



Business Plan 2023–2025

Targeted 4

Open Call 2025

Guidance for Applicants

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | 2 September 2024

eiturbanmobility.eu

History of changes

Version	Publication Date	Change
1.0	02.09.2024	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.

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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**.

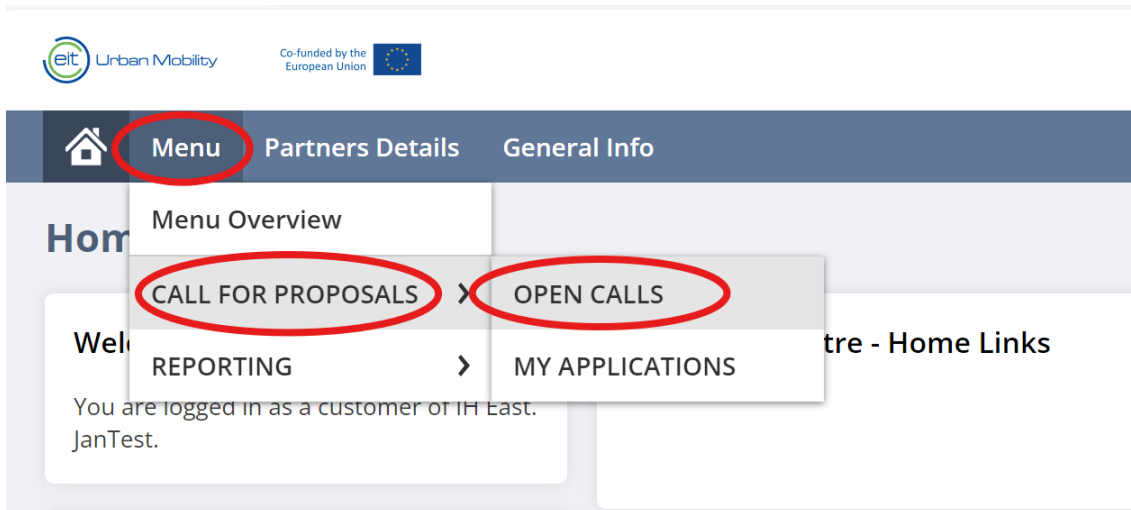
You can verify directly on the EU Portal whether your organisation is already registered and has a PIC: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register-search>

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 **Targeted Open Call 4** from the list and click on the **“apply”** icon:

APPLY	CFP PROGRAM NAME	DESCRIPTION	CALL URL
	Targeted Open Call 4	This Call falls under Innovation's Targeted Projects Programme. This Programme has recently been initiated to address a) gaps in our innovation portfolio with regards to the business plan, strategic agenda, and b) external changes and influences such(more...)	https://www.eiturbanmobility.eu/targeted-open-call-2025/

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 (SaveAsDraft) 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.

Menu Partners Details General Info

- Menu Overview
- CALL FOR PROPOSALS** → OPEN CALLS
- REPORTING → **MY APPLICATIONS**

You are logged in as a customer of IH East. JanTest.

Call For Proposal More

My CFP

LINK	ID	PROJECT ACRONYM	PROGRAM NAME	STATUS	START DATE	END DATE
Open	CFP199	test 1	Targeted Open Call 4	<u>In Progress</u>	01/06/2025	31/12/2025
Open	1.1-0001-112-00113	Project Acronym	Academy Open Call - MS and Fellowship	<u>Submitted</u>	01/06/2025	31/12/2025

2. Main Information

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

First, you will have to indicate to which Topic challenge according to the Call Manual you are applying.

* Topic Challenge

Please refer to the Call Manual to identify the appropriate Topic and select it from the dropdown.

European Cycling Industry

Hydrogen Refuelling Stations

Non-exhaust pollution mitigation

Vulnerable Urban Road Users

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 Targeted Call, projects should not be longer than **12 months** and should end latest on 31 December 2025 (as indicated in the Call Manual).

* Project Title

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

Targeted 4 Project Title 24 / 140

* Project Acronym

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

T4PT 4 / 25

* Project starting date

Please enter the start of the project:

* Project ending date

Please enter the end date of your project:

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.

*** Executive summary (max 1000 characters)**

Please describe the problem being addressed and why existing solutions do not address the need. Describe your proposed solution/product/service along with the value proposition and its market opportunity. Describe how and where you intend to validate the solution (demos) and the expected impact (short/medium/long term). This information should be accessible to the general public for dissemination. NB: This field should not contain jargon, acronyms, and confidential, or sensitive information(max 1000 characters)

1000 / 1000

*** 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

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. You can type in a word to see available pre-defined keywords.

Business and Innovation

Business model innovation

Competitiveness, innovation, research and developm

Demand driven innovation

Design innovation

Digital Social Innovation

Disruptive innovation

Economics of innovation

innovation

To enter a **self-defined keyword**, click on “new keyword”, 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 EN**” 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.

Main Information **Partner Information** Project Scope WorkPlan Supporting Documents Budget

Partner Information

* Project Leader (EN)

Please indicate the Lead Partner organisation for the proposal. This person will create, edit and submit the proposal. If your organisation is a partner or an Affiliated entity registered in PLAZA but is not visible in the dropdown list, please contact servicedesk@eiturbanmobility.eu



CUS6853 JanTest

* Project Leader main contact person e-mail

This is the Project Leader's e-mail address as provided in the system at the time of the first registration.

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.

Partner (Input the PIC number)	Partner description	Action
CUS6853 JanTest		
		

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:

- 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;
- the legal entities concerned are owned or supervised by the same public body.

* Existence of direct links between participants in the current proposal

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

No Yes

* Description of participants with direct link

0 / 1000

Under the section “**Co-Editor**”, 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 does the final submission of the proposal.

Co-Editor

If a co-editor is selected, they have full access to your proposal. Please ensure that the consortia agree on the content of the proposal before making the submission.

Contact (Please input the email address of the Co-Editor)	Action
<input type="text" value="elisa.kerschbaumer@eiturbanmobility.eu"/>	<input type="button" value="✖"/>
<input type="text" value="CUS3810 CFP Customer A: Elisa"/>	<input type="button" value="✔"/>

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:

Main Information Partner Information **Project Scope** WorkPlan Supporting Documents Budget

* Project main objectives

Please describe in a concise form what the project intends to do and how it will lead to concrete outcomes and results. Make sure your objectives are SMART - Specific, Measurable, Achievable, Realistic and Time Bound.

0 / 2000

* Scope of the project

Explain how your proposal aligns with EIT Urban Mobility Strategic Objectives and the scope of the topic selected. Please explain how it addresses a new sector, business model, technological advances or market demands.

0 / 3000

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

- **Outcomes and impact:** Explain how your proposal is aligned with the expected outcomes and impacts of the topic selected as well as with the proposed KPIs. Describe this at a quantitative and qualitative level. State the potential social, environmental and economic impact generated by the successful delivery of your project. This should include impacts on cities, business ecosystems, specific end-users and society in general.
- **Workplan:** Concisely outline the work planned for the project's entire duration. This description should provide sufficient information on work packages, key tasks and milestones to be achieved, their timeline and related Objectives, KPIs and expected outcomes (Deliverables, Outputs). Use a logical or chronological ordering.
- **Market Need:** What is the customer need that you are addressing and how you have verified it is a true pain point? (Mandatory) Include a Business Model Canvas as a supporting document
- **Proposed Solution:** Describe the product/service/solution you envision and the core sub-elements (components, modules and functionalities to be developed) as well as its scalability potential.
- **Technology Readiness Level:** Specify the technical characteristics that justify a starting TRL of 6-7. Identify any background work or projects. List major milestones that need to be achieved to take the solution towards a TRL8-9 and their timeline. Identify the responsible partners for these milestones and make sure this is aligned with the proposed workplan and partner roles.

- **State-of-the-art:** Describe the core innovation/technology that is fundamental to the solution you intent to provide. Please explain how it represents a step forward regarding current state-of-the-art innovation.
- **Addressable market:** Include a brief description of the customer who will buy the product or service and the addressable market that these customers represent.
- **Unique selling points and competitive advantage:** What are the competitive alternatives and how does your solution compare to them? Please compare key features of your offering to that of competitors on the market and in development.
- **Business model and commercialisation strategy:** How will the solution be delivered to the customer? Describe your commercial strategy (pricing, placement and promotion).
- **Startup created (if applicable):** In case you contribute to KPI EITHE04.4, please describe the company that you would be creating (e.g. company set-up, country of registration, timeframe, shareholders, capitalisation and growth plan). Present a credible and robust strategy for creating a startup and support its growth after the project implementation.
- **1st city demonstration/pilot/living lab:** Describe the demo requirements, key metrics to be achieved (e.g. target number of users, scale of the testing area, duration) and its future scalability and transferability. State the level of commitment of the demo host and describe how the project aligns with the demo host strategic priorities.
- **Additional city demonstration/pilot/living lab (if applicable):** Describe any other demonstrations you plan to implement during the project.
- **Project Management Structures and Procedures:** Please explain how you will manage the project to ensure effective and professional delivery of the project outcomes.
- **Communication and Dissemination Plan:** Please describe the dissemination plan to be carried out during the project implementation, including actions for each target group. The communication plan should align with the commercial strategy.
- **Gender and diversity dimension:** 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.
- **Knowledge Triangle Integration (KTI):** Please describe how your project facilitates collaboration between the knowledge triangle (businesses, research, education) and cities to solve the most pressing mobility challenges.
- **Intellectual Property Rights (IPR) and Exploitation of Results:** Provide a description of the main IP assets, how are they currently or planned to be protected to ensure future commercialisation. Describe how the IP strategy is aligned with the business goals and the planned commercialisation strategy. (Optional) Include an initial Freedom to Operate (FTO) as a supporting document.

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 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:

Risk Management and Contingency Plan

Please identify relevant risks and describe adequate mitigation measures.

* Risk Category

OTHER

- EXTERNAL (e.g. technological, business)
- STRATEGIC
- OPERATIONAL
- LEGAL
- FINANCIAL
- GOVERNANCE & MANAGEMENT
- OTHER

* Risk Mitigation

[Save](#) [Cancel](#)

Risk Management and Contingency Plan

Please identify relevant risks and describe adequate mitigation measures.

* Risk Category

OTHER

* Title

* Risk Likelihood

Select

- Very Low
- Low
- Moderate
- High
- Very High

* Risk Mitigation

[Save](#) [Cancel](#)

Under the financial sustainability section, you will be able to add your preferred financial sustainability mechanism (FSM) for the commercial partner. Please refer to the financial sustainability guidelines published on the Call website to understand the differences between the available options.

To add the FSM for the commercial partner, press **+Add new partner**:

Financial Sustainability

In case the commercial partner will be a new startup, please identify here the main partner responsible for the creation of the startup/spin-off ADD in the help text below the table: if there is more than 1 Commercial partner, please add any row as any commercial partner in the consortium.

Commercial Partner

Responsible partner	Financial Sustainability Mechanism	Number of Employees (in payroll)	Turnover F1 (€)	Turnover F2 (€)	Balance Sheet Total liabilities + shareholders equity (T-1) €	Balance Sheet Total liabilities + shareholders equity (T-2) €	Results to be commercialised	Description	Action
									+ Add New

You will be asked to choose the responsible partner, the FSM, as well as to identify the project results which will be commercialised by this commercial partner and a description of the planned FSM. Furthermore, you

will need to provide the turnover, balance sheet total liabilities + shareholder equity of the past two years for the commercial partner:

Commercial Partner

* Responsible partner

* Financial Sustainability Mechanism

* Number of Employees (in payroll)

* Turnover T-1 (€)

* Turnover T-2 (€)

* Balance Sheet Total liabilities + shareholders equity (T-1) €

* Balance Sheet Total liabilities + shareholders equity (T-2) €

Please identify what project results will be commercialised by this commercial partner. Make sure you refer to any related KPI included in your project.

* Results to be commercialised

* Description

If there is more than 1 Commercial partner, please add any row as any commercial partner in the consortium.

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

Ethics and Security

Please select from the list any ethics of security area your project may have an impact on

* Is the Project incurring any Ethic or Security Issues?
 NO YES

* If yes, Please Select Ethic and/or security issues

* Please explain Ethic and/or security issues

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:

1. Human Embryonic Stem Cells and Human Embryos
 2. Humans
 3. Human cells/tissues (not covered by element 1)
 4. Personal data
 5. Animals
 6. Non-EU countries
 7. Environment & Health and Safety
 8. Artificial Intelligence

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

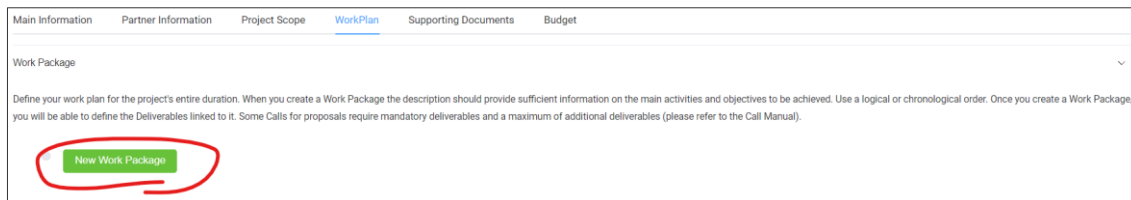
5. Work Plan

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. **You have to create WPs before can add the related deliverables.**

When describing the WPs activities for 2025, you are requested to divide them according to tasks.

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: Project Management

The start and end date of the WPs cannot be earlier/later than the start (01/01/2025) and end date (31/12/20285) 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.**

Work Package

* WP name

* WP description

* WP Start Date

* WP End Date

WP Leader
CUS7259 TEST EK #1

Please include the wp leader in WP contributors List.

* WP Contributor/s
CUS7259 TEST EK #1

* Role of Partners

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

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:

WP-1

+
-

<p>Description</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p> <p>WP end date</p> <p>2025-12-31</p> <p>WP contributor/s</p> <p>CUS7259 TEST EK #1</p> <p><input type="button" value="Add Deliverable"/></p>	<p>WP start date</p> <p>2024-09-01</p> <p>WP leader</p> <p>CUS7259 TEST EK #1</p> <p>Role of partners</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p>
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Deliverables

i Please enter the deliverables of your project. Some Calls for proposals require mandatory deliverables and a maximum of additional deliverables (please refer to the Call Manual).

* DEL name

* DEL description

* DEL achievement date

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.

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 the mandatory deliverables per year to be delivered at specified moments of the project. Find below an example:

Deliverable	Description	Delivery Date
Technical sheet	A technical sheet specifying the functional and technical requirements of the solution. These should be derived from the scope and objectives of the project.	31.01.2025
Product plan	A product plan for each marketed innovation (related to KPI EITHE02.4) to be developed within the project.	31.03.2025
Business plan	If applicable, a business plan for each startup to be created (related to KPI EITHE04.4).	31.03.2025

Demonstration report	A demonstration report covering all demonstrations held during the project implementation (related to KPI KSN02).	31.12.2025
Final dissemination report	A final dissemination report including at least two best practices for the EIT Urban Mobility Marketplace and a short video showcasing the solution developed and the pilots implemented. Specific requirements for the video will be provided to awarded projects.	31.12.2025

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.

The screenshot shows two tables. The first table is titled 'Output' and has columns: 'OUT number', 'OUT name', 'OUT description', 'OUT achievement date', 'Responsible partner', 'Contributing partner/s', and 'Action'. A green '+ Add New' button is circled in red in the 'Action' column. The second table is titled 'Milestone' and has columns: 'MIL number', 'MIL name', 'MIL description', 'MIL achievement date', 'Responsible partner', 'Contributing partner/s', and 'Action'. A green '+ Add New' button is circled in red in the 'Action' column.

The 'Outputs' form contains the following fields:

- * OUT name (text input)
- * OUT description (text input)
- * OUT achievement date (calendar icon and date input, circled in red)
- * Responsible partner (dropdown menu)
- * Contributing partner (dropdown menu)

 At the bottom are 'Save' and 'Cancel' buttons.

The 'Milestones' form contains the following fields:

- * Title (text input)
- * Description (text input)
- * Expected Deliverable Date (calendar icon and date input, circled in red)
- * Responsible Organization (dropdown menu)
- * Contributing Organization (dropdown menu)

 At the bottom are 'Save' and 'Cancel' buttons.

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.

5.3 Key Performance Indicators (KPIs)

Under the Section KPI you will be able to add the relevant KPIs for your project. Click on +Add New to add the relevant information for the applicable KPI. Please refer to the Call Manual to understand which KPI you have to add:

- **EITHE 02.4 or EITHE 04.4 (minimum expected target: 1)**
- **KSN02 or KONHE31 (minimum expected target: 1)**

KPI/PFT

Please select the KPIs/PFT most closely applicable to your activity in line with the Call requirements (including mandatory elements, if any) and enter target values. The assessment of KPIs/PFT is done annually and reporting documentation will be required based on your selection. A good alignment with KPI/PFT contributes to effective evaluation and monitoring of the impact of your proposal. Make sure you commit to achievable and relevant KPIs/PFT.

Please create the major KPIs/PFT to be achieved within the duration of your project, in line with the defined work plan. Please refer to the Call Manual to know which mandatory KPIs/PFT apply to this specific call.

KPI Code	KPI Title	KPI Description	Target Value 2025	Target Value 2026	Target Value 2027	Target Value 2028	KPI achievement date	Responsible partner	Contributing partners	Action
										+ Add New

KPI code	KPI description
EITHE02.4	Marketed innovations (EIT core) ¹

¹ For the purpose of assessing the achievement of this KPI, entities that are considered affiliated entities of the product owner/startup shall not be considered as customers. Affiliated entities are entities with a (usually legal or capital) link to a beneficiary. ‘Link to the beneficiaries’ means in particular a legal or capital link. This covers:

- permanent legal structures (e.g. the relationship between an association and its members)
- contractual cooperation (e.g. an existing collaboration agreement for activities in a field relevant to the action;)
- capital link, i.e.

EITHE04.4	Startup created of/for innovation (<i>EIT core</i>)
KSN02	Demonstrations/pilots/living labs within a project that actively involve citizens and/or local associations (EIT Urban Mobility specific)
KONHE31	Tested Engineering Innovation

In addition to the mandatory KPIs, proposals are expected to contribute to other KPIs. This will be positively assessed during the evaluation, in particular contributions to KPI EITHE04.4 Startup created.

KPI Code	KPI description
EITHE04.4	Startup created of/for innovation (<i>EIT core</i>)
EITHE01.1	Intellectual property rights
KSN01	# Innovation pilot scaling

For each KPI added, you will have to select the Code (see available codes above) and add the following information:

-
- direct or indirect control of the beneficiary
 - under the same direct or indirect control as the beneficiary or
 - directly or indirectly controlling the beneficiary.

Moreover, it covers not only the case of parent companies or holdings and their daughter companies or subsidiaries and vice-versa, but also the case of affiliates between themselves (e.g. entities controlled by the same entity).

KPIs

* KPI Code

KPI Title

KPI Description

* Explanation

* Target Value 2025

Target Value 2026

Target Value 2027

Target Value 2028

* KPI achievement date

* Responsible partner

* Contributing partner

Before moving to the next tab, remember to click on the “save” button.

6. Supporting Documents

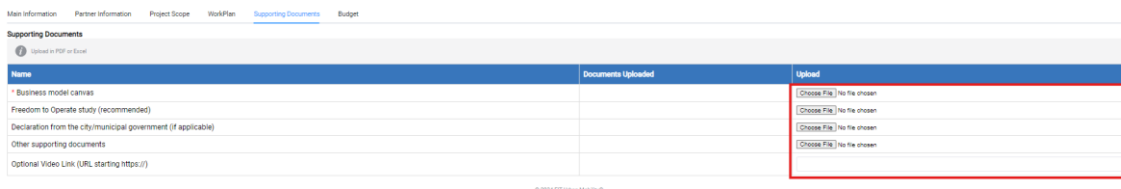
Under this tab, we ask you to upload, as **mandatory documents**, the following documentation:

- Business model canvas (template available on the Call webpage)

In addition you can also add the following optional documents/information:

- Freedom to Operate study (recommended)
- Declaration from the city/municipal government (if applicable) (template available on the Call webpage)
- Other supporting documents
- Optional Video Link (URL starting https://)

Please make sure you use the templates when available.



Name	Documents Uploaded	Upload
* Business model canvas		<input type="button" value="Choose File"/> No file chosen
Freedom to Operate study (recommended)		<input type="button" value="Choose File"/> No file chosen
Declaration from the city/municipal government (if applicable)		<input type="button" value="Choose File"/> No file chosen
Other supporting documents		<input type="button" value="Choose File"/> No file chosen
Optional Video Link (URL starting https://)		<input type="button" value="Choose File"/> No file chosen

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

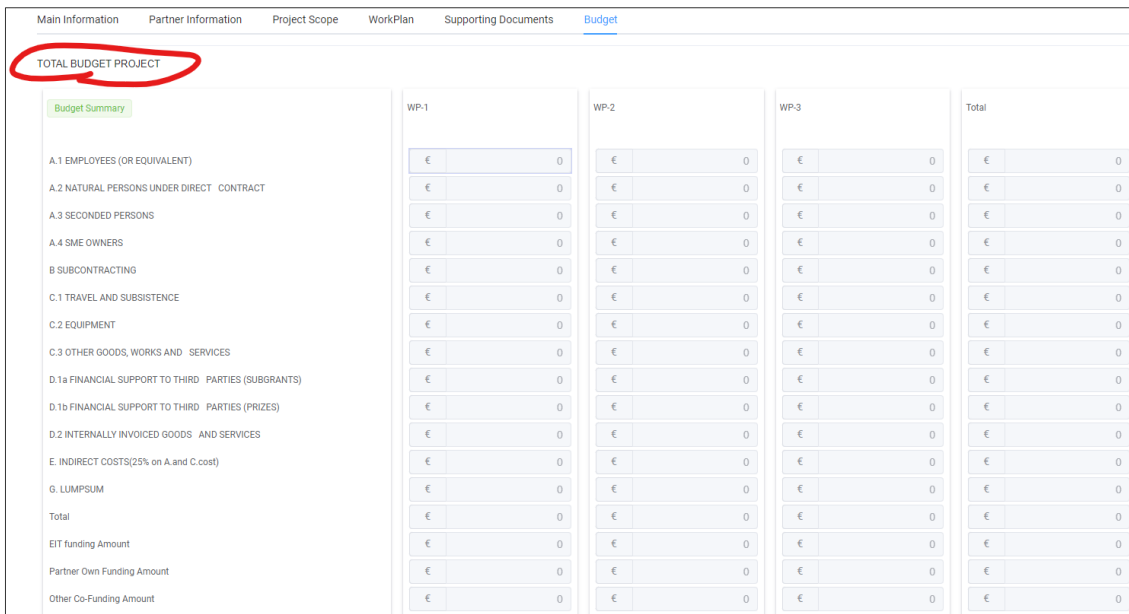
7. Budget

The Budget section 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.



TOTAL BUDGET PROJECT				
Budget Summary	WP-1	WP-2	WP-3	Total
A.1 EMPLOYEES (OR EQUIVALENT)	€ 0	€ 0	€ 0	€ 0
A.2 NATURAL PERSONS UNDER DIRECT CONTRACT	€ 0	€ 0	€ 0	€ 0
A.3 SECONDED PERSONS	€ 0	€ 0	€ 0	€ 0
A.4 SME OWNERS	€ 0	€ 0	€ 0	€ 0
B SUBCONTRACTING	€ 0	€ 0	€ 0	€ 0
C.1 TRAVEL AND SUBSISTENCE	€ 0	€ 0	€ 0	€ 0
C.2 EQUIPMENT	€ 0	€ 0	€ 0	€ 0
C.3 OTHER GOODS, WORKS AND SERVICES	€ 0	€ 0	€ 0	€ 0
D.1a FINANCIAL SUPPORT TO THIRD PARTIES (SUBGRANTS)	€ 0	€ 0	€ 0	€ 0
D.1b FINANCIAL SUPPORT TO THIRD PARTIES (PRIZES)	€ 0	€ 0	€ 0	€ 0
D.2 INTERNALLY INVOICED GOODS AND SERVICES	€ 0	€ 0	€ 0	€ 0
E. INDIRECT COSTS(25% on A. and C.cost)	€ 0	€ 0	€ 0	€ 0
G. LUMPUSUM	€ 0	€ 0	€ 0	€ 0
Total	€ 0	€ 0	€ 0	€ 0
EIT funding Amount	€ 0	€ 0	€ 0	€ 0
Partner Own Funding Amount	€ 0	€ 0	€ 0	€ 0
Other Co-Funding Amount	€ 0	€ 0	€ 0	€ 0

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.

Partner Budget Section

BUDGET PARTNER: CUS7259 TEST EK #1	WP-1	WP-2	Total	Description
A.1 EMPLOYEES (OR EQUIVALENT)	€ 10000	€ 50000	€ 60000	Sed ut perspiciatis unde om
A.2 NATURAL PERSONS UNDER DIRECT CONTRACT	€	€ 5000	€ 5000	Lorem ipsum dolor sit amet
A.3 SECONDED PERSONS	€	€	€ 0	
A.4 SME OWNERS	€	€	€ 0	
B SUBCONTRACTING	€ 10000	€	€ 10000	Lorem ipsum dolor sit amet
C.1 TRAVEL AND SUBSISTENCE	€	€	€ 0	
C.2 EQUIPMENT	€	€	€ 0	
C.3 OTHER GOODS, WORKS AND SERVICES	€	€ 3000	€ 3000	Lorem ipsum dolor sit amet
D.1a FINANCIAL SUPPORT TO THIRD PARTIES (SUBGRANTS)	€	€	€ 0	
D.1b FINANCIAL SUPPORT TO THIRD PARTIES (PRIZES)	€	€	€	
D.2 INTERNALLY INVOICED GOODS AND SERVICES	€	€	€ 0	
E. INDIRECT COSTS (25% on A and C cost categories)	€ 2500	€ 14500	€ 17000	
G. LUMP SUM	€	€	€ 0	
Total Cost	€ 22500	€ 72500	€ 95000	
EIT funding (%)			% 100	
Partner Own Funding Rate(%)			% 0	
Other Co-Funding Rate(%)			% 0	
EIT Funding Amount			€ 95000	
Partner Own Funding Amount			€ 0	
Other Co-Funding Amount			€ 0	
Type of Co-funding			Select	

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):

EIT funding (%)			% 100
Partner Own Funding Rate(%)			% 0
Other Co-Funding Rate(%)			% 0
EIT Funding Amount			€ 95000
Partner Own Funding Amount			€ 0
Other Co-Funding Amount			€ 0
Type of Co-funding			Select
			Private
			National
			EU non-EIT
			Other
BUDGET PARTNER: CUS7260 TEST Isabell #1	WP-3	Total	

You must repeat this process for each partner.

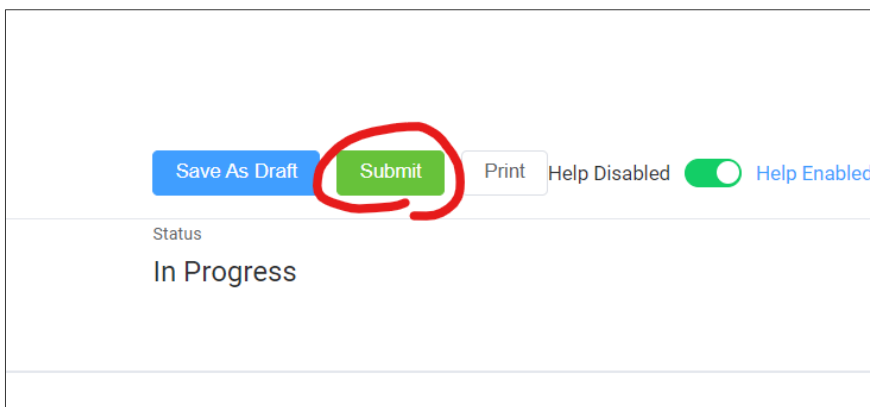
Before moving to the next tab, remember to **click on the “save” button**.

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:

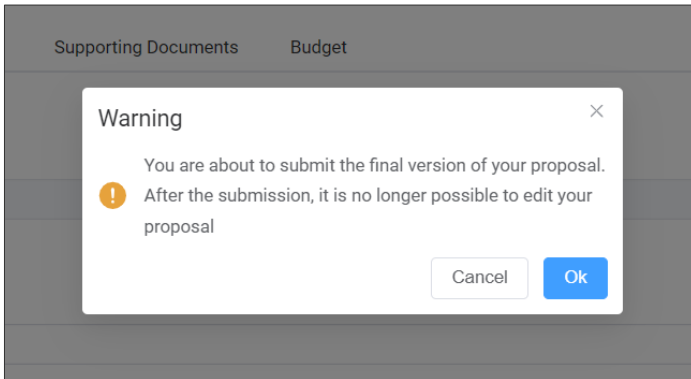


The screenshot shows a user interface for submitting an application form. At the top, there are four buttons: 'Save As Draft' (blue), 'Submit' (green, circled in red), 'Print' (white), and 'Help Disabled' (white). To the right of the 'Print' button is a toggle switch labeled 'Help Enabled' which is currently turned on. Below the buttons, the status is displayed as 'In Progress'.

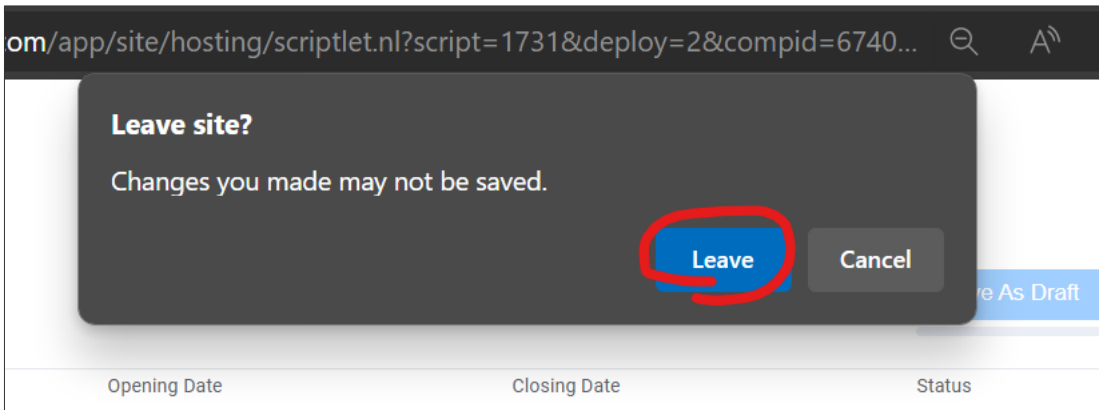
If your Application Form has been not properly completed – i.e. some mandatory information have not been included – the system will not allow you to submit the AF and an error message will inform you about what is missing.

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**.

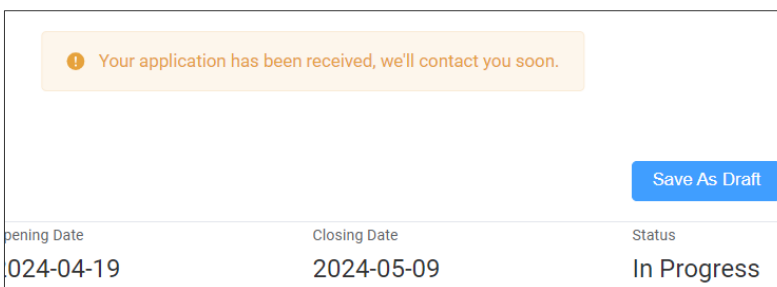
After clicking “submit” a pop-up message will ask you to confirm or cancel your choice:



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.





The screenshot shows a web application interface. At the top left, there is a logo for 'eit Urban Mobility' and a European Union flag with the text 'Co-funded by the European Union'. Below this, a red error message reads: 'Permission Violation: You are not allowed to edit this CFP Application'. The breadcrumb navigation shows 'NetSuite / Customer Portal / Call For Proposal Application'. On the right side, there are controls for 'Print', 'Help Disabled', and 'Help Enabled' (which is currently turned on). Below the navigation and controls, a table header is visible with columns for 'CFP ID', 'Program Name', 'Opening Date', 'Closing Date', and 'Status'.

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, unless it's for the optional video link.
- For tabs like the "Project Scope" one: prepare your descriptions in an **offline document using the available application form on the Call website**, 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. The budget will only be available once you created the Work Packages
- 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.