ERA-Net Cofund Urban Transformation Capacities

(ENUTC)

Call Opening: 29 January 2021

https://jpi-urbaneurope.eu/calls/enutc/

Electronic Submission System UDiManager

uefiscdi-direct.ro

Guidelines for Applicants

#ENUTC

ENUTC Joint Call Secretariat

Elena Simion
UEFISCDI – Executive Agency for Higher Education, Research, Development and Innovation Funding
Email: elena.simion@uefiscdi.ro / enutc@uefiscdi.ro
Tel.: +40 21 307 19 93

Vincent van Doninck and Aniek van den Eersten
NWO – Dutch Research Council
Email: enutc@nwo.nl
Tel.: +31 70 349 42 66 or +31 70 349 43 9
Revisions of the Submission Guidelines:

If the submission guidelines have been updated, the changes are tracked in the table below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Update in the Submission Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 March 2021</td>
<td>The ENUTC submission system hosted on uefiscdi-direct.ro has been updated in section 1.3 Consortium with a CV upload function for the Main Applicants and Co-Applicants.</td>
</tr>
</tbody>
</table>

1. Introduction

1.1 About your proposal

All the information and documents related to the call can be accessed on the following ENUTC website page: https://jpi-urbaneurope.eu/calls/enutc/.

Prior to submission, the Main Applicant must carefully read the call announcement and prepare the application following the template available on the call page:

- **General information about the project and the project partners, an abstract and the financial information (planned budget)** to be submitted directly to the online platform at uefiscdi-direct.ro;
- **A description of the quality of work, project objectives, key activities, data management, added value of the international cooperation and impact** - to be submitted in PDF format to uefiscdi-direct.ro.

Please be aware that each funding organisation has its own funding criteria and regulations, which are mentioned in the call announcement. The financial information submitted at the transnational level is for evaluation purposes only. The presentation of the financial information to be submitted at the national level, for all proposals or for selected projects only depending on the funding organisation, might differ depending on the funding organisation (different categories of expenses, details about the distribution over time etc.).

1.2. About the Submission System

The ENUTC Call 2021 electronic submission system is based on the Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI) electronic submission system, UDiManager (uefiscdi-direct.ro) The present document is designed to guide you through the submission process and ensure a smooth submission.

**Each modified page in the submission platform must be saved (using the “Save” button) before going to another page.**

1.3. Roles in the Submission Process
Each project proposal must be submitted by a project consortium consisting of at least three eligible applicants applying for funds in the call from **at least three different countries whose funders participate in the call**.

Applicants are defined as organisations/institutions/companies (i.e. legal entities). The Principal Investigator (PI) is defined as the person who is the lead investigator for an Applicant. Therefore, a consortium has the same number of PIs as applicants. The Main Applicant coordinates the whole project. In addition, a proposal must have at least two additional Co-applicants. The proposal may also include Cooperation Partners, described below. Each PI is only allowed to participate in a maximum of two proposals, and only once as the PI of a Main Applicant.

The Main Applicant creates the proposal in the submission system and adds the other project partners. It is the responsibility of the Main Applicant to ensure that the partner information is properly filled in. When the proposal is complete, the Main Applicant can verify and finalize it. No further changes can be done after the proposal was officially submitted.

If any questions during the application process, please contact the ENUTC Joint Call Office /Call Secretariat. If any technical difficulties occur, please contact the IT team coordinating the submission platform at support@uefiscdi.ro.

### 2. How to Connect

The Main Applicant can connect to the submission platform following the next steps.

#### 2.1 Submission System UDiManager (uefiscdi-direct.ro)

Access uefisci-direct.ro ([https://uefiscdi-direct.ro](https://uefiscdi-direct.ro)) and start creating your account by clicking on **[Sign up]**:
If you have forgotten your password, you can recover it by accessing ‘Forgot your password’ option based on the e-mail address you used when creating the account.

2.2 Create your proposal

Access the ENUTC call available in the Homepage of UDiManager (uefiscdi-direct.ro)
Start submitting a new proposal. You have the option to access an already created proposal for later updates, unless you have already finalized it and submitted it.

⇒ Proposal General Information

Go ahead and fill in General information about your project. Please pay attention **when selecting the number of partners**, as their number will later correlate with the Financial information (budget planning) section.
Please make sure that you fill in the **start** and **end date** for the project, the financial information will be summed-up from the Financial Information section where you are going to detail the numbers (budget planned).

Topics and Keywords

Please make sure you select at least one of the **three main topics of the ENUTC call** and add the relevant keywords.
Co-Applicants/Cooperation Partners Information

Applicants are defined as organisations / institutions/companies (i.e. legal entities). The Principal Investigator (PI) is defined as the person who is the lead investigator for an Applicant. Therefore, a consortium has the same number of PIs as applicants. The Main Applicant coordinates the whole project.

The Main Applicant has to fill in the information for the Co-Applicants or Cooperation Partners, after having carefully selected the number of the involved project partners.
Please make sure you correctly select each type of partner (Co-applicant or Cooperation Partner) and be aware that only after selecting the type of partner you can access the Financial Information to be filled-in for each project participant.

➔ CVs upload for the PIs

Each PI must include their CV in English including their complete first and last name and with the information about participation in previous projects.

Both Main Applicant and Co-Applicant must upload the CV once they are completing their information in the submission system in section 1.3 Consortium.
Financial Information

This section is dedicated to the budget planning for your project. Please carefully check all the information introduced and press the “Save” button after filling in the information for each applicant, to make sure your final financial data is correctly displayed.
According to the number of applicants initially selected (e.g.: at least three from three participating countries), the financial information has to be filled in for each partner organization. Cooperation Partners can’t be counted in this minimum transnational requirement.

The final numbers can be checked again in the General Information section.

Upload Documents to UDiManager (uefiscdi-direct.ro)

This area is dedicated to an extended description of the project where applicants need to provide information about the quality of work, project objectives, key activities, data management, added value of the international cooperation, impact and other relevant data.

One document must be uploaded imperatively as an unprotected PDF file (document generated from a word processor file to a PDF, no scanned document).

Please stick to the following formatting requirements: font size: 10 pt, line spacing: 1.15. Both formatting requirements as well as the maximum number of pages (specified in the respective chapters) help the Expert Panel members to read and compare the proposals. Please note that you will be asked by the Call Secretariat to shorten your proposal after submission if the intended page limit is exceeded.

Once the PDF is uploaded, you can still replace it, if late changes occur.

In the same PDF the applicants can add Support Letters or Letter of Intents.
You can always return to your application in progress from Homepage by accessing submitted projects list.

3. Submission of the Application: Verify/Finalize

This area allows the applicants to check if any relevant information is missing from their application. ‘Verify’ can be pressed many times before the submission. ‘Finalize’ is the button that will convert the
application to an official record (timestamp) followed by a receipt confirmation message and offering also the possibility to download a copy of your application.

Unless your application is final, please make sure you don’t press ‘Finalize’.

After the application process is finished, you will be able to download a PDF file with the information submitted.
The submission system (UdiManager) will automatically send a confirmation e-mail message to the Main Applicant containing the application identification number as well as the submission timestamp.
You can also double-check the submission notifications from your UDiManager account.