

ITEA PO Days 2026

Guidelines for submitting a Project Outline

15 September 2026, Istanbul

Johan van der Heide – ITEA ICT Manager

In this session

ITEA PO Days 2026

- PO and FPP: two different stages
- Online form and PO
- Create a new Project Outline
- Complete and submit your PO
- Find help in the platform

PO vs FPP

Two stages of the proposal journey;
this session focuses on creating and
submitting the Project Outline

PO Stage

- Create a convincing story
- Push innovation for actual market impact
- Explain the concept and consortium relevance
- Present clear objectives

FPP Stage

- Refine the PO based on evaluation feedback
- Create online work breakdown structure
 - Work packages with tasks and deliverables
 - Milestones
- Propose a convincing realisation plan

Online form + PO Annex

The 2026 workflow uses separate
online and offline inputs

What you complete online

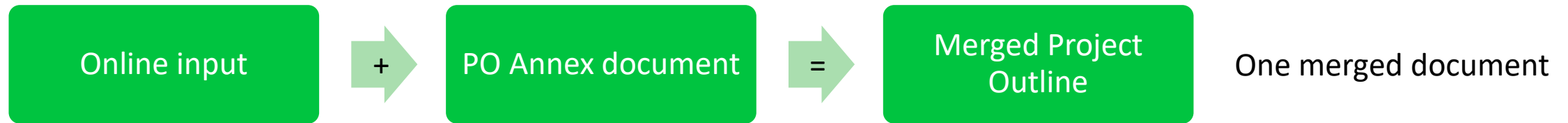
Available at itea4.org/community

- General project information
- Partner overview
- Planned costs and effort
- Country information and public-funding rationale
- Project submission

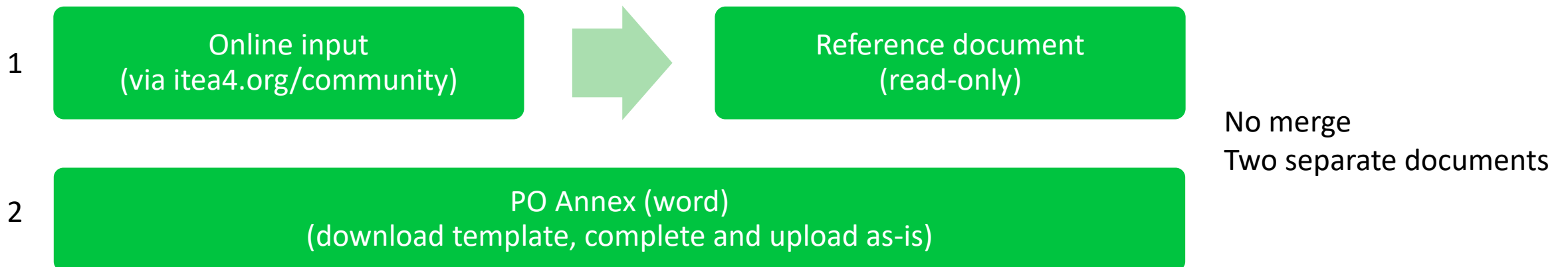
The updated workflow uses two separate documents

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■ Previous Calls



■ 2026 workflow



Why the updated workflow is easier to manage

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- Avoid stray formatting and instructions left by document merging
- Use a separate PO Annex for images, tables and supporting material
- Latest PO Annex template can be downloaded from project management tab
- Co-author the PO Annex in Google Docs, SharePoint or similar tools
- Download the Reference document at any time to review partner input
- Follow word limits on selected online fields

Stay within the built-in word limits

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- Keep proposals concise and easy to review
- The platform flags fields that exceed their word limit

Input field	Word limit
Partner description	100 words
Partner market access	150 words
Partner main contribution	100 words
Partner strategic importance	100 words

Main contribution

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque posuere interdum placerat. Sed porta mattis cursus. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Praesent iaculis, enim et tempus condimentum, magna est auctor dui, sagittis iaculis risus lectus in magna. Curabitur ut ornare diam. Vestibulum mattis est lacus, eu tempus sem aliquet nec. Nunc porttitor ipsum sit amet felis bibendum porta. In vel orci diam. Fusce in sapien suscipit, laoreet dolor at, gravida lorem. Quisque convallis, est at rhoncus viverra, dolor nulla interdum velit, sit amet placerat orci quam id ipsum. Aliquam finibus massa eu leo tristique, eget accumsan lectus molestie. Etiam hendrerit sapien turpis, ac placerat metus accumsan et. Donec

-16 words left Describe your relevance as a partner within the project by briefly describing your main role in the project

Reference Document and PO Annex

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DRAFT - FOR REVIEW PURPOSES ONLY

 ITEA 4

1
FirstNonMergeProject
Project Outline Reference Document

Reference Document

DRAFT - FOR REVIEW PURPOSES ONLY

2625081 FirstNonMergeProject

Project	2625081 FirstNonMergeProject
Version	Draft Project Outline
Document	Project Outline Reference Document
Generated on	23-07-2026

 ITEA 4

4
<Project Acronym>
PO

Project Outline

<ACRONYM> or <PROJECT NAME>

<FULL PROJECT NAME>

Edited by: <name>

Date: <date>

This document will be treated as strictly confidential unless otherwise specified in this template or by the consortium.

ITEA 4 is the Eureka Cluster on software innovation 

Create a new Project Outline

Choose how to start, then complete the required basics

Create a new Project Outline

There are 2 options

- In case you already have a project idea
- Start from scratch

Option 1: Start from a project idea

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- When the Call is open, use the button to create a Project Outline from an idea



Option 1: Set up the form

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- The acronym and title are prefilled from the idea
- Add partners to the Project Outline
- Confirm the Project Leader
- Set the start and end dates

The screenshot displays a web browser window with the URL `itea.docker.localhost/community/idea/create-proposal/2417.html`. The page header shows the 'ITEA 4 Community' logo and navigation links for 'Johan', 'Home', and 'ITEA is the Eureka Cluster on software innovation'. Below the header, there are tabs for 'ITEA Call 2026', 'Projects', 'Calendar', 'Contacts', and 'Documents & templates'. The main heading is 'Create Project Outline from idea A2: Demoldea', with a subtext: 'Use the form below to create a new Project Outline form idea A2: Demoldea'. The form fields include: 'Idea' (A2: Demoldea), 'Project acronym' (Demoldea), 'Title' (This is a demo idea for demonstration purposes), 'Partners' (a list of checkboxes for ITEA Office (NLD), Jield BV (NLD), Philips Medical Systems Nederland BV (NLD), and imec (BEL)), 'Project leader' (a list of checkboxes for Aerts, Lut (Philips Medical Systems Nederland BV), van der Heide, Johan (ITEA Office), van der Heide, Johan (Jield BV), and van der Heide, Johan (imec)), 'Start date' (dd/mm/yyyy), and 'End date' (dd/mm/yyyy). At the bottom of the form are 'Create Project Outline' and 'Cancel' buttons. The footer contains the ITEA 4 and Eureka logos, quick links, social media links, contact information, and a copyright notice: 'All rights reserved © 1998-2026'.

Option 1: Keep the PO in sync with your idea

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- Complete the Project Outline
- If partners are added to the idea later, use the button to add them to the Project Outline

The screenshot displays the ITEA 4 Community web application interface for a project named '2625083 Demoldea'. The page is divided into several sections:

- Header:** ITEA 4 Community logo, user 'Johan', and navigation links (Home, Projects, Calendar, Contacts, Documents & templates).
- Project Information:** '2625083 Demoldea' with a note: 'This is a demo idea for demonstration purposes'.
- Quick start:** A blue box containing a list of steps: 1. Write project executive summary, 2. Edit funding rationales, 3. Edit costs and effort, 4. Upload PO annex document. It also includes a link to 'Find more information in the project help on the submission process.'
- Partners (Idea):** A list of partners with 'Add partner affiliation' buttons: Istanbul Gedik University (TUR) and DHL Supply Chain (TUR).
- Project basics:** A section with fields for Project name, Project title, Description, Status, Project leader, Call, Cluster, Idea, Start date, End date, Challenge, and PCA. It includes a 'Manage project leader / proxy' button and an 'Edit project basics' button.
- Project checklist:** A section with various alerts and missing information, categorized under 'General', 'Country', and 'imec'.
- Help:** A sidebar with links to Introduction, Submission process, Change request, Project management, Project progress reporting, Project reviews, and Project action list.

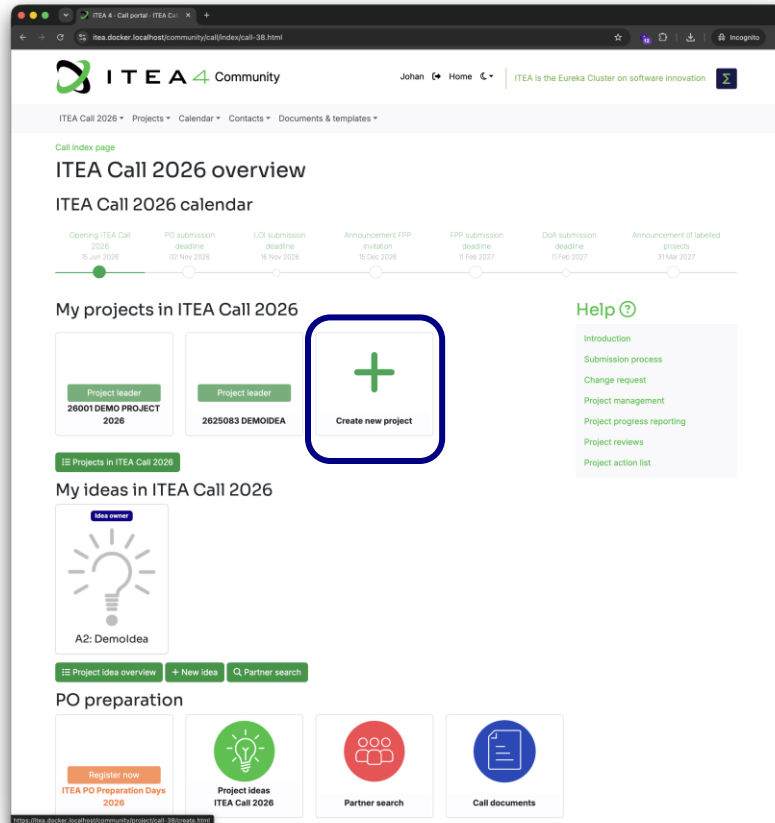
Project checklist details:

- General:**
 - ▲ No summary of the project is provided. Please provide a summary of the project in the **summary** tab
 - ▲ The required documents of type 'PO Annex' is missing in your proposal documents section
- Country:**
 - ▲ Missing **rationale** for public funding in Belgium
 - ▲ Missing **rationale** for public funding in The Netherlands
- imec:**
 - ▲ Partner description is missing
 - imec is missing Role in project, Main Contribution, Strategic importance
 - imec is missing Market access
 - ▲ Partner has no **effort**, Indicate

Option 2: Start from scratch

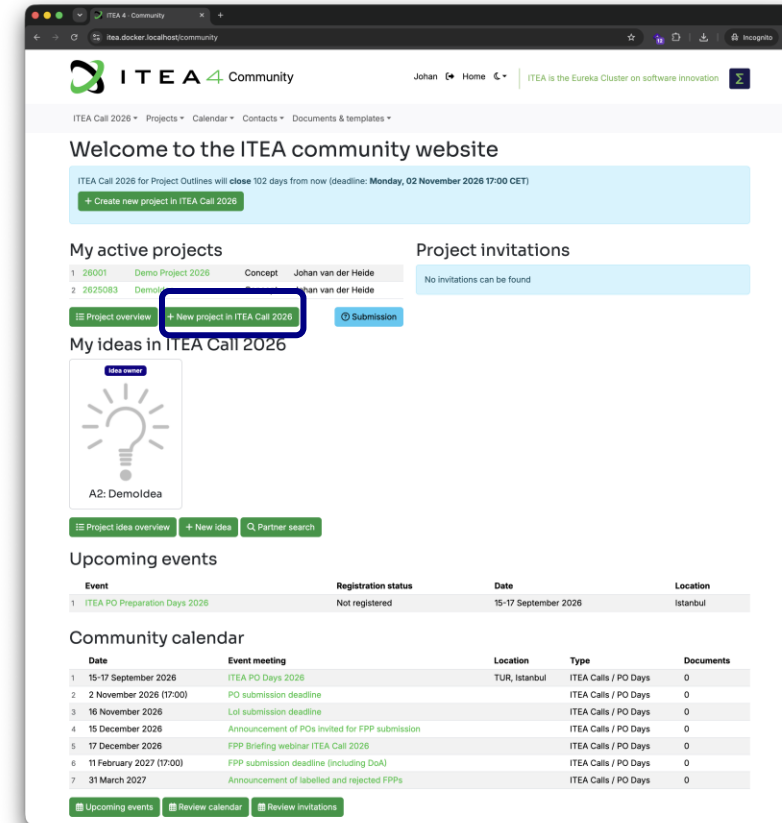
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Call index page



<https://itea4.org/community/call/index/call-38.html>

Community index



<https://itea4.org/community>

Option 2: Start from scratch

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- If you already created a Project Outline and you have an idea you can make a connection



Complete your Project Outline

Follow these five steps to prepare the PO for submission

Complete the basics first

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- Complete the form to create a new project
- Use Quick Start to cover the required initial steps
 - Create or edit the consortium
 - Write the executive summary
 - Complete funding rationales
 - Enter costs and effort
 - Upload the PO Annex

ITEA 4 Community

ITEA Call 2026 ▾ Projects ▾ Calendar ▾ Contacts ▾ Documents & templates ▾

Projects / 26001 Demo Project 2026

26001 Demo Project 2026

This is a demo project, created for demo purposes.

Quick start
This quick start indicates the first steps which are required to create a Project Outline. If the quick start is completed, you need to resolve the items in the project checklist before you can submit your Project Outline.

1. Create / edit consortium
2. Write project executive summary
3. Edit funding rationales
4. Edit costs and effort
5. Upload PO annex document

Find more information in the [project help on the submission process](#).

Basics Partners Summary Countries Costs & effort Management Other ▾

Project basics

Project name	26001 Demo Project 2026
Project title	This is a demo project, created for demo purposes
Description	No description provided
Status	Concept
Project leader	Johan van der Heide (Jield BV) Manage project leader / proxy
Call	ITEA Call 2026
Cluster	ITEA
Start date	01 Jan 2027
End date	31 Dec 2030
PCA	Upload PCA

[Edit project basics](#)

[How to edit the project basics](#)

Help ⓘ

- Introduction
- Submission process
- Change request
- Project management
- Project progress reporting
- Project reviews
- Project action list

No Project Outline has been submitted yet, use the Submit Project Outline button below to submit your Project outline. The submission deadline is Monday, 02 November 2026 17:00 CET.

Project checklist

General

- ▲ Project has 1 active partner, at least 2 are required
- ▲ No summary of the project is provided. Please provide a summary of the project in the **summary** tab
- ▲ The required documents of type 'PO Annex' is missing in your proposal documents section

Country

- ▲ Missing rationale for public funding in The Netherlands

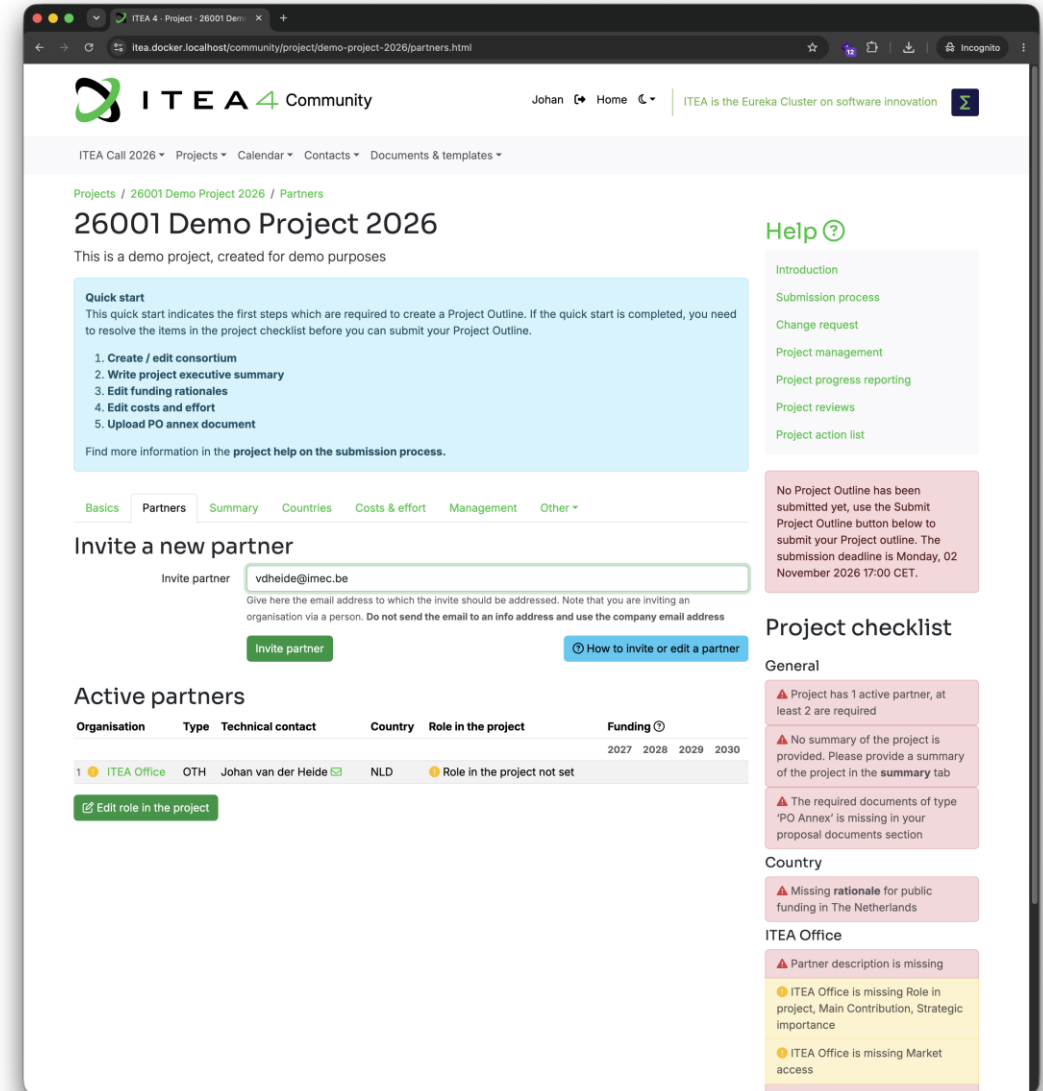
ITEA Office

- ▲ Partner description is missing
- ITEA Office is missing Role in project, Main Contribution, Strategic importance
- ITEA Office is missing Market access

Step 1: Invite partners to the consortium

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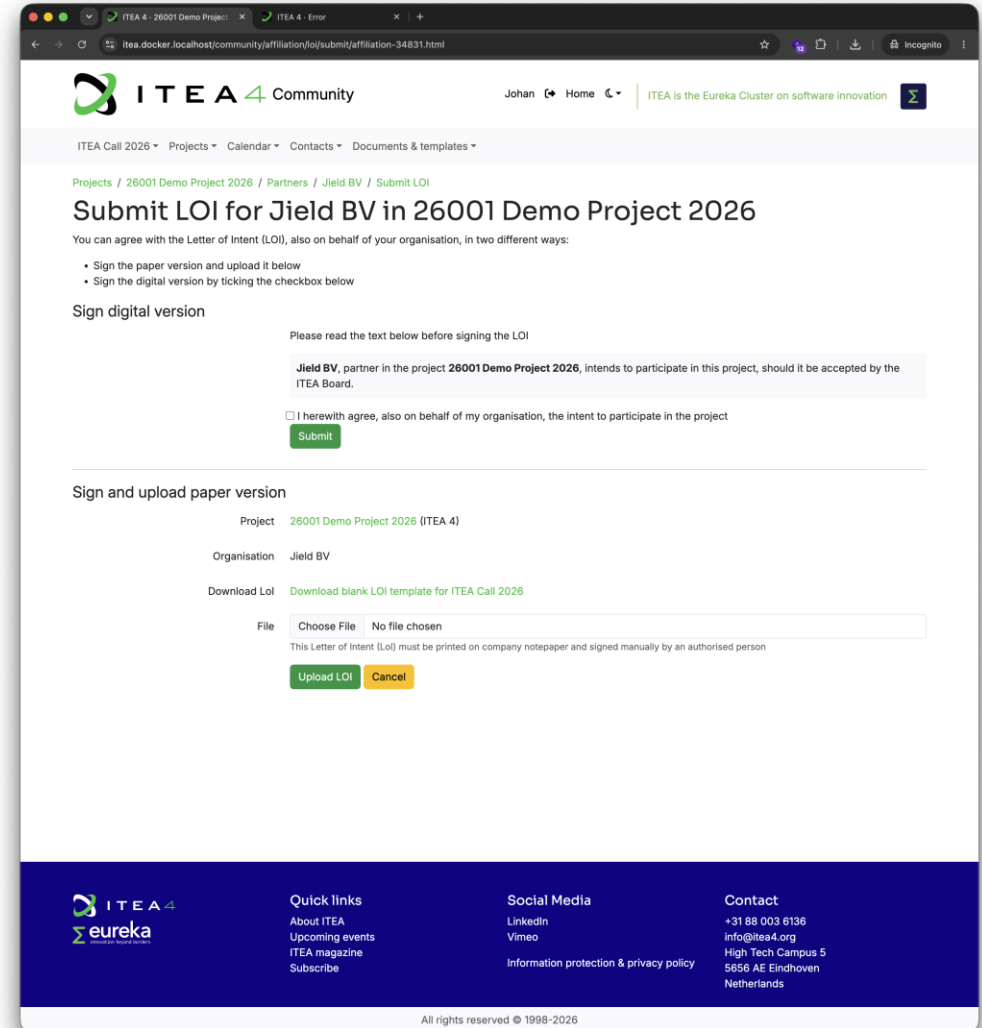
- Send partner invitations
- Invitees receive an email and can accept or decline
- Accepted invitees appear as active partners
- Invite additional contact persons from the same organisation when needed



Step 1: Add partner details

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- Complete the following for each partner:
 - Partner description, role in the value chain and main contribution
 - Strategic importance and market access
 - Submit the LOI
 - Submit the DoA (mandatory for FPP)
 - Partner can only be deactivated when costs and effort are removed



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ITEA Call 2026 Projects Calendar Contacts Documents & templates

Projects / 26001 Demo Project 2026 / Partners / Jield BV / Submit LOI

Submit LOI for Jield BV in 26001 Demo Project 2026

You can agree with the Letter of Intent (LOI), also on behalf of your organisation, in two different ways:

- Sign the paper version and upload it below
- Sign the digital version by ticking the checkbox below

Sign digital version

Please read the text below before signing the LOI

Jield BV, partner in the project 26001 Demo Project 2026, intends to participate in this project, should it be accepted by the ITEA Board.

☐ I herewith agree, also on behalf of my organisation, the intent to participate in the project

Submit

Sign and upload paper version

Project 26001 Demo Project 2026 (ITEA 4)

Organisation Jield BV

Download LOI Download blank LOI template for ITEA Call 2026

File Choose File No file chosen

This Letter of Intent (LOI) must be printed on company notepaper and signed manually by an authorised person

Upload LOI Cancel

Quick links

- About ITEA
- Upcoming events
- ITEA magazine
- Subscribe

Social Media

- LinkedIn
- Vimeo
- Information protection & privacy policy

Contact

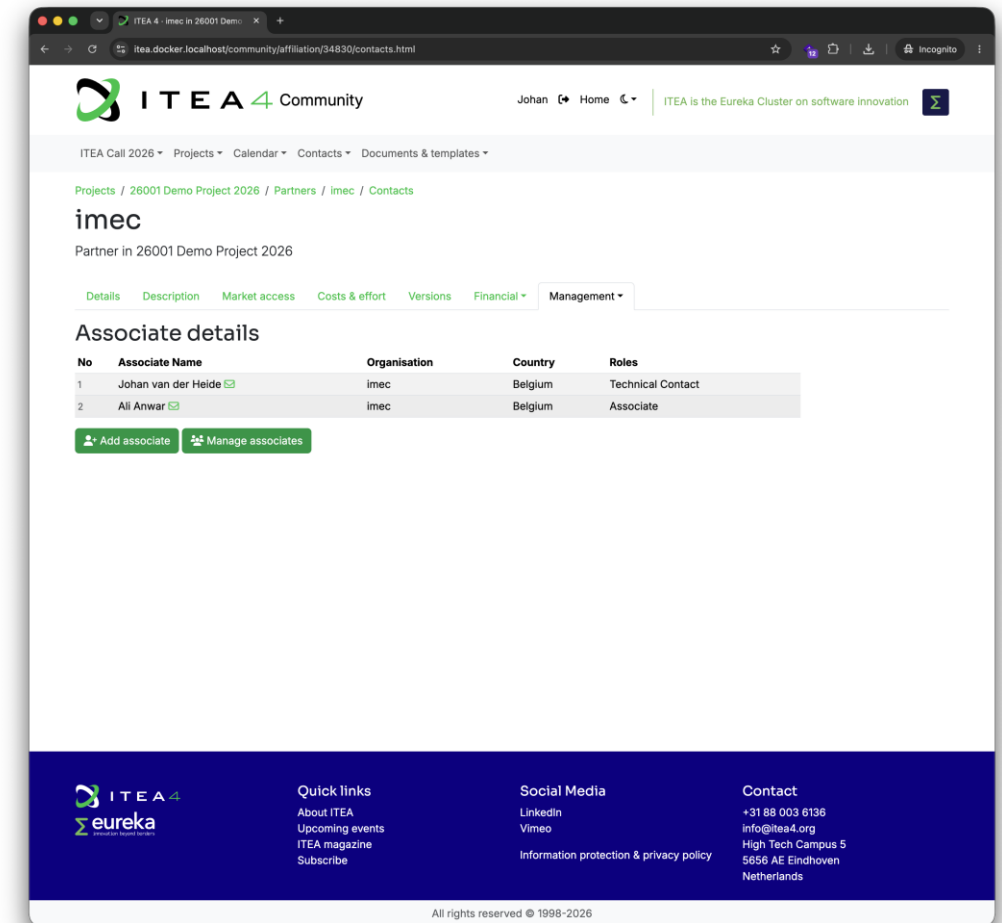
- +31 88 003 6136
- info@itea4.org
- High Tech Campus 5
- 5056 AE Eindhoven
- Netherlands

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Manage partner contacts

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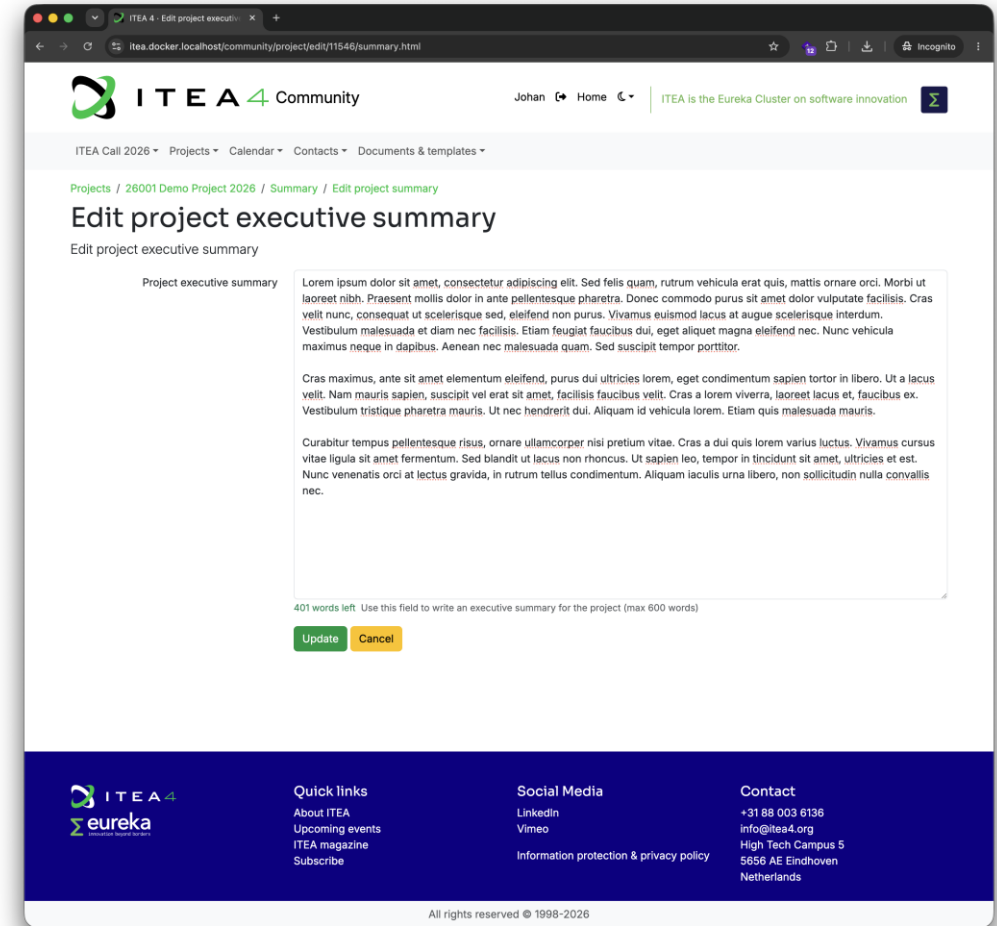
- Several contacts can be active for one partner
- Use Add associate to add an existing contact
 - Email invitations work only for known email extensions
 - An associate can be a Technical, Proxy Technical or Financial Contact



Step 2: Write the executive summary

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- Complete the Executive Summary online; it is included in the Reference document
- Maximum length: 600 words



The screenshot shows a web browser window displaying the 'Edit project executive summary' page on the ITEA 4 Community website. The page has a dark blue header with the ITEA 4 logo and navigation links. The main content area is white and contains a form for editing the executive summary. The form includes a title 'Edit project executive summary', a subtitle 'Edit project executive summary', and a large text area for the summary. The text area contains placeholder text (Lorem ipsum) and a word count indicator at the bottom: '401 words left. Use this field to write an executive summary for the project (max 600 words)'. Below the text area are 'Update' and 'Cancel' buttons. The footer of the page is dark blue and contains the ITEA 4 logo, quick links, social media links, and contact information.

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Projects / 26001 Demo Project 2026 / Summary / Edit project summary

Edit project executive summary

Edit project executive summary

Project executive summary

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed felis quam, rutrum vehicula erat quis, mattis ornare orci. Morbi ut laoreet nibh. Praesent mollis dolor in ante pellentesque pharetra. Donec commodo purus sit amet dolor vulputate facilisis. Cras velit nunc, consequat ut scelerisque sed, eleifend non purus. Vivamus euismod lacus at augue scelerisque interdum. Vestibulum malesuada et diam nec facilisis. Etiam feugiat faucibus dui, eget aliquet magna eleifend nec. Nunc vehicula maximus neque in dapibus. Aenean nec malesuada quam. Sed suscipit tempor porttitor.

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Curabitur tempus pellentesque risus, ornare ullamcorper nisi pretium vitae. Cras a dui quis lorem varius luctus. Vivamus cursus vitae ligula sit amet fermentum. Sed blandit ut lacus non rhoncus. Ut sapien leo, tempor in tincidunt sit amet, ultricies et est. Nunc venenatis orci at lectus gravida, in rutrum tellus condimentum. Aliquam iaculis urna libero, non sollicitudin nulla convallis nec.

401 words left. Use this field to write an executive summary for the project (max 600 words)

Update Cancel

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Contact

+31 88 003 6136
info@itea4.org
High Tech Campus 5
5656 AE Eindhoven
Netherlands

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Step 3: Complete funding rationales

- Provide a public-funding rationale for every country
- Choose or update the country coordinator and national rationale
- Use the help text in the form to see what is expected
- Any active contact for a partner in that country can be the national coordinator

ITEA 4 Community

ITEA Call 2026 ▾ Projects ▾ Calendar ▾ Contacts ▾ Documents & templates ▾

Projects / 26001 Demo Project 2026 / Countries

26001 Demo Project 2026

This is a demo project, created for demo purposes

Quick start
This quick start indicates the first steps which are required to create a Project Outline. If the quick start is completed, you need to resolve the items in the project checklist before you can submit your Project Outline.

1. Edit funding rationales
2. Edit costs and effort
3. Upload PO annex document

Find more information in the [project help](#) on the submission process.

[Help ?](#)

- Introduction
- Submission process
- Change request
- Project management
- Project progress reporting
- Project reviews
- Project action list

No Project Outline has been submitted yet, use the Submit Project Outline button below to submit your Project outline. The submission deadline is Monday, 02 November 2026 17:00 CET.

Project checklist

General

- ▲ The required documents of type 'PO Annex' is missing in your proposal documents section

Country

- ▲ Missing rationale for public funding in Belgium
- ▲ Missing rationale for public funding in The Netherlands

imec

Country overview

Country	Coordinator	Organisation	Partners	Total effort [PY]	Total costs [k€]
1 Belgium	Ali Anwar	imec	1	0.00	0.00
2 The Netherlands	Johan van der Heide	ITEA Office	2	0.00	0.00
Total				0.00	0.00

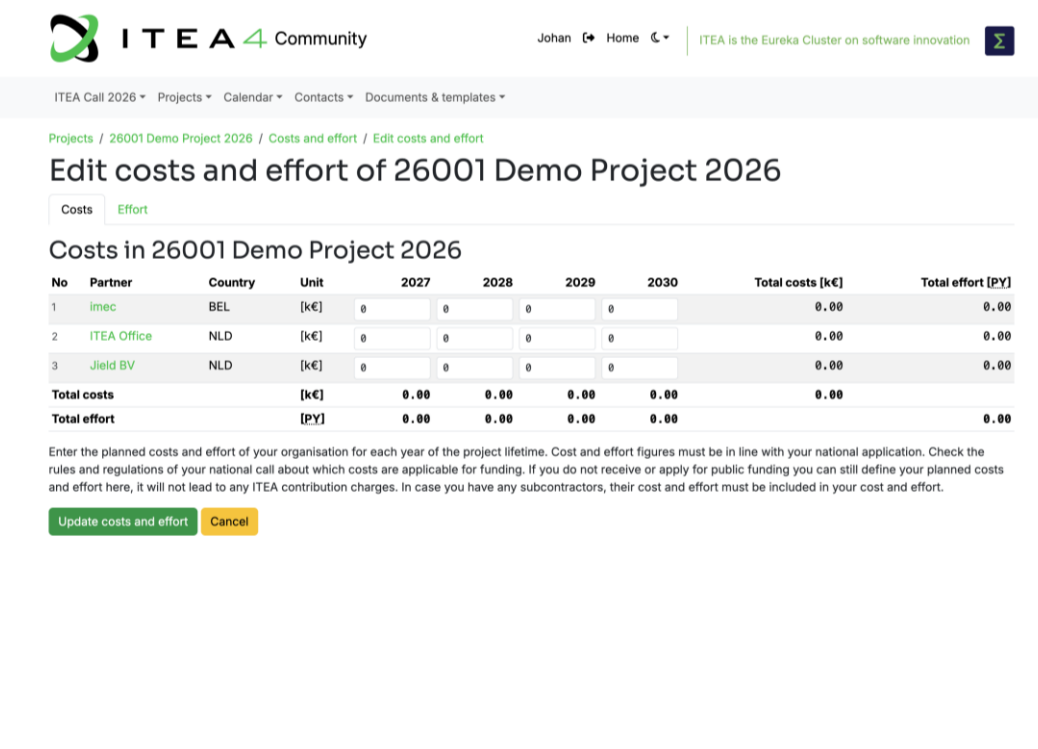
National funding application planning

Country	Project level		Call level	
	Targeting application submission date	Actual application submission date	Deadline of national application	Expected funding decision
1 Belgium			Not provided +	Not provided
2 The Netherlands			Not provided +	Not provided

Step 4: Enter costs and effort

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- Update costs (k€) and effort (PY) for:
 - Project
 - Partner
 - Country
- In PO, enter effort per partner and year; in FPP, include effort per work package



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Projects / 26001 Demo Project 2026 / Costs and effort / Edit costs and effort

Edit costs and effort of 26001 Demo Project 2026

Costs Effort

Costs in 26001 Demo Project 2026

No	Partner	Country	Unit	2027	2028	2029	2030	Total costs [k€]	Total effort [PY]
1	imec	BEL	[k€]	0	0	0	0	0.00	0.00
2	ITEA Office	NLD	[k€]	0	0	0	0	0.00	0.00
3	Jield BV	NLD	[k€]	0	0	0	0	0.00	0.00
Total costs				[k€]	0.00	0.00	0.00	0.00	
Total effort				[PY]	0.00	0.00	0.00		0.00

Enter the planned costs and effort of your organisation for each year of the project lifetime. Cost and effort figures must be in line with your national application. Check the rules and regulations of your national call about which costs are applicable for funding. If you do not receive or apply for public funding you can still define your planned costs and effort here, it will not lead to any ITEA contribution charges. In case you have any subcontractors, their cost and effort must be included in your cost and effort.

Update costs and effort Cancel

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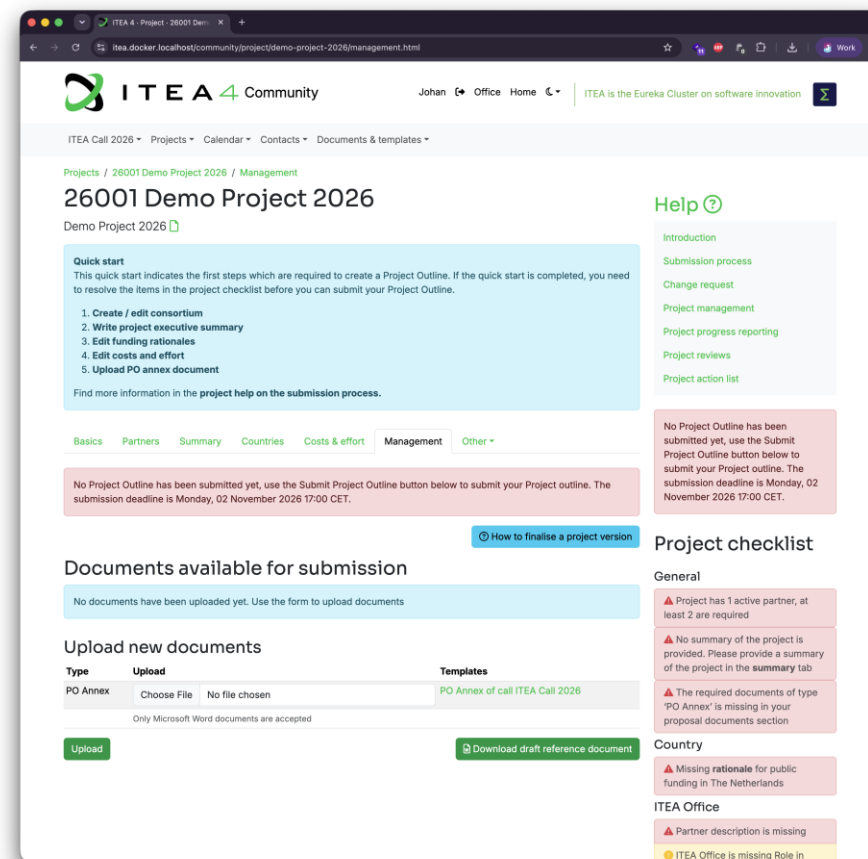
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Netherlands

Step 5: Upload the PO Annex

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- Upload the PO Annex via Project Management > Management
- You can upload multiple PO Annex files



Review and submit your Project Outline

Check the details, resolve issues and
submit with confidence

Use the project checklist before you submit

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- Use the project checklist to find required actions before submission
 - Red blocks: blocking issues
 - Orange blocks: non-blocking warnings
- Resolve the blocking issues before you submit
- A partner-level checklist is also available

No Project Outline has been submitted yet, use the Submit Project Outline button below to submit your Project outline. The submission deadline is Monday, 10 November 2025 17:00 CET.

Project checklist

General

⚠ The required documents of type 'PO Annex' is missing in your proposal documents section

Sample organisation

⚠ Partner description is missing

⚠ Sample organisation is missing Role in project, Main Contribution, Strategic importance

⚠ Sample organisation is missing Market access

Sample organisation Checklist

⚠ Partner description is missing

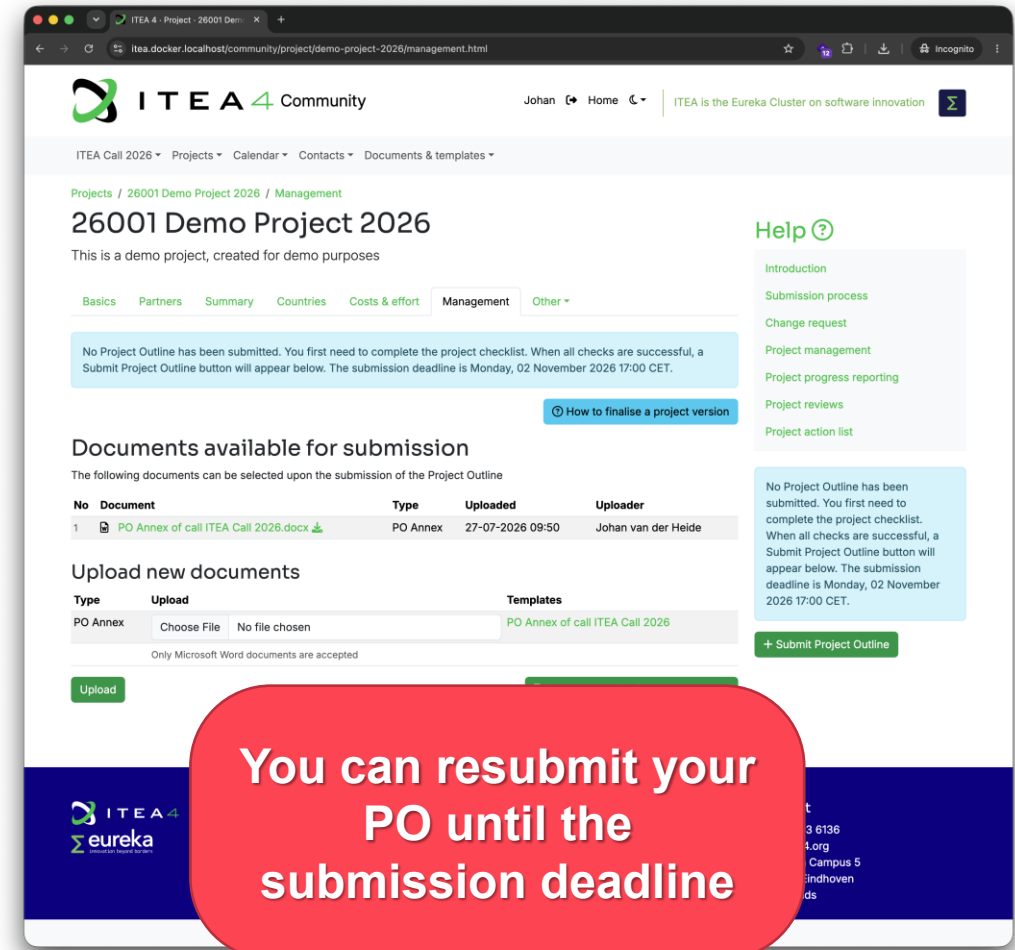
⚠ Sample organisation is missing Role in project, Main Contribution, Strategic importance

⚠ Sample organisation is missing Market access

Submit your Project Outline

ITEA PO Days 2026

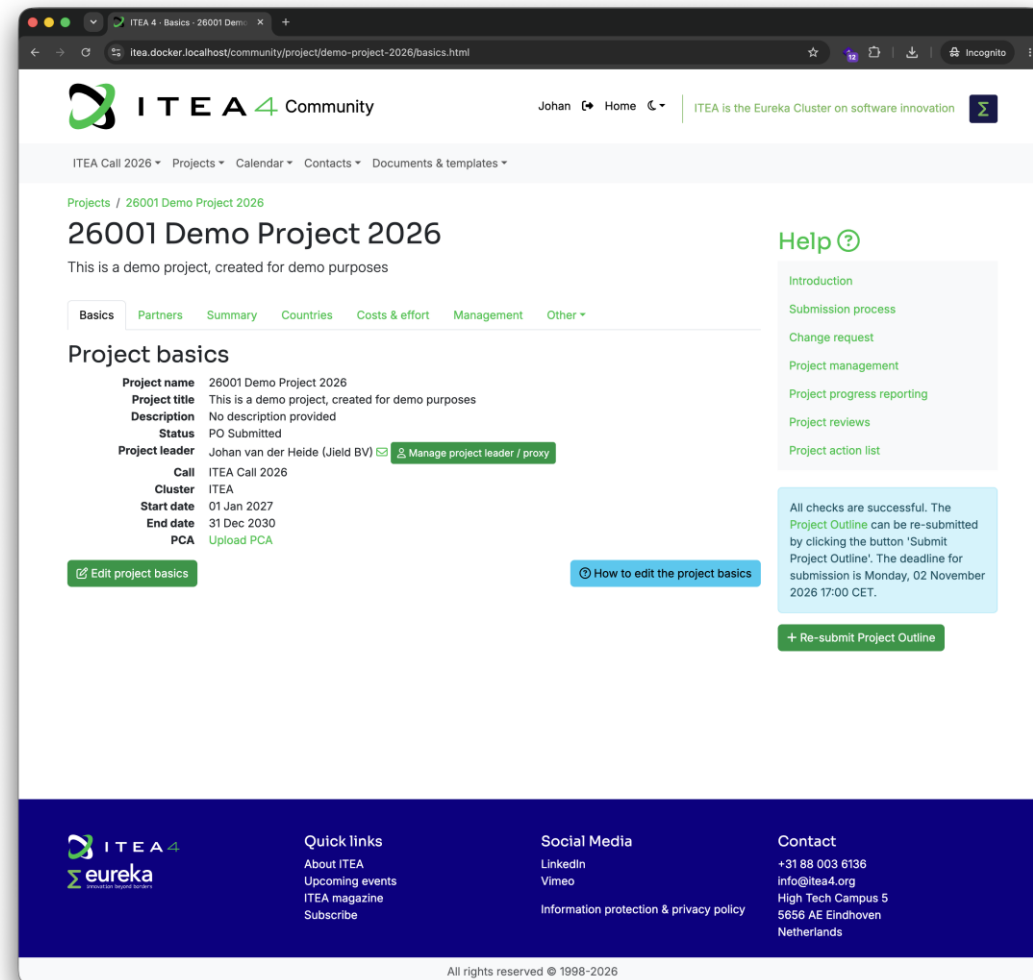
- Finish the checklist before you submit
- Review the Reference document (read-only draft)
- Select the correct PO Annex version
- If you change the PO after submission, submit a new version
- The latest version submitted before the deadline will be reviewed



What happens after the deadline

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- ITEA Office processes all submitted Project Outlines
- Experts review the PO Annex and the Reference document (which together form the PO)



Reference documents after submission

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- Immediately after submission, the draft Reference document is visible with the version
- ITEA Office prepares a PDF version for review

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Projects / 26001 Demo Project 2026 / Project Outline / Documents

Project Outline of 26001 Demo Project 2026

This is a demo project, created for demo purposes

This is the latest submitted Project Outline

General Documents Effort Costs Countries Actions

Version documents

No	Document name	Type	Date created	Size
1	PO Annex of call ITEA Call 2026.docx	PO Annex	Today 10:16	117 KiB
2	26001 Demo Project 2026	Draft reference document		

The reference document has not been processed by the ITEA Office. The file shown here is the latest draft version and is therefore not included in the binder

Download Project Outline document binder

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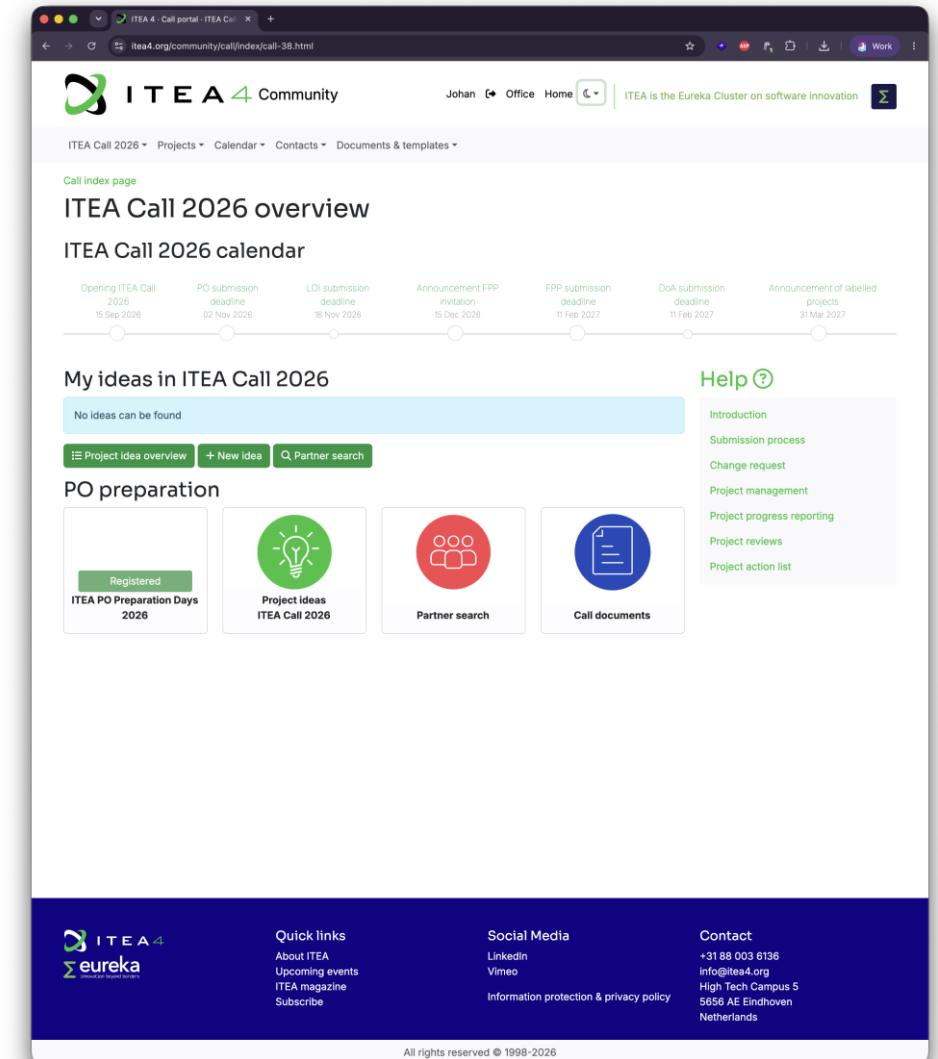
Find information and support on ITEA websites

Use the Community website to find calls, guidance and project support

Find the Call, projects and deadlines

ITEA PO Days 2026

- Start on the Community website's Call index page
- Find all relevant information for the open Call
- Open My projects and My project ideas directly
- Check the timeline for important dates and deadlines



Get help while you complete the PO

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- Use the online FAQ for each topic
- Open help from the right-side menu on project pages
- Use the light-blue buttons for direct links to the relevant help topic

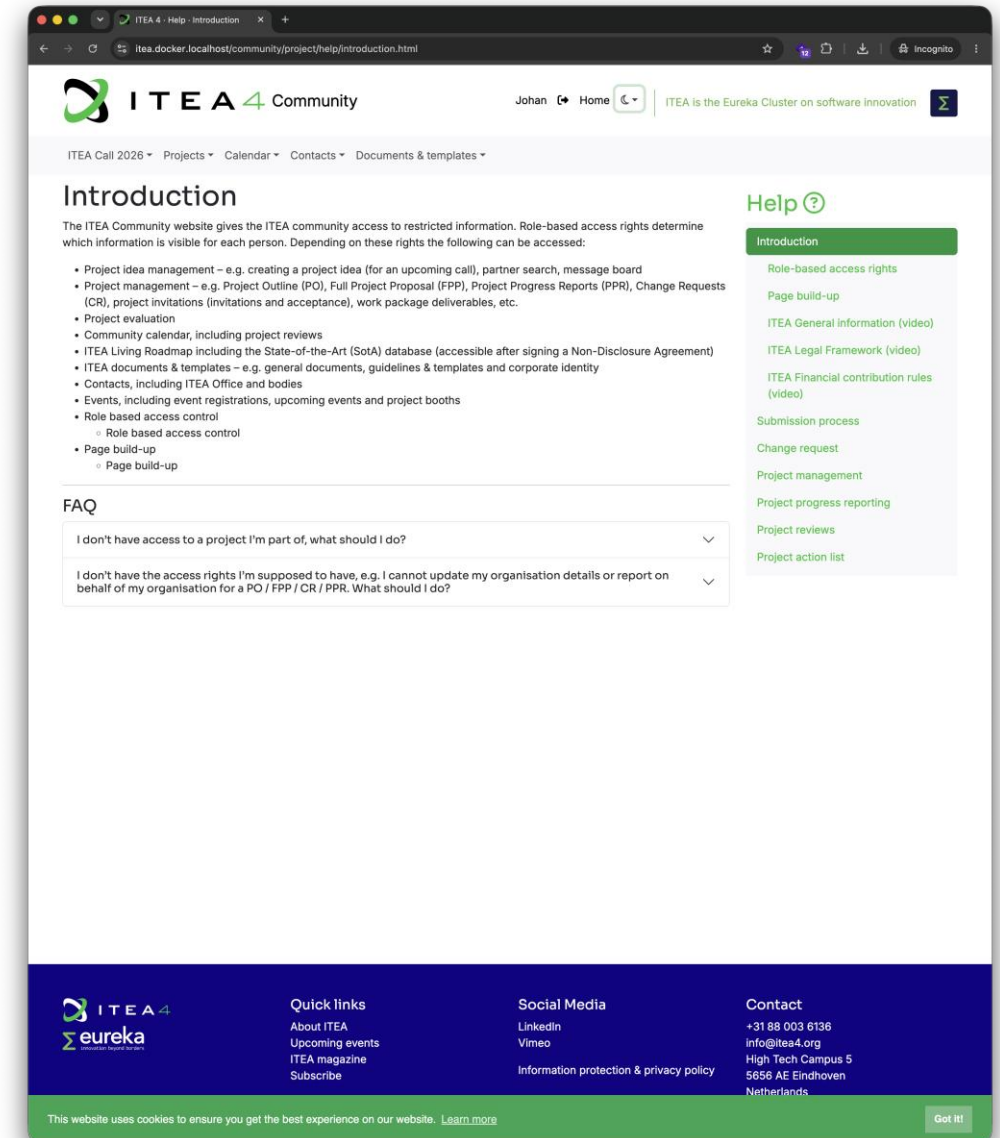
My active projects

1	26001	Demo Project 2026	Concept	Johan van der Heide
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 Project overview

 New project in ITEA Call 2026

 Submission



Thank you for your attention

Questions?