



# EIT Urban Mobility Calls for proposals

## *Guidelines for applicants*

*2025 Main Innovation Call for Proposals*

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | April 2024

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

Co-funded by the  
European Union



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# 1. Partners registration

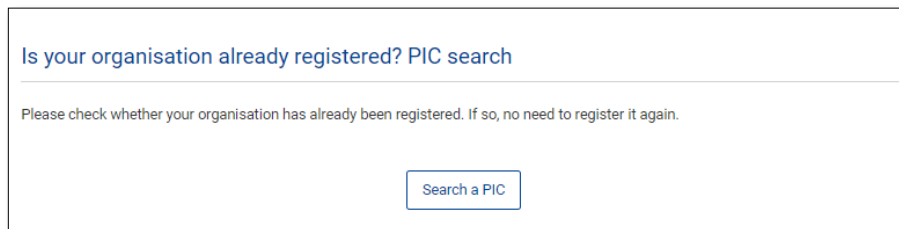
Before starting drafting a proposal, all applicants (Project Leader and consortium partners) must be registered on (1) the EU Funding & tender opportunities portal, in order to obtain the 9-digit Participant Identification Code and (2) on the EIT Urban Mobility PLAZA tool to register the organisation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

## 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>



Is your organisation already registered? PIC search

---

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

Search a PIC

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

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

If you have already applied to an EU-funded programme and have your PIC number validated or declared, there is no need to register again, you can proceed with the registration of your organisation on PLAZA (see section 1.2.).

**However, please make sure that the information that you are providing in PLAZA is consistent with the legal information included in your PIC** (legal name, VAT, registration number, legal address, LEAR – legally appointed representative responsible for updating organisation’s information on EU participant portal). Your LEAR must have access to your PIC account and related email address at any time and will be able to update the data provided with the PIC, if necessary.

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

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

### Register your organisation

---

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

[Register your organisation](#)

Please make sure that the information that you provide during the PIC registration is consistent with the information that you provide during the PLAZA registration.

**Primary registration of your PIC number takes about 10 minutes**, and your PIC number is generated within another 10 minutes and will be sent to the email address that you have indicated during the registration.

All new PIC numbers get assigned a status of “**Declared**”, which means your organisation has not been fully validated, but the new PIC number can already be used during your proposal submission.

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

For more detailed information about **new PIC registration and validation**, please follow the detailed guidance: [Registration and validation of your organisation - Online Manual - Confluence \(europa.eu\)](#)

For more information on **how to access your PIC account**, please follow the guidance: [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/it-manuals/user-manual-participant-register\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/it-manuals/user-manual-participant-register_en.pdf)

## 1.2. Register your organisation in PLAZA

PLAZA is 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.

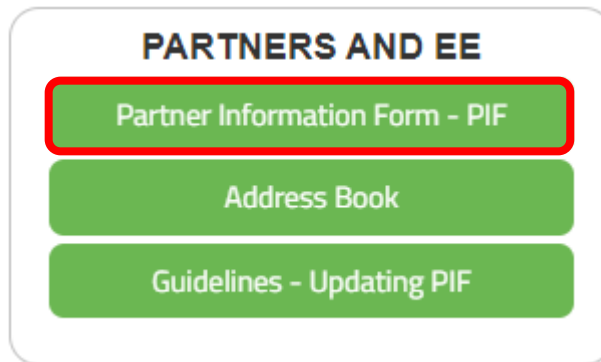
After registering/updating your PIC number (step 1), you may proceed with your registration in PLAZA: <https://plaza.eiturbanmobility.eu/SITE/PRIVATE/GO/login.aspx>

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

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

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

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



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

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

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

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

Administrative,  
financial, rules

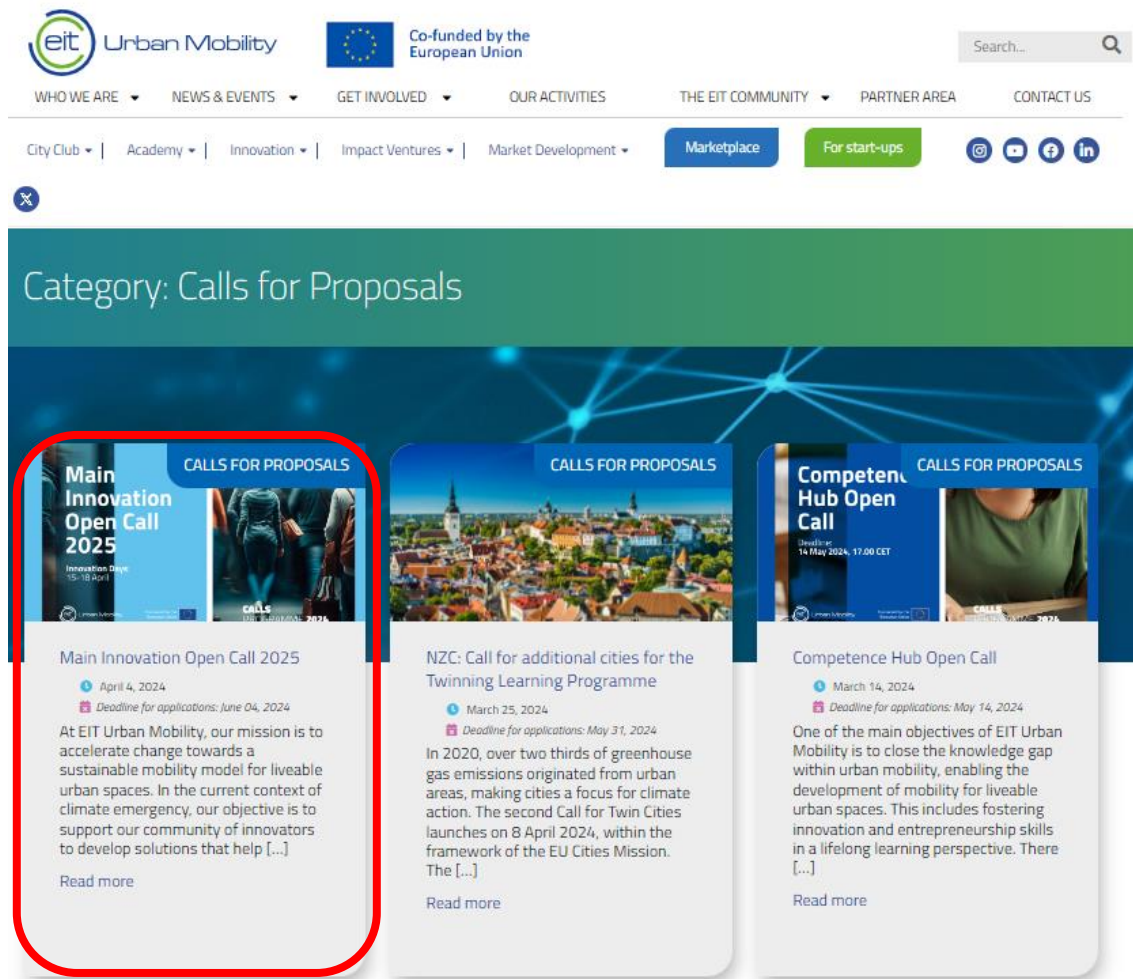
[pmo@eiturbanmobility.eu](mailto:pmo@eiturbanmobility.eu)

## 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](#)):



The screenshot shows the EIT Urban Mobility website's 'Calls for Proposals' section. The page features a navigation bar with the EIT Urban Mobility logo, the European Union flag, and a search bar. Below the navigation bar, there are several menu items: 'WHO WE ARE', 'NEWS & EVENTS', 'GET INVOLVED', 'OUR ACTIVITIES', 'THE EIT COMMUNITY', 'PARTNER AREA', and 'CONTACT US'. There are also buttons for 'Marketplace' and 'For start-ups', along with social media icons for Instagram, YouTube, Facebook, and LinkedIn.

The main content area is titled 'Category: Calls for Proposals' and displays three call cards:

- Main Innovation Open Call 2025**: This card is highlighted with a red border. It features a blue header with 'CALLS FOR PROPOSALS' and a date of April 4, 2024. The deadline for applications is June 04, 2024. The text describes the mission of EIT Urban Mobility to accelerate change towards a sustainable mobility model for liveable urban spaces.
- NZC: Call for additional cities for the Twinning Learning Programme**: This card has a blue header with 'CALLS FOR PROPOSALS' and a date of March 25, 2024. The deadline for applications is May 31, 2024. The text discusses the goal of reducing greenhouse gas emissions from urban areas.
- Competence Hub Open Call**: This card has a blue header with 'CALLS FOR PROPOSALS' and a date of March 14, 2024. The deadline for applications is May 14, 2024. The text focuses on closing the knowledge gap within urban mobility.

## 2.2. Select your partners for the project

Read carefully the eligibility and admissibility criteria described in Section 5 of the Call Manual to ensure your proposal meets those criteria and is in line with the consortium composition requirements.

A series of online matchmaking opportunities to support consortia building and generate project ideas are organised in April 2024. Please find details in this link: [EIT Urban Mobility – Innovation Days – Info \(b2match.io\)](#).

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 area	<a href="mailto:Innovationcall2025@eiturbanmobility.eu">Innovationcall2025@eiturbanmobility.eu</a>
Innovation Hub North	<a href="mailto:north@eiturbanmobility.eu">north@eiturbanmobility.eu</a>
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, SMEs, universities, research & technology organisations, or large businesses. Please refer to the Call Manual 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 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 to 5 of the Call Manual).

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). 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 Section 3 of the Call Manual 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) indicated in that Section 3. You will be requested to identify the minimum target value related to each KPI. Detailed definition of these KPIs can be found in the 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:** Deliverables capture the achievement of key outputs and may take the form of analysis reports, feasibility studies, strategy documents, pilot action reports, training documentation. The deliverables need to fully demonstrate the project's achievements and the judicious use of public funds.

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: **30%**

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

Total EIT Urban Mobility funding requested:  $100.000 \text{ €} \times 70\%$  (100% of cost – 30% of mandatory co-funding)  
= **70.000 €**

Consider that in case the sum of reported costs is greater or equal to the budget, the full EIT funding is assigned. The remaining difference is added to co-funding. However, in case the sum of reported costs is smaller than the budget, the full co-funding amount is assigned; the remaining difference is covered by the (reduced) EIT funding.

**Example:**

Minimum required co-funding rate of the call: **30%**

Total project budget: **100.000 €** --> 70.000 € EIT Funding and 30.000 € co-funding

Total reported costs: **80.000 €**

Total EIT Funding to be received:  $80.000 \text{ €} - 30.000 \text{ €} = 50.000 \text{ €}$

Total co-funding applied: **30.000 €**

**Annexes & supporting documents**

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

- Application Form (mandatory)
- Business Model Canvas (mandatory) See template available in the Call webpage.
- Other supporting documents:

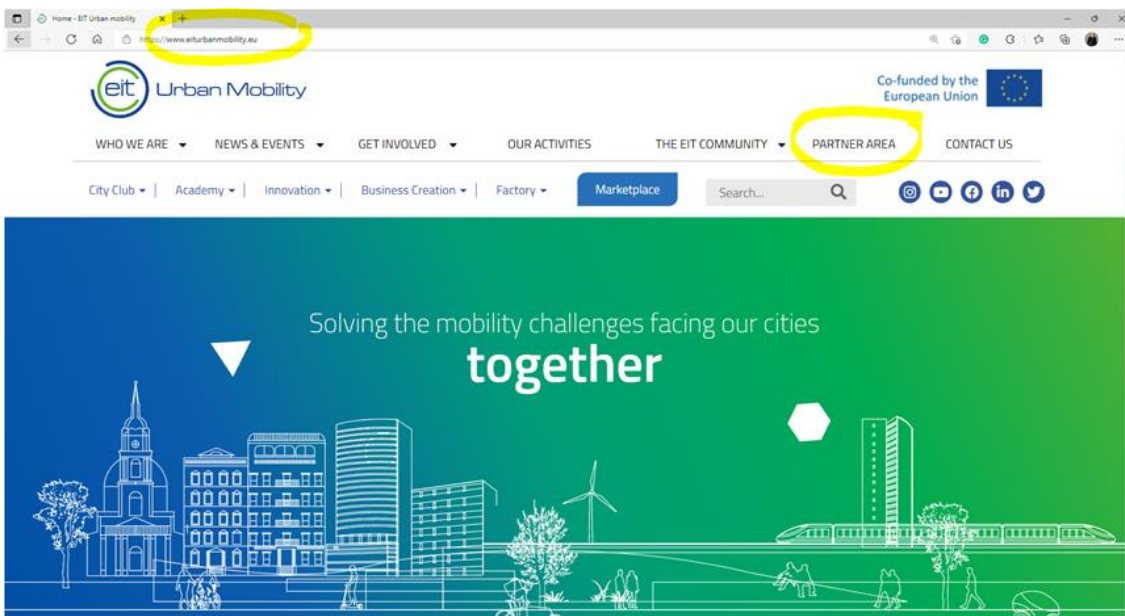
- o Declaration of affiliation, declaration of private concession or letter of commitment (if applicable) See templates available in the Call webpage,
- o Freedom to operate study (recommended),
- o A link to a one-minute video demonstrating the current TRL of the solution (recommended).

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

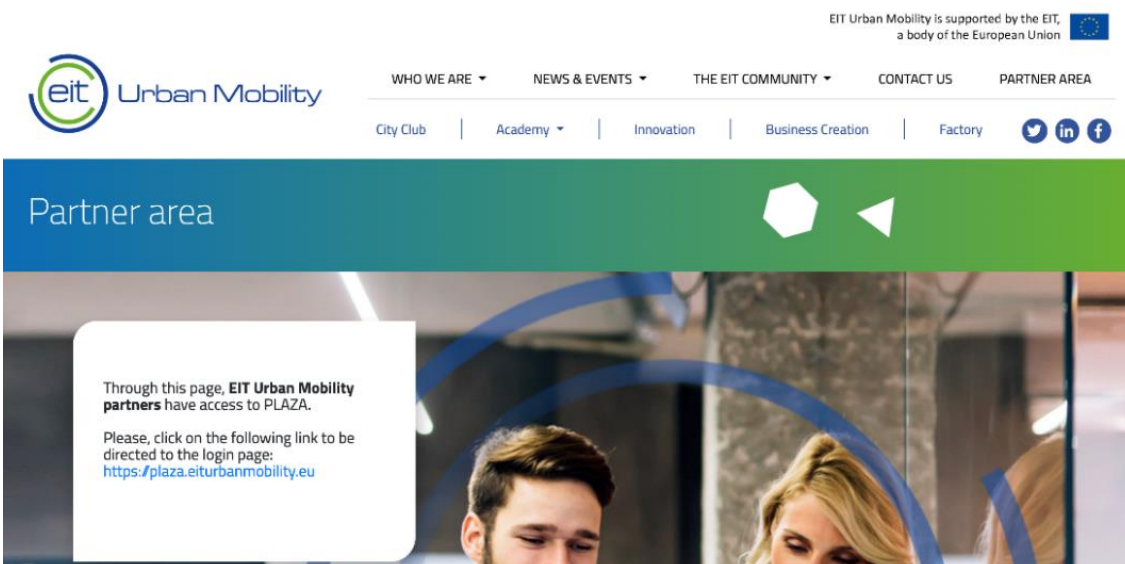
# 3. Electronic submission of your proposal

## 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:



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

**Plaza for EIT Urban Mobility**

Username 

Password / Code 

Is this your first time? Please register at <https://plaza.eiturbanmobility.eu/register>  
**CLICK HERE TO REGISTER**

After registration you will receive a start code. Use your email address as username and the start code as initial password. You will be asked to set a strong password.

### 3.2. Create a new proposal

Once you enter the main page in the PLAZA website, click at the “Open Call for Innovation 2024” green button:

PARTNERS AND EE	CALL FOR PROPOSALS	CURRENT ACTIVITIES
<input type="button" value="Partner Information Form - PIF"/>	<input type="button" value="Competence Hub 2023"/>	<input type="button" value="General Information"/>
<input type="button" value="Address Book"/>	<input type="button" value="Strategic Business Alliance Call 2nd cut-"/>	<input type="button" value="Activity Editor"/>
<input type="button" value="Guidelines - Updating PIF"/>	<input type="button" value="2nd Academy Open Call Master School"/>	<input type="button" value="Progress Reports"/>
	<input type="button" value="Permanently Open Targeted Call"/>	<input type="button" value="Activity Exports"/>
	<input type="button" value="Competence Hub Open Call 2024"/>	
	<input type="button" value="Enhance NEB Call 2024"/>	
	<input type="button" value="Main Innovation Open Call 2025"/>	

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

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

### 3.3. Application Form

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

Each tab includes several items as described below:

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:

Proposal Template 2024  
 Proposal ID: 250001

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

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

Intended Execution Period ★ Main Innovation Open Call 2025

Segment ⓘ ⓘ 2.25 Urban Logistics →

Code	Description
2.25	Urban Logistics
2.26	Electrification of transport and alternative fuels
2.27	Public Transport

Project Title ★ TEST Guidelines Main Innovation Open Call Title  
 Please enter a descriptive title of your project (max 140 characters)

Project Acronym ★ TEST Guidelines Inno Call  
 Please enter a short title or acronym for your project (max 25 characters)

Generated ID 250001

Start / End Date ★ 01-Jan-2025 31-Dec-2025

Executive Summary for public dissemination (max 1000 characters) ⓘ Edit  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pell elit. Praesent ante odio, commodo quis rutrum quis, ultricie

Please describe the problem being addressed and why existing solutions do not address the need. Describe your proposed solution/product/service along with the value proposition and its market opportunity. Describe how and where you intend to validate the solution (demos) and the expected impact (short/medium/long term). NB: This field should not contain jargon, acronyms, and confidential, or sensitive information

### Area and intended execution period

You should select the are “Innovation” and the intended execution period “Main Innovation Open Call 2025”.

### Segment

Please select the segment you wish to apply for: *Urban Logistics, Electrification of transport and alternative fuels or Public Transport*

### Project Title and Project Acronym

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

### Executive summary 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: 250001

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

**Intended Execution Period** ★  
Main Innovation Open Call 2025

**Segment** ⓘ ★  
2.25 Urban Logistics

**Project Title** ★  
Please enter a descriptive title of your project (max 140 characters)  
TEST Guidelines Main Innovation Open Call Title

**Project Acronym** ★  
Please enter a short title or acronym for your project (max 25)  
TEST Guidelines Inno Call



## TAB 1: Contacts

**eit Urban Mobility**  
Proposal Template 2024  
Proposal ID: 250001

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 Guidelines Main Innovation Open Call Title

Generated ID: 250001

Project Web Site (if applicable): max 255 characters

Lead Partner: EIT Urban Mobility 090  
Please indicate the Lead Partner for the project proposal

Project Leader: Aslanian, AA. (Anne-Laure) | EIT Urban Mobility |  
Please identify the Project Leader - typically an employee of the Lead Partner or an Affiliated entry

Email Project Leader: anne-laure.aslanian@eiturbanmobility.eu

Specify all involved organisations including the Lead Partner and any Affiliated Entities.

- Organisation Name
- 090 - EIT Urban Mobility
- 090\_2 - IH Central
- 090\_5 - IH South
- testRaquel - EIT KIC URBAN MOBILITY S.L.
- Select to add it to your list of Involved Organisations / Affiliated Entities

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

Assign Co-Editors

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

### 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

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

Project Title: TEST Guidelines Main Innovation Open Call Title

**Project Main Objectives** (max 2000 characters) \*

Please describe in a concise form what the project intends to do and how it will lead to concrete outcomes and results. Make sure your objectives are SMART - Specific, Measurable, Achievable, Realistic and Time Bound

**Scope of Project** (max 3000 characters) \*

Explain how your proposal aligns with EIT Urban Mobility Strategic Objectives and the scope of the topic selected. Please explain how it addresses a new sector, business model, technological advances or market demands.

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

Explain how your proposal is aligned with the expected outcomes and impacts of the topic selected as well as with the proposed KPIs. Describe this at a quantitative and qualitative level. State the potential social, environmental and economic impact generated by the successful delivery of your project. This should include impacts on cities, business ecosystems, specific end-users and society in general.

**Workplan** (max 12000 characters) \*

Concisely outline the work planned for the project's entire duration. This description should provide sufficient information on key tasks and milestones to be achieved, their timeline and related Objectives, KPIs and expected outcomes (Deliverables, Outputs). Use a logical or chronological ordering. A detailed budget per task is to be entered in TAB 3 Budget.

NB: There is no automatic link between TAB 2 Activity Overview-Workplan and TAB 3 Budget -Tasks List. Please ensure consistency and alignment between tasks on both TABs.

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

Provide a description of the main IP assets, how are they currently or planned to be protected to ensure future commercialisation. Describe how the IP strategy is aligned with the business goals and the planned commercialisation strategy. (Optional) include an initial Freedom to Operate (FTO) as a supporting document in Tab 8 (Supporting files).

**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.

CLC	Country	Is Leading	RIS	Eligible for EIT Funding	Partner Type (EU)
	SPAIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	GERMANY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	SPAIN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	SPAIN	<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" and Partner Type columns are 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)
	OUT01	Output 1	Description of Output 1	31 Mar 2024	090 - EIT Urban Mobility	

### Key Deliverables

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

Edit	Code	Title	Description	Expected Date	Responsible Organisation	Contributor(s)
	DEL01	DEL1	Description of DEL1	30 Apr 2024	090 - EIT Urban Mobility	

Please read carefully the requirements as indicated in the Call Manual 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.

### EIT Core KPI targets

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

Edit	KPI Code	KPI Title	Target Value 2025	Responsible Organisation	Contributor(s)
	EITHE01.1	Intellectual property rights		090 - EIT Urban Mobility	
	EITHE02.4	Marketed Innovators		090 - EIT Urban Mobility	
	EITHE04.4	Start-ups created after innovation		090_5 - IRI South	

### 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

Edit	KPI Code	KPI Title	Target Value 2025	Responsible Organisation	Contributor(s)
	K3M01	Innovation pilot scaling		090 - EIT Urban Mobility	
	K3M02	Demonstration/piloting take within a project that actively involve citizens and/or local assets	1	090 - EIT Urban Mobility	
	K3M03	Public realm improvements	1	090_5 - IRI South	

Read carefully the Call Manual to select the **mandatory Core KPIs EITHE02.4 / EITHE2.5 EITRIS and KSN02** and the additional KPIs. For each KPI introduced, add the target value for 2025 and the responsible and contributing organisations.

### Project Management Structures and Procedures (max 1000 characters)

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

### KTI Integration (max 1000 characters)

Please describe how your project facilitates collaboration between the knowledge triangle (businesses, research, education) and cities to solve the most pressing mobility challenges.

### Communication and Dissemination Plan/Strategy (max 1000 characters)

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

### Gender and diversity dimension (max 1000 characters)

Describe how gender and diversity are considered in the design/development of the project outputs and the measures in place to promote a mixed team with women and under-represented groups taking an active role in the project implementation.

### Ethic and Security Issues

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

- Human Embryonic Stem Cells and Human Embryos
- Humans
- Human cells/tissues (not covered by element 1)
- Personal data
- Animals
- Non EU countries
- Environment & Health and Safety
- Artificial Intelligence
- Other Ethics issues

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

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

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

Please describe how you are addressing any of the Ethic and/or security issues

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
✗	test1
✗	test2
✗	test3
+	<input type="text" value="enter your keyword"/>

Pre-defined Keywords (max 5) ★

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

You must enter up to 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

Market need (max 1000 characters)



Edit 

What is the customer need that you are addressing and how you have verified it is a true pain point?

Proposed solution (max 2000 characters)



Edit 

Describe the product/service/solution you envision and the core sub-elements (components, modules and functionalities to be developed) as well as its scalability potential.

Technology Readiness Level (max 1000 characters)



Edit 

Specify the technical characteristics demonstrating that the solution to be piloted has successfully reached a minimum TRL of 6. List major milestones that need to be achieved to take the solution towards a TRL9 and their timeline. Identify the responsible partners for these milestones and make sure this is aligned with the proposed workplan and partner roles. It is recommended to include as supporting document a link to a one-minute video of the solution showing its main features and demonstrating the stated TRL level.

State-of-the-art (max 1000 characters)



Edit 

Describe the core innovation/technology that is fundamental to the solution you intent to provide. Please explain how it represents a step forward regarding current state-of-the-art innovation.

Addressable market (max 2000 characters)



Edit 

Provide a description of the customer who will buy the product or service and the addressable market that these customers represent.

Unique selling points and competitive advantage (max 2000 characters)



Edit 

What are the competitive alternatives and how does your solution compare to them?  
Please compare key features of your offering to that of competitors on the market and in development.

**Business model and commercialisation strategy (max 2000 characters)** ★ Edit

How will the solution be delivered to the customer? What is the business model? Describe your commercial strategy (pricing, placement and promotion). Please note that the submission of the business canvas as supporting document is mandatory.

**Startup created (if applicable) (max 1000 characters)** Edit

In case you contribute 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). Present a credible and robust strategy for creating a startup and support its growth after the project implementation.

**1st demonstration/pilot/living lab (max 1000 characters)** ★ Edit

Describe the demo requirements, key metrics to be achieved (e.g. target number of users, scale of the testing area, duration) and its future scalability and transferability. State the level of commitment of the demo host and describe how the project aligns with the demo host strategic priorities.

**2nd demonstration/pilot/living lab (max 1000 characters)** ★ Edit

Describe the demo requirements, key metrics to be achieved (e.g. target number of users, scale of the testing area, duration) and its future scalability and transferability. State the level of commitment of the demo host and describe how the project aligns with the demo host strategic priorities.

**Additional city demonstrations/pilots/living labs (if applicable) (max 1000 characters)** Edit

Describe any other demonstrations you plan to implement during the project.

## TAB 4 Sustainability

### 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	FSM

In case there is more than one commercial partner in the Consortium, please insert as many rows as commercial partners in the project.

Further details on the three types of Financial Sustainability Mechanisms (FSM) available in this Call for Proposals can be found in the Financial Sustainability Guidelines.

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.

COMMERCIAL PARTNER SPECIFICATION

Commercial Partner: Commercial Partner

Number of Employees (in payroll): number of employees in payroll

Turnover T-1 (€): turnover T-1 (€)

Turnover T-2 (€): turnover T-2 (€)

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

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

Results to be commercialised: description (max. 100 characters)

Proposed Financial Sustainability Mechanism

SALES PATHWAY  
INVESTMENT PATHWAY  
NEW COMPANY/SPIN-OUT CREATED AS A RESULT OF THE PROJECT

Choose between Sales Pathway, Investment Pathway or New/Company/Spin-out. For more information on the Commercialisation and Financial sustainability, please read carefully the Call Manual and Financial Sustainability Guidelines.

## TAB 5 Budget

Edit	Code	Title	Type	Task Leader	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	Task1			01 Jan 2024	31 Dec 2024	1,200 €	<input type="checkbox"/>
<input type="checkbox"/>	A2403	Task2			01 Jan 2024	31 Dec 2024	12,000 €	<input type="checkbox"/>
<input type="checkbox"/>	A2404	Task3			01 Jan 2024	31 Dec 2024	8,750 €	<input type="checkbox"/>
<input type="checkbox"/>	A2405	Task4			01 Jan 2024	31 Dec 2024	0 €	<input type="checkbox"/>
<input type="checkbox"/>							22,000 €	

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: [Empty]

Start / End Date: [Empty]

Related Deliverable(s):

Related Budget(s):

2024

090\_

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

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

In case the project starts in November 2024, you must add the budget for 2024 and 2025. By clicking on related budget, a new window opens and you can select the budget year:

**BUDGET SPECIFICATION**

Responsible Partner: IH East 090\_4

Responsible Person: [Empty]

FTE: 20.00

Budget Year: 2024

Costs

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>

Sources

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>

Click here to indicate the budget year. In case your project starts in 2024 and ends in 2025, you must split the budget and add the budget for each year.

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.

EDIT	Code	Title	Type	Task Leader	Start Date	End Date	Total Costs	Validated
	A2401	Activity Management	Project and Programme Management	(01)	01 Jan 2024	31 Dec 2024	0 €	<input type="checkbox"/>
	A2402	Test		Simonek, SS (Slovakia)   IT East	01 Jan 2024	31 Dec 2024	1,200 €	<input type="checkbox"/>
	A2403	Test2		Simonek, SS (Slovakia)   EIT Urban Mobility	01 Jan 2024	31 Dec 2024	12,000 €	<input type="checkbox"/>
	A2404	Test3		Simonek, SS (Slovakia)   IT West	01 Jan 2024	31 Dec 2024	8,750 €	<input type="checkbox"/>
	A2405			(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	2,000.00 €	00 €	5,000.00 €	00 €	00 €	00 €	00 €	1,700.00 €	8,700.00 €
<b>NON-RIS Total</b>	<b>2,000.00 €</b>	<b>00 €</b>	<b>5,000.00 €</b>	<b>00 €</b>	<b>00 €</b>	<b>00 €</b>	<b>00 €</b>	<b>1,700.00 €</b>	<b>8,700.00 €</b>
RIS	8,000.00 €	2,000.00 €	00 €	00 €	00 €	00 €	00 €	2,000.00 €	12,000.00 €
<b>RIS Total</b>	<b>8,000.00 €</b>	<b>2,000.00 €</b>	<b>00 €</b>	<b>00 €</b>	<b>00 €</b>	<b>00 €</b>	<b>00 €</b>	<b>2,000.00 €</b>	<b>12,000.00 €</b>
<b>Grand Total</b>	<b>10,000.00 €</b>	<b>2,000.00 €</b>	<b>5,000.00 €</b>	<b>00 €</b>	<b>00 €</b>	<b>00 €</b>	<b>00 €</b>	<b>4,000.00 €</b>	<b>22,000.00 €</b>

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

**BUDGET JUSTIFICATION**

**A. Personnel justification** (max 1000 characters) ★ Edit  
*Total personnel costs to an amount of 40,200.00 €. The planned FTE for the entire project tasks sums up to 6.00 FTE FTE with an average cost of 6,700.00 € / FTE.*

**B. Subcontracting justification** (max 1000 characters) ★ Edit  
*Costs to an amount of 7,000.00 €.*

**C.1 Travel and subsistence justification** (max 1000 characters) ★ Edit  
*Costs to an amount of 9,000.00 €.*

**C.3 Other goods, works and services justification** (max 1000 characters) ★ Edit  
*Costs to an amount of 6,000.00 €.*

## TAB 6 Supporting files

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

**Business Model Canvas**  
(pdf,xlsx)

Please update the document using the template provided in the Call webpage.


Mandatory (see template)

**Other Supporting File(s)**  
(pdf,xlsx or docx)

Please upload the Freedom to operate study (recommended) and if applicable the Declaration of affiliation; Declaration of private concession; Letter of commitment from observer demo host using the templates provided in the Call webpage.



File Name	Descriptic (click to edit)	Uploaded By	Uploaded On

If applicable, see available templates\*

   
 (pdf,xlsx or docx)

**Optional Video Link**

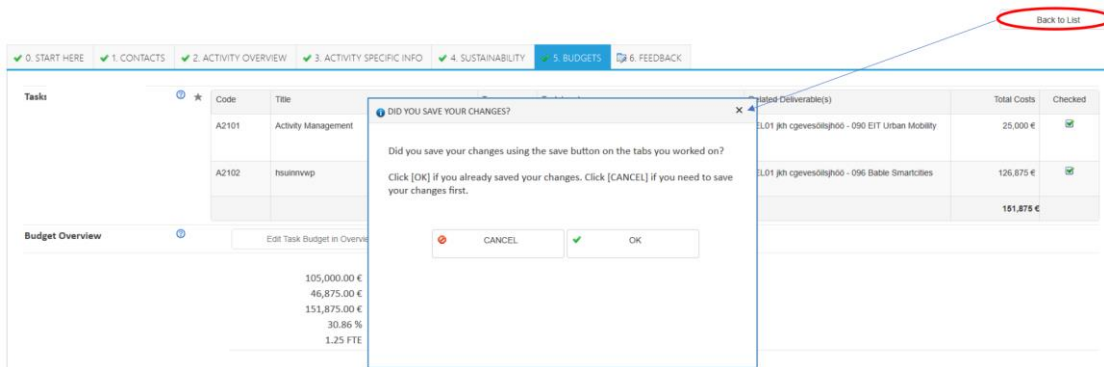


Add a link to a project video

\*The City Declaration is required for new entities that have direct links with a city/municipality government and was not previously validated in PLAZA as an Affiliated entity. Please refer to the Call Manual.

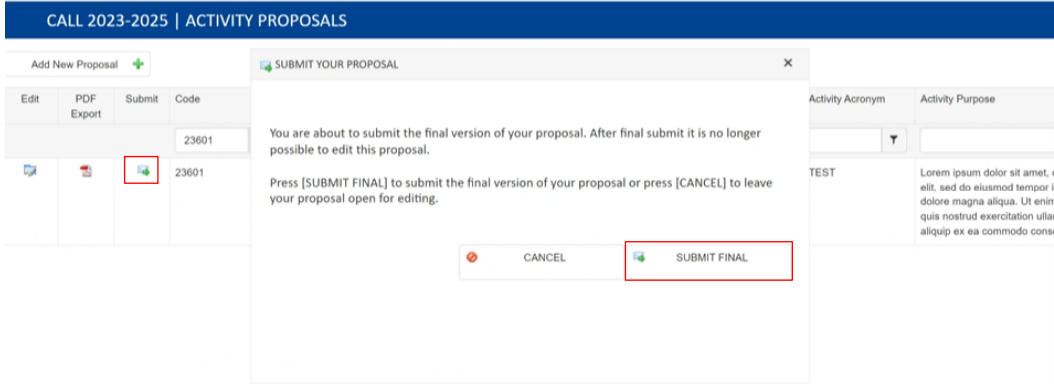
### 3.4. Submission of the proposal

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.

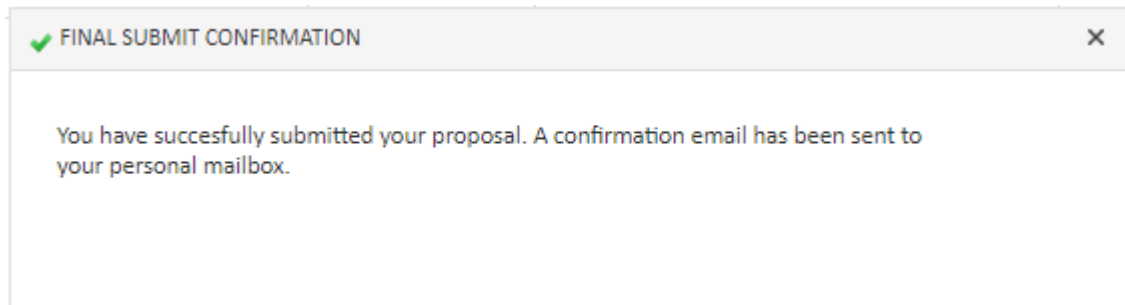


Once all the TABS (1 to 6) are validated (as explained above), you may proceed to the submission of your proposal by the set deadline by pressing on the icon under the “Submit” column (shown in the screenshot below).

**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.



A new window will appear to confirm your submission and a confirmation email will be sent to the lead partner (as shown in the screenshots below):



## Confirmation Submission of Proposal (240439)



EIT Urban Mobility Project Office <plaza@eiturbann>

To Anne-Laure Aslanian; raquel.chiliseo@gmail.com

Cc EIT UM Plaza PMO

### CONFIRMATION OF SUBMISSION

<b>Proposal ID</b>	<b>240439</b>
Proposal Title	Test Enhance NEB 2024 Project Title
Lead Partner	testRaquel EIT KIC URBAN MOBILITY S.L.
Activity Leader	Avelar (Raquel)
Submitted By	Aslanian, AA (Anne-Laure)
Submitted On	Mar 8 2024 4:04PM

### 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.

#### **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 (to obtain their PIC number) and in the PLAZA System (to complete their PIF)
- you have saved and validated your data using the “save” and “Save and Check” button (top right-hand side of your screen).