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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 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.).

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 been officially submitted.

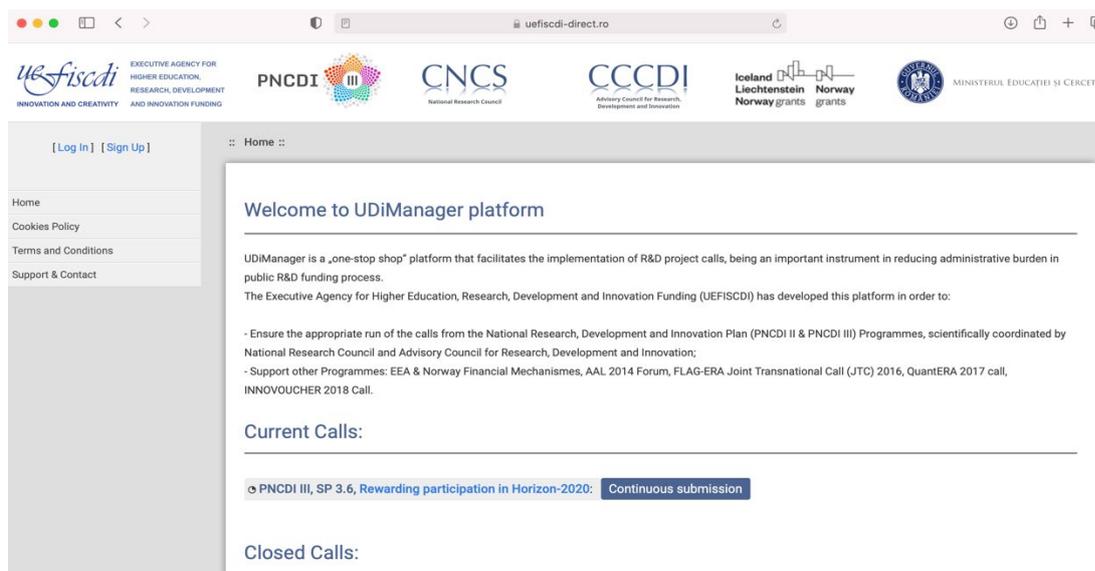
If you have any questions during the application process, please contact the ENUTC Joint Call Office/Call Secretariat. If any technical difficulties occur, please contact the IT team coordinating the submission platform at support@uefiscdi.ro.

2. How to Connect

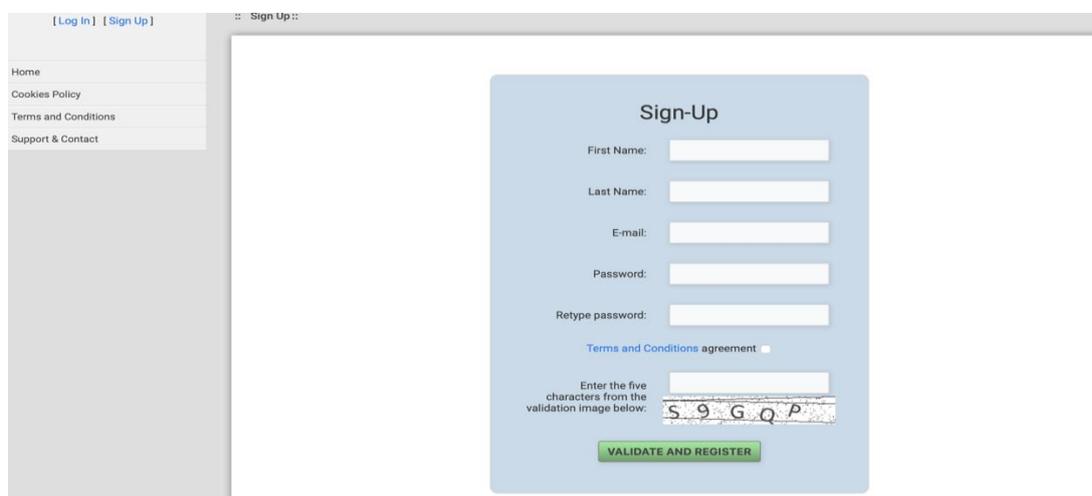
The Main Applicant can connect to the submission platform following the next steps.

2.1 Submission System UDiManager (uefiscdi-direct.ro)

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



The screenshot shows the home page of the UDiManager platform. The browser address bar displays 'uefiscdi-direct.ro'. The page header includes logos for uefiscdi (Executive Agency for Higher Education, Research, Development and Innovation Funding), PNCDI III, CNCS (National Research Council), CCCDI (Advisory Council for Research, Development and Innovation), and the Ministry of Education and Research (MINISTERUL EDUCATIEI SI CERCETARII). The main content area is titled 'Welcome to UDiManager platform' and describes the platform as a 'one-stop shop' for R&D project calls. It lists current calls, including 'PNCDI III, SP 3.6, Rewarding participation in Horizon-2020: Continuous submission'.



The screenshot shows the sign-up form on the UDiManager platform. The form is titled 'Sign-Up' and includes the following fields: First Name, Last Name, E-mail, Password, and Retype password. There is a checkbox for 'Terms and Conditions agreement' and a CAPTCHA image with the characters 'S 9 G Q P'. A green button labeled 'VALIDATE AND REGISTER' is located at the bottom of the form.

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.

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

Proposal Deadline in: 64 days, 04 hours, 11 minutes, 07 seconds.

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!

General Information* URBAN EUROPE

PRELIMINARY REGISTRATION CODE
TMP-ENUTC-2023-0003

FINAL REGISTRATION CODE
[received after submitting]

PROJECT FULL TITLE
Augmented Urban CapaCITY

You have 476 characters remaining from the maximum of 500

➔ 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).

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

3

DURATION OF THE PROJECT (MONTHS)

[Select]

EXPECTED START

Feb 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MONTHS

section 2.1 Budget Breakdown

TOTAL PROJECT COSTS IN EUR **

Automatically calculated from section 2.1 Budget Breakdown

Short presentation of project content and goals. The applicant should make clear the project 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: **the 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 2 *

KEYWORD 3 *

KEYWORD 4

KEYWORD 5

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 *

KEYWORD 2 *

KEYWORD 3 *

KEYWORD 4

KEYWORD 5

<< PREVIOUS SECTION SAVE CHANGES NEXT SECTION >>

able and inclusive futures together. A future that is "beautiful for our eyes.

➔ 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.

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	MAIN APPLICANT CONTACT PERSON
<p>TYPE OF PARTNER*</p> <input type="text" value="Main Applicant"/>	<p>FIRST NAME*</p> <input type="text" value="Elena"/>
<p>ORGANISATION COUNTRY*</p> <div style="border: 1px solid #ccc; padding: 2px;"> Select country ▼ </div> <ul style="list-style-type: none"> <li style="background-color: #e2e3e5; padding: 2px;">Belgium <li style="padding: 2px;">Bulgaria <li style="padding: 2px;">Latvia <li style="padding: 2px;">Netherlands <li style="padding: 2px;">Poland <li style="padding: 2px;">Romania <li style="padding: 2px;">Sweden 	<p>LAST (FAMILY) NAME*</p> <input type="text" value="Simion"/>
	<p>EMAIL*</p> <input type="text" value="elena.simion@uefiscdi.ro"/>
	<p>GENDER*</p> <input type="text" value="[Select]"/>
<p><small>¹ Other Public/Governmental Institution: e.g. hospital, other public utility, public infrastructure company;</small></p> <p><small>² Special Interest Group: e.g. union, chamber.</small></p>	<p>CV*</p> <p>Each PI must include their CV in English including their complete first and last name and with information about participation in previous projects.</p> <div style="background-color: #4a5568; color: white; padding: 2px; text-align: center; width: fit-content; margin: 0 auto;"> Select a file to upload... </div>

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	MAIN APPLICANT CONTACT PERSON
<p>TYPE OF PARTNER*</p> <input type="text" value="Main Applicant"/>	<p>FIRST NAME*</p> <input type="text" value="Elena"/>
<p>ORGANISATION COUNTRY*</p> <input type="text" value="Romania"/>	<p>LAST (FAMILY) NAME*</p> <input type="text" value="Simion"/>
<p>FUNDING AGENCY*</p> <input type="text"/>	<p>EMAIL*</p> <input type="text" value="elena.simion@uefiscdi.ro"/>
<p>[Select funding agency]</p> <ul style="list-style-type: none"> Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI) 	<p>GENDER*</p> <input type="text" value="[Select]"/>
<p>TYPE OF ORGANISATION*</p> <input type="text" value="[Select type]"/>	<p>CV*</p> <p>Each PI must include their CV in English including their complete first and last name and with information about participation in previous projects.</p> <p style="text-align: center;">Select a file to upload...</p>

¹ Other Public/Governmental Institution: e.g. hospital, other public utility, public infrastructure company;
² Special Interest Group: e.g. union, chamber.

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	MAIN APPLICANT CONTACT PERSON
<p>TYPE OF PARTNER*</p> <input type="text" value="Main Applicant"/>	<p>FIRST NAME*</p> <input type="text" value="Elena"/>
<p>ORGANISATION COUNTRY*</p> <input type="text" value="Romania"/>	<p>LAST (FAMILY) NAME*</p> <input type="text" value="Simion"/>
<p>FUNDING AGENCY*</p> <input type="text"/>	<p>EMAIL*</p> <input type="text" value="elena.simion@uefiscdi.ro"/>
<p>ORGANISATION NAME*</p> <p>Institution full name</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>✓ [Select type]</p> <ul style="list-style-type: none"> University or Other Educational Institution <li style="background-color: #4a5568; color: white;">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 </div>	<p>GENDER*</p> <input type="text" value="[Select]"/>
	<p>CV*</p> <p>Each PI must include their CV in English including their complete first and last name and with information about participation in previous projects.</p> <p style="text-align: center;">Select a file to upload...</p>

TYPE OF ORGANISATION*

Other Public/Governmental Institution (1)

¹ Other Public/Governmental Institution: e.g. hospital, other public utility, public infrastructure company;
² Special Interest Group: e.g. union, chamber.

IS THE ORGANISATION FROM CULTURE AND CREATIVE SECTOR?*

[Select an answer]

IS THE ORGANISATION FROM CITIZENS INHABITANTS (NEIGHBOURHOODS) OR A COMMUNITY ORGANISATION?*

✓ [Select an answer]

YES
NO

National VAT identification number

EC PARTICIPANT IDENTIFICATION CODE (PIC)

Optional field, a 9-digit number serving as a unique identifier for organisations (legal entities) participating in EU funding programmes / procurements. A search tool for organisations and their PICs is available [here](#).

ORGANISATION ADDRESS

Street Name and No., City

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 these 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 web-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.

ORGANISATION DETAILS	CONTACT PERSON FROM PARTNER 3 (P3)
TYPE OF PARTNER* <input type="text" value="Cooperation Partner"/>	FIRST NAME* <input type="text"/>
ORGANISATION COUNTRY* <input type="text" value="[Select country]"/>	LAST (FAMILY) NAME* <input type="text"/>
ORGANISATION NAME* Institution full name <input type="text"/>	EMAIL* <input type="text"/>
TYPE OF ORGANISATION* <input type="text" value="[Select type]"/> <p><small>¹ Other Public/Governmental Institution: e.g. hospital, other public utility, public infrastructure company; ² Special Interest Group: e.g. union, chamber.</small></p>	GENDER* <input type="text" value="[Select]"/>
IS THE ORGANISATION FROM CULTURE AND CREATIVE SECTOR?* <input type="text" value="[Select an answer]"/>	LETTER OF INTENT* A written commitment (Letter of Intent) from the Cooperation Partners, participating with their own finance or with an in-kind contribution <input type="button" value="Select a file to upload..."/>
IS THE ORGANISATION FROM CITIZENS INHABITANTS (NEIGHBOURHOODS) OR A COMMUNITY ORGANISATION?* <input type="text" value="[Select an answer]"/>	
ORGANISATION VAT NUMBER* National VAT identification number <input type="text"/>	

➔ 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	<input type="text" value="0,00"/>	0,00 %	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>	<input type="text" value="0,00"/>	0,00 %
		2. R&D equipments, infra-structure use	<input type="text" value="0,00"/>					
		3. Costs of materials	<input type="text" value="0,00"/>					
		4. Sub-contracting, third-party costs	<input type="text" value="0,00"/>					
		5. Travel costs	<input type="text" value="0,00"/>					
		6. Overhead costs	<input type="text" value="0,00"/>					
		Project Coordinator/Main Applicant (CO) TOTAL costs	<input type="text" value="0,00"/>					

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»

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

1. General Information	2. Financial Information	3. Upload documents	4. Verify/Finalize
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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](#)

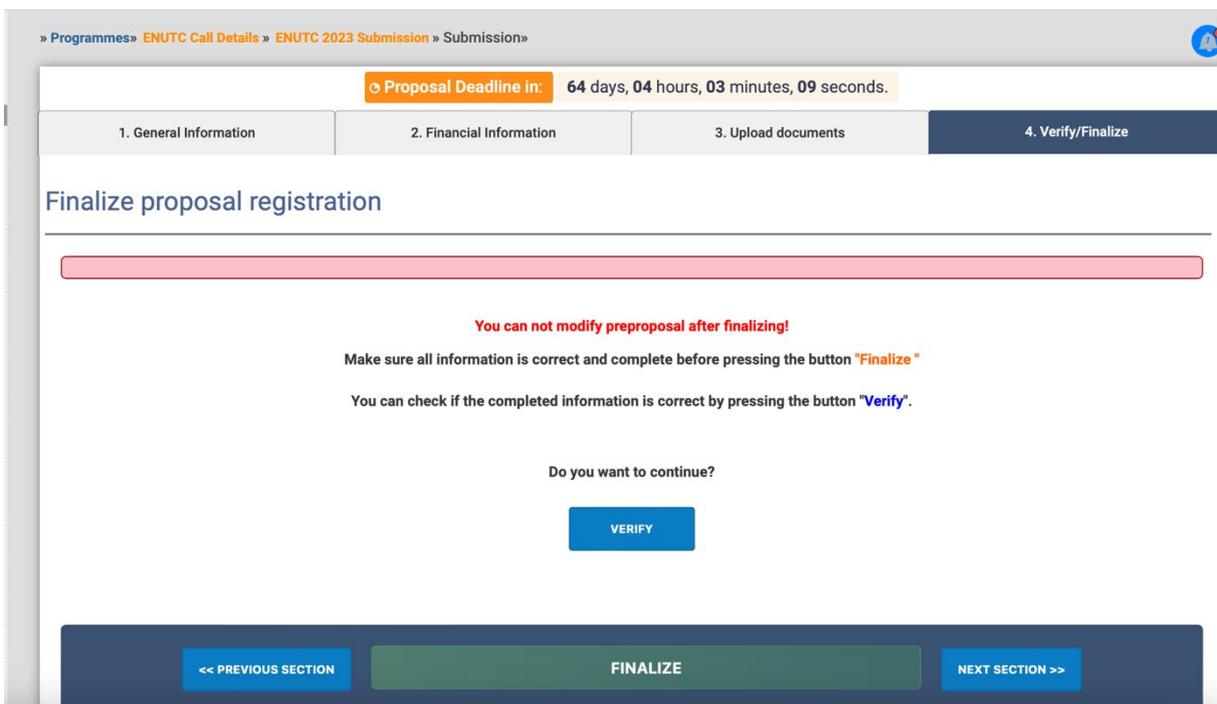
Guidelines for using submission platform are available [here](#).
 Details about this Call are available [here](#).

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.



The screenshot displays a web application interface for proposal submission. At the top, a breadcrumb trail reads: » Programmes » ENUTC Call Details » ENUTC 2023 Submission » Submission. A notification icon is visible in the top right corner. Below the breadcrumb, a yellow box indicates the 'Proposal Deadline in: 64 days, 04 hours, 03 minutes, 09 seconds.' A horizontal navigation bar contains four sections: '1. General Information', '2. Financial Information', '3. Upload documents', and '4. Verify/Finalize', with the fourth section being the active one. The main content area is titled 'Finalize proposal registration' and features a pink horizontal bar. Below this, a red warning message states: 'You can not modify preproposal after finalizing!'. A blue message follows: 'Make sure all information is correct and complete before pressing the button "Finalize"'. Another blue message says: 'You can check if the completed information is correct by pressing the button "Verify"'. A question 'Do you want to continue?' is centered above a blue 'VERIFY' button. At the bottom, a dark blue bar contains three buttons: '<< PREVIOUS SECTION' (blue), 'FINALIZE' (green), and 'NEXT SECTION >>' (blue).

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.



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.
 If you have received it by mistake please let us know by reply and then delete it from your system.
 Any form of reproduction, dissemination, copying, disclosure, modification, distribution and/or publication of this message without UEFISCDI approval is forbidden.
 Opinions, conclusions and other information in this message that do not relate to the official message shall be understood as neither given nor endorsed by UEFISCDI. We appreciate your cooperation. Thank you!

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.