**Competence Hub Open Call**

**Template application form**

*This document serves as a sample to provide an overview of the fields and information required for the application process.* ***The official application form must be filled out and submitted through the NetSuite platform.*** *Please note that this template is for informational purposes only, and additional fields or instructions may appear in the official online application.*

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## General Information

**Topic/challenge**

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

**Project Title**

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

**Project acronym**

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

**Project starting date**

Please enter the start date of the project.

**Project closing date**

Please enter the end date of the project.

**Executive summary**

Please describe your proposed activity along with the value proposition. Describe 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).

**List of Keywords Related to this Project**

Please provide a minimum of three and a maximum of five keywords from the dropdown.

**Free Self-defined Keywords**

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

## Partner Information

Partners roles and contribution

**Project Leader (EN)**

Please indicate the Lead Partner organisation for the proposal. This person will create, edit and submit the proposal. Provided by the system.

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

**Project Leader main contact person e-mail**

**Partners involved in the project**

If any, indicate all organisations included in the consortium, including any Affiliated Entities.

**Partner description**

Describe the specific role and differentiated contribution of each partner to the project.

Explain how the partner has the right expertise and skills to carry out the specific role and tasks in the project.

Direct links between partners

**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

**Description of participants with direct link**

If positive answer in previous question, please describe.

**Co-editors**

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.

## Project Scope

**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

**Scope of the activity and impact**

State what activity type the proposal targets (see Section 3.4 of the Call Manual, i.e. one of CH1 to CH5 - CHOOSE ONLY ONE ACTIVITY TYPE) and explain how your proposal aligns with the scope of the topic selected. State the potential learning impact on the target audiences as well as any wider social, environmental and economic benefits generated by the successful delivery of your project. These benefits should include the impact that the training will have on cities, business ecosystems, participants, end-users and the wider community. Impact is any change, benefit or value resulting from the project over both short and long term.

Strategic fit

**Describe how the proposal contributes to the EIT Urban Mobility Strategic Objectives emphasized in section 3.1 of the Call Manual (max. 7500 characters)**

Max. 7500 characters

**State the potential impact of the project proposal in line with or exceeding the specific requirement stated for the respective type of activity (section 3.5 of the Call Manual) (max. 7500 characters)**

Max. 7500 characters

Excellence and novelty

**Describe previous experience and expertise in successfully developing, delivering and/or commercializing similar products or services for an audience of professionals. (max. 7500 characters).**

Max. 7500 characters

**Describe previous experience and expertise in successfully developing, delivering and/or commercializing similar products or services in the area of urban mobility, sustainable cities, innovation and/or governance. (max. 7500 characters**)**.**

Max. 7500 characters

 **Describe previous involvement in successfully delivering similar products and services within collaboration frameworks similar to the ones provided by EIT Urban Mobility (e.g. HE calls, calls from other entities such as World Bank, UNESCO, etc.). (max. 7500 characters).**

Max. 7500 characters

 **Elaborate on how the proposal builds upon/on existing courses or addresses new topics/subjects/regions, different from the ones already covered by the Competence Hub portfolio and/or is being innovative with respect to the existing state of the art of similar courses on similar topics? (max. 7500 characters**)**.**

Max. 7500 characters

Impact

**For CHA2, CHA4, CHA5 (if the course is revenue generating) and CHA1 (if e-courses are to be hosted on a platform other than UMX), elaborate on the potential of the courses or activities in the proposal to reach their revenue goals and describe a clear commercialisation/promotion and/or exploitation strategy.

For CHA1 (if e-courses are to be hosted on UMX), CHA3 and CHA5 (if the course is not revenue generating) elaborate on the potential of the courses or activities in the proposal to reach a high number of urban mobility professionals and describe a clear dissemination and communication plan. (max. 7500 characters).**

Max. 7500 characters

**Describe the measures to ensure the course(s) has (have) the market potential to be repeated or scaled up to a different market. (max. 7500 characters)**

Max. 7500 characters

**.**

Implementation

**Describe how you intend to involve EIT UM Competence Hub in the different steps of the course design, delivery and, when relevant, commercialisation. (max. 7500 characters)**

Max. 7500 characters

Communication and Disseminarion Plan

**Communication and Dissemination Plan/Strategy**

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 (max 1000 characters).

Gender and diversity

**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 (max 1000 characters).

Intellectual Property Rights (IPR)

**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.**

Please describe (max 2000 characters).

Project management structures and procedures

 **Please explain how you will manage the project to ensure effective and professional delivery of the project outcomes.**

Please describe (max 2000 characters).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Category** | **Title** | **Risk Likelihood** | **Risk Impact** | **Description** | **Mitigation** |

 Risk Management and Contingency Plan

Please identify relevant risks and describe adequate mitigation measures.

Financial Sustainability

**Revenue**

Please enter the estimated Contribution to EIT Urban Mobility Financial Sustainability.

Under “Description”, present your commercialisation and development strategy for the specific product/service/solution proposed. Include an outline of a sales strategy and go-to-market approach in reference to your preferred contribution mechanism to EIT Urban Mobility financial sustainability.

Indicate the responsible partner of the consortium.

Ethics and Security

**Is the Project incurring any Ethic or Security Issues?**

If yes, please explain any Ethic or Security issue and please select from the list any ethics of security area your project may have an impact on:

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

9. Other Ethics issues

## Workplan

**WORK PACKAGES**

**Define your work plan for the project's entire duration. When you create a Work Package the description should provide sufficient information on the main activities and objectives to be achieved. Use a logical or chronological order. Once you create a Work Package, you will be able to define the Deliverables, Outputs and Milestones linked to it. Some Calls for proposals require mandatory deliverables and a maximum of additional deliverables (please refer to the Call Manual).**

## Budget

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BUDGET PARTNER A | WP1 | WP2 | WP3 | Total | Description |
| A.1 EMPLOYEES (OR EQUIVALENT) | € 0 | € 0 | € 0 | € 0 | lorem ipsum dolor sit amet |
| A.2 NATURAL PERSONS UNDER DIRECT CONTRACT | € 0 | € 0 | € 0 | € 0 | lorem ipsum dolor sit amet |
| A.3 SECONDED PERSONS | € 0 | € 0 | € 0 | € 0 | lorem ipsum dolor sit amet |
| A.4 SME OWNERS | € 0 | € 0 | € 0 | € 0 | lorem ipsum dolor sit amet |
| B SUBCONTRACTING | € 0 | € 0 | € 0 | € 0 | lorem ipsum dolor sit amet |
| C.1 TRAVEL AND SUBSISTENCE | € 0 | € 0 | € 0 | € 0 | lorem ipsum dolor sit amet |
| C.2 EQUIPMENT | € 0 | € 0 | € 0 | € 0 | lorem ipsum dolor sit amet |
| C.3 OTHER GOODS, WORKS AND SERVICES | € 0 | € 0 | € 0 | € 0 | lorem ipsum dolor sit amet |
| D.1a FINANCIAL SUPPORT TO THIRD PARTIES (SUBGRANTS) | € 0 | € 0 | € 0 | € 0 | lorem ipsum dolor sit amet |
| D.1b FINANCIAL SUPPORT TO THIRD PARTIES (PRIZES) | € 0 | € 0 | € 0 | € 0 | lorem ipsum dolor sit amet |
| D.2 INTERNALLY INVOICED GOODS AND SERVICES | € 0 | € 0 | € 0 | € 0 | lorem ipsum dolor sit amet |
| E. INDIRECT COSTS (AUTO CALCULATED: 25% on A. and C. cost categories) | € 0 | € 0 | € 0 | € 0 |  |
| Total | € 0 | € 0 | € 0 | € 0 |  |
| EIT funding | 0 % | € 0 |  |
| Partner own funding | 0 % | € 0 |  |

## Supporting documents

Upload in PDF and Excel only.