



Business Plan 2023 – 2025

Permanently Open Call

for targeted innovation projects

**Call Manual-Framework document**

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | 14 December 2023

[eiturbanmobility.eu](http://eiturbanmobility.eu)

# History of changes<sup>1</sup>

Version	Publication Date	Change
1.0	14 December 2023	Initial version

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<sup>1</sup> Any update of the Call Manual will be published on the EIT Urban Mobility website and will be visible in the history of changes.

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# Abbreviations

BP	Business Plan
CA	Commercial Agreement
CfP	Call for Proposals
EEE	External Expert Evaluator
FSA	Financial Support Agreement
FSM	Financial Sustainability Mechanism
HE	Horizon Europe
KIC	Knowledge and Innovation Community
KPIs	Key Performance Indicators
HE MGA	Horizon Europe Model Grant Agreement
RIS	Regional Innovation Scheme
SA	Strategic Agenda
SER	Summary Evaluation Report
SO	Strategic Objectives
TA	Thematic Area

# Glossary

<b>Call for Proposals</b>	The Call for Proposals is the instrument used to allocate funding by EIT Urban Mobility to third parties to support the deployment and development of the Strategic Agenda through projects. EIT Urban Mobility uses 3 different types of Calls following the provisions included in the specific rules for EIT KIC actions in HE MGA Annex 5: (1) Regular Open Calls (2) Calls for EIT Urban Mobility members (3) Permanently Open Calls/Permanently Open Calls for partners.
<b>Call Manual</b>	The Call Manual is the document where the terms, conditions, and criteria of any Call for Proposals are defined and stated according to the principles of transparency, equal treatment, open competition, and sound procedural management.
<b>Commercial Agreement</b>	Contract between EIT Urban Mobility and the Commercial Partner stating the agreed Financial Sustainability Mechanism, and the responsibilities and duties from each side
<b>Deliverable</b>	Deliverables are tangible or intangible goods or services produced at a given moment during the project implementation. Deliverables chart the path to reach project objectives and could be a report, a document, a software product, a course, an event or any other building block of a project. The deliverables specified need to fully demonstrate the achievements of the task and judicious use of public funds.
<b>EIT KPIs</b>	Set of Key Performance Indicators (KPIs) defined by the EIT that reflect the EIT operational objectives for education, entrepreneurship, and innovation.
<b>Evaluation Process</b>	Process by which EIT Urban Mobility examines the quality of a proposal to decide if it should be selected to receive EIT funding.
<b>Evaluation Panel</b>	Group of external expert evaluators (EEEs), usually 3 EEs and 1 Rapporteur, with specific expertise in a specific area/segment of the Call, aiming to evaluate a set of eligible proposals submitted to a Call. In the case of Calls with proposals below 60.000 EUR of EIT funding allocation, the evaluation panel is composed of at least one external expert evaluator.
<b>Evaluation results list</b>	List of proposals in order of scoring, based on the quality evaluation process results.
<b>Financial Support Agreement</b>	The FSA lays down the contractual arrangements between EIT Urban Mobility and the subgrantee regarding the financial support to the third party (i.e. the subgrantee).
<b>Horizon Europe Model Grant Agreement</b>	The Horizon Europe Model Grant Agreement (HE MGA) sets out the rights and obligations and terms and conditions applicable to the grant awarded.
<b>KIC Specific KPIs</b>	Set of indicators defined by EIT Urban Mobility that reflect the societal challenge that the KIC is trying to address.
<b>Knowledge triangle integration</b>	EIT Urban Mobility aims to gather close-knit partnerships of European education, research and business entities (knowledge triangles) and also involves cities, either in

	the composition of the members of the projects, or in the expected impact of the projects' results.
<b>Outcomes</b>	Results of the project. Outcomes are expressed in terms of objectives, goals, or key performance indicators and are used to measure the impact and success of an initiative.
<b>Outputs</b>	The result of a process or activity (interim product that contributes to the development of a deliverable).
<b>Panel review</b>	The process by which the evaluation panel reviews the evaluation for all eligible submitted proposals.
<b>Project Leader</b>	The Project Leader is the central contact point for EIT Urban Mobility from the proposal submission stage to the end of the project implementation. The Project Leader represents the project and the consortium partners (the other partners participating in the project) towards EIT Urban Mobility and also has responsibility for creating and submitting a proposal. In case of mono-participant projects (a single legal entity involved in the project), the mono-participant is also the Project Leader.
<b>Ranking list</b>	List of proposals in order of scoring after the Selection Committee assessment.
<b>Selection Committee</b>	The Selection Committee is responsible for the selection of shortlisted proposals and the definition of requirements for the inclusion of the selected proposals in EIT Urban Mobility's final portfolio of projects. The Selection Committee of this Call is composed of the Innovation TA Director and two other members of the Management Board.
<b>Summary Evaluation Report</b>	A single and final Summary Evaluation Report (SER) per proposal is produced by the Rapporteur after the consensus meetings. This document summarises the final score, the strengths, weaknesses, risks, and potential recommendations of a proposal.
<b>Task</b>	A task refers to a specific activity that needs to be completed within a project. Tasks are the smallest units of work in a project and are defined in the project plan. Each task has a specific start and end date, consumes resources, and contributes to achieving a project's objectives.

# Introduction

EIT Urban Mobility needs to be able to respond to ongoing developments in the world of mobility across the areas of health, energy, and logistics via rail, road, public and private vehicles. Since 2019, EIT Urban Mobility has had an annual Main Innovation Call in which the bulk of our financial support was distributed. In 2023, we developed a new more responsive way to work with our community and partners to keep up with fast paced changes in technology, policy, behaviours and global circumstances. This new model was called Targeted Calls. The Targeted Call allows us to identify promising new trends, technologies or solutions that were either emerging or, underrepresented in our innovation portfolio. Additionally, Targeted Calls allow us to respond to rapidly changing global scenarios on energy, pollution and mobility i.e. the Ukraine War or energy price hikes. Targeted Calls are specific in the exact problem that we aim to address and the outcome expected.

Both the annual Main Innovation Call and the Targeted Call work together to deliver on our overall Strategic Agenda. While the annual Main Innovation Call remains an anchor mechanism for our EIT Community, attracting new solutions and partners via the open categories, the Targeted Call has a different function - rapid response and agile actions. As such, EIT Urban Mobility launches the Targeted Call BP2024 with rolling launch dates throughout the year. This new call format will provide pathways to cooperation with our community throughout the year as new priorities and gaps emerge, are mapped, and addressed. The Targeted Call reduces the time from call issue to project commencement to 4 months, ensuring that our common objectives are reached within the business plan. This allows our community to respond to market innovation timelines, client demands, technology, and citizen trends. All of our innovation mechanisms seek to ensure that healthier, more sustainable, more accessible and cleaner cities are the norm for all European citizens.

We look forward to working with our existing and new EIT Community partners and building socially impactful and economically viable products, services and solutions across Business Plan 2024.

Maria Tsavachidis

CEO

EIT Urban Mobility



# 1. Call summary

This is a Permanently Open Call with different cut-off dates that will be announced at least 2 months before the set submission deadline.

Each cut-off date will be specific in terms of topics to be addressed and requirements. Therefore, applicants are invited to read the:

- **Call Manual-Framework document** (this document)
- **Cut-off-related topics and requirements Annexes** (one Annex will be published for each cut-off date)

Call for Proposals Main Features	
Key dates of the Call calendar	<p><b>Call opening:</b> 14 December 2023</p> <p>Check the appropriate Annex for the key dates of each cut-off.</p>
Total estimated EIT Funding allocated to this Call and co-funding	<p>The total EIT funding allocated to this Call for BP2023-2025 is up to 4.2M EUR.</p> <p>Check the appropriate Annex for the EIT funding allocation for each cut-off and allocations per topic.</p> <p>The <b>minimum co-funding rate</b> of proposals submitted to this Call is <b>33%</b>. However, the co-funding rate may be increased for a specific cut-off date. For applicants applying for topics addressing solely RIS countries, a co-funding rate of 20% may apply. Check the appropriate Annex for the co-funding rate applicable in each cut-off.</p> <p>Co-funding above the minimum required will always be positively assessed.</p>
Link to the submission portal	<p>The <a href="#">PLAZA platform</a> will be available as of 14 December 2023.</p>
List of documents to be submitted	<p>In general, the requested documents are:</p> <ul style="list-style-type: none"> <li>• Application Form - available in PLAZA platform</li> <li>• Other mandatory documents, as applicable (check the appropriate Annex for specific information)</li> <li>• Other supporting documents, e.g. figures, graphics, photos etc. (optional)</li> </ul>
List of documents to take into consideration	<ul style="list-style-type: none"> <li>• <b>Call Manual</b></li> <li>• <b>Cut-off-related topics and requirements Annexes</b> (please note that there is one Annex for each cut-off)</li> </ul>

	<ul style="list-style-type: none"> <li>• EIT Urban Mobility Strategic Agenda 2021-2027</li> <li>• Guidelines for Applicants</li> <li>• Eligibility of expenditure</li> <li>• List of KPIs</li> <li>• Appeal procedure</li> <li>• Project Implementation Handbook</li> <li>• Financial Support Agreement</li> <li>• <a href="#">Horizon Europe Model Grant Agreement</a> (specifically Articles 16 and 17)</li> </ul>
<b>Short summary of the topics to be addressed</b>	<p>This Permanently Open Call will target various topics aimed to address EIT Urban Mobility Innovation portfolio gaps, market failures, emerging trends and technologies, new policies and regulations, and other relevant events.</p> <p>Check the appropriate Annex for detailed information about the topics to be addressed for each cut-off.</p>
<b>Evaluation criteria</b>	<p>Proposals will be evaluated based on the criteria listed below, as stated in section 5 Evaluation and selection process.</p> <p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>• Strategic fit</li> <li>• Excellence and novelty</li> <li>• Impact and social, economic, financial, and general sustainability</li> <li>• Quality and efficiency of the implementation</li> </ul>

## 2. General requirements

### 2.1 EIT Urban Mobility strategic focus and objectives

Proposals submitted to this Call for Proposals must support EIT Urban Mobility's vision and mission and substantially contribute to tackling our strategic objectives (SOs). Proposals need to demonstrate how they will contribute to specific SOs, as stated in the **Strategic Agenda 2021-2027** (SA).

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*

At EIT Urban Mobility, our mission is to accelerate change towards a sustainable mobility model for liveable urban spaces. As the leading European innovation community for urban mobility, we foster integration by bringing together the key players across the whole value chain of mobility. We facilitate collaboration between cities, industry, academia, research and innovation organisations and put the challenges facing cities at the centre of all our activities. We aim to develop and deploy solutions for the mobility of people and goods that solve problems and create impact for cities and citizens. All activities of EIT Urban Mobility serve the purpose of achieving three societal impact goals:

- Improve quality of life in cities;
- Mitigate and adapt to climate change;
- Create jobs and strengthen the European urban mobility sector.

Check the appropriate Annex for further details on the strategic focus of each targeted topic.

#### 2.1.2 *Strategic Objectives*

Five strategic objectives (SOs), as set out in the Strategic Agenda 2021-2027, steer our activities and ambitions, and will lead us to achieve our mission:

- 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

By being in line with the scope of the activities, as set out in Section 3 and the appropriate Annex, the proposals to be funded within this Call will be aligned with at least one of the Strategic Objectives above.

## 2.2 Applicants' eligibility and membership

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 links 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 more than 300 partners from 33 countries and four sectors: academia, research, industry, and cities.

### 2.2.1 Who can apply

This Call for Proposals (CfP) is open to organisations from Member States (MS) of the European Union (EU), and [Third countries associated to Horizon Europe](#) (e.g. transport operators or authorities, business organisations, cities).

Further eligibility requirements for each cut-off date are indicated in the appropriate Annex.

#### **Temporary eligibility requirements for Hungarian Universities:**

Following the Council's Decision on measures for the protection of the Union budget against breaches of the principles of the rule of law in Hungary that entered into force on 15 December 2022, special participation and funding restrictions may affect Hungarian public interest trusts and their linked Universities participating in any EIT Urban Mobility Calls.

For further information and the list of affected entities, please refer to Annex I of the *Eligibility of expenditure* document published on the Call webpage.

### 2.2.2 Membership

Participating in one of EIT Urban Mobility projects means being part of the EIT Urban Mobility community to achieve the Strategic Objectives listed in section 2.1.2.

Implementing projects is one of the core activities of the EIT Urban Mobility Community. Beyond this activity, the Community has a broader role in connecting their members and facilitating networking activities to enable all sustainable mobility players to work together and multiply the impact of their initiatives.

To be part of the EIT Urban Mobility Community as members, the entities must belong to, or choose one of the following membership categories, when initiating their projects:

**Gold members:** they pay an annual fee of 30,000 EUR and have full access to all benefit packages offered by EIT Urban Mobility.

**Silver members:** they pay an annual fee of 10,000 EUR and have limited access to all benefit packages offered by EIT Urban Mobility. In the case of Small Enterprises and NGOs, a reduced annual fee of 5,000 EUR will be applied.

Cities are offered a special membership package:

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

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

## 3. Call specific requirements

### 3.1 Strategic focus

This Call falls under Innovation's Targeted Programme. This Programme was initiated in January 2023 to address programme gaps, market failures or external events. Annually, we analyse our portfolio for underperformance according to the Business Plan and Strategic Agenda. If a gap is identified, remedial action can be taken to address this and ensure compliance with EIT obligations. Market failure may occur in any economic sector and actions can be taken to ensure better entry and access for innovators. An example would be restrictive data access rules reducing the number of new entrants into the provision of a Mobility as a Service (MaaS) solution. External events and developments such as technological developments, policies/ regulations, pandemics, war, and scarcity of materials are all events that need immediate reactions, to manage and control their impact on urban mobility.

A series of distinct relevant topics will be released for each cut-off date as part of this Permanently Open Call. Each topic will have to be addressed in a separate proposal. Topics launched for each cut-off date will be defined in the cut-off-related topics and requirements Annexes.

Each topic will have a different scope (project objectives, impact, and consortium) and may vary slightly in requirements. Applicants are encouraged to check this Call Manual and its Annexes regularly for detailed and specific information about each cut-off date.

### 3.2 Mandatory tasks

In order to reach the Call objectives, proposals submitted to this Call must implement at least the following two mandatory tasks:

- 1) To develop a new product/service/solution or significantly improve an existing product/service/solution, reaching full market readiness by the end of the project (Technology Readiness Level 8/9).
- 2) To conduct a demonstration of the product/service/solution.

Additional mandatory / optional tasks may be defined in relation to the different topics, as appropriate. For details, check the appropriate Annex.

### 3.3 KPIs

KPI Code	KPI Name
EITHE02.4	Marketed Innovations with a sales revenue of at least 10 000 EUR
KSN02	Demonstrations/pilots/living labs within a project that actively involve citizens and/or local associations
KONHE31	Tested Engineering Innovation
EITHE04.4	Start-ups created of/for Innovation with financial transactions of at least 10 000 EUR
EITHE01.1	# Intellectual property rights
EITHE 02.2	# Innovations launched on the market by organisations from EIT RIS countries
EITHE 04.2	# Start-ups created in EIT RIS countries
KONHE20	# Designed/tested innovations
KONHE03.2	# City engagements in projects
KSN01	# Innovation pilot scaling

The two Key Performance Indicators (KPI), EITHE02.4 and KSN02, or KON31 as alternative to the latter, are mandatory for each project proposal as described in the previous section. Contribution to both KPIs is mandatory for a proposal to be eligible. Additional KPIs are positively evaluated, **especially a contribution to EIT core KPI EITHE04.4.**

Please check the appropriate Annex to see which KPIs are mandatory or optional for each cut-off/ topic, as well as minimum target values.

For more information on the KPI definition and details regarding required supporting evidence, please refer to the *KPI List* published on the Call webpage.

### 3.4 Project duration

This Call is open to proposals with different durations, depending on the addressed topic. In general, the project duration is one year, but different durations may be defined in relation to the different topics to be released in each cut-off date. For specific information on the project duration, check the appropriate Annex.

The successful execution and completion of the tasks financed under the framework of the present call may unlock the possibility to receive additional EIT UM funding. This process is regulated by the provisions included in the EIT Urban Mobility’s Guidance on the fast-track mechanism.

The end date of the projects cannot exceed 31 December 2025.

## 3.5 Financial aspects

### 3.5.1 EIT funding allocation

The total EIT funding allocated to this Call for BP2023-2025 is up to 4.2M EUR.

Check the appropriate Annex for the EIT funding allocation for each cut-off date as well as allocations per topic.

### 3.5.2 Co-funding rate

The minimum co-funding rate of proposals submitted to this Call is 33%. However, the co-funding rate may be increased for a specific cut-off date. **For applicants applying for topics addressing solely RIS countries, a co-funding rate of 20% may apply.**

Check the appropriate Annex for the co-funding rate applicable in each cut-off date.

Co-funding above the minimum required percentage will always be positively assessed.

### 3.5.3 Eligibility of expenditure

For information on the eligibility of costs of the project budget, please refer to the document *Eligibility of expenditure* published on the Call webpage.

### 3.5.4 Financial sustainability

To enable the KIC to gradually become financially independent from EIT funding, EIT Urban Mobility has developed a Financial Sustainability (FS) Strategy. This FS strategy is based on a mix of both active earned income and passive investment revenue. These revenue streams will be complemented by financial contributions coming from tasks funded by EIT Urban Mobility.

## Phase 1: Proposal submission

A clear identification of the commercial partner must be done in the “partner roles and expertise section” of the application form. Each proposal must identify a commercial partner with a credible commercialisation strategy. The proposal’s contribution towards achieving EIT Urban Mobility’s financial sustainability will be discussed with the proposed commercial partner according to the following typologies:

Type of Commercial Partner	Proposed financial sustainability mechanism	FSM assessment process
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<p>a. General commercial partner that does not fall into any of the categories below (b or c)</p>	<p>The FSM will be a <b>fixed fee</b> and <b>variable fee</b> calculated based on a Commercial Readiness Level (CRL) assessment and the company size, the amount of the grant, if they are a partner of EIT Urban Mobility and other factors.</p>	<p>The company will have to provide additional information and go through a Commercial Readiness Level assessment. Based on this assessment, an equitable Commercial Agreement made up of <b>fixed</b> and <b>variable conditions</b> will be proposed with <b>obligations for EIT Urban Mobility</b> and <b>the Commercial Partner</b>.</p>
<p>b. EIT Urban Mobility equity portfolio company benefiting from previous KIC investment</p>	<p>Equity to be agreed with EIT Urban Mobility Impact Ventures.</p>	<p>The Commercial partner will have existing relationships and an account manager within the Impact Ventures team of EIT Urban Mobility. An agreement on equity will be negotiated, reflective of the acceleration value of the project partnership and innovation support. The innovation team will be informed of the resultant agreement.</p>
<p>c. New company/spin-off created as a result of the project</p>	<p>The company set-up will bear the cost and go through a <b>Market Readiness Evaluation (MRE)</b> during the project implementation. The results will be reviewed and assessed internally by EIT Urban Mobility <b>before accepting the equity share</b> as a mechanism of contribution. If an equity share offer is not valid then an alternative financial contribution will be agreed.</p>	<p>Commercial partners responsible for the creation of the new company/spin-off will become part of the MRE programme. During the project implementation they will agree on set timelines, milestones and costs. There remains an option for the new company to be formally brought into the consortium via amendment.</p>

## Phase 2: Conditions Clearance

Once a project is selected, it will only be awarded following the fulfilment of specific conditions outlined in the clearance process. Part of this procedure involves establishing the general terms of the Commercial Agreement between EIT Urban Mobility and the commercial partner, a necessary step that must be concluded before starting the project officially.

As part of this process, the identified commercial partner will have to submit the last audited financial statements. These should include the P&L, Balance Sheet and the Notes and Central Credit Register report. This financial clearing exercise addresses an evident weakness in the Innovation programme that has undermined the commercial and social impact of investments in the past. Finally, each selected proposal will go into a conditions clearing phase. Depending on its typology (a, b or c), the clearing phase will follow a different approach.

## Phase 3: Project Implementation

In the first month of the project implementation, commercial partners (a, b or c) of pre-selected proposals will have to sign a Commercial Agreement (CA) with EIT Urban Mobility outlining the details of the financial contribution.

The entire consortium, except the cities, must ensure the commercial approach is both viable and credible. **To ensure common FSM responsibility is assumed in the initial project conception and design the CA must be either:**

- Signed prior to the signature of the Financial Support Agreement (FSA) OR
- Signed prior to the acceptance of the FSA Annex related to the pre-awarded proposal in the first two months following the notification of pre-selection

Details of the FSM approach and ongoing support will be handled throughout the Call process. **Helpdesk support and individual support will be offered in the proposal design phase. The CA signed in Month 1 of the project will only come into force upon signature of the FSA and release of the prefinancing.** Once the CA comes into force, only the commercialising partner will assume the FSM role.

### 3.6 Project implementation, monitoring and reporting

EIT Urban Mobility will manage all projects according to the general rules and procedures outlined in the EIT Urban Mobility Project Implementation Handbook. This document, available as part of this Call Package, may be updated in late 2023 or early 2024, although no major changes are expected.

In addition to the general rules and procedures, the Innovation Programme emphasises on-site visits to test labs and city demonstrations. Interviews will be conducted with project users and end beneficiaries to

assess the overall value and impact. This monitoring may include videos and demonstrations defined as support for Outputs or Deliverables.

Project Leaders must ensure that test sites and city sites plan for quality demonstrations and full access to core applications and hardware in-situ. This may include provision of administrative access to test functionalities and usability of solutions, as well as priority access to physical sites and equipment. All digital solutions must have a minimum level of real/mock data to allow solution functionalities to be tested. This may include, but is not limited to, admin/user profiles, GIS maps, timetables, workflow, code booking/payment systems, images, and rules base etc.

In relation to site visits, the Innovation Team member may be accompanied by representatives from other EIT Urban Mobility departments and/or external experts.

Finally, for all innovation projects, a formal procedure for post-funding monitoring of an innovation project, for a minimum of five years, will be established in order to benchmark the impact generated by the project's outputs (new products/services contributing to the EIT Urban Mobility strategic objectives).

The successful execution and completion of the activity financed under the framework of the present call may unlock the possibility to receive additional EITUM funding. This process is regulated by the provisions included in the EIT Urban Mobility's Guidance on the fast-track mechanism.

### *3.6.1 Deliverables*

All proposals submitted to this Call must include in their workplan the following **mandatory deliverables**:

- Commercial Agreement signed by the commercial partner/s. Due date: Prior to the signature of the Financial Support Agreement and or acceptance of the Annex related to the awarded proposal. Due date: Month 1.
- A Product Plan for each Marketed Innovation (related to KPI EITHE02.4 / EITHE02.2-EITRIS) to be developed within the project. Due date: Month 5.
- If applicable, a Business Plan for each startup to be created (related to KPI EITHE04.4/04.2-EITRIS). Due date: Due date: Month 5.

# 4. General proposal preparation and submission

## 4.1 Support on proposal preparation

*Guidelines for Applicants*, recorded webinars and contact details are available to guarantee the maximum support to the applicants during the proposal preparation process.

### Guidelines for Applicants

EIT Urban Mobility has developed the *Guidelines for Applicants* with the aim of assisting all potential applicants during the proposal preparation and submission processes. The *Guidelines for Applicants* is published on the Call webpage and provides a full set of information and instructions to prepare and submit a proposal to this Call.

### Call information sessions

To help applicants with the preparation and submission of their proposals, EIT Urban Mobility will host one Information Session before each cut-off date. These online information events will be focused on the Call content, the specific challenges and requirements associated to each cut-off, as well as on the general procedures, such as the submission and evaluation process, the financial aspects and the monitoring and reporting tasks.

Check the appropriate Annex for info session dates and registration links.

### Call Contact points

All applicants may contact EIT Urban Mobility to resolve any concerns or doubts on the general/technical procedures and Call content.

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

Type of contact	Email
Innovation area	<a href="mailto:Judith.schuermans@eiturbanmobility.eu">Judith.schuermans@eiturbanmobility.eu</a>

## 4.2 Proposal submission and Call calendar

### 4.2.1 How to apply

Before starting a proposal, all applicants (Project Leader and consortium partners, as applicable) must register on the following two platforms:

- [The EU Funding & tender opportunities portal](#) to obtain a 9-digit Participant Identification Code (PIC number) and
- The [EIT Urban Mobility PLAZA tool](#).

Please carefully read the registration and submission processes outlined in the *Guidelines for Applicants*.

The following documentation must be submitted by the Project Leaders through the [PLAZA e-submission platform](#) no later than the cut-off deadline **at 17:00 CET**:

- Application Form
- Other mandatory documents, as applicable (check the appropriate Annex for specific information)
- Other supporting documents, e.g. figures, graphics, photos etc. (optional)

Proposals submitted after the set deadline will be ineligible.

### 4.2.2 Call calendar

An indicative timeline is outlined in the table below.

Activity	Date
<b>Cut-off date</b>	<i>See appropriate Annex for each cut-off date</i>
<i>Eligibility and admissibility check</i>	<i>Weeks 1-2 after submission deadline</i>
<i>Evaluation and selection of proposals</i>	<i>Weeks 3-7 after submission deadline</i>
<i>Communication of results to applicants and conditions clearing</i>	<i>Weeks 7-10 after submission deadline</i>
<i>Final selection of portfolio</i>	<i>Week 11 after submission deadline</i>
<i>Tentative start date of the projects</i>	<i>Weeks 11-12 after submission deadline</i>

## 5. Evaluation and selection process

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

- Check eligibility and admissibility of those proposals and, if successful:
- Initiate the evaluation of the content by external expert evaluators (EEE).

## 5.1 Eligibility and admissibility check

A proposal will be eligible if:

<b>1. Completeness</b>	The submitted proposal is completed, submitted on time by the Project Leader via the PLAZA submission tool, in English with all its mandatory sections.
<b>2. Applicants 'eligibility</b>	Entities applying to this Call are registered in an EU Member State or Third country associated to Horizon Europe and are fully registered in both the EU Participant Portal (PIC number) and the PLAZA submission tool.
<b>3. Co-funding rate</b>	The proposal has the minimum co-funding rate as defined in the cut-off-related topics and requirements Annex for the specific topic.
<b>4. Topic-related eligibility requirements, if applicable (as per applicable Annex)</b>	The proposal complies with the topic-related eligibility requirements as defined in the cut-off-related topics and requirements Annex for the specific topic.

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.

In case of missing or incorrect information linked to topic-related eligibility requirements (as applicable), co-funding and partner registration, applicants will be given a period of 5 calendar days from the official communication to complete their applications. If the applicants respond positively to this requirement and within the time limit, the proposals will be sent to the quality evaluation stage (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. For consortium proposals, in case one single partner of the consortium is ineligible, this partner will step down. In case the minimum number of partners required by the call is not reached anymore, the whole proposal will be ineligible. The Project Leader will be informed accordingly.

The Project Leader 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* published on the Call webpage).

## 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.

The full evaluation consists of three steps: 1) the strategic fit evaluation, 2) the quality evaluation, and 3) the final Selection Committee. The strategic fit evaluation and quality evaluation are carried out by three External Expert Evaluators (EEEs) supported by an external Rapporteur.

Each evaluation phase is composed of different groups of criteria and sub-criteria, which will be assessed according to the following scores:

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

### 5.2.1 Strategic Fit Evaluation

The strategic fit evaluation will assess whether the proposal is in line with the provisions set out in the Call and with the EIT Urban Mobility Strategic Objectives as well as how it fits the Call topic for which it has been submitted. The strategic fit criteria will be evaluated first and independently from the full evaluation. Only proposals successfully passing the strategic fit evaluation will pass to the full quality evaluation stage.

The strategic fit evaluation will consist of three questions, one of which is to be defined in relation to each topic. For details, check the appropriate topic in the Annex.

Strategic fit evaluation criteria	Max. scoring
<ul style="list-style-type: none"> <li>To what extent does the proposal contribute to the EIT Urban Mobility Strategic Objectives and to the EU dimension?</li> </ul>	5 points
<ul style="list-style-type: none"> <li>To what extent is the proposal aligned with the topics to be addressed (as per appropriate topic in the Annex) in terms of objectives, tasks, as well as topic specific requirements and outcomes?</li> </ul>	5 points
<ul style="list-style-type: none"> <li>Topic-specific question (check the appropriate topic in the Annex)</li> </ul>	5 points

The threshold for the strategic fit evaluation is three points in each sub-criterion, so only proposals which receive at least 3 points in each of the strategic fit evaluation questions will pass to the full quality evaluation stage.

The score from the “strategic fit” criteria will be carried forward for inclusion in the final evaluation score.

### 5.2.2 Quality Evaluation

The full evaluation consists of assessing the excellence, impact, implementation, and overall quality of the proposals.

The proposals are evaluated and scored against the criteria listed below:

Excellence: novelty and innovation	Max. scoring
<b>Coherence of the intervention logic</b>	<b>5 points</b>
<ul style="list-style-type: none"> <li>The proposal objectives are SMART (Specific, Measurable, Achievable, Realistic and Time Bound).</li> </ul>	5 points
<b>Innovation potential</b>	<b>15 points</b>
<ul style="list-style-type: none"> <li>The proposal represents a step forward regarding current state-of-the-art innovation and demonstrates its competitiveness compared with the other sustainable solutions already on the market.</li> </ul>	5 points
<ul style="list-style-type: none"> <li>The proposal demonstrates its need and relevance for society, target group or market.</li> </ul>	5 points
<ul style="list-style-type: none"> <li>The product/service/solution and their sub elements are defined and are realistic according to the timeframe and budget of the proposal.</li> <li>The proposal includes a technology validation in a pilot demo.</li> </ul>	5 points
<b>Technology Readiness Level (TRL)</b>	<b>5 points</b>
<ul style="list-style-type: none"> <li>The proposal demonstrates a TRL 6/7 or above and has a clear strategy for reaching TRL9 by the project end date. The main outcome of the project should be a service or a product.</li> </ul>	5 points

Impact: social, economic, financial, and general sustainability	Max. scoring
<b>Ambition of the proposal and contribution to expected impact</b>	<b>15 points</b>
<ul style="list-style-type: none"> <li>The proposal’s expected impacts are measurable at a quantitative and a qualitative level.</li> <li>The impact of key outcomes of the proposal is clearly defined.</li> <li>Social, economic and innovation impacts of the proposal are covered.</li> </ul>	5 points
<ul style="list-style-type: none"> <li>The proposal goes beyond the minimum KPI requirements. The KPIs are aligned with the proposed outcomes and impacts.</li> <li>The proposal includes the EIT Core KPI EITHE04.4/04.2-EIT RIS, supported by a robust and credible plan to create a start-up as a result of the innovation project.</li> </ul>	5 points
<ul style="list-style-type: none"> <li>The proposal provides a credible and realistic strategy for financial sustainability.</li> </ul>	5 points
<b>Extent to which the proposal strengthens competitiveness and growth</b>	<b>10 points</b>



<ul style="list-style-type: none"> <li>The proposal is addressed to specific target group/s and/or market sector/s.</li> <li>The city demonstrations or living labs are well evidenced.</li> </ul>	5 points
<ul style="list-style-type: none"> <li>The proposal defines measures to ensure the durability and transferability of proposal outcomes.</li> </ul>	5 points
<b>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</b>	<b>10 points</b>
<ul style="list-style-type: none"> <li>The proposal presents a dissemination and communication plan tailored to specific target audiences and aligned to the challenge area (MGA Article 17).</li> </ul>	5 points
<ul style="list-style-type: none"> <li>The proposal defines clear measures for IPR management (MGA Article 16).</li> <li>The proposal defines clear measures to manage commercialisation and exploitation of proposal results.</li> </ul>	5 points

Implementation: planning and sound financial management	Max. scoring
<b>Coherence and effectiveness of the workplan, including appropriateness of the allocation of budget, tasks, and resources</b>	<b>10 points</b>
<ul style="list-style-type: none"> <li>The workplan and tasks are coherent with the proposal outcomes, objectives, KPIs and expected results.</li> <li>The workplan of the proposal integrates societal inclusion actions.</li> <li>The proposal properly identifies deliverables and outputs.</li> </ul>	5 points
<ul style="list-style-type: none"> <li>The proposal budget is clearly outlined and justified.</li> <li>The proposal budget reflects value for money.</li> <li>Budget distribution reflects the division of roles and responsibilities amongst partners.</li> </ul>	5 points
<b>Appropriateness of the management structures and procedures, including quality management and risk management</b>	<b>10 points</b>
<ul style="list-style-type: none"> <li>The proposal identifies management structures to guarantee an effective management of the resources and partners.</li> </ul>	5 points
<ul style="list-style-type: none"> <li>The proposal presents a clear contingency plan.</li> </ul>	5 points
<b>Relevance of the Consortium</b>	<b>5 points</b>
<ul style="list-style-type: none"> <li>All the partners have the right skills and expertise to carry out the workplan.</li> <li>The partners have differentiated, clear and specific roles.</li> <li>The consortium reflects the Knowledge Triangle Integration.</li> </ul>	5 points

The total scoring of 100 points is distributed as follows:

	Max score
Strategic Fit	<i>15 Points</i>
Excellence	<i>25 points</i>
Impact	<i>35 points</i>

<b>Implementation</b>	<i>25 points</i>
<b>Total points</b>	<i>100 points</i>

If two or more proposals have the same final score, prioritisation will be based on the order of the highest scores following the order: impact, implementation, excellence. This will be specifically brought to the attention of the EIT Urban Mobility Selection Committee.

Once the full evaluation is finalised, all the SERs are provided to the EIT Urban Mobility Selection Committee together with the ranking list.

The total weight of the external evaluation is 80% of the total scoring of a proposal. Only proposals that score 60 points or above (threshold) in the external evaluation will be further assessed by the Selection Committee.

### 5.2.3 Portfolio selection

The EIT Urban Mobility Selection Committee will select the portfolio of pre-selected proposals and the proposals that will constitute the reserve list<sup>2</sup>. The EIT Urban Mobility Selection Committee is composed of the Innovation TA Director and two other members of the Management Board.

The Selection Committee will consider the following portfolio factors and will add up to 20 points to the final scoring obtained by each proposal in the external evaluation phase. The total weight of the portfolio selection process represents 20% of the total scoring that a proposal will receive.

Assessment factor	Description of the assessment	Scoring methodology (examples)	Max score
<b>Business Intelligence</b>	Relevance of the proposal for the EIT Urban Mobility portfolio in terms of addressed topic, innovative approach, appropriateness of consortium (expertise in the field)	5: highly relevant 4: very relevant 3: relevant 2: somewhat relevant 1: not relevant 0: duplication (current or old BP)	5 points
	Contribution to EITHE.4.4 Start-ups created of/for Innovation with financial transactions of at least 10 000 EUR	Yes (2 points) No (0 points)  *If not applicable, 2 points	2 points

<sup>2</sup> The reserve list will remain valid for one year from the moment of pre-selection.

Assessment factor	Description of the assessment	Scoring methodology (examples)	Max score
	Relevance of the partner(s), at strategic level by the EIT Urban Mobility	3: very relevant 2: relevant 1: somewhat relevant 0: not relevant	3 points
	Track record of involved entities in terms of previous performance (e.g. achievement of indicators, implementation of pilots, delivery of outputs, reporting) Track record of involved entities in terms of financial sustainability	5: Excellent 4: Very good 3: Good 2: Fair 1: Poor 0: Very poor  *No track record- background check to be performed before SC and scored accordingly	10 points

If proposals have the same scoring, additional consideration will be given to these factors:

- Co-funding rate above the minimum required percentage for the given cut-off.
- The commitment (evidenced) of the city authorities or other demonstrating parties to the planned demonstrations and the resources allocated.

The Selection Committee can review the pre-selected proposals, make minor recommendations to improve the proposal and issue a conditional offer. As part of this process, EIT Urban Mobility may also issue technical conditions that will be included in the conditional offer.

### 5.3 Communication of results to applicants

The Project Leader will receive an email notification with the evaluation results. If the proposal is pre-selected, the evaluation results may include a set of recommendations/conditions. The communication will set up a defined and non-negotiable deadline. The Project Leader of a pre-selected proposal under conditions will need to respond and update the proposal according to these recommendations/conditions within the timeframe outlined in the communication. Should all conditions be met within the indicated timeframe, EIT Urban Mobility will initiate the onboarding/ contracting process no earlier than 30 days from the pre-selection decision.

If the Project Leader fails to comply with the provided recommendations/conditions or does not respond by the time allocated, the Selection Committee reserves the right to withdraw the conditional notification. In such a case, the next proposal on the reserve list will be contacted, following the ranking list.

## 5.4 Appeal on Evaluation Results

The Project Leader of a rejected proposal who disagrees with the decision may appeal only in the event where a SER/ IER comment is in clear contradiction with the information provided in the proposal. In this case, the Project Leader will have 5 calendar days after receipt of the final evaluation results to submit an appeal to the Evaluation (see document *Appeal procedure* published on the Call webpage).