INTERREG V-A ROMANIA-HUNGARY PROGRAMME

eMS Application Instructions

How to apply online using the eMS

"Partnership for a better future"

www.interreg-rohu.eu

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Abbreviations

AF	Application form
BL	Budget line
eMS	Electronic monitoring system
ERDF	European Regional Development Fund
LA	Lead Applicant
LP	Lead partner
MA	Managing authority
MC	Monitoring committee
JS	Joint secretariat
NA	National authority
PP	Project partner

Online submission system

If you decide to apply your project for financing under our programme, you will have to submit your application online through a dedicated online platform, called **eMS** *(electronic monitoring system)* and accessible at the following URL:
http://ems-rohu.mdrap.ro/app/main?execution=e1s1

Also, this system will be used for assessment, contracting, sending and validating expenditures and approving progress reports of the partners and project. Your project's implementation will be monitored through this online platform.

Technical information and system requirements

The eMS is a web application which can be accessed with recent versions of most common browsers (e.g. at least Internet Explorer 11, Firefox 35, Chrome 39).

The functionality of the system follows the common standards of web applications for entering and submitting form data.

Please pay attention to the following important aspects that have to be remembered when filling in the AF:

- ✓ The eMS does not provide any warning or request of confirmation before leaving a section of the AF or before logging out;

- ✓ Always remember to save the data before leaving any section in the AF (Save button on upper left corner 

or at the end of the page 

otherwise data will be lost!

- ✓ When filling in longer sections, please remember to regularly save data, in order to avoid losing data in case of interruptions of the internet connection or other technical issues;

- ✓ **Do not use the "Enter"** key in the forms as it may lead to unexpected results. Always use the commands provided by the eMS interface;

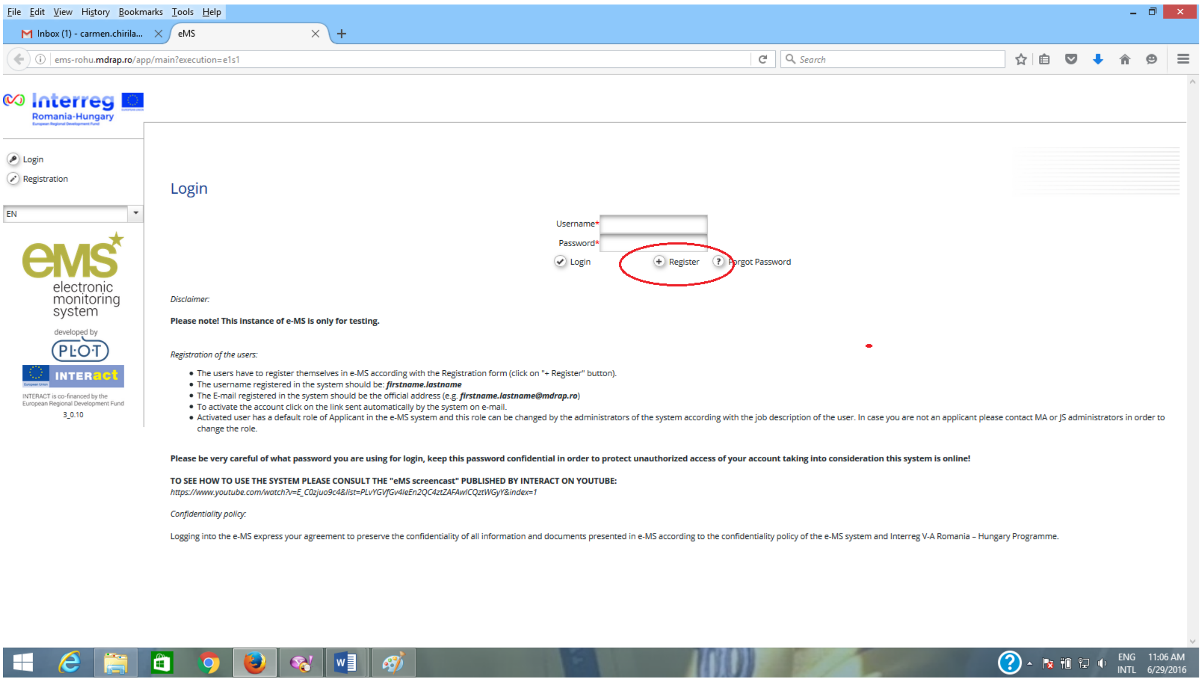
- ✓ The generation of pdf files might take some time. Please wait until the pdf-file appears in the file browser or in a new window. Activating the pdf generation again might slow down the system;
- ✓ Some fields in various (sub-) sections will be automatically filled in (grey cells) by the system by using data inserted in other sections of the AF or which are automatically calculated;
- ✓ To a certain extent, it is possible for different users to work in parallel (at the same time) on the same AF, but when the users are working in parallel, they have to be sure that they are not working in the same section or sub-section (in case that more than one applicant is filling in the AF). Filling in the AF by more than 1 user is not recommended at the same time!

PART A – Registration

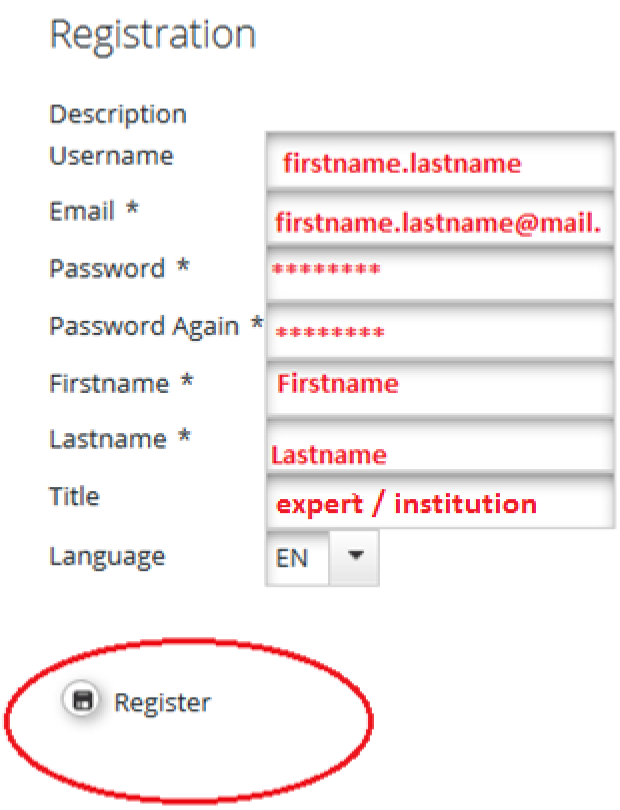
To use the eMS, **the Lead Applicant or applicant** must register and activate a user account as follows:

1. To register, go to http://ems-rohu.mdrap.ro/app/main?execution=e1s1 and click on the button + Register .

   The person registering should be preferably the contact person or the project manager of the Lead Applicant institution/organization.



2. In the registration form, fill in the following information:



- *Username:* will be used to log in the eMS. It can be freely chosen by the registering person, but we strongly recommend to have this format ***firstname.lastname*** in order to be easily to remember;

- *E-mail:* the email address of the contact person from Lead Applicant or applicant. The E-mail registered in the eMS must be the active and official address (e.g. ***firstname.lastname@mdrap.ro***);

- *Password:* the password used to access the system should be a strong and complex one (a combination of alphanumerical characters and symbols).

- *First name/Last name:* Personal information of the contact person from the Lead Applicant or applicant;

- *Title:* The title and the institution you are working for

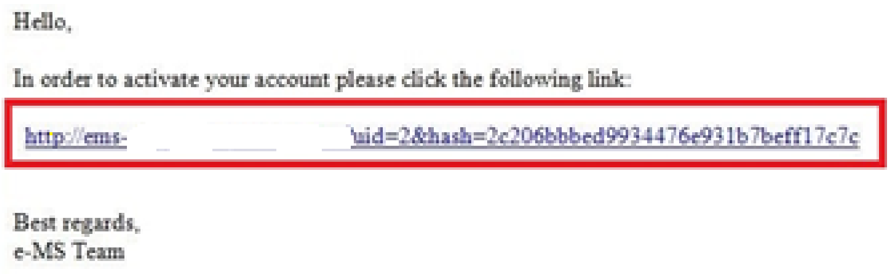
- *Language:* English is the pre-defined programme's official language. It cannot be changed.

Following the registration, the Lead Applicant institution/organization must send an official email (an official address from the institution email) to *joint.secretariat@brecoradea.ro* to inform the JS about the new user. The minimum required information are: firstname and lastname, telephone and email of the person designated to use the new user.

Please be aware that those users who do not respect the required format of the username will be deactivated!!!

Upon registering and accessing the system, the user agrees to the terms of service for using the eMS.

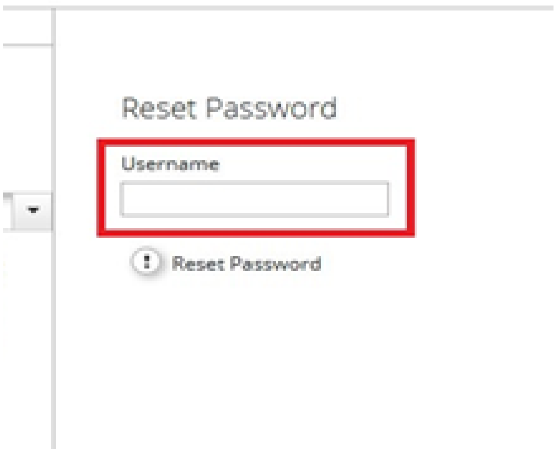
3. After clicking the "***Register***" button, the system automatically generates an e-mail (on successful submission) with the necessary instructions that will be sent to the e-mail address provided during the registration process. To activate the account follow the instructions in the message to confirm the registration.



4. Only after the user account activation and validation email received by JS from Lead Applicant or applicant institution/organization, the new user of Lead Applicant or applicant will be able to log in to the eMS.

5. In case the password is forgotten, it can be reset using the 

button, filling in the username and clicking the button 

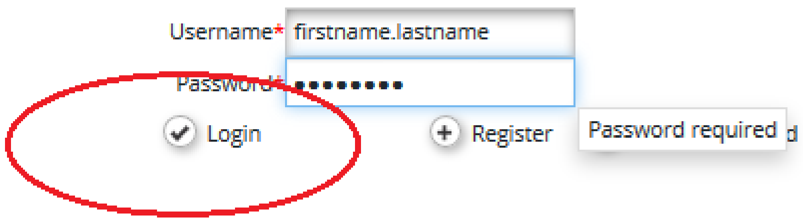


Please note that only the Lead Applicant can create and submit an application. The applicant can read or add/modify data in the AF, only if the Lead Applicant gives the necessary permissions.

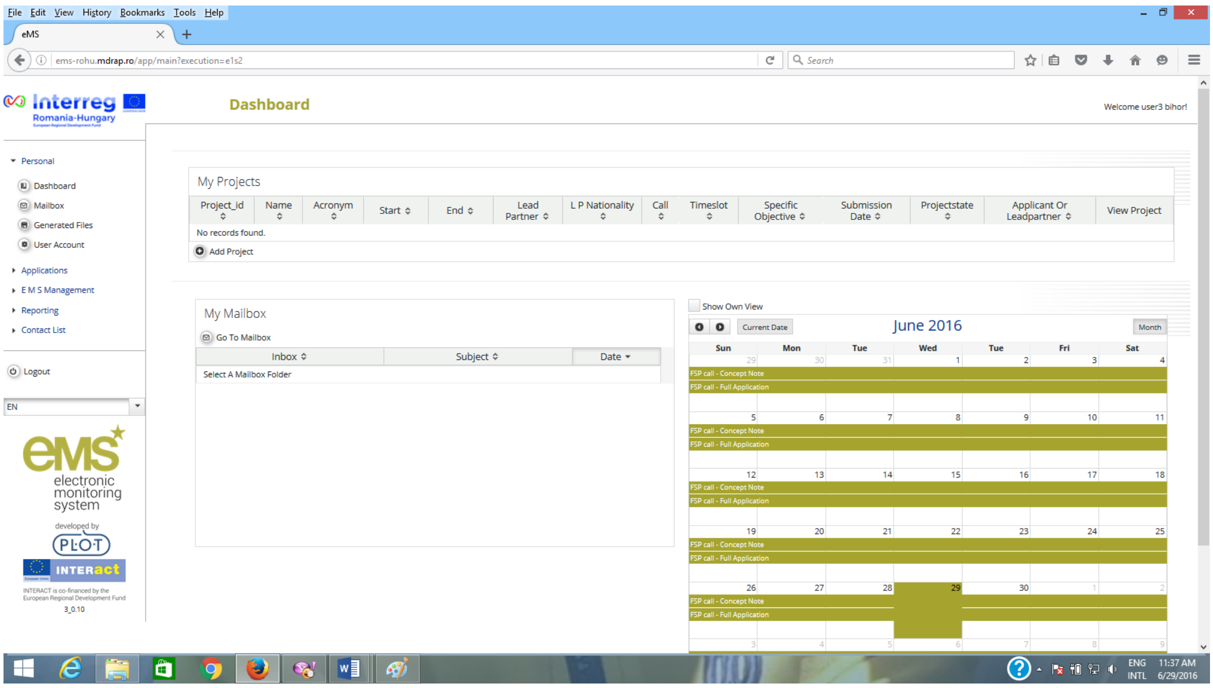
PART B – Login

After filling in the *Username* and *Password,* the user has to click on the

button to enter in the Dashboard;



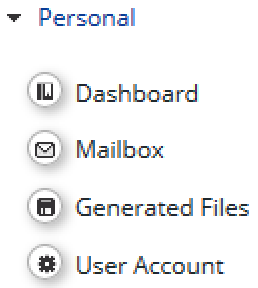
1. The first page accessed by the user of the Lead Applicant or applicant is the dashboard, where the user can find the following sections:

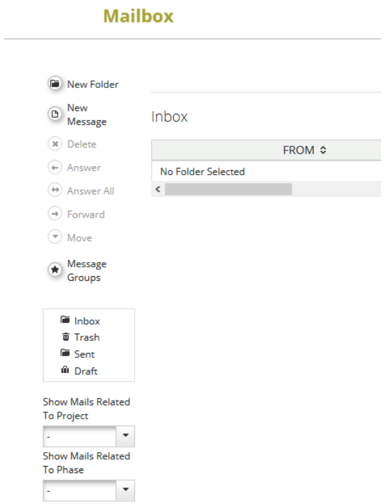


➢ *Menu:* placed in the left side of the screen, it has at least 3 items visible: *Personal, Applications and EMS Management*:

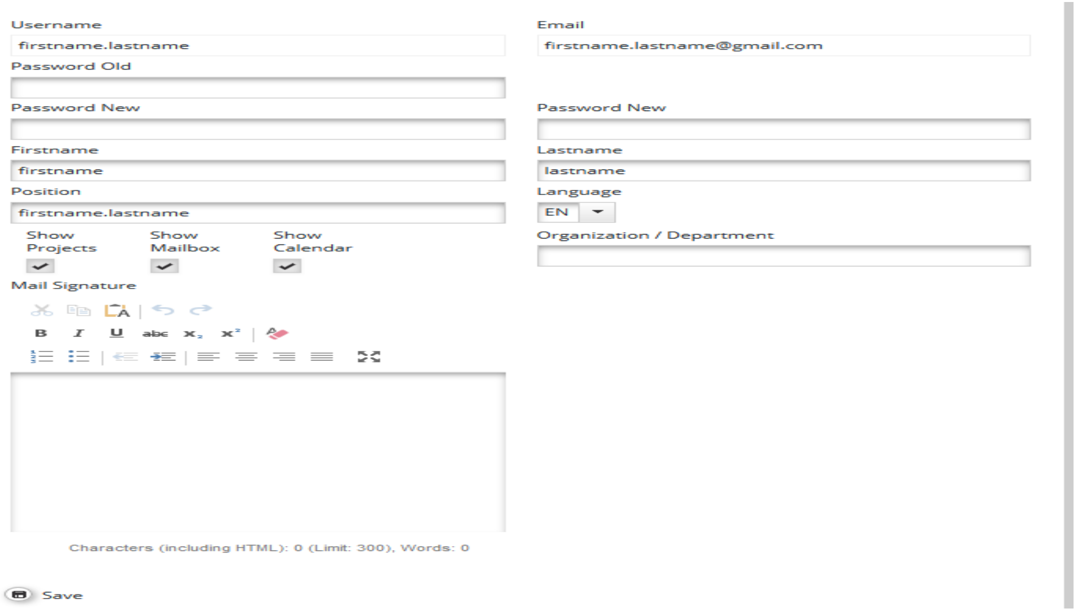
i. ***Personal** menu has 4 functions available:*

- *Dashboard* – by clicking on the Dashboard button it shows dashboard*;*
- *Mailbox* – by clicking on the Mailbox button it goes to the Mailbox window, from where the user of the Lead Applicant or applicant can use the internal mail function of the eMS as a normal e-mail, with the remark that the senders and receivers must be internal users of the system;





- *Generated files* – accessed by clicking on the Generated Files button
  This section shows in pdf format a report generated by the system based on a template that presents all the AF data recorded in the eMS;
- *User account* – can be accessed by clicking on the User Account button
  In this section the user can update his information (except the Username and email which cannot be changed by the user), change password, configure mail signature and dashboard.



ii. ***Applications** menu has 2 functions available:*

- *My applications* – by clicking on the button My Applications the system goes to the projects list added by the Lead Applicant in the eMS;
- *Bookmarked applications* - by clicking on the button Bookmarked Applications the system shows only the projects already bookmarked using the button Bookmark from the last column of the projects list.

iii. **EMS Management** menu contains the function Calls. Clicking on the Calls button it shows both the open and closed calls.

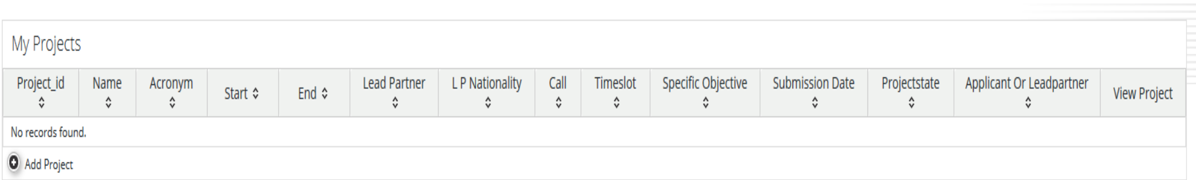
Calls

Name	Start	End	Description	Attachments	
Call test 1	09.03.2016	30.03.2016	Call test		Apply
Call test 2	01.03.2016	31.03.2017	call test 2		Apply

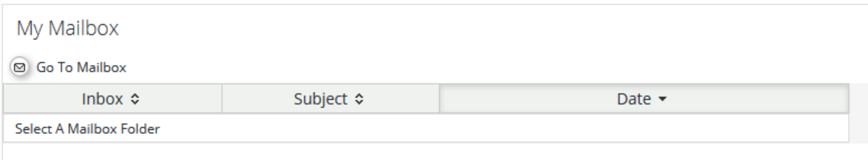
Please note that the Lead Applicant can submit the saved project's AF only if the call is still open!

Applicants are advised not to submit their AF at the very last minute before the closure of the Call. Submission will no longer be technically possible after the announced deadlines of the Call. As submission is feasible from any internet connection, no exception to this rule will be granted.

- *My projects:* a section where the Lead Applicant is able to add a new project by clicking on the Add Project button and sees his projects already recorded in the eMS.



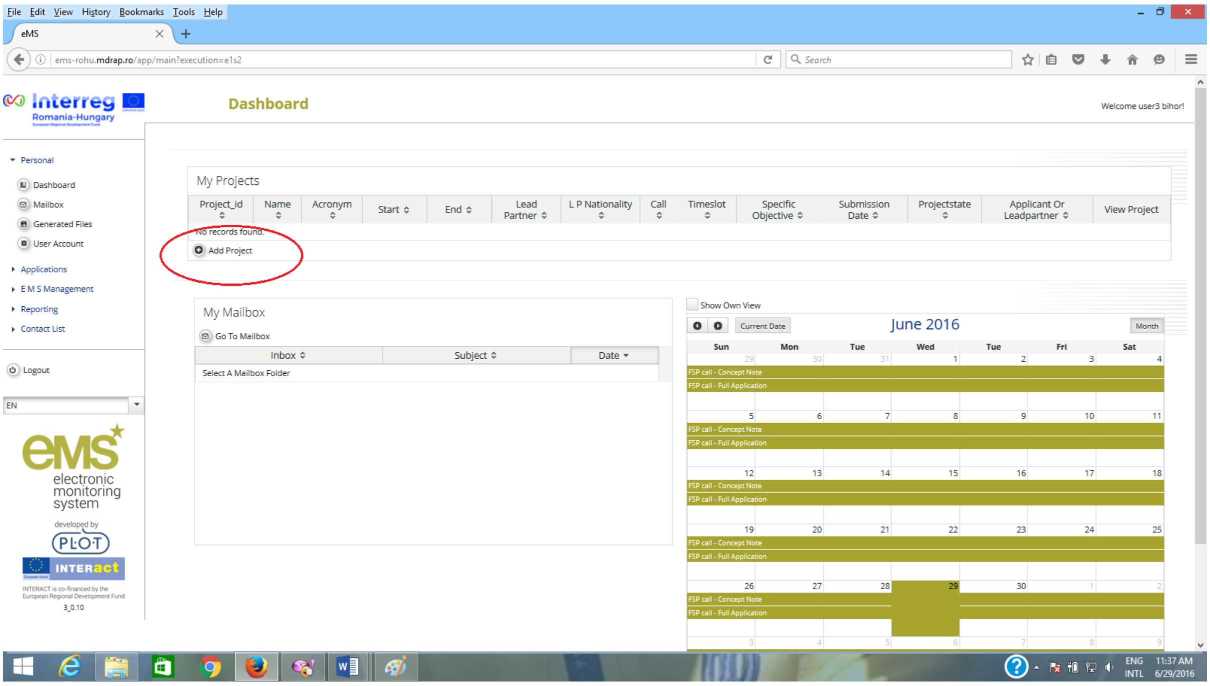
- *My Mailbox:* a section where the Lead Applicant can see all the messages received and from where can go to the Mailbox window by clicking on the Go To Mailbox button



- *Calendar:* this section shows the current date and the open calls marked with the yellow line and name.

PART C – How to add a Project

1. 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 Add Project the button



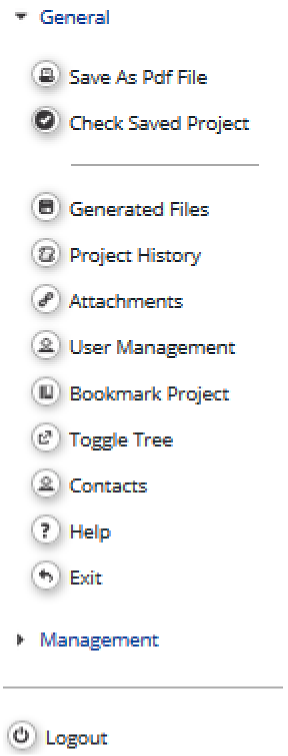
The system will open the Call function from where the applicant will choose the appropriate open Call (the Apply button is active) and click on it to open the AF.

Calls

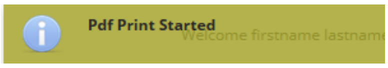
Name	Start	End	Description	Attachments	
Call test 1	09.03.2016	30.03.2016	Call test		Apply
Call test 2	01.03.2016	31.03.2017	call test 2		Apply

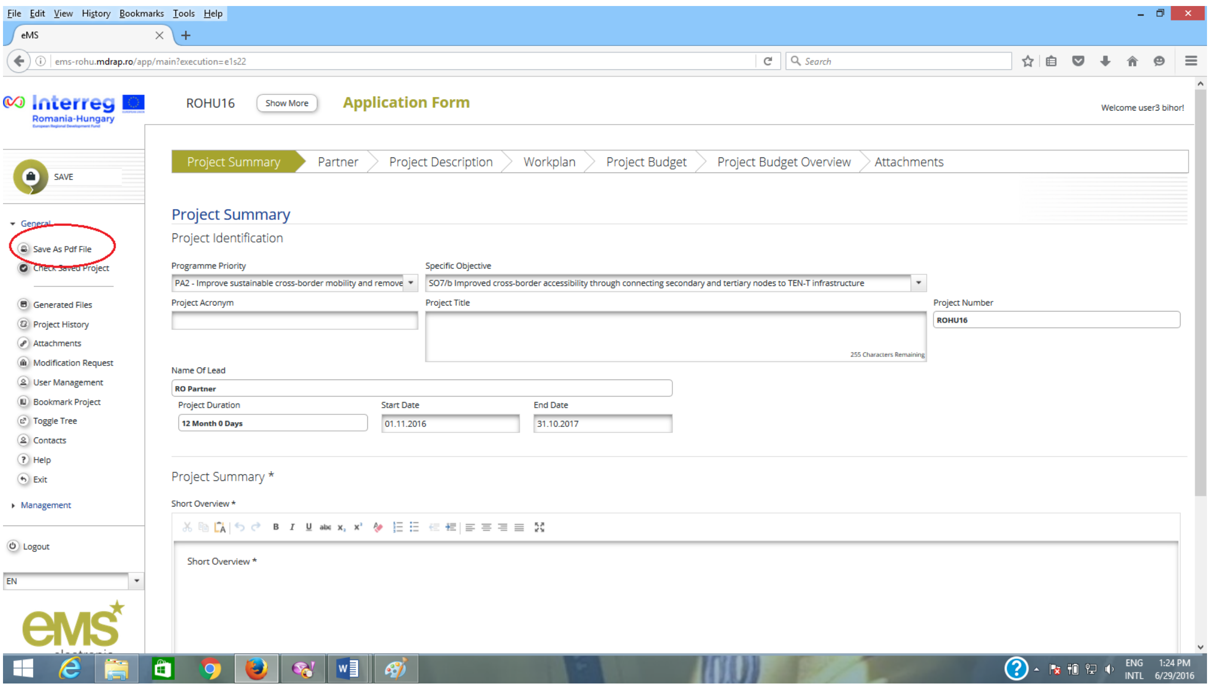
2. After click on the Apply button, the system will open the AF section with a save button SAVE, two menus *General and Management* in the left side of the screen and sections (tabs) of the AF in the upper part.

i. ***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 and Exit*.



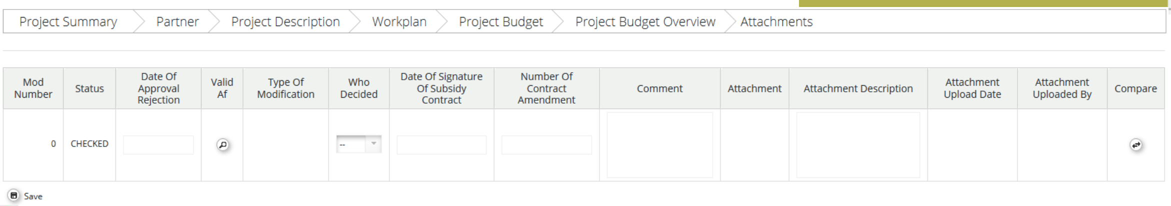
- *Save As Pdf File* – by clicking on the Save As Pdf File button the system generates a pdf file that brings all the data found in the AF. The system will inform the user with the message and the file can be found in the Generated Files section;



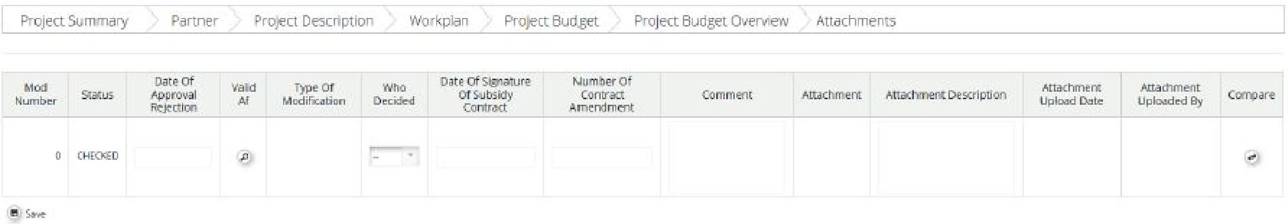


Please note that the creation of a pdf might require some time and consequently the pdf of the AF will appear in the file browser only after a certain time. Please wait until the pdf is available and do not press the "save as pdf file" button repeatedly, because this might slow down the eMS. Also, please note that you can create a pdf file of the AF at any time of its development!

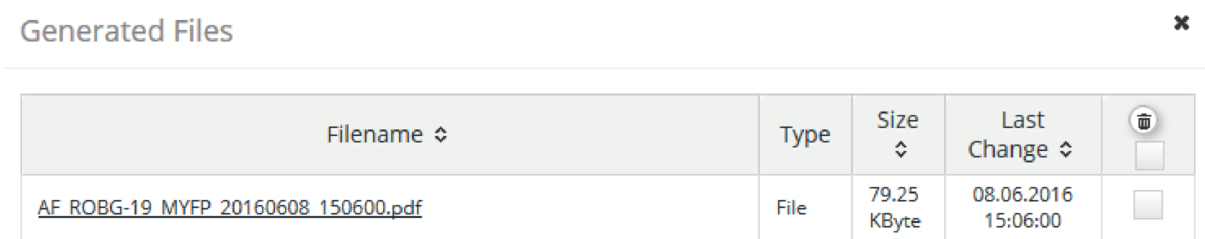
- *Check Saved Project* – by clicking on the Check Saved Project button the system performs several automatic checks of the formal requirements if there is the case. If all automatic checks are successfully passed, the message will be displayed; Successfully Checked



Please note that in the case of automatic checks showing deficiencies, the system indicates an error message on top of the page and the user should amend the AF accordingly.

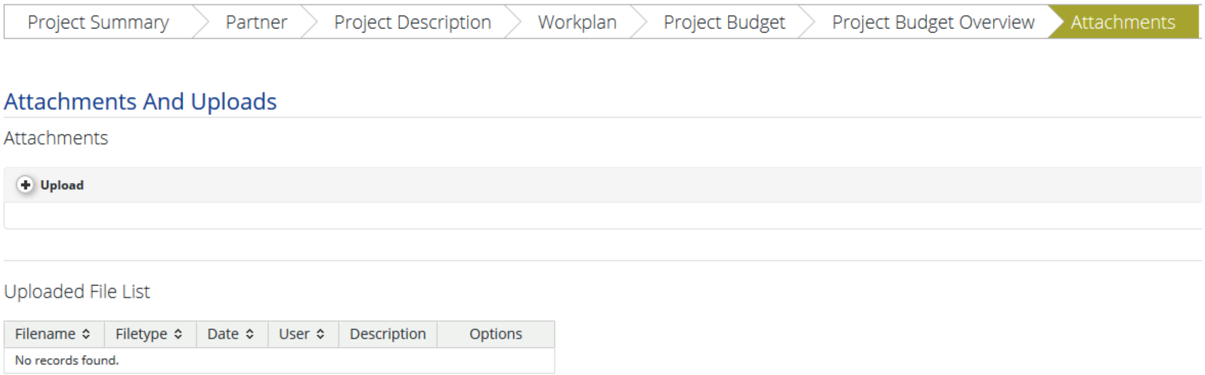


- *Generated Files* – clicking on the Generated Files button. the system will open a window where are listed all the pdf files of the AF generated after clicking the Save As Pdf File button

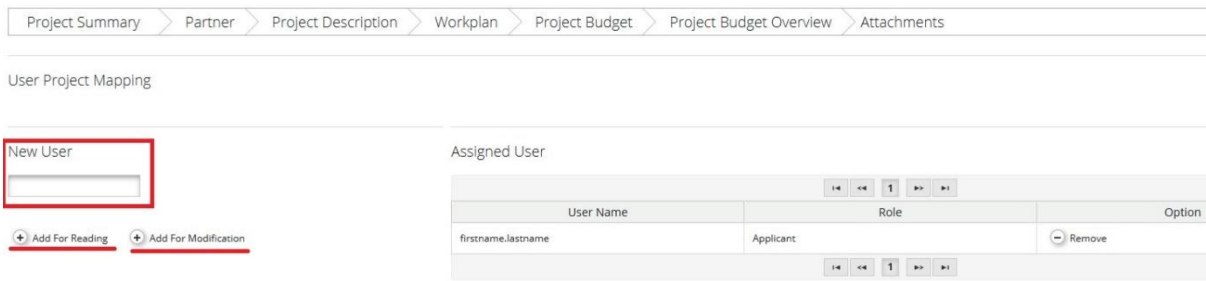


on

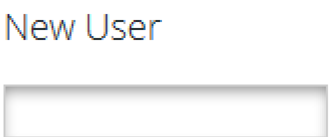
- *Project History - shows* the history of the projects, counting each version of the AF based on the modifications and the status of the AF.
- *Attachments* - clicking on the button Attachments the system opens the attachments section of the AF.



- *User Management* – clicking on the button User Management it opens a function that allows the Lead Applicant to add other users (namely Reader or Co Worker) with read-only access by clicking on the button Add For Reading or editing access by clicking on the Add For Modification button in the AF sections.



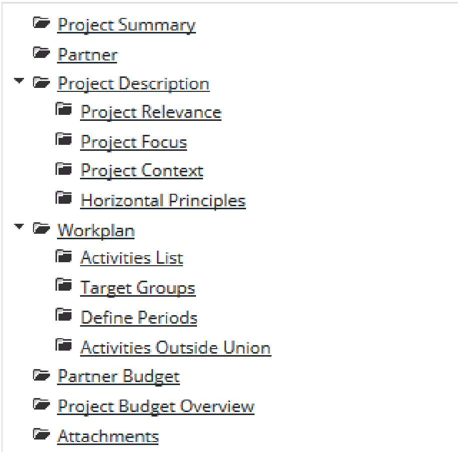
Please note that the users have to be registered in the system before and the Lead Applicant should know exactly their usernames in order to be added in the field:



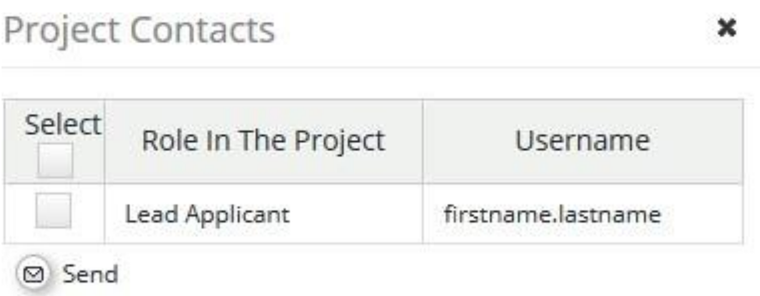
The user rights granted by the Lead Applicant for his partners will only be available until the submission of the application or until the deadline of the call.

In case the project is selected for funding, a new assignment of the users must be made for every project partner after the contracting phase, in order to have access in reporting section of the project.

- *Bookmark Project* - by clicking on the Bookmark Project button the system will bookmark the project and it will change the button in used to un-bookmark the respective project Unbookmark Project
- *Toggle Tree – the* Toggle Tree *button* will activate a tree menu with all the sections and subsections of the AF in the upper right corner



- *Contacts – this* Contacts *button will pop up a window with a list of all project contacts assigned for the respective project. Also, this function allows to send e-mails to the project contacts by clicking the* Send *button after selecting the username.*



Please note that the list will be updated while more users are assigned to the project!

- *Help – this* Help button is a contextual menu and will open a popup window with a description of the section selected by the user.

- *Exit* – the Exit button will return the user to the dashboard where it can be seen the list with all the projects recorded by the Lead Applicant in eMS.

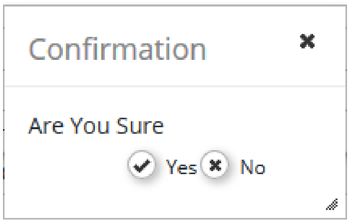
ii. ***Management*** menu has only the function of deleting the project at this stage Delete Project

Please note that the applicant cannot delete the application after submission!

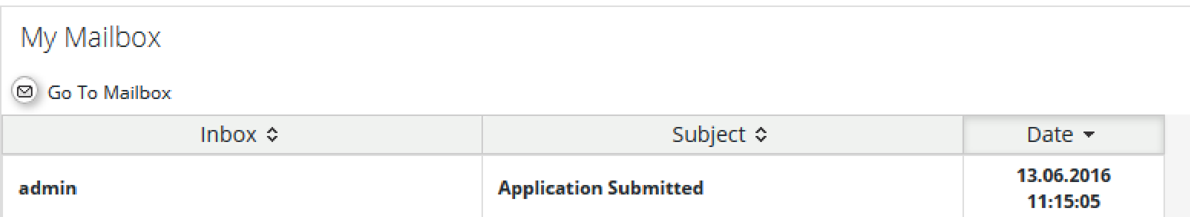
After the Lead Applicant (or other user with granted access) fills in all the sections and subsections of AF, the application has to be checked by clicking on the Check Saved Project button and then submitted by clicking on Submit Checked Project

If any issues are found after clicking Check Saved Project button such as missing or wrong data, you will need to correct this before you can save and check it again.

Before submitting the application the system will pop up a confirmation message to warn the Lead Applicant that process is irreversible.



Also, the Lead Applicant will be notified by e-mail that the application was successfully submitted.



Inbox	Subject	Date
admin	Application Submitted	13.06.2016 11:15:05

Please note that only the user who initially created the AF (i.e. the Lead Applicant) can submit the AF of the project.

The AF which has been successfully submitted is final and cannot be changed anymore (it will only appear in read-only mode in the system).

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

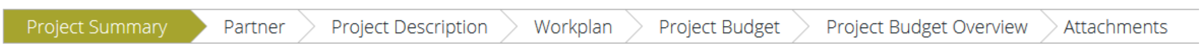
PART D – How to fill in the application form (AF)

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:

1. *Project Summary*
2. *Partner*
3. *Project Description*
4. *Workplan*
5. *Project Budget*
6. *Project Budget Overview*
7. *Attachments*

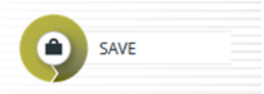
Please note that in order to fill in the AF the Lead Applicant has to follow the arrows, section by section (starting with the Project Summary section and finishing with the Attachments)!

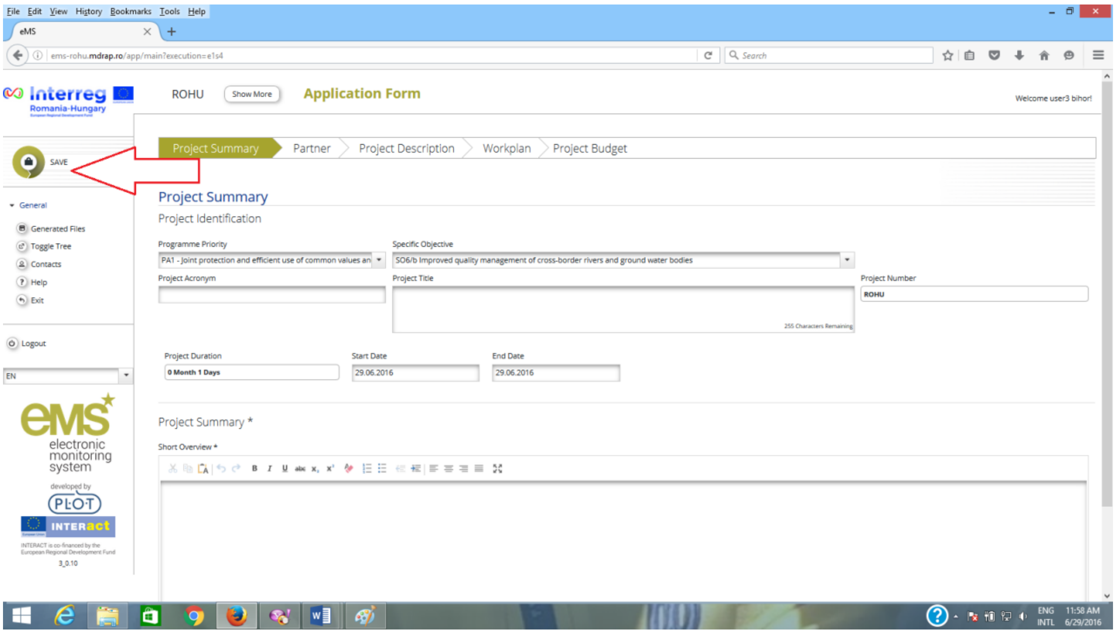


Section A: Project Summary

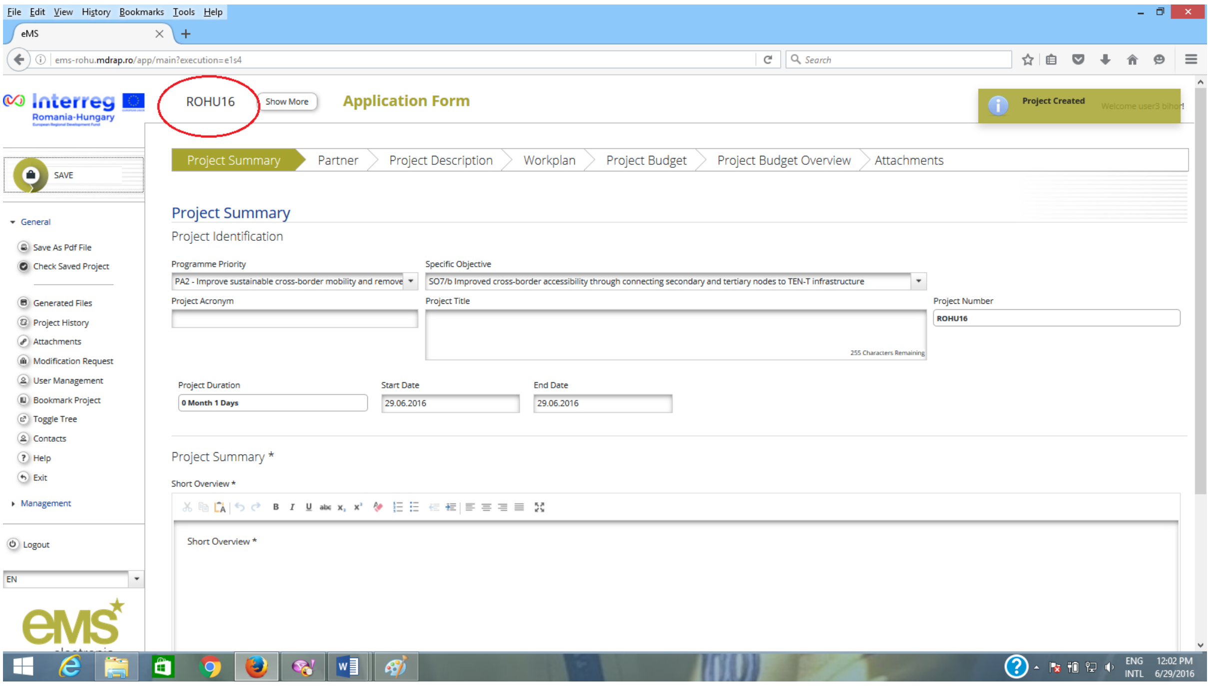
This is the starting point for the application form. The application will not be created until this first tab in the application form has been completed and saved. You will then have access to the other tabs.

After completing the first tab "Project summary", click on ***"Save"*** button in the top-left corner.





Congratulations, you have now created a project!



After completing other sections in the application form, this tab will show a complete project summary.

The tables contain the name of the AF fields and instructions regarding the information to be fill in.

Please note that the fields may differ, according to the Call configuration!

Fields name	Fill in instructions
Project Identification	
Programme Priority:	Indicate which Priority Axis of the Programme the project aligns with.
Specific Objective:	Select one specific objective your project is contributing to.
Project Acronym	Abbreviation of the project name.
Project Title	State the title of the project. This will be the official name of the project during its implementation.
Project Number (autonumber)	
Project Duration	Indicate the number of months.
Start Date	Indicate the expected start date of project activities.
End Date	Indicate the expected end date of project activities.
Project Summary	
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. **For Concept Note:** **Please note that information provided must relate to the Project proposal you are planning to develop if your Concept Note is going to be selected!** Please give a short overview of the project and describe: - the common challenge of the programme area you are jointly tackling in your project; - the overall objective of the project and the expected change your project will make to the current situation; - the main outputs you will produce and who will benefit from them; - the approach you plan to take and why is cross-border approach needed; - what is new/original about it. - simplified action plan; - the project idea is endorsed by relevant authorities; - the estimated budget for FA , on partner level;

	- the needs and constraints of the target country(ies) and/or region(s); **For Full Application:** Please give a short overview of the project and describe: - the common challenge of the programme area you are jointly tackling in your project; - the overall objective of the project and the expected change your project will make to the current situation; - the main outputs you will produce and who will benefit from them; - the approach you plan to take and why is cross-border approach needed; - what is new/original about it.

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

Please click on SAVE **button before leaving this page!!!**

Section B: Partner

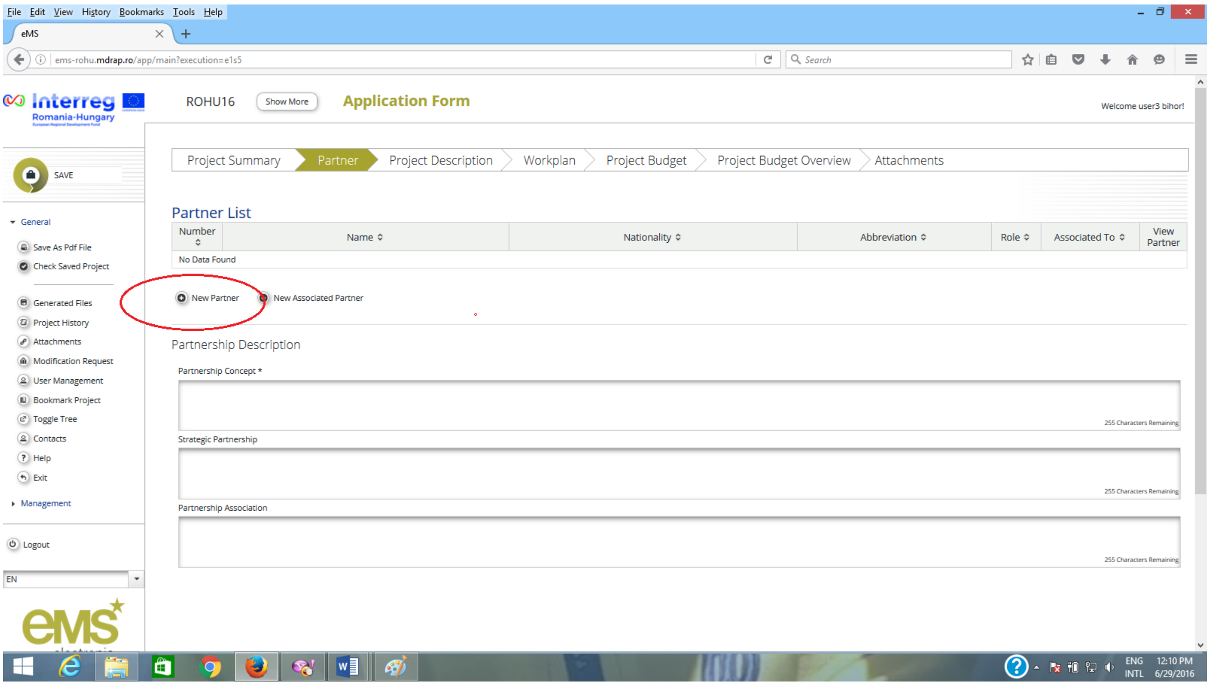
Fields name[1]	Fill in instructions
Partnership Concept	Fill in the partnership concept. Please refer at least to the following: - explain how the foreseen partnership covers the necessary professional competencies; - detail the relevant experience of the Lead Applicant and his partners / associated partners, relevant for implementing the proposed project; - explain how the partners have proven relevant experience in the thematic field concerned and the necessary capacity to implement the project (financial, human resources, etc.);
Strategic Partnership	Explain why this partnership has strategic importance. Describe that the proposed partnership: - has a strategical impact in the Programme area; - is part of a long term collaboration between the partners; - is part of a Strategy/Plan;

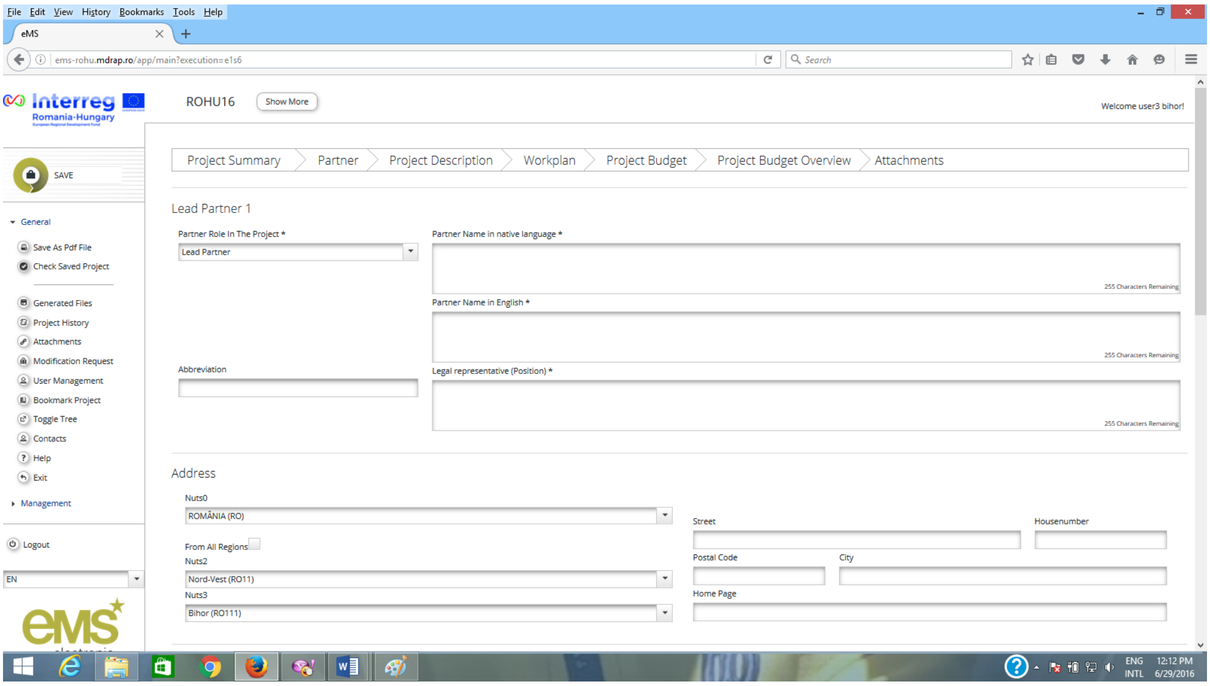
[1] Some calls don't have these fields

Partnership Association	Please describe the role and relevance of the partners: - justify the role and the responsibilities of each partner / associated partners and define their contribution to the project; - explain how the partnership consists of partners / associated partners that complement each other; - explain how all partners / associated partners play a defined role in the partnership and what is their contribution to the project;

Please click SAVE button before leaving the page!!!

To enter information about the partnership, click on New Partner button.





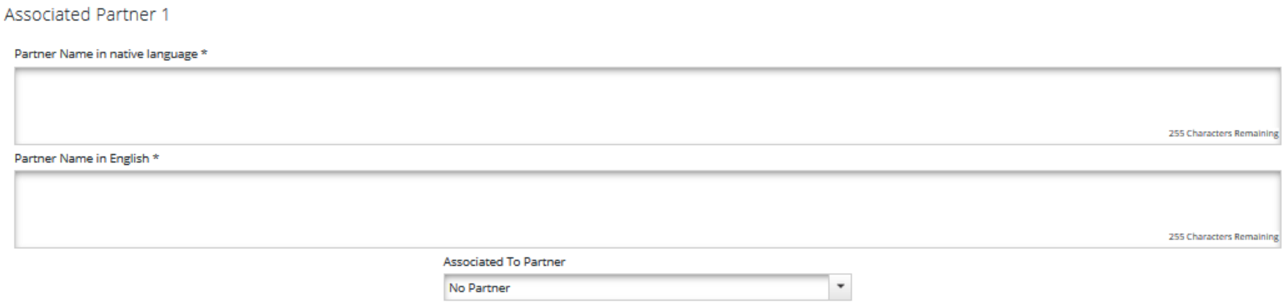
Fields name	Fill in instructions
Partner/Applicant … (autonumber)	
Partner Role in the Project	The first applicant created is automatically assigned the role of the Lead Partner. Subsequent partners are automatically assigned the role of project applicants.
Partner Name	State applicant name in the original language.
Partner Name English	State applicant name in English.
Abbreviation	Abbreviation of the applicant name.
Department	Indicate if applicable.
Address	
Nuts0	Select the relevant programme partner country from the list. **Note:** If the partner is located outside the programme area, please tick the box “From All Regions”.
Nuts2	Select the relevant NUTS region.
Nuts3	Select the relevant sub region.
Street + House number	Enter street name + house number.
Postal Code + City	Enter Postal Code + City.
Website	Enter the organization’s website URL.
Legal and Financial Information	
Type of Partner	Select the relevant type of partner.
Legal Status	Select if the organization is public or private.
Co-Financing Source	Select the relevant funding source.
Co-Financing% (max = xx%)	Enter the correct intervention rate.
Profit	Select from list.
Vat Number	Enter VAT Number or similar for the organization.

Recover Vat	Indicate if the organization is able to recover VAT or not.
Type Of Identifying Number	Type the Identifying Number.
I Would Like To Receive Advanced Payment	Select if you want to receive advance payment.
Legal Representative	
Title	Type title
Name	Type name
Last Name	Type last name
E-mail Address	Type e-mail
Telephone	Enter telephone number
Contact Person	
Title	Type title
Name	Type name
Last Name	Type last name
E-mail Address	Type e-mail
Telephone	Enter telephone number
Experiences of Partner	What are the organization's competences and experiences relevant for the project? Include role in the project.
Other International Projects	If applicable, describe the organization's experience in participating in and/or managing EU co-financed projects or other international projects.
Benefit	Provide a short description of the results/outcomes/benefits resulted from the previously implemented projects'.

After entering and saving a partner, you need to click on the tab "Partners" to go back to the list view, from where you will be able to add other partner(s) if the case.

Clicking on Remove Partner **button, you can remove a project partner, if the case.**

If you have associated partners, click on the tab New Associated Partner **and fill in the fields.**



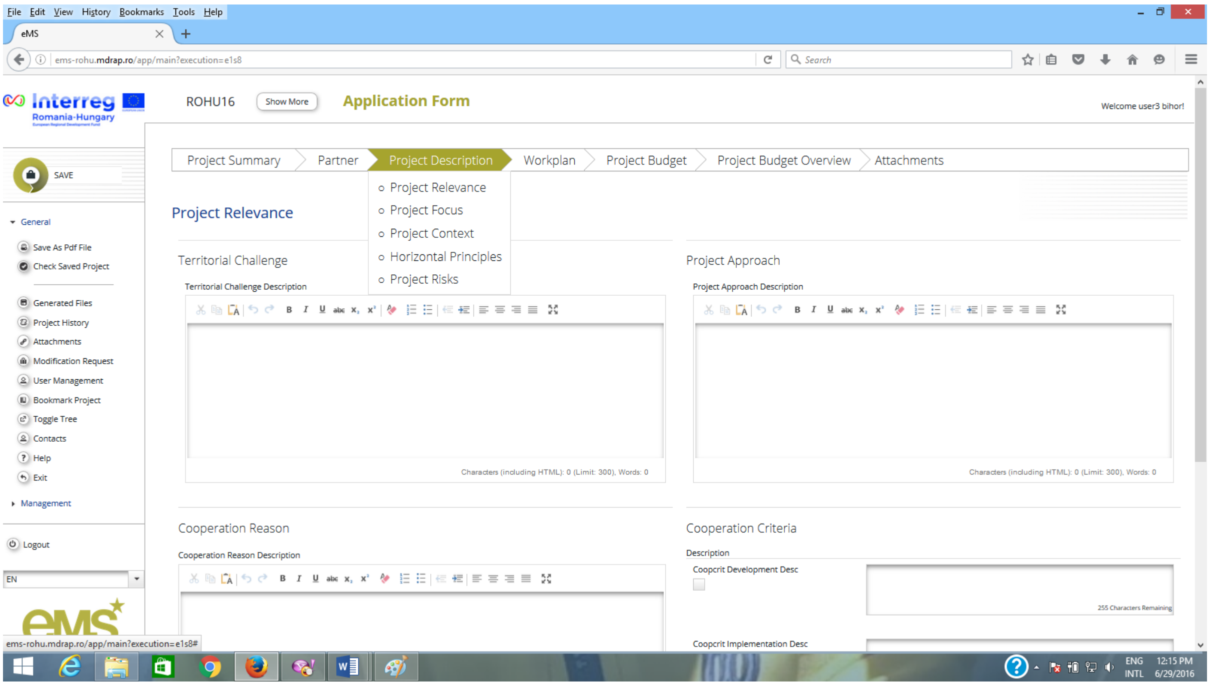
Fields name	Fill in instructions
Associated Partner1	
Partner Name	State applicant name in the original language.
Partner Name English	State applicant name in English.
Associated to Partner	Select from list
Address	
Nuts0	Select the relevant programme partner country from the list. **Note:** If the partner is located outside the programme area, please tick the box “From All Regions”.
Nuts2	Select the relevant NUTS region.
Nuts3	Select the relevant sub region.
Street + House number	Enter street name + house number.
Postal Code + City	Enter Postal Code + City.
Legal Representative	
Title	Type title
Name	Type name
Last Name	Type last name
E-mail Address	Type e-mail
Telephone	Enter telephone number
Contact Person	
Title	Type title
Name	Type name
Last Name	Type last name
E-mail Address	Type e-mail
Telephone	Enter telephone number
Role	The role off the associated partner in the project.
Benefit	Provide a short description of the results/outcomes/benefits resulted from the previously implemented projects’.

Please click SAVE button before leaving the page!!!

Section C: 1-5: Project Description

Section C.1 Project Relevance

For CN: Please note that information provided must relate to the Full Application you are planning to develop if your Concept Note is going to be selected!



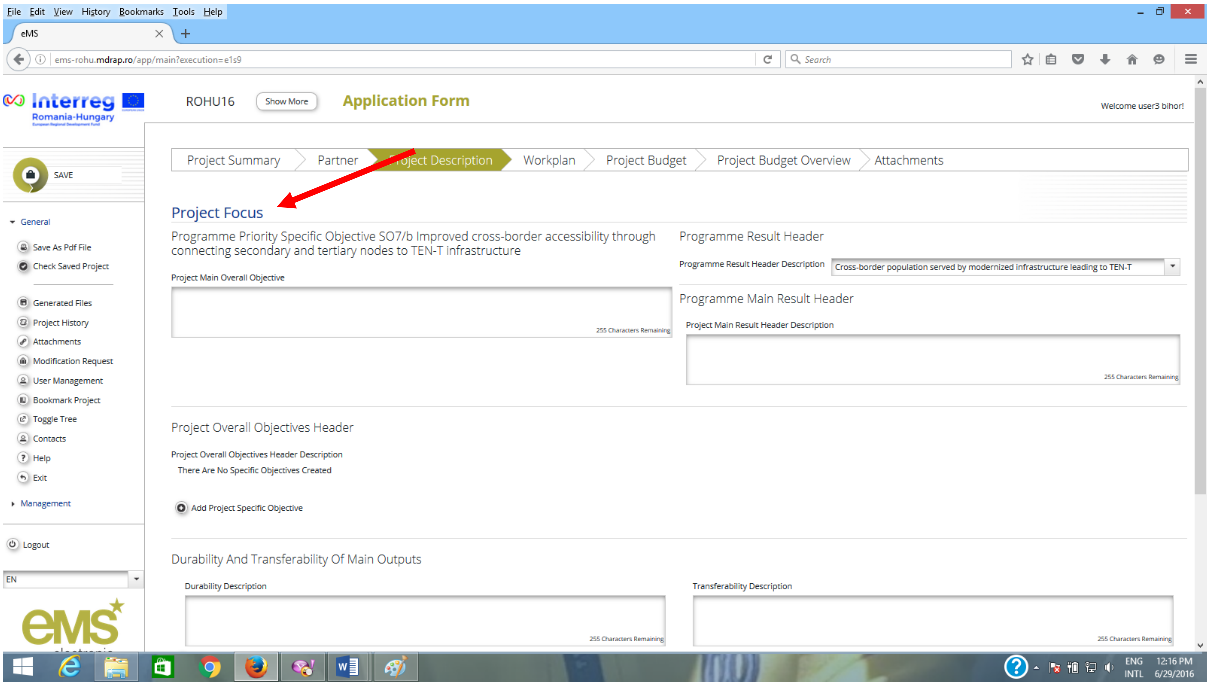
Fields name	Fill in instructions
Territorial Challenge	
What are the common territorial challenges that will be tackled by the project?	Please describe the relevance of your project for the programme area in terms of common challenges and opportunities addressed.
Project Approach	
How does the project tackle the identified common challenges and/or opportunities and what is new about the approach the project takes?	Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime and in what way the approach goes beyond existing practice in the sector/programme area/participating countries.
Cooperation Reason	
Why is cross-border cooperation needed to achieve the project's objectives and result?	Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project beneficiaries/target

	groups/ project area/programme area gain in taking a cross-border approach.
Cooperation Criteria[2]	
Development	A short description of the cooperation criteria.
Implementation	A short description of the cooperation criteria.
Staffing	A short description of the cooperation criteria.
Financing	A short description of the cooperation criteria.

Please click SAVE button before leaving the page!!!

Section C.2 Project Focus

For CN: Please note that information provided must relate to the Full Application you are planning to develop if your Concept Note is going to be selected!



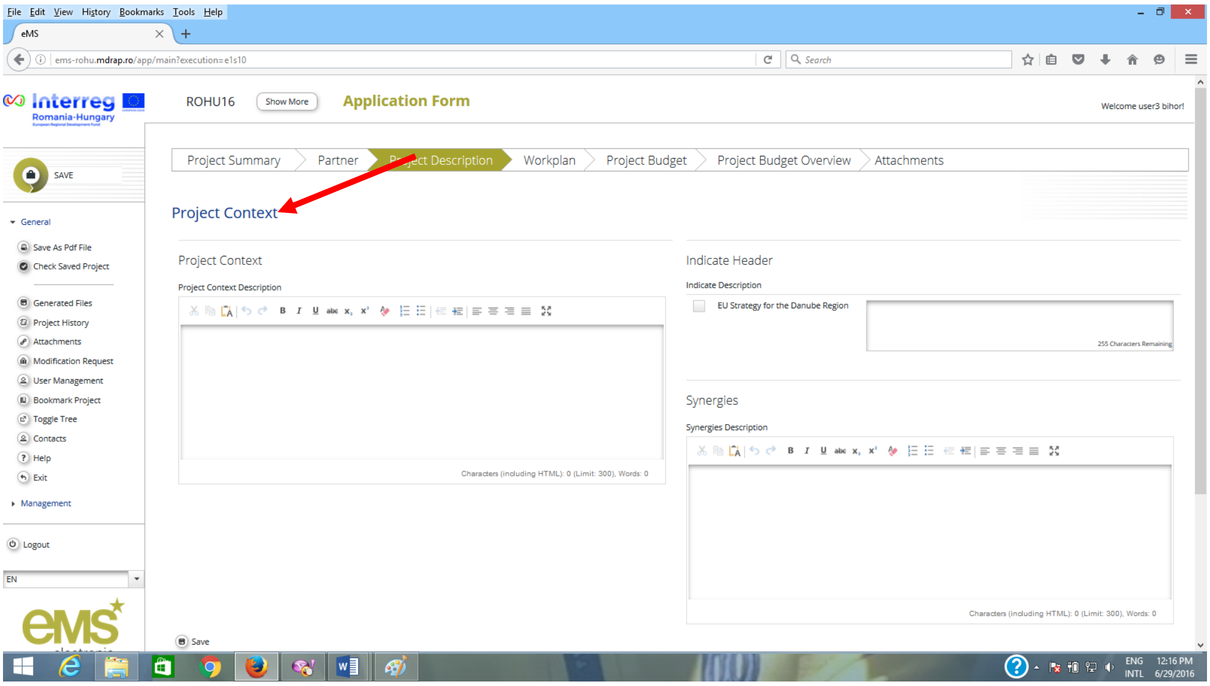
[2] Please see chapter 2.2.1.2 Eligibility of actions (projects) in the Guide for Applicants (The importance of the cross-border approach to the topic addressed should be clearly demonstrated. In this matter, at least 3 (from 4) cooperation criteria shall be fulfilled: joint development, joint implementation, joint staffing and joint financing.)

Fields name	Fill in instructions
Programme Priority Specific Objective ... (automatically shows selected specific objective)	
Project Main Overall Objective	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.
Programme Result Header	
Programme Result Header Description	This field is automatically linked to your selected specific objective.
Project 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 Overall Objectives Header	
Project Overall Objectives Header Description	Add Project Specific Objective (if the case)
Durability And Transferability Of Main Outputs	
Durability Description How will the project ensure that project outputs and results have a lasting effect beyond project duration?	Please 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. If relevant, explain who will be responsible and/or who will be the owner of results and outputs.
Transferability Description How will the project ensure that project outputs and results are applicable and replicable by other organizations/regions/countries outside of the current partnership?	Please describe to what extent it will be possible to transfer the outputs and results to other organizations/regions/countries outside of the current partnership.

Please click SAVE button before leaving the page!!!

Section C.3 Project Context

For CN: Please note that information provided must relate to the Full Application you are planning to develop if your Concept Note is going to be selected!



Fields name	**Fill in instructions**
Project Context Description How does the project contribute to the wider strategies and policies?	Please describe the project's contribution to relevant strategies and policies; in particular, those concerning the project or programme area.
Indicate Header	
EU Strategy for the Danube Region	If applicable please select and a short description
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 How does the project build on available knowledge?	Please describe the experiences/lessons learned the project draws on, and other available knowledge the project capitalizes on.

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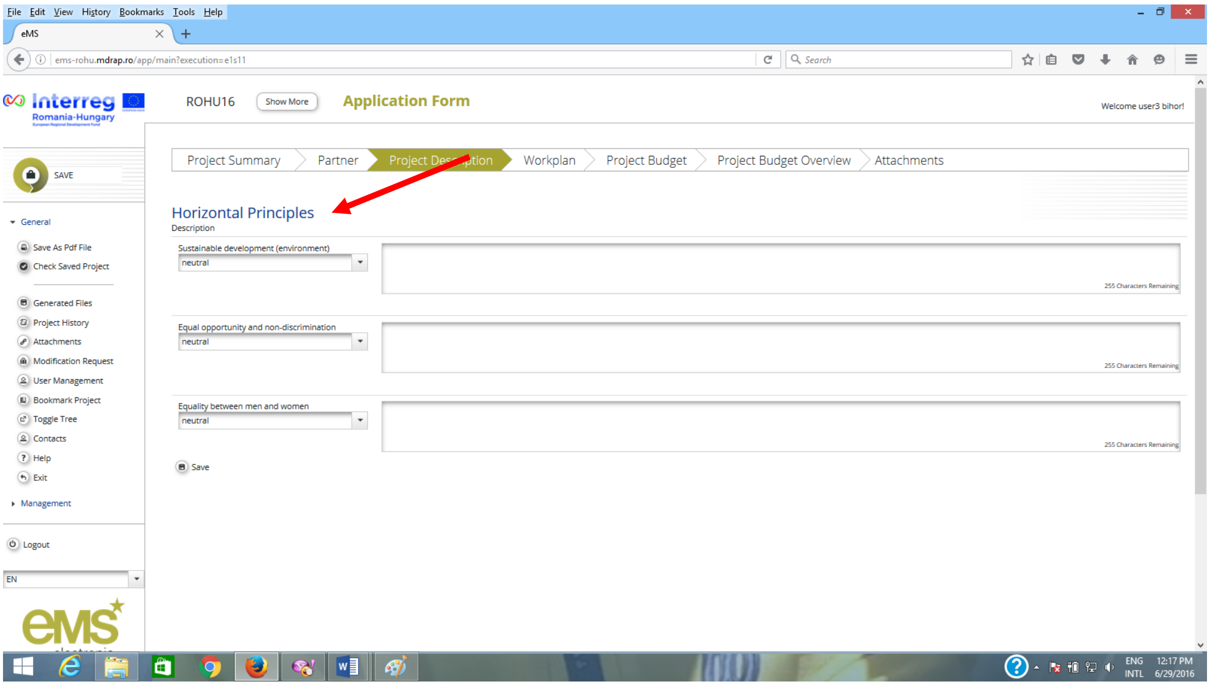
Section C.4 Horizontal Principles

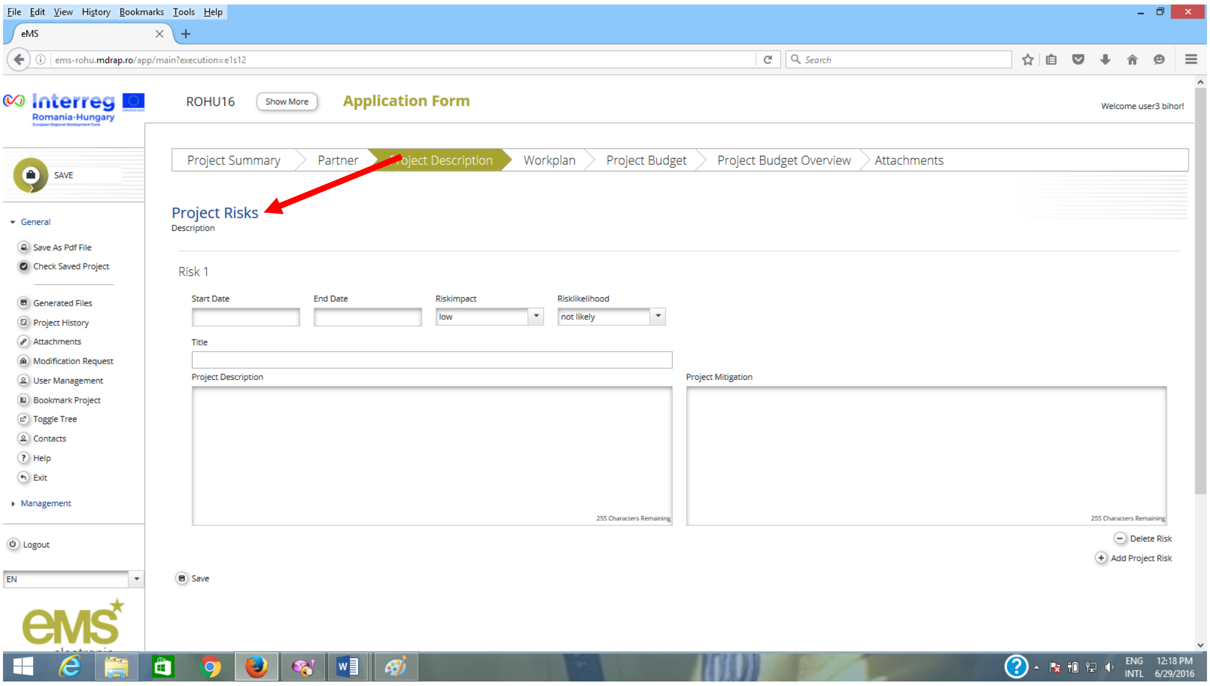


The horizontal principles must be incorporated in every project and at all stages. Understanding and demonstrating equality issues and sustainability is highly relevant to all applicants and will influence the assessment process.

Fields name	**Fill in instructions**
Sustainable Development (environment)	Please list your project's contributions to the horizontal principle, and indicate whether your choice is neutral or positive.
Equal opportunity and non-discrimination	Please list your project's contributions to the horizontal principle, and indicate whether your choice is neutral or positive.
Equality between men and women	Please list your project's contributions to the horizontal principle, and indicate whether your choice is neutral or positive.

Please click SAVE button before leaving the page!!!

Section C.5 Project Risks

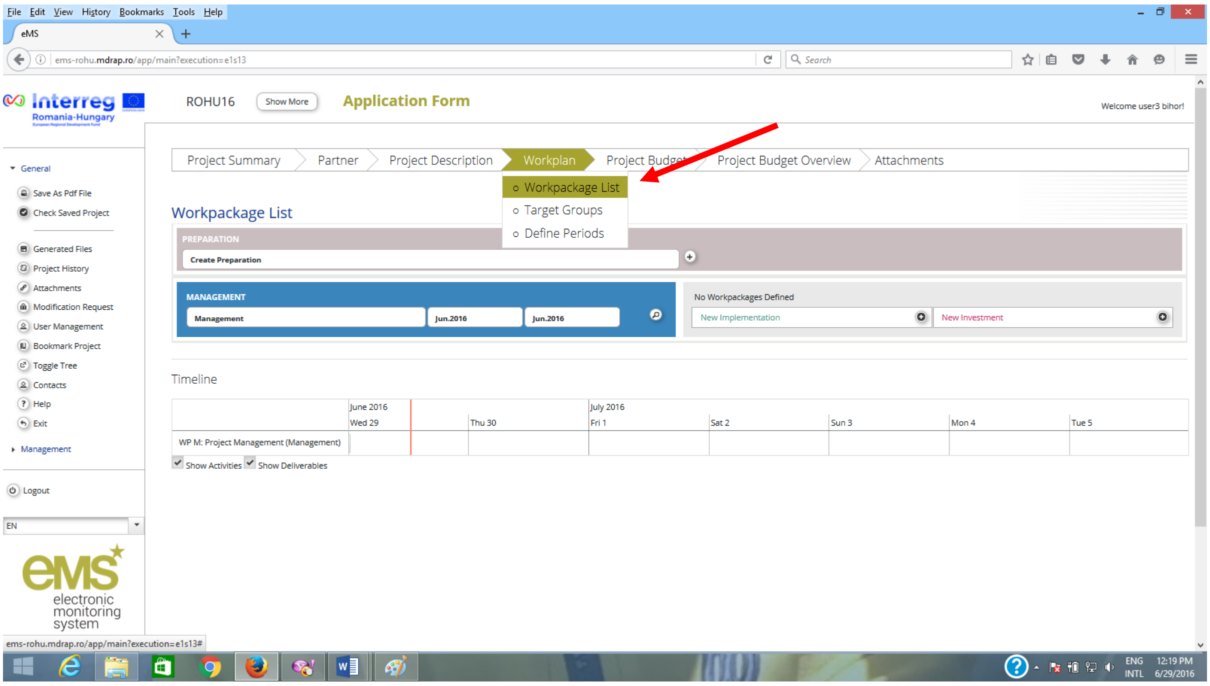


Fields name	Fill in instructions
Risk 1	Please list your project's risks
Start date	Type the start date
End date	Type the end date
Risk impact	Please select from the list
Risk likelihood	Please select from the list
Title	Type the risk title
Risk description	Please describe the project risk
Risk mitigation	Please describe the project risk mitigation

Please click SAVE button before leaving the page!!!

Section D: Workplan

Section D.1. Work Package List



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.

One standard work packages have been pre-defined:

 Work package 1, “Project Management”, consists of operational and strategy activities such as governance, daily management of the project and reporting and monitoring.

To edit the work package, click on the magnifying glass.

Work packages 2-7 are project specific, and should include descriptions of all other activities.

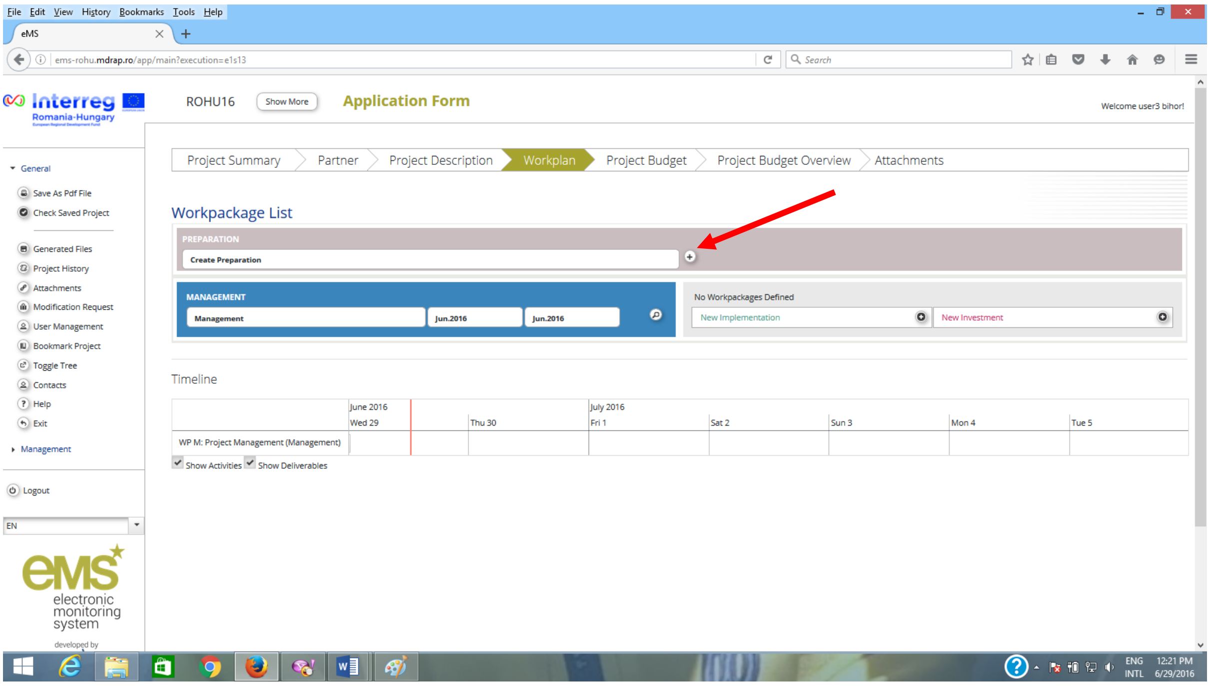
After filling in the work packages, a Gantt chart will appear at the bottom of this page. This is considered to be an indicative plan and the Joint Secretariat will exercise flexibility (within reasonable limits) when monitoring project activities.

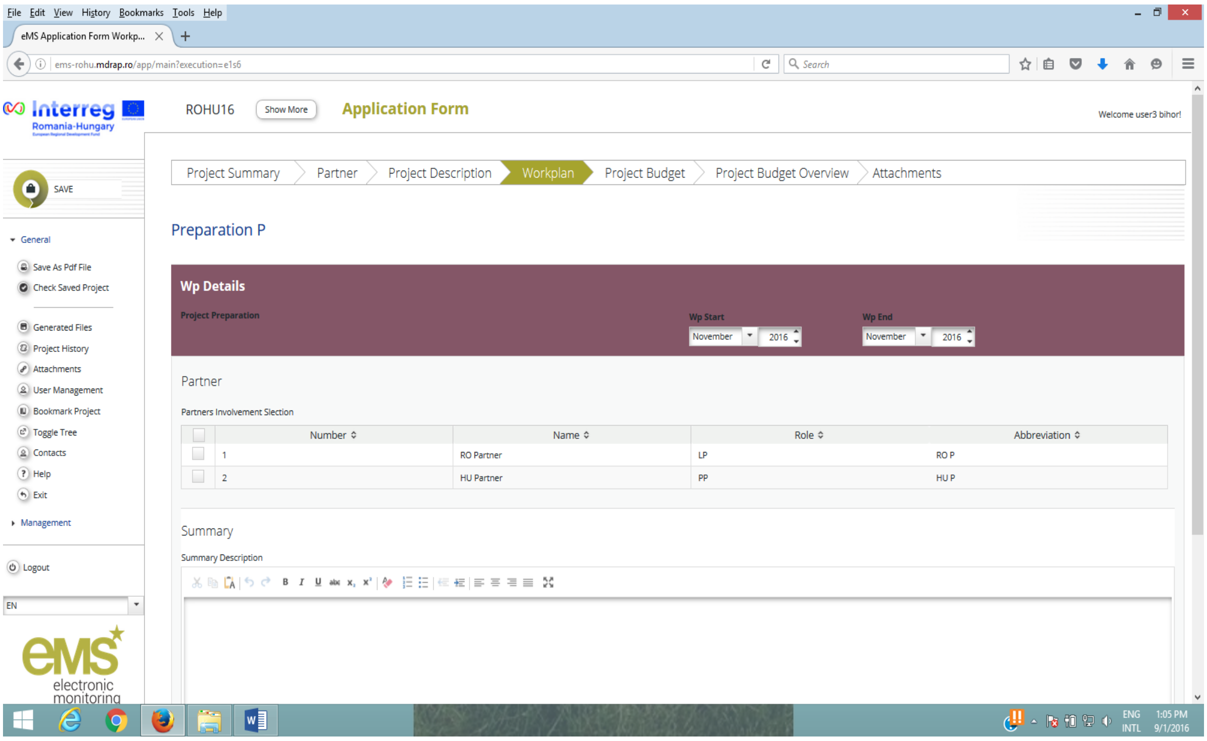
Please note that there are two options for defining workpackages:

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

Work Package Preparation[3]

To activate the Work Package Preparations please click on the ⚲ sign (magnifying glass)





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[3] Only for CN and open call

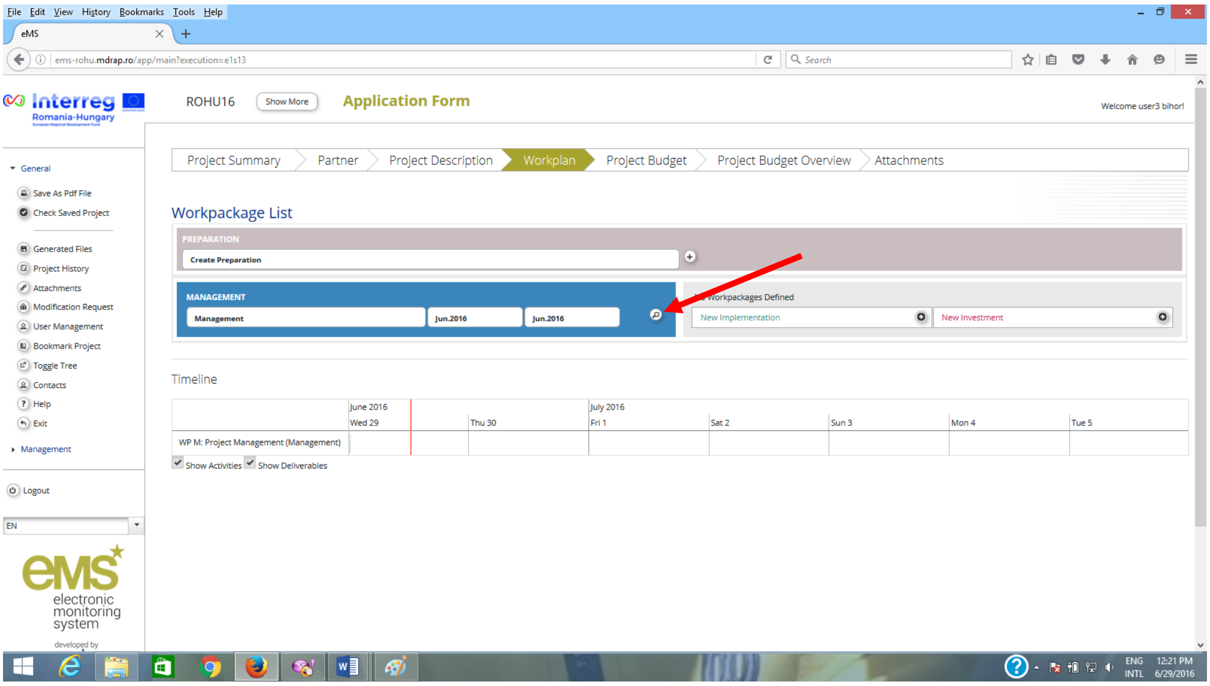
Fields name	Fill in instructions
Wp Details	
Wp Start	Please insert the start date of the preparation activities[4]
Wp End	Please insert the end date of the preparation activities[5]
Partner	Please select the partners with preparation activities
Summary	
Summary Description	Please describe briefly the project preparation activities for each partner.

For CN: Please pay attention to Start Date and End Date of the preparation activities because they will define period 0 of the project.

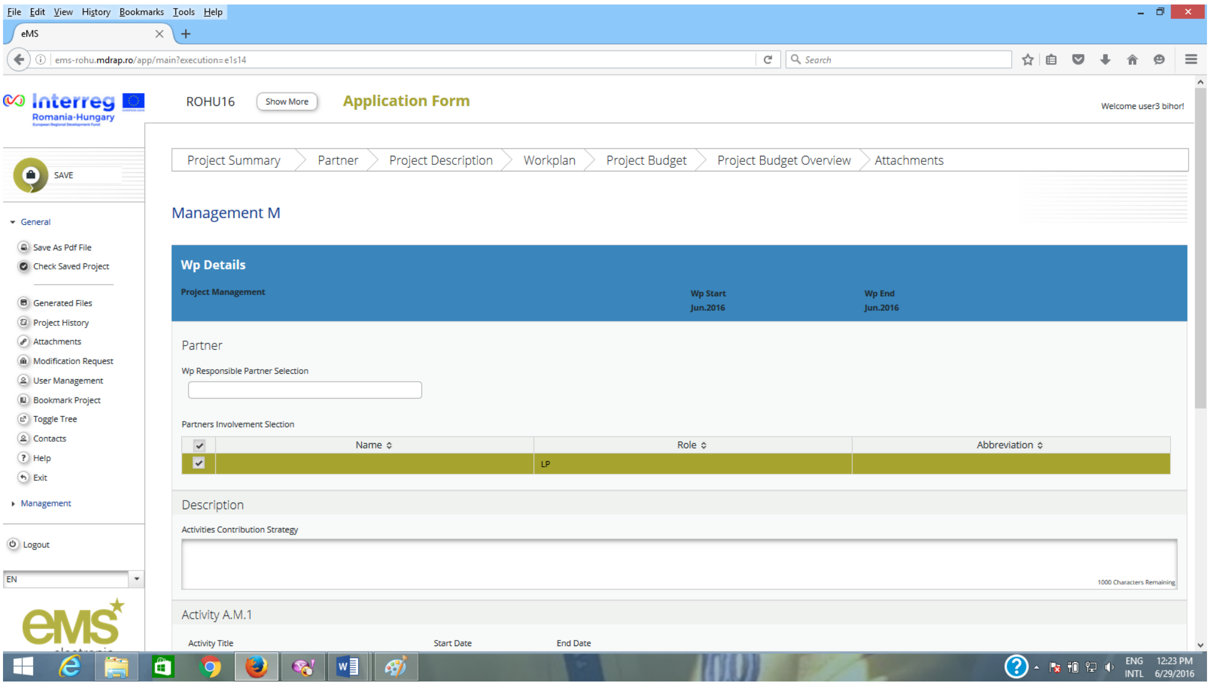
Please click SAVE button before leaving the page!!!

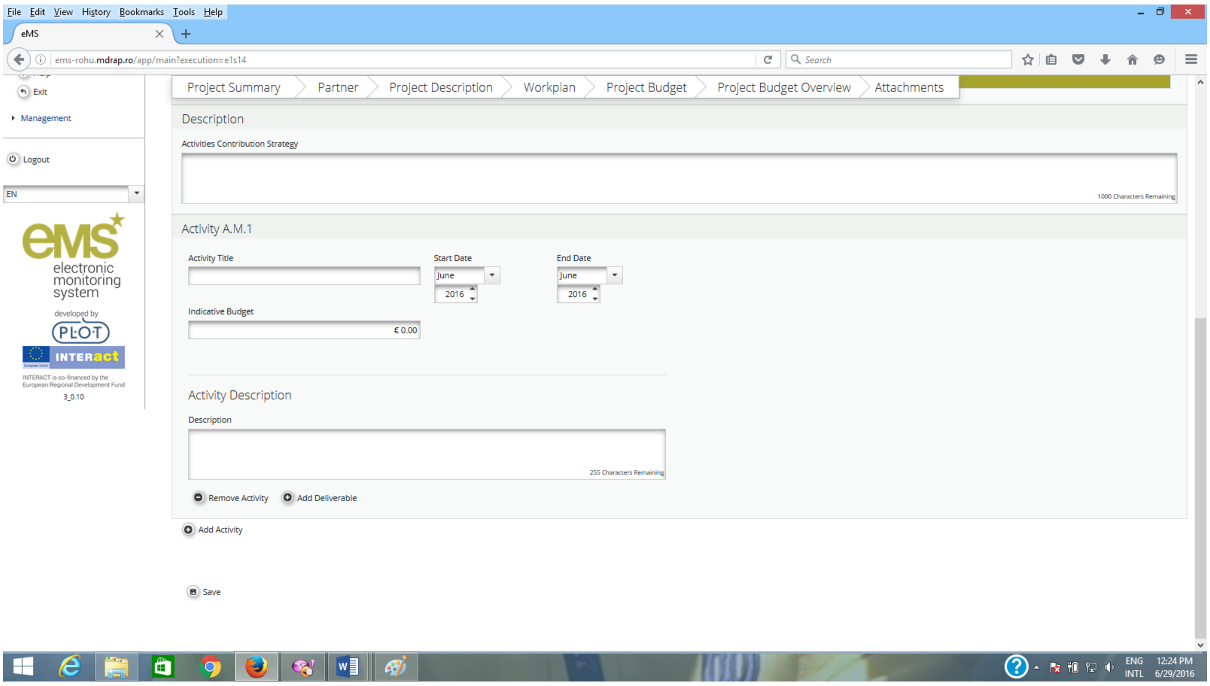
Work Package Management – Standard

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



[4] Starting with 1st of January 2014
[5] The end date of the preparation activities is the submission date of the application form





Fields name	Fill in instructions
Partners	
Select the WP Responsible Partner	Please choose the partner responsible for the Work Package from the list.
Select Partners Involved	Please select other partners involved.
Description	

Describe how the management on the strategic and operational level will be carried out.	Describe how the management on the strategic and operational level will be carried out in the project, specifically: - structure, responsibilities and procedures for the day-to-day management and co-ordination; - communication within the partnership; - reporting and evaluation procedures; - risk and quality management.
Activity A.M.1... (autonumber)	
Activity Title	Fill in the activity title for each partner (at least one activity for each partner).
Start Date	Enter the envisaged start date for the activity
End Date	Enter the envisaged end date for the activity.
Activity Description	
Description	Please give a brief description of the activity. Describe the role and responsibilities for each management team member (indicating the number of hours/day or month/member team) for each partner. Make sure you indicate the estimated budget/activity. In case of partner meetings and other project events, please indicate where they are envisaged to take place.
Add Deliverable	Click on this button to add deliverable.
Deliverable D.M.1 + Target Value	Please describe the deliverable and the target value if there are any.
Add Activity	Click on this button to add more activities.

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.

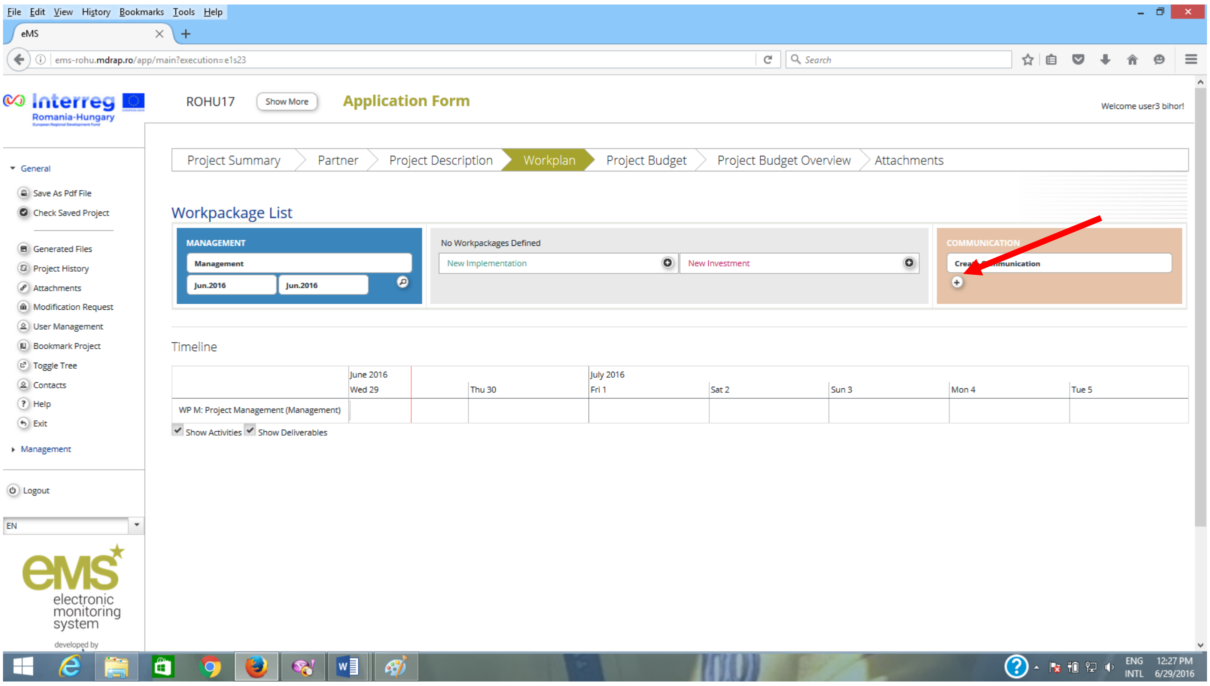
The activities and the related staff costs for the internal experts (others than the management team) members of the implementation of the projects, will be detailed under *Work Package Implementation / Work package Investment*, within budget line *Staff costs*.

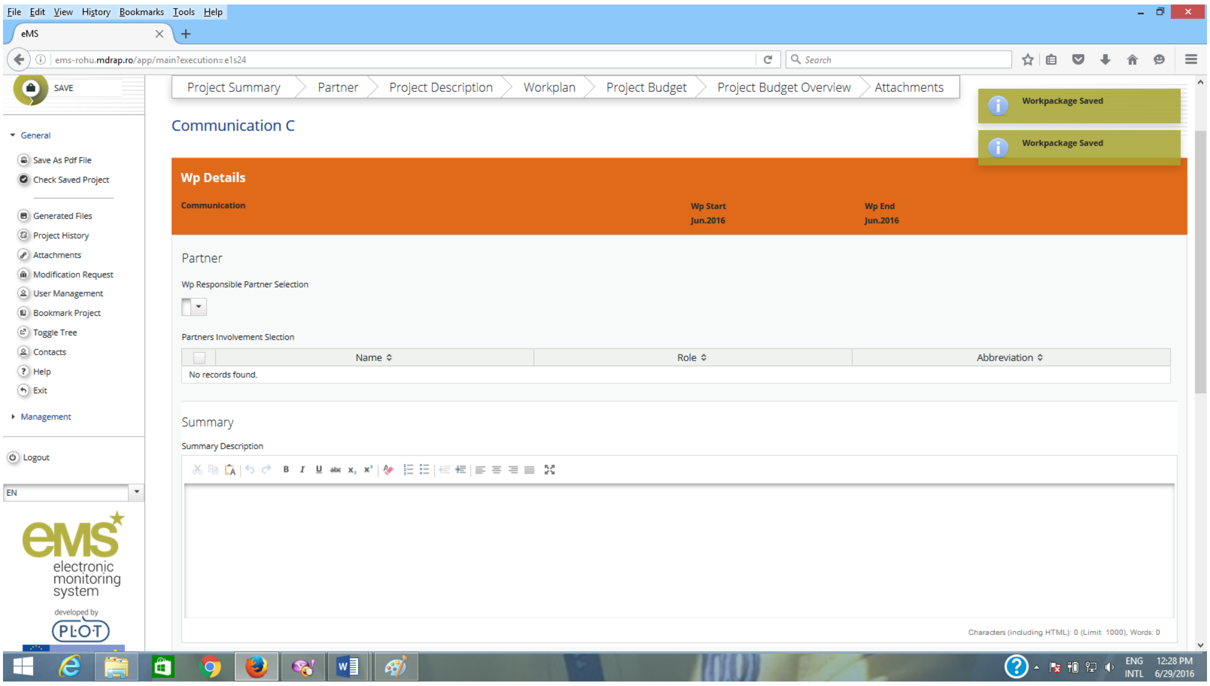
Please click SAVE button before leaving the page!!!

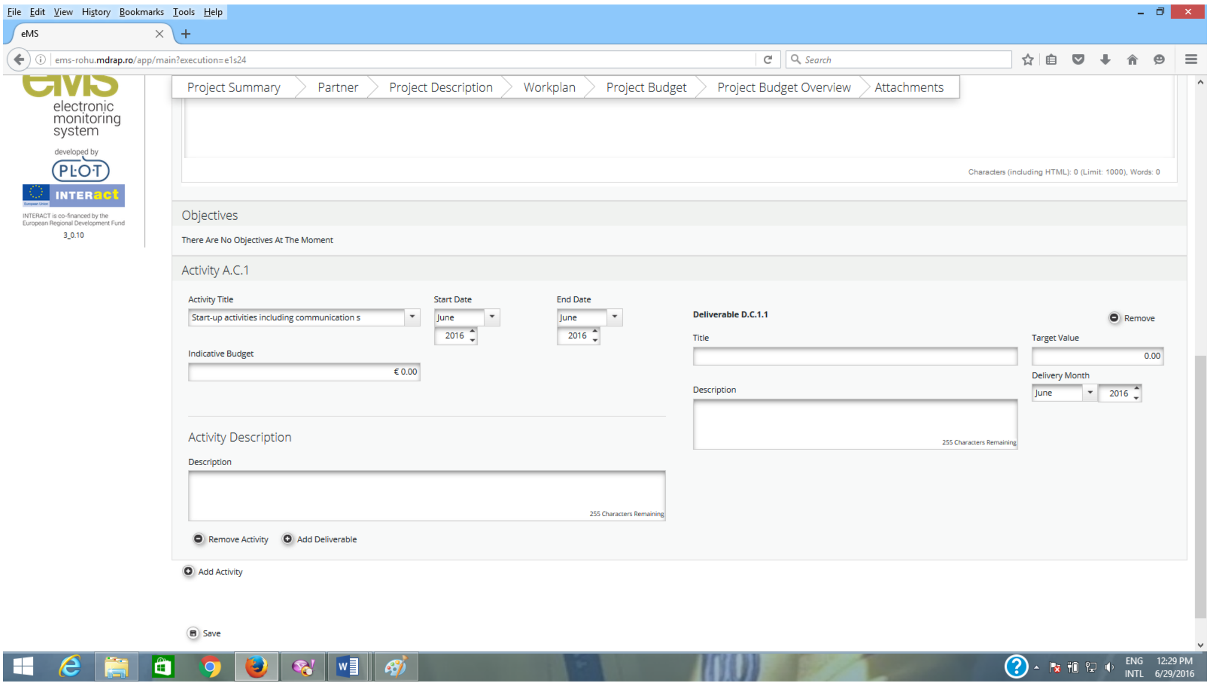
Work Package Communication

Work package, "Communication", 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.







Fields name	Fill in instructions
Partners	
Select the WP Responsible Partner	Please choose the partner responsible for the Work Package from the list.
Select Partners Involved	Please select other partners involved.
Summary	
Describe how the communication activities will be carried out in the project, on the strategic and operational level.	Please describe briefly the project's approach towards external communication with the main project stakeholders and the wider public.
Activity A.C.1[6]… (autonumber)	
Activity Title	The system has pre-defined a number of communication activities. We expect as a minimum: public events, promotional materials, and publications.
Start Date	Enter the envisaged start date for the activity
End Date	Enter the envisaged end date for the activity.
Activity Description	
Description	Please give a brief description of the activity.
Deliverable D.C.1… (autonumber)	Please only list the major deliverables such as brochures, websites, etc.
Title	Deliverable title.
Target Value	How many deliverables does the project plan to deliver?
Description	Give a brief description of the deliverable.

[6] The activity shall be define at partner level.

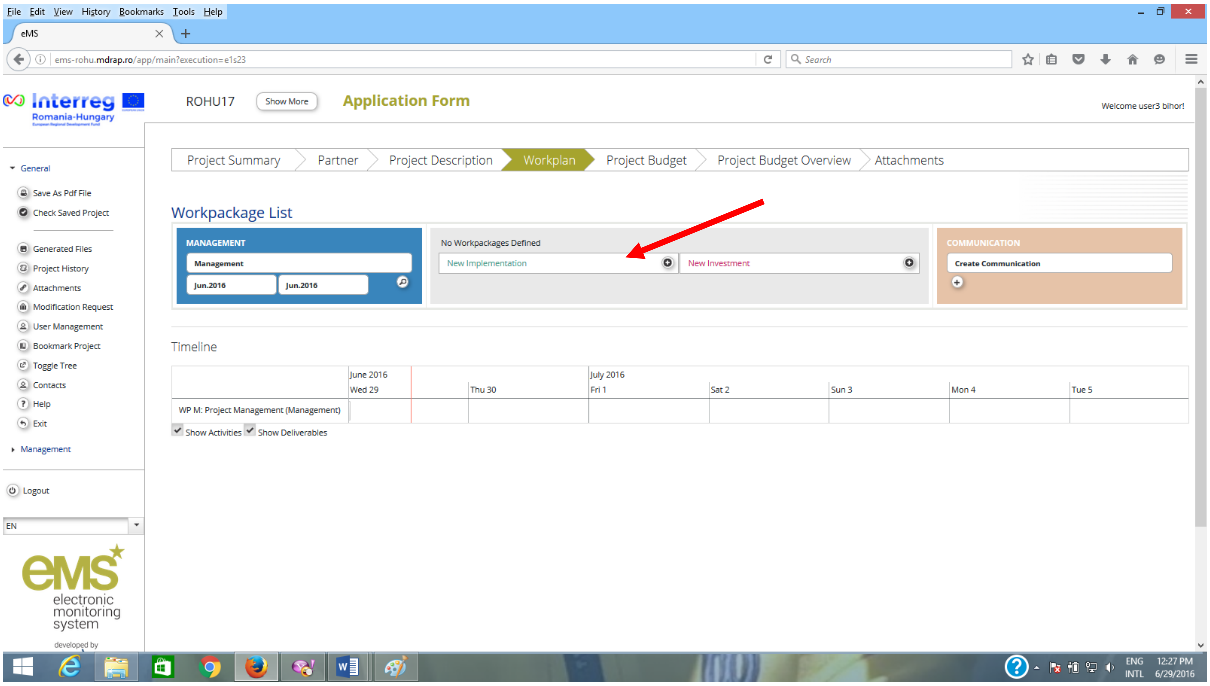
Delivery Month	Indicate the month when the deliverable is expected to be available.
Add Deliverable	Click on this button to add more deliverables under this activity.
Add Activity	Click on this button to add more activities.

Please click SAVE button before leaving the page!!!

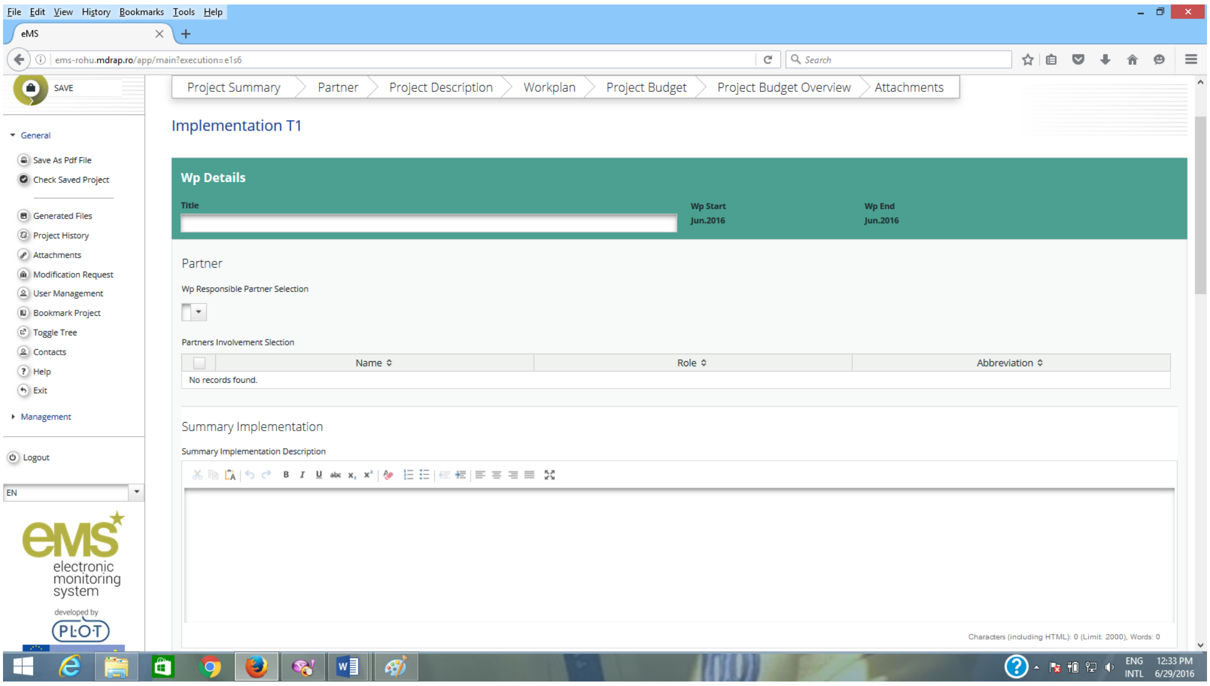
Work Package Implementation[7] – Project Specific

The activities not related to **Work packages Management**, **Communication** and **Investment** must be described under **Work package Implementation.**

To activate the Work Package Implementation, please click on the + sign.



[7] The Workpackage Implementation shall be define at partner level and activity types.

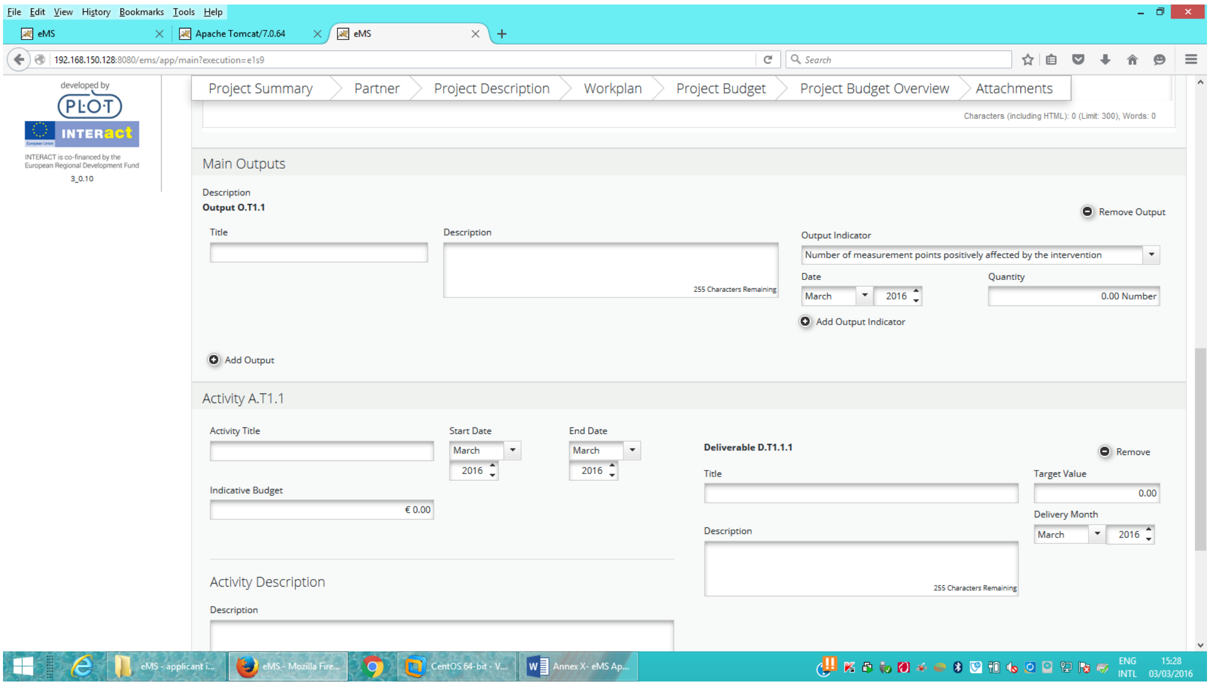


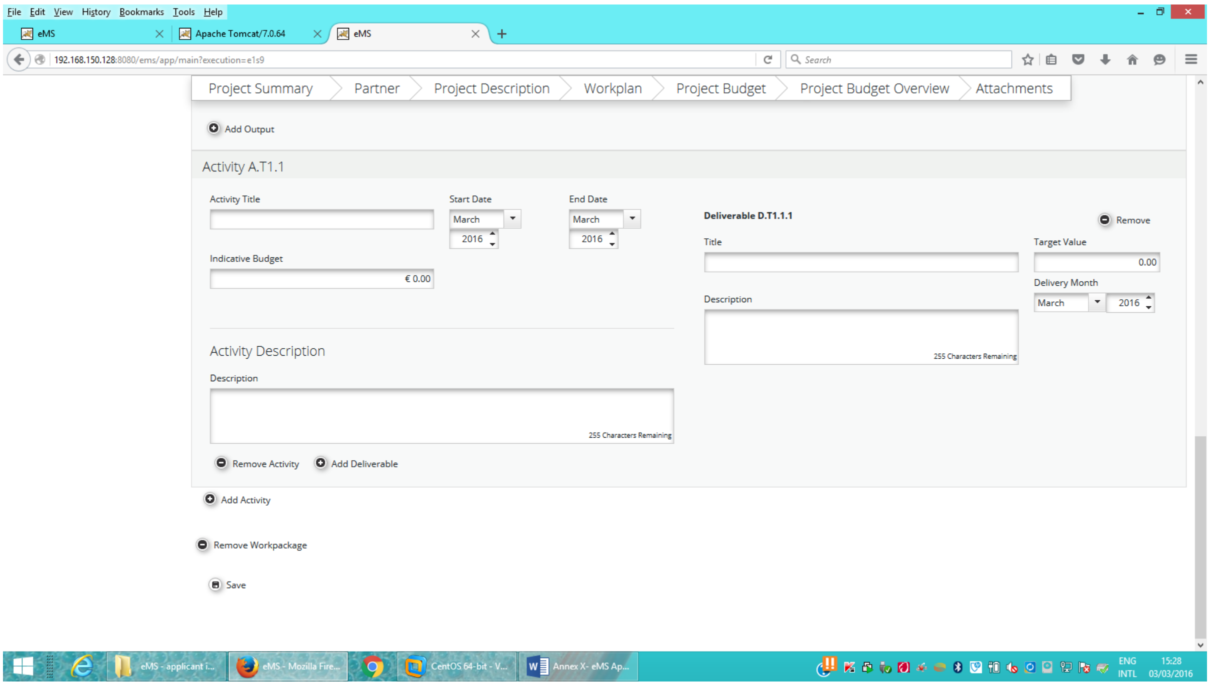
The **Workpackage Implementation** shall be define at partner level. Also, make sure you add as many activities as you need, including a sufficient amount of data.

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.





Fields name	Fill in instructions
Title	Please give a short title to the Work Package.
Partners	
Select the WP Responsible Partner	Please choose the partner responsible for the Work Package from the list.
Select Partners Involved	Please select other partners involved.
Summary Implementation	

Please give a summary description of the work package and its objective. Please specify to which project objective it contributes.	It is important that the reader of the application understands the purpose of the work package to achieve the overall project objectives.
Main Outputs	
Output O.T1.1… (autonumber)	Projects are expected to deliver viable products and services, whose impact should contribute to programme level results. Each of the Investment priority have been designed to focus project applicants on delivering tangible, durable outputs, assisting the delivery of the programme's ambitions of measurable positive changes in the Programme area. Each project's intended results and outputs are expected to facilitate the changes sought by the Interreg V-A RO-HU Programme.
Title	Please give a short title for the product or service.
Define the product/service that will be developed by the end of the project.	It is important that the reader of the application understands what viable outputs the project will deliver.
Output indicator: choose the corresponding output Indicator, to which the product/service will contribute. (if the case).	Programme Output indicators[8] have been developed to express and measure project outputs. They are dependent on the selected Investment priority. All Output indicators are collected at project level and aggregated at programme level[9]. Click ***Remove Output*** button if not applicable.
Date	Indicate the month when the output is expected to be available.
Quantity	Quantify the contribution to the output indicator. This is a target value for the entire project[10].
Activity A.T1.1… (autonumber)	
Activity Title	Please give a short title to the activity.
Start Date	Enter the envisaged start date for the activity.
End Date	Enter the envisaged end date for the activity.
Activity Description	
Description	Please give a brief description of the activity.
Deliverable D.T.1.1… (autonumber)	Please only list the major milestone deliverables, such as studies, reports, etc.
Title	Deliverable title.
Target Value	How many deliverables does the project plan to deliver?
Description	Give a brief description of the deliverable.

[8] Not applicable for CN
[9] For CN please remove output indicator
[10] Not applicable for CN

Delivery Month	Indicate the month when the deliverable is expected to be available.
Add Deliverable	Click on this button to add more deliverables under this activity.
Add Activity	Click on this button to add more activities.

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, in order to ensure the project's sound financial management and focusing on reaching the envisaged output indicators, the Programme recommends these are of maximum 20%. However, in case such deviations occur, the budget chapters shall not be affected.

Be advised that the Application Form is structured based on work-packages, which comprise activities and sub-activities, either on project level (WP Preparation, Management and Communication) or on partner level (WP Implementation and Investment). For each activity/sub-activity you shall provide enough details in terms of methodology of implementation, estimated deliverable and indicative budget.

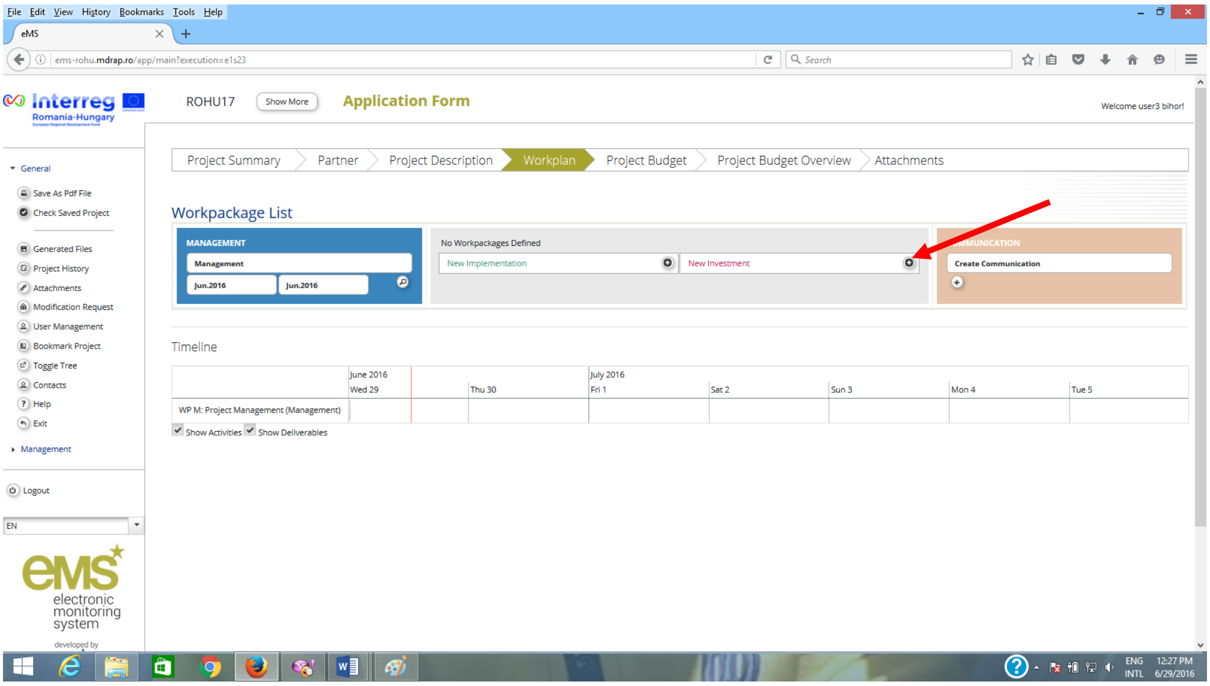
If summed-up, all the indicative amounts on activity/sub-activity level equal the related budget chapter, on partner level. Consequently, the summed-up partners' budgets equal the project budget.

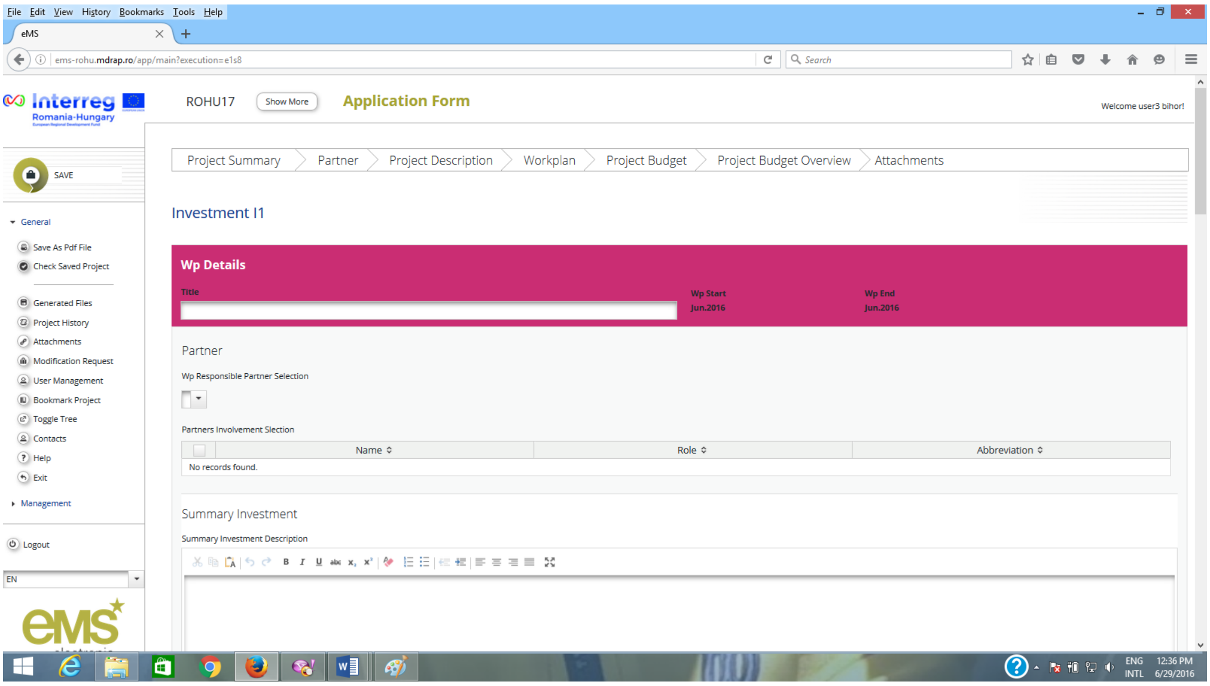
According to the Subsidy Contract, any modifications of the budget lines (in this case to be read as chapters) will require addenda. However, the subdivisions (activities/sub-activities) budgets can, therefore, as already explained, be modified up to a threshold of maximum 20%.

Please click SAVE button before leaving the page!!!

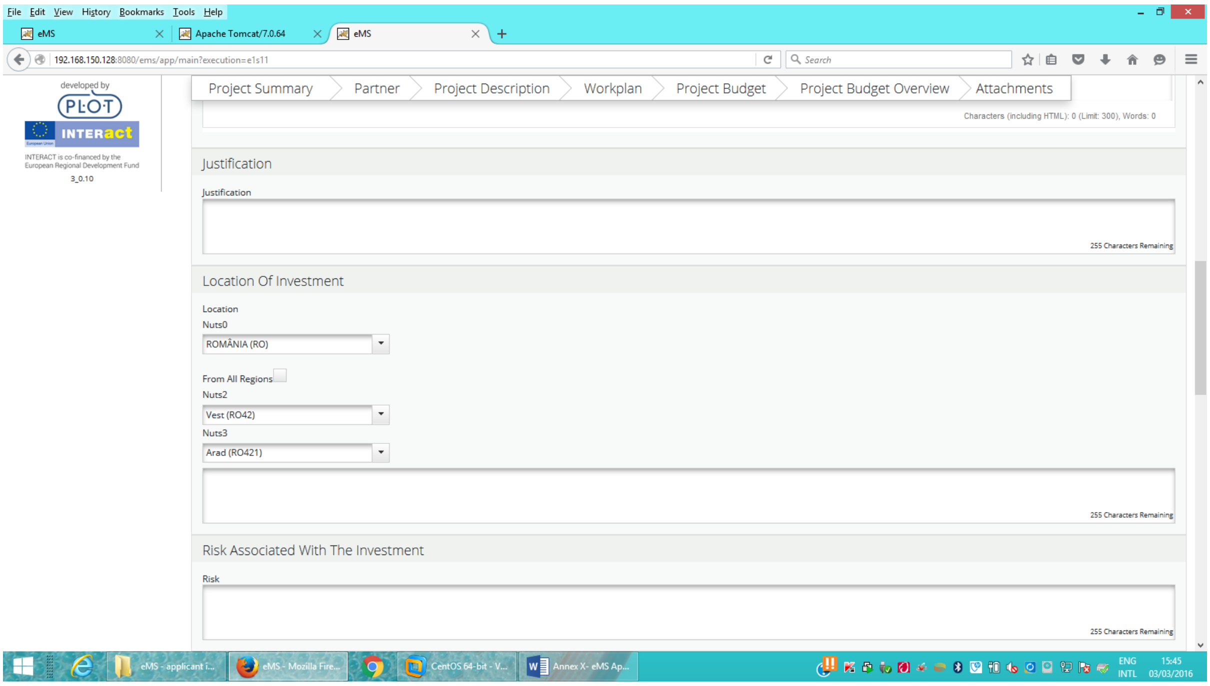
Work Package Investment[11] – Project Specific

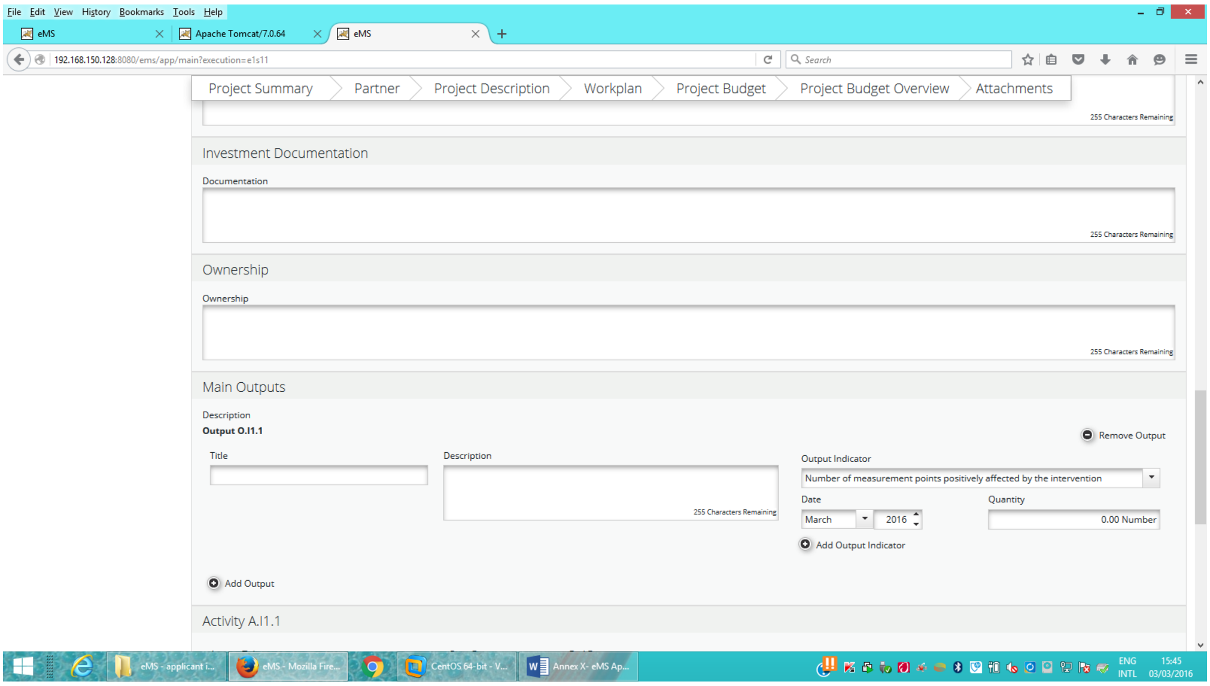
To activate the Work Package Investment, please click on the + sign.

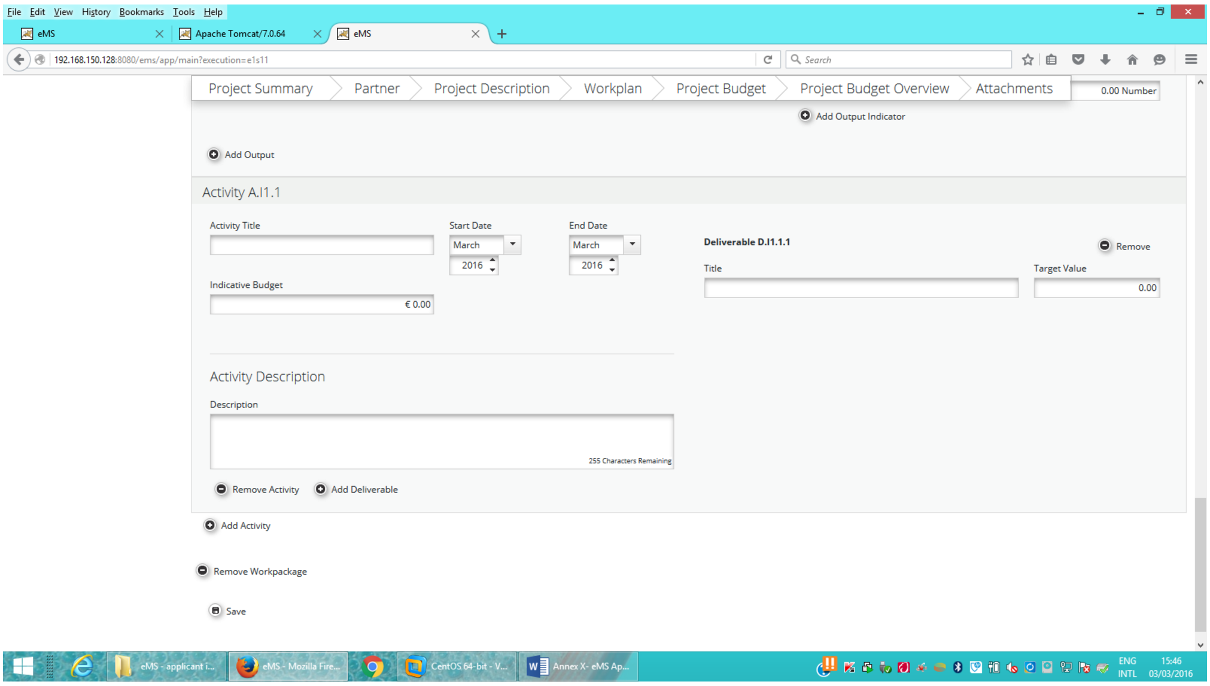




[11] The Workpackage Investment shall be define at partner level and investment type.


Project Summary
Partner
Project Description
Workplan
Project Budget
Project Budget Overview
Attachments
Justification
Justification
255 Characters Remaining
Location Of Investment
Location
Nuts0
ROMÂNIA (RO)
From All Regions
Nuts2
Vest (RO42)
Nuts3
Arad (RO421)
255 Characters Remaining
Risk Associated With The Investment
Risk
255 Characters Remaining


Project Summary
Partner
Project Description
Workplan
Project Budget
Project Budget Overview
Attachments
Investment Documentation
Documentation
255 Characters Remaining
Ownership
Ownership
255 Characters Remaining
Main Outputs
Description
Output O.I1.1
Remove Output
Title
Description
Output Indicator
Number of measurement points positively affected by the intervention
Date
Quantity
March
2016
0.00 Number
255 Characters Remaining
Add Output Indicator
Add Output
Activity A.I1.1



The Workpackage Investment shall be defined at partner level and investment type.

E.g.:

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

Fields name	**Fill in instructions**
Title	Please give a short title to the Work Package.
Partners	
Select the WP Responsible Partner	Please choose the partner responsible for the Work Package from the list.
Select Partners Involved	Please select other partners involved.
Summary Investment	
Please give a summary description of the work package and its objective. Please specify to which project objective it contributes.	It is important that the reader of the application understands the purpose of the work package to achieve the overall project objectives. Investment description including technical specification and quantification.

Justification	Explain the need for investment to achieve project objectives and results. Describe clearly the cross-border relevance of the investment. Describe who is benefiting (e.g. beneficiaries, regions, end-users etc.) from this investment and in what way. In case of pilot investment, please clarify which problem it tackles, which findings you expect from it, how it can be replicated and how the experience coming from it will be used for the benefit of the programme area.
Location Of Investment	Location of the physical investment; if possible a concrete address where the investment will take place
Risk Associated With The Investment	Description of the risks associated with the investment, go/no-go decisions, etc. (if any).
Investment Documentation	Please list all technical requirements and permissions (e.g. building permits) required for the investment according to the respective national legislation. In case they are already available attach them to this application form, otherwise indicate when you expect them to be available. Please see chapter 3.2 List of mandatory Annexes to the Application Form of The Guide for Applicants
Ownership	Who owns the site where the investment is located? Who will retain ownership of the investment at the end of the project? Who will take care of maintenance of the investment? How will this be done?
Main Outputs	
Output O.T1.1… (autonumber)	Projects are expected to deliver viable products and services, whose impact should contribute to programme level results. Each of the Investment priority have been designed to focus project applicants on delivering tangible, durable outputs, assisting the delivery of the programme's ambitions of measurable positive changes in the Programme area. Each project's intended results and outputs are expected to facilitate the changes sought by the Interreg V-A RO-HU Programme.
Title	Please give a short title for the product or service.
Define the product/service that will be developed by the end of the project.	It is important that the reader of the application understands what viable outputs the project will deliver.
Output indicator: choose the corresponding output Indicator, to which the	Programme Output indicators have been developed to express and measure project outputs. They are dependent on the selected Investment priority. All Output indicators

product/service will contribute.	are collected at project level and aggregated at programme level. Please describe project main outputs that will be delivered based on the activities carried out in this work package. For each project main output a programme output indicator should be chosen. Please note that they need to have the same measurement unit.
Date	Indicate the month when the output is expected to be available.
Quantity	Quantify the contribution to the output indicator. This is a target value for the entire project.
Activity A.T1.1… (autonumber)	
Activity Title	Please give a short title to the activity.
Start Date	Enter the envisaged start date for the activity.
End Date	Enter the envisaged end date for the activity.
Activity Description	
Description	Please give a brief description of the activity.
Deliverable D.T.1.1… (autonumber)	Please only list the major milestone deliverables, such as studies, reports, etc.
Title	Deliverable title
Target Value	How many deliverables does the project plan to deliver?
Description	Give a brief description of the deliverable.
Delivery Month	Indicate the month when the deliverable is expected to be available.
Add Deliverable	Click on this button to add more deliverables under this activity.
Add Activity	Click on this button to add more activities.

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, in order to ensure the project's sound financial management and focusing on reaching the envisaged output indicators, the Programme recommends these are of maximum 20%. However, in case such deviations occur, the budget chapters shall not be affected.

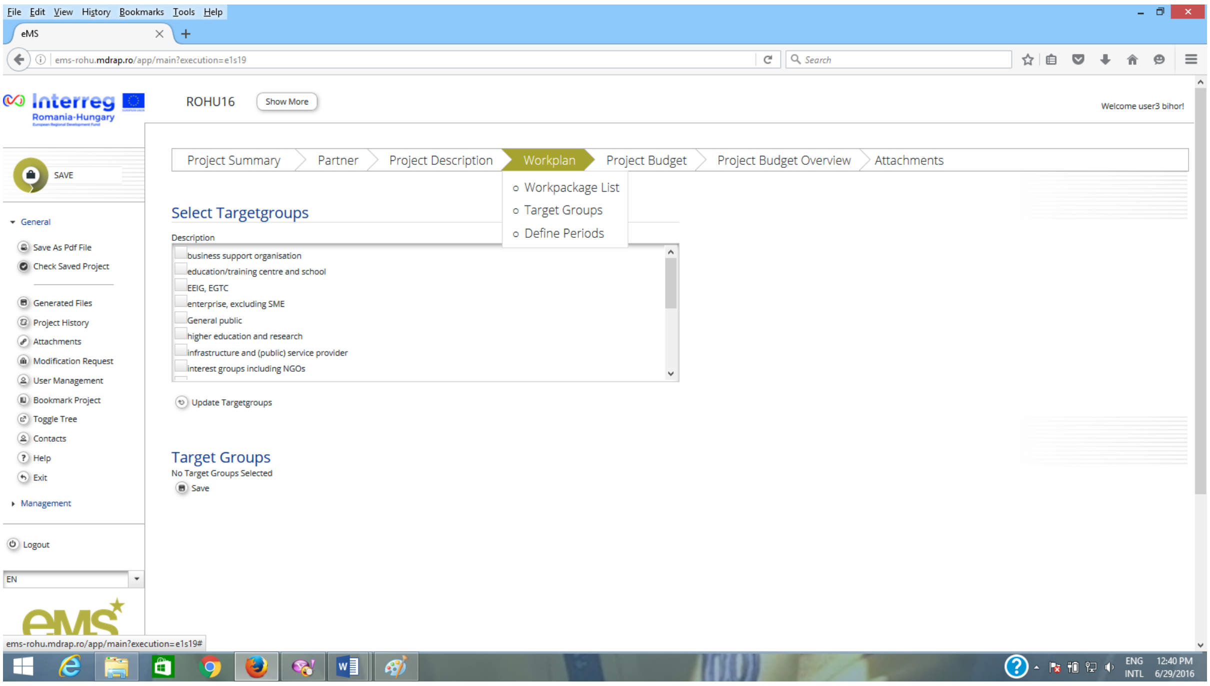
Be advised that the Application Form is structured based on work-packages, which comprise activities and sub-activities, either on project level (WP Preparation, Management and Communication) or on partner level (WP Implementation and Investment). For each activity/sub-activity you shall provide enough details in terms of methodology of implementation, estimated deliverable and indicative budget.

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

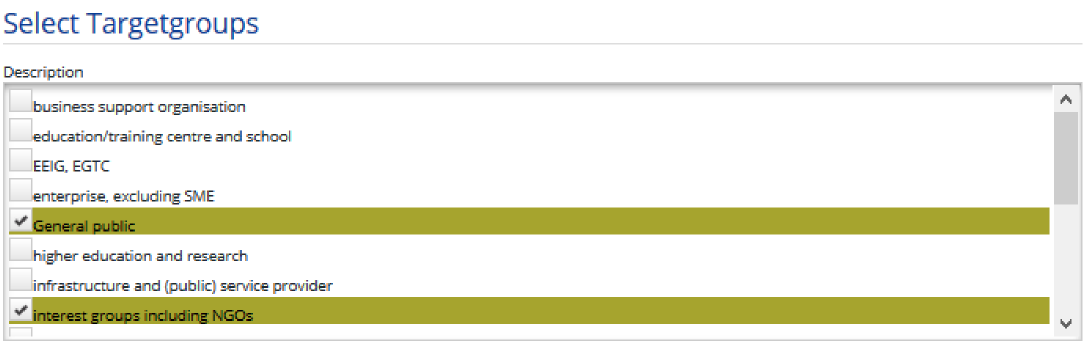
According to the Subsidy Contract, any modifications of the budget lines (in this case to be read as chapters) will require addenda. However, the subdivisions (activities/sub-activities) budgets can, therefore, as already explained, be modified up to a threshold of maximum 20%.

Please click SAVE button before leaving the page!!!

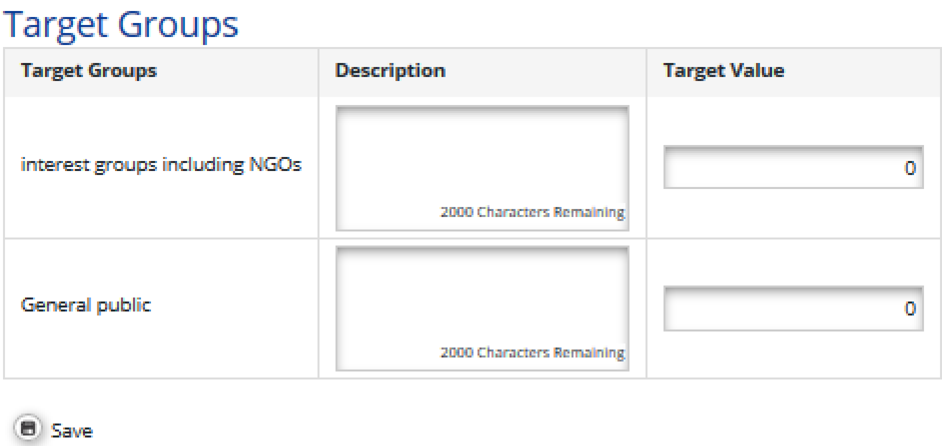
Section D.2.: Target Groups



Fields name	Fill in instructions
Target Groups	
Select Target groups	Select from list'. To select several target groups please hold the CTRL button while selecting the options.

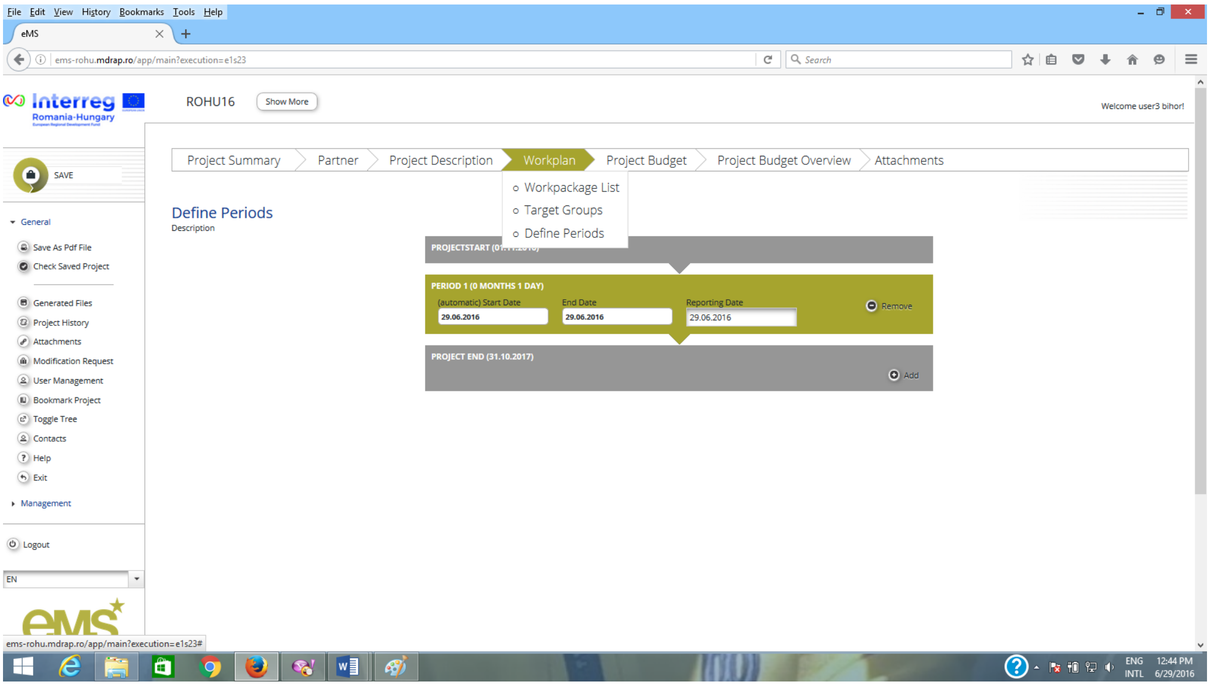


After selecting the options click the button, in order to fill in the relevant details on Target Groups.

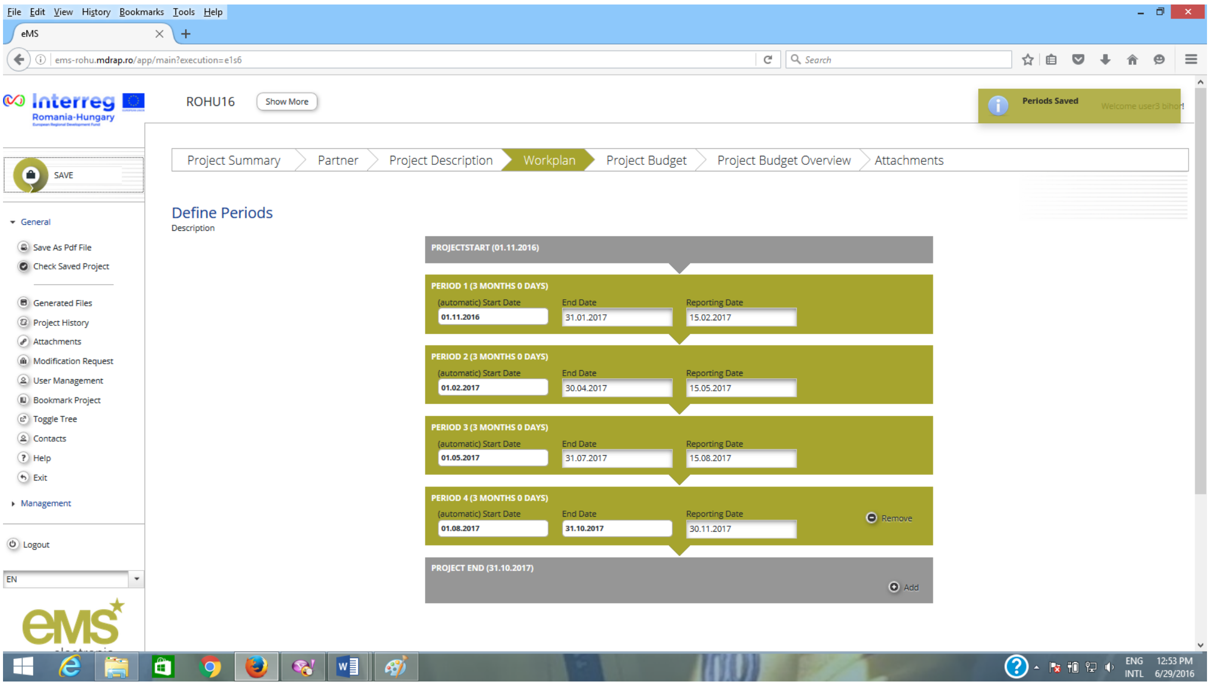


Please click SAVE button before leaving the page!!!

Section D.3. Define Periods



- after



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!

The reporting periods depends on project implementation period. Further to this, if you create the periods incorrectly (i.e. too many or too few periods), this will have major consequences for entering the budget data

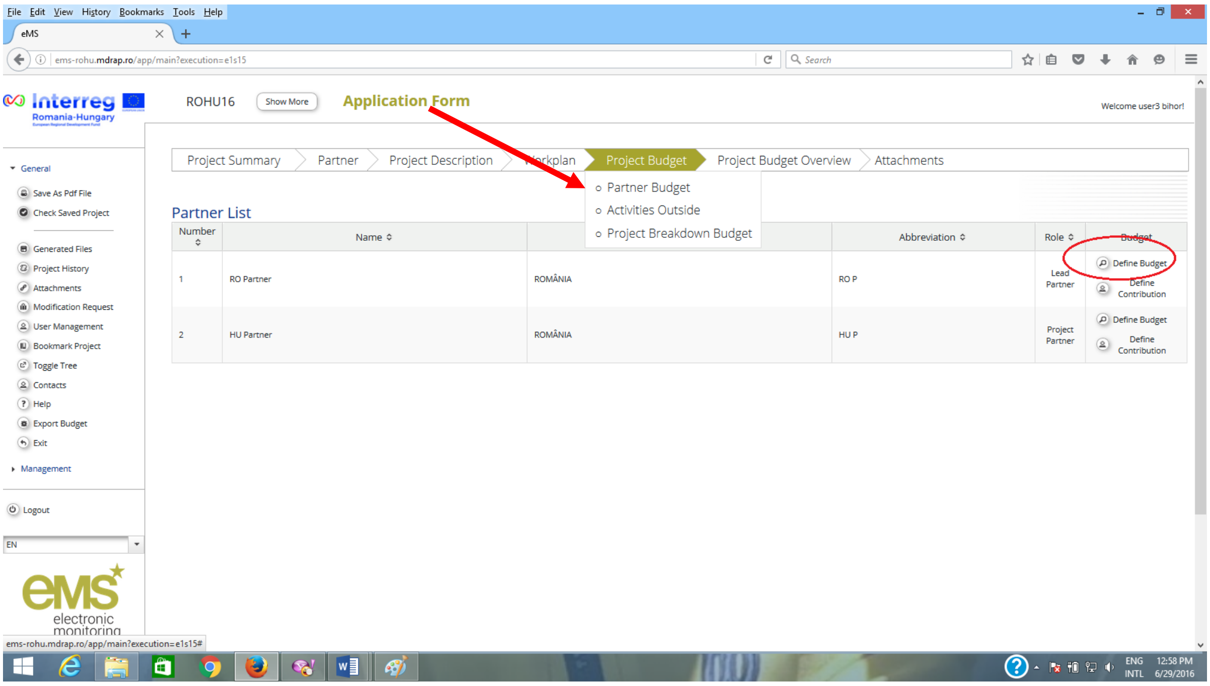
Fields name	Fill in instructions
Add	Please click the + sign to create a new reporting period.
Start Date (automatic)	Period 0 represent preparation period[12]. Period 1 starts with the project start date. **Note:** when you change the project start date, you have to refresh the reporting periods by clicking on "Recalculate Periods"
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!!!**

Please click SAVE button before leaving the page!!!

[12] Some Calls do not allow the preparation period (e.g. FA)

Section E: 1-3. Project Budget

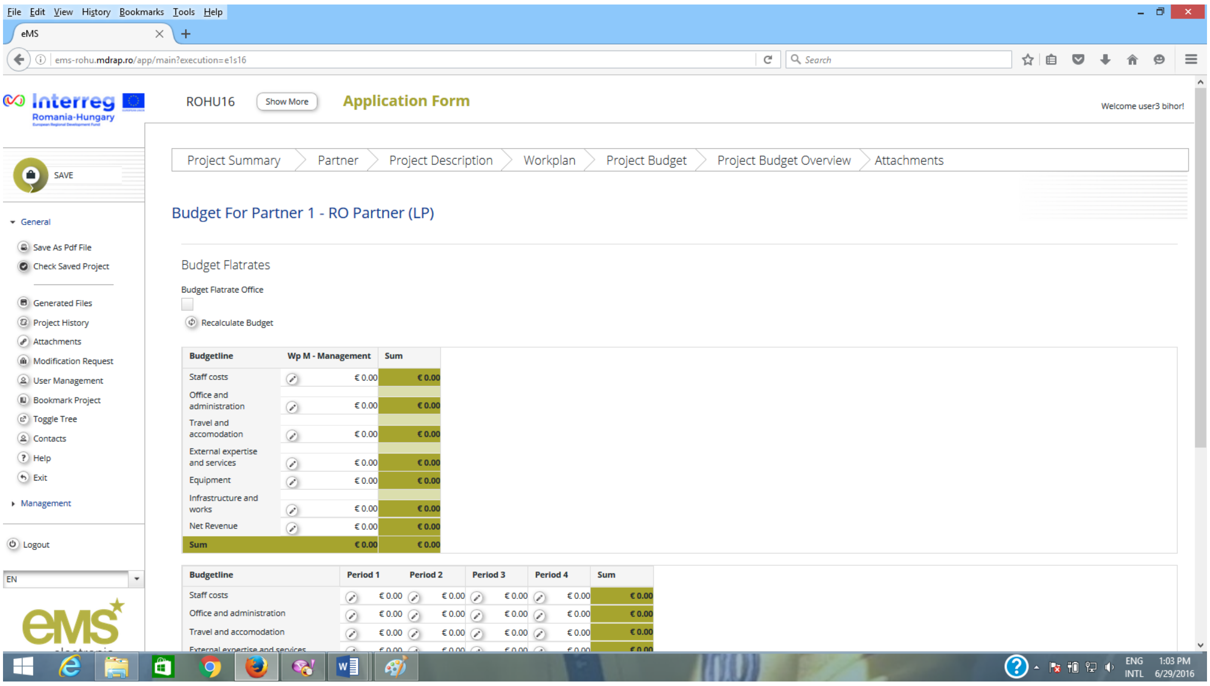
E1. Partner budget

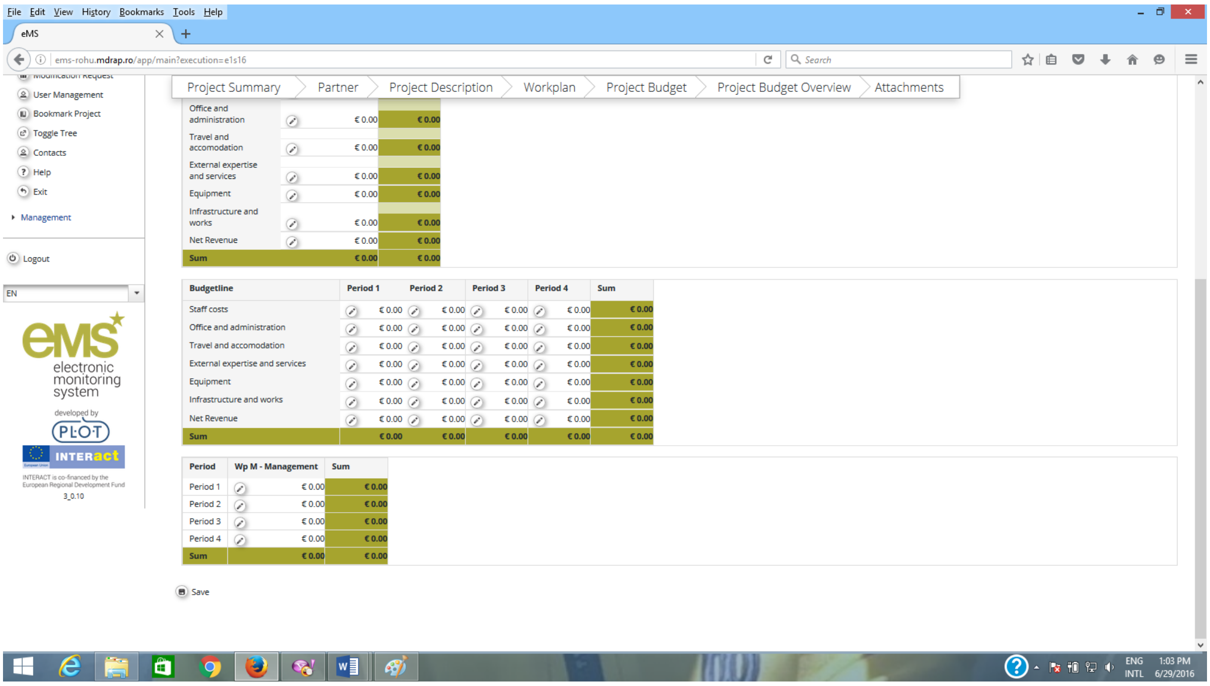


Note: For each partner, you should define BOTH the budget AND the contribution (match funding)! Remember that the project costs and the project finances should balance. You can check this on the tab “Project Budget Overview”.

All costs for each partner must be entered per period and per work package.

Before you enter any costs, please double check that the reporting periods are correct!





Activate the Budget Flatrate Office and insert the percentage for Flatrate Office 15.00% .

Click the button to fill in the table.

Modifying data in one table will automatically update the information in the other two tables.

Partner budget

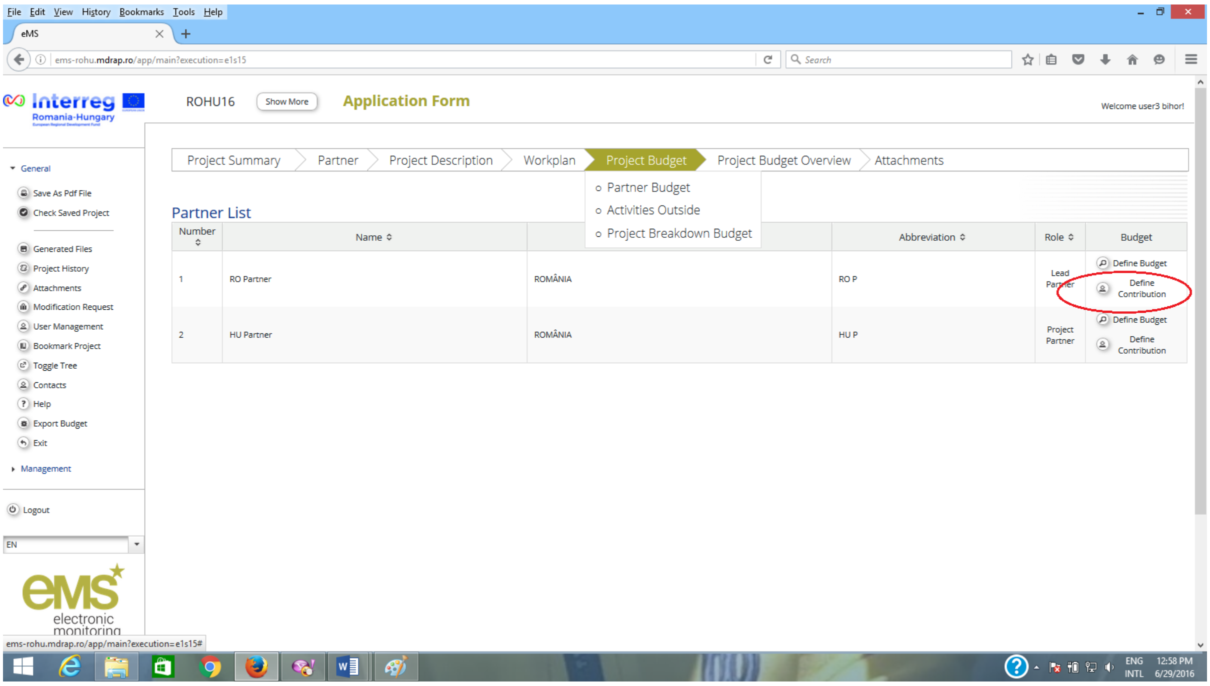
Fields name	**Fill in instructions**
Budget Flat rates	Please tick this box to use the 15% flat rate for office and administration costs.
Budget by Work Package OR Budget by Period	
Staff costs	Expenditure on staff costs shall consist of gross employment costs of staff employed by the beneficiary in one of the following ways: (a) full time; (b) part-time with a fixed percentage of time worked per month; (c) part-time with a flexible number of hours worked per month; or (d) on an hourly basis.
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. The investment specification is to be filled-in only in the full application form (FAF).
Net Revenue	Planned project revenues which will be deducted from eligible costs.

The budget is completed as follows:

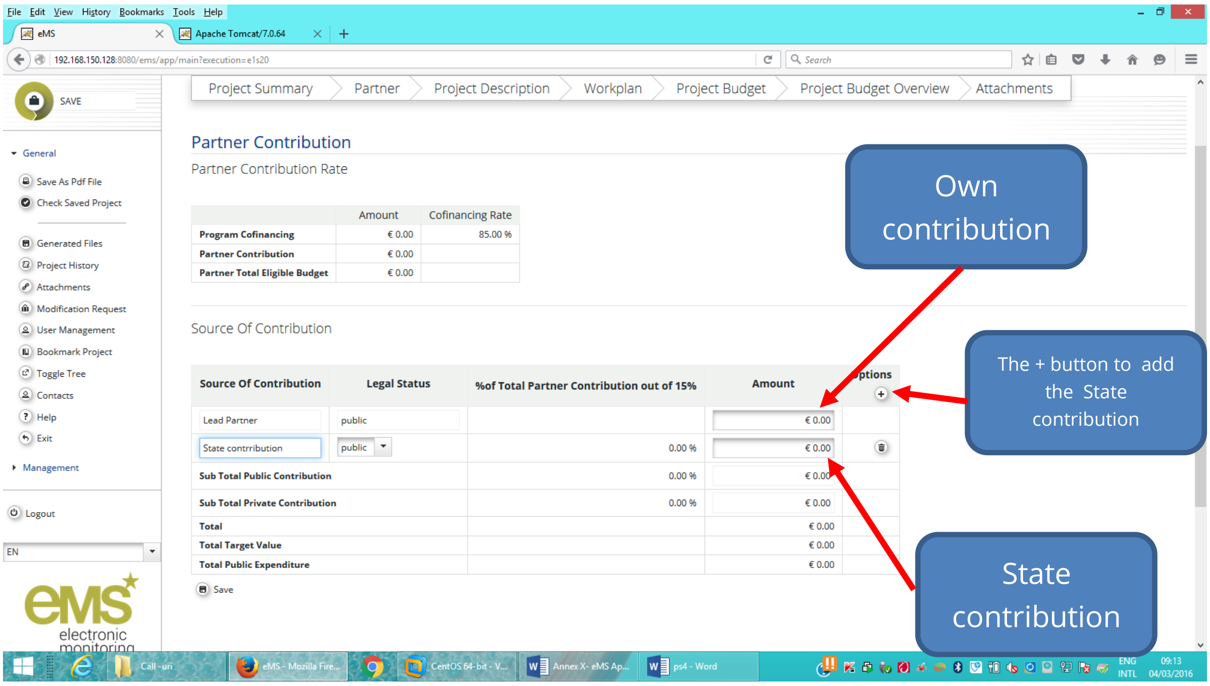
- **for own staff at budget line *Staff costs***
- **for external experts at budget line *External expertise and services***
- **for travel costs related to management meetings at budget line *Travel and accommodation***

Please click SAVE button before leaving the page!!!

Partner contribution



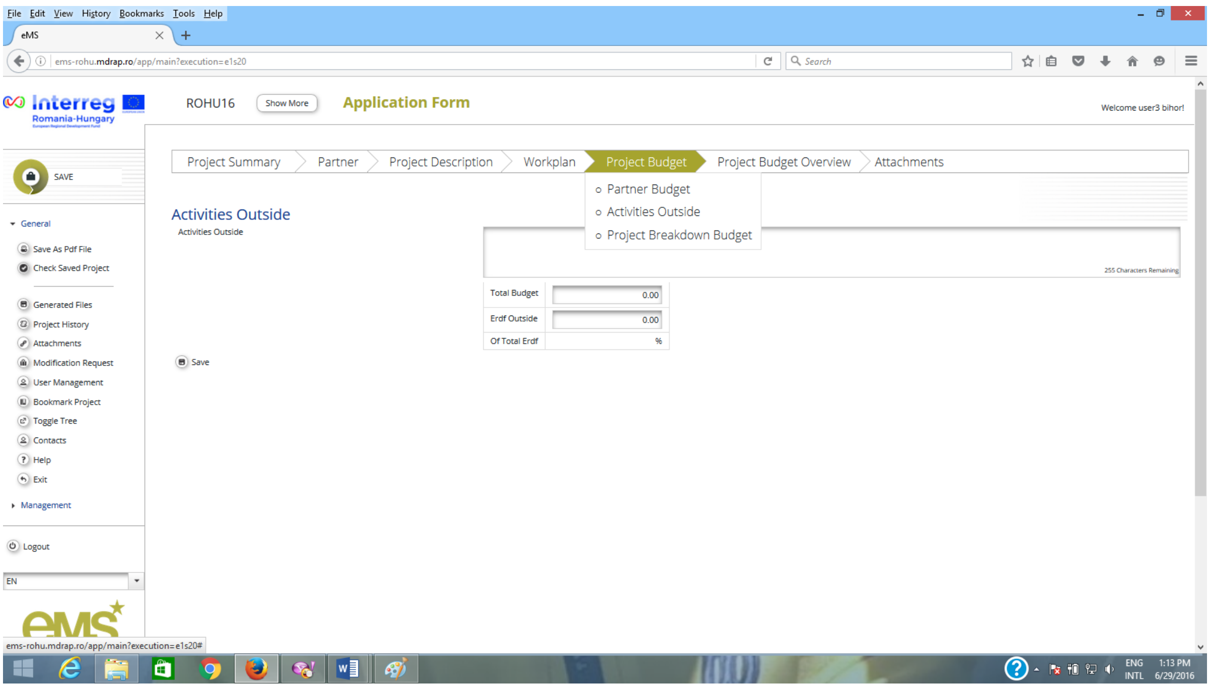
To add the row for the State contribution, please click on the + sign.



Fields name	Fill in instructions
Partner Contribution Rate	It is automatically filled in.
Source of Contribution	
Source of Contribution + Amount	First row must be fill in with partner's own contribution (2% in case of RO applicants, 0% in case of HU public authorities, 5% in case of HU private applicants, etc.). Please add State contribution by clicking the + button. Please specify the public source of funding in this case (13% in case of RO applicants, 15% in case of HU public authorities, 10% in case of HU private applicants, etc.). **Please enter the amount in Euro!**
Target Value	This field indicates the expected amount of match funding contribution based on the partner's cost budget and the chosen intervention rate.

Please click SAVE button before leaving the page!!!

E.2. Activities Outside[13]



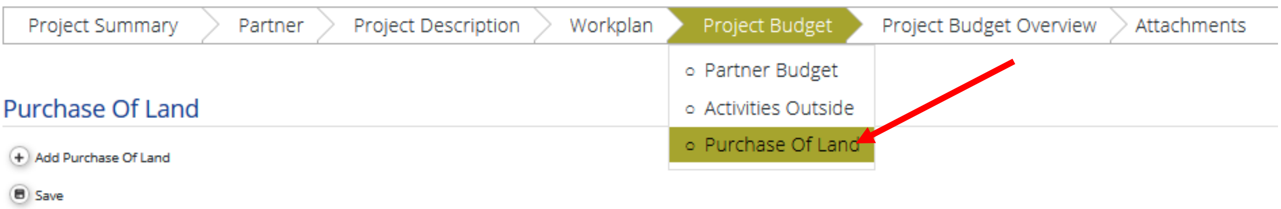
[13] Please see chapter 2. RULES OF THE CALL FOR PROPOSALS -2.2.1.3 Eligibility of costs/expenditure from The Guide for Applicants

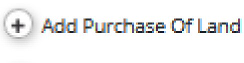
In this section, you will define the activities outside eligible area (if there are) and the related budget. Describe the location and how these activities will benefit the programme area. What is the added value of activities to be carried out outside (the Union part of) programme area?

Fields name	Fill in instructions
Project sphere	Select the area where your project activities will take place
Comments	Give some details on the location and activity
Activities Outside	Give details on the location and activities outside the eligible area
Total budget	Fill in with the total allocated amount for the activities in question
ERDF Outside	Fill in with the ERDF allocated amount for the activities in question

Please click SAVE button before leaving the page!!!

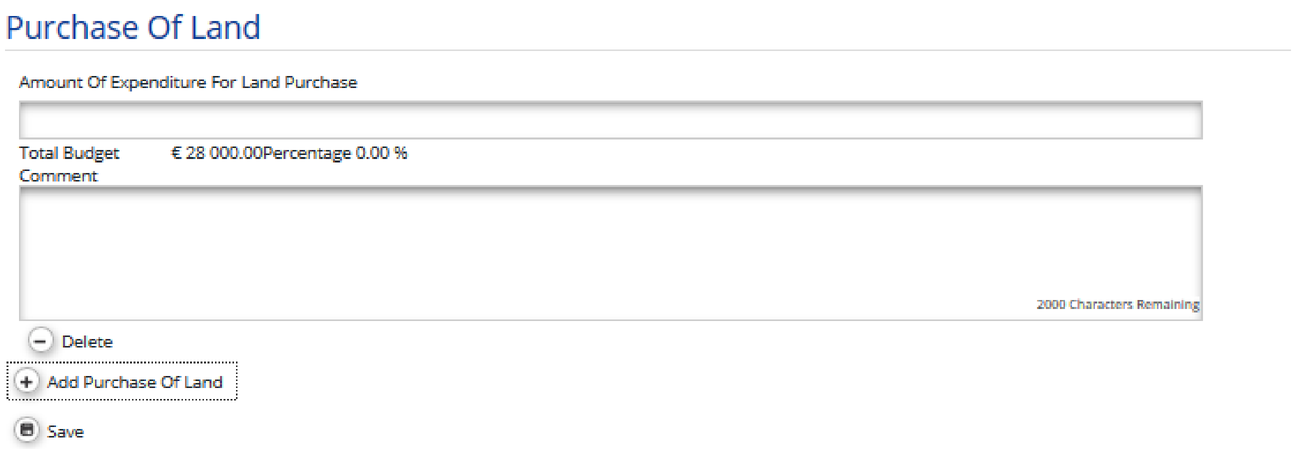
E.3.Purchase of land[14]



Click 

button, if the case.

[14] Please see chapter 2.2.1.3 Eligibility of costs/expenditure from The Guide for Applicants and Annex III. Programme general rules on eligibility of expenditure (Infrastucture and works -e).

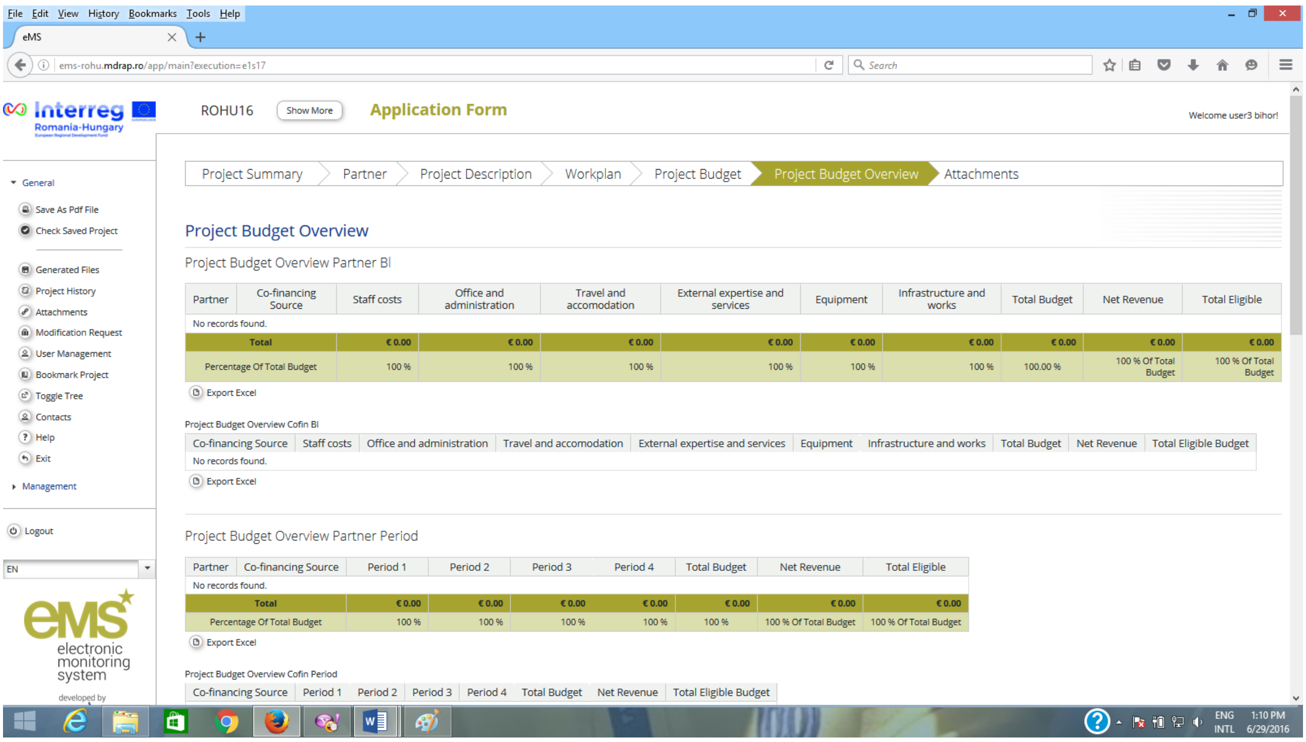


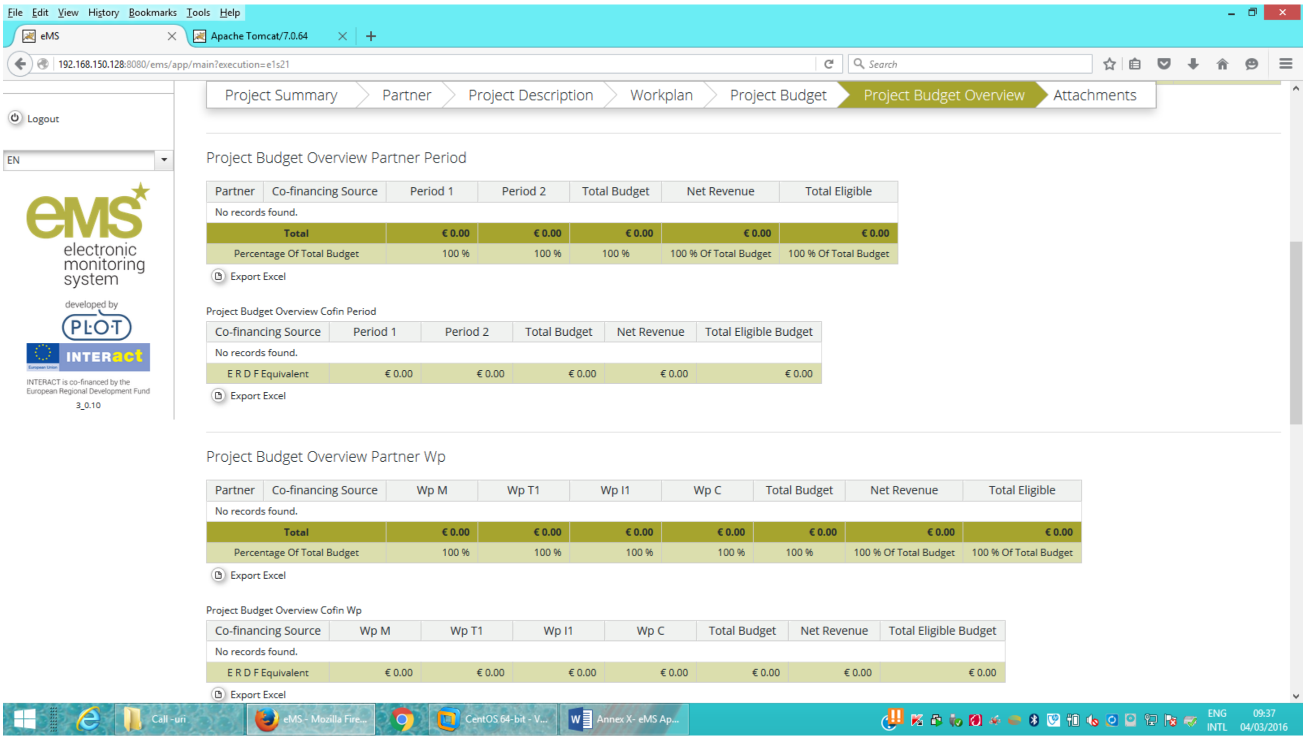
Fields name	Fill in instructions
Amount of expenditure for land purchase	Fill in the amount
Comment	Insert detailed on the purchase.
Delete	Delete the field *Purchase of land* (if the case)

Please click SAVE button before leaving the page!!!

Section F. Project Budget Overview

It is automatically filled in with all previously entered data.




File Edit View History Bookmarks Tools Help
eMS
Apache Tomcat/7.0.64
192.168.150.128:8080/ems/app/main?execution=e1s21
Search
Project Summary
Partner
Project Description
Workplan
Project Budget
Project Budget Overview
Attachments
Logout
EN
eMS electronic monitoring system
developed by
INTERACT
INTERACT is co-financed by the European Regional Development Fund
3_0.10
Project Budget Overview Partner Period
Partner | Co-financing Source | Period 1 | Period 2 | Total Budget | Net Revenue | Total Eligible
No records found.
Total | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00
Percentage Of Total Budget | 100 % | 100 % | 100 % | 100 % Of Total Budget | 100 % Of Total Budget
Export Excel
Project Budget Overview Cofin Period
Co-financing Source | Period 1 | Period 2 | Total Budget | Net Revenue | Total Eligible Budget
No records found.
E R D F Equivalent | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00
Export Excel
Project Budget Overview Partner Wp
Partner | Co-financing Source | Wp M | Wp T1 | Wp I1 | Wp C | Total Budget | Net Revenue | Total Eligible
No records found.
Total | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00
Percentage Of Total Budget | 100 % | 100 % | 100 % | 100 % | 100 % | 100 % Of Total Budget | 100 % Of Total Budget
Export Excel
Project Budget Overview Cofin Wp
Co-financing Source | Wp M | Wp T1 | Wp I1 | Wp C | Total Budget | Net Revenue | Total Eligible Budget
No records found.
E R D F Equivalent | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00
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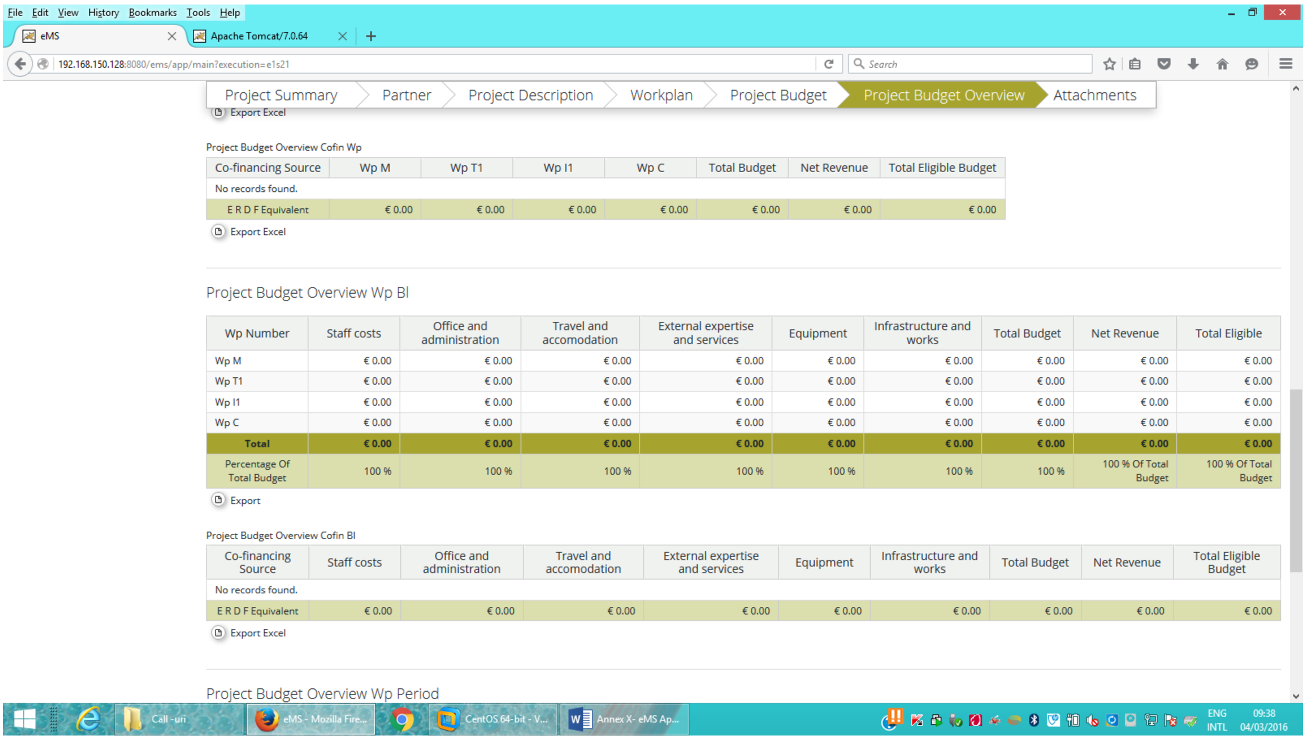
CentOS 64-bit - V...
Annex X- eMS Ap...
ENG INTL 09:37 04/03/2016


File Edit View History Bookmarks Tools Help
eMS
Apache Tomcat/7.0.64
192.168.150.128:8080/ems/app/main?execution=e1s21
Search
Project Summary
Partner
Project Description
Workplan
Project Budget
Project Budget Overview
Attachments
Export Excel
Project Budget Overview Cofin Wp
Co-financing Source | Wp M | Wp T1 | Wp I1 | Wp C | Total Budget | Net Revenue | Total Eligible Budget
No records found.
E R D F Equivalent | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00
Export Excel
Project Budget Overview Wp Bl
Wp Number | Staff costs | Office and administration | Travel and accomodation | External expertise and services | Equipment | Infrastructure and works | Total Budget | Net Revenue | Total Eligible
Wp M | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00
Wp T1 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00
Wp I1 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00
Wp C | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00
Total | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00
Percentage Of Total Budget | 100 % | 100 % | 100 % | 100 % | 100 % | 100 % | 100 % | 100 % Of Total Budget | 100 % Of Total Budget
Export
Project Budget Overview Cofin Bl
Co-financing Source | Staff costs | Office and administration | Travel and accomodation | External expertise and services | Equipment | Infrastructure and works | Total Budget | Net Revenue | Total Eligible Budget
No records found.
E R D F Equivalent | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00 | € 0.00
Export Excel
Project Budget Overview Wp Period
Call - uri
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CentOS 64-bit - V...
Annex X- eMS Ap...
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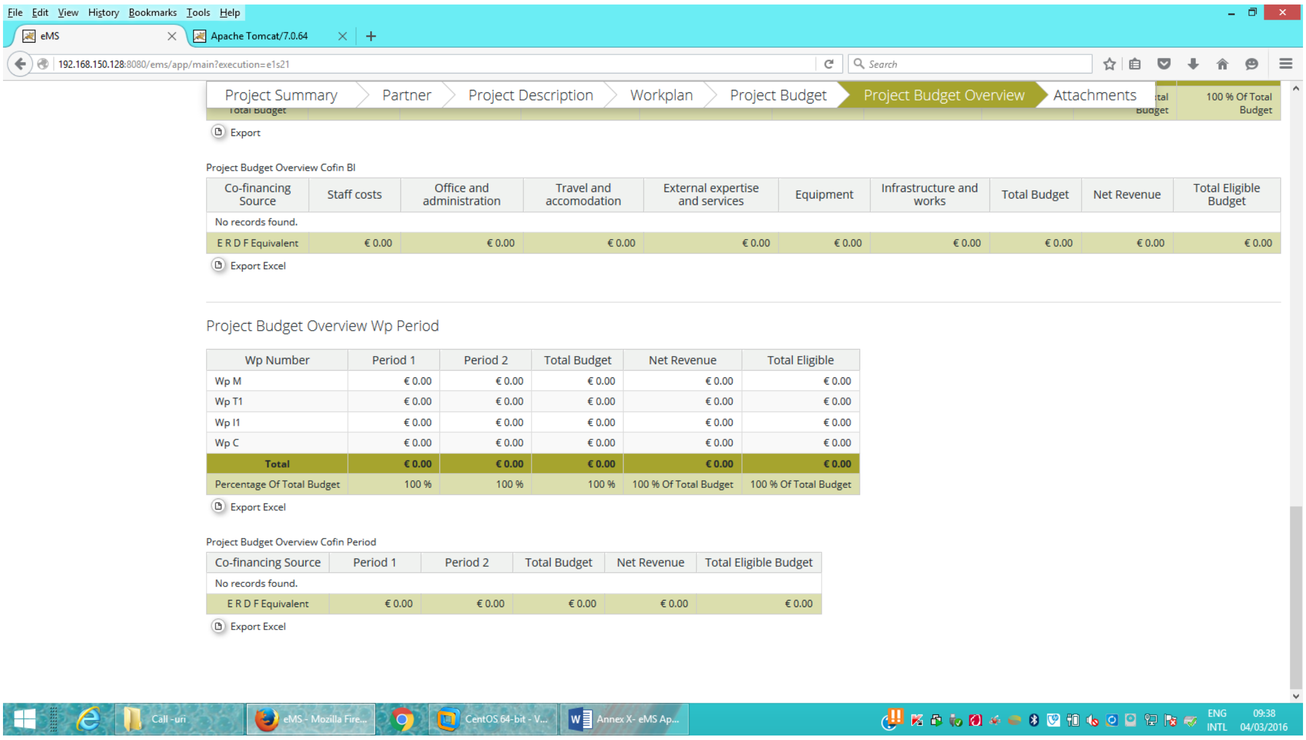
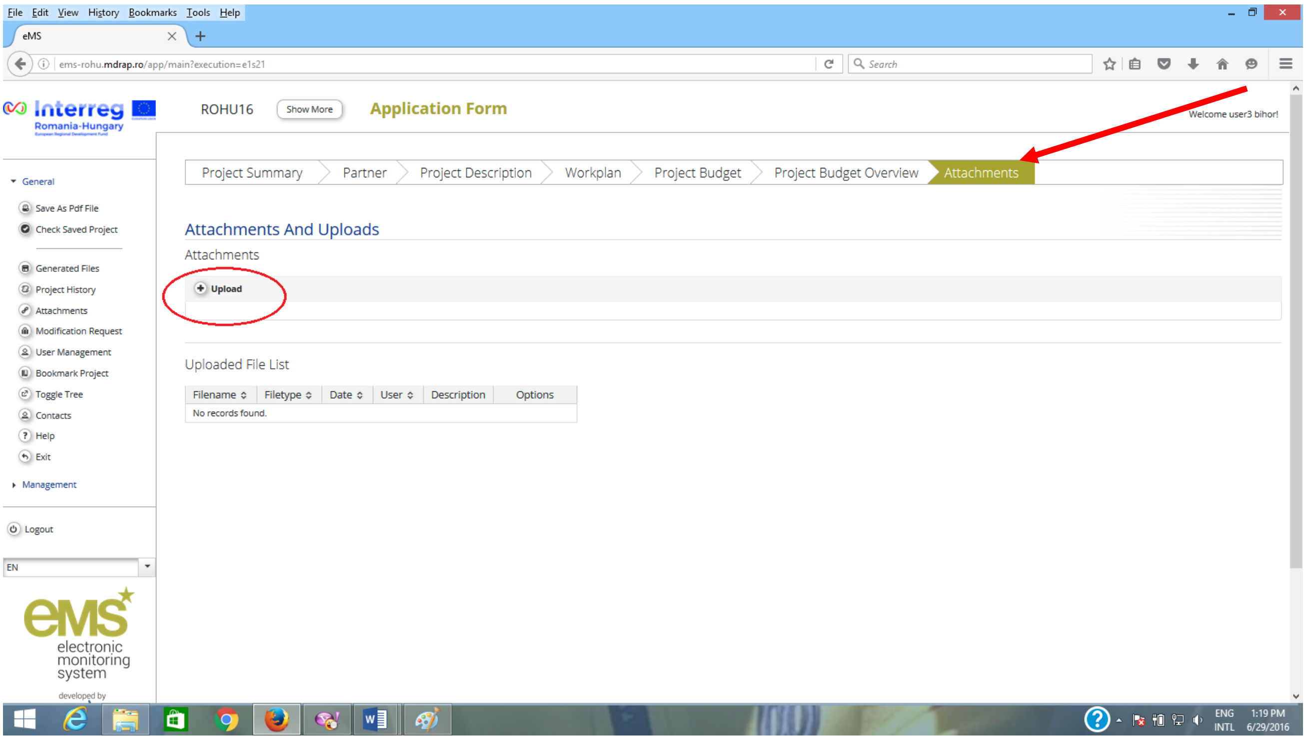


Section G: Attachments



The applicants can upload documents into eMS.

Click on the **Upload** button to add new attachments.

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.

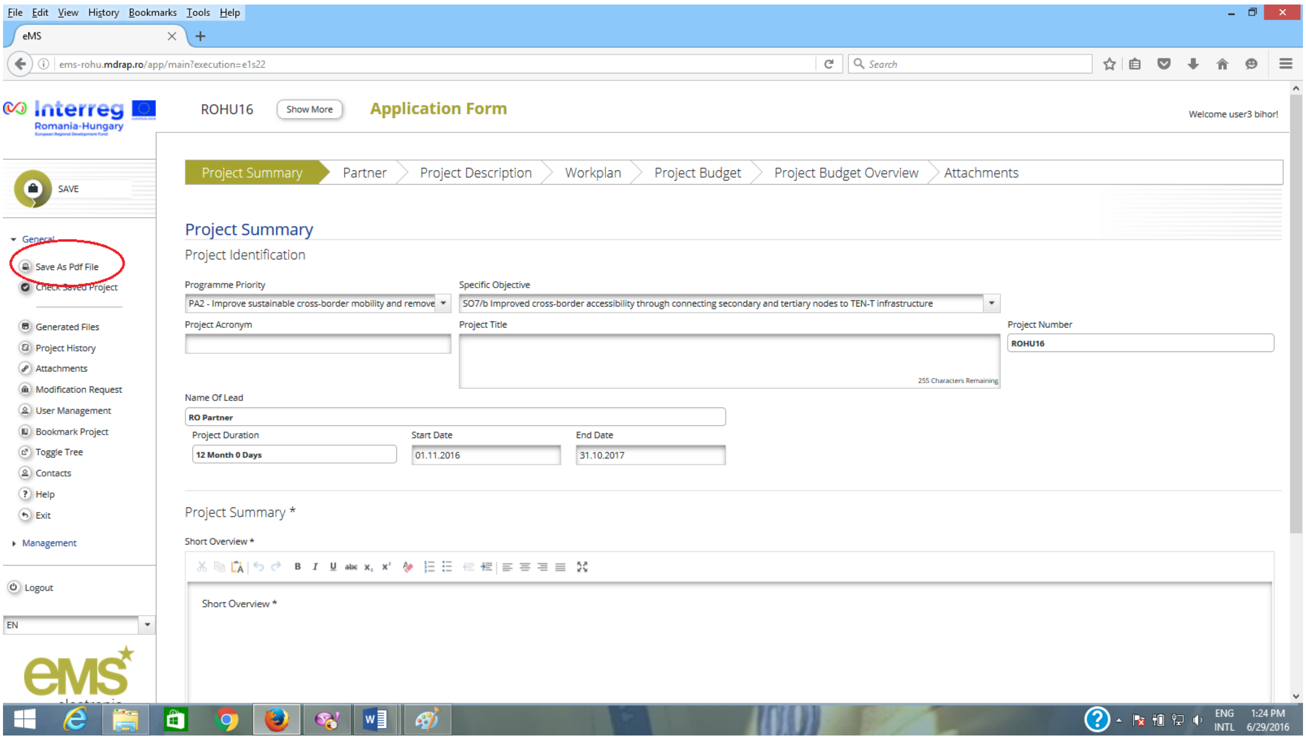
Please click SAVE button before leaving the page!!!

PART E - Submitting the application

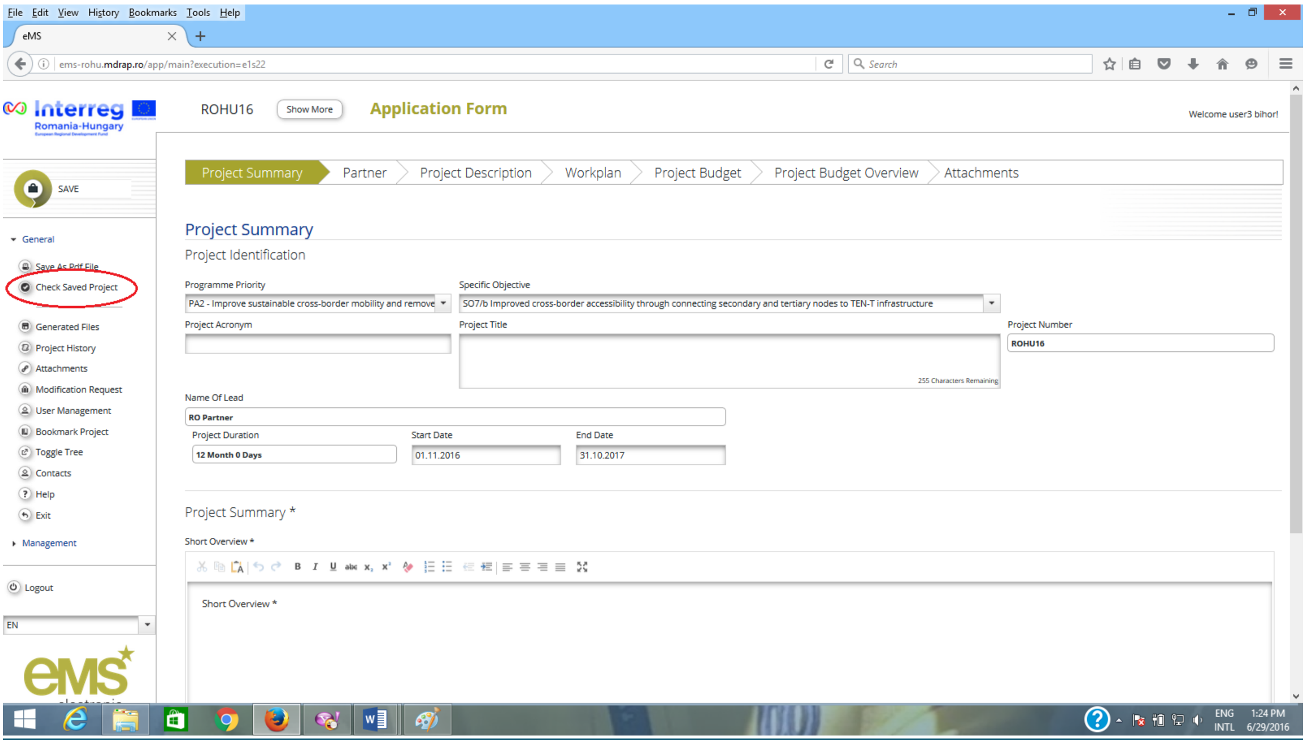
After completing the application form and attaching all necessary supporting documents, **you are recommended to save it as a Pdf File (menu item)**

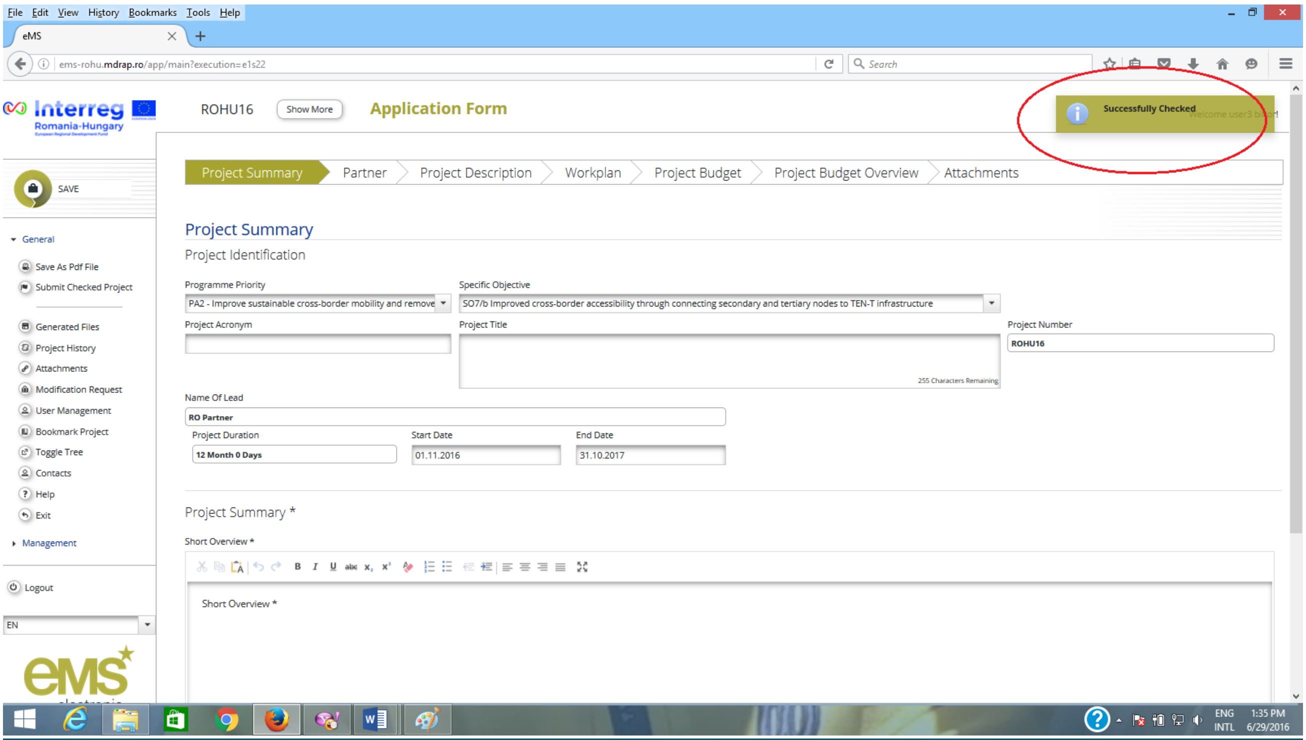
Please verify it thoroughly!!!

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.

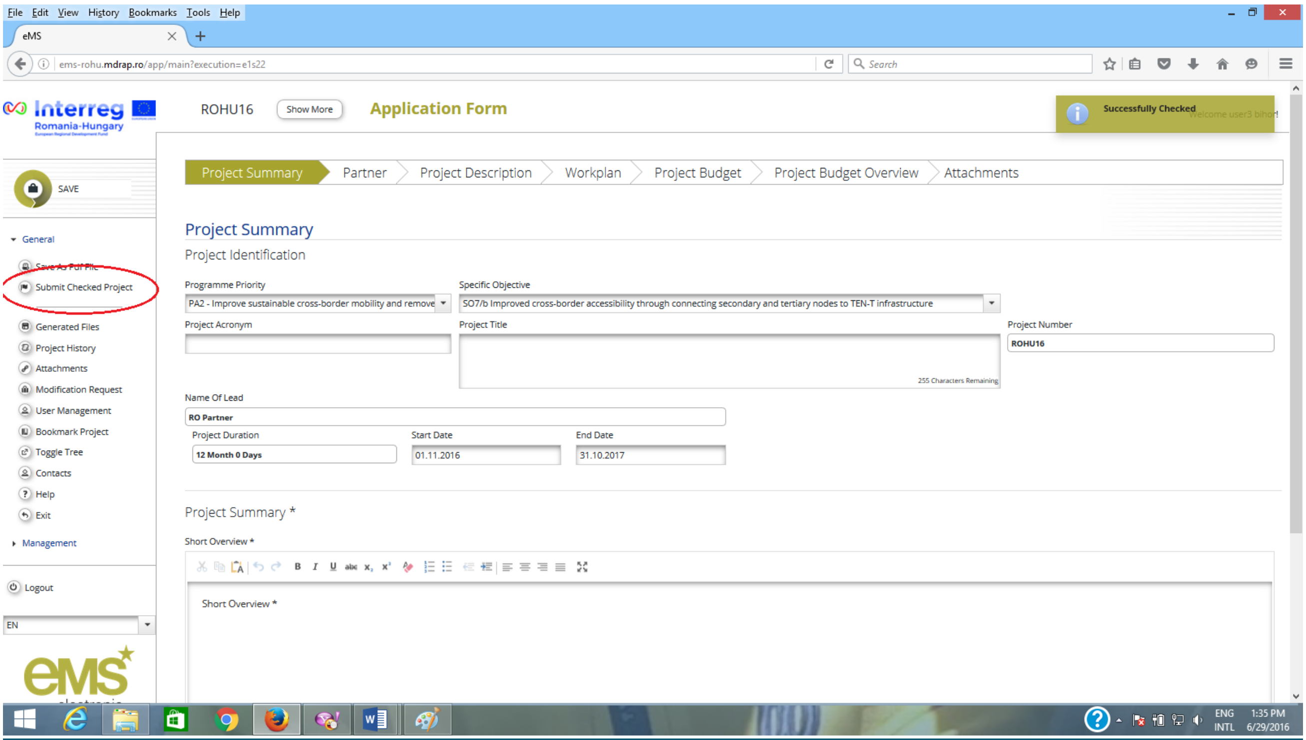


Before you are able to submit your application, you will need to click on ***"Check Saved Project"*** to activate the automatic checks. If any issues are found, such as missing or wrong data, you will need to correct this before you can save and check it again.

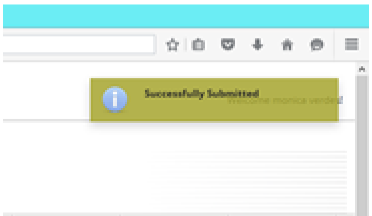




Only after all checks are okay, you will be able to submit your application by clicking the Submit Checked Project button.



If the application is successfully submitted a message will be displayed on the screen.



After submission, you as the Lead Applicant will receive an automatic email confirmation.

Once submitted you are not able to make further changes to your application.

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**.

Now the application will enter in the assessment phase (Administrative and Eligibility Check) by the Assessment Working Group, while the Lead Applicant can check the status of the application in the eMS (*My projects* section) and answer to the clarifications send by the members of the Assessment Working Group.

Please note that the clarifications will be send officially using the email section of the eMS as an attached letter of clarification and the Lead Applicant will respond only through email from eMS. Errata, amendments to the Application package which will be sent after the deadline without being explicitly requested shall not be considered.

We strongly advise you to keep an eye on your eMS email in order to be able to respond to any clarifications may be requested during the assessment phase!

PART F - Help and Technical Support

For any problems you might experience with the eMS, please contact the Joint Secretariat at **joint.secretariat@brecoradea.ro** or by telephone at +40 259 473 174 or +40 359 436 529 during office hours[15].

Please note that the JS has maximum two days to respond to your request after the receipt of your email or phone.

In case of specific errors we will forward your problem to the INTERACT team!!!

[15] Office hours means between 9.00 – 17.00 (EET)

Reporting form 1

The reporting form for errors (bugs) and malfunctions occurred in the system

To: joint.secretariat@brecoradea.ro

Subject: Reporting errors for eMS

Allow me to inform you of the error (bug) or eMS system malfunction, detected by the user . . . . (the user name from eMS system), regarding the module / function / screen / section / field. . . . .

The error (bug) or failure lies in. . . . . and it was triggered by following action: . . . .

(*Please attach the „ print screen" with the error message in and jpg format file*)

Best regards,

(*Please fill in the details of the contact person*)

Reporting form 2

The reporting form for providing user support on using the eMS system

To: joint.secretariat@brecoradea.ro

Subject: providing user support on using the eMS system

Please provide assistance for the user. . . . . (*the user name from eMS system*), regarding the using of the module / function / screen / section / field. . . . .

. . . .

in order to perform the action. . . . .
. . . .
. . . .

Thank you,

(Please fill in the details of the contact person)