Electric Mobility Europe Call 2016

Guide for Applicants

Full proposals

Call launch:

2 November 2016

Full proposal submission deadline:

9 June 2017, 17:00 CET

[Version: 15 May 2017]

Contents

1. Introduction

In collaboration with the European Commission and the European Green Vehicles Initiative Association, European countries and regions set up the Electric Mobility Europe Call 2016 (EMEurope Call 2016) to further promote and advance electric mobility in Europe. Funded projects in the EMEurope Call 2016 shall focus on the application and implementation of e-mobility in urban and suburban areas.

In the EMEurope Call 2016 14 countries and regions and the European Commission are providing research funds totalling some 23,000,000 EUR for coordinated funding of Research & Innovation projects.

The EMEurope Call 2016 will support Research & Innovation projects addressing the following 5 key areas of electric mobility:

1. System integration (transport, urban and sub-urban areas);
2. Integration of urban freight and city logistics in e-mobility;
3. Smart Mobility concepts and ICT applications;
4. Public Transport;
5. Consumer behaviour and societal trends.

The transnational call is open for applicants from the countries and regions providing funding to the EMEurope Call 2016: Austria, Belarus, Denmark, Finland, Germany, Hungary, Israel, Italy-Piedmont Region, the Netherlands, Poland, Spain-Catalonia Region, Spain, Sweden and Turkey.

For more information see the EMEurope website: https://www.electricmobilityeurope.eu.

EMEurope has a 2-step submission and evaluation approach:

1. Submission and evaluation of light proposals: submission deadline 6 February 2017;
2. Submission (on invitation only) and evaluation of full proposals: submission deadline 9 June 2017.

All timely received light proposal applications have been subject to a transnational completeness and eligibility assessment by the EMEurope Call Secretariat and subsequently eligibility and quality assessments by the involved national/regional funding providers.

After, the involved funding providers have reached consensus on the selection of best quality proposals to invite for full proposal submission.

This Guide for Applicants (GfA) for EMEurope full proposals is intended to support applicants in the preparation of their full proposals and their submissions in the Call Management Tool (CMT). The GfA contains general guidance for the full proposal preparation and submission. Additionally, the light proposal may also have received specific recommendations and/or conditions that should be considered in the preparation of the full proposal. These specific recommendations and/or conditions have been sent directly to the proposal coordinator per email.

Full proposals shall be submitted electronically in the EMEurope Call 2016 Call Management Tool (CMT) **until 9 June 2017, 17:00 CET**.

2. Eligible content and formal conditions of the call

2.1 Reference documents and sources

This document is intended to support applicants in the preparation of their full proposals and their submissions in the Call Management Tool (CMT). However, the basic reference document for the preparation and submission of a EMEurope full proposal remains the **'Electric Mobility Europe Call 2016, Guide for Applicants' [version 26 January 2017]**. All specifications, conditions and guidance set out in that document still apply.

The present GfA contains mainly additional guidance for the full proposal preparation and submission including general recommendations and conditions. Moreover, if a proposal received specific recommendations and/or conditions, these should be considered in the full proposal. Specific recommendations and/or conditions have been sent to the coordinators of the proposals separately.

In summary, for the preparation and submission of EMEurope full proposals applicants should consult the following sources:

- "Electric Mobility Europe Call 2016, Guide for Applicants" (version 26 January 2017);
- "Electric Mobility Europe Call 2016, Guide for Applicants full proposals" (incl. general recommendations and conditions);
- Specific recommendations and/or conditions received separately, if applicable.

Moreover applicants are urgently requested to contact and consult their national/regional funding organisations. Applicants with specific conditions concerning eligibility are required to do so.

The Annex II and III of this GfA for full proposals contain respectively the CMT manual for full proposal coordinators and the CMT manual for full proposal applicants (other than the coordinator).

2.2 Additional requirements for your full proposal

This section describes general recommendations and conditions for the EMEurope full proposals additional to the ones in the 'Electric Mobility Europe Call 2016, Guide for Applicants' [version 26 January 2017]. Incorporation of the general recommendations is strongly advised to improve the quality of a proposal whilst incorporation of the conditions is

mandatory and will be considered in the transnational eligibility check of the submitted full proposals.

General recommendations

- Better specify the different and specific roles of each of the consortium partners, their complementarities and responsibilities and their specific added values;
- Better specify the specific roles for associated partners and subcontractors, and their specific added values;
- Expand on the added value of the transnational consortium and its synergy;
- Better specify the work plan (including milestones, deliverables and tasks);
- Better specify the contribution of the project proposal beyond the state of the art;
- Better specify the practical outcomes and outputs of the project, on how the project leads to the main goal of the call, "the application and implementation of e-mobility" in Europe;
- Better specify the demonstration(s) of your innovation. Make it more concrete and tangible;
- Elaborate on the dissemination and exploitation of the final results as well as the expected transnational contribution and added value;
- Elaborate on the outcome and impact of the project and on how the chances of implementation after the project duration are maximised.

General conditions

- No changes to the consortium shall be made unless it is prescribed as a condition for the proposal;
- No changes to the content of a proposal shall be made apart from adjustments resulting from general/specific recommendations and conditions and additional efforts to improve the quality of the proposal;
- The requested funding in a full proposal must not exceed more than 10% of the requested funding in the light proposal;
- The consortium shall include in the requested funding travel costs for attending kick off, mid-term and final events of EMEurope;
- Full proposals have to meet the transnational specifications and eligibility criteria (see Annex I) as well as the specifications and eligibility criteria of the respective national/regional funding programmes.

This project has received funding from the European Union's Horizon 2020 Programme for research, technological development and demonstration under grant agreement no. 723977

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3. Check lists preparation and submission full proposals

In this chapter checklists to support both preparation and submission of EMEurope full proposals are provided. We strongly advise applicants to consult and use these checklists to ensure eligibility and maximise the success rate of a full proposal.

3.1   Preparing a full proposal

The following checklist provides support for the preparation of a proposal.

Does the proposal:

Document: 'Electric Mobility Europe Call 2016, Guide for Applicants' [version 26 January 2017]:

- **meet the transnational eligibility criteria**? (For a summary of the transnational eligibility criteria see Annex I of present GfA for full proposals)
- **meet the national/regional specifications of the national/regional funding programmes**?.
- **address one or more of the key areas and the specified research topics**?
- **follow all recommendations and conditions**?

 Document: GfA for full proposals (par. 2.2 'Additional requirements for your full proposal'):

- follow the additional **general recommendations for full proposals***?;*
- follow the additional **general conditions for full proposals**?.

Document: email with specific recommendations and/or conditions that a proposal might have received:

- follow the additional **specific recommendations for the full proposal**?;
- follow the additional **specific conditions for the proposal**?

If a proposal does not meet the formal criteria, specifications and conditions the proposal shall be excluded from further evaluation.

3.2   Submitting a full proposal

The following checklist might be used as support for the submission of a proposal:

- The proposal coordinator should have the permission **of all involved consortium members** to submit a full proposal on their behalf;

- All applicants should **timely make themselves familiar with the CMT** instructions for the full proposals (See CMT manuals Annex II and Annex III). Please be aware, that there are strict rules regarding the format of the full proposals. The lay-out of the different full proposals will be uniform;

- All applicants should **timely make themselves familiar with the CMT** tool itself, in order to check what differences and additional requirements there are compared with the light proposal phase;

- The proposal coordinator should **timely submit initial versions** of a full proposal**, well in advance of the submission deadline** (Later versions overwrite previous versions);

- Applicants should make sure the **full proposal is printed out** (factsheet with project data entered) and **check** if the proposal really contains the data intended to be submitted and **that it is complete, printable and readable** (A proposal can revised and re-submitted until the call deadline. After the call deadline no changes in the proposal will be possible)

- The proposal coordinator should **fully finalise the submission process** for the latest version of a full proposal and **check that it and all related material has been successfully uploaded and submitted**

4. Process and timeline

All timely received full proposal applications will once again be subject to a transnational completeness and eligibility assessment by the EMEurope Call Secretariat and subsequent eligibility assessments by the involved national/regional funding providers. Next an in depth quality assessment will be carried out by independent international experts (peer review). The evaluation period for the peer review is July 2017 until end of August 2017, involving a remote evaluation period and a peer review consensus meeting in September 2017.

Coordinators of submitted EMEurope full proposals can expect to receive notice about whether or not their proposal is selected for financing by EMEurope end of September, beginning of October 2017. The timeline is reflected in the following table.

Steps	Deadline
Deadline for submission of full proposals	09 June 2017
Transnational completeness and eligibility check	24 June 2017
National/regional eligibility check	03 July 2017
(Remote) evaluation by independent international experts	July-Aug 2017
Peer review meeting (resulting in ranking list of full proposals)	18-19 Sep 2017
Governance Board Meeting (resulting in selection list of full proposals)	27-28 Sep 2017
Negotiations with selected full proposals	Oct – Dec 2017
Start selected full proposals	Dec 2017–Jan 2018
Duration of projects (max 30 months)	Dec 2017–June 2021

5. Further information and help

The EMEurope Call 2016 website contains links to additional sources that may be useful for preparing and submitting an EMEurope full proposal:

Call information
General information and documents about the EMEurope Call 2016 is available on the EMEurope website: http://www.electricmobilityeurope.eu.

EMEurope Call Secretariat
Questions about submission, evaluation and eligibility of proposals and about the CMT shall be addressed to the EMEurope Call Secretariat: callsecretariat@electricmobilityeurope.eu.

Annex I: Summary of transnational eligibility criteria

Summary of transnational eligibility criteria to be met by the EMEurope full proposals:

- Full proposals must be submitted in the CMT, in English, timely before the call deadline on 9 June 2017, 17:00 CET;

- A consortium shall be composed of at least three independent eligible applicants from at least three different call participating countries;

- No single country or region of a project consortium shall request more than 70% of the eligible costs in the project;

- The joint requested funding of the two partners applying for the highest funding shall not exceed 85% of the eligible costs;

- Consortia shall be balanced between countries/regions in terms of number of partners, geographical coverage and distribution of budget;

- The added value resulting from transnational cooperation shall be properly addressed in the proposal;

- Consortia shall include stakeholders and/or partners that maximize chances of a successful implementation of the solutions developed and are required to prove the interest and active involvement of these partners;

- Proposals shall focus on demonstrating and validating solutions that have already reached TRL 5-6 or higher. Lower TRL research activities shall only be in scope if they are necessary to support the action and forming an integral part of the proposal aiming for this higher TRL level;

- The project duration (official start to end of the project) shall be appropriate to the subject of the research, but shall not exceed 30 months in total.

In addition to these requirements and in order to maximise the chance of a successful project, we strongly advise applicants to consider all recommendations and advices provided throughout this GfA for full proposals as well as in the 'Electric Mobility Europe Call 2016, Guide for Applicants'.

Annex II: CMT manual for full proposal coordinators

Contents

1. Introduction

This manual will guide you as the proposal coordinator through the process of submitting a full project proposal in the Electric Mobility Europe Call Management Tool (CMT) for the Electric Mobility Europe Call 2016 (EMEurope Call 2016).

Like the light proposal, the full proposal has to be prepared and submitted in the CMT. The deadline for submitting a full proposal will be **9 June 17:00 CET (Brussels time)**.

Please note that it is not necessary to register your full proposal in the system anew, as the CMT login data for proposal coordinators and partners remain from the light proposal phase. Information on how to login can be found in Chapter 2 of this manual.

For the full proposal stage, you will find your previously entered data from the light proposal in the CMT. There are several categories of data to be entered/completed in the CMT. An explanation of data fields and data to be entered can be found in chapters 2 to 6 of this manual.

Please note the following changes compared to the light proposal phase:

the lay-out of the full proposals will be uniform. This means that it will not be possible anymore to use different fonts and insert pictures and tables in the text editor. You can only use the options allowed by the text editor (e.g. bold, italic, underline, subscript, superscript, bullets; see also text box below). Pictures can be uploaded in specific fields. Please be aware that first time using the text editor in a text field, the text of your light proposal will automatically change to the standard proposal format. Previously entered tables and images will be deleted from the text editor and have to be uploaded in specific picture fields.

a maximum number of words is given for specific text fields. Exceeding the prescribed maximum length will be assessed unfavourably. The text editor in the CMT counts down the number of words; the text will colour red when you exceed the maximum number of words.

The format for the full proposal phase is the following:
- Font: Arial, 11pt
- Line spacing: 1.15
- Colour: black

The text below shows the different options that can be used in the text editor:
Lorem ipsum dolor sit amet, **consectetur adipiscing elit**. *Nulla non elementum ipsum.* Nam euismod dui a nisi lobortis. Fusce dictum$_2$ ornare elementum[2]. Vivamus lacinia mi finibus nulla rhoncus:
1. sed porttitor
    1. ipsum vulputate
    2. nisi lobortis
2. natoque penatibus
    1. ridiculus mus
    2. parturient montes
- scelerisque accumsan
    o magnis dis

Other important remarks:

each data field comes with a brief explanation in this manual;

all data fields are mandatory, except for some data fields that are indicated optional (default in or above such a data field states the field is optional);

if you click on a specific text field a text editor will appear where you can enter your data. After entering your data click on the button <OK> to continue with other fields (see example project summary, page 7);

a form can consist of several sub sections: these open and close if you click on them. Use the scroll bar on the right to scroll down to the end of the form, if you have opened several subsections;

pictures can be uploaded in specific fields. You may use the following formats: gif, png, tif and jpg. Please note that png images may corrupt your PDF Factsheet. You should generate one to ensure that the image is fine. If any errors occur you need to convert your image to gif, tif of jpg format.

you do not have to save after entering data in each text field, but it is recommended to save regularly. Furthermore, you are requested to save each form (use the <Save> button at the bottom of each page);

if a mandatory field is not filled in, this field will be listed when clicking on the <Submit> button; all mandatory fields need to be filled in before you can submit the proposal (see chapter 7).

only one person per consortium partner is allowed access to the CMT.

You can go to a Factsheet of your proposal and download it (in PDF) at any time by clicking the light blue part of the screen (<CREATE PDF>). After all mandatory data has been entered, you can submit your project proposal. This is explained in chapter 7.

Please be aware that beside the transnational specifications and requirements national/regional rules do apply for all applicants. You can consult the specific national/regional specifications in the Guide for Applicants (Annex 1) on the CALL DOCUMENTS CMT page or on the EMEurope Website: Information for Applicants. There is a checkbox on confirming to be informed of national/regional information in the organisation forms.

We strongly recommend not to wait until the very last moment before submitting your full proposal! You may submit successive drafts of your proposal through the CMT. Each successive submission overwrites the previous version. It is a good idea to submit a complete draft well before the deadline.

In chapter 8 of this manual (Troubleshooting) you may find answers to problems occurring with registration, login, forms or other. Should you have any further questions after reading this manual, please contact the Call Secretariat (callsecretariat@electricmobilityeurope.eu).

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2. Coordinator login

2.1 Login

It is not necessary to register your full proposal in the CMT system anew, as the CMT login data for proposal coordinators and partners remain from the light proposal phase.

The proposal coordinator can login to the CMT via the following link:

https://cmt-electricmobilityeurope.eu/

The proposal coordinator has to fill in the same username and password received during the light proposal phase and click on the <Login> button. After successful login the CMT will be ready to use.

The proposal coordinator should treat his/her password confidentially. He/she should not give the password to other people, including other applicants.

New password

If the proposal coordinator has lost or forgotten the password, he/she has to contact the Call Secretariat to receive a new password.

If one of the consortium partners has lost his/her password, the proposal coordinator will be able to set a new password for the selected account (see chapter 5.2).
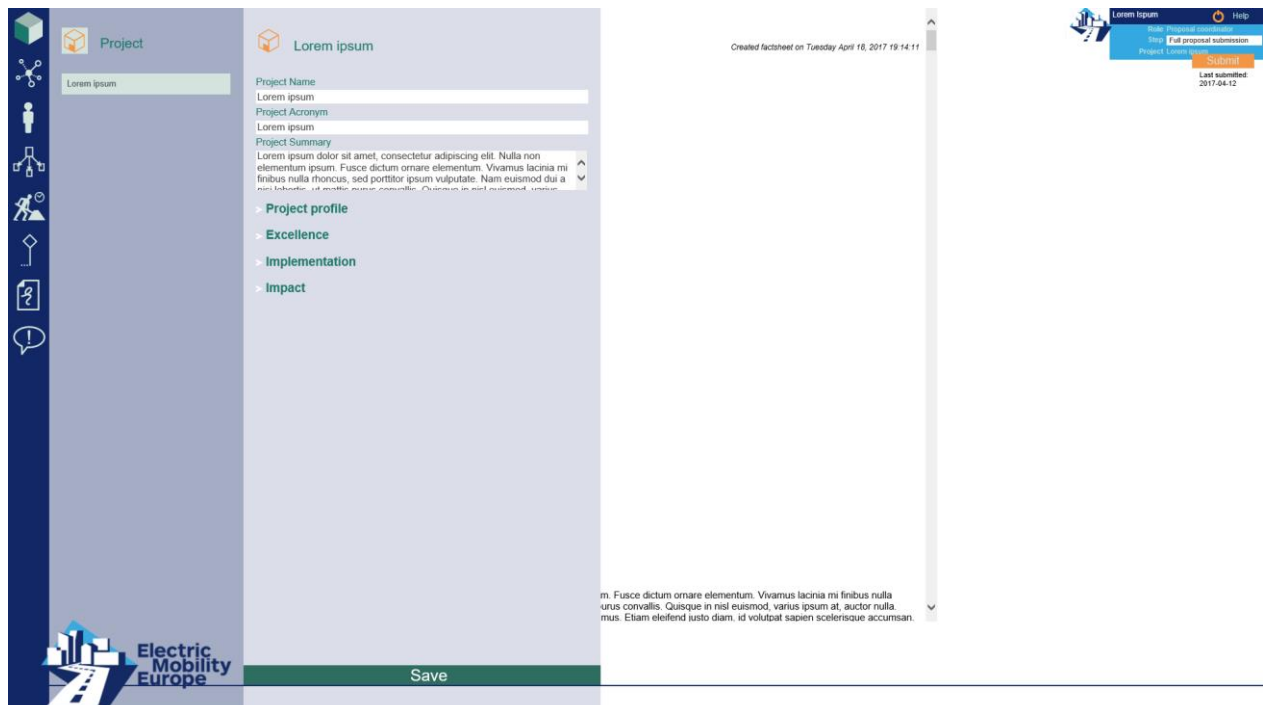
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3. Project proposal information

After login, the proposal coordinator enters the project information in the CMT.

For the applicants' convenience, previously entered project information from the light proposal is still included in the CMT. In case of recent changes, the coordinator may update the project data in the CMT.

Please take note that for the full proposal phase some changes have been made in the CMT related to *some specific data fields* in this section. Please read related details below.

The proposal coordinator has to fill, update and/or check the following fields:

Project name Name of your project proposal

Project Acronym Acronym of your project proposal title

Project summary Enter a concise and accurate summary of the project. The length of the project proposal summary is limited to 350 words. <u>Please take note that this summary may be published</u>.

Please note that by clicking on the text field <Project Summary> a text editor appears where you can enter your data. The text editor counts down the number of words; the text will colour red if you exceed the maximum number of words. After you are done, click on the

button <OK> to continue with other fields. Click on <Cancel> if you don't want to change previously entered data (see image below). Note that that the lay-out of the light proposal phase will automatically change into the accepted format for the full proposal phase after clicking on <OK>. Previously entered tables and images will be deleted from the text editor and have to be uploaded in specific fields.
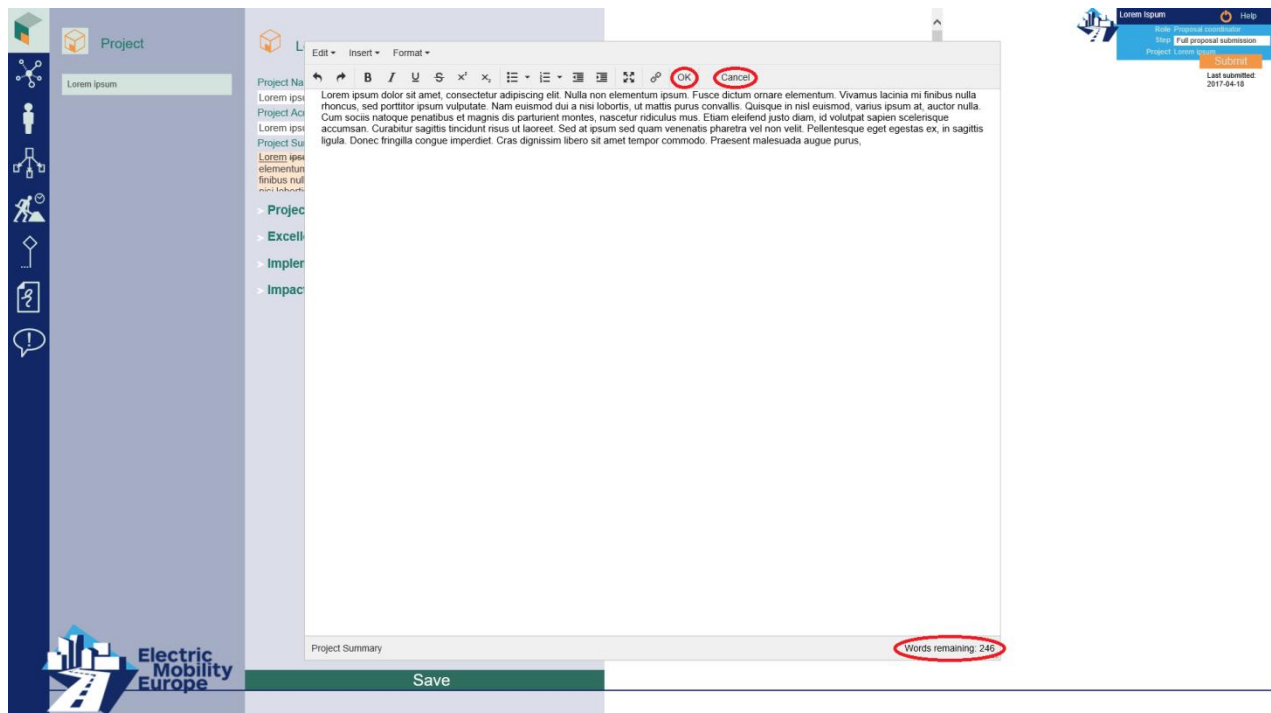
3.1 Project profile

Click on <Project profile> to open the subsection. The proposal coordinator has to fill in and/or update the following fields

Key Area Indicate the main, most relevant Key Area for the project proposal. Select the appropriate Key Area from the following list:

1. System integration (transport, urban and sub-urban areas);
2. Integration of urban freight and city logistics in e-mobility;
3. Smart Mobility concepts and ICT applications;
4. Public Transport;
5. Consumer behaviour and societal trends.

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Keywords Enter maximum 5 keywords to describe your project

Project duration Enter the project duration in months

Please note that the project duration (official start to end of the project) should be appropriate to the subject of the research, but should __not exceed 30 months in total__.

Planned start date Adjust the default date to the planned start date of the project (using the calendar)

3.2 Excellence

Click on <Excellence> to open the sub section. The proposal coordinator has to fill in and/or update the following fields:

Project Objective Describe the objective of the project in a measurable and verifiable way. The length of the project objective is limited to 700 words.

Concept picture [this field is optional] You may provide a graphical presentation of the innovative concept of your project. By clicking the <browse> button you can select an image file. You may use the following formats: gif, png, tif and jpg.

Please note that the image will be enclosed in the factsheet of your proposal.

Contribution to Key Area (main and other(s)) Describe the contribution of the project proposal to the main Key Area and if relevant also with respect to any other relevant Key Areas. Maximum of 700 words.

Technology Readiness Levels (TRL) Indicate the highest TRL that your project proposal is expected to achieve until the end of its duration. Select the appropriate TRL from the following list:

Level 1 – Basic Research: basic principles are observed and reported

Level 2 – Applied Research: technology concept and/or application formulated

Level 3 – Critical function, proof of concept established

Level 4 – Laboratory testing of prototype component or process

Level 5 – Laboratory testing of integrated system

Level 6 – Prototype system verified

Level 7 – Integrated pilot system demonstrated

Level 8 – System incorporated in commercial design

Level 9 – System ready for full scale deployment

TRL explanation Make clear how this highest expected TRL is going to be achieved by your proposal, its activities and its consortium. Maximum of 350 words.

Progress beyond the state-of-the-art Describe the state-of-the-art in the Key Area concerned, the advancement the project proposal would provide beyond the state-of-the-art, and to which extent the proposed work is ambitious. Maximum of 1400 words.

ST methodology Describe the scientific and/or technical methodology and the overall strategy of the work plan. Maximum of 1400 words.

Please note that different applicants can address different research types if appropriate in the project. Since some regional/national funding organisations only fund specific research types, applicants are asked to separate and indicate projects parts according to their main research type of nature in the proposal.

ST methodology diagram [this field is optional] You may provide a graphical presentation of the ST methodology of your project. By clicking on the <browse> button you can select an image file. You may use the following formats: gif, png, tif and jpg.

Please note that the image will be enclosed in the factsheet of your proposal.

3.3 Implementation

Click on <Implementation> to open the sub section. The proposal coordinator has to fill in and/or update the following fields:

Work plan description Describe how the components of the Work plan follow the logical phases of the implementation of the project. They should include consortium management and assessment of progress and results. Maximum of 700 words.

Please note that a detailed description of the break down into work packages and tasks is to be entered in the Work plan section (see chapter 6).

Work plan picture [this field is optional] Provide a graphical presentation of the components of the Work plan, showing their interdependencies (pert diagram or similar). By clicking on the <browse> button you can select an image file. You may use the following formats: gif, png, tif and jpg.

Please note that the image will be enclosed in the factsheet of your proposal.

GANTT chart Provide a graphical presentation of the components of the Work plan in the time (GANTT chart). By clicking on the <browse> button you can select an image file. You may use the following formats: gif, png, tif and jpg.

Please note that the image will be enclosed in the factsheet of your proposal.

Management structure and procedures Describe the management structure and decision-making mechanism of the project. Show how this is matched to the complexity and scale of the project. Maximum of 1400 words.

Management structure diagram [this field is optional] You may provide a graphical presentation of the Management structure of your project. By clicking on the <browse> button you can select an image file. You may use the following formats: gif, png, tif and jpg.

Please note that the image will be enclosed in the factsheet of your proposal.

Consortium as a whole Describe how the applicants collectively constitute a consortium capable of achieving the project objectives, and how they are suited and are committed to the tasks assigned to them. Show the complementarity between applicants. Explain how the composition of the consortium is well-balanced in relation to the objectives of the project. Maximum of 1400 words.

Consortium picture [this field is optional] Provide a graphical presentation of the composition of the consortium. By clicking on the <browse> button you can select an image file. You may use the following formats: gif, png, tif and jpg.

Please note that the image will be enclosed in the factsheet of your proposal.

Available (draft) Consortium agreement Please tick the box to indicate that a (draft) consortium agreement has been prepared.

3.4 Impact

Click on <Impact> to open the sub section. The proposal coordinator has to fill in and/or update the following fields:

Expected impact Describe how your project proposal will contribute to the objectives of the EMEurope Call 2016 and what steps will be taken to achieve this. Maximum of 1400 words.

Dissemination and/or exploitation Describe the measures you propose to maximise the dissemination and/or exploitation of project results, and how these will increase the impact of the project. In designing these measures, you should take into account a variety of

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communication means and target groups as appropriate (e.g. policy-makers, interest groups, media and the public at large).Describe also your plans for the management of knowledge (intellectual property) acquired in the course of the project. Maximum of 1400 words.
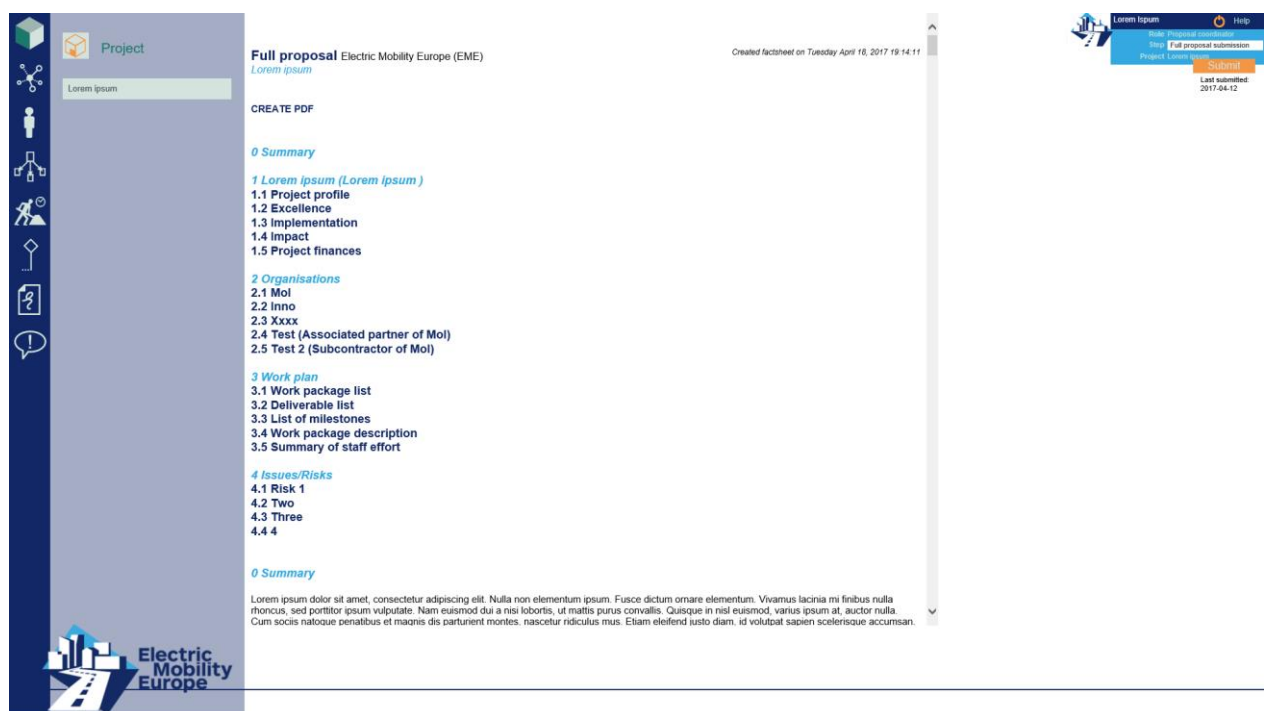
3.5 Project finances

An overview of total Project Finances, derived from the partner section (see chapter 4.3), will be provided in the Factsheet of the proposal. In the partner section (chapter 4.3) all applicants are to provide their own finances and a brief description of costs.

Please note that a requested funding change shall not exceed 10% compared to the light proposal phase. In case you change the costs for a specific category, please write a brief description for the reason of the change by clicking on the name of the category (see chapter 4.3). Furthermore, please consider travel costs related to the attendance of the mid-term and final events of EMEurope in the proposal budget planning. At least one representative of the consortium must participate in these meetings.

Click the <Save> button after all project information fields have been filled.

Please note that after clicking the light blue part of the screen you will receive a view of the factsheet of your proposal (see image below).

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4. Proposal coordinator

After having filled in the Project section the proposal coordinator proceeds to the Organisation section of the CMT by clicking the following icon in the menu on the left:

For your convenience, previously entered Organisation information from the light proposal is still included in the CMT. In case of recent changes, you may update the Organisation information in the CMT.

Please take note that for the full proposal phase some changes have been made in the CMT related to *some specific data fields* in this section. Please read related details below.

4.1 Contact information

Click on <Contact information> to open the subsection. The following fields have to be filled in and/or updated:

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Street name Street name in address of your organisation
Street number Street number in address of your organisation
Postal code Postal code in address of your organisation
City City of residence of your organisation
Country Country of residence of your organisation, to be selected from a list of countries

4.2 Participation profile

Click on <Participation profile> to open the sub section. The following fields are to be filled in and/or updated:

Organisation type Select the appropriate Organisation type from the following list:

Enterprise

Higher, secondary education establishment

NGO

Public Body

Research organisation

SME

Trade / sector association

Legal entity The legal form of your organisation. For example: sole proprietorship, limited liability company, limited liability partnership, general partnership, corporation, etc.

Department [this field is optional] The name of the department (if any) of the organisation involved in the project

Confirm to be informed of national/regional obligations Mark the checkbox.

*One of the transnational call criteria is that a project consortium shall consist of at least three independent eligible applicants from **at least three** different call participating countries/ regions.*

Each partner therefore needs to indicate any dependency with one or more partners in the consortium, and if so, the nature of the dependency (see explanation below).

Dependencies with (an) other partner(s)

Partners (legal entities) have a dependency where there is a controlling relationship between them:

- A legal entity is under the same direct or indirect control as another legal entity (same group);or
- A legal entity directly or indirectly controls another legal entity (controls);or
- A legal entity is directly or indirectly controlled by another legal entity (controlled by).

Control

Legal entity A controls legal entity B if:

- A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B; or
- A, directly or indirectly, holds in fact or in law the decision-making powers in B.

The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships:

- the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50% of the nominal value of the issued share capital or a majority of voting rights of the shareholders or

Character of dependency According to the explanation mentioned above, please choose the appropriate option and provide a brief explanation (Maximum of 350 words):

controls …

is controlled by …

is in the same group as …

has no dependency with any of the other consortium partners (default)

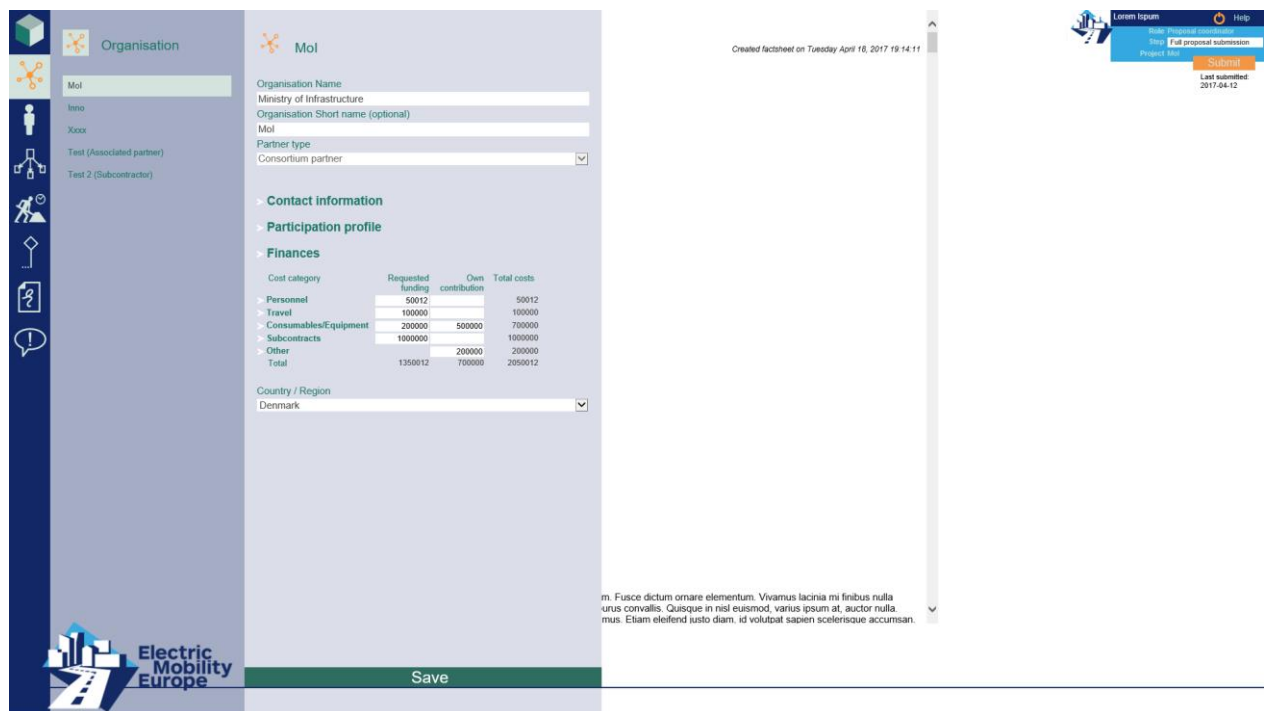**Core business** Provide a brief description of your organisation. Maximum of 350 words

Previous experience Describe the previous experience relevant to the task(s) attributed to your organisation. Maximum of 350 words.

4.3 Finances

Click on <Finances> to open the sub section. In this sub section the proposal coordinator (and all other consortium partners) enters all relevant finance data (in EUR) and a brief description of costs.

Please note that a requested funding change shall not exceed 10% compared to the light proposal phase. In case you change the costs for a specific category, please write a brief description for the reason of the change by clicking on the name of the category. Furthermore, please consider travel costs related to the attendance of the mid-term and final events of EMEurope in the proposal budget planning. At least one representative of the consortium must participate in these meetings.

The following fields must be filled in for the categories Requested funding and Own contribution:

Only (whole) numbers are allowed, without commas and dots.

Please note, cost figures have to be provided in EUR

Please note that the total costs for each category and for the consortium partner are calculated automatically.

Please use the category "Other" to list any financial and/or in-kind (capitalized) contributions of consortium partners.

Brief description The proposal coordinator (and all other consortium partners) enters a brief description for their own cost fields by clicking on the cost category (see image below). A text field then opens above the table, where the cost category can be described by each consortium partner: Maximum of 350 words per cost category.

Please note that an overview of Project Finances of all consortium partners is provided in the Factsheet of the proposal.

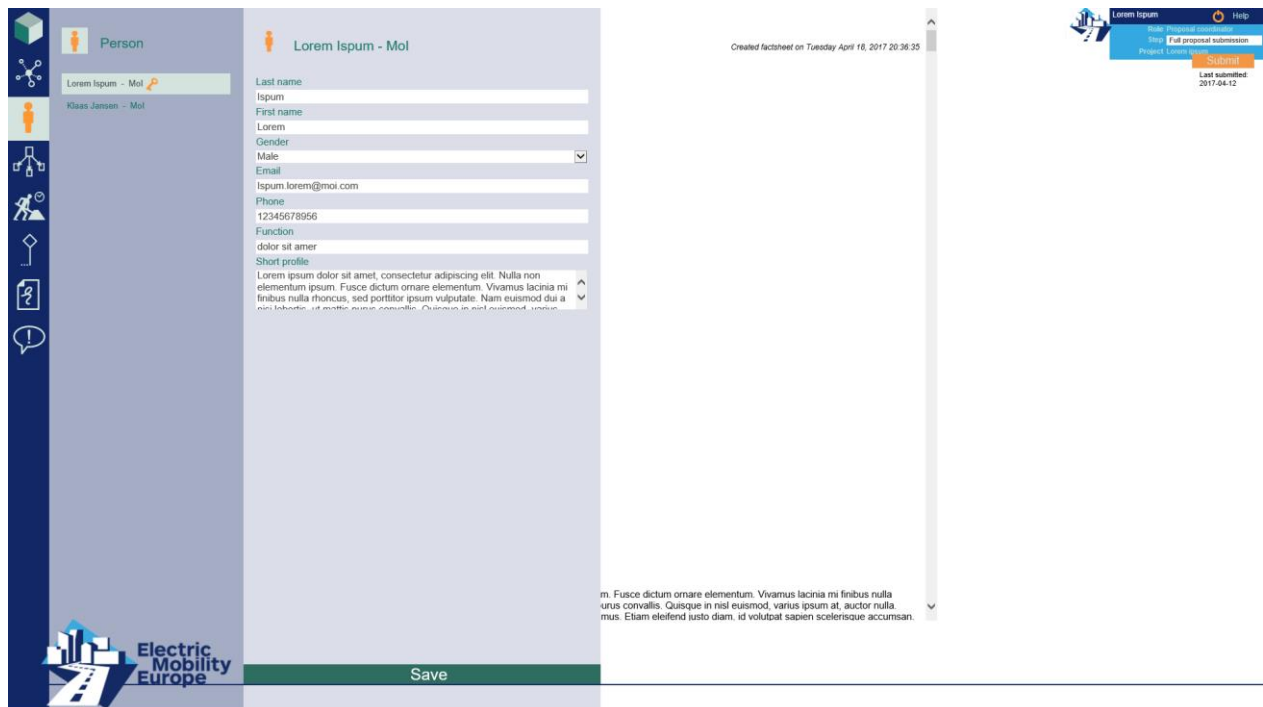**Country / Region** Select your Country / Region in this field.

Click the <Save> button after the fields have been filled.

4.4 Personal profile

Proceed to the Person section of the CMT by clicking the following icon in the left hand menu:

For your convenience, previously entered personal information from the light proposal is still included in the CMT. In case of recent changes, you may update the personal information in the CMT.

The following fields are to be filled in and/or updated:

Phone Enter your phone number (the one the Call Secretariat may use to contact you).

Function Enter your Function.

Short profile Provide a short personal profile, relevant to the task(s) attributed to you. Maximum of 350 words.
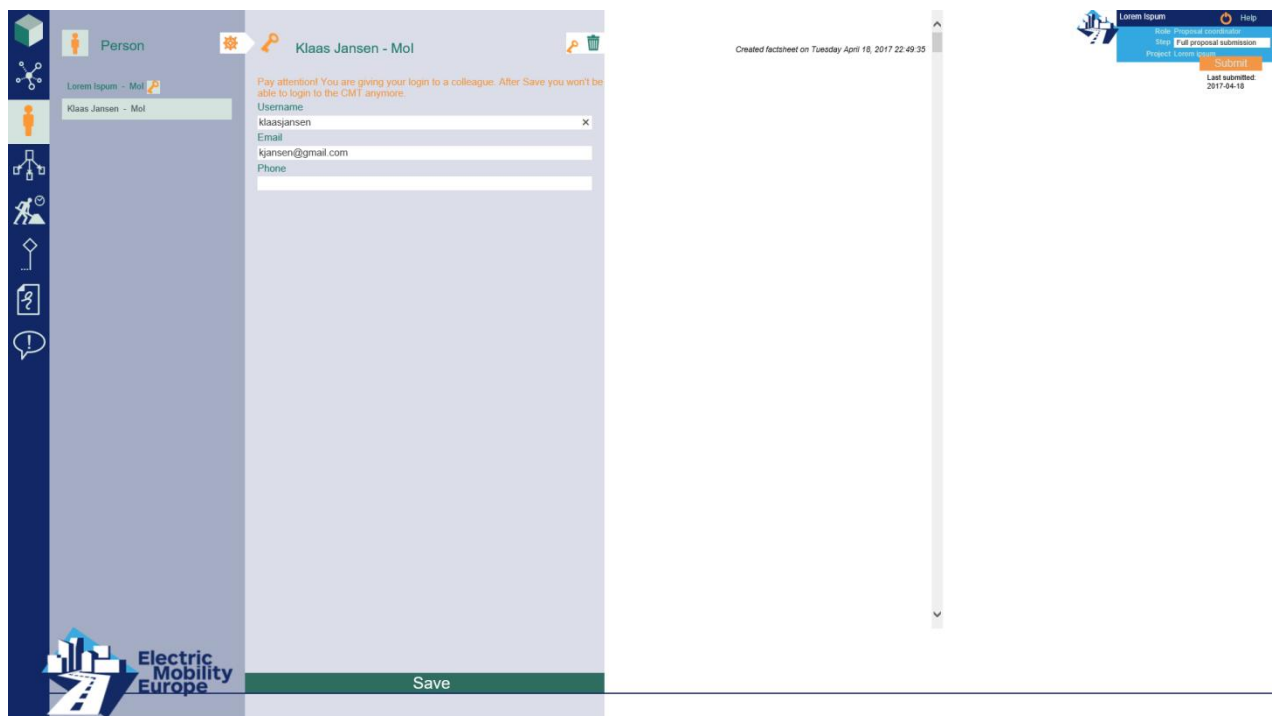
Click the <Save> button after the fields in the Person form have been filled.

4.5 Add other staff members

The proposal coordinator can add persons (if any) to the Person list who are staff members of his/her organisation involved in the project. Proceed by clicking the <+> button. All the fields in the Person form are to be filled in by the proposal coordinator to describe the staff member(s) who will be undertaking the work.

When another person in the list is to become the proposal coordinator, click on the name of the staff member in the list who is to become the new proposal coordinator. In the right upper corner of the Person form you will find the orange <key>.

Clicking on this <key> will take you to the registration form to make this person the new proposal coordinator and user of the CMT (see image below).

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Fill in the following fields:

Username Choose a username.

Email Email address of the new contact person (this email address will be used to invite the new proposal coordinator through the CMT).

Phone Enter the phone number of the new contact person (the one the Call Secretariat may use to contact him or her).

Clicking on the <Save> button at the bottom of this form automatically sends an email with a username and password to the new proposal coordinator. Behind his/her name in the list you will now notice the icon of the orange <key>, which means this person has been registered as a user of the CMT.

Please note that if the orange <key> behind your name disappeared, it means that after logout you won't be able to login next time.

Please contact the Call Secretariat in case a person of another consortium partner should become the new proposal coordinator.

5. Consortium partners

For your convenience, previously entered information from the light proposal is still included in the CMT. In case of recent changes, you may update the information in the CMT.

Please note that only consortia requested to change/include a new consortium partner will be allowed to do so.

The proposal coordinator also adds (if any) Associated partners and Subcontractors. 'Associated' refers to partners that contribute to the tasks of the project proposal but do not request for any funding.
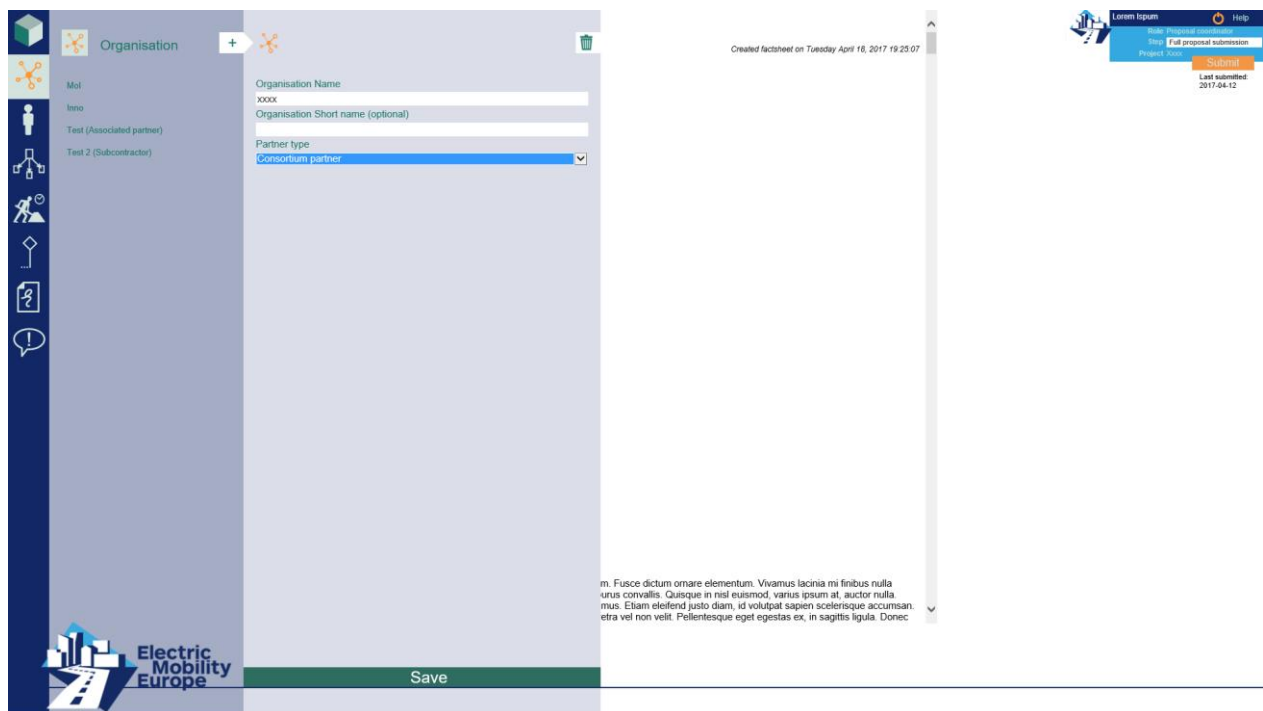
Please note that the Consortium partners are required to fill in their own Organisation and Personal profile (see chapter 5.2) and add (if any) Associated partners and Subcontractors.

5.1 Add Consortium partner

Go back to the Organisation section of the CMT by clicking on the following icon in the left hand menu:

The proposal coordinator can add partner organisations by clicking on the <+> button (see image below).

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The proposal coordinator fills in the following fields:

Organisation Name Official Name of the Organisation of the consortium partner.

Organisation Short name [this field is optional] Short name of the Organisation Name.

Partner type Select partner type.

And subsequently clicks on the <Save> button.

The partner organisation has now been added to the Organisation list. To add more consortium partner organisations, proceed as before by clicking on the <+> button.

Next the Contact person of the consortium partner has to be added and invited to fill in the other sub sections and fields in the Organisation and Person forms (see chapter 5.2).
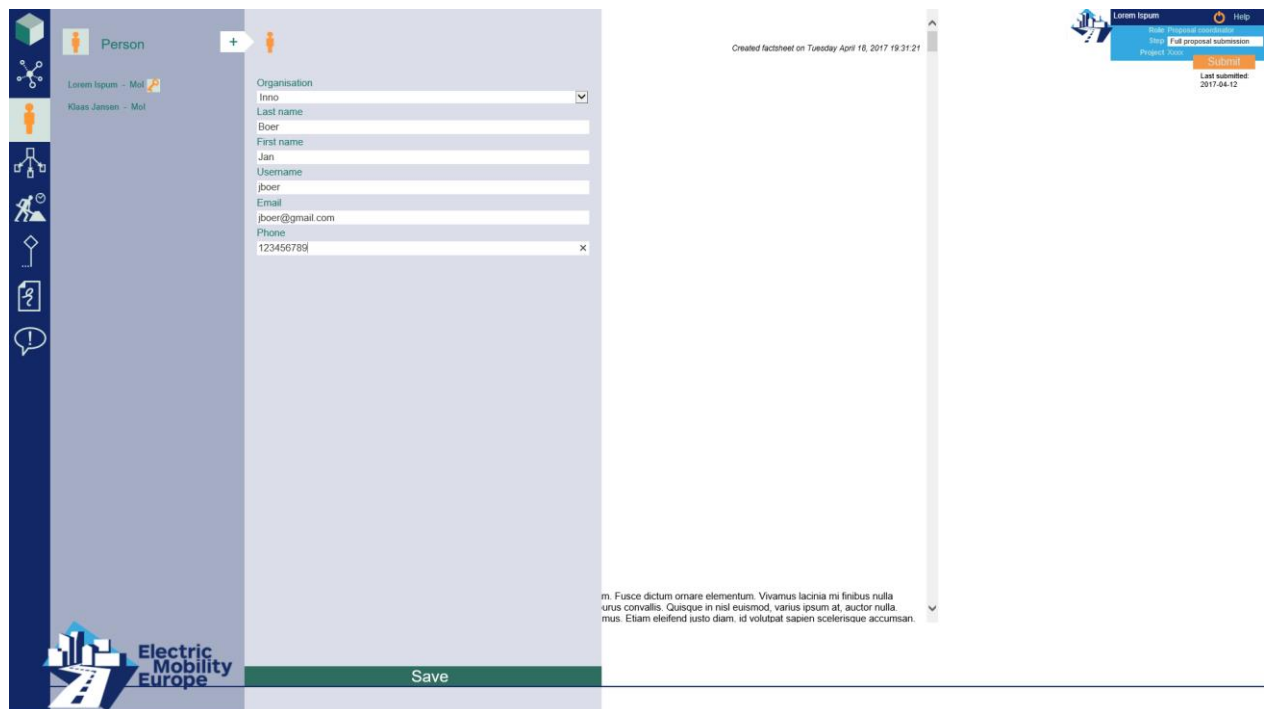
5.2 Add contact person of consortium partner

After having added a consortium partner organisation, proceed to the Person section of the CMT by clicking on the following icon in the left hand menu:

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There you will find the name of the proposal coordinator as the first contact person. Behind his/her name you will notice the icon of an orange <key>. This means the proposal coordinator is already registered as a user of the CMT and has received a login password.

The proposal coordinator now adds a contact person of the Consortium partner by clicking on the <+> button (see image below).

The Person form opens and you fill in the following fields:

Organisation Select the Short name (or Name) of the consortium partner organisation

Last name Last name of contact person

First name First name of contact person

Username Choose a username

Email Email address of the contact person (this email address will be used to invite the partner through the CMT).

Phone Enter the phone number of the contact person (the one the Call Secretariat may use to contact him or her)

Clicking on the <Save> button at the bottom of this form automatically sends an email with a username and password to the contact person, including directions to a CMT partner manual

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with instructions. The name of the contact person (and Short name (or Name) of the consortium partner organisation) has now been listed in the Person form. Beside his/her name in the list you will now notice the icon of the orange <key>. This means the contact person has been registered as a user of the CMT and has received a login.

The proposal coordinator proceeds in the same manner for the contact persons of all consortium partners.

Reset password

The proposal coordinator can reset the password of a contact person. Click on the name of the contact person and then click the button <Reset> (see image below).
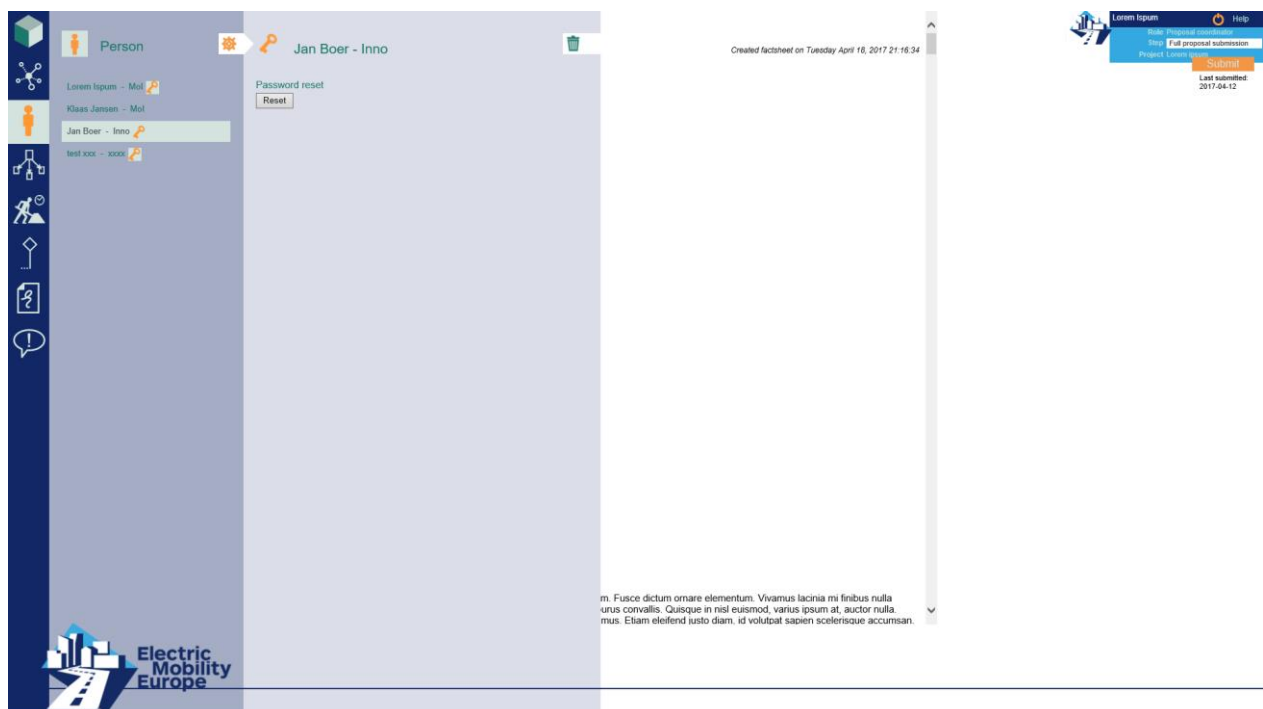
Clicking on the Password <Reset> button automatically sends an email with username and **new** password to the contact person.

Remove contact person

The proposal coordinator can also remove a contact person from the list by clicking on the icon of the <trash can> in the right upper corner and then click on the second icon of the <trash can>. In doing so, the person is also immediately removed from the partner role and cannot login to the CMT anymore.

5.3 Add associated partner

Go back to the Organisation section of the CMT by clicking on the following icon in the left hand menu:

The proposal coordinator can add an Associated partner organisation by clicking on the <+> button. The proposal coordinator fills in the following fields:

Organisation Name Official Name of the Organisation of the partner.

Organisation Short name [this field is optional] Short name of the Organisation Name.

Partner type Depicting the nature of the involvement of the organisation in the project proposal: choose Partner type Associated partner from the following list:

Consortium partner

Associated partner

Subcontractor

Next click on <Contact information> to open the subsection. The following fields are to be filled in:

Street name Street name in address of the organisation.

Street number Street number in address of the organisation.

Postal code Postal code in address of the organisation.

City City of residence of the organisation.

Country Country of residence of the organisation, to be selected from a list of countries.

Click on <Participation profile> to open the sub section. The following fields are to be filled in:

Organisation type Select the appropriate Organisation type from the following list:

Enterprise

Higher, secondary education establishment

NGO

Public Body

Research organisation

SME

Trade / sector association

Legal entity The legal form of the organisation. For example: sole proprietorship, limited liability company, limited liability partnership, general partnership, corporation, etc.

Department [this field is optional] The name of the Department (if any) of the organisation involved in the project.

Core business Provide a brief description of the organisation. Maximum of 350 words.

Letter of Intent Add: by clicking on the <browse> button you can select a file.

Click the <Save> button after the fields in the Organisation form have been filled.

5.4 Add subcontractor

Go back to the Organisation section of the CMT by clicking on the following icon in the left hand menu:

The proposal coordinator can add a Subcontractor organisation by clicking on the <+> button.

The proposal coordinator fills in the following fields:

Organisation Name Official Name of the Organisation of the subcontractor.

Organisation Short name [this field is optional] Short name of the Organisation Name.

Partner type Depicting the nature of the involvement of the organisation in the project proposal: choose Partner type *Subcontractor* from the following list:

Consortium partner

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Associated partner

Subcontractor

Next click on <Contact information> to open the sub section. The following fields are to be filled in:

Street name Street name in address of the organisation.

Street number Street number in address of the organisation.

Postal code Postal code in address of the organisation.

City City of residence of the organisation.

Country Country of residence of the organisation, to be selected from a country list.

Click on <Participation profile> to open the sub section. The following fields are to be filled in:

Organisation type Select the appropriate Organisation type from the following list:

Enterprise

Higher, secondary education establishment

NGO

Public Body

Research organisation

SME

Trade / sector association

Legal entity The legal form of the organisation. For example: sole proprietorship, limited liability company, limited liability partnership, general partnership, corporation, etc.

Department [this field is optional] The name of the Department (if any) of the organisation involved in the project.

Core business Provide a brief description of the organisation. Maximum of 350 words.

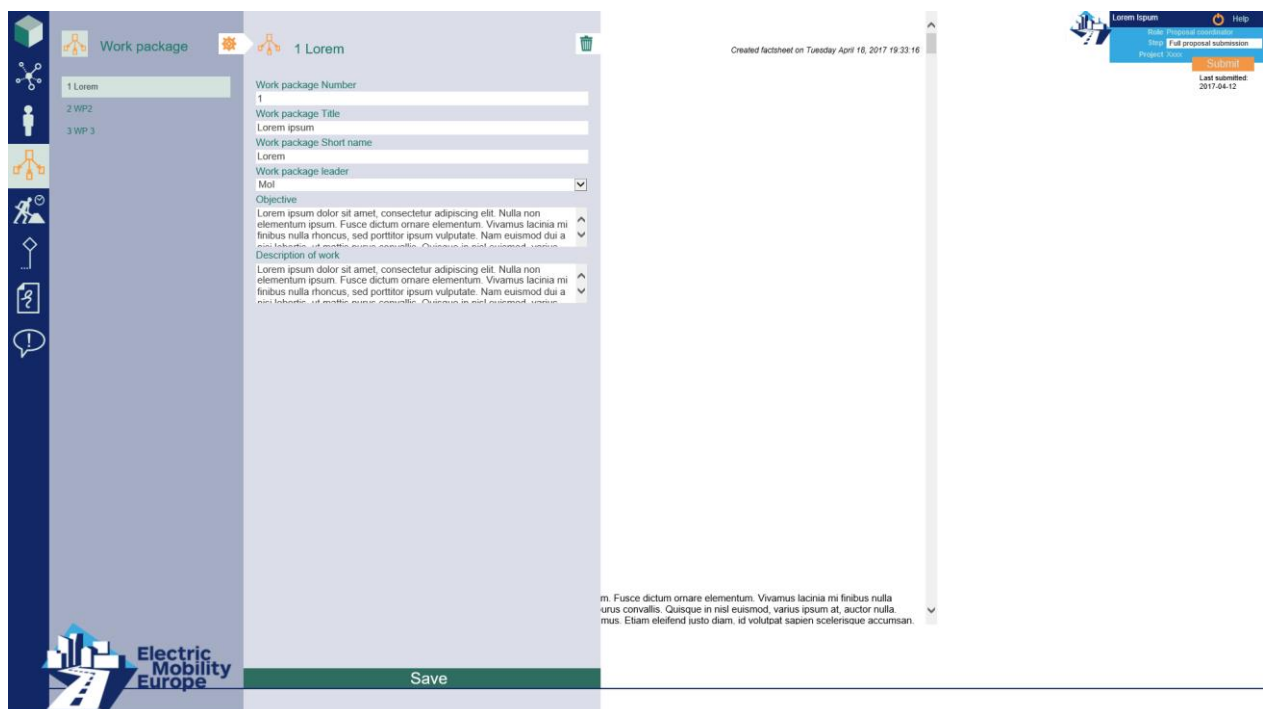**Click on the <Save> button after the fields in the Organisation form have been filled.**

6. Work plan

In the next section the proposal coordinator starts building the work plan of the proposed project. First you enter the Work package section by clicking on the following icon in the left hand menu:

6.1 Work package

Proceed by clicking on the <+> button and the Work package form opens (see image below).

The proposal coordinator fills in the following fields:

Work package Number Numbers are integers

Work package Title Title of the work package

Work package Short name [this field is optional]

Work package leader Select the organisation that leads this work package from the list of consortium partner organisations.
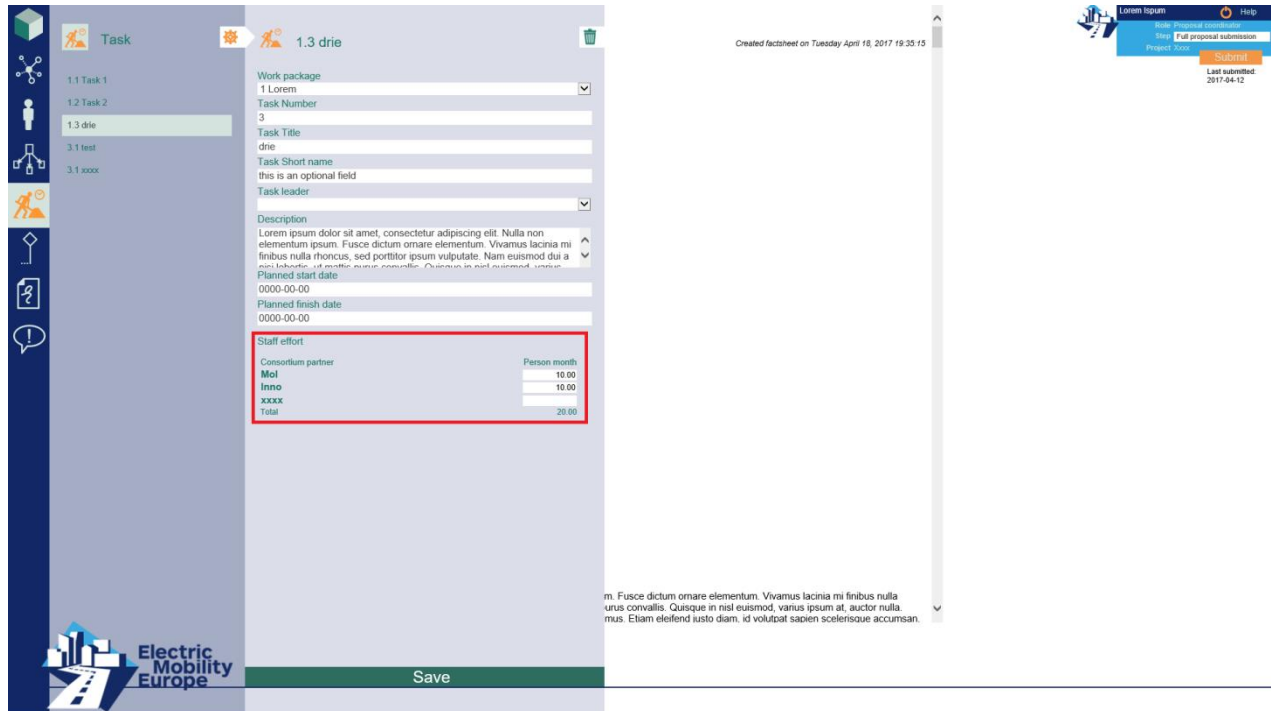
Objective Describe the objective(s) of the Work package. Maximum of 350 words.

Description of work Provide a short description of the work to achieve the Work package objective. Please note that a more detailed description is to be given when breaking down the Work package into tasks in the next section. Maximum of 350 words.

Click on the <Save> button after the fields in the Work package form have been filled and the Work package will be listed.

The proposal coordinator proceeds in the same manner for all Work packages.
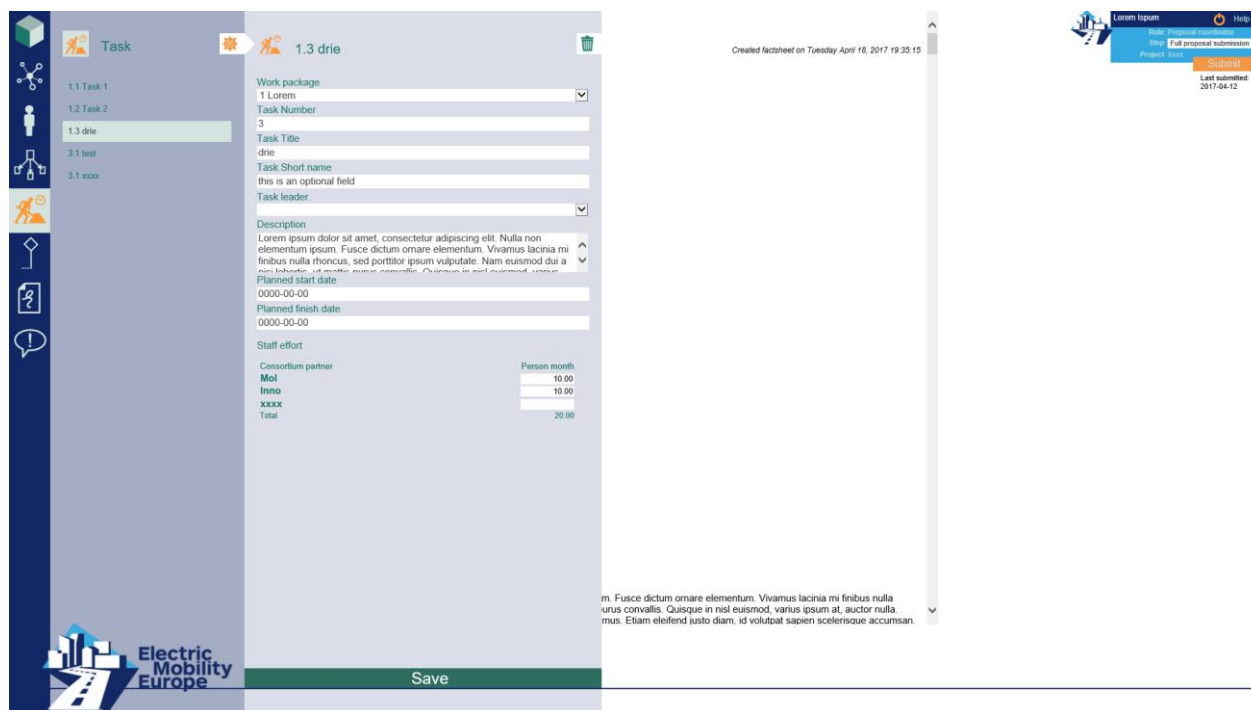
Please note that the amount of work packages used must be appropriate to the complexity of the work and the overall value of the proposed project.

In the next section Tasks are assigned to the Work packages created. You proceed to this Task section by clicking on the following icon in the left hand menu:

6.2 Task

Proceed by clicking on the <+> button and the Task form opens (see image below).

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The proposal coordinator fills in the following fields:

Work package Select the Work package the Task is assigned to from the list.

Task Number Numbers are integers; the Task Number in the list will be corresponding automatically to the Work package it is assigned to (i.e. 1.1, 1.2, 2.1, et cetera)

Task Title Title of the task

Task Short name [this field is optional]

Task leader Select the organisation that leads this task from the list of consortium partner organisations.

Description Provide a detailed description of the work to be undertaken and the role of the partner(s) involved in the Task. Maximum of 175 words.

The planning should be sufficiently detailed to justify the proposed effort (see sub section <Staff effort>) and allow progress monitoring. Therefore, you are requested to enter the start and finish date of Tasks as follows:

Planned start date Enter the planned start date of the Task from the calendar

Planned finish date Enter the planned finish date of the Task from the calendar

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Staff effort Please indicate in the table the number of person months over the whole duration of the task for those consortium partners involved. Two decimals are allowed.

Please note that total person months for each task and for all consortium partners are calculated automatically in the factsheet.

Click on the <Save> button after the fields in the Task form have been filled and the Task will be listed.

The proposal coordinator proceeds in the same manner for all Tasks.

Milestones are control points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, if its successful attainment is required for the next phase of work. Another example would be a point when the consortium must decide which of several technologies to adopt for further development. Milestones also allow monitoring progress.
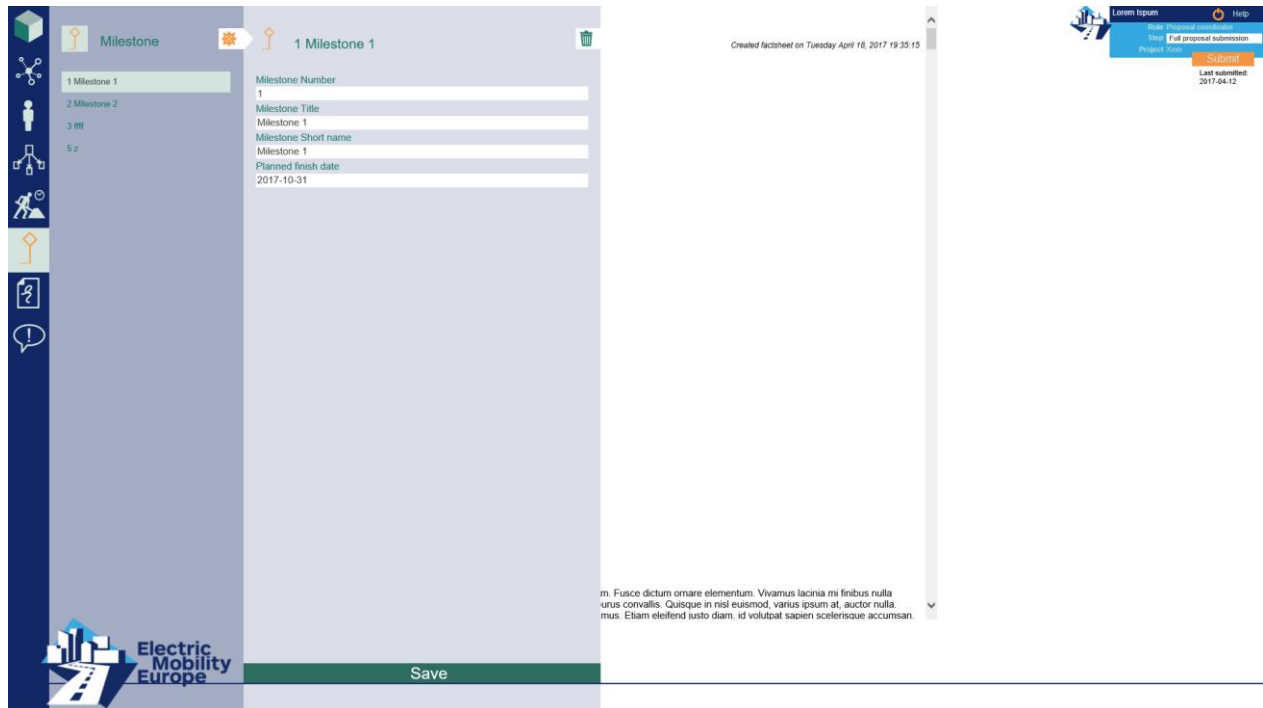
In the next section the proposal coordinator lists the projects Milestones. You proceed to this Milestone section by clicking the following icon in the left hand menu:

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6.3 Milestones

Clicking on the <+> button opens the Milestone form (see image below).

The proposal coordinator fills in the following fields:

Milestone Number Numbers are integers

Milestone Title Title of the milestone

Milestone Short name [this field is optional]

Planned finish date Enter the planned Finish date of the Milestone from the calendar.

Click on the <Save> button after the fields in the Milestone form have been filled and the Milestone will be listed.
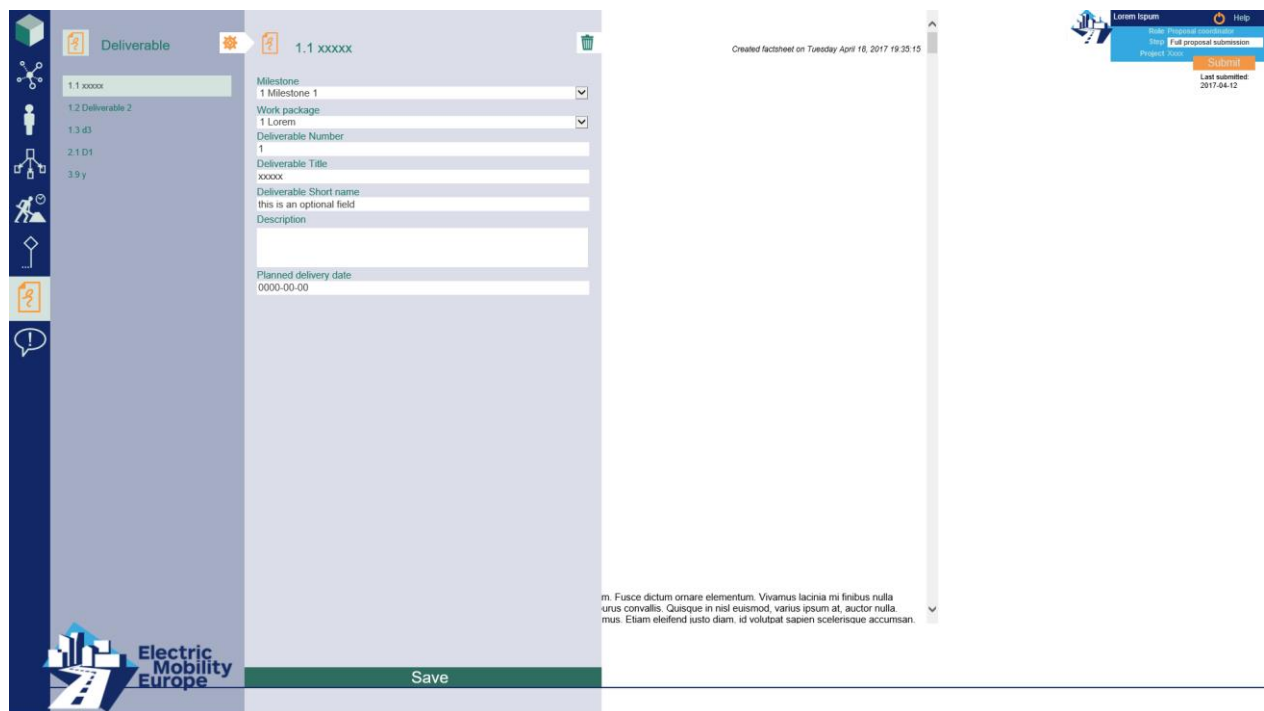
The proposal coordinator proceeds in the same manner for all Milestones.

In the next section the project results are described in terms of Deliverables. You proceed to this Deliverable section by clicking on the following icon in the left hand menu:

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6.4 Deliverables

Clicking on the <+> button opens the Deliverable form (see image below).

Deliverables are to be assigned to one Milestone and one Work package only.

The proposal coordinator fills in the following fields:

Milestone Select the Milestone the Deliverable is assigned to

Work package Select the Work package the Deliverable is assigned to

Deliverable Number Numbers are integers; the Deliverable Number in the list will be corresponding to the Work package it is assigned to (i.e. 1.1, 1.2, 2.1, et cetera)

Deliverable Title Title of the deliverable

Deliverable Short name [this field is optional]

Description Provide a short description of the deliverable in relation to the Milestone and the Work package objective. Maximum 50 words.

Planned delivery date Enter the planned Delivery date of the Deliverable from the calendar.

Click on the <Save> button after the fields in the Deliverable form have been filled and the Deliverable will be listed.
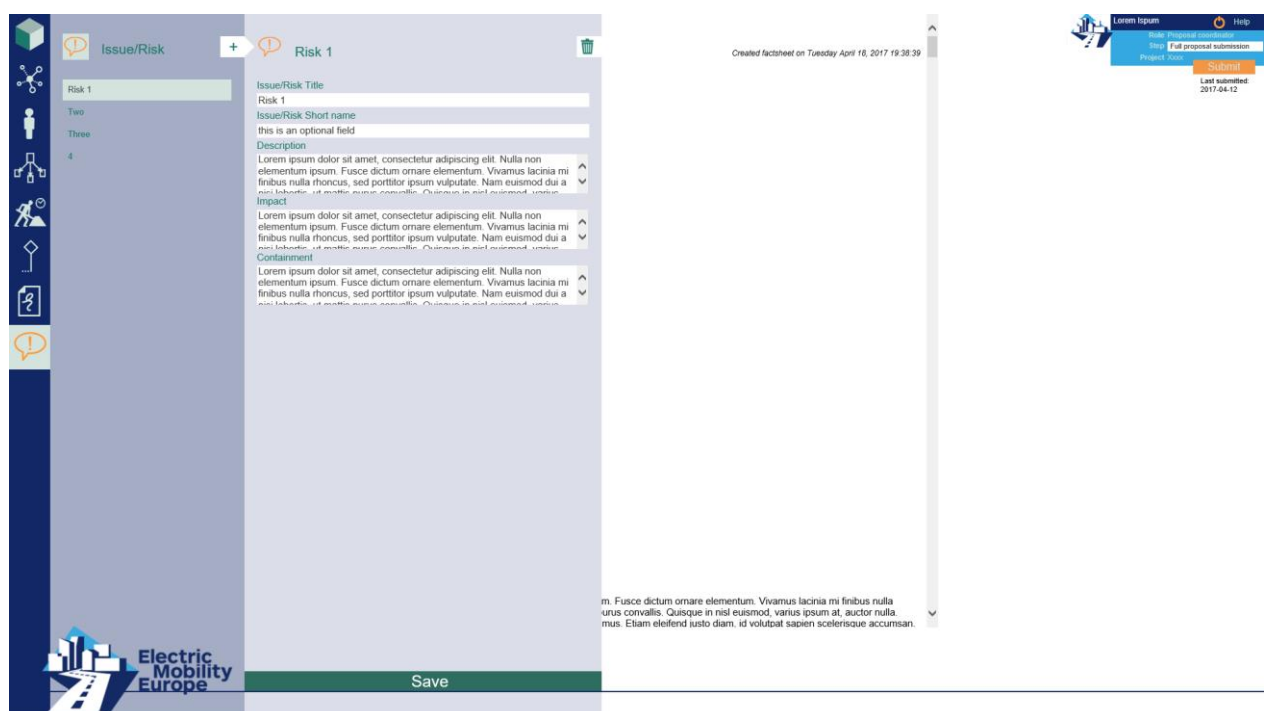
The proposal coordinator proceeds in the same manner for all Deliverables.

In the final section the proposal coordinator describes significant issues/risks in the project and associated contingency plans. It is recommended to start the formulation of Issues with *How to…* and the formulation of Risks with *How to prevent…*You enter the Issues/Risks section by clicking on the following icon in the left hand menu:

6.5 Issues/risks

Proceed by clicking on the <+> button and the Issue/Risk form opens (see image below)

The proposal coordinator fills in the following fields:

Issue/Risk Title Title of the issue/risk

Issue/Risk Short name [this field is optional]

Description Issue/Risk Briefly describe the potential Issue/Risk. Maximum of 175 words.

Impact Describe what impact the Issue/Risk may have and where the project would be impacted. Maximum of 175 words.

Containment Provide the associated contingency plan. Maximum of 175 words.

Click on the <Save> button after the fields in the Issue/Risk form have been filled and the Issue/Risk will be listed.

The proposal coordinator proceeds in the same manner for all Issues/Risks perceived.

*Please note, it is mandatory to name **at least three** Issues and/or Risks*

7. Submission

In order to submit a proposal, all mandatory fields must be filled in. You can use the Factsheet of your proposal to check your entries and the entries of partner organisations at any time.

7.1 Factsheet

In this section your project proposal is built up, listing all entries in CMT. You can go to the Factsheet at any time by clicking on the light blue part of the screen on the right.

The structure of the Factsheet of the proposal is illustrated by the table of contents, containing the chapters Project name, Organisations, Work plan and Issues/Risks (see image below).
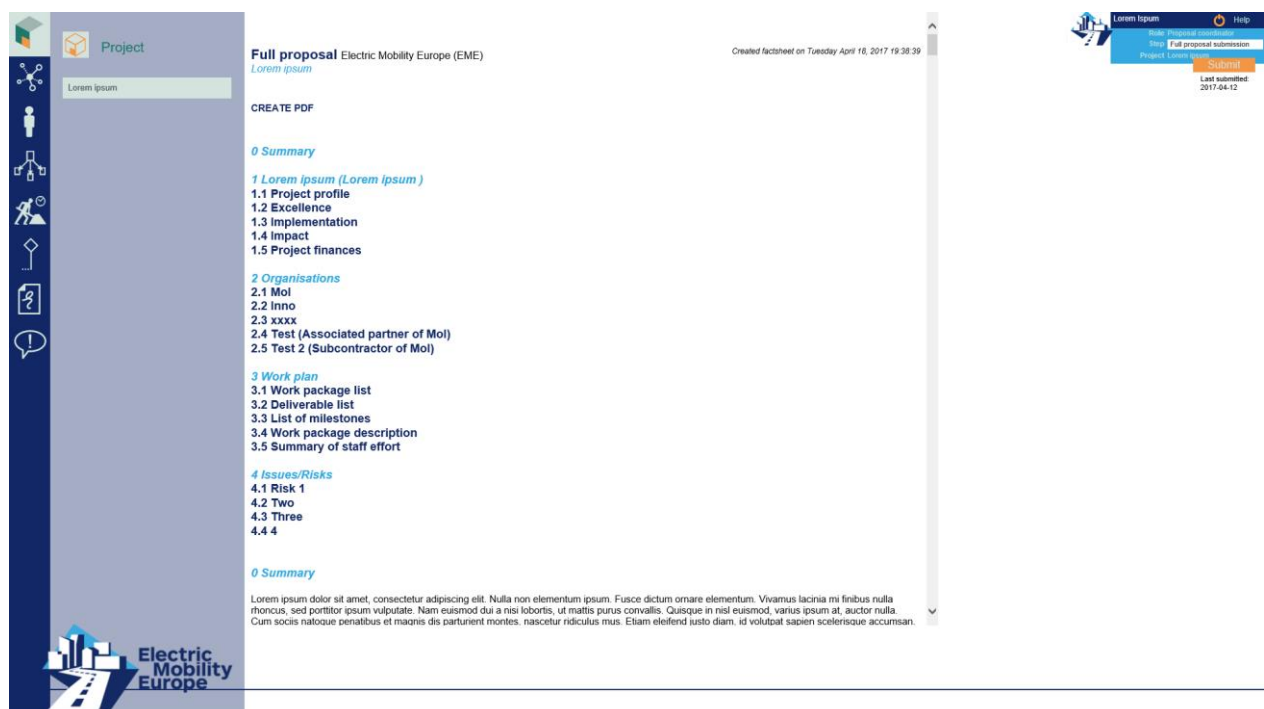
By clicking on a title in the table of contents, you proceed to the designated chapter or paragraph. Clicking on the <arrow> button left to the title of the second order paragraphs brings you back to the table of contents. You may also use the scroll bar on the right to go through the Factsheet.

In the Factsheet you will also find the entries of the other consortium partners (profiles and finances, and any other organisations (associated, subcontractors (if any)) and an overview of total finances (generated automatically).

Please note that the Factsheet always displays the present status of the proposal editing after saving.

The Factsheet can be downloaded as pdf file at any time by clicking on <MAKE PDF>.
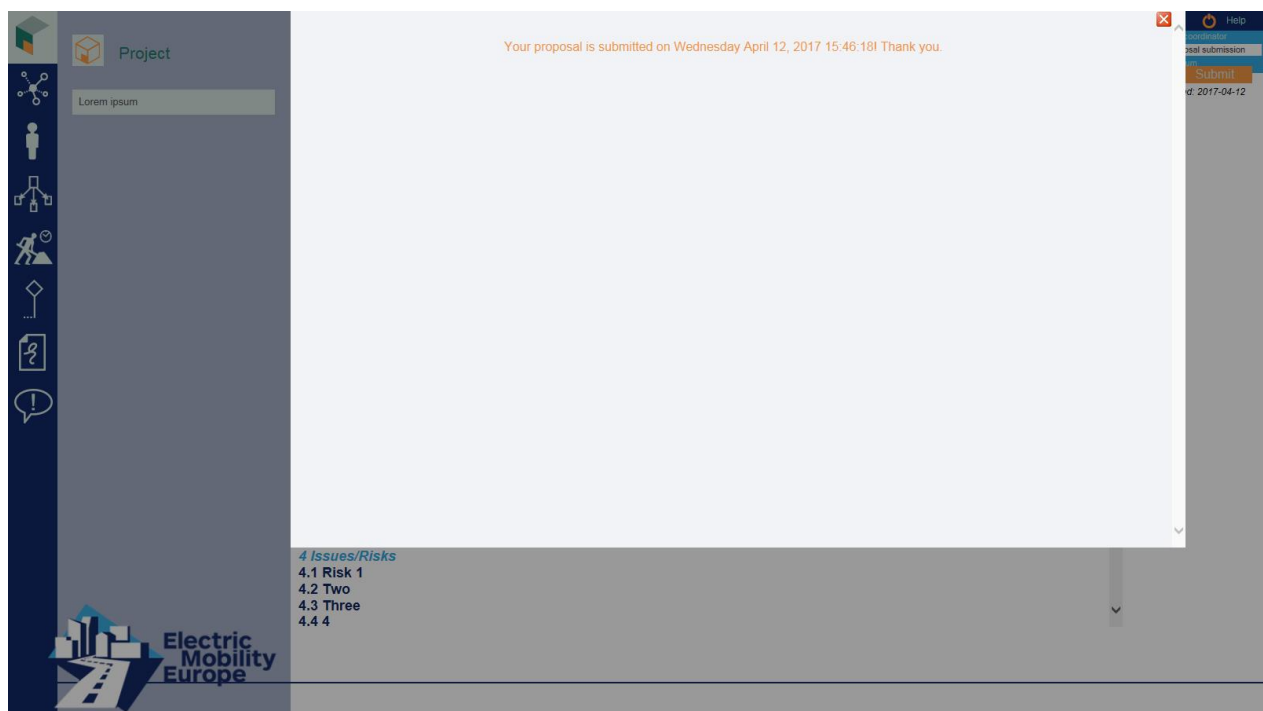
7.2 Submitting your proposal

In order to submit a proposal, all mandatory fields must be filled in.

If the proposal coordinator is ready to submit the proposal he/she clicks on the orange <Submit> button on the top right of the screen.

If all requirements are met, the following message will appear:
Your proposal is submitted on Date Month day, year hh:mm:ss! Thank you.

Until **9 June 2017 at 17:00h (Brussels local time)** you can submit new versions of your proposal.

Please note that the date of submission is registered under the Submit button <Last submitted: yyyy-mm-dd>.

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After submission, the proposal coordinator will be informed by an email that contains the date and hour of submission.

You can now logout with the ⏻ button in the right upper corner of the screen.

Please note that you may submit successive drafts of your proposal through the CMT. Each successive submission overwrites the previous version and the date of submission is registered accordingly.

If one or more requirements of you or your Consortium partner are **not** met, the following message will appear:

<The fields listed below are mandatory and need to be filled in before your data entries can be submitted> (see image below).
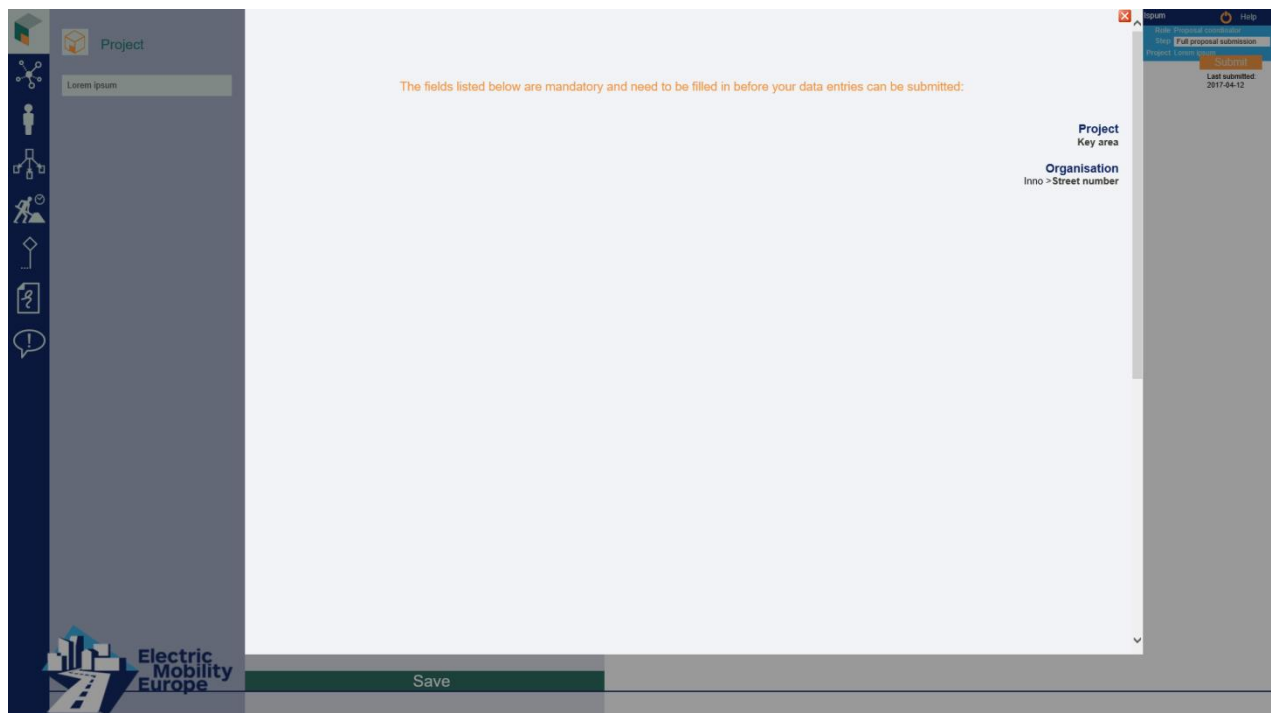
The list will contain directions to the field(s) that still need(s) to be filled in (if there are many you may want to make a print screen).

Click the ☒ to close this window and return to the respective section, where you can fill in the indicated field(s)..

Click on the <Save> button after the fields in the respective form(s) have been filled.

If you are not sure you have filled in all mandatory fields, you may click on the <Submit> button again. Only mandatory fields that still need to be filled out will now be visible in the list.

7.3 Withdrawing your proposal

Should the consortium wish to withdraw a proposal, please contact the EMEurope Call Secretariat.

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8. Troubleshooting

8.1 Login fails

If your login fails: please try again. Check the spelling of your username. Retype your password slowly (for security reasons the password is not shown while you type it in). Mistakes sometimes occur by copy and paste. If you copy and paste your login name or your password, make sure that you copied exactly that what you wanted. Often spaces or line breaks or even other characters are copied unintentionally.

If this does not help, please contact your proposal coordinator. He/she can reset the password of the contact person of a consortium partner.

Please contact the Call Secretariat, if this still does not help.

8.2 Password lost

In case you have lost your password, please contact the Call Secretariat.

If one of the consortium partners has lost the password, the proposal coordinator can reset the password of a contact person (see how this works in chapter 5.2 of the manual).

Please contact the Call Secretariat, if this still does not help.

8.3 I cannot save entries

If you cannot save the entries in a form, you might refresh (F5) and then try to save your entries again. There may also be a little delay: wait a few seconds after saving.

If you still cannot save, please contact the Call Secretariat.

8.4 After saving, I get to the login page

You filled in a form, hit enter and got to the login page? That is called 'session timeout'. If you have logged in to the CMT, your session is active for about 480 minutes. Each time you select a navigation link or save form entries, the session time is reset. But if you stay inactive for about 480 minutes, the session will time out and you are considered as not logged in anymore, resulting in a redirection to the login page.

8.5 Call Secretariat

For further questions please send an email to the Call Secretariat: callsecretariat@electricmobilityeurope.eu. We will try to respond to your questions within 48 hours on work days.

Annex III: CMT manual for full proposal applicants

Contents

1. Use of the Call Management Tool (CMT)

1.1 Introduction

This partner manual will guide you through the process of submitting your partner information in the Call management Tool (CMT). For the full proposal stage, your previously entered data from the light proposal is still available in the CMT. There are several categories of data to be entered/completed in the CMT. An explanation of data fields and data to be entered can be found in chapters 2 to 4 of this manual. After all data has been entered, the proposal coordinator can submit the proposal.

Please note the following changes compared to the light proposal phase:

- the lay-out of the full proposals will be uniform. This means that it will not be possible anymore to use different fonts and insert pictures and tables in the text editor. You can only use the options allowed by the text editor (e.g. bold, italic, underline, subscript, superscript, bullets; see also text box below). Pictures can be uploaded in specific fields. Please be aware that first time using the text editor in a text field, the text of your light proposal will automatically change to the standard proposal format. Previously entered tables and images will be deleted from the text editor and have to be uploaded in specific picture fields.

- a maximum number of words is given for specific text fields. Exceeding the prescribed maximum length will be assessed unfavourably. The text editor in the CMT counts down the number of words; the text will colour red when you exceed the maximum number of words.

The format for the full proposal phase is the following:
- Font: Arial, 11pt
- Line spacing: 1.15
- Colour: black

The text below shows the different options that are still allowed in the text editor:
Lorem ipsum dolor sit amet, **consectetur adipiscing elit**. _Nulla non elementum ipsum_. _Nam euismod dui a nisi lobortis_. Fusce dictum$_2$ ornare elementum^2. Vivamus lacinia mi finibus nulla rhoncus:
3. sed porttitor
   1. ipsum vulputate
   2. nisi lobortis
4. natoque penatibus
   1. ridiculus mus
   2. parturient montes

Other important remarks:

- each data field comes with a brief explanation;

- all data fields are mandatory, except for some data fields that are indicated optional (default in or above such a data field states the field is optional);

- if you click on a specific text field a text editor will appear where you can enter your data. After entering your data click on the button <OK> to continue with other fields (see example text field character of dependency, page 7);

- a form can consist of several sub sections: these open and close if you click on them. Use the scroll bar on the right to scroll down to the end of the form, if you have opened several sub sections;

- you do not have to save after entering data in each text field, but it is recommended to save regularly. Furthermore, you are requested to save each form (use the <Save> button at the bottom of each page);

- if a mandatory field is not filled in, this field will be listed when clicking on the <Submit> button; all mandatory fields need to be filled in before you can submit the proposal (see chapter 5).

- only one person per consortium partner is allowed access to the CMT.

Please be aware that beside the transnational specifications and requirements national/regional rules do apply for all applicants. You can consult the specific national/regional specifications in the Guide for Applicants (Annex 1) on the CALL DOCUMENTS CMT page or on the EMEurope Website: Information for Applicants. There is a checkbox on confirming to be informed of national/regional information in the organisation forms

You can go to the Factsheet of your proposal and download it (in PDF) at any time by clicking the light blue part of the screen (<CREATE PDF>). Note, that only the proposal coordinator can adjust the project information.
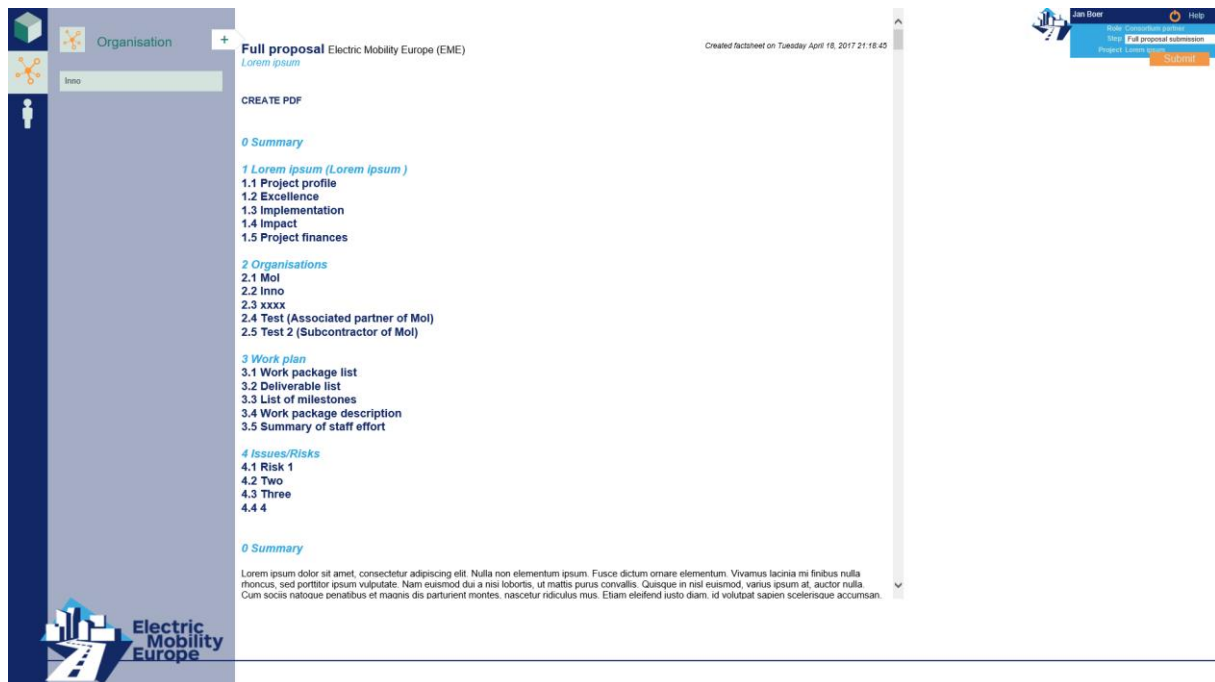
In chapter 6 of this manual (Troubleshooting) you may find answers to problems occurring with registration, login, forms or other. Should you have any further questions after reading this manual, please contact the Call Secretariat (callsecretariat@electricmobilityeurope.eu).

1.2 Login

The CMT login data for partners remain from the light proposal phase. The consortium partner can login to the CMT via the following link:

cmt-electricmobilityeurope.eu

The consortium partner has to fill in the same username and password received during the light proposal phase and clicks on the <Login> button. After successful login the CMT will be ready to use.

The consortium partner should treat his/her password confidentially. He/she should not give his/her password to other people, including other applicants.

New password

If the consortium partner has lost or forgotten the password, he/she can ask the proposal coordinator to reset the password.

Please note: in case you are a new partner (and where not invited in the light proposal phase), then you will receive an email that includes a login (i.e. a username and password) to the CMT.

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2. Partner information

In this section the consortium partner has to fill in or update different information fields.

2.1 Contact information

Click on <Contact information> to open the sub section. The following fields are to be filled in and/or updated :

Street name Street name in address of your organisation.

Street number Street number in address of your organisation.

Postal code Postal code in address of your organisation.

City City of residence of your organisation.

Country Country of residence of your organisation, to be selected from a list of countries

2.2 Participation profile

Click on <Participation profile> to open the sub section. The following fields have to be filled in and/or updated:

Organisation type Select the appropriate Organisation type from the following list:

Enterprise

Higher, secondary education establishment

NGO

Public Body

Research organisation

SME

Trade / sector association

Legal entity The legal form of the organisation. For example: sole proprietorship, limited liability company, limited liability partnership, general partnership, corporation, etc.

Department [this field is optional] The name of the Department (if any) of the organisation involved in the project.

Confirm to be informed of national/regional obligations Mark the checkbox.

One of the transnational call criteria is that a project consortium shall consist of at least three independent eligible applicants from __at least three__ different call participating countries/ regions.

Each partner therefore needs to indicate any dependency with one or more partners in the consortium, and if so, the nature of the dependency (see explanation below).

Dependencies with (an) other partner(s)

Partners (legal entities) have a dependency where there is a controlling relationship between them:

- A legal entity is under the same direct or indirect control as another legal entity (same group);or
- A legal entity directly or indirectly controls another legal entity (controls);or
- A legal entity is directly or indirectly controlled by another legal entity (controlled by).

Control

Legal entity A controls legal entity B if:

- A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B; or
- A, directly or indirectly, holds in fact or in law the decision-making powers in B.

The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships:

- the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50% of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates;
- the legal entities concerned are owned or supervised by the same public body.

Character of dependency According to the explanation mentioned above, please choose the appropriate option and provide a brief explanation (Maximum of 350 words):
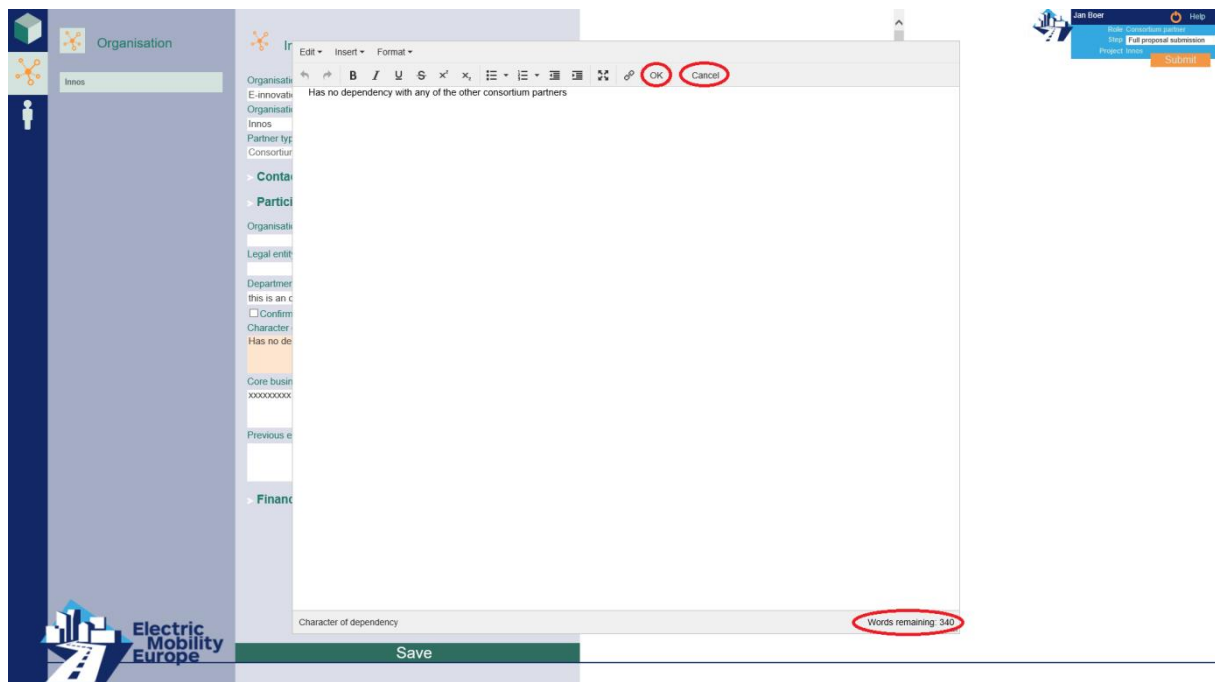
controls …

is controlled by …

is in the same group as …

has no dependency with any of the other consortium partners (default)

Please note that by clicking on the text field <Character of dependency> a text editor appears where you can enter your data. The text editor counts down the number of words; the text will colour red if you exceed the maximum number of words. After you are done, click on the button <OK> to continue with other fields. Click on <Cancel> if you don't want to change previously entered data (see image below). Note that that the lay-out of the light proposal phase will automatically change into the accepted format for the full proposal phase after clicking on <OK>. Previously entered tables and images will be deleted from the text editor and have to be uploaded in specific fields.

Core business Provide a brief description of your organisation. Maximum of 350 words.
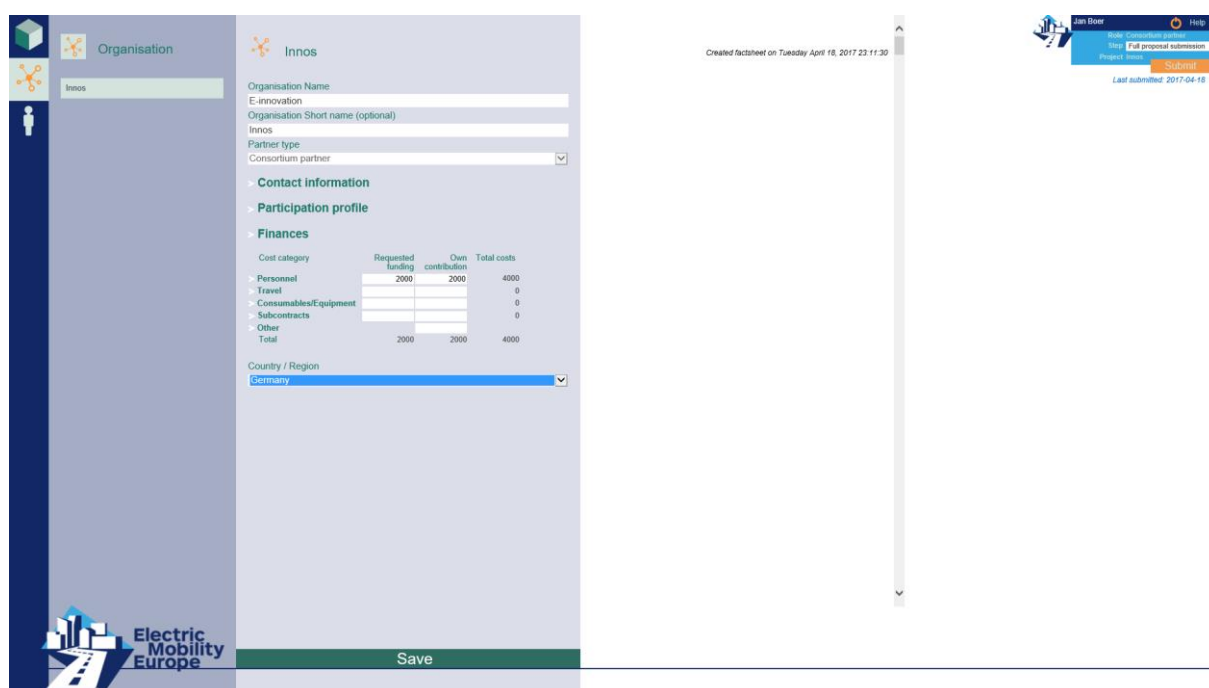
Previous experience Describe the previous experience relevant to the task(s) attributed to your organisation. Maximum of 350 words.

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2.3 Finances

Click on <Finances> to open the sub section. In this sub section you can enter all relevant finance data (in EUR) and a brief description of costs.

Please note that a requested funding change shall not exceed 10% compared to the light proposal phase. In case you change the costs for a specific category, please write a brief description for the reason of the change by clicking on the name of the category (see chapter 4.3). Furthermore, please consider travel costs related to the attendance of the mid-term and final events of EMEurope in the proposal budget planning. At least one representative of the consortium must participate in these meetings.

The following fields must be filled in and/or updated for the categories Requested funding, Own contribution:

Only (whole) numbers are allowed, without commas and dots.

Please note: cost figures have to be provided in EUR.

Please note that the total costs for each category and for the consortium partner are calculated automatically.

Please use the category "Other" to list any financial and/or in-kind (capitalized) contributions of consortium partners.

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Brief description The consortium partner enters a brief description for all cost fields filled in, by clicking the cost category. A text field then opens above the table, where the cost category can be described. Maximum of 350 words per cost category.

Personnel brief description

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla non elementum ipsum. Fusce dictum ornare elementum. Vivamus lacinia mi finibus nulla rhoncus, sed

Cost category	Requested funding	Own contribution	Total costs
Personnel	50012		50012
Travel	100000		100000
Consumables/Equipment	200000	500000	700000
Subcontracts	1000000		1000000
Other		200000	200000
Total	1350012	700000	2050012

Please note that an overview of all Project Finances is provided in the Factsheet of the proposal.

Country / Region Select your Country / Region in this field.

Click the <Save> button after the fields have been filled.

3. Person

After having saved the data entered in the Organisation form, the consortium partner must complete his/her personal profile. He/she can also add other staff members involved in the work.

3.1 Personal profile

Proceed to the Person section of the CMT by clicking the following icon in the left hand menu:

For your convenience, previously entered personal information from the light proposal is still included in the CMT. In case of recent changes, you may update the personal information in the CMT.

Click on the name to open the Person form. The following fields are to be filled in and/or updated:

Gender Select Male / Female.

Email Check the email address the Call Secretariat may use to contact you.

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Phone Enter the phone number the Call Secretariat may use to contact you.
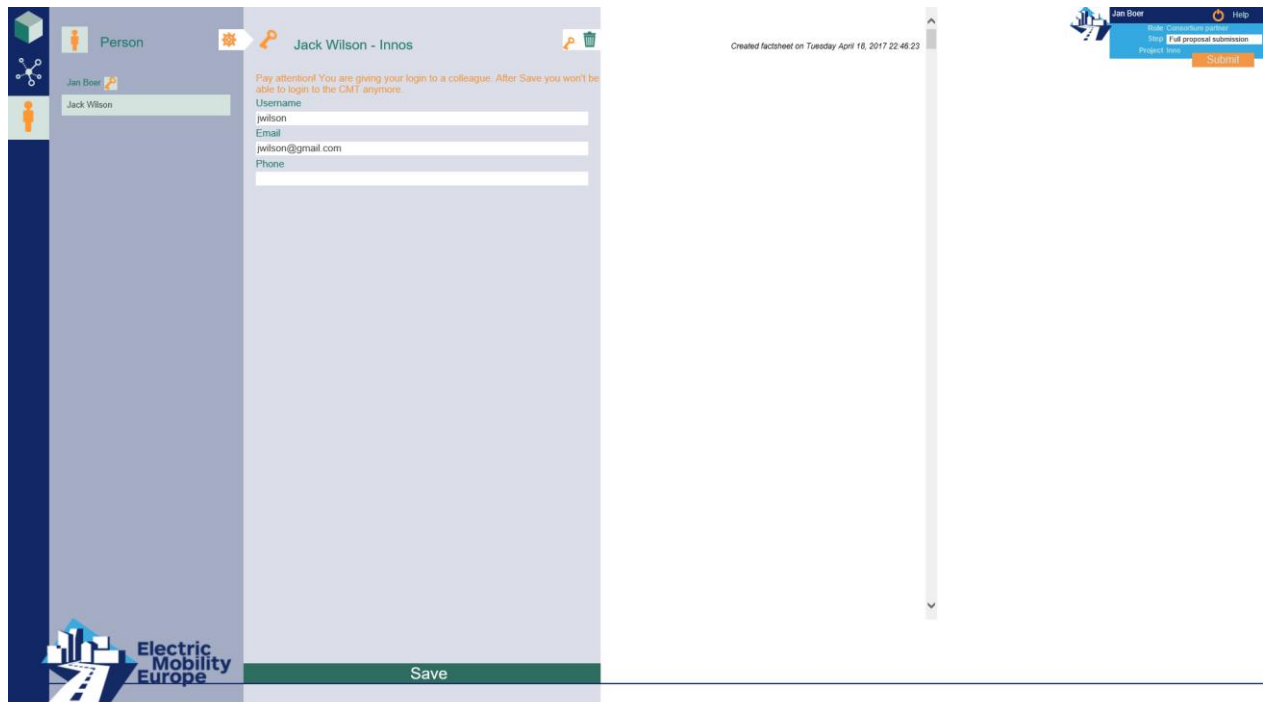
Function Enter your function.

Short profile Provide a short personal profile, relevant to the task(s) attributed to you. Maximum of 350 words.

Click the <Save> button after the fields in the Person form have been filled.

3.2 Add other staff members

The consortium partner can add persons (if any) to the Person list who are staff members of his/her organisation involved in the project. Proceed by clicking the <+> button. All the fields in the Person form are to be filled in to describe the staff member(s) who will be undertaking the work.

When another person in the list is to become the contact person of your organisation (the consortium partner), click on the name of the staff member in the list. In the right upper corner of the Person form you will find the orange <key>. Clicking this <key> will take you to the registration form to make this person the new contact person and user of the CMT (see image below).

Fill in the following fields:

Username Choose a username.

Email Email address of the new contact person (this email address will be used to invite the new contact person through the CMT).

Phone Enter the phone number of the new contact person (the one the Call Secretariat may use to contact him or her).

Clicking the <Save> button at the bottom of this form automatically sends an email with a username and password to the new contact person. Behind his/her name in the list you will now notice the icon of the orange <key>, which means this person has been registered as a user of the CMT.

Please notice that if the orange <key> behind your name disappeared, it means that after logout you won't be able to login next time.

4. Associated partners and Subcontractors

The consortium partner also adds (if any) Associated partners and Subcontractors. For your convenience, previously entered information from the light proposal is still included in the CMT. In case of recent changes, you may update the information in the CMT.

4.1 Add Associated partner

Go back to the Organisation section of the CMT by clicking the following icon in the left hand menu:

The consortium partner can add an Associated partner organisation by clicking the <+> button.

The consortium partner fills in the following fields:

Organisation Name Official Name of the Organisation of the partner.

Organisation Short name [this field is optional] Short name of the Organisation Name.

Partner type Depicting the nature of the involvement of the organisation in the project proposal: choose Partner type Associated partner from the following list:

    Consortium partner

    Associated partner

    Subcontractor

Next click on <Contact information> to open the subsection. The following fields are to be filled in:

Street name Street name in address of the organisation.

Street number Street number in address of the organisation.

Postal code Postal code in address of the organisation.

City City of residence of the organisation.

Country Country of residence of the organisation, to be selected from a list of countries.

Click on <Participation profile> to open the sub section. The following fields are to be filled in:

Organisation type Select the appropriate Organisation type from the following list:

Enterprise

Higher, secondary education establishment

NGO

Public Body

Research organisation

SME

Trade / sector association

Legal entity The legal form of the organisation. For example: sole proprietorship, limited liability company, limited liability partnership, general partnership, corporation, etc.

Department [this field is optional] The name of the Department (if any) of the organisation involved in the project.

Core business Provide a brief description of the organisation. Maximum of 350 words.

Letter of Intent [this field is optional] By clicking the <browse> button you can select a file.

Click the <Save> button after the fields in the Organisation form have been filled.

4.2 Add Subcontractor

Go back to the Organisation section of the CMT by clicking the following icon in the left hand menu:

The consortium partner can add a Subcontractor organisation by clicking the <+> button.

The consortium partner fills in the following fields:

Organisation Name Official Name of the Organisation of the subcontractor.

Organisation Short name [this field is optional] Short name of the Organisation Name.

Partner type Depicting the nature of the involvement of the organisation in the project proposal: choose Partner type *Subcontractor* from the following list:

Consortium partner

Associated partner

Subcontractor

Next click on <Contact information> to open the sub section. The following fields are to be filled in:

Street name Street name in address of the organisation.

Street number Street number in address of the organisation.

Postal code Postal code in address of the organisation.

City City of residence of the organisation.

Country Country of residence of the organisation, to be selected from a country list.

Click on <Participation profile> to open the sub section. The following fields are to be filled in:

Organisation type Select the appropriate Organisation type from the following list:

Enterprise

Higher, secondary education establishment

NGO

Public Body

Research organisation

SME

Trade / sector association

Legal entity The legal form of the organisation. For example: sole proprietorship, limited liability company, limited liability partnership, general partnership, corporation, etc.

Department [this field is optional] The name of the Department (if any) of the organisation involved in the project.

Core business Provide a brief description of the organisation. Maximum of 350 words.

Click on the <Save> button after the fields in the Organisation form have been filled.
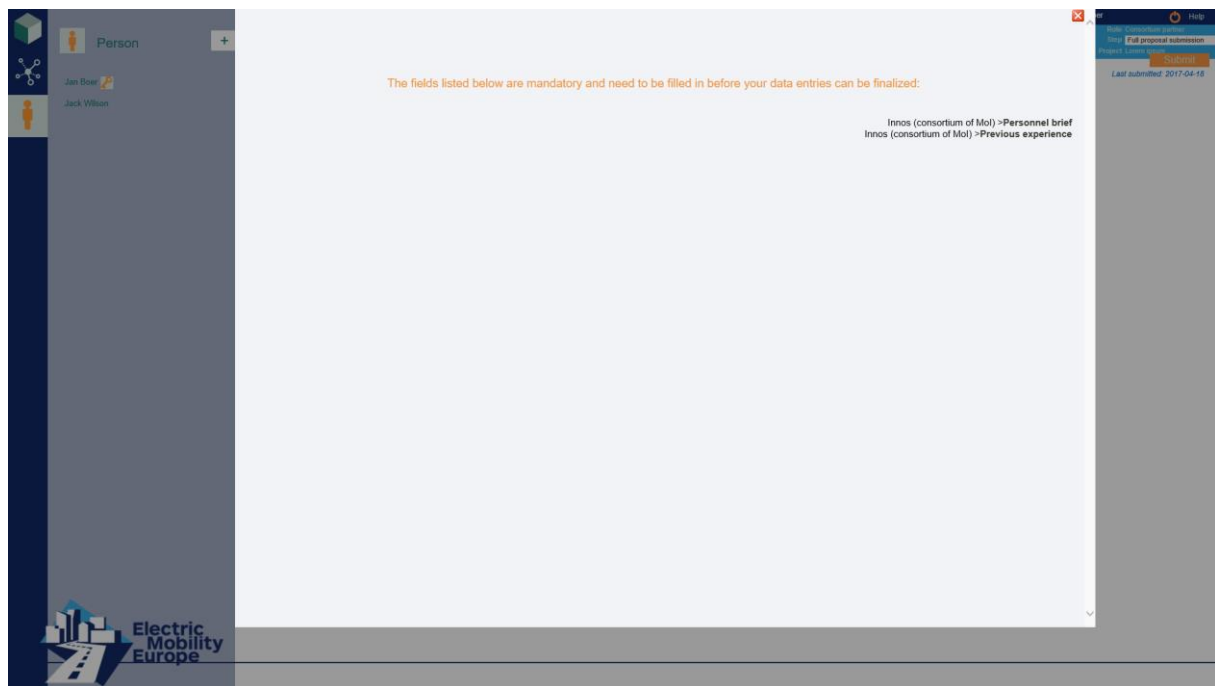
5. Submission

In order to check if all requirements are met, you need to submit your data entries by clicking the orange <Submit> button on the top right of the screen. If all mandatory fields have been filled in, the following message will appear <Your data entry is finalized! Thank you.> (see image below).
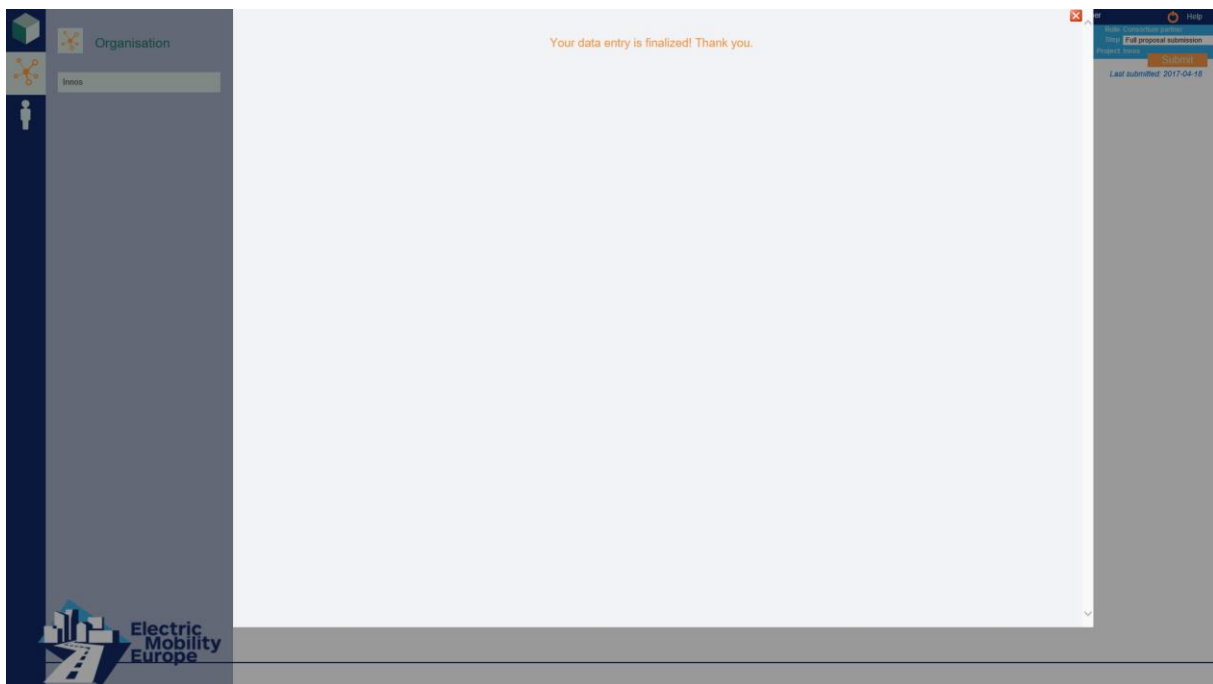
You can now logout with the button in the right upper corner of the screen.

If **not** all requirements are met, the following message will appear <The fields listed below are mandatory and need to be filled in before your data entries can be submitted:> (see image below).

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The list will contain directions to the Organisation and Person field(s) that still need(s) to be filled in (if there are many you may want to make a print screen).

Click the ⊠ to close this window and return to the respective section, where you can fill in the indicated field(s).

Click the <Save> button after the fields in the respective form(s) have been filled.

If you are not sure you have filled in all mandatory fields, you may click the <Submit> button again. Only mandatory fields that still need to be filled in will now be visible in the list.

6. Troubleshooting

6.1 Login fails

If your login fails: please try again. Check the spelling of your login name. Retype your password slowly (for security reasons the password is not shown while you type it in). Mistakes sometimes occur by copy and paste. If you copy and paste your login name or your password, make sure that you copied exactly that what you wanted. Often spaces or line breaks or even other characters are copied unintentionally.

If this does not help, please contact your proposal coordinator. He/she can reset the password of the contact person of a consortium partner.

Please contact the Call Secretariat, if this still does not help.

6.2 Password lost

In case you have lost your password, please contact your proposal coordinator. He/she can reset the password of the contact person of a consortium partner.

Please contact the Call Secretariat, if this still does not help.

6.3 No invitation email

After the proposal coordinator has invited you as a consortium partner, you should receive an email with username and password shortly after. In case you do not receive an email, the proposal coordinator may not have filled in the correct email address. Check and ask the proposal coordinator to re-try.

You may also check your (organisations) Spam Filter.

In case you received no email still (even after a re-try), please contact the Call Secretariat.

6.4 I cannot save entries

If you cannot save the entries in a form, you might refresh (F5) and then try to save your entries again. There may also be a little delay: wait a few seconds after saving.

If you still cannot save, please contact the Call Secretariat.

6.5 After saving, I get to the login page

You filled in a form, hit enter and got to the login page? That is called 'session timeout'. If you have logged in to the system, your session is active for about 480 minutes. Each time you select a navigation link or save form entries, the session time is reset. But if you stay inactive for about 480 minutes, the session will time out and you are considered as not logged in anymore, resulting in a redirection to the login page.

6.6 Call Secretariat

For further questions please send an email to the Call Secretariat: callsecretariat@electricmobilityeurope.eu. We will try to respond to your questions within 48 hours on work days.