ERA-Net Cofund Urban Transformation Capacities

Building transformation capacity through arts and design: Unlocking the full potential for urban transitions

Call Opening: 22 February 2023

Call text

Electronic Submission System UDiManager

uefiscdi-direct.ro

Guidelines for Applicants for the Proposal Submission

Call Secretariat

If you have questions on the general call process and proposal submission, please contact the call secretariat: btc_enutc@formas.se

Contact Points Call Secretariat:

Kristina Laurell, Chair of Call Secretariat

Formas – Formas – A Swedish Research Council for Sustainable Development
Email: kristina.laurell@formas.ses
Tel.: +46 70 775 40 59

Elena Simion, Responsible for submission platform and technical questions

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

1. Introduction

1.1 About your proposal

All the information and documents related to the call can be accessed on the following BTC-ENUTC website page: BTC ENUTC 2023 Call

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 Innoviris (Belgium) requires 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 2023 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 two 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.
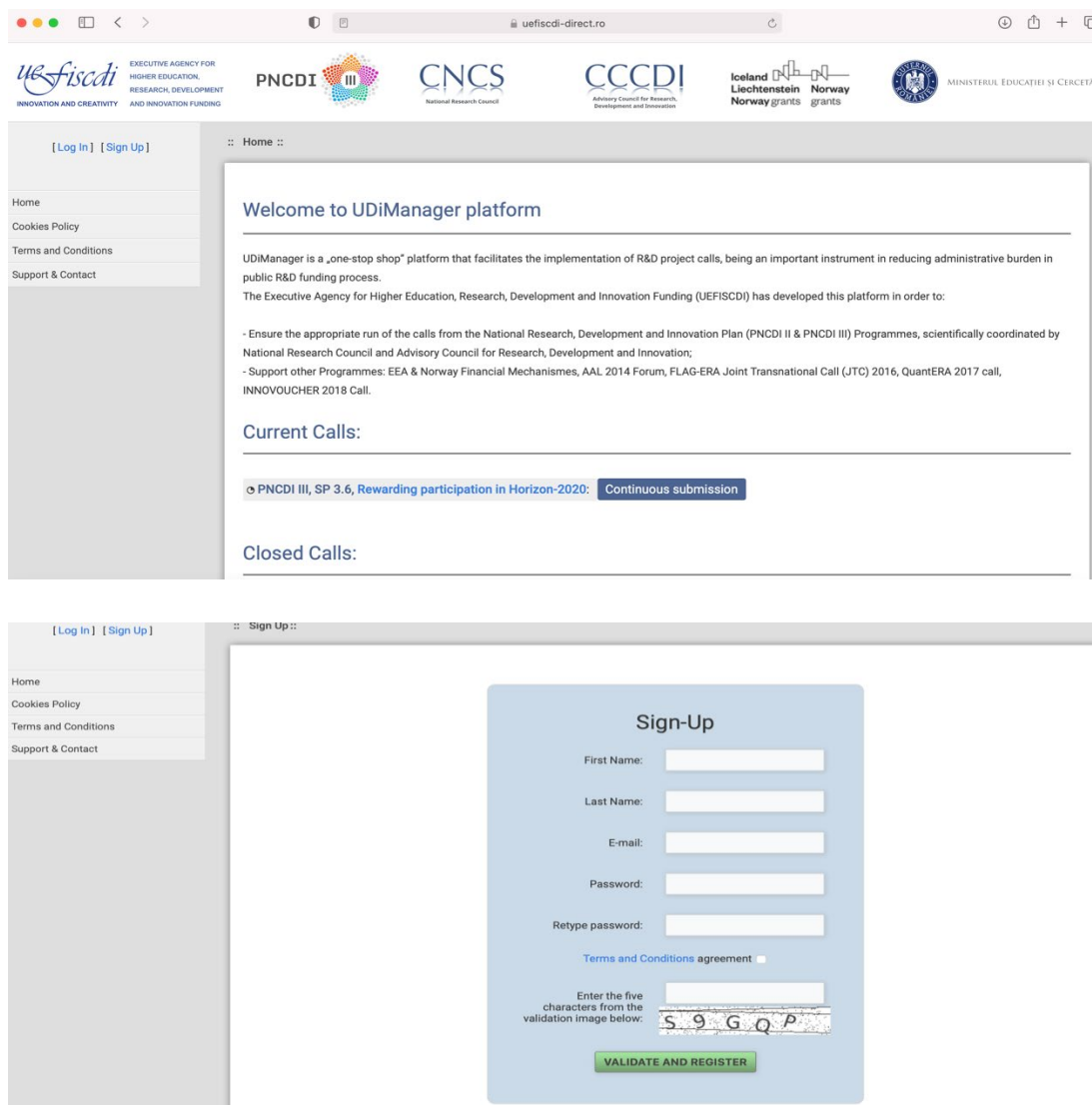
If you have any questions during the application process, please contact the ENUTC Joint Call Office/Call Secretariat. If any technical difficulties occur, please contact the IT team coordinating the submission platform at support@uefiscdi.ro.

2. How to Connect

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) 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 email 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).

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

The purpose of the call is that the project contributes to impact creation and implementation that build urban transformation capacities inspired by the new perspectives, methodologies and approaches connected to the EU initiatives: the New European Bauhaus and the EU Mission: Climate Neutral and Smart Cities .

You have **1185** characters remaining from the maximum of **1500**

NUMBER OF ORGANISATIONS IN CONSORTIUM
including Main Applicant, Co-Applicants and a Co-operation Partners

3

DURATION OF THE PROJECT (MONTHS)

✓ [Select]
12
13
14
15
16
17
18
19
20
21
22
23
24

➔ **Topics and Keywords**

This section displays the information available in the pre-proposal phase: t**he three main topics of the ENUTC 2023 call** and the relevant selected keywords. This section doesn't allow any changes.

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

1.1 Proposal Information	1.2 Topics & Keywords	1.3 Consortium

Changes have been saved!

Project Topic(s)

MAIN DOMAIN *
Topic 1. Experimentation and co-creation for a beautiful and sustainable urban future   ⬍

SECONDARY DOMAIN
optional, if case

✓ [Select]
   Topic 2. Transformation to sustainable cities / urban transformation
   Topic 3. Designing Inclusive, Liveable and Green Neighbourhoods

Keywords

KEYWORD 1 *

KEYWORD 4

KEYWORD 2 *

KEYWORD 5

KEYWORD 3 *

Project Topic(s)

MAIN DOMAIN *
Topic 1. Experimentation and co-creation for a beautiful and sustainable urban future

SECONDARY DOMAIN
optional, if case
Topic 2. Transformation to sustainable cities / urban transformation

Keywords

KEYWORD 1 *
visual art

KEYWORD 4

KEYWORD 2 *
augmented reality

KEYWORD 5

KEYWORD 3 *
urban transformation capacity

[<< PREVIOUS SECTION]   [SAVE CHANGES]   [NEXT SECTION >>]

ble and inclusive futures together. A future that is "beautiful for our eves.

➔ **Consortium: Main Applicant, 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.

Section **1.3 Consortium** 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 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.

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

Project Consortium

Note: Swedish applicants can select in the submission system either Formas or the Swedish Energy Agency as both organisations administer the Swedish national part of the ENUTC call together and will be accessing applications for both together.

Project Coordinator/Main Applicant (CO) ▼

ORGANISATION DETAILS

TYPE OF PARTNER*
Main Applicant

ORGANISATION COUNTRY*
Romania

FUNDING AGENCY*
▲

[Select funding agency]

Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI)

TYPE OF ORGANISATION*
[Select type]

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

² Special Interest Group: e.g. union, chamber.

MAIN APPLICANT CONTACT PERSON

FIRST NAME*
Elena

LAST (FAMILY) NAME*
Simion

EMAIL*
elena.simion@uefiscdi.ro

GENDER*
[Select]

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

Select a file to upload...

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

Project Consortium

Note: Swedish applicants can select in the submission system either Formas or the Swedish Energy Agency as both organisations administer the Swedish national part of the ENUTC call together and will be accessing applications for both together.

Project Coordinator/Main Applicant (CO) ▼

ORGANISATION DETAILS

TYPE OF PARTNER*
Main Applicant

ORGANISATION COUNTRY*
Romania

FUNDING AGENCY*

ORGANISATION NAME*
Institution full name

✓ [Select type]
University or Other Educational Institution
Public or Private Research Organisation
Business – SME
Business – Large Enterprise
Urban Public Authority
Other Public/Governmental Institution (1)
Special Interest Group (2)
Other Non-Profit Organisation

MAIN APPLICANT CONTACT PERSON

FIRST NAME*
Elena

LAST (FAMILY) NAME*
Simion

EMAIL*
elena.simion@uefiscdi.ro

GENDER*
[Select]

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

Select a file to upload...

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** 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 Innoviris – to be checked**

Some funding agencies participating in the call require specific national forms in the full proposal stage. Information is available in the Call Text and on the calls webb-site: BTC ENUTC 2023 Call

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.**

Please be aware that no specific format is provided by the 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.

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)

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) Main Applicant	[Select typ ▾]	1. Personnel Costs	0,00	0,00 %	0,00	0,00	0,00	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 (CO) TOTAL costs	0,00			0,00 EUR		

SAVE CHANGES AND CALCULATE TOTALS

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.

» Programmes» ENUTC Call Details » ENUTC 2023 Submission » Submission»

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

⏱ Proposal Deadline in: 64 days, 04 hours, 03 minutes, 21 seconds.

3.1 Funding Application Form and Declarations

Upload Proposal Application Form

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, and ensure a fair assessment for all applications. **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...

Proposal form template can be downloaded from here.

<< PREVIOUS SECTION   **SAVE DOCUMENT**   **NEXT SECTION >>**

* Mandatory field.

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

» Programmes» ENUTC Call Details » ENUTC 2023 Submission »

Building transformation capacity through arts and design: Unlocking the full potential for urban transitions

● **Call number:** F-ENUTC-2023

⏱ **Submission deadline:** 25 April 2021 (14:00 CET) **Time left:** 64 days, 03 hours, 27 minutes, 42 seconds.

SUBMIT A PREPROPOSAL (ADDS NEW PROJECT)   **ACCESS MY APPLICATIONS**
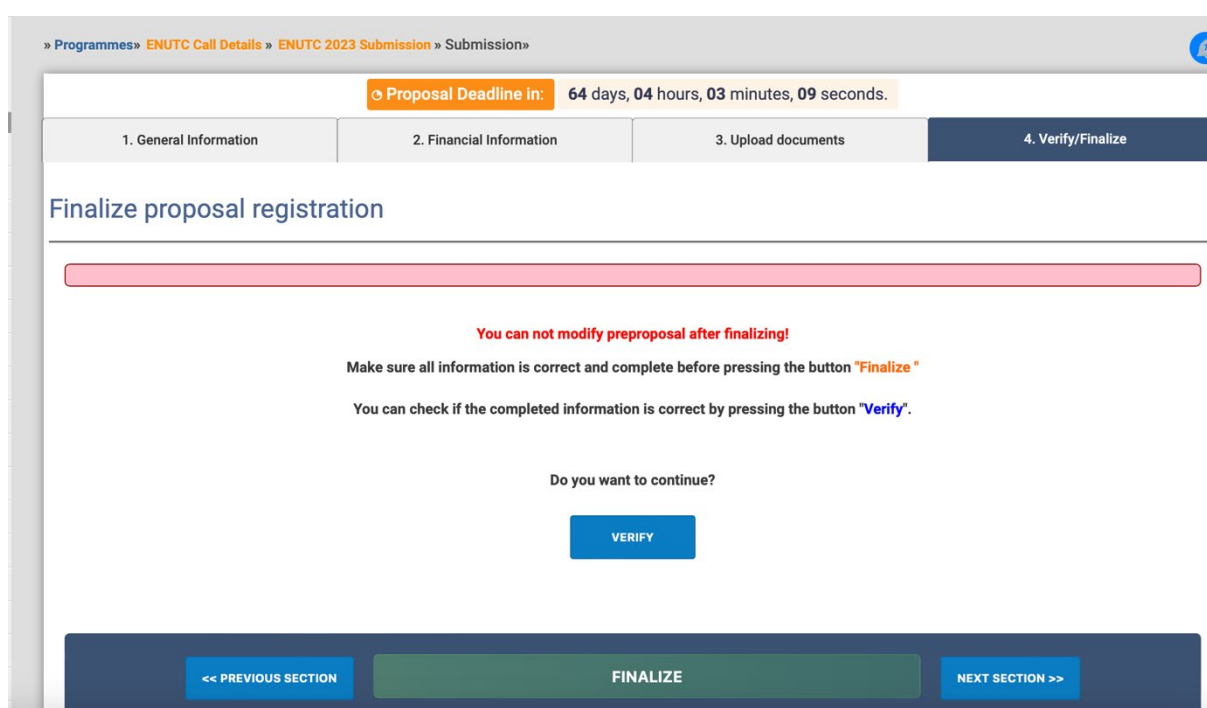
Guidelines for using submission platform are available here.
Details about this Call are available here.

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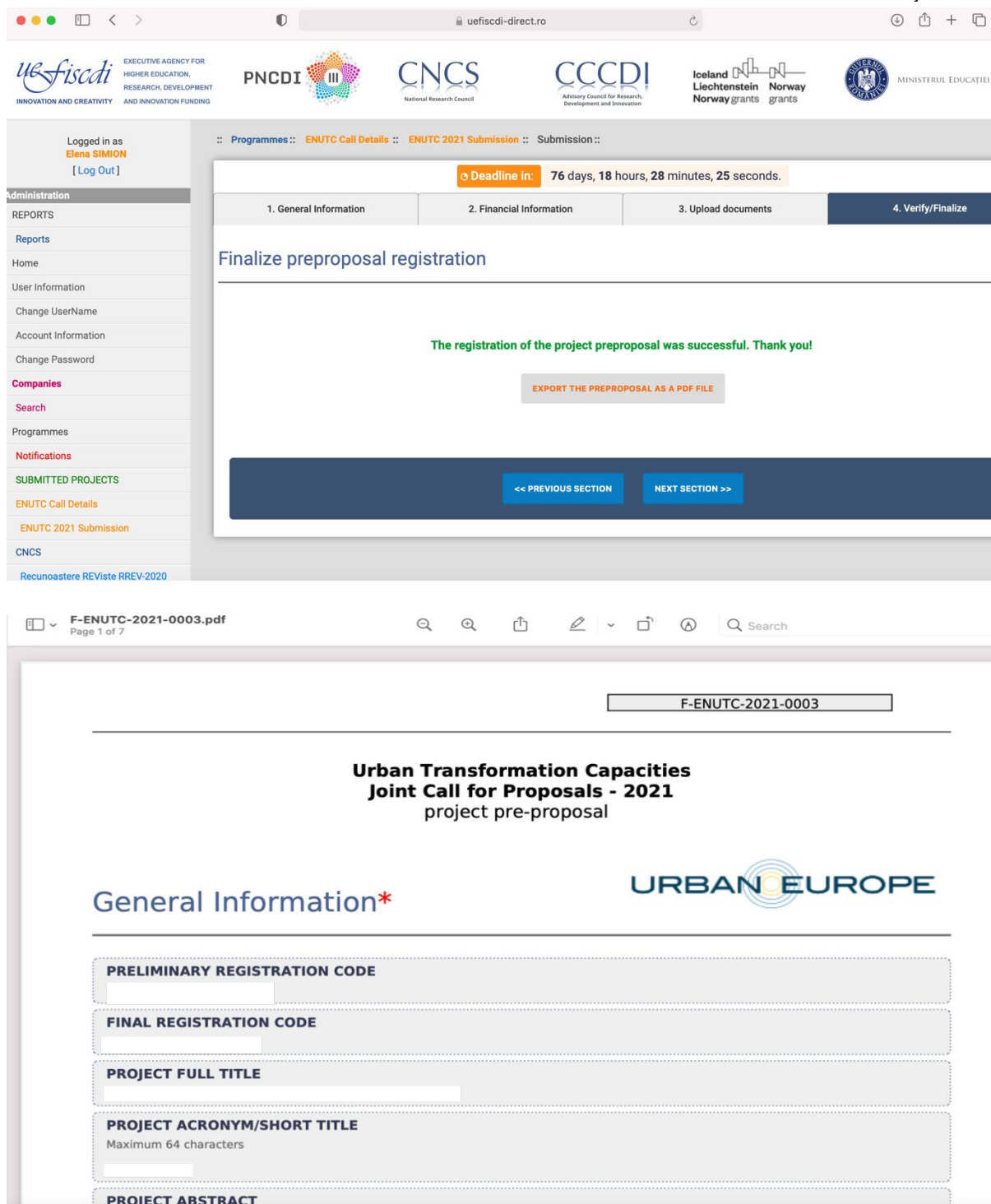
Unless your application is final, please make sure you don't press 'Finalize'.

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.

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

The following screenshots are example of a submitted proposal:

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.

Project no. 101003758

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

To unsubscribe please send an email to this address: unsubscribe@uefiscdi-direct.ro

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

:: Programmes :: Notifications ::

Logged in as
Elena SIMION
[Log Out]

Administration
REPORTS
Reports
Home
User Information
Change UserName
Account Information
Change Password
Companies
Search
Programmes
Notifications
SUBMITTED PROJECTS
ENUTC Call Details
ENUTC 2021 Submission

NOTIFICATIONS LIST

NOTIFICATIONS LIST

All statuses

Page **1**   Total **1** notifications

From: support@uefiscdi-direct.ro
UDiManager - ENUTC-2021 preproposal confirmation
Hello, You have successfully submitted a project pre-proposal using the online platform UDiManager......

Thu, 28th Jan 2021, 22:31:26

Notes
- Click on envelope icon on the left of each message to mark as read/unread.
- Use the three action buttons on the right to view/archive/delete messages.
- Newest messages are always first
- Platform sends email notifications about new messages, not unread messages.