

Making Cities Work FAQ

These questions regard submitting a proposal to the *Making Cities Work* Innovation Action of the JPI Urban Europe.

<http://jpi-urbaneurope.eu/making-cities-work/>

ELEMENTS OF THE PROPOSAL

Is it necessary to include a Form C to the proposal?

FFG and Vinnova require their applicants to include a Form C to the proposal. More information regarding requirements of the Form C can be found in the [Instructions for drafting a proposal](#).

Are Letters of intent a requirement to the proposal?

No, including a Letter of Intent is generally not necessary. However, if in your consortium there are stakeholders or implementation partners not eligible for funding or without substantial contribution to the work planned, we recommend they express their interest in a Letter of Intent, but this is not mandatory. If in your consortium there are stakeholders or implementation partners eligible for funding and with substantial contribution to the work planned, we recommend to include them as eligible partners in the consortium (see pp. 9/10 in the call text). The integration of at least one eligible end-user organisation as partner (city, municipality, public authority) is mandatory within this call.

THE CONSORTIUM

What are the minimum requirements to a consortium?

A consortium must consist out of at least three independent eligible organisations (legal entities) from at least two different participating countries. At least one eligible for-profit business partner (SME or Large Enterprise) **and** at least one eligible end-user organisation as partner (city, municipality, public authority) must be part of the consortium. Please refer to section 9 of the Call for Proposals for specific national eligibility criteria. Clear added value of the transnational consortium should be demonstrated.

All proposals submitted to this call should show a challenge-driven approach with the problem owners in an active role and relevant stakeholders to address this problem in the consortium as well as transdisciplinary and trans-sectoral collaboration with active cooperation between all stakeholders throughout the project. As the call is organized for innovation projects, consortia are required to prove the interest and active involvement of all partners in the consortium.

The Call Secretariat will verify the eligibility of the proposals according to the transnational eligibility criteria, while the participating funding agencies will verify

the suitability for national funding according to their respective eligibility criteria. If either the project coordinator or the proposal does not meet the eligibility requirements, the proposal will not be admitted to the evaluation procedure. Both transnational and funding agencies' eligibility criteria must be met.

There is no limit to the total number of partners who may be involved in each project. However, proposals for smaller-sized innovation projects with total budgets requested from the funding organisations in the range of 0,5-1,0 M€ are typically expected. Consortia need to be balanced between countries both in terms of number of partners and distribution of budget. No one partner may represent more than 70% of the activity in the project (some countries may also impose lower participation levels for their funding, so please check regional/national eligibility guidelines in section 9 of the call text).

Are applicants allowed to participate in more than one proposal?

Yes.

Can a partner from a country/region not participating as funder in this call participate in a consortium?

Yes, a partner from a country/region not participating in this call can join a consortium as a self-funded partner. In this case, the activities of the self-funded partner must be financed by own sources, since these cannot be funded by the *Making Cities Work* action. See also page 10 of the Call for Proposals.

Should a city from each country participating in a consortium be involved in the project?

No, this is not a requirement. However, the participation of one city, municipality or public authority as an eligible end-user organisation is a minimum requirement within this call.

CALL TOPICS

Is it possible to relate a proposal to multiple call topics?

Yes. It is mandatory to relate the proposal to at least one of the four call topics, but possible to relate the proposal to multiple call topics.

FUNDING

When a proposal is granted funding, will the funding for each partner go through each national funding organisation, or is the project coordinator expected to distribute the funding received?

Each national/regional funding organisation will fund successful applicants from their country/region. Thus, each applicant (or national/regional sub-consortium) will receive the funding separately and will have an own funding contract.

PROPOSAL FORM / ELECTRONIC SUBMISSION SYSTEM eCALL

What do the different cost categories/columns in section 10 ("Projected Costs") of the proposal form and in the eCall cost overview mean?

Costs for "R&D infrastructure use" usually are depreciation costs for more expensive R&D investments (machines, equipment, etc.), however these costs can be covered only by some of the participating agencies.

"Costs of materials" are costs of investments of little value.

"Third-party costs" refer to subcontracting.

If you have uncertainties about the eligibility of the above mentioned cost categories, please contact your NCP.

"Cost share per partner (in %)" is the fraction: total costs of a certain partner divided by total project costs in %.

"Partner contribution in EUR": If not 100% of the total partner costs are covered by your national/regional funding agency, then the own contribution/in-kind contribution of this respective partner shall be entered in this field.

Which data is needed from a project partner in eCall?

After having got an invitation to register in eCall from the project coordinator, a project partner has to register his/her organisation in eCall (completion of the "Organisation" / "Master data" section in eCall). In the "Projects" / "Project data" section, also a contact person for the project ("Contact technology") and one contact person responsible for financial issues ("Contact commercial") have to be named by each project partner. Each project partner also has to finalize his/her partner application by clicking on the "Finalization" button. Then for the project coordinator the status of this partner application will change from "Full application in progress" to "Full application submitted".

Do I have to enter a staff pool in eCall and do I need a master account ("Organisation" / "User Management" section in eCall)?

It is not necessary to enter a staff pool in eCall. Generally, a master account is not needed for the submission of a proposal.

FURTHER INFORMATION

Where can I find more information?

You can find more information at <http://jpi-urbaneurope.eu/making-cities-work/>, via the Call Secretariat for general questions or via your national contact point for specific national questions. See section 9 of the Call Text for the contact details of your national contact point.

SECRETARIAT CONTACTS

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