Project no. 875022

ERA-NET Cofund Urban Accessibility and Connectivity

Sino-European call

(ENUAC)

Call Opening: 17 February 2022

https://jpi-urbaneurope.eu/calls/era-net-cofund-urban-accessibility-and-connectivity-sino-european-call/

Electronic Submission System UDiManager

uefiscdi-direct.ro

Guidelines for Applicants

#ENUAC

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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
16 March 2022	Update of the technical support e-mail

1. Introduction

1.1 About your proposal

All the information and documents related to the call can be accessed on the following ENUAC Sino-European Call website page: https://jpi-urbaneurope.eu/calls/era-net-cofund-urban-accessibility-and-connectivity-sino-european-call/.

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 ENUAC Sino-European Call 2022 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 Sino-European project consortium consisting of
– **at least two eligible European applicants applying for funds in the call** from **at least two different European countries** whose funders participate in the call,
and
– **at least two (and maximum three) eligible Chinese institutions** (coordinated by one Main Applicant who is partner in the proposal).

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 as defined in page 18 of the Call Text means the two Main Applicants in Europe and China coordinate the Sino-European project.
A pre-proposal can be submitted electronically only by one Main Applicant (the European Main Applicant).
The Main Applicants are responsible for running and managing the project.
The Main Applicants will be the contact point on behalf of the whole consortium throughout the duration of the application procedure and project.
The Main Applicants are responsible for the administrative management of the complete project.
The Main Applicants are responsible for overseeing the project activities.
As the focus of this call is on facilitating the implementation of research and innovation into applicable and sustainable solutions, **consortia must include at least one urban public authority partner, and preferably at least one representative from companies and commercial organisations, consumer organisations or civil society,** either as a Main Applicant, Co-applicant or Cooperation Partner, depending on the national eligibility criteria. Please see the definitions and descriptions of roles in Table 1, page 18 of the Call Text.
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 from the European side creates the proposal in the submission system and adds the Main Applicant from China as well as all the other project partners (Co-Applicants and Cooperation Partners). It is the responsibility of the European Main Applicant to ensure that the partner information is properly filled in. When the proposal is complete, the European Main Applicant can verify and finalize it. No further changes can be done after the proposal was officially submitted.

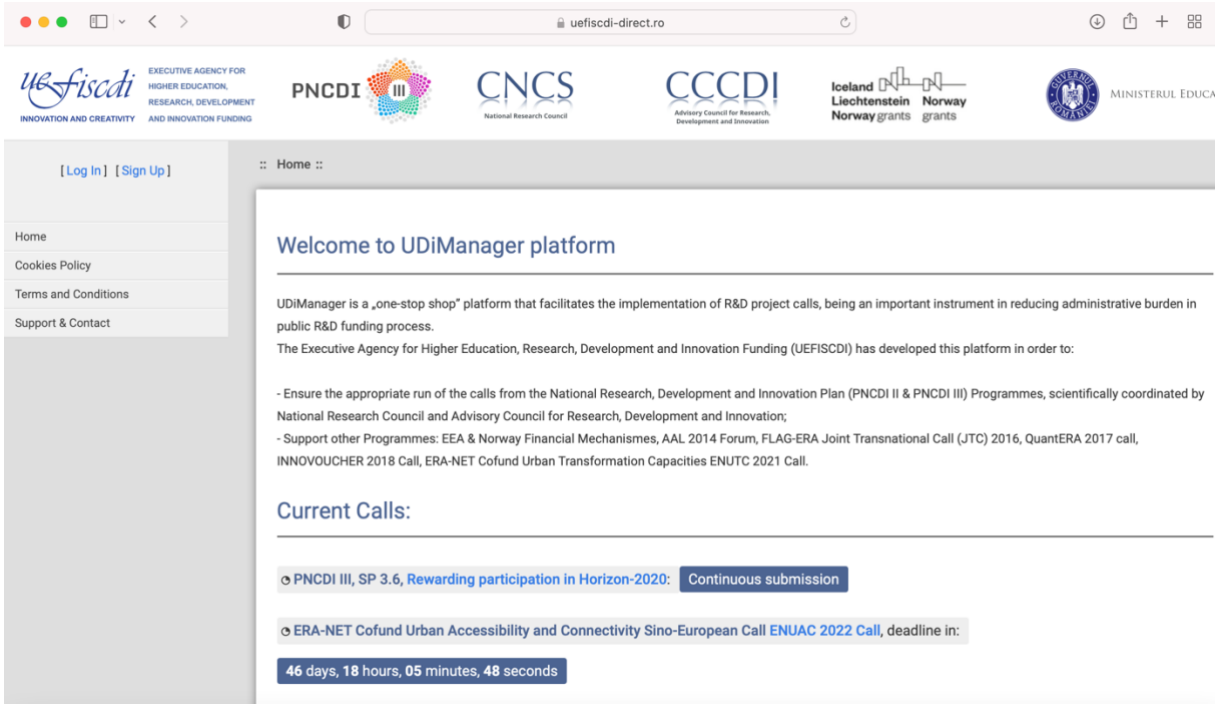
If any questions during the application process, please contact the ENUAC Sino-European Call Secretariat. If any technical difficulties occur, please contact the IT team coordinating the submission platform at support@uefiscdi-direct.ro.

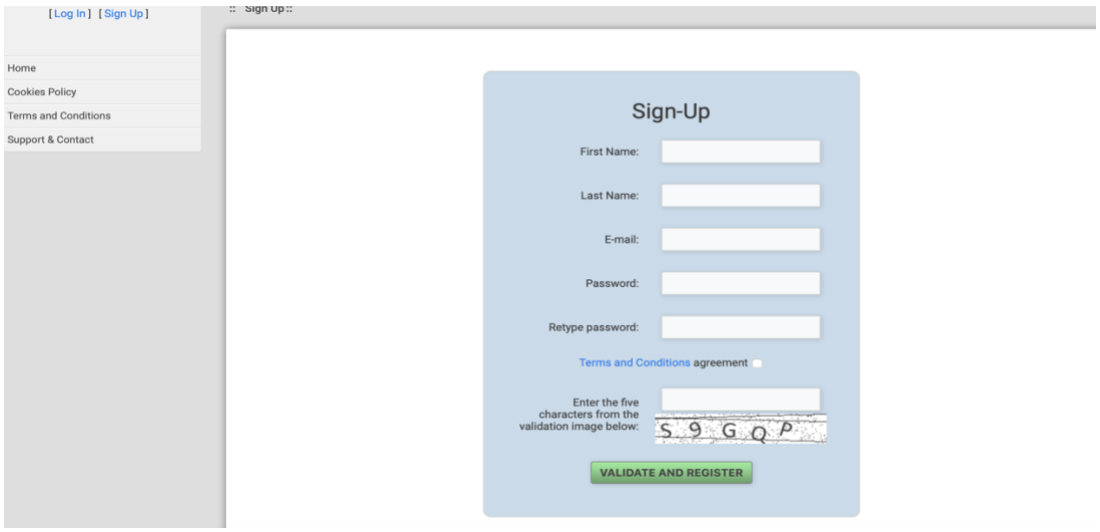
2. How to Connect

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

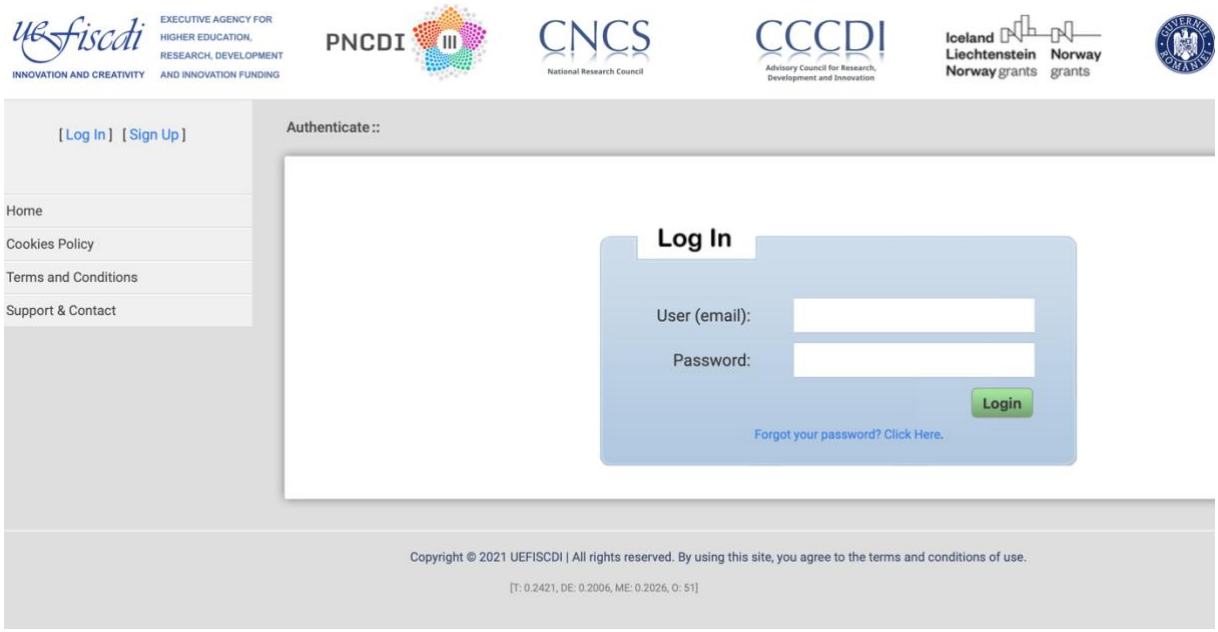
2.1 Submission System UDiManager (uefiscdi-direct.ro)

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



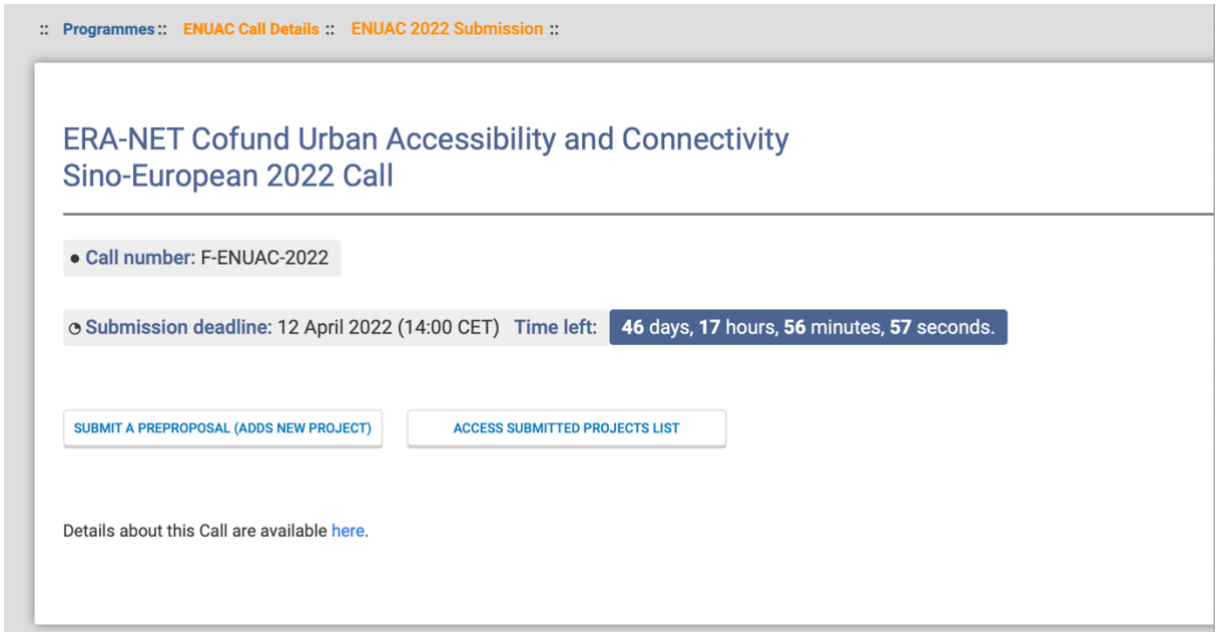


If you have forgotten your password, you can recover it by accessing '**Forgot your password'** option based on the e-mail address you used when creating the account.

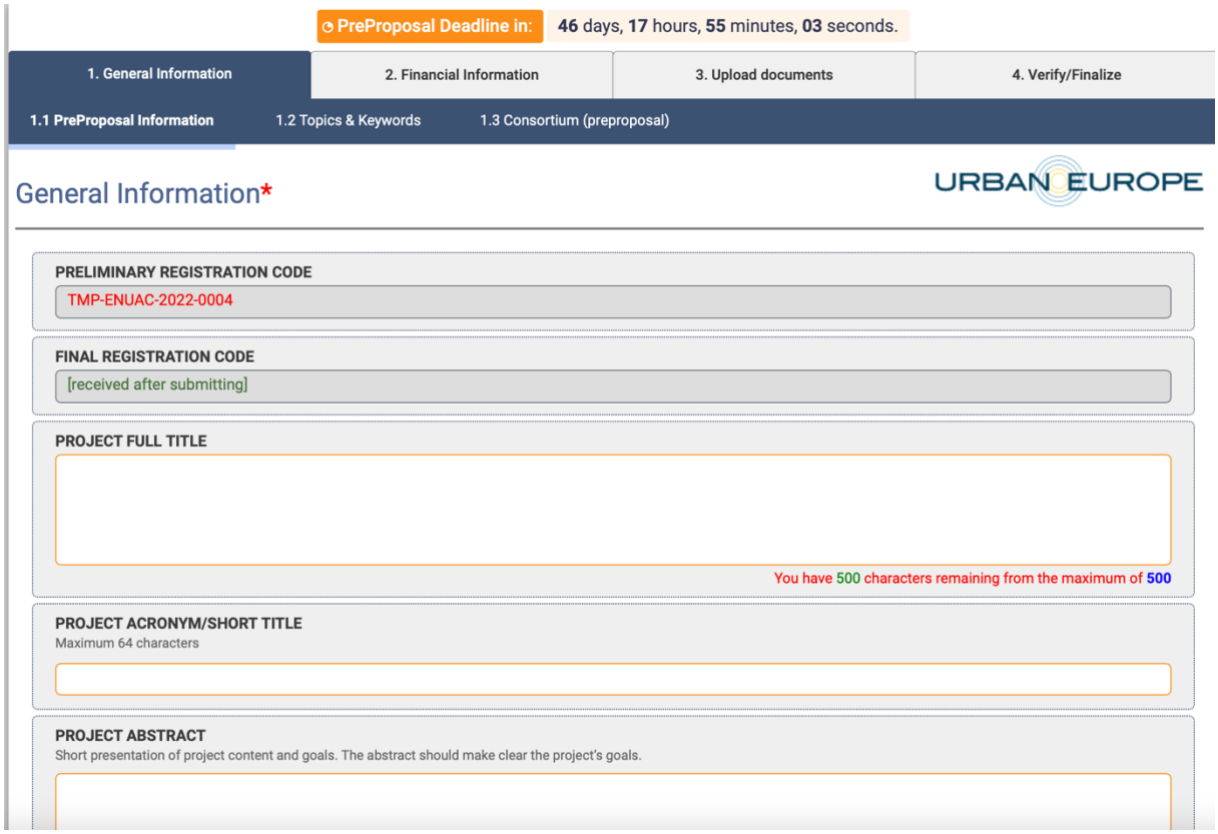


2.2 Create your proposal

Access the ENUAC Sino-European Call available in the Homepage of UDiManager (uefiscdi-direct.ro)



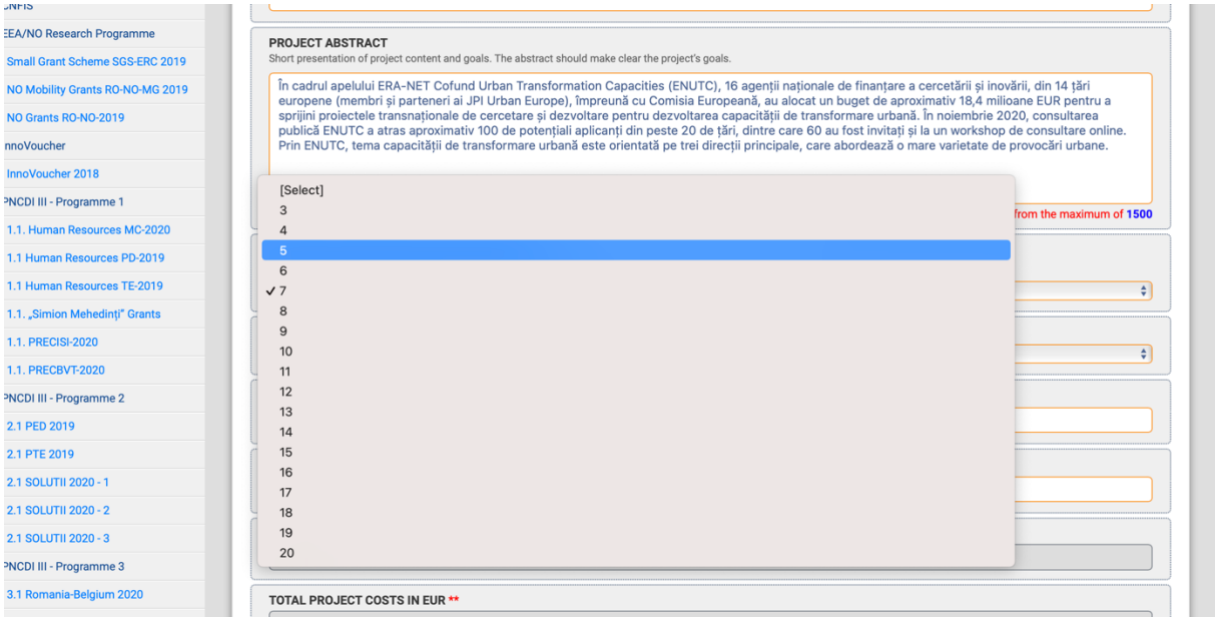
Start submitting a new proposal. You have the option to access an already created proposal for later updates, unless you have already finalized it and submitted it.



➔ Proposal General Information

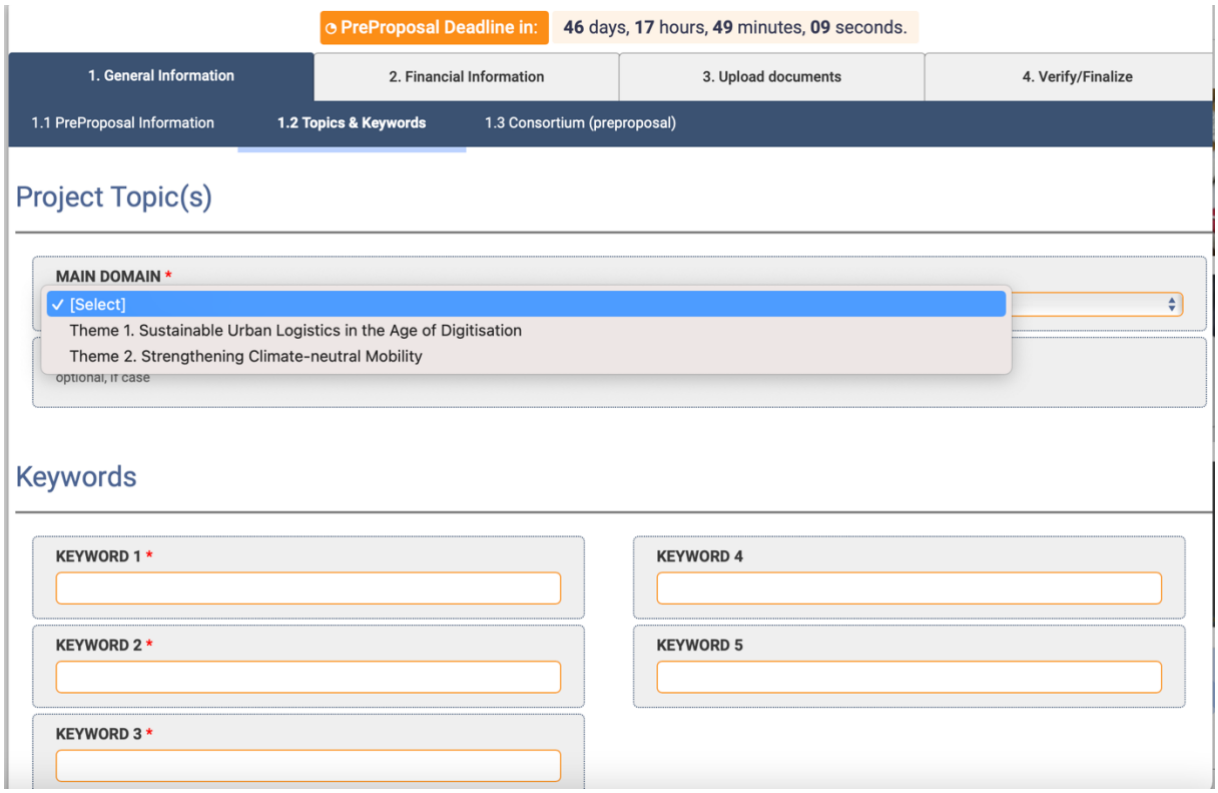
Go ahead and fill in General information about your project.

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

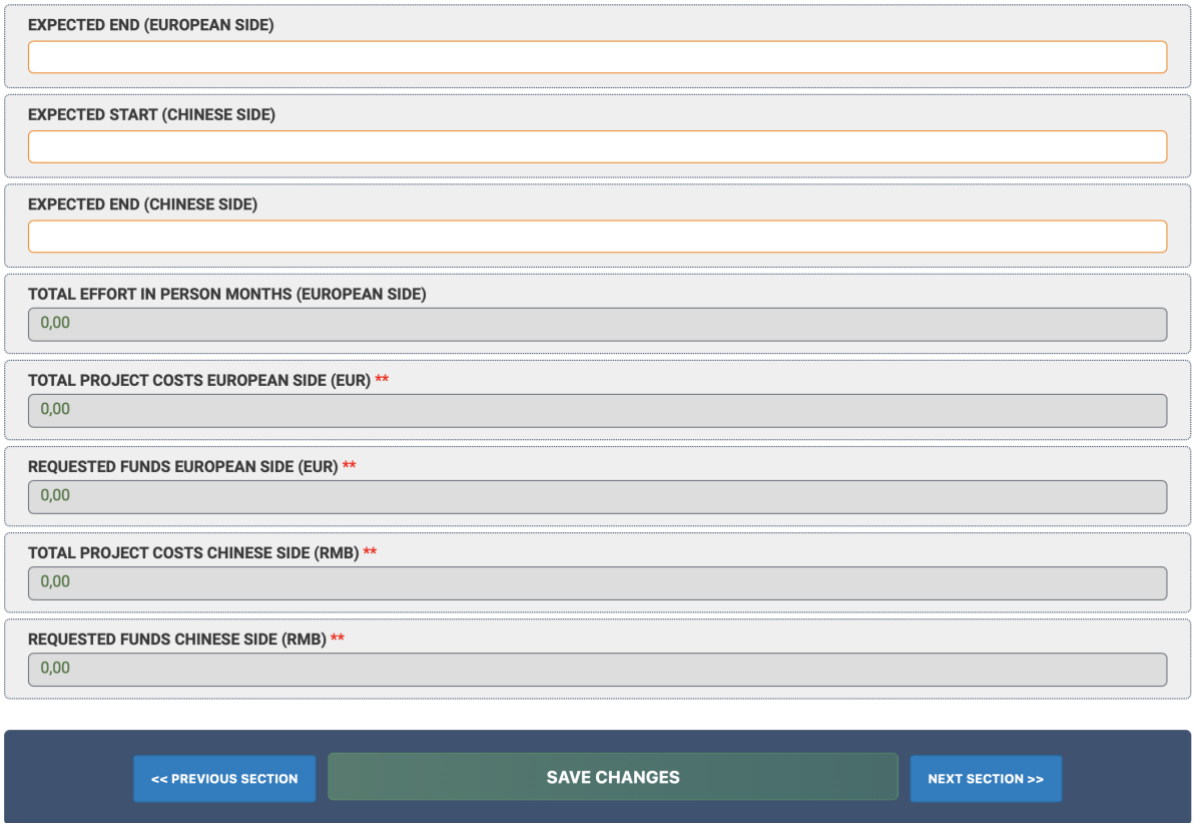


➔ Topics and Keywords

Please make sure you select one of **the two main topics of the ENUTC call** and add the relevant keywords. Both call topics can be addressed.



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



➔ Consortium: adding the European and Chinese Main Applicants

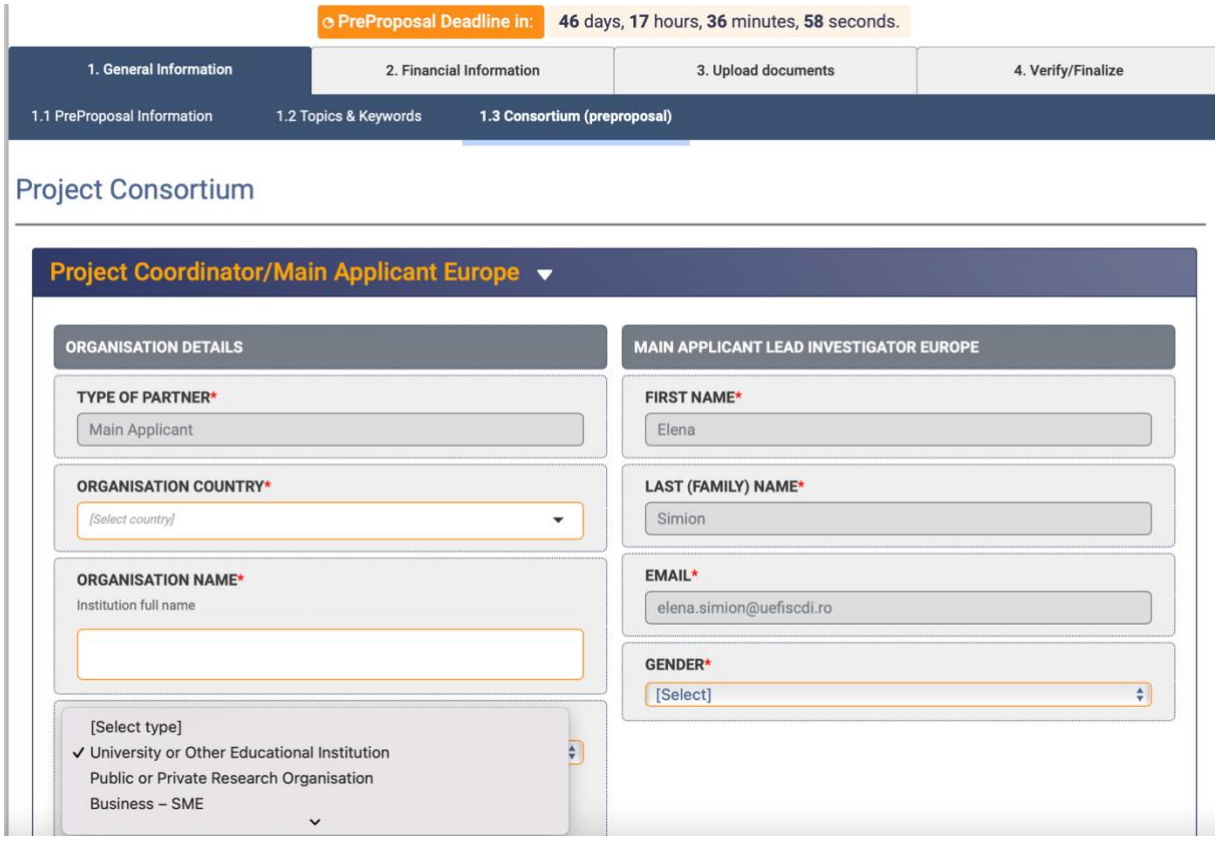
The European Main Applicant will insert the information for all the proposal partners. Applicants are defined as organisations / institutions/companies (i.e. legal entities). Furthermore, the European Main Applicant will insert also the data for the Chinese Main Applicant and other partners.

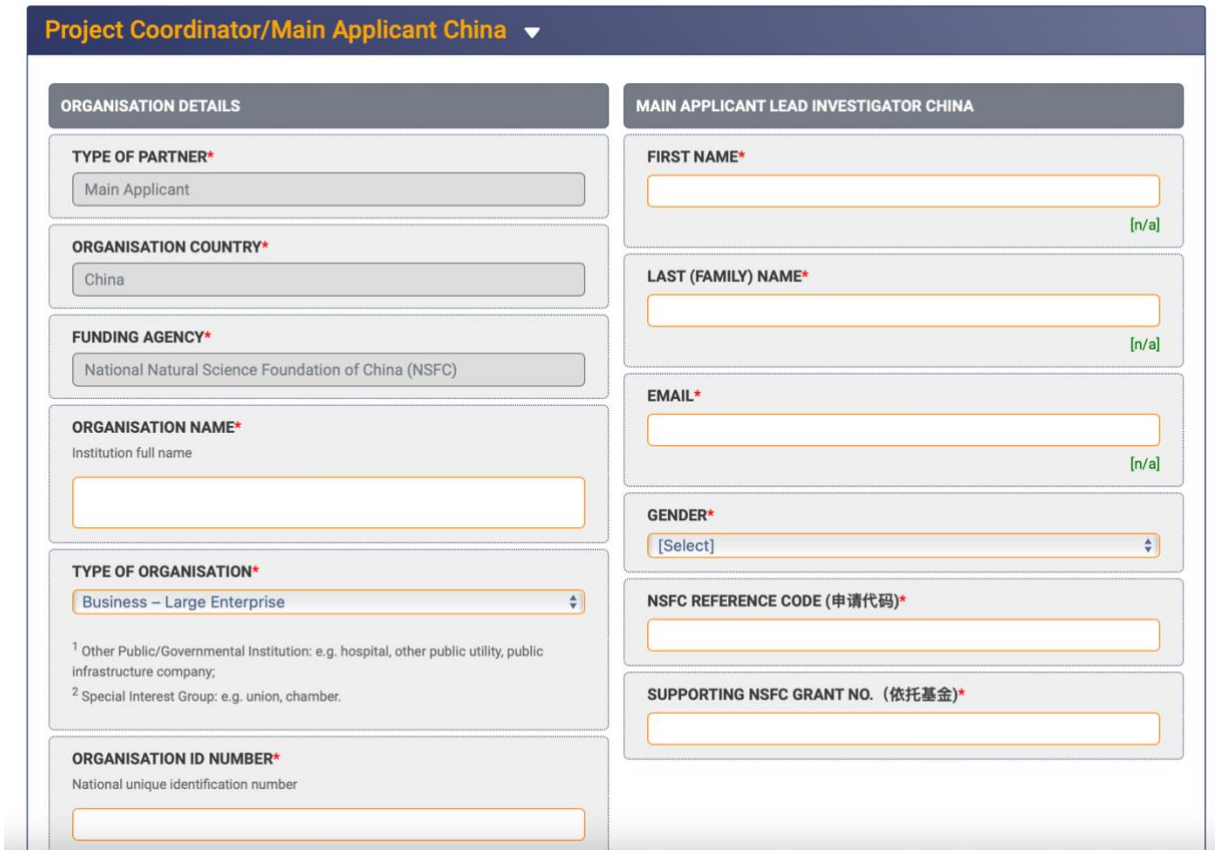
Please be aware that National Natural Science Foundation of China (NSFC) requires specific information for the Chinese partners:

- to have a senior academic rank (title);

AND

- be the principal investigator of an on-going or completed NSFC grant with a duration of three years or longer. For more information on NSFC's requirements, please refer to the NSFC call text on the website of NSFC (https://www.nsfc.gov.cn/publish/portal0/tab434/module1146/more.htm).

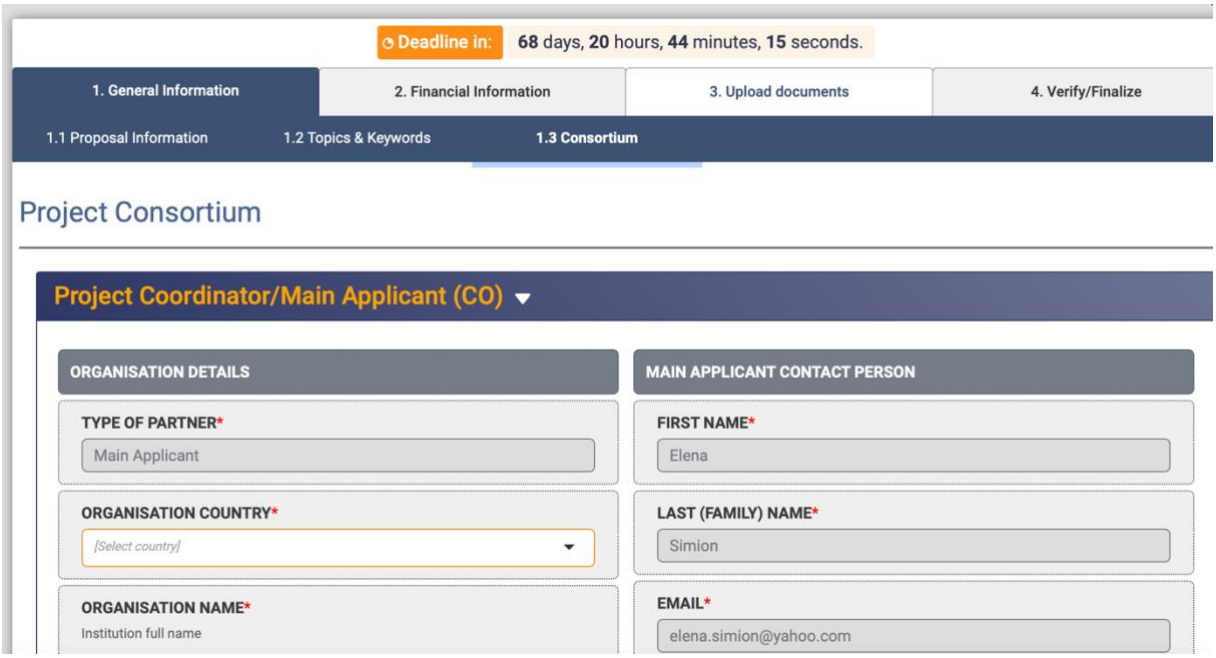

PreProposal Deadline in: 46 days, 17 hours, 36 minutes, 58 seconds.
1. General Information
2. Financial Information
3. Upload documents
4. Verify/Finalize
1.1 PreProposal Information
1.2 Topics & Keywords
1.3 Consortium (preproposal)
Project Consortium
Project Coordinator/Main Applicant Europe
ORGANISATION DETAILS
TYPE OF PARTNER*
Main Applicant
ORGANISATION COUNTRY*
[Select country]
ORGANISATION NAME*
Institution full name
[Select type]
University or Other Educational Institution
Public or Private Research Organisation
Business – SME
MAIN APPLICANT LEAD INVESTIGATOR EUROPE
FIRST NAME*
Elena
LAST (FAMILY) NAME*
Simion
EMAIL*
elena.simion@uefiscdi.ro
GENDER*
[Select]

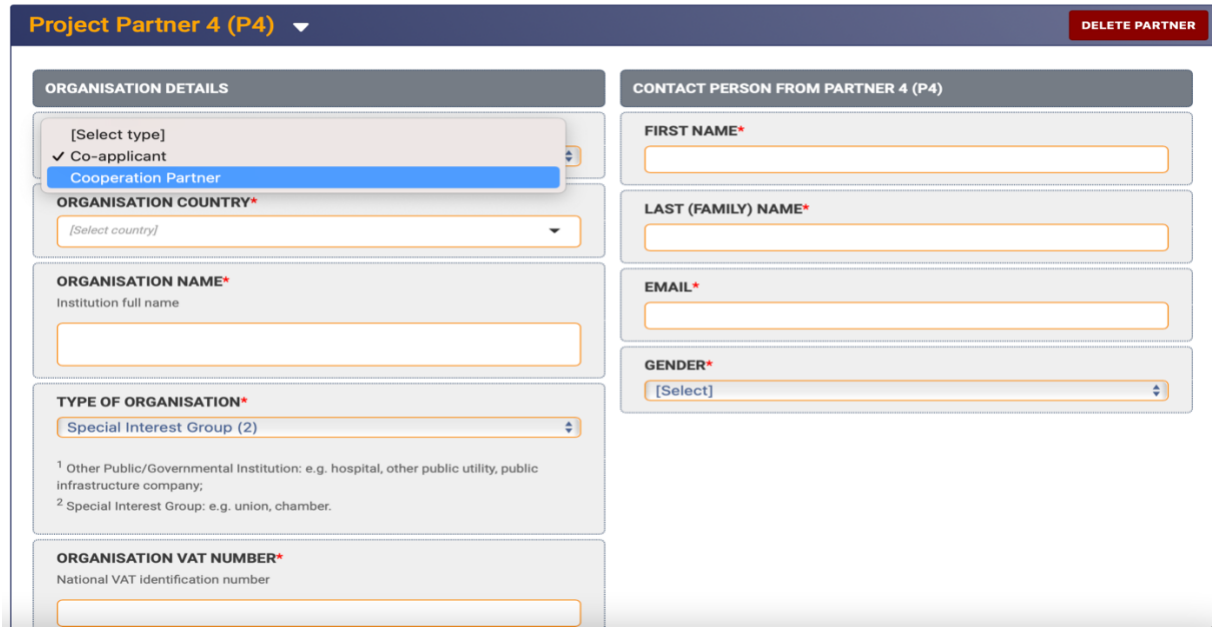

Project Coordinator/Main Applicant China
ORGANISATION DETAILS
TYPE OF PARTNER*
Main Applicant
ORGANISATION COUNTRY*
China
FUNDING AGENCY*
National Natural Science Foundation of China (NSFC)
ORGANISATION NAME*
Institution full name
TYPE OF ORGANISATION*
Business – Large Enterprise
[1] Other Public/Governmental Institution: e.g. hospital, other public utility, public infrastructure company;
[2] Special Interest Group: e.g. union, chamber.
ORGANISATION ID NUMBER*
National unique identification number
MAIN APPLICANT LEAD INVESTIGATOR CHINA
FIRST NAME*
[n/a]
LAST (FAMILY) NAME*
[n/a]
EMAIL*
[n/a]
GENDER*
[Select]
NSFC REFERENCE CODE (申请代码)*
SUPPORTING NSFC GRANT NO. (依托基金)*

➔ Consortium: 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 Applicants coordinate the whole project.

The European 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.



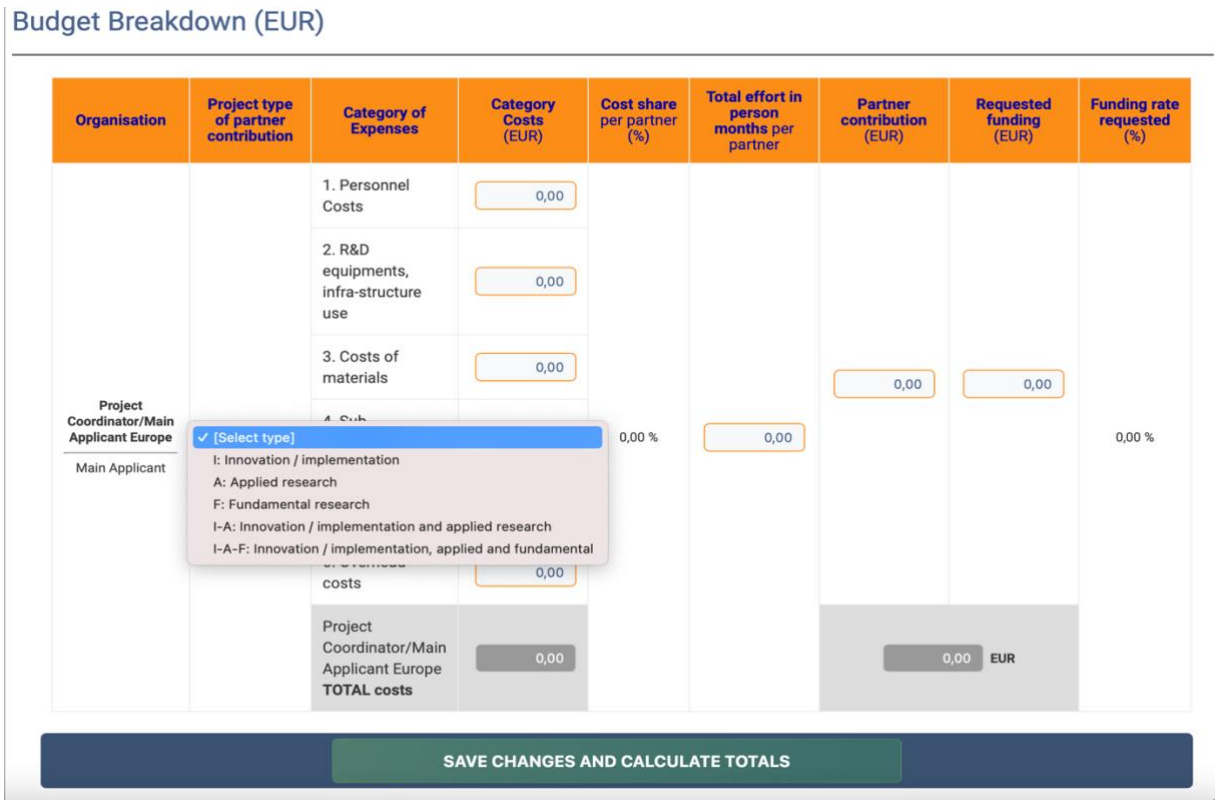


Please make sure you correctly select each type of partner (**Co-applicant** or **Cooperation Partner**) and be aware that only after selecting the type of partner you can access the Financial Information to be filled-in for each project participant.

➔ 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.

Please make sure that the type of research is selected correctly, according to the national requirements in Annex A of the Call Text. Please be aware that for the Chinese partners the financial information has to be inserted in RMB.



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 China Main Applicant	[Select typ	1. Personnel Costs	0,00	%		0,00 *For Chinese partners fill in total costs in RMB. This costs do not add to project total costs in EUR*	0,00 *For Chinese partners fill in total costs in RMB. This costs do not add to project total costs in EUR*	0,00 %
		2. R&D equipments, infra-structure use	0,00					
		3. Costs of materials	0,00					
		4. Sub-contracting, third-party costs	0,00					
		5. Travel costs	0,00					
		6. Overhead costs	0,00					
		Project Coordinator/Main Applicant China **TOTAL costs**	**0,00**			0,00 RMB		

SAVE CHANGES AND CALCULATE TOTALS

According to the number of applicants initially selected (e.g.: at least two from two European participating countries and at least two from China and maximum three), 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.

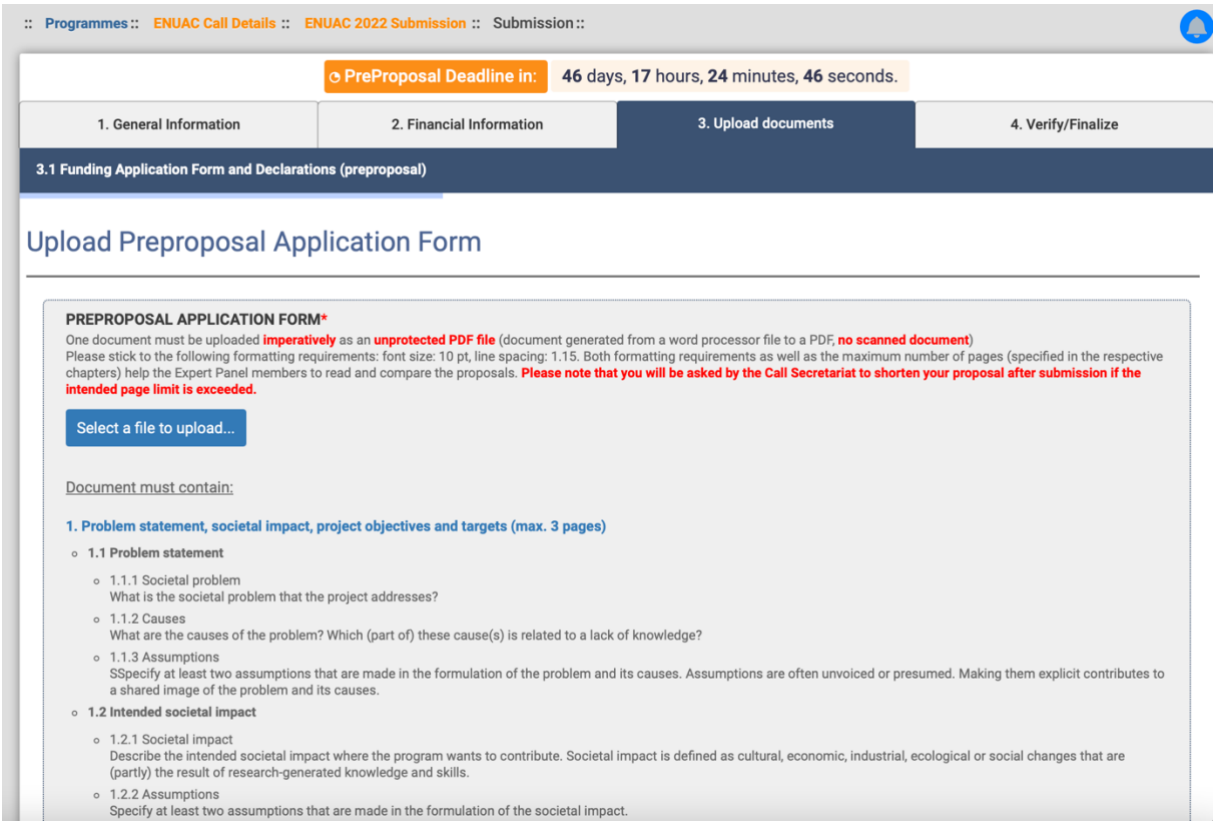
➔ Upload Documents to UDiManager (uefiscdi-direct.ro)

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.**

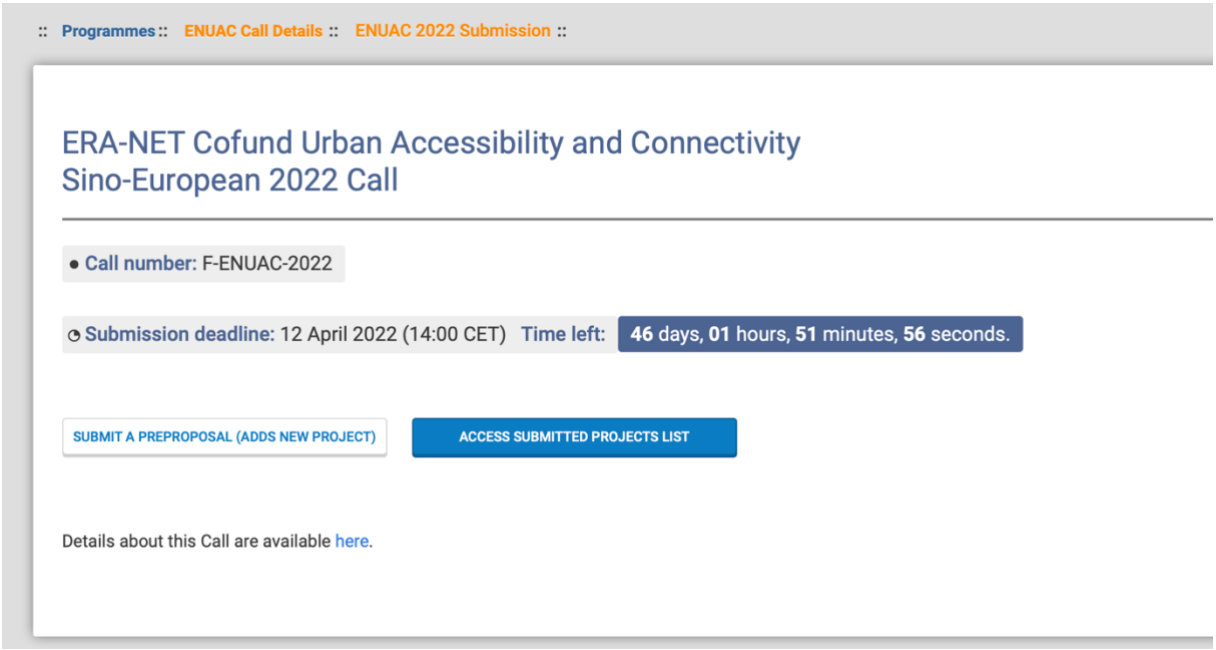
One document must be uploaded imperatively as an **unprotected PDF file** (document generated from a word processor file to a PDF, no scanned document).

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.



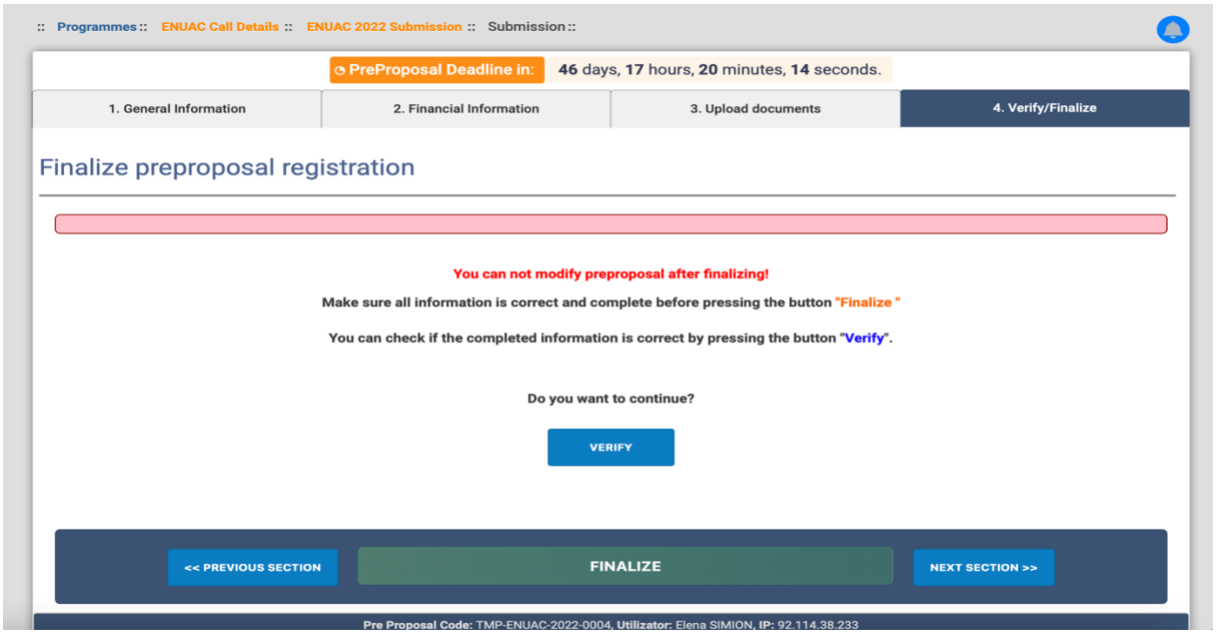
You can always return to your application in progress from Homepage by accessing submitted projects list.

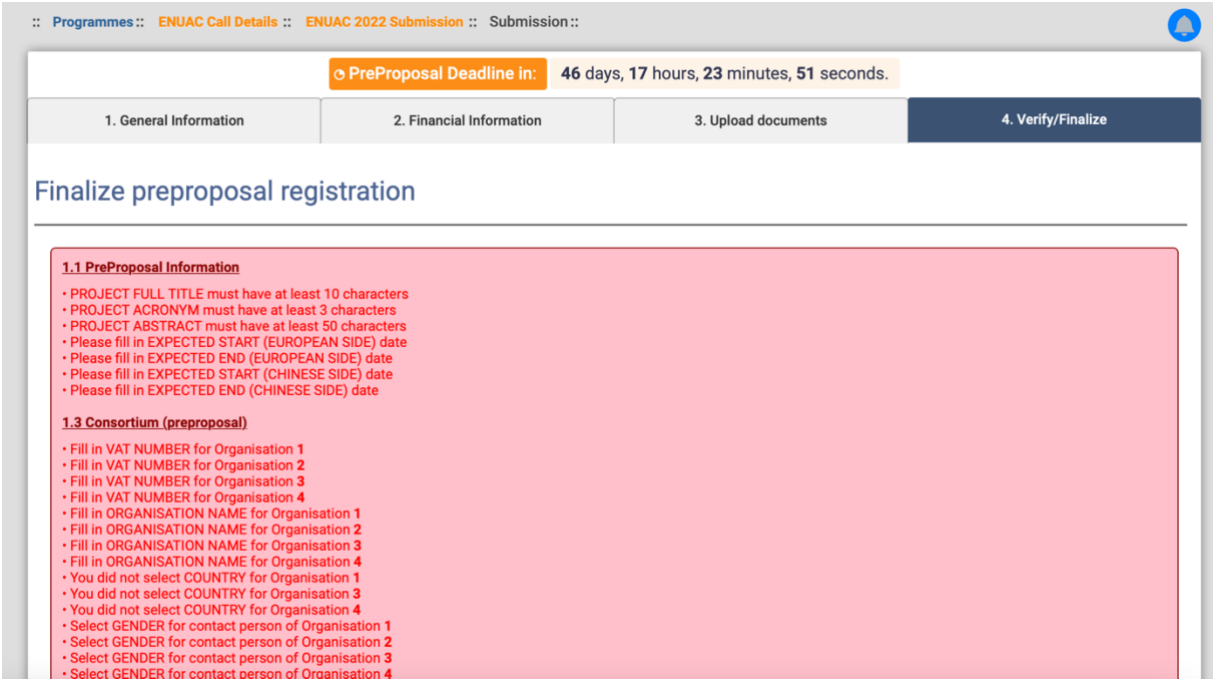


3. Submission of the Application: Verify/Finalize

This area allows the Main 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.

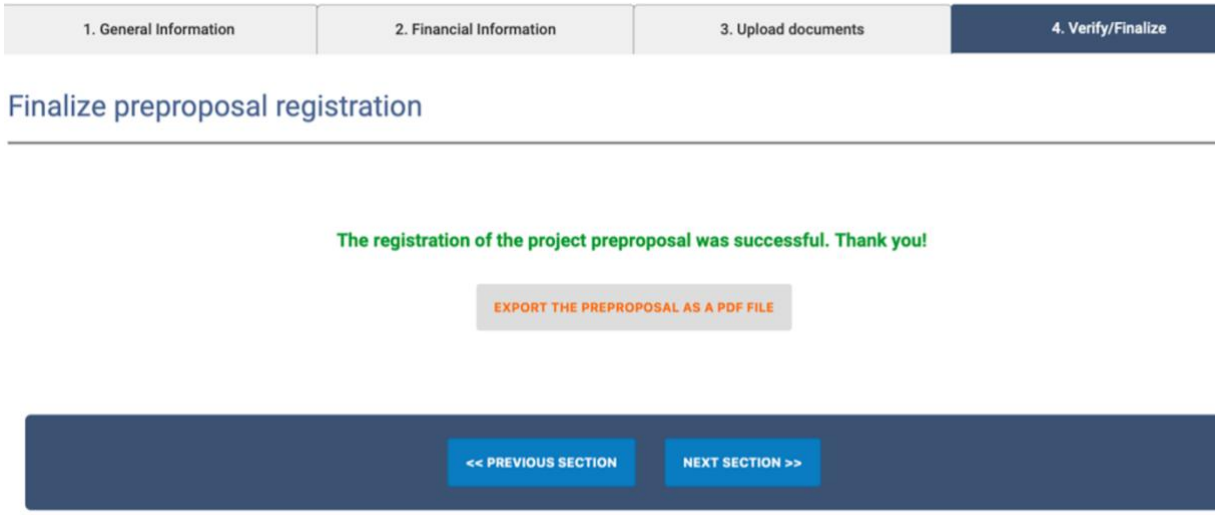
Unless your application is final, please make sure you don't press '**Finalize**'.

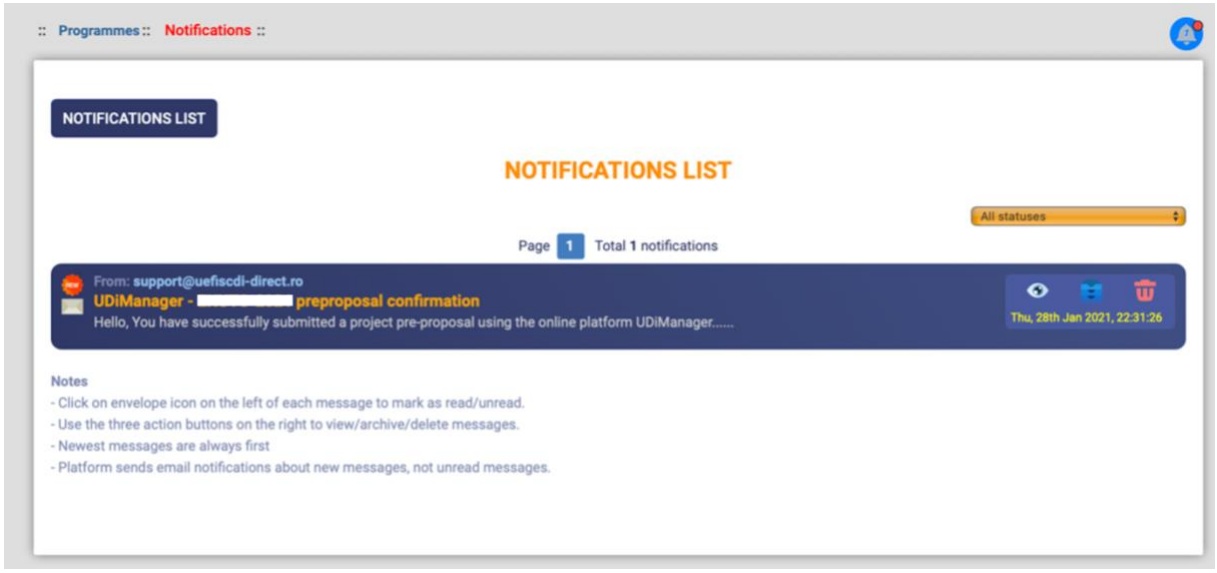




A series of potential errors or missing information can be checked with '**Verify'**.

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 **submission 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.