



Business Plan 2026–2028

Scaleup Promotion Initiative

Open Call

Guidance for Applicants

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | 27 March 2026

eiturbanmobility.eu

History of changes

Version	Publication Date	Change
1.0	27.03.2026	Initial version

Any updates to these Guidelines are identified in the table above. Amended versions of this document are published on the EIT Urban Mobility Call website.

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1. Register and apply

1.1 PIC and PIF registration

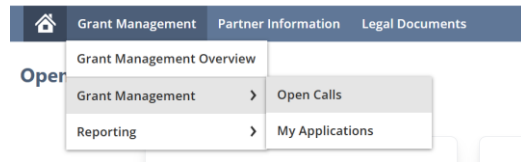
The first step an organisation must take to be able to apply for an EIT Urban Mobility Call is to register in the [EU Funding & Tender Portal](#) and **obtain a PIC number**. You can verify directly on the EU Portal whether your organisation is already registered and has a PIC: “Find a registered organisation”

Once an organisation has a PIC number, it will be possible to **register in NetSuite**, the EIT UM application tool. To do so, click “Register” if your entity is not yet registered in the system, select Option 1: “I am an organisation/individual”, and complete the Partner Information Form with the required details.

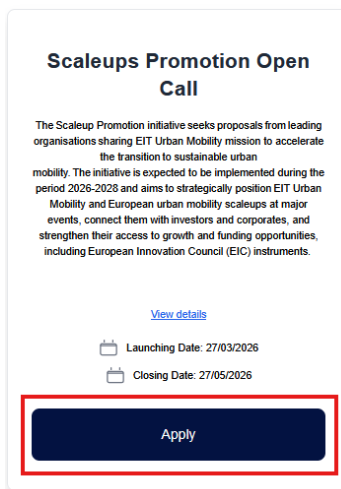
If the system denies your registration because the PIC number corresponds to an already registered entity, or because your email address is associated with an existing entity, please contact servicedesk@eiturbanmobility.eu.

1.2 Search for open calls and apply

Once you land on the **EIT UM application platform** and find the calls under Grant Management → Open Calls. You will see the list of all EIT Urban Mobility Calls currently open.



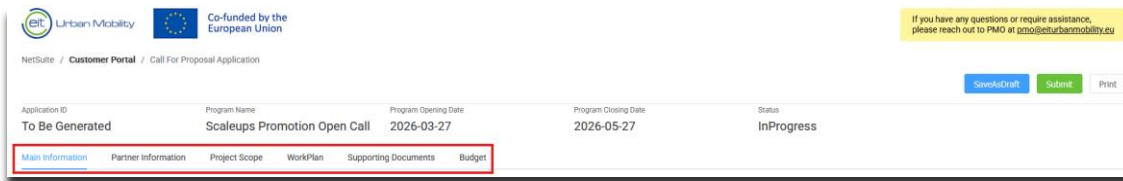
Choose **Scaleups Promotion Open Call** from the list and click on the “Apply” icon:



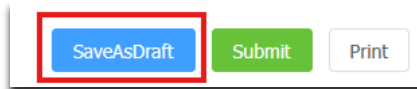
Once you click on “Apply”, a new Application Form (AF) is created, and you will be able to start filling it in with all the project information.

To work in the application, we recommend you only use Edge, Chrome or Firefox. **Please DO NOT use the Safari browser** (and any other similar one) to avoid encountering technical issues. In case you encounter any issues at any time during the proposal submission stage, please reach out immediately to pmo@eiturbanmobility.eu, indicating the issue and proposal ID number.

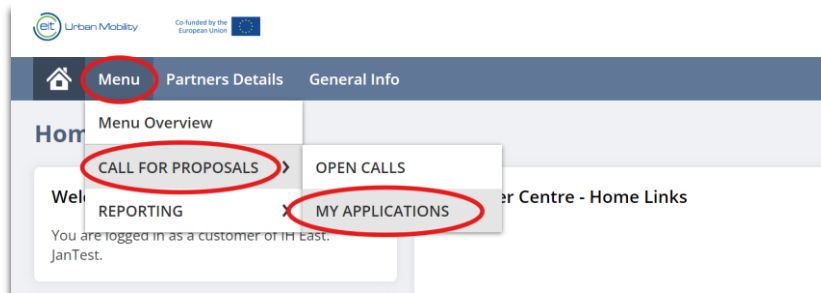
The AF is divided into six different tabs, each containing a set of information.



Once you start working on your AF, we recommend that you **save (SaveAsDraft) often**, especially when you move from one tab to another.



If you have saved it as a draft, you will be able to find and continue working on your draft application as shown below.

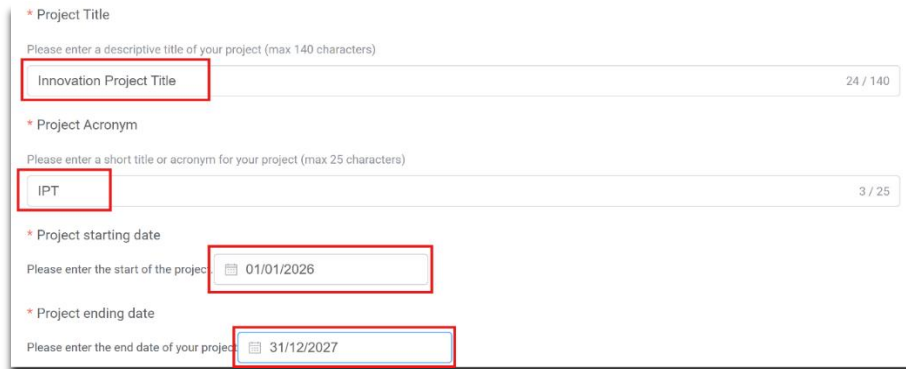


In the “My applications” section, you can also see if your application is still in draft or has been submitted.

Open	1.1-0001-112-00113	Project Acronym	Academy Open Call - MS and Fellowship	Submitted	01/06/2025	31/12/2025
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2. Main Information

In this “Main information” tab, the “ID proposal number” is automatically assigned by the system when you first save your proposal. You will have to indicate the following information:



* Project Title
Please enter a descriptive title of your project (max 140 characters)
Innovation Project Title 24 / 140

* Project Acronym
Please enter a short title or acronym for your project (max 25 characters)
IPT 3 / 25

* Project starting date
Please enter the start of the project: 01/01/2026

* Project ending date
Please enter the end date of your project: 31/12/2027

When entering the “Project Title” and “Project Acronym”, remember that this will be the official name publicly used to promote your project. “Project starting date” and “Project ending date”. In the framework of the Scaleup Promotion Initiative Open Call, the project duration is expected to be a maximum of 29 months (July 2026 – December 2028). And in any case, it can end later than December 31st, 2028.

Sections “Total Budget (€)”, “EIT funding (€)” and “Own Co-Funding (%)” will be populated automatically by the system once you insert the budget (last tab).

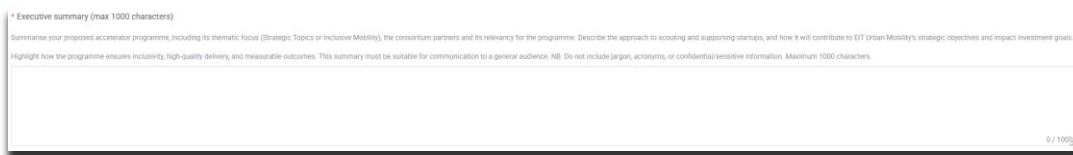


Total Budget (€)
The budget information “Total Budget (€)”, “EIT Funding (€)”, “Own Co-Funding (%)” updates automatically from the Budget tab and will populate once defined there.

EIT Funding (€)

Own Co-Funding (%)

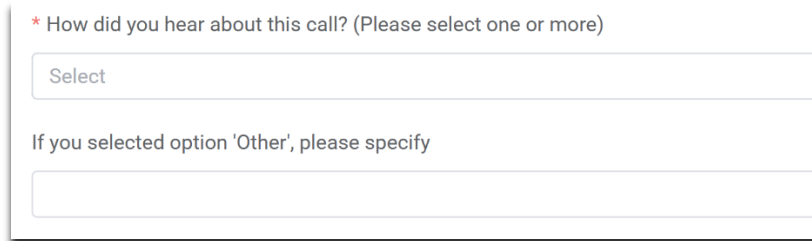
When writing the “Executive summary (max 1000 characters)”, remember this must provide a comprehensive but general overview of the project. If your project is selected for funding, it will be used for dissemination purposes. Therefore, we suggest filling in this section once you have completed all other sections and have a clear overview of your project.



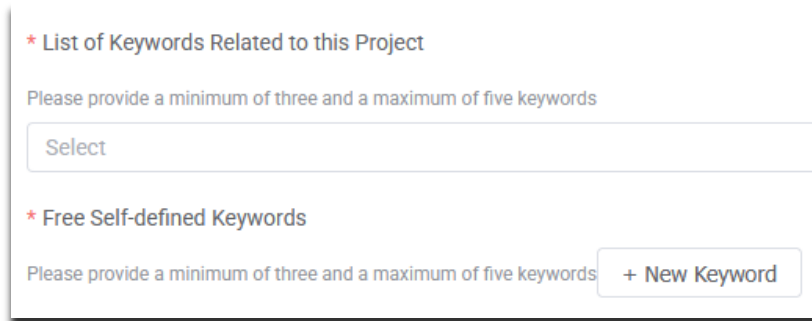
* Executive summary (max 1000 characters)
Summarise your proposed accelerator programme, including its thematic focus (Strategic Topics or Inclusive Mobility), the consortium partners and its relevancy for the programme. Describe the approach to scouting and supporting startups, and how it will contribute to EIT Urban Mobility's strategic objectives and impact investment goals. Highlight how the programme 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. Maximum 1000 characters.

0 / 1000

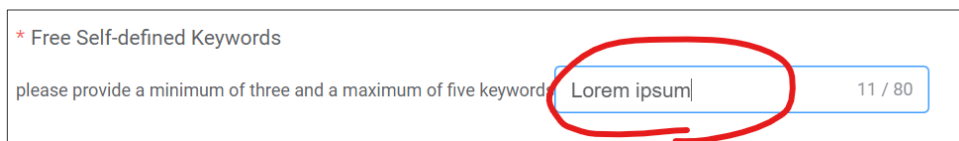
Next, you will have to indicate “**How did you hear about this call?**”. You can select several options (scroll down to see all options). In case no option applies to you, you can select “Other” and write below how you heard about this call:



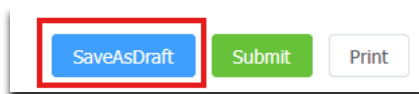
You must enter “**List of Keywords Related to this Project**”, a **minimum of 3 and a maximum of 5** to be selected from a drop-down menu, and “**Free Self-defined Keywords**”, a **minimum of 3 and a maximum of 5** freely typed. Make sure you select the keywords that best represent your project. You can type in a word to see available pre-defined keywords.



To enter a “**Free Self-defined Keyword**”, click on “+ New Keyword”, type the word and press “enter” to save it.



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



3. Partner Information

The “**Project Leader (EN)**” is automatically assigned by the system, and it is the organisation of the contact that creates the Application Form.

The “**Project Leader main contact person e-mail**” 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 (EN)**”, you must list all partners that will be involved in the project (if applicable) and describe which 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
CUS6853 JanTest		

Once you click on the “plus” button, you must enter the **full PIC number 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 here**.

Once you have added all partners, you must indicate if there is any “**Existence of direct links between participants in the current proposal**”. 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 the section “Co-Editor”, 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 the contact person of an organisation already registered in the system.

If you click on the “+” button to add a contact but you cannot find the user, remember to click on the delete button otherwise, the system will give you an error message when clicking on “save”.

Co-Editor

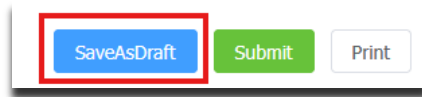
If a co-editor is selected, they have full access to your proposal. Please ensure that the consortia agree on the content of the proposal before making the submission.

Contact (Please input the email address of the Co-Editor)	Action
<input type="text" value="elisa.kerschbaumer@eiturbanmobility.eu"/>	<input type="button" value="X"/>
CUS3810 CFP Customer A: Elisa	<input type="button" value="+"/>

We suggest **granting co-editor rights only to a limited number of people** and **only when** their direct contribution in filling in the Application Form **is needed**. If you have one or more co-editors assigned to your proposal, **make sure no more than one user is working on the AF at the time**. If more users are working simultaneously in the AF, the system will not be able to save the work of all users, and **this will cause a loss of information**.

IMPORTANT: Only the creator of the Application Form can SUBMIT the proposal.

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

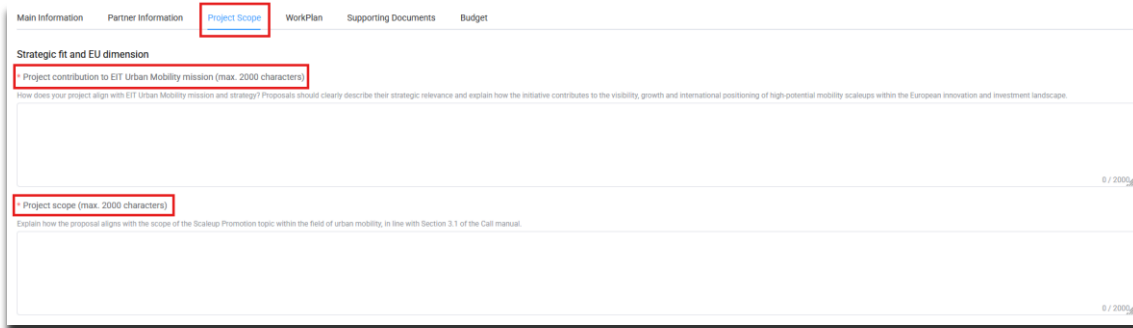


4. Project Scope

For this whole section, we recommend that 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 **Strategic fit and EU dimension, Excellence and novelty, Impact, Quality of implementation, Communication and Dissemination Plan, Gender and diversity, Knowledge Triangle Indicator (KTI), Intellectual Property Rights (IPR), Financial Sustainability, and Ethics and Security** of your project:



You will then be required to reply to all the call-specific questions.

Under the “**Risk Management and Contingency Plan**” section, we ask you to outline the risks potentially related to your project. To add a risk, click on the “add new” button.

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

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

Under the **“Financial Sustainability”** section, you will be able to describe how your organisation or consortium will contribute to EIT Urban Mobility’s financial sustainability. Indicate any expected revenue streams (e.g., event income, sponsorships, services, or partnerships), their estimated value, and how they will be generated during the project. While revenue generation is not mandatory, proposals demonstrating credible revenue potential will be positively assessed.

* **Financial Sustainability**
Describe how your organisation or consortium will contribute to EIT Urban Mobility's financial sustainability. Indicate any expected revenue streams (e.g., event income, sponsorships, services, or partnerships), their estimated value, and how they will be generated during the project. While revenue generation is not mandatory, proposals demonstrating credible revenue potential will be positively assessed.

Description	Number of recommendation	Action
		Add New

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 there are any ethics and security issues related to your project, please indicate which they are by selecting them from the drop-down menu (multiple selections are possible) and describe each of the categories you have selected:

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

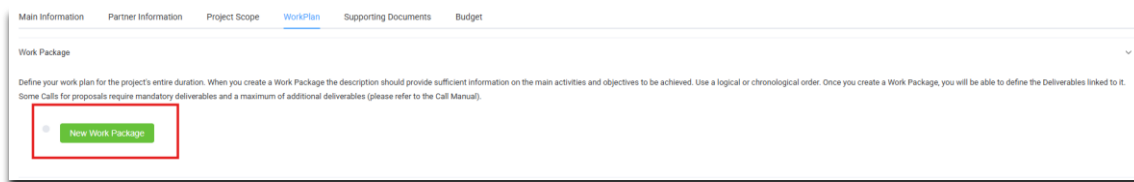
Before moving to the next tab, remember to **click** on the **“SaveAsDraft”** button.

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)**. A WP is a component of the project work breakdown. It represents a group of project activities targeting common specific objectives. **You have to create WPs before adding the related deliverables.** When describing the WPs' activities, you are requested to divide them according to tasks.

The creation of **the WP's 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 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 also disappear 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 name**, and make sure you give them a name that clearly reflects the type of activities covered. Example: Project Management

The start and end dates of the WPs cannot be earlier/later than the start and end dates of the overall project.

Remember that the WP leader **must** also be included under the “WP Contributor/s”. **The WP will, in fact, be created in the Budget tab, only for the partners that are listed as WP contributors under that specific WP.** In case you do not foresee a budget for the partner in a specific WP, make sure not to add them as a contributing partner and/or remove them as a contributing partner.

Work Package

* WP name

* WP description

* WP Start Date

* WP End Date

* WP Leader

Please include the wp leader in WP contributors List.

* WP Contributor/s

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 renumber the other existing ones (if any).

5.2 Deliverables

Once you save a WP, it will be possible to link deliverables to it. To do so, click on “add deliverable,” and a pop-up window will open:

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

The deliverables will be automatically numbered by the system: do not include the deliverable number in the title.

IMPORTANT: As indicated in the Call Manual, **each proposal must include the 16 mandatory deliverables** per achievement date to be delivered at specified moments of the project.

#	DEL name	DEL Description	DEL achievement date
DEL1	MOVE London - Pre-event preparation	Investor & startup tickets, speaking slots, booths and in-event networking opportunity, stakeholder mapping, pre-event startup support and communications.	31/05/2027
DEL 2	MOVE London - Pre-event preparation	Investor & startup tickets, speaking slots, booths and in-event networking opportunity, stakeholder mapping, pre-event startup support and communications.	31/05/2028
DEL 3	MOVE London - Post-event reporting & recommendations	Post-event communications, stakeholder follow-up results, feedback collection and recommendations for future editions.	15/07/2027
DEL4	MOVE London - Post-event reporting & recommendations	Post-event communications, stakeholder follow-up results, feedback collection and recommendations for future editions.	15/07/2028
DEL5	Mobility Startup Nexus - Pre-event preparation & matchmaking	Investor & startup invitations, full event logistics, session content & speaker arrangements, startup briefing, curated investor/corporate matchmaking schedule, pre-event communication package.	15/09/2026
DEL6	Mobility Startup Nexus - Pre-event preparation & matchmaking	Investor & startup invitations, full event logistics, session content & speaker arrangements, startup briefing, curated investor/corporate matchmaking schedule, pre-event communication package.	15/09/2027
DEL7	Mobility Startup Nexus - Pre-event preparation & matchmaking	Investor & startup invitations, full event logistics, session content & speaker arrangements, startup briefing, curated investor/corporate matchmaking schedule, pre-event communication package.	15/09/2028

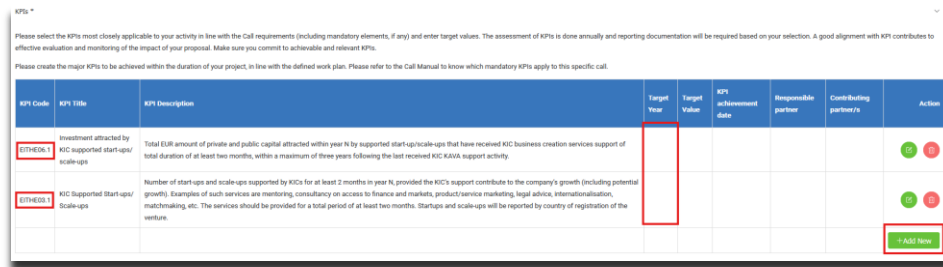
DEL8	Mobility Startup Nexus - Post-event reporting & recommendations	Post-event communication package including video, attendee list, matchmaking interactions, feedback collection, testimonials and recommendations for future editions.	30/11/2026
DEL9	Mobility Startup Nexus - Post-event reporting & recommendations	Post-event communication package including video, attendee list, matchmaking interactions, feedback collection, testimonials and recommendations for future editions.	30/11/2027
DEL10	Mobility Startup Nexus - Post-event reporting & recommendations	Post-event communication package including video, attendee list, matchmaking interactions, feedback collection, testimonials and recommendations for future editions.	30/11/2028
DEL11	Slush Helsinki - Pre-event preparation & matchmaking	Investor & startup tickets and side-event invitations, pre-event briefing and scaleup support, investor mapping, full side-event event logistics.	15/10/2026
DEL12	Slush Helsinki - Pre-event preparation & matchmaking	Investor & startup tickets and side-event invitations, pre-event briefing and scaleup support, investor mapping, full side-event event logistics.	15/10/2027
DEL13	Slush Helsinki - Pre-event preparation & matchmaking	Investor & startup tickets and side-event invitations, pre-event briefing and scaleup support, investor mapping, full side-event event logistics.	15/10/2028
DEL14	Slush Helsinki - Post-event reporting & recommendations	Post-event communications, investor follow-up results, feedback collection and recommendations for future editions.	15/12/2026
DEL15	Slush Helsinki - Post-event reporting & recommendations	Post-event communications, investor follow-up results, feedback collection and recommendations for future editions.	15/12/2027
DEL16	Slush Helsinki - Post-event reporting & recommendations	Post-event communications, investor follow-up results, feedback collection and recommendations for future editions.	15/12/2028

If you delete a WP, 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).

If your project is approved for funding, you will be asked to justify in a dedicated report the achievement of each deliverable foreseen; therefore, make sure you include all the mandatory ones, and only others that the achievement date you indicate is plausible.

5.3 Key Performance Indicators (KPIs)

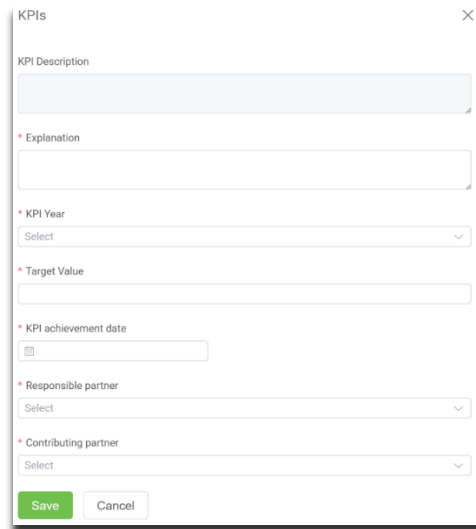
Under the Section KPI, you will be able to **add the mandatory KPIs for your project**. Click on “+Add New” to add the relevant information for the applicable KPI.



IMPORTANT: Please refer to the Call Manual to understand which KPI you have to add. All submitted proposals must comply with the **two mandatory KPIs listed below**, providing the expected minimum target value for each KPI per year (one line per year in the application form).

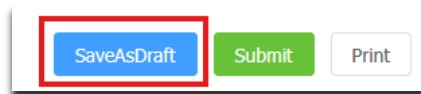
KPI Code	KPI title	Minimum target value/year
EITHE03.1	KIC-supported start-ups/scale-ups	10
EITHE06.1	Investment attracted by KIC-supported start-ups and scale-ups	1M€ in 2027 2M€ in 2028

For each KPI added, you will have to select the Code (see available codes above) and add the following information:



Proposals with higher KPI ambitions - particularly for EITHE06.1 - will be positively considered during evaluation as long as targets are realistic and clearly aligned with the project's objectives and scope. Unrealistic or misaligned KPI targets may negatively impact the proposal's assessment.

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



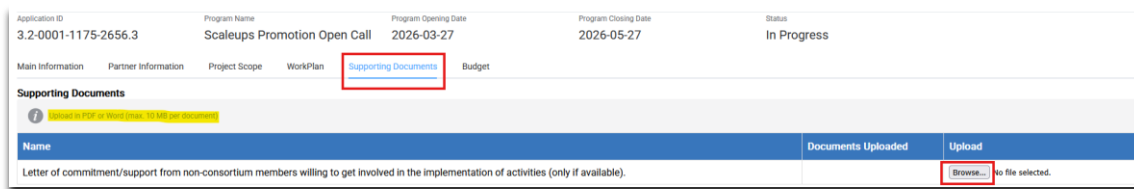
6. Supporting Documents

Under this tab, you can add the following optional documents/information:

- Letter of commitment/support from non-consortium members willing to get involved in the implementation of activities (only if available).

You can upload only **one document in PDF or Word format**.

IMPORTANT: The document uploaded to the application form must be in **English** and **not exceed 10 MB**. Documents that exceed this size limit will not be saved.

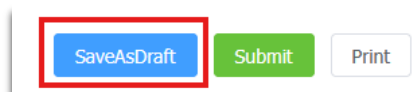


Application ID	Program Name	Program Opening Date	Program Closing Date	Status
3.2-0001-1175-2656.3	Scaleups Promotion Open Call	2026-03-27	2026-05-27	In Progress

Main Information	Partner Information	Project Scope	WorkPlan	Supporting Documents	Budget						
<p>Supporting Documents</p> <p><i>Upload in PDF or Word format. 10 MB per document.</i></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Documents Uploaded</th> <th>Upload</th> </tr> </thead> <tbody> <tr> <td>Letter of commitment/support from non-consortium members willing to get involved in the implementation of activities (only if available).</td> <td></td> <td>Browse... no file selected.</td> </tr> </tbody> </table>						Name	Documents Uploaded	Upload	Letter of commitment/support from non-consortium members willing to get involved in the implementation of activities (only if available).		Browse... no file selected.
Name	Documents Uploaded	Upload									
Letter of commitment/support from non-consortium members willing to get involved in the implementation of activities (only if available).		Browse... no file selected.									

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

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



7. Budget

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 the “Work Plan” tab 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.

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 1		Total
A.1 EMPLOYEES (OR EQUIVALENT)	€		0	€	0
A.2 NATURAL PERSONS UNDER DIRECT CONTRACT	€		0	€	0
A.3 SECONDED PERSONS	€		0	€	0
A.4 SME OWNERS	€		0	€	0
B SUBCONTRACTING	€		0	€	0
C.1 TRAVEL AND SUBSISTENCE	€		0	€	0
C.2 EQUIPMENT	€		0	€	0
C.3 OTHER GOODS, WORKS AND SERVICES	€		0	€	0
D.1a FINANCIAL SUPPORT TO THIRD PARTIES (SUBGRANTS)	€		0	€	0
D.1b FINANCIAL SUPPORT TO THIRD PARTIES (PRIZES)	€		0	€	0
D.2 INTERNALLY INVOICED GOODS AND SERVICES	€		0	€	0
E. INDIRECT COSTS(25% on A.and C.cost)	€		0	€	0
G. LUMP SUM	€		0	€	0
Total	€		0	€	0
EIT funding Amount	€		0	€	0
Partner Own Funding Amount	€		0	€	0
Other Co-Funding Amount	€		0	€	0

Right under the total budget table, you will find one table for each one of the partners involved in the project. For each of them, only the Work Packages where they have been included as “contributor” will appear.

IMPORTANT: Each WP for each partner must include a budget. If a partner does not have a budget in a Work Package, they must be removed as a “WP contributor/s” in the “Work Plan” tab.

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”.
- 5.000 Euro under travel “cost for the trip of two people for 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 : CUST259 TEST EK #1	WP-1	WP-2	Total	Description
A.1 EMPLOYEES (OR EQUIVALENT)	€ 50000	€ 50000	€ 60000	Cost of participants under an
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 (23% 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(%)			% 10	
Other Co-Funding Rate(%)			% 10	
EIT Funding Amount			€ 95000	
Partner Own Funding Amount			€ 0	
Other Co-Funding Amount			€ 0	
Type of Co-funding			Direct	

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 have to be manually filled. The proposals submitted under the Scaleups Promotion Open Call All must include a **minimum co-funding (own funding + co-funding) rate of 10% at the project level**.

Own funding will be the costs covered by the partner directly, while **co-funding** will be the costs covered by a third party. If any co-funding is foreseen, you must indicate **who is covering** it by adding the co-funding % in the corresponding line:

Partner Own Funding Rate(%)		%	<input type="text"/>
Other Co-Funding Rate - National and Regional		%	<input type="text"/>
Other Co-Funding - EU non-EIT Rate		%	<input type="text"/>
Other Co-Funding - Other Rate		%	<input type="text"/>
Other Co-funding Rate - Private		%	<input type="text"/>

You must repeat this process for each partner.

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

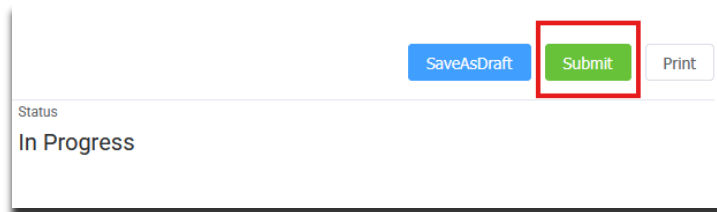
<input type="button" value="SaveAsDraft"/>	<input type="button" value="Submit"/>	<input type="button" value="Print"/>
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8. Submit Application Form

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 the “submit” button:

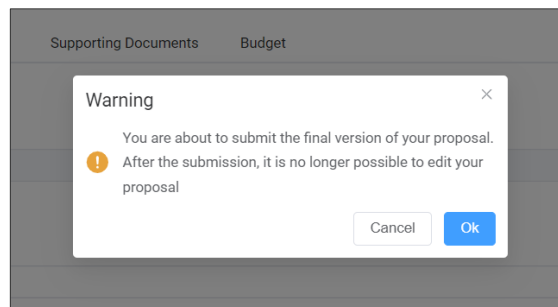


If your Application Form has not been properly completed – i.e. some mandatory information has not been included – the system will not allow you to submit the AF, and an error message will inform you about what is missing.

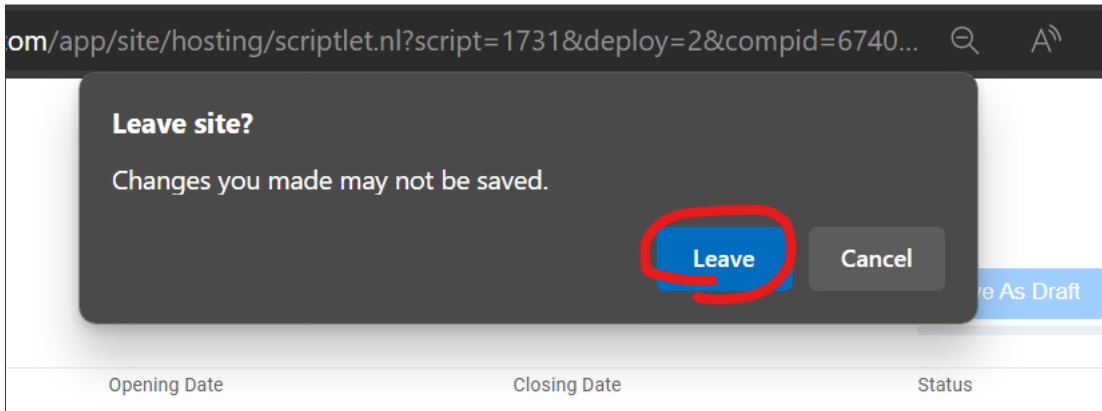
If you attempt a submission by clicking on submit, even if your proposal is not yet complete will help identify any missing elements. You can cancel the submission process at any time, just make sure to save your work as a draft beforehand.

IMPORTANT: 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 sure, therefore, that you submit the AF only once you are sure that the information introduced is final.

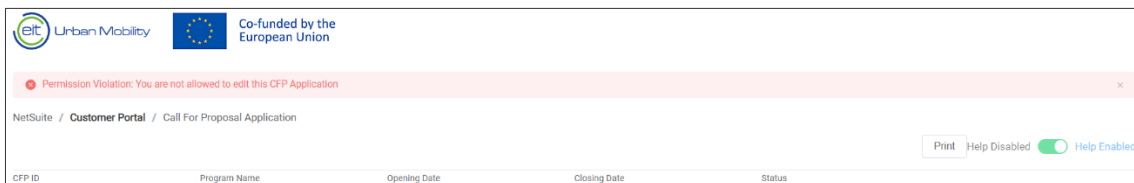
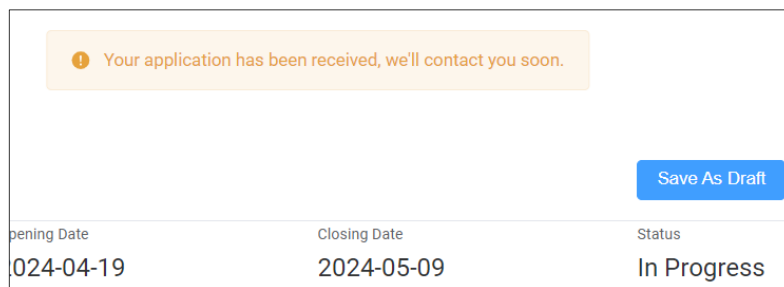
After clicking “submit”, a pop-up message will ask you to confirm or cancel your choice:



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, the following message will appear, and your application will no longer be editable.



By going into the section “My applications”, you will, however, be able to see the status of your application and therefore see if it was properly submitted.

9. Tips & Tricks

Please find below a recap of the **main points of attention** to follow 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 issues** by writing an email to pmo@eiturbanmobility.eu.
- **Do not include any external links (URLs).**
- For tabs like the “Project Scope” one: prepare your descriptions in an **offline document using the available application form on the Call website**, and copy and paste the text in the online Application Form only once final.
- If you have **co-editors**, remember that only **one user at a time** should work on the Application Form. Otherwise, **you risk losing any changes made during simultaneous editing.**
- **The budget will only be available once you have created the Work Packages.** Therefore, this should be the **last tab to be filled in** since the structure 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** (i.e. each WP should have Task 1, 2, 3...).
- **Save often to avoid losing information.** The system will automatically log you out after inactivity without saving your work.
- **Do not wait until 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.