

Innovation Action JPI Urban Europe

Making Cities Work

Instructions for drafting a proposal

A proposal formally consists of three parts;

- **Part A** contains the administrative information about the proposal and the participants and will be completed online within eCall;
- **Part B** is a PDF document that contains a description of the proposed project ("Proposal Form");
- **Part C** is a number of files that contains additional national information about participants.

Please find below instructions for drafting each part of the proposal.

1) Instructions for drafting "Part A" of the proposal

Part A will contain the administrative information about the proposal and the participants. The information requested includes a brief description of the work, contact details and characteristics of the participants. This information will be directly filled in via the submission system eCall. Please note that only partners that request funding need to be registered in eCall.

2) Instructions for drafting "Part B" of the proposal

Part B provides the template for your proposal. It will help you present important aspects of your planned work in a way that will enable the experts to make an effective assessment against the evaluation criteria (see call text for more details).

- **IMPORTANT: Language**

Proposals must be submitted in English. Additional information or documents may be requested by national/regional programmes in national language (= Part C).

- **IMPORTANT: Page limits**

Remember to keep to the page limits. Please stick to the following formatting requirements: font size: 10 pt, line spacing: 1.15. The page size is A4, and all margins (top, bottom, left, right) should be at least 20 mm (not including any footers or headers). Ensure that the font type chosen leads to clearly readable text (eg. Arial or Times New Roman). As an indication, such a layout should lead to a maximum of between 5000 and 6000 possible characters per page (including spaces).

Even where no page limits are given, it is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by experts. **Please note that you will be asked by the Call Secretariat to shorten your proposal after submission if the intended page/word limits are exceeded.**

3) Instructions for drafting "Part C" of the proposal

Many national agencies request additional national information. Please find the requested files for Part C on the JPI Urban Europe website. Please note that RCN and Tekes do not require additional national information. **Please note that which Part C files should be submitted as an attachment via eCall and which should be submitted nationally.**

Letters of intent might be included to stress the commitment of project partners.

For further information on Part C, please get in touch with your national contact point.

OVERVIEW OF WHICH COUNTRIES REQUIRE ADDITIONAL NATIONAL DOCUMENTS

No additional national documents	Additional national documents need to be submitted in eCall as an attachment	Additional national documents need to be attached in eCall <u>and/or need to be submitted to the agency at proposal submission deadline</u>
RCN	FFG	Innoviris
Tekes	VINNOVA	Swedish Energy Agency ¹

¹ Applicants to SWEA only need to send in the national application for Swedish consortia via e.kanalen (<https://www1.stem.se/etjanster/default.aspx>) Please contact SWEA National Contact Point (see call text) for questions.

SUMMARY OF MANDATORY WORD AND PAGE LIMITS
(Conforming to font and margin sizes mentioned above).

Section	Maximum words/pages
1. Project Overview	<i>table</i>
2. Abstract	200 words
3. Project Consortium	<i>table</i>
4. Project Objectives and Targets	5 pages
5. Key activities (work programme)	*
6. Added value of international co-operation	1 page
7. Gender and diversity aspects	1 page
8. Management of intellectual property	1 page
9. Project consortium and management 11.1 Management structure and procedures 11.2 Individual project partners	1 page 1 page per project partner*
10. Projected Costs	<i>table</i>
11. Justification of resources	1 ½ pages
12. References	2 pages

* See application form for more details