



# **User Manual**

**for**

## **the IMIS 2014–2020 Application Module**

**for**

**Applicants to the Interreg V-A Hungary-Croatia**

**Cooperation Programme 2014-2020**

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## 1 Using this Manual

The main aim of this User Manual is to provide guidance to applicants of the Interreg V-A Hungary-Croatia 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 in 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 in 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.

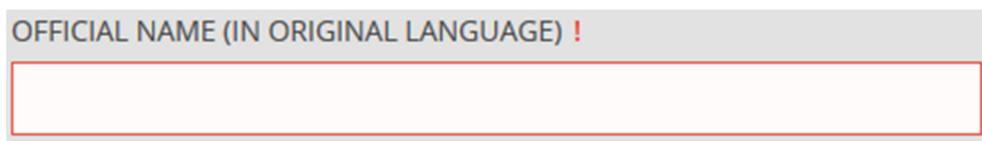
- Fields with a grey background – read-only fields, generally displaying values filled in automatically by the system, or values the applicant entered previously through another interface.



- 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.

 A screenshot of a web form element. At the top, it says "START OF PROJECT" in a grey box. Below that is a dark blue button with a white calendar icon. To the right of the button is a white rectangular input field.

- 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.

 A screenshot of a web form element. At the top, it says "PROJECT ACRONYM" in a grey box. Below that is a white rectangular input field with a blue border, indicating it is active or has a tooltip.

### 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 [HU IMIS 2014-2020 HUHR APPLICATION](#) link to access all screens of application 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.

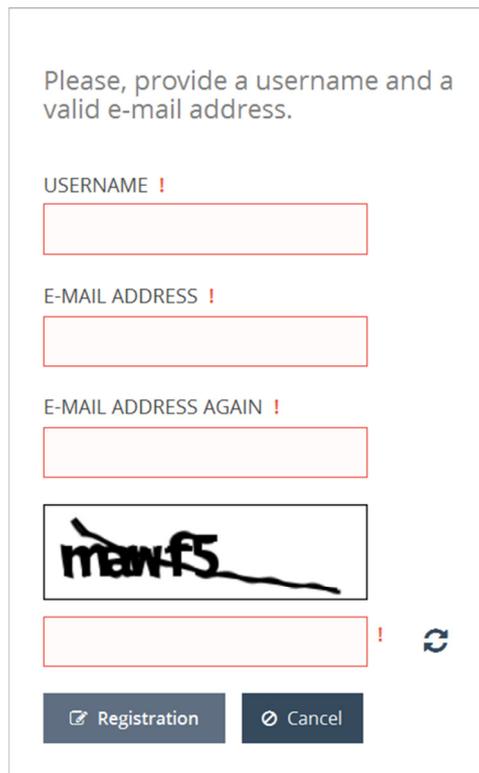
The following rules apply to using the module.

#### 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-HR)". It features two input fields: "USERNAME !" with a user icon and "PASSWORD !" with a lock icon. To the right is a dark blue "Sign in" button. Below the username field is a "Registration" link circled in red. 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 !

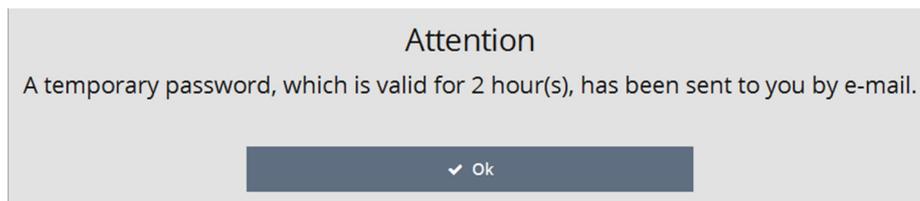
E-MAIL ADDRESS !

E-MAIL ADDRESS AGAIN !



 ! 

- 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 

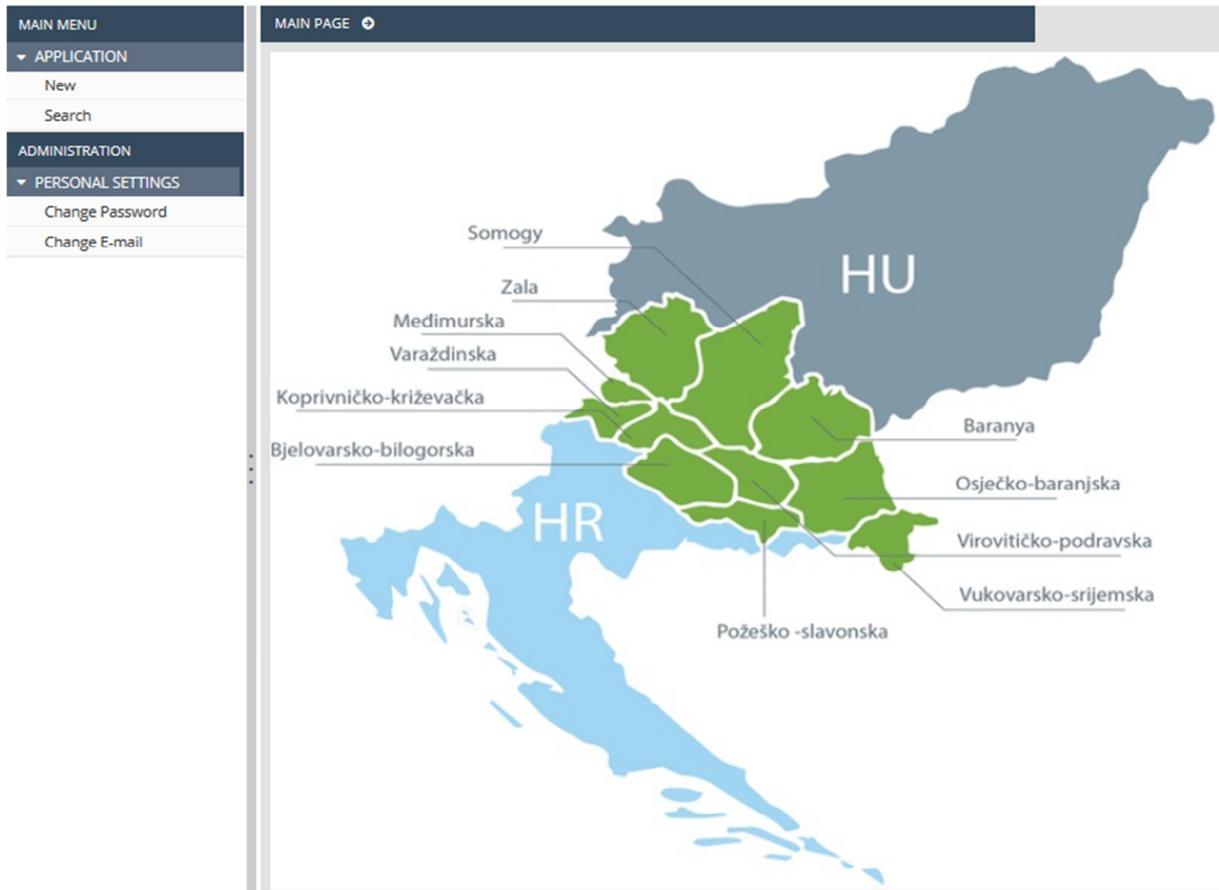
 Save

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. Before starting a new application, please always click on the Search menu item first to check whether you already have an initiated application. It is worth to drop the mistakenly started applications under Search menu point in order to avoid possible parallel filling in processes.
  - **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 HUHR		
<i>Programme name</i>	INTERREG V-A HUNGARY-CROATIA CO-OPERATION PROGRAMME 2014-2020		
<i>CCI reference no.</i>	2014TC16RFCB008	<i>AHT-T code</i>	351939
<i>Eligibility start date</i>	01/01/2014	<i>Eligibility end date</i>	31/12/2023

NEW APPLICATION

CALL FOR PROPOSALS NAME !

PRIORITY AXIS !

COMPONENT !

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 Component field. Please study the Guidelines for Applicants in order to make the correct choice. After filling in 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

INFORMATION REMINDER

GENERAL DATA BENEFICIARIES LOCATION OF PROJECT IMPACT SUPPORTING STAKEHOLDERS PROJECT DI

1. GENERAL DATA

APPLICATION ID

PROJECT TITLE PROJECT ACRONYM

PRIORITY AXIS

COMPONENT

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.

Please check the Application FAQ for recommendations on how to create and what are the features of a 'good' 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. When planning the project duration please consider that the minimum project duration is 4 months (1 trimester) and the maximum duration (in months) can differ depending on the given component. (see details in Guidelines for Applicants). It is recommended to plan full trimesters.

## 4.2 Beneficiaries Tab

The following features are available for handling administrative tasks related to the application's 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.

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 in the Beneficiary data tab.

Please note, that the system requires to fill in all three sub-screens of the beneficiary datasheet in one attempt therefore it is recommended to start filling in these sheets when all necessary data, framed in red square on all three sheets, are available.

BENEFICIARY DATASHEET
✕

Save
Cancel

---

BENEFICIARY DATA
LEGAL REP. AND CONTACT PERSON
FINANCIAL CAPACITY

### 2. LEAD BENEFICIARY / BENEFICIARY DATA

---

**BENEFICIARY ID**

**ROLE IN PARTNERSHIP**

**OFFICIAL NAME (IN ORIGINAL LANGUAGE) !**

**OFFICIAL NAME (IN ENGLISH IF EXISTS) !**

**ABBREVIATED NAME !**

**COUNTRY !**

**TYPE OF INSTITUTION**

**NATIONAL TAX NUMBER (OIB IN HR)**

**REGISTRY NUMBER !**

**COMMUNITY TAX NUMBER**

**LEGAL STATUS !**

**DATE OF FOUNDATION !**

**FOUNDER ORGANIZATION**

**WEBSITE**

---

**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!

**COUNTRY !**

**NUTS III OR EQUIVALENT !**

**POSTAL CODE !**

**SETTLEMENT !**

**STREET !**

**NUMBER !**

**PO BOX !**

---

**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 (LB, B1, B2, .., B7), 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. In case there is no official English name, please insert the official name in original language into this cell as well.
- **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 in 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)
  - Croatia: maximum 11 digits
- **Registry number** – Please enter the beneficiary’s registration number.
- **Community tax number**– (OIB in HR) please enter the beneficiary’s community VAT number, if applicable.
- **Legal status** – please pick a value from the drop-down list.(Please see GfA chapter 3.1.1.2. for helping to identify the legal status.)
- **Date of foundation** – please enter or pick the date the institution was founded. Click on  to pick a date from a calendar. Please note that at least one year of operation counted from the submission of the application is necessary in order to apply for the funds. See details in GfA chapter 3.1.1.2.
- **Founder organization** – please enter the name of the founding organisation, if applicable.
- **Website** – please enter the beneficiary’s website, if applicable.

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 unselected by default. If the branch office address is the same as the official address, put a tick into the „**Please tick if the headquarters of the organization is registered in the prog. area!**” checkbox. 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 in the part of the official address.

For the eligibility of (Lead) Beneficiaries in view of location, please consult GfA chapter 3.1.1.3 Eligible Lead Beneficiaries and Beneficiaries, Geographical location, before deciding if putting ticks are ok or rather data should be filled in for the Branch office section.

If the mailing address is the same as the official address, leave the **“Please tick if the mailing address is the same as the official address!”** checkbox selected. 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 ADDRESS**

---

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

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

STREET !      NUMBER !      PO BOX !

---

**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 !

After correctly filling in 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** [Close]

[Save] [Cancel]

BENEFICIARY DATA    LEGAL REP. AND CONTACT PERSON    FINANCIAL CAPACITY

**2. LEAD BENEFICIARY / BENEFICIARY DATA**

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**LEGAL REPRESENTATIVE (STATUTORY)**

---

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

[Dropdown] [Text] [Text] [Text]

SUFFIX    NAME

[Text] [Text]

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

[Dropdown] [Text] [Dropdown] [Text] [Text] [Text]

---

**CONTACT PERSON**

---

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

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

[Dropdown] [Text] [Text] [Text]

SUFFIX    NAME

[Text] [Text]

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

[Dropdown] [Text] [Dropdown] [Text] [Text] [Text]

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.

**Contact person:**

Please make sure that the data given here is precise since all official communication between the programme bodies (Joint Secretariat, controllers etc.) and the organisation will be done through the contact person. It is important that the person indicated here is actually involved in the planning and implementation of the project, and can give relevant information to the JS if

required. The person should be easily reached therefore pay special attention to give correct data here. Please insert all DIRECT contact details of the contact person responsible for the project. Avoid inserting general e-mail address like info@mail.com or telephone and fax numbers which lead to e.g. a secretariat of a big organisation like dean's office of a university.

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 in the fields in the Legal represent./Contact person screen, click on the Financial capacity screen. Data on financial suitability can be entered here.

The screenshot shows a web form titled "BENEFICIARY DATASHEET" with a close button (X) in the top right corner. Below the title bar are "Save" and "Cancel" buttons. The form has three tabs: "BENEFICIARY DATA", "LEGAL REPRESENT./CONTACT PERSON", and "FINANCIAL CAPACITY". The "BENEFICIARY DATA" tab is active, showing the section "2. LEAD BENEFICIARY / BENEFICIARY DATA". The form contains several input fields with red borders and exclamation marks indicating required fields:

- NUMBER OF STAFF !
- DATA IN CURRENCY ! (with a dropdown arrow)
- LAST CLOSED BUDGET YEAR ! (with a dropdown arrow)
- LAST CLOSED BUDGET YEAR ANNUAL REVENUE !
- LAST CLOSED BUDGET YEAR BALANCE SHEET TOTAL !
- LAST CLOSED BUDGET YEAR RESULT !
- AWARDED DE MINIMIS GRANT IN CURRENT AND THE PREVIOUS TWO FINANCIAL YEAR (EUR) !

The following fields are available:

- **Number of staff** – please type in the number of employees working at the beneficiary in general.
- **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 partner.
- **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 year (EUR)** – please enter the amount of state aid received by the partner in the current financial year and the previous two financial years, in euros.

After correctly filling in the fields in the Financial capacity tab, click on Save to save the beneficiary, which you can view in the list on the Beneficiaries tab.

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 (LB+7 Bs), 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 Location of project impact Tab

This tab lets you to enter the locations of the project with the following options:

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

The list on the screen is empty by default, please start your work with entering a new location by clicking on New. This opens the project location datasheet with the following fields:

- **Beneficiary abbrevia. name** – please choose a previously entered beneficiary from the drop-down list.
- **Role** – filled in by default with the role of the selected beneficiary.

- **Country** – please select a country from the drop-down list, where the project impact will be realised by the given beneficiary.
- **Nuts III or Equivalent** – please select a county from the drop-down list, where the project impact will be realised by the given beneficiary.
- **Other** – by ticking in the check-box, you cannot select a value for the Country and Nuts III or Equivalent fields but you can explain in the textbox below entitled ‘Nuts V Settlement(s)’ where the project impact will be realised in other HU or HR counties by the given beneficiary.
- **Nuts V Settlement(s)** – please type in the settlement(s) where the project impact will be realised by the given beneficiary.

After correctly filling in the fields on the datasheet, click on Save to save the data, or click on Cancel to abort and return to the previous screen. Please enter every location of the expected project impacts by following the above steps.

You can modify the item, by selecting it from the list on the Location of project impact tab and clicking on Modify, delete the location by clicking on Delete and confirming your decision, or view the data by clicking on View.

#### 4.4 Supporting stakeholders Tab

Associated Partners as existed in the HU-HR (IPA) CBC Programme 2007-2013 are not expected to join the implementation of projects financed from the Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020. Instead, if any supporting stakeholder or authority intends to express their support to the project, this can be managed through signing a letter of support to the given Beneficiary – and by filling in this tab of the electronic application.

You can administrate the supporting stakeholders on this screen with the following options:

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

The list on the screen is empty by default, please start your work with entering a new supporting stakeholder by clicking on New. This opens the supporting stakeholder's datasheet with the following fields

- **Official name** – please type in the official name of the supporting stakeholder.
- **Registry number** – please type in the registry number of the supporting stakeholder.
- **National tax number** – please type in the national tax number of the supporting stakeholder (you can edit this field only after you chose a value for the Address - Country field).
- **Community tax number** – please type in the supporting stakeholder's community tax number.
- **Address - Country** – please, select a country from the drop-down list.
- **Address - NUTS III or Equiv.** – please, select a county from the drop-down list (you can edit this field only after you chose a value for the Address - Country field).
- **Address - Postal code** – please type in the postal code.
- **Address - City** - please type in the city.
- **Address - Street** - please type in the street.
- **Address - Number** - please type in the street number.
- **Address - Po Box** - please type in the PO box.
- **Website** - please type in the website of the supporting stakeholder.

After correctly filling in the fields on the datasheet, click on Save to save the data, or click on Cancel to abort and return to the previous screen. Please enter every supporting stakeholder (max 4) by following the above steps.

You can modify an item, by selecting it from the list on the Supporting stakeholders tab and clicking on Modify, delete the supporting stakeholder by clicking on Delete and confirming your decision, or view the data by clicking on View.

## 4.5 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.

KEY ASPECT	D
Project summary	
1.a) Background	
1.b) Problem, challenge to be addressed	
2.a) Consistency of the project with EU horizontal principles on equal opportunities and non-discrimination	
1. Connection with networks Please present the connection(s) which will be created in the frame of the project with EuroVelo 6 or 13, national or local networks and with towns, or other significant tourism destinations. (max. 2000 characters)	
2. Quality of connection Please describe the system of bicycle network (both HU and HR parts together) to be developed in the frame of the project and the contribution of the project to create a continuous network. How the development solves the existing bottlenecks of the national or international bicycle networks? (max. 2000 characters)	
3. Conformity with tourism needs Please describe the foreseen positive effects of the project on regional or local tourism and the connection to tourism attractions, products and touristic services (see also Handbook to Tourism Projects of the programme area). (max. 2000 characters)	

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 and max character limit. Please be aware to fit into the max allowed character, avoiding fragment of description.

Please study the associated guides!

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.

**Core of the project:**

**Please pay special attention to the core of the project which means that all information given in the sections of Activities, Indicators, Budget tables and Information and publicity, are coherent with each other. Keep in mind that the information given in the Activities tab should be in compliance also with the content of the fields under Project description tab and vice versa. It is very important to make a clear connection between the activities planned, outputs and results targeted and with the costs planned for each Beneficiaries.**

**4.6 Indicators Tab**

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

In order to have a clear picture about the content and programme requirements of the possible indicators, please consult with the ‘Interpretation of Indicators’ document, which is part of the CFP package.

The **Priority axis** and **Component** fields remind you which priority is selected.

You can view the Programme level result indicator, Programme level output indicator, General indicator, Horizontal indicator and Component specific indicator sections on the Indicators tab in the following form.

**PROGRAMME-LEVEL RESULT INDICATOR**

GUIDE

Please describe in detail how the partnership is contributing to the achievement of the Programme level results. Please explain which of the planned project activities will ensure achieving the target values (programme result), how the achievement will be measured by the relevant Beneficiary / Beneficiaries, what source of information will be used, how the achievement will be proved with evidence, what kind of supporting document will be provided during the reporting?

PROGRAMME RESULT INDICATOR !

UNIT !      BASE VALUE !      TARGET VALUE

0      0      0

LB - ABBREVIATED NAME

0

PROGRAMME RESULT INDICATOR OF THE SELECTED COMPONENT (DEFINED TO THE INVESTMENT PRIORITY) !

To enter the Programme level result indicator, please click on any field of this section, which shows you the indicator’s datasheet where you can fill in all cells related to the given programme level result indicator.

Programme level output indicator, General indicator, Horizontal indicator, Component specific and Project specific indicators can be filled in on the Indicators tab in the following form and you can maintain them with the following options:

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

**PROGRAMME-LEVEL OUTPUT INDICATORS**

GUIDE

For the Lead Beneficiary/Beneficiaries it is obligatory to set target value for at least one Programme output indicator from the offered list and explain as requested.  
Please describe in detail how the partnership is contributing to the achievement of the Programme level outputs. Please explain which of the planned project activities will ensure achieving the target values (programme output). how the

View    New    Modify    Delete

INDICATOR NAME	UNIT	BASE VALUE	TARGET VALUE

## GENERAL INDICATORS

### GUIDE

Lead Beneficiary/Beneficiaries can choose as many indicators as relevant to their project by using the scroll down menus in the table. However, it is obligatory to choose from the offered options at least:

- 2 different general indicators

 View  New  Modify  Delete

INDICATOR NAME	UNIT	BASE VALUE	TARGET VALUE
----------------	------	------------	--------------

## HORIZONTAL INDICATORS

### GUIDE

Lead Beneficiary/Beneficiaries can choose as many indicators as relevant to their project by using the scroll down menus in the table. However, it is obligatory to choose from the offered options at least:

- 1 horizontal indicator

 View  New  Modify  Delete

INDICATOR NAME	UNIT	BASE VALUE	TARGET VALUE
----------------	------	------------	--------------

## COMPONENT SPECIFIC INDICATORS

### GUIDE

Lead Beneficiary/Beneficiaries can choose as many indicators as relevant to their project by using the scroll down menus in the table. However, it is obligatory to choose from the offered options at least:

- 2 optional component specific indicator

 View  New  Modify  Delete

INDICATOR NAME	UNIT	BASE VALUE	TARGET VALUE
----------------	------	------------	--------------

## PROJECT SPECIFIC INDICATORS

### GUIDE

A minimum of 1 and maximum of 5 more project specific indicators can be defined optionally by the Lead Beneficiary/Project Partners.

 View  New  Modify  Delete

INDICATOR NAME	UNIT	BASE VALUE	TARGET VALUE
----------------	------	------------	--------------

To create 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 level result indicator/Programme-level output indicator/General indicator/Horizontal Indicator/Component specific indicator** – please choose the indicator from the drop-down list (in case of one type, the field is filled in automatically).
- **Project specific indicator** – please enter the name of the indicator.
- **Unit** – automatically filled by choosing an indicator (in case of a project specific indicator, please enter the measuring unit).
- **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.
- **Type** – in case of Project specific indicator, please select the type of indicator from the drop-down list.
- **Target value realised by LB/Bs...** textbox – please describe the indicator, based on the request defined by the contracting authority.

In case of a Programme-level result indicator/Programme-level output indicator/General indicator/Horizontal indicator/Component specific indicator the following screen is displayed:

**PROGRAMME-LEVEL OUTPUT INDICATOR DATASHEET**

Save Cancel

**GUIDE**

For the Lead Beneficiary/Beneficiaries it is obligatory to set target value for at least one Programme output indicator from the offered list and explain as requested.  
Please describe in detail how the partnership is contributing to the achievement of the Programme level outputs. Please explain which of the planned project activities will ensure achieving the target values (programme output). how the

**PROGRAMME OUTPUT INDICATOR !**

UNIT ! BASE VALUE ! TARGET VALUE

LB - LBABBRENAME B1 - B1ABBREV

TARGET VALUE REALIZED BY LB/BS AND WAY OF REALIZATION (E.G LB: 200; B1 50; B2: 70;) EXPLANATION OF THE PLANNED PROJECT ACTIVITIES THAT WILL ENSURE ACHIEVING THE TARGET VALUES; DETAILING MEASUREMENT METHOD, SOURCE OF INFORMATION, UNDERPINNING DOCUMENTS OF THE ACHIEVEMENT. MAX. 400 CHARACTERS DESCRIPTION !

In case of a Project specific indicator the following screen is displayed:

PROJECT SPECIFIC INDICATOR DATASHEET

Save Cancel

GUIDE

A minimum of 1 and maximum of 5 more project specific indicators can be defined optionally by the Lead Beneficiary/Project Partners.

PROJECT SPECIFIC INDICATOR !

UNIT ! BASE VALUE ! TARGET VALUE TYPE !

LB - LBABBREVNAM B1 - B1ABBREV

TARGET VALUE REALIZED BY LB/BS AND WAY OF REALIZATION (MAX 250 CHR) (E.G LB: 200; B1 50; B2: 70; PEOPLE PARTICIPATING IN FESTIVAL AND FAIR; PLANNED SUPPORTING DOCUMENTS) MAX. 400 CHARACTERS DESCRIPTION

After correctly filling in 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.

#### 4.7 Activities Tab

This tab is for creating the list of planned project activities. The “**Project administration and management**” and “**Information and publicity**” 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.

APPLICATION FORM

Save

INFORMATION REMINDER

ACTIVITIES ACTIVITY PLAN INFORMATION AND PUBLICITY PROJECT BUDGET SOURCES OF FUNDING PA

6. PROJECT ACTIVITIES

View New Modify Delete

ACTIVITY	DESCRIPTION OF ACTIVITY	LOCATION OF THE ACTIVITY	DIRECT TARGET GROUPS	ESTIMATE
Information and publicity				0
Project administration and management				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 which opens the activity datasheet with 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 of the activity.
- **Detailed description** – please enter the description of the planned activity.
- **Estimated cost (EUR)** – estimated cost, filled in automatically later, based on the sum of the budget items which the activity is assigned to on the Project Budget tab.
- **Direct target groups** – please enter the direct target groups.

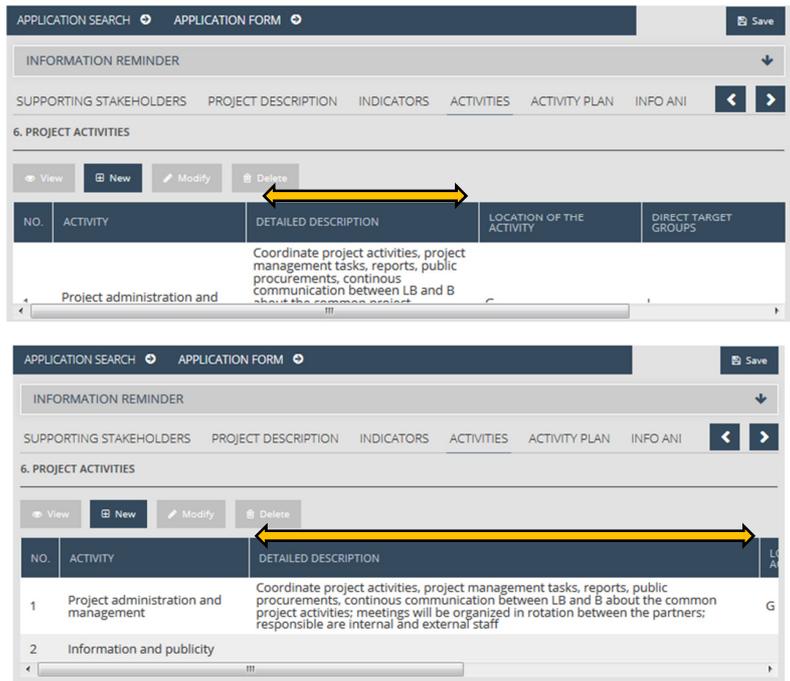
After correctly filling in the fields, click on Save to save the data entered, or click on Cancel to abort data entry and return to the previous tab. Please enter every activity by following the steps described above.

A maximum of 10 project activities can be created besides the two predefined activities, so it is advised to group the similar type of activities of the beneficiaries and provide a clear description about the content.

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.

Please be aware that already created activity names are used on other screens as well (e.g a budget item is assigned to an activity in the beneficiary budget table), therefore the modification of the given activity name or deleting a whole activity line at a later stage has to be checked on other screens and should be reassigned by selecting the new or modified activity from the roll down menu on the given screen.

In case the visibility of the Activities screen becomes difficult after filling in the first predefined activity 1. Project administration and management first, try to extend the width of the description column with moving the column separation line to the right.



### 4.8 Activity plan screen

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 list them on this screen.

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!

CH.ALL	NO ^	ACTIVITY	ROLE	BENEFICIARY	RP1	RP2	RP3
<input checked="" type="checkbox"/>	1	Project administration and management	LB	LBAbbrevname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	1	Project administration and management	B1	B1abbrev	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	2	Information and publicity	LB	LBAbbrevname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	2	Information and publicity	B1	B1abbrev	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	3	Construction of bike road	LB	LBAbbrevname	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3	Construction of bike road	B1	B1abbrev	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

## 4.9 Information and publicity screen

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

TYPE	COMMUNICATION TOOL	LANGUAGE	LB - ABBREVIATED NAME	DESCRIPTION	REPORTING PERIOD 1	REPORTING PERIOD 2
------	--------------------	----------	-----------------------	-------------	--------------------	--------------------

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 define the communication tool by entering a short but descriptive name for it (e.g. opening conference, press conference, etc).
- **Language** – please pick one of the languages in the drop-down list or enter a language.
- **Beneficiary** – the abbreviated names of the previously entered beneficiaries are displayed with checkboxes; please tick the beneficiary/beneficiaries that carry out the information or publicity activity in question.
- **Description** – please enter the description of the information activity by providing all important information about the given communication tool.
- **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.
- **Target group(s)** – type of people to be reached by the given communication activity.
- **Guide** – a field filled in by the system based on the type selected, containing instructions on how to correctly fill in the tab. Please pay attention to the minimum requirements of the Programme related to the given type of communication as described in the Guide.

Please study the associated guides!

After correctly filling in 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 in the fields with a red border is mandatory.

The Project budget screen is made up of two panels:

- 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).

ACTIVITY PLAN				INFO AND PUBLICITY				PROJECT BUDGET				SOURCES OF FUNDING				PAYMENT FORECAST				PI				
8. PROJECT BUDGET PER BENEFICIARY																								
✎ Modify budget by beneficiary																								
BENEFICIARY ABBREVIATED NAME										ROLE					COUNTRY									
Lead Beneficiary										Lead Beneficiary					Hungary									
9. PROJECT BUDGET SUMMARY																								
BUDGET LINES										LB - LEAD BENEFICIARY					TOTAL BUDGET (EUR)					SHARE (%)				
1. Preparation costs										0,00					0,00					0				
2. Staff costs										0,00					0,00					0				
2.1 Salary of staff (project management and team members) - Calculation on Flat rate basis (HR)										0,00					0,00					0				
2.2 Salary of staff (project management and team members) (HR)										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 cost of project staff										0,00					0,00					0				
4.2 Accommodation costs of project staff										0,00					0,00					0				
4.3 Per diems of the project staff										0,00					0,00					0				
5. External expertise and services costs										0,00					0,00					0				
5.1 Technical plans										0,00					0,00					0				
5.2 Studies, statistics, databases and researches										0,00					0,00					0				
5.3 Events, conferences, seminars, project meetings										0,00					0,00					0				
5.4 Services related to project management, procurement procedures										0,00					0,00					0				
5.5 Costs of supervisor of engineering										0,00					0,00					0				
5.6 Costs related to publicity, promotion and communication										0,00					0,00					0				
5.7 Other services										0,00					0,00					0				
6. Equipment expenditure										0,00					0,00					0				
6.1 Purchase of new equipment										0,00					0,00					0				
6.2 Equipment for general (office) use										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									

#### 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.

BUDGET BY BENEFICIARY								
8. Project Budget per Beneficiary - Lead Beneficiary - Lead Beneficiary								
No.	Name of the item	Project activity	Unit	No. of units	Unit price	Amount	%	Description
1	Preparation costs					0,00	0	
<i>Lump sum - amounts to 3 000 € of total eligible expenditure per project</i>								
2	Staff costs					0,00	0	
2.1	Salary of staff (project management and team members) - Calculation on Flat rate basis (HR)					0,00	0	
<i>Calculation on flat rate basis (20% or 10% of direct costs; max. 100.000 EUR) For projects with no other direct costs but infrastructure and works, or implemented exclusively through public procurement it is not possible to choose the staff flat rate option!</i>								
2.2	Salary of staff (project management and team members) (HR)					0,00	0	
<i>Minimum requirement for description of each item: name of the person; position in the project; monthly working hours.</i>								
<input type="button" value="New"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>								
3	Office and administrative expenditure					0,00	0	
<i>Calculated as a flat rate of 15% of the staff costs</i>								
4	Travel and accommodation costs					0,00	0	
<i>Attention! If the Beneficiary chooses the flat rate staff cost option, it is not entitled to have travel and accommodation costs at the same time.</i>								
4.1	Travel cost of project staff					0,00	0	
<input type="button" value="New"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>								

#### 4.10.2 Entering, Modifying and Deleting Budget Items

The budget table is structured on three levels:

1. Budget headings (1.Preparation cost, 2.Staff cost, 3.Office and administration, 4.Travel and accommodation, 5. External expertise and services costs, 6.Equipment expenditure, 7. Infrastructure and works
2. Budget lines (e.g. 2.1 Salary of staff - Calculation on Flat rate basis, 2.2 Salary of staff - Calculation on Real cost basis, 4.1 Travel cost of project staff, 5.2 Studies, statistics, databases and researches, 6.2 Equipment for general (office) use, 7.1 Construction, reconstruction and renovation of buildings, works, infrastructure, etc.)
3. Budget items – budget items have to be entered by the applicants based on and being in line with the separate excel budget table which is annex to the project proposal.

Planned costs except for lump-sum costs, flat rate staff costs and administrative costs have to be added in one budget item. The amount of this only budget item inserted should be equal to the total amount of the same budget line of the same Beneficiary planned in the separate excel budget table. The most appropriate project activity should be assigned to the budget item by selecting it from the roll down menu. Most appropriate activity can be considered the one which from among the items included in the inserted summarised item covers the biggest amount of all.

It is very important that financial and content related data inserted into the IMIS budget tables are totally in line with the separate excel project budget table, which should be also uploaded as Annex to the application under the Documents tab within the dedicated folder named as 7. Project budget table.

Therefore it is highly recommended for the partnership to finalise the separate project budget table first (including the Activities as well) and start inserting the data into IMIS Activities and Budget per Beneficiaries tabs only after that.

Please note, that in case of discrepancy between the project budget visible on IMIS screens and that of the separate excel budget table uploaded to the Documents folder as Annex, always the content of the Budget by Beneficiary IMIS screens prevails.

To create this (third level) budget item sub-line, click on the New button of a (second level) Budget line such as Travel cost of project staff. This opens a new 'Budget by beneficiary' window.

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. Name of the unit should be ‘all in 1 item’ in case the budget item is a summarised item of the several items planned within the separate excel project budget table annexed to the application.

- **No. of units** – please enter the number of units, specifying even two decimal places. Number of units should be 1 in case of a summarised budget item.
- **Unit price** – please enter the unit price, specifying even six decimal places. Unit price should be always equal to the total amount of the corresponding budget line.
- **Amount** – product of the number of units and the unit price which is calculated automatically.

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 (items) 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 all budget lines using the process described above.

Please enter the description for the budget sublines in the relevant white text-box on the Budget by beneficiary screen in every case when a budget item is entered to the subline.

If you choose wage reporting based on actual costs, please choose subline 2.2, click on New and fill in the fields as described above. Detailed description and cost planning should be done in the separate excel budget tables.

Each and every beneficiary is entitled to have a lump sum of 1000 EUR in order to procure general office equipment for project purposes, therefore please enter the 1000 EUR amount into the dedicated cell (framed in red colour) under budget line 6.2.

**Please pay special attention that the total amounts inserted into and calculated by the system is crosschecked with the submitted separate excel project budget table on all levels: budget line, budget heading, total beneficiary budget, total project budget!**

In order to do that you can compare the Project budget summary table available in the system and also in the separate excel project budget table.

**Please note that IMIS screen data prevails in case of any discrepancy between the data available on IMIS screens and the annexed separate excel project budget table.**

#### 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 by funding sources. You do not need to edit this area, as the system sums up all the beneficiary-level information you previously entered.

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
Total eligible cost expected		0	0,00	0,00

Modify

SOURCES OF FUNDING	LB - LEAD BENEFICIARY AMOUNT	LB - %	TOTAL BUDGET	SHARE
Amount of eligible VAT			0,00	0,00
Extra own contribution			0,00	0,00
Planned net revenues		0	0,00	0,00
Funding from other sources		0	0,00	0,00

GUIDE

Only in case the Beneficiary is not entitled for VAT refund (that is, the gross expenditure has been budgeted)!  
 No extra own contribution is expected to be given by any of the beneficiaries (LB and Bs) in general!  
 State contribution amount is only for information purposes based on the Programme specific rules. Neither the Managing Authority nor the Lead Beneficiary is responsible for providing for state contribution in the frame of the Community funding subsidy contract. The amount of state contribution is to be set in the contract on state contribution.

- **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.
- **Total eligible cost expected** – all expected and eligible by partner and in total.

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

- **Amount of eligible VAT – it is obligatory to insert!**
- **Extra own contribution**
- **Planned net revenues**
- **Funding from other sources.**

In order to enter the planned VAT, please select the Amount of eligible VAT row by clicking on the name, then open the Sources of funding datasheet screen by clicking on Modify and enter the planned VAT for each partner. Click Save to exit.

Please note that VAT amount can be considered eligible cost only if the given Beneficiary cannot recover the VAT according to its VAT status. These Beneficiaries have to plan their costs in gross and they have to fill in the relevant cell called 'Amount of eligible VAT' with the estimated VAT amount of their project budget. If the cell is not filled in, the VAT is not approved, therefore can not be reimbursed in the frame of the project.

SOURCES OF FUNDING DATASHEET

Chapter 7. Budget - Sources of funding

PLANNED NET REVENUES

0

LB - LEAD BENEFICIARY

Please enter the extra contributions, revenues and funding from other sources (if relevant) following the above description.

#### 4.12 Payment forecast Tab

In the top table in this screen, enter the expected schedule of expenditures by beneficiary and period. In the bottom table, the system offers the EU contribution amount if you stand on the given cell with the mouse cursor- based on the amounts you enter into the top table. Please insert the offered amount manually.

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: "Please eliminate the difference highlighted in red colour!"

APPLICATION SEARCH APPLICATION FORM Save

INFORMATION REMINDER

ACTIVITY PLAN INFO AND PUBLICITY PROJECT BUDGET SOURCES OF FUNDING PAYMENT FORECAST PI

### 11. PAYMENT FORECAST

BENEFICIARY / TOTAL COST

BENEFICIARY	REP. PERIOD 1	REP. PERIOD 2	REP. PERIOD 3	TOTAL (EUR)	DIFFERENCE
LB - LBAbbrevname	50 000	0	0	50 000,00	-197 000,00
B1 - B1abbrev	0	0	0	0,00	0
<b>TOTAL COSTS</b>	<b>50 000,00</b>	<b>0,00</b>	<b>0,00</b>	<b>50 000,00</b>	<b>-197 000,00</b>

Please eliminate the difference highlighted in red colour!

BENEFICIARY / EU CONTRIBUTION

BENEFICIARY	REP. PERIOD 1	REP. PERIOD 2	REP. PERIOD 3	TOTAL (EUR)	DIFFERENCE
LB - LBAbbrevname	0	0	0	0,00	-209 950,00
B1 - B1abbrev	42 500,00	0	0	0,00	0
<b>TOTAL COSTS</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00</b>	<b>-209 950,00</b>

### 4.13 Project team Tab

You can enter information on the employees working in the project on the Project team screen. You have the following options to maintain the list of employees working in the project:

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

NO.	BENEFICIARY	RELATED PROJECT ACTIVITY	POSITION	JOB DESCRIPTION
1	Lead Beneficiary	Project administration and management	Position	Job Description

To enter a new item, click New and enter the following data:

- **No** – number field.
- **Beneficiary abbrev. name** – please select the relevant beneficiary.
- **Role** – field filled automatically with the role of the selected beneficiary.
- **Related project activity** – please select an activity from the drop-down list.
- **Position** – please enter the position of the beneficiary.
- **Job description** – please enter the job description of the beneficiary.

PROJECT MEMBER DATASHEET

Save Cancel

NO: 1

BENEFICIARY ABBREV. NAME ! [dropdown]

ROLE ! [dropdown]

RELATED PROJECT ACTIVITY ! [dropdown]

POSITION ! [text input]

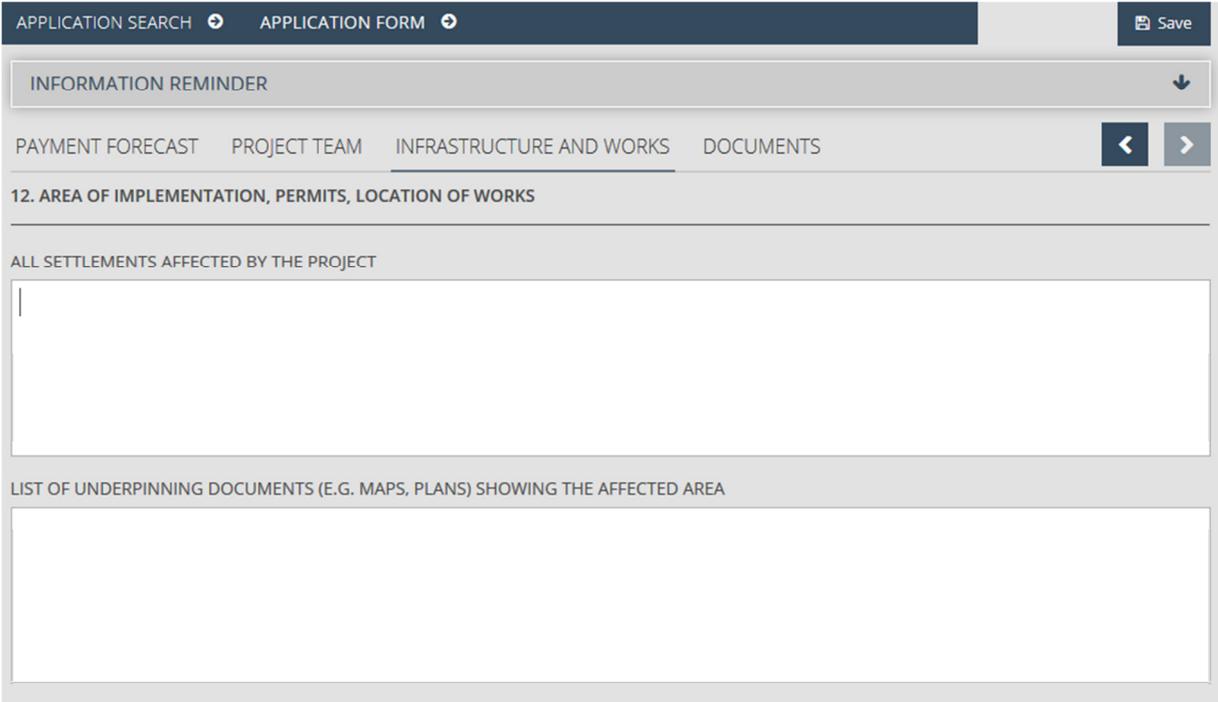
JOB DESCRIPTION ! [text area]

After correctly filling in 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 continue entering the information.

After selecting an element from the list in the Project team 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.

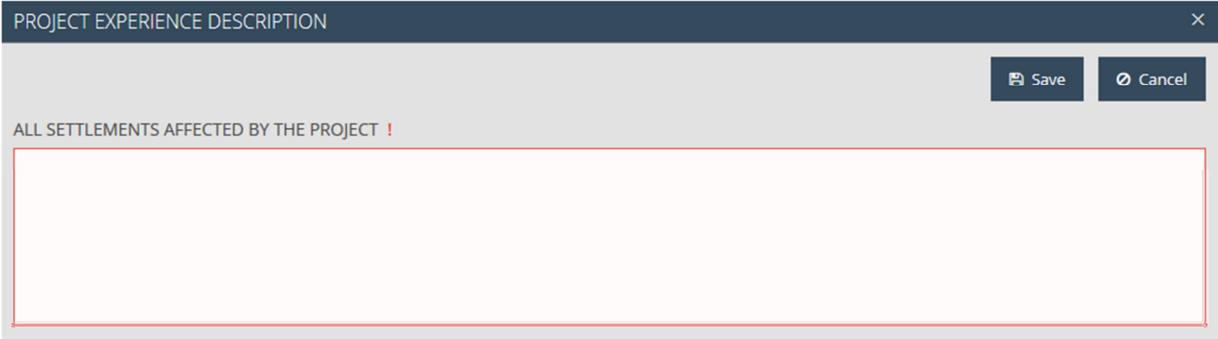
#### 4.14 Infrastructure and Works Tab

This tab allows you to administrate the project's infrastructure environment, in case of an investment the work locations, the permits necessary for project implementation and pieces of real estate.



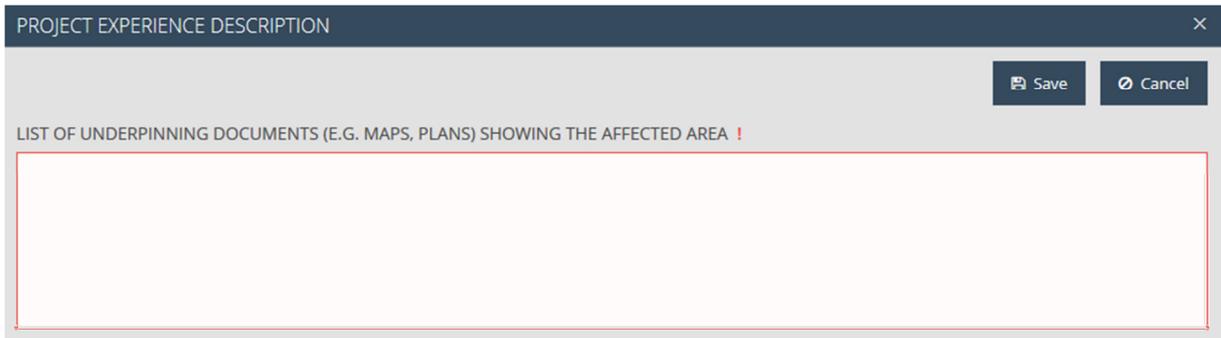
In the upper part of the screen you can enter the following data:

- **All Settlements Affected By The Project** by clicking on this field:



To save the data click on Save after filling the field, to cancel and return to the previous field, click on Cancel.

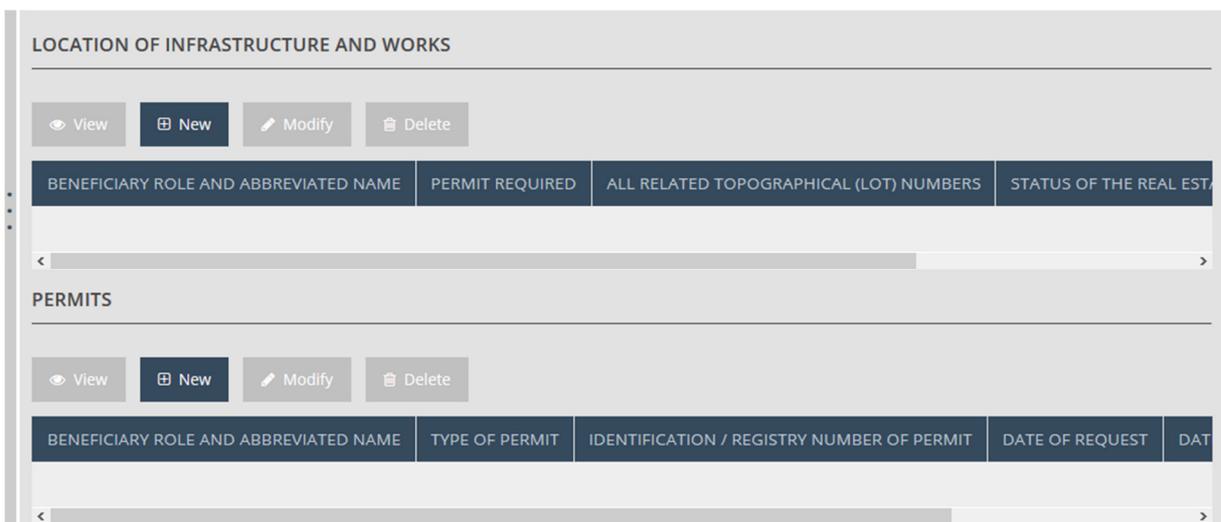
- **List of Underpinning Documents (E.G. Maps, Plans) Showing the Affected Area** by clicking on the field with the same name:



To save the data click on Save after filling the field, to cancel and return to the previous field, click on Cancel.

The lower part of the screen is empty by default, later all locations and permissions can be viewed 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 all relevant topographical lot numbers (land registry numbers).
- **Description** – please enter the description of the planned re/construction and works activity for the location.

LOCATION OF INFRASTRUCTURE AND WORK DATASHEET

Save Cancel

BENEFICIARY NAME ! ROLE ! PERMIT REQUIRED !

ALL RELATED TOPOGRAPHICAL (LOT) NUMBERS !

DESCRIPTION !

After correctly filling in 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 has been or is (expected) to be received.
- **Description** – please enter the description for the permit.

PERMIT DATASHEET

Save Cancel

BENEFICIARY NAME ! ROLE ! TYPE OF PERMIT !

IDENTIFICATION / REGISTRY NUMBER OF PERMIT ! DATE OF REQUEST ! DATE OF RECEIPT !

DESCRIPTION

After correctly filling in 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.

#### 4.15 Documents Tab

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

- **New** – add a new folder (please avoid creating new folders, use the already available document folders for uploading annexes of the application!)
- **Modify** – modify an existing document folder for uploading the requested annex.
- **Delete** – not active
- **View** – view an existing folder and uploaded documents in it.

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).

**Please make sure that all Mandatory documents (as described in the Guidelines for Applicants chapter 4.2.1) are uploaded in the required form in order to avoid automatic rejection!**

In case a Mandatory document is not relevant for your project (e.g. for a soft project annex 19/a. Summary of ownership situation..., and annex 21. Construction plan... are not relevant), please upload to the given folder a simple word document with the text ‘Not relevant for the present project’ written on it.

APPLICATION FORM							Save
INFORMATION REMINDER							
PAYMENT FORECAST							
PROJECT TEAM							
INFRASTRUCTURE AND WORKS							
DOCUMENTS							
SUBMITTED DOCUMENTS							
View							
New							
Modify							
Delete							
ORI	DOCUMENT ID	TYPE	SUBJECT	DATE OF PREPARATION	METHOD OF SUBMISSION	MANDATORY	
30	2019/000-047-8937	Annexes	3. Declaration of the LB	09/01/2019	Electronic	No	
29	2019/000-047-8938	Annexes	4. Declaration of the B (other than the LB)	09/01/2019	Electronic	No	
28	2019/000-047-8939	Annexes	5. Partnership Statement	09/01/2019	Electronic	Yes	
27	2019/000-047-8940	Annexes	6. Original specimen of signature of the legally authorised representative(s) of the LB and of the B-s	09/01/2019	Electronic	No	
26	2019/000-047-8966	Annexes	7. Project budget table	09/01/2019	Electronic	No	
25	2019/000-047-8941	Annexes	8. Extracts from register of the LB and the B-s (please read Appendix 2 of the GfA)	09/01/2019	Electronic	No	
24	2019/000-047-8942	Annexes	9. Establishing documents of the LB and the B-s (if relevant)	09/01/2019	Electronic	No	
23	2019/000-047-8943	Annexes	10. Certification proving that the head of the branch office is an authorised representative of the organisation to act in connection to the implementation of the relevant project part (if relevant)	09/01/2019	Electronic	No	
22	2019/000-047-8944	Annexes	11. Latest accepted detailed activity report (if relevant)	09/01/2019	Electronic	No	

### 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 two tabs: Main data, and Files.

The Main data tab displays general information on the folder and the required document.

The screenshot shows a window titled "DOCUMENT DATASHEET" with a close button (X) in the top right corner. Below the title bar are "Save" and "Cancel" buttons. The window is divided into two tabs: "MAIN DATA" (selected) and "FILES". The "MAIN DATA" tab contains the following fields:

- FOLDER:** A text field containing "programmes/prog\_1/cfps/cfp\_1/applications/app\_5".
- METHOD OF SUBMISSION:** A dropdown menu with "Electronic" selected.
- DOCUMENT ID:** A text field containing "2016/000-000-0072".
- DATE OF PREPARATION:** A text field containing "24/05/2016".
- TYPE:** An empty text field.
- SUBJECT:** A text field containing "Construction plans (engineering plans, descriptions)".
- PREPARED BY (USER ID):** A text field containing "FOAPPUSER\_0000000002".
- PREPARED BY (USER NAME):** A text field containing "SRBapp".
- CHANNEL:** A dropdown menu with "Electronic" selected.
- MANDATORY:** A checkbox that is currently unchecked.
- DESCRIPTION:** A text field containing "Construction plans (engineering plans, descriptions): Construction plan and technical description submitted for the building perm".
- LANGUAGE OF THE DOCUMENT:** A dropdown menu with "Original" selected.
- TO BE SUBMITTED IN ORIGINAL OR COPY:** A dropdown menu with "Copy" selected.

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.

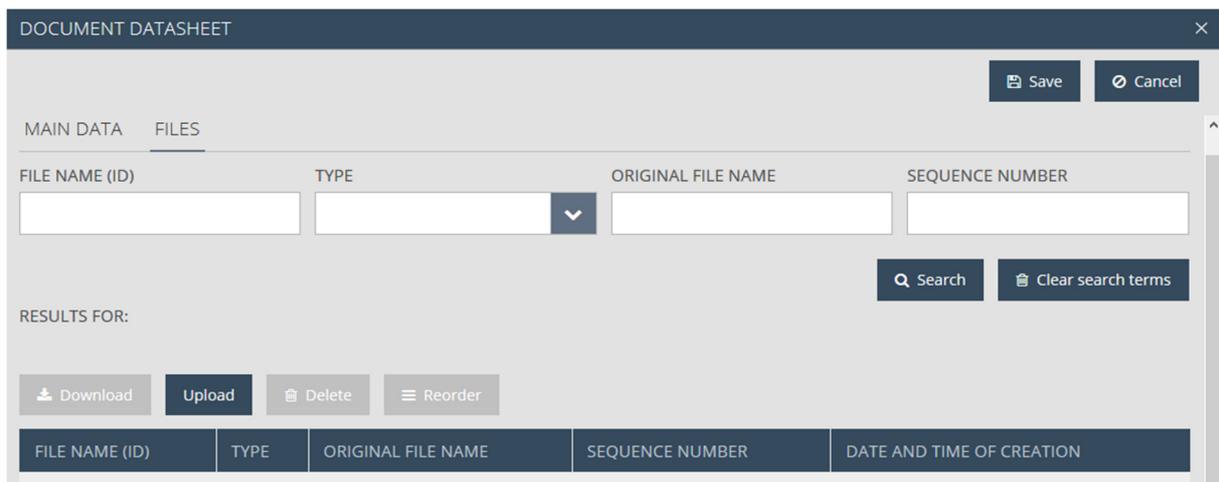
Under the Files tab you can manage the document upload itself:

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:

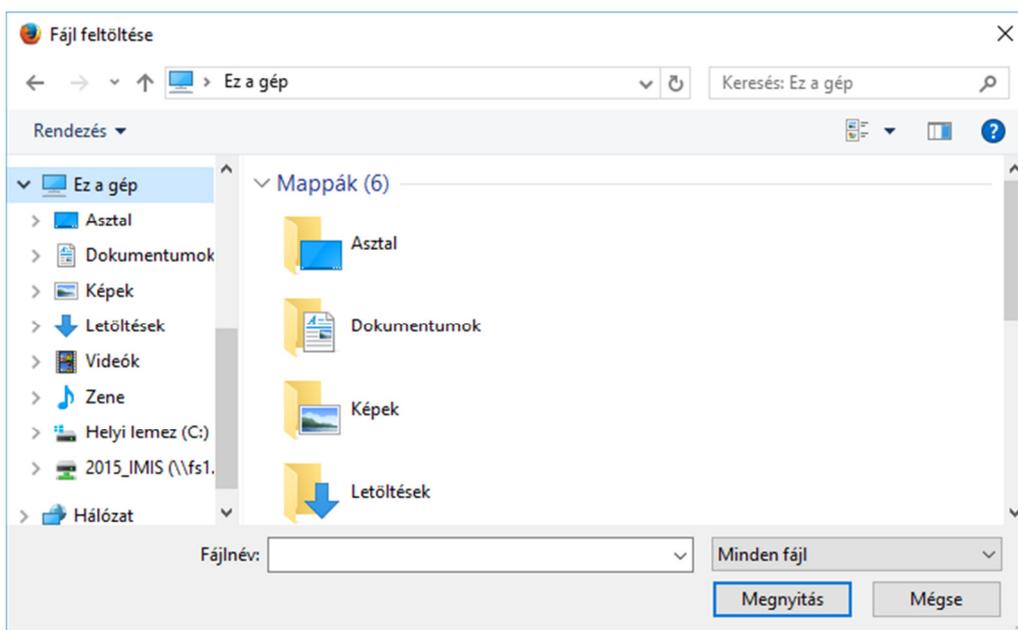
- **Download** – download the file.
- **Upload** – upload a new file.
- **Delete** – delete an existing file.
- **Reorder** – change the order of existing files.



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 per file.** 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.

DOCUMENT DATASHEET ✕

Save Cancel

MAIN DATA **FILES**

FILE NAME (ID) TYPE ORIGINAL FILE NAME SEQUENCE NUMBER

Search Clear search terms

RESULTS FOR:

Download **Upload** Delete Reorder

FILE NAME (ID)	TYPE	ORIGINAL FILE NAME	SEQUENCE NUMBER	DATE AND TIME OF CREATION
2_008.png	PNG	Documents.png	1	25/05/2016 08:36:37

« < Page:  / 1 > » Refresh Print Total: 1

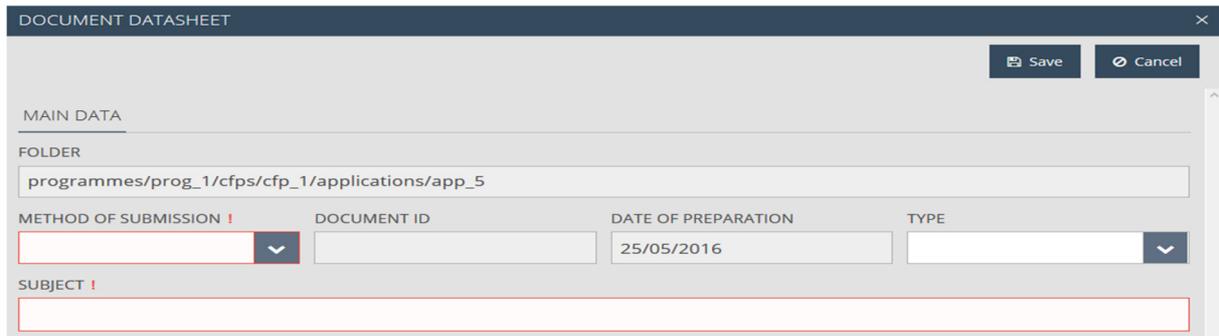
Hit on page:  Dropdown Print

#### 4.15.2 Creating a New Document

**Please avoid creating New folder(s) for uploadable documents (annexes)!!!**

**It is obligatory to use the predefined folder structure for the requested annexes of the application!**

All required documents have their own folder already created. However, in very exceptional case, if you would like to upload other type of documents not listed in the predefined folder system, you have to create a separate folder for it by clicking on the New button. This opens an empty Document datasheet window where you have to fill in the relevant fields (with red coloured frame) under the Main data tab.



The screenshot shows a window titled "DOCUMENT DATASHEET" with a close button (X) in the top right corner. Below the title bar are "Save" and "Cancel" buttons. The main content area is labeled "MAIN DATA" and contains several input fields:

- FOLDER:** A text input field containing the path "programmes/prog\_1/cfps/cfp\_1/applications/app\_5".
- METHOD OF SUBMISSION:** A dropdown menu with a red border and a downward arrow.
- DOCUMENT ID:** An empty text input field.
- DATE OF PREPARATION:** A text input field containing "25/05/2016".
- TYPE:** A dropdown menu with a downward arrow.
- SUBJECT:** A large empty text input field with a red border.

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 in the fields in the Document datasheet tab, 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.

- MAIN MENU
- ▼ APPLICATION
  - New
  - Search
- ADMINISTRATION
- ▼ PERSONAL SETTINGS
  - Change Password
  - Change E-mail

APPLICATION FORM 
Save 

INFORMATION REMINDER ↓

PAYMENT FORECAST   PROJECT TEAM   INFRASTRUCTURE AND WORKS   DOCUMENTS ◀ ▶

**SUBMITTED DOCUMENTS**

 View
 New
 Modify
 Delete

ORI	DOCUMENT ID	TYPE	SUBJECT	DATE OF PREPARATION	METHOD OF SUBMISSION	MANDATORY
30	2019/000-047-8937	Annexes	3. Declaration of the LB	09/01/2019	Electronic	No
29	2019/000-047-8938	Annexes	4. Declaration of the B (other than the LB)	09/01/2019	Electronic	No
28	2019/000-047-8939	Annexes	5. Partnership Statement	09/01/2019	Electronic	Yes

## 5 Modifying, Viewing and Deleting Applications

The screenshot shows the 'APPLICATION SEARCH' interface. At the top, there are four search filters: 'CALL FOR PROPOSALS ID', 'CALL FOR PROPOSALS NAME', 'APPLICATION ID', and 'APPLICATION STATUS'. Below these is a 'PROJECT ACRONYM' filter. To the right of the filters are 'Search' and 'Clear search terms' buttons. Below the filters is a 'RESULTS FOR:' label. Underneath, there is a row of action buttons: 'View', 'Modify', 'Drop', 'Generate Application Form', 'Check and Generate Certification', and 'Submit'. At the bottom, there is a table with the following data:

CALL FOR PROPOSALS ID	CALL FOR PROPOSALS NAME	APPLICATION ID	APPLICATION STATUS	PROJECT ACRONYM	APP. VE NUM.
HUHR/1801_004	2nd Call for Proposals		Under preparation	TestProjectAcronym	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.

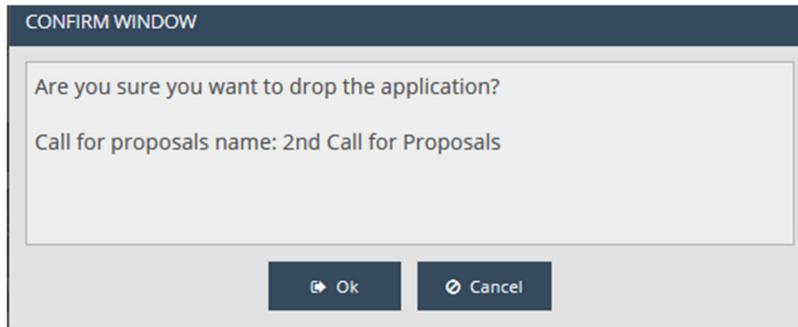
This opens the interface used for creating applications, allowing you to edit the data. You can save your modifications as described in 4.17, or you can interrupt the process without saving by clicking on a menu item or the header.

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

### 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

APPLICATION SEARCH ↻

CALL FOR PROPOSALS ID <input type="text"/>	CALL FOR PROPOSALS NAME <input type="text"/>	APPLICATION ID <input type="text"/>	APPLICATION STATUS <input type="text" value="▼"/>
PROJECT ACRONYM <input type="text"/>			

🔍 Search
🗑️ Clear search terms

RESULTS FOR:

👁️ View
✎️ Modify
🗑️ Drop
📄 Generate Application Form
✔️ Check and Generate Certification
✉️ Submit

CALL FOR PROPOSALS ID	CALL FOR PROPOSALS NAME	APPLICATION ID	APPLICATION STATUS	PROJECT ACRONYM	APP. VE NUM.
HUHR/1801_004	2nd Call for Proposals		Under preparation	TestProjectAcronym	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.

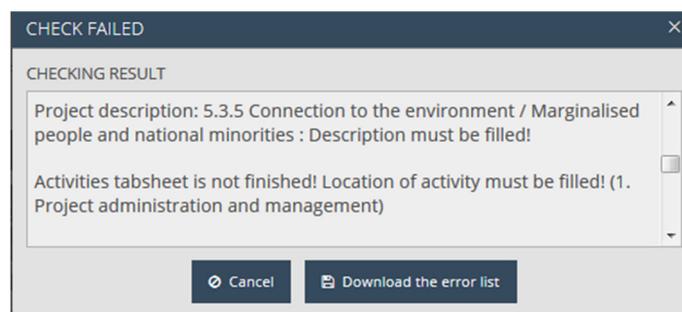
This opens a download window, in which you can open or save the form (in PDF format). As the data is only finalised upon submission, *DRAFT* is written in the header and footer of the generated form.

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

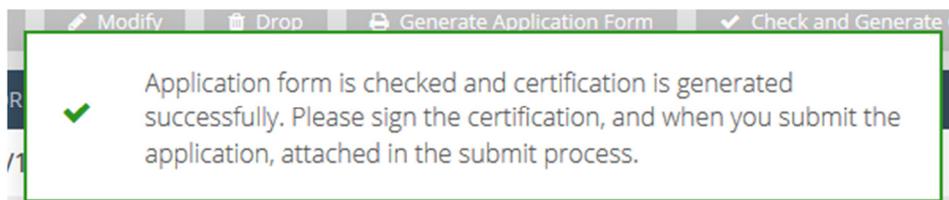
## 7 Submitting Applications

After filling in 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 **after saving and printing it, please sign it officially!**



You can use the **Check and Generate certification** function any time to check a tab during preparing the application.

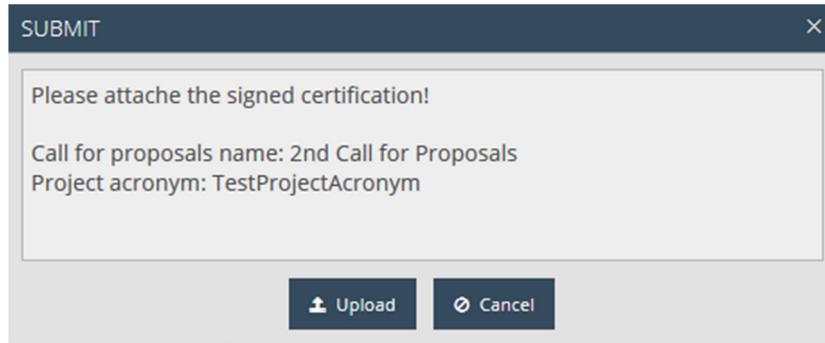
In order to submit an application, click on Application/Search, select the application you wish to submit, then click on **Submit**. (A successful automatic check is a prerequisite to Submit; if the *Submit* button is inactive, run the check first by clicking on the *Check and Generate certification* 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 printed, signed and scanned certification. You can do this by clicking on the *Upload* button, please click on it and **upload the printed, officially signed and scanned certification**.

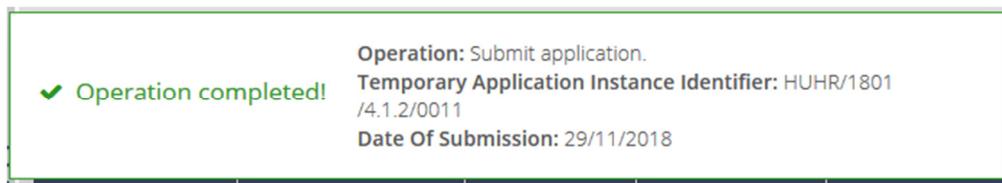
It is important that the uploaded signed (stamped) and scanned Certification belongs to the relevant application (namely: the Component, Project acronym, Lead Beneficiary, name and position of the

signatory (statutory) representative of the LB are identical on the Certification and on the relevant screens of the given application in the system as well as on the establishing documents, extract from register, specimen of signature uploaded as annex of the application). Mixing up certifications and project proposals leads to rejection! See details in Guidelines for Applicants chapter 4.2.1 List of documents to be submitted.



When in the process of Uploading the signed and scanned Certificate, please **pay extra attention to select and click on the appropriate file saved on your computer**, because at the moment of clicking on it in your file uploading window, the application is submitted. There is no chance to go back and change the selected file, once it is clicked on or opened for upload!

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.



After the application is submitted, 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.

**Please note that the system is not sending a warning message when the submission deadline has expired, but since the system registers the submission of the application by inserting the exact submission date and time as well as the project ID onto the system generated final version of the submitted Application Form top of the first page, the eligibility of keeping the submission deadline will be decided upon that data. Submitted application after the official deadline will be subject of rejection.**

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

Please note that the project Identification number is created by the system at the moment when the application is submitted to/received by the Back Office of the system. For later reference purposes it is the project ID number and the project Acronym which is mostly used during communication between the applicant and the programme bodies.

MAIN MENU

- APPLICATION
  - New
  - Search
- ADMINISTRATION
  - PERSONAL SETTINGS
    - Change Password
    - Change E-mail

APPLICATION SEARCH

CALL FOR PROPOSALS ID    CALL FOR PROPOSALS NAME    APPLICATION ID    APPLICATION STATUS

PROJECT ACRONYM

Search    Clear search terms

RESULTS FOR:

View    Modify    Drop    Generate Application Form    Check and Generate Certification    Submit

CALL FOR PROPOSALS ID	CALL FOR PROPOSALS NAME	APPLICATION ID	APPLICATION STATUS	PROJECT ACRONYM	APP. VE NUM.
HUHR/1801_004	2nd Call for Proposals	HUHR/1801/4.1.2/0011	Submitted	TestProjectAcronym	1
HUHR/1801_004	2nd Call for Proposals		Dropped project		1

**We wish you a successful application!**