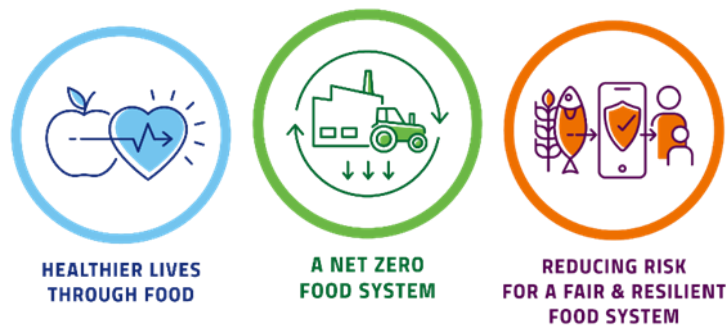


# Handbook for submitting applications

## Impact Funding Framework: EIT Food Collaborative Missions Programmes

### EIT Food Single Project Co-Funding Opportunity



EIT Food – Impact Funding Framework Call

Leuven | Updated 26 June 2025

Eitfood.eu

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## 1. Register your organisation

Ahead of your application, all consortia members need to register in the [Funding and Tender Opportunities Portal of the European Commission portal](#) to obtain the 9-digit Participant Information Code (PIC). The PIC code is an eligibility requirement and mandatory to the subsequent registration of the organisation on 'myeitfood.eu', the application tool, for each entity.

**Please ensure that the information you provide aligns with the legal details specified in your PIC.**

**Please note** that organizations that already have a PIC number do not need to register again. In the Funding and Tender Opportunities Portal, applicants can verify the organization's existing registration status and its corresponding PIC number.

For more information on how to access your PIC account, please follow the [PIC Guidance](#).



## 2. Preparation of your proposal

Prior to drafting a proposal, please carefully review the **updated** Call Guidelines where you will find all relevant information related to the Impact Funding Framework such as call specific requirements, proposal submission information, the evaluation process, etc. For further information, please refer to our FAQ documents [here](#).

**Please review the eligibility criteria and the list of mandatory documents required for the application to this call.**

You can find all call documents (newly updated guidelines, templates, expression of interest form, etc.) on our [Impact Funding Framework webpage](#).

**Do not wait until the deadline to submit your proposal.** It's strongly advised to submit your proposal and register your organisation as early as possible to prevent technical issues. Please note that the **portal will close on the deadline date at 12:00 CET.**

If you still have questions about this Call for Proposals, please contact [missions@eitfood.eu](mailto:missions@eitfood.eu) about the content of the call.



### 3. Register/Login to the EIT Food Application Portal

Note: In this part the steps will be illustrated using a collaborative programme and single project application example. The steps remain the same for both route applications, with the only difference being the adjustments in the questions asked.

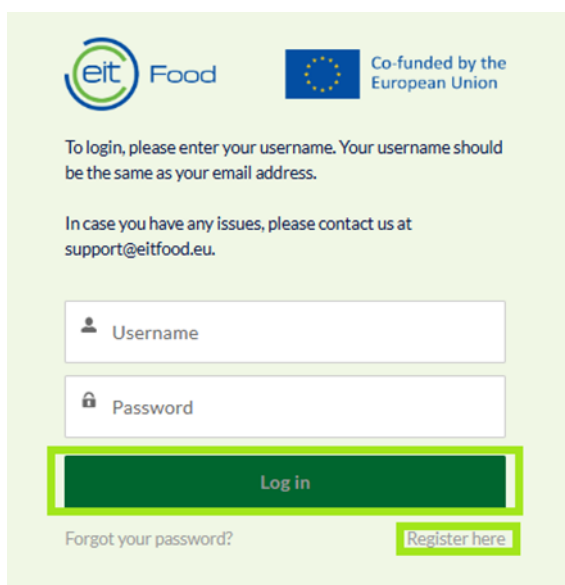
After you have carefully read the Call Guidelines, as well as the topic-related eligibility requirements. You can now proceed to create your application on [myeitfood.eu](https://myeitfood.eu)

To do so, click on the blue “Apply now” button on the Impact Funding Framework webpage.

APPLY NOW →



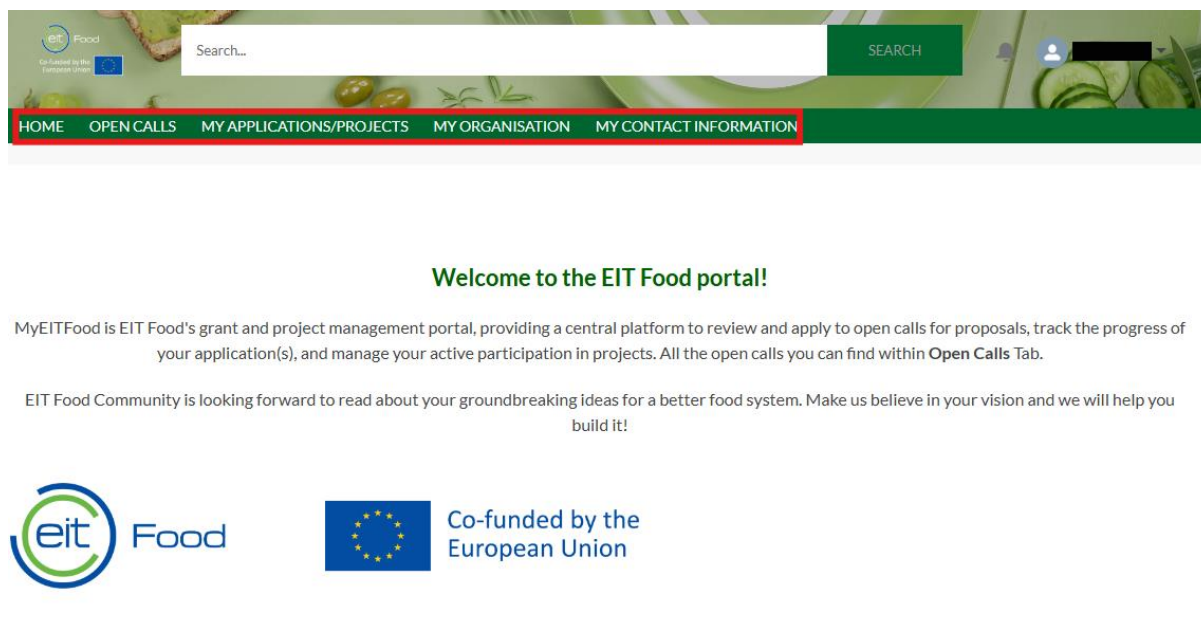
This will take you to the EIT Food login page. If you have used the platform before, you can login using your already existing credentials.



If you are new to the platform, click “[Register here](#)” and continue to fill the fields as requested. Once registered, you will receive an email confirmation. Click on the link in the email to set your password.

Once you login you will be directed to the EIT Food application portal where you can create and work on your application.

Here you will find the EIT Food application portal home page.



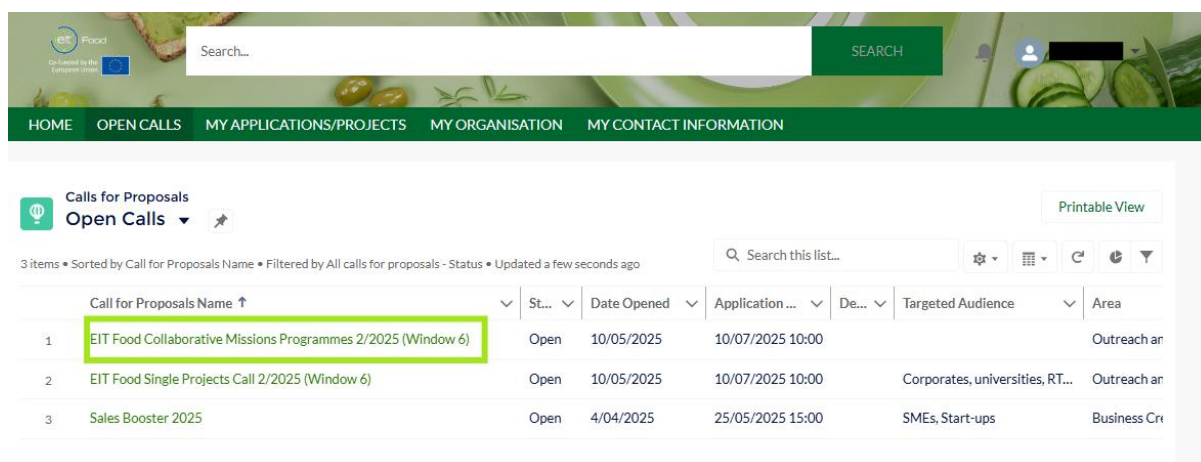
Please take note of the five tabs aligned on the dashboard.



### 3.1 Find the EIT Food Collaborative Missions Programmes Call

To find the Collaborative Missions Programmes call and begin your application process, click on “Open Calls” in the dashboard. Here you will see all open calls.

To select the correct call, click on “EIT Food Collaborative Missions Programmes 2/2025 (Window 6).”



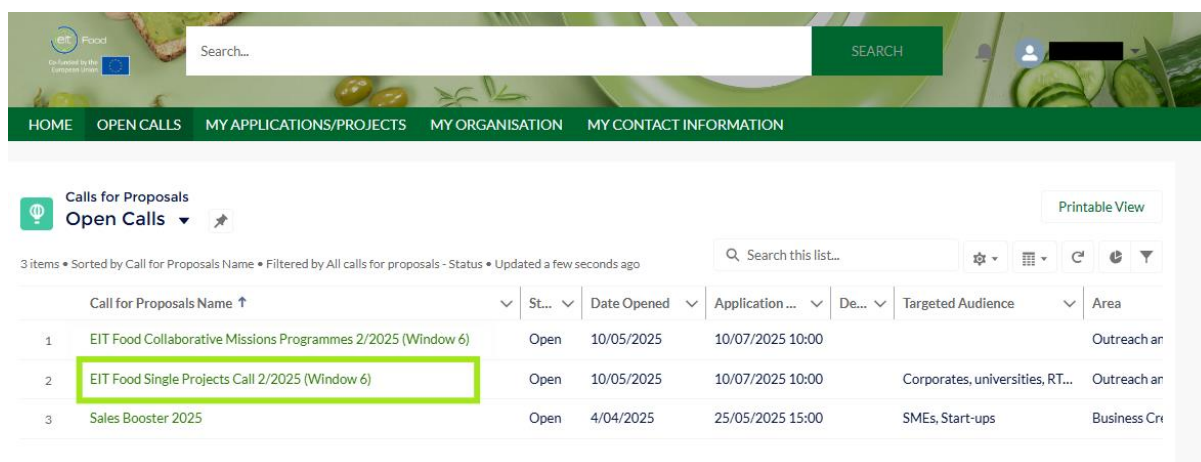
| Call for Proposals Name                                      | Status | Date Opened | Application Deadline | Targeted Audience               | Area         |
|--------------------------------------------------------------|--------|-------------|----------------------|---------------------------------|--------------|
| EIT Food Collaborative Missions Programmes 2/2025 (Window 6) | Open   | 10/05/2025  | 10/07/2025 10:00     |                                 | Outreach and |
| EIT Food Single Projects Call 2/2025 (Window 6)              | Open   | 10/05/2025  | 10/07/2025 10:00     | Corporates, universities, RT... | Outreach and |
| Sales Booster 2025                                           | Open   | 4/04/2025   | 25/05/2025 15:00     | SMEs, Start-ups                 | Business Cri |

Here you will be directed to the “EIT Food Collaborative Missions Programmes 2/2025” homepage. Pay close attention and note the application deadline.

### 3.2 Find the EIT Food Single Project Call

To find the Single Project call and begin your application process, click on “Open Calls” in the dashboard. Here you will see all open calls.

To select the correct call, click on “EIT Food Single Projects Call 2/2025 (Window 6).”



| Call for Proposals Name                                      | Status | Date Opened | Application Deadline | Targeted Audience               | Area         |
|--------------------------------------------------------------|--------|-------------|----------------------|---------------------------------|--------------|
| EIT Food Collaborative Missions Programmes 2/2025 (Window 6) | Open   | 10/05/2025  | 10/07/2025 10:00     |                                 | Outreach and |
| EIT Food Single Projects Call 2/2025 (Window 6)              | Open   | 10/05/2025  | 10/07/2025 10:00     | Corporates, universities, RT... | Outreach and |
| Sales Booster 2025                                           | Open   | 4/04/2025   | 25/05/2025 15:00     | SMEs, Start-ups                 | Business Cri |

## 4. Create and work on your application

To proceed with your application, click the “Create application” button in the top right corner (see below).



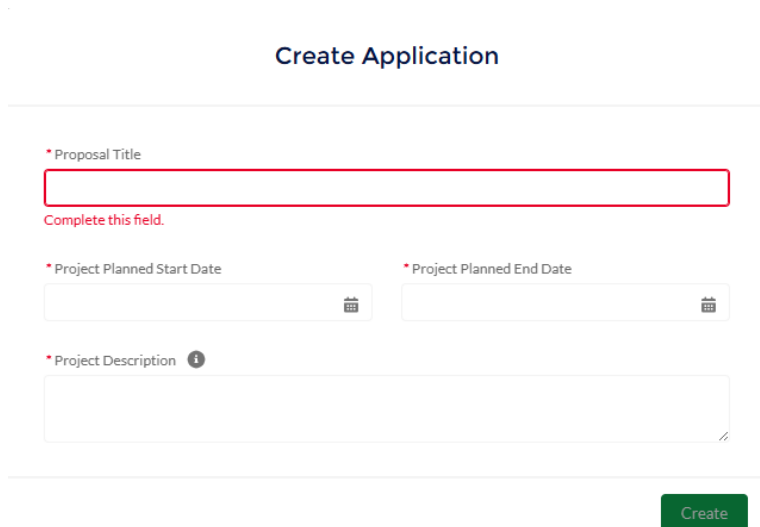
Call for Proposals  
EIT Food Single Projects Call 2/2025 (Window 6)

Call Manager: [Nina Magimel](#) | Date Opened: 10/05/2025 | Application Due: 10/07/2025 12:00

**PLEASE READ INSTRUCTIONS BELOW.**

- Review information below to learn more about this Call. Click on the **Create Application** button to apply to this Call.
- In case of questions, please navigate to the "Contact EIT Food" tab to contact EIT Food Help for support.

To create your application, you will be asked to provide the proposal title, the project planned start and end date as well as the project description. Following this you will reach the first steps of the application. **Please note the earliest start date for successful proposals will be 1st January 2026.**



### Create Application

\* Proposal Title

Complete this field.

\* Project Planned Start Date

\* Project Planned End Date

\* Project Description ⓘ

Create

Please note you can leave this page and always return and access your application through the "My application" tab.

The web page/form is auto-save enabled, so you can simply start writing your proposal and it will automatically be saved.

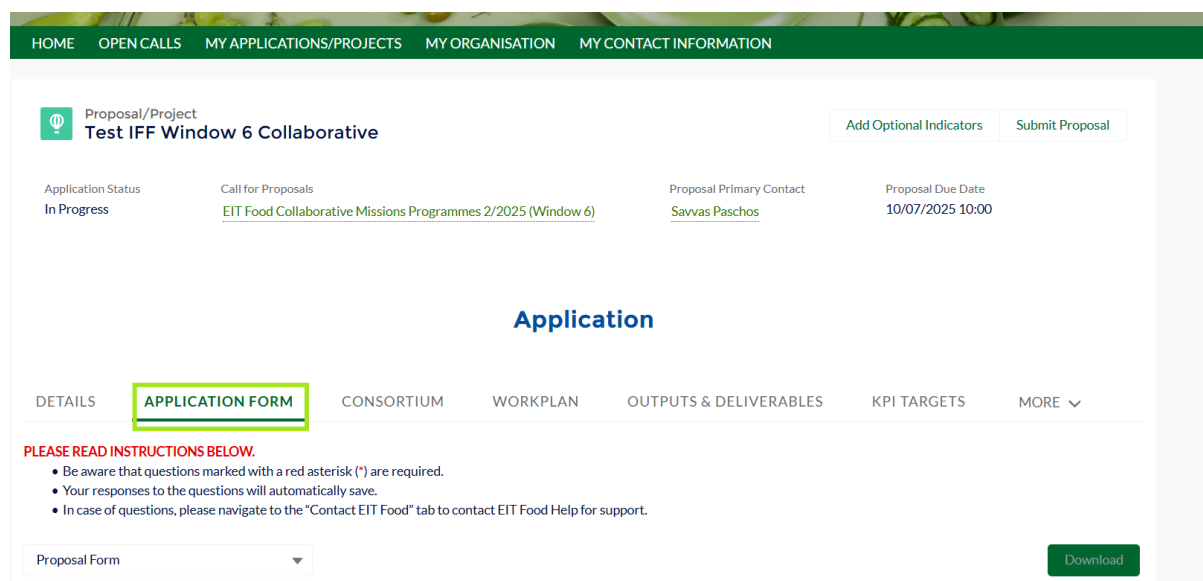
## 5. Your application

Please before starting your application, read carefully the instructions under the tab “DETAILS”.

### VERY IMPORTANT! READ INSTRUCTIONS BELOW.

- **Attention Activity Leaders:** Navigate to the Consortium tab to add yourself as an Activity Leader under Project Contact Roles (field “Contact”). Then create a Project Organisation Role for your organisation. [This will provide you with the permissions needed to update and submit your application.](#)
- Follow the guidance provided through field help text (i icon) and the Call Guidelines.
- Edit fields by click on the pencil (✎) icon on the page below. Be aware that fields marked with a red asterisk (\*) are required. After editing a field, click **Save** at the bottom of the page to save your updates.
- **Please note** that you cannot delete any records once they are created. If you need a record to be deleted, please contact EIT Food Help for assistance.
- Upload any supporting documents under the Supporting Files tab.
- Click **Submit Proposal** when you are ready to submit your proposal to EIT Food. Please confirm that your proposal adheres to the following minimum criteria before submitting:
  - You have provided a description of the project (Details tab)
  - You have answered all required questions (marked with \* on Application Form tab)
  - You have added all active participants in the consortium and their roles (Consortium tab)
  - You have added at least one task or milestone to the project workplan (Workplan tab)
  - You have provided at least one output for this activity (Outputs & Deliverables tab)
  - You have provided at least one deliverable for this activity (Outputs & Deliverables tab)
  - You have provided non-zero target values for all KPIs assigned to this activity (Targets tab)
  - You have provided at least one budget for this activity (Budgets tab)
- In case of questions, please navigate to the “Contact EIT Food” tab to contact EIT Food Help for support.

To start including information for your application you need to navigate to the tab “APPLICATION FORM”. The application form gathers all information related to your project. Please ensure that you respond to all questions with the most accurate, complete, and up-to-date information.



The screenshot shows the EIT Food application interface. At the top, there is a navigation bar with links: HOME, OPEN CALLS, MY APPLICATIONS/PROJECTS, MY ORGANISATION, and MY CONTACT INFORMATION. Below this, the main header area displays the project name "Test IFF Window 6 Collaborative" and buttons for "Add Optional Indicators" and "Submit Proposal". A table provides key information: Application Status (In Progress), Call for Proposals (EIT Food Collaborative Missions Programmes 2/2025 (Window 6)), Proposal Primary Contact (Savvas Paschos), and Proposal Due Date (10/07/2025 10:00). The main content area is titled "Application" and features a tabbed interface. The "APPLICATION FORM" tab is currently selected and highlighted with a green border. Other tabs include DETAILS, CONSORTIUM, WORKPLAN, OUTPUTS & DELIVERABLES, KPI TARGETS, and MORE. Below the tabs, a section titled "PLEASE READ INSTRUCTIONS BELOW." contains three bullet points: "Be aware that questions marked with a red asterisk (\*) are required.", "Your responses to the questions will automatically save.", and "In case of questions, please navigate to the 'Contact EIT Food' tab to contact EIT Food Help for support." At the bottom, there is a dropdown menu labeled "Proposal Form" and a green "Download" button.

## 5.1 Generic Guidelines and Consents

To start, you will be asked to consent to our Privacy Policy. Ensure your application is honest and accurate and make sure you understand the consequences if false information leads to a rejection of your application.

When you are ready to proceed with this step click the drop box “—None—” to indicate yes or no. When complete, proceed to the following step clicking “Next.”

### Application

DETAILS

APPLICATION FORM

CONSORTIUM

WORKPLAN

OUTPUTS & DELIVERABLES

KPI TARGETS

MORE ▾

**PLEASE READ INSTRUCTIONS BELOW.**

- Be aware that questions marked with a red asterisk (\*) are required.
- Your responses to the questions will automatically save.
- In case of questions, please navigate to the “Contact EIT Food” tab to contact EIT Food Help for support.

Proposal Form ▾

Download

Generic Guidelines and Consents

\* I agree to EIT Food Privacy Policy.

--None-- ▾

EIT Food Privacy Policy can be consulted here: <https://www.eitfood.eu/privacy>

\* I hereby declare that all information in this application form is true and accurate to the best of my knowledge.

--None-- ▾

\* I understand that any false information or omissions may lead to the rejection of my application.

--None-- ▾

Previous

Next

## 5.2 Proposal Information

You can now proceed with filling in the required fields regarding your proposal as indicated below. **Keep in mind that the earliest start date for all Window 6 proposals is the 1<sup>st</sup> of January 2026.**

Proposal Information

\* Programme/Activity title:

\* EIT Food Area

--None--

\* Start date:

Complete this field with format 31/12/2024.

\* End date:

Complete this field with format 31/12/2024.

We expect to fund projects over a period of 18 months.

\* Is this proposal a follow-on from previous EIT Food funded activities?

--None--

\* Select the Mission(s) with which your proposal aligns:

--None--

Keep in mind that the **earliest start date** for all Window 6 proposals is the **1st of January 2026**.

Select if this activity is a continuity of other previously funded by EIT Food. If yes, you will be asked to elaborate.

Select at least one EIT Food Mission that your proposal contributes to.

Priority Challenges

\* Please select one or multiple priority challenges.

--None--

Commercial Return

\* Does your project target any activities with commercial return?

--None--

### 5.3 Commercial Return

This section addresses the potential commercial return of your project. In line with the call guidelines, please specify whether your project aims for a commercial return. If it does, ensure that a Success Sharing Mechanism is incorporated into your Launch Plan. You can find guidance on developing a Success Sharing Mechanism [here](#).

Commercial Return

\* Does your project target any activities with commercial return?

Yes

Please submit a Success Sharing Mechanism Plan along with your Launch Plan

Please confirm that the Success Sharing Mechanism has been included in the Launch Plan.

--None--

--None--

I confirm.

Next

11

If your project does not anticipate a commercial return, you will be applying for a waiver from the Success Sharing Mechanism. Please use the designated text box to explain why no commercial return is expected. No further details are required in the Launch Plan.

When complete, proceed to the following step clicking “next.”

## 5.4 Consortium/Legal Entity Information

Here you include the information regarding each part of the consortium.

### Application

DETAILS

**APPLICATION FORM**

CONSORTIUM

WORKPLAN

OUTPUTS &amp; DELIVERABLES

KPI TARGETS

MORE ▾

**PLEASE READ INSTRUCTIONS BELOW.**

- Be aware that questions marked with a red asterisk (\*) are required.
- Your responses to the questions will automatically save.
- In case of questions, please navigate to the “Contact EIT Food” tab to contact EIT Food Help for support.

Proposal Form ▾

Download

**Consortium/Legal Entity Information**

Consortium Lead. Please indicate which organisation will be leading this consortium by completing the following questions:

\* Entity name:

\* Name of lead contact:

\* Email of lead contact:

\* Name of eligible EU or Horizon Europe country in which this organisation is a legally incorporated entity:

\* PIC number

For more information about PIC number, please check <https://www.eitfood.eu/files/PIC-Guidance.pdf> Please ensure the PIC Number is correct.

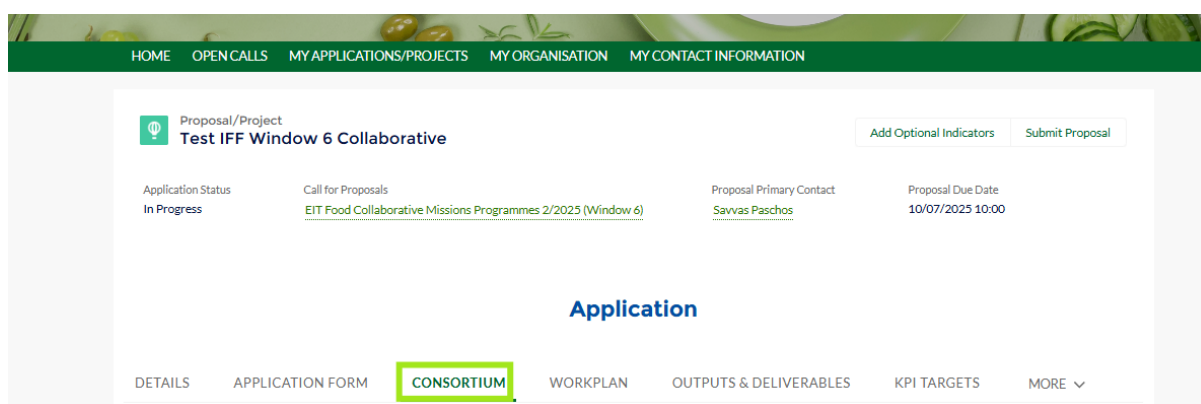
\* Has this organisation been a legally incorporated entity in the stated country for a minimum of one year?

\* Can this organisation provide at least one year published accounts showing business activity?

\* Role in Programme:

#### 5.4.1 Consortium/Project Contact Roles

You are also requested to populate this information to the tab “CONSORTIUM” as well. You can do that by clicking on the “CONSORTIUM” tab and clicking on New under “Project Contact Roles”. Each application needs to have one Activity Leader, who will be responsible for populating the relevant information in each tab. You can add the relevant information and under “Role” you can choose “Activity Leader” and then click on “Save”.



The screenshot displays the EIT Food application interface. At the top, a green navigation bar contains links: HOME, OPEN CALLS, MY APPLICATIONS/PROJECTS, MY ORGANISATION, and MY CONTACT INFORMATION. Below this, a header section for 'Proposal/Project' titled 'Test IFF Window 6 Collaborative' includes buttons for 'Add Optional Indicators' and 'Submit Proposal'. A table provides key details: Application Status (In Progress), Call for Proposals (EIT Food Collaborative Missions Programmes 2/2025 (Window 6)), Proposal Primary Contact (Savvas Paschos), and Proposal Due Date (10/07/2025 10:00). The main section is titled 'Application' and features a horizontal tab menu with options: DETAILS, APPLICATION FORM, CONSORTIUM (highlighted with a green box), WORKPLAN, OUTPUTS & DELIVERABLES, KPI TARGETS, and MORE.

Project Contact Roles (0) New

HOME OPEN CA

Proposal/Ph  
Test IFF

Application Status  
In Progress

DETAILS AP

PLEASE READ INSTRUK

- Step 1: You must and they are the r
- Step 2: You must Consortium for th
- Step 3: You must
- At EIT Food: The
- In case of questio

Project Co

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Project Organisation Roles (0)

**New Project Contact Role**

\* Required Information

Information

Project Contact Role Name

\* Contact Name

\* Organisation Name

\* Project

Active? ☒

Description

\* Role

Contact

\* Email Address

Start Date

End Date

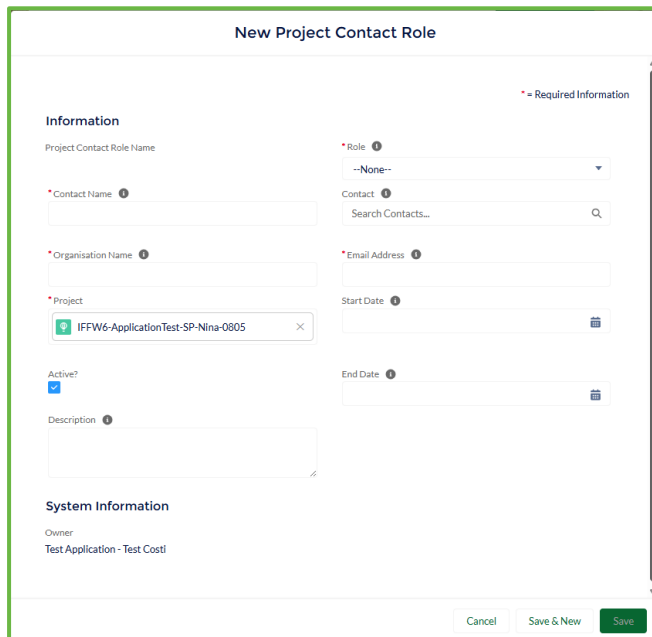
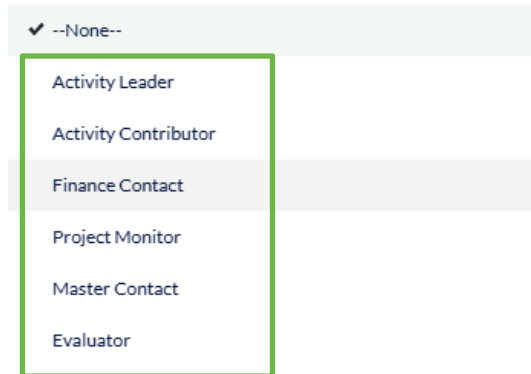
System Information

Owner

Cancel Save & New Save

You can proceed with adding the rest of your consortium by choosing the Role of each consortium member .

At EIT Food: The Project Monitor is the Activity Leader's first point of contact with EIT Food for project implementation. This role will be assigned by EIT Food.

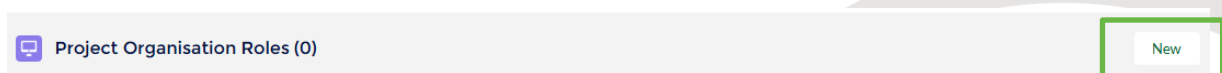



\* For Collaboratives Programmes : To ensure your consortia meets our eligibility requirements please refer to Consortia Eligibility (section 6.1) of the [Call Guidelines for EIT food Collaboratives Missions Programmes](#).

\*\* For Single Projects : To ensure your consortia meets our eligibility requirements please refer to Consortia Eligibility (section 7.1) of the [Call Guidelines for Single Project Co-funding Opportunity](#).

#### 5.4.2 Project Organisation Roles

The section on the project organisation roles is important for the onboarding and validation of all consortium members if the proposal is approved. To create such record, please click 'New' and this pop-up will appear. Please create the organisation record (including name, PIC, and address) for all consortium members.



New Project Organisation Role

Information

Name

Organisation Name

Organisation Role Label

PIC Number

Project

IFFW6-ApplicationTest-SP-Nina-0805

Participant Focus

--None--

Active

☒

Participant Internal Reference

Lead?

☐

Start Date

Exploiting Party

☐

End Date

Capabilities/Experience

Address Information

Official Address

Search Address

Cancel

Save & New

Save

After having completed the information regarding the consortium members, you can navigate back to the “APPLICATION FORM” and click “Next”.

## 5.5 Programme Information

You will be then required to answer the following questions. Please provide the relevant information.

#### Programme Information

Programme Synopsis. Please provide a high-level summary for the following topics:

\* Your programme: 

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\* The intended outcomes: 

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\* Impact targets: 

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I<sub>18</sub>

\* Does the proposal deliver a programme of connected activities, projects or workstreams that enhance collaboration across a value chain i.e. not single projects?

--None--

Previous

Next

After filling in the required fields, click on “Next”.

## 5.6 Proposal alignment with EIT Food Goals

Following this, you will be requested to provide a number of written answers related to:

#### Excellence

- 1) Excellence – here you are asked a number of questions to demonstrate the alignment of your proposal with EIT Food goals as well as explaining how your proposal differentiates itself from competitors.

#### Quality and Efficiency of Implementation

- 2) Quality and Efficiency – here you are asked a number of questions to demonstrate the consortium’s ability to deliver the intended programme outcomes and impact.

18

You will be asked to summarise your workplan here as well as to confirm that you have completed all three tabs: Workplan, Outputs and Deliverables, and Risk Register. To be able to do so you need to have assigned an “Activity Leader” under “Project Contact Roles” under the “CONSORTIUM” tab (see section 5.4.1).

After having assigned an Activity Leader (one per application) you are able to add information regarding Workplan, Outputs and Deliverables, and Risk Register.

You can do that by clicking on the “WORKPLAN” tab where by clicking on “Add New Activity” you can create either a Task or a Milestone.


**Proposal/Project**  
**Test IFF Window 6 Collaborative**

[Add Optional Indicators](#)
[Submit Proposal](#)

Application Status  
In Progress

Call for Proposals  
[EIT Food Collaborative Missions Programmes 2/2025 \(Window 6\)](#)

Proposal Primary Contact  
[Savvas Paschos](#)

Proposal Due Date  
10/07/2025 10:00

### Application

[DETAILS](#)
[APPLICATION FORM](#)
[CONSORTIUM](#)
[WORKPLAN](#)
[OUTPUTS & DELIVERABLES](#)
[KPI TARGETS](#)
[MORE ▾](#)

Select Project Workplan  
Project Workplan ▾

Add New Activity ▾

View By Year ▾

Search

Show More Filters

Create Task

Create Milestone

Name

Status

2025

Apr

May

Jun

## Create New Activity

Project Workplan

Project Workplan ×

\* Task/Milestone Name

Complete this field.

Description ⓘ

Project Contact Role ⓘ

Q Search

Status ⓘ

Planning ▼

Planned Start Date ⓘ

Planned End Date ⓘ

Cancel

Save

The result of creating the Tasks/Milestones will be a Gantt chart that will be visible under the WORKPLAN tab.

You can navigate to the “OUTPUTS & DELIVERABLES” tab to populate the relevant information. Outputs are the direct results or products generated by the activity. Deliverables, on the other hand, are the evidence that the corresponding output has been successfully achieved. Each deliverable must be linked to a specific output, serving as proof that the project has been properly carried out.



Proposal/Project  
**Test IFF Window 6 Collaborative**

Add Optional Indicators
 Submit Proposal

Application Status  
 In Progress

Call for Proposals  
[EIT Food Collaborative Missions Programmes 2/2025 \(Window 6\)](#)

Proposal Primary Contact  
[Savvas Paschos](#)

Proposal Due Date  
 10/07/2025 10:00

Application

DETAILS
 APPLICATION FORM
 CONSORTIUM
 WORKPLAN
 **OUTPUTS & DELIVERABLES**
 KPI TARGETS
 MORE ▼

You can create an Output or a Deliverable by clicking on “New” under Outputs or “Deliverables” respectively and by filling the mandatory fields regarding this information in the pop-up Windows and click “Save”.

**New Output**

**Information**

\* Output Name

Project Organisation Role

Task/Milestone

**Description**

\* Output Description

Proposal/Project

\* Expected Date

Achieved Date

Output Status

\* = Required Information

Please note that each activity within the programme/project should plan to produce relevant deliverables so that we can assess progress. An impact assessment methodology and action plan, and a communication & dissemination plan **must be developed within the first six months of any funded activity**.

A progress report and updated commercial and delivery action plans (as necessary) at the end of six months must be included as a Deliverable.

**New Deliverable**

**Information**

\* Deliverable Title

\* Output

Task/Milestone

**Description**

Deliverable Description

**System Information**

Expected Date

Achieved Date

Deliverable Status

\* = Required Information



After having completed populating information on tabs Workplan, Outputs and Deliverables, and Risk Register you can return to the Application Form and confirm this step.

#### Workplan and Deliverables

\* Please summarise your workplan, including milestones, and RISK mitigation actions here: 

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Please provide the necessary supporting information by completing the Risk Register and Outputs and Deliverables tabs.

In the Risk Register file, please use the following data:

Risk Category: External (e.g. technological, business); Strategic; Operational; Legal; Financial; Governance & Management; Other.

Risk Likelihood: 1 - very low; 2 - low; 3 - moderate; 4 high; 5; very high.

Risk Impact: 1 - very low; 2 - low; 3 - moderate; 4 high; 5; very high.

\* Please confirm that you have completed all three tabs: Workplan, Outputs and Deliverables, and Risk Register.

--None--

Complete this field.

### 5.7.3 Key Performance Indicators (KPI's) & Targets

You can now proceed to the KPIs. To include KPIs for your project, you need to click on “Add Optional Indicators” at the top right corner of your screen. In the pop-up window you can find the list of available KPIs. Select the relevant ones and click “Next”. The KPIs you have chosen are not available under the KPI TARGETS tab. If you cannot see them, try logging in to your portal once more.

EIT has internal KPIs, see all EIT and EIT Food listed KPI's [here](#).

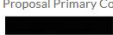
HOME
OPEN CALLS
MY APPLICATIONS/PROJECTS
MY ORGANISATION
MY CONTACT INFORMATION


Proposal/Project  
**Test IFF Window 6 Collaborative**

Add Optional Indicators
Submit Proposal

Application Status  
In Progress

Call for Proposals  
[EIT Food Collaborative Missions Programmes 2/2025 \(Window 6\)](#)

Proposal Primary Contact  


Proposal Due Date  
10/07/2025 10:00

Application

MY APPLICATIONS/PROJECTS MY ORGANISATION MY CONTACT INFORMATION

### Add Optional Indicators

**Optional KPIs**  
Please select which optional KPIs you want to add to your proposal.

**Optional KPIs**

19 of 19 items • 0 items selected

| Indicator Definition                                                                                                                                                                                                      | Assignment |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <input type="checkbox"/> EITHE05.1 - Number of start-ups established in year N by students enrolled and graduates from EIT labelled MSc and PhD programmes or by learners / participants in other EIT labelled activities | Optional   |
| <input type="checkbox"/> EITHE01.1 Intellectual property rights                                                                                                                                                           | Optional   |
| <input type="checkbox"/> EITHE02.1 Innovations introduced on the market during the KAVA duration or within 3 years after completion. Innovations include new or significantly improved products (goods or services) sold. | Optional   |
| <input type="checkbox"/> EITHE02.4 Marketed Innovations                                                                                                                                                                   | Optional   |
| <input type="checkbox"/> EITHE02.2 - EITRIS # products or processes (asper EITHE02.1 definition) launched on the market by organisations                                                                                  | Optional   |

Next

After having selected the relevant KPIs you can navigate to the “KPI TARGETS” tab. You are requested to fill in the targets for the chosen KPIs under the annual technical reports.

DETAILS APPLICATION FORM CONSORTIUM WORKPLAN OUTPUTS & DELIVERABLES **KPI TARGETS** MORE ▾

**PLEASE READ INSTRUCTIONS BELOW:**

- All mandatory KPIs for your project are automatically added to your proposal.
- You can add additional KPIs assigned as optional for your project by clicking the **Add Optional Indicators** button at the top of the page. You will then need to click the refresh (C) button below to see the newly added indicator(s).
- You must add annual targets for each KPI below. Targets will automatically save once entered in the table.
- **Note** that you will need to add annual targets for each year that the project is expected to span as indicated on the Details tab under planned start and end dates.
- Please contact EIT Food via the "Contact EIT Food" tab if you need to make changes to the planned start and end dates so that your targets are updated accordingly.
- In case of questions, please navigate to the "Contact EIT Food" tab to contact EIT Food Help for support.

Target Frequency  
Annual ▾

Geographic Area  
Global ▾

Search

Show More Filters

| PROJECT INDICATOR                                                                                                                                                                                | TECHNICAL REPORT 2026 | TECHNICAL REPORT 2027 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|
| EITHE01.1 Intellectual property rights                                                                                                                                                           |                       |                       |
| EITHE02.1 Innovations introduced on the market during the KAVA duration or within 3 years after completion. Innovations include new or significantly improved products (goods or services) sold. |                       |                       |

After having completed populating information on KPIs you can return to the Application Form and confirm this step.

KPIs

To be able to measure and demonstrate progress against the Mission targets and wider Mission goals, each programme should specify an appropriate choice and volume of the standard EIT Food KPIs to be delivered over the programme duration.

EIT KPIs can be found here: <https://www.eitfood.eu/files/EIT-and-EIT-Food-KPIs-2.0.pdf>

\* Please confirm that you have completed the KPIs tab.

--None-- ▾

Complete this field.

## 5.7.4 Budgets

You can now proceed to Budgets. To fill in Budget information, you need to navigate to the "BUDGETS" tab and click on "New" under Budgets.

You are requested to create one budget per year per member of the consortium. In the pop-up window you are requested to provide the name of that budget and assign a Project Organisation Role, information that you have already populated in the previous steps (see Consortium). You are

requested to fill in the Reporting Period by typing 2026 or 2027 in the search field under the “Reporting Period” and choose the relevant option. After filling in the mandatory fields, click “Save”.


**Proposal/Project**  
**Test IFF Window 6 Collaborative**

[Add Optional Indicators](#)
[Submit Proposal](#)

**Application Status**  
 In Progress

**Call for Proposals**  
[EIT Food Collaborative Missions Programmes 2/2025 \(Window 6\)](#)

**Proposal Primary Contact**  
[Savvas Paschos](#)

**Proposal Due Date**  
 10/07/2025 10:00

## Application

[DETAILS](#)
[APPLICATION FORM](#)
[CONSORTIUM](#)
[WORKPLAN](#)
[OUTPUTS & DELIVERABLES](#)
[BUDGETS](#)
[MORE](#)

### New Budget

\* = Required Information

#### Information

\* Name

\* Project


 Test IFF Window 6 Collaborative

\* Type

Standard

\* Project Organisation Role

Budget Status

Planning

\* Reporting Period

"2026" in Reporting Periods


 RP-50644  
 Test IFF Window 6 Collaborative - Annual Budget PL...


 RP-50645  
 Test IFF Window 6 Collaborative - Technical Report ...

New Reporting Period

#### Budget Justification

Description

#### Funding Amounts

Planned Funding

#### Change Requests (Only Relevant for Projects)

Proposed Funding Amount

After having created the budget, it will be available under Budgets. By clicking on it you can access it and populate the relevant information concerning the requested amounts for the consortium member for the specific year that you have created the budget for.

By clicking on “BUDGET LINE ITEMS” you can see a list of recommended costs categories that you can access and fill in with relevant information, given that they apply to the requested amounts. For example, by clicking on “A.1 Personnel – Employees”, you can add the relevant information for the personnel costs. You are requested to provide a detailed description/justification or the requested amounts for each budget line item under “Description”, for very created budget. After filling in the necessary information, click “Save” and move to the next budget line item or to the next budget.


**Budget**  
**2026 a**
Edit

Project

Budget Status

Planned Cost

Actual Cost

Project Organisation Role

Organisation Name

Test IFF Window 6 Collaborative

Planning

EUR 0,00

EUR 0,00

OR-15218

DETAILS
BUDGET LINE ITEMS
FILES
CONTACT EIT FOOD


**Budget Line Items (6+)**
New

| Budget Line Item: Name                                     | Type | Category                   | Amount Planned |
|------------------------------------------------------------|------|----------------------------|----------------|
| <a href="#">A.1 Personnel - Employees</a>                  | Cost | A. Personnel               |                |
| <a href="#">A.2 Personnel - Natural Persons Under a...</a> | Cost | A. Personnel               |                |
| <a href="#">A.3 Personnel - Seconded Persons</a>           | Cost | A. Personnel               |                |
| <a href="#">A.4 Personnel - SME Owners and Natur...</a>    | Cost | A. Personnel               |                |
| <a href="#">B. Subcontracting</a>                          | Cost | B. Subcontracting          |                |
| <a href="#">C.1 Travel and Subsistence</a>                 | Cost | C.1 Travel and Subsistence |                |

View All



Budget Line Item

A.1 Personnel - Employees

Edit

Project: Test IFF Window 6 Collaborative  
Budget: 2026 a  
Category: A. Personnel  
Amount Planned  
Amount Actual

DETAILS RELATED CONTACT EIT FOOD

#### Information

Name: A.1 Personnel - Employees  
Reporting Period: RP-50644  
Category: A. Personnel  
Start Date: 1/01/2026  
Budget: 2026 a  
Task/Milestone: SDASD  
Subcategory: A.1 Employees  
End Date: 31/12/2026  
Type: Cost

#### Line Item Details

Description  
Narrative Justification

#### Planned and Actual Amounts

Amount Planned  
Amount Actual  
Currency: EUR - Euro  
Variance

#### Indirect Cost Information

Indirect Cost Eligibility (Planned): EUR 0,00  
Indirect Cost Eligibility (Actual): EUR 0,00

The budgeted amounts should be based on a detailed and accurate estimation of your project costs (based on the cost eligibility rules set out in the [Horizon Europe Model Grant Agreement](#)).

After having completed populating information on Budgets you can return to the Application Form and confirm this step.

#### Budget

Please respect subcontracting and depreciation thresholds as described in the call guidelines. Participants are not permitted to give a subgrant to another third party.

\* Please confirm that you have completed the Budget tab.

--None--

Complete this field.

### 5.7.5 Additional files

Please note that you should submit all relevant supporting documents necessary to assess the application. For example, you must include all mandatory documents: [Business Model Canvas](#) and [Launch Plan](#) and where relevant, Success Sharing Mechanism (for commercial outcomes) and Proof of TRL. For more information, please refer to section Eligibility of the Call Guidelines available [here](#).

After having uploaded the required documents you can return to the application form and confirm these steps.

#### Business Model Canvas

Template for Business Model Canvas: <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.eitfood.eu%2Ffiles%2FBusiness-Model-Canvas-template-1.pptx&wdOrigin=BROWSELINK>

\* Please confirm that you have uploaded the file in Supporting Files tab.

--None--

Complete this field.

Please use the following naming convention for the submitted files: Your\_organisation\_name - file\_template name. (Ex: MyOrganisationInc - EIT-Food-Impact-Funding-Framework-2023-2025-Business-Model-Canvas)

#### Launch Plan

Template for launch plan: <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.eitfood.eu%2Ffiles%2FEIT-Food-Commercialisation-template-and-Success-Sharing-Mechanism.docx&wdOrigin=BROWSELINK>

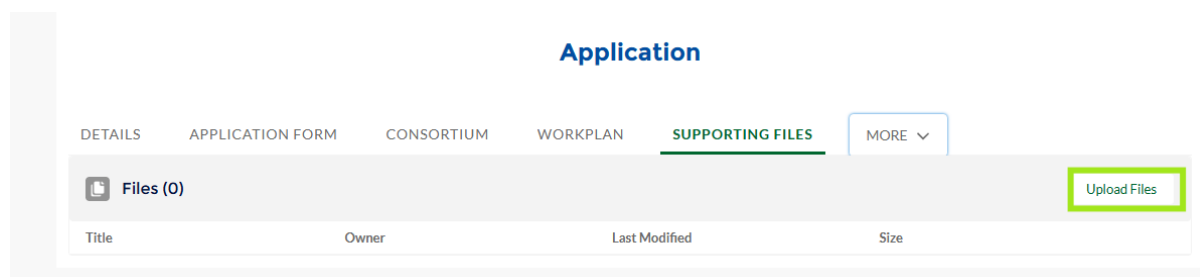
\* Please confirm that you have uploaded the file in Supporting Files tab.

--None--

Complete this field.

Please use the following naming convention for the submitted files: Your\_organisation\_name - file\_template name. (Ex: MyOrganisationInc - EIT-Food-Impact-Funding-Framework-2023-2025-Launch-Plan)

To add additional files, click on the “Supporting Files” tab and click on the Upload Files. To make adjustments to the files click on the drop-down box.



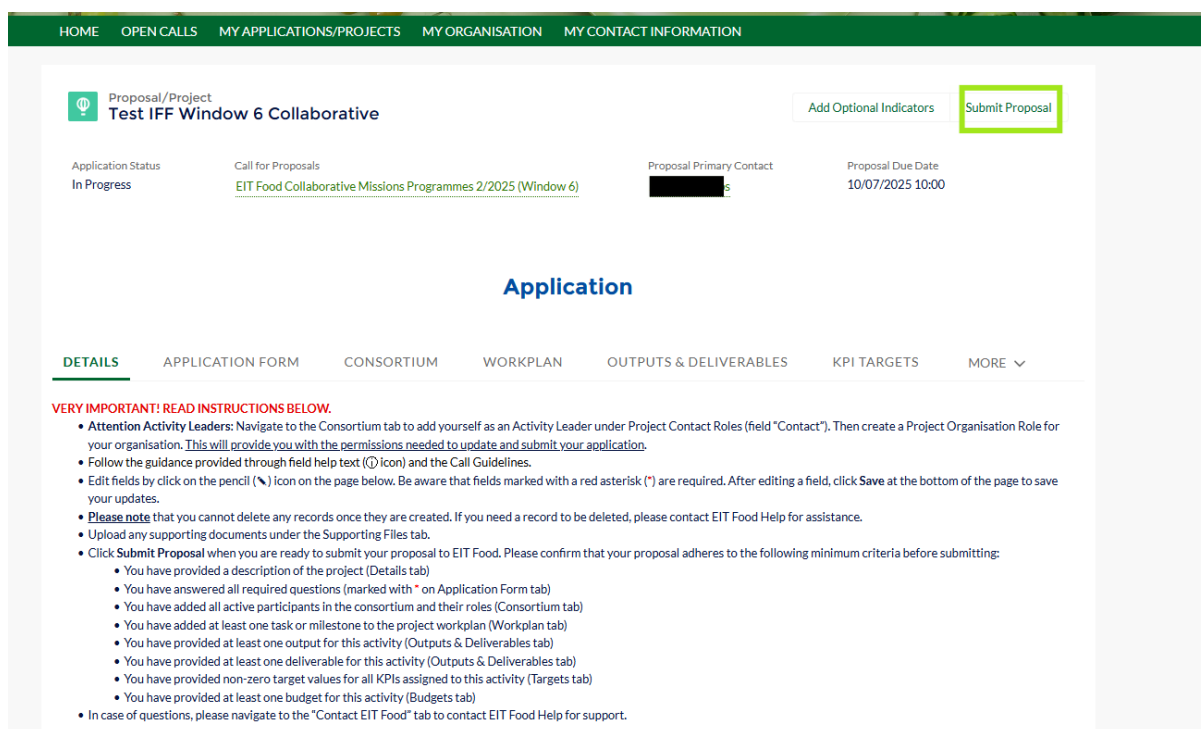
Additional supporting evidence may also be uploaded, such as [detailed Profit & Loss](#), market intelligent data, existing certifications, and relevant literary references. **We highly encourage filling out and uploading our [Impact Planning Tool](#).** Additional files must be limited in size and number.

Note: Evaluators are not obliged to take these documents into account when performing their evaluation.

If you have any technical issues with your application, contact us directly at [support@eitfood.eu](mailto:support@eitfood.eu).

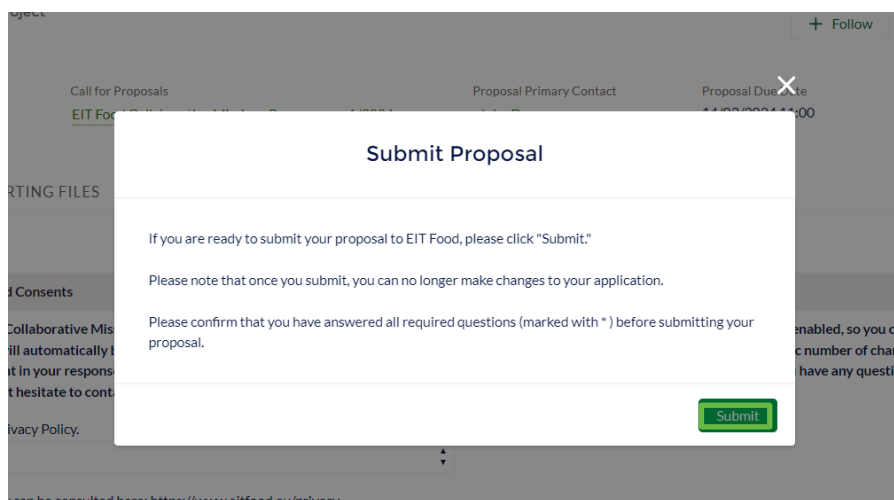
## 6. Submitting your proposal

When you have completed all fields according to the call guidelines and uploaded the necessary files to support your application, you can submit using the “Submit Proposal” button.



The screenshot shows the EIT Food application portal interface. At the top, there is a navigation bar with links: HOME, OPEN CALLS, MY APPLICATIONS/PROJECTS, MY ORGANISATION, and MY CONTACT INFORMATION. Below this, the main header area displays the project name 'Test IFF Window 6 Collaborative' and a 'Submit Proposal' button, which is highlighted with a green box. To the left of the button are links for 'Add Optional Indicators' and 'Submit Proposal'. Below the header, there is a section for 'Application' with a 'DETAILS' tab selected. The 'DETAILS' tab contains a list of instructions for users, including a 'VERY IMPORTANT! READ INSTRUCTIONS BELOW.' section. The instructions cover topics such as adding oneself as an Activity Leader, following call guidelines, editing fields, and submitting the proposal. The 'Submit Proposal' button is located at the bottom right of the instructions.

Please note, after you click submit, it is no longer possible to edit your proposal.



To confirm your submission has been well received an email will be sent to your inbox.

### General Recommendations

- ✓ **Do not wait until the deadline to submit your proposal.** It's strongly advised to submit your proposal and register your organisation as early as possible to prevent technical issues.
- ✓ **Once submitted, you cannot edit your proposal.** Ensure all information in your application form is accurate before submission.
- ✓ **Read the call guidelines carefully** and confirm that your proposal meets the call requirements.
- ✓ Ensure all mandatory documents are uploaded and named as indicated above to your application.
- ✓ Ensure the proposal is complete, written in English, and easily readable.

If you need technical support, please contact us at [support@eitfood.eu](mailto:support@eitfood.eu)