

# COVID-19 Crisis Response Call Frequently Asked Questions

Version	Date	Description of change	Signed
0.1	19/05/2020	Initial draft following Pitch&Meet sessions & email requests	Juan Carlos Espada
1.0	25/05/2020	V1 following comments of COO, Legal, Finance & PMO	Juan Carlos Espada

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 according to internal procedures. Common questions and the most pertinent questions will be added to the FAQ. In case of doubt, please email [COVID19Call@eiturbanmobility.eu](mailto:COVID19Call@eiturbanmobility.eu).

The current version of the COVID-19 FAQ addresses the main questions relevant **before proposal submission**. Further information will follow for entities which will finally be involved in proposal submissions (after 31 May) as well as to those entities who get awarded (beginning of July).

## Participation of external entities in the EIT Urban Mobility Call

All proposals of EIT Urban Mobility are led by entities who are currently participating in projects of EIT Urban Mobility, in any of the forms stated in the EIT Urban Mobility regulation, as follows:

- *Core Partners*: entities which are approved by the EIT Urban Mobility Association and pay yearly membership fees, currently 52 entities
- *Existing Linked Third Parties* (LTPs): fully registered organizations linked to our Core Partners
- *Existing Project Partners*: entities which have been part of an EIT Urban Mobility project before

Find out more about the EIT Urban Mobility partner categories [here](#).

External entities are those who have not participated in any project of EIT Urban Mobility by the time of this call. This means that, in order for External Entities (i.e. non-EIT Urban Mobility Partners) to participate in EIT Urban Mobility calls, **they must first engage with these EIT Urban Mobility Partners to jointly submit a proposal**.

If a common proposal is successful and selected to be part of the annual Business Plan, then the External Entity will be asked to **become a Project Partner of EIT Urban Mobility, in compliance with the applicable requirements (see the relevant FAQs section)** The result of the proposal review will be announced in the end of June.

1. **How can you engage with EIT Urban Mobility Partners in regards to the COVID-19 Call?**  
Have a look at our Partnership [here](#).

The recent [COVID-19 call](#) has opened a [portal](#) to exchange ideas, facilitate matchmaking between External Entities and EIT Urban Mobility Partners and build potential consortia around EIT Urban Mobility COVID-19 areas:

- a. Resilience
- b. Safe and secure transport
- c. Secure market development
- d. Up-skilling
- e. Adapting conditions

You will furthermore have the opportunity to suggest additional proposal areas and find partners in these areas.

Please refer to this portal if you would like to get in touch with EIT Urban Mobility Partners which are eligible to lead a proposal.

## 2. What are the eligibility requirements for an External Entity to participate in an EIT Urban Mobility Call for Proposals?

In general, all partners (both EIT Urban Mobility Partners and External Entities) in a proposal must:

- be registered in an EU country or an H2020 associated country;
- Create Consortia from a minimum of two (2) countries with representation preferred from two EIT Urban Mobility Innovation Hub areas;
- agree to follow the regular cost-eligibility rules of EIT-funded projects outlined in [H2020 AMGA](#); and,
- agree to participate in the EIT Urban Mobility COVID-19 Crisis Response collective dissemination and communication plan.

In addition, all External Entities as newcomers must:

- submit the required organisational documentation (i.e. PLAZA Partner Information Form (PIF) – please see detailed instructions [here](#)) before the award date, and
- In case of acting as Project Partners, follow the article 15 of the [Internal By-laws](#) and any subsequent internal rules developed accordingly.

## 3. How do External Entities become eligible for EIT funding?

*External Entities*, as a partner in an awarded proposal, are included in the EIT Urban Mobility Business Plan 2020 and will have to become an EIT Urban Mobility *Project Partner* to be eligible to receive EIT funding. After the award date they will have 90 days to comply with the related administrative processes<sup>1</sup> to comply with H2020 and EIT Urban Mobility regulation. More detailed information will be provided to awarded external entities.

## 4. What are the benefits of being a *Project Partner*?

- Participation in projects and at the EIT Urban Mobility Summit.
- Participation in ideation and matchmaking events both at organization and Innovation Hub level for the preparation of Business Plan 2022.
- Other events and meetings upon invitation.
- They can get up to 150kEUR per year in standard Business Plan calls, while the COVID-19 call raised the cap to 200kEUR in Business Plan 2020.

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<sup>1</sup> Administrative process includes:

- a. **Validation of PIC number and LEAR assignation** of the respective organisation at [Funding & tender opportunities - Single Electronic Data Interchange Area \(SEDIA\)](#).
- b. **Fill and duly sign a Declaration of Honour** in accordance with the Framework Partnership Agreement (FPA) of EIT Urban Mobility.
- c. **Fill and duly sign an Accession Form** to the Framework Partnership Agreement (FPA) of EIT Urban Mobility.
- d. **Fill and duly sign a Financial Identification.**
- e. IF APPLICABLE: Fill and duly sign an SME declaration.
- f. **Fill and duly sign a Partner Grant Agreement (PGA)** in accordance to the grant awarded in the KIC Added Value Activity (KAVA) participation and EIT Urban Mobility Specific Grant Agreement (SGA).
- g. **Duly sign the EIT Urban Mobility Internal Agreement.**

5. **What are the responsibilities of a *Project Partner*?**

- They must pay an administrative fee of 20% of the EIT requested funding in the corresponding Call.
- They have to comply with the regulations of H2020 and EIT Urban Mobility.
- Fulfil the requirements and commitments of the awarded project within the limits of the particular participation of the Project Partner.

## Partnership structure of proposal consortia

1. **Who can lead project consortia?**

Submissions for the COVID-19 Call must be led by either an EIT Urban Mobility *Core Partner*, an existing *Project Partner* or an experienced *Linked Third Party* with full partner company approval. A list of current EIT Urban Mobility partners can be found [here](#).

2. **There is the requirement to represent two EIT Urban Mobility Innovation Hubs. Do existing EIT Urban Mobility partners from two different Innovation Hubs have to be in the consortium or is it enough for a new entity to find one partner from a different Innovation Hub?**

The two Member State criteria is essential; however, participation across the five EIT Urban Mobility Innovation Hubs is a preference and is not limited to formal members. This is guidance alone and the geographic division of the Innovation Hubs can be found on the website [here](#).

3. **How is the Innovation Hub affiliation determined for entities not yet partners of EIT Urban Mobility?**

The default position is that all institutions are allocated to their geographic hub. The updated picture of country allocation to Innovation Hubs will be published on the website [here](#).

4. **Would partners from Ireland and the UK be eligible to work under the COVID-19 Call?**

Partners should be from two EU Member States or a state formally associated to the H2020 programme. The list can be found [here](#).

5. **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 set-up and incorporation. 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.

All LTPs must provide documents proving that the Linked Third Party is linked/affiliated to the relevant KIC partner (e.g. statutes, registration certificate, and agreement between KIC Partner and the linked third Party).

If any documentation is missing EIT Urban Mobility will contact you. The deadline for COVID Response Call completion of PIF to indicate affiliation to an EIT Urban Mobility Core Partner is 19 June.

6. **Our company has 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 work on-the-ground in different European countries it is a clear case that will not prejudice the

evaluation of a proposal. Please ensure you define the LTP's role and its differentiation from the Core Partner.

7. **Can a Cross KIC Project be submitted for the COVID-19 Call? If so, how can this be achieved and does the same submission deadline apply?**

As part of the EIT's Crisis Response Initiative, this EIT Urban Mobility call activity directly contributes to the European Union's response to the COVID-19 pandemic. Nonetheless, this call is wholly managed by EIT Urban Mobility with support from other KICs but not as a CrossKIC activity.

8. **Is it possible for one entity to engage in two project proposals?**

An entity can apply in more than one proposal. Should both proposals be successful, the EIT funding cap for current External Entities (which will later become Project Partners) remains unchanged at 200k. The entity must prioritise its participation and manage its budget within the limits of the cap.

## Submission system / PLAZA

1. **Why do participating external entities have to register in PLAZA?**

Only organisations that have registered in PLAZA are visible to the Activity Leader. Within EIT Urban Mobility tasks as assigned to specific organisations and named staff within those organisations. If an organisation does not register it cannot be part of a proposal.

2. **When do participating external entities have to register in PLAZA?**

As soon as you have found a project consortium, register in PLAZA. Your Activity/project Leader or principle partner will have to select your organisation from a dropdown menu on the second information tab.

3. **How to register in PLAZA?**

Register [here](#) with your organization email address and indicate the organisation you represent.

4. **Which role do external entities which newly registered have in PLAZA?**

The submission of a PLAZA proposal is coordinated by the Activity Leader, so contact your partner, and confirm your registration. The EIT Urban Mobility core or experienced partner, coordinating the submission, will have to give you permission to view, access and even edit the submission. Thereafter, you can fill in your contributions to the tasks in the proposal. You may be made a co-editor by the Activity Leader.

5. **How many accounts does a new External Entity which participates in a proposal have to register?**

Every organization – EIT Urban Mobility partners or external entity – needs to complete the Partner Information Form (PIF) and register the requested contacts such as the LEAR, legal representative, and finance contact. In addition, the project managers involved in the proposal needs to be registered.

6. **What area and segment should I choose on the initial information Tabs on PLAZA?**

In PLAZA on the initial TAB-0 START HERE select in the field area select *Innovation*. In the field segment select *2.6 Covid*. Complete the 1000-character abstract and check and save before proceeding.

7. **Where can I find further information on the submission system?**  
Please refer to our [PLAZA submission system guide for the COVID-19 Call](#).
8. **What does “Partner to be defined P9999” stand for?**  
This option is available in the partner dropdown selection TAB1 CONTACT. It should only be used in exceptional circumstances such as when a partner cannot register in time. However, by latest 1 July, the partner must have registered in PLAZA completing a PIF and created its own users.
9. **Is there a character count in text fields?**  
This is 5000 for WORKPLAN, 2000 for most other fields.
10. **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.**  
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. In the PLAZA Guidance for COVID, we provided optional text to cut and paste into these fields.
11. **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 activity 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.
12. **Is it possible to discuss the proposal and receive feedback before the submission?**  
No. EIT Urban Mobility facilitates the evaluation with support from External Experts and cannot maintain impartiality if we engage in active reviewing prior to the submission date.

## Financial aspects

1. **Since we develop prototypes, products/goods and services in a short 6-month period, the depreciation rule is a serious concern. Can full eligible costs be used instead of the depreciation method?**  
There are established criteria for claiming full eligible costs for prototypes as an alternative to the usual depreciation method. Firstly, the purchase of the asset has to be **specifically foreseen** in the work programme as building the prototype or pilot was **the main action task(s)** described in the Work Plan (TAB 2). The main action (pilot/prototype) costs **must be foreseen** in the estimated budget (TAB 5 BUDGET) and eligibility conditions of wider H2020.<sup>2</sup>

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<sup>2</sup> **A)** it is in accordance with the national accounting standards and with the beneficiary's usual cost accounting practices, **B)** there is no double charging of costs (in particular, no charging of depreciation costs for another EU grant).

2. **Is there a maximum budget for project proposals?**  
Projects may be up to a maximum of 700k Euro.
3. **Are there funding caps per partner?**  
See above Question 4 of Section 1 and question below of this section.
4. **SMEs can come in as a Project Partner and qualify for up to 200k Euro at 100% funding. Is this a 200k EUR limit for all the SME's activities in one year, or could the same SME have two projects each at 200k in one annual business plan?**  
Let's break down the question. Firstly, yes, an SME as any other *project partner* has a ceiling of 200k Euro per proposal in the COVID-19 Call. Nevertheless, there is an overall cap of 200k Euro for Business Plan 2020 and if a second proposal is made by the same SME in the same business plan year, they risk hitting their annual cap of 200k Euro. Secondly, yes, the *project partner* would be eligible for 100% funding.
5. **What does the 20% administrative fee entail?**  
An administrative fee of 20% of the requested EIT funding will be invoiced to Project Partners according to EIT Urban Mobility regulation
6. **Can the 20% administrative fee be deducted from the EIT funding? When does it have to be settled?**  
No, the 20% administrative fee is not deducted from the EIT funding according to existing regulation. However, the fee will be invoiced after receipt of the funding of the grant according to the particular conditions of granting payment of COVID-19 call
7. **Can the 20% administrative fee be paid via in-kind contributions?**  
No, the 20% fee cannot be paid via in-kind contributions.
8. **How much funding can cities expect?**  
Cities are public sector entities as such 100% of eligible costs would be reimbursable according to the Grant.
9. **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.
10. **Are direct staff costs and their salaries eligible?**  
Yes, direct staff costs/salary is a category in TAB 5 BUDGET Eligibility of these costs must be justified according to AMGA,
11. **Where can further information on cost eligibility be found?**  
Please refer to the AMGA to ensure you understand the general rules of eligibility: [H2020 AMGA](#)

(Annotated Model Grant Agreement) Kindly, also take into consideration the following information:  
Financials and Grant Assurance, Cost Reporting.

12. **Starting from when will incurred costs be eligible? If the project is started before the approval, would the costs incurred before the approval be eligible?**  
Cost will be eligible as for the starting date of the activity (1 July) and will be subject to normal eligibility rules of EIT and H2020 (see answer above).
13. **How is the financing distributed? Is it upfront financing that needs to be reported on afterwards, or is the funding received only after the costs were incurred?**  
The particular conditions of granting payment of COVID-19 call will be determined by the EIT and European Commission in due time. Due to the exceptionality of the call, the conditions for upfront financing have not been determined yet.  
The final payment will be realised by the EIT in Q3 2021 after the final approval of Business Plan 2020 execution.
14. **H2020 is not seen as financial support/state aid. Does this also apply for EIT funding?**  
EIT Urban Mobility does not function as a state aid programme.
15. **Does the 70% co-financing hold also under the COVID-19 Call?**  
No, under the COVID call special conditions apply. Co-financing is not required to be awarded but is favourably seen. Ten percent of the evaluation is based on the co-financing offered and evidenced in the submission. Importantly, a COVID submission may be funded without any co-financing.
16. **Does the 70% maximum funding apply to budget allocation to the industry partner or across the entire project budget?**  
In innovation submissions in EIT Urban Mobility generally a maximum of 70% funding applies across the proposal. This does not apply to COVID-19 Response call. All COVID-19 submissions are formally transversal projects covering multiple thematic areas and as such the 70% rule does not apply.
17. **Are there limits on subcontracting in EIT Urban Mobility as per the norms of H2020?**  
No, there are no formal limits of subcontracting under H2020 rules, and hence no formal limit will be defined for the COVID-19 Response call. However, given the high TRL in-situ demonstrations, prototypes and products/goods to be developed, subcontracting is expected to be high and could be up to 200k of a 700k submission. While no specific limit is set, subcontracting may only cover a limited part of the specific action<sup>3</sup> and KIC partners must award the subcontracts adhering to best practices rule<sup>4</sup>. Importantly, no core project deliverable/milestone or outcome can be assigned to a subcontractor while their technology may be an element of the overall product/goods or service. An

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<sup>3</sup> Art 15 AMGA

<sup>4</sup> Art 41 FPA



EIT Urban Mobility partner that subcontracts is wholly responsible for the delivery and behaviour of the subcontracting party<sup>5</sup>.

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<sup>5</sup> 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.