

# EUI Transfer Partners Platform Guidelines

This document serves as a guide for users of the Transfer Partners Platform. It is intended primarily for prospective applicants responding to the EUI - Innovative Actions Calls for Proposals, as well as urban authorities interested in the transfer component of Innovative Actions.



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**DISCLAIMER**

Please note that the European Urban Initiative is not responsible of the material, content and information posted by users on this platform. Users are strictly forbidden to transmit information that is illegal, threatening, libellous, scandalous, obscene, or information that may constitute or encourage behaviour that could be considered criminal or antisocial, likely to lead to prosecution, or a violation of any law. User are invited to report any misuse of the platform at [communication@urna-initiative.eu](mailto:communication@urna-initiative.eu).

# 1. HOW TO LOG-IN TO THE PLATFORM?

1. First create and account by clicking on Sign up



2. Create your account with you email address and a Username and click on "Create new account"

A registration form titled 'Sign up with email'. It contains a welcome message, an 'Email address' field with a note that all emails will be sent there, a 'Username' field with a note about allowed special characters, and a 'Log in' link for existing users.

**Sign up with email**

A welcome message with further instructions will be sent to your email address after you successfully enter your email address and a username.

**Email address \***

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

**Username \***

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (\_), and the @ sign.

Have an account already? [Log in](#)

3. Once you submit your registration, a confirmation mail will be sent to the email address provided with a link to set up your password.



Hi **test**,

test,

Thank you for registering at EUI Transfer Matchmaking platform. You may now log in by clicking this link or copying and pasting it into your browser:

<https://www.transferpartners.urban-initiative.eu/en/user/reset/69/16692...>

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at <https://www.transferpartners.urban-initiative.eu/en/user> in the future using:

username: test

password: [Your password](#)

-- EUI Transfer Matchmaking platform team

#### 4. Click on the link and set up a password

**Account information**

**Email address \***

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

**Username \***

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (\_), and the @ sign.

**Password**

Password strength: \_\_\_\_\_

**Confirm password**

**Passwords match:**

To change the current user password, enter the new password in both fields.

#### 5. Once your password is confirmed scroll down and click on save.



You will be logged in and you can start creating groups to find potential partners.

## 2. HOW TO CREATE A GROUP TO PRESENT YOUR PROJECT IDEA OR YOUR URBAN AREA?

If you are looking for identifying Transfer Partners, provide a glimpse of the solution you want to implement and a clear description of the type of partners = you are looking by publishing a group under 'looking for project ideas' section. Follow the steps below described for creating such group:

1. Once logged in, following information will appear:



2. To create a group, go to the top right corner, click on "+" and click on "new group".



3. Fill in the different fields with the requested information.

- Title (mandatory)

Please name the group to reflect your project idea or need.

Title \*

- I am (mandatory)

As the group content allows either to publish project ideas or show your interest to become a Transfer Partner, you will need to specify what you are aiming to publish. Please select one of the options, this will help categorise and display your group in the right section of the platform.

I am: \*

- Applying for a EUI-Innovative Actions Call and I'm looking for transfer partners ( I submit my Project Idea )
- Interested in becoming a transfer partner ( I submit a my interest to be Transfer Partner )

By clicking on "Applying for a EUI-Innovative Actions Call and I'm looking for Transfer Partners (I submit my Project Idea)", your group will be displayed on the page "Project ideas".

 Project Ideas

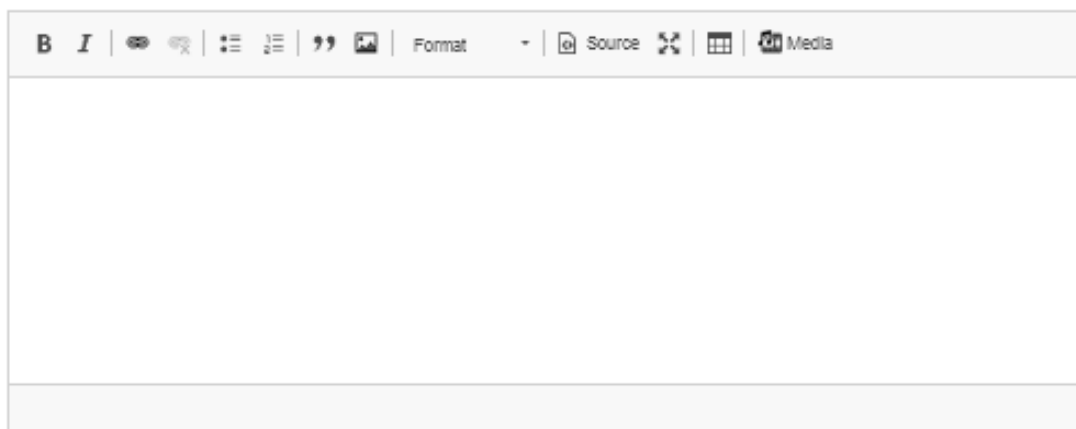
By clicking on "Interested in becoming a Transfer Partner", your group will be displayed on the section "Potential Transfer Partners".

 Potential Transfer Partners

- Description (mandatory)

The description field will help you present a glimpse of your **project idea and present the typology of Transfer Partners you are looking for** or **present your interest to become a Transfer Partner of an EUI - IA project.**

**Description \***



The image shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), list creation (bulleted, numbered), indentation, quote, link, unlink, source code, table, and media insertion. Below the toolbar is a large, empty text area for entering the description. The text area is currently blank.

It is recommended to use one of the following structures to present the necessary information of what you are looking for:

**If you are posting a Project Idea:**

**About the project:** you can briefly describe the innovative solution, where it will be implemented, what challenges you aim to tackle.

**Partners you are looking for:** you can explain what type of partners/urban areas you are looking for as Transfer Partners.

You are also invited to add any other information that will help other urban authorities to understand your specific needs

**If you are posting your interest to become a Transfer Partner:**

**Describe your urban challenges:** you can describe the challenges faced on your urban area, where it is located.

**What type of innovative solutions are you looking for:** you can explain what type of innovative solution you would like to follow.

You are also invited to add any other information that will help other urban authorities to understand your specific needs.

- Group Image (not mandatory)

You are invited to add one image to your group.

**Group Image**

- Your country location

To help other users filter the list of groups please select your **country location**

**Country location \***

- Related EUI-IA Call topic

Please select the specific **EUI-IA Call for proposals topic** you aim to participate. Selecting the topic will help users to identify on what specific call you want to participate.

**EUI-Innovative Actions Call topic**

- None -

- None -

New European Bauhaus demonstrators (EUI-IA Call 1)

Greening cities (EUI-IA Call 2)

Harnessing talent in shrinking cities (EUI-IA Call 2)

Sustainable tourism (EUI-IA Call 2)

The available topics are in line with the EUI-IA Call for proposals topics.

- Other related topics

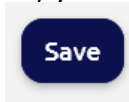
To help other users filter the list of groups and ease their search, select the **related topics** of your project idea. Please note that the following list is linked to other specific thematic topics of the EU Cohesion Policy.

**Related topics \***

- Air quality
- Housing
- Urban poverty
- Sustainable use of land
- Sustainable tourism
- Social inclusion|
- Social economy
- New jobs and skills
- Nature based solutions
- Integration of migrants and refugees
- Green technologies
- Building renovation
- Energy transition
- Energy poverty
- Digital transition
- Demographic change
- Culture and Cultural heritage
- Climate adaptation
- Citizen engagement
- Circular economy
- Carbon neutrality
- Waste reduction



4. Once all the above information is filled, you can save and publish your group.



After you have completed all the previous steps, your group will appear under one of the following tabs. Please ensure that you accurately select an option from the "I am" field (**Step 3**), as this will determine the correct placement of your group on the respective page.

 [Project Ideas](#)    [Potential Transfer Partners](#)