



Urban Mobility

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# Call Info Session

## Competence Hub

### Long-term Open Call

20 January 2025

# Agenda of the Info Session

## #Competence Hub Long-term Open Call

20 January 2025 – 11:00-12:00		Speakers
11:00 11:10	Introduction to the call	<ul style="list-style-type: none"><li>• Lucie Pacho Aljanati, Programme Officer, PMO</li></ul>
11:10 11:45	Guidelines on proposal submission on NetSuite	<ul style="list-style-type: none"><li>• Anne-Laure Aslanian, Programme Manager, PMO</li></ul>
11:45 12:00	Questions & Answers	

### Housekeeping messages

- Call documents available at: [Competence Hub Long-term Open Call](#)
- This meeting is being recorded
- Use the Q&A chat box to make your questions. They will be answered at the Q&A session



# General information

Main features



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# EIT Urban Mobility Academy – Competence Hub

The Academy aims to close the knowledge gap by training the next generation of urban mobility practitioners, foster entrepreneurship and innovation capacity among the Master and PhD graduates.

Through our programmes and courses, we provide interdisciplinary, international and entrepreneurial formats for students and working professionals and help develop the skills needed to build and manage the mobility solutions of the future.

The Academy Competence Hub helps professionals develop their skills and improve their knowledge in all areas related to urban mobility. We leverage EIT Urban Mobility's unique and growing network of prestigious experts to build relevant, trustworthy, and impact-oriented courses, methodologies, and learning communities.



# Competence Hub Call: Main features

**Call opening:** 2 December 2025

**Closing date 3rd cut-off date:** 30 January 2025 at 17:00 CET

**Communication of results:** April 2025

**Tentative start date:** May 2025

**Project duration:** up to the end of December 2025

**Total Budget (for 2025):** €1.5 million

**Minimum co-funding:** 25% in 2025

**Financial Sustainability:** Required in some activities

**Consortia:** Minimum 1 partner

# Guidelines on proposal submission on NetSuite

How to apply



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# Registration in the submission platform (NetSuite)

1. **PIC:** 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 it [here](#).

2. **PIF:** register in the NetSuite platform, by submitting the [Partner Information Form \(PIF\)](#).

If in a **few hours**, after submitting the PIF, you don't receive an automatic e-mail with the log-in credentials, contact [servicedesk@eiturbanmobility.eu](mailto:servicedesk@eiturbanmobility.eu).

NB: full registration of a new entity in NetSuite, can take **up to 2 working days**: make sure all project partners are correctly registered in NetSuite at least a few days before the submission deadline.



Organisations that previously participated in an EIT Urban Mobility project (ie. they are registered in the PLAZA platform) **should not submit a PIF form in NetSuite**. Instead, please contact [servicedesk@eiturbanmobility.eu](mailto:servicedesk@eiturbanmobility.eu): you will be provided with the credentials to access NetSuite.





# Create the application by the Lead Partner

**3. ACCESS:** once you are registered in NetSuite and have your credentials, you can enter the [EIT UM NetSuite platform](#) after setting a new password

**4. APPLY:** look for the “open call” under the “menu” and click apply on the icon of the “**Competence Hub Open Call (3rd cut-off Open Call)**”: your application is officially created for the first time you click on “save”

The screenshot shows the NetSuite interface for EIT Urban Mobility. The 'Menu' dropdown is open, with 'CALL FOR PROPOSALS' and 'OPEN CALLS' highlighted. Below the menu, there is a table titled 'All Running CFP Programs: Results' with the following data:

APPLY	CFP PROGRAM NAME #	DESCRIPTION	CALL URL	CALL LAUNCH DATE	CALL CLOSURE DATE	STATUS	TOTAL: 2
	Competence Hub Open Call (3rd cut-off)	This Open Call focuses on a series of specific activity areas aimed at meeting the EIT Urban Mobility Competence Hub targets. These include e-courses covering a wide selection of innovative mobility topics, from new technologies to new social and env(more...)	<a href="https://www.eiturbanmobility.eu/call-for-proposals/competence-hub-open-call/">https://www.eiturbanmobility.eu/call-for-proposals/competence-hub-open-call/</a>	02/12/2024	30/01/2025 5:00:00 PM	Running	
	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. Eacj(more...)	<a href="https://www.eiturbanmobility.eu/call-for-proposals/raptor-2025-open-call/">https://www.eiturbanmobility.eu/call-for-proposals/raptor-2025-open-call/</a>	12/12/2024	02/02/2025 5:00:00 PM	Running	

# Fill in and submit the application

Application form divided into 6 different sections:

1. **Main information:** title, summary and duration of the project → **max. end date 31/12/2025**
2. **Partner information:** consortium composition and partners description → **all partners must be registered in NetSuite** to be added
3. **Project scope:** core section with main objective and scope of your project; how the consortium meets and addresses the call requirements → **work offline and copy-paste content when ready**
4. **Supporting documents:** Optional: Annexes to the application form in PDF (figures, graphics, photos etc.)



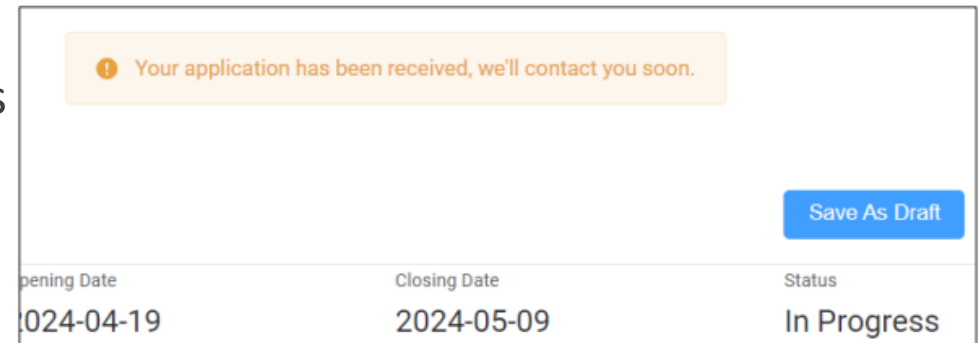
# Fill in and submit the application

5. **Workplan:** project structure with Work Packages, Deliverables, Outputs, Milestones
  - limit WPs number to max 3/5
  - the WP leader must be added also as contributor
  - WP contributors must have budget allocated to the WP they contribute to
  - include at least the minimum required Deliverables (see [call manual](#))
  - mandatory KPIs will differ depending on the topic selected
  
6. **Budget:** budget overview per partner (and overview of the total project budget)
  - section directly linked to the Work Plan tab
  - to be filled in only when the WPs structure is final
  - a partner cannot have zero budget under one WP: if a 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

# Live DEMO - Netsuite

# Fill in and submit the application

- Before submitting, **save one last time**
- When you click “submit” the system will give you error messages if there is any **section not filled in**
- 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 your proposal is submitted **you will not receive any e-mail notification**. The following message appears 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



# Tips & Tricks

- **Register in NetSuite ASAP**
- Start fill in the Application Form at least 3 weeks before the submission deadline and **let us know if you encounter any technical issue** [pmo@eiturbanmobility.eu](mailto:pmo@eiturbanmobility.eu)
- **Do not include external links (URLs)** in the Application Form
- For tabs like “Project Scope”: prepare the description in an **offline document**, and copy paste the text in the online Application Form
- If you have co-editors: **only one user at the time** should work on the Application Form
- The **Budget tab** should be **filled in only once the Work Plan structure is final**
- Description of the Work Packages: **describe the actions according to tasks** (ie. each WP should have Task 1, 2, 3...).
- **Save often**: you make sure no information will be lost (if you stop working on the Application Form for some time, **the system will log you out automatically without saving**). **Save when you move between tabs**.
- **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 not be able to properly assist you if it's last minute.



# Useful links and contact details

## Call information package

- [Call manual](#)
- [Guidelines for applicants](#): All details about the application form

Submission deadline → **30 January 2025, 17:00 CET**

**Proposals submitted after the deadline will not be considered**

- [Guiding document](#)

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





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