Business Plan 2023 - 2025
Call for Proposals for RIS Education

Call Manual

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

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eiturbanmobility.eu

Co-funded by the
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Contents

Abbreviations

BP	Business Plan
CfP	Call for Proposals
EEE	External Expert Evaluator
FS	Financial Sustainability
IER	Individual Evaluation Report
KAVAs	KIC Added Value Activities
KIC	Knowledge and Innovation Community
KPI	Key Performance Indicators
MGA	Model Grant Agreement
PMO	Programme Management Office
RIS	Regional Innovation Scheme
SA	Strategic Agenda
SO	Strategic Objective
TA	Thematic Area

Glossary

Activity Leader	The Activity Leader is the person nominated for each project as the main contact point between the entities involved in the project and EIT Urban Mobility. This person is affiliated with the Lead Partner of the project. The Activity Leader can nominate or revoke an unlimited number of contacts from the entities involved in the project.
Call Coordinator	The call coordinator is the person responsible for the coordination of the call process. In the case of multi-area BP calls, the call coordinator is the Head of the PMO. In the case of small/specific calls for the implementation of the BP at an area level, the Thematic Lead of the specific area is the call coordinator.
Call for Proposals	The call is the instrument used to allocate grant funding by EIT Urban Mobility to individuals, consortia and third parties to support the deployment and development of the Strategic Agenda through activities. EIT Urban Mobility uses two types of calls: (1) general call aligned with the corresponding Business Plan (BP). This type of call involves all Thematic Areas of EIT Urban Mobility (before the year of BP implementation), (2) small or specific call, normally involving only one Thematic Area, which aims to complete or balance the portfolio outlined in the respective BP, through the allocation of the non-committed budget of the BP (placeholders) or the allocation of additional funding not initially included in the respective BP (during the year of the BP implementation).
Call Report	Document prepared by the call coordinator, summarising the results of the call and its most important outputs, including the evaluation results list.
Deliverable	Deliverables mean documents encapsulating the outputs created by a KAVA. For example, deliverables may include comparative studies, market analysis reports, software release notes, design documents and handbooks. The deliverables specified need to fully demonstrate the achievements of the activity and must be produced during the project lifecycle.
Evaluation Report	A report is written covering all proposals and processes from individual evaluation reports and from committee discussion (evaluation panel comprising EEEs and a rapporteur) that is forwarded to the EIT Urban Mobility Management Team.
Evaluation results list	List of proposals in order of scoring, based on the evaluation process results.
Knowledge triangle integration	EIT Urban Mobility aims to bring together organisations from business, education, and research, the so-called 'knowledge triangle' and also involve cities, to form dynamic cross-border partnerships which collaborate in the implementation of methodologies and activities.
Lead Applicant	The Lead Applicant is the lead entity which has final responsibility for creating and submitting the project proposal and is the main contact point for EIT Urban Mobility for a particular grant.

Milestone	Control points to chart progress. They may correspond to the completion of a key deliverable that allows the next phase of work to begin.
Model Grant Agreement	Model Grant Agreement is used in Horizon Europe and is replacing the specific grant agreement used in H2020.
Output	Results produced by the KAVA that contribute to the achievement of the overall KAVA outcome.
Selection Committee	The Selection Committee is responsible for the selection of shortlisted proposals and the definition of requirements for the inclusion of selected proposals in the final portfolio of projects/KAVAs. The Selection Committee is composed of the CEO, the COO and at least three Thematic Leads. The Selection Committee bases its discussion and debate around the SERs provided with the Call Report.
Single-point-of-contact	A person serving as the focal point who may raise key issues directly with EIT Urban Mobility. All organisations registering in the e-Submission system PLAZA must name a Single-point-of-contact.
Summary Evaluation Report	All the written external evaluations are discussed in a consensus meeting where the points of scoring, convergence and divergence are discussed and debated. Thereafter, a single and final Summary Evaluation Report is made, summarising the strengths, weaknesses, risks, and commercial and social value of a proposal.
Ranking list	Ranking of proposals selected for funding by the EIT Urban Mobility Selection Committee.
RIS Hub	All EIT KICs undertake a "place-based" innovation approach and engage local organisations to serve as EIT Hubs in EIT RIS countries and regions. The primary roles of the EIT RIS Hub are to ensure the visibility of the EIT Community and raise awareness of activities and cooperation opportunities for local players representing education, business, and research areas, as well as, attracting and facilitating the engagement of new participants in EIT KIC activities.
Thematic Lead	Director and/or relevant Head of any of the following areas: Academy, Innovation, Business Creation, City Club, Factory and RIS.

Introduction

Urban mobility faces several challenges. We need solutions that accelerate the transformation towards a sustainable mobility ecosystem, with a focus on securing and developing liveable urban spaces. This requires a systemic approach, involving all key stakeholder groups, and calls for change regarding what we do and how it is done.

A key element to manage this transformation is to close the knowledge gap within the area of urban mobility. We need to make sure that the required capabilities and capacity are available to plan for and handle the transformation and to be relevant in a new context, a new urban mobility paradigm. These education and training needs can be summarised as the ability to implement and leverage new technology, innovation and entrepreneurship, and system transformation and change.

As a critical part of the strategy, we are expanding our education activities within RIS regions. These should both build upon existing concepts and be tailored to specific needs. We look for initiatives and concepts that can contribute to our strategic objectives and that can be repeated and scalable beyond 2023, including geographical coverage and volume.

We look forward to receiving your applications for inclusion in the Business Plan 2023-2025.

Maria Tsavachidis

CEO

EIT Urban Mobility

1. Call summary

> **Disclaimer:** this document provides the applicants with detailed information on the Call for Proposals for RIS Education for the EIT Urban Mobility Business Plan 2023-2025. More RIS Education Calls for Proposals will be launched for the Business Plan 2023-2025. We plan to launch two Calls per year during this period to cover both calendar and academic years.
>
> The information given is subject to revision, according to new potential rules or requirements provided by EIT and/or by the EC.

Call for Proposals for RIS Education Main Features	
Dates	***Call opening:*** 28 April 2022 ***Call closing:*** 28 June 2022 at 17:00 CET ***Eligibility and admissibility check:*** *End of June 2022* ***Evaluation of proposals:*** *July 2022* ***Communication of results:*** *First half of September 2022*
Total budget allocated to this call	Up to approximately 800,000 EUR
Link to the submission portal	The PLAZA platform will be available as of the first week of May 2022
List of documents to be submitted	Application form available on the PLAZA platform
List of documents to take into consideration	- Call for proposals Manual - EIT Urban Mobility Strategic Agenda 2021-2027 - List of KPIs - Guidelines for Applicants - Eligibility of expenditure - Appeal procedure - Horizon Europe Model Grant Agreement (especially Art. 16 and 17)
Short summary of the topics to be addressed	RIS Education: A number of specified activity areas to meet the EIT Urban Mobility RIS Education targets, including raising awareness of EIT Urban Mobility education activities and services in RIS countries, capacity-building and education and training with a focus on innovation and entrepreneurship, such as train-the-trainer concepts, online and face-to-face courses.
Evaluation criteria	The proposal will be evaluated based on the criteria listed below, as stated in section 5 Evaluation and selection process. *Evaluation criteria*: Strategic fit

	• Excellence and novelty
	• Impact and social, economic, financial, and general sustainability
	• Quality and efficiency of the implementation

2. General requirements

Proposals must support EIT Urban Mobility's vision and mission and substantially contribute to tackling our strategic objectives (SOs). Proposals need to demonstrate how the activity will contribute to specific SOs, as stated in the **EIT Urban Mobility Strategic Agenda 2021-2027** (SA). By being in line with the scope of the activities, as stated in section 3, the proposals encouraged by this call will be aligned with SO2 - Close the knowledge gap.

The evaluation and selection of the submitted proposals will be highly dependent on their contribution to the strategic elements as outlined below.

2.1.1 Vision and Mission

EIT Urban Mobility encourages the integration of innovative solutions and services at all levels to accelerate change towards a more sustainable model of urban mobility. It aims to develop and deploy solutions for the mobility needs of people and businesses, including goods delivery, waste collection and transport, that can solve air quality and congestion problems, and create a longstanding impact on cities and urban quality of life. We strive for an affordable, clean, safe, efficient and healthier form of mobility of people and goods, and at the same time enable cities to reclaim public space from cars by creating liveable urban spaces that support the wellbeing of local communities, where people want to live, work, meet up and play.

All activities of EIT Urban Mobility serve the purpose of achieving three societal impact goals:

- Improved quality of life in cities,
- Mitigation of climate change,
- Creation of jobs and strengthening the European urban mobility sector.

Further details on the strategic focus of RIS Education are given in Section 3.

2.1.2 Strategic Objectives

Five strategic objectives (SOs), as set out in the EIT Urban Mobility Strategic Agenda 2021-2027, steer our activities and ambitions, and will lead us to achieve our goals for urban mobility and eventually societal impact:

- SO1 - Create liveable urban spaces
- SO2 - Close the knowledge gap
- SO3 - Deploy and scale green, safe, and inclusive mobility solutions for people and goods
- SO4 - Accelerate market opportunities
- SO5 - Promote effective policies and behavioural change

2.2   Type and eligibility of applicants

The EIT creates ecosystems. The KICs are anchored in regional and local communities via their Co-location Centres (called Innovation Hubs within EIT Urban Mobility). The EIT is the mechanism to link the knowledge triangle components of education, research, and businesses across Europe and into the wider world.

At EIT Urban Mobility, we integrate the knowledge triangle components and extend them by an additional group: cities. Accordingly, EIT Urban Mobility currently brings together around 135 partners from 26 countries and four sectors: academia, research, industry, and cities.

2.2.1 Applicants' origin

This Call for Proposals (CfP) is open to the Member States (MS) of the European Union (EU), and Horizon Europe Associate Countries. As a minimum requirement, all proposals must be composed of at least two applicants from two different countries from the EU or Third countries associated to Horizon Europe[1].

2.2.2 Partner categories

To stimulate dynamic partnerships and to leverage EIT Urban Mobility's impact, different, non-overlapping partner categories are offered. The overall partner category structure intrinsically foresees and stimulates a graduated engagement process for EIT Urban Mobility partners. We offer a partnership model, in terms of rights and obligations, as well as a financial contribution, that rewards long-term, strategic engagement of partners.

All new EIT Urban Mobility applicants of selected proposals, will be asked to choose - during the onboarding process- one of the following partnership categories:

- **Gold partners**: pay an annual fee of 30,000 EUR and have full access to all benefit packages offered by EIT Urban Mobility
- **Silver partners:** pay an annual fee of 10,000 EUR and have limited access to the benefit packages offered by EIT Urban Mobility

Cities are offered a special partnership package:

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[1]   https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation_horizon-euratom_en.pdf

- **Leading cities**: with an annual fee of 10,000 EUR, they have full access to the gold partnership package and the additional city-specific services

A detailed description of all packages and related benefits, as well as the registration and conditions for membership, are outlined on our website: https://www.eiturbanmobility.eu/become-a-partner/.

EIT Urban Mobility partners in the Higher Education Institution Initiative (HEI[2]), who are part of a selected proposal, will be asked to pay an annual fee based on their chosen partnership category.

Applicants from RIS countries who are already an EIT Urban Mobility partner will be asked to pay an annual fee based on their partnership category.

Applicants from RIS countries who are new to EIT Urban Mobility (excluding large companies[3]) will have their fee waived for the first calendar year of the project implementation. The silver partner category will then automatically apply to them.

2.3   Role and responsibilities of the Applicant

The Lead Applicant of the project proposal is the entity that will manage the grant and will be the central contact point for EIT Urban Mobility. The Lead Applicant of a selected proposal will take overall responsibility for the proper implementation of the project and, in particular, will be responsible for:

- Assigning an Activity Leader who will be the single point of contact for all communications between the beneficiaries involved in the project and EIT Urban Mobility
- Monitoring and controlling the project's work plan and ensuring the project is implemented properly
- Communicating changes from the project's work plan to EIT Urban Mobility
- Arranging meetings with the project's stakeholders
- Implementing quality procedures for the project implementation and reporting (deliverables, KPIs and outputs)
- Gathering, monitoring, and consolidating financial and technical content for project reporting
- Meeting all legal, financial, and administrative requirements for the proper project implementation (legal agreements, project amendments, etc.)

In the RIS Education Call for Proposals, any member of the consortium can be the Lead Applicant.

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[2] The EIT's HEI Initiative: Innovation Capacity Building for Higher Education is a joint EIT Community activity coordinated by EIT RawMaterials. The initiative is a key objective for the European Institute of Innovation and Technology (EIT) as part of its new strategy, the EIT Strategic Innovation Agenda 2021–2027. The initiative aims to support higher education institutions with expertise and coaching, access to the EIT innovation ecosystem, and funding, enabling them to develop innovation action plans complementing the needs of individual higher education institutions. For more information check https://eit-hei.eu/about/about-eit-hei-initiative/

[3] Companies with more than 250 employees and/or an annual turnover that exceeds EUR 50 million or an annual balance sheet exceeding EUR 43 million.

2.4   Applicant registration process

Before submitting a proposal, all applicants (lead applicants and consortium applicants) must register on the EU Participant Portal and at the PLAZA submission tool[4].

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[4] The registration process is outlined in the *Guidelines for Applicants.*

3. Call specific requirements

3.1 Strategic Focus

EIT Urban Mobility RIS is designed as a two-way interaction scheme. By sharing good practices of Knowledge Triangle Integration (KTI) and increasing activities in eligible countries, EIT Urban Mobility will gain access to productive inputs, business skills, talent, cooperation opportunities in education, market and business, currently untapped entrepreneurial potential, customers for innovative ventures, innovation, knowledge, knowhow and technology transfer possibilities, additional testbeds for applications of innovative solutions as well as access to co-funding options provided by EU, Regional and National Support Schemes.

In the medium term, EIT Urban Mobility RIS is expected to facilitate the incorporation of relevant players of the local innovation ecosystems into EIT Urban Mobility ecosystems and foster the Knowledge Triangle Integration approach as a framework for the enhancement of innovation capacity. RIS calls aim to support cooperation with non-RIS areas.

The overall purpose of the EIT Urban Mobility education activities is to close the knowledge gap within urban mobility, enabling the development of mobility for liveable urban spaces. This includes fostering innovation and entrepreneurship skills within a lifelong learning perspective. The education activities focus on three main fields: the Master School, the Doctoral Training Network and the Competence Hub, our professional school targeting lifelong learning.

There is a constant need to develop methods, content and business models to improve running operations. We need to have an experimental approach and test new ideas, that when shown to work, may be repeated and scaled up. We need to build capabilities to be able to offer and produce relevant content quickly and efficiently, that differentiates us from what is already available. It is imperative that EIT Urban Mobility offers high quality education (content and methodology including supporting EIT-labelled programmes), reaches a large audience and market, and gains recognition efficiently with a lasting effect.

Furthermore, activities need to create new additional lasting value, as well as leverage value catalysed by EIT funding, for the ecosystem and all relevant stakeholders.

3.2 RIS Education Portfolio

The design of the RIS Education Call for Proposals for the Business Plan 2023-2025 is based on the input received during the "ideation to call process" and the present development and status of the RIS Education

portfolio. As a result of the input and analysis, we have chosen to focus this call on the specific activities mentioned in 3.2.1.

RIS Education

Activities related to the EIT Urban Mobility Regional Innovation Scheme, RIS please see:
https://www.eiturbanmobility.eu/ris/

3.2.1 Scope of the Activities

For activities to be implemented as part of BP2023-2025, we are looking for projects that can support the overall RIS strategy and aims, offer high quality education, reach a large audience and market, and gain recognition efficiently with a lasting effect. New activities can be regarded as pilots for further future expansion, increasing geographical coverage and volume, that may also be possible to repeat and scale up in the coming years.

The proposed actions should preferably leverage existing activities proven to work and also target Knowledge Triangle integration. Demonstrated synergies with other EU Initiatives (i.e., ERASMUS+, European Universities Initiatives) and relevant pan-European networks with the potential of high impact will be evaluated positively. Other options to support interoperability between RIS and non-RIS education systems and opening up new possibilities for RIS stakeholders will be positively evaluated.

Target groups of the RIS education activities can be:

1 Students and professionals, including civil servants
2 Professors, mentors, and trainers
3 Educational organisations and ecosystems

We plan to award up to 6 proposals, depending on the evaluation and total budget available. We may however need to exclude one or various activity topic(s) if there are no proposals deemed good enough or due to portfolio assessment criteria.

The RIS Education Call for Proposals is **exclusively** welcoming proposals covering the following activity topics:

RIS Education: Capacity-Building (RISE1)

Scope: These activities should contribute to create and increase the entrepreneurial and innovation capacity in RIS countries and regions in the short, medium and long term. This includes fostering innovation and entrepreneurship skills in a lifelong learning perspective, as well as start-up supporting activities, such as student start-up incubation and coaching. These activities should support the knowledge transfer from universities to industry and beyond, and help universities leverage relationships to improve knowledge generation, upskilling and financial sustainability goals. The sustainability of the interventions should be sustained by investment in skills that support this. The type of activities can include train-the-trainer concepts, and online, blended and face-to-face courses and trainings.

RIS Education: Awareness Raising of EIT Urban Mobility education activities (RISE2)

Scope: Activities that can raise awareness of EIT Urban Mobility education activities and services. The purpose being to generate an interest for all the challenges and opportunities to make a difference, building sustainable urban mobility solutions and liveable urban spaces. The activities must have the potential to attract a large number of students to the Academy activities, with a focus on the Master School and in this way raising the interest and attracting participants from RIS countries to the EIT Urban Mobility's EIT labelled programmes. The type of activities can include "teach the teacher" concepts, a student education programme or a course, online or blended, based on the existing EIT Urban Mobility Master School activities and curricula. We welcome ideas with the potential to have a significant impact leveraging on the existing EIT Urban Mobility Master School. This activity must have the potential to be repeated and scaled after 2023.

RIS Education: Education and training activities (RISE3)

Scope: Education and training activities with a focus on innovation and entrepreneurship as well as urban mobility. These activities should primarily target RIS regions impact and target groups, but may be based on non-RIS concepts and activity partners and should have the potential to reach a large audience and market, and gain recognition efficiently with a lasting effect. Wider impact courses should be run at a low cost per learner or participant. We welcome proposals with a potential to reach break-even in the long run. This probably calls for blended or online courses and means that larger volumes are needed to cover costs and being able to offer services in line with available budgets. This may also take place through initiatives building on an existing course portfolio, but making it available locally by, for instance, providing translations into local languages and local seminars and workshops. This requires specific skills in terms of handling customisation at a low cost and in understanding how to address specific RIS challenges and sell courses in RIS countries. Education activities that specifically target women are particularly welcome in order to raise awareness of the urban mobility industry and careers and learning opportunities among female young people, to increase their representation in the urban mobility landscape.

Proposals shall address at least two of the three types of the above listed activities.

Mandatory KPIs:

All proposals should include the minimum KPI level requirements as stated in the table below. Please note that these are annual targets, therefore referring to 2023 only.

KPI	Short title	Target (2023)
EITHE08.2 -EITRIS	Participants in (non-degree) education and training	Minimum 20
KONHE02	Participants in all Academy activities	Minimum 50
KONHE06	Outreach events in EIT RIS countries	Minimum 3

| KONHE13 | Annual reach of impressions for EIT Urban Mobility online content | Minimum 4000 |

Non-mandatory KPIs:

Other relevant KPIs that can be considered, although not mandatory, are the following:

KPI	Short title
KONHE21	Number of new courses developed

Cross-cutting considerations to all RIS Education activity topics:

- The concepts and activities should have the potential to be repeated and scaled with a limited budget per participant. In case of continuing projects, the unitary cost per KPI should decrease over the years. The proposal needs to define a credible plan and experience regarding development, marketing and execution of the activities aimed for the RIS countries that are targeted.
- A key component in all our funded activities, not least around recruitment, needs to be how gender mainstreaming is integrated, in balanced participation and the design, development and implementation of the learning activities.
- Support further integration of the Knowledge Triangle in RIS countries is crucial, so that durable, evidence-based solutions can be implemented in a financially sustainable way. KTI can be either local, national, regional, or international.
- The concepts and activities should consider existing good practice already happening in RIS countries and beyond in order to build on those and scale up approaches that work – whether this is education products, or occasions when education can play a part in supporting people obtain the skills/knowledge that have proved helpful otherwise. We encourage different RIS Hubs and/or RIS Hub partner/stakeholders to come together to form consortia.
- The scope of activities should be specific to the characteristics and landscape of RIS countries, very much linked to their specific needs and with clear impact potential that can be replicated elsewhere.

Proposal duration

This RIS Education Call for Proposals for BP2023-2025 is open to proposals for projects lasting twelve months.

- **Twelve months**: regular projects that will have a mid-term review on performance and spending.

If the proposal consortium wishes to continue the activity beyond 2023, this must be indicated in the proposal. In this case, a high-level plan, including provisional budget request, should be included in the proposal. In such cases, there will be reserved funding (placeholders) in the coming business plans.

3.3   Financial Aspects

3.3.1 Budget and funding

The total maximum EIT funding allocated to this call is up to 800,000 EUR.

We expect the proposed activities to be approximately 100,000 EUR on average. We can consider a higher budget in the following years, provided the unitary cost per participant decreases and/or the quality of the product increases. Budget requests for the following years should be included in the high-level plan mentioned under proposal duration in 3.2.1.

The exact number of projects to be funded will depend on the quality of the proposals received and total funding available.

3.3.2 Co-funding rate

All proposals must have a minimum co-funding rate of 15%. Co-funding above this rate will be positively assessed during the portfolio selection. The minimum co-funding rate refers to the total project budget.

The co-funding rate for RIS Education activities will be gradually increased in the following years. Applicants should take this into account when elaborating their high-level plans, including provisional budget requests for 2024 and/or 2025. The expected minimum co-funding rate is the following:

2023 (15% co-funding), 2024 (20% co-funding) and 2025 (25% co-funding).

By co-funding we mean financial contribution other than EIT Urban Mobility funding allocation or partners own resources.

3.3.3 Eligibility of expenditure

For information on the eligibility of costs of the projects, please refer to the document *Eligibility of expenditure* of the Call for Business Plan 2023- 2025.

3.3.4 Financial sustainability

To enable the KIC to gradually become financially independent from EIT funding, EIT Urban Mobility has developed a Financial Sustainability (FS) plan based on a mix of different mechanisms, such as revenue share and equity stakes.

For the education activities, the recommended FS mechanism is revenue sharing (in exceptional cases other mechanisms can be considered, if relevant). During the period of the KAVA, 100% of the revenues go to EIT Urban Mobility. When a course or event is repeated after the duration of the KAVA, the revenue share is between 20/80 to 80/20 (EIT Urban Mobility / commercialising partner or consortia) depending on the share of responsibilities between the parties. In addition, EIT Urban Mobility should be granted a non-exclusive right to generated content (foreground intellectual property) including the right to sub-licence, modify and commercialise the content.

For RIS Education proposals, a contribution to EIT Urban Mobility´s financial sustainability is not mandatory. Revenues are however welcome and with increased revenue potential the proposal will be positively assessed.

3.4   Monitoring and Reporting

EIT Urban Mobility monitors the status (performance, budget and impact) of all supported projects through a Go/No-Go assessment ("project review"). This assessment allows EIT Urban Mobility to evaluate the risk of underperformance and/or underspending, and to provide support to projects by identifying mitigation measures. Ultimately, it allows EIT Urban Mobility to reduce the grant or stop projects that are underperforming, and redirect resources to other actions.

The frequency of Go/No-Go assessments depends on the duration of the project.

12 months: One Go/No-Go assessment at the mid-point of implementation (known as the "Mid-Term Review").

Ahead of the Go/No-Go assessment, projects will have to submit a progress report, providing an overview of the project's implementation, covering outputs, deliverables, KPIs, risks, costs, change requests and communication and dissemination activities.

For projects potentially continuing beyond 2023, if the consortium has indicated this willingness in the proposal (see section 3.3), a meeting will take place in Q4 2023 between EIT Urban Mobility and the consortium to discuss the high-level plan for continuation, including budget, to carry out a preliminary performance assessment of the activity implementation in 2023 and set the conditions for the activity to be included in the following year Business Plan.

At the Mid-Term Review, these projects will also be required to present:

- Pilot thinking exercise for the project's concept validation (i.e. research/analysis of demand for the existing content, research/analysis of competitors, pre-registration and/or pre-selling of the courses, etc.)
- Roadmap with clear milestones to be assessed during the Q4 meeting mentioned above

In addition to the monitoring and reporting requirements mentioned above, the consortium needs to perform the regular annual activity performance and financial reporting at the end of the implementation year.

Finally, all granted applications will need to comply with the rules and procedures defined in the Horizon Europe MGA [5], with special attention to Article 16 (Intellectual Property Rights) and Article 17 (Communication, Dissemination and Visibility).

4. General proposal preparation and submission

4.1 Support on proposal preparation

To guarantee the maximum support from EIT Urban Mobility to both current and potential partners and stakeholders, three different support offers will be provided during the proposal preparation process: The *Guidelines for Applicants*, the call information events and, lastly, the EIT Urban Mobility call contact points.

4.1.1 Guidelines for Applicants

EIT Urban Mobility has developed the *Guidelines for Applicants,* which will be published on the EIT Urban Mobility website, to ensure that all interested parties have access to the relevant and necessary information to support the call preparation and submission. The *Guidelines for Applicants* provides clear information on how, when, where and what the applicants must submit to EIT Urban Mobility to participate in any area of the calls for Business Plan 2023-2025.

4.1.2 Call information event

To help applicants with the preparation and submission of their proposals, EIT Urban Mobility will carry out a series of events after the call publication to ensure open, free, and fair access to the wider mobility community. The overview is provided in the table below.

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[5]   https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/agr-contr/general-mga_horizon-euratom_en.pdf

Here you can find the calendar of events:

Type	Topic	Date/time (CET)	Platform
Webinar	Launch of Call for Proposals BP2023-2035: EIT Urban Mobility Academy and RIS Education Info Day	04.05.2022, 14:00	Zoom
Webinar	Guidance, rules, and evaluation process and PLAZA training	05.05.2022, 11:00	Zoom

More events concerning the RIS Education Call will be organised, in cooperation with the RIS Hubs, and will be announced through EIT Urban Mobility and the respective RIS Hubs communication channels.

4.1.3 Call Contact points

In parallel to the call information events, all applicants may contact EIT Urban Mobility to resolve any concerns or doubts on general/technical procedures and call content.

These are the key contact details of the EIT Urban Mobility team for questions related to the RIS Education Call for Proposals:

Type of contact	Email
Legal, Financial, Administrative and technical procedures	pmo@eiturbanmobility.eu
Academy area	academycall@eiturbanmobility.eu

4.2 Proposal submission

All Lead Applicants will submit their proposals via the PLAZA e-submission platform.

The PLAZA platform will be available as of the first week of May 2022. Guidance on the usage of PLAZA can be found in the *Guidelines for Applicants*. Additionally, the EIT Urban Mobility PMO will organise a series of webinars to support partners during the submission phase (see the previous section).

The deadline for the submission of proposals is 28 June 2022 at 17:00 CET

An indicative timeline is outlined below[6]:

Activity	Date
Call opening	*28 April 2022*
Call closing	*28 June 2022 at 17:00 CET*
Eligibility and admissibility check	*End of June 2022*
Evaluation of proposals	*July 2022*
Communication of results to applicants	*First half of September 2022*
Conditions clearing	*First half of September 2022*
Compliance check of the fulfilment of conditions	*Second half of September 2022*
Final selection of portfolio	*Second half of September 2022*
Total duration	5 months

4.2.1 Mandatory documents to be submitted

The following documentation must be submitted by the applicants through the PLAZA submission tool **no later than 28 June 2022 at 17:00 CET:**

- Application form

NB: Any documentation missing or considered incomplete, may be a reason for application rejection.

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[6] Please note that this calendar is indicative. Dates might be subject to slight changes.

5. Evaluation and selection process

Once the applicants have submitted their proposals, the EIT Urban Mobility team will proceed to:

- Check eligibility and admissibility and, if successful:
- Initiate the evaluation of the content by external experts.

5.1 Eligibility and admissibility check

A proposal will be eligible if:

1. Completeness	The submitted proposal is completed, submitted on time via the PLAZA submission tool, in English with all its mandatory sections.
2. Consortium composition	The consortium shall be composed of at least two applicants from two different countries from EU or Third countries associated to Horizon Europe[7]. A minimum of one applicant must be from a RIS country.
3. Co-funding rate	All proposals must have a minimum co-funding rate of 15%. Any co-funding rate above 15% will be considered positively in the assessment of the portfolio selection (see section 3.3.2).
4. KPIs addressed	All proposals must include the minimum required KPIs (see section 3.2.1).

While failing any of these criteria will make the proposal ineligible, failing the following criteria will make the single applicant ineligible[8]:

5. Consortium applicants' eligibility	The consortium applicants respect the requirements defined in the selected Thematic Area (type of partner, compulsory documentation) and are fully registered in both the EU Participant Portal and the PLAZA submission tool.

Proposals containing one or more ineligible elements will receive an official communication from EIT Urban Mobility setting out the outcome of the admissibility and eligibility check and explaining why the proposal failed to meet the criteria.

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[7] https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation_horizon-euratom_en.pdf

[8] The results of this criterion might affect the decision on the composition of consortium, or even the eligibility of the whole proposal, depending on the relevance of the role of the applicant being removed (e.g. a Work Package (WP) leader whose activity is central to the achievement of a key objective or KPI). The inadmissibility of the applicant can result in the inadmissibility of the whole proposal.

In case of missing or incorrect information linked to co-funding, KPI and applicant registration, applicants will be awarded 5 calendar days from the official communication for the completion of the application. If the applicants respond positively to this requirement and within the time limit, the proposals will be sent to the next step of the evaluation (see section 5.2 below). If the applicants fail to respond or respond after the deadline, the proposals will remain ineligible and will not be further processed. The Lead Applicant will be informed accordingly.

The Lead Applicant of any proposal deemed inadmissible/ineligible who disputes the ineligibility decision, may appeal. This appeal must be made within 5 calendar days of the official EIT Urban Mobility notification of ineligibility (see document *Appeal procedure* linked to the call).

5.2   Evaluation of proposals

The purpose of the evaluation is to assess the Strategic fit, Excellence, Impact, Implementation, and overall quality of each proposal that successfully passes the eligibility and admissibility check.

This Individual Evaluation Process will be carried out by three independent external expert evaluators.

Each evaluation criteria and sub-criteria will be assessed according to the following scores:

Score		Description
0	*None*	The information requested is missing or incomplete
1	*Very poor*	The information provided is considered irrelevant or inadequate compared to the specific call provisions
2	*Poor*	The information provided lacks relevant quality and contains significant weaknesses, compared to the specific call provisions
3	*Fair*	The overall information provided is adequate, however, some aspects are unclearly or insufficiently detailed, compared to the specific call provisions
4	*Good*	The information provided is adequate with sufficiently outlined details, compared to the specific call provisions
5	*Excellent*	The information provided is outstanding in its details, clarity and coherence, compared to the specific call provisions

5.2.1 Evaluation

The proposal's strategic fit, excellence, impact, implementation and overall quality of the proposal will be assessed and scored against the specific criteria listed below:

Strategic fit	Max. scoring
• Contribution to the EIT Urban Mobility strategic objectives (as per the EIT Urban Mobility Strategic Agenda) and EU dimension	5
• The proposal is aligned with the specific call requirements under which the proposal was submitted, including sufficient focus on RIS countries (section 3.2.1)	5
• The proposal shows potential of impact in line with or exceeding the minimum level requirement as stated for the respective call type of activity	5

Excellence and novelty	Max. scoring
Coherence of the intervention logic	10
• The elements of the proposal are coherent and logically linked.	5
• The project contributes to Knowledge Triangle integration by involving academia, research, industry and cities.	5
Novelty and need	15
• The proposal addresses a verified unmet need and/or unresolved issue.	5
• The proposal addresses specific RIS target group needs.	5
• The project is on par with state-of-the-art professional education and training formats and/or content.	5

Impact: social, economic, financial, and general sustainability	Max. scoring
Ambition of the proposal and contribution to expected impact	10
• The proposal's expected impacts are measurable and clearly defined.	5
• The project or the outcome of the project can be expected to have a significant revenue generation impact or return in relation to the EIT funding required.	5
Extent to which the proposal strengthens competitiveness and growth	10
• The proposal is addressed to specific target group/s and/or market sector/s and includes a gender perspective.	5
• The proposal defines measures to ensure the durability and transferability of project outcomes and the project has the potential to be repeated (doing the same activity again) and scaled up (repeated without a significant additional development budget).	5

Effectiveness of the proposed measures to exploit and disseminate the proposal results (including IPR management), to communicate the proposal and to manage data, where relevant	10
• The proposal presents a structured dissemination and communication plan which guarantees the communication of the project activities to different target audiences (MGA Art.17).	5
• The proposal describes a clear commercialisation and/or exploitation strategy (keeping into consideration measures for IPR management according to MGA Art.16 if necessary), and when applicable a marketing and sales plan.	5

Implementation: quality and efficiency	Max. scoring
Coherence and effectiveness of the workplan, including appropriateness of the allocation of budget, tasks, and resources	15
The workplan is aligned to the achievement of proposal objectives, KPIs and expected results.	5
• The proposal properly identifies deliverables and milestones, including their timing and relevance for the overall project.	5
• The proposal budget is clearly outlined, justified and represents value for money.	5
Appropriateness of the management structures and procedures, including quality management and risk management	10
• The proposal identifies management structures to guarantee an effective management of the proposal resources and applicants.	5
• The proposal presents a clear contingency plan.	5
Relevance of the Consortium	5
• The applicants represent the right competences in accordance with the scope of the proposal and have differentiated and clear roles and responsibilities.	5

The proposal evaluation will consider the external evaluation four criteria scores. The total scoring of 100 points is distributed as follows:

	Max score
Strategic Fit	15 points
Excellence and novelty	25 points
Impact	30 points
Implementation	30 points
Total	100 points

Three External Expert Evaluators (EEEs) will be invited to evaluate the proposals and produce an Individual Evaluation Report (IER). The 3 EEEs will meet in a consensus meeting with a rapporteur to discuss and calibrate their IER. The rapporteur will address any notable divergences between them and will develop

the final Summary Evaluation Report (SER). The result of each SER will be added to the Evaluation Results List and the Call Report for the Selection Committee.

5.2.2 Portfolio selection

The EIT Urban Mobility Selection Committee will select the portfolio of pre-selected proposals. The EIT Urban Mobility Selection Committee is composed of the CEO, the COO and three Thematic Leads nominated by the CEO.

This final portfolio pre-selection will be based on the Call Report, the SERs and the Evaluation results list. Only proposals ranked equal to or over 60 points will be passed to the Selection Committee.

Within the Selection Committee, the following portfolio factors are considered:

- Business Intelligence: issues or concerns highlighted by External Expert Evaluators.
- Track record: previous performance of the beneficiary entities (project milestones, demonstrations, outputs).
- KPIs covered: mandatory EIT Core KPI and Specific KPIs addressed and balance of KPIs in view of the EIT Urban Mobility Strategic Agenda.

If proposals have the same scoring, additional consideration will be given to the following factor: co-funding rates higher than 15% will be ranked higher.

The Selection Committee will have the possibility to review the proposals pre-selected and make recommendations and issue a conditional offer. As part of this pre-selection, the EIT Urban Mobility PMO together with the Thematic Area will have the possibility to check those pre-selected proposals and might issue technical conditions that will be included in the conditional offer.

5.3 Communication of results to applicants

The Lead Applicant will receive an email notification with the evaluation results including (if applicable) a set of recommendations/conditions. During this conditions clearing period, each consortia applicant will be requested to sign and submit a Legal Package as part of the conditions. The communication will set up a defined and non-negotiable deadline. The Lead Applicant of a pre-selected project proposal under conditions, will need to respond and update the proposal according to these recommendations/conditions within the given deadline, usually 15 calendar days.

If the Lead Applicant fails to comply with the provided recommendations/conditions or does not respond by the deadline, the Selection Committee reserves the right to withdraw the conditional notification. In such a case, the next project proposal on the portfolio list will be contacted following the ranking list.

5.4 Appeal on Evaluation Results

The Lead Applicant of a rejected proposal who disagrees with the decision may appeal only in the event where a SER comment is in clear contradiction with the information provided in the project proposal. In this case, the Lead Applicant will have 5 calendar days after receipt of the final evaluation results to submit an appeal to the Evaluation (see document *Appeal procedure* linked to the call).