



European  
Commission

# EUROPEAN CAPITAL OF INNOVATION

A place to bring  
ideas to life



**EUROPEAN CAPITAL OF INNOVATION 2018**

## Application Guide

**Version 1.0**  
**22 February 2018**

*This guide will navigate you through the easy steps for submission.*

Research and  
Innovation

## 1. Getting started

You can apply in 6 easy steps via our electronics submission system on the [Participant Portal](#). You can access the Portal also by clicking 'Apply now' on the official [contest page](#).

Applications reaching us by other means are regarded as 'not submitted' and will not be evaluated.

The complete application has three parts:

**Part A** collects administrative information about the public administration and its initiative.

**Part B** is a downloadable template in rtf-format for your application.

**Annexes** – mandatory documents to be uploaded.

You may apply in any official language of the European Union (please indicate which one you use on the last question in Part A). However, bear in mind that **applications in English will speed up and facilitate the evaluation process**.

## 2. How to apply

### **Step 1: Identify yourself**

On the [Participant Portal](#), you will have the option to:

- **>login<** - if you have used the Participant Portal before you may already have an EU Login Account (or former ECAS account).
- or **>register<** - follow the instructions to **create a new EU Login user ID**. More help on how to create an EU Login Account [here](#).

### **Step 2: Funding Scheme**

This is a generic step, simply click **>next<** to continue.

### **Step 3: Create a draft proposal**

#### **Your organisation:**

Please fill in your Participant Identification Code (PIC), which is used to identify your organisation. If you have used the Participant Portal or FP7 you may already have a PIC. More information on PIC numbers can be found [here](#).

#### **Your role:**

Please select 'main contact'

#### **Your proposal:**

In the **Acronym box**, please put a catchy title for your application.

In the **Short Summary box**, we ask to provide a small abstract of your initiative - why your city should be the winner. You may record and upload a video message – if you do, please insert the link in this space.

Click **>Next<** to accept '*The terms and condition of usage*'. After carefully reading through and accepting them, your draft application will be created and you will receive an automatic e-mail.

**You can always return to the application to continue working (before the deadline):**  
[My proposal Menu](#)

### **Step 4: Parties**

This is a generic step, simply click **>next<** to continue.

### **Step 5: Edit Proposals' Forms**

In this step you can:

- **Part A: fill in, edit, view and print the administrative forms;**
- **Part B: download the Part B template and prepare your application. Upload your Part B and**
- **Annexes: upload the required annexes (Mayor's Endorsement, Initiative starting date and Declaration of Honour).**

#### **PART A - Administrative forms**

Clicking **>edit forms<** opens Part A. You can modify this at any time up to the deadline.

You can validate your application at any step. When clicking **>validate form<** at the bottom of any page a list of discovered problems (such as missing data) is given on the last page.

**Please note that the application submission will be blocked until problems are corrected.**

#### **Part B – Your application and mandatory documents to be uploaded**

Please follow the structure of this template when preparing your application: it has been designed to ensure that your initiatives are presented in a way enabling the experts to make an effective assessment against the four evaluation criteria. The non-compliance with this template may lead to the rejection of your application.

#### **Annexes – Mandatory documents to be uploaded**

Please upload the following three mandatory documents in support of your application:

**1. Proof 'Mayor's Endorsement':** any PDF document best proves that the city mayor endorses the application or that you are entitled to represent/act on his/her behalf as defined in the Proposal Submission Forms.

**2. Proof 'Initiative starting date':** any PDF document that best proves that the actions proposed in your application relate to completed or on-going initiatives started after 1<sup>st</sup> January 2017 (Art. 4.1 of the Rules of contest).

**3. Proof 'Exclusion check':** a scanned PDF copy of the 'Declaration of honour' on the exclusion checks stated in Section 4.2. of the Rules of contest as well as Article 106 and 107 of the Financial Regulation No 966/2012, signed by a duly authorised city representative and accompanied by his/her ID/passport copy.

These documents **can be submitted without translation**. However, please upload only the relevant pages (i.e. cover page(s) and informative passages). **Use highlights or underlining to guide the evaluators to the relevant pieces of information.**

For all documents, you must use exclusively PDFs (portable document format) up to a limit of 20 Mbytes for part B and 10 Mbytes for all other proofs. Use only alphanumeric characters (no special characters or spaces).

Once you complete (and validate) Part A and upload Part B and other mandatory annexes, click **>submit<**.

### **Step 6: Application Status page:**

Reaching this step means that the application is submitted. Naturally, this does not mean the application is valid, complete or eligible in all respects.

Here you can:

- **Download the application.** It is advised to download the application to check that it has been correctly sent. The PDF is digitally signed and time stamped.
- **Re-edit the application,** going back to step 5. After re-editing the application (any data in the forms or a modified attachment), modifications have to be resubmitted. You may continue to modify the application and submit revised versions overwriting the previous one right up until the deadline.
- **Withdraw the application.** If the application is withdrawn, it will not be considered for evaluation. A reason for the withdrawal will be requested.  
(Note: Your application draft is not yet deleted from the server. This withdrawal action can be reversed, but only before the deadline, by simply re-submitting it).

The same information and actions can also be found in [My Proposal Menu](#).

## **3. General Information**

Applications must be submitted on or before **21 June 2018, 17:00:00 central European time**. It is your responsibility to ensure the timely submission of your application. After this, the application can no longer be modified. It is however visible in a read-only version.

***Do not wait until the last moment before submitting your application!  
You can save a draft well before the deadline.***

<p><b>The last version of your application submitted before the deadline is the one which will be taken into consideration; no later version can be substituted and no earlier version can be recovered.</b></p>
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## **Help**

If you encounter problems in the submission process, please make the following checks:

- Check once more the eligibility criteria mentioned in the contest rules.
- Is your Part B in portable document format (PDF), including no material in other formats?
- Is the filename made up of the letters A to Z, and numbers 0 to 9? You should avoid special characters and spaces.
- Have you checked out your Part B PDF files, to check that they are really the files you intend to submit, and that they are complete, printable and readable?
- Are your Part B files within the size limit of 20 Mbytes?
- Have you virus-checked your computer? The Electronic Submission Services of the Commission will automatically block the submission of any file containing a virus.
- Have you allowed time to submit a first version of your application at least several days before the deadline (you can then continue to work on it)?
- Have you completed the submission process for your latest version?

**General assistance:**

For general assistance please contact the prize helpdesk:  
[RTD-I-CAPITAL@ec.europa.eu](mailto:RTD-I-CAPITAL@ec.europa.eu)

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**IT Helpdesk:**

IT Helpdesk answers to your questions about the Participant Portal tools and processes via the [online form](#)