**INSTRUCTIONS FOR THE EFI NETWOK FUND PROPOSALS**

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| **Use this template to prepare your proposal**. After completing all the chapters in this Word document, convert it to a single PDF document and upload it to the web submission form at:  (<https://www.efi.int/membership/benefits/networkfund/greenbook>).    **Please delete this page** when saving the proposal to PDF and before uploading.  **Disclaimer on Intellectual Property Rights and Copyright:** Make sure that you own (or that you have received the necessary authorizations from the intellectual property rights holders to validly use) all intellectual property rights on the photographs, slides, graphs, digital images or other material that you include in the Technical Annex.  **Page limits:**  Remember that the page limits of the proposal constitute one of the eligibility criteria. Make sure that the length of the proposal **does not exceed the pages indicated in the different parts of this template**. Pages exceeding this limit will not be considered in the evaluation.  The whole document should be submitted in one pdf, named ACRONYM-Biocities.pdf; max 10 MB  **Formatting conditions:**   * Body text Calibri, font size minimum 11 points. Standard character spacing and min single line spacing. * Foot/end notes, captions, formula etc. may deviate, but must be readable. * Page size A4, all margins (top, bottom, left, right) at least 20 mm (not including any footers or headers)   **Partners:**   * The study partners are listed in the Section 1. * The same participant numbering is to be used through the whole proposal. * For EFI Associate or Affiliate Member Organizations, use the same name as listed at <https://www.efi.int/membership/list> * In the body text, figures, tables, etc., the partners shall always be referred with the partner number and acronym (e.g. 1-ACRONYM).   *Note: This instruction page and also other instructions given in the further sections should be removed before submitting the proposal.* |

**GENERAL INFORMATION**

*Maximum length of this section is* ***one (1) page****. Pages exceeding this limit will not be considered in the evaluation.*

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| **STUDY TITLE AND ACRONYM** |
| **STUDY SUMMARY**  Short abstract illustrating the challenge that the proposal is going to address. A revised version of the text of this section will be used as a summary of the action to be published on EFI website, should the proposal be approved. (max. 2000 characters) |
| **COORDINATING ORGANIZATION**  Name  Country  Name of the contact person (email) |

**LIST OF STUDY PARTNERS**

*Maximum length of this section is* ***one (1) page.*** *Pages exceeding this limit will not be considered in the evaluation.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Participant No.** | **Participant organization name** | **Acronym** | **Country** |
| 1 Coordinator |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
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***Note 1:*** *The same study partner numbering is to be applied through the whole proposal*

***Note 2:*** *For EFI Associate or Affiliate Member Organizations, use the same name as listed at* [*https://www.efi.int/membership/list*](https://www.efi.int/membership/list)*.*

***Note 3:*** *Throughout the proposal the study partners shall always be referred with the partner number and acronym (e.g. 1-ACRONYM).*

**TECHNICAL PROPOSAL**

*Maximum length of this section is* ***fourteen (14) pages****. Pages exceeding this limit will not be considered in the evaluation.*

**INTRODUCTION**

*A description of no more than* ***three (3) pages*** *– making reference to the call text and the previous experience of the persons conducting the study – demonstrating understanding of contextualization and synthesis of scientific knowledge from different disciplines in relation to sustainable bio-based cities, distinctive from other sustainability concepts for cities.*

**METHODOLOGY**

*A description of no more than* ***three (3) pages*** *of the methodological approach for the study, addressing:*

* *interdisciplinary team work*
* *interactive engagement with key stakeholders*
* *a provisional timeline*

**GREEN BOOK OF BIOCITIES**

*An outline of no more than* ***five (5) pages*** *of the Green Book of Biocities:*

* *overall structure (chapters)*
* *a short description of the content of each proposed chapter*
* *an indicative distribution of tasks between lead scientist and the additional scientists*

**RESEARCH AGENDA**

*A description of no more than* ***three (3) pages*** *of the process that will lead to the formulation of the Research Agenda*

**BUDGET**

*Please provide a budget table, where the total costs and EFI Network Fund contribution are shown per study partner. Add a short description of the rationale for the distribution of the budget.*

**Table:** Budget Overview

|  |  |  |  |
| --- | --- | --- | --- |
| **Partner**  *(number and acronym)* | **Approx. budget share**  *(in %)* | **Budget total amount**  *(in EUR)* | **Requested contribution from EFI NWF**  *(in EUR)* |
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|  |  |  |  |
| **TOTAL** |  |  |  |

**STUDY PARTNERS**

*The maximum length for this part is* ***one (1) page*** *per partner organisation. Pages exceeding this limit will not be considered in the evaluation.*

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| ***Details of Participating organisation*** |
| **Participant No.:**  **Participant organization name:**  **Acronym:**  Address:  **Contact person**  Title:  First Name:  Last name:  Email:  Phone: |
| **Involved Persons**  *Short biography of involved experts (max. 50 words/expert):* |
| **Relevant publications and projects**  Up to five most relevant publications during the period 2014-2020:          Up to five most relevant projects or other activities during the period 2014-2020: |