PROGRAMME MANUAL

3.2. The use of SYNERGIE CTE during the reopening procedure

Synergie guide

Programme cofinancé par le Fonds Européen de Développement Régional (FEDER)

Programme cofinanced by the European Regional Development Fund (ERDF)

3. 2. The use of SYNERGIE CTE during the reopening procedure

The following section aims to provide guidelines for applicants in order to intervene in writing on the submitted application forms via the on-line monitoring tool of the Interreg MED Programme, SYNERGIE CTE (for more information about the reopening procedure, please refer to the information published in the Programme website – www.interreg-med.eu), in the framework of the reopening of the first call for modular projects

Here below you'll find the detailed outline of the sections of the Application Form that can be modified to help you in gathering the relevant information and preparing your answers before filling it. All steps you have to follow have been described. Information/tips to help you to proceed have been also included.

Kindly be reminded that to assist you further, a courtesy Application Form in Word version is available on the Interreg MED Programme website (www.interreg-med.eu).

For any problems that you might experience with the submission of your proposal, please contact the Interreg MED Programme Joint Secretariat: programme_med@regionpaca.fr. Kindly indicate in the object of your mail "Synergie" in order to speed up the treatment of your question.

3.2.1. To take into consideration before start the fill in

First of all make sure that you really want to have your proposal reopen. Kindly note that if you decide to request it, it would be the second version of your proposal the one that would be used during the second assessment phase. **Before making any decision please read carefully Step # 2 of the present document.**

It is highly recommended to **gather all the relevant information before starting to fill in** the Application Form, especially the information regarding what you want to add or modify. Please check the present section of the Programme Manual in order to have an idea of the information you will need.

As you may have experienced during the submission of your proposal, the use of SYNERGIE CTE **takes a lot of time**. Kindly foresee enough time to fill in all sections you may need to change. Having the information beforehand you will be able to follow each step smoothly. You can save as you go along and complete the information in several steps. Do not under-estimate the time needed to prepare a high quality proposal.

Kindly remember that in each section a maximum **number of character to be respected has been established**. If you exceed this limit the system usually prevents the save. If you exceed this number, extra characters will not be considered during the evaluation phase.

If you decide to write down your Application Form in a word document, and then you copy paste the text in the system, kindly be aware that the system will not count the number of characters. Text beyond the limit of characters will not be considered during the assessment phase.

The Application Form must be filled in in one of the two official languages of the Interreg MED Programme, **English and French**. The same language must be used all the time. This language would be considered as the language of the project.

Only section [Short description] **must** be provided in both languages (English and French).
As a general rule, the title of the project, the name of the partners, WP, outputs, activities and deliverables should be provided in both languages as well. If the translation of any of these elements is not possible, please indicate the same name in one of the languages twice in the mentioned sections.

INTRODUCTION TO SYNERGIE CTE

Some **symbols** will inform you about actions that should be implemented. Here below you can find an explanation of the main symbols that you can find on Synergie CTE:

 *: Click to add a new element.*

 *: Click to modify the information of the element.*

 *: Click to remove the element.*

 *: Click to see an element without modifying the information.*

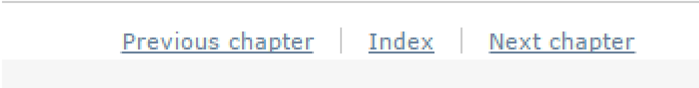
 *: Click to enter a date, a calendar will pop-up.*

 *: Click to spread out.*

 *: Click to produce the PDF form. For further information please refer to **Step # 12**.*

[Link]: Click to go further or to create a new element.

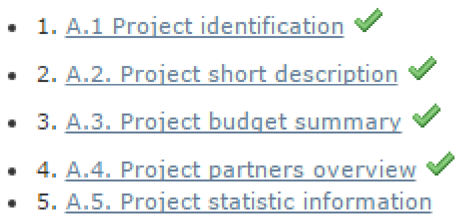
On the top of each page of the Application Form, you will find three links to go to the previous chapter of the Application Form, to the Index of the Application Form and to the Next chapter of the Application Form.



Remember to click on the Save button in each page.

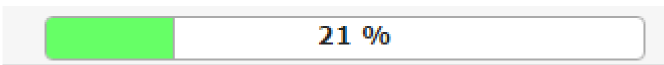
When the data is successfully recorded, a green message usually appears on the top of the screen.

In the Application From index, you will see a green tick every time that you have declared that a section has been completely filled in or when the section is filled in automatically by the system. This will help you to follow up your progress.



On the right up corner, you will have as well a progress bar that will show you how many has been completed.

Kindly do not take it into consideration during the reopening phase.



You will have to enter the information via the section «**Enter main elements**» or through the «**Index**» of the Application Form. Specifications are indicated in this document. You are invited to fill in all the information required in each single section according to the **guidance** established in this document, including the type of information that is expected in each section of the Application Form.

Text boxes in yellow have to be filled in. If they are kept empty, you might face some difficulty to submit your application.

If the system requests to provide any information not compulsory in both languages, kindly include the same text in both boxes or enter "N/A" in the empty box in order to continue the submission of the Application Form.

Coherence checks shall be made during the whole period of the drafting of the Application Form; it is not recommended to wait until the final stages unless Lead Partner disposes of enough time for making the necessary corrections. Lead Partners are invited to use the coherence check after saving each section of the Application Form. (See **Step # 10**).

STEPS TO THE ONLINE REOPENING PROCEDURE

The following stages have been identified in order to assist applicants during the reopening procedure. Detailed step-by-step procedures can be found in the present document.

- *Request the reopening of the Application Form (Steps # 1 to 3)*
- *Complete or modify your Work Plan (Steps # 6 to 9); specially:*
    - *Activities (Steps # 6.4 to 6.7)*
    - *Deliverables (Steps # 6.8 to 6.12)*
    - *Activities outside of the MED area (Step # 6.16) – new format*
- *Complete or modify your budget; specially:*
    - *Budget per WP – make budget coherent (Steps # 7.1 to 7.2)*
    - *Detail of the budget foreseen in budget lines "External expertise and services" and "Equipment" budget lines (Step # 7.3) – new format*
- *Validate the Application Form (Steps # 10 to 12).*

3.2.2. Request access to the Application Form during the reopening phase

Step # 1 VERIFY THAT YOUR PROPOSAL HAS BEEN ADMITTED TO THE SECOND PHASE OF ASSESSMENT

1. You can check in the website of the Interreg MED Programme the list of proposals admitted to go into the second phase of assessment.

2. You received a notification of the Managing Authority informing you about the decision of the Programme Steering Committee, as well as the first phase assessment form, the re-opening procedure and the full application form for information.

▲ If your proposal has not been admitted into the second phase of assessment you will not be allowed to modify it.

3. In the reopening announcement published in the Interreg MED Programme website, you will find the deadlines for requesting the reopening and for validating the new Application Form.

Step # 2 DECIDE IF YOU WANT YOUR PROPOSAL TO BE REOPEN

Before making the decision of whether or not to request the reopening of your proposal, please take into consideration that …

… this is an extraordinary procedure that should be used just **if necessary**;

… the modification of any information in SYNERGIE CTE is very **time consuming** and you have to be sure that the modification you want to carry out is worth your time and effort;

… during the reopening phase, you will get a PDF version of the application form containing only sections open for corrections, after the closure of this phase, those sections will be integrated in your full application form creating a second version of it. You will have access to this second version few days after the closure date established in the reopening announcement;

… in this sense, the **second version of your application** is the one that will be used during the second assessment phase, and in consequence if you remove any information by mistake you will have to complete it again before the submission deadline;

… only **sections concerned by the technical dysfunctions** occurred during the application phase when entering information in the work plan in SYNERGIE CTE will be reopened;

The following table indicates which sections of the Application Form can be modified and where to find more information about how to do it:

SECTION OF THE APPLICATION FORM	*EXPLANATION*	*STEP NUMBER*
Part A Project Summary	Non modifiable	-
Part B Project partners	Non modifiable	-
Part C Project description		

Sections: C.1, C.2.1, C.3, C.4	Non modifiable	-
Section: C.2.2	To be updated if relevant information included in the work plan	Step # 8
Section: C.5	Modifiable	Step # 6
Section: C.6	Modifiable	Step # 6.16
Section: C.8	Modifiable	Step # 7.3
Section: C.7	Modifiable	Step # 9
Part D Project budget		
Sections: D.1, D.6, D.7	Non modifiable	-
Sections: D.2, D.3, D.4, D.5, D.8	Updated automatically if relevant information included in the work plan	Step # 7

… the rest of the sections cannot be modified;

… any modification must be **coherent** with sections already assessed, so you cannot add major changes to your proposal;

… it is highly recommended to contact your **project partners** in order to update them about the situation of the proposal, and to include them in the decision making process;

… you are invited to **read carefully** all the information provided, including your first version of the Application Form as well as the **present document, especially the steps explaining how to verify the information already included in your Application Form and the orange tables that include tips to be used during this phase**, in order to identify the sections that you may be interested in changing;

… **some new functionalities**[1] are available for the reopening, but the same information was already present during the submission phase, and, in consequence, it is not recommended to reopen the proposal just to reorganise existing information;

… there are no compulsory documents to be attached to the proposal, and no annexes can be submitted within the new version of the proposal;

… to grant equal treatment, besides the assessment form sent to you with the MA notification, the **Joint Secretariat** cannot at this stage provide further information regarding the results of the first phase of the assessment nor participate to your decision to modify the accessible parts of the application.

Step # 3 REQUEST ACCESS TO YOUR PROPOSAL

1. Lead Partners must send an e-mail at programme_med@regionpaca.fr with the object "Request for reopening – ACRONYM OF THE PROPOSAL" within the period established in the reopening announcement. If possible, indicate the sections you wish to modify.

▲ A deadline for the request of reopening has been established in the reopening announcement. No reopening will be granted by the JS after that date.

[1] Mainly: Identification of WP leaders (See Step # 6.2), New version of tables C.6 (See Step # 6.16) and C.8 (See Step # 7.3), Possibility of selecting several target groups for the same activity.

2. The JS will change the status of the proposal to “new project” in order to allow the Lead Partner to modify its proposal.

3. An e-mail will be sent to the Lead Partner, as an answer to the e-mail received, informing of that.

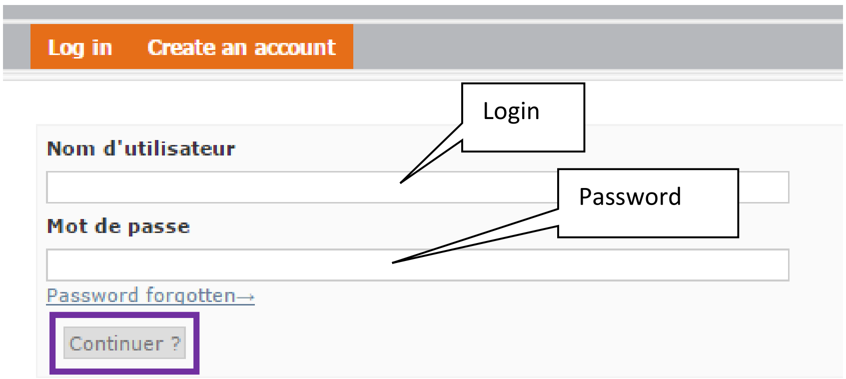
3.2.3 Complete your proposal

Once the reopening has been confirmed, concerned Lead Partners have to access to the system with the Lead Partner account used during the application phase. For further information please check the reopening announcement published in the web site of the Interreg MED Programme.

Step # 4 ENTER IN YOUR LEAD PARTNER ACCOUNT

1. Connect to the SYNERGIE-CTE website: https://synergie-cte.asp-public.fr/

2. Enter your login and password.



<u>If you have forgotten your login</u>

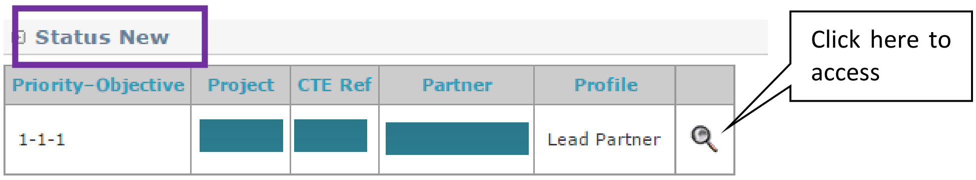
Kindly send an e-mail to programme_med@regionpaca.fr indicating in the object of your mail "SYNERGIE", and including in the text of your message the following information: acronym of your proposal, name of your organisation, ASP/Synergie number and name of the Lead Partner SYNERGIE account holder.

<u>If you have forgotten your password</u>

Click on Password forgotten. You will receive an e-mail in order to create a new password.

Step # 5 ENTER IN TO YOUR PROPOSAL

1. Click on the magnify glass of the proposal you want to modify.



▲ Kindly note that in order to modify your proposal it has to be on status "new proposal". If your proposal is not in this status you will not be allowed to modify it.

2. The index containing sections that may be completed appears.

▲ Kindly note that during this phase you will only have access to sections that may be completed according to the reopening procedure published. In this sense, the PDF version of the Application Form that you can retrieve during this phase contains only those sections. For more information about the related sections please check Step # 2.

You can now start completing the Application Form. Here below you may find sections that can be modify and others that cannot. In the present document you may find further information about how to change each section.

▲KINDLY NOTE THAT THE INFORMATION INCLUDED IN THE LAST APPLICATION FORM IN THE SYSTEM WOULD BE THE ONE ASSESSED DURING THE SECOND ASSESSMENT PHASE.

Step # 6 PROJECT WORK PLAN

The purpose of reopening a part of the Application Form of modular projects is to enable Lead Partners to correct or complete information related to the Work Plan of the proposals, following the technical dysfunctions occurred during the submission of applications in September-November 2015. In this section we provide you the elements on how to check the information already included, and how to add, modify and remove any information.

As explained in section 2.3.3 of the Manual, project must be structured into work packages. Each WP should have specific objectives, outputs, activities and related deliverables. The work plan and the number of compulsory work packages depend on the type of project selected. The work packages for each type of project will appear automatically. Please do not add neither remove any WP.

▲ In order to fulfill the work plan you will have to enter information through the section $\boxed{\text{Enter main elements}}$ and through the $\boxed{\text{Index}}$ of the Application Form. In order not to forget any information this step has been divided in several ones. You can start by any of them but you have to complete all of them. Use the PDF version of the Application Form in order to check the completeness of your proposal. Information not included in the printable version of the Application Form (PDF) will not be read. To see how to retrieve the PDF versions of the Application Form, please refer to Step # 12.

The five types of information requested to complete the work plan are:

- *General **description** of each WP (Step # 6.1)*
- ***Outputs** for content-related WP (Step # 6.13)*
- ***Activities** of each WP (Steps # 6.4 to 6.7)*
- ***Deliverables** for each activity (Steps # 6.8 to 6.12)*
- ***Budget** per partner and WP (Step # 7.1)*

A focus on WP0 – Project preparation (Step # 6.3) and Pilot activities (Step # 6.7) is also provided.

Step # 6.1 Enter general information of each WP

1. On the Application Form index page, click on the relevant sections related to each WP of your project[2] and enter the required information. Kindly use the guidance included in the Word template of the Application Form and in the messages in green included in each page in order to answer the questions.

WP 0 : Project preparation (optional)	**2.2 C.5.3.** WP0: Project preparation : Description (See **Step # 6.3**)
WP 1 : Project Management (mandatory)	**2.3 C.5.4.** WP1: Project management : Description
WP 2 : Project Communication (mandatory)	**2.4 C.5.5.** WP2: Project communication : Description **2.5 C.5.6.** WP2: Project communication : Explanation
WP 3: Studying	**2.6 C.5.7.** WP 3: Studying : Description and objective **2.7 C.5.8.** WP 3: Studying : Target groups involvement **2.8 C.5.9.** WP 3: Studying : Durability and transferability of main outputs
WP 4: Testing	**2.9 C.5.10.** WP 4: Testing: Description and objective **2.10 C.5.11.** WP 4: Testing : Pilot activities : Justification **2.11 C.5.12.** WP 4: Testing: Time frame of the pilot activity implementation **2.12 C.5.13.** WP 4: Testing: Target groups involvement **2.13 C.5.14.** WP 4: Testing: Durability and transferability of main outputs
WP 5: Transferring	**2.14 C.5.15.** WP 5: Transferring : Description and objective **2.15 C.5.16.** WP 5: Transferring : Target groups involvement **2.16 C.5.17.** WP 5: Transferring : Durability and transferability of main outputs
WP 6: Capitalising	**2.17 C.5.18.** WP 6: Capitalising : Description and objective **2.18 C.5.19.** WP 6: Capitalising : Target groups involvement **2.19 C.5.20.** WP 6: Capitalising : Durability and transferability of main outputs

▲ Please fill in only the sections related to your type of project. The rest of the sections may remain empty.

2. Click on Save on each page and click on Next chapter on the top bar in order to go to the next section

Step # 6.2 Identification of WP leaders

[2] For more information, please refer to section 2.3.3.
- For Studying (M1) type of projects: WP0 + WP1 + WP2 + WP3
- For Testing (M2) type of project: WP0 + WP1 + WP2 + WP4 + WP5
- For Capitalising (M3) type of project: WP0 + WP1 + WP2 + WP6
- For Studying and Testing (M1+M2) type of project: WP0 + WP1 + WP2 + WP3 + WP4 + WP5
- For Testing and Capitalising (M2+M3) type of project: WP0 + WP1 + WP2 + WP4 + WP5 + WP6
- For integrated (M1+M2+M3) type of project: WP0 + WP1 + WP2 + WP3 + WP4 + WP5 + WP6

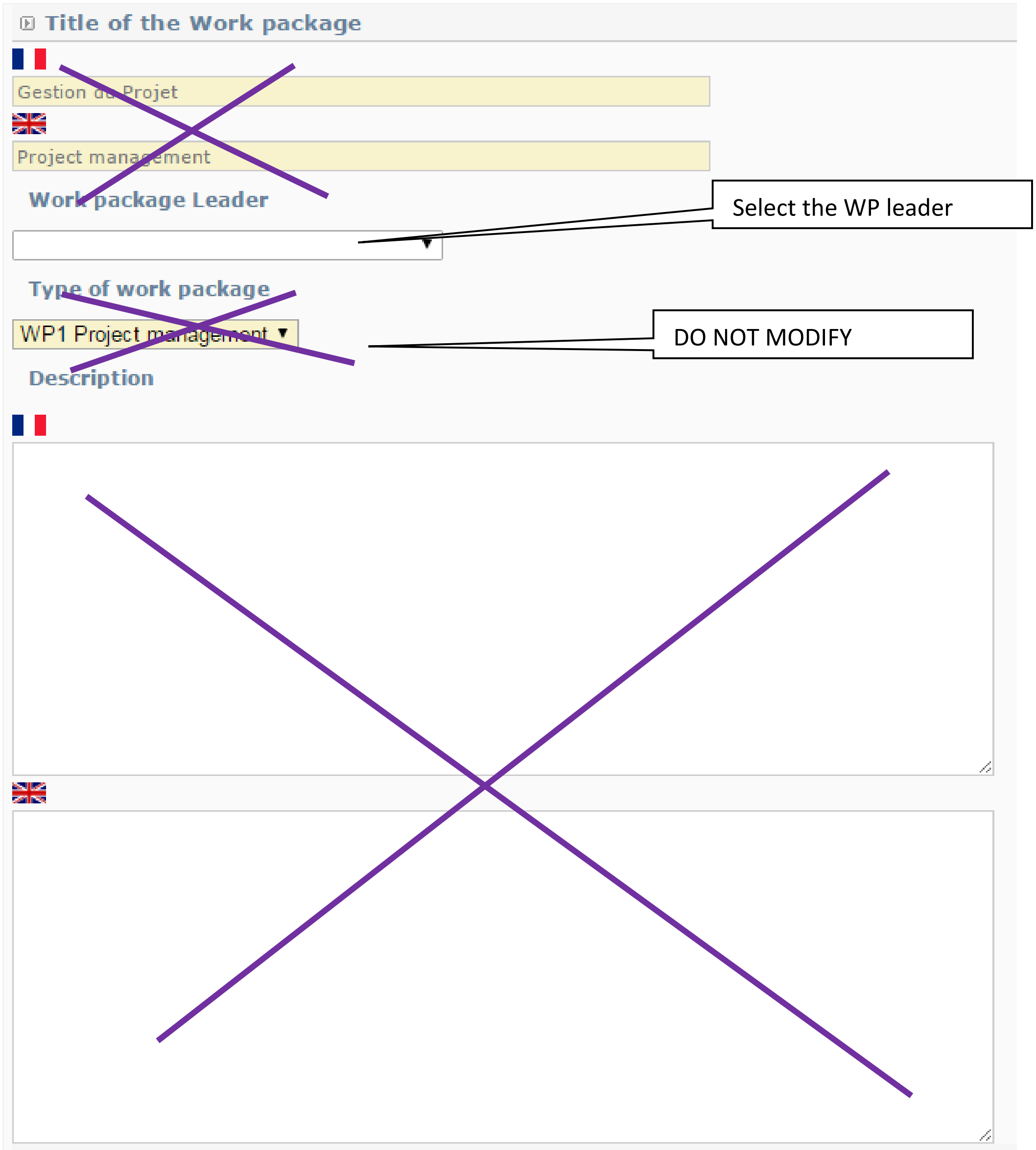
This is a new functionality put in place for the reopening phase. In the case of projects that do not complete this information, the rule[3] established during the application phase of the call will be used during the second assessment phase.

1. On the Application Form index page, click on Enter main elements and go to the tab Work plan.
2. Enter in the WP by clicking on the name of the WP.
3. A new page appears.
4. Select the WP leader.

▲ Do not include or modify any information here. Information regarding description and justification of WP must be included via the index of the Application Form according to Step # 6.1.

[3] First call for modular projects: SYNERGIE CTE Guide – Application Phase (Version: 1.1; Date: 20/10/2016)

▲ The responsible for the coordination activity of each WP will be considered as the WP leader. With the exception of WP Management, for which the WP leader will be always the Lead Partner. The involved partners of the WP will be the ones involved in the activities foreseen in the framework of the concerned WP.



5. Click on Save at the bottom of the page.

Step # 6.3 Focus on: WP0 - Project preparation

▲ In this section you can find all the steps that you have to follow in order to fill in the WP0 – Project preparation.

1. If not already done following Step 6.1., On the Application Form index page, click on C.5.3. WP0: Project preparation: Description and include the description of activities carried out and contribution of each partner.

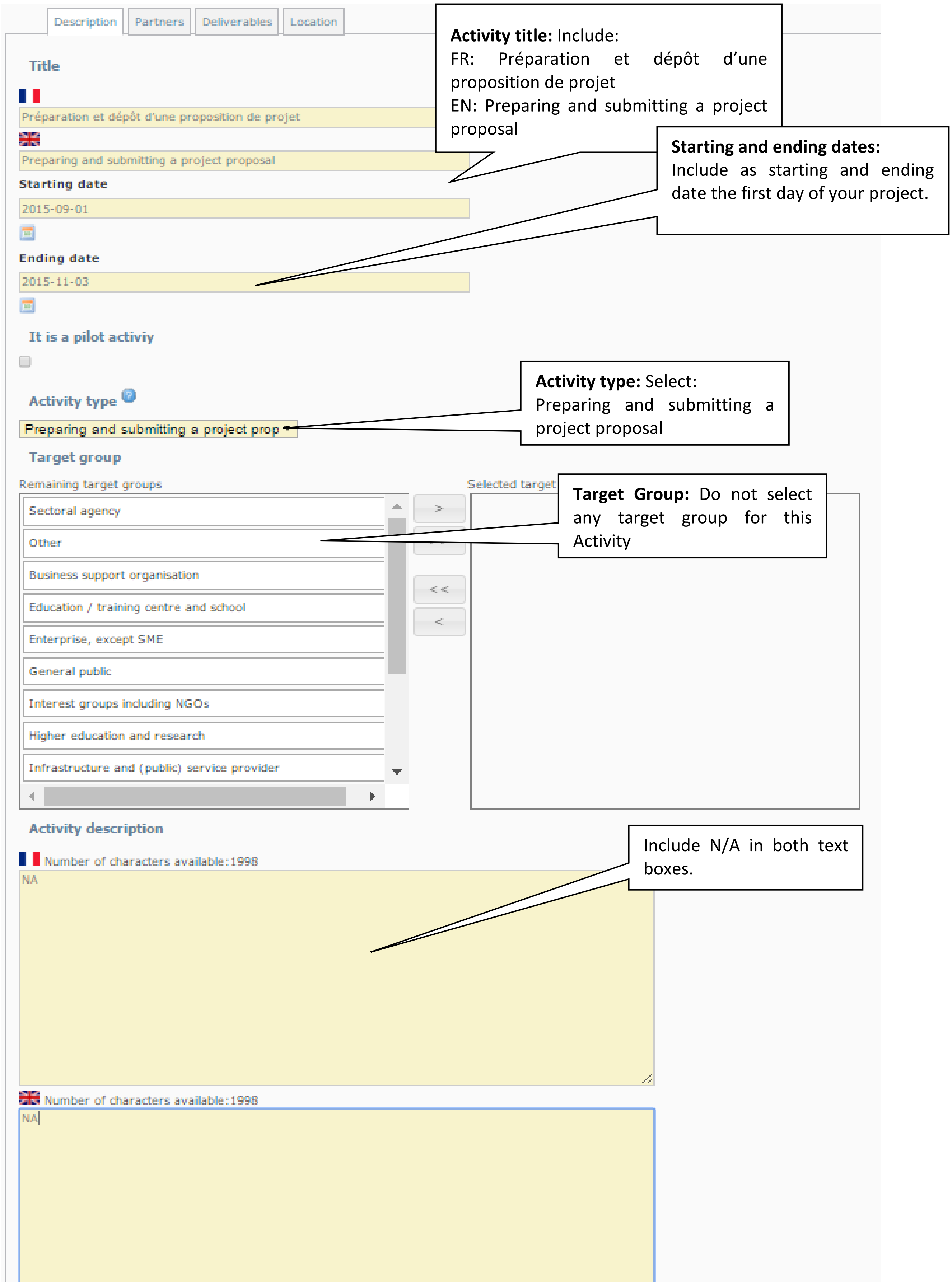
2. Click on Save and on Index on the top bar in order to come back to the Application Form index page.

3. On the Application Form index page, click on Enter main elements and go to the tab Work plan.

4. At the bottom of the page, click on Add an activity for the WP0 – Project preparation.

5. A new page appears, in the second part of the page you will see the section Create an activity, kindly enter the requested information. The first part of the page should not be completed.

▲Please do not take into account the mention [change activity's work package].


Description
Partners
Deliverables
Location
Title
Préparation et dépôt d'une proposition de projet
Preparing and submitting a project proposal
Starting date
2015-09-01
Ending date
2015-11-03
It is a pilot activiy
Activity type
Preparing and submitting a project prop
Target group
Remaining target groups
Sectoral agency
Other
Business support organisation
Education / training centre and school
Enterprise, except SME
General public
Interest groups including NGOs
Higher education and research
Infrastructure and (public) service provider
Selected target
Activity description
Number of characters available:1998
NA
Number of characters available:1998
NA
Activity title: Include:
FR: Préparation et dépôt d'une proposition de projet
EN: Preparing and submitting a project proposal
Starting and ending dates: Include as starting and ending date the first day of your project.
Activity type: Select: Preparing and submitting a project proposal
Target Group: Do not select any target group for this Activity
Include N/A in both text boxes.

6. Click on Save and proceed to the tab Partners

Partners

7. Select the partner responsible of the activity in the drop-down list.

8. Select the partners who will be involved in the activity by clicking on their name and on the arrow to put them on the table on the right.

9. Select the level of involvement of the involved partners by choosing: High, Medium or Low.

   In order to decide the level of involvement of each partner you have to take into consideration whether the partner is going to be a key player in the activity implementation (high) or if it is going to contribute to the activity implementation (medium) by, for example, giving inputs and sharing its experience or if it is there to validate some results or participate in some meetings (low involvement). This level of involvement should be in line with the responsibility of the partner in the framework of the activity and within its budget.

▲ Please note that the responsible partner has to be selected as well as participating partners.

10. Click on Save and proceed to the tab Location

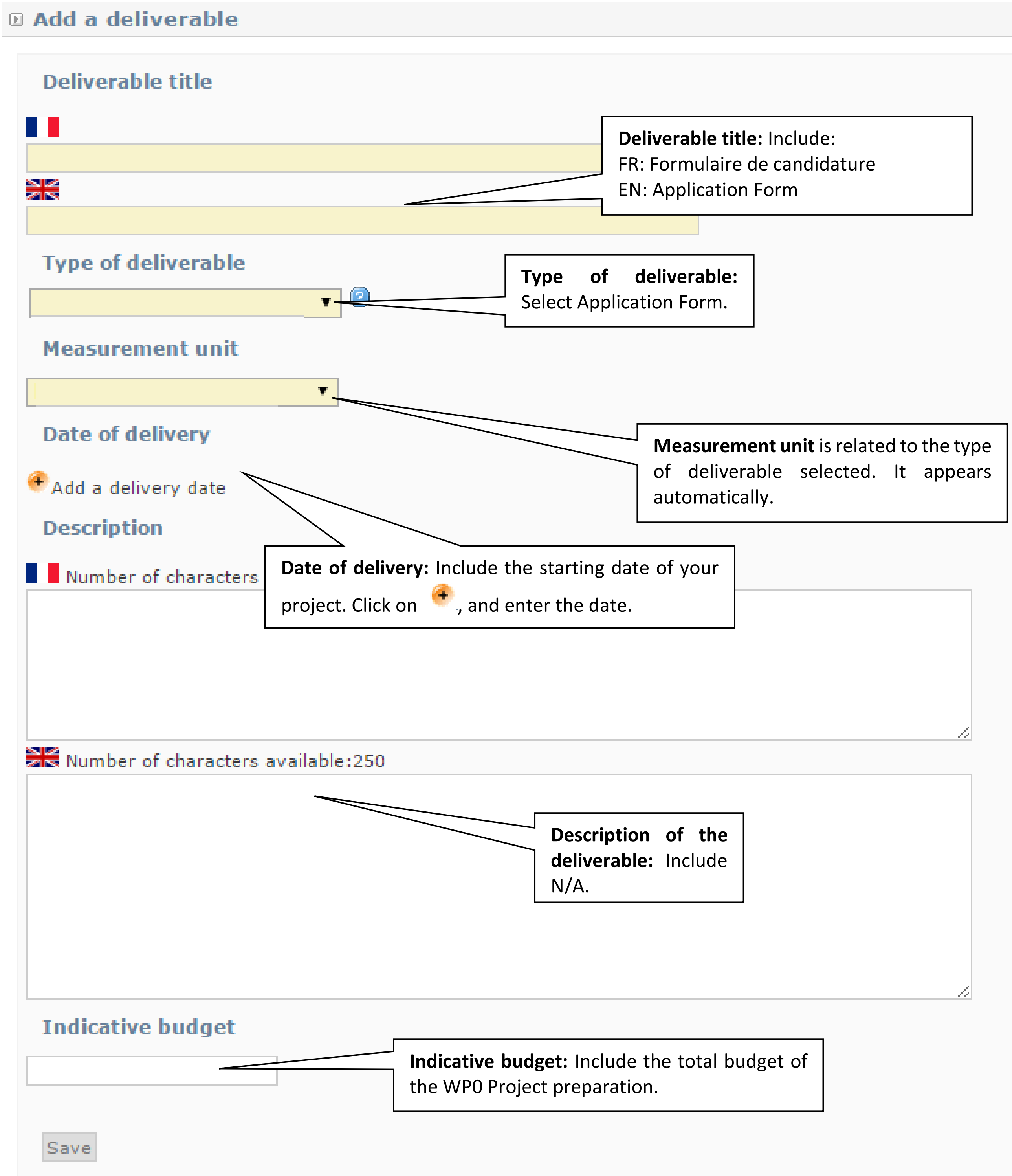
Location

11. Include N/A in the text box.

12. Click on Save. You will be redirected to the Work plan tab.

13. Click on the name of the activity and proceed to the tab Deliverables.

14. Click on , and enter the required information:

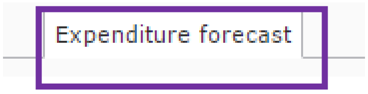

Add a deliverable
Deliverable title
Deliverable title: Include:
FR: Formulaire de candidature
EN: Application Form
Type of deliverable
Type of deliverable: Select Application Form.
Measurement unit
Measurement unit is related to the type of deliverable selected. It appears automatically.
Date of delivery
Add a delivery date
Description
Number of characters
Date of delivery: Include the starting date of your project. Click on , and enter the date.
Number of characters available:250
Description of the deliverable: Include N/A.
Indicative budget
Indicative budget: Include the total budget of the WP0 Project preparation.
Save

15. Click on Save and you will be redirected to the list of deliverables of the activity.

16. Include the target value in your first year of implementation.

17. Click on Save.

18. Go to tab Work plan. Enter the WP by clicking on its name and click on the tab Expenditure forecast.



19. For each partner involved in the WP0, enter its budget in the specific budget line preparation costs.

Subcategory	
Staff costs	
Staff costs	0.00
Sub total	0.00 €
Travel and Accommodation	
Travel and Accommodation	0.00
Sub total	0.00 €
External Expertise and Services	
External Expertise and Services	0.00
Sub total	0.00 €
Equipment	
Equipment for general office use	0.00
Thematic equipement	0.00
Small scale investments	0.00
Sub total	0.00 €
Preparation costs	
Preparation costs	15000.00
Sub total	15,000.00 €
Total activity	**15,000.00 €**

Click here in order to save each partner's budget.

Update amounts

▲ In order to enter amounts, please enter the amount without any coma or full stop: 100000. The amount will automatically appear like this: 100,000.00€. If you need to enter decimals use the full stop to separate the decimals, like this: 0.63€.

20. Click after each partner's table on Update amount in order to save the information. If you do not save after each table the information will be lost.

21. At the end of the section you will find a summary table of the total budget of the WP. Check that all information has been recorded correctly and save all information.

▲ The total budget of this WP cannot exceed 30.000 €. For more information please refer to eligibility criterion B.9 and section 2.4.5 of the Manual.

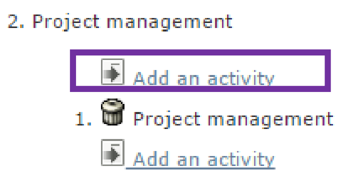
Step # 6.4 Add an activity to a WP

An activity is a process done for a particular purpose. Activities have to lead to the development of one or more project outputs. WP is divided into activities. For more information please refer to section 2.3.3. of the Manual.

▲ Kindly remember that in section 2.3.3. – Figures 15 to 20 – of the Manual you have a list of the different activities that may be implemented in the framework of each WP. Please identify all your activities according to this classification.
At the same time remember that some activities may be compulsory depending on the type of project selected. For example, you should foresee the common work to be done for the communication of the projects and the active participation in workshops and events organised by the horizontal projects and Programme authorities, and, that in the case of multi-modular projects, an external evaluation of the project implementation is compulsory. For these activities you must foresee some budget as well.
For further information please read carefully the Programme Manual and the relevant Terms of Reference.

1. On the Application Form index page, click on Enter main elements and go to the tab Work plan.

2. At the bottom of the page, click on Add an activity for the concerned WP.

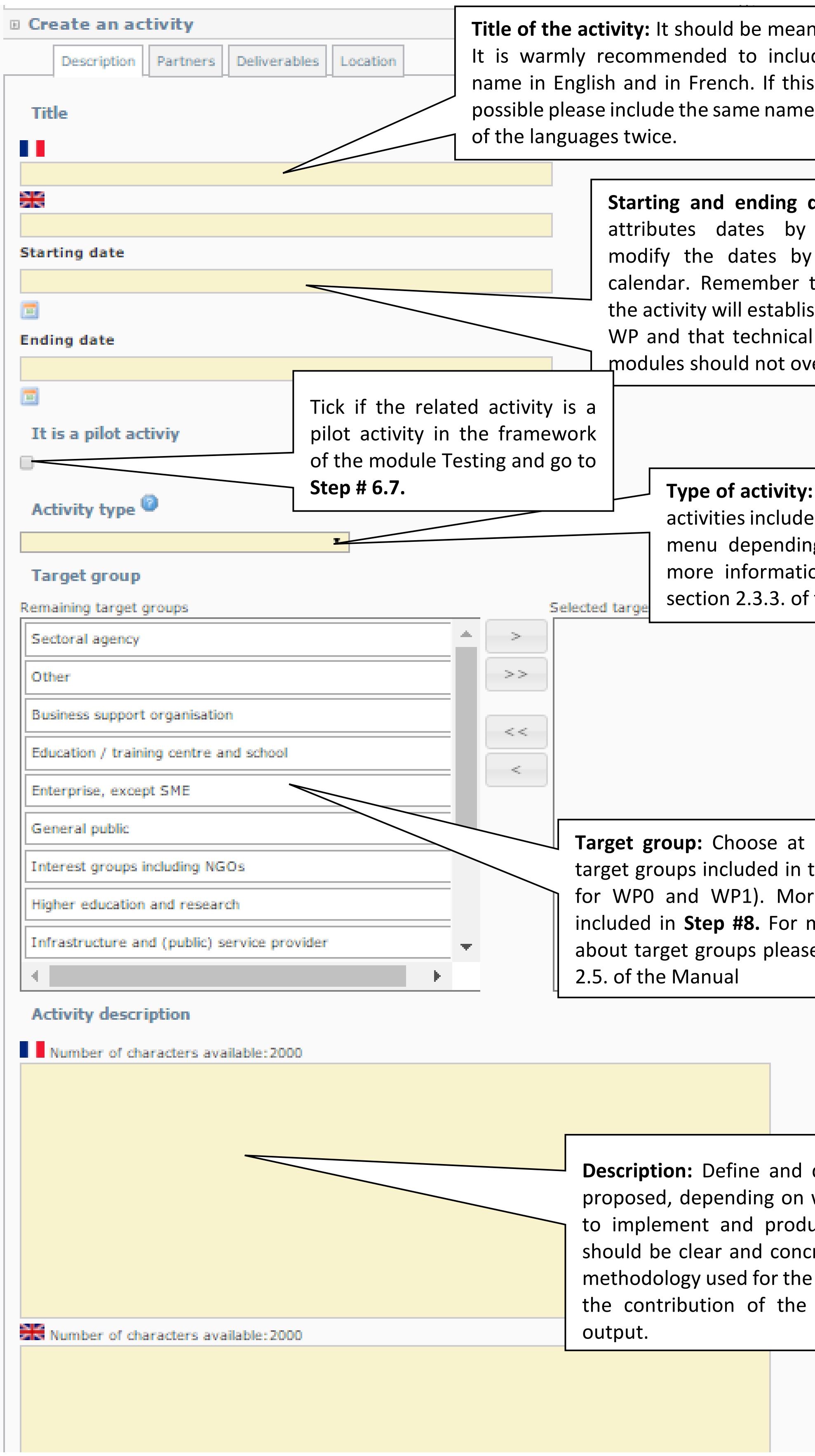


3. A new page appears. If this is the first activity of the WP, at the beginning of the page you may find the same page used for the identification of the WP leaders (Step # 6.2), kindly go to the second part of the page called Create an activity.

4. Kindly enter the requested information. The first part of the section has to remain empty.

▲ It is strongly advised to fill in the activity information following the horizontal menu on the top of the section. The sections included in the horizontal menu (Description, Partners, Deliverables, Location) provide the key elements of your activity. All fields in yellow are compulsory.

▲Please do not take into account the mention [change activity's work package].



Title of the activity: It should be meaningful. It is warmly recommended to include the name in English and in French. If this is not possible please include the same name in one of the languages twice.

Starting and ending date: The system attributes dates by default. Please modify the dates by clicking on the calendar. Remember that the dates of the activity will establish the dates of the WP and that technical WPs of different modules should not overlap.

Tick if the related activity is a pilot activity in the framework of the module Testing and go to **Step # 6.7.**

Type of activity: Choose one of the activities included in the drop-down menu depending on the WP. For more information please refer to section 2.3.3. of the Manual

Target group: Choose at least one of the target groups included in the menu (except for WP0 and WP1). More information is included in **Step #8.** For more information about target groups please refer to section 2.5. of the Manual

Description: Define and describe the activity proposed, depending on what applicants plan to implement and produce. The description should be clear and concrete and include the methodology used for the implementation and the contribution of the activity to the WP output.

▲ In the case of activities related to Work Package 0 – Project preparation, please refer to **Step # 6.3**. For more information about preparation costs, please refer to section 2.4.5. of the Manual

▲ In the case of WP 0 and 1 please do not enter any target group. The list of relevant target groups can be found at the end of this section (Appendix C) and in the relevant Terms of Reference.

▲Select the target groups who will be involved in the activity by clicking on their name and on the arrow to put them on the table on the right.

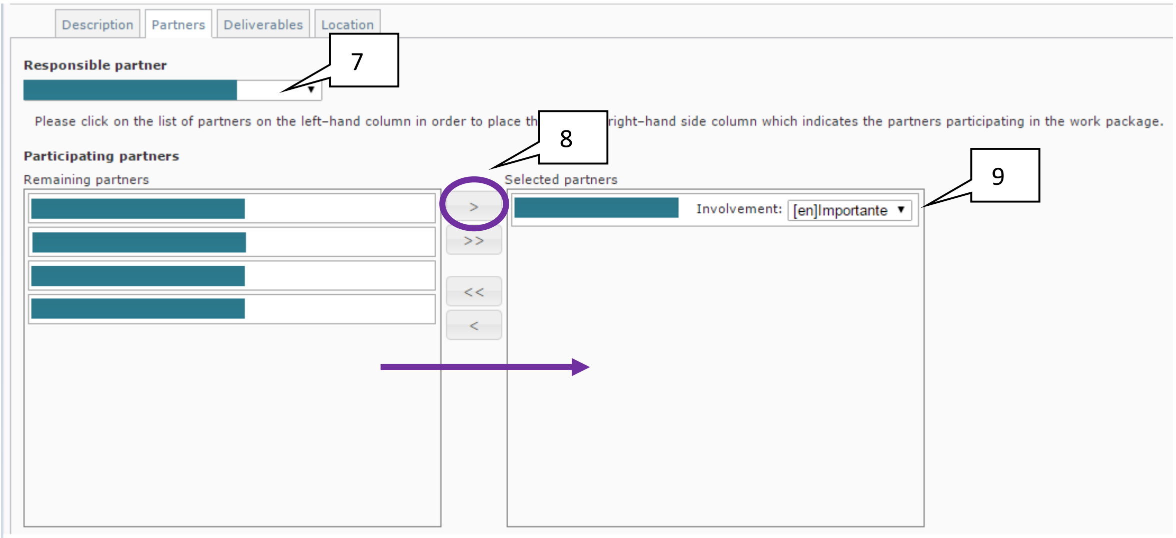
▲ Starting and Ending dates will be used for the calculation of each one of the modules that compose your proposal, for more information please refer to **Step # 9**.

5. Click on Save and proceed to the tab Partners

<u>Partners</u>

6. Select the partner responsible of the activity in the drop-down list.

7. Select the partners who will be involved in the activity by clicking on their name and on the arrow to put them on the table on the right.



8. Select the level of involvement of the involved partners by choosing: High, Medium or Low.

   In order to decide the level of involvement of each partner you have to take into consideration whether the partner is going to be a key actor in the activity implementation (high) or if it is going to contribute to the activity implementation (medium) by, for example, giving inputs and sharing its experience or if it is there to validate some results or participate in some meetings (low involvement). This level of involvement should be in line with the responsibility of the partner in the framework of the activity and within its budget.

▲ Please note that the responsible partner (Work Package leader) has to be selected as well as participating partner.

9. Click on Save and proceed to the tab Location

<u>Location</u>

10. Select the NUTS2/NUTS3 where the activity will take place and/or include a comment in the free text box.

An error message may appear. If this is the case please check that at least you have included some information in the NUTS tree or in the text box.

▲ If the activity will not take place physically, please do not select any location and include a comment regarding this situation.

▲ If you select a location outside the MED area, kindly remember to fill in the section C.6; please do not forget to follow **Step # 6.16**.

▲ If you still do not know where the activity will be located, please do not select any location and include a comment regarding this situation.
If you are sure that your activity will be located outside the Programme area, but you do not know where, please select "Other country". Kindly remember to fill in the section C.6; please do not forget to follow **Step # 6.16**.

11. Click on Save. You will be redirected to the Work plan tab. Click on the name of the activity concerned and proceed to the tab Deliverables and follow **Steps # 6.7 to 6.12**.

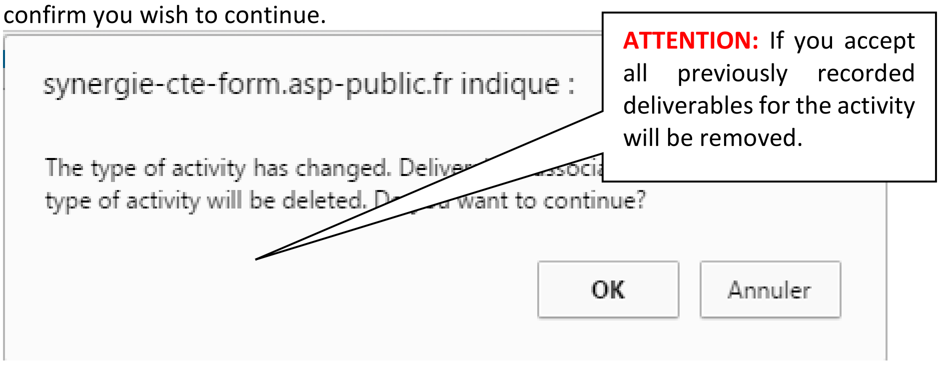
Step # 6.5 Modify an activity

1. On the tab Work plan, click on the activity name.

2. A new page appears. Complete or modify the required information. For more information about the detail of each section please check **Step # 6.4**.

3. Click on Save.

4. In case you change the type of activity, the following confirmation question may pop up. <u>If you accept, all deliverables previously recorded for the activity will be removed.</u> Kindly confirm you wish to continue.



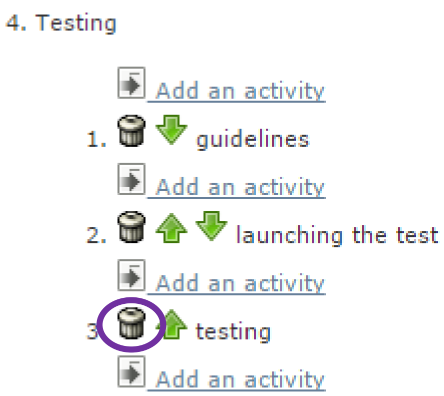
5. You will be redirected to the Work Plan tab.

▲ It is strongly advised to fill in the activity information following the horizontal menu on the top of the section. The sections included in the horizontal menu (Description, Partners, Deliverables, Location) provide the key elements of your activity. All fields in yellow are compulsory.

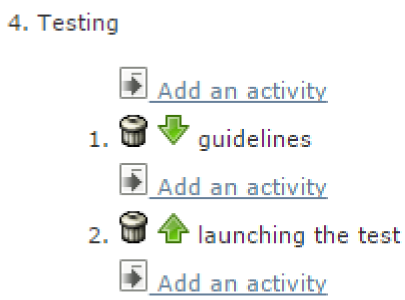
Step # 6.6 Remove an activity

1. On the tab Work plan, go to the bottom of the page.

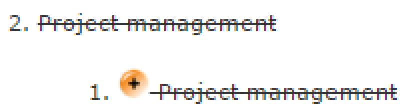
2. Identify the activity you want to remove and click on .



3. You will be redirected to the Work Plan tab. You are invited to check that the activity has been removed correctly.



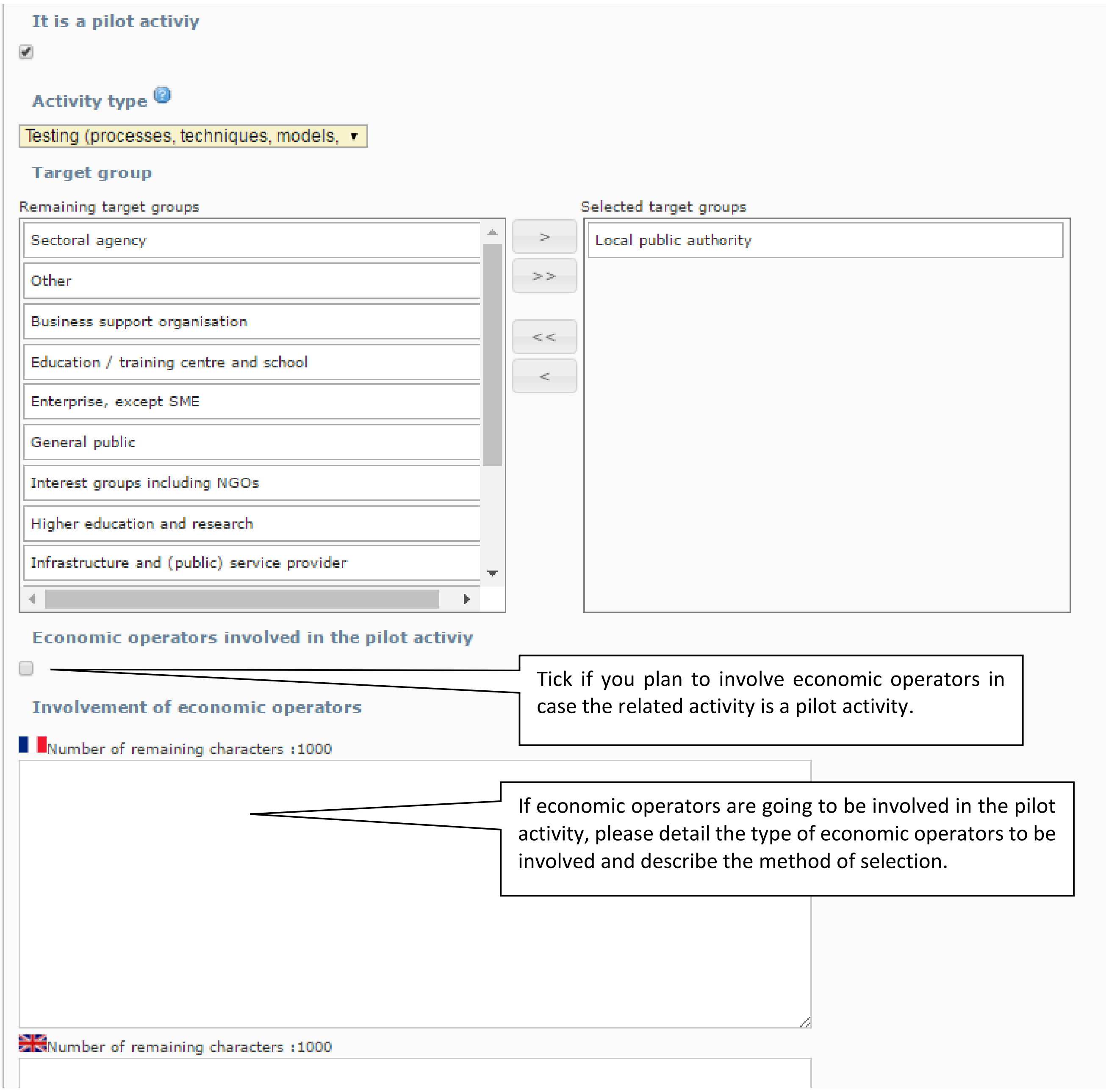
4. If the removed activity is the only activity of the WP, it will appear crossed. In order to create a new activity you should click on , the removed activity will be restored, create a new activity and then remove the old one, or modify the content of the activity restored.



Step # 6.7 Focus on: Additional information for pilot activities

▲ In the framework of the WP4: Testing, please identify the pilot activities of your project ticking on [It is a pilot activity]. **Please create a different activity for each pilot activity.**

Some additional information will be requested. Please answer the questions.



▲ Do not forget also to fill in in the Index the sections C.5.11. WP 4: Testing: Pilot activities: Justification and C.5.12. WP 4: Testing: Time frame of the pilot activity implementation regarding the same pilot activities. See **Step # 6.1**.

Step # 6.8 Verify deliverables foreseen for an activity

A deliverable is the physical evidence of what has been produced through an activity or as the physical evidence/support of the output that was produced through an activity.
Each activity should include one or more deliverables that contribute to the achievement of project outputs. All steps of a single activity do not necessarily need to be listed as separate deliverables, but should be aggregated into one deliverable when applicable and relevant. For more information please refer to section 2.3.3. of the Manual.

Before performing any major modification regarding deliverables information, kindly verify the information already included in the system.

There are 3 ways of verifying the deliverables included in the system:

- On the Application Form index page, click on 2.20. C.5.21. Work package deliverable.

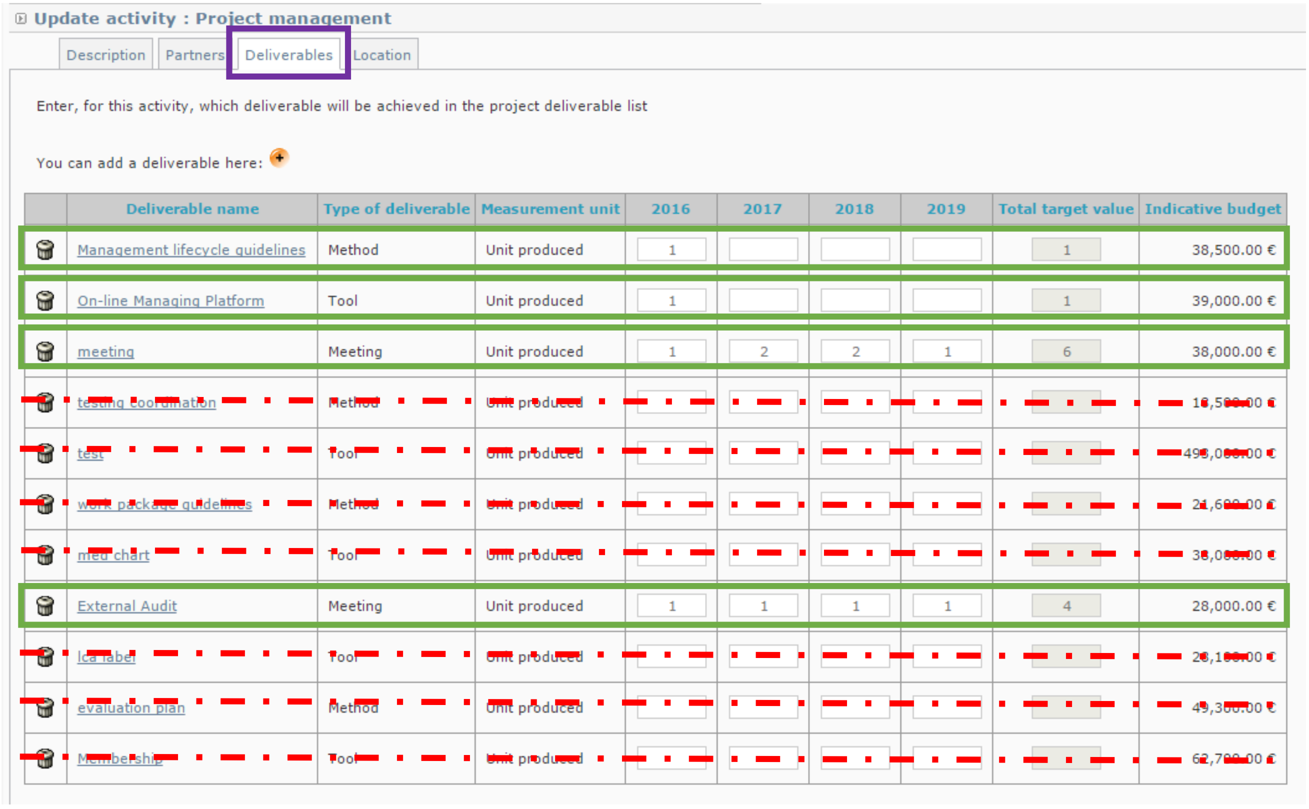
  A new page filled in automatically with the deliverables included in the work plan of your proposal appears. This same list is included in the printable version of your proposal (PDF version).

- On the tab Work plan of the section "Enter main elements", almost at the end of the page you will find a table listing the activities and deliverables foreseen in the work plan of your proposal. The same information is included in section 2.1 C.5.2 of the Application Form.

- Enter in the detail of each deliverable included in the work plan. In order to do that:

1. On the tab Work plan of the section "Enter main elements", click on the name of the related activity. A new page appears.
2. Go to the tab Deliverables.
3. A list of deliverables related to this activity appears.

In this last case, kindle be reminded that only deliverables having total target values are considered as deliverables related to this activity. The rest of the deliverables included in this section are related to other project activities but appear here due to a dysfunction of the system. Kindly do not take those into consideration. You can only modify, complete or remove deliverables related to this activity. The rest of the deliverables cannot be removed. PLEASE DO NOT TAKE THEM INTO CONSIDERATION.



Update activity : Project management

Description | Partners | Deliverables | Location

Enter, for this activity, which deliverable will be achieved in the project deliverable list

You can add a deliverable here:

	Deliverable name	Type of deliverable	Measurement unit	2016	2017	2018	2019	Total target value	Indicative budget
	Management lifecycle guidelines	Method	Unit produced	1				1	38,500.00 €
	On-line Managing Platform	Tool	Unit produced	1				1	39,000.00 €
	meeting	Meeting	Unit produced	1	2	2	1	6	38,000.00 €
	testing coordination	Method	Unit produced						1[illegible],5[illegible].00 €
	test	Tool	Unit produced						49[illegible],0[illegible].00 €
	work package guidelines	Method	Unit produced						2[illegible],6[illegible].00 €
	med chart	Tool	Unit produced						3[illegible],0[illegible].00 €
	External Audit	Meeting	Unit produced	1	1	1	1	4	28,000.00 €
	lca label	Tool	Unit produced						2[illegible],1[illegible].00 €
	evaluation plan	Method	Unit produced						4[illegible],300.00 €
	Membership	Tool	Unit produced						6[illegible],7[illegible].00 €

▲ Kindly note that in the summary of the work plan, the PDF version of the Application Form and in section C.5.2 you can see the deliverables that are correctly allocated to each activity.

From here the following actions may be undertaken:

- √ Modify the deliverable data (See **Step # 6.9**)
- √ Modify the target value of a deliverable (See **Step # 6.10**)
- √ Add a new deliverable (See **Step # 6.11**)
- √ Remove a deliverable (See **Step # 6.12**)

Step # 6.9 Modify deliverables data

1. On the tab Deliverables of the related activity, a list of deliverables appears. Click on the name of the deliverable you want to modify.

2. A new page appears. Complete or modify the required information. For more information about the detail of each section please check **Step # 6.11**.

Verify that the delivery dates are included within the starting and ending date of the activity. If the delivery dates are outside the implementation period of the activity, the related deliverable date may not appear in the PDF version of the Application Form.

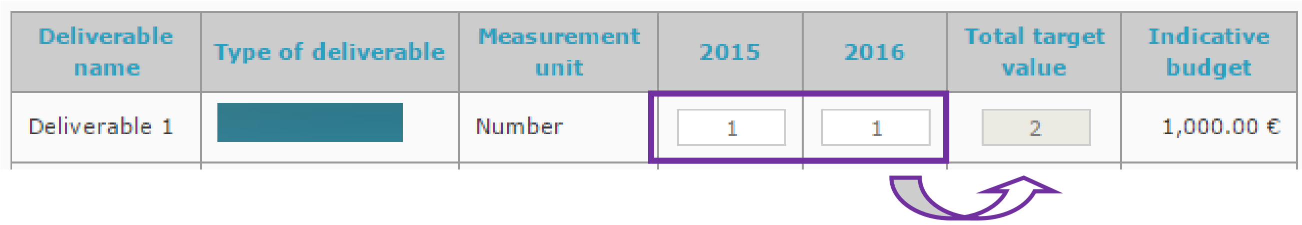
▲ If you try to select a type of deliverable not relevant for the type of activity, the deliverable will be removed from the list without notification. Kindly make sure that when you change the type of deliverable, the type selected is coherent with the type of activity. For further information, please check section 2.3.3.

3. Click on Save.

Step # 6.10 Modify the target value of a deliverable

Remember not to include target values for deliverables that are not related to the concerned activity.

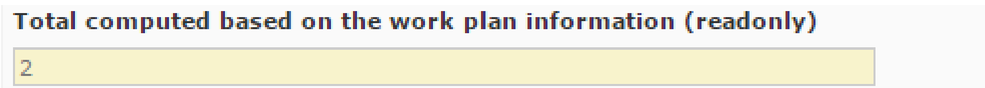
1. On the list of deliverables, include the target value per year according to the indicative dates previously entered. The total target value will be calculated automatically.



Deliverable name	Type of deliverable	Measurement unit	2015	2016	Total target value	Indicative budget
Deliverable 1		Number	1	1	2	1,000.00 €

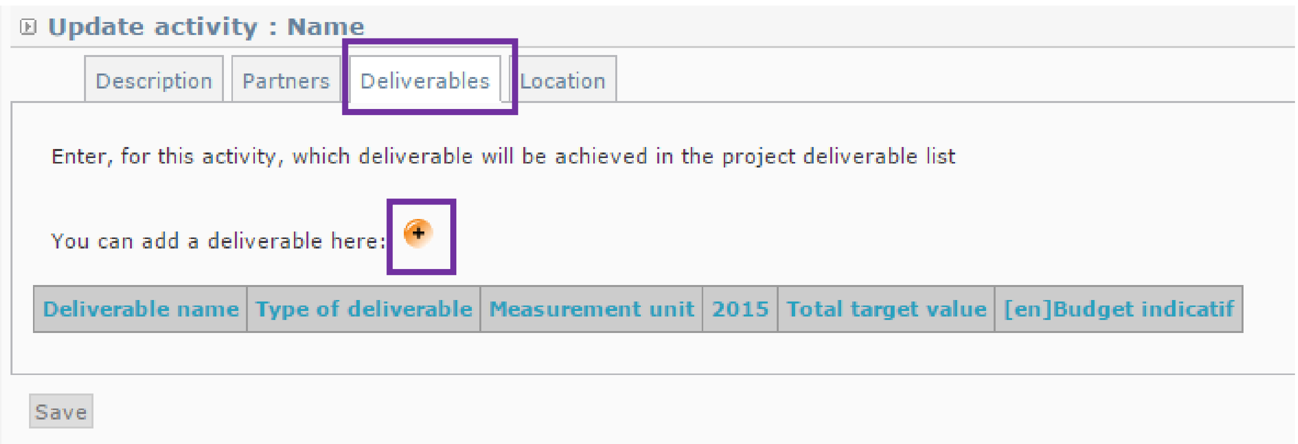
2. Click on Save.

3. Check that the information has been recorded correctly by entering in the deliverable and checking the total target value included (at the bottom of the page).

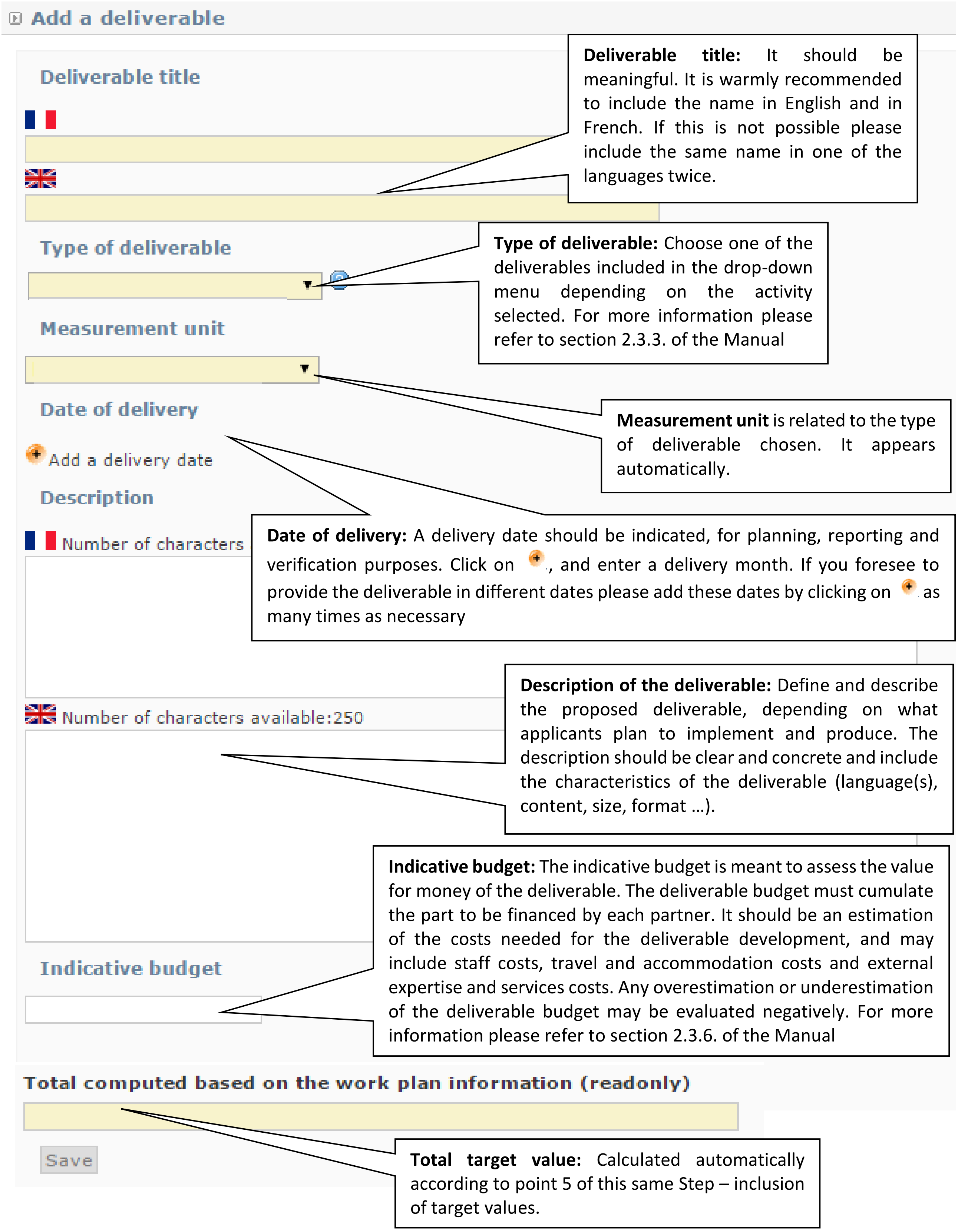


Step # 6.11 Add new deliverables and its indicative budget to an activity

1. Go to the tab Deliverables. Click on .



2. A new page appears. Enter the required information:


Add a deliverable
Deliverable title
Type of deliverable
Measurement unit
Date of delivery
Add a delivery date
Description
Number of characters
Number of characters available:250
Indicative budget
Total computed based on the work plan information (readonly)
Save
Deliverable title: It should be meaningful. It is warmly recommended to include the name in English and in French. If this is not possible please include the same name in one of the languages twice.
Type of deliverable: Choose one of the deliverables included in the drop-down menu depending on the activity selected. For more information please refer to section 2.3.3. of the Manual
Measurement unit is related to the type of deliverable chosen. It appears automatically.
Date of delivery: A delivery date should be indicated, for planning, reporting and verification purposes. Click on , and enter a delivery month. If you foresee to provide the deliverable in different dates please add these dates by clicking on as many times as necessary
Description of the deliverable: Define and describe the proposed deliverable, depending on what applicants plan to implement and produce. The description should be clear and concrete and include the characteristics of the deliverable (language(s), content, size, format …).
Indicative budget: The indicative budget is meant to assess the value for money of the deliverable. The deliverable budget must cumulate the part to be financed by each partner. It should be an estimation of the costs needed for the deliverable development, and may include staff costs, travel and accommodation costs and external expertise and services costs. Any overestimation or underestimation of the deliverable budget may be evaluated negatively. For more information please refer to section 2.3.6. of the Manual
Total target value: Calculated automatically according to point 5 of this same Step – inclusion of target values.

3. Click on Save and you will be redirected to the list of deliverables of the activity.

4. Include the target value per year according to the indicative dates previously entered. The total target value will be calculated automatically.

Deliverable name	Type of deliverable	Measurement unit	2015	2016	Total target value	Indicative budget
Deliverable 1		Number	1	1	2	1,000.00 €

5. Click on Save.

6. To add another deliverable to the same activity, click on again.

7. Once you have recorded all deliverables of the activity, if you want to <u>modify or remove any information, please follow **Steps # 6.10 and 6.12**.</u>

Step # 6.12 Remove deliverables from an activity

Only deliverables having total target values are considered deliverables related to this activity. The rest of the deliverables included in this section are related to other project activities but appear here due to a dysfunction of the system. Those cannot be removed. PLEASE DO NOT TRY TO REMOVE THEM AND DO NOT TAKE THEM INTO CONSIDERATION.

1. On the list of deliverables related to an activity, remove the target values included in the deliverable list.

	meeting	Meeting	Unit produced	1	2	2	1	6	38,000.00 €

2. Click on Save.

3. The deliverable list will appear updated.

	meeting	Meeting	Unit produced						38,000.00 €

4. Click on to remove the deliverable. A confirmation question will pop up, kindly confirm your will.

5. If the deliverable has been removed correctly, a green message on the top of the page will appear.

- Deliverable has been deleted

6. If the deliverable has not been removed, an orange message on the top of the page will appear.

   It means that the deliverable is not related to the activity, and that in consequence its removal will not be taken into consideration.

- The values foreseen for this activity have been deleted. The deliverable cannot be deleted because values are foreseen for this activity. guidelines (testing coordination)

▲ If the deliverable has not been removed, please check following Step # 6.8 that it has not been taken into consideration in the proposal.

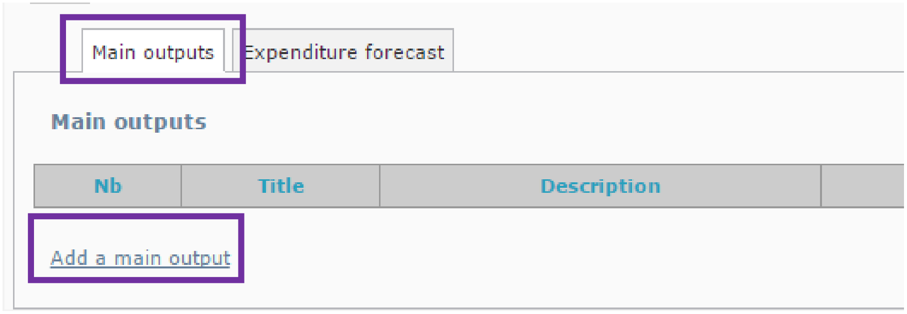
Step # 6.13 Enter outputs for content-related WP

A project main output is one that can be captured by a Programme output indicator and that directly contributes to the achievement of the project result. For more information please refer to section 2.3.3. of the Manual

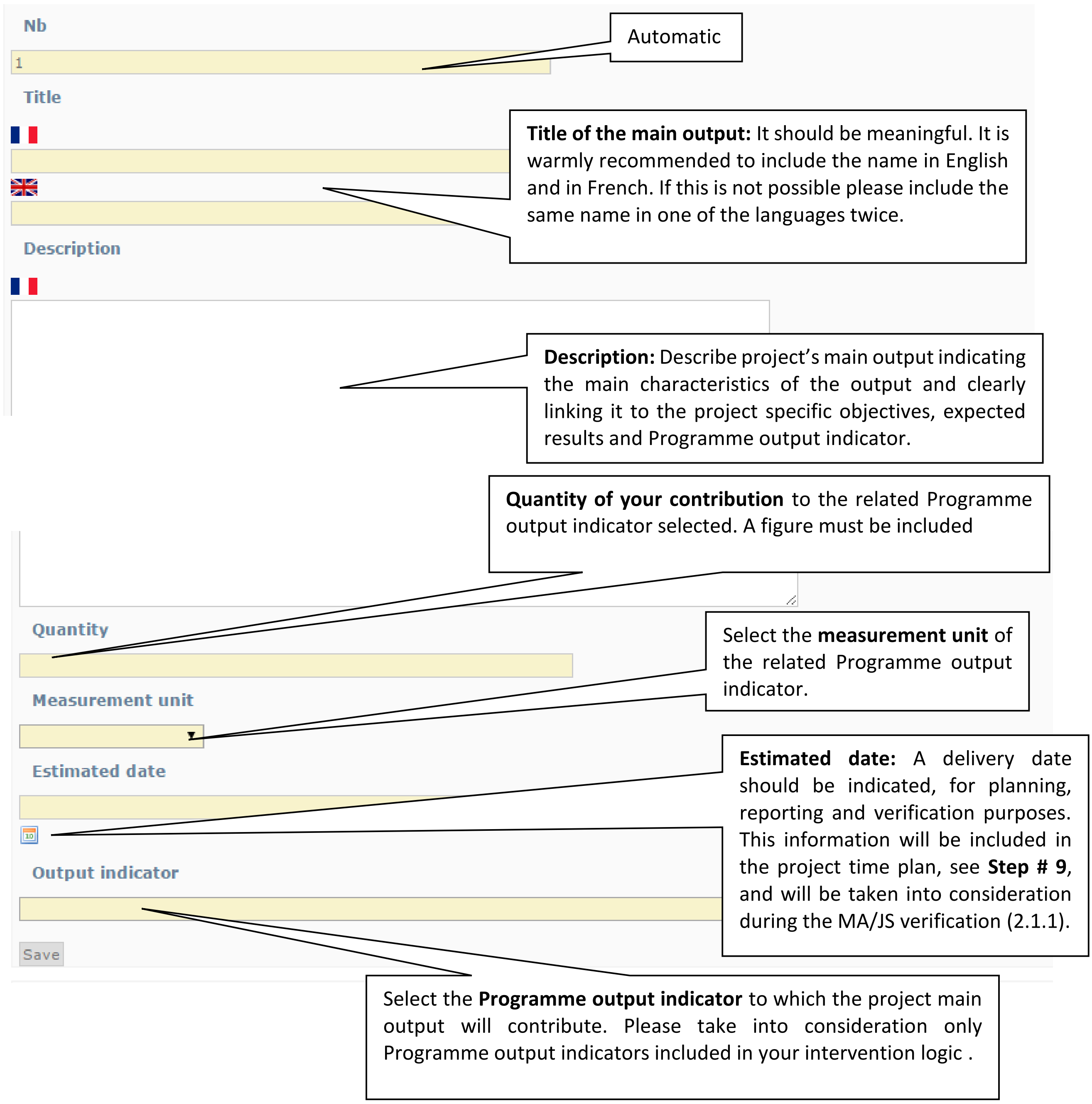
1. Click on Enter main elements and go to the tab Work plan.

2. Click on the name of a content-related WP. A new page appears.

▲ WP 0, WP 1 and WP 2 do not have main outputs. Do not enter this information for those WP.



3. At the bottom of the page, click on Add a main output and fill in the required information:



4. Click on Save.

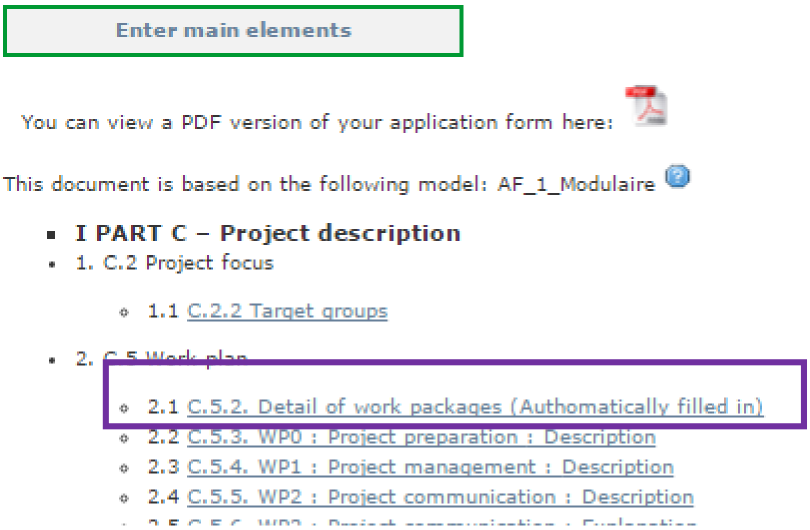
5. To add another project main output in the same content-related WP, click on Add a main output again. It is warmly recommended not to include more than 3 outputs per WP.

▲ Remember to include at least one main output for each content-related WP. This information will be gathered in section C.2.1., but kindly note that during the reopening phase you will not have access to this section. It is recommended to avoid foreseeing too many types of project main outputs in each WP.
▲When estimating the quantity of your contribution to Programme output indicators, please pay attention to the features of each Programme output indicator and to the targets set at Programme level to ensure consistency and feasibility of your proposal. For example, if a tool is developed and then tested and applied in 4 countries, the quantity of tools developed remains “1”. In parallel, if for the whole programming period, the target set at Programme level is 10 tools, one project cannot contribute alone to reach this target. For more information please refer to sections 2.3.2 and 2.3.3. of the Manual.

Step # 6.14 Verify your Work plan

Information updated with modifications included in the work plan during the reopening procedure. Section C.5.1 has been removed. In consequence, all information is included in section C.5.2.

In order to verify that all the information included in your Work Plan has been recorded correctly, please check section 2.1 C.5.2. Detail of work packages of the Application Form, by clicking on its name on the Application Form index page.



In addition, you are invited to check the completeness of the Work Plan by using the PDF version of the Application Form. With the exception of a dysfunctionality found out during the reopening phase, information not included in the printable version of the Application Form (PDF) will not be read. To see how to retrieve the PDF versions of the Application Form, please refer to **Step # 12**.

Step # 6.15 Verify the involvement of partners in the proposal

On the Work Plan of the proposal, three types of involvement of partners should be included:

- WP leader (see **Step # 6.2**)
- Responsible partner of an activity (see **Step # 6.4** – point 7)
- Partners involved in an activity and level of involvement (see **Step # 6.4** – points 8 and 9)

Afterwards, this information is summarised in section C.5.2 of the Application Form (on line and in the PDF version) as follows:

In the case of WP 0 – Project preparation:

Only WP participating partners are included in this section. No information is presented at activity level.

In the case of WP 1 – Management – and WP 2 – Communication :

The WP leader and WP participating partners are included in this section. No information is presented at activity level.

In the case of content-related WPs:

The WP leader and WP participating partners are included in this section. Besides, information regarding the involvement of partners at activity level is also present.

▲ Should you need to modify any of this information, kindly be reminded that you have to modify through section Enter main elements, tab Work Plan, and clicking on the name of the activity you want to modify.

Step # 6.16 Activities outside the Programme area

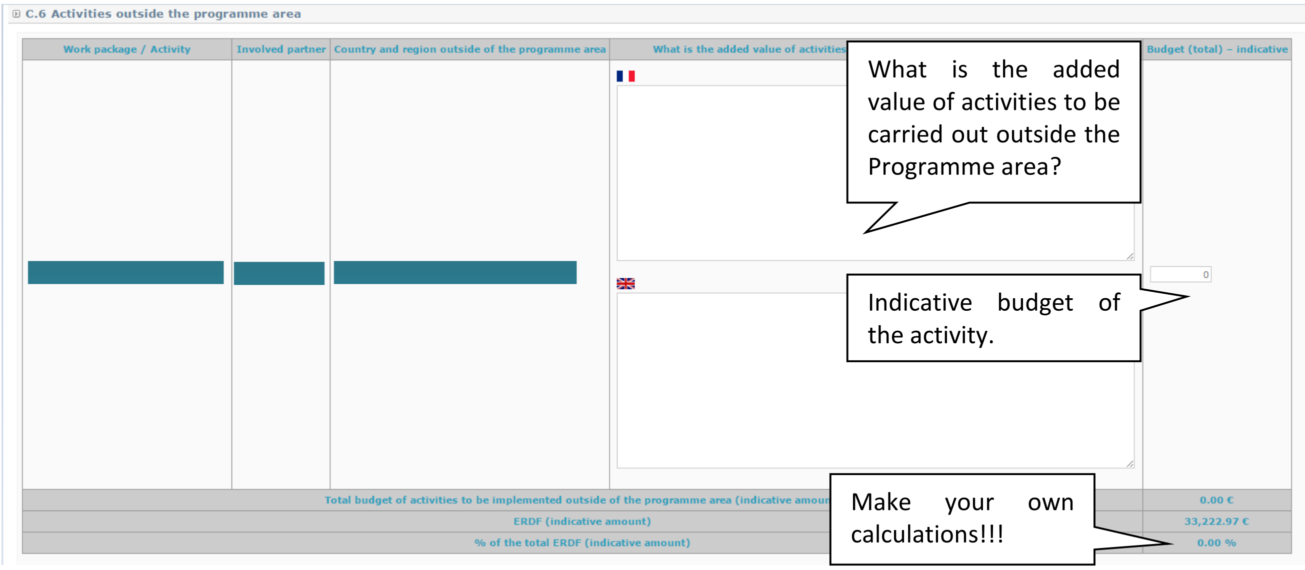
Two options for including the relevant information are available. Option A is the one used during the call. Due to the problems in order to fill in this table a new version is available during the reopening.
If you already filled in those tables during the call, please do not use Option B.
If you did not filled in those tables during the call, kindly use Option B.
During the assessment phase, if both tables are filled in, KINDLY REMEMBER THAT OPTION B WILL BE TAKEN INTO CONSIDERATION.

Option A – old version table

1. On the Application Form index page, click on 3. C.6 Activities outside the programme area – Option A.

2. A new page appear with the list of activities foreseen outside of the MED area, according to the information included in the section [Location] of each activity. All activities with a location outside of the MED area will appear. See **Step # 6.4**.

3. Include a description and the added value of the activity to be carried out outside of the Programme area. The system will take by default the name of the responsible partner for the activity, however if it is not the case please include in the text the name of the concerned partner too.



▲ If you have selected "Other country", please include in the text if it is inside or outside the EU. If nothing is mentioned it would be considered inside the EU.

4. Include the indicative total budget of the activity to be carried out outside the Programme area.

5. Click on Save and on Index on the top bar in order to come back to the Application Form index page.

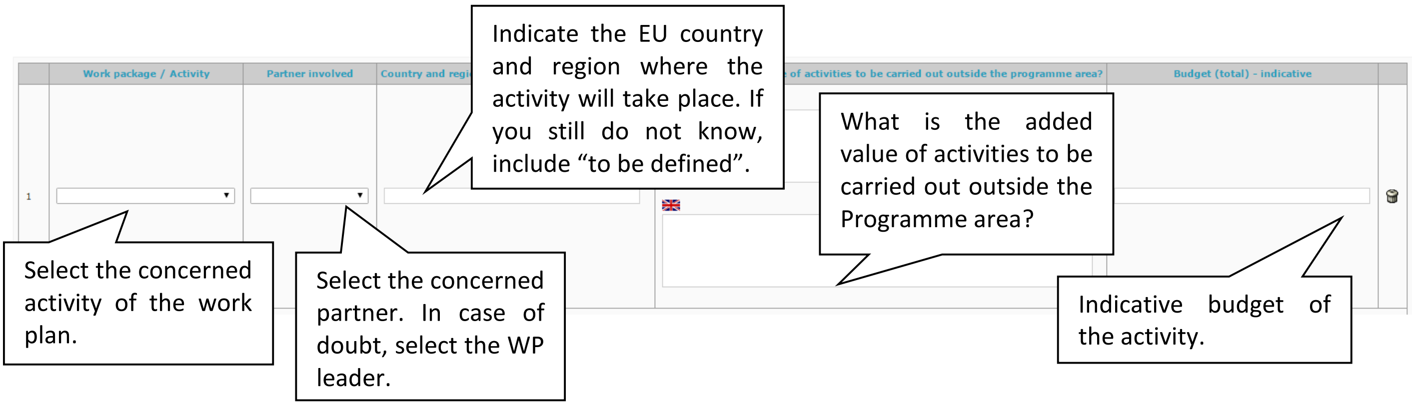
▲ At the bottom of the table, the system calculates the % of ERDF that represents the activities foreseen outside the Programme area. Due to a dysfunction of the system the percentage calculated is not accurate. Kindly calculate it outside the system in order not to exceed the 20% of the ERDF budget (20% geographical flexibility rule). For more information, please refer to section 2.2.5. of the Manual.

Option B – new version table

1. On the Application Form index page, click on 4. C.6 Activities outside the programme area – Option B.

2. Click on a new table will open.

3. Select an activity and a participating partner in in the drop-down list. Include a description and the added value of the activity to be carried out outside of the Programme area. If there are several partners concerned, please include in the text their names as well.



4. If needed, click on to open new lines.

5. Finally, click on Save.

▲ Activities to be implemented by partners outside the MED area should not be included.

▲ Kindly note that the % of ERDF budget expended outside of the Programme area cannot exceed 20% (20% geographical flexibility rule). Kindly make the calculations before submitting your proposal. For more information, please refer to section 2.2.5. of the Manual.

Step # 7 PROJECT BUDGET

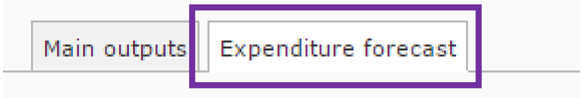
Total eligible budget of the project as well as breakdown per partners cannot be modified during the reopening phase. The coherence control will verify this coherence (see Step # 7.2).

▲ Applicants are invited to read carefully the sections 2.3.6 and 2.4 of the Manual for all the costs categories and details on budgetary issues.

Step # 7.1 Budget per partners and WP

1. On the Application Form index page, click on Enter main elements and go to the tab Work plan.

2. Enter each WP by clicking on its name and click on the tab Expenditure forecast.



3. For each partner involved in the concerned WP, enter its budget per budget line.

Subcategory	
Staff costs	
Staff costs	35000.00
al	35,000.00 €
Travel and Accommodation	
Travel and Accommodation	1000.00
Sub total	1,000.00 €
External Expertise and Services	
External Expertise and Services	0.00
Sub total	0.00 €
Equipment	
Equipment for general office use	0.00
Thematic equipement	0.00
Small scale investments	0.00
Sub total	0.00 €
~~**Preparation costs**~~	
~~Preparation costs~~	~~0.00~~
~~Sub total~~	0.00 €
Total activity	**36,000.00 €**

Enter the amount here.

Update amounts

Click here in order to save each partner budget.

▲ In order to enter amounts, please enter the amount without any coma or full stop: 100000. The amount will automatically appear like this: 100,000.00€. If you need to enter decimals use the full stop to separate the decimals, like this: 0.63€.

▲ The budget of the budget line Office and administrative expenditure will be calculated automatically based on the foreseen budget of the budget line Staff cost. For further information please refer to section 2.4.4. – BUDGET LINE 2. of the Manual.

4. Click after each partner table on Update amount in order to save the information. If you do not save after each table the information will be lost.

5. At the end of the section you will find a summary table of the total budget of the WP. Check that all information has been recorded correctly.

▲ Only in the budget line **Equipment,** three sub-budget lines have been established. Please refer to section 2.4.4 – BUDGET LINE 5 of the Manual to have more information. Any expenditure included in this budget lines should be justified in section C.8 of the Application Form. See **Step # 7.3**.
The creation of an additional sub-budget line is not allowed.

Step # 7.2 Check the coherence of project budget

▲ On the summary page of the Work Plan, click on Show budget per partners in order to have a general view of the overall budget of each partner. This information can also be retrieved (**Step # 7.5**).

▲ Use the coherence checks in order to be sure that the financial information entered in the Work Plan (**Step # 7.1**) is coherent with the one included in the partners section during the application phase (**Section D.1 of the Application Form**). If any incoherence is found, you must make all the necessary corrections in the Work plan in order to make them coherent before validating the application form.

Step # 7.3 Detail of the budget foreseen in budget lines "External expertise and services" and "Equipment" budget lines

Expenditures foreseen under budget lines External expertise and services and Equipment must be specified in the Application Form. Applicants should list planned contracts[4] with external experts and service providers and the purchase of equipment and describe their links to the project activities as listed in the Work Plan.

Any external expertise and service or the purchase of any equipment not foreseen in the Application Form must be authorized by the MA/JS during the project implementation.

[4] Small value contracts (below 20.000 €) for the same type of service can be grouped.

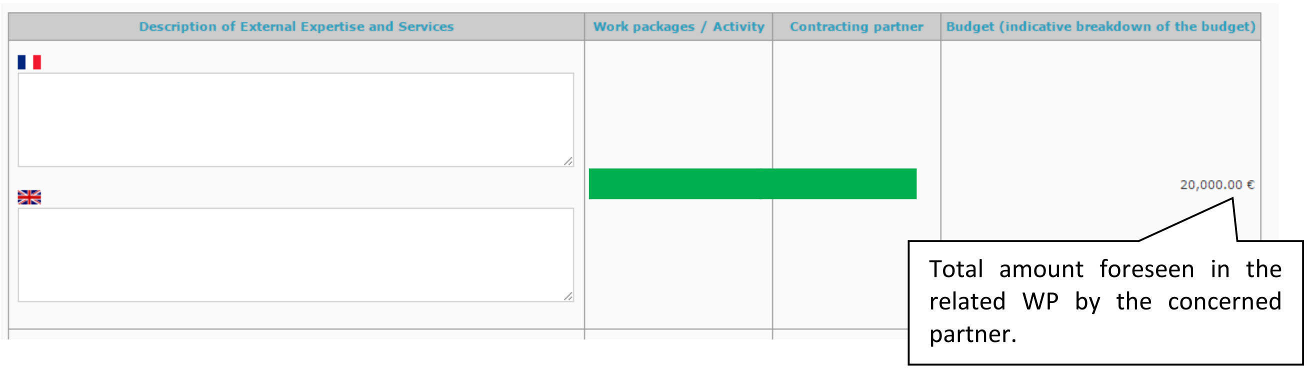
Two options for including the relevant information are available. Option A is the one used during the call. Due to the problems in order to fill in these tables a new version is available during the reopening.
If you already filled in those tables during the call, please do not use Option B.
If you did not filled in those tables during the call, kindly use Option B.
During the assessment phase, if both tables are filled in, KINDLY REMEMBER THAT OPTION B WILL BE TAKEN INTO CONSIDERATION.

Option A – old version of the table

External expertise and services

1. On the Application Form index page, click on 6.1 C.8.1 External expertise and services description (Option A).

2. Enter the information of each partner in the concerned line. You will find a line for each partner and WP and a free text box in order to fill in the information.



Provide a description of the planned contracts foreseen in each activity of the WP, short description, foreseen amount of the contract, and starting and ending month of the contract. If the same contract is going to concern several activities or WP please indicate this as well.
This information will be used for organizing the implementation of the activities afterwards.

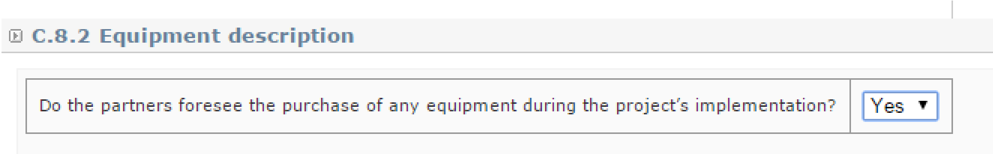
For example: WP1 Project Management for the LP:
A.1.1. Managing issues:
Audit: 5.000 €. All project long.
External management: 50.000 €. All project long.
Organisation of Steering Committees (catering, location, speakers, etc.): 10.000 €. All project long.
A.1.2. Evaluating the project:
Mid-term evaluation: 7.000 €. March-April 2017.

3. Click on Save

Equipment description

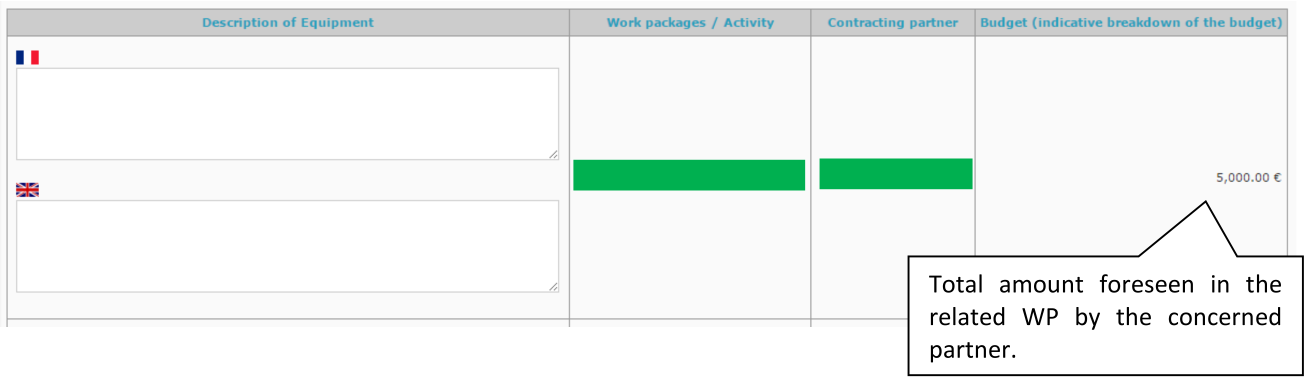
1. On the Application Form index page, click on 6.2 C.8.2 Equipment description (Option A).

2. Answer the question



3. Enter the information of each partner in the concerned line. You will find a line for each partner and WP and a free text box in order to fill in the information.

▲ In this section include only the equipment considered for general office use and the thematic equipment. For any further information please refer to section 2.4.4 – BUDGET LINE 5 of the Manual.



Provide a short description of the equipment, amount foreseen and period of purchase. Indicate also if the equipment is already in possession of the beneficiary organisation, or if it will be purchased, rented or leased by the beneficiary.

For example: WP1 Project Management for the LP:

<u>Equipment for general office use</u>

A.1.1. Managing issues: 1 laptop (use exclusive for the project), purchase, 1.000€, first month of project implementation.

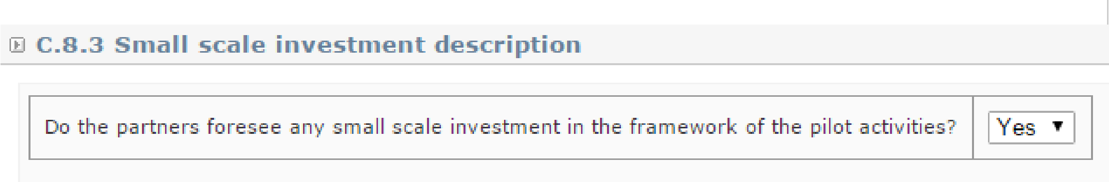
▲ All items should be listed separately.

4. Click on Save

<u>Small scale investment description</u>

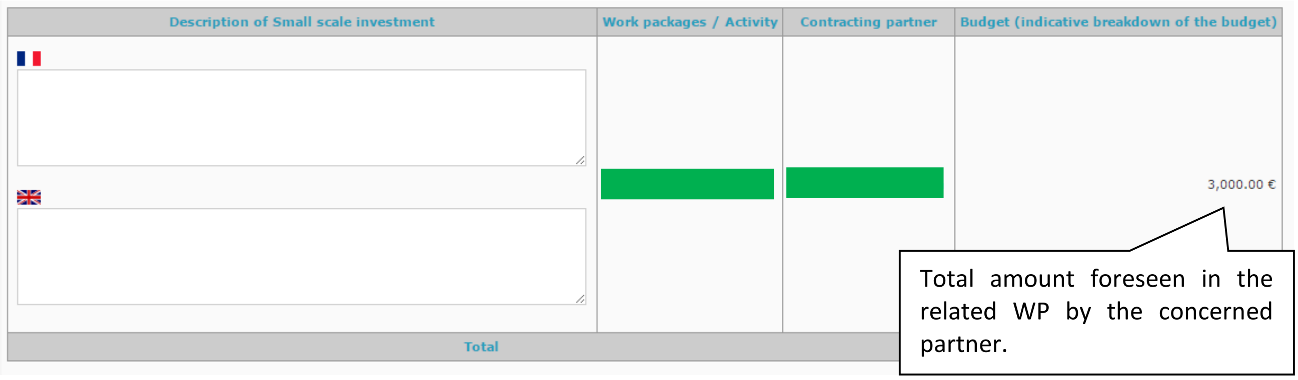
1. On the Application Form index page, click on 6.3 C.8.3 Small scale investment description (Option A).

2. Answer the question



3. Enter the information of each partner in the concerned line. You will find a line for each partner and WP and a free text box in order to fill in the information.

▲ In this section include only the equipment considered for small scale investments in the framework of pilot activities to be developed in Module 2. For any further information please refer to section 2.4.4 – BUDGET LINE 5 of the Manual.



Provide a short description of the related facilities or infrastructures, amount foreseen and period of the expenditure.

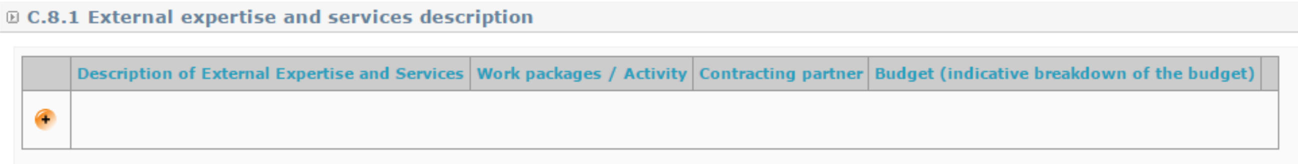
▲ All items should be listed separately.

4. Click on Save

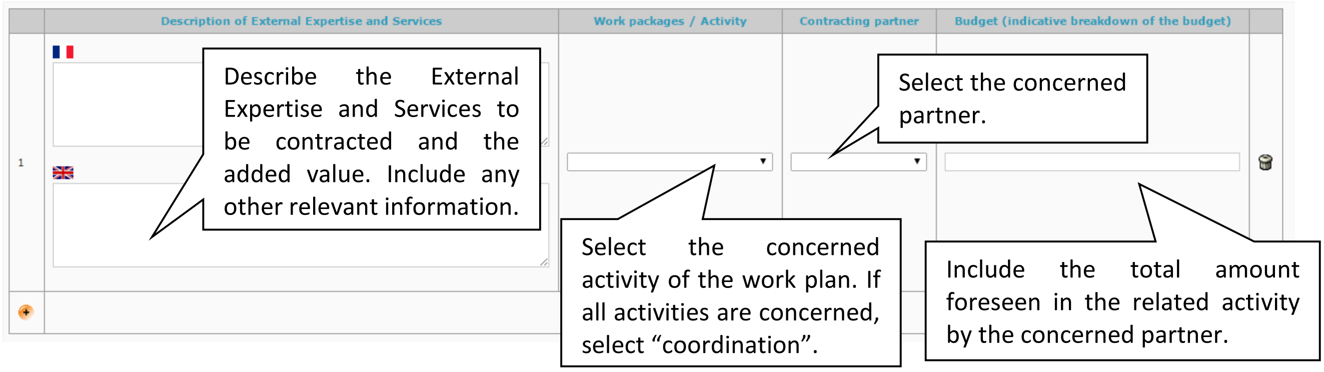
Option B – new version of the table – to be filled in only if option A is not used

External expertise and services

1. On the Application Form index page, click on 7.1 C.8.1 External expertise and services description – Option B.



2. Click on a new table will open.



3. Kindly select the relevant activity and partner, include a description of the planned contracts and the foreseen amount of the contract. If possible include as well the starting and ending months of the contract and if the same contract is going to concern several activities or WP. If this is the case, please indicate that as well.

   This information will be used for organizing the implementation of the activities afterwards.

For example: WP1 Project Management for the LP:
Audit: 5.000 €. All project long.
External management: 50.000 €. All project long.
Organisation of Steering Committees (catering, speakers, etc.): 10.000 €. All project long.
Mid-term evaluation: 7.000 €. March-April 2017.

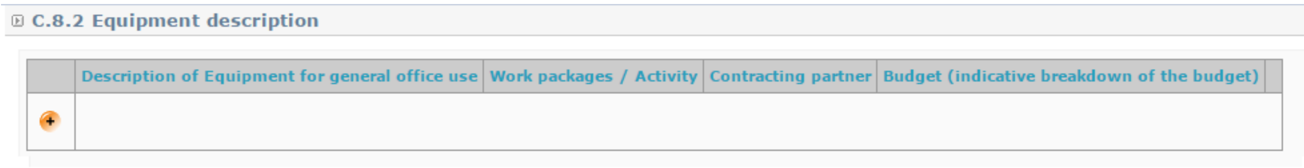
▲ All items should be listed separately. Small value contracts (below 20.000 EUR) for the same type of service can be grouped and described under one line.

4. Click on to open new lines.

5. Finally, click on Save.

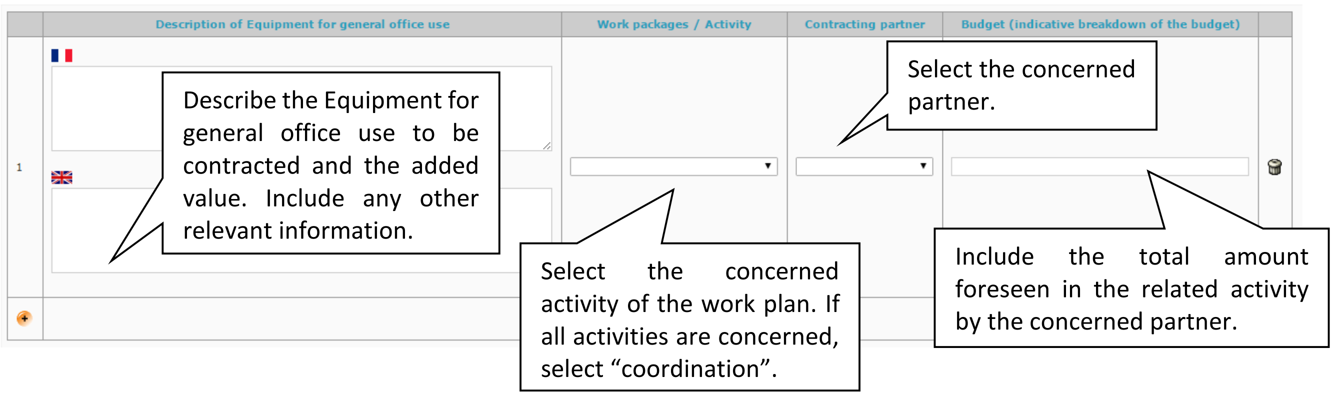
Equipment description

1. On the Application Form index page, click on 7.2 C.8.2 Equipment description – Option B.



2. Click on a new table will open.

3.



3. Kindly select the relevant activity and partner, include a description of the foreseen equipment and the foreseen amount of the purchase. If possible include the period of purchase. Indicate also if the equipment is already in possession of the beneficiary organisation, or if it will be purchased, rented or leased by the beneficiary

▲ In this section include only the equipment considered for general office use and the thematic equipment. For any further information please refer to section 2.4.4 – BUDGET LINE 5 of the Manual

For example: WP1 Project Management for the LP:

> *1 laptop (use exclusive for the project), purchase, 1.000€, first month of project implementation.*

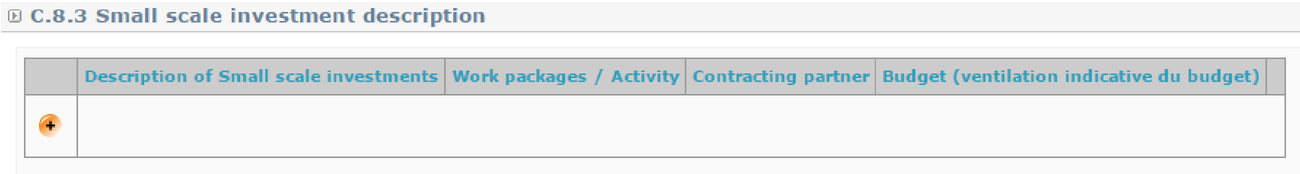
▲ All items should be listed separately. Small value contracts (below 20.000 EUR) for the same type of service can be grouped and described under one line.

4. Click on to open new lines.

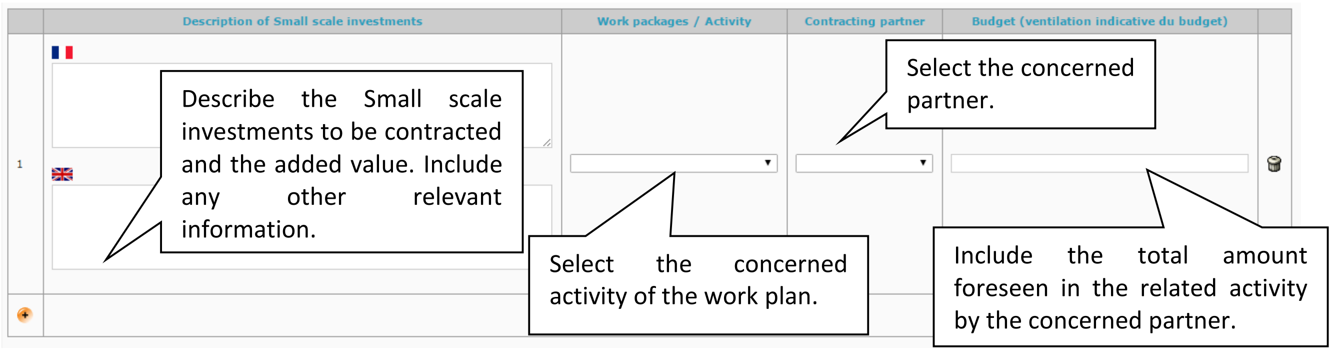
5. Finally, click on Save.

Small scale investment description

1. On the Application Form index page, click on 7.3 C.8.1 Small scale investment description – Option B.



2. Click on a new table will open.



3. Kindly select the relevant activity and partner, include a description of the related facilities or infrastructures and the foreseen amount of the contract. If possible include the period of expenditure.

▲ In this section include only the equipment considered for small scale investments in the framework of pilot activities to be developed in Module 2. For any further information please refer to section 2.4.4 – BUDGET LINE 5 of the Manual.

▲ All items should be listed separately. Small value contracts (below 20.000 EUR) for the same type of service can be grouped and described under one line.

4. Click on to open new lines.

5. Finally, click on Save.

Step # 7.4 Verify budget tables automatically generated

Tables D.2, D.3, D.4, D.5 and D.8 are updated if relevant information is included in the work plan.

The following tables are automatically produced using the financial information included in the other sections of the Application Form. If you need to modify any information please go to the source of the information.

On the Application Form index page, click on the name of each section or, if you are already in one of the sections, click on Next chapter on the top bar in order to go to the next section.

- **II PARTIE D – Budget du projet**

Section II.2 – D.2 Project budget – overview per partner/ per budget line

This section summarises the breakdown of the budget per partner and budget line.
Nothing needs to be done as it is automatically filled in based on the information provided in **Step # 7.1**. However, it may help you to check if the budget of each partner has been correctly entered and saved in the system.

→ Click on Next chapter on the top bar in order to go to the next section.

Section II.3 - D.3 Project budget – overview per partner/ per WP

This section summarises the breakdown of the budget per partner and WP.
Nothing needs to be done as it is automatically filled in based on the information provided in **Step # 7.1**. However, it may help you to check if the budget of each partner has been correctly entered and saved in the system.

→ Click on Next chapter on the top bar in order to go to the next section.

Section II.4 – D.4 Project budget – overview per WP/ per budget line

This section summarises the breakdown of the budget per WP and budget line at level project.
Nothing needs to be done as it is automatically filled in based on the information provided in **Step # 7.1.** However, it may help you to check if the budget of each partner has been correctly entered and saved in the system.

→ Click on Next chapter on the top bar in order to go to the next section.

Section II 5 - D.5 Project budget – overview per partner/ per module

This section summarises the breakdown of the budget per partner and module at level project.
Nothing needs to be done as it is automatically calculated based on the information provided in **Step # 7.1** However, it may help you to check if the budget of each partner has been correctly entered and saved in the system.

→ Click on Next chapter on the top bar in order to go to the next section.

Section II 8 - D.8 Partner budget - overview per WP/ per budget line

This section summarises the budget of each partner per WP and budget line.
Nothing needs to be done as it is automatically calculated based on the information provided **Step # 7.1**. However, it may help you to check if the budget of each partner has been correctly entered and saved in the system.

→ Click on Index on the top bar in order to go to the Application Form index page.

Step # 7.5 Export the budget

1. In order to export the budget of each partner you can go to:

   ❖ The Work plan of the project's main elements section, click on Show budget per partners. A pop-up window will open.

   ❖ The Application Form index page, sections D.2, D.3, D.4, D.5, D.8.

2. Click on Export to CSV format .

3. A new page will open with the data in CSV format that you may transfer to an Excel file.

▲ Kindly note that the contents of the CSV file are speared by semicolons.

Step # 8 SPECIFY TARGET GROUPS

The table is updated if relevant information is included in the work plan during the reopening phase.

▲ This section can be filled in only if the work plan has been completely filled in.

1. On the Application Form index page, click on 1.1. C.2.2 Target groups.

2. A page appears. Click on Modify target groups information and another page will appear.

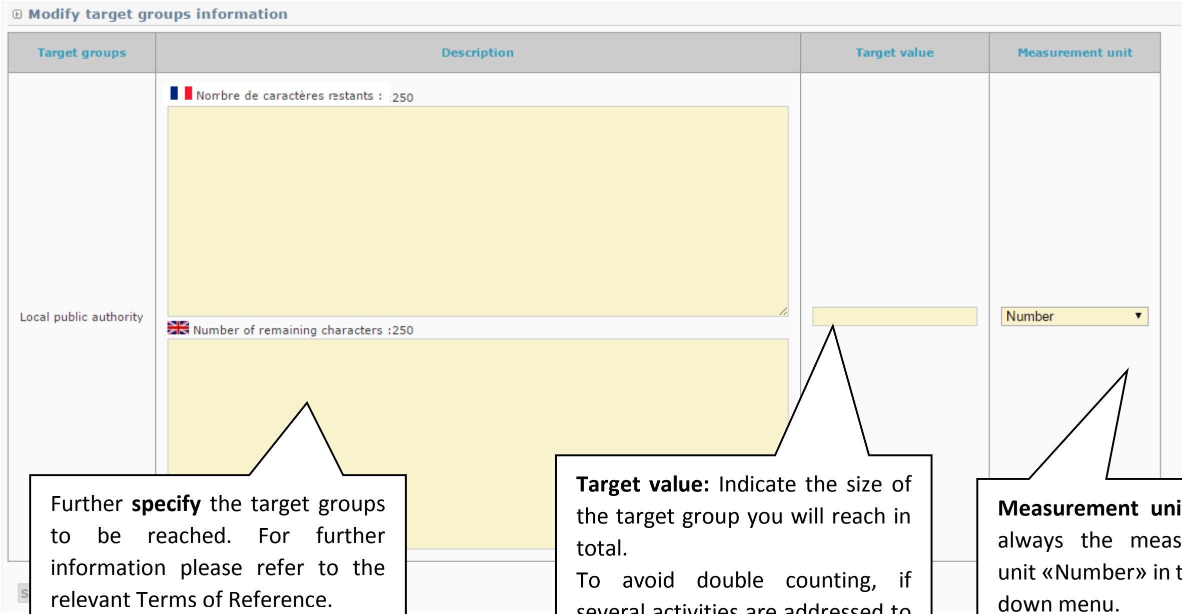
Those are the target groups while chosen describing the content-related WP outputs and activities.

C.2.2 Target groups

Target groups	Description	Target value
Local public authority		

Modify target groups information

3. For each target group include the following information:



Further **specify** the target groups to be reached. For further information please refer to the relevant Terms of Reference.

Target value: Indicate the size of the target group you will reach in total.
To avoid double counting, if several activities are addressed to the same «organization», remember to count it just once.

Measurement unit: Select always the measurement unit «Number» in the drop-down menu.

4. Click on Save

Step # 9 INDICATIVE TIME PLAN

The table is updated if relevant information is included in the work plan during the reopening phase.

This section is automatically generated on the basis of the dates (starting, ending and delivery dates) entered in the other sections of the Application Form. This table will help you assess the feasibility of your proposal based on the available time.

You can access to this table through the Application Form index page.

<u>C.7.1 Indicative time plan: activities</u>

The time plan is automatically generated based on the information included on the work plan. In the table, Output are identified with an O, and Deliverables with a D.

▲ In the case of multi-modular projects, it is warmly recommended to follow the recommendations regarding the duration of the modules established by the Programme. For further information please refer to section 2.1.1 and figure 11 of the Manual.

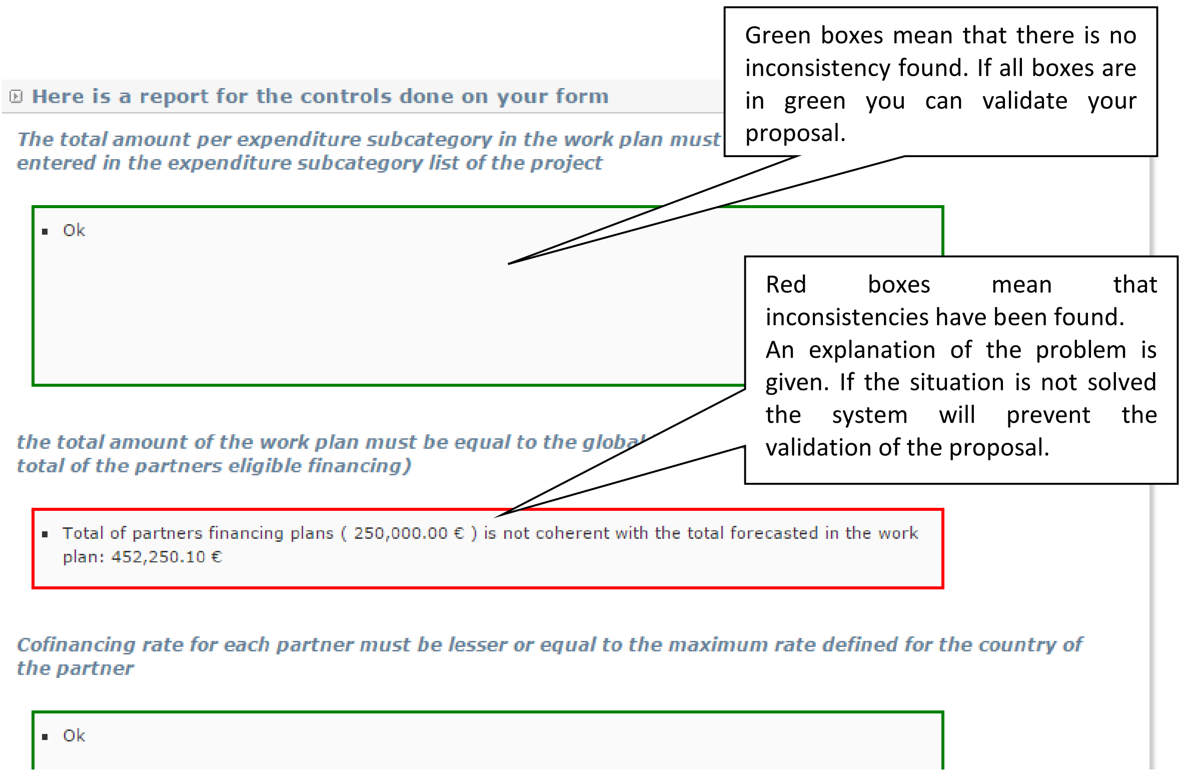
3.2.4. Validating the Application Form

Step # 10 CHECK GLOBAL COHERENCE OF THE APPLICATION FORM

At any time, but at least before the submission of the Application Form, the Lead Partner must check whether the Application Form is fully and correctly completed.

1. Click on the button Control the global coherence of the form's data at the bottom of the Application Form index page.

2. A pop-up window will open. There you will find in green what is ok and in red what is problematic and needs to be changed to be able to submit the Application Form. If the instructions have been followed correctly, all boxes should be green.



If inconsistencies are found (e.g. inconsistencies between the budget per partner, year and budget lines and each partner financing plan, etc…) or if compulsory free text chapters are kept empty, you cannot submit the form. Please arrange to make the necessary changes needed.

→ Once corrected please repeat the check via the button Check again for data consistency placed at the bottom of the pop-up window.

If no inconsistencies are found, you can submit the form (**Step # 11**).

Step # 11 VALIDATE THE APPLICATION FORM

1. Click on Submit form to Managing Authority at the bottom of the window.

▲ Once the Application Form is validated, it cannot be modified anymore. In case of mistake, it is imperative to contact the JS (programme_med@regionpaca.fr) before the closure of this phase.

Once submitted, an e-mail confirming the on-line submission of the Application Form as well as attesting the time of validation (GMT+1) will be sent by the system to the Lead Partner contact person. Lead Partners are invited to keep this e-mail.

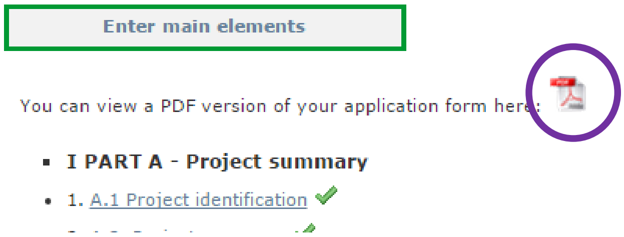
▲ Please bear in mind that the e-mail will be sent to the contact person details (profile: Coordinator of the project (Lead Partner profile) entered previously in the system during the application phase.

▲ Please note that the system will be open until the deadline set out in the reopening announcement.

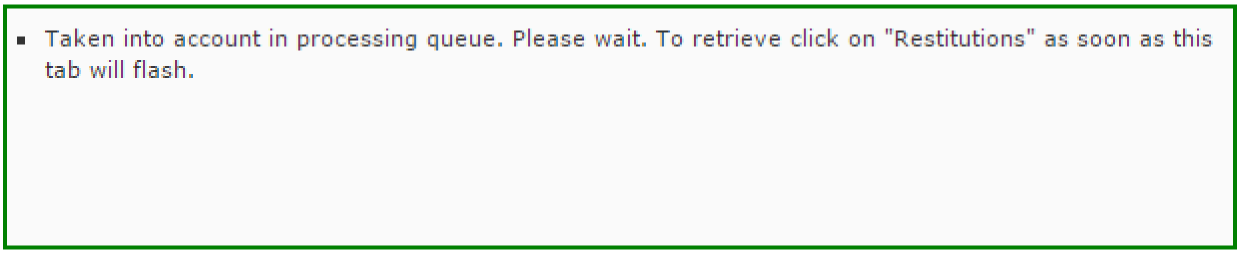
▲ Kindly note that the last day for the validation of the Application Form may be very busy for the system and that it could slow down. Avoid last minute submission to ensure that your application is submitted properly and on time.

Step # 12 PRINT THE PDF VERSION OF THE APPLICATION FORM

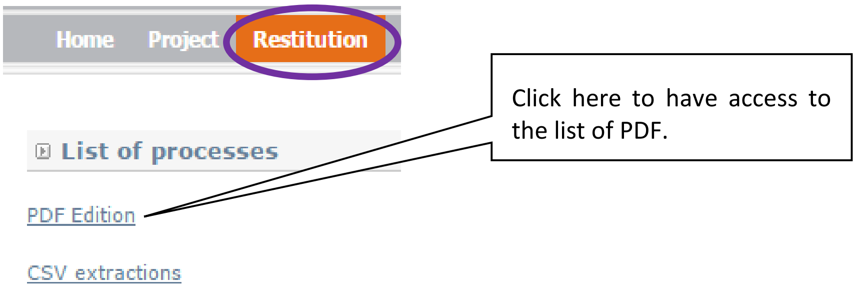
1. On the Application Form index page, click on the PDF icon .



2. A message in green on the top of the screen will inform you that your request has been taken into consideration.



3. In order to retrieve the document, you will have to wait that the tab Restitution starts to flash. Once you see this tab flashing on the grey, click on Restitution. Sometimes the restitution can take some time, kindly wait until the task is completed.



4. You will find a list of PDF edited. Click on the PDF icon of the concerned document. It will open.

▲ You will have access to the complete Application Form after the deadline but you will not be allowed to make any modification.

3.2.5. Appendix

A. List of types of partners (not relevant for the reopening)
B. List of administrative codes (not relevant for the reopening)
C. List of target groups

Catégories principales	Exemples[5]	Unité de mesure
Local public authority	municipality, etc.	[number of organisations]
Regional public authority	regional council, etc.	[number of organisations]
National public authority	ministry, etc.	[number of organisations]
Sectoral agency	local or regional development agency, environmental agency, energy agency, employment agency, etc.	[number of organisations]
Infrastructure and (public) service provider	public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc.	[number of organisations]
Interest groups including NGOs	international organisation, trade union, foundation, charity, voluntary association, club, etc.	[number of organisations]
Higher education and research	university faculty, college, research institution, RTD facility, research cluster, etc.	[number of organisations]
Education/training centre and school	primary, secondary, pre-school, vocational training, etc.	[number of organisations]
Enterprise, except SME		[number of enterprises]
SME[6]	micro, small, medium	[number of SME]
Business support organisation	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.	[number of organisations]
International Organisation, EEIG[7]	Acting under national law, or under international law	[number of organisations]
General public		[number of people
Other		

[5] More examples can be found in the relevant Terms of Reference.
[6] According to Commission Recommendation 2003/361/EC of 6 May 2003 concerning the definition of micro, small and medium sized enterprise.
[7] European Economic Interest Grouping.