

# Transport Research and Innovation in EU Member States

## Guidance to uploading Programmes on TRIMIS

February 2019

### AIM OF THE GUIDANCE

The aim of this guidance is to provide you with clear indications on how to upload new programmes or update existing programmes on the TRIMIS portal.

This is a unique opportunity for you to disseminate and promote transport R&I information, material and data through the TRIMIS website providing a trusted reference point freely accessible to stakeholders.

### INSTRUCTIONS

If you would like *to add a new programme* on the TRIMIS website, you need to follow steps 1 and 2, in order to be able to insert information.

If you would like to *update an existing programme*, please follow the three steps below.

1. Access the TRIMIS website on <https://trimis.ec.europa.eu/>
2. Login/set up an account using the MY ACCOUNT function of TRIMIS (upper right-hand side of the page)
3. If you are updating an existing programme you will need to contact TRIMIS at [eu-trimis@ec.europa.eu](mailto:eu-trimis@ec.europa.eu) stating your EU Login account and e-mail, in order to be provided with the correct permissions to update information on the programme pages. If you need further support with this then please get in contact.

For a new programme, under the tag “Programmes”, press “Submit a Programme”.

To update an existing programme, choose the Programme you would like to update, then the function “New Draft” and then insert/update the information.

In both cases, you are asked to fill in the following fields. (When a multiple choice is available, please choose one/more options). Please follow the instructions given below:

**Title:** (MANDATORY) Insert the title of the Programme

**Programme Type:** (MANDATORY) Select the Programme type from the drop-down list

**Acronym:** Insert the acronym of the Programme

**Title Original:** Insert the title of the Programme in the original language

**Start Year:** (MANDATORY) Add the year the programme started

**End Year:** Select the end year. If not known please give the estimated end year

**Programme Website Title:** Insert the Programme website title, if available

**Programme Website URL:** Insert the Programme website link, if available

**Funding Origin(s):** (MANDATORY) Select the type(s) of funding origin

**Principal Funding Origin:** (MANDATORY) Select the principal funding origin for the programme

**Institution Type:** (International funding origin only) Insert the type of institution promoting the Programme

**Institution Name:** Insert the name of the institution promoting the Programme

**Participating countries:** Insert the names of the Countries involved in the Programme

**Background & policy context:** Describe the policy background under which the Programme is implemented

**Strategic Objectives:** (MANDATORY) Describe the objectives of the Programme

**Programme organisation:** Describe how projects are funded under the Programme

**Projects covered:** Indicated the names of the projects financed under the Programme

**Type of funding:** Select the funding type

**Funding type other:** Indicate any other funding type

**Total Budget:** Total amount of money of the Programme (Indicate the currency)

**Programme funding arrangements and funding conditions:** Describe how the Programme is funded and what the conditions of the funding are, if any.

**Contact Organisation:** Insert the contact organisation for the programme (select an existing organisation by typing characters that are used to filter matching organisations). If the organisation does not already exist, add a new one by selecting "Add New Organisation".

**STRIA Roadmaps:** (MANDATORY) Select one of more roadmaps the programme belongs to (Cooperative, connected and automated transport (CAT), Low-emission alternative energy for transport (ALT), Transport electrification (EV), Vehicle design and manufacturing (VDM), Network and traffic management systems (NTM), Smart mobility and services (SMO), Infrastructure (INF), Other)

**Transport modes:** Select the transport mode of the programme (Air, road, rail, urban, water (sea & inland) or multimodal)

**Transport sectors:** Select the transport sector of the programme (passenger and/or freight)

**Transport policies:** Select one or more transport policies of the programme (societal/economic issues, environmental/emissions aspects, safety/security, digitalisation, decarbonisation, deployment planning/financing/market roll-out, other specified)

Once completed, set the status to "submit for review" and then select "Save" to send to the TRIMIS team for review.

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We appreciate your contribution and would like to thank you in advance for your availability and time dedicated to completing the Programmes database.

For any questions or comments, please contact us at [eu-trimis@ec.europa.eu](mailto:eu-trimis@ec.europa.eu).

**The TRIMIS Team**