



EIT HEI Initiative Call for Proposals 2024 Application expectations and the IVAP

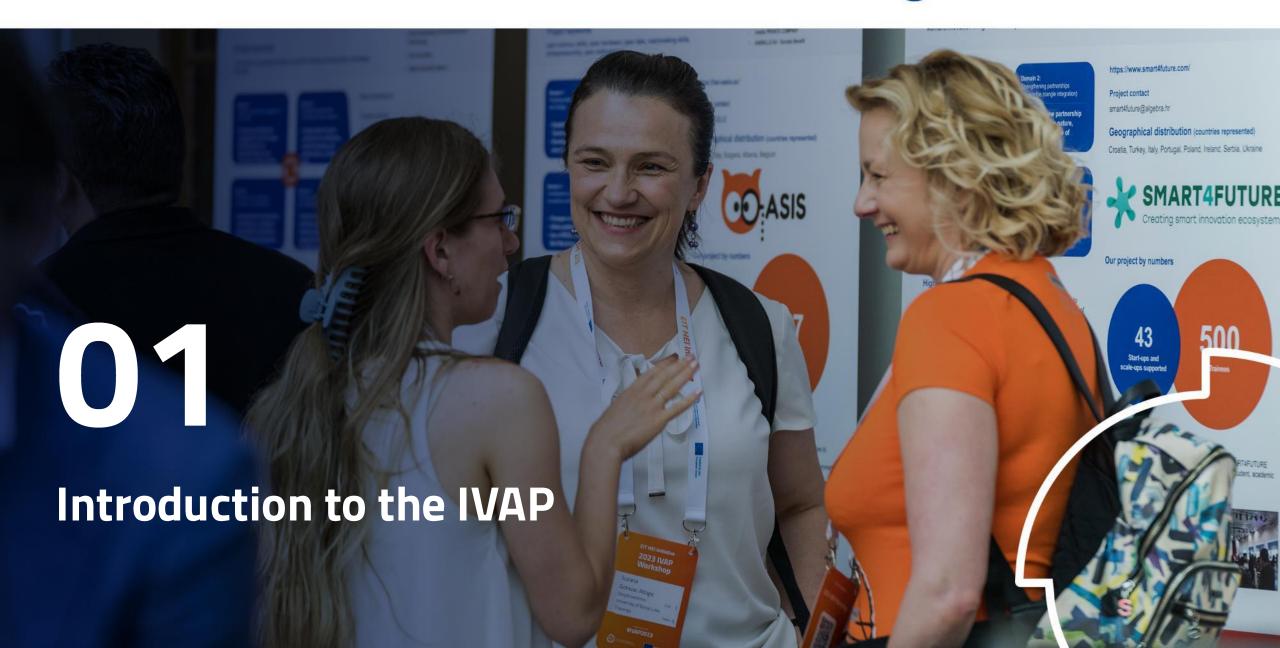
Rosanna West | EIT HEI Initiative Manager

Date 09/10/24













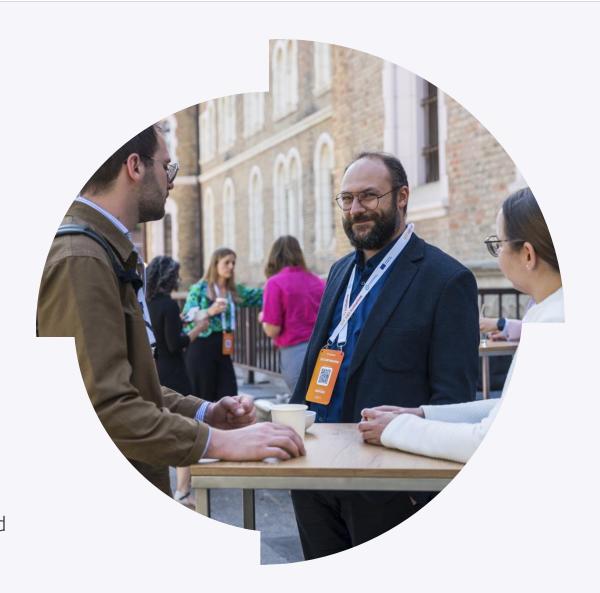
What is the Innovation Vision Action Plan (IVAP)?

The application/proposal!

A roadmap for your project's innovation capacity building activities during the funding period and its vision up to 2030.

The IVAP will be submitted through the application portal, in two Parts:

- Part A technical information, online
- Part B narrative content, a Word template to be filled and uploaded







The IVAP structure

Part A

General Information

Applicant Information

Associated Partners

Domains and Actions

KPIs

EIT KIC Alignment

Project Budget

Part B

Narrative application content:

Section 1: Excellence

Section 2: Impact

Section 3: Quality and Efficiency of Implementation





Application portal overview -Horizontal toolbar





REGISTRATIONS

PROPOSALS

MY PROFILE

HELP

LOGOUT

Applicant Information Associated Partners Domains and Actions KPIs EIT KIC Alignment

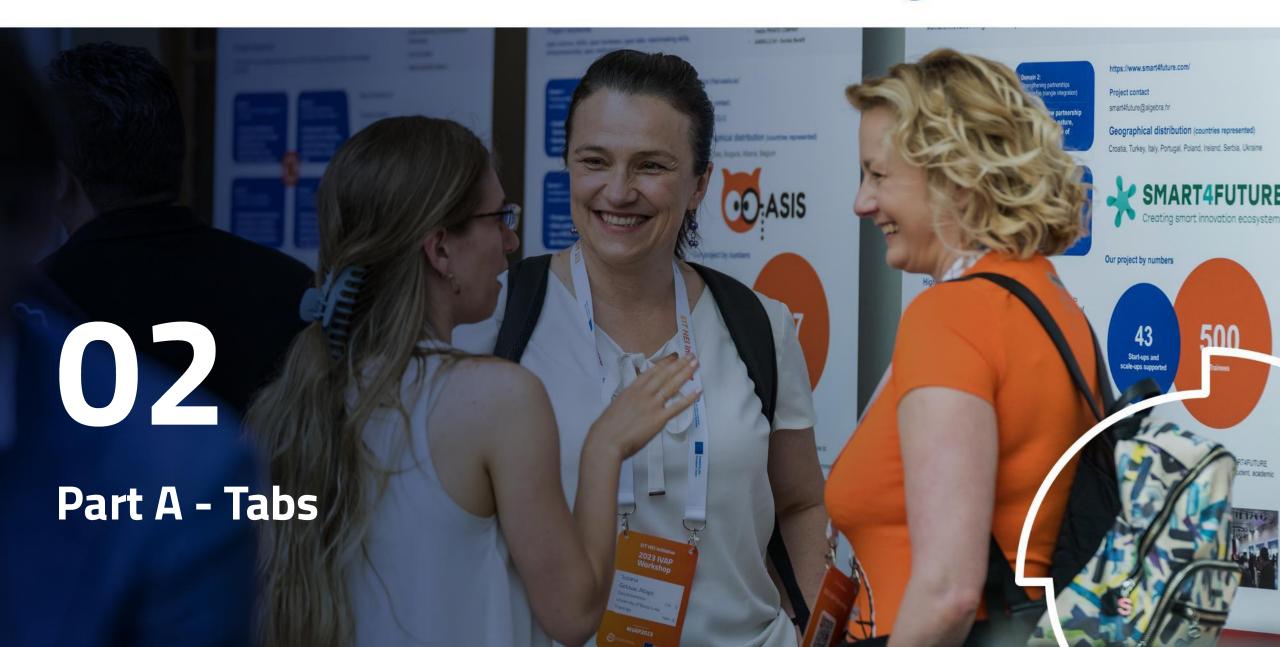
Project budget Upload Part B & Submit Proposal

Supporting documents/templates

24055 - TESTOCT



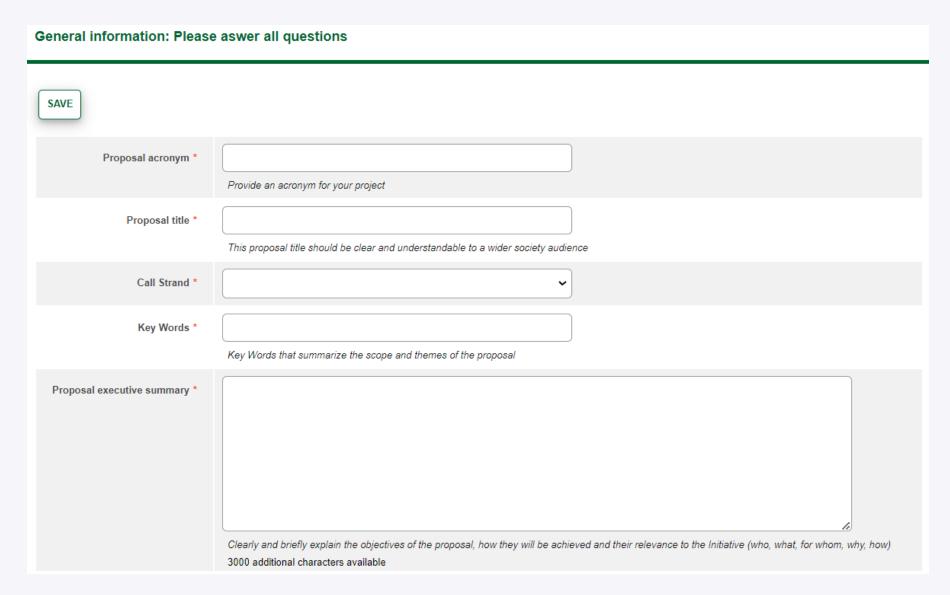








Part A General information







Part A

Applicant
Information (1) –

Overview of the consortium

Please check this box if this proposal is being submitted on behalf of a consortium that includes organisation(s) that have previously participated in an HEI Initiative funded project	
Please check this box if this proposal is being submitted on behalf of a European University Alliance	
If the answer to the above question is yes, please indicate which European University Alliance	
	HEI Innovate self-assessment
Did you use any of the resources from the HEInnovate website to support you with your HEInnovate self-assessment? *	~
Did you use any of the training material from the HEInnovate website to support you with your HEInnovate self-assessment? *	•
Were you familiar with HEInnovate prior to preparating your proposal to this Call for Proposal?	•
SAVE	
Applicant Information	
ADD LEAD PARTNER	





Part A

Applicant
Information (2) –

Add partners

Organisation type *	▼
	Note, this data will inform the project budget criteria eligibility check (if type is an HEI or not)
Organisation legal name *	
	The coordinator must be a higher education institution (HEI)
Please check this box if this organisation is a member of a European University Alliance	
Please check this box if your organisation participated in an EIT HEI Initiative Cohort 1, 2 or 3 project	Note, this data will inform the project budget criteria eligibility check
	Copy of the Accreditation
What is your 9-digit Participant Identification Code (PIC) *	
	All organisations involved in the project must first be registered in the EU Funding & Tenders
Participant country *	~
	Indicate within which country the participant is located
Participant street *	
	Provide the participant street address
Participant city *	
Participant postal code *	
Is this organisation a member/partner of any of the EIT KICs? *	•





Part A Applicant Information (3) –

Add partners continued

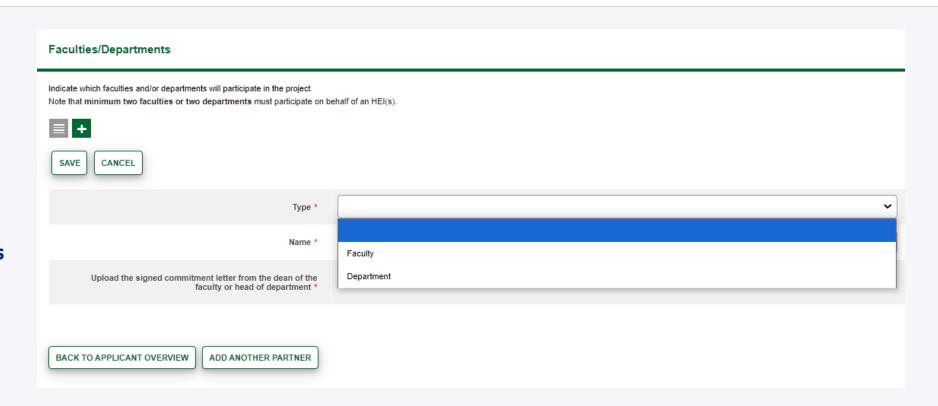
	Contact Person Details
Contact Person Title *	•
Contact Person Firstname *	
	This is the person representing the participant
Contact Person Lastname *	
	This is the person representing the participant
Contact Person Gender *	•
Contact Person Phone *	
	Provide the telephone number where the contact person can be reached (00XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Contact Person Email *	
Faculty Name *	
•	Provide the name of the faculty in which the contact person works
	Commitment Letter
Upload the signed commitment letter from your top management, e.g. Rector, Chancellor, someone in senior	Click to select PDF/DOC/DOCX file
management, e.g. Rector, Chancellor, Someone in Senior management *	Find the template for the top management commitment letter here
	HEInnovate Self Assessment
Upload the results of your HEInnovate self-assessment *	Click to select PDF file [®]
	Whether you conducted the self-assessment as a consortium of HEIs or as an individual HEI, please upload the results
SAVE	

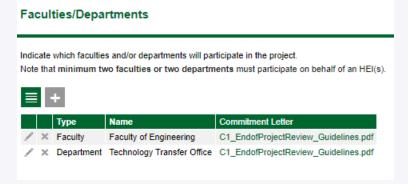




Part A Applicant Information (4) –

Add 2 Faculties/Departments per HEI partner









Part A

Associated partner country *

Associated Partners

Associated Partners

Associated Partners contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the results achieved. For contractual management issues, "associated partners" are not considered as part of the project partners, and they do not receive funding.

SAVE

Associated partner legal name *

Associated partner type *

Letter of Intent

Please upload your letter of intent * Click to upload file

Associated Partners must provide a signed letter of intent describing their commitment and role in the project, using this downloadable template





Part A Domains and Actions

Domains and Actions

Indicate which Actions are included in your IVAP:

Seven actions must be selected by consortia, with the following criteria:

- For Domains 1 4, at least one action must be selected per Domain. These are effectively Actions #1, #2, #3 and #4.
- . The remaining two actions must be selected from Domains 1 4, according to consortia needs. These are effectively Actions #5 and #6.
- . Domain 5 knowledge sharing has one single associated action: 'Collect and share Success Stories and Lessons.' It is a mandatory action for all HEI Initiative projects and therefore is automatically selected effectively Action #7.



SAVE	
Domain 1 - Fostering institutional engagement and change	Secure and maintain institutional engagement for the implementation of IVAP, including departments and other units of HEI(s) as well as the leadership of HEI(s) Enhance the scale and scope of student engagement activities, including improving student support offices to advise on entrepreneurship and innovation Infrastructure development (incl. digital infrastructure) Develop inter and multi-disciplinary support structures, test-beds and other structures to foster innovations Set up or improve technology transfer offices
Domain 2 - Strengthening partnerships (knowledge triangle integration)	Establish new and enhancing the nature, content and type of collaborations with external partners, including businesses, research organizations, governmental bodies, NGOs and other societal partners Exchange good practices through enhanced networking and mutual learning Collaborate with the EIT KICs, e.g. through peer-to-peer collaboration
Domain 3 - Contribution to developing innovations and businesses	Develop structures and conditions for people to create or develop their businesses and start-ups Create structures and conditions for innovation-driven research Utilise testbeds and other types of platforms
Domain 4 - Enhancing the quality of innovation and entrepreneurial education	Develop or improve innovation and entrepreneurial curricula Assessment of teaching and learning practices Develop innovation and entrepreneurial training programmes and mentoring schemes for staff and students Organise internships in businesses
Domain 5 - Supporting Knowledge sharing	Collect and share Success Stories and Lessons Learned This mandatory domain (not included in the 6 you select) must happen between and across Higher Education Institutions (HEIs) and the Knowledge and Innovation Communities (KICs)so that good practices and shown how you will collect and share Success Stories and Lessons in order to facilitate this knowledge sharing.





Part A

KPIs (1) – table overview

EIT KPIs

In the below table, indicate the number of EIT KPIs your project commits to achieving in Phase 1 (1 April – 31 December 2025), Phase 2a (1 January – 31 December 2026), and Phase 2b (1 January 2027 – 30 April 2027). Please ensure your indicated targets requirements for Phase 1 and Phase 2 (meaning 1 January 2026 – 30 April 2027). The planned breakdown of KPI targets across Phase 2a and Phase 2b are at the project's discretion, there are no rules on distribution.

Click the edit pencil on the left to add KPI targets.

		Overv	iew	Phase 2 breakdown to sub phases						
	EIT KPI	Phase 1 (1 April 2025 – 31 December 2025)	Phase 2 (1 January 2026 – 30 April 2027)	Phase 2a (1 January 2026 – 31 December 2026)	Phase 2b (1 January 2027 – 30 April 2027)	Total				
1	# start-up/scale-ups supported					0				
1	# students trained					0				
1	# students mentored					0				
1	# academic staff member trained					0				
1	# academic staff members mentored					0				
	# non-academic staff trained					0				
1	# non-academic staff mentored					0				
1	# improved support structure and mechanisms					0				
1	# of new partnerships established					0				
1	# Intellectual Property Rights (IPR) applications					0				
1	# start-ups established/created					0				





Part A

KPIs (2) – adding a KPI target

EIT KPI	# start-up/scale-ups supported
	Overview
Phase 1 (1 April 2025 – 31 December 2025)	
Phase 2 (1 January 2026 – 30 April 2027)	
	Phase 2 breakdown to sub phases
Phase 2a (1 January 2026 – 31 December 2026)	
Phase 2b (1 January 2027 – 30 April 2027)	





Part A KPIs (3) Core KPI

EIT Core KPIs

Please select a minimum of ONE of the following three EIT Core KPIs your project must deliver on by the end of the project funding period. You are expected to provide the target value your project commits to reaching, and the planned year of delivery. Please note that by committing to meeting the Core KPI target(s) in the selected phase(s), you will need to provide the supporting documents that are listed in the EIT Impact Framework linked in the call text.

1. [EITHE04.4]: Minimum #1 start-up created: Start-up established in year N as a result / based on the output(s) of the HEI Initiative funded project, 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 services/products (result of the HEI project) sold to customers.

TIP-

- . an example value for this Core KPI (if selected) would be: #1.
- an example planned year of delivery would be: 2026 (to be completed during Phase 2a)
- 2. [EITHE02.4]: Minimum #1 innovations launched on the market with a sales revenue of at least 10 000 EUR documented.

TIP-

- . an example value for this Core KPI (if selected) would be: #2
- . an example planned year of delivery would be: 2027 (to be completed during Phase 2b)
- 3. [EITHE06.1]: Investment attracted by HEI Initiative-supported start-ups and scale-ups: Total EUR amount of private and public capital attracted within year N by supported start-ups (per country) that have received HEI Initiative funding. TIP:
 - . an example value for this Core KPI (if selected) would be: #10,000 EUR
 - an example planned year of delivery would be: 2027 (to be completed during Phase 2b)







Part A EIT KIC Alignment

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llobal challenge(s) a	emonstrate through their IVAP how they will contribute to the strategic objectives and/or and strategic objectives that the specific EIT KIC addressed. Proposals should review outline how it will connect with/contribute to these strategic objectives and key activities	activities of at least two EIT KICs. In the below list, strategic documents for each of the EIT KICs are available and downloadable; they illustrate the hese documents and choose to align with at least two of the EIT KICs based on what is relevant for the project scope. In part B of the application,
Strategic Docun	ment for EIT Climate-KIC	
Strategic Docum	ment for EIT Food	
Strategic Docun	ment for EIT Health	
Strategic Docum	ment for EIT Manufacturing	
Strategic Docun	ment for EIT Urban Mobility	
Strategic Docun	ment for EIT Culture and Creativity	
Strategic Docun	ment for EIT Digital	
Strategic Docum	ment for EIT RawMaterials	
Please indicate whic	ich KICs Strategic Agenda Objectives match the aims of your proposal by selecting a m	nimum of two EIT KICs from the list
SAVE		
EIT KIC	☐ EIT Climate-KIC	
	☐ EIT Digital	
	□ EIT Food	
	☐ EIT Health	
	☐ EIT Culture and Creativity	
	☐ EIT Manufacturing	
	☐ EIT Urban Mobility	
	☐ EIT RawMaterials	

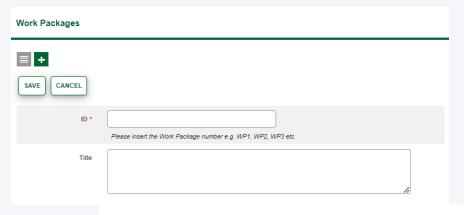




Part A Project

Budget (1) -

Add work packages and download budget template



Work Packages



Budget Details

For a proposal to be eligible, the project's total budget distribution/allocation across the full consortium partners must fulfil the following criteria (both for Phase 1 and Phase 2):

The majority of the total project budget, specifically a minimum of 50% + 0.01€ of the 1.34 million EUR, must be allocated to full partners in the consortium who fulfil ALL of the following criteria:

- . Their organisation type IS an HEI
- They are an HEI that is NOT formally affiliated to any EIT KIC⁵⁵
- . o They are an HEI that has NEVER participated in a selected EIT HEI Initiative project before.

The maximum funding for Phase 1 cannot exceed 540,000 EUR. The maximum funding for Phase 2 cannot exceed 800,000 EUR. The maximum total project funding (Phase 1 + Phase 2) cannot exceed 1.34 million EUR. These maximums include any co-funding (please insert the relevant % in the Funding Rate column).

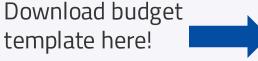
To ensure you comply with the budget distribution criteria for the call, please use the following lists as a reference:

List of EIT KIC partner/member HEIs

List of HEIs that participated in a previous EIT HEI Initiative cohort

Below you will find the downloadable excel template version of the budget tables that mirrors the budget tables in the Seedbook platform tab, so that the consortium can collect all the budget data from all partners easily. Please be advised that the final budget should be transferred manually to the application portal and therefore, there is no need to upload the final version of the excel to the SeedBook.

Budget Table Template









Part A Project Budget (2) — Adding the per partner/per phase/per cost category budget

Partner *	~
Cost Category *	•
Work Package *	•
	Year 2025
Costs 2025 [€]	
Cost Explanation 2025	
	Cost Explanation (direct personnel: roles; subcontracting: description of tasks and justification; travel and subsistence and justification; equipment and justification; other goods, works and services: description and justification; other cost categories: description and justification; other goods, works and services: description and justification; other cost categories: description and justification; other goods, works and services: description and justification; description and justification; descripti
	Year 2026
Costs 2026 [€]	
Costs 2026 [€] Cost Explanation 2026	
	Cost Explanation (direct personnel: roles; subcontracting: description of tasks and justification; travel and subsistence and justification; equipment: description of equipment and justification; other goods, works and services: description and justification; other cost categories: description and justification;
	Cost Explanation (direct personnel: roles; subcontracting: description of tasks and justification; travel and subsistence and justification; equipment: description of equipment and justification; other goods, works and services: description and justification; other cost categories: description and justification; Year 2027
Cost Explanation 2026 Costs 2027 [€]	
Cost Explanation 2026	
Cost Explanation 2026 Costs 2027 [€]	





Part A Project Budget (3) – Budget tables overview

Insert any co-funding here, e.g., Swiss partners

	+												
						Year 2025		Year 2020		Year 2027			
	Partner	Cost Category	Work Package	Costs 2025 [€]	Person Months 2025	Coet Explanation 2025	Costs 2026 [€]	Person Months 2026	Cost Explanation 2026	Coata 2027 [€]	Person Months 2027	Cost Explanation 2027	
1	X TEST	Subcontracting	WP2 - Communication	50'000 €		Developers	20'000 €		Developers	10'000 €		Developers	
1	X TEST	Other goods and services	WP3 - Training	20'000 €		Equipment	30'000 €		Equiment	10'000 €		Equipment	
	TEST	Indirect Costs		5'000 €			7'500 €			2′500 €			
1	X TEst Partr	er Direct Personnel	WP3 - Training	10'000 €	9	Staff	20'000 €	12	Staff	8'000 €	4	Staff	
/	X TEst Partr	er Travel and subsistence	WP1 - Management and Coordination	2'000 €		Travel - IVAP workshop and consortium meetings	5'000 €		Travel - consortium meetings	2'000 €		Travel - consortium meetings	
	TEst Partr	er Indirect Costs		3'000 €			6'250 €			2'500 €			
				90'000 €			88'750 €			35'000 €			

Consortium Budget Phase 1

(0						(C) Purchase	Costs						
	Institution Name	Country	(A) Direct Personnel Costs	(B) Subcontracting Costs	(C1) Travel & Subsistence	(C2) Equipment	(C3) Other Goods, Works & Services	(D) Other Cost Categories	(E) indirect costs	(F) Total Eligible costs	Funding Rate	Maximum EU Contribution to eligible Costs	Requested EU contribution to Eligible Costs/€ (Requested Grant amount)
1	TEST	Andorra		50'000 €			20'000 €		5'000 €	75'000 €		0 €	
			0€	50'000 €	0€	0€	20'000 €	0€	5'000 €	75'000 €			

Consortium Budget Phase 2

	(C) Purchase Costs												
	Institution Name	Country	(A) Direct Personnel Costs	(B) Subcontracting Costs	(C1) Travel & Subsistence	(C2) Equipment	(C3) Other Goods, Works & Services	(D) Other Cost Categories	(E) Indirect costs	(F) Total Eligible costs	Funding Rate	Maximum EU Contribution to eligible Costs	Requested EU contribution to Eligible Costs/€ (Requested Grant amount)
1	TEST	Andorra		30'000 €			40'000 €		10'000 €	80′000 €		0€	
			0€	30'000€	0€	0€	40'000 €	0€	10'000€	80'000 €			

Person Month per WP Phase 1

Partner WP1 WP2 WP3 Total

Person Month per WP Phase 2

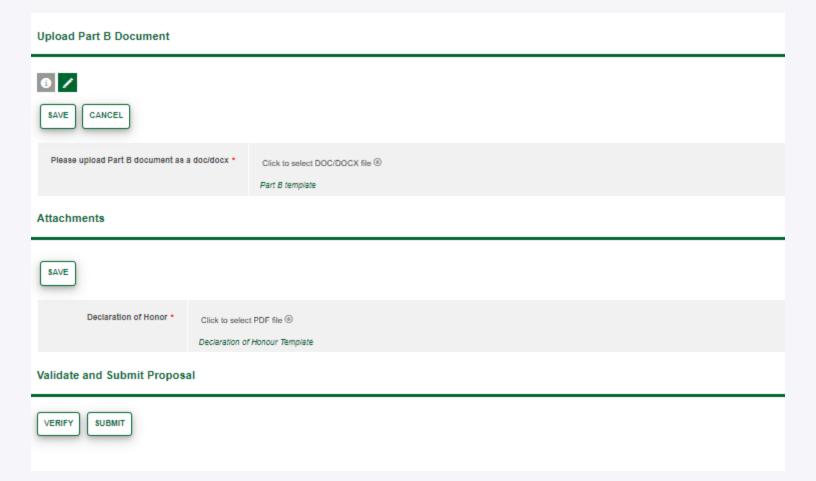






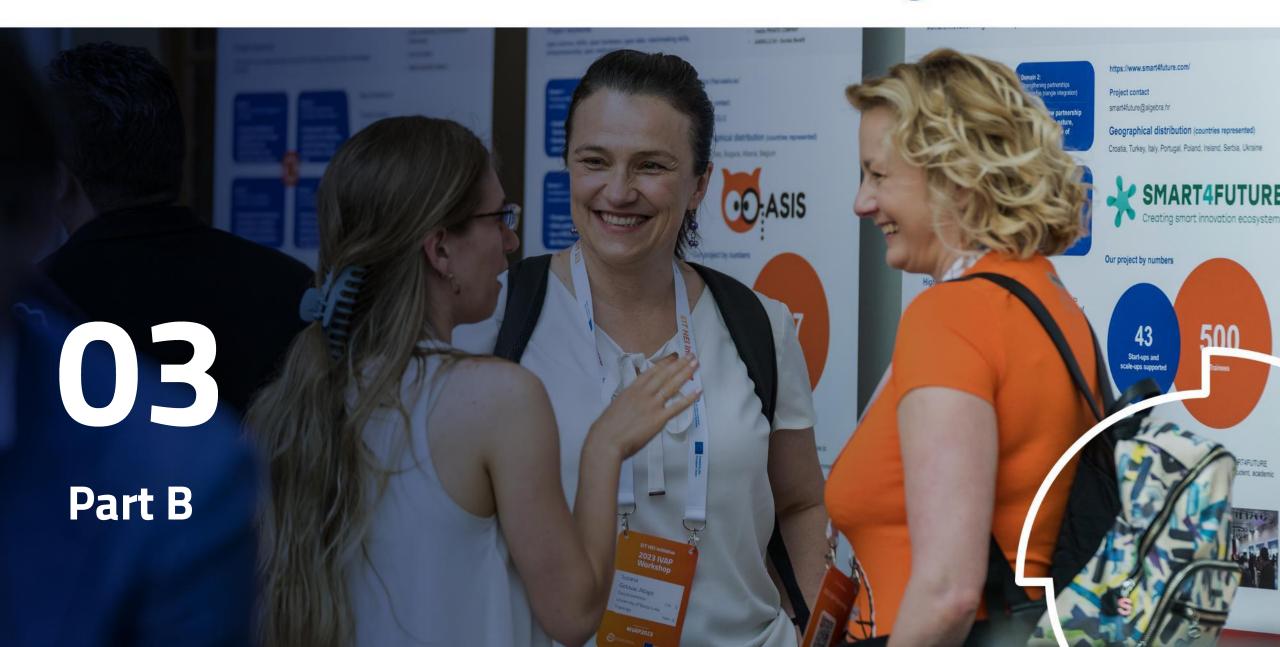
Part A

Upload Part B document and Declaration of Honour. Then SUBMIT!













3 evaluation criteria = 3 sections

Excellence

- Clarity and relevance of the project's objectives.
- Quality of the proposed coordination and/or support measures, including soundness of methodology

Impact

- Credibility of the pathways to achieve the expected outcomes and impacts specified in the work programme, and the likely scale and significance of the contributions due to the project.
- Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities.

Quality and Efficiency of Implementation

- Quality and effectiveness of the work plan, assessment of risks, and appropriateness of the effort assigned to work packages, and the resources overall.
- Capacity and role of each participant, and extent to which the consortium as a whole brings together the necessary expertise.





Part B

Overview

Template -

EIT HEI Initiative

Innovation Capacity Building for Higher Education



EIT HEI Initiative Call for Proposals 2024

Application form Part B

Part B (the narrative part of the application, to be uploaded as one Word document)

Using this template, please complete Part B of the EIT HEI Initiative Call for Proposals 2024 application.

In this document, you will provide the main narrative of the proposal, broken down into three overarching Sections/evaluation criteria:

- 1. Excellence
- 2. Impact
- 3. Quality and Efficiency of Implementation

Please follow the prompts found throughout this template in grey font to shape the contents of each section and sub-section of the application. Insert your application content for each sub-section where INSERT TEXT HERE is indicated and ensure that all prompts are removed in the final document.

Please use Times New Roman font throughout the document, with a minimum font size of 11 points. Standard character spacing and a minimum of single line spacing is to be used. This applies to the body text, including text in tables. The Part B document should not exceed 33 pages.

Proposals must address all requirements listed in the prompts, and they will be evaluated accordingly.





Part B – Excellence (max. 10 pages)

Section 1.1: Vision and Objectives

Max 2 pages/6,000 characters

Section 1.2: Methodology

Max 8 pages/24,000 characters





Part B – Impact (max. 10 pages)

Section 2.1:
Project
pathways
towards impact

Max 5 pages/15,000 characters

Section 2.2:

Measures to maximize impact – Transferability, exploitation, dissemination and communication

Max 5 pages/15,000 characters





Part B – Quality and Efficiency of Implementation (max. 12 pages)

Section 3.1:

Provision of structure, detailed work plan, charts, tables of deliverables, milestones, risks etc.

Max 7 pages/21,000 characters

NOTE: KPIs and budget submitted as part of Part *I*

Section 3.2:

Capacity of partners and the consortium as a whole:

- Role and value of all consortium partners
- Description of I+E Pioneers role of previous partners

Max 5 pages/15,000 characters





Thank you!

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