Project no. 101003758

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;
- **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.

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)· 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**.

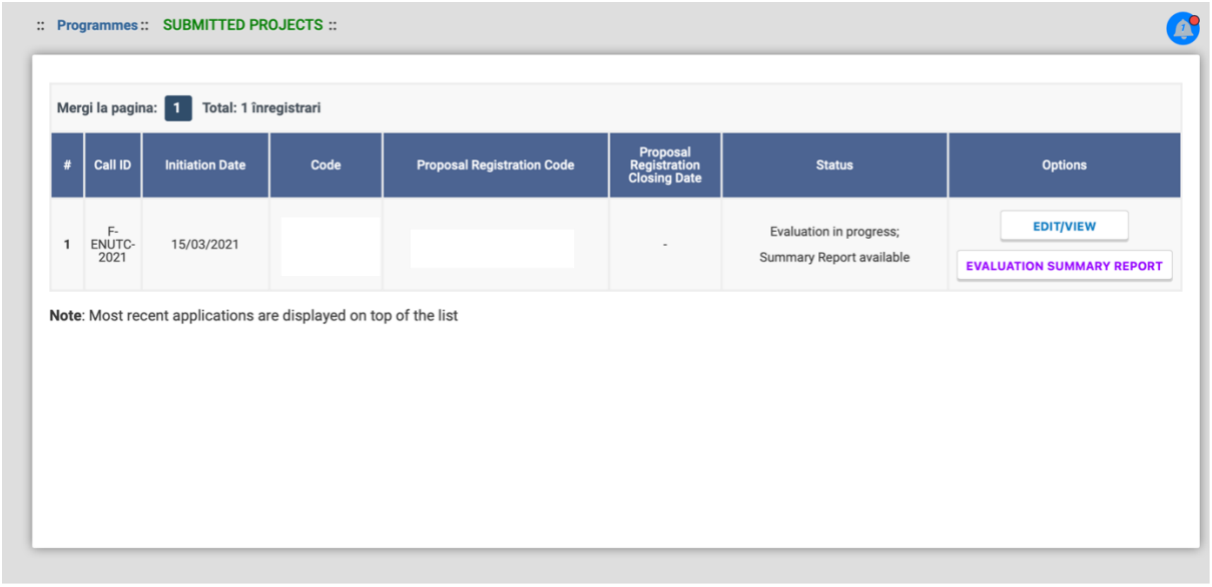
Applicants are defined as organisations/institutions/companies (i.e. legal entities).
The Principal Investigator (PI) is defined as the person who is the lead investigator for an Applicant. Therefore, a consortium has the same number of PIs as applicants.
The Main Applicant coordinates the whole project.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

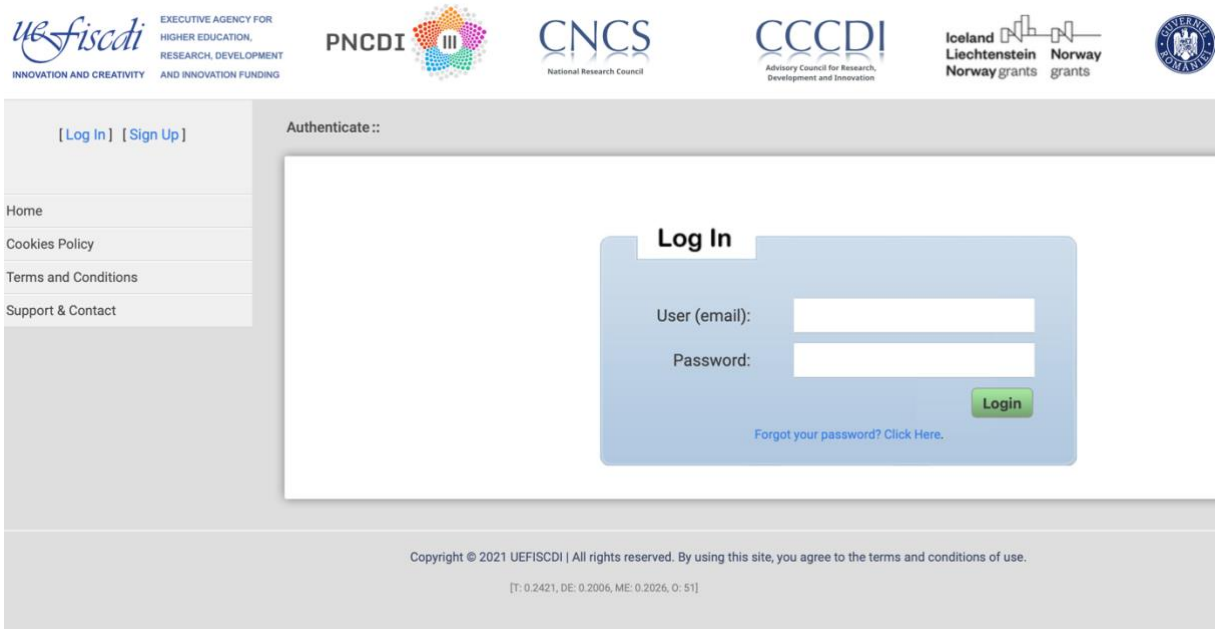
If you have any questions during the application process, please contact the ENUTC Joint Call Office/Call Secretariat. If any technical difficulties occur, please contact the IT team coordinating the submission platform at support@uefiscdi.ro.

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.



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.

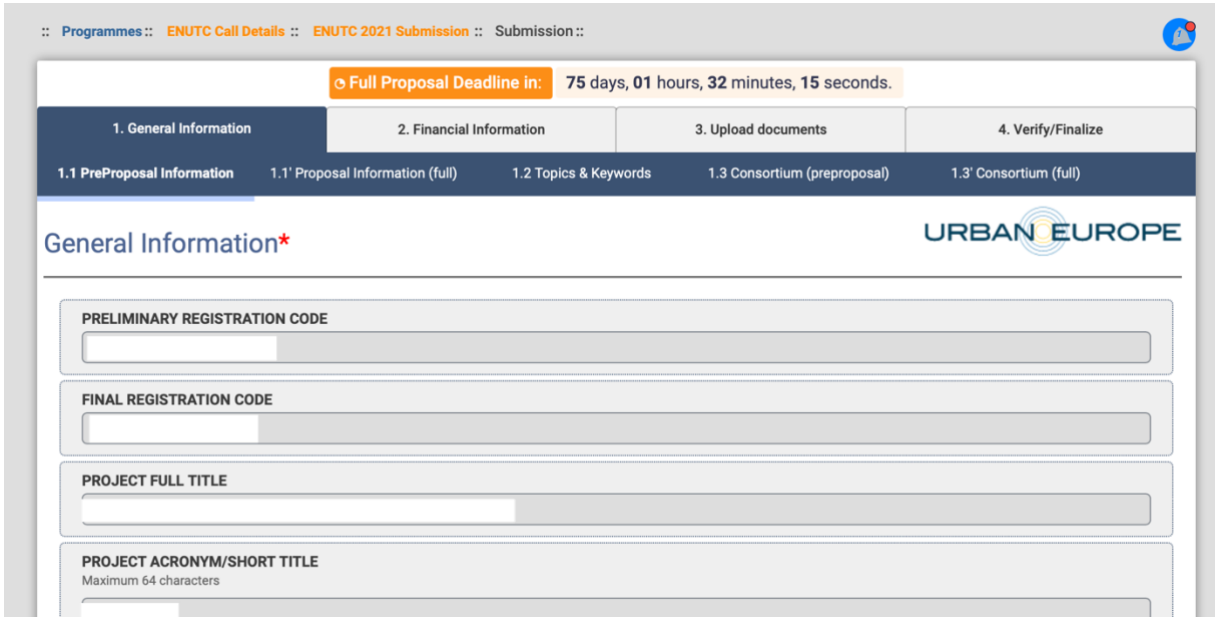


2.2 Create your full proposal

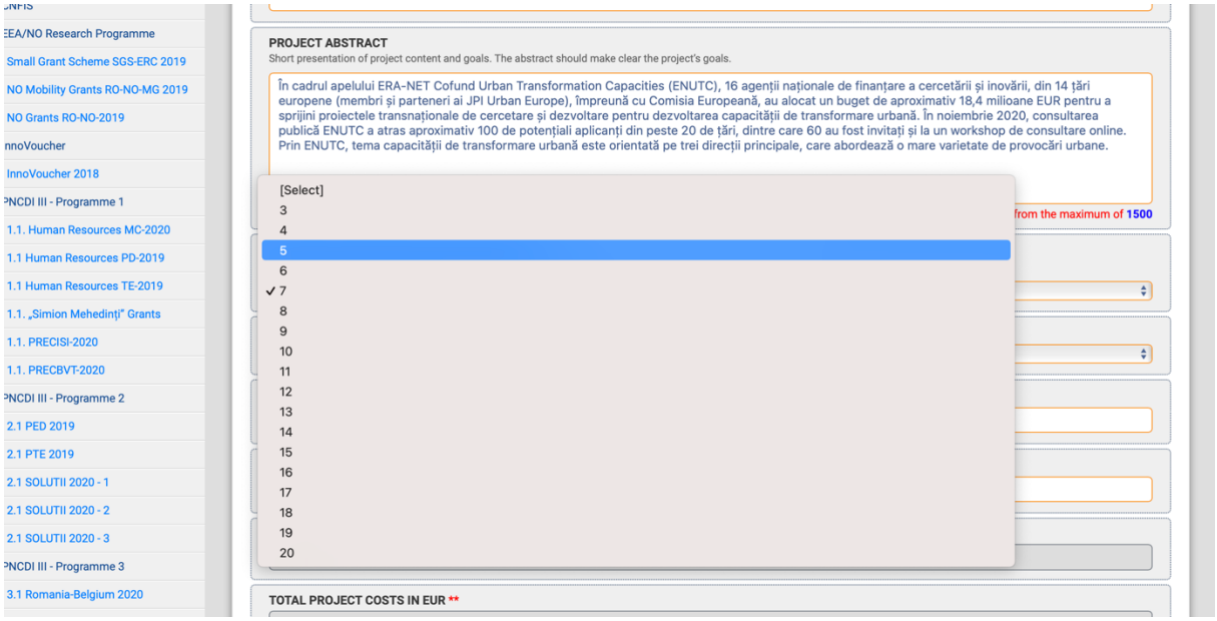
Start submitting a full proposal by accessing Edit/View option. You will find both the pre-proposal information and the full proposal fields you need to update and develop.

➔ 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.

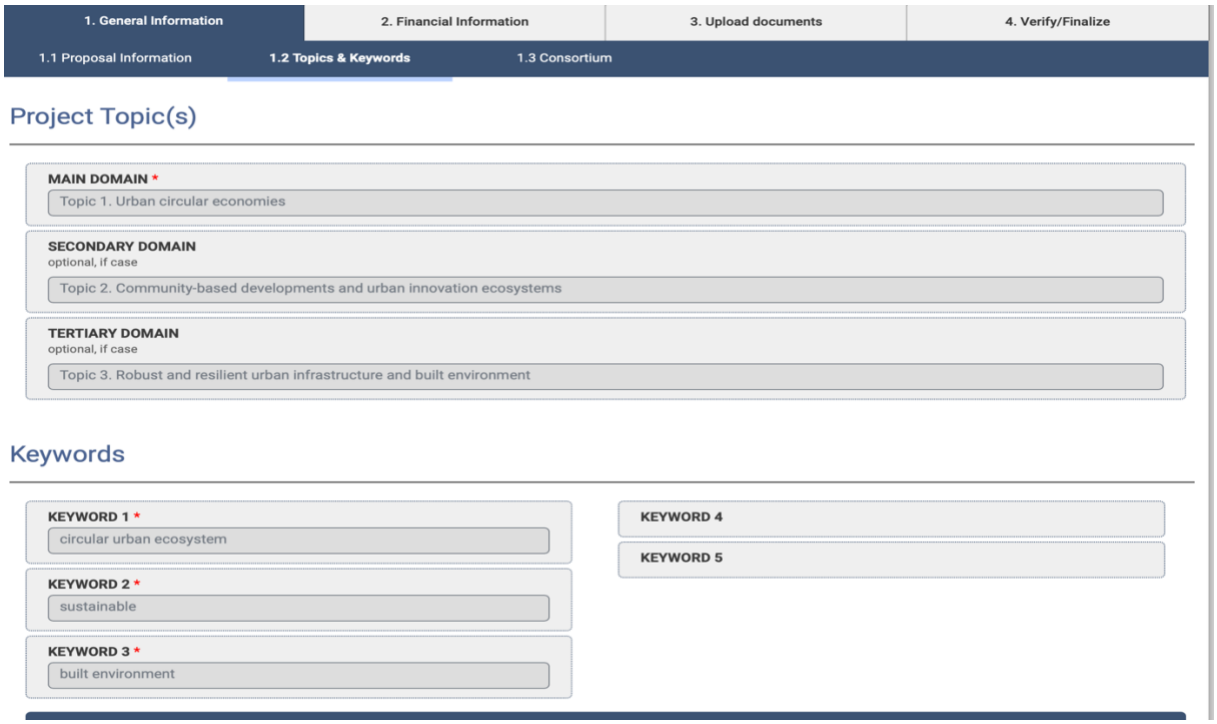


Please make sure that you fill in the **start** and **end date** for the project, the financial information will be summed up from the Financial Information section where you are going to detail the numbers (budget planned).



➔ Topics and Keywords

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



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

1.3 'Consortium (full)

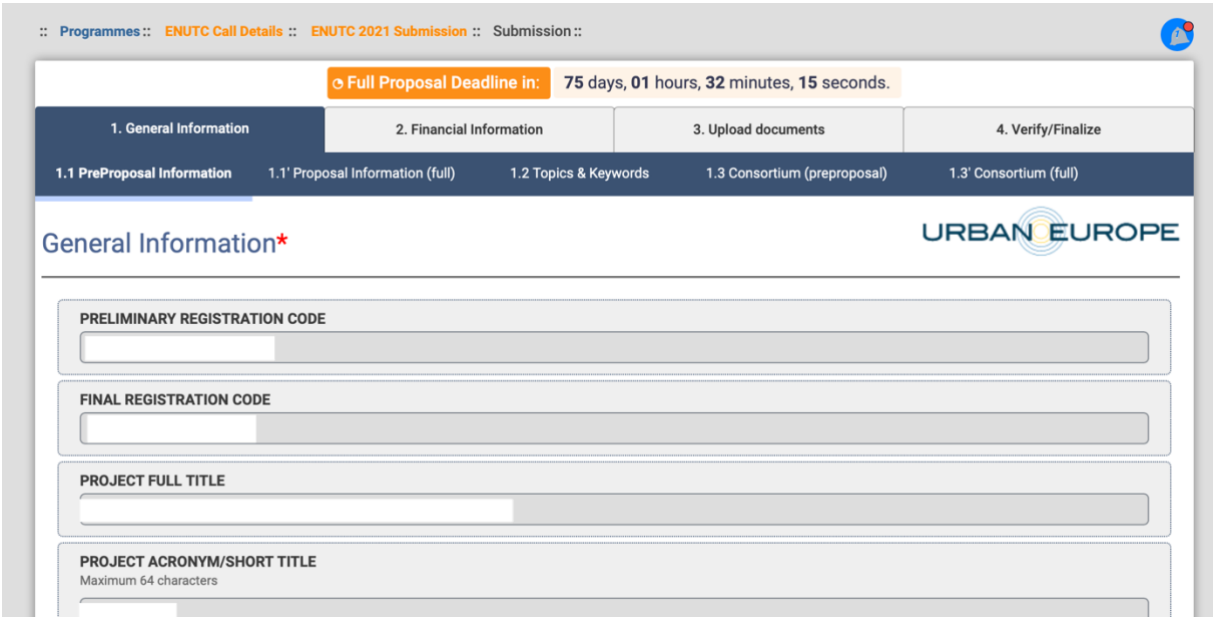
Applicants are defined as organisations / institutions/companies (i.e. legal entities). The Principal Investigator (PI) is defined as the person who is the lead investigator for an Applicant. Therefore, a consortium has the same number of PIs as applicants. The Main Applicant coordinates the whole project.

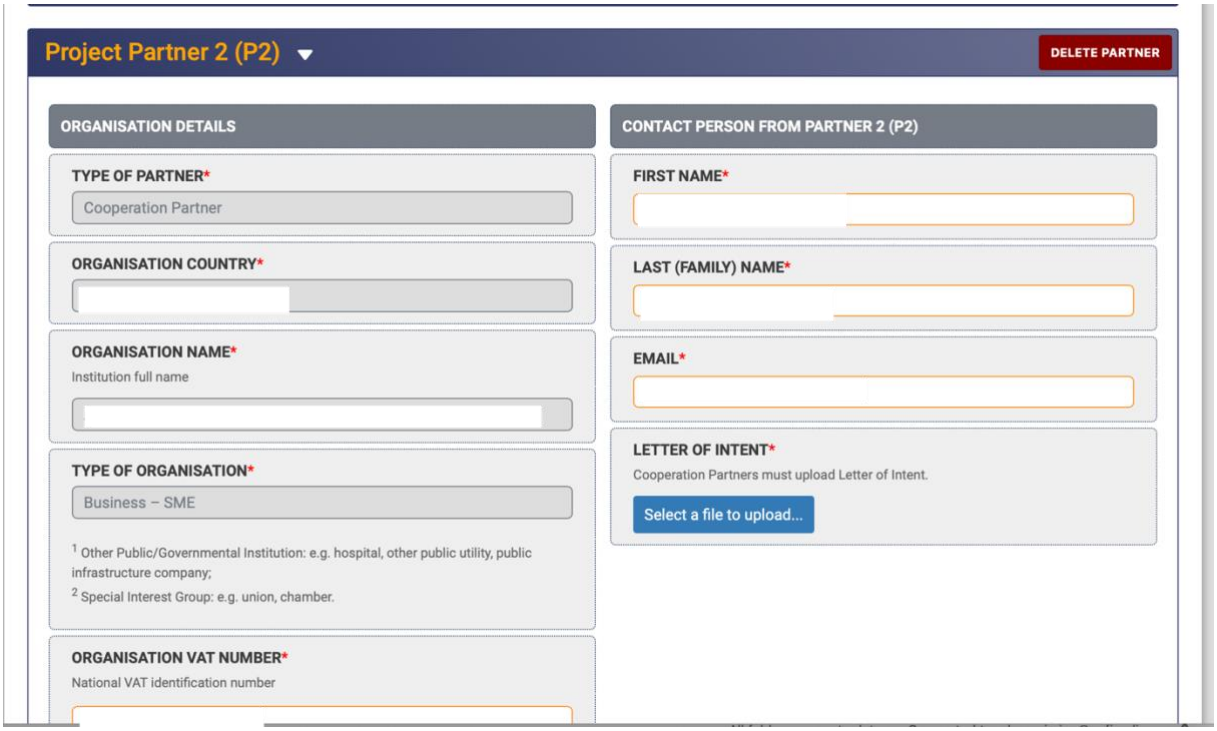
The Main Applicant has to fill in the information for the Co-Applicants or Cooperation Partners, after having carefully selected the number of the involved project partners.

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.

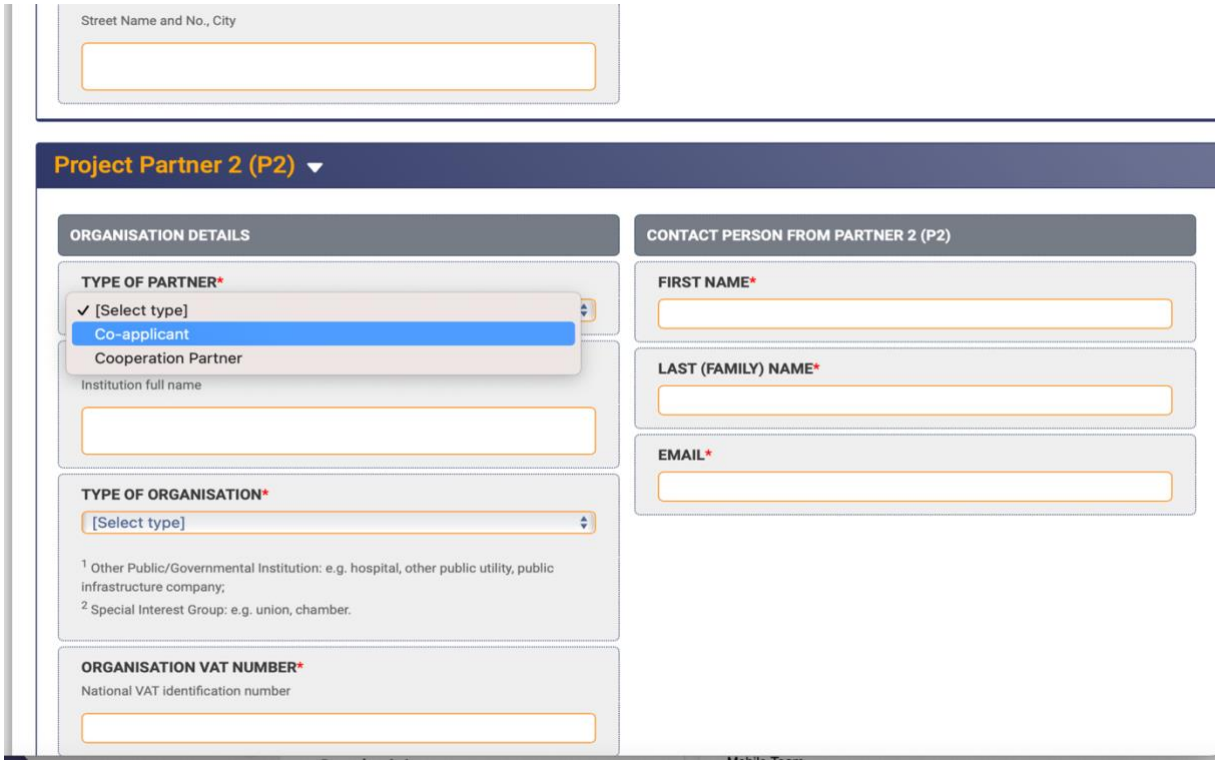
Please pay attention **when updating the number of partners**, as their number will later correlate with the Financial Information (budget planning) section.





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.

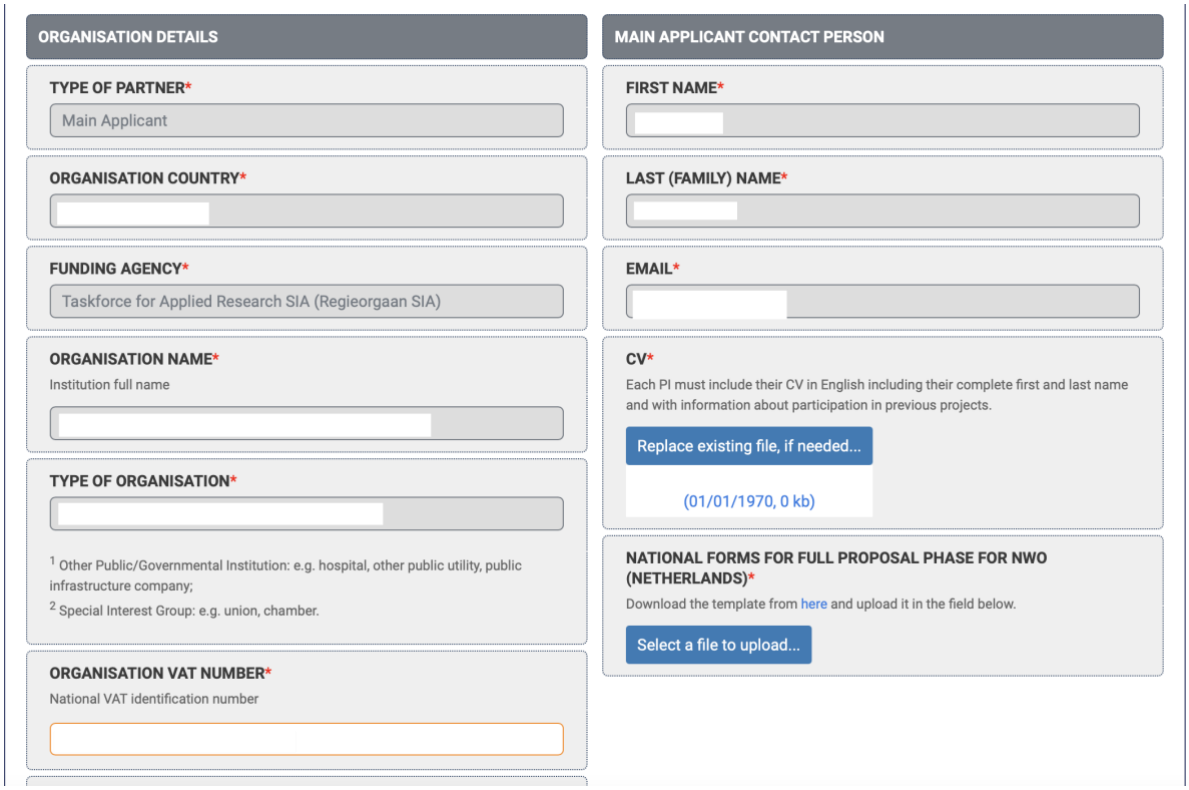


➔ Update CV for the PIs

Each partner requesting funding from the participating funding agencies must upload a Curriculum Vitae (CV) for the Principal Investigator (PI). For thehe 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).**

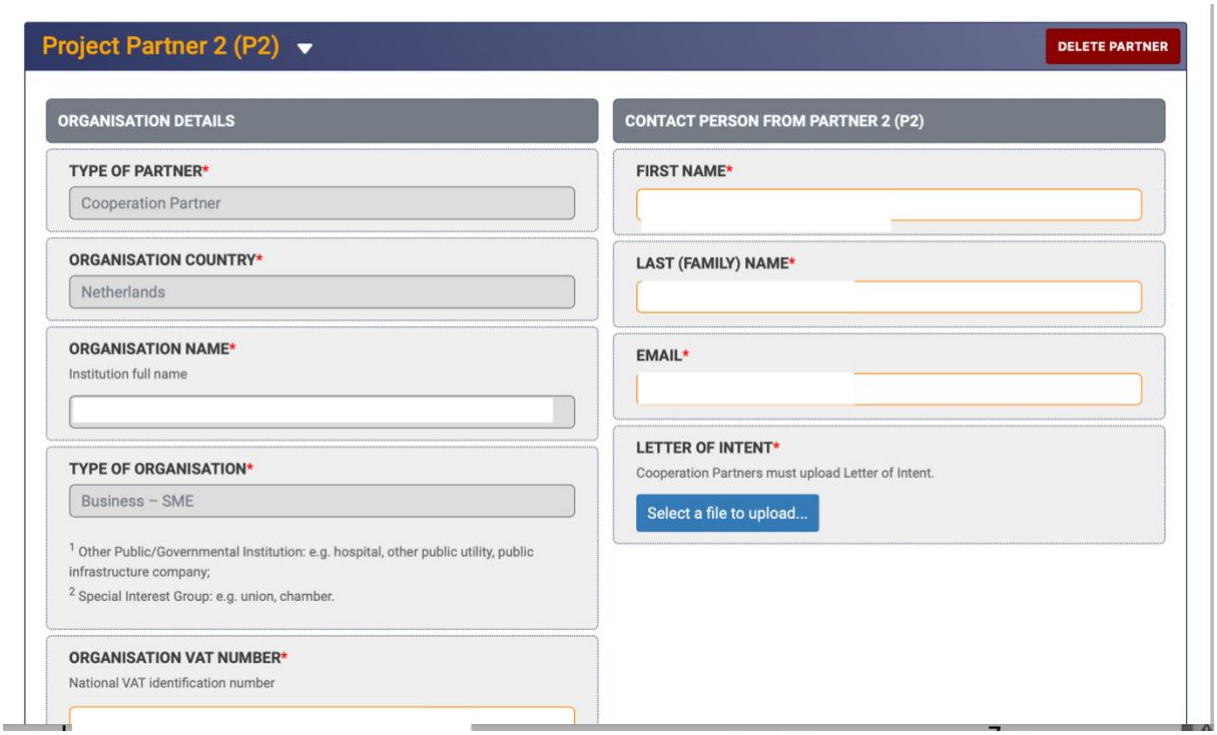


➔ Cooperation Partners: Letters of Intent

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.



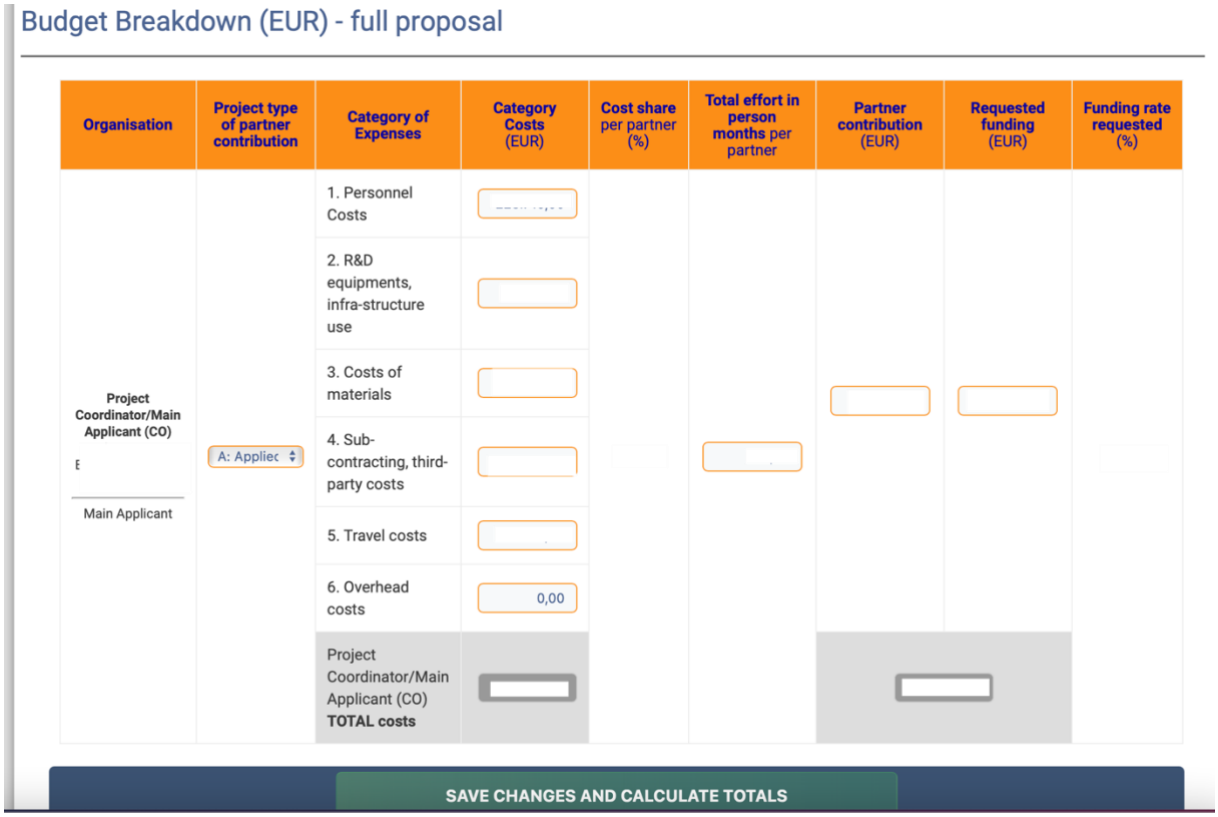
➔ Financial Information

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.



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

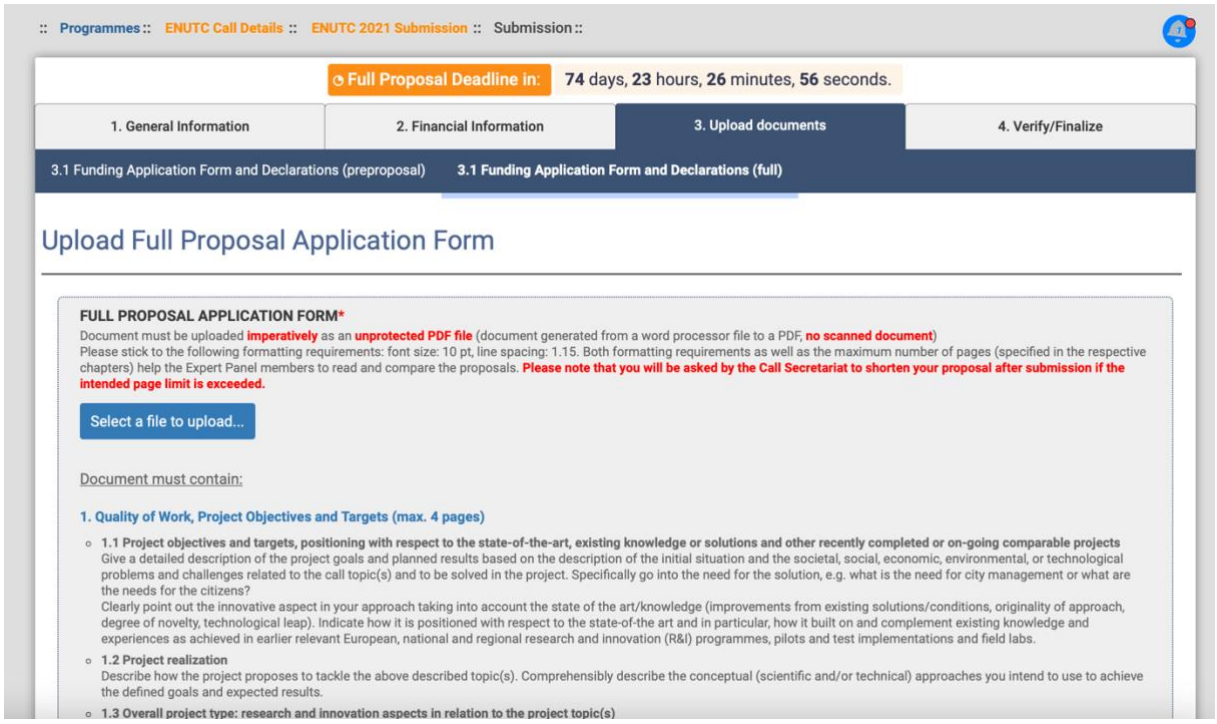
➔ Upload Documents to UDiManager (uefiscdi-direct.ro)

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

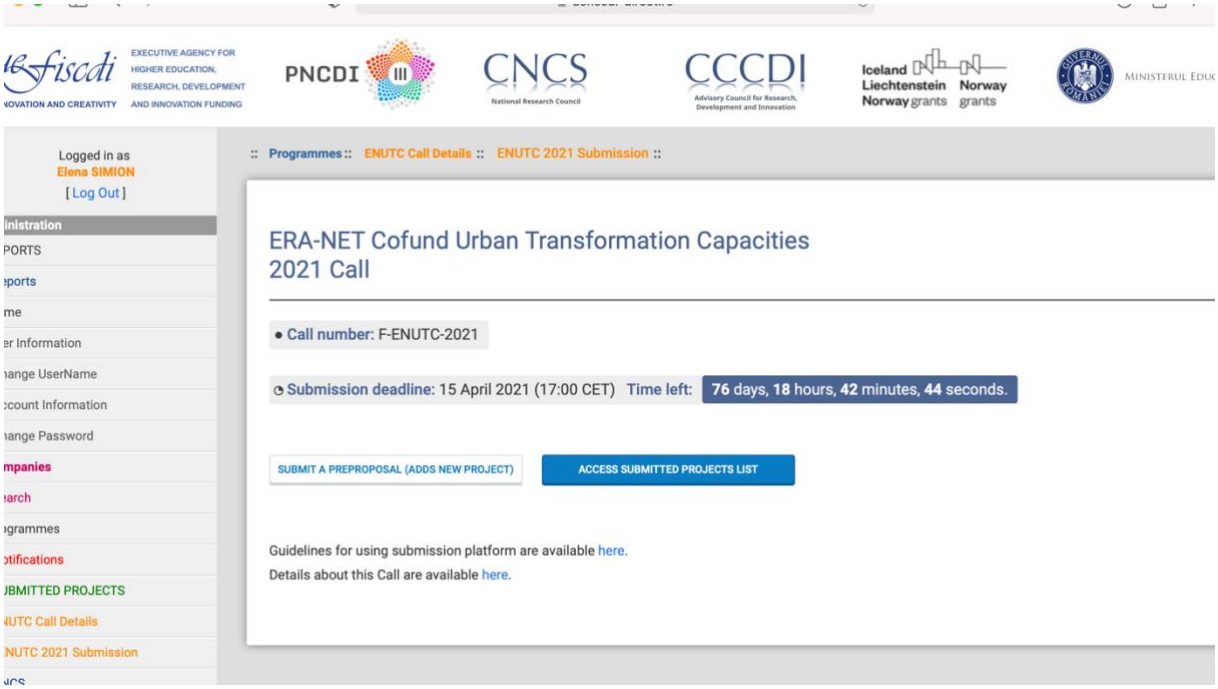
One document must be uploaded imperatively as an **unprotected PDF file** (document generated from a word processor file to a PDF, no scanned document).

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.



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

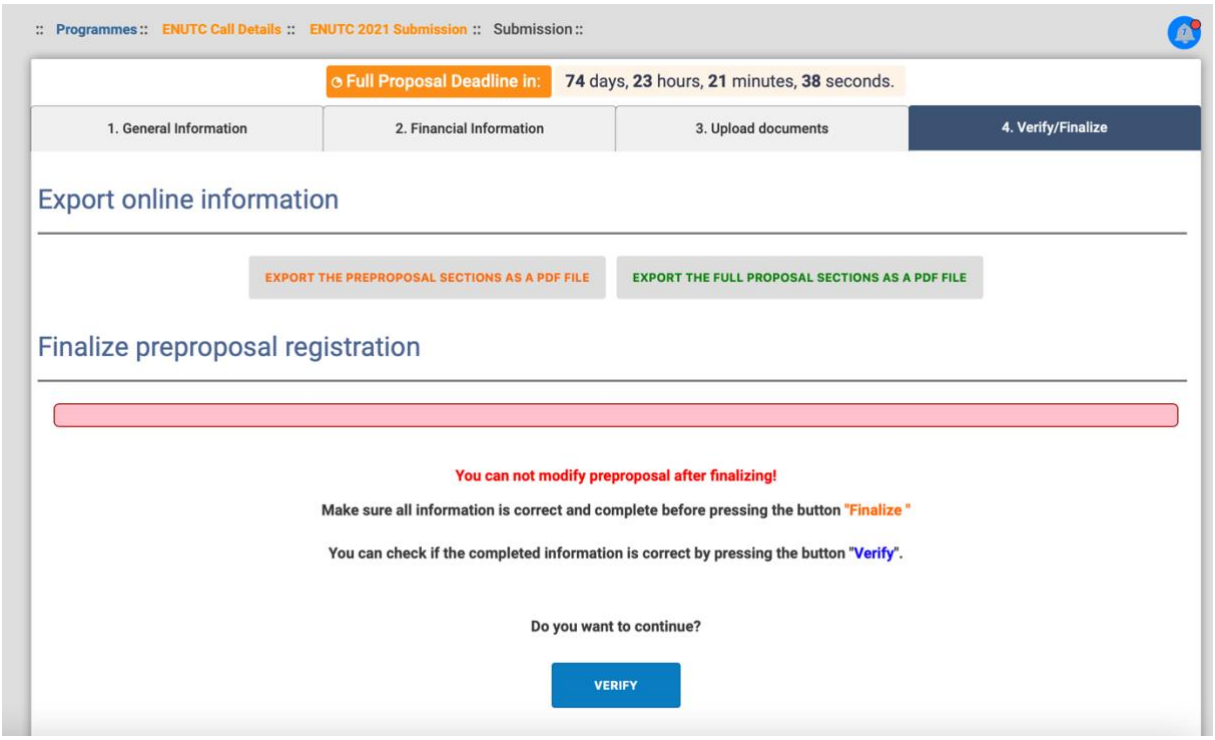


4. Submission of the Application: Export to PDF | Verify | Finalize

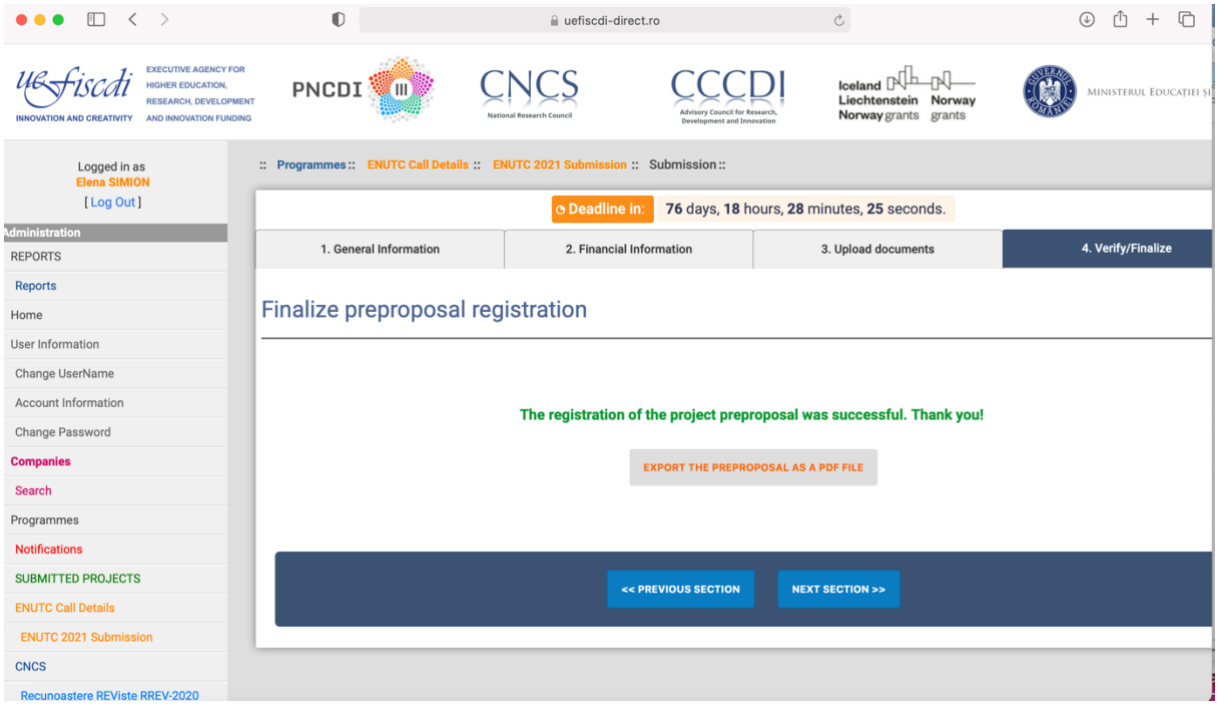
This area allows the applicants to check if any relevant information is missing from their application. 'Verify' can be pressed many times before the submission. 'Finalize' is the button that will convert the application to an official record (timestamp) followed by a receipt confirmation message and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

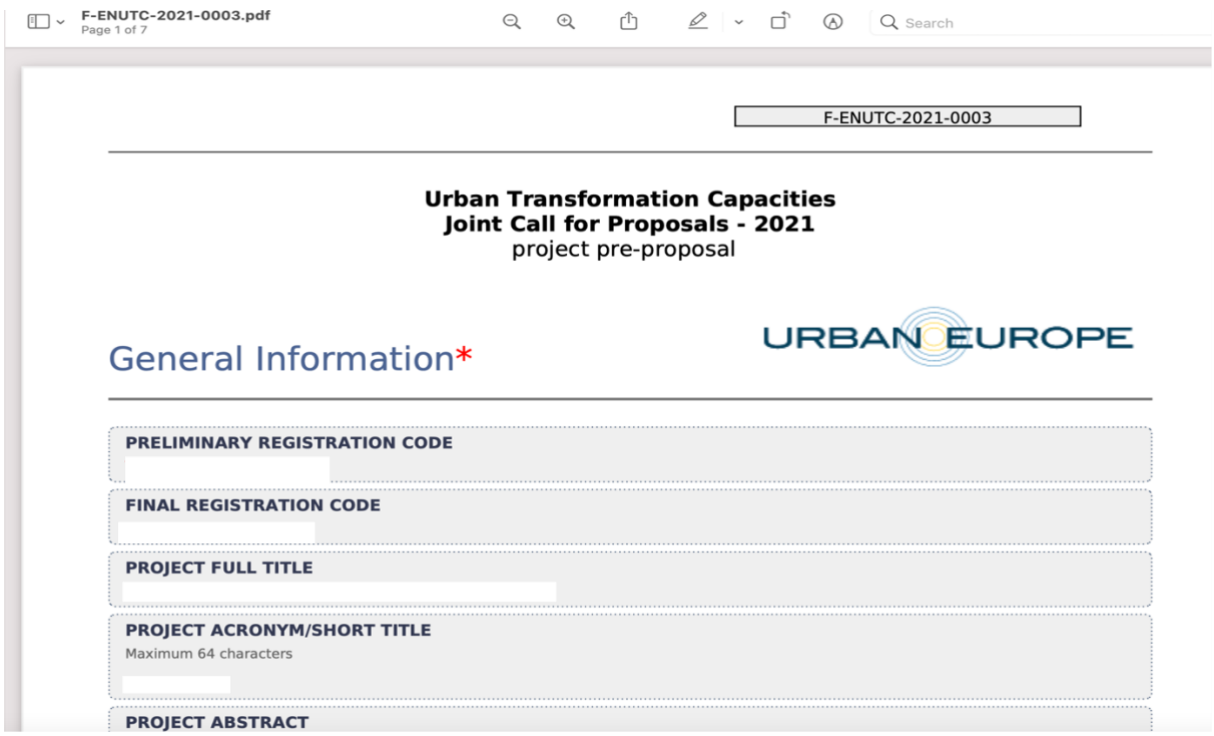
Unless your application is final, please make sure you don't press 'Finalize'.

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.

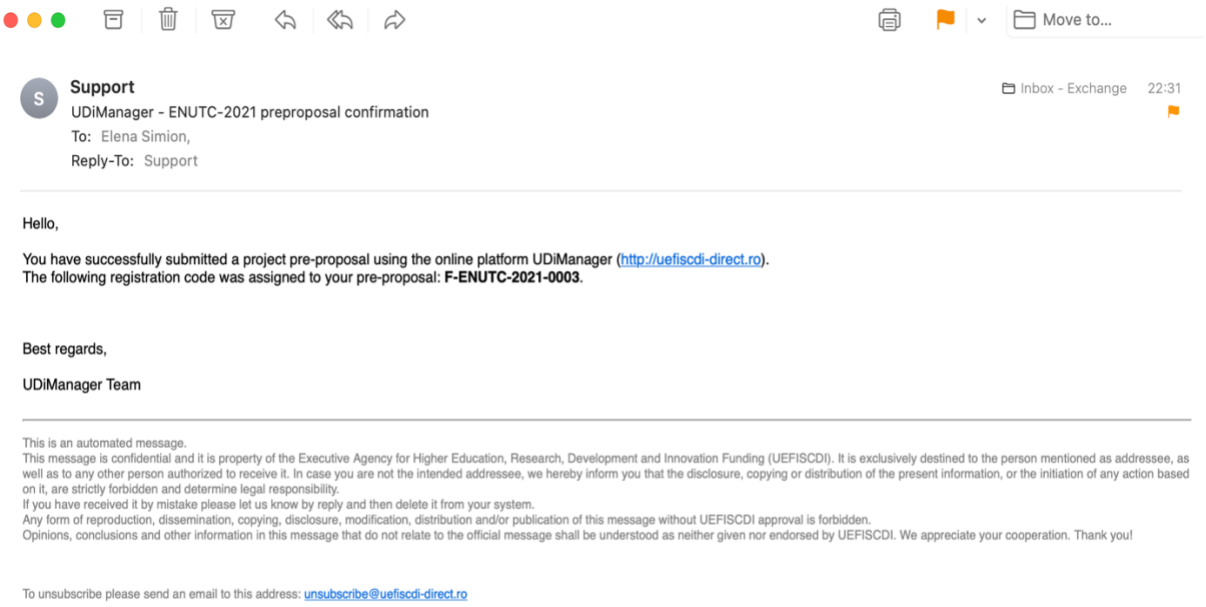


After the application process is finished, you will be able to download a PDF file with the information submitted.





The submission system (UDiManager) will automatically send a confirmation 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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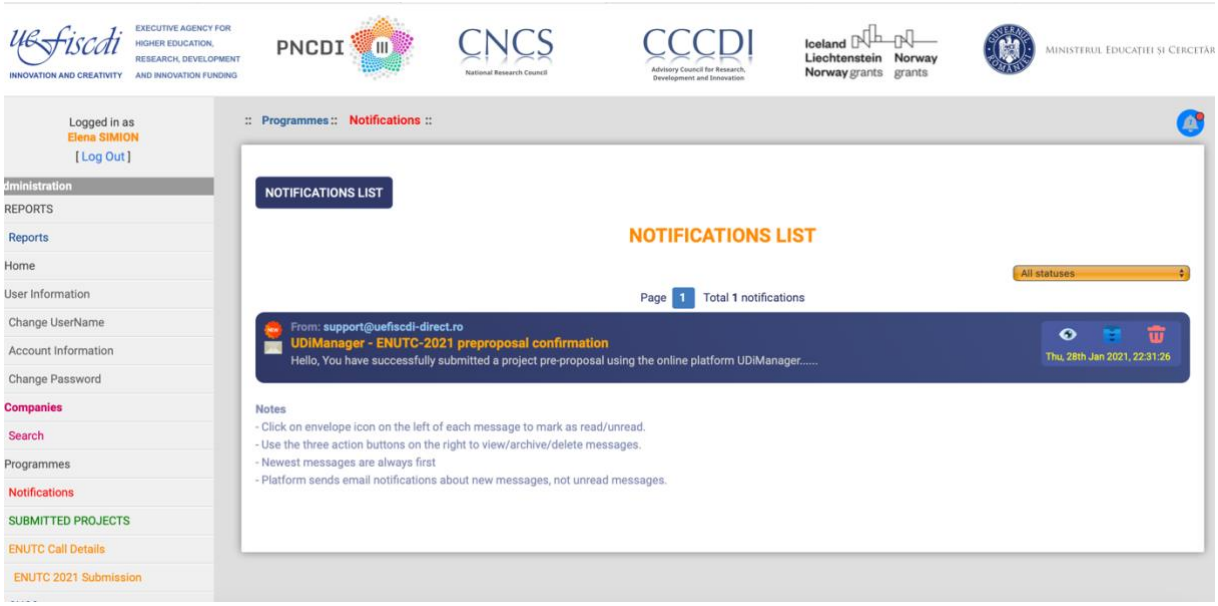
You can also double check the submission notifications from your UDiManager account.