

Business Plan 2026–2028

Strategic Innovation Open Call Guidance for Applicants

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona| November 2026

eiturbanmobility.eu

History of changes

Version	Publication Date	Change
1.0	02.07.2025	Initial version
1.1	03.09.2025	Link to NetSuite updated
1.2	12.09.2025	Clarification on supporting documents added
1.3	19.09.2025	Link to NetSuite corrected KPI year info added
2.0	24.10.2025	Cut-off date updated Supported Browsers added KPI year error removed Tip on clicking on submit to identify missing elements added.
2.1	22.01.2026	Section 2.1 updated with how to find the call in NetSuite
3.0	13.05.2026	NetSuite renamed to Programmes Portal throughout the document
4.0	15.10.2026.	Guidance updated according to Call Manual for 4th cut off
5.0	23.11.2026.	Guidance updated with a more detailed explanation on how to present the workplan and budget. See section 7.1 Budget work plan guidance.

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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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.

Please DO NOT use the Safari browser (and any other similar one). We recommend you only use Edge, Chrome or Firefox.

1. Register and apply

1.1 PIC and PIF registration

The first step one 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 **valid PIC number**.

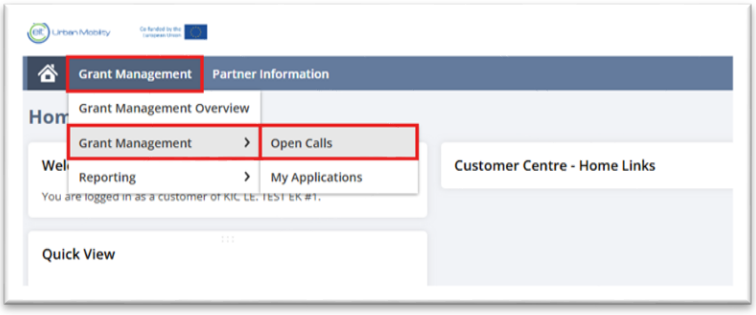
You can verify directly on the EU Portal whether your organisation is already registered and has a PIC: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register-search

Once an organisation has a PIC number, it will be possible to register in the EIT Urban Mobility Programmes Portal (NetSuite), by submitting the Partner Information Form (PIF).

If you have never registered in the Programmes Portal (NetSuite), please complete the Partner Information Form (PIF). 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

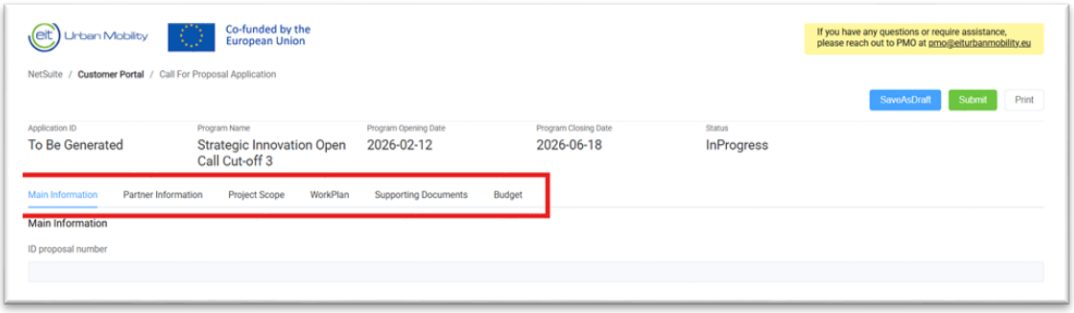
Once you land on the **homepage of the portal**, go Grant Management, Grant Management, Open Calls:



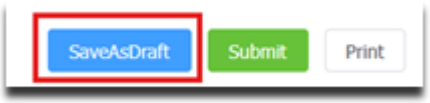
You will see the list of all EIT Urban Mobility Calls currently open. Choose **Strategic Innovation Open Call Cut-off 4** from the list and click on the "**APPLY**" icon:



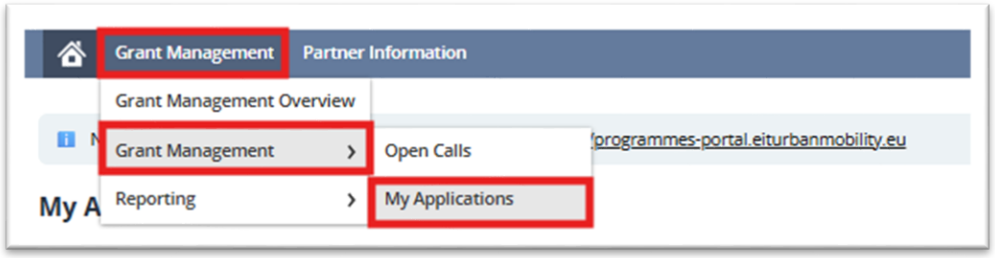
Once you click on "Apply" a new Application Form (AF) is created and you will be able to start filling it in with all the information of your project. The AF is divided into six different tabs, each containing a set of information.



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



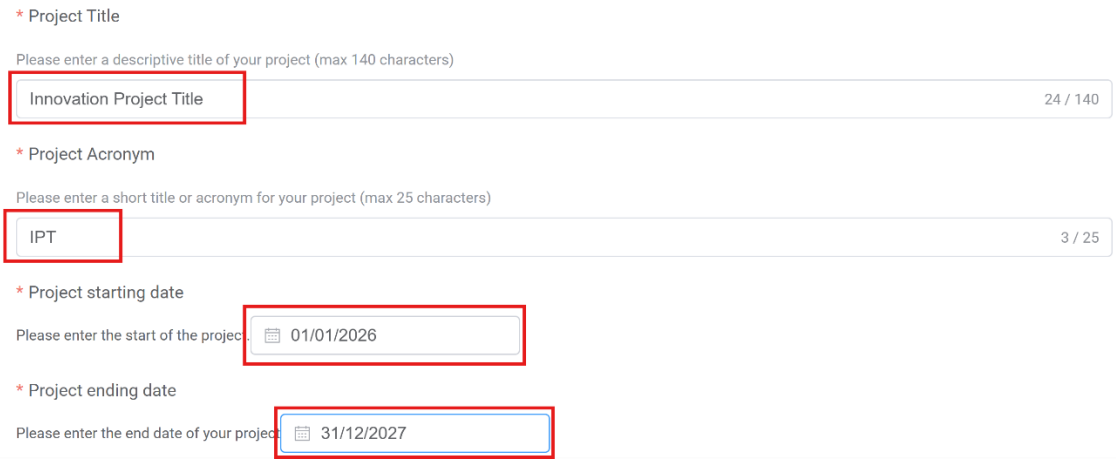
You will be able to find your draft application as shown below. In "My applications" section, you can also see if your application is still in draft or has been submitted.



2. Main Information

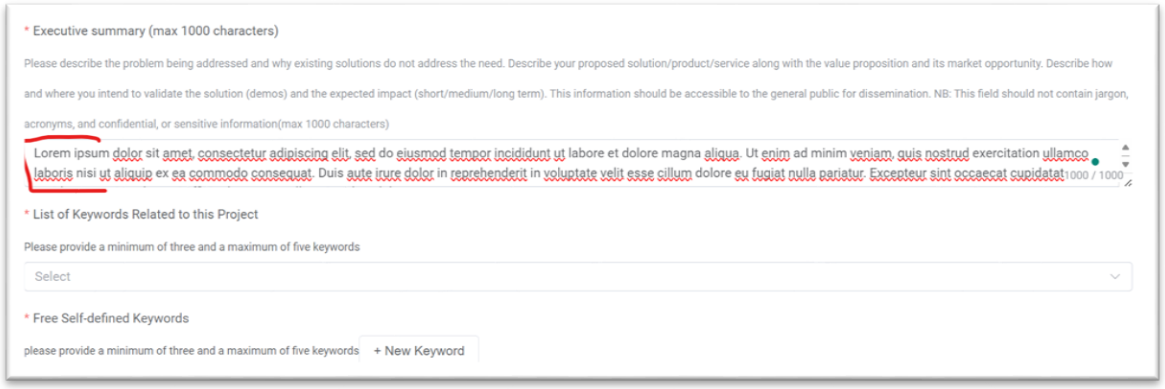
The ID proposal number is automatically assigned by the system when you first save your proposal. First, you will have to indicate Project Title, Acronym and Project start and end dates. When entering the **project title and acronym**, remember this will be the official name publicly used to promote your project.

The sections "Total budget", "EIT funding" and "Own co-funding" will be populated automatically by the system once you create a Work Package and add your budget.

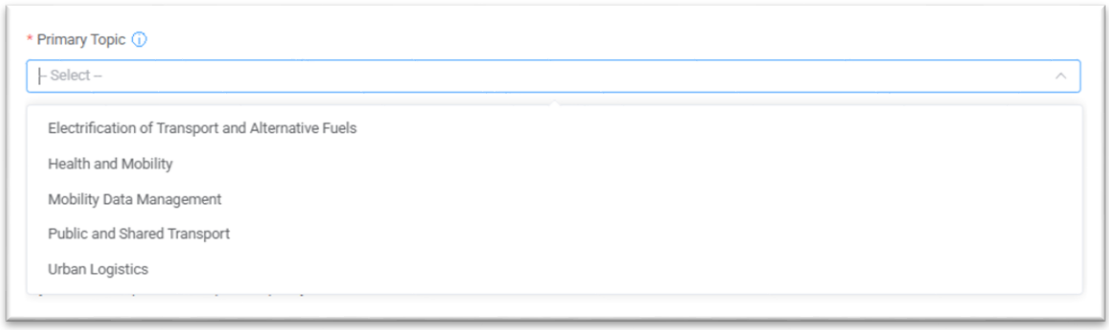


In the framework of the **Strategic Innovation Open Call cut-off 4**, projects cannot be longer than **18 months** and must end by December 31, 2028.

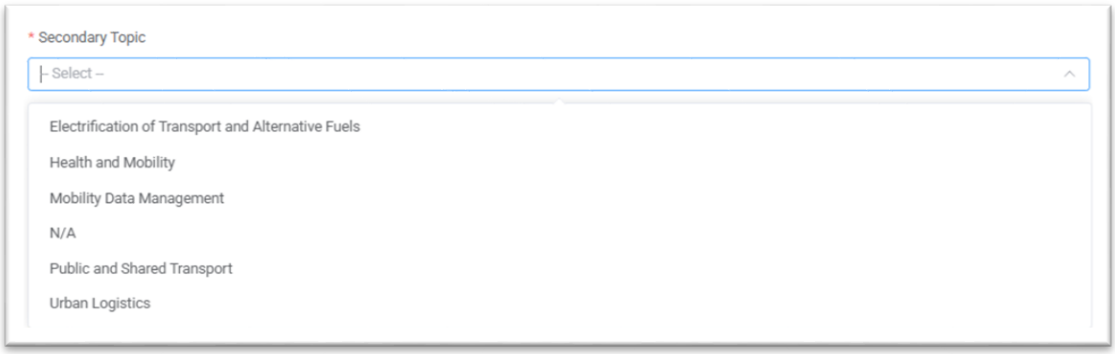
When writing the **executive summary**, remember this must provide a comprehensive but general overview of the project and that, if your project is selected for funding, it will be used for dissemination purposes. We suggest you to fill in this section once you have completed all other sections and therefore have a clear overview of your project. Please note the maximum character count.



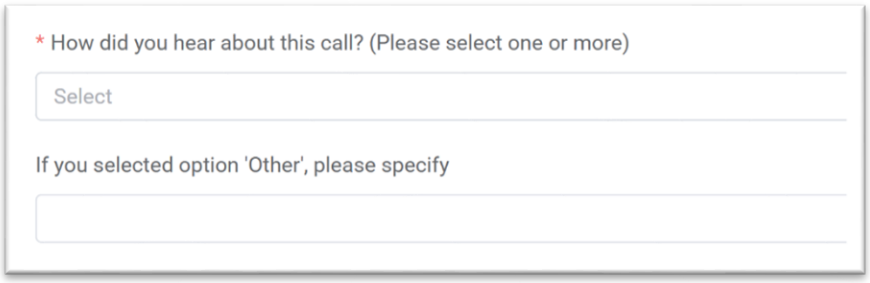
Then you will have to select the Primary Call Topic your proposal addresses:



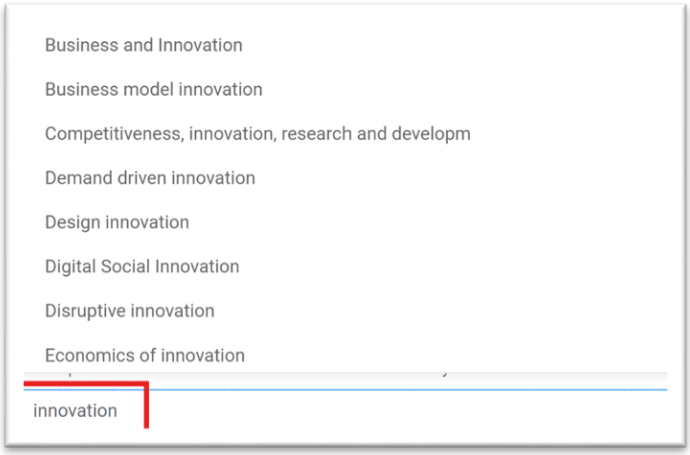
In case your proposal is addressing two topics, a secondary topic can be selected – otherwise you can select "not selected":



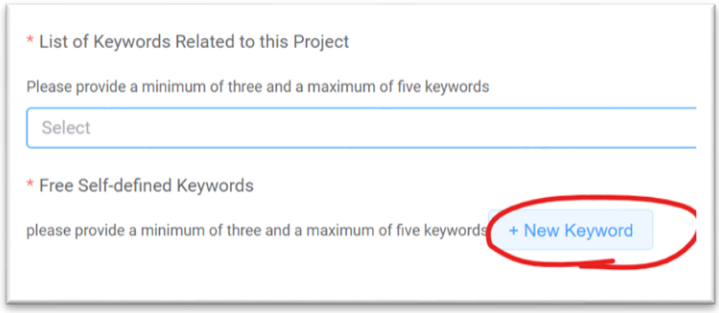
Next, you will have to indicate how you heard about this call. You can select several options (scroll down to see all options). In case no option applies to you, you can select "Other" and write below how you heard about this call:



You must enter 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 Free Self-defined Keywords** (which you can therefore freely type). 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.



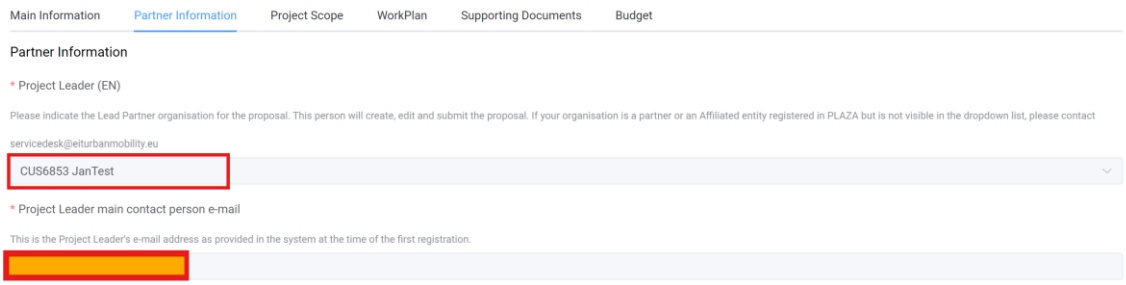


Before moving to the next tab, remember to **click on the "SaveAsDraft" button**.

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 **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 (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.



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 organization 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 **direct link** between any of them. If there is a direct link, you must indicate which partners are linked and which type of link they have.

Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:

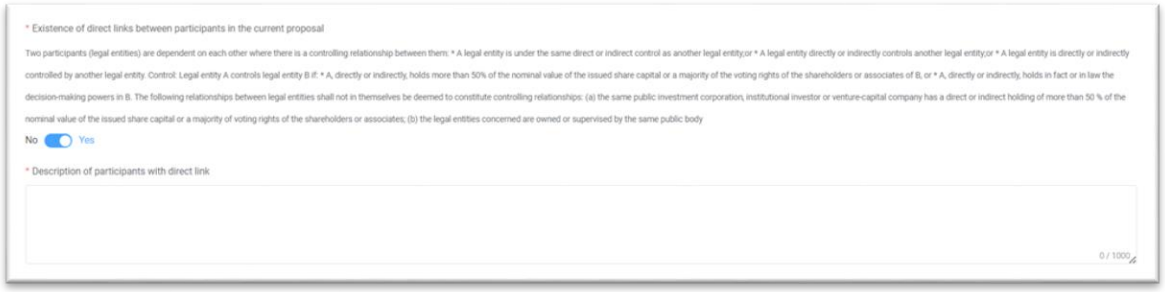
- *A legal entity is under the same direct or indirect control as another legal entity; or*
- *A legal entity directly or indirectly controls another legal entity; or*
- *A legal entity is directly or indirectly controlled by another legal entity.*

Control: Legal entity A controls legal entity B if:

- *A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B, or*
- *A, directly or indirectly, holds in fact or in law the decision-making powers in B.*

The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships:

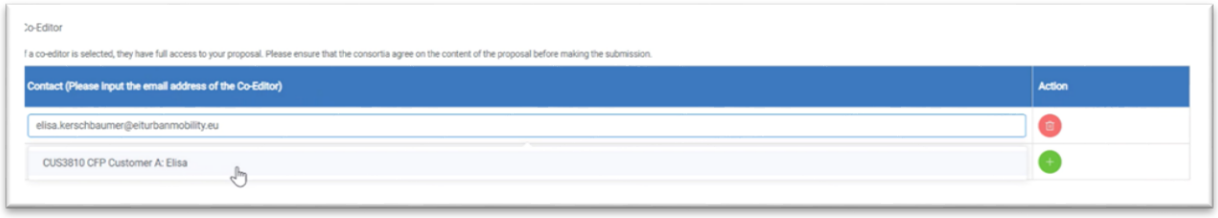
a. *the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates;*
b. *the legal entities concerned are owned or supervised by the same public body.*



Under 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 the Programmes Portal (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".



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**.

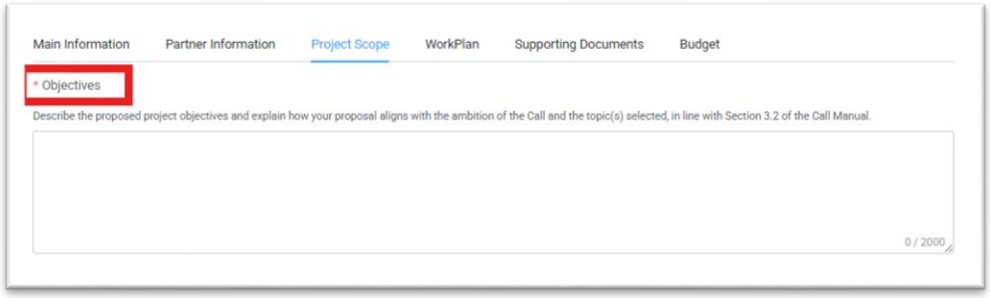
Before moving to the next tab, remember to **click on the "SaveAsDraft" button**.

4. Project Scope

For this whole section, we recommend 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 **objectives** of your project:

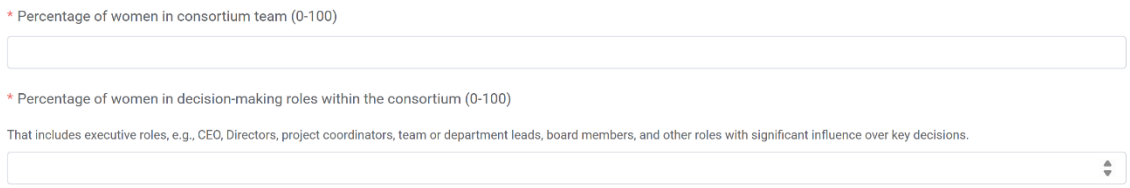


You will then be required to reply to all the call-specific questions in sections Excellence, Impact, Implementation, in particular:

- **Problem/market opportunity:** What pressing urban mobility challenge does your project address? What evidence do you have of an unmet need or problem urgency? Include any relevant market analysis.
- **The innovation - Description of the proposed solutions, products or services:** Describe the core solution(s) (product, service, or business model). What makes the solution(s) innovative or superior to current alternatives? Name at least 3 competitors for each solution. How do the proposed solution(s) provide a unique competitive advantage?
- **Maturity and market readiness:** What is the current maturity of the solution(s)? Outline your strategy to reach commercial deployment by the end of the project. For each solution, highlight any requirements related to standardisation, homologation, or certification if applicable.

- **Intellectual Property:** For each proposed solution, describe the current IP strategy, including any measures and actions already taken or planned to be taken during the project implementation to protect the innovations and to exploit the core IP rights. For further details on the key elements of a sound IP strategy check the IP strategy checklist available on the Call website. Refer to any Freedom to Operate study attached as part of this submission, if applicable.
- **Gender and diversity:** How does your project consider inclusivity in the solution(s) design, testing and deployment? How does your project address the needs of diverse users (e.g. gender, age, ability, socio-economic background)?
- **Market and user uptake:** Who are the target users, paying customers or adopters? What evidence of customer's commitment or engagement (e.g. LoIs, procurement plans) do you have? How will you ensure uptake beyond the project duration?
- **Business model and go-to-market strategy:** Describe the business model for each proposed solution, including the value proposition, revenue model, pricing and go-to-market strategy. Indicate the expected commercial launch date and describe the key commercial milestones expected during the first 24 months following commercial launch.
- **Scalability and replication:** How can your solution(s) be scaled or replicated in other cities or contexts? What are the enablers/barriers to widespread adoption? Include details of the scalability plans for each demonstration site, with procurement routes, if applicable.
- **Broad impacts:** Describe the expected societal, environmental and climate impacts of the project. Explain its contribution to relevant EU policy objectives, the UN Sustainable Development Goals and job creation in Europe. Provide clear impact metrics and targets.
- **Consortium composition:** Describe the proposed consortium team. How does the consortium composition support the project success and, importantly, the future commercialisation of the develop solution(s)?

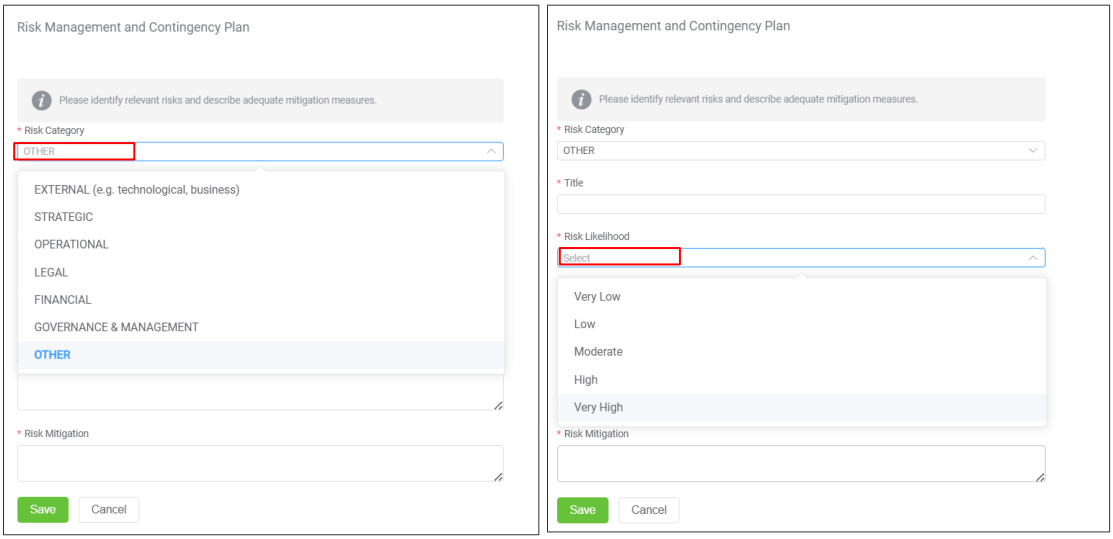
Under **Gender dimension in consortium composition,** please indicate the percentage of women in these roles. Only numbers between 0 to 100 can be added.



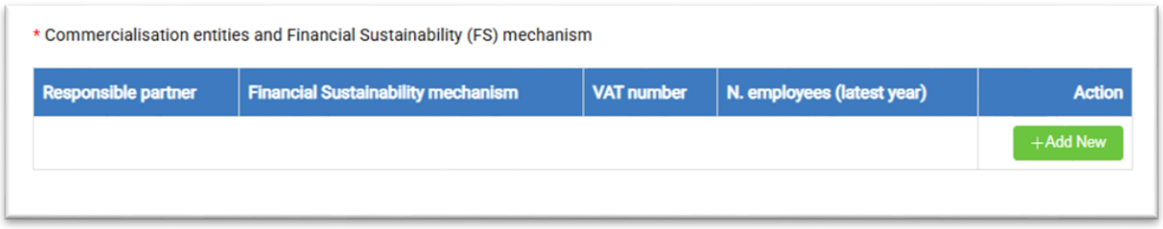
Under the **risk management** section, we ask you to outline the risks potentially related to your project. To add a risk, click on the "add new" button.

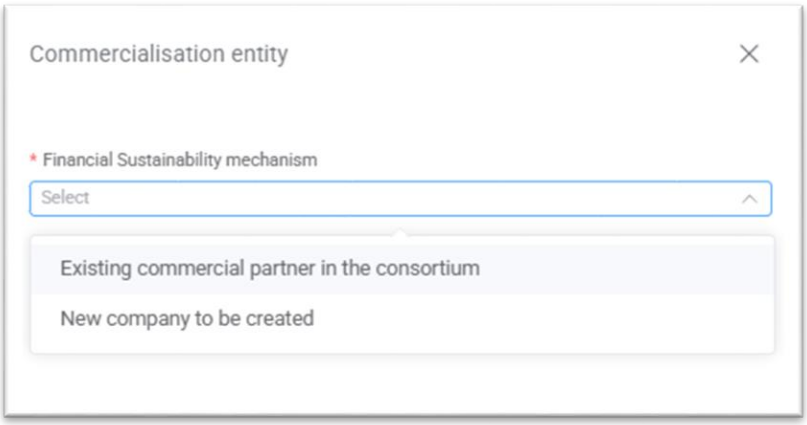


You will be asked to choose the risk category, as well as the risk likelihood, from a drop-down menu:



Under the **Commercialisation entities and Financial Sustainability (FS) mechanism** section, you will need to add the responsible commercial partner (s) of the financial sustainability mechanism (FSM). You will be able to select either *Existing commercial partner in the consortium or New company to be created* option.

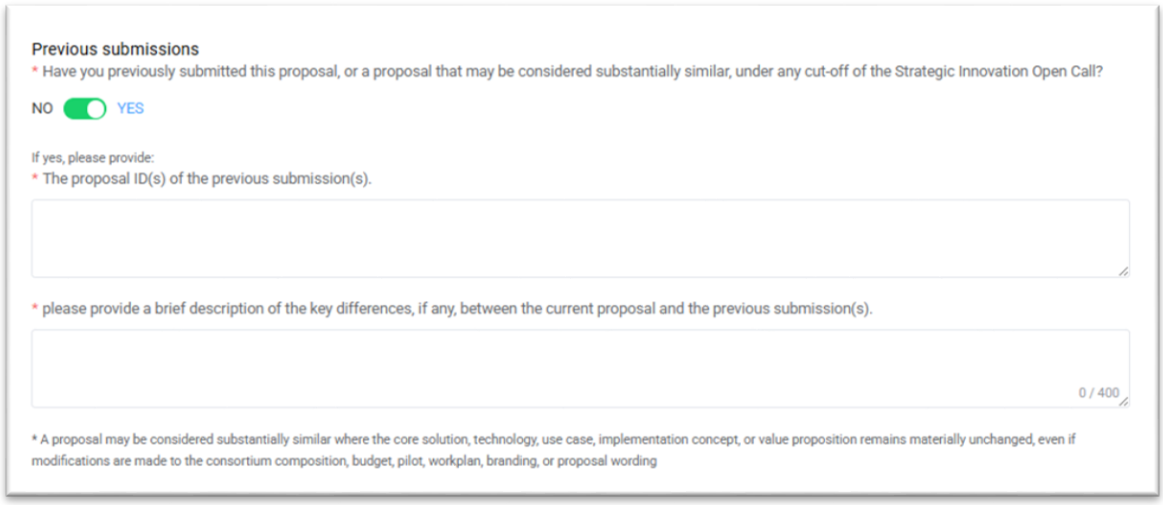




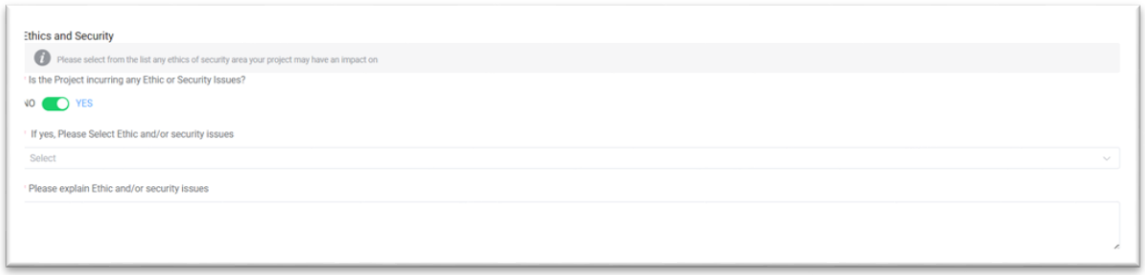
Depending on the option chose, a pop-up window with additional questions will appear where you will be asked to choose the responsible partner from a drop down list (make sure the partner has been added under the Partner Information tab first), indicate their VAT number, date of incorporation, country, number of employees (in payroll), turnover T-1 and T-2, etc. information.

If there is more than 1 Commercial partner, please add any row as any commercial partner in the consortium.

After that you will be asked to indicate any **Previous Submissions.** Please explain in this section if you have previousy submitted this proposal or a proposal that may be considered substantially similar under any cut-off of **the Strategic Innovation Open Call.**



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 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:



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

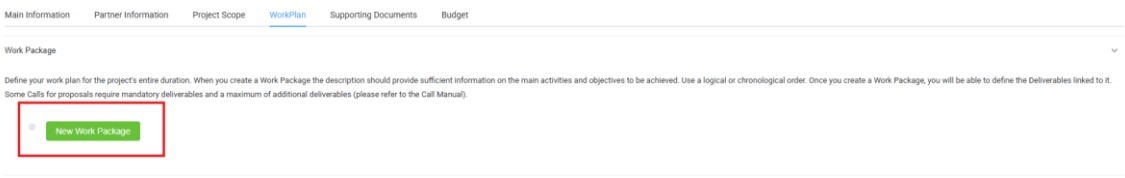
5. Work Plan

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.

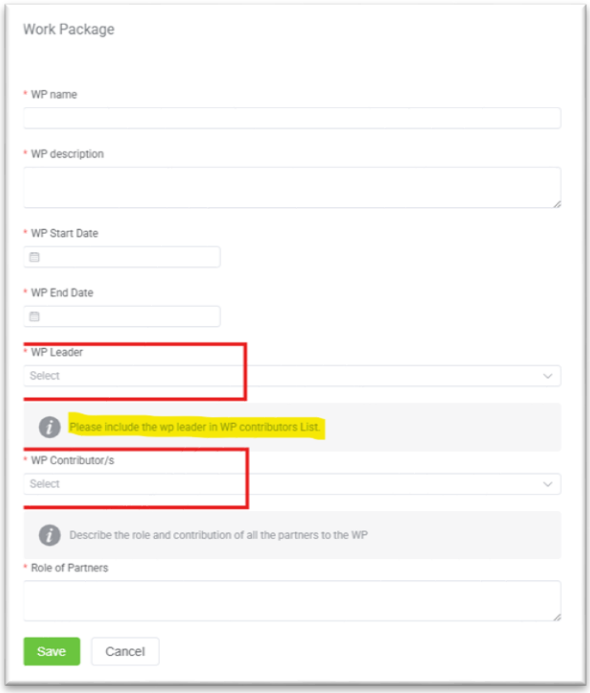
The creation of the WPs structure must be done before starting to work on the Budget tab: the WPs will in fact appear in the Budget tab, only after you have created in the WPs in the Work Plan tab. Following this same logic, once you remove a WP in the Work Plan tab, the related WP will disappear also 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 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.

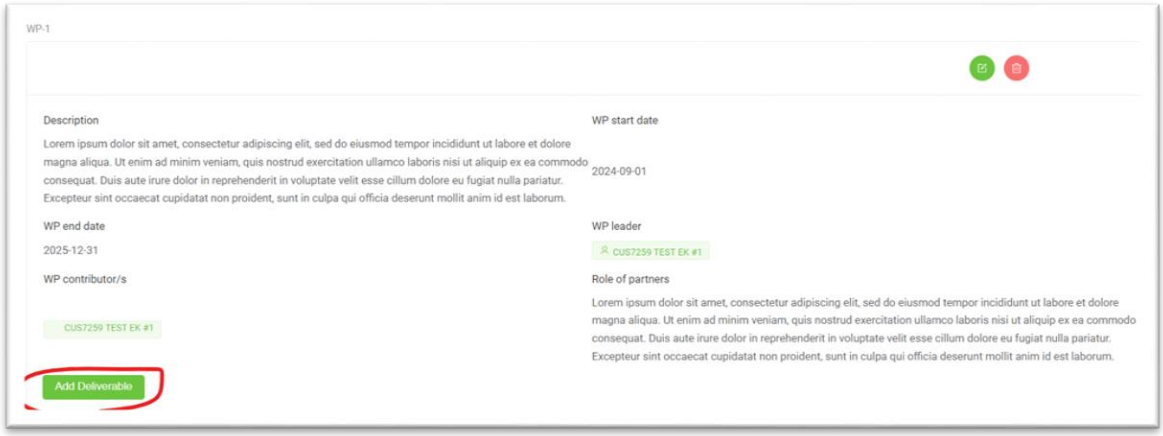
Remember that the WP leader **must** also be included under the "WP Contributor/s". **The WP will, in fact be created in the Budget tab, only for the partners that are listed as WP contributors under that specific WP.** In case you do not foresee a budget for the partner in a specific WP, make sure to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

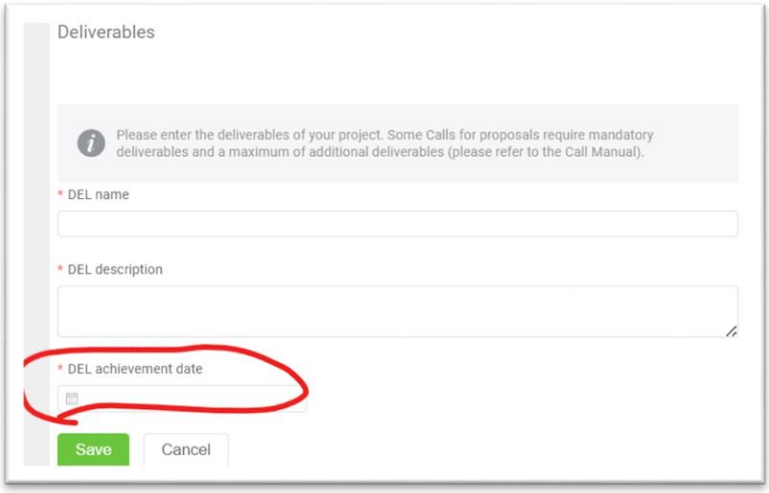


If you delete a WP, all deliverables linked to it will be deleted too. By deleting a WP, the system will automatically renumber the other existing ones (if any).

5.2 Deliverables

Once you save a WP, it will be possible to link deliverables to it. To do so, 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. *Example: Summary of results Community building 2027.*

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).

If your project is approved for funding, you will be asked to justify in a dedicated report the achievement of each deliverables foreseen: make therefore sure you only include meaningful deliverables and that the achievement date you indicate is plausible.

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.

IMPORTANT: As indicated in the Call Manual, **each proposal must include the mandatory deliverables per year** to be delivered at specified moments of the project. Find below an example:

- A **technical sheet** specifying the functional and technical requirements of the solution(s) to be developed and/or improved. Due date: maximum 2 months after the project start.
- A **product plan** for each marketed innovation to be developed within the project (related to KPI EITHE02.4) or a **business plan** for each startup to be created (related to KPI EITHE04.4). Due date: maximum 4 months after the project start. Updated versions might be required at a later date.
- An **impact methodology and baseline assessment** for the project. Due date: maximum 6 months after the project start.
- An **Intellectual Property (IP) strategy** for the project, including a relevant Freedom-to-Operate report produced by an independent IP expert. Due date: maximum 6 months after the project start.
- A **demonstration report** covering all demonstrations held during the project implementation. Due date: One month after the completion of the demonstrations.

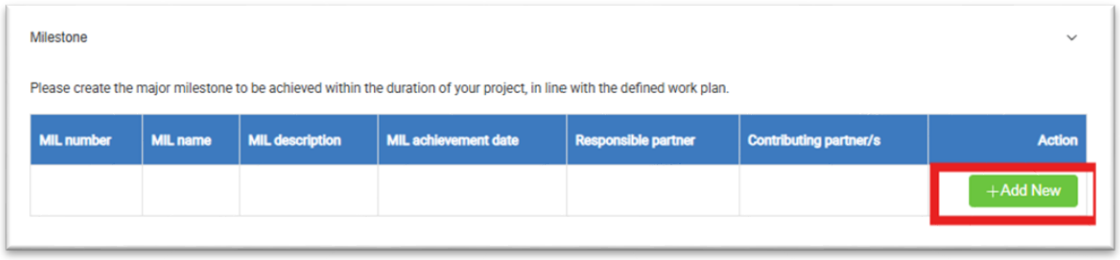
- An **impact report** based on the initial methodology and baseline assessment. Due date: at the end of the project as well as post-project reporting.
- A **final dissemination report** including relevant best practices for the EIT Urban Mobility Marketplace and a short video showcasing the solution(s) developed and the pilots implemented. Due date: at the end of the project.

Depending on the scope of the project, additional deliverables might be applicable:

- For projects involving public entities as pilot hosts, a **procurement strategy** (preliminary and final) describing the most realistic and feasible public procurement pathway for the solution(s) developed. The preliminary procurement strategy shall outline the intended procurement approach and assumptions at an early stage of the project. The final procurement strategy shall reflect lessons learned during project implementation and provide a concrete and actionable pathway towards procurement by public entities. Preliminary strategy due date: maximum 6 months after the project start. Final strategy due date: at the end of the project.
- For projects where strong citizen or user engagement is key for the success of the innovation, a **citizen & user engagement plan** describing the profile of participants and main engagement methods planned, and a **citizen & user engagement report** summarising key findings. Due date: to be proposed by the applicant.

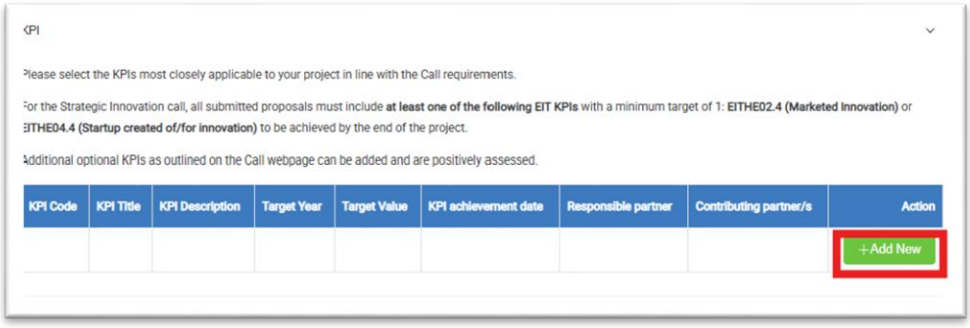
5.3 Milestones

Milestones are control points to chart the progress of a project implementation. They may correspond to the completion of a key deliverable that allows the next phase of work to begin.



5.4 Key Performance Indicators (KPIs)

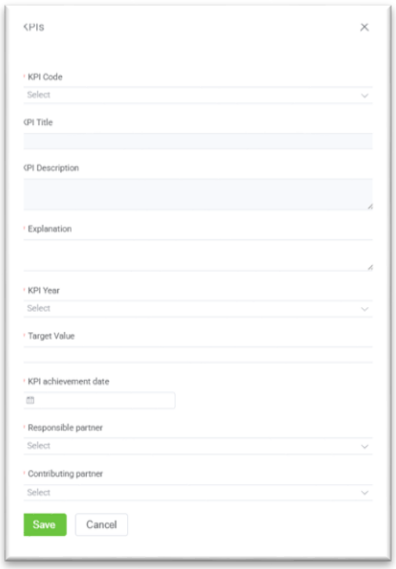
Under the Section KPI, you will be able to add the KPIs for your project. Click on "+Add New" to add the relevant information for the applicable KPI.



All submitted proposals must include at least one of the following EIT KPIs **with a minimum target of 1** to be achieved by the end of the project:

- **EITHE02.4 (Marketed Innovations):** Number of innovations introduced on the market with a sales revenue of at least 10 000 EUR documented.
- **EITHE04.4 (Startups created of/for innovation):** Number of start-ups established in year N as a result / based on the output(s) of the project(s), having financial transactions of at least 10 000 EUR for services/products (result of the project) sold to customers or a private investment attracted of at least 200 000 EUR into startup equity.

For each KPI added, you will have to select the Code (see available codes above) and add the following information. The KPI Title and Description will be automatically filled in based on the code you will select.



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

6. Supporting Documents

Under this tab, we ask you to upload, as **mandatory documents**, the following documentation:

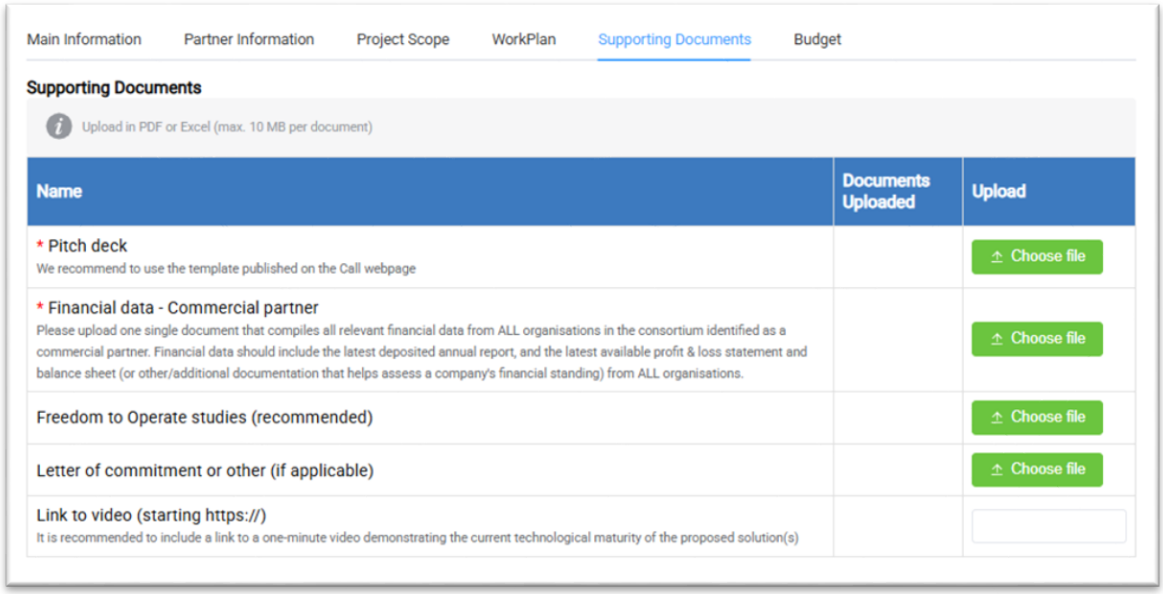
- Pitch deck (PDF or PPT format) (template available on the Call webpage)
- Financial data – Commercial partner (s) - one single document that compiles all relevant financial data from ALL organisations in the consortium identified as a commercial partner. Financial data should include the latest deposited annual report, and the latest available profit & loss statement and balance sheet (or other/additional documentation that helps assess a company's financial standing) from ALL organisations.

In addition, you can also add the following optional documents/information:

- Letter of commitment/support (if applicable)
- Freedom to operate study (recommended),
- A link to a one-minute video demonstrating the current technological maturity of the solution (recommended).

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**.

You can upload **one document per line only**: make therefore sure you merge the financial data from ALL commercial partners in **one single PDF**. In case the financial data is not available in English, please add a short summary in English at the beginning.



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

Please make sure you use the **proper templates when available**.

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

7. Budget and Work plan

The quality of the Work Plan and Budget is a key factor in the evaluation of your proposal. These sections should be developed together and provide a clear, coherent, and detailed description of the activities to be carried out, the resources required to implement them, and the justification for the requested funding. Reviewers must be able to clearly understand what will be done, by whom, when, and at what cost.

Applicants are therefore strongly encouraged to ensure a strong alignment between the Work Packages, tasks, timelines, staff effort, and budget allocations, with each cost item directly linked to specific project activities and appropriately justified.

7.1. Budget and work plan guidance

WORK PLAN

- **Min. 3 Work Packages (WPs) but 5 is highly recommended**: normally we suggest not to have more than 5 WPs otherwise the structure becomes too confusing; but not less than 3 WPs either, to make sure there is a sufficient level of details.
- WPs description: **must be structured in tasks (**Example: WP1, Task 1.1, Task 1.2, Task 1.3, ... – WP2, Task 2.1, Task 2.2, ... – etc.).
- A WP description should:
    1. Explain **what** the WP wants to achieve by outlining the starting point/context, the objectives and the suggested concept.
    2. Explain **how** this can be achieved by outlining a tangible work-plan, structured in different tasks.
    3. Explain the **role** of each organisation involved in the project consortium.
    4. Provide a **timeline**.

- Additionally:
    - Redundancies, overlaps and gaps between the tasks within a given work package – and across the various Work Packages – should be avoided.
    - The work presented in the Work Packages is the primary justification for the requested budget. It is imperative that the work plan is well designed for the reviewers to properly assess the budget requested. Investing in this properly will also be beneficial during the project execution and reporting as well as during the cost verification phases.
    - The FTE/person-months/person-hours allocation that will be presented in the budget must be well correlated to the work presented in the Work Packages and in each task.

BUDGET

- Budgeted items and cost-category allocation must take into account the eligibility rules outlined in the Annotated Grant Agreement of Horizon Europe (the actual costs eventually reported will be verified against those rules). Some of the general eligibility principles are listed below. Please note that this is not an exhaustive list; the complete set of eligibility rules is provided in the reference document linked above:
- Costs must be incurred during the project period,
- Recorded in the subgrantee's ledgers accounts,
- Necessary and reasonable, in line with sound financial management
- No double funding is permitted.
- The budget breakdown must be provided per Work Package and budget line.
- Detailed description of each budget line/WP: the explanation must be linked to the information provided in the Work Packages description and be structured according to tasks.

Examples:

A. PERSONNEL COSTS

- 82.700 Euro under A.1 Employee:
  - *WP1, task 1.1: Project Manager: 1 person × 0.3 person-months × €9,000/month = €2,700.*
  - *WP1, task 1.2: Technical Lead: 1 person × 3 person-months × €8,000/month = €24,000.*
  - *WP 2, task 2.1: Software Engineer: 2 people × 4 person-months × €7,000/month = €56,000.*

** It is also possible to refer to person-hours or Full-Time Equivalent (FTE). The important thing is that the breakdown quantifies the involvement, and that it refers to the figures (roles) involved.*

This information must be repeated for each WP/task with allocated staff costs.

B. SUBCONTRACTING

An expense is a subcontracting if the implementation of an entire task is delivered by a third party (i.e. an organisation not part of the project consortium). Ideally only a smaller portion of the budget should be allocated to subcontracting (indicatively no more than 20% of the total project budget).

- 20.000 Euro under B. subcontracting:
  - *WP 3, task 3.2: 20.000 Euro implementation of activity XYZ.*

The description provided in the task under the Work Package section must be linked to the budget line and must describe, not only the need and outcome of the activity, but also why it must be implemented by a

third party (i.e. explain why the project partner doesn't have the capacity to implement it with its own internal staff).

This information must be repeated for each WP/task with allocated subcontracting costs.

C.1 TRAVEL, ACCOMMODATION AND SUBSISTENCE COSTS

- 10.000 Euro under C.1 travel:
  - *WP 2, task 2.3: 2.500 cost for the trip of two persons to event XYZ.*
  - *WP 3, task 3.1: 5.000 costs for the trip of three person to event XYZ.*
  - *WP 3, task 3.4: 2.500 costs for the trip of two person to event XYZ.*

In the WP description there must be references to these trips/events, what they are about, why the participation is important, what is the expected impact/outcome.

This information must be repeated for each WP/task with allocated travel costs.

C.2 EQUIPMENT

As a standard practice, purchases of equipment, infrastructure or other assets used for the action must be declared as depreciation costs, calculated on the basis of the costs actually incurred and written off in accordance with international accounting standards and the subgrantee's usual accounting practices.

- 20.000 Euro under C.2 equipment:
  - *WP 4, task 4.1: 20.000 for the purchase of equipment XYZ needed for activity XYZ.*

In the WP description there must be references to the activity for which the equipment is needed, why it's needed, what will be built/adapted, etc.

This information must be repeated for each WP/task with allocated equipment costs.

C.2 OTHER GOODS, WORKS AND SERVICES (OGWS)

- 45.000 Euro under C.3 other goods and services:
  - *WP 1, task 1.2: 5.000 Euro for the catering and venue of event XYX.* In the WP description there must be references to the event planned to be organised, target audience/participants, the reason for the event, which outcome is foreseen/expected.
  - *WP 2, task 2.3: 10.000 Euro for the fee of a consultant for a market analysis.* In the WP description there must be references to the fact that, for example, the company intends

to expand its market to Countries A, B and C and that an in-depth analysis about these markets will be needed to assess X, Y and Z.

- *WP 2, task 2.4: 10.000 Euro for the purchase of data about public-transport users' habit in a specific place/context.*

In the WP description there must be references to the fact that such data will be needed, which type of data they are, how they will be used, what outcome is expected.

- *WP 4, task 4.1: 20.000 for the purchase of components for the construction of prototype XYZ.*

In the WP description there must be references to the prototype, why it's needed, what will be its characteristics, etc.

D.1 FINANCIAL SUPPORT TO THIRD PARTIES (FSTP)

Applicable ONLY in exceptional cases and only if explicitly requested in the Call Manual.

D.2 INTERNALLY INVOICED GOODS AND SERVICES

- 25.000 Euro under D.2 internally invoiced goods and services:

- *WP 1, task 1.2: 10.000 Euro for the use of the subgrantee's transport modelling platform and simulation infrastructure for scenario analysis and impact assessment.* In the WP description there must be references to the activity, why it's needed, etc.
- *WP 2, task 2.3: 15.000 Euro for the use of the subgrantee's wind tunnel for testing the prototype.* In the WP description there must be references to the activity, why it's needed, etc.

This information must be repeated for each WP/task with allocated internally invoiced goods and services' costs.

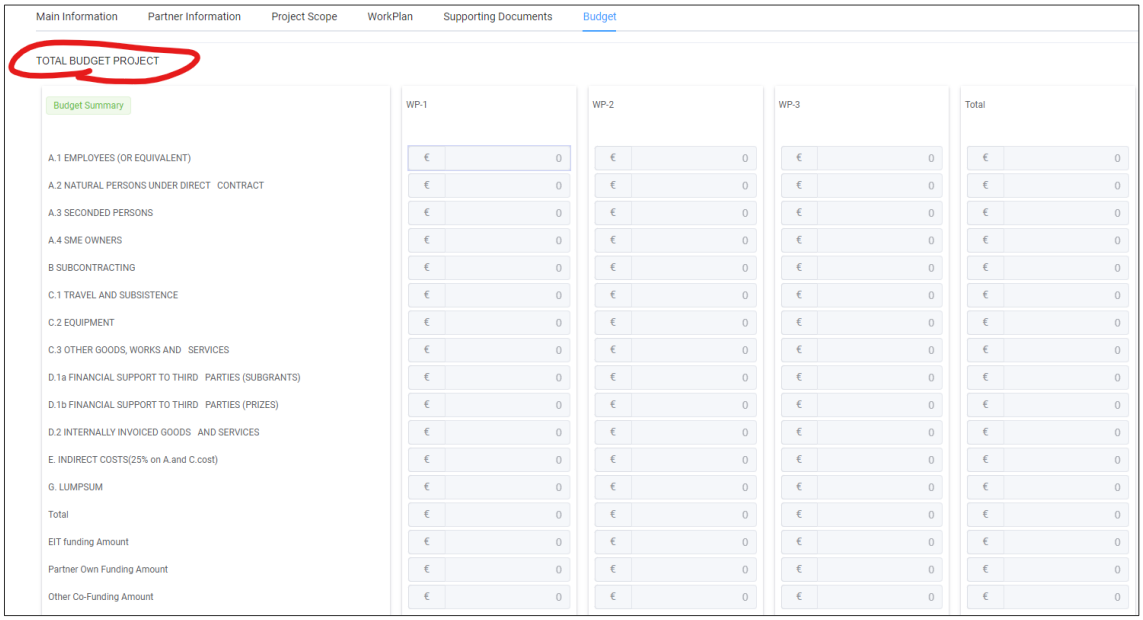
7.2. Completing the budget in the application form

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 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 Ttotal budget project" you can hide/unhide this table.



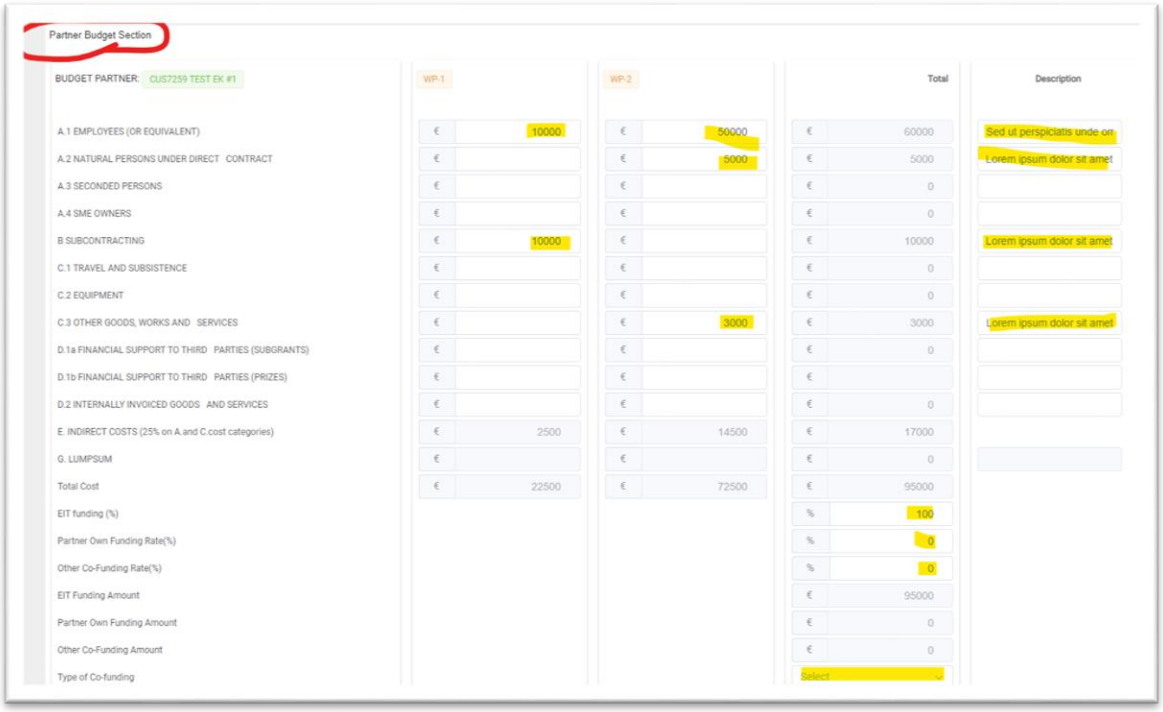
Right under the total budget table, you will find one table per each one of the partners involved into the project. For each of them, only the Work Packages where they have been included as "contributor" will appear.

IMPORTANT: **Each Work Package for each partner must include a budget. If a partner does not have a budget in a Work Package, they must be removed as contributing partner.**

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 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.



Make sure that the budget justification clearly indicates the work package and specify the tasks/activities foreseen.

You must also indicate 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.

Own funding will be the costs covered by the partner directly; while **co-funding** will be 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:



You must repeat this process for each partner.

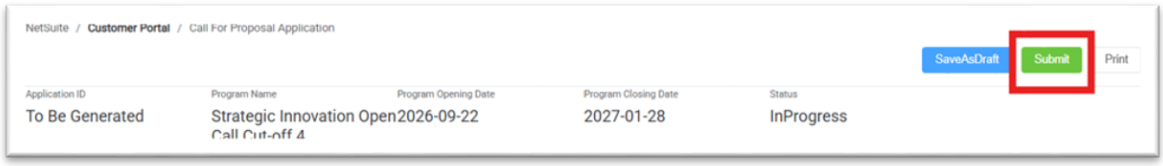
Before moving to the next tab, remember to **click on the "SaveAsDraft" button**.

8. Submit Application Form

We strongly recommend all applicants **not to wait the last day/minute to submit the Application Form**.

You should ideally **submit it with at least one day of margin**: should you encounter any system error while submit the AF, EIT Urban Mobility staff will in fact be able to properly assist you.

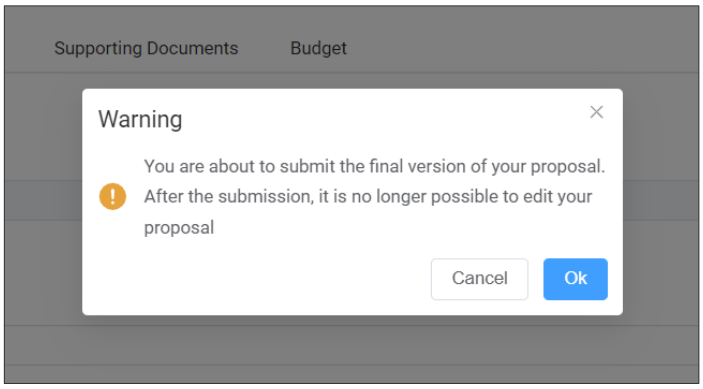
When your Application Form is correctly and fully completed, **save it one last time** and you can then **submit** it by clicking the "submit" button:



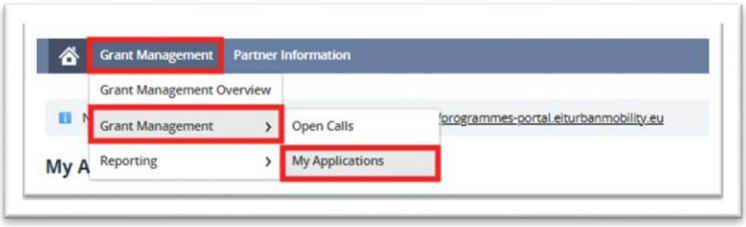
If your Application Form has been not properly completed – i.e. some mandatory information have not been included – the system will not allow you to submit the AF and an error message will inform you about what is missing. **It is therefore recommended to attempt a submission by clicking on submit even if your proposal is not yet complete. This 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.**

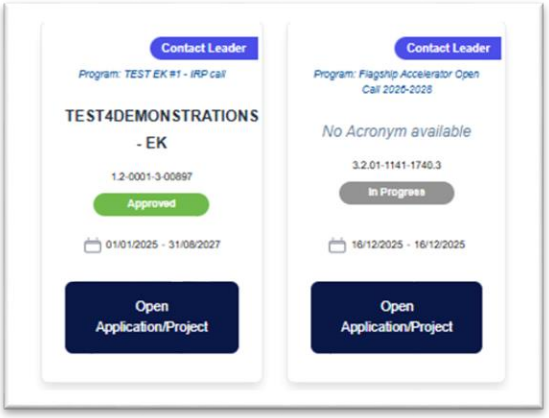
IMPORTANT: **Once an Application Form is submitted it will not be possible to revert the process any longer, nor to submit a new updated version**. Make therefore sure that you **submit the AF only once you are sure that the information introduced are final**.

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



Once your proposal is submitted **you will receive any e-mail notification**. By going into the section "My applications" you will be able to see the status of your application (In progress, Submitted, Approved with Conditions, Approved, Rejected) and therefore see if it was properly submitted:


Grant Management
Partner Information
Grant Management Overview
Grant Management
Open Calls
Reporting
My Applications
programmes-portal.eiturbanmobility.eu
My A


Contact Leader
Program: TEST EK #1 - IRP call
TEST4DEMONSTRATIONS - EK
1.2-0001-3-00897
Approved
01/01/2025 - 31/08/2027
Open Application/Project
Contact Leader
Program: Flagship Accelerator Open Call 2025-2028
No Acronym available
3.2.01-1141-1740.3
In Progress
16/12/2025 - 16/12/2025
Open Application/Project

9. Tips & Tricks

Please find here below a recap of the **main points of attention** to follow in order to guarantee a smooth application process:

- Start creating and filling in the Application Form **at least 3 or 4 weeks before the submission deadline**: in this way you can familiarise yourself with the Application Form and can **let us know in due time if you are encountering any technical issues** by writing an e-mail to pmo@eiturbanmobility.eu.
- **Do not include any external links (URLs)** in the Application Form, unless it's for the optional video link.
- 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 the time should work on the Application Form.
- The **Budget tab** should be one of the **last tabs to be filled in** since the structure is directly linked to the Work Plan structure. The budget will only be available once you created the Work Packages
- Make sure that the **Budget Justification section** clearly specifies how the budget allocated to the partner will be used, listing their planned contributions and activities, referencing the relevant work package (WP).
- 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**: in this way you can make sure no information will get lost (if you stop working on the Application Form for some time, the system will log you out automatically without saving).
- **Do not wait the last day/minute to submit the Application Form**: should you encounter any system error while submit the AF, EIT Urban Mobility staff will in fact not be able to properly assist you.