**JPI Urban Europe**

**Making Cities Work**

**Joint Call for Proposals**

**Deadline February 28, 2018**

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# Project Overview

|  |
| --- |
| Project Short Title/Acronym:  |
| Project Full Title:  |
| Project Coordinator/Main Applicant: |
| Topics: (tick the relevant topic(s))[ ]  Topic 1: Re-thinking urban mobility: Innovative solutions to reduce city congestion[ ]  Topic 2: Implementing the Smart Sustainable City: From pilot projects within sectors and neighbourhoods to cross-sectoral services for citizens and business[ ]  Topic 3: Creating the city together: Closing the gap between citizens, companies and city policy[ ]  Topic 4: Innovative and sustainable city change: Reducing the negative impacts of construction sites |
| Keywords (max. 5): |
| Type of project:[ ]  Innovation/implementation[ ]  Applied research and innovation/implementation |
| Total Project Costs in EUR: |  | Requested funds in EUR:  |  |
| Duration of the Project in months (max. 36): |  | Expected start:  | [MM.YYYY] |
| Total Effort in Person Months: |  | **Expected end:**  | **[MM.YYYY]** |

# Abstract

*Short presentation of project content and goals* ***(max. 200 words)****. The abstract should make clear the project’s goals.*

*N.B.: Questions and comments in blue may be overwritten or deleted. 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.***

# Project Consortium

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Organisation | Type of organisation[[1]](#footnote-1) | Country / Funding agency[[2]](#footnote-2)  | Contact Person (first name and family name) |
| Project Coordinator/Main Applicant |  |  |  |  |
| Project Partner 2[[3]](#footnote-3) |  |  |  |  |
| Project Partner 3 |  |  |  |  |
| Project Partner 4 |  |  |  |  |
| Project Partner 5 |  |  |  |  |

*Please insert additional rows if necessary: place cursor in last row and select “Table 🡪 insert 🡪 row below” from the menu bar.*

# Project Objectives and Targets

## Need for solution

*Give a detailed description of the project goals and planned results based on the description of the initial situation and the societal, social, economic, environmental, or technological problems and challenges related to the call topic(s) and to be solved in the project. Specifically go into the need for the solution, e.g. what is the need for city management or what are the needs for the citizens?* ***(max. 1 page)***

## Project realization

*Give a detailed description of how the project proposes to tackle the above described challenge. Clearly point out the innovative aspect in your approach taking into account the state of the art/knowledge (improvements from existing solutions/conditions, originality of approach, degree of novelty).* ***(max. 1 page)***

## Consortium resources

*Give a detailed description of how the consortium can take up the different roles needed to get to the project realization. Describe how different organizations or individuals (e.g. municipalities, research organizations, companies, citizens, NGO’s, etc.) complement each other’s skills and how this works together to ensure the best results.* ***(max. 1 page)***

## Competitive edge

*Give a detailed description of the competitive edge of a new solution compared to the existing situation. Describe both the competitive added or unique value and the societal value of the proposed solution. What will be the target group of the solution?* ***(max. 1 page)***

## Sustainability and impact of solution

*Give a detailed description of how the sustainability of the solution after the project finalization is foreseen and what the societal, environmental and economic impact is expected to be. This can for example include a business model of scaling up the solution by a business partner in the consortium or it can include the intention of city management to implement the solution on a wider scale than the current project scale.* ***(max. 1 page)***

# Key activities (work programme)

*A detailed work plan should be presented, broken down into work packages[[4]](#footnote-4) (WPs) which should follow the logical phases of the implementation of the project, and include consortium management and assessment of progress and results (please note that your overall approach to management will be described later, in section 9.1).*

*Please present your plans as follows:*

*i) Describe the overall strategy of the work plan* ***(max. 1 page)***

*ii) Show the timing of the different WPs and their components (Gantt chart or similar)*

*iii) Provide a detailed work description broken down into work packages:*

* + - *Work package list (please use table 5.1)*
		- *Deliverables list (please use table 5.2)*
		- *List of milestones (please use table 5.3)*
		- *Description of each work package (please use table 5.4,* ***max. 1 page*** *per work package)*

*iv) Describe any significant risks, and associated contingency plans* ***(max. 1 page)***

* + - *Note-The number of work packages used must be appropriate to the complexity of the work and the overall value of the proposed project. The planning should be sufficiently detailed to justify the proposed effort and allow progress monitoring.*

## Table 5.1: Work package list

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work packageNo**[[5]](#footnote-5) | **Work package title** | **Lead project partnerNo**[[6]](#footnote-6) | **Lead project partner short name** | **Person-months**[[7]](#footnote-7) | **Startmonth**[[8]](#footnote-8) | **Endmonth** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | TOTAL |  |  |  |

## Table 5.2: Deliverables List

|  |  |  |  |
| --- | --- | --- | --- |
| **Del. no.**[[9]](#footnote-9) | **Deliverable name** | **WP no.** | **Delivery date**[[10]](#footnote-10) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Table 5.3: List of milestones

*Milestones are control points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, if its successful attainment is required for the next phase of work.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone number** | **Milestone name** | **Work package(s) involved** | **Expected date [[11]](#footnote-11)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Table 5.4: Work package description **(max. 1 page per work package)**

*For each work package:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Work package number**  |  | **Start date or starting event:** |  |
| **Work package title** |  |
| **Project partner number** |  |  |  |  |  |  |  |
| **Project partner short name** |  |  |  |  |  |  |  |
| **Person-months per applicant:** |  |  |  |  |  |  |  |

|  |
| --- |
| **Objectives**  |

|  |
| --- |
| **Description of work** (possibly broken down into tasks) and role of applicants |

|  |
| --- |
| **Deliverables** (brief description and month of delivery) |

# Added value of international co-operation

*Describe the added value of the planned international co-operation with regard to the objectives of your project.* ***(max. 1 page)***

# Gender and diversity aspects

*Describe the ways in which gender and other diversity perspectives (age, ethnicity, and nationality) are relevant to the project content. Also describe the diversity of the project consortium.* ***(max. 1 page)***

# Management of intellectual property

*Describe your plans for the management of knowledge (intellectual property) acquired in the course of the project.* ***(max. 1 page)***

# Project consortium and management

## Management structure and procedures

*Describe the organisational structure and decision-making mechanisms of the project. Show how they are matched to the complexity and scale of the project.* ***(max. 1 page)***

## Individual project partners

*For each partner in the proposed project, provide a brief description of the legal entity, the main tasks they have been attributed, and the previous experience relevant to those tasks (including brief CV and main publications). Provide also a short profile of the staff members who will be undertaking the work. (Maximum length for Section 9.2:* ***one page per project partner****.*

*Please also include Self-Funded partners in this part (if applicable).*

*Sub-contracting: If any part of the work is to be sub-contracted by the applicants responsible for it, describe the work involved and explain why a sub-contract approach has been chosen for it.*

*Letters of intent can be attached to the application to stress the support of the stakeholders.*

# Projected Costs

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation | Country / Funding agency[[12]](#footnote-12) | Costs (EUR; *including overhead costs according to the applicable funding agency’s rules*) [[13]](#footnote-13) | Cost share per partner (in %) | Total effort in person months per partner | Partner contributionin EUR[[14]](#footnote-14) | Requested fundingin EUR | Funding rate requested (in %) |
| *Personnel* | *R&D infra-structure use* | *Costs of materials* | *Third-party costs* | *Travel costs* | Total |
| *[Project Coordinator:]* |  |  |  |  |  |  |  |  |  |  |  |  |
| *[Project Partner 2:]* |  |  |  |  |  |  |  |  |  |  |  |  |
| *[Project Partner 3:]* |  |  |  |  |  |  |  |  |  |  |  |  |
| *[Project Partner 4:]* |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Total*** |  |  |  |  |  |  |  |  |  |  |  |  |

*Please insert additional rows if necessary: place cursor in respective row and select “Table 🡪 insert 🡪 row below” from the menu bar.*

# Justification of resources

*Please motivate the projected costs as indicated in the budget table.* ***(max. 1 ½ pages)***

# References

*Add relevant references.* ***(max. 2 pages)***

1. Type of organisations: SE = small enterprise; ME = medium-sized enterprise; LE = large enterprise; RO = research organisation, OTH = other type of organization (for example city, municipality, association). With regard to the size of companies, the current definitions of SMEs given in the EU competition law are applied (definition of small and medium-sized enterprises and of independent businesses in accordance with recommendation 2003/361/EC of the Commission dated 6 May 2003, [ABl. L 124 of 20.5.2003, pp. 36-41]; cf. <http://ec.europa.eu/DocsRoom/documents/15582>). [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. “Project Partner” in this table means a fundable Project Partner. Self-funded Partners can be added in chapter 9 of this form (see chapter 3 of the call text for more information). [↑](#footnote-ref-3)
4. A work package is a major sub-division of the proposed project with a verifiable end-point – normally a deliverable or a milestone in the overall project. [↑](#footnote-ref-4)
5. Work package number: WP 1 - WP n. [↑](#footnote-ref-5)
6. Number of the project partner leading the work in this work package. [↑](#footnote-ref-6)
7. The total number of person-months allocated to each work package. [↑](#footnote-ref-7)
8. Measured in months from the project start date (month 1). [↑](#footnote-ref-8)
9. Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4. [↑](#footnote-ref-9)
10. Measured in months from the project start date (month 1). [↑](#footnote-ref-10)
11. Measured in months from the project start date (month 1) [↑](#footnote-ref-11)
12. Consortium partners from Sweden must name their respective funding agency/agencies. [↑](#footnote-ref-12)
13. National cost structures may differ and have different cost categories. Project Partners should inform their Project Coordinator about their national cost structure and the appropriate way to fill in this table for their contribution. National Contact Points of the funding agencies (see call text for contact details) can assist with this. [↑](#footnote-ref-13)
14. Please also add Self-Funded partners and their own contribution to this table (if applicable). [↑](#footnote-ref-14)