



# **CENTRAL EUROPE**

**COOPERATING FOR SUCCESS.**

## **INSTRUCTIONS FOR APPLICANTS**

**HOW TO COMPLETE THE  
APPLICATION FORM**



**EUROPEAN UNION**  
European Regional  
Development Fund

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## I. INTRODUCTION

This document aims at providing to all Lead Applicants participating in the 3<sup>rd</sup> Call for proposals of the CENTRAL EUROPE Programme the most in-depth information possible concerning the technical characteristics of the Application Form. In addition, it provides useful explanations about the interlinks existing among the different sections of the Application Form and, in particular, on the Error messages that highlight the existence of inconsistencies in the contents proposed by the applicants.

Given that it is a requirement to submit a duly filled in Application Form and presenting no Error messages on eligibility criteria, all Lead Applicants are strongly recommended to carefully read these instructions.

Should you be confronted with any problem when filling in the Application Form, please contact the CENTRAL EUROPE Joint Technical Secretariat:

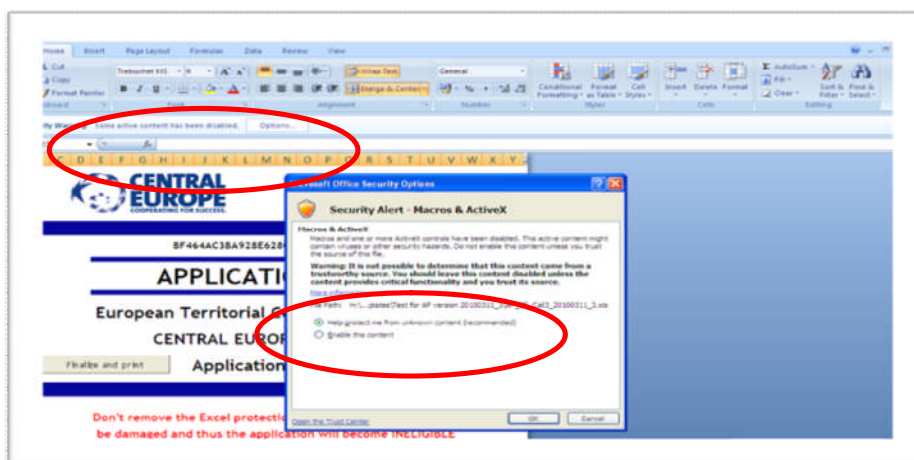
**Email:** [info@central2013.eu](mailto:info@central2013.eu)

You will receive an email-reply or a phone call at the earliest possible.

## II. GENERAL INSTRUCTIONS

### II.A Basic technical requirements:

- The Application Form is an Excel document and has therefore been **programmed for Microsoft Office Excel use; the proper functioning under other systems (e.g. Apple, Open Office) is not guaranteed and might destroy the programming** of the form.
- The minimum standard should be MS Office Excel 2003 or a later version.
- The English version of these MS Office-programmes has been used as default.
- **Macros:** since the Application Form uses several Macro-functionalities in order to make the complex document more user-friendly, Macros have to be **activated**. Depending on the PC-system, and when opening the Excel-document, the following cases might occur:
  - **A window might pop up** asking whether you would like to activate the Macro - confirm by clicking “activate/enable Macros”
  - **In other cases, you have to do it actively by selecting the respective Menu**
- **Security level:** the security level has to be set to **“medium” or lower**. As in the case of the Macros, it might be that your PC-system has set the security level to “high” by default.
  - **You can change the security level by selecting Menu - Extras/Tools - Macros - Security - Security level - Medium**



## II.B Warning messages:

- **ERROR messages.** As stated above, Error messages are to be avoided under all circumstances due to their negative impact on the eligibility of the proposal. In order to assist applicants, an **overview** of all ERROR messages is given in the **section COVER SHEET**. Prior to the submission of the Application Form, please make sure that no ERROR message appears in this overview. INCOMPLETE messages should be avoided as well in order to ensure a fully filled-in Application Form.
- **Red colour of text / amounts.** This situation has also to be avoided under all circumstances. You will be mainly confronted with any of the following cases:
  - Red colour of text: you have exceeded the maximum number of characters. Even if the text exceeding the maximum number of characters will not be automatically deleted from the electronic version of the Application Form, this text will not be visible in the printed version and therefore will not be taken into account during the assessment of the project proposal.
  - Red colour of figures (budget tables): you have exceeded a threshold or there is a mismatch between sections. In most cases an ERROR message pops up in addition.
  - Red colour of duration: the duration of a single action is exceeding the overall project duration. Please review the start and the end date and amend accordingly.
  - Red colour of partner names in fields with drop down menus (Associated institutions, Work package “responsible partner”, Budget specifications): The partner name has been changed or the project partner has been deleted in the partnership section. The information has to be updated. Please select the partner again from the drop down menu.

Please refer also to the instructions given in the PARTNERSHIP AND BUDGET section for further cases related to this technicality.

- **Incomplete messages.** The section **COVER SHEET** provides an **overview** on all sections that are not fully filled. Prior to the submission of the Application Form, please make sure that no INCOMPLETE message appears in this overview.

The screenshot shows the 'Table of Content/ ERROR Messages' section of the application form. It contains a table with the following data:

Start date	End date	Duration (months)
4	2011	5
	2014	38

rm has to be filled in and returned by post as printed version and on CD-ROM/other device:  
 HTRAL EUROPE Programme  
 Int. Technical Secretariat  
 Leumstraße 3/A/III  
 1070 Vienna, Austria  
 Phone +43 (1) 4000 - 76 142  
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**Table of Content/ ERROR Messages**

1. Cover Sheet	
1. Basic Information	ERROR (line 114)
1. Project outline	INCOMPLETE (line 13)
1. Work Plan	INCOMPLETE (line 34)
1. Partnership and Budget	
1. Project Budget	ERROR (line 40) INCOMPLETE (line 71)
1. Timeline	

## II.C Proper use of Excel:

- **Copy and paste of text/numbers:** Be aware that you are working in a pre-programmed Excel form. Therefore make sure that you **copy only the content of a cell and not the cell itself**, since this might destroy the proper functioning of the form. Hence either copy/paste the text in the formula bar in the Excel menu heading or double click on the cell and then copy/paste the text.

- Text boxes: each single text box in Excel is limited to the indicated amount of characters (e.g. 1000 characters); in order to avoid problems of exceeding this threshold and of risking to lose the text, regularly check the number of characters which is indicated at the bottom of a text box. In order to allow Excel to count correctly, you have to leave the text box first (move cursor to another place).
- Text boxes: in order to write/amend a text box, enter the box and double-click.
- Partnership: In case you would like to **change the institution name** of a project partner (both, original or English institution name), please **double-click the box** and change the name then. In case you tick the box only once and then press the delete key, **you delete the partner as such and all related partner information will be lost!**
- Project budget: In case you would like to **change the name of an investment**, please **double-click the box** and change the name then. In case you tick the box only once and then press the delete key, **you delete the investment as such and all related information in the investment section will be lost!**
- Transfer of data: please allow sufficient time for a proper automatic transfer of data between different sections.
- If you want to use a bullet list in any of the input fields in the Application Form, please press 'Alt+Enter'.
- Drop down lists: select one of the pre-defined items. In case a mistake is made, just select another item.
- Tick-boxes: you can tick the corresponding item and an "X" will appear. In case a mistake is made, delete the X by pressing the "Delete button".

## II.D Verification Code - Checksum:

In order to ensure the full consistency of hardcopy and electronic versions of the Application Form, both documents have to indicate the same "Checksum" number which serves as verification code.

After having fully filled-in the Application Form and before printing the hardcopy, press the button "Finalize and print" on the front page of the Application form. The Checksum will be then automatically calculated and the document prepared for printing.

The necessary steps are as follows:

- 1) Fully fill-in the Application Form
- 2) Press "Finalize and print" button
- 3) Save the document as the final electronic version

In case of changes afterwards you have to press the button and save the document again in order to ensure an identical Checksum number on both, electronic and hardcopy document.

The image displays two versions of the 'APPLICATION FORM' for the 'CENTRAL EUROPE Programme' and 'Application Round 3'. The left version is the front page, featuring the logos of 'CENTRAL EUROPE' and the 'EUROPEAN UNION EUROPEAN REGIONAL DEVELOPMENT FUND'. It includes a unique identifier 'E40347791D09E5377787A970B3E97621' and a red circle around the 'Finalize and print' button. Below the button, a warning states: 'Don't remove the Excel protection. You risk that the form will be damaged and thus the application will become INELIGIBLE'. The right version is the back page, which contains various input fields for project details like 'Title of the project', 'Applicant', 'Local applicant', 'Region', 'Area of intervention', and 'Budget'. At the bottom right, a red circle highlights the calculated 'Checksum: 2020405300201247850152067015'.



### III. SPECIFIC INSTRUCTIONS AND OVERVIEW ON ERROR-MESSAGES

#### III.A Section 1 - COVER SHEET

**Table 1**

	TOPIC	INSTRUCTION	ERROR MESSAGE
COVER SHEET	Priority Area of Intervention	Both fields are interlinked: if you select a specific Priority, only the corresponding Areas of Intervention are to be selected.	<b>ERROR 1: Priority and Area of Intervention do not match.</b>
	Duration	<p>Fill start and end date (month and year): <u>start month</u> is understood as being “1<sup>st</sup> day of the month” and <u>end month</u> is understood as being the “last day of the month” (e.g. 28, 29, 30 or 31).</p> <p>Please note that:</p> <ul style="list-style-type: none"> <li>A start date prior „April 2010“ is not possible;</li> <li>An end date after “December 2014” is not possible;</li> <li>The maximum possible project duration is 48 months.</li> </ul> <p>The project duration is automatically transferred to the section “Work Plan” (e.g. if the project duration is of 36 months, the Work packages in the section “Work Plan” are automatically limited to 36 months).</p>	<p><b>ERROR 2: Start date prior April 2010</b></p> <p><b>ERROR 3: Maximum duration of 48 months has been exceeded.</b></p>
	Check-list for submission of the AF	Ensure that all questions can be answered either by “yes” or “N/A (not applicable)” prior to submission.	-----

**Image 1**

Lead Applicant country: Hungary

Region: Nyugat-Dunántúl

Priority: Priority 3

Area of Intervention: 1.1 Enhancing Framework Conditions for Innovation

Duration:

Start date	End date	Duration (months)
3 2010	12 2014	58

The maximum duration of 48 months cannot be exceeded!

The earliest starting date is 05/10

Form has to be filled in and returned by post as printed version and on CD-ROM/other device:

Navigation bar: Cover Sheet / Basic information / Project outline / Work plan / Investment / Partnership and Budget / Project budget / Time

### III.B Section 1 - BASIC INFORMATION

**Table 2**

	TOPIC	INSTRUCTION	ERROR MESSAGE
BASIC INFORMATION	Project summary	Provide requested information	-----
	Table 1 Table 2 Table 3	Tables 1 to 3 cannot be filled in by the applicant - information is automatically transferred from the <u>section “Partnership and budget”</u> .	-----
	Tables 1, 2 and Eligibility summary	Ensure that the minimum partner requirements are fulfilled (changes are to be made in the section “Partnership and budgets”).	<b>ERROR 4:</b> You do not meet the minimum requirement of having at least 3 financing partners from at least 3 different countries being at least 2 of the partners located in EU Central Europe area.

**Image 2**

Table 2: Eligibility of project partnership					
EU - within CENTRAL EUROPE		EU - outside CENTRAL EUROPE		Third Country partners	
Country of EU LP and partners	Number of partners in these countries	Country of EU partners	Number of partners in these countries	Third Countries (ENPI, IPA, others)	Number of partners in these countries
AT:	0	BE:	0	AL:	0
CZ:	0	BG:	0	AM:	0
DE:	0	CY:	0	AZ:	0
SI:	0	DE:	0	BA:	0
IT:	0	DK:	0	BY:	0
HU:	0	EE:	0	DZ:	0
SK:	0	ES:	0	EG:	0
PL:	0	FI:	0	GE:	0
		FR:	0	HR:	0
		GR:	0	IL:	0
		IE:	0	JO:	0
		LT:	0	LB:	0
		LU:	0	LY:	0
		LV:	0	MA:	0
		MT:	0	ME:	0
		NI:	0	MK:	0
		PT:	0	MV:	0
		RO:	0	PS:	0
		SE:	0	RS:	0
		UK:	0	RU:	0
				SY:	0
				TN:	0
				TR:	0
				UA:	0
				others:	0
Summe:	0	Summe:	0	Summe:	0
<b>Eligibility Summary:</b>					
Partners:	0	Countries:	0	CE Partners:	0
The minimum requirement is to have at least 3 financing partners from at least 3 different countries, being at least 2 of the partners located in EU Central Europe regions					

**ERROR 4**

**Table 3**

	TOPIC	INSTRUCTION	ERROR MESSAGE
BASIC INFORMATION	Table 3 - Project funding	This table provides an overview on funding sources for all partners. This information is automatically transferred from the section "Partnership and budget".  The <b>TOTAL ELIGIBLE BUDGET</b> is the <b>reference budget</b> for all other budgets to be indicated in the sections "Work plan" and "Project budget".	No Error message  Please note that the total eligible budget comprises the budgets of the EU CENTRAL EUROPE partners and of the EU partners outside CENTRAL EUROPE area (budgets of Third Country partners are not taken into account)
	ERDF % for activities in Third countries	According to the CENTRAL EUROPE Programme rules, the ERDF spent for activities in 3 <sup>rd</sup> Countries may <u>not exceed 10%</u> of the total project ERDF. In case that the amount for activities in Third Countries is higher than 10%, an ERROR message pops up.	<b>ERROR 5:</b> The ERDF for activities in Third Countries exceeds 10% of the total project ERDF. In addition, related figures in Table 3 appear in red.
	ERDF % for activities in Third countries	An <u>automatic comparison</u> with relevant information on "budget for activities in Third countries" as provided in the section "Partnership and budget" and in section "Work plan" is done; in case of mismatches between the single sections, the amount of mismatch is indicated.	<b>ERROR 6:</b> The total ERDF for activities in Third Countries shows a difference of xxxx €. Please check consistency of information as provided in the Partnership and Budget and in the Work plan sections!
	ERDF % for EU partners outside CENTRAL EUROPE area	According to the CENTRAL EUROPE Programme rules, the ERDF spent for EU partners outside CENTRAL EUROPE area may not exceed 20% of the total project ERDF. In case that the amount for all EU partners outside CENTRAL EUROPE area is higher than 20%, an ERROR message pops up.	<b>ERROR 7:</b> The ERDF for EU partners outside CENTRAL EUROPE area exceeds 20% of the total project ERDF.

**Image 3**

Table 3: Project funding		
Location of partner	Source of funding	Amount
CENTRAL EUROPE partners	ERDF	670.000,00 €
	- out of which for activities in Third Countries (ERDF)	152.500,00 €
	Public co-financing	90.000,00 €
	Private co-financing	40.000,00 €
	<b>TOTAL budget EU CENTRAL EUROPE partners</b>	<b>800.000,00 €</b>
EU partners outside CENTRAL EUROPE	ERDF	600.000,00 €
	Public co-financing	200.000,00 €
	Private co-financing	0,00 €
	<b>TOTAL budget EU partners outside CENTRAL EUROPE</b>	<b>800.000,00 €</b>
Third Country partners (ENPI countries, IPA countries, others)	ENPI/IPA funding	2.000,00 €
	Public co-financing from ENPI/IPA countries	8.000,00 €
	Private co-financing from ENPI/IPA countries	0,00 €
	<b>Total budget Third Country partners with ENPI, IPA</b>	<b>10.000,00 €</b>
	Public co-financing from Third Countries (own funds)	0,00 €
	Private co-financing from Third Countries (own funds)	0,00 €
	<b>Total budget Third Country partners (own funds)</b>	<b>0,00 €</b>
<b>TOTAL ERDF</b>		<b>1.270.000,00 €</b>
<b>TOTAL ELIGIBLE BUDGET</b>		<b>1.600.000,00 €</b>
<b>TOTAL BUDGET</b>		<b>1.610.000,00 €</b>
ERDF grant rate:		<b>79,38%</b>
The total ERDF for activities in Third Countries shows a difference of -147.500,00€. Please check consistency of information as provided in the Partner and in the Work plan sections!		
ERDF % for activities in Third Countries (10% rule):		<b>12,01%</b>
The ERDF for activities in Third Countries cannot exceed 10% of the total project ERDF!		
ERDF % for EU partners outside CE (20% rule):		<b>47,24%</b>
The ERDF for EU partners outside CE cannot exceed 20% of the total project ERDF!		

**ERROR 6****ERROR 5****ERROR 7**



## Lead Applicant Declaration:

Even if the Declaration to be signed by the Lead Applicant will not be a source of ERROR messages, please pay attention to the following considerations:

**Table 4**

	TOPIC	INSTRUCTION	ERROR MESSAGE
BASIC INFORMATION	Lead Applicant Declaration	Information is automatically transferred from the relevant sections "Basic information, Table 1"(total project ERDF") and "Partners and budget, Lead Applicant" (its own co-financing).	-----
	Lead Applicant Declaration	The Lead Applicant must clearly indicate the date of submission of the proposal. Type in the date of signature before printing (Cover Sheet "Finalize and print" button) the hardcopy document.	-----
	Lead Applicant Declaration	This page has to bear the stamp, date and signature of the authorised signatory of the Lead Applicant.	No ERROR message, but do notice that without signature on the original hardcopy version, the whole Application Form becomes INELIGIBLE.

**Image 4**

<p><b>Lead Applicant is a Public Authority:</b></p> <p>Some information is not relevant for this type of body and specific parts of the text remain hidden.</p>	<p><b>Lead Applicant is NOT a Public Authority:</b></p> <p>Additional information is considered as relevant and has to be confirmed by other types of bodies.</p>

## III.C Section 2 - PROJECT OUTLINE

Table 5

	TOPIC	INSTRUCTION	ERROR MESSAGE
PROJECT OUTLINE	2.1 Relevance	Box “ <u>Links to other Areas of Intervention (Aol)</u> ”: zero up to 3 Areas of Intervention should be selected. However, it is not possible to choose the Aol which has already been selected under the section “Cover Sheet”.	<b>ERROR 8: More than three Areas of Intervention have been selected.</b>
		Box “ <u>Environmental dimension of sustainability</u> ” (Gothenburg): <ul style="list-style-type: none"> <li>one dimension is to be selected. In case more than one dimension is selected, ticks appear in red. Manually delete the wrong one.</li> <li>if “negative OR addressed”: a new text box pops up (to be filled);</li> <li>if “addressed”: a new box on “environmental indicators” pops up - tick at least 1 indicator.</li> </ul>	In case more than one dimension is selected, ticks appear in red. Manually delete the wrong one.  <b>ERROR 9: No indicators have been selected.</b>
		Box “ <u>Economic dimension of sustainability</u> ” (Lisbon): <ul style="list-style-type: none"> <li>1 dimension is to be selected (“neutral” OR “addressed”);</li> <li>if “addressed”: a new text box pops up (to be filled);</li> <li>if “addressed”: a new box on “economic indicators” pops up - tick at least 1 indicator.</li> </ul>	In case more than one dimension is selected, ticks appear in red. Manually delete the wrong one.  <b>ERROR 10: No indicators have been selected.</b>
		Box “ <u>Social dimension of sustainability</u> ”: <ul style="list-style-type: none"> <li>1 dimension is to be selected (“neutral” OR “addressed”);</li> <li>If “addressed”: a new text box pops up (to be filled).</li> </ul>	In case more than one dimension is selected, ticks appear in red. Manually delete the wrong one.
		Box “ <u>Equal opportunity and non discrimination</u> ”: <ul style="list-style-type: none"> <li>1 dimension is to be selected (“neutral” OR “addressed”).</li> </ul>	In case more than one dimension is selected, ticks appear in red. Manually delete the wrong one.

Image 5

Does the project have links to other Areas of Intervention? ☒ yes

1.1 Enhancing Framework Conditions for Innovation	<input type="checkbox"/>
1.2 Establishing Capabilities for the Diffusion and Application of Innovation	<input type="checkbox"/>
1.3 Fostering Knowledge Development	<input type="checkbox"/>
2.1 Improving Central Europe's Interconnectivity	<input checked="" type="checkbox"/>
2.2 Developing Multimodal Logistics' Cooperation	<input checked="" type="checkbox"/>
2.3 Promoting Sustainable and Safe Mobility	<input type="checkbox"/>
2.4 Promoting Information and Communication Technologies and Alternative Solutions for Enhancing Access	<input type="checkbox"/>
3.1 Developing a High Quality Environment by Managing and Protecting Natural Resources and Heritage	<input checked="" type="checkbox"/>
3.2 Reducing Risks and Impacts of Natural and Man-made Hazards	<input type="checkbox"/>
3.3 Supporting the Use of Renewable Energy Sources and Increasing Energy Efficiency	<input type="checkbox"/>
3.4 Supporting Environmentally Friendly Technologies and Activities	<input checked="" type="checkbox"/>
4.1 Developing Polycentric Settlement Structures and Territorial Cooperation	<input type="checkbox"/>
4.2 Addressing the Territorial Effects of Demographic and Social Change on Urban and Regional Development	<input checked="" type="checkbox"/>
4.3 Capitalising on Cultural Resources for More Attractive Cities and Regions	<input type="checkbox"/>

**ERROR 8**

You can only tick up to three of these Areas of Interventions.

Describe the links to those Areas of Intervention.

**Image 6**

The project is contributing positively to the maintenance of biodiversity	<input type="checkbox"/>
The project is reducing risks and impacts of natural and man-made hazards	<input type="checkbox"/>
The project is promoting cleaner production and consumption	<input type="checkbox"/>
The project is contributing to the reduction of land take for urban development	<input type="checkbox"/>
The project carries out studies on environmental issues and human health (e.g. in pre-investment projects)	<input type="checkbox"/>

**You have to tick at least 1 indicator.**

How does your project affect the **economic dimension of sustainability** (Lisbon goals) ?

Addressed ☐

Describe contributions to the economic dimension of sustainability (Lisbon goals).

Textbox 11      you have 0 characters      (max. 1000 characters)

Select the relevant economic indicators for your project

The project is contributing positively to innovation and competitiveness	<input type="checkbox"/>
The project is supporting RTD activities in SMEs and SME access to RTD services	<input type="checkbox"/>
The project is contributing to strengthened co-operation among businesses	<input type="checkbox"/>
The project is contributing to strengthened co-operation between businesses and research	<input type="checkbox"/>
The project is technology transfer or tertiary education institutions	<input type="checkbox"/>
The project is contributing to the establishment or development of transnational clusters	<input type="checkbox"/>
The project is contributing to the co-operation of key players of regional innovation systems	<input type="checkbox"/>
The project is fostering entrepreneurship	<input type="checkbox"/>
The project is supporting the use of ICT and the access to ICT services	<input type="checkbox"/>
The project is contributing to strengthened co-operation among training facilities and labour market organisations	<input type="checkbox"/>

**You have to tick at least 1 indicator.**

☐ Cover Sheet  
 ☐ Basic information  
 ☒ **Project outline**  
 ☐ Work plan  
 ☐ Partnership and Budget  
 ☐ Project budget  
 ☐ Timeline

**ERRORS 9 and 10**

**Table 6**

	TOPIC	INSTRUCTION	ERROR MESSAGE
PROJECT OUTLINE	2.2 Methodology	Box “ <u>Links to relevant initiatives</u> ”: • tick as many links as relevant for your project (no minimum or maximum number).	-----
		Box “ <u>Types of Action</u> ”: • tick minimum 1 Since the CENTRAL EUROPE Programme strives for concrete outputs and results, these pre-defined Types of Action support the actual implementation - every project should be focused on 1 or more well-defined Type(s) of Action.	<b>ERROR 11: No Type of Action has been ticked.</b>

**Image 7**

How does the project ensure actual implementation? Indicate which type(s) of action the project intends to implement and quantify related core output indicators.

Type of Action	Core output indicators	No./Vol.
Joint transnational strategy and action plan	No. of strategies/policy documents developed/ improved	<input type="checkbox"/>
	No. of strategies/policy documents implemented/adopted	<input type="checkbox"/>
Transnational tool development	No. of new tools developed	<input type="checkbox"/>
	No. of new tools implemented	<input type="checkbox"/>
	No. of trainings for new tools prepared or implemented	<input type="checkbox"/>
Joint management establishment	No. of permanent co-operations established	<input type="checkbox"/>
	No. of permanent management structures established	<input type="checkbox"/>
Investment preparation measures	Volume of investment prepared (in Euro)	<input type="checkbox"/>
	No. of jobs to be created through these investments	<input type="checkbox"/>
	Volume of private/public funds leveraged (in Euro)	<input type="checkbox"/>
Pilot Actions including investment	No. of Pilot Actions implemented (including Nr. of investments realised)	<input type="checkbox"/>
	Volume of investment realised through Pilot Actions (in Euro)	<input type="checkbox"/>
	No. of jobs created through Pilot Actions	<input type="checkbox"/>
Other		

**You have to tick at least one Type of Action.**

Describe the chosen type(s) of action for all core outputs. Please ensure consistency with the summary table below (core outputs per Work package).

Cover Sheet Basic information **Project outline** Work plan Partnership and Budget Project budget Timeline

**ERROR 11**

Please note also the following instruction:

**Image 8**

How does the project ensure actual implementation? Indicate which type(s) of action the project intends to implement and quantify related core output indicators.

Type of Action	Core output indicators	No./Vol.
Joint transnational strategy and action plan	No. of strategies/policy documents developed/ improved	<input type="checkbox"/>
	No. of strategies/policy documents implemented/adopted	<input type="checkbox"/>
Transnational tool development	No. of new tools developed	<input checked="" type="checkbox"/>
	No. of new tools implemented	<input type="checkbox"/>
	No. of trainings for new tools prepared or implemented	<input type="checkbox"/>
Joint management establishment	No. of permanent co-operations established	<input type="checkbox"/>
	No. of permanent management structures established	<input type="checkbox"/>
Investment preparation measures	Volume of investment prepared (in Euro)	<input type="checkbox"/>
	No. of jobs to be created through these investments	<input type="checkbox"/>
	Volume of private/public funds leveraged (in Euro)	<input type="checkbox"/>
Pilot Actions including investment	No. of Pilot Actions implemented (including Nr. of investments realised)	<input type="checkbox"/>
	Volume of investment realised through Pilot Actions (in Euro)	<input type="checkbox"/>
	No. of jobs created through Pilot Actions	<input type="checkbox"/>
Other		

As soon as at least one Area of Intervention has been selected, the next column “No./Vol” is activated and has to be filled in.

**Table 7**

	TOPIC	INSTRUCTION	ERROR MESSAGE
PROJECT OUTLINE	2.3 Sustainability and Knowledge Management	<p>Box "Outreach to selected target group":</p> <ul style="list-style-type: none"> <li>• tick as many target groups as relevant for your project (no minimum or maximum number);</li> <li>• Provide a quantification, otherwise the line will turn into red.</li> </ul>	-----
		<p>Communication manager:</p> <ul style="list-style-type: none"> <li>• in case that question "will be subcontracted" is ticked by "no", detailed data (name, etc) have to be filled.</li> </ul>	-----
	2.4 Partnership	<p>Box "Degree of transnational cooperation":</p> <ul style="list-style-type: none"> <li>• At least one additional criterion has to be selected.</li> </ul>	<b>ERROR 12: You have to tick at least one additional criterion.</b>
		<p>Project coordinator / Financial manager:</p> <ul style="list-style-type: none"> <li>• in case that question "will be subcontracted" is ticked by "no", detailed data (name, etc) have to be filled.</li> </ul>	-----

**Image 9**

Textbox 31 you have 10 characters (max. 2,000 characters)

What is the degree of transnational co-operation within the partnership? (tick at least one additional option)

Joint development	<input type="checkbox"/>
Joint implementation	<input type="checkbox"/>
Joint staffing	<input type="checkbox"/>
Joint financing	<input checked="" type="checkbox"/>

**ERROR 12: You have to tick at least one additional criterion**

Describe the selected degrees of transnational cooperation.

Navigation: Cover Sheet Basic information **Project outline** Work plan Partnership and Budget Project budget Timeline



### III.C1 Section 2.5 INVESTMENTS:

General note:

In case that under section “Project Budget” the Table 9 “Specification of budget line INVESTMENT” is filled by at least 1 investment, the Application Form AUTOMATICALLY creates an additional section/work sheet. This section “Investment” is located between the sections “Project outline” and “Work plan”.

**Table 8**

INVESTMENT	2.5 INVESTMENT	For each investment listed in the section “Project budget”, the section “Investment” foresees a set of questions in order to specify the single investment. Some data (Responsible partner, Investment budget, duration) are automatically transferred from the section “Project budget”.	-----
		Box “Characterics of the investment”: • At least 2 criteria have to be selected.	<b>ERROR 13a:</b> less than two criteria have been ticked.
		Timeframe of a single Investment cannot go beyond the overall project duration.	<b>ERROR 13b:</b> An end date for the investment going beyond the end date of the project has been selected.

**Images 10a and 10b**

Outline the characteristics of the investment by ticking at least 3 of the boxes below:

Form part of or be the result of transnational project co-operation	<input type="checkbox"/>
Have a transnational effect	<input type="checkbox"/>
Create a physical link or a functional connection between regions	<input type="checkbox"/>
Have a demonstrating/model or pilot character being jointly strived for and evaluated by the partners.	<input type="checkbox"/>

**You have to tick at least two characteristics of the investment**

Provide an overall description of the proposed investment and specify the chosen **characteristic of the investment**. Provide also a **split** of costs related to the proposed investment. Should works be involved, include costs for manpower and for construction materials separately. Specify also any good and/or service supplied in the framework of the proposed investment, providing it with its quantification.

**ERROR 13a**

**Investment 4.1**

Responsible Partner	PP2: Partner 2		
Budget	1.000,00 €		
Specify the start and end date.	Start date	End date	Duration (months)
	4	5	38

**You cannot select a start date before the start date of the project (4/2011)**

Provide a short description of preparatory steps for the investment (e.g. feasibility study, environmental impact assessment, contacts to decision makers, etc) already carried out.

**ERROR 13b**

## III.D Section 3 - WORK PLAN

Table 9

	TOPIC	INSTRUCTIONS	ERROR MESSAGE
WORK PLAN	GENERAL COMMENTS	The work plan is structured as follows: <ul style="list-style-type: none"> <li>• Work package-level (WP);</li> <li>• Action-level;</li> <li>• Output-level;</li> <li>• Some of these outputs are qualified as “Core outputs” and have higher visibility and higher implementation-orientation.</li> </ul>	
		<ul style="list-style-type: none"> <li>• WPs 0 to 3 are provided by default. Other WPs can be added by using the “Add Work package” button.</li> <li>• As a minimum requirement, WP 1, WP 2 and WP 3 have to be filled.</li> <li>• WP0 only pops-up, in case that the first field “responsible partner” is filled.</li> <li>• The TOTAL ELIGIBLE COSTS of each WP are automatically transferred to the section “Project budget - Tables 4, 5 and 6”.</li> </ul>	<p>Red colour in WP 3 remains as long as it is not filled.</p> <p><b>IMPORTANT NOTICE:</b> Total costs per WP are TOTAL ELIGIBLE COSTS (i.e., referring only to EU CENTRAL EUROPE partners’ budgets and to EU partners outside CENTRAL EUROPE). Budgets of all other partners (Third Country partners) <u>must not be included</u>.</p>
	WP 0 Preparation	<p>Starting date of preparation activities cannot be later than 07/05/2010.</p> <p>Total costs: Preparation costs are limited to € 20.000,-.</p>	<p><b>ERROR 14a:</b> The starting date of preparation activities is later than 07/05/2010.</p> <p><b>ERROR 14b:</b> The total costs exceed € 20.000,-.</p>
	WP 1 - WP 6 ACTIONS	<ul style="list-style-type: none"> <li>• WP1: all 4 actions are pre-defined.</li> <li>• WP2: 2 actions are pre-defined. In addition, up to 2 more can be self-defined by the project.</li> <li>• WP3-6: a minimum of 2 and a maximum of 6 actions per WP can be self-defined.</li> <li>• <u>Actions</u>: fill “title / start month and end month / total costs” for each action.</li> </ul>	<b>ERROR:</b> at least 2 actions per WP have not been filled in (relevant as from WP3).
		<ul style="list-style-type: none"> <li>• <u>Outputs</u>: fill at least 1 output per Action.</li> </ul>	<b>ERROR 15:</b> no output per action has been filled in (relevant as from WP1).
	WP 1 - WP 6 ACTIONS and OUTPUTS	<ul style="list-style-type: none"> <li>• <u>Outputs</u>: fill “title / month of availability / Qualitative description / Quantitative description”.</li> <li>• <u>Number of outputs</u>: up to 20 outputs can be filled in for each action.</li> </ul>	NOTICE: if next line “output” is not opened automatically, please ensure that Macro functionality is enabled - see chapter “General instructions”, p. 2

Image 11

Work package 0:

**Work package 0**

Work package name: Project preparation

Responsible partner: PP5: Partner 5

Involved partners:

LP	PP2	PP3	PP4	PP5	PP6	PP7	PP8	PP9
PP10	PP11	PP12	PP13	PP14	PP15	PP16	PP17	
PP18	PP19	PP20	PP21	PP22	PP23	PP24	PP25	

Description of preparation activities and outputs that have taken place

Textbox 279 you have 0 characters (max. 1,000 characters)

Date when preparation activities started (DD/MM/YYYY): 11/5/2010

The preparation activities cannot start later than 7/5/2010!

Total costs of the work package

**Work package 1**

ERROR 14

Images 12a and 12b

Work packages 1 to 6:

**Outputs**

In case you choose an Output as Core Output, please fill in the description in the Core Output Table below the Output table.

	Title of output (max. 75 characters)	Month of av.	is a Core Out.?	Qualitative description (max. 250 characters)	Quantitative desc. (max. 75 characters)
2.1.	2.1.1				
2.2.	2.2.1				

At least 1 output per action should be filled.

Activities outside Central Europe area, but within EU:  
please describe the activities and the planned benefits for the Central Europe area.

ERROR 15

Please note that in case that “month of availability” is outside the related action duration, the indicated month remains red.

Title of action		Start month of Action	End month of Action	Total costs of Action
2.1.	Media communication/ dissemination	7	44	1.000,00 €
2.2.	Non-media communication/ dissemination and website	6	48	1.000,00 €
2.3.				
Total costs of the work package				2.000,00 €

**Outputs**

In case you choose an Output as Core Output, please fill in the description in the Core Output Table below the Output table.

	Title of output (max. 75 characters)	Month of av.	is a Core Out.?	Qualitative description (max. 250 characters)	Quantitative desc. (max. 75 characters)
2.1.	2.1.1	rtze	5	asdlöfköasdl	200 participants
1.2.					

Seite 4

**Table 10**

	TOPIC	INSTRUCTIONS	ERROR MESSAGE
<b>WORK PLAN</b>	<b>WP 2 - WP 6 CORE OUTPUTS and RESULTS</b>	<ul style="list-style-type: none"> <li>If an output is qualified as “<u>Core output</u>”, then a separate core output and results-table opens below the output table.</li> <li>WP0 and WP1: no Core outputs are foreseen</li> </ul>	<b>IMPORTANT NOTICE:</b> at least 1 Core output per self-defined work package (WP3 to WP6) has to be defined. On action-level, 0 up to 4 core outputs can be defined.

**Image 13**

**Core Outputs**

Please describe the core outputs by specifying the major activities and their envisaged results; also outline the target groups, and the process how the results are used by these target groups (max. of 2x1000 characters).

Title of Core Output	Core Output description	Core output
sdg		<input checked="" type="checkbox"/>

Output is qualified as YES (being a Core output), therefore the Core output-table has to be filled (after the end of the output-table)

Core output and results-table opens and has to be filled

**Table 11**

	TOPIC	INSTRUCTIONS	ERROR MESSAGE
WORK PLAN	WP 1 - WP 6 ACTIVITIES OUTSIDE CENTRAL EUROPE AREA	<p>All activities outside EU Central Europe must be described.</p> <p>In the case of activities implemented in <u>Third Countries</u>, also the amount of ERDF related to these activities has to be provided.</p> <p>These ERDF amounts of all WP will be automatically compared with:</p> <ul style="list-style-type: none"> <li>• section BASIC INFORMATION (below table 3)</li> <li>• section Partners and budget</li> <li>• in case that no activities / no budget are foreseen to be implemented, type "N/A" respectively "0,00" in the respective fields</li> </ul>	In case of mismatches, an ERROR message pops up in the BASIC INFORMATION section (see <b>ERROR 5</b> ).

**Image 14**

Activities outside Central Europe area, but within EU:  
please describe the activities and the planned benefits for the Central Europe area.

Activities in Third Countries:  
please describe the activities and the planned benefits for the Central Europe area.

Indicate the planned ERDF for these activities:

Amount:

**Work package 3**

Work package name:

Work package level:

Navigation: Cover Sheet / Basic information / Project outline / **Work plan** / Partnership and Budget / Project budget / Timeline



## III.E Section 4 - PARTNERSHIP AND BUDGET

Table 12

	TOPIC	INSTRUCTIONS	ERROR MESSAGE
PARTNERSHIP AND BUDGET	GENERAL PRINCIPLES	Fill all details for every partner. Minimum sections to be filled for each partner (in order to guarantee a correct transfer of data to other sections): <ul style="list-style-type: none"> <li>English translation of the institution's name</li> <li>Country</li> <li>Regions Nuts 1, 2 and 3</li> <li>Legal status</li> <li>Financial contribution</li> </ul>	-----
	Lead Applicant, legal status	"Public Authorities", "Public equivalent bodies" and "International Organisation under national law" can be Lead Applicants in all Priorities. "Private institutions" can be Lead Applicants in Priority 1 only.	<b>ERROR 16: private Lead Applicant for other than Priority 1 has been selected</b> Please note that in case of a private Lead applicant in Priority 1, either "commercial" or "non commercial" has to be selected.
	Lead Applicant, Assimilated status, legal status	In case that the Lead Applicant is located in a DE and IT region outside the Central Europe area, but is assimilated to the Central Europe area, only "Public Authority" and "Public equivalent body" status can be selected.	-----
	Financial contributions (Total budgets)	Depending on the Country and Region selected, and depending on the legal status, the corresponding "Financial contribution" section pops up. CE EU Partners: in case that no ERDF is foreseen to be spent for activities in Third Countries, type "0,00" in the respective field.	In case of changes in country respectively legal status for the same LP/Partner, the original Total budget remains, but turns red. Please make sure that all figures in red have been removed manually before submitting the Application Form.
	Add new partner	Lead Applicant and Partner 2 and Partner 3 are indicated by default. A new partner field is automatically added after the respective last partner. As soon as the Institution's name is filled, the entire partner field becomes visible.	NOTICE: if next line "partner" function is not opened automatically, please ensure that Macro functionality is enabled - see chapter "General instructions", p. 2.

Image 15

The screenshot shows the 'Institution profile' section of the application form. The 'Legal status' dropdown is set to 'Private commercial institution'. A red error message box is overlaid on the right side of the form, stating: 'ERROR 16: This ERROR pops up in case other than Priority 1 is selected in the section "Cover sheet"'. The form also includes fields for 'Geographic level of activities' (Regional), 'Thematic field of activities' (Transport / ICT), and 'Functional Type of partner' (Intermediary services and training). The 'Previous experience in managing cooperation projects' field contains the text 'asdfsdf'.

## III.F Section 5 - PROJECT BUDGET

Table 13

	TOPIC	INSTRUCTIONS	ERROR MESSAGE
PROJECT BUDGET	Tables 4 to 6	Parts of the tables are pre-filled automatically with information provided in other sections (e.g. the WP-reference budgets or the Partner reference budget in table 6). Only the “white” fields have to be filled manually.	<b>IMPORTANT NOTICE:</b> As explained in Table 9, total costs per WP are TOTAL ELIGIBLE COSTS (i.e., referring only to EU CENTRAL EUROPE partners’ budgets and EU partners outside CENTRAL EUROPE). As a result, also in Section 5 the budgets of all other partners (Third Country partners) <u>must not be included</u> .
		WP 0 until WP 3 are “white” by default. WP 4, 5 or 6 only become activated in case that these WP are added in section 3 “Work plan” and a budget has been allocated to them in the Work plan section.	-----
		In case of mismatches between the reference figures transferred from other sections and the figures inserted manually, multiple ERROR messages pop-up.	<b>ERROR 17:</b> information provided in sections 3 and 5 mismatch.
	Table 4, budget lines	Automatic transfer of figures from tables 7-10 (indicated in grey): <ul style="list-style-type: none"> <li>external expertise</li> <li>equipment</li> <li>other</li> <li>investments</li> </ul>	-----
	Table 4, budget lines	Not all budget lines are eligible in all WP’s (indicated in green).	-----

Image 16

Section 5: Project budget										
Table 4: Budget break down #1										
	WP 0	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	Total eligible		
Staff costs								0,00 €	0,00%	
Administration cost								0,00 €	0,00%	
External expertise	0,00 €	0,00 €	0,00 €	0,00 €				0,00 €	0,00%	
Travel/accommodation								0,00 €	0,00%	
Meetings and events								0,00 €	0,00%	
Promotion costs	X							0,00 €	0,00%	
Equipment	X	0,00 €	0,00 €	0,00 €				0,00 €	0,00%	
Investments	X	X	X	0,00 €				0,00 €	0,00%	
Other	X	0,00 €	0,00 €	0,00 €				0,00 €	0,00%	
Total	0,00 €	0,00 €	0,00 €	0,00 €				0,00 €		
WP Reference Total	10.000,00 €	10.000,00 €	2.000,00 €	0,00 €				22.000,00 €		
%	45,45%	45,45%	9,09%	0,00%						
There is a mismatch with the total of Section 3 for WP 0, WP 1, WP 2										

ERROR 17

**Table 14**

	TOPIC	INSTRUCTION	ERROR MESSAGE
PROJECT BUDGET	Tables 7 to 10: External expert Equipment Investment Other	Specifications of budget lines: <ul style="list-style-type: none"> <li>• External expertise</li> <li>• Equipment</li> <li>• Investment</li> <li>• Other</li> </ul> These amounts are automatically transferred to Budget table 4.	NOTICE: if next line for “external expert / Equipment / Investment / Other /” is not opened automatically, please ensure that Macro functionality is enabled - see chapter “General instructions”, p. 2.
	Table 9: Investment	Specifications: <ul style="list-style-type: none"> <li>• Every planned Investment has to be specified separately</li> </ul>	As already outlined on page 12, as soon as table 9 Investment is filled in the section “budget”, an additional section “Investment” becomes visible in the Application Form (as section 2.5). This section “Investment” has to be filled separately for every investment.