



INTERREG V-A ROMANIA-HUNGARY PROGRAMME



eMS Manual for Beneficiaries

"Partnership for a better future"

www.interreg-rohu.eu

Version 2

May 2017

*Disclaimer: This is a living document and further content will be developed at a later stage.





Contents

| Abbreviations | 3 |
|---|----|
| Online submission system | 4 |
| Technical information and system requirements | 4 |
| PART A – Registration | 6 |
| PART B – Login | 9 |
| PART C – How to add a Project | 13 |
| PART D – How to fill in the application form (AF) | 20 |
| PART E – Assessment and handover of the application | 25 |
| PART F – Pre-contracting and contracting | 31 |
| Part G – Reporting in eMS | |
| Part H - Modification Request | |
| Part I - Help and Technical Support | |





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 end of the page save 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!



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? - ► 10 12 0 ENG 11:06 AM INTL 6/29/2016

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

and click on t \bigoplus Register . The person registering should be preferably the contact person or the project manager of the lead applicant institution/organization.

| M Inbox (1) - carmen.chirila 🗙 | eMS × + | | | | | | | |
|--|---|---|-------------|-------------------|-----------|------------|---------|---|
| () ems-rohu.mdrap.ro/app/ma | in?execution=e1s1 C | Q, Search | | | + | Â | ø | ≡ |
| Romania-Hungary | | | | | | | | |
| ⊘ Login ⊘ Registration EN EN Electronic enonitoring system | Login Usernane Passwordt I Login Dicolimer: Please note! This instance of e-MS is only for testing. | vord | | | | | | |
| developed by PLO-T INTER CONT NUMBER CONT | Registration of the users: • The users time register thereaches in a 645 according with the Registration form (click on "+ Register" button). • The Lonain registers in the system thouse the distance is g • The E-main registers in the system thouse the distance is g . <i>fintneme learneemfort</i> (second). • To extruct the count click on the instem standardistics (s.g., fintneme learneemfort), • To extruct the count click on the instem standardistics (s.g., fintneme learneemfort), • To extruct the count is set and this second user the main. • Activated user has a default role of Applicant in the e-MS system and this role can be changed by the administrators of the system according with the Job d | escription of the user. In case you are not an applicant please | e contact M | A or JS ad | Iministra | tors in or | rder to | |
| | Please be very careful of what password you are using for login, keep this password confidential in order to protect unauthorized access of your accoun TO SEE HOW TO USE THE SYSTEM PLEASE CONSULT THE "eMS acceencess" PUBLISHED BY INTERACT ON YOUTUBE: https://www.youtube.com/worth?w=E. (Dipu054&Bits=PLVT09fGv4&Brd2Q4:rt24A#w/CqtrW6yF&Index=1 | nt taking into consideration this system is online! | | | | | | |
| | Confidentially policy: Logging into the e-MS express your agreement to preserve the confidentiality of all information and documents presented in e-MS according to the confidentiality | collou of the e MS outern and Interver V & Romania - Hundra | Drogram | - | | | | |
| | engen ginne met en olepter ywe ny eenter er pleerte en eenneenen y ei in moennoor nit oodennet prestited in end stoor ofgit oor oonderken | pony or unit time your and intering the formalise intege | ., | 119 ₄₀ | | | | |

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1. 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 🔻 |
| \langle | Register | > |

- Username: will be used to log in the eMS. It can be freely chosen by the lead applicant or applicant, but we strongly recommend to have this format *firstname.lastname* in order to be easily to remember.
- E-mail: the email address of the lead applicant/applicant. The E-mail registered in the eMS must be the 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/Position:* Personal information of the lead applicant or applicant;
- > Language: English is the pre-defined programme's official language. It cannot be changed.

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





2. 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.



- 3. Only after the confirmation, the lead applicant or applicant will be able to log in to the eMS.
- In case the password is forgotten, it can be reset using the button Forgot Password n
 the username and clicking the button
 Reset Password

| | Reset Password |
|---|----------------|
| | Username |
| • | Reset Password |
| | |
| | |



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

1. After fill in the *Username* and *Password*, the user has to click on the *Society* Login button to enter in the Dashboard;



2. The first page accessed by the lead applicant or applicant is the dashboard, where the user can find the following sections:

| ems-rohu. mdrap.ro /app/ma | in?execution=e1s2 | | | | | | | | | C Q S | iearch | | ☆ | ê 🛡 | ↓ i | e í |
|-----------------------------------|-------------------|-----------|--------------|---------|---------|-------------------|-----------------|-----------|--|-------------------------|----------------------|--------------|---------------------|-------|------------|-----------|
| omania-Hungary | Das | hboar | ł | | | | | | | | | | | | Welcom | e user3 t |
| onal | | | | | | | | | | | | | | | | |
| shboard | My Project | s | | | | | | | | | | | | | | |
| ailbox | Project_id | Name | Acronym ¢ | Start o | End o | Lead Partner ≎ | L P Nationality | Call ¢ | Timeslot \$ | Specific Objective ≎ | Submission Date ≎ | Projectstate | Applica Leadpart | nt Or | View F | roject |
| nerated Files | No records four | | Y | | | Partner v | ÷ | * | * | Objective + | Date + | ÷ | Leaupart | ner v | | |
| er Account | O Add Project | | | | | | | | | | | | | | | |
| itions | | | | | | | | | | | | | | | | |
| Management | | | | | | | | | | | | | | | | |
| ng | My Mailb | оx | | | | | | | Show Own | n View | | | | | | |
| t List | 😡 Go To Mai | | | | | | | | 0 0 | Current Date | Ju | ine 2016 | | | | Month |
| | | Inbox 4 | ; | | Subject | ٥ | Date • | | Sun | Mon 29 | Tue | Wed 1 | Tue 2 | Fri | Sa 3 | : |
| t | Select A Mailt | ox Folder | | | | | | | FSP call - Conce | pt Note | 50 51 | | <u>^</u> | | | |
| | | | | | | | | | FSP call - Full Ap | plication | | | | | | |
| • | | | | | | | | | | 5 | 6 7 | 8 | 9 | 10 | 0 | 11 |
| | | | | | | | | | FSP call - Conce FSP call - Full Ap | | | | | | | |
| | | | | | | | | | PSP Call - Pull Ap | spiication | | | | | | |
| electronic | | | | | | | | | | 12 | 13 14 | 15 | 16 | 1 | 7 | 18 |
| monitoring system | | | | | | | | | FSP call - Conce FSP call - Full Ap | | | | | | | |
| | | | | | | | | | | | | | | | | |
| developed by | | | | | | | | | FSP call - Conce | 19 ot Note | 20 21 | 22 | 23 | 24 | 4 | 25 |
| PIOT | | | | | | | | | FSP call - Full Ap | | | | | | | |
| PLOT | | | | | | | | | | 26 | 27 28 | 29 | 30 | | | |
| INTERAC | | | | | | | | | | | 27 20 | 29 | 50 | | | - 2 |
| INTER | | | | | | | | | FSP call - Conce | | | | | | | |
| | | | | | | | | | FSP call - Conce FSP call - Full Ap | | | _ | | | | |
| INTER COT | | | | | | | | | | | 4 5 | 6 | 7 | | 8 | 0 |

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 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;

| | Mailbox | | | |
|------------------------------|---|---------|---------------|--|
| Personal | New Folder | | Filebrowser | |
| Dashboard | New Message Inbox No Folder Selected Answer No Folder Selected | FROM \$ | Filename ≎ | |
| 🖾 Mailbox | Answer All Answer All Forward | | No Data Found | |
| Generated Files | Move Message Groups | | | |
| User Account | i Inbox i Trash i Sent i Draft Show Malis Related To Project | | | |
| | Show Mails Related To Phase | | | |

- Generated files accessed by clicking on the button Generated Files
 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 button User Account 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.





| sername | Email | | | | |
|---|------------------------------|--|--|--|--|
| firstname.lastname | firstname.lastname@gmail.com | | | | |
| assword Old | | | | | |
| assword New | Password New | | | | |
| irstname | Lastname | | | | |
| firstname | lastname | | | | |
| osition | Language | | | | |
| firstname.lastname | EN 👻 | | | | |
| Show Show Show Projects Mailbox Calendar Isil Signature Image: Signature Image: | Organization / Department | | | | |
| Characters (including HTML): 0 (Limit: 300), Words: 0 | | | | | |

- 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 the last column of the projects list.

| Applications | E M S Management |
|----------------------------------|--------------------------------------|
| My Applications | 2 Calls |
| Bookmarked Applications | |

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

| ~ | - | | | _ |
|---|---|---|---|---|
| L | а | ı | | s |
| _ | ~ | - | - | _ |

| Name 🗢 | Start \$ | End \$ | Description \$ | Attachments | |
|-------------|------------|------------|----------------|-------------|-------------|
| Call test 1 | 09.03.2016 | 30.03.2016 | Call test | | (iii) Apply |
| Call test 2 | 01.03.2016 | 31.03.2017 | call test 2 | | (iii) 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 button • Add Project and sees his projects already recorded in the eMS

| the button | - | |
|------------|---|--|
| | | |
| | | |
| | | |

| My Projects | 5 | | | | | | | | | | | | |
|------------------|------------|---------------|---------|-------|--------------------|-----------------------|-----------|---------------|--------------------|-----------------|-------------------|--------------------------------|--------------|
| Project_id ≎ | Name \$ | Acronym \$ | Start ≎ | End ≎ | Lead Partner \$ | L P Nationality \$ | Call ≎ | Timeslot ≎ | Specific Objective | Submission Date | Projectstate ≎ | Applicant Or Leadpartner \$ | View Project |
| No records found | d. | | | | | | | | | | | | |
| Add Project | | | | | | | | | | | | | |

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 button Go To Mailbox

| My Mailbox Go To Mailbox | | |
|-----------------------------|------------|--------|
| Inbox \$ | Subject \$ | Date 💌 |
| Select A Mailbox Folder | | |

 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

 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
 Add Project

| i ems-rohu.mdrap.ro/app/mai | n?execution=e1s2 | | | | | | | | C Q Sec | arch | | | à ▽ | + | r 9 |
|--|-------------------------|--------------|---------|---------|-------------------|-----------------|-----------|---|--|----------------------|--------------------|------------------------|---------------|--------|------------|
| Romania-Hungary | Dashboard | I | | | | | | | | | | | | Welcor | ne user3 i |
| sonal | | | | | | | | | | | | | | | |
| Dashboard | My Projects | | | | | | | | | | | | | | |
| Mailbox Generated Files | Project_id Name 0 0 | Acronym ¢ | Start ¢ | End ¢ | Lead Partner ¢ | L P Nationality | Call ¢ | Timeslot ¢ | Specific Objective ≎ | Submission Date ≎ | Projectstate \$ | Applicant Leadpartn | t Or ier ≎ | View | Project |
| User Account | Add Project | | | | | | | | | | | | | | |
| olications | C Add Project | | | | | | | | | | | | | | |
| 5 Management | \smile | | | | | | | | | | | | | | |
| orting | My Mailbox | | | | | | | Show Own | n View | | | | | | |
| tact List | Go To Mailbox | | | | | | | 0 0 | Current Date | Ju | ne 2016 | | | | Month |
| | Inbox ≎ | | | Subject | 0 | Date * | | Sun | Mon 29 3 | Tue 31 | Wed 1 | Tue 2 | Fri | 3 | at 4 |
| gout | Select A Mailbox Folder | | | , | | | | FSP call - Concep | pt Note | · · | 1 | 2 | | | |
| | | | | | | | | FSP call - Full Ap | plication | | | | | | |
| | | | | | | | | | - | | - | - | | o | 11 |
| • | | | | | | | | | | 6 7 | 8 | 9 | 1 | | |
| | | | | | | | | FSP call - Concep FSP call - Full Ap | pt Note | 6 7 | 8 | 9 | | - | |
| ems [*] | | | | | | | | FSP call - Conce FSP call - Full Ap | pt Note plication | | | | | | |
| electronic | | | | | | | | FSP call - Full Ap | pt Note plication 12 1 | 6 7 3 14 | 8 | 9 | 1 | 7 | 18 |
| monitoring | | | | | | | | | pt Note oplication 12 1 pt Note | | | | | 7 | 18 |
| electronic monitoring system | | | | | | | | FSP call - Full Ap | pt Note pplication 12 1 pt Note pplication | 3 14 | 15 | 16 | 1 | | |
| monitoring system | | | | | | | | FSP call - Full Ap FSP call - Conce FSP call - Full Ap FSP call - Concep | pt Note pplication 12 1 pt Note 19 2 pt Note | | | | | | 18 25 |
| developed by | | | | | | | | FSP call - Full Ap FSP call - Conce FSP call - Full Ap | pt Note pplication 12 1 pt Note 19 2 pt Note | 3 14 | 15 | 16 | 1 | | |
| developed by PLOT | | | | | | | | FSP call - Full Ap FSP call - Conce FSP call - Full Ap FSP call - Concep | pt Note pplication 12 1 pt Note 19 2 pt Note | 3 14 0 21 | 15 | 16 | 1 | | |
| developed by PLOT | | | | | | | | FSP call - Full Ap FSP call - Concep FSP call - Full Ap FSP call - Concep FSP call - Full Ap | pt Note pfication 12 1 pt Note 19 2 pt Note pfication 26 2 pt Note | 3 14 0 21 | 15 | 16 23 | 1 | | |
| developed by PLOT Act aconfranced by the part of the second se | | | | | | | | FSP call - Full Ap FSP call - Concep FSP call - Full Ap FSP call - Full Ap FSP call - Full Ap | pt Note pfication 12 1 pt Note 19 2 pt Note pfication 26 2 pt Note | 3 14 0 21 | 15 | 16 23 | 1 | | |

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

 Name \$
 Start \$
 End \$
 Description \$
 Attachments

 Call test 1
 09.03.2016
 30.03.2016
 Call test 2
 01.03.2016
 31.03.2017
 call test 2
 @ Apply

2. After click on 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, Help and Exit.*
 - Save As Pdf File by clicking on the button Save As Pdf File
 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;

| Eile Edit View Higtory Bookn | marks Iools Help | | | | | | | - | 8 | < |
|---------------------------------|---|-------------------------------|--|---|----------------|-------------|-------|-----|---------|---|
| (i ems-rohu.mdrap.ro/ap | op/main?execution=e1s22 | | | C Q Search | | ☆自く | 0 t | î | ø | |
| Romania-Hungary | ROHU16 Show More Applic | | | We | come usi | ser3 bihor! | | | | |
| SAVE | Project Summary Partner | Project Description | Workplan 📄 Project Bud | get Project Budget Overview Atta | chments | | | | | ļ |
| | Project Summary | | | | | | | | | |
| General Save As Pdf File | Project Identification | | | | | | | | | |
| Check Saved Project | Programme Priority | Specific Objective | | | | | | | | |
| | PA2 - Improve sustainable cross-border mobility and ren | nove × SO7/b Improved cross-b | order accessibility through connecting s | econdary and tertiary nodes to TEN-T infrastructure | - | | | | | |
| Generated Files | Project Acronym | Project Title | | | Project Number | | | | | |
| Project History | | | | | ROHU16 | | | | | |
| Attachments | | | | 255 Characters I | emaining | | | | | |
| Modification Request | Name Of Lead | | | | | | | | | |
| User Management | RO Partner | | | | | | | | | |
| Bookmark Project | | tart Date | End Date | | | | | | | |
| Toggle Tree | 12 Month 0 Days | 01.11.2016 | 31.10.2017 | | | | | | | |
| Contacts Help | | | | | | | | | | |
| Exit | Project Summary * | | | | | | | | | |
| - | | | | | | | | | | |
| Management | Short Overview * | | | | | | | | | |
| . | . 🧞 🖻 🚰 ∽ с⇒ В І Ц айа х, х' 🀓 | | 25 | | | | | | | |
| (b) Logout | Short Overview * | | | | | | | | | |
| EN 👻 | | | | | | | | | | |
| + | | | | | | | | | | |
| | | | | | | | | | | |
| CIVID | | | | | | | | | | |
| = 🤌 🚞 | 💼 👩 😜 🐼 🖬 . | ल | 6 | | | ? • • • • | 1 🖾 📣 | ENG | 1:24 PI | â |



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 button Check Saved Project
 the system performs several automatic checks of the formal requirements if there is the case. If all automatic checks are successfully passed, the message
 iii Successfully Checked firstname lastname
 will be displayed;



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.

| Project Summary Partner Project Description Workplan Project Budget Project Budget Overview | | | | | | Attachments | | | | | | | |
|---|---------|----------------------------------|-------------|-------------------------|----------------|---|------------------------------------|---------|------------|------------------------|---------------------------|---------------------------|---------|
| Mod Number | Status | Date Of Approval Rejection | Valid Af | Type Of Modification | Who Decided | Date Of Signature Of Subsidy Contract | Number Of Contract Amendment | Comment | Attachment | Attachment Description | Attachment Upload Date | Attachment Uploaded By | Compare |
| 0 | CHECKED | | P | | | | | | | | | | |
| B Save | | | | | | | | | | | | | |

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

| | | | | | - | | | | |
|---|--|-----|---|----|---|---|---|---|--|
| G | | or: | 2 | t- | d | î | L | C | |
| | | - | а | U | u | L | L | 0 | |

| Filename ≎ | Туре | Size ≎ | Last Change ≎ | Ū |
|-------------------------------------|------|----------------|------------------------|---|
| AF ROBG-19 MYFP 20160608 150600.pdf | File | 79.25 KByte | 08.06.2016 15:06:00 | |

- *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.





Remove

| Attachments And U | ploads | | | |
|-----------------------|-----------------------------|--|--|------------|
| Attachments | | | | |
| + Upload | | | | |
| 51 | Date ≎ User ≎ | Description Options | | |
| No records found. | | | | |
| | | | | |
| • | User Mai | <i>nagement</i> – clicking on | the button (2) User Management | |
| | | | | |
| | it opens | s a function that allov | vs the lead applicant to add ot | her users |
| | - | | | |
| | - | | vs the lead applicant to add ot) with read-only access by clicki | |
| | - | | | ing on the |
| | (namely | Reader or Co Worker |) with read-only access by clicki | ing on the |
| Project Summary Part | (namely button button | Reader or Co Worker + Add For Reading + Add For Modification | with read-only access by clicki or editing access by clickin | ing on the |
| Project Summary Parts | (namely button button | Reader or Co Worker + Add For Reading + Add For Modification |) with read-only access by clicki or editing access by clickin in the AF sections. | ing on the |
| | (namely button button | Reader or Co Worker + Add For Reading + Add For Modification |) with read-only access by clicki or editing access by clickin in the AF sections. | ing on the |





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:

firstname.lastname

New User

Applicant

14 <4 **1** 82 81



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 button Bookmark Project
 system will bookmark the project and it will change the button in used
 to un-bookmark Unbookmark Project the respective project
- *Toggle Tree the button* Toggle Tree 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 button after selecting the Send username.





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

• *Help* – this ⁽²⁾ ^{Help} button is a contextual menu and will open a popup window with a description of the section selected by the user.





- *Exit* the SExit 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.



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 button Ocheck Saved Project and then submitted by clicking on Submit Checked Project



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

| Confirmation | × |
|--------------|---|
| Are You Sure | |





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

| My Mailbox © Go To Mailbox | | |
|-------------------------------|-----------------------|------------------------|
| 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.







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| General | Project Summary | | | | | | | | | |
| | Project Identification | | | | | | | | | |
| Generated Files Toggle Tree | Programme Priority | Specific Objective | | | | | | | | |
| (2) Contacts | PA1 - Joint protection and efficient use of common ve | alues an 💌 SO6/b Improved quality | management of cross-border rivers and ground water bo | dies * | | | | | | |
| () Help | Project Acronym | Project Title | | | Project Number | | | | | |
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Congratulations, you have now created a project!

O See "eMS Application Instruction" from "The Guide for Applicants" in order to fill in the AF.

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



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.





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| General Save As Pdf File | Project Summary Project Identification | | | | | | | |
| Check Saved Project | Programme Priority PA2 - Improve sustainable cross-border mobility a | | -border accessibility through connecting secondary and tertiary nodes to TEN-T infrastructure | | | | | |
| Generated Files Project History Attachments | Project Acronym | Project Title | | Project Number | | | | |
| Modification Request User Management | Name Of Lead | | 2251 | Characters Remaining | | | | |
| Bookmark Project | RO Partner Project Duration | Start Date | End Date | | | | | |
| Toggle Tree Contacts | 12 Month 0 Days | 01.11.2016 | 31.10.2017 | | | | | |
| Help Exit | Project Summary * | | | | | | | |
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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.

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| aved Project | Programme Priority | Specific Objective | | | | | |
| | PA2 - Improve sustainable cross-border mobility a | nd remove | ss-border accessibility through connecting | econdary and tertiary nodes to TEN-T infrastructure | - | | |
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Only after all checks are okay, you will be able to submit your application by pushing the "Submit checked project" button.

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| General | Project Summary | | | | | | | | |
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| Submit Checked Project | Programme Priority | Specific Objective | | | | | | | |
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| (a) User Management | RO Partner | | | | | | | | |
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If the application is successfully submitted a message will be displayed on the screen.

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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.

DNote: 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 E – Assessment and handover of the application

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 and Technical and Financial) by the Evaluation Committee, 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 Evaluation Committee.



Please note that the clarifications can be send officially using the e-mail section of the eMS as an attached letter of clarification or using other official means of communication (e.g. fax, post etc.)

- 1. The first step of the evaluation is Administrative and Eligibility assessment done by the Evaluation Committee using the eMS.
- After the Evaluation Committee has finished the Administrative and Eligibility assessment, the lead applicant will see the project status as Eligibility_check_done = Administrative and Eligibility check done.
 - a) If the Evaluation Committee decided that the application is *ineligible*, the lead applicant will see the project status as **Ineligible** in the eMS
 - b) If the Evaluation Committee decided that the application is *eligible*, the lead applicant will see the project status as **Eligible** in the eMS
- 3. For the application declared eligible the Evaluation Committee will continue with the second step of the evaluation, Technical and Financial assessment. After the Evaluation Committee has finished the Technical and Financial assessment, the lead applicant will see the project status as **Evaluated**.
 - a) If the Evaluation Committee decided that the application is *Not Recommended* for financing, the lead applicant will see the project status as **Not_recommended** in the eMS. The application is proposed for rejection to the Monitoring Committee.
 - b) If the Evaluation Committee decided that the application is *recommended* for financing, the lead applicant will see the project status as Recommended in the eMS. The application is proposed for financing to the Monitoring Committee.





- c) If the Evaluation Committee decided that the application is *recommended under conditions* for financing, the lead applicant will see the project status as **Recommended Under Conditions** in the eMS. **In this case the application is proposed under some conditions for financing to the Monitoring Committee.**
- 4. After the Evaluation Committee has finished the assessment, they will present the Evaluation Report in front of the Monitoring Committee.

The decision of the MC can be:

- a) *Approved* the lead applicant will see the project status as **Approved** meaning that the application is approved for financing;
- b) Approved Under Condition the lead applicant will see the project status as Cr_in_process, meaning that the AF is opened for editing and the lead applicant can modify the application according with the conditions approved by MC;
- c) *Reserved* the lead applicant will see the project status as **Reserved**, meaning that the application is on the reserved list.
- d) *Postponed* the lead applicant will see the project status as **Saved**, meaning that the AF is open again for submission on the next call;
- e) *Rejected* the lead applicant will see the project status as **Rejected**, meaning that the application is rejecting for financing;
- 5. In case the application is Approved Under Condition, the system will add automatically a

new section call "modification request" in the General menu with the button



The lead applicant will see by default this section when opens the application.

Modification Request Details- Project My first Project

| Request Date | Message | Decision Message | Date Decision | Approval Message | Date Approval | Decision State | |
|--------------|---------|------------------|---------------|------------------|---------------|----------------|---|
| | | Conditions | | | | Accepted | 0 |

In order to see the conditions of approval proposed by the Evaluation Committee and that needs to be taken into consideration in the AF, the lead applicant has to click on the yellow row to open the details.

Modification Request Details- Project My first Project

| Request Date | Message | Decision Message | Date Decision | Approval Message | Date Approval | Decision State | |
|--------------|---------|------------------|---------------|--|---------------|----------------|---|
| | | Conditions | | | | Accepted | 0 |
| State: | | | Ca | tegories: | | | |
| Accepted | | | | Change of Periods Change of Activities | | | |





6. After the lead applicant has finished to modify the sections of the AF, the user will proceed as the first submission (will check the application clicking on the button Check Modification and after the confirmation the user will click on the button Submit Modification for submitting the application again)

| Confirmation | × |
|--------------|---|
| Are You Sure | |
| | |
| Yes No | |

After submission the status of the project is **Cr_done** in the list of projects!

7. The JS will evaluate the AF checking the modifications made by lead applicant and will decide if **Accept, Refuse or Hand back** the application modifications.





Please note that the JS will see the modifications of each sections of the application done by lead applicant using a smart tool of the eMS.

- a) If the JS refuses the modifications done by the lead applicant, the application goes back to the **Recommended** status and needs to be again the subject of MC decision (*Approved, Approved under conditions, Postponed, Rejected or Reserved*);
- b) In case the JS will hand back the modifications, the lead applicant will have to do again the modifications according with the instructions proposed by the JS. The application will have again the status **Cr_in_process** and the process is resumed to the point 6.

In order to see the message and instructions proposed by JS for modifying the application, the lead applicant has to click on the black arrow located in the right part of the modification request section.





Modification Request Details- Project My first Project

| Request Date | Message | Decision Message | Date Decision | Approval Message | Date Approval | Decision State | |
|--------------------------|---------|------------------|---------------|---|---------------|----------------|---|
| | | Conditions | | | | Accepted | 0 |
| Message | | | | | | | |
| Decision Messa | ige | | | | | | |
| | | | | | | | |
| Conditions | | | | | | | |
| Conditions Approval Mess | age | | | | | | |
| | age | | | | | | |
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| Approval Mess | age | | | ories: • Change of Activities • Change of Budget • Change of Periods | | | |
| Approval Mess | | | | Change of Activities Change of Budget | | | |

Conditions

c) If the JS accepts the modifications done by the lead applicant, the application will be approved for financing. The application will have the status **Approved**.



Please note that it is not possible to partially accept modifications!



Also, please note that the lead applicant will be informed by e-mail about the JS message of approval, refusal or returned for modification posted in eMS. Also, the lead applicant should know that the conclusion of approval or rejection is the subject of MC decision.

8. The lead applicant will be informed by e-mail about the decision of MC, receiving attached an official letter of information send by MA.

| My Mailbox | | | | |
|----------------------------|---|--------------------------------|------------------------|--|
| ☑ Go To Mailbox Inbox ≎ | | Subject \$ | Date 🔻 | |
| admin | ø | Title 19 MYFP/My first Project | 14.06.2016 12:57:46 | |
| admin | | Approved Application | 14.06.2016 11:26:31 | |

In order to see the attached letter the lead applicant has to go to the mailbox section by clicking on the button 💿 Go To Mailbox





| Subject To | admin Title 19 MYFP/My first F firstname.lastname 14.06.2016 12:57 | Project | | |
|-------------------------------------|--|--------------|-------------|---|
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| Message 19 MYFP/My first Project | | | | Characters (including HTML): 38 (Limit: 3000), Words: 5 |
| D Print Message | | | | |
| Filename | | Upload Date | Uploaded By | Filetype |
| Phase2ApprovedNotification 38 M | IYFP 20160614 12574 | | | pdf |



Please note that in case the project is approved for funding either using the procedure detail at section 4 point a) or the procedure detail at section 7 point c), the approved AF will become part of the subsidy contract and will be used as a tool for monitoring the project implementation.

After the application is approved for financing, the next step in the process is to hand over the application approved (project) to the lead partner (lead beneficiary).

1. In order to do the hand over the lead applicant has to open the project and goes to the *General Menu* from the left side and by clicking the button (2) Lead Partner it will open the function called hand over project.



Please note that, when the lead applicant opens the approved project the system will inform the user with the message displayed in the upper right corner.



2. In the hand over function, the lead applicant will insert the username of the lead partner and will click on the button + Declare As Lead Partner



Please note that in the case the lead partner is different from lead applicant, the user has to be registered in the system before and the lead applicant should know exactly its username in order to be added in the field.

| Hand Over Project | ł | Hand Over Project |
|------------------------------|---|------------------------------|
| Prospective Lead Partner | F | Prospective Lead Partner |
| | | firstname.lastname |
| Active Lead Partner | A | Active Lead Partner |
| No Lead Partner User Defined | | No Lead Partner User Defined |
| | | |

+ Declare As Lead Partner

+ Declare As Lead Partner





3. After the confirmation of the lead partner in the system, the lead applicant will be informed that the lead partner has to be confirmed by the JS with a message displayed in the upper right corner.

Now the project status is **Handover** in the section Dashboard - "My projects".

| Confirmation | × |
|--------------|---|
| Are You Sure | |
| | |
| Yes No | |

- a) In case the JS will reject the lead partner proposed by the lead applicant, the lead applicant will have to propose another lead partner. The project status is returned again to **Approved**
- b) In most cases the JS will approve the lead partner and the project is moved in the phase of contracting. The project status is changed from Handover to **Startup**

D Please note that the lead applicant will be informed by e-mail about the approval or rejection of the lead partner.

After the approval of the Lead partner the lead applicant can only see the AF, the way it was submitted and approved, but cannot see the reporting phase of the project, cannot request modifications, edit users or intervene into the project in any other way.





PART F – Pre-contracting and contracting

In the pre-contracting phase the project status is **Startup** in the system and the lead partner has to provide:

- i. additional data in the section Application and Contract, function Supplementary information Supplementary by clicking on the button Application And Contract
 - Information
- - Supplementary Information
 - Project Application
 - Request Modification

Please note that information provided through the function Supplementary information can be updated over the life cycle of the project and the JS can see the modifications done by lead partner or partners.

| Project Management | Bank Information | > FLC > | Stateaid | User Assignment | Outputs | Codes | Documents | Partnership Agreement | Additional Information |
|----------------------|------------------|---------|----------|-----------------|---------|-------|-----------|-----------------------|------------------------|
| Procurements Above T | ne Thresholds | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| roiect Management | | | | | | | | | |
| roject Management | | | | | | | | | |

Besides other sections of the Supplementary information that need to be filled in, User assignment is a very important one and must be filled in with the usernames of the project partners.

| User For Partner RO Partner | (+) Add | Assigned User firstname.lastname | Remove | |
|-----------------------------|---------|-------------------------------------|----------|---------------------|
| User For Partner BG Partner | (+) Add | Assigned User | - Remove | |
| | | | | 🕤 Return To Project |

The lead partner has to assign one user for each the partner registered in the AF in order to give them access to the reporting phase of the project.





| User For Partner RO Partner New User | + Add | Assigned User firstname.lastname | - Remove |
|---|-------|-------------------------------------|----------|
| User For Partner BG Partner New User | + Add | Assigned User | - Remove |

Please note that the users have to be registered in the system before and the lead partner should know exactly their usernames in order to be assigned as the project partners.

ii. In case the JS or MA will request the lead partner or partners to provide additional documents needed for contracting phase, the system has the possibility to open the attachment section of the AF in order for the lead partner to add the requested documents.

| For this option the JS w | ill open the attachment section of th | ne AF | by clicking on | the bu | tton |
|-----------------------------|--|-------|------------------------------|--------|------|
| Attachment Upload Closed | and close it by clicking on the buttor | • | Attachment Upload Allowed | after | the |

lead partner has finished to upload the project documents.

| Management | Management |
|--|--|
| Attachment Upload Closed | Attachment Upload Allowed |
| Attachments J T S | Attachments J T S |
| (b) Documents | (b) Documents |
| Project Summary Partner Project Description Workplan Project Attachments And Uploads | ect Budget Project Budget Overview Attachments |
| Attachments | |
| + Upload | |
| | |
| Uploaded File List | |
| Filename \$ Filetype \$ Date \$ User \$ Description Options | |
| No records found. | |





After the lead partner has finished to upload all the documents requested by JS, the user has to notify the JS by sending an e-mail of information using the eMS.



Please note that the lead partner can send the documents by e-mail but those documents are not attached to the AF as the signing contract procedure request.

iii. If there is the case, the Lead Partner can request modification of the AF to the JS, only if the button O Request Modification is visible in the section Application and Contract





Please note that the lead partner can request modification only after the project has been handed over to a lead partner and the lead partner has been approved by the JS. Before that stage it is not possible for lead partner to request modifications!

In order to request modification of the AF, the lead partner will click on the button Request Modification and the system will pop up a window where the user will apply for modifications of the AF, first by selecting the categories of the AF that he wants to modify and then writing the details and explanation in the message field.

| Categories 🔻 | Application Change Request - Project My first Project | × |
|-------------------------------------|--|---|
| 8 | Categories | |
| Change of End-Date/Duration | Message | |
| Change of Project Result/Indicators | Ϫ 🗈 🕻 S ♂ ϐ Ι Ц elec x, x' 🐓 Ξ Ξ 🤄 🚈 Ξ Ξ Ξ Ξ 🚉 | |
| Change of Partnership | | |
| Change of Budget | | |
| Change of Activities | | |
| Change of Periods | Characters (including HTML): 0 (Limit: 3000), Words: 0 | |
| | | |
| | | |





Please note that the lead partner can use the e-mail function to discuss in writing before sending the request for modification to the JS using the eMS!

The JS will analyze the lead partner request for modification and will decide to accept or refuse.

- a) In case the request for modification of the lead partner is refused, the lead partner cannot modify the AF;
- b) In case the request for modification of the lead partner is accepted, the AF is open for modification.

After the lead applicant has finished to modify the sections of the AF, the user will proceed as the first submission of the application (see points 6, 7 and 8 from the part E)

After the pre-contracting phase is finished, the JS will prepare the subsidy contract for signing.

After signing the contract first by the programme bodies and then by the lead partner, the project is approved in the system and goes in the implementation phase.

The project status is **contracted** in the section Dashboard - "My projects" and will remain contracted over the implementation period.

As you can see in the print screen from below another section named "view reporting" is available for opening.

| My Projec | ts | | | | | | | | | | | | |
|------------------|---------------------|--------------|------------|------------|-----------------------|--------------------|---|----------------|---|----------------------|--------------------|-------------------------------|-----------------------|
| Project_id \$ | Name ¢ | Acronym ¢ | Start ¢ | End ≎ | Lead Partner \$ | L P Nationality | Call ≎ | Timeslot \$ | Specific Objective \$ | Submission Date ≎ | Projectstate \$ | Applicant Or Leadpartner ≎ | View Project |
| ROBG-19 | My first Project | MYFP | 07.06.2016 | 06.06.2017 | RO Partner | ROMÂNIA | Call test 2 - fara bifa de "Use simpplified Budget" | | SO 1.1: Improve the planning, development and coordination of cross border transport systems for better connections to TEN-T transport network | 13.06.2016 | Contracted | firstname.lastname | (9) View Reporting |

Also, the lead partner is informed by e-mail that the project status is **contracted**.

| admin | Project Contracted | 17.06.2016 12:07:23 | |
|-----------------|--------------------|------------------------|--|
| Inbox 🗢 | Subject ≎ | Date 👻 | |
| 🕲 Go To Mailbox | | | |
| My Mailbox | | | |





Part G – Reporting in eMS

See "Reporting in eMS – ROHU beneficiaries" manual

Part H - Modification Request

Modifications can either be initiated by a programme authority (e.g. JS, MC) or by the Lead Partner. Furthermore, modifications are initiated automatically if a project is 'approved under conditions' (after MC decision).

Programme Authorities: JS can initiate a modification by pressing the 'request modification' button in the project view.

The following workflow are initiated:

- JS requests modification -> LP modifies AF -> JS approves modification -> new version of the AF is generated. OR
- JS requests modification -> LP modifies AF-> JS requests further modifications -> LP modifies AF -> JS approves modification -> new version of the AF is generated. OR
- JS requests modification -> LP modifies AF -> JS rejects modification -> AF remains not changed and no new version of the AF is generated.

Lead Partner: Project Lead Partner can request a modification by pressing the 'request modification' button. The LP is then asked to enter information about the intended modification into a user interface. Saving informs the JS about the request. JS can then approve the modification request and open the Application Form for editing by the LP or reject the request. The following workflows are initiated:

- LP requests permission to modify -> JS approves request for modification > LP modifies AF -> JS approves modification -> new version of the AF is generated.
- LP requests permission to modify -> JS approves request for modification -
- > LP modifies AF -> JS requests further modifications -> LP modifies AF-> JS approves modification -> new version of the AF is generated. OR





• LP requests permission to modify -> JS approves request for modification -> LP modifies AF -> JS rejects modification -> AF remains not changed and no new version of the AF is generated.

Modifications requested by the LP

After the LP has been approved (see 'handover' chapter), he/she can ask for permission to modify the AF using the left-side menu item 'Application and Contract' \rightarrow 'Request Modification'.

| Application And Contract |
|--|
| Supplementary Information |
| Project Application |
| Request Modification |
| ~ |

The LP then needs to wait for the approval by the JS to continue with the modification. Once the JS approves the modification request, the AF will be unlocked for editing. The JS has the following options:

- 'New': The JS does not decide yet whether to refuse ort accept the request to modify the AF. Please note that the wording will be changed to '-' as 'new' is confusing.
- 'Mr Refuse': Modification request refused. The JS refuses the request to modify the AF. This closes the request and the AF remains locked. The LP can decide to open a new modification request.
- 'Mr Accepted': Modification request accepted. The JS accepts the request for modification and the AF is unlocked for editing by the LP.

If 'Mr accepted' is chosen, the AF is now open for modifications and the LP can edit the AF.

The LP can now modify the AF and submit the modified AF to the JS for approval.

Project statuses during modifications

Modifications lead to changes in the status of a project as can be seen in the various overview lists of projects and in the project history.





| | Status in 'My Applications' | Status in 'Application Browser' | Status in 'Modification requests' overview | Versions shown in Project History |
|--------------------------------------|--------------------------------|---|---|---|
| LP requested permission to modify | Cr | Cr | Cr | CR |
| JS granted permission to modify | Cr_in_process | Cr_accepted (=old version) Cr_in_process (=version to be modified) | Cr_in_process | CR_ACCEPTED CR_IN PROCESS |
| JS refused permission to modify | Contracted (=old version) | Contracted (=old version) | Contracted (=old version) | CONTRACTED |
| LP submitted modified AF | Cr_done | Cr_accepted (=old version) Cr_done (=modified version) | Cr_done | CR_ACCEPTED CR_DONE |
| JS approved modified AF | Contracted | Archived (=old version) Contracted (=modified version) | not shown | ARCHIVED CONTRACTED |
| JS rejected modified AF | Contracted (=old version) | Contracted (=old version) Archived_copy_cr (=archived version of the rejected modified AF) | not shown | CONTRACTED ARCHIVED_COPY_ CR |

After the JS approves the the Cr_done version, a new AF is generated and the old one is archived.

In the 'my applications' view only the latest version of the AF is shown.

Part I - Help and Technical Support

For any problems you might experience with the eMS, please contact the Joint Secretariat at **joint.secretariat@brecoradea.co** or by telephone at +40 259 473 174 or +40 359 436 529 during office hours¹.

¹ Office hours means between 9.00 – 17.00 (EET)