



RIS Education Open Call 2027

Guidelines for applicants

EIT Urban Mobility - Mobility for more liveable urban spaces

Business Plan 2026–2028

EIT Urban Mobility

Barcelona | 8 September 2026

eiturbanmobility.eu

History of changes

Version	Publication Date	Change
1.0	01/06/2026	Initial version
2.0	08/09/2026	Limitation of characters updated in the questions under the Project Scope section

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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**](mailto:servicedesk@eiturbanmobility.eu).

Step 3: Submit the application in NetSuite

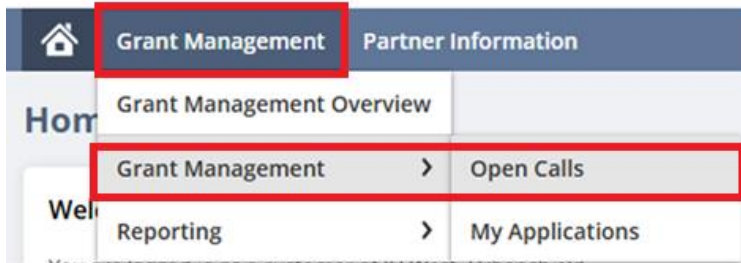
Once registered and logged in, applicants must:

1. Access the EIT Urban Mobility **NetSuite** platform.
2. Navigate to: **>Grant Management>Grant Management> Open Calls**.
3. Select the call **RIS Education 2nd Open Call BP26-28**
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
Main Information					
ID proposal number					
4.2.01-1181-2851.3					
* Project Title					
Please enter a descriptive title of your project (max 140 characters)					
Test_RIS Edu_InfoSession_170626					
* Project Acronym					
Please enter a short title or acronym for your project (max 25 characters)					
Test_RIS Edu_InfoSession					
* Project starting date					
Please enter the start of the project. 01/01/2027					
* Project ending date					
Please enter the end date of your project 31/12/2027					
Total Budget (€)					
375000					
EIT Funding (€)					
281250					

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 (section 3.4.1), the expected project duration is the following:

- For RISE1, 2 and 4, the projects can last between 12 months up to 23 months until 30 November 2028 at the latest. The project duration must be clearly justified based on the scope, complexity, and planned activities. Proposals should not default to the maximum length.
- For RISE3, (Winter and Summer School), the projects can last between 9 to 23 months. In case of projects longer than 12 months, the activity is expected to be repeated in the following year.
- For RISE5 (Network building with educational players), the expected project duration is maximum 12 months

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)

Previous participation in our calls/programmes x

If you selected option 'Other', please specify

* Primary Priority Domain ⓘ

Public and Shared Mobility

* Secondary Priority Domain

N/A

* List of Keywords Related to this Project

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

Adult education x Basic educational skills (literacy x Conducting educational research x

* Free Self-defined Keywords

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

Education x

RIS country x

Summer School x

+ New Keyword

Primary Priority Domain

Choose among these priority domains:

- Public & Shared Mobility: Inclusive, seamless and multimodal public mobility that improves accessibility and offers attractive alternatives to private car use.
- Health & Mobility: Reducing environmental exposure, improving road safety, and enabling active and inclusive mobility.
- Mobility Data Management: AI, data and analytics supporting overall mobility system performance and evidence-based decision-making, aligned with EU data frameworks.
- Urban Logistics: Sustainable, data-driven and resilient urban logistics that efficiently move goods and services while reducing environmental and societal impacts.

- Electrification & Alternative Fuels: Decarbonising urban transport through electrification, charging access, grid integration, battery circularity, and alternative fuels.

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

SaveAsDraft Submit Print

Application ID	Program Name	Program Opening Date	Program Closing Date	Status
To Be Generated		2020-01-01	2020-01-01	InProgress

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

EIT Urban Mobility

*** 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.

EIT Urban Mobility

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
EIT Urban Mobility	0 / 4000	✖ +

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. (NEW limit max. 4,000 characters)

Indicate your chosen activity type (RISE1-RISE5)

Specify clearly your selected activity type.

* Indicate your chosen activity type (RISE1-RISE5)

Specify clearly your selected activity type.

RISE2: Education and Training Activities in Urban Mobility

RISE1: Capacity-Building in Innovation and Entrepreneurship
RISE2: Education and Training Activities in Urban Mobility
 RISE3: Organisation of Winter and Summer Schools
 RISE4: Scaling up of Local, Regional and National Initiatives
 RISE5: Network building with educational players

Strategic Fit

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 Strategic Objectives of EIT Urban Mobility Strategic Agenda, and how this supports the broader societal and strategic objectives outlined in the Call Manual.

Focus your answer on the knowledge and skills gap your proposal targets, provide evidence or justification of its relevance, and describe how your proposed activity contributes to building capacity and reducing the gap in line with EIT Urban Mobility's strategic objective SO2 - "Close the Knowledge Gap. (NEW limit max. 4,000 characters)

Excellence

Teaching activities: please explain what kind of teaching and capacity building activities you plan to organize. Please provide information on their content, teaching methods, frequency, duration and assessment methods In case of RISE5, explain the methodology of how the partnerships will be built. Please describe the planned activities, their frequency, duration, format etc.

Explain what teaching methods will the project use in its training activities in order to achieve the learning objectives of the trainings and overall project objectives. (NEW limit max. 4,000 characters)

Describe how the proposal leverages the knowledge triangle in curriculum development and programme implementation. In case of multi-beneficiary proposals, explain how the proposal aims to achieve the pan-European dimension.

Explain how the proposal integrates the Knowledge Triangle by actively involving stakeholders from education, research, industry, and cities. Detail how these groups contribute to curriculum design and delivery of the programme. Provide examples of how these elements contribute to the programme's development, implementation, and expected outcomes. (NEW limit max. 4,000 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. (NEW limit max. 4,000 characters)

Need and/or issue: Describe the need and/or issue addressed of the RIS region(s) where the project will be taking place, and why this is not addressed or resolved yet.

Describe the concrete need that exists in the RIS region that the project will be addressing. (Max. 5,000 characters)

Describe who has this need or issue and how widespread it is. State aimed target group/s. Explain how they will be involved in the project activities and how their needs will be met through the proposed project.

Provide a concrete explanation of who are the target groups of project activities and how the project will meet their needs. (Max. 5,000 characters)

Elaborate on how the output of the proposed activity can be regarded as complementary to what already exists (with EIT Urban Mobility and externally on the market). In case of RISE4, describe the planned synergies with local, regional or national initiatives. In case of RISE5, explain how the competences of each partner will contribute to building a wider educational project in the future. (Max. 5,000 characters)

Recruitment: Explain in detail how you will recruit participants to your courses/activities and what kind of marketing channels will you use. Explain how you will ensure the gender balance in your recruitment activities.

Provide explanation what tools and marketing channels will be used to recruit participants to the training activities. (Max. 5,000 characters)

Impact

State the potential impact of the project proposal in line with or exceeding the specific requirement stated for the respective type of activity (section 3.4 of the Call Manual)

Clearly outline what will be the impact of your project and how each key requirement for your chosen activity type is fully addressed or exceeded, referencing Section 3.2 in the Call Manual. Describe direct impacts that the project will have on a target group and involved region/territory where the project will be taking place. (Max. 5,000 characters)

Explain how you will monitor project impacts during the project implementation and after the project ends. Please explain your impact monitoring plan that goes beyond KPI measurement.

Explain how you will monitor the project impacts that go beyond KPI. Explain what tools and methods you will use to understand the qualitative impact that the project had on the target group and region/territory where the project will be taking place. (NEW limit max. 4,000 characters)

Explain how the project's outcomes and structure allow for future replication, scalability, and long-term durability.

Outline specific strategies to ensure long-term relevance, scalability, and impact of your project's outcomes. (NEW limit max. 4,000 characters)

Please describe the dissemination plan to be carried out during the project implementation, including actions for each target group and taking gender dimension into consideration. The communication plan should align with the commercial strategy.

Please describe the communication and dissemination plan to be carried out during the project implementation, including actions for each target group. (NEW limit max. 4,000 characters)

Provide a description of the main IP assets, how are they currently or planned to be protected to ensure future commercialisation. Describe how the IP strategy is aligned with the business goals and the planned commercialisation strategy. (NEW limit max. 4,000 characters)

Implementation

Consortium

- Describe the roles, responsibilities, and complementarity of the consortium partners. - How does the team composition support project success and gender balance at leadership level? (NEW limit max. 4,000 characters)

Project budget and duration

- How does the proposed budget and project duration align with the ambition, scope, and complexity of the project? - Explain any cost-efficiency included in the budget (e.g. resource allocation, leveraging of existing assets). - Explain the financial commitment to this project via co-funding or in-kind contributions. (NEW limit max. 4,000 characters)

Gender and diversity

Describe how gender and diversity considerations will be integrated in your proposed activity.

Explain how your proposed activity will embed gender and diversity considerations in the curriculum design, teaching content, and learning environment. Outline intended measures for inclusive programme development, gender-balanced participation, and targeted outreach to underrepresented groups. If applicable, describe plans to ensure balanced implementation teams and foster inclusive learning conditions. (NEW limit max. 4,000 characters)

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

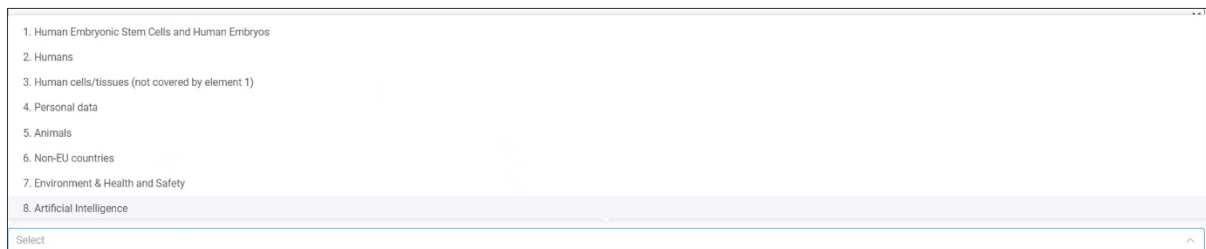
 Please select from the list any ethics of security area your project may have an impact on

* 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:



1. Human Embryonic Stem Cells and Human Embryos
 2. Humans
 3. Human cells/tissues (not covered by element 1)
 4. Personal data
 5. Animals
 6. Non-EU countries
 7. Environment & Health and Safety
 8. Artificial Intelligence

Select

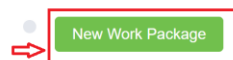
Before moving to the next tab, remember to **click on the “save” button**.

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

Project Management

* WP description

Project Management

* WP Start Date

* WP End Date

* WP Leader

CUC7257 CUC7257



Please include the wp leader in WP contributors List.

* WP Contributor/s

CUC7257 CUC7257



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

Save
Cancel

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. 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.

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/99-2014-000000	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. LUMP SUM	€	€	€ 0	
Total Cost	€ 187500	€ 187500	€ 375000	
EIT funding (%)			% 10	
Partner Own Funding Rate(%)			% 10	
Other Co-Funding - EU non-EIT Rate			% 0	
Other Co-Funding - Other Rate			% 0	
Other Co-funding Rate - Private			% 0	
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 RISE1, RISE2, RISE3 and RISE5 proposals must have a minimum co-funding rate of 25%**, while **RISE4 proposals must have a minimum co-funding rate of 50%**. The minimum co-funding rate refers to the total project budget. In case of a consortium, each partner may have different co-funding rates, or even not have any co-funding, as long as the overall project co-funding meets the minimum required %.

You must repeat this process for each partner.

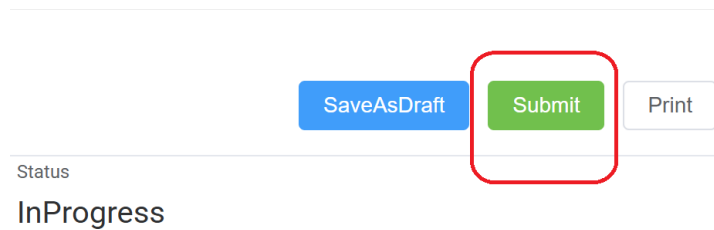
Before moving to the next tab, remember to **click on the “save” button**.

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.

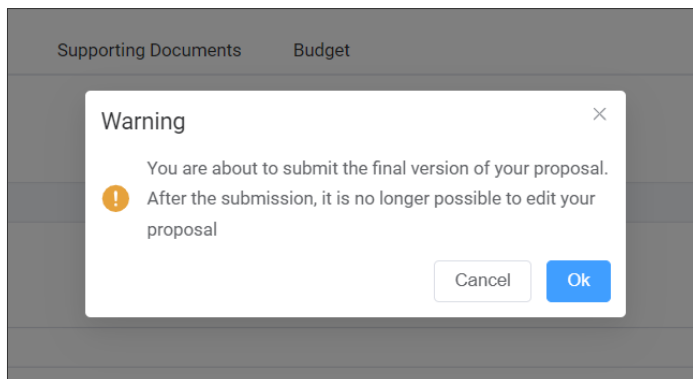
When your Application Form is correctly and fully completed, **save it one last time** and you can then **submit** it by clicking of the “submit” button:



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.

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