



Business Plan 2023–2025

Open Call for Proposals

# Regional Innovation Scheme Education – Guidance for Applicants

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | 10 June 2024

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

# History of changes

Version	Publication Date	Change
1.0	09.06.2024	Initial version

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# 1. Register and apply

## 1.1 PIC and PIF registration

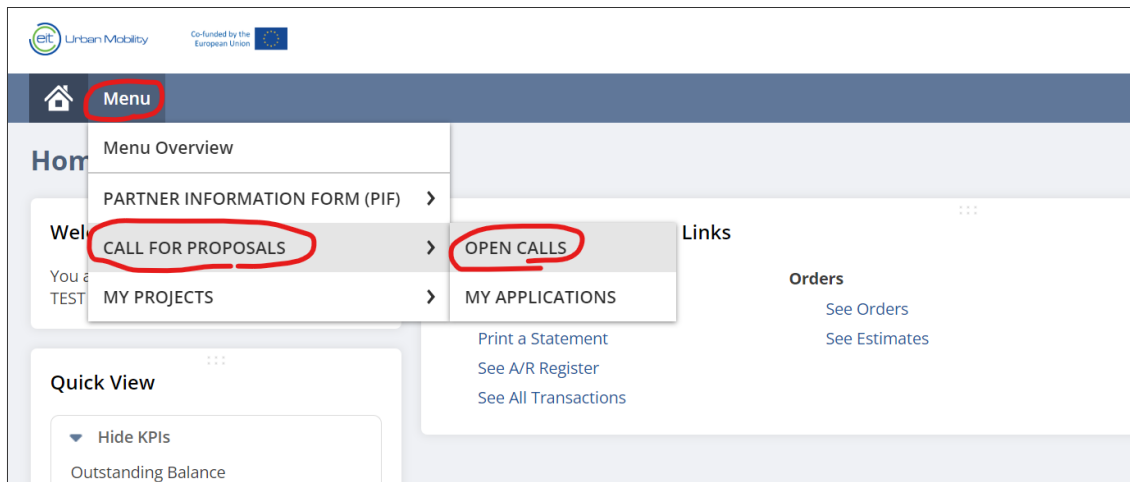
The first step one organisation must take, in order to be able to apply for an EIT Urban Mobility call, is to register in the [EU Funding & Tender Portal](#) and obtain a **valid PIC number**.

Once an organisation has a valid PIC number, it will be possible to register in the [new EIT UM NetSuite platform](#), by submitting the [Partner Information Form \(PIF\)](#).

For organisations that previously participated in an EIT Urban Mobility project, and therefore are already registered in the PLAZA platform, please contact the EIT UM Service Desk [servicedesk@eiturbanmobility.eu](mailto:servicedesk@eiturbanmobility.eu): you will be then provided with the credentials to access the new NetSuite platform.

## 1.2 Search for open calls and apply

Once you land on the [homepage of the portal](#), click on menu, call for proposals, open calls:



You will see the list of all EIT Urban Mobility calls currently open. Choose the **RIS Education Open call** from the list and click on the “**apply**” icon:

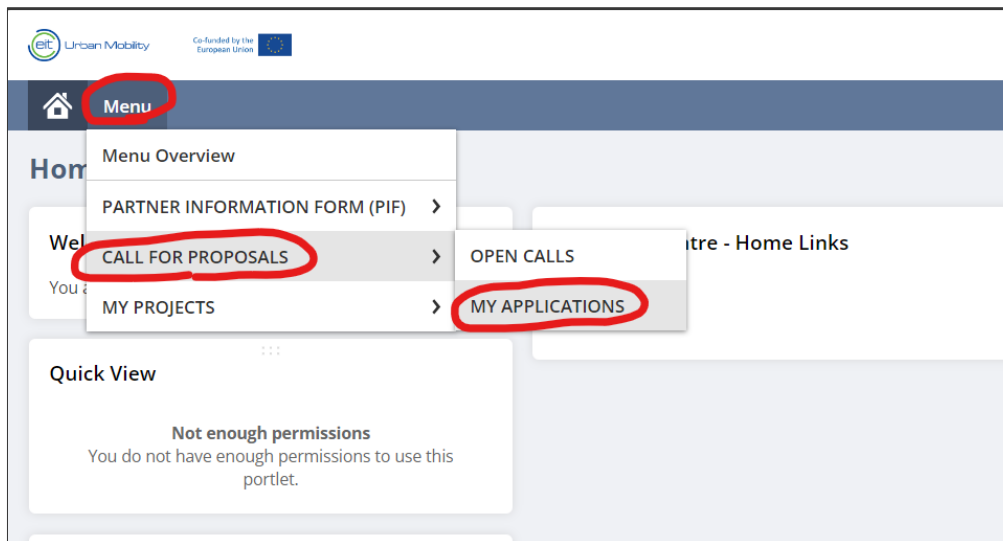


APPLY	CFP PROGRAM NAME	DESCRIPTION	CALL URL	CALL LAUNCH DATE	CALL CLOSURE DATE	STATUS
	CFP Program #2	This call is launched for testing purposes		14/07/2023	10/08/2025 6:00:00 AM	Running
	TEST CFP Program	description of the call	<a href="https://www.eiturbanmobility.eu/">https://www.eiturbanmobility.eu/</a>	14/07/2023	10/08/2025 6:00:00 AM	Running

Once you click on “apply” a new Application Form (AF) is created and you will be able to start filling it in with all the information of your project. The AF is divided in five different tabs, each containing a set of information.

Once you start working on your AF, we recommend you to **save often**, especially when you move from one tab to another.

You will be able to find your draft application as shown here below. In the “my application” section, you can also see if your application is still in draft or was submitted.



My CFP						
LINK	ID	PROJECT ACRONYM	PROGRAM NAME	STATUS	START DATE	END DATE ▲
Open	1.1-0001-1-00018	Test EK 1	TEST CFP Program	Submitted	01/09/2024	31/12/2025
Open	1.1-0001-1-00019	TEST EK 2	TEST CFP Program	In Progress	01/09/2024	31/07/2025
Open	1.4-0002-3-00020	TEST EK #3	TEST EK #1 - IRP call	Submitted	01/09/2024	31/12/2025
Open	3.3-0001-5-00023	TEST EK submission	TEST EK #2 - check submission deadline	In Progress	24/05/2024	27/09/2024
Open	3.3-0001-5-00024	TEST EK 2 submission	TEST EK #2 - check submission deadline	Submitted	25/05/2024	31/05/2024
Open	3.3-0001-5-00025	TEST EK 3	TEST EK #2 - check submission deadline	Submitted	25/05/2024	31/05/2024
Other CFP						

## 2. Main Information

The ID proposal number is automatically assigned by the system when you first save your proposal.

When entering the **project title and acronym**, remember this will be the official name publicly used to promote your project.

In the framework of the RIS Education open call, the duration of the projects can differ according to the type of activities planned (as indicated in the call manual). While short-term projects (up to nine months) are more likely to achieve fast results, 12-month projects will also be supported.

Proposals submitted for RISE1, RISE2 and RISE4 can choose a start date between 1 November 2024 and 1 January 2025 and must end by 31 December 2025. RISE3 projects will last for nine months and, while winter school projects are expected to start on 1 November 2024, summer school projects are expected to start on 1 January 2025.

\* Project Title
 

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

Test project EK #1


\* Project Acronym
 

Please enter a short title or acronym for your project (max 25 characters)
 

Test project EK #1


\* Project starting date
 

Please enter the start of the project
 

 01/09/2024

\* Project ending date
 

Please enter the end date of your project
 

 31/12/2025

The sections “total budget”, “total EIT funding” and “total co-funding” will be populated automatically by the system once you insert the budget.

When writing the **executive summary**, remember this must provide a comprehensive but general overview of the project and that, if your project is selected for funding, it will be used for dissemination purposes. We suggest you to fill in this section once you have completed all other sections and therefore have a clear overview of your project.

**\* Executive summary (max 1000 characters)**

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). This information should be accessible to the general public for dissemination. NB: This field should not contain jargon, acronyms, and confidential, or sensitive information(max 1000 characters)

1000 / 1000

**\* List of Keywords Related to this Project**

Please provide a minimum of three and a maximum of five keywords

**\* Free Self-defined Keywords**

please provide a minimum of three and a maximum of five keywords

You must enter a **minimum of three and a maximum of five keywords** (to be selected from a drop-down menu) and a **minimum of three and a maximum of five self-defined keywords** (which you can therefore freely type). Make sure you select the keywords that best represent the your project.

Angel investment  
 Blue Investments  
 Combined operational effectiveness and investment  
 Financial & Investment management  
 Financing / Investment Schemes  
 Foreign investment  
 Investment analysis  
 Investment readiness

**\* Free Self-defined Keywords**

please provide a minimum of three and a maximum of five keywords

To enter a **self-defined keyword**, click on “new keyword”, type the word and press “enter” to save it.

\* List of Keywords Related to this Project

Please provide a minimum of three and a maximum of five keywords

Select

\* Free Self-defined Keywords

please provide a minimum of three and a maximum of five keywords

+ New Keyword

\* Free Self-defined Keywords

please provide a minimum of three and a maximum of five keywords

Lorem ipsum

11 / 80

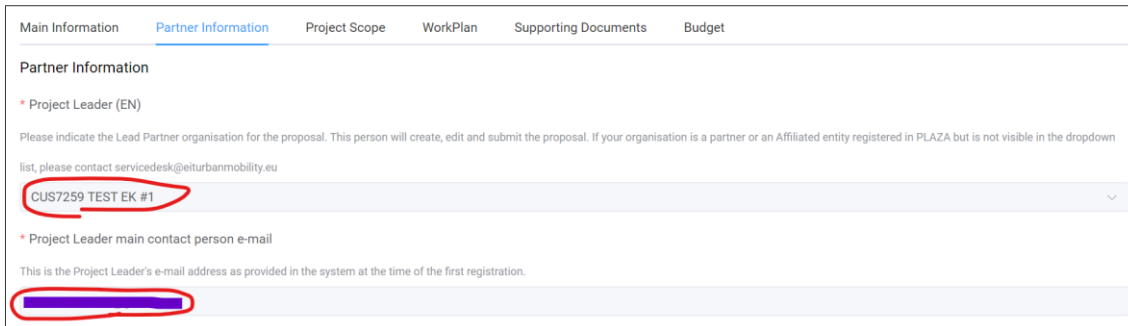
Before moving to the next tab, remember to **click on the “save” button**.



### 3. Partner Information

The “**project leader**” is automatically assigned by the system, and it is the organisation of the contact that creates the Application Form.

The **e-mail of the main contact person** is also automatically populated and is always the e-mail address of the contact that created the Application Form.



Main Information **Partner Information** Project Scope WorkPlan Supporting Documents Budget

**Partner Information**

\* Project Leader (EN)

Please indicate the Lead Partner organisation for the proposal. This person will create, edit and submit the proposal. If your organisation is a partner or an Affiliated entity registered in PLAZA but is not visible in the dropdown list, please contact servicedesk@eiturbanmobility.eu

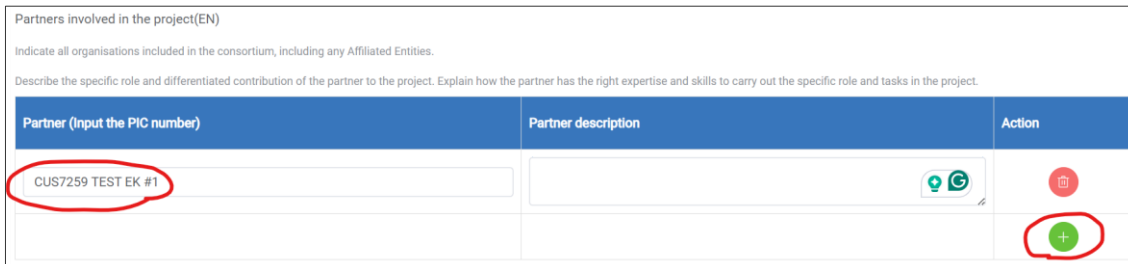
CUS7259 TEST EK #1

\* Project Leader main contact person e-mail

This is the Project Leader's e-mail address as provided in the system at the time of the first registration.

In the section “**partners involved in the project**” you must list all partners that will be involved in the project and describe what will be their **role and contribution**.



The project leader is automatically included by the system in the list. All other partners must be added by clicking on the “plus” button.



Partners involved in the project(EN)

Indicate all organisations included in the consortium, including any Affiliated Entities.

Describe the specific role and differentiated contribution of the partner to the project. Explain how the partner has the right expertise and skills to carry out the specific role and tasks in the project.




Partner (Input the PIC number)	Partner description	Action
CUS7259 TEST EK #1		 

Once you click on the “plus” button, you must enter the **full PIC of that specific partner**. Once you enter the full PIC, you will be able to select the organisation from the drop-down menu and include it as a partner.

Partners involved in the project(EN)

Indicate all organisations included in the consortium, including any Affiliated Entities.

Describe the specific role and differentiated contribution of the partner to the project. Explain how the partner has the right expertise and skills to carry out the specific role and tasks in the project.

Partner (Input the PIC number)	Partner description	Action
CUS7259 TEST EK #1	tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate...	
987654300		
CUS7260 TEST Isabell #1		

If the organization you are looking for is not found in the list, please invite them to [register here](#).

Once you have added all partners, you must indicate if there is any **direct link** between any of them. If there is a direct link, you must indicate which partners are linked and which type of link they have.

*Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:*

- A legal entity is under the same direct or indirect control as another legal entity; or
- A legal entity directly or indirectly controls another legal entity; or
- A legal entity is directly or indirectly controlled by another legal entity.

*Control: Legal entity A controls legal entity B if:*

- A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B, or
- A, directly or indirectly, holds in fact or in law the decision-making powers in B.

*The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships:*

- the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates;*
- the legal entities concerned are owned or supervised by the same public body.*

\* Existence of direct links between participants in the current proposal

Two participants (legal entities) are dependent on each other where there is a controlling relationship between them: \* A legal entity is under the same direct or indirect control as another legal entity; or \* A legal entity directly or indirectly controls another legal entity; or \* A legal entity is directly or indirectly controlled by another legal entity. Control: Legal entity A controls legal entity B if: \* A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B, or \* A, directly or indirectly, holds in fact or in law the decision-making powers in B. The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships: (a) the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates; (b) the legal entities concerned are owned or supervised by the same public body

No ☐ Yes ☒

\* Description of participants with direct link

0 / 1000

Under this section you can also add any contact to whom you wish to grant **co-editor rights**. To add a contact, you must introduce the full and correct e-mail address. At that point, you will be able to select the contact from the drop-down menu.

If you cannot find your contact in the drop-down menu, you must ask the contact to register in NetSuite or to be added as contact person of an organisation already registered in the system.




We suggest to grant co-editor rights only to a limited number of people and only when their direct contribution in filling in the Application Form is needed.

If you have one or more co-editors assigned to your proposal, make sure no more than one user is working on the AF at the time. If more users are working simultaneously in the AF, the system will not be able to save the work of all users and this will cause a loss of information.

We also suggest that only the creator of the AF will do the final submission of the proposal.

Co-Editor

If a co-editor is selected, they have full access to your proposal. Please ensure that the consortia agree on the content of the proposal before making the submission.

Contact (Please input the email address of the Co-Editor)	Action
<input type="text" value="elisa.kerschbaumer@eiturbanmobility.eu"/>	
CUS3810 CFP Customer A: Elisa 	

If you click on the “+” button to add a contact but then cannot find the user, remember to click on the delete button otherwise the system will give you an error message when clicking on “save”.

Before moving to the next tab, remember to **click on the “save” button**.

## 4. Project Scope

For this whole section: we recommend you to prepare the answers offline and copy-paste them in the Application Form only once they are finalised. When filling in the final information in the system, we recommend you to **save often** (do not wait to have the whole tab completed before saving).

Remember that you are **not allowed to include any URLs** in your Application Form.

Under the project scope tab, you will be asked to define the **main objectives** and the **scope** of your project:

Main Information	Partner Information	Project Scope	WorkPlan	Budget
<p>* Project main objectives</p> <p>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</p>				
<p>* Scope of the project</p> <p>Explain how your proposal aligns with EIT Urban Mobility Strategic Objectives and the scope of the topic selected</p>				

You will then be required to reply to all the call-specific questions, in particular:

### Excellence:

- Elaborate on how the output of the proposed activity can be regarded as complementary to what already exists (with EIT Urban Mobility and externally on the market). In case of RISE4, describe the planned synergies with local, regional or national initiatives. Describe how you benchmark against competitors in the market, in terms of costs, efficiency, etc..
- Describe previous experience and expertise of all consortium members in successfully developing, delivering and / or similar projects or activities
- Value for money: Describe how the project offers value for money by providing an overview of cost per participant, cost of developing a course and execution cost. Provide benchmarks / references for industry best practice unit costs.
- Describe the need and / or issue addressed, and why this is not addressed or resolved yet.
- Describe who has this need or issue and how widespread it is. State aimed target group/s. State if the proposal explicitly addresses RIS related needs or issues.

### Quality:

- Provide details on your marketing plan, including the type of actions you will undertake, when you will undertake them and who will be target audience. State if you expect to generate revenues. In case of RISE3, provide a detailed recruitment plan.

- Stakeholder engagement: State how stakeholders(industry, cities and citizens) are involved in the planning and execution, safeguarding Knowledge Triangle integration.

#### Impact:

- State the potential impact of the project proposal in line with or exceeding the minimum level requirement as stated for the respective call type of activity (section 3.2.1 of the call document)
- Repeatability and scalability: State how easy the activity and / or the output of the proposed activity may be repeated and / or scaled - up without significant additional budget

You will then be asked to briefly outline what is your **communication and dissemination plan**, how you will **gender and diversity** in your project actions, how your project will integrate **education, innovation and business creation**, and provide a description of the main **IP assets** (to the extent that is applicable to your project).

<p><b>Communication and Dissemination Plan</b></p> <p>* 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.</p> <div></div>
<p><b>Gender and diversity</b></p> <p>* Gender and diversity dimension (max 1000 characters) Please 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.</p> <div></div>
<p><b>Knowledge Triangle Indicator (KTI)</b></p> <p>* KTI Integration: how your project integrates education, innovation, business creation and cities (max 1000 characters) Please describe how your project will integrate innovation, education and business creation aspects within its remit. For example, from an innovation activity, propose a spin-out from the project linking to business creation activities, etc.NB. For Innovation call only: the integration of education aspect is not mandatory.*</p> <div></div>
<p><b>Intellectual Property Rights (IPR)</b></p> <p>* 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.</p> <div></div>

Under the **risk management** section, we ask you to outline the risks potentially related to your project. To add a risk, click on the “add new” button.

<p><b>Risk Management and Contingency Plan</b></p> <p>Please identify relevant risks and describe adequate mitigation measures.</p>						
Risk Category	Title	Risk Likelihood	Risk Impact	Description	Mitigation	Action
						<div> <div></div> <div>+ Add New</div> </div>

You will be asked to choose the risk category, as well as the risk likelihood, from a drop-down menu:

Risk Management and Contingency Plan

*Please identify relevant risks and describe adequate mitigation measures.*

\* Risk Category

OTHER

EXTERNAL (e.g. technological, business)

STRATEGIC

OPERATIONAL

LEGAL

FINANCIAL

GOVERNANCE & MANAGEMENT

OTHER

\* Risk Mitigation

Save Cancel

Risk Management and Contingency Plan

*Please identify relevant risks and describe adequate mitigation measures.*

\* Risk Category

OTHER

\* Title

\* Risk Likelihood

Select

Very Low

Low

Moderate

High

Very High

\* Risk Mitigation

Save Cancel

The **Financial Sustainability Mechanism (FSM)** recommended for the RIS Education open call is “revenue sharing”. Please select therefore this option from the drop-down menu.

Financial Sustainability

Revenue

Commercial Partner

Revenue

Equity

Recommendation for investment

Once you have selected the FSM, you must click on “add new” and provide a description of the FSM, the responsible partner, the revenue type and the target value expected to be achieved (amount in EUR).

Financial Sustainability

Revenue

Description	Responsible Partner	Revenue Type	2024	2025	2026	Action
						+Add New

Revenue

✕

\* Description

\* Responsible partner

Select

\* Revenue Type

Select

\* 2024

\* 2025

\* 2026

Save

Cancel

Beware: by changing the financial sustainability mechanism, any entries previously entered in the respective sub-list will be deleted (an warning message will however appear to notify this).

At the end of the Project Scope tab, you will find the **ethics and security** section.

Ethics and Security

?

Please select from the list any ethics of security area your project may have an impact on

\* Is the Project incurring any Ethic or Security Issues?

NO

☒

YES

\* If yes, Please Select Ethic and/or security issues

Select

\* Please explain Ethic and/or security issues

If there are any ethics and security issues related to your project, please indicated which they are by selecting them from the drop-down menu (multiple selection is possible) and provide a description for each of the categories you have selected:

1. Human Embryonic Stem Cells and Human Embryos

2. Humans

3. Human cells/tissues (not covered by element 1)

4. Personal data

5. Animals

6. Non-EU countries

7. Environment & Health and Safety

8. Artificial Intelligence

Select ^

Before moving to the next tab, remember to **click on the “save” button**.



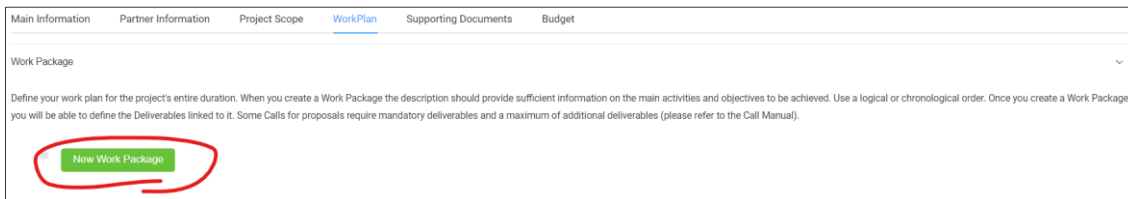
# 5. Work Plan

## 5.1 Work Packages

Under this tab you are asked to build and define the operational structure of your project. You must therefore divide your planned activities into different **Work Packages (WPs)**. To each WP you can add the related deliverables.

We highly recommend to limit the number of WPs (to maximum of 3 to 5) to the ones strictly needed to group the various phases and main type of actions of your project. When describing the WPs activities, you are requested to divide them according to **tasks**.

The creation of the WPs structure must be done before starting to work on the Budget tab: the WPs will in fact appear in the Budget tab, only after you have created in the WPs in the Work Plan tab. Following this same logic, once you remove a WP in the Work Plan tab, the related WP will disappear also from the Budget tab.



Work Package

Define your work plan for the project's entire duration. When you create a Work Package the description should provide sufficient information on the main activities and objectives to be achieved. Use a logical or chronological order. Once you create a Work Package, you will be able to define the Deliverables linked to it. Some Calls for proposals require mandatory deliverables and a maximum of additional deliverables (please refer to the Call Manual).

New Work Package

Once you click on “new work package” a new window will appear where you can insert the details of the work package. The WPs will be **automatically numbered** by the system: do not include the WP number in the WP title, and make sure you give them a name that clearly reflects the type of activities covered.

The start and end date of the WPs must be consistent with the start and end date of the overall project.

Remember that the WP leader **must** be included also under the WP contributors. The WP will in fact be created in the Budget tab, only for the partners that are listed as contributors under that specific WP.

Work Package

\* WP name

\* WP description

\* WP Start Date

\* WP End Date

\* WP Leader
 

CUS7259 TEST EK #1

Please include the wp leader in WP contributors List.

\* WP Contributor/s
 

CUS7259 TEST EK #1

\* Role of Partners

Save Cancel

If you delete a WP, all deliverables linked to it will be deleted too. By deleting a WP the system will automatically re-number the other existing ones (if any).

## 5.2 Deliverables

**Deliverables** capture the achievement of key outputs and may take the form of analysis reports, feasibility studies, strategy documents, pilot action reports, training documentations. The deliverables specified need to fully demonstrate the project’s achievements and the judicious use of public funds.

Once you save a WP, it will be possible to link deliverables to it. To do so, simply click on “add deliverable” and a pop-up window will open:

WP-1

Description
 

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute inure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

WP start date
 

2024-09-01

WP end date
 

2025-12-31

WP contributor/s
 

CUS7259 TEST EK #1

WP leader
 


CUS7259 TEST EK #1

Role of partners
 

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute inure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Add Deliverable

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).

\* DEL name

\* DEL description

\* DEL achievement date

Save Cancel

The deliverables will be automatically numbered by the system: do not include the deliverable number in the title, and make sure you give them a name that clearly reflects the type of activities covered.

If you delete a WP, all deliverables linked to it will be deleted too. By deleting a deliverable, the system will automatically re-number the other existing ones (if any).

Make sure that the achievement date of the deliverable is consistent with the end date of the WP and with the end date of the project.

If your project is approved for funding, you will be asked to justify in a dedicated report the achievement of each deliverables foreseen: make therefore sure you only include meaningful deliverables and that the achievement date you indicate is plausible.

## 5.3 Outputs and milestones

To add outputs and milestones, simply click on the “add new” button: a pop-up window will open and you can insert.

Output

Please create the major outputs to be achieved within the duration of your project, in line with the defined work plan.

OUT number	OUT name	OUT description	OUT achievement date	Responsible partner	Contributing partner/s	Action
						+ Add New

Milestone

Please create the major milestone to be achieved within the duration of your project, in line with the defined work plan.

MIL number	MIL name	MIL description	MIL achievement date	Responsible partner	Contributing partner/s	Action
						+ Add New

### Outputs

\* OUT name

\* OUT description

\* OUT achievement date

\* Responsible partner

\* Contributing partner

Save Cancel

### Milestones

\* Title

\* Description

\* Expected Deliverable Date

\* Responsible Organization

\* Contributing Organization

Save Cancel

**Outputs** are 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.

**Milestones** are control points to chart the progress of a project implementation. They may correspond to the completion of a key deliverable that allows the next phase of work to begin.

## 5.3 Key Performance Indicators (KPIs)

Depending on the type of project proposed (RISE1 / RISE2 / RISE3 / RISE4), mandatory KPIs and targets may differ. Please, refer to the Call Manual to know which mandatory KPIs apply to your proposal.

In the Application Form, you will have to click on the “edit” icon, select the KPIs applicable to your proposal and include the missing information.

Keep in mind that:

- the achievement date cannot be after the end of the project. For the RIS Education open call we expect mandatory KPIs to be reached during 2025;
- for the year 2024 and 2026, please indicate 0 as target value.

KPI

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. The assessment of KPIs is done annually and reporting documentation will be required based on your selection. A good alignment with KPI contributes to effective evaluation and monitoring of the impact of your proposal. Make sure you commit to achievable and relevant KPIs.

Please create the major KPIs to be achieved within the duration of your project, in line with the defined work plan. Please refer to the Call Manual to know which mandatory KPIs apply to this specific call.

KPI Code	KPI Title	KPI Description	Target Value 2024	Target Value 2025	Target Value 2026	KPI achievement date	Responsible partner	Contributing partner/s	Action
									+ Add New

KPIs

\* KPI Code

EITHE08.2-EITRIS EIT RIS Participants in (non-degree) education and training

KPI Title

EIT RIS Participants in (non-degree) education and training

KPI Description

Number of successful participants in EIT professional development courses, online training courses and other education/training activity delivered or in a process of delivery with citizenship in EIT RIS countries.

\* Explanation

\* Target Value 2024

0

\* Target Value 2025

75

\* Target Value 2026

0

\* KPI achievement date

\* Responsible partner

Select

\* Contributing partner

Select

Save

Cancel

Before moving to the next tab, remember to **click on the “save” button**.

## 6 Budget

The Budget section is directly linked to the Work Plan tab. The Budget table is structured according to Work Packages (WPs) – and WPs appear in the Budget tab as soon as they are created in the Work Plan tab. This means that, deleting a WP under Work Plan will automatically delete that specific WP under the Budget tab as well.

For this reason, we highly recommend you to fill-in the Budget tab only once the Work Plan has been finalised and you don't expect to make any additional changes to the WPs' structure.

At the top of the Budget tab you will find the summary table: this table will be automatically populated as soon as you start to include figures in the budget table of each partner organisation.

By clicking on the title "total budget project" you can hide/unhide this table.

Main Information	Partner Information	Project Scope	WorkPlan	Supporting Documents	Budget
TOTAL BUDGET PROJECT					
Budget Summary					
A.1 EMPLOYEES (OR EQUIVALENT)	WP-1	WP-2	WP-3	Total	
	€ 0	€ 0	€ 0	€ 0	
A.2 NATURAL PERSONS UNDER DIRECT CONTRACT	€ 0	€ 0	€ 0	€ 0	
A.3 SECONDED PERSONS	€ 0	€ 0	€ 0	€ 0	
A.4 SME OWNERS	€ 0	€ 0	€ 0	€ 0	
B SUBCONTRACTING	€ 0	€ 0	€ 0	€ 0	
C.1 TRAVEL AND SUBSISTENCE	€ 0	€ 0	€ 0	€ 0	
C.2 EQUIPMENT	€ 0	€ 0	€ 0	€ 0	
C.3 OTHER GOODS, WORKS AND SERVICES	€ 0	€ 0	€ 0	€ 0	
D.1a FINANCIAL SUPPORT TO THIRD PARTIES (SUBGRANTS)	€ 0	€ 0	€ 0	€ 0	
D.1b FINANCIAL SUPPORT TO THIRD PARTIES (PRIZES)	€ 0	€ 0	€ 0	€ 0	
D.2 INTERNALLY INVOICED GOODS AND SERVICES	€ 0	€ 0	€ 0	€ 0	
E. INDIRECT COSTS(25% on A and C.cost)	€ 0	€ 0	€ 0	€ 0	
G. LUMP SUM	€ 0	€ 0	€ 0	€ 0	
Total	€ 0	€ 0	€ 0	€ 0	
EIT funding Amount	€ 0	€ 0	€ 0	€ 0	
Partner Own Funding Amount	€ 0	€ 0	€ 0	€ 0	
Other Co-Funding Amount	€ 0	€ 0	€ 0	€ 0	

Right under the total budget table, you will find one table per each one of the partners involved into the project. For each of them, only the Work Packages where they have been included as "contributor" will appear.

The budget is divided according to the cost categories foreseen by the **Horizon Europe Programme**. You will be able to fill in all the cells which appear white.

Each time you introduce a cost under a cost category, you must provide a brief explanation of which costs will be covered. Some examples:

- 3.000 Euro under other goods and services "2.000 Euro for the catering and venue of event X; 1.000 Euro for the fee of a professional trainer.

- 5.000 Euro under travel “cost for the trip of two persons for each of the two project’s events X and Y”.
- 60.000 Euro under employee “10.000 Euro for 0.5 Full Time Employees for the activities linked to Task X of WP X; 50.000 Euro per 3 Full Time Employees for the activities linked to Task X of WP X.

BUDGET PARTNER: CUST259 TEST EK #1	WP-1	WP-2	Total	Description
A.1 EMPLOYEES (OR EQUIVALENT)	€ 10000	€ 50000	€ 60000	Lorem ipsum dolor sit amet.
A.2 NATURAL PERSONS UNDER DIRECT CONTRACT	€	€ 5000	€ 5000	Lorem ipsum dolor sit amet.
A.3 SECONDED PERSONS	€	€	€ 0	
A.4 SME OWNERS	€	€	€ 0	
B SUBCONTRACTING	€ 10000	€	€ 10000	Lorem ipsum dolor sit amet.
C.1 TRAVEL AND SUBSISTENCE	€	€	€ 0	
C.2 EQUIPMENT	€	€	€ 0	
C.3 OTHER GOODS, WORKS AND SERVICES	€	€ 3000	€ 3000	Lorem ipsum dolor sit amet.
D.1a FINANCIAL SUPPORT TO THIRD PARTIES (SUBGRANTS)	€	€	€ 0	
D.1b FINANCIAL SUPPORT TO THIRD PARTIES (PRIZES)	€	€	€	
D.2 INTERNALLY INVOICED GOODS AND SERVICES	€	€	€ 0	
E. INDIRECT COSTS (25% on A and C cost categories)	€ 2500	€ 14500	€ 17000	
G. LUMP SUM	€	€	€ 0	
Total Cost	€ 22500	€ 72500	€ 95000	
EIT funding (%)			% 75	
Partner Own Funding Rate (%)			% 25	
Other Co-Funding Rate - National and Regional			%	
Other Co-Funding - EU non-EIT Rate			%	
Other Co-Funding - Other Rate			%	
Other Co-Funding Rate - Private			%	
EIT Funding Amount			€ 71250	
Partner Own Funding Amount			€ 23750	
Other Co-Funding Amount - Private			€ 0	
Other Co-Funding Amount - National and Regional			€ 0	
Other Co-Funding - EU non-EIT Amount			€ 0	
Other Co-Funding - Other Amount			€ 0	
Type of Co-funding			Select	

You must also indicate the **percentage of EIT funding** (the part of the costs which will be covered by EIT) and the percentages of potential own and co-fundings.

**Own funding** will be the costs covered by the partner directly; while **co-fundings** will be costs covered by a third party (national and regional funds, EU non-EIT funds or other private funding). You must repeat this process for each partner.

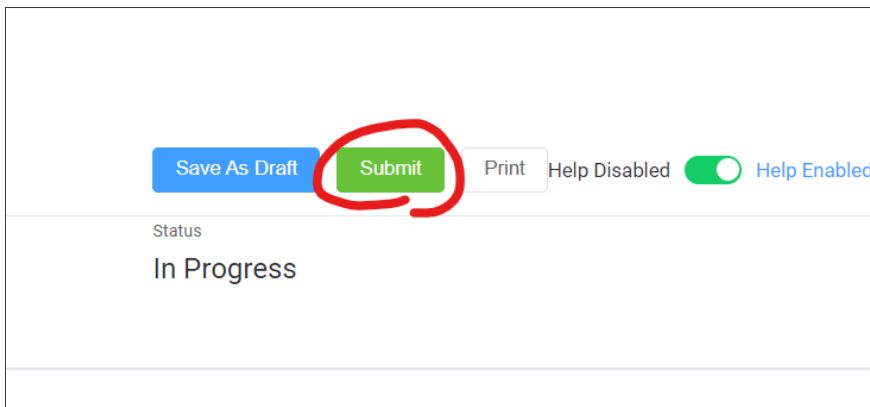
Before moving to the next tab, remember to **click on the “save” button**.

## 7 Submit Application Form

We strongly recommend all applicants **not to wait the last day/minute to submit the Application Form**.

You should ideally **submit it with at least one day of margin**: should you encounter any system error while submit the AF, EIT Urban Mobility staff will in fact not be able to properly assist you.

When your Application Form is correctly and fully completed, **save it one last time** and you can then **submit** it by clicking of the “submit” button:



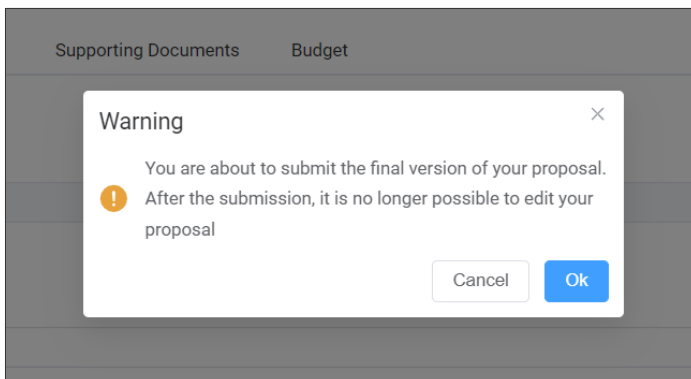
Save As Draft **Submit** Print Help Disabled ☒ Help Enabled

Status  
In Progress

If your Application Form has been not properly completed – ie. some mandatory information have not been included – the system will not allow you to submit the AF and an error message will inform you about what is missing.

Once an Application Form is submitted it will not be possible to revert the process any longer, nor to submit a new updated version. Make therefore sure that you **submit the AF only once you are sure that the information introduced are final**.

After clicking “submit” a pop-up message will ask you to confirm or cancel your choice:



Supporting Documents Budget

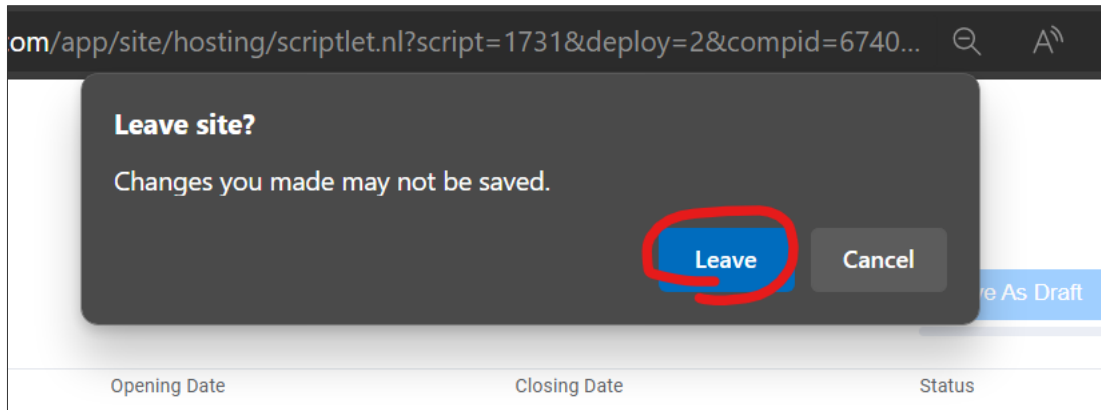
**Warning** ×

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

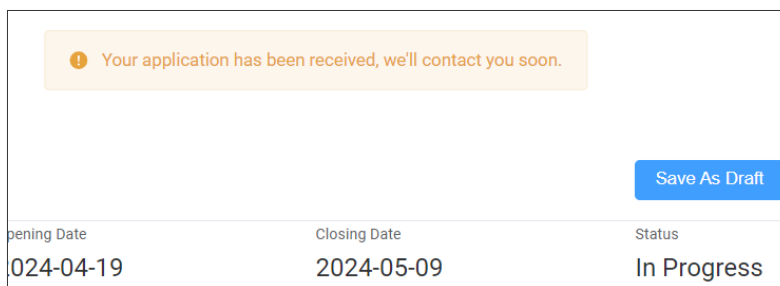
Cancel Ok



Once you click on OK, the browser will ask you to confirm if you want to leave the page or not: remember to click on “leave”.



Once your proposal is submitted you will **not** receive any e-mail notification. The following message will however appear and your application will result not editable any longer.



By going into the section “my applications” you will however be able to see the status of your application and therefore see if it was properly submitted.

## 8 Tips & Tricks

Please find here below a recap of the **main point of attention** to follow in order to guarantee a smooth application process:

- Start creating and filling in the Application Form **at least 3 or 4 weeks before the submission deadline**: in this way you can familiarise yourself with the Application Form and can **let us know in due time if you are encountering any technical issue** by writing an e-mail to [pmo@eiturbanmobility.eu](mailto:pmo@eiturbanmobility.eu).
- **Do not include any external links (URLs)** in the Application Form.
- For tabs like the “Project Scope” one: prepare your descriptions in an **offline document**, and copy paste the text in the online Application Form only once final.
- If you have **co-editors**, remember that only **one user** at the time should work on the Application Form.
- The **Budget tab** should be one of the **last tabs to be filled in**, since the structure is directly linked to the Work Plan structure.
- When you prepare the **description of the Work Packages (WP)**, remember to describe the actions according to **tasks** (ie. each WP should have Task 1, 2, 3...).
- **Save often**: in this way you can make sure no information will get lost (if you stop working on the Application Form for some time, the system will log you out automatically without saving).
- **Do not wait the last day/minute to submit the Application Form**: should you encounter any system error while submit the AF, EIT Urban Mobility staff will in fact not be able to properly assist you.