

## CONNECT NEB INFO SESSION FAQs

This document compiles questions from our live info session for the Connect 2025 Call for Proposals, providing valuable insights for organizations interested in applying to the call. The live recording is available online.

### PIF & REGISTERING TO NETSUITE

#### **Q: How can I register for the first time on the platform?**

A: Every partner needs to follow the steps explained in the Call Manual (pg26) and in the Guidelines for Applicants:

- *STEP 1: register in the EU Funding & tender opportunities portal to obtain the nine-digit Participant Identification Code (PIC number). If an organization has already a PIC number, there is no need to register again.*
- *STEP 2: access the new EIT UM NetSuite platform, by submitting the Partner Information Form (PIF). NB: For organizations that previously applied to an EIT Urban Mobility/EIT Community NEB Call for Proposals, and therefore are already registered in the PLAZA platform, do not submit the PIF form but contact the EIT Urban Mobility Service Desk [servicedesk@eiturbanmobility.eu](mailto:servicedesk@eiturbanmobility.eu): you will be provided with the credentials to access the new NetSuite platform.*
- *STEP 3: access the EIT Urban Mobility NetSuite platform and find the open calls under menu --> Call for Proposals --> Open Calls.*

#### **Q: How do I get into NetSuite? I have an account on PLAZA but cannot access the NetSuite portal.**

A: *Data of the PIF are transferred by the Service helpdesk from PLAZA to NetSuite. Please contact them in case you already have an account with PLAZA (Step 2 above).*

#### **Q: If we have registered as an organization as part of the NEB community, is our PIF already registered, or is it a different procedure?**

A: *If you have registered a PIF in PLAZA within EIT UM, you don't need to do it again. However, if you had registered your PIF within another KIC, you would need to follow the registration process again. Please refer to question 1.*



## **ELIGIBILITY**

**Q: Can Ukrainian municipalities also submit proposals?**

*A: Absolutely. We've already supported great projects based in Ukraine!*

**Q: What is the likelihood of a non- EU country being selected for one of the eight slots?**

*A: If the country in which the project takes place and the organization are eligible (check who can apply in Call manual pg10; the application will be evaluated just like the others and may be selected.*

**Q: Do you have to have an official registered organization before the call deadline? Or can it be done after the award?**

*A: Only legal entities can apply, so you need to be registered first. In addition, you need to be registered in the EU funding tender opportunities portal, to receive PIC number (that is the 1st step to be able to submit the proposal). Please refer to pg. 26 section 4.2 of Call Manual and to the Guidelines for Applicants.*

**Q: Can you apply for both Connect and Cocreate NEB calls for two different projects?**

*A: Yes, this is possible.*

**Q: Does the applying organization need to be active in the specific field relevant to the project, or can it be a newly created legal entity specifically created for the application?**

*A: Be already active in the field is not a must.*

## **FUNDING AND CO-FUNDING**

**Q: When applying for the Connect NEB funding, should the applicant already secure the co-funding, or can the co-funding be in the application process?**

*A: The co-funding source must be defined during the writing of the proposal, where there is a specific tab dedicated to budget. Therefore, the co-funding should be determined during the application process.*

**Q: Are related research grants, staff cost or expertise acceptable as co-funding? Can the 20% co-funding be human resource working hours for instance?**

*A: Yes, these types of non-EIT co-funding are acceptable. The most common co-funding we see in our applications is through personnel costs.*

**Q: Can the cost of registration of organization be part of the budget?**

*A: No. The funding received must be used to achieve the proposed project awarded. More details in the Eligibility of Expenditure document are available on the Call website.*

**Q: What is the fund release, transfer structure? Are the full funds transferred in the beginning or in parts after deliverables? If so, what is the scheme and percentages? Payment procedure is an important information for a small organization to decide if we should prepare the application.**

*A: The funds will be distributed according to the payment mechanism in place in each KIC and explained in the Project Implementation Handbook available on the Call website. In some cases, there is usually pre-financing after signing the contract and then a final payment at the end. //*

## **KPIs, DELs, OUTs**

**Q: Regarding mandatory deliverables, they are only to be submitted after receiving the NEB funding, and not during the application process?**

*A: There are two mandatory deliverables in Connect NEB projects. One report to be delivered during the mid-term review outlining activities and achievement of KPIs and OUT thus far, and a second report to be submitted within one month of the completion of project, which then triggers the payment of the remainder of the grant.*

**Q: Could you please explain the following KPI requirement? "Number of successful participants in EIT professional development courses, workshops, online training**

**courses and other education/training activities delivered or in a process of delivery (by country and type of program, including data on country of citizenship and gender. Only participants who successfully finished the program will be counted."**

*A: This KPI measures the number of people attending and engaged in any workshops or events of the project. Please refer to the call manual pg. 19 and 20 for further details.*

**Q: Can we design the course ourselves?**

*A: Absolutely. Workshops and events are encouraged to be catered and designed for a specific target group and context of the project.*

**Q: Regarding the minimal target for KPIs, can I arrange multiples rounds to accumulate participants to reach the target?**

*A: Yes, the target KPI is for total number of participants engaged throughout the entirety of the project implementation.*

**Q: For the KPI justifications for social activities: is a list of participants required or are pictures of participants sufficient?**

*A: We require some form of proof of KPIs- for example a list of participants signed and pictures (please ensure GDPR compliance for dissemination purposes).*

**Q: How is the deliverable connected to outputs and KPIs?**

*A: We provide you with a template for the two DELs- the report includes a section to explain how the outputs and outcomes have been achieved, and other templates to report on KPIs achieved will also be provided.*

## **BUDGET**

**Q: Regarding the budget, are there any limits to subcontracting costs (i.e. 20% of staff, or max. 5.000)?**

*A: There are no written rules, but we consider 15% of subcontracting costs max. as acceptable. In any case, subcontracting costs must be well justified and in line with your workplan.*

**Q: Is there a limit on other goods and services?**

*A: There is no explicit limit, however, please remember that your budget needs to be in line with your workplan.*

## **GENERAL QUESTIONS**

**Q: How many project proposals do you expect to receive in this call?**

*A: One never knows. It varies from year to year. In the previous years we got between 40 and 90 applications.*

**Q: Are there guidelines about the recommended number of Work Packages?**

*A: We do not have a required number of WP. Considering the small scale of Connect projects, we do not expect more than 3 WPs, but this is entirely dependent on the design and scope of the project proposal.*

**Q: Is the use of AI a disadvantage or not?**

*A: It is not a disadvantage if you use it wisely as any other source. Please avoid copy pasting, and make sure that it stays a benefit! We've seen many applications where it was obvious that the text wasn't proofread after AI use, and it is not well scored during proposal evaluations.*

**Q: How much should the project be about mobility?**

*A: The EIT Community NEB is a collaboration between EIT Climate, EIT Food, EIT Manufacturing and led by EIT Urban Mobility. Although we welcome projects that align with these themes, they will not be evaluated on this but rather their alignment with NEB values and principles.*