Urban Living Partnership – Pilot Phase

Closing date: 16:00 on 21 January 2016

(RCUK notified of intent to submit by 26 November 2015)

Summary

The seven Research Councils and Innovate UK support research and innovation relevant to urban living across a broad spectrum of research areas and sectors. Through building upon these existing strengths, promoting inter-disciplinary and cross-sectoral collaboration and working closely with urban innovation ecosystems and communities, the Urban Living Partnership will promote the development of integrated approaches to address the challenges faced by urban areas in the UK and to help them realise their visions for future urban living. The aim is to enhance UK global research and innovation leadership in urban development, accelerate the exploitation of leading-edge research knowledge and capabilities, create new products, services and business opportunities, and co-produce sustainable change in urban living to benefit cities and their communities. The partnership will exploit synergies with, and increase the impact of, current and planned investments across the Research Councils’ and Innovate UK’s programmes, while also encouraging the development of new collaborations within and between cities in the UK and internationally.

In this first phase, the partnership is seeking applications from consortia which bring together leading cross-disciplinary research expertise, city leaders, businesses, civic
organisations and community groups, and other urban innovators to conduct pilots in a number of UK cities and urban areas. The pilot diagnostic phase funded through this call will support UK cities and urban areas to develop a more holistic understanding of the complex and interdependent challenges they face, to explore potential visions and opportunities for the city, and set agendas for future research and innovation.

Building on this initial pilot phase the ambition of the partnership is to:

- support further phases of activity in pilot cities to bring together cross-disciplinary research expertise, local government, service delivery agencies, urban communities and innovative business to co-produce and test practical and integrated solutions to address the key challenges and create opportunities and future visions which emerge from the diagnostic phase.

- to scale up to a wider UK programme with international reach that will; support the exchange of learning and approaches with other cities, position the UK as a global leader in urban research and innovation, and support sustainable urban development for UK cities.

The call closes at 16:00 on 21 January 2016. RCUK and Innovate UK have provided £2M for this call to be distributed between up to 5 city pilot projects

**Consortia intending to submit a proposal** to this call are encouraged to register their intent by submitting an Expression of Interest via the form on the call page (http://www.epsrc.ac.uk/funding/calls/ulppilotphase), by 23:59 on 26 November 2015.

**Background**

Cities disproportionately contribute to innovation, creativity and economic activity and are vital to a successful global economy. To succeed in the future, city governments and businesses have to deliver economic activity, high quality infrastructure and quality of life with a lower environmental footprint, and also meet the increasingly needs and aspirations of changing urban populations. As the diverse and interdependent challenges faced by many UK urban areas intensify, it is becoming increasingly clear that we cannot make fast enough progress by optimising the individual components and systems of the city. There is a critical need for innovation in integrated and city-wide solutions, to cut across traditional organisational boundaries and policy silos, to bring together leading research expertise from across the research base, innovative businesses and civic organisations and to maximise the potential of existing urban and community ecosystems and assets. We need to create city systems that maximise the benefits and opportunities of cities, while managing the downsides.

Addressing the global challenges and the complexity of future urban living is beyond any single business, sector or discipline. Each city also has its own history and geography, cultural and industrial heritage, and diversity of communities, opportunities and constraints, all of which must be reflected in its visions for future development. Such visions must be based upon solid evidence and understandings of the challenges faced by that city, building upon the assets and strengths of individual cities while drawing on wider cross-disciplinary and cross-sectoral UK and international expertise where appropriate.
City-wide integration is a complex challenge with many risks. Over recent years the Research Councils and Innovate UK have supported a considerable array of research, infrastructure, resources, data and skills in both universities and businesses, developing the technologies, approaches and expertise to solve the challenges of UK cities. Now the partners provide the opportunity to draw on that wide network of investment to support the development of up to five pilot city consortia projects.

These consortia will bring together city authorities with the foremost experts in urban research and innovation to diagnose the integrated challenges facing their city and work with local communities and stakeholders to develop the future vision and direction for solving those challenges.

Scope

We invite proposals from eligible research organisations for city consortia to collaboratively diagnose the interrelated challenges facing specific UK cities and develop the agenda for the further research and innovation needed to address those challenges. Consortia must include active participation from local government, and are also expected to include a range of partners including businesses, national or local agencies and third sector organisations. All consortia should be collaborative, working across different sectors and drawing on expertise and knowledge from multiple relevant disciplines or specialisms in order to develop an interdisciplinary and holistic understanding of the challenges facing a specific UK city or urban area. We are particularly keen to encourage consortia which both integrate the existing strengths within local research and innovation ecosystems and engage with wider leading edge research and innovation expertise across the UK and internationally.

All consortia should clearly identify a specific city or urban area in which they will work and consortia members should be selected for their relevance to the challenges and work to be undertaken in that city/urban area. These may be local businesses or global experts, universities in the local area or relevant academics from across the UK. All consortia will be expected to demonstrate the relevance of partner organisations to the study and understanding of a particular urban context.

For the purposes of this call the partners will not pre-define eligibility of a ‘city’ / ‘contiguous urban area’ in advance as the UK has many different kinds of cities and urban areas, with different governance arrangements, histories, population densities, economic circumstances and infrastructural connectivities. The purpose of the call will be to fund pilot projects in a range of cities/contiguous urban areas, and it will be for the applicant consortia to demonstrate the validity and suitability of the selected city/urban area for achieving the aims of the pilot phase and of the partnership as a whole. Combined proposals from two linked urban areas could be considered for a pilot but would need to demonstrate the feasibility, validity and suitability for such an approach for the pilot phase.

The selection of a city or urban area will depend on multiple factors such as the scales and range of challenges the consortia will aim to work upon, the specific geography of the local city-region or urban conglomerate, the governance arrangements and suitability of a particular set of partners to form an effective consortium and other considerations. Therefore each consortium should be clear on the range of challenges to be addressed and
the appropriate scale(s) and urban area at which the pilot will operate in order to effectively identify interrelations and key challenges that will provide viable options for developing future solutions and offer greater confidence for investment.

Different cities or urban areas will likely have different histories, starting points and trajectories in terms of existing data, models, inclusive networks, future visions or gaps in existing knowledge. Consortia will be expected to build upon, and add value to, these existing resources and data within the pilot city/urban area, making full use of the resources and networks available, while also recognising the potential selectivity and limitations in data, perspectives and issues that this may represent in the context of highly complex and diverse urban areas.

The diagnostic work of the consortia should therefore aim to consult a range of local stakeholders and communities, and to draw upon the array of urban research and innovation investments and resources including data, technologies and expertise supported by the Research Councils and Innovate UK, in order to understand the cross-sectoral challenges facing the selected city. These challenges must demonstrably affect multiple sectors of the city and transcend individual city systems and communities. This will necessarily exclude projects which seek to improve the performance or solve challenges facing a specific infrastructure that might be more suitably funded by a single Research Council.

Consortia should therefore focus efforts on holistic diagnosis of challenges present in a city, drawing on the breadth of expertise and knowledge in the city to co-create innovative understandings of these challenges and develop integrated pathways to future solutions. The call does not seek to predetermine what those challenges will be and different consortia will likely focus efforts on different areas, at different scales or challenges. All consortia will share a commitment to developing an interdisciplinary and cross-sectoral approach to understanding the challenges of urban living and an open and flexible approach to addressing future research and innovation agendas based on the evidence and analysis conducted during the diagnostic phase.

Funding and Eligibility

The Research Councils and Innovate UK have allocated £2M to support up to five city pilot consortia under this call. Consortia are expected to last for an initial period of 18 months, commencing in spring 2016. Each consortium may apply for a contribution from Research Councils UK and Innovate UK of up to £400,000.

For the purposes of this initial pilot phase, funding will be issued as a single award, to be held by a lead partner organisation, this will ordinarily be a recognised Research Organisation or Independent Research Organisation eligible for Research Council funding. However consortia are required to include active participation from relevant local/urban government organisations and from a range of partner organisations from multiple sectors.

Additional collaborators are expected to include small, medium and/or large businesses (including relevant global leaders and/or specialist SMEs), charities and/or other civic institutions. Other partners could include think tanks, consultancies, research institutes, data holders or owners, public sector organisations (e.g. NHS trusts or subsidiary local health organisations), heritage and arts organisations (museums, galleries, libraries, archives,
creative and performing arts organisations, etc.), community or neighbourhood organisations, social enterprises or other organisations relevant to the aims of the consortium and the call.

For the purposes of completing the Je-S form, only co-investigators based at eligible research organisations who meet EPSRC eligibility requirements may be included in the co-investigators section of the form. However, in terms of the leadership and management of the project the funders expect that proposals will involve named key individuals from outside research organisations (e.g. city governments, business, civic sector) as a part of consortia leadership and governance. Where a named individual from outside research organisation is playing a central role in the leadership, design and management of the project as a whole and would share responsibility for the delivery of the overall research aims and objectives, they may be given co-leadership / co-director roles within the consortium and this role should be acknowledged in wider publicity about the consortium. Individuals in such a co-leadership role would be expected to make a significant time commitment to the pilot diagnostic phase through its full lifetime. The role and responsibilities of such individuals within the consortium should be outlined in the designated page of the ‘Project management plan’. Where appropriate their contribution may be costed into the proposal as outlined below.

Non-academic collaborators / partners may be incorporated into proposals in a number of different ways. Partners who are contributing resources to the project may be included as project partners. Collaborators who are being funded to undertake specific additional tasks directly related to the delivery of the pilot diagnostic phase may be costed into the proposal (e.g. as sub-contractors / consultants), normally under the other directly incurred costs section of the Je-S form.

Different non-academic collaborators will be eligible to claim different costs and at different rates depending on sector. These rates will be:

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<th>Research Organisation</th>
<th>80% total costs with normal FEC rules in effect for estates and indirect costs</th>
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<tr>
<td>Private Sector Business</td>
<td>70%/60%/50% of total costs in accordance with normal Innovate UK competition rules, overheads or estates not eligible</td>
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<td>Local Government non-profit Charity, Research Institute, Catapult, or National Agency</td>
<td>100% total staff costs; overheads or estates not eligible</td>
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<td>Non-staff facilitating costs</td>
<td>Events; T &amp; S; Communications related activities etc. shared across consortium – 100% (costs specific to a consortium member should be claimed per the rules stated above)</td>
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<td>Capital costs</td>
<td>Large items of equipment (over £10,000), funding of new infrastructure/ facilities etc; – not eligible</td>
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Consortia are strongly encouraged to consider inclusion of additional funding, resources and in-kind contributions to demonstrate buy-in and effectiveness of the proposal. This may take the form of access to high power computing, data sets or other research infrastructure, staff time and resources, access to expertise and consultation, cash support for the project, access to particular communities or networks, support for communications, provision of venues for public events or other forms of support. Consortia are strongly encouraged to consider partners suitable for inclusion in the project based on the resources, networks and expertise they are able to contribute.

As this is a non-standard call, please refer closely to the information provided in Appendix 2: Guidance on submitting an application as there will be differences in the costs that can be claimed and the expectations of how awards will be managed.

Notes:

- Capital funding e.g. for large items of equipment is not available under this call.
- Local authorities or other public sector organisations requesting funds for staff time must make it clear that the individuals will be seconded for a proportion of time to work on the project or make similar arrangements to ensure that public sector employees are not paid twice for their time.
- Business applicants must include evidence and financial reporting processes demonstrating their contribution of resources as set out in the table above.
- Purchase of large datasets will only be allowed where it has proven impossible to gain access via inclusion of data holders in the consortium or through the existing data infrastructure supported by the Research Councils.
- Where applicable the lead research organisation should ensure that funding proposed for partners complies with the requirements of state aid rules and does not duplicate other public funding provision.
- The lead research organisation will be expected to ensure that an appropriate collaboration agreement is in place before the grant starts (see https://www.epsrc.ac.uk/funding/managing/collabagreements/ for further guidance).
- The above funding provision relate to the needs of the pilot diagnostic phase of activity only. Different funding provisions may apply to future phases of the partnership which are likely to involve different types of innovation activity and different roles for partners.

Submitting an application

For this call you should prepare and submit your proposal using the Research Councils’ Joint electronic Submission (Je-S) System (https://je-s.rcuk.ac.uk/). EPSRC systems will be used on behalf of all members of the partnership, this is for convenience only but means that a Research Organisation eligible for RCUK funding must be the lead partner in each consortium.

When adding a new proposal, you should select:

- Council ‘EPSRC’
- Document type ‘Standard Proposal’
- Scheme ‘Standard’
On the Project Details page you should select the ‘Urban Living Consortium – Pilot Phase’ call.

EPSRC must receive your application by 16:00 on 21 January 2016.

As this is a non-standard call please refer closely to the guidance provided in Appendix 2: Guidance on submitting an application as there will be differences in the information required to be eligible for funding by the Partnership.

Assessment

Expressions of interest (EoI):

For more information on the reasons for the EoI stage and the questions we will ask, please see Appendix 3.

EoI applications will be collected via smart survey and will need to be entered via our website: http://www.epsrc.ac.uk/funding/calls/ulppilotphase

Any EoIs which are deemed out of remit or are missing key aspects for the pilot stage may be given recommendations for improvements. It is expected that all consortia wanting to apply to the call will also submit an EoI.

This stage will also enable to Urban Living Partnership to gauge the level of interest and feedback to applicants the estimated success rate.

Expert interview panel:

Following the close of the call, applications will be considered by an expert panel which will then determine which proposals should be shortlisted for further consideration through an interview stage. Shortlisted applicants will then be invited to attend an Expert Interview Panel as part of the peer review process, this is expected to take place in February 2016.

The panel will consist of members drawn from across a range of sectors and expertise including, academia, public / third / private sector and local government.

More details about the interview process and rank ordering process will be available following the EoI stage.

Assessment criteria

Pilot consortia will be evaluated against the following criteria:

- Capacity of the consortium to proactively bring together leading edge research capabilities from across the research base with businesses, city governance and public sector organisations and wider urban civil society to promote innovation
- Potential distinctive added value of undertaking the pilot in the proposed city, building on but significantly advancing past activities and capabilities through
stimulating and enabling ambitious, innovative, interdisciplinary, cross-sectoral, integrated, inclusive and co-design approaches to flourish

- Evidence of strong support from a wide range of partners from across the city for the consortium, both for the initial pilot and broader support for longer term future visions of the city to emerge; including commitments of resources where appropriate
- A commitment to inclusive and open approach to engagement across the city with a variety of stakeholders and communities
- Capacity of the city to provide a suitable breadth of research and innovation challenges, willingness to innovate and experiment amongst consortium partners and openness to future city visions that might develop from the pilot diagnostic phase
- Proposed overall approach and plans for the pilot, demonstrating awareness of potential opportunities for collaboration with existing national resources and infrastructure and building on existing data and capabilities locally
- Quality and feasibility of the proposed activities to be undertaken by the consortium including the methods for integrated, inter-disciplinary analysis and understanding of inter-dependencies, dynamics and diverse future urban visions
- Ability of the partner organisations to appropriately and effectively manage the planned activities and successfully deliver diagnostic outputs within the timescale outlined in the call
- Clear plans for outputs from the pilot diagnostic work, including a clear agenda for future integrated innovation for the city/urban area and capacity to act as a framework and baseline for future research and evaluation
- Strong plans for developing potential pathways to impact from the diagnostic work for example in terms of building confidence for future investment
- Visionary leadership and strong project management structure including appropriate working arrangements to support effective interdisciplinary and cross-sector working and co-production across partners and sectors
- Potential of the selected city / urban area as a pilot for the development of the broader Urban Living Partnership, including a balanced portfolio of city pilots and opportunity to learn from the case studies in developing further activities in the Partnership and potential for collaboration between pilot projects

Additional grant conditions

In addition to the standard terms and conditions for grants, successful applicants will be required to collaborate across the partnership to share learning about best practice and successes within the each pilot city as well as take part in monitoring and evaluation of the pilot programme. This evaluation will consider the lessons for further development and expansion of the partnership by the Research Councils and Innovate UK, particularly testing the integrated approaches being deployed in these pilot consortia.

Specific arrangements for evaluation and monitoring as well as success criteria for the individual pilot cities will be developed once awards have been made in order to ensure that performance indicators and monitoring processes are suitable. This will likely include regular monitoring meetings with the other pilot consortia and communication with the partnership project team and strategic advisory group.
Key dates

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<tr>
<td>Call launched</td>
<td>23 September 2015</td>
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<tr>
<td>‘Town Hall’ meeting</td>
<td>20 October 2015</td>
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<tr>
<td>EoI stage closes Open (EPSRC Je-S)</td>
<td>26 November 2015</td>
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<td>Call closes</td>
<td>21 January 2016</td>
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<tr>
<td>Expert Interview Panel</td>
<td>Mid-February 2016</td>
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<td>Announce Grants</td>
<td>TBC</td>
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Contacts

If you have any general enquiries about applying for this call please contact:

Dr Rebecca Leithall
E: rebecca.leithall@epsrc.ac.uk
T: 01793 444 498

Dr Glenn Goodall
E: glenn.goodall@epsrc.ac.uk
T: 01793 444 427

Queries regarding the submission of proposals through Je-S should be directed to:

The Je-S helpdesk
E: Je-SHelp@rcuk.ac.uk
T: 01793 444 164

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Appendices

Appendix 1: Things to consider when developing a proposal

Appendix 2: Guidance on submitting an application

Appendix 3: List of questions required to complete the ‘expressions of interest stage’
Appendix 1: Things to consider when developing a proposal

Introduction
In order to develop the Research Council UK/Innovate UK Urban Living Partnership and refine the scope of the pilot call, two consultation events have been held (Future Cities Catapult, London, 1 July & Technology & Innovation Centre, Glasgow 21 July) bringing together around 100 key stakeholders from research (across remits of all 7 Councils), city, business and other partner communities. In response to the consultation several key issues have been highlighted in this Appendix, along with further information and considerations to be taken into account by potential consortia in developing a proposal for this call.

Town Hall Meeting
In order to facilitate networking between potential consortia and showcase a range of valuable research and innovation partners and investments supported by RCUK and Innovate UK, there will be a ‘Town Meeting’ held on 20 October 2015.

It is recommended that representatives from potential consortia attend the event in order to network with other partners in looking to work in their city or with resources of potential value to pilot cities, have the opportunity to ask questions about the ambition and scope of the pilot call and develop their ideas for consortia proposals.

If you would like to attend the meeting, please express your interest via the survey here: http://www.epsrc.ac.uk/funding/calls/ulppilotphase

Background for the Partnership
The Research Councils UK (RCUK) are responsible for investing public money in research in the UK to advance knowledge and generate new ideas which lead to a productive economy, healthy society and contribute to a sustainable world. Innovate UK is the UK’s innovation agency. We work with people, companies and partner organisations to find and drive the science and technology innovations that will grow the UK economy.

This Partnership offers the eight agencies at the core of the UK’s research and innovation ecosystem the opportunity to harness the full breadth of UK research and innovation strength to help cities realise a vision of healthy, prosperous and sustainable living. Urban living is a key part of the UK and global agenda; by 2050 nearly three-quarters of the global population will live in urban areas providing a huge opportunity to develop markets and knowledge to benefit urban citizens.

In the UK 80% of us live in urban areas and 61% of UK growth is generated by city regions. There is a significant moment in UK policymaking which re-examines the value of place - for example around ‘rebalancing the UK economy’, developing urban areas as engines for regional growth & increased devolution of some powers to cities or urban regions (e.g. the current City Devolution Bill (2015-16). This is in addition to opportunities that link city deals, enterprise zones, LEPs, etc. across the UK and enhance the agglomeration economics and innovation systems of UK cities. Outcomes are emerging from the Foresight Future of Cities project which has been looking at the opportunities and challenges facing UK cities over the next 50 years and many cities have been developing their own future visions and strategies. There are also opportunities to link into initiatives exploring key challenges such as healthy cities, sustainable urban development, connected communities and resilient infrastructure.
The Research Council UK/Innovate UK Urban Living Partnership offers the opportunity for researchers, businesses, civic organisations and city leaders to work together across traditional silos and boundaries of discipline and funding to understand and address the key challenges facing UK cities.

**Interdisciplinarity**
The aim of the Urban Living Partnership to provide flexible and responsive support for collaborative research and innovation bringing together academic and business and/or civil society partners, is consistent with the overall recommendations of the Dowling Review (as well as its recommendations on local innovation) and has strong support through the consultations, where moving beyond existing organisational, disciplinary and professional ‘silos’ and the need for more integrated collaborative approaches were key themes. The Urban Living Partnership’s vision is that the boundaries and remits of the different partner organisations should be ‘invisible’ to research and innovation partners seeking funding with the focus on supporting the projects and approaches with the greatest potential, at various stages in an interactive research and innovation process, whichever of the partners’ remits they fall within or cut across.

Consortia must meet the ambition of the partnership to support interdisciplinary and cross-sector partnerships which work beyond the traditional boundaries of local authority departments, academic disciplines, business sectors or specific community interests to develop holistic understandings of the fundamental challenges which face a particular city.

**What do you mean by ‘holistic diagnostics’?**
The Research Councils and Innovate UK each individually, and in partnership, already support a significant portfolio of research and innovation investments that target urban challenges. These are generally developed independently, focused on the gaps in knowledge or key markets and opportunities for UK business. Basic and applied research, and identification of market gaps, requires specialist knowledge and expertise and these organisations expand the UK’s knowledge base in order to provide the core platform for the development of further innovation. But never before have all eight organisations attempted to work together to address the challenges of urban living which transcend their individual remits and aim to address challenges which are relevant across a range of sectors and disciplines.

Successful consortia in this call will therefore undertake to carry forward this ambition to develop the understanding of their city which crosses traditional boundaries of knowledge and practice. They should seek to develop more integrated understanding of the inter-relationships and inter-dependences associated with the complex challenges and opportunities faced by urban areas. This in turn should support the development of enhanced frameworks for designing and evaluating potential future innovative projects which more fully take into account both direct and indirect impacts and their distribution, wider system effects, as well as potential feedbacks, unintended consequences and co-benefits. To do this consortia will need to create a core team capable of such holistic vision; bringing together the skills, research methods and expertise, data, resources, networks and policy leadership to understand the fundamental challenges which face their city, not limited to the usual improvements in specific systems or sectors.
Consortia will spend time in widespread consultation with the various communities relevant to their city in order to understand these issues and take an open minded approach to selection of challenges and opportunities which are the most relevant and important for their city and where there is the greatest potential for integrated innovation activities to make a significant difference. It is expected that the scale and nature of the challenges to be addressed will be relevant to the selection of the city or urban area for the pilot.

**What do you mean by a ‘city’?**
Defining a ‘city’ is difficult and many approaches have been taken by others in the past. For the purpose of this call, the partners will not pre-define what will be considered a suitable city or urban area for inclusion in the pilot.

Consortia wishing to apply to the competition will need to make a clear case for why they have selected the city or urban area for study, its value for inclusion in the pilot, the appropriateness of the challenges to be addressed and their connection to a broader strategy and vision for urban development, and to convince a panel of cross sector experts of the suitability of their selection. The area under study should be a contiguous urban environment (and can be a sub-region of a city) and its boundaries defined by the systems under study. Proposals from consortia looking to explore more than one urban area will be considered if a strong case can be made of the added value and feasibility of such an approach for the pilot phase, but the limit for such proposals would remain £400,000. Pilot city consortia will be encouraged to collaborate with each other and with other cities where appropriate.

**Note:** It is not expected that the partners will commission more than one consortium to conduct a pilot project within a single city. Potential consortia are strongly encouraged to network effectively and combine with other organisations intending to work in a specific city or urban area rather than to develop competing applications.

**Local Government involvement**
It is essential for all consortia to secure representation and active involvement from the local government body responsible for the city in which they will operate. This will generally require involvement of the unitary authority, metropolitan county or metropolitan borough with responsibility for that city, although may also include other bodies such as mayoral offices or combined authorities where relevant.

**Local partners, or national expertise?**
Partners for inclusion in a potential consortium should be selected based on the suitability of their involvement and the skills or resources that they will bring to the partnership. Specialist knowledge of particular sectors, systems, communities or technologies will be necessary, as will thorough knowledge of the pilot city. However potential consortia are strongly encouraged to consider both local partners as well as national expertise when developing their proposal. Nearby universities may be integrally connected to the social and economic life of the pilot city, but they may or may not be the most suitable sites of expertise across all the fields relevant to integrated understanding of complex urban challenges. Similarly major national or global businesses may, for example, have breadth of knowledge or innovative tools or approaches but might lack deep experience of the local context. Consortia should consider these issues carefully in selecting core organisations for
the proposal and ensure that they have a suitable balance of knowledge and resources available for the project.

**Are there specific requirements for pilot cities in terms of existing partnerships, future visions, baseline data, integrative analysis, consultation etc.?**

The pilot call is open to a wide range of UK cities or ‘contiguous urban areas’ of differing sizes, complexity, age & geography. Pilot cities could be at a variety of stages in identifying and prioritising future challenges and in developing or renewing their visions and strategies. They could also have very diverse strengths and gaps in terms of developing integrated analysis of the inter-dependent challenges they face. The proposed consortia may have very different histories and track records of working together.

It will be important that applications demonstrate an understanding of the current state of play and the potential to build upon previous and current research, visions, data, collaborations and other resources/assets which could contribute to the diagnostics phase. Consortia should make it clear how their proposal would be innovative and distinctive, and how it would add significant value to past and present activities within that urban area. They should describe how the proposed diagnostic work would enhance understanding of inter-dependent challenges and opportunities, integrate data and research in new ways and/or address gaps in knowledge, add value to existing urban strategies/visions, widen and/or deepen existing collaborations and partnerships, produce outcomes of value to cities in making future investments and build stronger foundations for co-designing integrated responses to complex challenges.

Both across the pilot cities/urban areas and as the Partnership develops we hope to engage with a diverse range of cities/urban areas which are at very different starting points or stages in terms of the integrated diagnosis of a range of future challenges and opportunities and developing their future visions.

**Community engagement**

Consortia are strongly encouraged to spend time in consultation, engagement and co-creation with relevant communities to understand the challenges faced by citizens in the selected pilot city. This may take a range of forms relevant to the objectives and scope of the individual pilot, such as community engagement workshops, public or interactive displays, formal consultations, involvement of community groups or social enterprises as core project members, public dialogues or performances, involvement of local press and media partners or other arrangements.

**How can we work with other Research Council and Innovate UK investments?**

A list of key Research Council and Innovate UK investments and infrastructure resources will be published and kept updated on the pilot project website. The Town Meeting will also provide an opportunity to meet and hear from some of the key partners and resources such as the Future Cities Catapult and the Urban Big Data Centre.

The project team will also provide networking opportunities throughout the life of the pilot to ensure that funded consortia have the best opportunities to make use of the significant array of resources and investments made by the partners in this area.

**Expected outputs of the pilot**

Expected outcomes of each pilot consortium include (but are not limited to):
Enhanced understanding of the pilot city and integrated, cross-disciplinary, high quality analysis of existing data of use to the city; a better and more holistic understanding of the functioning and dynamics of the city and the inter-relationships between different aspects of life in the city, with the potential to inform city leaders, businesses and residents in planning and prioritising future activities and of which will also make a contribution to advancing relevant fields of urban research and innovation

An assessment of where the city is now and more developed visions of where it wants to go in the future; a better understanding of the challenges and competing needs, visions and aspirations within the city

Baseline data for future research, innovation, integrated analysis, and development activities in the city and their evaluation

Enhanced networks, capability, knowledge exchange and partnerships between research, businesses and other city stakeholders

An understanding of the tools, methods, models and approaches that could be used in the city and that might be transferable to other cities/projects

An assessment of the key challenges that need addressing or opportunities the city could exploit as a basis for framing future phases of research and innovation in the city

A more robust business case and an enhanced confidence of city stakeholders to invest in promising opportunities and integrated solutions to complex city challenges

Increased capacity within the city/urban area to exploit new economic opportunities, enhance the wellbeing of citizens and move towards more environmentally sustainable development.

Consortia will be expected to outline their own specific plans for outputs during the diagnostic phase, taking into account the capacity to use a range of media to engage with different audiences both within and beyond the city or urban area and for wider research and innovation outputs to be produced over time.

However, as a minimum each consortium will be expected to produce:

i) A six month interim report bringing together initial analysis of the existing evidence base including any gaps or needs for further/future diagnostic research or analysis; we envisage that the six month reports will be shared between pilot cities

ii) A first annual report summarising the initial outcomes of the diagnostic work, including emerging recommendations for opportunities and priorities for future integrated innovation activities in the city;

iii) A final report from the pilot diagnostic phase providing an initial, integrated assessment of the key challenges and future opportunities facing the city or urban area and outlining an agenda for future agenda for research and innovation related to these challenges and opportunities.

We welcome ideas from consortia for the format, content and dissemination of these outputs. However, following discussion with the funded pilot consortia the funders are likely to outline some minimum requirements for these reports to ensure a degree of consistency. We envisage that, in the interests of openness and stimulating on-going dialogue and debate, consortia will make these reports publicly available. In addition, we expect that these reports
will be shared at an early stage between pilot cities and that a forum will be established between the pilots to facilitate sharing of experiences, approaches, emerging outcomes etc.

**Data sharing and evaluation of the pilots**
Each pilot city consortium will be expected to participate in on-going cross-partnership learning and evaluation organised by the Research Councils and Innovate UK. This will primarily facilitate adoption of best practice and transferability of ideas and methods between pilot consortia, but will also contribute to the design and development of future phases of the Urban Living Partnership.

This will include regular programme meetings, reporting to a partnership strategic advisory board and production of reports and evaluation against agreed success criteria relevant to the objectives of the specific pilot project.

All outputs of the pilots are expected to be publicly available. Each successful consortium must develop a Consortium Agreement setting out the terms and conditions of any data sharing, intellectual property and publications.

**Pilots for what?**
This call is expected to be the pilot for a much larger programme of investment made by the Research Councils and Innovate UK under the banner of the Urban Living Partnership. Specific plans will be developed through learning from the pilot programme and the successes or barriers that emerge during the course of these projects. Future expansion of the partnership will be open and not limited to those successfully funded in the pilot.

Subject to sufficient further funding being secured we envisage that future phases of the partnership will include research and innovation activities to address selected key challenges identified through the pilot diagnostic phase in the pilot cities or urban areas, including potential collaborative opportunities across and between different cities in addressing these. In addition to extending successful pilot city consortia to co-ordinate activities these future phases would include open, competitive calls to support research and innovation activities and ensure access to leading edge innovation potential in the challenge areas identified outside the initial pilot consortia. The types of projects, funding models and roles for different partners for these next phase research and innovation activities may vary from that outlined for this pilot phase.

The ambition is also to extend the Partnership approach to other cities not involved in the pilot phase. This would involve further open calls for consortia in other cities or urban areas and would not be limited to cities or urban areas which applied at the pilot phase.
Appendix 2: Guidance on submitting an application

Introduction
This is a guidance document created to assist applicants to this scheme in the completion of their proposal. It is specific to this scheme and should be used in conjunction with the following information:

- **Je-S help text** is available in every page of your Je-S form, simply click on the question mark against any section (or on the word ‘Help’ in the top right hand corner of each page)

- **Je-S helpdesk** (for all Je-S system enquiries)
  jeshelp@rcuk.ac.uk or 01793 444164

  If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted Monday to Friday 9.00-17.00 UK time (excluding bank holidays and other holidays). Out of hours: please leave a voice message. When reporting problems by email or telephone, please give your name, organisation and user id, the date and time, what part of the form or system you were working on, and the nature of the problem.

- **Call specific enquiries**
  If you have any questions or would like further information about the call, please contact:

  If you have any general enquiries about applying for this call please contact:
  Dr Rebecca Leithall
  E: rebecca.leithall@epsrc.ac.uk
  T: 01793 444 498

  Dr Glenn Goodall
  E: glenn.goodall@epsrc.ac.uk
  T: 01793 444 427

**Important:** Where information and guidance issued in this document differs from the general guidance offered in these sources; you should adhere to the guidance in this document.

**Joint Electronic Submissions (Je-S)**
All proposals under this call must be completed and submitted through the Research Councils’ Joint Electronic Submissions (Je-S). To be able to do this the organisation must be registered for Je-S, and the applicants must hold Je-S accounts.

UK higher education institutions and some other independent UK research organisations are already recognised institutions on Je-S. A list of these organisations is available from the Je-S login page. The organisation will have set up the Je-S submission process and will therefore be available within the Je-S searches.

**Je-S accounts for applicants**
All principal and co-investigators must have a Je-S account which has been verified by a third party before they can be found in searches within the Je-S System and added as an applicant.
To get you started on creating an account please refer to the Je-S helptext at https://je-s.rcuk.ac.uk/Handbook/pages/SettingupaJeSaccount/AccessingJeS.htm

Consortium organisations or members without a Je-S account may be listed as partner organisations and named research collaborations under directly incurred staff. Please contact the competition team if you have any questions about which would be most appropriate.

Please ensure that applicants select the ‘Account Type: Research Proposal’ and the option ‘An Applicant on a Standard or Outline Proposal’ - see helptext https://je-s.rcuk.ac.uk/Handbook/pages/SettingupaJeSaccount/AccountType.htm

It is recommended that applicants forward their proposal to the organisation submitter pool in good time before the call deadline to allow a sufficient period for the approval and final submission process. The proposal must be submitted through the Je-S System to EPSRC by the institution’s nominated contacts.

The applicant will receive an email confirming that the proposal has been submitted to the Submitter Pool - this means the proposal is still with the organisation and is not yet submitted to the Research Council. The final submission process is the responsibility of the host institution, and we cannot accept responsibility for any delay which may occur at this stage. We strongly advise applicants to check that they receive an email confirmation from the Je-S System confirming that the proposal has been submitted to the Research Council.

Please note that the deadline for research organisation submission of proposals is **16.00 on 21 January 2016**.

**Creating your proposal**

Log in to Je-S at https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx

Documents screen: Select ‘New Document’

Add new document screen: Select ‘Call search’ (highlighted at top of screen). When prompted, type in the call title ‘Urban Living Call’ and select from the list created. The remaining three selection fields will be automatically populated.

Select the ‘Create Document’ button.

Please note that it is the applicant’s responsibility to ensure that the proposal is created and submitted against the correct call (and consequently correct scheme). We will not accept proposals for processing that are not submitted using the above call route.

**Completing your proposal**

The initial Je-S document instructions page will give you general guidance on the navigation layout, specifically icon descriptions.

The left hand column ‘Document Menu’ lists all the sections associated with this call and clearly identifies which ones are mandatory (red cross, turning to green tick when completed).
The details below are not an exhaustive step-by-step guidance, and we recommend that you refer to the Je-S helptext for additional information.

Please note you may return to edit saved documents at any time.

**Project details**
- Select organisation and department from drop down lists
- ‘Your Reference’ should be supplied by your research organisation (consult your Research Office). If your administration office does not have a system for referencing grant proposals, a suitable reference of your own choice will be acceptable. Use “Your reference” to help distinguish easily between proposals in users’ Current Documents lists. The reference is intended to be a unique identifier for the proposal, and is unrelated to the reference that the organisation would be asked to provide if a grant were awarded.
- Enter ‘Project Title’ (maximum limit of 150 characters)
- For ‘Proposal Call’, select **Urban Living Consortium – Pilot Phase**. Please note that the option will only be available from the **26 September 2015** once the call is live.
- Your grant should be a proposed duration of no more than **18 months**, and your start date should not be before **21 January 2016**.

**Investigators**
Enter the name of the principal investigator (PI) and any co-investigators (Co-I) if applicable. Investigators may be from more than one research organisation but the PI must be from the organisation that will administer the grant. The PI will take responsibility for managing the partnership.

Please note that stakeholders making a significant contribution to the leadership of the consortium from an established business, civil society or government body based in the UK cannot be listed as a **co-investigator** on the Je-S form for this call. However, where appropriate they may be allocated co-leadership, co-director or similar roles in the consortium and acknowledged as such in wider publicity about the consortium. Where this applies their roles and responsibilities should be explained within the Project ‘Management Plan’ attachment. Please note that individuals from outside research organisations in such co-leadership roles will not be permitted to take over as lead researcher (i.e. Principal Investigator) should the UK principal investigator step down for any reason since the principal investigator must be based at a research organisation eligible to receive and manage the research grant from the EPSRC.

**Objectives**
List the objectives of your proposed research project in order of priority. **(4000 character limit)**

**Summary**
Provide a plain English summary of the research you propose to carry out in a language that could be publicised to a general, non-academic audience. **(4000 character limit)**

**Academic beneficiaries**
Please summarise how the proposed research will contribute to knowledge, both within the UK and globally. This should include how the research will benefit other researchers in the
field and identify whether there are any academic beneficiaries in other disciplines and, if so, how they will benefit and what will be done to ensure that they benefit. Please list any academic beneficiaries from the research and give details of how they will benefit and how the results of the proposed research will be disseminated. Also describe the relevance of the training activities to beneficiaries. (4000 character limit)

Please note that this section may be published to demonstrate the impact of Research Council-funded research. Please ensure confidential information is not included in this section.

For further detailed guidance please access the help text page linked to this Je-S section.

**Impact summary**

Applicants are required to consider carefully how best to build links and contacts at the concept, development and implementation stages of the proposal with the potential beneficiaries and users to be involved within the grant, and to work towards the co-design and co-production of knowledge with research users where appropriate.

Please address the following questions (4000 character limit):

- **Who will benefit from the pilot?** List any beneficiaries from the pilot, for example those who are likely to be interested in or to benefit from the proposed pilot, both directly or indirectly.
- **How will they benefit from this pilot?** Describe the relevance of the pilot to these beneficiaries, identifying the potential for impacts arising from the proposed work.
- **What will be done to ensure that they have the opportunity to benefit from this activity?** Describe how you will communicate and engage with these stakeholder groups/different audiences to ensure that they have the opportunity to benefit from the research.

Please note that this section may be published to demonstrate the potential impact of Research Council-funded research. Please ensure confidential information is not included in this section.

For further detailed guidance please access the help text page linked to this Je-S section.

**Ethical information**

This section must be comprehensively addressed. (4000 character limit)

Applicants must ensure the proposed project will be carried out to a high ethical standard and must clearly state how any potential ethical and health and safety issues have been considered and will be addressed ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised.

**Other support**

Please leave this section blank.

**Related/previous proposals**

Please leave this section blank as proposals will not be checked as resubmissions for this call.
Staff
If your project requires staff other than the team of investigators, their details should be entered here. ‘Directly Allocated staff’ are those who will be working directly on the project, but whose involvement on the grant can only be based on an estimate of the time the work will take (e.g. investigators). ‘Directly Incurred staff’ are those whose time on the project is actual, auditable and verifiable (e.g. researchers and technicians). This may also include non-academic consortium members where, for example, additional staff are hired to contribute directly to the project.

Please note that studentships will not be eligible under this call.

Resources
All resources requested must be fully justified in the ‘Justification of Resources’ attachment.

The Urban Living Partnership Pilot call will provide up to 18 months funding with an overall contribution of £400,000 from RCUK & Innovate UK.

We envisage that the majority of activity within the pilot diagnostic phase will be research / non-economic activity. However, where economic activity is proposed or significant activities are to be undertaken by businesses or partners engaged in economic activity the research organisation should ensure that any funding requested complies with state aid rules (see: https://interact.innovateuk.org/-/funding-rules). The research organisation should ensure that mechanisms are in place to monitor partner contributions (particularly any matched funding required from business or other partners relating to any economic activity) to projects. Research organisations should also ensure non-duplication of public funding and that any funding requested for partners is directly related to additional costs specifically incurred by the partner in order to contribute to the delivery of the pilot diagnostic phase and which is not covered by existing public or other funding or the existing role descriptions or activities of the partner. Further clarification may be required from research organisations during the process of finalising awards and may result in adjustments to the funding provided through grants for the pilot phase. We will require that appropriate collaboration and consortium agreements are put in place with consortium partners by the lead research organisation in advance of the grant commencing.

Travel and Subsistence (T&S)
Add each item of justified travel and subsistence required for your project. You should indicate the calculations upon which this figure is based in the ‘Destination and Purpose’ box.

Equipment
Items of equipment costing £10,000 or more will not be eligible for funding under this competition. This includes large data sets, social surveys or costs for access to infrastructure equipment.

Other directly incurred costs
Includes project specific consumables, consultancy fees, and equipment costing less than £10,000, recruitment and advertising costs. Costs for associated with the participation of non-academic collaborators should be included under this heading, in line with the guidance in the call document and state aid rules.
Where costs for non-academic collaborators are claimed public sector employees must ensure that they are not being paid twice for their time from different public budgets. The partners will check to ensure that appropriate processes have been put in place such as a part time secondment or reduction in core hours to ensure that public sector employees can participate in the consortium without contravening rules relating to payment of salary costs.

Where costs for non-academic collaborators are claimed by businesses the consortium must make clear how the matched resources will be contributed by the business at the appropriate level for the size of the business as set out in the Innovate UK funding rules and in accordance with state aid rules for business funding. Appropriate financial reporting must be agreed between the consortium members and the partners to track and check this contribution from business partners claiming costs. These contributions should be included under ‘Project Partners’ in the proposal form, accompanied by a Project Partner Letter of Support and may be subject to checks or further contracting by the funding partners if necessary.

**Other directly allocated costs**
Includes support staff salaries, a share of the costs of departmental support staff and the costs of access to major research facilities.

**Estates and indirect costs**
Estate and indirect costs are specific to each research organisation, and do not require justification in your case for support.

Research organisations that have implemented the TRAC costing methodology and have passed the Quality Assurance process should apply their own estate and indirect costs.

Non-research organisations that are not required to implement TRAC must have a robust costing methodology in place that has been validated in order to apply their own estates and indirect cost rates. The standard default rates should be used where research organisations have not yet developed their own rates.

Your Research Office will be able to assist with this section.

**Project partners**
Project partners should only be named if they are providing **monetary or in-kind support** to the project. The details of this support should be entered here. This section is broken down into “Direct” and “Indirect” contributions to the project. Direct contributions include direct co-funding, the use of equipment or materials and secondment of staff. Indirect contributions are in-kind contributions including the use of facilities and staff time. The levels of in-kind support provided by the project partner will need to be given an approximate monetary value, which should be detailed in the sections here.

More than one project partner can be included in the proposal.

A Project Partner letter of support, dated within the last 6 months, on headed paper and signed by each partner organisation confirming the level of support specific to this proposal must be included as an attachment(s) via this section.
You will need to provide contact details for the organisation including the relevant department of address of the partner. You will also be required to provide a named contact at the partner organisation, including their contact details.

**Data Management**


**Attachments**

It is important that applicants *only* submit the supporting attachments specified in this document.

We reserve the right to reject applications that do not include the required attachments or include attachments not specified in this guidance. It is recommended that attachments are uploaded in PDF (rather than Word) format, to ensure unsupported font type issues do not cause problems with maximum length requirements, please see Je-S guidance; [https://je-s.rcuk.ac.uk/Handbook/pages/SystemRequirementsFormatsandSa/SystemRequirementsFormatsandSa.htm](https://je-s.rcuk.ac.uk/Handbook/pages/SystemRequirementsFormatsandSa/SystemRequirementsFormatsandSa.htm)

The following are mandatory Je-S attachments for this call:

- Case for support
- Justification of resources
- Pathways to Impact
- Project Management Plan

**Case for support (maximum of ten sides of A4)**

This is the body of your research proposal. It must not exceed *ten sides of A4* and must clearly demonstrate how the planned work meets the aims of the call as described in the call specification, particularly:

- Describe the aims of the consortium and the vision for the diagnostic work proposed, especially how this relates to broader visions of the city or urban area and builds on existing knowledge and understanding of the challenges faced by the pilot city and illustrate how the consortium will make contributions to the life and development of the chosen city
- Clearly justify the selection of the city or urban area as the location of the pilot and explain why the work is valuable in the current context. This should describe the scale and scope of the challenges to be addressed, demonstrate understanding of the urban context and specific geography and history of the selected city and illustrate the value of this work being conducted and supported at this time
- Describe the range of partners which will form the core consortia and the leadership and roles that they will play in managing the project, including a description of the experience and skills of the key individuals and the role they will play
- Describe how this core consortia will bring together and manage a range of partners across disciplines and sectors, paying particular attention to managing the difficulties of interdisciplinary/trans-sectoral working
• Explain how the proposed work will link with other relevant local or national initiatives and the resources that will be drawn upon, demonstrating the value of each partner and the contribution they will make to the project and illustrating how the core members will link with broader communities of research and innovation stakeholders.

• Demonstrate knowledge of existing data, models, infrastructure, city visions, consultations, community assets, initiatives, etc. relevant to the local context and the proposed work of the project and how the consortia will add value to existing networks of resources.

• Describe the methods that will be used to provide more integrated analysis of challenges and opportunities, engage with stakeholders, interpret competing visions, analyse inter-dependencies, assess future priorities / opportunities for innovation in the pilot project. This may be done using illustrative examples of some key challenges and how they would be addressed by the consortium.

• Describe the expected outputs and advances and how this will make a difference for the city or urban area. This should complement the activities proposed in the ‘Pathways to Impact’ attachment.

Justification of resources (maximum of two sides of A4)
A two-side A4 statement justifying that the resources requested are appropriate to undertake the proposed research. The justification of resources should explain why the resources requested are appropriate, taking into account the nature and complexity of the research proposed. It should not be simply a list of the resources required, as this is already given in the Je-S form. Where you do not provide explanation for an item that requires justification, it will be cut from any grant made. Please refer to the joint Research Council Je-S help text http://je-s.rcuk.ac.uk/Handbook/pages/GuidanceonCompletingaStandardG/CaseforSupportandAttachments/ESRCSpecificRequirements.htm for further guidance.

Pathways to Impact (maximum of two sides of A4)
The Pathways to Impact attachment is your opportunity to describe how the potential impacts of your research will be realised through your knowledge exchange strategy and activities. This attachment should be used to identify users and beneficiaries of the research and clearly demonstrate the value of the consortium to the selected city and broader national or international stakeholders including, for instance, the public sector, private sector, civil society or the wider public in general.

Please consider carefully how best to build links and contacts with the potential beneficiaries and users of your research and to work towards co-production of knowledge with research users as appropriate. Detail how the proposed research project will engage users and beneficiaries and the knowledge exchange activities involved. This attachment should also describe the consortia’s communications plan for the project and how they intend to promote and disseminate their activities to relevant local and other communities and stakeholders.

Project management plan (called ‘workplan’ in Je-S, maximum of three sides of A4)
The Project Management Plan attachment should use one page each to detail the following three items:
A GANNT of the project workplan and core activities.
A diagrammatic project workplan/timetable. We do not expect that this will be very detailed for the whole of the project, but it should include a comprehensive plan for the start of the project and then highlight milestones for when important decisions on the project's direction will be taken.
A one page description of the project management arrangements, advisory board structure and other key roles and responsibilities of the core consortium members describing at a broad level how the delivery of the project will be managed.

Submit your proposal
After all mandatory sections have been completed, the submit button will appear across the top menu bar. Please ensure that you have completed all attachments that are not standard mandatory attachments for Je-S but are a mandatory requirement to be completed for this specific call. The submit button will route your finalised proposal to the authorising facility within your organisation (as explained in the Registration section above). Please note that the proposal must be formally submitted by your organisation before 16.00 on 21 January 2016.

Tracking your proposal
There are additional document maintenance actions that can be undertaken via the Document actions button. For example, the 'Show submission path' will indicate to you where in the organisation submission chain the proposal currently is located (and who holds current responsibility) - eg owner, approval pool, submitter pool or submitted to Council.

Further enquiries
If you have any questions, would like further information or have enquiries relating to funding eligibility and proposal procedures please contact the project team.

Enquiries relating to technical aspects of the Je-S form should be addressed to:

- Je-S helpdesk
  Email: jeshelp@rcuk.ac.uk
  Telephone: 01793 444164
Appendix 3: List of questions required to complete the ‘expressions of interest stage’ (EoI)

Submitting an expression of interest, or intention to apply, by **26 November 2015** is not a prerequisite for submitting a full proposal under the call, nor will submitting an EoI commit consortia to applying and / or to submitting applications which mirror the plans outlined in the EoI. We recognise that plans may evolve and change significantly between the EoI stage and submission of full proposals. EoIs will not be used in the assessment of applications and will not be used as a basis for shortlisting who can submit full proposals, but they may be shared with our expert panel. Information in EoIs will not be shared with other potential applicants. We do not anticipate giving individual feedback on all EoIs, but may exceptionally provide feedback on a case by case basis, for example where the EoI raises a significant issue regarding eligibility or fit to the call.

All consortia thinking of applying are strongly encouraged and expected to submit an EoI. The EoIs will help the Partnership to put in place appropriate plans for assessing the likely volume of applications and to judge whether any further clarification to the call documents or guidance for applicants is needed. Submitting an EoI will also ensure that named contacts are sent any further updates or information about the call which may be issued and/or news about the progress of the wider Urban Living Partnership.

The EoI form will be available from the 23 October 2015 on the application page: [http://www.epsrc.ac.uk/funding/calls/ulppilotphase](http://www.epsrc.ac.uk/funding/calls/ulppilotphase)

**The questions asked at the EoI stage:**

- PI contact details and host institution
- Make-up of the consortia and their expertise / role in the pilot
- List of other proposed project partners expected to be involved in preparing full proposal
- Key resources, data and inputs they envisage using and adding value to in the diagnostic phase (limit to 500 words)
- Outline description of the key activities they envisage carrying out in the pilot diagnostic phase (limit to 1000 words)
- Key outputs and outcomes they would expect to emerge from the diagnostic phase (limit 500 words)