



PROGRAMME MANUAL

The use of SYNERGIE CTE
during the Application
procedure

Synergie guide – Application form
2nd call for modular projects –
Integrated project

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The use of SYNERGIE CTE during the Application procedure.....	4
1. To take into consideration before start the fill in	4
Introduction to Synergie CTE	5
Steps to the Online Submission Process	7
2. Access to your Application Form using you the Lead Partner account.....	8
Step # 1 ENTER IN YOUR LEAD PARTNER ACCOUNT	8
Step # 2 ENTER IN TO YOUR PROPOSAL	9
3. Complete your Application Form.....	11
Step # 3 PROJECT SUMMARY	11
Step # 4 PARTNERS.....	13
Step # 4.1 Add a new partner.....	13
Step # 4.1.2. Create an organisation	14
Step # 4.2 Partner’s Description.....	15
Step # 4.3 Finance	18
Step # 4.4 Contacts.....	23
Step # 4.5 Additional partner’s information	26
Step # 4.6 Partners from outside the Programme area	27
Step # 4.7 Partners former experience	27
Step # 4.8 Remove a partner	28
Step # 4.9 Save partnership’s data	29
Step # 4.10 Associated partners.....	30
Step # 5 OTHER PROJECT INFORMATION.....	31
Step # 5.1 A.5a MED thematic community	31
Step # 5.2 A.5.b Project statistic information	31
Step # 6 PROJECT DESCRIPTION	32
Step # 6.1 C.1 Project relevance.....	32
Step # 6.2 C.2 Project focus.....	32
Step # 6.3 C.3 Project context	37
Step # 6.4 C.4 EU principles and evaluation.....	38
Step # 7 PROJECT WORK PLAN	39
Step # 7.1 Create a WP.....	39
Step # 7.2 Create an activity.....	41
Step # 7.3 Focus on: Additional information for pilot activities.....	44
Step # 7.4 Modify an activity	45

Step # 7.5 Remove an activity	45
Step # 7.6 Add deliverables to an activity and its indicative budget.....	46
Step # 7.7 Modify deliverables data	48
Step # 7.8 Modify the target value of a deliverable	48
Step # 7.9 Remove deliverables from an activity	49
Step # 7.10 Enter outputs for content-related WP	50
Step # 7.11 Durability and Transferability of main outputs	52
Step # 7.12 Focus on: WPO - Project preparation	52
Step # 7.13 Verify your Work plan and deliverables foreseen.....	57
Step # 7.14 Verify the involvement of partners in the proposal.....	58
Step # 7.15 Activities outside the Programme area.....	59
Step # 8 PROJECT BUDGET	60
Step # 8.1 Budget per partners and WP.....	60
Step # 8.2 Budget of the project per semesters.....	61
Step # 8.3 Check the coherence of project budget	61
Step # 8.4 Detail of the budget foreseen in budget lines “External expertise and services” and “Equipment” budget lines	62
Step # 8.5 Verify budget tables automatically generated.....	66
Step # 8.6 Export the budget.....	68
Step # 9 SPECIFY TARGET GROUPS.....	68
Step # 10 INDICATIVE TIME PLAN.....	69
4. Validating the Application Form	70
Step # 11. CHECK GLOBAL COHERENCE OF THE APPLICATION FORM	70
Step # 12. VALIDATE THE APPLICATION FORM	71
Step # 13. PRINT THE PDF VERSION OF THE APPLICATION FORM	72
5. Uploading the compulsory annexes.....	73
Step # 14. UPLOAD A DOCUMENT	74
6. Appendix.....	77
A. List of types of partners.....	77
B. List of administrative codes.....	77
C. List of target groups.....	80

The use of SYNERGIE CTE during the Application procedure

The following section aims to provide guidelines for applicants in order to submit an **Integrated project proposal** through the on-line monitoring tool of the Interreg MED Programme, SYNERGIE CTE in the framework of the 2nd call for Modular Projects (for more information about the submission procedure, please refer to the relevant Terms of reference and the Factsheet of the Programme Manual « 2-PHASE APPLICATION PROCEDURE »).

The Application Form and the submission procedure have been designed with the administrative and eligibility criteria¹ and quality assessment criteria² in mind, therefore applicants are advised to consider these criteria when completing it.

Here below you'll find the detailed outline of the Application Form to help you in gathering the relevant information from your partners 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.

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.

1. To take into consideration before start the fill in

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

Submitting any proposal **takes a lot of time**. Kindly foresee enough time to fill in the entire Application Form. 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.

¹ For further information, please refer to the Factsheet of the Programme Manual « APPRAISAL OF PROJECT PROPOSALS (ELIGIBILITY AND ASSESSMENT CRITERIA) ».

² For further information, please refer to the Factsheet of the Programme Manual « APPRAISAL OF PROJECT PROPOSALS (ELIGIBILITY AND ASSESSMENT CRITERIA) ».

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.

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.

As a general rule, the short description of the project, the title of the project, the name of the partners, WP, outputs, activities and deliverables should be provided in both Programme languages (English and French). If the translation of any of these elements is not possible, please indicate the same name in one of the languages twice.

INTRODUCTION TO SYNERGIE CTE

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



: Click to add a new element.



: Click to modify the information of the element.



: Click to remove the element.



: Click to enter into an element or 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 the relevant step.

[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 bottom Save in each page.

Save

Tick box if you have finished inputting information on this screen (chapter)

Save

When the data is successfully recorded, a green message will appear on the top of the screen.

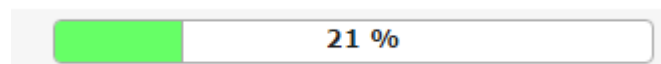
▪ Information updated

In the Application Form 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.

▪ **I PART A - Project summary**

- 1. [A.1 Project identification](#) ✓
- 2. [A.2. Project short description](#) ✓
- 3. [A.3. Project budget summary](#) ✓
- 4. [A.4. Project partners overview](#) ✓
- 5. [A.5. Project statistic information](#)

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



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 order established in this document in order not to forget any relevant information.

In each page, you will find **guidance** about 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, the system will prevent you from saving.

▲ 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 of 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 # 11**).

Even if SYNERGIE CTE is based on PRESAGE CTE, the on-line monitoring tool of the 2007-2013 programming period, there are some differences that could prevent the correct submission of your proposal. It is warmly recommended to follow the instructions included in the present document in order not to scape any step.

STEPS TO THE ONLINE SUBMISSION PROCESS

During the application phase, you will have access to all sections of the application form, included those filled in during the pre-application phase. You are allowed to modify the sections already filled in to improve your proposal. Kindly be reminded that any information of the pre-application form not maintained in the full application form will not be considered in the assessment phase. For more information, please check the announcement of the call and the relevant Terms of Reference.

The following table indicates which sections of the Application Form were already present in the pre-application form and that in consequence will appear pre-filled in your proposal.

<i>SECTION OF THE APPLICATION FORM</i>	<i>INCLUDED IN THE PRE-APPLICATION FORM</i>	<i>STEP NUMBER of the present document</i>
Part A Project Summary	Yes	Step # 3 and 5
Part B Project partners	Yes	Step # 4
Part C Project description		
<i>Sections: C.1.1, C.1.2, C.1.3, C.1.4, C.1.5</i>	Yes	Step # 6.1
<i>Section: C.2.1</i>	Yes	Step # 6.2
<i>Section: C.2.2</i>	No	Step # 9
<i>Sections: C.3.1.a, C.3.1.b</i>	Yes	Step# 6.3
<i>Sections: C.3.2, C.3.3.a, C.3.3.b</i>	No	Step # 6.3
<i>Sections: C.4.1, C.4.2</i>	No	Step # 6.4.
<i>Section: C.5</i>	No	Steps 7.1 – 7.12
<i>Section: C.6</i>	No	Step # 7.15
<i>Section: C.7</i>	No	Step # 10
<i>Section: C.8</i>	No	Step # 8.4
Part D Project budget		
<i>Sections: D.1, D.6, D.7</i>	Yes	Step # 4.3
<i>Sections: D.2, D.3, D.4, D.5, D.8, D.9</i>	No	Step # 8

2. Access to your Application Form using you the Lead Partner account

Once the access to the full application phase has been confirmed, concerned Lead Partners have to access to the system with the Lead Partner account used during the pre-application phase. For further information please check the announcement published in the web site of the Interreg MED Programme. Kindly remember that you can validate your Application Form and upload the compulsory annexes at any time until the submission deadlines (two different deadlines according to application procedure detailed in the Factsheet of the Programme Manual « 2-PHASE APPLICATION PROCEDURE » and established in the announcement of the relevant call).

Step # 1 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.

The screenshot shows the login interface for the SYNERGIE-CTE website. At the top, there are two buttons: 'Log in' and 'Create an account'. Below these is a form with two input fields: 'Nom d'utilisateur' (User name) and 'Mot de passe' (Password). A 'Continuer ?' button is located at the bottom of the form, and a 'Password forgotten-->' link is positioned above it. Callout boxes labeled 'Login' and 'Password' point to the respective input fields. The 'Continuer ?' button is highlighted with a purple border.

If you have forgotten your login

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.

If you have forgotten your password

Click on [Password forgotten](#). You will receive an e-mail in order to create a new password.

Step # 2 ENTER IN TO YOUR PROPOSAL

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

Status New				
Priority-Objective	Project	CTE Ref	Partner	Profile
3-1-1				Lead Partner

Click here to access

- ▲ Kindly note that in order to modify your proposal it has to be on status “new proposal”.

2. The index containing sections of the application form appears.

▲ Kindly note that during this phase you will have access to all the sections of your proposal, even those filled in during the pre-application phase. Kindly be reminded that you are allowed to change the information submitted during the pre-application phase in order to improve your proposal. For more information please check the relevant Terms of Reference.

You can now start filling in the Application Form. As you will see, sections filled in during the pre-application phase will be pre-filled based on the information you have already provided.

▲ The Lead Partner is in charge of the application for the whole partnership. Partners do not have access to the platform until the project is approved by the Programme.

The Application Form is composed of 4 main sections (a courtesy Application Form in Word version may be found on the Interreg MED Programme website – www.interreg-med.eu):

- PART A – Project summary
- PART B – Project partners
- PART C – Project description
- PART D – Project budget

▲ For more information regarding the assessment process, please refer to the Factsheet of the Programme Manual « APPRAISAL OF PROJECT PROPOSAL (ELIGIBILITY AND ASSESSMENT CRITERIA) ». Scores obtained during the assessment of the pre-application form will not be considered for the assessment of the full application form that you are about to submit.

▲ It is imperative to start filling in the Application Form by clicking on **Enter main elements**. If you want to modify any of the information filled in during the pre-application phase, kindly use the Synergie guide adapted to this phase in order to know how to do it.

It is strongly advised to fill in the main elements following the horizontal menu on the top of the page. The sections included in the horizontal menu (Description, Partners, Work plan) provide the key elements of your project and information will automatically be used for the other sections of the Application Form.

The use of SYNERGIE CTE during the Application procedure – Synergie Guide

2nd call for modular projects – Integrated projects

Version : 1

Date : 20/07/2017

▲ You are invited to review your pre-application form in order to decide if any of the information submitted can be improved taking into consideration the work plan you are proposing in the Application Form, the assessment of your pre-application form and the information provided in the Applicants Seminar organised for this call.

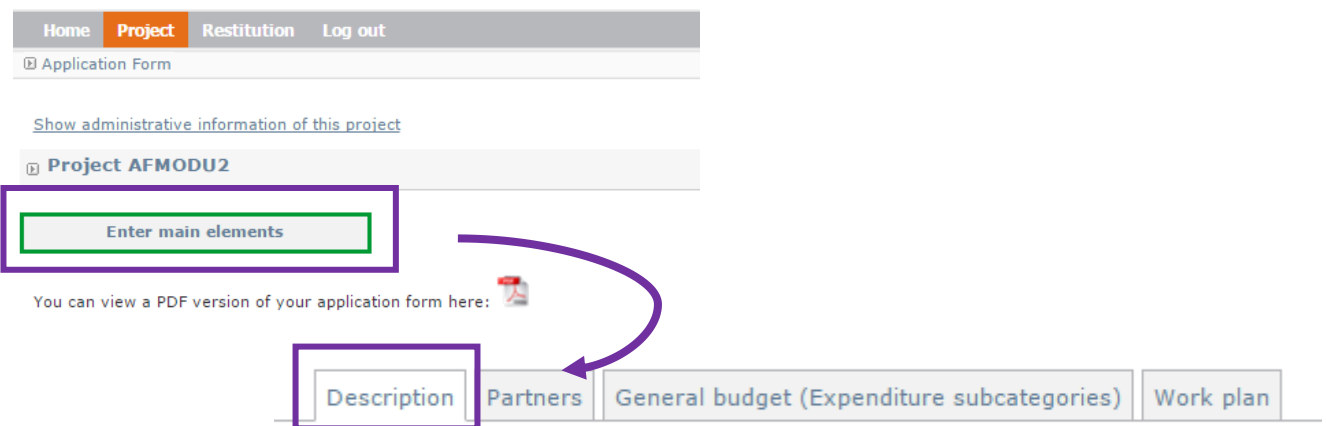
▲ You can access the assessment form of your pre-application via the section « Contractual documents » in SYNERGIE CTE.

3. Complete your Application Form

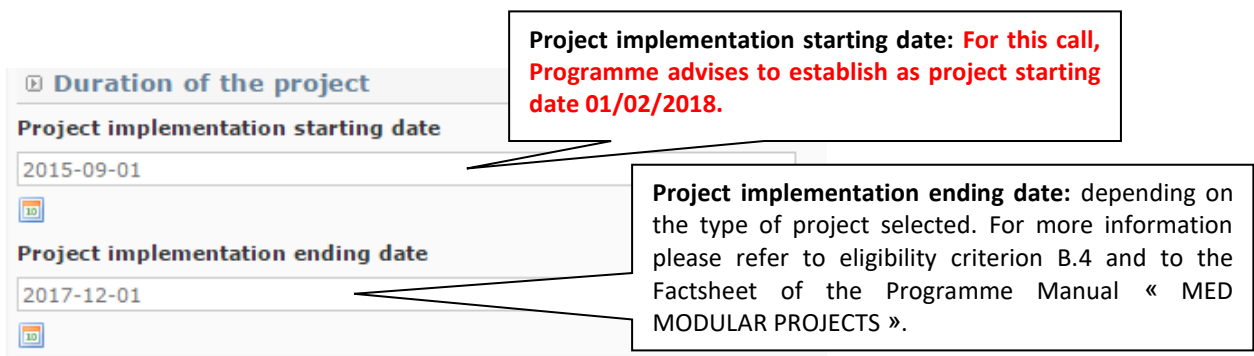
Step # 3 PROJECT SUMMARY

Kindly be reminded that this section was already filled in during the pre-application phase, but you can modify information if relevant

1. On the Application Form index page, click on **Main elements** and go to tab **Description**.



2. If necessary, modify the information already included in this section.
3. If necessary adapt the implementation starting and ending dates to the new calendar of the call. **This modification must be done before creating any activity.** If you have already created activities in your work plan, please do not modify those dates.



▲ It is warmly recommended always to use the first day of the month as starting date and the last day of the month as ending date.

▲ The number of months of the project will be automatically calculated by the system³. In order to see the number of months calculated, on the Application Form index page, click on [A.1 Project identification](#). Kindly take into consideration the eligibility criterion B.4, and the Factsheet of the Programme Manual « MED MODULAR PROJECTS ». If the time limit is not respected the system will prevent the submission of the proposal.

Duration of the project	Starting date	2015-09-01	Number of months
	Ending date	2017-12-01	

4. If needed, modify the short description of your proposal.

*Please give a short overview of the project (in the style of a press release): The content must be an overview of the project, starting by a simple phrase about what is new/original in the project. This short description of the project will be used in publicity material and on the website of the Programme, so it should be clear and accessible for all potential stakeholders. This section should not exceed 1500 characters (including spaces) and it is highly recommended to fill it in English **and** French.*

5. Indicate the reference language. The language selected will be used in the communications. Kindly use this language in order to fill in the Application Form.

6. Click on [Save](#)

7. You will come back to the Application Form index page. Click on [Enter main elements](#).

▲ At the end of each section, kindly tick a box if you have finished entering information on this page. That information will be reported into the Index with a green tick, which will help you to identified unfinished sections.

8. Proceed with the tab [Partners](#)

³ Please note that if you establish as starting date «January 1st, 2016» and as ending date «January 1st, 2017» the system will calculate a project duration of 13 months. Please check always the months calculated by the system.

Step # 4 PARTNERS

Kindly be reminded that these sections were already filled in during the pre-application phase, but you can modify information if relevant.

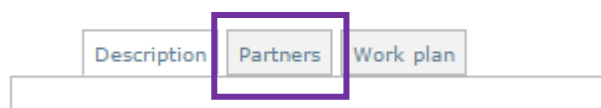
In this section you must add all partners participating in the project proposal. After adding each one of them you are requested to provide information for each partner by clicking on the name of the partner.

*Some other relevant partners' information will be included in **Steps # 4.5, 4.6, 4.7**.*

▲ It is warmly recommended to gather all the information regarding each partner before starting to fill in this section, and please do this as soon as possible.

Step # 4.1 Add a new partner

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

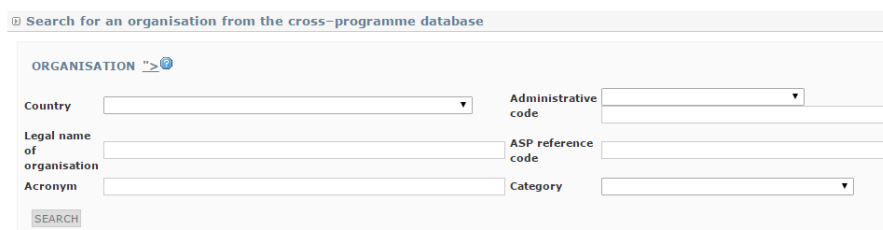


2. Click on **Add a partner**
3. A new page appears in order to search the organisation of the partner into the MED database using the fields proposed. The research is made in the language of the page.

▲ Include at least two of the pieces of information requested in the form (Country, Name, Acronym, Administrative code, ASP reference code⁴, Category⁵) and click on **Search**.

▲ **TIP FOR LEAD PARTNERS:** If the partner was already part of a proposal submitted in the framework of previous Interreg MED calls, kindly request to the partner the ASP reference code used in order to find it directly in the database. This information will help you not find it easily and to avoid to create unnecessarily the same organisation twice.

▲ **TIP FOR PROJECT PARTNERS:** If your organisation is already in a proposal submitted in the framework of previous Interreg MED calls, you should have a Synergie/ASP number. Kindly give this number to your Lead Partner of the proposals you are going to participate in, in order to find you easily in the database.

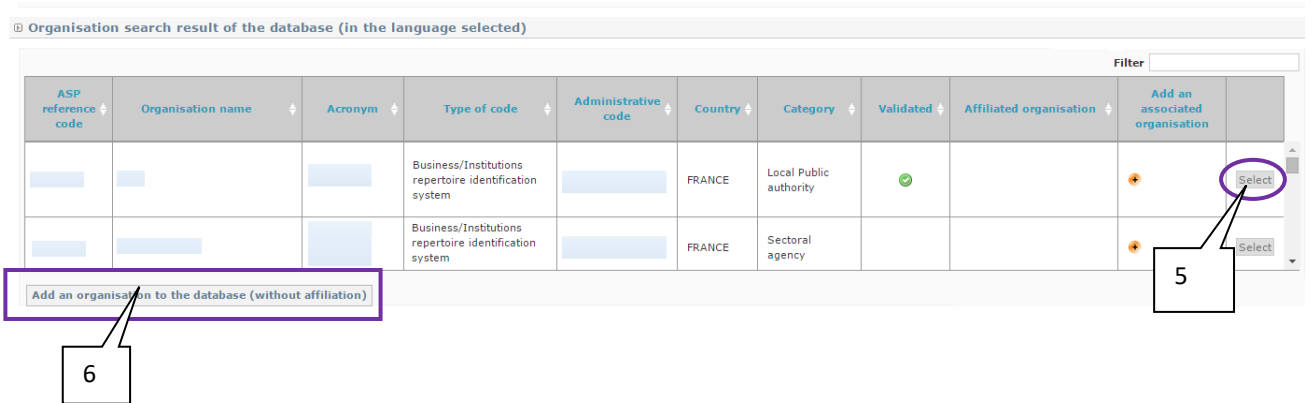
A screenshot of a search form titled 'Search for an organisation from the cross-programme database'. The form has a header 'ORGANISATION' with a search icon. It contains several input fields: 'Country' (dropdown), 'Administrative code' (dropdown), 'Legal name of organisation' (text), 'ASP reference code' (text), 'Acronym' (text), and 'Category' (dropdown). A 'SEARCH' button is located at the bottom left of the form.

⁴ The ASP reference code is a four-digit number given by Synergie CTE automatically each time an organism is registered in the database. Kindly ask for it to your project partners.

⁵ Select one of the categories established as Appendix A of this document. For Networks, select "interest groups".

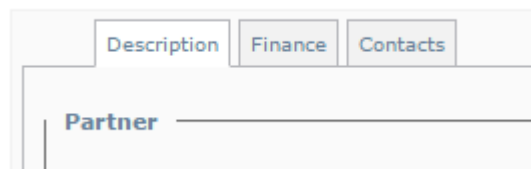
- A list of relevant organisations according to the information entered will appear. Kindly look for your organisation.

For example, if we select France, the list of all French partners included in the database will appear.



- If your organisation already exists in the system, click on **Select** in the last (right) column of the table.
- If your organisation does not exist, you have to create it by clicking on **Add an organisation to the database** and go to **Step # 4.1.2. CREATE AN ORGANISATION**.
- Once the organisation has been included to the partnership. A page containing the list of the partnership appears, fill in the information by clicking on the [name of the partner].

▲ It is strongly advised to fill in the partner information following the horizontal menu on the top of the page. The sections included in the horizontal menu (Description, Finance, Contacts) provide the key elements of your project and information will automatically be used for the other sections of the Application Form. All fields in yellow are compulsory.



Step # 4.1.2. Create an organisation

Before creating a new organisation be sure that it is not yet in the Programme database. If the partner has been included in another or previous proposals it is likely that it already exists.

- Fill in the requested information. Fields in yellow are compulsory.

[Return to the results of the search](#)

Creation of a new organisation

ORGANISATION

Legal name of organisation

Country

Category

Acronym

Administrative code

Legal name of organisation in English and in French.
▲ If possible use an official translation. If the translation is not possible, please include the same name twice.

Select the country where the organisation is located.

Select one of the categories established as Appendix A of this section. For Networks, select “interest groups”

If available, acronym in the original language of the organisation. It refers to a short name (official or unofficial) of the organisation (for example UNO is an abbreviation of ‘United Nations Organisation’). Please include the same acronym in both boxes.

Select and enter the administrative code of the partner depending on its country of origin. Please find the list of the authorised administrative codes at the end of this section (Appendix B).

2. Click on
3. If the administrative code is not correct an error message will appear.

The format of the administrative code is incorrect

▲ Please find the list of the authorised administrative codes and the format in which these codes should be presented as Appendix B of this section. Should you encounter any problem in filling in the administrative code, you must contact the JS as urgently as possible (programme_med@regionpaca.fr).

4. Go back to point 3 of **Step #. .1.**

Step # 4.2 Partner’s Description

1. Enter the requested information:

Description Finance Contacts

Partner

Organisation Name of the partner

Partner's title Nom du partenaire

Administrative code

Address

Address line 1

Address line 2

Special notification of delivery

Postcode

Country

NUTS2

NUTS3

Service

Address of the department

2007-2013 programming period participation

Number of projects approved in which the partner was involved / 2014-20

Do not modify it!

In the case of the following types of organisations: Ministries, Regional Governments, Universities, National Research Centers, the name of the partner should be written as: name of the organisation – name of the department/faculty/center in charge of the project. For example: University of Marseille – Faculty of Engineering.

Do not modify it!

Main address: it should be the legal address of the organisation. Kindly check that the country selected is the same that the one entered while creating the organisation (**Step # 4.1.2**).

Department: Name of the department, service or unit that will implement the project directly (if known). In the case of large organisations, Ministries, Regional Governments, Universities, it is highly advisable to include this information. If its address is different from the main address, please include it too.

Tick if the partner has participated in MED projects during the 2007-2013 programming period.

Automatically calculated by the system.

Step # 4.3 Finance

For each partner, in this section, you have to enter the financial contributions, both ERDF/IPA Funds and national co-financing for the related partner. The remaining budget not covered by EU funds has to be covered by each project partner (co-financing). For more information please refer to the Factsheets of the Programme Manual « SOUND PROJECT BUDGET » and « PARTNERS CO-FINANCING AND LOCATION OF PROJECT ACTIVITIES ».

▲ 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€.

1. Please select the fund (ERDF/IPA Funding) according to the country of origin of the partners.
2. Click on the link [Total eligible budget](#).

Description
Finance
Contacts
Former experience

Partner financial contribution

Partner financial contribution must be entered into the table below

Financing plan

Declare financing plan on this fund:


Financing source		Title or name of cofinancier	Amount	%
ERDF		+		0.00 %
National contributions to ERDF	contrepartie publique	+		0.00 %
	automatic public contrepartie	+		0.00 %
	contrepartie privée	+		0.00 %
	Total National contributions to ERDF			0.00 €
Total eligible budget			0.00 €	100.00 %
Other Financing	net revenue	+		0.00 %
Total			0.00 €	100.00 %

⁶ ERDF = UE partners.
 IPA Funding = partners from Albania, Bosnia and Herzegovina and Montenegro.

3. Enter the total eligible budget for the partner (here 100.000 € as an example).

Change the total eligible for the partner

Total eligible detail

		Eligible total budget
Cash amount		<input type="text" value="100000"/>



4. Click on
5. Back to the Finance Plan page, click on  next to the type of national co-financing to be used by the partner:

Partner financial contribution (it is associated with the ERDF funds or the IPA funds).

Partner financial contribution must be entered into the table bellow

Financing plan

Declare financing plan on this fund:

Financing source		Title or name of cofinancor	Amount	%
ERDF				0.00 %
National contributions to ERDF	Public contribution			0.00 %
	Automatic public contribution			0.00 %
	Private contribution			0.00 %
	Total National contributions to ERDF			0.00 €
Total eligible budget 			10,000.00 €	100.00 %

▲ Public partners usually use public or automatic co-financing, while private partners use private co-financing. To know if you can benefit from an automatic co-financing please contact your national authority.



6. Select the origin of the contribution. The following screen appears.

Add a cofinancing amount for partner

Partner auto financing

Check this box if this financing comes from your own resources.

details of origin of fund contrepartie publique

Title or name of cofinancor		<input type="text"/>
		<input type="text"/>
Cash amount	<input type="text"/>	<input type="text"/>

should be with VA

Enter the amount of the contribution.

Tick this if the partner uses its own contribution.


If the partner uses an external source of contribution, do not tick the box “the co-financing comes from the partner’s internal financial resources” and include the name of the external source in the yellow box of the first table.

If the partner uses its own contribution, tick the box “the co-financing comes from the partner’s internal financial resources”. The name of the partner organisation will automatically appear in the yellow box of the first table.

If the partner uses an external source of contribution, do not tick the box “the co-financing comes from the partner’s internal financial resources” and include the name of the external source in the yellow box of the first table.

7. Insert the cash amount for the co-financing (here 15.000€, since 100.000€ budget – 85.000€ programme funded budget = 15.000€ for co-financing).

8. Click on **Save**.

9. Back on the Finance Plan page, click on  next to ERDF/IPA Funding.

Description Finance Contacts Former experience

Partner financial contribution (it is associated with the ERDF funds or the IPA funds).

Partner financial contribution must be entered into the table bellow

Financing plan

Declare financing plan on this fund:
 ERDF

Please do not take into consideration this %. It will be corrected after entering the ERDF/IPA.



Financing source		Title			
ERDF					0.00 %
National contributions to ERDF	Public contribution			15,000.00 €	100.00 %
			<i>Total Public contribution</i>	15,000.00 €	100.00 %
	Automatic public contribution				0.00 %
	Private contribution				0.00 %
		<i>Total National contributions to ERDF</i>		15,000.00 €	100.00 %
Total eligible budget				100,000.00 €	100.00 %

10. The EU funded budget is automatically calculated (here 85.000€).

▲ The ERDF/IPA Funding co-financing rate used per partner is the maximum % established (85%). In the case of SMEs acting under GEBER, please change the co-financing rate to 50%. For more information refer to the Factsheet of the Programme Manual « PARTNERS CO-FINANCING AND LOCATION OF PROJECT ACTIVITIES ».

Add a cofinancing amount for partner

details of origin of fund ERDF

Title or name of cofinancier		FEDER
		ERDF
Cash amount		85000.00 This partner does not get a VAT refund, thus amounts entered should be with VAT
Rate of the fund		85%

11. Click on **Save**

12. A summary table will appear.

Description Finance Contacts Former experience

Partner financial contribution (it is associated with the ERDF funds or the IPA funds).

Partner financial contribution must be entered into the table below

Financing plan

Declare financing plan on this fund:
 ERDF ▼

Financing source		Title or name of cofinancor	Amount	%
ERDF		ERDF	85,000.00 €	85.00 %
National contributions to ERDF	Public contribution	[Redacted]	15,000.00 €	15.00 %
	<i>Total Public contribution</i>		15,000.00 €	15.00 %
	Automatic public contribution			0.00 %
	Private contribution			0.00 %
<i>Total National contributions to ERDF</i>			15,000.00 €	15.00 %
Total eligible budget			100,000.00 €	100.00 %

▲ If the amount is not correct this symbol will appear next to [Total eligible budget]. Click on it and a message with mistaken information will be shown. Please make the necessary arrangement in order to correct the situation.

▲ Kindly remember that for each partner this amount must be coherent with the co-financing amount included in the partner declaration. For more information please refer to the Factsheet of the Programme Manual « APPRAISAL OF PROJECT PROPOSALS (ELIGIBILITY AND ASSESSMENT CRITERIA) » (eligibility criterion B.3).

If a partner foresees **NET REVENUES** in the framework of the project:

13. Back to the Finance Plan page, click on next to Net revenues.
14. Tick the box “Check this box if this financing comes from your own resources”. Enter the amount of the foreseen net revenues and include in the comment box a description of how these net revenues will be obtained.
15. Click on

The budget for each partner should look like this.

Description Finance **Contacts** Former experience

Partner financial contribution

Partner financial contribution must be entered into the table below

Financing plan

Declare financing plan on this fund:
 ERDF

Financing source		Title or name of cofinancier	Amount	%
ERDF		ERDF	85,000.00 €	85.00 %
National contributions to ERDF	contrepartie publique	[Redacted]	15,000.00 €	15.00 %
	Total contrepartie publique		15,000.00 €	15.00 %
	automatic public contrepartie			0.00 %
	contrepartie privée			0.00 %
Total National contributions to ERDF			15,000.00 €	15.00 %
Total eligible budget			100,000.00 €	100.00 %
Other Financing	net revenue	[Redacted]	1,000.00 €	100.00 %
		Total net revenue	1,000.00 €	100.00 %
Total			1,000.00 €	100.00 %

Save

16. Click on **Save** and go to the tab **Contact**.

Step # 4.4 Contacts

For each partner, you must provide contact details of the Legal Representative and a contact person at least.

Kindly remember that the following contact types should be used depending on the role of the organisation in the project (Lead Partner and Partner):

- For the Lead Partner:
 - ❖ Legal representative
 - ❖ Project coordination (Lead Partner's profile)
- For the rest of the partners:
 - ❖ Legal representative
 - ❖ Project coordinator (Project Partner's profile)

The rest of the contact types will be updated during the clean-up of the approved project. PLEASE DO NOT USE THEM AT THIS STAGE.

1. Click on **Add a contact**. A new page appears including all the contact already existing in the system.

Type of contact	Select the contact
Finance manager (Project Partner's access)	Select
Project coordinator (Project Partner's profile)	Select
Contact entitled to certify of expenditure payment	Select
Communication Officer	Select
Legal representative	Select
Finance manager	Select

If the contact is already in the system, select it by clicking on **Select** next to the relevant type of contact.

If the contact is not in the system yet, create it by clicking on then **Create a new contact** at the corner down on the left. A new page appears.

▲ In the case of the Lead Partner, the contact person that created the Lead Partner's account will appear. Please select for him/her the contact type [Project coordination (Lead Partner's profile)].

2. In order to create a new contact, include the information requested in the form. Fill in at least Gender, Name, First name and email address. And choose the language of communication for the contact. Kindly remember that this language will be used in the communication from the Programme.

Contact details

Select the contact type: Local coordinator (Project Partner's profile) 2

Gender: M.

Surname: [Yellow field]

Firstname: [Yellow field]

Service: [White field]

Function: [White field]

E-mail: [Yellow field]

Phone number: [White field]

Mobile phone: [White field]

Fax: [White field]

Address line 1: [Teal field] [Yellow field]

Address line 2: [White field]

Special notification of delivery: [White field]

Address

Postcode: [Teal field] [Yellow field] City: [Teal field] [Yellow field]

Country: [Teal field] [Yellow field]

NUTS2: [Teal field] [Yellow field]

NUTS3: [Teal field] [Yellow field]

Language of contact:

▲ Some information regarding the partners organisation will already be filled in, please do not modify it. Yellow fields are compulsory.

▲ Please note that the [Project coordination (Lead Partner's profile)] of the Lead Partner will receive all the official communications from the Interreg MED Programme during the selection procedure, so be sure that these contacts are members of the Lead Partner structure and that their e-mail addresses are always active.

▲ If the system does not let you register a contact because the e-mail already exists in the system, an error message will appear. You must contact the JS as urgently as possible (programme_med@regionpaca.fr).

▲ The remaining contact types will be entered after the approval of the project.

3. Click on

4. When all tabs are completed, click on in the left corner.

You will come back to the tab of the main elements section.

To add new partners to the partnership click on **Add a partner** (see Step # 4.1) and repeat the same procedure described above. Make sure to enter the information properly when creating a new organisation. Please fill in the horizontal menu for each partner following the same procedure.

▲ The Partnership should be built respecting a number of principles that correspond to eligibility criteria. Please refer to these criteria in the Factsheet of the Programme Manual « APPRAISAL OF PROJECT PROPOSALS (ELIGIBILITY AND ASSESSMENT CRITERIA) », making sure your partnership respects the rules.

Step # 4.5 Additional partner's information

1. On the Application Form index page, click on **B.1.1. Additional partner's information** and enter the following information:

- √ **Name of partner in original language**
- √ **If the partner is public:** If the partner is public according to the information entered in **Step # 4.2** - Information linked to participation in the project; please select: Public or Equivalent public body. For more information please refer to the Factsheet of the Programme Manual « PARTNERSHIP ARCHITECTURE, REQUIREMENTS AND RELEVANCE ».

▲ In the case of large organisation, Ministries, Regional Governments and Universities, the following information shall be considered at the level of Department/Unit/Faculty/Center (if possible). The sub-structure has to be identified in the partner's description.

- √ **Partner structure annual total budget (in €)⁷**
- √ **Budget dedicated to EU programmes by the partner structure (in €):** Indicate the average budget of the partner organisation devoted to European projects. This amount will allow to assess the financial capacity of the organisation during the project implementation. This information would be especially relevant if the same organisation is included in several proposals of the same call or if it's already participating in on-going projects.
- √ **Total staff of the partner structure (full time equivalent⁸)⁹**
- √ **Staff dedicated to EU programmes (full time equivalent):** Indicate the average staff (full time equivalent) dedicated to European projects. This information will allow to assess the capacity of the organisation for implementing the project. This information would be especially relevant if the same organisation is included in several proposals of the same call or if it's already participating in on-going projects.

⁷ List: 500.000 or less; 500.001 to 1.000.000; 1.000.001 to 3.000.000; 3.000.001 to 10.000.000; more than 10.000.001.

⁸ Full-time equivalent employment is the number of full-time equivalent jobs, defined as total hours worked divided by average annual hours worked in full-time jobs. Source:193 SNA ; <http://unstats.un.org/unsd/nationalaccount/glossresults.asp?gID=202>

For example: if there are three people working, one full time and two part time (50%), the full time equivalent employment will be 2 (1 + 0.5 + 0.5).

⁹ List: 10 or less; 11 to 50; 51 to 250; 251 to 500; 501 to 1.000; more than 1.001.

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


Step # 4.6 Partners from outside the Programme area

1. On the Application Form index page, click on **B.1.2. In the case of partners from outside the programme area**. This page appears.

B.1.2. In the case of partners from outside the programme area

Partners from outside the programme area	Which is the added value of the inclusion of this partner from outside of the programme area in the partnership?	Please confirm that the partner is aware about the requirements of the First Level Control in its country of origin and the feasibility of their application for the MED area.
+		

Save

2. Click on , and select the partners from outside the Programme area. For more information please refer to the Factsheet of the Programme Manual « PARTNERSHIP ARCHITECTURE, REQUIREMENTS AND RELEVANCE ».
3. Answer the questions.
4. Click on **Save** and on **Index** on the top bar in order to come back to the Application Form index page.

▲ If your proposal does not have partners from outside the Programme, area please save this page without entering any information.



Step # 4.7 Partners former experience

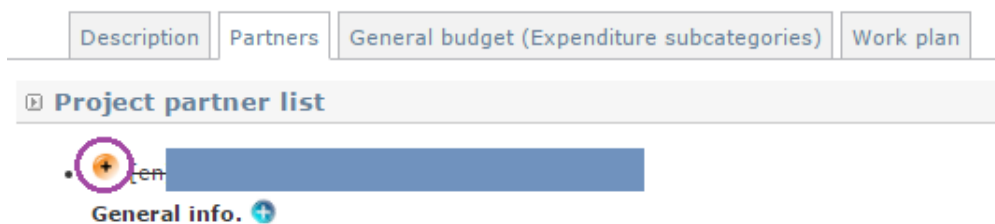
The objective of this section is to illustrate and take advantage of previous pertinent experiences (not only MED) in order to justify the choice of each partner, bearing in mind the proposal contents. To define the partner's role and tasks dealing with its acquired experience, general skills and specific competencies.

1. On the Application Form index page, click on **B.1.4 Former experience**.
2. Fill in the requested information:
 - √ **Is the partner going to participate in another proposal submitted in the present call for proposals?** Select Yes or No.
 - √ **Name (acronym) of the proposals (if known)**
 - √ **Which are the organisation's thematic competences and experiences relevant for the project?** Select one of the items.
 - √ **Comment on organisation's thematic competences and experiences.** Highlight only competences strictly related to the proposal content and the concrete partners' responsibilities to be developed.
 - √ **Role of the partner in the project.** Select one of the possibilities.

- ✓ **What is the benefit for the organisation from participating in the project?** Describe the main benefits for the organisation that explain its participation.
3. Click on **Save** and on **Next chapter** in order to go to the chapter **B.1.8. Other former experience** of the Application Form.
- ✓ **Did the partner already participate in a MED Programme project (programming period 2007-2013)?** Select Yes or No.
 - ✓ **If yes, precise the precise the projects acronym.**
 - ✓ **When relevant, describe the organisation’s experience in participating in and/or managing EU co-financed projects (only programming periods 2007-2013 and 2014-2020) or other international projects.** Precise average project duration and roles of your previous experiences in European programmes. Highlight the skills acquired during these experiences. Include for each relevant experience, the following information: programming period, programme, project acronym, main topic of the project, main outputs and competences developed by the concerned partner. Use “telegram style” in order to condense all relevant information.
 - ✓ **Did the partner already participate in a MED Programme project (programming period 2014-2020)?** Select Yes or No.
 - ✓ **If yes, precise the precise the projects acronym.**
4. Click on **Save** and then on **Index** on the top bar in order to come back to the Application Form index page.

Step # 4.8 Remove a partner

1. On the tab **Partners** of the **Enter main elements** section, click on  next to the partner name, in order to remove a partner.
 2. The name of the removed partner will appear crossed out.
- ▲ Kindly note that you will be allowed to add this partner again by clicking on .













Step # 4.9 Save partnership's data

Once you have filled in all partners' information remember to tick the box and click **Save** under the Project partner list.

Description Partners General budget (Expenditure subcategories) Work plan

Project partner list

-  
General info. +
Contact list +
-  
General info. +
Contact list +
-  
General info. +
Contact list +
-  
General info. +
Contact list +
-  
General info. +


Add partner

Tick box if you have finished inputting information on this screen

Save


Step # 4.10 Associated partners

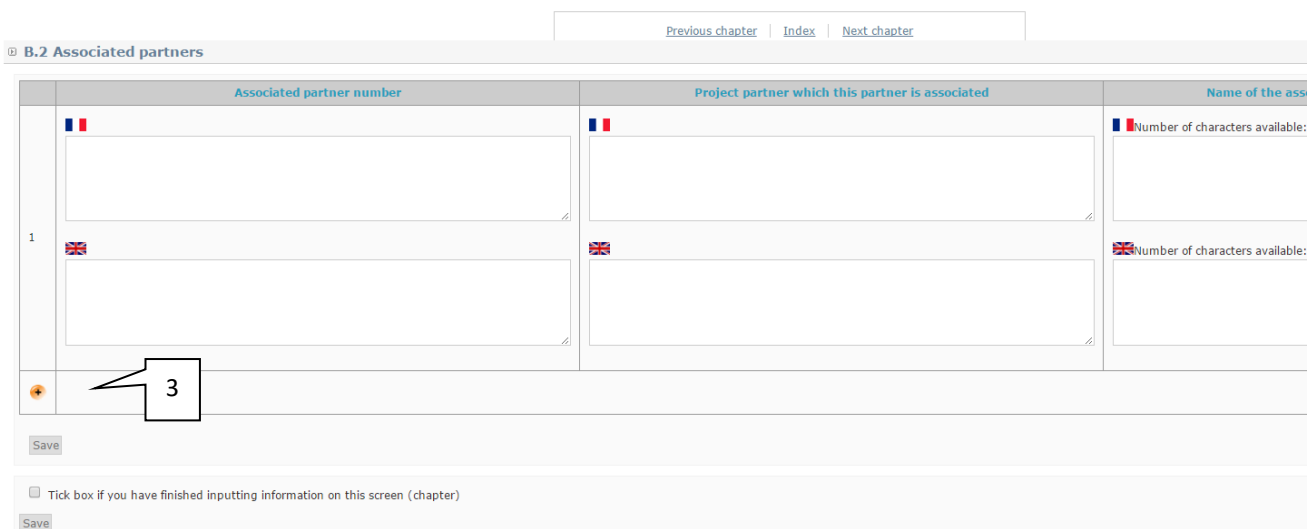
The objective of this section is to provide information on Associated partners supporting the project partnership in the implementation of the project. In this section, information regarding Networks without legal entity can be included, if relevant for the objectives of the project proposed.

1. On the Application Form index page, click on **B.2 Associated partners**.
2. Click on the  to add an associate partner and then complete each column in the language chosen for the application form and save the information.



The screenshot shows the 'B.2 Associated partners' form. At the top, there are navigation links: 'Previous chapter', 'Index', and 'Next chapter'. Below these is a table with the following columns: 'Associated partner number', 'Project partner which this partner is associated', 'Name of the associated partner in original language', 'Name of the associated partner in English', 'Name of the associated partner in French', 'Adress', 'Sous-region (NUTS3)', 'Region (NUTS2)', 'Country (NUTS 0)', 'Legal status', 'Associated partner category', 'Type of administrative code and number', and 'Which the role and interest of the associated partner in the project?'. A plus icon is located in the first row of the table, and a callout box with the number '2' points to it. Below the table is a 'Save' button and a checkbox labeled 'Tick box if you have finished inputting information on this screen (chapter)'. Another 'Save' button is located below the checkbox.

3. Click again on the  below the first row in order to add a second associated partner, if any and complete the information accordingly



The screenshot shows the 'B.2 Associated partners' form with two rows of data. The first row has a plus icon below it, and a callout box with the number '3' points to it. The table columns are the same as in the previous screenshot. The first row contains data for a partner from France (indicated by the French flag). The second row contains data for a partner from the United Kingdom (indicated by the UK flag). Below the table is a 'Save' button and a checkbox labeled 'Tick box if you have finished inputting information on this screen (chapter)'. Another 'Save' button is located below the checkbox.

4. When all associated partners have been registered, click on the **Save** button.

▲ Kindly note that in order to be considered in the assessment phase, involvement of associated partners should be supported by the submission of an associated partner declaration within the proposal.

Step # 5 OTHER PROJECT INFORMATION

Step # 5.1 A.5a MED thematic community

Kindly be reminded that this section was already filled in during the pre-application phase.

On the Application Form index page, click on **A.5a MED Thematic Community**. Please indicate the thematic community to which your project proposal is attached.

ONLY ONE CHOICE POSSIBLE

Step # 5.2 A.5.b Project statistic information

On the Application Form index page, click on **A.5b Project statistic information**. Please indicate the KEEP (maximum 3), the type of innovation and the type of area relevant to your project.

When all information has been registered, click on the **Save** button.

[Previous chapter](#) | [Index](#)

A.5.b Project statistic information

	KEEP	Kind of innovation	Kind of area
Type of synergies	<input type="checkbox"/> Agriculture and fisheries and forestry <input type="checkbox"/> Climate change and biodiversity <input type="checkbox"/> Clustering and economic cooperation <input type="checkbox"/> Coastal management and maritime issues <input type="checkbox"/> Cultural heritage and arts <input type="checkbox"/> Energy efficiency <input type="checkbox"/> Evaluation systems and results <input type="checkbox"/> Gouvernance, partnership <input type="checkbox"/> Green technologies <input type="checkbox"/> Health and social services <input type="checkbox"/> Improving transport connections <input type="checkbox"/> Innovation capacity and awareness-raising <input type="checkbox"/> Institutional cooperation and cooperation networks <input type="checkbox"/> Knowledge and technology transfer <input type="checkbox"/> Logistics and freight transport <input type="checkbox"/> Managing natural and man-made threats, risk management <input type="checkbox"/> Multimodal transport <input type="checkbox"/> Regional planning and development <input type="checkbox"/> Renewable energy <input type="checkbox"/> Rural and peripheral development <input type="checkbox"/> SME and entrepreneurship <input type="checkbox"/> Soil and air quality <input type="checkbox"/> Sustainable management of natural resources <input type="checkbox"/> Tourism <input type="checkbox"/> Transport and mobility <input type="checkbox"/> Urban development <input type="checkbox"/> Waste and pollution <input type="checkbox"/> Water management <input type="checkbox"/> Waterways, lakes and rivers	<input type="checkbox"/> Product <input type="checkbox"/> Process <input type="checkbox"/> Marketing <input type="checkbox"/> Organisational	<input type="checkbox"/> Coastal areas <input type="checkbox"/> Urban areas <input type="checkbox"/> Islands <input type="checkbox"/> Rural areas <input type="checkbox"/> Remote areas <input type="checkbox"/> Marine areas <input type="checkbox"/> Wetland areas

Tick box if you have finished inputting information on this screen (chapter)

Save

Step # 6 PROJECT DESCRIPTION

Step # 6.1 C.1 Project relevance

In this section you have to present the project relevance and its coherence with the transnational principles, Interreg *MED Programme specific objective chosen and the type of project selected*. For more information refer to the Factsheet of the Programme Manual « *MED PROGRAMME STRATEGIC FRAMEWORK* ».

Kindly be reminded that sections C.1.1, C.1.2, C.1.3, C.1.4, C.1.5 were already filled in during the pre-application phase, but you can modify this information if relevant.

On the Application Form index page, click on each question of the section **C.1 Project relevance**, and enter the requested information. Do not forget to click on **Save** on each page.

▲ On each page you will find the relevant guidance on how to fill in each section. You are invited to follow this guidance.

▲ Click on **Next chapter** on the top bar in order to go to the next section of the Application Form.

Step # 6.2 C.2 Project focus

In this section you have to present the project intervention logic and to provide the necessary information for the Programme in order to assess the contribution of your project to the achievement of the specific objectives and results of the relevant priority. For more information refer to the Factsheet of the Programme Manual « MED PROGRAMME STRATEGIC FRAMEWORK ».

Kindly be reminded that a light version of table C.2.1 (part b) was already filled in during the pre-application phase. At this stage you are requested to fill in the complete section taking into account the information provided related to the development of the work plan of integrated projects. Some of the information has to be filled in via the work plan (outputs).

1. On the Application Form index page, click on **C.2.1 Project objectives, expected results and main outputs**. A new page appears.

C.2.1 Project objectives, expected results and main outputs

+ Add an objective

Tick box if you have finished inputting information on this screen (chapter)

Save

2. Click on **+**. A new table appears including the Programme specific objective selected when you created your proposal. Then select a relevant Programme result indicator in the drop-down menu. For more information refer to the Factsheet of the Programme Manual « *MED PROGRAMME STRATEGIC FRAMEWORK* ».

Creation/editing of the project objectives, expected results and key deliverables

[Return to chapter](#)

Specific Objective of the Programme	Result indicator
3.1: To enhance sustainable the development policies for more efficient valorisation of natural resources and cultural heritage in coastal and adjacent maritime areas of a sustainable and responsible coastal and maritime tourism in the MED Area	Level of sustainability of tourism in MED coastal regions
<input type="button" value="Save"/>	

- Click on **Save**. Several text boxes will appear thus you will be able to continue to fill in the form.
- Include the project’s general objective. **What is the overall objective of the project and how does it link to the programme’s objective?** Clearly express the change that the project intends to make compared to the initial situation and outline the strategic focus of the project. It has to be ensured that the project overall objective is fully consistent with the Programme specific objective of reference.

▲ This section should not exceed 1500 characters.

Project general objective



	Project general objective
	-

Project general objective should be included just in one language. You can include NA in the box of the language that you do not use.

- Specify and describe the project results (3 maximum). **What are the project results and how do they link to the programme result indicator chosen?** Project results should indicate changes that will be achieved further to its implementation. The explanation should give evidence of how and to which extent the project will contribute to the Programme result indicator chosen. The contribution to the result indicator shall relate not only to the partnership, but also to the target groups of the project, considering the transferability of project results as well.

You should give a title to each project result, in English and in French if possible, and provide a short explanation on the defined project result and its contribution to the Programme result indicator chosen.

▲ Result titles should not exceed 150 characters and descriptions should not exceed 1500 characters



Project result		
Number	Label	Description
1	 <input type="text" value="Project result 1"/>	<input type="text" value="Explanation of the project result 1"/>
	 <input type="text" value="Project result 1"/>	<input type="text" value=""/>

Description should be included just in one language. You can include NA in the box of the language that you do not use.

[Add a result](#)


6. If your proposal has more than 1 project results, click on **Add a result** in order to add additional results.
7. Click on **Save**. Several text boxes will open thus you will be able to continue to fill in the form.
8. Specify and define project specific objectives. **Which are the specific objectives of the project?** Specific objectives should be concrete and verifiable during implementation. They should address the territorial challenges identified and described in previous section.

You should give a title to each project specific objective, in English and in French if possible, and provide a short explanation on the defined project specific objective and its link with the project main outputs.

Title of the objective		Description
1	 Project specif objective 1	Number of remaining characters : 707 Explanation of the project specifi result 1
	 Project specif objective 1	Number of remaining characters : 749 -

9. If your proposal has more than 1 project specific objective, enter this information in the same page. The maximum number of project results per project is 3.

▲ Being on this page, you will also find out two boxes related to communication specific objectives that you should fill in following communication guidance included in the Factsheet of the Programme Manual « DESIGNING YOUR EXTERNAL COMMUNICATION STRATEGY ».

Title of the objective	Description	Communication objectives	Approche/tactics
 divdggv	Number of remaining characters: 741 ydqyqdvdt	Number of remaining characters: 746 vrp	Number of remaining characters: 750

★ **COMMUNICATION OBJECTIVES:** What can communications do to reach a specific project objective? Projects must define their own communication objectives by explaining how the project will use communication in order to achieve each of the specific project objectives established. These objectives have to be SMART (specific, measurable, acceptable (feasible), realistic and temporally defined).

★ **APPROACH/TACTICS:** How do you plan to reach your target groups? For each communication objective, please describe the tactics and tools used to achieve them. For example, if you want to target a specific target audience or group within a defined territory, you can adopt a media or social media "strategy" that is limited in time to maximize the impact of the message.

10. Tick the **Programme output indicators** (one or several) related to your project. These Programme output indicators will be used while defining your WP outputs. For more information, please refer to the Factsheet of the Programme Manual « MED PROGRAMME STRATEGIC FRAMEWORK » and **Step # 7.10**.

▲ Kindly do not select the indicator « Expenditures declared to the EC ».

Programme output indicator	
<input type="checkbox"/>	Number of instruments available to enhance the development of sustainable and responsible tourism
<input checked="" type="checkbox"/>	Number of tourist destinations covered by a sustainable tourism evaluation tool
<input type="checkbox"/>	Number of strategies applying sustainable tourism management criteria
<input type="checkbox"/>	Number of regions and sub-regions engaged (through charters, protocols, MoU) in implementing sustainable tourism plans

Save

11. Click on **Save**.
12. Click on **Return to the chapter** on the top in order to come back to section C.2.1. Kindly verify that all the relevant information has been reordered correctly.

PREVIOUS CHAPTER | HOME | NEXT CHAPTER

C.2.1 Project objectives, expected results and main outputs

Project general objective					
Project general objective					
Project result					
1 Project result 1 : Project result 1					
Specific Objective of the Programme		Result indicator	Edition	Suppress	
3.1: To enhance sustainable the development policies for more efficient valorisation of natural resources and cultural heritage in coastal and adjacent maritime areas of a sustainable and responsible coastal and maritime tourism in the MED Area		Level of sustainability of tourism in MED coastal regions			
Title of the objective	Description	Communication objectives	Approche/tactics		
1	Specific objective 1	Specific objective 1	Specific objective 1		
2					
3					
Programme output indicator		Programme output indicator targets	Project main output quantification	Project main output number	Project main output
Number of instruments available to enhance the development of sustainable and responsible tourism		0			

This information will be filled in during the creation of the project outputs. See **Step # 7.10**.

Click here in order to modify any information.

13. Tick box confirming you have finished inputting information on this screen and click on **Save**. You will be redirected to the Application Form index page. Otherwise click on **Index**.

Tick box if you have finished inputting information on this screen (chapter)

Save

▲ C.2.2 target groups section will be completed later. See **Step # 9**.

Step # 6.3 C.3 Project context


On the Application Form index page, click on each question of section **C.3 Project context** and enter the requested information. Do not forget to click on **Save** on each page.

Kindly be reminded that sections C.3.1.a and C.3.2.b were already filled in during the pre-application phase, but you can modify this information if relevant.

▲ In each page you will find relevant guidance on how to fill in the section. You are invited to follow this guidance.

▲ Click on **Next chapter** on the top bar in order to go to the next section of the Application Form.

In the Section: **C.3.3.b. List of synergies** include past and current initiatives that the project makes use of [.]

1. Click on , and a new page appears.

 Input help

[Previous chapter](#) | [Index](#) | [Next chapter](#)

C.3.2.b. What are the synergies with past or current EU and other projects or initiatives the project makes use of?

	Programme and period	Project (Acronym)	Deliverable	Description – Linkage with the expected new project deliverables
				

Save

2. Add a past or current project or initiative that enters in synergies with the proposal. Create a line per project. The following information is required:
 - ✓ **Programme and period:** In the case of MED projects, please include “MED 2007-2013” and/or “MED 2014-2020”
 - ✓ **Project (Acronym):** Enter the acronym of the project concerned.
 - ✓ **Deliverable:** Include the name of the deliverable that would be used in the future project. Several deliverables of the same project may be included.
 - ✓ **Description – Linkage with the expected new project deliverables/outputs:** Describe the link between the identified deliverables and the deliverables and outputs foreseen in the proposal.

3. Click on **Save** after each entrance.
 ▲ Kindly include a different line for each project or initiative.
4. At the end click on **Next chapter** in order to go to the next section of the Application Form.

Step # 6.4 C.4 EU principles and evaluation

1. On the Application Form index page, click on **C.4.1 Please indicate which type of contribution to EU principles applies to the project, and justify the choice.**
2. For each EU principle¹⁰, select the type of contribution¹¹ and describe the effect.
 ▲ For more information please refer to the Factsheet of the Programme Manual « MED PROGRAMME STRATEGIC FRAMEWORK ».
3. Click on **Save** and on **Next chapter** in order to go to the chapter **C.4.2 Please indicate which type of evaluation is foreseen and justify the choice** of the Application Form. A new page appears.
4. Tick the box if the project foresees an evaluation, and if this is the case the **type** of evaluation and the **timeframe**. Please, describe the process of evaluation (methodology, human and financial resources, schedule) and how results will be taken into consideration in order to improve the project implementation and/or impact.
 ▲ If you foresee an evaluation, do not forget to include it in your work plan and in your budget.

C.4.2 Please indicate which type of evaluation is foreseen and justify the choice.

	-	Type of evaluation	Timeframe
Does the project foresee an evaluation?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> internal <input type="radio"/> external <input type="radio"/> mixed	<input type="radio"/> mid-term <input type="radio"/> on-going <input type="radio"/> final

Please, describe the process of evaluation (methodology, human and financial resources, schedule) and how results will be taken into consideration in order to improve the project implementation and/or impact.

Number of characters available: 1000

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

¹⁰ Sustainable development; Equal opportunities and non-discrimination; Equality between men and women. For more information, please refer to the Factsheet of the Programme Manual « MED PROGRAMME STRATEGIC FRAMEWORK ».
¹¹ Neutral, positive effects, negative effects.

Step # 7 PROJECT WORK PLAN

As explained in the Factsheet of the Programme Manual « TYPE OF ACTIVITIES AND DELIVERABLES », 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 **Enter main elements**; afterwards this information will be summed up in sections C.5.1 Detail of Work Packages and C.5.4 Project's Deliverables accessible via the Index of the Application Form. Only section related to Durability (C.5.2.) and Transferability of main outputs (C.5.3.) should be filled in through the **Index** of the Application Form (**Step # 7.11**). 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. As a principle, 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 # 13**.

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

- ❖ **General description** of each WP (Step # 7.1)
- ❖ **Outputs** for content-related WP (Step # 7.10)
- ❖ **Activities** of each WP (Steps # 7.2 to 7.5)
- ❖ **Deliverables** for each activity (Steps # 7.6 to 7.9)
- ❖ **Budget per partner and WP** (Step # 8.1)

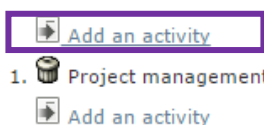
A focus on WPO – Project preparation (Step # 7.12) is also provided and Pilot activities (Step # 7.3) is also provided.

Step # 7.1 Create a WP

▲ In order to create a WP it's necessary to create at least one activity within it. Please find below the complete instruction on how to create an activity that can be used both to create the first activity to activate the WP, and to create all further project activities. Once you create the first activity and activate the WP you can complete the information of the WP.

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.

2. Project management



3. A new page appears. Fill in the relevant information.

The screenshot shows a web form for creating a work package. It is divided into several sections, each with a language selection icon (French flag or UK flag) on the left. The sections are:

- Title of the Work package:** Contains a text input field with "Gestion du Projet" and a dropdown menu with "Project management". A callout box points to the text field with the text "DO NOT MODIFY".
- Work package Leader:** A dropdown menu. A callout box points to it with the text "Select the WP leader".
- Type of work package:** A dropdown menu with "WP1 Project management" selected. A purple 'X' is drawn over this section. A callout box points to it with the text "DO NOT MODIFY".
- Description:** A large text area. A callout box points to it with the text "Describe the WP following the recommendations included in the Word courtesy Application Form available on the Programme website".
- Justification:** A large text area. A callout box points to it with the text "In the case of content-related WP, include information here following the recommendations included in the Word courtesy Application Form available on the Programme website".

▲ If the mention [change activity's work package] appears, do not take it into account.

▲ These sections should not exceed 2000 characters.

4. Proceed with **Step #7.2** Create an activity (starting from point 3)

Step # 7.2 Create an activity

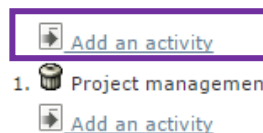
An activity is a process done for a particular purpose. Activities have to lead to the development of one or more project outputs. WP is divided into activities. For more information please refer to the Factsheet of the Programme Manual « TYPE OF ACTIVITIES AND DELIVERABLES ».

▲ Kindly remember that in *the Factsheet of the Programme Manual « TYPE OF ACTIVITIES AND DELIVERABLES »* you will 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 organized by the Programme authorities. 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.

2. Project management



3. A new page appears. If this is the first activity of the WP, in the second part of the page you will see the section **Create an activity**, kindly enter the requested information.

▲ 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].

Create an activity

Description Partners Deliverables Location

Title

FR

UK

Starting date
2014-01-01

Ending date
2015-09-30

It is a pilot activity

Activity type

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 groups

Activity description

FR Number of characters available:750

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 by default the starting date and the ending date of the project. Please modify the dates by clicking on the calendar. Remember that the dates of the activity will establish the dates of the WP

Type of activity: Choose one of the activities included in the drop-down menu depending on the WP. For more information please refer to the Factsheet of the Programme Manual « TYPE OF ACTIVITIES AND DELIVERABLES »

Tick if the related activity is a pilot activity in the framework of the module Testing and go to **Step # 7.3.**



Target group: Choose at least one of the target groups included in the menu (except for WPO and WP1) by clicking on its name and on the arrow to put them on the table on the right. More information is to be included in **Step #9.** For more information about target groups please refer to the Programme 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 # 7.12**. For more information about preparation costs, please refer to the Factsheet of the Programme Manual « START UP ».

▲ 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.

4. Click on **Save** and proceed to the tab **Partners**

Partners

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

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

The screenshot displays the 'Partners' tab of a software application. At the top, there are navigation tabs: 'Description', 'Partners', 'Deliverables', and 'Location'. Below these, the 'Responsible partner' is selected in a dropdown menu, indicated by callout 5. A text instruction reads: 'Please click on the list of partners on the left-hand column in order to place them on the right-hand side column which indicates the partners participating in the work package.' The 'Participating partners' section is divided into 'Remaining partners' (a list of four blue bars) and 'Selected partners' (a list with one blue bar). Between these columns are navigation buttons: '>', '>>', '<<', and '<'. Callout 6 points to the '>' button. A purple arrow points from the 'Remaining partners' column to the 'Selected partners' column. The 'Selected partners' bar has an 'Involvement' dropdown menu set to '[en]Importante', indicated by callout 7.

7. 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 of the activity have to be selected as well as participating partners.

8. Click on **Save** and proceed to the tab **Location**

Location

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

▲ If the activity will not take place physically or 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 select a location outside the MED area, kindly remember to fill in the section C.6; please do not forget to follow **Step # 7.15**. If you are sure that your activity will be located outside the Programme area, but you do not know where, please select “Other country”.

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

10. Click on **Save**. To complete the activity add the deliverables following **Step # 7.6 to 7.9**. You will be redirected to the **Work plan** tab. Click on the name of the activity concerned and proceed to the tab **Deliverables** and go to **Step # 7.6**.

Step # 7.3 Focus on: Additional information for pilot activities

▲ In the framework of 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.

The screenshot shows a form with the following elements:

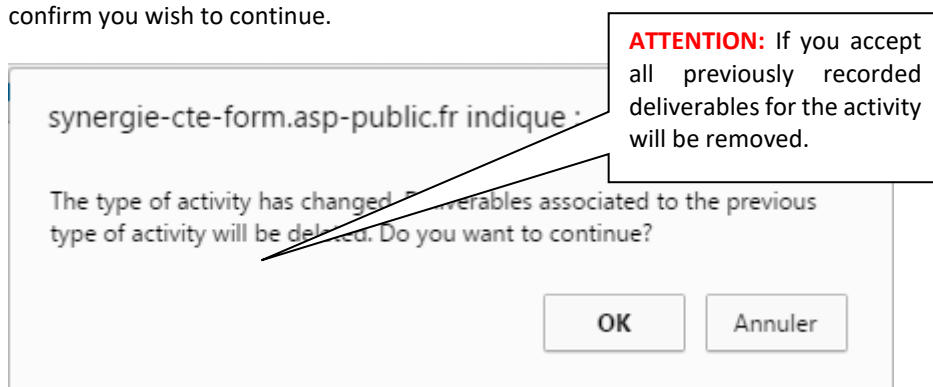
- It is a pilot activity**: A checkbox that is checked.
- Economic operators involved in the pilot activity**: A checkbox that is unchecked.
- Involvement of economic operators**: A text input field with a character count of 1000.
- Number of remaining characters : 1000**: A label for the first text field.
- Number of remaining characters : 1000**: A label for the second text field.

Two callout boxes provide instructions:

- The first callout box points to the "Economic operators involved in the pilot activity" checkbox and contains the text: "Tick if you plan to involve economic operators in the related activity is a pilot activity."
- The second callout box points to the "Involvement of economic operators" text field and contains the text: "If economic operators are going to be involved in the pilot activity, please detail the type of economic operators to be involved and describe the method of selection."

Step # 7.4 Modify an activity


1. Click on **Enter main elements** and go to 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 # 7.2**.
3. Click on **Save**.
4. In case you change the type of activity, the following confirmation question may pop up. If you accept, all deliverables previously recorded for the activity will be removed. 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 # 7.5 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 .


4. Testing

-  [Add an activity](#)
- 1.   guidelines
-  [Add an activity](#)
- 2.    launching the test
-  [Add an activity](#)
-   testing
-  [Add an activity](#)


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

4. Testing

-  [Add an activity](#)
- 1.   guidelines
-  [Add an activity](#)
- 2.   launching the test
-  [Add an activity](#)

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.

2. Project management

1.  Project management

Step # 7.6 Add deliverables to an activity and its indicative budget

A deliverable is the physical evidence of what has been produced through an activity or 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 the Factsheet of the Programme Manual « TYPE OF ACTIVITIES AND DELIVERABLES ».

1. On the tab **Work plan** of the Main elements section, click on the name of the related activity.
2. Go to the tab **Deliverables**. A new page appears.

Update activity : Name


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	2015	Total target value	[en]Budget indicatif
------------------	---------------------	------------------	------	--------------------	----------------------

Save


3. Click on  ..
4. A new page appears. Enter the required information:

Add a deliverable

Deliverable title



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



Type of deliverable: Choose one of the deliverable included in the drop-down menu depending on the activity selected. For more information please refer to the Factsheet of the Programme Manual « TYPE OF ACTIVITIES AND DELIVERABLES».

Measurement unit


Measurement unit is related to the type of deliverable chosen. It appears automatically.

Date of delivery


 Add a delivery date

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 deliver several deliverables in different dates please include the dates by clicking on .

Description

 Number of characters

Description of the deliverable: Define and describe the deliverable proposed, 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 ...).

 Number of characters available:250

Indicative budget

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 the Factsheet of the Programme Manual « SOUND PROJECT BUDGET».

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


▲ Please note that in the list of deliverables some deliverables created in the framework of other activities and WP may appear. This is because they share the same type of deliverable. For more information about how to verify the deliverables of each activity included in your proposal, kindly check **Step # 7.13**.

6. Include the target value per year according to the indicative dates previously entered. The total target value will be calculated automatically. **Attention: the deliverable will not appear in the Work Plan if no target is included in this table.**

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



7. Click on **Save**.

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

Step # 7.7 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 # 7.6**.

▲ 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 the Factsheet of the Programme Manual « TYPE OF ACTIVITIES AND DELIVERABLES ».

3. Click on **Save**.

Step # 7.8 Modify the target value of a deliverable

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).

Total computed based on the work plan information (readonly)

2

Step # 7.9 Remove deliverables from an activity


In this last case, only deliverables having total target values are considered as deliverables related to the concerned activity. The rest of the deliverables appearing in this page are related to other project activities that share the same type of deliverables. You can only modify, complete or remove deliverables related to the concerned activity. The rest of the deliverables cannot be removed. PLEASE 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	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="6"/>	38,000.00 €
--	---------	---------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	-------------

2. Click on **Save**.
3. The deliverable list will appear updated.

 meeting	Meeting	Unit produced	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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

Step # 7.10 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 the Factsheet of the Programme Manual « TYPE OF ACTIVITIES AND DELIVERABLES ».

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.

▲ In the case of modular projects, WP 0, WP 1 and WP2 do not have main outputs. Do not to enter this information.

Nb	Title	Description
Add a main output		

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

Nb

1 Automatic

Title

FR

GB

Description

FR

Title of the main output: 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.

Description: Describe project's main output indicating the main characteristics of the output and clearly linking it to the project specific objectives, expected results and Programme output indicator.

The screenshot shows a web form with four main sections, each with a callout box:

- Quantity:** A text input field. Callout: "Quantity of your contribution to the related Programme output indicator selected. A figure must be included."
- Measurement unit:** A dropdown menu. Callout: "Select the measurement unit of the related Programme output indicator."
- Estimated date:** A date input field with a calendar icon. Callout: "Estimated date: A delivery date should be indicated, for planning, reporting and verification purposes. This information will be included in the project time plan, see Step # 10, and will be taken into consideration during the MA/JS verification (Factsheet of the Programme Manual « MED MODULAR PROJECTS »)."
- Output indicator:** A dropdown menu. Callout: "Select the Programme output indicator to which the project main output will contribute. Please take into consideration only Programme output indicators included in your intervention logic (see Step # 6.2 point 10)."

A "Save" button is located at the bottom left of the form.

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 result for each content-related WP. This information will be gathered in section C.2.1. 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 the Factsheets of the Programme Manual « MED PROGRAMME STRATEGIC FRAMEWORK » and « TYPE OF ACTIVITIES AND DELIVERABLES ».

Step # 7.11 Durability and Transferability of main outputs

In this sections you have to present how the project foresees ensure the durability and transferability of the main outputs foreseen in the framework of the project. For more information refer to the Factsheet of the Programme Manual « MED PROGRAMME STRATEGIC FRAMEWORK ».

On the Application Form index page, click on each question of the section **C.5.2 Durability of main outputs of the project**, and enter the requested information. Do not forget to click on **Save** on each page.

▲ On each page you will find the relevant guidance on how to fill in each section. You are invited to follow this guidance.

▲ Click on Next chapter on the top bar in order to go to the next section of the Application Form.

Step # 7.12 Focus on: WPO - Project preparation

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

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 WPO – Project preparation.
3. 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 rest of the section has to remain empty.

Create an activity

Description Partners Deliverables Location

Title

FR: Préparation et dépôt d'une proposition de projet
 EN: Preparing a submitting a project proposal

Starting date

Starting and ending date: Include as starting and ending date the first day of your project.

Ending date

It is a pilot activity

Activity type

Activity type: Select: Preparing a submitting a project proposal

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 groups

Target group: Do not fill in for WPO

Include N/A in both text boxes.

Activity description

Number of characters available: 2000

4. Click on **Save** and proceed to the tab **Partners**


Partners

5. Select the partner responsible of the activity in the drop-down list.
 6. Select the partners who will be involved in the activity by clicking on its name and on the arrow to put them on the table on the right.
 7. 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 partners has to be selected as well as participating partners.
8. Click on **Save** and proceed to the tab **Location**

Location

9. Include N/A in the text box.
10. Click on **Save**. You will be redirected to the **Work plan** tab.
11. Click on the name of the activity and proceed to the tab **Deliverables**.

Deliverables

12. 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

Date of delivery: Include the starting date of your project. Click on , and enter the date.

Description

Number of characters available

Description of the deliverable: Include N/A.

Indicative budget


Indicative budget: Include the total budget of the WPO Project preparation.


Save

13. Click on **Save** and you will be redirected to the list of deliverables of the activity.
14. Include the target value in your first year of implementation.

Description Partners Deliverables Location

Enter deliverables foreseen in the framework of this activity. Take care to save the yearly target value regarding each deliverable before.

You can add a deliverable here: 

	Deliverable name	Type of deliverable	Measurement unit	2014	2015	2016	Total target value
	0.1.1 Application Form	Application Form	Unit produced	1			1

Save

15. Click on **Save**.
16. Go to tab **Work plan**. Enter the WP by clicking on its name and go to the tab **Expenditures forecast**.
17. For each partner involved in the WPO, 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 equipment		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 the partners 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€.

18. 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.

19. 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.

▲ Projects that wish to request preparation cost must request 30.000 € (lump sum) in the framework of WPO. For more information please refer to eligibility criterion B.7 and the Factsheet of the Programme Manual « PROJECT START-UP ».

Step # 7.13 Verify your Work plan and deliverables foreseen

Work Plan

1. In order to verify that all the information included in your **Work Plan** has been recorded correctly, please check the section **C.5.1. Detail of work packages** of the Application Form, by clicking on it in the Application Form index page.

2. In addition, you are invited to check the completeness of the Work Plan by using the PDF version of the Application Form. 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 # 13**.

Deliverables

3. Besides, you may verify the **deliverables** included in the system by:

❖ Checking on the Application Form index page, click on **C.5.4. 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, checking the table listing the activities and deliverables foreseen in the work plan of your proposal. The same information per WP is included in section **C.5.1 of the Application Form**.

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

a) On the tab **Work plan** of the section "Enter main elements", click on the name of the related activity. A new page appears.

b) Go to the tab **Deliverables**.

c) A list of deliverables related to this activity appears.

In this last case, only deliverables having total target values are considered as deliverables related to the concerned activity. The rest of the deliverables appearing in this page are related to other project activities that share the same type of deliverables. You can only modify, complete or remove deliverables related to the concerned 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 coordinator	Method	Unit produced						10,000.00 €
	tests	Tool	Unit produced						49,000.00 €
	work package guidelines	Method	Unit produced						20,000.00 €
	media chart	Tool	Unit produced						30,000.00 €
	External Audit	Meeting	Unit produced	1	1	1	1	4	28,000.00 €
	ica label	Tool	Unit produced						20,000.00 €
	evaluation plan	Method	Unit produced						45,000.00 €
	Membership	Tool	Unit produced						60,000.00 €

Step # 7.14 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 # 7.1**)
- ❖ Responsible partner of an activity (see **Step # 7.2** – point 5)
- ❖ Partners involved in an activity and level of involvement (see **Step # 7.2** – points 6 and 7)

Afterwards, this information is summarised in section C.5.1 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 the other WPs:

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

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

Step # 7.15 Activities outside the Programme area

1. On the Application Form index page, click on **C.6 Activities outside the programme area**. A new page will appear.
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.

The screenshot shows a table with the following columns: 'Work package / Activity', 'Partner involved', 'Country and region', 'Percentage of activities to be carried out outside the programme area?', and 'Budget (total) - indicative'. A callout box points to the first dropdown menu: 'Select the concerned activity of the work plan.' Another callout points to the second dropdown menu: 'Select the concerned partner. In case of doubt, select the WP leader.' A third callout points to the 'Country and region' field: 'Indicate the EU country and region where the activity will take place. If you still do not know, include "to be defined".' A fourth callout points to the 'Percentage of activities to be carried out outside the programme area?' field: 'What is the added value of activities to be carried out outside the Programme area?'. A fifth callout points to the 'Budget (total) - indicative' field: 'Indicative budget of the activity.'

4. If needed, click on **+** to open new lines.
5. Finally, click on **Save**.

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

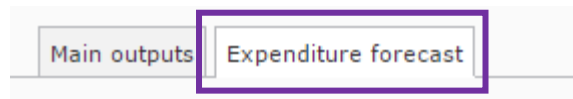
▲ Kindly note that the % of ERDF budget expended outside of the Programme area cannot exceed 20% (20% geographical flexibility rule). Kindly make the calculations before submitting your proposal. In order to do it, "activities outside of the Programme area" are those implemented by EU partners located outside of the Programme area (full budget) and activities implemented outside of the Programme area by EU partners from inside of the Programme area. Activities implemented in IPA territories or by IPA partners (inside of the Programme area) are not to be considered as activities outside of the Programme area. For more information, please refer to the Factsheet of the Programme Manual « PARTNERS CO-FINANCING AND LOCATION OF PROJECT ACTIVITIES».

Step # 8 PROJECT BUDGET

▲ Applicants are invited to read carefully the Factsheets of the Programme Manual «SOUND PROJECT BUDGET» and «ELIGIBILITY OF EXPENDITURES» for all the costs categories and details on budgetary issues.

Step # 8.1 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 **Expenditures forecast**.



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

Subcategory		
Staff costs		
Staff costs	<input type="text" value="35000.00"/>	
	Sub total	35,000.00 €
Travel and Accommodation		
Travel and Accommodation	<input type="text" value="1000.00"/>	
	Sub total	1,000.00 €
External Expertise and Services		
External Expertise and Services	<input type="text" value="0.00"/>	
	Sub total	0.00 €
Equipment		
Equipment for general office use	<input type="text" value="0.00"/>	
Thematic equipement	<input type="text" value="0.00"/>	
Small scale investments	<input type="text" value="0.00"/>	
	Sub total	0.00 €
Preparation costs		
Preparation costs	<input type="text" value="0.00"/>	
	Sub total	0,00 €
Total activity		36,000.00 €

Enter the amount here.

Click here in order to save the partners 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€.

▲ 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 the Factsheet of the Programme Manual « ELIGIBILITY OF EXPENDITURES - Budget Line 2 ».

4. Click after each 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 the Factsheet of the Programme Manual « ELIGIBILITY OF EXPENDITURES - Budget Line 5 » to have more information. Any expenditure included in this budget lines should be justified in section C.8 of the Application Form. See **Step # 8.4**.

The creation of an additional sub-budget line is not allowed.

Step # 8.2 Budget of the project per semesters

1. On the Application Form index page, click on **D.9 Project budget - overview per semesters**. A new page appears.

2. Enter the amount foreseen for each six-month implementation period established by the Programme. One column is devoted to ERDF partners and the other for IPA partner.

▲ Kindly be reminded that this information will be included in the Subsidy Contract, in the case of approved projects. It would be adapted during the clean-up phase based on the evaluation (if needed).

▲ The last implementation period ends on the projects ending date.

3. Click on **Save**.

Step # 8.3 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 # 8.6**).

The screenshot shows a web interface with a navigation bar at the top containing four tabs: 'Description', 'Partners', 'General budget (Expenditure subcategories)', and 'Work plan'. Below the navigation bar is a section titled 'Summary' with a dropdown arrow on the left. Inside the 'Summary' section, a button labeled 'Show budget per partners' is highlighted with a green border. Below this button, there is a table with two columns. The first column is labeled 'Work package' and the second column is labeled 'Preparation costs'. The table content is partially obscured by a grey bar at the bottom of the screenshot.

▲ Use the coherence checks (**Step # 11**) in order to be sure that the financial information entered in the Work Plan (**Steps # 8.1 and 8.2**) is coherent with the one included in the partners section (**Step # 4.3**). If any incoherence is found, you must make all the necessary corrections in order to make them coherent.

Step # 8.4 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 contracts¹² 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.

External expertise and services

1. On the Application Form index page, click on **C.8.1 External expertise and services description**.

C.8.1 External expertise and services description

Description of External Expertise and Services	Work packages / Activity	Contracting partner	Budget (indicative breakdown of the budget)
+			

2. Click on + a new table will open.

Description of External Expertise and Services	Work packages / Activity	Contracting partner	Budget (indicative breakdown of the budget)
<p>1</p> <p>Describe the External Expertise and Services to be contracted and the added value. Include any other relevant information.</p>	<p>Select the concerned activity of the work plan. If all activities are concerned, select “coordination”.</p>	<p>Select the concerned partner.</p>	<p>Include the total amount foreseen in the related activity by the concerned partner.</p>

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.*

¹² Small value contracts (below 20.000 €) for the same type of service can be grouped.

*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 for general office use description




Equipment for general office use as computers, office furniture, printers, telephones, cameras, etc. necessary for the implementation of the project and used exclusively for project purposes.

1. On the Application Form index page, click on C.8.2 Equipment description. In this chapter you should include all the purchase foreseen in the relevant budget line concerning Equipment for general office use

C.8.2 Equipment description

Description of Equipment for general office use	Work packages / Activity	Contracting partner	Budget (indicative breakdown of the budget)
			

2. Click on  a new table will open.

Description of Equipment for general office use	Work packages / Activity	Contracting partner	Budget (indicative breakdown of the budget)
  <div style="border: 1px solid black; padding: 5px; width: fit-content;">Describe the Equipment for general use to be contracted and the added value. Include any other relevant information.</div>	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Select the concerned activity of the work plan. If all activities are concerned, select "coordination".</div>	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Select the concerned partner.</div>	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Include the total amount foreseen in the related activity by the concerned partner.</div>
			


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. For any further information please refer to the Factsheet of the Programme Manual « ELIGIBILITY OF EXPENDITURES– Budget Line 5 ».

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**.


Thematic equipment description




Thematic equipment directly linked to (or forming part of) the project thematic activities, which will be used for the project implementation by beneficiaries and target groups in line with the project objectives. Thematic equipment for which the exclusive use in the project cannot be demonstrated shall be charged pro-rata on the basis of a transparent method set in place by the beneficiary for allocating the share of its use in the project. Thematic equipment shall be reimbursed as depreciable asset in compliance with national accounting rules and internal accounting policies of the beneficiary.

1. On the Application Form index page, click on **C.8.3 Technical equipment description**. In this chapter you should include all the purchase foreseen in the relevant budget line concerning Technical equipment.

C.8.2 Equipment description

	Description of Equipment for general office use	Work packages / Activity	Contracting partner	Budget (indicative breakdown of the budget)
				


2. Click on  a new table will open.

	Description of Equipment for general office use	Work packages / Activity	Contracting partner	Budget (indicative breakdown of the budget)
1	  Describe the Technical equipment to be contracted and the added value. Include any other relevant information.	Select the concerned activity of the work plan. If all activities are concerned, select "coordination".	Select the concerned partner.	Include the total amount foreseen in the related activity by the concerned partner.
				

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. For any further information please refer to the Factsheet of the Programme Manual « ELIGIBILITY OF EXPENDITURES– Budget Line 5 ».

▲ 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


Small scale investment as facilities or infrastructures of limited size or scope, which are essential to the successful implementation of a pilot activity. Their purpose must be the demonstration of the feasibility and effectiveness of a proposed solution (e.g. services, tools, methods or approaches). This expenditure may refer either to an object (e.g. a light structure) that will be set up ex-novo or to the adaptation of an already existing infrastructure.

This last option will be possible only in the framework of pilot activities. Costs for small scale investment outside the MED Programme area are not eligible.







1. On the Application Form index page, click on **C.8.4 Small scale investment description**.

C.8.3 Small scale investment description

	Description of Small scale investments	Work packages / Activity	Contracting partner	Budget (ventilation indicative du budget)
				

2. Click on  a new table will open.

C.8.3 Small scale investment description

	Description of Small scale investments	Work packages / Activity	Contracting partner	Budget
1	  Describe the Small scale investment foreseen and the added value. Include any other relevant information.	 Select the concerned activity of the work plan. If all activities are concerned, select "coordination".	 Select the concerned partner.	 Include the total amount foreseen in the related activity by the concerned partner.
				


Tick box if you have finished inputting information on this screen (chapter)

Save

Kindly select the relevant activity and partner, include a description of the foreseen small scale investment and the foreseen amount of the purchase. If possible include the period of purchase.

▲ 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 the Factsheet of the Programme Manual « ELIGIBILITY OF EXPENDITURES– Budget Line 5 ».

▲ All items should be listed separately.

3. Click on  to open new lines.

4 Finally, click on

Step # 8.5 Verify budget tables automatically generated

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 on the top bar in order to go to the next section.

[D.1 Project budget co-financing source \(fund\) – breakdown per partner](#)

[D.2 Project budget – overview per partner/ per budget line](#)

[D.3 Project budget – overview per partner/ per WP](#)

[D.4 Project budget – overview per WP/ per budget line](#)

[D.5 Project budget – overview per partner/ per module](#)

[D.6 Net revenues](#)

[D.7 Origin of partner contribution](#)

[D.8 Partner budget - overview per WP/ per budget line](#)

[D.9 Project budget - overview per semesters](#)

Section IV – D.1 Project budget co-financing source (fund) – breakdown per partner

This section summarises the financial plan, listing all partners and their respective contributions to the project budget; including ERDF, IPA funds and national co-financing.

Nothing needs to be done as it is automatically filled in based on the information provided in **Step # 4.3**. However, it may help you to check if the global financing plan is coherent, and particularly if the ERDF/IPA funds co-financing rate is correct.

▲ The amount of the national co-financing amount indicated in the partner declaration must be coherent with this table. If for a partner, the amount included in the declaration is lower than the one appearing in this table, the whole proposal will be considered ineligible. For more information please refer to eligibility criterion B.3 and the Factsheet of the Programme Manual « APPRAISAL OF PROJECT PROPOSALS (ELIGIBILITY AND ASSESSMENT CRITERIA) ».

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

Section IV – 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 # 8.1**. 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 IV - 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 # 8.1**. 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 IV – 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 # 8.1**. 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 VI - D.5 Project budget – overview per partner/ per module

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 calculated based on the information provided in **Step # 8.1**. 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 IV - D.6 Net revenues

This section summarises the net revenues per partner foreseen in the framework of the project. Nothing needs to be done as it is automatically calculated in based on the information provided **Step # 4.3**. However, it may help you check if the budget of each partner has been correctly entered and saved on the system.

→ Click on [Next chapter](#) on the top bar in order to go to the next section.

Section IV - D.7 Origin of partner contribution

This section summarises the origin of partners' contributions. Nothing needs to be done as it is automatically calculated based on the information provided **Step # 4.3**. 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 IV - 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 # 8.1**. 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.

▲ Table D.8 – Project budget overview per semesters must be filled in manually according to **Step # 8.2**.

Step # 8.6 Export the budget

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

- ❖ On the Work plan of the project's main elements section, click on **Show budget per partners**. A pop-up window will open.
- ❖ On the Application Form index page, sections D.2, D.3, D.4, D.5, D.8, D.9.

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 separated by semicolons.

Step # 9 SPECIFY TARGET GROUPS

▲ 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 **C.2.2 Target groups**.

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

Those are the target groups chosen while 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:

Modify target groups information

Target groups	Description	Target value	Measurement unit
	<p>🇫🇷 Nombre de caractères restants : 250</p> <p>Local public authority</p> <p>🇬🇧 Number of remaining characters :250</p>		Number

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 # 10 INDICATIVE TIME PLAN

This section is automatically generated on the basis of the dates (starting, ending and delivery dates) entered in the other section 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.

C.7 Indicative time plan: activities

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 L.

4. Validating the Application Form

Step # 11. 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.

- **V PART E - Signature**
- [E. 1. Lead partner confirmation and signature](#)

Control the global coherence of the form's data

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.

Here is a report for the controls done on your form

The total amount per expenditure subcategory in the work plan must be equal to the total amount entered in the expenditure subcategory list of the project

- Ok

Green boxes mean that there is no inconsistency found. If all boxes are in green you can validate your proposals.

the total amount of the work plan must be equal to the global budget of the total of the partners eligible financing)

- Total of partners financing plans (250,000.00 €) is not equal to the total of the partners eligible financing plan: 452,250.10 €

Red boxes mean that inconsistencies have been found. An explanation of the problem is given. If the situation is not solved the system will prevent the validation of the proposal.

Cofinancing rate for each partner must be lesser or equal to the maximum rate defined for the country of the partner

- Ok

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 # 12**).

Step # 12. VALIDATE THE APPLICATION FORM

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

YOUR PROPOSAL WILL NOT BE SUBMITTED UNTIL YOU CLICK ON THIS BUTTON. THE SUBMISSION HAS TO BE DONE BEFORE THE DEADLINE ESTABLISHED IN THE RELEVANT ANNOUNCEMENT CALL.

▲ 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 Forms as well as attesting the time of validation (Paris time) 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 address of the Lead Partner with the profile « Project coordinator (Leas Partner's profile) » entered previously in the system; kindly check that this information is correct in order to receive the confirmation e-mail.

▲ Please note that the system will be open until the first deadline set out in the concerned Announcement of the Call.

▲ 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 # 13. PRINT THE PDF VERSION OF THE APPLICATION FORM

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

Enter main elements

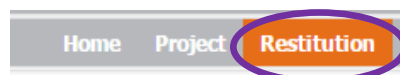
You can view a PDF version of your application form here :



- **I PART A - Project summary**
 - 1. [A.1 Project identification](#) ✓
2. A message in green on the top of the screen will inform you that your request has been taken into consideration.

▪ Taken into account in processing queue. Please wait. To retrieve click on "Restitutions" as soon as this tab will flash.

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.




Click here to have access to the list of PDF.

List of processes

[PDF Edition](#)

[CSV extractions](#)

4. You will find a list of PDF edited. Click on the PDF icon  of the concerned document. It will open.
5. SAVE the document in your computer, PRINT it and have the confirmation page DATED, STAMPED and SIGNED by the Lead Partner Legal Representative.

- ▲ Please be sure that the signed version of the Application Form is the one with the mention « SUBMITTED » in the upper right hand corner of the page.
- ▲ You will have access to the Application Form after the deadline but you will not be allowed to make any modification.

5. Uploading the compulsory annexes

Before starting to upload the compulsory annexes, make sure that all the documents comply with the following requirements and recommendations:

- Respect of eligibility criteria as described in the Factsheet of the Programme Manual « APPRAISAL OF PROJECT PROPOSALS (ELIGIBILITY AND ASSESSMENT CRITERIA) » and the relevant Terms of Reference (if needed), and particularly that each relevant document has been signed and dated.
- Convert each document individually in PDF format.
- Name each file as follows:
2 letters: AF= Application Form confirmation page; PD = Partner declaration; DM: De minimis declaration; AP = Associated partner declaration
Number of the partner according to the application form: LP = Lead Partner, PP1; AP1, etc...
Name or acronym of the partner
For example: AF_MEDTEST → Application Form confirmation page of the MEDTEST project
For example: PD_LP_Rome → Partner declaration of the Lead Partner

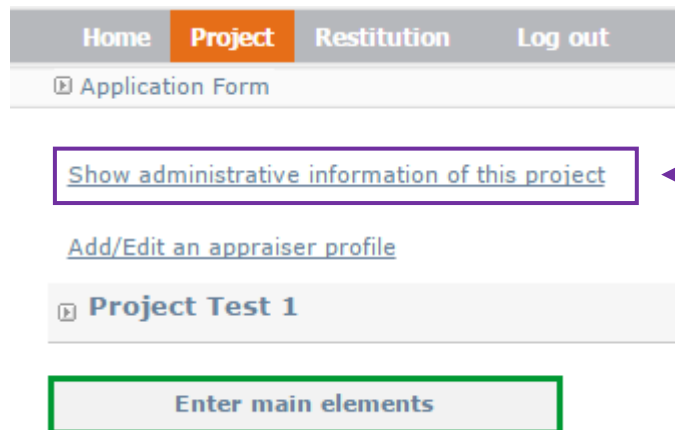
Ensure that the annex forms file names contain alphanumerical characters only (A-Z, 0-9); and that blank spaces are replaced with "_".

- Document file size: The allowed file size of each annex forms is limited to **8 Mega for file**. If any document file size exceeds the allowed limit, the system will display an error message during uploading and will prevent the upload.

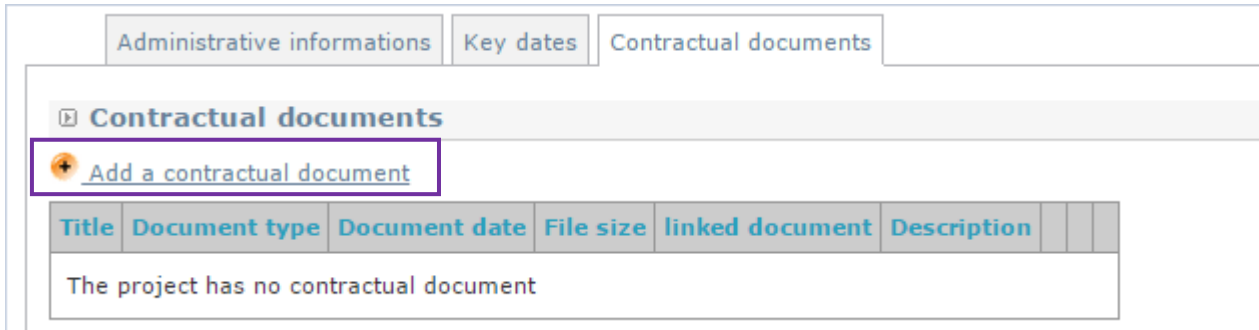
▲ Make sure that the scanned version of the document is readable and that all uploaded files can be opened and printed without any problems! If the MA/JS encounter a problem when opening a file the complete proposal may be considered ineligible.

Step # 14. UPLOAD A DOCUMENT

1. On the top of the Application Form index page, click on **Show administrative information of this project**. A new page appears.



2. Click on **+ Add a contractual document**. A new page appears.





3. Enter the requested information related to the file you want to upload and click on **Choisissez un fichier¹³**.

¹³ EN: Select a file.


Add a new contractual document

Title







Document type

Document date 

Linked document (max. : 8M)

Description





Write the name of the document.


Select the type and the date of the document.





Not to be filled. Include «-».

3. Select the file to upload from the File Upload window.
4. Click on **Save** in order to upload the file.
5. The list of uploaded files will appear on the top of the uploading page.

Administrative informations | Key dates | **Contractual documents**

Contractual documents

 [Add a contractual document](#)

Title	Document type	Document date	File size	linked document	Description		
	Partner declaration_Lead Partner	2015-09-01	0.08 Mo		-		

Click here to see the document.

Click here to modify the document's information.

Click here to remove document.

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6. Appendix

A. List of types of partners

Main categories	Examples ¹⁴
Local public authority	municipality, etc.
Regional public authority	regional council, etc.
National public authority	ministry, etc.
Sectoral agency	local or regional development agency, environmental agency, energy agency, employment agency, etc.
Infrastructure and (public) service provider	public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc.
Interest groups including NGOs	international organisation, trade union, foundation, charity, voluntary association, club, etc.
Higher education and research	university faculty, college, research institution, RTD facility, research cluster, etc.
Education / training centre and school	primary, secondary, pre-school, vocational training, etc.
Enterprise, except SME	
SME ¹⁵	micro, small, medium
Business support organisation	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.
EGTC ¹⁶	
International organisation, EEIG ¹⁷	under national law, under international law

B. List of administrative codes

ERDF PARTNERS LOCATED IN THE INTERREG MED AREA

Country	Code identification	Acronym	Format
Croatia	Personal Identification Number (PIN)	OIB	'HR' +11 digits
Cyprus	VAT identification number	ΦΠΑ	'CY' +9 characters – ex : CY99999999L
	Other register number	-	
France	Système d'identification du répertoire des établissements	SIRET	14 digits

¹⁴ More examples can be found in the relevant Terms of Reference.

¹⁵ According to Commission Recommendation 2003/361/EC of 6 May 2003 concerning the definition of micro, small and medium size enterprise.

¹⁶ European Grouping of Territorial Cooperation.

¹⁷ European Economic Interest Grouping.

Greece	Tax Registration Number	AΦM	'EL' +9 digits – ex : EL999999999
Italy¹⁸	Code fiscal (Codice fiscale)	-	11 digits
	VAT identification number	VAT no	
Malta	Internal reference number ¹⁹	-	-
Portugal	Tax identification number	NIF	9 digits
Slovenia	VAT identification number	ID za DDV	'SI' + 8 digits – ex : SI12345678
Spain	Tax Identification Number (TIN)	NIF	'ES'+9 digits, the first and the last character may be a letter too - ex : ESX9999999X
Gibraltar (United Kingdom)	Internal reference number ²⁰	-	-

IPA PARTNERS

Country	Code identification	Acronym	Format
Albania	VAT number	VAT number	10 characters (2 letters and 8 digits)
Bosnia and Herzegovina	Administrative identification number		13 digits
Montenegro	Tax Identification Number	PIB	8 digits

ERDF PARTNERS OUTSIDE THE INTERREG MED PROGRAMME AREA

Country	Code identification	Acronym	Format
Austria	VAT identification number	UID	'ATU'+8 characters – ex : ATU99999999
Belgium	VAT identification number	TVA ou BTW	'BE'+9 or 10 digits – ex : BE099999999
Bulgaria	BULSTAT Unified Identification Code/Number (UIC)	ЕИК по БУЛСТАТ	'BG' +9 or 13 digits
Czech Republic	VAT identification number	DIČ	'CZ'+8-10 digits
Denmark	VAT identification number	CVR	'DK' +8 digits – ex : DK99999999
Estonia	Register number	-	8 digits – ex : 70000562
Finland	VAT identification number	ALV nro	'FI' + 8 digits – ex : FI12345678
Germany	VAT identification number	USt-IdNr.	'DE' +9 digits – ex : DE999999999
	Internal reference number	-	-
Hungary	VAT identification number	ANUM	'HU' +8 digits – ex : HU12345678

¹⁸ As far as possible, the use of the Code fiscal (Codice fiscale) should be privileged. If an organisation has both (Code fiscal (Codice fiscale) and the VAT identification number), kindly use exclusively the Code fiscal (Codice fiscale).

¹⁹ In order to get the Internal reference number, the concerned partner must contact the National Contact Point of Malta (leonie.aquilina@gov.mt).

²⁰ In order to get the Internal reference number, the concerned partner must contact the National Contact Point of Gibraltar.

Ireland	VAT identification number	VAT no	'IE'+8 digits, the second one may be a letter and the last one must be a letter – ex : IE9S99999L
Latvia	Registration number of tax payer	-	11 digits – ex : 99999999999
Lithuania	VAT identification number	PVM codas	9 or 12 digits
Luxembourg	VAT identification number	No. TVA	LU' +8 digits – ex : LU12345678
Holland	VAT identification number	BTW-nr.	'NL'+9 digits+B+2- digit index of company – ex : NL999999999B99
Poland	Tax identification number	NIP	'PL' +10 digits – ex : PL9999999999
Romania	Fiscal identification number	CIF	a)"RO" for all legal entities paying VAT (including partially) – not "RO" for those not paying VAT; b) max 9 digits; c) an additional digit for control - ex: [RO]999999999 [9]
Slovakia	IČO identification number	IČO	IČO + 8 digits – ex : IČO 12345678
Sweden	Swedish Organisation number	-	10 digits
United Kingdom	Internal reference number	-	-
	VAT identification number	VAT	'GB'+9 digits (block of 3, block of 4, block of 2) – ex : GB999 9999 73

ASSOCIATED PARTNERS FROM THIRD COUNTRIES

Other country	Internal reference number ²¹	-	-
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²¹ In order to get the Internal reference number, the Lead Partner of the proposal must contact the Joint Secretariat (programme_med@regionpaca.fr).

C. List of target groups

Main categories	Examples ²²	Unit of 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 ²³	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 ²⁴	Acting under national law, or under international law	[number of organisations]
General public		[number of people]
Other		

²² More examples can be found in the relevant Terms of Reference.

²³ According to Commission Recommendation 2003/361/EC of 6 May 2003 concerning the definition of micro, small and medium size enterprise.

²⁴ European Economic Interest Grouping.