected, such as co-authored publications, joint international funding applications or collaborative international conference activities? Further examples: websites, blogs, interactive social media, policy recommendations, collaboration with stakeholders, exhibitions, researcher exchange, co-supervised students, strong networks, etc.
- Present a tentative plan for dissemination and communication of the various results to the research community and the general public.