



Business Plan 2023–2025

Open Call for Proposals

**Regional Innovation Scheme
Joint Innovation program with
ADR Vest in Romania
Open Call 2025 – Guidance on the
Application Form**

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | 17 January 2025

eiturbanmobility.eu

History of changes

Version	Publication Date	Change
1.0	17.01.2025	Initial version

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1. Register and create an application

1.1 PIC and PIF registration

1. The first step an 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**. If an organisation has already a PIC number, there is no need to register again.

If you don't know if your organization already has a PIC number, you can verify directly on the EU Portal ([click here](#)) whether your organisation is already registered.

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

If in a few hours, after submitting the PIF form, you don't receive an automatic e-mail with the log-in credentials, please contact the EIT UM Service Desk servicedesk@eiturbanmobility.eu.

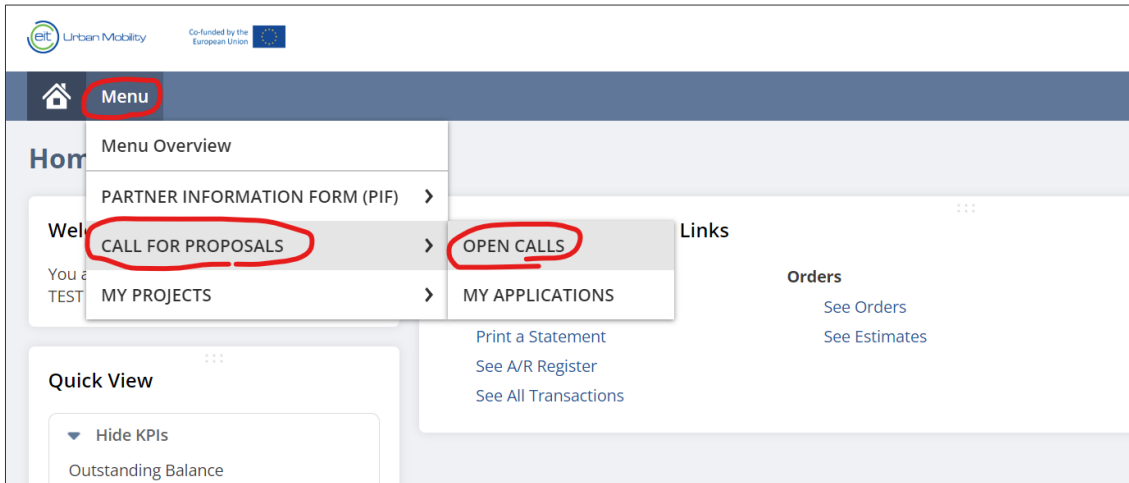
Be also aware that, registration of a new entity in the submission tool, can take **up to two working days**. Therefore, ensure that all project partners are correctly registered in the submission tool at least a few days before the deadline.

NB: Organisations that previously participated in an EIT Urban Mobility project, and therefore are already registered in the PLAZA platform, should not submit a PIF form. Instead, please contact the EIT UM Service Desk servicedesk@eiturbanmobility.eu: you will be then provided with the credentials to access the new NetSuite platform.

3. Once you have your credentials, you can enter the [EIT UM NetSuite platform](#) after setting a new password.

1.2 Search for open calls and create an application

Once you land on the **homepage of the portal**, click on menu, call for proposals, open calls:



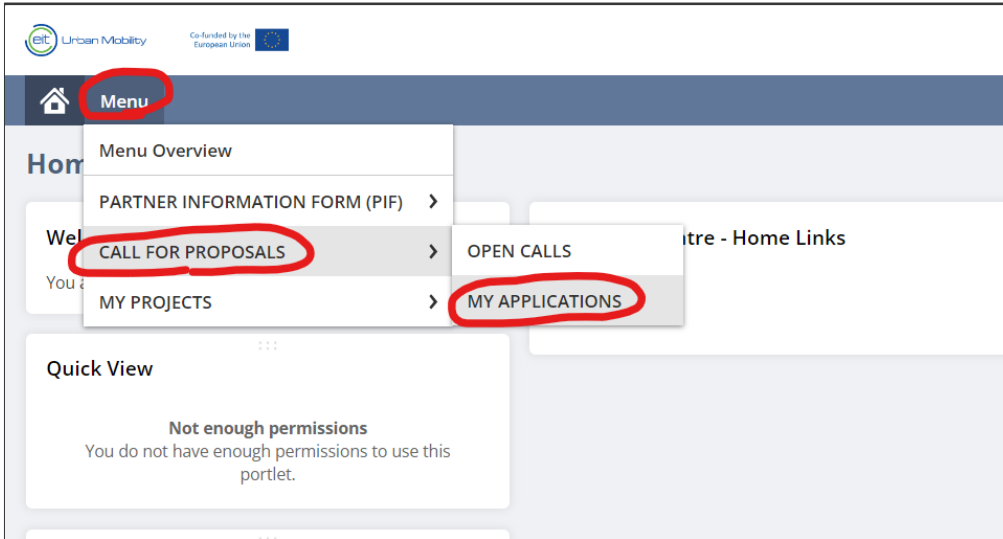
You will see the list of all EIT Urban Mobility calls currently open. Choose the **Regional Innovation Scheme - Joint Innovation program with ADRVest in Romania - Open Call 2025** from the list and click on the “**apply**” icon:

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	https://www.eiturbanmobility.eu/	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 six different tabs, each one containing a set of questions.

Once you start working on your AF, we recommend you to **save often**, especially when you move from one tab to another or work for long in the portal.

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.



Menu

- Menu Overview
- PARTNER INFORMATION FORM (PIF) >
- CALL FOR PROPOSALS** >
- MY PROJECTS >
- OPEN CALLS
- MY APPLICATIONS**

Quick View

Not enough permissions
You do not have enough permissions to use this portlet.

Call For Proposal More

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	<u>In Progress</u>	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	<u>Submitted</u>	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. Choose the name wisely.

In the framework of the **Regional Innovation Scheme - Joint Innovation program with ADRVest in Romania - Open Call 2025**, projects should last for a **maximum of 8,5 months** (as indicated in the call manual). All outputs and KPIs should be achieved within the project lifecycle and **no later than 31 December 2025** (that is, the project end date cannot be after 31 December 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 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.

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

investment

*** Free Self-defined Keywords**

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

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

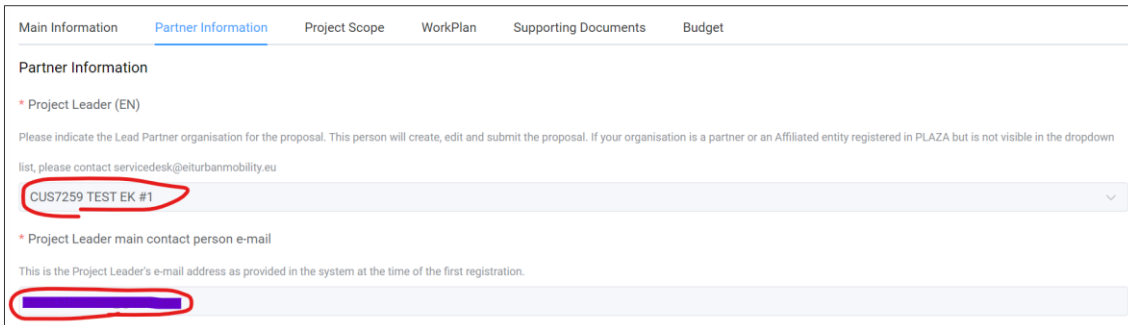
11 / 80

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

3. Partner Information

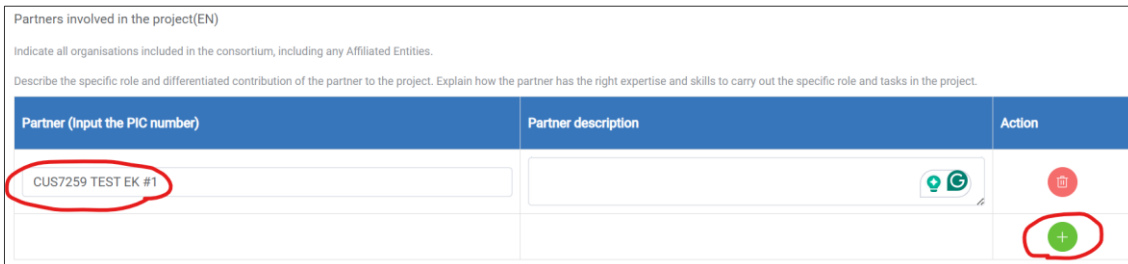
The “**project leader**” is automatically assigned by the system, and it is the organisation of the contact that creates the Application Form.

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.



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.



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 it means that they are not yet registered in the system. Please invite them to [register here](#) (by submitting the PIF form).

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 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 same 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.

Please note that only the creator of the AF (that is, the main contact person for the proposal) can 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"/>	
<input type="text" value="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 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	Supporting Documents	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:

- Relevance to the Strategic Objectives and Knowledge Triangle Integration: Highlight how is the proposal aligned with the specific objectives of the call and how it integrates the knowledge triangle (business, research and education). (1000 characters)
- Describe the applicant entity(s) track record in innovation and entrepreneurship support in the past 5 years: Please list your most relevant programs and projects related to innovation and entrepreneurship support from the past five years, and provide a summary of their key impacts and achieved results. If your submission involves a consortium of two entities, kindly describe the specialization of each entity to highlight the added value of their collaboration. (2000 characters)
- Describe the applicant entity(s) mobility sector related track record in the past 5 years: Please list your most relevant programs and projects related to the mobility sector from the past five years, and provide a summary of their key impacts and achieved results. If your submission involves a consortium of two entities, kindly describe the specialization of each entity to highlight the added value of their collaboration. (2000 characters)
- Demonstrate the quality of your former startup support programs: Demonstrate the quality of your former startup support programs. Please include the references, training curriculum, main results, KPIs and impact of the former startup support program(s) delivered by the applying entity(/ies). (4000 characters)

Impact:

- Please explain your strategy to reach the offered KPIs in the proposal for both paths (startup support and venture builder): Describe your concept and planned actions for all stages of the activity, starting with scouting and raising awareness for the program, through the implementation of the two programs (startup support and venture builder), and concluding with the demo day. Please provide a list of events, along with their goals, targets, and the supporting experts involved. Explain how your activity can achieve a greater impact compared to similar initiatives. Be sure to highlight your access to the target group and demonstrate your training curriculum. (10.000 characters)
- Demonstrate a coherent and realistic plan to create a synergic national and/or regional cooperation programme with local strategic organisations, as part of the Financial Sustainability: For the supported startups, verifying the business concept is of fundamental importance. Involving potential future client companies or cities can provide significant benefits. A larger network of supporting partners offers startups more opportunities for idea validation. In the second stage of the program, these supporting partners may also serve as the first clients for the new products. Please provide an overview of your network of supporting partners and how you plan to involve them. (5000 characters)

Quality of implementation:

- Please explain how you will manage the project to ensure effective and professional delivery of the project outcomes, and how you plan to ensure gender-balance within your team: Describe your implementation concept for both program paths (startup support and venture builder). Provide an overview of the professional management structures, ensuring to highlight the inclusion of a gender-balanced team. (1000 characters)
- Describe your financial sustainability strategy: Explain how your project will effectively address the financial sustainability instruments outlined in the call manual, for both program paths. (2000 characters)

You will then be asked to briefly outline what is your **communication and dissemination plan**, and how you will **gender and diversity** in your project actions.

<p>Communication and Dissemination Plan</p> <p>¹ 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 style="border: 1px solid black; height: 40px; width: 100%;"></div>
<p>Gender and diversity</p> <p>¹ 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 style="border: 1px solid black; height: 40px; width: 100%;"></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.

Risk Category	Title	Risk Likelihood	Risk Impact	Description	Mitigation	Action
						+ Add New

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](#)

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.**

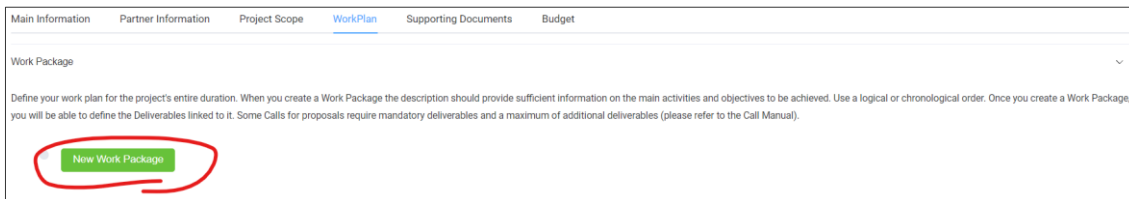
5. Work Plan

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 **limiting 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.



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.

At the same time, if a partner is not supposed to have any budget in one WP, it shouldn't be included among the WP contributors (because the budget cannot have a value of 0 Euro).

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

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.

Make sure you include the mandatory deliverables outlined in chapter 3.7.1 of the call manual. You can also include additional deliverable, if needed, but we recommend to keep the numbers limited to the most relevant ones.

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

+
-

<p>Description</p> <p>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 irure 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.</p> <p>WP end date</p> <p>2025-12-31</p> <p>WP contributor/s</p> <p>CUS7259 TEST EK #1</p> <p style="border: 1px solid green; border-radius: 5px; padding: 2px 5px; display: inline-block; color: white;">Add Deliverable</p>	<p>WP start date</p> <p>2024-09-01</p> <p>WP leader</p> <p>CUS7259 TEST EK #1</p> <p>Role of partners</p> <p>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 irure 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.</p>
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Deliverables

i 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 deliverable, 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)

In the Application Form, the mandatory KPIs linked to your call are automatically included by the system.

You will have to click on the “edit” icon and include the missing information.

Keep in mind that:

- the achievement date cannot be after the end of the project. For the Scaling Startups Programme we expect **all mandatory KPIs to be reached by the end of 2025**;
- for the years 2026, 2027 and 2028, 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
EITHE06.1	Investment attracted by KIC supported start-ups/scale-ups	Total EUR amount of private and public capital attracted within year N by supported start-up/scale-ups that have received KIC business creation services support of total duration of at least two months, within a maximum of three years following the last received KIC KAVA support activity.							
EITHE03.1	KIC Supported Start-ups/Scale-ups	Number of start-ups and scale-ups supported by KICs for at least 2 months in year N, provided the KIC's support contribute to the company's growth (including potential growth). Examples of such services are mentoring, consultancy on access to finance and markets, product/service marketing, legal advice, internationalisation, matchmaking, etc. The services should be provided for a total period of at least two months. Start-ups and scale-ups will be reported by country of registration of the venture.							

KPIs

Investment attracted by KIC supported start-ups/scale-ups

KPI Description

Total EUR amount of private and public capital attracted within year N by supported start-up/scale-ups that have received KIC business creation services support of total duration of at least two months, within

* Explanation

* Target Value 2024

* Target Value 2025

* Target Value 2026

* KPI achievement date

* Responsible partner

* Contributing partner

Save Cancel

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

6. Supporting Documents



Under this tab we ask you to upload:

- CVs of the key experts (for all 3 areas if applicable) as a **mandatory document**;
- Signed Letters of Intent as a **recommended document**.

Please make sure you only include documents which are directly related to justify this, avoid uploading too many pages/information. Too much information will create difficulties in the evaluation of your proposal and may therefore have a negative impact on the overall assessment.

You can upload **one document per line only**: make therefore sure you merge the CV of the experts in **one single PDF**; the same applies for the signed letters on intent.

If you need to replace with a new version a document previously uploaded, simply click on “choose file” an upload the new document (which will automatically replace the one previously uploaded).

Main Information Partner Information Project Scope WorkPlan <u>Supporting Documents</u> Budget		
Supporting Documents		
 Upload in PDF or Excel		
Name	Documents Uploaded	Upload
* proofs, such as contracts, service agreements and similar documentation of having successfully supported companies that have secured EU funding instruments	 1715168286074_Implementation Handbook_2023-2025_V2.pdf	<input type="button" value="Choose File"/> No file chosen

Before moving to the next tab, remember to **click on the “save” button**, otherwise the upload will not be executed.

7. Budget

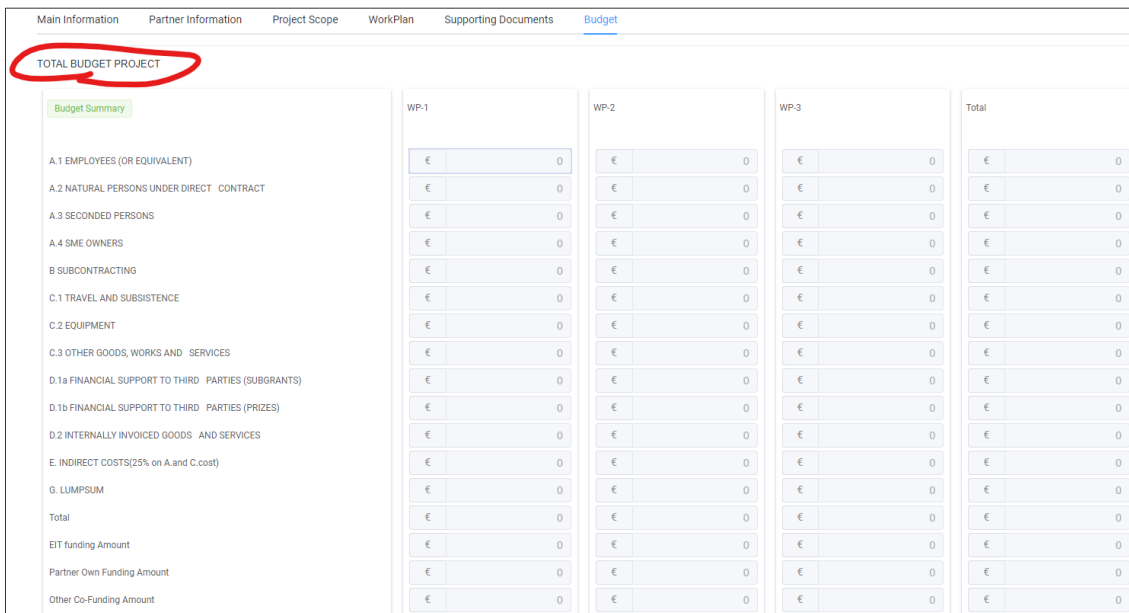
The Budget section is **directly linked to the Work Plan tab**. The Budget table is structured according to Work Packages (WPs) – and WPs appear in the Budget tab as soon as they are created in the Work Plan tab. This means that, deleting a WP under Work Plan will automatically delete that specific WP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

Kindly note that a partner cannot have 0 Euro budget under one WP: if that partner is not supposed to have budget under a specific WP, make sure that, in the "Work Plan tab" that partner is not listed as contributor for that specific WP. In this way, that WP will no longer appear in the budget tab of that partner.

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



TOTAL BUDGET PROJECT				
Budget Summary	WP-1	WP-2	WP-3	Total
A.1 EMPLOYEES (OR EQUIVALENT)	€ 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 for the event/course X”.
- 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”.

Partner Budget Section

BUDGET PARTNER: CUS7259 TEST EK #1

	WP-1	WP-2	Total	Description
A.1 EMPLOYEES (OR EQUIVALENT)	€ 10000	€ 50000	€ 60000	Sed ut perspiciatis unde om
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 (%)			% 100	
Partner Own Funding Rate(%)			% 0	
Other Co-Funding Rate(%)			% 0	
EIT Funding Amount			€ 95000	
Partner Own Funding Amount			€ 0	
Other Co-Funding 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. If any co-funding is foreseen, you must indicate **who is covering** it by selecting the right option/s (private, national, EU non EIT, other) from the drop-down menu (multiple selection is allowed):

EIT funding (%)			%	100
Partner Own Funding Rate(%)			%	0
Other Co-Funding Rate(%)			%	0
EIT Funding Amount			€	95000
Partner Own Funding Amount			€	0
Other Co-Funding Amount			€	0
Type of Co-funding			Selected	
			Private	
			National	
			EU non-EIT	
			Other	
BUDGET PARTNER: CUS7260 TEST Isabell #1	WP-3	Total		

You must repeat this process for each partner.

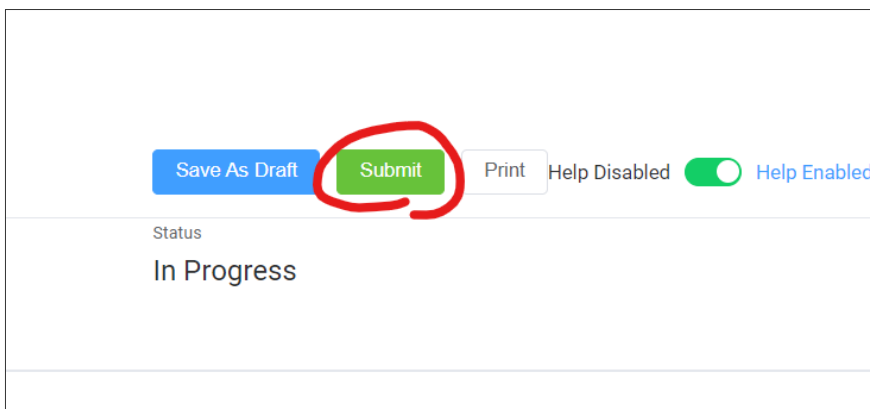
Before moving to the next tab, remember to click on the “save” button.

8. 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 submitting the AF, EIT Urban Mobility staff will in fact be able to properly assist you.

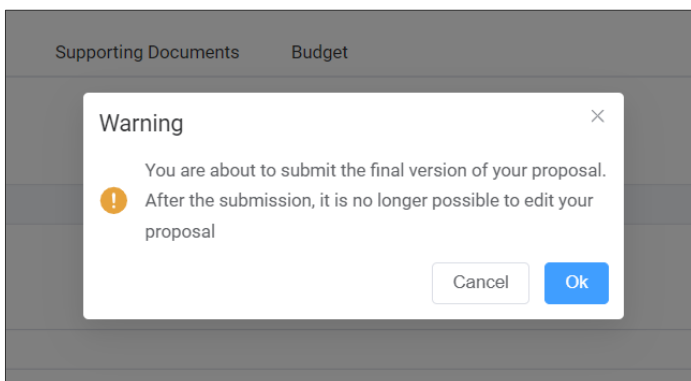
When your Application Form is correctly and fully completed, **save it one last time** and you can then **submit** it by clicking of the “submit” button:



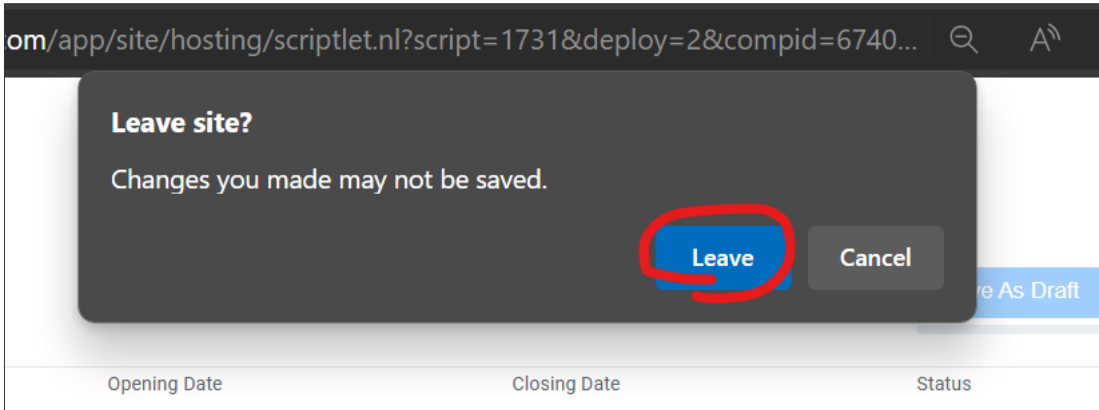
If your Application Form has been not properly completed – ie. some mandatory information has not been included – the system will not allow you to submit the AF and an error message will inform you about what is missing. You can therefore use the submit button as a “validation” check: in this case, just remember not to click “ok” until you are sure all is finalised.

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**.

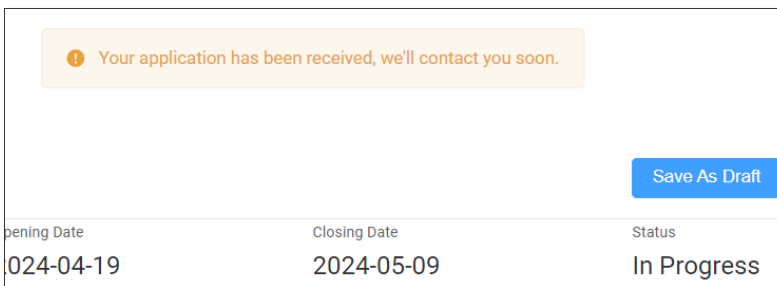
After clicking “submit” a pop-up message will ask you to confirm or cancel your choice: click OK.



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 not be editable any longer.



By going into the section “my applications” you will be able to see the **status of your application** and therefore see if it was properly submitted or not.

9. 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.
- **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**, because the table 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 submitting the AF, EIT Urban Mobility staff will in fact not be able to properly assist you if it's last minute.