



Technical guidance

ADRION on-line application system

eMS

Version 2.0- 29 February 2016

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1. Purpose

This guidance contains key technical information on the operation and use of the electronic monitoring system of the Interreg ADRION programme (eMS). Applicants are requested to complete and submit the application form (AF) via the eMS. It is therefore highly recommended to read this document carefully before starting to use the eMS.



Only Lead Applicants are allowed to register and submit proposals under the ADRION 1st call for proposals.

2. Technical information and system requirements

The eMS is a web application which can be accessed with **last or last but one** version of most common browsers (Firefox, Chrome, Internet Explorer, Safari).



Firefox is strongly recommended.

The functionality of the system follows the common standards of web applications for entering and submitting data.

When working with Internet Explorer, the option “display intranet sites in compatibility view” should be de-selected in the compatibility view settings of the browser (access Internet Explorer settings and then compatibility view).

3. Access and registration

The eMS can be accessed directly at the following link: <https://ems.regione.emilia-romagna.it>. Lead Applicants must first register by clicking on “Register” on the homepage and providing a set of credentials.

Username*

Password* Username required

☒ Login ☐ Register ☐ Forgot Password

In the registration form, the following information of the Lead Applicant is to be provided:

Registration

Please, insert at least mandatory data:

Username

Email *

Password *

Password Again *

Firstname *

Lastname *

Title

Language

Solve: 7 + 18 =

 Register

Username: define your username to log into the eMS.

If you use "copy" and "paste" you don't leave empty spaces in the username box

E-mail: the e-mail address of the legal representative of the Lead Applicant has to be used to login and submit the applications, i.e. name.surname@yourinstitutionname.com.



Signing up with the official e-mail address of the legal representative who will submit the application form is **compulsory**.

Avoid generic e-mail address of your institution as well (e.g.: info@yourinstitution name.com or admin@yourinstitution.com).

Password: password used to access the eMS.

If you use "copy" and "paste" you don't leave empty spaces in the password box

Password cannot be write all CAP (example: PASSWORD – wrong. PasSwOrd - correct)

First name / Last name / Title: personal information of the Lead Applicant's legal representative. Ensure consistency with the e-mail address provided in section B of the Application Form

Language: English, the working language of the ADRION programme, is pre-defined and cannot be changed.

Solve: don't forget to solve the addition proposed for security reason.

Following the registration, a **confirmation e-mail** is automatically sent to the e-mail address indicated in the registration form. Only after confirmation, you will be able to login to the eMS and create an AF.

ONLY the Lead Applicant has to register on the eMS system in order to create and submit valid application forms.



The e-mail address of the Lead Applicant **must coincide** with the e-mail address of the Legal Representative of the Lead Applicant (see the "Partner" section, "Legal Representative" information in the system).

If a Legal Representative intends to submit more than one project proposal, as Lead Applicant, it must register **ONLY ONCE**.

4. How to fill in the application form

Before drafting your project proposal, the following relevant aspects have to be taken into account:

- **The eMS does not provide any warning on possible errors or unfilled sections;** additionally, it does not provide any request of confirmation before leaving a section of the application form (AF) or before logging out.
- It is of vital importance to **save the data** before leaving a section in the AF (Save button on upper left corner or at the bottom of the page) if you do not want to lose them. Similarly, when filling-in longer sections, please remind to regularly save in order to avoid losing data in case of interruptions of the internet connection or other technical problems.

- All fields are mandatory and have to be filled-in. The system **DOES NOT alert** you otherwise.
- Do not use the “Enter” key of your keyboard to save data while filling the forms as it may lead to unexpected results. Always use the commands provided by the eMS interface.
- Fields in the eMS have character limitations. The correct maximum number of characters allowed is reported in each field to be filled-in.



Be aware that characters in excess will not be recorded.

- The eMS is not a working platform: the Lead Applicant is warmly recommended to use the off-line tools made available by the programme to draft its application.
- You can create a pdf file of the AF at any time of its development by pressing the “Save As Pdf File” button (see also screenshot of project menu above). You will find the created pdf file(s) in the general menu in the section “Generated Files”. Be aware that the listing of generated pdf documents in the file browser might take several minutes (depending on the internet traffic).
- Lead Applicants are advised not to submit their AF at the very last minute before the closure of the Call. Submission will no longer be technically possible after the announced deadline of the Call;
- Lead Applicants have to read the Programme Manual when filling in the application form in order to apply its rules.

5. Sections of eMS

The on-line AF is structured in different sections, which are visible on the top bar menu:

- Project Summary
- Partner
- Project Description
- Work Plan
- Project Budget
- Project budget overview
- Attachments



It is recommended to fill in the AF step by step following the Sections order as in the eMS menu.

6. Create a project application

To create your AF, click on **"Add project"** in the section **"My Application"** from the left side menu. Then chose the option **"Apply Project"**

Name ↕	Start ↕	End ↕	Description ↕	Attachments		
TEST	27.01.2016	07.02.2016	TEST CALL		Modify	Apply Apply Test Project

Delete Project: you can select and open the project proposal, on the left menu choose "Management" and "Delete Project".

6.1 Project summary

The Lead Applicant is directed to the section “Project Summary”.

The screenshot shows the 'Application Form' interface for ADRION. The top navigation bar includes the Interreg ADRION logo, a 'Show More' button, and the text 'Application Form'. A user greeting 'Welcome Pinko Palinkol' is on the right. The left sidebar contains a 'SAVE' button and a menu with 'General' (Generated Files, Toggle Tree, Contacts, Help, Exit) and 'Management' (Logout). The main content area is titled 'Project Summary' and features a progress bar with steps: Project Summary, Partner, Project Description, Work Plan, and Project Budget. Below the progress bar, the 'Project Identification' section contains several input fields: 'Programme Priority' (dropdown menu with '1) Innovative and smart region' selected), 'Programme Priority Specific Objective' (dropdown menu with 'Support the development of a regional innovation system for the Adriatic-Ionian area' selected), 'Project Acronym' (text input), 'Project Title' (text input with a '255 Characters Remaining' indicator), and 'Project Number' (text input with 'ADRION' entered). At the bottom, there are fields for 'Project Duration (Up to 24 months)' (set to '0 Month 1 Days'), 'Start Date (Please consider print of Call announcement...)' (set to '30.01.2016'), and 'End Date' (set to '30.01.2016').

In this section, the Lead Applicant has to select the Programme Priority and the related Programme Priority Specific Objective, Project Title, Acronym, Start Date and End Date of the project duration. Only in the Priority Axis No 2 Programme Priority – Sustainable region –, applicants have to choose one out of the two Specific Objectives.



It is advisable to avoid acronyms including the word ADRION or that are related to the Programme specific terminology. Try to find an acronym easy to remember and attractive.

In the Project Summary textbox, the Lead Applicant has to describe, among others, the common challenges of the programme area, tackled by the project, overall project objectives, expected changes to the current situation, main project outputs and who will benefit from, the foreseen approach and the relevance of the transnational approach. In case of project approval, the text of the Project Summary will be used to present your project to the public: try to be as succinct, concise, clear and efficient as possible.


A.1 Project Summary

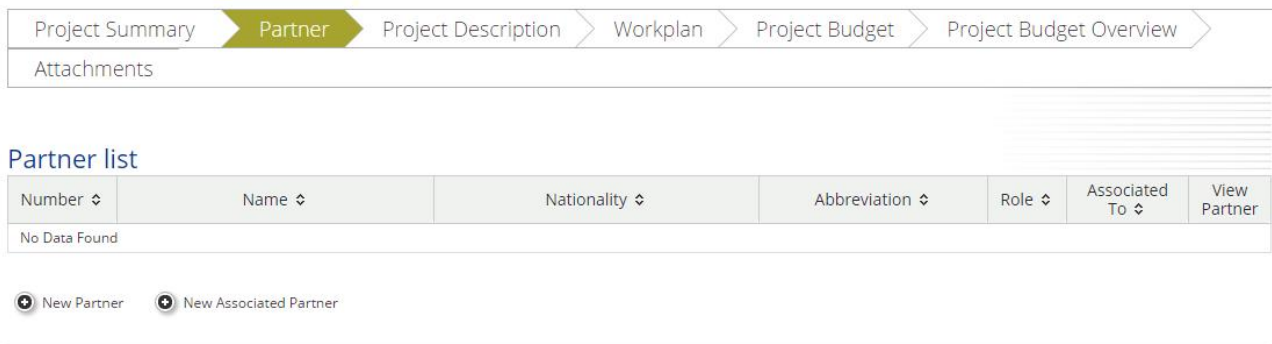
Please give a short overview of the project and describe the common challenge of the programme area you are jointly tackling in your project; the overall objective of the project and the expected change your project will make to the current situation; the main outputs you will produce and who will benefit from them; the approach you plan to take and why is transnational approach needed; what is new/original about it?

The screenshot shows a large text input area for the Project Summary. Above the text area is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, undo, redo) and a small icon for inserting a table. At the bottom right of the text area, a status bar indicates 'Characters (including HTML): 0 (Limit: 2000), Words: 0'. A 'Save' button is located at the bottom left of the form.

6.2 Partner

Information on the partnership is visualized differently in the on-line eMS and in the off-line application form (the latter **is** in the form of a table).

After having inserted general information about your project proposal, the Lead Applicant has to insert information on the partnership (**press the**  **button on the menu bar**).



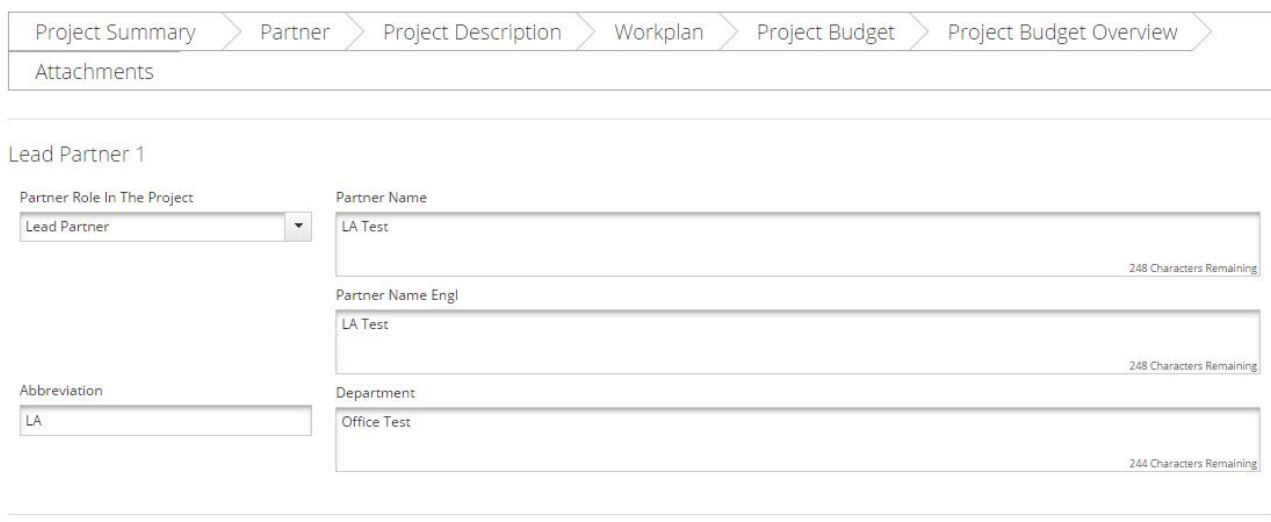
The screenshot shows the 'Partner' button highlighted in the menu bar. Below it, the 'Partner list' table is displayed with columns: Number, Name, Nationality, Abbreviation, Role, Associated To, and View Partner. The table is currently empty, showing 'No Data Found'. Below the table, there are two buttons: 'New Partner' and 'New Associated Partner'.



To avoid problems with the numbering of the partners, **information on the Lead Applicant is to be inserted first.**

6.3 How to insert data on the Lead Applicant

To insert **data on the Lead Applicant**, click on the button. The following window appears:



The screenshot shows the 'Lead Partner 1' form. It contains several input fields: 'Partner Role In The Project' (a dropdown menu with 'Lead Partner' selected), 'Partner Name' (a text field with 'LA Test' and a '248 Characters Remaining' indicator), 'Partner Name Engl' (a text field with 'LA Test' and a '248 Characters Remaining' indicator), 'Abbreviation' (a text field with 'LA'), and 'Department' (a text field with 'Office Test' and a '244 Characters Remaining' indicator).



Be careful when you are inserting the contact information about your organization, since it will be used for identifying the sender of the AF.

Legal Representative



Title	
Mr	
First Name	Last Name
Pinko	Palinko
E-mail Address	Telephone
pinkopalinko@test.gr	0987654



The e-mail address of the Lead Applicant must coincide with the e-mail address of the Legal Representative of the Lead Applicant. No generic e-mail addresses, such as info@yourinstitution.org or admin@yourinstitutionname.org are permitted as well as no private e-mail addresses, such as gmail or yahoo.

In case of an Italian Lead “assimilated” Applicant, please read carefully paragraph on “**How to add data on an Italian Assimilated Lead Applicant /Partner**”.

6.4 How to insert data on project partners

Once you have saved the data about the Lead Applicant, please go back to the page “Partner” by clicking the  button in the menu bar on the top of the page and then .

In the section “Partner”, eMS has already inserted the Lead Applicant, therefore the only option available is “Project Partner” as indicated below:

Project Partner 2

Partner role in the project

Project Partner

Information to insert is the same as for Lead applicant. (See sec. 5.1 How to insert a Lead applicant).

When adding partners to the project proposal, the Lead Applicant has to define per each of them the co-financing source: ERDF for EU partners and IPA II for partners located in the Non-EU Partner States of the Programme.


Legal And Financial Information

Type of partner	Legal Status	Co-financing source
national public authority	public	ERDF
Co-financing Rate % (max=85.00 %)		
85.00%		

In case you are an Italian project “assimilated” partner, please read carefully the next paragraph.

6.5 How to add data on an Italian Assimilated Lead Applicant / Partner

In case you are an Italian assimilated partner (lead or project partner) the following steps are to be followed:

- 1) The box “From all regions” must be selected; 
- 2) “Address”, choose “Italy”;
- 3) Choose the NUTS 2 where the assimilated lead/project partner is located;
- 4) Choose the NUTS 3 where the assimilated lead/project partner is located;
- 5) Select “YES” in the box “Assimilated partner YES/NO

Address

NUTS 0		Assimilated partner Yes / No	
<input type="text" value="ITALIA (IT)"/>		<input type="text" value="Yes"/>	
From All Regions <input checked="" type="checkbox"/>			
NUTS 2		Street	House Number
<input type="text" value="Lazio (IT4)"/>		<input type="text"/>	<input type="text"/>
NUTS 3		Postal Code	City
<input type="text" value="Frosinone (IT45)"/>		<input type="text"/>	<input type="text"/>
		Homepage	
		<input type="text"/>	

6.6 How to add data on an Associated partner

In order to add an Associated partner, the following steps are to be followed:

- 1) Select “From all regions”;
In the section “Address”, choose country where the associated partner is located NUTS 0;
- 2) Choose the NUTS 2 where the associated project partner is located;
- 3) Choose the NUTS 3 where the associated project partner is located;



Please remind that partners’ data automatically are transferred to other AF sections according to the order of the Partner List.

In case you want change the order in the partner list, you have to delete a partner first and insert a new one.

6.7 *Project Description*

This page is structured in five sub-sections: Project Relevance, Project Focus, Project Context, Horizontal Principles and Project Risks.



For each sub-section, the Lead Applicant has to write in the foreseen boxes having care of respecting the maximum number of characters allowed and reported in each box.



According to the programme rules, the maximum number of project specific objectives is three.

Please note that the definition of at least 2 risks (up to 3) is compulsory.

6.8 *Work plan*

This section is structured in three sub-sections as reported below:



Start filling in information from the first section “Work Package List”

6.9 Work package list

In this sub-section the Lead Applicant has to define the foreseen work packages (WP): those aimed at describing the project management, communication, and implementation are compulsory.

Please note that for the WP Preparation, it is possible to change the duration of the WP by clicking on the calendar. For all other WPs, applicants have to define the duration of each activity. The eMS will then automatically calculate the duration of the WP concerned.

Project Summary > Partner > Project Description > **Work Plan** > Project Budget
Project Budget Overview > Attachments

Work Package List

PREPARATION
Create Preparation

MANAGEMENT
Management
gen.2017 set.2018

No Work Packages Defined
New Implementation

COMMUNICATION
Create Communication

Timeline

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
WP M: Project Management (Management)			M.1											

☒ Show Activities ☒ Show Deliverables

When defining your work plan, the Gantt chart will be fulfilled automatically.

6.10 WP Preparation

If the partnership has envisaged preparation costs and would like to ask for their reimbursement, the Lead Applicant has to provide information about in this WP. Select “**create preparation**” and then click on the lens button to open WP Preparation section.

Project Summary > Partner > Project Description > **Work Plan** > Project Budget > Project Budget Overview > Attachments

Preparation P

WP Details

Project Preparation
WP Start: December 2015
WP End: January 2016

Partner

Partner Involvement Selection

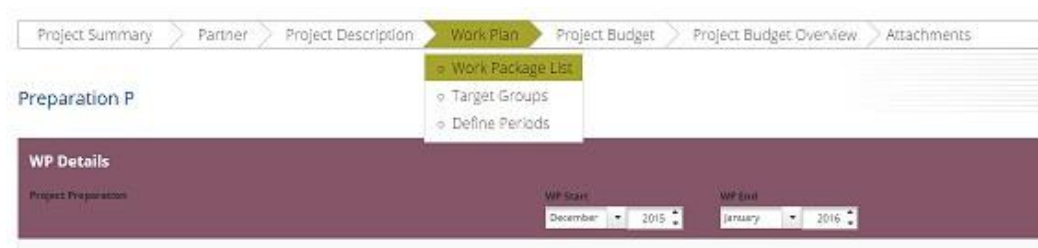
<input checked="" type="checkbox"/>	Name	Role	Abbreviation
<input checked="" type="checkbox"/>	Lead Applicant	LP	LA
<input checked="" type="checkbox"/>	Applicant 1	PP	A1
<input checked="" type="checkbox"/>	Applicant 2	PP	A2

Summary

Summary description and objective of the work package including explanation of how partners will be involved (who will do what).

TEST - Project preparation costs.

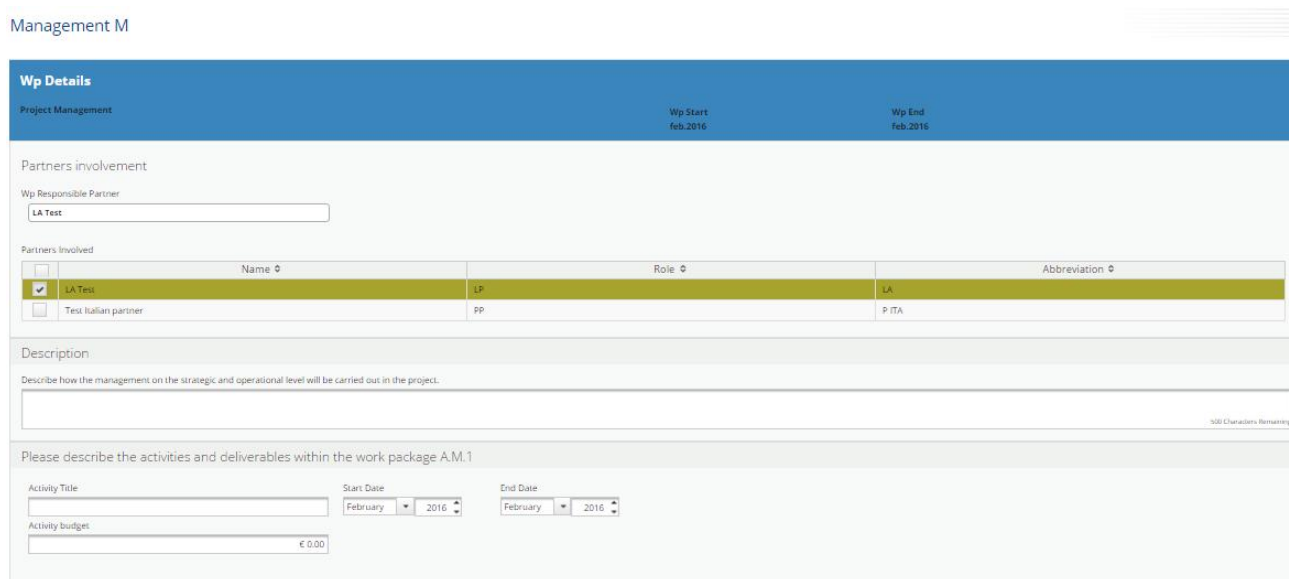
Define the time period of the WP by including the start and end date in the “WP Details” fields. Describe which partners are involved and how in preparation activities. To go back, select “work plan” and then click on “work package list” again.



! Under the Work Package Preparation costs all budget lines but not equipment can be included.

6.11 WP Management

In this WP the Lead Applicant has to describe how the management on the strategic and operational level will be carried out. To move to this WP, click on the “lens” button.



In the WP management sub-section the responsible partner is automatically identified by eMS (the Lead Applicant). Since the WP management lasts the entire project duration/implementation, it is not possible to modify its duration which appears on the blue bar on top of the page. Indeed, the Lead Applicant has to describe the roles of partners involved, define activities, their duration and related deliverables.

! Please note, that applicants can estimate the budget of each activity; however this sum is indicative and is not related to the section budget. Ensure consistency with all the figures.

6.12 WP Communication

In this WP, the Lead Applicant has to define communication objectives, which must be specific and measurable and tactics to approach defined target groups. Click on “lens” button to open the WP communication sub-section.

Communication C

Wp Details

Communication

Wp Start
feb.2016

Wp End
feb.2016

Partners involvement

Wp Responsible Partner

LA Test

Partners Involved

	Name ↕	Role ↕	Abbreviation ↕
<input checked="" type="checkbox"/>	LA Test	LP	LA
<input type="checkbox"/>	Test Italian partner	PP	P ITA

Summary

Summary description and objectives of the work-package including explanation of how will partners be involved of activities carried out and contribution of each partner.



Pay attention when filling the WP Communication as the eMS allows to add up to 3 communication objectives.

6.13 WP Implementation

The project implementation is the heart of the project proposal and it describes what the partnership proposes to achieve in relation to the defined objectives. Up to three WPs can be created within this sub-section.

Open the WP Implementation by clicking on “lens” button.

Implementation T1

WP Details

Title

TEST Implementati on 1

WP Start
gen.2017

WP End
set.2018

Partner

WP Responsible Partner Selection

Applicant 1

Partner Involvement Selection

	Name ↕	Role ↕	Abbreviation ↕
<input checked="" type="checkbox"/>	Lead Applicant	LP	LA
<input checked="" type="checkbox"/>	Applicant 1	PP	A1
<input type="checkbox"/>	Aplicant 2	PP	A2

Summary Implementation

Summary Implementation Description

Test Description T1

The Lead Applicant has to describe the role of each partner as well as to provide information about the logic and structure of each WP in the “Summary Implementation”.

6.14 Description of activities in the WP sub-sections

In all the WPs, with the exception of the WP preparation, the Lead Applicant has to provide information on the activities the partnership intends to deliver and the related deliverables.

Explanations on what an activity and a deliverable are, are provided in the Programme Manual.

As the budget of each activity has to be inserted manually, the Lead Applicant has to ensure consistency among all figures within the AF.

Activity A.T1.1

Activity Title Test Act 1 Implementation	Start Date January 2017	End Date September 2017	Deliverable D.T1.1.1 Remove Title Test Deliverable 1 Description Test Deliverables Descript 229 Characters Remaining Target Value 3,00 Delivery Month September 2017
Indicative Budget € 40.000,00			
Activity Description Activity Description Test Act 1 Implementation Description 218 Characters Remaining Remove Activity Add Deliverable			

In addition to what above, in the WP implementation links to the Programme outputs are to be ensured as well as target group benefitting of the envisaged outputs. The Lead Applicant has to ensure consistency when filling in all the boxes of this sub-section.

Main Outputs

Please describe the project main outputs that will be delivered based on the activities carried out in this work package. For each project main output a programme output indicator should be chosen. Please note that they need to have the same measurement unit.

Output O.T1.1 Remove Output

Project main outputs Test Project Output	Description of the project main outputs Test Project Output Description 224 Characters Remaining	Programme indicator to which the project main outputs contributes COL_1 Number of enterprises cooperating with research institutions Delivery date February 2017 Measurement unit 10.00 Number Add Output Indicator
---	--	--

Add Output

Target groups per main outputs

Who will use the main outputs?
 Who will use the main outputs?
 • General public
 • higher education and research
 • interest groups including NGOs

The order of the work packages and activities follows the one in which they are included in the AF. This order cannot be changed apart from deleting and modifying the work packages or activities.

Main Outputs

Please describe the project main outputs that will be delivered based on the activities carried out in this work package. For each project main output a programme output indicator should be chosen. Please note that they need to have the same measurement unit.

Output 0.T1.1 Remove Output

Project main outputs Test Project Output	Description of the project main outputs Test Project Output Description 224 Characters Remaining	Programme indicator to which the project main outputs contributes COL_1 Number of enterprises cooperating with research institutions
		Delivery date February 2018 Add Output Indicator
		Measurement unit 10.00 Number

Add Output

Target groups per main outputs

Who will use the main outputs?
 Who will use the main outputs?

- General public
- higher education and research
- interest groups including NGOs

Each project proposal shall contribute to the realization of at least 2 programme outputs.



Be careful to complete the WP section before you move to the next section “Partner Budget”, otherwise it will be impossible to complete it.

6.15 Target Groups Section

In this section the Lead Applicant has to quantify the target groups that have been inserted in the WP Implementation.

C.2.2 Target Groups

Target groups	Description	Target Value
national public authority	<input type="text"/> 255 Characters Remaining	<input type="text" value="0"/>
education/training centre and school	<input type="text"/> 255 Characters Remaining	<input type="text" value="0"/>
SME	<input type="text"/> 255 Characters Remaining	<input type="text" value="0"/>
General public	<input type="text"/> 255 Characters Remaining	<input type="text" value="0"/>

Save

6.16 Define Periods

In this section, the Lead Applicant has to define time periods of the project duration. Each period will last 6 months.

For example, if the project lasts 22 months, the Lead Applicant has to foresee 4 periods in the implementation phase. If the project envisages preparation costs, an additional period is already added before the starting of the project implementation. The reporting date indicates the deadline according to which the progress report has to be delivered to the JS/MA.

PERIOD 0 (4 MONTHS 27 DAYS)		
Start Date	End Date	Reporting Date
05.11.2015	31.03.2016	31.10.2017

PROJECTSTART (01.02.2017)

PERIOD 1 (6 MONTHS 0 DAYS)		
(automatic) Start Date	End Date	Reporting Date
01.02.2017	31.07.2017	31.10.2017

PERIOD 2 (6 MONTHS 0 DAYS)		
(automatic) Start Date	End Date	Reporting Date
01.08.2017	31.01.2018	30.04.2018

PERIOD 3 (6 MONTHS 0 DAYS)		
(automatic) Start Date	End Date	Reporting Date
01.02.2018	31.07.2018	31.10.2018

PERIOD 4 (4 MONTHS 0 DAYS)		
(automatic) Start Date	End Date	Reporting Date
01.08.2018	30.11.2018	28.02.2019

PROJECT END (30.11.2018)

Remove

Add



Time periods are strictly related to the “Project Budget” section. It is important that the Lead Applicant fills-in this section before inserting budget data, otherwise it will be impossible for applicants to complete the budget partner subsection.

6.17 Project budget

“Project Budget” section includes the following sub-sections: Partner Budget, Activities Outside and Project Breakdown Budget.



6.18 Partner Budget

When selecting the “Partner Budget” from the Menu bar, the following table appears.

Partner List

Number	Name	Nationality	Abbreviation	Role	Budget
1	Lead Applicant	ΕΛΛΑΔΑ (ELLADA)	LA	Lead Partner	Define Budget Define Contribution
2	Applicant 1	ITALIA	A1	Project Partner	Define Budget Define Contribution
3	Applicant 2	ALBANIA	A2	Project Partner	Define Budget Define Contribution

6.19 Define Budget

From the table Partner list, the Lead Applicant has to define budget and contribution per each partner involved. Clicking on button, the following tables appear:

Budget Flat Rates

Budget Flatrate

☐

Recalculate Budget

Budgetline	Subbudgetline	Wp P - Preparation	Wp M - Management	Wp T1 - TEST Implementation 1	Wp T2 - Test Implementation WP2	Wp C - Communication	Sum
Staff costs	Staff costs / Staff costs	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Office and administration	Office and administration	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Travel and accommodation	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
External expertise and services	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Equipment	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Infrastructure and works	Infrastructure and works	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Net Revenue	Net Revenue	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Sum		€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00

The first table shows the partner's budget per WP and per budget lines.

The other two tables show respectively:

- the partner budget lines per periods;
- The budget of each period disentangled per WPs.

All the three tables are linked: the data included in the first table shall feed the other two tables.

Budgetline	Subbudgetline	Wp P - Preparation	Wp M - Management	Wp T1 - To develop a sustainable environment between RO and SMEs	Wp C - Communication	Sum
Staff costs	Staff costs / Staff costs	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Office and administration	Office and administration	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Travel and accomodation	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
External expertise and services	Experts	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Equipment	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Infrastructure and works	Infrastructure and works	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Net Revenue	Net Revenue	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Sum		€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00


Budgetline	Subbudgetline	Period 0	Period 1	Period 2	Period 3	Period 4	Sum
Staff costs	Staff costs / Staff costs	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Office and administration	Office and administration	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Travel and accomodation	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
External expertise and services	Experts	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Equipment	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Infrastructure and works	Infrastructure and works	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Net Revenue	Net Revenue	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Sum		€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00

Period	Wp P - Preparation	Wp M - Management	Wp T1 - To develop a sustainable environment between RO and SMEs	Wp C - Communication	Sum
Period 0	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Period 1	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Period 2	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Period 3	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Period 4	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00

6.20 Staff costs

Staff costs based on real costs

Staff costs are calculated according to the choice of each partner (flat rate or real based costs). In case the latter applies, do not click the button “Flat rate” on top of the table.

To insert costs related to the partner’s staff, the Lead Applicant has to click the pen button 

The following table appears:

Update Workpackage Budget For "Wp M - Management" - 'Staff costs (Staff costs)'

Period	Unit Type	Unit	Amount Per Unit	Total	Comment
Period 1 - 01.01.2017 - 30.06.2017	<div><div>Select one staff type</div><div>Select one unit type</div></div>	1,00	€ 0,00	€ 0,00	
Period 2 - 01.07.2017 - 31.12.2017	<div><div>Select one staff type</div><div>Select one unit type</div></div>	1,00	€ 0,00	€ 0,00	
Period 3 - 01.01.2018 - 30.06.2018	<div><div>Select one staff type</div><div>Select one unit type</div></div>	1,00	€ 0,00	€ 0,00	

If you intend to use staff cost based on real cost, remember that "unit type" options in the table are not applicable. In "Amount per Unit" you must include the average of amounts of the staff (members) involved. The Total is automatically calculated.

Per each period as previously defined the Lead Partner has to provide data on the partner’s staff engaged.

Amounts in the “Total” cell are automatically calculated after saving data (down on the left side).

Staff costs based on flat rate

If one or more partners decide to adopt the flat rate for staff costs, the Lead Applicant has to tick the buttons “flat rate” and “flat rate staff”: 20% appears automatically. Amounts are automatically calculated and the Lead Applicant does not need to provide any further information as for the calculation of staff costs based on real costs.

6.21 Office and administration

In order to insert office and administration costs, the Lead Applicant has to tick “budget flat rate” and then “flat rate office”. The percentage appears automatically.

Amounts are automatically calculated and the Lead Applicant does not need to provide any further information.

Travel and accommodation, External expertise and services and Equipment budget lines

To insert amounts in these budget lines, the Lead Applicant has to define the sub-budget lines first (e.g.: trips, survey, etc.) and to click on the “plus” on the right of each budget line.

Create Subbudgetline For External expertise and services ✕

Description

255 Characters Remaining

Save Changes



Exit Changes

The Lead Applicant has to provide, under each budget line and per each WP, information on each sub-budget line previously identified by clicking the “pen” button.

Update Workpackage Budget For 'Wp M - Management' - 'External expertise and services (Experts)' ✕

Period	Unit Type	Unit	Amount Per Unit	Total	Comment
Period 1 - 01.02.2017 - 31.07.2017	<input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="€ 0.00"/>	<input type="text" value="€ 0.00"/>	<input type="text"/>
Period 2 - 01.08.2017 - 31.01.2018	<input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="€ 0.00"/>	<input type="text" value="€ 0.00"/>	<input type="text"/>
Period 3 - 01.02.2018 - 31.07.2018	<input type="text"/>	<input type="text" value="1.00"/>	<input type="text" value="€ 0.00"/>	<input type="text" value="€ 0.00"/>	<input type="text"/>

Amounts in the “Total” cell are automatically calculated after saving data (down on the left side).

6.22 Net revenue

The Lead Applicant has also to provide information on the revenue it assumes the project will get through its activities (e.g.: costs for attending meetings, training sessions etc.). The amount will be deducted from the overall budget amount (see table below).

After having filled-in the first table the budget overview of the first table will look like the following:

Budgetline	Subbudgetline	Wp P - Preparation	Wp M - Management	Wp T1 - TEST Implementation 1	Wp T2 - Test Implementation WP2	Wp C - Communication	Sum
Staff costs	Staff costs / Staff costs	€ 6.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 6.000,00
	Sum	€ 6.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 6.000,00
Office and administration	Office and administration	€ 0,00	€ 1.200,00	€ 0,00	€ 0,00	€ 0,00	€ 1.200,00
	Sum	€ 0,00	€ 1.200,00	€ 0,00	€ 0,00	€ 0,00	€ 1.200,00
Travel and accommodation	Trips	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
External expertise and services	External experts	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
	Study	€ 0,00	€ 0,00	€ 60.000,00	€ 0,00	€ 0,00	€ 60.000,00
	Sum	€ 0,00	€ 0,00	€ 60.000,00	€ 0,00	€ 0,00	€ 60.000,00
Equipment	Furniture	€ 0,00	€ 0,00	€ 0,00	€ 2.000,00	€ 0,00	€ 2.000,00
	Sum	€ 0,00	€ 0,00	€ 0,00	€ 2.000,00	€ 0,00	€ 2.000,00
Infrastructure and works	Infrastructure and works	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Net Revenue	Net Revenue	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Sum		€ 6.000,00	€ 1.200,00	€ 60.000,00	€ 2.000,00	€ 0,00	€ 69.200,00

6.23 Define Contribution

To define contribution, the Lead Applicant must return to the “Project Budget” section, select “Partner Budget” and then select the button “Define contribution” that appears on the right of each project partner row.

The following table appears:

	Amount	Cofinancing Rate
Program Cofinancing	€ 460 946.50	85.00 %
Partner Contribution	€ 81 343.50	
Partner Total Eligible Budget	€ 542 290.00	

Origin of partner contribution

Source Of Contribution	Legal Status	%of Total Partner Contribution	Amount	Options
Lead Applicant Test	public	100.00 %	€ 81 343.50	
Sub Total Public Contribution		100.00 %	€ 81 343.50	
Sub Total Automatic Public Contribution		0.00 %	€ 0.00	
Sub Total Private Contribution		0.00 %	€ 0.00	
Total			€ 81 343.50	
Total Target Value			€ 81 343.50	
Total Public Expenditure			€ 542 290.00	

Save

The second table focuses on the characteristics of the Partner contribution (in the table above: EUR 81.343.50). For each partner, the Lead Applicant has to provide information on the source of this contribution, specifying it according to the information provided in the Programme Manual and in the Declaration of Lead Applicant and Project Partners.

6.24 Activities Outside

In this section the Lead Applicant has to insert those activities that ERDF partners intend to perform in IPA countries. Amounts have to be included manually. Consistency between this table (and amounts) and activities listed under the sections Work Package List and Project Budget has to be ensured.

C.6 Activities outside the Union part of the programme area

If applicable, please list activities to be carried out outside (the Union part of) the programme area. Describe how these activities will benefit the programme area. What is the added value of activities to be carried out outside (the Union part of) programme area? If applicable, please list the relevant activities and describe how they will benefit the programme area.

Lp Koper and Partner Genoa will incur expenditures in Montenegro and Albania

1024 Characters Remaining

Total budget of activities to be carried out outside (the Union part of) the programme area (indicative)	24 000.00
ErdF Outside	20 400.00
Of Total ErdF	%

6.25 Project breakdown budget

This section provides an overview on all amounts included in the Budget section. Data are automatically provided by the system.

D. Project Breakdown Budget

Partner	Period	Period Start	Period End	Budgetline	Subbudgetline	Workpackage	Staff type	Unit type	Units	Amount per Unit	Total	Comment
1 KP	Period 1	01.02.2017	31.07.2017	Equipment	PC	M Management			€ 2.00	€ 1 000.00	€ 2 000.00	
1 KP	Period 2	01.08.2017	31.01.2018	Equipment	PC	M Management			€ 1.00	€ 0.00	€ 0.00	
1 KP	Period 3	01.02.2018	31.08.2018	Equipment	PC	M Management			€ 1.00	€ 0.00	€ 0.00	
1 KP	Period 4	01.09.2018	30.11.2018	Equipment	PC	M Management			€ 1.00	€ 0.00	€ 0.00	
1 KP	Period 1	01.02.2017	31.07.2017	External expertise and services	Reports	T1 Conduct a Reg. Analysis to identify the policies+the support instruments already present.			€ 1.00	€ 0.00	€ 0.00	
1 KP	Period 2	01.08.2017	31.01.2018	External expertise and services	Reports	T1 Conduct a Reg. Analysis to identify the policies+the support instruments already present.			€ 1.00	€ 0.00	€ 0.00	
1 KP	Period 3	01.02.2018	31.08.2018	External expertise and services	Reports	T1 Conduct a Reg. Analysis to identify the policies+the support instruments already present.		ports	€ 4.00	€ 5 000.00	€ 20 000.00	
1 KP	Period 4	01.09.2018	30.11.2018	External expertise and services	Reports	T1 Conduct a Reg. Analysis to identify the policies+the support instruments already present.			€ 1.00	€ 0.00	€ 0.00	
1 KP	Period 1	01.02.2017	31.07.2017	External expertise and services	External experts	M Management			€ 1.00	€ 20 000.00	€ 20 000.00	
1 KP	Period 2	01.08.2017	31.01.2018	External expertise and services	External experts	M Management			€ 1.00	€ 20 000.00	€ 20 000.00	
1 KP	Period 3	01.02.2018	31.08.2018	External expertise and services	External experts	M Management			€ 1.00	€ 20 000.00	€ 20 000.00	
1 KP	Period 4	01.09.2018	30.11.2018	External expertise and services	External experts	M Management			€ 1.00	€ 20 000.00	€ 20 000.00	

6.26 Project Budget Overview


In this section the system provides several budget tables automatically elaborated according to the data inserted in the Budget section (Define budget section) for each member of the project partnership.

Project Summary	Partner	Project Description	Work Plan	Project Budget	Project Budget Overview	Attachments
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Project Budget Overview

Programme Co-financing ERDF

Partner			Programme Co-financing			Contribution				
Partner	Partner Abbreviation	Country	ERDF	ERDF Co-financing (%)	Percentage Of Total ERDF	Public Contribution			Private Contribution	Total Contribution
						Automatic Public Contribution	Other Contribution	Total Contribution		
1 - Lead Applicant	LA	ΕΛΛΑΔΑ (ELLADA)	€ 58.820,00	85,00 %	26,69 %	€ 0,00	€ 6.380,00	€ 6.380,00	€ 4.000,00	€ 10.380,00
2 - Applicant 1	A1	ITALIA	€ 161.564,60	85,00 %	73,31 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Sub-total For Partners Inside			€ 220.384,60	--	100,00 %	€ 0,00	€ 6.380,00	€ 6.380,00	€ 4.000,00	€ 10.380,00
Sub-total For Partners Outside			€ 0,00	--	0,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total			€ 220.384,60	--	100,00%	€ 0,00	€ 6.380,00	€ 6.380,00	€ 4.000,00	€ 10.380,00

 Export Excel

All tables can be exported in MS Excel.

4. Attachments

In this section the Lead Applicant has to upload all the documentation requested by the programme and specified in the Programme Manual. Templates are provided in the Application Package downloadable from the programme web site.

5. Check and submission of the AF

When the AF is ready for submission, **the Lead Applicant has to:**

- 1) save the final version as a pdf file;
- 2) Click on **“Check saved project”** button;
- 3) Press **“Submit project”** button which will appear after point 2).



After submission, the **Contact person** of the Lead Applicant will receive an automatic e-mail for confirmation.

6. Help desk and technical support

For any question you may have with the filling-in the application, you can address the helpdesk: **info@interregadrion.eu** (please quote “eMS” in the subject of the e-mail) or **0039 051 527-5165 / 8886 / 8013** from **Monday to Friday from 10:00 to 12:00**.