



Business Plan 2023 – 2025

Call for proposals for EIT Urban  
Mobility members

*RIS Education Call for Innovative  
Ecosystem Building*

**Call Manual**

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | 14 June 2023

[eiturbanmobility.eu](http://eiturbanmobility.eu)

# History of changes<sup>1</sup>

Version	Publication Date	Change
1.0	14 June 2023	Initial version

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<sup>1</sup> Any call update will be published on the EIT UM website and will be visible in this history of changes.

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# Abbreviations

BP	Business Plan
CfP	Call for Proposals
EEE	External Expert Evaluator
FSM	Financial Sustainability Mechanism
HE	Horizon Europe
KIC	Knowledge and Innovation Community
KPIs	Key Performance Indicators
MGA	Model Grant Agreement
RIS	Regional Innovation Scheme
SA	Strategic Agenda
SER	Summary Evaluation Report
SO	Strategic Objectives
TA	Thematic Area

# Glossary

<b>Project Leader</b>	<p>The Project Leader is the central contact point for EIT Urban Mobility from the proposal submission stage to the end of the project implementation.</p> <p>The Project Leader represents the project and the consortium partners (the other partners participating in the project) towards EIT Urban Mobility and has also the responsibility for creating and submitting a proposal.</p> <p>For mono-beneficiary grants, the mono-beneficiary (the single legal entity involved in the project) also has the Project Leader role.</p>
<b>Call for Proposals</b>	<p>The Call for the proposals is the instrument used to allocate funding by EIT Urban Mobility to third parties to support the deployment and development of the Strategic Agenda through projects. EIT Urban Mobility uses 3 different types of calls following the provisions included in the specific rules for EIT KIC actions in HE MGA Annex 5: (1) Regular Open Calls (2) Calls for partners (3) Permanently Open Calls/Permanently Open Calls for partners.</p>
<b>Call Manual</b>	<p>The Call Manual is the document where the terms, conditions, and criteria of any call for proposals are defined and stated according to the principles of transparency, equal treatment, open competition, and sound procedural management.</p>
<b>Deliverable</b>	<p>Deliverables are tangible or intangible good or service produced at a given moment during the project implementation. Deliverables chart the path to reach project objectives and could be a report, a document, a software product, a course, an event or any other building block of a project. The deliverables specified need to fully demonstrate the achievements of the activity and judicious use of public funds.</p>
<b>EIT KPIs</b>	<p>Set of Key Performance Indicators (KPIs) defined by the EIT that reflects the EIT operational objectives for education, entrepreneurship, and innovation. These KPIs are used to measure how effectively a KIC/project is meeting the objectives of the EIT.</p>
<b>Evaluation Process</b>	<p>Process by which EIT Urban Mobility examines the quality of a proposal to decide if it should be selected to receive EIT funding.</p>
<b>Evaluation Panel</b>	<p>Group of external expert evaluators (EEEs), usually 3 EEs and 1 rapporteur, with specific expertise in a specific area/segment of the call, aiming to evaluate a set of eligible proposals submitted to a call. In the case of Calls with proposals below 60.000 EUR of EIT funding allocation, the evaluation panel is composed of at least one external expert evaluator.</p>
<b>Evaluation results list</b>	<p>List of proposals in order of scoring, based on the quality evaluation process results.</p>
<b>Horizon Europe Grant Agreement</b>	<p>The Horizon Europe Grant Agreement (HE MGA) sets out the rights and obligations and terms and conditions applicable to the grant awarded.</p>
<b>KIC Specific KPIs</b>	<p>Set of indicators defined by EIT Urban Mobility that reflects the societal challenge that the KIC is trying to address.</p>

<b>Knowledge triangle integration</b>	EIT Urban Mobility aims to gather close-knit partnerships of European education, research and business entities (knowledge triangles) and also involves cities, either in the composition of the members of the projects or in the expected impact of the projects' results.
<b>Milestone</b>	Control points to chart progress. They may correspond to the completion of a key deliverable that allows the next phase of work to begin.
<b>Panel review</b>	The process by which the evaluation panel reviews the evaluation for all eligible submitted proposals.
<b>Ranking list</b>	List of proposals in order of scoring after the selection committee assessment.
<b>Selection Committee</b>	The Selection Committee is responsible for the selection of shortlisted proposals and the definition of requirements for the inclusion of the selected proposals in the final EIT Urban Mobility's portfolio of projects. For the Calls for Partners, the Selection Committee is composed of 3 Thematic Leads. In the case of Calls with proposals below 60.000 EUR of EIT funding allocation, the selection and definition of the requirements is done by the Thematic Lead.
<b>Summary Evaluation Report</b>	A single and final Summary Evaluation Report (SER) per proposal is produced by the Rapporteur after the consensus meeting. This document summarizes the final score, the strengths, weaknesses, risks, and potential recommendations for a proposal.
<b>Thematic Lead</b>	Director of a EIT Urban Mobility Thematic Area and/or relevant Head who is actively involved in content development of a call for proposals.

# Introduction

Urban mobility faces several challenges. We need solutions accelerating the transformation towards a sustainable mobility ecosystem with a focus on securing and developing liveable urban spaces. This requires a systemic approach involving all key stakeholder groups and calls for change regarding what we do and how it is done.

A key element to manage this transformation is to close the knowledge and skills gap within the area of urban mobility in Europe. We need to make sure that the required capabilities and capacity are available to plan for and handle the transformation and to be relevant in a new context, a new urban mobility paradigm. These education and training needs can be summarised as the ability to implement and leverage on new technology, innovation and entrepreneurship, and system transformation and change.

As a critical part of the strategy, we are now expanding our education activities within RIS regions with the aim to foster innovation and entrepreneurship skills of students in the RIS countries. In this regard, we look for projects that can help us realise these goals and simultaneously, contribute to our strategic objectives and that can be repeated and scalable beyond 2023, including geographical coverage and volume.

With this partner call, we are searching for projects to build and connect innovative ecosystems in urban mobility in RIS countries. This should be done by delivering educational activities and bringing all actors of the knowledge triangle together.

EIT Urban Mobility partners have fully contributed to this task in the past year, gaining the trust of the involved actors of the knowledge triangle, building strong relationships and preparing the basis for replicating their successful methodology in other RIS countries. With this call, we encourage EIT Urban Mobility partners to strengthen the local innovation ecosystem and continue expanding into new Innovation Valleys by building on the existing knowledge and increasing their impact, thanks also to the consequent increased efficiency.

We look forward to receiving your applications for contributing to our Business Plan 2023-2025.

Maria Tsavachidis

CEO

EIT Urban Mobility



# 1. Call summary

Call for Proposals Main Features <sup>2</sup>	
Key dates of the call calendar	<ul style="list-style-type: none"> <li>• <b>Call opening:</b> 14 June 2023</li> <li>• <b>Call closing:</b> 14 July 2023 at 17:00 CET</li> <li>• <b>Eligibility and admissibility check:</b> 18 July 2023</li> <li>• <b>Evaluation of proposals:</b> 4 August 2023</li> <li>• <b>Communication of results:</b> 15 August 2023</li> <li>• <b>Tentative start of the projects:</b> 1 September 2023</li> </ul>
Total estimated EIT Funding allocated to this call	Up to about 350 000EUR
Link to the submission portal	The <a href="#">PLAZA platform</a>
List of documents to be submitted	Application form is available on the PLAZA platform
List of documents to take into consideration	<ul style="list-style-type: none"> <li>• Call Manual</li> <li>• EIT Urban Mobility Strategic Agenda 2021-2027</li> <li>• Guidelines for Applicants</li> <li>• Eligibility of expenditure</li> <li>• Appeal procedure</li> <li>• Project Implementation Handbook</li> <li>• Financial Support Agreement template</li> <li>• <a href="#">Horizon Europe Grant Agreement</a> (specifically Articles 16 and 17)</li> </ul>
Short summary of the topics to be addressed	<p>RIS Education</p> <p>Creation of innovative ecosystems across cities in RIS region through educational activities.</p>
Evaluation criteria	<p>The proposal will be evaluated based on the criteria listed below, as stated in section 5 Evaluation and selection process.</p> <p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>• Strategic fit</li> <li>• Excellence and novelty</li> <li>• Impact and social, economic, financial, and general sustainability</li> <li>• Quality and efficiency of the implementation</li> </ul>

<sup>2</sup> Please note that this calendar is indicative. Dates might be subject to slight changes.

## 2. General requirements

### 2.1 EIT Urban Mobility strategic focus and objectives

Proposals submitted to this Call for proposals must support EIT Urban Mobility (EIT UM)'s vision and mission and substantially contribute to tackling our strategic objectives (SOs). Proposals need to demonstrate how the activity will contribute to specific SOs, as stated in the **Strategic Agenda 2021-2027 (SA)**.

The evaluation and selection of the submitted proposals will be highly dependent on their contribution to the strategic elements as outlined below.

#### 2.1.1 Vision and Mission

At EIT Urban Mobility, our mission is to accelerate change towards a sustainable mobility model for liveable urban spaces. As the leading European innovation community for urban mobility, we foster integration by bringing together the key players across the whole value chain of mobility. We facilitate collaboration between cities, industry, academia, research and innovation and put the challenges facing cities at the centre of all our activities. We aim to develop and deploy solutions for the mobility of people and goods that solve problems and create impact for cities and citizens. All activities of EIT Urban Mobility serve the purpose of achieving three societal impact goals:

- Improve quality of life in cities;
- Mitigate and adapt to climate change;
- Create jobs and strengthen the European urban mobility sector.

Further details on the strategic focus of the EIT Urban Mobility Academy and RIS Education are given in Section 3.

#### 2.1.2 Strategic Objectives

Five strategic objectives (SOs), as set out in the Strategic Agenda 2021-2027, steer our activities and ambitions, and will lead us to achieve our mission:

- SO1 - Create liveable urban spaces
- SO2 - Close the knowledge gap
- SO3 - Deploy and scale green, safe, and inclusive mobility solutions for people and goods
- SO4 - Accelerate market opportunities
- SO5 - Promote effective policies and behavioural change

The submitted proposals must be aligned with **SO2** and must fit with the scope of the proposed activities as set out in section 3 below.

## 2.2 Applicants' eligibility and membership

The EIT creates ecosystems. The KICs are anchored in regional and local communities via their Co-location Centres (called Innovation Hubs within EIT Urban Mobility). The EIT is the mechanism to link the knowledge triangle components of education, research, and businesses across Europe and into the wider world.

At EIT Urban Mobility, we integrate the knowledge triangle components and extend them by an additional group: cities. Accordingly, EIT Urban Mobility currently brings together more than 300 partners from 33 countries and four sectors: academia, research, industry, and cities.

### 2.2.1 Who can apply

This call for proposals is open to all members from the EIT Urban Mobility community at the moment of the closing of the call (membership profiles and fees indicated at the section *2.2.2 membership*), which have already taken part in any activity carried under the framework of the Academy thematic area in the past years.

As a minimum requirement, all proposals must be composed of at **least two independent legal entities**<sup>3</sup> established in two different EU Member States and/or Third countries associated to Horizon Europe, belonging to the EIT UM community. Due to the specific geographic target of this call, namely the RIS region, at least one entity should be established in one of the RIS countries<sup>4</sup>.

#### Specific cases

Entities members of EIT UM established in the United Kingdom, and exceptionally entities established in Switzerland, are eligible to participate but at their own costs. These entities will not receive EIT funding.

#### Temporary eligibility requirements for Hungarian universities

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<sup>3</sup> Two legal entities shall be regarded as independent of each other where neither is under the direct or indirect control of the other or under the same direct or indirect control as the other. Please refer to the entire definition in Article 8: [https://ec.europa.eu/research/participants/data/ref/h2020/legal\\_basis/rules\\_participation/h2020-rules-participation\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf)

<sup>4</sup> Countries eligible to take part in the EIT RIS (until 2014) are: Bulgaria, Croatia, Czechia, Estonia, Greece, Spain, Italy, Cyprus, Latvia, Lithuania, Hungary, Malta, Poland, Portugal, Romania, Slovenia, Slovakia, Montenegro, North Macedonia, Serbia, Turkey, Ukraine.

Following the Council's Decision on measures for the protection of the Union budget against breaches of the principles of the rule of law in Hungary that entered into force on 15 December 2022, special participation and funding restrictions may affect the Hungarian entities participating in any of the EIT UM calls.

For further information and the list of affected entities, please refer to the Annex I of the *Eligibility of Expenditures* document.

### 2.2.2 Membership

Participating in a Call for KIC members means being part of the EIT Urban Mobility at the moment of the submission of the application.

Implementing projects is one of the main activities of the EIT Urban Mobility Community. Beyond this activity, the Community has a broader scope of connecting their members and facilitate networking activities to enable all sustainable mobility players to work together and multiply the impact of their initiatives.

To be part of the EIT UM Community as a member, the entities must choose one of the following membership categories before the submission of their applications to the call:

**Gold members:** they pay an annual fee of 30,000 EUR and have full access to all benefit packages offered by EIT Urban Mobility.

**Silver members:** they pay an annual fee of 10,000 EUR and have limited access to all benefit packages offered by EIT Urban Mobility. In the case of Small Enterprises and NGOs, a reduced annual fee of 5,000 EUR will be applied.

Cities are offered a special membership package:

**Leading cities:** with an annual fee of 10,000 EUR, they have full access to the gold membership package and the additional city-specific services.

Detailed description of all packages and related benefits, as well as the registration and condition for membership is outlined on our website: <https://www.eiturbanmobility.eu/become-a-partner/>.

EIT Urban Mobility partners in the Higher Education Institution Initiative (HEI), who are part of a selected proposal, will be asked to pay an annual fee based on their chosen partnership category.

# 3 Call specific requirements

## 3.1 Strategic Focus

EIT Urban Mobility RIS is designed as a two-way interaction scheme. By sharing its good practices of Knowledge Triangle Integration (KTI) and increasing activities in eligible countries, EIT Urban Mobility will gain access to productive inputs, business skills, talent, cooperation opportunities in education, market and business, currently untapped entrepreneurial potential, customers for innovative ventures, innovation, knowledge, knowhow and technology transfer possibilities, additional testbeds for applications of innovative solutions as well as access to co-funding options provided by EU, Regional and National Support Schemes.

In the mid-term perspective, EIT Urban Mobility RIS is expected to facilitate the incorporation of relevant players of the local innovation ecosystems in the EIT Urban Mobility ecosystems and foster the Knowledge Triangle Integration approach as a framework for the enhancement of innovation capacity. RIS calls aim to support cooperation with non-RIS areas.

The overall purpose of the EIT Urban Mobility education activities is to close the knowledge gap within urban mobility, enabling the development of mobility for liveable urban spaces. This includes fostering innovation and entrepreneurship skills in a lifelong learning perspective. The education activities focus on three main fields: The Master School, the Doctoral Training Network and the Competence Hub, our professional school targeting lifelong learning.

There is a constant need to develop methods, content and business models to improve the running operations. We need to have an experimental approach and test new ideas, that when shown to work, may be repeated and scaled up. We need to build capabilities to be able to offer and produce relevant content quickly and efficiently that differentiates us from what is already available. It is imperative that EIT Urban Mobility offers high quality education (content and methodology including supporting EIT-labelled programmes), reach a large audience and market, and gain recognition efficiently with a lasting effect.

## 3.2 Scope of the Activities

### *3.2.1 RIS Education Call to build and connect innovative ecosystems in RIS countries*

The objective of this call is to fund activities that focus on building and connecting urban innovative ecosystems in RIS countries through education activities. The goal of the education activities is to foster start-up creation and acceleration through challenge-based workshops and trainings. These activities should involve the actors active in the knowledge triangle such as industry, civil servants, students,

academic and non-academic staff at the higher education institutions. The engagement of these stakeholders should be initiated by a joint identification of relevant problems and needs related to urban mobility, addressing regional missions and societal challenges, which are then translated into transdisciplinary student challenges. The challenges should stimulate innovative, entrepreneurial thinking and foster new approaches to solutions in the field of urban mobility.

Consequently, from the start, the project activities should promote the integration between cities (their challenges and needs, as defined by representative stakeholders themselves), education (academia, particularly students but also teachers), business creation and innovation (by the engagement of students and start-ups in creating added value, long-lasting solutions for the defined challenges). To foster and maintain the collaboration among these stakeholders, the project should aim at formally reinforcing the integration of knowledge triangle (e.g. by signing memoranda of understanding among involved parties) and creating the local innovative ecosystems as well as establishing a framework of cooperation among them in RIS countries.

To deepen the collaboration across the innovative ecosystems, the project should organise an annual conference which brings together the stakeholders from the involved ecosystems and promotes the exchange of good practices.

Given the objectives of the call, the proposals should address the following tasks:

- 1) Creation of a cooperation framework inside and among ecosystems based in RIS cities. This will be strengthened through the organisation of stakeholder events, including an annual conference. This task is expected to contribute to KPI KONHE06.
- 2) Joint development of challenge based I&E education activities for students in each ecosystem, leading to start-up creation and acceleration. This task is expected to contribute to KPI EITHE4.2 and KPI HE08.1.
- 3) Involvement of knowledge triangle actors (including cities, industry, start-ups, HEI) from RIS region ecosystems into the development of challenges, formally reinforcing the integration of knowledge triangle (e.g. by signing memoranda of understanding among involved parties). This task is expected to contribute to KPI KONHE03.2 and KONHE06.

To this purpose, the project should target the diverse stakeholders of the RIS ecosystem such as: universities (members of the board, rectors, professors with relevant courses), incubator managers, researchers and innovators in the field (including start-up founders), industry executives, city representatives and other vital players (e.g. policymakers), students, talents, start-ups from RIS universities/ region.

The proposals are encouraged to include a deep tech component in the project activities such as collaboration with deep tech companies/already existing deep-tech ecosystems. Demonstrated synergies with other EU Initiatives, i.e., ERASMUS +, European Universities Initiatives, Start For Future and relevant pan European networks with the potential of high impact will be evaluated positively. Other options to support interoperability between RIS and non-RIS education systems and opening up new possibilities for RIS stakeholder will be highly positive evaluated. Activities should primarily target RIS region impact and target groups but may be based on non-RIS concepts and activity partners.

We plan to award 1 proposal, depending on the evaluation and total budget available.

### Expected outcomes & impacts

The project is expected to deliver high quality activities which will lead to the establishment of innovative ecosystems across the RIS region and collaboration between them. The activities should lead to an increased innovative capacity in each created ecosystem in RIS region and contribute to student start-up creation/acceleration and launch of new innovations in urban mobility. The activities should also foster the capacity building and networking among the stakeholders by actively involving them in all stages of challenge development and promoting a dialogue among them. In a long run, these stakeholders should benefit from the knowledge exchange and established synergies that will lead to an increased creation and an uptake of innovative solutions in RIS cities.

#### 3.2.2 Mandatory KPIs

The table below outlines the minimum contribution to the listed mandatory KPIs for a proposal to be eligible. Define the mandatory KPI adding also the expected minimum targets for each identified challenge.

KPI Code	KPI description	Minimum Target expected
EITHE 4.2	<p><b>Start-ups created in RIS countries</b></p> <p>Number of start-ups registered in EIT RIS country in year N and established as a result/ based on the output(s) of KAVA(s), or start-ups created for the purpose of an innovation project to organise and support the development of an asset (but not later than three years after the completion of KAVA)</p>	1
EITHE08.1	<p><b>Participants in non-labelled education and training</b></p> <p>Number of successful participants in EIT professional development courses, online training courses and other education/training activities delivered or in a process of delivery (by country and type of programme), including data on country of citizenship and gender. Only participants, who successfully finished the programme, will be counted. For this KPI, only those education and training activities which have clearly defined learning outcomes, and which carries out competency assessment method are applicable.</p>	180

Addressing a higher KPI target than the minimum expected above will be positively assessed during the portfolio selection process.

### 3.2.3 Optional KPIs

In addition to the mandatory KPIs, proposals may contribute to other KPIs. This will be positively assessed during the portfolio selection process.

KPI Code	KPI description	Indicative target expected
EITHE4.4	Start-ups created Number of start-ups established in year N as a result / based on the output(s) of KAVA(s), or start-ups created for the purpose of an innovation project to organise and support the development of an asset (but not later than three years after the completion of KAVA) having financial transactions of at least 10 000 EUR for services/products (result of the KIC KAVA) sold to customers.	1
KONHE03.2	#City engagements in the project Number of city engagements per KAVA.	3
KONHE06	# Outreach events in EIT RIS countries Number of events to increase awareness about EIT Urban Mobility in RIS countries, and inform and actively engage local players and the public in EIT Urban Mobility activities.	5
KONHE13	Annual reach of impressions for EIT Urban Mobility online content Visitors visiting online content sites being EIT Urban Mobility branded count, irrespectively of type of content, being a site regarding innovation projects, webTV channel, course home page, or MOOC etc.	5000

## 3.3 Project duration

This call is open to proposals starting tentatively on September 1<sup>st</sup> 2023 and lasting until 31<sup>st</sup> December 2024. Proposals foreseeing a longer duration (lasting no longer than 31<sup>st</sup> December 2025 ) should strongly



justify it. For multiyear proposals, a project workplan and budget covering 2023- 2025 shall be submitted and a yearly review is implemented to assess the performance and the feasibility of continuation.

## 3.4 Financial aspects

### 3.4.1 EIT funding allocation

The total **maximum EIT funding** allocated to this call is up to about 350 000EUR. The budget of the awarded proposal shall reflect the workplan and timeframe of implementation.

The exact budget of the project to be funded will depend on the quality of the proposal received and total funding available. At the end of each calendar year, the approved project will undergo a performance review, which might impact the budget allocation for the following year.

For information on the eligibility of costs, please refer to the document *Eligibility of expenditure* published on the Call webpage.

This call encourages the EIT Urban Mobility partners to strengthen the local innovation ecosystem and continue expanding into new innovation valleys by building on the existing knowledge and increasing their impact. For this reason, to ensure continuity, the costs of this project are eligible as of the selection date of the project. This will allow to carry on with the task of creating and onboarding the new innovative ecosystems in a time efficient manner.

### 3.4.2 Co-funding rate

Co-funding is not mandatory under the framework of this call, however it will be favourably taken into consideration during the selection phase.

### 3.4.3 Financial sustainability

To enable the KIC to gradually become financially independent from EIT funding, EIT Urban Mobility has developed a Financial Sustainability (FS) plan based on a mix of different mechanisms, such as revenue share and equity stakes.

For this call, even if the provision of a FSM for EIT Urban Mobility is not a mandatory element, it will be positively assessed as part of the selection criteria (see section 5.3) and it will be a condition to continue a project in the next years.

### 3.5 Project implementation, monitoring and reporting

For information on your project’s execution (implementation, monitoring and reporting phases), please refer to the *Project Implementation Handbook 2023* published on the Call webpage.

#### 3.5.1 Mandatory deliverables

Given that EIT Urban Mobility is an economic activity within Pillar 3 of Horizon Europe, the primary objectives are to create sustainable wealth, jobs, and skills. As such, provision of academic deliverables akin to the Horizon Europe research and societal pillars is not an objective. Project Leaders should focus on providing deliverables and outputs linked to innovative ecosystem building.

The **minimum mandatory deliverables expected** from a project are:

Deliverable	Description <sup>5</sup>
Report on ecosystem activation and collaboration framework	A yearly report presenting a framework and a progress for the creation and cooperation of the innovative ecosystems in the RIS region

Minor additional deliverables may be added, depending on product/service solution.

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<sup>5</sup> recommended requirements for compliance

# 4. General proposal preparation and submission

## 4.1 Support on proposal preparation

*Guidelines for Applicants*, recorded webinars and contact details are available to guarantee the maximum support to the applicants during the proposals' preparation process.

### 4.1.1 *Guidelines for Applicants*

EIT Urban Mobility has developed the *Guidelines for Applicants* with the aim to assist all potential applicants during the proposal preparation and submission processes. The *Guidelines for Applicants* is published on the Call webpage and provide a full set of information and instructions to prepare and submit a proposal to this call.

### 4.1.2 *Call information sessions*

To help applicants with the preparation and submission of their proposals, EIT Urban Mobility will host an information session after the publication of the call. This online information event will be focused on the call content, the challenges and requirements, as well as on the general procedures, such as the submission and evaluation process, the financial aspects and the monitoring and reporting activities.

Please find the calendar of events and the link to register in the table below:

Type of event	Topic covered	Date and time (CET)	Access to platform
Webinar	<ol style="list-style-type: none"> <li>1. Launch of the Call info session: scope and challenges of the call, tips to applicants</li> <li>2. General procedures: Call calendar, evaluation and selection process, financial aspects and PLAZA submission tool</li> </ol>	Information to be provided on the Call webpage.	tbd

### 4.1.3 Call Contact points

In parallel to the call information session, all applicants may contact EIT Urban Mobility to resolve any concerns or doubts on the general/technical procedures and call content.

These are the key contact details of the EIT Urban Mobility team for questions related to this call:

Type of contact	Email
Legal, Financial, Administrative and general procedures	<a href="mailto:pmo@eiturbanmobility.eu">pmo@eiturbanmobility.eu</a>
Academy area	<a href="mailto:academycall@eiturbanmobility.eu">academycall@eiturbanmobility.eu</a>

## 4.2 Proposal submission and call calendar

### 4.2.1 How to apply

Before starting a proposal, all applicants (Project Leader and consortium partners) must register on the following two platforms, if not done yet:

- [The EU Funding & tender opportunities portal](#) to obtain a 9-digit Participant Identification Code (PIC number) and
- The [EIT Urban Mobility PLAZA tool](#).

Please read carefully the registration and submission processes outlined in the *Guidelines for Applicants*.

The following documentation must be submitted by the Project Leaders through the [PLAZA e-submission platform](#) no later than 12 July 2023, 17.00 CET.

- Application Form

Any proposals submitted after the set deadline will be ineligible.

# 5. Evaluation and selection process

Once the applicants have submitted their proposals, the EIT Urban Mobility team will proceed to:

- Check eligibility and admissibility of the proposals and, if successful:
- Initiate the evaluation of the content by external experts.

## 5.1 Eligibility and admissibility check

A proposal will be eligible if:

1. Completeness	The submitted proposal is completed, submitted in time by the Project Leader via the PLAZA submission tool, in English with all its mandatory sections.						
2. Membership of the applicants	All applicants comply with the requirements specified at Section 2.2.1.						
3. Consortium composition	<p>The consortium shall be composed of at least two independent entities from two different countries from EU Members States or Third countries associated to Horizon Europe.</p> <p>At least 1 applicant in the consortium is from a RIS country.</p>						
4. KPIs addressed	<p>All proposals must identify and address the mandatory related KPIs of the specific Challenge Area under which the proposal is submitted.</p> <table border="1" data-bbox="727 1230 1315 1377"> <thead> <tr> <th data-bbox="727 1230 880 1272">KPI Code</th> <th data-bbox="880 1230 1315 1272">KPI title</th> </tr> </thead> <tbody> <tr> <td data-bbox="727 1272 880 1314">EIT4.2</td> <td data-bbox="880 1272 1315 1314">Start-ups created in RIS countries</td> </tr> <tr> <td data-bbox="727 1314 880 1377">EITHE08.1</td> <td data-bbox="880 1314 1315 1377">Participants in non-labelled education and training</td> </tr> </tbody> </table>	KPI Code	KPI title	EIT4.2	Start-ups created in RIS countries	EITHE08.1	Participants in non-labelled education and training
KPI Code	KPI title						
EIT4.2	Start-ups created in RIS countries						
EITHE08.1	Participants in non-labelled education and training						
5. Mandatory deliverables	<p>The submitted proposal includes the mandatory deliverables identified at section 3.5.1.</p> <ol style="list-style-type: none"> <li>1. Ecosystem activation and collaboration framework: A report presenting a framework for the creation and cooperation of the innovative ecosystems in the RIS region</li> </ol>						

While failing any of these criteria will make the proposal ineligible, failing the following criteria will make the single partner ineligible<sup>6</sup>:

<b>6. Consortium partners eligibility</b>	The consortium partners are fully registered in both the EU Participant Portal and the PLAZA submission tool.
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In the case one single partner of the consortium is ineligible, this partner will step down and EIT Urban Mobility will check whether the proposal is still eligible or not according to the requirements of the call. The Project Leader will be informed accordingly.

Proposals containing one or more ineligible elements will receive an official communication from EIT Urban Mobility setting out the outcome of the admissibility and eligibility check and explaining why the proposal failed to meet the criteria.

In case of missing or incorrect information linked to DEL, KPI and partner registration, applicants will be awarded 5 calendar days from the official communication for the completion of the application. If the applicants respond positively to this request and within the time limit, the proposals will be sent to the next step of the evaluation process (see section 5.2 below).

If the applicants fail to respond or respond after the deadline, the proposals will remain ineligible and will not be further processed.

The Project Leader of any proposal deemed inadmissible/ineligible who disputes the ineligibility decision, may appeal. This appeal must be made within 5 calendar days of the official EIT Urban Mobility notification of ineligibility (see document *Appeal procedure* published on the Call webpage).

## 5.2 Evaluation of proposals

The purpose of the evaluation is to assess the Strategic fit, Excellence, Impact, Implementation, and overall quality of each proposal that successfully passes the eligibility and admissibility check.<sup>7</sup>

<sup>6</sup> The results of this criterion might affect the decision on the composition of the partnership, or even the eligibility of the whole proposal, depending on the relevance of the role of the partner being removed (e.g. a Work Package (WP) leader whose activity is central to the achievement of a key objective or KPI). The inadmissibility of the partner can result in the inadmissibility of the whole proposal.

<sup>7</sup> According to the general principles for the evaluation as per MGA Annex 5: avoidance of conflict of interest and compliance with the principles of transparency, non-discrimination and sound financial management

This Individual Evaluation Process will be carried out by at least **one independent external evaluator**.

Each evaluation phase is integrated by different groups of criteria and sub-criteria which will be assessed according to the following scores:

Score	Description	
0	<i>None</i>	The application fails to address the criterion or cannot be assessed due to missing or incomplete information
1	<i>Very poor</i>	The information provided is considered irrelevant or inadequate compared to the specific call provisions
2	<i>Poor</i>	The information provided lacks relevant quality and contains significant weaknesses, compared to the specific call provisions
3	<i>Fair</i>	The overall information provided is adequate, however, some aspects are unclearly or insufficiently detailed, compared to the specific call provisions
4	<i>Good</i>	The information provided is adequate with sufficiently outlined details, compared to the specific call provisions
5	<i>Excellent</i>	The information provided is outstanding in its details, clarity and coherence, compared to the specific call provisions

### 5.2.1 Quality Evaluation

The quality evaluation of the project proposals consists of an assessment of the strategic fit, excellence, impact, implementation, and overall quality of the project proposal by an External Expert Evaluator (EEE) who will produce the Individual Evaluation Report, that will also count as Summary Evaluation Report (SER), to be sent to the Selection Committee.

The proposals are evaluated and scored against the criteria listed below:

Strategic Fit	Max. scoring
<ul style="list-style-type: none"> <li>The proposal is aligned with the specific call requirements under which the proposal was submitted, including sufficient focus on RIS countries (section 3.2.1)</li> </ul>	5

Excellence and novelty	Max. scoring
<ul style="list-style-type: none"> <li>The intervention logic of the proposal are coherent and logically linked.</li> </ul>	5
<ul style="list-style-type: none"> <li>The project contributes to Knowledge Triangle integration by involving academia, research, industry and cities.</li> </ul>	5
<ul style="list-style-type: none"> <li>The proposal addresses specific RIS target group needs.</li> </ul>	5

Impact: social, economic, financial, and general sustainability	Max, scoring
<ul style="list-style-type: none"> <li>The proposal's expected impacts are measurable and clearly defined.</li> </ul>	5
<ul style="list-style-type: none"> <li>The proposal is addressed to specific target group/s and/or market sector/s and includes a gender perspective.</li> </ul>	5
<ul style="list-style-type: none"> <li>The proposal defines measures to ensure the durability and transferability of project outcomes.</li> </ul>	5
<ul style="list-style-type: none"> <li>The proposal presents a structured recruitment, dissemination and communication plan which guarantees the communication of the project activities to different target audiences (MGA Art.17).</li> </ul>	5

Implementation: quality and efficiency	Max. scoring
<ul style="list-style-type: none"> <li>The workplan is aligned to the achievement of proposal objectives, KPIs and expected results.</li> </ul>	5
<ul style="list-style-type: none"> <li>The proposal budget is clearly outlined, justified and represents value for money.</li> </ul>	5
<ul style="list-style-type: none"> <li>The proposal presents a clear contingency plan.</li> </ul>	5
<ul style="list-style-type: none"> <li>The applicants represent the right competences in accordance with the scope of the proposal and have differentiated and clear roles and responsibilities.</li> </ul>	5

The total scoring of 60 points is distributed as follows:

	Max score
Strategic Fit	<i>5 points</i>
Excellence	<i>15 points</i>
Impact	<i>20 points</i>
Implementation	<i>20 points</i>
<b>Total points</b>	<b><i>60 points</i></b>
<b>Total weight</b>	<b><i>80%</i></b>

In case of same scoring of two or more proposals, prioritization will be based on the scoring following the order: impact, excellence, implementation. This will be specifically brought to the attention of the EIT Urban Mobility Selection Committee.

Once the quality evaluation is finalised, all the IERs/ SERs, are provided to the EIT Urban Mobility Selection Committee.

The total weight of the Quality Evaluation process represents the 80% of the total scoring to be received by the proposal.



### 5.3 Portfolio selection

The EIT Urban Mobility Selection Committee will select the proposal. The EIT Urban Mobility Selection Committee is composed of three Thematic Leads nominated by the CEO.

The project pre-selection will be based on the Call Report, the IERs/ SERs and the Evaluation results list. Only proposals ranked equal or over 35 points will be passed to the Selection Committee.

The Selection Committee will consider the portfolio factors outlined in the table below and will add 15 points to the final scoring obtained by each proposal in the Quality Evaluation phase. The total weight of the Portfolio Selection process represents 20% of the total scoring that a proposal will receive.

Within the Selection Committee, the following portfolio factors are considered:

Assessment factor	Description of the assessment	Scoring methodology (examples)	Max score
<b>Business Intelligence</b>	<p>Issues and concerns expressed by the expert evaluators or by the selection committee members within the following aspects:</p> <p>Duplication of topic/proposal (current or old BP)</p> <p>Track record of entities involved in terms of performance</p> <p>Track record of entities involved in terms of financial sustainability</p> <p>Relevance of the partnership at strategic level by the EIT UM</p> <p>Proposed co-funding</p> <p>Contribution to FSM</p>	<p>5: no issues</p> <p>4: 1-2 minor issues</p> <p>3: more than 3 minor issues</p> <p>2: 1 serious issue</p> <p>1: 2-3 serious issues</p> <p>0: more than 4 serious issues</p>	<p>10 points</p> <p>Total score received x 2 (max 5 points x 2)</p>
<b>KPIs</b>	<p>Number of additional specific and/or mandatory KPIs included at the proposal beyond the minimum KPIs and targets established by the Call Manual</p>	<p>5: additional target of all mandatory KPIs</p> <p>4: additional unit target of 1 mandatory EIT KPI</p> <p>3: additional unit targets of optional KPIs</p> <p>2: several optional KIC KPIs</p> <p>1: 1 additional optional KIC-specific KPI</p> <p>0: only mandatory KPIs</p>	<p>5 points</p>

Furthermore, in case a proposal has a similar topic or expected results as previous projects funded by EIT Urban Mobility, this proposal won't be selected.

The Selection Committee can review the pre-selected proposals, make recommendations to improve the proposal and issue a conditional offer. As part of this process, EIT Urban Mobility may also issue technical conditions that will be included in the conditional offer.

## 5.4 Communication of results to applicants

The Project Leaders of all evaluated project proposals will receive an email notification with the evaluation results, after the portfolio selection process. The email notification will include the SER of the project proposal, the results on the Portfolio selection evaluation (when applicable) and an evaluation letter.

If the project proposal is pre-selected, the evaluation results may include a set of recommendations/conditions. The communication will set up a defined and non-negotiable deadline to address to recommendations/conditions. Accordingly, the Project Leader of a pre-selected proposal under conditions will need to respond and update the proposal according to these recommendations/conditions within this timeframe. If the Project Leader fails to comply with the provided recommendations/conditions or does not respond by the time allocated, the Selection Committee reserves the right to withdraw the conditional notification. In such a case, the next proposal on the portfolio list will be contacted following the ranking list.

If the project proposal is included at the reserve list, the project will be potentially eligible for funding, subject to further availability of funds from the EIT UM. After one year of being on the project proposals reserve list, if no further notifications have been received from the EIT UM, the project proposal will be automatically rejected.

If the project proposal is rejected, no more communications to the applicant will be provided from the EIT.

The process for the final approval of projects, including the conditions clearing phase, will take a minimum of 30 days.

## 5.5 Appeal on Evaluation Results

The Project Leader of a rejected proposal who disagrees with the decision may appeal only in the event where a SER comment is in clear contradiction with the information provided in the proposal. In this case, the Project Leader will have 5 calendar days after receipt of the final evaluation results to submit an appeal to the Evaluation (see document *Appeal procedure* published on the Call webpage).