



Enhance NEB 2027 Call Guidelines for applicants

EIT Urban Mobility - Mobility for more liveable urban spaces
Business Plan 2026–2028

EIT Urban Mobility

Barcelona | 15 September 2026

eiturbanmobility.eu

History of changes

Version	Publication Date	Change
1.0	15/09/2026	Initial version

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1. Submission process overview: PIC and PIF

Before starting to draft a proposal, **all applicants** must follow the following steps:

Step 1: Obtain a Participant Identification Code (PIC)

All applicants submitting to this Call must register themselves in the **EU Funding & Tenders Opportunities Portal** to obtain a valid **nine digit PIC number**.

If the applicant already has a PIC, no new registration is required.

If you do not know if you already has a PIC number, you can verify directly on the EU Portal (click [here](#)).

Step 2: Register or access the EIT Urban Mobility Programmes Portal (NetSuite)

- If you are already registered in the EIT Urban Mobility Programmes Portal ([NetSuite](#)), please log in by going to step 3.
- If you have never registered in the system, please go to the [Programmes Portal](#) and click on “Register”. Then select **Option 1: “I am an organisation/individual or an existing EITUM Academy student applying for EITM Calls”** and complete the **Partner Information Form (PIF)** with the required details.

If the system denies your registration because the PIC number corresponds to an already registered entity, or because your email address is associated with an existing entity, please contact servicedesk@eiturbanmobility.eu.

Step 3: Submit the application in NetSuite

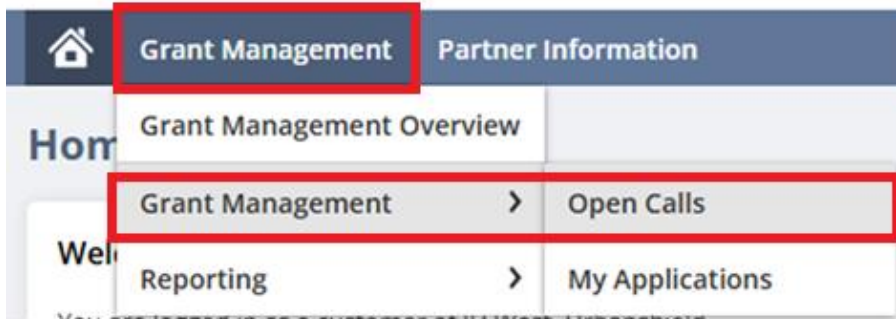
Once registered and logged in, applicants must:

1. Access the EIT Urban Mobility **NetSuite** platform.
2. Navigate to: *>Grant Management>Grant Management> Open Calls*.
3. Select the call **Enhance NEB 2027**
4. Complete all mandatory fields of the online **application form**.
5. Submit the complete proposal **before the relevant** deadline indicated in the Call Manual.

Applications submitted after the deadline will not be considered.

2. Create an application

Go to EIT Urban Mobility [Programmes Portal](#) (NetSuite), click on *> Grant Management > Open Calls*



Choose the **Enhance NEB 2027**. Once you click on “apply”, a new Application Form is created, and you will be able to start filling it in with all the information of your project.

The Application Form is divided in six sections, which are detailed below.

2.1. Main Information

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

When entering the **project title and acronym**, remember this will be the official name publicly used to promote your project. Choose the name wisely.

SaveAsDraft Submit Print

CFP ID	Program Name	Opening Date	Closing Date	Status
To Be Generated	Enhance NEB 2026-08-26 2027	2026-11-17	InProgress	

< Main Information Partner Information Project Scope WorkPlan Supporting Documents >

Main Information

ID proposal number

*** Project Title**

Please enter a descriptive title of your project.

0 / 140

*** Project acronym**

Please enter a short title or acronym for your project.

0 / 25

Please write the name of the Connect NEB or Co-create NEB project that is being strengthened, replicated or scaled-up through this Enhance NEB proposal (please refer to the name of the projects listed in the Annex 4 of the Call Manual). Select the primary and secondary thematic areas that your project most closely aligns

with. A minimum of one proposal will be selected per thematic area (a total of 4 proposals will be awarded, see Section 6.2. of the Call Manual).

* Name of the Connect NEB or Co-create NEB project that is being strengthened, replicated or scaled-up through this Enhance NEB proposal (please refer to the name of the projects listed in the Annex 4 of the Call Manual)

 0 / 200

As indicated in the Call Manual, the tentative **start date** of the project is 1 March 2027, with the maximum duration of 12 months (tentative end date is 28 February 2028).

The sections “total budget”, “total EIT funding” and “total co-funding” will be populated automatically by the system once you insert the budget.

* Project starting date

March 1, 2027 (pre-defined)  01/03/2027

* Project closing date

Total Budget (€)

EIT Funding (€)

Own Co-funding (%)

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 fill in this section once you have completed all other sections and therefore have a clear overview of your project.

Please indicate the **country** and the **city/region** where the project will be implemented.

* Executive summary

Short public-facing summary including the addressed need, proposed solution, expected impact, and target community.

This information should be accessible to the public for dissemination. Avoid jargon, acronyms, confidential or sensitive information.

0 / 1000

* Country where the project will take place

Select from drop-down menu

▼

* City/village/region where the project will take place

0 / 100

* Territorial context of the project

▼

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.

* Please select the thematic area that best aligns with your project

Please, note that project thematic area will be considered during the selection process

If applicable and relevant, please select a second thematic area to which your project aligns (optional)

* List of keywords related to this project

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

* Free Self-defined Keywords

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

+ New Keyword

* How did you hear about this call? (Please select one or more)

If you selected option 'Other', please specify

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

2.2. Partner Information

CFP ID	Program Name	Opening Date	Closing Date	Status
To Be Generated	Enhance NEB 2027	2026-08-26	2026-11-17	InProgress

Main Information
 Partner Information
 Project Scope
 WorkPlan
 Supporting Documents
 Budget

Partner Information

* Project Leader (EN)

The information on the applicant's organisation will be automatically pre-filled based on who creates the proposal. This person will create, edit, and submit the proposal.

* Project Leader main contact person e-mail

The information on the applicant's organisation will be automatically pre-filled based on who creates the proposal. This person will create, edit, and submit the proposal.

Partners involved in the project(EN)

All partners must be selected from the registration list. [If the organization you are looking for is not found in the list, please invite them to register here](#)

Please provide a one-sentence description of each organisation. More detailed information on each organisation's role in the project will be requested later in the application.

Partner (Input the PIC number)	Partner description	Action

The “**project leader**” is automatically assigned by the system, and it is the contact of the organisation 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.

In the section “**partners involved in the project**” you must list all partners that will be involved in the project. Please note that Enhance NEB proposals must be composed of a consortium with a minimum of 2 and a maximum of 4 legal entities, and that the lead partner must have been part of a consortium of the 2025 or 2026 Connect NEB or Co-create NEB project, as lead partner or consortium partner. Please provide a one-sentence description of each organisation. More detailed information on each organisation's role in the project will be requested later in the application.

The project leader is automatically included by the system in the list. All other partners must be added by clicking on the “plus” button.

Once you click on the “plus” button, you must enter the **full PIC 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 organisation you are looking for is not found in the list, please invite them to register in the EIT Urban Mobility [Programmes Portal \(NetSuite\)](#). Click on “Register” and then select Option 1: “I am an organisation/individual or an existing EITUM Academy student applying for EITM Calls” and complete the Partner Information Form (PIF) with the required details.

*** 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 ☐

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.

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.

Email of the Co-Editor must correspond to an **already existing contact in the system**. To view the list of existing contacts go to Customer Portal > Partner Information > Partner Information Form (PIF) > PIF Modification.

In case the contact is not found, please contact servicedesk@eiturbanmobility.eu providing the email address of the Co-Editor and Application ID.

Contact (Please write the email address of the Co-Editor)	Action
	

Under this section 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 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 Application Form **at the time**. If more users are working simultaneously in the Application Form, the system will not be able to save the work of all users, and this will cause a loss of information.

Please note that only the creator of the Application Form (that is, the main contact person for the proposal) can do the final submission of the proposal.

If you click on the “+” button to add a contact but then 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**.

2.3. Project Scope

For this whole section: we recommend you 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). Please note that some responses are subject to character limits. Ensure that your answers are concise and contain all the necessary information within the specified limit.

Remember that you are **not allowed to include any URLs** in your Application Form.

Under the **Project Scope** tab, you will need to answer the following questions:

Excellence, novelty, and innovation

- **Need and relevance: Project background and social context (max 1300 characters)**

Describe the local challenge that has motivated your proposal. Identify the community affected and indicate whether you or any of the partners are part of this community or have previously worked with it. Explain how this challenge relates to your previous Connect NEB or Co-create NEB project, indicating whether it is a continuation, a new challenge, or an evolution of the previous work and why you have chosen that path (Please focus on the challenge rather than the proposed solution).

- **Enhance strategy (max 1500 characters)**

Explain the strategic direction of this proposal in relation to the previously implemented Connect NEB or Co-create NEB project, identifying and justifying the key pathway(s) it is pursuing in alignment with the Enhance NEB programme goals: strengthening, scaling up, or replicating the project in a new location. Explain why this approach is appropriate for your project and whether this connects to a wider transformation potential.

- **Alignment with the New European Bauhaus**

For reference, you can consult the NEB Compass here: [Use the Compass - New European Bauhaus - European Union](#)

- Please briefly reflect on how your project aims to be sustainable (circularity, long-term thinking, environmental impact) (max 800 characters)
- Please briefly reflect on how your project supports meaningful inclusion and participation. Please demonstrate how gender equity is considered, as well as the representation, participation, and access of underserved groups. (max 800 characters)
- Please briefly reflect on how your project considers quality of place and experience (design, culture, identity) (max 800 characters)

Impact

- **Target key group**

Please select up to 3 options from: Children; Students; Municipalities/public authorities; Local businesses; Low-income groups; Ethnically diverse and/or immigrant communities; Elderly people; Artists/cultural workers; Youth; Local farmers/fishermen; Caregivers/healthcare staff; Researchers/academics; Teachers/local educators; Local residents; Young professionals; Community organisations; Other

- **Target Groups - Identification, Outreach and Dissemination. (max 1500 characters)**

For each selected target group, describe why the proposal is relevant. Explain how the consortium's links with the group will support outreach and engagement, and describe the strategies, actions, and communication channels that will be used to disseminate information and engage the groups in the project's activities. If applicable, describe any changes to the target groups or lessons learned from the previous project.

- **Proposed outcomes and outputs (max 1.800 characters)**

Present and explain the two key outcomes your project aims to achieve in order to enhance the community's quality of life in the medium to long term and describe how you plan to evaluate this impact. Please list the outputs that will be produced or achieved to contribute to the realisation of each outcome and indicate the expected value of each output mentioned (maximum three outputs per outcome).

* An outcome is defined as a specific change in behaviour, knowledge, skills, attitudes, or circumstances of beneficiaries resulting from project activities.

* An output refers to direct, tangible, and measurable products, goods, or services delivered (e.g. workshops, technical plans, participants trained, handbook produced, or other relevant achievements).

- **Potential future durability and transferability of the solution (max. 1.300 characters)**

Describe the measures and strategies that will contribute to the project's sustainability beyond its implementation period, including how results and impacts may be maintained, continued, or transferred to other contexts in the medium and long term. Please also outline a few possible steps that could support the project's financial sustainability beyond the programme.

Quality and efficiency of the implementation

- **Team capacity**
 - **Lead partner: (max 800 characters)**

Briefly explain your expected role in the project and consortium dynamics and, if applicable, indicate your relationship with the community and any of the other partners. Specify what previously demonstrated or new key capacities and expertise you bring that will contribute to this stage of the project.
 - **Partner 2: (max 800 characters)**

Briefly explain their expected role in the project and consortium dynamics and, if applicable, indicate their relationship with the community and any of the other partners. Specify what previously demonstrated or new key capacities and expertise this partner brings that will contribute to this stage of the project.
 - **Partner 3 (if applicable): (max 800 characters)**

Briefly explain their expected role in the project and consortium dynamics and, if applicable, indicate their relationship with the community and any of the other partners. Specify what previously demonstrated or new key capacities and expertise this partner brings that will contribute to this stage of the project.
 - **Partner 4 (if applicable): (max 800 characters)**

Briefly explain their expected role in the project and consortium dynamics and, if applicable, indicate their relationship with the community and any of the other partners. Specify what previously demonstrated or new key capacities and expertise this partner brings that will contribute to this stage of the project.
- **Management Capacity (max. 1000 characters)**

Demonstrate how each partner will ensure compliance with administrative, activity, and cost reporting requirements. If relevant, explain the role of the lead partner in supporting participating partners with reporting and communication requirements.
- **Project Dissemination (max. 1000 characters)**

Present the steps, tools, and channels that will be used to communicate the project's objectives, progress, and results to relevant stakeholders and wider audiences throughout the implementation period and after the project's completion.
- **Co-creation methodologies (max 1.500 characters)**

Describe how communities and target groups will be actively involved and engaged in shaping the project through meaningful participatory approaches, such as co-design processes, workshops, assemblies, or living labs. If applicable, explain how these strategies build upon lessons learned from the previous project.

Risk Management Plan

Risk Management and Contingency Plan

Please identify relevant risks and describe adequate mitigation measures.

Risk Category	Title	Risk Likelihood	Risk Impact	Description	Mitigation	Action
						+ Add New

Under the **risk management** section, we ask you to outline the risks potentially related to your project. This is an exercise for predicting some of the risks you might face during the implementation of the project and considering ways to mitigate them.

To add a risk, click on the “add new” button. You will be asked to choose the risk category, as well as the risk likelihood, from a drop-down menu.

Ethics and Security

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

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

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 selection is possible) and provide a description for 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

Select

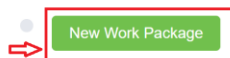
Before moving to the next tab, remember to **click on the “save” button**.

2.4 Work Plan

Work Packages

Work Package

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 linked to it. Some Calls for proposals require mandatory deliverables and a maximum of additional deliverables (please refer to the Call Manual).



Click on “new work package” and create the number of Work Packages needed to organise the project’s activities, considering **a minimum of one and a maximum of four**. A higher number of Work Packages will not be considered as a positive evaluation criterion; only the clear presentation of the timeline and activities will be assessed.

- Start date: March 1, 2027.
- End date: end of the project

[click on SAVE button]

In the WP Description, ensure that the activities are presented in a coherent timeline. For each time period or section of the work plan, describe the main activities and specify the key expected results for each activity.

Work Package

×

* WP name

Project Management

* WP description

Project Management

* WP Start Date

01/09/2026

* WP End Date

30/11/2028

* WP Leader

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Please include the wp leader in WP contributors List.

* WP Contributor/s

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Describe the role and contribution of all the partners to the WP

* Role of Partners

Deliverables

Deliverables document the implementation of the activities, the achievement of key outputs and the overall impact of the project. The deliverables specified need to fully demonstrate the project's achievements and the judicious use of public funds.

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.

As indicated in the Call Manual (See Section 3.3.4. Deliverables), **all proposals must submit** the following mandatory deliverables:

- Deliverable 1: Final report - Detailed final report presenting the activities implemented throughout the project implementation phase, the methodology and work plan followed, the results achieved, outputs and outcomes, overall impact, and final project conclusions. The report should also include an overview of the costs associated with the activities, feedback on potential impacts on local policies and strategies, and the steps taken to ensure the sustainability of the project, including recommendations for future replication or scaling up of the completed activities. (end of the project)
- Deliverable 2: Deliverable presenting the key project results, achievements, and/or success stories through an accessible and engaging format (e.g. booklet, website, video, policy paper, or another relevant format). The deliverable should effectively communicate the project's impact, outcomes, an/or relevant experiences to target stakeholders, project participants, and/or wider audiences, using a clear structure and visually appealing approach to ensure effective dissemination of results.

NOTE: Deliverables can only be added once the Work Package is created and must be added directly to the assigned Work Package.

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

Deliverables

 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

Save
Cancel

Key Performance Indicators (KPIs)

In the Application Form, you will need to select the corresponding KPI. Keep in mind that the achievement date cannot be after the end of the project.

KPIs

Please select the KPIs 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 is done annually and reporting documentation will be required based on your selection. A good alignment with KPI contributes to effective evaluation and monitoring of the impact of your proposal. Make sure you commit to achievable and relevant KPIs.

Please create the major KPIs 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 apply to this specific call.

KPI Code	KPI Title	KPI Description	Target Year	Target Value	KPI achievement date	Responsible partner	Contributing partner/s	Action
KONHE02	Participants in all Academy activities	Here each individual participant in an education programme counts, being in the Master School, Doctoral Training Network or Competence Hub.						 
								

According to the Call Manual, all proposals must include the **KPI EITHE08.1**, with a minimum target of 50 participants in non-labelled education and training.

KPI Code	Mandatory KPI title	Minimum target value
EITHE08.1	Participants in (non-degree) education and training	50

Teams may also select the optional **KPI KSN03**, with a minimum target of 1 public space improvement.

KPI Code	Specific Co-create NEB KPI title	Minimum target value
KSN03	Public realm improvement	1

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

2.5. Supporting documents

Under this tab, you can upload the following documentation:

- Registration document/Declaration of affiliation (mandatory only if applicable) in PDF. As indicated in the Call Manual (See section 5.2. Eligibility), if no city or region is directly involved in the project, the consortium must include an entity affiliated with a city or region. In such cases, it is required to upload with the application form, either the legal registration/official document that proves the legal affiliation with said city/region or a declaration of affiliation signed by the legal representative of the affiliated entity that proves the legal affiliation with said city/region (template available at the Call Manual (see section 2. Overview of key information on the call – List of call documents). You can access the Declaration of Affiliation template here: [Affiliation Declaration template](#)

In the case an affiliated entity is part of the consortium, and this supporting documents is missing, your application will be considered incomplete and therefore ineligible.

Upload in PDF (max. 10 MB per document)

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

2.6. Budget

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.

Main Information	Partner Information	Project Scope	WorkPlan	Supporting Documents	Budget
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. LUMP SUM	€ 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.

IMPORTANT: Each Work Package for each partner must include a budget. If a partner does not have a budget in a Work Package, they must be removed as contributing partner.

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 EX #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 adding the co-funding % in the corresponding line:

Partner Own Funding Rate(%)		%	
Other Co-Funding Rate - National and Regional		%	
Other Co-Funding - EU non-EIT Rate		%	
Other Co-Funding - Other Rate		%	
Other Co-funding Rate - Private		%	

You must repeat this process for each partner.

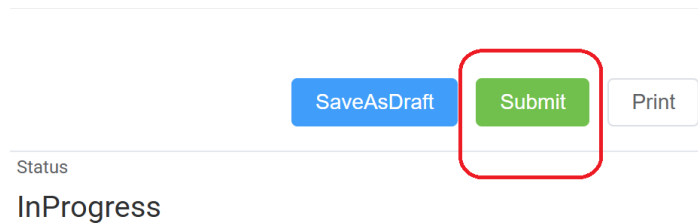
Before moving to the next tab, remember to **click on the “SaveAsDraft” button**.

3. Submit your proposal

We strongly recommend all applicants **not to wait until 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 submitting the Application Form, EIT Urban Mobility staff will in fact be able to properly assist you.

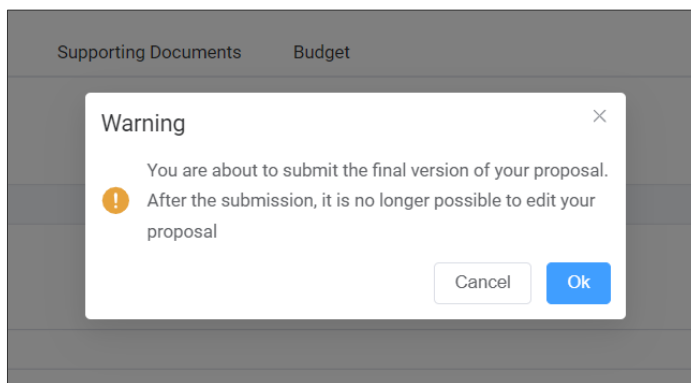
When your Application Form is correctly and fully completed, **save it one last time** and you can then **submit** it by clicking of the “submit” button:



If your Application Form has not been properly completed, i.e.. some mandatory information has not been included, the system will not allow you to submit the Application Form and an error message will inform you about what is missing. You can therefore use the submit button as a “validation” check: in this case, just remember not to click “ok” until you are sure all is finalised.

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 Application Form 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: click OK.



By going into the section “My Applications” you will be able to see the **status of your application** and therefore see if it was properly submitted or not.

 Grant Management Partner Information	
Grant Management Overview	
Grant Management >	Open Calls
Reporting >	<u>My Applications</u> 