



User Manual

for the

IMIS 2014–2020

Application Module

for Applicants

of the Interreg V-A Slovakia–Hungary

Cooperation Programme

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1 Using this Manual

The main aim of this User Manual is to provide guidance to applicants of the Slovakia-Hungary Cross-border Cooperation Programme on the use of the IMIS 2014–2020 Monitoring and Information System. Applications can be submitted electronically through the IMIS 2014–2020 Front Office Application module.

The Manual

- provides descriptions of how to fill out and submit applications, and
- provides practical and technical information about data entry.

Before starting your work, please:

- make sure that your computer meets the technical requirements (see the *Technical Instructions* chapter).
- study all chapters of the Manual and familiarise yourself with screen layouts and the logic of the system.

While filling out your application, please keep referring to the relevant chapters of the Manual.

2 Technical Instructions

This chapter informs you about the technical requirements, general usage terms and the use of fields and buttons.

2.1 Technical Requirements

All client computers running IMIS 2014–2020 Application Front Office need to meet the following technical requirements:

- Operating system: a desktop operating system is recommended (e.g.: Microsoft Windows).
- Resolution: 1280*768 or higher.
- Web browser: we recommend Mozilla Firefox 46.0.1 or newer, Google Chrome 50.0 or newer, or Internet Explorer 11.0 or newer.
- Allow cookies in your browser.
- PDF reader (e.g.: Adobe Reader).
- Word processor (e.g.: Microsoft Office) for opening DOC files.
- Internet connection.

2.2 General Usage Rules

- IMIS 2014–2020 is a web application; thus, any problem with the Internet connection may disrupt communication between the server and the client computer. If this happens, the screen goes grey and the following message is displayed: „Server connection lost, trying to reconnect...“. The session can be continued after the connection is restored, unless the timeout limit is reached. After a timeout, you will be required to log in again.

- If your session is inactive for 60 minutes (no data entry, no clicks etc.) the system terminates the connection between the server and the client for security purposes, and the following error message is displayed: „Session expired...”. In this case, press Esc and log in again.
- Please keep in mind that only one user may work on an application at any one time. Avoid parallel use (e.g. one person entering financial data, another person entering text at the same time). Parallel use may lead to errors and data losses.

2.3 Using Fields

The system uses several types of fields, which may have particular characteristics and require different usage.

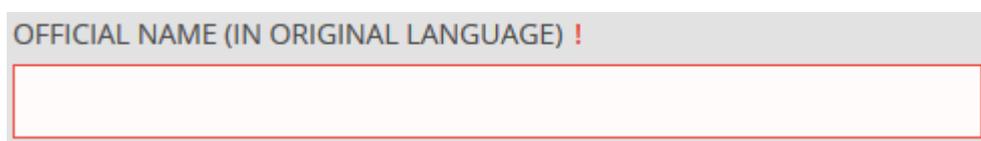
- Fields with a grey background – read-only fields, generally displaying values filled in automatically by the system, or values the applicant entered previously through another interface.



- Fields with a white background – normal entry fields.



- Fields with a white background and a red border – similar to normal entry fields, except these are mandatory fields. Fields that the user entered unexpected content into are also marked with a red border. In such cases, the validation message is displayed in a tooltip if the mouse is hovered above the field.



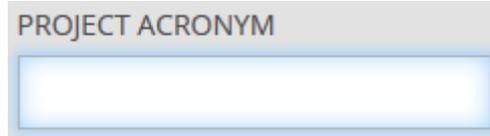
- Drop-down fields – these fields can be filled in using a predetermined set of values. Click on the arrow to open the drop-down list, and click on the chosen value.



- Date fields – enter dates using the accepted date format (day/month/year) or click on the calendar icon and select a day.



- Datasheets that open when clicking on a field – fields that need to be filled in using a new datasheet; on mouseover, their borders turn blue, and when clicked, a datasheet pops up.



3 How to Access IMIS 2014–2020 Front Office

Applications can be compiled and submitted using the Front Office Application module of IMIS 2014–2020 Monitoring and Information System.

- Use the link [HU IMIS 2014-2020 SKHU APPLICATION](#) to access all screens of Front Office in English in your web browser.
- The browser supported by the system is Mozilla Firefox.
- Working on the same application in multiple browser windows at the same time is not supported.
- There is no automatic background save feature in the module, but each screen has a Save button.
- You can use the Save feature to suspend the submission process at any point.

The following rules apply to using the module.

3.1 Logging In

- Please click on [the IMIS 2014-2020 link](#) to access the screen shown below.

A screenshot of a login page titled 'IMIS 2014-2020 Login (Front office HU-SK)'. The page contains two input fields: 'USERNAME !' with a user icon and 'PASSWORD !' with a lock icon. To the right of the password field is a dark 'Sign in' button. Below the username field is a 'Registration' link, and below the password field is a 'Forgot password' link.

- Please start registering by clicking on “Registration”. The following screen is displayed.

Please, provide a username and a valid e-mail address.

USERNAME !

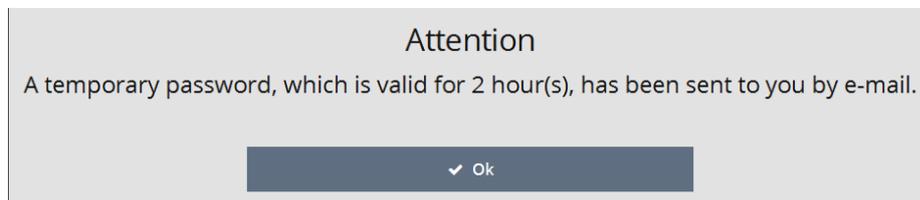
E-MAIL ADDRESS !

E-MAIL ADDRESS AGAIN !



Registration Cancel

- Enter your personal user name and supply a valid e-mail address, as well as a captcha. After filling in the fields, click on “Registration”. The system will send an automated message to the e-mail address you entered. The notification e-mail may take up to 5-10 minutes to arrive.



- The message contains the information necessary for logging in, as well as your unique certificate. First, please click on “Download certificate”, then follow the steps shown.
 - Then add your certificate to your browser. You can do so in Firefox under “Options”/“Data Protection and Security”/“Certificates”. In the “View Certificates” window, on the “Your Certificates” tab, click “Import”, then “OK”.
 - Finally, log in through the IMIS 2014–2020 login screen using the previously chosen user name and the newly received temporary password. Click on “Sign in”. Attention: the password has limited validity; you need to log in within two hours. If the login is not completed within that time frame and your password expires, use the “Forget password” button on the login screen.
- The system will send a new temporary password to your e-mail address. You only need to enter your user name and the verification code.

Please, provide your username.

USERNAME !


 ! 

- After logging in, you need to change your password (enter the temporary password supplied by the system again then enter your chosen new password twice). Your password needs to be at least 8 characters long, and it needs to contain lower-case and capital letters and numbers. You can change your password later at any time by clicking on “Change Password” in the Front Office home screen.

PROFILE 

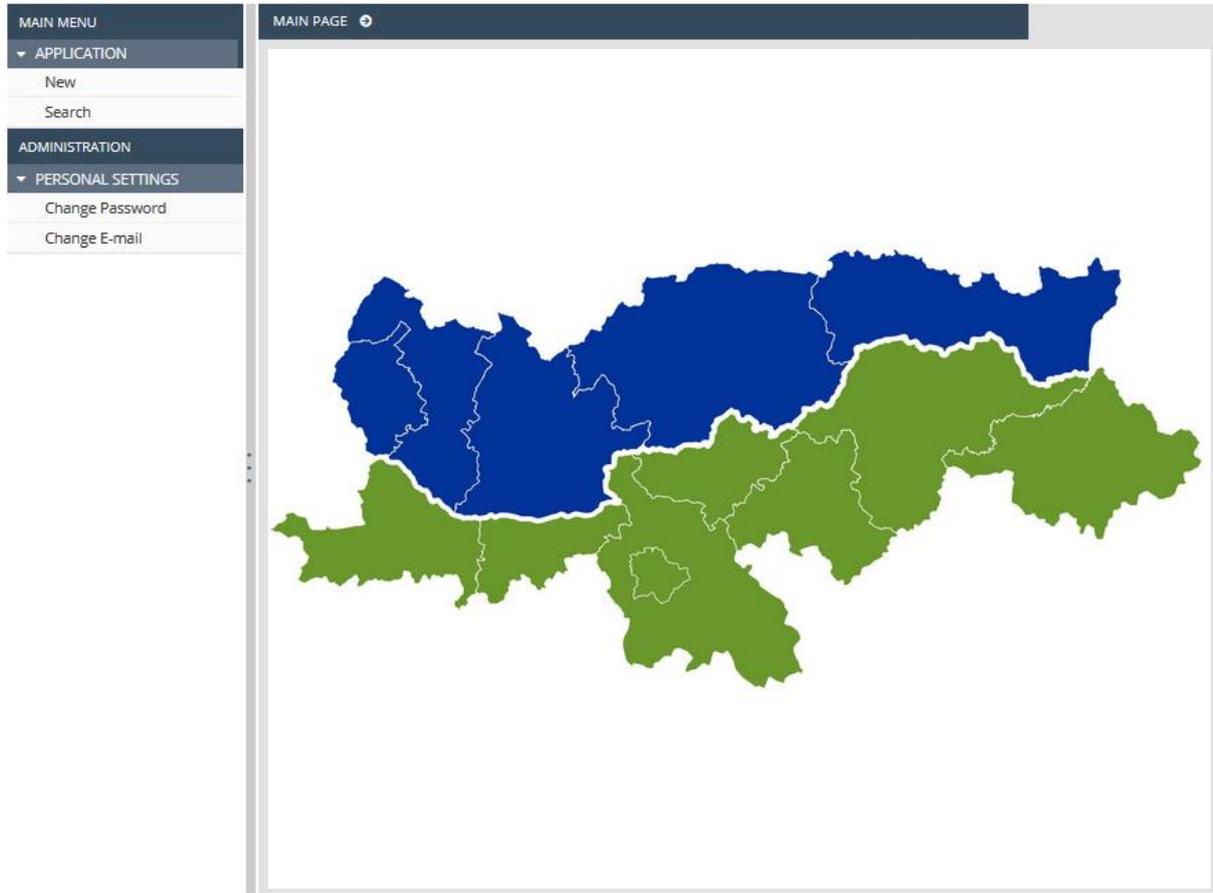
 Save

PASSWORD

OLD PASSWORD ! NEW PASSWORD ! NEW PASSWORD AGAIN !

3.2 The Menu

After logging in successfully, the Front Office interface is displayed:



The menus on the left hand side of the screen are grouped into two categories:

- **Application** – use this menu item to start a new application, search previously entered or started applications or initiate other interactions related to your application.
 - **New** – start assembling a new application here. Whenever you click New, the system sets up a new application. Please use the Search menu item to check whether you already have an initiated application.
 - **Search** – allows you to view all your applications. All applications are listed irrespective of their current state: submitted but not yet accepted, accepted, rejected, under preparation, or sent back for modifications.
- **Personal Settings** – use this menu item to initiate changes to your password and e-mail address.
 - **Change password** – clicking on this menu item opens the password change screen.
 - **Change e-mail** – clicking on this menu item opens the e-mail address change screen.

You can open and close the modules by clicking on the small arrow in front of the Application and Personal settings menu items. Click on the vertical grey strip on the right hand side of the menu bar in order to hide or unhide the menu bar and increase the space available for other content.

Click on the  icon in the top right corner to access the user manual, and click on the  icon (and confirm your choice) to log out of the system.

4 How to Prepare an Application

In order to initialise a new application, click on New under the Application menu. The system displays the New application screen.

INFORMATION REMINDER			
<i>Programme Id</i>	INTERREG V-A SK-HU		
<i>Programme name</i>	INTERREG V-A SLOVAKIA-HUNGARY COOPERATION PROGRAMME		
<i>CCI reference no.</i>	2014TC16RFCB015	<i>AHT-T code</i>	351906
<i>Eligibility start date</i>	01/01/2014	<i>Eligibility end date</i>	31/12/2023

NEW APPLICATION

CALL FOR PROPOSALS NAME !

PRIORITY AXIS !

SPECIFIC OBJECTIVE !

In the Call for Proposals Name drop-down menu, choose the call you wish to submit an application for. Then make the appropriate choice in the Priority axis field and the Specific objective field. Please study the Applicant's Manual of the relevant Call for proposals you wish to submit the application for in order to make the correct choice. After filling out these fields, click on the Start button in the top right corner to initialise the application, or click Cancel to abort.

4.1 General Data Tab

This interface allows you to enter the primary information about the application. The drop-down Information reminder displays the application's identifier and the Project acronym property.

APPLICATION FORM  Save 

INFORMATION REMINDER 

GENERAL DATA BENEFICIARIES PROJECT DESCRIPTION INDICATORS HORIZONTAL PRINCIPLE (SK) COO  

2. MAIN DATA

APPLICATION ID

PROJECT TITLE PROJECT ACRONYM

PRIORITY AXIS

SPECIFIC OBJECTIVE

ACTION

ACTION NAME

START OF PROJECT END OF PROJECT DURATION (IN MONTHS) Define 

Click on the Project title and Project acronym fields to enter the Project title and the Project acronym. The project's title has to be expressive but short. The project's abbreviated name acronym cannot be longer than 30 characters. Later on, this will be used for identifying the project. Click on the Save button to save the data entered.

PROJECT TITLE AND ACRONYM ×

Save  Cancel 

PROJECT TITLE PROJECT ACRONYM

Click on Define and enter the project duration in the pop-up window. Enter the starting date in the Start of project field (click on  to pick from a calendar), then enter planned ending date in the End of project field. The planned length of the project is calculated automatically in the Duration (in months) field. Click on the Save button to save the data entered.

REPORTING PERIODS ×

Save  Cancel 

START OF PROJECT ! END OF PROJECT ! DURATION (IN MONTHS) !
 

4.2 Beneficiaries Tab

The following features are available for handling administrative tasks related to the potential beneficiaries:

- **New** – enter a new beneficiary.
- **Modify** – modify an existing beneficiary.
- **Delete** – delete an existing beneficiary.
- **Order** – set the order of existing beneficiaries.
- **View** – view the data of an existing beneficiary.

ROLE	ABBREVIATED NAME	COUNTRY	NUTS III OR EQUIVALENT
Lead Beneficiary	Lead Beneficiary	Hungary	Győr-Moson-Sopron megye

The list is empty by default; please start by entering the data of the beneficiaries. To do so, click on New. This opens the beneficiary's datasheet, in which you first need to fill out the Beneficiary data tab.

BENEFICIARY DATASHEET

Save Cancel

BENEFICIARY DATA LEGAL REP. AND CONTACT PERSON FINANCIAL CAPACITY EXPERIENCE THEMATIC

4. LEAD BENEFICIARY / BENEFICIARY DATA

BENEFICIARY ID ROLE IN PARTNERSHIP OFFICIAL NAME (IN ORIGINAL LANGUAGE) !

B002177 Beneficiary 1

OFFICIAL NAME (IN ENGLISH IF EXISTS) ABBREVIATED NAME ! COUNTRY !

TYPE OF INSTITUTION (SOURCE OF FINANCE) NATIONAL TAX NUMBER

REGISTRY NUMBER ! COMMUNITY TAX NUMBER LEGAL STATUS ! DATE OF FOUNDATION

FOUNDER ORGANIZATION WEBSITE VAT RECLAIMER

LEGAL CRITERIA

OFFICIAL ADDRESS

NUTS III OR EQUIVALENT ! POSTAL CODE ! SETTLEMENT ! STREET !

NUMBER ! PO BOX !

BRANCH OFFICE ADDRESS

PLEASE TICK IF THE HEADQUARTERS OF THE ORGANIZATION IS REGISTERED IN THE PROG. AREA!

MAILING ADDRESS

PLEASE TICK IF THE MAILING ADDRESS IS THE SAME AS THE OFFICIAL ADDRESS!

COUNTRY ! NUTS III OR EQUIVALENT ! POSTAL CODE ! SETTLEMENT !

STREET ! NUMBER ! PO BOX !

The following data fields are displayed:

- **Beneficiary ID** – the beneficiary’s unique identifier generated by the system.
- **Role in partnership** – beneficiary type, automatically assigned by the system (can be modified later using the Order feature).
- **Official name (in original language)** – please type in the official name of the beneficiary in the original language.

- **Official name (in English if exists)** – please type in the official name of the beneficiary in English – if relevant.
- **Abbreviated name** – the beneficiary’s shortened name. This will be used for quick and convenient identification.
- **Country** – please pick the beneficiary’s home country.
- **Type of institution** – please pick an institution type from the drop-down list.
- **National tax number** – please enter the beneficiary’s tax ID (this field can only be edited after filling out the Address – Country field in the Official address section). The compulsory format is different for each country:
 - Hungary: 11 digits grouped as follows: (8-1-2)
 - Slovakia: 10 digits
- **Registry number** – Please enter the beneficiary’s registration number.
- **Community tax number**– please enter the beneficiary’s community VAT number, if applicable.
- **Legal status** – please pick a value from the drop-down list.
- **Date of foundation** – please enter or pick the date the institution was founded. Click on  to pick a date from a calendar.
- **Founder organization** – please enter the name of the founding organisation, if applicable.
- **Website** – please enter the beneficiary’s website, if applicable.
- **“VAT reclaimer”** drop-down menu with “Yes” and “No” values on whether the beneficiary is VAT reclaimer or not. Important note: Based on the selected option, the budget of the beneficiary will be considered and evaluated as “gross” or “net”.
- **“Legal criteria”** – please choose one of the options from the drop-down list

Fields related to the beneficiary’s official address in this tab:

- **Address - Nuts III or equivalent** – please pick one of the counties listed in the drop-down list.
- **Address - postal code** – please enter the postal code.
- **Address - settlement** – please enter the name of the settlement.
- **Address - street** – please enter the name of the street.
- **Address - postal code** – please enter the street number.
- **Address - PO box** – please enter the PO box, if applicable.

The Branch Office and Mailing Address sections can be controlled using checkboxes, which are selected by default. If the branch office address is the same as the official address, leave the „**Please tick if the headquarters of the organization is registered in the prog. area!**“ checkbox selected. If the branch office address is not the same as the official address, uncheck the „**Please tick if the headquarters of the organization is registered in the prog. area!**“ checkbox and enter the data of the branch office as described for the official address.

If the mailing address is the same as the official address, select the „**Please tick if the mailing address is the same as the official address!**“ checkbox. If the mailing address is not the same as the official address, uncheck the „**Please tick if the mailing address is the same as the official address!**“ checkbox and enter the mailing address as described in the part on the official address.

BRANCH OFFICE

PLEASE TICK IF THE HEADQUARTERS OF THE ORGANIZATION IS REGISTERED IN THE PROG. AREA!

ADDRESS - COUNTRY ! ADDRESS - POSTAL CODE ! ADDRESS - SETTLEMENT ! ADDRESS - STREET !

ADDRESS - NUMBER ! ADDRESS - PO BOX ! ADDRESS - NUTS III OR EQUIV. !

MAILING ADDRESS

PLEASE TICK IF THE MAILING ADDRESS THE SAME AS THE OFFICIAL ADDRESS!

ADDRESS - COUNTRY ! ADDRESS - POSTAL CODE ! ADDRESS - SETTLEMENT ! ADDRESS - STREET !

ADDRESS - NUMBER ! ADDRESS - PO BOX ! ADDRESS - NUTS III OR EQUIV. !

After correctly filling out the fields in the Beneficiary data tab, click on the Legal represent./Contact person tab. On this tab, you can enter information on the legal representative and the contact person.

BENEFICIARY DATASHEET

Save Cancel

BENEFICIARY DATA LEGAL REP. AND CONTACT PERSON FINANCIAL CAPACITY EXPERIENCE THEMATIC

4. LEAD BENEFICIARY / BENEFICIARY DATA

LEGAL REPRESENTATIVE (STATUTORY)

TITLE FIRST NAME ! MIDDLE NAME LAST (FAMILY) NAME !

SUFFIX NAME

PHONE NUMBER ! MOBILE NUMBER ! E-MAIL ADDRESS ! POSITION !

CONTACT PERSON

PLEASE TICK IF THE CONTACT PERSON IS THE SAME AS THE LEGAL REPRESENTATIVE!

TITLE FIRST NAME ! MIDDLE NAME LAST (FAMILY) NAME !

SUFFIX NAME

PHONE NUMBER ! MOBILE NUMBER ! E-MAIL ADDRESS ! POSITION !

The following fields are available:

- **Title** – please pick a value from the drop-down list.
- **First name** – please enter the first name of the legal representative.
- **Middle name** – please enter the middle name of the legal representative, if applicable.
- **Last (family) name** – please enter the family name of the legal representative.
- **Suffix** – please enter the suffix of the name of the legal representative, if applicable.
- **Name** – the system compiles the full name of the legal representative based on the data supplied.
- **Phone number** – please pick one of the presets in the drop-down list, then enter the legal representative’s phone number in the second field.
- **Mobile phone number** – please pick one of the presets in the drop-down list, then enter the legal representative’s mobile phone number in the second field. Providing at least one phone number is required.
- **E-mail address** – please enter the legal representative’s e-mail address.
- **Position** – please enter the position of the legal representative.

If the legal representative also acts as the contact person, select the “**Please tick if the contact person is same as the legal representative!**” checkbox. If the contact person is not the same as the legal representative, uncheck the checkbox and enter the data of the contact person as described in the “Legal representative” section.

After correctly filling out the fields in the Legal represent./Contact person screen, click on the Financial capacity screen. This tab is for data on financial suitability and it is only obligatory for the relevant Calls for proposals (e.g. Call for SME proposals SKHU-1801).

The following fields are available:

- **Number of staff** – please enter the number of employees working at the beneficiary.
- **Data in currency** – please pick one of the values in the drop-down list according to the currency you would like to use when entering values.

- **Last closed budget year** – please pick the last closed fiscal year of the beneficiary.
- **Last closed budget year annual revenue** – please enter the annual revenue achieved in the last closed fiscal year.
- **Last closed budget year balance sheet total** – please enter the balance sheet total achieved in the last closed fiscal year.
- **Last closed budget year result** – please enter the financial result achieved in the last closed fiscal year.
- **Awarded de minimis grant in current and the previous two financial years (EUR)** – please enter the amount of state aid received by the beneficiary in the current financial year and the previous two financial years, in euros.

After correctly filling out the fields in the Financial capacity tab, click on Save, then on the Experience tab. Data on the partner’s previous project management experience can be supplied on an optional basis, using the following functions:

- **New** – create a new item.
- **Modify** – modify an existing item.
- **Delete** – delete an existing item.
- **View** – view the data of an existing item.



The list is empty by default; please start by entering the experiences. To do so, click on New.

EXPERIENCE DATASHEET

Save Cancel

PROGRAMME TITLE

PROJECT TITLE

PROJECT ID

TOTAL BUDGET OF THE PROJECT (EUR)

BRIEF DESCRIPTION

The experience datasheet opens, containing the following fields:

- **Programme title** – please enter the name of the programme.
- **Project title** – please enter the name of the project.
- **Project ID** – please enter the project’s identifier.
- **Total budget of the project (EUR)** – please enter the project’s total budget in euros.
- **Brief description** – please enter a brief summary of the project.

Click on Save to save the data entered, or click Cancel to abort. To add multiple Experience items to the beneficiary, repeat the above steps. After supplying all the information on the beneficiary, click on Save and confirm the warning message to save the beneficiary, which will then be displayed in the list on the Beneficiaries tab.

You can optionally add previous data on the partner’s thematic experience on the Thematic screen with the following options:

- **New** – creating a new item.
- **Modify** – modifying an existing item.
- **Delete** – deleting an existing item.
- **View** – viewing and existing item.

BENEFICIARY DATASHEET

Save Cancel

BENEFICIARY DATA LEGAL REP. AND CONTACT PERSON FINANCIAL CAPACITY EXPERIENCE THEMATIC

4. LEAD BENEFICIARY / BENEFICIARY DATA

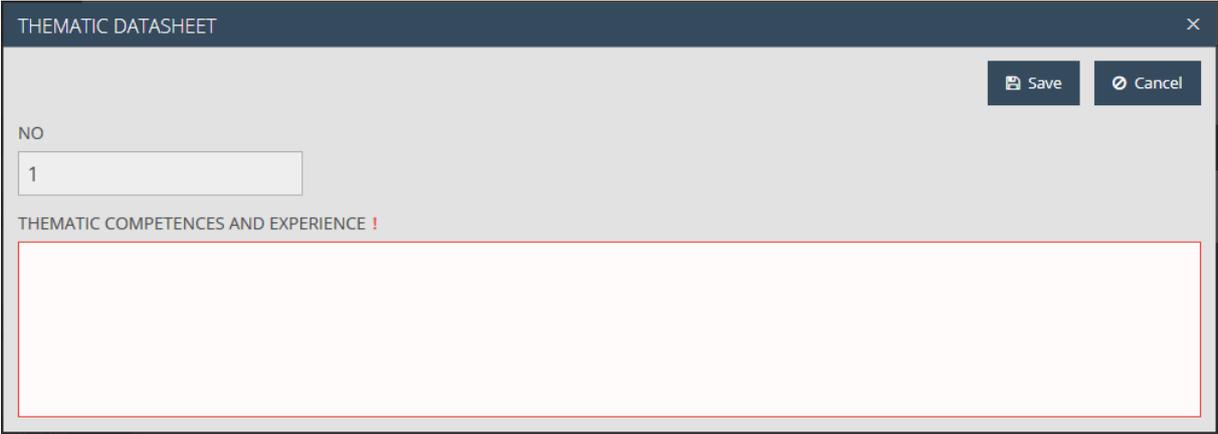
View New Modify Delete

NO	THEMATIC COMPETENCES AND EXPERIENCE
1	teszt THEMATIC COMPETENCES AND EXPERIENCE

The list on the screen is empty by default, please start your work with entering the thematic competences. To do so, please click on the New button.

By clicking on the button, the experience datasheet opens with the following fields:

- **No** – shows the number of the thematic competence. **Please enter only the most relevant thematic competence!**
- **Thematic competences and experience** – please enter the description of the Thematic competencies and experience

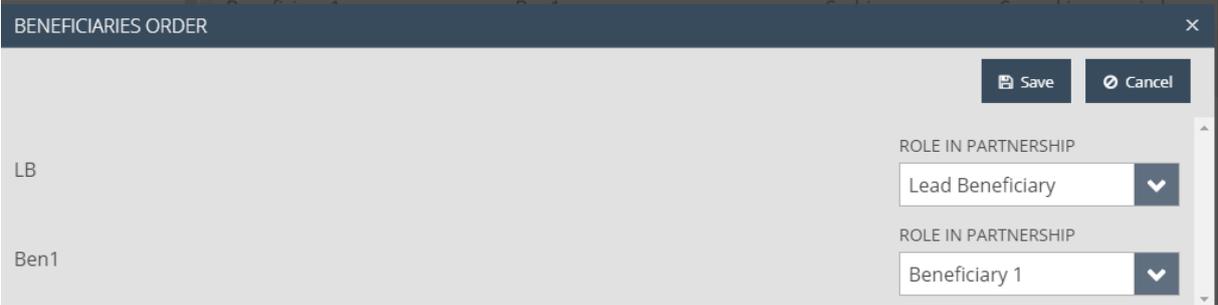


If you entered all data to the beneficiary, you can save the beneficiary by clicking on the Save button, which will be shown in the list on the Beneficiaries screen.

By selecting one item in the list, you can modify beneficiaries by clicking on Modify, view the data by clicking on View, and delete beneficiaries by clicking on Delete and confirming your choice.

To add multiple beneficiaries to your application, repeat the above steps. If you reach the maximum permitted number of beneficiaries, the system warns you that you cannot add more beneficiaries.

If you add multiple beneficiaries, you can set their order by clicking on the Order button, which opens a separate interface.



4.3 Project Description Tab

You can enter the project’s description on this tab along various themes, using the following functions:

- **Modify** – add/modify a description related to the theme in question.

APPLICATION FORM + Save

INFORMATION REMINDER ↓

GENERAL DATA BENEFICIARIES **PROJECT DESCRIPTION** INDICATORS HORIZONTAL PRINCIPLE (SK) COO ← →

3. PROJECT SUMMARY, 5. PROJECT DESCRIPTION

✎ Modify

KEY ASPECT	DESCRIPTION
Short project summary in English	
Short project summary in Hungarian	
Short project summary in Slovak	
Project objectives (What is the purpose of your project?)	
Description of the initial situation (What is the current situation?)	
Identification of the target groups (For who are you doing your projec...	
Expected outputs, results (What do you expect from your project?)	
Benefits of the project (How will you change the situation of your tar...	
Methodology (How are you planning to achieve your results?)	

To add a description, choose a theme, then click on Modify. The description's datasheet opens, containing the following fields:

- **Key Aspect** – title of the topic to cover, filled in automatically.
- Use the free text field to enter a detailed description of the theme in question.
- **Guide** – a field supplied by the system, containing instructions.

Please study the associated guides!

PROJECT DESCRIPTION DATASHEET ×

Save Cancel

KEY ASPECT

Short project summary in English

!

GUIDE

Short project description in English
Write a short, logically understandable summary about the project by describing the following topics:

- the common challenge of the programme area you are jointly tackling in your project;
- the overall objective of the project and the expected change your project will make to the current situation;
- the main outputs you will produce and who will benefit from them;
- the approach you plan to take and why is cross-border approach needed;

Click on Save to save the data entered, or click on Cancel to abort data entry and return to the previous tab. Repeat the above steps for each theme.

4.4 Indicators Tab

This tab allows you to enter and maintain the indicators required for your application.

The screenshot shows the 'APPLICATION FORM' interface with the 'INDICATORS' tab selected. At the top, there is a 'Save' button. Below it, a navigation bar includes 'GENERAL DATA', 'BENEFICIARIES', 'PROJECT DESCRIPTION', 'INDICATORS', 'HORIZONTAL PRINCIPLE (SK)', and 'COO'. The main content area is titled '14. PROGRAMME SPECIFIC INDICATORS, 15. PROJECT SPECIFIC INDICATORS'. Under the 'PRIORITY AXIS' section, the text 'Nature & Culture' is entered. Under the 'SPECIFIC OBJECTIVE' section, the text 'To increase the attractiveness of the border area' is entered.

The **Priority axis** and **Specific objective** fields remind you which Call for proposals you have selected at the beginning of the process of filling in the Application form.

As only one result indicator can be undertaken under the selected specific objective, you can view the Programme specific result indicator section on the Indicators tab in the following form.

The screenshot shows the 'PROGRAMME SPECIFIC RESULT INDICATOR' form. It has a title bar 'PROGRAMME SPECIFIC RESULT INDICATOR'. Below it is a large text input field for the indicator name. There are three input fields: 'UNIT', 'BASE VALUE', and 'TARGET VALUE'. The 'TARGET VALUE' field contains the number '0'. Below these is a field for 'LB - LEAD BENEFICIARY' which also contains '0'. A red box highlights a large text area at the bottom of the form, which contains the text: 'THE PROJECT RESULTS AND TANGIBLE OUTCOMES NEEDS TO CONTRIBUTE TO THE TARGET VALUE OF THE RELEVANT PROGRAMME SPECIFIC RESULT INDICATOR AND TO AT LEAST ONE OF THE SO'S COMMON AND PROGRAMME SPECIFIC OUTPUT INDICATOR.'

To enter and indicator, please click on any field of the sections, which shows you the indicator’s datasheet.

As you you can undertake more types of output indicators for the selected specific objective you can view the Programme specific output indicators, Common output indicators and Project specific output indicators sections on the Indicators tab in the following form and you can maintain them with the following options:

- **New** – selecting a new indicator.

- **Modify** – modifying an existing indicator.
- **Delete** – deleting an existing indicator.
- **View** – viewing an existing indicator.

The image shows two identical sections for managing output indicators. The top section is titled 'COMMON OUTPUT INDICATORS' and the bottom section is titled 'PROGRAMME SPECIFIC OUTPUT INDICATORS'. Each section contains a toolbar with four buttons: 'View' (with an eye icon), 'New' (with a plus icon), 'Modify' (with a pencil icon), and 'Delete' (with a trash icon). Below the toolbar is a table with four columns: 'INDICATOR NAME', 'UNIT', 'BASE VALUE', and 'TARGET VALUE'. The table is currently empty.

To select a new indicator, after clicking on the New button, please follow the process described above.

You can fill in the following fields on the indicator’s datasheet:

- **Guide** – guidelines for filling in the application.
- **Programme specific output/result/Common output/Project specific output indicator** – please choose the indicator (in case there is only one type, the field is filled in automatically).
- **Unit** – automatically filled by choosing an indicator.
- **Base value** - please enter the starting value of the indicator, to maximum 6 decimal places.
- **Target value** – calculated value, the sum of target value(s) by the beneficiary/beneficiaries.
- **Beneficiary** – you can view the abbreviated name(s) of the previously entered beneficiary/beneficiaries, please, enter the target value relevant to the beneficiary.

The image shows a 'COMMON OUTPUT INDICATOR DATASHEET' form. At the top right, there are 'Save' and 'Cancel' buttons. The form contains several input fields: a dropdown menu for 'COMMON OUTPUT INDICATOR', an input field for 'UNIT', an input field for 'BASE VALUE', an input field for 'TARGET VALUE' containing the number '0', and an input field for 'LB - LEAD BENEFICIARY' also containing the number '0'. There are red exclamation marks next to the 'COMMON OUTPUT INDICATOR' and 'UNIT' labels.

In case it is relevant on the indicator datasheet, please enter the description for the indicator.

After correctly filling out the fields, click on Save to save the data entered, or click on Cancel to abort data entry and return to the previous tab. Please enter every desired indicator by following the steps described above.

4.5 Horizontal Principle tab

You may declare on the undertaken horizontal principles and how you will fulfil them on the screen below.

APPLICATION SEARCH ↻
APPLICATION FORM ↻
Save

INFORMATION REMINDER ↓

PROJECT DESCRIPTION
INDICATORS
HORIZONTAL PRINCIPLE (SK)
COOPERATION CRITERIA
ACTIVITIES
◀ ▶

16. HORIZONTAL PRINCIPLES

GUIDE

At least one Programme specific type and two PA specific type horizontal principles description is required to fill.

View
Modify

DESCRIPTION FILLED	KEY ASPECT	TYPE
<input type="checkbox"/>	Equal opportunities and non-discrimination: • In case of the employment initiatives the project gives preference to the social inclusion and gives advantage to Roma peopl...	Program specific
<input type="checkbox"/>	Equal opportunities and non-discrimination: • Project ensures accessibility of people with disabilities to newly developed services.	Program specific
<input type="checkbox"/>	Equal opportunities and non-discrimination: • Project must be transparent and must take into account non-discrimination principles.	Program specific
<input type="checkbox"/>	Equality between men and women: • Project ensures minimum 50% in number of women or disadvantaged persons participating in joint education and training activities, events...	Program specific
<input type="checkbox"/>	Equality between men and women: • Project increases access to employment opportunities for women and supports flexible work-ing hours.	Program specific
<input type="checkbox"/>	Equality between men and women: • Project promotes female entrepreneurship and self-employment of women;	Program specific
<input type="checkbox"/>	Equality between men and women: • Project supports equal pay initiatives at the workplace.	Program specific
<input type="checkbox"/>	Sustainable development: Project increases the energy efficiency and usage of recycled materials,	Program specific
<input type="checkbox"/>	Sustainable development: • In case project involves purchasing products the requirements set out in Annex III of the Ener-gy Efficiency Directive (2012/27/EU) is respecte...	Program specific
<input type="checkbox"/>	Sustainable development: • Project contributes to the reduction of greenhouse gas emission by reduced usage of hazard-ous material for the environment;	Program specific
<input type="checkbox"/>	Sustainable development: • Project reduces the consumption of energy, water and limited resources and increase the us-age of renewable energy;	Program specific
<input type="checkbox"/>	Sustainable development: • The project pays attention to efficiency and rational approach to funds and resources and goes beyond cost-optimal levels according to Directiv...	Program specific
<input type="checkbox"/>	• Project makes available public services in a higher standard for the people living in underde-veloped territories.	PA specif
<input type="checkbox"/>	• Project shall improve the attractiveness of the border region in order to ensure better accessi-bility to possible work places thus enhance job creation.	PA specif

On this screen, the fixed principles are shown in the list. You have the following options for the maintenance of the principles:

- **View** – viewing the data of the already existing principle.
- **Modify** – modifying the already existing principle.

You can undertake a principle by choosing a horizontal principle and clicking on Modify. This brings up the datasheet with the following fields:

- **Key aspect** – shows the name of the aspect
- **Type** – shows the type of the aspect
- **Description** – you can enter the description of the principle
- **Guide** – shows the instructions to help correctly filling in the application.

After correctly filling out the fields, click on Save to save the data entered, or click on Cancel to abort data entry and return to the previous tab. Please enter every criterion by following the steps described above.

4.6 Cooperation criteria

You may declare how you will fulfil the Cooperation Criteria on the screen below.

On this screen, the fixed criteria are shown in the list. You have the following options for the maintenance of the criterion:

- **Modify** – modifying the already existing criterion.

APPLICATION SEARCH APPLICATION FORM Save

INFORMATION REMINDER

PROJECT DESCRIPTION INDICATORS HORIZONTAL PRINCIPLE (SK) COOPERATION CRITERIA ACTIVITIES

13. COOPERATION CRITERIA

Modify

KEY ASPECT	DESCRIPTION TEXT	YES/NO
Joint development		
Joint implementation		
Joint staffing		
Joint financing		

You can modify a criterion here, by clicking on Modify. This shows the criterion's datasheet with the following fields:

COOPERATION CRITERIA DATASHEET Save Cancel

YES/NO ! MANDATORY

KEY ASPECT

Joint development

! Validation error! Cooperation Criteria: Description must be filled!

GUIDE

Joint development
Describe how the project idea was jointly developed and planned by the Project partners. Describe the process of the Joint preparatory meetings as well.

You can enter the description for the Cooperation Criteria items on the screen, by filling in the following fields:

- **Yes/No** – please, choose one of the options from the drop-down list.
- **Mandatory** – if you must choose a cooperation criterion, then the tick-box is ticked in.
- **Key aspect** – the name of the criterion is shown here.
- **Description** – please, enter the description of the cooperation.
- **Guide** – shows the instructions to help correctly filling in the application.

After correctly filling out the fields, click on Save to save the data entered, or click on Cancel to abort data entry and return to the previous tab. Please enter every criterion by following the steps described above.

4.7 Activities Tab

This tab is for creating the list of planned project activities. The “**Project management**” and “**Communication**” activities are entered by default; later on, all entered activities are displayed in the list. The following maintenance functions are available:

- **New** – create a new activity.
- **Modify** – modify an existing activity.
- **Delete** – delete an existing activity.
- **View** – view the data of an existing activity.

NO.	ACTIVITY	DETAILED DESCRIPTION	LOCATION OF THE ACTIVITY	TANGIBLE OUTCOMES	ESTIMATED COSTS (EUR)
1	Project management				0
2	Communication				0

Please start your work by entering the data of the activities. To enter an activity pre-defined in the application, please choose the activity and click on “Modify”. To add a new activity to the application, please click on New. The activity datasheet opens, containing the following fields:

- **Activity name** – please enter the name of the activity.
- **Location of the activity (including activities outside of the eligible area, if relevant)** – please enter the location where the activity will take place.
- **Detailed description** – please enter the description of the planned activity.
- **Estimated cost (EUR)** – estimated cost, later filled in automatically based on the sum of those budget items which the activity is assigned to on the Project Budget tab.
- **Tangible outcomes** – please enter the tangible outcome of the activity.

After correctly filling out the fields, click on Save to save the data entered, or click on Cancel to abort data entry and return to the previous tab. Please enter every activity by following the steps described above.

To modify an activity, select one from the list in the Activities tab and then click on Modify, to delete an activity, click on Delete and confirm your choice (two activities cannot be deleted, by default), and to view data, click on View.

4.8 Activity Plan Tab

This tab allows you to associate the activities added as described above with beneficiaries' reporting periods, essentially scheduling them. The application generates the combinations of the activities and beneficiaries added, and lists them on this tab.

Please use the checkboxes to assign the activities and beneficiaries to reporting periods.

Make sure that each activity is assigned to at least one reporting period and at least one beneficiary! If you cannot see your uploaded activities on Activity Plan tab please make sure that you have already set the duration of the implementation period.

CH.ALL	NO.	ACTIVITY	ROLE	BENEFICIARY	RP1	RP2	RP3
<input type="checkbox"/>	1	Project management	LB	Lead Beneficiary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	Communication	LB	Lead Beneficiary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Activity plan tab does not have a separate Save button. Once you are done with the tab, continue work by clicking on the Information and publicity tab.

4.9 Information and Publicity Tab

Applicants need to declare how and by which beneficiary each information and publicity obligation will be fulfilled. This screen is empty by default; later on, all entered activities are displayed in the list. The following maintenance functions are available:

- **New** – create a new information and publicity activity.
- **Modify** – modify an existing information and publicity activity.
- **Delete** – delete an existing information and publicity activity.
- **View** – view the data of an existing information and publicity activity.

APPLICATION SEARCH APPLICATION FORM Save

INFORMATION REMINDER

ACTIVITY PLAN INFO AND PUBLICITY COMM. APPROACH PROJECT BUDGET SOURCES OF FUNDING PA

12. INFORMATION AND PUBLICITY

View New Modify Delete

TYPE	COMMUNICATION TOOL	LANGUAGE	LB - R	DESCRIPTION
------	--------------------	----------	--------	-------------

Please start your work by adding information and publicity activities. To do so, click on New. The activity datasheet opens, containing the following fields:

- **Type** – please pick an activity type from the drop-down list.
- **Communication Tool** – please pick one of the communication tools in the drop-down list, or enter a value.
 - If the issuer of the call only allows a choice from a preset range of options, a drop-down list is displayed; otherwise, you can enter the communication tool.
- **Language** – please pick one of the languages in the drop-down list or enter a language.
 - If the issuer of the call only allows a choice from a preset range of options, a drop-down list is displayed; otherwise, you can enter the information language yourself.
- **Beneficiary** – the abbreviated names of the previously entered beneficiaries are displayed with checkboxes; please check the beneficiary/beneficiaries that carry out the information or publicity activity in question.
- **Description** – please enter the description of the information activity.
- **Reporting period** – the application's reporting periods are displayed with checkboxes; please select the reporting period(s) in which the given information activity will be carried out.
- **No of reached people** – please enter the planned number of people to be reached by the communication activities.
- **Quantity** – please enter the planned quantity of the communication activity.
- **Guide** – a field filled in by the system based on the type selected, containing instructions on how to correctly fill out the tab.

Please study the associated guides published as part of the Applicant's package under the given Call for proposals!

INFORMATION AND PUBLICITY DATASHEET

Save Cancel

TYPE ! COMMUNICATION TOOL ! LANGUAGE !

LB - LEAD BENEFICIARY

DESCRIPTION

RP 1 RP 2 RP 3

NO. OF REACHED PEOPLE ! QUANTITY !

GUIDE

After correctly filling out the fields, click on Save to save the data entered, or click on Cancel to abort data entry and return to the previous tab. Please use the above steps to enter all information activities.

After selecting an element from the list in the Information and publicity tab, you can click on Modify to change the selected item, Delete to delete it (you will be prompted to confirm your choice) or View to view the data.

4.10 Project Budget Tab

The Project budget tab allows you to enter a detailed budget plan.

The planned project budget needs to be entered separately for each beneficiary. The system automatically compiles a project budget based on beneficiary-level data. Filling out the fields with a red border is mandatory.

The Project budget screen is made up of two panes:

- The top table lists the beneficiaries participating in the application.
- The bottom table shows the information entered for the beneficiaries by budget line, and the application sums up the planned expenditures for each beneficiary (in the Total cost line) and for each cost line (in the Total budget (EUR) column).

APPLICATION FORM
Save

INFORMATION REMINDER ↓

ACTIVITY PLAN
INFO AND PUBLICITY
COMM. APPROACH
PROJECT BUDGET
SOURCES OF FUNDING
PA)
◀ ▶

8. PROJECT BUDGET PER BENEFICIARY

✎ Modify budget by beneficiary

BENEFICIARY ABBREVIATED NAME	ROLE	COUNTRY
Lead Beneficiary	Lead Beneficiary	Hungary

9. FINANCIAL OVERVIEW

BUDGET LINES	LB - LEAD BENEFICIARY	TOTAL BUDGET (EUR)	SHARE (%)
1. Preparation costs	0,00	0,00	0
1.1 Preparation cost	0,00	0,00	0
2. Staff costs	0,00	0,00	0
2.1 Project management (SK)	0,00	0,00	0
2.2 Internal experts (SK)	0,00	0,00	0
3. Office and administrative expenditure	0,00	0,00	0
4. Travel and accommodation costs	0,00	0,00	0
4.1 Travel and visa costs	0,00	0,00	0
4.2 Accommodation costs	0,00	0,00	0
4.3 Per diem and costs of meal	0,00	0,00	0
5. External expertise and services costs	0,00	0,00	0
5.1 Studies, surveys and plans	0,00	0,00	0
5.2 Events, conferences, seminars and project meetings	0,00	0,00	0
5.3 IT system development	0,00	0,00	0
5.4 Publicity, promotion and communication costs	0,00	0,00	0
5.5 Financial management, procurement procedures and other consultancy services	0,00	0,00	0
5.6 Other services	0,00	0,00	0
6. Equipment expenditure	0,00	0,00	0
6.1 Equipments related project management	0,00	0,00	0
6.2 Equipments related to core activities	0,00	0,00	0
7. Infrastructure and works	0,00	0,00	0
7.1 Construction, reconstruction and renovation of buildings, works, infrastructure	0,00	0,00	0
7.2 Purchase of land	0,00	0,00	0
TOTAL COST	0,00	0,00	0
SHARE (%)	0,00	0,00	0

4.10.1 Modify Budget by Beneficiary

In the top table, select a beneficiary participating in the application by clicking on its name; then click on the Modify budget by beneficiary button. This opens a new Budget by beneficiary window, where

you can enter the planned expenditures for each budget line. The grey fields are filled out by the system; only the white fields are editable. Click Save to exit.

Important note: please choose one of the following measurements units:

- package
- page
- piece
- month
- day
- person
- hour
- journey
- km
- occasion
- night

BUDGET BY BENEFICIARY

8. Project Budget per Beneficiary - Lead Beneficiary - Lead Beneficiary Save Cancel

No.	Name of the item	Project activity	Unit	No. of units	Unit price	Amount	%	Description																																				
1	Preparation costs					0,00	0																																					
<i>Costs in connection with project preparation shall be entered here if they fall between 1st of January 2014 and the estimated project start date. Preparation costs cannot exceed 10% of the other costs.</i>																																												
1.1	Preparation cost					0,00	0																																					
<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> New Modify Delete </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>1.1.1</td> <td>Feasibility study</td> <td></td> <td></td> <td></td> <td></td> <td>0,00</td> <td></td> <td></td> </tr> <tr> <td>1.1.2</td> <td>Building documentation</td> <td></td> <td></td> <td></td> <td></td> <td>0,00</td> <td></td> <td></td> </tr> <tr> <td>1.1.3</td> <td>Permits</td> <td></td> <td></td> <td></td> <td></td> <td>0,00</td> <td></td> <td></td> </tr> <tr> <td>1.1.4</td> <td>Translations</td> <td></td> <td></td> <td></td> <td></td> <td>0,00</td> <td></td> <td></td> </tr> </table>									1.1.1	Feasibility study					0,00			1.1.2	Building documentation					0,00			1.1.3	Permits					0,00			1.1.4	Translations					0,00		
1.1.1	Feasibility study					0,00																																						
1.1.2	Building documentation					0,00																																						
1.1.3	Permits					0,00																																						
1.1.4	Translations					0,00																																						
2	Staff costs					0,00	0																																					
<i>Staff cost</i>																																												
<i>Staff costs are salary and/or remuneration paid to persons employed by the beneficiary for implementing the project.</i>																																												
2.1	Project management (SK)					0,00	0																																					
2.2	Internal experts (SK)					0,00	0																																					
<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> New Modify Delete </div> <div style="margin-left: 150px;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Flat rate</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;">Real cost</div> </div>																																												
3	Office and administrative expenditure					0,00	0																																					
<i>Cost covers operating and administrative expenses of the beneficiary organisation necessary for the implementation of the project. It is calculated automatically as a flat rate of 15% of the staff costs.</i>																																												
4	Travel and accommodation costs					0,00	0																																					
<i>Expenditure can be added here on travel, accommodation and per diem costs of the project staff for missions necessary for the project implementation. Read more about the travel and accommodation costs in the Guide on eligible expenditures</i>																																												
4.1	Travel and visa costs					0,00	0																																					
<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> New Modify Delete </div>																																												

4.10.2 Entering, Modifying and Deleting Budget Items

For budget lines and sublines, planned costs except for preparatory costs, flat rate personnel costs and administrative costs have to be added budget item by budget item.

Budget line items can be entered one by one. To create a (third level) budget item subline, click on the New button of a (second level) Budget line such as Travel cost of project Staff cost. This opens a new Budget by beneficiary window.

If an item is present which you want to plan (e.g.: 1.1.1 Feasibility study) in the application and which is defined for the budget line, please select the item and click on Modify.

The screenshot shows a software window titled "BUDGET BY BENEFICIARY". At the top right, there are "Add" and "Cancel" buttons. The main content area is titled "8. PROJECT BUDGET PER BENEFICIARY". It contains several input fields and sections:

- ROLE:** A text box containing "Lead Beneficiary".
- BENEFICIARY ABBREVIATED NAME:** A text box containing "Lead Beneficiary".
- NO.:** A text box containing "4.1".
- BUDGET LINE:** A text box containing "Travel and visa costs".
- GUIDE:** A large empty text area.
- BUDGET ITEM NO.:** A text box containing "4.1.1".
- NAME OF THE ITEM !:** An empty text box with a red border.
- PROJECT ACTIVITY !:** A dropdown menu with a downward arrow.
- UNIT !:** An empty text box.
- NO. OF UNITS !:** An empty text box.
- UNIT PRICE !:** An empty text box.
- AMOUNT !:** An empty text box.
- DESCRIPTION !:** A large empty text area with a red border.

The following fields are shown:

- **Role** – filled in automatically with the category of the beneficiary.
- **Beneficiary abbreviated name**– the beneficiary’s shortened name.
- **No.** – number of the budget line the item was registered to.
- **Budget line** – name of the budget line the item is registered to.
- **Guide** – the guide that belongs to the budget line in question.
- **Budget item no.** – the number of the budget item within the subline in question.

- **Name of the item** – please enter the name of the item.
- **Project activity** – please choose an activity from the drop-down list.
- **Unit** – please enter the item’s unit of measure.
- **No. of units** – please enter the number of units, specifying even two decimal places.
- **Unit price** – please enter the unit price, specifying even six decimal places.
- **Amount** – product of the number of units and the unit price.
- **Description** – please type in the description of the budget item.

When you are done with entering an item and you wish to add it to the budget, leave this screen by clicking on the Add button; otherwise, click Cancel.

Previously created budget sublines can be modified or deleted using the Modify and Delete buttons (confirmation is requested for deletions). You can always interrupt the process by clicking on the Cancel button.

Please register all planned expenditures to the relevant budget line using the process described above.

If you choose wage reporting based on actual costs, please first choose “real cost” from the drop-down list, then click on New and fill out the fields as follows:

- **Role** – category of the beneficiary.
- **Beneficiary abbreviated name**– the beneficiary’s shortened name.
- **No.** – number of the budget line the item was registered to.
- **Budget line** – name of the budget line the item is registered to.
- **Guide** – instructions.
- **Budget item no.** – number of the budget item.
- **Name of the item** – please enter the position of the person working on the project.
- **Project activity** – please choose an activity from the drop-down list.
- **Unit** – please enter the unit used for calculations (enter: month).
- **No. of units** – please enter how many months the worker involved in the project is expected to work on the project.
- **Unit price** – please enter the project worker’s monthly wage you wish to report in the framework of the project.
- **Amount** – product of the number of units and the unit price.
- **Description** – please enter the description of the work on the project.

If you do not plan any staff cost on either 2.1 or 2.2 sub budget line, please choose “real cost” from the drop down list and leave the fields empty.

BUDGET BY BENEFICIARY
✕

Add
Cancel

8. PROJECT BUDGET PER BENEFICIARY

ROLE

BENEFICIARY ABBREVIATED NAME

NO. BUDGET LINE

GUIDE

BUDGET ITEM NO. NAME OF THE ITEM !

PROJECT ACTIVITY !

UNIT !	NO. OF UNITS !	UNIT PRICE !	AMOUNT !

DESCRIPTION !

4.11 Sources of Funding Tab

The top part of the Sources of funding screen contains the total budget of the partners participating in the project and the amount of funding sources. You do not need to edit this area, as the system sums up all the beneficiary-level information you previously entered.

- **EU contribution** – the amount of European Union contribution by beneficiary and in total.
- **National contribution** – the amount of national contribution by beneficiary and in total.
- **Own contribution** – the amount of own contribution by beneficiary and in total.
- **Total costs** – all costs listed in the budget lines by beneficiary and in total.

APPLICATION SEARCH APPLICATION FORM Save

INFORMATION REMINDER

PROJECT BUDGET SOURCES OF FUNDING PAYMENT FORECAST INFRASTRUCTURE AND WORKS DOCUMENTS < >

SOURCES OF FUNDING

SOURCES OF FUNDING	LB - LEAD BENEFICIARY AMOUNT	LB - %	TOTAL BUDGET	SHARE
EU contribution		0	0,00	0,00
National contribution		0	0,00	0,00
Own contribution		0	0,00	0,00
Total costs		100	0,00	0,00

Modify

SOURCES OF FUNDING	LB - LEAD BENEFICIARY AMOUNT	LB - %	TOTAL BUDGET	SHARE
Planned net revenues		0	0,00	0,00
Funding from other sources		0	0,00	0,00

The bottom part of the Sources of funding screen is empty by default. Here you can modify each partner's

- **Planned net revenues;**
- **Funding from other sources.**

In order to enter the planned net revenue, please select the Planned net revenues row by clicking on the name, then click on Modify. This opens the Sources of funding datasheet window, where you can enter the planned net revenue for each beneficiary. Click Save to exit.

SOURCES OF FUNDING DATASHEET

Save Cancel

Chapter 7. Budget - Sources of funding

PLANNED NET REVENUES

LB - LEAD BENEFICIARY

In order to enter other funding sources, please select the **Funding from other sources** row by clicking on the name, then click on Modify. This opens the Sources of funding datasheet window, where you can enter the other sources for each beneficiary. Click Save to exit.

4.12 Payment Forecast Tab

In the top table in this screen, enter the expected schedule of the total expenditures by beneficiary and period. In the bottom table, the EU aid is filled in automatically based on the amounts you enter into the top table.

Please specify the expected expenditure of each beneficiary in each reporting period. The amounts entered are automatically added up by the system, and the difference from the Total cost entered

into the project budget is displayed in the Difference column. If there is a difference between the planned expenditure and the previously entered total budget, the following warning appears: “Some beneficiary total costs differ from that coming from the budget lines!”

APPLICATION SEARCH APPLICATION FORM Save

INFORMATION REMINDER

INFORMATION AND PUBLICITY PROJECT BUDGET SOURCES OF FUNDING PAYMENT FORECAST PROJECT T

11. PAYMENT FORECAST

BENEFICIARY / TOTAL COST

BENEFICIARY	REP. PERIOD 1	REP. PERIOD 2	REP. PERIOD 3	TOTAL (EUR)	DIFFERENCE
LB - Abbreviated name	2 500			2 500	-5 575
TOTAL COSTS	2 500	0	0	2 500	-5 575

Some beneficiary total costs differ from that coming from the budget lines!

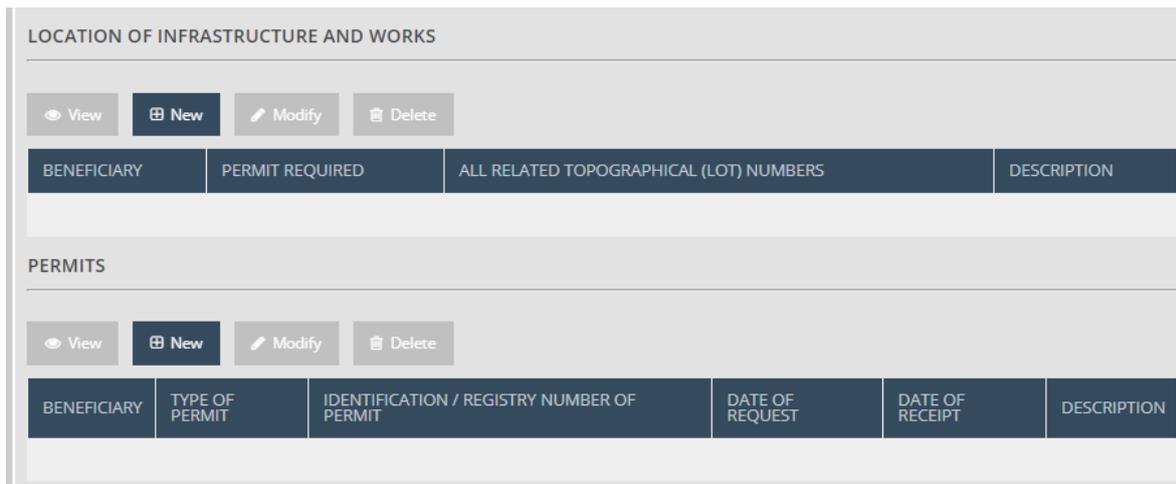
BENEFICIARY / EU CONTRIBUTION

BENEFICIARY	REP. PERIOD 1	REP. PERIOD 2	REP. PERIOD 3	TOTAL (EUR)
LB - Abbreviated name	2 125			2 125
TOTAL COSTS	2 125	0	0	2 125

4.13 Infrastructure and Works Tab

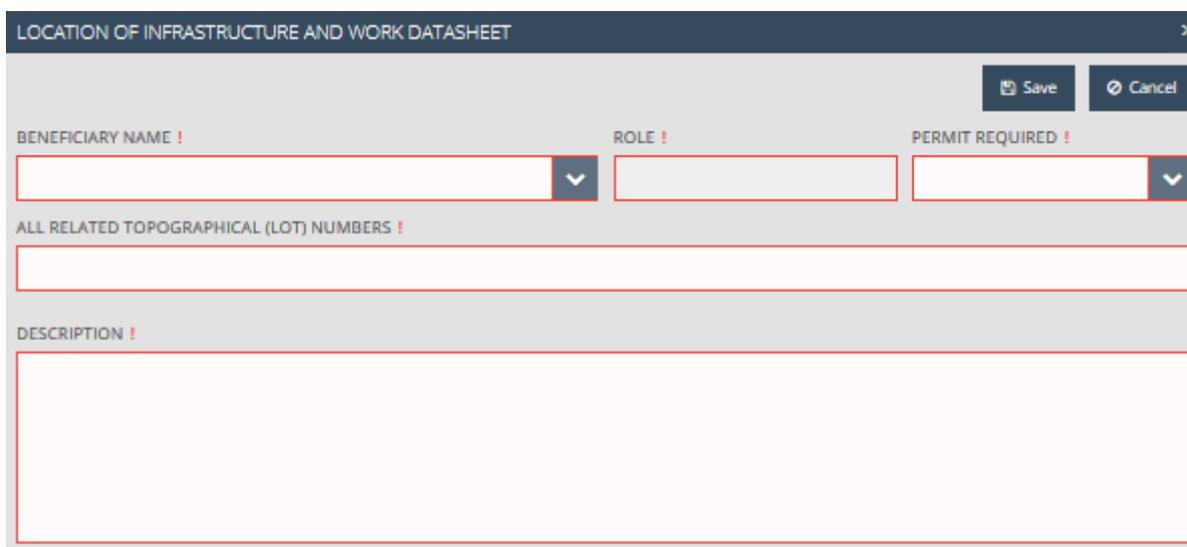
This tab allows you to manage the project’s infrastructure environment, the work locations, the permits necessary for project implementation and pieces of real estate. This screen is empty by default; later on, all locations and permits are displayed in the list. The following maintenance functions are available:

- **New** – enter a new location and permit.
- **Modify** – modify an existing location and permit.
- **Delete** – delete an existing location and permit.
- **View** – view the data of an existing location and permit.



Please start your work by adding a location. To do so, click on New in the Location of infrastructure and works pane. This opens the Location of infrastructure and work datasheet window, which contains the following fields:

- **Beneficiary Name** – please select a beneficiary.
- **Role** – filled in automatically by categorizing the selected beneficiary.
- **Permit Required** – please select whether a permit is needed.
- **All Related Topographical (lot) Numbers** – please enter the topographic or lot number (land registry number).
- **Description** – please enter the description for the location.



After correctly filling out these fields, click on Save to save the data entered, or click on Cancel to abort data entry and return to the previous tab. Repeat the above steps for each location.

After selecting an element from the hit list in the Location of infrastructure and works tab and clicking on Modify, you can change the selected item; click Delete to delete it (you will be prompted to confirm your choice) or View to view the data.

Please continue your work by adding the permits. To do so, click on New in the Permits pane. The Permit datasheet window opens, containing the following fields:

- **Beneficiary Name** – please select a beneficiary.

- **Role** – automatically filled with the category of the beneficiary.
- **Type of permit** – please select the type of the permit.
- **Identification / Registry number of permit** – please enter the permit’s unique identification number.
- **Date of request** – please provide the date when the permit was requested.
- **Date of receipt** – please provide the date when the permit is expected to be received.
- **Description** – please enter the description for the permit.

After correctly filling out these fields, click on Save to save the data entered, or click on Cancel to abort data entry and return to the previous tab. Repeat the above steps for each permit.

After selecting an item from the list in the Permits section, then clicking on Modify you can modify the selected item; click Delete to delete the permit (you will be prompted to confirm your choice) or click View to view the data.

4.14 Checklist Tab

The tab lists the applicant’s questions and conditions expressed in the call for proposals; in case it is void, the screen is not shown. You can mark a requirement as met on the screen.

#	CHECK ITEM	PLEASE MARK IF THE REQUIREMENT IS MET	MANDATORY
1	ANNEX I. - Declarations of Beneficiaries	<input type="checkbox"/> !	<input checked="" type="checkbox"/>
2	ANNEX II. - Declarations on Partnership	<input type="checkbox"/> !	<input checked="" type="checkbox"/>
3	ANNEX III. - Declarations on State aid	<input type="checkbox"/> !	<input checked="" type="checkbox"/>
4	ANNEX IV. - Letter(s) of foundation / Certificate(s) of incorporation	<input type="checkbox"/>	<input type="checkbox"/>
5	ANNEX V. - Financial statement(s)	<input type="checkbox"/>	<input type="checkbox"/>
6	ANNEX VI. - Staff headcount data	<input type="checkbox"/>	<input type="checkbox"/>
7	ANNEX VII. - Minutes of joint preparatory meetings	<input type="checkbox"/>	<input type="checkbox"/>
8	ANNEX VIII. - Resolution(s) about the own contribution	<input type="checkbox"/>	<input type="checkbox"/>
9	ANNEX IX. - Property ownership conditions	<input type="checkbox"/>	<input type="checkbox"/>
10	ANNEX X. - Technical plans	<input type="checkbox"/>	<input type="checkbox"/>
11	ANNEX XI. - Building permissions	<input type="checkbox"/>	<input type="checkbox"/>

The checklist screen has no save button. When you are done filling this screen, please continue your work by clicking on the Documents screen.

4.15 Documents Tab

The Documents tab contains a list of documents to be submitted with the application. You can also upload files here. The following maintenance functions are available:

- **New** – add a new document.
- **Modify** – modify an existing document.
- **Delete** – delete a document you added previously.
- **View** – view an existing document.

If the submission of certain predefined documents is required for submitting an application, this information is indicated in the “Mandatory” folder in the table. If such a folder was/folders were defined, no application may be submitted until at least one document is uploaded into the folder(s).

4.15.1 Uploading files

Please start your work by uploading a file as a document. Select a folder in the hit list, then click on Modify. This opens the Document datasheet window, with the Files tab selected by default.

At the top is a search area that you can use to filter the hit list using the following fields:

- **File name (id)** – the file’s unique identifier.
- **Type** – the file’s extension format.
- **Original file name** – the file name.
- **Sequence number** – the file’s serial number.

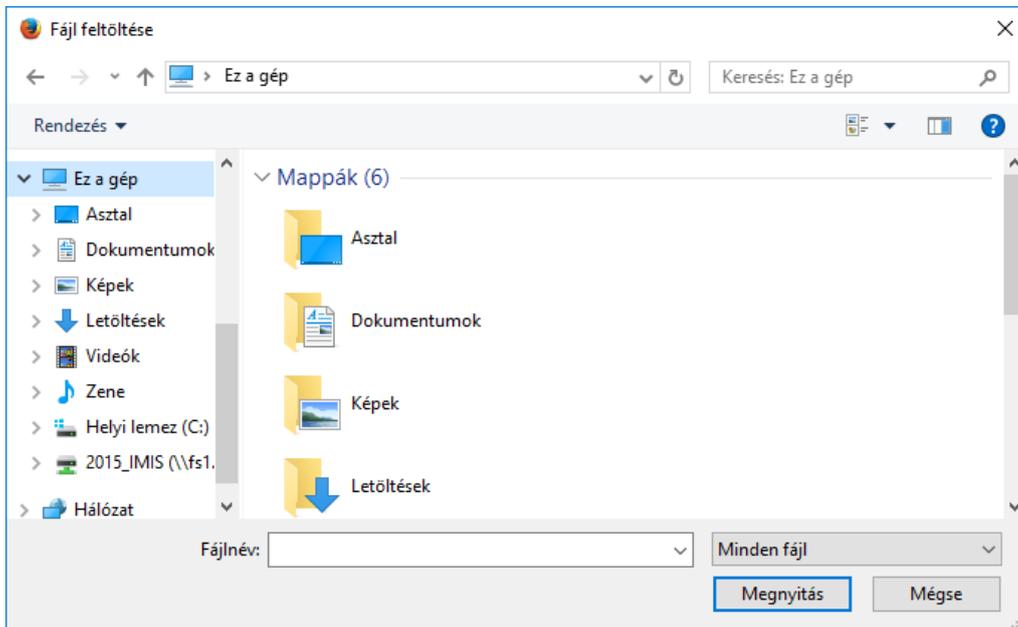
The bottom part of the window offers the following file management options:

- **Download** – download the file.
- **Upload** – upload a new file.
- **Delete** – delete an existing file.
- **Reorder** – change the order of existing files.

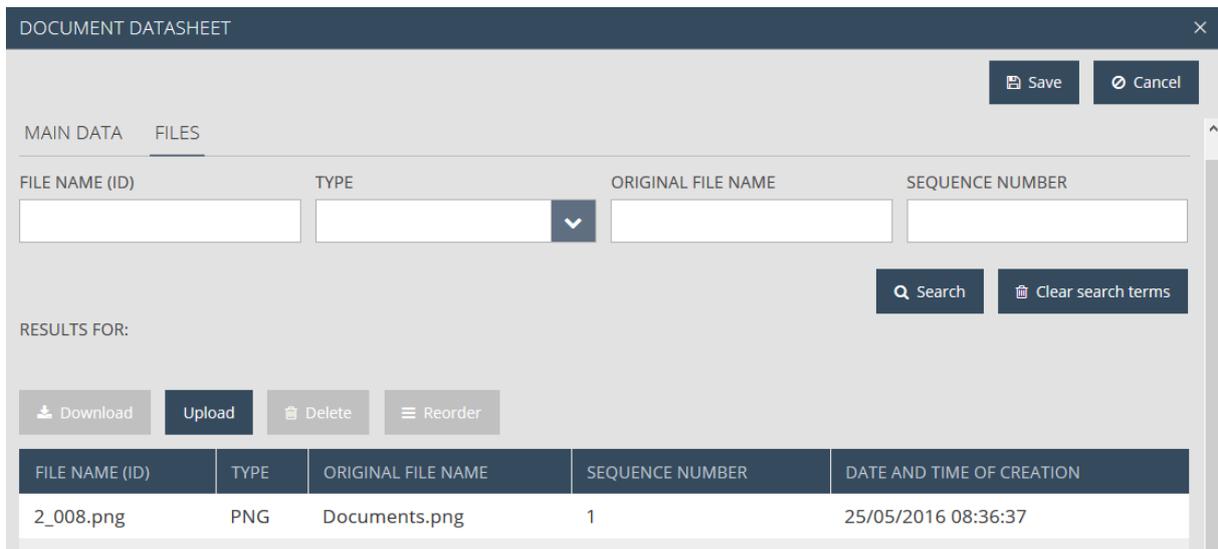
The screenshot shows a window titled "DOCUMENT DATASHEET" with a close button (X) in the top right corner. Below the title bar, there are "Save" and "Cancel" buttons. The window is divided into two tabs: "MAIN DATA" and "FILES", with "FILES" being the active tab. Below the tabs, there are four input fields for filtering: "FILE NAME (ID)", "TYPE" (with a dropdown arrow), "ORIGINAL FILE NAME", and "SEQUENCE NUMBER". Below these fields are "Search" and "Clear search terms" buttons. Underneath, it says "RESULTS FOR:". At the bottom, there are four buttons: "Download", "Upload", "Delete", and "Reorder". At the very bottom, there is a table header with five columns: "FILE NAME (ID)", "TYPE", "ORIGINAL FILE NAME", "SEQUENCE NUMBER", and "DATE AND TIME OF CREATION".

Click on the Upload button, which opens the file uploading window. Choose the file to be uploaded, then click on Open.

Note that the maximum file size is 30 MB. There is no limitation on the combined total size of files. Also note that you can also upload compressed files (such as .zip).



The selected and uploaded file is shown in the hit list within the document in question.



Click on the Main data tab to display general information on the folder.

DOCUMENT DATASHEET

Save Cancel

MAIN DATA FILES

FOLDER

programmes/prog_1/cfps/cfp_1/applications/app_5

METHOD OF SUBMISSION	DOCUMENT ID	DATE OF PREPARATION	TYPE
Electronic	2016/000-000-0072	24/05/2016	

SUBJECT

Construction plans (engineering plans, descriptions)

PREPARED BY (USER ID) PREPARED BY (USER NAME)

FOAPPUSER_0000000002 SRBapp

CHANNEL MANDATORY

Electronic

DESCRIPTION

Construction plans (engineering plans, descriptions): Construction plan and technical description submitted for the building perm

LANGUAGE OF THE DOCUMENT TO BE SUBMITTED IN ORIGINAL OR COPY

Original Copy

The fields displayed on this tab contain information on the document (they are all read-only):

- **Folder** – the path of the folder the system uses for storing the document.
- **Method of submission** – the way the document was submitted.
- **Document ID** – the document’s identifier generated by the system.
- **Date of preparation** – date of creation.
- **Type** – the document’s type.
- **Subject** – the document’s subject.
- **Prepared by (user id)** – the ID (identifier) of the user who created it.
- **Prepared by (user name)** – the name of the user who created it.
- **Channel** – submission channel.
- **Mandatory** – documents that must be uploaded in a given folder.
- **Description** – the document’s description.
- **Language Of the Document** – the language the document is in.
- **To be Submitted in original or copy** – whether an original is required or not.

Important note: When uploading the files use the naming of the files/annexes to the Application form according to the guidance provided in the Applicant’s Manual of the given Call for proposals.

4.15.2 Creating a New Document

If you would like to upload other documents outside of the mandatory folder system, please click on New. This opens the Document datasheet window at the Main data tab.

The following fields are in the tab:

- **Folder** – the path of the folder the system uses for storing the document.
- **Method of submission** – please select the method of submission.
- **Document ID** – the document’s identifier generated by the system.
- **Date of preparation** – date of creation.
- **Type** – please select the type of the document.
- **Subject** – please enter the subject of the document.

After correctly filling out the fields in the Document datasheet screen, click on Save. This takes you to the Files screen, where you can upload a file as described above.

4.16 Saving Your Application

You can interrupt the creation of your application at any time, and you can save the data entered so far by clicking on the **Save** button in the top right corner. This saves the application, which will be available through the application search feature. You can use the search feature to open your application and continue working on it from the last saved state.

5 Modifying, Viewing and Deleting Applications

The screenshot shows the 'APPLICATION SEARCH' interface. It features a search bar with filters for 'CALL FOR PROPOSALS ID', 'CALL FOR PROPOSALS NAME', 'APPLICATION ID', and 'APPLICATION STATUS'. Below the filters is a 'PROJECT ACRONYM' field. To the right are 'Search' and 'Clear search terms' buttons. Below the search area is a 'RESULTS FOR:' section with a row of action buttons: 'View', 'Modify', 'Drop', 'Generate Application Form', 'Check and Generate Certification', and 'Submit'. At the bottom is a table with the following data:

CALL FOR PROPOSALS ID	CALL FOR PROPOSALS NAME	APPLICATION ID	APPLICATION STATUS	PROJECT ACRONYM	APP. VER. NUM.	SUBMISSION DATE
SKHU/1801_001	SKHU/1801		Under preparation	Project acronym	1	

5.1 Viewing Applications

After saving your application, click on Application/Search to launch an application search. The hit list includes your previously created applications. Click on the row of the desired application, then on the **View** button above the hit list.

This opens the same interface that is used for creating applications, except all the data is shown in read-only mode; the application cannot be modified. You can exit the view mode by clicking on a menu item or the header.

5.2 Modifying Applications

After saving your application, click on Application/Search to launch an application search. The hit list includes your previously created applications. Click on the row of the desired application, then on the **Modify** button above the hit list.

This opens the interface used for creating applications, allowing you to edit the data. You can save your modifications as described in 4.17, or you can interrupt the process without saving by clicking on a menu item or the header.

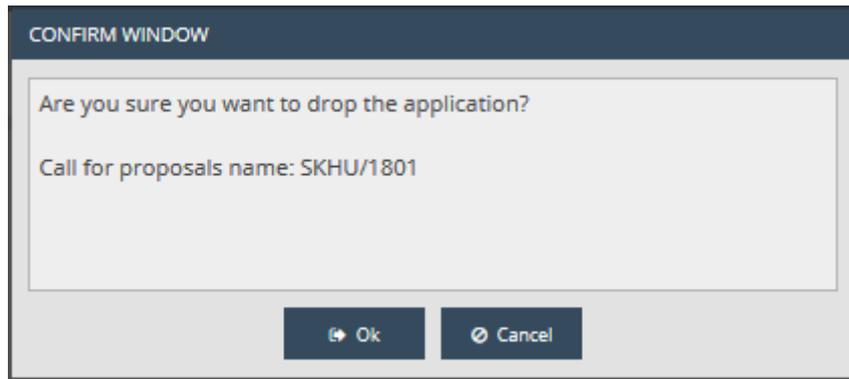
It is important to note that you can only make modifications if the status of your application is *Under preparation* or *Need amendment*. In other cases, the Modify button is inactive, and the submitted application cannot be modified.

If the professional units carrying out the control and evaluation of your submitted application find faults or issues that need clearing up, they will send it back for correction. You will receive e-mail notification of this. In such cases, the application's status changes to *Need amendment*, and you can upload documents to the Formal Completions folder. After the issues are resolved, you will need to re-submit (as described in 7).

5.3 Deleting Applications

After saving your application, click on Application/Search to launch an application search. The hit list includes your previously created applications. Click on the row of the application you wish to delete, then click on the **Drop** button above the hit list.

A confirmation prompt will open, in which the system asks you to confirm the deletion. You can abort the deletion by clicking on Cancel. If you click on OK, the application is deleted and removed from the application search hit list.



It is important to note that you can only delete an application if its status is *Under preparation*. In other cases, the Drop button is inactive, and the submitted application cannot be deleted.

The deletion of application cannot be undone, so please make sure you want to delete the application in question before clicking the OK button.

6 Generating Forms out of Applications

CALL FOR PROPOSALS ID	CALL FOR PROPOSALS NAME	APPLICATION ID	APPLICATION STATUS	PROJECT ACRONYM	APP. VER. NUM.	SUBMISSION DATE
SKHU/1801_001	SKHU/1801		Under preparation	Project acronym	1	

After saving your application, click on Application/Search to launch an application search. The hit list will show your previously created applications. Click on the row of the application that you would like to generate a form out of, then click on the **Generate application form** button above the hit list.

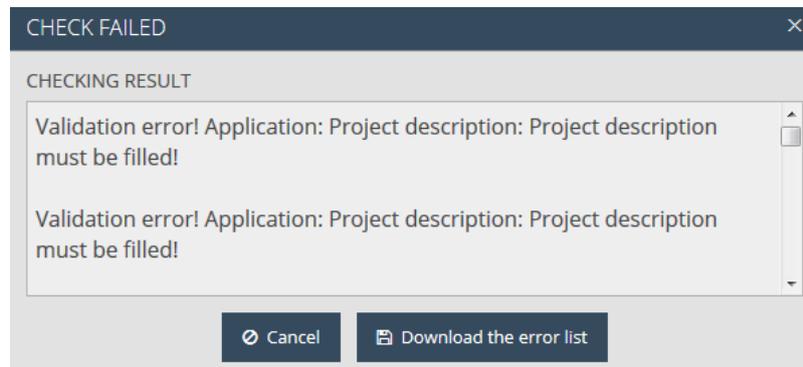
This opens a download window, in which you can open or save the form (in PDF format). As the data is only finalised upon submission, *DRAFT* is written in the header and footer of the generated form.

This feature is available at all times during application creation; it is not required that all tabs be filled out.

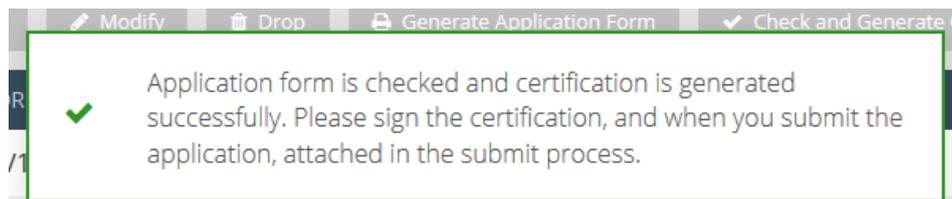
7 Submitting Applications

After filling out and saving your application (see Chapter 4), click on Application/Search to open the application search interface. The hit list will show your previously created applications. Click on the row of the application that you would like to submit, then click on the **Check and generate certification** button above the hit list. An automated check is run by the system, with the following possible outcomes:

- **Check failed** – if the automatic check finds errors in the application, it provides clear notification to the applicant about the errors in a pop-up window. The error list can be opened or downloaded in DOC format by clicking on the *Download the error list* button. The pop-up window can be closed by clicking on Cancel and the application can be modified. The listed errors must be corrected before the application can be submitted successfully.



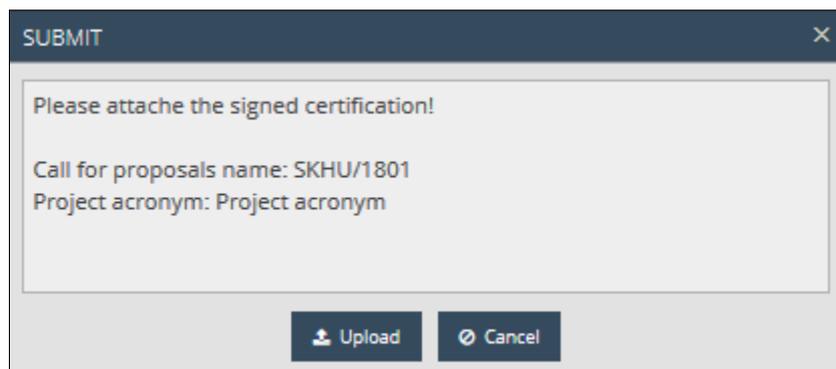
- **Check successful** – if the automatic check finds no errors in the application, the system notifies the applicant of the successful check in a pop-up window, and the application is cleared for submission. Please download the automatically generated certification from the pop-up window and sign it! (In case you miss to save it, you can download the certification later from the Documents tab, by opening the application with View.)



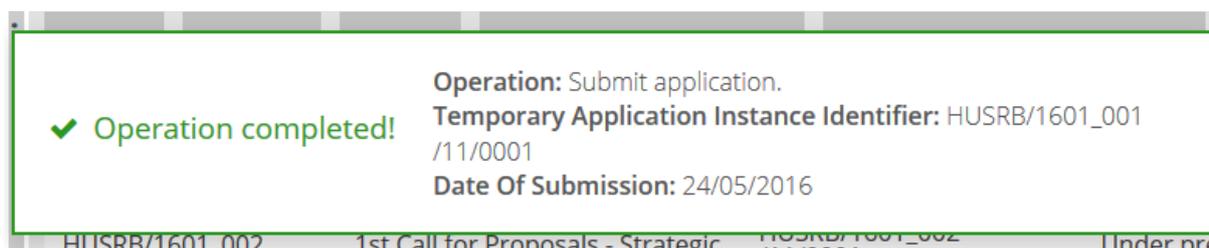
In order to submit an application, click on Application/Search, select the application you wish to submit, then click on **Submit**. (A successful automatic check is a prerequisite to Submit; if the *Submit* button is inactive, run the check first by clicking on the *Check and Generate certification* button.)

In case you start a modification on your application after a successful check and generating the certification, thus you open it by clicking on Modify, the previously generated certification is deleted and to submit the application, a new successful check and certification generating is needed.

After clicking on the *Submit* button, a pop-up window opens, in which the systems requests you to upload the signed certification. You can do this by clicking on the *Upload* button, please click on it and upload the signed certification.



The system reports successful submission in a pop-up message, and the status of the application is changed to *Submitted* in the application search interface.



The certification and the final application form can be downloaded at any time from the Documents/Application form and Documents/Certification folders, and previously uploaded documents can also be viewed or downloaded at any time through the Documents interface. After submission, applicants can only use the *View* and *Generate application form* functions with regard to the submitted application.

The final Application Form generated at the submission, the uploaded certification and previously uploaded documents on the documents tab of the application can be viewed or downloaded at any time. After submission, applicants can only use the *View* and *Generate application form* functions with regard to the submitted application.

After submission, the applicant receives confirmation via e-mail.

7.1 The Submission Process

The process is illustrated by the following diagram:

IMIS Front Office

Fill out application



Check and Generate certification



Sign the certification



Submit application & Attach signed certification