

Urban Migration Joint Call for Proposals

Instructions for drafting a full proposal

A full 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”) and an **additional Excel file** with financial information for the whole consortium;
- **Part C** is a number of files that contains additional national information about participants.

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. 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**

Proposals must be submitted in English. 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. A financial overview sheet has to be uploaded as a separate attachment (Excel file) in eCall.

Letters of intent might be included to stress the commitment of project partners or co-operation partners.

3) Instructions for drafting "Part C" of the proposal and additional national applications

Some national agencies request additional national information. Please find the requested files for Part C on the JPI Urban Europe website (file name "Urban_Migration_National_Forms_C_full_proposal_phase.zip"). Please note that DLR (BMBF) and IZM do not require additional national information. **Please note that all Part C files should be submitted as an attachment via eCall.** FFG and Formas require a separate, additional application on national level.

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

OVERVIEW OF WHICH COUNTRIES REQUIRE ADDITIONAL NATIONAL DOCUMENTS OR AN ADDITIONAL NATIONAL APPLICATION

No additional national documents	Additional national documents need to be submitted in eCall as an attachment	Additional national application <u>needs to be submitted to the agency at full proposal submission deadline</u>
DLR (BMBF)	AHRC / ESRC	FFG
IZM		Formas

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 European trans-national 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	1 page
11.2 Individual project partners	1 page per project partner*
11.3 Consortium as a whole	1 page
12. Justification of resources	1 ½ pages
13. References	2 pages
Financial overview sheet	<u>to be submitted as a separate Excel file</u>

* See application form for more details