

Instructions for drafting a proposal

A proposal has three parts. **Part A** contains the administrative information about the proposal and the participants. **Part B** is a PDF document that contains a description of the proposed research. If applicable, **Part C** is a number of files that contains additional national information about participants.

1. Instructions for drafting "Part A" of the proposal
2. Instructions for drafting "Part B" of the proposal
3. Instructions for drafting "Part C" 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.

IMPORTANT: Page limits

Remember to keep to the page limits. The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 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, or where limits are only recommended, it is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by experts.

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. Please note that RPF, RCN, FNRS, FWO and NWO 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 only need to be attached in eCall	Additional national documents need to be attached in eCall and <u>need to be submitted to the agency</u>
FNRS	DCSR	INNOVIRIS
FWO	ESRC	IWT
NWO	FFG	MIUR
RCN	FORMAS	SPW
RPF		Swedish Energy Agency
		TUBITAK

SUMMARY OF MANDATORY WORD AND PAGE LIMITS

(Conforming to font and margin sizes mentioned above).

Section	Maximum words/pages
1. Project Overview	
2. Abstract	200 words
3. Summary for the general public	100 words
4. Project Consortium	
5. Quality of Work, Project Objectives and Targets	4 pages
6. Interdisciplinary and transdisciplinary collaboration	1 page
7. Relevance – Contribution of the project to the goals of the call	1 page
8. Added value of European trans-national co-operation	1 page
9. Key Activities (work programme)	2 pages
Table 9.4: Work package description	1 page per work package
10. Project Consortium and Management	
10.1. Management structure and procedures	1 page
10.2. Individual project partners	1 page per project partner
10.3. Consortium as a whole	1 page
11. Impact of the project	2 pages
12. Approximate Projected Costs	
13. Justification of resources	2 pages
14. References	2 pages

