



Sustainable Urbanisation in the Context of Economic Transformation and Climate Change: Sustainable and Liveable Cities and Urban Areas

Instructions for drafting a proposal

A proposal formally consists of three parts;

- **Part A** contains the administrative information about the proposal and the participants and will be completed online within eCall;
- **Part B** is a PDF document that contains a description of the proposed research (“Full Proposal Form”) – ONLY NECESSARY FOR FULL PROPOSAL DEADLINE;
- **Part C** is a number of files that contains additional national information about participants – ONLY NECESSARY FOR FULL PROPOSAL DEADLINE.

Please find below instructions for drafting each part of the proposal.

1) Instructions for drafting "Part A" of the proposal

Part A will contain the administrative information about the proposal and the participants. The information requested includes a brief description of the work, contact details and characteristics of the participants. This information will be directly filled in via the submission system eCall, and is compulsory for both European, and Chinese partners. Please note that only partners that request funding need to be registered in eCall.

2) Instructions for drafting "Part B" of the proposal

Part B provides the template for your proposal. It will help you present important aspects of your planned work in a way that will enable the experts to make an effective assessment against the evaluation criteria (see call text for more details).

- **IMPORTANT: Language**

In eCall proposals must be submitted in English. Chinese partners should submit a Chinese version at NSFC with the English version attached. Additional information or documents may be requested by national/regional programmes in national language (= Part C).

- **IMPORTANT: Page limits**

Remember to keep to the page limits. Please stick to the following formatting requirements: font size: 10 pt, line spacing: 1.15. The page size is A4, and all margins (top, bottom, left, right) should be at least 20 mm (not including any footers or headers). Ensure that the font type chosen leads to clearly readable text (eg. Arial or Times New Roman). As an indication, such a layout should lead to a maximum of between 5000 and 6000 possible characters per page (including spaces).

Even where no page limits are given, it is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by experts. **Please note that you**



will be asked by the Call Secretariat to shorten your proposal after submission if the intended page/word limits are exceeded.

3) Instructions for drafting "Part C" of the proposal

Many national agencies request additional national information. Please find the requested files for Part C on the JPI Urban Europe website (file name "Sustainable_Urbanisation_China_Europe_National_Forms_C_full_proposal_phase.zip").

Please note that all Part C files should be submitted as an attachment via eCall.

Letters of intent might be included to stress the commitment of project partners.

For further information on Part C, please get in touch with your national contact point.

OVERVIEW OF WHICH COUNTRIES REQUIRE ADDITIONAL NATIONAL DOCUMENTS

No additional national documents	Additional national documents need to be submitted in eCall as an attachment	Additional national documents need to be attached in eCall <u>and need to be submitted to the agency at full proposal submission deadline</u>	National requirements must be fulfilled according to Annex A of the call text
RCN	NWO	Swedish Energy Agency ¹	FFG
	ANR		VIAA
			NCN
			FRS-FNRS
			ESRC

¹ National application forms required in the full proposal phase. Further information can be obtained from the website from the national contact points.



SUMMARY OF MANDATORY WORD AND PAGE LIMITS
(Conforming to font and margin sizes mentioned above).

Section	Maximum words/pages
1. Project Overview	<i>table</i>
2. Abstract	200 words
3. Summary for the general public	100 words
4. Project Consortium	<i>table</i>
5. Quality of Work, Project Objectives and Targets	4 pages (incl. table 5.1)
6. Key activities (work programme)	*
7. Ethical and regulatory considerations	½ page
8. Added value of international co-operation	1 page
9. Relevance – Contribution of the project to the goals of the call	1 page
10. Impact of the project	2 pages
11. Project consortium and management, multi-actor and trans-disciplinary collaboration, co-creation 11.1 Management structure and procedures 11.2 Individual project partners 11.3 Consortium as a whole 11.4	1 page 1 page per project partner* 1 page
13. Data management	2 pages
14. Projected Costs	<i>table</i>
15. Justification of resources	1 ½ pages
16. References	2 pages

* See application form for more details

FAQ

What do the different cost categories/columns in section 13 ("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.