EIT Urban Mobility
Calls for proposals for Factory
#ChallengeMyCity Madrid

Guidelines for applicants

EIT Urban Mobility - Mobility for more liveable urban spaces

EIT Urban Mobility

Barcelona | 25 March 2022

eiturbanmobility.eu

Co-funded by the
European Union

Contents

1. Partners 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.
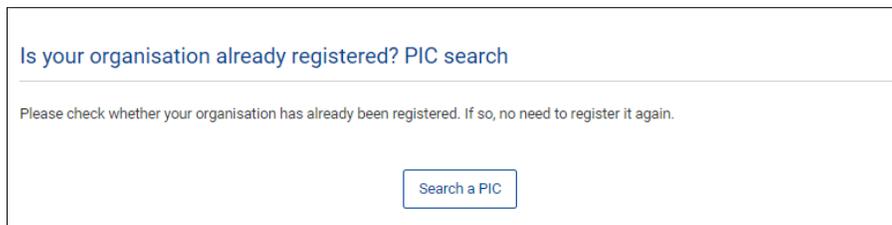

If this is your first time participating in an EU funded project or your organisation cannot access your already validated PIC and there are updates to the organisational data that need to be done, you need to register/re-register your organisation.

Please make sure that the information that you provide during the PIC registration is consistent with the information that you provide during the 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 fully validated, but the new PIC number can already be used during your proposal submission.

Full 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.
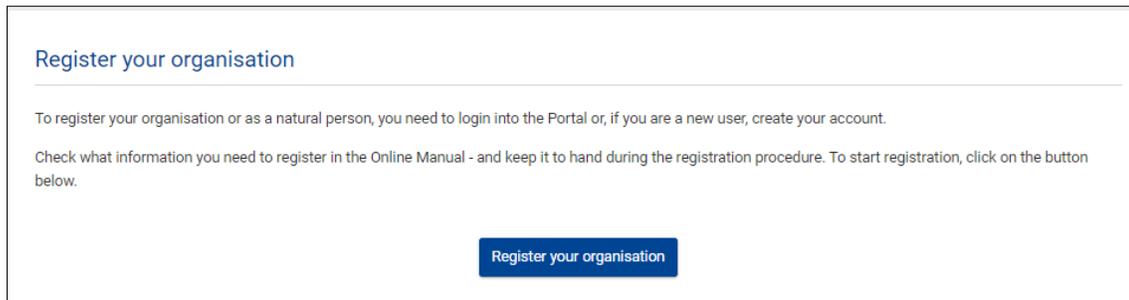
Any organisation applying for EU funding must be registered at the Funding and Tender Opportunities Portal and keep its legal organisational data updated.

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 PIC 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 the Business Plans 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.

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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 closes, otherwise they may not be eligible for funding.

Once your SPOC has received an email with a one-time passcode for PLAZA, please log in 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).
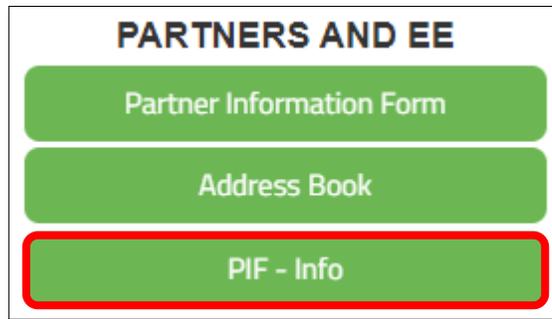
Once all the organisations in your consortium have been registered and approved on PLAZA, your project leader can create a proposal on PLAZA and select all the partner organisations from the dropdown menu (see section 3 – where partners selection is described).

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

2. Preparation of your project[2] proposal

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

2.1. Study the call documents

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

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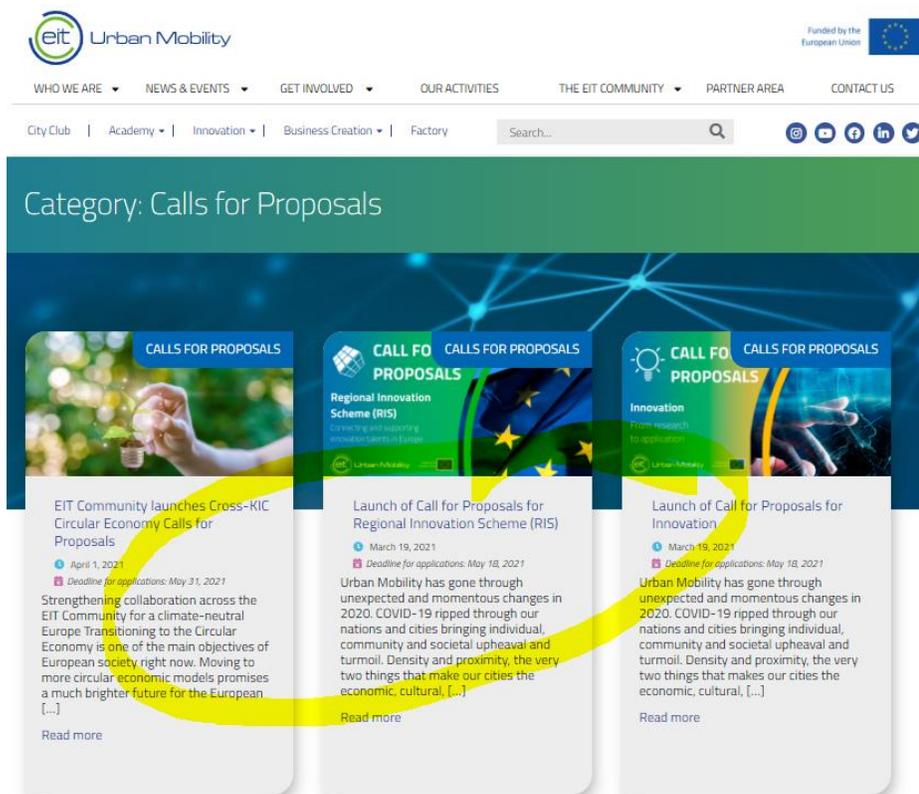
[2] We refer to the submitted projects in a general sense. In the specific case of Business Creation, applicants are applying for programmes.

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

General and specific requirements

As a general requirement for all the calls, all project proposals must be aligned with the Vision and Mission, Strategic Agenda and Strategic Objectives of EIT Urban Mobility.

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, each call also has specific requirements related to aspects such as the strategic focus of the call, the expected duration of the project proposals, the scope of activities, the expected impact and partnership composition, as well as other requirements related to specific financial issues of the call, such as the budget limitation per project proposal, the co-funding rate or the Financial Sustainability Mechanism. Read them carefully and make sure you address them properly when developing your project proposal.

Admissibility and eligibility check

Please carefully read Section 5.1 - Admissibility and eligibility check of the Call Manual, listing all criteria to be fulfilled for your proposal to be deemed admissible and eligible and submitted for evaluation.

There are up to 5 different general and specific requirements that will be taken into consideration during the admissibility and eligibility check of the call (section 5 of the Call Manual):

Planning of the work (tasks, KPIs, deliverables, milestones, budget)

For most types of calls, the Technical Description must give a detailed description of the project idea and work plan: tasks, milestones and deliverables, division of responsibilities and resources, time schedule, project management structure, dissemination, and communication plan/strategy.

Tasks

All project activities should be grouped in a logical, consistent, and structured way into separate tasks. All tasks must present a clear, logical link to the project objectives and the other tasks. Ideally, each task should constitute a sub-part of the project, a step leading to the achievement of the project's overall goals.

Projects should normally have at least 2 types of tasks:

- Task 1 — management and coordination activities
- Tasks 2, 3, 4…etc. — outputs related to the project goals.

Beyond that, you may create as many tasks as you need, trying to limit them to 6 or 7. You may also include sub-tasks if necessary.

Task 1 should normally cover all activities related to the general management and coordination of the project and activities that do not relate to any of the tasks leading to a specific result, but which are directly linked to the project as a whole.

For the other tasks, describe the:

- objective(s)
- activities/tasks to be implemented — in specific terms
- (tangible and intangible) outputs to be produced
- Milestones & deliverables (when required)
- KPIs

Key Performed Indicators (KPIs)

It is important to distinguish between the EIT Core KPIs and the KIC Specific KPIs:

- **EIT Core KPIs** are indicators defined by the EIT that reflect the EIT operational objectives for education, entrepreneurship and innovation. These KPIs are used to measure how effectively a project is meeting the objectives of the EIT. Usually, those KPIs are mandatory.
- **KIC Specific KPIs** are indicators defined by EIT Urban Mobility that reflects the societal challenge that the KIC is trying to address.

Please carefully read Section 3 of the Call Manual where the mandatory core EIT KPIs and possible additional EIT Urban Mobility KPIs are listed. You will need to clearly address the corresponding mandatory KPI(s) indicated in that Section 3 for a proposal to be eligible. You will be requested to identify the target value related to each KPI (Core KPIs and specific KPIs - if applicable) and indicate that these KPIs will be achieved by the end of the project. Please consider that only KPIs achieved during the implementation of the project will be considered.

Outputs, Milestones and Deliverables

1. Distinguish between outputs, milestones and deliverables:

- **Deliverables**: elements to be submitted to the EIT (publication, leaflet, progress report, brochure, list, etc.). Some calls required a minimum of core deliverables. As a general recommendation for all the calls, the number of deliverables is limited to max. 5-10 for the entire project. You may be asked to further reduce the number of deliverables during the condition clearing phase if your proposal is pre-selected. Please check the Call Manual of each call.
- **Outputs**: tangible results of an activity, (e.g. the concrete technology, product, service, method, design, patents, new jobs, new curricula, prototypes, concept, methodology, approach, skills and experience, etc).
- **Milestones**: control points in the project that help to chart progress (kick-off meetings, steering committees, first-draft of a survey, prototype, etc.)

2. Be as specific as possible, e.g.:

    - **Events:** expected number of events, title, content, duration, number of participants, etc.
    - **Publications:** estimated number of publications, language, format (printed/electronic), number of printed copies (in each language), etc.

3. Be realistic about what you can achieve within the project duration. The scope of your project should be large enough to make a difference, adapting the number of outputs to the project duration and resources.

4. Refer only to major outputs. Do NOT include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to the maximum amount established in the specific Call Manual. You may be asked to further reduce the number during the conditions clearing phase.

Budget

The budget categories outlined in the "Eligibility of expenditures" document included as a supporting document of the call are the following:

A. Personnel costs
B. Subcontracting
C. Purchase costs
D. Other costs
E. Indirect costs (overheads)

The budgeted amounts should be based on a detailed and accurate estimation of your project costs (based on the cost eligibility rules set out in the Horizon Europe Model Grant Agreement).

You must keep appropriate and sufficient evidence to prove the eligibility of all your costs declared during the implementation of your project (Art. 20 of Model Grant Agreement).

For instance, you must keep a (hard or digital) copy of these documents:

- Original tickets and invoices related to travel, accommodation, and subsistence costs
- Signed timesheets from the individuals involved in the project
- Contracts with providers or personnel
- Invoices
- Accounting records

The evidence must be correctly archived for the duration of the project indicated in your Grant Agreement, and in general, it must be kept for at least 5 years after the final payment or longer if there are ongoing procedures (audits, investigations, litigation, etc).

The costs declared must be:

- Actually incurred by a KIC Partner; i.e. real and not estimated or budgeted
- Actually incurred in the period set out in the agreement
- Indicated in the estimated budget of the action
- Incurred in connection with a specific action and necessary for its implementation
- Identifiable and verifiable, in particular, recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the KIC Partner is established and with the beneficiary's usual cost accounting practices
- Compliant with the applicable national law on taxes, labour and social security
- Reasonable, justified and must comply with the principles of sound financial management, in particular regarding economy and efficiency

In case an amount of co-funding is required, remember to adapt the EIT Urban Mobility funding requested for your project to the total project budget, to ensure that your project fulfils the minimum co-funding required for the call:

Example:

Minimum required co-funding rate of the call: **30%**

Total project budget (total cost of the project implementation): **100.000 €**

Total EIT Urban Mobility funding requested: 100.000 € x 70% (100% of cost – 30% of mandatory co-funding) = **70.000 €**

Consider that in case the sum of reported costs is greater or equal to the budget, the full EIT funding is assigned. The remaining difference is added to co-funding. However, in case the sum of reported costs is smaller than the budget, the full co-funding amount is assigned; the remaining difference is covered by the (reduced) EIT funding.

Example:

Minimum required co-funding rate of the call: **30%**

Total project budget: **100.000 €** --> 70.000 € EIT Funding and 30.000 € co-funding

Total reported costs: **80.000 €**

Total EIT Funding to be received: 80.000 € - 30.000 € = **50.000 €**

Total co-funding applied: **30.000 €**

Annexes & supporting documents

Supporting documents or annexes must be provided according to the specific requirements of each Call Manual.

2.3. Mandatory documents to be submitted

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

- Application form available on the webpage of the call
- At least one letter of recommendation from the city or client where a prior pilot was carried out.
- The SME registration certificate
- The Pitch Deck

Please submit the Application form, the letter for recommendation, the SME certificate, and the Pitch Deck in <u>one single PDF file.</u>

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:
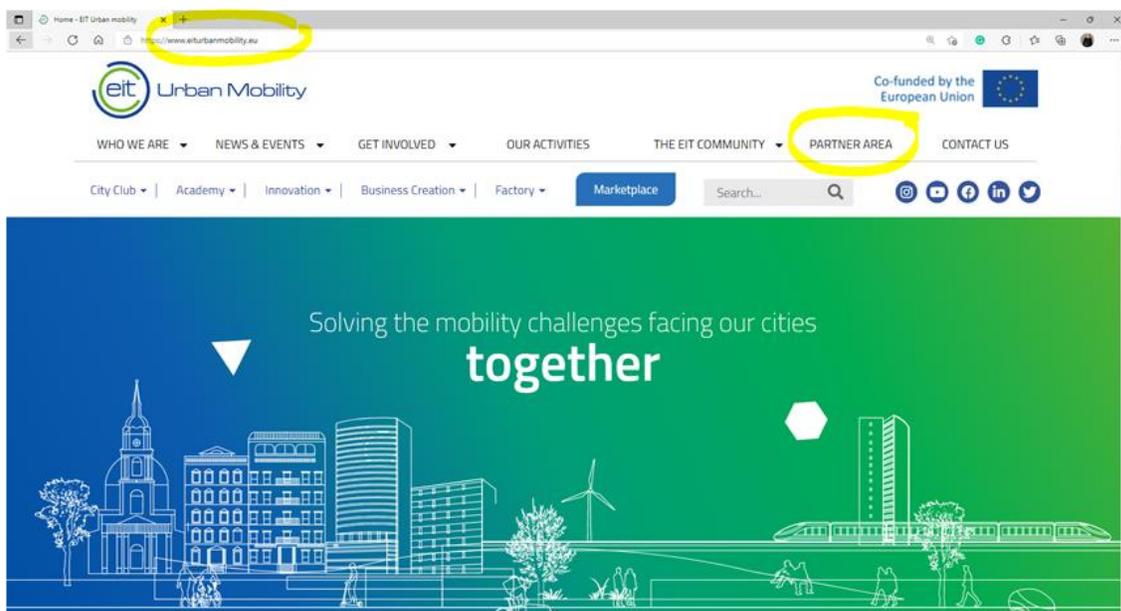
Click on the link appearing at the left side of the screen:
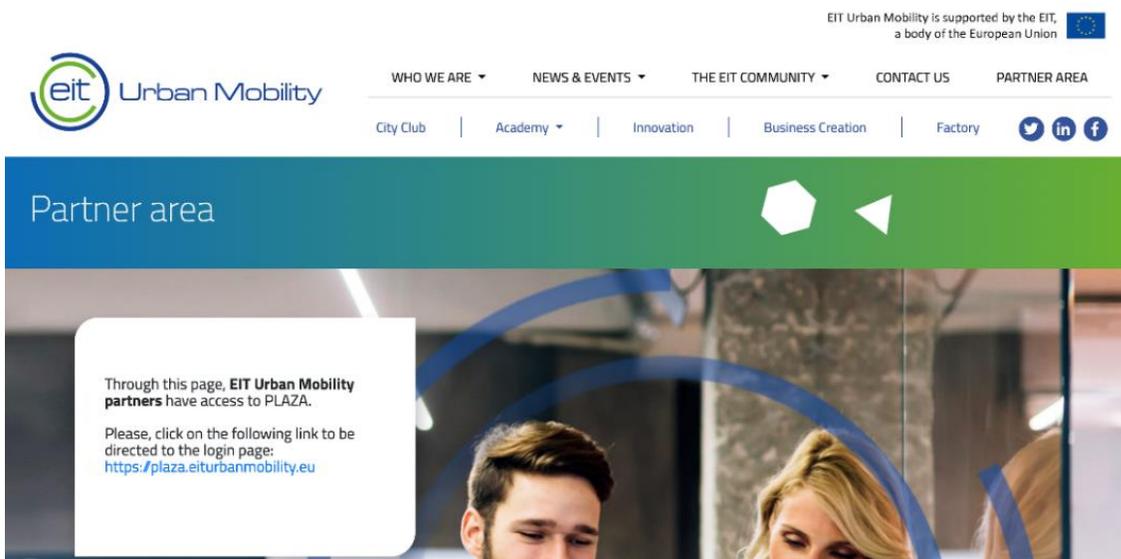
A new window will be opened where you will be requested to provide your username and password/code. This will redirect you to the PLAZA system[3] where you will be able to create a new proposal for the present call:

Once signed in Plaza, from the homepage got to **ChallengeMyCity Call 2022** under **Factory Proposals** Button
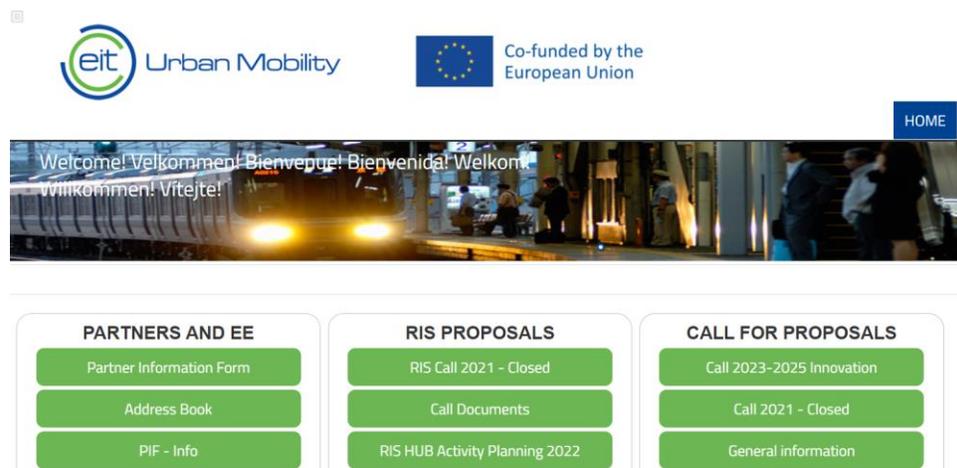
In the next screen, select the "Add New Proposal" button and proceed to create a new proposal.

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

3.2. TAB 0

Please note that for this ChallengeMyCity Call, only the first TAB 0 needs to be completed. As part of the completion of TAB 0, you will be requested to upload the "Application Form" in PDF version. This Application form is available in the webpage of the call and should include all information that you would normally include in the TAB 1 – 6. That is why Tabs 1 to 6 appear as not applicable for this call:

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

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

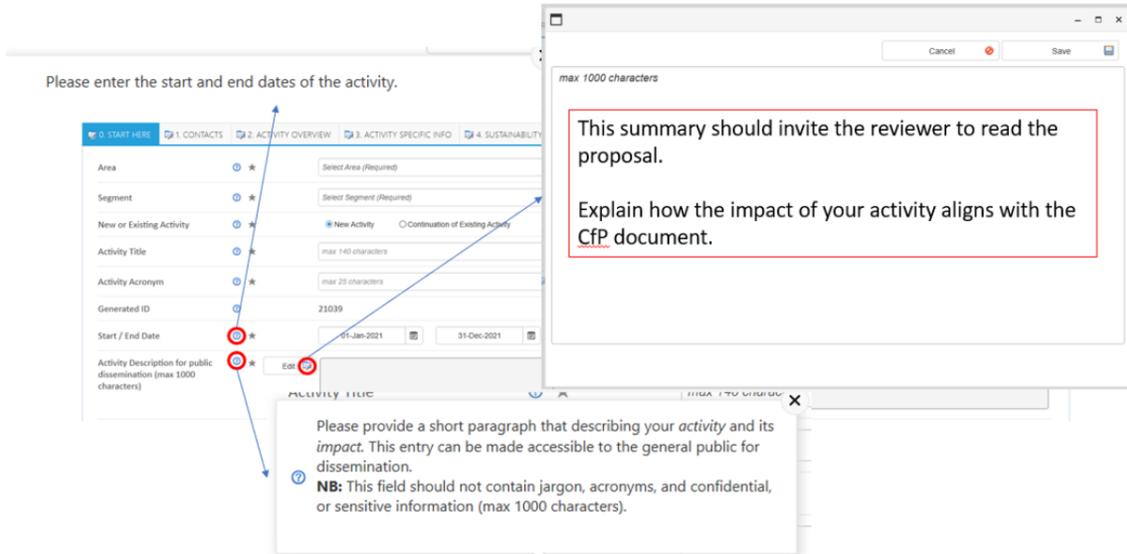In the next field for Segment, you can choose among several options, please select **ChallengeMyCity# Call:**

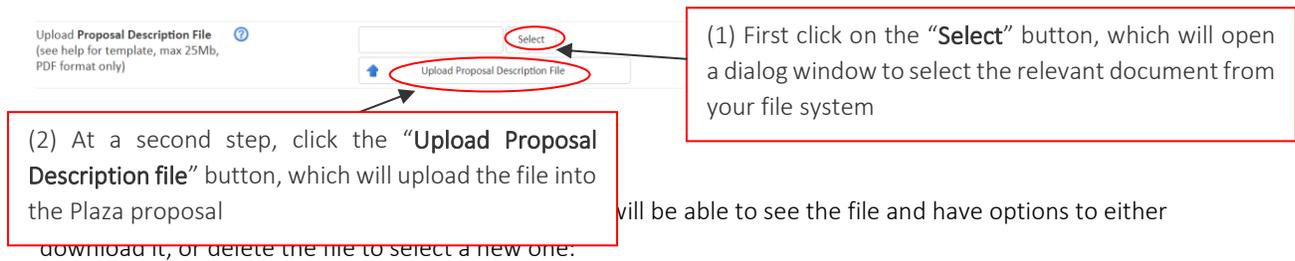Next, you need to select that the proposal is a New Activity, and then fill in the Activity Title and short Activity Acronym (max 25 characters):

After that, 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):

Please enter the start and end dates of the activity.

This summary should invite the reviewer to read the proposal.

Explain how the impact of your activity aligns with the CfP document.

Please provide a short paragraph that describing your *activity* and its *impact*. This entry can be made accessible to the general public for dissemination.
NB: This field should not contain jargon, acronyms, and confidential, or sensitive information (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:

(1) First click on the "**Select**" button, which will open a dialog window to select the relevant document from your file system

(2) At a second step, click the "**Upload Proposal Description file**" button, which will upload the file into the Plaza proposal will be able to see the file and have options to either download it, or delete the file to select a new one.

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.

<u>Important notes on the mandatory documents</u>

- Application Form – provided in Word format – 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.

- The letter for recommendation and the SME certificate must be attached to the Applicable Form and submitted in PDF
- **The Application form, the letter for recommendation and the SME certificate must be uploaded and submitted in one single PDF to the PLAZA 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:

3.4. 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:
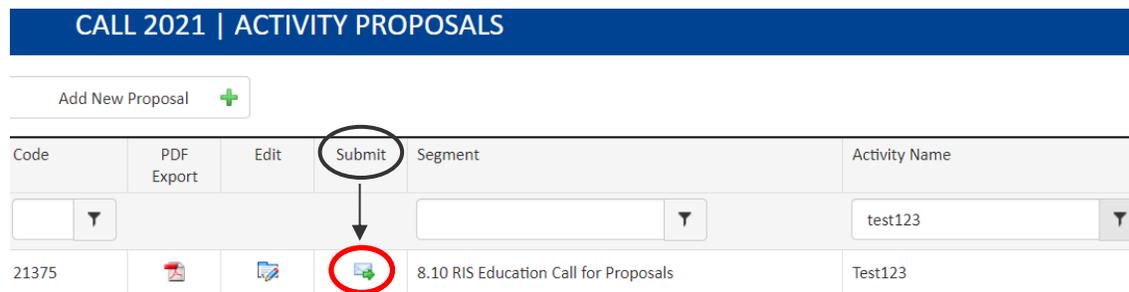
You should receive confirmation that your proposal was successfully submitted in the system.

3.5   General comments/recommendations

Do not wait until the deadline to submit your proposal!

It is highly recommended to submit your proposal and register your organisation as 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, including the mandatory documents, is written in English and is readable
- all consortium members have obtained a user account to log into the EU Portal and PLAZA System and are registered with the system

Please note that after the submission, you cannot edit your proposal anymore.