



ADRION 2nd Call for Proposals - Priority Axis 2

Technical guidance on how to submit a project proposal using the on-line application system eMS

Version 1 - 26 March 2018

Table of Content

1. Purpose.....	3
2. Technical information and system requirements	3
3. Access and registration.....	3
3.1. Specific conditions for Applicant's registration in eMS.....	5
4. How to fill-in in the Application Form	5
5. Create a Project Application	6
6. Sections of eMS	7
6.1. Project summary.....	7
6.2. Partner.....	8
6.2.1. How to insert data on the Lead Applicant	8
6.2.2. How to insert data on project partners	9
6.2.3. How to add data on an Italian Assimilated Lead Applicant /partner.....	10
6.2.4. How to add data on an Associated partner.....	10
7. Project Description	11
8. Work plan	11
8.1. Work package list	11
8.1.1. WP Preparation	12
8.1.2. WP Management.....	13
8.1.3. WP Implementation.....	13
8.1.4. WP Communication	14
8.1.5. Description of activities in the WP sub-sections	15
8.2. Target Groups Section	16
8.3. Define Periods	16
9. Project budget	18
9.1. Partner Budget	18
9.1.1. Staff costs	20
9.1.2. Office and administration	20
9.1.3. Travel and accommodation, External expertise and services and Equipment budget lines....	21
9.1.4. Infrastructure&works - Net revenue	21
9.2. Define Contribution	21
9.3. Activities Outside.....	22
9.4. Project breakdown budget	23
10. Project Budget Overview	23
11. Attachments	23
12. Check and submission of the AF.....	23
13. Warnings and alerts.....	24
14. Help desk and technical support	24

1. Purpose

This guidance contains key technical information on the operation and use of the electronic monitoring system of the Interreg 5-B Adriatic –Ionian (ADRION) Programme (eMS). Applicants are requested to complete and submit the Application Form (AF) via eMS. It is therefore highly recommended to read this document carefully before starting to use eMS.



Only Lead Applicants are allowed to register and submit proposals under the ADRION 2nd Call for Proposals - Priority Axis 2.

2. Technical information and system requirements

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/Chrome are 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.

3. Access and registration

eMS can be accessed directly to 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.

In the registration form

Registration

Please, insert at least mandatory fields (*):

Username	<input type="text"/>
Email *	<input type="text"/>
Password *	<input type="password"/>
Password Again *	<input type="password"/>
Firstname *	<input type="text"/>
Lastname *	<input type="text"/>
Title	<input type="text"/>
Language	EN <input type="button" value="v"/>
Solve: 19 + 23 =	<input type="text" value="0"/>

 Register

the following information of the Lead Applicant is to be provided:

Username	Define your username to log into eMS. If you use "copy" and "paste", do not 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: name.surname@yourinstitutionname.com .
Password / Password again	Define your password to access eMS. If you use "copy" and "paste", do not leave empty spaces in the password box. The password cannot be written in all capital letters. (example: PASSWORD – wrong; PasSwOrd - correct).
First name / Last name / Title	Personal information on 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	Do not forget to solve the sum proposed for security reason.



Signing up with the official e-mail address of the legal representative who will submit the Application form is **highly recommended**.

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

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



ONLY the Lead Applicant may register on eMS system in order to create and submit valid Application Forms.

If an institution intends to be Lead Applicant in two project proposals (please refer to the Programme Manual 2nd Call for proposal - Priority Axis 2), it must register **only once**.

3.1. *Specific conditions for Applicant's registration in eMS*

In case an institution already applied in the first call for proposals, the following instructions must be respected:

Role of potential beneficiary	The institution intends to be in the 2nd call for proposals:	Steps to be taken for registration:
Institution acting as a Lead Partner in operations approved in the 1st call for proposals	Lead Partner	None Same credentials are used
	Project Partner	New credentials are necessary New registration on eMS using a different email from the one used in the 1st call
Institution acting as a Project Partner in operations approved in the 1st call for proposals	Lead Partner	New credentials are necessary New registration on eMS using an email linked to the legal representative but different from the one used in the 1st call
	Project Partner	None Same credentials are used

4. **How to fill-in in the Application Form**

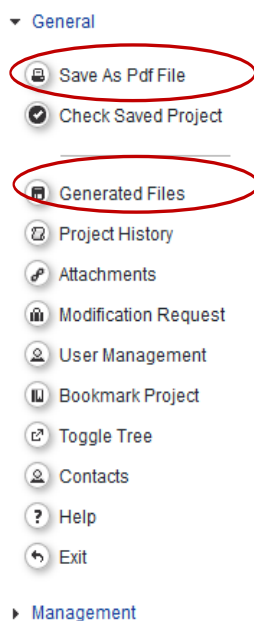
Before drafting your project proposal, the following relevant aspects have to be taken into account:

- eMS does not provide any request for confirmation before leaving a section of the Application Form (AF) or before logging out. It is therefore of vital importance to **save the data** (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 internet connection or other technical problems.
- Do not use the "Enter" key of your keyboard to save data while filling the form as it may lead to unexpected results. Always use the commands provided by eMS interface.
- Fields in eMS have characters limitations. The correct maximum number of characters allowed is reported in each field to be filled-in.



Characters in excess will not be recorded.

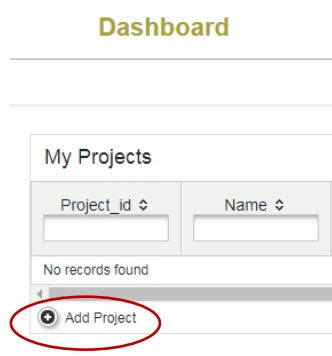
- eMS is not a working platform: the Lead Applicant is warmly recommended to use the off- line tools made available by the Programme to draft its Application.
- You can create a pdf file of the AF at any step of its development by pressing the “Save As Pdf File” button (see screenshot below). You will 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).



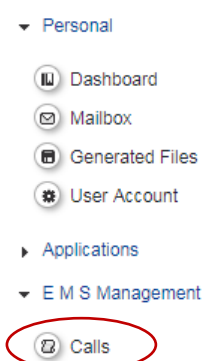
- Lead Applicant is advised not to submit its AF at the very last minute before the closure of the Call. Submission will no longer be technically possible after the announced deadline of the Call (please refer to the Call announcement).
- Lead Applicant is warmly recommended to read the Programme Manual 2nd Call for proposal - Priority Axis 2 - when filling in the Application Form.

5. Create a Project Application

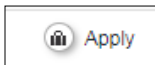
To create your AF, click on “Add project” in the Dashboard, or click on “Calls” in the section “EMS Management”.



OR



Click on



in order to create a project.

6. 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 eMS menu.

6.1. Project summary

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

In this section, the Lead Applicant has to select the Programme Priority Axis No 2 and the related Programme Priority Specific Objective, and then to write the Project Acronym (*only capital letters and numbers, no spaces or symbols*), the full Project Title, the Start and End Date of the project duration (maximum 30 months).



It is advisable to avoid acronyms including the word ADRION. Try to find an acronym easy to remember and attractive.

The Project Summary provides an overview of the project. Lead Applicant has to provide a clear description of the common challenge of the Programme area that the project intends to tackle; the overall objective, the targeted topic(s) of the call; the main outputs that will be produced, the expected change foreseen to be realized in respect to the current situation, the chosen approach and the transnational dimension.


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 concise, clear and efficient as possible.

A.1 Project Summary

The project summary provides an overview of the project. Projects are required to provide a clear description of the common challenge of the Programme area that the project intends to tackle; the overall objective, the targeted topic(s) of the call; the main outputs that will be produced, the expected change foreseen to be realized in respect to the current situation, the chosen approach and the transnational dimension.

6.2. Partner


Information on the partnership is visualized differently in 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).



To avoid problems with the numbering of the partners, information on the Lead Applicant is to be inserted first (as No 1).

6.2.1. How to insert data on the Lead Applicant

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

Lead Partner 1

Partner Role In The Project <input type="text" value="Lead Partner"/>	Name of the partner organisation in original language <input type="text" value="Lead Partner test"/>
Abbreviation <input type="text" value="LP test"/>	Name of the partner organisation in English <input type="text" value="Lead Partner test"/>
	Department <input type="text" value="Office test"/>





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



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

6.2.2. 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  New Partner

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

Information to insert is the same as for the 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 Status (If you are a “body governed by public law”, please select public). <input type="text" value="public"/>	Co Financing Source <input type="text" value="ERDF"/>
	Co Financing% (max=85.00 %) <input type="text" value="85.00%"/>

6.2.3. 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. Insert the name of the institution and its abbreviation;
2. "Address" and select the box "From all regions";
3. "NUTS 0": choose "Italy";
4. "NUTS 2": choose where the assimilated lead/project partner is located;
5. "NUTS 3": choose where the assimilated lead/project partner is located;
6. Save partner data (upper on the left menu or at the end of the page);
7. Select "YES" in the box "Assimilated partner that will appear near the "Address".

Address

Nuts0
ITALIA (IT)

Name Of Other Region
From All Regions

Nuts2
Lazio (IT14)

Nuts3
Roma (IT143)

Assimilated Partner
Yes

Street

Postal Code

Home Page

6.2.4. How to add data on an Associated partner

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

8. In the partner section, click on the button New Associated Partner
9. In case the Associated partner is located outside ADRION Programme area, tick the box "From All Regions";
10. "NUTS 0": choose where the assimilated lead/project partner is located;
11. "NUTS 2": choose where the assimilated lead/project partner is located;
12. "NUTS 3": choose where the assimilated lead/project partner is located;
13. Select "NO" in the box "Assimilated partner that will appear near the "Address".

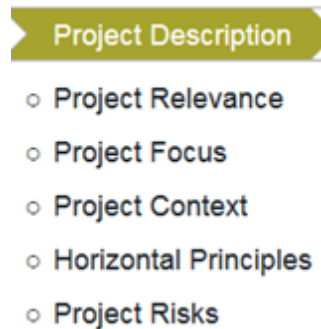


Please remind that partners' data are automatically transferred to other AF sections according to the order of the partner List.

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

7. Project Description

This page is structured into 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.

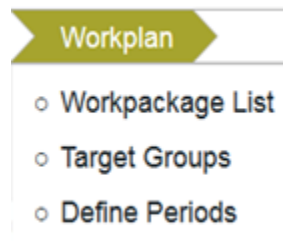


According to the Programme rules, the maximum number of project specific objectives is three.

The Lead Applicant must also describe up to 3 project risks.

8. Work plan

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



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

8.1. 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, the Lead Applicant has to define the duration of each activity. eMS system will then automatically calculate the duration of the WP concerned.

Project Summary > Partner > Project Description > **Workplan** > Project Budget > Project Budget Overview > Attachments > Attachments J T S

C.5 Work plan per work packages

PREPARATION (SUMMARY DESCRIPTION IS NOT APPLICABLE FOR THIS WORK PACKAGE)

Create Preparation +

M MANAGEMENT
Management
Jan.2019 Jun.2021

No Workpackages Defined
New Implementation

COMMUNICATION
Create Communication +

Gantt chart

	2018	2019	2020	2021
		Jan Apr Jul Oct	Jan Apr Jul Oct	Jan Apr Jul
WP M: Project Management (Management)		A.M.1		

☒ Show Activities ☒ Show Deliverables

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

8.1.1. 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 the specific WP. Select **“Create Preparation”** and then click on the lens button to open WP Preparation section.

Wp Details

Project Preparation

Wp Start: January 2014 Wp End: June 2018

Partners involvement

Partners Involved

	Number	Name	Role	Abbreviation
<input checked="" type="checkbox"/>	1	LP1	LP	rer
<input checked="" type="checkbox"/>	2	pp1	PP	pp1
<input type="checkbox"/>	3		PP	
<input type="checkbox"/>	4		PP	
<input type="checkbox"/>	5		PP	

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.

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 equipment can be included.

8.1.2. 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.

Wp Details

Project Management

Wp Start
Jan.2019

Wp End
Jun.2021

Partners involvement

Wp Responsible Partner
1 - LP1

Partners Involved

<input type="checkbox"/>	Number ↕	Name ↕	Role ↕	Abbreviation ↕
<input checked="" type="checkbox"/>	1	LP1	LP	rer
<input type="checkbox"/>	2	pp1	PP	pp1
<input type="checkbox"/>	3		PP	
<input type="checkbox"/>	4		PP	
<input type="checkbox"/>	5		PP	

Description

Describe how the management on the strategic and operational level will be carried out in the project.

In the WP management sub-section the Lead Applicant is automatically identified by eMS as responsible partner. Since the WP management lasts the entire project duration, 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 that the Lead Applicant has to estimate the budget of each activity; however this sum is not related to the section budget. Ensure consistency with all the figures.

8.1.3. 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: please ensure that the sum of the single activities match with the WP total budget

Title	Wp Start	Wp End	Wp Budget (excluding the net-revenue)
Test implementation 1	Jan.2019	Jun.2021	€ 2 000.00

Partners involvement

Wp Responsible Partner
1 - LP1

Partners Involved

<input type="checkbox"/>	Number	Name	Role	Abbreviation
<input checked="" type="checkbox"/>	1	LP1	LP	LP1
<input checked="" type="checkbox"/>	2	pp1	PP	pp1
<input checked="" type="checkbox"/>	3	pp	PP	pp3
<input type="checkbox"/>	4	pp4	PP	pp4
<input type="checkbox"/>	5	pp5	PP	pp5
<input type="checkbox"/>	6	pp6	PP	pp6

Summary Implementation

Summary description and objectives of the work package including explanation of how many partners will be involved.

Summary Implementation

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”.

8.1.4. 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 the “lens” button to open the WP communication sub-section.

Communication C

Wp Details: please ensure that the sum of the single activities match with the WP total budget

Communication	Wp Start	Wp End	Wp Budget (excluding the net-revenue)
	Jan.2019	Jun.2021	€ 1 411.00

Partners involvement

Wp Responsible Partner
1 - LP1

Partners Involved

<input type="checkbox"/>	Number	Name	Role	Abbreviation
<input checked="" type="checkbox"/>	1	LP1	LP	LP1
<input type="checkbox"/>	2	pp1	PP	pp1
<input type="checkbox"/>	3	pp	PP	pp3
<input type="checkbox"/>	4	pp4	PP	pp4
<input type="checkbox"/>	5	pp5	PP	pp5
<input type="checkbox"/>	6	pp6	PP	pp6

Summary

Summary description of activities.

Objectives		
Project specific objectives	Communication objectives - What can communications do to reach a specific project objective?	Approach/tactics - How do you plan to reach the communication objective?
Project Specific Objective 1	<div> <div>Raise awareness</div> <div> <div>Raise awareness</div> <div>Influence attitude</div> <div>Increase knowledge</div> <div>Change behaviour</div> </div> </div>	<div>255 Characters Remaining</div>
Please describe the activities and deliverables within the work package A.C.1		

The Lead Applicant has to describe what communication can do to reach project objectives that have been previously inserted in Project Description – Project Focus section.



Pay attention when filling in the WP Communication as eMS allows to add up to 2 (two) communication objectives.

8.1.5. 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 implement and the related deliverables.

Explanations on what an activity and a deliverable are, are provided in the Programme Manual 2nd Call for proposal - Priority Axis 2.

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

Please note that the WP total budget appears when all partners' budgets have been inserted in the related section.

Please describe the activities and deliverables within the work package A.M.1

<div>Activity Title</div> <div>255 Characters Remaining</div>	<div>Start Date</div> <div>January 2019</div>	<div>End Date</div> <div>June 2021</div>	<div>Deliverable D.M.1.1</div> <div> <div>Title</div> <div>2000 Characters Remaining</div> </div> <div> <div>Description</div> <div>2000 Characters Remaining</div> </div>	<div>Target Value</div> <div>0.00</div>
<div>Activity budget</div> <div>€ 0.00</div>				
<div>Activity description</div> <div>Description</div> <div>1000 Characters Remaining</div>				
<div> <div>Remove Activity</div> <div>Add Deliverable</div> </div>				
<div> <div>Add Activity</div> </div>				
<div> <div>Save</div> </div>				

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

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

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 0.11.1

Project main outputs: Project main outputs 1 (233 Characters Remaining)

Description of the project main outputs: Description (243 Characters Remaining)

Programme indicator to which the project main outputs contributes: OL_6c.1_1 Number of supported transnational cooperation networks

Delivery date: June 2021

Measurement unit: 10.00 Number

☐ Add Output Indicator ☐ Remove Output

Target groups per main outputs

Who will use the main outputs?

Select targetgroups

- ☒ business support organisation
- ☐ education/training centre and school
- ☐ EEIG, EGTC
- ☒ enterprise, excluding SME
- ☐ General public
- ☒ higher education and research
- ☐ infrastructure and (public) service provider

stakeholders) in the development of the project main outputs?

outputs

licable and replicable by other organisations/regions/countries outside of the current partnership? Please describe to what extent it will be p

The order of the work packages and activities follows the one as depicted in the AF. This order cannot be changed.



Ensure of having completed the WP section before moving to the next section “Partner Budget”, otherwise it will be impossible to complete it.

8.2. 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
higher education and research	(255 Characters Remaining)	0
business support organisation	(255 Characters Remaining)	0
EEIG, EGTC	(255 Characters Remaining)	0

8.3. Define Periods

In this section, the Lead Applicant has to define time periods which can last up to six months. However, depending on when the proposals are approved, it could be that the Managing Authority requires a review of their duration in order to ensure smooth payment procedures to the possible maximum extent during the negotiation process.

The reporting date indicates the deadline according to which the progress report has to be delivered to the JS/MA. The time span between the period end date and the reporting date is of three months.

The Lead Applicant has to click on “Add” to open the first period row.

If the project envisages preparation costs, an additional period is already added before the starting of the project implementation.

PERIOD 0 (53 MONTHS 1 DAY)

Start Date	End Date	Reporting Date
01.01.2014	01.06.2018	30.06.2021

PROJECT END (30.06.2021)

+ Add Recalculate Last Period End

Save

In order to add additional periods, click “Add” again.

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)

+ Add

When the new row has been added, the “End Date” box can be modified according to project periods.



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 partners sub-section.

9. Project budget

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



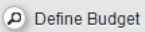
To accurately insert the budget for each project partner, please refer to the Programme Manual 2nd Call for proposal - Priority Axis 2.

9.1. Partner Budget

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

Partner list

Number	Name	Nationality	Inside Programme area	Abbreviation	Role	Budget
1	LP1	ΕΛΛΑΔΑ (ELLADA)	Yes	LP1	Lead Partner	Define Budget Define Contribution
2	pp1	ITALIA	Assimilated	pp1	Project Partner	Define Budget Define Contribution
3		ΕΛΛΑΔΑ (ELLADA)	Yes		Project	Define Budget

In the table partner list, the Lead Applicant has to define budget and contribution per each project partner involved. Clicking on  Define Budget button, the following three tables appear:

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 feed the other two tables.

Budget budgetline - workpackage

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

Budget period - workpackage

Period	Wp P - Preparation (Summary description is not applicable for this work package)	Wp M - Management	Wp T1 -	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
Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00

Save

As first step, the Lead Applicant has to click on “Budget Flatrates”.

If one or more project partners intend to use the “Flatrate Staff” option, the Lead Applicant must click on the related box.

Please note that “Flatrate Office” percentage is compulsory and cannot be modified.

Budget Flatrates



Flatrate Staff (20% of the direct costs other than staff costs)



Flatrate Office




10.00%



Recalculate Budget

9.1.1. Staff costs

Staff costs based on real costs

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 - 01.01.2019 - 30.06.2021	Select One Staff Type Select One Unit Type	1.00	€ 0.00	€ 0.00	
Period 2 - 30.06.2021 - 30.06.2021	Select One Staff Type Select One Unit Type	1.00	€ 0.00	€ 0.00	

Save Exit

Unit Type

Select One Staff Type

Select One Staff Type

Full-time

Part time with a fixed percentage

Part time with a flexible number of hours

Hourly basis

Unit Type

Select One Staff Type

Select One Unit Type

Select One Unit Type

period

month

hour

If you intend to use staff cost based on real cost, remember to choose in the drop-down menu – both for staff and unit type - one of the options listed. To ensure an adequate project assessment it is warmly recommended to provide additional information in the “Comment” box.

This type of information must be provided for all WPs.

Amounts in the “Total” cell are automatically calculated.

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 staff”. According to the Programme Manual 2nd Call for proposal - Priority Axis 2, the percentage of staff costs is 20% of the costs of the other budget lines other than staff. Amounts are automatically calculated and the Lead Applicant does not need to provide any additional information.

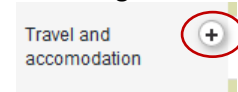
9.1.2. Office and administration

Office and administrative expenditure shall be reimbursed by the Programme according to a flat rate of 10% of eligible staff costs.

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

9.1.3. 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 Travel and accomodation ✕

Description

Trips

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' - 'Travel and accomodation (Trips)' ✕

Save Exit

Period	Unit Type	Unit	Amount per Unit	Total	Comment
Period 1 - 01.01.2019 - 30.06.2021	<input type="text"/>	1.00	€ 0.00	€ 0.00	<input type="text"/>
Period 2 - 30.06.2021 - 30.06.2021	<input type="text"/>	1.00	€ 0.00	€ 0.00	<input type="text"/>

Save Exit

Amounts in the “Total” cell are automatically calculated. To ensure an adequate project assessment it is warmly recommended to provide additional information in the “Comment” box.

9.1.4. Infrastructure&works - Net revenue

Not applicable

9.2. 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:

Partner Contribution

Partner Contribution Rate

	Amount	Cofinancing Rate
Program Cofinancing	€ 9 724.00	85.00 %
Partner Contribution	€ 1 716.00	
Partner Total Eligible Budget	€ 11 440.00	

Origin of partner contribution

Source Of Contribution	Legal Status	%of Total Partner Contribution	Amount	Options
LP1	public	0.00 %	€ 0.00	+ Create Partner Contribution
	private	0.00 %	€ 0.00	Delete Contribution
Sub Total Public Contribution	private	0.00 %	€ 0.00	
Sub Total Automatic Public Contribution	public	0.00 %	€ 0.00	
Sub Total Private Contribution	automatic public	0.00 %	€ 0.00	
Total			€ 0.00	
Total Target Value			€ 1 716.00	
Total Public Expenditure			€ 9 724.00	

[Save](#)

The first small table is automatically calculated by the system.

The second table focuses on the characteristics of the Partner Contribution. 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 Declaration of Lead Applicant and project partners.

If the Source of Contribution is provided by the affected partner, the related amount must be reported in the box “Amount” of the first row.

If the Source of Contribution is provided by **another Institution (e.g.: national funds)**, the Lead Applicant has to click on “Create Partner Contribution” (“plus” button) first in order to create a new row, where it shall specify the name of the Institution, its legal status and the provided amount.

The amounts reported in the first small table and in the second table must coincide.

9.3. 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.

Total budget of activities to be carried out outside (the Union part of) the programme area (indicative)	0.00
Erdf Outside	0.00
Of Total Erdf	0.00 %

[Save](#)

9.4. 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 rer	Period 1	01.01.2019	30.06.2021	Staff costs	Staff costs	T1	Part time with a fixed percentage	month	2.00	€ 650.00	€ 1 300.00	Comment
1 rer	Period 2	30.06.2021	30.06.2021	Staff costs	Staff costs	T1	Part time with a fixed percentage	month	3.00	€ 850.00	€ 2 550.00	Comment
1 rer	Period 1	01.01.2019	30.06.2021	Staff costs	Staff costs	C Communication	Hourly basis	hour	3.00	€ 750.00	€ 2 250.00	Comment
1 rer	Period 2	30.06.2021	30.06.2021	Staff costs	Staff costs	C Communication	Hourly basis	hour	2.00	€ 200.00	€ 400.00	Comment
1 rer	Period 1	01.01.2019	30.06.2021	Staff costs	Staff costs	M Management	Full-time	period	2.00	€ 400.00	€ 800.00	Comment
1 rer	Period 2	30.06.2021	30.06.2021	Staff costs	Staff costs	M Management	Full-time	period	2.00	€ 800.00	€ 1 600.00	Comment
1 rer	Period 0	01.01.2014	01.06.2018	Staff costs	Staff costs	P Preparation (Summary description is not applicable for this work package)	Full-time	period	3.00	€ 500.00	€ 1 500.00	Comment
				Office and	Office and	P Preparation (Summary description is not applicable for this work package)						

10. Project Budget Overview

In this section eMS provides several budget tables automatically elaborated according to the data inserted in the Budget section for each project partner.

D. Project Budget Overview (total values)

ADRION Programme Co-financing

Partner			Programme Co-financing			Contribution					Total Eligible
Partner	Partner Abbreviation	Country	ERDF	ERDF Co- Financing(percent)	Percentage Of Total ERDF	Public Contribution		Total Public Contribution	Private Contribution	Total Contribution	
						Automatic Public Contribution	Other Contribution				
1 - LP1	rer	E/ΛΛΔΔ (ELLADA)	€ 9 724.00	85.00 %	100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 1 716.00	€ 11 440.00
2 - pp1	pp1	ITALIA	€ 0.00	85.00 %	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
3 -		E/ΛΛΔΔ (ELLADA)	€ 0.00	85.00 %	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
5 -		E/ΛΛΔΔ (ELLADA)	€ 0.00	85.00 %	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Sub-total For Partners Inside			€ 9 724.00	—	100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 1 716.00	€ 11 440.00
4 -		ITALIA	€ 0.00	85.00 %	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Sub-total For Partners Outside (this row must be empty)			€ 0.00	—	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Total			€ 9 724.00	—	100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 1 716.00	€ 11 440.00

Ⓓ Export

Export

All tables can be exported in MS Excel.

11. Attachments

In this section the Lead Applicant has to upload all the documentation requested as specified in the Programme Manual 2nd Call for proposal - Priority Axis 2. Templates are provided in the Application Package downloadable from the Programme web site. The maximum size of each uploaded file is 12 MB.

12. 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. If any **Alert/Warning** appears, check the affected sections;
4. Click on **“Check Saved Project”** button again;
5. Press **“Submit project”** button, which will appear instead of **“Check Saved Project”**.



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

13. Warnings and alerts

Warnings and **alerts** support in the drafting of the application form. More precisely:

Warning invites the Lead Applicant to revise figures in accordance with the Programme recommendations;

Alert detects a mistake and impedes the further drafting of the application form until the mistake is corrected.



Please note that not all administrative and eligibility obligations can be technically linked to an alert or warning: the Lead Applicant is warmly invited to read carefully the Programme documentation to avoid that its project proposal is excluded due to missed/wrong requirements.

14. Help desk and technical support

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