

*Guideline
for the submission of
project proposals
through the Programme
Management Information System*



Let's grow up together
Adriatic IPA
Cross Border Cooperation 2007-2013



Vers. 1



The Programme is co-funded by the European Union, Instrument for Pre-Accession Assistance (IPA)

Contents

| | |
|---|----|
| INTRODUCTION | 3 |
| 1. GENERAL FEATURES..... | 4 |
| 1.1 Architecture | 4 |
| 1.2 System requirements | 4 |
| 1.3 User interface..... | 5 |
| 2. THE FIRST STEP: REGISTRATION AND GET A USER ID AND PASSWORD..... | 8 |
| 2.1 Enter into the System | 8 |
| 2.2 Registration | 9 |
| 2.3 Access to the System..... | 12 |
| 2.4 Performance levels | 13 |
| 3. PROJECT SETUP..... | 14 |
| 3.1 Project identification and Project description | 14 |
| 3.1 Management of Beneficiaries and Associates | 17 |
| 3.3 The work plan | 26 |
| 3.4 Budget..... | 30 |
| 4. UPLOAD ANNEXES | 34 |
| 5. PRINT AND SUBMIT THE PROJECT PROPOSAL | 34 |
| 4.1 How to print the project proposal before submitting it..... | 34 |
| 4.2 How to submit the project proposal | 34 |
| 4.3 Print and receipt of the submitted project proposal..... | 35 |
| ANNEX: SYSTEM CHECKLIST | 37 |

INTRODUCTION

The present Guideline is aimed at supporting the Applicants in online submission of project proposal through the Management Information System (hereinafter: System or MIS) of the IPA Adriatic CBC Programme 2007-2013. In particular, it describes all the features of the System and how it will work.

The System is a web based application and permits the Applicants to create their project proposals completely on-line via internet after logging in using the following address: <https://sso.adriaticpacbc.org/gestionale/view/public/pubblicaBando.do>.

Proposals arriving at the MA/JTS by any other means will be considered as “not submitted” and will not be evaluated.

Please note that the Guideline may be modified depending on the possible evolution of the System thus the Applicants should always check the official web site of the Programme (<http://www.adriaticpacbc.org/>) for further updating.

Additionally, in order to fully understand the Programme and the 2nd Calls requirements, the Applicants must read carefully also the following documents:

- Operational Programme
- Implementation Manual
- Calls for proposals announcement
- Applicants' Manual.

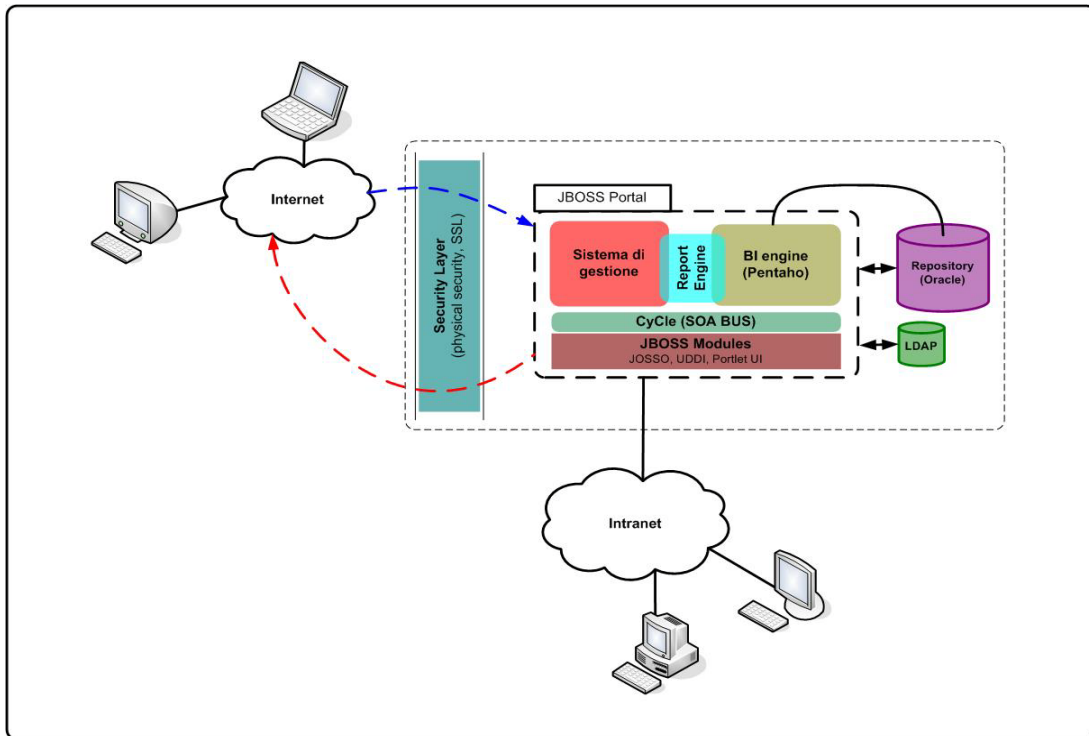
The present Guidelines have been elaborated with the technical support of the Cyborg Srl., developer of the Management Information System.

1. GENERAL FEATURES

1.1 Architecture

The Management Information System of the IPA Adriatic CBC Programme 2007-2013 is a multi-user system based on a web technology that allows the users to have access to it from wherever they are, using a Personal Computer/laptop with an Internet connection and a browser.

Picture 1 – General system architecture



1.2 System requirements

The minimum requirements for a correct functioning of the System are:

- PC/Notebook/Netbook with Connection to the Internet
- Screen with a 1280x1024 resolution or 1280x800
- Browser:
 - o Mozilla Firefox version 3.5.x and above or
 - o Google Chrome 11.0.x and above or
 - o Internet Explorer 8 and above or
 - o Cookies enabled browser
- On-screen text size: users should not use the font scaling option that is available with some browsers to enlarge the font size when viewing 'A forms', as this may lead to corrupted view of the forms.
- Adobe Reader (free pdf. file format reader - <http://www.adobe.com> and then Download Adobe Reader).

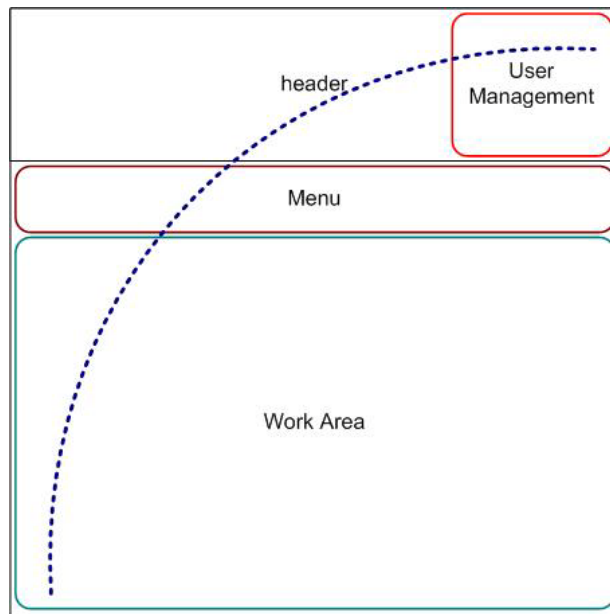
1.3 User interface

The user interface of the system is divided into logical areas for a good workflow management.

In particular there are 3 zones:

- *Management account area*: it includes the controls necessary to manage the personal account.
- *Menu*: this area is placed under the heading of pages and allows the access to all the functionalities of the System with a dynamic contextual menu.
- *Work Area*: it is the area where the main data and interfaces of requests are visible. This area takes up most of the screen and is positioned just below the menu.

Picture 2 - User Interface



Tab

The users can move around the menu area through the tabs which allow to manage the interface as a folder.

Picture 3 - Tab menu



These tabs define also the performance levels for users: for example, Lead Applicants can perform only specific actions in the System, they can use only tab “Projects”, because the other tabs such as “Progress reports”, “DVE” and so on are empty at the moment of the submission and will be used only in case the project will be selected for funding.

Every Tab has a default sub-menu that allows to go to the relative sub-areas as shown in the next picture:



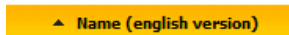
List

Lists are used for the presentation of data with a table format, for instance there are: “WP list”, “Beneficiary list”, and so on (see picture 4).

Picture 4 - List

| Name (english version) | Legal status | Nuts | Nationality | |
|--|--|---|-----------------------------------|-----------------|
| Croatia minister of sea | Public Body | Split - Dalmatia | CROATIA | detail add |
| Factory | Profit making private organization - SME | Abruzzo - Pescara | ITALY | detail add |
| Faith | Profit making private organization - SME | Kotor | MONTENEGRO | detail add |
| fsdglf gfd | Body governed by public law | | | detail edit add |
| Igumeniza | Body governed by public law | Theoprotia | GREECE | detail edit add |
| Institute of Geosciences, Polytechnic University of Tirana | Public Body | Tirane | ALBANIA | detail add |
| LA Srl | Profit making private organization - SME | Abruzzo - L'Aquila (derogation area) | ITALY | detail add |
| L44 Srl | Profit making private organization - SME | Abruzzo - L'Aquila (derogation area) | ITALY | detail add |
| londra | Public Body | Other [art. 97 reg (CE) 718/2007] - other | Other [art. 97 reg (EC) 718/2007] | detail add |
| luca | Body governed by public law | Abruzzo - L'Aquila (derogation area) | ITALY | detail add |

In the list for each datum shown, in the last column of the table, you can find buttons and/or checkbox for specific actions (like showing detail, to edit) regarding the content of every row.

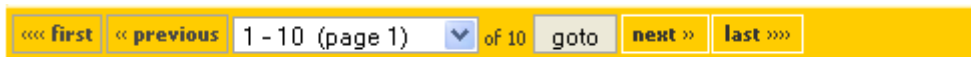


If in the rows' headers, there is a black triangle, like this , it means that when you click on the heading it is possible to sort every column in alphabetical order (increasing and decreasing)..

Paging

To move forward from a page to another, in case the data are displayed in many pages, the users can use the data paging in the footer of the work area (as the picture 5 shows).

Picture 5 – pager



Thanks to this interface you can:

- select the page in the dropdown menu. If the Javascript function is off, to change the page you have to push the “goto” button;
- select “next” or “previous” button to go forward or back to a single page;
- select “first” or “last” to go to the first or last page.

Invalid value format

In case of errors, a red textual message of the problem will appear in the Work Area, as the following picture shows:

Picture 6 – Invalid value format

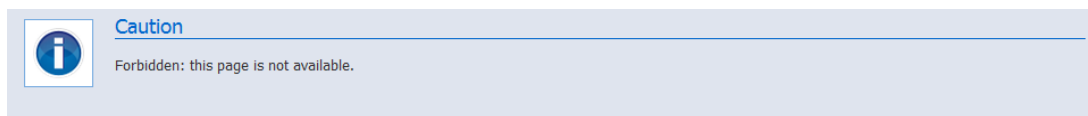


Specific Warning

A warning message can appear. There are two types of warning:

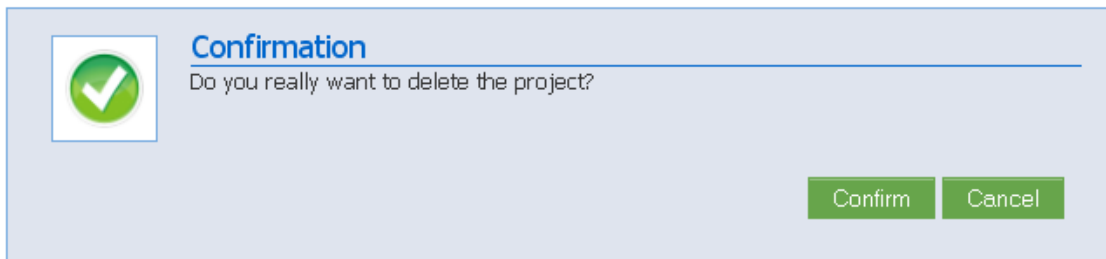
- ‘Caution’: they are usually used to show explicitly some information (see picture 7a).

Picture 7a – Specific warning



- b) Blocking: they require a confirmation by the user through the “Confirm” button or “Cancel” button, which respectively forward or stop the workflow (see picture 7b).

Picture 8b – Specific warning



Search

In some cases, the System allows for researches, for example to search a Beneficiary. In this case a 'search interface' will be opened (see picture 8).

Picture 8 – Search interface



After setting one or more desired parameters, the button "Search" should be clicked, and the request will be satisfied according to the set criteria.

2. THE FIRST STEP: REGISTRATION AND GET A USER ID AND PASSWORD

2.1 Enter into the System

The access to the System is possible from the official website of the IPA Adriatic CBC Programme <https://sso.adriaticipacbc.org/gestionale/view/public/publicaBando.do> when a call for proposals is opened.

In case no Calls for proposals are launched, the message shown in the picture 9 will appear and it is not possible to proceed further.

Picture 9 - Message for no calls for proposals



If Calls for proposals are opened, a message and a list of the Calls for proposals will appear as shown in the Picture 10:

Picture 10 – Message showing the available Calls for proposals



At this point, to submit a project proposal, login credentials are needed for Lead Applicant. Registration should be done only by Lead Applicant.

The username and password are linked to one organization, not to one proposal. For every proposal you want to prepare you can register once, following the procedure described below.

One organization which is a Lead Applicant in several project proposals can submit them with the same username and password.

To have login credentials in order to have access to the System and to submit new projects, you should complete the registration process and then go to the next step.

In case a body/organization is already a Lead Beneficiary or a final Beneficiary of a project financed under the first Calls for proposals and wants to lead a new project proposal to be submitted under the 2nd Calls for proposals, it has already credentials to access to the MIS.

2.2 Registration

The first time you want to access to the System, you need to make a registration in order to obtain credentials (username and password).

The registration starts by selecting the link "register" in the message showing the opened Calls for proposals as shown in picture 10.

The registration form first asks for some contact data of the Lead Applicant as shown in picture 11 – Registration Form

Picture 11 – Registration Form

The data are:

- Native language name, which is the name of the organization in original language
- Name (English version), which is the translation in English of the original name of the organization
- National identification code¹ (which stands for the national number used to identify the Beneficiary's organization)
- Legal status, to be chosen in accordance with what set out in the Calls announcement
- NUTS or equivalent area
- Address of the organization

¹'National identification code' stands for: in Albania to the "number of NIPT ("Numri Identifikues i Personit të Tatueshëm" held by national or regional public institution/ body governed by public law/ profit or nonprofit organization); in Croatia OIB (osobni identifikacijski broj), in Italy and Slovenia to the organization's fiscal code; in Bosnia and Herzegovina to "Identifikacioni broj poreskog obveznika" and/or PDV broj; in Serbia and Montenegro to the "PIB" (Poreski identifikacioni broj); in Greece to the Α.Φ.Μ (Αριθμός Φορολογικού Μητρώου).

- Name and surname of the user
- Personal ID code of the user²
- E-mail address.

You should proceed with entering data to all mandatory fields by manually typing. Make sure that the Lead Applicant organization's e-mail address is correct, because it will be used by the System to send automatic e-mail confirmation once the proposal is submitted.

Please check that all the data are complete and accurate before pressing the "Submit" button.

After completing the registration process, the System displays a message to confirm that the operation was closed successfully as shown in picture 12.

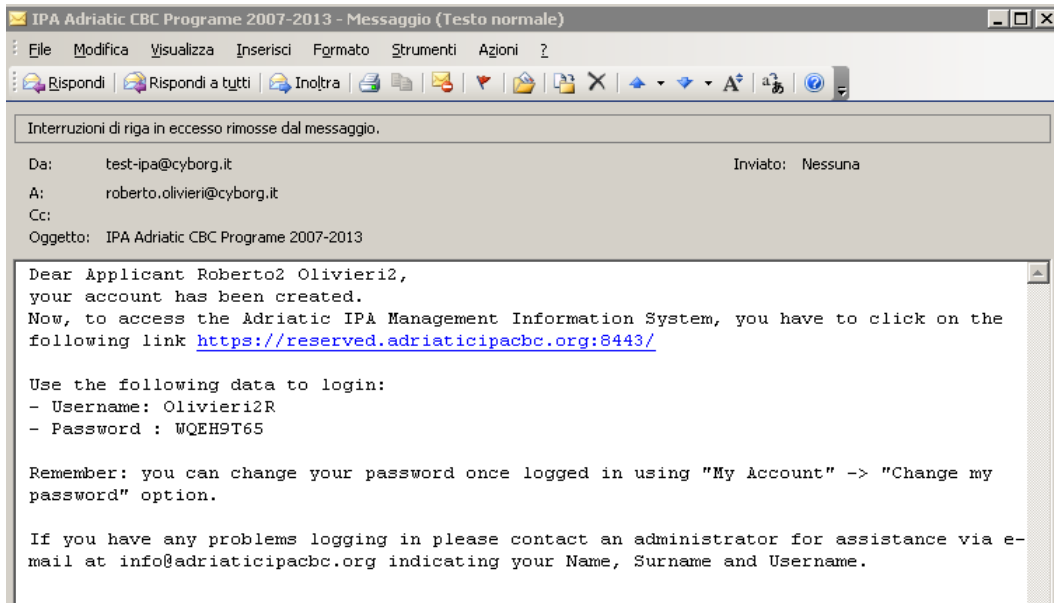
Picture 12 – Confirmation message



At the same time the System sends an e-mail to the email address you defined during the registration (picture 13) with some information and the credentials necessary to access to the M.I.S.

² Personal ID code is the personal identification code of the person who will use the System. It corresponds in Italy and Slovenia to the personal fiscal code; in Greece to the A.Φ.Μ (Αριθμός Φορολογικού Μητρώου) ; in Albania to number of identity card (Numri i Kartes se Identitetit) issued by Ministry of Interior of Albania; in Croatia to the "OIB" (Osobni Identifikacijski Broj); in Bosnia and Herzegovina, Serbia and Montenegro to the "JMBG" (Jedinstveni matični broj građana).

Picture 93 – e-mail message



TIP: If you do not receive this email, please check your SPAM in case it gets up there. In any case you can always contact the Helpdesk by email at admin@adriaticpacbc.eu to assist you if you have not received the login credentials, and for any other technical problem.

After log in into the System it is possible to change the password assigned by clicking on 'My account' as shown in the following image:



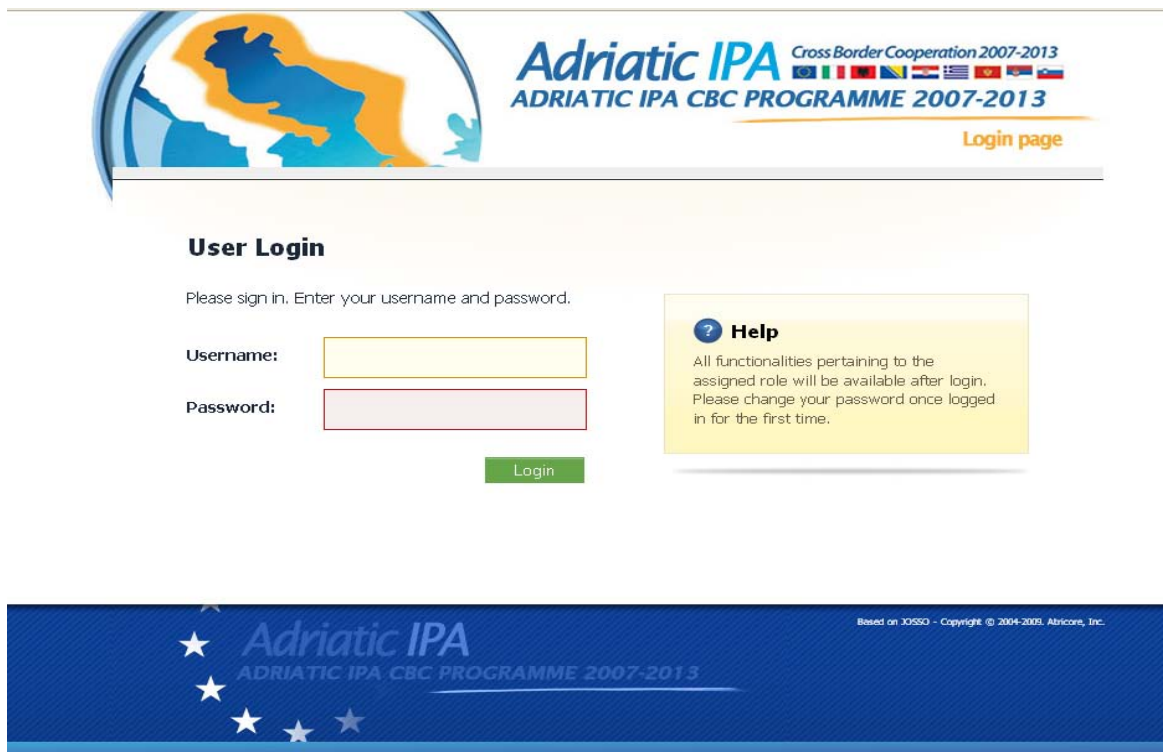
2.3 Access to the System

The registered user can now access to the System in order to submit all the project proposals that her/his organization leads:

- by selecting the link in the email message confirming the registration;
- by selecting the link "Reserved Area" directly from the IPA Adriatic CBC Programme website (<http://www.adriaticpacbc.org/>) in case Beneficiaries have already the credentials to access.

The user must enter his/her credentials that have been sent by e-mail in the login page (see picture 14). Please write username and password, and press the button "Login" to enter into the System.

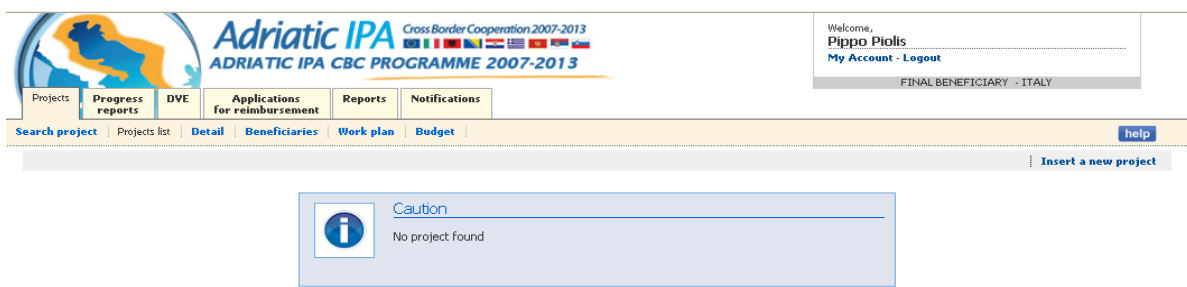
Picture 104 –log-in screen



Tip: in order to reduce typing errors, it is suggested to write your username and passwords in a text file and to copy/paste them into the fields every time you access to the System. This prevents typing errors.

The first time that the user logs in, there will not be any projects and the System will show a message like the one shown in picture 15.

Picture 115 – Message for no project found



In this case you can click on the "Insert a new project" button on the right side of the "Project list" work area. In the subsequent logs in, you will have a display like this:

Picture 16 – Project list example

| call for proposals | project code | title | acronym | measures | starting date | ending date | status | total budget (€) | |
|---------------------|--------------|---|-----------------|---|---------------|-------------|------------------|------------------|------------------------|
| 1 ^o ord. | | AGRONET - Realisation of a permanent network of logistics, distribution and services infrastructure in the food industry chain of the Adriatic Area | AGRONET | 1.2 Financial support for innovative SMEs | 03/2011 | 12/2013 | Work in progress | 2.503.804,66 | select |
| 1 ^o ord. | | METRIS PLUS - Boosting Research and Innovation Potential of the Adriatic Cross-border Area in a Joint Research Initiative led by Metris Research Centre | METRIS Plus | 1.1 Research and Innovation | 03/2011 | 02/2014 | Work in progress | 1.768.374,00 | select |
| 1 ^o ord. | | FUTURE MEDICINE - Proposal for the establishment of a cross border adriatic clinical network of centers for medically assisted reproduction and regenerative medicine | FUTURE MEDICINE | 1.3 Social, labour and health networks | 03/2011 | 08/2013 | Work in progress | 3.300.000,00 | select |
| 1 ^o ord. | | BESSY - Blood Ethical good for Social capital and Safety | BESSY | 1.3 Social, labour and health networks | 03/2011 | 08/2013 | Work in progress | 1.723.950,00 | select |

In this case you can choose the project to be modified clicking on the button “select” of the correspond project proposal.



Tip: be aware that after 20 minutes of inactivity on the page, the session expires and then the user is redirected to the login page. We suggest you to save as often as possible.

2.4 Performance levels

There are different performance levels in the System according to the role.

As Lead Applicant you can:

- Insert new projects
- Modify the inserted project
- Upload requested files.

As Lead Beneficiary (when the project will be financed) you will:

- see the project/s you are involved in;
- insert Progress Reports;
- fill in Applications for Reimbursement;
- see the project progresses.

As a project Beneficiary you cannot have access to the project proposal during the development phase, but in case the project will be selected for funding you will have credentials to access to the System:

- to see the project/s you are involved in,
- to insert Progress Reports,
- to see the progresses of its own part of project activities.

3. PROJECT SETUP

3.1 Project identification and Project description

Now, you may prepare the proposal.

After logging in, to start to draw up your project proposal on line, you have to select the menu Tab "Projects", "Project list" and then the button "Insert a new project" on the right.



TIP: you have to read carefully also the Applicants' Manual for the second Calls for proposals in order to know how to fill in the sections.

Firstly the following general data of the project will appear and have to be filled in:

- *Project Title:* indicate the entire title of the project;
- *Project Acronym:* is the acronym of the project, it serves to show a short name to identify the project;
- *Priority/Measure:* choose from the scroll down menu the Priority/Measure of the project.

Picture 17 – Basic data entry

For these fields as well as for all other fields, the allowed minimum and maximum characters are indicated on the right side of each box. The calculation includes spaces too.



TIP: If you want to use a bullet point list in any of the fields, please press 'Enter' to move to the next line.

The beginning and end of activities (*Project Length*) have to be indicated in the fields shown in picture 18 choosing from a scroll down menu.

Picture 18 – Entering Project length

From the section 1.5 it moves to the section 1.10 because the section 1.6 will be automatically filled in after having inserted data in the "Budget section"; the section 1.8 and 1.9 will be automatically filled in after having inserted data in "Beneficiaries" section. They will appear directly in the saved page.

The short description of the project (Project Summary) completes the 'Project identification' data.

Picture 19 – Project Summary

| | |
|--|---|
| <p>● 1.10. Project Summary</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> | <p>i Please note that this information will be transferred to the official web site of the Programme</p> <p>A Max 4000 characters</p> |
|--|---|

After the Project summary, the section ‘Project description’ starts.

In this section 3, the Lead Applicant has to indicate:

- 3.1 Project background and/or challenges to be addressed;
- 3.2 Project objectives (general and specific).

Picture 20 – Project background

| | |
|---|--|
| <p>● 3.1. Project background and the problems and/or challenges to be addressed</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> | <p>i Describe the problems and the issues that the project is planning to address. The Applicant has to provide background information, explain why the issues is important for the participating territories and how it affects whole Adriatic area.</p> <p>A Max 3000 characters</p> |
|---|--|

Picture 2112 – Project objectives

| | |
|---|--|
| <p>● 3.2. Project Objectives (general and specific)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> | <p>i Describe the overall objectives and the specific objectives of the project. The Applicant has to clearly refer to the Programme Priority and Measure. The objectives have to be coherent with the problems/issues tackled by the project; it means that the objectives should provide solutions to the problems addressed.</p> <p>A Max 3000 characters</p> |
|---|--|

Moreover, the Applicants have to demonstrate the project proposal coherence with the IPA Adriatic Programme’s strategy, with the relevant regulations of the European Community and with the national and regional strategies. The following sections have to be filled in:

- 3.3.1 Coherence of the project with the Programme’s strategy
- 3.3.2 Coherence of the project with the relevant EU policies and horizontal issues
- 3.3.3 Coherence of the project with public national and sub-national strategies.

Picture 22 – Coherence of the project

| | |
|--|---|
| 3.3. COHERENCE OF THE PROJECT | |
| <p>● 3.3.1. Coherence of the project with the Programme's strategy</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> | <p>i The Applicant should clearly describe how are the objectives of the proposal in accordance with the objectives of the Programme and the relevant Priority, and how these objectives affect the challenges of the Programme.</p> <p>A Max 3000 characters</p> |
| <p>● 3.3.2. Coherence of the project with the relevant EU policies and horizontal issues</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> | <p>i The Applicant should describe the coherence of the project objectives with the Copenhagen/Lisbon strategy, with the relevant EU sector policies (environment, ICT, trade, transport, social issues, health, justice, border security, etc.) and with one or more horizontal issues of the Programme (sustainable development, equal opportunities and non discrimination, fair competition). The activities and the expected results have to respect the relevant EU rules. The indication of the relevant programming documents and regulations is useful for the positive assessment of this criterion.</p> <p>A Max 3000 characters</p> |
| <p>● 3.3.3. Coherence of the project with public national and subnational strategies</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> | <p>i The Applicant should clearly explain the coherence of the project objectives with the policies of the national and sub-national public Authorities (regions, provinces, counties, districts, municipalities) relevant for the operation. The indication of the relevant programming documents and regulations is useful for the positive assessment of this criterion.</p> <p>A Max 3000 characters</p> |

Then the following boxes have to be filled in:

- 3.4 Added value to the cross-border cooperation in this project;
- 3.5 Methodology approach;
- 3.6 Expected results and outputs;
- 3.7. Sustainability and long term effects of the project.

Picture 23 –Other features of the project

The screenshot shows four text input boxes, each with a title, a description, and a character limit:

- 3.4. Added value of the cross-border cooperation in this project**: Describe why a cross-border cooperation project is considered necessary in relation to the involved regions/Countries. Max 2000 characters.
- 3.5. Methodology approach**: Describe the sequence and the combination of the project activities that will lead to reach the planned activities and results. Max 2000 characters.
- 3.6. Expected results and outputs**: Results are direct and immediate advantages resulting from carrying on the project activities and from the production of the outputs. Compared to outputs, results imply a qualitative value. Outputs are tangible deliverables and visible products. Max 3000 characters.
- 3.7. Sustainability and long last effects of the project**: Describe how the project sustainability will be ensured after the end of financing. Max 2000 characters.

The Lead Applicant must select at least one of the joint cooperation system (joint development, joint implementation, joint staffing, joint financing), that the project wants to ensure, by clicking inside the respective checkbox/es and must explain how the project will realize it/them in the following text boxes.

Picture 24 – Management and cooperation

The screenshot shows two main sections:

- 3.8. LEVEL OF CROSS-BORDER COOPERATION**: A selection area with four checkboxes: Joint Development, Joint Implementation, Joint Staffing, and Joint Financing. A note says "Select one or more joint cooperation system".
- 3.8.1. How the project will realize one/more of the previous joint cooperation system**: Describe how the project will realize one or more of the joint cooperation system choosed above. Max 2000 characters.
- 3.9. Project management**: The project proposal must describe the main coordination and management structure and procedures including decision-making process and the way in which the day to day management will be organized. Roles and responsibilities of beneficiaries must be outlined. Max 3000 characters.

The last part of the form regards the description of the project management process.

Saving of the 'Project identification' and 'Project description' sections :

After filling in this part please pay particular attention to verify that ALL the fields are filled in because ALL of them are mandatory, otherwise it is not possible to 'save' it.



TIP: If you want to proceed with the following sections and you have not filled in all the fields for the time being, we suggest you to insert just some words (e.g. “to be completed later on”) and save it. However, you should be aware that the fields are mandatory and you must not forget to come back and to fill them in later on.

Press the green “Save” button at the end of the page before going to the next section.

It is possible to modify the inserted data later by coming back again to these sections and clicking on the sub-tab “Details”.

3.1 Management of Beneficiaries and Associates

The insertion of Beneficiaries and Associates depends on the correct compilation of the previous sections, "Project Identification" and "Project Description".



TIP: you have to read carefully also the Applicants’ Manual for the second Calls for proposals in order to know how to fill in the section.

The first time, the System automatically proposes you to insert the data of the Lead Beneficiary (picture 25).

The data to be inserted concern: Name, address, phone/Fax numbers, information about Legal representative/authorized person and contact person.

Picture 25 – Entering Lead Beneficiary’s general data

The screenshot displays the M.I.S. web interface. At the top, there is a navigation menu with tabs: Projects, Progress reports, DVE, Applications for reimbursement, Reports, and Notifications. Below this is a search bar and a 'help' button. The main content area features a blue banner for 'Call for proposals: Secondo bando' and a project title 'Adriatic IPA extended Project Title'. Below the banner, there are buttons for 'Back to beneficiaries list', 'Select Legal Representative', and 'Select Contact Person'. The main form is titled 'BENEFICIARY' and contains the following fields:

- Beneficiary role:** Lead Beneficiary
- Institution:**
 - Institution name in national original language: **Test Partner 2**
 - Institution name in English language: **test 21**
- Legal status:** **Body governed by public law**
- National identification code:**
- "de minimis" condition:** **No** (selected)
- Address:**
 - Street, Number, Postal code: **test mod. 54321**
 - City: **test mod**
 - Country: **ITALY**
 - NUTS II - III o equiv.: **Friuli Venezia Giulia - Trieste**
- Legal representative / Legal signatory:** No legal representative selected
- Contact person:** No contact selected

At the bottom of the form, there is a link for 'Descriptive data'.

Before to go on the ‘de minimis condition’ of the Lead Beneficiary has to be indicated in accordance with what set out in the Calls announcement, choosing between ‘Yes’ or ‘No’ options

Besides these, the following four fields must be filled (see picture 26) too:

- Beneficiary organization (human resources, equipment, budget, other important information);
- Description of previous (and current) experiences in CBC and international projects;
- Contribution of the Beneficiary to the project;

- Competences, capacity and knowhow of the Beneficiary in implementing project activities.

Picture 26 – Entering Lead Beneficiary’s description data

Beneficiary organization (human resources, equipment, budget, other important information):

(max 1000 characters)

Description of previous (and current) experiences in CBC and international projects :

(max 1000 characters)

Contribution of the Beneficiary to the project :

(max 1000 characters)

Competences, capacity and know how of the Beneficiary in implementing project activities and results:

Finally, (see picture 27), the IBAN code should be inserted. The Lead Beneficiary’s ‘Total budget’, ‘EU co-financing’, ‘National public co-financing’ and ‘Additional public/private funding (where required)’ will be automatically displayed after filling in the “Budget” section.

Picture 27 – Entering Lead Beneficiary’s financial details

(max 1000 characters)

Beneficiary financial details

IBAN Code:

Total budget: 0,00 €

EU co-financing: 0,00 €

National public co-financing: €

Additional public/private funding (where required): €

Save



Saving of the Lead Beneficiaries data:

After filling in this part, please pay particular attention to verify that ALL the fields were correctly entered. Finally, press the green “Save” button at the end of the page before going further.

It is possible to edit the inserted data later by coming back again after clicking on the sub-tab “Beneficiary”, and from the “Project Beneficiary list”, by clicking on the “detail” button in the row of Lead Beneficiary.

The procedure described below shall be followed in order to add as many Beneficiaries as your project has.

From the ‘Beneficiary list’, using the button "Insert a new Beneficiary" on the right site of the working area, you should go to the general ‘Beneficiary List’.

Picture 28 – Beneficiary List

| name (english version) | legal status | nuts | nationality | |
|--------------------------|--|--------------------------------------|--------------------|------------|
| MEG-Montenegro | Body governed by public law | Cetinje | MONTENEGRO | detail add |
| Municipality of L'Aquila | Public Body | Abruzzo - L'Aquila (derogation area) | ITALY | detail add |
| Municipality of Niksic | Public Body | Nikšić | MONTENEGRO | detail add |
| my Company | Profit making private organization - SME | Abruzzo - Chieti | ITALY | detail add |
| O.I.C.S. | Body governed by public law | Other [art. 97 reg (CE) 718/2007] | BOSNIA-HERZEGOVINA | detail add |
| pippo limited | Profit making private organization - SME | Abruzzo - Pescara | ITALY | detail add |
| sdfis | Body governed by public law | Abruzzo - L'Aquila (derogation area) | ITALY | detail add |
| sdfis | Body governed by public law | Abruzzo - L'Aquila (derogation area) | ITALY | detail add |
| sdfis | Body governed by public law | Abruzzo - L'Aquila (derogation area) | ITALY | detail add |
| test | Body governed by public law | - | - | detail add |

This list shows all the organizations already present in the System.



TIP: You can search the Beneficiary you need by the “Search Beneficiary” function on the top, or you can display page by page.

If the Beneficiary you want to add is in the list, you click on “add” button in the corresponding row. And the specific Beneficiary features for this project proposal shall be described as shown below (picture 30).

If the Beneficiary you want to add is not on the list, you click on the button on the top “New beneficiary”. At this point you can insert a new Beneficiary (see picture 29) by adding some preliminary information:

- Native language name, which is the name of the organization in original language
- Name (English version), the translation in English of the original name of the organization (the English name of the institution will be automatically transferred to the other sections of the Application Form, e.g. work plan)
- National identification code (which stands for the national number used to identify the Beneficiary’s organization)³
- Legal status, to be chosen in accordance with what set out in the Calls announcement

- NUTS or equivalent area.
- Address of the organization, to be indicated in accordance with what set out in the Calls announcement.

Picture 29 – Entering a New Beneficiary

After inserting these data and clicking on the “submit” button, the new Beneficiary will appear in the Beneficiary list. From this list, you should click on the button “add” in the row corresponding to this Beneficiary, or on the button “detail” to see/modify the data already inserted.

Both in case you choose a Beneficiary already present on the list or add a new Beneficiary to the list, you have to indicate for each Beneficiary the following data:

- Legal representative
- Contact person.

Picture 30 – Beneficiary management

Clicking on the button on the top “Select Legal Representative”, the System will direct you to a list containing the name and surname of all contact persons already present in the System.



TIP: You can search the person you need by the “Search contact” function on the top, or you can display page by page.

If the person you want to add is in the list, you click the button “add” in the row corresponding to the name and surname of the person you want to insert in the project as legal representative (see picture 31).

Picture 31 – Add Legal representative’s details

| name | surname | detail | add |
|-------------------------------|-------------------------------|--------|-----|
| Francesco | Rulli | detail | add |
| Francesco | Peroni | detail | add |
| Gildo | Baraldi | detail | add |
| Ibrahim | Milushi | detail | add |
| Luca | Galli | detail | add |
| luca | altardi | detail | add |
| Luca Galli SpA contact person | Luca Galli SpA contact person | detail | add |
| Luca Galli SpA legal rep. | Luca Galli SpA legal rep. | detail | add |
| Massimo | xxxxxxxxxx | detail | add |
| Matteo | Milkovic | detail | add |

If the Beneficiary you want to add is not on the list, you click on the button on the top “New contact”. At this point you can insert a new contact person adding name and surname.

Both in case you choose a contact person already present in the list or add a contact person to the list, you have to write the function of the legal representative in the specific field as shown in picture 32.

Picture 32 - Add function for Legal representative

Legal representative / Legal signature

Name/surname:
Francesco Rulli

Function:


Do not forget to save the form by pressing the “Save” button, or your changes will be discarded!

With a similar procedure, you can add also a contact person. Clicking the button on the top “Select contact person”, the System will direct you again to a list containing the name and surname of all contact persons already present in the System.

From this list (see picture 31), you can click the button "add" in the row corresponding to the name and surname of the person you want to insert in the project as contact person.

In addition to the name and surname, some other information about the contact person must be inserted as shown in picture 33.

Picture 33 –Contact person’s details

 **Contact person**

Name/surname:
Andrea Fenaroli

Function:

Street, Number:

Postal code:

City:

Ph. Num.:

Fax:

E-mail:

Before going on the ‘*de minimis* condition’ of the Beneficiary has to be indicated in accordance with what set out in the Calls announcement, choosing between ‘Yes’ or ‘No’ options.

Do not forget to save the form by pressing the button ‘Save’, or your changes will be discarded!

Additionally, the following fields must be filled:

- Beneficiary organization (human resources, equipment, budget, other important information);
- Description of previous (and current) experiences in CBC and international projects;
- Contribution of the Beneficiary to the project;
- Competences, capacity and knowhow of the Beneficiary in implementing project activities and results.

Finally (see picture 27), the IBAN code should be inserted. The ‘Swift code’ field and ‘CUP code’ field must be left empty.

The Beneficiary’s ‘Total budget’, ‘EU co-financing’, ‘National public co-financing’ and ‘Additional public/private funding (where required)’ will be automatically displayed after filling in the “Budget” section.

Picture 33 – Entering Beneficiary’s financial details

The screenshot shows a web form titled "Beneficiary financial details". On the left side, there are three input fields: "IBAN Code" with the value "IT121234512345123456789012", "Swift Code", and "CISP Code". Below these is a "Total budget" field with the value "0,00 €". On the right side, there are three rows of financial data: "EU co-financing" with "0,00 €", "National public co-financing" with "0,00 €", and "Additional public/private funding (where required)" with "0,00 €". A green "Save" button is located at the bottom right of the form area. The footer of the page includes the "Adriatic IPA" logo, the text "ADRIATIC IPA CBC PROGRAMME 2007-2013", a "go back" button, and technical information: "developed by Cybernet | XHTML 4.0.1 | CSS 2 | W3C WAI-A".

Do not forget to save the form by pressing the button ‘Save’, or your changes will be discarded!

The final result is the “Project Beneficiary details” shown in picture 34.

Picture 34 – Project Beneficiary section

Adriatic IPA Cross Border Cooperation 2007-2013
ADRIATIC IPA CBC PROGRAMME 2007-2013

Welcome, User 005
My Account - Logout
FINAL BENEFICIARY - ITALY

Projects Progress reports DVE Applications for reimbursement Reports Notifications

Search project Projects list Detail Beneficiaries Work plan Budget help

Call for proposals **Secondo bando**

Project **Adriatic IPA extended Project Title** / Pjt Acronym

Back to beneficiaries list Edit Delete

PROJECT BENEFICIARY

Beneficiary role: Final Beneficiary

Institution

Institution name in national original language:
Comune di L'Aquila

Institution name in English language:
Municipality of L'Aquila

Legal status:
Public Body

National identification code:

"de minimis" condition:
No

Address

Street, Number, Postal code:
via rocco carabba 5, 67100

City:
L'Aquila

Country:
ITALY

NUTS II - III o equiv.:
Abruzzo - L'Aquila (derogation area)

Legal representative / Legal signatory

Name/surname:
Francesco Rulli

Function:
PR

Contact person

Name/surname:
Andrea Fenaroli

Function:
CP

Street, Number:
Via Padre Ugo Frasca

Postal code:
66100

City:
Chieti Scalo

Ph. Num.:
998

Fax:
992

E-mail:
andrea.fenaroli@cyborg.it

Descriptive data

Beneficiary organization (human resources, equipment, budget, other important information):
Organization description.

Description of previous (and current) experiences in CBC and international projects :
Previous experience.

Contribution of the Beneficiary to the project :
Contributions description.

Competences, capacity and know how of the Beneficiary in implementing project activities and results:
Beneficiary's skills description.

Beneficiary financial details

IBAN Code:
IT98F3848732742878297742397

Total budget:
0,00 €

EU co-financing:
0,00 €

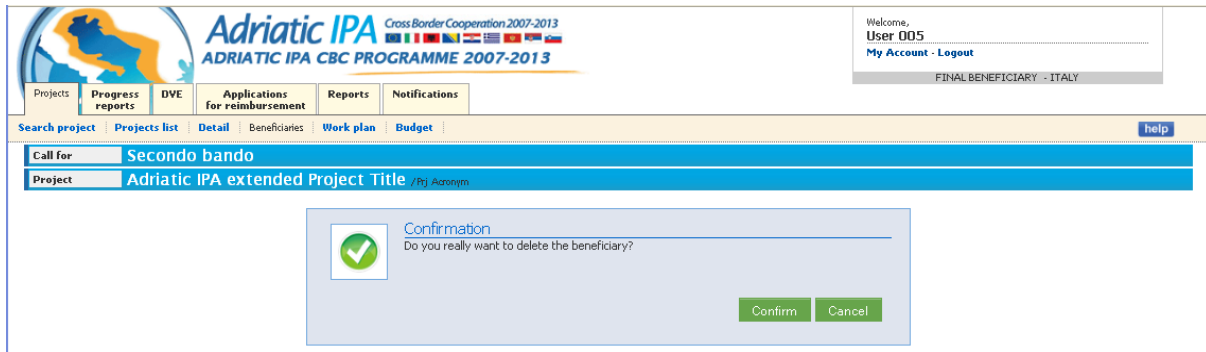
National public co-financing:
0,00 €

Additional public/private funding (where required):
0,00 €

During the developing process of the project proposal, you can edit the inserted information or delete Beneficiaries by clicking the related button on the top/right of the “Project Beneficiary Detail” page.

In case you delete one Beneficiary, the System displays the message to confirm or not the deletion (as shown picture 35).

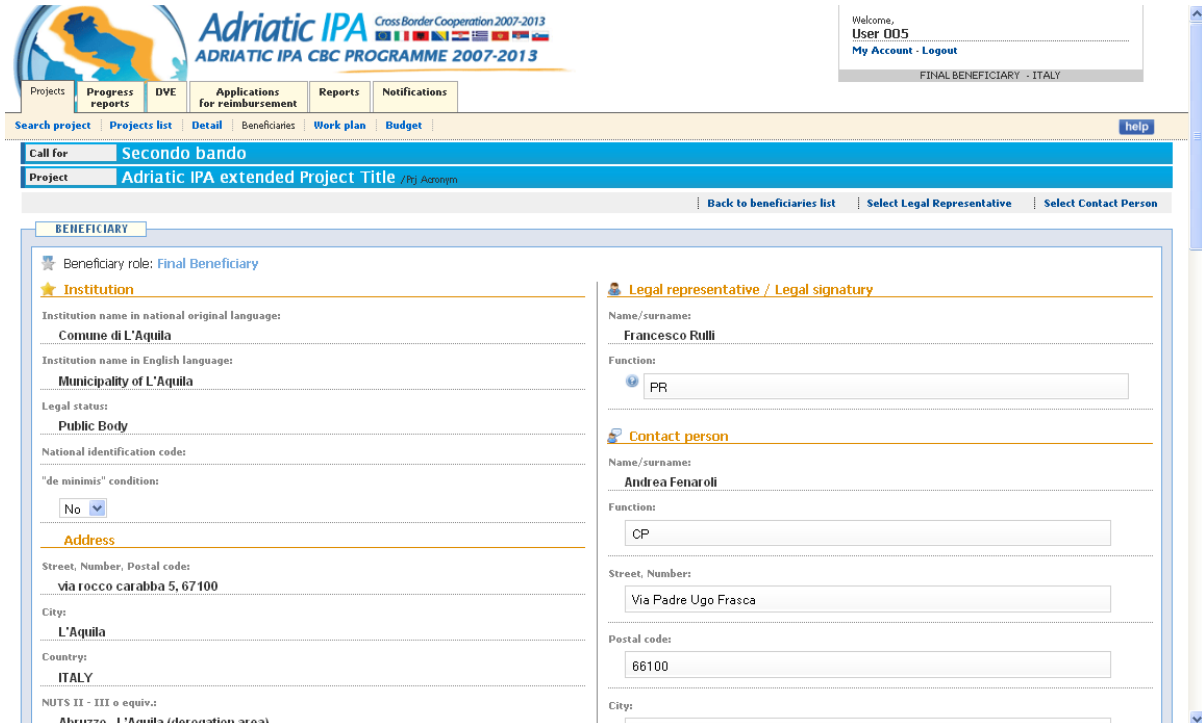
Picture 35 – Confirmation of deletion of Beneficiary



TIP: if you have already inserted the budget and you want to delete one/more Beneficiary/ies, you have to know that the corresponding budget will be deleted as well. You should check everything again.

In case you edit one Beneficiary ‘s details, the System will direct you to the editable “Project Beneficiary Detail” page (as shown in picture 36).

Picture 36 – Edit Beneficiary’s details



The same procedure and steps can be followed to add an Associate.

However, for each Associate you want to add, you have to indicate, besides the legal representative's and contact person's details, also the following information:

- Description of previous (and current) experiences in CBC and international projects;

- Contribution of the Associate to the project activities;
- Added value of the Associate’s participation.

Do not forget to save the form by pressing the button ‘Save’, or your changes will be discarded!

Also the Associate’s details can be editable afterwards.

3.3 The work plan

The insertion of the work plan section depends on the compilation of the previous sections.



TIP: you have to read carefully also the Applicants’ Manual for the second Calls for proposals in order to know how to fill in the section.

From the sub-menu ‘work plan’, it is possible to structure the project’s actions and group them in different Work Packages (WP).

The first three Work Packages are predefined: Work Package 00 “Project Preparation” (not compulsory), Work package 01 “Cross-border Project Management and Coordination” and 02 “Communication and Dissemination”.

Clicking on the bottom "Add Work Package", it is possible to add new WP.

When some WPs are entered and saved, the “WP list” will display the list of all the Work Packages (see picture 37) and allows you to enter details or edit them.

Picture 37 - Work Packages list

| ID | Title | Responsible beneficiary | N. of actions |
|-----|---|-------------------------|---------------|
| WP0 | Project Preparation | No Responsible found | 0 |
| WP1 | Crossborder Project Management and Coordination | No Responsible found | 0 |
| WP2 | Communication and Dissemination | No Responsible found | 0 |

For each WP the following preliminary data must be inserted:

- *Title*: the title identifying the Work Package;
- *Description*: general description of the entire Work Package;
- *Responsible beneficiary*: indicates the Beneficiary in charge of the work package, by choosing from a scroll down menu reporting all the partners indicated in the Section 2.

Picture 38 – Entering Work Package data

Do not forget to save the form by pressing the green button ‘Save’, or your changes will be discarded

For all Work Packages, a number of actions representing the minimum unit of work within the WP should be described adding the following information:

- *Starting/Ending Month*: determines the duration of the action;
- *Description*: description of the action;
- *Role of each beneficiary*: specifies the role of the beneficiaries in the action;
- *Location*: indicates the city and or the place where the action will take place or is referred to;
- *Total amount*: is the value of the operation just described.

Picture 39 – Entering actions for Work Package

The screenshot shows a web form titled 'ACTIONS'. At the top, it says 'No Actions for this Work package'. Below that is a 'New action' section with several input fields:

- Starting month**: A date picker field with a 'MM/yyyy' format hint.
- Ending month**: A date picker field with a 'MM/yyyy' format hint.
- Description**: A large text area with a 'Max 750 characters' limit.
- Role of each beneficiary**: A text area with a 'Max 750 characters' limit.
- Location (if relevant)**: A text area with a 'Max 750 characters' limit.
- Total amount**: A numeric input field with a 'Minimum (max 2 decimals)' hint.

 A green 'Submit' button is located at the bottom right of the form.

Do not forget to save the form by pressing the green button ‘Save’, or your changes will be discarded

A table placed just above the Actions section, summarizes the actions associated to a Work Package.

Picture 40 - Detail list actions

| ID | Starting month | Ending month | Total amount (€) |
|---------------|----------------|--------------|------------------|
| 3-1 | 10/2010 | 10/2013 | 100,000.00 |
| Total amount: | | | 100,000.00 |

At the end of each WP, Applicants must fill in the “qualitative and quantitative description” of the outputs, with a brief description:

- *beneficiary/ies*: the beneficiary/ies linked to the output;
- *description*: a description of output;
- *target value*: the output’s indicator;
- *date of delivery*: the period when the output will be delivered.

Picture 13 – Entering planned output

Do not forget to save the form by pressing the green button ‘**Save**’, or your changes will be discarded. After inserting the outputs, a list of them will be displayed (picture 42).

Picture 42 – Detailed list of the outputs

| Date of delivery | Description |
|------------------|--------------------------------|
| Date | Description. edit |

At the end of each WP, the Applicants must fill in also the “qualitative and quantitative description” of the results, with a brief description (see picture 43):

- *beneficiary/ies*: the beneficiary/ies linked to the output
- *description*: a description of the results;
- *target value*: the output’s indicator;
- *date of delivery*: the period when the output will be delivered.

Picture 43 – Entering the expected results

QUALITATIVE AND QUANTITATIVE DESCRIPTIONS OF THE RESULTS

No qualitative and quantitative descriptions of the results for this Work package

New result

- **Beneficiary/ies**Max 1000 characters
- **Description**Max 1000 characters
- **Target value**Max 1000 characters
- **Date of delivery**Max 1000 characters

Submit

Do not forget to save the form by pressing the green button **‘Save’**, or your changes will be discarded! After inserting the results, a list of them will be displayed (picture 45).

Picture 44 – detail list of expected results

QUALITATIVE AND QUANTITATIVE DESCRIPTIONS OF THE RESULTS

| Date of delivery | Description | |
|------------------|--------------|---|
| Date | Description. | edit |

New result

- **Beneficiary/ies**Max 1000 characters

3.4 Budget

The Budget section depends on the compilation of the previous sections. From the sub-menu Budget you can insert all the data regarding the budget of your project proposals. This part provides detailed information about the estimated budget and costs of the proposal.



TIP: you have to read carefully also the Applicants' Manual for the second Calls for proposals in order know how to fill in the section.

The System displays all budgets divided by beneficiary, work package, cost category and spending forecast.

The Section 'Budget' of the AF is composed of 7 financial tables interlinked among them and with the Work plan sections. This connection makes possible several automatic cross-checks of the figures and the automatic completion and calculation of several fields and tables.

The data are showed in tables, as shown in the picture 45

Picture 14 - Expenditure forecasts overview for beneficiary

Municipality of L'Aquila

| | WP0 (€) | WP1 (€) | WP2 (€) | WP3 (€) | TOTAL (€) | % |
|-------------------------|-------------|-------------|-------------|-------------|-------------|------|
| 01/11/2010 - 31/01/2011 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01/02/2011 - 30/04/2011 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01/05/2011 - 30/06/2011 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01/07/2011 - 31/10/2011 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01/11/2011 - 31/01/2012 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01/02/2012 - 30/04/2012 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01/05/2012 - 30/06/2012 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01/07/2012 - 31/10/2012 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01/11/2012 - 31/01/2013 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01/02/2013 - 30/04/2013 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01/05/2013 - 30/06/2013 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01/07/2013 - 31/10/2013 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01/11/2013 - 31/01/2014 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| % | 0.00 | 0.00 | 0.00 | 0.00 | | |

[Edit](#)

The following tables must be filled in :

- 5.5 Beneficiaries' budgets per budget lines and per WP;
- 5.6 Beneficiaries' spending forecast per WP and per period.

These tables can be filled in and/or be modified using the button "Edit" placed at the bottom of each sub-sections. After clicking on it, the editable section will be opened (as show in the picture 46 and 47). Here you can insert the figures in the table corresponding to each Beneficiary.

Picture 46 – Example of edit mode of table 5.5

| Municipality of L'Aquila | | | | |
|--------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | WP0 (€) | WP1 (€) | WP2 (€) | WP3 (€) |
| Staff | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Overheads | | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Travel and accommodation | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| External expertise | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Meetings and events | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Promotion costs | | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Equipment | | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Investments | | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Fin. charges & guar. | | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Picture 47 – Example of edit mode of table 5.6

| Municipality of L'Aquila | | | | |
|--------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | WP0 (€) | WP1 (€) | WP2 (€) | WP3 (€) |
| 01/11/2010 - 31/01/2011 | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 01/02/2011 - 30/04/2011 | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 01/05/2011 - 30/06/2011 | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 01/07/2011 - 31/10/2011 | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 01/11/2011 - 31/01/2012 | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 01/02/2012 - 30/04/2012 | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 01/05/2012 - 30/06/2012 | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 01/07/2012 - 31/10/2012 | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 01/11/2012 - 31/01/2013 | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 01/02/2013 - 30/04/2013 | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 01/05/2013 - 30/06/2013 | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 01/07/2013 - 31/10/2013 | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 01/11/2013 - 31/01/2014 | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

After inserting the figures, don't forget to confirm by pressing the button "Save".



TIP: the periods indicated in the table 5.6 'spending forecast per WP and per period' are dynamic and depend on the starting and ending date of your project proposal. Be aware - if you modify the length of your project - this table should be edited as well.

After completing the tables 5.5. and 5.6 for every Beneficiary, the following tables will be automatically filled in:

- 5.1 Total project budget per WP
- 5.1.1 Total project budget per costs category
- 5.3 Total budget overview per budget lines and per WP
- 5.4 Total spending forecast per WP and per period
- 5.5 Beneficiaries' budget per budget lines and per WP.

In case some values do not correspond to the rules established by the Call for proposals or in case there is an inconsistency among some tables, one or more cell/s of these tables will be marked in red. The errors will be reported immediately below the tables, as shown in picture 48,, and will help Applicants to fix the errors.

Picture 48 – Example of errors reported below a budget table

The screenshot shows the 'Adriatic IPA' web application interface. At the top, there's a navigation menu with options like 'Projects', 'Progress reports', 'DVE', 'Applications for reimbursement', 'Reports', and 'Notifications'. Below this is a search bar and a 'Call for proposals' section for 'Secondo bando'. The main table is titled '5.1 TOTAL PROJECT BUDGET PER WP' and has columns for 'WP0 (€)', 'WP1 (€)', 'WP2 (€)', 'WP3 (€)', 'TOTAL (€)', and '%'. The rows include 'test 21', 'Municipality of L'Aquila', and 'TOTAL'. Several cells in the 'TOTAL' and '%' columns are highlighted in red, indicating errors. Below the table, a yellow box contains a list of error messages:

- The total budget in WP 1 is 0.
- The total budget in WP 2 is 0.
- The WP3 total should be equal to the relative Work package total.
- Budget for beneficiary test 21 is less than 100,000 €.
- Budget for beneficiary Municipality of L'Aquila is less than 100,000 €.
- The project total budget is less than 500,000 €.

To fix the problems occurred, you must come back and edit the Work plan and/or the budgets tables.

When no more red values appear, it means that the budget has been entered correctly and it corresponds to the totals provided in the Work Packages.

The table 5.2 “Co-financing source per beneficiary” (picture 49) is a part filled in automatically. You have to fill in the figures relating to the National co-financing clicking on the button ‘edit’.

Picture 15 - Table co-financing source per beneficiary

| 5.2 TABLE OF CO-FINANCING SOURCES PER BENEFICIARY | | | | | | | | | | | | |
|---|---------------------|------------------------------|------------------|--------------|------------------|-------------|--------------------------------|----------------------------------|---|--|---------------------|-----------------------|
| Total budget | | | | | | | | | | | | |
| Programme contribution | | | | | | | | Total Programme contribution (€) | Beneficiary public/private co-financing (€) | Beneficiary public/private co-financing rate (%) | Total budget (€) | Total budget rate (%) |
| EU co-financing | | National co-financing | | | | | | | | | | |
| | IPA (€) | IPA rate of co-financing (%) | State (€) | Regional (€) | Local (€) | Other (€) | National co-financing rate (%) | | | | | |
| Test Company RO | 565.249,53 | 85,00 | 99.750,47 | 0,00 | 0,00 | 0,00 | 15,00 | 665.000,00 | 0,00 | 0,00 | 665.000,00 | 51,75 |
| Mattia's Services | 263.500,00 | 85,00 | 0,00 | 0,00 | 46.500,00 | 0,00 | 15,00 | 310.000,00 | 0,00 | 0,00 | 310.000,00 | 24,12 |
| Luca Galli SpA friend mod 3 | 263.500,00 | 85,00 | 0,00 | 0,00 | 46.500,00 | 0,00 | 15,00 | 310.000,00 | 0,00 | 0,00 | 310.000,00 | 24,12 |
| TOTAL | 1.092.249,53 | | 99.750,47 | 0,00 | 93.000,00 | 0,00 | | 1.285.000,00 | 0,00 | | 1.285.000,00 | |

In edit mode, you can modify the data of co-financing amount for each Beneficiary. After the change, then you can confirm by pressing the button "Save".

Picture 49 – Example of edit mode of table 5.2

| 5.2 TABLE OF CO-FINANCING SOURCES PER BENEFICIARY | | | | | |
|---|-----------|--------------|-----------|------------------|--|
| Total Public Cost - (Programme contribution) | | | | | Beneficiary public/private co-financing rate % |
| | State (€) | Regional (€) | Local (€) | Other public (€) | |
| test 21 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Municipality of L'Aquila | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |

[Save](#)

The figures should be inserted under:

- column “State” if the co-financing share is provided by State resources;
- column “Regional” if the co-financing share is provided by regional public authorities;
- column “local” if the co-financing share is provided by local public authorities;
- column “Other public” if the co-financing share is provided by body governed by public law or by private bodies..

The inserted data can be changed at any time until the project is not Submitted by selecting again the link "Edit".

4. UPLOAD ANNEXES

According to Calls for proposals, some documents must be annexed to the Application Form.



TIP: you have to read carefully also the Applicants' Manual for the second Calls for proposals in order to know which documents you must annex.

These documents shall be annexed by uploading them into the System.

It is suggested to collect all these documents in a folder on your PC/laptop and finally compress them using the compressed (zipped) folders feature.

From the 'Detail' section, you can click on "Upload" button on the right as shown in the picture.



The uploading section will be opened and you can upload your compressed folder.

In case you want to replace the uploaded folder (for instance because you have to change one document), you only need to re-upload the folder again. The new folder, with the correct documents, will overwrite the previous one.



TIP: it is recommended to click on 'view zip', to check if the folder you uploaded is correct and whether it contains all the documents .

5. PRINT AND SUBMIT THE PROJECT PROPOSAL

4.1 How to print the project proposal before submitting it

To help the Lead Applicant's revision of the project proposal together with all the other Final Beneficiaries that are part of the project, at any time it is possible to have a pdf. file of the project proposal partly filled in.

From the 'Detail' section, you can click on the button "print" and a pdf. file will be downloaded on your PC/laptop. This file will be watermarked as "Work in Progress".

4.2 How to submit the project proposal

The project proposal will be "Work in Progress" until the Lead Applicant still wants to make changes.

When the proposal is ready and within the deadline of the Calls for proposals, the Lead Applicant can submit the project proposal by clicking on the button "Submit", placed in the 'Detail' section (see picture below).




Without the submission process, all the inserted data and uploaded documents are simply saved without being recognised as a submitted proposal.



TIP: proposals not submitted in the System and which arrive at the MA/JTS by any other means will be considered as “not submitted” and will not be evaluated.

At this point the System will start a long series of controls to check the compliance of the project proposal with some Calls requirements.

If the System finds some problems, they will be shown in a warning message (see the following picture) and the System will not proceed with the submission.

 **Activation warning**

Warnings are raised by suspicious conditions based on a default set of rules.

- The WP2 total should be equal to the relative Work package total.

The problems listed must be resolved before proceeding with the submission. It is not possible to submit a proposal if problems were found.

However, if no problems occurred, a window requesting the confirmation of submission of the project will appear (see image below).

The project can be submitted, but there will be no way to revert the process.

Do you confirm the request?

If confirmed, the project will be submitted and it is not possible to go back and change the project.

After the submission process, the System will automatically assign a "Project Code" to the project proposal and a message that project was successfully submitted will be shown on the screen (see image below).

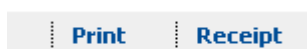
The project has been submitted.

In case the Lead Applicant has other project proposals, it must repeat the procedure for all of them. Finally, from the 'Project list' it is possible to see the status and the code of each project.

It is not possible to submission project proposal after the Calls for proposals deadlines.

4.3 Print and receipt of the submitted project proposal

After the submitting process, in the 'Detail' page of the project proposal, there will be only two menu items:



If you select the button “Print” it is possible to download on your PC/laptop a pdf. file of the full and completed project proposal, without the watermark.

This file will contain also a 'Time table' chart filled in automatically by the System and visible only in the pdf. file.

At this point it is possible to print the Application Form.



TIP: you have to read carefully also the Applicants' Manual for the second Calls for proposals (chapter 5 of the Applicants' Manual) in order to know which steps you have to follow at this point in order to send a signed Application Form.

If you select the button “Receipt” you can download and print the “Project submission Receipt” attesting the submission of the project proposal.

The receipt resumes the information concerning the Lead Applicant, the title, the acronym and the related Priority/Measure and shows the Project code, the data and time of the submission (see image below)



Project submission Receipt

Dear Lead Applicant's Legal/Authorized Representative

| | |
|---------------------------------|----------------------|
| Surname | Rossi |
| Name | Mario |
| E-Mail address | mario.rossi@email.it |
| Lead Applicant's name | Alfa |
| Lead Applicant's country | Italy |

we inform you that your proposal

| | |
|----------------|---------------------|
| Title | cooperation project |
| Acronym | CP |

in response to the following Call for Proposals

| | |
|-------------------------------|--|
| Call for Proposal code | B2 |
| Title | 2 nd Call for Ordinary projects proposals |
| Priority | 1 |

submitted on:

| | |
|------------------------|------------------|
| Submission date | 24/09/2011 19:42 |
|------------------------|------------------|

has been registered with the following reference code:

| | |
|---------------------|-----------|
| Project code | B2/0034/0 |
|---------------------|-----------|

Now you have to print this Receipt, fill it by hand with the information required, sign it and submit it with the other documents in hard copy.

By signing the present Project Submission Receipt you:

- 1) confirm that the information declared in the Application Form and its annexed specifications are to the best of one's knowledge accurate and true;
- 2) take note of the fact that the Project proposal will no longer be processed if it does not provide for any additional information requested by the Joint Technical Secretariat (JTS) or the Managing Authority or if false information have been provided;
- 3) authorize/not authorize (*delete the option not accepted*) the Managing Authority to grant access to any information reported in the Project proposal, in compliance with the Community and national rules.

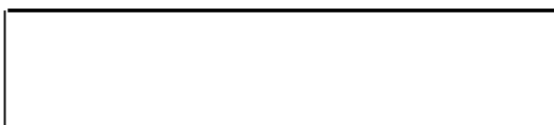
Place and date:

Signature of Lead Applicant Legal/Authorized Representative

Name of signing person

Position of signing person

Official Stamp



Date/hour of online submission

Project code

Project submission Receipt

ANNEX: SYSTEM CHECKLIST

- From the Programme web site (clicking on "Reserved Area"), login into the System.
- If you don't have the credentials yet, register to the System (<https://sso.adriaticpacbc.org/gestionale/view/public/pubblicaBando.do>) in order to obtain a username and a password in advance, as soon as the Calls are launched.
- Use the provided username and password to prepare and submit as many project proposals as your organization intends to apply with.
- Choose the Call of reference and start inserting a new project proposal.
- First, fill in the Proposal setup – Section 1 and 3.
- Insert the participating Beneficiaries.
- Finally, set the work plan and budget section.
- Remember to save each section any time you make changes.
- Do not forget to upload Annexes.
- Correct all the possible mistakes.
- SUBMIT YOUR PROJECT PROPOSAL/S on time.**
- Print the receipt of the submission of the project proposal.

GOOD LUCK FOR YOUR PROPOSAL/S!