Co-funded by the
European Union

Connect NEB Call 2027
Guidelines for applicants

EIT Urban Mobility - Mobility for more liveable urban spaces

Business Plan 2026–2028

EIT Urban Mobility

Barcelona | 15th July 2026

eiturbanmobility.eu

History of changes

Version	Publication Date	Change
1.0	22/04/2026	Initial version

Contents

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

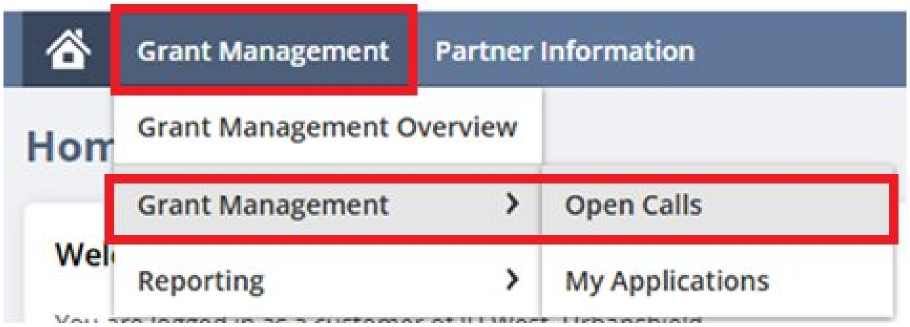
Once registered and logged in, applicants must:

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

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*



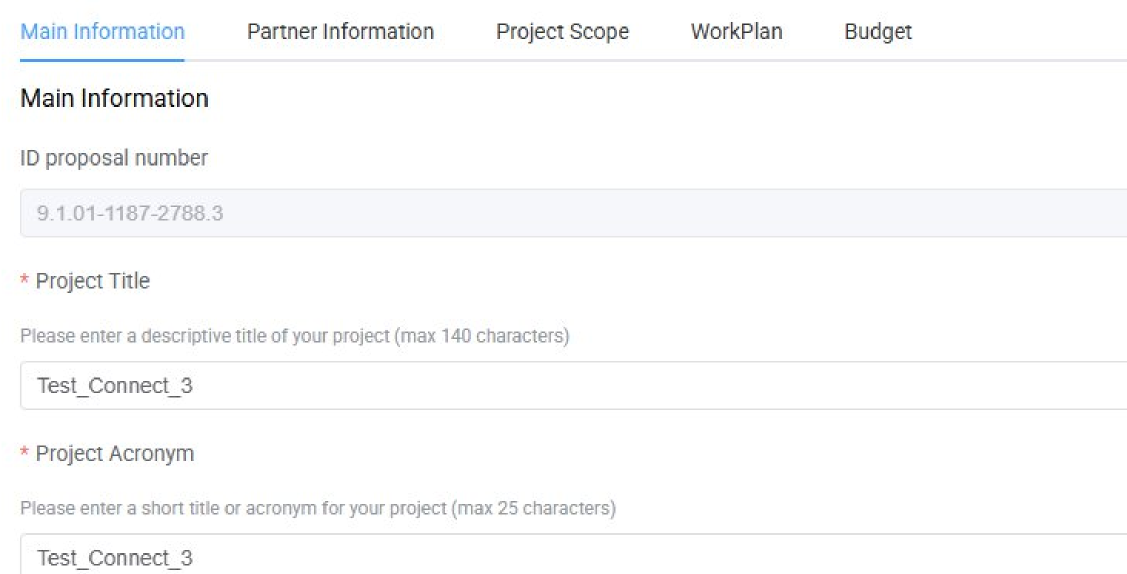
Choose the **Connect NEB 2027** Once you click on “apply”, a new Application Form is created, and you will be able to start filling it in with all the information of your project.

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.



As indicated in the Call Manual, the tentative start date of the project is 1 February 2027, with the maximum duration of 10 months (tentative end date is 30 November 2027).

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

Please enter the start of the project. 01/02/2027

* Project ending date

Please enter the end date of your project

Total Budget (€)

18000

Total EIT Funding

15300

Total Co-Funding (%)

15

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.

* Executive summary (max 1000 characters)

Provide a short summary of the project, including addressed need and expected impact. This information should be accessible to the public for dissemination. NB: this field should not contain jargon, acronyms and confidential or sensitive information.

Indicate **the country, and city/region** in which your Connect project will be implemented. A legal entity may submit multiple proposals across Connect and Co-create NEB Calls;however, it can receive funding as the Lead Partner for only one proposal across the two programmes. Confirm that your organisation has not submitted a Co-create proposal as Lead Partner.

* Country where the project will take place

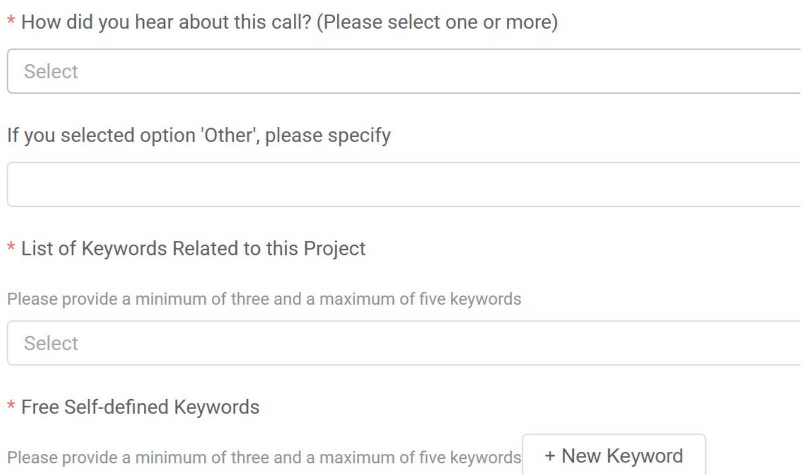
0 / 40

* City/Region where the project will take place

0 / 40

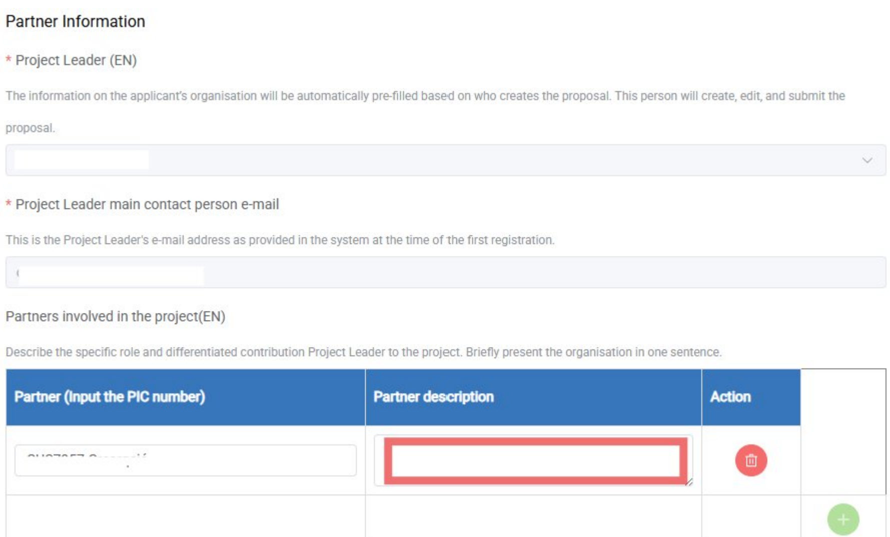
* I confirm that I have not submitted any Co-Create NEB 2027 proposal as a Lead Applicant (If so, the present Connect proposal will be dee

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.



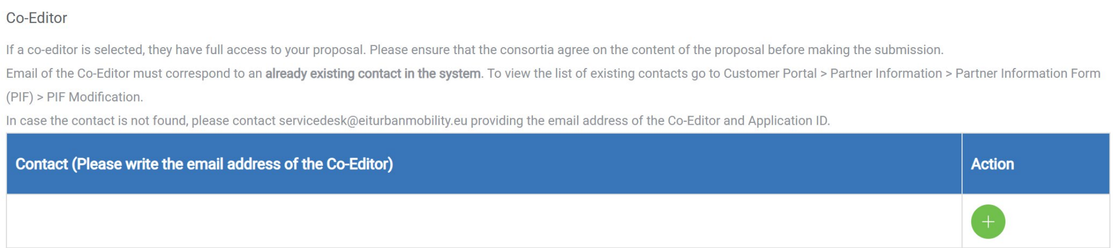
Before moving to the next tab, remember to **click on the "save" button.**

2.2. Partner Information



The Connect projects are monobeneficiary, no additional partners should be added. 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.


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 delate 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: Local challenge or opportunity addressed by your project (max 1500 characters)**

Describe the local context: who is your local community, what is happening in your neighbourhood or community and why did that lead to this proposal?

- **Alignment with the New European Bauhaus**

How does your project relate to the values and working principles of the New European Bauhaus? You don't need prior knowledge of the NEB- this alignment will be further developed during the programme.

  - **Briefly reflect on how your project contributes to sustainability (e.g. environmental responsibility, climate resilience, circularity, long-term thinking) (max 800 characters)**

  - **Briefly reflect on how your project supports inclusion, gender, diversity and participation (e.g. involving communities, reaching diverse or underrepresented groups) (max 800 characters)**

  - **Briefly reflect on how your project considers the quality of place and experience (e.g. design, culture, heritage, identity, everyday experience of spaces) (max 800 characters)**

Impact

- **Project main objective and outcomes (max 1.300 characters)**

  Describe what your project aims to explore, test and achieve in the medium and long term in terms of changes in behaviour, community organisation, governance models or other outcomes

- **Durability and transferability (max. 1.500 characters)**

  Outline how will this project build on your current work with this community, and what could it lead to next (e.g. further development, partnerships, funding streams, collaboration). How might your learning or approach be shared or reused by others?

- **Target key groups**

  Please select up to 3 options.

- **For each selected target group, briefly explain why they are relevant to the challenge/project and how you expect to outreach, recruit and engage them to join the project. You will have the opportunity to describe your engagement, co-design and participatory methods later in the application. (max. 1300 characters)**

Quality and efficiency of the implementation

- **Your organisation (max 1.300 characters)**

Explain who are you and why are you well placed to address this challenge and implement this project. How does your organisation relate to the local community?

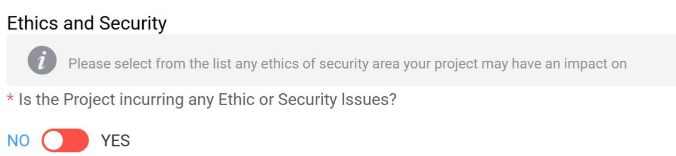
- **Budget (max 1.300 characters)**

Demonstrate a clear and realistic allocation of the project budget (€18.000), showing alignment between the budget and the proposed activities, and a realistic prioritisation of resources.

- **Co-creation methodologies (max 1.500 characters)**

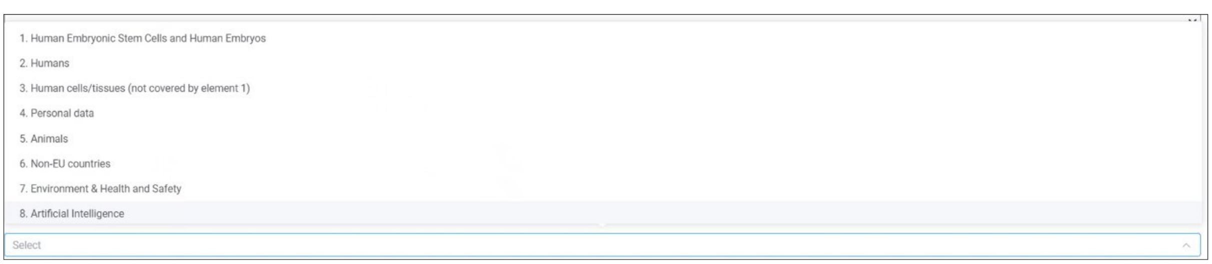
Describe how communities and target groups will be actively involved and engaged in shaping the project through meaningful participatory approaches, such as co-design processes, workshops, assemblies, or living labs.

Ethics and Security



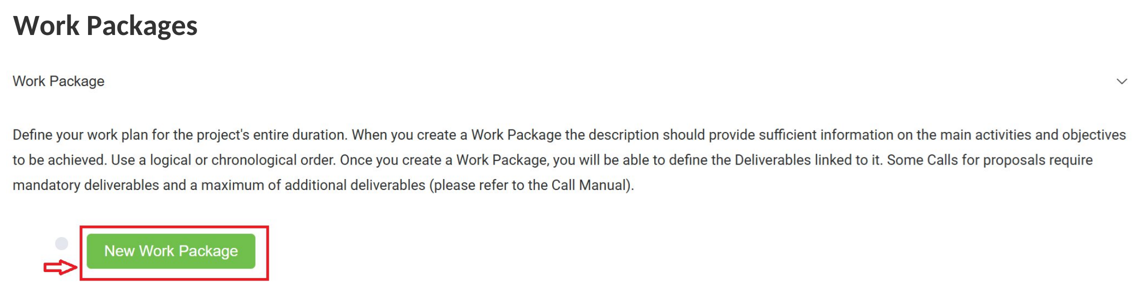
At the end of the Project Scope tab, you will find the **ethics and security** section.

If there are any ethics and security issues related to your project, please indicated 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:



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

2.4 Work Plan

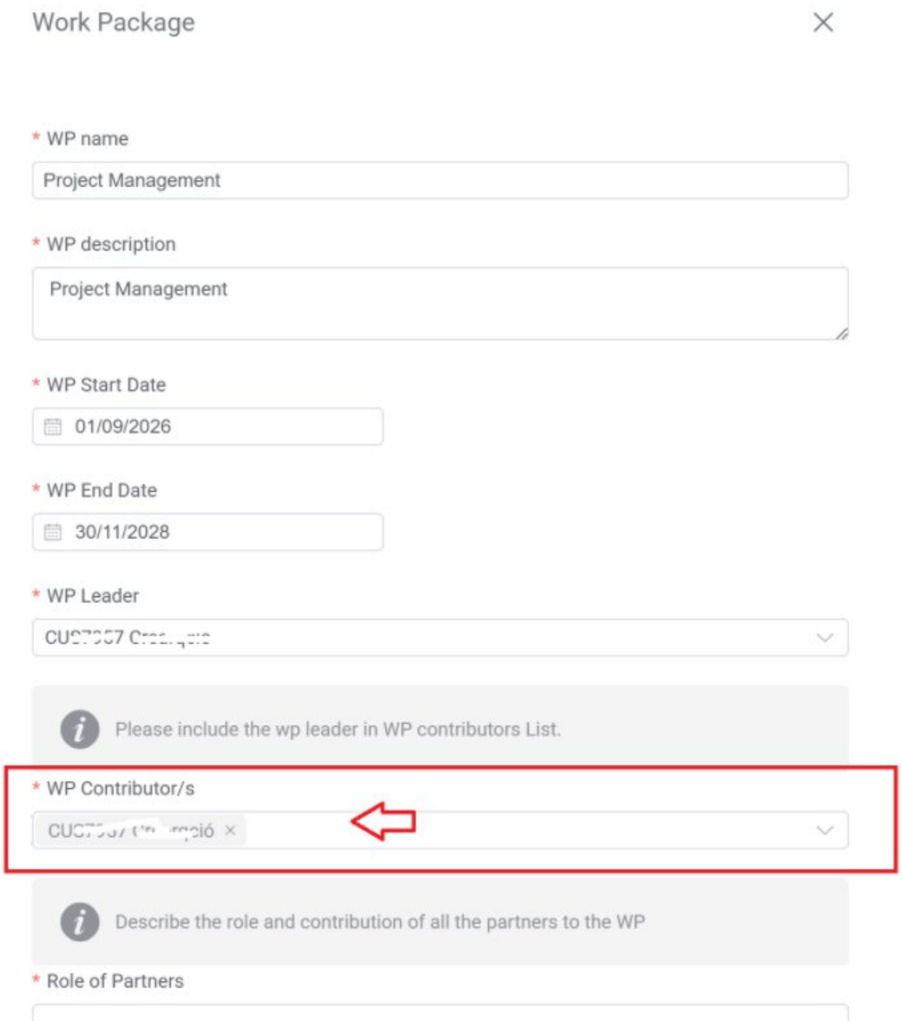


Click on “new work package” and create only **one single Work Package** titled **“Project Implementation”** and add the <u>Applicant organisation as WP leader</u> and all consortium members as WP contributors.

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

[click on SAVE button]

In the Work Package Description define your work plan for the project's entire duration, organising your plan as a timeline (monthly, quarterly, or other meaningful structure). For each period list the main activities, including internal consortium actions, external engagement and co-creation sessions with target groups and audiences. Once you create the Work Package, you will be able to define the Deliverables linked to it.



Work Package

* WP name

Project Management

* WP description

Project Management

* WP Start Date

01/09/2026

* WP End Date

30/11/2028

* WP Leader

CU[illegible]

Please include the wp leader in WP contributors List.

* WP Contributor/s

CU[illegible]ció ×

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.

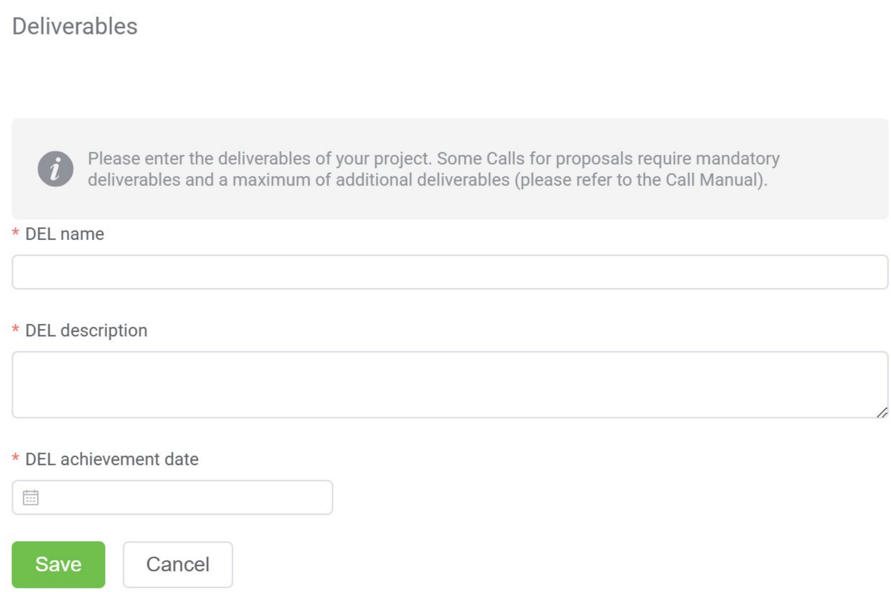
Once you save a WP, it will be possible to link the deliverable to it. To do so, simply click on "add deliverable" and a pop-up window will open.

As indicated in the Call Manual (See Section 3.4.4.1. Deliverables – Connect NEB), **all proposals must submit** the following mandatory deliverable:

- Deliverable 1: Final report - Report presenting the activities implemented, results achieved, overall impact, and final project outcomes (end of the project)

NOTE: The deliverable 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**.



Key Performance Indicators (KPIs)

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.						
								+Add New

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.

According to the Call Manual, all proposals must include the **KPI EITHE08.1,** with a minimum target of <u>25 participants</u> in non-labelled education and training.

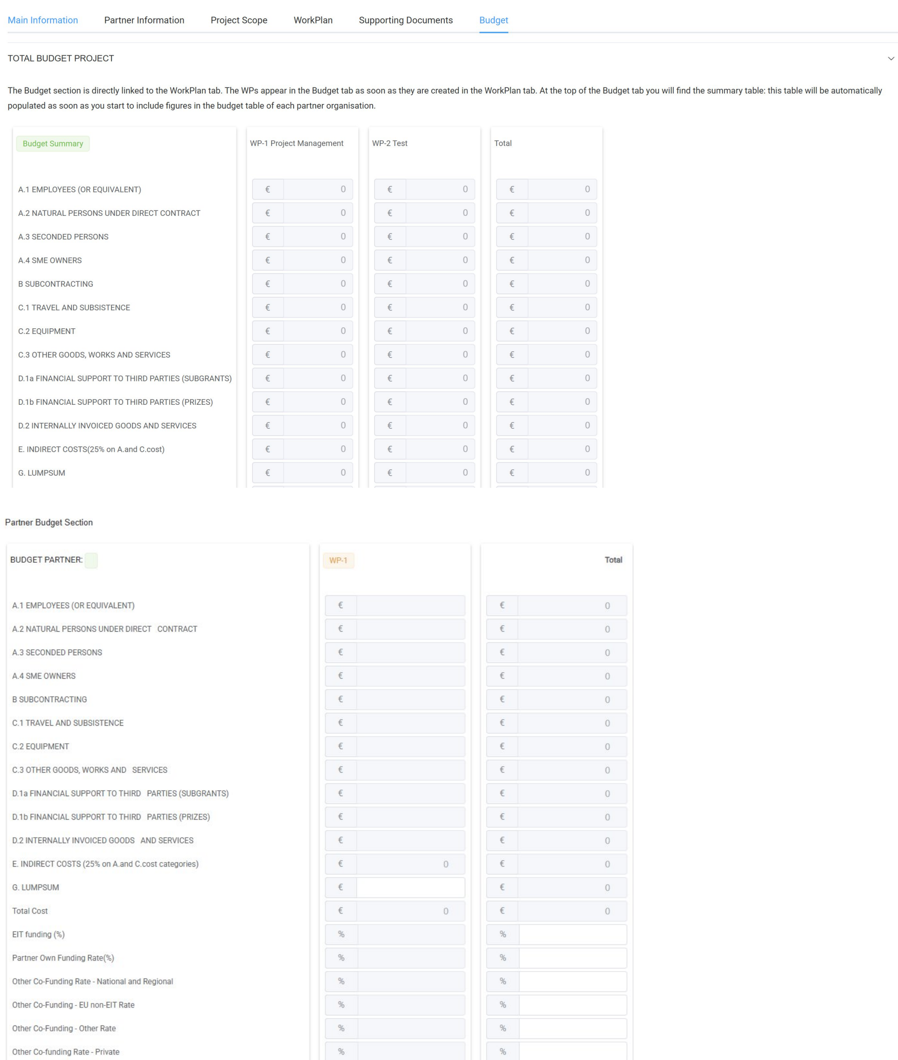
KPI Code	Mandatory KPI title	Minimum target value
EITHE08.1	Participants in (non-degree) education and training	25

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

2.5. Budget

The Budget section is **directly linked to the Work Plan tab**. The WP appear in the Budget tab as soon as it is created in the Work Plan tab. This means that, deleting the WP under Work Plan will automatically delete the 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**.

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 the Lead Partner organisation. By clicking on the title "TOTAL BUDGET PROJECT" you can hide/unhide this table. The total costs of the Lead Partner must be **EUR 18,000**, divided into **EUR 15,300 of EIT funding (85%)** and **EUR 2,700 of co-funding** (15% of total costs).



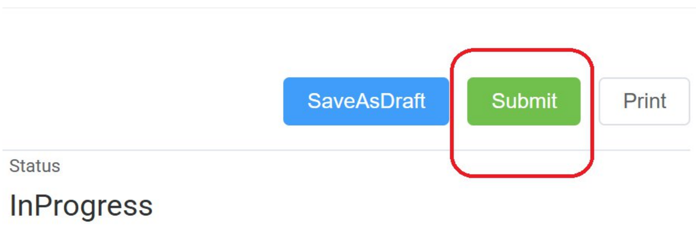
Before moving to the next tab, remember to **click on the "save" button**.

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.

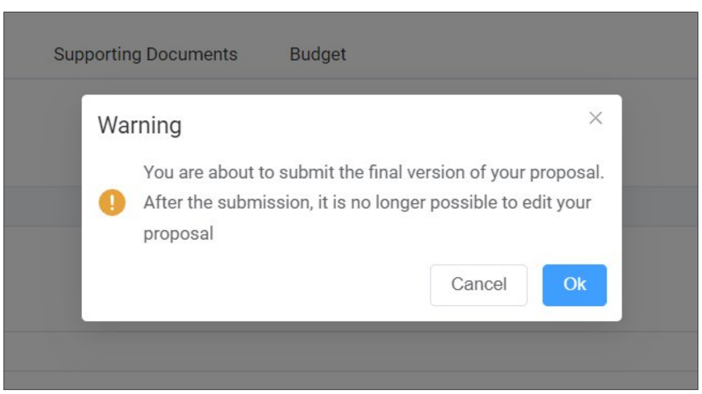
When your Application Form is correctly and fully completed, **save it one last time** and you can then **submit** it by clicking of the “submit” button:



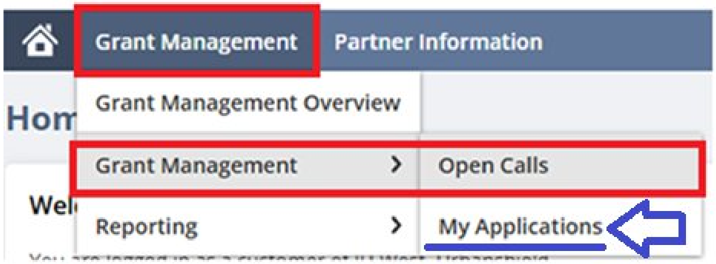
If your Application Form has been not properly completed, i.e.. some mandatory information has not been included, the system will not allow you to submit the Application Form and an error message will inform you about what is missing. <u>You can therefore use the submit button as a “validation” check</u>: 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
Hom
Grant Management Overview
Grant Management
Open Calls
Wel
Reporting
My Applications