



URBAN-NET

Deliverable 4.2

IMPLEMENTATION PLAN

for joint transnational calls for urban research

Prepared by Formas (Leaders of work package 5)
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PU	Public dissemination level	X
PP	Dissemination restricted to programme participants (including EC)	
RE	Dissemination restricted to groups specified by the consortium (including EC)	
CO	Confidential, only for members of the Consortium	

IMPLEMENTATION PLAN

for the 2nd Urban-net Call for transnational research proposals on Sustainable Urban Development

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Preamble

The Implementation Plan is based on experiences with the Urban-net Pilot call, the first call, which is described in D5.2, and the plans for the procedures of the second call up to the launching. It has a dual purpose:

- 1) an annex to the Memorandum of Understanding to be signed by the partners in the Urban-net second call for research proposals, launched in October 2009.
- 2) as a deliverable of the Urban-net project, D4.3, outlining the procedures around the full call which can also be used as a starting point for forthcoming calls.

0. Overview of implementation

Table 1. Overview

<i>Phases</i>	1. Formation of the Call Consortium	2. Launching of the call	3. Evaluation of the applications	4. Decision by funders and project start	5. Monitoring and dissemination
<i>Time-line</i>	12 Dec 2008 – 26 Oct 2009	27 Oct 2009 – 15 Jan 2010	16 Jan – 6 May	7 May – 31 Jul	Aug 2010 – Aug 2013
<i>Administration</i>	<p>The call management group develops the call</p> <p>Funders agree on call texts and procedures in MoU, i.e.</p> <p>A Call Consortium is formed</p>	<p>The call secretariat prepares dissemination and on-line application and review facilities</p> <p>Contact persons contribute to dissemination of the call</p>	<p>The call secretariat checks Urban-net eligibility</p> <p>Contact persons check national eligibility</p> <p>The call management group appoints an expert panel</p> <p>Expert panel evaluate the proposals</p>	<p>The call management group select projects based on expert evaluation</p> <p>Funders take necessary formal funding decisions</p> <p>The call secretariat communicates the results to the main applicants</p>	<p>Funders monitor and disseminate research results according to their rules</p> <p>A call network takes over any duties of the call management group/call consortium</p>
<i>Documents and results</i>	<p><i>Call text + Guidelines for application</i></p> <p><i>MoU</i></p> <p><i>Implementation plan</i></p>	<p><i>Call leaflet</i></p> <p><i>Web-site prototype</i></p> <p><i>On-line application and evaluation facility</i></p>	<p><i>List of projects eligible for funding</i></p> <p><i>Expert ranking of applications</i></p> <p><i>Evaluations of each application</i></p>	<p><i>List of selected applications</i></p> <p><i>Signed funding agreements</i></p> <p><i>Contracts between funders and researchers</i></p>	<p><i>Midterm report</i></p> <p><i>Final report from research projects</i></p> <p><i>(Dissemination event)</i></p>

0.1 Detailed timeline

Table 2. Timeline

1. Formation of the Call Consortium

Preparatory discussions starts	12 December 2008
Final date for changes in MoU and Call text	15 October 2009
Final date for signing MoU	22 October 2009

2. Launching of the call

Launching and closing of the call	27 Oct 09 – 15 Jan 10
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3. Evaluation of the applications

Deadline for submission/ for the S-form to arrive	15 Jan/ 25 Jan 2010
Formal check by Formas	15 – 25 Jan 2010
National eligibility check by each funding organisation	25 Jan – 15 Feb 2010
Expert evaluation – preliminary on-line evaluation	16 Feb – 9 April 2010
First day to view preliminary reviews of all evaluators	10 April 2010
Expert panel meeting	14 – 15 April 2010
Result including written evaluations of each application to funders	23 April

4. Decision by funders and project start

Selection of projects for funding at funders' meeting	5 – 6 May
Agreement for funding signed by funding organisation	31 July
Final date for funding decisions by national organisations, see 4.2.2	31 July
Contract signing with applicants can start	31 July
Results communicated to main applicants by Formas	31 July

5. Monitoring and dissemination

Midterm reports	As required by funders
Final reports/ end of projects	31 July 2013

0.2 Administration

The call consortium includes the organisations funding the call. **Funders** in the following refer to the organisations funding the call. Each funder appoints a **contact person**.

The **call secretariat (call chair and coordinator)** organises the practicalities around the call and leads the work.

The **call management group** – chair, coordinator + contact persons – develops the call, appoints an expert panel for the evaluation and takes all the practical decisions.

The **call steering group** of representatives from each funder takes the principal and formal decisions.

The **expert panel** of independent scientists/scholars/practitioners evaluates scientific quality and relevance.

The applicants are referred to as **main applicants** and **co-applicants** and the group of applicants based in the same country forms a **national team** with a **team leader**.

A call network takes over the responsibilities for the funded projects after the end of the Urban-net project 31st July 2010. Until otherwise decided the funding organisation of the coordinator of a funded project receives the final project report and distributes it to the other funding organisations involved. The role of the network is to try to solve together problems that may arise in a project, and to disseminate the results according to their practice and possibly in a joint dissemination event.

1. Formation of the Call Consortium

The theme of the call was the important question for the funders when deciding on participation in the call. The discussions on themes and topics required several meetings and mailings. Broad or focussed was the most crucial question, and there were principally different interests depending on type of funding organisation. The result in the first as well as the second call (full call) is a broad thematic scope.

The result of all the meetings and mailings is a Call text with guidelines for application and a MoU, (both to be published as D5.3) and this Plan for Implementation (to be published as D4.2.)

The MoU will have to be signed by 15th October, which means that no changes in these texts can be made after 1st October, the last call meeting, except information on participation and funding commitments, which will not be final until the partners have signed the MoU.

Table 3. Milestones in the preparations are the call meetings with mailing contacts in between.

Months before launch	Focus and result of the meeting	Type of meeting	Date and place
10	A brain storm on themes and topics with more than 20 participants resulted in a long list which was redistributed to the participants for ranking and comments.	Short meeting in connection to a Steering Group Meeting on strategic issues.	11 Dec 2008 in Paris
8	A first draft of the theme of the call was discussed with presumptive funders in more than 10 countries partners and roughly agreed upon.	Long Call meeting	18 Feb 2009 in Paris
7	A short continued discussion with presumptive funders discussing the theme of the call as described in a slightly improved call text.	Short meeting in connection to Stakeholder Workshop 3.	31 Mar in Den Haag
4	A draft Call text, MoU, Memorandum of Understanding, and the contents of this Plan for Implementation were discussed. The theme was adjusted to include more of climate change, less land-use to suit the presumptive current participants in the call. The eligibility rules with respect to number of national teams in the projects were discussed. It still was not quite clear which funders would finally participate in the call, but the number of participating countries could decrease from ten down to six or even five. Would it be feasible to demand research consortia consisting of teams from three countries funding the call? A proposed solution was – teams from three different countries, two of which had to be countries funding the call. The third could be any country provided that the team had funding from some other source. The French research council, ANR, participated for the first time and there was much discussion around the procedure for the final selection of projects.	Long Call meeting	17-18 June in Paris
1,5	Concluding discussions were concentrated on Urban-net and national eligibility rules concerning the number of national teams in the project consortia. A call consortium of 6 organisations in 5 countries still remained.	Long Call meeting	16 Sept in Paris
0,5	Adjustments of the call text continued by mail in view of formal steering group decisions and the signing of the MoU.	Short meeting in Sofia in connection to a steering group meeting.	13 Oct in Sofia

2. Launching of the call

2.1 Dissemination of the call

Various ways to reach the target groups will be used: Websites of the partner organisations, URBAN-NET, CORDIS, news-letter of URBAN-NET; announcements in research journals, at national and international workshops and conferences, brochures, e-mails and phone-calls to target groups. It is important that all funders and WP leaders engage in this task.

The dissemination gradually starts when dates, themes, participating funders are decided. This preliminary information to researchers is important since the time for forming a project consortium and writing an application is rather short.

A website text with links to the *Urban-net Research Framework*, Call text, a partner search facility, FAQ, and a 2 page brochure is produced by the Call Coordinator and published on Formas website on the 27th October. Examples are shown below. The final versions of the website, including links, and the brochure are mailed to partner organisations to be translated and transformed to suit their needs.

2.2 Web-site

Fig 1. Web-site prototype.

URBAN-NET

announcing the second call for research proposals on

SUSTAINABLE URBAN DEVELOPMENT

last day of application: 2010 01 15 24:00 CET

- [Call text including guidelines for application](#)
- [Express an interest and find a research partner](#)
- [List of potential partners](#)
- [Frequently Asked Questions](#)
- [Register and submit your proposal](#)

Themes and approaches

Climate Change, Sustainable Land-use and Integrated Management in an Urban Context

Urban response to global challenges
Identification and analyses of driving forces of urban change; development of concepts and measures to describe and measure their impacts at the local level.

Urban structure and urban processes
Theoretical and empirical studies on the interrelation between urban structure and urban processes at local and regional levels.

Managing urban change
Planning and management procedures at various stages and levels: development of new and evaluation of existing strategies and tools used in these procedures.

- *An integrated approach* – integrating social, economic and ecological dimensions - is imperative and inter- and trans-disciplinary research teams are a means to manage the complexity of the urban problems. Social, economic and environmental dimensions must be considered.
- *Applicability* is an important aspect, and consultation and involvement of potential users in the research process will be evaluated favourably.
- *The spatial dimension* should be present and articulated in all proposals.
- *European policy* on sustainable urban development is a basis for transnational cooperation. Adaptation and mitigation of climate change is such a common concern with important implications in urban planning and management.

URBAN-Net thematic research framework is the background and key reference to the topics, approaches and research questions of the call. The report can be downloaded from www.urban-net.org.

Eligibility for funding – size and duration of projects

The size of the projects will be limited by the contribution from each funding organisation. Funding can be applied for a maximum of three years per project – starting in July 2010, ending in June 2013 at latest.

The research consortia must include researchers/national teams from a minimum of three countries. Two national teams must be based in countries with organisations funding the call. The researchers are funded by these national organisations the rules of which must be followed. National teams from other countries must be funded from other sources.

Applicants should read the more detailed call text that includes guidelines for application and consult the national contact point about national rules and conditions for participation.

Countries, funding organisations and contact persons

Country	Funding organisation	Call Contact person	Address	Telephone
Cyprus	RPF	Katerina Kari	kkari@research.org.cy	+357 22 205042
France I	PUCA	Anne Querrien	Anne.Querrien@developpement-durable.gouv.fr	+33 1 40 81 63 71
France II	ANR	Pascal Bain	Pascal.Bain@agencerecherche.fr	+33 1 70 09 80 43
Portugal	FCT	Maria João Corte Real	mj.cortereal@fct.mctes.pt	+351 21 392 4381
Sweden	Formas	Ulla Westerberg	ulla.westerberg@formas.se	+46 8 775 40 18
Turkey	TÛBITAK	Sükrü Kaya	sukru.kaya@tubitak.gov.tr	+90 312 468 5300/3389

Application

Formas, the Swedish Research council for Environment, Agricultural Sciences and Spatial Planning, is managing this call and is the call secretariat.

Applications should be submitted electronically to Formas at <http://direct.formas.se>. Instructions are available in the FAQ and the Call text and also by following this link.

Selection procedure

When the applications have been checked by the call secretariat and subsequently by the national funding organisations they are passed on to an independent expert panel. The panel ranks and recommends projects for funding. The national funding organisations will make the final decision to provide funding, and contracts to proceed with a project are concluded directly between the researchers and their national funding organisations

Evaluation criteria

Criteria for scientific and societal value are given in the call text document. The criteria of scientific and societal value also refer to the URBAN-NET strategic objectives and added value as outlined in the call text. Proposals that incorporate an integrated approach that includes new combinations of people and perspectives, (multi-, inter- and transdisciplinarity) are encouraged.

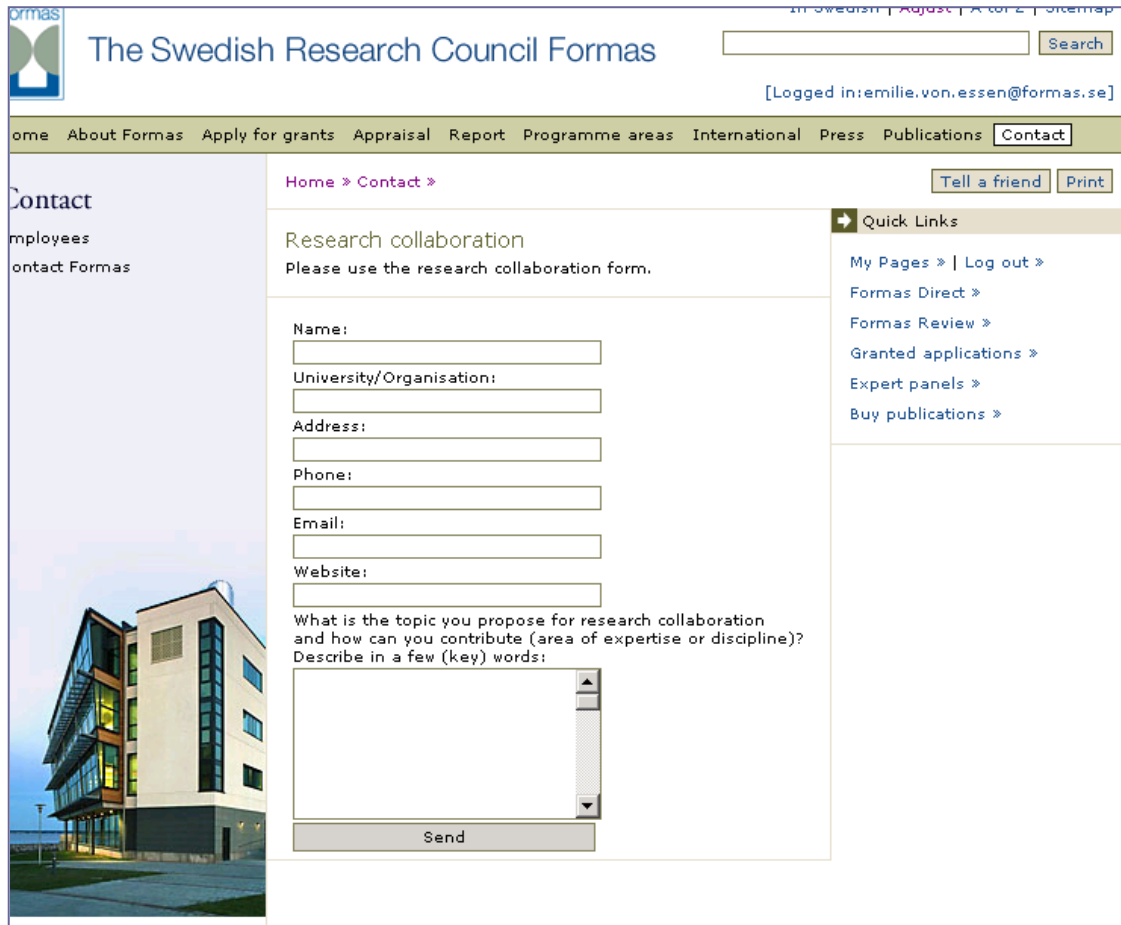
Dates and deadlines

Call published	27 October 2009 – 15 January 2010
Deadline for submission of proposals	15 January 2010 by 24 ⁰⁰ CET
Transnational evaluation process	January – May 2010
Final selection of proposals	May 2010
Final decision by national funding org.	31 July 2010
Start of project funding	July/Sept 2010
End of 2-/3-year projects	July 2012/ July 2013

2.2.3 Partner search facility to be linked to web-site

A “List of potential partners” with submitted information is linked to the web-site.

Fig. 2. Form from Urban-net pilot call web-site 2008.



The screenshot shows the website for The Swedish Research Council Formas. The page title is "Contact" and the breadcrumb trail is "Home » Contact ». The main content area is titled "Research collaboration" and contains the text "Please use the research collaboration form." Below this is a form with the following fields: Name, University/Organisation, Address, Phone, Email, and Website. A large text area is provided for the question: "What is the topic you propose for research collaboration and how can you contribute (area of expertise or discipline)? Describe in a few (key) words:". A "Send" button is located at the bottom of the form. On the right side of the page, there is a "Quick Links" section with links to "My Pages", "Log out", "Formas Direct", "Formas Review", "Granted applications", "Expert panels", and "Buy publications". The top navigation bar includes links for "Home", "About Formas", "Apply for grants", "Appraisal", "Report", "Programme areas", "International", "Press", "Publications", and "Contact". A search bar and a login status "[Logged in: emilie.von.essen@formas.se]" are also visible.

2.2.4 FAQ – frequently asked questions – to be linked to web-site

Questions and answers will be published continuously when the call is open. Most questions in the pilot call concerned the application process.

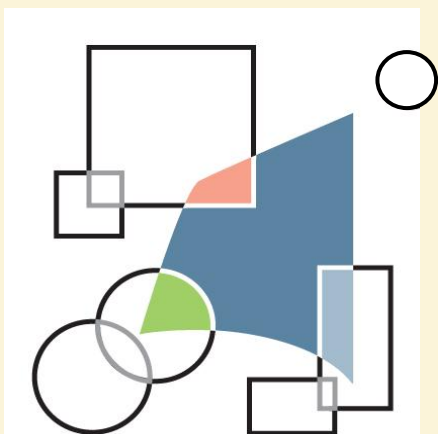
2.3 On-line application form

An abridged version of Formas’ on-line application will be used. It is basically the same as that used in the pilot call. National teams from countries not funding the call confirm their commitment in an appendix that is uploaded in the application and also signed and posted to Formas.

2.4 Leaflet about the call

A new leaflet will be produced for the full call, based on the pilot call leaflet shown on the next page .

Figur 3. 2-page Call leaflet.



URBAN-NET

announcing the second call for research proposals on

SUSTAINABLE URBAN DEVELOPMENT

last day of application: **2010 01 15;** 24:00 CET

URBAN-NET is a network of 15 research funding or facilitating partners in 12 European countries and UN Habitat. Its aim is to structure and coordinate research on urban sustainable development within the European Research Area. URBAN-NET intends to enhance transnational research activities through addressing and identifying shared requirements for research, opening of joint research programmes, and supporting associated activities such as conferences and workshops. URBAN-NET also aims to coordinate the dissemination of existing knowledge, practical experience and applications of research.

URBAN-NET supports innovative, original and ground-breaking research ideas. The URBAN-NET strategic objectives can be applied to different types of research and knowledge development, e.g. in research areas where partner countries have ongoing research but need to define gaps, overlaps and possibilities for concerted actions, in research areas that are hardly explored and in research areas where one partner has generated special expertise and could support knowledge development in other partner countries.

URBAN-NET aims to develop an integrated approach to the complex network of connections and conflicting goals that are significant for urban processes. An integrated approach in urban research implies new combinations of people and perspectives. Institutional and mental divisions have to be bridged in order to tackle the complexity, uncertainty and interdependencies of global environmental threats. An integrated approach aims to stimulate researchers to establish contacts with new people and new fields of knowledge, and to find methods to generate new ideas. Inter and trans-disciplinary research teams are a means to manage the complexity of the urban problems.

Themes and approaches

Climate Change, Sustainable Land-use and Integrated Management in an Urban Context

Urban response to global challenges

Identification and analyses of driving forces of urban change; development of concepts and measures to describe and measure their impacts at the local level.

Urban structure and urban processes

Theoretical and empirical studies on the interrelation between urban structure and urban processes at local and regional levels.

Managing urban change

Planning and management procedures at various stages and levels: development of new and evaluation of existing strategies and tools used in these procedures.

An integrated approach – integrating social, economic and ecological dimensions - is imperative and inter- and trans-disciplinary research teams are a means to manage the complexity of the urban problems. Social, economic and environmental dimensions must be considered.

Applicability is an important aspect, and consultation and involvement of potential users in the research process will be evaluated favourably.

The spatial dimension should be present and articulated in all proposals.

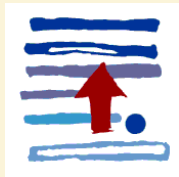
European policy on sustainable urban development is a basis for transnational cooperation. Adaptation and mitigation of climate change is such a common concern with important implications in urban planning and management.

URBAN-Net thematic research framework is the background and key reference to the topics, approaches and research questions of the call. The report can be downloaded from www.urban-net.org



Urban-net partner countries
above, (+UN-habitat).

Countries/ organisations
funding the call:



Cyprus/ RPF
www.research.org.cy



France/ PUCA
rp.urbanisme.equipement.gouv.fr/puca/puca/presentation_uk.htm



France/ ANR
www.agence-nationale-recherche.fr



Portugal/ FCT
www.fct.mctes.pt



Sweden/ Formas
www.formas.se



Turkey/ TUBITAK
www.tubitak.gov.tr

Eligibility for funding – size and duration of projects

The size of the projects will be limited by the contribution from each funding organisation. Funding can be applied for a maximum of three years per project – starting in July 2010, ending in June 2013 at latest. (French researchers will have to renew their applications for 2012/13).

The research consortia must include researchers/national teams from a minimum of three countries. Two national teams must be based in countries with organisations funding the call. The rules of the funding organisations must be followed. National teams from other countries must be funded from other sources.

Application

Formas, the Swedish Research council for Environment, Agricultural Sciences and Spatial Planning is managing this call and is the call secretariat. Applications should be submitted electronically to Formas at *Formas Direct* from www.formas.se.

Selection procedure

When the applications have been checked by the call secretariat and the national funding organisations they are passed on to an independent expert panel. The panel ranks the projects. The funding organisation makes a final decision based on the expert evaluation. Contracts are concluded directly between the researchers and their national funding organisations.

Evaluation criteria

Criteria for scientific and societal value are given in the call text document, and they also refer to the URBAN-NET strategic objectives and added value as outlined in the call text. Proposals that incorporate an integrated approach that includes new combinations of people and perspectives, (multi-, inter- and transdisciplinarity) are encouraged

Dates and deadline

Call published	27 Oct 09 – 15 Jan 10
Deadline for submission	15 Jan 10 24:00 CET
Transnational evaluation	Jan – Jun 2010
Final decision	July 2010
Start of project funding	July/Sept 2010

3. Evaluation of the applications

3.1 Urban-net basic requirements

The call secretariat checks all submitted applications with respect to Urban-net requirements:

- The application has been submitted in time and includes necessary appendices etc.
- The application is written in English
- The application includes teams from at least three different countries. Two of these must be countries with organisations funding the call. The team from a country with no organisation funding the call must confirm that they can fulfil their task.

3.2 National requirements

Funding organisations check that applicants are eligible for funding according to national rules.

3.3 Evaluation criteria

The evaluation criteria are described in the Call text.

3.4 Evaluation Process

3.4.1 Appointment of experts

A panel of experts is appointed by the Call Management Group. These experts should be selected from the social as well as the natural/ engineering disciplines or ideally one person covering both, forming a broad and competent expert panel. This procedure has to start before the call is closed and has to be finished by the end of February 2010. The evaluators are paid by Urban-net.

3.4.2 The review procedure

The proposals are downloaded from <http://review.formas.se/>, *Formas Review*. (Instructions and passwords will be mailed to evaluators and contact persons in due course.

The following procedure assumes that the number of applications will not exceed 50 proposals. (In the pilot call 26 proposals were received.)

All evaluators make a preliminary assessment of each of the applications. The exception, of course, is where there is a conflict of interest. This has to be checked by the evaluator and reported in *Formas Review*: Choose *Conflict of interest* in the menu and follow the instructions. Reasons for conflicts of interest are described below.

Each evaluator will be assigned a fair share of the applications to review in more detail. S/he is the rapporteur of these applications, which means that s/he writes a preliminary evaluation of these applications before and presents them at the meeting. The rapporteurs have been selected with regard to their area of expertise, but changes can be made at this stage if notice is given in time.

The assessments are submitted online under *Priority/ reviewers/*. An application is selected by pressing "*Evaluation*". Assessment scales will appear for each of three different aspects of scientific value and societal value. Short comments can be added here, as well as the preliminary evaluations of the rapporteur mentioned above. The assessment scales are

described below. The assessments can be seen and changed by the expert up until 1st May. No assessments can be submitted after this date.

All assessments etc can be viewed by all evaluators and contact persons after the 1st May. The call coordinator will then process the preliminary assessments in preparation for the panel meeting.

All applications will be discussed at the expert panel meeting. The goal of the meeting is to group the applications into A = highest scientific quality and relevance, B = second priority, C = not recommended for funding. A first session will be used to undertake preliminary grouping and a second session will be used for more detailed prioritisation within A and B, which are envisaged to be the larger and more difficult groups.

One expert will be given the responsibility of producing the written panel evaluation of the application and making sure that it reflects the expert panel's collective opinion. The chair of the panel and the call coordinator will make a final check before the evaluation is sent forward in the process (to the meeting of the funding organisations and, in the end, to the applicant), but normally there is no time for extensive rewriting. The reports must therefore be made by each expert in close connection to the meeting.

3.4.3 Scoring

The scores should support the panel's review and ranking. It is meant to be used in the discussion for selection of applications at the final meeting. The scores should not be communicated with the applicant, i.e. they are part of the panel's working documents.

For each of the three main criteria on *Scientific Value* and *Societal Value* respectively, the following scores should be used. The aim should be to use the whole scale when scores are set within the various assessment criteria. The more you differentiate the evaluation the more influence it will have on the total result.

Table 4. Scale for on-line pre-evaluation.

	Scientific Value	Societal Value
10	Outstanding, at the forefront of international research	Research addressing a major challenge for sustainable development and project outcome may be highly beneficial for the society. Prospects of general applicability
7	Excellent, strongly competitive at an international level	Research addressing an important challenge for sustainable development and project outcome may be highly beneficial for society.
5	Very good	Research with high value for sustainable development and project outcome may be beneficial for society. Applicable in some areas.
4	Good – very good	Research with limited value for sustainable development and project outcome may be beneficial for society. Limited applicability
3	Good	Moderate benefit for sustainable development
2	Fair	Limited benefit for society
0	Poor – Insufficient quality	No benefit for society

7 – 10 = A = Very good project which should be funded

3 – 5 = B = Good project, which should be funded if means are available

0 – 2 = C = Should not be funded

3.4.4 Handling conflict of interest

The experts are expected to be independent, impartial and objective, and to behave in a professional manner. Panel members, chair and vice chair may not apply for funds in the URBAN-NET pilot call.

Panel experts are obliged to observe grounds for disqualification, and on their own initiative account for any circumstances that might be considered to influence his/her viewpoint. In the event of disqualification, the panel expert shall refrain from participating in the administration and assessment of the application in question and will leave the meeting when discussions regarding the application take place. Disqualification is appropriate in the following cases:

- The issue concerns the member or someone close to the member, or if the outcome of the matter can be expected to entail particular usefulness or damage for the member or anyone close to the member.
- The member or someone close to the member is the deputy or is active at the same university department or company as the applicant, or is deputy for someone else that can be expected to receive particular benefit or damage from the matter's outcome.
- The member has an ongoing or recently concluded close collaboration with the applicant.

Reasons for disqualification may also exist if there is any particular circumstance that can affect a member's impartiality in the matter. Examples might be friendship, enmity and economic dependency. During panel meetings, disqualification minutes shall be kept. The basis for assessment should be such that principles of disqualification and scientific viewpoints are clearly accounted for.

It is not possible to anticipate every individual situation and all issues that may arise in terms of assessment. It is therefore necessary for members of the expert panel to discuss problems and find support in certain common and relatively general guidelines. Anyone affected must assess his/her own actions and activity.

Conflict of interest is signalled in *formas review*.

3.4.5 Ranking and written evaluation of the applications

Projects in group A and B are ranked. Short evaluations – following the basic structure of the criteria for scientific and societal value - reflecting the general conclusions of the joint discussions are prepared for each application by a second rapporteur (not identical with the presenter). It is important that these written evaluations are consistent with the grouping and ranking. These evaluations are produced in connection with the panel meeting.

A ranked list and the written evaluations are distributed to the funders by Formas.

4. Selection and final decision by funding organisations

4.1 Proposal for funding

The call secretariat prepares the selection for funding, e.g. by making excel sheets and alternatives for funding based on the expert evaluation. The funders meet to make a joint selection of proposals to be funded based on the expert evaluation.

4.2 Decisions by funding organisations

4.2.1 National decision procedures

The procedures from the joint selection of projects to project start take considerable time for some organisations.

4.2.1.1 RPF's formal procedures

A number of research projects are selected for funding upon completion of evaluation of research proposals and consideration of the available budget. Negotiations follow thereafter between RPF and the project coordinator in order to confirm that all the National funding rules regarding project structure and budget limits included in the calls for proposals are applied. If any corrections are needed or additional information/documents should be submitted, this should be done immediately after the negotiation meeting, for negotiations to be considered formally closed. Following the negotiation stage contracts are prepared by RPF and project coordinators are called for signing. Research project contracts are signed by the Director General of RPF, the project coordinator and the legal representative of the Host Organisation.

4.2.1.2 ANR's and PUCA's formal procedures

The formal funding decision, based on the result of the funders meeting, will be taken by the ANR and by the PUCA(MEEDM) in June 2010. Contracts with French research teams will follow the standard ANR or the standard PUCA (MEEDM) procedures.

4.2.1.6 Formas' formal procedures

The formal funding decision, based on the result of the funders' meeting, will be taken at the Formas board meeting in June 2010. Contracts with researchers can be signed as soon as the funding agreements described below have been signed by all funders concerned with the project.

4.2.1.6 TÜBİTAK's formal funding decision

The formal funding decision, based on the result of the funders meeting, will be taken at the board meeting of Social Sciences and Humanities Research Group (SOBAG) and by the approval of the president of The Scientific and Technological Research Council of Turkey (TÜBİTAK). Contracts with researchers can be signed as soon as the funding agreements described below have been signed by all funders concerned with the project.

4.2.2 Funding agreement

A funding agreement, stating the amount of funding allocated to the projects, will be signed by the funding organisations as soon as the necessary decisions are taken and will be distributed to all other funding organisations involved.

Figure 5. Funding agreement form.



URBAN-NET

**Agreement concerning the projects selected for funding
in the second URBAN-NET call**

**Established between the following Partners and Associates of the
URBAN-NET consortium**

**RPF Cyprus
PUCA/MEEDDAT France
ARN France
FCT Portugal
Formas Sweden
TÛBITAK Turkey**

.....

Important dates

Selection of projects	5-6 May
Final decision	June/Sept
Start and end of projects	July-Sept 2010– July - Sept 2012/ 2013
Midterm report	July 2011/ Jan 2012
Final report	July 2012/ 2013

1. Selection of projects to be funded

The selection of projects in table 1 was made at the funders' meeting xx May 2010 in Stockholm. It is based on the assessments of the expert evaluation finalised at a meeting xx May 2010 in Stockholm.

Table 1. Projects proposed for joint funding. (Fill in project number and funding in €.)

Projects selected for funding/ commitment by each funder	Cyprus RPF	France PUCA/ MEEDAT	France ARN	Portugal FCT	Sweden Formas	Turkey TÜBİTAK
Total amount of funding						

2. Final decisions and project start

Final decisions for funding are taken by each funding partner as soon as possible and no later than 31 July 2010. Contracts between research teams and funding organisation are signed when the funding decisions for all teams participating in a project are made.

.....
Date

.....
Signature (Print the name too)

.....
Organisation

4.3 Communicating the results to applicants

Formas will communicate the results of the evaluation in terms of funding or not funding and the written summary of the panel discussion to each main applicant as soon as the funding agreements are signed or 31 July 2010 at the latest.

5. Monitoring and dissemination of research results

5.1 Midterm and final reports

The national teams submit midterm and final reports of the whole project as required by their funding organisations.

Final reports of the projects in the form and size of a scientific paper will be required by Urban-net, (or the organisation that continues after July 2010), and submitted to all funding organisations involved.

The monitoring role of the funding organisations after Urban-net will be further discussed.

5.2 Dissemination

A dissemination plan is required in the application, and the funding organisations and Urban-net have a responsibility to spread the research results. This will be further discussed.