First Calls for BP2022- 2024

Frequently Asked Questions

Version	Date	Description of change	Signed
0.3	03 Maig 2021	Update at Innovation section	Marc Martinez Cardona

FAQ's thematics

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 call2022@eiturbanmobility.eu

The current version of the First Calls for Business Plan 2022 - 2024 FAQ addresses the main questions relevant **before proposal submission**. Further information will follow for entities which will finally be involved in proposal submissions (after 18 May 2021) as well as to those entities who get awarded (beginning of August 2021).

Partnership structure of proposal consortia

- **Who can lead project consortia?**
  This depends on the conditions of each of the specific calls. For example, in the innovation call, proposals must be led by either an EIT Urban Mobility *Core Partner* or an *Experienced Proposal Partner*. For the Public Realm call, for this Call for proposals, only an EIT Urban Mobility Core Partner may be designated as the "Lead Applicant". A list of current EIT Urban Mobility partners can be found here.

- **How can new entities be involved in the new calls?**
  External entities are those who have not participated in any project of EIT Urban Mobility before the First Calls for BP2022 - 2024. 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.

- **What specific fee do project partners pay?**
  The fee for project partners of projects selected under the framework of any of the Call for Proposals Business plan 2022-2024 is defined as the following:

  - 10,000 EUR per project partner
  - 5,000 EUR discounted fee for micro/small organisations <50 employees) and small and medium-sized cities (<100,000 residents)

- **There is the requirement to represent two EU members states or Associated countries. Are we still required to have partners from two different Innovation Hubs in the consortium?**
  No, at this moment just two EU members states or Associated Countries are required, as essential criteria. However, all projects at EIT Urban Mobility should have a pan-European profile and cross hub cooperation is encouraged.

- **What would be the minimum number of partners in a consortium?**
  This depends on the conditions of each of the specific calls. For example, in the innovation call we require 3 city demonstrators, 2 industry partner and 1 SME (the SME partner can be considered part of the 2 industry partners). Therefore, a consortium could be integrated by a minimum number of 5 partners. On the other hand, for Citizen Engagement, for innovation tools, there is a minimum 2 beneficiaries from 2 different EU Member States (MS) or associated countries (AC), including at least 1 municipality (city).

- **Would partners from Associated Countries be eligible to work under the CfP 2022?**
  At present, the associated countries have not yet signed the bilateral agreement for HEU. However, for the call we proceed with the expectation that this should be concluded by December 2021.

- **Do Affiliated Entities have to sign all the EIT documentation?**
  Affiliated Entities should sign documents if it is permitted by their legal set-up and incorporation. Additionally, the Affiliated Entity must have the express permission from the parent organisation to commit. If an Affiliated Entity legal framework cannot sign the EIT documentation, or goes above

defined financial limits, then the parent organisation signs on the Affiliated Entity behalf. The parent organisation must ensure that all their obligations under the MGA also apply to their Affiliated Entities. All Affiliated Entities must provide documents proving that the Affiliated Entity 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.

- **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 Affiliated Entities 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 an Affiliated Entity that is justifiable legally, financially, and operationally. If these Affiliated Entities 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 Affiliated Entity role and its differentiation from the Core Partner.

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

  An entity can apply in more than one proposal, always respecting the EIT Urban Mobility cap (in case the entity participates in more than one successful proposal), that still needs to be confirmed by the EIT. Accordingly, the entity must prioritise its participation and manage its budget within the limits of the cap.

- **What is the definition of a "city"?**

  For the purpose of these calls "cities" should be intended as:

  1. A city district (neighbourhood or zone of special interest of a city administered or governed by some type of "district council),

  2. A city represented by a government unit (e.g. municipality)

  3. An urban area (conglomeration or a functional area composed of many neighbouring cities or government units, represented by the respective government units)

     This definition is aligned with the one adopted by the European Commission in the Green Deal strategy Towards Climate-Neutral and Socially Innovative Cities. The EIT Urban Mobility aims to support the mobility innovation communities, the transport sector and cities/districts with rapid and full-scale deployment and uptake of transport innovations for more sustainable urban mobility and liveable spaces and make collaboration efforts across various EU initiatives and programmes succeed in reaching climate neutrality by 2030 in Europe.

  4. A company owned by a city or municipality (at least the 51% of its equity) or

  5. Public company providing public services concession of a city or municipality.

- **What is a "living lab"?**

  The definition adopted by the European Living labs are defined as "user-centred, open innovation eco-systems based on systematic user co-creation approach, integrating research and innovation processes in real-life communities and seeting".

Submission system / PLAZA

- **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.

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

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

  Is important to remember that the PLAZA system will not be operational for the First Calls for BP2022 - 2024 until 9 April.

- **How to register in PLAZA?**
  Register here with your organisation email address and indicate the organisation you represent.

- **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.

- **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.

- **Where can I find further information on the submission system?**
  Please refer to our Guidelines for applicants for the First Calls for BP2022 - 2024 available from 9 April.

- **Is there a character count in text fields?**
  Yes and it depends on the field, it can be between 1000 and 5000 characters. This is directly indicated in Plaza.

- **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.

Purchase costs are general operational costs necessary to run the project. This would cover costs such as hosting, publications, workshops, events or video, support that are specialised but not directly linked a key task/deliverable.

- **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

- **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 HEU.[1]

- **Is there a maximum budget for project proposals?**
  This depends on the conditions of each of the specific calls. Besides there is no limit on budget for a project proposal. Each call has limits referred to the maximum EIT Urban Mobility funding per proposal as well as the minimum Co-funding rate for each project.

- **How much funding can cities expect?**
  Cities are public sector entities as such 100% of eligible costs would be reimbursable according to the Grant.For the definition of a "city", please refer to the "Partnership structure of proposal consortia" section of this document where you can find a definition of "city" for the purpose of the EIT Urban Mobility calls.

- **Should the equipment, infrastructure or other assets that are included in 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 must be justified in TAB 5 BUDGET.

- **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. Associated taxes and contributions are also eligible.

- **Where can further information on cost eligibility be found?**
  Please refer to the Horizon Europe Model Grant Agreement to ensure you understand the general rules of eligibility. Also take into consideration the following information: Eligibility of expenditures.

  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 (from 1 January 2022) and will be subject to normal eligibility rules of EIT and Horizon Europe (hereinafter HE) (see answer above).

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[1] **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.

- **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 payment instalments are defined in the contract between the beneficiary and EIT UM and may vary according to the type of contract and call for proposal. The instalments are usually divided into pre-financing and payment of the balance.

- **HEU 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.

- **Are there limits on subcontracting in EIT Urban Mobility as per the norms of HE?**
  No, there are no formal limits of subcontracting under HE rules, and hence no formal limit will be defined for the First Calls for BP2022 - 2024. While no specific limit is set, subcontracting may only cover a limited part of the specific action and KIC partners must award the subcontracts adhering to best practices rule. 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 EIT Urban Mobility partner that subcontracts is wholly responsible for the delivery and behaviour of the subcontracting party. The tasks to be subcontracted and the estimated cost for each subcontract including the total estimated costs of subcontracting per beneficiary must be detailed in the proposal.

Innovation Area

- **When you ask for three cities, do you really mean cities or could it also be local/regional authorities, i.e. city could also be regional public authority?**
  For the definition of a "city", please refer to the "Partnership structure of proposal consortia" section of this document where you can find a definition of "city" for the purpose of the EIT Urban Mobility calls.
  It can be a regional authority, but it has to be three demonstrators. Cities are required to be listed as partners of a consortium but may not necessarily have an assigned budget and/or reporting requirements. However, evidence of their support and detailed information on the partner/city should be supplied under Tab 3 Additional Information of the Application Form. We must have three cities in a minimum of two different Member or Associate states to have a pan-European dimension.

- **Can one entity be a partner of a consortium in various proposals?**
  There is no limit regarding the number of proposals in which a partner could apply. However, depending on the partner category of the entity, a capped limit on total funding received may apply (see Chapter 2.2.1.2 Partner categories). The funding caps are being finalised and this section will be updated ASAP.

- **Will the funding of each proposal be decided based on the submitted proposals request or limited to the budgetary outline given?**
  The maximum funding for all innovation proposals is set a 7.7m Euro. Applicants should adhere closely to the maximum predefined funding amount per annum. For example a proposal requesting 1.3m EIT funding will be eligible for evaluation but may not be ranked for excessive funding request out of line with call guidance.

- **The 30% left should be financed by the cities or by the start-ups themselves?**
  The 30% is across the project. How the partners want to divide this 30% of co-financing is up to them.

- **I read that there is a possibility to launch twin actions in RIS. Could you explain what is expected in this regard?**
  We aim to keep this simple. If an innovation proposal has a RIS partner included from the inception there will be a specific TAB 03 field. In this field the applicants will have to identify the participation of RIS in their project idea. IF the innovation proposal is approved the RIS partner funds will come from RIS budgets and will be SUPPLEMENTARY to the Innovation max funds per challenge area.

- **Average project funding mentioned refers to 2022 only?**
  The Funding guidance given in the First Call for Innovation for the BP2022 – 2024 is referred the guidance is the per annum maximum allowed, were a proposal to submit for a 18- or 24-month period.

- **If, the solution proposed, fits multiple challenge areas (e.g., Future Mobility + Energy) - would it be considered an advantage?**
  Proposers should play to their strongest Challenge fit. You need to decide which elements to emphasis and what you can deliver within the timeframe.

- **Does the proposal have to provide an EIT Core KPI within the 12-month period in the case of projects longer than 12 months?**
  Yes, you still must provide at least one EIT Core KPI within 12 months, even if the proposed project duration is longer than 12 months.

Citizen Engagement Area

- **For Citizens engagement , local language is important I think. Will it be possible to use local language on DecidiUM Platform ?**
  For now the DecidiUM Platform is in English so English will be the only language that will be allowed to be use at DecidiUM Platform for the First Calls for BP2022 - 2024.

Business Creation Area

- **Could you please confirm if the budget would be annual?**
  Yes the budget is annual.

Regional Innovation Scheme (RIS) Area

- **Are Experienced Project Partners (who participated in BP2020 and BP2021) that are still non-EIT Urban Mobility partners eligible as Lead partner in RIS projects?**
  Yes, they are, they are very much welcome to lead RIS projects, but also non-partner organizations that do not have this experience have the possibility to apply for RIS calls. Furthermore, we would like to make you aware that not only RIS projects are targeting non-partner RIS stakeholders, but also you can be project partner in all thematic calls (as consortium member, but on other thematic areas you cannot be Lead partner) being new stakeholder for the EIT URBAN MOBILITY.

- **Are the RIS community activities different from the RIS hub?**
  Yes, because on the RIS Hub you are doing some predefine exercises, you deliver information, supporting innovation projects and to build your communication. By this call any kind of organization who are interested can participate and is more open. RIS hubs are also open and should be involved, by new partners are welcome.

- **Where can we find the application form?**
  From 9th of April the application form will be available in Plaza.

- **Are there any limits per partner category - industry, academia, research?**
  The minimum criteria for the implementing consortium are defined in the call manual for all areas. More partners are always welcome and there are no internal limits in the RIS projects on that regard..

- **In the document "Business Plan 2022 - 2024 First call for proposals for Regional Innovation Scheme (RIS)" it reads that "***The RIS Twin Project members (non-KIC member RIS stakeholder) are working for the same goal, with the same team, have clear added value to the innovation project, with which they are linked***". Does this mean that only those who have also applied to the Innovation calls can participate in RIS Innovation Twin Projects?**
  Candidates applying for Innovation calls on the one side and RIS Innovation Twin Projects on the other, must be different. However, both candidates must be working together on the same project and will be asked to indicate it during the application process (in TAB3 of the application they will have to indicate that they belong together). That is, there must be two projects with two different candidates, but these two projects must be linked in some way.

- **Does the RIS Innovation Twin Project proposal have to be linked with a project submitted in the current BP or can it also be linked with previous BPs? (e.g. BP2020 or BP2021)**
  Two active projects should be linked, so both proposals must be targeting the BP2022. Still, the innovation proposal can be a continuation of a project carried out during the BP2020 or BP 2021, in case it is accepted for the BP2022 period.

- **For RIS Innovation twin Projects; Do we need to prepare a proposal for the Innovation project and a second proposal for RIS Innovation?**

Yes, you need to prepare two different proposals because you will be applying to different calls, the main difference should be the stakeholders. This program was created so the same project can be funded through two

different ways. During your application, you will have to indicate (Tab 5) to which Innovation Project you are contributing.

If you are handing in a pair of twin projects you must indicate in both projects (in both RIS Innovation and the Innovation project proposal) the other one and make the reference, of how the projects are supporting each other.

- **Does it have to be 100% related to the proposal Innovation project we will prepare for RIS Innovation?**

The project is the same, so the answer is yes. However, as indicated in the RIS call text, when applying to the RIS Innovation call you should indicate the value that the RIS twin project is adding to a project of the innovation portfolio (e.g., parallel implementation of the pilot in a RIS city, implementation of an alternative solution to analyse differences, working on well-defined building stones of the program, etc).

Also, although being closely related to the Innovation project, RIS Twin projects have their own KPIs, deliverable and outputs. Both projects should work together during the implementation phase.

- **Can a partner from a non-RIS country (like Spain by example) be eligible for funding and participate in a such consortium?**

Members of non-RIS countries can participate in RIS projects consortiums. However, the lead partner should be from a RIS country. Also, if a Core Partner is part of the consortium, the funding for that project will be maximum 30% of the project's budget.

Public Realm Area

- **Can the creation of a planning document be eligible as a project? or Does the project proposal need to be piloted?**
  No, drafting planning documents, handbooks and guidelines is not an eligible activity. Projects shall design and implement tangible activities and/or products on the ground by piloting good urban design and planning principles for more accessible, safe and inclusive streets that are part of an adopted city strategy or a planning document, and/or innovative concepts for road and public space use that could improve mobility and urban life for all.

- **There is no RIS specific call for Public Realm?**
  No, there is no specific call from Public Realm in the Regional and Innovation Scheme (RIS) Area, but RIS partners are encouraged to be involved in Public Realm projects. (It is highly likely that in future Calls for projects (from 2023 onwards), the RIS Area will not have a separate call for projects, but RIS beneficiaries should be fully integrated to the thematic call areas.).

Academy Area

There are not FAQ for academy area. Accordingly, if you have any specific question for the Academy Area which is not referred here, please send an email to academycall@eiturbanmobility.eu .