

# **BP 2022 Call for Proposals – Expressions of** Interest for Education – Summer School

## **Guidance on submitting an Expression of Interest on Plaza**

Plaza has now been opened for the submission of Expressions of Interest (EOI) for the BP 2022 Education – Summer School.

This document serves as an overview of the requirements for **Call for Proposals - EOIs for Education – Summer School** proposals within the 2022 EIT Health call. You will find information on the individual tabs, briefly explaining (*in green italics*) what is required in each tab and definitions of terms where required.

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## How to Register on Plaza

The first step towards accessing a proposal on Plaza, is to register yourself – if you have not already done so. Once your registration has been processed and you have received the login credentials, you are ready to start! To register on Plaza, please go to <u>https://plaza.eithealth.eu/</u> and click on "Is this your first time?".

- 1. Register on Plaza.
  - If you are already registered please go to Step 2 below.
  - If you need to register please go to <a href="https://plaza.eithealth.eu/register">https://plaza.eithealth.eu/register</a> and follow these steps:

|            | 2  | How to Register:   |
|------------|--|--|
| <b>A</b>   | Health Plaza     Organization Details     Verification     Completed   | <ul><li>A. Input your email</li><li>B. Input your Personal/Org details</li><li>C. Verify</li></ul> |
| EI         | T HEALTH PLAZA REGISTRATION  | D. Submit  |
|            | FILI IN THE EMAIL ADDRESS OF THE PERSON YOU WANT TO REGISTER   | You receive a 5-digit passcode within 3  |
|            | Email Address * The email address should n<br>organization official domai<br>register persons with a priv  | d  |
|            | address.   |  |
| В.         |  | Next >>  |
|            | eit Health<br>Plaza  |  |
|            | 1 Mail Address 2 Personal and Organization Details 3 Verification  | Completed  |
|            |  |  |
|            |  |  |
|            | FILL IN THE PERSONAL AND CONTACT DATA  |  |
|            | Last Name *  |  |
|            | Initials (nlease senarate with 🛛 🖈   |  |
| <b>c</b> . | Health Plaza     Organization Details     Verification   | Completed  |
|            | EIT HEALTH PLAZA REGISTRATION  |  |
|            | VERIFY THE DATA YOU HAVE ENTERED   |  |
|            | Personal and Organization Details  |  |
|            |  |  |
| D.         | eit Health<br>Plaza  |  |
|            | Mail Address     2 Personal and Organization Details     3 Verification  | Completed  |
|            | EIT HEALTH PLAZA REGISTRATION  |  |
|            | YOUR REGISTRATION HAS BEEN PROCESSED   |  |
|            | Thank you for your registration! Once your eligibility has been confirmed, you will receive a passcode to enter the EIT Health community plaza. This ca<br>Registration does not mean you will receive access to EIT Health Plaza. Your registration needs to be approved prior to access. | In take up to 3 working days.  |



2. Once you are registered, please login.

| eit Health<br>Plaza | EIT Health Plaza                |  | • 0 | hange | og in please<br>your passw<br>to the confid |  |
|---------------------|---------------------------------|--|-----|-------|---|--|
|                     | Username 0<br>Password / Code 0 | E FORGOT PASSWORD<br>LOGON<br>Is this your first time? Then register here. |     |       |   |  |

## Guidance on submitting an EOI on Plaza

The first part of this document serves as an overview of the requirements for Call for Expression of Interest – for Education Summer School EOIs within the 2022 EIT Health call. You will find the information on the individual tabs, briefly explaining what is required in each tab and definitions of terms, where required.

## Tab 0 - Start HerePlease complete all fields and save to progress to next tabs.

| Health<br>Plaza                   | an <b>and a</b> set of the |
|-----------------------------------|--|
| 220019 -   CALL 2022   EIT HEALTH |  |
|                                   | Delete Proposal 🗙 Back to List   |
| Generated Proposal ID             |  |

| Generated Proposal ID                | Generated automatically, ID valid for duration of proposal   |
|--------------------------------------|--|
| Select Activity Type                 | Select your Activity Type from the list  |
| Select Segment for Proposed Activity | Select Students & Fellowships Track – Summer Schools   |
| Assign Co-Editors                    | Optionally assign additional people editing rights for<br>this proposal. They will have full access to your<br>proposal. |



| 0. START HERE  |   |     |  |        |
|--|---|-----|--|--------|
| Generated Proposal ID  | 1 | 2   | 0019   |        |
| Select Activity Type for Proposed<br>Activity<br>Only change this when you selected the  | , | * [ | elect Activity Type (Required)   | •      |
| Select Segment for Proposed<br>Activity  |   | * [ | elect Segment (Required)   | •      |
| Only change this when you selected the<br>wrong segment for this proposal. If you need<br>to create a proposal for a different segment as<br>well, you should create a new proposal. |   |     |  |        |
| New or Existing Activity   |   | * ( | New Activity O Continuation of Existing Activity   |        |
| Assign Co Editors  | , |     | Edit Editor Name   |        |
|  |   |     | + Select a person from this dropdown list to add it to your list of editors of this proposal | •      |
|  |   |     | Check and S  | Save 🗸 |

## Tab 1A – General Information

| Generated Proposal ID<br>*This field is automated | Taken from Tab 0  |
|---|---|
| Activity Title                                    |   |
| Activity Acronym                                  |   |
| Start / End Date                                  | Choose dates from calendar  |
| Elevator Pitch                                    | Please capture the essence of your project in a concise<br>way. You do not need to use all 1000 characters. Address<br>the what and the why. Give a sense of the attractiveness<br>of your proposal - every evaluator will read this section to<br>get a short overview of your project. Please note that the<br>Elevator Pitch will be made public as part of an Activity<br>Catalogue and should therefore not contain confidential<br>information. |

Focus Area [one tick only]



□ Towards Health Continuum Pathways

□ Harnessing the Power of Real-World Data (RWD)

□ Employer Leadership in Improving Health Outcomes in the Workplace

□ NOT APPLICABLE

□ Creating the Enabling Environment for Healthcare Transformation

□ Bringing Care Home

□ Fostering Healthy Lives by Introducing Behavioural Change





#### **PARTICIPATING PARTNERS**

| Lead Partner  | Select Lead Partner from the dropdown list.<br>NOTE: Only EIT Health partners of type "Core",<br>"Associate", "Affiliated Entity", and "External<br>Project Partner" can lead an activity. If you<br>would like a non-registered partner to lead an<br>activity, please email your HUB Manager<br>requesting this to them. |
|---|--|
| Activity Leader of Lead Partner   | Select Lead Partner from the dropdown list.  |
| E-Mail of Activity Leader   | E-Mail will be automatically added   |
| Specify ALL EIT Health Core / Associate Partners<br>/ Registered External Project Partners involved<br>(including the Lead Partner) | Please select EIT Health Core / Associate<br>Partners, LTPs or EPPs from this dropdown list<br>to add to your list of involved Partners.   |
| Non-registered External Project Partners<br>involved  | This field is for external project partners that<br>have not yet registered/acceded to the legal<br>framework of EIT health. The EPP must accede to<br>the legal framework if the activity is selected for<br>funding.   |

#### How to register an External Project Partner

Once a project that includes an unregistered External Project Partner is approved to the Business Plan (BP), the project's Activity Leader should seek to formally register the External Project Partners (i.e., to begin the process to accede the EPP to the relevant legal framework of EIT Health). To initiate this process, the Activity Leader should send an email request to the Partnership Manager (partnershipmanager@eithealth.eu), including details of the project, the full name of the organisation and the name and contact details for an individual to coordinate the registration process with. This <u>guidance note</u> outlines the process and documentation involved.

### Ready to Submit?

#### Before you submit

- Make sure you click "Check & Save" on all tabs. All tabs should be marked with a green "check".
- Please use the "Export PDF" function to review your proposal. Note: evaluators will see this PDF, so ensure that your data and text is how you want it to appear.



#### To submit

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• Go back to the "Call for Proposals" dashboard and click the "Final Submit"

| (       | eit                     | Hea                        | lth          |                 |             |   |               |
|---------|-------------------------|----------------------------|--------------|-----------------|-------------|---|---------------|
| CA      | LL 2022                 | ACTIVI                     |              | OPOSAL          | S           |   |               |
| · Fin   | al submit is o          | nly available a            | fter all tab | is are validat  | ed.         |   |               |
| Add Nev | v Proposal              | +                          |              |                 |             |   |               |
| Code    | PDF<br>Export<br>(full) | PDF<br>Export<br>(compact) | Edit         | Final<br>Submit | Segment     |   | Activity Name |
| т       |                         |                            |              |                 | [           | T |               |
| 220001  | 2                       | 1                          | × (          |                 | inal Submit | - |               |

#### Once you submit

- No changes will be allowed once you have submitted your EOI.
- You will receive an automatic confirmation e-mail from office@eithealth.eu. Please do not respond to this e-mail.
- Any draft Expressions of Interest that are **not** submitted by the deadline will be considered **ineligible**.