

## **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 for the Full Proposal Stage**

**#ENUTC**

### **ENUTC Joint Call Secretariat**

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## 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 text and prepare the application following the full proposal template available on the call page:

- **Updates regarding the 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](https://uefiscdi-direct.ro);
- **An extended 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 at [uefiscdi-direct.ro](https://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.).

**Please be aware that ANR (France), Innoviris (Belgium) and NWO (Netherlands) require specific national forms for the full proposal stage. The templates are available on the call's webpage. The applicants requesting funds from the respective agencies have to fill them in and upload them in the submission system (UDiManager).**

### 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](https://uefiscdi-direct.ro)). The present document is designed to guide you through the submission process and ensure a smooth submission for the full proposal stage.

**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.

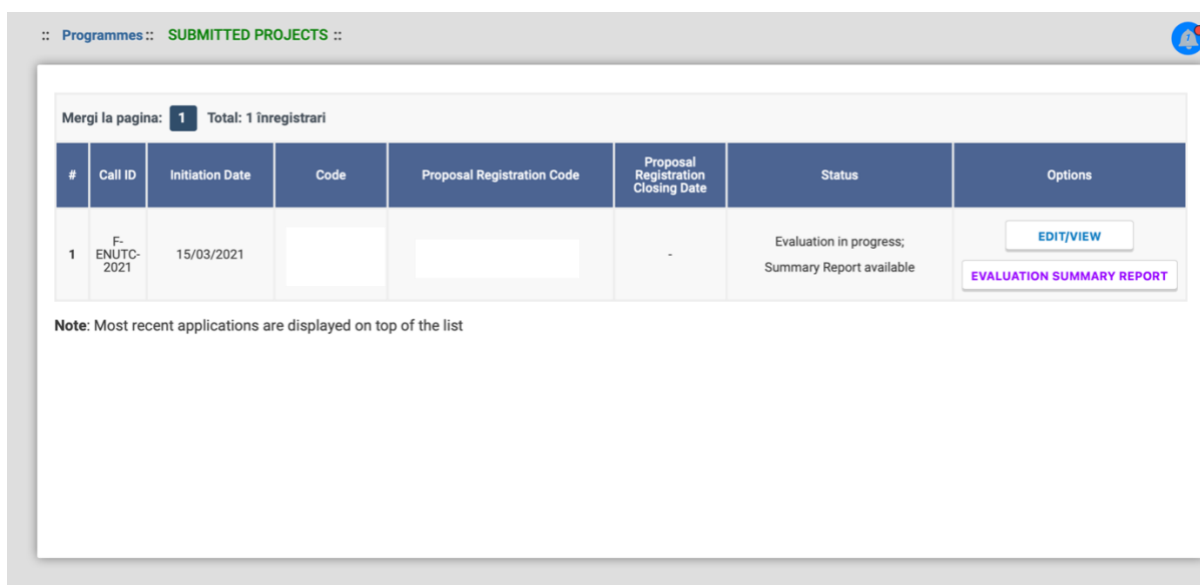
The proposal may also include Cooperation Partners, described below. Each PI is only allowed to participate in a maximum of two proposals, and only once as the PI of a Main Applicant.

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 has been officially submitted.

If you have 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](mailto:support@uefiscdi.ro).

## 2. How to Connect to the submission system UDiManager (uefiscdi-direct.ro)

The Main Applicant must log into UDiManager with their existing account and access Submitted Projects.



#	Call ID	Initiation Date	Code	Proposal Registration Code	Proposal Registration Closing Date	Status	Options
1	F-ENUTC-2021	15/03/2021			-	Evaluation in progress; Summary Report available	<a href="#">EDIT/VIEW</a> <a href="#">EVALUATION SUMMARY REPORT</a>

Note: Most recent applications are displayed on top of the list

If you have forgotten your password, you can recover it by accessing 'Forgot your password' option based on the email address you used when creating the account.

[\[ Log In \]](#)
[\[ Sign Up \]](#)

Home
Cookies Policy
Terms and Conditions
Support & Contact

Authenticate ::

Log In

User (email):
Password:

Login

[Forgot your password? Click Here.](#)

Copyright © 2021 UEFISCDI | All rights reserved. By using this site, you agree to the terms and conditions of use.  
[T: 0.2421, DE: 0.2006, ME: 0.2026, O: 51]

## 2.2 Create your full proposal

Start submitting a full proposal by accessing Edit/View option. You will find both the pre-proposal information and the full proposal fields you need to update and develop.

### → Full Proposal General Information

The full proposal section **1 General Information** will contain the submitted information in the pre-proposal phase. By clicking on **1.1 'Proposal Information (full)'** the Main Applicant gets into editable fields regarding the abstract, project start and end date etc.

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

Full Proposal Deadline in: 75 days, 01 hours, 32 minutes, 15 seconds.

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

1.1 PreProposal Information
1.1' Proposal Information (full)
1.2 Topics & Keywords
1.3 Consortium (preproposal)
1.3' Consortium (full)

General Information\*
URBAN EUROPE

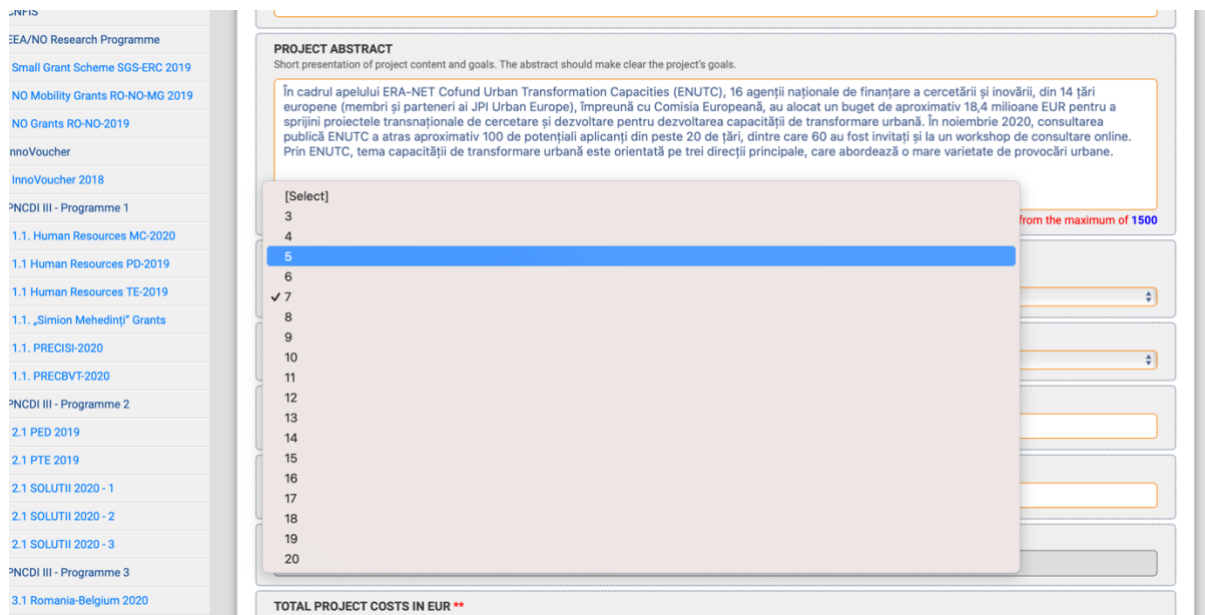
PRELIMINARY REGISTRATION CODE

FINAL REGISTRATION CODE

PROJECT FULL TITLE

PROJECT ACRONYM/SHORT TITLE  
Maximum 64 characters

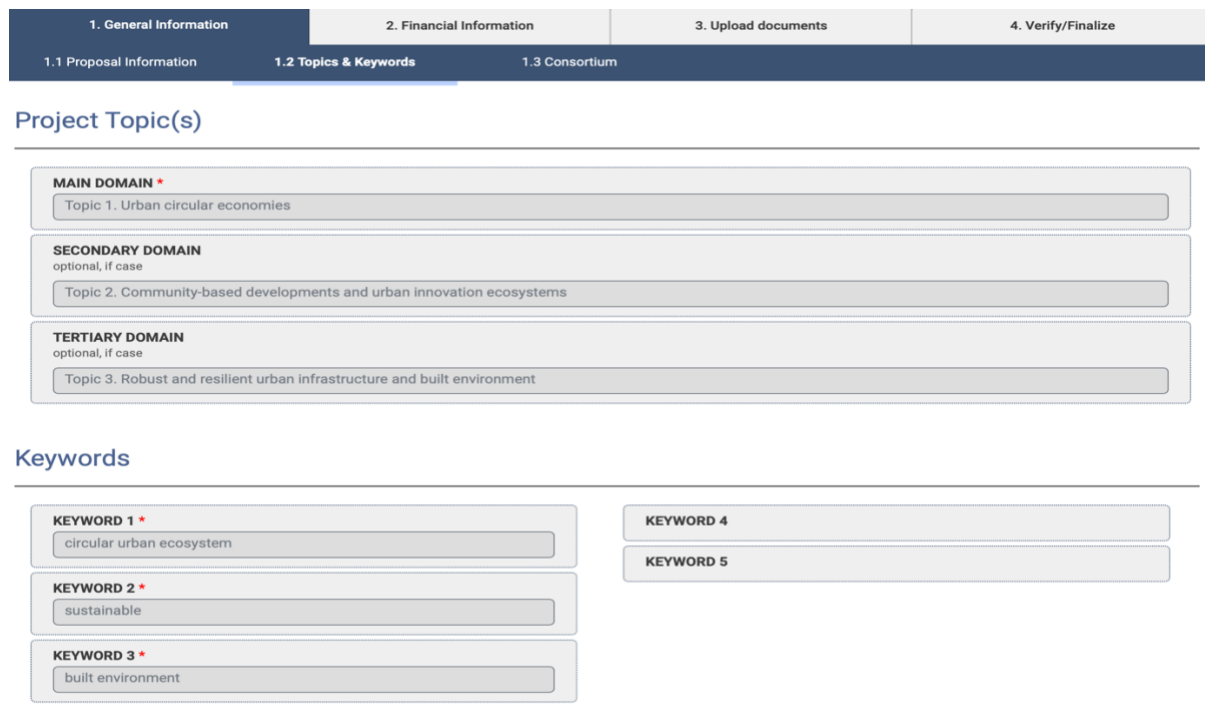
Please make sure that you fill in the **start** and **end date** for the project, the financial information will be summed up from the Financial Information section where you are going to detail the numbers (budget planned).



The screenshot shows the 'PROJECT ABSTRACT' section of the submission form. The abstract text describes the ERA-NET Cofund Urban Transformation Capacities (ENUTC) and mentions a budget of approximately 18.4 million EUR. A dropdown menu is open, showing a list of topics from 3 to 20, with option 5 selected. The total project costs in EUR are indicated as 1500.

## → Topics and Keywords

This section displays the information available in the pre-proposal phase: **the three main topics of the ENUTC call** and the relevant selected keywords. This section doesn't allow any changes.



The screenshot shows the 'Project Topic(s)' and 'Keywords' section. The 'Project Topic(s)' section includes three domains: MAIN DOMAIN (Topic 1: Urban circular economies), SECONDARY DOMAIN (Topic 2: Community-based developments and urban innovation ecosystems), and TERTIARY DOMAIN (Topic 3: Robust and resilient urban infrastructure and built environment). The 'Keywords' section includes five keywords: KEYWORD 1 (circular urban ecosystem), KEYWORD 2 (sustainable), KEYWORD 3 (built environment), KEYWORD 4, and KEYWORD 5.

## → Update of the Co-Applicants/Cooperation Partners Information in section

### 1.3 'Consortium (full)

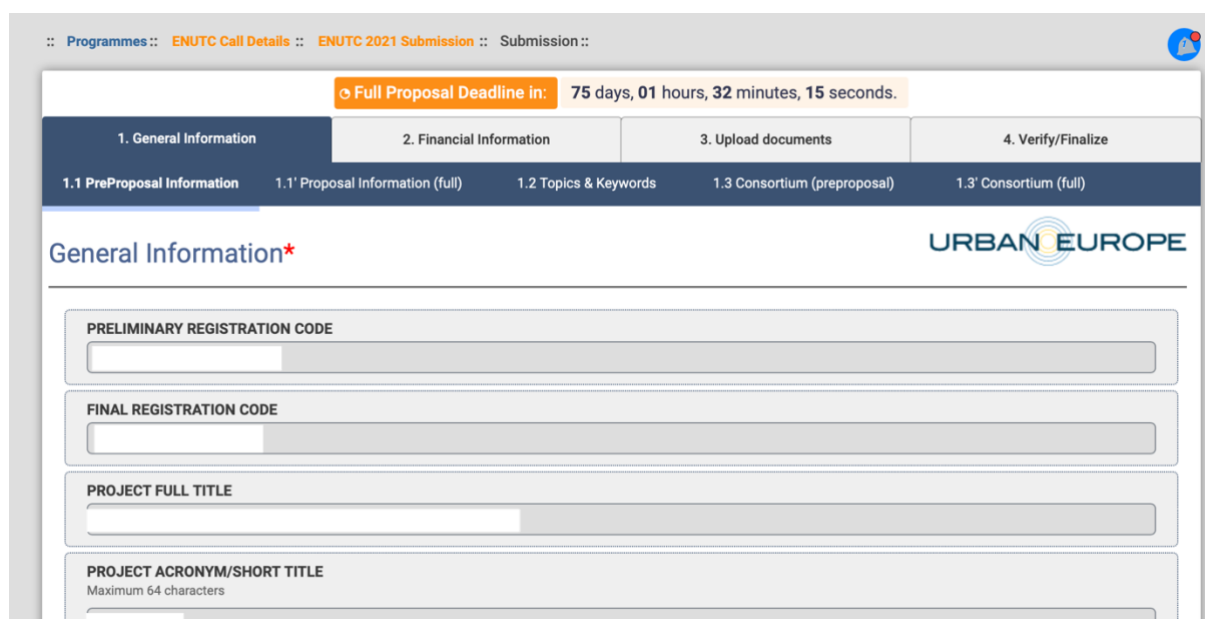
Applicants are defined as organisations / institutions/companies (i.e. legal entities). The Principal Investigator (PI) is defined as the person who is the lead investigator for an Applicant. Therefore, a consortium has the same number of PIs as applicants. The Main Applicant coordinates the whole project.

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.

Section **1.3 'Proposal Consortium (full)** displays all the existing project partners, Cooperation Partners included.

One can ADD or REMOVE a project partner, if required by the funding agencies or, for an example, add Cooperation Partners if the Expert Panel have recommended it in their pre-proposal assessment.

Please pay attention **when updating the number of partners**, as their number will later correlate with the Financial Information (budget planning) section.



The screenshot shows the URBAN EUROPE submission portal interface. At the top, there is a navigation bar with links: Programmes :: ENUTC Call Details :: ENUTC 2021 Submission :: Submission ::. A countdown timer indicates the Full Proposal Deadline in 75 days, 01 hours, 32 minutes, and 15 seconds. Below the navigation bar, there are four main tabs: 1. General Information, 2. Financial Information, 3. Upload documents, and 4. Verify/Finalize. Under the '1. General Information' tab, there are five sub-sections: 1.1 PreProposal Information, 1.1' Proposal Information (full), 1.2 Topics & Keywords, 1.3 Consortium (preproposal), and 1.3' Consortium (full). The 'General Information' section is currently active, showing fields for PRELIMINARY REGISTRATION CODE, FINAL REGISTRATION CODE, PROJECT FULL TITLE, and PROJECT ACRONYM/SHORT TITLE (with a note: Maximum 64 characters). The URBAN EUROPE logo is visible in the top right corner of the form area.

Project Partner 2 (P2) ▼

DELETE PARTNER

ORGANISATION DETAILS

TYPE OF PARTNER\*

Cooperation Partner

ORGANISATION COUNTRY\*

ORGANISATION NAME\*

Institution full name

TYPE OF ORGANISATION\*

Business – SME

<sup>1</sup> Other Public/Governmental Institution: e.g. hospital, other public utility, public infrastructure company;  
<sup>2</sup> Special Interest Group: e.g. union, chamber.

ORGANISATION VAT NUMBER\*

National VAT identification number

CONTACT PERSON FROM PARTNER 2 (P2)

FIRST NAME\*

LAST (FAMILY) NAME\*

EMAIL\*

LETTER OF INTENT\*

Cooperation Partners must upload Letter of Intent.

Select a file to upload...

Please be aware that you can also edit contact details for existing partners (Co-applicants).

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

TYPE OF PARTNER\*

✓ [Select type]

Co-applicant

Cooperation Partner

Institution full name

TYPE OF ORGANISATION\*

[Select type]

<sup>1</sup> Other Public/Governmental Institution: e.g. hospital, other public utility, public infrastructure company;

<sup>2</sup> Special Interest Group: e.g. union, chamber.

ORGANISATION VAT NUMBER\*

National VAT identification number

CONTACT PERSON FROM PARTNER 2 (P2)

FIRST NAME\*

LAST (FAMILY) NAME\*

EMAIL\*

### → Update CV for the PIs

Each partner requesting funding from the participating funding agencies must upload a Curriculum Vitae (CV) for the Principal Investigator (PI). For the applicants that need to change an already uploaded CV; the option is available in **1.3 Consortium (full)** for each Co-Applicant. Please be aware that no specific format is provided by the ENUTC Call Secretariat, unless your respective funding agency is requiring one, in which case you can use the respective template.

### → National Forms required by ANR, Innoviris, NWO

Some funding agencies participating in the call require specific national forms in the full proposal stage. These files are available on the call's webpage (<https://jpi-urbaneurope.eu/calls/enutc/>) and must be uploaded by each partner asking for funds from the respective funding agency in section **1.3 'Consortium (full)**.



ORGANISATION DETAILS	MAIN APPLICANT CONTACT PERSON
<b>TYPE OF PARTNER*</b> <input type="text" value="Main Applicant"/>	<b>FIRST NAME*</b> <input type="text"/>
<b>ORGANISATION COUNTRY*</b> <input type="text"/>	<b>LAST (FAMILY) NAME*</b> <input type="text"/>
<b>FUNDING AGENCY*</b> <input type="text" value="Taskforce for Applied Research SIA (Regieorgaan SIA)"/>	<b>EMAIL*</b> <input type="text"/>
<b>ORGANISATION NAME*</b> Institution full name <input type="text"/>	<b>CV*</b> Each PI must include their CV in English including their complete first and last name and with information about participation in previous projects. <input type="button" value="Replace existing file, if needed..."/> (01/01/1970, 0 kb)
<b>TYPE OF ORGANISATION*</b> <input type="text"/> <small> <sup>1</sup> Other Public/Governmental Institution: e.g. hospital, other public utility, public infrastructure company;  <sup>2</sup> Special Interest Group: e.g. union, chamber.         </small>	<b>NATIONAL FORMS FOR FULL PROPOSAL PHASE FOR NWO (NETHERLANDS)*</b> Download the template from <a href="#">here</a> and upload it in the field below. <input type="button" value="Select a file to upload..."/>
<b>ORGANISATION VAT NUMBER*</b> National VAT identification number <input type="text"/>	

### → Cooperation Partners: Letters of Intent

A written commitment (Letter of Intent) from Cooperation Partners, participating with their own funding or with an in-kind contribution should be submitted with the full proposal. Cooperation Partners do not count toward the minimum of three eligible applicants from at least three different participating countries.

The Main Applicant can upload the Letter of Intent directly from a dedicated field when checking or updating the information from the pre-proposal phase in section 1.3. **‘Consortium (full)’**.

Please be aware that no specific format is provided by the ENUTC Call Secretariat, unless your respective funding agency is requiring one, in which case you can use the respective template.

Project Partner 2 (P2) ▼

DELETE PARTNER

ORGANISATION DETAILS

TYPE OF PARTNER\*

Cooperation Partner

ORGANISATION COUNTRY\*

Netherlands

ORGANISATION NAME\*

Institution full name

TYPE OF ORGANISATION\*

Business – SME

<sup>1</sup> Other Public/Governmental Institution: e.g. hospital, other public utility, public infrastructure company;  
<sup>2</sup> Special Interest Group: e.g. union, chamber.

ORGANISATION VAT NUMBER\*

National VAT identification number

CONTACT PERSON FROM PARTNER 2 (P2)

FIRST NAME\*

LAST (FAMILY) NAME\*

EMAIL\*

LETTER OF INTENT\*

Cooperation Partners must upload Letter of Intent.

Select a file to upload...

## → 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.

## → Updates in the section 2.1' Budget Breakdown (full)

According to the number of applicants initially selected (e.g.: at least three from three participating countries), the financial information can be updated for each partner organization. We recommend making budget changes if required by the involved funding agencies or following a recommendation of the independent evaluators in the ENUTC Expert Panel. Cooperation Partners cannot be counted in this minimum transnational requirement. If an additional partner is added, please fill in the numbers for the respective partner too.

For the Cooperation Partners there is only one box to be filled in: Partner Contribution. This contribution can be the equivalent of an in-kind contribution or the own funds the respective partner brings into the project.

### Budget Breakdown (EUR) - full proposal

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)	A: Applicant	1. Personnel Costs	<input type="text"/>					
		2. R&D equipments, infra-structure use	<input type="text"/>					
		3. Costs of materials	<input type="text"/>					
		4. Sub-contracting, third-party costs	<input type="text"/>					
		5. Travel costs	<input type="text"/>					
		6. Overhead costs	<input type="text" value="0,00"/>					
		Project Coordinator/Main Applicant (CO) TOTAL costs	<input type="text"/>					

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

### → Upload Documents to UDiManager ([uefiscdi-direct.ro](http://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 and work programme description, work packages, 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.

Programmes: ENUTC Call Details ENUTC 2021 Submission Submission

Full Proposal Deadline in: 74 days, 23 hours, 26 minutes, 56 seconds.

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

3.1 Funding Application Form and Declarations (preproposal) 3.1 Funding Application Form and Declarations (full)

### Upload Full Proposal Application Form

**FULL PROPOSAL 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.**

Select a file to upload...

Document must contain:

**1. Quality of Work, Project Objectives and Targets (max. 4 pages)**

- 1.1 Project objectives and targets, positioning with respect to the state-of-the-art, existing knowledge or solutions and other recently completed or on-going comparable projects**  
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. Specifically go into the need for the solution, e.g. what is the need for city management or what are the needs for the citizens?  
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.
- 1.2 Project realization**  
Describe how the project proposes to tackle the above described topic(s). Comprehensively describe the conceptual (scientific and/or technical) approaches you intend to use to achieve the defined goals and expected results.
- 1.3 Overall project type: research and innovation aspects in relation to the project topic(s)**

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

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

PNC DI

CNCS National Research Council

CCCDI Advisory Council for Research, Development and Innovation

Iceland Liechtenstein Norway grants

MINISTERUL EDUC

Logged in as Elena SIMION [Log Out]

Registration

PORTS

SPORTS

me

er Information

ange UserName

count Information

ange Password

panies

arch

grammes

tifications

UBMITTED PROJECTS

UTC Call Details

UTC 2021 Submission

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

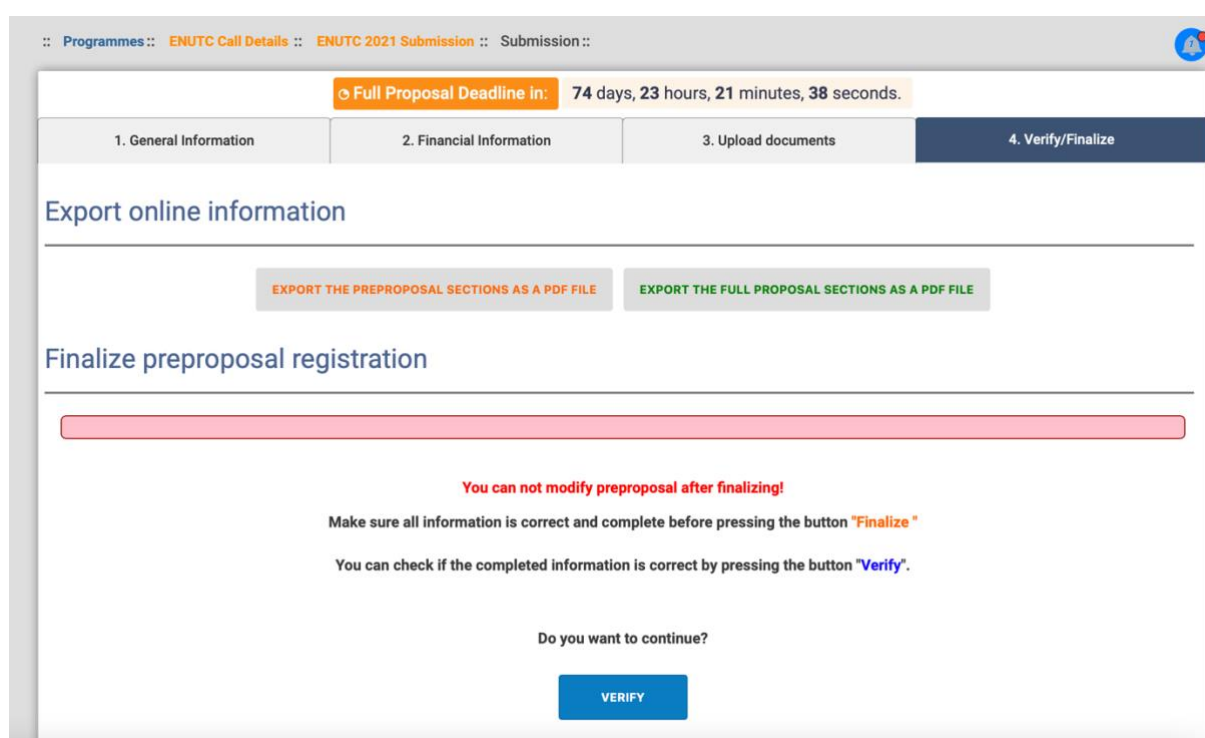
Guidelines for using submission platform are available [here](#).  
Details about this Call are available [here](#).

#### 4. Submission of the Application: Export to PDF | 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.

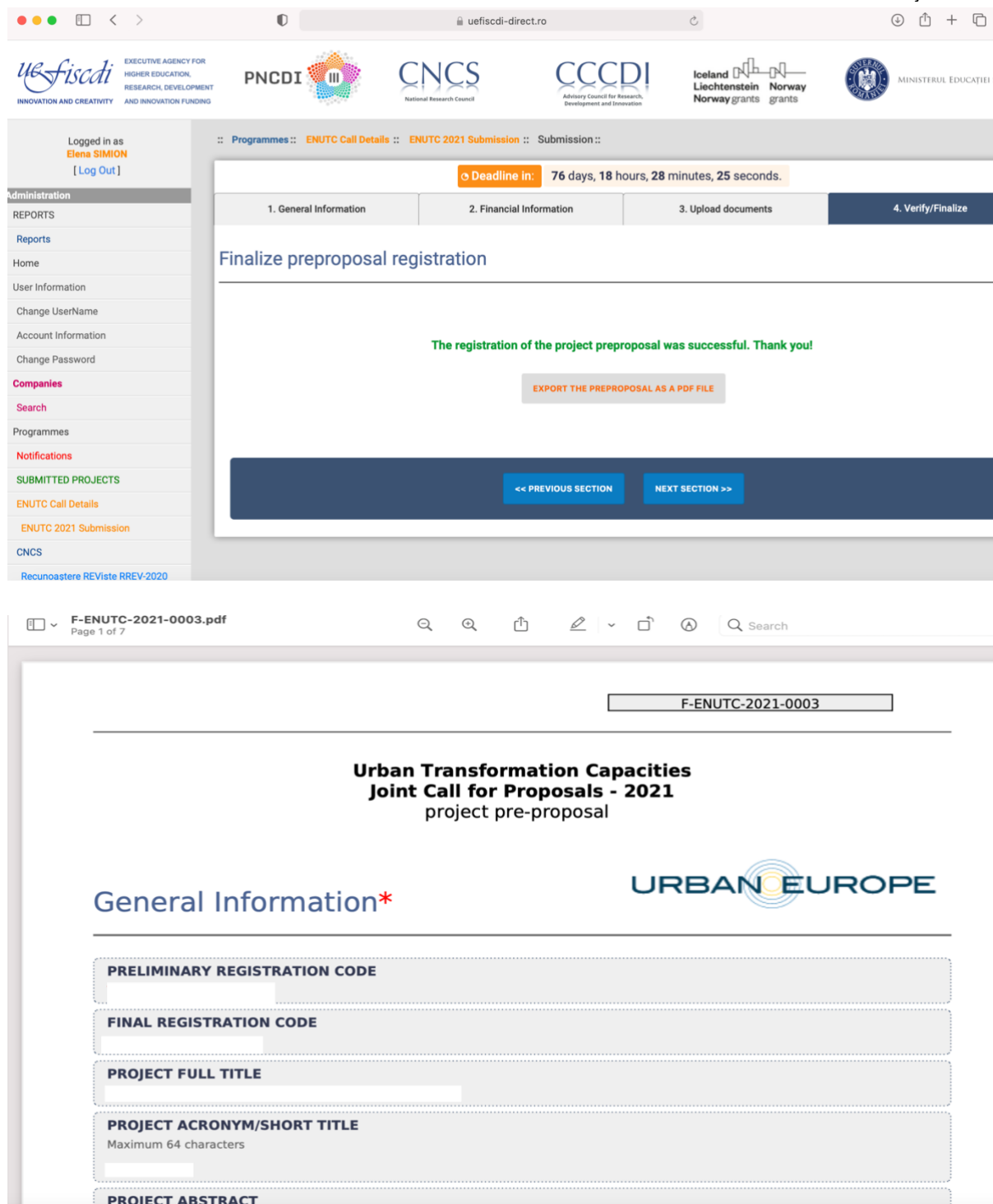
Unless your application is final, please make sure you don’t press ‘Finalize’.

An Export to PDF option is available to the Main Applicant to give the possibility to share the application with the consortium partners before the final submission.



The screenshot displays the 'Verify/Finalize' step of the application submission process. At the top, a breadcrumb trail shows the path: Programmes :: ENUTC Call Details :: ENUTC 2021 Submission :: Submission ::. A countdown timer indicates the full proposal deadline is 74 days, 23 hours, 21 minutes, and 38 seconds. Below the timer, a progress bar shows four steps: 1. General Information, 2. Financial Information, 3. Upload documents, and 4. Verify/Finalize (the current step). The main content area is titled 'Export online information' and contains two buttons: 'EXPORT THE PREPROPOSAL SECTIONS AS A PDF FILE' and 'EXPORT THE FULL PROPOSAL SECTIONS AS A PDF FILE'. Below this, the section 'Finalize preproposal registration' features a red warning bar stating 'You can not modify preproposal after finalizing!'. It also includes instructions: 'Make sure all information is correct and complete before pressing the button "Finalize"' and 'You can check if the completed information is correct by pressing the button "Verify"'. At the bottom, a question 'Do you want to continue?' is followed by a blue 'VERIFY' button.

After the application process is finished, you will be able to download a PDF file with the information submitted.



The screenshot displays the UDiManager submission system interface. The top navigation bar includes logos for uefiscdi, PNC DI, CNCS, CCCDI, and Iceland Liechtenstein Norway grants. The user is logged in as Elena SIMION. The main content area shows the 'Finalize preproposal registration' step, which is the fourth of four sections. A green message states: 'The registration of the project preproposal was successful. Thank you!'. Below this message is a button labeled 'EXPORT THE PREPROPOSAL AS A PDF FILE'. The bottom section of the interface shows the 'General Information\*' form, which includes fields for 'PRELIMINARY REGISTRATION CODE', 'FINAL REGISTRATION CODE', 'PROJECT FULL TITLE', 'PROJECT ACRONYM/SHORT TITLE' (with a maximum of 64 characters), and 'PROJECT ABSTRACT'.

The submission system (UDiManager) will automatically send a confirmation email message to the Main Applicant containing the application identification number as well as the submission timestamp.



**Support**  
 UDiManager - ENUTC-2021 preproposal confirmation  
 To: Elena Simion,  
 Reply-To: Support

Inbox - Exchange 22:31

Hello,

You have successfully submitted a project pre-proposal using the online platform UDiManager (<http://uefiscdi-direct.ro>).  
 The following registration code was assigned to your pre-proposal: **F-ENUTC-2021-0003**.

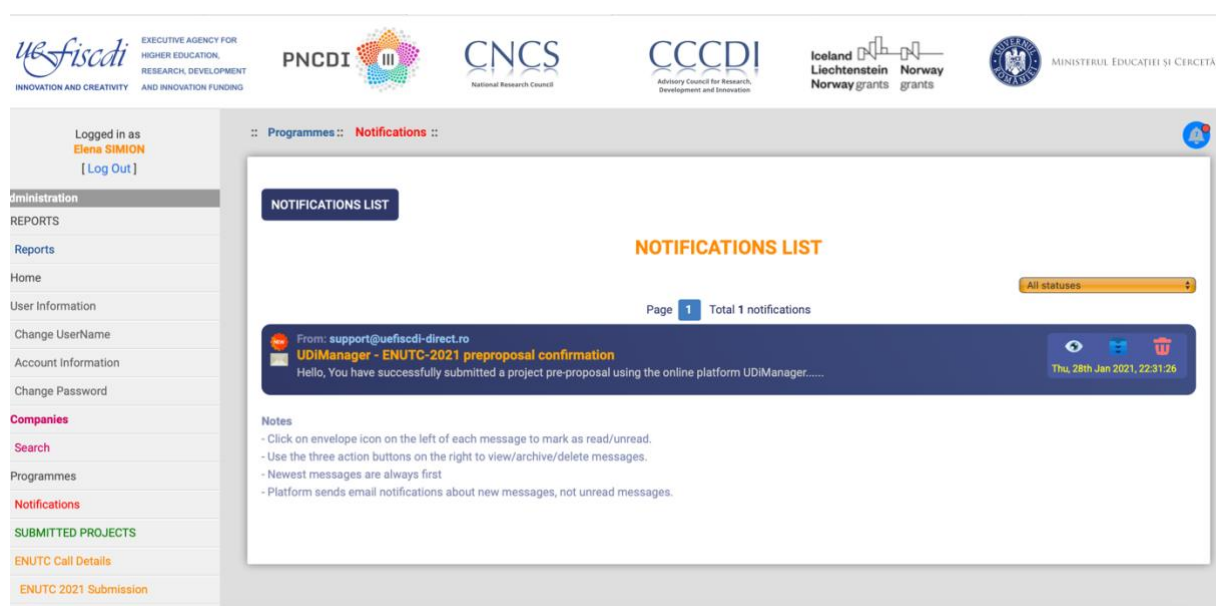
Best regards,

UDiManager Team

This is an automated message.  
 This message is confidential and it is property of the Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI). It is exclusively destined to the person mentioned as addressee, as well as to any other person authorized to receive it. In case you are not the intended addressee, we hereby inform you that the disclosure, copying or distribution of the present information, or the initiation of any action based on it, are strictly forbidden and determine legal responsibility.  
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 Opinions, conclusions and other information in this message that do not relate to the official message shall be understood as neither given nor endorsed by UEFISCDI. We appreciate your cooperation. Thank you!

To unsubscribe please send an email to this address: [unsubscribe@uefiscdi-direct.ro](mailto:unsubscribe@uefiscdi-direct.ro)

You can also double check the submission notifications from your UDiManager account.



The screenshot displays the UDiManager web application interface. At the top, there is a header with logos for UEFISCDI, PNCDI, CNCS, CCCDI, Iceland Liechtenstein Norway grants, and the Romanian Ministry of Education and Research. The main content area shows a sidebar on the left with navigation links like Administration, Reports, Home, User Information, and Companies. The central part of the screen displays the 'NOTIFICATIONS LIST' with a single notification from support@uefiscdi-direct.ro titled 'UDiManager - ENUTC-2021 preproposal confirmation'. The notification text states: 'Hello, You have successfully submitted a project pre-proposal using the online platform UDiManager.....'. Below the notification, there are instructions on how to use the interface, such as clicking on the envelope icon to mark messages as read/unread and using action buttons to view/archive/delete messages. The bottom of the sidebar shows links for SUBMITTED PROJECTS, ENUTC Call Details, and ENUTC 2021 Submission.