

Handbook for submitting applications



**HEALTHIER LIVES
THROUGH FOOD**



**A NET ZERO
FOOD SYSTEM**



**REDUCING RISK
FOR A FAIR & RESILIENT
FOOD SYSTEM**

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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

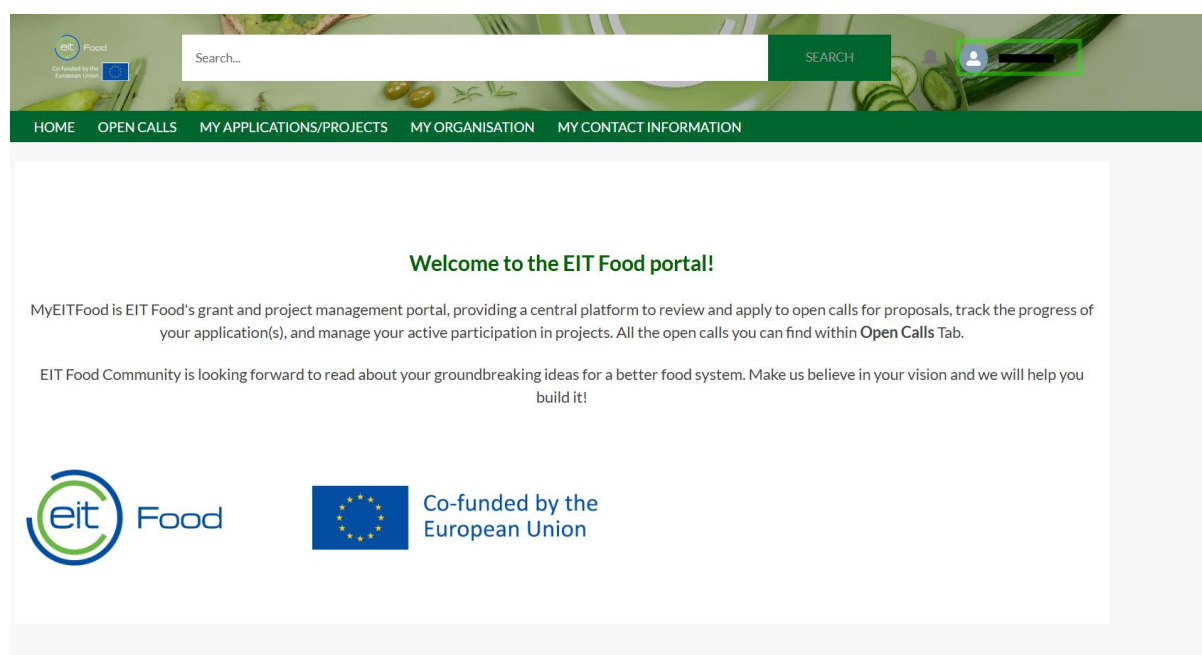
Prior to drafting a proposal, please carefully review the **updated** Call Guidelines where you will find all relevant information related to it such as call specific requirements, proposal submission information, the evaluation process, etc.

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.



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

My Settings

ACCOUNT MANAGEMENT

* = Required Information Cancel Save

Account

Username

Email Address *

Password

[Change Password](#)

Location

Language

English

Locale

French (Belgium)

Time Zone

(GMT+00:00) Greenwich Mean Time (GMT)

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.



Co-funded by the
European Union

To login, please enter your username. Your username should be the same as your email address.

In case you have any issues, please contact us at support@eitfood.eu.

Username

Password

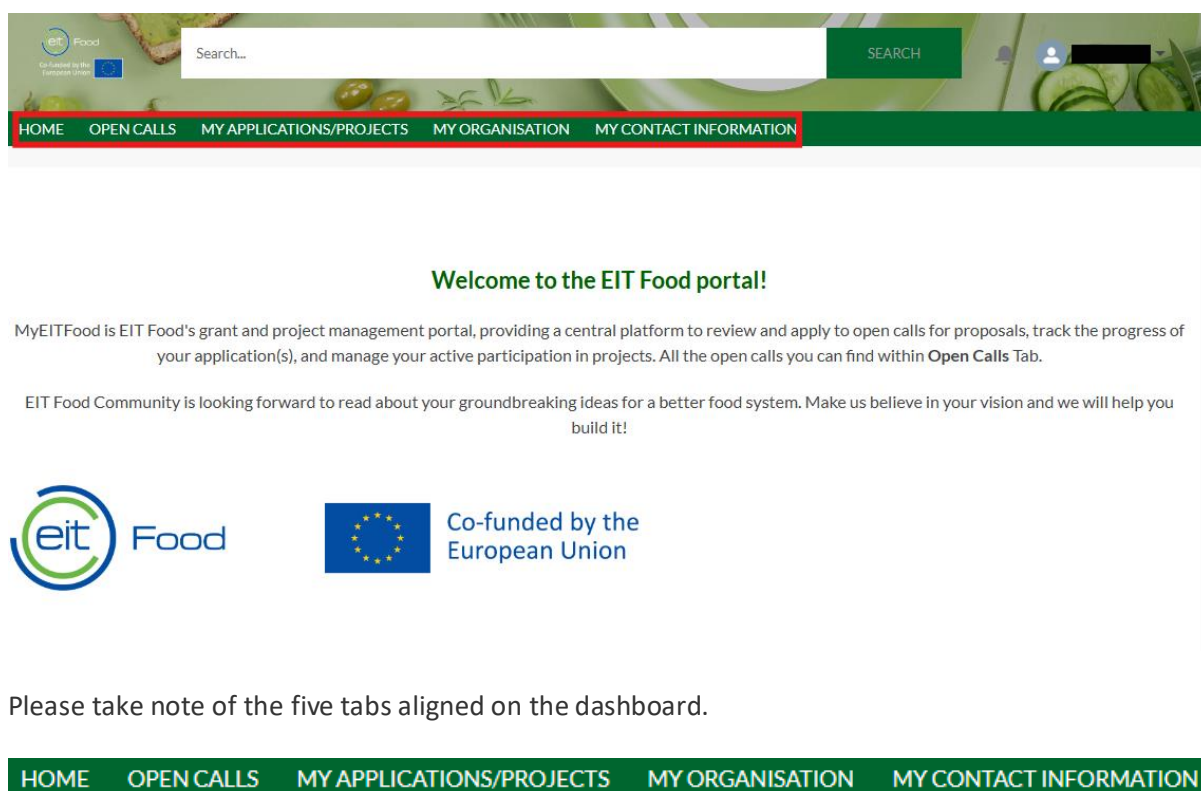
Log in

[Forgot your password?](#) [Register here](#)

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.



Search...

SEARCH

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

Welcome to the EIT Food portal!

MyEITFood is EIT Food's grant and project management portal, providing a central platform to review and apply to open calls for proposals, track the progress of your application(s), and manage your active participation in projects. All the open calls you can find within **Open Calls** Tab.

EIT Food Community is looking forward to read about your groundbreaking ideas for a better food system. Make us believe in your vision and we will help you build it!

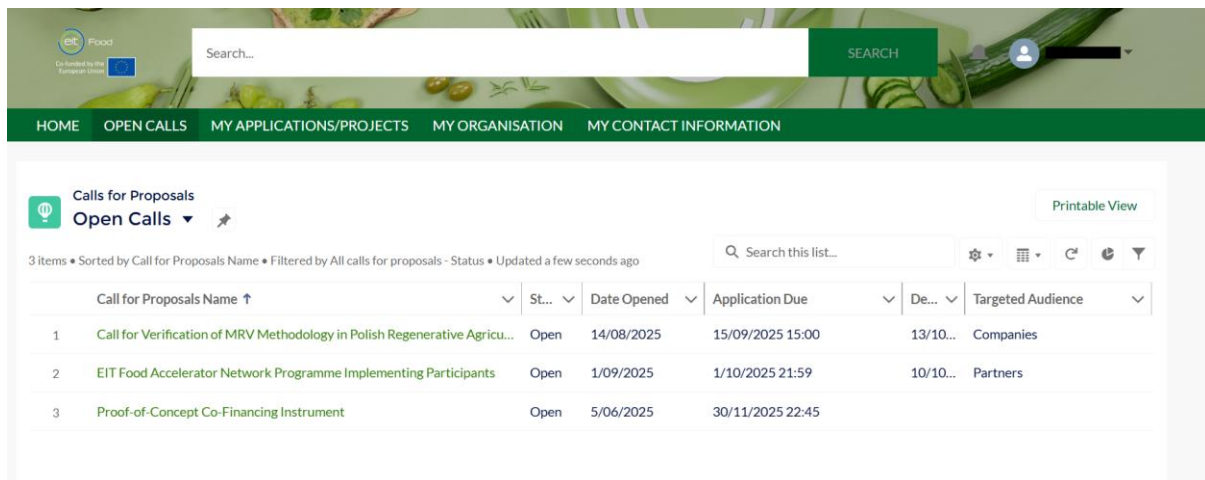
  Co-funded by the European Union

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

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.



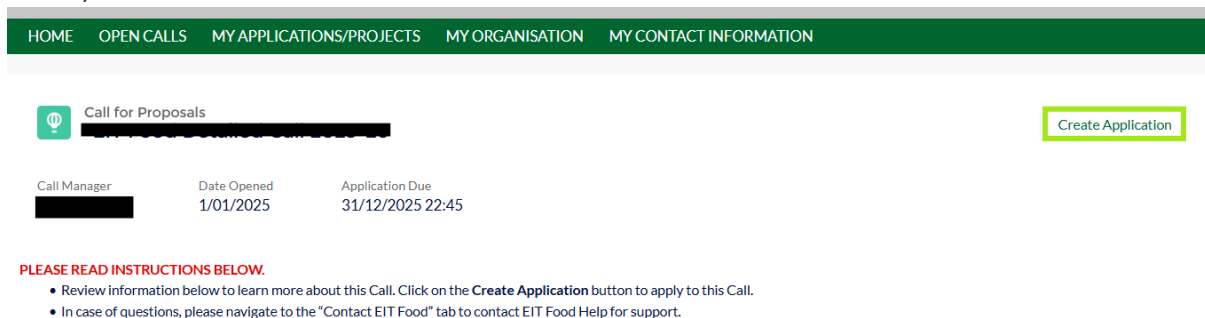
The screenshot shows the EIT Food Open Calls page. At the top, there is a search bar and a navigation menu with links: HOME, OPEN CALLS, MY APPLICATIONS/PROJECTS, MY ORGANISATION, and MY CONTACT INFORMATION. Below the navigation menu, the page title is "Calls for Proposals Open Calls". There is a "Printable View" button and a search bar for the list. A table lists three open calls for proposals:

	Call for Proposals Name	St...	Date Opened	Application Due	De...	Targeted Audience
1	Call for Verification of MRV Methodology in Polish Regenerative Agricu...	Open	14/08/2025	15/09/2025 15:00	13/10...	Companies
2	EIT Food Accelerator Network Programme Implementing Participants	Open	1/09/2025	1/10/2025 21:59	10/10...	Partners
3	Proof-of-Concept Co-Financing Instrument	Open	5/06/2025	30/11/2025 22:45		

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).



The screenshot shows the EIT Food application page. At the top, there is a navigation menu with links: HOME, OPEN CALLS, MY APPLICATIONS/PROJECTS, MY ORGANISATION, and MY CONTACT INFORMATION. Below the navigation menu, the page title is "Call for Proposals". There is a "Create Application" button in the top right corner. Below the title, there is a table with the following information:

Call Manager	Date Opened	Application Due
	1/01/2025	31/12/2025 22:45

Below the table, there is a red text prompt: "PLEASE READ INSTRUCTIONS BELOW." followed by two bullet points:

- 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.

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 APPLICATIONS/PROJECTS" 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

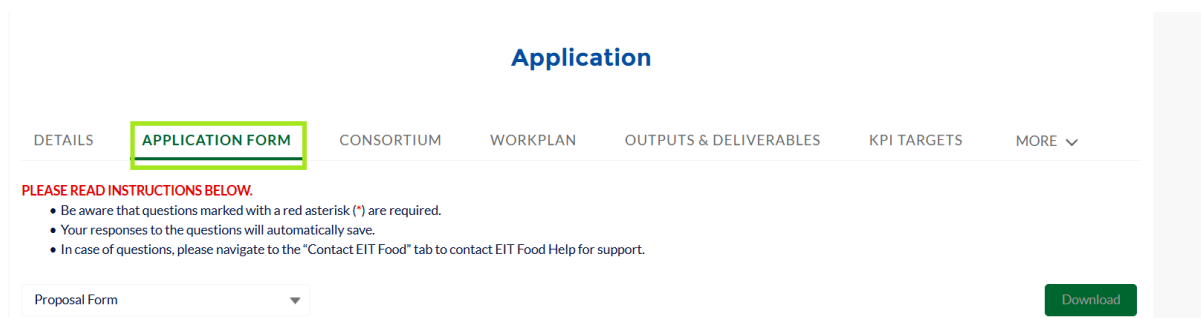
Please before starting your application, read carefully the instructions under the tab "DETAILS".

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 (ⓘ 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.



Application

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

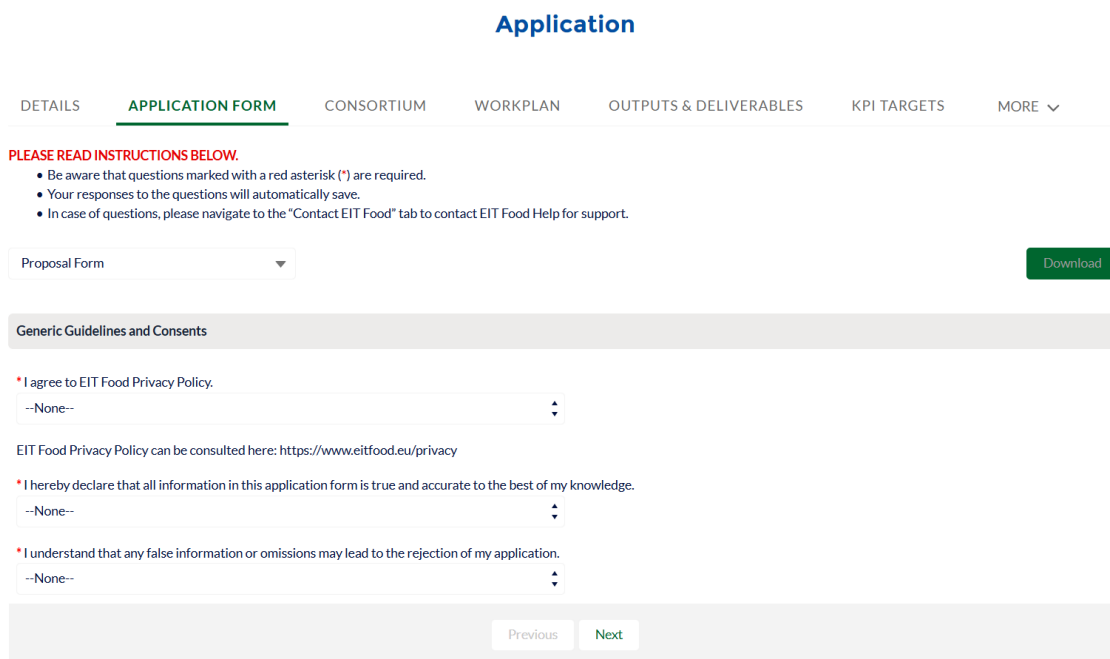
PLEASE READ INSTRUCTIONS BELOW.

- 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

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-- ▾

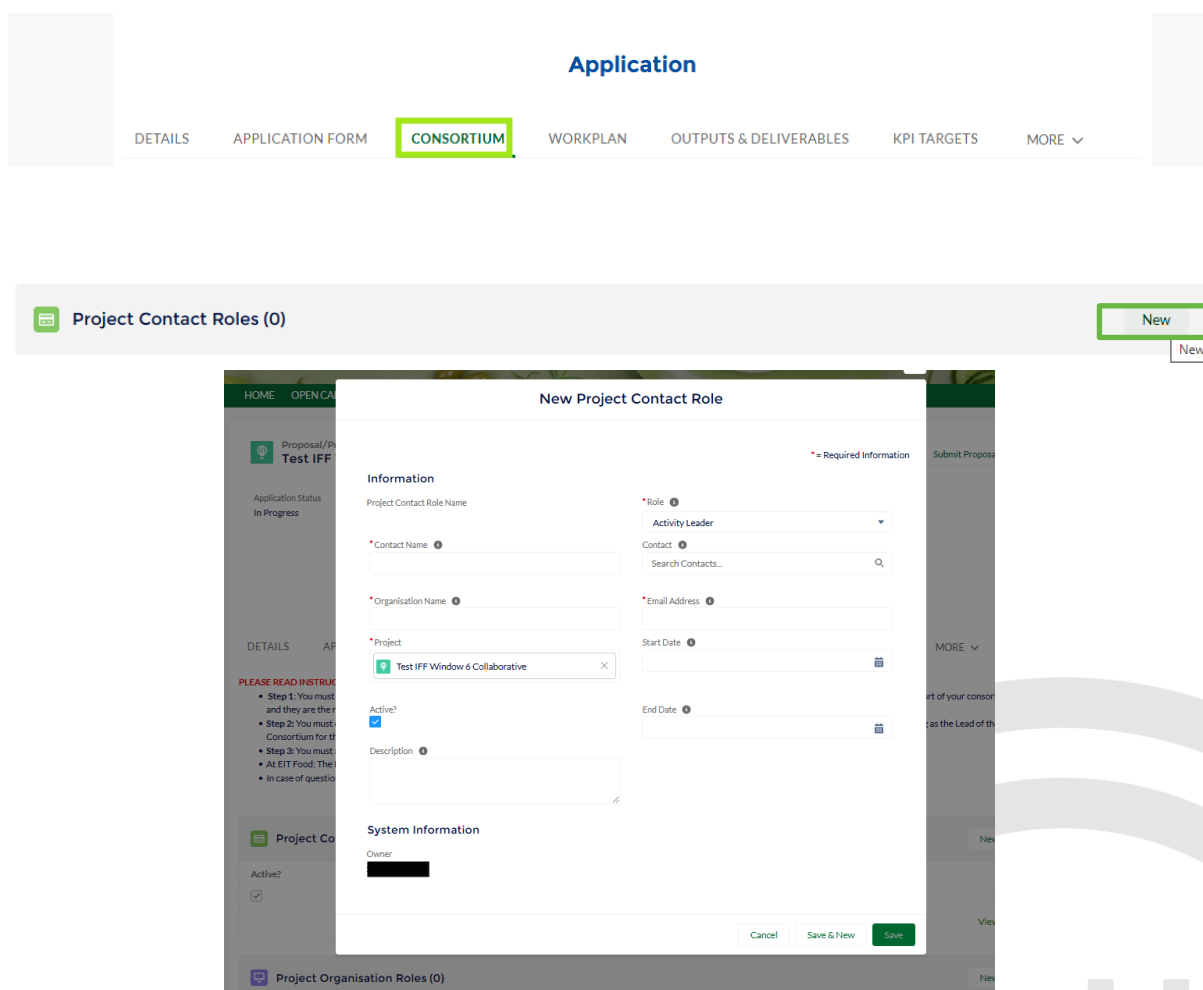
* I understand that any false information or omissions may lead to the rejection of my application.
--None-- ▾

Previous Next

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”.



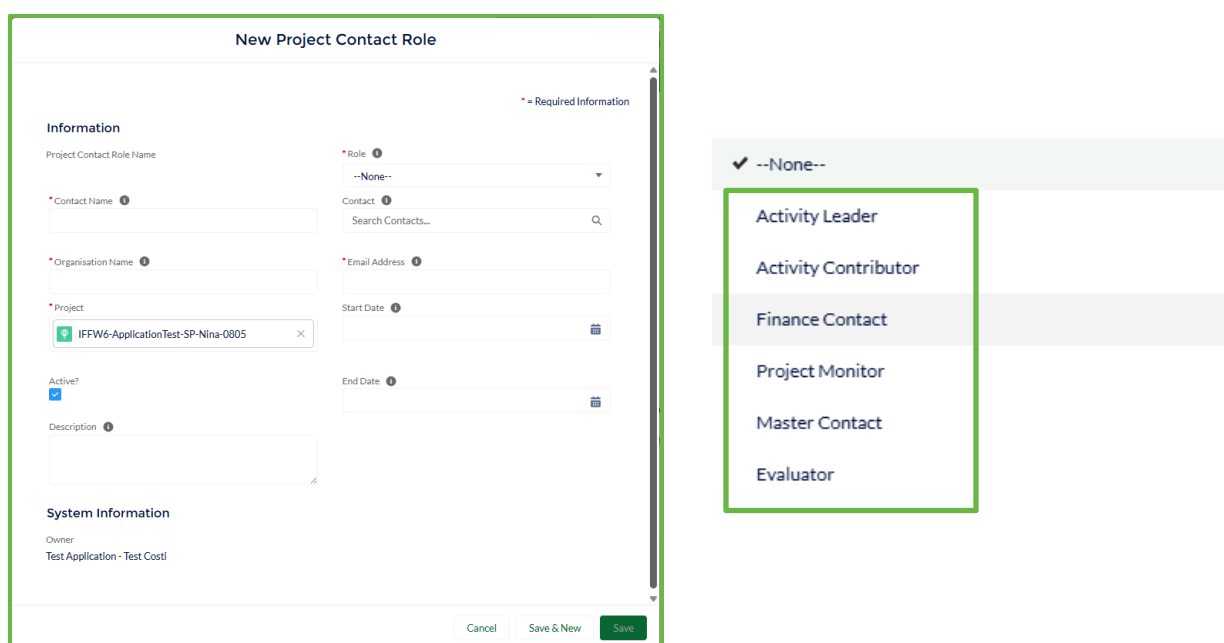
The screenshot shows the 'Application' dashboard with the 'CONSORTIUM' tab selected. Below the dashboard, the 'Project Contact Roles (0)' section is visible, with a 'New' button. A modal window titled 'New Project Contact Role' is open, displaying the following fields:

- Information**
 - Project Contact Role Name
 - * Contact Name
 - * Organisation Name
 - * Project (dropdown menu showing 'Test IFF Window & Collaborative')
 - Active? (checkbox checked)
 - Description
- System Information**
 - Owner
- Role** (dropdown menu showing 'Activity Leader')
- Contact** (search field with 'Search Contacts...' and a magnifying glass icon)
- * Email Address
- Start Date (calendar icon)
- End Date (calendar icon)

At the bottom of the modal, there are three buttons: 'Cancel', 'Save & New', and '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.

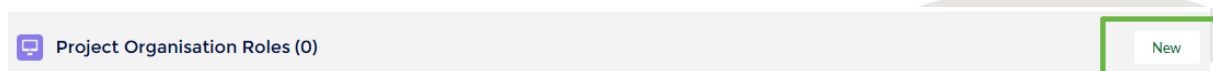
Note: The Project Monitor is the Activity Leader's first point of contact with EIT Food for project implementation. This role will be assigned by EIT Food. The rest of the available roles are not applicable at this stage and are not supposed to be selected.



The image shows a 'New Project Contact Role' form and a role selection dropdown menu. The form is divided into 'Information' and 'System Information' sections. The 'Information' section includes fields for 'Project Contact Role Name', 'Role' (a dropdown menu currently showing '--None--'), 'Contact' (a search field), 'Contact Name', 'Organisation Name', 'Project' (a dropdown menu showing 'IFFW6-ApplicationTest-SP-Nina-0805'), 'Email Address', 'Start Date', 'End Date', 'Active?' (a checkbox), and 'Description'. The 'System Information' section shows 'Owner' as 'Test Application - Test Costi'. At the bottom of the form are 'Cancel', 'Save & New', and 'Save' buttons. To the right of the form is a dropdown menu for selecting a role, with options: 'Activity Leader', 'Activity Contributor', 'Finance Contact', 'Project Monitor', 'Master Contact', and 'Evaluator'. The 'Activity Contributor' role is highlighted with a green box.

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.



The image shows a header bar for 'Project Organisation Roles (0)'. On the right side of the bar, there is a 'New' button, which is highlighted with a green box.

New Project Organisation Role

Information

Name

Organisation Name

Organisation Role Label

PIC Number

Participant Focus

Participant Internal Reference

Start Date

End Date

Project

IFFW6-ApplicationTest-SP-Nina-0805

--None--

Active

Lead?

Exploiting Party

Capabilities/Experience

Address Information

Official Address

Search Address

Cancel

Save & New

Save

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.

Application

DETAILS

APPLICATION FORM

CONSORTIUM

WORKPLAN

OUTPUTS & DELIVERABLES

KPI TARGETS

MORE

12

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

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.

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.

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. 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”.

New Output

* = Required Information

Information

* Output Name

Proposal/Project

Project Organisation Role

Task/Milestone

* Expected Date

Achieved Date

Output Status

Description

* Output Description

Cancel Save & New Save

New Deliverable

* = Required Information

Information

* Deliverable Title *

Expected Date *

* Output *

Achieved Date *

Task/Milestone *

Deliverable Status *

Not Started

Description

Deliverable Description *

System Information

Cancel
Save & New
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.

Application

DETAILS
APPLICATION FORM
CONSORTIUM
WORKPLAN
OUTPUTS & DELIVERABLES
RISKS

MORE ▾

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

Proposal/Project
Test IFF

Application Status
In Progress

Submit Proposal

New Risk Register

* = Required Information

Information

* Risk Register Name

Project ⁱ Test IFF Window 6 Collaborative ×

Risk Register Type ⁱ --None--

System Information

Owner
Savvas Paschos

Cancel Save & New Save

Risk Register

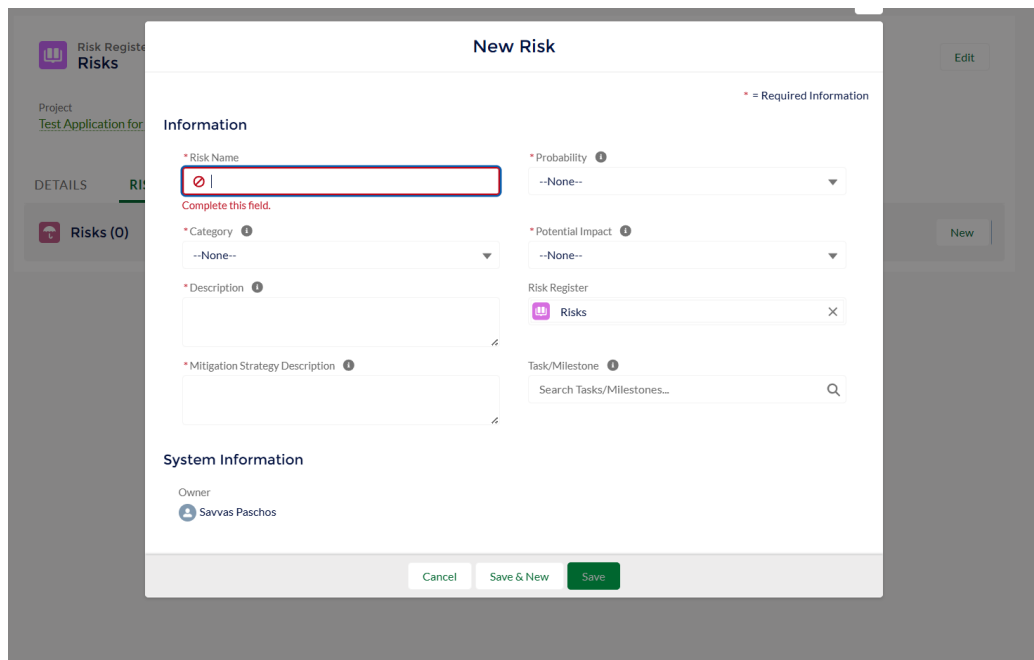
Risks Edit

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](#).

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

Call for Proposals

Proposal Primary Contact

Proposal Due Date

In Progress

EIT Food Collaborative Missions Programmes 2/2025 (Window 6)

10/07/2025 10:00

Application

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.

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

☐
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

☐
EITHE01.1 Intellectual property rights

Optional

☐
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

☐
EITHE02.4 Marketed Innovations

Optional

☐
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 (🔄) 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 ℹ		
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. ℹ		

5.7 Budgets

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

Application

DETAILS APPLICATION FORM CONSORTIUM WORKPLAN OUTPUTS & DELIVERABLES **BUDGETS** MORE ▾

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.

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


Budget

Industry Budget 2025

Project

[Test application](#)

Budget Status

Planning

Planned Cost

EUR 0,00

Actual Cost

EUR 0,00

Project Organisation Role

[OR-11503](#)

DETAILS **BUDGET LINE ITEMS** FILES CONTACT EIT FOOD


Budget Line Items (5)

Budget Line Item: Name	Type	Category
A.3 Personnel - Seconded Persons	Cost	A. Personnel
D.2 Internally Invoiced Good and Services	Cost	D.2 Internally Invoiced Good and Services
E. Indirect Cost	Cost	E. Indirect Cost

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.


Budget Line Item

A.1 Personnel - Employees

Edit

Project

Test application

Budget

Industry Budget 2025

Category

A. Personnel

Amount Planned

Amount Actual

DETAILS

RELATED

CONTACT EIT FOOD

Information

Name

A.1 Personnel - Employees

Budget

Industry Budget 2025

Reporting Period

RP-46865

Task/Milestone

Category

A. Personnel

Subcategory

A.1 Employees

Start Date

1/01/2025

End Date

31/12/2025

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

Change Requests (Only Relevant for Projects)

System Information

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.



Budget
Industry Budget 2025

Edit

Project **Test application** Budget Status **Planning** Planned Cost **EUR 0,00** Actual Cost **EUR 0,00** Project Organisation Role **OR-11503** Organisation Name **Industry**

DETAILS BUDGET LINE ITEMS FILES CONTACT EIT FOOD

Information

Name Industry Budget 2025	Project Test application
Active? ☒	Budget Status Planning
Type Standard	Reporting Period RP-46865
Project Organisation Role OR-11503	Organisation Name Industry

Budget Justification

Description	Value for Money
-------------	-----------------

Costs

Planned Cost EUR 0,00	Actual Cost EUR 0,00
Remaining Cost EUR 0,00	Percent of Budget Spent

Funding Amounts

EIT Food Funding	Actual Funding
Planned Co-Funding	Actual Income EUR 0,00
Reimbursement Rate	Actual Partner-Owned Funding
	Actual Reimbursement Rate

Change Requests (Only Relevant for Projects)

Proposed New Cost EUR 0,00
Proposed Funding Amount
Proposed Partner Own Funding

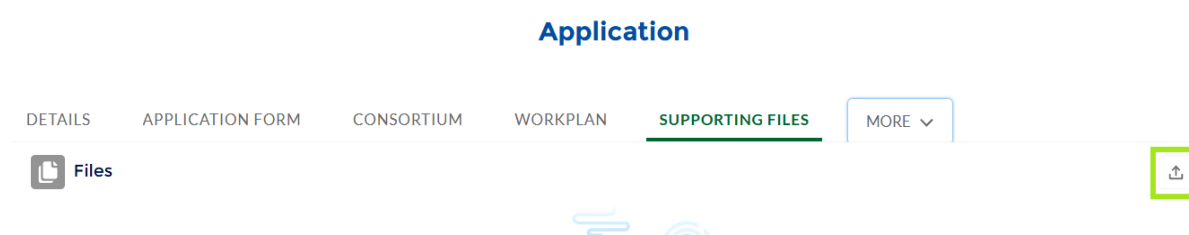
The budgeted amounts should be based on a detailed and accurate estimation of your project costs (based on the cost eligibility rules set out in the [Horizon Europe Model Grant Agreement](#)).

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.

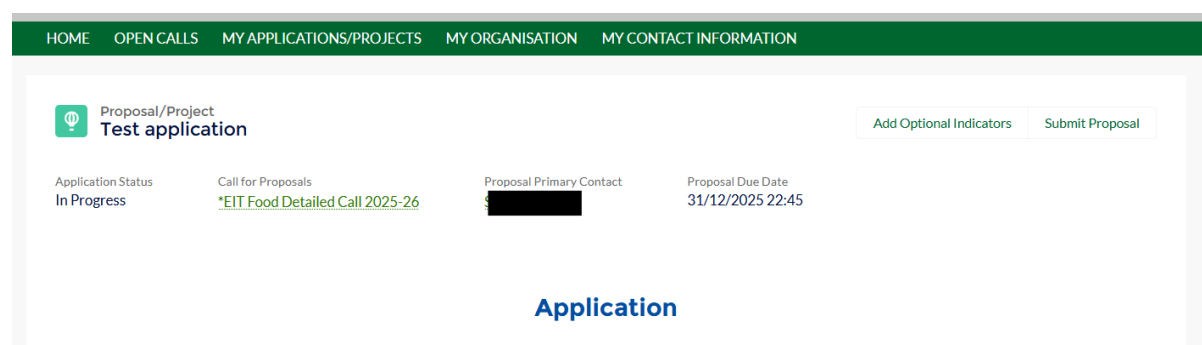
To add additional files, click on the “Supporting Files” tab and click on the Upload icon on the right. To make adjustments to the files click on the drop-down box.



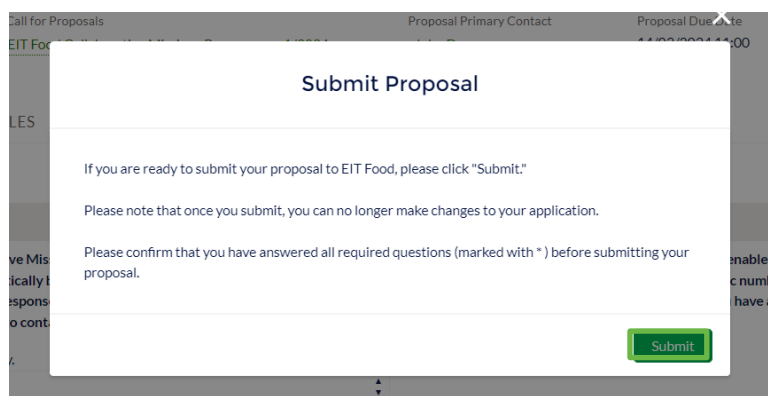
If you have any technical issues with your application, contact us directly at support@eitfood.eu, please include calls@eitfood.eu in cc of all communication regarding your application.

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.