BP 2022 Call for Proposals – Expressions of Interest for Education – i-Days

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 – i-Days.

This document serves as an overview of the requirements for **Call for Proposals - EOIs for Education – i-Days** 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 https://plaza.eithealth.eu/ and click on "Is this your first time?".

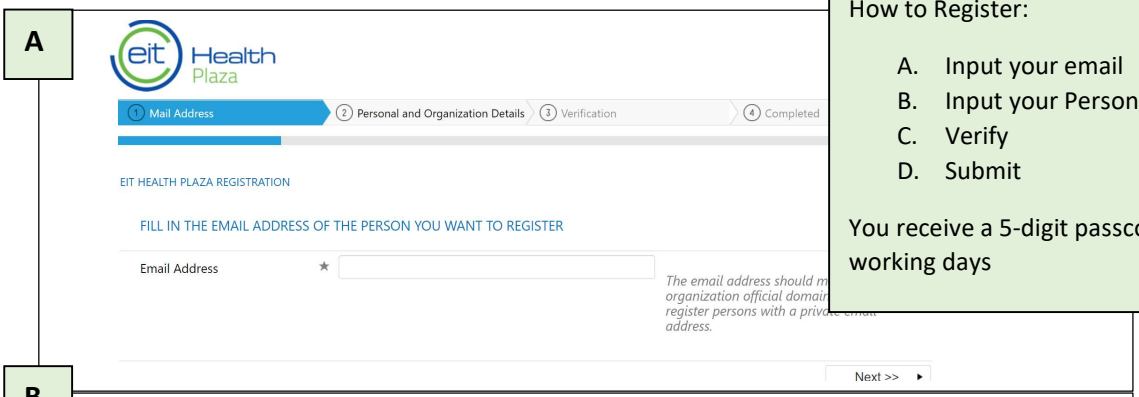
1. Register on Plaza.
   - If you are already registered please go to Step 2 below.
   - If you need to register please go to https://plaza.eithealth.eu/register and follow these steps:

How to Register:

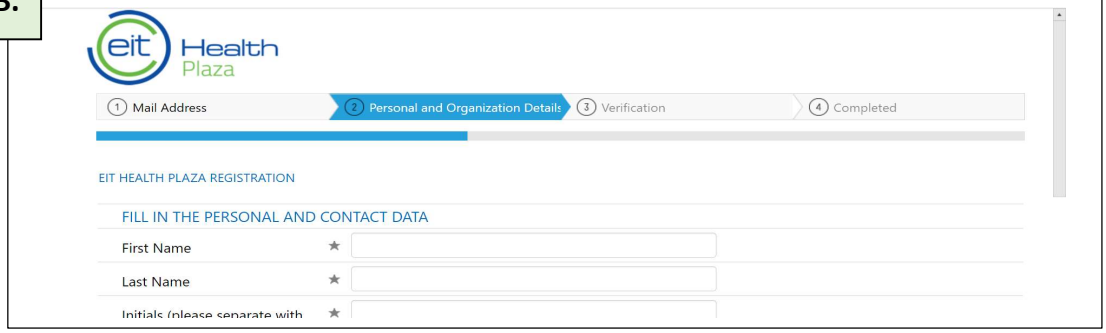
A. Input your email
B. Input your Personal/Org details
C. Verify
D. Submit

You receive a 5-digit passcode within 3 working days

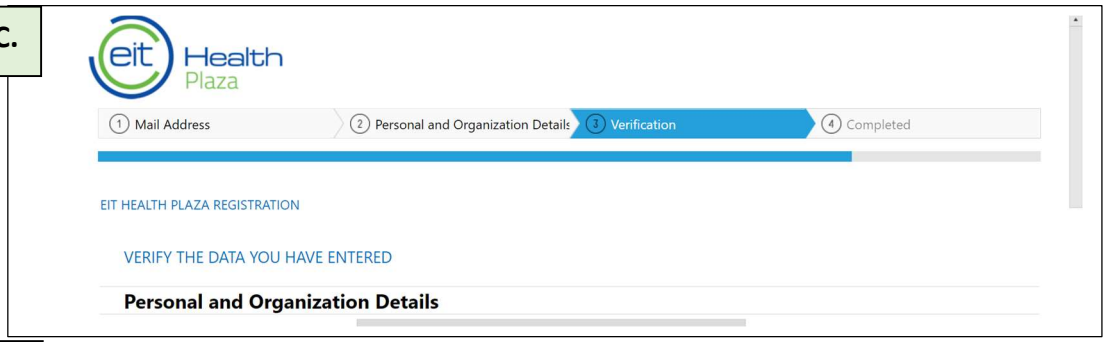
A



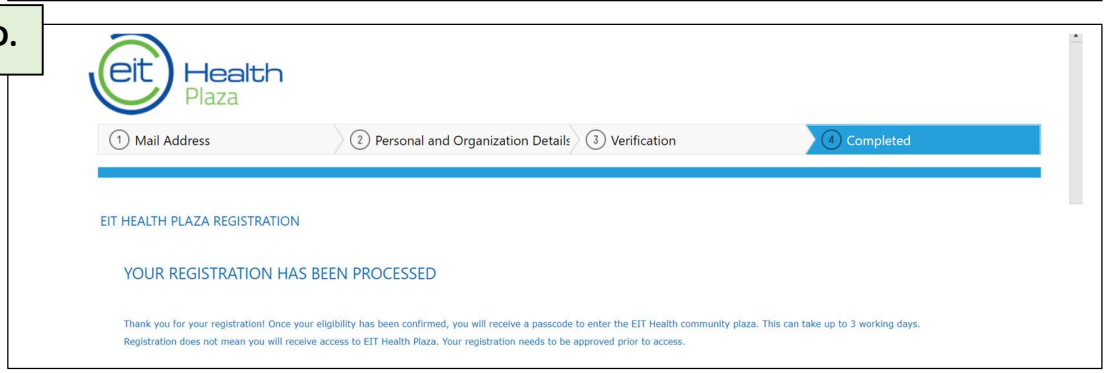
B.



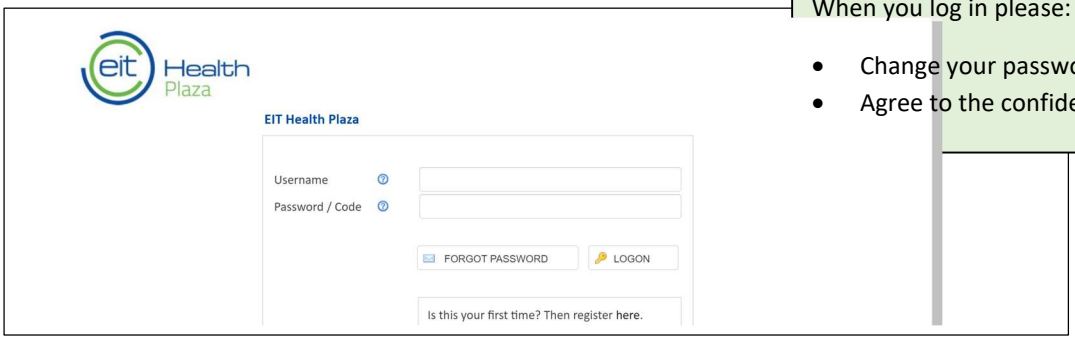
C.



D.



2. Once you are registered, please login.

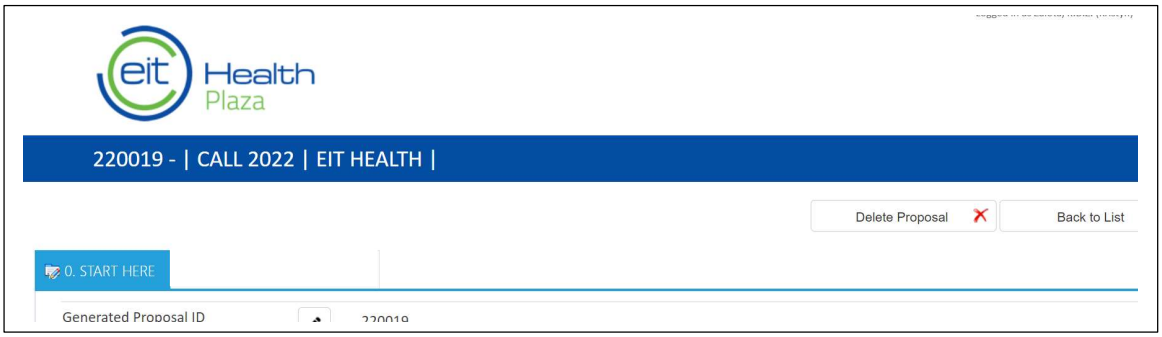


Guidance on submitting an EOI on Plaza

The first part of this document serves as an overview of the requirements for Call for Expression of Interest – for Education i-Days 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 Here

*Please complete all fields and **save** to progress to next tabs.*



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 – i-Days*
New or Existing Activity	*All i-Days are new activities thus this field is auto-selected and cannot be modified.*

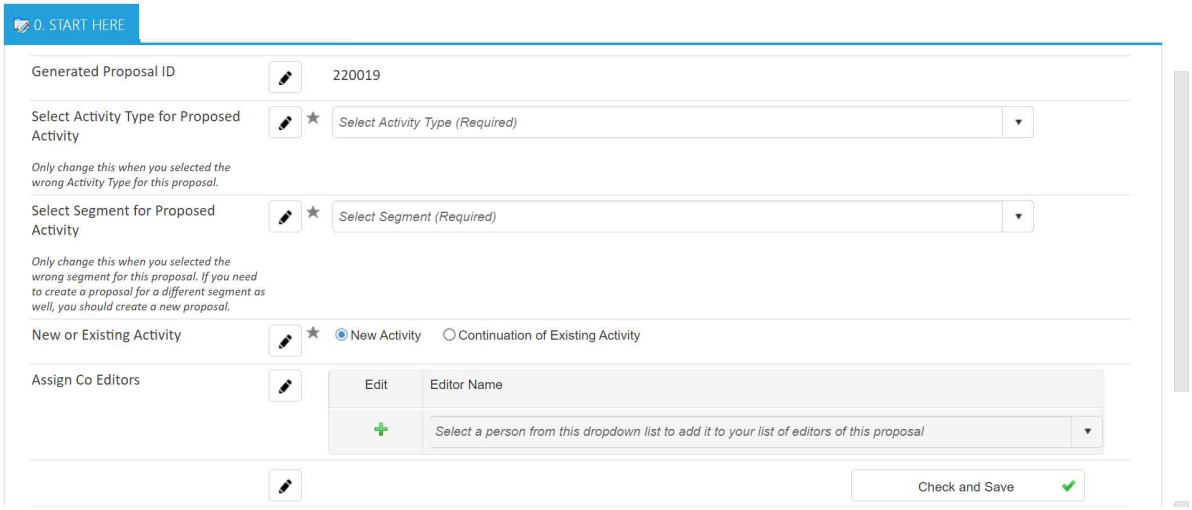
☐ New Activity

☐ Continuation of Existing Activity

Assign Co-Editors

Optionally assign additional people editing rights for this proposal. They will have full access to your proposal.

Note: You must fill and save Tab 0 to gain access to additional tabs



Tab 1A – General Information

Generated Proposal ID
*This field is automated

Taken from Tab 0

Activity Title

Activity Acronym

Start / End Date

Choose dates from calendar

PARTICIPATING PARTNERS

Lead Partner	*Select Lead Partner from the dropdown list. NOTE: Only EIT Health partners of type "Core", "Associate", "Affiliated Entity", and "External Project Partner" can lead an activity. If you would like a non-registered partner to lead an activity, please email your HUB Manager 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 / Registered External Project Partners involved (including the Lead Partner)	*Please select EIT Health Core / Associate Partners, LTPs or EPPs from this dropdown list to add to your list of involved Partners.*
Non-registered External Project Partners involved	*This field is for external project partners that have not yet registered/acceded to the legal framework of EIT health. The EPP must accede to the legal framework if the activity is selected for 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 guidance note outlines the process and documentation involved.

Tab 2 – Activity Details

PROJECT EXCELLENCE AND STRATEGIC FIT

Which year(s) are you applying for?

☐ 2022 ☐ 2023 ☐ 2024 ☐ 2025

What is your vision for the i-Days in your city? [1500 characters]

Format

In which format will you deliver your i-Day?

- ☐ In-person
- ☐ Blended
- ☐ Online
- ☐ Other

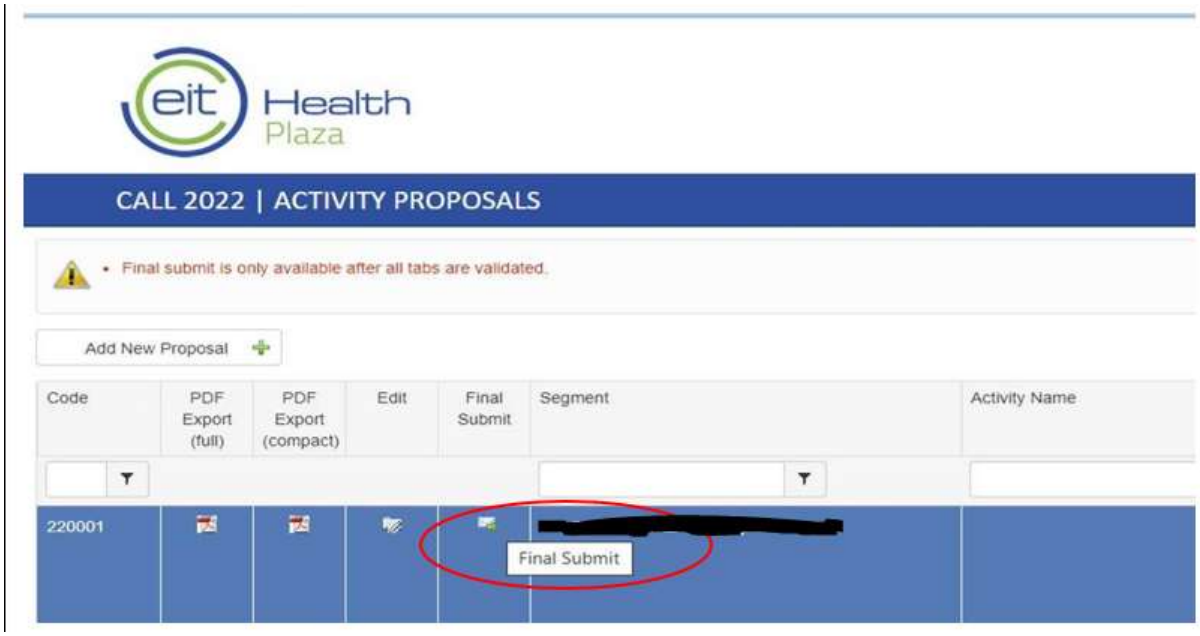
Ready to Submit?

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

- Go back to the “Call for Proposals” dashboard and click the “Final 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**.