Call 2021 Frequently Asked Questions

Version	Date	Description of change	Signed
0.1	10/04/2020	Initial draft following Webinars	G Macnaughton
0.2	17/04/2020	Additional web questions clarified, and email questions added. Questions 12-15	G Macnaughton/ J Campmany
0.3	21/ 04/2020	Questions 16-19	G Macnaughton/ S Simonelli
0.4	28/04/2020	Questions 20-26	G Macnaughton/ S Simonelli/ J Campmany/ P.Schmitz
0.5	06/05/2020	Questions 27 -29 on Subcontracting, interpretation of co-finance 30% and LTP	G Macnaughton/ S Simonelli/ J Campmany/ JC Suarez

The *Frequently Asked Questions* Document is a living document. It is updated regularly in response to questions asked in events, online or in response to email queries and, after discussion with Thematic Leads, Hub Directors and, or Heads of Financial and Legal. As such, there may be stylistic differences in tone and register which relates to the question's original context.

Common questions and the most pertinent questions will be added to the FAQ. In case of doubt, please email call2021@eiturbanmobility.eu .

Please check regularly the FAQ for updates.

1. **What if the proposal is a sequel of a 2020 project but does not fit consortium requirements of 2021 as last year's requirements were different?**
   Multi-year projects will be eligible to be submitted under the criteria as set out in the initial year in terms of consortium composition. All newly submitted projects need to follow the criteria as provided in the Call 2021 document.

2. **Are Spain and Italy included as RIS partners for Innovation proposals?**
   According to the EIT RIS classification Spain and Czech Republic are RIS countries. EIT Urban Mobility has Innovation Hubs in these two countries, leading to the fact that they are well connected within the KIC and hence are not being treated as "EIT Urban Mobility RIS focus countries". Practically this means that they are not in the focus of the RIS program but can be included in some RIS classifications.
   One example are the 2021 Calls: In case of the RIS Calls we have to focus on the non-EIT Urban Mobility member organisations from the EIT Urban Mobility RIS focus countries (organizations from Spain, Czech Republic and North-Italy as well as EIT Urban Mobility members are therefore excluded). In case of the Innovation/Education/Business creation Calls the participation of RIS organisations in the consortium can be covered also by any organization from any RIS country (also from the non-focus countries Spain, Czech Republic and North-Italy, and also by EIT Urban Mobility members). More preferred and higher evaluated are the non-member organisations from the RIS focus countries, but all RIS organisations are accepted as RIS.

3. **Will the deadline be further delayed?**
   The Call 2021 closes on 14 May 2020. No further extension is foreseen; however, leadership is in constant contact with EIT and represents the opinion of partners back on the challenges they are facing. If there is any change, we will inform the network.

4. **How is the Innovation Hub affiliation determined for partners to yet members of EIT Urban Mobility?**
   The default position is that institutions of all partner categories of EIT Urban Mobility are allocated to their geographic hub. The updated picture of country allocation to Innovation Hubs will be published on the website in due time.

5. **Should the equipment, infrastructure or other assets that are included in D2 Depreciation be purchased during the project lifetime?**

It is eligible for both, goods bought during the project lifecycle AND pre-existing goods used within the year. Both categories have to be justified in TAB 5 BUDGET | D2. DEPRECIATION.

6. **Is there a character count in text fields?**
    This is 5000 for WORKPLAN, 2000 for most other fields while TAB 3 ADDITIONAL INFORMATION has a default setting of 500 characters for the short questions.

7. **When I have filled answers in the free text boxes, I get an error message when I try and Save and Check. This must be an error.**
    Okay, in some text boxes there is a character limit (generally 2000-5000), but there is also a minimum character number of 100 in **compulsory free text** boxes. You should be able to SAVE your TAB, but you will only be able to SAVE + CHECK when you have more than 100 characters in the compulsory free text field highlighted.

8. **What does "Partner to be defined P9999" stand for? Can this only be used by Core Partners or also by Project Partners?**
    This option is available in partner dropdown selection TAB1 CONTACT. It should only be used in exceptional circumstances when a partner cannot register in time. However, by the preparation of the Business Plan, the partner must have registered in Plaza completing a PIF and created its own users.

9. **Is it correct that maximum budgets will be 2 million (page 19 of Call document)?**
    In general, we expect projects within BP2021 to have budgets below 2 million. However, this does not preclude budgets request for higher amounts. Such projects would have to be suitably justified by exceptional output, impact, sustainability, and visibility. In all cases, the EIT contribution would never amount to more than 70% of the total project budget.

10. **Will continuation projects from BP2020 be handled differently when applying for funding in Call2021?**
    The process for evaluation is set out in the call document and does not vary whether this is a new proposal or a continuation proposal. No preference will be given, and each application will be evaluated on its innovation and impact merits. On TAB 0 START HERE – there is a check box to identify your proposal as a continuation. Once selected, some specific continuation questions will appear in TAB 4 ADDITIONAL INFORMATION. This will allow you to highlight specific merits of continuation.

11. **How do you complete a Notification of Intent?**
    While the *Notification of Intent* stage is new in the process, it is both familiar and simple. To complete a *Notification of Intent*, a partner only has to open PLAZA and create a new proposal in Call2021 and complete the TAB 0 START HERE and press "SAVE and CHECK". This has to be done by the 30th April 23:59.

12. **Some policy proposals do not need industry partners and the consortia guide in Table 7 should not apply. Industry are not interested. Will our proposal be eligible?**
    The consortia descriptions outlined in *Table 7: Proposal consortium requirements per duration category*, apply across the board for calls. Industry should be fully engaged in all policy development stages and this should be reflected in policy proposals. Special exemptions will not be made.

13. **We are a continuation project, but we would like to bring in a new member. Is this permitted?**
As mentioned, each proposal is evaluated on its merits whether new or a continuation. If it is in the interest of the consortia to add a new member and their role is distinct and justified, then adding a new member would be a reasonable option. This is for the consortia to decide.

14. **Who can be a KAVA Lead project as Linked Third Parties are project partners too?**
There are specific definitions to "Project Partner" and "Linked Third Party". As highlighted in the *Call for Proposal 2021*, proposals should be led by EIT Community existing core or project partners from previous Business Plan years. However, experienced Linked Third Parties, that have participated in a Business Plan previously, may propose themselves as KAVA Leads. This will not lead to a proposal being classed as ineligible, but this will be reviewed in the Business Plan 2021 development.

    RIS and Factory calls have a wider remit open for leadership.

15. **We were told we have to merge proposals with other KAVAs and find this difficult to manage. Will we be penalised for not merging?**
Merging or not merging KAVA will not define who is funded. However, an "invite" to merge means that at a bare minimum a KAVA should have had bilateral meetings discussing workplan, convergence and divergence and benefits. Whether to merge or not to merge is solely a decision of the proposals. Each Call2021 KAVA proposal will have to decide the right course of action. All proposals submitted in Call2021 will be evaluated on the criteria provided on pages 20-21. Please include in TAB 4 ADDITIONAL INFORMATION details on any merger discussion and its outcome.

16. **Can an NGO dealing with Urban Transport be classed as an "industry partner" as they work in the sector with industrial actors?**
No a Non-Governmental Organisation (NGO) is not an industry partner for Call 2021. An industry partner has products, services, operations used directly in Urban Transport or in supporting sectors such as technology, manufacture, design etc. (CfP2021 *Table 7: Proposal consortium requirements per duration category*, page 19)

17. **SMEs can come in as a "project partner" and qualify for up to 150k Euro at 100% funding. Is this a 150k euro limit for all the SME's activities in one year, or could the same SME have two projects each at 150k in one annual business plan?**
Let's break down the question. Firstly, yes, a "project partner" has a ceiling of 150k Euro per proposal. Secondly, yes, an SME the partner would be eligible for 100% funding. Importantly, there are conditions on the SME qualification. SMEs should have no legal ownership, be controlled by, or a dependent spin-out of a larger entity and have under 250 employees.

    So yes, an SME could have 100% funding for up to 150k for one proposal; however, this is an overall cap of150k€. This means no second proposal can be made by the same SME in the same business plan year. If the SME was to be admitted as core partner, then relevant caps would apply.

Funding caps

The following caps for EIT funding **per partner** apply:

• Core partner tier 1, including LTPs: uncapped

• Core partner tier 2, including LTPs: EUR 300k

• Project partners: EUR 150k

18. **Does the 70% maximum funding apply to budget allocation to the industry partner or across the entire project budget?**

There are difference between thematic areas. The general rule is that large industry partners are eligible only 70% funding while other categories such as SME, Academics will receive 100% funding. Within the innovation programme, the maximum 70% funding is across the whole activity level. In this case, if the consortium is composed by SMEs, NGOs and large industries, the latter supports the wider co-funding obligation to ensure the 70% barrier is not crossed but is not solely responsible for this 70% rate – see *Question 28.*

19. **We are proposing a continuation project in BP2021 which would extend the work done already to five additional cities and this objective was mentioned in the Workplan in 2020. How would this be perceived?**

Each year the proposals are judged on the criteria defined in the CfP2021. *(Evaluation process and selection criteria page 7).* There is no automatic right for second year funding for a continuation project. For example, a KAVA having already developed and tested a city solution/service in one Business Plan year that submits a new proposal to extend the use of the tool/process to other cities is, in and of itself, not innovation. Extending a developed solution to additional users/cities is a scaling-up action. This would be suitable for Factory or Business Creation application. Innovation proposals must demonstrate significant innovation and functionality above and beyond what has been developed in the previous funded year.

20. **Can a subcontracted industry partner count towards the consortia make-up criteria for a KAVA?**

No, an industrial actor that is subcontracted does not account towards Table 7: Proposal consortium requirements. Industry partners have specific definition and obligations separate to subcontractors. Industry partners should be registered in PLAZA with a completed PIF to meet the criteria as an official industry partner.

21. **What is the difference between the two categories: subcontracting and goods & services?**

A *subcontract* is made when an element of a solution/product/service within the KAVA requires external support to complete a task/deliverable. The specific expertise needed is not available within the partner organisation and is necessary to complete the task/deliverable. *Goods & Services* are general operational costs necessary to run the KAVA. This would cover costs such as hosting, publications, workshops, events or video, support that are specialised but not directly linked a key task/deliverable.

22. **Do Linked Third Parties (LTP) have to sign all the EIT documentation?**
Linked Third Parties should sign documents in their own right if it is permitted by their legal incorporation set-up. Additionally, the LTP must have the express permission from the parent organisation to commit. If an LTP's legal framework does not permit signature, or goes above defined financial limits, then the parent organisation signs on the LTP's behalf.

23. **We are setting up new Linked Third Parties. We are not sure we will have them legally set-up by 14 May 2020. How should we proceed?**
There are two ways to proceed. Firstly, the parent organisation could include themselves into a proposal as a "place holder" until the LTP is fully incorporated. As an alternative, the LTP can register as an external entity and upon completion their PIF and/or Annex 3, identify the parent organisation and their LTP to the core partner. In either case, the LTP must be fully incorporated before the Business Plan 2021 is submitted for the Business Plan 2021.

24. **Cities are not included in the Table on page 9. How much funding can we expect?**
Cities are public sector entities as such 100% of eligible costs would be reimbursable.

25. **We have a two-year proposal to submit but we do not know where to put the timeline and plan. What date should we put for project end?**
In our CfP2021 all activities should deliver results by latest end of 2021. As such the funding allocated in this call will only be for activities executed by the end of 2021. In Tab 0 – START HERE the start/end date field should be 1 January 2021 and 31 December 2021.

In some thematic areas multi-year activities should be notified in the proposal and brief recap of details be included in *TAB 2 Activity Overview* in the field *Work Plan 2021*. However, if the proposal is funded in Business Plan 20201, this award is neither direct nor tacit approval of multiyear funding. An additional proposal will have to be submitted in the next business plan. See CfP2021 page 16.

26. **Short projects can last up to 6 months. Can we divide the six months across the year?**
Short projects can last up to six months and could start at any point in the calendar year. However, once started the six-month period has to be continuous. Please enter the correct dates in the TAB0 START HERE.

27. **Are there limits on subcontracting in EIT Urban Mobility as per the norms of H2020?**
No, in most H2020 programmes subcontracting over 10-15% is red flagged and to be avoided. However, no formal limit will be defined for Call2021. Given the high TRL and the living lab approach to in-situ demonstrations, subcontracting is expected to be higher than 15%. While no limit is set, subcontracting may only cover a limited part of the specific action[1] and KIC partners must award the subcontracts adhering to best practices rule[2]. Importantly, no core project deliverable/milestone or

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[1] Art 11 SGA
[2] Art 41 FPA

outcome can be assigned to a subcontractor. A KIC partner that subcontracts will be wholly responsible for the delivery and behaviour of the subcontracting party[3].

28. **If Innovation KAVA cannot go over 70% funding will the industry partners bear the burden for the whole project meeting this limit? This does not seem far and makes it difficult to attract industry partners.**

    No, there is not an overarching burden on the industry players to cover the 70% for other partners, nonetheless, the maximum 70% funding rate is defined. This 70% limit should not be born solely by the industry partners. KAVA partners should decide how to equitably arrange the funding so that the 70% limit of funding is met, and the 30% obligation shared overall before submission We distinguish between KAVA Costs and EIT grant.

29. **Our company have multiple subsidiaries in other European countries which play an important role in local design and delivery. We want to bring them on as Linked Third Parties but have heard this is not well seen in evaluation. Will this impact our submission?**

    Many for-profit companies have separate entities across European jurisdictions. This is an exemplary definition of a Linked Third Party that is justifiable legally, financially and operationally. If these LTP will deliver on-the-ground work in different European countries it is a clear case that will not prejudice any evaluation of a proposal. Please ensure you define the LTP's role and it differentiation from the Core Partner.

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[3] A KIC partner must ensure that the relevant obligations under Articles 41 (obligation to avoid a conflict of interests), 42 (obligation to maintain confidentiality), 44 (obligation to promote the KIC) and 52 (liability towards EIT) of the FPA also apply to the subcontractor. KIC Partners that are 'contracting authorities' within the meaning of Directive 2004/18/EC (or 2014/24/EU) or 'contracting entities' within the meaning of Directive 2004/17/EC (or 2014/25/EU) must comply with the applicable national law on public procurement.