

Applicant Guidelines for the IMIS 2007-2013 SEE Front Office

Preparation of Application for the 2nd Call for Proposals

Version 1.0

3rd June 2010

European Territorial Co-operation 2007 – 2013



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1. INTRODUCTION

The principal objective of this Users' Guideline is to provide guidance on the usage of the **IMIS 2007-2013 Monitoring and Information System** for Applications being submitted within the frameworks of the South East Europe Transnational Cooperation Programme.

It aims to explain the way the Applications should be filled and submitted by Applicants through the **IMIS 2007-2013 SEE Front Office**; and it is also supposed to provide practical and technical information on data entry.

Should applicants be confronted with any problem when filling in the Application Form, we advise them to contact the SEE Joint Technical Secretariat:

Email: jts@southeast-europe.net

2. GENERAL TECHNICAL INSTRUCTIONS

The deadline for electronic submission is **07.09.2010 (12 pm Central European time)**.

The paper version should be **delivered** to the JTS premises by no later than **10.09.2010 (2 pm Central European time)**

The package shall be delivered to the following **postal address**:

- SEE Joint Technical Secretariat
- VÁTI Nonprofit Kft.
- Gellérthegy utca 30-32.
- H-1016 Budapest, Hungary

The Application Form and all the annexes and other documents (consisting of 1 original and 2 copies) should be enclosed in one envelope which should be sealed. If self-adhesive envelopes are used, they should be further sealed with adhesive tape, upon which the depositor's signature must appear.

The envelope should bear, in addition to the address above mentioned, the following mention: **SEE 2nd CFP – NOT TO BE OPENED**

In the followings you can find a summary of how the fields and buttons should be used in the IMIS 2007-2013 SEE Front Office; the document will review their main characteristics pointing out the most important features that can help you in handling the screens.

Please note that Latin characters only can be inserted.

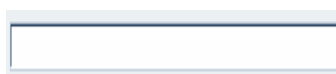
2.1. FIELD CONVENTIONS

The system applies several sorts of fields which may possess specific features and require different ways of usage.

- **Empty field:** The most commonly applied field of the system is the so-called **default data entry field**. It is appropriate for recording text-type and numeral characters. (e.g.: name, code number)

You can fill it in two ways:

- selecting the field with a click then recording the proper data manually, or
- selecting the field by using the TAB key then recording the proper text



- **Yellow field:** It operates similarly as the Empty field; the only difference is that it's obligatory for the user to check the Yellow field. This means that it is not obligatory to fill but *the user should click at least once into the field* or go through it by the TAB key to be able to exit the screen.

You can fill it in two ways:

- selecting the field with a click then recording the proper data manually, or
- selecting the field by using the TAB key then recording the proper text



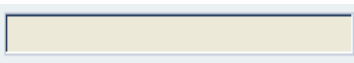
- **Red field:** The Red field operates similarly as the Empty field but it's mandatory for the user to fill it. *The data entry is obligatory*; the concerned screen can be left only after some information has been recorded. When the system notices that the recorded data is formally not appropriate (e.g. the system does not accept dates like 30/06/2876 or 15/03/0999) it informs the user who has to correct the mistake in order to leave the screen (save or exit).

You can fill it in two ways:

- selecting the field with a click then recording the proper data manually, or
- selecting the field by using the TAB key then recording the proper text



- **Grey field:** In the Grey field the system displays data only for providing information therefore its content can not be modified by the user. Grey fields can be faced most commonly when the user applies the "*View*" button. In that mode all *fields are inactive*: data can be seen but it is not allowed to modify them. Most Grey fields contain data generated by the system (e.g. identifier, serial number).



- **Table:** There are two types of tables in the system:
 - **For direct data entry:** Data entry can be done *with the "New" button* located next to the Data entry table while the *data modification can be completed with the "Modify" button*. When the row is active (see the illustration below) the user can step into the field with a *double-click* which makes data entry possible. The data entered into the field can be finalized with the *Enter key*. (Pressing the Enter key again will finalize the whole row.)
(It is important that this sort of field can be closed only by the *double-click Enter*, as in case you try to close it with the *OK* button of the whole tab, the system might be blocked)

Type	Name	Resp. partner	Measurement unit	Base value	Target value
Output	példa	LP - lp	példa	1,00	10,00
Output		LP - lp		0,00	0,00

New

Modify

Delete

- **For indirect data entry:** For entering new data the “New” button can be applied, for modifying an existing data the “Modify” button has to be used. Data entry and modification have to be accomplished on a new screen opening after the usage of these buttons. In the table only the recorded data will appear.

The structure of the tables is fixed; you can not modify it. The structure varies according to the different menu points; the number of its rows and columns as well as the header names changes also according to the content.

Example for table:

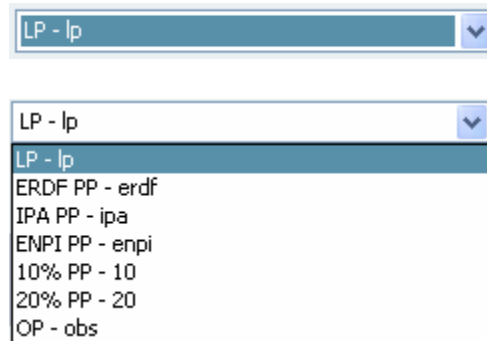
ID	Title	From	To	Amount	Curr.
act 0.1	példa	03/03/2009	03/03/2009	100 000,00	EUR

- **Text box:** The Text box operates the way as the Empty field does but in contrast to the Empty field it is allowed to enter a higher number of characters (maximum 2000 characters) which makes this field-type suitable for writing more detailed descriptions, reviews or comments.

You can fill it in ways:

- selecting the field with a click then recording the proper data manually,
- selecting the field by using the TAB key then recording the proper text or
- copying the text from a file (e.g. doc) then clicking into the text box and pasting it there. (Having pasted the text the user should check whether its whole length is inserted as the system cuts down all characters above 2000 without notification.)

- **Drop-down menu:** A drop-down menu includes a *pre-defined list of elements*. The content of this list can not be changed by the user. The user has to select one from the pre-defined items. The drop-down menu's default value is an Empty field with a downwards arrow on the right side.

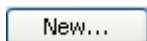


When clicking on the arrow the whole list will appear on the screen. By clicking on the selected item the user can indicate which element he/she would like to use. The system fills the field with the selected item.

2.2. BUTTON CONVENTIONS

2.2.1. DATA LEVEL BUTTONS

- **New:** The “New” button serves to enter new data into the system.



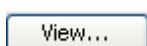
- **Modify:** The “Modify” button serves to modify the existing data in the system.



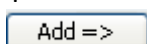
- **Delete:** The “Delete” button serves to delete data from the system. When pressing the “Delete” button the system asks the user for providing a confirmation of the deletion in order to avoid the inadvertent deletion.



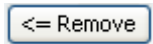
- **View:** The “View” button serves to show the previously recorded data but it does not let their modification.



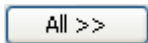
- **Add:** The “Add” button can be used to select and add a new item from a list containing a pre-defined list of elements.



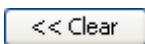
- **Remove:** The “Remove” button can be used to remove a previously selected item of a list.



- **All:** The “All” button can be used for selecting all items of a list at once.

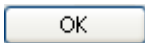


- **Clear:** The “Clear” button can be used for removing all previously selected items of a list at once.

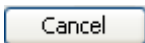


2.2.2. SCREEN LEVEL BUTTONS

- **OK:** Pressing the “OK” button means that all recorded data will be saved and you can exit the screen.



- **Cancel:** Pressing the “Cancel” button means that *all recorded data will be lost definitively and you can exit the screen.*



- **X** in the right-upper corner of the screen: the operation of “X” button is the same as the function of the Cancel button: all recorded data will be lost definitively and you can exit the screen.

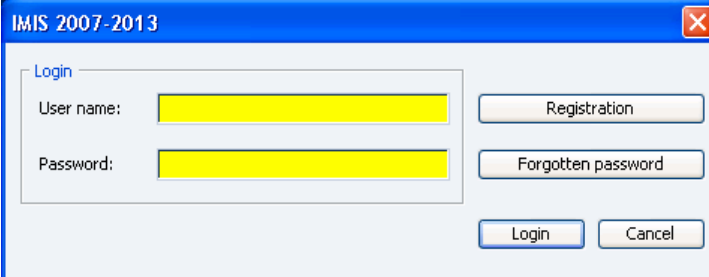
3. OVERVIEW OF THE IMIS 2007-2013 SEE FRONT OFFICE

The Applications can be prepared and submitted through the SEE Front Office surface of the IMIS 2007-2013 Monitoring and Information System.

3.1. LOGIN TO THE IMIS 2007-2013 SEE FRONT OFFICE

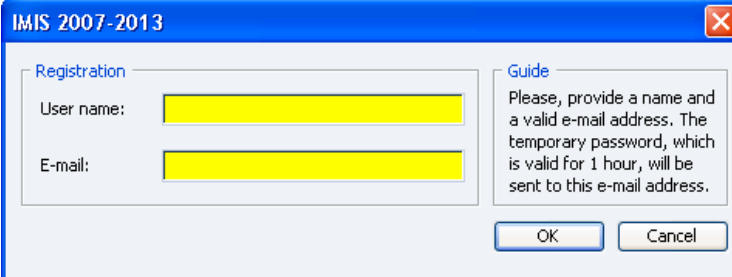
In order to submit your Application you **can log into the IMIS 2007-2013 SEE Front Office with the internet link to be sent by the JTS in e-mail.**

Please click to the link then as the first step you have to register yourself by clicking on the *Registration* button.



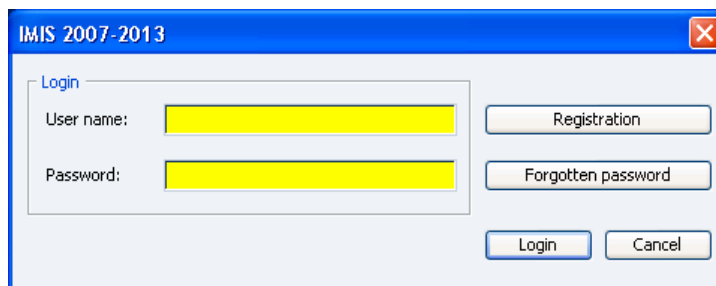
The screenshot shows a window titled "IMIS 2007-2013" with a blue header bar. Inside, there is a "Login" section with two input fields: "User name:" and "Password:". To the right of these fields are three buttons: "Registration", "Forgotten password", and "Login". At the bottom right, there is a "Cancel" button. The input fields are highlighted with yellow boxes.

After filling in the Username and E-mail fields and clicking on the OK button on the IMIS 2007-2013 – Registration screen the system sends a password to the e-mail address you entered before. It can take 5-10 minutes to receive the notification e-mail.



The screenshot shows a window titled "IMIS 2007-2013" with a blue header bar. Inside, there is a "Registration" section with two input fields: "User name:" and "E-mail:". To the right of these fields is a "Guide" section with the text: "Please, provide a name and a valid e-mail address. The temporary password, which is valid for 1 hour, will be sent to this e-mail address." At the bottom right, there are "OK" and "Cancel" buttons. The input fields are highlighted with yellow boxes.

If the password has arrived to your mailbox you can log in on the IMIS 2007-2013-Login screen by typing your User name and your newly received Password. (Press Login button.)



The image shows a Windows-style login window titled "IMIS 2007-2013". It features a "Login" section with two yellow input fields for "User name:" and "Password:". To the right of these fields are three buttons: "Registration", "Forgotten password", and "Login". Below the "Login" button is a "Cancel" button. The window has a blue title bar and a standard Windows XP-style border.

Having logged in you have to modify your password (entering again the old password generated by the system then entering your own password two times). You have to select a new password that has the length of at least 8 characters containing not only lower case and capital letters but numbers as well. Later you can change this password anytime on the Front Office opening screen at the “Change Password” menu item.

After three consecutive unsuccessful login trial (invalid User name – Password combinations) your User name will be prohibited by the system automatically in order to avoid unauthorized logins. It is only the system administrator who is entitled to validate your user status again.

In case you forget your password, you can use the *Forgotten password* button (IMIS 2007-2013-Login screen) to make the system send again a password to your e-mail address.

3.2. THE IMIS 2007-2013 SEE FRONT OFFICE MENU

After the successful login you meet the following opening screen:



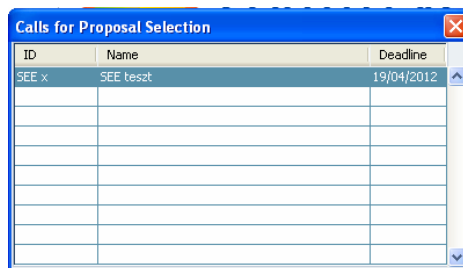
The image shows the "Applicant" interface of the IMIS 2007-2013 system. The window title is "Applicant - IMIS 2007-2013 (APP3) Test System Version: 22.000". On the left, there is a sidebar with the "Applicant" logo and a list of menu items: "Create New Application", "Continue Application", "Amend Application", "View Applications", "Change Password", and "Exit". The main area displays the "SOUTH EAST EUROPE" logo, which consists of a colorful star-like shape, and the text "Transnational Cooperation Programme". Below this is a map of South East Europe. At the bottom left, there is a logo for the European Union with the text "Programme co-funded by the European Union". At the bottom right, there is a banner that says "Jointly for our common future".

The list of the accessible menu items of the Front Office:

- **Create New Application:** You can prepare and submit a new Application.
- **Continue Application:** You can continue the data entry process of your Application if it has been started already and it has not been submitted yet. This way the Application filling process can be stopped any time, as the recorded data are saved and after the break the data entry can be continued. Please note: **Once clicking on the “Submit” button the content of the Application cannot be modified any more.**
- **Amend Application:** It is possible to modify only those Applications that are sent back by the JTS for modification after that the Application is selected for approval with conditions to be fulfilled. When there is no Application to be corrected the system informs you in a short message about the lack of Application if you try to use this function.
- **View Application:** With this function you can view all of your Applications. The list of accessible Applications is independent of the current status of your Application: you can see all submitted and still not approved, resubmitted, approved and rejected applications as well as the ones that are under preparation or that are sent back for amendment.
- **Change Password:** With this function you can modify your password.
- **Exit:** With the function you can exit the IMIS 2007-2013 SEE Front Office. After leaving the Front Office you can login again anytime with your user name and password combination and you can continue your work.

4. PREPARATION OF THE APPLICATION

Clicking on the **Create New Application** menu item on the opening screen, the system opens the **CALLS FOR PROPOSAL SELECTION** screen. The screen contains a table where you have to select the Second Call for Proposals.



ID	Name	Deadline
SEE x	SEE teszt	19/04/2012

Having selected the Call for Proposal the **APPLICATION – FILLING APPLICATION DATA** screen appears which serves to prepare and submit the application.

The header of the opening screen shows the Call for Proposals ID, the Project title and the Project acronym. The header is empty by default. All its fields are inactive, and the system fills them with data deriving from other screens.

The screen consists of 3 tabs that enable data entry and data reporting. When opening the screen it shows the Overview tab first.

At the bottom of the **APPLICATION – FILLING APPLICATION DATA** screen you can find the following buttons:

- **Delete:** It deletes the whole application which means that all recorded data will be lost.
- **Exit:** You leave the screen (but all recorded data are saved and stored).
- **Check:** It checks the whole application on the basis of pre-defined, built-in algorithms and rules.
- **Next:** If the check was run successfully and no errors were found then you can continue the submission process by clicking on the Next button. The Next button transfers into Submit button.
- **Submit:** The checked and properly fulfilled Application can be submitted only by using the Submit button. In order to prevent accidental submission the system asks the user for a confirmation.

4.1. OVERVIEW TAB

The **“Overview”** tab displays the most important general and financial data of the Application in a comprehensible structure. All fields of the tab are inactive, data entry is not allowed here. When opening the screen for the first time, it is empty; information can be seen only after you have started to enter data on the **“Sheets to fill in”** tab.

The **“Overview”** tab shows the name and country of the Lead Partner, the Priority and the Area of Intervention for which the application is being submitted, the number of project partners per countries, the number of observer partners, a project and a financial summary. When the financial data are entered on the **“Sheets to fill in”** tab the system copies this information onto the **“Overview”** tab.

The screenshot shows the 'Application - Filling Application Data' window with the 'Overview' tab selected. The window is divided into several sections:

- Top section:** Contains input fields for 'Call for proposal ID' (20100310), 'Project title' (haaz see full), 'Project acronym' (HSF), and 'Expression of interest ID'.
- Navigation tabs:** 'Overview' (selected), 'Sheets to fill in', and 'Attachments'.
- Main data section:**
 - Priority:** 2. Protection and improvement of the environment
 - Area of Intervention:** 2.4. Promote energy & resource efficiency
 - Lead partner name, country:** haaz see lead full name, Hungary
 - Number of observer partners:** 1
 - Project partners per countries:** A table with columns 'Country' and 'Number'. The data is as follows:

Country	Number
Hungary	1
Croatia	1
Moldavia	1
Czech Republic	1
Montenegro	1
Austria	1
Albania	1
 - Total:** 7
- Financial summary section:**
 - Total budget:** 7 898 003,87 EUR, 100,00 %
 - Requested ERDF contribution:** 906 486,46 EUR, 11,48 %
 - Requested IPA contribution:** 3 429 374,77 EUR, 43,42 %
 - Requested ENPI contribution:** 2 311 261,48 EUR, 29,26 %
 - 10% flexibility rule:** 10 101,00 EUR, 1,11 %
 - 20% flexibility rule:** 0,00 EUR, 0,00 %
- Project summary section:** A large text area for 'Project summary description'.

At the bottom of the window, there are four buttons: 'Delete', 'Check', 'Next >', and 'Exit'.

4.2. SHEETS TO FILL IN TAB

The data entry can be completed on the second tab called “**Sheets to fill in**”. In fact this tab is displayed as a table with rows covering so-called sub-screens referring to the different sections of the Application. Each row can be opened with the *View...* or the *Modify...* buttons. The *View...* button allows data overview, the *Modify...* button allows data entry or modification on the newly opened sub-screens.

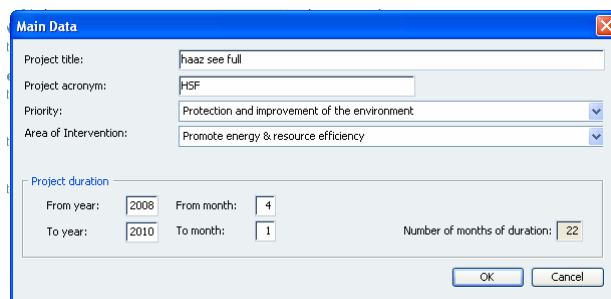
Guidelines are provided for each row at the bottom of the screen in the “Guide” section.

The screenshot shows a software window titled "Application - Filling Application Data". At the top, there are four input fields: "Call for proposal ID:" with the value "20100310", "Project title:" with the value "haaz see full", "Project acronym:" with the value "HSF", and "Expression of interest ID:" which is empty. Below these fields are three tabs: "Overview", "Sheets to fill in" (which is selected), and "Attachments". The main area of the window contains a list of sub-screens under the heading "Name". The list includes: Main Data, Partnership, Horizontal criteria, Project descriptions, Work packages and activities, Budget, Budget overview, Small scale investments, Equipments, Common costs, Flexibility rules, Indicators, Other Data, Check list, Annexes, and Budget overview - IPA. To the right of this list are two buttons: "View..." and "Modify...". Below the list, there is a "Guide:" section with a text box containing the following text: "The sheet contains the main data of the projects that identify and describe it. Primarily identifying data are its title, acronym, and different ID-s. Descriptive details - among others - are the priority, measures and actions of the project and the data about its duration." At the bottom of the window, there are four buttons: "Delete", "Check", "Next >", and "Exit".

4.2.1. MAIN DATA

Description of all required fields should be written in a clear and concise way, allowing the assessors to understand the content and concept. Thus, using all the available characters – when not needed – will not be considered as an asset.

Opening the “**Sheets to fill in**”/“**Main data**” row you can see the **MAIN DATA** screen which allows you to enter the *Project title*, the *Project acronym* and the *Project duration* (starting year and month, end year and month, *number of month of duration* – calculated automatically).



The screenshot shows a 'Main Data' dialog box with the following fields and values:

Field	Value
Project title:	haaz see full
Project acronym:	HSEF
Priority:	Protection and improvement of the environment
Area of Intervention:	Promote energy & resource efficiency
Project duration	
From year:	2008
From month:	4
To year:	2010
To month:	1
Number of months of duration:	22

Buttons: OK, Cancel

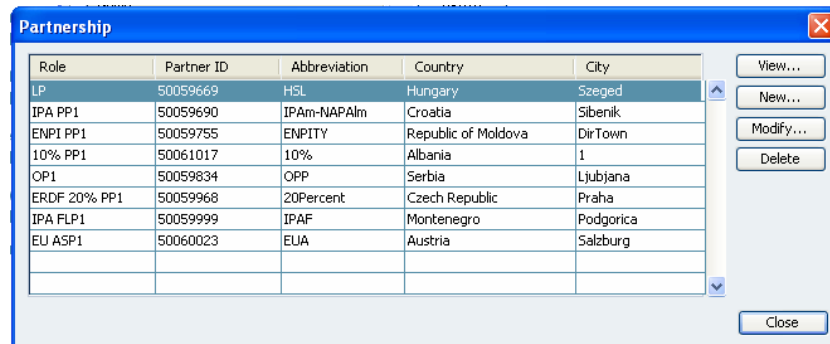
You should also select here the priority and the area of intervention for which you are submitting your application.

The project title, the acronym, as well as the Priority and the Area of Intervention should be the same as those used in the Expression of Interest!

As mentioned in the SEE PM, when deciding the starting date of the project, partners should take into account the timeframe for the contracting process and any potential delays in the start-up phase, even if the programme seeks for an early start of operations soon after approval as the eligibility of expenditure between the approval date and the starting date of the project is restricted only to certain necessary administrative procedures for the contracting (i.e. travel and accommodation costs related to conditions clearing and participation at the Lead Partner seminar).

4.2.2. PARTNERSHIP

Selecting the “**Sheets to fill in**”/“**Partnership**” row and clicking on the *Modify* button the system opens the **PARTNERSHIP** screen where you can add new partners, modify or delete the existing ones and you can view their data.

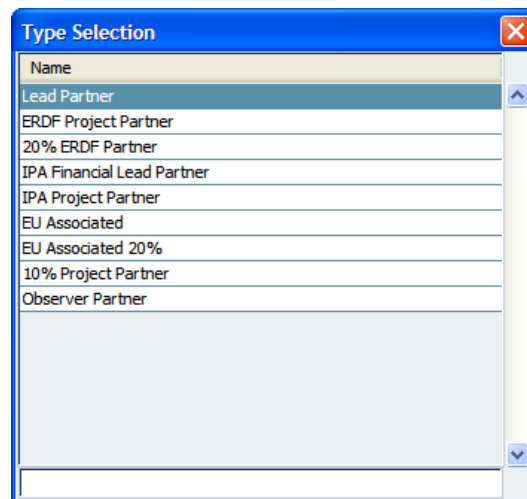


The screenshot shows a window titled "Partnership" with a table of partner data. The table has five columns: Role, Partner ID, Abbreviation, Country, and City. The data is as follows:

Role	Partner ID	Abbreviation	Country	City
LP	50059669	HSL	Hungary	Szeged
IPA PP1	50059690	IPAm-NAPAlm	Croatia	Sibenik
ENPI PP1	50059755	ENPITY	Republic of Moldova	DirTown
10% PP1	50061017	10%	Albania	1
OP1	50059834	OPP	Serbia	Ljubjana
ERDF 20% PP1	50059968	20Percent	Czech Republic	Praha
IPA FLP1	50059999	IPAF	Montenegro	Podgorica
EU ASP1	50060023	EUA	Austria	Salzburg

On the right side of the table, there are buttons: View..., New..., Modify..., Delete, and a Close button at the bottom right.

You can use the *New* button for adding a partner to the application. On the appearing **TYPE SELECTION** screen you have to select the type of the partner you would like to enter. Selection can be made by double-clicking on the proper type.



The screenshot shows a window titled "Type Selection" with a list of partner types. The list is as follows:

- Lead Partner
- ERDF Project Partner
- 20% ERDF Partner
- IPA Financial Lead Partner
- IPA Project Partner
- EU Associated
- EU Associated 20%
- 10% Project Partner
- Observer Partner

The list is scrollable, and the "Lead Partner" type is currently selected.

If you selected the partner type the **PROJECT PARTNER** screen appears where all the partner data should be entered. There are two sheets on the **PROJECT PARTNER** screen: the *General* and the *Other* sheets.

IMPORTANT NOTE: the classification of the partners is as follows:

- Lead Partner
- ERDF-PP1, ERDF-PP2 ...
- 20% ERDF PP
- IPA Financial LP
- IPA-PP1, IPA -PP2 ...
- EU Associated PP
- EU Associated 20% PP
- 10%-PP1, 10%-PP2 ...
- Observer1, Observer2 ...

This classification is used in all sheets of the application

For further details on the different type of PPs see section 3.2.2 of the SEE Programme Manual

Please note that the **description of the partnership** shall be inserted in the **Project Descriptions** (4.2.4).

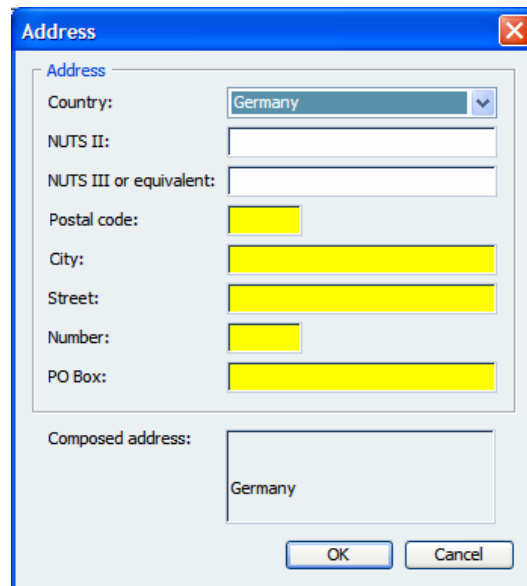
On the *General* sheet there are 4 sections that should be recorded. These sections are: *Partner data*, *Legal representative*, *Partner data in project* and *Contact person*.

The screenshot shows a software window titled "Project partner - Lead Partner" with a blue title bar and a close button. It contains four tabs: "General" (selected) and "Other". The "General" tab is divided into four sections, each with a blue header and a "Define..." button.

- Partner data:** Includes fields for Partner ID, Type of institution (dropdown menu showing "Chamber of commerce, collective business s..."), Full name (in original language), Official name (in English), Abbreviated name (highlighted in yellow), and Official address.
- Legal representative:** Includes fields for Name, Legal representative's position, and E-mail address.
- Partner data in project:** Includes fields for Legal status (dropdown menu showing "Governed by private law") and Geographic scope (dropdown menu showing "Local").
- Contact person:** Includes fields for Name, Contact person's position, and E-mail address.

Each section also includes fields for National tax number, Phone number, Mobile number, Fax number, E-mail address, and Homepage. The phone, mobile, and fax number fields are formatted with country codes and dashes. The "Define..." buttons are located next to the "Official address", "Name", and "Contact person's position" fields. At the bottom right, there are "OK" and "Cancel" buttons.

In the **Partner data** section you have to record the name of the organisation (Full name in original language, Official name in English and Abbreviated name), the National tax number (mandatory to fill) and the contact data such as Official address, Phone numbers, E-mail address, Homepage. The Type of institution has to be selected from a drop-down list. The Partner ID field is inactive; this ID will be generated by the system when you finalize the partner data with the OK button. The Official address can be recorded on a pop-up screen by clicking on the *Define...* button.



In the **Legal representative** section the Name, the Position and the contact data (Phone numbers and E-mail address) of the legal representative have to be recorded. Legal representative is the person who is entitled to sign officially on behalf of the partner). It should furthermore be the person signing the partnership agreement (and then later on the subsidy contract in case of ERDF Lead Partner). As e-mail, insert the e-mail of the legal representative of the institution. Avoid inserting general e-mail address (e.g. info@yahoo.com).

In the **Partner data in project** section the *legal status* and the *geographic scope* of the regular activities of the organisation have to be selected from the drop-down lists.

In the **Contact person** section the name, the position and the contact data (phone numbers and e-mail address) of the contact person have to be recorded. You shall make sure that the person indicated here is actually involved in the implementation of the project. As e-mail, insert the e-mail of the person responsible of the project, it will be used by the programme for any official communication. Avoid inserting general e-mail address (e.g. info@yahoo.com).

On the *Other* sheet you have to record descriptions of the partner such as:

The screenshot shows a software window titled "Project partner - Lead Partner" with a close button in the top right corner. It has two tabs: "General" and "Other", with "Other" currently selected. The window is divided into two main sections. On the left, under "Partner properties:", there is a list box containing four items: "Short labels", "Relevance of the partner in this project" (which is highlighted), "Partnership experience", and "Territorial cooperation experience". On the right, there is a large text area labeled "Description:". Below this, there is a section labeled "Guide:" followed by a smaller text area containing the text "Description of why the partner is included in the project". At the bottom right of the window are "OK" and "Cancel" buttons.

"Relevance of the partner in this project": describing how the LP/PPartner will contribute to the content of the project and benefit from it, including a description of its competences and experience in the issues to be tackled by the project.

"Partnership experience" (only LP): describing the LP's previous experience in managing international partnerships and relevant competences of the internal resources involved. Finally, the LP should demonstrate that it will have the necessary resources (human resources, equipment, premises, etc.) to provide an effective leading role and contribution to the project.

"Territorial cooperation experience": listing the previous experience in participating in EU funded projects, with specific focus on the INTERREG projects and the European Territorial Cooperation (if the LP or any project partner has no experience related to INTERREG and/or other EU funded projects, then write "no experience" in this field).

"Added value" (only EU ASPs, EU ASP 20% and Observer): describing the added value the participation of the EU ASPs, EU ASP 20% and Observer is providing to the project and the Programme.

"Involvement of the partner" (only EU ASPs): a clear indication on the specific ERDF PP that is going to "sponsor" the participation of the EU ASP detailing the exact amount in Euro should be provided here.

Please select a category on the left side (click) then type or copy the text into the Description field on the right side.

4.2.3. HORIZONTAL CRITERIA

Selecting the **"Sheets to fill in"/" Horizontal criteria"** row and clicking on the *Modify...* button the system opens the **HORIZONTAL CRITERIA** screen where you have to set *values* from drop-down lists and add text descriptions in the **"Description"** fields for each criteria.

The requested information on the **HORIZONTAL CRITERIA** screen in details:

- | | |
|--|--|
| <ul style="list-style-type: none">• Environmental sustainability | <p><i>N/A; Neutral; and Positive</i> values can be selected from the dropdown list.</p> <p>A brief, coherent, summary article should be provided in the Description field about the Consistency of the project with EU horizontal policy on environmental sustainability. The proposal is expected to actively tackle wider environmental concerns and should contribute to the realisation of the EU Sustainable Development Strategy (SEE Programme Manual, section 2.7.4).</p> |
| <ul style="list-style-type: none">• Equal opportunities | <p><i>N/A; Neutral; and Positive</i> values can be selected from the dropdown list.</p> <p>A brief, coherent, summary article should be provided in the Description field about the Consistency of the project with EU horizontal policy on equal opportunities and non-discrimination.</p> |
| <ul style="list-style-type: none">• Joint development of project's idea | <p><i>N/A, No and Yes</i> values can be selected from the dropdown list.</p> <p>Description should be provided if the project is jointly developed by the project partners.</p> |
| <ul style="list-style-type: none">• Joint | <p><i>N/A, No and Yes</i> values can be selected from the dropdown list.</p> |

implementation of the activities

Description should be provided if the project is jointly implemented by the project partners.

- **Joint staffing**

N/A, No and Yes values can be selected from the dropdown list.

Description should be provided if the project is jointly staffed by the project partners.

- **Joint financing**

N/A, No and Yes values can be selected from the dropdown list.

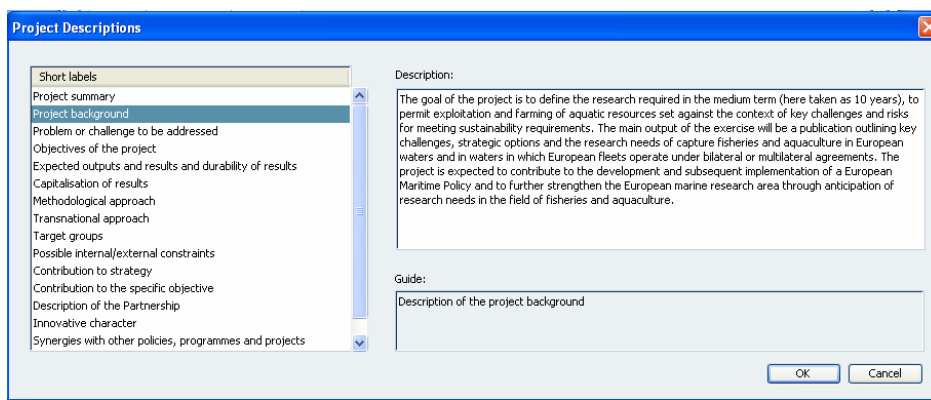
Description should be provided if the project is jointly financed by the project partners.

[illegible]

At least two values have to be set as “Yes”.

4.2.4. PROJECT DESCRIPTIONS

Clicking on the “**Sheets to fill in**”/“**Project descriptions**” row the system opens the **PROJECT DESCRIPTIONS** screen where you have to give detailed descriptions of each topic listed on the left side. The description should be entered into the “**Description**” fields by topics, after selecting the given topic (e.g. “**Project background**”). The system lists the topics automatically; the user cannot modify them as these categories are defined by the JTS. It is obligatory to provide a description to each the topics.



Project summary: a clear and comprehensive overview of the project should be given here. Summarise the background the objectives, the main activities and the expected outputs and results. In case of approval this information will be used to present your project on the programme website. Please note that you will be required to provide more detailed information about the contents of your project in other sections of the Application Form, therefore you should preferably fill in this part after the entire form is filled in.

Project background: the background information on how the proposal has been generated should be mentioned here.

Problem or challenge to be addressed: the problem or challenge and its severity, addressed in this project proposal shall be fully described here. You should justify in which way the SEE area and specifically the territories of the involved project partners are particularly affected by the problem or challenge addressed. The relevance of the topic and the added value (how it adds to that which has been previously carried out, is happening or is planned to happen) for the cooperation area shall be here demonstrated.

Objectives of the project: the main objective and the specific objectives of the project should be listed separately and explained in this field; the link to the selected Area of Intervention should be explicit. Responses should relate to the problems described in the previous field, since the objectives should in effect provide solutions to the problems. Objectives should be concrete, quantifiable and realistic.

Expected outcomes and durability: clearly define the expected joint results of the project and outline their transferability and their sustainability (both the financial, political and institutional ones). Please define how the sustainability of results will be ensured and monitored (by which means and initiatives and by whom).

Capitalisation of results: the results of the projects implemented in the previous programming period on the related topic should be exploited and used as starting point for transnational cooperation in the new Structural Funds period 2007-2013, to avoid the dispersion of existing knowledge and the duplication of projects. Please, insert information on how you plan to use the results of the previous projects/ programmes by listing the acronyms of the project(s) and the specific result(s) and specifying how the results will be used. If the project proposal is not connected to already implemented projects for any reason, please explain why. The strategy and means foreseen to ensure the results' transfer to the policy level and the dissemination in general shall be described. Please describe if and how can the results be used after the project end.

Methodological approach: please describe the sequence and the combination of the project activities that will lead to reach the planned outputs and results.

Transnational approach: why is the identified problem better to be addressed at transnational level than at national, regional or local level? Describe the benefits and advantages of a transnational approach for the project and for the planned objectives. The genuine transnational character and the transnational added value, explaining how the project goes beyond mere addition of local activities, shall be outlined in this section.

Target groups / stakeholders involvement: please identify and list the target group(s) of the project (including the end users of the project results) and the project stakeholders, and explain why they are the ones to be addressed. The strategy and means foreseen to reach them in general shall be described.

Possible internal or external constraints during and after project implementation and solutions foreseen: give information, if relevant, on the identified factors which could endanger the implementation and/or finalisation of the project (e.g. in the event of delays in the spending targets of a partner or the back out of a partner for changes in political priorities, etc.) the related change and risk management provision. If no constraints have been identified, please write down that no constraints have been identified.

Contribution to the Community Cohesion Policy and the Programme's overall objective / strategy: demonstrate in which way the project is aligned and coherent with the objectives of Cohesion Policy and the SEE Programme (SEE Operational Programme, chapter 4). Highlight few but concrete elements able to explain both the relevance of the project for the Programme and the exclusive adequacy of the Programme for the funding of the project proposal.

Contribution to the specific objective of the Programme's selected Priority and Aol: the contribution of the proposal to the Priority and Area of Intervention should be described here.

Description of the partnership: the composition of the partnership in relation to the objectives and envisaged results of the project has to be presented and justified. The reasons behind its composition should be provided also in relation to the geographical mix of countries and regions. The capacity of the partnership to perform joint transnational actions and achieve the expected results has to be explained. Real participation and commitment of the partners in the activities are expected (i.e. activities and/or budget shall not be concentrated in the hands of few partners only). Therefore, if there are any imbalances in the partnership regarding transnational, cross-sector or vertical representation, the reasons should be justified and clearly explained with regard to the project description.

Innovative character: innovation is an overall orientation of the programme. Please explain the originality of the project and its key innovative features, leading to new approaches, methodologies and practices.

Consistency with the local, regional and national policies of the involved partners: the consistency of the proposal with the national policies of the partners should be explained here. Please, also highlight if any project partner is embedded in nationally relevant networks and associations and how synergies can be exploited.

Clicking on the “**Sheets to fill in**”/” **Work packages and activities**” row the system opens the **WORK PACKAGES** screen where all planned work packages will be seen that belong to the project. The following information is available: Work package ID, Work package title, Name of the responsible partner, Total amount of the work package and Currency.

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In order to ease the management of the project, applicants are asked to divide the project into components – Work Packages (WPs). A WP is a cluster of actions within the project, which are interlinked thematically (e.g. activities contributing to the achievement of the same sub-objective). Up to eight WPs – including the predefined ones – by which the partnership plan to realise the objectives of the project (WP0, WP1 and WP2 have been predefined by the programme) should be defined. As a minimum requirement, WP1, WP2 and WP3 have to be filled in. WP0 is not mandatory if no preparatory activities have been implemented. The applicant is kindly asked to focus on the logical groupings of activities that the definition of “work package” requires and NOT to complete a higher number of WPs than effectively needed. A large number of Work Packages does not lead to a better score. Moreover, complete but concise information, avoiding the continuous repetition of concepts that are not providing additional information, aiming to an easy understanding of the concepts, will be highly appreciated.

In the second-step phase of the application the WP structure of the proposal, defined in the EoI should be kept and further detailed, or modified only in case it is really necessary, following also the recommendations of the SEE MC.

All project proposals are obliged to apply WP1 and WP2 out of the three predefined work packages:

- **Preparation activities (WP0):** is the work package devoted to the preparation of the proposal. This WP is not obligatory. The costs budgeted under WP0 should cover only the **preparation activities before the approval date of the Application Form**. The threshold for preparation costs should be respected. Costs for the preparation of the approved project cannot exceed **2%** of the total eligible expenditures of the project or **40.000 EUR**, whichever is reached earlier. Preparation costs are not eligible under the IPA funds. The eligibility rules for preparation costs are detailed in section 4.1.8. a) of the SEE Programme Manual.

- **Transnational Project and Financial Management (WP1):** applicants should explain how the main coordination tasks and the way the day-to-day management of the project will be organised; how the main tasks of the financial management and the way the day-to-day financial management of the project will be organised; how the decision-making, monitoring and evaluation procedures of the project will be organised (demonstration of a systematic plan for monitoring and evaluation and follow up actions). Moreover, applicants are requested to describe the project management and coordination structures, the way they are organised and how they will ensure transparency and efficiency. When allocating the partners budgets, it should be considered that the costs referring to the project and financial management of each partner should be allocated under this WP as well as the costs for the organisation of the Project Steering Committees.
- **Communication Activities (WP2):** a concise description of the main elements of the project communication strategy (covering both internal and external communication measures) has to be provided. One of the project's main objectives regarding communication should be to disseminate project results to a wider public (see the target groups already described in part 4.2.4 of this Guideline). However, the description cannot be limited to this. It must be demonstrated that communication is an integrated, strategic element of the project, present throughout the entire project cycle, and does not only start in the final phase of the project with the dissemination of results. Moreover, applicants need to plan an evaluation of their overall communication activities on annual basis. An explanation of how the project intends to establish an efficient communication among the project partners has to be included. *What information tools does the project intend to use? How will the knowledge transfer among the partners be achieved?*

- The project communication objectives have to be defined: they can be general (e.g. to raise awareness of the general public on the project and the added value of transnational cooperation, to disseminate project results), but also more project specific (e.g. inform the general public on specific project activities or results). The activities foreseen must be in line with the communication objectives. The main target groups have to be identified as well: *Who does the project wants to reach with the communication objectives described above? Who could use its results?* Please note: in addition to project specific target groups (i.e. the regional stakeholders), the communication activities shall also be addressed, whenever it is possible, to the media and the general public, in order to disseminate to wider audience interesting information about the project.

These work packages are listed automatically. Besides detailing their contents you can add your project's further work packages by clicking on the "New..." button.

When clicking on the *New...* button or when having selected the work package and clicking on the "*Modify...*" button the detailed screen of the selected work package will be opened. The screen name is **WORK PACKAGES**.

Please, indicate on these sheets *Titles* for those WPs that are not pre-defined. The title should preferably reflect the focus of the WP (e.g. Environmental Analysis). Please make sure that the compatibility of the WP with the overall aim of the project is visible and that there is a clear linkage and consistency among all the WPs.

For each WP a *Responsible partner* (ERDF) has to be selected from the drop-down list.

It should be indicated if in a specific WP common costs (related to common activities) are planned, by marking it in the *Common costs within the WP* tick box. This marking is also necessary in order to activate the specific WP on the *Common costs* sheet to be filled in with more details on the different common activities. Concerning eligibility rules of Common costs see section 4.1.5 of the SEE Programme Manual; and more instructions are provided in section 4.2.10 of this Guideline how to fill in that part of the Application.

In case of WP1 and WP2, additionally it should be indicated, if *Transnational financial management*, and /or *Transnational project management and coordination* are subcontracted, by marking it respectively in the appropriate tick box on the specific WP sheet.

The **Work Packages** screen contains also 3 sheets:

- *Overview of the WP:* Only one Description field is on this sheet where description of the work package can be detailed. Each WP should contain a general overview in its related field and a clear outline of the planned activities, carried out by an appropriate mix of partners.
- *Activities of ERDF partners:* A sheet where you can create the activities and qualitative and quantitative indicators to be completed by ERDF partners.
- *Activities of IPA partners:* A sheet where you can describe the activity parts and create the related qualitative and quantitative indicators to be completed by IPA partners.

Work Package

ID:

Type:

Title:

Responsible partner:

Total amount:

WP features

- ☒ Common costs within the WP
- ☐ Transnational financial management subcontracted
- ☒ Transnational management and coordination subcontracted

Overview of the WP **Activities of ERDF partners** Activities of IPA partners

Activities:

ID	Title	From	To	Amount	Curr.
act 1.1	abcd	01/11/2010	31/10/2013	230,000.00	EUR
act 1.2	efgh	01/11/2010	31/10/2013	120,000.00	EUR

Activities total amount:

Qualitative and quantitative description of the outputs and results:

Type	Name	Resp. partner	Contributing partners	Meas. unit	Base value	Target value	Period
Output	cvxyb	ERDF PP1 - def	vfb	vc	0.00	6.00	period06
Output	fdb	LP - abc	fdg	dfg	0.00	6.00	period06
Result	fdcvb	LP - abc	dfg	dfg	0.00	1.00	period06

More... New... Modify... Delete

OK Cancel

There are two tables on the *Activities* sheets. The upper table is for the “*Activities*” and the lower table is for the “*Qualitative and quantitative description of the outputs and results*”.

In the *Activities* section you can add new activities by clicking on the “New...” button, you can modify data of the already entered activities by clicking on the “Modify...” button and you can use the “View” and the “Delete” buttons for viewing or deleting activities. When you click on the “New...” or on the “Modify...” button then the **ACTIVITIES** screen shows up where you can record the activity data.

For each *activity*, the *starting* and *end* month of implementation should be selected. The applicant should consider potential difficulties and delays which can have an impact on the time schedule and provide the corresponding explanation (to be confronted to 4.2.4 “**possible constraints**”). A maximum of 5 activities per WP are possible.

The cost of each activity should be provided to allow a cross checking of the total cost of the WP with the tables of the “Budget” section. In case of inconsistency with the total amounts in the two sections, a warning will appear in the check report.

The main planned outputs and results of the activities (concrete products, services, and deliverables) within each WP are to be indicated and quantified, the contributing partner(s) listed, as well as the reporting period of delivery (reporting periods are generally 6-month periods; see “Total spending forecast for selected partner per periods” on the “Budget” sheet for the exact dates). A maximum number of 10 outputs and 10 results can be listed per each WP. Please remember that they should be specifically related to the WP, since the project’s overall outputs and results have to be resumed in section “Indicators”.

On the Work package screen you can find “New”, “Modify” and “Delete” buttons beside the “Qualitative and quantitative description of the outputs and results” section.

First you have to select an Activity in the upper table by clicking on it then you can add new items with the “New” button and you can modify existing items with the “Modify” button. As a result a new or an existing row becomes editable in the table. The values of the *Type*, *Responsible partner* and *Period* columns can be selected from drop-down lists, all the other columns can be filled manually - *Measurement unit* (km, nr of, m2, etc.), *Base value* (the starting point), *Target value* (to be achieved by end of the project). You can approve data entry with the *Enter* key (and not with the *OK* button of the screen), or you can cancel data entry with the *Escape* key. You can delete a row of the table by clicking on the “Delete” button. In this case a confirmation question pops up.

The activities introduced on the *Activities of ERDF partners* sheet, will automatically appear also on the sheet of *Activities of IPA partners*, without the detailed description and quantified outputs, since here that part of the activities should be described and outputs or results defined - with the same method explained above - that would be the contribution of the IPA PPs. In case there are such Activities to which IPA PPs would not contribute, those sections should be left empty on the *Activities of IPA partners* sheet. It is not possible to introduce such Activities that would be carried out without contribution of ERDF PPs.

IMPORTANT: For IPA activities, please try to be specific and provide detailed information. This is important in order not to have delays in IPA contracting which might also have certain effect on project implementation.

In the *Role of each partner* field, please provide information for each IPA project partner what will be their responsibilities. In case there is more than one IPA partner per country you should mention how all of them will contribute to the activity, e.g,

- ALBANIA IPA FLP
IPA PP 1
- BOSNIA AND HERCEGOVINA IPA FLP...
IPA PP2...
IPA PP3...

In the *Geographical location* field, please be specific and precise, e.g.

- ALBANIA-Tirana
- BOSNIA AND HERCEGOVINA-Sarajevo, Bihac

Please note that you should list the outputs and results for each IPA project partner. For example if the result is a research to be undertaken by all IPA partners you fill in separate line for each IPA Financial lead partner (as responsible partner) and if there is one or more IPA project partner from the same country and they are also contributing to the result you should list them as contributing partners.

4.2.6. BUDGET

The filling of the budget table follows the logic of “bottom-up” budget planning; therefore, please consider the instructions below before starting to fill in the tables.

The budget of each ERDF financing partner has to be presented and filled in manually by work packages per budget lines, as well as per reporting period in the spending forecast. In case of IPA partners their budget should be filled in on a yearly basis per budget lines.

The total budget on partner and project level, as well as the proportional (85%) ERDF and IPA Community contributions are calculated automatically by the system. Since the system calculates automatically also the (15%) national contribution as state contribution, in case the national contribution of a project partner consists of other sources as well (i.e. own public, or other public contribution – for more details see 3.2.4 section of the SEE Programme Manual), the amounts of such contributions should be inserted manually. The amounts inserted in the fields “own contribution” or “other contribution” will reduce automatically the amount of state contribution. The ERDF contribution rate shall be exactly 85%, in case of deviation, an Error will appear in the check report.

Additionally, in case a certain PP plans some net revenues, or in kind contributions, the related amounts should be filled in manually as well.

The budget amounts should contain not only the amounts of the requested Community contribution, but the total eligible expenditure for the project including the requested ERDF and/or IPA contribution and the national contribution of the project partners for each budget table.

Important: the recoverable Value Added Tax (VAT) is not eligible expenditure, and these costs cannot be included in the project budget. Therefore, each project partner has to plan its partner budget carefully, according to its own VAT status. Only in case a partner cannot recover the VAT, these costs can be included in the partner’s budget.

Selecting the “**Sheets to fill in**”/“**Budget**” row and clicking on the *Modify...* button the system opens the **BUDGET** screen where you can enter budget data. You can see grey and white fields on the screen. The grey fields cannot be edited as the system calculates their values from the data you enter into the white fields.

There are 5 different sections on the screen:

- **Total budget**

This section shows the project's total budget by sources of funding: ERDF and IPA contribution, own public contribution, other public contribution and state contribution. These fields are aggregated from the values of all other sections.
- **Total budget per partners**

This section lists all financing project partners defined in the **PARTNERSHIP** sheet; indicating also their *Total budgets* on partner level. For recording, or modifying a partner budget on work package and budget line level, or by year, first the specific partner should be selected in this section.
- **Total budget of ERDF PP per work packages / IPA PP per year**

This section shows the budget on work package level for the selected ERDF PP (see above section for selection), or the yearly budget for the selected IPA PP. After selecting the specific PP on the previous section, here should be selected the specific work package (ERDF PPs), or year (IPA PPs) to be further detailed in the other section.
- **Total budget of selected partner**

This section shows the total budget of the selected partner by sources of funding: ERDF/ IPA contribution / own public and other public contribution / state contribution. The total budget is aggregated automatically on the basis of amounts inserted in the fields by work packages and by budget lines, or yearly by budget lines of the selected partner. The own public and other public contributions, the net revenue and the in kind contribution should be filled in manually for each partner.
- **Total budget of selected partner per budget lines / Total spending forecast for selected partner per periods**

In this section you can record the details of the planned expenditures of the selected PP.

In case of ERDF partners, there are "radio buttons" above the table for switching between the two modes of the table: "**Total budget of selected partner per budget lines**" and "**Total spending forecast for selected partner per periods**". Data have to be entered in both modes and the sum of the entered amounts has to be equal on work package level (per budget lines / per periods).

In case of IPA partners there is only "**Total budget of selected partner per budget lines**" table without radio buttons.

Budget

Guide:
 This window serves to enter budget data for the project.
 Select a partner in the table below and a work package (or year) for the partner, and then enter budget line data in the bottom right table. Budget line data are summed up for work packages (years).
 Work packages (years) are summed up for the partner in the middle right frame. The total budget

Total budget

Total budget:	7 898 003,87	EUR	100,00	%	ERDF contribution:	906 486,46	EUR	11,48	%
Oth. public contribution:	679 778,00	EUR	8,61	%	IPA contribution:	3 429 374,77	EUR	43,42	%
Own public contribution:	313 042,00	EUR	3,96	%	ENPI contribution:	2 311 261,48	EUR	29,26	%
State contribution:	258 061,17	EUR	3,27	%					
Planned net revenue:	525 262,00	EUR			In kind:	540 976,00	EUR		

Total budget per partners:

Project partner	Total budget	Cur
LP - HSL	366 325,03	EUR
IPA PP1 - IPAm-NAPA	1 220 288,63	EUR
ENPI PP1 - ENPITY	2 719 131,15	EUR
ERDF 20% PP1 - 20P	700 129,63	EUR
IPA FLP1 - IPAF	2 892 129,43	EUR

Total budget of selected partner

Total budget:	366 325,03	EUR	100,00	%	ERDF contribution:	311 376,28	EUR	85,00	%
Oth. public contribution:	50 000,00	EUR	13,65	%	IPA contribution:	0,00	EUR	0,00	%
Own public contribution:	200,00	EUR	0,05	%	ENPI contribution:	0,00	EUR	0,00	%
State contribution:	4 748,75	EUR	1,30	%					
Planned net revenue:	21 555,00	EUR			In kind:	5 444,00	EUR		

Total budget of ERDF PP per work packages:

Work package	Total budget	Cur
wp0	175 000,00	EUR
wp1	35 400,82	EUR
wp2	66 415,77	EUR
wp3	89 508,44	EUR

Total budget of selected partner per budget lines

Budget line	Amount	Curr.
1. Staff	10 000,00	EUR
2. Overheads	15 000,00	EUR
3. Travel and accommodation costs	20 000,00	EUR
4. External expertise and services	25 000,00	EUR
5. Equipment	30 000,00	EUR
6. Small scale investment	35 000,00	EUR
7. Financial charges and guarantee costs	40 000,00	EUR

☒ Total budget of selected partner per budget lines ☐ Total spending forecast for selected partner per periods

Modify

OK **Cancel**

In the data entry process you should make the following steps:

1. Select a partner from the “Total budget per partners” table on the left by clicking on it.
2. In case of ERDF partners, in the table “Total budget of ERDF PP per work packages”, select the work package by clicking on it. In case of IPA partners, in the table “Total budget of IPA PP per year”, select the year.
3. Enter budget data per budget lines in the “Total budget of selected partner per budget lines” table by clicking on the *Modify* button beside the table. Type the proper amount into the row and approve the field by pressing the Enter key (or cancel it by the Escape key). After this data entry the “Total budget of selected partner” section aggregates the amounts and displays the total budget of the selected partner.

In case of IPA partners the *Modify...* button opens COST screens for data modifications where you have to enter values of each sub-budget lines in pop up COST windows.

The 'Cost' window displays the following information:

- Budget Line:** 1. Human Resources
- Amount:** 10 986,65 EUR
- Budget Lines:**

Budget line	Amount	Curr.
1.1. Salaries (gross amounts, local staff)	5 900,00	EUR
1.2. Salaries (gross amounts, expat/int. staff)	982,96	EUR
1.3. Per diems for missions/travel	4 103,69	EUR
- Buttons:** View..., Modify..., OK, Cancel

The 'Cost' window (Modify dialog) displays the following information:

- Budget Line:** 1.1.2. Administrative/ support staff
- Amount:** 5 400,00 EUR
- Unit:** Per month
- Number of units:** 6
- Unit rate:** 900,00 EUR
- Buttons:** OK, Cancel

Important: the IPA budgets to be filled in by each IPA partner in the application form are needed by the JTS and by the Lead Partner for monitoring the project, while the annex IPA Budget (hard copy to be sent by the LP in original and two copies) is a compulsory document for the contract with each EC Delegation. Please note that information provided in the application form and in the annex can not differ, therefore timely and smoothly flow of information between the LA and IPA PP is needed.

Please note that the total IPA budget (hard copy – to be filled in, signed and stamped by the IPA Financial Lead Partner) contains three years –year 1st, year 2nd and year 3rd). In IMIS, depending on the project duration and the starting date four years might be displayed. For example, if the project lasts 36 months and begins in March

2011 you will have to fill in the budgets for 2011, 2012, 2013 and 2014. Therefore, please divide the budget accordingly to the activities to be carried out in each year. Do not forget that the total amounts of the IPA budgets in the Application Form should nor differ from the IPA budgets in hard copy.

While filling in the budget per IPA partner, please consider that administrative costs cannot exceed 25% of staff costs (sum of the sections 1.1 and 1.2. of the IPA budget).

In case overhead costs are directly allocated to the project (real costs) in section “4. Local office”, administrative costs can not be allocated proportionally to the project (flat rates based on average real costs) in budget line “10.Administrative costs” of the budget.

The threshold for the administrative costs has to be applied at partner level.

4. Switch to “[Total spending forecast for selected partner per periods](#)” mode of the table with the radio button above the table in case of ERDF project partners then enter budget data per work packages and per reporting periods (reporting periods are generally 6 months, predefined by the SEE programme for the call for proposals) in the “[Total spending forecast for selected partner per periods](#)” table by clicking on the *Modify* button beside the table. Type the proper amount and approve the field by pressing the Enter key (or cancel it by the Escape key).

The total budget of a Work package should be equal to the total amount of spending forecasts per periods.

The spending forecast has to be planned carefully by each ERDF project partner and has to be in line with the time plan of the project. The spending forecast given at partner level will “produce” the project spending forecast, which will be part of the subsidy contract for the successful applicants.

5. Enter in the “[Total budget of selected partner](#)” section:

Own public contribution – To be filled in case of those partners when the partner organisation is a public body, or other body governed by public law contributing with their own sources.

Other public contribution – To be filled in case of those partners when the partner organisation is a public body or body governed by public law receiving regular public

funds from other public institution, or when the partner organisation is a body governed by private law and a public institution provides public contribution to this partner organisation.

Planned net revenue – In case it is possible to objectively estimate the amount of revenues generated by the project, it shall be indicated in this section. The amount of revenues indicated in the AF will be considered as estimation which will not affect the amount of eligible expenditure of the project at the application phase. Revenue-generating activities are not eligible under the IPA funds.

In kind contribution - In case in kind contribution is planned by the project partner, the amount of in kind contribution has to be indicated in this section.

The limitation for the amount of in kind contribution has to be respected. The in kind contribution can not be reimbursed from ERDF funds and state contributions, therefore the amount of in kind contribution can not be higher than the sum of own public and other public contribution given by the specific partner, since this rule has to be applied at project partner level.

For the detailed rules relevant for in kind contribution, please read carefully the section 4.1.8. d) of the SEE Programme Manual.

In kind contributions are not eligible under the IPA funds.

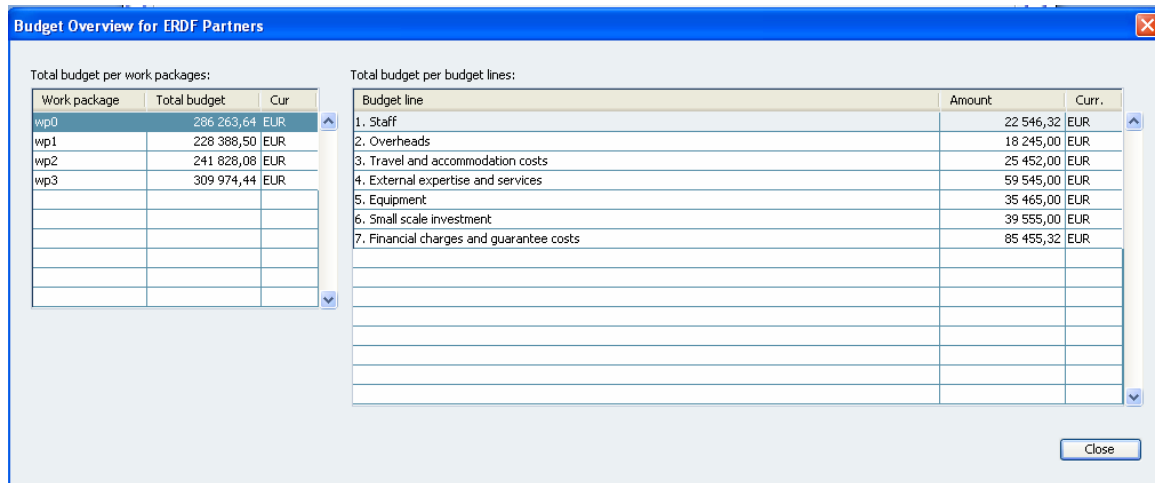
6. Repeat these steps until all budget parts of each financing partner are recorded.

The “Total budget” section displays the aggregated amounts of all partners.

You can leave the screen and save the data by clicking on the OK button or you can exit the screen without saving by clicking on the Cancel button.

4.2.7. BUDGET OVERVIEW

The “**Sheets to fill in**”/”**Budget overview**” row opens the **BUDGET OVERVIEW FOR ERDF PARTNERS** screen where you can see the aggregated budget of all ERDF partners broken down by work packages and budget lines. This screen does not allow data entry or modification.



Budget Overview for ERDF Partners

Total budget per work packages:

Work package	Total budget	Curr
wp0	286 263,64	EUR
wp1	228 388,50	EUR
wp2	241 828,08	EUR
wp3	309 974,44	EUR

Total budget per budget lines:

Budget line	Amount	Curr.
1. Staff	22 546,32	EUR
2. Overheads	18 245,00	EUR
3. Travel and accommodation costs	25 452,00	EUR
4. External expertise and services	59 545,00	EUR
5. Equipment	35 465,00	EUR
6. Small scale investment	39 555,00	EUR
7. Financial charges and guarantee costs	85 455,32	EUR

Close

4.2.8. SMALL SCALE INVESTMENTS

The aim of this table is to provide complementary information to budget tables. Only the small scale investments by ERDF partners have to be listed! For additional information concerning the eligibility of small scale investments, please, check 4.1.7 – 6. of the SEE Programme Manual.

The “**Sheets to fill in**”/”**Small scale investments**” row opens the **SMALL SCALE INVESTMENTS OF ERDF PARTNERS** screen where two tables can be seen: the upper one is for showing all work packages of the project (only in “View” mode), the lower table shows the planned Small scale investments by work packages. The lower table is empty by default.

When creating new Small scale investments firstly you have to select a work package in the upper table (by clicking on it), then you can add new Small scale investments to this work package by clicking on the “New...” button below.

After the selection of a work package you can modify the data of an already existing Small scale investment by clicking on the “Modify...” button.

You can use the “View” and the “Delete” buttons for viewing or deleting Small scale investments.

ID	Title/Type	Responsible partner	Amount	Curr...
wp0	Preparation Cost	LP - HSL	315 846,28	EUR
wp1	Transnational Project Mana	ERDF 20% PP1 - 20Perce	131 474,71	EUR
wp2	Communication Cost	ERDF 20% PP1 - 20Perce	366 657,83	EUR
wp3	Work package 03	LP - HSL	252 475,84	EUR

Name	Responsible partner	Total cost
small scale 1	LP - HSL	55 455,95
small scale 2	ERDF 20% PP1 - 20Percent	8 154,30
Totals:		63 610,25

When you click on the “New...” or the “Modify...” button then the **SMALL SCALE INVESTMENTS** screen shows up where you can record the data of the small scale investment:

- *Responsible partner* – selecting from the partner drop-down list the PP responsible for the specific investment;
- *Investment name* – specifying the investment by a title;
- *Description* – describing briefly what exactly and how will be carried out, implemented and what will be the exact output(s) of the investment;
- *Involved partners* – describing which project partners are involved in the specific investment and how will they contribute to and benefit from it;
- *Location* – specifying the location of the investment;
- *Transnational character* – demonstrating the transnational relevance and impact of the planned investment
- *Sustainability* – demonstrating the institutional and financial sustainability of the investment;

- Small Scale Investment**

Responsible Partner: LP - HSL Description: Location: Sustainability:	Investment name: Involved partners: Transnational character:
---	--

Duration
 From year: To month:
 To year: To month: Number of months of duration:

Cost of investment in EUR:

Responsible partner	Total cost
LP - HSL	0,00
ERDF 20% PP1 - 20Percent	0,00

Modify

Totals: 0,00
 Out of which purchase of land:

OK
Cancel

The total cost of Small scale investments by work packages should be equal to the total small scale investment amount defined on the Budget sheet.

4.2.9. EQUIPMENTS

Whenever depreciable assets are budgeted, only the amount of eligible depreciation costs shall be given. In the field “description of the equipment” it shall be clearly indicated that only the depreciation costs are budgeted.

More than one type of equipment can be listed for each work packages. Only the equipments by ERDF partners have to be listed!

The **“Sheets to fill in”/“Equipments”** row opens the **EQUIPMENTS OF ERDF PARTNERS** screen where two tables can be seen: the upper one is for showing all work packages (only in “View” mode), the lower table lists the planned Equipments of the selected work package. The lower table is empty by default.

ID	Title/Type	Responsible partner	Amount	Curr...
wp0	Preparation Cost	LP - HSL	315 846,28	EUR
wp1	Transnational Project Managen	ERDF 20% PP1 - 20Percent	131 474,71	EUR
wp2	Communication Cost	ERDF 20% PP1 - 20Percent	366 657,83	EUR
wp3	Work package 03	LP - HSL	252 475,84	EUR

Description	Responsible partner	Amount	Curr.
Equipment 1	LP - HSL	32 730,00	EUR
Equipment 2	LP - HSL	1 200,00	EUR
Total:		33 930,00	

You can add new Equipments by clicking on the **“New...”** button after you have selected a work package in the upper table (click). You can modify the data of the already entered ones by clicking on the **“Modify...”** button and you can use the **“View”** and the **“Delete”** buttons for viewing or deleting Equipments.

When you click on the **“New...”** or on the **“Modify...”** button then the **EQUIPMENT** window pops up where you can record the equipment data such as Description, Responsible partner (please select from the partner list), Quantity and Unit rate. The Amount field will be calculated by the system as the multiplication of the Quantity and Unit rate fields.

Description:
 Responsible partner:
 Quantity: Unit rate:
 Amount:

The total amount of equipments by work packages should be equal to the total equipment amount on the Budget sheet.

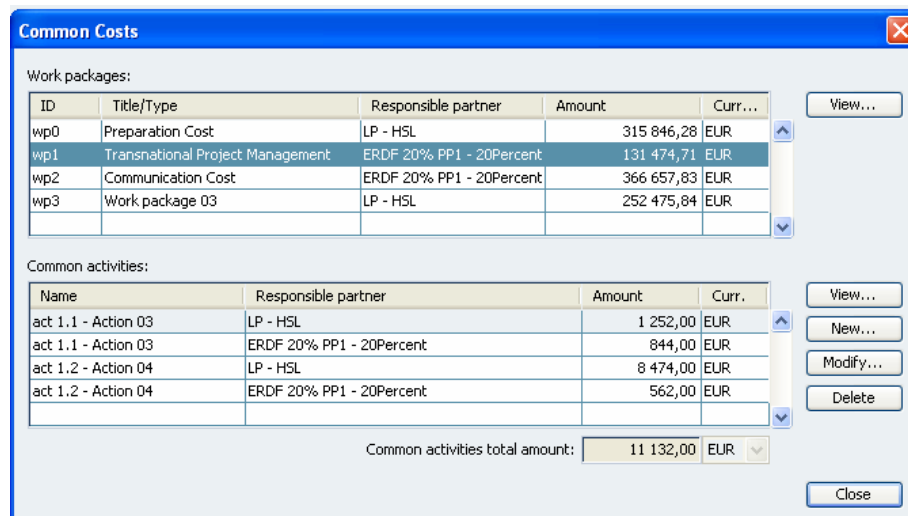
4.2.10. COMMON COSTS

In this table complementary information should be provided, in case an activity is planned to be carried out as common activity of the partners and indicated for the relevant WP at the “Work packages and activities” sheet (see 4.2.5 section of this Guideline).

The description of the common activity and the share of each project partner involved in the financing of the common activity have to be given in this section. More than one common activity can be given. The responsible partner for the common activity has to be indicated for each common activity.

Only ERDF partners can share costs for common activities!

The “**Sheets to fill in**”/“**Common costs**” row opens the **COMMON COSTS** screen where two tables can be seen: the upper one is for showing all work packages (only in “View” mode), the lower table shows the planned Common activities by work packages. The Common activities table is empty by default.



The screenshot shows a software window titled "Common Costs". It contains two main sections:

Work packages:

ID	Title/Type	Responsible partner	Amount	Curr...
wp0	Preparation Cost	LP - HSL	315 846,28	EUR
wp1	Transnational Project Management	ERDF 20% PP1 - 20Percent	131 474,71	EUR
wp2	Communication Cost	ERDF 20% PP1 - 20Percent	366 657,83	EUR
wp3	Work package 03	LP - HSL	252 475,84	EUR

Common activities:

Name	Responsible partner	Amount	Curr.
act 1.1 - Action 03	LP - HSL	1 252,00	EUR
act 1.1 - Action 03	ERDF 20% PP1 - 20Percent	844,00	EUR
act 1.2 - Action 04	LP - HSL	8 474,00	EUR
act 1.2 - Action 04	ERDF 20% PP1 - 20Percent	562,00	EUR

Common activities total amount: 11 132,00 EUR

Buttons: View..., New..., Modify..., Delete, Close.

You can add new common activities by clicking on the “New...” button after you have selected a work package in the upper table. You can modify data of the already entered ones by clicking on the “Modify...” button and you can use the “View” and the “Delete” buttons for viewing or deleting Common activities.

When you click on the “New...” or on the “Modify...” button then the **COMMON ACTIVITY** window pops up where you can record the data of the common activity.

The specific *Activity* of the WP to which the common activity is connected, and the *Responsible partner* should be selected from the drop-down lists. In the *Description* field the common activity should be specified in details. In the “*Contribution of ERDF PPs to the common activity*” table the financial contribution of the different ERDF PPs should be detailed, starting the process with the *Modify* button. By clicking on it the “Amount” field of the selected row becomes editable and data entry can be approved by the *Enter* key or can be cancelled by the *Escape* key.

You can leave the screen and save its data by clicking on the OK button or you can exit the screen without saving by clicking on the Cancel button.

Concerning eligibility rules of Common costs see section 4.1.5 of the SEE Programme Manual

4.2.11. FLEXIBILITY RULES

On this sheet detailed information should be provided, in case project partners plan to use the 10%, or the 20% flexibility rule of the SEE Programme (for details on eligibility issues see the SEE Programme Manual section 4.1.8 b) in case of 10% flexibility rule; and section 4.1.8 c) in case of 20% flexibility rule).

Please, consider that while one LP / ERDF PP can sponsor more 10%, or 20% PP at once; one 10%, or 20% PP can be sponsored by only one LP / ERDF PP.

Important: The system automatically calculates the *Rate* of the amounts indicated for 10% or 20% flexibility. While in case of the 10% flexibility rule the sum of those amounts are calculated that are indicated as 10% flexibility on this sheet, on the other hand, under the 20% flexibility rule the amounts indicated for the EU Associated 20% PPs on this sheet, as well as the individual budgets of the ERDF 20% PPs are calculated together.

Opening the “**Sheets to fill in**”/”**Flexibility rules**” row it is possible to record usage of 10% or 20% flexibility rules by the partners. The opening **FLEXIBILITY RULES** screen shows the project partners using the 10% and 20% flexibility rules. Initially the tables are empty and only the “New...” buttons are active. If you have already recorded a partner for a flexibility rule the “View...”, “Modify...” and “Delete” buttons are also active.

Flexibility Rules

10% Flexibility rules:

Project partner	Amount	Curr...	Rate
HSL	10 101,00	EUR	1,11

20% Flexibility rules:

Project partner	Amount	Curr...	Rate

Buttons: View..., New..., Modify..., Delete, Close

For using the 10% rule there are 2 options:

Flexibility Rule

ERDF Partner: LP - HSL

Non-EU partners of the Programme Area sponsored by the ERDF PP

Beneficiary: 10% PP1 - 10%

Amount: 0,00 EUR

Rate: 0,00 %

Description:

Activities of the ERDF PP in non-EU countries of the Programme Area

Amount: 0,00 EUR

Rate: 0,00 %

Description:

Buttons: OK, Cancel

a) Use of the 10% flexibility rule for sponsoring of a non-EU partner of the programme area:

On the **FLEXIBILITY RULE** screen you should

- select from the drop-down list the sponsoring *ERDF Partner* that will use the 10% rule;
- select from the drop-down list the *Beneficiary* to be sponsored (from all those listed as 10% PP on the Partnership sheet – see section 4.2.2 of this Guideline);
- Specify on the *Description* field all the activities in which the 10% PP will be involved and the related outputs;
- Indicate the *Amount* of sponsoring for the specific 10% PP;

b) Use of the 10% flexibility rule in implementing activities in non-EU countries of the programme area:

On the **FLEXIBILITY RULE** screen you should

- select from the drop-down list the sponsoring *ERDF Partner* that will use the 10% rule;
- Specify on the *Description* field all the activities and outputs with clear locations that the PP plans to implement in non-EU countries, connecting also to the specific WP and Activity it is related to;
- Indicate the *Amount* related to these activities;

In case of using the 20% flexibility rule the same steps should be followed as described above for the 10% PP sponsoring, this time for the 20% ASP.

The screenshot shows a software window titled "Flexibility Rule". At the top, there is a dropdown menu for "ERDF Partner" with the value "LP - abc" selected. Below this, a section titled "EU Associated 20% PP sponsored by the ERDF PP" contains three input fields: "Beneficiary" (dropdown with "20% ASP1 - xgcvb"), "Amount" (text box with "0.00" and a "EUR" dropdown), and "Rate" (text box with "0.00" and a "%" symbol). To the right of these fields is a large, empty text area labeled "Description:". At the bottom right of the window are "OK" and "Cancel" buttons.

4.2.12. INDICATORS

On this sheet should be specified the project indicators that are needed to evaluate the contribution of the project to the achievement of the programme's objectives:

- **Output indicators** represent the physical outputs of the projects activity and serve at project level for monitoring the implementation of activities. Applicants are requested to select among them the ones that are relevant for the project and indicate the target values to be reached within the end of the project.
- **Result indicators** represent direct products generated by a bundle of outputs and reflect the contribution of the projects to the specific objectives of the programme. Applicants are requested to select among them the ones that are relevant for the project and indicate the target values to be reached within the end of the project.

The “**Sheets to fill in**”/“**Indicators**” row opens the **INDICATORS** screen where two tables can be seen: one is for the indicators defined by the Programme and one is for project-specific indicators.

The screenshot shows a window titled "Indicators" with two main sections. The top section, labeled "Indicators:", contains a table with columns: Type, Category, Name, Mand., Measurement unit, Base value, Actual value, and Target value. The bottom section, labeled "Project specific indicators:", contains a similar table with columns: Type, Name, Measurement unit, Base value, Actual value, and Target value. Both tables have a "Modify" button to their right. The "Indicators" table has a "Mand." checkbox column. The "Project specific indicators" table has a "New" button to its right.

Type	Category	Name	Mand.	Measurement unit	Base value	Actual value	Target value
output	all	Average of hits per month on tl	<input checked="" type="checkbox"/>	no	1,00	0,00	200,00
output	all	mca uj teszt	<input checked="" type="checkbox"/>	no	2,00	0,00	300,00
output	all	no of articles/appearances pub	<input type="checkbox"/>	no	3,00	0,00	400,00
output	all	No of training events, seminars	<input type="checkbox"/>	no	0,00	0,00	0,00
result	all	c1	<input type="checkbox"/>	abc	0,00	0,00	0,00
result	all	c1	<input type="checkbox"/>	no	0,00	0,00	0,00
result	all	c2	<input type="checkbox"/>		0,00	0,00	0,00
result	all	No of administrative actors rea	<input type="checkbox"/>	no	0,00	0,00	0,00
result	all	No of advanced tools and meth	<input type="checkbox"/>	no	0,00	0,00	0,00
result	all	No of advanced tools and meth	<input type="checkbox"/>	no	0,00	0,00	0,00

Type	Name	Measurement unit	Base value	Actual value	Target value
output	output1 name	output1 meas unit	5,00	0,00	321,00
output	output2 name	output2 meas unit	6,00	0,00	122,00
result	result1 name	result1 meas unit	12,00	0,00	56,00
result	result 2 name	result2 meas unit	4,00	0,00	455,00

The upper “*Indicators*” table shows the indicators that were defined by the programme. By clicking on the “*Modify*” button you can only set the base and the target values. The content of other fields can not be modified. If the “*Mandatory*” checkbox is ticked then it is mandatory to provide base and target values to the proper indicator.

The bottom table shows the project-specific indicators defined by you. This table is empty by default. You can add new indicator by clicking on the “New” button and provide indicator data: Type (output / result), Name (definition), Measurement unit (km, nr of, m2, etc.), Base value (the starting point), Actual value, Target value (to be achieved by end of the project). Data can be entered directly into the activated row of the table, can be approved by the *Enter* key or can be cancelled by the *Escape* key. You can modify or delete existing indicators by the buttons beside the table.

You can leave the screen and save the data by clicking on the OK button or you can exit the screen without saving by clicking on the Cancel button.

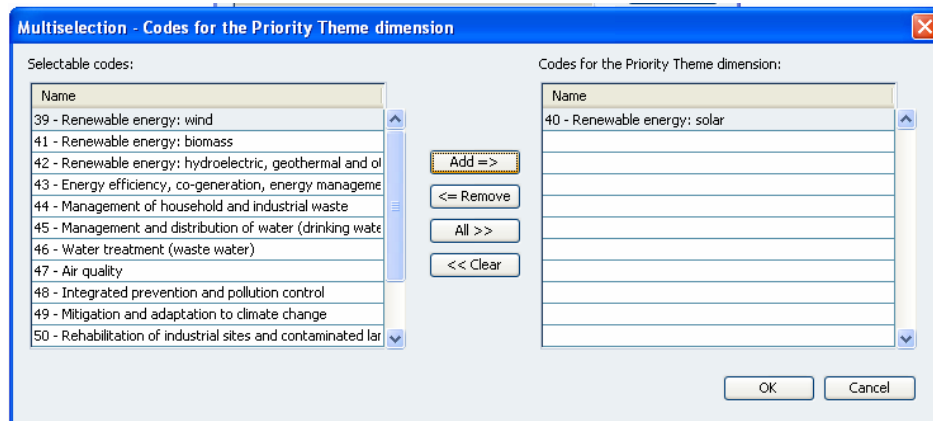
4.2.13. OTHER DATA

In this section the applicant shall select the *Codes for the Priority Theme dimension* and the *Keywords* according to the main activities carried out by the project. Both elements are used by the programme for statistical purposes.

Selecting the “**Sheets to fill in**”/“**Other data**” row and clicking on the *Modify...* button the system opens the **OTHER DATA** screen where you have to select Codes for the Priority Theme dimension and Keywords that are relevant to your application by clicking on the “*Search...*” buttons beside the tables.

The screenshot shows a software window titled "Other Data". Inside, there are two main sections. The first section is labeled "Codes for the Priority Theme dimension:" and contains a table with a "Name" column and a "Search..." button. The second section is labeled "Keywords:" and also contains a table with a "Name" column and a "Search..." button. At the bottom of the window, there are "OK" and "Cancel" buttons.

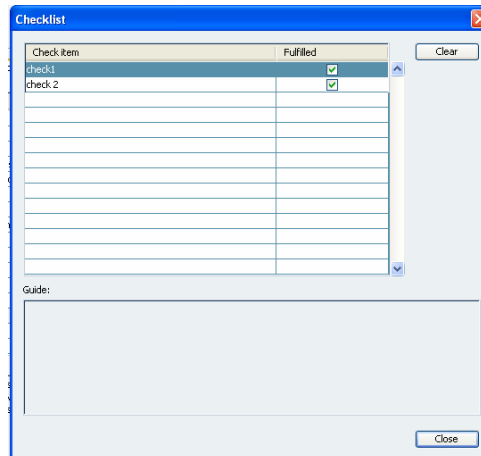
When you click on the “Search...” buttons **MULTISELECTION** screens pop up and you can select codes and keywords to your application from the left side by using the “Add =>” or the “All >>” button. If you would like to remove code or keyword from your list on the right side you can use the “<= Remove” button or you can empty the list by using the “<<Clear” button.



You can leave the screen and save the data by clicking on the OK button or you can exit the screen without saving by clicking on the Cancel button.

4.2.14. CHECK LIST

The “**Sheets to fill in**”/“**Check list**” row opens the **CHECK LIST** screen which contains the check list for the Calls for Proposal that the applicant has to fill in and submit together with the application. The checklist is in tabular format where the question is filled automatically and the applicant has to provide a Yes/No answer by putting a tick into the checkbox. For each question a short description is provided besides its name.



4.2.15. ANNEXES

The “**Sheets to fill in**”/“**Annexes**” row opens the **ANNEXES** screen which contains the details of the annexes to be submitted together with the Application. These include the Code, the Name of the annex, whether it is Mandatory or not and the Channel of submission. These data are provided by the system and cannot be modified.

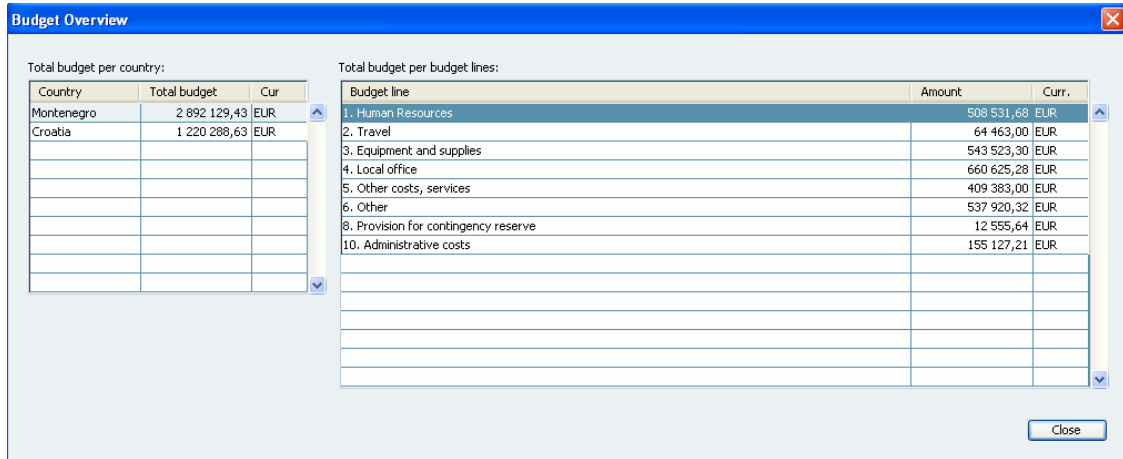
You can indicate whether the particular Annex has been attached or not and if yes, in how many copies. This step can be accomplished by clicking on the “*Modify*” button and putting a tick into the checkbox and typing the pieces. The actual uploading of the electronic files can be carried out on the “**Attachments**” tab.

[illegible]

In case you have IPA partners you need to submit IPA documents, as well. Along with the Legal Entity Sheet the IPA partners will submit supporting documents, as requested in the Legal Entity Sheet. After uploading the Legal Entity Sheet please click on the Modify button in order to upload the supporting documents. In case the Financial Identification Form contains a recent bank statement you should do the same, as well as in case of the supporting documents defined in the field **10 IPA supporting documents.**”

4.2.16. BUDGET OVERVIEW - IPA

The “**Sheets to fill in**”/”**Budget overview - IPA**” row opens the **BUDGET OVERVIEW** screen where you can see the budget of IPA countries per countries and per budget lines.



The screenshot shows a window titled "Budget Overview" with two main data sections. The left section, "Total budget per country:", contains a table with columns for Country, Total budget, and Curr. The right section, "Total budget per budget lines:", contains a table with columns for Budget line, Amount, and Curr. Both tables list data for Montenegro and Croatia, and various budget lines respectively.

Total budget per country:		
Country	Total budget	Curr
Montenegro	2 892 129,43	EUR
Croatia	1 220 288,63	EUR

Total budget per budget lines:		
Budget line	Amount	Curr.
1. Human Resources	508 531,68	EUR
2. Travel	64 463,00	EUR
3. Equipment and supplies	543 523,30	EUR
4. Local office	660 625,28	EUR
5. Other costs, services	409 383,00	EUR
6. Other	537 920,32	EUR
8. Provision for contingency reserve	12 555,64	EUR
10. Administrative costs	155 127,21	EUR

This screen does not allow data entry or modification it only provides a financial overview.

4.3. ATTACHMENTS TAB

The **Attachments** sheet serves to upload and generate documents.

With the “*Upload*” button you can attach the necessary supporting documents to the Application.

With the “Report” button you can make the system generate the Application in .pdf format. (Please click on the Report... button then click twice on the Application row of the appearing table.) It is possible to save the Application document to your computer, as well as to print them out. The generated documents are stored also by the system and later can be queried there any time. (They will appear in the table as new rows.)

[illegible]

5. SUBMISSION OF THE APPLICATION

The submission process of the Application consists of the following steps:

- As the first step you have to login to the IMIS 2007-2013 SEE Front Office and run the **Create New Application** function. On the **CALL FOR PROPOSAL SELECTION** screen you have to select the relevant Call for Proposal and then it is necessary to fill in the screens which can be opened on the **Sheets to fill in** tab.
- During the data entry with the “*Check*” button you can run anytime an automatic check done by the system.
- After the check you will either get a message that informs you about successful check (no errors to be corrected) or the system generates a list of *errors* and *warnings* (Check Report) in .pdf format, where all the problems are listed and where the system also defines the way to correct them. Correction of the listed *errors* is the condition of the successful submission. The *warnings* inform you on possible discrepancies but you can decide not to modify them.

On the one hand this check ensures that you entered all data properly and you do not forget anything, while on the other hand - as the check is the precondition for the submission - it ensures for the JTS that all data necessary for verification is recorded by the Applicant in the system.

- You can attach the necessary documents to the Application with the “*Upload*” button on the **Attachments** tab.
- After filling all data and clicking on the “*Report*” button on the **Attachments** tab the system generates the “**Application**” document. Although the system already generates this document, in this phase it displays a well-recognisable warning text (**SAMPLE – Do not submit**) on it to mark that this document is not yet validated; the document does not contain finalized data.
- After recording all data at least one check has to be run with the “*Check*” button. If the check was successful and no errors have been found then the process can be continued with the “*Next*” button. After clicking on the “*Next*” button the system finalize the Application.

- The “*Submit*” button appears on the screen only after clicking on the “*Next*” button. After clicking on the “*Submit*” button the system warns the user that the final, official document should be generated and printed. The data recorded previously can not be modified; only the printing of the documents is possible with the “*Report*” button on the **Attachments** tab. The generated document (**Application**) receives an automatic ID and is being stored by the system in a new row of the table. You can query the document anytime later.
- After the document generation the official submission of the Application can be accomplished. For this you have to click on the “*Submit*” button again and answer “yes” to the confirmation question.
- The status of the Application will be modified to Submitted under the “View Application” menu item on the opening screen of the IMIS 2007-2013 SEE Front Office.
- E-mail message will be sent automatically by the system on the successful submission.

6. AMENDMENT OF THE APPLICATION

Once the Application is submitted, it cannot be modified by the Lead Applicant and it will be the basis for the assessment of the proposal.

In case, based on the evaluation results, the SEE Monitoring Committee selects the proposal for funding, but defines also that before contracting certain conditions should be fulfilled making necessary amendments to the Application, the JTS will send back the Application to you through the IMIS 2007-2013 SEE Front Office for completion.

In case the amendment of the Application is needed, and the application is sent back, the SEE Joint Technical Secretariat informs you in an e-mail message outside the system as well.

After receiving the notification message of the SEE JTS the correction should be done by the Applicant with the **Amend Application** menu item of the IMIS 2007-2013 SEE Front Office. After clicking on the **Amend Application** menu item the concerned Application screen will be opened.

You will be brought to the **APPLICATION – FILLING APPLICATION DATA** screen which is the same as it was at the time of the original Application submission.

The way of modification is also the same as it was at the time of the original submission. If you have finished the modification you have to run the *Check* function again then you have to attach the requested documents if there is any.

In case you have modified the data the Application document has to be generated and submitted again.

As a final step you have to click on the “*Submit*” button and this way you can submit your corrected application for a new assessment and evaluation.

7. ANNEXES

The following annexes are mandatory according to the provisions of the SEE PM:

Joint documents

Partnership Agreement: each project participant (observers excluded) should undersign the partnership agreement and include the text with the original partners' signatures in the application pack. The template of a Partnership Agreement contains the minimum requirements requested by the Programme bodies. Project partnerships are invited to complete and enlarge the stated provisions without contradicting the mentioned rules. The Lead Applicant shall countersign each page containing the signature of each PP.

ERDF PP documents

Declaration and co-financing statement: the ERDF LP and the ERDF partners (including Lead Applicant and ERDF 20% PP) should fill in this statement by writing on the grey cells, print it on a headed letter, sign and stamp it. This declaration will certify all sources of co-financing the single partner will provide as national contribution to its partner budget. Thus, it's mandatory to indicate the total amount of co-financing and the sources (state/own public contribution/other public contribution) and the name of the contributing institution which will provide the public contribution (if relevant). In case the partner's contribution includes in kind contribution, the amount of in kind contribution shall be indicated. The Declaration and co-financing statement should be in line with the 5.2. Sources of funding table and thus the "Overview of Partners' budgets" in section 2. of the Application Form.

State Aid Declaration: the ERDF LP and the ERDF partners should fill in this statement by writing on the grey cells, print it on a headed letter, sign and stamp it. The partners are requested to choose among the options in italic by striking through (or deleting) the not needed parts (e.g. are/are not...).

Data sheet on the Member state responsible body: each 20% ERDF partner (if any) shall fill in the datasheet which contains information on its control system, and the data of all responsible bodies at national level involved in other transnational or interregional ETC programmes (see Programme Manual 4.1.8. point c). The signed and stamped datasheet shall be submitted in original with the Application Form

IPA PPs documents (mandatory only in case of partners requesting IPA funds)

- **Declaration by the IPA Financial Lead Partner for the SEE Application Form:** each Financial Lead Partner from each IPA country should fill in this declaration, print it, sign and stamp it.
- the total **IPA Budget, signed and stamped**, by **IPA Financial Lead Partner in original**; IPA budget: each Financial Lead Partner from each IPA country should fill in the IPA total budget per country, print it, sign and stamp it. It is very important that the IPA Financial Lead Partner checks that the total budget declaration for its country and the one included in the Application Form contain exactly the same amounts.
- **the Financial Identification Form** signed and stamped by **IPA Financial Lead Partner in original**; the IPA Financial Lead Partner should fill in this declaration by writing on the PDF document, print it, sign and stamp it and either requesting the bank representative to sign and stamp it or adding a copy of a recent bank statement (in this case the signature and stamp of the bank is not needed).
- **Legal Entity Sheet:** each partner requesting IPA contribution should fill in this declaration by writing on the PDF document, print it, sign and stamp it. The partners will have to fill in the Legal Entity Sheet for public entities if they have public or governed by public law status, or fill in the Legal Entity Sheet for private companies if their status is the one of a body governed by private law (e.g. NGOs, etc.). Please, be aware that once the document is filled in electronically, the data typed can't be saved. In order to keep a copy of the record, we suggest printing the completed form.

The Legal Entity Sheet should be accompanied by the following documents to be submitted **in copy**:

For public entities:

- a copy of the resolution, law, decree or decision establishing the entity in question, **in copy**;
- or failing that, any other official document attesting to the establishment of the entity by the National Authorities, **in copy**;
- an official VAT document (if applicable), **in copy**;

For private entities:

- a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to at 2 below.

- A copy of some official document (official gazette, company register etc.) showing the name of the legal entity, the address of the head office and the registration number given to it by the national authorities.

Furthermore the following documents in copy are obligatory:

- the statutes or articles of association of **each IPA Partner, in copy**; or, where the applicant and/or (a) partner(s), is a public body created by a law, a copy of the said law must be provided;
- **each IPA Partner's latest accounts** (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed), **in copy**. This obligation does not apply to public bodies (e.g. Ministries).

ASPs documents (requested only in case of AS Partners)

ASP Declaration: in case a proposal includes also ASP partners, each ASP partner should fill in this declaration by writing on the grey cells, print it on a headed letter, sign and stamp it. If ASP partners are included in the application but have not submitted the filled, signed and stamped declaration, they will not be taken into consideration.