



# EIT Urban Mobility Calls for proposals

## *Guidelines for applicants*

*Permanently Open Targeted Call*

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | January 2024

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

Co-funded by the  
European Union



# Contents

<b>1. Partners registration</b> .....	<b>2</b>
1.1. Register your organisation in the Funding and Tender Opportunities Portal – European Commission .....	2
1.2. Register your organisation in PLAZA .....	3
<b>2. Preparation of your proposal</b> .....	<b>5</b>
2.1. Study the Call documents .....	5
2.2. Select your partners for the project.....	6
2.3. Plan your project and prepare the content of your proposal .....	7
<b>3. Electronic submission of your proposal</b> .....	<b>11</b>
3.1. Enter in Plaza.....	11
3.2. Create a new proposal .....	13
3.3. Application Form .....	14
TAB 0: Start here .....	15
TAB 1: Contacts .....	18
TAB 2: Project overview .....	19
TAB 3A Project Keywords .....	20
TAB 3B Project Specific Information.....	21
TAB 4 Sustainability .....	22
TAB 5 Budget.....	23
3.4. Submission of the proposal .....	26
3.5. General comments and recommendations.....	27

# 1. Partners registration

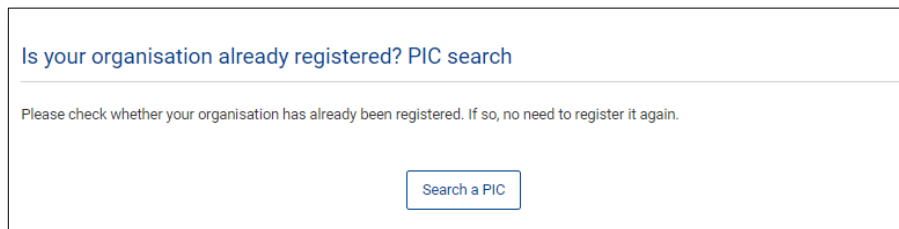
Before starting to draft a proposal, all applicants (Project Leader and consortium partners) must be registered on (1) the EU Funding & tender opportunities portal, in order to obtain the 9-digit Participant Identification Code (PIC) and (2) the EIT Urban Mobility PLAZA tool to register the organisation 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) 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>



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<sup>1</sup>). Your LEAR

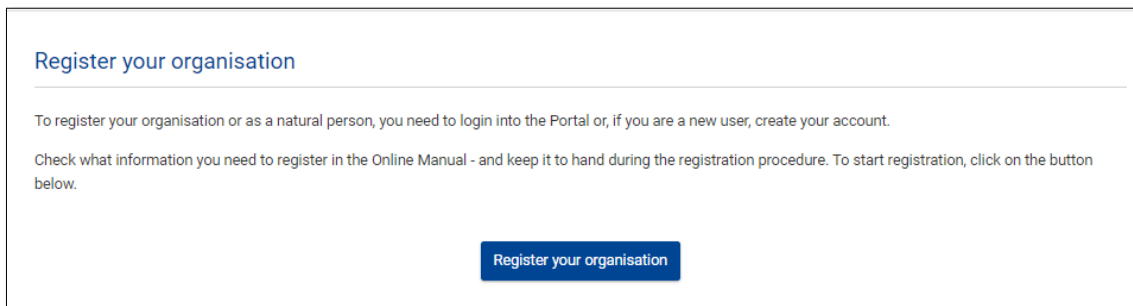
---

<sup>1</sup> LEAR - legally appointed representative responsible for updating organisation's information on EU participant portal

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.**



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 a 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.

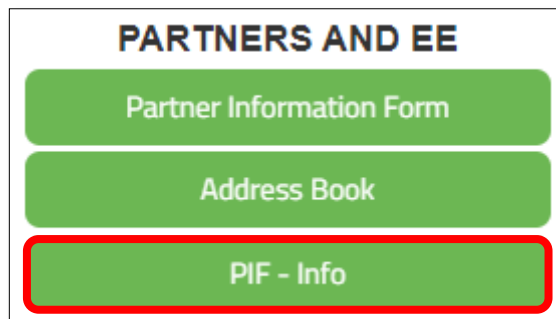
After registering/updating your PIC number (step 1), you may proceed with your registration in PLAZA: <https://plaza.eiturbanmobility.eu/SITE/PRIVATE/GO/login.aspx>

The first person to register will be assigned as a Single-point-of-contact (SPOC)<sup>2</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>

<sup>2</sup> A person serving as the focal point of contact for anything related to your organisation and its participation in the submitted proposal.

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>

## 2. Preparation of your proposal

Before drafting your application, you should study all the Call documents, select the proper partners 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, 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**):

## Category: Calls for Proposals

**PERMANENTLY OPEN TARGETED CALL** CALLS FOR PROPOSALS

Accelerate your project related to one of 5 topics: Hydrogen, Advanced Driver Assistance Systems for Buses, Employee Commuting Emissions, Recycling, Demand Responsive Transport, and Support for National Innovation Programmes.

Deadline: 27 February 2024  
Webinars: 20 December 2023

**SME MARKET EXPANSION CALL** CALLS FOR PROPOSALS

Opening date: 21 November 2023  
Deadline: 19 February 2024

**CALL FOR EXPRESSIONS OF INTEREST** CALLS FOR PROPOSALS

NEW EUROPEAN BAUHAUS MENTORS 2024

Deadline: 29 December 2024

Permanently Open Targeted Call for the BP2023-2025

📅 December 14, 2023

📅 *Deadline for applications: February 22, 2024*

The Innovation's Targeted Projects Programme addresses a) gaps in our innovation portfolio regarding the business plan, strategic agenda, and b) external changes and influences such as technological developments, policies/regulations, and (urgent) events. This is a Permanently Open Call with different [...]

[Read more](#)

SME Market Expansion Call

📅 November 21, 2023

📅 *Deadline for applications: February 19, 2024*

The second edition of the Small Call is now launching under its new name SME Market Expansion Call. 7.14M€ has been allocated to the SME Market Expansion Call's mechanism. The SME Market Expansion Call is a mono-beneficiary type of [...]

[Read more](#)

Call for Expressions of Interest: New European Bauhaus Mentors 2024

📅 November 21, 2023

📅 *Deadline for applications: December 29, 2023*

Call opens: Friday 17 November 2023  
Call closes: Friday 29 December 2023  
The call for expressions of interest for New European Bauhaus (NEB) Mentors 2024 is now open. The deadline to submit expressions of interest is Friday 29 December 2023. [...]

[Read more](#)

## 2.2. Select your partners for the project

Read carefully the eligibility and admissibility criteria described in Section 5 of the Call Manual, as well as the topic-related eligibility requirements of the cut-off related Annex: Cut-off-related topics and requirements (subsection 4) to ensure your proposal meets those criteria and is in line with the consortium composition requirements.

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

Type of contact	Email
Innovation Main Contact	<a href="mailto:judith.schuermans@eiturbanmobility.eu">judith.schuermans@eiturbanmobility.eu</a>
Innovation Hub North	<a href="mailto:north@eiturbanmobility.eu">north@eiturbanmobility.eu</a>

Type of contact	Email
Innovation Hub West	<a href="mailto:west@eiturbanmobility.eu">west@eiturbanmobility.eu</a>
Innovation Hub East	<a href="mailto:east@eiturbanmobility.eu">east@eiturbanmobility.eu</a>
Innovation Hub Central	<a href="mailto:central@eiturbanmobility.eu">central@eiturbanmobility.eu</a>
Innovation Hub South	<a href="mailto:south@eiturbanmobility.eu">south@eiturbanmobility.eu</a>

Please remember that this Call for Proposals is open to all legal entities established in Member States (MS) of the European Union (EU), and/or in Third countries associated to Horizon Europe. These legal entities may be, for example, transport operators or authorities, business organisations, cities. Please refer to the Call Manual and cut-off related Annex for further information on eligibility.

### 2.3. 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 revise the call and topic specific conditions, general and specific requirements, and evaluation criteria to ensure that all information provided is in line with the requirements of the call. In this section, you will find some additional tips and recommendations on how to provide this information.

#### General and specific requirements

Make sure to take into consideration all requirements of the call when you are drafting your proposal (sections 2 of the Call Manual and the cut-off related Annex).

As a general requirement, all proposals must be aligned with the Vision and Mission, Strategic Agenda and Strategic Objectives of EIT Urban Mobility. Additionally, each call also has specific requirements related to aspects such as the strategic focus of the call, the expected duration of the projects, the scope of activities, the expected impact and consortium composition, as well as other requirements related to the budget limitation, the co-funding rate or the Financial Sustainability Mechanism.

#### 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 and the cut-off related Annex). If your proposal fails to fulfill these requirements, it will be ineligible and won't be evaluated further.

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

Your proposal must provide detailed information of the project idea and work plan, including but not limited to the tasks, milestones and deliverables, division of partners' responsibilities and resources, schedule, project management structure, dissemination and communication plan/strategy as well as Financial Sustainability Mechanism.

#### Tasks



All project activities should be grouped in a logical, consistent, and structured way into separate tasks. All tasks must present a clear, linked 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, trying to limit them to 6 or 7. You may also include sub-tasks if necessary.

One of the task 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
- Milestones & Deliverables (when required)
- KPIs

### Key Performed Indicators (KPIs)

Please carefully read the cut-off related Annex: Cut-off-related topics and requirements subsections 4 and 5 “topic-related eligibility requirements” where the mandatory EIT KPIs and additional KPIs are listed. You will need to clearly address in your Application Form the corresponding mandatory KPI(s). You will be requested to identify the minimum target value related to each KPI. Detailed definition of these KPIs can be found in the List of KPIs document published on the Call webpage.

### Outputs and Deliverables

**Outputs:** 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:** 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% of personnel, travel and subsistence, equipment, other goods and services

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 Urban Mobility funding requested for your project to the total project budget, to ensure that your project fulfils the minimum co-funding required for the call:

### Example:

Minimum required co-funding rate of the call: **33%**

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

Total EIT Urban Mobility funding requested:  $100.000 \text{ €} \times 67\%$  (100% of cost – 33% of mandatory co-funding)  
= **67.000 €**

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: **33%**

Total project budget: **100.000 €** --> 67.000 € EIT Funding and 33.000 € co-funding

Total reported costs: **80.000 €**

Total EIT Funding to be received:  $80.000 \text{ €} - 33.000 \text{ €} =$  **47.000 €**

Total co-funding applied: **33.000 €**

**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:

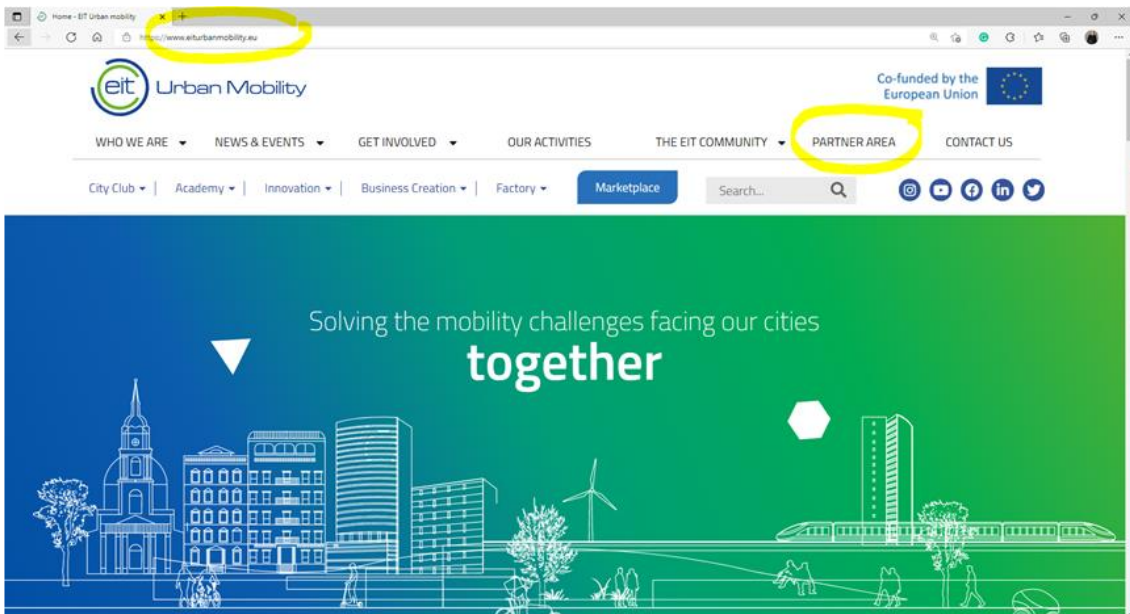
- Application Form (mandatory)
- Annexes to the application form : depending on the topic, see the cut-off related Annex: cut-off-related topics and requirements for the list of additional mandatory documents and/or requirements.
- Annexes to the application form (optional): project Gantt chart.

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

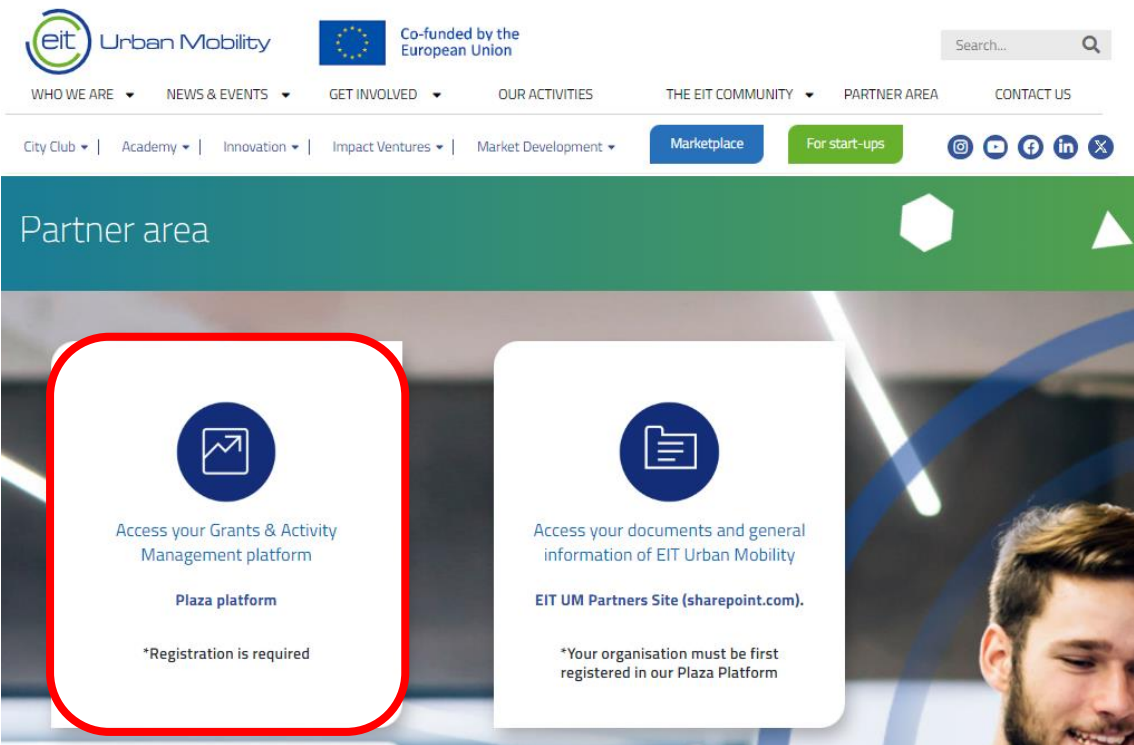
# 3. Electronic submission of your proposal

## 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:





A new window will be opened where you will be requested to provide your username and password/code. This will redirect you to the PLAZA system<sup>3</sup> where you will be able to create a new proposal for the present call:

---

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

### 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 “Permanently Open Call” green button:

#### CALL FOR PROPOSALS

- Open Call for Innovation 2024 - CLOSED
- 2nd Targeted Call - Innovation - CLOSED
- Competence Hub 2023
- Co-create NEB Call - CLOSED
- Connect NEB Call - CLOSED
- 2nd RIS Education Call
- Strategic Business Alliance Call
- 2nd Academy Open Call Master School
- Permanently Open Targeted Call**
- Call Exports

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

Edit	PDF Export	Submit	Code	Segment	Activity Name	Activity Acronym	Activity Purpose
			24001	2.12 Energy	TEST Innovation EITUM	TEST 2024	

### 3.3. Application Form

The Application Form is composed of the following 6 TABs that need to be entirely completed by the Project Leader:

Proposal ID: 24001

- 0. START HERE
- 1. CONTACTS
- 2. PROJECT OVERVIEW
- 3A. PROJECT KEYWORDS
- 3B. PROJECT SPECIFIC INFO
- 4. SUSTAINABILITY
- 5. BUDGETS

Each tab includes several items as described below:

**This is a TAB**

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

Area  \*

Segment  \*

New or Existing Activity  New Activity  Continuation of Existing Activity

Activity Title  max 140 characters ?

Activity Acronym  \*

Generated ID  This is an AUTOFILL

Start / End Date

Activity Description for public dissemination (max 1000 characters)  \*

This CHECKS correct data entry

Save  ✓ ?

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:



0. START HERE	1. CONTACTS	2. PROJECT OVERVIEW	3A. PROJECT KEYWORDS	3B. PROJECT SPECIFIC INFO	4. SUSTAINABILITY	5. BUDGETS
Area		★	Innovation			
Please select from the EIT Urban Mobility Area that best aligned to your proposal						
Intended Execution Period		★	Permanently Open Targeted Call			
Segment		🔗 ★	2.22 Permanently Open Targeted Call (1st cut-off)			
Project Title		★	Test Innovation Targeted			
Please enter a descriptive title of your project (max 140 characters)						
Project Acronym		★	TEST TARGETED 2024			
Please enter a short title or acronym for your project (max 25 characters)						
Generated ID			240376			
Start / End Date		🔗 ★	01-Jan-2024	📅	31-Dec-2025	📅
Please enter the start and end dates of the project						
Project Description for public dissemination (max 1000 characters)		🔗 ★	Edit	test description for proposal 240376		

### Area and intended execution period

You should select the Innovation area and indicate the intended execution period. In general, the project duration should be 12 month, unless indicated differently in the cut-off related Annex (e.g. 1<sup>st</sup> of January 2024 until 31<sup>st</sup> of December 2024).

### Segment

Applicants to the first cut-off date shall select the following segment: *2.22 Permanently Open Targeted Call (1st cut-off)*

### 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”, you will be able to fill in the rest of the TABs.

**eit Urban Mobility**  
Proposal Template 2024

Proposal ID: 24001

Delete Proposal DEMO Back to List

0. START HERE 1. CONTACTS 2. PROJECT OVERVIEW 3A. PROJECT KEYWORDS 3B. PROJECT SPECIFIC INFO 4. SUSTAINABILITY 5. BUDGETS 6. SUPPORTING FILES 7. FEEDBACK X1. OFFICE MANAGEMENT X2. FEEDBACK MANAGEMENT

Save Check and Save

Area Innovation

Please select from the EIT Urban Mobility Area that best aligned to your proposal

Intended Execution Period 1 January 2024 - 31 of December 2024

Segment 2.12 Energy

Project Title TEST Innovation EITUM

Please enter a descriptive title of your project (max 140 characters)

## TAB 1: Contacts



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
---------------	-------------	---------------------	----------------------	---------------------------	-------------------	------------	---------------------

---

**Project Title** TEST Innovation EITUM

---

**Generated ID** 24001

---

**Project Web Site (if applicable)** max 255 characters

---

**Lead Partner**  ⓘ ★

Please indicate the Lead Partner for the project proposal

---

**Project Leader**  ⓘ ★

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 - EIT Urban Mobility
090_3 - IH West
090_4 - IH East
<small>Select to add it to your list of involved Organisations / Affiliated Entities</small>

---

**I confirm that at least three 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.

Edit	Editor Name
+	<small>Select a person from this dropdown list to add it to your list of editors of this proposal</small>

### Lead partner

Choose the name of the 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 the organisations participating in the project and the persons from these organisations must be previously registered in PLAZA as indicated in section 1.

## TAB 2: Project overview

Save

**The information provided in this section must refer to other parts of the submission.**

Please describe in a concise form what the project intends to do, what are the aims and objectives, the target group and what outcomes and results will be achieved. Make sure your objectives are SMART - Specific, Measurable, Achievable, Realistic and Time Bound.

**Project Title**

**Project Purpose (max 3000 characters)**

**Aim and main objectives**

**Scope of Project (max 2000 characters)**

**Outcome and Impact (max 2000 characters)**

**Workplan (max 12000 characters)**

**IPR and Exploitation of Results (max 2000 characters)**

**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	Eligible for EIT Funding
<input type="checkbox"/>	099 - EIT Urban Mobility		HQ	SPAIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	090_3 - IM West		West	NETHERLANDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	090_4 - IM East		East	CZECH REPUBLIC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click on the Edit button and fill all the text boxes according to the information required in the question marks

Describe the role and contribution of each partner. The system will automatically assign the Co-colocation centre (CLC), the country, the role (leading or not) and the RIS country (the "Eligible EIT funding" column is not relevant).

**Key Outputs** \*

Please enter the major outputs to be achieved within the duration of your project, in line with the defined workplan.

Edit	Code	Title	Description	Expected Date	Responsible Organisation	Contributor(s)
<input type="checkbox"/>	OUT01	Output 1	Description of Output 1	31 Mar 2024	099 - EIT Urban Mobility	
<input checked="" type="button" value="Add"/>						

**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)
<input type="checkbox"/>	DEL01	DEL1	Description of DEL1	30 Apr 2024	099 - EIT Urban Mobility	
<input checked="" type="button" value="Add"/>						

Please read carefully the requirements as indicated in cut-off related Annex and include at least the mandatory deliverables. Click on the green cross button to introduce a new item. For each deliverable and output, add a short description, the expected delivery date, and the responsible and contributing organisations.

**ETF 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

KPI Code	KPI Title	Target Value 2024	Responsible Organisation	Contributor(s)
<input checked="" type="checkbox"/> ETHES2.4	Marketed innovations	1	090 - EIT Urban Mobility	090_3 - IRI West 090_4 - IRI East
<input checked="" type="checkbox"/> ETHES2.5	EIT RIS Marketed Innovations	1	090 - EIT Urban Mobility	090_3 - IRI West 090_4 - IRI East
<input checked="" type="checkbox"/> EITHS4.5	EIT RIS Start-ups created offer innovation	1	090 - EIT Urban Mobility	
<input checked="" type="checkbox"/> EITHS4.4	Start-ups created offer innovation	1	090 - EIT Urban Mobility	

**EIT Urban Mobility 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	Contributor(s)
<input checked="" type="checkbox"/> KONHE06	Outreach events in EIT RIS countries	1	090 - EIT Urban Mobility	
<input checked="" type="checkbox"/> KONHE20	Designed/tested innovations	1	090 - EIT Urban Mobility	
<input checked="" type="checkbox"/> KONHE30	Patents submitted	1	090 - EIT Urban Mobility	
<input checked="" type="checkbox"/> KSN02	Demonstration/pilot/testing labs within a project that actively involve citizens and/or local assoc	1	090 - EIT Urban Mobility	
<input checked="" type="checkbox"/> KSN01	Innovation pilot scaling	1	090 - EIT Urban Mobility	

**Risk Management and Contingency Plan** ★

Please identify relevant risks and describe adequate mitigation measures

Risk Category	Risk Title	Risk Likelihood	Risk Impact	Risk Description	Risk Mitigation
STRATEGIC	Risk 1	3	4	Description Risk 1	Mitigation Risk 1

Read carefully the cut-off related Annex to select the **mandatory Core KPIs** and the additional KPIs. For each KPI introduced, add the target value for 2024 and the responsible and contributing organisations.

Continue to fill in the rest of Tab 2, save the data and finally “Check and Save”.

## TAB 3A Project Keywords

0. START HERE | 1. CONTACTS | 2. PROJECT OVERVIEW | **3A. PROJECT KEYWORDS** | 3B. PROJECT SPECIFIC INFO | 4. SUSTAINABILITY | 5. BUDGETS | 6. SUPPORTING FILES

**KEYWORDS FOR EUROPEAN COMMISSION**

Self-defined Keywords (max 5) ★

Edit	Keyword
<input checked="" type="checkbox"/>	test1
<input checked="" type="checkbox"/>	test2
<input checked="" type="checkbox"/>	test3
<input type="checkbox"/>	<input type="text" value="enter your keyword"/>






Pre-defined Keywords (max 5) ★

Edit	Keyword
<input checked="" type="checkbox"/>	Business and Innovation
<input checked="" type="checkbox"/>	Energy
<input checked="" type="checkbox"/>	Sustainable innovation
<input type="checkbox"/>	<input type="text" value="choose a keyword (use the refresh button at the left side to load the keywords)"/>

You must enter min 3 =max 5 self-defined keywords and up to 5 pre-defined keywords related to your project.

## TAB 3B Project Specific Information

Complete all fields of this tab related to the specific questions of this call:

PROJECT SPECIFIC QUESTIONS	
<p>How will the proposal advance the state-of-the-art/ play in the urban mobility innovation landscape? (max. 2,000 characters)</p>	<p>★ <input type="button" value="Edit"/> </p> <div style="border: 2px solid red; height: 40px;"></div>
<p><b>Technology Readiness Level</b></p> <p>Please specify the technical characteristics that justify a starting TRL of 6/7. Identify any background work or projects. Describe what advances will be made to take the solution towards a TRL9. Outline partners responsible for advance in the TRL and make sure this is aligned with the proposed workplan and partner roles in Tab 2. (max. 2,000 characters)</p>	<p>★ <input type="button" value="Edit"/> </p> <div style="background-color: #f0f0f0; height: 40px;"></div>
<p><b>Pilot(s) description or/ and Product testing</b></p> <p>KSN02 - City demonstration(s)/pilot(s)/living lab(s): Outline the demo's prerequisites, the city's commitment, the user/stakeholder involvement, testing area dimensions, scalability prospects, and transferability. Clearly define the testing parameters and circumstances. If the city is not the host, detail the city's secured commitment or support.</p> <p>KONHE31 - Tested Engineering Innovation: Outline how the hardware, device, or component will be tested in full operational mode. (max. 10,000 characters)</p>	<p>★ <input type="button" value="Edit"/> </p> <div style="background-color: #f0f0f0; height: 40px;"></div>
<p>In case your proposal contributes to KPI EITHE04.4, please describe the company that you would be creating (e.g. company set-up, country of registration, timeframe, shareholders, capitalisation and growth plan) (max. 2,000 characters)</p>	<p>★ <input type="button" value="Edit"/> </p> <div style="background-color: #f0f0f0; height: 40px;"></div>
<p><b>Ideal sale example</b></p> <p>Please describe what an ideal sale of your proposed products/services/solutions would look like. What would the average ticket for a pilot/ annual fee would be; how long would the relationship with the client be (is it a one-time purchase, are there maintenance costs, etc.); where would ideally be the client located (country or specific areas or regions). The more details provided the better. (max. 2,000 characters)</p>	<p>★ <input type="button" value="Edit"/> </p> <div style="background-color: #f0f0f0; height: 40px;"></div>

In addition, complete the topic-specific question for the topic you are applying for. For the other topic-specific question add "Not applicable."

★

For Topic 1:  
Please elaborate on how the project will facilitate the adoption of hydrogen technology in the (urban) mobility sector. (max. 3,000 characters)

---

★

For Topic 2:  
Please explain how the proposed solution has the potential to simplify Scope 3 CSRD Reporting for companies. (max. 3,000 characters)

---

★

For Topic 3:  
Please explain how the solution effectively aids bus manufacturers, particularly smaller and mid-sized entities, in timely compliance with EU Regulation GSR2 for city buses by incorporating mandatory features. (max. 3,000 characters)

---

★

For Topic 4:  
Please provide details about the capacity, experience, and availability of resources of both the technology provider and the city to deploy a Demand Responsive Transport (DRT) solution and integrate it into the public transport system. (max. 3,000 characters)

---

★

For Topic 5:  
Please provide further details regarding the status of the open innovation programme, including past and present activities, allocated resources, and its track record. Additionally, describe how collaboration with and support from the EIT UM can increase the programme's impact. (max. 3,000 characters)

## TAB 4 Sustainability

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

**Commercial Partner(s)** ⓘ

Please identify the partner who will be responsible for the commercialisation of the project results.  
In case of multiple commercial partners in the consortium, please add one entry per each commercial partner by using the + button.

Edit	Commercial Partner	Number of Employees	Turnover (T-1)	Turnover (T-2)	Balance Sheet Total liabilities + shareholders' equity (T-1)	Balance Sheet Total liabilities + shareholders' equity (T-2)	Project Results to be commercialised	Type
	090 - EIT Urban Mobility	120.00	120.000.00 €	250.000.00 €	120.000.00 €	250.000.00 €	To be described.	TYPE A
+ <small>In case there is more than one commercial partner in the Consortium, please insert as many rows as commercial partners in the project.</small>								

Click on the + button to select the commercial partner and complete the data.

In case of multiple commercial partners in the consortium, please add one entry per each commercial partner by using the + button.

0. START HERE | 1. CONTACTS | 2. PROJECT OVERVIEW | 3A. PROJECT KEYWORDS | 3B. PROJECT SPECIFIC INFO | **4. SUSTAINABILITY** | 5. BUDGETS | 6. SUPPORTING FILES

**Commercial Partner(s)** ⓘ

Please identify the partner who will be responsible for the commercialisation of the project results.  
In case of multiple commercial partners in the consortium, please add one entry per each commercial partner by using the + button.

Edit	Commercial Partner
	090 - EIT Urban Mobility
+ <small>In case there is more than one commercial partner in the Consortium, please insert as many rows as commercial partners in the project.</small>	

**COMMERCIAL PARTNER SPECIFICATION**

Commercial Partner ⓘ ★ 090 EIT Urban Mobility

Number of Employees (in payroll) ⓘ ★

Turnover T-1 (€) ⓘ ★

Turnover T-2 (€) ⓘ ★

Balance Sheet Total liabilities + shareholders' equity (T-1) (€) ⓘ ★

Balance Sheet Total liabilities + shareholders' equity (T-2) (€) ⓘ ★

Results to be commercialised ⓘ ★ To be described.

Commercial Partner Type ⓘ ★ Type A: General commercial partner (other commercial partner than type B or C)



Type A: General commercial partner (other commercial partner than type B or C)  
 Type B: EIT Urban Mobility equity portfolio company  
 Type C: New company/ Spin-off created as a result of the project

Choose between type A, B or C. For more information on the Commercialisation and Financial sustainability, please read carefully the Call Manual.

## 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 | X1. OFFICE MANAGEMENT | X2. FEEDBACK MANAGEMENT

Refresh Save Check and Save

Edit	Code	Title	Type	Task Level	Start Date	End Date	Total Costs	Validated
<input type="checkbox"/>	A2401	Activity Management	Project and Programme Management	.01	01 Jan 2024	31 Dec 2024	0 €	<input type="checkbox"/>
<input type="checkbox"/>	A2402	Test			01 Jan 2024	31 Dec 2024	1,250 €	<input type="checkbox"/>
<input type="checkbox"/>	A2403	Test2			01 Jan 2024	31 Dec 2024	12,000 €	<input type="checkbox"/>
<input type="checkbox"/>	A2404	Test3			01 Jan 2024	31 Dec 2024	8,750 €	<input type="checkbox"/>
<input type="checkbox"/>	A2405				01 Jan 2024	31 Dec 2024	0 €	<input type="checkbox"/>
							22,000 €	

Edit 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 31-Dec-2024

Related Deliverable(s) ⓘ ★

Related Budget(s) ⓘ ★

Introduce a short description of each new task, the task leader, start/end date and the related budget.

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 ⓘ ★ IH East 090\_4

Responsible Person ⓘ ★

FTE ⓘ ★ 20.00

Budget Year ⓘ 2024

Costs	Value	Unit
A Personnel	1,000	€
B Subcontracting	0	€
C.1 Travel and subsistence	0	€
C.2 Equipment	0	€
C.3 Other goods, works and services	0	€
D.1 Financial support to third parties (incl. prizes)	0	€
D.2 Internally invoiced goods and services	0	€
E Indirect costs	250	€
<b>Total Costs</b>	<b>1,250</b>	<b>€</b>

Sources	Value	Unit
Partner own funding	0	€
European Commission funding (non-EIT)	0	€
National & Regional funding	0	€
Other funding	0	€
EIT funding (auto calculated)	1,250	€
<b>Total Sources</b>	<b>1,250</b>	<b>€</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 “EIT 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. The budget is divided between RIS and non-RIS countries.

Est	Code	Title	Type	Task Leader	Start Date	End Date	Total Costs	Validated
	A2481	Activity Management	Project and Programme Management	.01	01 Jan 2024	31 Dec 2024	0 €	<input type="checkbox"/>
	A2482	Test		Simonek, SS (Slovak)   RH East	01 Jan 2024	31 Dec 2024	1,250 €	<input type="checkbox"/>
	A2483	Test		Simonek, SS (Slovak)   EST Urban Mobility	01 Jan 2024	31 Dec 2024	12,000 €	<input type="checkbox"/>
	A2484	Test		Simonek, SS (Slovak)   RH West	01 Jan 2024	31 Dec 2024	8,750 €	<input type="checkbox"/>
	A2485			.01	01 Jan 2024	31 Dec 2024	0 €	<input type="checkbox"/>
							<b>22,000 €</b>	

COST BY PROJECT 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
NON-RIS	090_3   RH West	2,000.00 €	.00 €	5,000.00 €	.00 €	.00 €	.00 €	.00 €	1,750.00 €	8,750.00 €
NON-RIS Total		2,000.00 €	.00 €	5,000.00 €	.00 €	.00 €	.00 €	.00 €	1,750.00 €	8,750.00 €
RIS	090   EST LM	6,000.00 €	2,000.00 €	.00 €	.00 €	.00 €	.00 €	.00 €	2,000.00 €	12,000.00 €
	090_4   RH East	5,000.00 €	.00 €	.00 €	.00 €	.00 €	.00 €	.00 €	250.00 €	5,250.00 €
RIS Total		11,000.00 €	2,000.00 €	.00 €	.00 €	.00 €	.00 €	.00 €	2,250.00 €	13,250.00 €
Grand Total		11,000.00 €	2,000.00 €	5,000.00 €	.00 €	.00 €	.00 €	.00 €	4,000.00 €	22,000.00 €

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

**BUDGET JUSTIFICATION**

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

*The FTE related budget for the catalyst tasks is 11,000.00 €. The planned FTE for the catalyst tasks sums up to 38.00 FTE with an average cost of 289.47 €/ FTE.*

Enter a breakdown of FTE costs per skill level, e.g. project mgr, senior business developer ; lab assistant, etc. For each, state the average rate, e.g. [project mgr: x FTE at average rate of y p.a.]. Do not provide detail that allows to link cost with individual persons.

**B. Subcontracting justification (max 1000 characters)** ★ [Edit](#)

*Costs to an amount of 2,000.00 €.*

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

*Costs to an amount of 5,000.00 €.*


## TAB 6 Supporting Files

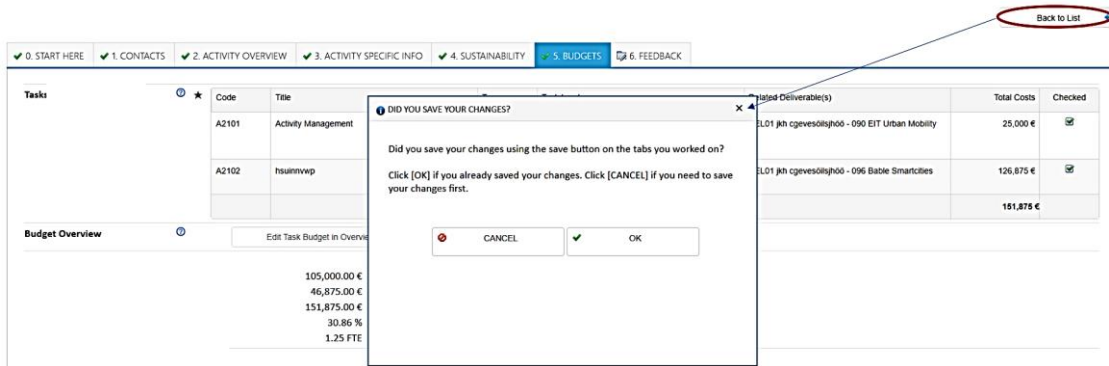
In Tab 6 Supporting files, upload all mandatory supporting files as requested for each Topic indicated in cut-off related Annex – Topic-related eligibility requirements:

Supporting File(s)

File Name	Description (click to edit)

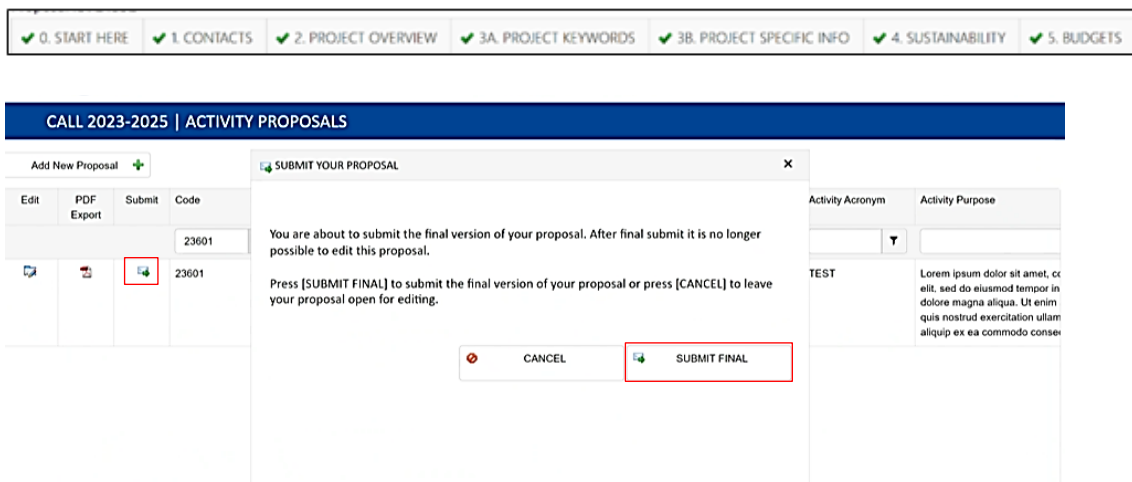
[Upload Selected File\(s\)](#) (pdf,txt or docx)

Once all the information from TAB 0 to TAB 6 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.



### 3.4. Submission of the proposal

Once all the TABS (1 to 6) are validated (as explained above), you may proceed to the submission of your proposal by the set deadline by pressing on the icon under the “Submit” column (shown in the screenshot below):



Once submitted, the message below will appear and the applicant will receive an email submission confirmation by email with the Subject: **Confirmation Submission of Proposal (KAVA number)**

✓ FINAL SUBMIT CONFIRMATION



You have successfully submitted your proposal. A confirmation email has been sent to your personal mailbox.

**EIT Urban Mobility Proje... Confirmation Submission of Proposal (24352)**

CONFIRMATION OF SUBMISSION

### 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 your organisation 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
- all consortium partners have obtained a user account to log into the EU Portal and PLAZA System and are registered with the system
- you have saved and validated your data using the “save” and “Save and Check” button (top right-hand side of your screen).