ERA-NET Cofund Smart Urban Futures (ENSUF)
Instructions for drafting a full proposal

A full 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 research ("Full 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

Most national agencies request additional national information. Please find the requested files for Part C on the JPI Urban Europe website (file name "ENSUF_National_Forms_C_ full_proposal_phase.zip"). Please note that FNRS, FWO, RPF, IFD, Tekes, AKA, ANR, MIUR, RCN, FCT, UEFISCDI and FORMAS do not require additional national information. **Please note that all Part C files should be submitted as an attachment via eCall.**

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 **and need to be submitted to the agency at full proposal submission deadline**	National requirements must be fulfilled according to the table in Annex A of the call text
FNRS	FFG	Innoviris	VIAA
FWO	NWO	Swedish Energy Agency[1]	RCL
RPF	VINNOVA	TÜBITAK	NCN
IFD	AHRC / EPSRC / ESRC		ARRS
Tekes			
AKA			
ANR			
MIUR			
RCN			
FCT			
UEFISCDI			
FORMAS			

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[1] National application forms required in the full proposal phase. Further information can be obtained from the website http://www.energimyndigheten.se/forskning-och-innovation/forskning/soka-stod-och-rapportera or from the national contact points. Use the national application forms in the e-kanalen: https://www1.stem.se/etjanster/default.aspx

SUMMARY OF MANDATORY WORD AND PAGE LIMITS

(Conforming to font and margin sizes mentioned above).

Section	Maximum words/pages
1. Project Overview	*table*
2. Abstract	200 words
3. Summary for the general public	100 words
4. Project Consortium	*table*
5. Quality of Work, Project Objectives and Targets	4 pages
6. Key activities (work programme)	*
7. Ethical and regulatory considerations	½ page
8. Added value of European trans-national co-operation	1 page
9. Relevance – Contribution of the project to the goals of the call	1 page
10. Impact of the project	2 pages
11. Project consortium and management, multi-actor and trans-disciplinary collaboration, co-creation 11.1 Management structure and procedures 11.2 Individual project partners 11.3 Consortium as a whole	 1 page 1 page per project partner* 1 page
12. Approximate Projected Costs	*table*
13. Justification of resources	1 ½ pages
14. References	2 pages

* See application form for more details