

EIT HEI Initiative Call for Proposals 2024

Application expectations and the IVAP

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01

Introduction to the IVAP

<https://www.smart4future.com/>

Project contact
smart4future@algebra.hr

Geographical distribution (countries represented)
Croatia, Turkey, Italy, Portugal, Poland, Ireland, Serbia, Ukraine

 **SMART4FUTURE**
Creating smart innovation ecosystem

Our project by numbers



SMART4FUTURE
student, academic

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](#)

[TESTOCT](#) | **General Information** | [Applicant Information](#) | [Associated Partners](#) | [Domains and Actions](#) | [KPIs](#) | [EIT KIC Alignment](#) | [Project budget](#) | [Upload Part B & Submit Proposal](#) | [Supporting documents/templates](#)

24055 - TESTOCT



02

Part A - Tabs

Part A

General information

General information: Please answer all questions

SAVE

Proposal acronym *

Provide an acronym for your project

Proposal title *

This proposal title should be clear and understandable to a wider society audience

Call Strand *

Key Words *

Key Words that summarize the scope and themes of the proposal

Proposal executive summary *

Clearly and briefly explain the objectives of the proposal, how they will be achieved and their relevance to the Initiative (who, what, for whom, why, how)

3000 additional characters available

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	<input type="checkbox"/>
Please check this box if this proposal is being submitted on behalf of a European University Alliance	<input type="checkbox"/>
If the answer to the above question is yes, please indicate which European University Alliance	<input type="text"/>
HEI Innovate self-assessment	
Did you use any of the resources from the HEInnovate website to support you with your HEInnovate self-assessment? *	<input type="text"/>
Did you use any of the training material from the HEInnovate website to support you with your HEInnovate self-assessment? *	<input type="text"/>
Were you familiar with HEInnovate prior to preparing your proposal to this Call for Proposal? *	<input type="text"/>
<input type="button" value="SAVE"/>	
Applicant Information	
<input type="button" value="ADD LEAD PARTNER"/>	

Part A

Applicant

Information (2) –

Add partners

Organisation type *	<input type="text"/>
	<i>Note, this data will inform the project budget criteria eligibility check (if type is an HEI or not)</i>
Organisation legal name *	<input type="text"/>
	<i>The coordinator must be a higher education institution (HEI)</i>
Please check this box if this organisation is a member of a European University Alliance	<input type="checkbox"/>
Please check this box if your organisation participated in an EIT HEI Initiative Cohort 1, 2 or 3 project	<input type="checkbox"/>
	<i>Note, this data will inform the project budget criteria eligibility check</i>
Copy of the Accreditation	
What is your 9-digit Participant Identification Code (PIC) *	<input type="text"/>
	<i>All organisations involved in the project must first be registered in the EU Funding & Tenders</i>
Participant country *	<input type="text"/>
	<i>Indicate within which country the participant is located</i>
Participant street *	<input type="text"/>
	<i>Provide the participant street address</i>
Participant city *	<input type="text"/>
Participant postal code *	<input type="text"/>
Is this organisation a member/partner of any of the EIT KICs? *	<input type="text"/>
The organisation confirms that it has read the KIC partner list , and that the information provided here is correct	<input type="checkbox"/>

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 (00XXXXXXXXXX)


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 management *

Click to select PDF/DOC/DOCX file 

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

Faculties/Departments

Indicate which faculties and/or departments will participate in the project.
Note that minimum two faculties or two departments must participate on behalf of an HEI(s).



Type *	<input type="text"/>
Name *	<input type="text"/>
Upload the signed commitment letter from the dean of the faculty or head of department *	<input type="text"/>





Faculty

Department

Faculties/Departments

Indicate which faculties and/or departments will participate in the project.
Note that minimum two faculties or two departments must participate on behalf of an HEI(s).

Type	Name	Commitment Letter
  Faculty	Faculty of Engineering	C1_EndofProjectReview_Guidelines.pdf
  Department	Technology Transfer Office	C1_EndofProjectReview_Guidelines.pdf

Part A

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 *

Associated partner country *

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	<input type="checkbox"/> 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) <input checked="" type="checkbox"/> Enhance the scale and scope of student engagement activities, including improving student support offices to advise on entrepreneurship and innovation <input type="checkbox"/> Infrastructure development (incl. digital infrastructure) <input type="checkbox"/> Develop inter and multi-disciplinary support structures, test-beds and other structures to foster innovations <input type="checkbox"/> Set up or improve technology transfer offices
Domain 2 - Strengthening partnerships (knowledge triangle integration)	<input type="checkbox"/> 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 <input type="checkbox"/> Exchange good practices through enhanced networking and mutual learning <input type="checkbox"/> Collaborate with the EIT KICs, e.g. through peer-to-peer collaboration
Domain 3 - Contribution to developing innovations and businesses	<input type="checkbox"/> Develop structures and conditions for people to create or develop their businesses and start-ups <input type="checkbox"/> Create structures and conditions for innovation-driven research <input type="checkbox"/> Utilise testbeds and other types of platforms
Domain 4 - Enhancing the quality of innovation and entrepreneurial education	<input type="checkbox"/> Develop or improve innovation and entrepreneurial curricula <input type="checkbox"/> Assessment of teaching and learning practices <input type="checkbox"/> Develop innovation and entrepreneurial training programmes and mentoring schemes for staff and students <input type="checkbox"/> Organise internships in businesses
Domain 5 - Supporting Knowledge sharing	<input checked="" type="checkbox"/> Collect and share Success Stories and Lessons Learned <p><i>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 are shown how you will collect and share Success Stories and Lessons in order to facilitate this knowledge sharing.</i></p>






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 target 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.

	Overview		Phase 2 breakdown to sub phases		Total
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
 # start-up/scale-ups supported					0
 # students trained					0
 # students mentored					0
 # academic staff member trained					0
 # academic staff members mentored					0
 # non-academic staff trained					0
 # non-academic staff mentored					0
 # improved support structure and mechanisms					0
 # of new partnerships established					0
 # Intellectual Property Rights (IPR) applications					0
 # 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)	<input type="text"/>
Phase 2 (1 January 2026 – 30 April 2027)	<input type="text"/>
Phase 2 breakdown to sub phases	
Phase 2a (1 January 2026 – 31 December 2026)	<input type="text"/>
Phase 2b (1 January 2027 – 30 April 2027)	<input type="text"/>

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 / scale-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)

SAVE

EIT Core KPIs *

This consortium commits to the achievement of the following Core KPI target value *

This consortium commits to the delivery of this Core KPI value in year *

Part A

EIT KIC

Alignment

EIT KIC alignment

Applicants must demonstrate through their IVAP how they will contribute to the strategic objectives and/or 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 global challenge(s) and strategic objectives that the specific EIT KIC addressed. Proposals should review these 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, the proposal must outline how it will connect with/contribute to these strategic objectives and key activities.

[Strategic Document for EIT Climate-KIC](#)

[Strategic Document for EIT Food](#)

[Strategic Document for EIT Health](#)

[Strategic Document for EIT Manufacturing](#)

[Strategic Document for EIT Urban Mobility](#)

[Strategic Document for EIT Culture and Creativity](#)

[Strategic Document for EIT Digital](#)

[Strategic Document for EIT RawMaterials](#)

Please indicate which KICs Strategic Agenda Objectives match the aims of your proposal by selecting a **minimum of two** EIT KICs from the list

SAVE

EIT KIC	
<input type="checkbox"/>	EIT Climate-KIC
<input type="checkbox"/>	EIT Digital
<input type="checkbox"/>	EIT Food
<input type="checkbox"/>	EIT Health
<input type="checkbox"/>	EIT Culture and Creativity
<input type="checkbox"/>	EIT Manufacturing
<input type="checkbox"/>	EIT Urban Mobility
<input type="checkbox"/>	EIT RawMaterials

Part A Project Budget (1) –

Add work packages and
download budget template

Work Packages

☰ +

SAVE CANCEL

ID *
Please insert the Work Package number e.g. WP1, WP2, WP3 etc.

Title

Work Packages

☰ +

ID	Title
WP1	Management and Coordination
WP2	Communication
WP3	Training

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
- 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



Download budget
template here!



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

Partner *	<input type="text"/>
Cost Category *	<input type="text"/>
Work Package *	<input type="text"/>
Year 2025	
Costs 2025 [€]	<input type="text"/>
Cost Explanation 2025	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p><small>Cost Explanation (direct personnel: roles; subcontracting: description of tasks and justification; travel and subsistence: description of 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)</small></p>
Year 2026	
Costs 2026 [€]	<input type="text"/>
Cost Explanation 2026	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p><small>Cost Explanation (direct personnel: roles; subcontracting: description of tasks and justification; travel and subsistence: description of 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)</small></p>
Year 2027	
Costs 2027 [€]	<input type="text"/>
Cost Explanation 2027	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p><small>Cost Explanation (direct personnel: roles; subcontracting: description of tasks and justification; travel and subsistence: description of 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)</small></p>

Part A Project Budget (3) – Budget tables overview

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



				Year 2025			Year 2026			Year 2027		
	Partner	Cost Category	Work Package	Costs 2025 [€]	Person Months 2025	Cost Explanation 2025	Costs 2026 [€]	Person Months 2026	Cost Explanation 2026	Costs 2027 [€]	Person Months 2027	Cost Explanation 2027
✗	TEST	Subcontracting	WP2 - Communication	50'000 €		Developers	20'000 €		Developers	10'000 €		Developers
✗	TEST	Other goods and services	WP3 - Training	20'000 €		Equipment	30'000 €		Equipment	10'000 €		Equipment
	TEST	Indirect Costs		5'000 €			7'500 €			2'500 €		
✓	TEST Partner	Direct Personnel	WP3 - Training	10'000 €	9	Staff	20'000 €	12	Staff	8'000 €	4	Staff
✗	TEST Partner	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 Partner	Indirect Costs		3'000 €			6'250 €			2'500 €		
				50'000 €			88'750 €			35'000 €		

Consortium Budget Phase 1

		(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)	
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)	
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
TEST				



Person Month per WP Phase 2


Partner	WP1	WP2	WP3	Total
TEST				

Part A

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


Upload Part B Document

Please upload Part B document as a doc/docx * 

Part B template

Attachments

Declaration of Honor * 

Declaration of Honour Template

Validate and Submit Proposal



03

Part B

<https://www.smart4future.com/>
Project contact
smart4future@algebra.hr
Geographical distribution (countries represented)
Croatia, Turkey, Italy, Portugal, Poland, Ireland, Serbia, Ukraine

 **SMART4FUTURE**
Creating smart innovation ecosystem

Our project by numbers

- 43 Start-ups and scale-ups supported
- 500 Trainees

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 Template – Overview

EIT HEI Initiative

Innovation Capacity Building
for Higher Education



Funded by the
European Union



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 A**

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!

✉ Email: hei@eitrawmaterials.eu

🖱 Website: eit-hei.eu

✂ X: [@EIT_HEI](https://twitter.com/EIT_HEI)

🌐 LinkedIn: [@EIT HEI Initiative](https://www.linkedin.com/company/eit-hei-initiative)

