

Interreg Programme

**Danube Region** 

# Guidelines for filling in the expression of interest





### **Table of contents**

INTRODUCTION 3
I. TECHNICAL REQUIREMENTS AND REGISTRATION TO JEMS
II. ACCESS AND REGISTRATION
III. CREATING THE EOI AND APPLYING FOR THE CALL
IV. USER MANAGEMENT
V. FILLING IN THE EOI
Section C.2 - Project relevance and context16
Section C.3 - Project Partnership17
Section C.5 - Project Results
Section C.6 - Project Time Plan21
Section C.7 - Project Management
VI. CHECKS AND SUBMISSION OF THE EXPRESSION OF INTEREST



### Foreword

The submission of the Expression of Interest (EoI) is the first step in applying for funding within the first Call for Proposals (CfP) of the Danube Region Programme (DRP).

These guidelines present the main technical requirements and steps for filling in and submitting an EoI for the DRP 1<sup>st</sup> Call for Proposals in the electronic monitoring system Jems.

General information about the programme and rules such as eligibility or project intervention logic are subject of the Applicants Manual CfP, therefore it should be considered complementary to this guidelines when working on an application.

Restrictions or specific rules, if any, for a certain call will be explained in the Call Announcements.



### Introduction

The Application Pack consists of:

- > Danube Region Programme (DRP) document (IP)
- > DRP Applicants Manual
- > Manual on eligibility of expenditure
- > DRP 1<sup>st</sup> Call announcement
- > Guidelines for filling in the Eol

Before filling in the Expression of Interest (EoI) in the electronic monitoring system Jems, it is very important for the applicants to carefully read the DRP IP and all the documents in the Application Pack.

The DRP Interreg Programme (IP) is the most important reference document concerning, among others, the thematic scopes of the four Priority Areas, objectives and indicators.

The DRP Applicants Manual provides useful information and guidance regarding the main rules, requirements and procedures to apply for funding from Danube Region Programme.

The DRP Call announcement offers specific information and requirements in relation to the 1<sup>st</sup> Call, including the deadline for submission.

The Expression of Interest (EoI) is to be submitted electronically via Jems (electronic monitoring system of the DRP).

### I. Technical requirements and registration to Jems

In order to be able to apply to the 1st call, each Lead Applicant (LA) has to register in the Jems system. The email address used for registering will be the one of the LA. The LA can add further users, as described in detail in section IV. of this document.

Jems is a web application and can be used with any up-to-date web browsers. Recommended browsers are Google Chrome, Microsoft Edge, Mozilla Firefox. For technical reasons, Jems only supports the latest version of these browsers. The functionality of the system follows the common standards of web applications for entering and submitting form data.



### II. Access and registration

To use Jems, each applicant must first register by clicking on "Create a new account" on the homepage and provide a set of credentials.

* * +	English	• 0
Danube Transnational Programme	Gems - Login     Emai Usemane should not be empte.	
Welcome to the monitoring system of my programme name! Here you can find our latest calls and manage your applications. Just login or create a new account and get started!		
* * *	Jerns is partially compliant with WCAG 2.1 AA Web Accessibility Standard. Please follow this link for our full accessibility statement. Jerns is a project of Co-funded by the European Union Interreg	
	Proudly developed by <b>cloudflight</b>	

In the registration form, fill in the following information (all fields marked with "\*" are mandatory):

Create new account
* First name
* Last name
* 🖴 Email
Cannot be blank
* 🔒 Password 🛛 🗞
Cannot be blank
□ I have read and agree to the <u>Terms of service, privacy policy and</u> <u>cookies usage policy.*</u>
Cancel Register

First name / Last name: personal information of the applicant's contact person.

Email: the email address of the applicant – it will be used to log in and notifications will be addressed to it.





Password: password which will be used to access the Jems. The minimum length of the password is 10 characters. It should contain at least one upper case letter, one lower case letter and one digit.

Please also tick that you have read and accepted "The Terms of Service and privacy policy".

The "Register" button turns active once all mandatory information is filled in. Following the registration, a confirmation email is automatically sent to the email address provided in the "Create new account" form.

Only after receipt of the confirmation and validation by clicking on the "Confirm Account" button in this email, the applicant will be able to log into the platform and create an Expression of Interest (EoI). In case you do not receive an email confirmation, please check your spam folder and, if needed, get in touch with the DRP MA/JS (jemshelpdesk@interreg-danube.eu) for assistance.

In case you forgot your password please click on the "Forgot password" button. By doing this, you will receive a Reset password link to the originally provided e-mail address where you will be able to create a new password. Finally, a confirmation e-mail is sent on the successful password reset. In case you forgot your user name (e-mail address with which you registered), please contact us at jemshelpdesk@interreg-danube.eu.

### III. Creating the EoI and applying for the call

To create your EoI click on "Apply" of the respective call under the section "Call list" of your dashboard.

My applications No projects submitted.					
Call list					
					Items per page: 25 👻 1 - 1 of 1 < >
ID	Name	Status	Started	Ends	Actions
3	DRP - 1st Call - test	Published	2022.07.13. 11:00	2022.08.31. 17:00	Apply >
					Items per page: 25 👻 1 - 1 of 1 < >

At this point, insert the acronym of your project (which can always be modified afterwards until the EoI is submitted) and click "Create project application".



### Create a new project application

Start date	2022.07.13.	
End date Step 1	Ends 2022.08.31 Time left: 23 days, 2 hours and 56 minutes.	
End date	Ends 2022.09.30 Time left: 53 days, 3 hours and 56 minutes.	
	View detailed call information	
Hint: all project data can be cl	nanged before submission.	×

Alternatively, it is possible to click on the call row itself under the same section "Call list" and see the general call information through a read-only window. The "Apply" button is displayed at the bottom of this page.

Call identification         Call name         DPF 1st Call - test         Use 2-step application form procedure for this call         Start date (YYYYMM DD. Hmm)       End date Step 1 (YYYYMM DD. Hmm)         2022.07.13. 11:00       Image: End date (YYYYMM DD. Hmm)         Period length (in months)       Image: End date Step 1 (YYYYMM DD. Hmm)         0       Description		overview al call settings					
Start date (YYYYMMLDD. Hmm)       End date Step 1 (YYYYMMLDD. Hmm)       End date (YYYYMMLDD. Hmm)       End date (YYYYMMLDD. Hmm)         2022.07.13, 11:00       Description         Period length (in months)       0         0       Description	Call n	ame					
2022.07.13. 11:00       Image: 2022.08.31. 17:00       Image: 2022.09.30. 18:00         Period length (in months)       0         0       Image: 2022.09.30. 18:00         Description       Image: 2022.09.30. 18:00         Programme Priorities         Image: 2022.09.30. 18:00         Image: 2023.09. 19:00 <t< td=""><td>V Us</td><td>se 2-step application form</td><td>procedure</td><td>for this call</td><td></td><td></td><td></td></t<>	V Us	se 2-step application form	procedure	for this call			
6 Description Programme Priorities  I . A more competitive and smarter Danube Region I . A more competitive and smarter Danube Region Development of skills for advancing smart specialisation strategies, industrial transformation and transition							
Programme Priorities         ✓ 1. A more competitive and smarter Danube Region         ✓ Enhancing innovation and technology transfer in Danube region         Development of skills for advancing smart specialisation strategies, industrial transformation and transition		d length (in months)					
<ul> <li>I. A more competitive and smarter Danube Region</li> <li>Enhancing innovation and technology transfer in Danube region</li> <li>Development of skills for advancing smart specialisation strategies, industrial transformation and transition</li> </ul>	Desc	cription					
Enhancing innovation and technology transfer in Danube region Development of skills for advancing smart specialisation strategies, industrial transformation and transition							
Development of skills for advancing smart specialisation strategies, industrial transformation and transition	Prog	gramme Priorities					
	-	-	marter Dan	ube Region			
2. A greener, low-carbon Danube Region	✓ 1.	A more competitive and s C Enhancing innovation Development of skills	and techno for advanc	ology transfer in Danube region ing smart specialisation strategie:	s, industria	I transformation and transition	

The newly created application will be visible on the Dashboard under section "My Applications". The project ID is automatically generated by the system.

Interreg Programme Danube Reg	ion	Co-fund the Eur	led by opean Union				
My applications						Items per page: 2	15 <b>↓</b> 1-1of1 < >
ID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
DRP0300014	TEST DRP					Step 1 Draft	DRP - 1st Call - test
						Items per page: 2	15 ▾ 1-1 of 1 < >

All applications created by one user are listed at this level - the user can open a project by clicking on the name.

### IV. User management

The lead applicant (LA) can grant access rights for opening the EoI to the project partners or collaborators. In order to receive access rights a third party should register in Jems and provide the LA with the email address of the registered user.

The access right is enabled in the "Project privileges" section:



Users can be granted either:

- read-only rights ("view") a user can access all the EoI sections without being in the position of making any change
- ✓ **edit rights** ("edit") a user can modify/fill in all the EoI sections



✓ lead applicant rights ("manage") – a user has both edit rights, but also access to the management of the "Project privileges" section.

context	
C.3 Project partnership	Users working at the same time in the same page may lead to unexpected loss of data (users overwrite other users content). Please make sure a project is properly reviewed
C.4 Project work plan	
C.5 Project Results	
C.6 Project Time Plan	Lead applicant ()
C.7 Project management	
C.8 Durability and transferability	* Jems username simona.ene@pm.gov.hu
D - Project budget	simona.ene@pm.gov.hu
D.1 Project budget per fund	* Jens usename
D.2 Overview partner / cost category	gusztav.ccsomor@interreg-danube.eu 💿 vie 🖍 edit 💠 manage
D.3 Overview budget / period E - Project lump sums and unit costs E.1 - Project lump sums	*
Application annexes	
Check & Submit	Save changes
👤 Export	
🍰 Project privileges	

Only users with "manage" rights can submit the Expression of Interest, thus we recommend that only the LA has the manage rights while the other users are assigned only "edit" or "read" only rights

### **ATTENTION:**

It is possible for different users to work at the same time on the same EoI. When working in parallel, users have to make sure that they are not working simultaneously in the same section or sub-section as there is the risk to overwrite information or data loss. Consequently coordinating who is working when in the EoI is crucial for a smooth use of Jems during the application phase.

Any data loss due to working in parallel on the same EoI is the full responsibility of the LA and the MA/JS cannot be held liable.

### V. Filling in the Eol

This chapter provides a comprehensive overview on how to fill in all applicable parts of the EoI. Before starting filling in the EoI, please consider the following carefully:

EoIs shall be submitted within the deadline indicated in the Call Announcement. Applicants are advised not to submit the EoI at the very last moment as the system may not be able to process a high number of submissions in a short time, thus causing delays resulting in impossibility to submit the project after deadline (Jems automatically closes the call after the expiration of the deadline).

- In case an LA creates several versions of the same EoI and submits them only the last version submitted before the deadline will be considered for assessment.
- Only the EoIs submitted through the Jems in accordance with these Guidelines will be considered for assessment.
- > Only **Eols written in English** will be considered for assessment.
- The partnership consists of at least three financing partners from at least three DRP participating countries of which at least one is located in a EU Member State.
- > The Lead Applicant fulfils the **LA eligibility requirements**.
- The Lead Applicant cannot be changed between the two steps of the Call for Proposals (i.e. first step being the expression of interest (EoI) – second the full application form (AF).
- Projects have to contribute to at least two programme output and result indicators to be considered eligible (unless different rules are set in a specific call). One of these shall be Output RCO 87 - Organisations cooperating across borders, which is mandatory for all the projects.
- > At least 3 joint cooperation levels are indicated.
- The project intervention logic cannot be changed between the two steps (i.e. Eol AF).
- Between the two steps (i.e. EoI AF) changes (replacement and/ or withdrawal) of directly financed partners do not exceed 4 financing partners. There is no limit to adding new partners.
- The maximum number of characters allowed in each text box of the Eol is indicated by the system.

The "Project overview" page offers general information on the proposal, its application status and the running call. Every application has a version number. When created the project version number is set to "V.1.0" by default – the latter will remain unchanged until the submission of your proposal. The status "Draft" changes to "Submitted" right after the submission.



Applicants can fill in the relevant sections and sub-sections listed on the left menu, which corresponds to the EoI template.



The "trash" icon allows the LA to delete certain sections. Some sections can only be saved, once all mandatory fields (marked with an asterisk "\*") are filled in. The order of the project partners, specific objectives, outputs, etc. follows the one in which they were added in the Jems. This order cannot be changed unless the related sections are deleted and modified.



Jems provides warnings or requests for confirmation before leaving certain sections of the EoI. Always remember to save data before leaving a section of the EoI in order to avoid losing information.

Are you sure you want to leave?					
Your changes will be lost!					
Cancel					

When filling in the EoI:

Follow the number of characters indicated in the different fields - characters in excess will not be taken into account in Jems. Please note that the punctuation and spaces between words or paragraphs are considered as characters.

Do not use the "Enter" key of your keyboard to save data while filling in the forms as it may lead to unexpected results. Always use the commands provided by the Jems interface.

- ✓ When filling in longer sections, please **regularly save** in order to avoid losing data in case of interruptions of your internet connection or any other technical issues.
- ✓ Being inactive for a long period may automatically end your session for security reasons and unsaved data will be lost!

### Section A – Project identification

Most fields in this section are self-explanatory or automatically generated.

Under "Project Identification", Project ID will be automatically generated by Jems. Name of the Lead Partner Organisation will be automatically filled in from part B.

The applicants shall insert the project title and acronym. Please note that effective acronyms should be related to the project title and concept, be easily remembered and should not be in conflict with existing brands and/or projects. The Project priority and



### specific objective shall be selected from a drop-down menu as shown below:

Project priority and specific objective

- 1. A more competitive and smarter Danube Region
- 2. A greener, low-carbon Danube Region
- 3. A more social Danube Region
- 4. A better cooperation governance in the Danube Region

The maximum duration of the projects is 30 months.

In the field **Project Summary** a concise overview shall be provided, highlighting the main characteristics, strategic direction(s) and envisaged main achievements of the project.

Project Partner overview, Project budget overview, Project outputs and result overview sections are automatically generated.

### **Section B – Project partners**

Project partners can be added by entering the **Partners overview** section and clicking the "Add new partner" button:



Once all information referring to the identification of the LP/PP is filled in, the Create button can be clicked.

When opening the created partner section, in the upper part the LA can see several tabs which have to be filled in for each partner.



Project version	Partner MMMM
(current) V. {{version}} V	Identity         Address         Contact         Budget         Co-financing         State Aid
A - Project identification	
A - Project identification	B.1.1 Partner identity
A - Project overview tables	* Partner role
B - Project partners	Partner Lead Partner
Partners overview	
PP1 MMMM	* Abbreviated name of the organisation
Associated Strategic Partners	MMMM
C - Project description	
C.1 Project overall objective	Name of the Organization in original language wewewe
C.2 Project relevance and context	
C.3 Project partnership	Name of the Organization in English wewew
C.4 Project work plan	
C.5 Project Results	Department / unit / division
C.6 Project Time Plan	wewewewe
C.7 Project management	
C.8 Durability and transferability	
D - Project budget	Legal and financial information
D.1 Project budget per fund	Type of partner
D.2 Overview partner / cost category	Regional public authority
D.3 Overview budget / period	* Legal status
É - Project lump sums	Public
E.1 - Project lump sums	

The first three tabs refer to the identification of the LP/PP, data related to address, contact details, contact persons. The LA (or any registered user with edit rights) should fill in all the requested information.

Besides selecting partner's role (LP or PP) the following information shall be filled in: abbreviated name of the organisation, name of the organisation in original language, name of the organisation in English and department/division/unit (if applicable). Legal and financial information shall also be filled in: the type of partner and the legal status of the partner shall be selected from a drop-down menu. VAT number and information about VAT recovery (yes, no, or partially) shall be indicated.

Address details shall be inserted in the corresponding fields. Information about NUTS codes is included in the EoI form with direct link. In the contact tab title, first and last name of the legal representative and title, first and last name, E-mail address and telephone number of the contact person shall be inserted.

### Tab "budget"

Please note that before starting to fill in the budget, make sure you have defined the project duration in section "A - Project identification", so that the correct number of "periods" appear in the different budget tables.

ATTENTION: For the EoI purpose the LA shall include only the total budget of each partner, without detailing the budget lines. The total budget of each partner shall be included in the cost category external expertise and services, period 1.



a	Travel and accommodation							
entification	+ Add							
intners ^	External expertise and services							
d Strategic Partners	Total amount of cost category	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Gap
cription	120.000,00	120.000,00	120.000,00	0,00	0,00	0,00	0,00	0,00
overall objective relevance and	+	120.000,00	120.000,00	0,00	0,00	0,00	0,00	
partnership work plan Results Time Plan management Siget	Equipment  Add  Infrastructure and works.  Add							
idget per fund partner / cost	Partner lump sums (assigned in secti	on E.1 - Project lump sums)						
sudget / period	Programme lump sum	Period			Lump sum cost		Partner	share of lump sum co
ump sums	Discard changes     Save change	<b>P</b>						

### Tab co-financing

The co-financing source has first to be selected via a drop-down menu: "Interreg Funds" is the only source available for DRP. The partner contribution entry (amount and percentage columns) is automatically calculated.

Application form	Application form DRP1200030 – TEST123		
Project version (current) V. {{version}} V	Lead Partner AAAA Identity Address Contact Budget Co-financing State Aid		
A - Project identification A - Project identification A - Project overview tables B - Project partners	Co-financing In this table you can define your co-financing. In order to see amounts, please, define your partner budget first in the section budget.		
Partners overview LP1 AAAA PP2 MMMM	Source Interreg Funds	Amount 174.800,00	Percentage
Associated Strategic Partners C - Project description ^ C.1 Project overall objective	Partner contribution	43.700,00	20,00 %

The origin of the partner contribution, its type of contribution (private, public, or state) and its amount must be filled in. In case a PP receives "state contribution" (see definition of state contribution in the Applicants Manual) that source can be added by clicking on the "+ Add new contribution origin", then selecting "State contribution" from the drop-down list, as well as entering the name of institution that is providing the state contribution for the respective PP (field is compulsory to be filled). The total of contribution should not be higher than the total target value stated in red by Jems.



Partners overview	Origin of partner contribution				
LP1 Lead Partner Associated Strategic Partner	Name of the contributor institution	Type of contribution	Amount	of total partner	
C - Project description C.1 Project overall objective C.2 Project relevance and	Lead Partner	Public 👻	0,00	0,00 %	
context C.3 Project partnership C.4 Project work plan	* Name of the contributor institution Ministry of Finance	State contribution 👻	32.600,00	20,00 %	Î
SO1 C.5 Project Results	+ Add new contribution origin				

Please note, that if changes to the partner budget are done after filling in the Cofinancing section then also the the Co-financing section has to be updated.

### Associated strategic partners (ASPs)

Associated startegic partners can be added by clicking "Add new associated strategic partner" button:

(current) V. ((version)) V*           A - Project identification           A - Project identification           A - Project overview tables           B - Project partners	Associated Strategic + Add new associated state			Items p	er page: 25 👻	1 - 1 of 1	< >
Partners overview	Number	Status	Name of associated strategic partner	Name of the responsible proj partner	ect		
PP2 MMMM Associated Strategic Partners	A01	Active	MMDR	ММММ			
C - Project description				Items p	er page: 25 👻	1 - 1 of 1	< >

Once added the applicant has to fill in the data of the ASP in terms of organisation data, selecting the LP/PP supporting the ASP, legal representative, contact person and the role of the ASP in the project.

### Section C – Project description

The text fields in the project description should be filled in with the required information, with special attention to the maximum number of characters.

### **C.1 Project overall objective**

This section is self-generated based on previously inserted data in Section A. The applicants shall define the Project main objective. It should be clearly described, highlighting how it contributes to the achievement of the selected Programme Specific Objective. 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.



### Section C.2 - Project relevance and context

Please consider that the numbering of subsections in C.2 are based on the full AF structure and since in the EoI only three subsections are to be filled in, their numbering are not necessarily in consecutive order

### <u>Sub-section C.2.1. What are the common territorial needs and challenge(s) that will</u> <u>be tackled by the project?</u>

Applicants are expected to outline here the main, common challenges and needs of the addressed area in relation to the project topic. The description is expected to make clear why these needs and challenges are relevant in the context of the programme's objectives, as well as the information for the target area of the project should be provided on country level. In case pilot actions are planned for certain areas, details about the particular needs of these areas should also be provided.

### Sub-section C.2.3 Why is transnational cooperation needed to address the identified needs and challenges?

Applicants shall describe the benefits, advantages and added value of the transnational approach in achieving the project's objective. The transnational dimension of the project should be described in the light of planned activities (i.e. the project topic, the addressed challenge having transnational territorial and/or thematic relevance, transnationally versus locally implemented activities, transfer of knowledge and experience, joint work from which all involved territories benefit) as well as its transnational impact (i.e. explain how project activities and outputs will positively affect the addressed area and justifying that based on those the impact of the project can be considered relevant on a transnational scale and not only on a local level in different parts of the region). The applicants must demonstrate that transnationality is present throughout the project (planning, implementation of activities, achievement and dissemination of achieved results) and that the project arises from a common need and it does not represent a collection of local actions.

### Sub-section C.2.4 – Who will benefit from the project outputs?

Please read carefully the guidance provided for this sub-section in Jems. Please note, that in the "specification"-field not only further details shall be provided on the exact kind and scope of the target group but also on *how* the target group will be involved in and how they will benefit from the project.

Additional target groups can be added by clicking on the +-button.



### Section C.3 - Project Partnership

The applicants shall explain how the composition of the partnership can effectively implement foreseen activities and deliver the planned outputs (i.e. thematic and territorial competence, expertise and role of the partners versus project activities), includes all sectors relevant for the project topic and covers the entire targeted geographical area (e.g. Danube region or the specific territorial scope of the project). A brief description of the partners' experience in cooperation projects shall be also included, if relevant. The partnership composition should also reveal the benefits for the territories they represent.

### Section C.4 – project work plan

# Before defining the project work plan, please read carefully the *II.7 Intervention logic* section of the Applicant's Manual and get familiar with how to define the intervention logic for a project proposal, as well as with the terminology of objectives, outputs and results!

In order to edit this section please proceed as follows:

First define the number and kind of Specific Objectives by clicking on "C.4 Project Work Plan" in the left-side menu and opening specific objectives with the "+add new specific objective"-button on the main-screen.

PP2 B	C.4 Project work plan
Associated Strategic Partners	+ Add new specific objective
C - Project description	
C.1 Project overall objective	Number
C.2 Project relevance and	
context	1
C.3 Project pertnership	
C.4 Project work plan	2
501	
S02	3

For each project specific objective please give a brief title that appropriately reflects the specific objective and define more in detail in the related text field the specific and immediate effects of the project that can be realistically achieved within the implementation period.

In connection to each specific objective please define also a communication objective.



#### Specific objective

 Specific objective number (automatically oreated)

 I

 Specific objective title

 Objectives

 Your objectives should be:

 • realistic and achievable by the end of the project;

 • specific (who needs project outputs delivered in this work package, and in which territory);

 • measurable - indicate the change you are aiming for.

 Define one project specific objective that will be achieved when all related activities are implemented and outputs delivered.

 Project specific objective

 Think about the communication objective that will contribute to the achievement of the specific objective. Communication objective and target audience's behaviour, knowledge or belief.

 Communication objective and target audience

As a next step, click on one of the further tabs related to investments, activities and outputs.

Objectives	Investments	Activities	Outputs	
Specific objective Specific objective number (automatically created)				
Specific objective til	le			

### Tab "Investment"

To each specific objective investments can be linked, if applicable. Applicants have to indicate the number, the title of the investment and have to justify, why this investment is needed and have to describe the transnational relevance of it as well. Applicants shall indicate the objective of the investment in correlation with the project objectives and the involvement of the partners. Location and ownership of the investment shall be indicated. Applicants shall provide a thorough justification for the investment explaining its necessity



for the implementation of the project and achievement of the project objectives, its transnational character of transferability to at least two other participating countries, in accordance with the Programme specific requirements.

Please note that in the DRP investments are eligible only in case they:

Follow a transnational physical or functional link over the national border (e.g. transport corridors) which has been analysed from a transnational point of view and has a clear impact over the national borders

or

Create a transferable practical solution through a case study in one area, which is jointly evaluated by the project partners and transferred for testing in at least two other participating countries

### Tab "Activities"

Open an activity by clicking the "add activity" button and edit all of the offered fields.

There is no limitation in terms of number of activities, but the applicant should propose a manageable number of activities.

Please start editing the field "description" by indicating the activity budget in the very first line, followed by an empty line, and only then narrative description shall be inserted (as shown below).

Title			
Start period	•	End period	•
Description 50.000 EUR			
Activity 1 focuses on			
42/ 1000 characters			
Partner(s) involved			

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. The project partners and ASPs involved should be indicated.

### Tab "Outputs"

Create an output by clicking the "add output" button and edit all of the offered fields.

There is no limitation in terms of number of outputs.

In the drop-down menu under "Programme output indicator" please select one of the offered indicators. Please choose the indicator to which the output is contributing to.

### Projects have to contribute to at least two programme output and result indicators to be considered eligible. One of these shall be Output RCO 87 - Organisations cooperating across borders, which is mandatory for all the projects.

L <b>ist of outputs</b> Based on the activities you need to implement to achieve the specific objective, please list below the outputs that will be delivered during the implementation.
Output 1.1
Output Title
1.1.1: Jointly developed solutions
1.1.2: Organisations cooperating across borders
1.1.3: Strategies and action plans jointly developed
1.1.4: Pilot actions developed jointly and implemented in projects
Period 1, month 1 - 6
Output Description

Please define for each output a title and describe in detail in the respective fields.

### Section C.5 - Project Results

In this section the project results shall be defined and described in relation to the Programme Result Indicators.

A result can be created through clicking on "Add result". First a Programme Result Indicator has to be selected from the drop-down menu and then further information on target values and delivery date has to be provided ("measurement unit" and "baseline-value" are autogenerated). The project result shall then be described more concretely in the "Result



description" field, the immediate advantages of carrying out the project, reflecting the benefit of using the project main outputs.

502					
SO3	C.5 Project Results				
SO4	What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please take a				
S05	look at the programme result indicators and select those that you will contribute to.				
5 Project Results	Result 1				
i Project Time Plan					
Project management	Programme result indicator				
8 Durability and nsferability	4.1.1: Solutions taken up or up-scaled by organisations				
ject budget ^	Measurement unit solutions 0,00 Target value Delivery period Period 6, month 31 - 36				
2 Overview partner / cost tegory	Result description				
Overview budget / period					
it costs - Project lump sums	3/ 1000 characters				
plication annexes	Result 2				

### Section C.6 - Project Time Plan

The project time plan is auto-generated based on the data inserted in previous sections.

### Section C.7 - Project Management

Please consider that the numbering of subsections in C.7 are based on the full AF structure and since in the EoI only two subsections are to be filled in, their numbering is not necessarily in consecutive order

In sub-section C.7.5 "Cooperation Criteria" please select and describe relevant cooperation criteria.

Please, note that in order to be eligible, projects must contribute to at least three out of the four cooperation criteria "Joint development" and "Joint implementation" being compulsory elements.

More details on Cooperation Criteria are provided in the Applicants Manual.

Under sub-section **C.7.6. "Horizontal Principles"** please indicate and describe the project's respective contributions. Before filling in this part of the application, please read carefully the section *II.4 Horizontal Principles* section of the Applicants Manual defining what information is to be provided for the different issues.

### Section E.1 Project lump sums



In case a project would apply for preparation costs, which is in the DRP in a form of a lumpsum, you shall indicate that in this section by clicking on E.1 in the left menu, then on the "+ Add" button and in the table opened up select "preparation cost" from the drop-down list.

### <u>The lump sum for preparation costs shall be added manually only in the LP's budget</u> <u>and shall not be split between partners.</u>



### VI. Checks and submission of the Expression of Interest

Before the submission of the EoI, it is to be validated by pre-submission check. The check will provide an overview of missing data. Since results do not update automatically, applicants need to run the check each time after changes are made to the EoI.





In order to submit your application, all conditions of the pre-submission check must be met by correcting or completing the incorrect, or missing data / field.

B - Project partners	13 Issue(s)
At least 1 partner is active	
Exactly 1 Lead partner is active	
Partner identity	2 Issue(s)
Partner address	1 Issue(s)
Partner contact	1 Issue(s)
Associated organisations	9 Issue(s)
Project budget is greater than 0	
C - Project description	13 Issue(s)

## Please note that a successful pre-submission check is no guarantee that an application is fully complete and formally compliant! Pre-submission checks include verification of mandatory fields and conditions.

When all sections and fields are valid the "Submit project application" button will be enabled and the EoI thus can be submitted.

### Pre-submission check

Before you can submit your application form, the presubmission-check needs to be valid. The check will provide you with an overview of missing or inconsistent data. Results do not update automatically. Run the check again after changes to your application form.



To submit this application, all conditions of the pre-submission must be met.

**The system does not send an automatic confirmation email about the submission.** You can check the status of your application in the "my applications" section. If the project is submitted then in Status section "Step 1 Submitted" will be indicated.

My applications						items per s	rege <u>25 </u> ▼ 1-9 of 9
ID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
DRP0300023	Gtest - 3			2.	2.2	Step 1 Draft	DRP - 1st Call - test
DRP0300018	Gtest 3			2.	2.4	Step 1 Submitted	DRP - 1st Call - test



### **Export function**

This section allows the user to export and download the EoI (pdf file) and partner budget tables (xls file).

SO3 C.5 Project Results C.6 Project Time Plan	Application form DRP( Export	0002 – Project
C.7 Project management C.8 Durability and		Fun est en alientien forme
transferability	<ul> <li>DRP00002 – Project</li> </ul>	Export application form
D - Project budget	Application Form	Project version (current) V. {{version}} V. 2.0
D.1 Project budget per fund		
D.2 Overview partner / cost category	Partners budget	Export language English
D.3 Overview budget / period		<del>-</del>
E - Project lump sums and unit costs E.1 - Project lump sums		Input language English
E. I - Project lump sums		
@ Application annexes		Export
Export		