Interreg V- B Adriatic- Ionian Transnational Programme

ADRION 2014 -2020

Announcement of the Fifth Extraordinary call for proposals

Applicants' Guidelines on the use of electronic monitoring system

Version 2 - June 2022

Table of Content

1. Purpose

This guidance contains key technical information on the operation and use of the electronic monitoring system (eMS) of the Interreg V-B Adriatic – Ionian (ADRION) Programme. 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 Extraordinary 5th Call for Proposals – Priority Axes 1 and 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

N.B. Please be sure to follow this link only, and NOT any other eMS link.

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

Username*
Password*
✔ Login   ⊕ Register   ? Forgot Password

In the registration form

Registration

Please, insert at least mandatory fields (*):

Username	
Email *	
Password *	
Password Again *	
Firstname *	
Lastname *	
Title	
Language	EN ▼
Solve: 19 + 23 =	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@yourinstitution.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. (e.g.: 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@yourinstitution.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.

3.1. Specific conditions for Applicant's registration in eMS

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

Role of potential beneficiary	The institution intends to be in the 5th call for proposals:	Steps to be taken for registration:
Institution acting as a Lead Partner in projects submitted in the previous calls	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 previous call
Institution acting as a Project Partner in projects approved in the previous calls	Lead Partner	New credentials are necessary. New registration on eMS using an e-mail linked to the legal representative but different from the one used in previous calls.
	Project Partner	No credentials needed at the moment. Same credentials will be used

4. How to fill-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 AF.

- The Lead Applicant 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).
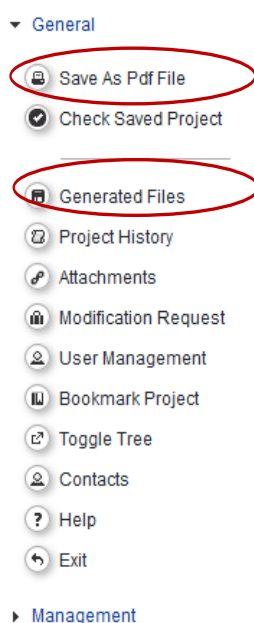

- **Applicants are warmly recommended to carefully read the eMS guidance and the Programme Manual 5th Call for proposals when filling-in the Application Form. eMS is provided with a set of blocks to guide the applicants and to avoid the most common mistakes. Before the submission, the system provides an overview on detected errors that the applicants must correct. The blocks do not replace Lead Applicant responsibility in finally checking the correctness of the Application Form and that no sections or parts of them have been left empty.**

- **System blocks support applicants but do not replace the compliance with the administrative and eligibility requirements. The final overall responsibility of the admissibility and eligibility of the Application Form and related annexes remain within the Lead Applicant.**

- **The Lead Applicant is warmly advised to print a pdf version of the Application Form before the submission and to check that all sections report the necessary information. The Lead Applicant is warmly advised not to submit its Application Form at the very last days before the closure of the Call, due to possible heavy internet traffic and system slowdown. Please also check the Programme Manual 5th Call for proposals in this regard. Submission will no longer be technically possible after the announced deadline of the Call (please refer to the Call announcement).**

- **Some parts of this guidance indicate that some sections of the AF must be filled-in mandatorily, otherwise the Application Form will not be considered valid. In all these cases, it is intended that all the single fields composing the section must be filled-in, unless differently specified.**

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": then select the call you want to apply.
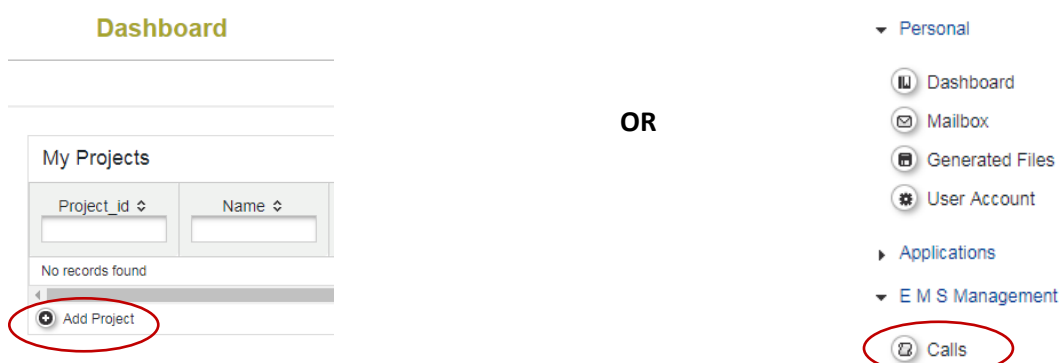

Click on [🛍 Apply] in order to open a new project draft.

Once opened the draft, click on [CREATE] in order to create a new project proposal.

6. Sections of eMS

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

- Project Summary;
- Project Partner;
- Project Description;
- Workplan;
- Project Budget;
- Project Budget Overview;
- Attachments.

Project Summary | Partner | Project Description | Workplan | Project Budget | Project Budget Overview | Attachments
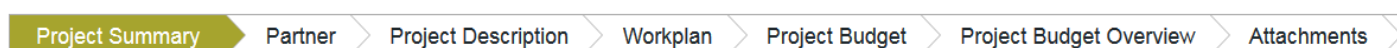
It is recommended to fill-in the AF step by step following the Sections order as in eMS menu.

Only Target Groups must be selected in the appropriate Workpackage first, and then their description and target value must be filled-in in section Workplan > C.2.2 Target Groups

6.1. Project summary

The Lead Applicant is directed to the section "Project Summary".

In this section, the Lead Applicant has to select the correct Programme Priority Axis (No 1 or 2) - the Programme Priority Specific Objective will be then automatically selected, the Project Acronym (*only capital letters and numbers, no spaces or symbols*), the full Project Title, the Start and End Dates of the project.

Remember that, according to the 5th Call for proposals' calendar, the project must start as on 1 October 2022 *AT THE LATEST* and end within 30 June 2023.

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 proposal. 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

Please give a short overview of the envisaged activities, which must be in line with the following:

Project proposal shall be devoted at raising competences and skills in domains considered of strategic relevance for the Adriatic-Ionian area, bridging to the new programming period, and ideally progressing in its path of sustaining marine/maritime and environmental and social innovation topics, namely:
   a) blue economy;
   b) renewable energy;
   c) renewable economy (circular economy);
   d) social innovation;
where:
topic a) and d) will be funded under Priority Axis 1; topics b) and c) under Priority Axis 2.

Please consider that only one topic per proposal must be selected.

Please note that this summary will be published on project website in case the project is financed – pay attention and write it with the due attention.

Prova

When clicking on the button "Check Saved Project", the following checks on the data entered in this section will be performed:

- The project End Date must not exceed 30/06/2023;

- All the free form fields must be filled-in: Project Acronym, Project Title, Start Date, End Date, Project Summary.

The eMS will not allow the submission of the Application Form if all the checked conditions are not satisfied.

6.2. Project 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 Partner button on the menu bar).

| Project Summary | Partner | Project Description | Workplan | Project Budget | Project Budget Overview | Attachments | Attachments J T S |

Partner list

Number ⌄	Name ⌄	Nationality ⌄	Inside Programmearea	Abbreviation ⌄	Role ⌄	Associated To ⌄	View Partner
No Data Found							

⊕ New Partner   ⊕ New Associated Partner

To avoid problems with the numbering of project 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:

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

According to 5th Call for proposals announcement, LP must be University/ Faculty.
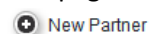
In order to comply with this requirement, the option 'Higher education and research' must be selected from the "Type of partner" drop-down menu

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 Partner 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:

Information to insert is the same as for the Lead Applicant.
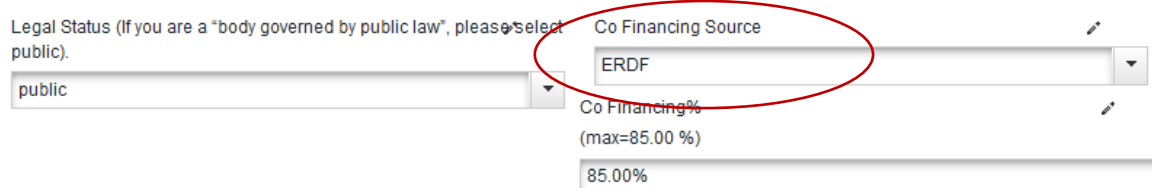
According to 5th Call for proposals announcement, at least 4 Project Partners must be Universities/ Faculties and at least **1 business partner** (e.g.: SMEsetc.) and/or **research institution.**

Please remember to select the "Type of partner" as 'Higher education and research' for at least 4 Project Partners, as explained above.

In order to comply with this requirement, one of the following options must be selected from the "Type of partner" drop-down menu:

- sectoral agency
- education/training research and school
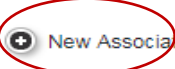- SME
- other

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.

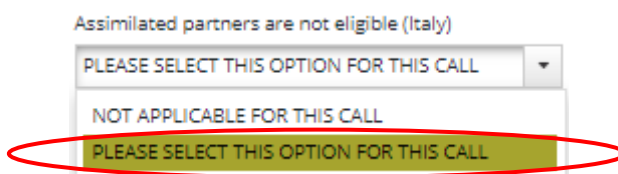
6.2.3. How to add data on an Associated Partner

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

1. In the partner section, click on the button ⊕ New Associated Partner

2. After entering the name, select who is the Project Partner associated to;

3. In case the Associated partner is located outside ADRION Programme area (as San Marino and North Macedonia), tick the box "From All Regions";

4. "NUTS 1": choose where the associated partner is located;

5. "NUTS 2": choose where the associated partner is located;

6. "NUTS 3": choose where the associated partner is located;

Please remember that, according to 5th Call for proposal announcement, no Assimilated Partners are envisaged for this call.

The requirement is clearly indicated in eMS; however, be careful to select the appropriate option in the specific drop-down menu.

Please remind that project 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.
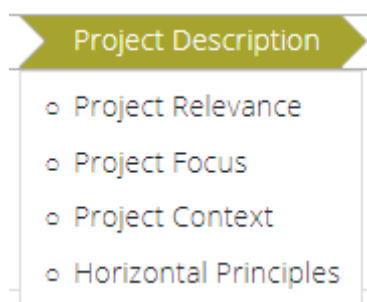
When clicking on the button "Check Saved Project", the following checks on the data entered in this section will be performed:

- The Lead Applicant must be only from Croatia, Greece Italy or Slovenia (ERDF Partner States)

- The legal status of the Lead Applicant must be public;

- The Lead Applicant must be University/ Faculty;

- The number of partners (LP, PP) must be not less than 6;

- The nationality of the Universities project Partners (Lead Applicant, project partners) must be at least 3 partners from 3 different ERDF Partner States (Italy, Croatia, Slovenia, Greece) and at least 2 partners from different IPA Partner States (Albania, Bosnia and Herzegovina, Montenegro, Serbia);

- At least 1 Project Partner must be a business partner and/or a research institution;

- The co-financing source (ERDF/IPAII) must be in accordance with the country of origin (i.e. for ERDF Partner States ERDF co-financing source must be selected, and vice versa for IPAII Partner States);

- Vat number or Other national identifying number are mandatories;

- In B.4 Partnership section, the field Strategic Partnership is mandatory;

- All free fields of each partner must be filled in, except Department, Home Page, and CUP (MA Reserved).

The eMS will not allow the submission of the Application Form if all the checked conditions are not satisfied.

7. Project Description

This section is structured into four sub-sections: Project Relevance, Project Focus, Project Context andHorizontal Principles.

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 two.

When clicking on the button "Check Saved Project", the following checks on the data entered in this section will be performed:

- Project Relevance

  o In "Cooperation Criteria", the description field related to 'Joint Staffing' is mandatory if the criterion is selected. The other 3 'Cooperation Criteria' must be all selected and the description is mandatory;

- Project focus

  o All fields, except the one clearly noted as NOT APPLICABLE, must be filled in. Add maximum three project specific objectives;

- Project Context

  o All the two fields must be filled- related to Synergies and K

- Horizontal Principles

The project proposal is required to indicate how it will contribute to the following compulsory horizontal principles by providing justification on how they will be achieved:

- Sustainable development (environment);
- Equality between men and women;
- Equal opportunity and non-discrimination.

Failing in indicating the relevant horizontal principles (e.g.: marking as positive the contribution to ALL principles without providing adequate justifications) will lead to the rejection of the project proposal. In case of a negative contribution to a horizontal principle, an adequate justification or adequate mitigation measures have to be provided, otherwise it will be considered as ineligible.

- Every field in the column at the right is mandatory if everything else than 'Neutral' is selected in the drop-down menu on the left.

The eMS will not allow the submission of the Application Form if all the checked conditions are not satisfied.

8. Work plan

This section is structured into three sub-sections as reported below:
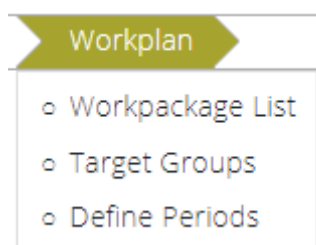
Start filling-in information from the first section "Work Package List"

8.1. Work package list

In this sub-section the Lead Applicant is required to define the foreseen work packages (WP):

- WP P, related to project preparation, which is not mandatory but, in case it is opened, information on partners involved and budget needs to be provided;

- WPM for management activities including communication ones; those aimed at-

- 2 compulsory Implementation WPs (WPT1 and WPT2). Please note that Implementation WPs must comply with the requirements set forth in the 5th call announcement. Please refer to content of WPT1 – Networking and implementation of Education and Training Programme concept and WPT2 – Definition of a joint master degree on the thematic domain selected, as indicated in 5th call announcement. Certificate of attendance for training courses/summer schools etc. must be a compulsory deliverable under WPT1.

Work package related to communication is not envisaged for this call. Communication activities must be included within WP Management.

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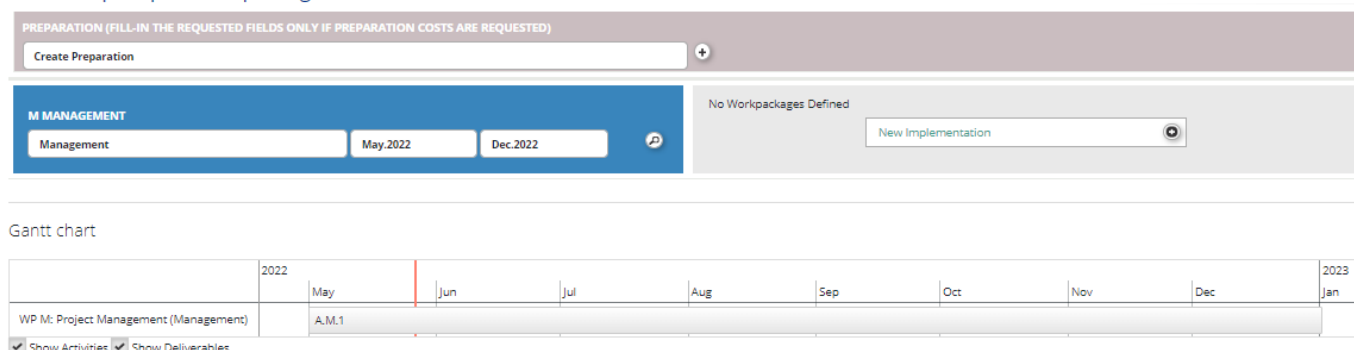
When defining your work plan, the Gantt chart will be filled-in automatically.

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. To create the preparation WP, click on the "+" button next to the "Create Preparation" label.

The Preparation WP will be opened and you can fill-in the related information. If you want to reopen it later, click on the lens button next to the Preparation WP.

P PREPARATION (FILL-IN THE REQUESTED FIELDS ONLY IF PREPARATION COSTS ARE REQUESTED)			
Preparation (fill-in the requested fields only if preparation costs are requested)	May.2022	May.2022	🔍

Wp Details

Project Preparation

	Wp Start	Wp End
	January ▾ 2014 ⬍	June ▾ 2018 ⬍

Partners involvement

Partners Involved

☐	Number ⇕	Name ⇕	Role ⇕	Abbreviation ⇕
☑	1	LP1	LP	rer
☑	2	pp1	PP	pp1
☐	3		PP	
☐	4		PP	
☐	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 except for equipment can be included.

If the WP Preparation was created, when clicking on the button "Check Saved Project", the following checks on the data entered in this section will be performed:

- At least 1 project partner (LP, PP) must be involved.

The eMS will not allow the submission of the Application Form if all the checked conditions are not satisfied.

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.

M MANAGEMENT			
Management	May.2022	Jun.2023	🔍

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 project partners involved, define activities, their duration and related deliverables.

> ⚠ According to 5th Call for proposals announcement, work package management must also include communication activities.

> ⚠ Please note that that the Lead Applicant has to estimate the budget of each activity; ensure consistency with all the figures.

When clicking on the button "Check Saved Project", the following checks on the data entered in this section will be performed:

- All the free form fields must be filled in;

- As an exception to the previous rule, the fields 'Title', 'Description' and 'Target Value' of every 'Deliverable' section must be either all empty or all filled-in;

- The end date of activities cannot exceed 30/06/2023 (project latest end date);

- The end date of eventual deliverables cannot exceed 06/2023 (project latest end date);

- The sum of the activity budgets of the WP must be equal to the total indicated in the row of the table 'Project Budget Overview Wp Period' of the corresponding WP with a tolerance of +/– 5 euro.

The eMS will not allow the submission of the Application Form if all the checked conditions are not satisfied.

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. Exactly two WPs must be created within this sub-section. To create an implementation WP, click on the "+" button next to the "New Implementation" label.

The new Implementation WP (WP T1…) will open and you can fill-in the related information. If you want to reopen it later, click on the lens button next to the Implementation WP.

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

When clicking on the button "Check Saved Project", the following checks on the data entered in this section will be performed:

- All the free form fields must be filled-in;

- As an exception to the former rule, the fields 'Title', 'Description' and 'Target Value' of every 'Deliverable' section must be either all empty or all filled-in;

- If a target group is selected from the specific drop-down menu, its description field and target value must be defined in Workplan > C.2.2 Target Groups section;

- The delivery date of main outputs cannot exceed 30/06/2023 (project latest end date);

- The end date of activities cannot exceed 30/06/2023 (project latest end date);

- The end month of deliverables cannot exceed 06/2023 (project latest end date);

- The sum of the activity budgets of the WP must be equal to the total indicated in the row of the table 'Project Budget Overview WP Period' of the corresponding WP with a tolerance of +/− 5 EUR;

  Exactly two WP Implementation must be created (not less nor more);

eMS system will not allow the submission of the Application Form if all the checked conditions are not satisfied.

8.1.4. *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.

Definition of activity and deliverable are included in the Programme Manual 5th Call for Proposals.

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.

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 output indicators.

As far as project outputs to be selected kindly note the following:

Only the following output indicators can be selected:
PA1:
OI_1b.1_1 Number of supported transnational cooperation networks and clusters (WPT1)
OI_1b.1_2 Number of strategies and action plans developed by transnational innovation networks and clusters (WPT2)

PA2 – SO 2.2:
OI_6d.1_1 Number of supported transnational cooperation networks (WPT1)
OI_6d.1_2 Number of strategies and action plans developed in the field of environmental protection (WPT2).

Each project proposal must deliver minimum 2 project output indicators.

Main Outputs

Only the following output indicators can be selected:

PA1:
OI_1b.1_1 Number of supported transnational cooperation networks and clusters (WPT1)
OI_1b.1_2 Number of strategies and action plans developed by transnational innovation networks and clusters (WPT2)

PA2 – SO 2.2:
OI_6d.1_1 Number of supported transnational cooperation networks (WPT1)
OI_6d.1_2 Number of strategies and action plans developed in the field of environmental protection (WPT2).

Each project proposal must deliver minimum 2 project output indicators.

Output O.T1.1   ⊖ Remove Output

Project main outputs ✎	Description of the project main outputs ✎	Programme indicator to which the project main outputs contributes ✎
ert	etb	COI_1 Number of enterprises cooperating with research institutions ▼
1997 Characters Remaining	1997 Characters Remaining	

Delivery date ✎   Quantity ✎

June ▼ 2023 ▲▼   1.00 Number

⊕ Add Output Indicator

⊕ Add Output

Target groups per main outputs (for the selected target groups please remember to fill-in the description section and target value in section C.2.2 Target Groups)

Who will use the main outputs?

Select targetgroups ▼

[ ] 🔍   ⊗

- business support organisation
- enterprise, excluding SME
- interest groups including NGOs
- SME

[✓] business support organisation
[ ] education/training centre and school
[ ] EEIG, EGTC
[✓] enterprise, excluding SME
[ ] General public
[ ] higher education and research
[ ] infrastructure and (public) service provider
[✓] interest groups including NGOs

T...   keholders) in the development of the project main outputs?

                                                                                        2000 Cha

P...   s within the work package A.T1.1

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 WPs Implementation.

C.2.2 Target Groups

Target groups ✎	Description - Please further specify the target group/s (i.e. Target groups are intended as Adriatic-Ionian students, public officials, researchers and PhD candidates belonging to categories in the menu list)	Target value - Please indicate the size of the target group you will reach
SME		0
	2000 Characters Remaining	
interest groups including NGOs		0
	2000 Characters Remaining	
enterprise, excluding SME		0
	2000 Characters Remaining	
business support organisation		0
	2000 Characters Remaining	

💾 Save

When clicking on the button "Check Saved Project", the following checks on the data entered in this section will be performed:

- All the free form fields must be filled-in.

The eMS will not allow the submission of the Application Form if all the checked conditions are not satisfied.

8.3. Define Periods

In this section, the Lead Applicant must define reporting periods.

According to 5th Call for proposals announcement, only <u>one period is envisaged</u>:

- Start date as from project start date;

- End date: 30/06/2023 (at latest);

- Reporting date: 30/09/2023

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.

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

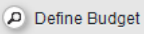"Project Budget" section includes the following sub-sections: Partner Budget, Activities Outside and Project Breakdown Budget.
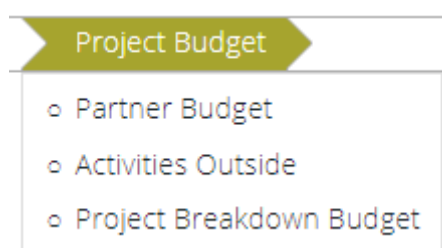
To accurately insert the budget for each project partner, please refer to the Programme Manual 5th Call for proposals.

9.1. Partner Budget

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

Partner list

Number ⇕	Name ⇕	Nationality ⇕	Inside Programmearea	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:

Budget budgetline - period

Budgetline ✎	Subbudgetline ✎	Wp P - Preparation (Summary description is not applicable for this work package)	Wp M - Management	Wp T1 -	Wp T2 -	Sum
Staff costs ⊕						
	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

The first table shows the project 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 feed the other two tables.

Budget budgetline - workpackage

Budgetline	Subbudgetline	Period 0	Period 1	Sum
Staff costs ⊕				
	Sum	€ 0.00	€ 0.00	€ 0.00
Office and administration	Office and administration	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00
Travel and accomodation ⊕				
	Sum	€ 0.00	€ 0.00	€ 0.00
External expertise and services ⊕				
	Sum	€ 0.00	€ 0.00	€ 0.00
Equipment ⊕				
	Sum	€ 0.00	€ 0.00	€ 0.00
Infrastructure and works	Infrastructure and works	✎ € 0.00	✎ € 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00
Net Revenue	Net Revenue	✎ € 0.00	✎ € 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00
Sum		€ 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 T2 -	Sum
Period 0 ✎		€ 0.00	€ 0.00	€ 0.00	€ 0.00
Period 1	€ 0.00	✎ € 0.00	✎ € 0.00	✎ € 0.00	€ 0.00
Sum		€ 0.00	€ 0.00	€ 0.00	€ 0.00

As first step, the Lead Applicant has to click on "Budget Flat rate".

"Flat rate Office" is mandatory and its value must be 10%.

If one or more project partners intend to use the "Flat rate Staff" option, the Lead Applicant must click on the related box.

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:

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 project 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 5th Call for proposals, 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.

Please note that "Flat rate Office" percentage is compulsory and must be 10%.

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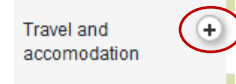
The Lead Applicant has to provide, under each budget line and per each WP, information on each sub-budget line previously identified by clicking the "pen" button.

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.

9.1.5. Budget Checks

When clicking on the button "Check Saved Project", the following checks on the data entered in this section will be performed:

- The field 'Budget Flatrates' must be selected;
- The field 'Flatrates Office' must be equal to 10%;
- The maximum EU co-financing project budget (ERDF plus IPAII contributions) cannot exceed EUR 1.000.000;
- The maximum EU co-financing for ERDF fund per project cannot exceed EUR 750.000;
- The maximum EU co-financing for ERDF fund per project cannot exceed EUR 250.000;
- The total Project Budget for WP Preparation must not exceed EUR 11.800.

The eMS will not allow the submission of the Application Form if all the checked conditions are not satisfied.

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:

The first small table is automatically calculated by the system.

The second table focuses on the characteristics of project partner contribution. For each project 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 project 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.

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.

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
						Public Contribution			Private Contribution	Total Contribution		
Partner	Partner Abbreviation	Country	ERDF	ERDF Co- Financing(percent)	Percentage Of Total ERDF	Automatic Public Contribution	Other Contribution	Total Public Contribution				
1 - LP1	rer	ΕΛΛΑΔΑ (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 -		ΕΛΛΑΔΑ (ELLADA)	€ 0.00	85.00 %	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00		€ 0.00
5 -		ΕΛΛΑΔΑ (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

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 5th Call for proposals. 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. Alerts

Alerts support in the drafting of the application form. More precisely:

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: 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@interregadrion.eu** (please quote "eMS Fifth Call" in the subject of the e-mail)**.**