Interreg
EUROPEAN UNION
France (Channel Manche) England
European Regional Development Fund

eMS
Technical Guidance

Version 6.0 – 01/04/22

The Interreg VA France (Channel) England Programme is co-financed by European Regional Development Funds.

Contents

The Interreg VA France (Channel) England Programme is co-financed by European Regional Development Funds.

This guidance contains key technical information on the operation and use of the electronic Monitoring System (eMS) – the current system used for submitting applications to the France (Channel) England Programme. To apply for a regular project or a micro-project, you will be required to complete and submit an Application Form (AF) via eMS. We highly recommend you read this document carefully before starting to use eMS. This technical guidance on eMS complements the Programme Manual.

1. Introduction

1.1 Regular and Micro-Projects

The Programme has two types of projects: Regular and Micro Projects. The characteristics of the two types of projects are set out in the Programme Manual. Based on the characteristics of your project, you will apply either as a:

Regular project or **Micro-project –** for which there is a single-phase application procedure.

1.2 About eMS

eMS is a web application, which can be accessed with recent versions of the most common browsers (e.g. Microsoft Edge, Internet Explorer, Mozilla Firefox, and Google Chrome). However, we advise that you use either Microsoft Edge or Google Chrome as certain functionalities do not work properly on the other web browsers.

1.3 Support when using eMS during application stage and implementation stage

Questions related to the technical functioning of eMS should be directed to eMS@norfolk.gov.uk. **Please include the project/application name, partner name and any other important information (call under which you are applying, FLC organisation, report number, etc.).**

All questions related to the content of the application should be directed to our Programme Facilitators. Once an application has been approved any queries related to the implementation of the project should be directed to our Programme Finance and Appraisal team through interregV@norfolk.gov.uk.

Please note that the availability of the team to answer questions or to solve technical issues may be limited at certain times, especially towards the final deadline of a call. Therefore, you should attempt to fill in and submit your application in due time, to avoid any problems.

Please note that the Programme developed a glossary of terms.

1.4 Submitting the application under a call

All project applications must be fully completed and submitted before the deadline for applications which are published on the Programme website. An Application Form which is filled in but not submitted will be considered as a draft will not be assessed.

It is important to select the relevant call for application as the process for submitting the application forms for regular projects and micro projects differs slightly:

Regular projects

All Regular Project Applications will need to be submitted under the call named Call 11-Single Phase which will be open until the last call in 2021. Applicants will need to choose the Selection Sub Committee they wish to be considered for and submit the application form before 11.59pm English time (12.59am French time) on deadline dates are available on the Programme website.

In the case of missing the deadline, the application form will be considered for the next Selection Sub Committee. The applicant will also be able to amend the application form. Targeted projects should apply following the same procedure as the regular projects.

Micro projects

eMS will be open for project applications during specifically designated calls for applications. The opening and closing dates are available on the Programme website. eMS will be opened at 12pm English time (1pm French time) on the start date specified and closed at 11.59 pm English time (12.59am French time) on the end date of the call. The system will only be able to receive an application until 11.59pm (12.59am French time) on the end date of the call.

In the case of missing the deadline and wishing to apply in the next call, the applicant will need to create a new project during the following call.

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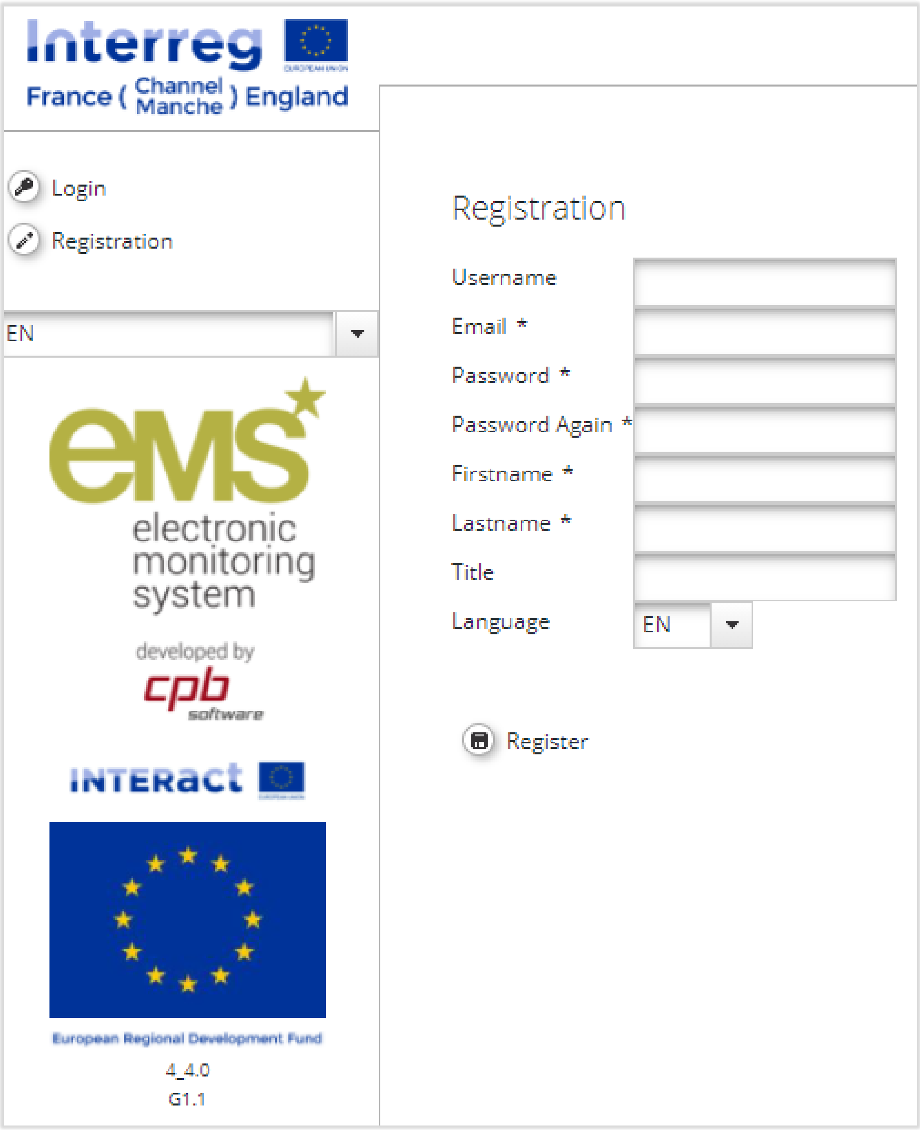
2. eMS management

2.1 Registration

eMS can be accessed through the following link https://emschannelmanche.norfolk.gov.uk/ems/ or on Programme webpage (by clicking the banner on the main page). Please note that there are other Interreg Programmes that also use eMS. It is highly important that all users ensure that they register in the eMS relevant to the France Channel England Programme. The France Channel England logo will be displayed on top left side of all eMS pages, including the registration page.

To get an access to eMS, all users must register by clicking on "Register" on the homepage, which will take them to the registration page where they need to provide their credentials in the registration form (**Fig. 1**).

Fig. 1 eMS registration form



Username: This is the username you will use to log into the system.

Email: the email address of the applicant or beneficiary. During the application stage, the LP's email should correspond to the email from which the application will be submitted.

Password: password used to access eMS. Please use a combination of upper and lower-case letters, digits and special characters ($, @, # etc.).

First name / Last name / Title: Contact details; personal information of the appropriate person to contact.

Language: Upon entering eMS English is the default language. This can be changed to French using the dropdown menu that appears at the bottom of the left-hand menu.

Following the registration, a confirmation email will be automatically sent to the email address provided in the registration form (please check your junk folder if the confirmation email does not appear in your inbox). Only after confirmation, will you be able to log in to eMS and work on an Application Form (AF) or project implementation reports. In section "User Account" you can change your password and amend your personal data at any time.

Important notice: Each eMS user is responsible for all actions done with their username and must keep their username and password safe.

Important notice: when an eMS user ceases using eMS, the JS must be notified by email to eMS@norfolk.gov.uk to deactivate the account.

If there is a change of project coordinator in the LP organisation, the new project coordinator should register and contact the team via the mailbox ems@norfolk.gov.uk providing the username. Following this step, the JS will grant the LP access to the new project coordinator.

In case the password is forgotten, it can be restored by clicking "Forgot Password" (**Fig. 2** and **3**).

Fig. 2 Restoring password

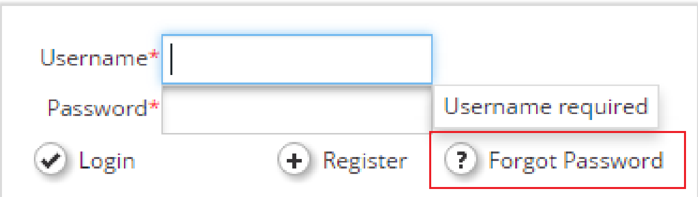
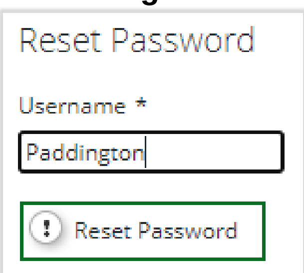
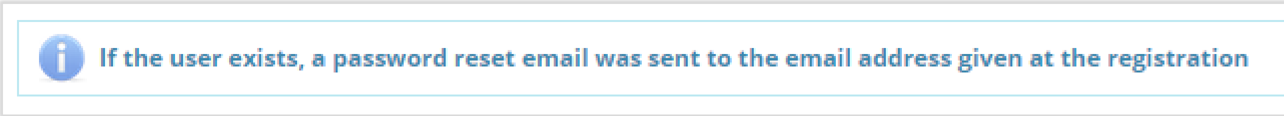


Fig. 3



You will then receive an e-mail with instructions on how to proceed further for resetting the password (**Fig. 4**).

Fig. 4 Password reset email sent



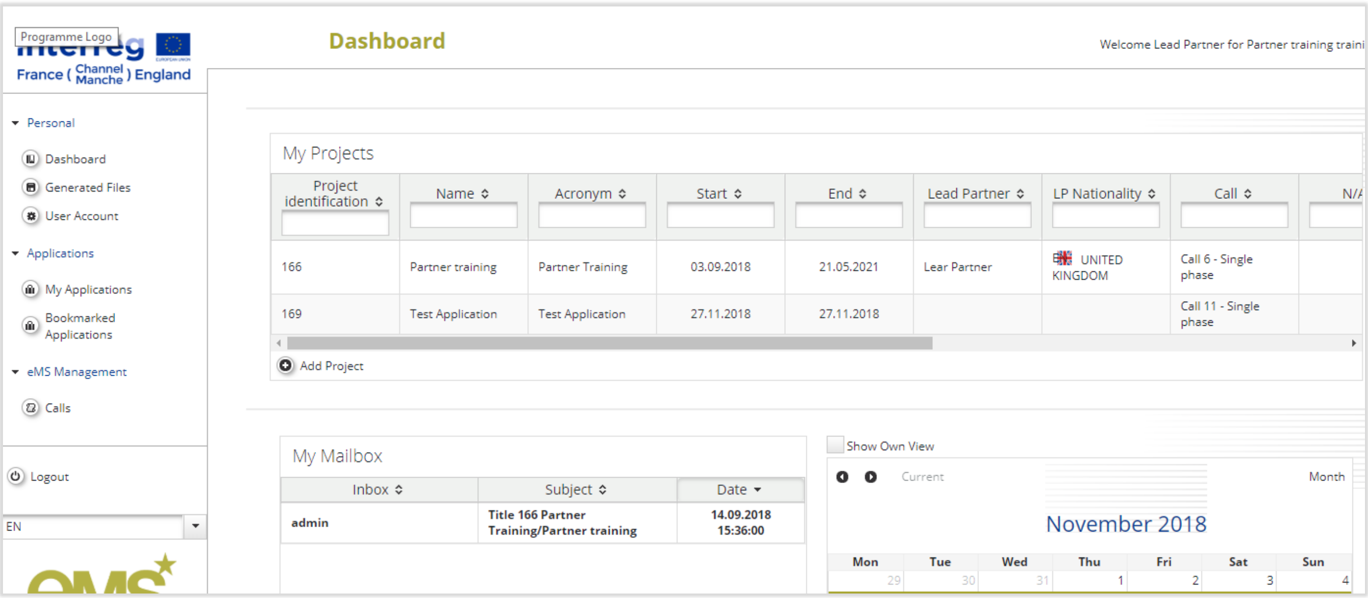
If you have forgotten your username, please send an email to the eMS mailbox: eMS@norfolk.gov.uk

Your password is confidential, please never disclose it to anyone, even in your correspondence with the JS or ems@norfolk.gov.uk

2.2 Dashboard, Application Form and Report view menu

When logged into eMS, main page (Dashboard) you will see the menu on the left side and in the sections “My projects”, and “Calendar" (**Fig. 5**). On the “Calendar” you will see the open call - Call 11-Single Phase for regular and targeted projects and the opening and closing times of the call for Micro Project Applications.

Fig. 5 Dashboard



The left side menu of the Dashboard contains the following buttons (**Fig. 6**):

1) Personal:

- Dashboard – enter to the Dashboard.
- Generated Files –displays all Pdf files generated by the user.
- User Account – details about user; the option to change your password, personal data, personalise the Dashboard.

2) Applications:

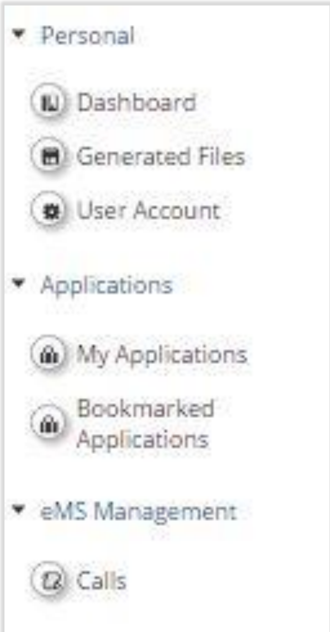
- My Applications – your list of applications in development and submitted applications.
- Bookmarked Applications – your selected applications for quick access.

3) eMS Management:

- Calls – calls for proposals published by the Programme. This area contains the option to create applications for open calls, by creating and submitting an Application Form.

4) Logout – logout of eMS.

Fig. 6 Left side menu of Dashboard



When in the **Application Form view** (when the Application Form is open, and the first information is saved) you will see the left side menu with the following sections (**Fig. 7** left):

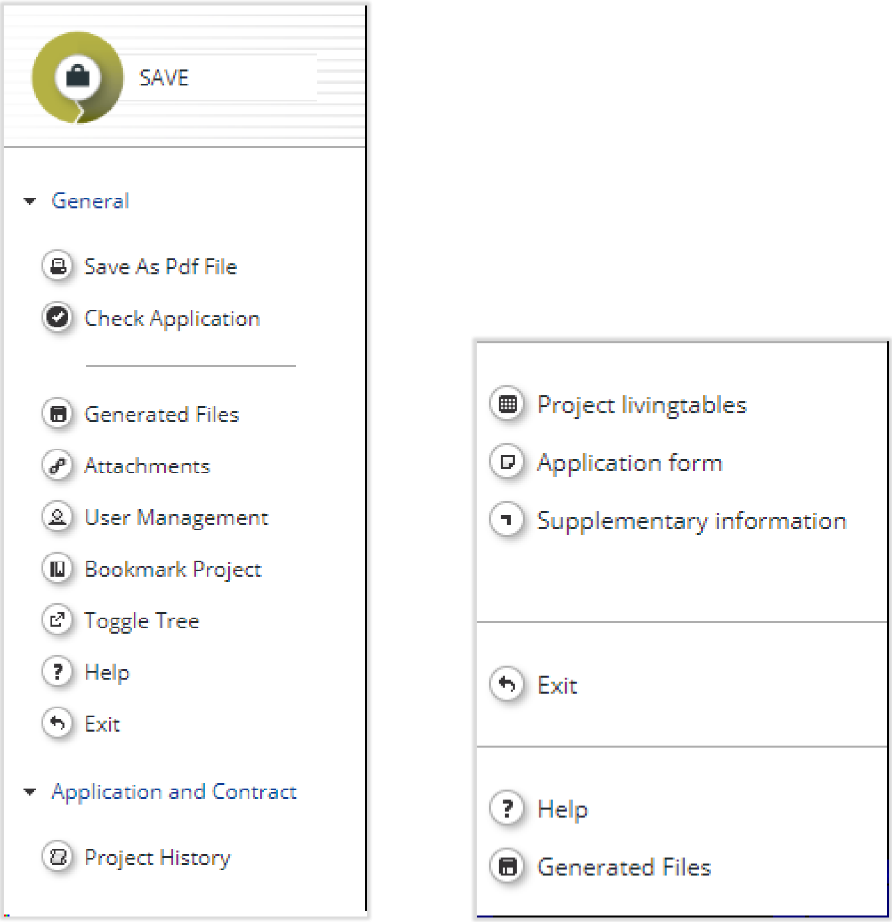
- Save – saves data entered in the Application Form. Automatic saving is not a feature of eMS.
- Save as Pdf File – saves a copy of the Application Form as a Pdf file. In 3-4 minutes after clicking, "Save as Pdf File," a PDF version of the Application Form will appear in section, "Generated files."
- Check Application – Clicking here eMS will indicate which sections still need completing.
- Generated Files – displays all generated Pdf files.
- Attachments – section where applicants can upload documents.
- User Management – it is possible to add/remove user's access to an Application Form.
- Bookmark Project – it is possible to mark the application for easier and quicker access. Once an application is bookmarked, it will appear in section "Bookmarked Applications" on the left side menu of the Dashboard.
- Toggle Tree – this open/closes a navigation pane for easier access to the sections of the Application Form, which appears on the right side of the Application Form.

- Help – we encourage all applicants to contact eMS@norfolk.gov.uk if they require help with eMS.
- Exit – exit from the application to the Dashboard.
- Project History – overview of actions performed with the Application Form.

When in the **Reports view** (when the project has been approved and contracted) you will see the left side menu with the following sections (**Fig. 7** right):

- Project living tables- accesses the general project expenditure tables.
- Application form – accesses the application form the project implementation must follow and reports must be based on.
- Supplementary information – accesses project management sections (project management, bank information, user assignment, procurements) only the LP will have access to this
- Exit - exit from the project report page to the Dashboard.
- Help - we encourage all applicants to contact eMS@norfolk.gov.uk if they require help with eMS.
- Generated Files - displays all generated Pdf files.

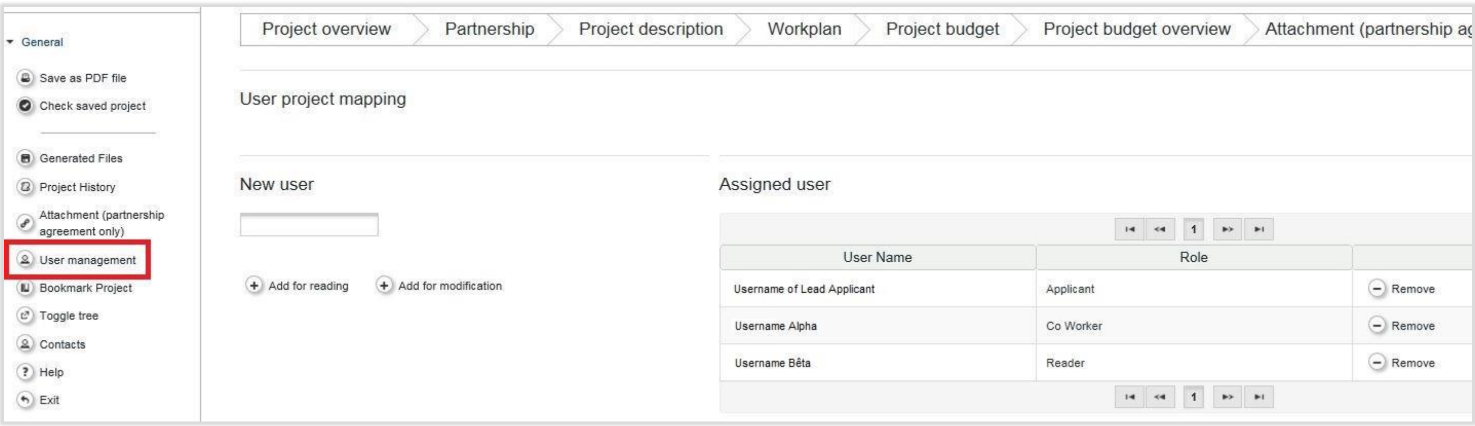
Fig. 7 Left side menu in the Application Form view (left) and Reports view (right)



2.3 User management and User Assignment

At the **application stage** the LP profile can only be allocated to one person from the LP organisation. The LP profile can grant access rights to other users, namely the Project Partners (PPs), to the Application Form (AF) or Micro Project Application Form (MAF). As a result, other applicants must first register on eMS as users and then provide the LP with their username. The LP can then enable new users in the “User Management” section (**Fig. 8**). Users can be granted either read-only rights (“add for reading”) or edit and add data rights (“add for modification”). Please note that the LP is responsible for the submission of the AF/MAF and certain automatically generated emails (e.g. confirmation of AF/MAF submission) will be sent only to the email address of the LP. Therefore, the holder of the LP profile should be the contact person of the LP organisation (project coordinator).

Fig. 8 User Management at application stage



<u>Important notice:</u> It is possible for different users to work on an application at the same time. When doing so, users must make sure they are not working simultaneously in the same section or sub-section as this <u>might create potential loss of data</u>. **The JS strongly advises partnerships to work together on the eMS application [offline template](). Once finalised and after reviewed by a Programme Facilitator, it is advised only the LP enters the project data onto eMS, including information on each PP**.

During the **implementation stage** the LP will need to grant access rights to other users assigning them to each Project Partner organisation. The LP is able to do so by clicking on the left menu “supplementary information” (**Fig. 9**) and then on the tab “user assignment” (**Fig. 10**).

The LP can also allocate other users to act as LP to support them in their LP role. It is important all the users assigned with LP rights work for the LP organisation. As a result, other beneficiaries must first register on eMS as users and then provide the LP with their username. Users can be granted either read-only rights (“add read only user”) or edit and add data rights (“add read/write user"). Please note the LP is responsible for the submission of the project report and will be able to access all partner reports. Therefore, the holder of the LP profile should be the contact person of the LP organisation (project coordinator).

Important notice: it is the responsibility of the LP to remove any users assigned in their project who no longer work on the project and to inform the JS to deactivate the users accounts. The LP should send ems@norfolk.gov.uk an email with the usernames of the eMS users which need to be deactivated.

Fig. 9 Supplementary information button

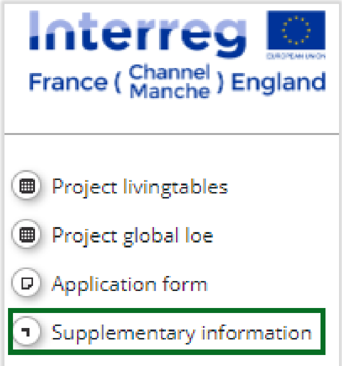
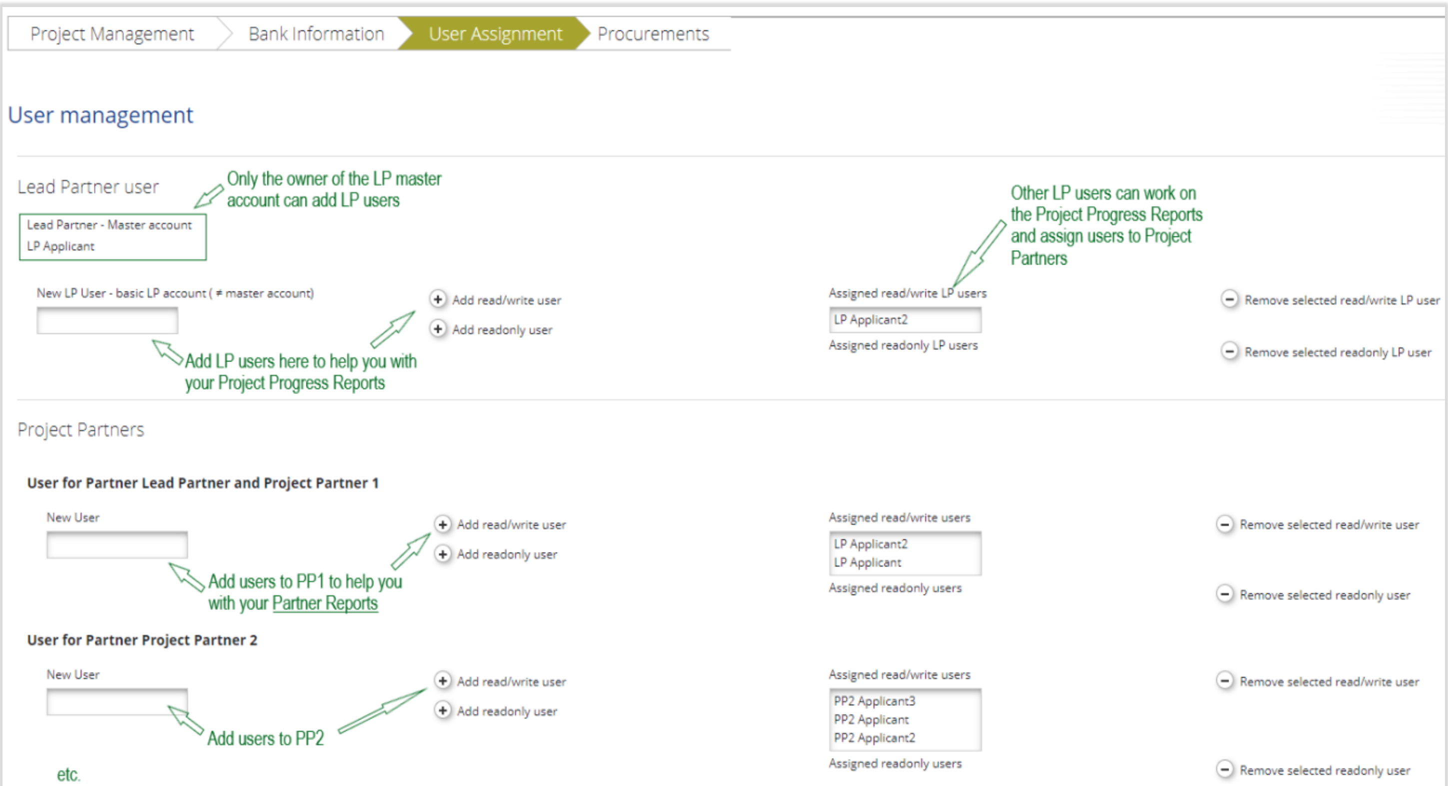


Fig. 10 User Assignment at implementation stage



2.4 Filling an application

After signing in to eMS, to create your application click on “add project” (**Fig. 11**) in the section “My Applications”. From this page you can select whether you are applying for a regular or a micro-project (**Fig. 12**).

Fig. 11 Accessing the Application Form

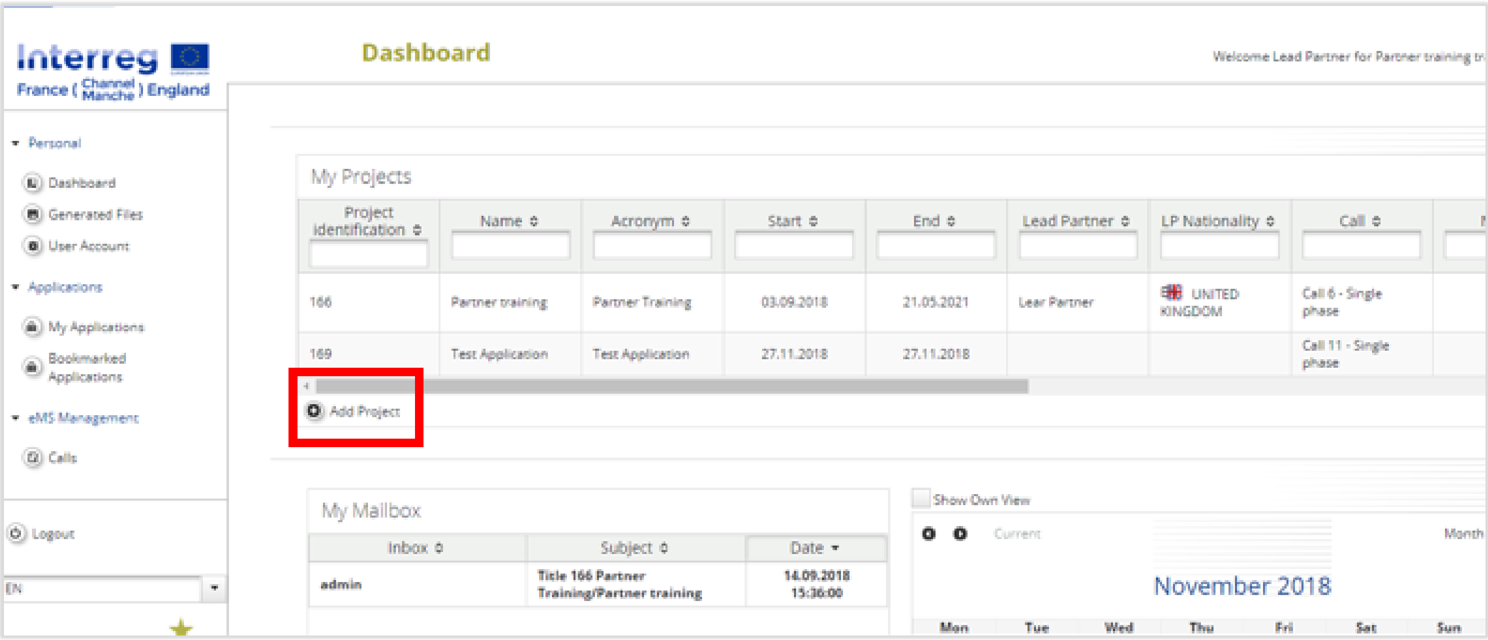


Fig. 12 Applying for the call for proposals

Name	Start date	First Phase Deadline	End date	Description	Attachments	
Call 4 for Micro-Projects	10.10.2018		24.10.2018			Apply
Call 12 - Single phase	06.09.2018		23.10.2018			Apply
Call 11 - Single phase	05.06.2018		30.06.2020			Apply

Important notice: A good way to prepare an application is to prepare a word file which can be easily exchanged and discussed with your partners. **Content can then be copy-pasted into the Application Form in eMS.** Working documents, including a word version of the application form are available on the Programme website.

<u>The following important aspects must be remembered when filling in the AF:</u>

- eMS does not provide any warning or request of confirmation before leaving a section of the AF or before logging out. Always remember **to save the data before leaving** a section in the AF (Save button on upper left corner –
Fig. otherwise, data may be lost!

- **Make sure that the data has been saved and that you are not just under the impression that it has;** certain fields are mandatory and need to be filled in to be able to save. **After pushing the save button, the list of fields not filled in is shown <u>on top of the page</u>. <u>Check for potential error messages at the top of your page</u> and if a message appears, then the information has not been saved.**

- Please note that you will be automatically logged out from eMS if it stays open for more than 30 minutes without any activity.

- Do not use the “Enter” key of your keyboard to save data while completing the forms as it may lead to unexpected results. Always use the commands provided by the eMS interface.

- Fields in eMS have character limits. The correct maximum number of maximum characters allowed is indicated in at the bottom-right corner of the box. Be aware that characters more than this limit could prevent you from copy pasting text into the eMS box. **There may be a difference between the number of characters shown on a Word document and on eMS. For example, a line break counts as up to 10 characters on eMS.**

- Please note that you can create a Pdf file of the AF at any time of its development by pressing the “Save As Pdf File” button. You will find the created Pdf file(s) in the general menu in the section “Generated Files”. Be aware the saving of the Pdf document in the file browser might take several minutes.

- Once the AF is at an advanced stage, we recommend you perform the automatic checks on the correctness of data entered into the AF. This check is done by pressing the “Check Application” button on the left side menu.

Fig. 13 Save button

The system then performs several automatic checks on several formal requirements. If all automatic checks are successfully passed, the message “Success” will be displayed on the top-right corner of the screen. If one of the automatic checks finds an issue, an error message appears on top of the page and the AF will have to be amended accordingly.

- We advise you do not leave submitting your AF to the very last minute before the Call or deadline closure. **All the project applications must be submitted before the published deadline.** In addition, for Micro Project Applications s**ubmission will no longer be technically possible after the announced deadlines of the Call**. As submission is possible from any internet connection, **no exception to this rule will be granted.**

- We advise that you carefully read the Programme Manual.

The Application Form can be saved as a Pdf file by clicking ‘*Save as Pdf file*’ on the left-hand side menu (**Fig. 13**). By clicking on this button, the Pdf creation is put into a work queue and will be processed in the background. After a few minutes the Pdf can be found in ‘*Generated files*’ on the left-hand side menu (you have to exit the project to see the full menu) where it can be downloaded or deleted.

3. Regular Project

3.1 Application Form

An offline (word format) template of the Application Form is available on the Programme website:

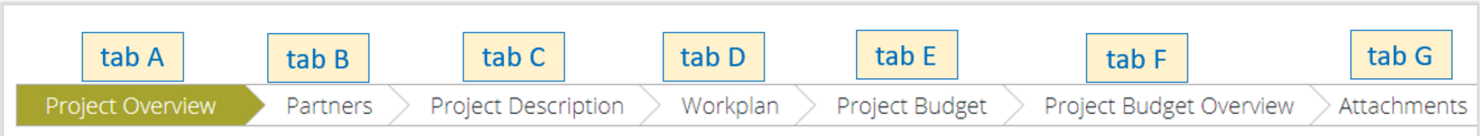
The Application Form consists of several sections and subsections which are listed below. The sections appear on the top on the interface. The subsection appears when clicking on the sections. When clicking on a subsection, the questions related to this subsection appear on the screen.

The tree below is structured using the following rationale:

- Section
  - Subsection
    - Question

The Application Form consists of the following sections which have to be filled in (**Fig. 14**):

Fig. 14 Application Form tabs



- Project Overview (tab A)
    - Project Identification (A.1.1)
    - Project Summary (A.1.2)
- Partners (tab B)
- Project Description (tab C)
  - Project Relevance (C.1)
    - Common Territorial Challenges (C.1.1)
    - Project Challenges and Approach (C.1.2)
    - Cross-Border Added-Value (C.1.3)
    - Value for Money (C.1.4)
  - Project Focus (C.2)
    - Programme Priority Specific Objective (C.2.1)
    - Project specific objective (C.2.2)
    - Programme Result Indicator (C.2.3)
    - Project Main Result (C.2.4)
    - Durability / sustainability of project outputs and results (C.2.5)
    - Transferability of project outputs (C.2.6)
  - Project Context (C.3)
    - Wider strategies and policies (C.3.1)
    - Synergies (C.3.2)

        - Location of project activities (C.3.3)
    - Horizontal Principles (C.4)
        - Sustainable development
        - Equal opportunities and non-discrimination
        - Equality between men and women
- Work Plan (tab D)
    - Work Package List (D.1)
        - WP P Preparation
        - WP M Management
        - WP T Implementation
        - WP C Communication
    - Target Groups (D.2)
    - Define Periods (D.3)
- Project Budget (tab E)
    - Partner Budget
    - Project Budget per Period (E.1)
- Project Budget Overview (tab F) – set of automatic tables
- Attachments (tab G)
    - Annex 1: De Minimis Form (for each PP)
    - Annex 2: Description of project Investment (if any)
    - Draft Partnership Agreement
    - Letters of Engagement (In case of external match-funding or shared costs)
    - Letters of Intent and organisation charts (for each)
    - A copy of the last three years of accounts must be provided (for private partners)
    - Covering Letter

The Application Form can be completed in the chosen order after creating it (exemptions described in the section 3.1.5 Project Budget). To create an Application Form, please select "Add Project" in section "My projects" or enter section "EMS Management" "Calls" from the Dashboard (**Fig. 11**). After that you will be forwarded to section "Calls" where you should choose (by clicking button "Apply") the call for proposals for which you would like to apply (**Fig. 12**). If button "Apply" is not active or it is in light grey, it means that the respective call for proposals is closed. It is necessary to enter the Acronym and the Project Title to be able to save the created Application Form.

3.1.1 Project Overview (tab A)

In this section, you should provide the basic information about the project. Afterwards it will be used by the Programme on the website, as well as in publications about approved projects in the Programme. Please do the following:

a) Select from a drop-down list the **Programme Priority** and the **Programme Priority Specific Objective** your project contributes to.

b) Insert your **project acronym**. It should be up to 20 characters long, pronounceable and should allow an easy identification of the project. The use of the acronym is necessary for efficient communication and administration, especially when presenting statistics.

c) Insert your **project title**. The title should contain words describing the project's content. We recommend that the title does not exceed 60 characters including spaces – **Please note that the project title can be the same as the project acronym**.

d) Insert your project **duration** for the period the project activities will be implemented. The duration is calculated automatically, in months. The official start date of the project is the date of approval by the SSC and related project expenditure is eligible from that date. However, all project activities which are implemented before the Grant Offer is signed are done so at the project's own risk. Please be realistic when estimating the time that is needed for the implementation of all project activities.

The SSC dates are available on the [Programme website](). You should consult with your [Programme Facilitator]() to determine a likely date for approval. It will be possible to amend this date after final approval, so this date is not binding on the project.

e) Insert your Project Summary. You need to write a short overview of the project in English and French (**Fig. 15**)

Fig. 15 Application Form – Project Summary

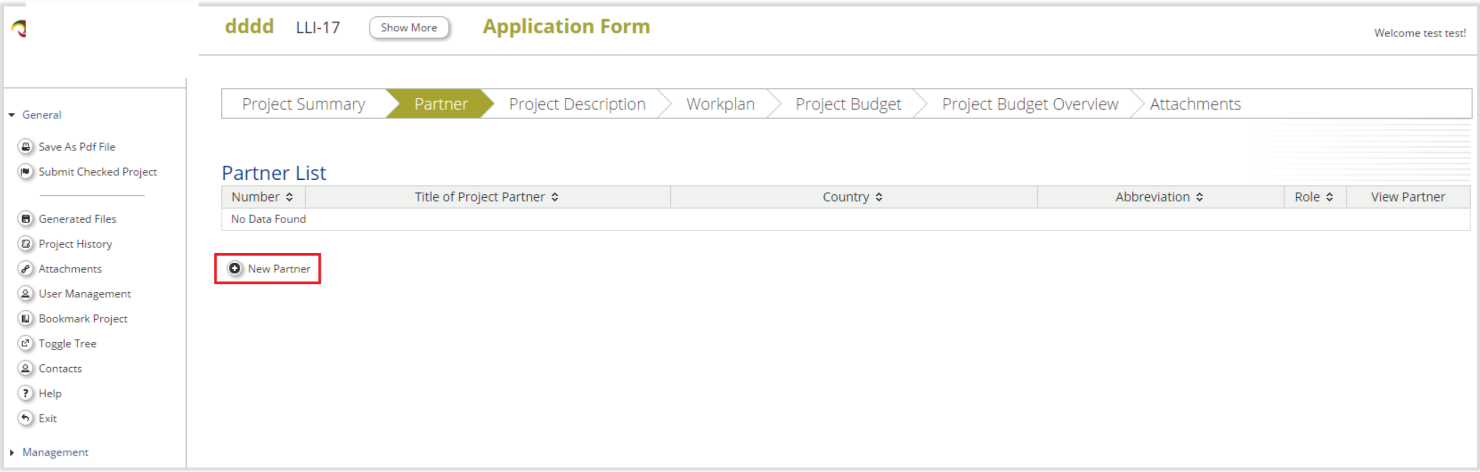
<u>Important notice:</u> <u>Please remember to click the on the "*Save*" button to save the data entered, otherwise the data may be lost</u>!

3.1.2 Partner (tab B)

The section “Partner” is to be completed entering data about the LP and PPs participating in the project. This section contains basic information about the project partnership. According to Programme requirements, a project must involve at least one English and one French partner, which are registered or permanently located and actively operating in the Programme Area. The full requirements for a partnership are set out in Guidance Note 3 of the [Programme Manual.]

To add information about LP or PP please enter section “Partner” and choose “New partner” (**Fig. 16**)

Fig. 16 Entering data about Project Partners



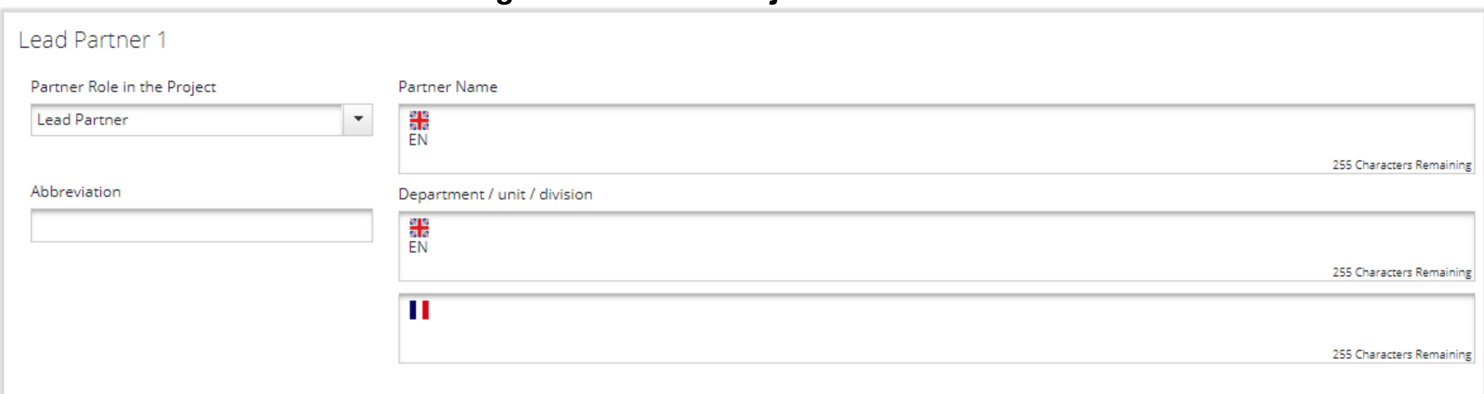
Information about each PP should be filled in. The LP is automatically defined as “PP1”.

To enter information about the LP and PPs please do the following:

1) In input section “LP / PP” (**Fig. 17**)

- select role of the PP in the project (LP or PP) from a drop-down list;
- insert Abbreviation and name of the organisation in its national language;
- insert name of the department / unit / division within the organisation (if relevant).

Fig. 17 Section “Project Partner”



2) In section “Address” provide the PP address. Country and regions should be chosen from drop-down lists using NUTS classification system[1]. Please provide also webpage address (if applicable).

3) In input section “Legal and Financial Information”:

- select legal status of the PP from a drop-down list:

- If LP/PP’s institution is public authority, please select from a drop-down list – regional public authority, national public authority or local public authority.

- Specify whether your organisation is entitled to recover VAT based on national legislation for the activities implemented in the project (choose one option - “no/yes/partly”). If option “partly” is selected, please specify how VAT is going to be recovered. Please specify the VAT number of the organisation.
- if the organisation does not have VAT number, please untick the box, and specify another national identifying number as well as the type of identifying number in the next input field (ex: SIRET/SIREN company registration, charity registration).

4) In section “Legal Representative” specify the contact details of the organisation authorised representative, i.e. the person authorised to commit organisation’s resources (name, last name, e-mail address, telephone) and in input section “Project Coordinator” provide contact details of the project coordinator, i.e. the officer implementing the project (name, last name, e-mail address, telephone).

5) In section “Experiences of Partner” please enter information about the organisation’s thematic competences and experiences relevant for the project.

6) In section “Benefit” please describe the benefit that the organisation gets from participating in the project.

7) In section “Other International Projects” specify information about the organisation’s experience in participating in and/or managing EU co-financed projects or other international projects.

Important notice: Please remember to click on the “Save” button to save the data entered, otherwise the data may be lost**!**

3.1.3 Project Description (tab C)

This section provides information on project context (relevance and strategy) and cooperation character which will be assessed during the quality assessment according to the strategic criteria. Detailed information about the quality assessment criteria can be found in Guidance Note 5 of the Programme Manual.

[1] NUTS stands for Nomenclature of Territorial Units for Statistics, and refers to geographical areas used for gathering statistics by the European Union. The full list of NUTS3 areas in the programme can be found in Guidance Note 3 of the Programme Manual.

3.1.3.1 Project Relevance (C.1)

- **Common Territorial Challenge**
- **Project Challenges and Approach**
- **Cross Border added value**
- **Value for money**

Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!

3.1.3.2 Project Focus (C.2)

The sub-section "Project Focus" presents the intervention logic of the project which is composed of the following elements.

- **Programme Priority Specific Objective**
- **Project Specific Objective**
- **Programme result indicator**
- **Project main results**

Please also provide information about the long-term strategy of the project:

- **Durability / sustainability of project outputs and results**
- **Transferability of project outputs**

For more information on the programme intervention logic, please consult Guidance Note 2 of the Programme Manual.

Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!

3.1.3.3 Project Context (C.3)

Information provided in sub-section "Project Context" will be used for project's strategic assessment according to criteria "Project's context (relevance and strategy), and cooperation character". For more detail on these criteria, please consult Guidance Note 5 of the Programme Manual.

To fill in the sub-section "**Project Context**" please do the following:

1) Specify information in the input field "**Wider strategies and policies**" by describing project's contribution to European/national/regional/local strategies and policies, particularly, those concerning the project or Programme Area.

2) Specify information in the input field "**Synergies**" by describing the synergies with past or current EU and other projects or initiatives the project makes use of. Please describe what added value the current project would bring to any previously funded projects.

3) Specify information about the "**Location of project activities**" by listing the NUTS codes for the relevant areas of the Programme Area. Please also indicate if any of the activities will be implemented outside of the Programme Area? If yes, please explain why it would not be possible to do it within the FCE area

Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!

3.1.3.4 Horizontal Principles (C.4)

Please complete the sub-section" Horizontal Principles" and indicate whether the project will have positive, neutral or negative impact on each horizontal principle and justify the choice in the description area.

All projects supported by the Programme must be in line with horizontal principles:

1) Sustainable development;

2) Equal opportunities and non-discrimination;

3) Equality between men and women.

Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!

3.1.4 Work Plan (tab D)

The section "Work Plan" sets out the timeline of the project activity, broken down by Work Packages. Information presented in this section will be assessed according to strategic criteria "Project's contribution to Programme's objectives, results and project main outputs," and as a part of the operational criteria for "Management," "Communication," and "Workplan" sections. For more information on these criteria please consult Guidance Note 5 of the Programme Manual.

Please consider some useful tips for the preparation of the work plan:

- Plan the activities in a logical way and in chronological order.
- Evaluate the time needed to carry out all the activities.
- Plan time generously in the case of data comparison or harmonisation processes; partnerships require a lot of time to agree on the details.
- Be aware that reporting and communication take time.
- Include activities that foster further use of the project main outputs or continuation of the project work.

Before preparing the work plan please be familiar with the following definitions:

Work Package (WP) – a group of activities defined in the work plan. The programme requires 2 mandatory Work Packages (Management (WP M) and Communication (WP C), and then partners define the substantive activities of their project. In addition, there is a WP P, which should contain details of the Project Preparation. For more details on Work Packages, please consult Guidance Note 3 of the Programme Manual.

Project activities – specific tasks planned by the LP/PPs in order to reach the deliverables. Each WP (except WP "Preparation") is divided into activities. Activities must lead to the development of one or more project main outputs.

Project deliverables – the physical evidence of what has been produced through an activity or as the physical evidence/support of the project main output that was produced through an activity. Project deliverables are not requested to be specified for WP "Preparation".

Project main outputs – the outcomes obtained following the implementation of project activities. Each project main output should be captured by a **Programme Output Indicator** and should directly contribute to the achievement of the project result.

Target group – individuals and/or organisations directly positively affected by the project main outputs. They do not necessarily receive Programme funding or are not even necessarily directly involved in the project. The target groups may exploit project main outputs for their own benefit.

Please note that the Programme developed a glossary of terms.

It is important to create the Work Plan before creating the budget, as the budget entries will need to be categorised per Work Package.

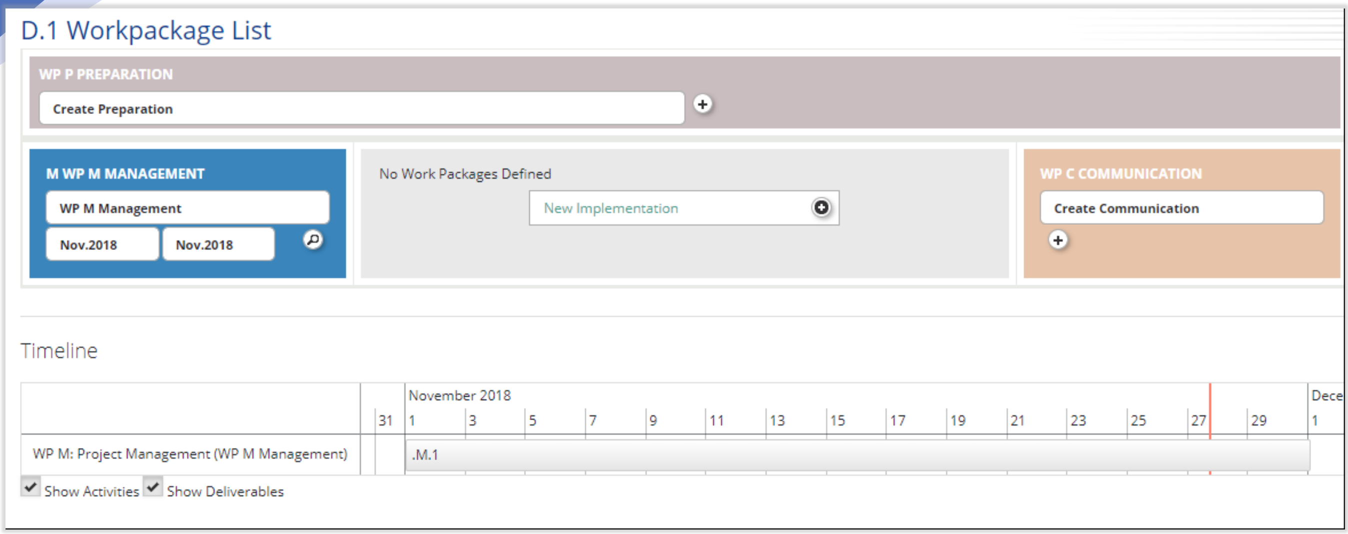
Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!

3.1.4.1 Work Package List (D.1)

The first sub-section "Work Package List" presents an overview of all defined WPs and timeline for the project implementation (as a Gantt chart[3]) with displayed project main outputs, activities and deliverables (**Fig. 18**).

[3] Gantt chart illustrates the start and finish dates of the terminal elements and summary elements of a project. Terminal elements and summary elements comprise the work breakdown structure of the project.

Fig. 18 Work Package List



There are five different types of WPs to be used by the project for activities planning:

0) **WP P Preparatio**n – **mandator**y for all projects. 1 per project

1) **WP M Management** – **mandatory** for all projects. 1 per project

2) **WP T Implementation** – **mandatory** for all projects. A maximum of 5 per project is allowed by the Programme.

3) **WP C Communication** – **mandatory** for all projects. 1 per project

Important notice: For WP P, WP M and WP C, once one of each is created, the sign will disappear as only one of each is allowed. This does not mean those WPs will be locked, the applicant can edit them. For implementation WPs the "new implementation +" button will still be available until reaching the maximum number of WPs allowed.

- WP P Preparation

The WP "Preparation" is mandatory for projects, which will request preparation costs to be paid by the Programme i.e. a lump sum of EUR 30,000 (ERDF co-financing) for preparation of the application.

The preparation cost lump sum will be paid to the approved projects that have signed Grant Offer Letter with the MA.

To create the WP "Preparation" please enter section "Work Package List", click on icon next to the "Create Preparation" box. **Please note that there could be only one WP "Preparation" per project.**

Please provide a summary description of activities carried out and contribution of each Partner.

There are specific rules on planning of the preparation costs in the project budget, please follow the instructions in the sub-section “Partner Budget” of this guidance.

Important notice: Please remember to click the “*Save*” button to save the data entered, otherwise data may be lost!

- WP M Management

WP “Management” is mandatory for all projects and **should contain the description of all activities related to the management of the project**. **Please note that there can be only one WP M “Management” per project.**

To enter the WP M “Management” please enter section “Work Package List” and click on “magnifying glass” icon in section “Management.”.

Project management is a mandatory Work Package for all projects and is automatically set as WP1. Click on the Work Package to insert its contents. Define the responsible partner for this Work Package and indicate other partners’ involvement in it.

Give a summary description of the activities and partner contributions related to the Work Package. Describe how the management on the strategic and operational level will be carried out in the project, specifically:

- Structure, responsibilities, and procedures for the day-to-day management and co-ordination
- Name and background of the management team (project, finance & communication officer)
- Communication within the partnership
- Reporting and evaluation procedures
- Risk and quality management
- Procedure and planning for the selection of the FLC
- Arrangements planned for all Partners to attend training

Describe activities, their start and end dates in this WP, as well as the deliverables and their target values (i.e. quantification). Please note that each activity must have a deliverable. We recommend you do not have a large number of deliverables under one activity. We advise you to split the activity into separate activities with a smaller number of deliverables. Describe how PPs are going to meet organisational, national and EU procurement requirements (if applicable).

Important notice: Please note that there are no automatic checks on the dates entered, therefore we advise you to check that they are correct before submission.

Important notice: Please remember to click the “*Save*” button to save the data entered, otherwise data may be lost!

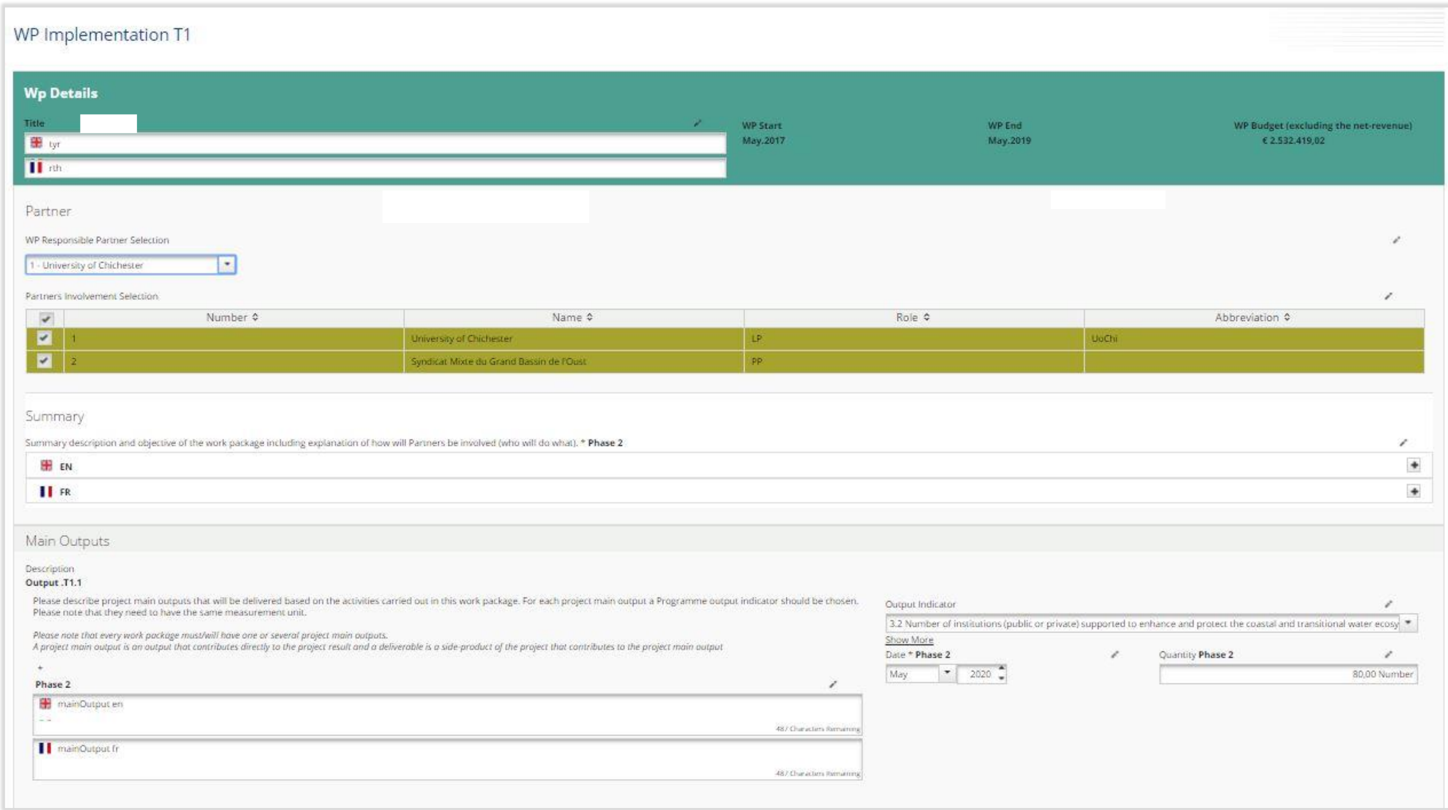
- <u>WPs T Implementation</u>

These Work packages set out the substantive work of the project. It is possible to have up to 5 implementation Work Packages depending on how many elements make up your project (WP T1 to T5).

The first step is to input the title of the WP and to select the responsible partner from the dropdown list. In the WP summary box, **provide an explanation on the partners' involvement in it. Give a summary on the WP and its objectives ([Fig. 19](#)).**

All Output Indicators are linked to the Programme's Specific Objectives and their Output Indicators (see below). Describe what the main outputs of the Work Package are and select the indicator(s) you will use to follow how the output is being achieved. **Remember you should only select the Output Indicator(s) of your chosen Specific Objectives, and not the indicators from other Programme Specific Objectives. Select the relevant Output Indicator(s) in the same way depending on which Programme Specific Objective your project contributes to.**

Fig. 19 Implementation WPs



If your Work Package has more than one output, the other outputs can be added by clicking "*add output*" at the bottom of the main outputs section.

The fields for relating to the Output (Title, Description, and Output Indicator of Chosen Specific Objective) are automatically created for every Work Package. Fill these sections in for each Work

Package that contributes to the Programme Output Indicators. If a Work Package does not directly contribute to one of the Output Indicator, the fields should be used using the button 'Remove Output.'

If two Work Packages are contributing to the same specific Output Indicator, indicate it only in one of the Work Packages as this indicator will be calculated automatically adding up all Output Indicators form all Work Packages. For example, if each WP is a component part of a product that counts for 1 Output, then only enter it in one WP. However, if each WP is independently contributing to the outputs, then the relevant contribution should be indicated in each WP.

Next, define the target groups which will use the main outputs either by choosing the relevant one(s) from the dropdown menu or manually writing the name(s) of your target group(s). In the Target Groups section. This is done only once per Work Package.

The final step is to fill out the activities and deliverables and describe them. **An Implementation WP can have a maximum of 5 activities**. Also provide their start and end dates as well as target values. You can add activities and deliverables, if relevant, to the implementation activity. Please note each activity must have at least 1 deliverable. It is possible to have multiple deliverables, however we would recommend that you do not have a large amount of deliverables under one activity, but rather split the activity into separate activities with a smaller number of deliverables.

Remember to use the relevant boxes to describe how PPs are going to meet organisational, national and EU procurement requirements (if applicable).

Important notice: Please note that there are no automatic checks on the dates entered, therefore we advise you to check that they are correct before submission.

Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!

- WP C Communication

First define the responsible partner(s) for the Work Package. **Provide an explanation on the partners' involvement in it. Give a summary of the WP and its objectives.**

In this section describe how the communication will be carried out in the project, i.e. what the communication strategy is.

Ensure that you describe activities, their start and end dates in this WP, as well as the deliverables and their target values (i.e. quantification). Please note each activity must have a deliverable. We recommend you do not have a large number of deliverables under one activity. We advise, instead, to split the activity into separate activities with a smaller number of deliverables. Describe how PPs are going to meet organisational, national and EU procurement requirements (if applicable).

Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!

3.1.4.2 Target groups (D.2)

This section provides an overview of the target groups selected within WPs "Implementation". Please provide a description of each target group and quantify it. The target value should reflect individuals and/or organisations directly positively affected by the project main outputs. They do not necessarily need to be in receipt of Programme funding or be directly involved in the project, the target groups may exploit project main outputs for their own benefit. The targets groups relevant for the Programme are the following:

Nr	Main category	Examples	Sub category	Measurement unit
1	local public authority	municipality, etc.		[number of organisations]
2	regional public authority	regional council, etc.		[number of organisations]
3	national public authority	ministry, etc.		[number of organisations]
4	sectoral agency	local or regional development agency, environmental agency, energy agency, employment agency, etc.		[number of organisations]
5	infrastructure and (public) service provider	public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc.		[number of organisations]
6	interest groups including NGOs	international organisation, trade union, foundation, charity, voluntary association, club, etc.		[number of organisations]
7	higher education and research	university faculty, college, research institution, RTD facility, research cluster, etc.		[number of organisations]
8	education/training centre and school	primary, secondary, pre-school, vocational training, etc.		[number of organisations]
9	Enterprise			[number of enterprises]
10	SME	micro, small, medium		[number of SME]
11	business support organisation	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.		[number of organisations]
12	International organisation, EEIG	under national law, under international law	1) International organisation	[number of organisations]

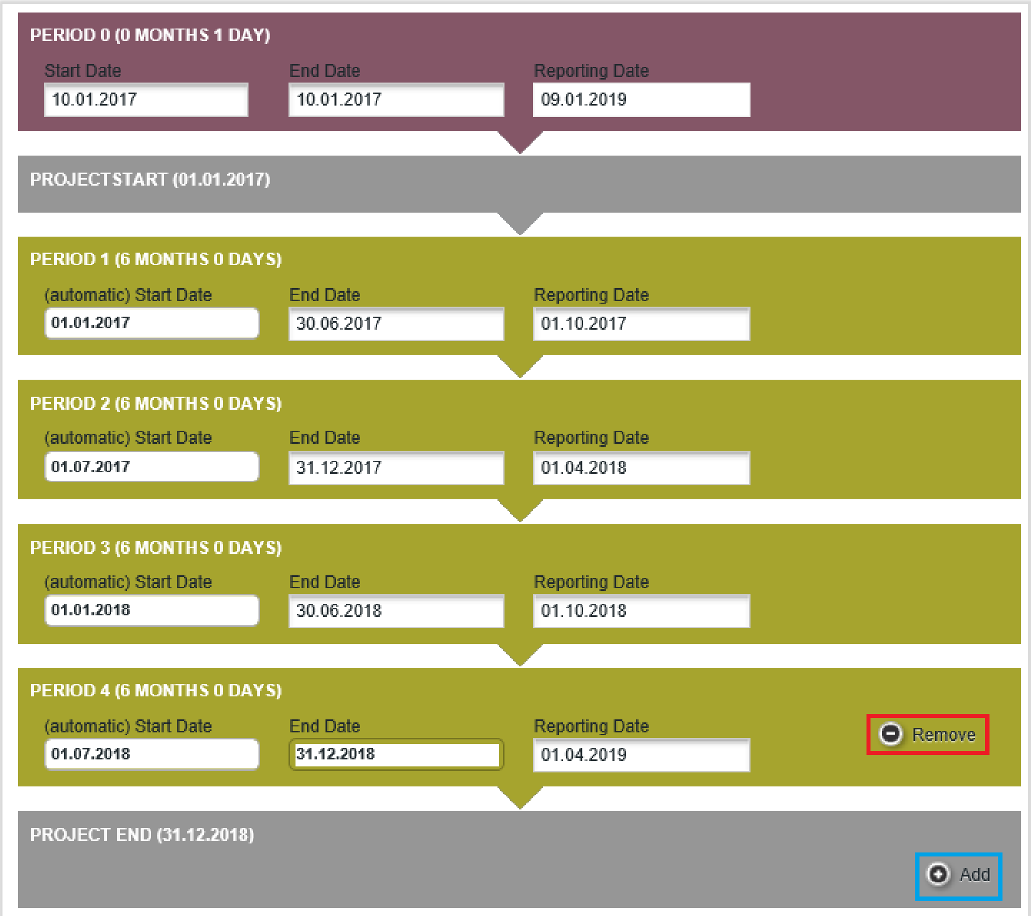
			under national law 2) International organisation under international law	
13	General public			[number of people]
14	Other			

Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!

3.1.4.3 Reporting Periods (D.3)

Before filling in the budget, please complete the section "*Define Periods*" to set reporting periods for the project (Fig. 20). As a Programme rule, **6 months reporting periods should be indicated**. Please note reporting periods must be specified manually by choosing dates on the calendar. To add or remove reporting periods, please click buttons "Remove" or "Add". **The reporting date must be also be entered manually by adding up to four months to the end of respective reporting period. Please note dates can be amended after project approval and before the signature of the Grant Offer Letter. The JS may request they are amended to ensure it has the capacity to process claims in a timely manner.**

Fig. 20 Define Periods



All periods should cover 6 months, except for Period 0 which covers the preparation phase, Period 1 which covers the first period and Period x which covers the project end date. Period x is the last period of the project, starts at the end of project implementation phase and lasts 3 months maximum (as indicated in the Grant Offer Letter).

Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!

3.1.5 Project Budget (tab E)

Important notice: Prior to filling in the project budget on eMS, you must fill in the section "Partner" (minimum PP organisation data should be entered) and the section "Define Periods" of the Application Form. Otherwise, you will not be able to access the budget. It is important to create the Work Plan before creating the budget, as the budget entries will need to be categorized per Work Package.

In this section you must plan the budget for implementation of project activities. Information presented in this section of the AF will be assessed during quality assessment according to operational assessment criteria “Budget”. Before preparing the project budget, we strongly advise you read the Guidance Note 8 of the Programme Manual.

Please consider some useful tips for the preparation of the project budget:

- Be realistic; check real costs.
- Project budget should reflect PPs’ involvement in the activities planned.
- Be aware that budgeting takes time therefore start early enough.
- Realistic approach to the inevitable delays at project start.

A working document (in excel format) has been published by the Programme to help you to draft your budget and is available from the downloadable documents tab of our Programme website:

The document “eMS_Project Budget” is composed of several tabs where the following project information is requested:

- the name of each Partner, starting with the Lead Partner

- the total planned budget for each Partner per WP and per BL

- the co-financing rate for that Partner (each cell is limited to a maximum of 69%).

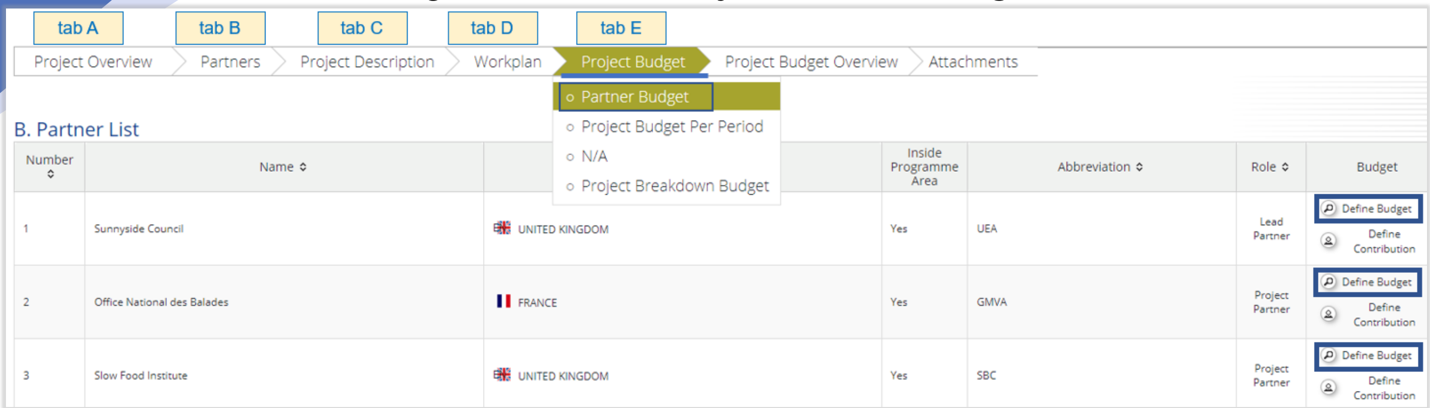
- the amount of contributions which will be private/public

- for the details on external match-funding and project revenue it is possible for each PP to fill in its personal budget in eMS by its own. To do this, the LP needs to assign modification rights for each PP (see instructions in section 2.3 “User Management”). It is up to the project partnership to decide whether each PP fills in its personal budget or the LP will fill in budgets for each PP on behalf of all partnership. Please bear in mind that granting modification access allows PPs to amend any part of the application.

3.1.5.1 Partner Budget

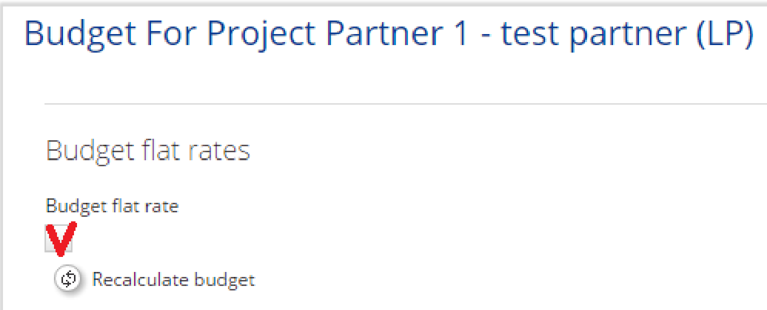
You can get access to PP’s budget form by entering section “Partner Budget” and clicking on “Define Budget” or anywhere on the line for the relevant PP in the list of PPs (**Fig. 21**):

Fig. 21 Access to Project Partner’s budget



<u>Important notice:</u> On the top of section with LP/PP’s budget you must select the use of flat rates – tick the box “Budget flat rates” (Fig. 22). If this is not selected it will lead to errors within the budget.

Fig. 22 Budget flat rates

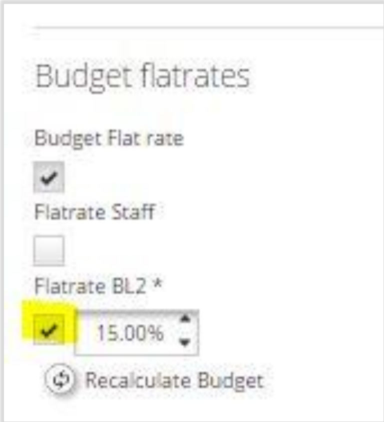


After that, eMS will inform you that the sub-budget lines for which the flat rates are applied will be hidden (**Fig. 23**).

Fig. 23 Message about flat rates

Then, the flat rate for BL “Office and Administration” costs is automatically selected with a rate of 15% (**Fig. 24**). **Please do not change the rate because it is defined for all projects.** More information in the Guidance Note 8 of the [Programme Manual.]

Fig. 24 Setting flat rates



If you would like to choose flat rate for staff costs, please tick box "Flat rate staff" and enter rate 20%, which is set for all projects and cannot be changed.

<u>Important notice:</u> The box "Flatrate BL2" has to be ticked before inputting any data in the budget.

<u>Important notice:</u> The rate of "Flatrate BL2" has to be 15% (Fig. 24)

Detailed information about planning staff is presented below:

Fig. 25 Expenditure categories per WPs

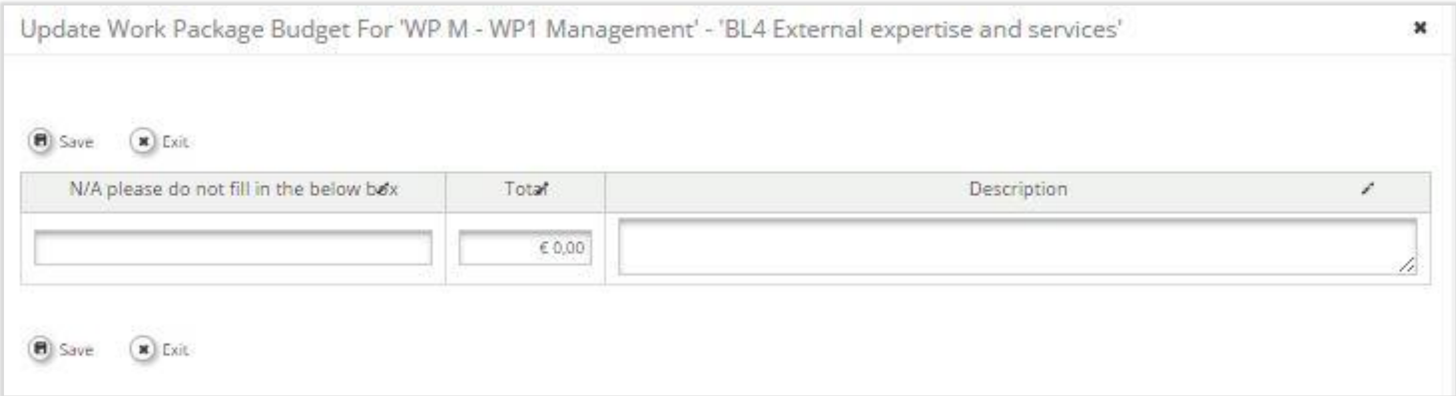
Budget Line	WP P - WP0 Preparation	WP M - WP1 Management	WP T1 - [redacted]	WP T2 - [redacted]	WP T3 - [redacted]	WP T4 - [redacted]	WP T5 - [redacted]	WP C - WP2 Communication	Sum
BL1 Staff costs	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 219.000,00
	€ 0,00	€ 60.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 219.000,00
	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 24.000,00	€ 0,00	€ 0,00	€ 135.000,00	€ 219.000,00
BL2 Office and administration	€ 0,00	€ 9.000,00	€ 0,00	€ 0,00	€ 3.600,00	€ 0,00	€ 0,00	€ 20.250,00	€ 32.850,00
BL3 Travel and accomodation	€ 0,00	€ 32.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 52.000,00
	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 20.000,00	€ 52.000,00
BL4 External expertise and services	€ 0,00	€ 102.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 2.577.000,00
	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 75.000,00	€ 2.577.000,00
	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 2.400.000,00	€ 0,00	€ 0,00	€ 0,00	€ 2.577.000,00
BL5 Equipment									€ 0,00
BL6 Investment									€ 0,00
Net Revenue									€ 0,00
Sum	€ 0,00	€ 203.000,00	€ 0,00	€ 0,00	€ 2.427.600,00	€ 0,00	€ 0,00	€ 250.250,00	€ 2.880.850,00

Entering costs

Click on icon for the WP and BL under which costs shall be planned. You will see another pop-up window in which you should enter detailed information about the costs (**Fig. 26**). Please be aware there is a slightly different interface for BL1, staff costs, which is further explained in the relevant section of this manual.

Important notice: Please do not enter any budget in the first column "WP Preparation", these costs are covered by the preparation cost lump sum.

Fig. 26 Entering costs



Important notice: Due to technical reasons, the boxes under the column "N/A" (first column on the left – Fig. 26) must remain empty. It is however compulsory to enter a description of the budget line in the "description "boxes (last column on the right).

Important notice: Due to technical reasons, the description of costs needs to appear in both languages on the eMS comment box. Please specify the following data:

1) In input field "**total**" please indicate the total budget for the budget line under the Work Package.

2) In input field "**description**" please provide a description of the costs.

- **BL1 "Staff costs"**

Staff costs can be planned and reported either by:

1) Real costs method when real expenditure is reported and justified with the supporting documents; or
2) Flat rate method (20% of total eligible direct costs of PP), when PP does not need to document that expenditure has been incurred and paid.

It is possible to choose different staff costs reporting method for each PP. A project partnership can also choose to have one method for the project.

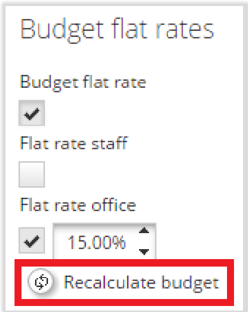
Important notice: Staff costs reporting method cannot be changed during project implementation.

- **Flat rate**

If you choose to apply the flat rate method, please tick the box “Flat rate staff” and enter a rate of 20%, which is set for all projects and cannot be changed (Please see the Guidance Note 8 of the [Programme Manual]). If flat rate method is applied, expenditures lines cannot be created under BL “Staff costs”, since staff costs are automatically calculated.

Important notice: If during the budget preparation phase, you change method for planning and reporting staff costs, please press button “Recalculate Budget” (Fig. 27).

Fig. 27 Recalculate budget



- **Real costs**

To enter the costs for each project staff member, please click on icon and a pop-up window will appear (**Fig. 28**).

Fig. 28 Costs under BL “Staff costs”

Please enter the following data:

1) In field “**total**” please indicate the total budget for the budget line under the Work Package.

2) In field “**description**” please provide a description of the costs. It corresponds to the description box of the Budget Excel working document.

Important notice: You do not need to select any value in the first column dropdown list

- **BL2 “Office and Administration”**

It is not possible to enter costs under BL “Office and Administration” because a 15% flat rate of BL “Staff costs” is **automatically applied**. Please refer to Guidance Note 8 of the Programme Manual for further detail.

- **BL3 “Travel and Accommodation”**

Press icon  to enter detailed information on costs in a pop-up window: enter **description** and **total costs.**
Please do not forget to plan travel and accommodation costs for participation in the Programme trainings or events under the WP “Management”.

Please be aware that project preparation costs should not be included in BL3 as they are covered by the preparation cost lump sum. The preparation costs are attributed to the LP budget.

- **BL4 “External Expertise and Services”**

Press icon  to enter detailed information on costs in a pop-up window: enter **description** and **total costs.**

Important notice: Please note FLC costs for PPs should be planned under BL “External expertise and services”, with the exception of the FLC checks being carried out by internal audit services for British universities or British local authorities. In this case, FLC internal costs should be planned under BL “Staff costs”.

- **BL5 “Equipment”**

Press icon  to enter detailed information on costs in a pop-up window: enter **description** and **total costs.**

A description of equipment items and specifications must be provided within the WPs as description of deliverable.

- **BL6 “Infrastructure and Works”**

Press icon  to enter detailed information on costs in a pop-up window: enter **description** and **total costs.**

- **"Net Revenue"**

When the project is expected to generate revenue, these net revenues must be included in the BL "Net Revenue". Single aggregated amount is to be included for the entire WP and period.

Please carefully read information about revenue generation in Guidance Note 10 of the Programme Manual.

Defining partner's contribution

Please enter section "Partner Budget" and click on button "Define Budget" for the relevant PP in the list of PPs.

Fig. 29 Defining partner's contribution in Partner List

Partner List

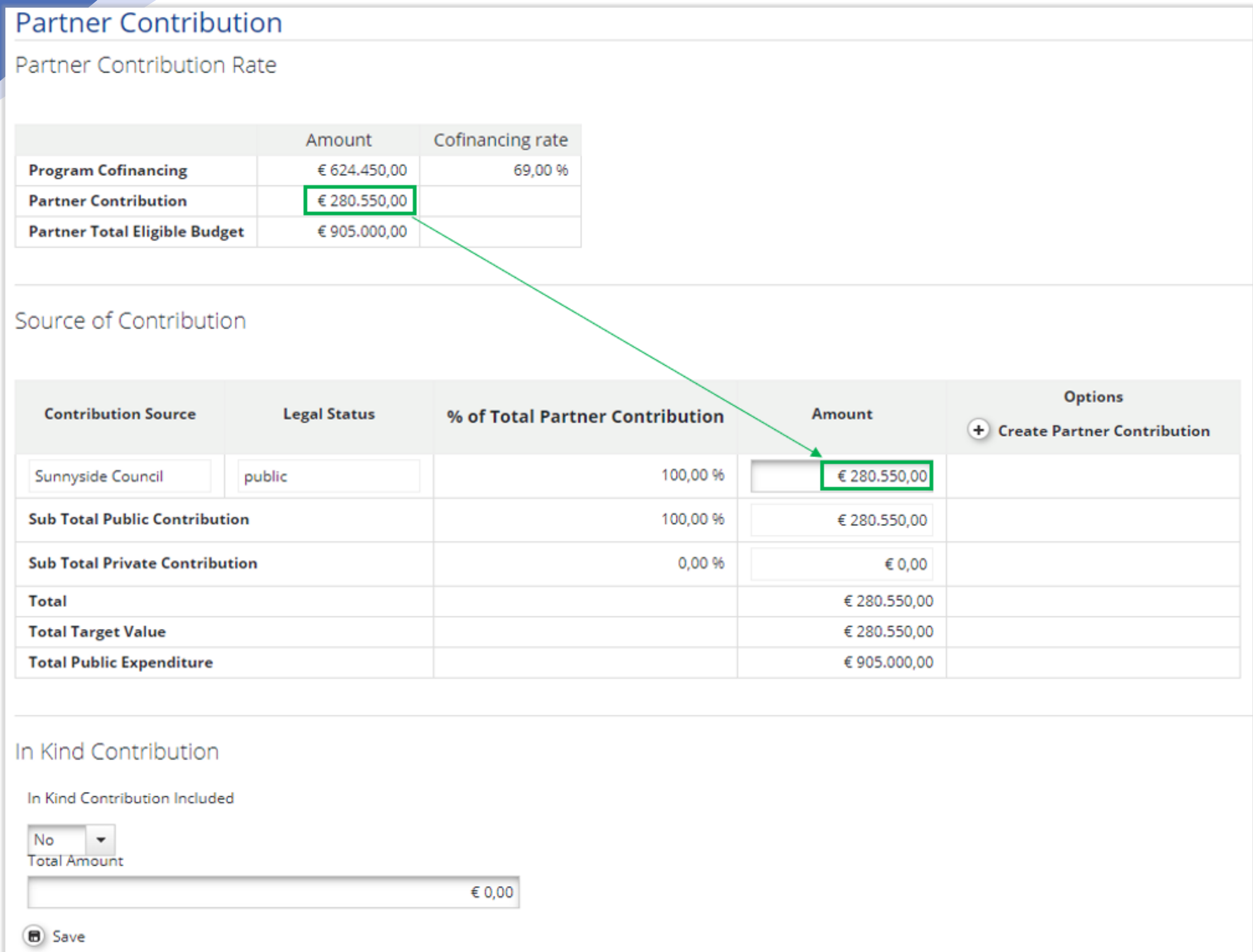
Number	Name	Nationality	Abbreviation	Role	Budget
1	test partner	ČESKÁ REPUBLIKA	LP_1	LP	Define Budget Define Contribution
2	test partner 2	LIETUVA	PP_2	PP	Define Budget Define Contribution

In section "Define Contribution", based on entered budget in section "Project Budget", you will see a breakdown of the project budget by ERDF co-financing (maximum 69%), co-financing (31%) and total eligible budget.

<u>Important notice:</u> Please ensure you enter the amount of contribution calculated by eMS (Fig. 30).

Failing this, you will get an error message when checking the application form (Fig. 35).

Fig. 30 Partner contribution

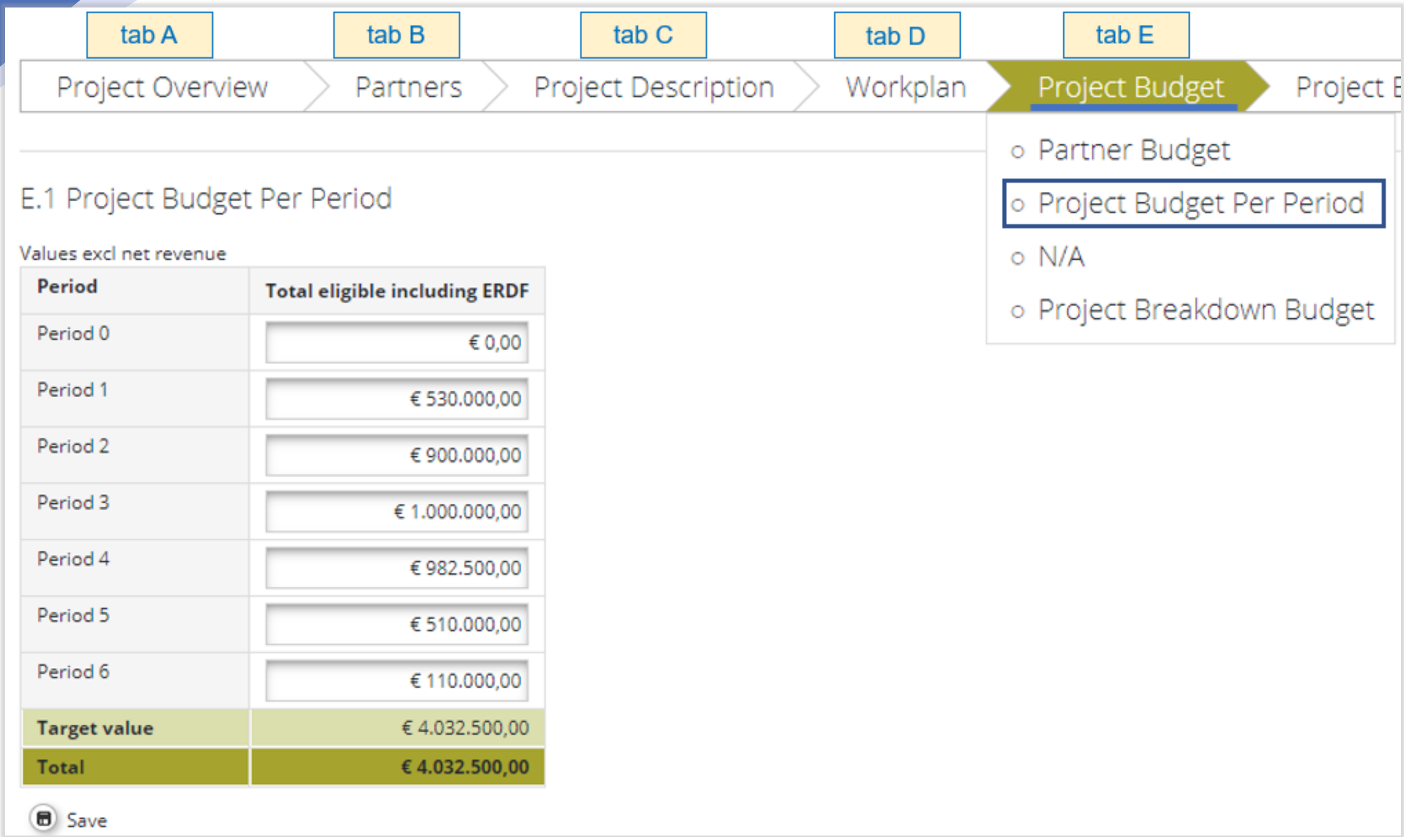


Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!

3.1.5.2 Project Budget per Period

Enter the total eligible budget per period in this table (Fig. 31).

Fig. 31 Project budget per period



3.1.6 Project Budget Overview (tab F)

The overall project budget entered at partner level can be seen in section “Project Budget Overview”.

There are different tables generated automatically to show the project budget from different perspectives:

Project Budget Overview (Total Values)

- Programme Co-financing
- Project budget per Partner per Budget Line
- Project budget per Period
- Project Budget per Partner per Work Package
- Project budget per Work Packages and Budget Lines
- In-Kind Contribution

Project Budget Overview (ERDF)

- Project budget per Partner per Budget Line

- Project Budget per Budget Line
- Project Budget per Work Package

3.1.7 Attachments (tab G)

In this section you must upload annexes according to Guidance Note 4 of the Programme Manual.

The Mandatory attachments are:

- Annex 1: De Minimis Form (for each PP)
- Annex 2: Description of project Investment (if any)
- Draft Partnership Agreement
- Letters of Engagement (In case of external match-funding or shared costs)
- Letters of Intent and organisation charts (for each PP)
- For organisations which are private sector (including charities), a copy of the last three years of accounts must be provided

Additional attachments:

- Covering Letter

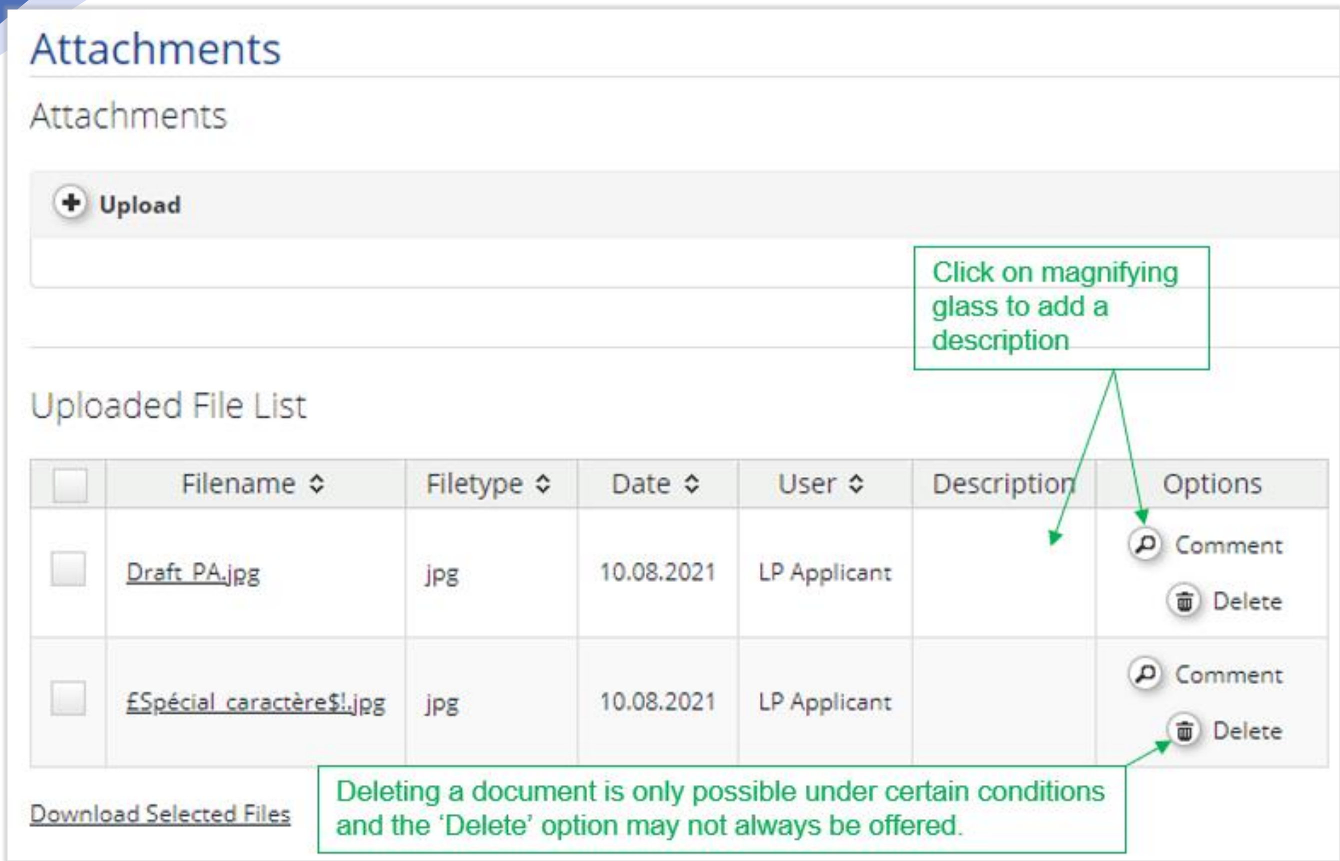
Important notice: Please be aware if any of the above mandatory attachments are missing when submitting, the project may be declared ineligible.

Important notice: Please note only the following type of files can be upload on eMS: PDF, JPEG, JPG, ZIP, DOC, DOCX, XLS, and XLSX. If documents in other formats need to be added, we recommend they are compressed into a zip file. **Please also note the maximum size per document to be uploaded is 8 MB. It is the responsibility of the applicant to ensure all attachments are uploaded in eMS, the JS may not accept documents sent by other means.**

Please refrain from using special characters for naming files uploaded on eMS. Be aware accents are considered as special characters by eMS. Special characters may prevent the downloading of files.

To upload annexes, under the “Attachments” tab, please click “Upload” and select the relevant documents. Once the documents are uploaded, you will see them in section “Uploaded File List” (**Fig. 32**).

Fig. 32 How to upload attachments to the Application Form



<u>Important notice:</u> Please be aware that once the attachments are uploaded in eMS, it may not be possible to delete them. If documents are uploaded by mistake, please indicate which documents should not be considered by the Programme Bodies using the description section.

3.1.7.1 Annex 1: De Minimis Form (for each PP)

You are asked to complete this declaration of previous State aid received under the De Minimis rule

The Annex 1: De Minimis Form is available on the [Programme website](#):

The declaration must be signed by a <u>legal representative of each partner</u>. A legal representative must be a person who has the authority to commit their organisation to take part in the project.

3.1.7.2 Annex 2: Description of project Investment (if any)

If you foresee investment for the project, you will be asked the following questions:

- Description
- Justification
- Location
- Risk associated with the investment
- Investment documentation
- Ownership

Further instruction is given directly on Annex 2: Description of project Investment, which is available on the Programme website.

Please fill this annex as many times as needed. All the sections need to be completed for each investment.
Once completed, please convert the document into PDF (menu file – « export ») and upload it on eMS under the tab “attachments”.

3.1.7.3 Draft Partnership Agreement

The Draft Partnership Agreement should include provision on shared cost calculation methodology (if applicable), Intellectual property rights (if applicable) and preparation cost lump sum partner allocation.

The Partnership Agreement template is available on the Programme website.

Once completed, please convert the document into PDF (menu file – « export ») and upload it on eMS under the tab “attachments”.

The final signed Partnership Agreement will be presented to the Managing Authority after the project approval and before the Grant Offer Letter can be signed.

3.1.7.4 Letter of Engagement

If there is external match-funding in the project budget, signed Letters of Engagement for each organisation contributing to the project are needed.

This also applies to Project Partners in case of shared costs. The Letter of Engagement is a commitment to support the Programme activities and verifies that the organisation is willing to commit financially to the project.

The amounts reported in the letter must correspond exactly to the amounts stated in the AF and must be in Euros.

The Letter of Engagement template is available on the Programme website.

The Letters of Engagement must be signed by a legal representative of the organisation providing funding to the project.

3.1.7.5 Letter of intent (for each PP)

The Letter of Intent template is available on the Programme website.

3.1.7.6 Accounts

For organisations which are private sector (including charities), a copy of the last three years of accounts must be provided. If the organisation in question is less than three years old, all available accounts should be provided, including draft accounts if a full year set of accounts is not available.

3.1.7.7 Covering Letter

The recommendations made by the Selection Sub Committee in relation to the Intervention Logic Outline should be addressed throughout the Application Form. However, in some cases, it may be difficult to address some of them in the AF, specifically when responding to the recommendations which require the partners to give details on:

- Something which does not directly relate to the future implementation of the project, such as difficulties met during the preparation phase
- Misunderstandings of the meaning of an element of the Intervention Logic Outline
- **Issues related to State Aid or Revenue**
- How private sector partners will fund their participation in the project, considering both the match funding and the need to cover the project cash flow. If the source of funds is external, then a corresponding letter of engagement indicating this amount must be included. If use of overdraft or similar facilities are planned, which are not the companies own funds, evidence of these facilities should be provided.

In these cases, the applicants may write a covering letter to address the issues mentioned above. The covering letter is not a compulsory annex of the AF, except for a statement on how private sector partners will fund their participation (if applicable).

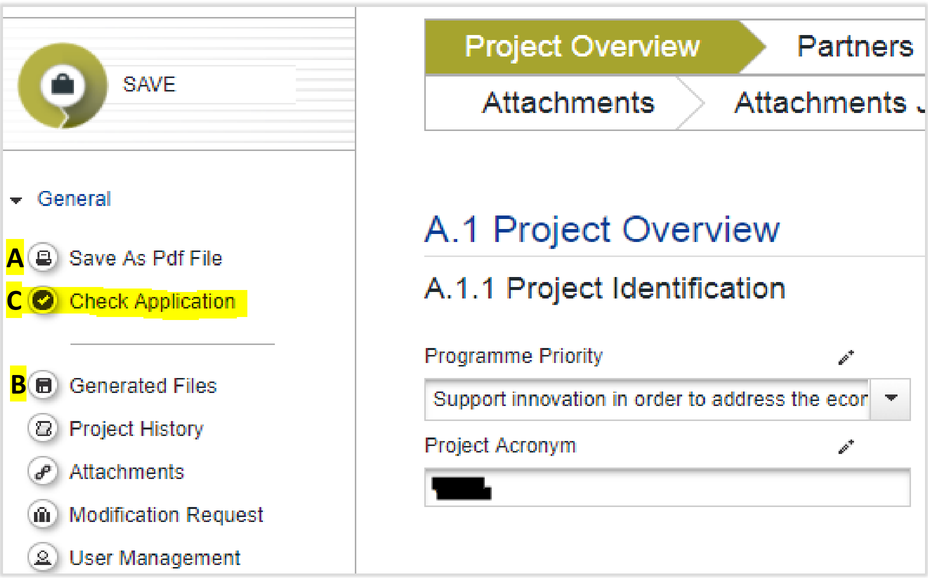
In general, it should **not be longer than 2 pages, apart from sections which deal with the issues on State Aid or Revenue**. For these sections partners may use as many pages as necessary to fully explain the issues. In the event of large numbers of recommendations given to the project in response to an Intervention Logic Outline this can be extended to 5 pages with permission from the JS. The covering letter must be submitted in both English and French.

3.2 Submitting the Application Form

When the Application Form is completed, please generate it as Pdf file by clicking on left side menu “Save as Pdf File” and then download it from “Generated files”(**Fig. 33**, A and B), print out the Application Form and carefully check whether all mandatory fields are filled, correct information is presented and required annexes are uploaded. **Please remember eMS does not check correctness of entered information as well as whether all fields are filled in.**

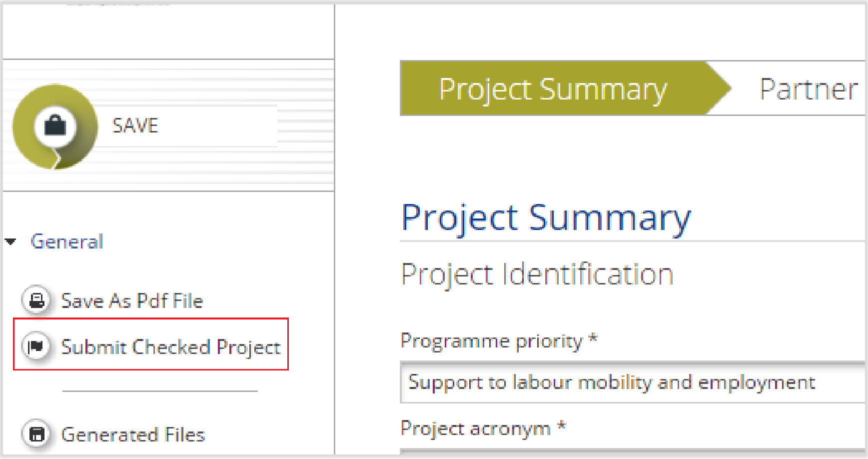
After having checked the application, it must be submitted to the JS. To submit the Application Form firstly click on the button **“Check application”** (**Fig. 33**, **C**)

Fig. 33 Check the application



After that, if eMS does not identify any errors, the functionality to submit the Application Form will be made accessible. On the left side menu click button “**Submit Checked Project**” (**Fig. 34**).

Fig. 34 Submit Checked Project



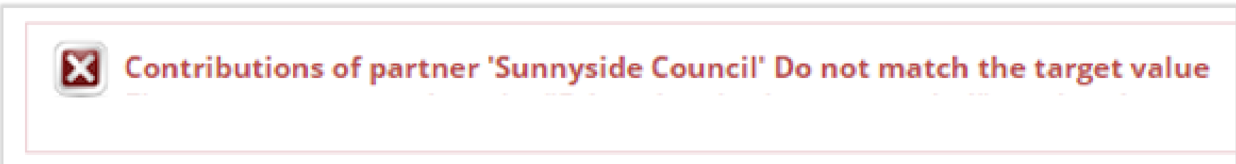
After submission of the application, you will receive an email confirmation the application has been submitted. **A signed electronic version of the Application Form then needs to be sent to the JS within <u>5 working days</u> of submission on eMS.** Both handwritten and electronic signatures will be accepted. To produce this version, you should go back into the project after submission, and select, "Save as PDF file" (**Fig. 7 and Fig. 34)**. This will produce a PDF of the application form with the Word "Submitted Version" on the front page that will be accessible in the section "Generated Files" for download.

<u>Important notice:</u> Signed electronic versions of a Draft Application Form will not be accepted! The PDF of the application should be printed after project submission on eMS. The statement "submitted project" should appear on the PDF extraction.

3.3 MOST FREQUENT ERRORS when drafting or modifying the application form

Contributions not updated -tab E- (**Fig. 35**):

Fig. 35 Contribution error message



Fix: ensure you enter the contribution amount calculated by eMS for the PP concerned (see **Fig. 29** and **Fig. 30**)

Total budget per period does not match total eligible budget (**Fig. 36**):

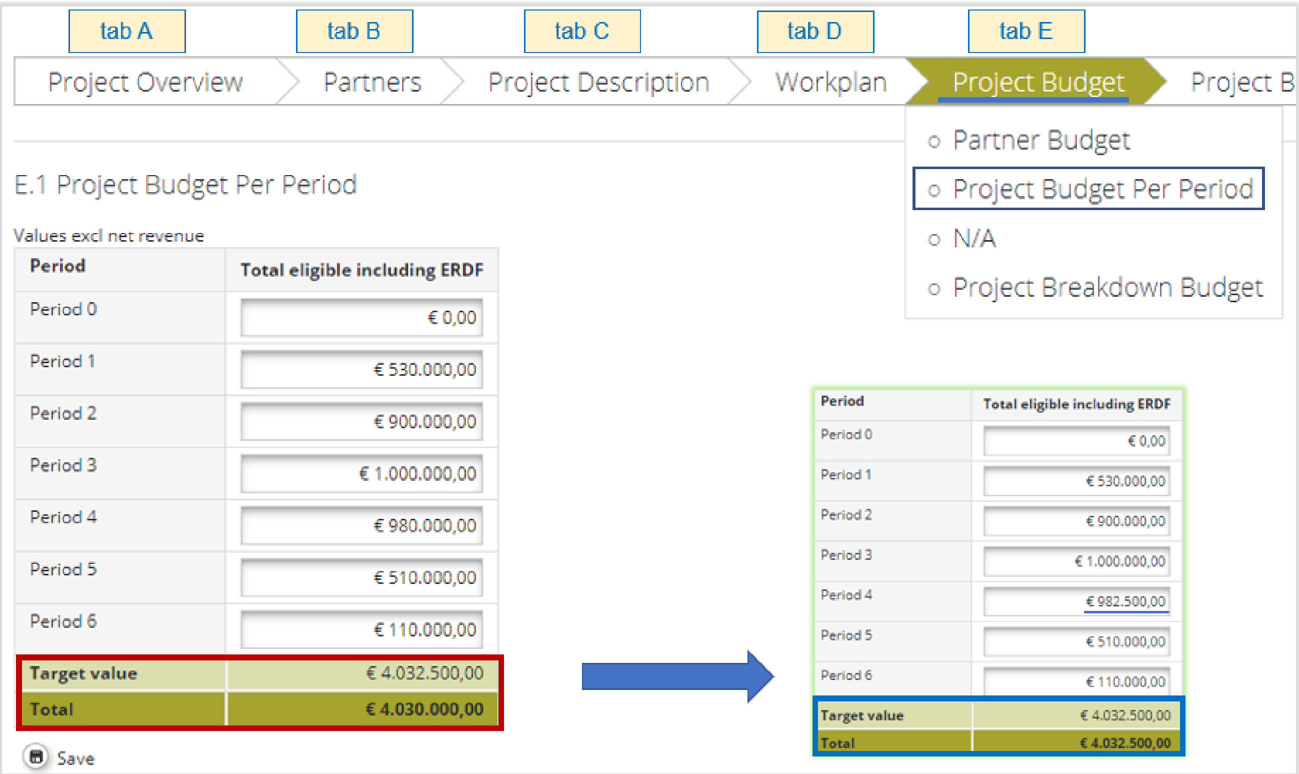
Fig. 36 Total budget per period does not match total eligible budget

The amounts entered on the "E.1 project budget per period" section do not match with the total budget ERDF (4.030.000,00 € ≠ 4.032.500,00 €)

Fix:

a) If your total eligible budget is correct, update your Project Budget Per Period as required (Fig. 37):

Fig. 37 Updating Project Budget per Period so that both totals match



b) If your Project Budget Per Period is correct, check your partners' budgets and correct as necessary (**Fig. 21**).

4. Micro-Project

To apply for a Micro-Project, you need to register on eMS. Please do so by following the guidance provided in section 2.1 Registration

You are also invited to read carefully the Guidance Note 14, which provides details on the Micro-Project scheme.
The document is available on the Programme website:

Please ensure your organisation is eligible under the Micro-Project scheme.

4.1 Micro-Project Call

Once connected to eMS and to create your Application Form, please click on “Add a project” (***Fig. 11***) in the menu “My Projects” on the Dashboard. From this page you can decide whether you would like to apply for a Regular or Micro-Project (**Fig. 38**).

Fig. 38 Applying for the Micro-Project call for proposals

Calls

Name	Start date	First Phase Deadline	End date	Description	Attachments	
Call 4	03.07.2016	06.10.2018	26.09.2018			Apply
Call for Micro Projects	06.01.2017		04.05.2017			Apply

<u>Important notice:</u> Please note that you can only complete the Application Form if the call for proposals is open.

4.2 Micro-Project Application Form

An offline template (in word format) of the Micro-Project Application Form (MAF) is available on the Programme website:

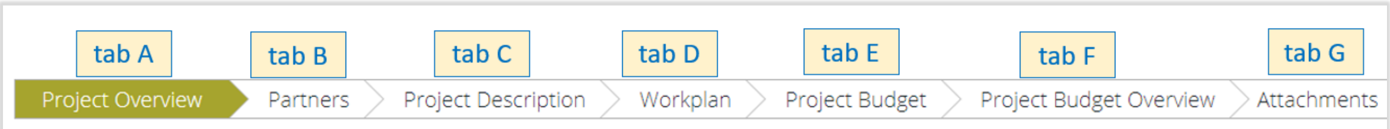
The MAF consists of several sections and subsections which are listed below. The sections appear on the top of the interface. The subsections appear when clicking on the sections. When clicking on a subsection, the questions related to this subsection appear on the screen.

The below tree is structured using the following rationale:

- Section
    - o Subsection
        - Question

- The MAF consists of the following sections which have to be filled in (**Fig. 39**):

Fig. 39 Micro-Project Application Form tabs



- Micro-Project Overview (tab A)
    - Micro-Project Identification (A.1.1)
    - Micro-Project Summary (A.1.2)
- Partner (tab B)
- Micro-Project Description (tab C)
    - Micro-Project Relevance (C.1)
        - Contribution to the Programme Specific Objectives (C.1.1)
        - Need and Demand (C.1.2)
        - Cross-Border Added-Value (C.1.3)
    - Micro-Project Focus (C.2)
        - Programme Priority Specific Objective (C.2.1)
        - Micro-Project Specific Objective (C.2.2)
        - Programme Result Indicator (C.2.3)
        - Micro-Project Main Results (C.2.4)
    - Micro-Project Context (C.3)
        - Synergies (C.3.1)
        - Sustainability / Durability (C.3.2)
        - Location of project activities (C.3.3)
    - Horizontal Principles (C.4)
        - Sustainable development
        - Equal opportunities and non-discrimination
        - Equality between men and women
- Work Plan (tab D)
    - Work Package List (D.1)
        - WP P Preparation
        - WP M Management
        - WP T Implementation
    - Target Groups (D.2)
    - Define Periods (D.3)
- Micro-Project Budget (tab E)
    - Partner Budget
    - Micro-Project budget per period (E.1)
- Micro-Project Budget Overview (tab F) – set of automatic tables

- Attachments (tab G)
    - Annex 1: De Minimis Form (for each PP)
    - Annex 2: Draft Partnership Agreement
    - Letters of Engagement (In case of external match-funding or shared costs)
    - Letters of Intent and organisation charts (for each PP)
    - A copy of the last three years of accounts must be provided (for private partners)
    - Covering Letter

Please note that the MAF can be completed in the chosen order after creating it (exemptions described in the section 3.1.5 Project Budget). To create an Application Form, please select "Add Project" in section "My projects" or enter section "EMS Management" "Calls" from the Dashboard (***Fig. 11***). After that you will be forwarded to section "Calls" where you should choose (by clicking button "Apply") the call for proposals for which you would like to apply (**Fig. 12**). If button "Apply" is not active or it is in light grey, it means the respective call for proposals is closed. It is necessary to enter the Acronym and the Project Title to be able to save the created Application Form.

4.2.1 Micro-Project Overview (tab A)

Please refer to section 3.1.1

Micro-Project durations cannot exceed 27 months (24 for implementation + 3 for closure).

Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!

4.2.2 Micro-Project Partner (tab B)

Please refer to section 3.1.2. Please note that the question related to "Benefit" is not applicable for Micro-Project.

The number of partners for Micro-Projects is limited to 5 partners.

4.2.3 Micro-Project Description (tab C)

This section provides information on project context (relevance and strategy) and cooperation character which will be assessed during the quality assessment according to the strategic criteria. Detailed information about the quality assessment criteria can be found in Guidance Note 5 of the Programme Manual.

4.2.3.1 Micro-Project Relevance (C.1)

- **Contribution to the Programme Specific Objectives**

- **Need and Demand**
- **Cross Border added value**

<u>Important notice:</u> On the interface, please do not complete boxes when it is indicated "NOT APPLICABLE TO MICRO PROJECTS" on the top of the box (Fig. 40).

Fig. 40 Please do not fill in these boxes

<u>Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!</u>

4.2.3.2 Micro-Project Focus (C.2)

The sub-section "Project Focus" presents the intervention logic of the project which is composed of the following elements.

- **Programme Specific Objective**
- **Micro-Project Specific Objective**
- **Programme result indicator**
- **Micro-Project main results**

For more information on the programme intervention logic, please consult Guidance Note 2 of the <u>Programme Manual.</u>

<u>Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!</u>

4.2.3.3 Micro-Project Context (C.3)

Information provided in sub-section "Micro-Project Context" will be used for project's strategic assessment according to criteria "Project's context (relevance and strategy), and cooperation character". For more detail on these criteria, please consult Guidance Note 5 of the <u>Programme Manual.</u>

To fill in the sub-section "**Micro-Project Context**" please do the following:

1) Specify information in the input field "**Synergies**" by describing the synergies with past or current EU and other projects or initiatives the project makes use of. Please also explain the experience gained/lessons learned from other projects, and how the micro-project will complement these approaches.

2) Specify information in the input field "**Sustainability / Durability**" by describing how will the micro-project ensure that the outputs and results will have a lasting effect beyond the micro-project duration.

3) Specify information about the "**Location of project activities**" by listing the NUTS codes for the relevant areas of the Programme Area. Please also indicate if any of the activities will be implemented outside of the Programme Area and if yes please explain why it would not be possible to do it within the FCE area.

Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!

4.2.3.4 Horizontal Principles (C.4)

Please refer to the 3 points describe in section 3.1.3.4.

Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!

4.2.4 Work Plan (Micro-Project) (tab D)

Please refer to section 3.1.4 Work Plan.

4.2.4.1 Work Package list (D.1)

Please refer to section 3.1.4.1

Please note the **number of implementation Work Packages is limited to 3 and** there is **no communication Work Package** under the Micro-Project scheme.

The communication activities need to be included in the Work Package they relate to.

Important notice: Please note there are no automatic checks on the dates entered, therefore we advise you to check they are correct before submission.

Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!

4.2.4.2 Target groups (D.2)

Please refer to section 3.1.4.2, including the table of target groups relevant for the Programme.

Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!

4.2.4.3 Reporting periods (D.3)

Please refer to section 3.1.4.3.

However, the following differ from the regular project scheme:

Considering the maximum micro-project duration (27 months), the number of reporting periods is limited to 6, including Period 0, Preparation period.

Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!

4.2.5 Micro-Project Budget (tab E)

Please refer to section 3.1.5.

A working document (in excel format) has been published by the Programme in order to help you to draft your budget, and is available from the downloadable documents tab of our Programme website.

Important notice: Please ensure you download the preparation document tailored to Micro-Projects.

Important notice: Please remember to click the "*Save*" button to save the data entered, otherwise data may be lost!

4.2.6 Micro-Project Budget Overview (tab F)

Please refer to section 3.1.6.

4.2.7 Attachments (tab G)

In this section you must upload annexes according to Guidance Note 4 of the Programme Manual.

The Mandatory attachments are:

- De Minimis Form (for each PP)
- Draft Partnership Agreement
- Letters of Engagement (In case of external match-funding or shared costs)
- Letters of Intent and organisation charts (for each PP)
- For organisations which are private sector (including charities), a copy of the last three years of accounts must be provided

Additional attachments:

- Covering Letter

Important notice: **Please be aware if any of the above mandatory attachments are missing when submitting, the project may be declared ineligible.**

To upload annexes, under the "attachments" tab, please click "Upload" and select the relevant documents. Once the documents are uploaded, you will see them in section "Uploaded File List" (**Fig. 32**).

A description of all annexes is provided in the offline template of the MAF and in section 3.1.7.

4.3 Submitting the MAF

When the MAF is completed, please generate it as Pdf file by clicking on left side menu "Save as Pdf File" and then download it from "Generated files" (**Fig. 6** and **Fig. 7**), print out the Application Form and carefully check whether all mandatory fields are filled, correct information is presented and required annexes are uploaded. **Please remember that eMS does not check correctness of entered information as well as whether all fields are filled in.**

After having checked the application, it must be submitted to the JS. To submit the Application Form firstly click on the button **"Check Application"** (**Fig.** , C).

After that, if eMS does not identify any errors, the functionality to submit the Application Form will be made accessible. On the left side menu click button "**Submit Checked Project**" (**Fig.**).

After submission of the application, you will receive an email with confirmation the application has been submitted. **A signed electronic version of the Application Form needs to be sent to JS within 5 working days after submission on eMS.** Both handwritten and electronic signatures will be accepted. To produce this version, you should go back into the project after submission, and select, "Save as PDF file" (**Fig. 7**). This will produce a PDF of the application form with the words "Submitted Version" on the front page. It will be accessible in the section "Generated Files" for download (**Fig.** , and, below the red box, **Fig. 34**).

Important notice: **Signed electronic versions of a Draft Application Form will not be accepted! The PDF of the application should be printed after project submission on eMS. The mention "submitted project" should appear on the PDF extraction.**

5. Reporting

The section applies to both Regular and Micro-Projects. Please note Targeted Projects are considered Regular Projects in eMs.

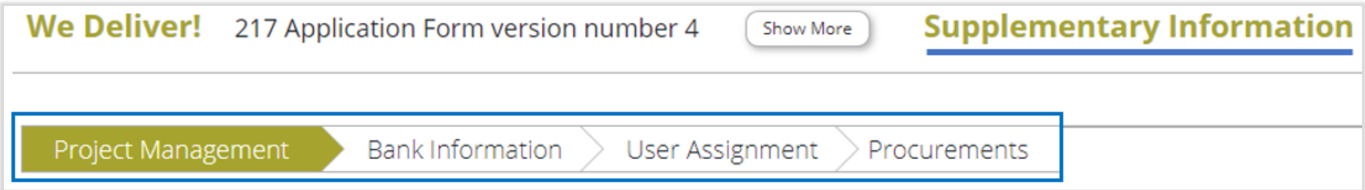
To prepare their Partner report, each PP would need to register on eMS. To do so, please follow the procedure as described in section 2.1.

5.1 Supplementary information

See **Fig. 9** for location of this button

The LP has 4 tabs within this section (**Fig. 41**):

Fig. 41 Supplementary Information section



…whereas PPs only have the '*Procurements*' tab

5.1.1 User assignment

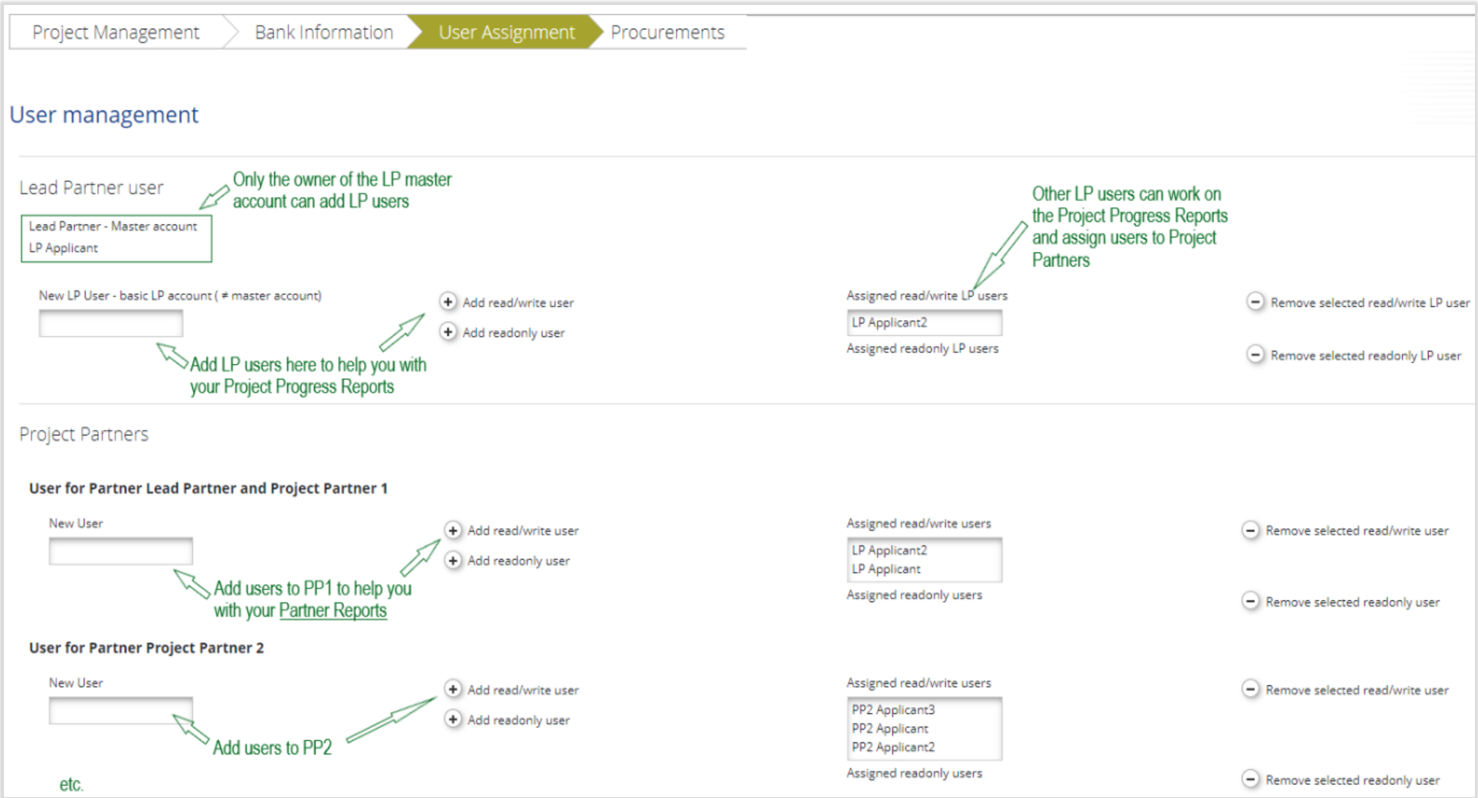
The user assignment from Application Form stage will reset after a project has been approved and takes on the '*Contracted*' status. The LP will need to grant access rights again to other users assigning them to each Project Partner organisation (**Fig. 42**). The LP can do so by clicking on the left menu "*Supplementary information*" (**Fig. 9**) and then on the tab "*User Assignment*" (**Fig. 41**).

The LP can also allocate other users to act as LP to support them in their LP role. It is important all the users assigned with LP rights work for the LP organisation. As a result, other beneficiaries must first register on eMS as users and then provide the LP with their username. Users can be granted either read-only rights ("*add read only user*") or edit and add data rights ("*add read/write user*"). Please note the LP is responsible for the submission of the project report and will be able to access all partners reports. Therefore, the holder of the LP profile should be the contact person of the LP organisation (project coordinator).

Important notice: it is the responsibility of the LP to remove any users assigned in their project who no longer work on such project and to inform the JS to deactivate the users accounts. The LP should send ems@norfolk.gov.uk an email with the usernames of the eMS users which need to be deactivated.

Also please see note below advising against assigning FLCs as PP users.

Fig. 42 User assignment

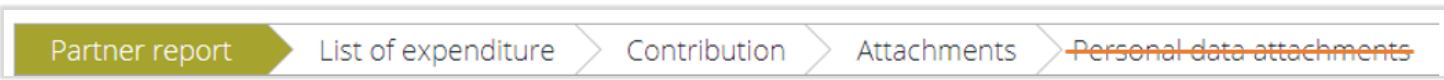


<u>Important notice:</u> Please note the LP would need to indicate the exact username and is also responsible for removing users where relevant.

Read-only users:

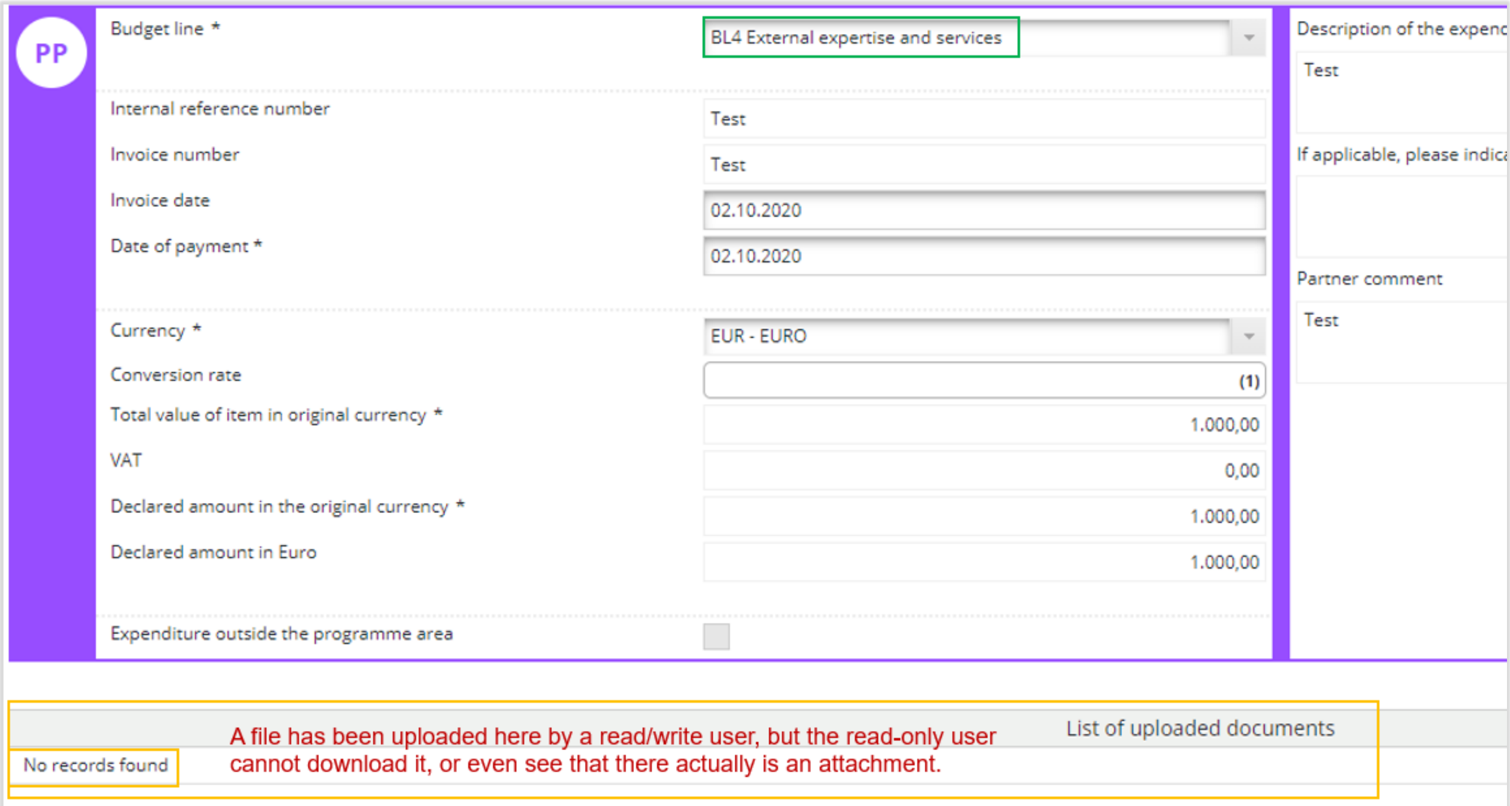
- do not have the '*Personal data attachments*' tab on their list of tabs (**Fig. 43**):

Fig. 43 No '*Personal data attachments*' tab for read-only users



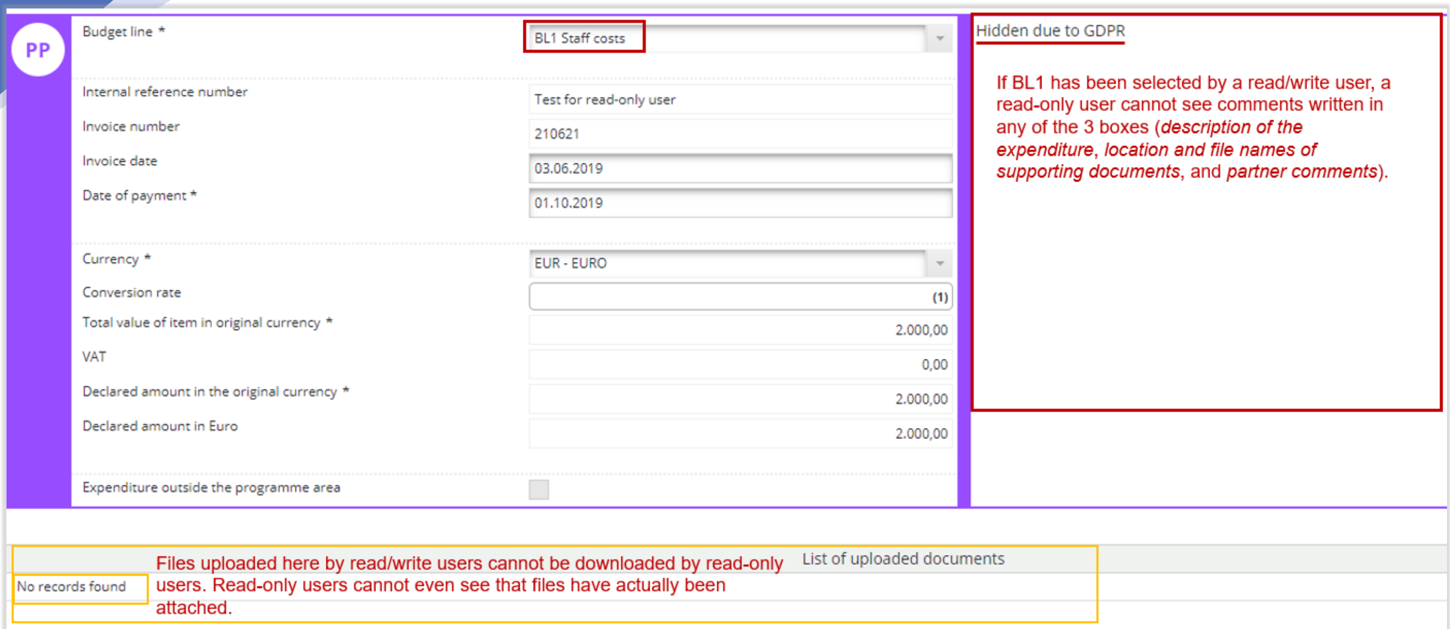
- Can download files from the ‘*Partner report*’ and ‘*Attachments*’ tabs but cannot download any document attached in the ‘*List of expenditure*’ tab (LoE tab), or even see that one is attached, regardless of the budget line selected (**Fig. 44**):

Fig. 44 Read-only users cannot download documents attached in LoE tab



- cannot see comments for BL1s and, as mentioned above, cannot download any document attached in the ‘*List of expenditure*’ tab, or even see whether there are any documents attached (**Fig. 45**).

Fig. 45 Read-only users cannot see comments in LoE tab



5.1.3 LP Bank details

Once a claim has been certified by the CA, the CA will proceed with the reimbursement to the LP.

LPs are asked to provide their organisation bank details. The LP can do so by clicking on the left menu "Supplementary information" (**Fig. 9**) and then on the tab "bank information" (**Fig. 41**).

The following information should be provided:

- Name and address of the bank
- Account number / IBAN / Swift
- National bank code
- Holder of the account

5.1.4 Project Management

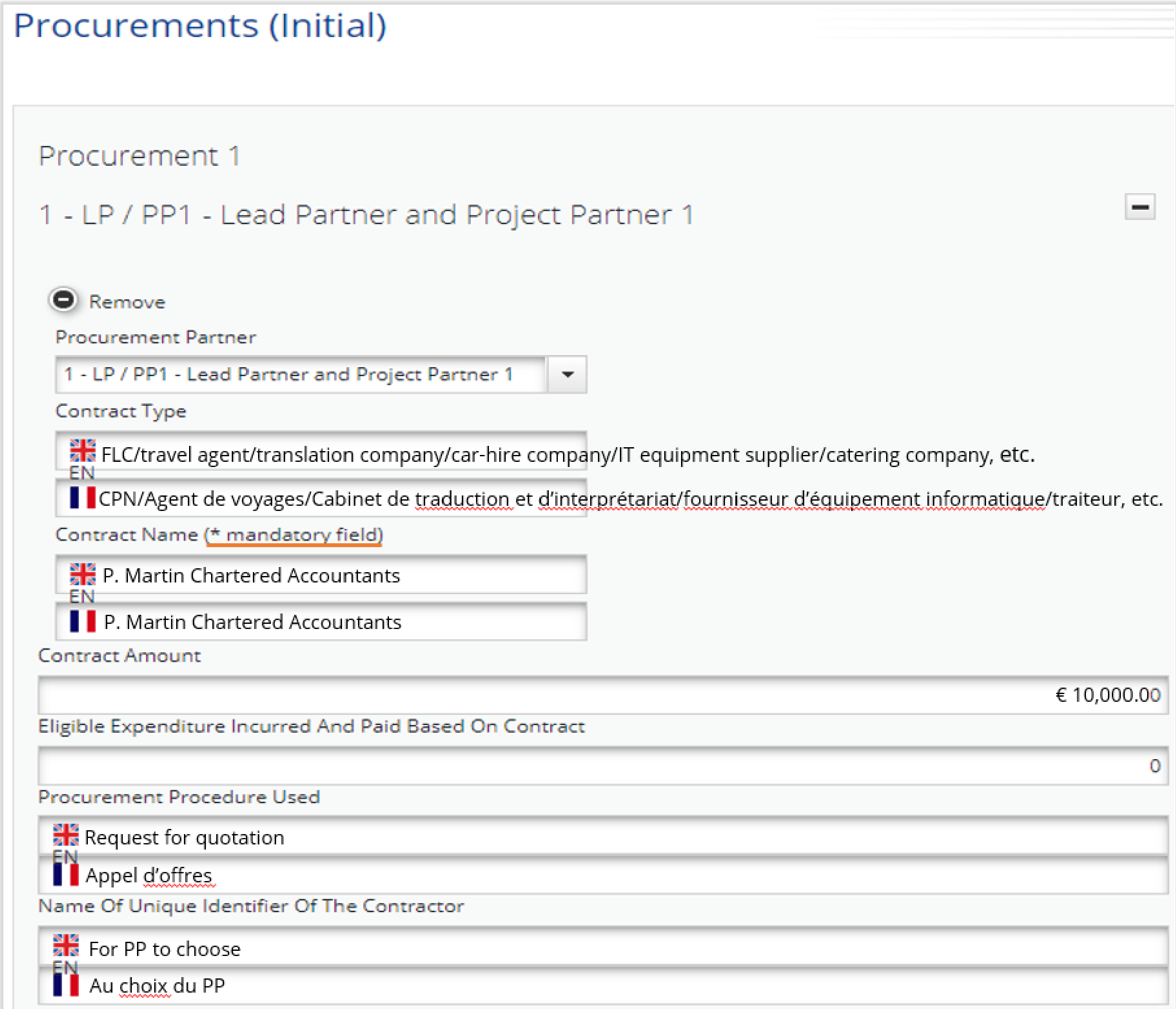
LPs are also requested to provide the contact details of the project management team, which includes the:

- Project manager (i.e. the Lead Partner)
- Finance manager (officer employed by the LP organisation who will complete the Project Report and LP checklist –can be project manager as well)
- Communication manager (officer working for the partner organisation leading the communication WP)

5.1.5 Procurements

Procurement contracts are presented in the tab ‘Procurements’ (**Fig. 41**) on the page “Supplementary Information” (**Fig. 9**). Procurements must be listed here by each project partner with the relevant evidence as per Guidance Note 6b (**Fig. 46**). Each partner will be able to see, add and edit (at any stage) their own procurements, supporting it with all information required, including information on expenditure incurred and paid based on the contract. The LP will be able to see, add and edit procurements for all partners. Each procurement must be given a unique name as once it is added to eMs as it will show in the expenditure lines of the relevant partner in a drop-down list form. When building the claim, the partner will need to select the procurement the expenditure line corresponds to.

Fig. 46 Example of a procurement form on eMS



Procurements (Initial)

Procurement 1

1 - LP / PP1 - Lead Partner and Project Partner 1

Remove

Procurement Partner

1 - LP / PP1 - Lead Partner and Project Partner 1

Contract Type

EN FLC/travel agent/translation company/car-hire company/IT equipment supplier/catering company, etc.

CPN/Agent de voyages/Cabinet de traduction et d’interprétariat/fournisseur d’équipement informatique/traiteur, etc.

Contract Name (* mandatory field)

EN P. Martin Chartered Accountants

P. Martin Chartered Accountants

Contract Amount

€ 10,000.00

Eligible Expenditure Incurred And Paid Based On Contract

0

Procurement Procedure Used

EN Request for quotation

Appel d’offres

Name Of Unique Identifier Of The Contractor

EN For PP to choose

Au choix du PP

Once a report with invoices linked to a procurement is submitted to the FLC they will appear in the table under the relevant procurement. The PP will also be able to access the procurement details from the List of Expenditure by clicking the magnifying glass in the procurement column.

Please note that this feature is implemented on the 18.12.2018 and affects all new procurements and all active procurement contracts at that date. For more information on this feature please see the “Annex1: Procurements tab”. You can find it in the Useful Documents page of our website.

5.2 FLC assignment

Before a project submits a Payment Claim, it is required to check the expenditure to ensure it is correct and meets the Programme eligibility rules.

This process is known as “First Level Control,” as it is the first check carried out on Project expenditure.

Each project partner must have a FLC assigned to it in eMS before the first partner report can be submitted for FLC certification.

To do so, the procedure is as follow:

- Once a partner has selected its FLC institution (following national rules), the national authority must be informed of the recruitment to validate the FLC appointment.
  The National Authorities will send a notification email to the JS through the eMS mailbox (ems@norfolk.gov.uk).
  You are invited to read carefully the Guidance Note 6 of the Programme Manual, which provide details on the FLC recruitment.

  The following information should be provided for each FLC institution
    - Name / surname / email address / phone number of the main contact
    - Name / surname of person responsible for the verification
    - Address of the institution including nuts code, street, post code, city.

- Upon receipt of the information and confirmation of the FLC appointment by the relevant national authority, we will create the FLC institution on eMS. The FLC would then be invited to attend compulsory FLC training. Please note the FLC will not be given access to eMS with FLC rights until they have attended this training.
- The last step would be for the FLC to register on eMS and notify the JS about their registration.
  We will then be in a position to:
    - Grant the correct access to the FLC main contact
    - Link the FLC main contact to its institution
    - Assign the FLC main contact to a project partner.

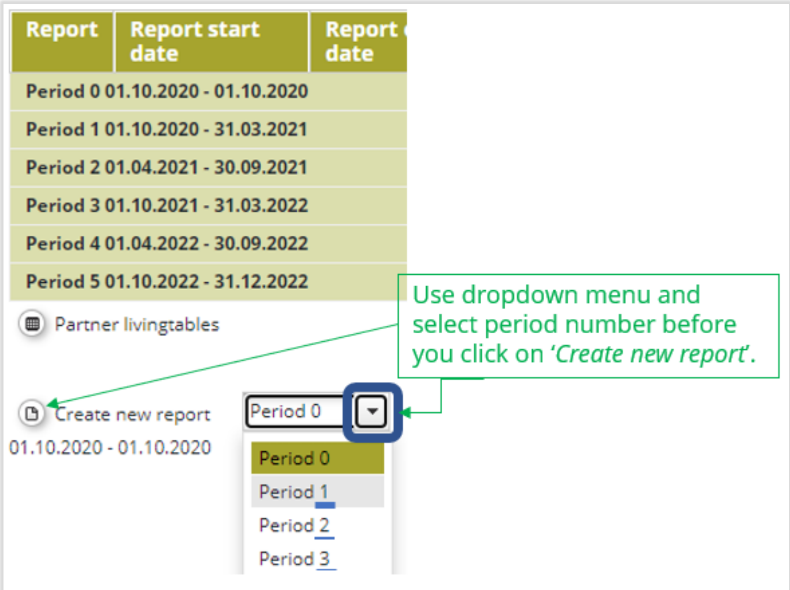
Important notice: To ensure impartiality FLCs must not be given access to the project through User Assignment. It is the responsibility of the LP to ensure the FLCs do not have access to create and amend partner reports.

5.3 Reporting – Partner report

Unlike for the LP's Project Progress Report, there is no requirement to complete the partner report in both English and French. PPs can choose to complete it in either language.

The partner reports must coincide with a period as defined in the Application Form and validated by the signature of the GOL. The period must be chosen on the dropdown list. 'Period 0' is selected by default, please make sure that you change to 1 before creating your first report (2 for your second, etc.):

Fig. 47 Create Report

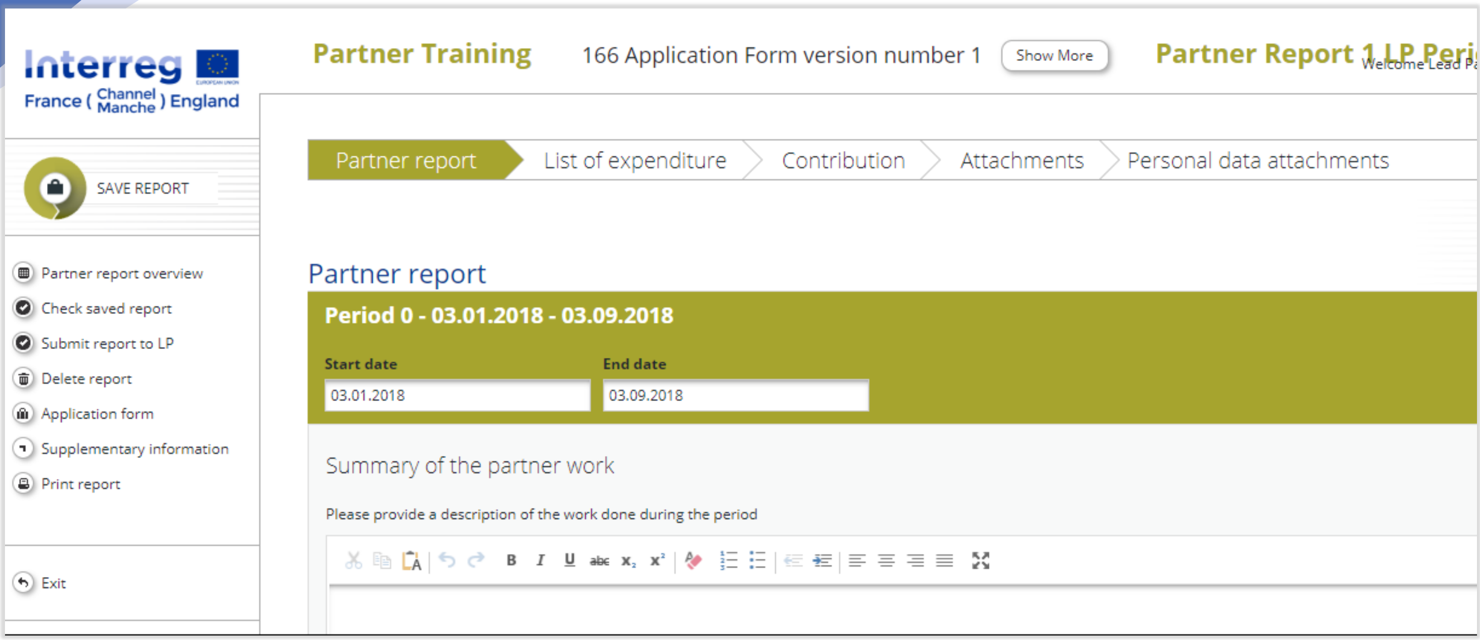


All the PPs (including the LP) must generate their own Partner Report and get their expenditures certified by their FLCs. To create a report, PPs need to click on "Create new report" and select the relevant period of reporting (**Fig. 47**).

The Partner Report is comprised of 5 tabs (**Fig. 48**):

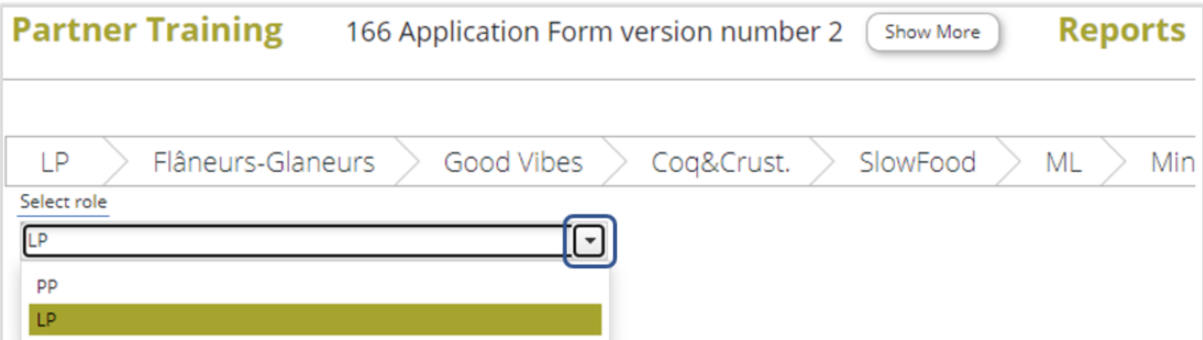
- **Partner Report**
- **List of Expenditure**
- **Contribution**
- **Attachments**
- **Personal Data Attachments**

Fig. 48 Partner Report



Important notice for the LP: The LP can create its Partner Reports under either role, LP or PP (**Fig. 49**), provided that you have been assigned as both an LP user and a user for PP1 (**Fig. 42**).

Fig. 49 Select role



The LP must also generate a Project Progress Report (see 5.4 section in this manual) for the relevant period. The LP must attach all the PPs' FLCs' signed certificates to the Project Progress Report. To do this, the LP will **select the LP role** (**Fig. 49**). Selecting the LP role will also allow the LP to view the other PPs' reports.

Please note there are some **restrictions** in creating reports:

Partner Reports

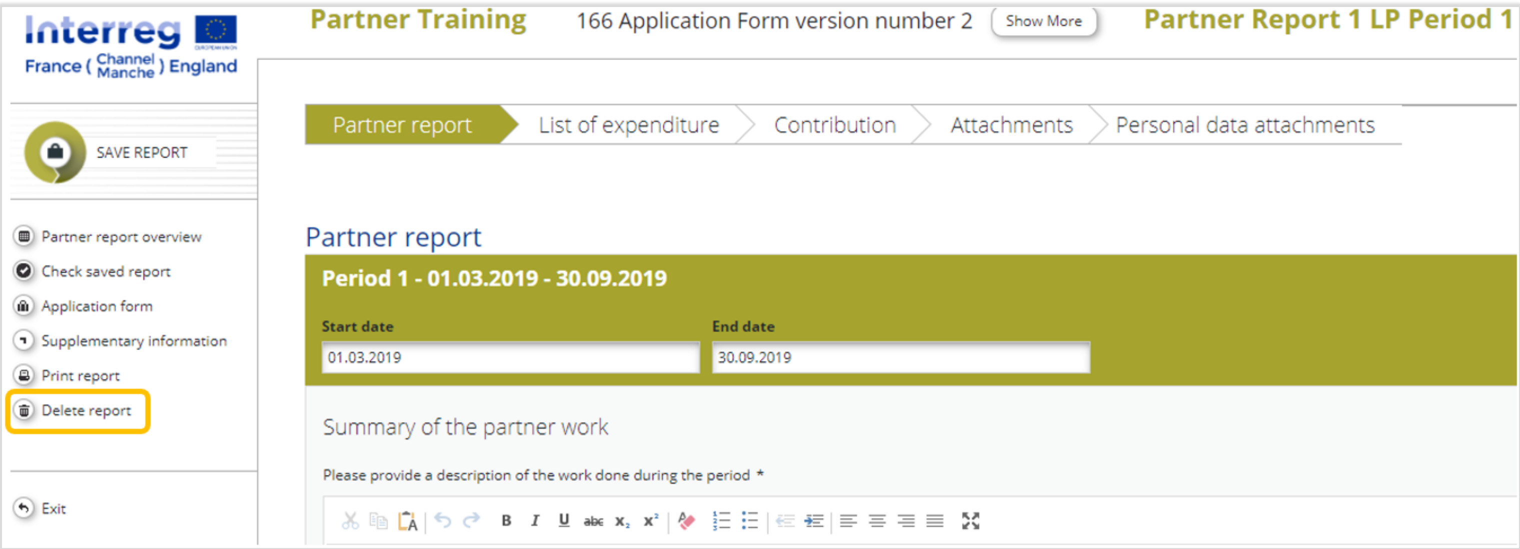
- A PP can create a new PP report for themselves only once they have submitted previous reports to their FLC. If a PP needs to work on two reports simultaneously, they should contact the JS at ems@norfolk.gov.uk.
- Partners cannot create more than one report for a single period. If required, the PP should contact the JS at ems@norfolk.gov.uk.
- A PP can work on multiple PP reports simultaneously (provided that the JS has approved and created one or more reports for the PP, on top of the one that the PP had '*in progress*').
- The JS cannot delete opened partner reports for the partner. Each Partner will need to do this (see steps below in this section).

Project Reports

The LP cannot create a new Project Report while one is still in progress. If the LP needs to work on two project reports simultaneously, they should contact the JS at ems@norfolk.gov.uk and copy their project lead within the JS.

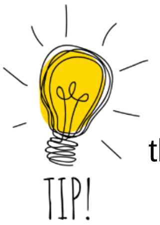
It is possible to **delete a partner progress report** if it has not been submitted to the FLC (= you will not be able to delete a report that has been submitted and then reverted to you). To delete a partner or a project report, please open it and click on '*Delete report*' in the report menu to the left (**Fig. 50**). All users assigned to the partner can create and delete a partner report.

Fig. 50 Deleting partner reports



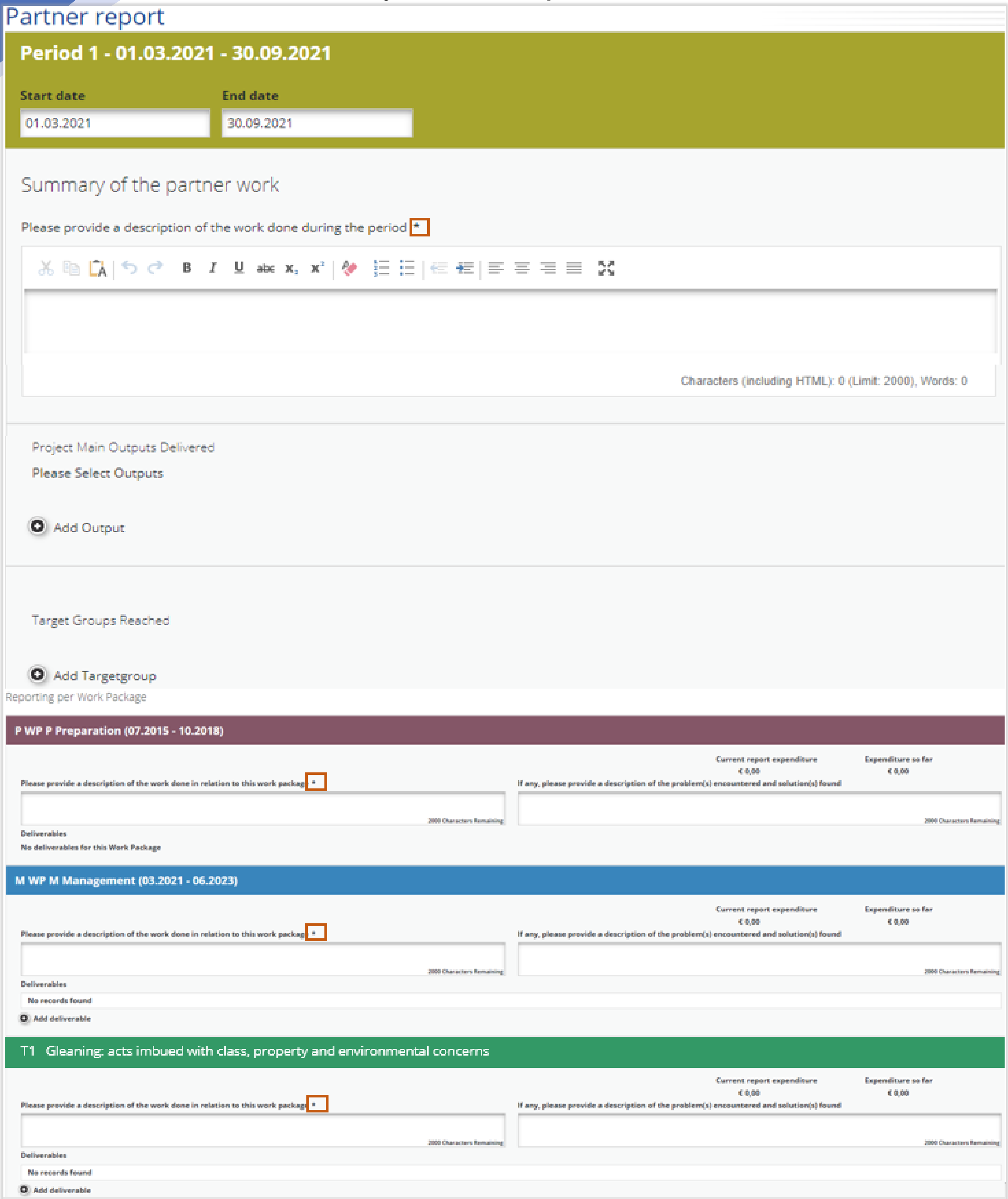
5.3.1 Partner Report

In the Partner Report tab, a summary of the partner work should be provided. This must include an update on the outputs delivered, the targets groups reached and a description of the contribution they have made to the activities they are involved in (**Fig. 51**).



Always start by populating the mandatory fields even if you do not have the data for them yet. eMS might not let you complete the report until then (**Fig. 51** and **Fig. 52**).

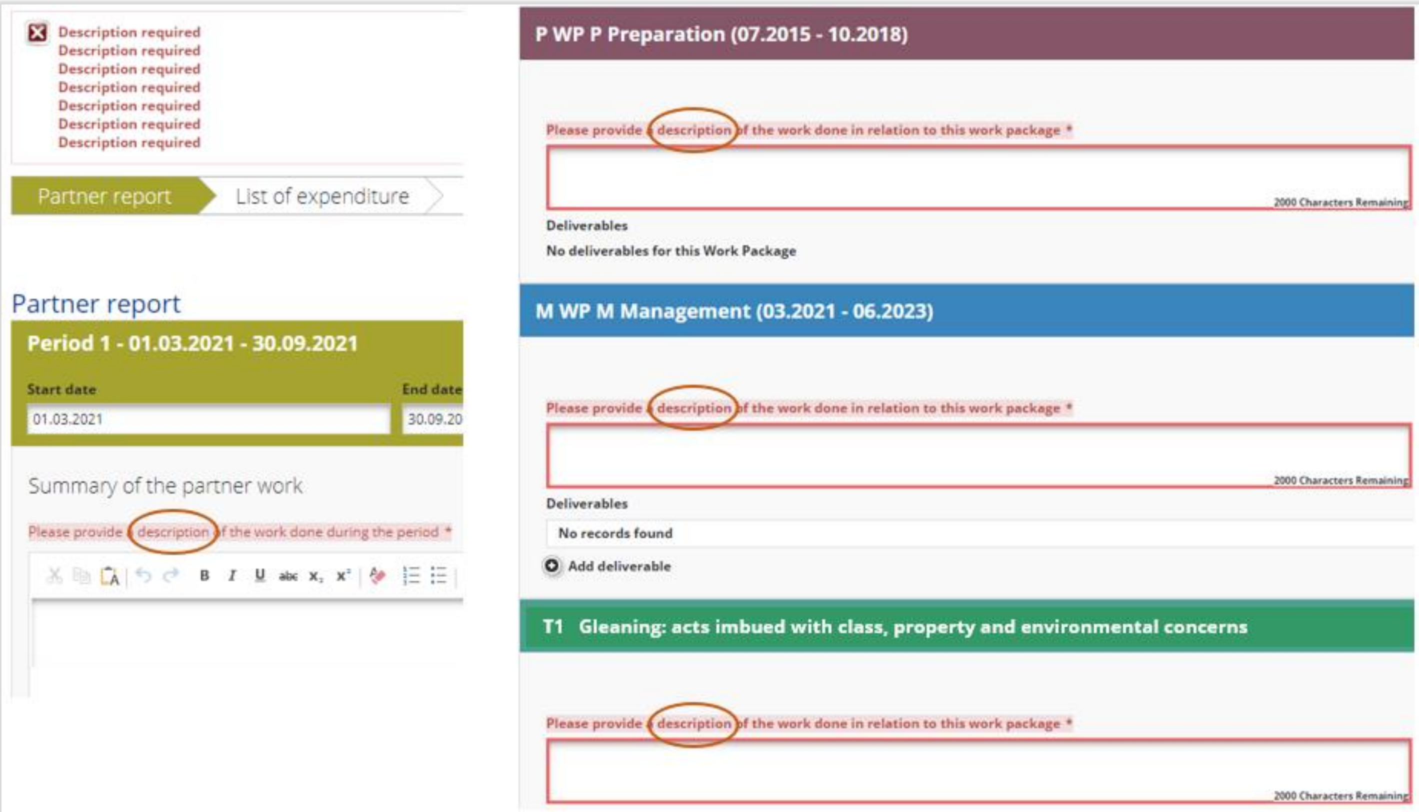
Fig. 51 Partner Report



Important notice: The list of Work Packages depends on the WPs included in the approved AF. The above example report shows the WPs for Preparation, Management, and for one implementation module only. You will see all WPs, even if you have not been assigned to a WP, in the AF. **Please note it is mandatory to complete the summary of the work done description boxes when reporting on WPs. If you are not involved in a WP, please indicate "N/A" in the description box. When adding information on deliverables to the WPs in eMs, you must complete all the boxes open in the report tab.**

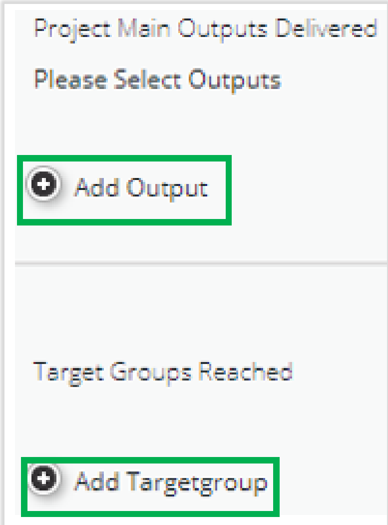
Important notice: If some information is missing, an error message will appear at the top of the page and you will not be able to save the page until the problem is resolved (Fig 52).

Fig. 52 Error messages if mandatory fields are not populated



To enter information on the progress about main outputs delivered and target groups reached, you will need to create the boxes to be completed. Use the buttons "add output" and "add target group" to access the sections (Fig. 53). eMS will only allow you to add these sections in line with the Application Form.

Fig. 53 Add output and target group



For the **Outputs delivered,** you will access the boxes where you will be able to select the title of the output, enter the description of what was delivered and attach any relevant evidence (**Fig. 54**).

Important notice: **Please note only the following type of files can be upload on eMS: PDF, JPEG, JPG, ZIP, DOC, DOCX, XLS, and XLSX.** If documents in other formats (such as emails) need to be added, we recommend they are compressed into a zip file. **Please note the maximum size per document uploaded is 8 MB. It is the responsibility of the partner to ensure all relevant attachments are uploaded in eMS, the JS may not accept documents sent by other means.**

Please do not use special characters for naming files uploaded on eMS. Accents are considered as special characters by eMS. Special characters may prevent the downloading of files.

For **Target Groups Reached**, you will need to select the type of target group from the drop-down list, add the amount and describe what was reached (Fig. 55). Please do not duplicate the target value reached from report to report. Once a target group has been reached, even if the project continues working with them on following periods, it should not be counted again.

Fig. 54 Project Outputs Delivered

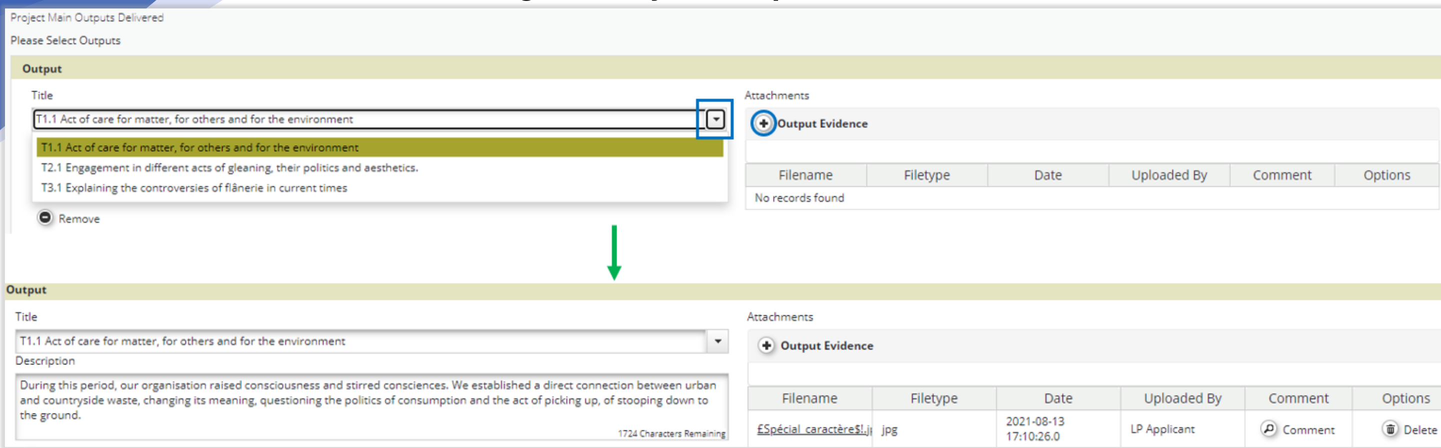
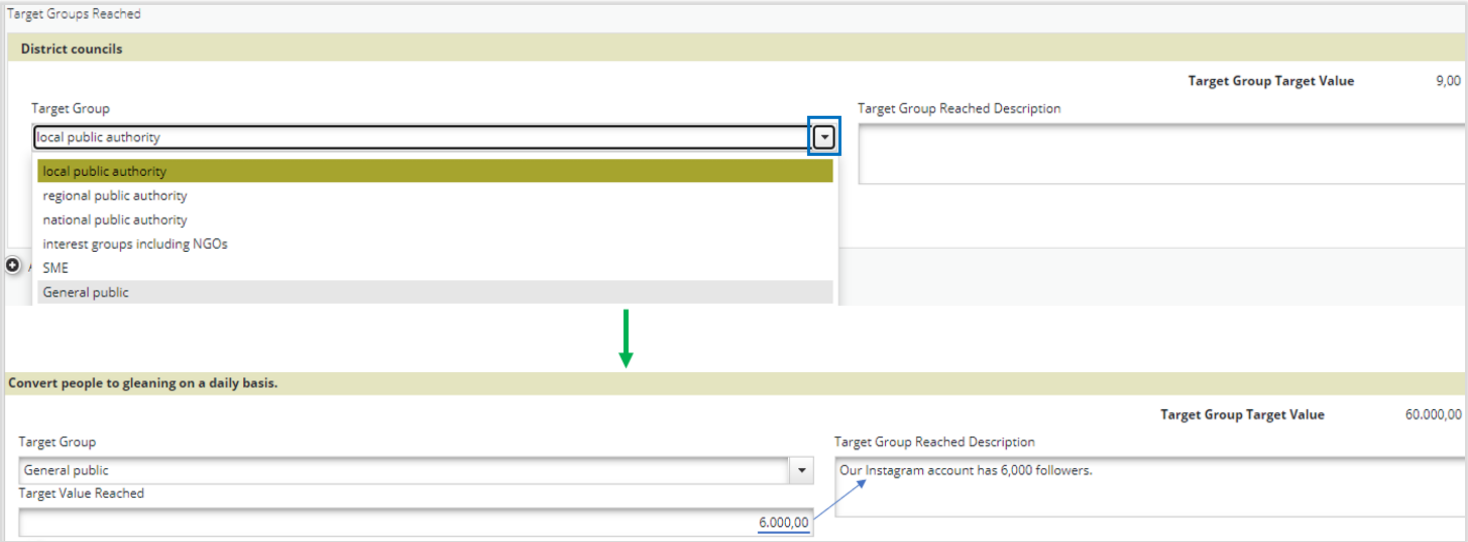
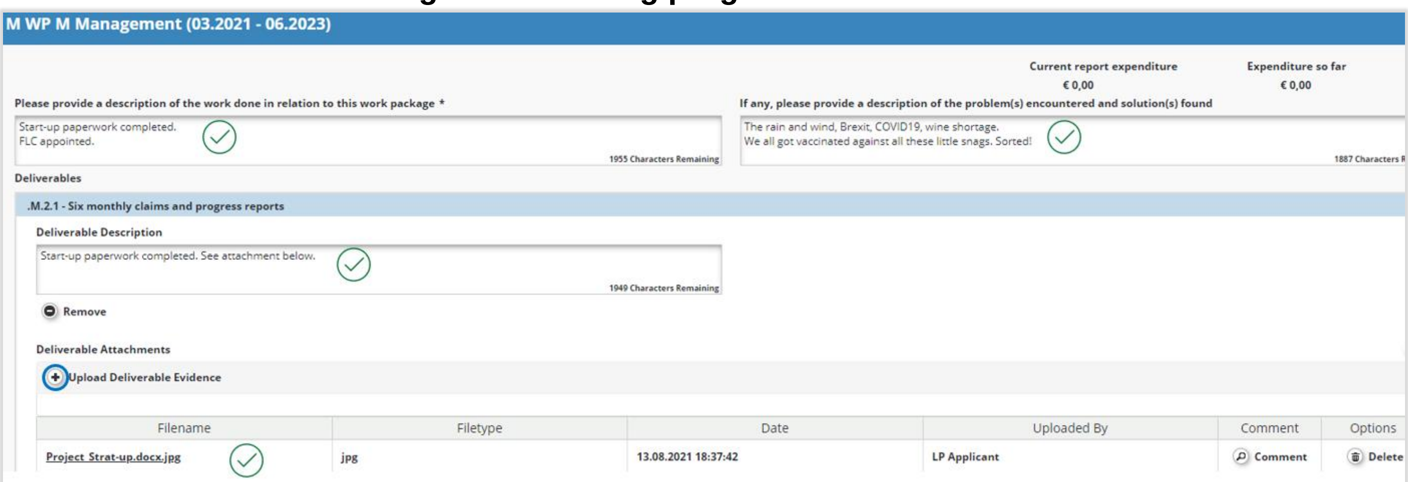


Fig. 55 Target Groups Reached



For deliverables, enter description of work done and attach any relevant evidence (Fig. 56).

Fig. 56 Recording progress on a deliverable



Quantifying outputs, target groups, and deliverables in partner reports:

Although the applicant was required to enter quantities in the Application Form for each element within these 3 components, there are no fields inside the partner report for the PP to record numbers **for outputs and deliverables**. The **PP must however enter them in the description boxes** instead as it will help the Lead Partner complete its Project Progress Report.

The Partner Report does have a field for **target groups** quantities. Although the number which the PP will indicate will not automatically feed into the LP's Project Progress Report, the **PP must report numbers as accurately as possible** to help the LP with its Project Progress Report.

The reason for the target group quantities not transferring automatically into the Project Report is that 2 PPs might report the same number which would then end up being counted twice.

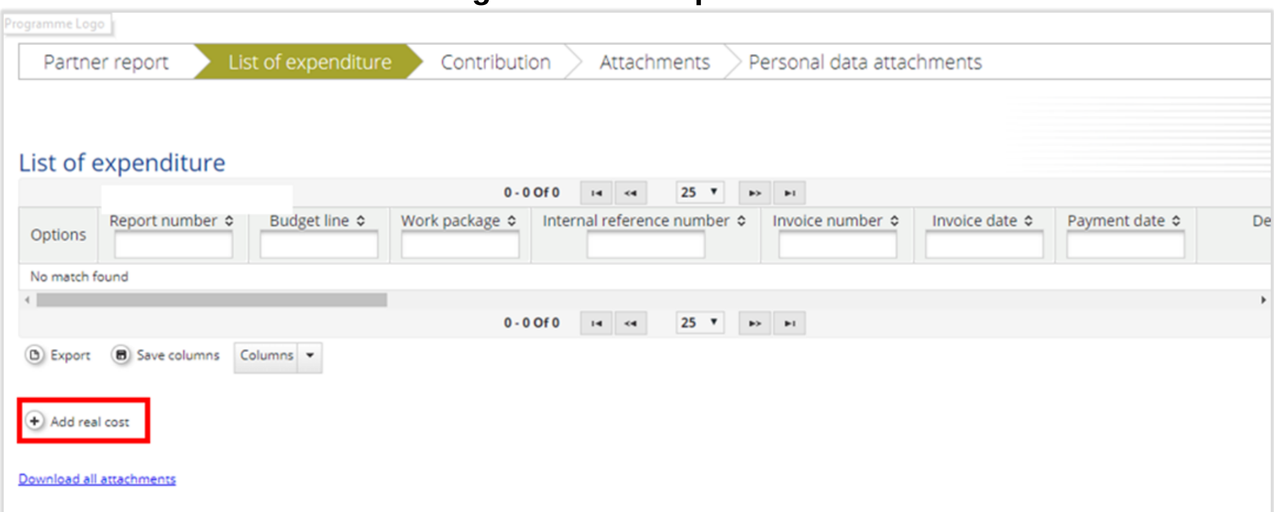
Important notice: If you do not get the confirmation below (Fig. 57) after you hit either of the 'Save report' buttons, scroll up and check for potential error messages at the top of your page. Correct as required and try saving again.

Fig. 57 Confirmation messages (right) after clicking '*Save*' (left)

5.3.2 List of Expenditure (LoE)

In this tab each PP should enter their expenditure by clicking on the button "Add real cost" (**Fig. 58**)

Fig. 58 List of expenditure



When clicking on the “add” button, a pop-up window appears on the screen. For each expenditure, the following information should be provided (**Fig. 59**):

- **Budget Line:** please select from the dropdown list. It is important to choose the right Budget Line as the expenditure will be deemed ineligible if an error is made here. For more information on Budget Lines please refer to Guidance Note 8 in the Programme Manual.
- **Work Package** –please select from the dropdown list. This list will only include WPs included in the Application Form. The expenditure should correspond to the activity carried out per WP.
- **Internal reference number:** please use **unique and meaningful** reference numbers, which must be used to reference supporting uploaded documents. This will assist PPs, FLCs and Programme Bodies to identify items easily when carrying out claims and audit works (example BL1-P1-001 for the first expenditure under the Budget Line number 1 for period 1). It can also be your purchase order n° if your organisation raises POs. Make sure the reference is mentioned in the description box of the attached document if it is uploaded in the ‘*Attachments*’ or ‘*Personal data attachments*’ tabs (see **Fig. 70**).
- **Invoice number:** (if relevant)
- **Invoice date:** (if relevant)
- **Date of payment**: this is the date when the money left the bank account of the partner
- **Currency:** select Euro or Pound Sterling from the dropdown list
- **Conversion rate:** automatically completed by eMS
- **Total value of the item in original currency**: this is the total amount of expenditure (after any calculations), including VAT.
- **VAT:** indicate the VAT of the invoice. Please note that expenditure for BL1. Staff Costs does not include VAT, in which case it should left blank.
- **Declared amount in the original currency**:
    - If the PP cannot recover VAT from HMRC or any other organisation (other than the FCE Programme): the amount should be the same as the “Total value of the item in original currency”.
    - If the PP can recover VAT from HMRC or any other organisation (other than the FCE Programme): the amount should be the total value of the expenditure less VAT (see BL3 example and art. V of Guidance Note 8 in the Programme Manual)
- **Expenditure outside the programme area:** If the expenditure has been made outside the programme area, the relevant box should be ticked
- **In-Kind:** If it is an In-kind contribution, the relevant box should be ticked
- **Description of the expenditure:** The description box should be used to describe the expenditure, including information about expenditure dates, reason for the expenditure (staff role, meeting attended, etc.) and any calculation. The Partner should give enough information to ensure the auditors and Programme Bodies understand the expenditure without previous knowledge. See recommended way of entering the information below:

BL1	*Salary for [state at least one of name/post/payroll number] for period dd/mm/yy to dd/mm/yy. This salary has been calculated using [specify methodology for calculating the staff costs. See guidance note 8 in the Programme Manual]*
BL3	*[Type of travel and accommodation expenses e.g. mileage, parking, subsistence] for [name of employee] covering period dd/mm/yyto dd/mm/yyfor the [meeting] in [location]. Payment made through [payment methodology]*
BL4	*Services of [name of external company] received between dd/mm/yy and dd/mm/yy, for [purpose].*
BL5	*Purchase of [name/short description of item of plant or machinery] received on dd/mm/yy, for [purpose].*

- **Please indicate location and file name(s) of additional supporting documents:** use this space to describe where the supporting evidence can be found and its file name. This will ease the search for documents by the FLC and the Programme Bodies in their work. We recommend using the following descriptions:

  Below you can find: [type of document] [name of document]

  In the 'Attachments' tab you can find: [type of document] [name of document] [description of document]

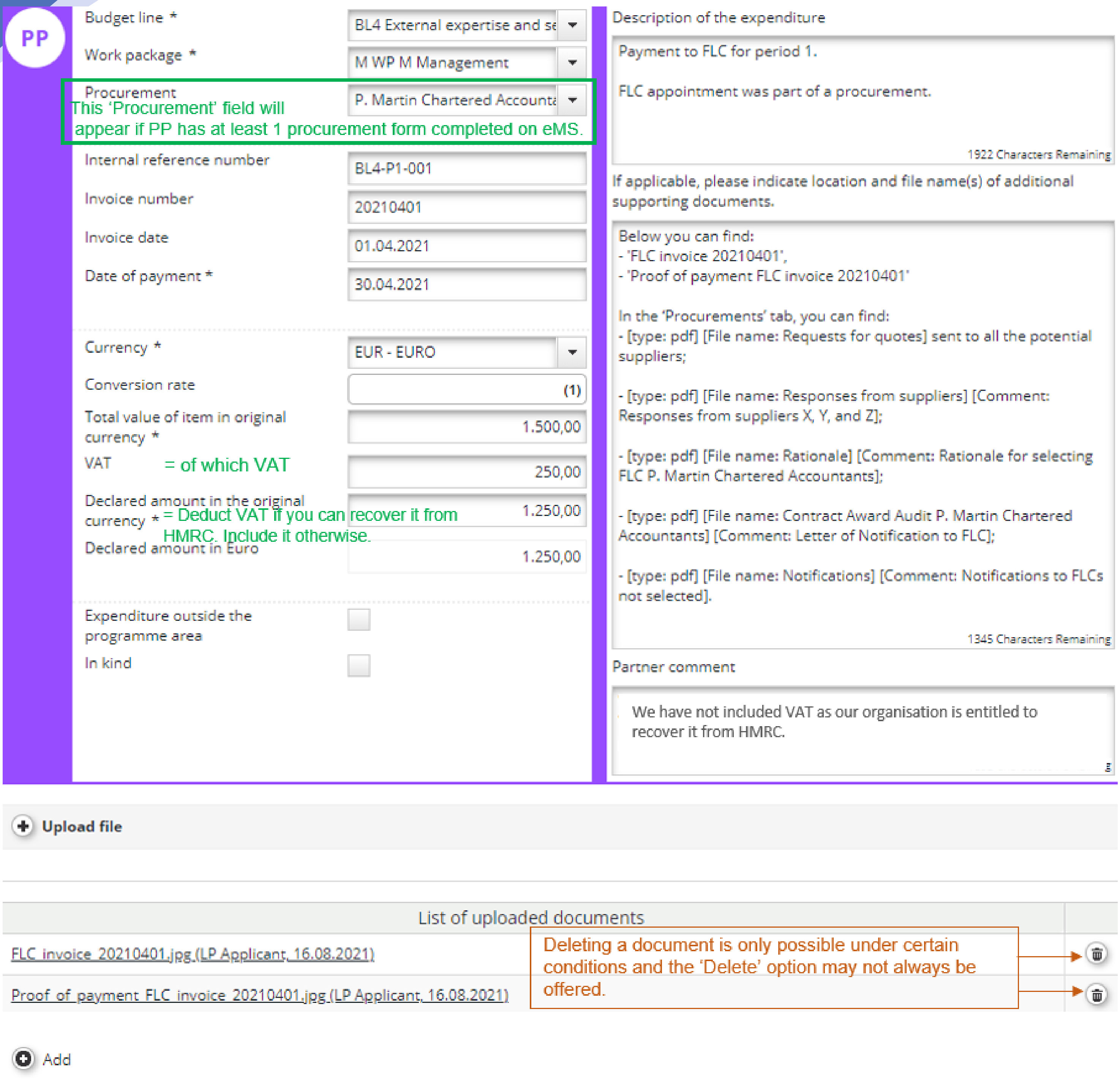
  In the 'Personal data attachments' tab, you can find: [type of document] [name of document] [description of document]

  In the 'Procurements' section, you can find [type of document] [name of document] [comment for document]

- **Partner comments:** an optional box to be used for any additional information the partner wishes to highlight.
- **List of uploaded documents**: The relevant evidence (invoice, payroll/payslip, etc.) should be uploaded on eMS. **Important notice: Please note that deleting a document is only possible under certain conditions. If a document is uploaded in error and should not be considered by the FLC and the Programme Bodies, the PP must use the comment and description boxes to indicate this if the '*delete*' option is not offered.**

The Interreg VA France (Channel) England Programme is co-financed by European Regional Development Funds.

Fig. 59 Edit expenditure


PP

Budget line * BL4 External expertise and se

Work package * M WP M Management

Procurement P. Martin Chartered Accounta

This 'Procurement' field will appear if PP has at least 1 procurement form completed on eMS.

Internal reference number BL4-P1-001

Invoice number 20210401

Invoice date 01.04.2021

Date of payment * 30.04.2021

Currency * EUR - EURO

Conversion rate (1)

Total value of item in original currency * 1.500,00

VAT 250,00 = of which VAT

Declared amount in the original currency * 1.250,00 = Deduct VAT if you can recover it from HMRC. Include it otherwise.

Declared amount in Euro 1.250,00

Expenditure outside the programme area

In kind

Description of the expenditure

Payment to FLC for period 1.

FLC appointment was part of a procurement.

1922 Characters Remaining

If applicable, please indicate location and file name(s) of additional supporting documents.

Below you can find:
- 'FLC invoice 20210401',
- 'Proof of payment FLC invoice 20210401'

In the 'Procurements' tab, you can find:
- [type: pdf] [File name: Requests for quotes] sent to all the potential suppliers;

- [type: pdf] [File name: Responses from suppliers] [Comment: Responses from suppliers X, Y, and Z];

- [type: pdf] [File name: Rationale] [Comment: Rationale for selecting FLC P. Martin Chartered Accountants];

- [type: pdf] [File name: Contract Award Audit P. Martin Chartered Accountants] [Comment: Letter of Notification to FLC];

- [type: pdf] [File name: Notifications] [Comment: Notifications to FLCs not selected].

1345 Characters Remaining

Partner comment

We have not included VAT as our organisation is entitled to recover it from HMRC.

Upload file

List of uploaded documents

FLC_invoice_20210401.jpg (LP Applicant, 16.08.2021)

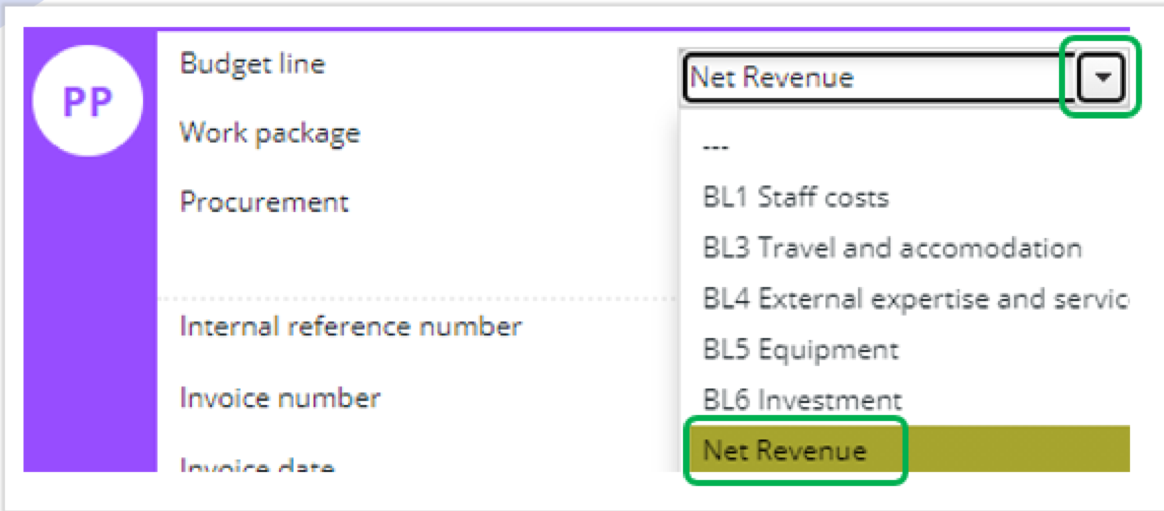
Proof_of_payment_FLC_invoice_20210401.jpg (LP Applicant, 16.08.2021)

Deleting a document is only possible under certain conditions and the 'Delete' option may not always be offered.

Add

Important notice: **You should report any revenue generated by the project in the List of Expenditure. To do so, the option "revenue" should be selected in the budget line dropdown list (Fig. 60) and all the boxes of the pop-up window should be completed as per the expenditure.**

Fig. 60 Net Revenue in Budget line dropdown menu

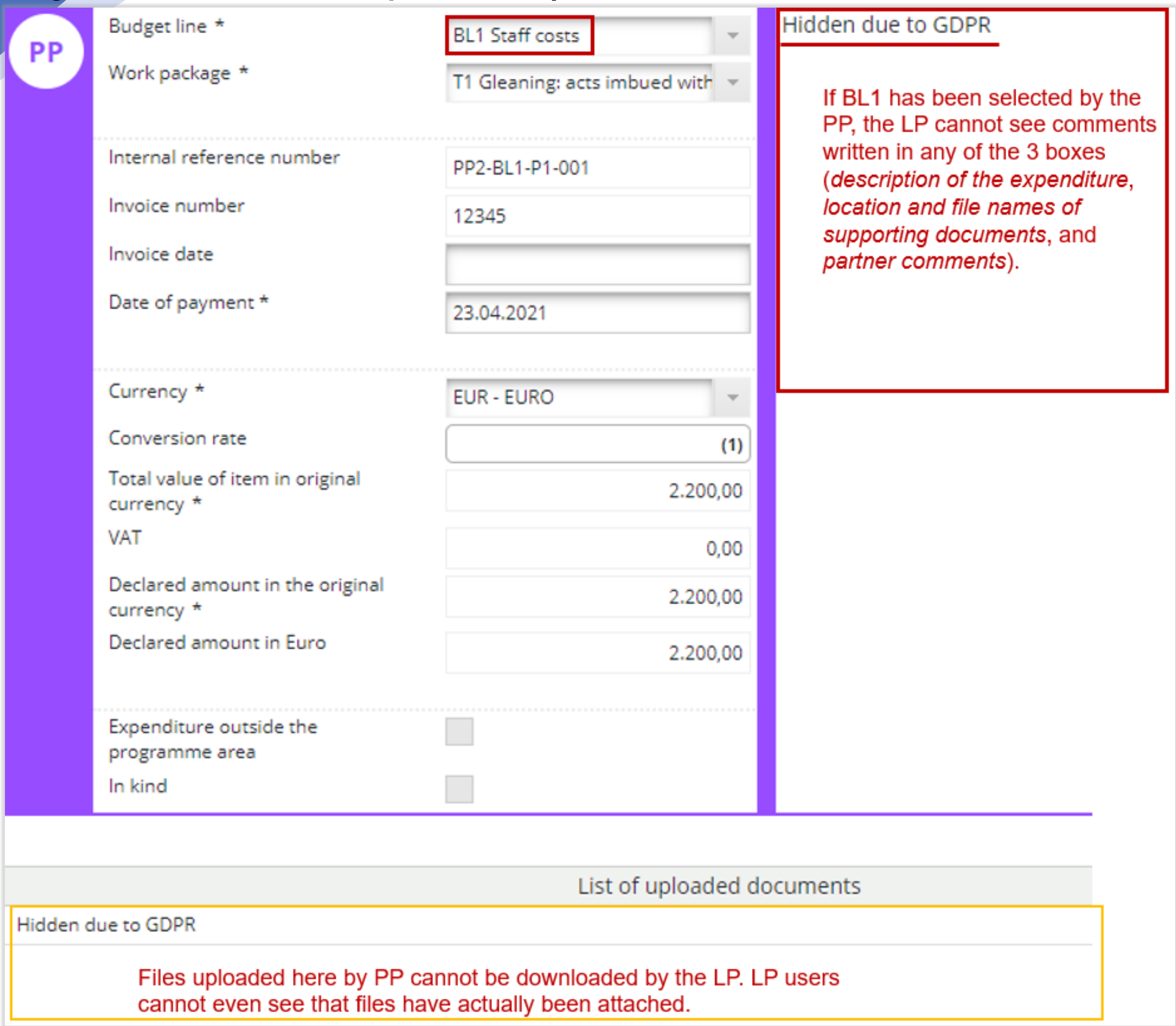


<u>Important notice: Please note the LP will be able to see all partner reports, including the information of expenditure. However, there are restrictions regarding access to personal data information as per Regulation 679/2016 (General Data Protection Regulation – GDPR).</u>

<u>Fig. 61</u>:

- <u>All attachments uploaded to the List of Expenditure in the budget line staff costs are hidden</u>
- <u>All 'comment' fields and 'Description1' and 'Description 2' related to items in budget line staff costs are hidden</u>
- <u>For those sections a text "hidden due to GDPR" will be shown.</u>

Fig. 61 LP user's view of a partner's expenditure window when BL1 has been selected



When completed, the partner should press the button "Add" to save the entry. Please repeat the operation as many times as needed.

Please see below two examples of how to complete the expenditure section:

Budget Line	BL1 Staff cost
Work Package	WP C. Communication
Internal reference number	BL1-P1-001
Invoice number	n/a
Invoice date	n/a
Date of payment	20.06.2021
Currency	Euro
Total value of the item in original currency	2365
VAT	-

Declared amount in the original currency	2365
Description	Salary for Sophie R. (comms-officer) for September 2021. The claiming methodology is Full time working on the project (100% on WP C)
If applicable, please indicate location and file name(s) of additional supporting documents[4]	Below: table showing a deduction of ineligible salary elements (Calculation BL1-P1-001) Personal data attachments: contract, mission letter, bank statement for defrayal, payslips showing employment costs (BL1-P1-001 documents.zip)

Budget Line	BL3 Travel and accommodation
Work Package	WP5
Internal reference number	BL3-P1-PD-20210418
Invoice number	X2345F
Invoice date	30.04.2021
Date of payment	20.05.2021
Currency	GBP
Total value of the item in original currency	200.00
VAT	20.00
Declared amount in the original currency	180.00
Description	Travel expenses for Pauline D. to attend the Kick-off meeting on 18.04.2021 in Portsmouth. Payments done through employee expenses claim. Included: Train Rennes-Paris, Eurostar Paris-London, Train London-Portsmouth (…)
If applicable, please indicate location and file name(s) of additional supporting documents[5]	Below: receipts for trains, hotel and meals; train tickets, agenda, signing sheet, calculation In attachments: organisation rules (Travel policy.pdf), employee expenses claim (PD travel 04-2021.pdf), proof of payment (transfer expenses 04-2021.pdf)
Partner comment	VAT has been deducted. Please see calculation: Tip has been deducted as it is not eligible.

In this example, £20.00 VAT is not included as the PP can recover VAT from HMRC => Declared amount is therefore only £180.00

<u>Important notice:</u> If some information is missing, an error message will appear at the top of the page and you will not be able to save the page until the problem is resolved.

<u>Important notice:</u> Please note only the following type of files can be upload on eMS: PDF, JPEG, JPG, ZIP, DOC, DOCX, XLS, and XLSX. If documents in other formats (such as emails) need to be added, we recommend they are compressed into a zip file. **Please note the maximum**

[4] Please refer to Guidance Note 8 of the Programme Manual for more information with regards to the supporting documents needed

size per document uploaded is 8 MB. It is the responsibility of the partner to ensure all relevant attachments are uploaded in eMS, the JS may not accept documents sent by other means.**

Please do not use special characters for naming files uploaded on eMS. Accents are considered as special characters by eMS. Special characters may prevent the downloading of files.

Making your navigation easier in the '*List of expenditure*' tab:

When you have many lines of expenditure entered and you want to check them or edit them, the advice below may help:

- Increase the number of lines of expenditure per page (Fig. 62);
- Select only the columns that you are interested in (Fig. 63);
- Use the filters and the sort functions (Fig. 64)

Fig. 62 Increase the number of lines per page in LoE tab

Fig. 63 Column selection in LoE tab

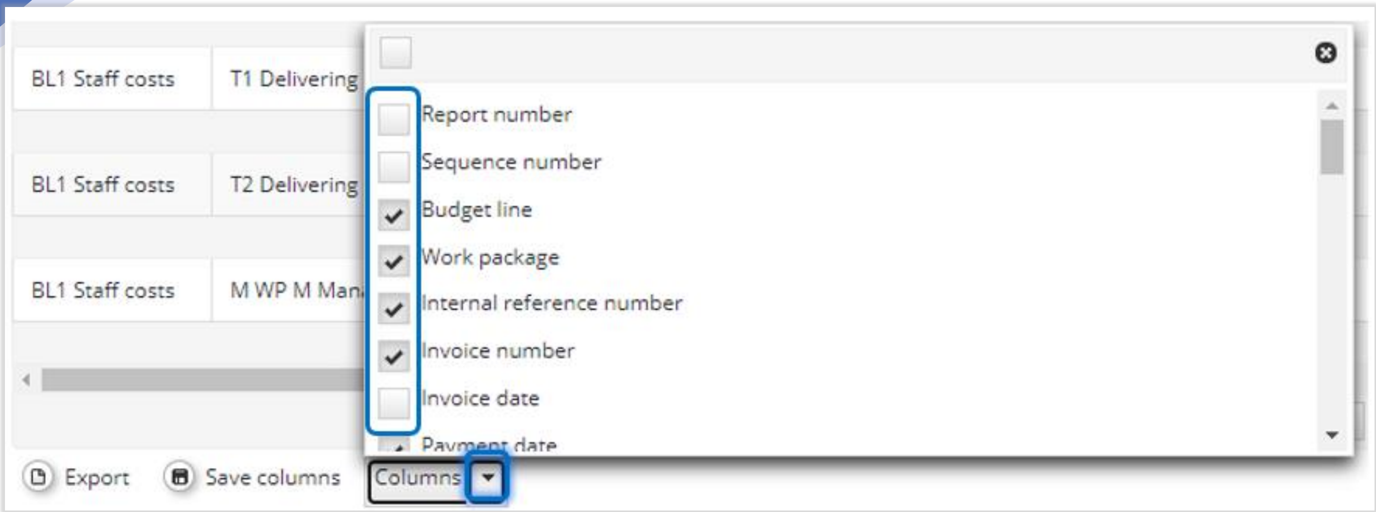
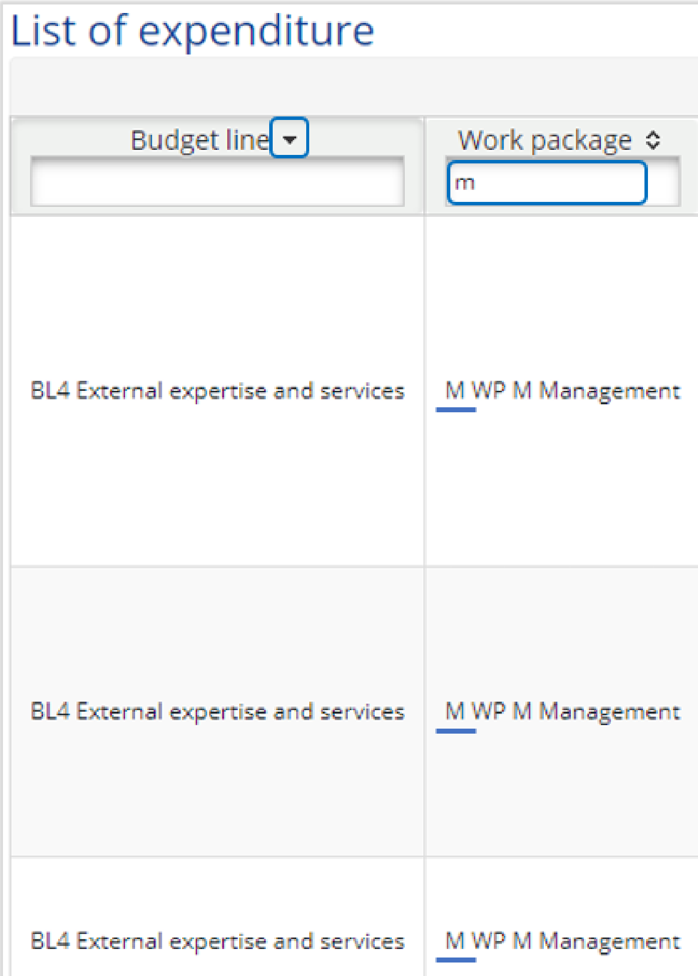
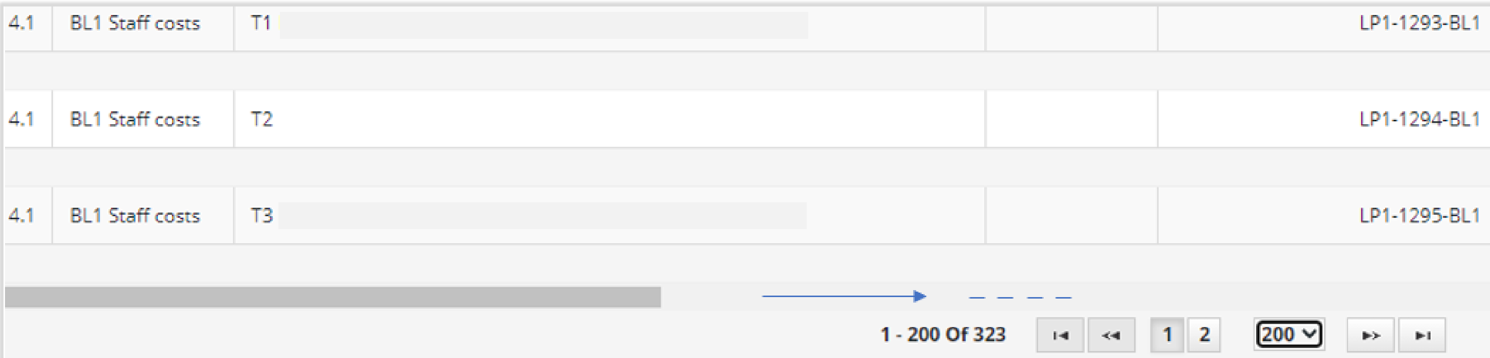


Fig. 64 Filter and sort functions in LoE tab



- You do not need to go all the way down to the bottom of your page and use your scroll bar to see the columns at the end on the right (**Fig. 65**)…
- …simply position your cursor in a gap between 2 lines, left-click, and scroll right with your keyboard arrows (**Fig. 66**).

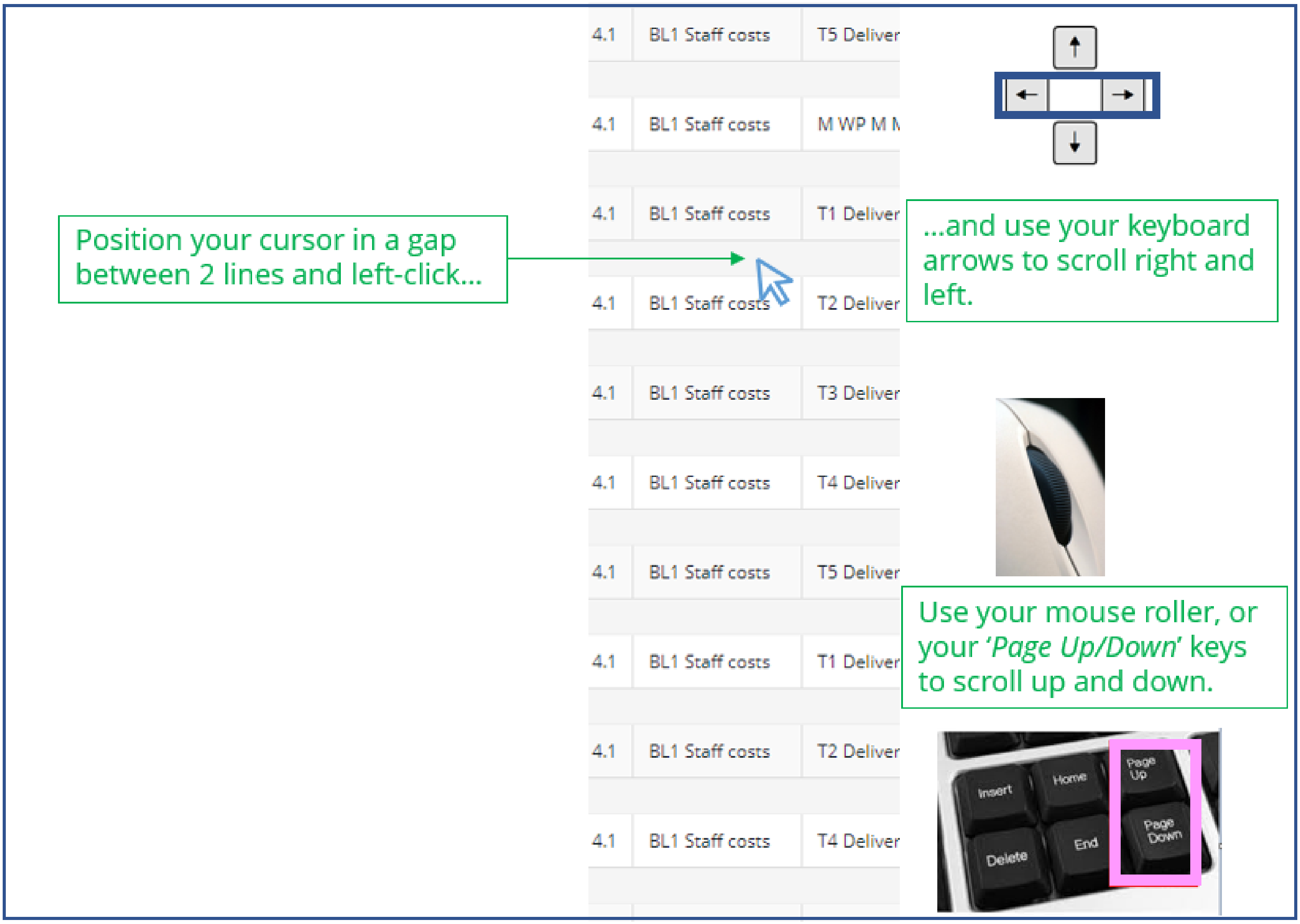
Fig. 65 You do not necessarily need to go to the bottom of your page to scroll right…



4.1	BL1 Staff costs	T1		LP1-1293-BL1
4.1	BL1 Staff costs	T2		LP1-1294-BL1
4.1	BL1 Staff costs	T3		LP1-1295-BL1

1 - 200 Of 323 1 2 200

Fig. 66 How to move right and left, and up and down, without using scroll bars



5.3.3 Contribution

In this tab, only 1 section needs to be completed, if applicable:

- **In Kind Contribution** – the total amount of the item indicated as in-kind in the List of Expenditure (**Fig. 67**) will appear (**Fig. 68**) and PP can justify the amount here, if applicable.

Fig. 67 In kind box in LoE

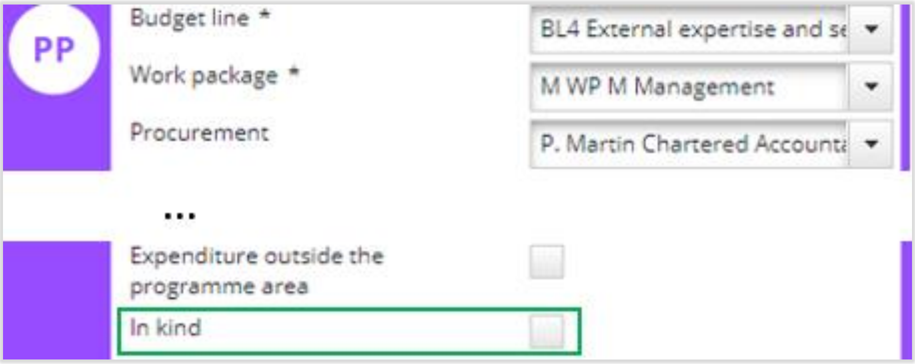
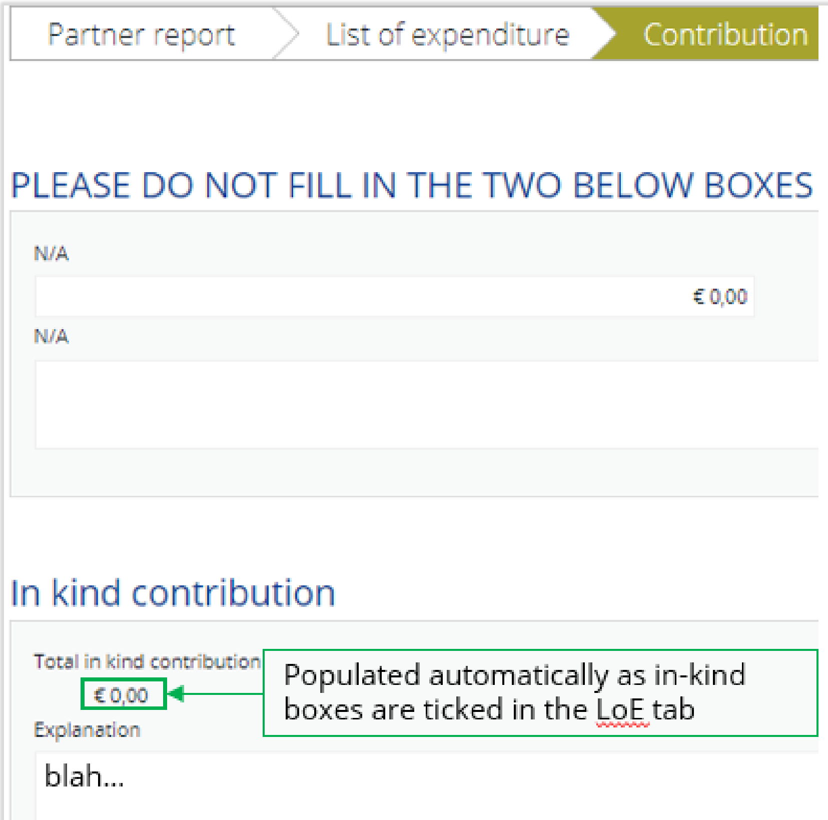


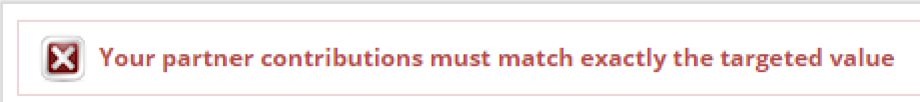
Fig. 68 In-kind comments box in Contribution tab



<u>eMS will automatically calculate the amount of the partner contribution for the period.</u>

Even if you do not have any in kind contributions and do not need to complete any of the boxes, you should still move to this 'Contribution' tab in order to refresh the contributions after all your expenses have been entered in the list of expenditure. You may get the error message below when trying to submit your report to your FLC otherwise (<u>Fig. 69</u>).

Fig. 69 Contributions error message



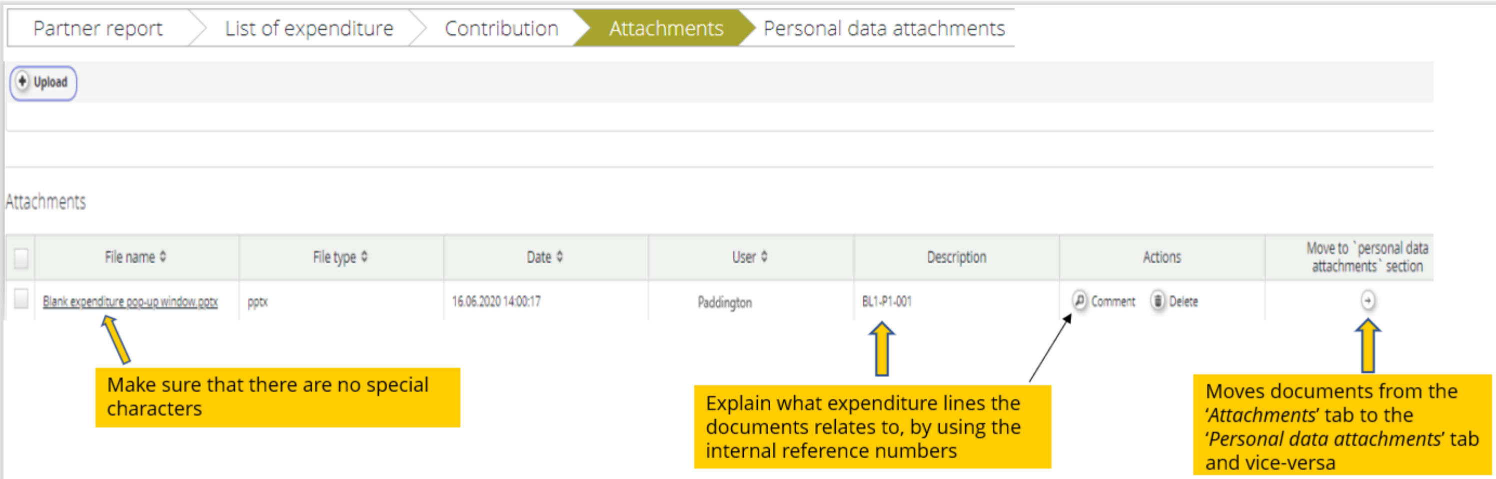
<u>Important notice:</u> Please note the 1st section of the contribution tab is not to be filled in as indicated with the 2 'N/A' mentions (<u>Fig. 68</u>).

<u>Important notice:</u> Please remember to click the "*Save*" button to save the data entered, otherwise the in-kind data may be lost!

5.3.4 Attachments and Personal Data Attachments

In these sections PPs can upload any complementary document to their Partner Report (including project officers' contracts).

Fig. 70 Attachments



Important notice: It is the responsibility of each PP to ensure the content of the files and what they evidence is clear. Please use clear file names and complete the Description box with all information related to the attachments for the expenditure lines (Internal Reference Number), deliverables or other evidence.

Important notice: The Regulation 679/2016 (General Data Protection Regulation – GDPR) has strict rules on data protection. Interreg programmes are obliged to collect some personal data necessary for project monitoring in eMS. Access to salary information and other personal data reported by project partners under the budget line staff costs is limited. **It is the responsibility of each partner to ensure that the attachments containing personal data and/or salaries of partner employees are uploaded in the "personal data attachments" section.** By uploading such documents to the "personal data attachments" section, only Programme Bodies and FLCs responsible for cost verification are able to see this personal data. The LPs will not have access to their partners' Personal Data documents.

To comply with GDPR, eMS features the following attachments sections:

- A tab called 'Personal data attachments' as part of the partner report.
- It is possible to move files from the "Attachments" section to "Personal data attachments" and the other way around. The partner user can move attachments from one section to the other for their own report. For the partner user, this functionality is always available – independent of the state of the report.

<u>**Important notice: please note that deleting a document is only possible under certain conditions. If a document is uploaded in error and should not be considered by the FLC and the Programme Bodies, the PP must use the comment and description boxes to indicate this if the '*delete*' option is not offered.**</u>

<u>**Important notice:**</u> **Please note only the following type of files can be upload on eMS: PDF, JPEG, JPG, ZIP, DOC, DOCX, XLS, and XLSX.** If documents in other formats (such as emails) needs to be added, we recommend they are compressed into a zip file. **Please note the maximum size per document uploaded is 8 MB. It is the responsibility of the partner to ensure all relevant attachments are uploaded in eMS, the JS may not accept documents sent by other means.**

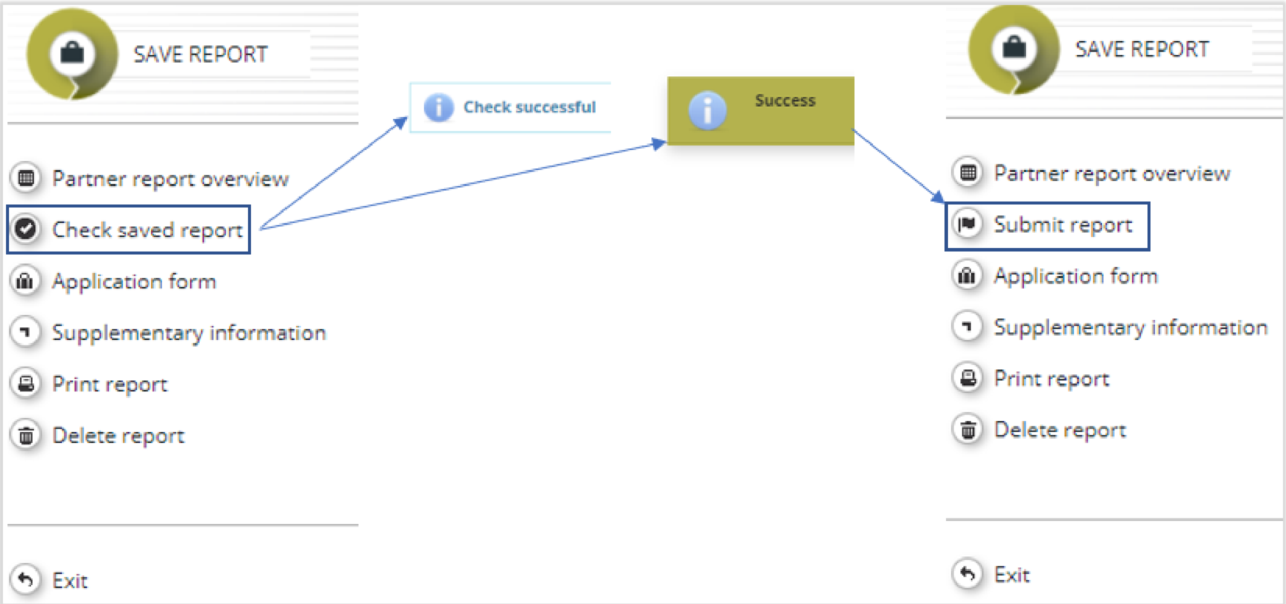
Please do not use special characters for naming files uploaded on eMS. Accents are considered as special characters by eMS. Special characters may prevent downloading files.

5.3.5 Submitting a partner report to the FLC

Once the report is completed and you have moved to the '*Contribution*' tab to refresh your contributions, click on "*Check saved report*" to enable the software to perform the automatic checking. (**Fig. 71**, left)

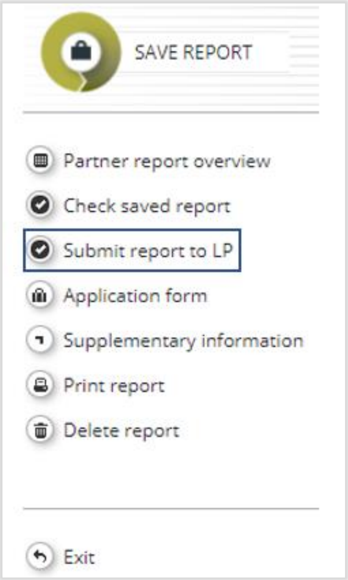
If no error message appears (check common one relating to contributions), then the "Check saved report" button will now read as "Submit report" (**Fig. 71**, right). When clicking on the "Submit report" button, the partner report will be sent to its FLC for certification.

Fig. 71 Check saved partner report (left), and then submit report to FLC (right)



<u>Important notice:</u> For some reports the button "*Submit report to LP*" will be visible (Fig. 72). Please do not click on it unless no expenditure is to be included in the report. All expenditure must be checked by the FLC before the Partner Report can be included in the Project Progress Report.

Fig. 72 PP can submit report directly to LP if it does not have any expenditure



Important notice: Please note FLCs and the JS will revert the report back to the partner when information is missing, or errors are identified.

5.3.6 Amending a report and expenditure lines after submitting to the FLC.

If missing information or errors are identified in Partner Report, mainly in the list of expenditure lines, the FLCs and the JS will revert the partner report back to the partner to make the necessary changes to the report.

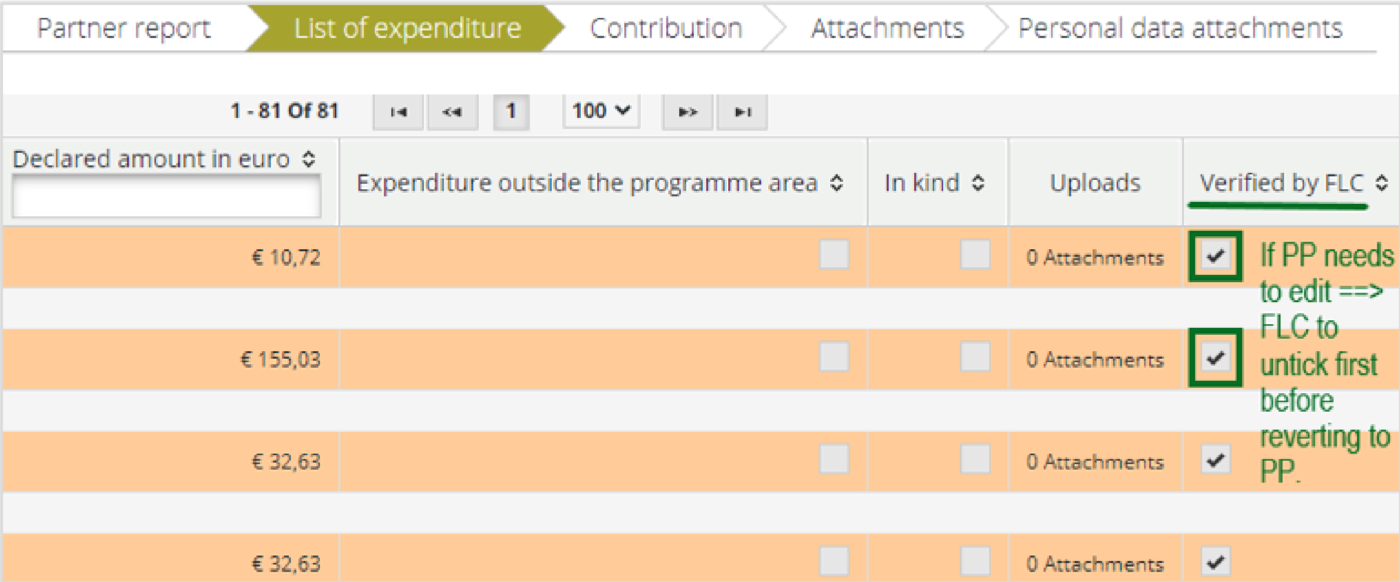
To be able to amend the expenditure lines, the PP must make sure the FLC has not ticked the verified box for the lines which need amending. If the expenditure lines are in orange, it means they have been verified and cannot be modified (**Fig. 73**). **To modify expenditure lines, they must be in white**.

The steps to unblock the expenditure lines to modify them:

1. Submit the report to the FLC
2. The FLC should untick verified box for the required expenditure lines and revert the report to the PP
3. The PP has access to modify expenditure lines.
    a. **If the expenditure line has any attachments, you may not be able to delete it, as deletion is only possible under certain conditions. If an expenditure line needs to be deleted, please indicate this by entering 0 in the “Declared amount in the original currency” and use the comment and description boxes to indicate the expenditure line and supporting documents should not be considered.**

b. **You will not be able to delete any attachments for expenditure lines after a revert. If this is required, please use the comment and description boxes to indicate that the supporting documents and, if relevant, the expenditure line, should not be considered.**

Fig. 73 How to know if an expenditure line was verified by the FLC



5.3.7 Lead Partner Reverting Partner Reports

LPs have the functionality to revert PPs' reports rather than relying on the eMS team to do this for them.

This can be done by going through the process below.

Once you are logged in and on the reporting screen, make sure you are viewing the reports as the LP (**Fig. 74**).

Then select the Project Report you want to view (**Fig. 75**).

Then on the reporting page, scroll down to '*List of Partner FLC Certificates*' (**Fig. 76** + **zoom in**).

Then scroll along this tab to the right, you will see the two options below (**Fig. 77** + **zoom in**).

Fig. 74 Select LP role

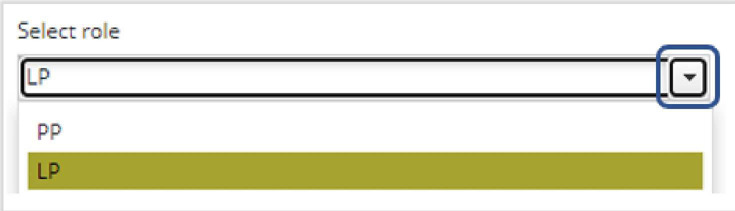
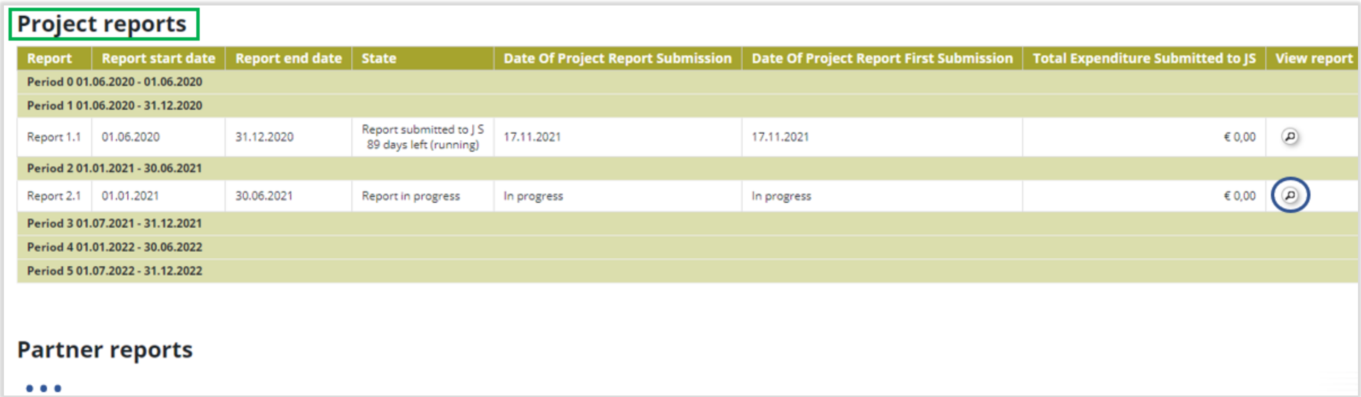


Fig. 75 Open the project report containing the partners' reports you want to revert



Project reports

Report	Report start date	Report end date	State	Date Of Project Report Submission	Date Of Project Report First Submission	Total Expenditure Submitted to JS	View report
Period 0 01.06.2020 - 01.06.2020							
Period 1 01.06.2020 - 31.12.2020							
Report 1.1	01.06.2020	31.12.2020	Report submitted to J S 89 days left (running)	17.11.2021	17.11.2021	€ 0,00	
Period 2 01.01.2021 - 30.06.2021							
Report 2.1	01.01.2021	30.06.2021	Report in progress	In progress	In progress	€ 0,00	
Period 3 01.07.2021 - 31.12.2021							
Period 4 01.01.2022 - 30.06.2022							
Period 5 01.07.2022 - 31.12.2022							

Partner reports

Fig. 76 Scroll down to '*List of Partner FLC Certificates*'

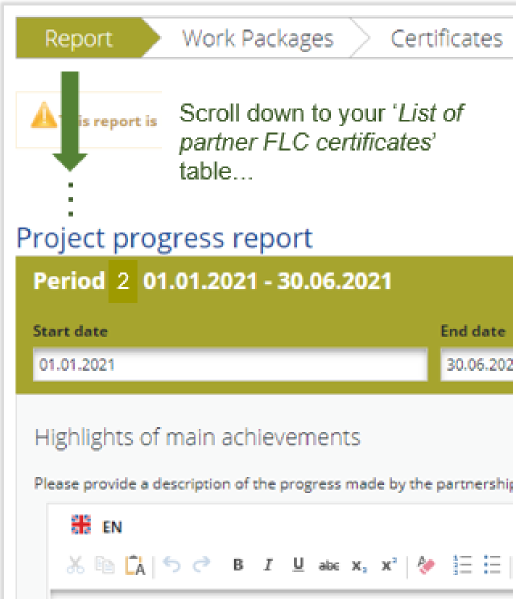
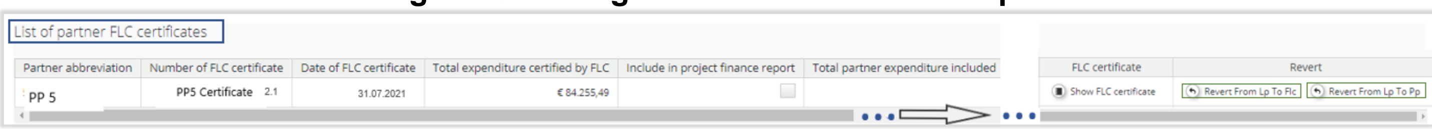


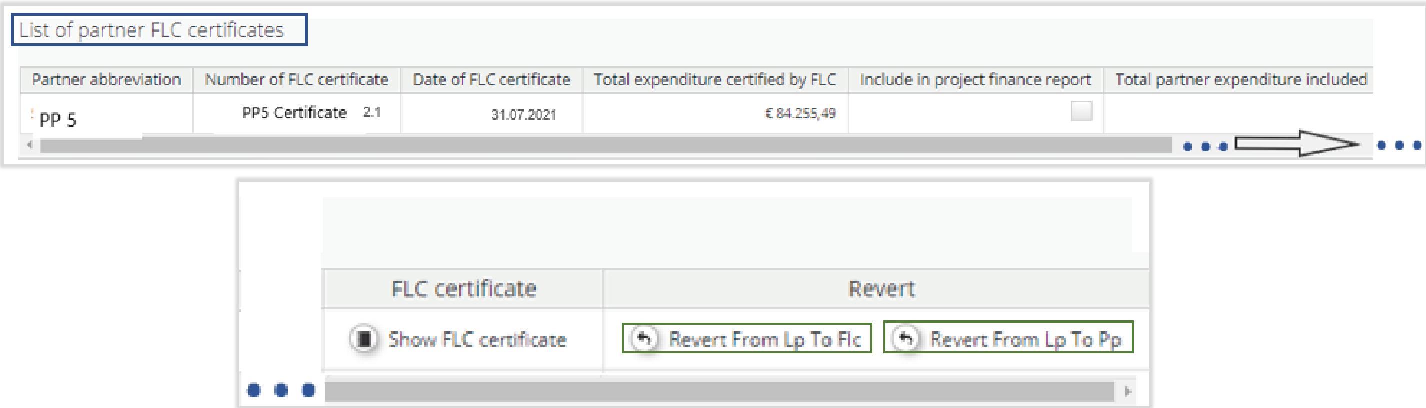
Fig. 77 Scroll right to access the revert options



List of partner FLC certificates

Partner abbreviation	Number of FLC certificate	Date of FLC certificate	Total expenditure certified by FLC	Include in project finance report	Total partner expenditure included	FLC certificate	Revert
PP 5	PP5 Certificate 2.1	31.07.2021	€ 84.255,49			Show FLC certificate	Revert From Lp To Flc / Revert From Lp To Pp

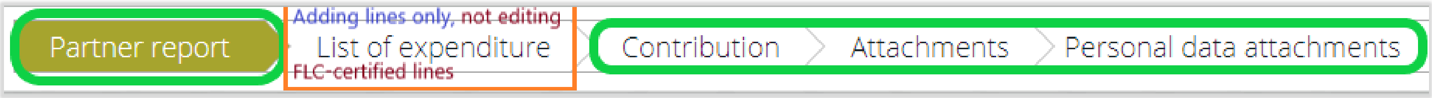
Fig. 76 and 77 zoomed in



LPs can then select ‘*Revert to PP*’ or ‘*Revert to FLC*’ as appropriate:

- If you revert to the PP, the PP will be able to update the 1st and 3rd tabs (‘*Partner report*’ and, if relevant, ‘*Contribution*’), add (only!) lines of expenses in the 2nd tab, and attach documents in the ‘*Attachments*’ and ‘*Personal data attachments*’ tabs (**Fig. 78**):

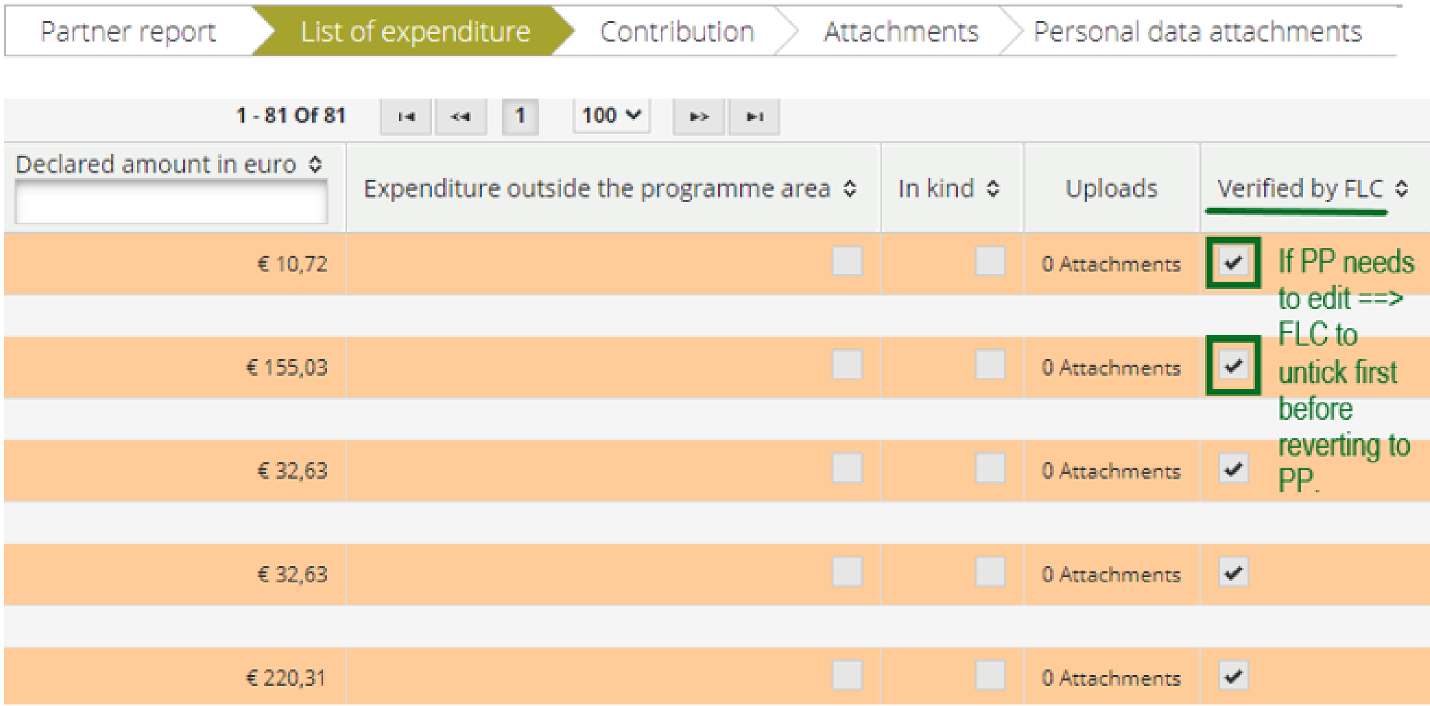
Fig. 78 Tabs wich PPs can edit after straight revert to them



The PP will NOT be able to edit certified lines of expenditure (in orange colour) whether it is adding comments or uploading more documents inside the pop-up windows.

- If the PP does need to edit certified lines of expenditure (adding/removing/updating comments or uploading more documents inside the pop-up windows), the report needs to be reverted to the FLC first so that they can untick the ‘*Verified by FLC*’ box of the relevant lines (**Fig. 79**).

Fig. 79: Revert to FLC first so that PP can then update existing expenditure lines



The FLC can then revert the whole report to the PP so that they can update those "*unverified*" lines.

FLCs can also revert PP reports if required. Please see the '*Additional information*' article from chapter 5 '*Checks on eMS*' of the FLC Manual.

5.4 Reporting – Project Progress report

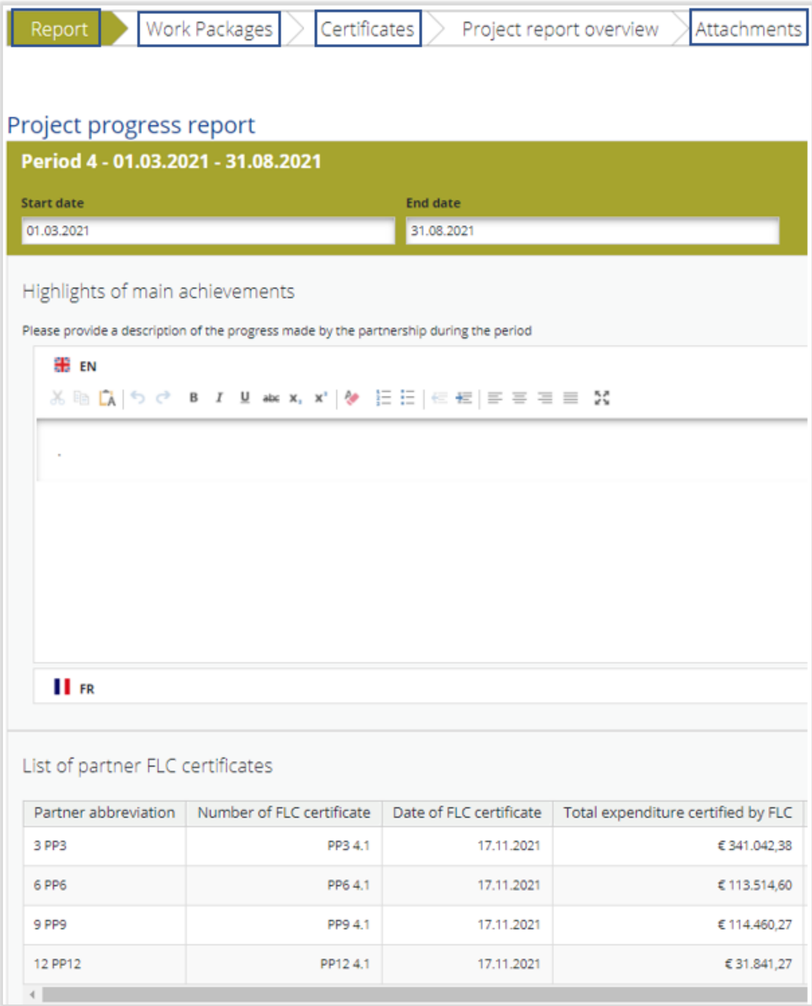
Creation and, if necessary, deletion: see steps on pages 61 to 63.

This report needs to be filled by the LP and submitted once all the certificates have been completed by the PPs‘ FLCs.

In this report, 4 out of the 5 tabs need to be completed (**Fig. 80**):

- Report
- Work Packages
- Certificates
- Project report overview: this tab contains a set of automatic tables and does not need to be completed
- Attachments

Fig. 80 Project Progress Report



5.4.1 Report

Always start by populating the mandatory fields even if you do not have the data for them yet. eMS might not let you complete the report until then (Fig. 86).

In this section the following information should be provided in both English and French:

- **Highlights of main achievements (Fig. 81)**
- **List of Partner FLC certificates**: this section is automatically generated from FLC-certified partner reports. The LP will need to select the FLC certificates to be included in the Progress Report (Fig. 82).
- **Project main output achievements:** this table will show the outputs defined in the application form and the data that the LP will have recorded against them in the '*Work Packages*' tab (Fig. 83)
- **Target Groups reached**: As mentioned in 5.3.1 Partner report, although PPs should diligently report numbers, the values that they recorded in their reports do not automatically feed into the LP's Project Progress Report. The LP will therefore need to check the PPs' reports and enter the accurate quantities in its Project Progress Report. The LP will also need to add the information to the columns "Source of verification" and "Description of Target Group" (Fig. 84)
- **Problems and Solutions Found:** the LP will need to describe the problems the partnership has encountered, and the solutions put in place.
- **Contribution to Horizontal Principles:** The LP will need to choose from the dropdown list and describe the contribution (Fig. 85)

Fig. 81 Highlights of main achievements

Fig. 82 FLC certificates to be included

Report | Work Packages | Certificates | Project report overview | Attachments

List of partner FLC certificates

Partner abbreviation	Number of FLC certificate	Date of FLC certificate	Total expenditure certified by FLC	Include in project finance report	Total partner expenditure included
3 PP3	PP3 4.1	17.11.2021	€ 341.042,38	✔	€ 341.042,38
6 PP6	PP6 4.1	17.11.2021	€ 113.514,60	✔	€ 113.514,60
9 PP9	PP9 4.1	17.11.2021	€ 114.460,27	✔	€ 114.460,27
12 PP12	PP12 4.1	17.11.2021	€ 31.841,27	✔	€ 31.841,27

Fig. 83 Output summary

Report | Work Packages | Certificates | Project report overview | Attachments

Project main outputs achievement - this table is an overview, quantities need to be added in the 'Work Packages' tab.

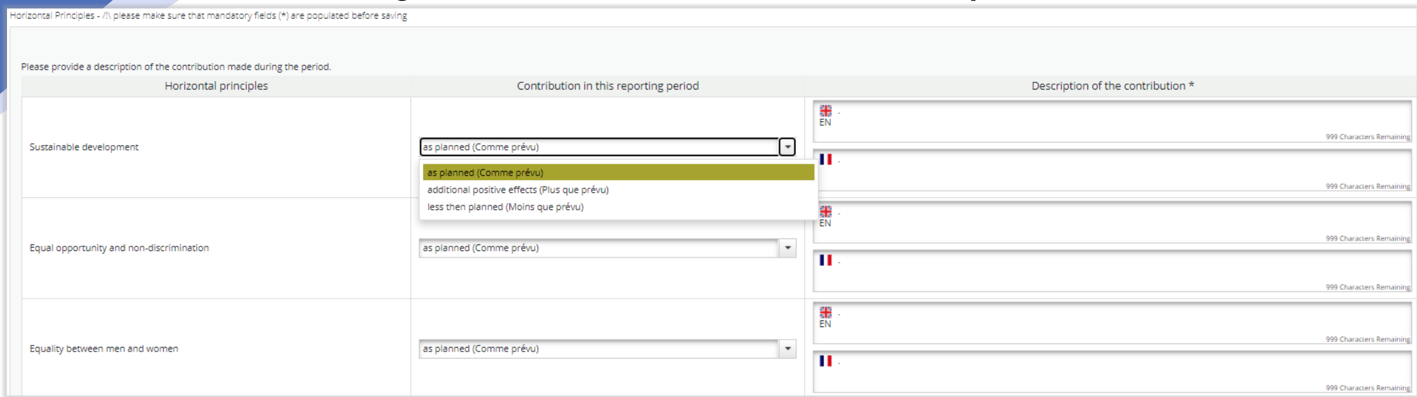
Programme output indicators	Sum of output indicator targets	Sum of achieved output indicators so far	Sum of achieved output indicators in this report	Output indicator number	Output title	Output quantification target	Planned delivery	Achieved so far	Achieved in this report	Level of achievement
CI No.9	20.038.906,00	0,00	0,00	T4.1.1	Testing and launch of new off-season, experiential tourism offer	20,038,906.00	Mar.2023	0,00	0,00	proceeding according to work plan (Encours - en accord avec le plan de travail)
3.1	2.410,00	209,00	0,00	T1.1.1	Engaging non-traditional tourism actors and increasing capacity and confidence to meet demand.	207.00	Mar.2023	23,00	0,00	proceeding according to work plan (Encours - en accord avec le plan de travail)
				T2.1.1	New off-season experiential tourism offer in 6 pilot regions	2,141.00	Mar.2023	179,00	0,00	proceeding according to work plan (Encours - en accord avec le plan de travail)
				T3.1.1	Experiential off-season infrastructure to compliment WP3 activities	56.00	Mar.2023	7,00	0,00	proceeding according to work plan (Encours - en accord avec le plan de travail)
				T5.1.1	Evaluating and improving sustainability within new off-season tourism offer.	6.00	Mar.2023	0,00	0,00	proceeding according to work plan (Encours - en accord avec le plan de travail)

Fig. 84 Target Groups reached

Target Groups Reached

Target groups	Target value	Target groups reached in previous periods	Target groups reached in current report	Source of verification	Description Of Target Group
local public authority	30,00	2,00	6,00	EN PP2 - P2.1 (n=2) PP6 - P3.1 (n=3) PP7 - P3.1 (n=1) 448 Characters Remaining PP2 - P2.1 (n=2) PP6 - P3.1 (n=3) PP7 - P3.1 (n=1)	EN Mairie de Dinard, Mairie de St Malo, Bournemouth, Christchurch, Poole council coastal engineers, Isle of Wight Council 881 Characters Remaining Mairie de Dinard, Mairie de St Malo, Bournemouth, Christchurch, Poole council coastal engineers, Isle of Wight Council

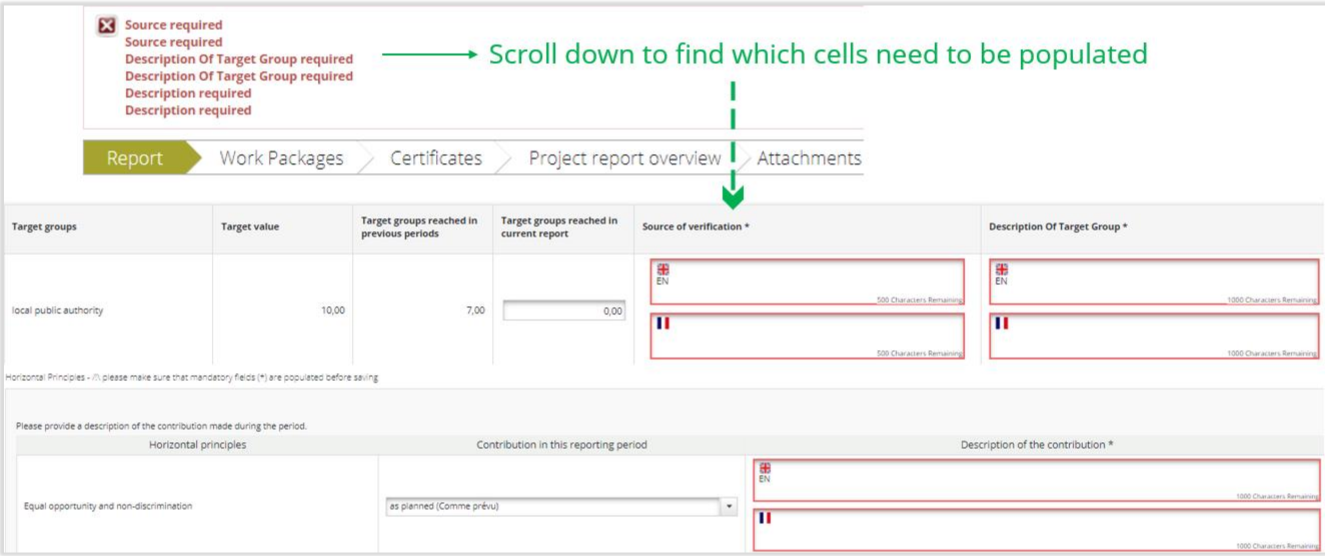
Fig. 85 Contribution to Horizontal Principles



Important notice: **Please remember to click on the "Save" button otherwise the data that you have entered may be lost!**

Please also note that if some information is missing, an error message will appear at the top of the page and you will not be able to save the page until the problem is solved (Fig. 86).

Fig. 86 Error messages will appear if mandatory fields have not been populated



5.4.2 Work Packages

For each WP, the following information should be provided:

- The status of the WP (dropdown list – **Fig. 87**)
- A description of the progress made in this WP during the reporting period and by who
- A description and a justification of the problems / deviations encountered, and the solutions found

- For ‘T’ work packages only (not ‘M’ or ‘C’): output quantities and level of achievement (Fig. 88).
- The status of each activities and deliverables
  A description of the progress achieved in the reporting period for each activity/deliverable

Fig. 87 Work Packages – example of WP1

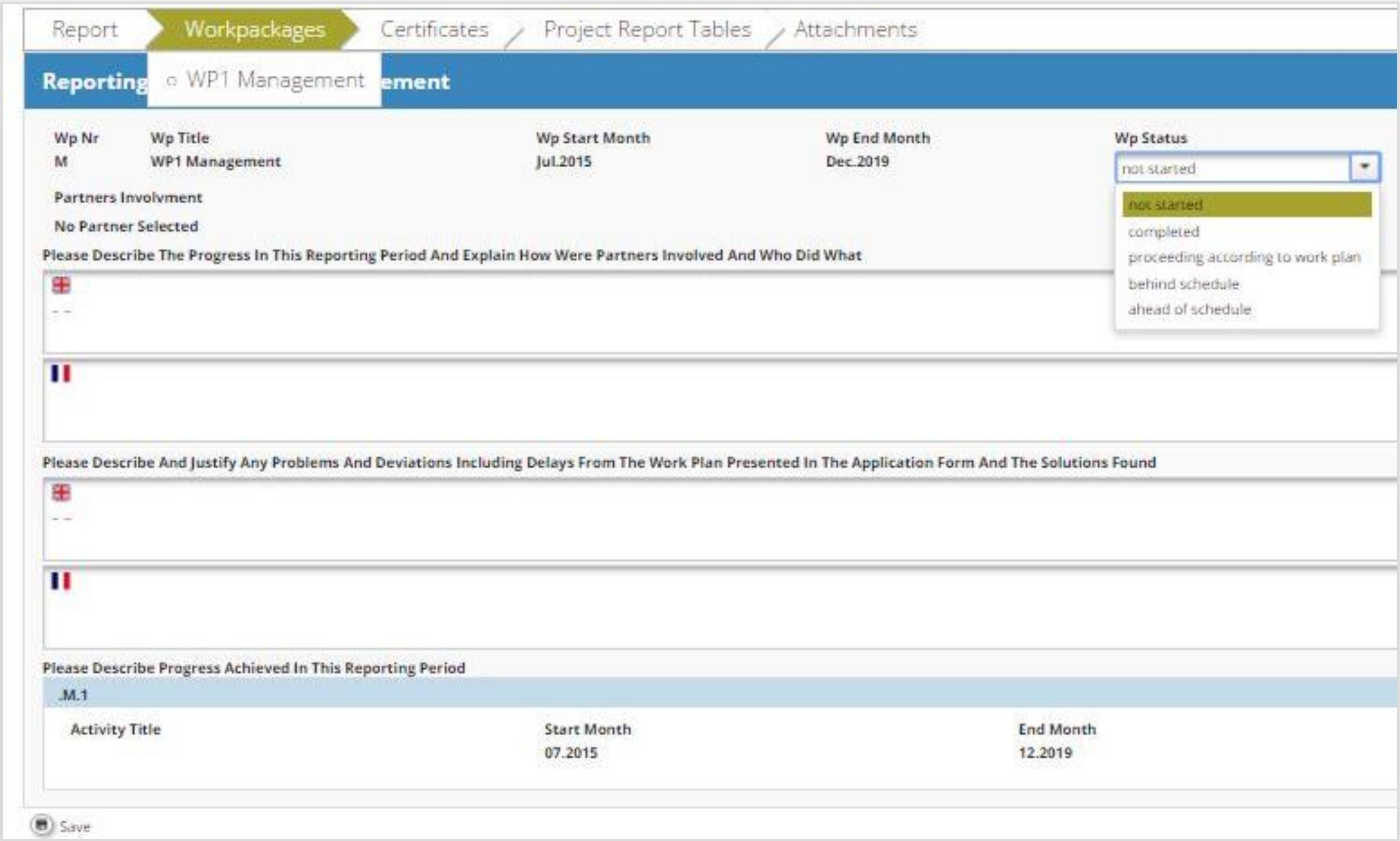
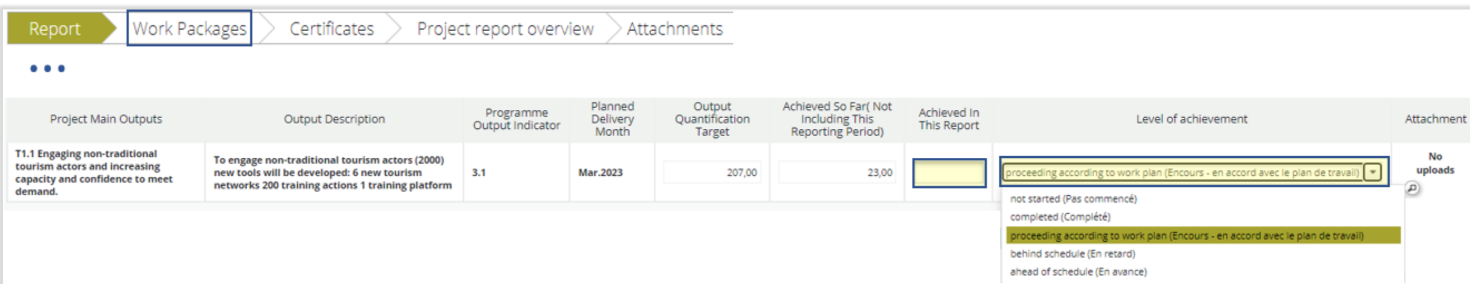


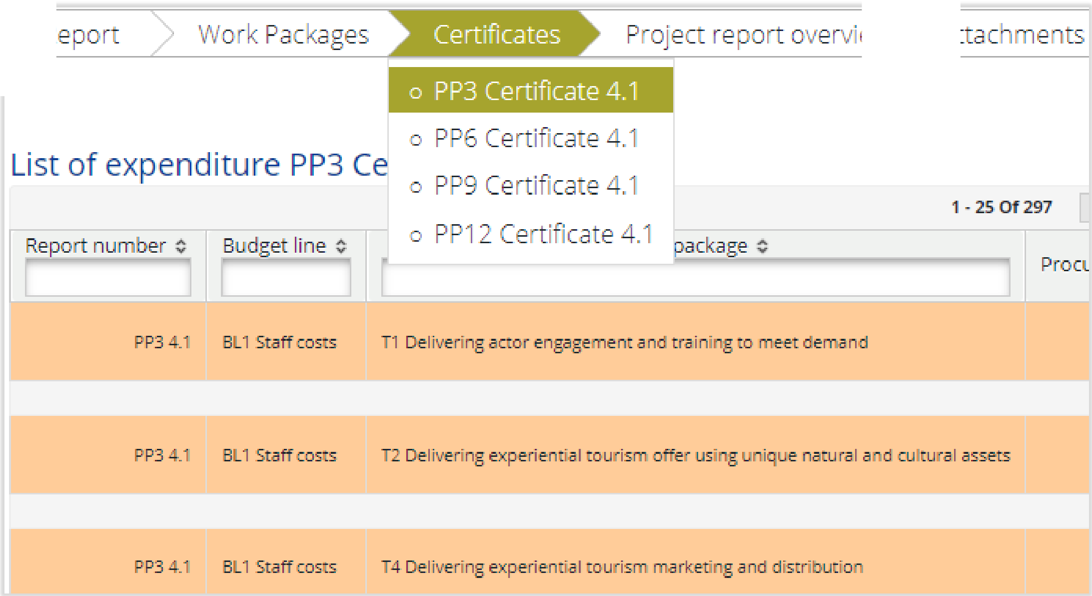
Fig. 88 Enter output quantities and level of achievement



5.4.3 Certificates

All the PPs' certified expenditure which the LP has included in the project report (**Fig. 82**) will appear on this section (**Fig. 89**)

Fig. 89 Certificates



5.4.4 Project report overview

The following tables are automatically generated by eMS:

- Project report expenditure summary
- Project report expenditure per Partner
- Project report expenditure per BL
- Project report expenditure per WP
- Project report expenditure per WP per BL
- Project report expenditure - invoices outside of the eu part of the programme area
- Project report expenditure per partner (fund amounts)

5.4.5 Attachments

The Lead Partner can upload additional attachments to the whole report (press article(s), minutes of meetings, etc.). It is recommended that the LP uploads the following documents in this section:

- Signed Partner Reports for all Partner Reports included
- Signed FLC certificates for all Partner Reports included
- Signed FLC checklists for all Partner Reports included

- Signed LP checklist

Both handwritten and electronic signatures will be accepted for the documents mentioned above.

Important notice: **Please note only the following type of files can be upload on eMS: PDF, JPEG, JPG, ZIP, DOC, DOCX, XLS, and XLSX.** If documents in other formats (such as emails) need to be added, we recommend they are compressed into a zip file. **The maximum size per document uploaded is 8 MB. It is the responsibility of the partner to ensure all relevant attachments are uploaded in eMS, the JS may not accept documents sent by other means.**

Please do not use special characters for naming files uploaded on eMS. Accents are considered as special characters by eMS. Special characters may prevent the downloading of files.

5.4.6 Submitting a project progress report to JS

Once the report is completed, following the same process as per submitting a partner report (see **Fig. 71**), the LP should click on "check saved report" to enable the software to perform the automatic checking.

If no error message appears, then the "check saved report" button will now read as "submit report". When clicking on the "submit report" button, the Project Progress Report will be sent to JS.

Once the Project Progress Report is submitted in eMS, the LP will need to download the submitted version of the report and sign it. Both handwritten and electronic signatures will be accepted. **The signed Project Progress Report will need to be emailed to the JS at interregV@norfolk.gov.uk.**

After the completion of the assessment of the Project Progress Report by the JS, and if these documents are deemed satisfactory, the Certifying Authority will make a final check before making the payment. All payments will be made in Euro and deposited into the bank account of the LP as indicated in the supplementary information.

Important notice: Please note the JS may revert partner and project reports to the LP, PP and/or FLCs if information is missing, or errors are identified.