



Master School and Fellowship Open Call 2027

Guidelines for applicants

EIT Urban Mobility - Mobility for more liveable urban spaces

Business Plan 2026–2028

EIT Urban Mobility

Barcelona | 27 May 2026

eiturbanmobility.eu

History of changes

Version	Publication Date	Change
1.0	27/05/2026	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

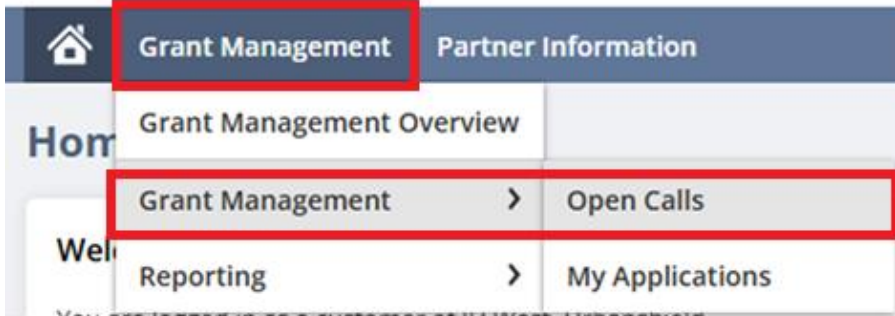
Once registered and logged in, applicants must:

1. Access the EIT Urban Mobility **NetSuite** platform.
2. Navigate to: **>Grant Management>Grant Management> Open Calls**.
3. Select the call **Master School and Fellowship 2027**
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 corresponding call. 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" value="1.2.01-1183-2826.3"/>					
<p>* Project Title</p> <p>Please enter a descriptive title of your project (max 140 characters)</p> <input type="text" value="Test_MS_InfoSession170626"/>					
<p>* Project Acronym</p> <p>Please enter a short title or acronym for your project (max 25 characters)</p> <input type="text" value="Test_MS_InfoSession170626"/>					
<p>* Project starting date</p> <p>Please enter the start of the project. <input type="text" value="01/01/2027"/></p>					
<p>* Project ending date</p> <p>Please enter the end date of your project. <input type="text" value="31/12/2027"/></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, this Call is open to proposals of 9 to 12 months (until December 31st, 2027), depending on the type of planned activities.

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
1.2.01-1183-2826.3	Master School and Fellowship 2027	2026-05-27	2026-09-03	In Progress

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

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 PLAZA 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="CUS6853 JanTestCustomer"/>	<input type="text" value="0 / 4000"/>	<input type="button" value="edit"/> <input type="button" value="add"/>

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:

Project main objectives

Please describe in a concise form what the project intends to do and how it will lead to concrete outcomes and results. Make sure your objectives are SMART - Specific, Measurable, Achievable, Realistic and Time Bound (max 4,000 characters)

Indicate your chosen activity type (MSA1-MSA5)

Here you have to choose the activity from the dropdown list:

* Indicate your chosen activity type (MSA1-MSA5)

Specify clearly your selected activity type.

- MSA1: Summer schools for Master students
- MSA2: New EIT Urban Mobility Master programmes
- MSA3: New universities joining the existing EIT Urban Mobility Master School programmes
- MSA4: I&E Master programmes that join the EIT Urban Mobility I&E Fellowship
- MSA5: Other educational activities contributing to KPI EITHE05.1 (startups created by students and graduates from EIT Labelled programmes)

Excellence

Describe the need addressed by the proposed activity, why it is not currently resolved, and the target audience. Explain how the activity differs from existing offers.

Explain the specific need or skills gap addressed by the proposal and why existing educational offers do not sufficiently address it. Specify the target audience and explain how the activity differs from existing offers on the market, considering innovation in format, audience, content, or delivery. (max 3,000 characters)

Describe the proposed educational activities. Explain what content will be covered, which teaching methods will be used, the duration of the activities, and how they will support active and authentic learning experiences.

Explain how the proposed activities support active and authentic learning experiences, such as learning by doing, hands-on approaches, challenge-based learning, or real-life application. Explain why the activities are appropriate for the activity goals and target audience. (max 4,000 characters)

Explain how the assessment methods are aligned with the intended learning outcomes and why they are appropriate for measuring the targeted skills and knowledge.

Describe the intended learning outcomes, the specific skills and knowledge targeted, and how the chosen assessment methods will measure whether participants have achieved them. (max 2,500 characters)

Describe how the proposed activity contributes to building a highly skilled European workforce. Explain how it aligns with a minimum of three EIT OLOs.

Explain how the proposal contributes to developing relevant skills and competencies for current and future urban mobility challenges. Indicate the selected OLOs from the appropriate EIT Label Handbook and explain how the proposed activity contributes to them. (max 2,500 characters)

Describe how the proposal will integrate gender and diversity considerations in the proposed activity.

Explain the proactive measures to enable equal access, participation, and completion for underrepresented groups and individuals. Describe how the proposal considers balanced gender representation amongst educators. (max 2,000 characters)

Impact

Explain the proposal's approach for attracting students, what marketing and recruitment channels will be used to reach your recruitment targets, and the relevant previous experience or results supporting this approach.

Describe the target student groups, the marketing and recruitment channels to be used, and how these channels will support the expected number of applications and enrolments. Refer to relevant previous experience, results, or evidence supporting the feasibility of the proposed approach. (max 3,000 characters)

Explain how you will monitor impact during the project duration and after the project ends. Describe how you will collect participant feedback on the quality of the programme and how your impact monitoring goes beyond KPI measurement.

Describe the expected impacts in a clear and measurable way. Explain what information will be collected, when it will be collected, and how it will be used to assess and improve the activity. Include how results and lessons learnt will be communicated to maximise their reach. (max 3,000 characters)

Explain how the proposal's expected outcomes and planned structure allow for future replication, scalability, transferability and long-term durability.

Describe how the activity could be continued, replicated, scaled or transferred after the initial funding period. Explain how student demand can be sustained or increased over time, and what conditions would be needed for long-term continuation. (max 3,000 characters)

Implementation

Explain how the proposed activities in the workplan are aligned with the proposal's objectives, expected results and KPIs.

Refer to the workplan section and explain how the proposed activities, timeline and resources support the achievement of the proposal's objectives, expected results and KPIs. (max 3,000 characters)

Describe how the proposed budget and project duration support the workplan, ambition, scope and complexity of the project.

Refer to the budget section and explain how the allocation of resources is appropriate for the proposed activities, expected results and KPIs. Explain any cost-efficiency included in the budget, such as resource allocation or leveraging of existing assets. Describe the financial commitment to the project through co-funding or in-kind contributions, where applicable. (max 3,000 characters)

Describe the management structure, coordination procedures and quality assurance measures for the project.

Explain how the project will be managed and coordinated, how resources will be used effectively, and how the quality of the activity and outputs will be ensured. (max 3,000 characters)

Summarise the relevant experience of the applicant(s) in developing or managing similar education programmes, including collaborative or international projects.

Provide concrete examples and evidence of prior successes in relevant projects, emphasizing international or interdisciplinary collaboration. Clearly show a track record aligned to the scope and scale of the proposal. (max 2,500 characters)

Describe the roles, responsibilities and complementarity of the applicant(s) and, where applicable, consortium partners.

Explain how the roles and responsibilities are distributed, how the applicant(s) or partners complement each other, and how the team composition supports project success. Describe how gender balance is considered in the team composition, particularly at leadership level. (max 3,000 characters)

For MSA1: Describe the proposed cities, travel arrangements, dates, and activity plan in line with the Summer School model.

Briefly outline the two cities you plan to involve (including the rationale for their selection), your proposed dates, and how you plan to organise travel between them. Include a short overview of the planned schedule of activities and how the structure follows the two-week challenge-based format of the EIT Urban Mobility Summer School model. **If not applicable, please indicate N/A.** (max 3,000 characters)

Strategic fit and EU dimension

Describe how the proposal leverages the knowledge triangle in curriculum development and programme implementation.

Explain how the proposal integrates the Knowledge Triangle by involving stakeholders from education, research, industry, and cities. Detail how these groups contribute to curriculum design, delivery, implementation, and expected outcomes. (max 3,000 characters)

Describe which specific knowledge gap(s) your proposal aims to address in the field of urban mobility. Explain how the proposal contributes to closing these gaps in line with the strategic objectives outlined in the EIT Urban Mobility Strategic Agenda and the Call Manual.

Focus your answer on the knowledge and skills gap your proposal targets and provide evidence or justification of its relevance. Describe how the proposed activity contributes to building capacity and reducing the gap, in particular in relation to SO2 – “Close the Knowledge Gap”, where relevant. (max 3,000 characters)

State how the proposal addresses the specific requirements for the selected activity type, as described in Section 3.1.6 of the Call Manual. Explain how the proposal contributes to financial sustainability and to the relevant KPIs.

Outline how each key requirement for your chosen activity type is addressed. Explain the assumptions on student demand and revenue generation that support financial sustainability, and describe how the proposal contributes to the relevant KPIs. (max 3,500 characters)

Describe how the proposal demonstrates a pan-European dimension in the implementation of activities and in the potential impact of expected results.

Explain how the proposal ensures a Pan-European dimension through the involvement of partners from different countries, cross-border collaboration, exchange of practices, and/or international student experience. (max 2,500 characters)

Intellectual Property Rights (IPR)

If applicable, describe how intellectual property related to the project outcomes will be managed.

Explain any relevant measures for managing ownership, access, use or sharing of intellectual property related to the project outcomes. **If not applicable, indicate N/A.** (max 2,500 characters)

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.

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.

Ethics and Security

Ethics and Security

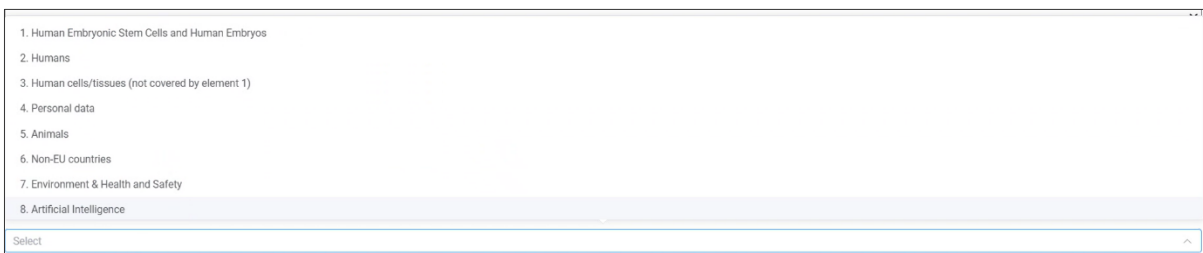
 Please select from the list any ethics of security area your project may have an impact on

* 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:



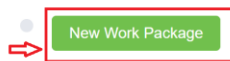
Before moving to the next tab, remember to **click on the “save” button**.

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

i Please enter the deliverables of your project. Some Calls for proposals require mandatory deliverables and a maximum of additional deliverables (please refer to the Call Manual).

* DEL name

* DEL description

* DEL achievement date

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)

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.

The applicable KPI are detailed per Activity in Section 3.1.6 of the Call Manual.

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

2.5. 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.

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.	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.

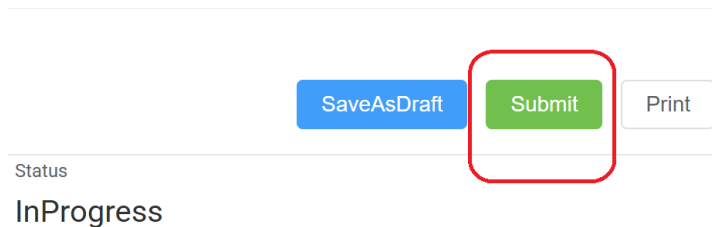
Before moving to the next tab, remember to **click on the “save” button**.

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.

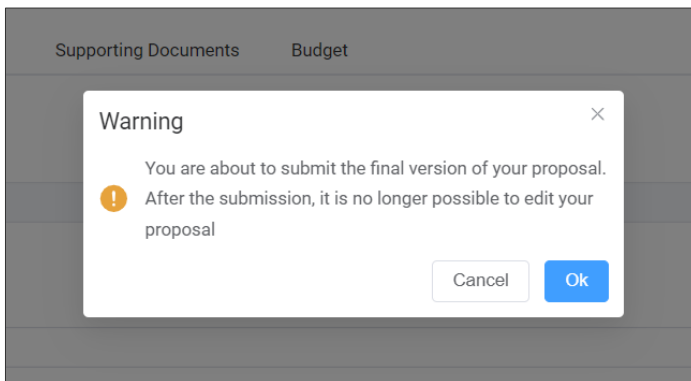
When your Application Form is correctly and fully completed, **save it one last time** and you can then **submit** it by clicking of the “submit” button:



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.

