EIT Urban Mobility
Calls for proposals

Guidelines for Applicants

EIT Urban Mobility - Mobility for more liveable urban spaces

Co-funded by the European Union

Contents

1. Partners registration

1.1. Registering your organisation in the "Funding and Tender Opportunities Portal – European Commission"

Before submitting your proposal on PLAZA, all involved partners need to register their organisation on the EU Participant Portal following this link:

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register

If you have already participated in projects funded by the EU before and have your PIC number validated, you can proceed with the registration of your organisation on PLAZA (see section 1.2.).

However, please make sure that the information that you are providing on PLAZA is consistent with the legal information connected to your PIC (legal name, VAT, registration number, legal address, LEAR – legally appointed representative responsible for updating organisation's information on EU participant portal). It is essential that your LEAR has access to your PIC account and related email address at any time.
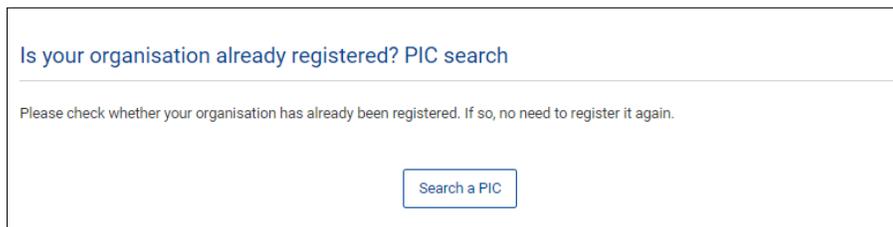
If this is your first time participating in an EU funded project or your organisation cannot access your already validated PIC and there are updates to the organisational data that need to be done, you need to register/re-register your organisation.

Please make sure that the information that you provide during the PIC registration is consistent with the information that you provide during the PLAZA registration.

Primary registration of your PIC number takes about 10 minutes, and your PIC number is generated within another 10 minutes and will be sent to the email address that you have indicated during the registration.

All new PIC numbers get assigned a status of "Declared", which means your organisation has not been fully validated, but the new PIC number can already be used during your proposal submission.

Full validation of your PIC number will happen at a later stage if you are selected in the call. That is why it is essential that you always have access to your PIC account and related email address.

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

Any organisation applying for EU funding must be registered at the Funding and Tender Opportunities Portal and keep its legal organisational data updated.

For more detailed information about new PIC registration and validation, please follow the detailed guidance:

Registration and validation of your organisation - Online Manual - Confluence (europa.eu)

For more information on how to access your PIC account, please follow the guidance:

Accessing the Participant Register - European Commission It-How-To Manual - Confluence (europa.eu)

1.2. Registering your organisation in PLAZA

PLAZA is a tool used by EIT Urban Mobility to manage the Business Plans grant cycle at the application stage.

After registering/updating your PIC number, you may proceed with your registration in PLAZA:

https://plaza.eiturbanmobility.eu/SITE/PRIVATE/GO/login.aspx

The first person to register will be assigned as a Single-point-of-contact (SPOC)[1] for your organisation, but this can be changed by the current SPOC at a later stage.

Please note that PLAZA registration **is not automatic** and needs to be reviewed and **approved by the EIT Urban Mobility PLAZA support team within a period of 2 working days.**

---

1 A person serving as the focal point of contact for anything related to your organisation and its participation in the submitted proposal.

Once your SPOC has received an email with a one-time passcode for PLAZA, please log in and proceed with the next steps and consult the PLAZA Guide.

Alternatively, the PLAZA Guide can be found in the "PIF-Info" section once you are logged in to your PLAZA account (see Figure below).
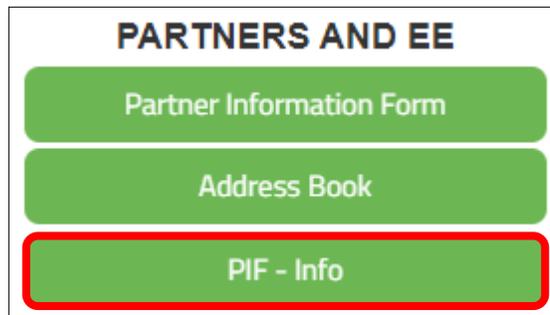
Once all the organisations in your consortium have been registered and approved on PLAZA, your project leader can create a proposal on PLAZA and select all the partner organisations from the dropdown menu (see section 3 – where partners selection is described).

Questions	Websites	Emails
EU Participant Portal	https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/beneficiary-register-search	European Commission users: EC-HELPDESK-IT@ec.europa.eu External users: EU-LOGIN-EXTERNAL-SUPPORT@ec.europa.eu
PLAZA	https://plaza.eiturbanmobility.eu/	servicedesk@eiturbanmobility.eu
Other issues on partners legal onboarding		pmo@eiturbanmobility.eu

2. Preparation of your project[2] proposal

Before you can start completing your application, you should study the call documents, select partners and plan your project.

2.1. Study the call documents

Choose your call and then read carefully the related documents (Call Manual + List of documents to take into consideration) that are available on the EIT Urban Mobility website (www.eiturbanmobility.eu > Get involved > Calls for proposals):
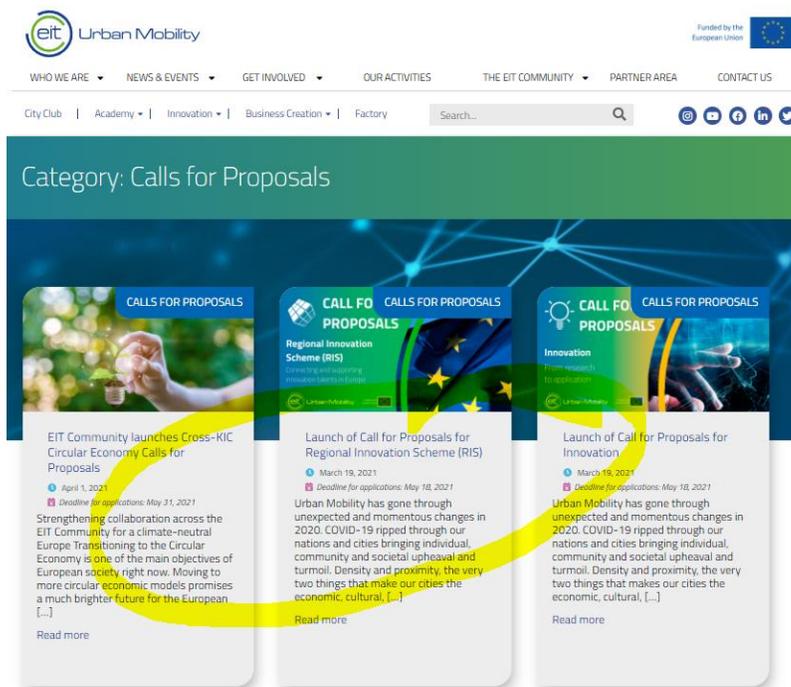
2.2. Select your partners for the project

Most calls require more than one participant in the proposal (see call requirements on the call text).

The EIT Urban Mobility provides a **matchmaking platform** that offers the opportunity to find potential partners and generate project ideas.

---

[2] We refer to the submitted projects in a general sense. In the specific case of Business Creation, applicants are applying for programmes.

Additionally, you can also use the **EIT Urban Mobility website** to find partners or contact your innovation hub or thematic area:

Type of contact	Email
Innovation area	innovationcall@eiturbanmobility.eu
Academy area	academycall@eiturbanmobility.eu
Business Creation area	businesscreationcall@eiturbanmobility.eu
Public Realm area	publicrealmcall@eiturbanmobility.eu
Citizen Engagement	citizenengagementcall@eiturbanmobility.eu
RIS	riscall@eiturbanmobility.eu
Innovation Hub North	north@eiturbanmobility.eu
Innovation Hub West	west@eiturbanmobility.eu
Innovation Hub East	east@eiturbanmobility.eu
Innovation Hub Central	central@eiturbanmobility.eu
Innovation Hub South	south@eiturbanmobility.eu

Remember that only partners from EU countries and Third countries associated to Horizon Europe (HE) are eligible for funding.

2.3. Plan your project and prepare the Technical Information of your project proposal

All information required to be completed in the different fields of the application forms is set out in detail in PLAZA (see section 3 for further detail). Remember to review the call conditions, general and specific requirements, and evaluation criteria to ensure that all information provided is in line with the requirements of the call. In this section, you will find some additional tips and recommendations on how to provide this information.

2.3.1. Revision of the general and specific requirements of the call

General and specific requirements

Be sure to take into consideration all requirements of the call when you are developing your project proposal (sections 2 to 5 of the Call Manual).

As a general requirement for all the calls, all project proposals must be aligned with the Vision and Mission, Strategic Agenda and Strategic Objectives of EIT Urban Mobility.

Additionally, each call also has specific requirements related to aspects such as the strategic focus of the call, the expected duration of the project proposals, the scope of activities, the expected impact and partnership composition, as well as other requirements related to specific financial issues of the call, such as the budget limitation per project proposal, the co-funding rate or the Financial Sustainability Model.

Admissibility and eligibility check: general and specific requirements taken into consideration

There are up to 5 different general and specific requirements that will be taken into consideration during the admissibility and eligibility check of the call (section 5 of the Call Manual):

1. Completeness	The submitted proposal is completed, submitted in time via the PLAZA submission tool, in English with all its mandatory sections.
2. Lead Applicant eligibility	Any type of applicant will be eligible to be the Lead Applicant of the project proposal. However, there might be some calls where specific criteria are required. Please check these criteria for each call.
3. Partnership composition	Some calls just need one or two partners from two different countries from EU or Third countries associated to HE to be eligible, but most of them require several partners (named a consortium) to integrate the project proposal. Please check the partner profiles required for each call.
4. Co-funding rate	All proposals must have a minimum co-funding rate. Please check the co-funding rate required by each call.
5. KPIs addressed	All proposals must identify and address the mandatory Core KPIs of the specific Challenge area under which the proposal is submitted. Some calls required also KIC Specific KPIs. Please check what is required for each call.

Besides those, there can also be other additional specific admissibility and eligibility requirements included in each call which must be also taken into consideration.

Planning of the work (tasks, deliverables, outputs, KPIs, etc.)

For most types of calls, the Technical Description must give a detailed description of the project idea and work plan: tasks, outputs and deliverables, division of responsibilities and resources, time schedule, project management structure, dissemination, and communication plan/strategy.

Tasks

All project activities should be grouped in a logical, consistent, and structured way into separate Tasks. All Tasks must present a clear, logical link to the project objectives and the other Tasks. Ideally, each Task should constitute a sub-part of the project, a step leading to the achievement of the project's overall goals.

Projects should normally have at least 2 types of tasks:

- Task 1 — management and coordination activities
- Tasks 2, 3, 4…etc. — outputs related to the project goals.

Beyond that, you may create as many tasks as you need, trying to limit them to 6 or 7. You may also include sub-tasks if necessary.

Task 1 should normally cover all activities related to the general management and coordination of the project and activities that do not relate to any of the Tasks leading to a specific result, but which are directly linked to the project as a whole.

For the other tasks, describe the:

- objective(s)
- activities/tasks to be implemented — in specific terms
- (tangible and intangible) outputs to be produced
- Deliverables
- KPIs

KPIs

It is important to distinguish between the EIT Core KPIs and the KIC Specific KPIs:

- **EIT Core KPIs** are indicators defined by the EIT that reflect the EIT operational objectives for education, entrepreneurship and innovation. These KPIs are used to measure how effectively a project is meeting the objectives of the EIT. Usually, those KPIs are mandatory.
- **KIC Specific KPIs** are indicators defined by EIT Urban Mobility that reflects the societal challenge that the KIC is trying to address.

Please carefully read Section 3 of the Call Manual where the mandatory core EIT KPIs and possible additional EIT Urban Mobility KPIs are listed. You will need to clearly address the corresponding mandatory KPI(s) indicated in that Section 3 for a proposal to be eligible. You will be requested to identify the target value related to each KPI (Core KPIs and specific KPIs - if applicable) and indicate that these KPIs will be achieved by the end of the project.

Outputs, Milestones and Deliverables

Concerning the outputs:

1. Distinguish between outputs, milestones and deliverables:

   - **Deliverables**: elements to be submitted to the EIT (publication, leaflet, progress report, brochure, list, etc.). Some calls required a minimum of core deliverables. As a general recommendation for all the calls, the number of deliverables should be limited to ensure it is manageable. You may be asked to further reduce the number of deliverables during the condition clearing phase if your proposal is pre-selected. Please check the Call Manual for each call.
   - **Outputs**: tangible results of an activity, (e.g. the concrete technology, product, service, method, design, patents, new jobs, new curricula, prototypes, concept, methodology, approach, skills and experience, etc).

2. Be as specific as possible, e.g.:

   - **Events:** expected number of events, title, content, duration, number of participants, etc.
   - **Publications:** estimated number publications, language, format (printed/electronic), number of printed copies (in each language), etc.

3. Be realistic about what you can achieve within the project duration. The scope of your project should be ambitious but remain feasible, adapting the number of outputs to the project duration and resources.

4. Refer only to major outputs. Do NOT include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to the maximum amount established in the specific Call Manual. You may be asked to further reduce the number during the conditions clearing phase.

Budget

The budget categories outlined in the "Eligibility of expenditures" document included as a supporting document of the call are the following:

A. Personnel costs
B. Subcontracting
C. Purchase costs
D. Other costs
E. Indirect costs (overheads)

The budgeted amounts should be based on a detailed and accurate estimation of your project costs (based on the cost eligibility rules set out in the Horizon Europe Model Grant Agreement).

You must keep appropriate and sufficient evidence to prove the eligibility of all your costs declared during the implementation of your project (Art. 20 of Model Grant Agreement).

For instance, you must keep a (hard or digital) copy of these documents:

- Original tickets and invoices related to travel, accommodation, and subsistence costs
- Signed timesheets of the persons involved in the project
- Contracts with providers or personnel
- Invoices
- Accounting records

The evidence must be correctly archived for the duration of the project indicated in your Grant Agreement, and in general, it must be kept for at least 5 years after the final payment or longer if there are ongoing procedures (audits, investigations, litigation, etc).

The costs declared must be:

- Actually incurred by a KIC Partner; i.e. real and not estimated or budgeted
- Actually incurred in the period set out in the agreement
- Indicated in the estimated budget of the action
- Incurred in connection with a specific action and necessary for its implementation
- Identifiable and verifiable, in particular recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the KIC Partner is established and with the beneficiary's usual cost accounting practices
- Compliant with the applicable national law on taxes, labour and social security

- Reasonable, justified and must comply with the principles of sound financial management, in particular regarding economy and efficiency

In case an amount of co-funding is required, remember to adapt the EIT Urban Mobility funding requested for your project to the total project budget, to ensure that your project fulfils the minimum co-funding required for the call:

Example:

Minimum required co-funding rate of the call: **30%**

Total project budget (total cost of the project implementation): **100.000 €**

Total EIT Urban Mobility funding requested: 100.000 € x 70% (100% of cost – 30% of mandatory co-funding) = **70.000 €**

Consider that in case the sum of reported costs is greater or equal to the budget, the full EIT funding is assigned. The remaining difference is added to co-funding. However, in case the sum of reported costs is smaller than the budget, the full co-funding amount is assigned; the remaining difference is covered by the (reduced) EIT funding.

Example:

Minimum required co-funding rate of the call: **30%**

Total project budget: **100.000 € -->** 70.000 € EIT Funding and 30.000 € co-funding

Total reported costs: **80.000 €**

Total EIT Funding to be received: 80.000 € - 30.000 € = **50.000 €**

Total co-funding applied: **30.000 €**

Annexes & supporting documents

Supporting documents or annexes must be provided according to the specific requirements of each Call Manual.

3. Electronic submission of your project proposal

3.1. Entering in Plaza and creating your project proposal

Go to the EIT Urban Mobility website and click on partner area:
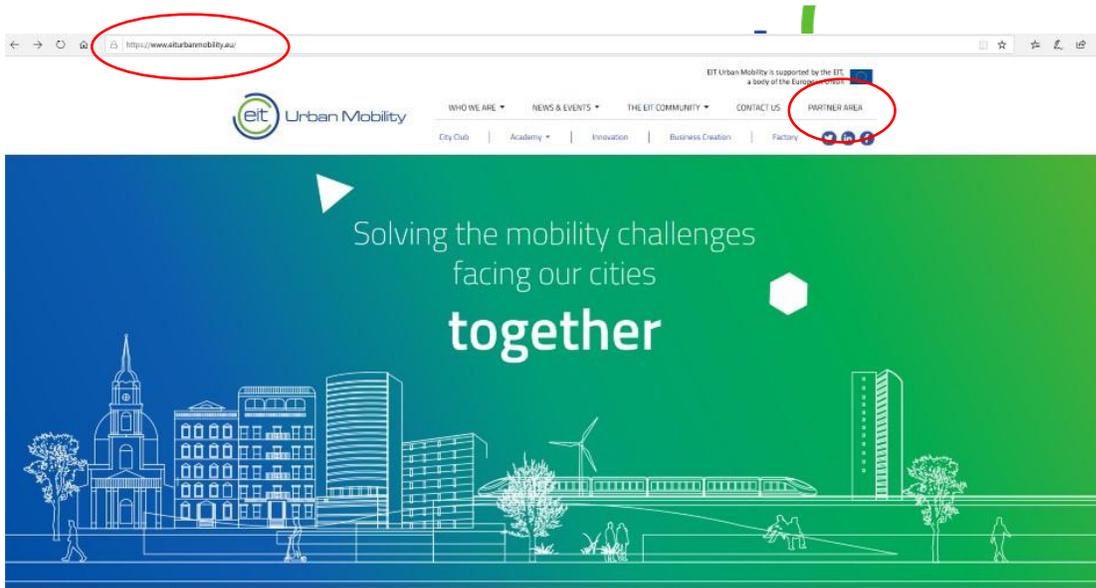
Click on the link appearing at the left side of the screen:
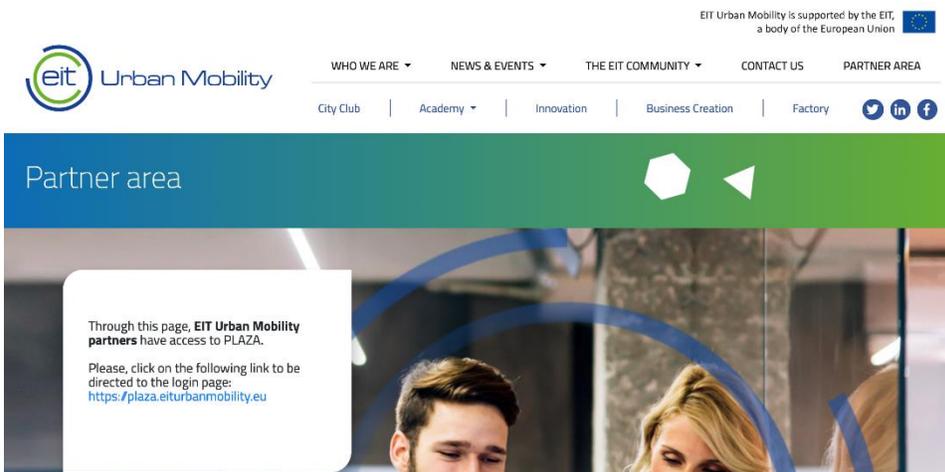
A new window will be opened where you will be requested to provide your username and password/code. This will redirect you to the PLAZA system[3] where you will be able to create a new proposal for the present call:

Plaza for EIT Urban Mobility

Username
Password / Code

FORGOT PASSWORD   LOGON

Is this **your first time**? **Please register** at
https://plaza.eiturbanmobility.eu/register
CLICK HERE TO REGISTER
After registration you will receive a start code. Use your email address as username and the start code as initial password. You will be asked to set a strong password.

Once signed in Plaza, from the homepage got to **Call 2023-2025 Academy or RIS Education** and select "Add a New Proposal" button to create a new proposal.

3.2. TAB 0

Complete the information requested in this first TAB 0 first, according to the following instructions:

This is a TAB

| 0. START HERE | 1. CONTACTS | 2. ACTIVITY OVERVIEW | 3. ACTIVITY SPECIFIC INFO | 4. SUSTAINABILITY | 5. BUDGETS | 6. FEEDBACK |

Area   ⓘ ★   Select Area (Required)

Segment   **This is a FIELD**   Select Segment (Required)

New or Existing Activity ⓘ ★   ● New Activity   ○ Continuation of Existing Activity

Activity Title   ⓘ   **This is HELP** max 140 characters

Activity Acronym   ⓘ ★   **This is a COMPULSORY field**

Generated ID   ⓘ   21006   **This is an AUTOFILL**

Start / End Date   ⓘ ★   01-Jan-2021   31-Dec-2021

Activity Description for public ⓘ ★ Edit   **This is EDIT button opens a pop -up for free text entry**
dissemination (max 1000 characters)

This CHECKS correct data entry

Save   Check and Save ✔   ⓘ

---

[3] Remember that your entity must be registered in the PLAZA system in order to have access (see section 1)

As first step, select the call area and the segment of the call

When a new activity is created, fill in Activity Title and Activity Acronym (max 25 characters)

Please enter the start and end dates of the activity.

max 1000 characters

This summary should invite the reviewer to read the proposal and be suitable for publishing.

Explain how the impact of your activity aligns with the CfP document.

Please provide a short paragraph that describing your *activity* and its *impact*. This entry can be made accessible to the general public for dissemination.
NB: This field should not contain jargon, acronyms, and confidential, or sensitive information (max 1000 characters).

By clicking "Edit", all data can be changed or adapted.
After changes are made, save or check and save again!

3.3. Saving changes to the proposal

Note that you can complete some of the mandatory fields, save the information, and return to continue completing and upload the documents at a later point by clicking the "**Save**" button at the bottom:

"**Save**" will save your data and can still be changed at a later stage

"**Check and Save**" will save your data but also check whether all required fields, in this tab, are filled in and respect the required format. A green check mark will be added to the tab header, if successful and the tab will be locked

For further changes, you need to click the "**Edit**" button that will appear at the bottom of TAB 0:

Only after you have completed all mandatory fields and select "Check and Save" to lock TAB 0, you will be able to fill in the rest of the TABs where you will find instructions on the information requested on the left side of each field. Please, make sure that the green check mark appears on TAB 0 and on the other TABs.

Additionally, remember that, in case of doubt, you can always address your question to the EIT Urban Mobility Contact of your Call.

3.4. Submission of the project proposal

Once all the TABS (1 to 5) have been properly filled in and validated by the system, all the information required will have been completed. As you can see in the screenshot below, the column "All Tabs Completed", if checked, indicates that all TABS are correctly completed. Once this is the case, you may proceed to the final submission of the proposal by pressing on the icon under the "Submit" column (also shown in the screenshot below):

3.5.   General comments/recommendations

Do not wait until the deadline to submit your proposal!

It is highly recommended to submit your proposal and register your organisations as early as possible to avoid technical problems due to an overload of the system.

Checklist for submission

Before submitting the proposal, check that:

- your proposal fulfils the call conditions
- the proposal is complete, is written in English and is readable
- all consortium members have obtained a user account to log into the EU Portal and PLAZA System and are registered with the system

Please note that after the submission, you cannot edit your proposal anymore.