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

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 

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;

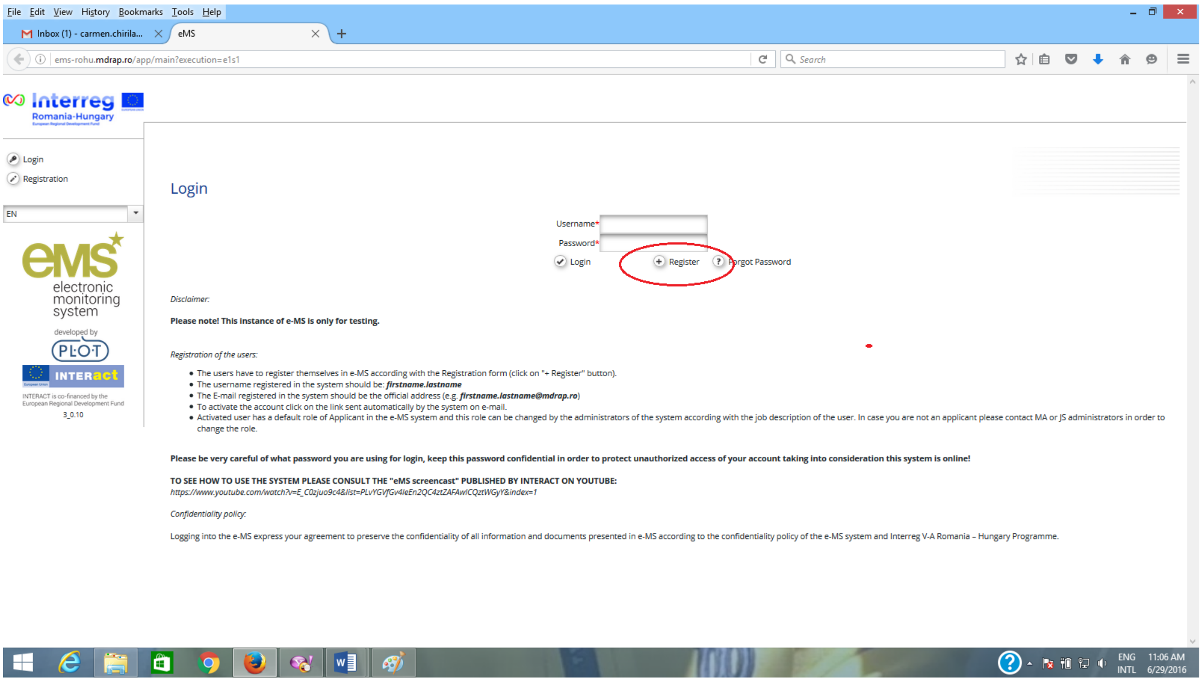
- ✓ Some fields in various (sub-) sections will be automatically filled in (grey cells) by the system by using data inserted in other sections of the AF or which are automatically calculated.

- ✓ 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!

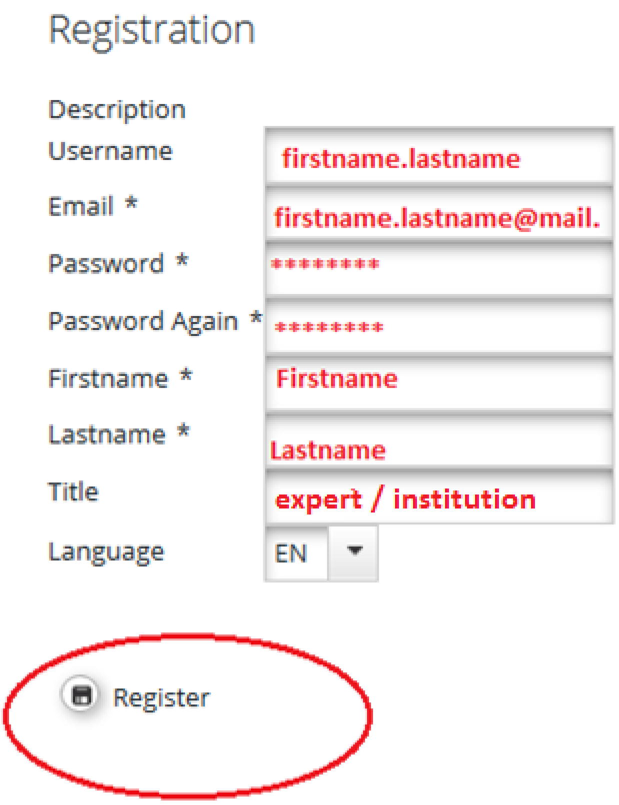
PART A – Registration

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 t + Register . The person registering should be preferably the contact person or the project manager of the lead applicant institution/organization.



1. 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 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***](mailto: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.


Hello,

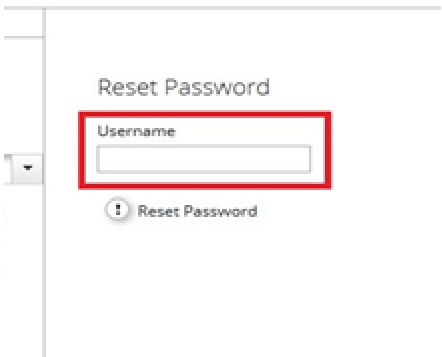
In order to activate your account please click the following link:

http://ems- uid=2&hash=2c206bbbed9934476e931b7beff17c7c

Best regards,
e-MS Team

3. Only after the confirmation, the lead applicant or applicant will be able to log in to the eMS.

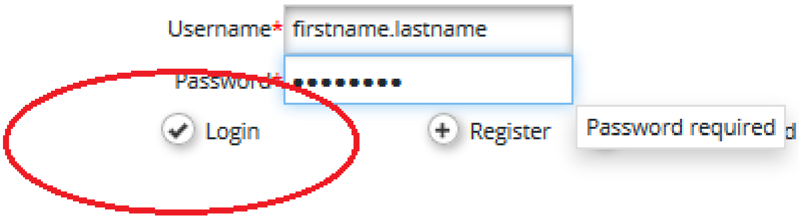
4. In case the password is forgotten, it can be reset using the button Forgot Password n the username and clicking the button Reset Password



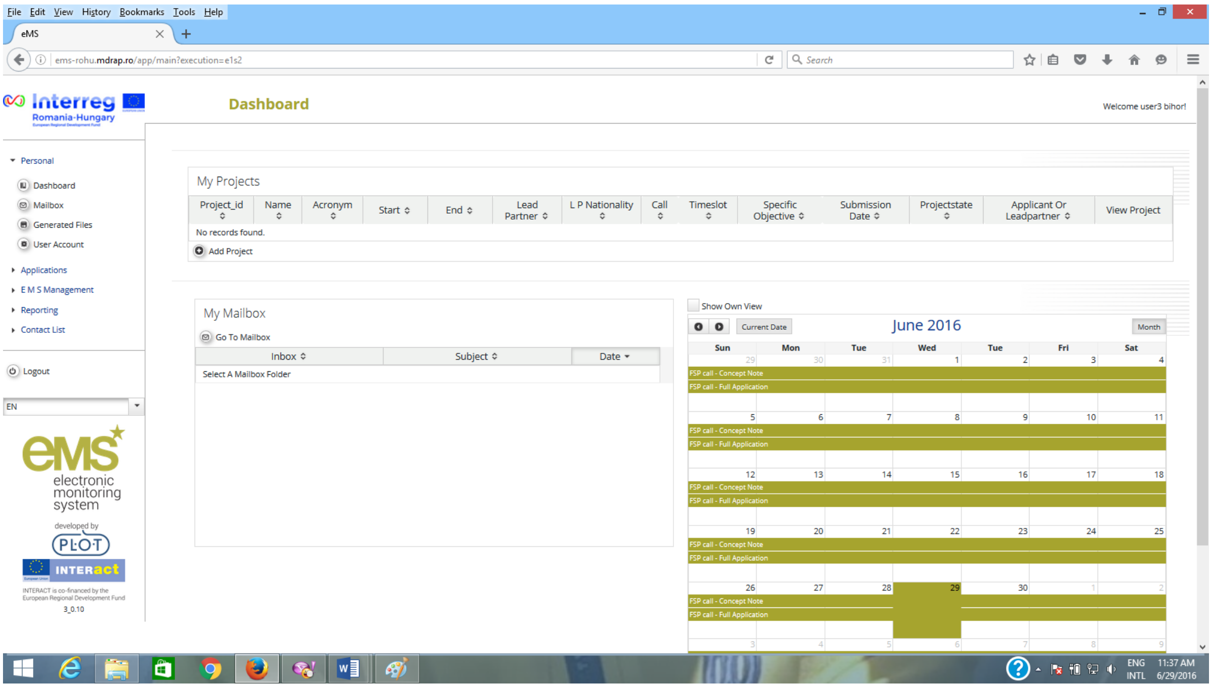
Please note that only the lead applicant can create and submit an application. The applicant can read or add/modify data in the AF, only if the lead applicant gives the necessary permissions.

PART B – Login

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



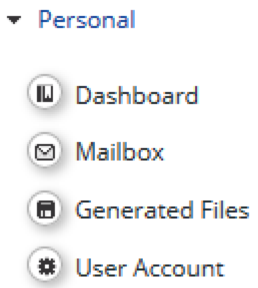
2. The first page accessed by the lead applicant or applicant is the dashboard, where the user can find the following sections:

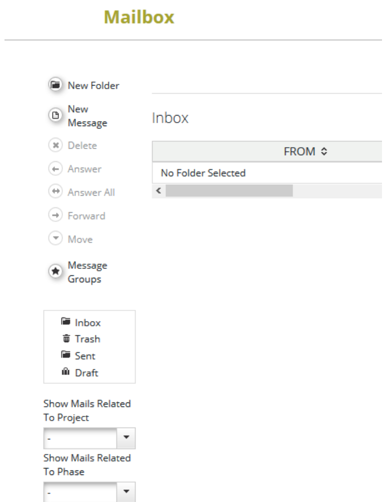


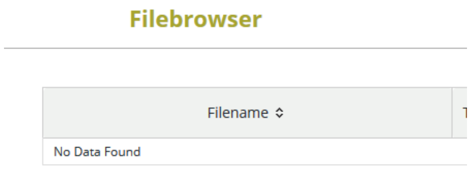
➢ *Menu:* placed in the left side of the screen, it has at least 3 items visible: *Personal, Applications and EMS Management*:

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

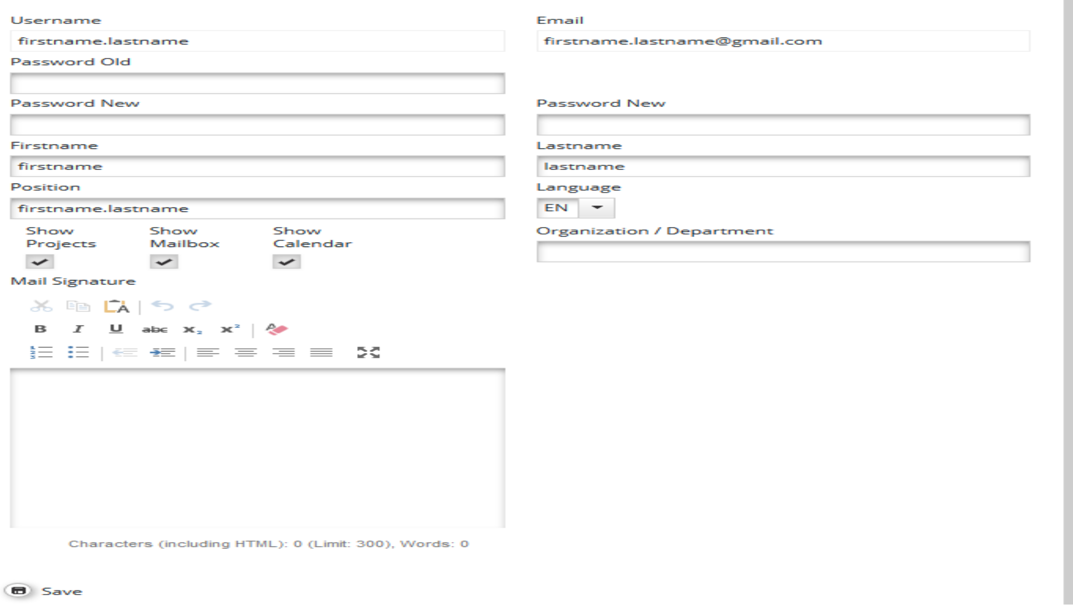
- *Dashboard* – by clicking on the Dashboard button it shows dashboard;
- *Mailbox* – by clicking on the Mailbox button it goes to the Mailbox window, from where the lead applicant or applicant can use the internal mail function of the eMS as a normal e-mail, with the remark that the senders and receivers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





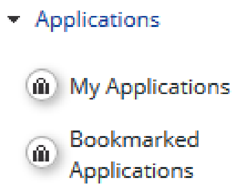


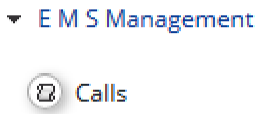
- *Generated files* – accessed by clicking on the button Generated Files This section shows in pdf format a report generated by the system based on a template that presents all the AF data recorded in the eMS;
- *User account* – can be accessed by clicking on the button User Account In this section the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



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.





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

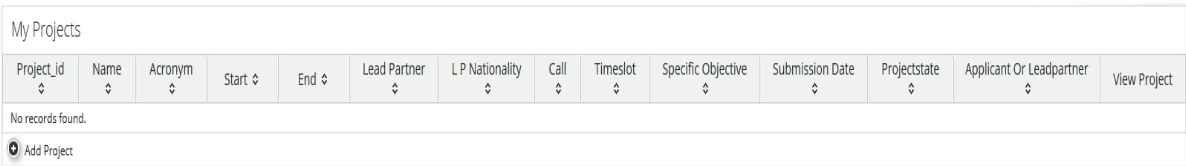
Calls

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

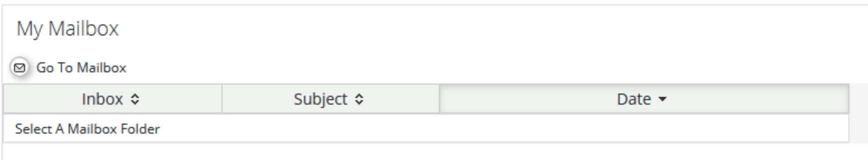
Please note that the lead applicant can submit the saved project's AF only if the call is still open!

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 button Add Project and sees his projects already recorded in the eMS.



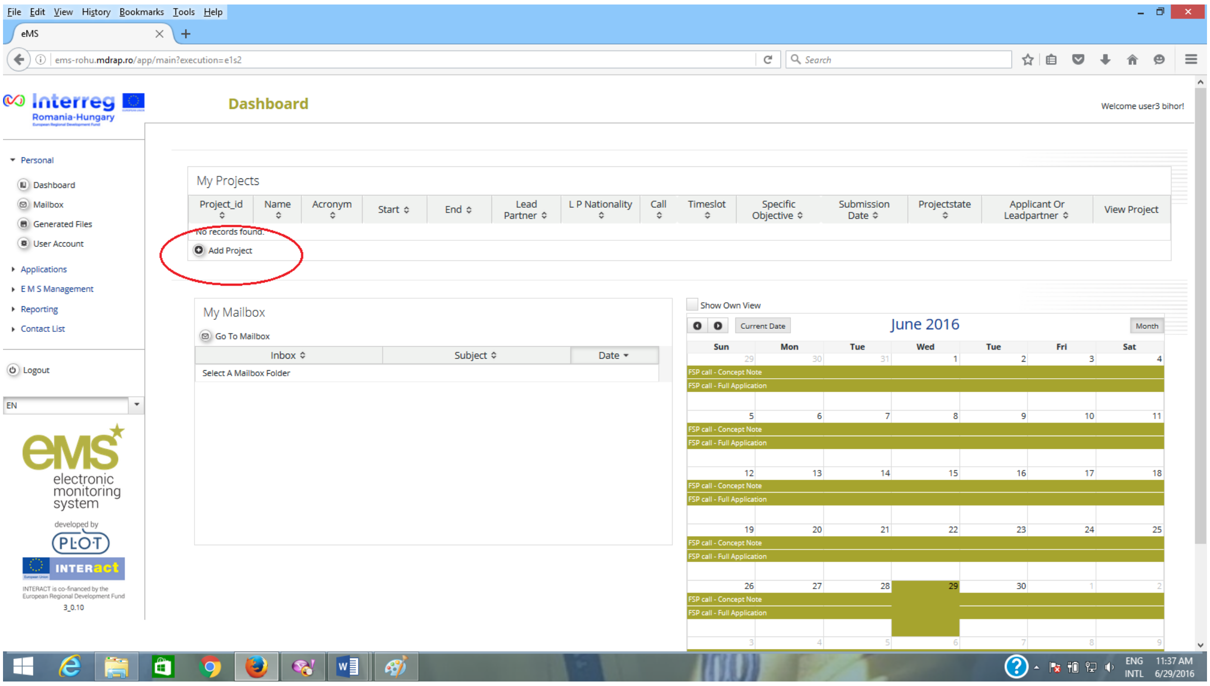
- *My Mailbox:* a section where the lead applicant can see all the messages received and from where can go to the Mailbox window by clicking on the button Go To Mailbox



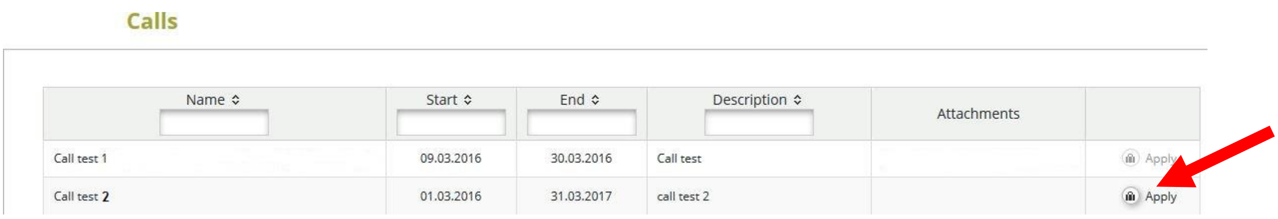
- *Calendar:* this section shows the current date and the open calls marked with the yellow line and name.

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 the button Add Project



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.



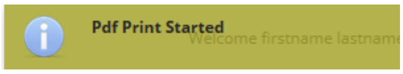
Calls

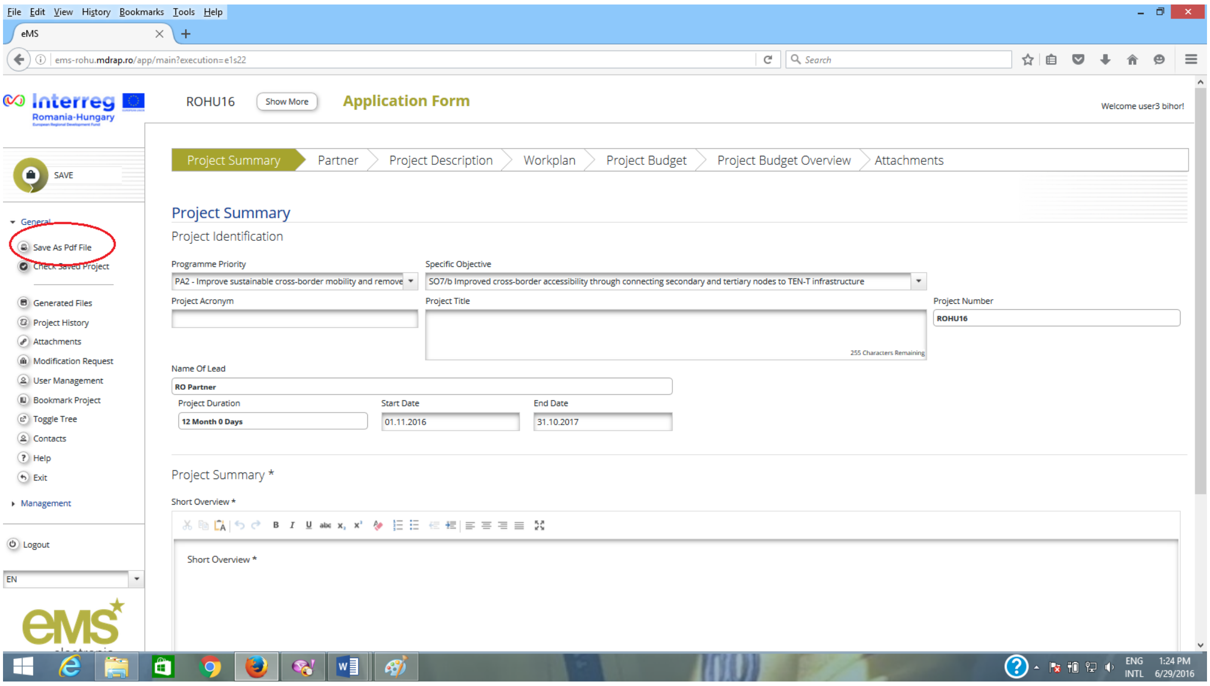
Name	Start	End	Description	Attachments	
Call test 1	09.03.2016	30.03.2016	Call test		Apply
Call test 2	01.03.2016	31.03.2017	call test 2		Apply

2. After click on 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 

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 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 **Successfully Checked** 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												

Save

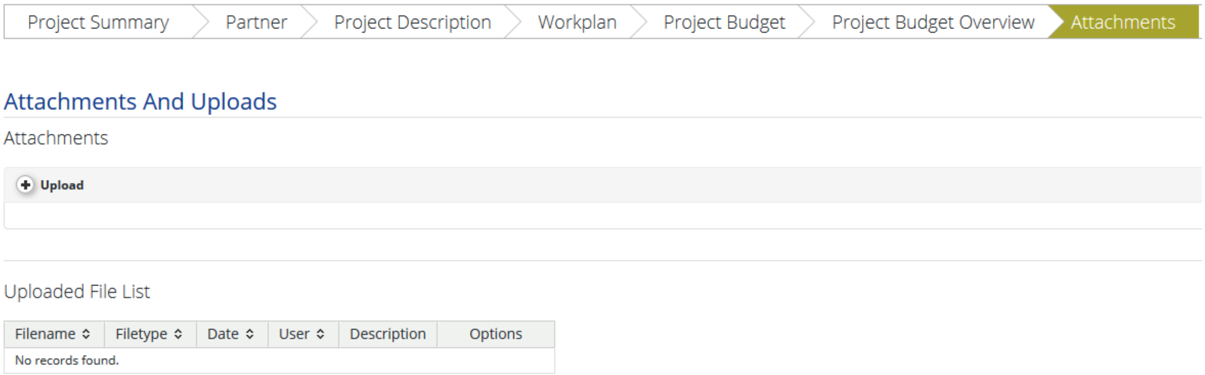
- *Generated Files* – clicking on the button Save As Pdf File the system will open a window where are listed all the pdf files of the AF generated after clicking the button

Generated Files

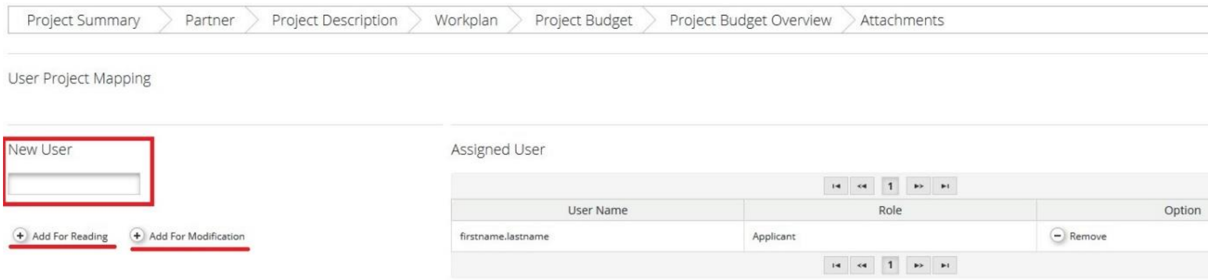
Filename	Type	Size	Last Change	
AF_ROBG-19_MYFP_20160608_150600.pdf	File	79.25 KByte	08.06.2016 15:06:00	

- *Project History* – shows the history of the projects, counting each version of the AF based on the modifications and the status of the AF.

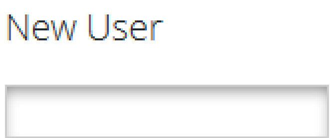
- *Attachments* - clicking on the button Attachments the system opens the attachments section of the AF.



- *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 button Add For Modification 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 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

  - Project Summary
  - Partner
  - Project Description
    - Project Relevance
    - Project Focus
    - Project Context
    - Horizontal Principles
  - Workplan
    - Activities List
    - Target Groups
    - Define Periods
    - Activities Outside Union
  - Partner Budget
  - Project Budget Overview
  - Attachments

- *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*.

  Project Contacts ✖

Select	Role In The Project	Username
☐	Lead Applicant	firstname.lastname

  Send

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.

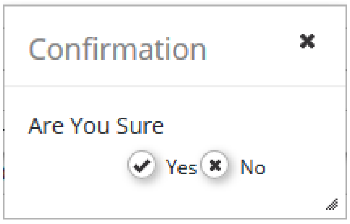
ii. ***Management*** menu has only the function of deleting the project at this stage Delete Project

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

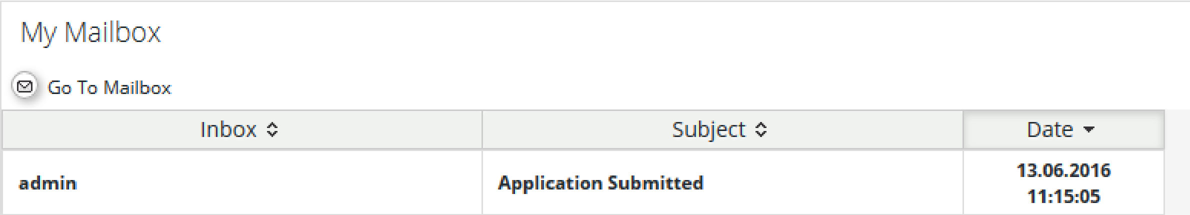
After the lead applicant (or other user with granted access) fills in all the sections and subsections of AF, the application has to be checked by clicking on the button Check Saved Project and then submitted by clicking on Submit Checked Project

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.



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!!!

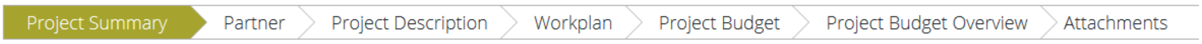
PART D – How to fill in the application form (AF)

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*

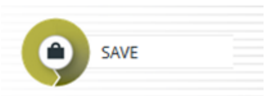
Please note that in order to fill in the AF the lead applicant has to follow the arrows, section by section (starting with the Project Summary section and finishing with the Attachments)!

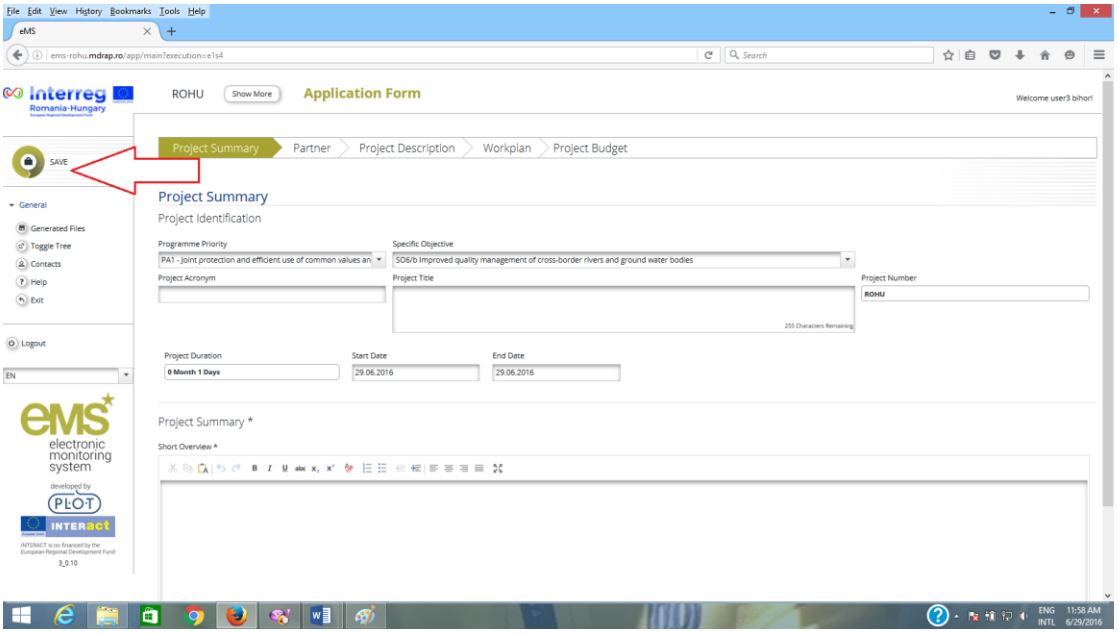


Section A: Project Summary

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.

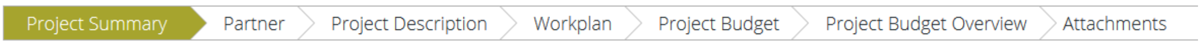




Congratulations, you have now created a project!

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

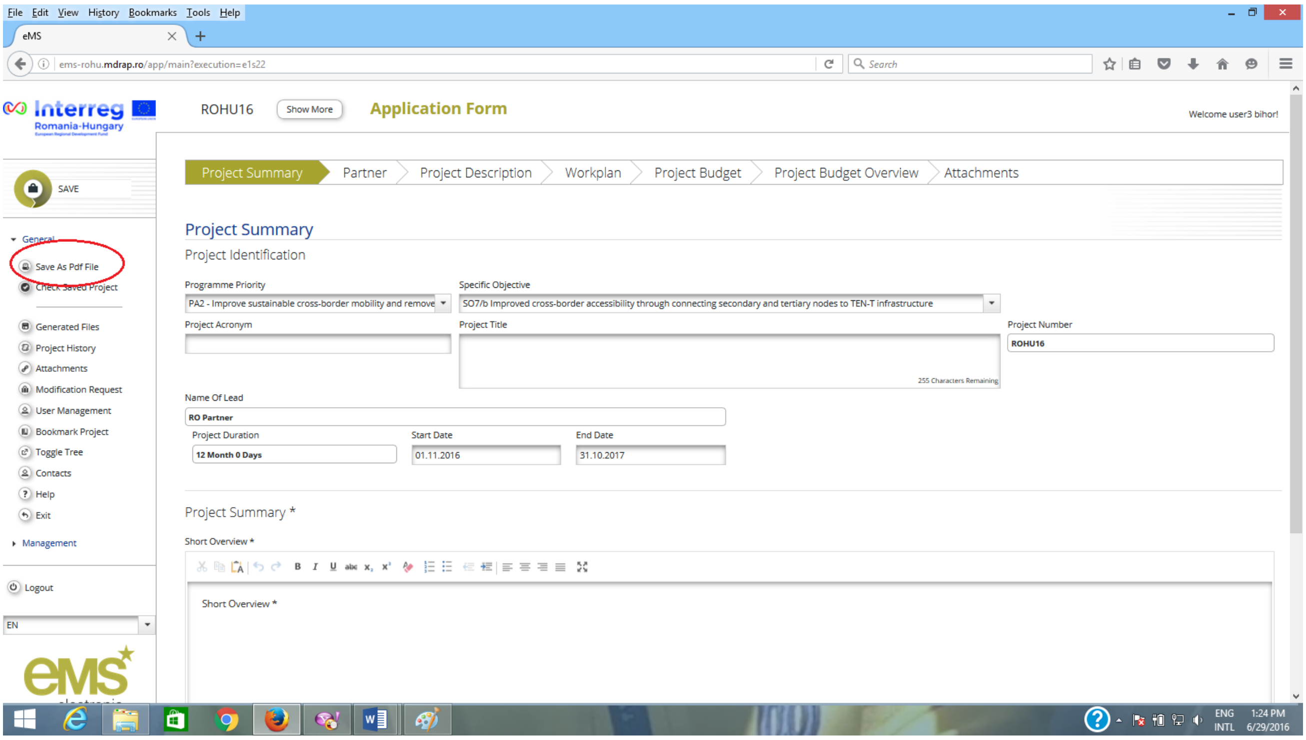
After completing other sections in the application form, this tab will show a complete project summary.



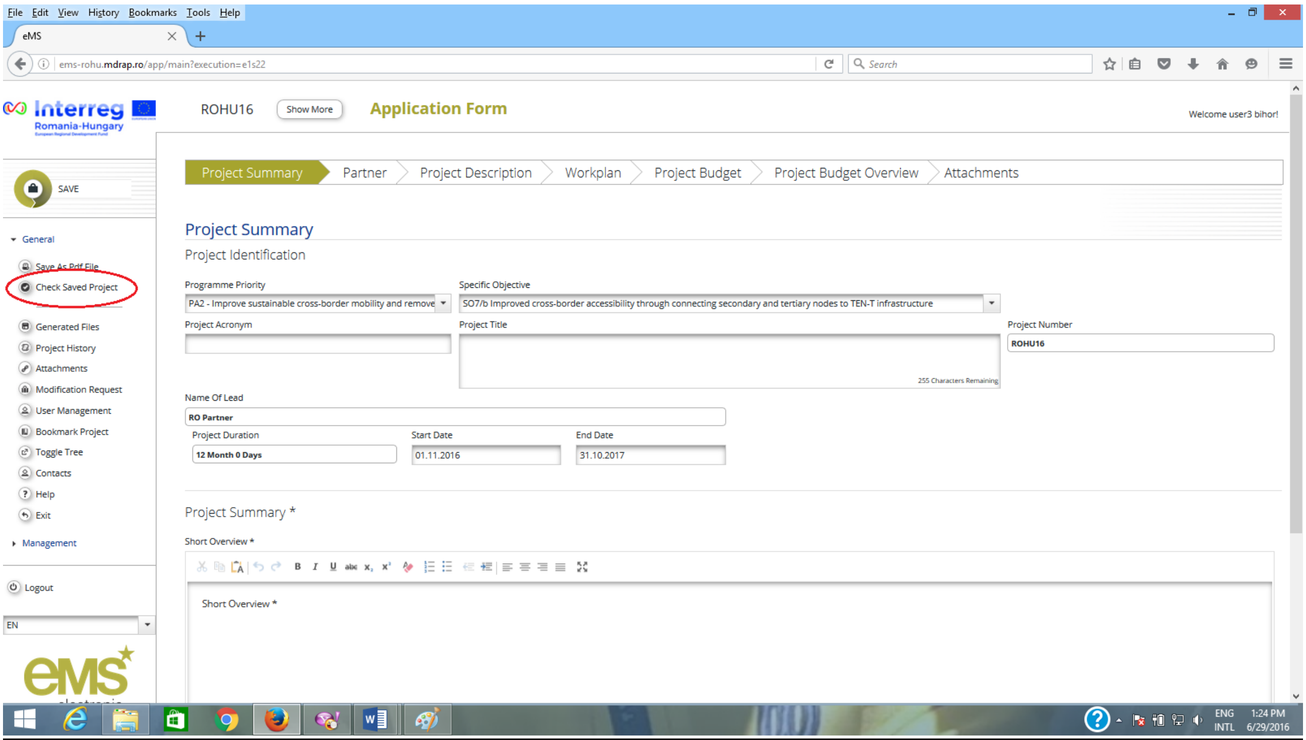
Submitting the application

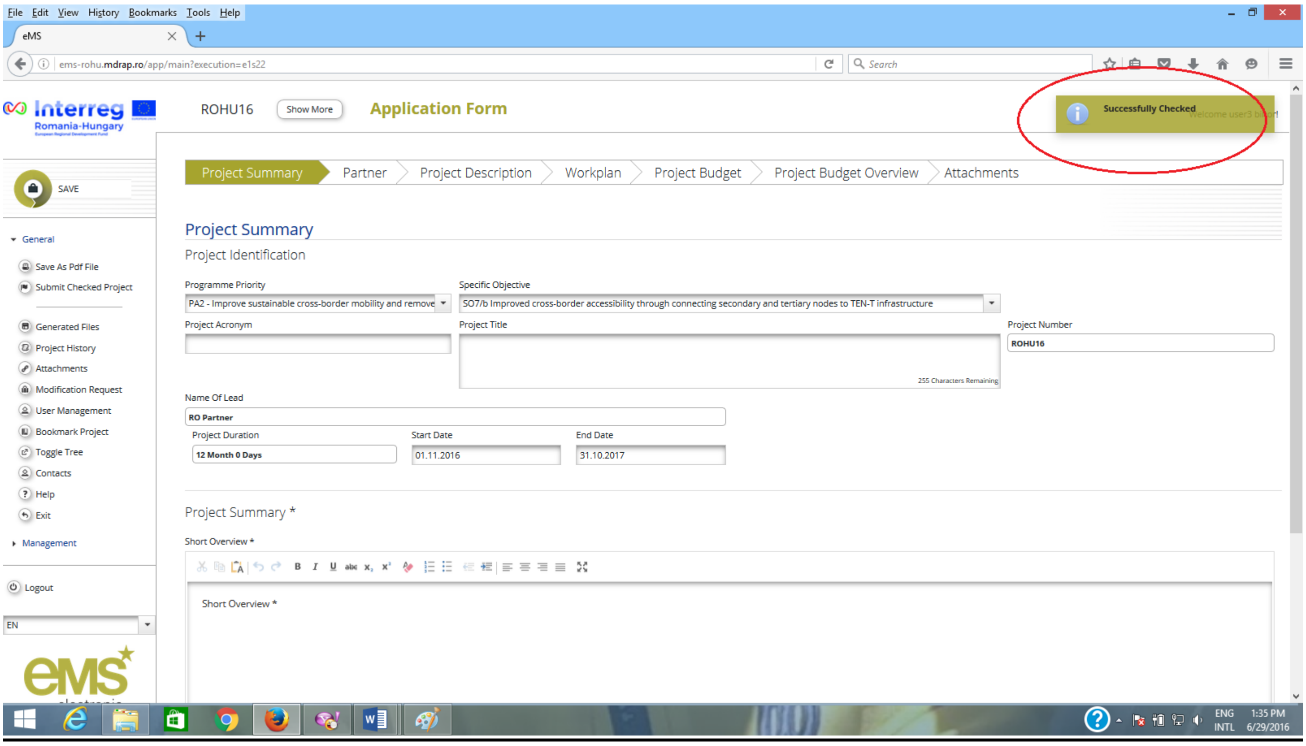
After completing the application form and attaching all necessary supporting documents, **you are recommended to save it as a Pdf File (menu item)**.

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.

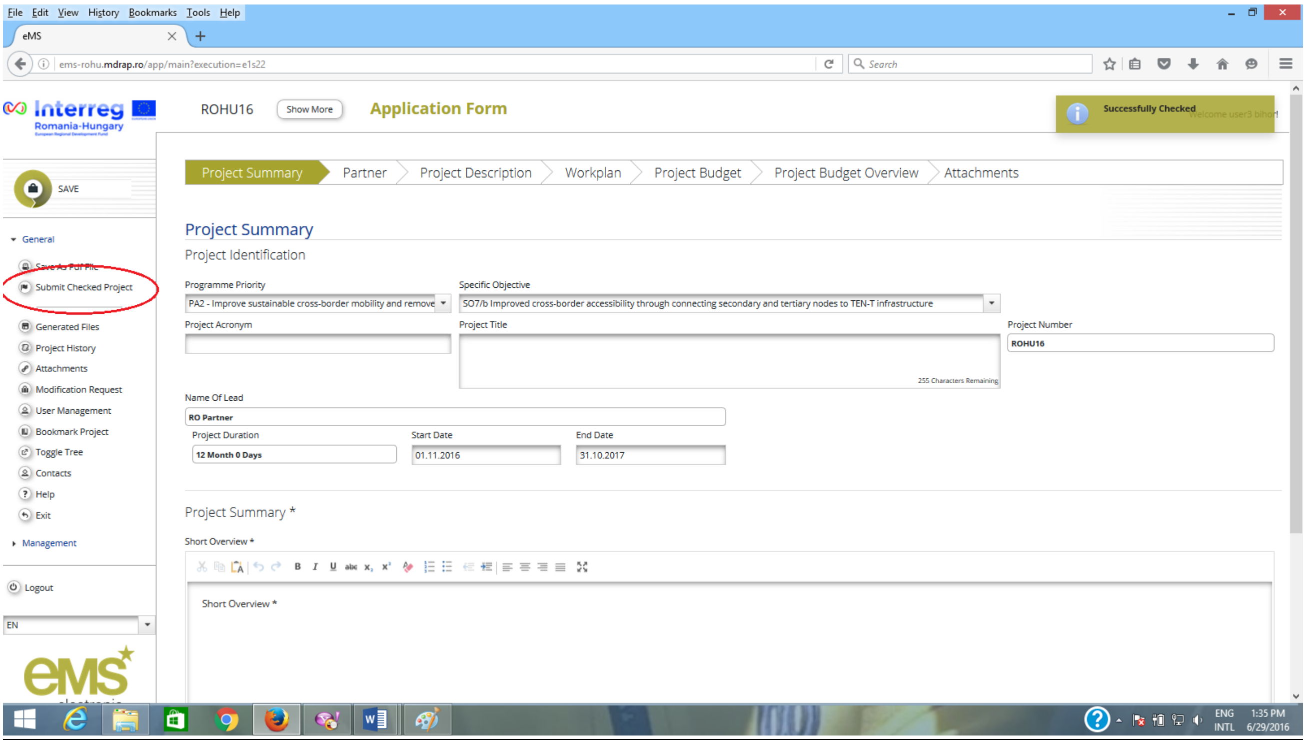


Before you are able to submit your application, you will need to click on **"Check Saved Project**" to activate the automatic checks. If any issues are found, such as missing or wrong data, you will need to correct this before you can save and check it again.

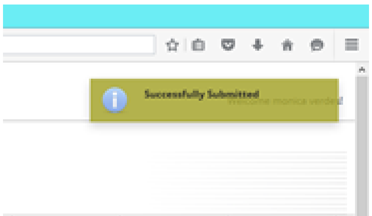




Only after all checks are okay, you will be able to submit your application by pushing the "Submit checked project" button.



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!!!

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.

2. 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

   Modification Request and the menu Application and Contract with the button

   Check Modification and Submit Modification

   Application And Contract — Check Modification | Application And Contract — Submit Modification

   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	

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	

State:
Accepted

Categories:
- 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)

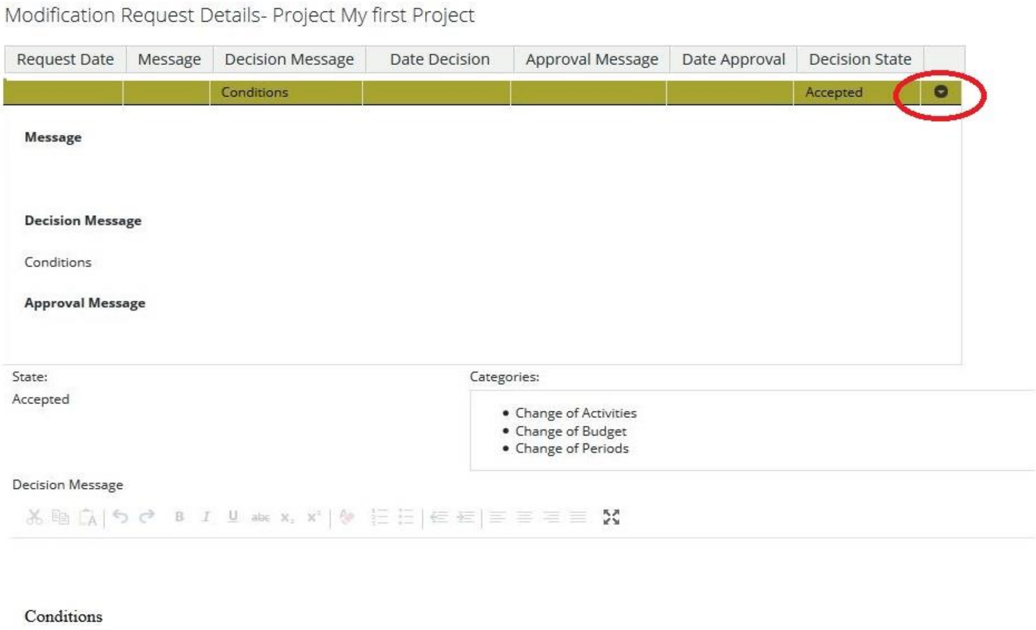
After submission the status of the project is **Cr_done** in the list of projects!

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.

Compare 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.

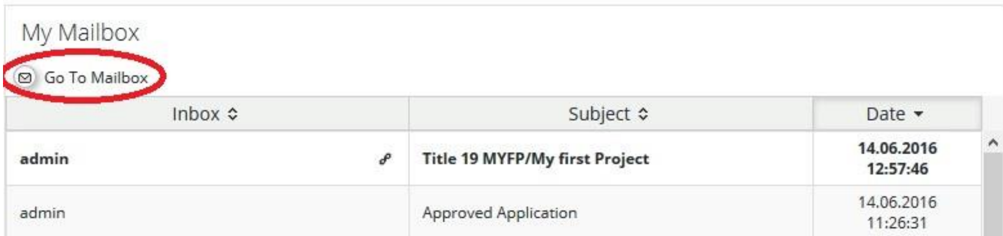


c) If the JS accepts the modifications done by the lead applicant, the application will be approved for financing. The application will have the status **Approved.**

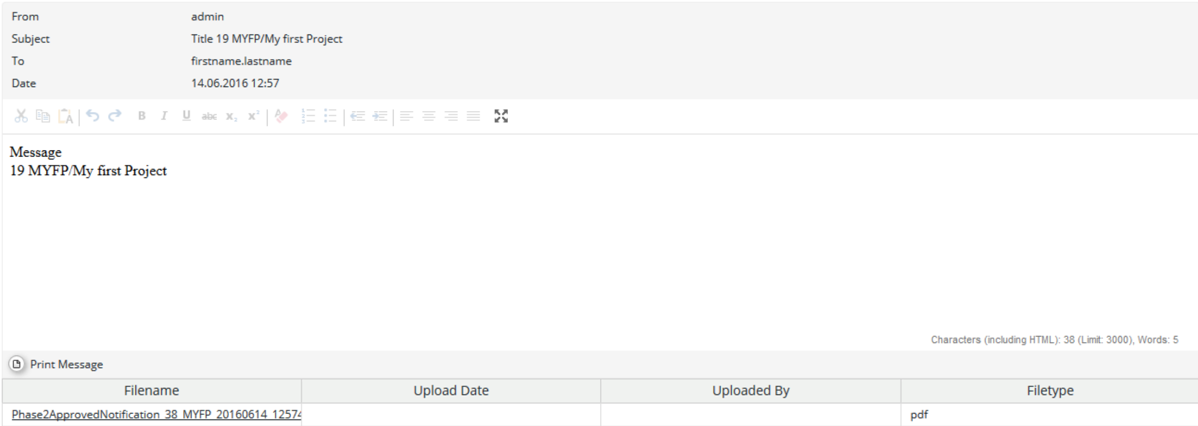
Please note that it is not possible to partially accept modifications!

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.



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



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.

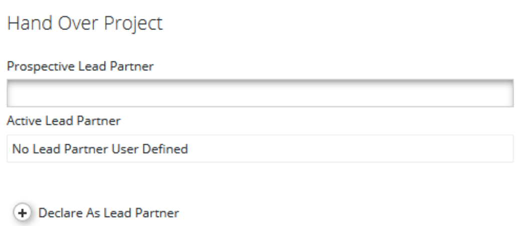
After the application is approved for financing, the next step in the process is to hand over the application approved (project) to the lead partner (lead beneficiary).

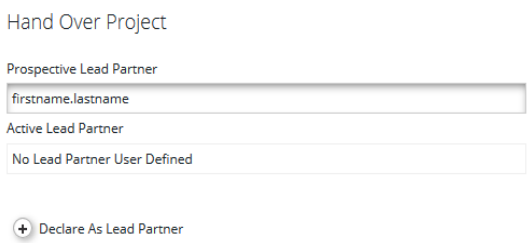
1. In order to do the hand over the lead applicant has to open the project and goes to the *General Menu* from the left side and by clicking the button Lead Partner it will open the function called hand over project.

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.





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”.

   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**

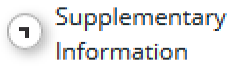
Please note that the lead applicant will be informed by e-mail about the approval or rejection of the lead partner.

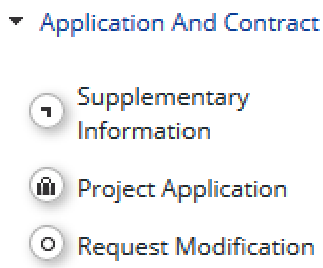
After the approval of the Lead partner the lead applicant can only see the AF, the way it was submitted and approved, but cannot see the reporting phase of the project, cannot request modifications, edit users or intervene into the project in any other way.

PART F – Pre-contracting and contracting

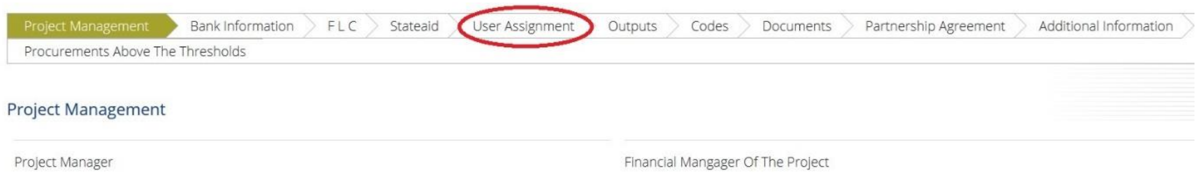
In the pre-contracting phase the project status is **Startup** in the system and the lead partner has to provide:

i. *additional data* in the section Application and Contract, function Supplementary information by clicking on the button

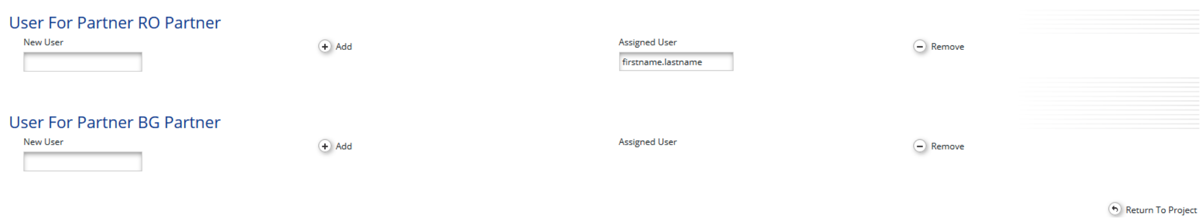




Please note that information provided through the function Supplementary information can be updated over the life cycle of the project and the JS can see the modifications done by lead partner or partners.



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.

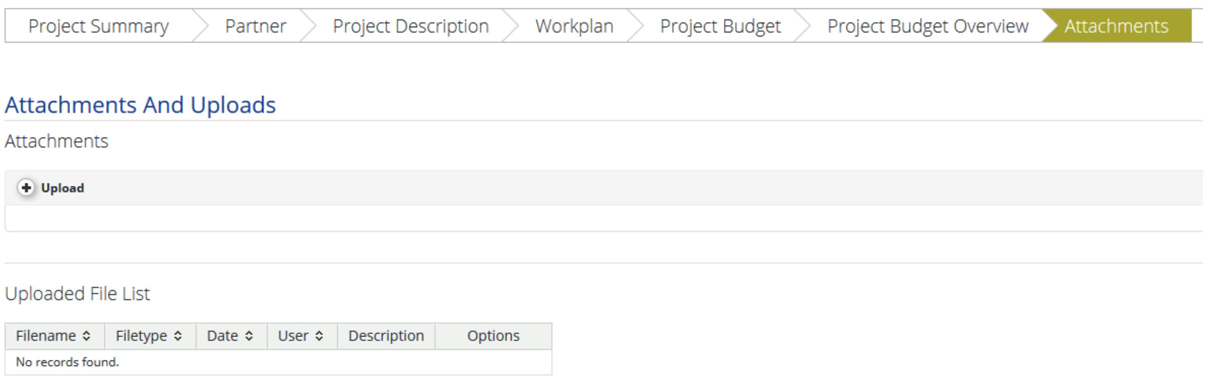


The lead partner has to assign one user for each the partner registered in the AF in order to give them access to the reporting phase of the project.

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.

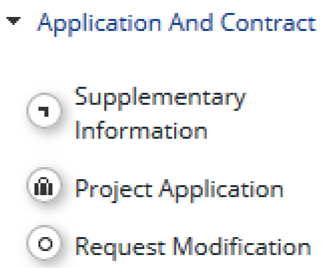
For this option the JS will open the attachment section of the AF by clicking on the button Attachment Upload Closed and close it by clicking on the button Attachment Upload Allowed after the lead partner has finished to upload the project documents.



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.

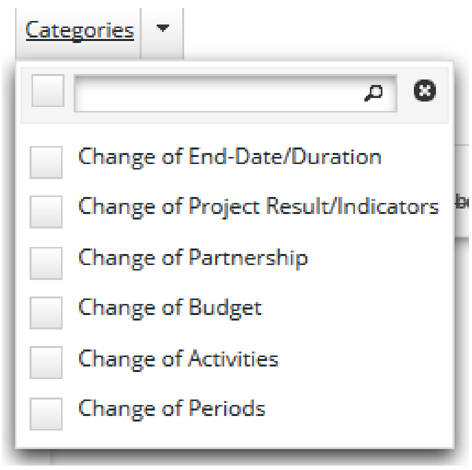
Please note that the lead partner can send the documents by e-mail but those documents are not attached to the AF as the signing contract procedure request.

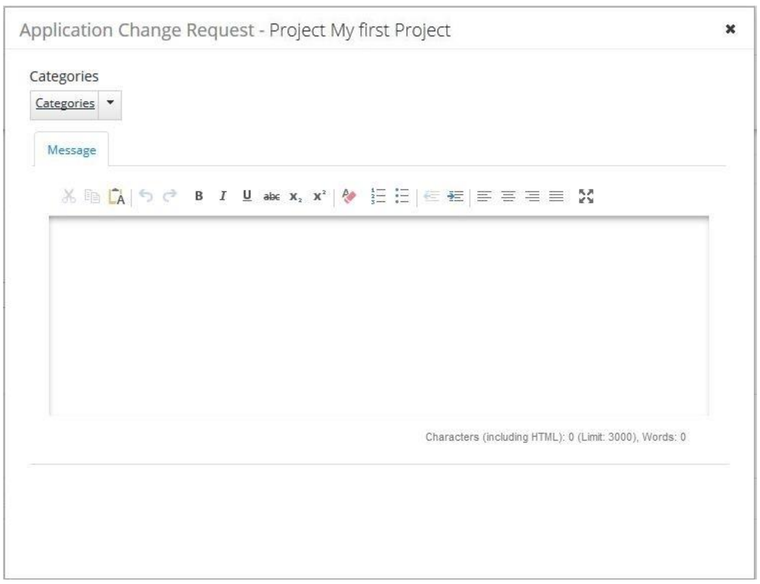
iii. If there is the case, the Lead Partner can request modification of the AF to the JS, only if the button Request Modification is visible in the section Application and Contract



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.





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 Projects

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	View Reporting

Add Project

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

My Mailbox

Go To Mailbox

Inbox	Subject	Date
admin	**Project Contracted**	**17.06.2016 12:07:23**

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:

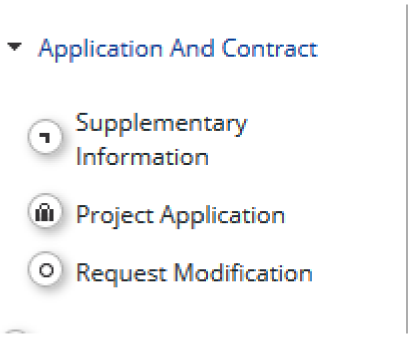
- JS requests modification -> LP modifies AF -> JS approves modification -> new version of the AF is generated. OR
- JS requests modification -> LP modifies AF-> JS requests further modifications -> LP modifies AF -> JS approves modification -> new version of the AF is generated. OR
- JS requests modification -> 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' → '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 hours[1].

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