



Call for Proposals for Factory for
#ChallengeMyCity
Guidelines for Applicants

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

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eiturbanmobility.eu

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1.Partner’s registration

1.1. Registering your organisation in the “Funding and Tender Opportunities Portal–European Commission”

Before submitting your proposal on PLAZA, all involved partners need to register their organisation on the EU Participant Portal following this link:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

If you have already participated in projects funded by the EU before and have your PIC number validated, you can proceed with the registration of your organisation on PLAZA (see section 1.2.).

However, please make sure that the information that you are providing on PLAZA is consistent with the legal information connected to your PIC (legal name, VAT, registration number, legal address, LEAR – legally appointed representative responsible for updating organisation’s information on EU participant portal). It is essential that your LEAR has access to your PIC account and related email address at any time.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

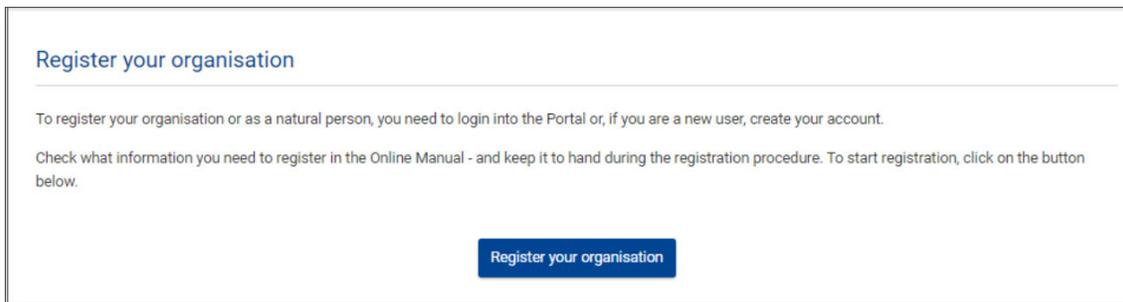
If this is your first time participating in an EU funded project or your organisation cannot access your already validated PIC and there are updates to the organizational data that need to be done, you need to register/re-register your organisation.

Please make sure that the information that you provide during PIC registration is consistent with the information that you provide during PLAZA registration.

Primary registration of your PIC number takes about 10 minutes, and your PIC number is generated within another 10 minutes and will be sent to the email address that you have indicated during the registration.

All new PIC numbers get assigned a status of “Declared”, which means your organisation has not been completely validated but the new PIC number can already be used during your proposal submission.

Complete validation of your PIC number will happen at a later stage if you are selected in the call. That is why it is essential that you always have access to your PIC account and related email address.



It is required for any organisation applying for EU funding to be registered in the Funding and Tender Opportunities Portal and keep legal organisational data updated.

For more detailed information about new PIC registration and validation, please follow the detailed guidance:

[Registration and validation of your organisation - Online Manual - Confluence \(europa.eu\)](#)

For more information on how to access your account, please follow the guidance:

[Accessing the Participant Register - European Commission It-How-To Manual - Confluence \(europa.eu\)](#)

1.2. Registering your organisation in PLAZA

PLAZA is a tool used by EIT Urban Mobility to manage BP2022-BP2024 grant cycle at the application stage. After registering/updating your PIC number, you may proceed with your registration in PLAZA:

<https://plaza.eiturbanmobility.eu/SITE/PRIVATE/GO/login.aspx>

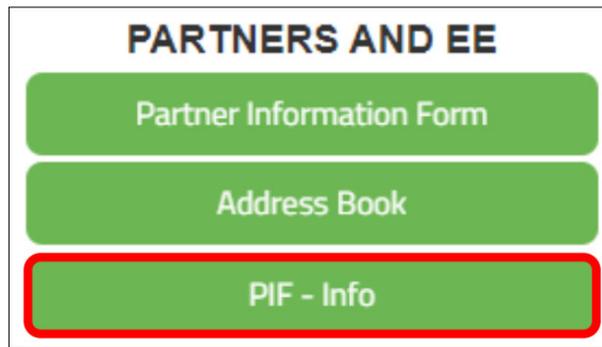
The first person to register will be assigned as a Single-point-of-contact (SPOC)¹ for your organisation, but this can be changed by the current SPOC at a later stage.

¹ A person serving as the focal point of contact for anything related to your organisation and its participation in the submitted proposal.

Please note that PLAZA registration is not automatic and needs to be reviewed and approved by the EIT Urban Mobility PLAZA support team within the same working day.

IMPORTANT: All entities participating in a call must be registered in PLAZA as early as possible and no later than 2 working days before the call closing, otherwise they may not be eligible for funding.

Once your SPOC has received an email with a one-time passcode for PLAZA, please login and proceed with the next steps and consult the PLAZA Guide. Alternatively, the PLAZA Guide can be found in the “PIF-Info” section once you are logged in to your PLAZA account (see Figure below):



Once all the organisations of your consortium have been registered and approved on PLAZA, your project leader can create a proposal on PLAZA and list all involved partner organisations in Section 1. Contacts of the Application form template provided to the Call documents. See below links and relevant email contacts you can contact if having questions:

Questions	Websites	Emails
EU Participant Portal	https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register	European Commission users: EC-HELPDESK-IT@ec.europa.eu External users: EU-LOGIN-EXTERNAL-SUPPORT@ec.europa.eu
PLAZA	https://plaza.eiturbanmobility.eu/	pmo@eiturbanmobility.eu
Other issues on partners legal onboarding		pmo@eiturbanmobility.eu

2. Preparation of your project² proposal

Before you start completing your application, you should study the call documents, select the partners and plan your project.

2.1 Study the call documents

Choose your call and then read carefully the related documents (Call document + List of documents to take into consideration) that are available on the EIT Urban Mobility website (www.eiturbanmobility.eu > Get involved > Calls for proposals)

2.2 Plan your project and prepare the Technical Information of your project proposal

Be sure to take into consideration all requirements of the call when you are developing your project proposal (Sections 2 and 3 of the Call document).

Additionally, please carefully read Section 5.1 - Admissibility and eligibility check of the Call document, listing all criteria to be fulfilled in order for your proposal to be deemed eligible and submitted for evaluation.

2.4 Mandatory documents to be submitted

The following documentation must be submitted by the applicants through the PLAZA submission tool:

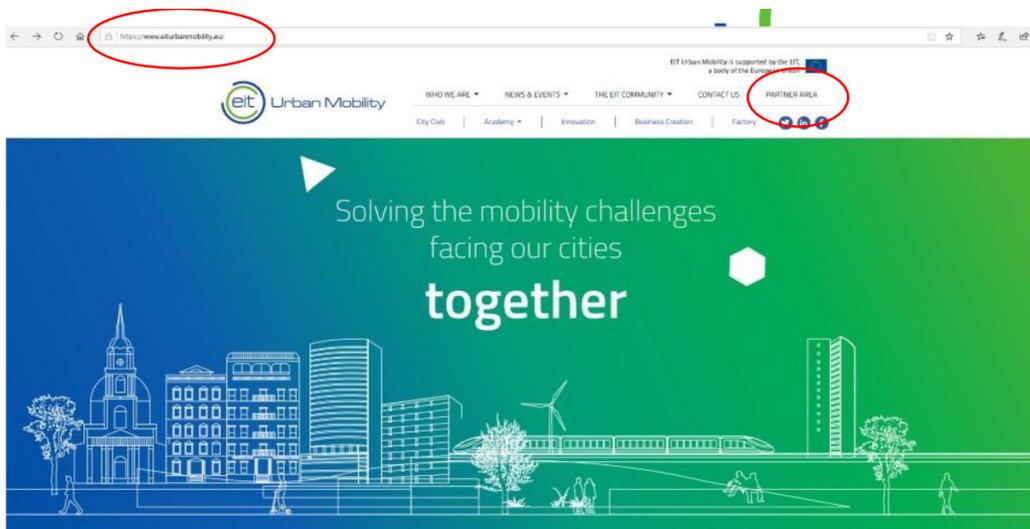
- Application form available on the PLAZA platform
- At least one letter of recommendation from the city or client where a prior pilot was carried out
- A note of load descent and load distribution (showing an overload <20 KN/m²) (only for challenge A) Any documentation missing or considered incomplete, may be a reason for application rejection.

² We refer to the submitted projects in a general sense. In the specific case of Business Creation, applicants are applying for programmes.

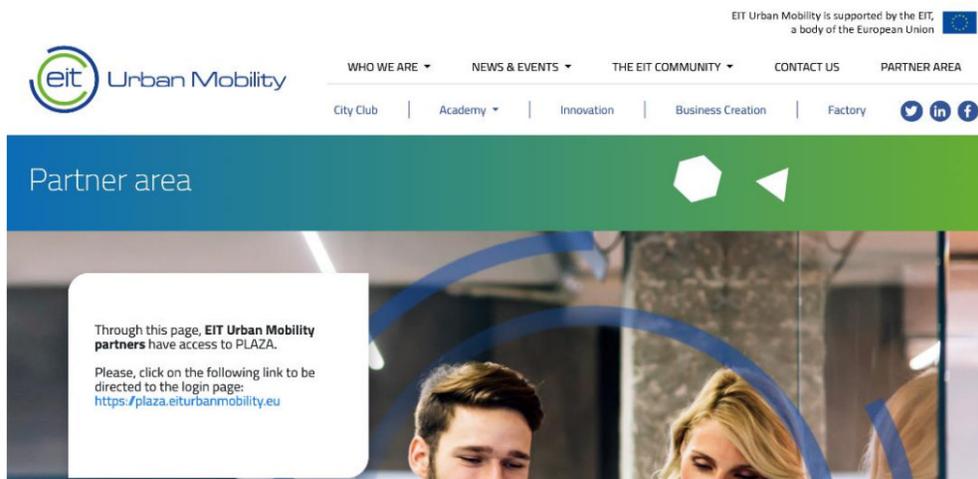
3. Electronic submission of your project proposal

3.1 Entering in Plaza and creating your project proposal

Go to the EIT Urban Mobility website and click on partner area:



Click on the link appearing at the left side of the screen:



Then a new window will open requesting you to provide your username and password/code and will redirect you to the Plaza system³ where you will be able to create a new proposal for the ChallengeMyCity# Call.

Plaza for EIT Urban Mobility

Username 

Password / Code 

Is this your first time? Please register at <https://plaza.eiturbanmobility.eu/register>

CLICK HERE TO REGISTER

After registration you will receive a start code. Use your email address as username and the start code as initial password. You will be asked to set a strong password.

Once signed in Plaza, from the homepage go to the **Factory Call Button**:



PARTNERS AND EE	RIS PROPOSALS	CALL FOR PROPOSALS
Partner Information Form	RIS Call 2021 - Open	Call 2020 - Closed
Address Book	Call Documents	Call 2021 - Closed
PIF - Info		General information

³ Remember that your entity must be registered in the PLAZA system in order to have access (see section 1)

In the next screen, select the **Add New Proposal** button and proceed to create a new proposal.

3.2 TAB 0

Please, note that for the ChallengeMyCity# Call the only tab that needs to be completed in Plaza is Tab 0. The forms provided to the Call documents – Application form-, is mandatory and should include all information that you would normally include in the remaining Tabs 1 – 6. That is why Tabs 1 to 6 appear as not applicable for this call:

0. START HERE	1. DOES NOT APPLY	2. DOES NOT APPLY	3. DOES NOT APPLY	4. DOES NOT APPLY	5. DOES NOT APPLY	6. FEEDBACK
Area		★	EIT Regional Innovation Scheme			
Segment		★	8.10 RIS Education Call for Proposals			

You should complete the information requested in Tab 0, according to the guide marks below:

This is a TAB

0. START HERE

Area ★

Segment **This is a FIELD**

New or Existing Activity ★ New Activity Continuation of Existing Activity

Activity Title **This is HELP**

Activity Acronym ★ **This is a COMPULSORY field**

Generated ID **This is an AUTOFILL**

Start / End Date ★

Activity Description for public dissemination (max.1000 characters) ★ **This is EDIT button opens a pop -up for free text entry**

This CHECKS correct data entry

Save

0 START HERE

Area

Segment

New or Existing Activity New Activity Continuation of Existing Activity

Activity Title

Activity Acronym

Generated ID 21039

Start / End Date

Activity Description for public dissemination (max 1000 characters)

PLEASE

- follow the guidance provided through the ? icons help text;
- be aware that fields with a maximum character limit will be truncated when the maximum is reached;
- when working **simultaneously** on the same tab don't work on the same text field / grid line at the same time

As a first step, please select the Area from dropdown menu to the only available option - **Factory**:

0 START HERE

Area

In the next field for Segment, you are able to choose among several options, please select **ChallengeMyCity#**
Call:

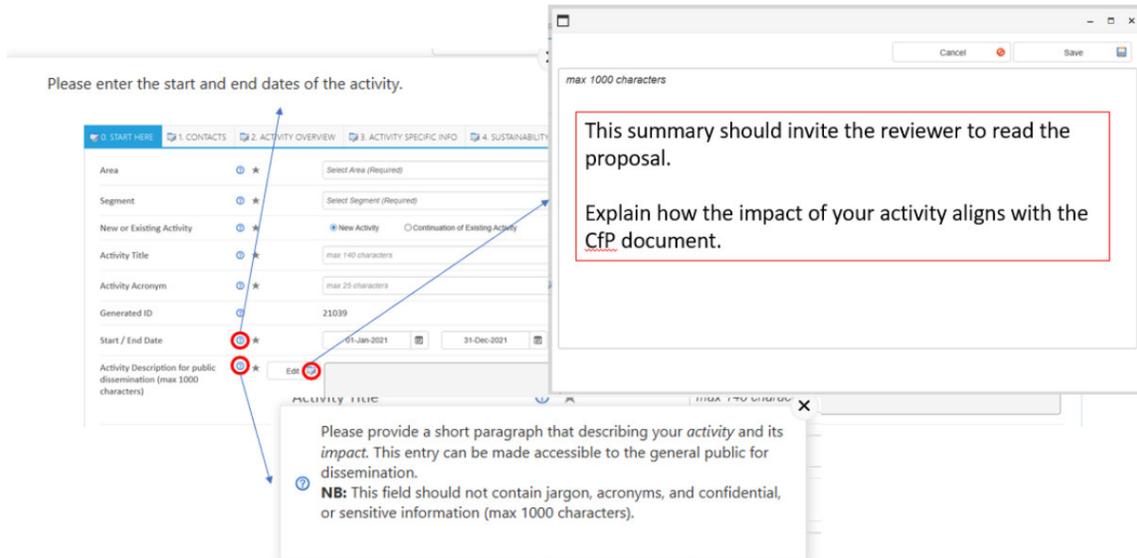
Next, you can select if the proposal is a New Activity, and then fill in the Activity Title and short Activity Acronym (max 25 characters):

New or Existing Activity New Activity Continuation of Existing Activity

Activity Title

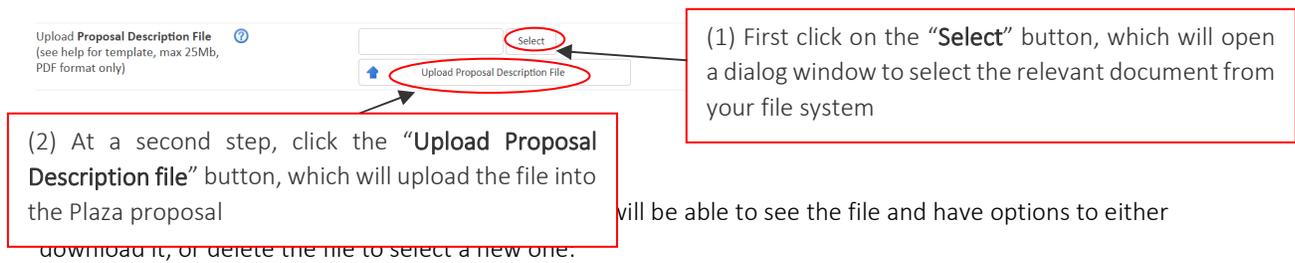
Activity Acronym

Next, you can complete start and end dates of your proposal. By clicking the Edit button, you can also fill in the Activity Description of your proposal (max 1000 characters):



3.3 Uploading the mandatory documents to your proposal

Still on Tab 0, after the activity description you see the fields for uploading the mandatory document: “Application Form” including further details of your proposal:



Please, make sure you have familiarised yourself well with each of the provided document templates and in case of questions related to their completion, contact our team at pmo@eiturbanmobility.eu.

Important notes on the mandatory documents:

- Application Form – provided in Word format – this is the template to use to present your proposal with all necessary information and at sufficient detail. All sections in the form should be filled in,

respecting the character requirements of each specific question, or marked as “not applicable,” if not relevant to your activity.

IMPORTANT: The Application form proposal template should be uploaded and submitted in PDF format to the system. Please, respect the maximum allowed size of 25Mb for each of the attachments.

3.4 Saving changes to the proposal

Note that you can complete some of the mandatory fields, save the information, and return to continue completing and upload the documents at a later point by clicking the “Save” button at the bottom:

"Save" will save your data and can still be changed at a later stage

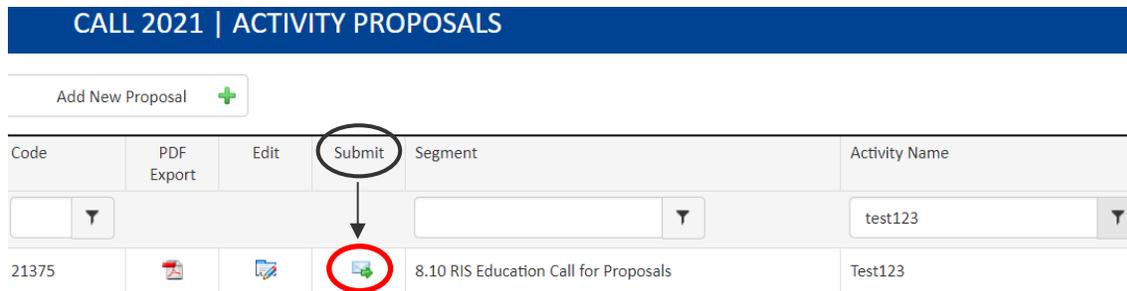
"Check and Save" will save your data but also check whether all required fields, in this tab, are filled in and respect the required format. A green check mark will be added to the tab header, if successful and the tab will be locked

For further changes, you need to click the "Edit" button that will appear at the bottom of Tab 0:

Only after you have completed all mandatory fields (including uploading the file) and select “Check and Save” to lock Tab 0, you can proceed to submit the proposal. Please, make sure that the green check mark appears on Tab 0:

3.5 Submission of the project proposal

Once Tab 0 has been properly filled in and validated by the system with the green check, you can select “Back to List” to return to the main list of proposals. In the Call 20211 Activity Proposals screen, you will see all proposals started by you and can proceed to the final submission for each one by clicking the icon under the “Submit” column:



You should receive confirmation that your proposal was successfully submitted in the system.

3.6 General comments/recommendations

Do not wait until the deadline to submit your proposal!

It is highly recommended to submit your proposal early as possible to avoid technical problems due to an overload of the system.

Checklist for submission

Before submitting the proposal, check that:

- your proposal fulfils the call conditions
- the proposal is complete, in English and readable
- all consortium members have obtained a user account to log in to at EU Portal and Plaza System and are registered to the system
- you have used the two document templates provided to the call documents and have uploaded them to the proposal