



EIT Food Calls for proposals

Handbook for applicants using Salesforce

Impact Funding Framework: EIT Food Collaborative Missions Programmes



**HEALTHIER LIVES
THROUGH FOOD**



**A NET ZERO
FOOD SYSTEM**



**REDUCING RISK
FOR A FAIR & RESILIENT
FOOD SYSTEM**

EIT Food – Impact Funding Framework Call: Collaborative Missions Programmes

Leuven | February 2024

Eitfood.eu



Contents

1. Register your organisation.....	3
2. Preparation of your proposal.....	4
3. Register/Login to the EIT Food Application Portal via Salesforce	5
3.1 Find the EIT Food Collaborative Missions Programmes Call	6
3.2 Create and work on your application	7
4. Your application.....	8
4.1 Generic Guidelines and Consents.....	8
4.2 Proposal Information.....	9
4.3 Consortium/Legal Entity Information	10
4.3.1 Consortium Lead.....	10
4.3.1 Consortia Members.....	11
4.4 Programme Information.....	12
4.5 Proposal alignment with EIT Food’s Goals.....	13
4.6 Required uploads.....	13
4.6.1 Workplan and Deliverables.....	14
4.6.2 Key Performance Indicators (KPI’s).....	15
4.6.3 Budget	15
4.7 Submitting your proposal	17
General Recommendations	17



1. Register your organisation

Ahead of your application, all consortia members need to register in the [Funding and Tender Opportunities Portal of the European Commission portal](#) to obtain the 9-digit Participant Information Code (PIC). The PIC code is an eligibility requirement and mandatory to the subsequent registration of the organisation in the EIT Food Plaza, the application tool, for each entity.

Please ensure that the information you provide in Salesforce aligns with the legal details specified in your PIC.

Please note that organisations that already have a PIC number do not need to register again. In the Funding and Tender Opportunities Portal, applicants can verify the organisation's existing registration status and its corresponding PIC number.

If this is your first time applying for an EU-funded programme, or your organisation cannot access your PIC number, you need to register or register your organization again.

For more information on how to access your PIC account, please follow the [PIC Guidance](#).

2. Preparation of your proposal

Prior to drafting a proposal, please carefully review the [Call Guidelines](#), where you will find all relevant information related to the Collaborative Missions Programme Funding such as call specific requirements, proposal submission information, the evaluation process etc. For further information regarding questions you may have please refer to our FAQ document [here](#).

Please review in particular the eligibility criteria and the list of mandatory documents required for the application to this call.

You can find all call documents (guidelines, templates, expression of interest form etc) on our [Impact Funding Framework webpage](#).

Next submission deadline is 14 March 2024, 12:00 CET.



SHARE THIS PAGE

f in X

CONTACT US →

CONTENTS

- Collaborative Missions Programme Funding >
- Single Project Funding >
- How can I get involved? >
- FAQ >
- Important Documents >
- Webinars >

Collaborative Missions Programme Funding

We want to co-fund and co-resource **alliances and collaborative programmes** designed to:

- > Improve the impact of diet on obesity and non-communicable disease
- > Reduce food-system-related environmental harms
- > Deal with the threats posed by food integrity and complex supply chains

As well as connecting key stakeholders, from companies and research organisations to social enterprises and regions, your programme should engage beneficiaries, whether people, business or organisations, with clearly defined impact needs.

For more detail on the impact targets and measures we need your help to reach, see our [Funding for EIT Food Collaborative Missions Programmes document](#).

If you're interested in this funding opportunity, we encourage you to make use of our [Expression of Interest \(EOI\) form](#). You can share key information about your idea and how you can see your consortium working with EIT Food. This informal conversation starter should enable us to help you better connect across our community and teams as you shape your proposal.

FIND OUT MORE →

APPLY NOW →

3. Register/Login to the EIT Food Application Portal via Salesforce

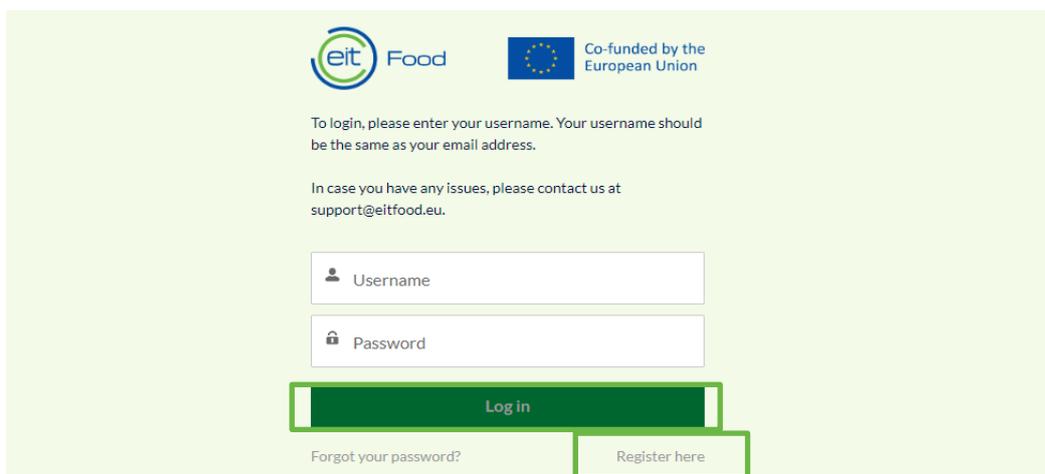
After you have carefully read the Call Guidelines, as well as the topic-related eligibility requirements. You can now proceed to create your application using Salesforce.

To do so, click on the blue “Apply now” button on the Impact Funding Framework: Collaborative Missions webpage.

APPLY NOW →



This will take you to the EIT Food login page. If you have used the platform before you can login using your already existing details.



The screenshot shows the EIT Food login page. At the top left is the EIT Food logo, and at the top right is the European Union flag with the text 'Co-funded by the European Union'. Below the logos, there is a message: 'To login, please enter your username. Your username should be the same as your email address.' followed by contact information: 'In case you have any issues, please contact us at support@eitfood.eu.' There are two input fields: 'Username' and 'Password'. Below the fields is a green 'Log in' button. At the bottom left of the form area is a link 'Forgot your password?' and at the bottom right is a 'Register here' button.

If you are new to the platform, click “[Register here.](#)” Continue to fill the fields as requested. Once registered, you will receive an email confirmation. Click on the link in the email to set your password.

Once you login you will be directed to the EIT Food application portal, where you can create and work on your application.

Here you will reach the EIT Food application portal home page.



Welcome to the EIT Food Application portal!

We are excited to receive your application! Please fill out the proposal form so that our experts have your company on their radar.
All the open calls you can find within **Open Calls** Tab.

EIT Food Community is looking forward to read about your groundbreaking ideas for a better food system. Make us believe in your vision and we will help you build it!

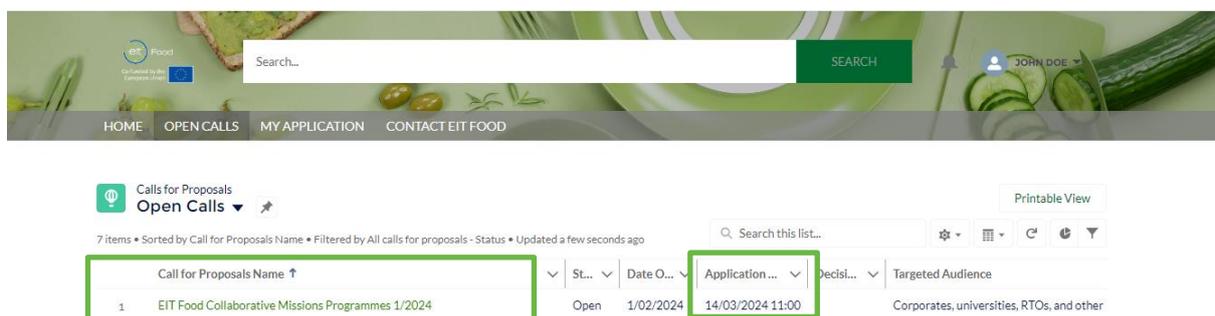
Please take note of the four tabs aligned on the dashboard.



3.1 Find the EIT Food Collaborative Missions Programmes Call

To find the Collaborative Missions Programmes call and begin your application process, click on “Open Calls” in the dashboard. Here you will see all open calls.

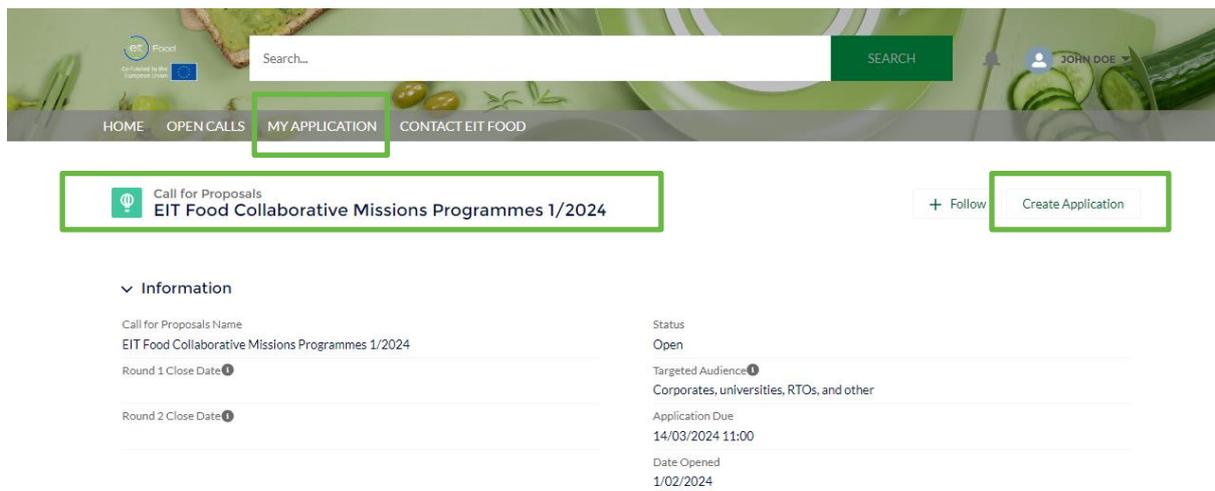
To select the correct call click on **“EIT Food Collaborative Missions Programmes 1/2024.”**



Here you will be directed to the “EIT Food Collaborative Missions Programmes 1/2024” homepage. Pay close attention and note the application deadline.

3.2 Create and work on your application

To proceed with your application click the “Create application” button in the top right corner (see below).



The screenshot shows the EIT Food website interface. At the top, there is a search bar and a navigation menu with tabs: HOME, OPEN CALLS, MY APPLICATION (highlighted with a green box), and CONTACT EIT FOOD. Below the navigation, there is a call for proposals card for "EIT Food Collaborative Missions Programmes 1/2024". To the right of this card are buttons for "+ Follow" and "Create Application" (highlighted with a green box). Below the card, there is an "Information" section with two columns of details:

Information	Status
Call for Proposals Name EIT Food Collaborative Missions Programmes 1/2024	Open
Round 1 Close Date	Targeted Audience Corporates, universities, RTOs, and other
Round 2 Close Date	Application Due 14/03/2024 11:00
	Date Opened 1/02/2024

To create your application you will be asked to provide the proposal title. Following this you will reach the first steps of the application (see below).

Please note you can leave this page and always return and access your application through the "My application" tab circled above.

The web page/form is auto-save enabled, so you can simply start typing your feedback and it will automatically be saved.



4. Your application

4.1 Generic Guidelines and Consents

 Proposal/Project
Test

[+ Follow](#) [Submit Proposal](#)

Application Status In Progress	Call for Proposals EIT Food Collaborative Missions Programmes 1/2024	Proposal Primary Contact John Doe	Proposal Due Date 14/03/2024 11:00
-----------------------------------	---	--	---------------------------------------

[DETAILS](#) [SUPPORTING FILES](#) [CONTACT EIT FOOD](#)

[Download](#)

Generic Guidelines and Consents

Welcome to EIT Food Collaborative Missions Programmes! Here are some important instructions to keep in mind: 1. The web page/form has auto-save enabled, so you can simply start typing your feedback and it will automatically be saved. 2. To ensure that we can process all the feedback we receive, we have limited the responses to a specific number of characters. Please be concise and to the point in your responses. 3. You can upload files in the "Supporting Files" tab. Please check the guidance how to name the files. 4. If you have any questions or need further assistance, please don't hesitate to contact us at support@eitfood.eu.

* I agree to EIT Food Privacy Policy.
--None--

EIT Food Privacy Policy can be consulted here: <https://www.eitfood.eu/privacy>

* I hereby declare that all information in this application form is true and accurate to the best of my knowledge.
--None--

* I understand that any false information or omissions may lead to the rejection of my application.
--None--

[Previous](#) [Next](#)

To start, you will be asked to consent to our Privacy Policy, ensure your application is honest and accurate as well as understanding the consequences if false information leads to a rejection of your application.

When you are ready to proceed with this step click the drop box “—None—” to indicate yes or no. When complete proceed to the following step clicking “next.”



4.2 Proposal Information

DETAILS SUPPORTING FILES CONTACT EIT FOOD Download

Proposal Information

* Programme/Activity title:

* Start date: 

* End date: 

Start / End dates: Minimum 6 months to maximum 24 months.

* Is this proposal a follow-on from previous EIT Food funded activities?
--None-- 

* Select the Mission(s) with which your proposal aligns: 
--None--

Proposal Information

* Does your programme target any activities with commercial return?
--None-- 

Previous **Next**

When entering your start and end date please take note, proposals submitted to the Collaborative Programmes route can run from 6 months up to a maximum of 24 months, as stated in Call Guidelines (section 4.2).

Select if this activity is a continuity of other previously funded by EIT Food. If yes, you will be asked to elaborate.

Select at least one EIT Food Mission that your proposal contributes to. Please refer to our Missions outlined in the Call Guidelines (section 1.0).

Proceed to fill out the required fields as indicated above. When complete, proceed to the following step clicking “next.”





4.3 Consortium/Legal Entity Information

4.3.1 Consortium Lead

Consortium/Legal Entity Information

Consortium Lead. Please indicate which organisation will be leading this consortium by completing the following questions:

* Entity name:

* Name of lead contact:

* Email of lead contact:

* Name of eligible EU or Horizon Europe country in which this organisation is a legally incorporated entity:
--None--

* PIC number:

For more information about PIC number, please check <https://www.eitfood.eu/files/PIC-Guidance.pdf>. Please ensure the PIC Number is correct.

* Has this organisation been a legally incorporated entity in the stated country for a minimum of three years?
--None--

* Can this organisation provide at least three years' published accounts showing business activity?
--None--

* Role in Programme:
--None--

Please provide the correct lead contact details as they will be the main point of contact between EIT Food and the progress of your proposal.

Please refer to (section 6.1) of the Call Guidelines.

First, information is gathered related to the lead consortia organisation.

**To ensure your consortia meets our eligibility requirements please refer to Consortia Eligibility (section 6.1) of the Call Guidelines.*





4.3.1 Consortia Members

Legal Entity Information - 2

* Participant entity name:

* Name of entity contact:

* Email of entity contact:

* Name of eligible EU or Horizon Europe country in which this organisation is a legally incorporated entity:
--None--

* PIC number:

For more information about PIC number, please check <https://www.eitfood.eu/files/PIC-Guidance.pdf>. Please ensure the PIC Number is correct.

* Has this organisation been a legally incorporated entity in the stated country for a minimum of one year?
--None--

* Can this organisation provide at least one years' published accounts showing business activity?
--None--

* Role in Programme:
--None--

* Do you want to add another entity in the Consortium?
--None--

* All members of the consortium have active role that are commensurate with the level of budget.
--None--

To finalise your consortium list click "no" in this dropdown.

To add another consortium member click "yes".

If your consortia has more than two organisations, please click the box which states "Do you want to add another entity in the consortium?" and indicate "Yes." You will then be able to add further members of your consortia.

* Do you want to add another entity in the Consortium?





4.4 Programme Information

Programme Information

Programme Synopsis. Please provide a high-level summary for the following topics:

* Your programme: 1

Salesforce Sans 12 B I U 

* The intended outcomes: 1

Salesforce Sans 12 B I U 

* Impact targets: 1

Salesforce Sans 12 

* Does the proposal deliver a programme of connected activities, projects or workstreams that enhance collaboration across a value chain i.e. not single projects?

--None-- 

Please elaborate on your chosen Mission Targets selected under Section 4.2.

*Please refer to (Section 2.0) in the call guidelines.

Please fill in the fields mentioned above using the text boxes. To ensure that we can process all the feedback we receive, we have limited the responses to a specific number of characters. Please be concise and to the point in your response. The fields above allow for Max. 400 words each.

*Note: *If you are unsure if your proposal is considered a programme or a single project, please refer to the programmes description in the call guidelines. If the question persists reach out to us at missions@eitfood.eu.*





4.5 Proposal alignment with EIT Food's Goals

Following this, you will be requested to provide a number of written answers related to:

Excellence

- 1) Excellence – here you are asked a number of questions to demonstrate the alignment of your proposal with EIT Food goals.

Quality and Efficiency of Implementation

- 2) Quality and Efficiency – here you are asked a number of questions demonstrate the consortium's ability to deliver the intended programme outcomes and impact.

Impact

- 3) Impact – here you are asked a number of questions to define the impact of your proposal. To outline your pathway on how you will work with beneficiaries and organisations a result of your programme outcomes.

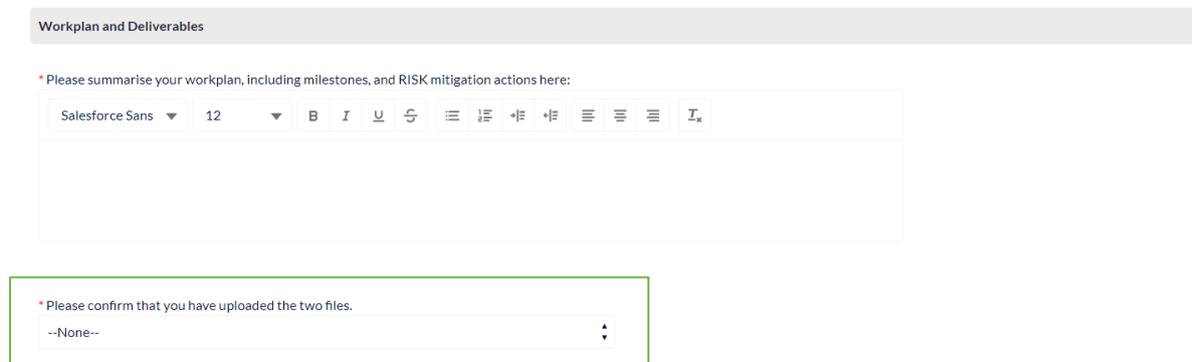
4.6 Required uploads

Please note that each activity within the programme should plan to produce relevant deliverables so that we can assess programme progress together. An impact assessment methodology and action plan must be developed within the first six months of any funded activity.

A progress report and updated commercial and delivery action plans (as necessary) at the end of six months must be included as a Deliverable.

Please describe which consortium members will be responsible for each work package of your programme and include any programme management required. Each programme should include a communication and dissemination plan for project outcomes.

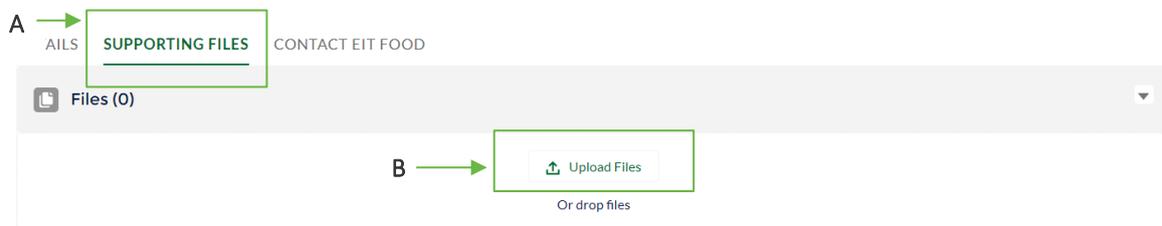
4.6.1 Workplan and Deliverables



You will be asked to summarise your workplan here as well as submit files to support your application. Here you will be asked to submit the “Risk Register” and “Outputs and Deliverables” templates. When you have uploaded these files, you must confirm this to proceed, using the tick box.

Please note, we ask you name your files for this section using the following format:
Your_organisation_name - file_template name. (Ex: MyOrganisationInc - EIT-Food-Impact-Funding-Framework-2023-2025-Risk-Register.docx)

Please submit your supporting files using the tab “SUPPORTING FILES” as indicated below.



Click on tab “Upload Files” to add the necessary documents to your application. Please refer to (Section 6.2) in the call guidelines for a list of all required documents.





4.6.2 Key Performance Indicators (KPI's)

KPIs

To be able to measure and demonstrate progress against the Mission targets and wider Mission goals, each programme should specify an appropriate choice and volume of the standard EIT Food KPIs to be delivered over the programme duration.

EIT KPIs can be found here: <https://www.eitfood.eu/files/EIT-and-EIT-Food-KPIs-2.0.pdf>

Template for uploading KPIs: <https://www.eitfood.eu/files/Missions/EIT-Food-2023-2025-KPIs.docx>

* Please confirm that you have uploaded the file in the Supporting Files tab.

--None--

EIT has internal KPIs targeted across its the portfolio, see all EIT and EIT Food listed KPI's [here](#). Please submit your KPI template using the "SUPPORTING FILES" tab. When you have uploaded this file, you must confirm this to proceed, using the tick box.

Please note, we ask you name your file for this section using the following format: (Ex: *MyOrganisationInc - EIT-Food-2023-2025-KPIs.docx*)

4.6.3 Budget

Budget

Template for budget: <https://www.eitfood.eu/files/Missions/EIT-Food-Impact-Funding-Framework-2023-2025-Budget-Template.xlsx>

* Please confirm that you have uploaded the file in Supporting Files tab.

--None--

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](#)).

Please submit your Budget template using the tab "SUPPORTING FILES." When you have uploaded this file, you must confirm this to proceed, using the tick box.

Please note, we ask you name your file for this section using the following format: Ex: *MyOrganisationInc - EIT-Food-Impact-Funding-Framework-2023-2025-Budget.xlsx*

Once all files have been uploaded, you can find all uploaded files in the "Supporting Files" tab, pictured below.



Application Status: In Progress
 Call for Proposals: [EIT Food Collaborative Missions Programmes 1/2024](#)
 Proposal Primary Contact: [John Doe](#)
 Proposal Due Date: 14/03/2024 11:00

DETAILS **SUPPORTING FILES** CONTACT EIT FOOD

Files (3)

- MyOrganisationInc - EIT-Food-Impact-Funding-Framework-2023-2025-Budget.xlsx
13 Feb 2024 • 12KB • docx
- MyOrganisationInc - EIT-Food-2023-2025-KPIs
13 Feb 2024 • 12KB • docx
- MyOrganisationInc - EIT-Food-Impact-Funding-Framework-2023-2025-Risk-Register.docx
13 Feb 2024 • 12KB • docx

[View All](#)

To view and edit files click the “View All” button, circled above.

Proposals/Projects > Test

Files

3 items • Sorted by Last Modified • Updated a few seconds ago

	Title	Owner	Last Modified	Size	
1	MyOrganisationInc - EIT-Food-Impact-Funding-Framework-2023-2025-Budget.xlsx	John Doe	13/02/2024 10:04	12KB	▼
2	MyOrganisationInc - EIT-Food-2023-2025-KPIs	John Doe	13/02/2024 10:02	12KB	▼
3	MyOrganisationInc - EIT-Food-Impact-Funding-Framework-2023-2025-Risk-Register.docx	John Doe	13/02/2024 10:00	12KB	▼

[Add Files](#)

To add additional files click “Add Files” (see above). To make adjustments to the files click on the drop down box. Here you will find a list of drop down options.

If you have any issues with your application, contact us directly using the “Contact EIT Food” tab. Simply write and enter your concern in the text field below and click “Share.”

DETAILS SUPPORTING FILES **CONTACT EIT FOOD**

Post

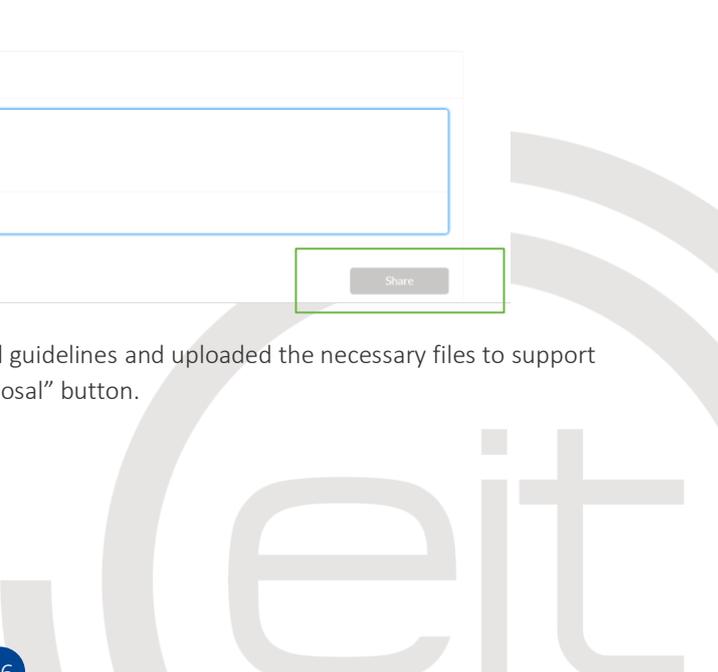
Share an update...

B I U

To: Test

[Share](#)

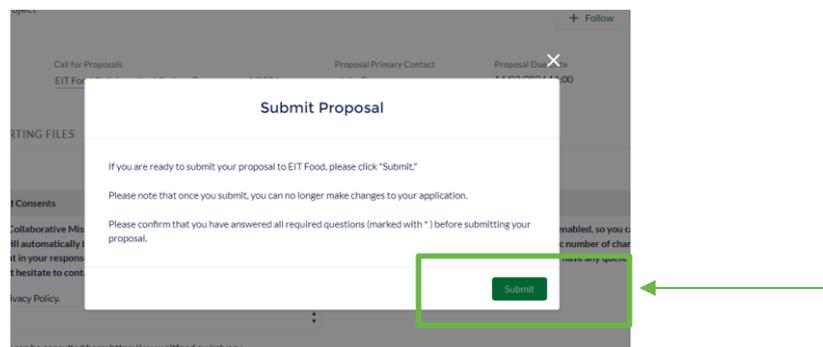
When you have completed all fields according to the call guidelines and uploaded the necessary files to support your application. You can submit using the “Submit Proposal” button.



4.7 Submitting your proposal



Please note, after you click submit, it is no longer possible to edit your proposal.



To confirm your submission has been well received an email will be sent to your inbox.

General Recommendations

- ✓ **Do not wait until the deadline to submit your proposal.** It's strongly advised to submit your proposal and register your organisation as early as possible to prevent technical issues.
- ✓ **Once submitted, you can't edit your proposal.** Ensure all information in your application form is accurate before submission.
- ✓ **Read the call guidelines carefully** and confirm that your proposal meets the call requirements.
- ✓ Ensure all mandatory documents are uploaded and named as indicated above to your application.
- ✓ Ensure the proposal is complete, written in English, and easily readable.

If you need technical support, please contact us at support@eitfood.eu or via the "Contact EIT Food" tab (pg.16).