

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

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Revisions of the Submission Guidelines:

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

Date	Update in the Submission Guidelines
23 March 2021	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.

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.

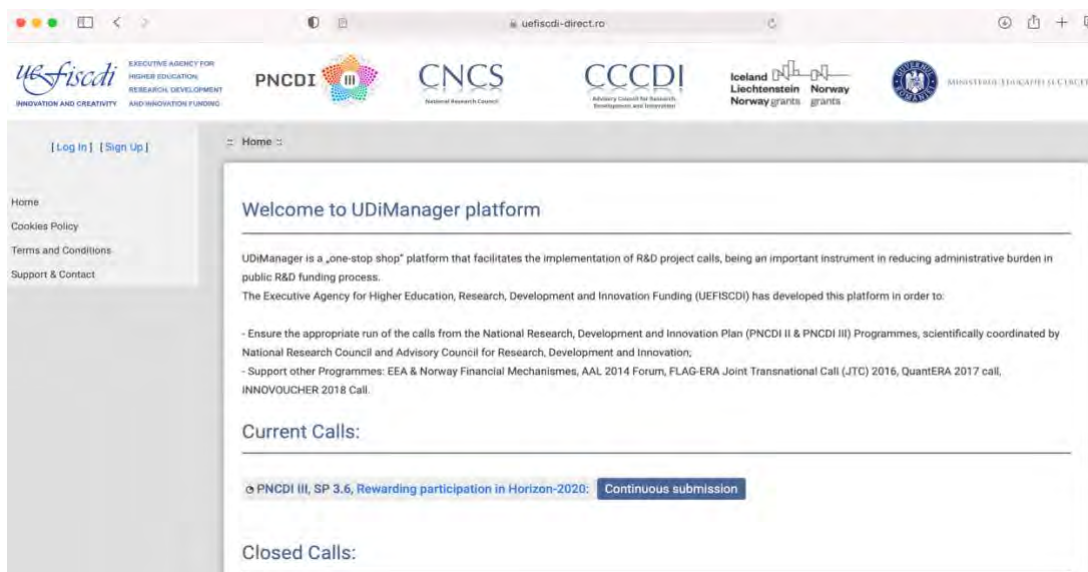
If any questions during the application process, please contact the ENUTC Joint Call Office /Call Secretariat. If any technical difficulties occur, please contact the IT team coordinating the submission platform at support@uefiscdi.ro.

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 uefiscdi-direct.ro (<https://uefiscdi-direct.ro>) and start creating your account by clicking on [Sign up]:



The screenshot shows the homepage of the UDiManager platform. At the top, there is a navigation bar with logos for UeFiscDi, PNCDI, CNCS, CCCDI, and the Ministry of National Education, Research and Innovation. Below the navigation bar, there is a sidebar with links for Home, Cookies Policy, Terms and Conditions, and Support & Contact. The main content area features a welcome message and a list of current calls, including PNCDI III, SP 3.6, Rewarding participation in Horizon-2020.

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)

ERA-NET Cofund Urban Transformation Capacities 2021 Call

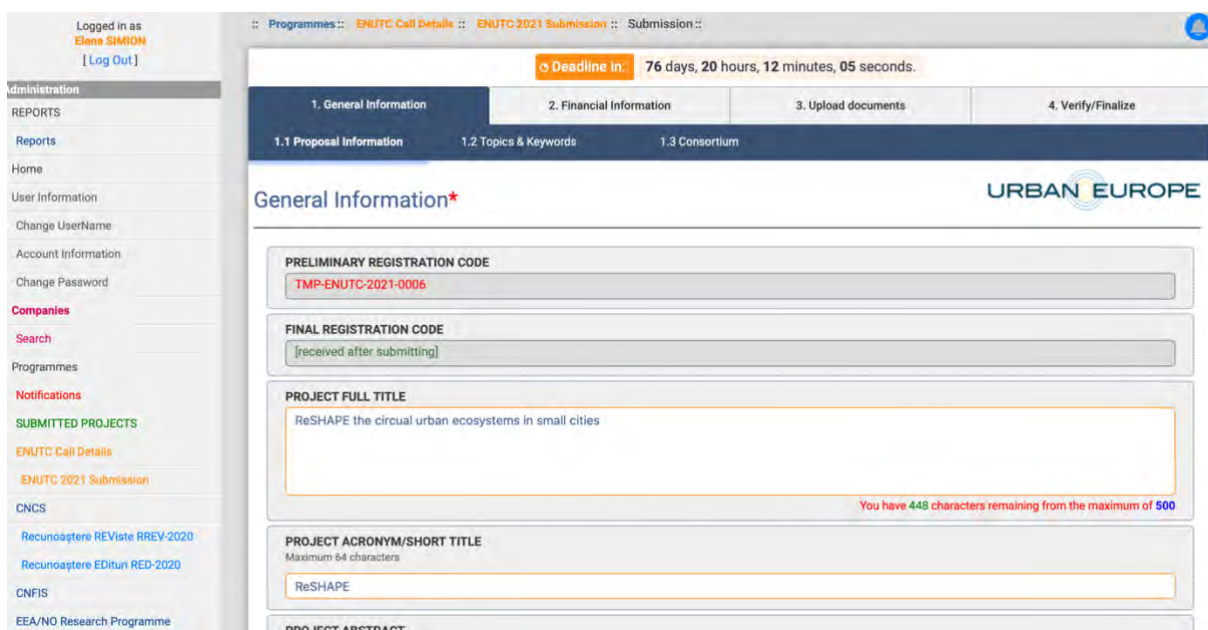
- Call number: F-ENUTC-2021

Submission deadline: 15 April 2021 Time left: 76 days, 20 hours, 17 minutes, 52 seconds.

SUBMIT A PREPROPOSAL (ADDS NEW PROJECT)
ACCESS SUBMITTED PROJECTS LIST

Guidelines for using submission platform are available [here](#).
Details about this Call are available [here](#).

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.



The screenshot shows the user interface for submitting a proposal. The user is logged in as Elena SIMION. The main content area is titled 'General Information*' and contains several input fields:

- PRELIMINARY REGISTRATION CODE:** TMP-ENUTC-2021-0006
- FINAL REGISTRATION CODE:** [received after submitting]
- PROJECT FULL TITLE:** ReSHAPE the circual urban ecosystems in small cities (Note: 'circual' is misspelled in the image)
- PROJECT ACRONYM/SHORT TITLE:** ReSHAPE (Maximum 64 characters)

A progress bar at the top indicates the deadline is 76 days, 20 hours, 12 minutes, and 05 seconds. The left sidebar contains navigation options like 'Administration', 'Reports', 'Home', 'User Information', 'Companies', 'Notifications', and 'Submitted Projects'.

➔ 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.

PROJECT ABSTRACT
Short presentation of project content and goals. The abstract should make clear the project's goals.

În cadrul apelului ERA-NET Cofund Urban Transformation Capacities (ENUTC), 16 agenții naționale de finanțare a cercetării și inovării, din 14 țări europene (membri și parteneri ai JPI Urban Europe), împreună cu Comisia Europeană, au alocat un buget de aproximativ 18,4 milioane EUR pentru a sprijini proiectele transnaționale de cercetare și dezvoltare pentru dezvoltarea capacității de transformare urbană. În noiembrie 2020, consultarea publică ENUTC a atras aproximativ 100 de potențiali aplicanți din peste 20 de țări, dintre care 60 au fost invitați și la un workshop de consultare online. Prin ENUTC, tema capacității de transformare urbană este orientată pe trei direcții principale, care abordează o mare varietate de provocări urbane.

[Select]
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from the maximum of 1500

TOTAL PROJECT COSTS IN EUR **

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).

including Main Applicant, Co-Applicants and a Co-operation Partners

7

DURATION OF THE PROJECT (MONTHS)
36

EXPECTED START
01/12/2021

EXPECTED END
30/11/2024

TOTAL EFFORT IN PERSON MONTHS
22,00

TOTAL PROJECT COSTS IN EUR **
800.199,00

REQUESTED FUNDS IN EUR **
800.400,00

<< PREVIOUS SECTION SAVE CHANGES NEXT SECTION >>

* All fields are mandatory!
** Automatically calculated from section 2.1 Budget Breakdown

Pre Proposal Code: TMP-ENUTC-2021-0006, Utilizator: Elena SIMION, IP: 78.96.81.235

➔ 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.

1. General Information		2. Financial Information	3. Upload documents	4. Verify/Finalize
1.1 Proposal Information	1.2 Topics & Keywords	1.3 Consortium		

Project Topic(s)

MAIN DOMAIN *
 Topic 1. Urban circular economies

SECONDARY DOMAIN
optional, if case
 Topic 2. Community-based developments and urban innovation ecosystems

TERTIARY DOMAIN
optional, if case
 Topic 3. Robust and resilient urban infrastructure and built environment

Keywords

KEYWORD 1 *
 circular urban ecosystem

KEYWORD 4

KEYWORD 2 *
 sustainable

KEYWORD 5

KEYWORD 3 *
 built environment

➔ 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.

Deadline in: 68 days, 20 hours, 44 minutes, 15 seconds.				
1. General Information		2. Financial Information	3. Upload documents	4. Verify/Finalize
1.1 Proposal Information	1.2 Topics & Keywords	1.3 Consortium		

Project Consortium

Project Coordinator/Main Applicant (CO) ▼

ORGANISATION DETAILS	MAIN APPLICANT CONTACT PERSON
TYPE OF PARTNER* Main Applicant	FIRST NAME* Elena
ORGANISATION COUNTRY* [Select country]	LAST (FAMILY) NAME* Simion
ORGANISATION NAME* Institution full name	EMAIL* elena.simion@yahoo.com

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.

Street Name and No., City

Project Partner 2 (P2)

ORGANISATION DETAILS	CONTACT PERSON FROM PARTNER 2 (P2)
<p>TYPE OF PARTNER*</p> <div style="border: 1px solid #ccc; padding: 2px;"> ✓ [Select type] Co-applicant Cooperation Partner </div> <p style="font-size: x-small;">Institution full name</p> <input style="width: 100%; height: 20px;" type="text"/>	<p>FIRST NAME*</p> <input style="width: 100%; height: 20px;" type="text"/>
<p>TYPE OF ORGANISATION*</p> <div style="border: 1px solid #ccc; padding: 2px;"> [Select type] </div> <p style="font-size: x-small;"> ¹ Other Public/Governmental Institution: e.g. hospital, other public utility, public infrastructure company; ² Special Interest Group: e.g. union, chamber. </p>	<p>LAST (FAMILY) NAME*</p> <input style="width: 100%; height: 20px;" type="text"/>
<p>ORGANISATION VAT NUMBER*</p> <p style="font-size: x-small;">National VAT identification number</p> <input style="width: 100%; height: 20px;" type="text"/>	<p>EMAIL*</p> <input style="width: 100%; height: 20px;" type="text"/>

→ 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**.

1. General Information		2. Financial Information	3. Upload documents	4. Verify/Finalize
1.1 Proposal Information	1.2 Topics & Keywords	1.3 Consortium		

Project Consortium

Project Coordinator/Main Applicant (CO)

ORGANISATION DETAILS	MAIN APPLICANT CONTACT PERSON
TYPE OF PARTNER* <input type="text" value="Main Applicant"/>	FIRST NAME* <input type="text" value="Elena"/>
ORGANISATION COUNTRY* <input type="text" value="Belgium"/>	LAST (FAMILY) NAME* <input type="text" value="Simion"/>
FUNDING AGENCY* <input type="text" value="Innoviris"/>	EMAIL* <input type="text" value="elena.simion@uefiscdi.ro"/>
ORGANISATION NAME* <small>Institution full name</small> <input type="text" value="RocktheWorld"/>	CV* <small>Each PI must include their CV in English including their complete first and last name and with information about participation in previous projects.</small> <input type="button" value="Select a file to upload..."/>

Project Partner 2 (P2)

ORGANISATION DETAILS	CONTACT PERSON FROM PARTNER 2 (P2)
TYPE OF PARTNER* <input type="text" value="Co-applicant"/>	FIRST NAME* <input type="text" value="Michele"/>
ORGANISATION COUNTRY* <input type="text" value="France"/>	LAST (FAMILY) NAME* <input type="text" value="Arroncino"/>
FUNDING AGENCY* <input type="text" value="Agence Nationale de la Recherche (ANR)"/>	EMAIL* <input type="text" value="elena.simion@yahoo.com"/>
ORGANISATION NAME* <small>Institution full name</small> <input type="text" value="Arroncino"/>	CV* <small>Each PI must include their CV in English including their complete first and last name and with information about participation in previous projects.</small> <input type="button" value="Select a file to upload..."/>
TYPE OF ORGANISATION* <input type="text" value="University or Other Educational Institution"/> <small>¹ Other Public/Governmental Institution: e.g. hospital, other public utility, public infrastructure company; ² Special Interest Group: e.g. union, chamber.</small>	
ORGANISATION VAT NUMBER*	

➔ 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.

Budget Breakdown (EUR)

Organisation	Project type of partner contribution	Category of Expenses	Category Costs (EUR)	Cost share per partner (%)	Total effort in person months per partner	Partner contribution (EUR)	Requested funding (EUR)	Funding rate requested (%)	
Project Coordinator/Main Applicant (CO) RocktheWorld	I: Innovati	1. Personnel Costs	500,000,00						
		2. R&D equipments, infra-structure use	125,00						
		3. Costs of materials	35,00				0,00	800,000,00	
		4. Sub-contracting, third-party costs	10,00	62,51 %	16,00				1,50 %
		5. Travel costs	5,00						
		6. Overhead costs	0,00						
Project Coordinator/Main Applicant (CO) TOTAL costs			500,175,00				500,000,00		

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 Intent.

Deadline in: 76 days, 19 hours, 24 minutes, 40 seconds.

1. General Information 2. Financial Information **3. Upload documents** 4. Verify/Finalize

3.1 Funding Application Form and Declarations

Upload Preproposal Application Form

PREPROPOSAL APPLICATION FORM*
 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.**

Replace existing file, if needed...

ENUTC web ro.pdf (27/01/2021, 46.4 kb)

Document must contain:

- 1. Quality of Work, Project Objectives and Targets (max. 2 pages)**
 - o **1.1 Project objectives and targets**
 Give a detailed description of the project goals and planned results based on the description of the initial situation and the societal, social, economic, environmental, or technological problems and challenges related to the call topic(s) and to be solved in the project. Clearly point out the innovative aspect in your approach taking into account the state of the art/knowledge (improvements from existing solutions/conditions, originality of approach, degree of novelty, technological leap). Indicate how it is positioned with respect to the state-of-the art and in particular, how it built on and complement existing knowledge and experiences as achieved in earlier relevant European, national and regional research and innovation (R&I) programmes, pilots and test implementations and field labs. Comprehensibly describe the conceptual (scientific and/or technical) approaches you intend to use to achieve the defined goals and expected results.
 - o **1.2 Overall project type**
 Please describe the main reasons for the selected overall project type (cf. front page). Show why you choose the research pathway or the innovation pathway.
- 2. Key activities (work programme – max. 1 ½ pages)**
 Describe the contents of the envisioned work programme, the results expected within the duration of the project and the main milestones.
- 3. Data Management (max. ¼ page)**

You can always return to your application in progress from Homepage by accessing submitted projects list.

EXECUTIVE AGENCY FOR HIGHER EDUCATION, RESEARCH, DEVELOPMENT AND INNOVATION FUNDING

 National Research Council
 Advisory Council for Research, Development and Innovation

 MINISTERUL EDUCATIEI SI CERCETARII STIINTEI

Logged in as **Elena SIMION** [Log Out]

Programmes :: **ENUTC Call Details** :: ENUTC 2021 Submission ::

ERA-NET Cofund Urban Transformation Capacities 2021 Call

● Call number: F-ENUTC-2021

Submission deadline: 15 April 2021 (17:00 CET) Time left: **76 days, 18 hours, 42 minutes, 44 seconds.**

SUBMIT A PREPROPOSAL (ADD NEW PROJECT)
ACCESS SUBMITTED PROJECTS LIST

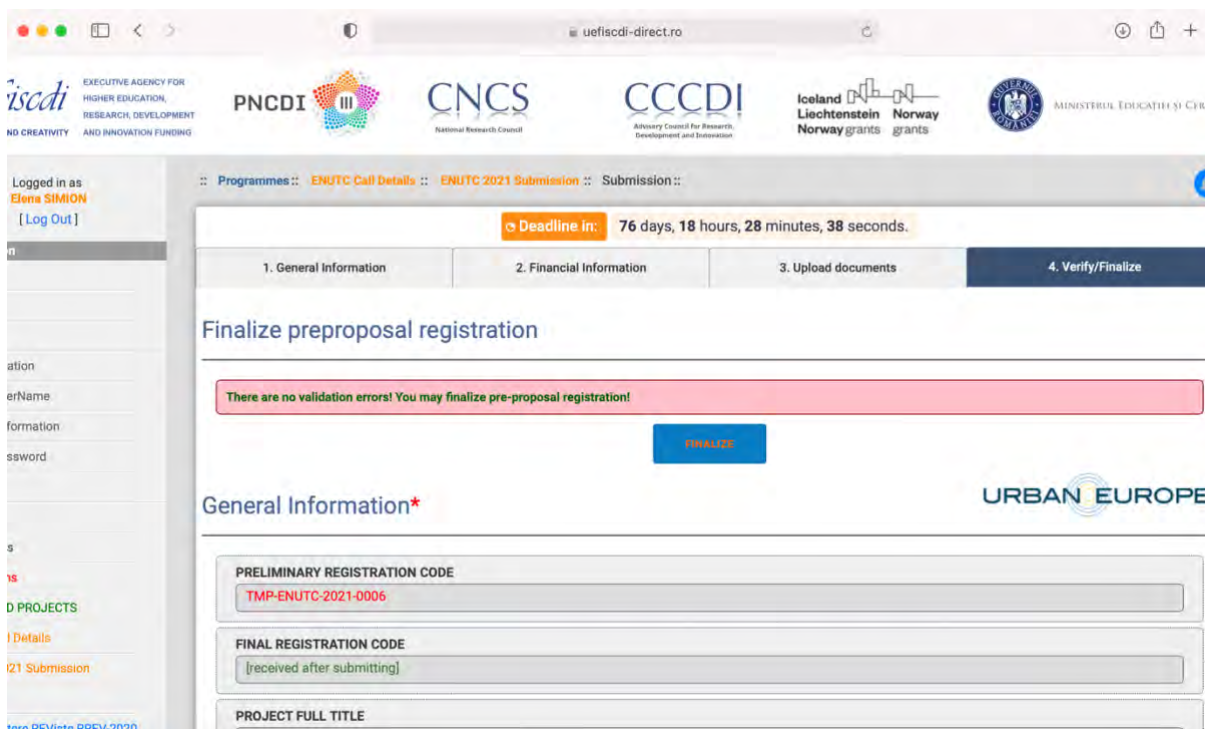
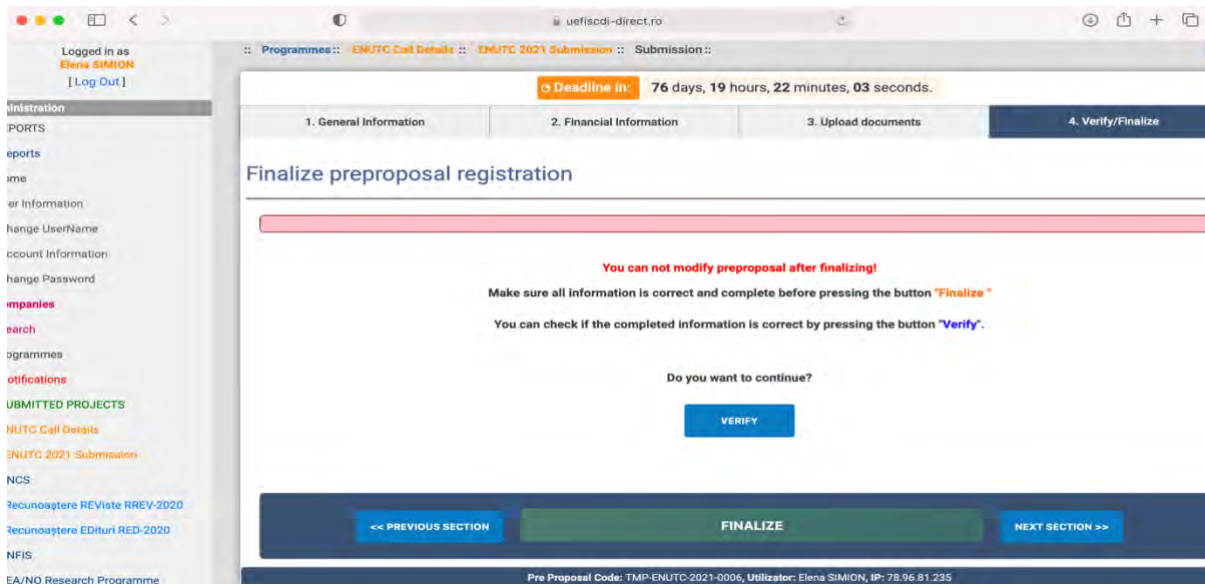
Guidelines for using submission platform are available [here](#).
 Details about this Call are available [here](#).

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

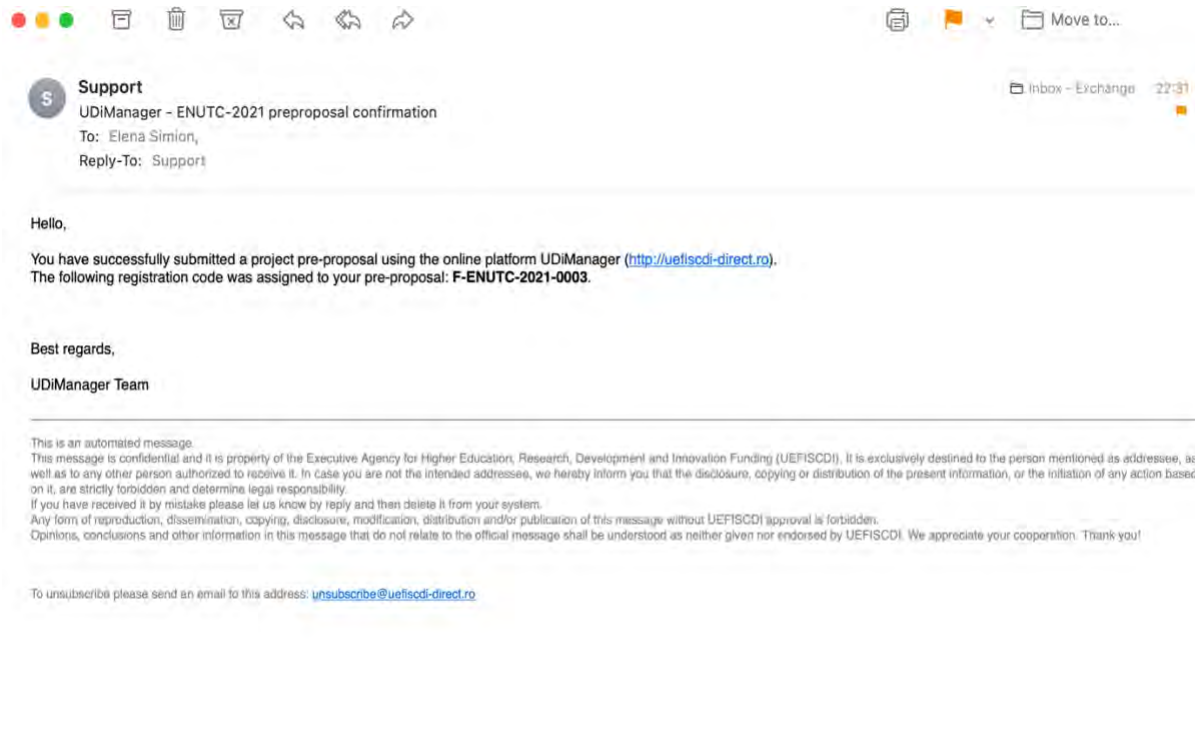
application to an official record (timestamp) followed by a receipt confirmation message and offering also the possibility to download a copy of your application.

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.

