EIT Food Calls for proposals

Handbook for applicants using Salesforce

Impact Funding Framework: EIT Food Collaborative Missions Programmes

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.
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.

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.

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.

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).

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

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

- **Proposed Activity title:**
- **Start date:**
- **End date:**

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).

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

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

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).

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

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

First, information is gathered related to the lead consortium 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

If yourconsortia 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.
4.4 Programme Information

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@eifood.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)

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.

---

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

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

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.”

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).