

# 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:

A

EIT HEALTH PLAZA REGISTRATION

FILL IN THE EMAIL ADDRESS OF THE PERSON YOU WANT TO REGISTER

Email Address

*The email address should match the organization official domain name. Do not register persons with a private email address.*

Next >>

A

**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

B.

EIT HEALTH PLAZA REGISTRATION

FILL IN THE PERSONAL AND CONTACT DATA

First Name

Last Name

Initials (please separate with )

B.

C.

EIT HEALTH PLAZA REGISTRATION

VERIFY THE DATA YOU HAVE ENTERED

**Personal and Organization Details**

C.

D.

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 can take up to 3 working days. Registration does not mean you will receive access to EIT Health Plaza. Your registration needs to be approved prior to access.

D.

2. Once you are registered, please login.

When you log in please:

- Change your password
- Agree to the confidentiality clause

## 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                | <i>Generated automatically, ID valid for duration of proposal</i>                             |
| Select Activity Type                 | <i>Select your Activity Type from the list</i>  |
| Select Segment for Proposed Activity | <i>Select Students &amp; Fellowships Track – i-Days</i>                                       |
| New or Existing Activity             | <i>All i-Days are new activities thus this field is auto-selected and cannot be modified.</i> |
- 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*

0. START HERE

Generated Proposal ID 220019

---

Select Activity Type for Proposed Activity Select Activity Type (Required)

Only change this when you selected the wrong Activity Type for this proposal.

---

Select Segment for Proposed Activity Select Segment (Required)

Only change this when you selected the wrong segment for this proposal. If you need to create a proposal for a different segment as well, you should create a new proposal.

---

New or Existing Activity 
 New Activity
  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 Save ✔

## 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

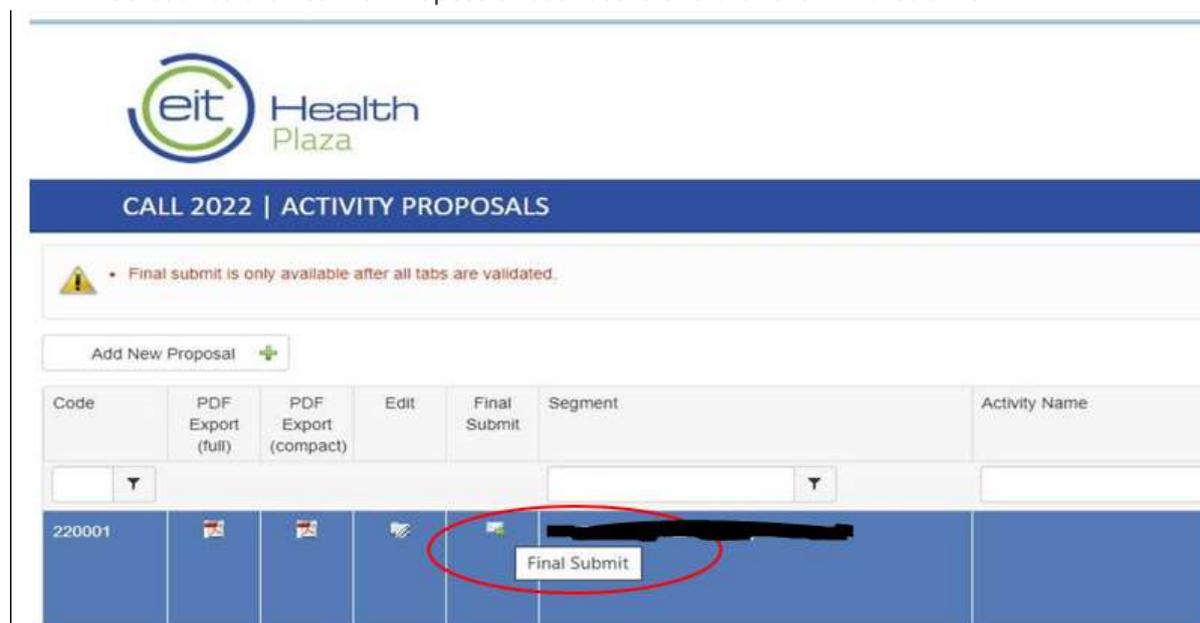
## Ready to Submit?

### 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”



The screenshot shows the 'eit Health Plaza' dashboard for 'CALL 2022 | ACTIVITY PROPOSALS'. A warning message states: 'Final submit is only available after all tabs are validated.' Below this is an 'Add New Proposal' button. A table displays the following columns: Code, PDF Export (full), PDF Export (compact), Edit, Final Submit, Segment, and Activity Name. The first row shows a proposal with Code '220001'. The 'Final Submit' button for this proposal is circled in red.

Code	PDF Export (full)	PDF Export (compact)	Edit	Final Submit	Segment	Activity Name
220001				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](mailto: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**.