

Joint Call for Proposals
for Research and Innovation Projects

EUROPEAN PARTNERSHIP
DRIVING URBAN TRANSITIONS

Call for proposals n°4 (DUT Call 2025)

Co-funded by the European Commission (Grant N° 101069506)

Electronic Submission Guidelines for UDiManager
uefiscdi-direct.ro

Full Proposal Stage

IMPORTANT DEADLINES

Submission deadline pre-proposals: 17 November 2025 at 13:00 (CET)

Submission deadline full-proposals: 23 April 2025 at 13:00 (CET)



Revisions of the submission guidelines

If the submission guidelines have been updated, the changes are tracked in the table below.

Date	Update

Driving Urban Transitions (DUT)

The **Driving Urban Transitions** (DUT) Partnership builds upon the achievements of the Joint Programming Initiative (JPI) Urban Europe created in 2010 to address the global urban challenges with the ambition to develop a European research and innovation (R&I) hub on urban matters and create European solutions by means of coordinated research. JPI Urban Europe so far has implemented fifteen transnational Joint Calls (out of which five were in cooperation with the European Commission (EC), three in international cooperation).

While the DUT Partnership will build upon all these achievements, at the same time it will allow to enhance ambition, strongly increase the portfolio of projects, set up new measures towards capacity building, urban policy support, as well as demonstration and mainstreaming of results.

The DUT Partnership is supported by the EC and funded under the Horizon Europe co-funded Partnership scheme (Topic HORIZON-CL5-2021-D2-01-16), under Grant Agreement N° 101069506.

DUT Call 2025 is the fourth call of the DUT Partnership co-funded by the European Commission (EC) under the Horizon Europe framework programme.

On a global level, DUT Call 2025 is part of the [Mission Innovation](#) (MI) call series, i.e., MICall25. As such, call topics are prepared in collaboration with the [Urban Transitions Mission](#) (UTM) under MI, and all topics of the call are open for applications that directly and/or indirectly contribute to the work of UTM.



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1 Introduction

The purpose of this document is to describe the steps required to submit a pre-proposal on the electronic submission system of the DUT Call 2025, following the information provided on the website: <https://dutpartnership.eu/calls/dut-call-2025> (pre-proposal template, link to the submission platform: <https://uefiscdi-direct.ro> and detailed information about the application process: <https://dutpartnership.eu/calls/dut-call-2025#application-process-304>).

The purpose of this Call for proposals is to support transnational research and/or innovation projects addressing urban challenges to help cities in their transition towards a more sustainable economy and functioning. The challenges are grouped into three themes called 'Transition Pathways': **Positive Energy Districts, the 15-minute City and Circular Urban Economies**.

It is the fourth Call of the Partnership *Driving Urban Transitions* (DUT) funded by the European Commission under the Horizon Europe Partnership scheme.

The projects selected within this Call will be funded directly by national/regional Funding Agencies from the following countries: https://dutpartnership.eu/sites/default/files/2025-09/DUT%20Call%202025_Annex%20A.pdf

Each proposal must involve, **at least, three partners from three countries on this list that are eligible for funding by their respective national/regional Funding Agency**. The added value of transnational collaboration should be clearly stated.

The Call is open to a wide range of scientific disciplines and welcomes interdisciplinary approaches. It intends to support a large range of activities, from research to innovation and implementation.

It also asks applicants to engage explicitly with stakeholders (including but not limited to public authorities, companies and NGOs) in projects and to consider users' needs in the identification of project goals. Projects are expected to take a transdisciplinary and preferably co-creative approach from the early project formulation stage.

Further information on this Call (mandatory templates to use for applying, link to the submission platform, etc.) can be found on the [DUT Website](#).

The Call is opened to a wide range of scientific disciplines and welcomes interdisciplinary approaches. It intends to support a large range of activities, from **research to innovation and implementation**.

Research and innovation should not be seen as conflicting and instead as a continuum and most projects will probably be a mix of both. However, to help ensure a balanced portfolio of funded projects covering the R&I landscape, applicants are asked to identify and indicate which of the following approaches is the best fit for their project, **depending on the main purpose of their proposal**:

- a more **"research-oriented approach" (ROA) to support projects** aiming at producing knowledge, analysing data, better understanding and modelling phenomena and developing expertise and tools that will be useful to stakeholders, practitioners and policy-makers. This R&I orientation (called ROA moving forwards) welcomes proposals mainly focused on strategic and/or applied research;
- a more **"innovation-oriented approach" (IOA) to support projects** aiming at developing or improving practical, operational solutions – technological and organisational – for companies, local communities and authorities in charge of urban transport and urban planning, as well as

management and testing of such solutions. This R&I orientation (called IOA moving forwards) welcomes proposals mainly focused on applied research and innovation¹;

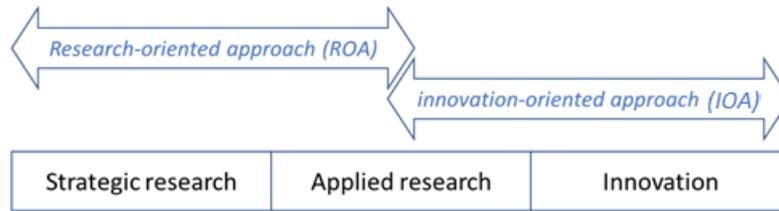


Figure 1: positioning of the ROA and IOA with respect to research and innovation

It also asks applicants to engage explicitly with stakeholders (companies, public authorities, NGOs...) in the projects and to consider users' needs in the identification of the project goals. Projects are expected to take a transdisciplinary and preferably co-creative approach from the early project formulation stages.

Both approaches are equal in relevance for this call.

For proposals combining both research and innovation aspects, the project coordinator has to choose the R&I approach that is the most relevant considering the main objective and major novelty brought about by their project.

For further information, please refer to the DUT Call 2025 Call Text and related documents available here: <https://dutpartnership.eu/calls/dut-call-2025>.

1.1 About your proposal

Prior to submission, the Main Applicant must read carefully the call announcement and prepare the application following the template available on the DUT Call 2025 website.

- **General information about the pre-proposal and the project partners, abstract and the financial information (planned budget)** will be submitted directly to the DUT Call 2025 electronic submission system, at www.uefiscdi-direct.ro;
- **The full proposal template describing the quality of work, project objectives, key activities, data management, added value of the international cooperation and impact etc. is available at <https://dutpartnership.eu/calls/dut-call-2025> and will be uploaded** in PDF format to uefiscdi-direct.ro, before the pre-proposal submission.

Please be aware that each funding organisation has its own funding criteria and regulations, which are mentioned in the call text. 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.).

1.2 About the submission system

DUT Call 2025 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.

¹ If this call was focussed on technological research and development (which is not the case), we would have been talking of TRLs between 1 and 4 for ROA and above 4 for IOA.

Each (modified) section in the submission system must be saved (using the “Save” button) before going to another section.

1.3 Roles in the submission process

Each project proposal must be submitted by the Main Applicant of a consortium consisting of **at least three eligible Applicants from at least three different participating countries that are eligible for funding by their respective national/regional Funding Agency** (see Annex A and the transnational eligibility criteria of the DUT Call Text 2025: <https://dutpartnership.eu/calls/dut-call-2025>).

- **Applicants** are defined as **organisations/institutions/companies** (*i.e.* legal entities) that apply for funding. Applicants can be:
 - **research organisations** (universities, university colleges, research institutes or other entities with research undertakings),
 - companies and commercial organisations,
 - **urban government authorities** (such as regional and local government institutions, municipalities and municipal organisations, city authorities, urban public administrations, and infrastructure and service providers),
 - **consumers and civil society representatives** (e.g. local and community organisations, non-governmental organisations, not-for-profit organisations, citizens’ representatives, etc.).

A full proposal consortium must include at least one urban government authority (city, municipality or entity providing key urban services) either as a Main Applicant, Co- applicant, or Co-operation Partner depending on the national/regional eligibility criteria.

- The **Main Applicant** is the body responsible for coordinating and managing the project (*i.e.* project coordinator). It will be the contact point with the DUT Call Secretariat on behalf of the whole consortium and is responsible for the administrative management of the complete project. The Main Applicant is responsible for overseeing the project activities and ensuring that the work programme is on track.

A full proposal can be submitted electronically only by the Main Applicant.

- **Co-applicants** are Applicants other than the Main Applicant, eligible for funding from a Funding Agency. There may be more than one Co-applicant from any participating country. If there is more than one Co-applicant from a country, one of them needs to be identified as the National Contact Point.
- **Co-operation Partners** are partners that are not eligible for funding from Funding Agencies (e.g. partners from countries not participating in this Call or not eligible for funding by any of the Funding Agencies), but may be included in a project as Co-operation Partners if (a) they finance their activity from other sources and (b) the consortium in general fulfils the requirements on the number of eligible applicants from participating countries. A clear description/indication of the role and form of engagement of these Cooperation Partners should be included in the proposal. 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. It should be noted that Co-operation Partners do not count toward the minimum of three eligible applicants from at least three participating countries outlined in the transnational eligibility rule 1 below.
- Partners generically covers Applicants and Co-operation Partners.

All partners need to confirm their participation in the pre-proposal consortium by e-mail. The invitation is sent through the submission system by the Main Applicant. This invitation can be sent twice. Only the Main Applicant will upload information in the DUT submission system and submit the pre-proposal.

- The Principal Investigator (PI) is defined as the person who is the lead investigator for an Applicant.

A Principal Investigator (PI) must only participate in a maximum of two proposals (unless otherwise required by their respective Funding Agency), and only once as the PI of a Main Applicant. **If the Call Secretariat, in charge of checking transnational eligibility, identifies the same person as PI in more than two pre- proposals, or as PI of the Main Applicant of more than one pre-proposal, all pre- proposals/full-proposals in which they are a PI will be declared ineligible.**

2 How to connect – full proposal stage

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

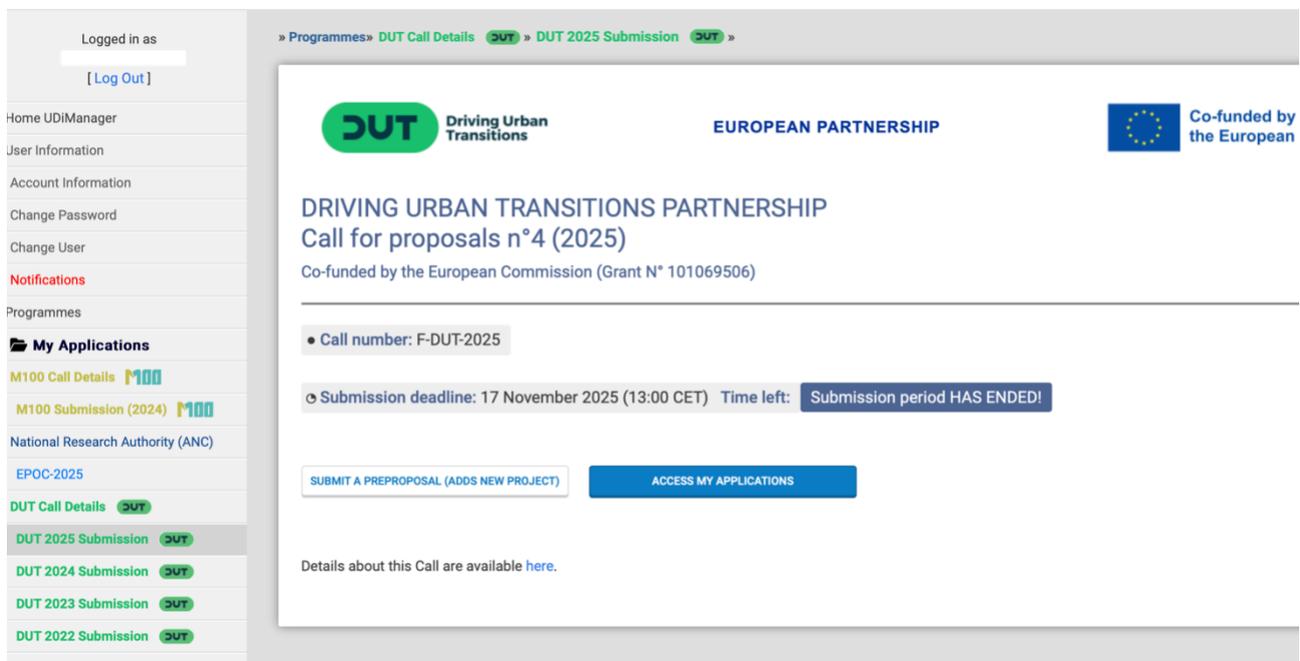
2.1 DUT Call 2025 Submission System on UDiManager

Access www.uefiscdi-direct.ro and press [Login]

In case you have forgotten your password, you can recover it by accessing '**Forgot your password**' option based on the e-mail address you used when creating the account. Follow the steps received by e-mail.

2.2 Access your full proposal

The Main Applicant accesses the **DUT 2025 Submission** from the Homepage of UDiManager (www.uefiscdi-direct.ro) and presses on **Access My Applications, then press "View"**.



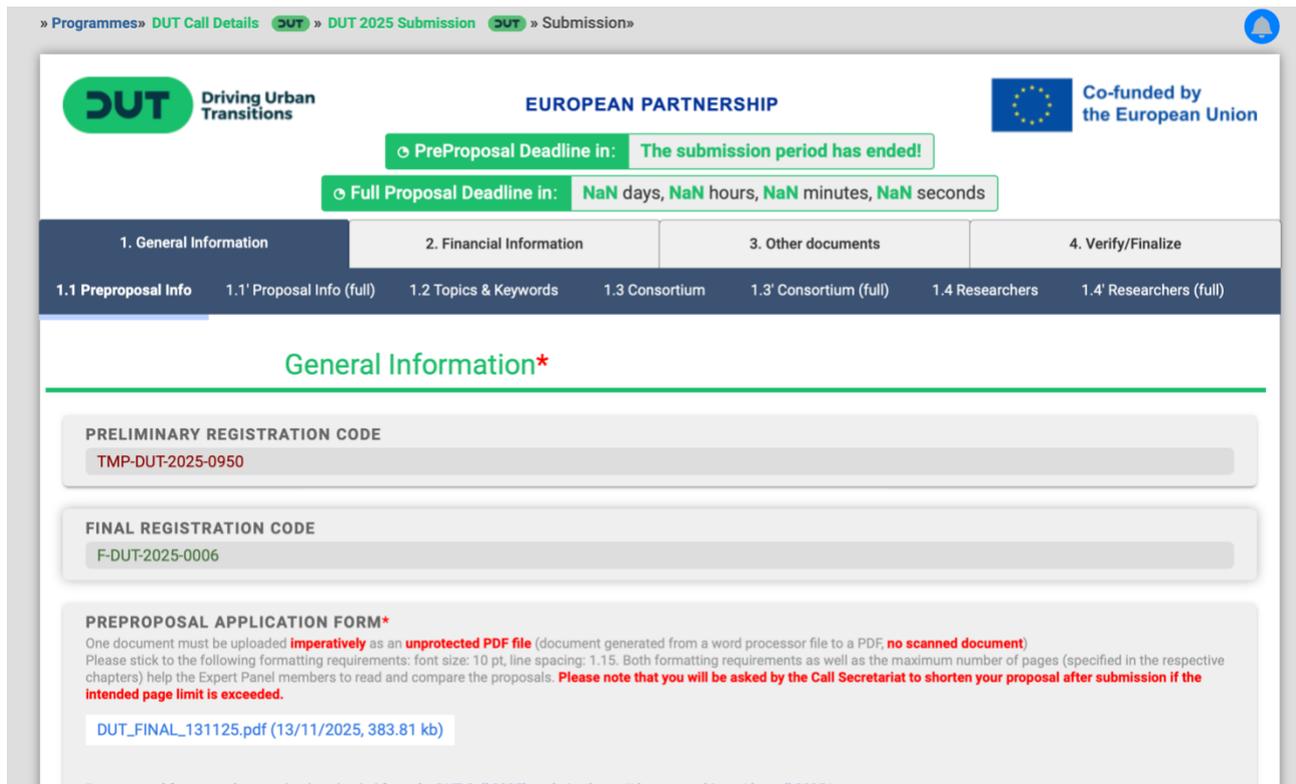
The screenshot shows the UDiManager submission platform interface. On the left is a navigation menu with options like 'Home UDiManager', 'User Information', 'Account Information', 'Change Password', 'Change User', 'Notifications', and 'Programmes'. The 'My Applications' section is expanded, showing 'M100 Call Details', 'M100 Submission (2024)', and 'National Research Authority (ANC)'. The main content area displays the 'DUT 2025 Submission' page. It features the DUT logo, 'Driving Urban Transitions', and 'EUROPEAN PARTNERSHIP' branding. The page title is 'DRIVING URBAN TRANSITIONS PARTNERSHIP Call for proposals n°4 (2025)'. Below the title, it states 'Co-funded by the European Commission (Grant N° 101069506)'. A 'Call number: F-DUT-2025' is displayed. A submission deadline notice indicates 'Submission deadline: 17 November 2025 (13:00 CET) Time left: Submission period HAS ENDED!'. Two buttons are visible: 'SUBMIT A PREPROPOSAL (ADDS NEW PROJECT)' and 'ACCESS MY APPLICATIONS'. A link for 'Details about this Call are available here.' is also present.

The DUT Call 2025 submission system has four main sections that the Main Applicant needs to fill in for all consortium partners: **General Information, Financial Information, Other documents** and **Verify/Finalize**. **The sections for the full proposals are editable and marked at the end with "full".**

➔ General Information

This section contains all the general information about your project and has four sub-sections:

1.1 ` Proposal info (full): name, acronym, abstract, project duration, project type etc. from the pre-proposal stage.



» Programmes» DUT Call Details **DUT** » DUT 2025 Submission **DUT** » Submission»

DUT Driving Urban Transitions

EUROPEAN PARTNERSHIP

Co-funded by the European Union

PreProposal Deadline in: **The submission period has ended!**

Full Proposal Deadline in: **NaN days, NaN hours, NaN minutes, NaN seconds**

1. General Information | 2. Financial Information | 3. Other documents | 4. Verify/Finalize

1.1 Preproposal Info | 1.1' Proposal Info (full) | 1.2 Topics & Keywords | 1.3 Consortium | 1.3' Consortium (full) | 1.4 Researchers | 1.4' Researchers (full)

General Information*

PRELIMINARY REGISTRATION CODE
TMP-DUT-2025-0950

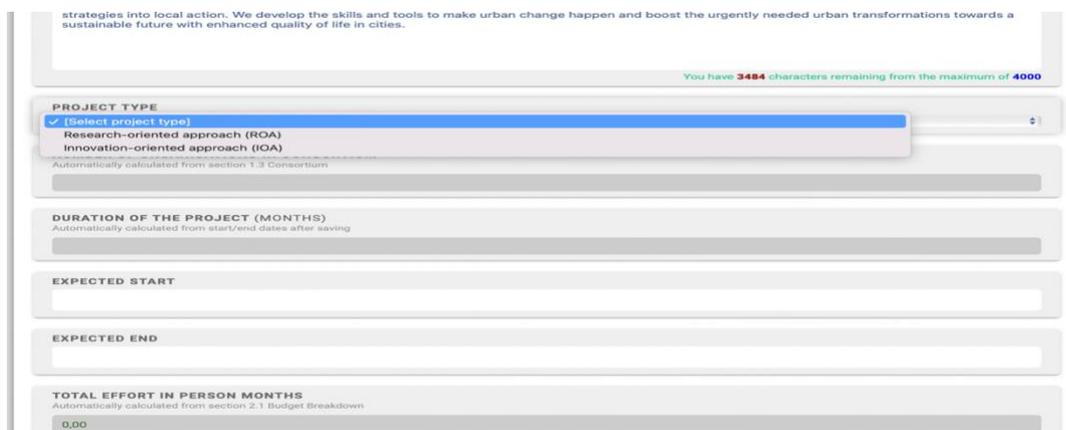
FINAL REGISTRATION CODE
F-DUT-2025-0006

PREPROPOSAL APPLICATION FORM*
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.**

DUT_FINAL_131125.pdf (13/11/2025, 383.81 kb)

In this General Information section, the Main Applicants is selecting the project type, according to the requirement of the DUT Call Text, only one of the two approaches can be chosen: research-oriented approach (ROA) or innovation-oriented approach (IOA).

For proposals combining both research and innovation aspects, the Main Applicant has to choose the R&I approach that is the most relevant considering the main objective and major novelty brought about by their project.



strategies into local action. We develop the skills and tools to make urban change happen and boost the urgently needed urban transformations towards a sustainable future with enhanced quality of life in cities.

You have **3484** characters remaining from the maximum of **4000**

PROJECT TYPE
 (Select project type)
 Research-oriented approach (ROA)
 Innovation-oriented approach (IOA)
Automatically calculated from section 1.3 Consortium

DURATION OF THE PROJECT (MONTHS)
Automatically calculated from start/end dates after saving

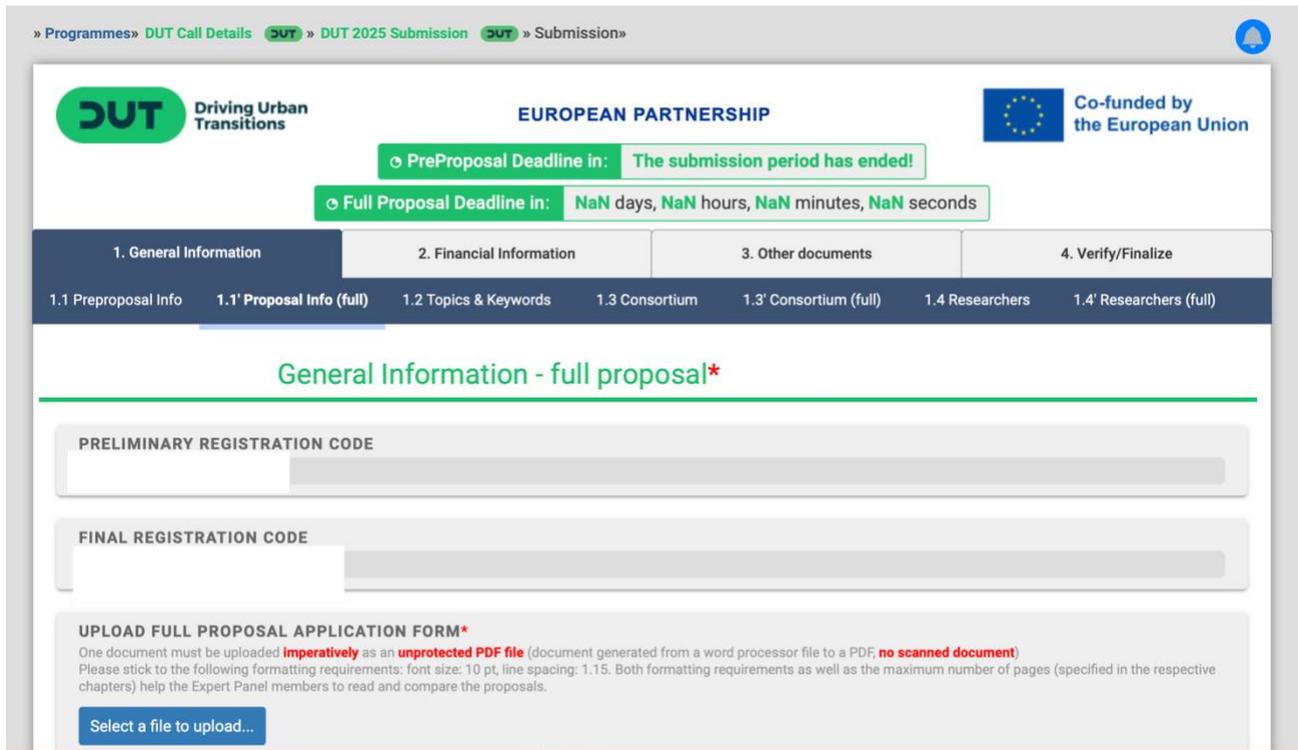
EXPECTED START

EXPECTED END

TOTAL EFFORT IN PERSON MONTHS
Automatically calculated from section 2.1 Budget Breakdown
 0,00

Please be aware that the total effort in person months (PM), total budget and requested budget for the overall pre-proposal is calculated automatically from the financial information (budget breakdown) section.

NEW! The full proposal pdf can now be uploaded in the first section of the General Information (1.1 Proposal Info (full)). The template can be found on the DUT Call 2025's webpage: <https://dutpartnership.eu/calls/dut-call-2025>, in the **Documents** tab.



The screenshot shows the submission portal interface. At the top, there is a breadcrumb trail: » Programmes» DUT Call Details » DUT 2025 Submission » Submission». The main header includes the DUT logo, 'Driving Urban Transitions', 'EUROPEAN PARTNERSHIP', and the European Union flag with 'Co-funded by the European Union'. Two deadline notifications are present: 'PreProposal Deadline in: The submission period has ended!' and 'Full Proposal Deadline in: NaN days, NaN hours, NaN minutes, NaN seconds'. A navigation bar below the header lists sections: 1. General Information, 2. Financial Information, 3. Other documents, and 4. Verify/Finalize. Under '1. General Information', sub-sections are listed: 1.1 Preproposal Info, 1.1' Proposal Info (full), 1.2 Topics & Keywords, 1.3 Consortium, 1.3' Consortium (full), 1.4 Researchers, and 1.4' Researchers (full). The current view is 'General Information - full proposal*'. It features two input fields for 'PRELIMINARY REGISTRATION CODE' and 'FINAL REGISTRATION CODE'. Below these is a section titled 'UPLOAD FULL PROPOSAL APPLICATION FORM*' with instructions: '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.' A 'Select a file to upload...' button is located at the bottom of this section.

This area is dedicated to an extended description of the project where applicants need to provide information about the quality of work, project objectives, 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 use the template available on the DUT Call's website: <https://dutpartnership.eu/calls/dut-call-2025#documents-8>.

Please stick to the following formatting requirements (font size, line spacing). 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, the Main Applicant can still replace it, if late changes occur, but no changes are possible after the pre-proposal submission deadline.

1.2 Topics and Key Words: here the Main Applicant is selecting the main Transition Pathway (TP) and the topics related to that specific TP and other connected Transition Pathways, if this is the case.

The submission system will require also mandatory and optional keywords to better describe your pre-proposal approach.



NEW! The DUT Call Secretariat is asking the Main Applicant to select up to 5 keywords to support the selection process of the independent reviewers.

The screenshot shows the submission system interface. At the top, there are logos for DUT, EUROPEAN PARTNERSHIP, and Co-funded by the European Union. Below these are two deadline notifications: 'PreProposal Deadline in: The submission period has ended!' and 'Full Proposal Deadline in: NaN days, NaN hours, NaN minutes, NaN seconds'. A navigation bar contains four main sections: 1. General Information, 2. Financial Information, 3. Other documents, and 4. Verify/Finalize. Under '1. General Information', there are sub-sections: 1.1 Preproposal Info, 1.1' Proposal Info (full), 1.2 Topics & Keywords (highlighted), 1.3 Consortium, 1.3' Consortium (full), 1.4 Researchers, and 1.4' Researchers (full). The main content area is titled 'Project Transition Pathway(s)' and contains a 'MAIN TRANSITION PATHWAY *' section with two input fields: '3. Positive Energy Districts (PED)' and '3.3. PEDs in urban heating and cooling strategies'. Below this is a section titled 'Keywords for evaluators matching' with a 'LIST OF SELECTED KEYWORDS FOR EVALUATORS MATCHING' and two input fields: '1. PED OVERALL / RENEWABLE ENERGY SOURCES |' and '2. PED OVERALL / ENERGY TRANSITION |'.

1.3 Consortium (full) – an essential section of the proposal in the submission system. Here the Main Applicant checks with the pre-proposal consortium composition and adds/removes the project partners and the requested details, keeping in mind the transnational and national eligibility rules of the DUT Call 2025 as well as potential recommendations during the eligibility checks.

The screenshot shows the submission system interface for the '1.3 Consortium (full)' section. It features the same top navigation and deadline notifications as the previous screenshot. The navigation bar highlights '1.3 Consortium' and '1.3' Consortium (full)'. Below the navigation bar, there are several buttons for different consortium forms: '1.3.1' Consortium structure full' (highlighted), '1.3.2 Project Coordinator Form', '1.3.3 Project Partner 2 (P2) Form', '1.3.4 Project Partner 3 (P3) Form', '1.3.5 Project Partner 4 (P4) Form', '1.3.6 Project Partner 5 (P5) Form', '1.3.7 Project Partner 6 (P6) Form', '1.3.8 Project Partner 7 (P7) Form', and '1.3.9 Project Partner 8 (P8) Form'.

Consortium Structure (full proposal)

Project Coordinator	MAIN APPLICANT	Italy NCP MUR-ERDF	
Project Partner 2 (P2)	CO-APPLICANT 	Germany Forschungszentrum Jülich GmbH (FZJ-PLJ)	

As in the pre-proposal phase, the Main Applicant has started the full proposal submission - in this section regarding the Consortium structure will be able to edit the details by pressing on the 'edit' symbol in the section **1.3' Consortium (full)**. The information from the pre-proposal is available and accessible (read-only) in section **1.3 Consortium**

Partner added!

Project Coordinator	MAIN APPLICANT	Romania Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI)	UNITATEA EXECUTIVA PENTRU FINANTAREA INVATAMANTULUI SUPERIOR A CERCETARII DEZVOLTARII SI INOVARII Main Principal Investigator Elena SIMION (elena.simion@uefiscdi.ro)	
Project Partner 2 (P2)	CO-APPLICANT 	Austria Austrian Research Promotion Agency (FFG)	OSTERREICHISCHE FORSCHUNGSFORDERUNGSGESELLSCHAFT MBH Principal Investigator from Partner 2 (P2) Elena SIMION (elena.simion@yahoo.com)	  
Project Partner 3 (P3)	CO-APPLICANT 	France Agence Nationale de la Recherche (ANR)	AGENCE NATIONALE DE LA RECHERCHE Principal Investigator from Partner 3 (P3) Elena SIMION (elena.simion@gmail.com)	   
Project Partner 4 (P4)	COOPERATION PARTNER 	Romania	CAFENEAUA DE INOVARE Contact Person from Partner 4 (P4) Elena SIMION (crew@cafeneauadeinovare.ro)	   
Project Partner 5 (P5)	[SELECT TYPE]	[Country not selected]	[ORGANIZATION NAME NOT SET] Contact Person from Partner 5 (P5) ()	  

ADD NEW PARTNER

The first step to edit a partner profile is to select the role in the project: Co-applicant or Cooperation Partners. Please refer to section 3.1 above or to the DUT Call Text for the definitions.

It is mandatory to use a PIC for all pre-proposal partners asking for funds from the DUT Funding Agencies, including the Cooperation Partners.

PICs are mandatory for all applicants. Validation of the PIC is not mandatory. It normally takes less than 10 minutes to register your organisation:
1. check if your organization is already registered
2. if it is not already, register your organization

The EC also provides **additional instructions** that you may find helpful.

Once the PIC is introduced, the information is imported automatically from the European Commission's portal.

The Main Applicant needs to make sure that the type of organisation is correctly selected as well as the Funding Agency where the respective partner is applying for funds. Please be aware that once one partner is added, a budget section is created for that partner automatically in section 2 – Financial Information.

All fields marked with red * are mandatory. However, if some information is missing, the option to press Verify in section 4 – Verify/Finalize will help the Main Applicant to return to the section and add the missing information.

The Main Applicants needs to make sure the Curriculum Vitae of the PI, gender and other contact details are filled-in correctly.



Overall, the Main Applicant needs to pay attention **when selecting the number of partners**, as their number will later correlate with the Financial information (budget planning) section.]

Please remember to always press "Save" when navigating from one section to another.

Once a new partner is added and the Main Applicant has filled-in the required data for the respective organisation, after pressing Save, the e-mail address introduced will receive and invitation to confirm participation in the pre-proposal consortium.

The screenshot shows a multi-step registration form for a partner. The fields are as follows:

- TYPE OF PARTNER***: Cooperation Partner
- ORGANISATION COUNTRY***: United Kingdom
- EC PARTICIPANT IDENTIFICATION CODE (PIC)**: Includes instructions and a "LOAD PIC DATA" button.
- ORGANISATION LEGAL NAME***: Institution legal full name: Circular Cities
- ORGANISATION SHORT NAME***: CIC
- TYPE OF ORGANISATION***: University or Other Educational Institution
- FIRST NAME***: Elena
- LAST (FAMILY) NAME***: Simion
- EMAIL***: elena.simion@yahoo.com, with a "RESEND EMAIL TO THIS PARTNER" button.
- GENDER***: Female
- TITLE***: MBA

Footnote: ¹ Other Public/Governmental Institution: e.g. hospital, other public utility, public infrastructure company.

If the respective partner didn't receive the invitation, the Main Applicant can resend it through the submission system, by pressing **Resend e-mail to this partner**.

Submission System: partner confirmation

The screenshot shows an email titled "Accept participation in the DUT-2022 project" from UDiManager. The email content includes:

- Header: UDiManager - DUT-2022 pre-proposal - partner confirmation
- From: Support <support@ufafcd-direct.ro> To: elena.simion@yahoo.com
- Body: "Hello Simion Elena, You were nominated as the contact person from institution OSTERREICHISCHER TMP-DUF-2022-0007 by the main investigator Simion Elena. Please access this [link](#) to confirm your participation in the project. Best regards, UDiManager Team"
- Footer: "This is an automated message. This message is confidential and it is property of the Executive Agency for Higher Education..."

The email is displayed within a web interface titled "Accept participation" with logos for DUT, EUROPEAN PARTNERSHIP, and Co-funded by the European Union. Below the email content, there are two buttons: "ACCEPT PARTICIPATION" and "REFUSE TO PARTICIPATE". A "NOTIFICATION DETAILS" section at the bottom shows a list of notifications, including the one just received.

The e-mail account nominated for the respective partner will receive a notification to confirm by e-mail the participation. No further actions are possible for the project partners, only the Main Applicant edits the pre-proposal in the submission system (UDiManager).

The Main Applicant can check the status for the partners' confirmation in section 1.3' Consortium (full).

Submission System: partner confirmation

1.3.1 Consortium structure
1.3.2 Project Coordinator Form
1.3.3 Project Partner 2 (P2) F

Manage Consortium Structure

Project Coordinator	MAIN APPLICANT	United Kingdom <small>[Select funding agency]</small>	UNITATEA EXECUT INOVARII <small>Main Principal Invest</small>
Project Partner 2 (P2)	CO-APPLICANT	United Kingdom <small>[Select funding agency]</small>	KINGSTON UNIVER <small>Principal Investigator</small>
Project Partner 3 (P3)	COOPERATION PARTNER	United Kingdom	A TREIA INST <small>Contact Person from</small>
Project Partner 4 (P4)	COOPERATION PARTNER	<small>[Country not selected]</small>	XXXWWW <small>Contact Person from</small>
Project Partner 5 (P5)	[SELECT TYPE]	<small>[Country not selected]</small>	[ORGANIZATION N <small>Contact Person from</small>

[ADD NEW PARTNER](#)

CONTACT PERSON FROM PARTNER 3 (P3)

FIRST NAME*

LAST (FAMILY) NAME*

EMAIL*
Make sure you fill in a valid email address, a confirmation email will be send to this email address

n@cc.fr to Partner has refused to participate in this project

GENDER*
[Select]

TITLE*

NEW! There is a new feature available in the submission system for the DUT Call 2025 regarding the applicants from the same country: one organisation from the consortium coming from the same country can be appointed as the national contact point. This way, the Funding Partner from that country will contact directly the appointed national contact point for any clarifications during the national eligibility checks.

Project Partner 5 (P5)	CO-APPLICANT 	Italy Ministero Dell'Universita' e Della Ricerca (MUR)	<input type="text"/>
Project Partner 6 (P6)	COOPERATION PARTNER	Italy NCP	<input type="text"/> Contact Person from Partner 6 (P6) ()
Project Partner 7 (P7)	COOPERATION PARTNER	Italy	<input type="text"/> Contact Person from Partner 7 (P7) ()
Project Partner 8 (P8)	CO-APPLICANT	Portugal Fundação para a Ciência e a Tecnologia (FCT)	<input type="text"/> Contact Person from Partner 8 (P8) ()
Project Partner 9 (P9)	CO-APPLICANT	Portugal NCP Fundação para a Ciência e a Tecnologia (FCT)	<input type="text"/> Contact Person from Partner 9 (P9) ()
Project Partner 10 (P10)	CO-APPLICANT	Portugal Fundação para a Ciência e a Tecnologia (FCT)	<input type="text"/> Contact Person from Partner 10 (P10) ()

ADD NEW PARTNER

National Contact Points (NCP)

SELECT NCP* Establish a national contact point (NCP) if there are multiple partners from one country and none of them is the Main Applicant	
Italy	<input type="text" value="Project Partner 6 (P6) -"/>
Portugal	<input type="text" value="Project Partner 9 (P9) -"/>

1.4 Cooperation Partners in the full proposal stage – please make sure that the Letter of Intent (LoI), a document mandatory in the second stage is uploaded for each Cooperation Partner.

NEW! Furthermore, please make sure you add in the submission system the information about each project partner in the dedicated field.

NEW! Please make sure that the consortium is aware about the option to participate in the DUT City Panel and select accordingly which partner organisation is taking this role.



ORGANISATION SHORT NAME*

TYPE OF ORGANISATION*
Urban Public Authority

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

PARTICIPATES IN THE DUT CITY PANEL?
This checkbox about the participation in DUT City Panel is useful for the DUT Management Team and is not visible to the independent expert reviewers and will not influence the evaluation outcomes.
 We participate in the DUT City Panel

ORGANISATION VAT NUMBER*
National VAT identification number

ORGANISATION CITY*

ORGANISATION POSTAL CODE*

ORGANISATION STREET NUMBER*

Mrs

LETTER 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
[Select a file to upload...](#)

PARTNER DESCRIPTION

PARTNER DESCRIPTION*
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).
If applicable, include a description of previous work with cities and other relevant stakeholders. Provide also a short profile of the staff members who will be undertaking the work.
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.
min: 500 characters, max: 5500 characters

1.5 Researchers – this sub-section will already display all the persons nominated for each partner organisation involved in the pre-proposal consortium. Very similar to the List of Researchers available in the calls launched under Horizon Europe, the Main Applicant will have the option to add a research category and a researcher ID (e.g.: ORCID). Furthermore, this section allows adding more researchers involved in one partner organisation.

Submission System: researchers

➔ Financial information

This section is dedicated to the budget planning for your project. The Main Applicant needs to carefully check all the information introduced and press the "Save" button after filling in the information for each project partner, to make sure your final financial data is correctly displayed.

During the full proposal submission the Main Applicant has access to the financial information submitted for each partner in the pre-proposal phase in the section Budget breakdown (preproposal) and can edit this information for the full proposal in section **2.1' Budget Breakdown (full)**.

EUROPEAN PARTNERSHIP

⌚ PreProposal Deadline in: The submission period has ended!

⌚ Full Proposal Deadline in: NaN days, NaN hours, NaN minutes, NaN seconds

Co-funded by the European Union

1. General Information

2. Financial Information

3. Other documents

4. Verify/Finalize

2.1 Budget Breakdown (preproposal)

2.1' Budget Breakdown (full)

Budget Breakdown (EUR)

Organisation <small>Project type of partner contribution</small>	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 (%)
<small>Project Coordinator</small>	1. Personnel Costs	252.904,80					
	2. R&D equipments, infra-structure use	0,00					
	3. Costs of materials	9.000,00			94.285,75	220.000,00	

As in the pre-proposal phase, the Main Applicant needs to make sure that is selecting the correct type of research and/or innovation that the respective organisation is asking funds for, in accordance with the DUT Call Text and Annex A.

In addition to the transnational rules and procedures of the DUT Call 2025, there may be specific Funding Agencies' rules (e.g. Funding Agencies' eligibility criteria for certain organisations, co-funding requirements, national/regional evaluation rules, submission of additional documents or information on a national/regional platform, etc.). Please note that there are also limitations regarding the types of research or innovation activities that different Funding Agencies are able to support.

It is strongly recommended to check these national/regional rules with the contact person at the respective Funding Agency (see **Annex A**) before submitting a proposal.

Please be aware that the PM effort, total budget and the requested funds are calculated automatically for the entire consortium and totalled automatically in the first screen (sub-section Preproposal information in 1. General information).

The Cooperation Partners, the entities that are not eligible for funding will also have a budget associated with only one category where the Main Applicant can insert the equivalent of their

in-kind contribution to the project or a number for their own funds. However, that field can be also left with a "0" (null) if it is not possible to provide such an estimation.

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 Partner 5 (P5) Circular Cities [GB] COOPERATION PARTNER <input type="text" value="[Select type]"/>	1. Personnel Costs	0,00	0,00 %	0,00		0,00	0,00 %
	2. R&D equipments, infrastructure use	0,00					
	3. Costs of materials	0,00					
	4. Sub-contracting, third-party costs	0,00					
	5. Travel costs	0,00					
	6. Overhead costs	0,00					
	Project Partner 5 (P5) TOTAL costs	0,00					

SAVE CHANGES AND CALCULATE TOTALS

➔ Other documents

This area is dedicated to the communication with the DUT Call Secretariat if additional information is needed during the eligibility or evaluation process.

» Programmes» DUT Call Details  » DUT 2025 Submission  » Submission» 



EUROPEAN PARTNERSHIP

PreProposal Deadline in: The submission period has ended!

Full Proposal Deadline in: NaN days, NaN hours, NaN minutes, NaN seconds



Co-funded by the European Union

1. General Information
2. Financial Information
3. Other documents
4. Verify/Finalize

3.1 Other documents

Documents uploaded by DUT Call Secretariat

PROJECT RELATED DOCUMENTS UPLOADED BY CALL SECRETARIAT DURING THE ELIGIBILITY/EVALUATION PROCESSES (IF CASE)

<< PREVIOUS SECTION
NEXT SECTION >>

➔ Submission of the full proposal - Section 4. Verify/finalize

This area allows the Main 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.

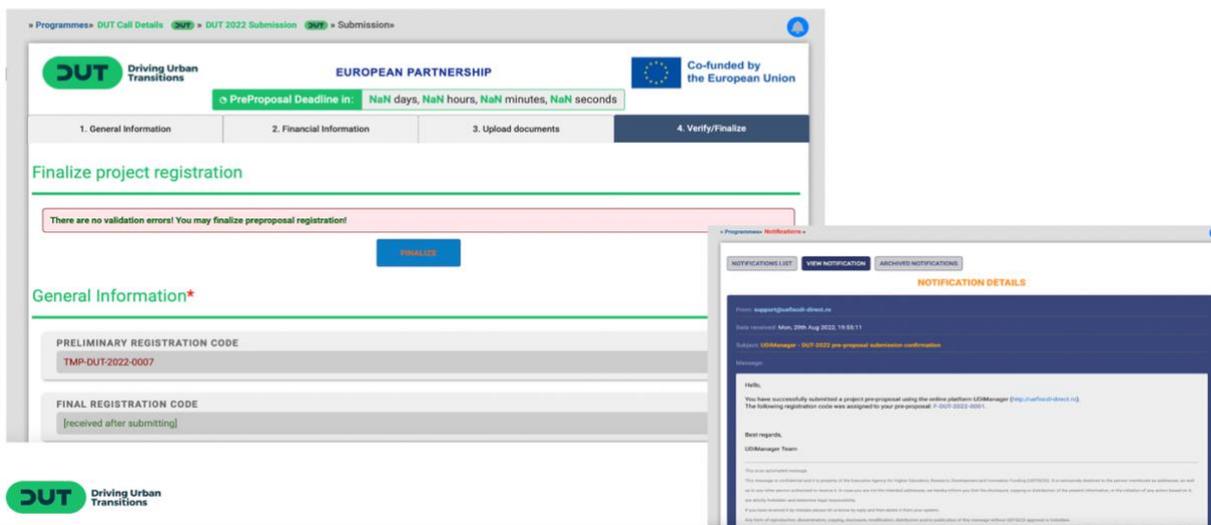
Unless your application is final, please make sure you don't press **'Finalize'**.

After submission, in case a Main Applicant wishes to **withdraw** an application, please contact the DUT Call Secretariat at call@dutpartnership.eu.



The screenshot shows the 'Verify/Finalize' section of the DUT submission system. At the top, there are logos for DUT, European Partnership, and the European Union. Below the logos, there are two deadline indicators: 'PreProposal Deadline in: The submission period has ended!' and 'Full Proposal Deadline in: NaN days, NaN hours, NaN minutes, NaN seconds'. A navigation bar shows four steps: 1. General Information, 2. Financial Information, 3. Other documents, and 4. Verify/Finalize (which is highlighted). Below the navigation bar, there are two buttons: 'EXPORT THE PREPROPOSAL SECTIONS AS A PDF FILE' and 'EXPORT THE FULL PROPOSAL SECTIONS AS A PDF FILE'. A section titled 'Finalize project registration' contains a red box with the text: 'You can not modify project forms after finalizing! Make sure all information is correct and complete before pressing the button "Finalize". You can check if the completed information is correct by pressing the button "Verify".' Below this, there is a question 'Do you want to continue?' and a blue button labeled 'VERIFY FULL PROPOSAL FORMS'.

Submission System: Verify/Finalize



The screenshot shows the 'Finalize project registration' and 'General Information' sections of the DUT submission system. The 'Finalize project registration' section has a red box with the text: 'There are no validation errors! You may finalize preproposal registration!' and a blue button labeled 'FINALIZE'. Below this, there is a section titled 'General Information*' with two fields: 'PRELIMINARY REGISTRATION CODE' with the value 'TMP-DUT-2022-0007' and 'FINAL REGISTRATION CODE' with the value '[received after submitting]'. A notification panel is open on the right, showing a notification from 'UD-Manager' with the subject 'DUT 2022 pre-proposal submission confirmation'. The notification text reads: 'Hello, We have successfully submitted a project pre-proposal using the online platform UDManager (http://dutaubpartnership.eu). The following registration code was assigned to your pre-proposal: T-2022-0007-0001. Best regards, UD-Manager Team'.



The submission system (UDiManager) will automatically send a **submission confirmation e-mail message** to the Main Applicant containing the application identification number as well as the submission timestamp.

You can also double-check the **submission notifications** from your UDiManager account.

For any technical difficulties, please contact the IT team coordinating the submission system at support@uefiscdi-direct.ro.

If you have questions on the general call process and pre-proposal submission, please contact the

DUT Call Secretariat:

Elena Simion

UEFISCDI – Executive Agency for Higher Education, Research, Development and Innovation Funding

Amina Ghorbel

Agence Nationale de la Recherche (ANR)

Maria Rachele Nocera

Ministero dell'Università e della Ricerca (MUR)

E-mail: call@dutpartnership.eu

Contact points of participating Funding Agencies

For questions regarding specific Funding Agencies' rules and additional forms please check "Annex A: Specific Funding Agencies' Budgets and Rules of Eligibility" first. Additional information can be obtained by contacting the indicated national contact persons at the participating Funding Agencies: <https://dutpartnership.eu/calls/dut-call-2025>.