



Business Plan 2023 – 2025

# Open Call for Proposals

EIT Community Connect NEB: Citizen-generated solutions and initiatives to advance sustainability, beauty and inclusivity – 2024

## Guidelines For Applicants

**EIT Community NEB:**

EIT Urban Mobility

EIT Climate KIC

EIT FOOD

EIT Manufacturing

Barcelona | August 2023

Funded by the  
European Union



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# 1. Partners registration

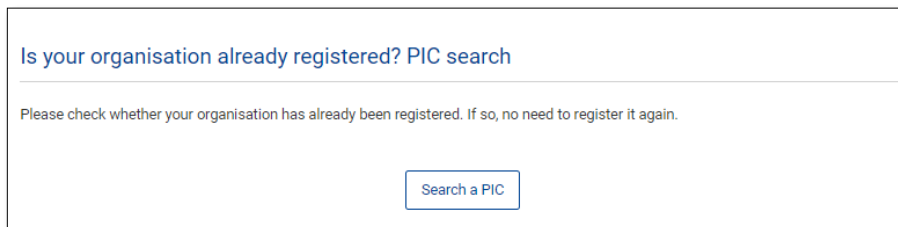
Before starting drafting a proposal, all applicants (Project Leader and consortium partners if any) must be registered on (1) the EU Funding & tender opportunities portal, in order to obtain the 9-digit Participant Identification Code and (2) on the EIT Urban Mobility PLAZA tool to register the organisation and complete the Partner Information Form (PIF).

## 1.1. Register your organisation in the Funding and Tender Opportunities Portal – European Commission

If you want to participate in a EIT Urban Mobility call for proposals, your organisation **needs to be registered** in the European Commission Funding and Tender Opportunities Portal **and have a 9-digit Participant Identification Code (PIC) before submitting your proposal in PLAZA.**

All involved applicants (Project leader and consortium partners if any) need to register their organisation and keep their legal organisational data updated, using this link: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

You can verify directly on the EC Portal whether your organisation is already registered and has a PIC: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register-search>



Is your organisation already registered? PIC search

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

Search a PIC

If your organisation has no PIC, please proceed with the registration as explained below.

- **Organisations with already a PIC declared or validated (already registered)**

If you have already applied to an EU-funded programme and have your PIC number validated or declared, there is no need to register again, 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 in PLAZA is consistent with the legal information included in your PIC** (legal name, VAT, registration number, legal address, LEAR – legally appointed representative responsible for updating organisation’s information on EU participant portal). Your LEAR must have access to your PIC account and related email address at any time and will be able to update the data provided with the PIC, if necessary.

- **Organisations without a PIC (not registered)**

If this is the first time you apply for an EU-funded programme, or your organisation cannot access your already PIC number, **you need to register or register again your organisation.**

### Register your organisation

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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](#)

Please make sure that the information that you provide during the PIC registration is consistent with the information that you provide during the 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 fully validated, but the new PIC number can already be used during your proposal submission.

Full validation of your PIC number will happen at a later stage if your proposals is selected for the call. This is why it is essential that you always have access to your PIC account and related email address.

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: [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/it-manuals/user-manual-participant-register\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/it-manuals/user-manual-participant-register_en.pdf)

## 1.2. Register your organisation in PLAZA

PLAZA is an online submission tool used by EIT Urban Mobility to receive the proposals submitted to the Calls for proposals and to manage the implementation of the selected projects.

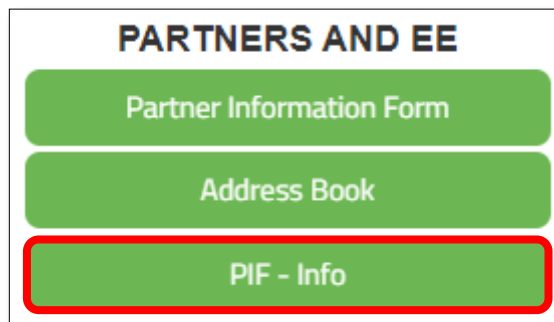
After registering/updating your PIC number (step 1), you may proceed with your registration in PLAZA: <https://plaza.eiturbanmobility.eu/SITE/PRIVATE/GO/login.aspx>

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

Please note that PLAZA registration is **not automatic** and needs to be reviewed and **approved by the EIT Urban Mobility PLAZA support team within 2 working days after the registration by the applicants.**

**IMPORTANT: All entities participating in this call for proposals must be registered in PLAZA as early as possible and no later than 2 working days before the call closes, otherwise they may not be eligible for funding.**

Once your SPOC has received an email with a one-time passcode for PLAZA, please log in and proceed with the next steps. You can consult the information available in the “PIF-Info” section once you are logged in to your PLAZA account (see Figure below).



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

In case of questions or doubts during the process, please contact the responsible services as described below:

Questions	Websites	Emails
EU Participant Portal	<a href="https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/beneficiary-register-search">https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/beneficiary-register-search</a>	European Commission users: <a href="mailto:EC-HELPDESK-IT@ec.europa.eu">EC-HELPDESK-IT@ec.europa.eu</a> External users: <a href="mailto:EU-LOGIN-EXTERNAL-SUPPORT@ec.europa.eu">EU-LOGIN-EXTERNAL-SUPPORT@ec.europa.eu</a>
PLAZA	<a href="https://plaza.eiturbanmobility.eu/">https://plaza.eiturbanmobility.eu/</a>	<a href="mailto:servicedesk@eiturbanmobility.eu">servicedesk@eiturbanmobility.eu</a>
Administrative, financial, rules		<a href="mailto:pmo@eiturbanmobility.eu">pmo@eiturbanmobility.eu</a>

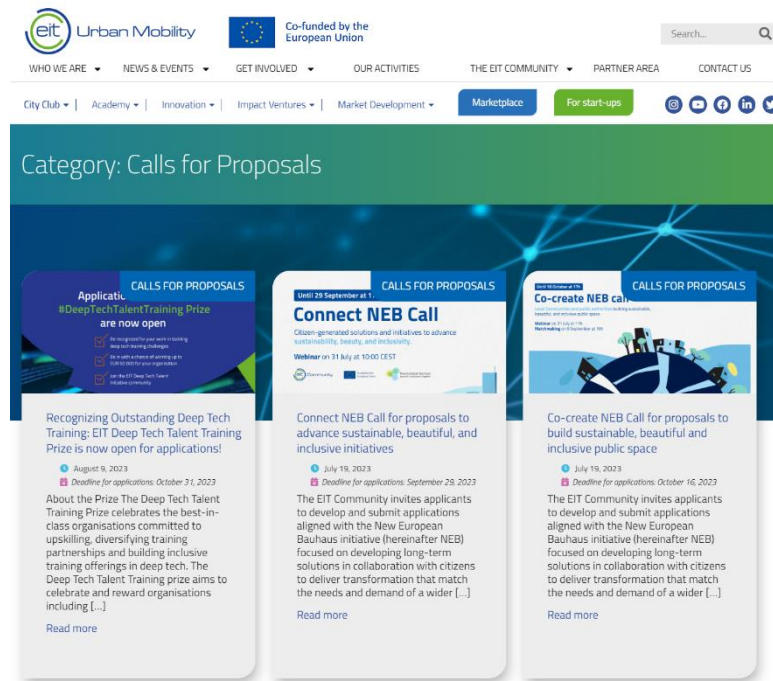
<sup>1</sup> A person serving as the focal point of contact for anything related to your organisation and its participation in the submitted proposal.

## 2. Preparation of your proposal

Before drafting your application, you should study all the Call documents and plan your project.

### 2.1. Study the Call documents

Choose the relevant Call for proposals and then read carefully the related documents (Call Manual + List of documents to take into consideration, EIT Community Project Implementation Handbook, etc.) that are available on the EIT Urban Mobility website ([www.eiturbanmobility.eu](http://www.eiturbanmobility.eu) > Get involved > **Calls for proposals section**):



An online call info session took place on 31<sup>st</sup> July 2023 to provide applicants with practical information on the call content and on the rules of participation. Please find details in the call webpage.

### 2.2. Plan your project and prepare the content of your proposal

All information required to be completed in the different fields of the application form is set out in detail in PLAZA (see section 3 for further detail). Remember to carefully revise the call conditions, general and specific requirements, and the 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.

## General and specific requirements

Make sure to take into consideration all requirements of the call when you are drafting your proposal (sections 2 to 5 of the Call Manual).

## Admissibility and eligibility check

Please read carefully the mandatory requirements that will be taken into consideration during the admissibility and eligibility check of the submitted proposals (see section 5 of the Call Manual). If your proposal fails to fulfill these requirements, it will be ineligible and won't be evaluated further.

## Planning of the work (tasks, deliverables, KPIs, etc.)

Your proposal must provide detailed information about the project idea and work plan, including but not limited to the tasks and deliverables, partner' responsibilities and resources, schedule, project management structure, as well as 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, link to the project objectives and 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, you may create as many tasks as you need but trying to limit them to 6 or 7. You may also include sub-tasks if necessary.

One of the tasks should normally cover all activities related to the general management and coordination of the project activities that do not relate to any of the tasks leading to a specific result, but which are directly linked to the project content 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
- Deliverables (when required)
- KPIs

## Key Performed Indicators (KPIs)

Please carefully read Section 3 of the Call Manual where the mandatory EIT KPIs are listed. You will need to clearly address in your Application Form the corresponding mandatory KPI(s) indicated in that Section 3. You will be requested to identify the minimum target value related to each KPI. Detailed definition of these KPIs can be found in the Call Manual published on the Call webpage.

## Outputs and Deliverables

**Outputs** are defined as tangible results, 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 project.

**Deliverables** refer to documents encapsulating the key outputs created by the project. Please refer to the mandatory list of deliverables required by this Call and limit the number of deliverables to the minimum amount as indicated in Section 3 of the Call Manual.

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 and deliverables to the project duration and resources.

## Budget

As detailed in the “Eligibility of expenditure” document included as a supporting document of the call, the budget categories are divided between direct and indirect costs, as follows:

- **Direct Costs:** personnel, subcontracting, travel and subsistence, equipment, other goods and services.
- **Indirect Costs:** 25% calculated automatically on top of the personnel, travel and subsistence, equipment, other goods and services costs.

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](#)).

You must keep appropriate and sufficient evidence to prove the eligibility of all your costs declared during the implementation of your project (Art. 20 of Model Grant Agreement). For instance, you must keep a (hard or digital) copy of these documents:

- Original tickets and invoices related to travel, accommodation, and subsistence costs
- Signed timesheets of the persons involved in the project
- Contracts with providers or personnel
- Invoices
- Accounting records

The evidence must be correctly archived for the duration of the project indicated in your Grant Agreement, and in general, it must be kept for at least 5 years after the final payment or longer if there are ongoing procedures (audits, investigations, litigation, etc).

The costs declared must be:

- Actually incurred by the partner; i.e. real and not estimated or budgeted
- Actually incurred in the period set out in the agreement
- Indicated in the estimated budget of the action
- Incurred in connection with a specific action and necessary for its implementation
- Identifiable and verifiable, in particular, recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the partner is established and with the beneficiary's usual cost accounting practices
- Compliant with the applicable national law on taxes, labour and social security
- Reasonable, justified and must comply with the principles of sound financial management, in particular regarding economy and efficiency

In case an amount of co-funding is required, remember to adapt the EIT 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 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; the remaining difference is covered by the (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

The following documentation **must be submitted by the Project Leaders** through the PLAZA e-submission platform no later than the deadline indicated in the Call Manual:

- Application Form (mandatory)
- Optional: project Gantt chart (optional)

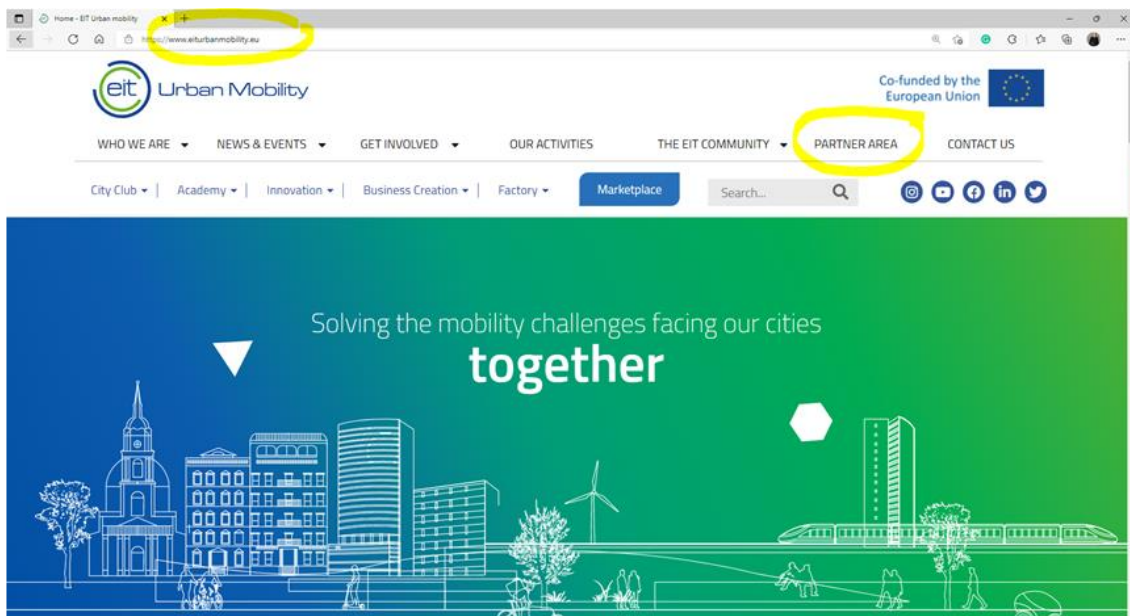
Please note that only the documents listed above will be taken into consideration for the evaluation of the proposal. Any other documents will be disregarded.

Please refer to the EIT Community NEB Project Implementation Handbook for more information on the project implementation, payments schedule, role of the Project leader, etc.

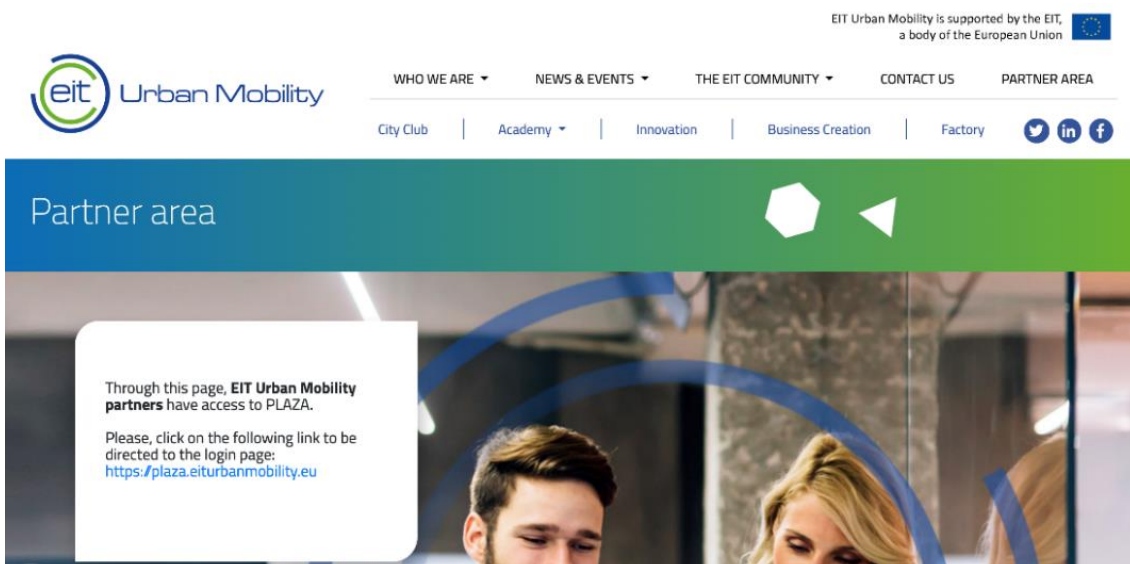
# 3. Electronic submission of your proposal

## 3.1. Enter in Plaza

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





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



The window below will appear where you will be requested to provide your username and password/code being redirected to the PLAZA system<sup>3</sup>. At this stage, you will be able to create a new proposal for the present call:

**Plaza for EIT Urban Mobility**

Username 

Password / Code 

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. Create a new proposal

Once you enter the main page in the PLAZA website, click at the “Connect NEB Call” green button:

eit Urban Mobility  Co-funded by the European Union



**PARTNERS AND EE**

- 
- 
-

**CALL FOR PROPOSALS**

- 
- 
- 
- 
- 
- 
-

<sup>3</sup> Remember that all entities must be registered in the PLAZA system in order to be added in the proposal (see section 1).

Then, click on “Add New Proposal” to start filling in the Application Form.

### 3.3. Application Form

The Application Form is composed of the following 5 TABs that need to be entirely completed by the Project Leader (Tab 4 is not needed):

Each tab includes several items as described below:

**This is a TAB**

**This is a FIELD**

**This is HELP**

**This is a COMPULSORY field**

**This is an AUTOFILL**

**This is EDIT button opens a pop -up for free text entry**

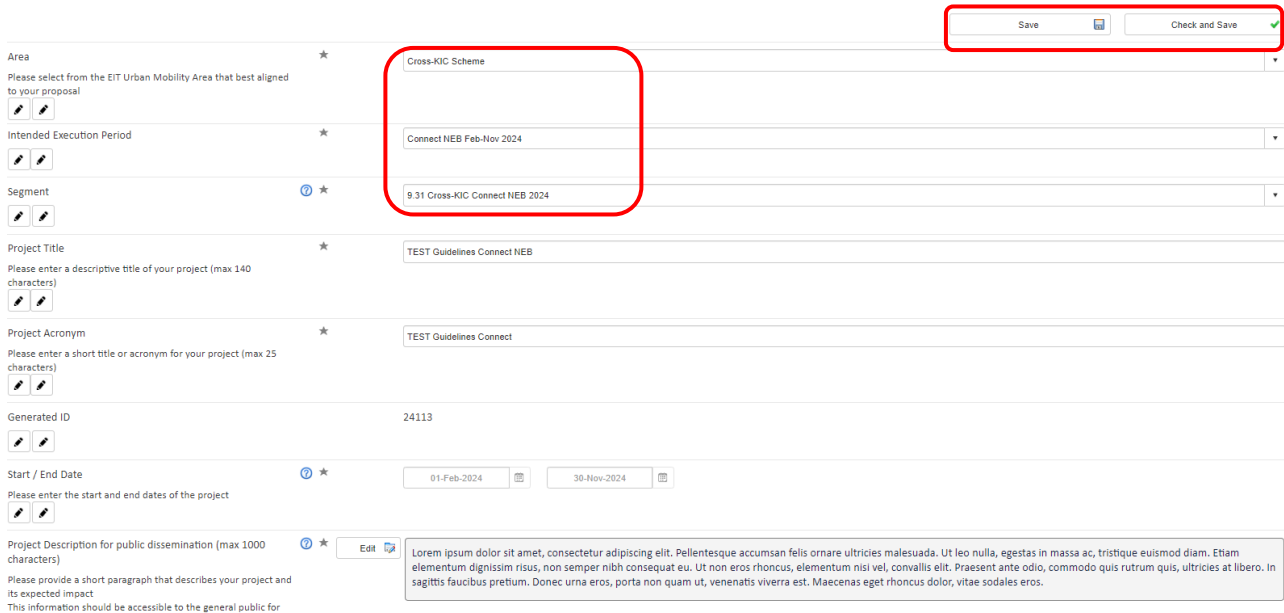
**This CHECKS correct data entry**

Follow the guidance provided through the icons help text. Complete all the fields with the icons. These fields are mandatory.

Always save your changes while you complete the tab. Once you have fully completed the first tab, click on “Check and Save” in order to validate your data of the entire Tab. **Only after clicking on the “Check and Save”, you will be able to fill in the rest of the TABs.**

## TAB 0: Start here

First, you need to complete the information requested in TAB 0 according to the following instructions:



The screenshot shows a form with several fields. At the top right, there are two buttons: 'Save' and 'Check and Save'. The 'Check and Save' button has a green checkmark. A red box highlights these buttons. Below them, the 'Area' dropdown menu is selected to 'Cross-KIC Scheme' and is also highlighted with a red box. The 'Intended Execution Period' dropdown menu is selected to 'Connect NEB Feb-Nov 2024'. Other fields include 'Segment' (9.31 Cross-KIC Connect NEB 2024), 'Project Title' (TEST Guidelines Connect NEB), 'Project Acronym' (TEST Guidelines Connect), 'Generated ID' (24113), 'Start / End Date' (01-Feb-2024 to 30-Nov-2024), and 'Project Description for public dissemination' (a placeholder text).

### Area and intended execution period

You should select the Cross-KIC Scheme area and the period Connect NEB Feb-Nov 2024.

### Segment

Please select the segment 9.32 Cross-KIC Co Connect NEB Feb-Nov 2024.

### Project Title and Project Acronym

Enter a descriptive title for your project and a short title acronym.

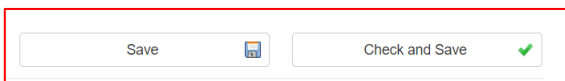
### Project Description for public dissemination

Write a summary of your proposal and its impact that can be made accessible to the general public for dissemination purposes.

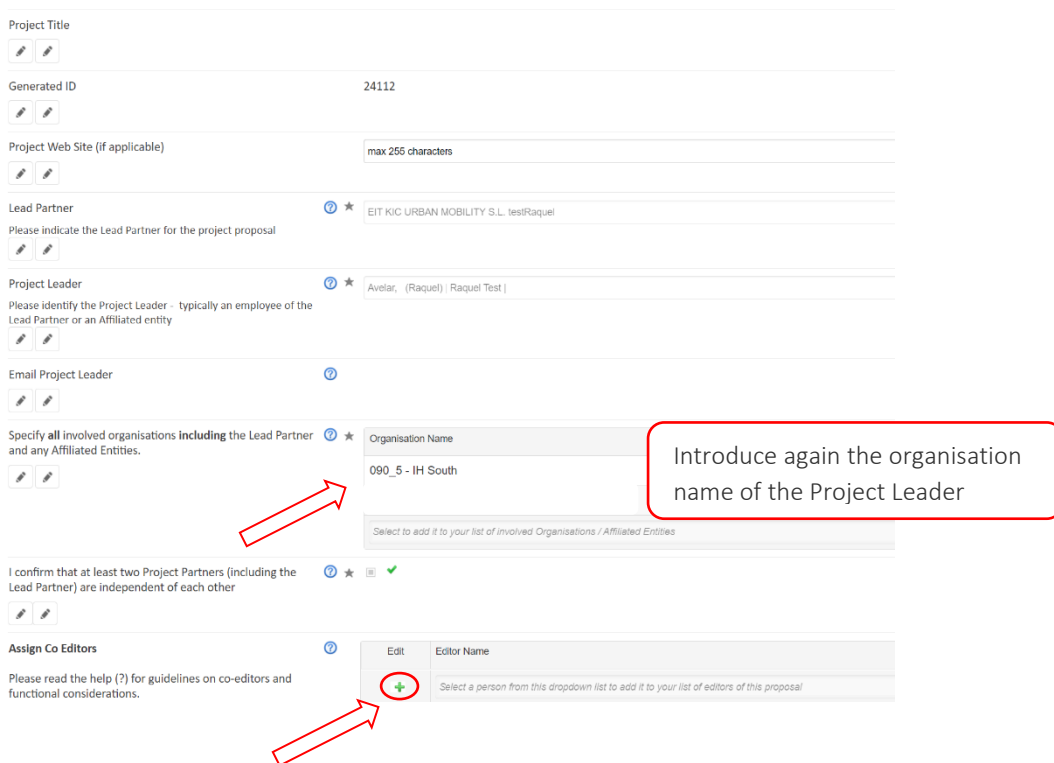
### Save your changes

Save your changes while you complete the tab. Once you have fully completed the tab, click on “Check and Save” in order to validate your data and the entire Tab.

Only after clicking on the “Check and Save” (at the top right-hand side of each tab), you will be able to fill in the rest of the TABs.



## TAB 1: Contacts



Project Title

Generated ID 24112

Project Web Site (if applicable) max 256 characters

Lead Partner EIT KIC URBAN MOBILITY S.L. testRaquel  
Please indicate the Lead Partner for the project proposal

Project Leader Avelar, (Raquel) | Raquel Test |  
Please identify the Project Leader - typically an employee of the Lead Partner or an Affiliated entity

Email Project Leader

Specify all involved organisations including the Lead Partner and any Affiliated Entities. Organisation Name  
090\_5 - IH South  
Introduce again the organisation name of the Project Leader

I confirm that at least two Project Partners (including the Lead Partner) are independent of each other

Assign Co Editors  
Please read the help (?) for guidelines on co-editors and functional considerations.

### Lead partner

Choose the name of the sole organisation who will be leading the project from the drop-down menu.

### Project leader

Choose the name of the person of the partner who will be leading the project from the drop-down menu.

### Co-editors

Choose the name of the persons who will have full access to the proposal from the drop-down menu. Importantly, concurrent editing is not fully supported. For example, if two people are editing the same field, the last person to press "Save" will overwrite the content. It is advisable to agree in advance working on separate tabs when editing concurrently. Also, any person identified as a co-editor has permissions to assign another co-editor. This third person would also have full access to the proposal. Please ensure that the consortia agrees on an internal access control protocol.

All these persons from this organisation must be previously registered in PLAZA as indicated in section 1.

## TAB 2: Project overview

Complete the entire Tab 2 by clicking on the Edit button and following the information required in the question marks.

Save Check and Save

*The information provided in this page needs to be self-contained and must not refer to other parts of the submission.*

Project Title: TEST Guidelines Co-create NEB

**Project Purpose** (max 3000 characters) ? \* Edit

Aim and main objectives

**Scope of Project** (max 2000 characters) ? \* Edit

Relation of the project with KIC Strategic Objectives and the Call's segment/challenge area

**Outcome and Impact** (max 2000 characters) ? \* Edit

Potential of the proposal to achieve the call's expected outcomes, including expected environmental, economic and/or social impact

**Workplan** (max 3000 characters) ? \* Edit

**IPR and Exploitation of Results** (max 2000 characters) ? \* Edit

Explain how any IP (Intellectual Property) will be managed to ensure future commercial exploitation  
Describe your exploitation strategy over the proceeding 5 years after the end of the project

**Project Partner Roles, Skills and Expertise** \*

For each partner of the consortium, specified in TAB 1 Contact, describe their specific role and differentiated contribution to the project  
Please explain how each partner has the right expertise and skills to carry out the specific role and tasks in the project

Edit	Organisation Name	Role, Skills and Expertise	CLC	Country	Is Leading	RIS
	090_5 - IH South	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque accumsan felis ornare ultricies malesuada. Ut leo nulla, egestas in massa ac, tristique euismod diam. Etiam elementum dignissim risus, non semper nibh consequat eu. Ut non eros rhoncus, elementum nisi vel, convallis elit.	South	SPAIN	<input type="checkbox"/>	<input type="checkbox"/>

**Key Deliverables** ? \*

Please enter the deliverables of your project. Some Calls for proposals require mandatory deliverables and a maximum of additional deliverables (please refer to the Call Manual)

Edit	Code	Title	Description	Expected Date	Responsible Organisation	Contributor(s)
	DEL01	Intermediate report	Report presenting activities implemented during the first half part of the project, including challenge description, initial outputs according to the submitted work plan, progress so far, applied methodology, stakeholder involvement, identification of potential risks and mitigation measures if required, etc.	15 Jun 2024	testRaquel - EIT KIC URBAN MOBILITY S.L.	090_5 - IH South
	DEL02	Final performance report, including report on KPIs	Report presenting activities implemented during the whole period of the project and final conclusions, incl. overall progress of the activity, KTI workshop results for future exploitation and research, outputs and outcomes, potential impact on local policies, conclusions and evidence of the KPIs.	31 Dec 2024	testRaquel - EIT KIC URBAN MOBILITY S.L.	090_5 - IH South
<span>+</span>						

**Annotations:**

- The **Edit** button for Project Purpose is circled in red.
- A red box highlights the **Scope of Project** field with the text: "This field is not needed but cannot be blank. Please indicate it is not applicable."
- A red box highlights the **IPR and Exploitation of Results** field with the text: "This field is not mandatory but will be assessed in the evaluation criteria. If you do not address it, please at least indicate it is not applicable."
- A red box highlights the **Key Deliverables** table with the text: "At least these two deliverables are mandatory. Please indicate the responsible and contributing organisations. Click on the green cross button to introduce a new item if needed."

EIT Core KPI targets

Please select the KPIs most closely applicable to your activity in line with the Call requirements (including mandatory elements, if any) and enter target values



**At least two KPIs are mandatory.** One of these 2 mandatory KPIs must be EITHE08.1. Please select them from the drop-down list. Ready the Call Manual carefully and indicate the target value for each KPI. Click on the green cross button to introduce a new item.

KPI Code	KPI Title	Target Value 2024	Responsible Organisation
EITHE08.1	Participants in (non-degree) education and training	25	090 - EIT Urban Mobility

EIT Community Specific KPI targets

Please select the KPIs most closely applicable to your project in line with the Call requirements (including mandatory elements, if any) and enter target values



KPI Code	KPI Title	Target Value 2024	Responsible Organisation
KSN02	Demonstration/pilots/living labs within a project that actively involve citizens and/or local associ	2	090_5 - IH South

Risk Management and Contingency Plan

Please identify relevant risks and describe adequate mitigation measures



Edit	Risk Category	Risk Title	Risk Likelihood	Risk Impact	Risk Description	Risk Mitigation
	STRATEGIC	Title	2	2	Description of risk	Mitigation of risk

Project Management Structures and Procedures (max 1000 characters)

Please explain how you will manage the project to ensure effective and professional delivery of the project outcomes.



Placeholder text for Project Management Structures and Procedures.

KTI Integration (max 1000 characters)

How your project integrates education, innovation, business creation and cities. NB: For innovation call only, the integration of education aspect is not mandatory.



Placeholder text for KTI Integration.

Communication and Dissemination Plan/Strategy (max 1000 characters)

Please describe the dissemination plan to be carried out during the project implementation, including actions for each target group. The communication plan should align with the commercial strategy.

For Cross-KIC NEB calls, this field is not applicable. Detailed information is required in Tab 3.



Not applicable. Requested in TAB 3.

This field is not needed but cannot be blank. Please indicate it is not applicable.

Commercial strategy and the project's contribution to the KIC Financial Sustainability (max 2000 characters)

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 outputs are identified, please explain each output with its own corresponding strategy. Please identify the lead commercialising partner for each output and the link to related KPIs (if applicable)

Please describe how this commercial strategy is aligned with the proposed contribution to EIT Urban Mobility Financial Sustainability described in Tab 4. For Cross-KIC NEB calls, this field is not compulsory but is assessed in the evaluation criteria.



Optional - assessed in the evaluation criteria "potential economic impact to ensure potential future durability and transferability"

This field is not mandatory but will be assessed in the evaluation criteria. If you address it, please outline proposal's potential economic impact to ensure potential future durability and transferability. Measures on exploiting the obtained data should be described, including how this could potentially be used as a project's marketing and/or sales plan. If you do not address this field, please at least indicate it is not applicable.

Gender and diversity dimension (max 1000 characters)

How the project addresses the inclusion and diversity agenda - gender, ethnicity, accessibility for all, socio-economic status, etc.



Placeholder text for Gender and diversity dimension.

Ethic and Security Issues

Please click at the check box to confirm that you are not incurring to any of the following Ethic and/or security issues:

1. Human Embryonic Stem Cells and Human Embryos
2. Humans
3. Human cells/tissues (not covered by element 1)
4. Personal data
5. Animals
6. Non-EU countries
7. Environment & Health and Safety
8. Artificial Intelligence
9. Other Ethics issues



- I confirm the Project is NOT incurring in any Ethic or Security Issue
- The Project is incurring in an Ethic or Security Issue (please explain below)

Please explain any Ethic or Security issue(if applicable) (max 5000 characters)

Please describe how you are incurring to any of the Ethic and/or security issues.



Placeholder text for Please explain any Ethic or Security issue.

When you have completed Tab 2, save the data and finally “Check and Save”.

### TAB 3.A Project Keywords

When you have completed Tab 3.A, save the data and finally “Check and Save”.

### TAB 3.B Project Specific info

Then, complete all fields of this tab related to the specific questions of this call:

### ACTIVITY SPECIFIC QUESTIONS

<p>Describe how the proposed solution, methodology, and/or engagement strategy is innovative.</p> <p>Describe how the proposed solution uses creative and stimulating formats in which locals are engaged to build community and to boost the transformation of their cities, per-urban and rural areas.</p>	<p>★ <input type="button" value="Edit"/></p>	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque accum elementum dignissim risus, non semper nibh consequat eu. Ut non eros rho sagittis faucibus pretium. Donec urna eros, porta non quam ut, venenatis viv</p>
<p>Describe how the project demonstrates the social demand, its need and relevance for the society, including at least two identified target groups.</p>	<p>★ <input type="button" value="Edit"/></p>	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque accum elementum dignissim risus, non semper nibh consequat eu. Ut non eros rho sagittis faucibus pretium. Donec urna eros, porta non quam ut, venenatis viv</p>
<p>Describe how the project's expected outcomes, outputs and impacts are measurable at a quantitative and a qualitative level (including adequate performance metrics).</p> <p>Adequate performance metrics of the proposed solution must be provided to objectively evaluate the sustainability, inclusivity and aesthetic value.</p>	<p>★ <input type="button" value="Edit"/></p>	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque accum elementum dignissim risus, non semper nibh consequat eu. Ut non eros rho sagittis faucibus pretium. Donec urna eros, porta non quam ut, venenatis viv</p>
<p>Describe how the proposal is aligned with existing local strategies (City and or district/regional level) or/and is planning to showcase the results to relevant City officials.</p>	<p>★ <input type="button" value="Edit"/></p>	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque accum elementum dignissim risus, non semper nibh consequat eu. Ut non eros rho sagittis faucibus pretium. Donec urna eros, porta non quam ut, venenatis viv</p>
<p>Describe the dissemination and end-user engagement plan, including specific target audiences and stakeholders in the local context and is aligned with the challenge area (in line with MGA Article 17).</p>	<p>★ <input type="button" value="Edit"/></p>	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque accum elementum dignissim risus, non semper nibh consequat eu. Ut non eros rho sagittis faucibus pretium. Donec urna eros, porta non quam ut, venenatis viv</p>
<p>Describe the potential of the project to be implemented on a broader scale or replicable in various cities</p> <p>Explain how the outcomes are repeatable and/or scalable.</p>	<p>★ <input type="button" value="Edit"/></p>	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque accum elementum dignissim risus, non semper nibh consequat eu. Ut non eros rho sagittis faucibus pretium. Donec urna eros, porta non quam ut, venenatis viv</p>

Finally, select and upload the following documents in the required format (templates can be found in the call webpage):

### OPTIONAL SUPPORTING FILE / ILLUSTRATION

Project Gantt Chart  
(pdf,xlsx)



Optional

When you have completed Tab 3.B, save the data and finally "Check and Save".

## TAB 4 DOES NOT APPLY

## TAB 5 Budget

Proposal ID: 24001

0. START HERE | 1. CONTACTS | 2. PROJECT OVERVIEW | 3A. PROJECT KEYWORDS | 3B. PROJECT SPECIFIC INFO | 4. SUSTAINABILITY | 5. BUDGETS | 6. SUPPORTING FILES | 7. FEEDBACK | 8. OFFICE MANAGEMENT | 9. FEEDBACK MANAGEMENT

Refresh Save Check and Save

Edit	Code	Title	Type	Task Leader	Start Date	End Date	Total Costs	Validated
	A2401	Activity Management	Project and Programme Management		01 Jan 2024	31 Dec 2024	0 €	
	A2402	Test			01 Jan 2024	31 Dec 2024	1,250 €	
	A2403	Test2			01 Jan 2024	31 Dec 2024	12,000 €	
	A2404	Test3			01 Jan 2024	31 Dec 2024	8,750 €	
	A2405				01 Jan 2024	31 Dec 2024	0 €	
							22,000 €	

Click Task Budget in Overview

This Activity is included by default.

You can edit/update the information provided under each task by clicking on the Edit button. A new window will be opened.

Click here to add a new task at which the budget will be associated. A new window will be opened.

### TASK SPECIFICATION

Task ID: A2402

Task Title: Test

Task Type: Select Task Type (Required)

Task Description: max 5000 characters

Task Leader:

Start / End Date: 01-Jan-2024 to 31-Dec-2024

Related Deliverable(s):

Edit Deliverable

Please use append button to assign a deliverable

Related Budget(s):

Edit Year Partner

2024 090\_

Click here to include the Deliverable associated with this task and to introduce the budget to be assigned to this task (a new window will be opened for each)

**BUDGET SPECIFICATION**

Responsible Partner: EIT Urban Mobility 090  
 Responsible Person:   
 FTE: 5.00  
 Budget Year: 2023

Costs		Sources	
A. Personnel	15,000 €	EIT funding	0 €
B. Subcontracting	0 €	European Commission funding (non-EIT)	0 €
C.1 Travel and subsistence	0 €	National & Regional funding	0 €
C.2 Equipment	0 €	Other funding	0 €
C.3 Other goods, works and services	0 €	Partner own funding (auto calculated)	18,750 €
D.1 Financial support to third parties (incl. prizes)	0 €		
D.2 Internally invoiced goods and services	0 €		
E Indirect costs	3,750 €		
<b>Total Costs</b>	<b>18,750 €</b>	<b>Total Sources</b>	<b>18,750 €</b>

Buttons: Delete, Re-Calculate, Save, **Check and Save**

Complete the budget per cost category according to the information provided in the “Eligibility of Expenditure” document available on the Call webpage and introduce the co-funding amount. **Check that the % of the co-funding is in line with the requirements of the call.**

The “indirect costs” and “Partner own funding” items are calculated automatically.

Remember to save your data and finally to check and save to validate the information provided.

Once you have completed all your tasks and budget, you will see the summary in the table below.

**PARTNER BUDGETS**

Edit	Year	Partner	Responsible	Fte	Total Costs	Total Sources	Validate
	2023	090 - EIT Urban Mobility		2.00	10,000 €	10,000 €	✓
	2024	testRaquel - EIT KIC URBAN MOBILITY S.L.		5.00	27,500 €	27,500 €	✓
				<b>7.00</b>	<b>37,500 €</b>	<b>37,500 €</b>	

**COST BY PARTNER**

	A. PERSONNEL	B. SUBCONTRACTING	C.1 TRAVEL AND SUBSISTENCE	C.2 EQUIPMENT	C.3 OTHER GOODS, WORKS AND SERVICES	D.1 FINANCIAL SUPPORT TO THIRD PARTIES	D.2 INTERNALLY INVOICED GOODS AND SERVICES	E. INDIRECT COSTS	Grand Total
090 EIT LIM	5,000.00 €	.00 €	1,000.00 €	.00 €	.00 €	.00 €	.00 €	1,500.00 €	7,500.00 €
test	7,000.00 €	.00 €	3,000.00 €	.00 €	50,000.00 €	.00 €	.00 €	15,000.00 €	75,000.00 €
<b>Grand Total</b>	<b>12,000.00 €</b>	<b>.00 €</b>	<b>4,000.00 €</b>	<b>.00 €</b>	<b>50,000.00 €</b>	<b>.00 €</b>	<b>.00 €</b>	<b>16,500.00 €</b>	<b>82,000.00 €</b>

**COST BY YEAR**

	A. PERSONNEL	B. SUBCONTRACTING	C.1 TRAVEL AND SUBSISTENCE	C.2 EQUIPMENT	C.3 OTHER GOODS, WORKS AND SERVICES	D.1 FINANCIAL SUPPORT TO THIRD PARTIES	D.2 INTERNALLY INVOICED GOODS AND SERVICES	E. INDIRECT COSTS	Grand Total
2023	5,000.00 €	.00 €	1,000.00 €	.00 €	.00 €	.00 €	.00 €	1,500.00 €	7,500.00 €
2024	7,000.00 €	.00 €	3,000.00 €	.00 €	50,000.00 €	.00 €	.00 €	15,000.00 €	75,000.00 €
<b>Grand Total</b>	<b>12,000.00 €</b>	<b>.00 €</b>	<b>4,000.00 €</b>	<b>.00 €</b>	<b>50,000.00 €</b>	<b>.00 €</b>	<b>.00 €</b>	<b>16,500.00 €</b>	<b>82,000.00 €</b>

**KEY FIGURES**

	2023	2024	2025	Total
EIT Funding (€)	8,000.00 €	22,000.00 €	0.00 €	30,000.00 €
Own-Funding (€)	2,000.00 €	0.00 €	0.00 €	2,000.00 €
EU (non-EIT) Funding (€)	0.00 €	0.00 €	0.00 €	0.00 €
National & Regional Funding (€)	0.00 €	0.00 €	0.00 €	0.00 €
Other Funding (€)	0.00 €	5,500.00 €	0.00 €	5,500.00 €
<b>Total KAVA Funding (€)</b>	<b>10,000.00 €</b>	<b>27,500.00 €</b>	<b>0.00 €</b>	<b>37,500.00 €</b>
Co-Funding Ratio (%)	20.00 %	20.00 %	-	20.00 %
Total FTE	2.00 FTE			

Finally, provide a short explanation of the budget per cost category.

**BUDGET JUSTIFICATION**

**A. Personnel justification** (max 1000 characters) ★ Edit

*Total personnel costs to an amount of 14,000.00 €. The planned FTE for the entire project tasks sums up to 7.00 FTE with an average cost of 2,000.00 € / FTE.*

✎ ✎

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**C.1 Travel and subsistence justification** (max 1000 characters) ★ Edit

*Costs to an amount of 8,000.00 €.*

✎ ✎

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**C.3 Other goods, works and services justification** (max 1000 characters) ★ Edit

*Costs to an amount of 8,000.00 €.*

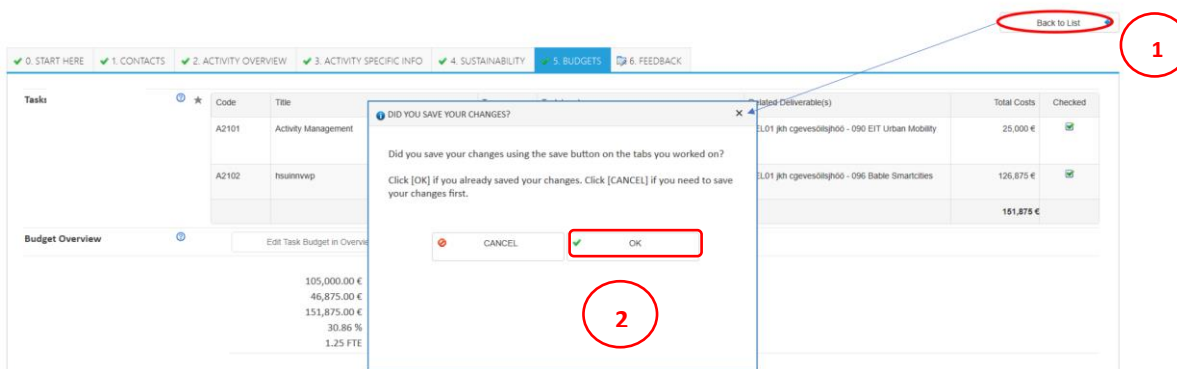
✎ ✎

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When you have completed Tab 5, save the data and finally “Check and Save”.

### 3.4. Submission of the proposal


Once all the information from TAB 0 to TAB 5 is completed, saved, and validated by the system, you will see that all the tabs are marked with a green check ✓ icon. Then click on the “Back To List” saving all the information provided.



Once all the TABS (0 to 5) are saved (as explained above), you may proceed to the submission of your proposal. **The submission of the proposal must be done exclusively by the Project Leader of the proposal and before the set deadline, otherwise the proposal will be ineligible.** The Project Leader will click on the icon under the “Submit” column (shown in the screenshot below):

CALL 2023-2025 | ACTIVITY PROPOSALS

Add New Proposal +

Edit	PDF Export	Submit	Code
			23601
			23601

1

SUBMIT YOUR PROPOSAL

You are about to submit the final version of your proposal. After final submit it is no longer possible to edit this proposal.

Press [SUBMIT FINAL] to submit the final version of your proposal or press [CANCEL] to leave your proposal open for editing.

2

Activity Acronym	Activity Purpose
TEST	Lorem ipsum dolor sit amet, ut elit, sed do eiusmod tempor in dolore magna aliqua. Ut enim quis nostrud exercitation ullam aliquip ex ea commodo conse

After the submission, it is no longer possible to edit your proposal. Make sure the information provided in your Application Form is completed and correct before submitting your proposal.

Once the submission is done, the following email notification is sent to the persons who have created and submitted the proposal to confirm the submission was done successfully:

#### Confirmation Submission of Proposal (23601)



EIT Urban Mobility Project Office <plaza@eiturbanmobility.eu>  
To  
Cc: EIT UM Plaza PMO

#### CONFIRMATION OF SUBMISSION

Proposal ID	23601
Proposal Title	TEST AF RIS Edu Winter
Lead Partner	090 EIT Urban Mobility
Activity Leader	
Submitted By	
Submitted On	May 5 2023 5:20PM

### 3.5. General comments and recommendations

#### Do not wait until the day of deadline to submit your proposal!

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

After the submission, it is no longer possible to edit your proposal. Make sure the information provided in your Application Form is completed and correct before submitting your proposal.

#### Checklist for submission

Before submitting the proposal, check that:

- your proposal fulfils the call requirements
- the proposal is complete, is written in English and is readable
- the participating organisation has obtained a user account to log into the EU Portal and PLAZA System and is registered in the system
- you have saved and validated your data using the “save” and “Save and Check” button (top right-hand side of your screen).