



## **INTERREG V-A ROMANIA-HUNGARY PROGRAMME**



# eMS Application Instructions for strategic projects

How to apply online using the eMS

"Partnership for a better future"

www.interreg-rohu.eu

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

## Contents

| How to apply online using the eMS                 | 1  |
|---|----|
| Contents  | 2  |
| Abbreviations                                     |    |
| 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) | 19 |
| PART E - Submitting the application               | 66 |
| PART F - Help and Technical Support               | 69 |

## 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

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

## Technical information and system requirements

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

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



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

- ✓ The eMS does not provide any warning or request of confirmation before leaving a section of the AF or before logging out;
- Always remember to save the data before leaving any section in the AF (Save button on upper left corner or at the end of the page 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!

## PART A – Registration

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

To register, go to <u>http://ems-rohu.mdrap.ro/</u> and click on the button • Register .
 The person registering should be preferably the contact person or the project manager of the Lead Applicant institution/organization.

| <u>File Edit View History Bookm</u>  | marks <u>I</u> ools <u>H</u> elp  |   |  |                                   | -            | 0               | х |
|--|---|---|--|-----------------------------------|--------------|-----------------|---|
| M Inbox (1) - carmen.chirila   | × eMS × +   |   |  |                                   |              |                 |   |
| () ems-rohu.mdrap.ro/ap  | app/main?execution=e1s1   | G   | Q Search   | ☆ 自 ♥ 🖡                           | Â            | ⊜               | ≡ |
| Conterreg  |   |   |  |                                   |              |                 | _ |
| Login     Registration   | Login   | me*   |  |                                   |              |                 |   |
| electronic<br>monitoring   | Persov<br>⊘ Log<br>Discloimer:  |   | word   |                                   |              |                 |   |
| system   | Please note! This instance of e-MS is only for testing.   |   |  |                                   |              |                 |   |
| developed by<br>PLOT<br>INTERCION<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL<br>INTERCIONAL | Registration of the users:<br>• The users have to register themselves in e-MS according with the Registration form (click on "+ Register<br>• The usersame registered in the system should be <b>(firstowne.lastowne</b><br>• The E-mail registered in the system should be the official address (e.g. <b>firstowne.lastowne@mdrog.ro</b> )<br>• To active the account click on the link set automatically by the system on e mail.<br>• Activated user that a default role of Applicant in the e-MS system and this role can be changed by the add<br>change the role. |   | escription of the user. In case you are not an applicant p | ilease contact MA or JS administr | rators in or | der to          |   |
|  | Please be very careful of what password you are using for login, keep this password confidential in orde  | r to protect unauthorized access of your accou      | nt taking into consideration this system is online!        |                                   |              |                 |   |
|  | TO SEE HOW TO USE THE SYSTEM PLEASE CONSULT THE "eMS screencest" PUBLISHED BY INTERACT ON YO<br>https://www.youtube.com/watch?w=E_C0ejuo9c4&list=PLVYGVfgv4leEn2QC4ztZAFAwrCQztWGY78index=1   | DUTUBE:   |  |                                   |              |                 |   |
|  | Confidentiality policy:   |   |  |                                   |              |                 |   |
|  | Logging into the e-MS express your agreement to preserve the confidentiality of all information and documents   | s presented in e-MS according to the confidentialit | y policy of the e-MS system and Interreg V-A Romania – H   | lungary Programme.                |              |                 |   |
|  |   |   |  |                                   |              |                 |   |
| 🛋 🙆 🚞  |   | 10101   | St / Second  | ? * * * * ?                       | ENG<br>INTL  | 11:06<br>6/29/3 |   |

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

#### Registration

| Description      |                          |
|------------------|--------------------------|
| Username         | firstname.lastname       |
| Email *          | firstname.lastname@mail. |
| Password *       | *******                  |
| Password Again * | *****                    |
| Firstname *      | Firstname                |
| Lastname *       | Lastname                 |
| Title            | expert / institution     |
| Language         | EN 👻                     |
| Register         | >                        |

- Username: will be used to log in the eMS. It can be freely chosen by the registering person, but we strongly recommend to have this format *firstname.lastname* in order to be easily to remember;
- *E-mail:* the email address of the contact person from Lead Applicant or applicant. The Email registered in the eMS must be the active and official address (e.g. *firstname.lastname@mdrap.ro*);
- Password: the password used to access the system should be a strong and complex one (a combination of alphanumerical characters and symbols).
- First name/Last name: Personal information of the contact person from the Lead Applicant or applicant;
- > *Title:* The title and the institution you are working for
- > Language: English is the pre-defined programme's official language. It cannot be changed.



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

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

Hello,

In order to activate your account please click the following link: http://ems-uid=2&hash=2c206bbbed9934476e931b7beff17c7c

Best regards, e-MS Team

- 4. Only after the user account activation and validation email received by JS from Lead Applicant or applicant institution/organization, the new user of Lead Applicant or applicant will be able to log in to the eMS.
- 5. In case the password is forgotten, it can be reset using the **Forgot Password** button, filling in the username and clicking the button **Reset Password**

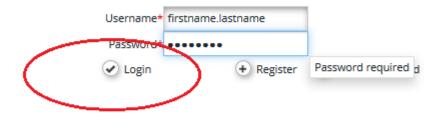
| _ |                  |
|---|------------------|
|   | Reset Password   |
|   | Username         |
| - |                  |
|   | 1 Reset Password |
|   |                  |
|   |                  |
|   |                  |



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

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



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

| ;   | × (+                   |        |         |         |         |                    |                 |           |  |              |                      |              |                       |              |            |           |
|---|------------------------|--------|---------|---------|---------|--------------------|-----------------|-----------|--|--------------|----------------------|--------------|-----------------------|--------------|------------|-----------|
| i) ems-rohu.mdrap.ro/a  | pp/main?execution=e1s2 |        |         |         |         |                    |                 |           |  | C Q Se       | arch                 |              | ☆                     | <b>à ▽</b>   | ∔ ≙        | ⊜         |
|   | Da                     | shboar | d       |         |         |                    |                 |           |  |              |                      |              |                       |              | Welcome us | ser3 biho |
| onal  |                        |        |         |         |         |                    |                 |           |  |              |                      |              |                       |              |            |           |
| ashboard  | My Projec              | ts     |         |         |         |                    |                 |           |  |              |                      |              |                       |              |            |           |
| Aailbox   | Project_id             | Name   | Acronym | Start ¢ | End ¢   | Lead<br>Partner \$ | L P Nationality | Call<br>¢ | Timeslot                               | Specific     | Submission<br>Date ≎ | Projectstate | Applican<br>Leadpartr | t Or         | View Proj  | ect       |
| enerated Files  | No records for         |        | Y       |         |         | Partrier v         | Ť               | *         | *                                      | Objective \$ | Date +               | *            | Leauparu              | iei v        |            |           |
| lser Account  | O Add Project          |        |         |         |         |                    |                 |           |  |              |                      |              |                       |              |            |           |
| cations   |                        |        |         |         |         |                    |                 |           |  |              |                      |              |                       |              |            |           |
| Management  |                        |        |         |         |         |                    |                 |           |  |              |                      |              |                       |              |            |           |
| rting   | My Mailb               | IOX    |         |         |         |                    |                 |           | Show Ow                                | n View       |                      |              |                       |              |            |           |
| ect List  | Go To Ma               |        |         |         |         |                    |                 |           | 0 0                                    | Current Date | Ju                   | ne 2016      |                       |              | Mo         | onth      |
|   | GOTOMA                 | Inbox  | ~       |         | Subject | ~                  | Date •          |           | Sun                                    | Mon          | Tue                  | Wed          | Tue                   | Fri          | Sat        |           |
| ut  | Select A Mail          |        | Ŷ       |         | Subject | Ŷ                  | Date -          |           | FSP call - Conce                       |              | 31                   | 1            | 2                     | 3            | 3          | 4         |
|   |                        |        |         |         |         |                    |                 |           | FSP call - Full Ap                     | pplication   |                      |              |                       |              |            |           |
| -   |                        |        |         |         |         |                    |                 |           |  | 5            | 6 7                  | 8            | 9                     | 10           |            | 11        |
| *   |                        |        |         |         |         |                    |                 |           | FSP call - Conce                       | pt Note      | · /                  |              |                       |              |            |           |
|   |                        |        |         |         |         |                    |                 |           | FSP call - Full Ap                     | pplication   |                      |              |                       |              |            |           |
|   |                        |        |         |         |         |                    |                 |           |  | 12 1         | 13 14                | 15           | 16                    | 17           | 7          | 18        |
| electronic<br>monitoring  |                        |        |         |         |         |                    |                 |           | FSP call - Conce                       | ipt Note     |                      |              |                       |              |            |           |
| system  |                        |        |         |         |         |                    |                 |           | FSP call - Full Ap                     | pplication   |                      |              |                       |              |            |           |
| developed by  |                        |        |         |         |         |                    |                 |           |  | 19 2         | 20 21                | 22           | 23                    | 24           | 1          | 25        |
| (PLOT)  |                        |        |         |         |         |                    |                 |           | FSP call - Conce<br>FSP call - Full Ap |              |                      |              |                       |              |            |           |
|   |                        |        |         |         |         |                    |                 |           | PSP call - Full Aj                     | opication    |                      |              |                       |              |            |           |
| INTERSE   |                        |        |         |         |         |                    |                 |           |  |              | 27 28                | 29           | 30                    | 1            |            | 2         |
| NCT is co-financed by the   |                        |        |         |         |         |                    |                 |           | FSP call - Conce<br>FSP call - Full Ap |              |                      |              |                       |              |            |           |
| ACT is co-financed by the<br>an Regional Development Fund<br>3_0.10 |                        |        |         |         |         |                    |                 |           |  |              |                      |              |                       |              |            |           |
| CT is co-financed by the<br>an Regional Development Fund            |                        |        |         |         |         |                    |                 |           | PSP call - PUILA                       | ppication    |                      |              |                       |              |            |           |
| CT is co-financed by the<br>an Regional Development Fund            |                        |        |         |         |         |                    |                 |           | PSP call - PUT Ap                      | 3            | 4 5                  | 6            | 7                     | :<br>Na 10 % | 3          | 9         |

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

- *i.* **Personal** menu has 4 functions available:
  - Dashboard by clicking on the Dashboard button it shows dashboard;
  - Mailbox by clicking on the Mailbox button it goes to the Mailbox window, from where the user of the Lead Applicant or applicant can use the internal mail function of the eMS as a normal e-mail, with the remark that the senders and receivers must be internal users of the system;

| <ul> <li>Personal</li> </ul> | Mailbo   | κ       | Filebrowser   |
|------------------------------|--|---------|---------------|
| Dashboard                    | New Folder     New     Message     Int   | DOX     | Filename ≎    |
| Mailbox                      |  | FROM \$ | No Data Found |
| Generated Files              | <ul><li>→ Forward</li><li>◆ Move</li></ul>                                       |         |               |
| User Account                 | Message     Groups     Inbox   |         |               |
|                              | mittox<br>葷 Trash<br>圙 Sent<br>⑭ Draft   |         |               |
|                              | Show Mails Related<br>To Project<br>- w<br>Show Mails Related<br>To Phase<br>- w |         |               |

 Generated files – accessed by clicking on the Generated Files button

This section shows in pdf format a report generated by the system based on a template that presents all the AF data recorded in the eMS;

 User account – can be accessed by clicking on the User Account button

In this section the user can update his information (except the Username and email which cannot be changed by the user), change password, configure mail signature and dashboard.

| 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       Image: Signature     Image: Signature       Imag | Organization / Department    |  |  |  |  |
| Characters (including HTML): 0 (Limit: 300), Words: 0   |                              |  |  |  |  |

ii. Applications menu has 2 functions available:

C - 11 -

- 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
   Bookmark from the last column of the projects list.

| <ul> <li>Applications</li> </ul> | <ul> <li>E M S Management</li> </ul> |
|----------------------------------|--------------------------------------|
| My Applications                  | 2 Calls                              |
| Bookmarked     Applications      |                                      |

iii. **EMS Management** menu contains the function Calls. Clicking on the <sup>(2)</sup> Calls button it shows both the open and closed calls.

| Name ≎      | Start \$   | End \$     | Description \$ | Attachments |          |
|-------------|------------|------------|----------------|-------------|----------|
| Call test 1 | 09.03.2016 | 30.03.2016 | Call test      |             | (ŵ) Appl |

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

| My Projects      | 5          |              |         |       |                    |                       |           |               |                    |                 |                    |                                |              |
|------------------|------------|--------------|---------|-------|--------------------|-----------------------|-----------|---------------|--------------------|-----------------|--------------------|--------------------------------|--------------|
| Project_id<br>≎  | Name<br>\$ | Acronym<br>≎ | Start ≎ | End ≎ | Lead Partner<br>\$ | L P Nationality<br>\$ | Call<br>≎ | Timeslot<br>≎ | Specific Objective | Submission Date | Projectstate<br>\$ | Applicant Or Leadpartner<br>\$ | View Project |
| No records found | d.         |              |         |       |                    |                       |           |               |                    |                 |                    |                                |              |
| O 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 Go To Mailbox button

| My 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

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 O Add Project the button

| 5 ×   | (+                                 |              |         |         |                   |                 |           |  |   |                      |                   |                    |                  |      |             |
|---|------------------------------------|--------------|---------|---------|-------------------|-----------------|-----------|--|---|----------------------|-------------------|--------------------|------------------|------|-------------|
| <ol> <li>ems-rohu.mdrap.ro/app/ma</li> </ol>  | ain?execution=e1s2                 |              |         |         |                   |                 |           |  | ୯୯  | earch                |                   | ☆                  | ê 🛡              | ÷    | <b>ê</b>    |
| nterreg   | Dashboa                            | rd           |         |         |                   |                 |           |  |   |                      |                   |                    |                  | Welc | ome user3 b |
| onal  |                                    |              |         |         |                   |                 |           |  |   |                      |                   |                    |                  |      |             |
| Dashboard   | My Projects                        |              |         |         |                   |                 |           |  |   |                      |                   |                    |                  |      |             |
| Mailbox<br>Generated Files  | Project_id Name                    | Acronym<br>¢ | Start 💠 | End ¢   | Lead<br>Partner ¢ | L P Nationality | Call<br>¢ | Timeslot<br>\$   | Specific<br>Objective \$  | Submission<br>Date ≎ | Projectstate<br>≎ | Applica<br>Leadpar | ant Or<br>ther o | Vie  | v Project   |
| Jser Account  | No records found:<br>O Add Project | <b>`</b>     |         |         |                   |                 |           |  |   |                      |                   |                    |                  |      |             |
| lications   | (C) Add Project                    | )            |         |         |                   |                 |           |  |   |                      |                   |                    |                  |      |             |
| S Management  | $\sim$                             |              |         |         |                   |                 |           |  |   |                      |                   |                    |                  |      |             |
| orting  | My Mailbox                         |              |         |         |                   |                 |           | Show Ow  | n View  |                      |                   |                    |                  |      |             |
| tact List   | Go To Mailbox                      |              |         |         |                   |                 |           | 0 0  | Current Date  | ]                    | une 2016          |                    |                  |      | Month       |
|   | Inbo                               | ( O          |         | Subject | 0                 | Date *          |           | Sun  | Mon<br>29   | Tue<br>30 31         | Wed 1             | Tue<br>2           | Fri              | 3    | Sat 4       |
| out   | Select A Mailbox Folder            |              |         |         |                   |                 |           | FSP call - Conce<br>FSP call - Full Ap   |   |                      |                   |                    |                  |      |             |
|   |                                    |              |         |         |                   |                 |           | The Content of Page  | ppication   |                      |                   |                    |                  |      |             |
|   |                                    |              |         |         |                   |                 |           |  |   |                      |                   |                    |                  |      |             |
| •   |                                    |              |         |         |                   |                 |           | FSP call - Conce   | 5   | 6 7                  | 8                 | 9                  | 1                | 0    | 11          |
|   |                                    |              |         |         |                   |                 |           | FSP call - Conce<br>FSP call - Full A  | ept Note  | 6 7                  | 8                 | 9                  | 1                | 10   | 11          |
| <b>MS</b> *   |                                    |              |         |         |                   |                 |           |  | pplication  |                      |                   |                    |                  |      |             |
| electronic<br>monitoring  |                                    |              |         |         |                   |                 |           | FSP call - Full Ap   | pplication<br>12<br>pplication  | 6 7<br>13 14         | 8                 | 9<br>16            |                  | 10   | 11          |
| electronic<br>monitoring<br>system  |                                    |              |         |         |                   |                 |           | FSP call - Full Aj   | pplication<br>12<br>pplication  |                      |                   |                    |                  |      |             |
| electronic<br>monitoring<br>system  |                                    |              |         |         |                   |                 |           | FSP call - Full Ay<br>FSP call - Conce<br>FSP call - Full Ay   | pplication<br>12<br>upt Note<br>pplication<br>19                                      |                      |                   |                    | 1                |      |             |
| electronic<br>monitoring<br>system  |                                    |              |         |         |                   |                 |           | FSP call - Full Ap   | pplication  12  pplication  12  pplication  19  pplication                            | 13 14                | 15                | 16                 | 1                | 17   | 18          |
| electronic<br>monitoring<br>system  |                                    |              |         |         |                   |                 |           | FSP call - Full Ay<br>FSP call - Conce<br>FSP call - Full Ay<br>FSP call - Conce   | ipt Note<br>pplication<br>12<br>ppt Note<br>pplication<br>19<br>pplication            | 13 14<br>20 21       | 15                | 16<br>23           | 1                | 24   | 18          |
| electronic<br>system<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT)<br>(PLOT |                                    |              |         |         |                   |                 |           | FSP call - Full Ag<br>FSP call - Conce<br>FSP call - Full Ag<br>FSP call - Conce<br>FSP call - Conce<br>FSP call - Conce | pplication  12 pplication  12 pplication  19 pplication  26 pplication  26 pplication | 13 14                | 15                | 16                 | 1                | 17   | 18          |
| electronic<br>monitoring<br>system<br>developed by<br>(PLOT)<br>INTER COL   |                                    |              |         |         |                   |                 |           | FSP call - Full Ag<br>FSP call - Conce<br>FSP call - Full Ag<br>FSP call - Conce<br>FSP call - Full Ag                   | pplication  12 pplication  12 pplication  19 pplication  26 pplication  26 pplication | 13 14<br>20 21       | 15                | 16<br>23           | 1                | 24   | 18          |

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

| 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    |             | M Apply |

 2. After click on the
 Apply
 button, the system will open the AF section with a save

 button
 SAVE
 , two menus General and Management in the left side of the

screen and sections (tabs) of the AF in the upper part.

*General menu* includes the following functions: Save As Pdf File, Check Saved Project, Generated Files, Project History, Attachments, User Management, Bookmark Project, Toggle tree, Contacts, Help and Exit.

| ▼ General                            |                          |            |       |
|--------------------------------------|--------------------------|------------|-------|
| Save As Pdf File                     |                          |            |       |
| Check Saved Project                  |                          |            |       |
| Generated Files                      |                          |            |       |
| 2 Project History                    |                          |            |       |
| <ul> <li>Attachments</li> </ul>      |                          |            |       |
| (2) User Management                  |                          |            |       |
| Bookmark Project                     |                          |            |       |
| C Toggle Tree                        |                          |            |       |
| (2) Contacts                         |                          |            |       |
| ? Help                               |                          |            |       |
| • Exit                               |                          |            |       |
| <ul> <li>Management</li> </ul>       |                          |            |       |
| 0 Logout                             |                          |            |       |
| Save As Pdf File – by clicking on th | e 🚇 Save As Pdf File     | button     | the   |
| system generates a pdf file that     | brings all the data four | din tha Ar | - 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 Concreted Files section:

in the Generated Files section;

| <u>Eile Edit View History Bookn</u>    |   |                     |  |  |                      |                |       |        |        | - 8                     |
|--|---|---------------------|--|--|----------------------|----------------|-------|--------|--------|-------------------------|
| eMS                                    | × \+  |                     |  |  |                      |                |       |        |        |                         |
| (i) ems-rohu.mdrap.ro/ap               | pp/main?execution=e1s22                             |                     |  | C Q, Search  |                      |                |       | à 🛡    | + 1    | î Ø                     |
| Romania-Hungary                        | ROHU16 Show More App                                | lication Form       |  |  |                      |                |       |        | Welcom | e user3 bihor           |
| SAVE                                   | Project Summary Partner                             | Project Description | Workplan Project Budg                        | get Project Budget Overview                        | Attachme             | ents           |       |        |        |                         |
| • General                              | Project Summary                                     |                     |  |  |                      |                |       |        |        |                         |
| Save As Pdf File                       | Project Identification                              |                     |  |  |                      |                |       |        |        |                         |
| Check Saved Project                    | Programme Priority                                  | Specific Objective  |  |  |                      |                |       |        |        |                         |
|  | PA2 - Improve sustainable cross-border mobility and |                     | s-border accessibility through connecting se | condary and tertiary nodes to TEN-T infrastructure |                      |                |       |        |        |                         |
| Generated Files                        | Project Acronym                                     | Project Title       |  |  |                      | Project Number |       |        |        |                         |
| Project History                        |   |                     |  |  |                      | ROHU16         |       |        |        |                         |
| Attachments                            |   |                     |  | 255 (  | Characters Remaining |                |       |        |        |                         |
| Modification Request                   | Name Of Lead  |                     |  |  |                      |                |       |        |        |                         |
| User Management                        | RO Partner  |                     |  |  |                      |                |       |        |        |                         |
| Bookmark Project                       | Project Duration                                    | Start Date          | End Date                                     |  |                      |                |       |        |        |                         |
| C Toggie Tree                          | 12 Month 0 Days                                     | 01.11.2016          | 31.10.2017                                   |  |                      |                |       |        |        |                         |
| Contacts                               |   |                     |  |  |                      |                |       |        |        |                         |
| <ul> <li>Help</li> <li>Exit</li> </ul> | Project Summary *                                   |                     |  |  |                      |                |       |        |        |                         |
| Management                             | Short Overview *                                    |                     |  |  |                      |                |       |        |        |                         |
| -                                      | ≫ 🕾 🔓 / S ♂ B I U abe x, x'                         | ♦ E E @ #   = = =   | = 55   |  |                      |                |       |        |        |                         |
| b) Logout                              | Short Overview *                                    |                     |  |  |                      |                |       |        |        |                         |
| N +                                    | Short orter item                                    |                     |  |  |                      |                |       |        |        |                         |
| <b>ems</b> *                           |   |                     |  |  |                      |                |       |        |        |                         |
| 🕂 🤶 🚞                                  | 💼 📀 😺 😵 📰   | 1                   |  |  |                      |                | ? - ! | 😺 10 i |        | NG 1:24 P<br>ITL 6/29/2 |



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

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



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

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

**Generated Files** 

| Filename ≎                          | Туре | Size<br>≎      | Last<br>Change ≎       |  |
|-------------------------------------|------|----------------|------------------------|--|
| AF ROBG-19 MYFP 20160608 150600.pdf | File | 79.25<br>KByte | 08.06.2016<br>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.

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

×

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

|                   |            |         | /      |             | iption > | Workplan | <br>Project Budget | <br>Project Budget Overview | Attachments |
|-------------------|------------|---------|--------|-------------|----------|----------|--------------------|-----------------------------|-------------|
| Attachmen         | ts And ۱   | Upload  | S      |             |          |          |                    |                             |             |
| Attachments       |            |         |        |             |          |          |                    |                             |             |
| + Upload          |            |         |        |             |          |          |                    |                             |             |
| Uploaded File     | List       |         |        |             |          |          |                    |                             |             |
| Filename \$       | Filetype ≎ | Date \$ | User ≎ | Description | Options  |          |                    |                             |             |
| No records found. |            |         |        |             |          |          |                    |                             |             |

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

| Project Summary Partner Project Descr    | ription Workplan Project Budget | Project Budget Overview | Attachments |          |
|--|---------------------------------|-------------------------|-------------|----------|
| User Project Mapping                     |                                 |                         |             |          |
| New User                                 | Assigned User                   |                         |             |          |
|  |                                 | 14                      | <4 1 P> P1  |          |
|  | User Name                       |                         | Role        | Option   |
| Add For Reading     Add For Modification | firstname.lastname              | Applicant               |             | - Remove |
|  |                                 | 14                      | « 1 ю и     |          |

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: New User

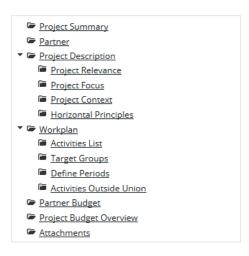




The user rights granted by the Lead Applicant for his partners will only be available until the submission of the application or until the deadline of the call.

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

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



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

Select Rola in The Project Licername

| Select | Role In The Project | Username           |
|--------|---------------------|--------------------|
|        | Lead Applicant      | firstname.lastname |



•

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



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

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

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



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

| admin           |        | Application Submitted | 13.06.2016<br>11:15:05 |
|-----------------|--------|-----------------------|------------------------|
| In              | nbox ≎ | Subject ≎             | Date 👻                 |
| 🐵 Go To Mailbox |        |                       |                        |
| My Mailbox      |        |                       |                        |

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)!

hary Partner Project Description Workplan Project Budget Project Budget Overview 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 "CREATE" button in the top-left corner.

|                                | <b>Q</b>                                   | CREA        | TE .                 |   |
|--------------------------------|--|-------------|----------------------|---|
| Comania-Hungary                | ROHU Show More A                           | pplicat     | tion Form            |   |
| CREATE                         | Project Summary Part                       | ner         | Project Descriptio   | on Workplan Project Budget                            |
| ▼ General                      | Project Summary                            |             |                      |   |
| Generated Files                | Project Identification                     |             |                      |   |
| 🕑 Toggle Tree                  | Programme Priority                         |             | Specific Objective   |   |
| Contacts                       | PA2 - Improve sustainable cross-border mob | ility and 🔻 | SO7/b Improved cross | -border accessibility through connecting secondary an |
| ? Help                         | Project Acronym                            |             | Project Title        |   |
| • Exit                         |  |             |                      |   |
| <ul> <li>Management</li> </ul> |  |             |                      |   |
| () Logout                      | Project Duration                           | Start Da    | te                   | End Date  |
| Or Logour                      | 0 Month 1 Days                             | 03.05.2     | 017                  | 03.05.2017  |

#### Congratulations, you have now created a project!

| MS                                   | xmarks Iools Help                               |                                   |   |                  |            |                |              | -        | 8       |
|--------------------------------------|---|-----------------------------------|---|------------------|------------|----------------|--------------|----------|---------|
| ) (i)   ems-rohu. <b>mdrap.ro</b> /a | app/main?execution=e1s4                         |                                   | C Q Search  |                  |            | ☆自て            | <b>9</b> +   | î        | ø       |
| Romania-Hungary                      | ROHU16 Show More A                              | plication Form                    |   |                  | 1          | Project Create | <b>:d</b> We | come usi | er3 bit |
| SAVE                                 | Project Summary Partner                         | Project Description               | Workplan Project Budget Project Budget Overview   | Attachments      |            |                |              |          |         |
| eneral                               | Project Summary                                 |                                   |   |                  |            |                |              |          |         |
| Save As Pdf File                     | Project Identification                          |                                   |   |                  |            |                |              |          |         |
| Check Saved Project                  | Programme Priority                              | Specific Objective                |   |                  |            |                |              |          |         |
|                                      | PA2 - Improve sustainable cross-border mobility | and remove · SO7/b Improved cross | -border accessibility through connecting secondary and tertiary nodes to TEN-T infrastructure | *                |            |                |              |          |         |
| Generated Files                      | Project Acronym                                 | Project Title                     |   | Proj             | ect Number |                |              |          |         |
| Project History                      |   |                                   |   | RO               | HU16       |                |              |          |         |
| Attachments                          |   |                                   |   |                  |            |                |              |          |         |
| Modification Request                 |   |                                   | 255 Char  | acters Remaining |            |                |              |          |         |
| User Management                      | Project Duration                                | Start Date                        | End Date  |                  |            |                |              |          |         |
| Bookmark Project                     | 0 Month 1 Days                                  | 29.06.2016                        | 29.06.2016  |                  |            |                |              |          |         |
| loggle Tree                          |   |                                   |   |                  |            |                |              |          |         |
| Iontacts                             |   |                                   |   |                  |            |                |              |          |         |
| leip                                 | Project Summary *                               |                                   |   |                  |            |                |              |          |         |
| dt                                   | Short Overview *                                |                                   |   |                  |            |                |              |          |         |
| agement                              |   |                                   |   |                  |            |                |              |          |         |
| agement.                             | ∐   | . 🍐 iz iz 🥲 🖅 🖻 🖶 🖶               | = 8   |                  |            |                |              |          | _       |
| out                                  | Short Overview *                                |                                   |   |                  |            |                |              |          |         |
| out                                  |   |                                   |   |                  |            |                |              |          |         |
|                                      |   |                                   |   |                  |            |                |              |          |         |
|                                      |   |                                   |   |                  |            |                |              |          |         |
|                                      |   |                                   |   |                  |            |                |              |          |         |
|                                      |   |                                   |   |                  |            |                |              |          |         |
|                                      | 💼 💿 😆 🐼 🖬                                       |                                   |   |                  |            | ?) - 🐚 🛍       |              |          |         |

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

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



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

| Fields name                 | Fill in instructions  |  |  |
|-----------------------------|---|--|--|
| Project Identification      |   |  |  |
| Programme Priority:         | Indicate which Priority Axis of the Programme the project aligns with.  |  |  |
| Specific Objective:         | Select one specific objective your project is contributing to.  |  |  |
| Project Acronym             | Abbreviation of the project name.   |  |  |
| Project Title               | State the title of the project. This will be the official name of the project during its implementation.  |  |  |
| Project Number (autonumber, |   |  |  |
| Project Duration            | Indicate the number of months (automatically filled in by the system).  |  |  |
| Start Date                  | Indicate the expected start date of project activities. In order<br>to set this date please take into consideration the next phases<br>(assessment and contracting) of the projects.  |  |  |
| End Date                    | Indicate the expected end date of project activities.   |  |  |
| Project Summary             |   |  |  |
| Short overview              | <ul> <li>This summary delivers the first impression of the project. In case the project is approved, this summary will also be used by the programme for communication purposes, therefore make sure the text will be understandable by a non-expert audience and will be informative and appealing.</li> <li>For Concept Note:</li> <li>Please note that information provided must relate to the Project proposal you are planning to develop if your Concept Note is going to be selected!</li> </ul> |  |  |
|                             | <ul> <li>Please give a short overview of the project and describe:</li> <li>the common challenge of the programme area you are jointly tackling in your project;</li> <li>the overall objective of the project and the expected change your project will make to the current situation;</li> <li>the main outputs you will produce and who will benefit from them;</li> <li>the approach you plan to take and why is cross-border approach needed;</li> <li>what is new/original about it.</li> </ul>   |  |  |

| - simplified action plan;                                 |
|---|
|   |
| - the project idea is endorsed by relevant authorities;   |
| - the estimated budget for FA , on partner level;         |
| - the needs and constraints of the target country(ies)    |
| and/or region(s);   |
| For Full Application:                                     |
| Please give a short overview of the project and describe: |
| - the common challenge of the programme area you are      |
| jointly tackling in your project;                         |
| - the overall objective of the project and the expected   |
| change your project will make to the current situation;   |
| - the main outputs you will produce and who will benefit  |
| from them;  |
| - the approach you plan to take and why is cross-border   |
| approach needed;  |
| - what is new/original about it.                          |





button before leaving this page!!!

#### **Section B: Partner**

| <b>Fields name</b> <sup>1</sup> | Fill in instructions   |
|---------------------------------|--|
| Partnership Concept             | <ul> <li>Fill in the partnership concept. Please refer at least to the following:</li> <li>explain how the foreseen partnership covers the necessary professional competencies;</li> <li>detail the relevant experience of the Lead Applicant and his partners / associated partners, relevant for implementing the proposed project;</li> <li>explain how the partners have proven relevant experience in the thematic field concerned and the necessary capacity to implement the project (financial, human resources, etc.);</li> </ul> |
| Strategic Partnership           | Explain why this partnership has strategic importance.<br>Describe that the proposed partnership:  |

<sup>&</sup>lt;sup>1</sup> Some calls don't have these fields

|                         | <ul> <li>has a strategical impact in the Programme area;</li> <li>is part of a long term collaboration between the partners;</li> <li>is part of a Strategy/Plan;</li> </ul>   |
|-------------------------|--|
| Partnership Association | <ul> <li>Please describe the role and relevance of the partners:</li> <li>justify the role and the responsibilities of each partner / associated partners and define their contribution to the project;</li> <li>explain how the partnership consists of partners / associated partners that complement each other;</li> <li>explain how all partners / associated partners play a defined role in the partnership and what is their contribution to the project;</li> </ul> |



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

|   | × (+   |                             |                                      |                            |        |            |             |               |
|---|--|-----------------------------|--------------------------------------|----------------------------|--------|------------|-------------|---------------|
| ems-rohu. <b>mdra</b>   | ap.ro/app/main?execution=e1s5                    |                             |                                      | # Q Search                 | ☆      | ê ♥        | ∔ ń         | 9             |
| mania-Hungary   | ROHU16 Show Mor                                  | Application Form            |                                      |                            |        |            | Welcome     | user3 bił     |
| SAVE  | Project Summary                                  | Partner Project Description | on Vorkplan Project Budget Project B | udget Overview Attachments |        |            |             |               |
| ral   | Partner List                                     |                             |                                      |                            |        |            |             |               |
| ve As Pdf File  | Number<br>¢                                      | Name ¢                      | Nationality ¢                        | Abbreviation ¢             | Role ¢ | Associated | d To≎       | Viev<br>Partn |
| eck Saved Project   | No Data Found                                    |                             |                                      |                            |        |            |             |               |
| enerated Files<br>oject History<br>tachments<br>odification Request<br>ter Management   | Partnership Description<br>Partnership Concept * | •                           |                                      |                            |        |            |             |               |
| oject History<br>tachments<br>odification Request<br>eer Management<br>kokmark Project<br>ggle Tree   | Partnership Concept *                            |                             |                                      |                            |        |            | 255 Charac  | ters Rema     |
| oject History<br>tachments<br>odification Request<br>wer Management<br>kokmark Project<br>ggje Tree<br>intacts<br>elp                                 |  |                             |                                      |                            |        |            | 255 Charles | ters Remain   |
| oject History<br>tachments<br>adification Request<br>er Management<br>iokmark Project<br>ggle Tree<br>intacts<br>elp<br>it                            | Partnership Concept *                            | •                           |                                      |                            |        |            | 255 Charac  |               |
| oject History<br>tachments<br>odification Request<br>wer Management<br>kokmark Project<br>ggje Tree<br>intacts<br>elp                                 | Partnership Concept *                            | •                           |                                      |                            |        |            |             |               |
| oject History<br>tachments<br>adification Request<br>er Management<br>iokmark Project<br>ggle Tree<br>intacts<br>elp<br>it                            | Partnership Concept *                            | •                           |                                      |                            |        |            |             | ters Rema     |
| oject History<br>tachments<br>odification Request<br>ier Management<br>iokmark Project<br>ggle Tree<br>ggle Tree<br>intacts<br>ip<br>t<br>t<br>ggment | Partnership Concept *                            | •                           |                                      |                            |        |            | 255 Charae  | ters Rema     |
| oject History<br>tachments<br>odification Request<br>ier Management<br>iokmark Project<br>ggle Tree<br>ggle Tree<br>intacts<br>ip<br>t<br>t<br>ggment | Partnership Concept *                            |                             |                                      |                            |        |            | 255 Charae  | ters Rema     |

| eMS   | × (+  |                                   |   |                        |
|---|---|-----------------------------------|---|------------------------|
| i ems-rohu. <b>mdrap.ro</b> /a  | app/main?execution=e1s6   |                                   | C <sup>e</sup> Q. Search                            | ☆ 自 ♥ ↓ 余 9            |
| Romania-Hungary   | ROHU16 Show More  |                                   |   | Welcome user3 bih      |
| SAVE  | Project Summary Partner   | Project Description Workplan P    | roject Budget > Project Budget Overview > Attach    | hments                 |
| General   | Lead Partner 1<br>Partner Role In The Project *<br>Lead Partner | Partner Name in native language * |   |                        |
| Check Saved Project Generated Files Project History                                       |   | Partner Name in English +         |   | 255 Okracters Remainin |
| Attachments<br>Modification Request<br>User Management<br>Bookmark Project<br>Toggle Tree | Abbreviation  | Legal representative (Position) * |   | 255 Darketin Renari    |
| Help<br>Exit<br>anagement   | Address<br>Nuts0<br>România (RO)                                |                                   |   |                        |
| ogout   | From All Regions  |                                   | Street<br>Postal Code City                          | Housenumber            |
| ems   | Nord-Vest (RO11)<br>Nuts3<br>Bihor (RO111)                      |                                   | <ul> <li>✓</li> <li>Home Page</li> <li>✓</li> </ul> |                        |

| Fields name                          | Fill in instructions   |  |
|--------------------------------------|--|--|
| Partner/Applicant (autonumb          | er)  |  |
| Partner Role in the Project          | The first applicant created is automatically assigned the role<br>of the Lead Partner. Subsequent partners are automatically<br>assigned the role of project partners.     |  |
| Partner Name                         | State applicant name in the original language.   |  |
| Partner Name English                 | State applicant name in English.   |  |
| Abbreviation                         | Abbreviation of the applicant name.  |  |
| Legal representative<br>(Position) * | Indicate the position of the legal representative  |  |
| Address                              |  |  |
| Nuts0                                | Select the relevant programme partner country from the list.<br><b>Note:</b> If the partner is located outside the programme area, please tick the box "From All Regions". |  |
| Nuts2                                | Select the relevant NUTS region.   |  |
| Nuts3                                | Select the relevant sub region.  |  |
| Street + House number                | Enter street name + house number.  |  |
| Postal Code + City                   | Enter Postal Code + City.  |  |
| Website                              | Enter the organization's website URL.  |  |
| Legal and Financial Information      |  |  |
| Type of Partner                      | Select the relevant type of partner.   |  |
| Legal Status                         | Select if the organization is public or private.   |  |
| Co-Financing Source                  | Select the relevant funding source.  |  |
| Co-Financing% (max = xx%)            | Enter the correct intervention rate.   |  |
| Profit                               | Select from list.  |  |

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

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



Remove Partner

button, you can remove a project partner, if the case.



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

| Partner Name in native language * |                       |   |       |                      |
|-----------------------------------|-----------------------|---|-------|----------------------|
|                                   |                       |   |       |                      |
|                                   |                       |   | 255 C | Tharacters Remaining |
| Partner Name in English *         |                       |   |       |                      |
|                                   |                       |   |       |                      |
|                                   |                       |   |       |                      |
|                                   |                       |   | 255 C | Characters Remaining |
|                                   | Associated To Partner |   |       |                      |
|                                   | No Partner            | - | •     |                      |

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



#### Section C: 1-5: Project Description

#### Section C.1 Project Relevance

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

|   | × (+                              |  |   |   |
|---|-----------------------------------|--|---|---|
| ) (i)   ems-rohu. <b>mdrap.ro</b> /a    | app/main?execution=e1s8           |  | C Q Search                                      | ☆ 自 ♥ ♣ 余 🤅   |
| Romania-Hungary                         | ROHU16 Show More Ap               | plication Form   |   | Welcome user:   |
| SAVE                                    | Project Summary Partner           | Project Description Waxplan                                  | Project Budget Project Budget Overview Attachme | nts   |
| JAVE                                    | Durgingst Delayange               | <ul> <li>Project Relevance</li> <li>Project Focus</li> </ul> |   |   |
| eneral                                  | Project Relevance                 | Project Context  |   |   |
| Save As Pdf File<br>Check Saved Project | Territorial Challenge             | Horizontal Principles  | Project Approach                                |   |
| Generated Files                         | Territorial Challenge Description | o Project Risks  | Project Approach Description                    |   |
| Project History                         | X ⊡ LA S C B I ∐ abα x,           | ×,   🎋 1∃ 1∃   ≪ 45   1≣ ≦ ≦ ≡ 13                            | ≫ lin L̃A                                       | E  <= #=   = = = %                                    |
| Attachments<br>Modification Request     |                                   |  |   |   |
| User Management                         |                                   |  |   |   |
| Bookmark Project<br>Foggle Tree         |                                   |  |   |   |
| Contacts                                |                                   |  |   |   |
| Help                                    |                                   | Characters (including HTML): 0 (Lin                          | nit: 300). Words: 0                             | Characters (including HTML): 0 (Limit: 300), Words: 0 |
| Exit                                    |                                   |  |   |   |
| ingennent                               | Cooperation Reason                |  | Cooperation Criteria                            |   |
| gout                                    | Cooperation Reason Description    |  | Description                                     |   |
|   | - 🔀 🖹 📩 🦘 🖑 B I 🗓 abic x, 🕫       | < ♦ ΕΕ ≪# === %  | Coopcrit Development Desc                       |   |
|   |                                   |  |   | 255 Characters Rema                                   |
|   |                                   |  |   |   |

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

| Cooperation Criteria <sup>2</sup> |  |
|-----------------------------------|--|
| Development                       | A short description of the cooperation criteria. |
| Implementation                    | A short description of the cooperation criteria. |
| Staffing                          | A short description of the cooperation criteria. |
| Financing                         | A short description of the cooperation criteria. |



#### **Section C.2 Project Focus**

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

| Eile Edit Yiew Higtory Bo                                     | okmarks Lools Help<br>× +  |                          |   | - 8 💌                                      |
|---|--|--------------------------|---|--|
| (i) ems-rohu.mdrap.re   | o/app/main?execution=e1s9  |                          | C Q, Search   | ☆ 自 ♥ ↓ ☆ ♥ Ξ                              |
| Romania-Hungary   | ROHU16 Show More Application Form  |                          |   | Welcome user3 bihor!                       |
| SAVE  | Project Summary Partner roject Description V   | Vorkplan 🔰 Project Budg  | et Project Budget Overview Attachments  |  |
| General   | Project Focus  |                          |   |  |
| Save As Pdf File     Check Saved Project                      | Programme Priority Specific Objective SO7/b Improved cross-bord<br>connecting secondary and tertiary nodes to TEN-T infrastructure<br>Project Main Overall Objective |                          | Programme Result Header Programme Result Header Cross-border population served by | modernized infrastructure leading to TEN-T |
| Generated Files     Project History     Attachments           | r riges men orean ogecine  | 255 Characters Remaining | Programme Main Result Header<br>Project Main Result Header Description            |  |
| Modification Request     User Management     Bookmark Project |  |                          |   | 255 Characters Remaining                   |
| Toggle Tree     Contacts     Help     Exit                    | Project Overall Objectives Header<br>Project Overall Objectives Header Description<br>There Are No Specific Objectives Created                                       |                          |   |  |
| Management  | Add Project Specific Objective   |                          |   |  |
| Degout  | Durability And Transferability Of Main Outputs   |                          |   |  |
| IN .  | Durability Description   |                          | Transferability Description   |  |
| <b>EMS</b> <sup>*</sup>                                       |  | 255 Characters Remaining |   | 255 Characters Remaining                   |
| <b>I</b> <u>A</u>   |  | E                        |   | (?) - No 12:16 PM                          |

<sup>&</sup>lt;sup>2</sup> Please see chapter 2.2.1.2 Eligibility of actions (projects) in the Guide for Applicants (The importance of the crossborder approach to the topic addressed should be clearly demonstrated. In this matter, all 4cooperation criteria shall be fulfilled: joint development, joint implementation, joint staffing and joint financing.)

| Fields name  | Fill in instructions   |
|--|--|
| Programme Priority Specific Object   | tive (automatically shows selected specific objective)   |
| Project Main Overall Objective   | What is the main overall objective of the project and how<br>does it link to the programme objective? Specify one project<br>main objective and describe its contribution to the<br>programme priority specific objective.   |
| Programme Result Header  |  |
| Programme Result Header<br>Description   | This field is automatically linked to your selected specific objective.  |
| Project Main Result Header   |  |
| Project Main Result Header<br>Description  | What is/are the projects main results and how does it they<br>link to the programme result indicator? Specify your one<br>or more projects main result and describe its their<br>contribution to the programme result indicator.   |
| Project Overall Objectives Header  |  |
| Project Overall Objectives<br>Header Description   | Add Project Specific Objective (if the case)   |
| Durability And Transferability Of M  | ain Outputs  |
| Durability Description<br>How will the project ensure that<br>project outputs and results have<br>a lasting effect beyond project<br>duration?   | Please describe concrete measures (including institutional<br>structures, financial resources etc.) taken during and after<br>project implementation to ensure and/or strengthen the<br>durability of the project outputs and results. If relevant,<br>explain who will be responsible and/or who will be the<br>owner of results and outputs. |
| Transferability Description<br>How will the project ensure that<br>project outputs and results are<br>applicable and replicable by<br>other<br>organizations/regions/countries<br>outside of the current<br>partnership? | Please describe to what extent it will be possible to transfer<br>the outputs and results to other<br>organizations/regions/countries outside of the current<br>partnership.   |



#### **Section C.3 Project Context**

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

| (i) ems-rohu.mdrap.ro/a  | pp/main?execution=e1s10  | C <sup>e</sup> Q, Search                               | ☆ 自 ♥ ↓ 余 ♥   |
|--|--|--|---|
| Romania-Hungary  | ROHU16 Snow More Application Form  |  | Welcome user3 bihort                                  |
| SAVE   | Project Summary Partner Project Description Workplan   | Project Budget Project Budget Overview                 | Attachments   |
| ✓ General  | Project Context  |  |   |
| <ul> <li>Save As Pdf File</li> <li>Check Saved Project</li> </ul>            | Project Context  | Indicate Header  |   |
| Generated Files     Project History     Attachments     Modification Request | Project Context Description $\mathbb{X} \bigoplus [\widehat{h}_{i}] \ominus \mathbb{C}^{i}  B  I  \mathfrak{U} \text{ alsc } \mathbf{x}, \ \mathbf{x}^{i}  \Leftrightarrow \ \Xi \ \Xi \   \ll \ \mathbf{z} \mid \equiv \ \Xi \ \Xi$ | Indicate Description EU Stretegy for the Danube Region | 20. Chraders Renaring                                 |
| User Management     Bookmark Project     Toggle Tree     Contacts     Help   |  | Synergies<br>Synergies Description                     | x, \$P 訂示 命意,明明道,明明道,                                 |
| Exit     Management  | Charades (induding HTML): 0 (  | Limit: 300), Words: 0                                  |   |
| 9) Logout  |  |  |   |
| ems  | (B) Save   |  | Characters (including HTML); 0 (Limit: 300), Words: 0 |

| Fields name                   | Fill in instructions   |  |  |  |
|-------------------------------|--|--|--|--|
| Project Context Description   | Please describe the project's contribution to relevant       |  |  |  |
| How does the project          | strategies and policies; in particular, those concerning the |  |  |  |
| contribute to the wider       | project or programme area.                                   |  |  |  |
| strategies and policies?      |  |  |  |  |
| Indicate Header               |  |  |  |  |
| EU Strategy for the Danube    | If applicable please select and a short description          |  |  |  |
| Region                        |  |  |  |  |
| Synergies                     |  |  |  |  |
| Synergies Description         | What are the synergies with past or current EU and other     |  |  |  |
|                               | projects or initiatives the project makes use of?            |  |  |  |
| Knowledge                     |  |  |  |  |
| Knowledge Description         | Please describe the experiences/lessons learned the project  |  |  |  |
| How does the project build on | draws on, and other available knowledge the project          |  |  |  |
| available knowledge?          | capitalizes on.  |  |  |  |



#### **Section C.4 Horizontal Principles**

| i ems-rohu. <b>mdrap.ro</b> /app                            | /main?execution=e1s11                            | C Q, Search   | ☆ 自 ♥ | ∔ n̂       | 9           |
|---|--|---|-------|------------|-------------|
| Romania-Hungary   | ROHU16 Show More Application Form                |   |       | Welcome    | : user3 bi  |
| SAVE  | Project Summary Partner Project Description Wo   | orkplan  Project Budget  Project Budget Overview  Attachments |       |            |             |
| neral   | Horizontal Principles                            |   |       |            |             |
| Save As Pdf File<br>Check Saved Project                     | Sustainable development (environment)<br>neutral |   |       | 255 Charac | cters Remai |
| Generated Files<br>Project History<br>Attachments           | Equal opportunity and non-discrimination neutral |   |       |            |             |
| Modification Request<br>User Management<br>Bookmark Project |  |   |       | 255 Charac | ters Remain |
| Toggle Tree<br>Contacts                                     | Equality between men and women neutral           |   |       | 255 Charac | cters Remai |
| Help<br>Exit  | Save   |   |       |            |             |
| gout  |  |   |       |            |             |
| •   |  |   |       |            |             |
|   |  |   |       |            |             |

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

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



#### Section C.5 Project Risks

| ) ems-rohu.mdrap.ro/ap                | ROHU16       Show More       Application Form       v         Project Summary       Partner       Project Description       Workplan       Project Budget Overview       Attachments         Project Risks       Description       Workplan       Project Budget Overview       Attachments         Risk 1       Start Date       End Date       Riskite/Incod         Trite       Inoc Intellet       Inoc Intellet | +  | Â | ø     |           |       |
|---------------------------------------|--|--|---|-------|-----------|-------|
| nterreg                               | ROHU16 Show More Application Form  |  |   | Welco | ome user  | er3 t |
| SAVE                                  | Project Summary Partner Oject Description Workp  | lan 🔪 Project Budget > Project Budget Overview 🖉 Attachments |   |       |           |       |
| ral                                   | Project Risks  |  |   |       |           |       |
| ive As Pdf File<br>neck Saved Project | Risk 1   |  |   |       |           |       |
| enerated Files<br>roject History      |  |  |   |       |           |       |
| tachments                             | Title  |  |   |       |           |       |
| odification Request                   |  |  |   |       |           |       |
| ser Management                        | Project Description  | Project Mitigation   |   |       |           | _     |
| ookmark Project                       |  |  |   |       |           |       |
| oggle Tree                            |  |  |   |       |           |       |
| ontacts                               |  |  |   |       |           |       |
| elp                                   |  |  |   |       |           |       |
| dt                                    |  |  |   |       |           |       |
| igement                               |  |  |   |       |           |       |
|                                       |  | 205 Characters Remaining                                     |   |       | Delete    |       |
| ut                                    |  |  |   |       | d Project |       |
|                                       | B Save   |  |   | 0.00  | riojeci   |       |
|                                       | o bac  |  |   |       |           |       |

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



Section D: Workplan

#### Section D.1. Work Package List

# **O** For CN: Please note that in the workpackages you must describe the Concept Note activities!

| Eile Edit ⊻iew Higtory Bookma      | Improve deprovement deprove deprovement deprovement |            |              |                                  |                       |                    |                   |                |        |   |                    |      |
|------------------------------------|---|------------|--------------|----------------------------------|-----------------------|--------------------|-------------------|----------------|--------|---|--------------------|------|
| eMS                                | × (+  |            |              |                                  |                       |                    |                   |                |        |   |                    |      |
| ( i ems-rohu.mdrap.ro/app          | o/main?execution=e1s13                              |            |              |                                  |                       | C Q Sear           | ch                | ☆ 自            | 0 1    | Â | ⊜                  | ≡    |
| Conterreg<br>Romania-Hungary       |   |            |              | or!                              |                       |                    |                   |                |        |   |                    |      |
| ▼ General                          | Project Summary Partn                               | ier > Proj | ject Descrip | otion Workplan                   | Project Budget        | Project Budget Ove | rview Attachments | 5              |        |   |                    |      |
| Save As Pdf File                   |   |            |              | <ul> <li>Workpacka</li> </ul>    | ge List               |                    |                   |                |        |   |                    | =    |
| Check Saved Project                | Workpackage List                                    |            |              | <ul> <li>Target Group</li> </ul> | ups                   |                    |                   |                |        |   |                    | Ē.   |
| ~                                  | PREPARATION   |            |              | <ul> <li>Define Peri</li> </ul>  | ods                   |                    |                   |                |        |   |                    |      |
|                                    | Create Preparation                                  |            |              |                                  | +                     |                    |                   |                |        |   |                    |      |
| Attachments                        |   |            |              |                                  |                       |                    |                   |                |        |   |                    | 2 H  |
| Modification Request               | MANAGEMENT  |            |              |                                  |                       |                    |                   |                |        |   |                    |      |
| (2) User Management                | Management  |            | Jun.2016     | Jun.2016                         |                       | New Implementation | 0                 | New Investment |        |   | 0                  | 11   |
| Bookmark Project                   |   |            |              |                                  |                       |                    |                   |                |        |   |                    |      |
| C Toggle Tree                      | Timolino  |            |              |                                  |                       |                    |                   |                |        |   |                    |      |
| Contacts                           | Innemie   |            |              |                                  |                       |                    |                   |                |        |   |                    |      |
| (?) Help                           |   |            |              | Thu 20                           |                       | 5-12               | 5 m 2             | 1              | in a r |   |                    |      |
| • Exit                             |   | wed 29     |              | 110.50                           | FR I                  | SdL 2              | suns              | MOI 4          | Tues   |   |                    | - 1  |
| <ul> <li>Management</li> </ul>     |   |            |              |                                  |                       |                    |                   |                |        |   |                    | - 1  |
| (b) Logout                         |   |            |              |                                  |                       |                    |                   |                |        |   |                    |      |
| O Logout                           |   |            |              |                                  |                       |                    |                   |                |        |   |                    |      |
| EN 💌                               |   |            |              |                                  |                       |                    |                   |                |        |   |                    |      |
| electronic<br>monitoring<br>system |   |            |              |                                  |                       |                    |                   |                |        |   |                    |      |
| ems-rohu.mdrap.ro/app/main?exect   |   |            |              |                                  |                       | COLUMN AND         | -                 |                |        |   |                    | ~    |
|                                    | 🗖 🌻 🕹 🚳 🗖   | 1 🗳        |              |                                  | and the second second |                    | 1                 | ? • •          | 1012   |   | i 12:19<br>. 6/29/ | 2016 |

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

One standard work packages have been pre-defined:

□ Work package "Management", consists of operational and strategy activities such as governance, daily management of the project and reporting and monitoring.



The next workpackages are project specific, and should include descriptions of all other activities.

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

Please note that there are two options for defining workpackages:

**1.** At project level: WP Preparation, Management and Communication

**2.** At partner/ type of activity level: WP Implementation and Investment

#### **Work Package Preparation<sup>3</sup>**

To activate the Work Package Preparations please click on the  $\boldsymbol{\varphi}$  sign (magnifying glass)

|                                 | × (+                                  |            |             |                |                |                      |                  |                |     |            |          |
|---------------------------------|---------------------------------------|------------|-------------|----------------|----------------|----------------------|------------------|----------------|-----|------------|----------|
| ems-rohu. <b>mdrap.ro</b> /app/ | /main?execution=e1s13                 |            |             |                |                | C Q, Searc           | 'n               | ☆              | ê 🛡 | <b>↓</b> 1 | e í      |
|                                 | ROHU16 Show More                      | Applicatio | on Form     |                |                |                      |                  |                |     | Welcome    | user3 bi |
|                                 | Project Summary Partr                 | ner 🔰 Proj | ect Descrip | otion Workplan | Project Budget | Project Budget Over  | view Attachments |                |     |            |          |
| s Pdf File<br>Saved Project     | Workpackage List                      |            |             |                |                |                      |                  |                |     |            |          |
| ated Files<br>t History         | PREPARATION<br>Create Preparation     |            |             |                | ÷              |                      |                  |                |     |            |          |
| ments                           | MANAGEMENT                            |            |             |                | No             | Workpackages Defined |                  |                |     |            |          |
| cation Request<br>fanagement    | Management                            |            | Jun.2016    | Jun.2016       | Ð              | lew Implementation   | 0                | lew Investment |     |            | 0        |
| tree                            | Timeline                              | June 2016  |             |                | July 2016      |                      |                  |                |     |            |          |
|                                 |                                       | Wed 29     |             | Thu 30         | Fri 1          | Sat 2                | Sun 3            | Mon 4          | Tue | 5          |          |
|                                 | WP M: Project Management (Management) |            |             |                |                |                      |                  |                |     |            |          |
| ient                            |                                       |            |             |                |                |                      |                  |                |     |            |          |
| ent                             | Show Activities Show Deliverables     |            |             |                |                |                      |                  |                |     |            |          |
| ent                             |                                       |            |             |                |                |                      |                  |                |     |            |          |
| ent                             |                                       |            |             |                |                |                      |                  |                |     |            |          |
|                                 |                                       |            |             |                |                |                      |                  |                |     |            |          |
| MS <sup>*</sup>                 |                                       |            |             |                |                |                      |                  |                |     |            |          |

For CN: Please note that in the workpackages you must describe the Concept Note activities!

| ) cins application rollin tronpli                        | . × (+                                   |                                      |                                  |                 |                 |             |            |
|--|--|--------------------------------------|----------------------------------|-----------------|-----------------|-------------|------------|
| ( ems-rohu.mdrap.ro/ap                                   | pp/main?execution=e1s6                   |                                      | C Q Search                       | ☆ 自 ♥           | ↓ 佘             | ø           |            |
| Romania-Hungary  | ROHU16 Show More Applic                  | ation Form                           |                                  |                 |                 | Welcome use | er3 bihor! |
| SAVE   | Project Summary Partner                  | Project Description Workplan Project | t Budget Project Budget Overview | Attachments     |                 |             |            |
| ▼ General  | Preparation P                            |                                      |                                  |                 |                 |             |            |
| Save As Pdf File      Check Saved Project                | Wp Details                               |                                      |                                  |                 |                 |             |            |
| Generated Files     Project History                      | Project Preparation                      |                                      | November 💌 2016 🗘                | November * 2016 |                 |             |            |
| <ul> <li>Attachments</li> <li>User Management</li> </ul> | Partner                                  |                                      |                                  |                 |                 |             |            |
|  |  |                                      |                                  |                 |                 |             |            |
| Bookmark Project   | Partners Involvement Slection            |                                      |                                  |                 |                 |             |            |
| C Toggie Tree  | Number ≎                                 | Name ≎                               | Role ≎                           |                 | Abbreviation \$ |             |            |
| Contacts   | Number \$                                | RO Partner                           | LP                               | RO P            | Abbreviation \$ |             |            |
| Toggle Tree     Contacts     Help                        | Number ≎                                 |                                      |                                  | RO P<br>HU P    | Abbreviation ≎  |             |            |
| Contacts   | Number \$                                | RO Partner                           | LP                               |                 | Abbreviation ≎  |             |            |
| e Toggle Tree Contacts  f Help  Kxit                     | Number ¢                                 | RO Partner<br>HU Partner             | LP                               |                 | Abbreviation \$ |             |            |
| Contacts     Help     Euit     Management                | Number © 1 2 Summary Summary Description | RO Partner<br>HU Partner             | LP                               |                 | Abbreviation \$ |             |            |

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

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

Please click SAVE button before leaving the page!!!

<sup>&</sup>lt;sup>4</sup> Starting with 1<sup>st</sup> of January 2014

<sup>&</sup>lt;sup>5</sup> The end date of the preparation activities is the submission date of the application form

#### Work Package Management



To activate the Work Package Management, please click on the  $\boldsymbol{\varphi}$  sign (magnifying glass)

| D and a built of the set of the s   |  |  |                 |                      |   |                      |                |                         |            |           |
|--|--|--|-----------------|----------------------|---|----------------------|----------------|-------------------------|------------|-----------|
| U)   ems-ronu.morap.ro/app/  | /main?execution=e1s13  |  |                 |                      | C   | Q, Search            |                | 合自 🛡                    | • •        | 俞         |
| nterreg 🛄  | ROHU16 Show More   | Application Fo                               | orm             |                      |   |                      |                |                         | Wel        | come user |
| omania-Hungary   |  |  |                 |                      |   |                      |                |                         |            |           |
| eral   | Project Summary Pa   | artner 🔰 Project De                          | escription 🔰 Wo | orkplan 🔰 Project Bu | dget > Project Budg                       | get Overview Attac   | hments         |                         |            |           |
| ave As Pdf File  |  |  |                 |                      |   |                      |                |                         |            |           |
| heck Saved Project   | Workpackage List   |  |                 |                      |   |                      |                |                         |            |           |
|  | PREPARATION  |  |                 |                      |   |                      |                |                         |            |           |
| enerated Files   | Create Preparation   |  |                 |                      | •   | -                    |                |                         |            |           |
| oject History<br>tachments   |  |  |                 |                      |   |                      |                |                         |            |           |
| dification Request   | MANAGEMENT   |  |                 |                      | Workpackages Defin                        | ed                   |                |                         |            |           |
| er Management  | Management   | Ju   | in.2016 Ju      | in.2016 🖉            | New Implementation                        |                      | New Investment |                         |            |           |
| okmark Project   |  |  |                 |                      |   |                      |                |                         |            |           |
| ggle Tree  |  |  |                 |                      |   |                      |                |                         |            |           |
| intacts  | Timeline   |  |                 |                      |   |                      |                |                         |            |           |
| elp  |  | June 2016                                    |                 | July 2016            | le ce                                     | 1                    |                | L-                      |            |           |
| it   | WP M: Project Management (Manageme   | Wed 29                                       | Thu 30          | Fri 1                | Sat 2                                     | Sun 3                | Mon 4          | Tu                      | ie 5       |           |
| gement   | Show Activities     Show Deliverables  | ing  |                 |                      |   |                      |                |                         |            |           |
|  | <ul> <li>Snow Activities</li> <li>Snow Deliverables</li> </ul>                             |  |                 |                      |   |                      |                |                         |            |           |
| ut   |  |  |                 |                      |   |                      |                |                         |            |           |
|  |  |  |                 |                      |   |                      |                |                         |            |           |
| +  |  |  |                 |                      |   |                      |                |                         |            |           |
| electronic<br>monitoring<br>system   |  |  |                 |                      |   |                      |                |                         |            |           |
| developed by   | a 👩 😝 🐼  | w] @   |                 | 151                  | 102133                                    |                      |                | ?) - 😼 🛍                | 1- 4       | ENG       |
| it <u>V</u> iew Higtory <u>B</u> ookmar  |  | <u>•</u> ••••••••••••••••••••••••••••••••••• |                 |                      | 1123.00                                   | 11/1                 | (              | <u>;</u> - 🖪 🗉          | 18 11      | INTL      |
|  |  |  |                 |                      |   |                      |                |                         |            |           |
|  |  |  |                 |                      |   |                      |                |                         |            |           |
|  | × +  |  |                 |                      | C   | Q. Search            |                | 今 向 🛛                   | 2 I        |           |
|  | × +  |  |                 |                      | C   | Q, Search            |                | ☆ 自 ♥                   | <b>7</b> + | Â         |
| ems-rohu.mdrap.ro/app/   | × +  | Application Fo                               | orm             |                      | C   | Q. Search            |                | ]☆ ê ♥                  |            |           |
| ems-rohu.mdrap.ro/app/   | X +<br>mainTexecution=e1s14<br>ROHU16 Show More  |  |                 |                      |   |                      |                | ]☆  自 🔍                 |            | Â         |
| D ems-rohu.mdrap.ro/app/   | X +<br>mainTexecution=e1s14<br>ROHU16 Show More  | Application Fo                               |                 | orkplan 🔿 Project Bu |   |                      | hments         | <u></u> ☆ (a) <b>C</b>  |            | Â         |
| ) ems-rohu.mdrap.ro/app/   | *     +       mainTexecution=e1s14       ROHU16     Snow More       Project Summary     Pa |  |                 | orkplan 🔿 Project Bu |   |                      | hments         |                         |            | Â         |
| save   | X +<br>mainTexecution=e1s14<br>ROHU16 Show More  |  |                 | orkplan              |   |                      | hments         | ☆ 自 ℃                   |            | Â         |
| ems-rohu.mdrap.ro/app/   | *     +       mainTexecution=e1s14       ROHU16     Snow More       Project Summary     Pa |  |                 | orkplan              |   |                      | hments         | ]☆ ê C                  |            | Â         |
| ems-rohu.mdrap.ro/app/<br>CEPTES<br>mania-Hungary<br>Save<br>ral<br>we As Pdf File   | *     +       mainTexecution=e1s14       ROHU16     Snow More       Project Summary     Pa |  |                 | orkplan              |   |                      | hments         |                         |            | Â         |
| ems-rohu.mdrap.ro/app/<br>interies<br>save<br>save<br>ral<br>we As Pdf File<br>leck Saved Project  | x +<br>mainTexecution=e1s14<br>ROHU16 Snew More<br>Project Summary Pa<br>Management M      |  |                 | orkplan              | dget Project Budg                         | get Overview > Attac | hments         |                         |            | Â         |
| ems-rohu.mdrap.ro/app/<br>icers-rohu.mdrap.ro/app/<br>icerses<br>save<br>al<br>we As Pdf File<br>eck. Saved Project<br>nerated Files   |  |  |                 | orkplan > Project Bu | dget > Project Budg                       | tet Overview 🔷 Attac | hments         | <u>}</u> ☆   <b>≙</b> ℃ |            | Â         |
| Cerns-rohu.mdrap.ro/app/ Cerns-rohu.mdrap.rohu.m  |  |  |                 | orkplan > Project Bu | dget Project Budg                         | get Overview > Attac | hments         | ☆ <b>白</b> ℃            |            | Â         |
| al ve As Pdf File<br>exist Project<br>interated File<br>ject History<br>achiments  |  |  |                 | orkplan 🔪 Project Bu | dget Project Budg                         | get Overview > Attac | hments         | <u> </u> ☆  ≙ C         |            | Â         |
| ems-rohu mdrap.ro/app/<br>Cerresona<br>Save<br>al<br>ve As Pdf File<br>keck: Saved Project<br>imerated Files<br>oject History<br>tachmets<br>solification Request  |  |  |                 | orkplan > Project Bu | dget Project Budg                         | get Overview > Attac | hments         | ☆ ê C                   |            | Â         |
|  |  |  |                 | orkplan > Project Bu | dget Project Budg                         | get Overview > Attac | hments         | <u> </u> ☆  ≙ €         |            | Â         |
| ems-rohu- <b>indrep.ro</b> /app/<br><b>CENTING</b><br>Save<br>Save<br>ral<br>we As Pdf File<br>nerased Files<br>oject Hisory<br>technents<br>odification Request<br>er Management<br>sokmark Project<br>gels Tree  |  |  |                 | orkplan > Project Bu | dget Project Budg                         | get Overview > Attac | hments         |                         |            | Â         |
| ems-rohu mdrap.uro/app/<br>TECTING<br>SAVE<br>al<br>ve As Pdf File<br>teck: Saved Project<br>oject History<br>tachments<br>oject History |  |  |                 | orkplan > Project Bu | dget Project Budg                         | get Overview > Attac | hments         |                         |            | Â         |
| ems-rohu mdrap.ro/app/  CENTING SAVE  SAVE  al  SAVE  al  Reck Saved Project  satification Request en Management sokmark Project gge Tree  nnacts bp   |  | artner > Project De                          | escription > Wc | orkplan > Project Bu | dget Project Budg<br>Wp Start<br>Jun.2016 | get Overview > Attac |                |                         |            | Â         |
| ems-rohu mdrap.ro/app/<br>CECTICS<br>SAVE<br>al<br>ve As Pdf File<br>eck Saved Project<br>nerated Files<br>oject History<br>adtimation Request<br>er Management<br>okmark Project<br>aggie Tree<br>ntatts<br>je t  |  | artner > Project De                          | escription > Wc |                      | dget Project Budg<br>Wp Start<br>Jun.2016 | get Overview > Attac |                |                         |            | Â         |
| ems-rohu.mdrap.ro/app/<br>CENTESS<br>SAVE<br>ral<br>we As Pdf File<br>teck Saved Project<br>enerated Files<br>oject History<br>tachments<br>odification Request<br>ger Management<br>sokmark Project<br>gge Tree<br>optracts<br>bip<br>bip<br>it   |  | artner > Project De                          | escription > Wc |                      | dget Project Budg<br>Wp Start<br>Jun.2016 | get Overview > Attac |                |                         |            | Â         |
| ems-rohu.mdrap.ro/spp/   |  | artner > Project De                          | escription > Wc |                      | dget Project Budg<br>Wp Start<br>Jun.2016 | get Overview > Attac |                |                         |            | Â         |
| ems-rohu.mdrap.ro/app//  |  | artner > Project De                          | escription > Wc |                      | dget Project Budg<br>Wp Start<br>Jun.2016 | get Overview > Attac |                |                         |            | Â         |
| ems-rohu.mdrap.ro/app/<br>CENTING<br>SAVE<br>ral<br>we As Pdf File<br>teck: Saved Project<br>save<br>merated Files<br>oject History<br>tachments<br>oolfination Request<br>ter Management<br>oolfination Request<br>ter Management<br>oolfination Request<br>ter Management<br>oolfination Request<br>ter Management<br>oolfination Request<br>ter Management<br>oolfination Request<br>ter Management<br>oolfination Request<br>ter Management  |  | artner > Project De                          | escription > Wc |                      | dget Project Budg<br>Wp Start<br>Jun.2016 | get Overview > Attac |                |                         | Weld       | Â         |
| ems-rohu mdrap.ro/app/<br>Cens-rohu mdrap.ro/app/<br>Save<br>al<br>ve As Pdf File<br>teck: Saved Project<br>merated Files<br>oject History<br>tachments<br>oject History<br>tachments<br>osmark Project<br>gger Tree<br>intacts<br>app<br>k<br>teck: Saved Project<br>spite Files<br>osmark Project<br>spite Files<br>osmark Project<br>spite Files<br>teck: Saved Project<br>teck: Saved Project  |  | artner > Project De                          | escription > Wc |                      | dget Project Budg<br>Wp Start<br>Jun.2016 | get Overview > Attac |                |                         | Weld       | Come user |
| ems-rohu mdrap.ro/app/<br>Cens-rohu mdrap.ro/app/<br>Save<br>al<br>ve As Pdf File<br>teck: Saved Project<br>merated Files<br>oject History<br>tachments<br>oject History<br>tachments<br>osmark Project<br>gger Tree<br>intacts<br>app<br>k<br>teck: Saved Project<br>spite Files<br>osmark Project<br>spite Files<br>osmark Project<br>spite Files<br>teck: Saved Project<br>teck: Saved Project  |  | Artner > Project De                          | escription > Wc |                      | dget Project Budg<br>Wp Start<br>Jun.2016 | get Overview > Attac |                |                         | Weld       | Come user |

For CN: Please note that in the workpackages you must describe the Concept Note activities!

| ) () ems-rohu.mdrap.r                        | o/app/main?execution=e1s14  | C Q Search                          | ☆ € |   | ∔ îr             | ø         |
|--|---|-------------------------------------|-----|---|------------------|-----------|
| b) Exit                                      | Project Summary Partner Project Description Workplan Project Budget | Project Budget Overview Attachments |     |   |                  |           |
| Management                                   | Description   |                                     |     |   |                  |           |
| Logout                                       | Activities Contribution Strategy                                    |                                     |     |   |                  | _         |
|  | •   |                                     |     | 1 | 000 Characters R | Remaining |
|  | Activity A.M.1  |                                     |     |   |                  |           |
| electronic<br>monitoring<br>system           | Activity Title Start Date End Date June V June V 2016               |                                     |     |   |                  |           |
| developed by                                 | Indicative Bludget  |                                     |     |   |                  |           |
| INTER CON                                    |   |                                     |     |   |                  |           |
| European Regional Development Fund<br>3_0.10 | Activity Description  |                                     |     |   |                  |           |
|  | Description   |                                     |     |   |                  |           |
|  |   |                                     |     |   |                  |           |
|  | Remove Activity     O Add Deliverable                               |                                     |     |   |                  |           |
|  | Add Activity  |                                     |     |   |                  |           |
|  |   |                                     |     |   |                  |           |
|  | B Save  |                                     |     |   |                  |           |
|  |   |                                     |     |   |                  |           |

| Fields name  | Fill in instructions  |  |  |  |  |  |
|--|---|--|--|--|--|--|
| Partners   |   |  |  |  |  |  |
| Select the WP Responsible  | Please choose the partner responsible for the Work  |  |  |  |  |  |
| Partner  | Package from the list.  |  |  |  |  |  |
| Select Partners Involved   | Please select other partners involved.  |  |  |  |  |  |
| Description  |   |  |  |  |  |  |
| Describe how the<br>management on the<br>strategic and operational<br>level will be carried out. | Describe how the management on the strategic and<br>operational level will be carried out in the project,<br>specifically:<br>- structure, responsibilities and procedures for the<br>day-to-day management and co-ordination;<br>- communication within the partnership;<br>- reporting and evaluation procedures;<br>- risk and quality management. |  |  |  |  |  |
| Activity A.M.1 (autonumber)  |   |  |  |  |  |  |
| Activity Title   | Fill in the activity title for each partner (at least one activity for each partner).   |  |  |  |  |  |
| Start Date   | Enter the envisaged start date for the activity   |  |  |  |  |  |
| End Date   | Enter the envisaged end date for the activity.  |  |  |  |  |  |
| Activity Description   |   |  |  |  |  |  |
| Description  | Please give a brief description of the activity.<br>Describe the role and responsibilities for each<br>management team member (indicating the number of<br>hours/day or month/member team) for each partner.<br>Make sure you indicate the estimated budget/activity.   |  |  |  |  |  |

|                            | In case of partner meetings and other project events,         |
|----------------------------|---|
|                            | please indicate where they are envisaged to take place.       |
| Add Deliverable            | Click on this button to add deliverable.                      |
| Deliverable D.M.1 + Target | Please describe the deliverable and the target value if there |
| Value                      | are any.  |
| Add Activity               | Click on this button to add more activities.                  |

### E.g.:

- Activity AM1 The management team of the LP (costs go to budget line Staff cost)
- Activity AM2 The management team of the PP2 (budget line Staff cost)
- Activity AM3 The management team of the PP3 (budget line Staff cost)
- Activity AM4 Meetings of the management team for LP, (budget line Travel and accommodation)
- Activity AM5 Meetings of the management team for PP2, (budget line Travel and accommodation)
- etc.

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

Please click SAVE button before leaving the page!!!

### Work Package Communication

Work package, "Communication", consists of external communication, and all other tasks associated with *the* project's outward project communication activities, dissemination tools, and associated communication deliverables.



To activate the Work Package Communication, please click on the + sign. For CN: Please note that in the workpackages you must describe the Concept Note activities!

38

| S                                       | irks Iools Help                       |             |             |                    |                |                     |                   |             |           |     |       | - 0        |
|---|---------------------------------------|-------------|-------------|--------------------|----------------|---------------------|-------------------|-------------|-----------|-----|-------|------------|
| ] ems-rohu. <b>mdrap.ro</b> /app        |                                       |             |             |                    |                | C Q Se              | arch              |             | ☆ E       | à 🛡 | ÷     | ñ 9        |
| nterreg                                 | ROHU17 Show More                      | Applicatio  | n Form      | 1                  |                |                     |                   |             |           |     | Welco | ne user3 b |
| eral                                    | Project Summary Parts                 | ner 🔰 Proje | ect Descrip | otion Workplan     | Project Budget | > Project Budget Ov | erview Attachment | ts          |           |     |       |            |
| ave As Pdf File<br>heck Saved Project   | Workpackage List                      |             |             |                    |                |                     |                   |             |           |     | _     |            |
| Senerated Files                         | MANAGEMENT                            |             |             | rkpackages Defined |                |                     |                   | COMMUNICATI |           |     |       |            |
| roject History<br>attachments           | Jun.2016 Jun.2016                     | P           | New         | Implementation     | O Ne           | winvestment         | 0                 | +           | unication |     |       |            |
| Nodification Request<br>Iser Management |                                       |             |             |                    |                |                     |                   |             |           |     |       |            |
| lookmark Project<br>loggle Tree         | Timeline                              | June 2016   |             |                    | July 2016      |                     |                   |             |           |     |       |            |
| iontacts<br>felp                        | WP M: Project Management (Management) | Wed 29      |             | Thu 30             | Fri 1          | Sat 2               | Sun 3             | Mon 4       |           | Tue | 5     |            |
| Exit                                    | Show Activities Show Deliverables     | ,           |             |                    |                |                     |                   |             |           |     |       |            |
| out                                     |                                       |             |             |                    |                |                     |                   |             |           |     |       |            |
| •                                       |                                       |             |             |                    |                |                     |                   |             |           |     |       |            |
|   |                                       |             |             |                    |                |                     |                   |             |           |     |       |            |
| electronic<br>monitoring<br>system      |                                       |             |             |                    |                |                     |                   |             |           |     |       |            |

| eMS   | × \+  |                                   |  |                      |  |
|---|---|-----------------------------------|--|----------------------|--|
| (i) ems-rohu.mdrap.ro/app   | /main?execution=e1s24                           |                                   | C Q  | Search               | ☆ 自 ♥ ↓ 余 ♥  |
| SAVE  | Project Summary Part                            | ner $>$ Project Description $>$ V | Workplan $>$ Project Budget $>$ Project Budget C | Overview Attachments | Workpackage Saved                                      |
| <ul> <li>General</li> </ul>   | Communication C                                 |                                   |  |                      | Workpackage Saved                                      |
| Save As Pdf File  | Wp Details                                      |                                   |  |                      |  |
| Check Saved Project     Generated Files     Project History                   | Communication                                   |                                   | Wp Start<br>Jun 2016                             | Wp End<br>Jun.2016   |  |
| Attachments     Modification Request     User Management     Bookmark Project | Partner<br>Wp Responsible Partner Selection     |                                   |  |                      |  |
| Contacts     Help     Exit  | Partners Involvement Slection No records found. | Name 🗘                            | Role \$  |                      | Abbreviation \$  |
| Management  | Summary   |                                   |  |                      |  |
| b) Logout   | Summary Description                             | x, x'   🍖                         | ≣ 53   |                      |  |
| N<br>CENS<br>electronic<br>monitoring<br>system<br>developed by               |   |                                   |  |                      |  |
| PLOT  |   |                                   |  |                      | Characters (including HTML): 0 (Limit: 1000), Words: 0 |

| Attivity Description   Description   Activity Description   D  | ms-rohu. <b>mdrap</b> .         | .ro/app/main?execution=e1s24                                  | C Q Search                          | ☆ 自 ♥ ↓ 余                                       |
|--|---------------------------------|---|-------------------------------------|---|
| Cipetities   Autor   Activity Discription   Activity Description   Activity Description   Description   Cipetities   Activity Description   Description   Discription  | ectronic<br>ionitoring<br>/stem |   | Project Budget Overview Attachments |   |
| Objectives   There Are No Objectives At The Moment   Activity A.C.1     Activity Tale     Start-up activities including communications     Une     C 0.00     Tale     Deliverable D.C.1.1     Tale     Deliverable D.C.1.1     Tale     Deliverable D.C.1.1        Tale        Activity Description              Description                    Benove Activity                                   Deliverable D.C.1.1 <td>PLOT)</td> <td></td> <td>Char</td> <td>acters (including HTML): 0 (Limit: 1000), Words</td>   | PLOT)                           |   | Char                                | acters (including HTML): 0 (Limit: 1000), Words |
| 1.819 There Are No Objectives At The Moment<br>Activity AC.1<br>Indicative Budger<br>COOD<br>Activity Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>De | to-financed by the              | Objectives  |                                     |   |
| Activity Title Sarrupa extintion in Contractions Contract   |                                 |   |                                     |   |
| Start-up activities including communications     Indicative Budge:     Indicative Budge:     Indicative Budge:     Image:  |                                 | Activity A.C.1  |                                     |   |
| Indicative Budget  C 0.00  Description  Desc   |                                 | Start-up activities including communication s 🔻 June 💌 June 💌 | crable D.C.1.1                      | Remov   |
| Activity Description   |                                 | Indicative Budget   |                                     | 0.  |
| Description 255 Guardense Remaining 255 Guardense Remaining  |                                 | Descri  | ption                               | June 👻 2016 🗘                                   |
| 253 Durasses Semuring O Remove Activity O Add Deliverable  |                                 | Activity Description  | 255 Characters                      | Remaining                                       |
| Remove Activity     O Add Deliverable  |                                 | Description   |                                     |   |
| O Remove Activity O Add Deliverable  |                                 |   |                                     |   |
|  |                                 |   |                                     |   |
| O Add Activity   |                                 | Kemove Activity V Add Deliverable                             |                                     |   |
|  |                                 | Add Activity  |                                     |   |
|  |                                 | B Save  |                                     |   |

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

<sup>&</sup>lt;sup>6</sup> The activity shall be define at partner level.

| Description     | Give a brief description of the deliverable.              |
|-----------------|---|
| Delivery Month  | Indicate the month when the deliverable is expected to be |
|                 | available.  |
| Add Deliverable | Click on this button to add more deliverables under this  |
|                 | activity.   |
| Add Activity    | Click on this button to add more activities.              |



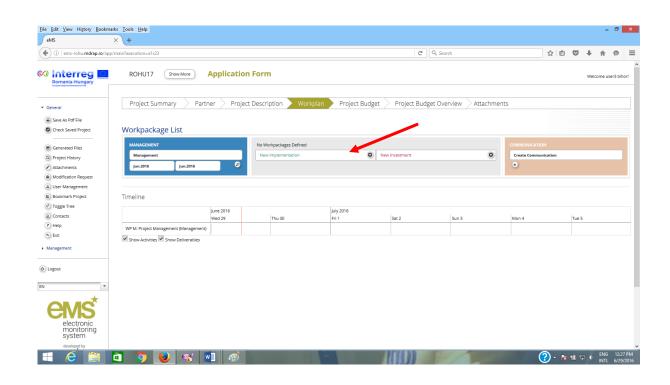
## Work Package Implementation<sup>7</sup>



For CN: Please note that in the workpackages you must describe the Concept Note activities!

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

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



<sup>&</sup>lt;sup>7</sup> The Workpackage Implementation shall be define at partner level.

|                              | × (+  |  |                      |  |
|------------------------------|---|--|----------------------|--|
| ems-rohu. <b>mdrap.ro</b> /a | pp/main?execution=e1s6                                  | C  | Search               | ☆ 自 ♥ ♥ 余 🤅  |
| SAVE                         | Project Summary Partner Project Description             | > Workplan $>$ Project Budget $>$ Project Budget | Overview Attachments |  |
| ral                          | Implementation T1                                       |  |                      |  |
| ve As Pdf File               |   |  |                      |  |
| eck Saved Project            | Wp Details  |  |                      |  |
| enerated Files               | Title   | Wp Start   | Wp End               |  |
| ject History                 |   | Jun.2016   | Jun.2016             |  |
| achments                     | Partner   |  |                      |  |
| dification Request           |   |  |                      |  |
| er Management                | Wp Responsible Partner Selection                        |  |                      |  |
| okmark Project               | •   |  |                      |  |
| ggle Tree                    | Partners Involvement Slection                           |  |                      |  |
| ntacts                       | Name ¢  | Role ≎   |                      | Abbreviation 0                                       |
| it                           | No records found.                                       |  |                      |  |
| gement                       |   |  |                      |  |
| emenc                        | Summary Implementation                                  |  |                      |  |
| ut                           | Summary Implementation Description                      |  |                      |  |
|                              | ≫ 🐘 🖍 🦘 👌 Β Ι U ake x, x <sup>2</sup> 🐓 Ε Ε   ∈ π   Ξ Ξ | = 2  |                      |  |
| -                            |   |  |                      |  |
| *                            |   |  |                      |  |
| MS                           |   |  |                      |  |
| electronic                   |   |  |                      |  |
| monitoring<br>system         |   |  |                      |  |
| developed by                 |   |  |                      |  |
| (PLOT)                       |   |  |                      | Characters (including HTML): 0 (Limit: 2000), Words: |

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

### E.g.:

- WP Implementation LP
  - $\circ~$  contain LP's activities related to project implementation such as:
    - team of internal experts (budget line *Staff costs*)
    - team of external experts (budget line *External expertise and services*)
    - equipment for management team/ internal experts team (budget line *Equipment*)
    - - other activities
- WP Implementation PP2
  - $\circ$  contain PP's activities related to project implementation such as:
    - team of internal experts (budget line Staff costs)
    - team of external experts (budget line *External expertise and services*)
    - equipment for management team/ internal experts team (budget line Equipment)
    - other activities
- WP Implementation PP3,
  - - contain PP's activities related to project implementation such as:

- - team of internal experts (budget line *Staff costs*)
- team of external experts (budget line *External expertise and services*)
- equipment for management team/ internal experts team (budget line *Equipment*)
- other activities

### • etc.

| 192.168.150.128:8080/em  | is/app/main?execution=e1s9        |                              |              | C                            | Q, Search                                      | 2                   | 合自 💟                       | / ∔ n           | â g          |
|--|-----------------------------------|------------------------------|--------------|------------------------------|--|---------------------|----------------------------|-----------------|--------------|
| developed by   | Project Summary Pa                | artner 🔰 Project Description | 📏 Workplan 🔶 | Project Budget               | Project Budget Overview                        | Attachm             | ents                       |                 |              |
|  |                                   |                              |              |                              |  | Characters (inclu   | iding HTML): 0 (           | .imit: 300), Wo | lords: 0     |
| CT is co-financed by the<br>an Regional Development Fund<br>3_0.10 | Main Outputs                      |                              |              |                              |  |                     |                            |                 |              |
|  | Description<br>Output 0.T1.1      |                              |              |                              |  |                     |                            | Remove          | e Outpu      |
|  | Title                             | Description                  |              |                              | Output Indicator                               |                     |                            |                 |              |
|  |                                   |                              |              |                              | Number of measurement points pos               | sitively affected b | by the interver            | ition           | -            |
|  |                                   |                              |              |                              |  |                     |                            |                 |              |
|  |                                   |                              |              | 255 Characters Remaining     | Date   | Quantity            |                            |                 |              |
|  | Add Output                        |                              |              | 255 Characters Remaining     | Date<br>March V 2016 C<br>Add Output Indicator | Quantity            |                            | 0.00 Nur        | umber        |
|  | Add Output     Activity A.T1.1    |                              |              | 255 Characters Remaining     | March 🝷 2016 🛟                                 | Quantity            |                            | 0.00 Nu         | umber        |
|  | <u> </u>                          | Start Date                   | End Date     | -                            | March V 2016 C                                 | Quantity            |                            |                 |              |
|  | Activity A.T1.1                   | March                        | March 💌      | Deliverable D.T1.1.          | March V 2016 C                                 | Quantity            |                            | © Rem           |              |
|  | Activity A.T1.1                   |                              |              | -                            | March V 2016 C                                 | Quantity            | Target Valu                | • Rem           | move         |
|  | Activity A.T1.1<br>Activity Title | March                        | March 💌      | Deliverable D.T1.1.<br>Title | March V 2016 C                                 | Quantity            |                            | • Rem<br>e      | mave<br>0.00 |
|  | Activity A.T1.1<br>Activity Title | March v<br>2016 🗘            | March 💌      | Deliverable D.T1.1.          | March V 2016 C                                 | Quantity            | Target Valu                | • Rem<br>e      | move         |
|  | Activity A.T1.1<br>Activity Title | March v<br>2016 🗘            | March 💌      | Deliverable D.T1.1.<br>Title | March  | Quantity            | Target Valu<br>Delivery Mc | • Rem<br>e      | move<br>0.00 |

| Project Summary Partner Project Description Workplan Project Budget Overview Attachments <ul> <li>Activity AT1.1</li> <li>Activity Tale</li> <li>Terreget Value</li> <li>One</li> <li>Description</li> <li>Description</li> <li>Description</li> <li>Stemove Activity</li> <li>Add Detwerable</li> <li>Add Activity</li> </ul>   | 192.168.150.128:8080/ | ems/app/main?execution=e1s9         |                     |                          | C Q Search                               |                      | e 🛡          | +    | â e    | 9 = |
|--|-----------------------|-------------------------------------|---------------------|--------------------------|--|----------------------|--------------|------|--------|-----|
| Activity AT1.1   |                       | Project Summary Partner F           | Project Description | 📏 Workplan 🔪 F           | Project Budget > Project Budget Overview | Attachme             | nts          |      |        |     |
| Activity Tite Sart Date   March 2016      Deliverable D.11.1   Tage Value   Outputy Month   Delivery Month <td< td=""><td></td><td>Add Output</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>  |                       | Add Output                          |                     |                          |  |                      |              |      |        |     |
| Indicative Budget:     Indicative Budget: </td <td></td> <td>Activity A.T1.1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>   |                       | Activity A.T1.1                     |                     |                          |  |                      |              |      |        |     |
| Indicative Budger:<br>C 0.00<br>C 0.00<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Description<br>Descript |                       | Activity Title                      | March 💌             | March 💌                  |  |                      | Target Value |      | Remove |     |
| Activity Description 255 Characters Remaining  |                       |                                     | ·                   | Ţ                        |  |                      |              | onth |        |     |
| Description       Bescription       255 Characters Remaining       O Remove Activity       Add Deliverable       Add Activity       Remove Workpackage   |                       |                                     |                     |                          | Description                              |                      | March        | •    | 2016 🗘 |     |
| 255 Curaters Remaining 255 Curaters Remaining 0 Add Deliverable 0 Add Activity 0 Add Activity 0 Remove Workpackage   |                       | Activity Description                |                     |                          | 255                                      | Characters Remaining |              |      |        |     |
| Remove Activity     Add Deliverable  |                       | Description                         |                     |                          |  |                      |              |      |        |     |
| Add Activity      Remove Workpackage   |                       |                                     |                     | 255 Characters Remaining |  |                      |              |      |        |     |
| Remove Workpackage   |                       | Remove Activity     Add Deliverable |                     |                          |  |                      |              |      |        |     |
|  |                       | Add Activity                        |                     |                          |  |                      |              |      |        |     |
| Save   |                       | Remove Workpackage                  |                     |                          |  |                      |              |      |        |     |
|  |                       | B Save                              |                     |                          |  |                      |              |      |        |     |
|  |                       |                                     |                     |                          |  |                      |              |      |        |     |

| Fields name   | Fill in instructions   |
|---|--|
| Title   | Please give a short title to the Work Package, including   |
|   | project partner's name   |
| Partners  |  |
| Select the WP Responsible   | Please choose the partner responsible for the Work   |
| Partner   | Package from the list.   |
| Select Partners Involved  | Please select the partner to whom activities from this workpackage belong  |
| Summary Implementation  |  |
| Please give a summary<br>description of the work<br>package and its objective.<br>Please specify to which<br>project objective it<br>contributes. | It is important that the reader of the application<br>understands the purpose of the work package to achieve<br>the overall project objectives.  |
| Main Outputs  |  |
| Output O.T1.1<br>(autonumber)   | Projects are expected to deliver viable products and<br>services, whose impact should contribute to programme<br>level results. Each of the Investment priority have been<br>designed to focus project applicants on delivering tangible,<br>durable outputs, assisting the delivery of the programme's<br>ambitions of measurable positive changes in the<br>Programme area. Each project's intended results and<br>outputs are expected to facilitate the changes sought by<br>the Interreg V-A RO-HU Programme. |
| Title   | Please give a short title for the project's output   |
| Define the product/service<br>that will be developed by the<br>end of the project.  | It is important that the reader of the application<br>understands what viable outputs the project will deliver.  |
| Output indicator: choose the<br>corresponding output<br>Indicator, to which the<br>product/service will<br>contribute. (if the case).             | Programme Output indicators <sup>8</sup> have been developed to<br>express and measure project outputs. They are dependent<br>on the selected Investment priority. All Output indicators<br>are collected at project level and aggregated at<br>programme level <sup>9</sup> .<br>Click <b>Remove Output</b> button if not applicable (the activities<br>from that workpackage do not contribute to output<br>indicator, e.g. for CN).   |
| Date  | Indicate the month when the output is expected to be available.  |

<sup>&</sup>lt;sup>8</sup> Not applicable for CN <sup>9</sup> For CN please remove output indicator

| Quantity                     | Quantify the contribution to the output indicator. This is a |
|------------------------------|--|
|                              | target value for the entire project <sup>10</sup> .          |
| Activity A.T1.1 (autonumber) |  |
| Activity Title               | Please give a short title to the activity.                   |
| Start Date                   | Enter the envisaged start date for the activity.             |
| End Date                     | Enter the envisaged end date for the activity.               |
| Activity Description         |  |
| Description                  | Please give a brief description of the activity.             |
| Deliverable D.T.1.1          | Please only list the major milestone deliverables, such as   |
| (autonumber)                 | studies, reports, etc.                                       |
| Title                        | Deliverable title.   |
| Target Value                 | How many deliverables does the project plan to deliver?      |
| Description                  | Give a brief description of the deliverable.                 |
| Delivery Month               | Indicate the month when the deliverable is expected to be    |
|                              | available.   |
| Add Deliverable              | Click on this button to add more deliverables under this     |
|                              | activity.  |
| Add Activity                 | Click on this button to add more activities.                 |

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

Attention! In case there are deviations from the estimated amounts for the planned activities, in order to ensure the project's sound financial management and focusing on reaching the envisaged output indicators, the Programme recommends these are of maximum 20%. However, in case such deviations occur, the budget chapters shall not be affected.

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

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

 $<sup>^{\</sup>rm 10}$  Not applicable for CN

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



## Work Package Investment<sup>11</sup>

To activate the Work Package Investment, please click on the + sign. <u>Eile Edit View Higtory Bookmarks Iools Help</u> - 8 × eMS  $\times \setminus +$ ( i ems-rohu.mdrap.ro/app/main?execution=e1s23 C<sup>e</sup> Q, Search ☆ 自 ♥ ↓ 合 e = 🕺 Interreg 🛄 ROHU17 Show More Application Form Project Summary Seatcher Project Description Workplan Project Budget Project Budget Overview Attachments General Save As Pdf File Check Saved Project Workpackage List No Workpackages Defined Generated Files 2 Project History Jun.2016 Jun.2 Attachments Modification Res (a) User Management Bookmark Proj Timeline Toggle Tree (a) Contacts (?) Help WP M: Project Manag ment (Manag 6 Exit Show Activities
 Show Deliverables Management (b) Logout EN (?) - No 12:27 PM INTL 6/29/201 🕘 🐼 🔽

For CN: Please note that in the workpackages you must describe the Concept Note activities!

<sup>&</sup>lt;sup>11</sup> The Workpackage Investment shall be define at partner level and investment type just for FAF.

| eMS   | × +  |                                       |                    |                |        |            |        |
|---|--|---------------------------------------|--------------------|----------------|--------|------------|--------|
| () ems-rohu.mdrap.ro/   | app/main?execution=e1s8  | C Q Search                            |                    | ☆ 自 ♥          | + -    | ñ 9        |        |
| O Interreg  | ROHU17 Show More Application Form  |                                       |                    |                | Welcon | me user3 b | Jihor! |
| SAVE  | Project Summary Partner Project Description Workplan Proj                              | iect Budget > Project Budget Overvier | w Attachments      |                |        |            |        |
| General   | Investment I1  |                                       |                    |                |        |            |        |
| <ul> <li>Save As Pdf File</li> <li>Check Saved Project</li> </ul>             | Wp Details   |                                       |                    |                |        |            |        |
| Generated Files     Project History   | Title  | Wp Start<br>Jun.2016                  | Wp End<br>Jun.2016 |                |        |            |        |
| Attachments     Modification Request     User Management     Bookmark Project | Partner<br>Wp Responsible Partner Selection  |                                       |                    |                |        |            |        |
| F) Toggle Tree<br>Contacts<br>F) Help<br>D Exit                               | Partners Involvement Slection Name © No records found.                                 | Role ¢                                |                    | Abbreviation ¢ |        |            |        |
| Aanagement  | Summary Investment   |                                       |                    |                |        |            |        |
| Logout  | Summary Investment Description<br>X ⊗ [Å   5 C' B J U ak x, x'   5 Ε Ε   € 元   Ε Ξ Ξ Σ |                                       |                    |                |        |            | -      |
| <u>ene</u>  |  |                                       |                    |                |        |            |        |

| e <u>E</u> dit ⊻iew Hi <u>s</u> tory <u>B</u> ookmarks <u>I</u>                |  |                                     |                       |                         |  |                  |              | 8       |
|--|--|-------------------------------------|-----------------------|-------------------------|--|------------------|--------------|---------|
| 😹 eMS 🛛 🗙  | 😹 Apache Tomcat/7.0.64 🛛 🗙 😹 eMS   | × (+                                |                       |                         |  |                  |              |         |
| 3 192.168.150.128:8080/ems/app/  | main?execution=e1s11   |                                     | ୯ ୍                   | Search                  | ☆ 自                                      | ♥ ↓              | î            | ø       |
| developed by   | Project Summary Partner  | r 🔷 Project Description 🔪 Workp     | olan Project Budget F | Project Budget Overview | Attachments<br>Characters (including HTM | .): 0 (Limit: 30 | ), Words:    | 0       |
| INTERACT is co-financed by the<br>European Regional Development Fund<br>3_0.10 | Justification  |                                     |                       |                         |  |                  |              |         |
|  |  |                                     |                       |                         |  | 255 Ch           | aracters Ren | naining |
|  | Location Of Investment   |                                     |                       |                         |  |                  |              |         |
|  | Location<br>Nuts0<br>FOMÁNIA (RO)<br>From All Regions<br>Nuts2<br>Vest (RO42)<br>Nuts3<br>Arad (RO421) |                                     |                       |                         |  | 2500             | aracters Ren |         |
|  |  |                                     |                       |                         |  | 255 Ch           | aracters Ren | saining |
|  | Risk Associated With The Investm   | nent                                |                       |                         |  |                  |              |         |
|  | Risk   |                                     |                       |                         |  |                  | _            |         |
|  |  |                                     |                       |                         |  | 255 Ch           | aracters Ren | naining |
| 📕 🥖 🚺 eMS - ap   | līcant î 関 eMS - Mozīlla Fire  | CentOS 64-bit - V W Annex X- eMS Ap |                       | (J) K & to to 10 + = (  | 8 🕑 🗓 👍 🖸 🖢                              | 2 😼 🤿            | ENG          | 15:45   |

|                     | 🗙 🛛 😹 Apache Tomcat/7.0.64 🛛 🗙 🛃 eMS | ×\+                        |                          |                                 |   |           |            |
|---------------------|--------------------------------------|----------------------------|--------------------------|---------------------------------|---|-----------|------------|
| 2.168.150.128:8080/ | /ems/app/main?execution=e1s11        |                            | G                        | Q, Search                       | ☆自  | ♥ ↓       | î (        |
|                     | Project Summary Partner              | Project Description $$ Wor | kplan 🔷 Project Budget 🖉 | Project Budget Overview         | Attachments                               |           |            |
|                     |                                      |                            |                          |                                 |   | 255 Chara | cters Rem  |
|                     | Investment Documentation             |                            |                          |                                 |   |           |            |
|                     | Documentation                        |                            |                          |                                 |   |           | _          |
|                     |                                      |                            |                          |                                 |   | 255 Chara | icters Ren |
|                     | Ownership                            |                            |                          |                                 |   |           |            |
|                     | Ownership                            |                            |                          |                                 |   |           |            |
|                     |                                      |                            |                          |                                 |   |           |            |
|                     |                                      |                            |                          |                                 |   | 255 Chara | cters Re   |
|                     | Main Outputs                         |                            |                          |                                 |   |           |            |
|                     | Description Output 0.11.1            |                            |                          |                                 |   | Remo      | ove Out    |
|                     | Title                                | Description                |                          | Output Indicator                |   | _         |            |
|                     |                                      |                            |                          | Number of measurement points po | sitively affected by the inte<br>Quantity | rvention  |            |
|                     |                                      |                            | 255 Characters Remaining | March 👻 2016 🗘                  |   | 0.00      | Numbe      |
|                     |                                      |                            |                          | Add Output Indicator            |   |           |            |
|                     | Add Output                           |                            |                          |                                 |   |           |            |
|                     | Activity A.I1.1                      |                            |                          |                                 |   |           |            |
|                     |                                      |                            |                          |                                 |   |           |            |

| //ems/app/main?execution=e1s11                       | C Q. Search          | ☆ 自 ♥ ↓ 余 😕             |
|--|----------------------|-------------------------|
| Project Summary Partner Project Description Workplan |                      | Attachments 0.00 Number |
|  | Add Output Indicator |                         |
| O Add Output   |                      |                         |
| Activity A.I1.1                                      |                      |                         |
| Activity Title Start Date End Date March *           | Deliverable D.I1.1.1 | Remove                  |
| 2016 🗘 2016 🗘  | Title                | Target Value            |
| € 0.00   |                      |                         |
|  |                      |                         |
| Activity Description                                 |                      |                         |
| Description  | -                    |                         |
| 255 Characters Remain                                | line                 |                         |
| Remove Activity     Add Deliverable                  |                      |                         |
| O Add Activity                                       |                      |                         |
|  |                      |                         |
| Remove Workpackage                                   |                      |                         |
|  |                      |                         |



### E.g.:

- WP Investment LP
  - – contain all LP's activities related to the investment, such as:
    - - team of internal experts (budget line *Staff costs*)
    - team of external experts (budget line *External expertise and services*)
    - studies (budget line *External expertise and services*)

- taxes (budget line External expertise and services)
- works (budget line *Infrastructure and works*)
- equipment (budget line *Equipment*)
- other activities
- WP Investment PP2
  - – contain all PP's activities related to the investment, such as:
    - team of internal experts (budget line *Staff costs*)
    - team of external experts (budget line *External expertise and services*)
    - studies (budget line External expertise and services)
    - taxes (budget line *External expertise and services*)
    - works (budget line Infrastructure and works)
    - - equipment (budget line *Equipment*)
    - other activities
- WP Investment PP3

- $\circ$  contain all PP's activities related to the investment, such as:
  - team of internal experts (budget line *Staff costs*)
  - team of external experts (budget line *External expertise and services*)
  - studies (budget line *External expertise and services*)
  - taxes (budget line *External expertise and services*)
    - works (budget line Infrastructure and works)
  - equipment (budget line *Equipment*)
  - other activities

0

• ,etc.

| Fields name   | Fill in instructions   |  |
|---|--|--|
| Title   | Please give a short title to the Work Package.   |  |
| Partners  |  |  |
| Select the WP Responsible<br>Partner  | Please choose the partner responsible for the Work<br>Package from the list.   |  |
| Select Partners Involved  | Please select the project partner to whom belong the activities  |  |
| Summary Investment  |  |  |
| Please give a summary<br>description of the work<br>package and its objective.<br>Please specify to which<br>project objective it<br>contributes. | It is important that the reader of the application<br>understands the purpose of the work package to achieve<br>the overall project objectives.<br>Investment description including technical specification<br>and quantification.                                       |  |
| Justification   | Explain the need for investment to achieve project<br>objectives and results.<br>Describe clearly the cross-border relevance of the<br>investment.<br>Describe who is benefiting (e.g. beneficiaries, regions, end-<br>users etc.) from this investment and in what way. |  |

|                               | 1   |
|-------------------------------|---|
|                               | In case of pilot investment, please clarify which problem it        |
|                               | tackles, which findings you expect from it, how it can be           |
|                               | replicated and how the experience coming from it will be            |
|                               | used for the benefit of the programme area.                         |
| Location Of Investment        | Location of the physical investment; if possible a concrete         |
|                               | address where the investment will take place                        |
| Risk Associated With The      | Description of the risks associated with the investment,            |
| Investment                    | go/no-go decisions, etc. (if any).                                  |
| Investment Documentation      | Please list all technical requirements and permissions (e.g.        |
|                               | building permits) required for the investment according to          |
|                               | the respective national legislation. In case they are already       |
|                               | available attach them to this application form, otherwise           |
|                               | indicate when you expect them to be available.                      |
|                               | Please see chapter 3.2 List of mandatory Annexes to the             |
|                               | Application Form of The Guide for Applicants                        |
| Ownership                     | Who owns the site where the investment is located?                  |
|                               | Who will retain ownership of the investment at the end of           |
|                               | the project?  |
|                               | Who will take care of maintenance of the investment? How            |
|                               | will this be done?  |
| Main Outputs                  |   |
| Output O.T1.1                 | Projects are expected to deliver viable products and                |
| (autonumber)                  | services, whose impact should contribute to programme               |
|                               | level results. Each of the Investment priority have been            |
|                               | designed to focus project applicants on delivering tangible,        |
|                               | durable outputs, assisting the delivery of the programme's          |
|                               | ambitions of measurable positive changes in the                     |
|                               | Programme area. Each project's intended results and                 |
|                               | outputs are expected to facilitate the changes sought by            |
|                               | the Interreg V-A RO-HU Programme.                                   |
|                               | Click <b>Remove Output</b> button if not applicable (the activities |
|                               | from that workpackage do not contribute to output                   |
|                               | indicator, e.g. for CN).  |
| Title                         | Please give a short title for the project's output                  |
| Define the product/service    | It is important that the reader of the application                  |
| that will be developed by the | understands what viable outputs the project will deliver.           |
| end of the project.           |   |
| Output indicator: choose the  | Programme Output indicators have been developed to                  |
| corresponding output          | express and measure project outputs. They are dependent             |
| Indicator, to which the       | on the selected Investment priority. All Output indicators          |
| product/service will          | are collected at project level and aggregated at                    |
| contribute.                   | programme level.  |
|                               | Please describe project main outputs that will be delivered         |
|                               | based on the activities carried out in this work package. For       |

|                              | each project main output a programme output indicator should be chosen. Please note that they need to have the |
|------------------------------|--|
|                              | same measurement unit.   |
| Date                         | Indicate the month when the output is expected to be   |
|                              | available.   |
| Quantity                     | Quantify the contribution to the output indicator.   |
| Activity A.T1.1 (autonumber) |  |
| Activity Title               | Please give a short title to the activity.   |
| Start Date                   | Enter the envisaged start date for the activity.   |
| End Date                     | Enter the envisaged end date for the activity.   |
| Activity Description         |  |
| Description                  | Please give a brief description of the activity.   |
| Deliverable D.T.1.1          | Please only list the major milestone deliverables, such as   |
| (autonumber)                 | studies, reports, etc.   |
| Title                        | Deliverable title  |
| Target Value                 | How many deliverables does the project plan to deliver?  |
| Description                  | Give a brief description of the deliverable.   |
| Delivery Month               | Indicate the month when the deliverable is expected to be  |
|                              | available.   |
| Add Deliverable              | Click on this button to add more deliverables under this   |
|                              | activity.  |
| Add Activity                 | Click on this button to add more activities.   |



The **output indicators**, from all the WP of all the partners, will be summed and the result will be shown in a table at the bottom of the first page of the electronic application (Project Summary)

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

Attention! In case there are deviations from the estimated amounts for the planned activities, in order to ensure the project's sound financial management and focusing on reaching the envisaged output indicators, the Programme recommends these are of maximum 20%. However, in case such deviations occur, the budget chapters shall not be affected.

Be advised that the Application Form is structured based on work-packages, which comprise activities and sub-activities, either on project level (WP Preparation, Management and Communication) or on partner level (WP Implementation and Investment). For each activity/sub-

activity you shall provide enough details in terms of methodology of implementation, estimated deliverable and indicative budget.

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

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



## Section D.2.: Target Groups

| Eile Edit View Higtory Bo  | × +   |   | - 8                     |
|--|---|---|-------------------------|
| (i) ems-rohu.mdrap.r   | ro/app/main?execution=e1s19   | C Q Search  | ☆ 自 ♥ ↓ ★ 9             |
| Romania-Hungary  | ROHU16 Show More  |   | Welcome user3 biho      |
| SAVE   | Project Summary Partner Project Description   | Workplan Project Budget  Project Budget Overview  Attachments |                         |
| • General  | Select Targetgroups   | Workpackage List     o Target Groups     o Define Periods     |                         |
| Save As Pdf File     Check Saved Project     Generated Files                 | Description<br>business support organization<br>education/training centre and school<br>EBG_EGTC<br>enterprise, excluding SME     | • Deline renous   |                         |
| Project History     Attachments     Modification Request     User Management | General public<br>higher education and research<br>infrastructure and (public) service provider<br>interest groups including NGOs |   |                         |
| Bookmark Project     Toggle Tree     Contacts                                | (v) Update Targetgroups   |   |                         |
| <ul> <li>Help</li> <li>Exit</li> <li>Management</li> </ul>                   | Target Groups<br>No Target Groups Selected<br>(e) Save  |   |                         |
| ) Logout   | -   |   |                         |
| emst   |   |   |                         |
| ms-rohu.mdrap.ro/app/main  | 17execution=6199  |   | ? ▲ ● 12:40 INTL 6/29/2 |

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

### Select Targetgroups

| Description                                  |   |
|--|---|
| business support organisation                | ^ |
| education/training centre and school         |   |
| EEIG, EGTC                                   |   |
| enterprise, excluding SME                    |   |
| ✓ General public                             |   |
| higher education and research                |   |
| infrastructure and (public) service provider | _ |
| ✓ interest groups including NGOs             | ~ |

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

## Target Groups

| Target Groups                  | Description               | Target Value |
|--------------------------------|---------------------------|--------------|
| interest groups including NGOs | 2000 Characters Remaining | 0            |
| General public                 | 2000 Characters Remaining | 0            |

Save

Please click SAVE button before leaving the page!!!

### **Section D.3. Define Periods**

| (i) ems-rohu.mdrap.ro/a            | app/main?execution=e1s23 |   | C Q Searc                    | h                | ☆自        | <b>□</b> ↓ | î Θ               | 9           |
|------------------------------------|--------------------------|---|------------------------------|------------------|-----------|------------|-------------------|-------------|
|                                    |                          |   |                              |                  |           |            |                   |             |
| Romania-Hungary                    | ROHU16 Show More         |   |                              |                  |           | Welco      | ime user3 l       | bihor       |
| European Regional Development Fund |                          |   |                              |                  |           |            |                   |             |
| •                                  | Project Summary Partner  | Project Description 📄 Workplan 📄 Project Bu           | dget > Project Budget Over   | view Attachments |           |            |                   |             |
| SAVE                               |                          | <ul> <li>Workpackage List</li> </ul>                  |                              |                  |           |            |                   |             |
|                                    | Define Periods           | <ul> <li>Target Groups</li> </ul>                     |                              |                  |           |            |                   |             |
| General                            | Description              | O Define Periods                                      |                              |                  |           |            |                   |             |
| Save As Pdf File                   |                          | PROJECTSTART (01-1-1-2010)                            |                              |                  |           |            |                   |             |
| Check Saved Project                |                          |   |                              |                  |           |            |                   |             |
|                                    |                          | PERIOD 1 (0 MONTHS 1 DAY)                             |                              |                  |           |            |                   |             |
| Generated Files                    |                          | (automatic) Start Date End Date 29.06.2016 29.06.2016 | Reporting Date<br>29.06.2016 | Remove           |           |            |                   |             |
| Project History                    |                          | 29.06.2016  | 29.06.2016                   |                  |           |            |                   |             |
| Attachments                        |                          | PROJECT END (31.10.2017)                              | <b>•</b>                     |                  |           |            |                   |             |
| Modification Request               |                          |   |                              | O Add            |           |            |                   |             |
| User Management                    |                          |   |                              | 0.000            |           |            |                   |             |
| Bookmark Project                   |                          |   |                              |                  |           |            |                   |             |
| Contacts                           |                          |   |                              |                  |           |            |                   |             |
| Help                               |                          |   |                              |                  |           |            |                   |             |
| Exit                               |                          |   |                              |                  |           |            |                   |             |
|                                    |                          |   |                              |                  |           |            |                   |             |
| Management                         |                          |   |                              |                  |           |            |                   |             |
| Logout                             |                          |   |                              |                  |           |            |                   |             |
| Logour                             |                          |   |                              |                  |           |            |                   |             |
| •                                  | •                        |   |                              |                  |           |            |                   |             |
| 4                                  |                          |   |                              |                  |           |            |                   |             |
| <b>AVZ</b>                         |                          |   |                              |                  |           |            |                   |             |
| -rohu.mdrap.ro/app/main?ex         | xecution=e1s23#          |   |                              |                  |           |            |                   |             |
| - 🦂 🚞                              | 💼 🧿 ڬ 🐼 🗐 4              | 9)  |                              |                  | ? - 10 11 | 1 971 145  | ENG 12<br>INTL 6/ | 2:4<br>/29) |

### - after

Define Periods



In this section, you will define the reporting periods for the project. Important: the reporting periods form the basis for the project budget. If you do not create any periods, you cannot enter the project budget!



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



For CN you will have 2 reporting periods!

| Fields name            | Fill in instructions  |
|------------------------|---|
| Add                    | Please click the + sign to create a new reporting period.   |
| Start Date (automatic) | Period 0 represent preparation period <sup>12</sup> .       |
|                        | Period 1 starts with the project start date.                |
|                        | Note: when you change the project start date, you have to   |
|                        | refresh the reporting periods by clicking on "Recalculate   |
|                        | Periods"  |
| End Date               | The end date should be set 3 month for projects under 18    |
|                        | months and 4 month for projects exceeding 18 months.        |
|                        | The final period ends with the project end date.            |
| Reporting Date         | The reporting date is 15 working days after the end date of |
|                        | the reporting period. Note: the reporting date for the      |
|                        | final report is 30 working days after the project end       |
|                        | date!!!   |



Please click SAVE button before leaving the page!!!

## Section E: 1-3. Project Budget

**O** For CN: Please note that the amounts from the partners budgets must relate to the Concept Note activities!

### E1. Partner budget

 $<sup>^{\</sup>rm 12}$  Some Calls do not allow the preparation period (e.g. FA)

|  | × (+                    |                        |                |  |                      |                    |  |
|--|-------------------------|------------------------|----------------|--|----------------------|--------------------|--|
| (i) ems-rohu.mdrap.ro/ap   | pp/main?execution=e1s15 |                        |                | ୯ <u>୯</u>                                   | Search               | ☆ 自 ♥              | <b>↓ ☆ ⊕</b>   |
| Romania-Hungary  | ROHU16 Show             | More Application Form  | 1              |  |                      |                    | Welcome user3 bit                                    |
| neral  | Project Summary         | Partner Project Descri | ption Norkplan | Project Budget Project Budget                | Overview Attachments |                    |  |
| Save As Pdf File   |                         |                        | -              | <ul> <li>Partner Budget</li> </ul>           |                      |                    |  |
| Check Saved Project  | Partner List            |                        |                | <ul> <li>Activities Outside</li> </ul>       |                      |                    |  |
| Generated Files  | Number<br>¢             | Name ¢                 |                | <ul> <li>Project Breakdown Budget</li> </ul> | Abbreviation \$      | Role 🗢             | Budget   |
| Project History<br>Attachments                                       | 1 RO Partner            |                        | ROMÂNIA        |  | RO P                 | Lead<br>Partner    | Define Budget  |
| Modification Request<br>User Management<br>Bookmark Project          | 2 HU Partner            |                        | ROMÂNIA        |  | HU P                 | Project<br>Partner | Define Budget     Define     Define     Contribution |
| Toggle Tree<br>Contacts<br>Help<br>Export Budget<br>Exit<br>nagement |                         |                        |                |  |                      |                    |  |
|  |                         |                        |                |  |                      |                    |  |
| igout  |                         |                        |                |  |                      |                    |  |

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

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

| AS X   Image: contract integrate to trapping the product to the file     Image: contract integrate     Image: contract integrate </th <th>ile Edit View Higtory Book</th> <th></th> <th>- 8</th> <th></th>  | ile Edit View Higtory Book          |                        |                  |                  |              |             |              |                         |                   |   |            |       | - 8        |        |
|---|-------------------------------------|------------------------|------------------|------------------|--------------|-------------|--------------|-------------------------|-------------------|---|------------|-------|------------|--------|
| Extension   Soft   Project Summary   Partner   Project Budget   Project Budget Overview   Attachments   | ,<br>                               |                        |                  |                  |              |             |              | C Q Seal                | ch                | ☆ | <b>è</b> ♥ | ÷     | <b>∱ 9</b> | •      |
| Social     Budget For Partner 1 - RO Partner (LP)     Budget for Partner 1 - RO Partner (LP  |                                     | ROHU16 s               | how More App     | lication For     | m            |             |              |                         |                   |   |            | Welco | me user3 t | bihor! |
| Concrete   Save A for File   Save A for File   Budget Flat rates  |                                     | Project Summa          | ry Partner       | Project Desc     | ription >    | Workplan    | Project Budg | et > Project Budget Ove | rview Attachments |   |            |       |            |        |
| C check Saved Project       Budget Flattates         Budget Flattates       Budget Flattates         Project History       © Recalculate Budget         W task formeris       © Macalculate Budget         Modification Request       Staff cosis         O task formeris       Staff cosis         Staff cosis       © Cosis         O task formeris       Staff cosis         Staff cosis       © Cosis         O task formeris       Staff cosis         O task formeris       Staff cosis         O concasts       O cosis         O task formeris       Staff cosis         O concasts       C cosis         O task formeris       O cosis         O concasts       C cosis  |                                     | Budget For Pa          | rtner 1 - RO Pa  | rtner (LP)       |              |             |              |                         |                   |   |            |       |            |        |
| Budget Flatrate         Budget Flatrate           Generate Flats         Budget Flatrate           Project Flatron         © Realculate Budget           Maintersto         © Concert           Maintersto         © Concert           Office and<br>Office and<br>Anteresto         © Concert           Maintersto         © Concert           Maintersto         © Concert           Maintersto         © Concert           Office and<br>Office and<br>Anteresto         © Concert           Maintersto         © Concert   | Save As Pdf File                    |                        |                  |                  |              |             |              |                         |                   |   |            |       |            |        |
| Generate Files  |                                     | Budget Flatrates       |                  |                  |              |             |              |                         |                   |   |            |       |            |        |
| Image: Project History       Image: Project History         Image: Project Histo  |                                     | Budget Flatrate Office |                  |                  |              |             |              |                         |                   |   |            |       |            |        |
| Abdritemers         Modification Request       Budgetline       Wp M-Macagement       Sum         Q User Management       Budgetline       Q C 0.0       C 0.00         B Boohman Project       Office and<br>administration       Q C 0.0       C 0.00         B Boohman Project       Office and<br>administration       Q C 0.00       C 0.00         G Tonges Tree       Derman Boornamic       Q C 0.00       C 0.00         G Tonges Tree       Derman Boornamic       Q C 0.00       C 0.00         B both       Equipment       Q C 0.00       C 0.00         B both       Restoreile       Q C 0.00       C 0.00         B both       Q C 0.00       C 0.00       Q E 0.00         B both       Q C 0.00       Q E 0.00       C 0.00         B both       Q E 0.00       Q E 0.00       Q E 0.00         B both       Q E 0.00       Q E 0.00       C 0.00       C 0.00  | <ul> <li>Generated Files</li> </ul> |                        |                  |                  |              |             |              |                         |                   |   |            |       |            |        |
| Mudification Request.     Muderikation Request.     Saff costs     Ø     G.000       WarkAnagement.     Saff costs     Ø     G.000     Costs       Disolutina Project.     Grifte and<br>diministration<br>Recontacts     G     G.000     Costs       O toptadi Project.     Grifte and<br>diministration<br>Recontacts     G     Costs       O toptadi Project.     Grifte and<br>diministration<br>Recontacts     G     Costs       O toptadi Project.     G     Costs     Costs       O toptadi Project.     Fortadi Project.     Fortadi Project.       O toptadi Project.     Fortadi Project.     Fortadi Project.       O toptadi Project.     O toptadi Project.     Fortadi Project.  |                                     | Recalculate Budge      | t                |                  |              |             |              |                         |                   |   |            |       |            |        |
| Modelination register         Saft costs         Ø         Condo           Wer Mangemert         Office and<br>deministration         Ø         Condo           ® Togst Free         Travel and<br>deministration         Ø         Condo           © Togst Free         Travel and<br>deministration         Ø         Condo           © Acontacts         External soperitie<br>Ø         Ø         Condo         Condo           © Help         External soperitie<br>Ø         Ø         Condo         Condo           © Intic         Equipmert         Ø         Condo         Condo           Nords         Ø         Condo         Condo         Condo           Intic         Equipmert         Ø         Condo         Condo           Intic         Equipmert         Ø         Condo         Condo           Intic         Equipmert         Ø         Condo         Condo           Intic         Condo         Condo         Condo         Condo           Intic         Condo         Condo         Condo         Condo           Intic         Condo         Condo         Condo         Condo         Condo           Intic         Condo         Condo         Condo         Condo  | 0                                   | Budgetline             | Wp M - Managemen | t Sum            |              |             |              |                         |                   |   |            |       |            |        |
| 0       Office and offinity action of coord |                                     |                        |                  |                  |              |             |              |                         |                   |   |            |       |            |        |
| Orage         Trave and<br>econosidation         Q         Cum         Cum           © Togie Trave and<br>econosidation         Q         Cum         Cum </td <td></td>  |                                     |                        |                  |                  |              |             |              |                         |                   |   |            |       |            |        |
| Contacts             Scontacts             Contacts             Scontacts             Contacts                      | · ·                                 |                        | (2) € 0.         | 00 € 0.00        |              |             |              |                         |                   |   |            |       |            |        |
| Orego         and services         Ø         € 0.00<   |                                     |                        | ٤٥.              | 00 € <b>0.00</b> |              |             |              |                         |                   |   |            |       |            |        |
| Dirk         Equipment         C 0.0         E000           Management         Imfanouture and<br>works         C 0.00         E000           Logout         Sam         C 0.00         E000           Sam         C 0.00         C 0.00         Priod 3           Saff costs         C 0.00         C 0.00         C 0.00  | ? Help                              |                        | (2) £0           | 00 <b>€ 0.00</b> |              |             |              |                         |                   |   |            |       |            |        |
| Management         Vorba         C 0.00         C 0.   | 6 Exit                              |                        |                  |                  |              |             |              |                         |                   |   |            |       |            |        |
| Budgetilne         Period 1         Period 2         Period 3         Period 4         Sum           Suff Costs         Q < 0.00  | Management                          |                        | ~                |                  |              |             |              |                         |                   |   |            |       |            |        |
| Logout <u>Sum C0.00</u> C0.00<br>Budgetline Period 1 Period 2 Period 3 Period 4 Sum<br>Suff Costs O C0.00 O C0.00 O C0.00 O C0.00   | <u>.</u>                            |                        |                  |                  |              |             |              |                         |                   |   |            |       |            |        |
| Budgetline         Period 1         Period 2         Period 3         Period 4         Sum           Staff Costs         O         C.000         C.000         O         C.000  | Logout                              |                        |                  |                  |              |             |              |                         |                   |   |            |       |            |        |
| Staff costs 2 € 0.00 2 € 0.00 2 € 0.00 € 0.00   | -                                   |                        |                  |                  |              |             |              |                         |                   |   |            |       |            |        |
|   | -                                   | Budgetline             | Perio            | d 1 Period 2     | Period 3     | Period 4    | Sum          |                         |                   |   |            |       |            |        |
| Office and administration 0 € 0.00 0 € 0.00 0 € 0.00 0 € 0.00   | +                                   | Staff costs            | $(\mathcal{D})$  |                  | 00 🕢 📀 0.0   | 0 🖉 🛛 € 0.0 | 0 € 0.00     |                         |                   |   |            |       |            |        |
| Travel and accomodation 2 € 0.00 2 € 0.00 2 € 0.00 2 € 0.00   |                                     | Office and administra  | tion 🖉           |                  | •            | 0 ⊘ €0.0    |              |                         |                   |   |            |       |            |        |
|   |                                     | External expertise and | I services 🖉 🔬   | E000 0 E00       | no 🔿 📀 C O O | 0 00 600    | e 60.00      |                         |                   |   |            | ē ()  | ENG 1:     | -      |

| MS  | × +  |                  |                     |                          |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
|---|--|------------------|---------------------|--------------------------|--------|----------------------|----------|---------------|---------|-----------|-------------|----------|-----------|---------|------------|---------|----------|------|--------|-----|
| ) (i)   ems-rohu.mdrap.ro/app/              | /main?execution=e1s16                                  |                  |                     |                          |        |                      |          |               |         |           | C Q Search  | 2        |           |         | ☆          | é (     | <b>J</b> | · 🏫  | ø      |     |
| User Management                             | Project Summary  | Partne           | er > Pr             | oject Descr              | iption | > wo                 | orkplan  | Project Bi    | idget > | Project E | Budget Oven | /iew At  | tachments |         |            |         |          |      |        |     |
| Bookmark Project                            | Office and administration                              | 2                | € 0.00              | € 0.00                   |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
| Toggle Tree                                 | Travel and accomodation                                | 2                | € 0.00              | € 0.00                   |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
| Contacts                                    | External expertise                                     |                  |                     |                          |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
| Exit  |  | 2                | € 0.00<br>€ 0.00    | € 0.00                   |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
| Aanagement                                  | Infrastructure and                                     |                  |                     |                          |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
|   |  | 2                | € 0.00<br>€ 0.00    | € 0.00                   |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
| Logout                                      | Sum  |                  | € 0.00              | € 0.00                   |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
|   | Budgetline   | 1                | Period 1            | Period 2                 | Perio  | d 3 F                | Period 4 | Sum           |         |           |             |          |           |         |            |         |          |      |        |     |
| +   | Staff costs  |                  | ≥ € 0.00            | <ul> <li>€0.0</li> </ul> | 0      | € 0.00               | e        | € <b>0.00</b> |         |           |             |          |           |         |            |         |          |      |        |     |
|   | Office and administration                              |                  | ≥ € 0.00            |                          | 0 🖉    | € 0.00 🤅             |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
| CIVID                                       | Travel and accomodation<br>External expertise and serv |                  | ≥ € 0.00 ≥ € 0.00   | 100                      | 0 🕢    | € 0.00 (<br>€ 0.00 ( |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
| electronic<br>monitoring                    | Equipment  |                  |                     | 1.1                      | 0      | € 0.00 (             |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
| system                                      | Infrastructure and works                               |                  | C 0.00              | ~                        | 0      | € 0.00               |          | 0.00 € 0.00   |         |           |             |          |           |         |            |         |          |      |        |     |
| (PLOT)                                      | Net Revenue  | (                | ≥ € 0.00            | 1. Call                  | 0 🖉    | € 0.00 🤅             |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
|   | Sum  |                  | € 0.00              | € 0.0                    | 0      | € 0.00               | €0.      | 00.00€        |         |           |             |          |           |         |            |         |          |      |        |     |
| INTERCO                                     | Period Wp M - Manag                                    | gement Sum       |                     |                          |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
| Support Regional Development Fund<br>3_0.10 | Period 1 🖉   | € 0.00           | € 0.00              |                          |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
|   | Period 2 Period 3                                      | € 0.00<br>€ 0.00 | € 0.00              |                          |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
|   | Period 3 Period 4                                      | € 0.00           | € 0.00              |                          |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
|   | Sum  | € 0.00           | € 0.00              |                          |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
|   | 0.   |                  |                     |                          |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
|   | Save   |                  |                     |                          |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
|   |  |                  |                     |                          |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
| 6   | 🗂 👩 😕  | 😪 🛛              | ] 🤣                 | 2                        |        |                      |          |               |         | nun       | 100         | 1        |           |         | <u>?</u> - |         | 1 877 1  |      | 5 1:03 |     |
|   |  |                  | ∎ <u>1<u>8</u>7</u> | /                        |        |                      |          |               |         | 11.11     | 100         |          |           |         | •          | 100 112 |          | INTL | L 6/29 | 9/2 |
|   |  |                  |                     |                          |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
|   |  |                  |                     |                          |        |                      |          |               |         |           |             |          |           | Flatrat | e Of       | fice    |          |      |        |     |
|   | Budg   | et Flati         | rate O              | ffice                    |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
|   | L  |                  |                     |                          |        | _                    |          | +             |         |           |             | <i>c</i> |           | 15.0    | 796        | •       |          |      |        |     |
| attend a                                    |  |                  |                     |                          |        |                      |          |               |         |           |             |          |           |         |            |         |          |      |        |     |
| ctivate t                                   | he 📃   |                  |                     |                          |        | ar                   | 10 1     | nsert         | the     | pero      | centa       | ge f     | or        | 10.0    |            | *       |          |      |        | •   |

# It is mandatory to select the field Budget Flatrate Office !!!

# Click the button to fill in the table. Modifying data in one table will automatically update the information in the other two tables.

### Partner budget

| Fields name                                | Fill in instructions   |  |  |  |  |  |
|--|--|--|--|--|--|--|
| Budget Flat rates                          | Please tick this box to use the 15% flat rate for office and   |  |  |  |  |  |
|  | administration costs.  |  |  |  |  |  |
| Budget by Work Package OR Budget by Period |  |  |  |  |  |  |
| Staff costs                                | Expenditure on staff costs shall consist of gross employment   |  |  |  |  |  |
|  | costs of staff employed by the beneficiary.                    |  |  |  |  |  |
|  | Fill in the amount for staff costs per period/workpackage.     |  |  |  |  |  |
|  | Add a comment about the activities that will take place during |  |  |  |  |  |
|  | each period  |  |  |  |  |  |
| Office and administration                  | Automatically calculated.                                      |  |  |  |  |  |
| Travel                                     | Fill in travel costs.  |  |  |  |  |  |

|                                 | Add a comment about the activities that will take place during each period   |
|---------------------------------|--|
| External expertise and services | Expenditure on external expertise and service costs are<br>limited to services and expertise provided by a public or<br>private law body or a natural person other than the<br>beneficiaries of the project.<br>Add a comment about the activities that will take place during<br>each period. |
| Equipment                       | Expenditure for the financing of equipment purchased by the<br>beneficiary of the operation other than those covered by office<br>and administrative expenditure.<br>Add a comment about the activities that will take place during<br>each period.  |
| Infrastructure and works        | The investment specification is to be filled-in only in the full<br>application form (FAF).<br>The costs related to investment.<br>Add a comment about the activities that will take place during<br>each period.  |
| Net Revenue                     | Planned project revenues which will be deducted from eligible costs.   |



The budget is completed as follows:

- for own staff at budget line Staff costs
- for external experts and services at budget line *External expertise and services*
- for travel costs related to management/internal experts meetings at budget line *Travel and accommodation*
- for equipment at budget line Equipment
- for works at budget line *Infrastructure and works*



Please click SAVE button before leaving the page!!!

Partner contribution

|                                | × +                   |                                    |                |  |                        |                    |                         |
|--------------------------------|-----------------------|------------------------------------|----------------|--|------------------------|--------------------|-------------------------|
| ems-rohu.mdrap                 | ro/app/main?execution | =e1s15                             |                | G  | Search                 | ☆ 自 ♥              | <b>↓</b> ♠ ⊕            |
| nterreg                        | ROHU                  | J16 Show More Application Form     |                |  |                        |                    | Welcome user3 b         |
| al                             | Proje                 | ct Summary Partner Project Descrip | otion Vorkplan | Project Budget Project Budget                | : Overview Attachments |                    |                         |
| e As Pdf File                  |                       |                                    |                | <ul> <li>Partner Budget</li> </ul>           |                        |                    |                         |
| ck Saved Project               | Partne                | r List                             |                | <ul> <li>Activities Outside</li> </ul>       |                        |                    |                         |
|                                | Number                | Name ©                             |                | <ul> <li>Project Breakdown Budget</li> </ul> | Abbreviation ¢         | Role 0             | Budget                  |
| erated Files<br>ject History   |                       |                                    |                |  |                        | Lead               | Define Budget           |
| chments                        | 1                     | RO Partner                         | ROMÂNIA        |  | RO P                   | Partner            | Define<br>Contribution  |
| dification Request             |                       |                                    |                |  |                        |                    | Define Budget           |
| r Management<br>okmark Project | 2                     | HU Partner                         | ROMÂNIA        |  | HU P                   | Project<br>Partner | Define     Contribution |
| gle Tree                       |                       |                                    |                |  |                        |                    | Contribution            |
| ntacts                         |                       |                                    |                |  |                        |                    |                         |
| P                              |                       |                                    |                |  |                        |                    |                         |
| port Budget<br>it              |                       |                                    |                |  |                        |                    |                         |
|                                |                       |                                    |                |  |                        |                    |                         |
| ement                          |                       |                                    |                |  |                        |                    |                         |
|                                |                       |                                    |                |  |                        |                    |                         |
|                                |                       |                                    |                |  |                        |                    |                         |
| t                              |                       |                                    |                |  |                        |                    |                         |
| it                             | •                     |                                    |                |  |                        |                    |                         |
| MS <sup>*</sup>                | •                     |                                    |                |  |                        |                    |                         |
| electronic<br>monitoring       |                       |                                    |                |  |                        |                    |                         |

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

| MS   | 🗙 🛛 Apache Tomcat/7.0.64 🛛 🗙 🛛   | +          |                  |  |  |                 |               |                     |       |   |
|--|--|------------|------------------|--|--|-----------------|---------------|---------------------|-------|---|
| 192.168.150.128:8080/ems   | /app/main?execution=e1s20  |            |                  |  | C Q Search                                     |                 | ☆ 自           |                     | â 9   | Ξ |
| SAVE   | Project Summary  | Partner    | Project Descri   | ption Workplan Proje                         | ct Budget > Project                            | Budget Overviev | v Attachments |                     |       |   |
| eral   | Partner Contributi   | on         |                  |  |  |                 |               |                     |       |   |
|  | Partner Contribution Ra  | ate        |                  |  |  |                 |               |                     |       |   |
| ave As Pdf File  |  |            |                  |  |  | $\cap$          | wn            |                     |       |   |
| Theck Saved Project  |  | Amount     | Cofinancing Rate |  |  | 0               | /VII          |                     |       |   |
| Senerated Files  | Program Cofinancing  | € 0.00     | 85.00 %          |  |  | contri          | bution        |                     |       |   |
| Project History  | Partner Contribution   | € 0.00     |                  |  |  | COLLET          | bution        |                     |       |   |
| ttachments   | Partner Total Eligible Budget  | € 0.00     |                  |  |  | /               |               |                     |       |   |
| lodification Request   |  |            |                  |  |  |                 |               |                     |       |   |
| ser Management   | Source Of Contribution   |            |                  |  |  |                 |               |                     |       |   |
| act management   |  |            |                  |  |  |                 |               |                     |       |   |
| lookmark Project   |  |            |                  |  |  |                 |               |                     |       |   |
|  |  |            |                  |  |  | Ontions         |               |                     |       |   |
| oggle Tree   | Source Of Contribution   | Legal Stat | us %of Tota      | al Partner Contribution out of 15%           | Amoup  | Options<br>+    |               |                     |       |   |
| oggle Tree   |  | , i        | us %of Tota      | ll Partner Contribution out of 15%           |  |                 |               |                     |       |   |
| oggle Tree<br>ontacts<br>elp   | Lead Partner   | public     | us %of Tota      |  | € 0.00   | •               | The + b       | utton to            | o adu | c |
| nggle Tree<br>Intacts<br>Ilp<br>it   |  | , i        | us %of Tota      | Il Partner Contribution out of 15%<br>0.00 % |  |                 | The + bu      |                     |       | c |
| nggle Tree<br>Intacts<br>Ilp<br>it   | Lead Partner   | public     | us %of Tota      |  | € 0.00   | •               | th            | e State             |       | c |
| ggle Tree<br>Intacts<br>Ip<br>it<br>gement   | Lead Partner<br>State contrribution  | public     | us %of Tota      | 0.00 %                                       | € 0.00   | •               | th            |                     |       | d |
| pggle Tree<br>antacts<br>elp<br>ist<br>agement   | Lead Partner<br>State contrribution<br>Sub Total Public Contribution   | public     | us %of Tota      | 0.00 %                                       | € 0.00<br>  € 0.00<br>  € 0.00                 | •               | th            | e State             |       | d |
| oggle Tree<br>ontacts<br>elp<br>xit<br>agement   | Lead Partner<br>State contrribution<br>Sub Total Public Contribution<br>Sub Total Private Contribution                               | public     | us %of Tota      | 0.00 %                                       | € 0.00<br>€ 0.00<br>€ 0.00<br>€ 0.00           | •               | th            | e State             |       | d |
| loggle Tree<br>Contacts<br>Help<br>Lagement  | Lead Partner<br>State contrribution<br>Sub Total Public Contribution<br>Sub Total Private Contribution<br>Total                      | public     | us %of Tota      | 0.00 %                                       | € 0.00<br>€ 0.00<br>€ 0.00<br>€ 0.00<br>€ 0.00 | •               | th            | e State             |       | d |
| Jookmark Project<br>Oggle Tree<br>Contacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Lintacts<br>Li | Lead Partner<br>State contribution<br>Sub Total Public Contribution<br>Sub Total Private Contribution<br>Total<br>Total Target Value | public     | us %of Tota      | 0.00 %                                       | € 0.00   | 0               | th            | e State<br>tributic |       | C |

Here are the steps:

#### Source Of Contribution

|   | Phase 2: Writ<br>"State contrib<br>in this field                               | e            |       | Phase 3: fill in the<br>amount for both<br>contributions (own<br>and state) |                | Phase 1: Click +<br>Create Partner<br>Contribution |
|---|--|--------------|-------|---|----------------|--|
|   | State contribution Sub Total Public Contribution Sub Total Private Contributio |              |       | 0.00 %  | € 0.0<br>€ 0.0 | 10   |
| _ | HU or RO partner   | public       |       | 0.00 %  | € 0.0          |  |
|   | Source Of Contribution   | Legal Status | %of 1 | otal Partner Contribution   | Amount         | Options<br>+ Create Partner Contribution           |



Attention: for RO partners how you calculate own and state contributions!

After filling in own and state contribution in the field **Amount**, the field **%of Total** *Partner Contribution* must be:

- 13.34% for own contribution
- 86.66% for State contribution

| Fields name                        | Fill in instructions  |
|------------------------------------|---|
| Partner Contribution Rate          | It is automatically filled in.  |
| Source of Contribution             |   |
| Source of Contribution +<br>Amount | First row must be fill in with partner's own contribution.<br>Please add State contribution by clicking the + button. Please<br>specify the public source of funding in this case.<br><b>Please enter the amount in Euro!</b> |
| Target Value                       | This field indicates the expected amount of match funding<br>contribution based on the partner's cost budget and the<br>chosen intervention rate.   |



### Please click SAVE button before leaving the page!!!

### E.2. Activities Outside<sup>13</sup>

| IS   | × \+                            |  |                     |
|--|---------------------------------|--|---------------------|
| (i) ems-rohu.mdrap.ro/ap                       | p/main?execution=e1s20          | C Q Search   | ☆ 自 ♥ ↓ 余 🧐         |
| Romania-Hungary                                | ROHU16 Show More Application    | Form   | Welcome user3 b     |
| SAVE   | Project Summary Partner Project | Description Vorkplan Project Budget Project Budget Overview    | w Attachments       |
| save   | Activities Outside              | <ul> <li>Partner Budget</li> <li>Activities Outside</li> </ul> |                     |
| ave As Pdf File                                | Activities Outside              | <ul> <li>Project Breakdown Budget</li> </ul>                   |                     |
| heck Saved Project                             |                                 | Total Budget 0.00  | 255 Characters Rema |
| enerated Files<br>roject History<br>ttachments |                                 | Erdf Curside 0.00 Of Total Erdf 96                             |                     |
| lodification Request                           | Save                            | or rotat Lur w   |                     |
| ser Management<br>pokmark Project              |                                 |  |                     |
| oggle Tree<br>ontacts                          |                                 |  |                     |
| elp<br>kit                                     |                                 |  |                     |
| igement  |                                 |  |                     |
| put  |                                 |  |                     |
| •  |                                 |  |                     |
| MC*  |                                 |  |                     |
| nu.mdrap.ro/app/main?exec                      | ution=e1s20#                    |  |                     |

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

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



## Please click SAVE button before leaving the page!!!

<sup>&</sup>lt;sup>13</sup> Please see chapter 2. RULES OF THE CALL FOR PROPOSALS -2.2.1.3 Eligibility of costs/expenditure from The Guide for Applicants

## E.3.Purchase of land<sup>14</sup>

| Project Summary Partner Project Description Workplan | Project Budget Project Budget Overview Attachments |
|--|--|
|  | • Partner Budget                                   |
| Purchase Of Land                                     | • Activities Outside                               |
| + Add Purchase Of Land                               | o Purchase Of Land                                 |
| Save   |  |



+ Add Purchase Of Land button, if the case.

### Purchase Of Land

| Amount Of Exp           | enditure For Land Purchase   |                           |
|-------------------------|------------------------------|---------------------------|
| Total Budget<br>Comment | € 28 000.00Percentage 0.00 % |                           |
|                         |                              |                           |
|                         |                              | 2000 Characters Remaining |
| Delete                  |                              |                           |
| + Add Purchas           | se Of Land                   |                           |
| Save                    |                              |                           |

| Fields name                             | Fill in instructions                                   |
|---|--|
| Amount of expenditure for land purchase | Fill in the amount                                     |
| Comment                                 | Insert detailed on the purchase.                       |
| Delete                                  | Delete the field <i>Purchase of land</i> (if the case) |

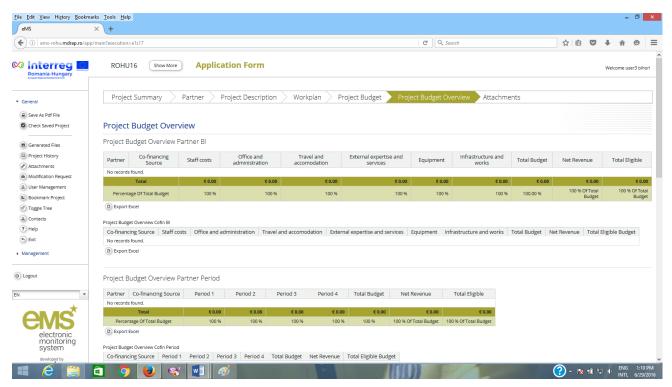


Please click SAVE button before leaving the page!!!

<sup>&</sup>lt;sup>14</sup> Please see chapter 2.2.1.3 Eligibility of costs/expenditure from The Guide for Applicants and Annex III. Programme general rules on eligibility of expenditure (Infrastructure and works -e).

### **Section F. Project Budget Overview**

It is automatically filled in with all previously entered data.

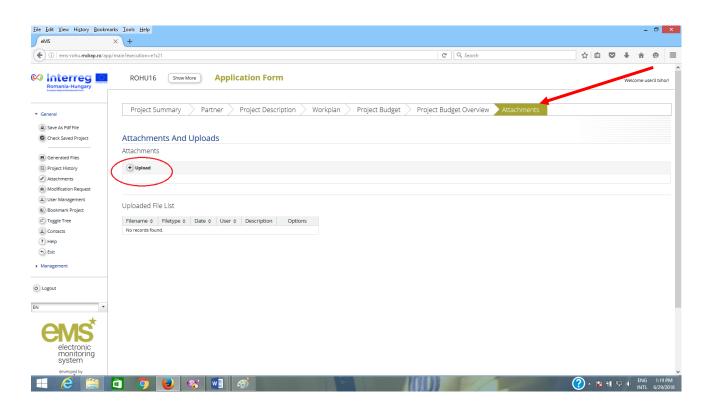


| MS  | 🗙 🛛 😹 Apache Tomcat/7.0.64 🛛 🗙 🕂   |   |                         |                 |                                |  |  |         |            |   |
|---|--|---|-------------------------|-----------------|--------------------------------|--|--|---------|------------|---|
| 192.168.150.128:8080/                                     | ems/app/main?execution=e1s21   |   |                         |                 |                                | C Q Search   |  | ☆ 自 ♥   | <b>∔</b> ≙ | ø |
|   | Project Summary  | Partner Pr                                | oject Descrip           | tion Vorl       | kplan Projec                   | t Budget 🔰 Project f                                 | Budget Overview Atta   | chments |            |   |
| out   |  |   |                         |                 |                                |  |  |         |            |   |
|   | Project Budget Overview Pa   | artner Period                             |                         |                 |                                |  |  |         |            |   |
| +   | Partner Co-financing Source  | Period 1                                  | Period 2                | Total Budget    | Net Revenue                    | Total Eligible                                       |  |         |            |   |
| уу че   | No records found.  |   |                         |                 |                                |  |  |         |            |   |
|   | Total  | € 0.00                                    | € 0.00                  | € 0.00          | € 0.00                         | € 0.00   |  |         |            |   |
| electronic  | Percentage Of Total Budget   | 100 %                                     | 100 %                   | 100 %           | 100 % Of Total Budget          | 100 % Of Total Budget                                |  |         |            |   |
| monitoring<br>system                                      | Export Excel   |   |                         |                 | -                              |  |  |         |            |   |
| developed by  | Project Budget Overview Cofin Period   |   |                         |                 |                                |  |  |         |            |   |
| (PLOT)  | Co-financing Source Period   | d 1 Period                                | 2 Total Bu              | Idget Net Reve  | enue Total Eligible            | Budget   |  |         |            |   |
| INTER   | No records found.  |   |                         | 0               | 0                              | 0  |  |         |            |   |
| niae  | E R D F Equivalent   | €0.00 €                                   | 0.00                    | € 0.00          | € 0.00                         | € 0.00   |  |         |            |   |
| ACT is co-financed by the<br>an Regional Development Fund |  |   |                         |                 |                                |  |  |         |            |   |
| 3_0.10  | C share side   |   |                         |                 |                                |  |  |         |            |   |
|   |  |   |                         |                 |                                |  |  |         |            |   |
|   |  |   |                         |                 |                                |  |  |         |            |   |
|   | Project Budget Overview Pa   | artner Wp                                 |                         |                 |                                |  |  |         |            |   |
|   | Project Budget Overview Partner Co-financing Source  | artner Wp<br>Wp M                         | Wp T1                   | Wp I1           | Wp C T                         | otal Budget Net Reve                                 | nue Total Eligible   |         |            |   |
|   | , 0  |   | Wp T1                   | Wp I1           | Wp C T                         | otal Budget Net Reve                                 | nue Total Eligible   |         |            |   |
|   | Partner Co-financing Source  |   | Wp T1<br>€ 0.00         | Wp I1<br>€ 0.00 | Wp C T                         | otal Budget Net Reve<br>€ 0.00                       | nue Total Eligible<br>€ 0.00 € 0.00                              |         |            |   |
|   | Partner Co-financing Source<br>No records found.   | Wp M                                      |                         |                 |                                | -  | € 0.00 € 0.00  |         |            |   |
|   | Partner Co-financing Source<br>No records found.<br>Total  | Wp M<br>€ 0.00                            | € 0.00                  | € 0.00          | € 0.00                         | € 0.00   | € 0.00 € 0.00  |         |            |   |
|   | Partner Co-financing Source<br>No records found.<br>Total<br>Percentage Of Total Budget  | Wp M<br>€ 0.00                            | € 0.00                  | € 0.00          | € 0.00                         | € 0.00   | € 0.00 € 0.00  |         |            |   |
|   | Partner Co-financing Source<br>No records found.<br>Total<br>Percentage Of Total Budget<br>© Export Excel  | Wp M                                      | € 0.00<br>100 %         | € 0.00<br>100 % | €0.00<br>100%                  | € 0.00<br>100 % 100 % Of Tota                        | € 0.00 € 0.00  |         |            |   |
|   | Partner Co-financing Source<br>No records found.<br>Total<br>Percentage Of Total Budget<br>© Export Excel<br>Project Budget Overview Cofin Wp  | ₩p M<br>€ 0.00<br>100 %                   | € 0.00<br>100 %         | € 0.00<br>100 % | €0.00<br>100%                  | € 0.00<br>100 % 100 % Of Tota                        | € 0.00 € 0.00<br>Budget 100 % Of Total Budget                    |         |            |   |
|   | Partner Co-financing Source<br>No records found.<br>Total<br>Percentage Of Total Budget<br>© Export Excel<br>Project Budget Overview Cofin Wp<br>Co-financing Source Wp I<br>No records found. | Wp M<br><b>€ 0.00</b><br>100 %<br>M Wp T1 | € 0.00<br>100 %<br>Wp I | € 0.00<br>100 % | €0.00<br>100%                  | € 0.00<br>100 % 100 % Of Tota<br>t Net Revenue Total | € 0.00 € 0.00<br>Budget 100 % Of Total Budget                    |         |            |   |
|   | Partner Co-financing Source<br>No records found.<br>Total<br>Percentage Of Total Budget<br>© Export Excel<br>Project Budget Overview Cofin Wp<br>Co-financing Source Wp I<br>No records found. | Wp M<br><b>€ 0.00</b><br>100 %<br>M Wp T1 | € 0.00<br>100 %<br>Wp I | € 0.00<br>100 % | € 0.00<br>100 %<br>Total Budge | € 0.00<br>100 % 100 % Of Tota<br>t Net Revenue Total | € 0.00 € 0.00<br>Budget 100 % Of Total Budget<br>Eligible Budget |         |            |   |

| 192.168.150.128:8080/ems/a | app/main?execution=e1s21               |                           |  |                                      |   | C Q            | Search                               |                        | ☆ 自 ♥                    | <b>↓</b> ☆ @            |
|----------------------------|--|---------------------------|--|--------------------------------------|---|----------------|--------------------------------------|------------------------|--------------------------|-------------------------|
|                            | Project Sumr                           | nary Part                 | ner 🔷 Project 🛛                        | Description V                        | Vorkplan 📄 Proje                            | ct Budget      | Project Budget Ove                   | erview Atta            | achments                 |                         |
|                            | Project Budget Overvie                 | w Cofin Wp                |  |                                      |   |                |                                      |                        |                          |                         |
|                            | Co-financing Sour                      | ce Wp M                   | Wp T1                                  | Wp I1                                | Wp C Total Budg                             | et Net Revenue | Total Eligible Budge                 | et                     |                          |                         |
|                            | No records found.                      |                           |  |                                      |   |                |                                      |                        |                          |                         |
|                            | E R D F Equivalent                     | € 0.0                     | 0 € 0.00                               | € 0.00                               | €0.00 €0                                    | .00 € 0.0      | 0 € 0.0                              | 00                     |                          |                         |
|                            | Project Budget (                       | Overview Wp Bi            |  |                                      |   |                |                                      |                        |                          |                         |
|                            | Wp Number                              | Staff costs               | Office and administration              | Travel and accomodation              | External expertise<br>and services          | Equipment      | Infrastructure and<br>works          | Total Budget           | Net Revenue              | Total Eligib            |
|                            | Wp M                                   | € 0.00                    | € 0.00                                 | € 0.00                               | € 0.00                                      | € 0.00         | € 0.00                               | € 0.00                 | € 0.00                   | €                       |
|                            | Wp T1                                  | € 0.00                    | € 0.00                                 | € 0.00                               | € 0.00                                      | € 0.00         | € 0.00                               | € 0.00                 | € 0.00                   | €                       |
|                            | Wp I1                                  | € 0.00                    | € 0.00                                 | € 0.00                               | € 0.00                                      | € 0.00         | € 0.00                               | € 0.00                 | € 0.00                   | €                       |
|                            | Wp C                                   | € 0.00                    | € 0.00                                 | € 0.00                               | € 0.00                                      | € 0.00         | € 0.00                               | € 0.00                 | € 0.00                   | €                       |
|                            | Total                                  | € 0.00                    | € 0.00                                 | € 0.00                               | € 0.00                                      | € 0.00         | € 0.00                               | € 0.00                 | € 0.00                   | €                       |
|                            | Percentage Of<br>Total Budget          | 100 %                     | 100 %                                  | 100 %                                | 100 %                                       | 100 %          | 100 %                                | 100 %                  | 100 % Of Total<br>Budget | 100 % Of T<br>But       |
|                            | Export                                 |                           |  |                                      |   |                |                                      |                        |                          |                         |
|                            | C. attac                               |                           |  |                                      |   |                |                                      |                        |                          |                         |
|                            | Project Budget Overvie                 | w Cofin Bl                |  |                                      |   |                |                                      |                        |                          |                         |
|                            | -                                      | w Cofin Bl<br>Staff costs | Office and administration              | Travel and accomodation              | External expertise<br>and services          | Equipment      | Infrastructure and<br>works          | Total Budget           | Net Revenue              | Total Eligibl<br>Budget |
|                            | Project Budget Overvie<br>Co-financing |                           | Office and<br>administration<br>€ 0.00 | Travel and<br>accomodation<br>€ 0.00 | External expertise<br>and services<br>€ 0.0 |                | Infrastructure and<br>works<br>€0.00 | Total Budget<br>€ 0.00 | Net Revenue<br>€ 0.00    |                         |

| s/app/main?execution=e1s21                         |                            |                            |                            |                                 | ୯ ୍                        | Search                      |              | ☆ 自 ♥       | ∔ ≙                   |
|--|----------------------------|----------------------------|----------------------------|---------------------------------|----------------------------|-----------------------------|--------------|-------------|-----------------------|
| Project Summary                                    | Partner                    | Project D                  | escription                 | Workplan > Pr                   | oject Budget 🔪             | Project Budget Ove          | erview Atta  | chments tal | 100 % O               |
| (B) Export   |                            |                            |                            |                                 |                            |                             |              |             |                       |
| Project Budget Overview Cof                        | in Bl                      |                            |                            |                                 |                            |                             |              |             |                       |
| Co financing                                       | aff costs                  | Office and<br>ministration | Travel and<br>accomodation | External expert<br>and services |                            | Infrastructure and<br>works | Total Budget | Net Revenue | Total Eligi<br>Budget |
| No records found.                                  |                            |                            |                            |                                 |                            |                             |              |             |                       |
| E R D F Equivalent                                 | € 0.00                     | € 0.00                     | €0                         | 0.00                            | € 0.00 € 0.00              | € 0.00                      | € 0.00       | € 0.00      |                       |
| Wp M<br>Wp T1<br>Wp I1                             | € 0.00<br>€ 0.00<br>€ 0.00      | € 0.00<br>€ 0.00<br>€ 0.00 |                             |              |             |                       |
| WpC  | € 0.00                     | € 0.00                     | € 0.00                     | € 0.00                          | € 0.00                     |                             |              |             |                       |
| Total  | € 0.00                     | € 0.00                     | € 0.00                     | € 0.00                          | € 0.00                     |                             |              |             |                       |
| Percentage Of Total Budge                          | t 100 %                    | 100 %                      | 100 %                      | 100 % Of Total Budget           | 100 % Of Total Budget      |                             |              |             |                       |
| Export Excel                                       |                            |                            |                            |                                 |                            |                             |              |             |                       |
| Project Budget Overview Cof<br>Co-financing Source | Period 1                   | Period 2                   | Fotal Budget               | Net Revenue Total El            | igible Budget              |                             |              |             |                       |
| No records found.                                  | Fellou I                   | Period 2                   | Total Budget               | ver Revenue - Total El          | Igible budget              |                             |              |             |                       |
| No records round.                                  | € 0.00                     | € 0.00                     | € 0.00                     | € 0.00                          | € 0.00                     |                             |              |             |                       |
| E R D F Equivalent                                 |                            |                            |                            |                                 |                            |                             |              |             |                       |
| E R D F Equivalent                                 | 0.00                       |                            |                            |                                 |                            |                             |              |             |                       |

## **Section G: Attachments**



The applicants can upload documents into eMS.

Click on the • Upload button to add new attachments.

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

Not any format file can be uploaded! The files extension recognized by eMS are: gif, jpeg, png, tiff, doc, docx, pdf, xls, xlsx, ppt, pptx, mp4, mov, avi, wmv, zip, rar.



Please click SAVE button before leaving the page!!!

# PART E - Submitting the application

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

Please verify it thoroughly!!!

D 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.

| <u>File Edit View History Bookma</u>     | arks Iools <u>H</u> elp                         |                                |  |                           |                |       |      |         | - 8                | ×           |
|--|---|--------------------------------|--|---------------------------|----------------|-------|------|---------|--------------------|-------------|
| () ems-rohu.mdrap.ro/app                 |   |                                | ୯  | Q. Search                 |                | ☆自    |      | ŀ ≙     | ø                  | :           |
| Romania-Hungary                          | ROHU16 Show More A                              | pplication Form                |  |                           |                |       | 1    | Velcome | user3 bih          | ior!        |
| SAVE                                     | Project Summary Partne                          | r Project Description          | Workplan Project Budget Project Bud                                      | dget Overview 🔷 Attachme  | ents           |       |      |         |                    |             |
|  | Project Summary                                 |                                |  |                           |                |       |      |         |                    |             |
| • General                                | Project Identification                          |                                |  |                           |                |       |      |         |                    |             |
| Save As Pdf File     Check Saved Project | Programme Priority                              | Specific Objective             |  |                           |                |       |      |         |                    |             |
|  | PA2 - Improve sustainable cross-border mobility | and remove × SO7/b Improved cr | oss-border accessibility through connecting secondary and tertiary nodes | s to TEN-T infrastructure |                |       |      |         |                    |             |
| Generated Files                          | Project Acronym                                 | Project Title                  |  |                           | Project Number |       |      |         |                    |             |
| Project History                          |   |                                |  |                           | ROHU16         |       |      |         |                    |             |
| Attachments                              |   |                                |  |                           |                |       |      |         |                    |             |
| Modification Request                     | Name Of Lead                                    |                                |  | 255 Characters Remaining  |                |       |      |         |                    |             |
| User Management                          | RO Partner                                      |                                |  |                           |                |       |      |         |                    |             |
| Bookmark Project                         | Project Duration                                | Start Date                     | End Date   |                           |                |       |      |         |                    |             |
| C Toggle Tree                            | 12 Month 0 Days                                 | 01.11.2016                     | 31.10.2017   |                           |                |       |      |         |                    |             |
| Contacts                                 |   |                                |  |                           |                |       |      |         |                    |             |
| ? Help                                   |   |                                |  |                           |                |       |      |         |                    |             |
| 6 Exit                                   | Project Summary *                               |                                |  |                           |                |       |      |         |                    |             |
| Management                               | Short Overview *                                |                                |  |                           |                |       |      |         |                    |             |
|  | δ 🐚 🔓 🗳 Β Ι 🖳 abα Χ,                            | x' ≬ ]⊟ ⊞ ∈ +≡   ≡ = =         | 2 ≡ 2  |                           |                |       |      |         |                    |             |
| D Logout                                 | Short Overview *                                |                                |  |                           |                |       |      |         |                    | 1           |
| N ¥                                      | Short Overview                                  |                                |  |                           |                |       |      |         |                    |             |
| ems                                      |   |                                |  |                           |                |       |      |         |                    |             |
| 4 🙆 🚞                                    | 💼 🧿 🍯 🛯   | <i>ब</i>                       |  | Sel / Marine              | (              | ? - 📧 | i0 💬 |         | G 1:24<br>TL 6/29/ | . P1<br>/20 |

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.

| ems-rohu. <b>mdrap.ro</b> /app        | /main?execution=e1s22                           |                                    |   | C Q, Search                                      |                | ☆自 | <b>1</b> | â (        |
|---------------------------------------|---|------------------------------------|---|--|----------------|----|----------|------------|
| nterreg                               |   | pplication Form                    |   |  |                |    | Welc     | come user3 |
| SAVE                                  | Project Summary Partne                          | r Project Description              | Workplan Project Budget                       | Project Budget Overview Attac                    | hments         |    |          |            |
|                                       | Project Summary                                 |                                    |   |  |                |    |          |            |
| ral                                   | Project Identification                          |                                    |   |  |                |    |          |            |
| ive As Pdf File<br>neck Saved Project | Programme Priority                              | Specific Objective                 |   |  |                |    |          |            |
|                                       | PA2 - Improve sustainable cross-border mobility | and remove * SO7/b Improved cross- | border accessibility through connecting secor | ndary and tertiary nodes to TEN-T infrastructure | -              |    |          |            |
| enerated Files                        | Project Acronym                                 | Project Title                      |   |  | Project Number |    |          |            |
| eject History                         |   |                                    |   |  | ROHU16         |    |          |            |
| achments                              |   |                                    |   | 255 Characters R                                 | maining        |    |          |            |
| dification Request                    | Name Of Lead                                    |                                    |   |  |                |    |          |            |
| er Management                         | RO Partner                                      |                                    |   |  |                |    |          |            |
| okmark Project                        | Project Duration                                | Start Date                         | End Date                                      |  |                |    |          |            |
| gle Tree                              | 12 Month 0 Days                                 | 01.11.2016                         | 31.10.2017                                    |  |                |    |          |            |
| p                                     |   |                                    |   |  |                |    |          |            |
| P                                     | Project Summary *                               |                                    |   |  |                |    |          |            |
|                                       |   |                                    |   |  |                |    |          |            |
| ement                                 | Short Overview *                                |                                    |   |  |                |    |          |            |
|                                       | Χ 🖻 🛱 ָּ ⊂ Β Ι ∐ əbα x,                         | *, 🌾 FFF 🗇 🖬 🖻 🖻 🛙                 | = 2¢  |  |                |    |          |            |
| t                                     | Short Overview *                                |                                    |   |  |                |    |          |            |
|                                       |   |                                    |   |  |                |    |          |            |
| -                                     |   |                                    |   |  |                |    |          |            |
|                                       |   |                                    |   |  |                |    |          |            |
|                                       |   |                                    |   |  |                |    |          |            |

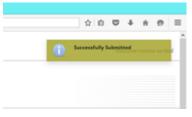
| <u>File Edit View History B</u> ookma |   |  |   | - 8 ×                          |
|---------------------------------------|---|--|---|--------------------------------|
| eMS                                   | × (+  |  |   |                                |
| ( i ems-rohu.mdrap.ro/app.            | /main?execution=e1s22   |  | C Q. Search   | ☆ 🖻 👽 ↓ 🎓 😕 🗏                  |
| Conterreg                             | ROHU16 Show More Applicat   | on Form                                  |   | Successfully Checked           |
| SAVE                                  | Project Summary Partner Pro   | ject Description                         | Workplan Project Budget Project Budget Overview Attachr                                     | nents                          |
|                                       | Project Summary   |  |   |                                |
| General     Save As Pdf File          | Project Identification  |  |   |                                |
| Submit Checked Project                | Programme Priority  | Specific Objective                       |   | -                              |
| Generated Files                       | PA2 - Improve sustainable cross-border mobility and remove<br>Project Acronym | SO//b improved cross-c     Project Title | order accessibility through connecting secondary and tertiary nodes to TEN-T infrastructure | Project Number                 |
| Generated Hies     Project History    | Project Action yill   | roject nue                               |   | ROHU16                         |
| Attachments                           |   | 1  |   |                                |
| Modification Request                  |   |  | 255 Characters Remain   | ning                           |
| (a) User Management                   | Name Of Lead  |  |   |                                |
| Bookmark Project                      | Project Duration Start E  | ate                                      | End Date  |                                |
| <ul> <li>Toggle Tree</li> </ul>       | 12 Month 0 Days 01.11   | 2016                                     | 31.10.2017  |                                |
| Contacts                              |   |  |   |                                |
| ? Help                                |   |  |   |                                |
| 6 Exit                                | Project Summary *   |  |   |                                |
| <ul> <li>Management</li> </ul>        | Short Overview *  |  |   |                                |
|                                       | 🔏 🐚 🔓 🗢 🗢 B I 🖳 abs x, x' 🐓 🧮   |  | E 23  |                                |
| (b) Logout                            |   |  |   |                                |
|                                       | Short Overview *  |  |   |                                |
| EN                                    |   |  |   |                                |
| <b>ems</b> <sup>*</sup>               |   |  |   |                                |
| = 6 📄                                 | 🛍 🦻 😼 <table-cell> 🗐 🛷</table-cell>   |  |   | ? ▲ No. 1:35 PM INTL 6/29/2016 |

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

!

| ems-rohu. <b>mdrap.ro</b> /ap | pp/main?execution=e1s22              | C Search  | ☆ 自 ♥ ↓ 合            |
|-------------------------------|--------------------------------------|---|----------------------|
| terreg                        | ROHU16 Show More Application         | Form  | Successfully Checked |
| SAVE                          | Project Summary Partner Project      | Description Workplan Project Budget Project Budget Overview Atta  | achments             |
|                               | Project Summary                      |   |                      |
|                               | Project Identification               |   |                      |
| it Checked Project            | Programme Priority                   | ipecific Objective  |                      |
| it checked Hojeet             |                                      | SO7/b Improved cross-border accessibility through connecting secondary and tertiary nodes to TEN-T infrastructure | •                    |
| rated Files                   | Project Acronym                      | roject Title  | Project Number       |
| t History                     |                                      |   | ROHU16               |
| nments                        |                                      |   |                      |
| ication Request               | Name Of Lead                         | 255 Characters  | Remaining            |
| Management                    | R0 Partner                           |   |                      |
| mark Project                  | Project Duration Start Date          | End Date  |                      |
| e Tree                        | 12 Month 0 Days 01.11.2016           | 31.10.2017  |                      |
| cts                           |                                      |   |                      |
|                               |                                      |   |                      |
|                               | Project Summary *                    |   |                      |
| nent                          | Short Overview *                     |   |                      |
|                               | ———————————————————————————————————— | (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)   |                      |
|                               |                                      |   |                      |
|                               | Short Overview *                     |   |                      |
| -                             |                                      |   |                      |
| *                             |                                      |   |                      |
| ЛС                            |                                      |   |                      |

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



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

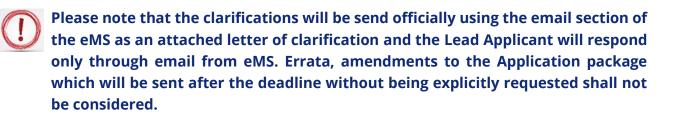
Once submitted you are not able to make further changes to your application.

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

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

Now the application will enter in the assessment phase (Administrative and Eligibility Check) by the Assessment Working Group, while the Lead Applicant can check the status of the application

in the eMS (*My projects* section) and answer to the clarifications send by the members of the Assessment Working Group.





# PART F - Help and Technical Support

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



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

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

<sup>&</sup>lt;sup>15</sup> Office hours means between 9.00 – 17.00 (EET)

**Reporting form 1** 

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

To: joint.secretariat@brecoradea.ro

Subject: Reporting errors for eMS

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

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

Best regards, (*Please fill in the details of the contact person*)

Reporting form 2

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

To: joint.secretariat@brecoradea.ro

Subject: providing user support on using the eMS system

Thank you,

(Please fill in the details of the contact person)