Call for Action: Pioneers 2022

This document covers applications for funding for 2022.

Plaza Opens: 8th November 2021

Proposal Deadline: 31st January 2022

Publication Date: 8th November 2021

Table of Contents

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Call for Action – Pioneers 2022

Call Announcement: 8th November 2021

PLAZA Opens: 8th November 2021

PLAZA closes: 31st January 2022 17CET

Funding available for: MGA 2022

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Introduction

EIT Climate-KIC is a Knowledge and Innovation Community (KIC), working to accelerate the transition to a zero-carbon, climate-resilient society.

Pioneers, an EIT Climate-KIC programme, provides experiential and transformative learning experiences to professionals, enabling them to develop systems innovation competencies and the mindset required to initiate and sustain radical change. EIT Climate-KIC designs and orchestrates the Pioneers programme, while EIT Climate-KIC´s partners deliver it in their region or country.

The purpose of this call is to identify organisations delivering a place-adjusted Pioneers programme in European Union member states or non-member states that have associated to the Horizon Europe funding programme in 2022. Pioneers partners will be co-funded by the Horizon Europe funding framework.

EIT Climate-KIC invites proposals that will make a unique contribution to our existing portfolio, and that will help tackle climate change at the speed and scale we need. Please note that the co-funding requirements for this call may differ for RIS and non-RIS organisations. Please go to section EIT Reimbursement Model to learn more.

EIT Climate-KIC created two documents to brief potential partners: A PowerPoint presentation (see below) and this Word document. Please read both documents thoroughly before preparing your proposal.

Learn more about Pioneers

As mentioned above, EIT Climate-KIC created a **PowerPoint presentation available on EIT Climate-KIC´s "Apply for a grant" page** to brief potential partners. Please read the PowerPoint presentation thoroughly before you continue reading and preparing your proposal – in particular if you are an EIT partner new to delivering the Pioneers programme, a non-EIT partner or an organisation based outside of the European Union.

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EIT grant

EIT Climate-KIC enables organisations to deliver a place-adjusted Pioneers programme by training and seed funding them. In 2022, EIT Climate-KIC will use the allocated EIT grant to cover a part of the partners´ costs, enabling a variety of previous and new partners to co-design a Pioneers programme that will unlock additional sources of funding.

We have the means to support EIT partners based in non-RIS countries with 27,000 Euros in total and EIT partners based in RIS countries with 99,000 Euros in total. At the same time EIT Climate-KIC encourages non-EIT partners to apply – with or without requesting a portion of the EIT grant.

The available budget results in EIT Climate-KIC calling for up to three EIT partners based in non-RIS countries, up to five EIT partners based in RIS countries and up to three non-EIT partners requesting EIT funding.

For more details, please see the section on "EIT reimbursement model" below.

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PROPOSAL GUIDELINES

Key dates

Date / Time (CET)	Item	Link (if applicable)
8th November 2021	**Call documentation released**	
16th November and 2nd December 2021	**Information sessions**	Please note that the dates are tentative. Visit https://pioneers.climate-kic.org/calendar/ for updates and further details.
31st January 2022 17CET	**Call deadline**	
18th February 2022	**Decision communication**	

Before preparing a proposal

To participate in this call, you should ensure:

Checklist	
You have read the Call-to-Action documents (PowerPoint presentation, Word document) carefully, and started to think about what contribution your idea / project could make with respect to the Call-to-Action brief;	☐
You have considered and integrated the information received at an information session.	☐
Register Plaza accounts for yourself and your organisation early. Registration processes take a minimum of 48 hours to approve – so don't leave it until the last minute!	☐
Please ensure that all required information is provided. Without the availability of the relevant information the application will not be progressed.	☐
Translate your proposal and related documents into English so that it can be reviewed. You may wish to add a short English summary to any non-English documents (such as a letter of support). EIT Climate-KIC may require translation if necessary.	☐
Prepare your budget carefully taking into account the strict rules applied to Horizon Europe eligible costs. Based on experience, EIT Climate-KIC strongly recommends careful attention to constructing a compliant budget and developing clear cost category descriptions that respond to the HE guidance. Please refer to EIT Climate-KIC's cost category guidance document here; and to the pre-draft Annotated Model Grant Agreement here.	☐

Applications must be submitted via our website Plaza by pressing the 'Final Submit' button. Plaza will be open for applications from 8th November 2021 via: https://plaza.climate-kic.org

Please note that we will not accept any applications outside of the system. **We will not accept late submissions** and the system will be locked after the deadline. It is for this reason we recommend that you aim to submit your proposal a few days early to give you additional time in case of unexpected issues.

If you experience difficulties with the system, please consult the guidance within the Systems Manuals section of Plaza and for technical issues raise a support ticket in the Plaza system. For general queries you can also contact the EIT Climate-KIC Community Desk at communitydesk@climate-kic.org.

Please be aware that the system does not support images or graphics (if required please submit these as a PDF under the 'Files' tab – you will need to clearly name this document and reference it within the workplan/ work package information

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provided. Any tables, graphs, or images inserted into other sections of the Proposal will not be provided to independent reviewers for evaluation.

Things to be aware of

To increase your chances of being successful, we recommend that you take into consideration these important aspects:

- Visit https://pioneers.climate-kic.org/ and check the calendar for upcoming information sessions.

- Attend an information session and clarify your questions.

- Read the eligibility and assessment criteria annexes enclosed within this document. These will be used by EIT Climate-KIC and external assessors to assess proposals.

- Important: Please note that the eligibility of EIT funding for non-EU member state partners is subject to the association of their respective countries to Horizon Europe.

Preparing a proposal

When completing your full proposal application, you will need to pay attention to programme requirements:

- A clear articulation of the need, problem or challenge the proposal will address, and as defined / in response to the Call-to-Action brief;
- The geographical focus of any activities, the organisations involved in the proposal, the project start and end date, and proposed budget;
- How you detail the activities that will be conducted (the workplan) to achieve the objectives of the project/activity;
- How your proposal responds to the defined challenge, scope, and impact of the Call, through intended outcomes and KPIs.
- The outputs of your work. EIT Climate-KIC uses the format of Outputs, Deliverables, and KPIs.
  - o Outputs should be considered substantial pieces of work done to achieve the objectives – a typical formulation might see one output per work package.
  - o Deliverables are supporting documentary evidence that prove the work has taken place to the standard planned and they should always be of high quality.
  - o KPIs are Key Performance Indicators, and they are separated into two sets of KPIs – EIT Climate-KIC KPIs and EIT KPIs ; please refer to Annex 1: Key Performance Indicators for details of KPIs that are in scope for this programme and that should be targeted in submission.
  - o You must include KPIs in your proposal which align with the programmatic KPIs.
- Plans for financial and delivery sustainability and scalability via other funding streams and new income streams; please refer to Annex 2 for details.

Important: Please note that proponents are responsible to check the EIT Climate-KIC website for updated information related to this Call. Amendments to the Guidelines and Frequently-Asked-Questions may be issued from time to time.

Check for important updates

We aim to issue full and complete call guidelines however sometimes it is necessary to issue amendments to the Guidelines or make clarifications via additional guidance or Frequently-Asked-Questions. These important updates (if any) will be posted at: https://www.climate-kic.org/get-involved/apply-for-a-grant/

Who can apply

This call for proposals is open for applications from organisations already part of the EIT Climate-KIC community as well as new organisations. Our community currently includes more than 400 organisations spanning universities, SME businesses,

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large organisations, research organisations, public authorities, cities, NGOs and more. EIT Climate-KIC catalyses and supports innovation for climate action, but it is our partners who make that innovation happen.

Organisations will not be eligible to receive funding until they have acceded to the new Horizon Europe legal framework (or as required by EIT).

Please note that Plaza is only accessible to EIT Climate-KIC community members. If you are not yet a member organisation, please contact the EIT Climate-KIC Community Desk at communitydesk@climate-kic.org to request a pre-membership account. Please ensure you register on the Plaza system no later than 48 hours prior to the submission deadline - registrations after that cannot be dealt with in a timely manner.

Your data

In Plaza, all registrants are required to accept EIT Climate-KIC's General Terms and Conditions which also includes in particular, our Privacy Policy, Acceptable Use Policy and Cookie Policy and warrant and represent that they have the authority to agree and accept these on behalf of the named organisation. Personal data provided may be processed, including sharing with other organisations, by EIT Climate-KIC and certain sensitive data elements will be visible to other partners or potential partners of EIT Climate-KIC.

The named partner organisation or potential partner of EIT Climate-KIC warrants and represents that in providing personal data in connection with the proposal, the data subjects have consented to the provision of this personal data and the processing of it by EIT Climate-KIC in the manner indicated in accordance with our Privacy Policy, and that the partner organisation or potential partner of EIT Climate-KIC provides the personal data in accordance with applicable law.

Confidentiality

EIT Climate-KIC will treat your proposal confidentially, as well as any related information, data and documents received in accordance with our Privacy Policy or as otherwise indicated throughout the proposal form (i.e. public summary, Climate Impact Assessments).

Please pay attention not to attempt to discuss your proposal with persons you believe may act as an independent expert for EIT Climate-KIC.

System errors and complaints

Submission

If you think that the submission of your proposal was not entirely successful due to a **technical error** on the side of EIT Climate-KIC, you may lodge a complaint through the Community Desk (communtydesk@climate-kic.org).

For the complaint to be admissible it must be **filed within 24 hours following that of the Call closure**, ideally as soon as the issue arises to enable submission prior to the deadline.

You should also secure a PDF version of all the parts of your proposal holding a time stamp (file attributes listing the date and time of creation and last modification) that is prior to the call deadline, as well as any proof of the alleged failure (e.g. screenshots). Later in the procedure you may be requested by the team reviewing the case to provide these items. Please note that any information regarding the proposal will be treated in a strictly confidential manner.

To consider your complaint is upheld, the audit trail (application log files and access log files of the IT systems involved) must show that there was indeed a technical problem on EIT Climate-KICs side which prevented you from submitting (or resubmitting) the proposal.

Outcome: You will receive a notification about the outcome of the treatment of your complaint within 48 hours of all evidence being provided. If a decision cannot be reached in this timeframe, you will receive a holding reply. If your complaint is upheld, the files submitted, for which the investigation has demonstrated that technical problems on the EIT Climate-KICs side prevented (re)submitting, will be used as a reference for accepting the proposal for subsequent evaluation. In absence of such documents, the version present in the relevant system will be evaluated.

Complaints

Should proponents be dissatisfied with the outcome of the proposal review process please reach out to EIT Climate-KIC's Community Desk (CommunityDesk@climate-kic.org) for information about the Complaints and Appeals processes. EIT Climate-KIC maintains an independent and fair assessment procedure to avoid potential conflicts of interest and ensure fair treatment among applicants.

EIT reimbursement model

EIT funding is provided as percentage reimbursement of actual costs incurred, up to the budgeted grant amount. A 'Maximum EIT Reimbursement Rate' is applied at the project level. Please refer to Managing Performance, Risk, and Fairness in Implementing the EIT Grant, for further information.

It is important to highlight that final reimbursement payments can only be made after completion of all grant assurance procedures. This means final payments do not usually arrive until September or October of the year following the grant implementation year. Applicants should carefully plan their financial arrangements to accommodate the time between costs incurred and reimbursement received which is longer than typically expected.

For the following call, each project proposal of a partner based in a non-RIS country may have maximum 30% of EIT Reimbursement Rate (maximum 9,000 Euros of EIT budget) requesting partners to bring 70 % of co-funding. For project proposals of partners based in RIS countries, the budget available per proposal is maximum 55% of EIT Reimbursement Rate (up to 10,000 Euros of EIT funding) while requesting 45 % of co-funding. Non-EIT partners based in non-RIS countries can request up to 9,000 Euros and non-EIT partners based in RIS countries up to 10,000 Euros.

The Maximum EIT Reimbursement Rate is applied at the project level and each project is subject to the Maximum EIT Reimbursement Rate as stated in the Eligibility section of this document.

Partner	EIT Funding Request (€)	Co-funding (€)	EIT Reimbursement Rate	Co-funding
EIT partner	9,000	21,000	30%	70%
EIT partner, RIS	10,000	12,273	55%	45%
Non-EIT partner**	9,000	Disclosure of co-funding on a voluntary basis	100%	-
Non-EIT partner, RIS**	10,000	Disclosure of co-funding on a voluntary basis	100%	-

*EIT Climate-KIC selected and trained eight EIT partners based in RIS countries in 2020/2021. EIT Climate-KIC invites these partners to continue delivering the Pioneers programme under the new conditions in 2022 resulting, in a maximum of five spots available to additional EIT partners based in RIS countries.

**Non-partners are encouraged to apply as an EIT partner. Please reach out to the EIT Climate-KIC Community Desk at communitydesk@climate-kic.org for further information.

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Review mechanism & decision-making

Proposal submissions assessment

This call will follow a one-stage process with each proposal being assessed for:

- Eligibility – where pass/fail requirements related to the conditions of the call are assessed by EIT Climate-KIC. Proposals must pass all criteria to proceed to stage 2.

- Assessment – where a score (0 to 5) is made against the assessment criteria by two EIT Climate-KIC and two independent external reviewers based on the individual merits of the project proposal.

All submissions will be assessed fairly and transparently in the scope of EIT Climate-KIC's Impact Goals, eligibility and assessment criteria.

Conflicts of interest are mitigated through a disclosure process and follow a full recusal from the decision process in such instances. Decisions as to whether a proposal is accepted or rejected will be communicated as detailed in this document.

Eligibility

The pass/fail criteria for this call are the following:

Stage	Project Type	MAX. DURATION	MAX. EIT REQUEST per annum	MAX.EIT REIMBURSEMENT RATE (based on total project costs)	MIN. CO-FUNDING (based on total project costs)	Additional eligiblity requirements
Full Proposal	**EIT partner**	To end BY December 31st 2022	9,000 €	30 %	70 %	-
Full Proposal	**EIT partner, RIS**	To end BY December 31st 2022	10,000 €	55 %	45 %	-
Full Proposal	**Non-EIT partner**	To end BY December 31st 2022	9,000 €	-	Disclore of co-dung on a voluntary basis	-
Full Proposal	**Non-EIT partner, RIS**	To end BY December 31st 2022	10,000 €	-	Disclosure of co-funding a voluntary basis	-

Proposals that fail the eligibility criteria will not be considered further in the process and applicants will be informed of the outcome via e-mail to the Plaza contacts for the proposal; proposals must comply to the full set of the eligibility criteria. Due to the large volume of proposals and the nature of the criteria applied, EIT Climate-KIC is not able to entertain modification to proposals that fail to meet eligibility criteria. Applicants are advised to pay careful attention to these criteria to avoid errors at this stage.

Assessment criteria

The assessment criteria for this call are set out below. Each criterion is scored on a scale of 0 to 5 by two EIT Climate-KIC reviewers and at least two independent external reviewers. The score across all categories is totaled to produce a ranked list of proposals.

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Assessment scoring:

Score	Description
0	Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
1	Poor. The criterion is inadequately addressed or there are serious inherent weaknesses.
2	Fair. The proposal broadly addresses the criterion, but there are significant weaknesses.
3	Good. The proposal addresses the criterion well, but a number of shortcomings are present.
4	Very good. The proposal addresses the criterion very well, but a small number of shortcomings are present.
5	Excellent. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Assessment criteria:

Criteria Weight	Criteria	Prompting questions
Impact Potential and Excellence 40%	**Wider Impact and Excellence (0 to 5)**	• Demonstrates understanding of how the programme can achieve impact beyond the learning content of the programme. • Brings innovative ideas about extending the impact beyond the target group.
	Systems innovation, monitoring, evaluation, and learning (0 to 5)	• Does the proposal explain how it links to the learning positions described in the call? • Is the systems challenge/problem that is being addressed clearly articulated?
	Citizen engagement, general communication, results dissemination, and EU visibility (0 to 5)	• Does the proposal contain clear plans describing how the Pioneers programme will be communicated to potential participants (and other stakeholders like placement hosts, if applicable) and how the partner will communicate with the selected participants (and other stakeholders) throughout the programme? • Does the proposal contain a communications plan and a dissemination plan for how the results/outcomes will be disseminated, publicly and to relevant parties?
Strategic Fit 30%	**European Innovation (0 to 5)** Innovative and transformative learning methods	• Are the methods for delivering learning innovative? Will they result in a transformative learning experience? • Does the proposal address Knowledge Triangle Integration across research, education, and innovation? • Does the project address wider societal demand for change including climate justice, diversity, and gender equity?
	Strategic fit (0 to 5) Contribution to the Climate Innovation Impact Goals, and alignment with Pioneers goals and learning objectives	• Does the proposal provide a clear narrative substantiating how and why the activity aligns with EIT Climate-KIC's *Transformation, In Time* strategy and does it clearly address skill development for climate innovation? • Does the proposal clearly work in line with the objectives and programme content of the Pioneers programme? • Where RIS countries are engaged, is there strong alignment to the EIT RIS Implementation Framework (click here to learn more)?
Implementation	**Financial Sustainability (0 to 5)**	• Are their clear plans for meeting the co-funding requirements? And what is the level of co-funding contribution? • Are their clear plans for bringing in additional resources?

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30%		• Does the proposal consider the longer-term sustainability of the programme? • Does the proposal include a financial return mechanism to share revenue or equity with EIT Climate-KIC?
	Project plan and clarity of outputs (0 to 5) Activity objectives	• Are the activity's objectives clearly defined and realistic to achieve? • Are the work plan and work packages clearly explained and relevant to support the delivery of objectives and expected impact? • Are the project outputs, deliverables and KPIs clearly stated and linked to the different work packages/project stages identified in the work plan? • Are key assumptions and risks presented clearly?
	Value for money (0 to 5) Capabilities, experience, and network	• Do the delivery partners clearly have the skills, knowledge, capabilities, and network necessary to deliver the Pioneers learning content well? • To what extent does the partner engage (or plan to engage) organisations from various parts of society (government, academia, industry, and civil society)? • How much co-funding is offered to match the EIT funding? (Note: all else being equal, proposals with higher co-funding will be prioritised)

Decision communication

EIT Climate-KIC will aim to communicate final outcomes to applicants on 7th February 2022. A list of selected projects, budget amounts and names of selected applicants will also be published on our website. Contract development and task confirmation processes are expected to continue in February as applicants respond to relevant compliance requirements – such as acceding to the Horizon Europe Model Grant Agreement and responding to conditions. We aim to offer Task Confirmation Letters for signature in late February to support project commencement dates from 1 March 2022.

Annex 1: Key Performance Indicators (KPIs)

A KPI, or Key Performance Indicator, is a measurable value that demonstrates how effectively an organisation is meeting its objectives. All KICs must use a series of KPIs called EIT Core KPIs. In addition, EIT expects each KIC to define a further set of KPIs to better encapsulate their societal challenge. The further set of KPIs are known as the EIT Climate-KIC KPIs, or in shorthand, CKIC KPIs.

EIT Climate-KIC requests Pioneers partners to achieve and report on the following Key Performance Indicators:

EIT and non-EIT partners	**EITHE08.1 # Participants in EIT professional development courses, online training courses and other education/training activity delivered or in a process of delivery.** Participant who successfully finished the programme to be counted. For this KPI, those education and training activities which have clearly defined learning outcomes, and which carries out competency assessment method are applicable.	At least **15 participants**
	CKIC05 # Education Support Participants The number of EIT Climate-KIC community individuals (whether from Partners, start-ups or as individuals) engaged in EIT Climate-KIC innovation activities or EIT Climate-KIC education activities in 2020 that receive an Education service in 2022.	At least **15 participants**
	In total	**At least 15 participants reported against CKIC05 and EITHE08.1**
EIT and non-EIT partners, RIS	**EITHE08.2-EITRIS # Participants provided with (non- degree) education and training activities in EIT RIS countries** Participant who successfully finished the programme to be counted. For this KPI, those education and training activities which have clearly defined learning outcomes, and which carries out competency assessment method are applicable.	At least **15 participants**
	CKIC05 # Education Support Participants The number of EIT Climate-KIC community individuals (whether from Partners, start-ups or as individuals) engaged in EIT Climate-KIC innovation activities or EIT Climate-KIC education	At least **15 participants**

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	activities in 2020 that receive an Education service in 2022.	
	In total	**At least 15 participants reported against CKIC05 and EITHE08.2-EITRIS**

Annex 2: Financial sustainability and participation of EIT Climate-KIC

Partners selected via this Call will be asked to enter into an agreement which will provide the basis for participating partners to work together to source additional funding above the EIT anchor funding. This funding relates to both the possibility to continue, scale, and grow the programme by diversifying funding sources used to deliver the programme. EIT Climate-KIC intends to present a model agreement to delivery partners at the next step of this call and negotiate the final arrangements collaboratively.

Based on the plans submitted by proponents around financial sustainability, Partners may be required to sign a financial participation agreement in addition to the Task Confirmation Letter (TCL). This financial participation agreement will be negotiated following the proposal selection process and will precede any issuance and signing of a Task Confirmation Letter (TCL). An offer to deliver the programme is subject to the outcome of the negotiation process where, on balance, preferred candidates for programme delivery will be those that have successfully concluded an agreement. EIT Climate-KIC reserves the right to rescind an offer following initial selection.

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Annex 3: Plaza guidance

The below is guidance to support your submission in Plaza. The Pioneers programme´s PLAZA form consists of the tabs listed below. Each tab consists of a catalogue of sections and questions forming your proposal. The Plaza form clearly states what your organization should submit and provides additional information (if you click on a section´s or question´s info icon). Therefore, Annex 3 doesn´t reflect the PLAZA form in total but provides guidance for selected sections and questions like the section "EIT Core KPI" requiring you to select pre-defined KPIs.

Tab 0: START HERE

Tab 01: CONTACTS

Tab 02: PROJECT OVERVIEW

Tab 03: PROJECT SPECIFICS

Tab 04: OUTPUTS & DELIVERABLES

Tab 05: EIT CORE KPI

Tab 06: CLIMATE-KIC KPI

Tab 07: BUDGETS

Tab 08: FILES

Tab 09: FEEDBACK

NB: We advise Partners to create an offline version of the proposal before filling in the fields on Plaza, and to regularly save their Plaza submission when working on it. Consortia formed by RIS and non-RIS organizations can apply through one common application, please reach out to us to look together at the funding/co-funding figures per partner.

Tab 0: START HERE

Programme type – Please select Pioneers 2022.

Title – Pioneers 2022, COUNTRY.

Start and end date – Please remember that EIT funded projects must end on 31st December 2022.

Tab 01: CONTACTS

No additional guidance

Tab 02: PROJECT OVERVIEW

Workplan – We highly recommend to structure the workplan in work packages and tasks and provide timings per work package as well as an overall timeline.

Proponent declaration: The consortium is willing to agree a financial return mechanism under the shared success principle – Please answer this question on a partner level ("The partner is willing…"), not on a consortium level as phrased here.

Tab 03: PROJECT SPECIFICS

Define your programme´s learning objectives – The Pioneers programme aims at equipping professionals with the competencies and network required to initiate and sustain Systems Innovation initiatives. After familiarizing with how participants should benefit (competencies, mindset, practical tools and toolboxes (like the Visual Toolbox for System

Innovation), opportunities to practice and network), the programme´s Systems Innovation competency framework, please define your programme´s additional and more specific learning objectives. We recommend to use Bloom´s Taxonomy to clearly define these.

Please upload a preliminary learning journey here. – Please complete the template provided in Annex 4 and at https://www.climate-kic.org/get-involved/apply-for-a-grant/ and upload it in PLAZA.

How would you qualify this project? – Please select "Enabling mitigation" and/or "Enabling adaptation"

Tab 04: OUTPUTS & DELIVERABLES

Please copy and paste the outputs and deliverables listed below; while adding your organization´s name or country to the positions marked yellow. Organizations aren´t required but welcome to add other outputs and deliverables if it strengthens the proposal.

Type	Title	Description	Expected Date
OUTPUT	Pioneers programme delivery in COUNTRY	PARTNER NAME will co-design, -prepare, -deliver, -evaluate and -fund the Pioneers programme in COUNTRY	31st December 2022

Type	Title	Description	Expected Date
DELIVERABLE	Location Performance Report	PARTNER NAME will submit a Location Performance Report, based on EIT Climate-KIC´s template, elaborating and reflecting on the partner´s delivery, ecosystem, promotion and recruitment activities, participants´ and other stakeholders´ profiles, programme design and delivered foundational and building blocks, participants´ outputs such as challenge-based project results, successes, lessons learned and vision and plans for the future as well as EIT Climate-KIC´s central coordination.	31st December 2022
DELIVERABLE	Results of competency self-assessment	PARTNER NAME will collect its participants´ competency self-assessments and provide these to EIT Climate-KIC.	31st December 2022
DELIVERABLE	Results of programme evaluation	EIT Climate-KIC will provide a Pioneers programme	31st December 2022

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		survey in Q4, 2022. <mark>PARTNER NAME</mark> will collect its participants´ results and provide these to EIT Climate-KIC.	

Tab 05: EIT CORE KPI

Please enter realistic/achievable yet suitably ambitious targets for these KPIs; this will add value to your proposal for EIT Climate-KIC, where EIT Climate-KIC will collate and report achievement to EIT collectively for the programme.

EIT and non-EIT partners	**EITHE08.1 # Participants in EIT professional development courses, online training courses and other education/training activity delivered or in a process of delivery.** Participant who successfully finished the programme to be counted. For this KPI, those education and training activities which have clearly defined learning outcomes, and which carries out competency assessment method are applicable.	At least **15 participants**
EIT and non-EIT partners, RIS	**EITHE08.2-EITRIS # Participants provided with (non- degree) education and training activities in EIT RIS countries** Participant who successfully finished the programme to be counted. For this KPI, those education and training activities which have clearly defined learning outcomes, and which carries out competency assessment method are applicable.	At least **15 participants**

Tab 06: CLIMATE-KIC KPI

Please enter realistic/achievable yet suitably ambitious targets for these KPIs; this will add value to your proposal for EIT Climate-KIC, where EIT Climate-KIC will collate and report achievement to EIT collectively for the programme.

EIT and non-EIT partners, non-RIS and RIS	**CKIC05 # Education Support Participants** The number of EIT Climate-KIC community individuals (whether from Partners, start-ups or as individuals) engaged in EIT Climate-KIC innovation activities or EIT Climate-KIC education activities in 2020 that receive an Education service in 2022.	At least **15 participants**

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Tab 07: BUDGETS

The first step is to create Work Packages. You do this by clicking the green icon. This opens a pop-up window where you will enter details about the work package. If you have multiple partners in a proposal, you will need to add a new Work Package for each partner organisation that is requesting funds in this project consortium. Each Work Package corresponds to a single grant year, which is a calendar year.

In the WP (Work Package) Budget(s) section at the lower part of the window there are two tabs:
> *A. Budgets*
> *B. Justification*

In Tab A:
Click the green icon to open a window to add costs for the Work Package.
Add Partner and Responsible Person from the dropdown lists. You must enter FTE (Full Time Equivalents) information if there are Personnel costs. Plaza does not use the FTE figure for any calculations, it is for EIT Climate-KIC use only.

Enter your figures into the appropriate categories. For guidance on eligible cost categories, please refer to EIT Climate-KIC's cost category guidance document here; and to the pre-draft Annotated Model Grant Agreement here.

Note that Plaza calculates the figures in the grey fields. Click the 'Recalculate' button to see the results of those calculations. When you are ready to go back to the previous screen, click one of the buttons at the bottom of the window. There are four buttons at the end of the Budget window:

- Re-Calculate: recalculates indirect costs and co-funding required to match funding with costs.
- Save: saves the data that you have enters so that you can come back to it. You can make changes later.
- Check and Save: checks whether all mandatory fields have been completed and saves your work. If there are errors, a message will appear. You can make changes and click 'Check and Save' as many times as you need to.
- Cancel (discards changes made).
-

You must click 'Save' before you are able to 'Check and Save' the work package.

Remember to click the 'Save' button or the 'Check and Save' button before closing the window if you want to keep the budget figures you have entered!
This brings you back to the window where you entered details about your work package. You will notice there is now a green tick in the 'Validated' checkbox if you clicked 'Check and Save' and there were no errors.

Tab B. Justification: now you need to **enter cost descriptions for your costs**.

This tab includes text fields for you to complete for each type of cost that you entered in the *A. Budget* tab. Click on the 'Edit' button next to each field. This will open a new window where you must enter the appropriate descriptions. Please note that you will need to include text description of FTEs (Full Time Equivalents) and role descriptions in the Personnel description field.

Remember to click the 'Save' button!

When you have finished entering your information in the WP Specification window, click on 'Check and Save'. Plaza will do validation checks, for example for missing cost descriptions and that the budget for the work package has been checked and validated. It will return error messages if you need to add further information.

There is one last 'Check and Save' to do on Tab 4. This will check that the budget for the entire proposal has been validated. If there are no errors on the Budget tab, a green tick will appear next to the name of the tab when you click 'Check and Save'.

Congratulations! You have entered the budget for your proposal and are ready to submit it!

Tab 08: FILES
N/A

Tab 09: FEEDBACK
N/A

Annex 4: Template to upload in PLAZA

Pioneers´ partners co-design the programme by combining the programme´s foundation (e.g. e-learning) with additional building blocks (e.g. workshops, challenge-based projects and placements), depending on their context and target group´s needs, etc. Since partners´ programmes will vary from each other, we kindly ask you to use this template to describe the Pioneers programme / the Systems Innovation learning journey participants will complete in your country in detail. At the same time, please use this template to showcase how you will blend the programme´s foundation and additional building blocks and integrate clusters and competencies from the Systems Innovation framework as well as visual tools.

EIT Climate-KIC is aware that this document reflects a preliminary learning journey that is likely to change during the on-boarding and training period.

Systems Innovation framework cluster (Exploring, Framing, Designing, Implementing, Strenghtening)	Foundation, additional building block (e-learning, workshop, challenge-based projects, placements, community building activities, others)	In person or virtual	Short description and key concepts. Please note that you are welcome to enrich the Systems Innovation content with climate change and sustainability content or similar.	Visual tool(s)	Time period
EXAMPLE (keep or delete) Exploring	EXAMPLE (keep or delete) Systems Innovation Fundamentals e-learning	EXAMPLE (keep or delete) Virtual	EXAMPLE (keep or delete) The Systems Innovation Fundamentals course aims at providing foundation knowledge that participants will need in order to start building systems innovation competencies. Key concepts: Systems Thinking, Systems Mapping, complex adaptive systems, etc.	EXAMPLE (keep or delete) Pentagonal problem Actor tree Enlarged empathy map Credential cards Stakeholder mapping Stakeholder universe	EXAMPLE (keep or delete) 16th June 2022 to 30th June 2022 Participants can re-visit the e-learning until 31st December 2022

Co-funded by the European Union