Urban Mobility Explained (UMX) Open Call –

Guidelines for applicants

EIT Urban Mobility - Mobility for more liveable urban spaces

Business Plan 2026–2028

EIT Urban Mobility

Barcelona | 16 September 2025

eiturbanmobility.eu

History of changes

Version	Publication Date	Change
1.0	02/07/2025	Initial version
1.1	03/09/2025	Updated link to NetSuite platform in section 1.1
1.2	16/09/2025	Clarification in Section 6 about attaching supporting documents

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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 do not know if your organisation 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.**

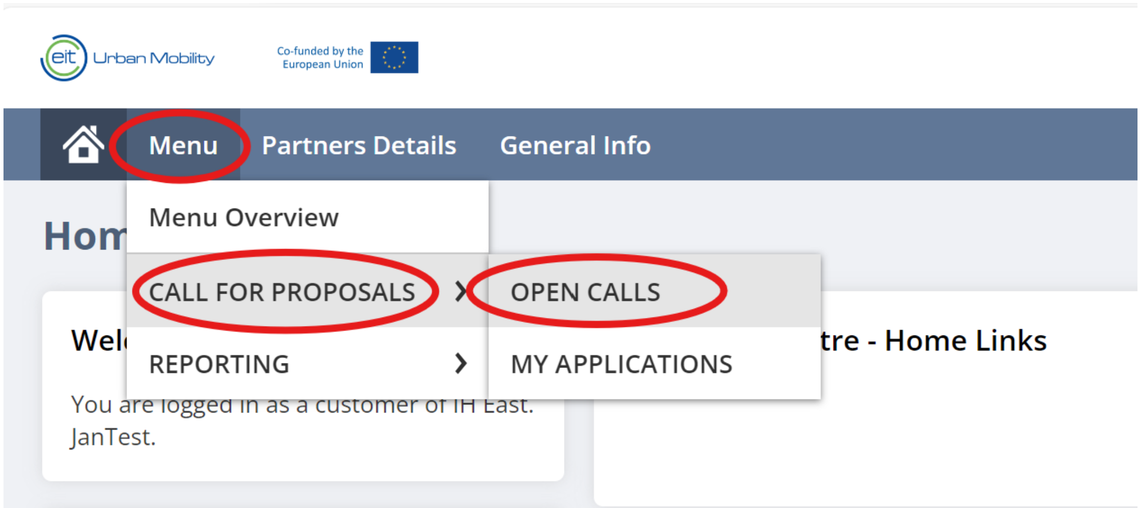
   Be also aware that, registration of a new entity in the submission tool, can take **up to two working days**. Therefore, ensure that all project partners are correctly registered in the submission tool at least a few days before the deadline.

   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:

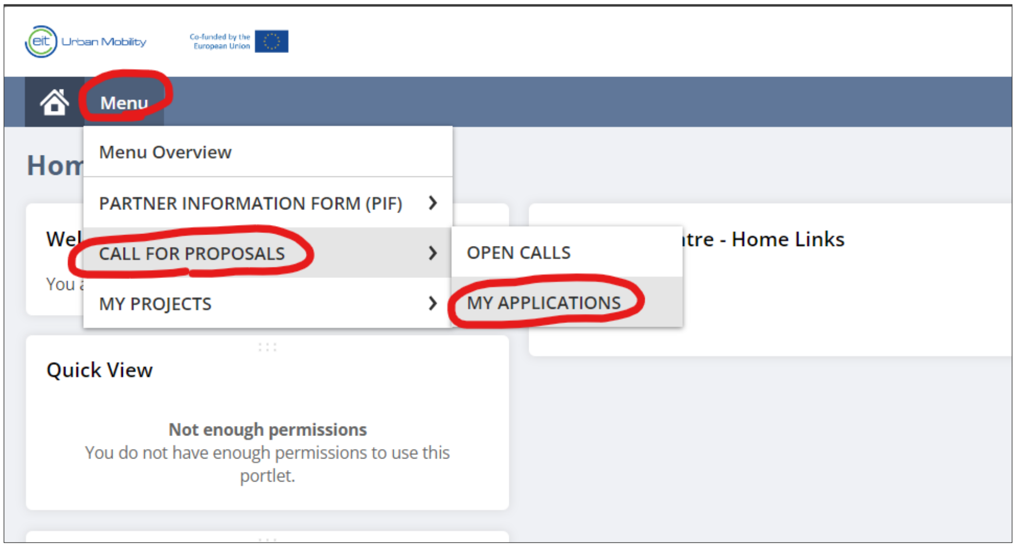


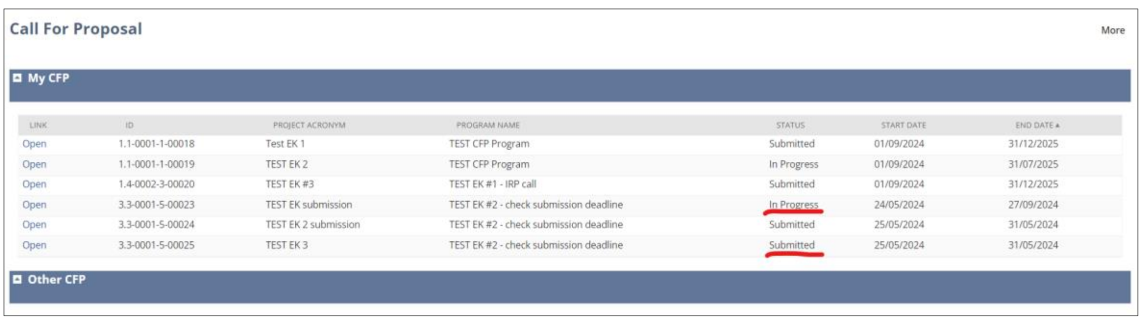
You will see the list of all EIT Urban Mobility calls currently open. Choose the **Urban Mobility Explained (UMX) Open Call** from the list and click on the "**apply**" icon:

Once you click on "apply", a new Application Form is created and you will be able to start filling it in with all the information of your project. The Application Form is divided in six different tabs, each one containing a set of questions.

Once you start working on your Application Form, 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.





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	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

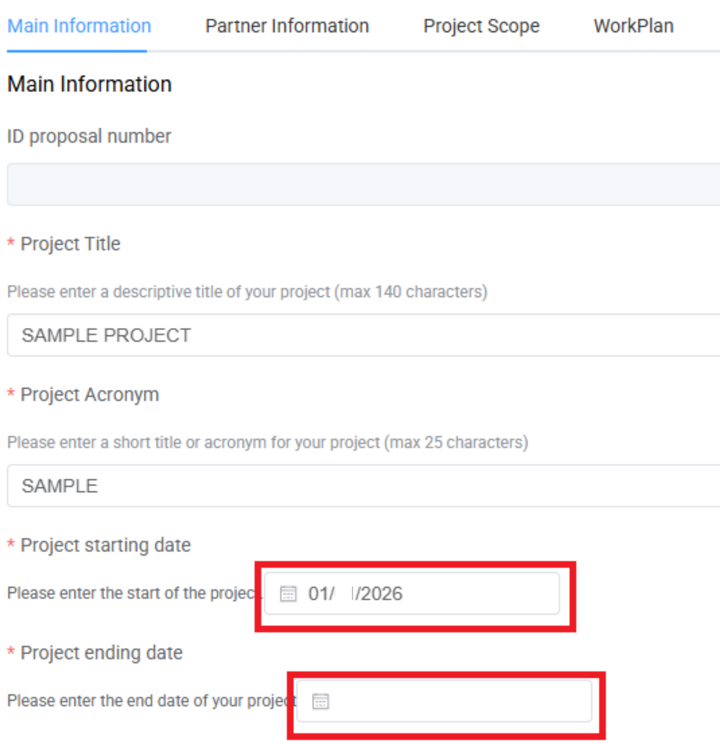
2. Main Information

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. Choose the name wisely.

Projects selected in this Call may have a duration of **up to 35 months until 31 December 2028** at the latest and the project duration must be clearly justified based on the scope, complexity, and planned activities. Proposals should not default to the maximum length. The tentative start of the projects is on **1 February 2026**.

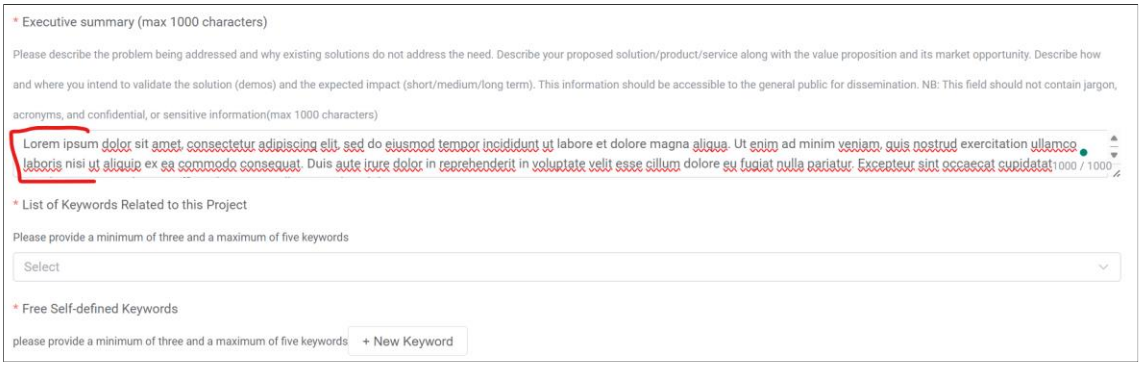
All KPIs should be achieved within the project lifecycle.



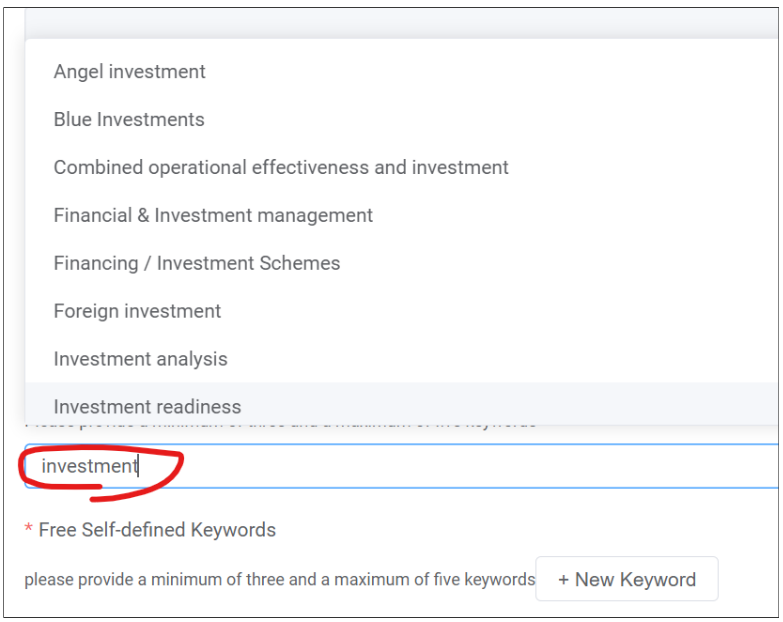
The sections "total budget", "total EIT funding" and "total co-funding" will be populated automatically by the system once you insert the budget.

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.

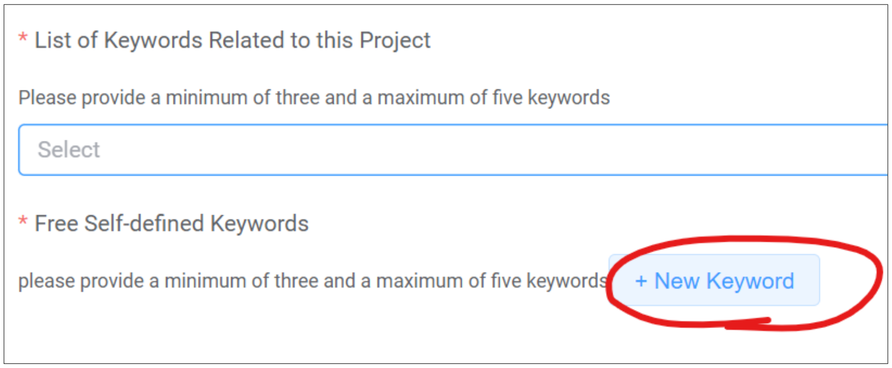
We suggest you fill in this section once you have completed all other sections and therefore have a clear overview of your project.

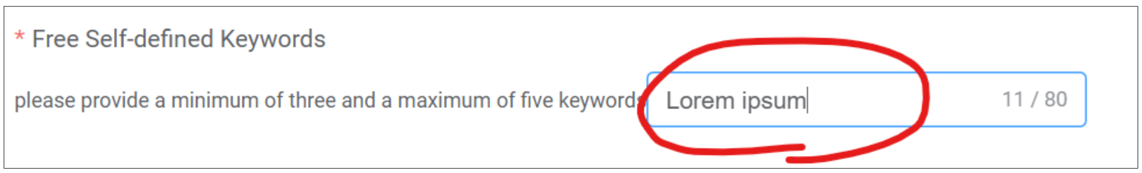


You must enter a **minimum of three and a maximum of five keywords** (to be selected from a drop-down menu) and a **minimum of three and a maximum of five self-defined keywords** (which you can therefore freely type). Make sure you select the keywords that best represent your project.



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



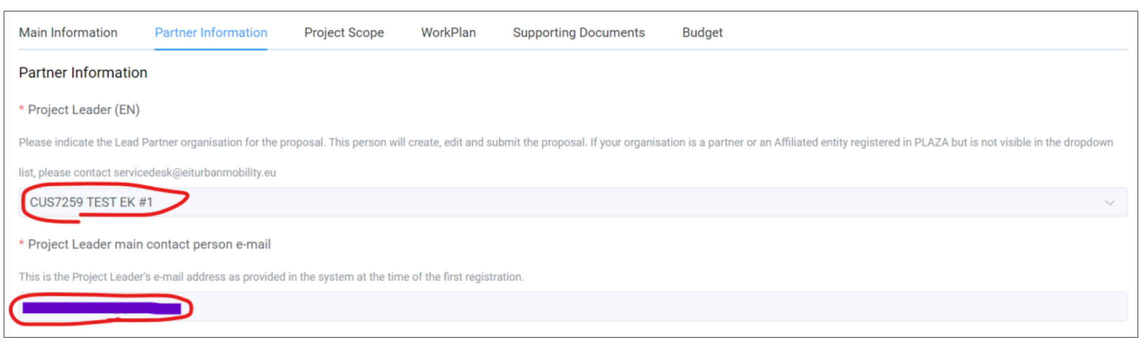


Before moving to the next tab, remember to **click on the "save" button**.

3. Partner Information

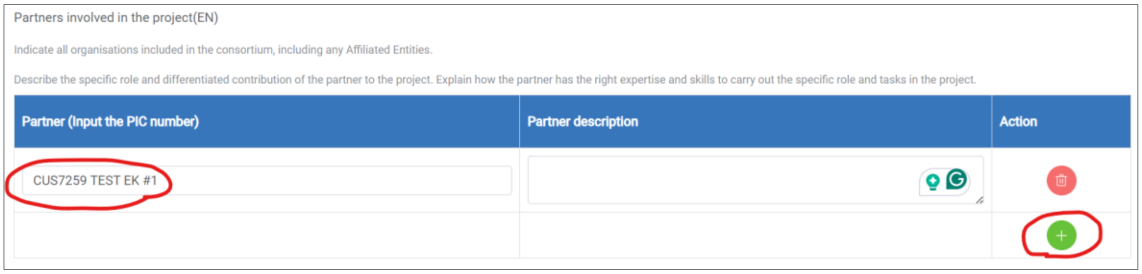
The "**project leader**" is automatically assigned by the system, and it is the contact of the organisation that creates the Application Form.

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.

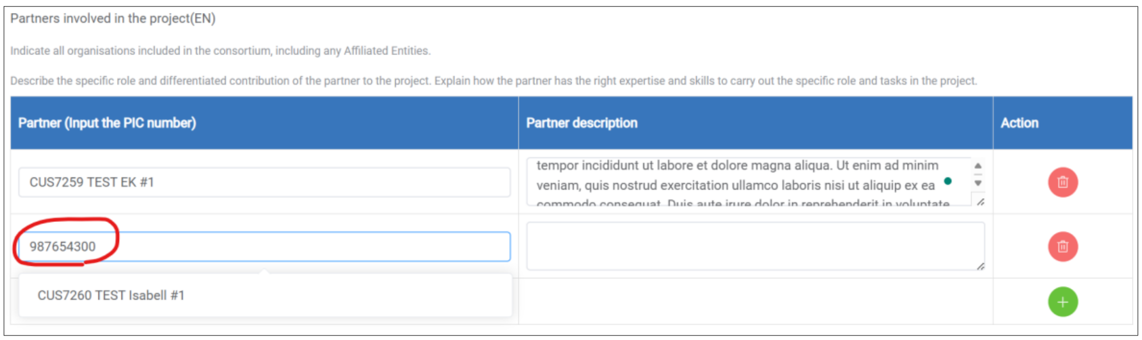


In the section "**partners involved in the project**" you must list all partners that will be involved in the project and describe what will be their **role and contribution**.

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



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.



If the organisation 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.*

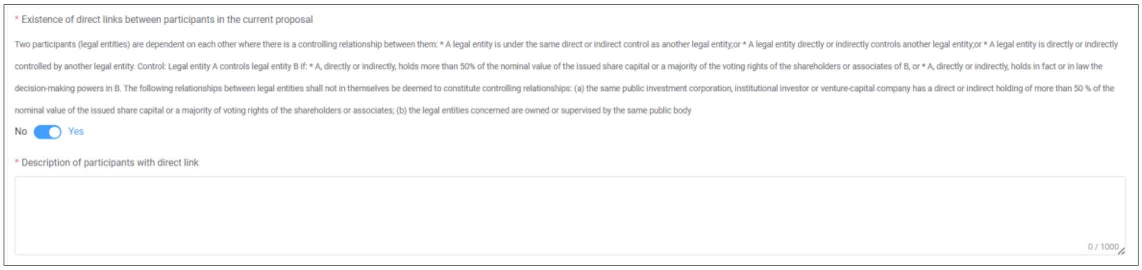
Control: Legal entity A controls legal entity B if:

- *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:

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.



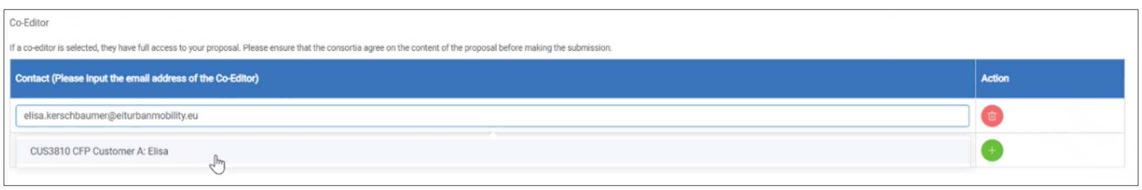
Under this section you can also add any contact to whom you wish to grant **co-editor rights**. To add a contact, you must introduce the full and correct e-mail address. At that point, you will be able to select the contact from the drop-down menu.

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 Application Form **at the time**. If more users are working simultaneously in the Application Form, 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 Application Form (that is, the main contact person for the proposal) can do the final submission of the proposal.



If you click on the "+" button to add a contact but then cannot find the user, remember to click on the delate 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 need to answer the following questions:

Strategic Fit

- **How does your proposal directly contribute to EIT Urban Mobility's strategic objectives, and how is it specifically aligned with the requirements outlined in Section 3 of the Call Manual?**

Your answer should clearly articulate how your project supports EIT Urban Mobility's vision for more liveable urban spaces. Specifically, refer to the Strategic Agenda 2021-2027, focusing on SO2 – "Close the knowledge gap". Demonstrate how your proposal aligns with the specific requirements and considerations detailed in Section 3 of the Call Manual, which outlines the scope, target audience, learning content, and format for the different Challenge Areas (CHAs). Ensure your proposal's objectives are SMART (Specific, Measurable, Achievable, Realistic, and Time-Bound).

Excellence

- **In what ways does your proposal build upon existing successful courses or capacity building initiatives, addressing new elements, subjects, target audiences, or geographical areas? If the proposal addresses a totally new initiative, what innovative components does your proposal introduce that differentiate it from the current state-of-the-art in training within urban mobility?**

Highlight any prior experience with successful courses or initiatives, explaining how your proposal expands on them to maximize impact. If new, clearly define the innovative aspects, such as novel content, learning methodologies, target audiences, or geographical reach. Emphasize how these innovations address current gaps or unmet needs in urban mobility training, offering a distinct advantage. EIT Urban Mobility seeks new methods, content, and business models to improve operations and build capacity for relevant content delivery.

- **Describe your intellectual property (IP) management strategy for the project results and deliverables. How will your IP strategy ensure the protection and effective utilization of the educational and training content (courses, materials, tools, platforms, etc.)?**

Provide a clear, practical overview of how you will identify, protect (e.g., copyright, licensing, brand protection), and utilize all educational and training content generated. Your strategy should detail ownership, access management, and exploitation plans, both during and for five years post-project, especially for commercial exploitation. It must align with Horizon Europe Regulation obligations for result exploitation and impact reporting. Be aware that a Commercial Agreement will be signed with one designated commercial partner for results exploitation.

Impact

- **For CHA1, CHA4, CHA6, CHA7: To what extent do the courses or activities in the proposal have the potential to deliver on its revenue generation goals and its most important impact metric: participant course completion (KPI 8.1)? For CHA2, CHA5: To what extent do the courses or activities in the proposal have the potential to deliver on its most important impact metric:**

participant course completion, in compliance with the EIT Label framework (KPI 7.1)? For CHA3: To what extent do the courses or activities in the proposal have the potential to deliver on its revenue generation goals and on its most important impact metric: participant course completion, in compliance with the EIT Label framework (KPI 7.1)?

For CHAs 1, 3, 4, 6, and 7, a robust revenue generation strategy is mandatory (as detailed in Section 3.9.4 of the Call Manual). Your proposal must detail a clear business model, identifying one or various revenue streams beyond EIT Urban Mobility funding, such as charging organizations, participants, or securing third-party sponsorships. Emphasize how your commercialization plan will achieve specific revenue forecasts. Proposals with a revenue potential exceeding €30,000 are preferred. Clearly describe the revenue share model to ensure EIT Urban Mobility recovers its investment, contributing to its financial sustainability.

- 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.

Your dissemination plan should detail how project results and learning content will be communicated to relevant stakeholders and target groups (e.g., mobility professionals, public sector, private sector, academic institutions, general public). Outline specific activities like webinars, publications, social media campaigns, or events, ensuring these actions are tailored to each audience. It is important you show how this communication plan supports and is integrated with your overall commercial strategy to maximize market reach and uptake of your courses or services.

Implementation

- Please detail your workplan, including minimum KPIs and deliverables. How do your project management structures and resource allocation demonstrate clarity, efficiency, and coherence to achieve the proposal's objectives?

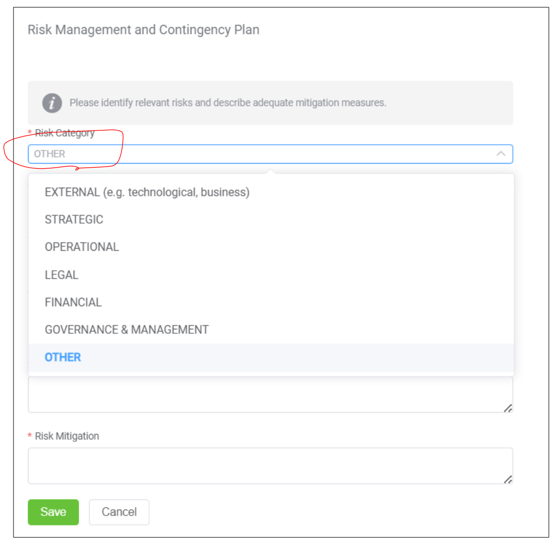
Your workplan should clearly describe and detail all project phases, from course design to delivery and commercialisation, with specific tasks, timelines, and milestones. Explain how your project management structures ensure clear roles, efficient processes, and effective resource allocation for achieving the proposal's objectives.

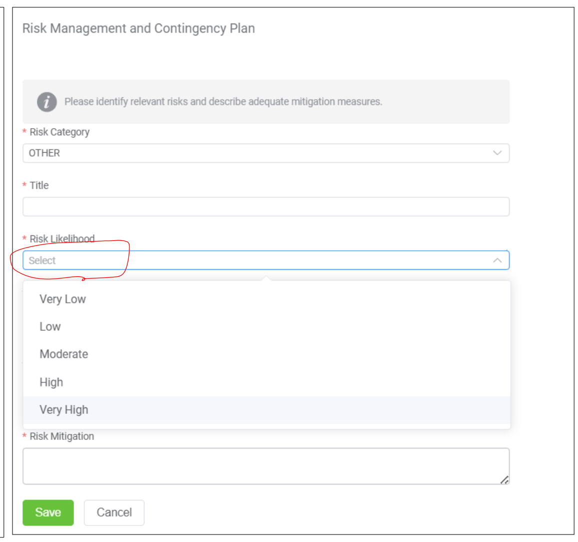
- Please describe how gender and diversity are considered in the design/development of the project outputs and the measures in place to promote a mixed team with women and under-represented groups taking an active role in the project implementation.

Explicitly describe concrete measures to promote gender balance within your project team, emphasizing active roles for women and underrepresented groups, particularly in managerial positions. Beyond team composition, demonstrate how gender and diversity considerations will be integrated into the design and development of your project outputs (e.g., course content, selection of experts, marketing materials).

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.

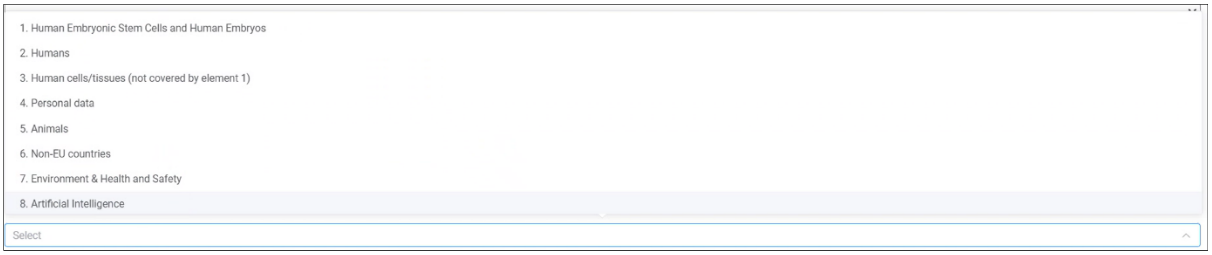
You will be asked to choose the risk category, as well as the risk likelihood, from a drop-down menu:





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

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:



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

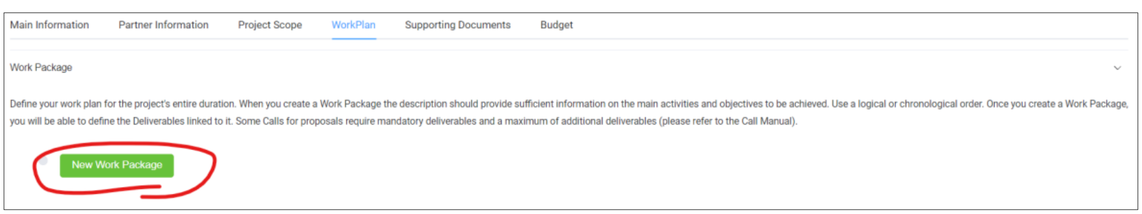
5. Work Plan

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.

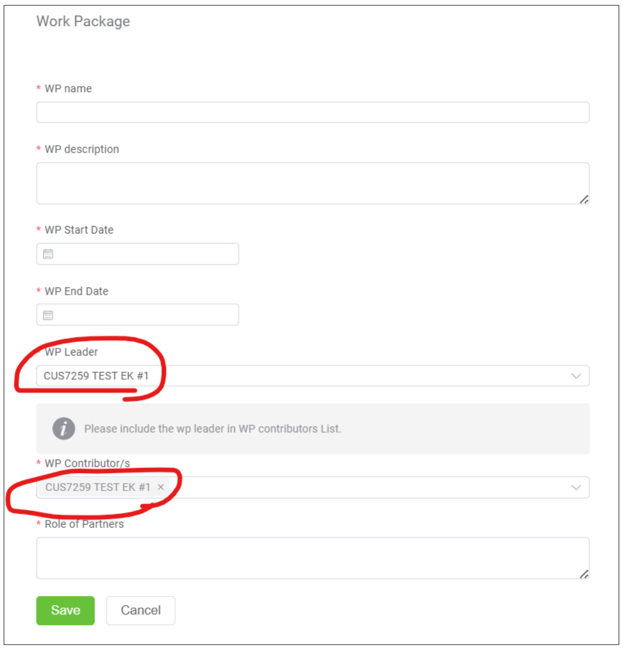


Once you click on "new work package" a new window will appear where you can insert the details of the work package. The WPs will be **automatically numbered** by the system: do not include the WP number in the WP title, and make sure you give them a name that clearly reflects the type of activities covered.

The stat 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 should not be included among the WP contributors (because the budget cannot have a value of 0 Euro).



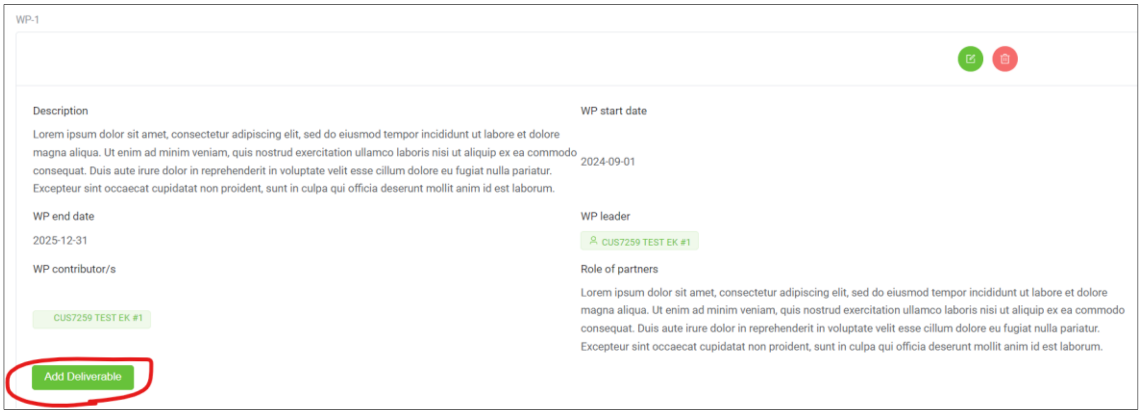
If you delete a WP, all deliverables linked to it will be deleted too. By deleting a WP, the system will automatically re-number the other existing ones (if any).

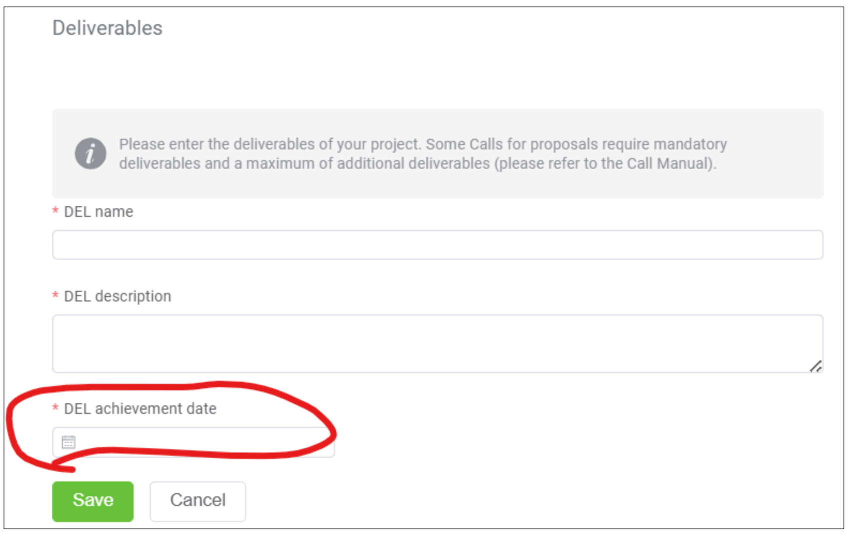
5.2 Deliverables

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 the Call Manual. You can also include additional deliverables, 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:





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 Key Performance Indicators (KPIs)

In the Application Form, you will need to select the corresponding KPI.

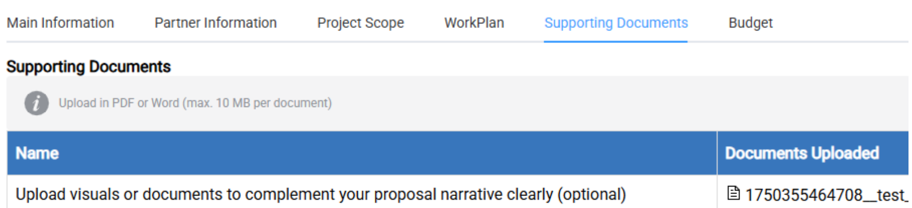
Keep in mind that:

- the achievement date cannot be after the end of the project.
- If an year is not applicable, please indicate 0 as target value.

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

6. Supporting Documents

Upload visuals or documents to complement your proposal narrative clearly (optional). Please note that only one attachment is allowed. If you have multiple documents, they must be merged into a single PDF before uploading.



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

7. Budget

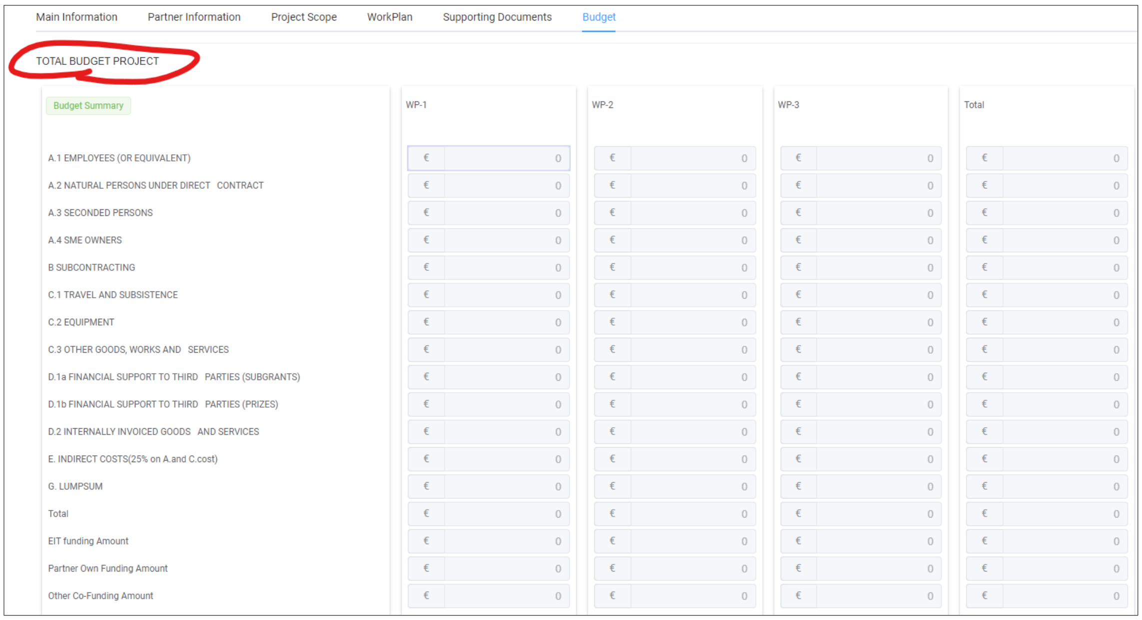
The Budget section is **directly linked to the Work Plan tab**. The Budget table is structured according to Work Packages (WPs) – and WPs appear in the Budget tab as soon as they are created in the Work Plan tab. This means that, deleting a WP under Work Plan will automatically delete that specific WP 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 do not expect to make any additional changes to the WPs' structure.

At the top pf 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.


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

TOTAL BUDGET PROJECT

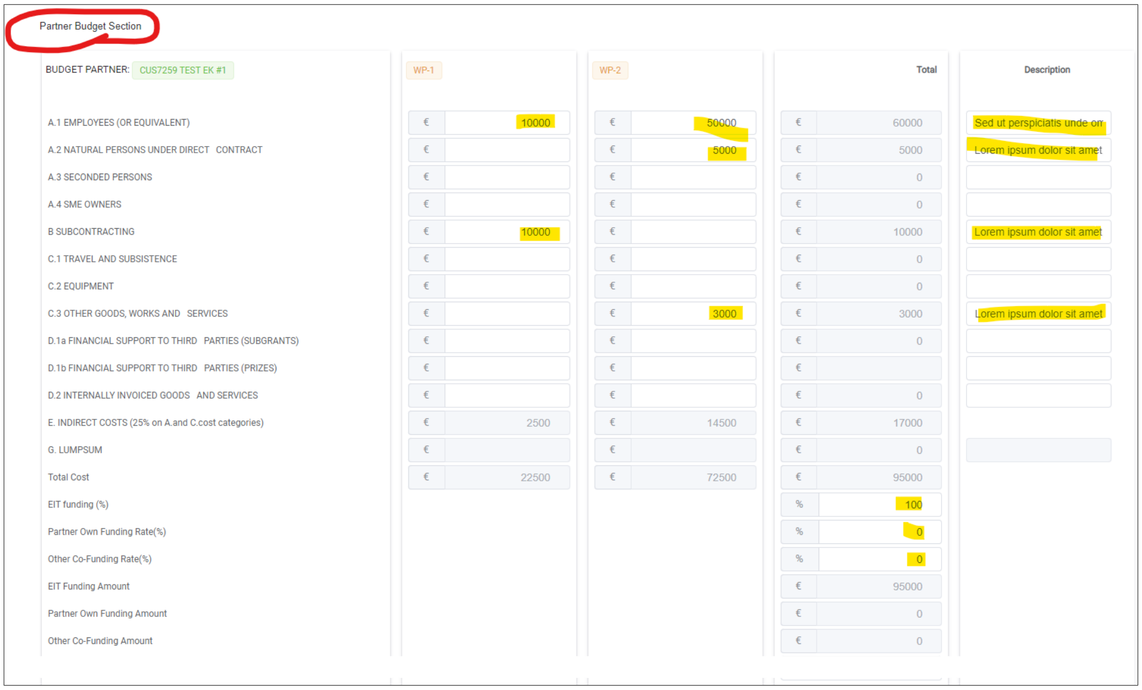
Budget Summary	WP-1	WP-2	WP-3	Total
A.1 EMPLOYEES (OR EQUIVALENT)	€ 0	€ 0	€ 0	€ 0
A.2 NATURAL PERSONS UNDER DIRECT CONTRACT	€ 0	€ 0	€ 0	€ 0
A.3 SECONDED PERSONS	€ 0	€ 0	€ 0	€ 0
A.4 SME OWNERS	€ 0	€ 0	€ 0	€ 0
B SUBCONTRACTING	€ 0	€ 0	€ 0	€ 0
C.1 TRAVEL AND SUBSISTENCE	€ 0	€ 0	€ 0	€ 0
C.2 EQUIPMENT	€ 0	€ 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. LUMPSUM	€ 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. LUMPSUM	€	€	€ 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	

You must also indicate the **percentage of EIT funding** (the part of the costs which will be covered by EIT) and the percentage of own funding. Remember that all proposals submitted to this Call must have a minimum co-funding rate of 25% for the whole project duration.

You must repeat this process for each partner.

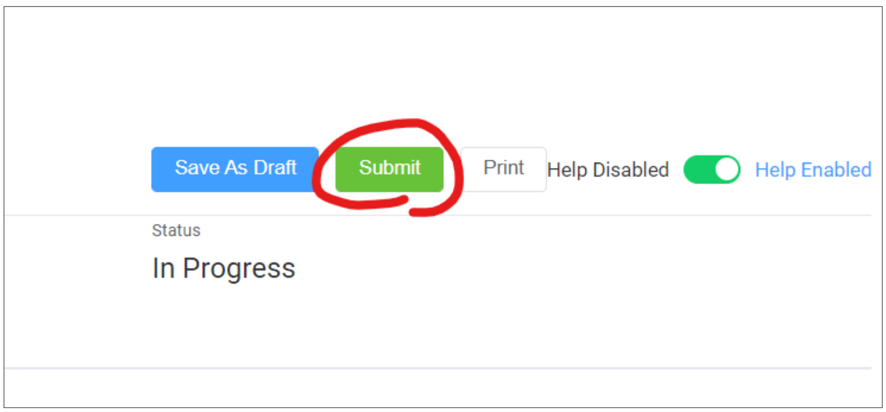
Before moving to the next tab, remember to **click on the "save" button**.

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 Application Form, EIT Urban Mobility staff will in fact be able to properly assist you.

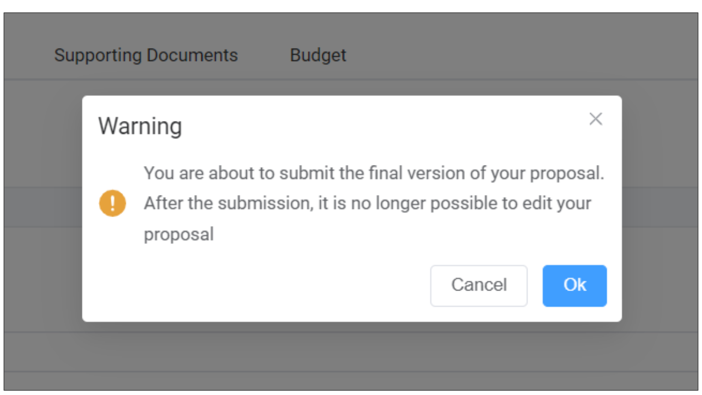
When your Application Form is correctly and fully completed, **save it one last time** and you can then **submit** it by clicking of the "submit" button:



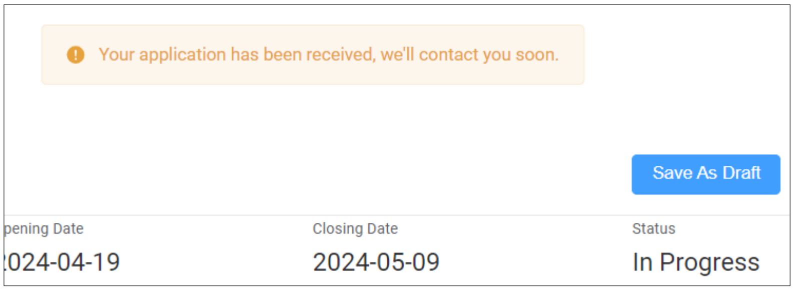
If your Application Form has been not properly completed – ie. some mandatory information has not been included – the system will not allow you to submit the Application Form and an error message will inform you about what is missing. You can therefore use the submit button as a "validation" check: in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

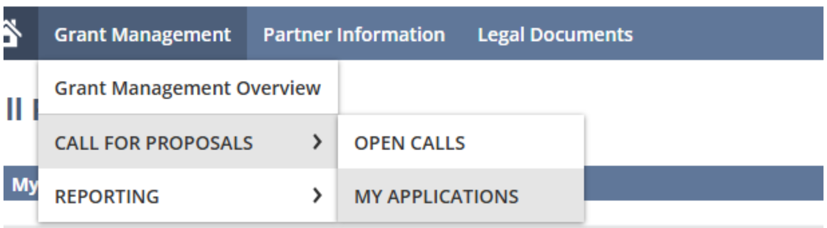
Once an Application Form is submitted it will not be possible to revert the process any longer, nor to submit a new updated version. Make therefore sure that you **submit the Application Form only once you are sure that the information introduced are final**.

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 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 Application Form, EIT Urban Mobility staff will in fact not be able to properly assist you if it is last minute.