



EIT Food Calls for proposals

Handbook for applicants

Impact Funding Framework: EIT Food Single Project Co-funding Opportunity



**A NET ZERO
FOOD SYSTEM**



**HEALTHIER LIVES
THROUGH FOOD**



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

EIT FOOD
Leuven, Belgium
February 2024

eitfood.eu





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1. Participants registration

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 Plaza 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 organisation again.

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

1.1. Registration in Plaza

Plaza is the online submission tool used by EIT Food for receiving proposals and managing selected projects.

If this is your first application, please register as a guest [here](#).

Note that registration requires review and approval by the EIT Food support team within two working days. Upon approval, you'll receive an email with a one-time passcode to access Plaza. Once all consortium organisations are registered and approved, the Lead applicant can create a proposal in Plaza and select partners as outlined in Section 3 of this handbook document.

If you are ALREADY registered; you can apply directly [via this link](#).

If you have any questions about Plaza registration, please contact office@eitfood.eu.

2. Proposal preparation

Prior to drafting a proposal, please carefully review the [call guidelines](#), where you will find all relevant information related to the Single Projects Co-Funding Opportunity such as call specific requirements, proposal submission information, the evaluation process etc. For answers to your questions, please refer to our [FAQ Document](#).

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 and templates) on our [Impact Funding Framework webpage](#).

Use the yellow menu, on the side of the Impact Funding Framework webpage, to be redirected to the Single Projects Funding opportunity.

We want our co-investment to have a real impact. We're looking for proposals from consortia based around lead organisations who can work effectively, move quickly, and are supported by high-quality research, communications and impact assessment expertise.

The funding is focussed on two separate areas – **larger-scale collaborative programmes**, and **innovative single projects**.

All submission windows close at **12:00 CET** (noon) on the published deadline date.

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



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- How can I get involved? >
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If you have any questions about this Call for Proposals, please contact missions@eitfood.eu about the content of the call.

3. Proposal submission

3.1 Enter in Plaza

Use the [Plaza Login Webpage](#) to access the submission platform. Insert your username and password to login.

EIT Food Plaza

Username 

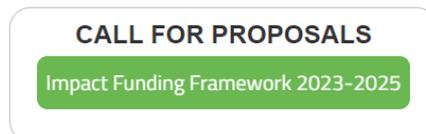
Password / Code 

 FORGOT PASSWORD  LOGON

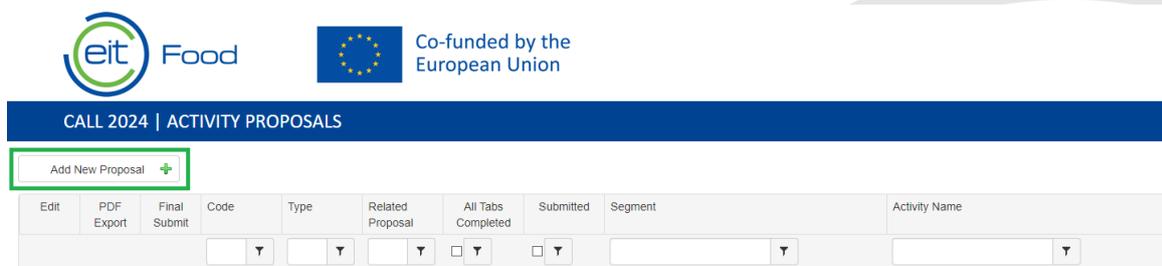
If you don't have an account please click [here](#) to register to the EIT Food Plaza.

3.2 Create a Proposal to the Impact Funding Framework

Once logged in, go to *Call for Proposals* and click on *Impact Funding Framework 2023-2025*.



You will be redirected to a new page. Click on *Add a New Proposal* to start filling in the Application Form.



eit Food  Co-funded by the European Union

CALL 2024 | ACTIVITY PROPOSALS

[Add New Proposal](#) 

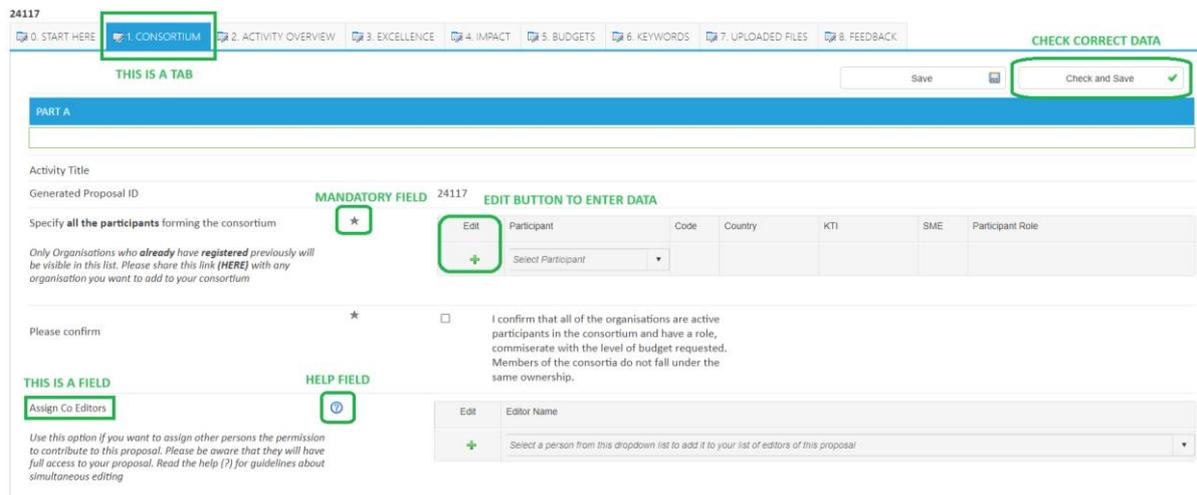
Edit	PDF Export	Final Submit	Code	Type	Related Proposal	All Tabs Completed	Submitted	Segment	Activity Name
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

3.3 Fill in the Application Form

There are nine tabs in the application form: 0. *Start Here* to 8. *Feedback*. Some tabs are divided into Parts.



Each tab contains specific items.



The screenshot shows the '1. CONSORTIUM' tab. At the top right, there is a 'CHECK CORRECT DATA' button. Below the navigation bar, there is a 'PART A' section. The form includes several fields and buttons:

- 'Activity Title' field.
- 'Generated Proposal ID' field with value '24117' and an 'EDIT BUTTON TO ENTER DATA'.
- 'Specify all the participants forming the consortium' section with a 'MANDATORY FIELD' star icon and an 'Edit' button.
- A table with columns: Participant, Code, Country, KTI, SME, Participant Role. A dropdown menu 'Select Participant' is visible.
- 'Please confirm' section with a checkbox and a 'HELP FIELD' icon.
- 'Assign Co Editors' button with a 'THIS IS A FIELD' label.
- 'Editor Name' field with an 'Edit' button and a dropdown menu 'Select a person from this dropdown list to add it to your list of editors of this proposal'.

Please complete all the mandatory fields.

Use the help fields for further information and guidance.

Remember to regularly save your progress as you work on your application. Once you've finished filling out the first tab, click "Check and Save" to validate your data for the entire tab. **Only after doing so will you be able to proceed to fill out the remaining tabs.**

TAB 0. Start Here

In this *TAB 0. Start Here* you will provide general information about your project and its alignment with EIT Food. For more information on EIT Food Missions and Priority Challenges please visit our [website](#).



You can find a detailed description of the fields below.

Generated Proposal ID	24131						
Area ★	Select Area (Required) ▼						
<small>Please select the area that best represents your project. It will NOT be evaluated on your selection.</small>							
Main Segment ★	Select Segment (Required) ▼						
Mission ★	<input type="checkbox"/> Healthier Lives Through Food <input type="checkbox"/> Net Zero Food System <input type="checkbox"/> Reducing Risk for a Fair and Resilient Food System						
<small>Select the Mission/s with which your proposal aligns (can be multiple) - Healthier Lives Through Food - A Net Zero Food System - Reducing Risk for a Fair and Resilient Food System</small>							
Priority Challenge(s) ★	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Edit</th> <th style="width: 50%; text-align: left;">Priority Challenge</th> </tr> </thead> <tbody> <tr> <td colspan="2"><small>Please select one or more priority challenges from the dropdown list below</small></td> </tr> <tr> <td style="padding: 2px;">select challenge ▼</td> <td style="text-align: right; padding: 2px;">Add Challenge +</td> </tr> </tbody> </table>	Edit	Priority Challenge	<small>Please select one or more priority challenges from the dropdown list below</small>		select challenge ▼	Add Challenge +
Edit	Priority Challenge						
<small>Please select one or more priority challenges from the dropdown list below</small>							
select challenge ▼	Add Challenge +						
<small>Select the Priority Challenges with which your proposal aligns.</small>							
Activity Title ★	max 140 characters						
Intended Execution Period ★	Select Execution Period (Required) ▼						
Start / End Date ★	<input type="text"/> <input type="text"/>						
<small>We expect to fund projects over a period of 18 months. Please indicate a timeframe within 18 months for your project duration</small>							
Does your project target a Commercial Return or are you focused on Not-for-profit Outcomes? ★	Select option ▼						
Is this proposal a follow-on from previous EIT Food funded activities? ★	Select option ▼						

EXPLAINED FIELDS

- **Generated Proposal ID:** Plaza automatically generates a unique identifier.
- **Area:** Select from the drop-down list the area that best represents your project.
- **Main Segment:** There will be only one option available. Please select this option.
- **Missions:** Select at least one EIT Food Mission that your proposal contributes to.
- **Priority Challenge:** Select and add at least one of EIT Food Priority Challenge that your proposal contributes to. For this, select from the dropdown list and click “+ Add Challenge”.
- **Activity Title:** Write a name to your project proposal.
- **Execution Period:** There will be only one option available. Please select this option.
- **Start/End Date:** Add an expected project start date and end date. We expect to fund projects over a maximum period of 18 months.
- **Commercial Return:** Select if your project aims at having financial returns or nonprofit outcomes. Check below for further explanation.
- **Follow-on from previous EIT Funded activity:** Select if this activity is a continuity of other previously funded by EIT Food. Check below for further explanation.



If you selected **not-for-profit outcomes**, a drop-down field for a success sharing mechanism waiver request will be displayed. For more information about the Success Sharing Mechanism please refer to section “5.2.1. Community Reinvestment” of the [Call Guidelines](#).

Does your project target a Commercial Return or are you focused or Not-for-profit Outcomes? ★

Based on [Not-for-profit Outcomes] of your proposal, are you applying for a success sharing mechanism waiver? ★ ▼

If you selected **yes** to previously EIT Food funded activities, a text field will be displayed where you can provide additional details about the novelty of the current proposal compared to the previously funded activity. Click on *Edit* to write directly in the text box. Do not forget to save your answer.

Is this proposal a follow-on from previous EIT Food funded activities? ★ ▼

Please provide additional information as to how this proposal is a development and/or distinct from the previously funded activity (max 1500 characters) ★

You must click “Check and Save” before starting to fill in the rest of the TABs.

24117

0. START HERE | 1. CONSORTIUM | 2. ACTIVITY OVERVIEW | 3. EXCELLENCE | 4. IMPACT | 5. BUDGETS | 6. KEYWORDS | 7. UPLOADED FILES | 8. FEEDBACK

Save ✓

PART A

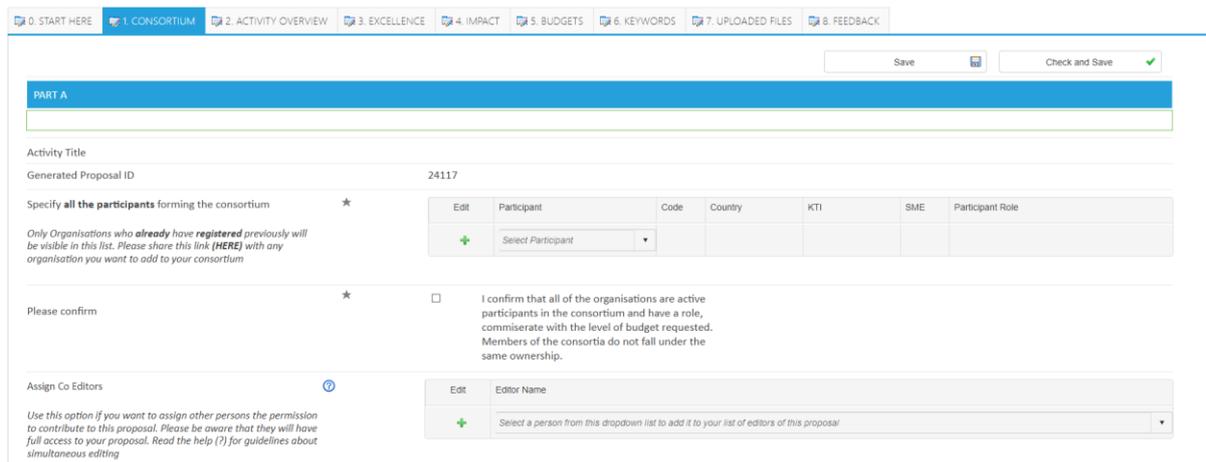
Generated Proposal ID 24117

Area ★

Please select the area that best represents your project.
It will NOT be evaluated on your selection.

TAB 1. Consortium

In **TAB 1. Consortium** specify the project participants, lead applicant and your consortia capabilities. You can also assign co-editors to your application form.



0. START HERE | 1. CONSORTIUM | 2. ACTIVITY OVERVIEW | 3. EXCELLENCE | 4. IMPACT | 5. BUDGETS | 6. KEYWORDS | 7. UPLOADED FILES | 8. FEEDBACK

Save | Check and Save ✓

PART A

Activity Title

Generated Proposal ID: 24117

Specify all the participants forming the consortium *

Only Organisations who **already** have registered previously will be visible in this list. Please share this link ([HERE](#)) with any organisation you want to add to your consortium

Edit	Participant	Code	Country	KTI	SME	Participant Role
+	Select Participant					

Please confirm *

I confirm that all of the organisations are active participants in the consortium and have a role, commiserate with the level of budget requested. Members of the consortia do not fall under the same ownership.

Assign Co Editors ⓘ

Use this option if you want to assign other persons the permission to contribute to this proposal. Please be aware that they will have full access to your proposal. Read the help (?) for guidelines about simultaneous editing

Edit	Editor Name
+	Select a person from this dropdown list to add it to your list of editors of this proposal

EXPLAINED FIELDS

- **Consortium participants:** Click on the drop-down menu to see a list of all participants registered in Plaza and select your consortia members. Only registered organisations will be visible in this list. You can also edit the list if necessary.
- **Please confirm:** All organisations must have an active role, commiserate with the level of budget requested. Members of the consortia cannot fall under the same ownership. Please check this box.
- **Assign Co-editors:** As author of this proposal you may invite co-editors. Please be aware that the co-editors can themselves invite other participants to contribute.

Please note: Multiple editors can collaborate on the same tab. However, **if two editors are editing the same field within the tab simultaneously, the system will only save the changes made by the last editor.** Please coordinate while working together and save changes regularly.

Continue to fill in the rest of the fields in this tab, as shown below. Once completed, save the data and click “Check and Save”.



ACTIVITY LEAD AND EXPLOITING PARTICIPANT(S)

Lead Participant ★

Please indicate which organisation will be leading this consortium from an administrative point of view.

Activity Leader (Person name) ★

Please select from the drop-down list the person that will act as the Activity Leader from the lead organisation. If the person is not on the list, please ask this person to register in Plaza.

Specify the exploiting participant(s) from the consortium ★

Please indicate which organisation(s) will be leading the exploitation of the results.

Edit	Participant	Participant Code
+	Select Participant	

ORGANIZATIONAL CAPABILITY

Go to Market Ability (max 1500 characters) ★ [Edit](#)

Please describe the ability and experience of the exploiting participant to bring a new solution to the market if applicable.

Consortium Experience (max 1000 characters) ★ [Edit](#)

Please describe the ability of the consortium to deliver the intended project outcomes and impact, specifically:

- Competences and complementarity of consortium members to achieve project outcomes.
- Resources (human and financial) to achieve project outcomes.

EXPLAINED FIELDS

- **Lead Participant:** Select from the drop-down list the lead participant organisation.
- **Activity Leader:** Select from the drop-down list the person who will act as activity leader from the lead organisation. This person will be the main focal point with EIT Food.
- **Exploiting Participants:** Select from the drop-down list which organisations will be leading the exploiting of results.
- **Go to Market Ability:** Describe the ability and experience of the exploiting participants to bring a new solution to the market, if applicable. Click *Edit* to add a text.
- **Consortium Experience:** Describe the consortia ability (human and financial resources) to deliver the outcomes and the complementarity of members. Click *Edit* to add a text.

TAB 2. Activity Overview

In *TAB 2. Activity Overview* you will provide a summary of your project, including workplan and expected impact. All fields in this tab are mandatory.

PART A

Proposal Synopsis ★ [Edit](#)
(max 3000 characters)

Please provide a high-level summary of your project, the intended outcomes and impact targets:
 - What priority challenge is this project in response to?
 - How will your proposal help solve it?
 - What are the main outcomes?
 - Who will benefit and how?
 Please read the Guidelines for further details [HERE](#)

EIT KPI targets ★

	Edit	KPI Code	KPI Title	Target Value 2024	Target Value 2025	Target Value 2026	Target Value 2027
Please use the "+" button to add a EIT Core KPI							
+							

Please note that you can only add KPI's after you have selected your "Intended Execution Period" in Tab 0

For commercial and not-for-profit projects:
 You must have at least [one KPI](#).
 Please list the EIT Food Specific KPI targets for each year.
 The number of KPIs will be evaluated.

Commercial
 Projects aimed at testing, launching or scaling products or services, should have relevant product or service Core KPIs:
 - **Marketed Innovations (EITHE02.4)**. Number of innovations introduced on the market during the KAVA duration or at the latest within 3 years from the start of the project with a sales revenue of at least 10 000 EUR documented.
 - **Start-ups created of/for innovation (EITHE04.4)**. Number of start-ups established in year N as a result / based on the output(s) of KAVA(s), or start-ups created for the purpose of an innovation project to organise and support the development of an asset having financial transactions of at least 10 000 EUR for a service/product (result of the KIC KAVA) sold to customers during the KAVA duration or at the latest within 18 months from the start of the project.

Not-for-profit projects choose one of the KPIs on the list [HERE](#)

EXPLAINED FIELDS

- **Proposal Synopsis:** provide a brief and high-level summary of your project including contextualisation, the EIT-related priority challenge, project beneficiaries and expected outcomes. For more details please refer to the [call guidelines](#). Click *Edit* to add a text.
- **EIT KIP Targets:** EIT has internal KPIs targeted across its the portfolio. Please click on the "+" button to add at least one KPI from the list that best aligns with your project. Commercial projects should have relevant product or service Core KPIs ([Marketed Innovations](#) or [Start-ups created of/for innovation](#)). Non-commercial products can select other KPIs from [EIT and EIT Food KPIs list](#).

Continue to fill in this tab, adding the information requested below.



Workplan Summary
(max 10000 characters)

★ Edit

Your Plan – Please structure your workplan for the project here and indicate key Milestones, Outputs and Outcomes, Deliverables and Risk Analysis/Mitigation Plan.

- Each project should have at least one Project Deliverable.
- Please note that where a project has multiple work packages, you should plan to produce relevant deliverables for each work package so that we can assess project progress together.
- Please describe which consortium members will be responsible for each work package of your project and include any project management required.
- Each project should include a communication and dissemination plan for project outcomes.
- You should ensure the impact assessment methodology and approach is clear, or that budget is allocated to undertake this work.

Expected Outcomes of the activity on economy and society
(max 1500 characters)

★ Edit

Please ensure you have read the Guidelines [HERE](#)

Key Outputs

🔍 ★

Edit	Code	Title	Description	Expected Date
Please use the "+" button to append an output				
+				

Key Deliverables

🔍 ★

Edit	Code	Title	Description	Output Reference	Expected Date
Please use the "+" button to append a deliverable					
+					

Risk Register

🔍 ★

Edit	Risk Category	Risk Title	Risk Likelihood	Risk Impact	Risk Description	Risk Mitigation
Please add at least one Risk Type to this activity						
+						

EXPLAINED FIELDS

- **Workplan Summary:** Please structure your workplan for the project here and indicate key Milestones, Outputs and Outcomes, Deliverables and Risk Analysis/Mitigation Plan. Click on *Edit* to open the text box.
- **Expected Outcomes:** Elaborate on the expected end results and impact of your project. Click on *Edit* to open the text box.
- **Key Outputs:** Outputs are what is directly produced or supplied through the activity. In the context of the EIT, outputs may refer to concrete technology, product, service, method, concept, created by an activity. Click on "+" to add new output, including a short description and expected delivery date.
- **Key Deliverables:** Deliverables are the evidence that the output it refers to has been achieved. Every output needs to be linked to one deliverable, which will be a proof of the project's proper implementation by the time of reporting. Click on "+" to add new deliverable, including a short description and expected delivery date. Later on the application form, you will link project tasks to specific deliverables set up here.
- **Risk Register:** Click on "+" to add new risk register. Please check further explanation below.



Risk Register

Please specify the risk category, name, likelihood, impact, description and mitigation strategy. Once completed, save the information.

Risk Category	★	Select Risk Category (Required)	▼
Title	★	max 200 characters	
Risk Likelihood	★	Select Risk Likelihood (Required)	▼
Risk Impact	★	Select Risk Impact (Required)	▼
Description	★	max 500 characters	
Mitigation	★	max 500 characters	

TAB 3. Excellence

In *TAB 3. Excellence* elaborate on your project strengths and alignment with EIT Food goals. Please upload the mandatory documentation and additional files supporting your project application.

Describe the relevance of your proposal in relation to the priority challenges selected. (max 1500 characters)	★	<input type="button" value="Edit"/>	<div style="background-color: #f0f0f0; height: 40px;"></div>
Which market sectors or value chains will be supported by the proposal?			
Describe the evidence and market assumptions to support your claims on the likelihood of adoption or uptake by intended users of the project outcomes? (max 1500 characters)	★	<input type="button" value="Edit"/>	<div style="background-color: #f0f0f0; height: 40px;"></div>
Describe the originality and innovativeness of your proposal (max 1500 characters)	★	<input type="button" value="Edit"/>	<div style="background-color: #f0f0f0; height: 40px;"></div>
For innovative technology/product/service projects, please refer to Annex 4 of the Guidance document for details to include HERE			
Business Model Canvas <i>Please find the template HERE.</i>		<input type="button" value="Select"/>	<input type="button" value="Upload Document"/> (.pdf ; max 6Mb)
Launch Plan <i>Please find the template HERE.</i>	★	<input type="button" value="Select"/>	<input type="button" value="Upload Document"/> (.pdf,.xlsx ; max 6Mb)
Proof of TRL (if applicable)		<input type="button" value="Select"/>	<input type="button" value="Upload Document"/> (.pdf,.xlsx ; max 6Mb)
Optional Additional Supporting File(s)		<input type="button" value="Select"/>	<input type="button" value="Upload Selected File(s)"/> (.pdf,.xlsx or .docx)

File Name	Description (click to edit)	Uploaded By	Uploaded On
<input type="button" value="Select"/>			
<input type="button" value="Upload Selected File(s)"/>			



EXPLAINED FIELDS

- **Proposal relevance to selected priority challenge:** Explain in details how your proposal address EIT Food priority challenges. Click on *Edit* to open the text box.
- **End user adoption assumptions:** Outline the evidence and market assumptions for end user adoption in your project. Click on *Edit* to open the text box.
- **Originality and innovation:** Describe the originality and innovativeness of your proposal. For innovative technology/product/service/project, please refer to Annex 4 of the [call guidelines](#). Click on *Edit* to open the text box.
- **Business Model Canvas:** Complete/use the [template](#) and upload it. Click *Select*, upload the document and then click on *Upload Document*.
- **Launch Plan:** Complete/use the [template](#) and upload it. Click *Select*, upload the document and then click on *Upload Document*.
- **Proof of TRL:** Click *Select*, upload the document and then click on *Upload Document*. This is a non-mandatory upload.
- **Additional Supporting Files:** Upload additional files supporting your application. Click *Select*, upload the document and then click on *Upload Document*.

TAB 4. Impact

In *TAB 4. Impact* you will have three mandatory questions about the impact of your project proposal. Please read the questions attentively and provide clear answers.

PART A

Impact of your proposal: Please define the identified need or problem that the project is going to solve, and how your proposal will solve it by responding to the following 3 questions.

Indicate the identified beneficiaries (organisations or populations) and how these are in line with the priority challenges and Mission goals (max 1500 characters) ★ Edit 

- Where will the end-users, customer or beneficiaries be found? (Country/region/city)
- Are there direct and indirect beneficiaries?

Detail the scale (either breadth, depth or both) and duration of the benefit identified over and above current trends (max 1500 characters) ★ Edit 

- What is the potential for further scale/wider benefit after EIT Food funding ends?
- In what way does the project contribute to wider EU strategies and policies?

Please detail the evaluation mechanisms for your impact. N.B. subcontracting relevant expertise is allowed. Please describe your plans for engaging these mechanisms at the earliest, appropriate point (max 1500 characters) ★ Edit 



EXPLAINED FIELDS

- **Identified beneficiaries:** Please describe the end-users, customer or beneficiaries of your project. Explain the alignment with EIT's priority groups. Click on *Edit* to open the text box.
- **Project scale and duration:** Please describe the scalability of your project and long-term projection. Click on *Edit* to open the text box.
- **Evaluation mechanisms:** Describe the evaluation tools and methodology for assessing the project impact. Click on *Edit* to open the text box.

TAB 5. Budgets

In *TAB 5. Budgets* outline your project budget by defining tasks and linking budgets to each task. Click on the "+" icon to add a new task. **Pay attention to the maximum percentages per cost type outlined under Tasks.**

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](#)).

PART A									
Tasks	Edit	Code	Title	Type	Task Leader	Deliverable	Total Costs	Checked	
Please use append button to append tasks									
+									

- **Subcontracting** can amount to a maximum of **15%** of total costs.
- **Depreciation** can amount to a maximum of **10%** of total costs. In case of adding additional depreciation costs, please consult EIT Food in advance.
- **Sub-granting:** participants will be funded through a subgrant. Participants are not permitted to give a subgrant to another third party.

After clicking "+" a Task Specifications box will open. Please fill in the fields according to the explanation below. When ready, click on "Save Task" and then "Check and Save".



TASK SPECIFICATION

Delete Task Save Task Check and Save

Task ID

Task Title

Task Type

Task Description

Task Leader

Start / End Date

Related Deliverable

Related Budget(s)

Edit	Year	Partner	Responsible	Fte	Total Costs	Total Sources	Validated
Please use append button to append budget lines							
<input type="button" value="+"/>							

EXPLAINED FIELDS

- **Task ID:** Number automatically generated by Plaza.
- **Task Title:** Write a name for your task. Maximum 250 characters.
- **Task Type:** Select from the dropdown list the task type. Single option available.
- **Task Description:** Write a description of the task. Maximum 500 characters.
- **Task Leader:** Select from the dropdown list the person the responsible person for the task.
- **Start/End Date:** Provide a start and date for the task.
- **Related Deliverable:** Select from the dropdown list one of the earlier described deliverables connected to this task.
- **Related Budget:** Add budget details to the task. Click on “+” and a pop-up will appear on the screen. Please see below a detailed explanation of this field.

Related Budget

In this section, specify the task leader FTE and provide a break-down of the costs and funding sources, as outlined below. When ready, click on “Save” and then “Check and Save”.



Delete
Re-Calculate
Save
Check and Save

Partner	?	★	Select Partner from dropdown list (Required)	▼
Responsible Person	?	★	Select Responsible Person from dropdown list (Required)	▼
FTE	?	★	<input type="text" value="0.00"/>	
Budget Year	?		<input type="text"/>	▼

COSTS	SOURCES
A.1 Employees	Partner own funding
A.4 SME Owners / Staff	European Commission funding (non-EIT)
B. Subcontracting	National & Regional funding
C.1 Travel and subsistence	Other funding
C.2 Depreciation	EIT funding (auto calculated)
C.3 Other goods, works and services	
E Indirect costs	
Total Costs	Total Sources

EXPLAINED FIELDS

- **Partner:** Select the consortia member in charge of the task from the dropdown list.
- **Responsible person:** Select the person in charge of the task from the dropdown list.
- **FTE:** Add full-time equivalent of the responsible person.
- **Budget Year:** Add budget year corresponding to the task from the dropdown list.
- **Costs:** Please provide a break-down of the costs involved in the task per category. Note that total costs and indirect costs are automatically calculated.
- **Sources:** Please provide a break-down of the sources of funding for the task. If you are not seeking EIT Funding, please indicate the full amount in Partner Own Funding. **Note that EIT Funding will be automatically calculated**, considering the co-funding rate. Use the recalculate button on the top to get an updated view on the budget.

Continue to the budget justification section.



Budget Justification

Please provide answers to the following questions. When this step is complete, save and check the entire TAB.

BUDGET JUSTIFICATION	
Value for Money (max 1000 characters)	<input type="text"/>
BUDGET JUSTIFICATION 2024	
A. Personnel (2024) <i>The FTE related budget for the tasks is 5.00 €. The planned FTE for the tasks sums up to 1.00 FTE with an average cost of 5.00 € / FTE.</i>	<input type="text"/>
C.1 Travel and subsistence (2024) <i>Costs to an amount of 3.00 €.</i>	<input type="text"/>
C.2 Equipment (2024) <i>Costs to an amount of 4.00 €.</i>	<input type="text"/>

EXPLAINED FIELDS

- **Value for Money:** Elaborate on the cost-effectiveness of the project and how the investment justifies the expected outcomes. Click *Edit* to open a pop-up textbox.
- **Budget Justification:** Please justify the allocation of resources to those areas as how they will be beneficial to reach the expected outcomes. Click *Edit* to open a pop-up textbox.



TAB 6. Keywords

In TAB 8 Keywords, select your chosen keywords for EIT Food and the European Commission from the dropdown list. Note that these keywords will not influence the evaluation.

KEYWORDS FOR KIC

KIC Pre-defined Keywords ★ Edit Keyword

Please note you will NOT be evaluated on this section 6. Keywords

+
Select a keyword from this dropdown list to add it to your list of chosen keywords

KEYWORDS FOR EUROPEAN COMMISSION

Self-defined Keywords (max 5) ★ Edit Keyword

Please note you will NOT be evaluated on this section 6. Keywords

+

Pre-defined Keywords (max 5) ★ Edit Keyword ID

Please note you will NOT be evaluated on this section 6. Keywords

+
choose a keyword (use the refresh button at the left side to load the keywords)

TAB 7. Uploaded Files

In TAB 7 Uploaded Files a list of your uploaded files will be visible to you. Confirm that you have uploaded all the mandatory documents for this call.

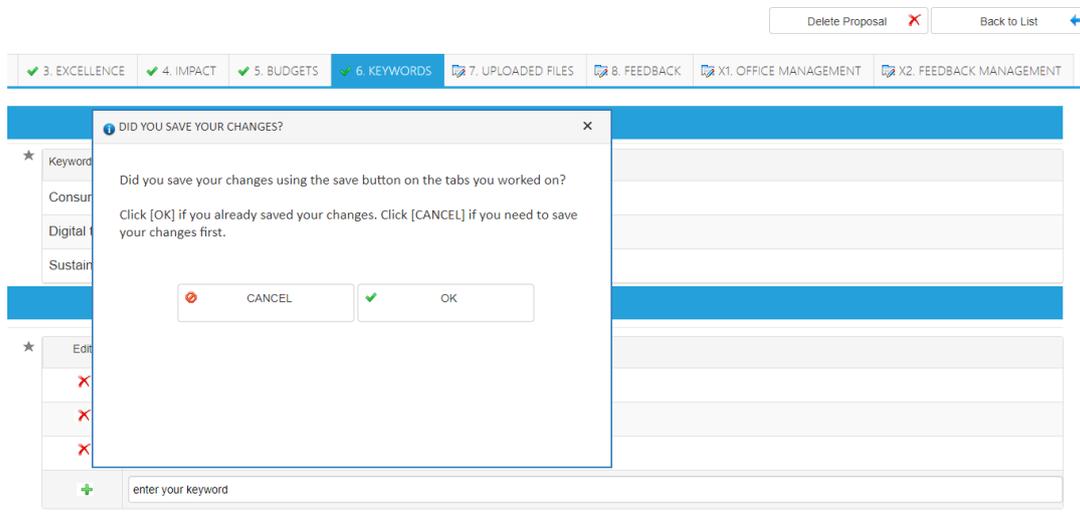
0. START HERE	1. CONSORTIUM	2. ACTIVITY OVERVIEW	3. EXCELLENCE	4. IMPACT	5. BUDGETS	7. UPLOADED FILES	8. FEEDBACK
Download	Document Name	Description	Submitted By	Submitted On			
	Business Model Canvas						

Once all the information from TAB 0 to TAB 6 is completed, saved, and validated by the system, you will see that all tabs are marked with a green check icon.

✔ 0. START HERE	✔ 1. CONSORTIUM	✔ 2. ACTIVITY OVERVIEW	✔ 3. EXCELLENCE	✔ 4. IMPACT	✔ 5. BUDGETS	✔ 6. KEYWORDS
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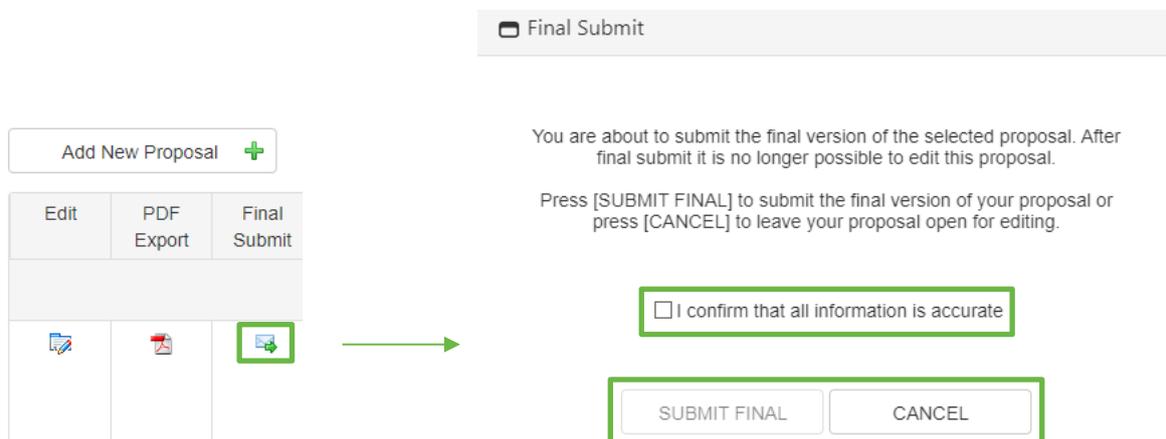
Then click on the *“Back To List”* saving all the information provided.





3.4. Proposal Submission

Once all previous steps are finished, proceed to submit your project by clicking the icon under the "Final Submit" column. A pop-up will appear. Confirm the accuracy of all information by checking the checkbox and click "Submit Final" If you still need to make edits, click "Cancel" and go back to your proposal.



Once submitted, you will receive a confirmation message in the page and the applicant will receive an email confirming the submission.



3.5. 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.
- ✓ Verify that all consortium partners have user accounts to access Plaza and are registered.
- ✓ Ensure all mandatory documents are uploaded to your application.
- ✓ Ensure the proposal is complete, written in English, and easily readable.
- ✓ Save and validate your data using the "save" and "Save and Check" buttons.

If you need technical support, please contact office@eitfood.eu.