**Joint Programming Initiative Urban Europe**

**2nd Joint Call for Proposals 2013**

**PART B**

**Full Proposal: Consortium, General and Financial Information**

**1. Project Overview**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Short Title/Acronym: | | | |
| Project Full Title: | | | |
| Topics: (tick the relevant topic(s))  ☐Topic 1. Governance of Urban Complexity  ☐Topic 2. Urban Vulnerability, Adaptability, and Resilience | | | |
| Keyword 1:  Keyword 2:  Keyword 3: | | | |
| Overall project type: (tick the relevant category/categories – cf. Annex B of the call text)  ☐Basic research (or predominantly basic research)  ☐Basic and applied research  ☐Applied research (or predominantly applied research)  ☐Applied research and innovation  ☐Innovation (or predominantly innovation)  ☐Basic research, applied research and innovation | | | |
| 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) | [MM.YYYY] |

**2. 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.*

**3. Summary for the general public**

*Give a brief summary (maximum of 100 words) of your application for the general public. Please use simple and understandable language. If your application is successful, this summary may be used for publicity purposes.*

**4. 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.*

**5. Quality of Work, Project Objectives and Targets (max. 4 pages)**

**5.1 Project Objectives and Targets**

*Describe theory, scientific method and performance. 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. Clearly point out the innovative aspect in your approach taking into account the state of the art/knowledge (improvements from existing solutions, originality of approach, degree of novelty, technological leap). Comprehensibly describe the conceptual (scientific and/or technical) approaches you intend to use to achieve the defined goals and expected results*, *including a plan for scientific deliverables.*

**5.2 Overall project type**

*Please describe the main reasons for the selected overall project type (cf. front page).*

**6. Interdisciplinary and transdisciplinary collaboration (max. 1 page)**

*Describe the approach of your proposal according to interdisciplinary and trans disciplinary collaboration.*

**6.1 Interdisciplinary collaboration**

*Please show how your proposal tries to focus on research cross-fertilization with neighbouring fields, and to connect the new findings with the already existing. How does your proposal facilitate the development of methods and approaches for facilitating the co-operation of actors from different disciplines?*

**6.2 Transdisciplinary collaboration**

*Please show how your proposal tries to focus on research cross-fertilization with end users.*

**7. Relevance – Contribution of the project to the goals of the call (max. 1 page)**

*Describe how and to what extent the project addresses the chosen call topic(s). Furthermore, describe how the project contributes to the objectives of the call.*

**8. Added value of European trans-national co-operation (max. 1 page)**

*Describe the added value of the planned European trans-national co-operation with regard to the objectives of your project.*

**9. 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 9.1)*
    - *Deliverables list (please use table 9.2)*
    - *List of milestones (please use table 9.3)*
    - *Description of each work package (please use table 9.4, 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 9.1: Work package list**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work package No**[[5]](#footnote-5) | **Work package title** | **Lead  project partner No**[[6]](#footnote-6) | **Lead project partner short name** | **Person-months**[[7]](#footnote-7) | **Start month**[[8]](#footnote-8) | **End month** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | TOTAL | |  |  |  |

**Table 9.2: Deliverables List**

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

**Table 9.3: 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 9.4: 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) |

**10. Project Consortium and Management**

**10.1 Management structure and procedures (max. 1 page)**

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

**10.2 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 10.2: one page per project partner. However, where two or more departments within an organisation have quite distinct roles within the proposal, one page per department is acceptable.  
The maximum length applying to a legal entity composed of several members, each of which is a separate legal entity, is one page per member, provided that the members have quite distinct roles within the proposal.)*

**10.3 Consortium as a whole (max. 1 page)**

*Describe how the project partners collectively constitute a consortium capable of achieving the project objectives, and how they are suited and are committed to the tasks assigned to them. Show the complementarity between project partners. Explain how the composition of the consortium is well-balanced in relation to the objectives of the project.*

*If appropriate describe the industrial/commercial/societal involvement to ensure exploitation of the results, and how the opportunity of involving SMEs has been addressed.*

*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.*

**11. Impact of the project (max. 2 pages)**

**11.1 Expected impacts**

*Describe the extent to which the project is likely to be a value to potential user communities (e.g. governmental or non-governmental organisations, private companies, citizens, end users, other relevant stakeholders).  
If the project is or significant parts thereof are (also) assigned to the project category of innovation, how do you estimate the potential market for the project results?*

**11.2 Dissemination and/or exploitation of project results, and management of intellectual property**

*Describe the measures you propose for the dissemination and/or exploitation of project results, and how these will increase the impact of the project. In designing these measures, you should take into account a variety of communication means and target groups as appropriate (e.g. policy-makers, interest groups, media and the public at large).   
Describe also your plans for the management of knowledge (intellectual property) acquired in the course of the project.*

**12. Approximate Projected Costs**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation | Country / Funding agency[[12]](#footnote-12) | Project type of partner contribution[[13]](#footnote-13) | Costs (EUR; *including overhead costs according to the  applicable funding agency’s rules*) | | | | | | Cost share per partner (in %) | Partner contribution in EUR | Requested funding in EUR | Funding rate requested (in %) |
| *Personnel* | *R&D infra-structure use* | *Costs of materials* | *Third-party costs* | *Travel costs* | Total |
| *[Project Coordinator/Main Applicant:]* |  |  |  |  |  |  |  |  |  |  |  |  |
| *[Project Partner 2:]* |  |  |  |  |  |  |  |  |  |  |  |  |
| *[Project Partner 3:]* |  |  |  |  |  |  |  |  |  |  |  |  |
| *[Project Partner 4:]* |  |  |  |  |  |  |  |  |  |  |  |  |
| *[Project Partner 5:]* |  |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** | | |  |  |  |  |  |  |  |  |  |  |

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

**13. Justification of resources (max. 2 pages)**

*Please motivate the projected costs as indicated in the budget table.*

**14. References (max. 2 pages)**

*Add relevant references.*

1. Type of organisations: SE = small enterprise; ME = medium-sized enterprise; LE = large enterprise; RO = research organisation, OTH = other type of organization. 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/enterprise/policies/sme/files/  
   sme\_definition/sme\_user\_guide\_en.pdf](http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_en.pdf)). [↑](#footnote-ref-1)
2. Consortium partners from Belgium and Sweden must name their respective funding agency. Swedish Applicants can choose to apply the total sum from both funding agencies if they fulfill the requirements of both agencies. [↑](#footnote-ref-2)
3. “Project Partner” in this table means a Co-Applicant or a Co-operation Partner (see chapter 4 of the call text). [↑](#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 Belgium and Sweden must name their respective funding agency. Swedish Applicants can choose to apply the total sum from both funding agencies if they fulfill the requirements of both agencies. [↑](#footnote-ref-12)
13. B: Basic research (or predominantly basic research); B/A: Basic and applied research; A: Applied research (or predominantly applied research); A/I: Applied research and innovation; I: Innovation (or predominantly innovation); B/A/I: Basic research, applied research and innovation [↑](#footnote-ref-13)