Submitting a project proposal via ADRION electronic Monitoring System (eMS)

ADRION 2° call launch event
Zagreb, 24 April 2018

2nd Call - Access and registration

eMS, electronic monitoring system of the Interreg ADRION Programme, 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.

eMS can be accessed directly through the following link:

https://ems.regione.emilia-romagna.it
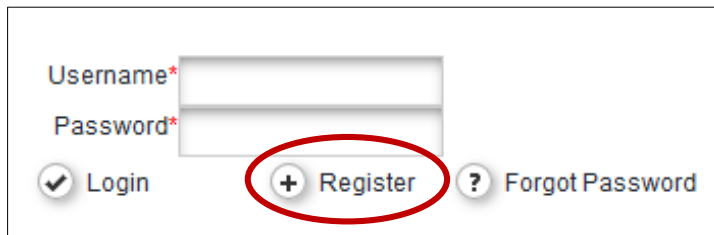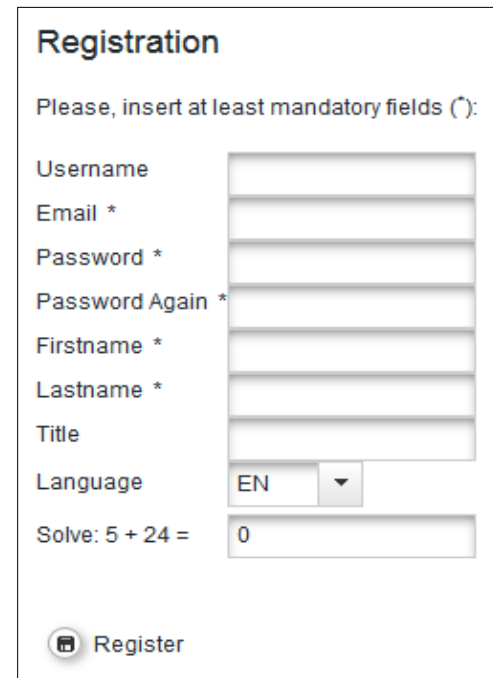

Only Lead Applicants are allowed to register and submit proposals under the ADRION 2nd Call for Proposals - Priority Axis 2.

2nd Call - Access and registration

Lead Applicants must first register by clicking on "Register" on the homepage and providing a set of credentials.

Following the registration, a confirmation email is automatically sent to the email address indicated in the registration form.

Only after confirmation (<u>click just once on the link</u>), you will be able to login to eMS, if you do not receive any email, please check also in your junk email box.

2nd Call - 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 followed:

Role of beneficiary in the 1st call for proposals:	The beneficiary intends to be in the 2nd call for proposals:	Steps to be taken for registration:
Lead Partner 1st call	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**
Project Partner 1st call	**Lead Partner**	**New credentials** **New registration on eMS using a different email from the one used in the 1st call**
	Project Partner	None Same credentials are used

eMS main features

- It makes calculation automatically;

- it warns you in case of wrong filling-in;

- It allows the automatic elaboration of budget tables per periods, work package, budget lines after having inserted partners' budget;

- Its menu section, if correctly followed, allows the correct drafting of the application;

- It does not allow the simultaneous filling in of the application by more than one applicant.

2ⁿᵈ Call – Improved Application Form on-line

- Same structure as the one used in the first call for proposals;

- Higher availability of characters in the text boxes;

- Requested more detailed information in some sections (e.g. description of Topics, Capitalization, Budget lines);

- Customization the application form template for better data visualization.

2nd Call – Sections of eMS

Sections of eMS

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

Partner data

Legal Status (If you are a "body governed by public law", please select public).

public ▼

Co Financing Source

ERDF ▼

Co Financing%
(max=85.00 %)

85.00%

Workplan - Define Periods

PERIOD 0 (53 MONTHS 25 DAYS)

Start Date
01.01.2014

End Date
25.06.2018

Reporting Date
30.06.2021

PROJECT END (30.06.2021)

⊕ Add   ⟳ Recalculate Last Period End

🖫 Save

2nd Call – Sections of eMS

Workplan - Define Periods

PERIOD 0 (53 MONTHS 25 DAYS)

Start Date	End Date	Reporting Date
01.01.2014	25.06.2018	30.09.2019

PROJECTSTART (01.01.2019)

φ Recalculate First Period Start

PERIOD 1 (6 MONTHS 0 DAYS)

(automatic) Start Date	End Date	Reporting Date	
01.01.2019	30.06.2019	30.09.2019	⊖ Remove

PERIOD 2 (6 MONTHS 0 DAYS)

(automatic) Start Date	End Date	Reporting Date	
01.07.2019	31.12.2019	31.03.2020	⊖ Remove

PERIOD 3 (6 MONTHS 0 DAYS)

(automatic) Start Date	End Date	Reporting Date	
01.01.2020	30.06.2020	30.09.2020	⊖ Remove

PERIOD 4 (6 MONTHS 0 DAYS)

(automatic) Start Date	End Date	Reporting Date	
01.07.2020	31.12.2020	31.03.2020	⊖ Remove

PERIOD 5 (6 MONTHS 0 DAYS)

(automatic) Start Date	End Date	Reporting Date	
01.01.2021	30.06.2021	31.10.2021	⊖ Remove

PROJECT END (30.06.2021)

⊕ Add   φ Recalculate Last Period End

⊟ Save

Project budget – Partner budget – Define contribution

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
				⊕ Create Partner Contribution
LP1	public	0.00 %	€ 0.00	
	private ▾	0.00 %	€ 0.00	🗑 Delete Contribution
Sub Total Public Contribution	private	0.00 %	€ 0.00	
Sub Total Automatic Public Contr	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

WARNING and BLOCKING checks

eMS system supported by new functionalities:

- **WARNING** (not mandatory)

Message generated automatically by the system that inform Applicant about differences from the recommendations written in the manual:

"It is recommended that the budget line External expertise and services costs does not exceed 50% of the total project budget."

■ **BLOCKING**

Messages automatically generated by the system blocking the submission of the AF in case of missing/incorrect filling-in of some fields:

- In the Project Summary section, 'project duration' exceeds 30 months
- In the Project Summary section, 'project acronym' admits only capital letters and numbers - no spaces allowed
- In the Partner section, LP must be an ERDF partner
- In the Partner section, LP must be a public body
- In the Partner section, partners (LP,PP) must be not less than 6 and not more than 16
- In the Partner section, partners (LP,PP) must come from at least 4 different ERDF countries and from at least 2 different IPAII countries
- In the Partner section, max. 2 Partners of the same Partner State are allowed

▪ BLOCKING (mandatory)

- Maximum EU Co-financing Project Budget (ERDF plus IPAII contributions) must not exceed 2.500.000 €

- In the Project Budget - Activities Outside section, the budget inserted in the field Erdf Outside must not exceed 20% of the Total ERDF Project Budget

- Each EU partner's budget shall not exceed 20% of EU co-financing of the overall project budget

- Project budget – Partner budget – Define contribution - Partner contributions of partner 'XXX' do not match the target value

- Preparation Cost Budget exceeds 11.800 €

- Staff costs cannot exceed 50% of the Total Project Budget

▪ **BLOCKING (mandatory)**

- Staff cost budgetline: 'unit type' should be selected and/or 'comment' box should be filled in

- Travel and accommodation budgetline: 'unit type' and/or 'comment' boxes should be filled in

- External expertise and services budgetline: 'unit type' and/or 'comment' boxes should be filled in

- Equipment budgetline: 'unit type' and/or 'comment' boxes should be filled in

▪ BLOCKING (mandatory)

In the Project Description section, C.2 Project Focus, an alert could appear if you do not insert description in the box Project Main Result:

"Project Main Result Header Description required"

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.
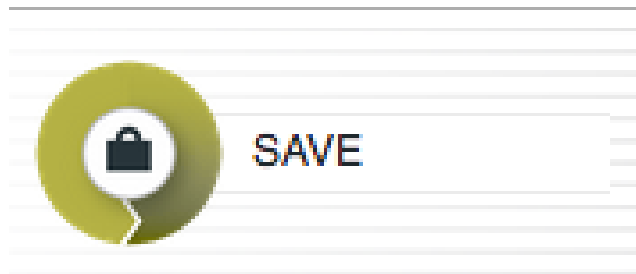
OTHER CONTROLS

- **VAT or Other National Identifying number**

In order to check how many participations has a LP/PP in projects, eMS will verify VAT or Other National Identifying number of each LP/PP

KEY PRINCIPLE

eMS does not provide any request for confirmation before leaving a section of the Application Form or before logging out. It is therefore of vital importance to

SAVE ALL DATA !

(on upper left corner)

(at the bottom of each section)

CONTACTS
eMS HELP DESK

Email:

info@interregadrion.eu

Phone: +39 051 527 5165

From Monday to Thursday
9:00 AM – 1:00 PM

thank you!