



EUROPEAN CAPITAL OF INNOVATION

A place to bring
ideas to life



European Capital of Innovation Awards H2020-European-i-Capital-Prize-2020

Administrative Forms (Part A) Application (Part B)

Version 1.0
5 March 2020

Disclaimer: This document is aimed at informing potential contestants for the European Capital of Innovation Awards. It serves only as an example. The actual web forms and templates, provided in the online submission system under the Funding & Tenders Portal, might differ from this example. Applications must be prepared and submitted via the online submission system.



Horizon 2020

Call:

()

Topic:

Type of action:

()

Proposal number:

Proposal acronym:

Deadline Id:

Wherever in this text the term 'proposal' is used, it shall be understood to refer to an 'application'.

Table of contents

<i>Section</i>	<i>Title</i>	<i>Action</i>
1	General information	
2	Contestants & Contacts	

How to fill in the forms

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the previous steps in the submission wizard.

Proposal ID

Acronym **Acronym is mandatory**

1 - General information

Topic	Type of Action
Call Identifier	Deadline Id

Acronym *Acronym is mandatory*

Proposal title *The title should be no longer than 200 characters (with spaces) and should be understandable to the*

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Abstract*

Short summary (max. 2,000 characters, with spaces) to clearly explain:

- o Objectives*
- o Activities*
- o Type and number of persons benefiting from the project*
- o Expected results*
- o Type and number of outputs to be produced*

Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties.

- Do not include any confidential information.*
- Use plain typed text, avoiding formulae and other special characters.*

If the proposal is written in a language other than English, please include an English version of this abstract in the "Technical Annex" section.

Remaining characters 2000

Proposal ID

Acronym **Acronym is mandatory**

Declarations

- 1) In case of several contestants, the lead contestant declares to have the explicit consent of all contestants on their participation and on the content of this application.
- 2) The information contained in this application is correct and complete.
- 3) I hereby declare that:
- I have fully read and understood and agree to the official Rules of Contest.
 - I am fully eligible and not excluded from participation in accordance with the Rules of Contest.
 - All other contestants have confirmed that they are fully eligible and not excluded from participation in accordance with the Rules of Contest.
- 4) This application complies with ethical principles (including the highest standards of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity[1] — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).

According to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

Personal data protection

Your reply to the prize application will involve the recording and processing of personal data (such as your name, address and CV), which will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your prize application in accordance with the specifications of the prize contest and will be processed solely for that purpose. Details concerning the processing of your personal data are available on the privacy statement at the page:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf

Contestants may lodge a complaint about the processing of their personal data with the European Data Protection Supervisor at any time.

Proposal ID

Acronym **Acronym is mandatory**

2 - Contestants & Contacts

#	Participant Legal Name	Country	Action
1			

Example, not to complete

Proposal ID

Acronym

Acronym is mandatory

Short name

2 - Administrative data of participating organisations

PIC

Legal name

Short name:

Address of the organisation

Street

Town

Postcode

Country

Webpage

Legal Status of your organisation

Research and Innovation legal statuses

Public bodyunknown

Legal personunknown

Non-profitunknown

International organisationunknown

International organisation of European interestunknown

Secondary or Higher education establishmentunknown

Research organisationunknown

Example, not to complete

Proposal Submission Forms

Proposal ID

Acronym

Acronym is mandatory

Short name

Person in charge of the proposal

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Title

Sex

Male

Female

First name

Last name

E-Mail

Position in org.

Please indicate the position of the Contact Point above in the organisation.

Department

Name of the department/institute carrying out the work.

Same as organisation name

Same as organisation address

Street

Please enter street name and number.

Town

Please enter the name of the town.

Post code

Area code.

Country

Please select a country

Website

Phone

+XXX XXXXXXXXX

Phone 2

+XXX XXXXXXXXX

Fax

+XXX XXXXXXXXX

Proposal ID

Acronym **Acronym is mandatory**

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section

Description

The form has not yet been validated, click "Validate Form" to do so!

Example, not to complete



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APPLICATION (PART B)

Version 1.0
5 March 2020





IMPORTANT NOTICE

Applications must be submitted via the Funding and Tenders Portal Submission Service before the call deadline.

Applicants must use this template for their applications (designed to highlight important aspects and facilitate the assessment against the evaluation criteria).

Character and page limits:

- page limit: 30 pages (Part B)
- supporting documents can be provided as an annex to Part B (within the page limit)
- minimum font size — Arial 10 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are not a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your project.

⚠ If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. After you have submitted it, any excess pages will be removed and thus disregarded by the evaluators.

⚠ Do not forget to delete this page (it would count to your page limit).



COVER PAGE

Part B of the application must be filled out by the participants in WORD, assembled and uploaded as PDF in the Funding and tenders Participant Portal Submission System. The template to use is available there.

PROJECT	
Project number	[project number]
Acronym:	[acronym]
Title:	[title]
Coordinator contact:	[name NAME], [organisation name]

PARTICIPANT		
Name	Short name	Country

Size of the city (km ²)	
City population	
Municipal annual budget (EUR)	

SUMMARY

<p>Summary (max 2000 characters)</p> <p><i>The abstract should provide a clear overview on your city's excellence in relation to the objectives of the prize. It must be short and precise. It should be written as a stand-alone text.</i></p> <p>⚠ Please use the same text here and in Part A (Abstract).</p> <p>Note: The summary must always be in English (even if the rest of your proposal is in another EU language (official EU languages are allowed). We may publish this summary for publication/dissemination purposes. Avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses).</p>
<p>Excluded, not to complete</p>



[To be deleted in the final application: In each section, please describe how your city meets the respective criteria. Do not be too modest, however; stick to the facts. All answers should relate to actions undertaken from 1 January 2019 onwards. Maximum number of characters allowed per window is 4000 – including spaces and line breaks.]

1. AWARD CRITERION: EXPERIMENTING

Describe the innovative concepts, processes, tools, and governance models your city is implementing as a test-bed for innovation. Explain how your city is mainstreaming these innovative practices into the urban processes.

Example, not to complete

2. AWARD CRITERION: ENGAGING

Describe how your city offers increased opportunities to citizens to innovate and ensures the uptake of their ideas. Be precise in terms of municipal support and implementation of citizen-driven innovation.

Example, not to complete



3. AWARD CRITERION: EXPANDING

Describe how your city is attracting new talents, resources, funding, investments through innovative practices, and how this helps your city to become a role model for other cities. You may include references to relevant innovation programmes and networks your city is participating in.

Example, not to complete

4. AWARD CRITERION: EMPOWERING

Describe the concrete and measurable added value directly connected to the innovative practices. Please provide facts and figures about concrete achievements. Although it is not necessary, you can elaborate on how your city would use the European Capital of Innovation title (any idea, plan or relevant useful information on how the prize could enhance the impact of your city innovation related activities).

Example, not to complete



OPTIONAL ANNEXES

You can add supporting documents, tables, lists and links to publications or videos describing your achievements.

The entire part B should not be longer than 30 pages.

Mandatory annexes, a specific commitment to apply signed by the mayor (or the equivalent highest political representative) and a proof of initiatives starting date should be submitted in two separate documents via the submission system.

Example, not to complete