EIT Urban Mobility
Calls for proposals

Guidelines for applicants

#RIS Education Call for Innovative Ecosystem Building

Co-funded by the
European Union

Contents

1. Partners registration

Before starting a proposal, all applicants (Project Leader and consortium partners) must be registered on (1) the EU Funding & Tender opportunities portal, in order to obtain the 9-digit Participant Identification (PIC) Code and (2) on the EIT Urban Mobility PLAZA tool.

1.1. Register your organisation in the EC Funding and Tender Opportunities Portal

If you want to participate in a EIT Urban Mobility call for proposals, your organisation **needs to be registered** at the European Commission Funding and Tender Opportunities Portal **and have a 9-digit Participant Identification Code (PIC)** before submitting your proposal in PLAZA.

All involved applicants (Project leader and consortium partners) need to register their organisation and keep their legal organisational data updated, using this link:

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

Organisations with already a PIC declared or validated

If you have already participated in projects funded by the EU before and have your PIC number validated or declared, there is no need to register again, 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.

Organisations without a PIC

If this is your first time participating in an EU-funded project or your organisation cannot access your already PIC number 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 for the call. That is why it is essential that you always have access to your PIC account and related email address.

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. Register your organisation in PLAZA

PLAZA is an online submission tool used by EIT Urban Mobility to receive the proposals submitted to the Calls for proposals and to manage the implementation of the selected projects.

After registering/updating your PIC number (step 1), you may proceed with your registration in PLAZA:

https://plaza.eiturbanmobility.eu

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 2 working days after the registration by the applicants.**

<div style="border:1px solid red; padding:4px;">

IMPORTANT: All entities participating in this call for proposals must be registered in PLAZA as early as possible and no later than 2 working days before the call closes, otherwise they may not be eligible for funding.

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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 , available in the "PIF-Info" section once you are logged in to your PLAZA account (see Figure below).

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

Once all the organisations in your consortium have been registered and approved on PLAZA, the 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 proposal

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

2.1. Study the call documents

Choose the relevant entry on EIT UM website, **#RIS Education Call for Innovative Ecosystem Building** and read carefully all related documents (Call Manual + List of documents) that are available on the EIT Urban Mobility website (www.eiturbanmobility.eu > Get involved > <u>Calls for proposals section</u>):
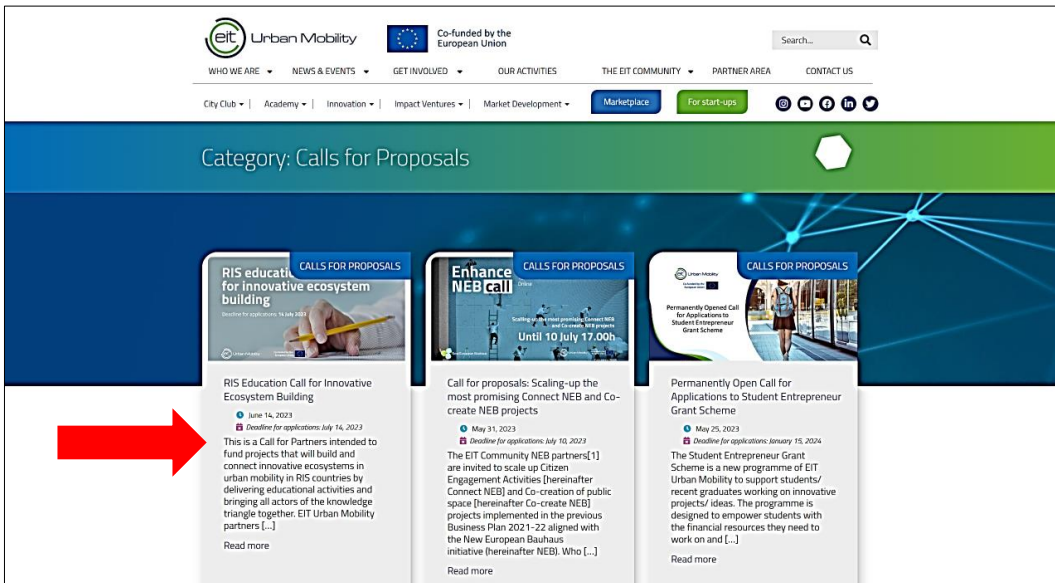
2.2.   Select your partners for the project

The #RIS Education Call for Innovative Ecosystem Building is open to consortia of **at least two legal entities**. You can use the [EIT Urban Mobility website](#) to identify suitable partners.

Remember that this Call for Proposals is open to entities established in the Member States (MS) of the European Union (EU), and/or in Third countries associated to Horizon Europe **belonging to the EIT UM community**. Please refer to the Call Manual for further information on eligibility.

2.3. Plan your project and prepare the technical content of your proposal

> All information required to be completed in the different fields of the application form 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.

General and specific requirements

Make sure you take into consideration all requirements of the call when you are developing your proposal (esp. 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 projects, 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, the co-funding rate or the Financial Sustainability Mechanism.

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

Please read carefully the mandatory requirements that will be taken into consideration during the admissibility and eligibility check of the call (section 5 of the Call Manual and **all references therein**). If you fail to fulfil these requirements, your proposal will be ineligible and won't be evaluated further.

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

For most types of calls, the Technical Description must give a detailed description of the project idea and work plan: tasks, milestones 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
- Milestones & deliverables (when required)
- KPIs

Key Performed Indicators (KPIs)

Please carefully read Section 3 of the Call Manual where the mandatory EIT KPIs and possible additional EIT Urban Mobility KPIs are listed. You will need to clearly address the corresponding mandatory KPI(s) indicated in Section 3. 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

Deliverables: elements to be submitted to the EIT (publication, leaflet, progress report, brochure, list, etc.). Limit the number of deliverables to the maximum amount established in the specific Call Manual. The #RIS Education Call for Innovative Ecosystem Building requires 1 mandatory deliverable, as explained in Section 3 of the Call Manual.

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).

Milestones: control points in the project that help to chart progress (kick-off meetings, steering committees, first-draft of a survey, prototype, etc.)

Be as specific as possible, e.g.:

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

Be realistic about what you can achieve within the project duration. The scope of your project should be large enough to make a difference, adapting the number of outputs to the project duration and resources.

Your proposal must describe in detail the activities implemented and the related cost estimations. Your budget must be based on eligible actual costs categories (see Eligibility of Expenditure document) and provides a detailed breakdown of cost estimations per DEL, per partner and per type of costs as explained below:

- **Direct Costs**: personnel, subcontracting, travel and subsistence, equipment, other goods and services
- **Indirect Costs:** 25% of personnel, travel and subsistence, equipment, other goods and services

Your budget must be in line with your usual practices; be reasonable (not excessive), and in line with and necessary for the activities proposed.

Annexes & supporting documents

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

Please refer to the Project Implementation Handbook for more information on the project implementation, payments schedule, role of the Project leader, etc.

3. Electronic submission of your proposal

3.1. Enter Plaza and create your proposal

Go to the EIT Urban Mobility website and click on partner area:
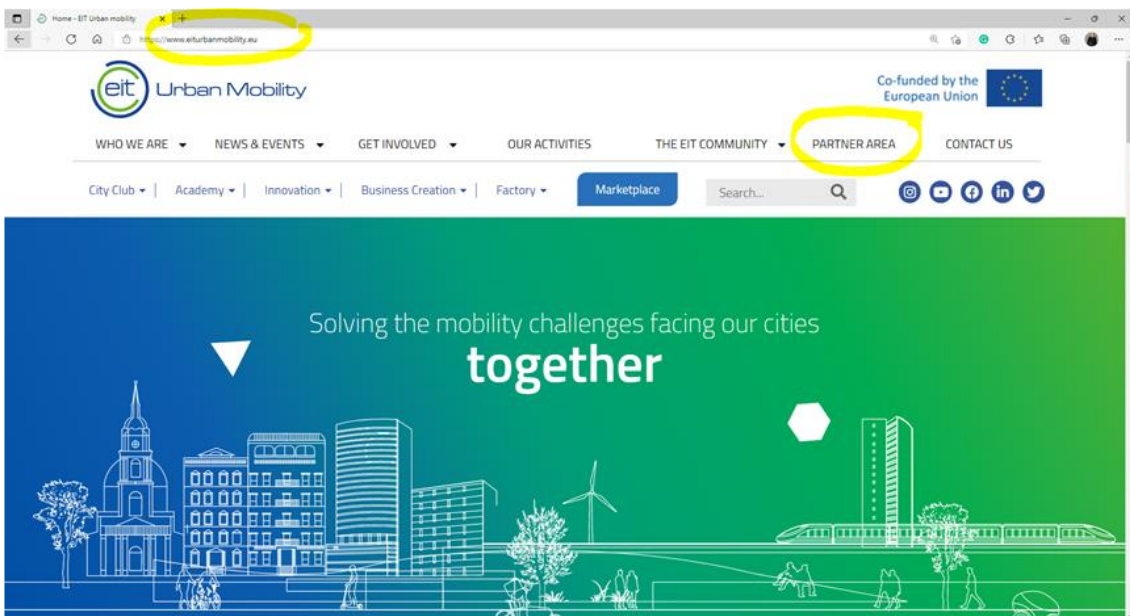
Click on the link appearing at the left side of the screen:
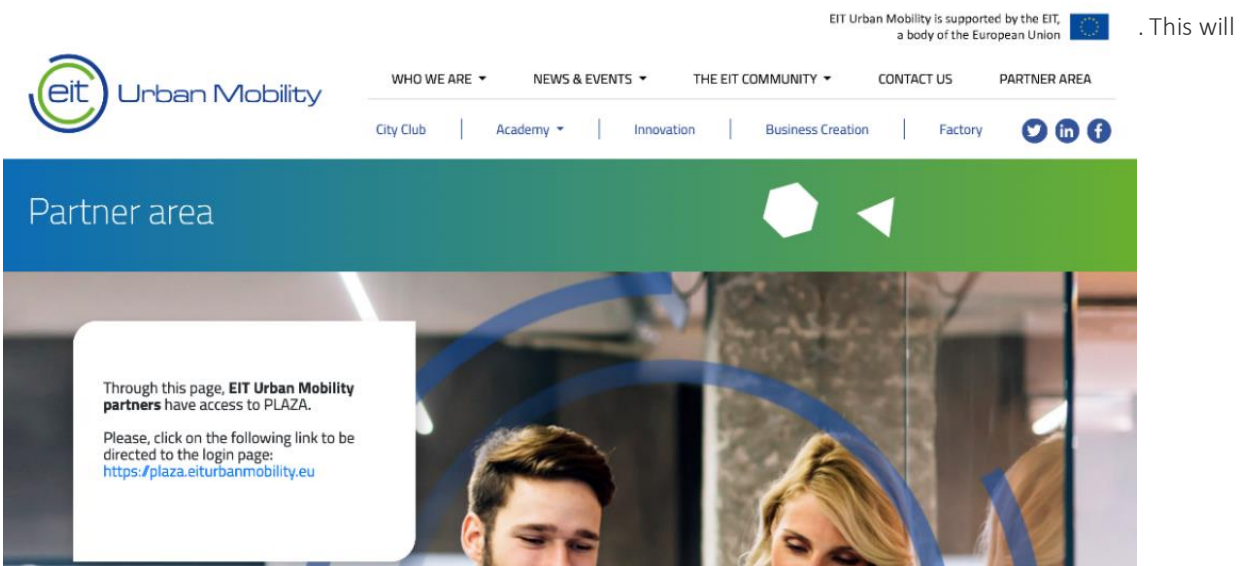
. This will

3.2. TAB 0 – START HERE

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

Activity Area: please select **EIT Regional Innovation Scheme**.

Intended Execution Period: please select **RIS Edu Innovative Ecosystem 23-25.**

Segment: please select **8.12 RIS Education Innovative Ecosystem.**

Further on, please choose a title and acronym for your activity and write a summary of your proposal and its impact that can be made accessible to the general public for dissemination purposes in the two relevant fields, **Activity Title and Activity Acronym** and **Activity summary for public dissemination.**

Save your changes!

Once the TAB 0 is filled, you need to click on ¨**Check and Save**¨. Thus, you will be able to proceed with the next TABs.

You will find instructions on the information requested at the left side of each field. Additionally, remember that, in case of doubt, you can always address your question to the EIT Urban Mobility contact of your call, in this case, academy@eiturbanmobility.eu.

3.3. TAB 1 - CONTACTS

Project leader: please select the name of the Partner who will be leading the project from the drop-down menu.

Activity leader: please select the name of the person who will be leading the activity from the drop-down menu. Please note that the Activity Leader must have previously registered in the EIT Urban Mobility PLAZA system.

Further on, please make sure that you insert **all** involved EIT Urban Mobility partners **including the lead partner and any Affiliated Entities.**

3.4. TAB 2 – PROJECT OVERVIEW

Please provide requested information as per each field: **Project Purpose, Scope of Project, Outcome and Impact, Workplan, IPR and exploitation of results, Partner roles, skills and expertise, Key Outputs, Key deliverables, Risk Management and Contingency Plan, KTI Integration, Communication & Dissemination Plan/ Strategy, Commercialisation Strategy and project's contribution to EIT Urban Mobility Financial Sustainability, Gender and diversity dimension, Ethic and security issues** considering the instructions available by clicking on the question mark icon as well as the provisions of the Call Manual.

EIT Core KPIs and EIT Urban Mobility Specific KPIs: please select and insert necessary data as required, considering the provisions of the Call Manual.

Please note that EITHE 4.2 (minimum target value 1) and EITHE 08.1 (minimum target value 180) are mandatory.

3.5. TAB 3 – PROJECT SPECIFIC INFO

Please insert max. 5 self-defined keywords and select max. 5 pre-defined keywords from the drop-down menu relevant for your proposal.

Further on, please provide the required information under the **Project Specific Questions** sub-section. Additionally, you may upload any supporting files you consider relevant.

3.6. TAB 4 - SUSTAINABILITY

For the RIS Education Call for Innovative Ecosystem Building, 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 of the Call Manual) and it will be a condition to continue a project in the following years.

Accordingly, please fill in as appropriate.

3.7. TAB 5 - BUDGETS

Click on + New task and fill in all required information.

Please note that for tasks which start in 2023 and continue in 2024, you will have to split the budget and allocate it to 2023 or 2024, as necessary by selecting the appropriate year under ¨Related budget(s)¨.

3.8. TAB 6 – SUPPORTING FILES

Please upload any supporting documents you may consider relevant.

3.9. Submission of the proposal

Once all the TABs have been properly filled in, checked and saved, you will be able to submit the proposal.
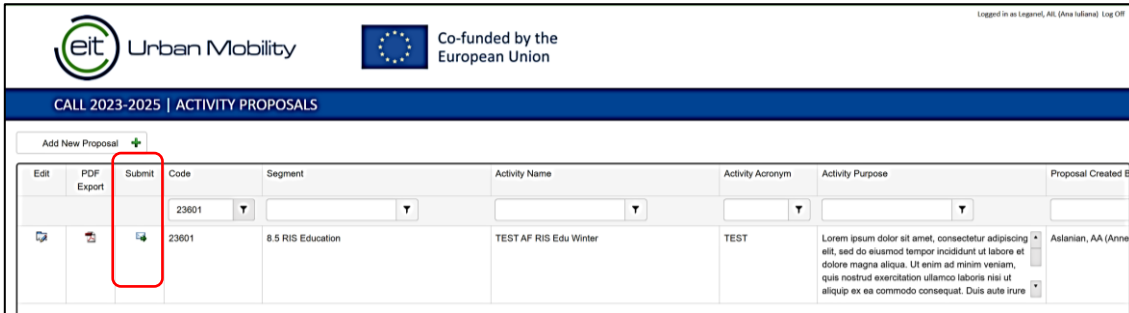
3.10. General comments/recommendations

Do not wait until the deadline to submit your proposal!

It is highly recommended to submit your proposal and register your organisation 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 requirements
- the proposal is complete, is written in English and is readable
- all consortium partners have obtained a user account to log into the EU Portal and PLAZA System and are registered with the system