EIT Urban Mobility
Calls for proposals

Guidelines for applicants

#Competence Hub Permanently Open Call for Partners

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 Funding and Tender Opportunities Portal – European Commission

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 a PIC already 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/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 2 working days after the registration by the applicants.**

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.

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 Guidelines, available in the Guidelines – Updating PIF 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.

PARTNERS AND EE

Partner Information Form - PIF

Address Book

Guidelines - Updating PIF

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 of the **#Competence Hub Permanently Open Call for Partners** and read carefully the related documents (Call Manual + List of documents to take into consideration, Project Implementation Handbook, etc.) that are available on the EIT Urban Mobility website (www.eiturbanmobility.eu > Get involved > **Calls for proposals section**):
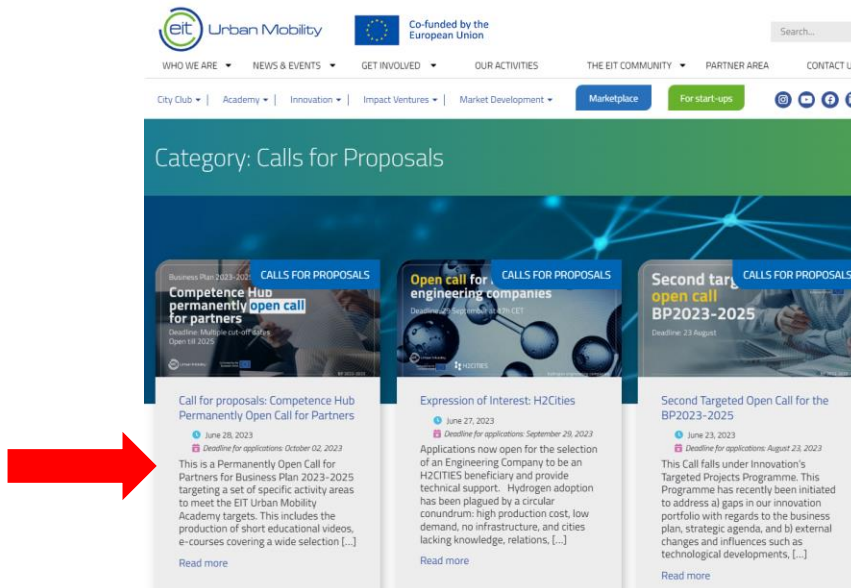
2.2. Select your partners for the project

The Competence Hub Call is open both to mono-beneficiaries and consortia. If you intend to apply with a consortium, please note that it should consist of **at least two legal entities** established in EU Member States 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. You can use the **EIT Urban Mobility website** to identify suitable partners.

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 Performance 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. **For the minimum requirements with regard to the requested deliverables for each type of activity, please refer to Section 3.5.1 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 in Plaza and create your proposal

Go to the EIT Urban Mobility website and click on partner area:
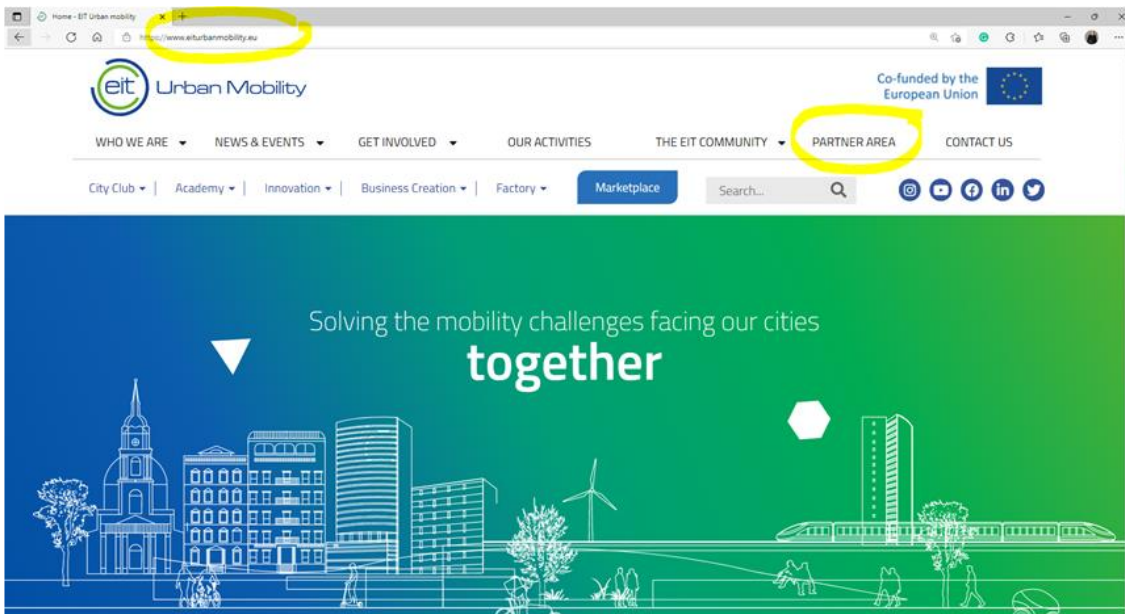
Click on the link to PLAZA on the left side of the screen:
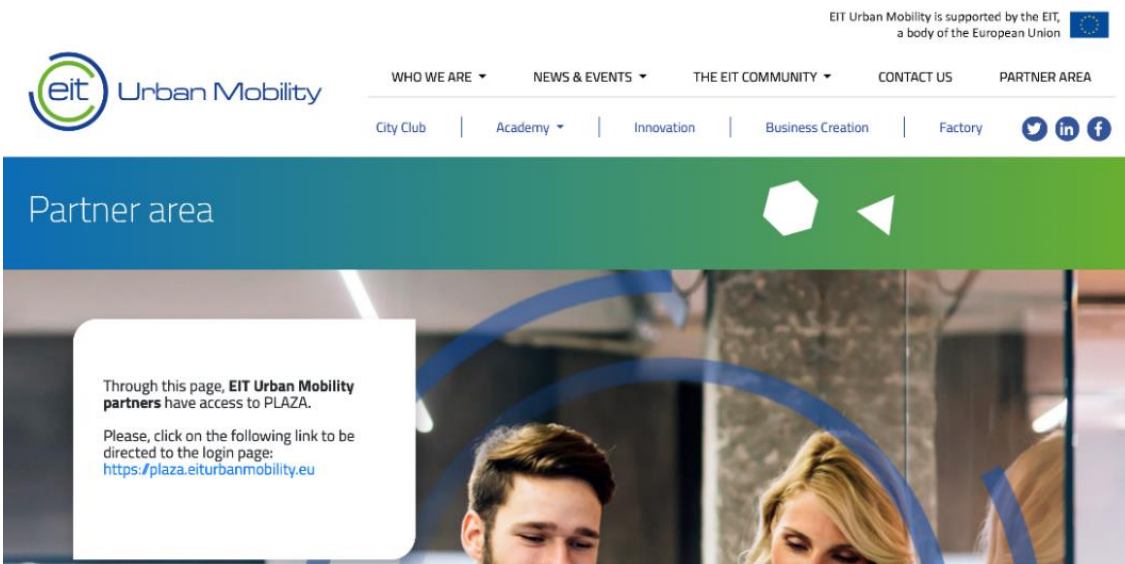
Plaza for EIT Urban Mobility

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.

3.2. TAB 0

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

> ➢ Area → Academy
> ➢ Intended execution period → Competence Hub 2023
> ➢ Segment → 1.5 Competence Hub CfP

Activity Title and Activity Acronym

Choose a title and acronym for your activity.
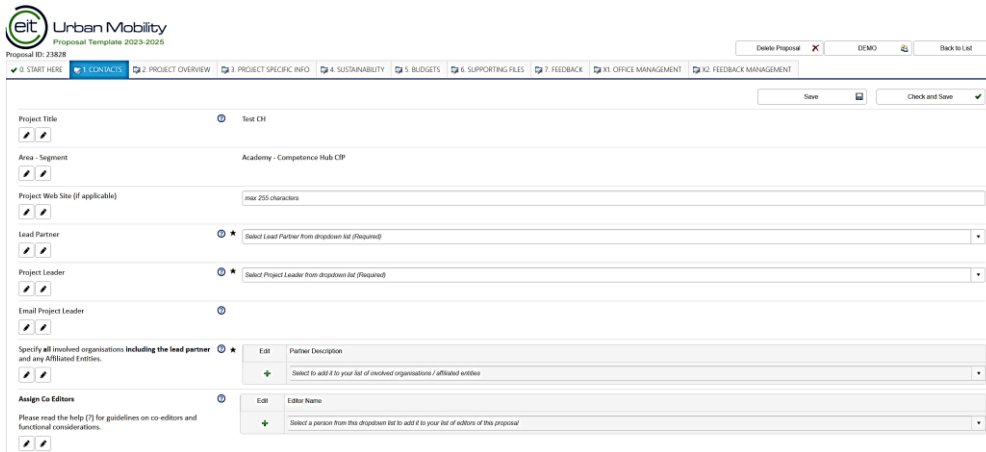
Activity summary for public dissemination

Write a summary of your proposal and its impact that can be made accessible to the general public for dissemination purposes.

Save your changes

Once TAB 0 is filled in, you need to click on ¨Check and Save¨. Thus, you will be able to fill in the rest of the 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 01

Project leader

Select the name of the Partner who will be leading the project from the drop-down menu.

Activity leader

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.

Make sure that you insert <u>all</u> involved EIT Urban Mobility partners <u>including the lead partner and any Affiliated Entities.</u>

3.4. TAB 02

Fill in all fields, insert key outputs and key deliverables and select the KPIs applicable to your proposal.

3.5. TAB 03

Please insert max 5 self-defined keywords and select max 5 pre-defined keywords from the drop-down menu and then fill in all required fields.

Upload any supporting file you might consider relevant for your proposal.

3.6. TAB 04

Before filling in this TAB, please refer to Sections 3.4 and 3.6.4 of the Call Manual.

3.7. TAB 05

To insert the budget, click on + New task and fill in all required information.

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

The Budget Overview will be automatically filled in.

For each cost category, you will have to provide a justification in the relevant fields.

3.8. TAB 06

Please upload any supporting documents you may consider appropriate.

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