Technical guidance
ADRION on-line application system
eMS

Version 1.0- 8 February 2016

Table of Content

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.

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

Username: define your username to log into the eMS.

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.

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"

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 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.
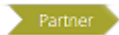
In the Project Summary textbox, the Lead Applicant has to describe, among others, the common challenges of the programme area, tackled by the project, overall project objectives, expected changes to the current situation, main project outputs and who will benefit from the, the foreseen approach and the 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?

Characters (including HTML): 0 (Limit: 2000), Words: 0

Save

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** Partner **button on the menu bar).**

8

Project Summary	Partner	Project Description	Workplan	Project Budget	Project Budget Overview
Attachments					

Partner list

Number ⇕	Name ⇕	Nationality ⇕	Abbreviation ⇕	Role ⇕	Associated To ⇕	View Partner
No Data Found						

⊕ New Partner   ⊕ 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:

Project Summary	Partner	Project Description	Workplan	Project Budget	Project Budget Overview
Attachments					

Lead Partner 1

Partner Role In The Project
Lead Partner ▼

Partner Name
LA Test
248 Characters Remaining

Partner Name Engl
LA Test
248 Characters Remaining

Abbreviation
LA

Department
Office Test
244 Characters Remaining

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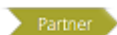
Legal Representative

Title

Mr ▼

First Name | Last Name
Pinko | Palinko

E-mail Address | Telephone
pinkopalinko@test.gr | 0087654

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@youtinstitutionname.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 [Partner] 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

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;   From All Regions ✔

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

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 assimilated lead/project partner is located;

3) Choose the NUTS 3 where the assimilated lead/project partner is located;

4) Select "NO" in the box "Assimilated partner YES/NO.

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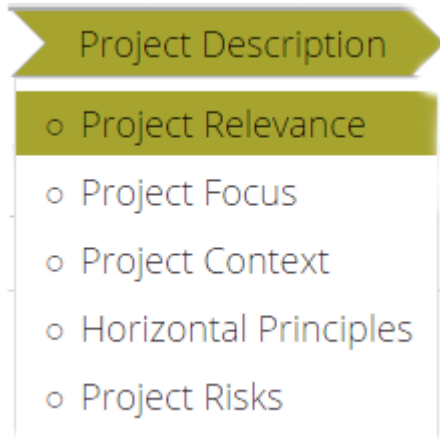
For each sub-section, the Lead Applicant has to write in the foreseen boxes having care of respecting the maximum number of characters allowed and reported in each box.

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:
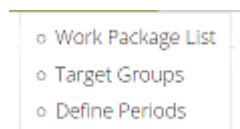
Start filling in information from the first section "Work Package List"

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.

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.

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.

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		WP Start	WP End
TEST Implementati on 1		gen.2017	set.2018

Partner

WP Responsible Partner Selection

Applicant 1 ▾

Partner Involvement Selection

	Name ⇕	Role ⇕	Abbreviation ⇕
✔	Lead Applicant	LP	LA
✔	Applicant 1	PP	A1
☐	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	Start Date	End Date
Test Act 1 Implementation	January	September
	2017	2017

Indicative Budget

€ 40.000,00

Deliverable D.T1.1.1   ⊖ Remove

Title

Test Deliverable 1

Target Value: 3,00

Delivery Month: September 2017

Description

Test Deliverables Descript

229 Characters Remaining

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.

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.

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	255 Characters Remaining	0
education/training centre and school	255 Characters Remaining	0
SME	255 Characters Remaining	0
General public	255 Characters Remaining	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	⊖ Remove

PROJECT END (30.11.2018)

⊕ 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	Aplicant 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 Define Budget 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 accomodation	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:

a) the partner budget lines per periods;

b) 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 develope 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

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 develope 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

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	Select one staff type ▾ / Select one unit type ▾	1,00	€ 0,00	€ 0,00	
Period 2 - 01.07.2017 - 31.12.2017	Select one staff type ▾ / Select one unit type ▾	1,00	€ 0,00	€ 0,00	
Period 3 - 01.01.2018 - 30.06.2018	Select one staff type ▾ / Select one unit type ▾	1,00	€ 0,00	€ 0,00	

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

The Lead Applicant has to select the type of engagement the involved staff will have: the drop down menu "*select one staff time*" allows choosing among:

- Full-time;
- Part time with a fixed percentage;
- Part time with a flexible number of hours;
- Hourly basis.

Kindly refer to the Programme Manual for having information on each of the options provided above.

Additionally, for each staff person involved, the unit measurement has to be chosen: the drop down menu "*select one unit type*" allows choosing among:

- Period;
- Month;
- Hour.

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" 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		1.00	€ 0.00	€ 0.00	
Period 2 - 01.08.2017 - 31.01.2018		1.00	€ 0.00	€ 0.00	
Period 3 - 01.02.2018 - 31.07.2018		1.00	€ 0.00	€ 0.00	

Amounts in the "Total" cell are automatically calculated.

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 accomodation	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 Automtatic 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

924 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	
		01.01.2018	31.01.2018	External expertise					€ 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

Project Budget Overview

Programme Co-financing ERDF

Partner			Programme Co-financing			Contribution				
						Public Contribution			Private Contribution	Total Contribution
Partner	Partner Abbreviation	Country	ERDF	ERDF Co-financing (%)	Percentage Of Total ERDF	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 hast 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.**