



EIT Urban Mobility Business Plan 2022 – 2024 First calls for proposals

Guidelines for Applicants

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | 9 April 2021

eiturbanmobility.eu

Contents

1. Partners registration	2
1.1. Registering your organisation in the “Funding and Tender Opportunities Portal – European Commission” 2	
1.2. Registering your organisation in PLAZA.....	3
2. Preparation of your project proposal.....	5
2.1. Study the call documents	5
2.2. Select your partners for the project	6
2.3. Plan your project and prepare the Technical Information of your project proposal	6
2.3.1. Revision of the general and specific requirements of the call.....	6
3. Electronical submission of your project proposal	10
3.1. Entering in Plaza and creating your project proposal.....	10
3.2. TAB 0	11
3.3. TAB 1	14
3.4. TAB 2	15
3.5. TAB 3	17
3.6. TAB 4	21
3.7. TAB 5	22
3.8. Save final changes.....	23
3.9. Submission of the project proposal	24
3.10. General comments/recommendations	25



1. Partners registration

1.1. Registering your organisation in the “Funding and Tender Opportunities Portal – European Commission”

Before submitting your proposal on PLAZA, all involved partners need to register their organisation on the EU Participant Portal following this link:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

If you have already participated in projects funded by the EU before and have your PIC number validated, you can proceed with the registration of your organisation on PLAZA (see section 1.2.).

However, please make sure that the information that you are providing on PLAZA is consistent with the legal information connected to your PIC (legal name, VAT, registration number, legal address, LEAR – legally appointed representative responsible for updating organisation’s information on EU participant portal). It is essential that your LEAR has access to your PIC account and related email address at any time.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

If this is your first time participating in an EU funded project or your organisation cannot access your already validated PIC and there are updates to the organisational data that need to be done, you need to register/re-register your organisation.

Please make sure that the information that you provide during PIC registration is consistent with the information that you provide during PLAZA registration.

Primary registration of your PIC number takes about 10 minutes, and your PIC number is generated within another 10 minutes and will be sent to the email address that you have indicated during the registration.

All new PIC numbers get assigned a status of “Declared”, which means your organisation has not been completely validated but the new PIC number can already be used during your proposal submission.



Complete validation of your PIC number will happen at a later stage if you are selected in the call. That is why it is essential that you always have access to your PIC account and related email address.

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

[Register your organisation](#)

It is required for any organisation applying for EU funding to be registered at the Funding and Tender Opportunities Portal and keep legal organisational data updated.

For more detailed information about new PIC registration and validation, please follow the detailed guidance:

[Registration and validation of your organisation - Online Manual - Confluence \(europa.eu\)](#)

For more information on how to access your PIC account, please follow the guidance:

[Accessing the Participant Register - European Commission It-How-To Manual - Confluence \(europa.eu\)](#)

1.2. Registering your organisation in PLAZA

PLAZA is a tool used by EIT Urban Mobility to manage BP2022-BP2024 grant cycle at the application stage.

After registering/updating your PIC number, you may proceed with your registration in PLAZA:

<https://plaza.eiturbanmobility.eu/SITE/PRIVATE/GO/login.aspx>

The first person to register will be assigned as a Single-point-of-contact (SPOC)¹ for your organisation, but this can be changed by the current SPOC at a later stage.

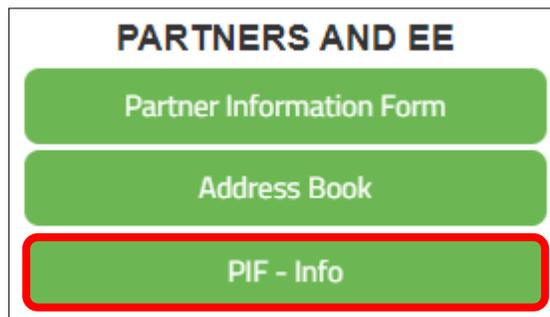
¹ A person serving as the focal point of contact for anything related to your organisation and its participation in the submitted proposal.



Please note that PLAZA registration is not automatic and needs to be reviewed and approved by the EIT Urban Mobility PLAZA support team within the same working day.

Once your SPOC has received an email with a one-time passcode for PLAZA, please login and proceed with the next steps and consult the PLAZA Guide.

Alternatively, the PLAZA Guide can be found in the “PIF-Info” section once you are logged in to your PLAZA account (see Figure below).



Once all the organisations of your consortium have been registered and approved on PLAZA, your project leader can create a proposal on PLAZA and select all the partner organisations from the dropdown menu. (see section 3 – where partners selection is described).

Questions	Websites	Emails
EU Participant Portal	https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/beneficiary-register-search	European Commission users: EC-HELPDESK-IT@ec.europa.eu External users: EU-LOGIN-EXTERNAL-SUPPORT@ec.europa.eu
PLAZA	https://plaza.eiturbanmobility.eu/	plaza@eiturbanmobility.eu
Other issues on partners legal onboarding		Polina.Toropova@eiturbanmobility.eu

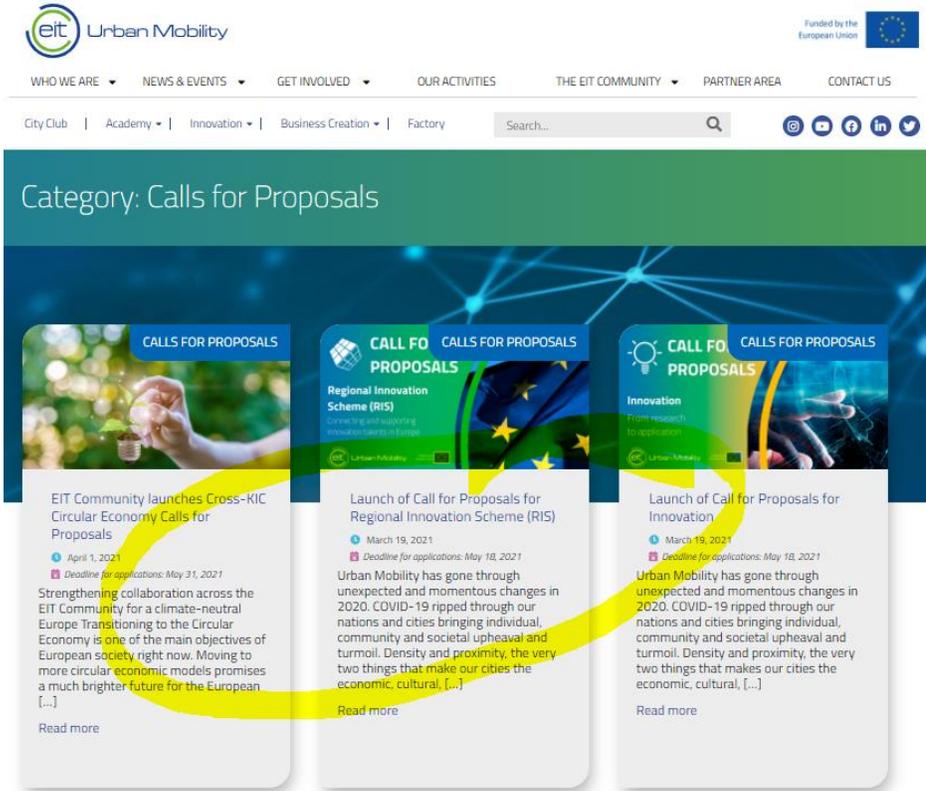


2. Preparation of your project² proposal

Before you can start completing your application, you should study the call documents, select partners and plan your project.

2.1. Study the call documents

Choose your call and then read carefully the related documents (Call document + List of documents to take into consideration) that are available on the EIT Urban Mobility website (www.eiturbanmobility.eu > Get involved > Calls for proposals):



The screenshot shows the EIT Urban Mobility website's 'Calls for Proposals' category page. The page features a navigation bar with the EIT Urban Mobility logo, 'Funded by the European Union' logo, and menu items: WHO WE ARE, NEWS & EVENTS, GET INVOLVED, OUR ACTIVITIES, THE EIT COMMUNITY, PARTNER AREA, and CONTACT US. Below the navigation is a search bar and social media icons. The main content area is titled 'Category: Calls for Proposals' and displays three featured call documents:

- CALL FOR PROPOSALS: Cross-KIC Circular Economy Calls for Proposals**
 - April 1, 2021
 - Deadline for applications: May 31, 2021
 - Strengthening collaboration across the EIT Community for a climate-neutral Europe Transitioning to the Circular Economy is one of the main objectives of European society right now. Moving to more circular economic models promises a much brighter future for the European [...]
 - Read more
- CALL FOR PROPOSALS: Regional Innovation Scheme (RIS)**
 - March 19, 2021
 - Deadline for applications: May 18, 2021
 - Urban Mobility has gone through unexpected and momentous changes in 2020. COVID-19 ripped through our nations and cities bringing individual, community and societal upheaval and turmoil. Density and proximity, the very two things that make our cities the economic, cultural, [...]
 - Read more
- CALL FOR PROPOSALS: Innovation**
 - March 19, 2021
 - Deadline for applications: May 18, 2021
 - Urban Mobility has gone through unexpected and momentous changes in 2020. COVID-19 ripped through our nations and cities bringing individual, community and societal upheaval and turmoil. Density and proximity, the very two things that make our cities the economic, cultural, [...]
 - Read more

² We refer to the submitted projects in a general sense. In the specific case of Business Creation, applicants are applying for programmes.

2.2. Select your partners for the project

Most calls require more than one participant in the proposal (see call requirements on the call text).

The EIT Urban Mobility provides a [matchmaking platform](#) which offers the opportunity to find potentially matching partners and project ideas.

Additionally, you can also use the [EIT Urban Mobility website](#) to find partners or directly contact with your innovation hub or thematic area:

Type of contact	Email
Innovation area	innovationcall2022@eiturbanmobility.eu
Academy area	academycall@eiturbanmobility.eu
Business Creation area	businesscreationcall2022@eiturbanmobility.eu
Public Realm area	publicrealmcall2022@eiturbanmobility.eu
Citizen Engagement	citizenengagementcall2022@eiturbanmobility.eu
RIS	riscall2022@eiturbanmobility.eu
Innovation Hub North	north@eiturbanmobility.eu
Innovation Hub West	west@eiturbanmobility.eu
Innovation Hub East	east@eiturbanmobility.eu
Innovation Hub Central	central@eiturbanmobility.eu
Innovation Hub South	south@eiturbanmobility.eu

Remember that only partners from EU countries and Horizon Europe (HE) associated countries are eligible for funding.

2.3. Plan your project and prepare the Technical Information of your project proposal

All information required to be filled in the different fields of the application forms is already provided in detail by PLAZA (see section 3 for further detail). Remember to review the call conditions, general and specific requirements, and evaluation criteria to ensure that all information provided is in line with the requirements of the call.

In this section you will find some additional tips and recommendations on how to provide this information.

2.3.1. Revision of the general and specific requirements of the call

General and Specific requirements

Funded by the
European Union



Be sure to take into consideration all requirements of the call when you are developing your project proposal (sections 2 and 3 of the call documents).

As a general requirement for all the calls, all project proposals must be aligned with the Vision and Mission, Strategic Agenda and Strategic Objectives of the EIT Urban Mobility.

Additionally, each call also has specific requirements related to aspects such as the strategic focus of the call, the expected duration of the project proposals, the scope of activities, the expected impact and partnership composition, as well as other requirements related to specific financial issues of the call such as the budget limitation per project proposal or the Financial Sustainability Model.

Admissibility and eligibility check: general and specific requirements taken into consideration

There are up to 6 different general and specific requirements that will be taken into consideration during the admissibility and eligibility check of the call (section 5 of the call documents):

1. Completeness	The submitted proposal is completed, submitted in time, in English with all its mandatory sections.
2. Lead Applicant eligibility	Depending on the call, any type of applicant will be eligible to be Lead applicant of the project proposal but there are also some specific calls, where the Lead Applicant must be an EIT UM Core Partner or an Experienced Project Partner.
3. Partnership composition	Some calls just need one or two partners to be eligible, but the most of them require several partners – a consortium to be exact- integrating the project proposal. Please check the partner profiles, required by each call.
4. Co-funding rate	All proposals must have a minimum co-funding of X%.
5. Demonstrations	Proposals should demonstrate the pan-European solutions within the proposal lifecycle in a minimum of three cities in two separate Member States or Associate States.
6. KPIs addressed	Proposals must address the KPIs A, B, C...

Planning of the work (Tasks, deliverables, milestones, KPIs...etc.)

For most types of calls, the Technical Description must give a detailed description of the project idea and work plan: tasks, milestones and deliverables, division of responsibilities and resources, time schedule, project management structure, dissemination, and communication plan/strategy.

Tasks

All project activities should be grouped in a logical, consistent, and structured way into separate Tasks. All Tasks must present a clear, logical link to the project objectives and to the other Tasks. Ideally, each Task should constitute a sub-part of the project, a step leading to the achievement of the project's overall goals.

Projects should normally have at least 2 types of tasks:

- Task 1 — management and coordination activities
- Tasks 2, 3, 4...etc. — outputs related to the project goals.

Beyond that, create only as many as you need, trying to limit them to 6 or 7. Include sub-tasks if necessary.

Task 1 should normally cover all activities related to the general management and coordination of the project and activities that do not relate to any of the Tasks leading to a specific result, but which are directly linked to the project as a whole.

For the other tasks, describe the:

- objective(s)
- activities/tasks to be implemented — in specific terms
- (tangible and intangible) outputs to be produced.
- Milestones & deliverables (when required)
- KPIs

Concerning the outputs:

1. Distinguish between outputs, milestones and deliverables:
 - **Deliverables:** elements to be submitted to the EU (publication, leaflet, progress report, brochure, list, etc.)
 - **Outputs:** tangible results of an activity, e.g. the concrete technology, product, service, method, design, patents, new jobs, new curricula, prototypes, concept, methodology, approach, skills and experience, etc.
 - **Milestones:** control points in the project that help to chart progress (kick-off meetings, steering committees, first-draft of a survey, prototype, etc.)
2. Be as specific as possible, e.g.:
 - **Events:** expected number of events, title, content, duration, number of participants, etc.
 - **Publications:** estimated number publications, language, format (printed/electronic), number of printed copies (in each language), etc.
3. Be realistic about what you can achieve within the project duration. The scope of your project should be large enough to make a difference, adapting the number of outputs to the project duration and resources .
4. Refer only to major outputs. Do NOT include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during the conditions clearing phase.

Budget



The budget categories outlined in the “Eligibility of expenditures” document included as supporting document of the call are:

- A. Personnel costs
- B. Subcontracting
- C. Purchase costs
- D. Other costs
- E. Indirect costs (overheads)

The budgeted amounts should be based on a detailed and accurate estimation of your project costs (based on the cost eligibility rules set out in the [Horizon Europe Model Grant Agreement](#)).

Your estimates should be kept on file as you may be required to produce them later.

In case an amount of co-funding is required, remember to adapt the EIT Urban Mobility funding requested for your project to the total project budget, to ensure that your project fulfils the minimum co-funding required for the call:

Example:

Minimum required co-funding rate of the call: **30%**

Total project budget (total cost of the project implementation): **100.000 €**

Total EIT Urban Mobility funding requested: $100.000 \text{ €} \times 70\%$ (100% of cost – 30% of mandatory co-funding)
= **70.000 €**

Consider that in case the sum of reported costs is greater or equal to the budget, the full EIT funding is assigned. The remaining difference is added to co-funding. However, in case the sum of reported costs is smaller than the budget, the full co-funding amount is assigned; remaining difference is covered by (reduced) EIT funding.

Example:

Minimum required co-funding rate of the call: **30%**

Total project budget: **100.000 €** --> 70.000 € EIT Funding and 30.000 € co-funding

Total reported costs: **80.000 €**

Total EIT Funding to be received: $80.000 \text{ €} - 30.000 \text{ €} = 50.000 \text{ €}$

Total co-funding applied: **30.000 €**

Annexes & supporting documents

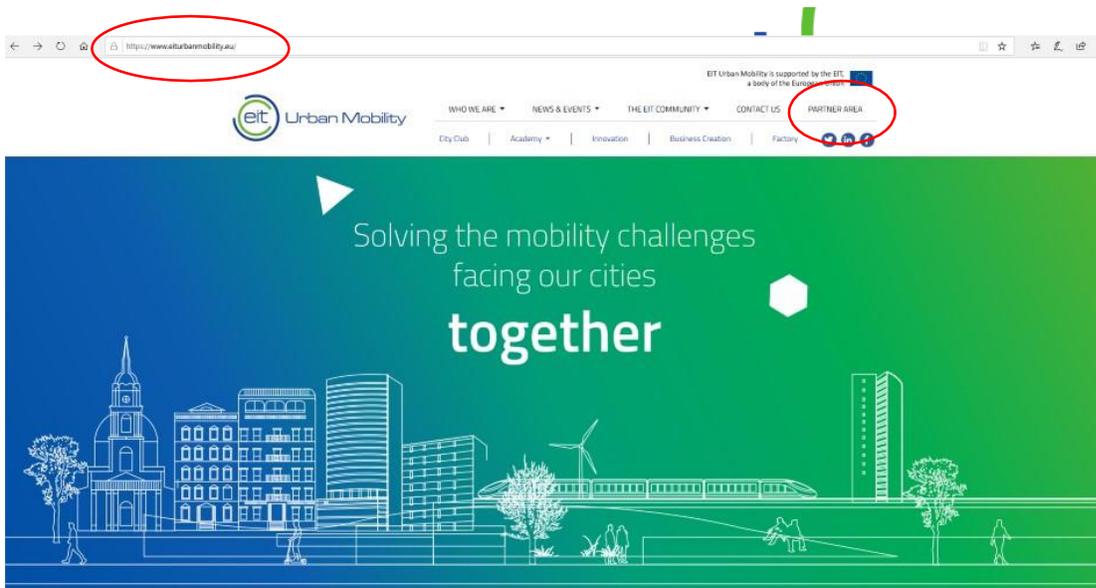
No supporting documents or annexes are requested to be attached.



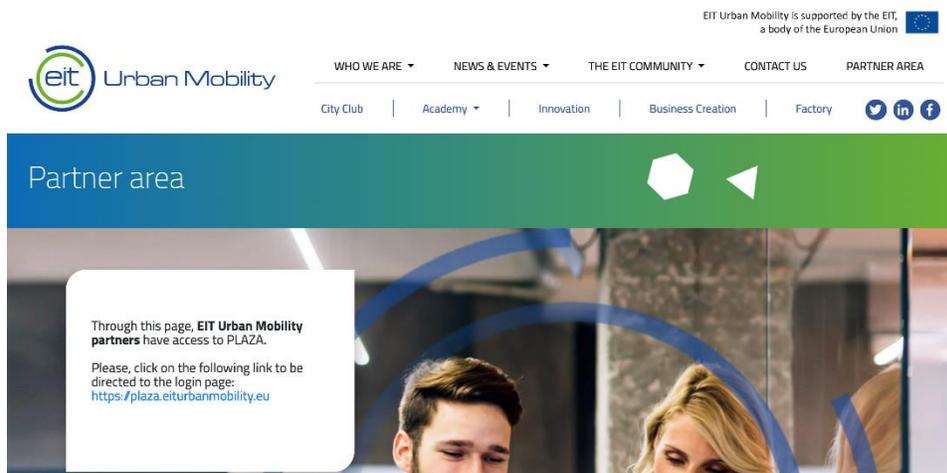
3. Electronical submission of your project proposal

3.1. Entering in Plaza and creating your project proposal

Go to the EIT Urban Mobility website and click on partner area:



Click on the link appearing at the left side of the screen:



Funded by the
European Union



Then a new window will be opened where you will be requested to provide your username and password/code being redirected to plaza system³ where you will be able to create a new proposal for the Call 2022:

Plaza for EIT Urban Mobility

Username 

Password / Code 

 FORGOT PASSWORD  LOGON

Is this your first time? Please register at <https://plaza.eiturbanmobility.eu/register>
CLICK HERE TO REGISTER

After registration you will receive a start code. Use your email address as username and the start code as initial password. You will be asked to set a strong password.

3.2. TAB 0

Complete the information requested in TAB 0 first, according to the instructions:

This is a TAB

0. START HERE | 1. CONTACTS | 2. ACTIVITY OVERVIEW | 3. ACTIVITY SPECIFIC INFO | 4. SUSTAINABILITY | 5. BUDGETS | 6. FEEDBACK

Area 

Segment  **This is a FIELD**

New or Existing Activity  New Activity Continuation of Existing Activity

Activity Title  **This is HELP**

Activity Acronym   **This is a COMPULSORY field**

Generated ID  **This is an AUTOFILL**

Start / End Date 

Activity Description for public dissemination (max 1000 characters)   **This is EDIT button opens a pop -up for free text entry**

This CHECKS correct data entry

Save

³ Remember that your entity must be registered in the PLAZA system in order to have access (see section 1)



0. START HERE | 1. CONTACTS | 2. ACTIVITY OVERVIEW | 3. ACTIVITY SPECIFIC INFO | 4. SUSTAINABILITY | 5. BUDGETS | 6. FEEDBACK

Area

Segment

New or Existing Activity New Activity Continuation of Existing Activity

Activity Title

Activity Acronym

Generated ID

Start / End Date

Activity Description for public dissemination (max 1000 characters)

PLEASE

- follow the guidance provided through the ⓘ icons help text;
- be aware that fields with a maximum character limit will be truncated when the maximum is reached;
- when working **simultaneously** on the same tab don't work on the same text field / grid line at the same time

0. START HERE | 1. CONTACTS | 2. ACTIVITY OVERVIEW | 3. ACTIVITY SPECIFIC INFO | 4. SUSTAINABILITY | 5. BUDGETS | 6. FEEDBACK

Area ⓘ

Segment ⓘ

New or Existing Activity New Activity Continuation of Existing Activity

Activity Title

Activity Acronym ⓘ

Generated ID ⓘ

Start / End Date ⓘ

Activity Description for public dissemination (max 1000 characters) ⓘ

Please select from among the EIT Pillars, the Area best aligned to your proposals.

Academy
Innovation
Business Creation
Dissemination and Outreach
City Club and Living Labs
Factory
Management
EIT Regional Innovation Scheme
Cross-KIC Scheme

As a first step, please select the area from the drop-down menu. This will automatically set the related TAB 3 Specific Info.

0. START HERE | 1. CONTACTS | 2. ACTIVITY OVERVIEW | 3. ACTIVITY SPECIFIC INFO | 4. SUSTAINABILITY | 5. BUDGETS | 6. FEEDBACK

Area ⓘ

Segment ⓘ

New or Existing Activity ⓘ New Activity Continuation of Existing Activity

Activity Title ⓘ

Activity Acronym ⓘ

Generated ID ⓘ

Start / End Date ⓘ

Activity Description for public dissemination (max 1000 characters) ⓘ

Code	Description	Code	Description	Code	Description
1.0	Education Area Leadership	2.0	Innovation Area Leadership	3.0	Business Creation Area Leadership
1.1	Master School	2.1	Accelerate Urban Transformation	3.1	Accelerator
1.2	Doctoral Training Network	2.2	Foster Integrated Mobility	3.2	Scale-up Hub
1.3	Competence Hub	2.3	FuFill Mobility Needs	3.3	Go Global
		2.4	Decarbonize and Automate Mobility	3.4	Finance to Move
		2.5	Innovation Agenda		

Each area has area segments as shown in the list above. Select your segment.



Only select *Continuation of Existing Activity* if you are seeking a second year of funding for an existing EIT UM activity.

Back to List

0. START HERE | 1. CONTACTS | 2. ACTIVITY OVERVIEW | 3. ACTIVITY SPECIFIC INFO | 4. SUSTAINABILITY | 5. BUDGETS | 6. FEEDBACK

Area

Segment

New or Existing Activity New Activity Continuation of Existing Activity

Activity Title

Activity Acronym

Generated ID

Start / End Date

Activity Description for public dissemination (max 1000 characters)

When a new activity is created, fill in Activity Title and Activity Acronym (max 25 characters)

Confirmation of code and activity

0. START HERE | 1. CONTACTS | 2. ACTIVITY OVERVIEW | 3. ACTIVITY SPECIFIC INFO | 4. SUSTAINABILITY | 5. BUDGETS | 6. FEEDBACK

New or Existing Activity New Activity Continuation of Existing Activity

Existing Activity

Generated ID

Start / End Date

Activity Description for public dissemination (max 1000 characters)

Code	Description
20001	2.5 Innovation Pathway
20055	Education Area Leadership
20061	2.5 Innovation Pathway
20065	Innovation Hub North
20066	Innovacity 2.0
20067	Governance of transformation to sustainable urban mobility – blended course
20069	Scale-up Hub
20072	RIS project extensions and bridges of existing projects connected with

When choosing continuation of Existing Activity, the code and activity from the drop-down list need to be chosen.

Please enter the start and end dates of the activity.

0. START HERE | 1. CONTACTS | 2. ACTIVITY OVERVIEW | 3. ACTIVITY SPECIFIC INFO | 4. SUSTAINABILITY

Area

Segment

New or Existing Activity New Activity Continuation of Existing Activity

Activity Title

Activity Acronym

Generated ID

Start / End Date

Activity Description for public dissemination (max 1000 characters)

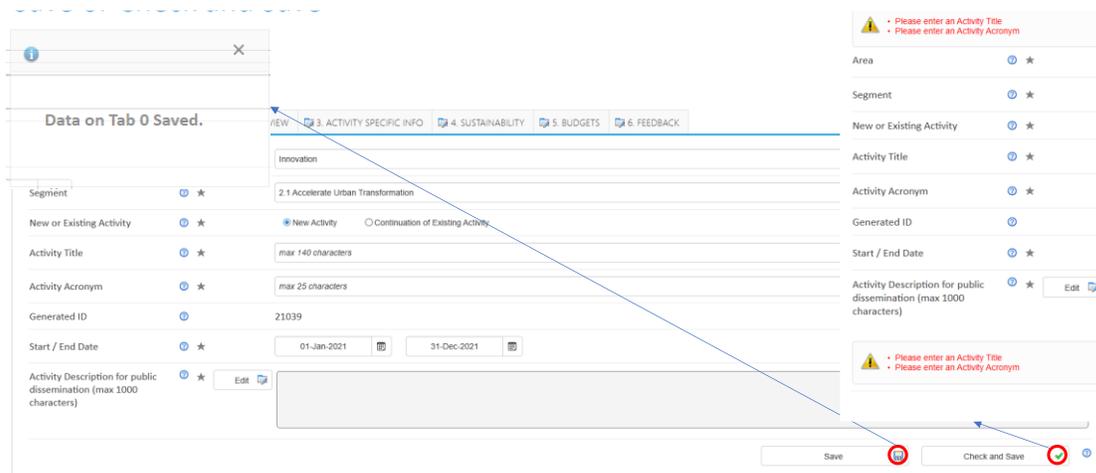
Activity Title

Please provide a short paragraph that describing your *activity* and its *impact*. This entry can be made accessible to the general public for dissemination.
NB: This field should not contain jargon, acronyms, and confidential, or sensitive information (max 1000 characters).

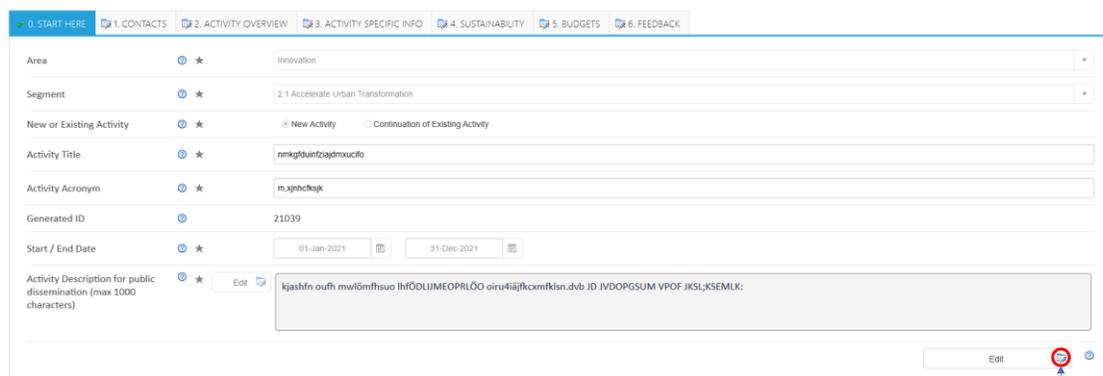
max 1000 characters

This summary should invite the reviewer to read the proposal.
 Explain how the impact of your activity aligns with the CFP document.





Save; all information brought in the system will be saved for continuation at a later stage. Check and Save; all information need to be complete. If complete a green ✓ will appear. [0. START HERE](#)



By clicking "Edit", all data can be changed or adapted. After changes are made, save or check and save again!

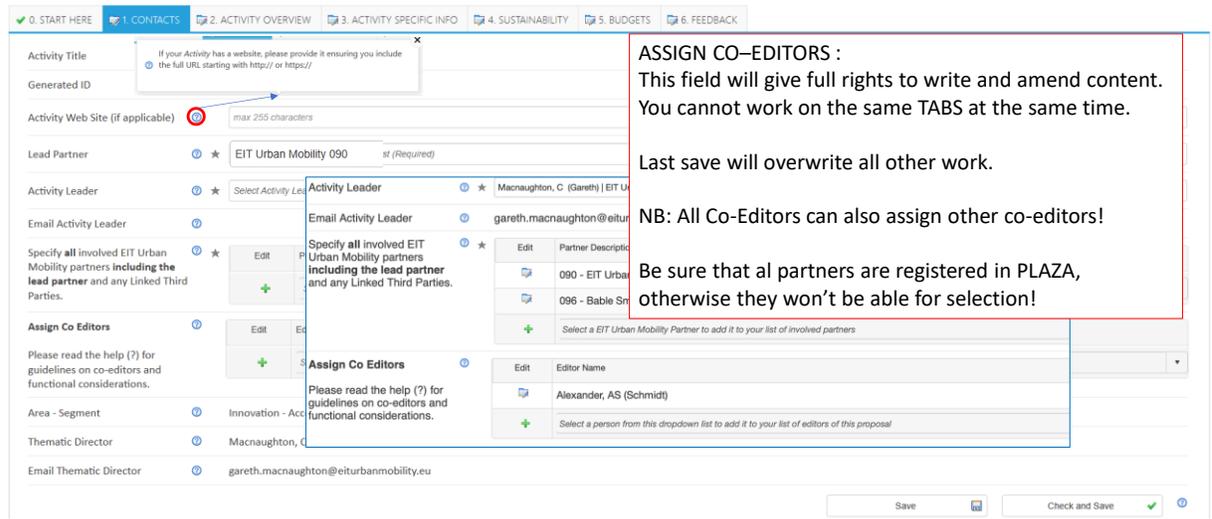
3.3. TAB 1

Complete the information requested at TAB 1 according to the instructions:



Funded by the European Union

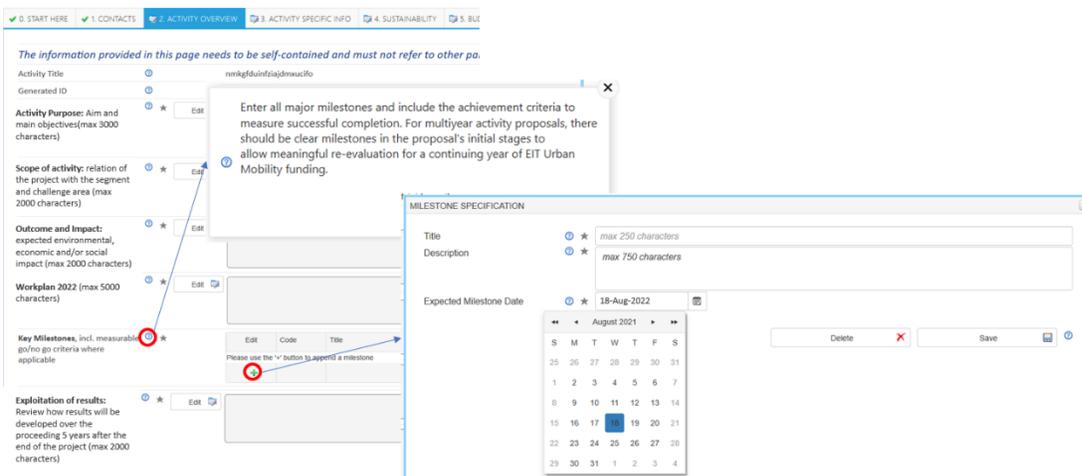




SAVE THE INFORMATION BEFORE MOVING TO THE NEXT TAB

3.4. TAB 2

Complete the information requested at TAB 2 according to the following instructions:




Please, provide the following information at the different fields integrating the TAB 2:

Activity Title / Generated ID	Autofill
Activity Purpose:	Please describe in a concise form what the activity intends to do, for whom and with whom and which are its main objectives (SMART)
Scope of activity:	Explain how your proposal aligns with the scope of activity of the area where you are submitting your project proposal and to the specific segment and challenge area (if applicable).
Outcome and Impact:	State the potential societal, economic and/ environmental impact generated by the successful delivery of your activity. This should include impacts on cities, business ecosystems, participants, end-users and the wider community. Impact is any change, benefit or value resulting from the activity over both short and long term.
Workplan 2022 (5000 characters)	Outline the work planned within the KAVA in 2022. This description should provide sufficient information on key actions, deliverables and success criteria (see section 2). Use a logical or chronological ordering. Regarding 2022, a detailed budget per task is to be entered in Tab 5 Budget. NB: There is no automatic link between Tab 2 Activity Overview-Workplan 2022 & Key Deliverables and Tab 5 Budget - Tasks List.
Exploitation	Please describe how results will be developed over the proceeding 5 years after the end of the project (long-term strategy after the end of the project) . This would include questions such as what is the output, how and by whom it will be used, and any acceleration actions, and whether EIT Urban Mobility's further involvement will be sought.
Activity Title / Generated ID	Autofill
Key Milestones	Enter all major milestones and include the achievement criteria to measure successful completion. For multiyear activity proposals, there should be clear milestone for a continuing funding.
Partner Roles & Expertise	For each partner of the consortium, specified in Tab 1 Contact, describe their specific role and contribution to the activity. In relation to the Innovation activities, one partner should be identified as responsible/owner or coordinator of results commercialisation.
Key Outputs in 2022	Please enter the major outputs of the Activity in 2022. Outputs as used by EIT means, the tangible results of an activity, e.g. the concrete technology, product, service, method, design, patents, new jobs, new curricula, prototypes, concept, methodology, approach, skills and experience, etc. created by the KAVA.
Key Deliverables in 2022	Enter the major deliverables for 2021. The deliverables demonstrate the achievements of the activity and judicious use of public funds. NB: Deliverables entered here in Tab 2 - Activity Overview - Key Deliverables in 2022 will be automatically provided in Tab 5- Budget - Related Deliverable(s). Check for consistency
EIT Core KPI	Please select the KPIs most closely applicable to your activity thematic area and enter target values.
EIT Urban Mobility KPI	Please select at least one Key Performance Indicator that is relevant for your activity.
Risk Management and Contingency Plan	Please identify relevant risks and describe adequate mitigation measures.

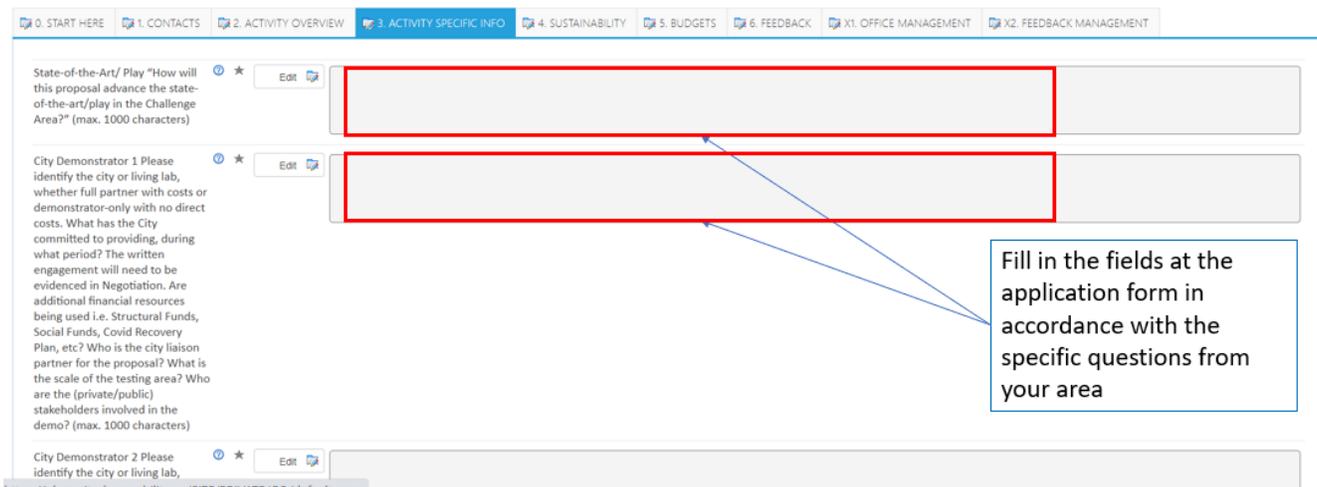


Activity Title / Generated ID	Autofill
Knowledge Triangle KTI	Please describe how your planned activity will integrate innovation, education and business creation aspects within its remit. For example, from an innovation activity, partners may create educational content which could be reused, or propose a spin-out from the project linking to business creation activities, etc.se
Communication and Dissemination Plan/Strategy	Provide a clear dissemination outline describing of activities, targeted and public events, publications, media including control dates and target group. Please outline the dissemination strategy as whole before listing activities. Outline the target communities for the dissemination plan. Considering which actions are best suited to each target group.
Financial Sustainability and Commercialization Strategy (If applicable)	The strategy requires identification of a) the output/s to be commercialised, and b) the means by which you aim to commercialise the output. If multiple output are identified, please explain each with its own corresponding strategy. Please identify the lead commercialising partners for each output. Additional information on long term commercialization can be provided on <i>TAB 3 Activity Specific Info</i> and on <i>TAB 4 Sustainability</i> including estimated income, IPR, financial sustainability mechanism etc.
Gender & Diversity	Outline how the activity addresses the inclusion and diversity agenda - gender, ethnicity, accessibility for all, socio-economic status, etc.
Ethics (Tick Box)	Read the Horizon Europe Model Grant Agreement

3.5. TAB 3

TAB 3 information is specific for each area and is automatically included in your application by choosing the relevant Area in TAB 0. The following information is requested in TAB 3 by the different areas:

You may find TAB 3 as shown below:



The screenshot shows a web-based application form with a navigation bar at the top containing tabs: 0. START HERE, 1. CONTACTS, 2. ACTIVITY OVERVIEW, 3. ACTIVITY SPECIFIC INFO (selected), 4. SUSTAINABILITY, 5. BUDGETS, 6. FEEDBACK, X1. OFFICE MANAGEMENT, and X2. FEEDBACK MANAGEMENT. The main content area has three sections, each with a text input field highlighted by a red box:

- State-of-the-Art/ Play**: "How will this proposal advance the state-of-the-art/play in the Challenge Area?" (max. 1000 characters)
- City Demonstrator 1**: "Please identify the city or living lab, whether full partner with costs or demonstrator-only with no direct costs. What has the City committed to providing, during what period? The written engagement will need to be evidenced in Negotiation. Are additional financial resources being used i.e. Structural Funds, Social Funds, Covid Recovery Plan, etc? Who is the city liaison partner for the proposal? What is the scale of the testing area? Who are the (private/public) stakeholders involved in the demo?" (max. 1000 characters)
- City Demonstrator 2**: "Please identify the city or living lab, whether full partner with costs or demonstrator-only with no direct costs. What has the City committed to providing, during what period? The written engagement will need to be evidenced in Negotiation. Are additional financial resources being used i.e. Structural Funds, Social Funds, Covid Recovery Plan, etc? Who is the city liaison partner for the proposal? What is the scale of the testing area? Who are the (private/public) stakeholders involved in the demo?" (max. 1000 characters)

A callout box with a blue border and arrows pointing to the input fields contains the text: "Fill in the fields at the application form in accordance with the specific questions from your area".

The rest of the Area specific boxes to be filled in by the applicant are the following:



INNOVATION
<p>State-of-the-Art/ Play “How will this proposal advance the state-of-the-art/play in the Challenge Area?”</p>
<p>City Demonstrator 1 Please identify the city or living lab, whether full partner with costs, or demonstrator-only with no direct costs. What has the City committed to providing, during what period? The written engagement will need to be evidenced in Negotiation. Are additional financial resources being used i.e.. Structural Funds, Social Funds, Covid Recovery Plan etc. Who is the city liaison partner for the proposal? What is the scale of the testing area? Who are the (private/public) stakeholders involved in the demo?</p>
<p>City Demonstrator 2 Please identify the city or living lab, whether full partner with costs, or demonstrator only with no direct costs. What have the City committed to provide, during what period? The written engagement will need to be evidenced in Negotiation. Are additional financial resources being used i.e.. Structural Funds, Social Funds, Covid Recovery Plan etc. Who is the city liaison partner for the proposal? What is the scale of the testing area? Who are the (private/public) stakeholders involved in the demo?</p>
<p>City Demonstrator 3 Please identify the city or living lab, whether full partner with costs, or demonstrator only with no direct costs. What have the City committed to provide, during what period? The written engagement will need to be evidenced in Negotiation. Are additional financial resources being used i.e.. Structural Funds, Social Funds, Covid Recovery Plan etc. Who is the city liaison partner for the proposal? What is the scale of the testing area? Who are the (private/public) stakeholders involved in the demo?</p>
<p>Market Assessment “Name the solution/product(s) or service (s) and how it/they meet TRL 5 and above. Highlight background work and projects. By the end of the proposal, what advances and completed innovation will take the product(s)/solution(s)/service(s) to what specific new TRL? Outline partners responsible for advance in the TRL.”</p>
<p>Spinout Support “If you a KPI (EITHE04.1) of a spinout company I, you may be considered for inclusion in a Business Creation acceleration programme. Companies must be legally established by November in any calendar year for consideration. This support includes direct, in-kind support and first option for investment. If you would like your EITHE04.1 to present in November 2021 for inclusion in the programme, outline your plans for commercialisation and how you would plan to use EIT UM Business Creation support”</p>
<p>Factory Upscaling “If have indicated that you work with EIT UM Factory on the upscaling and development of your solution please indicate with whom you have discussed this involvement. What role will they play and how will you bring them into the development of the project from its inception.</p>
<p>RIS Partners Within the innovation programme, you may identify RIS partners. Non KIC member RIS project participants may qualify to draw funding from the RIS Fund. If approved, the total available funding for the proposal would be increased. Please identify and check the eligibility of your RIS participants. For those eligible, please list them with their specific financial request. Ensure you demonstrate how each RIS partner meets the qualification criteria. NB Support allocated per RIS subgrantee is limited to 500k. If you have a RIS twin project, please also indicate here.</p>



RIS
State-of-the-Art/ Play “What is the novelty of your solution in RIS Innovation/Education/Business creation/Community building? What is the added value of your solution compared to the existing ones?”
Long term impact: How can you ensure the maximum impact after the project implementation phase? (market introduction, third party financing, other options for long term multiplication effect according to the kind of the action)
Is your project closely linked to any other EIT Urban Mobility activity? (Mention any connected projects or in case of RIS Twins mention your twin here)
Repeatability/scalability: Describe the scope and impact of the extensibility/scalability potential of your solution for the RIS region! Estimate the scalability (being repeated and spread with limited additional costs) of the output. Please mention which partner and financing could be involved in the upscaling and development of your solution please indicate with whom you have discussed this involvement.
City involvement: Explain which cities and how will they participate in the proposed activity/s! Is the involved city ready to host your pilot or support long term activities connected to the project (according to the nature of your project)
Results and market opportunities/ investment opportunities/capacity-building potential (according to the scope of your project e.g. TRL level of the solution/product/service by the end of the proposal, startup establishment, investment, trained professionals, connected stakeholders...)
Visibility: How can your activity contribute to the widespread knowledge of EIT Urban Mobility in the RIS region?
Local community building: Describe, how your activity can contribute to the building of the local innovation community and knowledge triangle integration in the implementation phase and beyond!

Citizen Engagement
State of the Art: Explain the rationale and added value; what makes the proposal unique and differentiates from State of the Art? How does the proposal represent a step forward in the current State of the Art?
Alignment: Explain how the proposed activity is aligned with the EIT Urban Mobility’s Citizen Engagement approach (Pillars Connect, Exchange, Empower). Explain how the proposal demonstrates its need and relevance for society, target group or market. Show how the EIT Urban Mobility funding catalyse a development, which would otherwise not happen now.
Feasibility: Explain to what extend the proposal ensures durability and transferability of project outcomes. Explain how the project has the potential, when shown to be successful, to be implemented on a broader scale and thereby be repeatable and/or scalable.
Explain how the project will use the Citizen Engagement platform ‘DecidiUM’ to engage with citizens and/or communicate about the project and its results.
Uniqueness: Explain how your activity uses innovative and unique approaches
Target Group: Describe the specific, clearly identified target group the activity is targeting
Adjacencies: Describe the specific topic the activity focuses on and how it relates to the EIT Urban Mobility Strategic Objectives and one of the Challenge Areas



Academy
Scope of activity: State what activity type the proposal targets, see 3.4.2 in the Academy Call text (one of MSA1 to 6 or CHA1 to 7) and how the proposed activity matches the activity scope as stated in the call. (max. 1000 characters)
State the potential impact of the project showing that it is in line with or exceeding the minimum level requirement, as stated for the respective call type of activity (section 3.4.2 of the call document) (max. 1000 characters)
Need and/or issue: Describe the need or issue addressed, and why this is not addressed or resolved yet. (max. 1000 characters)
Target group: Describe, who has this need or issue and how widespread it is. State aimed at target group/s. State if the proposal explicitly addresses RIS related needs or issues. (max. 1000 characters)
Value for money: Express the level of efficiency (“value for money”, output relative to required resources/funding) compared to “best in class” or relevant “market” references. (max. 1000 characters)
Complementarity: Elaborate on how the output of the proposed activity can be regarded as complementary to what already exists (within EIT Urban Mobility and externally on the "market"). (max. 1000 characters)
Repeatability: State how easy the activity and/or the output of the proposed activity may be repeated. (max. 1000 characters)
Scalability: Estimate the scalability (being repeated and spread without or with quite limited additional costs) of the output (a course or similar). (max. 1000 characters)
Marketing and sales: Describe how, when and by whom the marketing and sales are planned. EIT Urban Mobility can support with some communication support but the main responsibility for marketing and sales lies within the project. (max. 1000 characters)

Business Creation
State of the Art: Explain the rationale and added value; what makes the proposal unique and differentiates from State of the Art? How does the proposal represent a step forward in the current State-of-the-Art?
Alignment: Explain how the proposed activity addresses a theme that is aligned with one of EIT Urban Mobility’s selected city challenges.
Living labs and Pilots: Explain how the proposal ensures access to living labs for all participating startups or the matching of scaleups with cities for pilot projects.
Feasibility: Explain to what extent the proposal ensures concrete added value to the participating startups or scaleups.
Gender bias: Explain how the proposal addresses gender bias in the selection and support of startups or scaleups.
Uniqueness: Explain how the activity differentiates itself compared to other similar programmes.
Financial Sustainability: Explain how the activity selects candidates for potential investment by EIT Urban Mobility and how many. Explain alternative contributions to EIT Urban Mobility’s Financial Sustainability Mechanism.
Consortia: Describe the strength of the consortia and the participants, detailing involvement from industrial and city contributors. Explain the involvement of living labs.



Regional focus: Describe the geographical uptake of the startup or scaleup participants whether regional or cross-regional. Describe the geographical regional or cross-regional coverage of the consortia members, and how this adds value to the proposal.

Public Realm

State of the Art: How will the proposal advance the state-of-the-art, and positioning concerning the existing knowledge or solutions in the Challenge Area?

City Demonstrator 1: Please identify the city and how the proposal will link with ongoing city initiatives and programmes on implementing sustainable urban mobility measures (e.g., SUMP, mobility strategy), masterplans, spatial development and urban transformation plans. How will the proposal measure the success of the pilot/activities also in terms of supporting the city to achieve its sustainable urban mobility and liveability goals? How will the proposal ensure high visibility for the local population?

City Demonstrator 2: Please identify the city and how the proposal will link with ongoing city initiatives and programmes on implementing sustainable urban mobility measures (e.g., SUMP, mobility strategy), masterplans, spatial development and urban transformation plans. How will the proposal measure the success of the pilot/activities also in terms of supporting the city to achieve its sustainable urban mobility and liveability goals? How will the proposal ensure high visibility for the local population?

Replicability: How will the proposal address the transferability potential of the results from the city demonstrators to another context?

Stakeholder engagement: State how stakeholders (cities and citizens, academia and research, business) are involved in the planning and execution, safeguarding Knowledge Triangle integration.

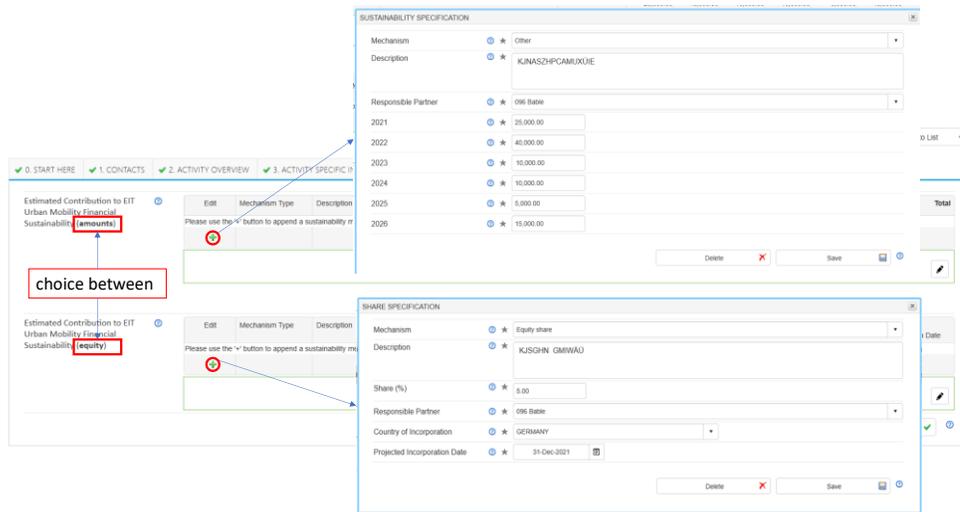
3.6. TAB 4

In TAB 4 the applicant – if applicable – is asked to provide detailed numerical estimates of the different sources of income that shall contribute to the Financial Sustainability Model. In particular, the sources of income are clustered in two main groups: “amounts” and “shares of equity”. Amounts refer to the different sources of income (i.e. Fees, exploitation rights, etc) that are selectable under the “Mechanism” drop-down list as show in the screenshot below. Shares of equity are applicable to the percentage (%) of equity that will be devoted to the financial sustainability.

Remember to select one or both categories. In case your call does not require a specific FSM, within the first section “amounts” select the mechanism “No contribution to financial sustainability”.

Fill in the information requested in TAB 4 according to the following instructions.

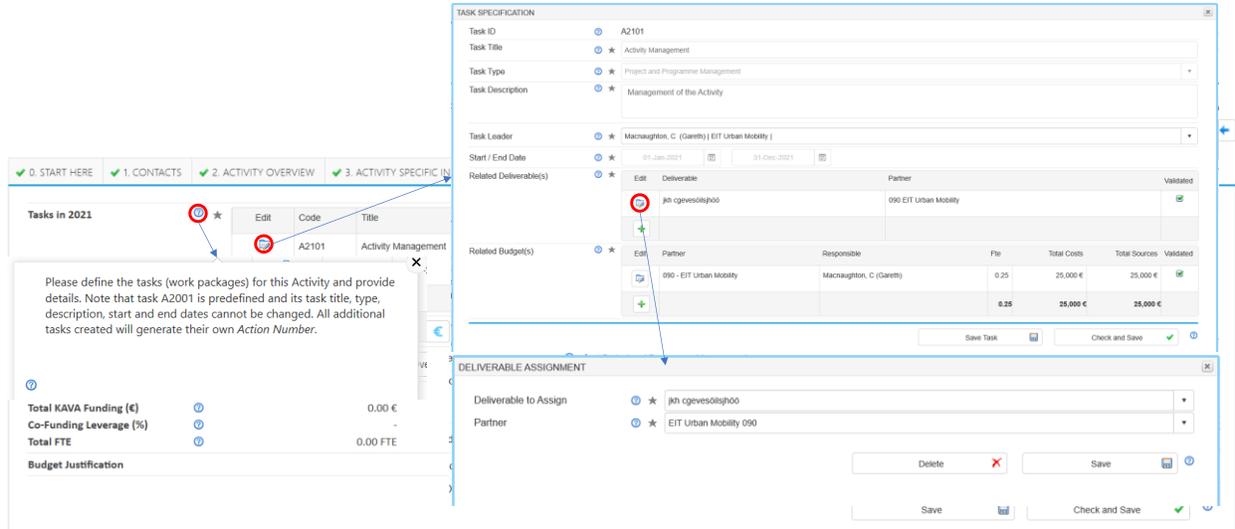




The image shows two overlapping forms: 'SUSTAINABILITY SPECIFICATION' and 'SHARE SPECIFICATION'. The 'SUSTAINABILITY SPECIFICATION' form includes fields for Mechanism (Other), Description (KUNASZHPCAMXUJE), Responsible Partner (096 Bate), and a table of contributions from 2021 to 2025. The 'SHARE SPECIFICATION' form includes fields for Mechanism (Equity share), Description (KUSQHN GMWAW), Share (%), Responsible Partner (096 Bate), Country of Incorporation (GERMANY), and Projected Incorporation Date (31-Dec-2021). Annotations include a red box labeled 'choice between' pointing to 'Financial Sustainability (renewable)' and 'Equity Sustainability (equity)' options, and a red circle around the '+' button in the 'SUSTAINABILITY SPECIFICATION' table.

3.7. TAB 5

Complete the information requested in TAB 5 according to the following instructions:



The image shows two overlapping forms: 'TASK SPECIFICATION' and 'DELIVERABLE ASSIGNMENT'. The 'TASK SPECIFICATION' form includes fields for Task ID (A2101), Task Title (Activity Management), Task Type (Project and Programme Management), Task Description (Management of the Activity), Task Leader (Macnaughton, C (Garett) | EIT Urban Mobility |), and Start / End Date (01-Jan-2021 to 31-Dec-2021). The 'DELIVERABLE ASSIGNMENT' form includes fields for Deliverable to Assign (jkh cgevesd8j00) and Partner (EIT Urban Mobility 090). Annotations include a red circle around the '+' button in the 'Related Deliverable(s)' table and a red circle around the '+' button in the 'Related Budget(s)' table.

Identify each task of the project detailing the information required an associating a budget according to the budget categories provided. Please align the information with the description included in the workplan in TAB 2.



The screenshot shows the 'BUDGETS' section of the system. On the left, a table lists tasks for 2021:

Code	Title	Type	Task Leader
A2101	Activity Management	Project and Programme Management	Macnaughton, C
A2102	tsunmvp	Technology Transfer	Schmidt, AS (Alexa)

Below this is a 'Budget Overview' section with a table of financial data. A red circle highlights a cell in the table, and a text box says: "Add, change figures manually. Check new figures in specific tasks before 'check and save'".

On the right, there are two pop-up windows: 'TASK SPECIFICATION' and 'BUDGET SPECIFICATION'. The 'BUDGET SPECIFICATION' window shows details for a partner (Bable Smartcities 096) and lists various cost categories and their amounts.

Do a final check to the budget before saving the changes and remember to take into consideration the minimum co-funding for your project required by the call (this is not automatically identified by the system).

This screenshot shows the 'BUDGETS' summary and justification. The 'Tasks in 2021' table is as follows:

Code	Title	Type	Task Leader	Related Deliverable(s)	Total Costs	Checked
A2101	Activity Management	Project and Programme Management	Macnaughton, C (Gareth) EIT Urban Mobility	DEL01 jkh cgevesoltsjh00 - 090 EIT Urban Mobility	25,000 €	<input checked="" type="checkbox"/>
A2102	tsunmvp	Technology Transfer	Schmidt, AS (Alexander) EIT Urban Mobility	DEL01 jkh cgevesoltsjh00 - 096 Bable Smartcities	126,875 €	<input checked="" type="checkbox"/>
					151,875 €	

Below the table, the 'Budget Overview' section shows the following summary:

- EIT Funding (€): 105,000.00 €
- Partners Co-Funding (€): 46,875.00 €
- Total KAVA Funding (€): 151,875.00 €
- Co-Funding Leverage (%): 30.86%
- Total FTE: 1.25 FTE

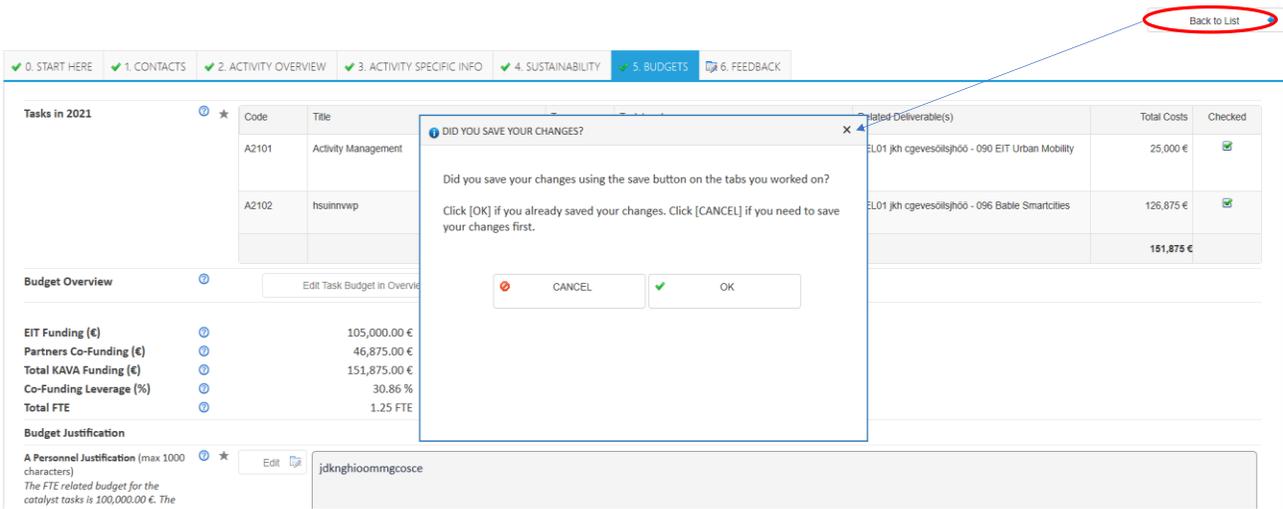
A red lightning bolt icon points to the 30.86% leverage value, with a text box: "Final check of figures in line with eligibility criteria".

At the bottom, there is a 'Budget Justification' section with a text area containing 'jdknghloommgcosce'. At the very bottom right, there are 'Save' and 'Check and Save' buttons, with the latter circled in red.

3.8. Save final changes

Before leaving the system (through the back to list button) the system will ask you to save your changes.





Back to List

0. START HERE | 1. CONTACTS | 2. ACTIVITY OVERVIEW | 3. ACTIVITY SPECIFIC INFO | 4. SUSTAINABILITY | 5. BUDGETS | 6. FEEDBACK

Code	Title	Registered Deliverable(s)	Total Costs	Checked
A2101	Activity Management	EL01 jkh cgevesölshóó - 090 EIT Urban Mobility	25,000 €	<input checked="" type="checkbox"/>
A2102	hsuinrvwp	EL01 jkh cgevesölshóó - 096 Bable Smartcities	126,875 €	<input checked="" type="checkbox"/>
			151,875 €	

Budget Overview

EIT Funding (€) 105,000.00 €

Partners Co-Funding (€) 46,875.00 €

Total KAVA Funding (€) 151,875.00 €

Co-Funding Leverage (%) 30.86 %

Total FTE 1.25 FTE

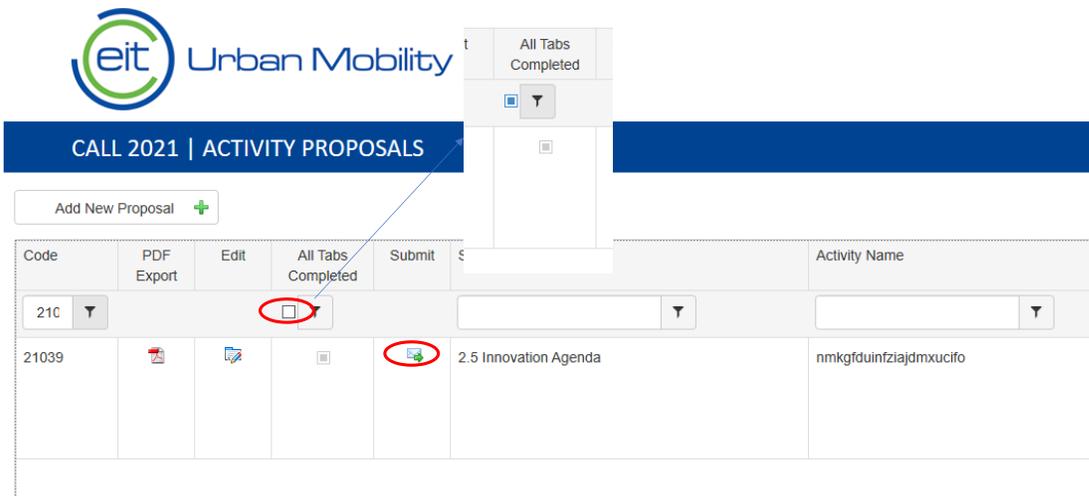
Budget Justification

A Personnel Justification (max 1000 characters)
The FTE related budget for the catalyst tasks is 100,000.00 €. The

Personnel Justification: jdknghioommgcosce

3.9. Submission of the project proposal

Once all the TABS (1 to 5) have been properly filled in and validated by the system, all the information required will have been completed. As you can see in the screenshot below, the column “All Tabs Completed”, if checked indicates that all TABS are correctly completed. Once this is the case, you may proceed to the final submission of the proposal by pressing on the icon under the “Submit” column (also shown in the screenshot below):



CALL 2021 | ACTIVITY PROPOSALS

Add New Proposal +

Code	PDF Export	Edit	All Tabs Completed	Submit	Activity Name
210			<input type="checkbox"/>		
21039			<input checked="" type="checkbox"/>		2.5 Innovation Agenda
					nmkgfduinfzajdmxucifo



3.10. General comments/recommendations

Do not wait until the deadline to submit your proposal!

It is highly recommended to submit your proposal early as possible to avoid technical problems due to an overload of the system.

Checklist for submission

Before submitting the proposal, check that:

- your proposal fulfils the call conditions
- the proposal is complete, in English and readable
- all consortium members have obtained a user account to log in to at EU Portal and PLAZA System and are registered to the system

Crosscheck on the information provided

For multiannual projects, Plaza does date checks on TAB 0, 2 and 5. Specifically, the system checks whether the selected expected dates for Deliverables, Milestones and Outputs are within the activity date scope. Furthermore, the system checks if the budget is within the correct year scope and if the budget related to a task is within the date scope of that task. Accordingly, as long as there exist date conflicts, the system will not allow to validate the tab.

The rest of the fields do not have any automatic crosscheck that align the information requested. Consequently, make sure that all information you insert is correct, consistent and aligned with the call requirements before submitting your project proposal.

