



Business Plan 2023–2025

RAPTOR 2025 Open Call Guidance for Applicants

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | December 2024

eiturbanmobility.eu

1. Register and apply

1.1 PIC and PIF registration

The first step one organisation must take, 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**.

You can verify directly on the EU 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>

Once an organisation has a PIC number, it will be possible to register in the **new EIT UM NetSuite platform**, by submitting the [Partner Information Form \(PIF\)](#). In case you do not receive the login credentials within 24 hours after submitting the Partner Information Form, please contact the EIT Urban Mobility Service Desk servicedesk@eiturbanmobility.eu.

For organisations that previously applied to an EIT Urban Mobility Call for Proposals, and therefore are already registered in the PLAZA platform, please contact the EIT Urban Mobility Service Desk servicedesk@eiturbanmobility.eu. You will be then provided with the credentials to access the new NetSuite platform.

After

1.2 Search for open calls and apply

Once you land on the **homepage of the portal**, hover on menu, Call for Proposals and click on Open Calls:



You will see the list of all EIT Urban Mobility Calls currently open. Choose **RAPTOR Call 2025** from the list and click on the “**apply**” icon:

APPLY	CFP PROGRAM NAME ▼	DESCRIPTION	CALL URL
	RAPTOR Call 2025	The RAPTOR Call for Proposals is an open Call targeted at start-ups and SMEs to develop a new or significantly improved product/service/solution by addressing one of the 15 RAPTOR 2025 city challenges, as described in Annex II – City Challenges. Eac(more...)	https://www.eiturbanmobility.eu/call-for-proposals/raptor-2025-open-call/

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 into six different tabs, each containing a set of information.

Once you start working on your AF, we recommend you to **save (SaveAsDraft) 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 applications” section, you can also see if your application is still in draft or was submitted.

Menu Partners Details General Info

- Menu Overview
- CALL FOR PROPOSALS** > OPEN CALLS
- REPORTING > **MY APPLICATIONS**

Home

Well

You are logged in as a customer of IH East. JanTest.

er Centre - Home Links

Call For Proposal

My CFP						
LINK	ID	PROJECT ACRONYM	PROGRAM NAME ▲	STATUS	START DATE	END DATE
Open	2.2-0001-119-00536	TESTH		Submitted	01/04/2025	31/10/2025
Open	2.2-0001-119-00465	pt	RAPTOR Call 2025	In Progress	01/04/2025	31/10/2025

2. Main Information

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

First, you will have to indicate to which City challenge according to the Call Manual you are applying.

* City Challenge

Please refer to the Call Manual to identify the appropriate city challenge and select it from the dropdown.

01. Aarhus, Denmark – Enhancing Accessible Parking
▼

- 01. Aarhus, Denmark – Enhancing Accessible Parking
- 02. Belgrade, Serbia – Smart Pedestrian Safety
- 03. Dublin, Ireland – Safe On-Street Electric Vehicle (EV) Charging
- 04. Gothenburg, Sweden – Enhancing Commercial Cargo Bike Adoption
- 05. Greater Manchester, UK – Optimising Multimodal Transport Network
- 06. Mannheim, Germany – Facilitating Shared Parking
- 08. Nantes, France – Light Vehicle Renting
- 09. Nicosia, Cyprus – Optimised Waste Collection Routing
- 10. Podgorica, Montenegro – CO2 Data Collection
- 11. Poznań, Poland – Real-Time Route Updates
- 12. Taurage, Lithuania – Bus Infrastructure Assessment
- 13. Thessaloniki, Greece – Data-Driven Decisions for Urban Freight
- 14. Trondheim, Norway – Smart Loading Zone Monitoring
- 15. Utrecht, Netherlands – Park-and-Ride Optimisation

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 RAPTOR 2025 Open Call, the timeline is already foreseen from **June 1, 2025 until November 30, 2025** (as indicated in the Call Manual) – this will be prefilled in the application form and cannot be adapted.

* Project Title

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


RAPTOR Test

* Project Acronym


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

RAPTOR T

* Project starting date

Please enter the start of the project  01/06/2025

* Project ending date

Please enter the end date of your project  30/11/2025

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

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

Select

*** Free Self-defined Keywords**

please provide a minimum of three and a maximum of five keywords + New Keyword

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 your project. You can type in a word to see available pre-defined keywords.

Business and Innovation

Business model innovation

Competitiveness, innovation, research and developm

Demand driven innovation

Design innovation

Digital Social Innovation

Disruptive innovation

Economics of innovation

innovation

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 EN**” 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

CUS6853 JanTest

* 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.

Furthermore, it is required to confirm your SME status by clicking on the checkbox:

* I confirm that my company is an SME

NO YES

Click [here](#) to check the EU definition of SME.



Under the section “**Co-Editor**”, you can also add any contact to whom you wish to grant **co-editor rights**. To add a contact, the co-editor must be registered on NetSuite and 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 the contact person of an organisation already registered in the system.

We suggest granting 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 does the final submission of the proposal.

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 you 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.

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

- **Strategic Objectives:** Describe how your proposal contributes to the EIT Urban Mobility strategic objectives described in Section 1.3.1 of the call manual.
- **City Challenge:** Describe how your proposal aligns with the specific City Challenge defined in Annex II of the call manual.
- **Product/Service:** Describe your product/service clearly, including the core elements such as functionalities and components to be developed. Highlight its competitiveness and how it demonstrates novelty in the market.
- **Need and Relevance:** Describe who is the target beneficiary/user of your solution (e.g., municipality, citizens, mobility providers, etc.)? Highlight how your proposal addresses their needs and demonstrate its relevance to them.
- **Commercial Track Record:** Describe your entity's experience with product development, innovation, and sales with at least one existing customer.
- **Overall Impact and Diversity:** Describe the expected social, economic, and environmental impact of your product/service on the city challenge you're addressing, using quantitative measures. Additionally, describe how your proposal supports gender equality and promotes wider diversity and inclusiveness in the mobility sector.
- **Scalability potential:** Explain the demand and need for your product/service in the market? What is your commercialisation/sales strategy for this product/service to ensure scalability across other European contexts?

- **Intellectual Property:** Describe how you plan to manage the intellectual property rights of your product/service to manage the commercialisation and exploitation of your proposal results.
- **Workplan and Demonstration:** Outline the workplan, including timeline, risks and mitigation plans, and connect it to your objectives and the EIT Urban Mobility core KPI achievement. Describe the demonstration/in-situ testing timeframe and scope including potential location(s), number of people to be involved in testing, etc. If applicable, outline the resources that you would need from the city-side for a successful development and implementation (ex. specific data sets, infrastructure access, specific software, connection with local ecosystem etc. or none).
- **SMART Objectives:** Clearly state your proposals 3-5 key objectives. Describe how the objectives are SMART (Specific, Measurable, Achievable, Realistic, and Time Bound).
- **Project Team:** Describe the project team, their technical and business expertise in the relevant field, including the expertise of key staff members to effectively manage and deliver the RAPTOR project.
- **Dissemination:** Describe your plans for disseminating project activities during the pilot to reach the target audience, and promoting outcomes & results at the end of the RAPTOR project.
- **Budget:** Provide a simple explanation about how you allocate the budget for the project, per category.

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 create **1 single Work Package (WP)**. You have to create the WP before can add the related deliverables.

Work Package ▼

IMPORTANT!

- Create **only one single** Work Package titled **Project Implementation**. Start date: June 1, 2025. End date: November 30, 2025
- Add 2 Deliverables
 1. Name: Commercial agreement

Description: The commercial agreement signed between EIT Urban Mobility and the grantee should be submitted online.

Achievement date: June 1, 2025
 2. Final performance report

Description:

The Final performance report including the following:

 1. A confirmation letter template signed by the city confirming that the SMART objectives, workplan and demonstration were successfully achieved by the SME within the project timeline.
 2. Confirmation about the project's compliance with the EIT Urban Mobility Communication Guidelines and the EIT Urban Mobility Brand Book, as well as general promotional information about the grantee and project.

Achievement date: November 30, 2025

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 to only create one WP named Project Implementation**

The start and end date of the WPs must be the same as the project start (01/06/2025) and end date (30/11/2025) of the overall project.



Make sure to select yourself as WP leader and WP contributor.



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

Once you save the 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

Project Implementation



Description	WP start date
Description	2025-04-01
WP end date	WP leader
2025-10-31	  CUS6853 JanTest
WP contributor	
  CUS6853 JanTest 	
Add Deliverable	

You will be able to add the deliverables as mentioned in the Call Manual Chapter 1.4.3:

DEL 1: Commercial agreement / equity agreement

The commercial agreement signed between EIT Urban Mobility and the grantee should be submitted online.

Achievement date: June 1, 2025

DEL 2: Final performance report

The Final performance report including the following:

A confirmation letter template signed by the city confirming that the SMART objectives, workplan and demonstration were successfully achieved by the SME within the project timeline.

Confirmation about the project's compliance with the EIT Urban Mobility Communication Guidelines and the EIT Urban Mobility Brand Book, as well as general promotional information about the grantee and project.

Achievement date: November 30, 2025

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

5.3 Key Performance Indicators (KPIs)

Under the Section KPI you will be able to add the relevant KPIs for your project. The mandatory KPIs are already listed. Click on the edit button to add the target value 1 and KPI achievement date: November 30, 2025

- EITHE 02.4 (minimum expected target: 1)
- KONHE20 (minimum expected target: 1)

KPI



Please add the target value of 1 to each KPI. The achievement date must be November 30, 2025.

KPI Code	KPI Title	KPI Description	Target Value 2025	KPI achievement date	Responsible partner	Action
KONHE20	Designed/Tested Innovations	Number of innovative products/services resulting from innovative projects (a) filed for some form of intellectual property protection (i.e. patents, trademarks, registered designs, copyrights), or innovative products/services that have progressed towards commercialisation, defined as one or more of: progress by at least one technology or manufacturing readiness level (TRL/MRL); prototype/proof of concept/beta version developed; product/ service/ model piloted; or (b) innovative products tested through test-beds or other innovative platforms.				
EITHE02.4	Marketed Innovations	Number of innovations introduced on the market with a sales revenue of at least 10 000 EUR documented. Innovations include new or significantly improved products (goods or services) and processes sold.				

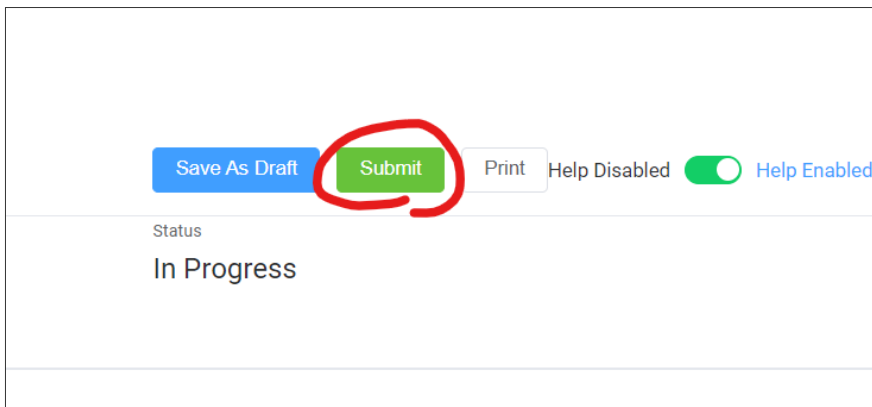
Before moving to the next tab, remember to click on the “save” button.

6. 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 be able to properly assist you.

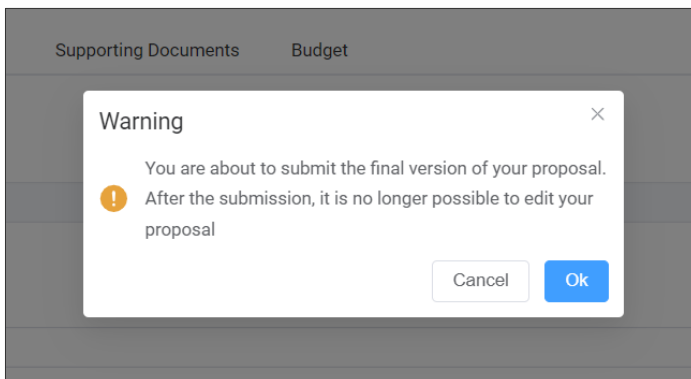
When your Application Form is correctly and fully completed, **save it one last time** and you can then **submit** it by clicking the “submit” button:




If your Application Form has been not properly completed – i.e. 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:



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 be editable any longer.

 Your application has been received, we'll contact you soon.

Save As Draft

Opening Date	Closing Date	Status
2024-04-19	2024-05-09	In Progress



 Permission Violation: You are not allowed to edit this CFP Application x

NetSuite / Customer Portal / Call For Proposal Application

Print Help Disabled Help Enabled

CFP ID	Program Name	Opening Date	Closing Date	Status
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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.

7. Tips & Tricks

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

- Register your entity as soon as possible and try out the new submission platform well in advance. Contact servicedesk@eiturbanmobility.eu in case you encounter any technical issues related to your registration.
- 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 issues** by writing an e-mail to pmo@eiturbanmobility.eu.
- For tabs like the “Project Scope” one: prepare your descriptions in an **offline document using the available application form on the Call website**, and copy and 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.
- **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.