

UNIC Seed Fund Project Development Proposal

Submission deadline on July 28, 2023

**Appendix 2**

Letter of Support’s link + right logo

* Name of the Principal Investigator (Lead PI)[[1]](#footnote-1):
* Full title of the Project:
* Acronym (if applicable):
* **Future Funding instrument** (Horizon Europe, JPI Urban Europe, AMIF, Digital Europe, Interreg, or other international or national external funding instruments):
* **Potentially identified specific call** and its closing date:
* **UNIC university/universities as project proposal partner** with budget allocations in the project proposal (at least 1, list to be updated by the midterm check-point):

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| **Partnering UNIC universities** | **Department** | **PI** |
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* **Societal partner/partners** **from UNIC locations** (UNIC Cities, municipalities, other governments, civil society organizations, companies) as partner with budget allocations in the project proposal or as provider of Letter of Support[[2]](#footnote-2) for the project proposal (at least 1, list to be updated by the midterm check-point):

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| **Societal partner organization** | **Department** | **Project partner with budget allocation or provider of a** [**Letter of Support**](https://unioulu.sharepoint.com/%3Aw%3A/r/sites/UNIC/_layouts/15/Doc.aspx?sourcedoc=%7B52221056-F7AB-4210-A963-F7B31E1B4A94%7D&file=UNIC%20Letter%20of%20Support_Template.dotx&action=default&mobileredirect=true) |
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* **Societal partner/partners beyond UNIC** (pan-European multiplier organizations or cities, municipalities, other governmental bodies, civil society organizations, companies from other European cities or regions) as partners with budget allocations targeted at replicating or disseminating the project results (list to be updated by the midterm check-point):

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| **Societal partner organization** | **Department** | **Home city or region** |
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* Project proposal development duration in months (max. 11):
* Requested Seed Funding category:
* Category 1 (mandatory)
* Category 2 (additional and optional)
* Category 3 (additional and optional)

***Please respect the following formatting constraints: Times New Roman, at least font size 11, margins left-right 2.0 and top-bottom 1.5), single line spacing***

Project proposal abstract to be made publicly available at UNIC website and UNIC4ER deliverable (Max 200 words):

Free Keywords:

**Section A: The scientific proposal (max. 2-3 pages)**

**A.1. Objectives**

**Which UNIC City’s/Cities’ challenge(s) and opportunities do your project proposal address or be inspired by?** Choose from the Local Engaged Research Roadmaps.

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| **UNIC City** | **Challenge or opportunity** | **Link to related city policy document (optional)** |
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Specify the objectives of the proposal. Outline the research objectives and the outcomes hoped for. Explain how your objectives can help the UNIC Cities to solve the selected challenge or utilize a new opportunity, indicated in the Local Engaged Research Roadmap. (Max 200 words)

**A.2. Methodology (Max 400 words)**

It is mandatory to apply some kind of research setting and methodology that enables you to work with or within society – not just for society. Describe the proposed methodology in detail, including, as appropriate, key intermediate goals. Highlight any intermediate stages where results may require adjustments to the project planning. When any novel methods or techniques are proposed, explain their advantages and disadvantages.

Explain if and how you would like to address non-traditional scholars as part of the research setting of the project proposal. Please define ‘non-traditional scholar’ for your project proposal.

Explain if you apply other ways to include citizenship in the co-creation methodologies as part of the research setting of the project proposal.

Explain if and how you would like to utilize the UNIC Open Case Repository[[3]](#footnote-3) in the course of your project.

Provide a detailed coordination plan (divided into months) that includes the objectives and milestones that can help assess the progress of the project proposal development. You can structure the work plan in Work Packages, Aims, or Stage, however convenient. Indicate the planned location and timing of the first consortium meeting.

Do not forget to explain your external funding application plan, if applicable, following the completion of your UNIC seed fund application.

**A.3. Resources (incl. project costs)**

Please complete the detailed budget table provided as an Excel sheet; along with justifications and payment schedule. In this template, provide as many details as possible and justify each item according to your proposal’s scientific objectives. Eligible costs are explained in the call document. Include below **only the total amount you have requested**.

**Total amount requested:**

**Section B: [Attached CV]**

Submit a CV as a separate pdf file in any format you wish. The page limit for the CV is 2 pages. Please include your research outputs that are relevant to the proposal subject matter. We recommend providing a short personal statement at the beginning of this document to help the evaluators better understand your level of skills and experience related to your proposal topic.

**ETHICS:**

All Seed-funded research studies involving human participants or animals should comply with the ethical principles and the protections provided by regulations and internal policies, including those reflected in the Charter of Fundamental Rights of the European Union.

You may be required to submit an Ethics Board Approval according to your own university’s policies if your project proposal is funded.

All personal data collected by partners through UNIC4ER initiatives will be treated in full compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

By submitting this application, you agree on what mentioned above and give your informed consent to UNIC to process and store your data.

* Tick this box for consent

*This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 101035801.*



1. By submitting this Seed Fund application, I give my informed consent that the UNIC universities can process and store my personal data in UNIC Teams environment, for the purpose of evaluating this Seed Fund application, supporting my project proposal development and reporting of UNIC4ER project. In case of positive Seed Fund call application decision, my name will be published at the UNIC website (unic.eu). A public abstract of my project proposal including my name will be made publicly available at the UNIC website and UNIC4ER project deliverable. [↑](#footnote-ref-1)
2. A template will be provided. [↑](#footnote-ref-2)
3. https://unic.eu/en/open-cases [↑](#footnote-ref-3)