Business Plan 2023–2025
Regional Innovation Scheme Urban Mobility Specialists (RISUMS) Open Call 2025 Guidance for Applicants

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona| 15 July 2024

eiturbanmobility.eu

History of changes

Version	Publication Date	Change
1.0	15.07.2024	Initial version

Any updates to these Guidelines are identified in the table above. Amended versions of this document are published on the EIT Urban Mobility Call website.

Contents

1. Register and apply

1.1 PIC and PIF registration

The first step one organisation must take, to be able to apply for an EIT Urban Mobility Call, is to register in the **EU Funding & Tender Portal** and obtain a **valid PIC number**.

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

Once an organisation has a PIC number, it will be possible to register in the **new EIT UM NetSuite platform**, by submitting the **Partner Information Form (PIF).**

For organisations that previously applied to an EIT Urban Mobility Call for Proposals, and therefore are already registered in the PLAZA platform, please contact the EIT Urban Mobility Service Desk **servicedesk@eiturbanmobility.eu.** You will be then provided with the credentials to access the new NetSuite platform.

1.2 Search for open calls and apply

Once you land on the **homepage of the portal**, click on the menu, Call for Proposals, Open Calls:
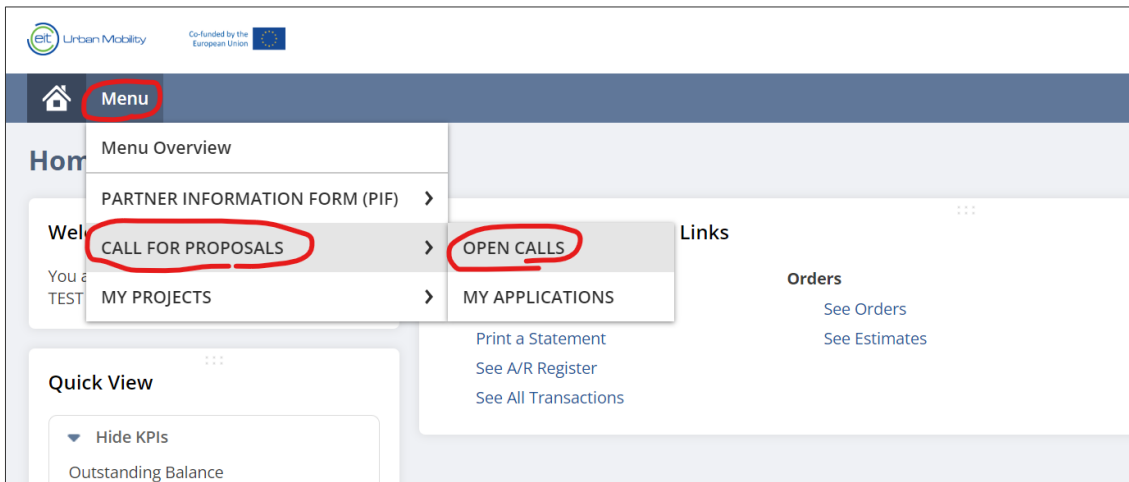
You will see the list of all EIT Urban Mobility Calls currently open. Choose **RIS Urban Mobility Specialists (RISUMS) Open Call 2025** from the list and click on the "**apply**" icon:

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

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

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

2. Main Information

The ID proposal number is automatically assigned by the system when you first save your proposal.

When entering the **project title and acronym**, remember this will be the official name publicly used to promote your project.

In the framework of the RISUMS Call, projects should last for **48 months** and should start on 1 January 2025 (as indicated in the Call Manual).

* Project Title

Please enter a descriptive title of your project (max 140 characters)

PMO RISUMS TEST Proposal

* Project Acronym

Please enter a short title or acronym for your project (max 25 characters)

PMO RISUMS TEST

* Project starting date

Please enter the start of the project.   📅 01/01/2025

* Project ending date

Please enter the end date of your project   📅 31/12/2028

The sections "total budget", "total EIT funding" and "total co-funding" will be populated automatically by the system once you insert the budget.

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

You must enter a **minimum of three and a maximum of five keywords** (to be selected from a drop-down menu) and a **minimum of three and a maximum of five self-defined keywords** (which you can therefore freely type). Make sure you select the keywords that best represent your project.

To enter a **self-defined keyword**, click on "new keywork", type the word and press "enter" to save it.

* List of Keywords Related to this Project

Please provide a minimum of three and a maximum of five keywords

Select

* Free Self-defined Keywords

please provide a minimum of three and a maximum of five keywords   + New Keyword

* Free Self-defined Keywords

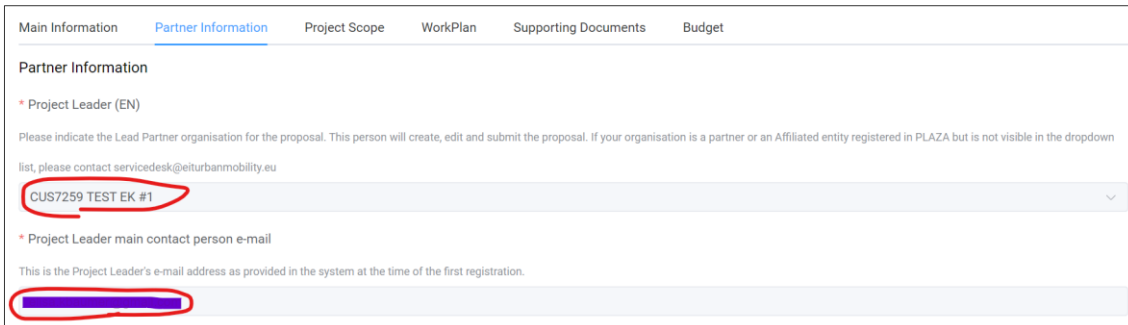please provide a minimum of three and a maximum of five keywords   Lorem ipsum   11 / 80

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

3. Partner Information
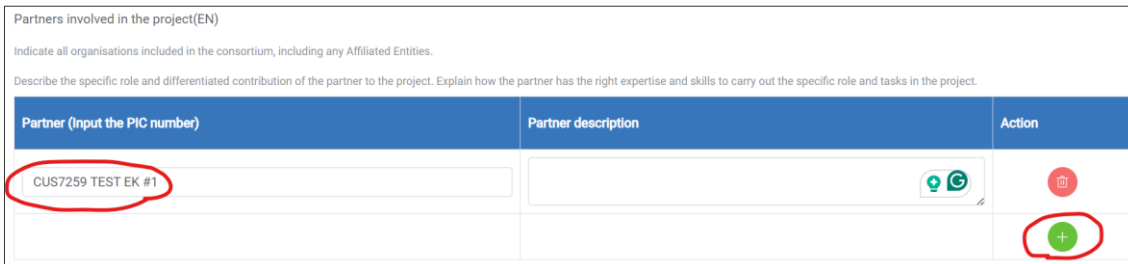
The "**project leader**" is automatically assigned by the system, and it is the organisation of the contact that creates the Application Form.

The **e-mail of the main contact person** is also automatically populated and is always the e-mail address of the contact that created the Application Form.

In the section "**partners involved in the project**" you must list all partners that will be involved in the project (if applicable) and describe what will be their **role and contribution**.

The project leader is automatically included by the system in the list. All other partners (if any) must be added by clicking on the "plus" button.

Once you click on the "plus" button, you must enter the **full PIC number of that specific partner**. Once you enter the full PIC, you will be able to select the organisation from the drop-down menu and include it as a partner.

If the organization you are looking for is not found in the list, please invite them to **register here**.

In the case of consortia, once you have added all partners, you must indicate if there is any **direct link** between any of them. If there is a direct link, you must indicate which partners are linked and which type of link they have.

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

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

Control: Legal entity A controls legal entity B if:

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

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

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

Under this section, you can also add any contact to whom you wish to grant **co-editor rights**. To add a contact, you must introduce the full and correct e-mail address. At that point, you will be able to select the contact from the drop-down menu.

If you cannot find your contact in the drop-down menu, you must ask the contact to register in NetSuite or to be added as the contact person of an organisation already registered in the system.

We suggest granting co-editor rights only to a limited number of people and only when their direct contribution in filling in the Application Form is needed.

If you have one or more co-editors assigned to your proposal, make sure no more than one user is working on the AF at the time. If more users are working simultaneously in the AF, the system will not be able to save the work of all users and this will cause a loss of information.

We also suggest that only the creator of the AF doest the final submission of the proposal.

If you click on the "+" button to add a contact but you cannot find the user, remember to click on the delete button otherwise the system will give you an error message when clicking on "save".

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

4. Project Scope

For this whole section: we recommend you to prepare the answers offline and copy-paste them in the Application Form only once they are finalised. When filling in the final information in the system, we recommend you to **save often** (do not wait to have the whole tab completed before saving).

Remember that you are **not allowed to include any urls** in your Application Form.

Under the project scope tab, you will be asked to define the **main objectives** and the **scope** of your project:

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

Excellence

- Describe the applicant entity(s) track record in innovation and entrepreneurship support in the past 5 years
- Describe the applicant entity(s) track record in the mobility sector related track record in the past 5 years
- Demonstrate your EIT Urban Mobility project implementation and connected KPI delivery experiences if applicable
- Demonstrate your EIT Urban Mobility programme implementation implementation experience
- Demonstrate your experience regarding the EIT Urban Mobility communication and dissemination (references to past events implementation, branding requirements etc.)

Impact

- Please explain your strategy to reach the offered KPIs and PFTs in the proposal for all 4 areas/work packages, or justify if you are not planning to be active in any of the areas.
- Demonstrate a coherent and realistic plan to create a synergic national or regional cooperation programme with local strategic organisations, as part of the Financial Sustainability.

Quality of implementation

- Please explain how you will manage the project to ensure effective and professional delivery of the project outcomes, and how you address the gender-balance within the team.

You will then be asked to briefly outline what is your **Financial sustainability strategy**, your **communication and dissemination plan**, how you will address the **gender and diversity** dimension in your project activities, and how your project will integrate **education, innovation and business creation**.

Financial Sustainability

* Describe your financial sustainability strategy (max 1000 characters)

Include which activities and other initiatives (membership fees, national programme building, etc) will bring a return on investment ot EIT Urban Mobility

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Communication and Disseminarion Plan

* Communication and Dissemination Plan/Strategy. Describe how the proposed communication activities are clearly connected to the specific outcomes (KPI and PFT) (max 2000 characters)

Indicate the activities (dissemination, events, etc) that will support the necesary outreach to the community and relate them directly to your selected KPI and PFT.

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Gender and diversity

* Gender and diversity dimension (max 1000 characters)

Please describe how gender and diversity are considered in the design/development of the project outputs and the measures in place to promote a mixed team with women and under-represented groups taking an active role in the project implementation.

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Knowledge Triangle Indicator (KTI)

* KTI Integration: how your project integrates education, innovation, business creation and cities (max 1000 characters)

Please describe how your project will integrate innovation, education and business creation aspects within its remit.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur fermentum faucibus leo, auctor cursus neque. Vivamus velit neque, interdum sed lacus in, iaculis interdum erat. Etiam pellentesque mollis nulla quis vulputate. Praesent ultr consectetur massa. Aliquam in quam velit. Quisque tristique ac quam bibendum fermentum. Phasellus pellentesque libero in libero tristique egestas. Mauris eleifend blandit porttitor. Praesent sodales libero erat. Morbi eu iaculis massa.

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

Risk Management and Contingency Plan

Please identify relevant risks and describe adequate mitigation measures.

Risk Category	Title	Risk Likelihood	Risk Impact	Description	Mitigation	Action
						+ Add New

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

At the end of the Project Scope tab, you will find the **ethics and security** section.

If there are any ethics and security issues related to your project, please indicate which they are by selecting them from the drop-down menu (multiple selections are possible) and describe each of the categories you have selected:

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

5. Work Plan

5.1 Work Packages

Under this tab, you are asked to build and define the operational structure of your project. You must therefore divide your planned activities into different **Work Packages (WPs)**. A WP is a component of the project work breakdown. It represents a group of project activities targeting common specific objectives. To each WP you can add the related deliverables.

As indicated in the Call Manual, proposals must address at least two of the following areas (also called Work Packages):

1. Local community building
2. Impact Ventures support
3. Innovation support
4. Education support

It is required to limit the number of WPs to a minimum of two and maximum of four.

When describing the WPs activities for 2025, you are requested to divide them according to tasks. For the period 2026-2027-2028, a general description of the activities per year is sufficient.

The creation of the WPs structure must be done before starting to work on the Budget tab: the WPs will in fact appear in the Budget tab, only after you have created in the WPs in the Work Plan tab. Following this same logic, once you remove a WP in the Work Plan tab, the related WP will disappear also from the Budget tab.
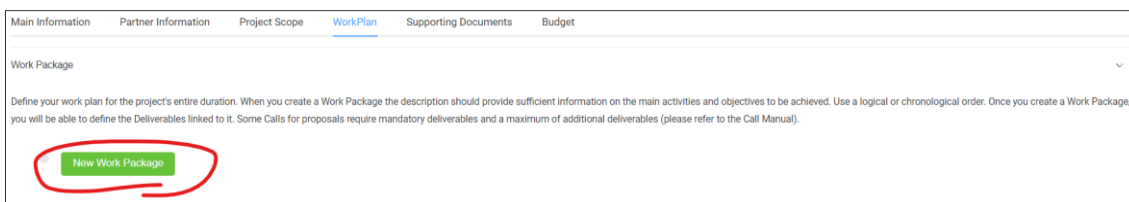
Once you click on "new work package" a new window will appear where you can insert the details of the work package. The WPs will be **automatically numbered** by the system: do not include the WP number in the WP title, and make sure you give them a name that clearly reflects the type of activities covered. Example: Local community building

Each Work Package will have a duration of 48 months, The start and end date of the WPs must be consistent with the start (01/01/2025) and end date (31/12/2028) of the overall project.

Remember that the WP leader **must** be included also under the WP contributors. The WP will in fact be created in the Budget tab, only for the partners that are listed as contributors under that specific WP.

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

5.2 Deliverables

Deliverables capture the achievement of key outputs and may take the form of analysis reports, feasibility studies, strategy documents, pilot action reports, training documentations. The deliverables specified need to fully demonstrate the project's achievements and the judicious use of public funds.

As indicated in the Call Manual, each proposal must include up to four mandatory deliverables per year to be delivered at the end of each year. Find below an example for 2025. The same requirement applies for the following years 2026-2027-2028, provided that the proposal covers the 4 WPs:

Deliverable	Description	Delivery date
DEL1_WP1	Summary of the results connected to the community building WP (max 20 pages. Following the template provided by EIT Urban Mobility)	31.12.2025
DEL2_WP2	Summary of the results connected to the Impact Ventures support WP (max 20 pages. Following the template provided by EIT Urban Mobility)	31.12.2025
DEL3_WP3	Summary of the results connected to the innovation support WP (max 20 pages. Following the template provided by EIT Urban Mobility)	31.12.2025
DEL4_WP4	Summary of the results connected to the education support WP (max 20 pages. Following the template provided by EIT Urban Mobility)	31.12.2025

Once you save a WP, it will be possible to link deliverables to it. To do so, simply click on "add deliverable" and a pop-up window will open:

The deliverables will be automatically numbered by the system: do not include the deliverable number in the title, and make sure you give them a name that clearly reflects the type of activities covered. *Example: Summary of results Community building 2025.*

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

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

5.3 Outputs and milestones

To add outputs and milestones, simply click on the "add new" button: a pop-up window will open and you can insert.

Outputs are tangible results, e.g. the concrete technology, product, service, method, design, patents, new jobs, new curricula, prototypes, concept, methodology, approach, skills and experience, etc. created by the project.

Please include only the outputs referring to the selected KPIs and PFTs (no other outputs should be defined).

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

Proposals are requested to indicate at least the following milestones for every year's plan. Example below for the year 2025. The same requirement is requested for the period 2026-2027-2028.

Milestones	Description	Delivery date
M1.1	Interim report delivered	31.07.2025
M1.2	Yearly action plan submitted for the next year	31.10.2025
M1.3	Yearly action plan approved for the next year	31.12.2025

Additional milestones are optional.

5.3 Key Performance Indicators (KPIs) and Performance Funding Targets (PFTs)

In the Application Form, the KPIs and PFTs linked to this Call are automatically included by the system. Read carefully the Call Manual.

You will have to click on the "edit" icon and include the missing information.

The KPI achievement date has to be 31/12/2028 for all KPIs/FTPs in the system. However, all the submitted KPIs and PFTs should be achieved annually. For instance, the KPIs and PFTs related to 2025 should be achieved within the project year and no later than 31 December 2025, and so forth in 2026, 2027 and 2028.

For the period 2026-2028, the KPIs and PFTs may be slightly updated during the annual performance assessment.

KPI Code	KPI Title	KPI Description	Target Value 2025	Target Value 2026	Target Value 2027	Target Value 2028	KPI achievement date	Responsible partner	Contributing partner/s	Action
EITHE04.2-EITRIS	Start-ups created of/for innovation	Number of startups registered in EIT RIS country in year N and established as a result/ based on the output(s) of KAVA(s), or startups 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).	1	1	1	1	2028-12-31	CUS7216 CFP Test Customer B	CUS7216 CFP Test Customer B	
PFT-CB1	New RIS members referred by the RISUM	List of qualified leads provided to the corresponding Innovation Hub of EIT Urban Mobility. Leads must be referred by RISUM not through project beneficiary. (not valid if the new partner is made through a project grant - corresponding to the former EITCL07 common list KPI)	1	1	1	1	2028-12-31	CUS7216 CFP Test Customer B	CUS7216 CFP Test Customer B	
PFT-A3	Applications to the agile innovation calls (SME Growth, Raptor)	Any entity - commercial partner	3	3	3	3	2028-12-31	CUS7216 CFP Test Customer B	CUS7216 CFP Test Customer B	

Please indicate 0 as the target value and N/A as an Explanation next to the KPIs/PFTs that your proposal is **not contributing to**. In this case, you must also indicate a random KPI achievement date, responsible partner and contributing partner, otherwise, the system will prevent you from submitting your proposal.

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

6. Supporting Documents

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

- Self-declaration of competencies (template available on the Call webpage)
- CVs in English of the key experts - for all three areas if applicable (template available on the Call webpage)
- PFT budget proportion calculation table (template available on the Call webpage)
- Project Budget Forecast for 2026-2028 (template available on the Call webpage)
- Video pitch link: please upload a video link of a maximum of 4 minutes.

Please make sure you only include these documents and use the templates when available.

PFT Budget Proportion calculation: It is mandatory to fill in the 4 tabs (2025, 2026, 2027 and 2028) using the yellow cells only.

The planned values for 2026-2027-2028 are considered preliminary and will be subject to review based on the yearly continuation assessment performance.

Value must be between 15% and 40% of the yearly total budget.

2025		Total budget of the application in 2025	30,000	Euro					
		PFT related budget part	7 %						
Offered KPIs and PFTs									
Mandatory		KPI/PFT description	KPI/PFT name	Min. value	Max. Value	Offered	Price per unit	Max total	Calculated Value	Final value
Impact Ventures	EIT RIS Startups created of/for innovation - associated PFT CREA1 or CREA2	EITHE04.2	1	x	1	0	0	0	
Community Building		New RIS member of the KIC	PFT CB1	1	3	1	2,000	6,000	2,000	2,000
Additional optional		PFT description	PFT name	Min.	Max.	Offered	Price per unit	Max total	Calculated Value	Final value
Innovation	Agile calls (Raptor & SME growth)	Any entity as commercial partner	A3	0	3	0	1,000	3,000	0	0
Innovation	Main & Targeted	New entity as demo hosts	M1	0	2	0	1,500	3,000	0	0
Innovation	Main & Targeted	New entity as technology expert partner	M1	0	2	0	2,500	5,000	0	0
Innovation	Main & Targeted	New entity as commercial partner	M1	0	2	0	3,000	6,000	0	0
Impact Ventures	Startup Creation Programme	Company gets registered/incorporated in the RIS countr	CREA1	0	3	0	1,000	3,000	0	0
Impact Ventures	Startup Creation Programme	Company gets registered/incorporated in the RIS countr	CREA2	0	3	0	2,000	6,000	0	0
Impact Ventures	Dealflow Programme	Growth Lab	Where 1 unit means 5 startups subscribed to the premiu	DEAL1	0	2	0	850	1,700	0	0
Impact Ventures	Dealflow Programme	Programmes	Applicable programmes: Market Readiness Accelerator,	DEAL2	0	9	0	750	6,750	0	0
Impact Ventures	Dealflow Programme	SIOC	Startup pitches to EIT UM Investment Committee.	DEAL3	0	2	0	1,000	2,000	0	0
Impact Ventures	Dealflow Programme	SIOC	Startup selected for an investment.	DEAL4	0	2	0	2,000	4,000	0	0
Impact Ventures	Dealflow Programme	EIC/EIB	Startup signs a service agreement with EIT UM or its cons	DEAL5	0	1	0	1,000	1,000	0	0
Impact Ventures	Dealflow Programme	EIC/EIB	Startups gets funded by the EIC or EIB.	DEAL6	0	1	0	2,000	2,000	0	0
Impact Ventures	Soft Landing Programme	All 5 different options	SL1	0	2	0	2,000	4,000	0	0
Impact Ventures	EIT Jumpstarter	Individual application	JS1	0	5	0	300	1,500	0	0
Education	Competence Hub	New Competence Hub training course implementation	ED1	0	3	0	2,000	6,000	0	0
Education	RIS Education call	Refer new beneficiaries of a RIS Education project	ED2	0	2	0	1,000	2,000	0	0
Education	Competence Hub	Refer new major education player	ED3	0	2	0	1,000	2,000	0	0
Education	Existing local programmes	Refer existing training initiatives at local level	ED4	0	2	0	1,000	2,000	0	0
Education	Master Courses	New funding organisation to support master students	ED5	0	2	0	2,000	4,000	0	0
Total PFT Budget									2,000

Project Budget Forecast for 2026-2028: while the detailed budget for 2025 will be directly filled in the Budget section in NetSuite (see Section 7 below), the forecast for 2026-2027-2028 must be submitted as a supporting document using the template available on the Call webpage. The exact budget for 2026-2028 will be revised and confirmed annually during a continuation assessment process.

Budget Forecast per partner for 2026	Fill in the yellow cells only					
The budget forecast can be similar to 2025						

NAME OF PARTNER 1	WP1	WP2	WP3	WP4	Total	Description
A.1 EMPLOYEES (OR EQUIVALENT)	€ -	€ -	€ -	€ -	€ -	Add here a short description (can be similar to 2025)
A.2 NATURAL PERSONS UNDER DIRECT CONTRACT	€ -	€ -	€ -	€ -	€ -	Add here a short description (can be similar to 2025)
A.3 SECONDED PERSONS	€ -	€ -	€ -	€ -	€ -	Add here a short description (can be similar to 2025)
A.4 SME OWNERS	€ -	€ -	€ -	€ -	€ -	Add here a short description (can be similar to 2025)
B SUBCONTRACTING	€ -	€ -	€ -	€ -	€ -	Add here a short description (can be similar to 2025)
C.1 TRAVEL AND SUBSISTENCE	€ -	€ -	€ -	€ -	€ -	Add here a short description (can be similar to 2025)
C.2 EQUIPMENT	€ -	€ -	€ -	€ -	€ -	Add here a short description (can be similar to 2025)
C.3 OTHER GOODS, WORKS AND SERVICES	€ -	€ -	€ -	€ -	€ -	Add here a short description (can be similar to 2025)
D.1a FINANCIAL SUPPORT TO THIRD PARTIES (SUBGRANTS)	€ -	€ -	€ -	€ -	€ -	Add here a short description (can be similar to 2025)
D.1b FINANCIAL SUPPORT TO THIRD PARTIES (PRIZES)	€ -	€ -	€ -	€ -	€ -	Add here a short description (can be similar to 2025)
D.2 INTERNALLY INVOICED GOODS AND SERVICES	€ -	€ -	€ -	€ -	€ -	Add here a short description (can be similar to 2025)
E. INDIRECT COSTS (AUTO CALCULATED: 25% on A. and C. cost categories)	€ -	€ -	€ -	€ -	€ -	[no entry needed]
Total	€ -	€ -	€ -	€ -	€ -	
EIT funding	0%				€ -	
Partner own funding	0%				€ -	
Other co-funding - private	0%				€ -	
Other co-funding - national and regional	0%				€ -	
Other co-funding - EU non-EIT	0%				€ -	
Other co-funding - other	0%				€ -	
Total %	0%					
	The total % must be equal to 100%					

The budget shall be forecasted for each year separately (one tab per year to complete). Only the yellow cells must be completed. Three similar tables are given, one for each project partner. If proposals have less than 3 partners, only one table must be filled out.

You can upload one document only per category: if you need to replace a document previously uploaded with a new version, simply click on "choose file" and upload the new document (which will automatically replace the one previously uploaded).

Before moving to the next tab, remember to **click on the "save" button**, otherwise the upload will not be executed.

7. Budget for 2025

The Budget section for 2025 is directly linked to the Work Plan tab. The Budget table is structured according to Work Packages (WPs) – and WPs appear in the Budget tab as soon as they are created in the Work Plan tab. This means that, deleting a WP under Work Plan will automatically delete that specific WP under the Budget tab as well.

For this reason, we highly recommend you to fill in the Budget tab only once the Work Plan has been finalised and you don't expect to make any additional changes to the WPs' structure.

At the top of the Budget tab you will find the summary table: this table will be automatically populated as soon as you start to include figures in the budget table of each partner organisation.

By clicking on the title "total budget project" you can hide/unhide this table.

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

The budget is divided according to the cost categories foreseen by the **Horizon Europe Programme**. You will be able to fill in all the cells which appear white.

Each time you introduce a cost under a cost category, you must provide a brief explanation of which costs will be covered. Some examples:

- 3.000 Euro under other goods and services "2.000 Euro for the catering and venue of event X; 1.000 Euro for the fee of a professional trainer.

- 5.000 Euro under travel "cost for the trip of two persons for each of the two project's events X and Y".
- 60.000 Euro under employee "10.000 Euro for 0.5 Full Time Employees for the activities linked to Task X of WP X; 50.000 Euro per 3 Full Time Employees for the activities linked to Task X of WP X.

You must also indicate the **percentage of EIT funding** (the part of the costs which will be covered by EIT) and the percentages of potential own and co-fundings.

Own funding will be the costs covered by the partner directly; while **co-funding** will be costs covered by a third party. If any co-funding is foreseen, you must indicate **who is covering** it by selecting the right option/s from the drop-down menu (multiple selection is allowed):

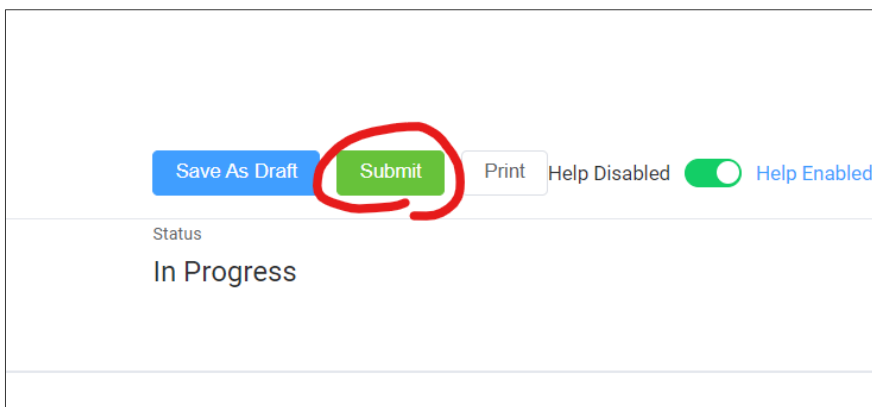You must repeat this process for each partner.

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

8. Submit Application Form

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

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

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


If your Application Form has been not properly completed – i.e. some mandatory information have not been included – the system will not allow you to submit the AF and an error message will inform you about what is missing.

Once an Application Form is submitted it will not be possible to revert the process any longer, nor to submit a new updated version. Make therefore sure that you **submit the AF only once you are sure that the information introduced are final**.
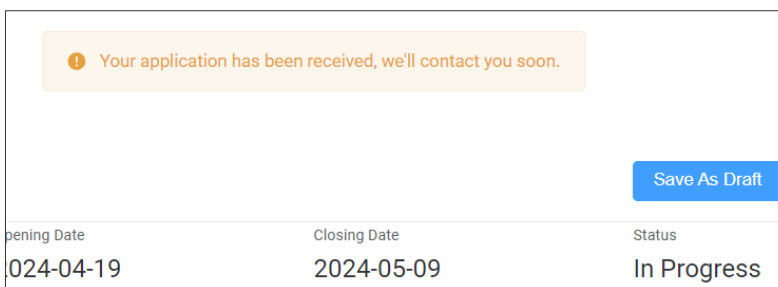
After clicking "submit" a pop-up message will ask you to confirm or cancel your choice:
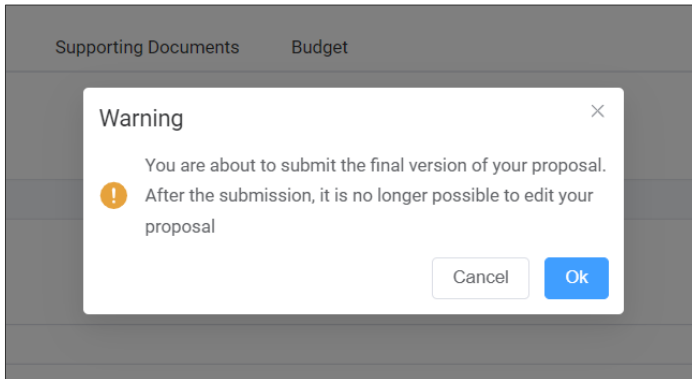
Once you click on OK, the browser will ask you to confirm if you want to leave the page or not: remember to click on "leave".
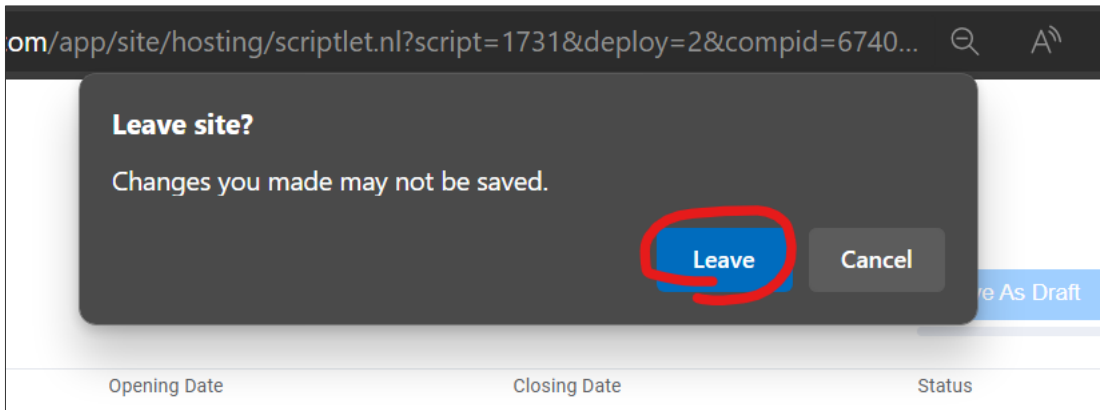
Once your proposal is submitted you will **not** receive any e-mail notification. The following message will however appear and your application will result not be editable any longer.

By going into the section "My applications" you will however be able to see the status of your application and therefore see if it was properly submitted.

9. Tips & Tricks

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

- Start creating and filling in the Application Form **at least 3 or 4 weeks before the submission deadline**: in this way you can familiarise yourself with the Application Form and can **let us know in due time if you are encountering any technical issues** by writing an e-mail to pmo@eiturbanmobility.eu.
- **Do not include any external links (URLs)** in the Application Form.
- For tabs like the "Project Scope" one: prepare your descriptions in an **offline document**, and copy and paste the text in the online Application Form only once final.
- If you have **co-editors**, remember that only **one user** at the time should work on the Application Form.
- The **Budget tab** should be one of the **last tabs to be filled in** since the structure is directly linked to the Work Plan structure.
- When you prepare the **description of the Work Packages** (WP), remember to describe the actions according to **tasks** for 2025(i.e. each WP should have Task 1, 2, 3…).
- **Save often**: in this way you can make sure no information will get lost (if you stop working on the Application Form for some time, the system will log you out automatically without saving).
- **Do not wait the last day/minute to submit the Application Form**: should you encounter any system error while submit the AF, EIT Urban Mobility staff will in fact not be able to properly assist you.