



Guidelines for the AF ENI Call



Programme co-funded by the European Union

Introduction

The submission of Application Form (AF) is mandatory for applying for funding within the ENI Call for Proposals (CfP) of the Danube Transnational Programme (DTP).

The Application Pack for the ENI CfP consists of:

- DTP Cooperation Programme (DTP CP)
- Call Announcement
- Applicants Manual ENI call for proposals (AM ENI), 2022
- Guidelines for the AF
- Partnership Agreement (PA) template
- State Aid Declaration
- Declaration of pre-financing and co-financing statement
- Declaration of International Organisations
- Declaration of Interest for Associated Strategic Partner
- Subsidy Contract (SC) template

Before filling in the AF in the DTP electronic Monitoring System (eMS), it is very important for the applicants to carefully read the DTP CP and all the documents in the Application Pack.

The DTP CP is the most important reference document concerning, amongst others, objectives and intervention logic of the DTP.

The AM ENI provides useful information and guidance regarding the eligibility of partners and expenditure, framework of the ENI call, the assessment and selection criteria, as well as information on how to develop a transnational project proposal.

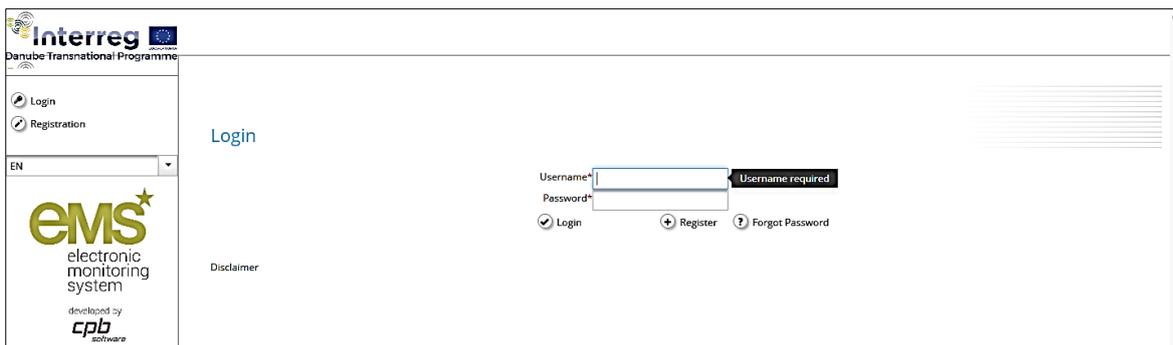
The CfP announcement offers specific information in relation to the ENI CfP, such as deadlines, restrictions and/or requirements.

The Guidelines for the AF is intended to support the applicants in filling the AF, considering both the content as well as formal and technical requirements.

eMS technical requirements

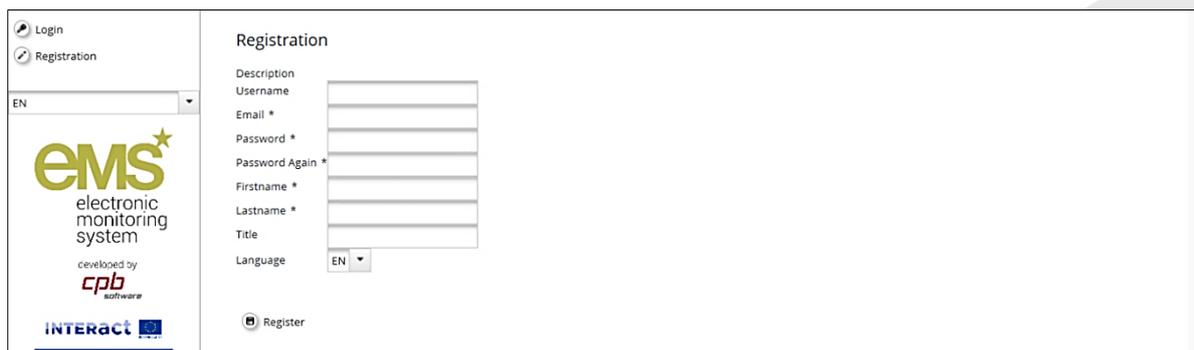
eMS is a web application that can be used with any up-to-date browser like Mozilla Firefox, Google Chrome, Microsoft Edge, Internet Explorer or Safari. For technical reasons, eMS only supports the latest version of these browsers.

The applicants can access eMS through the link provided in the Call Announcement or on the [DTP website](#) and is requested to register before logging in.



The screenshot shows the eMS Login page. On the left, there is a sidebar with the Interreg logo, a language dropdown menu set to 'EN', and the eMS logo (electronic monitoring system) developed by cpb software. The main content area is titled 'Login' and contains a 'Username' field with a red error message 'Username required', a 'Password' field, and buttons for 'Login', 'Register', and 'Forgot Password'. A 'Disclaimer' link is also visible below the registration buttons.

The user has to select a **password with a length of at least 8 characters, containing lower case letters, capital letters and digits**. Registration is to be finalised by clicking on the link sent automatically by the system (please check your Spam folder, if necessary).



The screenshot shows the eMS Registration page. On the left, there is a sidebar with the Interreg logo, a language dropdown menu set to 'EN', and the eMS logo. The main content area is titled 'Registration' and contains a 'Description' field, 'Username', 'Email *', 'Password *', 'Password Again *', 'Firstname *', 'Lastname *', 'Title', and 'Language' dropdown menu set to 'EN'. A 'Register' button is located at the bottom of the form.

Applying for the ENI CfP in eMS

This chapter provides a comprehensive overview on how to fill in all applicable parts of the AF.

Before starting filling in the AF, please carefully consider the following:

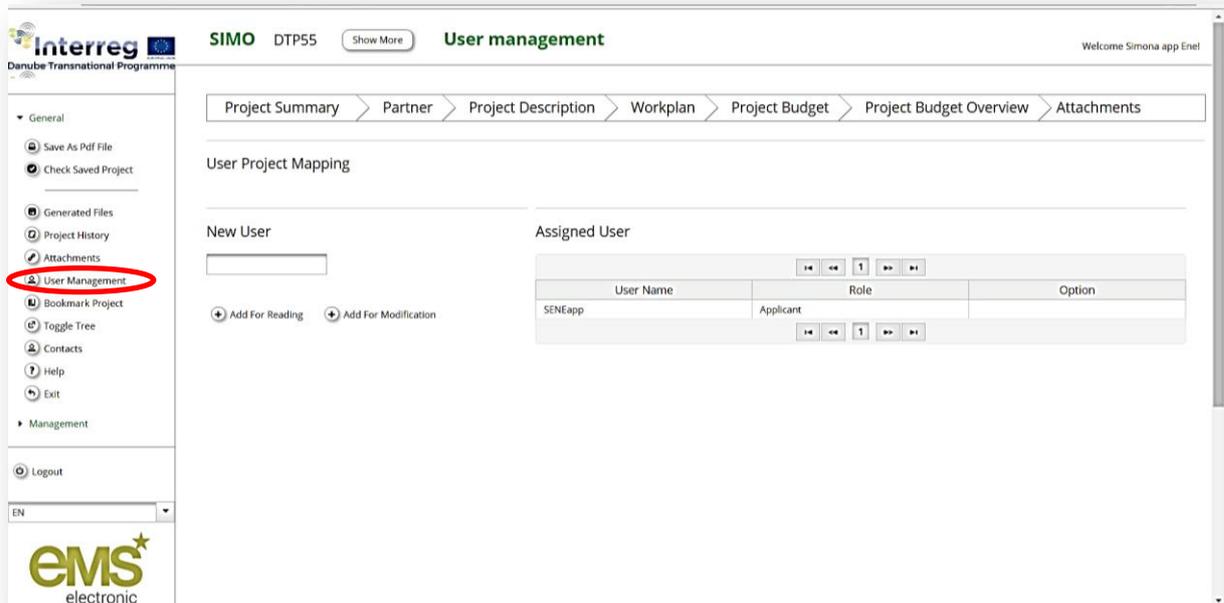
- **AFs shall be submitted within the deadline** indicated in the Call Announcement. Applicants are advised not to submit the AF at the very last moment as the eMS system may not be able to process a high number of submissions in a short time, thus causing delays resulting in late submission, i.e. after the set deadline.
- Only the **AFs submitted through the eMS** in accordance with these Guidelines shall be considered for assessment.
- Only **AFs written in English** shall be considered for assessment.
- The partnership consists of **at least 2 project partners** (PPs), out of which one, the LP, should be from an EU Member State of the DTP programme area and one from Moldova or Ukraine, depending which country is addressed by the project. Additionally the partnership can involve up to 2 ERDF PPs and up to 4 ENI PPs coming from the UA or MD depending which country the project is addressed to (in conclusion in **total maximum: 3 ERDF and 5 ENI PPs** can be involved).
- The Lead Applicant fulfils the **LA eligibility requirements**.
- At least **3 joint cooperation levels** are indicated.
- There is **no limitation for including new ASPs**.
- The Partnership Agreement is complete and signed by all directly financed partners.
- The ERDF/ENI financed partner fulfils the requirement set in the Applicants Manual.
- The documents (Declaration of co-financing, State Aid declaration, Declaration for International organisations,) are filled in and signed by the partner.
- The document (ASP declaration) is filled in and signed by the ASP.
- The **maximum number of characters** allowed in each text box of the EoI is indicated by the system (i.e. ca. **2,000 characters** in all description fields).

- While filling in the AF, always remember to press the “**Save**” button (either in the left-side menu or at the bottom of the page) before leaving a section.

ATTENTION: when filling in the application form the following aspects have to be considered:

- The eMS does not provide any warning or request of confirmation before leaving a section of the application form or before logging out. **Always remember to save the data before leaving a section in the application form (Save button  on upper left corner or at the bottom of the page ) , otherwise data will be lost! Please note that saved data is always signaled by a green-highlighted message in the upper-right corner.**
- When filling in the text fields, please remember to regularly save data, in order to avoid losing data in case of interruptions of the internet connection or other technical issues.
- Do not use the “Enter” key in the forms as it may lead to unexpected results. Always use the commands provided by the eMS interface.

The lead applicant can give editing rights to some sections of the AF to other users (namely, the project partners). These have to be registered in the system before and provide the Lead Applicant with their username. The Lead Applicant can then add new users in the “User Management” section (see screenshot of project menu below). Users can be granted either read-only rights (“add for reading”), or edit and add data rights (“add for modification”).



The user accounts created to draft and submit the application will be available until the deadline of the call.

In case the project is selected for funding, a new set of privileges will be created for every project partner.

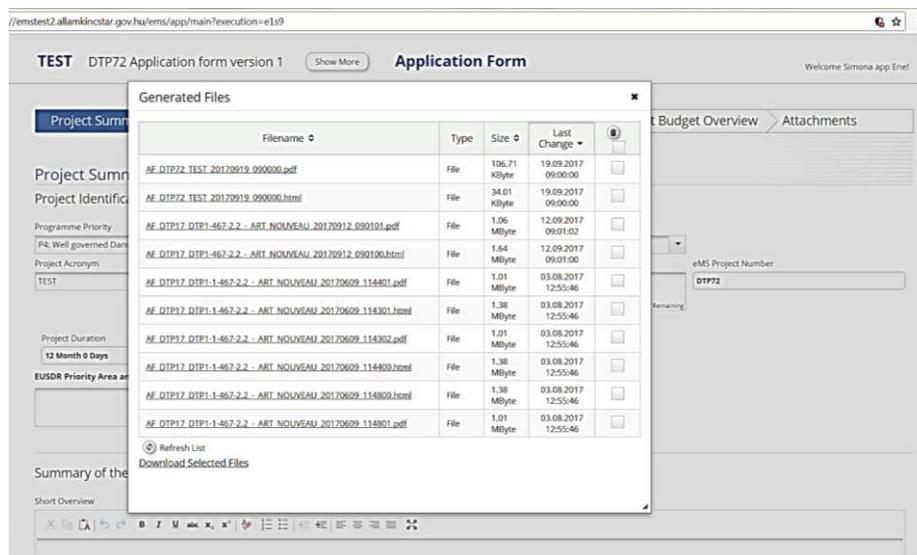
ATTENTION: Different users can work in parallel (at the same time) on the same application form. When working in parallel, users have to make sure though that they are not working in the same section or sub-section (in case that the section is divided).

Please, note that only the Lead Applicant has the role to submit the AF.

Please, note that you can create a pdf file of the application form at any time of its development by pressing the button in the project menu section “General/Save as pdf file”  Save As Pdf File (see screenshot of project menu above). You will find the created pdf file(s) in the Personal menu in the section “Generated files”.

- ▼ Personal
-  Dashboard
-  Generated Files

ATTENTION: Please, note that the generation of a pdf might require some time and consequently the pdf of the application form will appear in the file browser only after a certain time. Please, wait until the pdf is available and do not press the “save as pdf file” button repeatedly, since this might slow down the eMS. In order to see the pdf file, please press refresh button available in the file browser section.



I. Automatic checks of the application form

Once the application form is at an advanced stage, but well before its final submission, it is recommended to perform the automatic checks on the correctness of data entered into the application form. This check is done by pressing the “*Check Saved Project*” button in the project menu on the left.

TEST DTP72 Application form version 1 Show More **Application Form** Successfully Checked

Successfully Checked

Project Summary Partner Project Description Workplan Project Budget Project Budget Overview Attachments

Project Summary

Project Identification

Programme Priority: P4: Well governed Danube region
Specific Objective: SO 4.2 Support to the governance and implementation of the EUSDR

Project Acronym: TEST
Project Title: Lorem ipsum
eMS Project Number: DTP72

Project Duration: 12 Month 0 Days
Start Date: 01.10.2018
End Date: 30.09.2019

EUSDR Priority Area and topic of the project

If all automatic checks are successfully passed, the message “Successfully Checked” will be displayed. In case of automatic checks showing deficiencies, the system indicates these in an error message on top of the page and the partnership can amend the application form accordingly.

Interreg Austria-Hungary 2014-2020 APPTTEST DTP596 Application form version 1 Show More **Application Form** Welcome Simona Ene Appl

Partner contributions of partner 'AAABB' Do not match the target value

Project Summary Partner Project Description Workplan Project Budget Project Budget Overview Attachments

Budget For Partner 1 - AAABB (LP)

Budget Flatrates

Budget Flatrate
 Recalculate Budget

Budget budgetline - period

Budgetline	Wp M - Management	Sum
Staff costs	€ 8,500.00	€ 8,500.00
Office and administration	€ 0.00	€ 0.00
Travel and accommodation	€ 0.00	€ 0.00
External expertise and services	€ 0.00	€ 0.00
Equipment	€ 0.00	€ 0.00
Infrastructure and works	€ 0.00	€ 0.00
Net Revenue	€ 0.00	€ 0.00

Section 1: Project Summary

Programme Priority and **Programme Specific Objective** are already in the system.

This section further contains general information about the project proposal, such as **project acronym and title, name of the Lead Applicant**.

Project summary: Applicants shall provide a short but comprehensive overview of the project by describing the specific objectives of the project, the outputs and project main result, as well as the (core) activities corresponding for the selected work package to be addressed by the ENI project. When filling in this section, Applicants are expected to focus on the most relevant aspects of the project, providing concrete and qualitative information in an eloquent and expressive manner, thus producing an article-like summary suitable also for publishing (e.g. on project's or programme's website).

Project duration shall be inserted by selecting month and year from the calendar, considering the actual implementation period from the project start. When defining the project duration in eMS, please ensure that the project starts on the 1st May 2022 earliest and ends on 30 June 2023. The number of months is automatically calculated. The eMS project number is automatically set by the system.

After finalising filling in the data please press **Create button** in order to create the project.

Programme co-financing and project main outputs tables are automatically displayed by the system based on the information provided in the following sections.

Partner		Programme Co-financing			Contribution				Total Elig			
Partner	Acronym	Country	ERDF	ERDF Co-Financing(percent)	Percentage Of Total ERDF	Public Contribution						
						Automatic Public Contribution	Public own contribution	Total Public Contribution	Private Contribution	Total Contribution		
1-	Lorem Ipsum	AAA	OSTERREICH	€ 2,725.00	50.00 %	31.68 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 2,725.00	€ 5,450.00
2-	Lorem Ipsum	BBB	OSTERREICH	€ 5,875.00	50.00 %	68.31 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 5,875.00	€ 11,750.00
Sub-total For Partners Inside			€ 8,600.00	--	100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 8,600.00	€ 17,300.00	
Sub-total For Partners Outside			€ 0.00	--	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	
Total			€ 8,600.00	--	100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 8,600.00	€ 17,300.00	

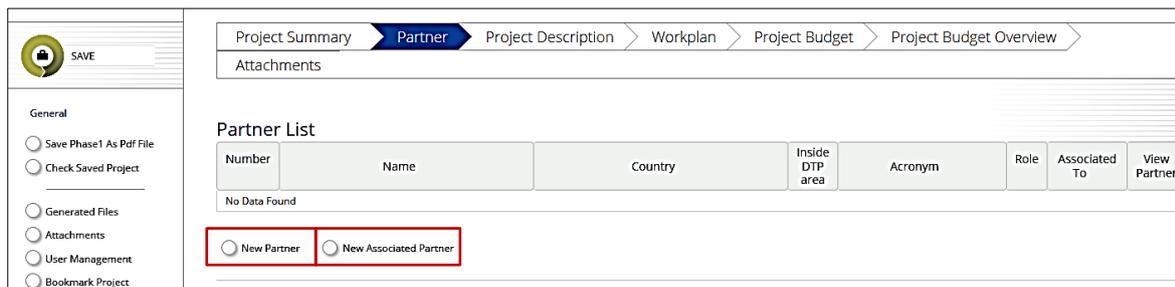
Export

Programme Output Indicators	Project Output Indicator Targets	Measurement Unit	Project Main Output Quantification Target	Project Main Output Number	Project Main Output Title
P29 Number of EUSDR Priority Areas financed	0.0	Number	0.00	0.11.1	

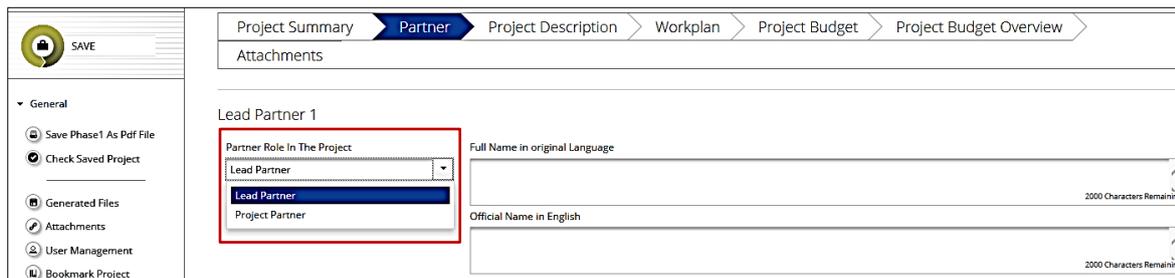
Save

Section 2: Partner

In this section, the applicants shall add all project partners (LP and [ERDF, ENI] PPs – *New Partner*; ASPs – *New Associated Partner*) by clicking the “new Partner”, or “new associated partner” button and then fill in requested data for each of them.



When a new partner is added, the applicants shall first select its role: either LP or PP.



Applicants are requested to enter the project partners in the following **order**: LP, ERDF PPs, ENI MD PPs / ENI UA PPs, ASPs.

Besides selecting partner’s role (LP or PP as applicable), for ERDF, ENI PPs following information shall be filled in: full name in original language and official name in English, the acronym and department (if applicable).

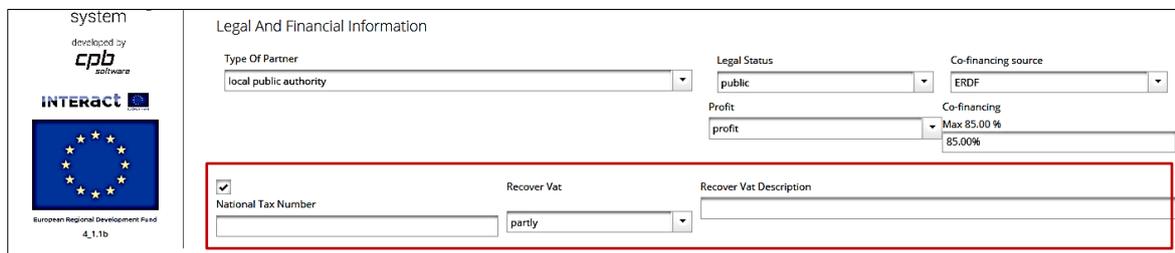
In case the LA decides to choose a content LP among the ENI PPs then CLP shall be indicated next to the selected ENI PP (this is not clear where exactly to be indicated!!! I would propose for the “acronym” section).

Address details (NUTS- from the drop-down list, street, house number, postal code, city, and homepage) shall be inserted in the corresponding fields.

In the legal and financial information, applicants shall select from the drop-down list the appropriate type of partner and the legal status, select profit or non-profit as applicable, select the co-financing source from the drop-down list (ERDF, ENI)

Applicants shall insert LP, ERDF PP_n, ENI MD PP_n, ENI UA PP_n **before** the acronym of each partner, as applicable (e.g. ERDF PP2 - DELTA).

and enter the co-financing rate, i.e. 85%. Additionally, the national tax number shall be inserted and information about VAT recovery (yes, no or partially) shall be given. In case “partially” is selected, an explanation shall be provided in the newly opened text box.



system
developed by
cpb
software

INTERACT
EUROPEAN UNION
European Regional Development Fund
4.1.1b

Legal And Financial Information

Type Of Partner: local public authority

Legal Status: public

Co-financing source: ERDF

Profit: profit

Co-financing: Max 85.00 %
85.00%

Recover Vat: partly

Recover Vat Description: [text box]

Finally, title, first and last name, email and phone number of the legal representative and of the contact person for the project shall be inserted.

Relevance of the partner: The Applicants shall provide a description of the relevance and thematic and territorial competence of the LP/ PPs organisation in view of the project topic and of the specific role in the project.

PPs' internal organisation for implementing effective public procurements: In this section, the Applicants shall describe the internal process and tools that ensure smooth implementation of public procurements in line with the timeframe of the project. Furthermore LA shall highlight which partners have substantial procurements budgets and how these partners are ensuring their implementation.

Applicants shall insert *ASP_n* **before** the name in original language of the partner, as applicable.

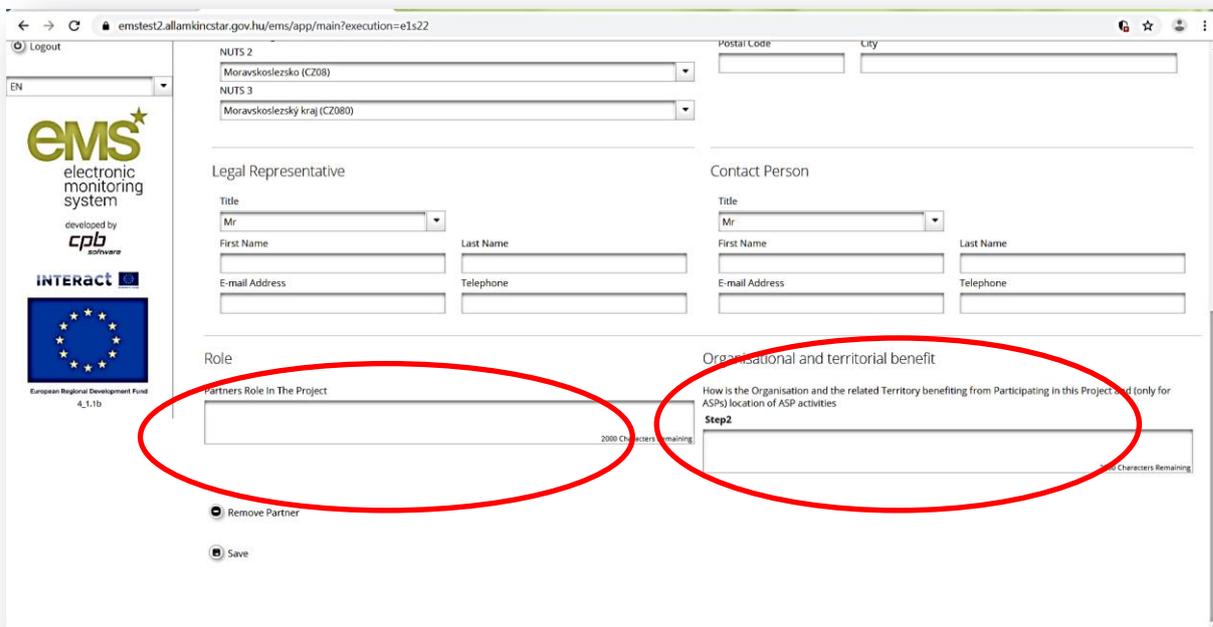
For the ASPs, the following information shall be inserted: full name in original language, official name in English, address details, contact details of the legal representative and the contact person. Additionally, the sponsoring PP shall be selected from the drop-down list under “Associated to Partner” and the role of the ASP shall be described in the corresponding text box.

The applicants shall save inserted PP / ASP by pressing the “Save” button before leaving the page of the PP / ASP. In case needed, inserted PP / ASP can also be deleted by pressing the “Remove partner” button.

In case of ASPs, in the section **ASP role in the project** the description of the Involvement of the Partner in the Project and location of the activities shall be provided. Applicants shall describe the role of ASP within the project by stressing the importance of its contribution to the project activities and results. The actual added value to be brought by the participation of the ASP in the project should be described in relation to the specific project activities in which the ASP will be involved and the corresponding outputs. Finally, Applicants are requested to describe the **activities** the ASP is to be involved in within the project. They also have to specify the **location of the activities**.

Organisational and territorial benefit: In this section, the Applicants shall describe the benefits for the ASP organisation and for the territory represented in the project as a result of

the transnational cooperation. Applicants shall highlight the changes which are expected to occur in the long run in the territory represented by the ASP.



The screenshot shows a web application interface for the EMS (electronic monitoring system). The form includes sections for:

- NUTS 2**: Moravskoslezsko (CZ08)
- NUTS 3**: Moravskoslezský kraj (CZ080)
- Legal Representative**: Title (Mr), First Name, Last Name, E-mail Address, Telephone.
- Contact Person**: Title (Mr), First Name, Last Name, E-mail Address, Telephone.
- Role**: Partners Role In The Project (2000 Characters Remaining).
- Organisational and territorial benefit**: How is the Organisation and the related Territory benefiting from Participating In this Project and (only for ASPs) location of ASP activities (Step 2, 2000 Characters Remaining).

 Two red circles highlight the 'Partners Role In The Project' and 'Organisational and territorial benefit' sections. The interface also features a sidebar with the EMS logo, 'developed by cpb software', and the INTERACT logo with the European Union flag and 'European Regional Development Fund 4,1,1b'.

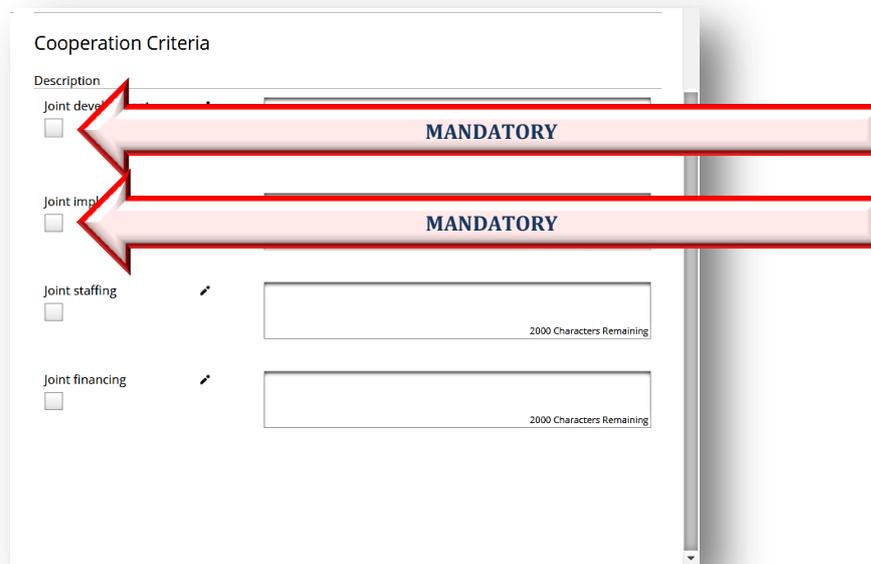
Section 3- PROJECT DESCRIPTION

This section includes 3 sub-sections: **Project relevance**, **Project focus** and **Project Context**.

Project relevance

Territorial needs and challenges: The Applicants shall provide a comprehensive description of the main features of the territories involved and their needs and challenge in terms of strengthening their capacity for participation in transnational projects relevant for the Danube Region, underlining the current situation in the involved territories, the status of the issue and the specific necessities, what is concretely needed to be tackled, improved or changed at transnational level by the partnership as well as a short outline of the project activities through which the identified needs and challenges will be addressed.

Cooperation criteria: according to Art. 12(4) of Regulation 1299/2013, partners shall cooperate in the development and implementation of projects and additionally in the staffing or financing of projects. Therefore, **Applicants shall choose the development and implementation as they are mandatory and one or both among joint staffing and joint financing**. Failure in doing so will result in the rejection of the proposal.



Cooperation Criteria

Description

Joint development **MANDATORY**

Joint implementation **MANDATORY**

Joint staffing  2000 Characters Remaining

Joint financing  2000 Characters Remaining

For a better understanding of the levels of cooperation, Applicants shall consider the following explanations:

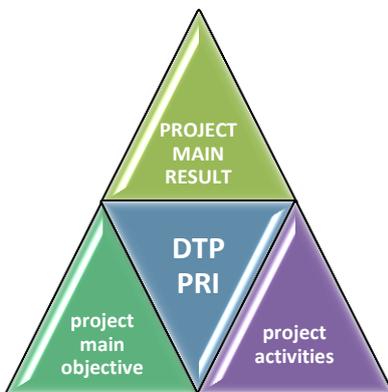
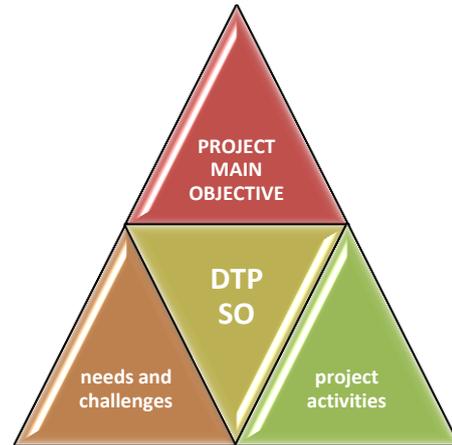
- **Joint development** means that the project must be developed by representatives of all partner organisations. Therefore, the project proposal must clearly integrate their ideas, priorities and actions. The Lead Applicant is the coordinator of this process and the other partners should be involved in the project design process from an early stage.
- **Joint implementation** means that activities must be carried out and commonly implemented as opposed to parallel actions. Clear content-wise links between the activities implemented in each participant country and regular contact between the partners should be demonstrated. The Lead Partner is responsible for ensuring that activities are properly coordinated, that schedules are kept and that the appropriate quality level is achieved.
- **Joint staffing** means that representatives from each participant country should work together on the project. Partners should not merely carry out activities in parallel without coordination and exchange. The project manager appointed by the LP organisation has overall responsibility for project activities. The Lead Partner team is the core project staff, but project partners should also assign staff according to their responsibilities within the project.
- **Joint financing** means that there will be only one subsidy contract per project and therefore one joint project budget. The budget should be divided between partners according to the activities they will carry out. Also, there is only one project bank account (held by the Lead Partner) and payments are made from the Programme to this account. The Lead Partner is responsible for the administration and distribution of the received

EU funds and for accounting for their use. Co-funding is provided by all partners and it illustrates the commitment of each partner to the joint project.

Project focus

This sub-section constitutes the core part of the project's **intervention logic** and, therefore, special attention should be paid when defining its main elements. Please read the respective section of the Applicants Manual how to develop the project intervention logic appropriately! The project's intervention logic will be further complemented by the project activities and outputs to be described under the Work Package (WP).

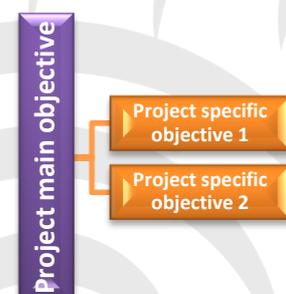
First, the applicants shall include the **project's main objective as defined in the Applicants Manual**. The description on how it contributes to the achievement of the selected Programme Specific Objective (SO) should be added. Furthermore, there should be a clear connection between the project's main objective, the identified needs and challenges in the addressed area and the proposed activities.



Applicants shall then define the **project's main result**. It should be clearly defined, highlighting how and to what extent it contributes to the corresponding Programme Result Indicator. The project's main result should be coherent with the project's main objective and there should be clear evidence that it can be reached by implementing the planned activities. Contribution of the project's main result to the Programme Result Indicator has to be quantified (e.g. percentage) considering SMART criteria (i.e. Specific, Measurable, Achievable, Relevant, Time-bound). However,

given their absolute character, quality-type project results are excluded from quantification.

The last step is to choose (title) and describe up the contribution of the project to the two **project's specific objectives defined in the Applicants Manual and Call announcement**. There should be clear evidence that they will contribute to the achievement of the project's main objective.



Project context

Policy and Strategic background:

The Applicants shall briefly describe the link between the project proposal and a relevant EU, national or regional policy or strategy, by highlighting the contribution of the project proposal to the implementation of the relevant policy or strategy. The applicants should additionally describe clearly the contribution towards the achievement of the EUSDR current targets, *the EUSDR Action Plan can be checked in the EUSDR website: <https://danube-region.eu/wp-content/uploads/2020/04/EUSDR-ACTION-PLAN-SWD202059-final-1.pdf>*, the targets per priority can be found on each Priority Area website. Applicants are advised to check the websites of the PAs in order to better understand how the proposal can contribute to the EUSDR (*<http://www.danube-region.eu/about/priorities>*). The website of each PA has the section “contact”, so Applicants with specific questions have the opportunity to get in contact with the PA team.

The Applicants will have to demonstrate throughout their entire proposal that EUSDR is embedded in their proposal (at the level of needs and challenges, work plan, durability and transferability).

This can be done, for example by involving the PACs in the project meetings, workshops, pilot actions or development of relevant projects strategies/ tools etc.

Horizontal principles

The Applicants shall select the type of contribution the project proposal brings to the three horizontal principles (neutral, positive or negative). Additionally, LAs are requested to describe how the project proposal will contribute to the sustainable development or ensure the equal opportunities and non-discrimination as well as equality between men and women.

Section 4: Workplan

This section includes 3 sub-sections: **Work package list**, **Target groups** and **Define periods**.

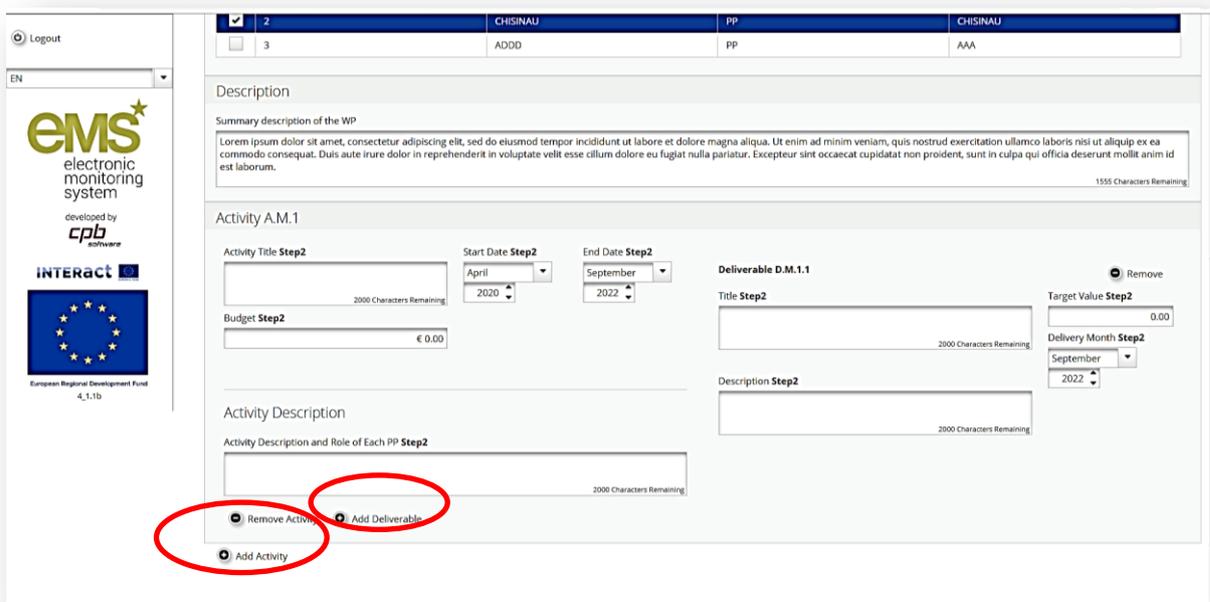
Work package list

WP Management

The LA is by default the leader of WP M. The applicants shall select the partners who will be involved in the WP (i.e. all partners must be involved in this WP) and provide a description of the activities within the WP. Activities should refer to the project management and coordination, financial management and quality management.

In case the partnership decides to nominate a content LP among the ENI PPs to take over the coordination of the content development the WP Management should also contain a description of the coordination activities with the LP. This description should be included in the Summary of the WP section

Activities can be added by clicking the button *Add Activity*. Afterwards they have to indicate the title, budget, start and end date and a description of each activity and the role of the partners. Similarly the LAs can add deliverables if necessary by clicking the *Add Deliverable* button following by an indication of the title of the deliverable, a concise description, the delivery date and the quantification of the target value. Partner Reports, Project Progress Reports, Application for Reimbursements or regular reimbursements to partners shall not be listed as deliverables.



Applicants can add the implementation WPs by clicking on the “+ New implementation” button. The implementation WP shall be named (title) in accordance with Applicant Manual and a WP Leader from amongst the partners shall be assigned.

Each project shall address one single work package as defined in the Applicants Manual and Call announcement.

Partners to be involved in the respective WP shall be selected and a description of activities within the WP shall be provided.

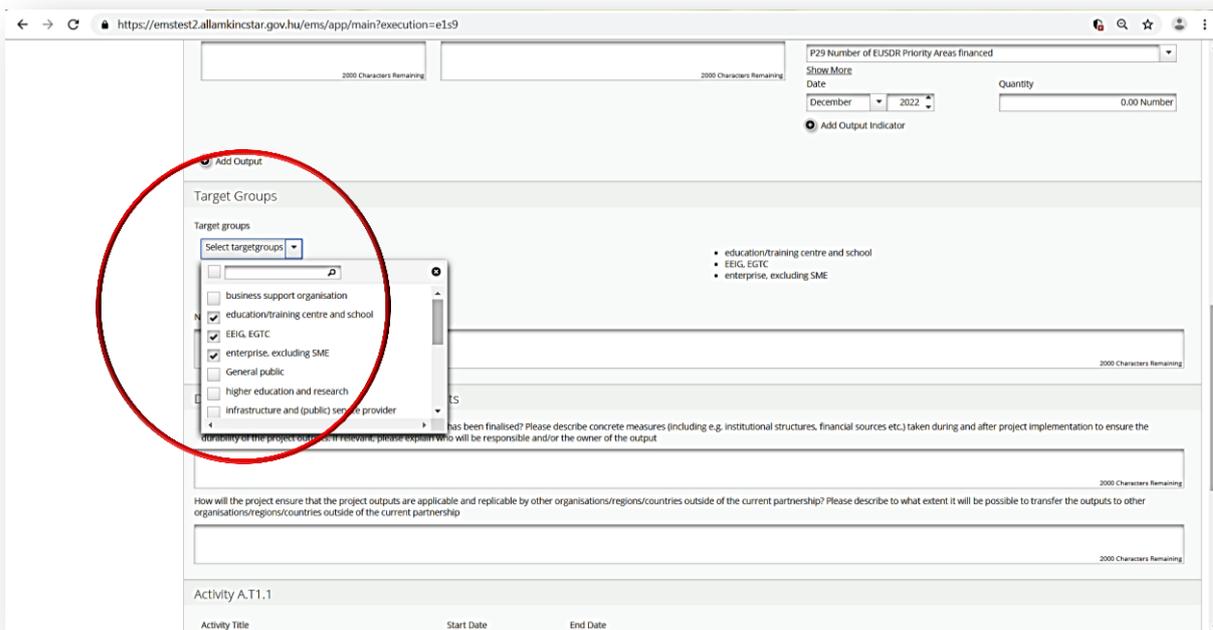
In the **WP description section**, Applicants shall provide a summary of the work package objective and main activities.

Programme Output Indicator, P07 – Documented Learning Interactions is mandatory

Applicants shall enter all **WP Outputs** (title) and describe them in connection to project's main and specific objectives. For each output, the corresponding Programme Output Indicator shall be selected from the drop-down menu. For details on the typology of DTP outputs, please refer to Applicants Manual. Date of delivery and target value of each output shall be indicated in the relevant fields.

Once inserted under each Implementation WP, the outputs will automatically be listed in section 1 "Project Summary".

Then, Applicants shall select the **target groups** of the Work Package from the drop down list and provide a description on how the target groups will be involved in the development of the project outputs.



Durability and transferability of outputs within the WP: the Applicants shall provide answers to the questions regarding the durability and transferability of the project outputs after the closure of the project by describing the measures to be taken during the project implementation to ensure durability of project outputs and their transferability and applicability to other organisations/ bodies/ countries. If applicable, the role of the ASPs in ensuring the durability and transferability has to be described in this section. Durability refers to the long lasting effects of the projects outputs including their further valorisation. The section should also tackle the sustainability of the project outputs and its three dimensions:

- **Financial sustainability** - financing of follow up activities, leverage of funds etc.

- **Institutional sustainability** - "ownership" of project outputs - which structures will allow, and how, the results of the project to continue to be in place after the project end?
- **Political sustainability** - what structural impact will the project have? – e.g. will it lead to improved policies, legislation, plans, codes of conduct, methods, etc.?

Transferability refers to the potential to use/ apply the outputs of the projects in other regions or in different contexts.

After filling in the target groups, Applicants can fill in the section dedicated to the **activities**. Applicants shall fill in the title of each activity, the starting and end date (please, make sure that each activity starts on the first day of the starting month and ends with the last day of the closing month), the budget of the activity and a detailed description of the activities and the role of the partners.

The description of the activities must be clear and concise and should contain the tasks that are going to be performed by the project partners. Applicants should avoid generic terms (such as concepts, definitions) or too general descriptions that do not contain a geographical and time reference. Role of each involved partner shall be also included in the description of activities. Besides the roles, tasks and responsibilities of each partner, Applicants should describe also the role of the Associated Strategic Partners. Generic descriptions: such as "all partners contribute", should be avoided, Applicants being requested to underline how each project partner is involved in each activity.

Activities can be added or removed by clicking on the "Add Activity"  or "Remove Activity"  button.

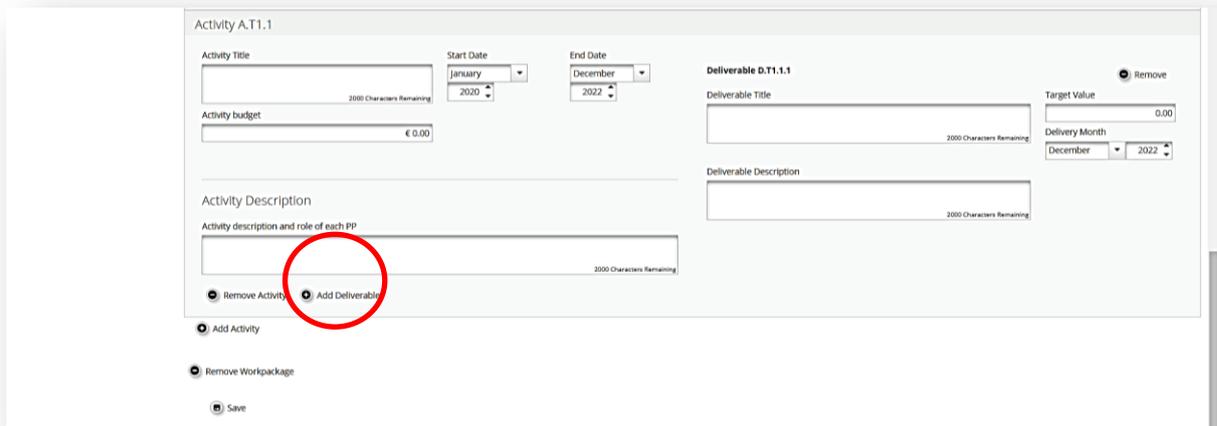
Examples of activity description:

Correct description: *each project partner will organise two workshops for stakeholders regarding policy development in August 2020 (LP will organise the workshop in Budapest and ENI MD PP1 in Chisinau). ASP1 will provide support in the presentations and will feed back after the workshop. After the workshops the project partners and ASP1 will meet in September 2022, back to back with the project meeting and summarise in a common paper the recommendations for the next steps to be taken in enhancing the capacity of the relevant policy makers in advancing policies.*

Generic description: *two workshops will be organised by the PPs based on which a recommendation paper will be drafted.*

Deliverables: appropriate deliverables shall be linked to each Activity providing a short description (max 250 characters) and indicating the target value and the delivery period. Deliverables will be automatically numbered and additional ones can be inserted by clicking the

“+” button. Each activity can include one or more **deliverables** (e.g. analysis report, minutes etc.) that contribute to the achievement of project outputs. In general, small steps of a single activity, such as working groups, partner meetings etc., do not need to be listed as separate deliverables, but their result should be aggregated into one deliverable, e.g. a qualitative report describing the policy initiatives in a certain field. Deliverables can be added by clicking on “Add Deliverable” button.



The screenshot shows a web form for managing activities and deliverables. The main form is for 'Activity A.T1.1' and includes fields for 'Activity Title', 'Start Date', 'End Date', 'Activity budget', and 'Activity Description'. Below the description field, there are radio buttons for 'Remove Activity', 'Add Deliverable', 'Add Activity', 'Remove Workpackage', and 'Save'. The 'Add Deliverable' button is circled in red. To the right, there is a sub-form for 'Deliverable D.T1.1.1' with fields for 'Deliverable Title', 'Target Value', and 'Delivery Month'.

EXAMPLE of deliverables:

The output of a thematic work package is “policy recommendations”. In order to achieve this output several activities and deliverables are planned:

Activity 1: Analysis of the current policy framework

Deliverable 1: report on the current policy framework, including the gaps

Activity 2: Involvement of the policy makers through workshops

Deliverable 2: report on the outcomes of the workshops

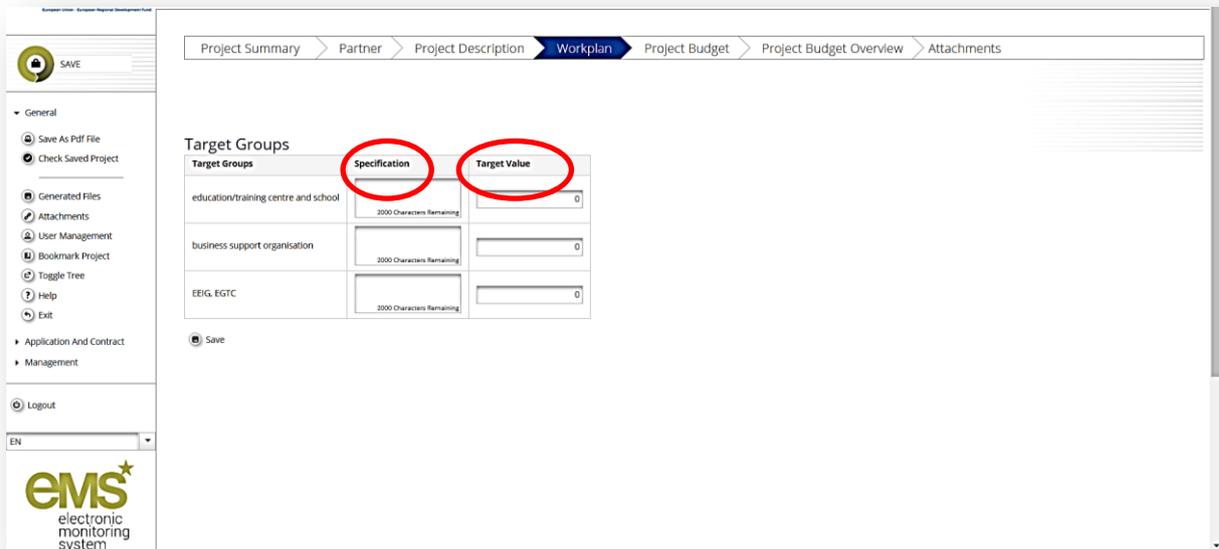
Activity 3: Elaboration of the policy recommendations document

Deliverable: none, as the outcome of the activity is the output itself

Target groups

The target groups section is automatically filled in with the data included in the implementation WP. The LA should fill in Specification field where the type of institutions involved are to be

detailed and the target value (number of institutions / organisations of that target group) to be reached by the end of the project.

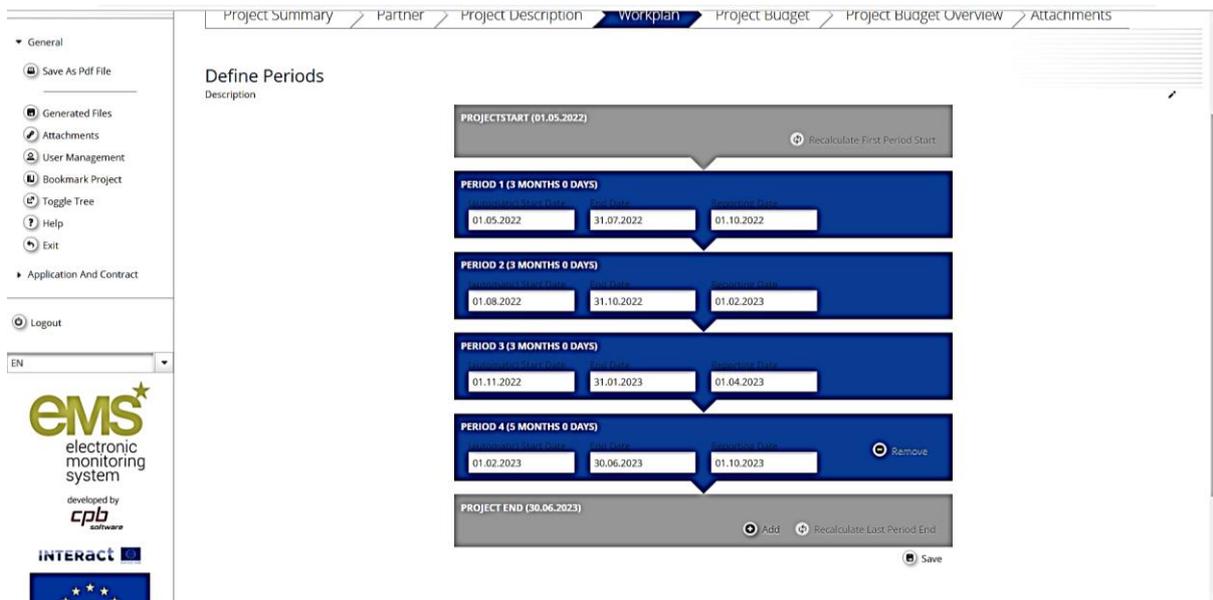


The screenshot shows a web application interface for project management. The main content area is titled 'Target Groups' and contains a table with three columns: 'Target Groups', 'Specification', and 'Target Value'. The 'Specification' and 'Target Value' columns are circled in red. The table lists three target groups: 'education/training centre and school', 'business support organisation', and 'EEIG, EGTC'. Each row has a '2000 Characters Remaining' indicator and a '0' in the 'Target Value' column. A 'Save' button is located at the bottom of the table.

Define periods

In this section the applicants are requested to add **four reporting periods** by pressing the Add button. After adding the four reporting periods the start date and end date for each period must be filled in as follows:

Reporting period	Reporting deadlines
1 st May – 31 July 2022	1 st November 2022
1 st August – 31 st October 2022	1 st February 2023
1 st Nov. 2022 -31 st Jan 2023	1 May 2023
1 Feb. – 30 th June 2023	1 st October 2023



SECTION 5 – Project Budget

In order to fill-in the partner budget section, Applicants **first** have to fill-in the following sections of the application form:

- Section A “Project summary”
- Section B “Project partners”
- Section D “Work plan”, including define periods

Partner budget: Each partner budget can be defined by clicking on the *Define budget* button:

Project Budget > Project Budget Overview > Attachments

Partner List

Number	Name	Nationality	Inside Programmeara	Abbreviation	Role	Budget
1	Lorem ipsum	ÖSTERREICH	Yes	AAA	Lead Partner	<input type="button" value="Define Budget"/> <input type="button" value="Define Contribution"/>
2	Lorem Ipsum	ÖSTERREICH	Yes	BBB	Project Partner	<input type="button" value="Define Budget"/> <input type="button" value="Define Contribution"/>

Opening up the budget of LP / PPs the amounts defined in the first step will be visible, which shall be revised so to define the LP / PP budget in all details per WP / BL / period.

As a first step, in order to allow the flat rates for staff costs (if applicable) and / or office and administration to be selected the LA shall tick the *Budget Flat Rate* box and then also the relevant box(es) for flat rate staff and / or flat rate office. .

Project Summary > Partner > Project Description > Workplan > Project Budget > Project Budget Overview

Budget For Partner 1 - Lorem ipsum (LP)

Budget Flatrate

Budget Flatrate

Flatrate Staff

Flatrate Office 15.00%

Budget budgetline - period

Budgetline	Wp M - Management edited	Wp T1 -	Sum
Staff costs	€ 3,000.00	€ 0.00	€ 3,000.00
Office and administration	€ 450.00	€ 0.00	€ 450.00
Travel and accommodation	€ 2,000.00	€ 0.00	€ 2,000.00
External expertise and services	€ 0.00	€ 0.00	€ 0.00
Equipment	€ 0.00	€ 0.00	€ 0.00
Infrastructure and works	€ 0.00	€ 0.00	€ 0.00
Net Revenue	€ 0.00	€ 0.00	€ 0.00
Sum	€ 5,450.00	€ 0.00	€ 5,450.00

Following that, LAs can insert the budget by clicking on the pencil corresponding to each WP/ budget line.

Finalize Budget
 15.00%

Budget budgetline - period

Budgetline	Subbudgetline	Wp P - Preparation	Wp M - Management	Wp T1 - Lorem ipsum	Wp I1 - Lorem ipsum	Wp C - Communication	Sum
Staff costs	Staff costs	€ 0.00	€ 15,200.00	€ 19,000.00	€ 6,000.00	€ 10,000.00	€ 50,200.00
	Sum	€ 0.00	€ 15,200.00	€ 19,000.00	€ 6,000.00	€ 10,000.00	€ 50,200.00
Office and administration	Office and administration	€ 0.00	€ 2,280.00	€ 2,850.00	€ 900.00	€ 1,500.00	€ 7,530.00
	Sum	€ 0.00	€ 2,280.00	€ 2,850.00	€ 900.00	€ 1,500.00	€ 7,530.00
Travel and accomodation	Travel and accomodation	<input checked="" type="checkbox"/>					
	Sum						
External expertise and services	External expertise and services	<input checked="" type="checkbox"/>					
	Sum	€ 17,500.00	€ 50,000.00	€ 60,000.00	€ 0.00	€ 40,000.00	€ 167,500.00
Equipment	Equipment	<input checked="" type="checkbox"/>					
	Sum	€ 0.00	€ 1,000.00	€ 5,000.00	€ 0.00	€ 0.00	€ 6,000.00
Infrastructure and works	Infrastructure and works	<input checked="" type="checkbox"/>					
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 30,000.00	€ 0.00	€ 30,000.00
Net Revenue	Net Revenue	<input checked="" type="checkbox"/>					
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Sum		€ 17,500.00	€ 93,480.00	€ 116,850.00	€ 36,900.00	€ 61,500.00	€ 326,230.00

Budget budgetline - workpackage

Budgetline	Subbudgetline	Period 0	Period 1	Period 2	Period 3	Period 4	Period 5	Sum
Staff costs	Staff costs	€ 0.00	€ 50,200.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 50,200.00
	Sum	€ 0.00	€ 50,200.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 50,200.00

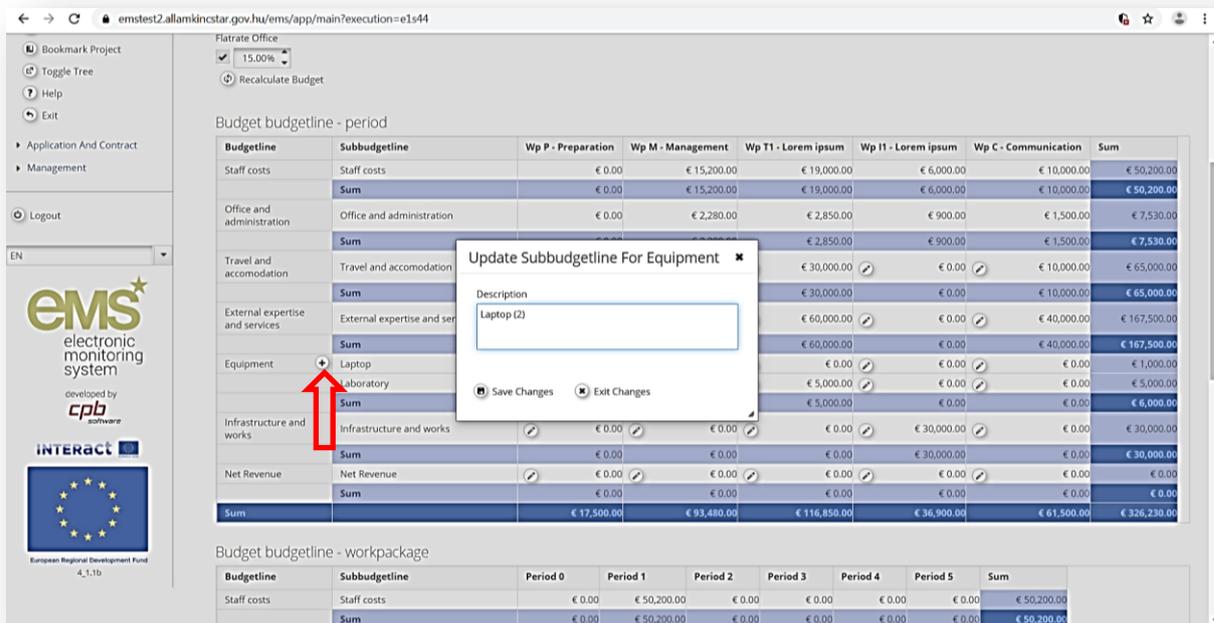
Tick to include the budget amounts

Each PP / WP / BL budget item amount is to be defined by detailing the amounts along those periods in which the respective costs are planned to be spent and reported, while the unit type and Comment columns are to be left blank:

Update Workpackage Budget For 'Wp T1 -
 - 'Staff costs (Staff costs)'

Period	Unit Type	Total	Comment
Period 1 - 01.05.2020 - 31.10.2020	Select One Staff Type Select One Unit Type	€ 0.00	
Period 2 - 01.11.2020 - 30.04.2021	Select One Staff Type Select One Unit Type	€ 0.00	
Period 3 - 01.05.2021 - 31.10.2021	Select One Staff Type Select One Unit Type	€ 0.00	
Period 4 - 01.11.2021 - 30.04.2022	Select One Staff Type Select One Unit Type	€ 0.00	
Period 5 - 01.05.2022 - 31.10.2022	Select One Staff Type Select One Unit Type	€ 0.00	

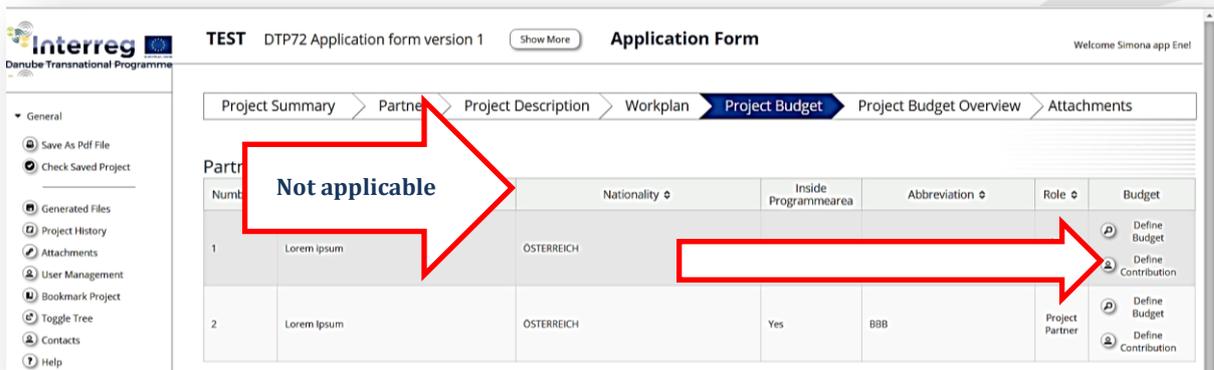
For the Equipment budget line the applicants will have to define each equipment item to be purchased within the project in the corresponding WP by clicking on the button next to the *Equipment* title, indicating in brackets the number of items and how it/they will be used for the related project activities.



Budgetline	Subbudgetline	Wp P - Preparation	Wp M - Management	Wp T1 - Lorem ipsum	Wp T1 - Lorem ipsum	Wp C - Communication	Sum
Staff costs	Staff costs	€ 0.00	€ 15,200.00	€ 19,000.00	€ 6,000.00	€ 10,000.00	€ 50,200.00
	Sum	€ 0.00	€ 15,200.00	€ 19,000.00	€ 6,000.00	€ 10,000.00	€ 50,200.00
Office and administration	Office and administration	€ 0.00	€ 2,280.00	€ 2,850.00	€ 900.00	€ 1,500.00	€ 7,530.00
	Sum	€ 0.00	€ 2,280.00	€ 2,850.00	€ 900.00	€ 1,500.00	€ 7,530.00
Travel and accomodation	Travel and accomodation	€ 0.00	€ 0.00	€ 30,000.00	€ 0.00	€ 10,000.00	€ 65,000.00
	Sum	€ 0.00	€ 0.00	€ 30,000.00	€ 0.00	€ 10,000.00	€ 65,000.00
External expertise and services	External expertise and ser	€ 0.00	€ 0.00	€ 60,000.00	€ 0.00	€ 40,000.00	€ 167,500.00
	Sum	€ 0.00	€ 0.00	€ 60,000.00	€ 0.00	€ 40,000.00	€ 167,500.00
Equipment	Laptop	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 1,000.00
	Laboratory	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 5,000.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 6,000.00
Infrastructure and works	Infrastructure and works	€ 0.00	€ 0.00	€ 0.00	€ 30,000.00	€ 0.00	€ 30,000.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 30,000.00	€ 0.00	€ 30,000.00
Net Revenue	Net Revenue	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Sum		€ 17,500.00	€ 93,480.00	€ 116,850.00	€ 36,900.00	€ 61,500.00	€ 326,230.00

Budget line infrastructure and works is not eligible in the ENI call.

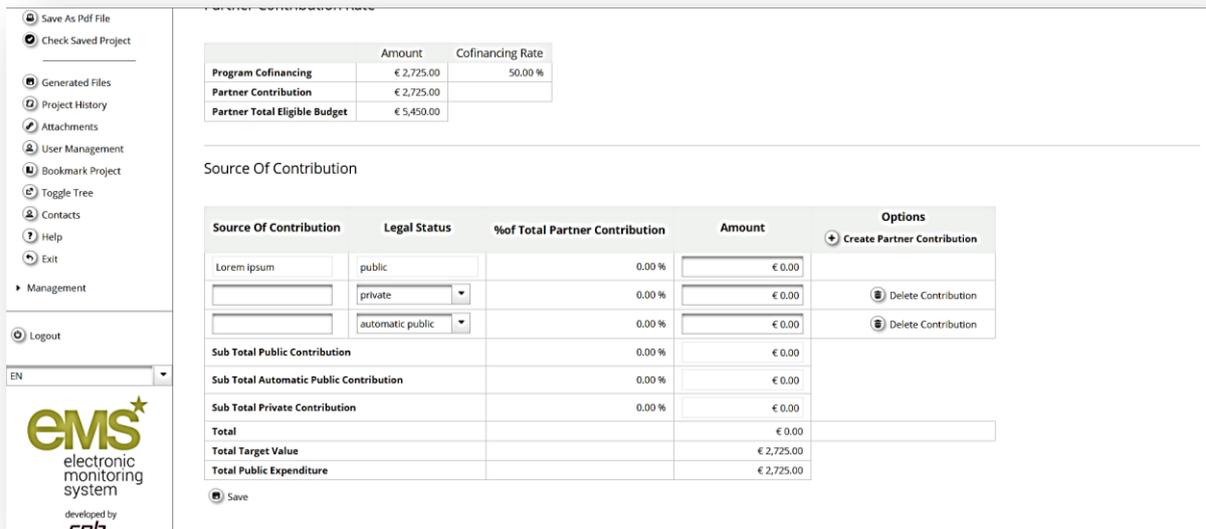
After defining the budget, Applicants have to *Define the contribution*:



Partnr	Num	Name	Nationality	Inside Programme area	Abbreviation	Role	Budget
1	1	Lorem ipsum	OSTERREICH				Define Budget Define Contribution
2	2	Lorem ipsum	OSTERREICH	Yes	BBB	Project Partner	Define Budget Define Contribution

Under this section, two tables are available. The first one presents the overall programme co-financing and the partner contribution according to the applicable co-financing rate (automatically filled-in by the system), while the second one refers to the partner co-financing sources and is to be filled in by the applicant.

Applicants will have to define their contribution (co-financing) by indicating the amounts that are public and/ or private (by clicking on *Create Partner Contribution* button) and/ or automatic public (by clicking on *Create Partner Contribution* button). Please note that “automatic public” stands for “state contribution” relevant for BG, HU and RO PPs. Please, check the national co-financing systems in the following link: <http://www.interreg-danube.eu/relevant-documents/programme-main-documents> (section Other relevant documents).



The screenshot shows a web application interface with a sidebar on the left containing navigation options like 'Save As Pdf File', 'Check Saved Project', 'Generated Files', 'Project History', 'Attachments', 'User Management', 'Bookmark Project', 'Toggle Tree', 'Contacts', 'Help', 'Exit', 'Management', and 'Logout'. The main content area displays two tables.

Table 1: Summary of Budget

	Amount	Cofinancing Rate
Program Cofinancing	€ 2,725.00	50.00 %
Partner Contribution	€ 2,725.00	
Partner Total Eligible Budget	€ 5,450.00	

Table 2: Source Of Contribution

Source Of Contribution	Legal Status	%of Total Partner Contribution	Amount	Options
Lorem ipsum	public	0.00 %	€ 0.00	+ Create Partner Contribution
	private	0.00 %	€ 0.00	Delete Contribution
	automatic public	0.00 %	€ 0.00	Delete Contribution
Sub Total Public Contribution		0.00 %	€ 0.00	
Sub Total Automatic Public Contribution		0.00 %	€ 0.00	
Sub Total Private Contribution		0.00 %	€ 0.00	
Total			€ 0.00	
Total Target Value			€ 2,725.00	
Total Public Expenditure			€ 2,725.00	

At the bottom of the table, there is a 'Save' button.

SECTION 6 – PROJECT BUDGET OVERVIEW

Section F of the application form provides the following set of predefined project budget overview tables, automatically filled in by the system:

- Per partner and source of financing
- Per partner/per budget line
- Per partner/per period
- Per partner/per WP
- Per work package/per budget line
- Per work package/per period

These overview tables are exportable to an Excel file and no data is to be entered in this section.

SECTION 7 – ATTACHMENTS

Applicants shall upload all the mandatory annexes to be submitted with the AF (e.g. Partnership Agreement, Co-financing Declarations, State Aid Declarations, Lead Partner Confirmation; International Organisation Declarations and ASP Declarations are to be submitted only if applicable).

Submission of the application form

Before the final submission of the application form the applicants have to save the final version of the application form as pdf file. 

Only if all automatic checks are successfully passed (to be initiated by clicking the  button), the application form can be officially submitted by pressing the submit button

 Submit Checked Project

In case of successful submission the AF has “Subm” status in DTP eMS.