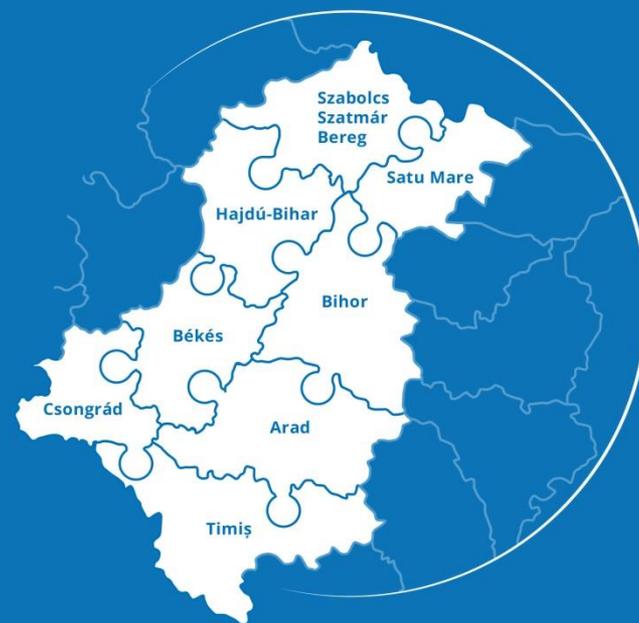


Partnership for a better future

[www.interreg-rohu.eu](http://www.interreg-rohu.eu)

# Application Form for Open Call



If you decide to apply within our programme, you will have to submit your application online, through **eMS** (*electronic monitoring system*) which is accessible at the following URL:

<http://ems-rohu.mdrap.ro/app/main?execution=e1s1>

You can also find the link to eMS on our website on the bottom of the first page:

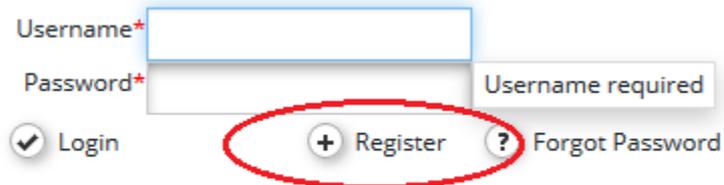
<http://interreg-rohu.eu>



All information about how to apply using eMS system are detailed in ***eMS Application Instructions*** which is an annex of the ***Guide for PC14 Applicants***

## ***PART A – Registration***

To use the eMS, **the Lead Applicant or applicant** must register and activate a user account by clicking on the button *Register*



Username\*   
Password\*  Username required  
 Login  Register  Forgot Password



In the registration form, fill in the following information:

### Registration

Description

Username

firstname.lastname

Email \*

firstname.lastname@mail.

Password \*

\*\*\*\*\*

Password Again \*

\*\*\*\*\*

Firstname \*

Firstname

Lastname \*

Lastname

Title

expert / institution

Language

EN

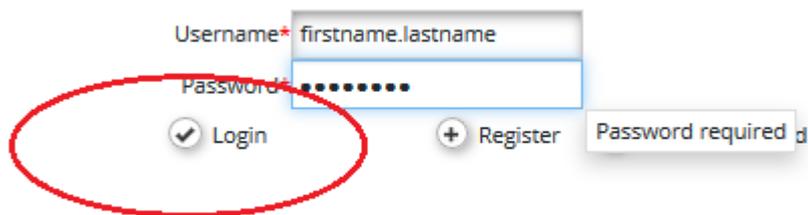
 Register

Only after the user account is activated,  
the Lead Applicant will be able to login  
into the eMS system.



## PART B – Login

After filling in the *Username* and *Password*, the user has to click on the button to enter in the Dashboard;



A login form with two input fields: 'Username\*' containing 'firstname.lastname' and 'Password\*' containing masked characters. Below the fields are two buttons: 'Login' (with a checkmark icon) and 'Register' (with a plus icon). A 'Password required' message is visible to the right of the Register button. The 'Login' button is circled in red.



## Dashboard

▼ Personal

-  Dashboard
-  Mailbox
-  Generated Files
-  User Account

▶ Applications

▶ E M S Management

---

 Logout

### My Projects

Project_id	Name	Acron
No records found.		
 Add Project		

### My Mailbox

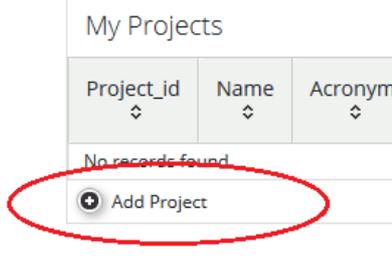
➤ The first page accessed by the user of the Lead Applicant or applicant is the dashboard, where the user can find the following sections:

➤ *Menu*: placed in the left side of the screen, it has at least 3 items visible: *Personal*, *Applications* and *EMS Management*:

- ▼ Applications
  -  My Applications
  -  Bookmarked Applications
- ▼ E M S Management
  -  Calls

## PART C – How to add a Project

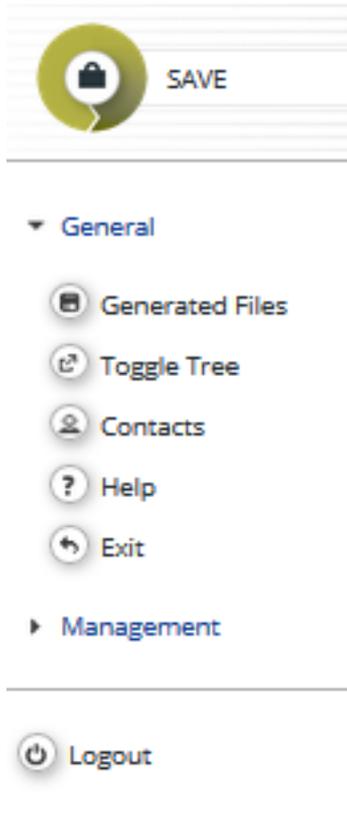
In order to add an application (project) in the eMS, the **Lead Applicant** shall go to the Dashboard and in the section My projects will click on the button 



The system will open the Call function from where the applicant will choose the appropriate open Call (the button  is active) and click on it to open the AF.

### Calls

Name	Start	First Step Deadline	End	Description	Attachments	
Concept note 1 - 08.12.2016	08.12.2016		24.04.2017	NU STERGE sau MODIFICA!	<a href="#">Guide for Applicants for FSP.pdf</a>	 Apply
Open Call - 09.12.2016	09.12.2016		24.04.2017	NU STERGE sau MODIFICA!	<a href="#">Guide for Applicants open call.pdf</a>	 Apply

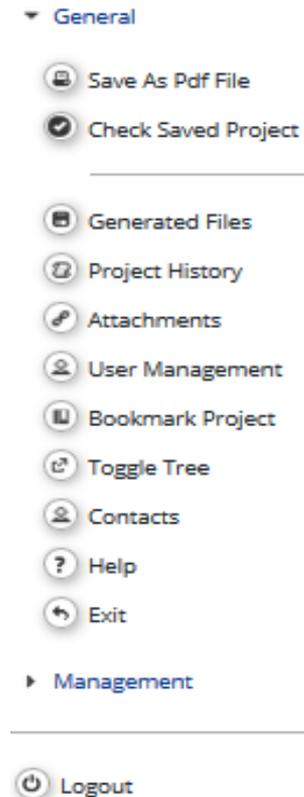
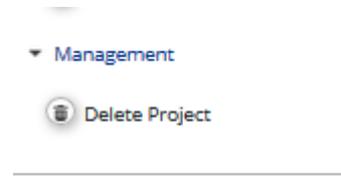


After clicking on Apply button, the system will open the AF section with a

**SAVE** button ,

two menus:

**General Management**



## General menu

includes the following functions:

*Save As Pdf File,  
 Check Saved Project,  
 Generated Files,  
 Project History,  
 Attachments,  
 User Management,  
 Bookmark Project,  
 Toggle tree,  
 Contacts,  
 Help,  
 Exit.*

## ***PART D – How to fill in the application form (AF)***

The AF has to be filled in English as this is the working language of the programme.  
The structure (and content) of the AF is as follows:

Project Summary

Partner

Project Description

Workplan

Project Budget

Project Budget Overview

Attachments



Please note that in order to fill in the AF the Lead Applicant has to follow the arrows, section by section (starting with the Project Summary section and finishing with the Attachments)!

## Section A: Project Summary

This is the starting point for the application form. The application will not be created until this first tab in the application form has been completed and saved. You will then have access to the other tabs.

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

### Project Summary

Project Identification

Programme Priority	Specific Objective
PA1 - Joint protection and efficient use of common values and resources	SO6/b Improved quality management of cross-border rivers and ground water bodies
Project Acronym	Project Title

Project Number: ROHU75

2000 Characters Remaining

Project Duration	Start Date	End Date
0 Month 1 Days	23.01.2017	23.01.2017

### Project Summary \*

Short Overview \*



---

**Short overview** - This summary delivers the first impression of the project. In case the project is approved, this summary will also be used by the programme for communication purposes, therefore make sure the text will be understandable by a non-expert audience and will be informative and appealing.



After completing the first tab “Project summary”, click on button in the top-left corner.



The application form can only target one priority axis and one programme specific objective of the Interreg V-A Romania-Hungary Programme.



**Don't forget to click **SAVE** button before leaving this page!!!**

## Section B: Partner

Project Summary

**Partner**

Project Description

Workplan

Project Budget

Project Budget Overview

Attachments

### Partner List

Number ⇅	Name ⇅	Nationality ⇅	Inside Programmearea
No Data Found			

 New Partner

### Partnership Description

Partnership Concept \*

Strategic Partnership

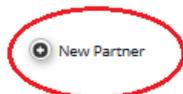
Partnership Association

**Don't forget to click **SAVE** button before leaving this page!!!**

To enter information about the partnership, click on **“New partner”** virtual button.

### Partner List

Number	
No Data Found	



### Lead Partner 1

Partner Role In The Project \*

Partner Name in native language \*

Partner Name in English \*

Abbreviation

Legal representative (Position) \*

### Address

Nuts0

Name Of Other Region

From All Regions

Nuts2

Nuts3

### Legal And Financial Information

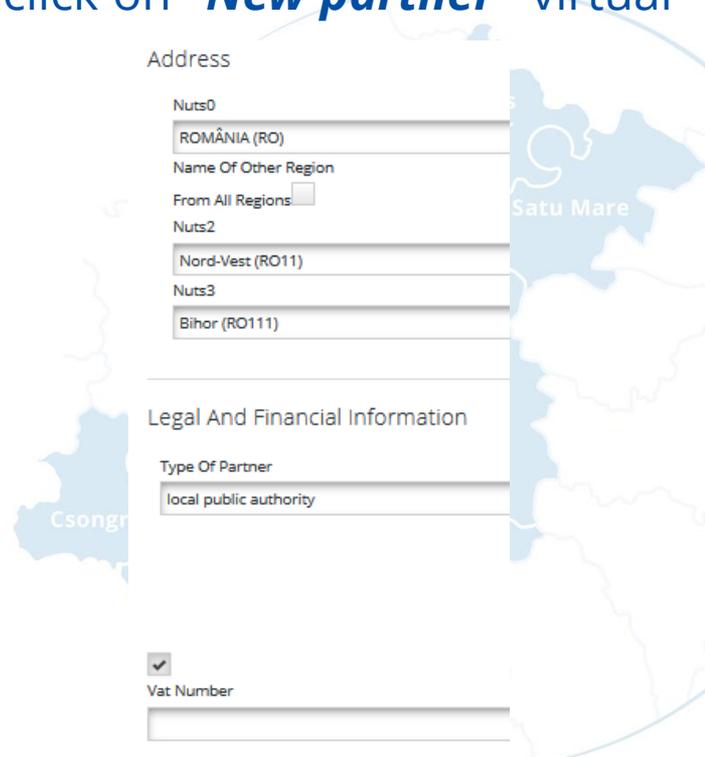
Type Of Partner



Vat Number



I Would Like To Receive Advanced Payment



After entering all the required information and saving a partner, you need to click on the tab "Partner"



to go back to the list view, from where you will be able to add other partner(s) if the case

**Don't forget to click **SAVE** button before leaving this page!!!**

#### Legal Representative

Title  
Mr

Name

E-mail Address

Last Name

Telephone

#### Contact Person

Title  
Mr

Name

E-mail Address

#### Experiences Of Partner

##### Experiences

2000 Characters Remaining

#### Benefit

##### Benefit Description

#### Other International Projects

##### Other International Projects Description

# Section C: 1-5: Project Description

## Section C.1 Project Relevance



General

- Save As Pdf File
- Check Saved Project

- Generated Files
- Project History
- Attachments
- User Management
- Bookmark Project
- Toggle Tree
- Contacts
- Help
- Exit

Management

- Logout

### Project Relevance

#### Territorial Challenge

##### Territorial Challenge Description



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

#### Cooperation Reason

#### Project Approach

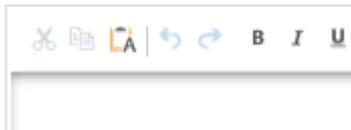
##### Project Approach Description



#### Cooperation Criteria

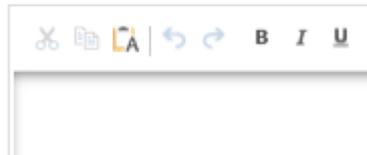
## Territorial Challenge

### Territorial Challenge Description



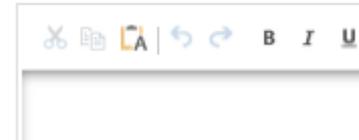
## Project Approach

### Project Approach Description



## Cooperation Reason

### Cooperation Reason Description



## Cooperation Criteria

### Description

Coopcrit Development Desc

Coopcrit Implementation Desc

Coopcrit Staffing Desc

Coopcrit Finances Desc



Please see chapter 2.2.1.2 Eligibility of actions (projects) from Guide for Applicants.

In this matter, at least 3 (from 4) cooperation criteria shall be fulfilled: joint development, joint implementation, joint staffing and joint financing.)

**Don't forget to click **SAVE** button before leaving this page!!!**

## Section C.2 Project Focus

ROHU75

Show More

Application Form



### General

- Save As Pdf File
- Check Saved Project
- Generated Files
- Project History
- Attachments
- User Management
- Bookmark Project
- Toggle Tree
- Contacts
- Help
- Exit

### Management

Logout

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

### Project Focus

Programme Priority Specific Objective SO6/b Improved quality management of cross-border rivers and ground water bodies

Programme Result Header

Programme Result Header Description

Project Main Overall Objective

2000 Characters Remaining

Programme Main Result Header

Project Main Result Header Description

### Project Overall Objectives Header

Project Overall Objectives Header Description

There Are No Specific Objectives Created

Programme Result Header

Programme Result Header Description

Programme Main Result Header

Project Main Result Header Description

What is/are the **projects main results** and how does it they link to the programme result indicator? Specify your one or more projects main result and describe its their contribution to the programme result indicator.

## Project Focus

Programme Priority Specific Objective :  
ground water bodies

Project Main Overall Objective

Project Overall Objectives Header

Project Overall Objectives Header Description  
There Are No Specific Objectives Created

Add Project Specific Objective

Durability And Transferability Of Main Outputs

Describe to what extent it will be possible to **transfer** the outputs and results to other organizations / regions/ countries outside of the current partnership.

What is the **main overall objective** of the project and how does it link to the programme objective? Specify one project main objective and describe its contribution to the programme priority specific objective.

Describe concrete measures (including institutional structures, financial resources etc.) taken during and after project implementation to ensure and/or strengthen the **durability** of the project outputs and results

**Don't forget to click SAVE button before leaving this page!!!**

## Section C.3 Project Context

 SAVE

▼ General

-  Save As Pdf File
-  Check Saved Project

---

-  Generated Files
-  Project History
-  Attachments
-  User Management
-  Bookmark Project
-  Toggle Tree
-  Contacts
-  Help
-  Exit

► Management

---

 Logout

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

### Project Context

#### Project Context

##### Project Context Description



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

#### Indicate Header

##### Indicate Description

EU Strategy for the Danube Region

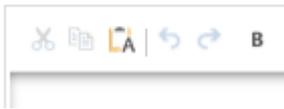
#### Synergies

##### Synergies Description



## Project Context

### Project Context Description



Describe the project's contribution to relevant strategies and policies; in particular, those concerning the project or programme area.

## Indicate Header

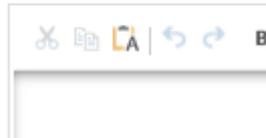
### Indicate Description

EU Strategy for the Danube Region

A short  
description, if  
applicable

## Synergies

### Synergies Description



What are the synergies with past or current EU and other projects or initiatives the project makes use of?

## Knowledge

### Knowledge Description



Describe the experiences/lessons learned the project draws on, and other available knowledge the project capitalizes on.

**Don't forget to click **SAVE** button before leaving this page!!!**

## Section C.4 Horizontal Principles

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

**SAVE**

General

- Save As Pdf File
- Check Saved Project

Generated Files

- Project History
- Attachments
- User Management
- Bookmark Project
- Toggle Tree
- Contacts
- Help
- Exit

Management

- Logout

EN

**ems**  
electronic monitoring system  
developed by

**Horizontal Principles**

Description

Sustainable development (environment)  
neutral

- Project Relevance
- Project Focus
- Project Context
- Horizontal Principles
- Project Risks

Equal opportunity and non-discrimination  
neutral

Equality between men and women  
neutral

Consideration of life cycle costs of investm  
neutral

Increased use of sustainable procurement  
neutral

Usage of green infrastructure  
neutral

Please list your project's contributions to the horizontal principle, and indicate whether your choice is neutral or positive.

## Horizontal Principles

### Description

Sustainable development (environment)

neutral

Equal opportunity and non-discrimination

neutral

Equality between men and women

neutral

The horizontal principles must be incorporated in every project and at all stages.

Understanding and demonstrating equality issues and sustainability is highly relevant to all applicants and will influence the assessment process.

Consideration of life cycle costs of investm

neutral

Increased use of sustainable procurement

neutral

Usage of green infrastructure

neutral

**Don't forget to click **SAVE** button before leaving this page!!!**

## Section C.5 Project Risks

SAVE

General

- Save As Pdf File
- Check Saved Project

---

Generated Files

- Project History
- Attachments
- User Management
- Bookmark Project
- Toggle Tree
- Contacts
- Help
- Exit

Management

Logout

EN

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

### Project Risks

Description

- Project Relevance
- Project Focus
- Project Context
- Horizontal Principles
- Project Risks**

Risk 1

Start Date:  End Date:  Risk Impact:  Risk Likelihood:

Title:

Project Risk Description

2000 Characters Remaining

Project Risk Mitigation

2000 Characters Remaining

Save



## Project Risks

Description

Risk 1

Start Date

End Date

Riskimpact

Risklikelihood

Title

Project Risk Description

Project Risk Mitigation

List your project's risks

Describe the project risk

Describe the project risk mitigation

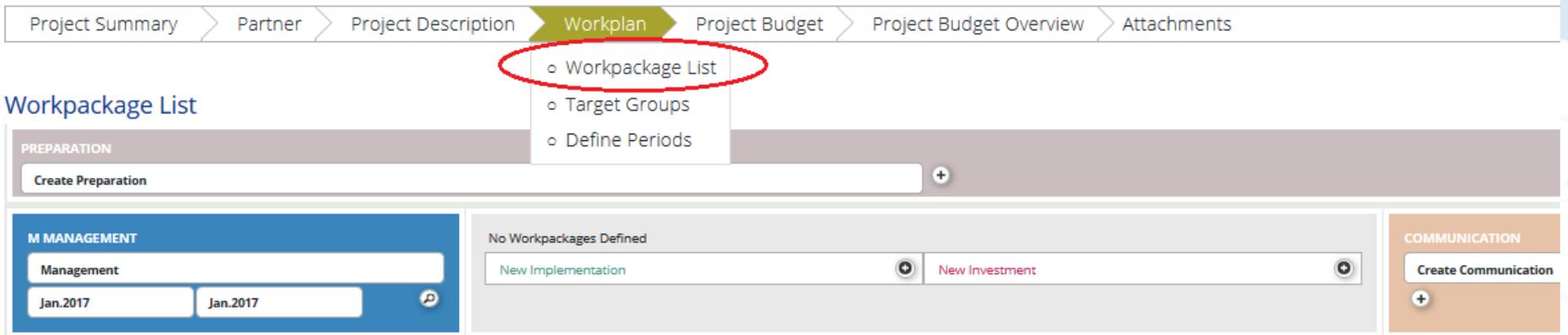
**Don't forget to click **SAVE** button before leaving this page!!!**

 Delete Risk  
 Add Project Risk

You can  
add or  
delete  
project risk!

## Section D: Workplan

### Section D.1. WorkPackage List



The screenshot displays a navigation menu with the following items: Project Summary, Partner, Project Description, Workplan (highlighted in green), Project Budget, Project Budget Overview, and Attachments. A dropdown menu is open under 'Workplan', listing 'Workpackage List' (circled in red), 'Target Groups', and 'Define Periods'. Below the navigation, the 'Workpackage List' section is visible, featuring a 'PREPARATION' tab with a 'Create Preparation' button, an 'M MANAGEMENT' tab with 'Management' and date fields, a 'No Workpackages Defined' status, and a 'COMMUNICATION' tab with a 'Create Communication' button.

In addition to project description in Part C, all projects are requested to submit a description of the different work packages that the project partners have developed to structure their activities. The information entered in this section will form the basis for the project monitoring.

Please note that there are **two options** for defining workpackages:

1. At **project level**: WP Preparation, Management and Communication
2. At **partner/ type of activity level**: WP Implementation and Investment

## WorkPackage Preparation

### Workpackage List



To activate the Work Package Preparations please click on the  sign

Please pay attention to **Start Date<sup>1</sup>** and **End Date<sup>2</sup>** of the preparation activities because they will define period 0 of the project.

Preparation P

### Wp Details

Project Preparation

Wp Start: January 2017      Wp End: January 2017

Partner

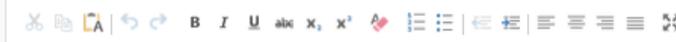
Partners Involvement Selection

<input type="checkbox"/>	Number ↕	Name ↕	Role ↕
<input type="checkbox"/>	1		LP

Summary

Summary Description

***Summary Description** - describe briefly the project preparation activities for each partner.*



**Don't forget to click **SAVE** button before leaving this page!!!**

<sup>1</sup>Starting with 1<sup>st</sup> of January 2014

<sup>2</sup>The end date of the preparation activities is the submission date of the application form

## WorkPackage Management - Standard



To activate the Work Package Management, please click on the  sign (magnifying glass)

**WP Responsible Partner** - choose the partner responsible for the Work Package from the list.

**Partners Involved** - select other partners involved.

**Description** - describe how the management on the strategic and operational level will be carried out in the project. Indicate whether the management is foreseen to be externalized.

## Management M

### Wp Details

**Project Management** Wp Start  
Jan.2017 Wp End  
Jan.2017

Partner

Wp Responsible Partner Selection

1 - RO LP

Partners Involvement Slection

	Number ↕	Name ↕	Role ↕
<input checked="" type="checkbox"/>	1	RO LP	LP
<input type="checkbox"/>	2	HU 2	PP

Description

Activities Contribution Strategy

Activity A.M.1

Activity Title  2000 Characters Remaining

Start Date

End Date

Indicative Budget

Activity Description

Description  2000 Characters Remaining

**Activity Title** - fill in the activity title for each partner (at least one activity for each partner)

**Indicative budget** - the budget for the activity (management team at partner level)

**Start Date/ End Date** - the envisaged start/end date for the activity

**Activity Description** - describe the role and responsibilities for each management team member.

**Add Deliverable** - add deliverable.

**Deliverable D.M.1 + Target Value** - the deliverable and the target value if there are any.

**Add Activity** - add more activities.

**Deliverable D.M.1.1** Remove

Title  2000 Characters Remaining

Description  2000 Characters Remaining

Target Value

Delivery Month

### E.g.:

- Activity AM1 – The management team of the LP
- Activity AM2 – The management team of the PP2
- Activity AM3 – The management team of the PP3 ...
- Activity AM4 – Meetings of the management team, etc.

Usually the activities from WP Management will be within budget line **Staff costs**. Exception, if the management of the project is externalized, they will be within budget line **External expertise and services**.

The activities and the related staff costs for the **internal experts** (others than the management team) members of the implementation of the projects, will be detailed under Work Package Implementation / Work package Investment, within budget line Staff costs.

**Don't forget to click **SAVE** button before leaving this page!!!**

## Work Package Communication

This WP, consists of external communication, and all other tasks associated with the project's outward project communication activities, dissemination tools, and associated communication deliverables.

To activate the Work Package Communication please click on the  sign



## Communication C

**Wp Details**

Communication	Wp Start	Wp End
	Jan.2017	Jan.2017

Partner

Wp Responsible Partner Selection

1 - RO LP

Partners Involvement Selection

	Number	Name	Role
<input checked="" type="checkbox"/>	1	RO LP	LP
<input type="checkbox"/>	2	HU 2	PP

Summary

Summary Description





**Summary** - Please describe briefly the project's approach towards external communication with the main project stakeholders and the wider public.

Activity A.C.1

Activity Title: Start-up activities including communication s  
Start Date: January 2017  
End Date: January 2017

Indicative Budget: € 0.00

Activity Description: Description (2000 Characters Remaining)

Remove Activity Add Deliverable

Add Activity

Save

Deliverable D.C.1.1

Title (2000 Characters Remaining)

Target Value: 0.00

Delivery Month: January 2017

Description (2000 Characters Remaining)

Remove

**Activity Title** - the system has pre-defined a number of communication activities (public events, promotional materials, publications, etc.)

**Start Date/ End Date** - the envisaged start/end date for the activity

**Activity Description** - a brief description of the activity

**Deliverable; Target value; Delivery month; Description** – information about deliverables

**Add deliverable; Remove deliverable; Add Activity**



Please note that the activities within **WP Preparation, Management and Communication** must be declared for each partner.

**Eg.:**

- for WP Communication:

- Activity AC1 – Public events organized by LP
- Activity AC2 – Public events organized by PP2
- Activity AC3 – Publications made by LP
- Activity AC4 – Publications made by PP2
- Activity AC5 – Promotional materials for LP
- Activity AC6 – Promotional materials for PP2, etc.

**Don't forget to click **SAVE** button before leaving this page!!!**

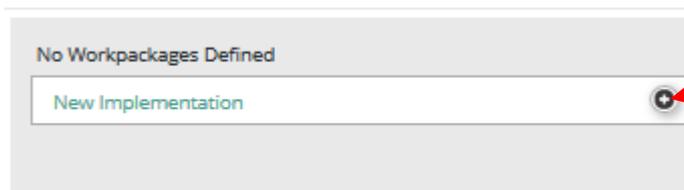
## Work Package Implementation – Project Specific



The WP Implementation shall be define at partner level and activity types.

E.g.:

- WP Implementation LP external services (at budget line External expertise and services),
- WP Implementation PPx external services (at budget line External expertise and services),
- WP Implementation LP equipment (at budget line Equipment),
- WP Implementation PPx equipment (at budget line Equipment),
- WP Implementation LP internal experts (at budget line Staff costs and Travel and accommodation if the case),
- WP Implementation PPx internal experts (at budget line Staff costs and Travel and accommodation if the case), etc.



To activate the Work Package Implementation please click on the  sign

## Implementation T1

**Title** - a short title to the Work Package.

**Wp Details**

Title  Wp Start Jan.2017 Wp End Jan.2017

Partner

Wp Responsible Partner Selection

1 - RO LP

Partners Involvement Selection

<input type="checkbox"/>	Number	Name	Role
<input checked="" type="checkbox"/>	1	RO LP	LP
<input type="checkbox"/>	2	HU 2	PP

Summary Implementation

Summary Implementation Description



**WP Responsible Partner** - the partner responsible for the Work Package

**Summary Implementation** - a summary description of the work package and its objective. Please specify to which project objective it contributes.

Main Outputs

Description  
**Output O.T1.1**

Title	Description	Output Indicator
<input type="text" value=""/>	<input type="text" value=""/>	6/b 1 Number of measurement points positively affected by the interventions (after the completion of the pr

2000 Characters Remaining      2000 Characters Remaining

Quantity

## Output O.T1.1... (autonumber)

Projects are expected to deliver viable products and services, whose impact should contribute to programme level results.

**Title** - a short title for the product or service.

**Description** - define the product/service that will be developed by the end of the project

**Output indicator** - choose the corresponding output Indicator, to which the product/service will contribute (if the case).

**Quantity** - quantify the contribution to the output indicator. This is a target value for the entire project.

**Add Output / Remove Output** – add or remove output indicator

Activity A.T1.1

<b>Activity Title</b> <input type="text"/> <small>2000 Characters Remaining</small>	<b>Start Date</b> January 2017	<b>End Date</b> January 2017	<b>Deliverable D.T1.1.1</b> <input type="radio"/> Remove
<b>Indicative Budget</b> <input type="text" value="€ 0.00"/>			<b>Title</b> <input type="text"/> <small>2000 Characters Remaining</small>
<b>Activity Description</b> <b>Description</b> <input type="text"/> <small>2000 Characters Remaining</small>			<b>Target Value</b> <input type="text" value="0.00"/> <b>Delivery Month</b> January 2017
<input type="radio"/> Remove Activity <input type="radio"/> Add Deliverable			

## Activity A.T1.1... (autonumber)

**Activity Title** - give a short title to the activity; **Start Date; End Date;**

**Activity Description** - a brief description of the activity.

**Deliverable** - only list the major milestone deliverables, such as studies, reports, etc.

**Description; Target Value; Delivery Month; Add Activity; Remove Workpackage; etc.**



The equipment mentioned under the present WP shall be related to project implementation activities.



Attention! In case there are deviations from the estimated amounts for the planned activities, these are of **maximum 20%**. However, in case such deviations occur, the budget chapters shall not be affected.



If summed-up, all the indicative amounts on activity/sub-activity level equal the related budget chapter, on partner level.



According to the Subsidy Contract, any modifications of the budget lines (in this case to be read as chapters) will require **addenda**.

**Don't forget to click **SAVE** button before leaving this page!!!**

## Work Package Investment – Project Specific



The WP Investment shall be define at partner level and investment type.

**E.g.:**

- WP Investment LP land acquisition,
- WP Investment PP2 land acquisition,
- WP Investment LP works (at budget line **Infrastructure and works, Staff costs** or **External expertise and services** for site supervisor or **Equipment** for equipments related to investment, etc.)
- WP Investment PP2 works, etc.

To activate the WP Investment, please click on the  sign.



New Investment 

## Investment I1

### Wp Details

Title  Wp Start Jan.2017 Wp End Jan.2017

Partner

Wp Responsible Partner Selection

1 - RO LP

Partners Involvement Selection

<input type="checkbox"/>	Number	Name	Role
<input checked="" type="checkbox"/>	1	RO LP	LP
<input type="checkbox"/>	2	HU 2	PP

Summary Investment

Summary Investment Description



**Title** - give a short title to the Work Package.  
**WP Responsible Partner** - choose the partner responsible for the Work Package

**Summary Investment** - a summary description of the work package and its objective.

### Justification

Justification

### Location Of Investment

Location

Nuts0

ROMÂNIA (RO)

Name Of Other Region

From All Regions

Nuts2

Nord-Vest (RO11)

Nuts3

Bihor (RO111)

### Risk Associated With The Investment

Risk

### Investment Documentation

Documentation

### Ownership

Ownership

**Investment Documentation** - see chapter 3.2 List of mandatory Annexes to the Application Form of The Guide for Applicants

**Ownership** - fill in the ownership.

**Justification** – justification of the investment  
**Location Of Investment** - the location of investment  
**Risk Associated With The Investment** – fill in with the risks associated with the investment.

Main Outputs

Description  
**Output O.I1.1**

Title	Description	Output Indicator
<input type="text"/> <small>2000 Characters Remaining</small>	<input type="text"/> <small>2000 Characters Remaining</small>	<input type="text" value="€/b 1 Number of measurement points positively affected by the interventions (after the completion of the pr"/> <a href="#">Show More</a> Quantity <input type="text" value="0.00 Number"/> <input type="button" value="Add Output Indicator"/>

## Output O.T1.1... (autonumber)

Projects are expected to deliver viable products and services, whose impact should contribute to programme level results.

**Title** - a short title for the product or service.

**Description** - describe the investment/product/service that will be developed by the end of the project.

**Output indicator** - choose the corresponding output Indicator, to which the investment/product/service will contribute.

**Quantity** - Quantify the contribution to the output indicator. This is a target value for the entire project.

Activity A.I1.1

Activity Title <input type="text"/> 2000 Characters Remaining	Start Date January 2017	End Date January 2017	Deliverable D.I1.1.1 Title <input type="text"/> 2000 Characters Remaining	Target Value 0.00
Indicative Budget € 0.00			Description <input type="text"/> 2000 Characters Remaining	Delivery Month January 2017
Activity Description Description <input type="text"/> 2000 Characters Remaining				
<input type="button" value="Remove Activity"/> <input type="button" value="Add Deliverable"/>				

- Add Activity
- Remove Workpackage
- 

## Activity A.T1.1... (autonumber)

**Activity Title** - give a short title to the activity; **Start Date; End Date;**

**Activity Description** - a brief description of the activity.

**Deliverable** - only list the major milestone deliverables, such as studies, reports, etc.

**Descriptions; Target Value; Delivery Month; Add Activity; Remove Workpackage; etc.**



**WP Investment** contain all activities regarding or associated with infrastructure (including studies, taxes, etc.). Other activities not related to WP Management, WP Communication and WP Investment must be placed at **WP Implementation**



**Attention!** In case there are deviations from the estimated amounts for the planned activities, these are of **maximum 20%**. However, in case such deviations occur, the budget chapters shall not be affected.



If summed-up, all the indicative amounts on activity/sub-activity level equal the related budget chapter, on partner level.

According to the Subsidy Contract, any modifications of the budget lines (in this case to be read as chapters) will require **addenda**.

**Don't forget to click **SAVE** button before leaving this page!!!**

## Section D.2.: Target Groups

### Select Targetgroups

#### Description

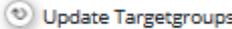
- enterprise, excluding SME
- General public
- higher education and research
- infrastructure and (public) service provider
- interest groups including NGOs
- International organisation under inter-national law
- International organisation under national law
- local public authority
- national public authority

 Update Targetgroups

### Target Groups

No Target Groups Selected

 Save

Select from the target group from the list. After selecting the options click the  Update Targetgroups button, in order to fill in the relevant details on Target Groups.

### Target Groups

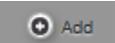
Target Groups	Description	Target Value
interest groups including NGOs	<input type="text"/> 2000 Characters Remaining	<input type="text" value="0"/>
higher education and research	<input type="text"/> 2000 Characters Remaining	<input type="text" value="0"/>

 Save

**Don't forget to click SAVE button before leaving this page!!!**

## Section D.3. Define Periods

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

Please click the  button to create a new reporting period.

### Define Periods

Description

PERIOD 0 (24 MONTHS 1 DAY)		
Start Date	End Date	Reporting Date
23.01.2015	23.01.2017	23.01.2017

PROJECT END (23.01.2017)

 Add

 Save

In this section, you will define the reporting periods for the project.



**Important:** the reporting periods form the basis for the project budget. If you do not create any periods, you cannot enter the project budget!

Define Periods  
Description

## After the reporting periods have been created:

**Start Date** (automatic) - Period 0 represent preparation period. Period 1 starts with the project start date.

**End Date** - The end date should be set 3 month for projects under 18 months and 4 month for projects exceeding 18 months. The final period ends with the project end date.

**Reporting Date** -The reporting date is 15 working days after the end date of the reporting period. Note: the reporting date for the final report is 30 working days after the project end date!!!

PERIOD 0 (24 MONTHS 9 DAYS)		
Start Date	End Date	Reporting Date
23.01.2015	31.01.2017	30.01.2018
PROJECTSTART (31.01.2017)		
PERIOD 1 (2 MONTHS 1 DAY)		
(automatic) Start Date	End Date	Reporting Date
31.01.2017	31.03.2017	20.04.2017
PERIOD 2 (3 MONTHS 0 DAYS)		
(automatic) Start Date	End Date	Reporting Date
01.04.2017	30.06.2017	20.07.2017
PERIOD 3 (3 MONTHS 0 DAYS)		
(automatic) Start Date	End Date	Reporting Date
01.07.2017	30.09.2017	22.10.2017
PERIOD 4 (3 MONTHS 30 DAYS)		
(automatic) Start Date	End Date	Reporting Date
01.10.2017	30.01.2018	28.02.2018
PROJECT END (30.01.2018)		

**Don't forget to click **SAVE** button before leaving this page!!!**

## Section E: 1-3. Project Budget

### E1. Partner budget

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

Partner List  
 Number < > Name < >

- Partner Budget
- Activities Outside
- Purchase Of Land

Inside Programmearea

Role < >	Budget
Lead Partner	Define Budget
	Define Contribution
Project Partner	Define Budget
	Define Contribution

For each partner, you should define BOTH the ***budget*** AND the ***contribution*** (match funding)!

Remember that the project costs and the project finances should balance. You can check this on the tab "Project Budget Overview".

Click the button to fill in the budget  
 Click the button to define contribution

## Budget For Partner 1 - RO LP (LP)

Budget Flatrates

Activate the

Budget Flatrate Office

and insert the percentage for

Flatrate Office

15.00%

Budget Flatrate Office

Recalculate Budget

Budgetline	Wp P - Preparation	Wp M - Management	Wp T1 -	Wp I1 -	Wp C - Communication	Sum
Staff costs	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Office and administration	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Travel and accommodation	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
External expertise and services	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Equipment	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Infrastructure and works	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Net Revenue	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
<b>Sum</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>

There are three tables where the budget can be filled in.

**First table:**  
Budgetline per WP

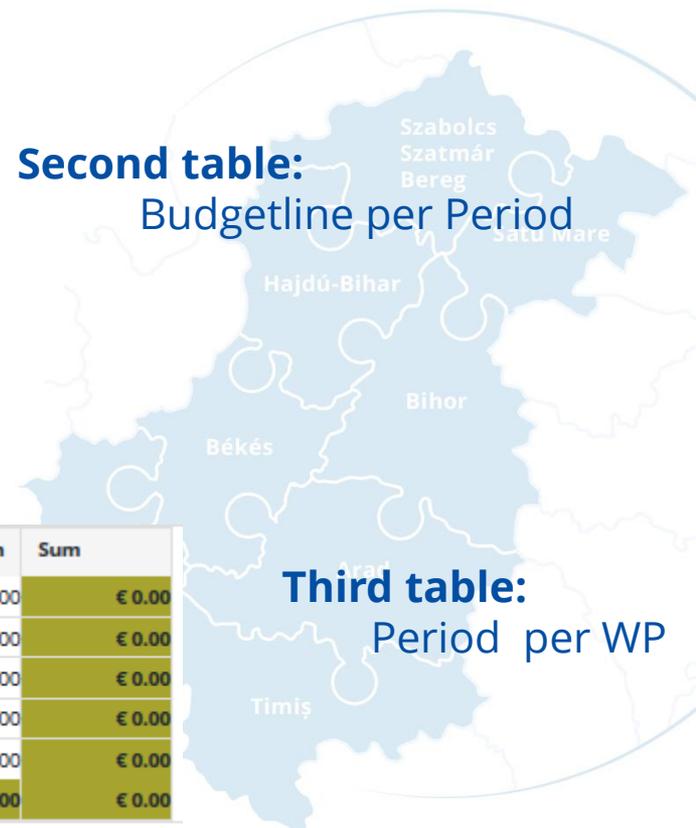
Click the  button to fill in the table!!!

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

**Second table:**  
Budgetline per Period

Period	Wp P - Preparation	Wp M - Management	Wp T1 -	Wp I1 -	Wp C - Communication	Sum
Period 0	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Period 1	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Period 2	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Period 3	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Period 4	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
<b>Sum</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>

**Third table:**  
Period per WP



**Staff costs** -Expenditure on staff costs shall consist of gross employment costs of staff employed by the beneficiary.

Update Workpackage Budget For 'Wp M - Management' - 'Staff costs'

Period	Unit Type	Total	Comment
Period 1 - 31.01.2017 - 31.03.2017	Select One Staff Type Select One Unit Type	€ 0.00	

Total amount for period 1!!!

Select the type of staff:

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

Select the Unit Type (period/month/hour):

Select One Unit Type

- Select One Unit Type
- period
- month
- hour

---

**Office and administration** - automatically calculated.

**Travel** - fill in travel costs.

**External expertise and services** - Expenditure on external expertise and service costs are limited to services and expertise provided by a public or private law body or a natural person other than the beneficiaries of the project.

**Equipment** - expenditure for the financing of equipment purchased by the beneficiary of the operation other than those covered by office and administrative expenditure.

**Infrastructure and works** - the costs related to investment.

**Net Revenue** - planned project revenues which will be deducted from eligible costs.



Adding / modifying data in one table, will automatically update the information in the other two tables.

The budget is completed as follows:

- for own staff at budget line Staff costs
- for external experts at budget line External expertise and services
- for travel costs related to management meetings at budget line Travel and accommodation, etc.

---

**Don't forget to click **SAVE** button before leaving this page!!!**

## Partner contribution

### Partner Contribution

#### Partner Contribution Rate

	Amount	Cofinancing Rate
<b>Program Cofinancing</b>	€ 85.00	85.00 %
<b>Partner Contribution</b>	€ 15.00	
<b>Partner Total Eligible Budget</b>	€ 100.00	

#### Source Of Contribution

Source Of Contribution	Legal Status	%of Total Partner Contribution	Amount	Options
RO LP	public		€ 0.00	+
<b>Sub Total Public Contribution</b>		0.00 %	€ 0.00	
<b>Sub Total Private Contribution</b>		0.00 %	€ 0.00	
<b>Total</b>			€ 0.00	
<b>Total Target Value</b>			€ 15.00	
<b>Total Public Expenditure</b>			€ 85.00	

Save

To add the row for the State contribution, please click on the sign.



## Partner Contribution

### Partner Contribution Rate

	Amount	Cofinancing Rate
Program Cofinancing	€ 85.00	85.00 %
<b>Partner Contribution</b>	€ 15.00	
<b>Partner Total Eligible Budget</b>	€ 100.00	

### Source Of Contribution

Source Of Contribution	Legal Status	%of Total Partner Contribution	Amount	Options
RO LP	public		€ 2.00	+
State contribution	public	0.00 %	€ 13.00	-
<b>Sub Total Public Contribution</b>		0.00 %	€ 0.00	
<b>Sub Total Private Contribution</b>		0.00 %	€ 0.00	
<b>Total</b>			€ 0.00	
<b>Total Target Value</b>			€ 15.00	
<b>Total Public Expenditure</b>			€ 85.00	

Own contribution

State contribution

Save

**Don't forget to click **SAVE** button before leaving this page!!!**

## E.2. Activities Outside<sup>3</sup>

In this section, you will define the activities outside eligible area (if there are) and the related budget

### Project Spheres

Project Spheres Text

Select	Nuts Region
<input type="checkbox"/>	<b>HU32 Észak-Alföld</b>
<input type="checkbox"/>	HU321 Hajdú-Bihar
<input type="checkbox"/>	HU323 Szabolcs-Szatmár-Bereg
<input type="checkbox"/>	<b>HU33 Dél-Alföld</b>
<input type="checkbox"/>	HU332 Békés
<input type="checkbox"/>	HU333 Csongrád
<input type="checkbox"/>	<b>RO11 Nord-Vest</b>
<input type="checkbox"/>	RO111 Bihor
<input type="checkbox"/>	RO115 Satu Mare
<input type="checkbox"/>	<b>RO42 Vest</b>
<input type="checkbox"/>	RO421 Arad
<input type="checkbox"/>	RO424 Timiș

### Activities Outside

Activities Outside

*Give details on the location and activities outside the eligible area*

*Fill in with the total allocated amount for the activities in question*

*Fill in with the ERDF allocated amount for the activities in question*

[Empty text box]	
Total Budget	<input type="text" value="0.00"/>
Erdf Outside	<input type="text" value="0.00"/>
Of Total Erdf	<input type="text" value=""/> %

**Don't forget to click **SAVE** button before leaving this page!!!**

<sup>3</sup>Total amount for such activities and expenditures shall be limited to maximum 10% of the support from the ERDF at project level

## E.3. Purchase of land

lan	Project Budget	Proje
	<ul style="list-style-type: none"> <li>Partner Budget</li> <li>Activities Outside</li> <li>Purchase Of Land</li> </ul>	

### Purchase Of Land

- 
- 

Clic pe buton (dacă e cazul)

### Purchase Of Land

Amount Of Expenditure For Land Purchase

Total Budget € 0.00 Percentage NaN

Comment

Fill in the amount

Insert detailed on the purchase.

Delete/Add the field Purchase of land (if the case)



**Don't forget to click **SAVE** button before leaving this page!!!**

## Section F. Project Budget Overview

It is automatically filled in with all previously entered data, such as:

Project Budget Overview (total values)

Title 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	Private Contribution	Total Public Contribution	Total Eligible
1 - UAT Orasul din Romania	UAT Ro	ROMÂNIA	€ 134 385.00	85.00 %	50.31 %	€ 23 715.00	€ 0.00	€ 23 715.00	€ 158 100.00
2 - UAT magyar	HU town	MAGYARORSZÁG	€ 132 685.00	85.00 %	49.68 %	€ 23 415.00	€ 0.00	€ 23 415.00	€ 156 100.00
<b>Sub-total For Partners Inside</b>			<b>€ 267 070.00</b>	<b>--</b>	<b>100.00 %</b>	<b>€ 47 130.00</b>	<b>€ 0.00</b>	<b>€ 47 130.00</b>	<b>€ 314 200.00</b>
<b>Sub-total For Partners Outside</b>			<b>€ 0.00</b>	<b>--</b>	<b>0.00 %</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>
<b>Total</b>			<b>€ 267 070.00</b>	<b>--</b>	<b>100.00%</b>	<b>€ 47 130.00</b>	<b>€ 0.00</b>	<b>€ 47 130.00</b>	<b>€ 314 200.00</b>

Export

Project Budget Overview Partner Period

Partner	Co-financing Source	Period 0	Period 1	Total Budget	Net Revenue	Total Eligible
1 - UAT Orasul din Romania	ERDF	€ 0.00	€ 158 100.00	€ 158 100.00	€ 0.00	€ 158 100.00
2 - UAT magyar	ERDF	€ 0.00	€ 156 100.00	€ 156 100.00	€ 0.00	€ 156 100.00
<b>Total</b>		<b>€ 0.00</b>	<b>€ 314 200.00</b>	<b>€ 314 200.00</b>	<b>€ 0.00</b>	<b>€ 314 200.00</b>
Percentage Of Total Budget		0.00 %	100.00 %	100 %	0.00 % Of Total Budget	100.00 % Of Total Budget

## Section G: Attachments

### Attachments And Uploads

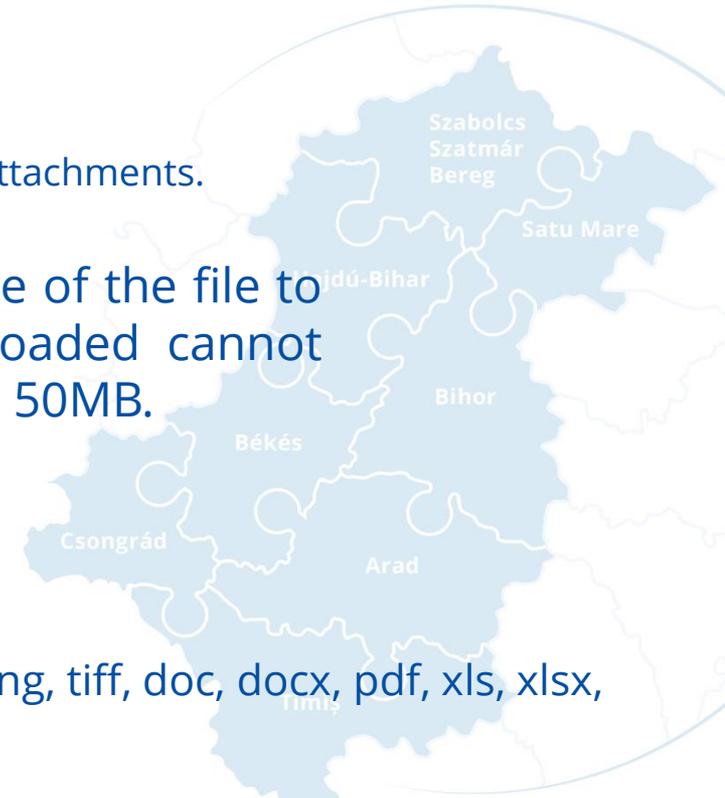
#### Attachments

Click on the button to add new attachments.

#### Uploaded File List

<input type="checkbox"/>	Filename	Filetype	Date	User	Description	Options
No records found						

The size of the file to be uploaded cannot exceed 50MB.



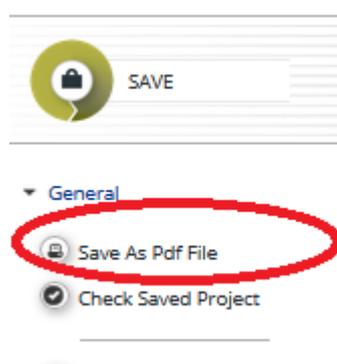
**Not any format file can be uploaded!**

The files extension recognized by eMS are: gif, jpeg, png, tiff, doc, docx, pdf, xls, xlsx, ppt, pptx, mp4, mov, avi, wmv, zip, rar.

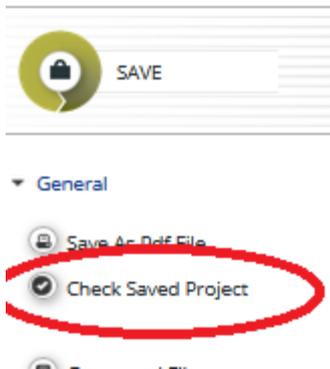
**Don't forget to click **SAVE** button before leaving this page!!!**

## ***PART E - Submitting the application***

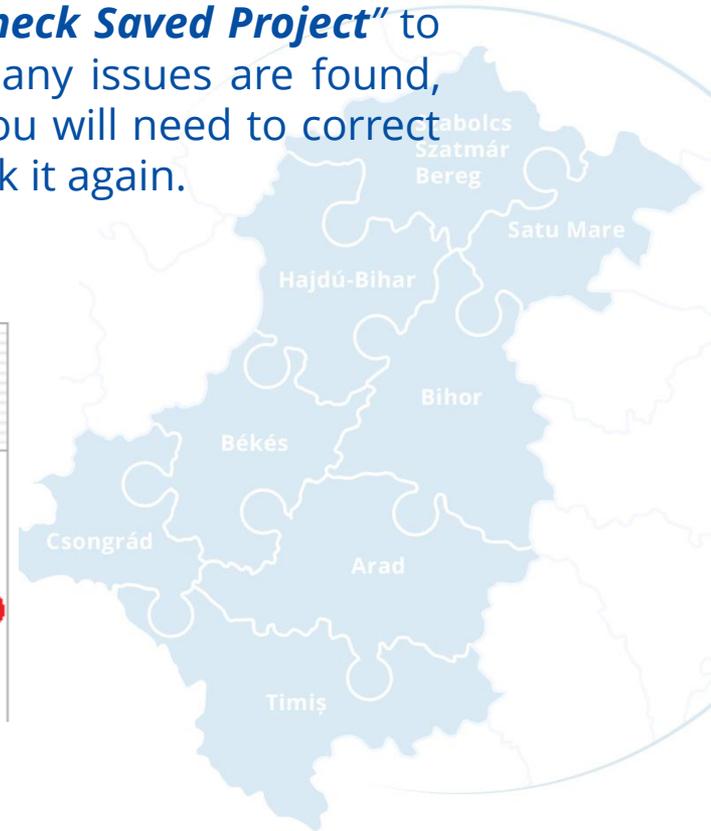
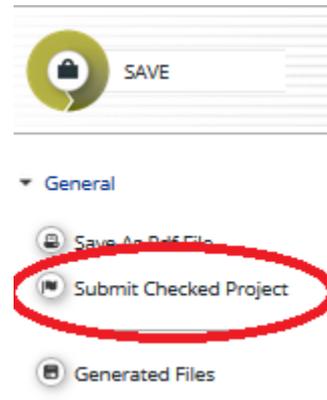
After completing the application form and attaching all necessary supporting documents, **you are recommended to save it as a Pdf File (menu item).**



**Any mistake in filling in the AF, observed after the submission of AF, cannot be rectified and will lead to a lower score in assessment phase.**

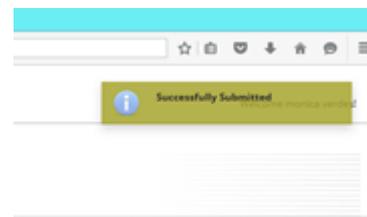


Then, you will need to click on **“Check Saved Project”** to activate the automatic checks. If any issues are found, such as missing or wrong data, you will need to correct this before you can save and check it again.



Only after all checks are okay, you will be able to submit your application by clicking the **“Submit checked project”** button

If the application is successfully submitted the following message will be displayed on the screen:



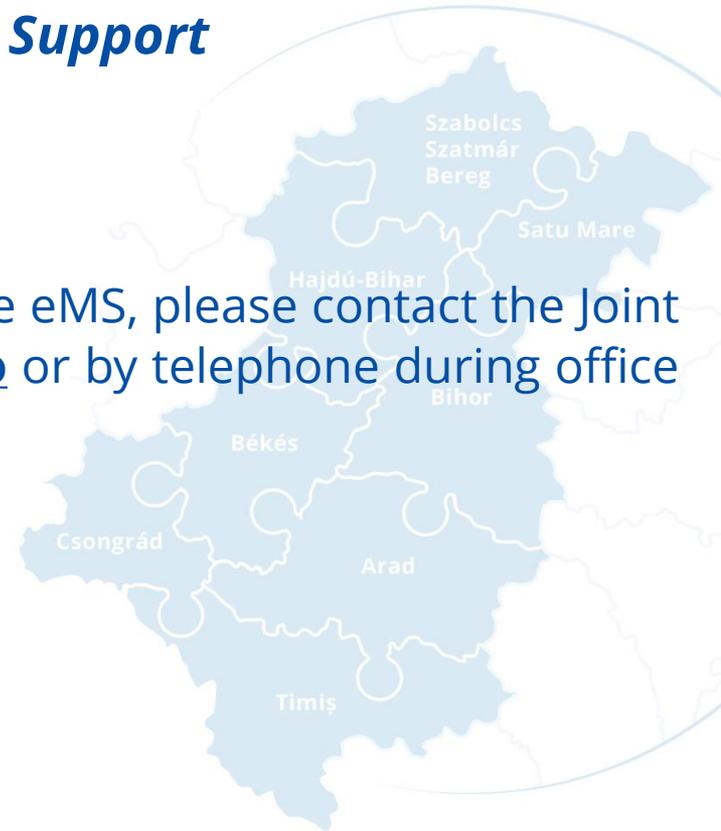
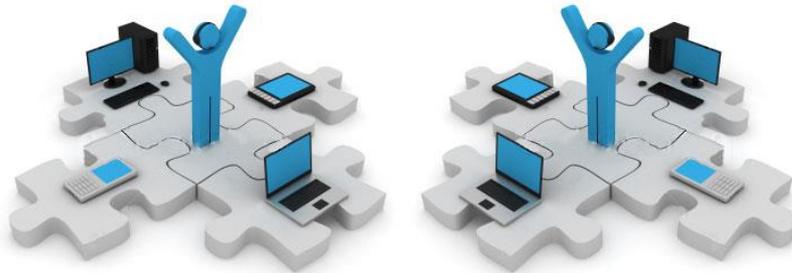
**Note: You can submit the application until the time and date of the call deadline, Bucharest time (EET). Please take time zone differences into account!**

After submitting the application the Lead Applicant will see the project status in the column "Project state" of the table "List Of Projects" as **Subm = Submitted**.

Please note that the clarifications will be send officially using the email section of the eMS

## ***PART F - Help and Technical Support***

For any problems you might experience with the eMS, please contact the Joint Secretariat at [joint.secretariat@breacoradea.ro](mailto:joint.secretariat@breacoradea.ro) or by telephone during office hours<sup>5</sup>.



<sup>5</sup>Office hours means between 9.00 – 17.00 (EET)

# Thank you for your attention!

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