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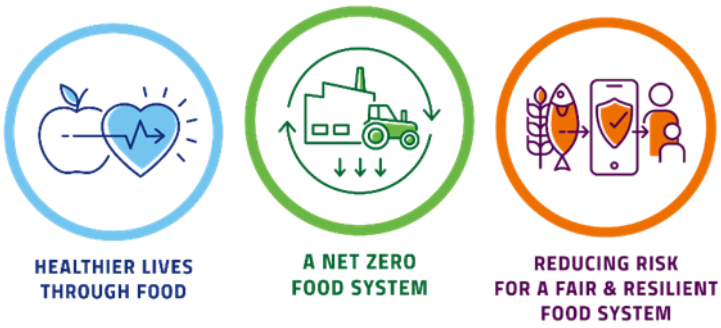
Handbook for submitting applications



EIT Food

Leuven | Updated 17 September 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

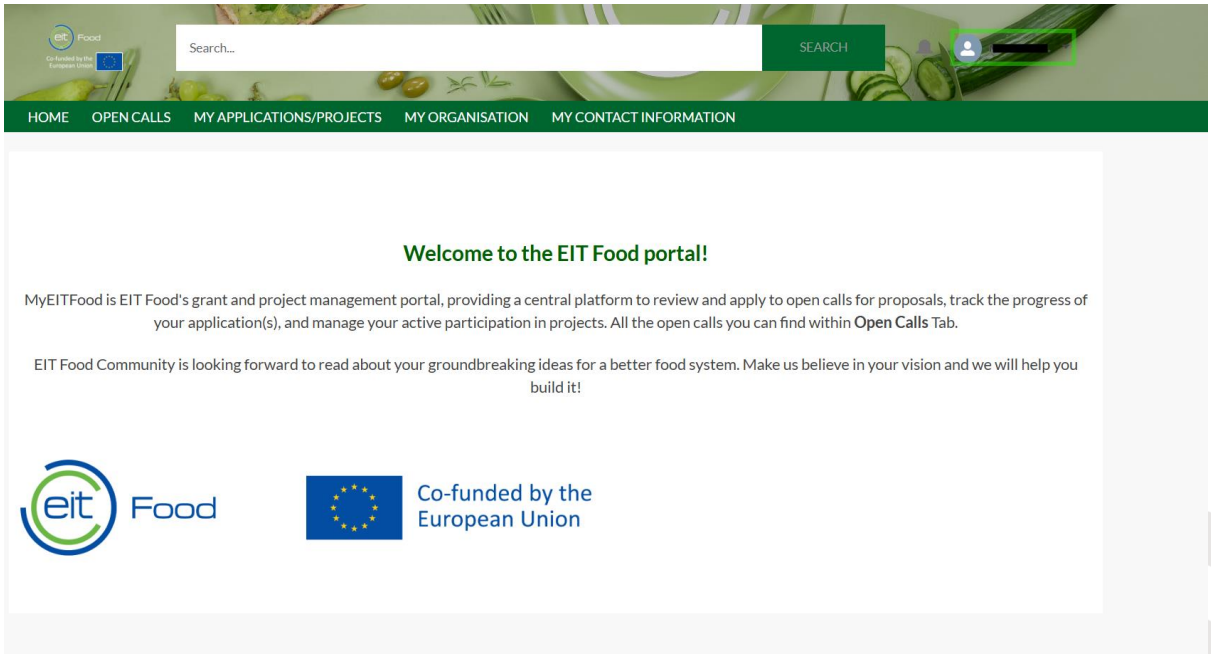
Prior to drafting a proposal, please carefully review the **updated** Call Guidelines where you will find all relevant information related to it such as call specific requirements, proposal submission information, the evaluation process, etc.

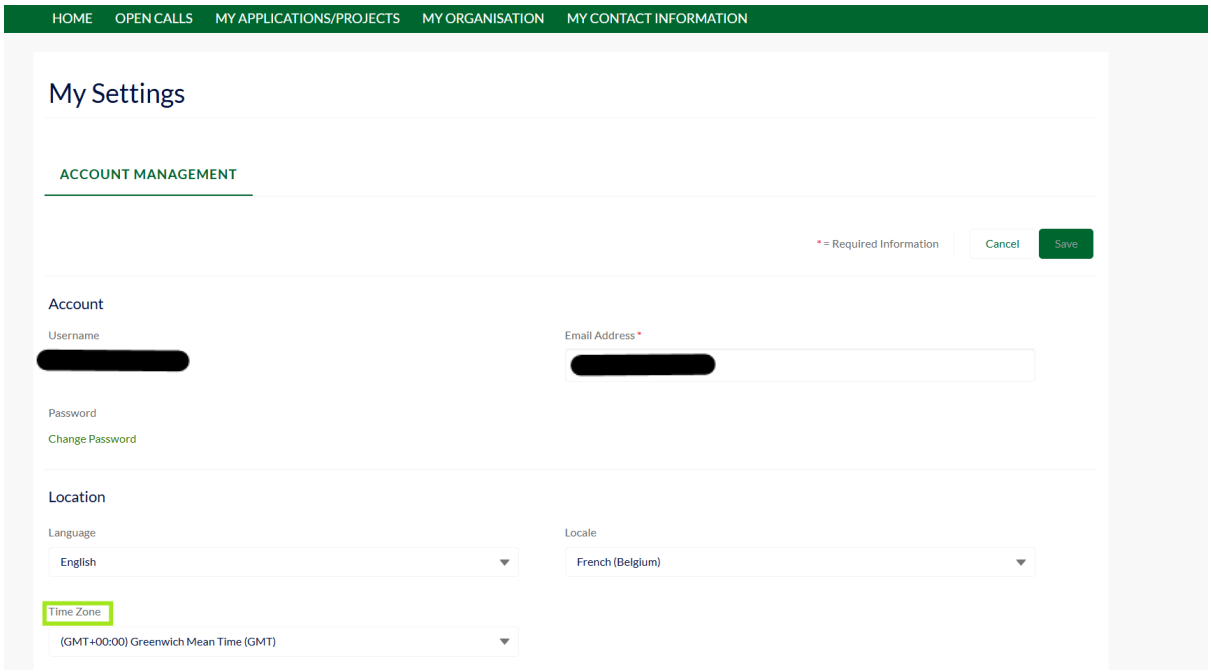
Please review the eligibility criteria and the list of mandatory documents required for the application to this call.

You can find all call documents (newly updated guidelines, templates, expression of interest form, etc.) on our website.

Do not wait until the deadline to submit your proposal. It's strongly advised to submit your proposal and register your organization as early as possible to prevent technical issues. Please note that the **portal will close on the deadline date mentioned in the call guidelines**

Note: When you create your account in the MyEITFood portal, the time zone is set to GMT +0 by default. To ensure accuracy during the application process, please adjust the time zone as needed. You may modify this in the 'My settings' section.

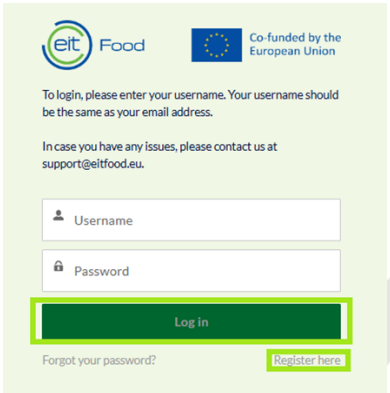




If you still have questions about this Call for Proposals, please contact **calls@eitfood.eu** about the content of the call. Please mention the name of the call for proposals and your project name in the communications for better follow-up.

3. Register/Login to the EIT Food Application Portal

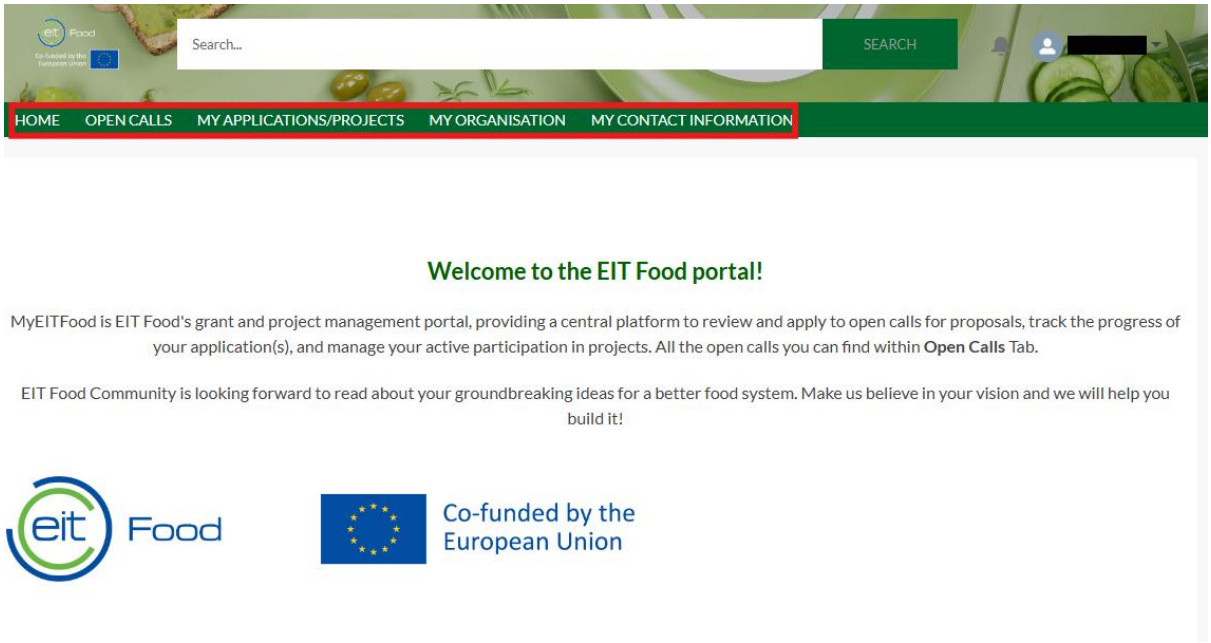
After you have carefully read the Call Guidelines, as well as the topic-related eligibility requirements. You can now proceed to create your application on myeitfood.eu. This will take you to the EIT Food login page. If you have used the platform before, you can login using your already existing credentials.



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.

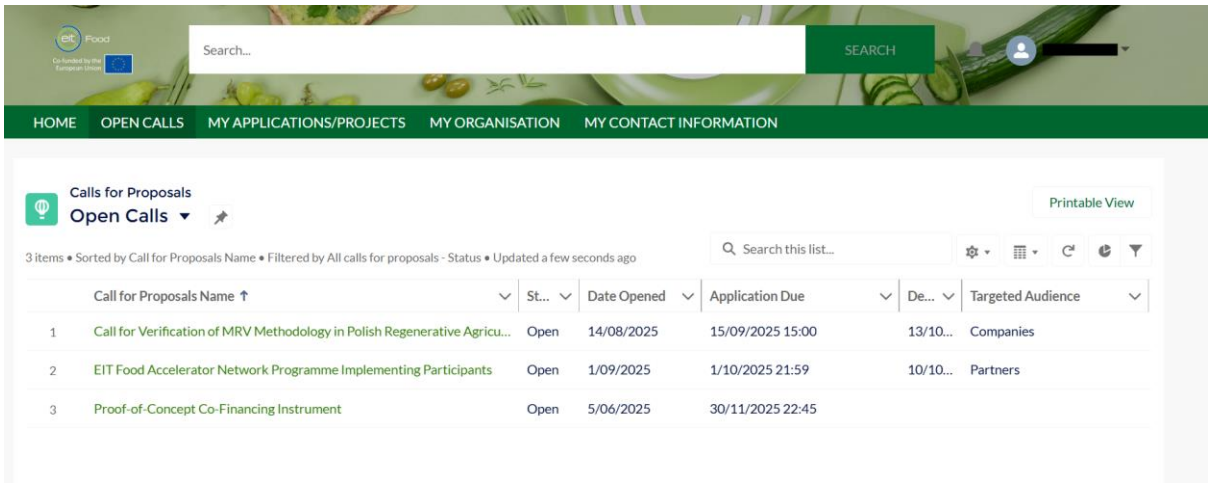
Here you will find the EIT Food application portal home page.



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

3.1 Find the Call

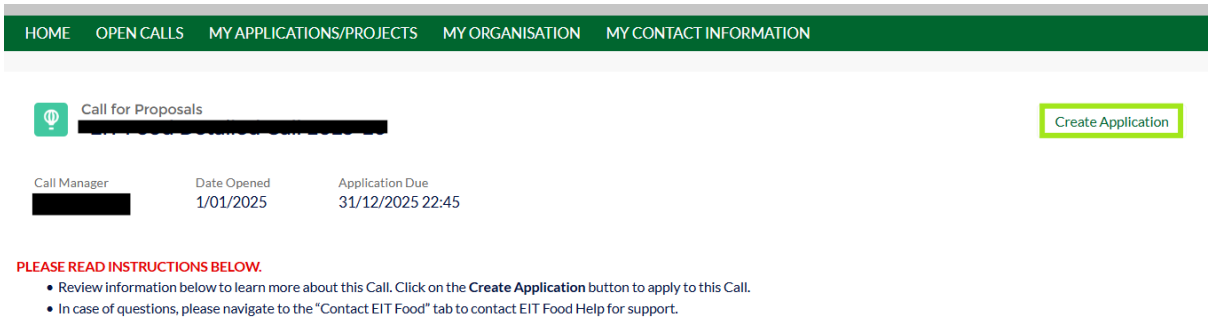
To find the call you wish to apply for and begin your application process, click on "OPEN CALLS" in the dashboard. Here you will see all open calls. Choose the call you are planning to apply for.



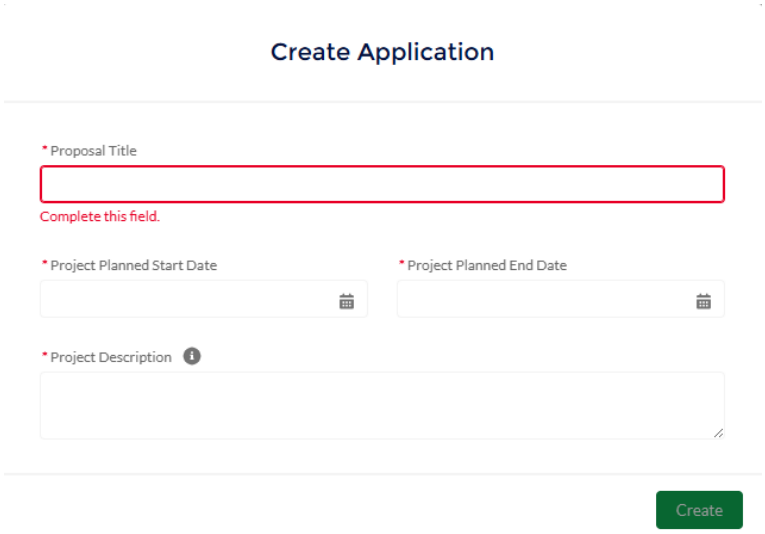
After selecting the correct call, you will be directed to its homepage. Pay close attention and note the application deadline.

4. Create and work on your application

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



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 you can leave this page and always return and access your application through the "MY APPLICATIONS/PROJECTS" tab.

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

5. Your application

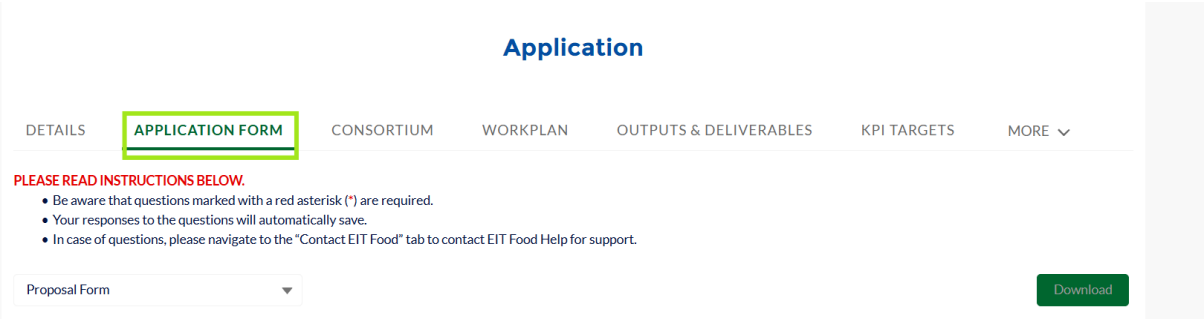
Please before starting your application, read carefully the instructions under the tab "DETAILS".

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 (ⓘ 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.

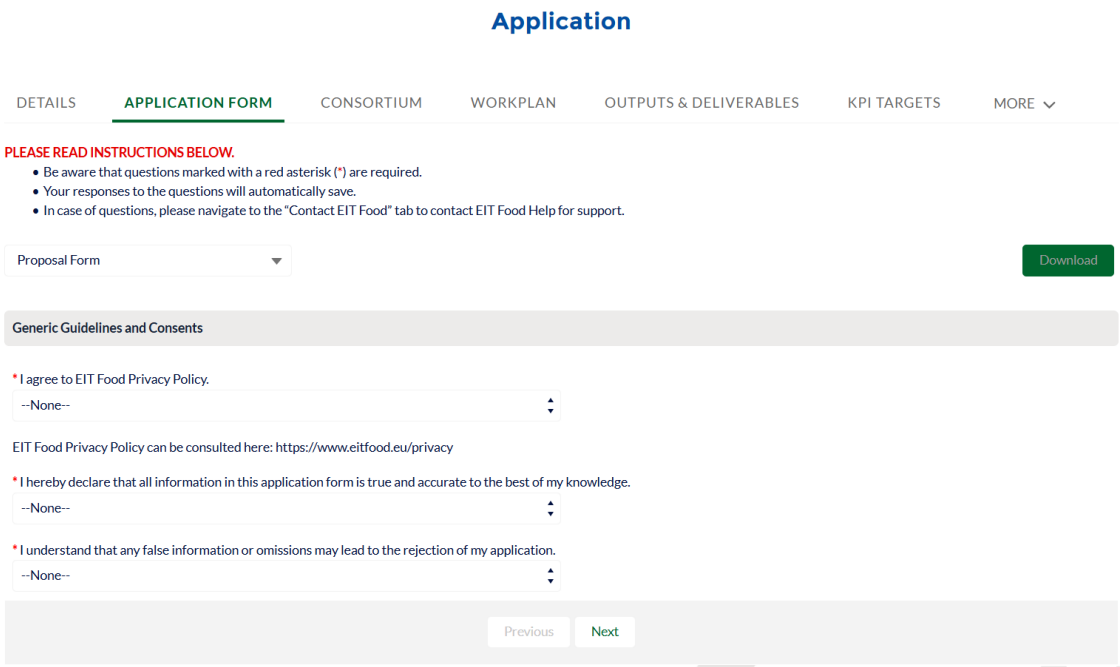
5.1 Application Form

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



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.

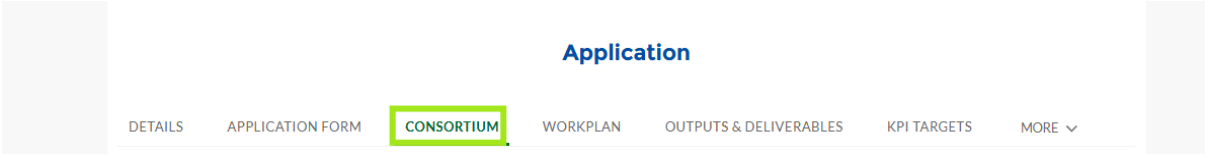
When you are ready to proceed with this step click the drop box “—None—" to indicate yes or no. When complete, proceed to the following step clicking “Next.”

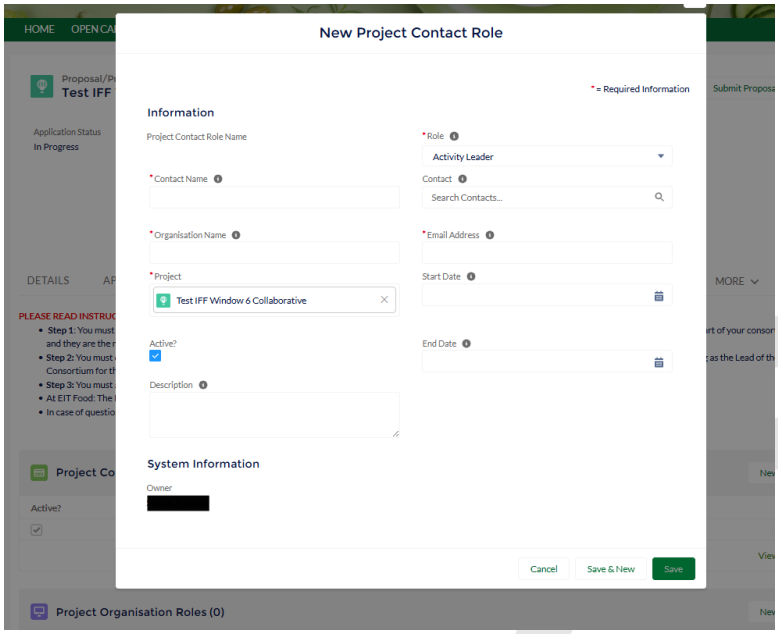


After completing the Application Form you can proceed to populating the rest of the tabs with detailed information concerning your application.

5.2 Consortium/Legal Entity Information

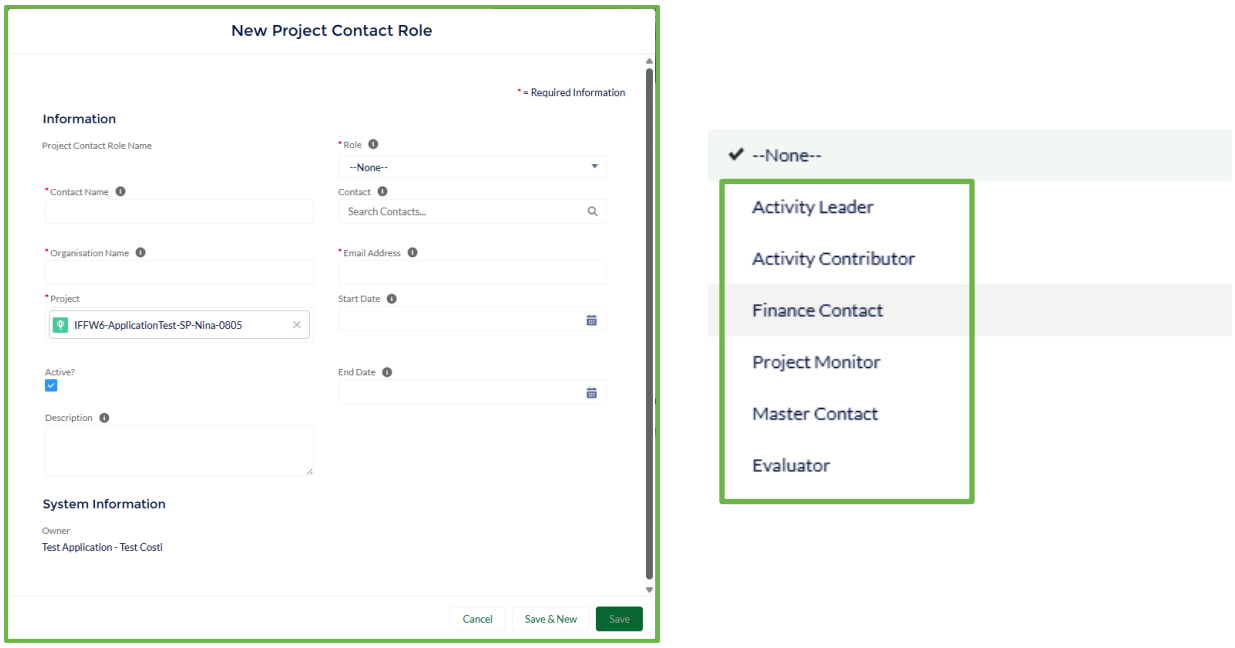
You are requested to provide information regarding the contacts of the members of the proposal under the tab "CONSORTIUM". You can do that by clicking on the "CONSORTIUM" tab and clicking on New under "Project Contact Roles". **Each application needs to have one Activity Leader, who will be responsible for populating the relevant information in each tab**. You can add the relevant information and under "Role" you can choose "Activity Leader". *Under Contact, you need to link the Activity Leader with the contact that was registered in the system, in section 3*. This is a very important step to able to populate information later in the application. Then click on "Save".





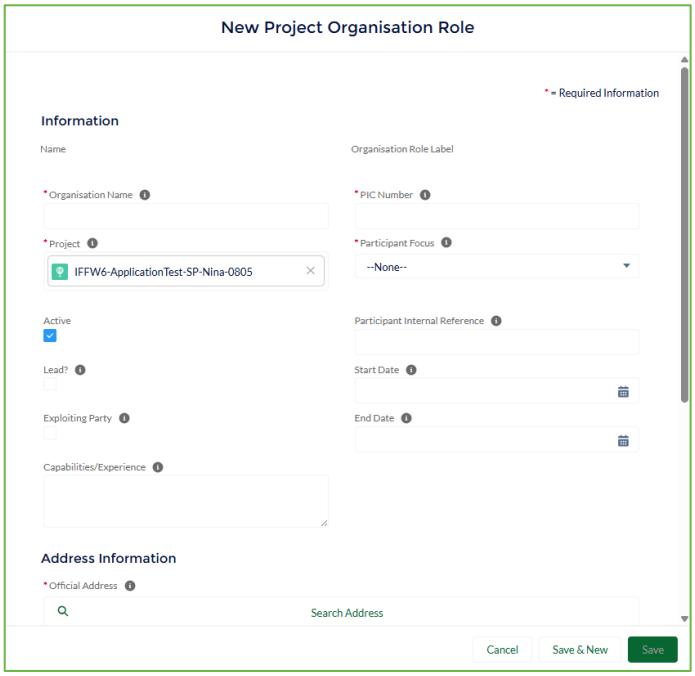
You can proceed with adding the rest of the consortium members by assigning them the role of **Activity Contributor** or **Finance Contact** depending on the responsibilities they will have in the project. Note that one person can have both roles for an organisation.

Note: 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. The rest of the available roles are not applicable at this stage and are not supposed to be selected.



5.2.1 Project Organisation Roles

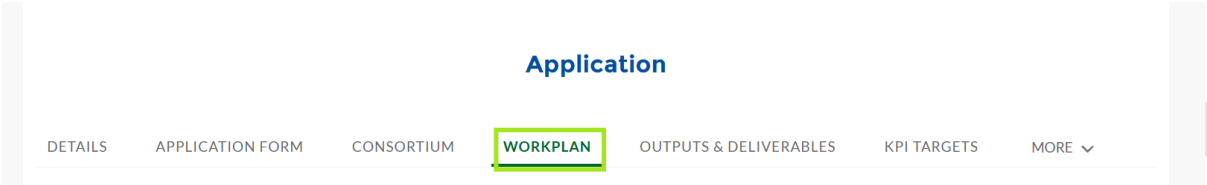
The section on the project organisation roles is important for the onboarding and validation of all consortium members if the proposal is approved. To create such record, please click 'New' and this pop-up will appear. Please create the organisation record (including name, PIC, and address) for all consortium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

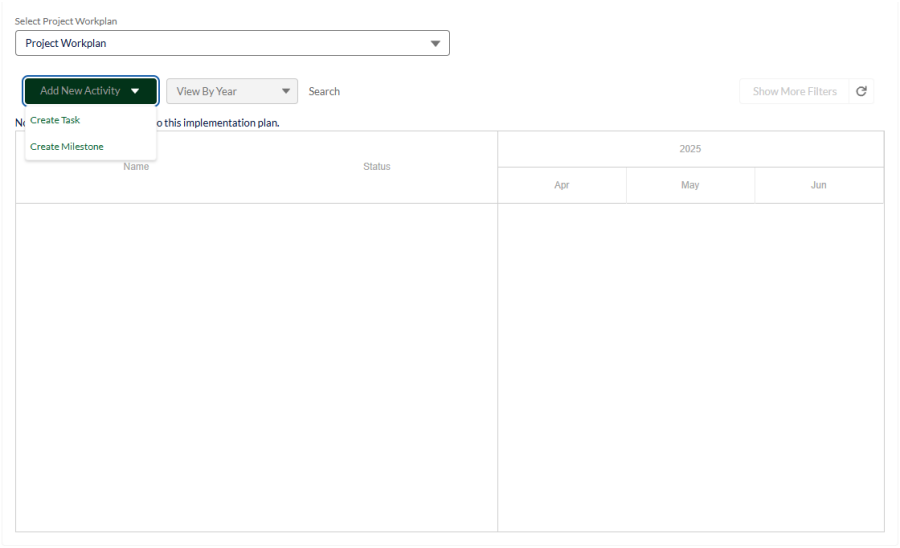


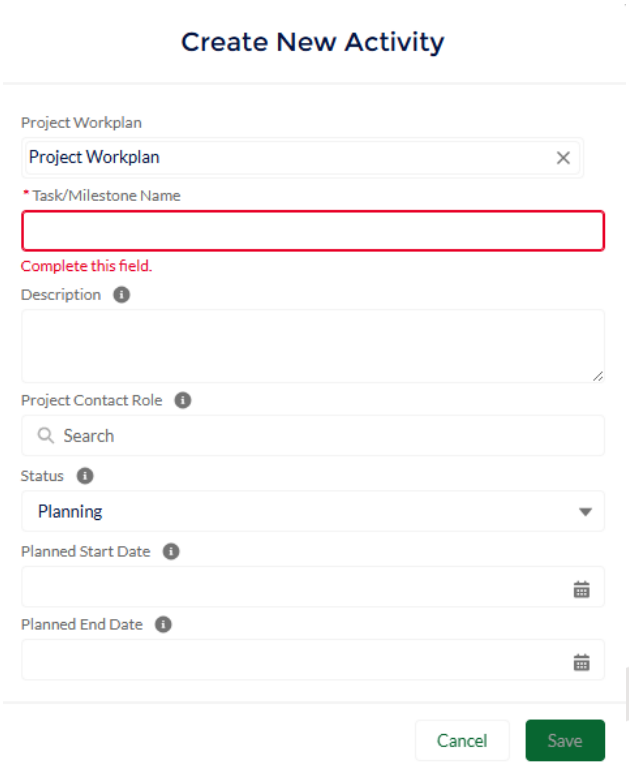
5.3 Workplan

To be able to add information regarding Workplan, Outputs & Deliverables and Risks, you need to have assigned an "Activity Leader" under "Project Contact Roles" under the "CONSORTIUM" tab (see section 5.2). 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 whereby clicking on "Add New Activity" you can create either a Task or a Milestone. You can link every activity with a Project Contact Role to indicate ownership, but this is not mandatory. Please indicate the relevant dates for each activity.



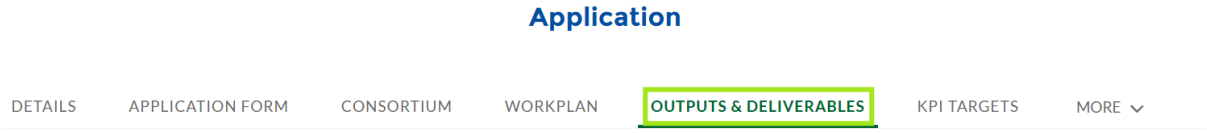




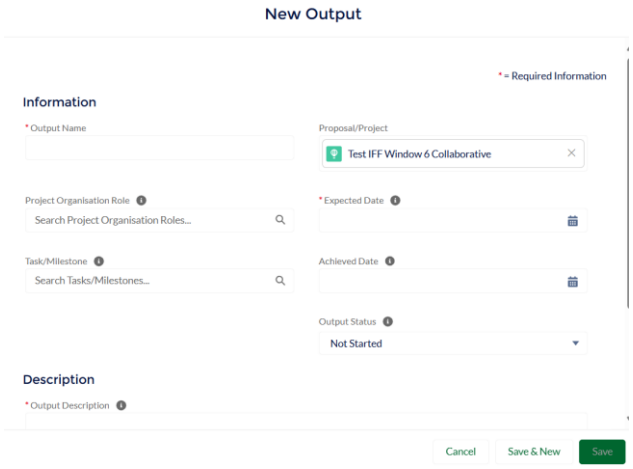
The result of creating the Tasks/Milestones will be a Gantt chart that will be visible under the WORKPLAN tab.

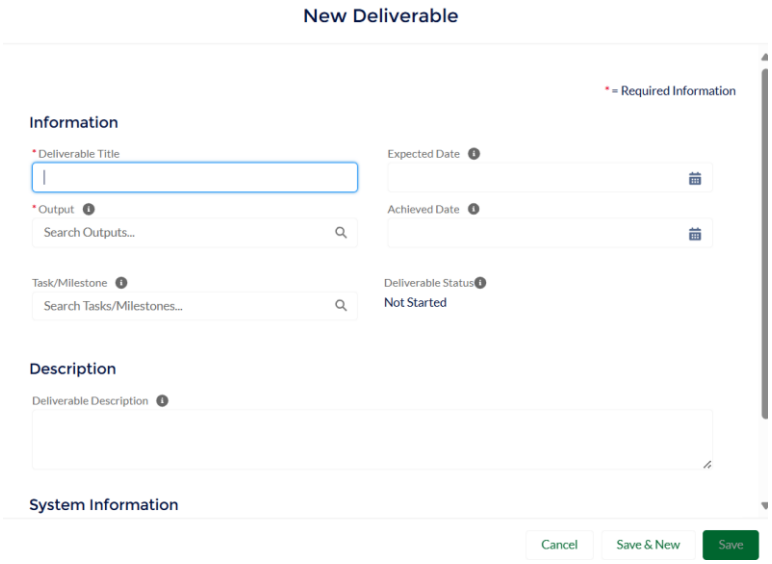
5.4 Outputs & Deliverables

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.



You can create an Output or a Deliverable by clicking on "New" under "Outputs" or "Deliverables" respectively. You can link every output with a Project Contact Role or an activity (Task/Milestone) to indicate ownership and the coherence of the proposal, but this is not mandatory. When creating a new Deliverable, you are requested to link it to a previously created Output. After filling the mandatory fields in the pop-up Windows, click "Save".



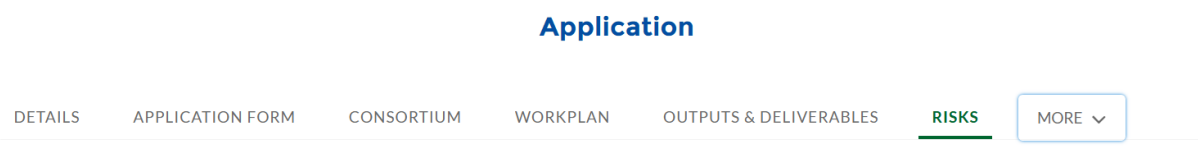


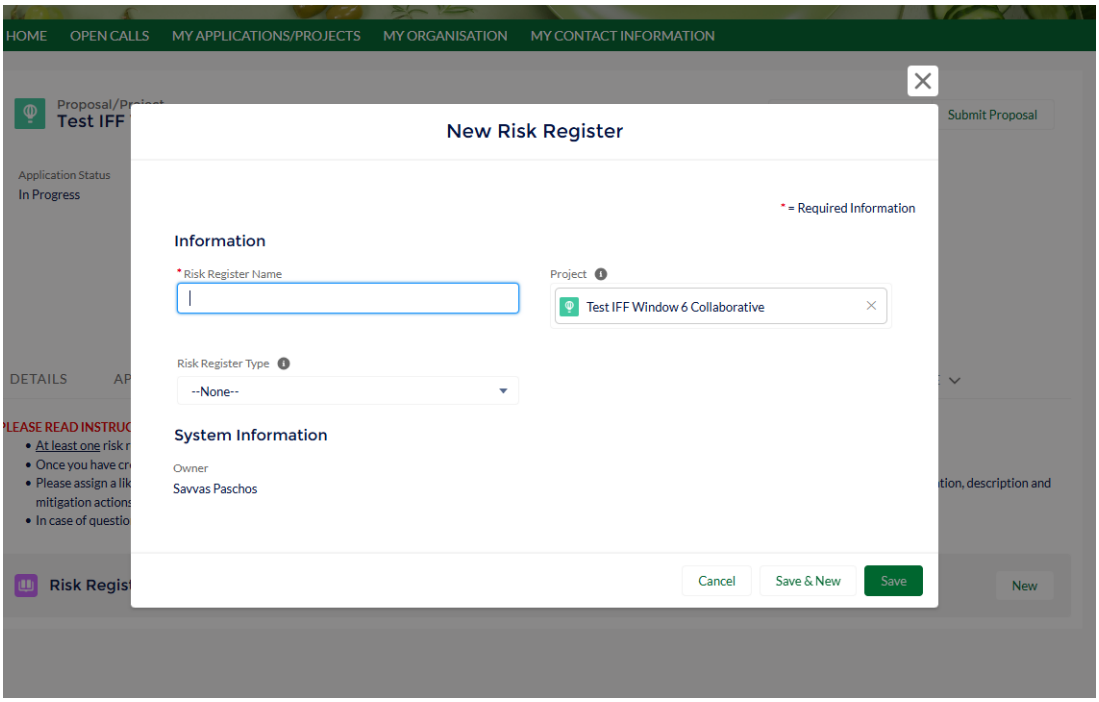
Please review the call guidelines for the proposal you are submitting and ensure that all mandatory deliverables are included in this section.

Failure to do so will result in your proposal being deemed ineligible.

5.5 Risks

To fill in Risks information, you need to navigate to the "RISKS" tab and click on New under "Risk Registers". In case you cannot see the tab "RISKS" you can click on the tab "MORE". You can fill in the name in the pop-up window and any relevant information and click on "Save". There should be **one Risk Register per application which will contain all the information regarding the Risks.** After creating the Risk Register, you can populate the information regarding the Risks by clicking on the Risk Register that was just created. You can link every risk to an activity (task/milestone) to indicate the coherence of the proposal, but this is not mandatory.




HOME
OPEN CALLS
MY APPLICATIONS/PROJECTS
MY ORGANISATION
MY CONTACT INFORMATION
Test IFF
Submit Proposal
Application Status
In Progress
New Risk Register
* = Required Information
Information
* Risk Register Name
Project
Test IFF Window 6 Collaborative
Risk Register Type
--None--
System Information
Owner
Savvas Paschos
DETAILS
Cancel
Save & New
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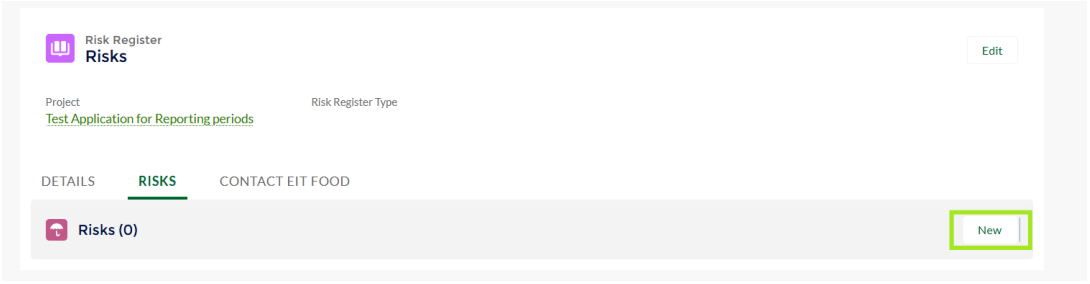
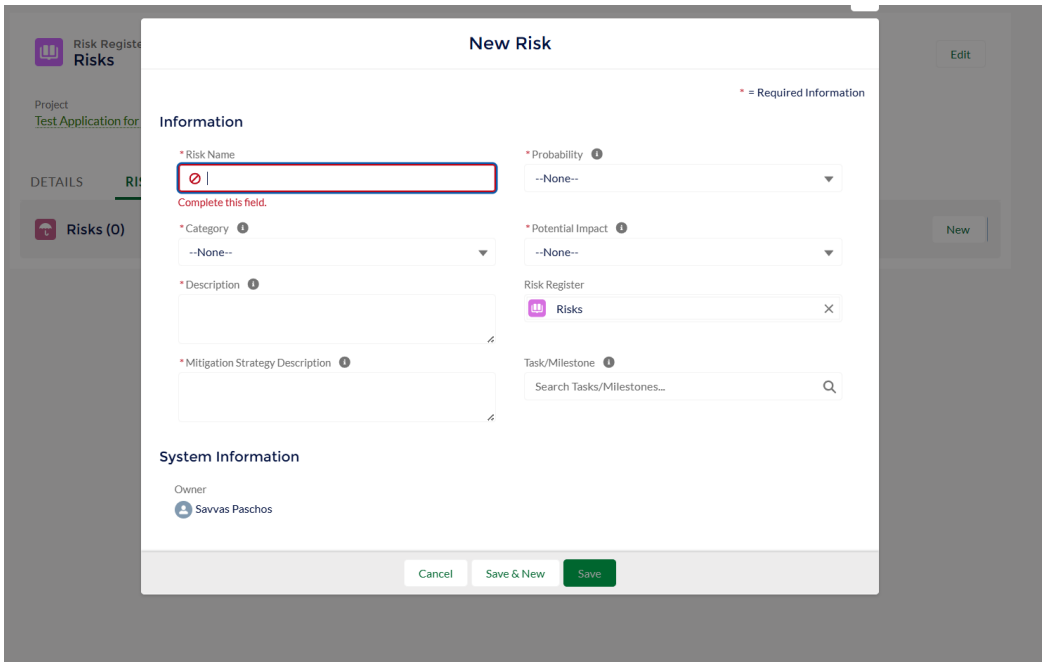
New


Risk Register
Risks
Edit
Project
Test Application for Reporting periods
Risk Register Type
DETAILS
RISKS
CONTACT EIT FOOD
Risks (0)
New



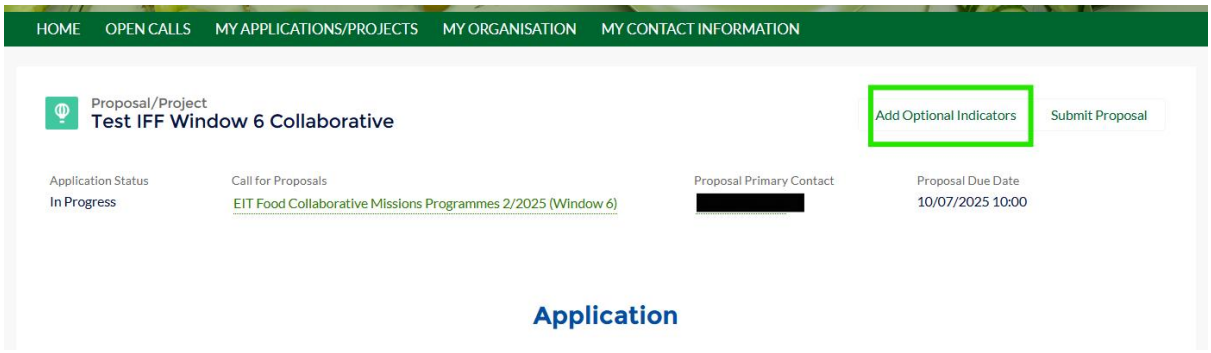
5.6 Key Performance Indicators (KPI's) & Targets

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 now available under the KPI TARGETS tab. If you cannot see them, try logging in to your portal once more.

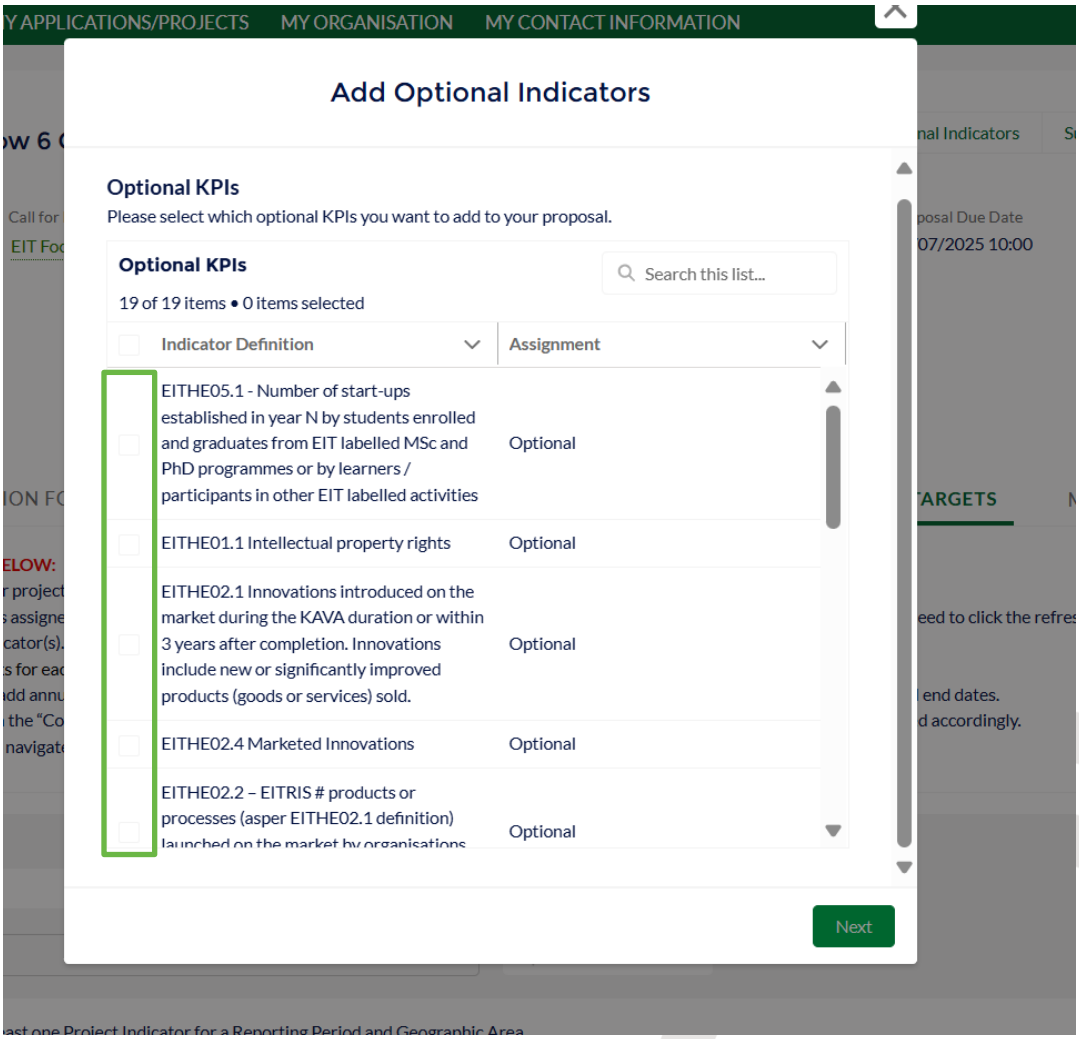
If you are not able to Add KPIs make sure that the Activity Leader has been linked to an existing contact (see section 5.2).

Please note that you **do not** need to create any Reporting Periods for the KPIs. The Reporting Periods are automatically created based on the duration of the proposal that you have indicated at the beginning of your application.

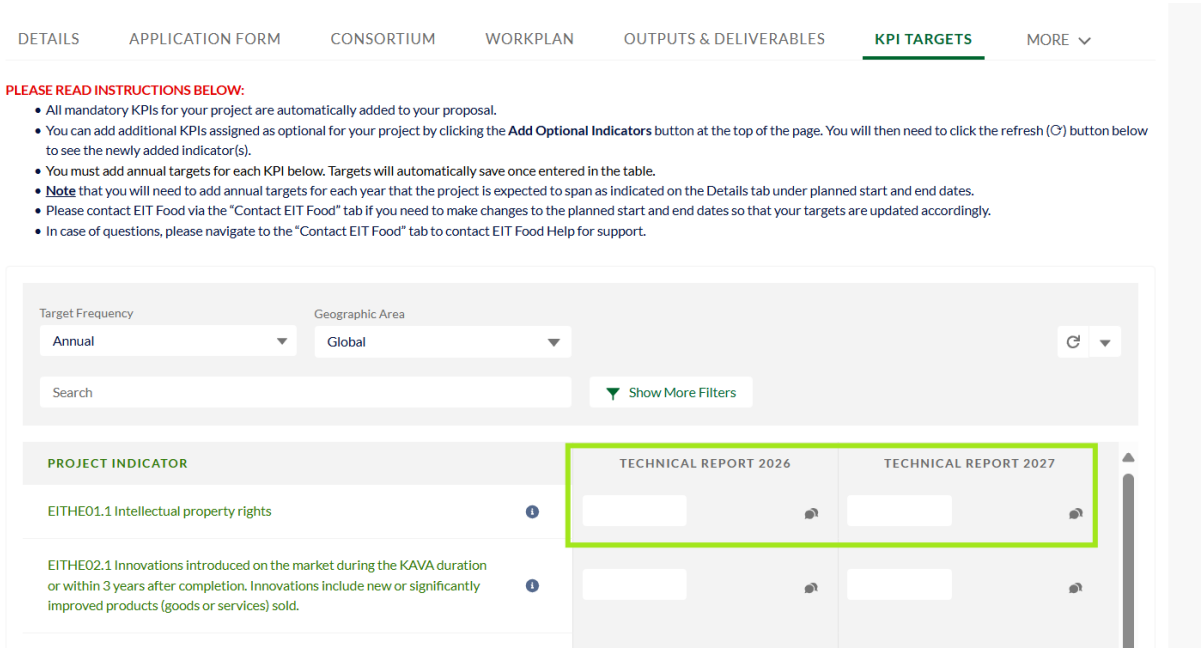
EIT has internal KPIs, see all EIT and EIT Food listed KPI's here.



If your call for proposals stipulates mandatory KPIs, these will be integrated into your application by default. You may select additional optional KPIs from the provided list. Please consult the guidelines specific to the call you are applying for to confirm which KPIs are eligible for inclusion in your project.

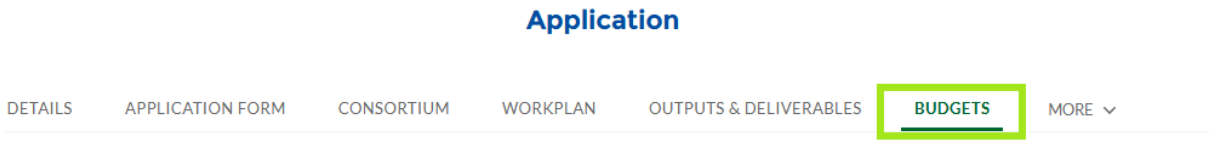


After having selected the relevant KPIs you can navigate to the “KPI TARGETS” tab. You are requested to fill in the targets for the chosen KPIs under the annual technical reports.

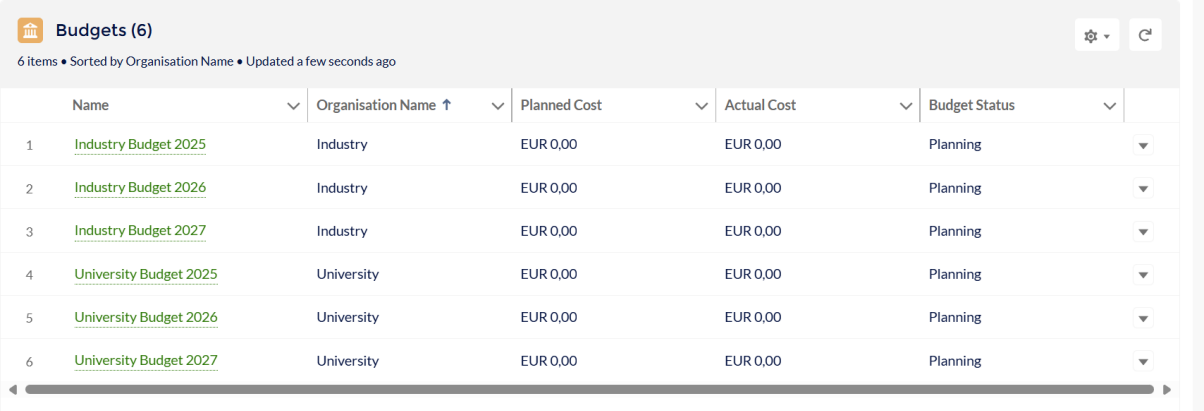


5.7 Budgets

You can now proceed to Budgets. To fill in Budget information, you need to navigate to the “BUDGETS”.



The budgets are automatically created based on the members of the consortium that have been populated under Project Organization Role under the Consortium tab, and the duration of the proposal. The budgets are created on a yearly basis. For example, if you have 2 consortium members and the proposal is running in 3 different calendar years, there will be 6 budgets created, one per consortium member per year.

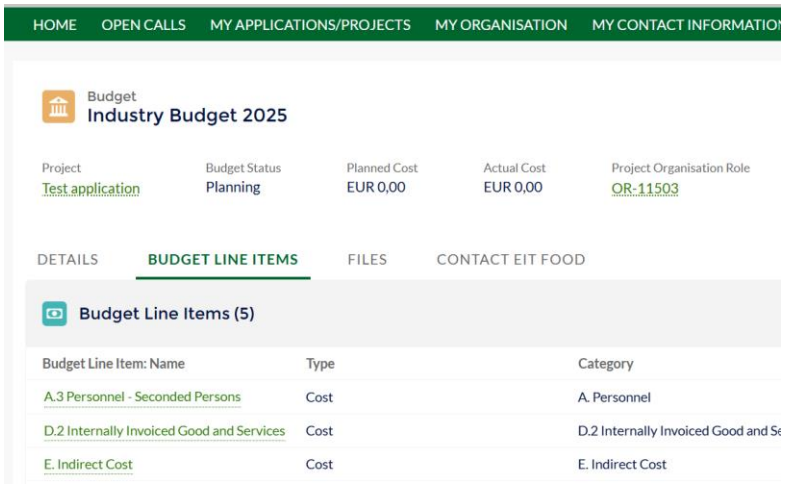


Budgets (6)

6 items • Sorted by Organisation Name • Updated a few seconds ago

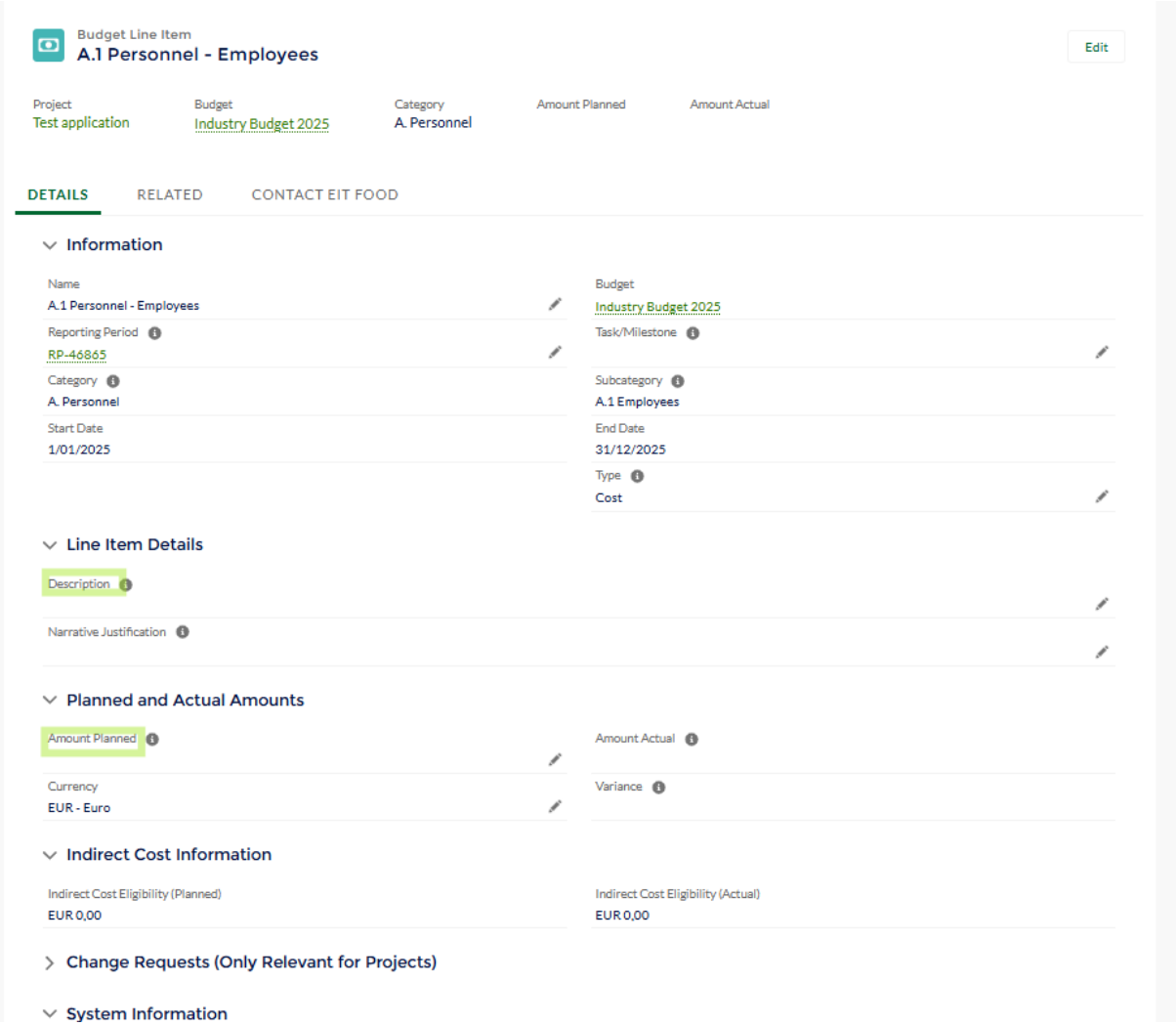
	Name	Organisation Name ↑	Planned Cost	Actual Cost	Budget Status
1	Industry Budget 2025	Industry	EUR 0,00	EUR 0,00	Planning
2	Industry Budget 2026	Industry	EUR 0,00	EUR 0,00	Planning
3	Industry Budget 2027	Industry	EUR 0,00	EUR 0,00	Planning
4	University Budget 2025	University	EUR 0,00	EUR 0,00	Planning
5	University Budget 2026	University	EUR 0,00	EUR 0,00	Planning
6	University Budget 2027	University	EUR 0,00	EUR 0,00	Planning

By clicking on the created budgets, you can access them and populate the relevant information concerning the requested amounts for the consortium member for the specific year that the budget has been created for.

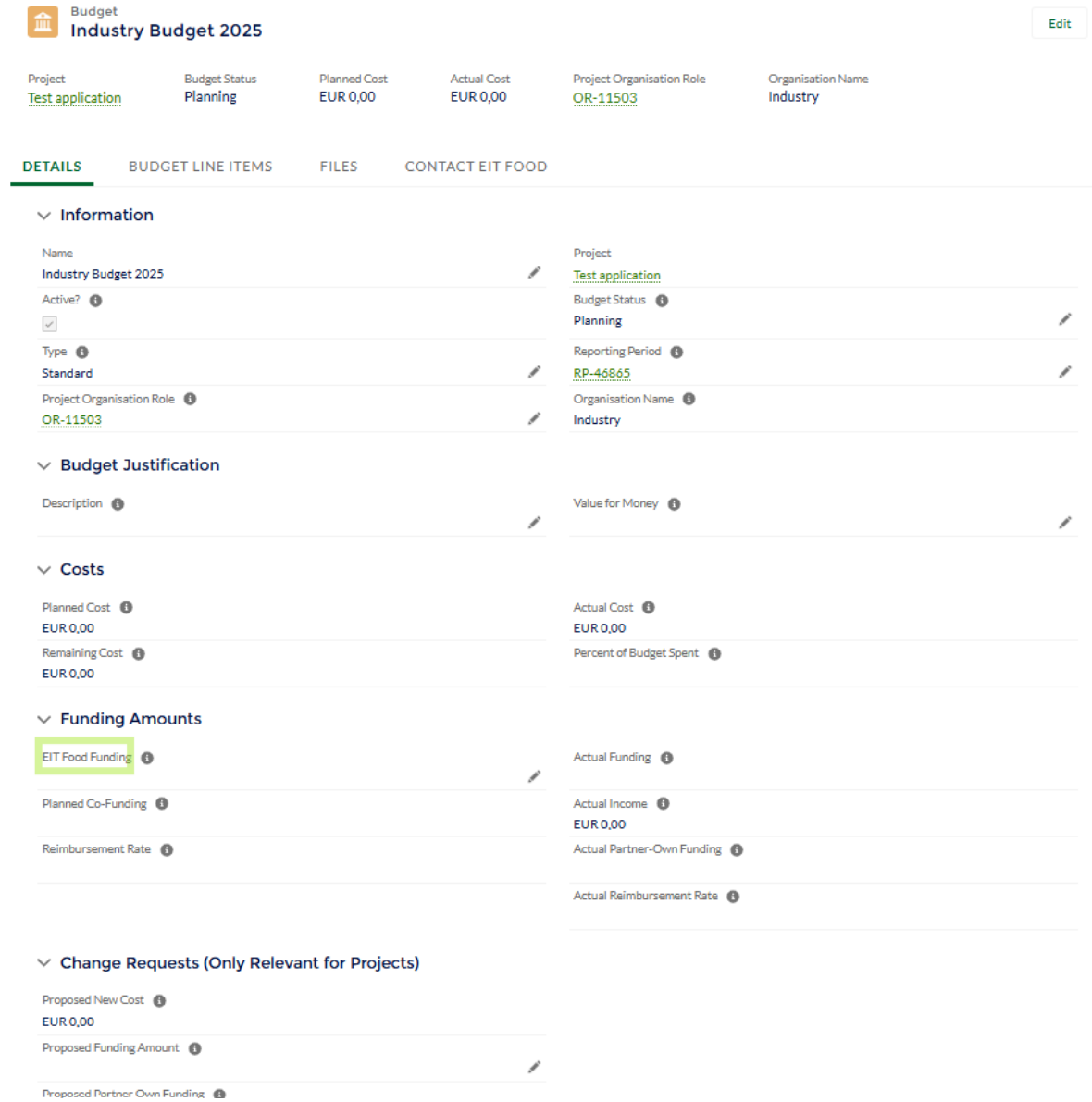


By clicking on “BUDGET LINE ITEMS” you can see a list of recommended costs categories that you can access and fill in with relevant information, given that they apply to the requested amounts. For example, by clicking on “A.1 Personnel – Employees”, you can add the relevant information for the personnel costs. Under “Amount Planned” you can put information regarding the amount requested for this specific cost category. You are requested to provide a detailed description/justification for each budget line item under “Description”. You can link each budget line item to an activity (task/milestone) to indicate the coherence of the proposal, but this is not mandatory. After filling in

the necessary information, click “Save” and move to the next budget line item.



After filling in the information regarding the different budget line items of a budget, navigate to the “DETAILS” tab of the budget and indicate the amount that is requested as funding from EIT Food for this specific budget under “EIT Food Funding”. The co-funding rate will be automatically calculated. You can explain how this budget is value-for-money, under the “Value for Money” field.



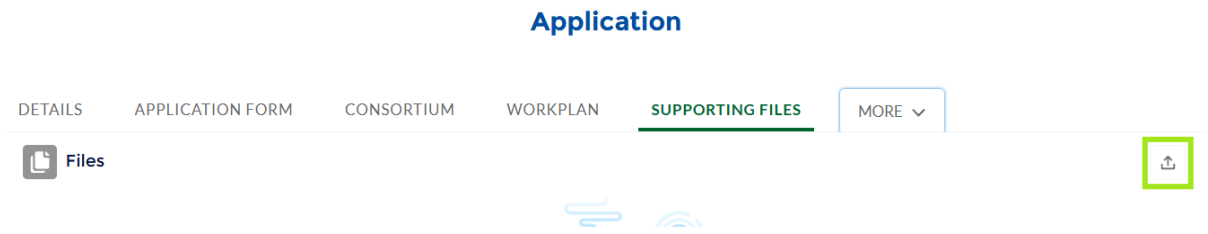
The budgeted amounts should be based on a detailed and accurate estimation of your project costs (based on the cost eligibility rules set out in the **Horizon Europe Model Grant Agreement**).

Refer to the call guidelines for the application and review the associated budget requirements such as subcontracting and depreciation thresholds, co-funding requirements, and other relevant criteria.

5.8 Additional files

Please note that you should submit all relevant supporting documents necessary to assess the application.

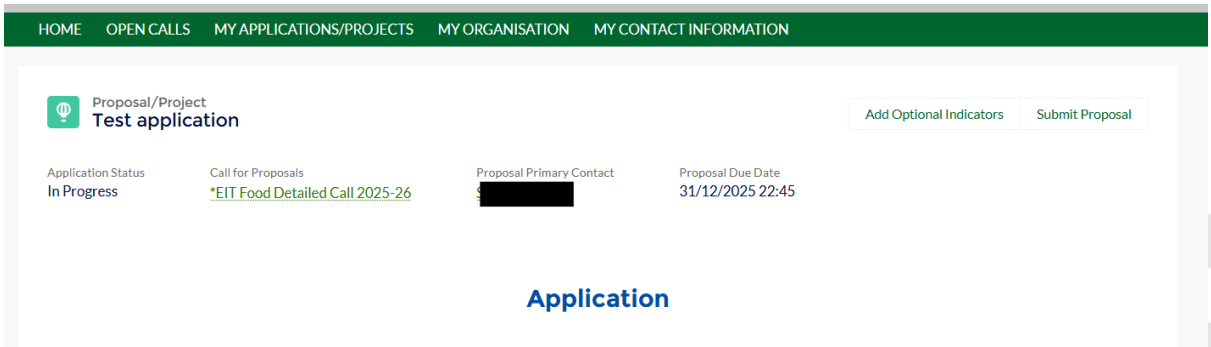
To add additional files, click on the "Supporting Files" tab and click on the Upload icon on the right. To make adjustments to the files click on the drop-down box.



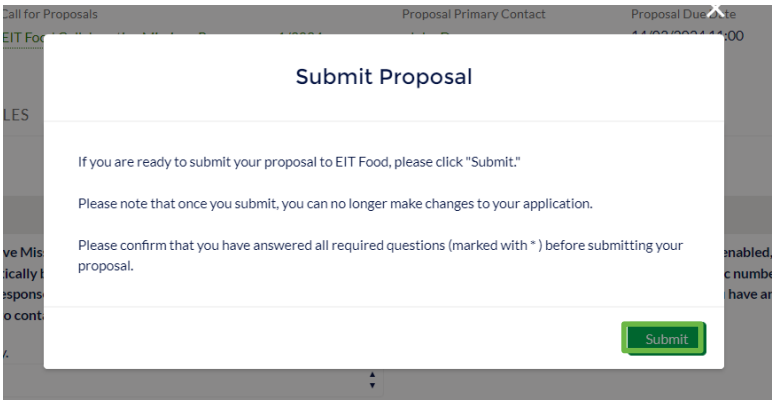
If you have any technical issues with your application, contact us directly at support@eitfood.eu, please include calls@eitfood.eu in cc of all communication regarding your application.

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.



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, with calls@eitfood.eu in cc.