



EIT EdTech Conference Open Call

Guidelines for applicants

EIT Urban Mobility - Mobility for more liveable urban spaces

Business Plan 2026–2028

EIT Urban Mobility

Barcelona | 22 April 2026

eiturbanmobility.eu

History of changes

Version	Publication Date	Change
1.0	22/04/2026	Initial version

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1. Submission process overview: PIC and PIF

Before starting to draft a proposal, **all applicants** must follow the following steps:

Step 1: Obtain a Participant Identification Code (PIC)

All applicants submitting to this Call must register themselves in the **EU Funding & Tenders Opportunities Portal** to obtain a valid **nine digit PIC number**.

If the applicant already has a PIC, no new registration is required.

If you do not know if you already has a PIC number, you can verify directly on the EU Portal (click [here](#)).

Step 2: Register or access the EIT Urban Mobility Programmes Portal (NetSuite)

- If you are already registered in the EIT Urban Mobility Programmes Portal ([NetSuite](#)), please log in by going to step 3.
- If you have never registered in the system, please go to the [Programmes Portal](#) and click on “Register”. Then select **Option 1: “I am an organisation/individual or an existing EITUM Academy student applying for EITM Calls”** and complete the **Partner Information Form (PIF)** with the required details.

If the system denies your registration because the PIC number corresponds to an already registered entity, or because your email address is associated with an existing entity, please contact servicedesk@eiturbanmobility.eu.

Step 3: Submit the application in NetSuite

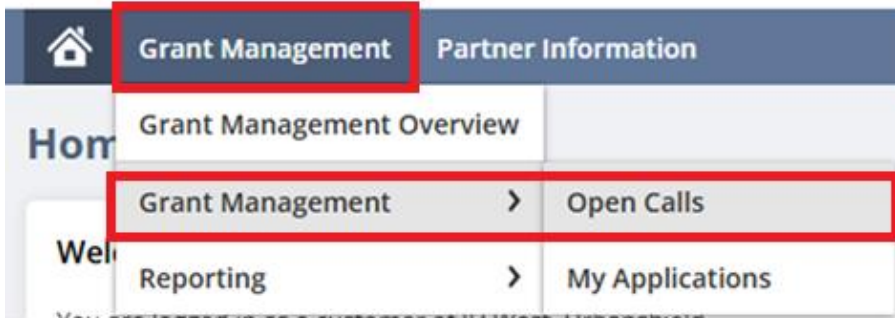
Once registered and logged in, applicants must:

1. Access the EIT Urban Mobility **NetSuite** platform.
2. Navigate to: **>Grant Management>Grant Management> Open Calls**.
3. Select the call **EIT EdTech Conference**
4. Complete all mandatory fields of the online **application form**.
5. Submit the complete proposal **before the relevant** deadline indicated in Section 2.

Applications submitted after the deadline will not be considered.

2. Create an application

Go to EIT Urban Mobility [Programmes Portal](#) (NetSuite), click on > *Grant Management* > *Open Calls*



Choose the **EIT EdTech Conference** 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 sections, which are detailed below.

2.1. Main Information

Main Information	Partner Information	Project Scope	WorkPlan	Supporting Documents	Budget
<p>Main Information</p> <p>ID proposal number</p> <input type="text"/>					
<p>* Project Title</p> <p>Please enter a descriptive title of your project (max 140 characters)</p> <input type="text" value="Test22042026"/>					
<p>* Project Acronym</p> <p>Please enter a short title or acronym for your project (max 25 characters)</p> <input type="text" value="Test22042026"/>					
<p>* Project starting date</p> <p>Please enter the start of the project. <input type="text" value="01/09/2026"/></p>					
<p>* Project ending date</p> <p>Please enter the end date of your project <input type="text" value="30/11/2028"/></p>					
<p>Total Budget (€)</p>					

The ID proposal number is generated automatically 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.

As indicated in the Call Manual, the tentative start date of the project is 1 September 2026 and the tentative end date is 30 November 2028.

Total Budget (€)

EIT Funding (€)

Own Co-Funding (%)

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

* Executive summary (max 1000 characters)

Summarise your proposed activities, the partner(s), and their relevance to the Startup Ecosystem Agent project. Describe the approach to scouting and supporting startups, delivering Startups Community events, and Access to Market workshops, and explain how this will contribute to EIT Urban Mobility's strategic objectives and impact investment goals. Highlight how the activity ensures inclusivity, high-quality delivery, and measurable outcomes. This summary must be suitable for communication to a general audience. NB: Do not include jargon, acronyms, or confidential/sensitive information.

0 / 1000

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.

* How did you hear about this call? (Please select one or more)

If you selected option 'Other', please specify

* List of Keywords Related to this Project

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

* Free Self-defined Keywords

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

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

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

2.2. Partner Information

Application ID	Program Name	Program Opening Date	Program Closing Date	Status
To Be Generated	EIT EdTech Conference	2026-04-22	2026-06-23	InProgress

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 NetSuite but is not visible in the dropdown list, please contact servicedesk@eiturbanmobility.eu

* 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.

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
<input type="text" value="EIT EdTech Conference"/>	<input type="text" value="0 / 4000"/>	<input type="button" value="Delete"/> <input type="button" value="+"/>

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, please invite them to register in the EIT Urban Mobility [Programmes Portal \(NetSuite\)](#). Click on “Register” and then select Option 1: “I am an organisation/individual or an existing EITUM Academy student applying for EITM Calls” and complete the Partner Information Form (PIF) with the required details.

* 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

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.

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.

Email of the Co-Editor must correspond to an **already existing contact in the system**. To view the list of existing contacts go to Customer Portal > Partner Information > Partner Information Form (PIF) > PIF Modification.

In case the contact is not found, please contact servicedesk@eiturbanmobility.eu providing the email address of the Co-Editor and Application ID.

Contact (Please write the email address of the Co-Editor)	Action
	+

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 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**.

2.3. 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:

Excellence, novelty, and innovation

- **Clarity and alignment with Conference objectives and pan-European dimension**

Explain how your proposal demonstrates ambition and added value compared to the 2024 and 2025 editions of the EIT EdTech Conference. Describe how the proposed concept, programme design and stakeholder engagement approach strengthen the European dimension, positioning and impact of the Conference.

- **Alignment with EIT strategic objectives and portfolio positioning and compliance with the principles of knowledge triangle.**

Explain how your proposal aligns with EIT objectives and positions the Conference within the broader EIT portfolio and Knowledge Triangle framework. Describe how the Conference contributes to the EIT mission, supports EU policy priorities related to digital education and skills, and strengthens synergies with the EIT Community and related initiatives.

- **Approach beyond standard conference delivery models and innovative and forward-looking elements in programme design, formats and stakeholder engagement methodologies.**

Describe how your proposal goes beyond standard conference delivery models. Describe the innovative and forward-looking elements of the programme design, formats and stakeholder engagement methodologies (e.g. participatory formats, matchmaking mechanisms, co-creation formats, structured harvesting or outcome-oriented sessions). Explain how these elements will facilitate meaningful interaction, knowledge exchange and the translation of discussions into actionable outcomes.

- **Soundness and credibility of methodology**

Describe how discussions and exchanges will be structured and facilitated in order to generate concrete insights and actionable outcomes.

- **Gender mainstreaming and inclusiveness**

Describe how gender mainstreaming and inclusiveness will be integrated into the design and implementation of the Conference. Explain the underlying methodology and conceptual approach guiding your proposal. Include measures to ensure gender balance among speakers and participants, stakeholder diversity, geographic representation and accessibility.

Impact

- **Strengthening links between EdTech sector and EIT Community**

Describe the pathways through which the Conference will strengthen links between the European EdTech sector and the EIT Community. Explain how the proposed programme design, stakeholder

engagement strategy and follow-up mechanisms will foster cross-sector collaboration, generate tangible outcomes (e.g. partnerships, recommendations, follow-up initiatives) and contribute to the long-term development of the European EdTech ecosystem.

- **Mobilisation of high level and diverse stakeholders**

Describe your strategy to mobilise high-level and diverse stakeholders across sectors and geographies, ensuring balanced representation aligned with the Knowledge Triangle (education, research and business) and the European EdTech ecosystem.

- **Communication outreach and EIT visibility strategy**

Describe your communication and outreach strategy before, during and after the event. Explain how you will ensure strong visibility of EIT Urban Mobility and compliance with EIT community branding and communication requirements.

- **Long term positioning and financial sustainability**

Describe how the Conference will ensure long-term positioning, sustainability and continuity beyond each edition and follow-up mechanisms to sustain ecosystem engagement. Explain the credibility and robustness of your financial planning and revenue generation strategy (e.g. sponsorship, partnerships, exhibition space, ticketing).

Quality and efficiency of the 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?**

Provide a detailed work plan for delivering both Conference editions, including milestones, KPIs, deliverables and allocation of resources. Explain how your timeline is realistic and proportionate to the scope of activities.

- **Recruitment and selection process of attendees**

Describe the proposed recruitment and selection process of attendees. Explain how you will ensure balanced representation across stakeholder categories and guarantee high-level participation and cross-sector interaction.

- **Complementarity of expertise and role allocation.**

Describe the expertise of the consortium members and explain how roles and responsibilities are clearly allocated. Demonstrate complementarity and internal governance capacity. Explain the experience in delivering similar high-level conferences in the European context.

Previous experience

- Experience delivering high level European conferences

Provide evidence of your experience delivering high-level European or international conferences of comparable scale and complexity. Include information on participant size, budget, stakeholder diversity, policy relevance and the type of outcomes generated.

Risk Management and Contingency Plan

Risk Management and Contingency Plan
Please identify relevant risks and describe adequate mitigation measures.

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

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.

Financial Sustainability


*** Financial Sustainability**
Please enter the estimated Contribution to EIT Urban Mobility Financial Sustainability.

Description	Responsible Partner	Revenue	Action
			+ Add New

Please enter the estimated Contribution to EIT Urban Mobility Financial Sustainability.

Ethics and Security

Ethics and Security

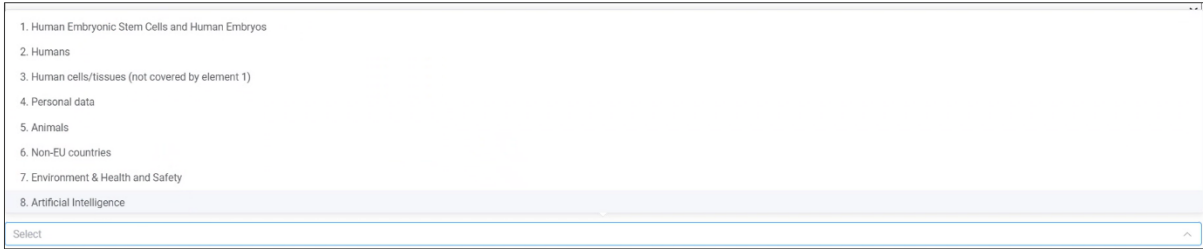
 Please select from the list any ethics of security area your project may have an impact on

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

NO YES

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:



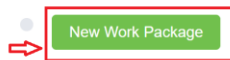
Before moving to the next tab, remember to **click on the “save” button**.

2.4 Work Plan

Work Packages

Work Package

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



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**.

NB: 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 should not 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**

i Please include the wp leader in WP contributors List.

*** WP Contributor/s**


i Describe the role and contribution of all the partners to the WP

*** 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).

Deliverables

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

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.

Key Performance Indicators (KPIs)

KPIs

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 Year	Target Value	KPI achievement date	Responsible partner	Contributing partner/s	Action
KONHE02	Participants in all Academy activities	Here each individual participant in an education programme counts, being in the Master School, Doctoral Training Network or Competence Hub.						<div style="display: flex; justify-content: space-around;"> Edit Delete </div> <div style="text-align: right;"> +Add New </div>

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.

According to the Call Manual, the minimum target per year is 160:

KPI Code	KPI title	Minimum target value/year
KONHE02	Participants in all Academy activities	160

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

2.5. Supporting documents

This is a very important part of your application because the supporting documents are mandatory. According to section 5.1 of the Call Manual, applications must be complete and contain all parts and **mandatory supporting documents**. Therefore, **if you are missing any of the supporting documents your application will be considered incomplete and therefore ineligible.**

Upload in PDF (max. 10 MB per document)

***Description of relevant projects or events (including role, duration, budget and number of participants) including evidence of engagement with the EdTech ecosystem or related stakeholders, such as partnerships, participation in relevant initiatives, memberships in relevant networks or collaboration with public institutions, industry or education actors.**

Applicants should provide a concise description of relevant projects or events organised in the last five years that demonstrate the organisation’s capacity to deliver high-level European conferences or ecosystem-building activities.

For each project or event, applicants should include:

- **Name and short description** of the event or project

- **Role** of the applicant organisation
- **Duration and year** of implementation
- **Approximate budget**
- **Number and type** of participants
- **Evidence of engagement** with the EdTech ecosystem or related innovation and education stakeholders (e.g. partnerships, participation in relevant initiatives, memberships in networks, collaboration with public institutions, industry actors or education providers).

***Organisational profile and team structure**

Applicants should provide a brief organisational profile describing their mission, areas of expertise and experience relevant to the implementation of the proposed action.

The document should also include an overview of the organisational structure and the team that will be involved in the project, clearly indicating roles, responsibilities and reporting lines.

***CVs of key personnel involved in the implementation of the action.**

Applicants must provide CVs of the key personnel responsible for the coordination, management and delivery of the proposed action.

CVs should highlight relevant professional experience, including expertise in event management, project coordination, stakeholder engagement, and delivery of international or EU-level initiatives.

Any other additional documentation

PDF, PPT, or Excel document

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

2.6. Budget

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

For this reason, we highly recommend you to **fill-in the Budget tab only once the Work Plan has been finalised** and you do not 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.

[Main Information](#)
[Partner Information](#)
[Project Scope](#)
[WorkPlan](#)
[Supporting Documents](#)
[Budget](#)

TOTAL BUDGET PROJECT ▼

The Budget section is directly linked to the WorkPlan tab. The WPs appear in the Budget tab as soon as they are created in the WorkPlan tab. 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.

Budget Summary	WP-1 Project Management	WP-2 Test	Total
A.1 EMPLOYEES (OR EQUIVALENT)	€ 0	€ 0	€ 0
A.2 NATURAL PERSONS UNDER DIRECT CONTRACT	€ 0	€ 0	€ 0
A.3 SECONDED PERSONS	€ 0	€ 0	€ 0
A.4 SME OWNERS	€ 0	€ 0	€ 0
B SUBCONTRACTING	€ 0	€ 0	€ 0
C.1 TRAVEL AND SUBSISTENCE	€ 0	€ 0	€ 0
C.2 EQUIPMENT	€ 0	€ 0	€ 0
C.3 OTHER GOODS, WORKS AND SERVICES	€ 0	€ 0	€ 0
D.1a FINANCIAL SUPPORT TO THIRD PARTIES (SUBGRANTS)	€ 0	€ 0	€ 0
D.1b FINANCIAL SUPPORT TO THIRD PARTIES (PRIZES)	€ 0	€ 0	€ 0
D.2 INTERNALLY INVOICED GOODS AND SERVICES	€ 0	€ 0	€ 0
E. INDIRECT COSTS(25% on A.and C.cost)	€ 0	€ 0	€ 0
G. LUMP SUM	€ 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”.

BUDGET PARTNER: CUS r.p.c. s.p.a.	WP-1 Project	WP-2 Test	Total	Description
Management				
A.1 EMPLOYEES (OR EQUIVALENT)	€ 150000	€ 150000	€ 300000	
A.2 NATURAL PERSONS UNDER DIRECT CONTRACT	€	€	€ 0	
A.3 SECONDED PERSONS	€	€	€ 0	
A.4 SME OWNERS	€	€	€ 0	
B SUBCONTRACTING	€	€	€ 0	
C.1 TRAVEL AND SUBSISTENCE	€	€	€ 0	
C.2 EQUIPMENT	€	€	€ 0	
C.3 OTHER GOODS, WORKS AND SERVICES	€	€	€ 0	
D.1a FINANCIAL SUPPORT TO THIRD PARTIES (SUBGRANTS)	€	€	€ 0	
D.1b FINANCIAL SUPPORT TO THIRD PARTIES (PRIZES)	€	€	€ 0	
D.2 INTERNALLY INVOICED GOODS AND SERVICES	€	€	€ 0	
E. INDIRECT COSTS (25% on A. and C. cost categories)	€ 37500	€ 37500	€ 75000	
G. LUMPSUM	€	€	€ 0	
Total Cost	€ 187500	€ 187500	€ 375000	
EIT funding (%)			%	
Partner Own Funding Rate(%)			%	
Other Co-Funding - EU non-EIT Rate			%	
Other Co-Funding - Other Rate			%	
Other Co-funding Rate - Private			%	
EIT 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 10% for the whole project duration.

You must repeat this process for each partner.

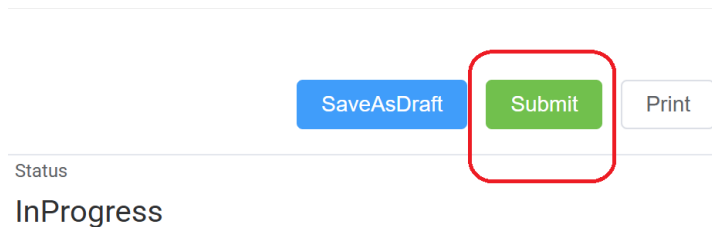
Before moving to the next tab, remember to **click on the “save” button**.

3. Submit your proposal

We strongly recommend all applicants **not to wait until 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.

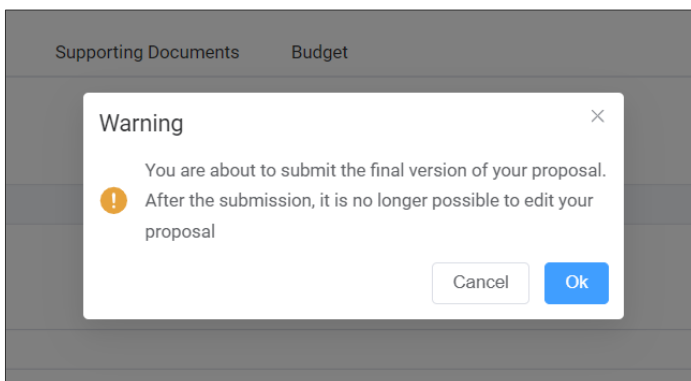
When your Application Form is correctly and fully completed, **save it one last time** and you can then **submit** it by clicking of the “submit” button:



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



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.

