EIT Food
Calls for proposals

Handbook for applicants

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

EIT FOOD
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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](mailto: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.

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

![EIT Food Plaza Login](image)

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.

![Call for Proposals](image)

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

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.

**EXPLAINED FIELDS**

- **Generated Proposal ID:** Plaza automatically generates an 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 on Not-for-profit Outcomes?

- **Not-for-profit Outcomes**

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

- **Select option**

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.

- **Yes**

  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.
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.

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”.
### 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.

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.
**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.

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.
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.
EXPLAINED FIELDS

- **Identified beneficiaries**: Please describe the end-users, costumer 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](#)).

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”.
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”.

### 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.
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.

**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.

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.

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.

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.