

# INTERREG V-A ROMANIA-HUNGARY PROGRAMME



## eMS Application Instructions

*How to apply online using the eMS*

*“Partnership for a better future”*

[www.interreg-rohu.eu](http://www.interreg-rohu.eu)

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## ***Abbreviations***

AF	Application form
BL	Budget line
eMS	Electronic monitoring system
ERDF	European Regional Development Fund
LA	Lead Applicant
LP	Lead partner
MA	Managing authority
MC	Monitoring committee
JS	Joint secretariat
NA	National authority
PP	Project partner

## ***Online submission system***

If you decide to apply your project for financing under our programme, you will have to submit your application online through a dedicated online platform, called **eMS** (*electronic monitoring system*) and accessible at the following URL:

<http://ems-rohu.mdrap.ro/app/main?execution=e1s1>

Also, this system will be used for assessment, contracting, sending and validating expenditures and approving progress reports of the partners and project. Your project's implementation will be monitored through this online platform.



## ***Technical information and system requirements***

The eMS is a web application which can be accessed with recent versions of most common browsers (e.g. at least Internet Explorer 11, Firefox 35, Chrome 39).

The functionality of the system follows the common standards of web applications for entering and submitting form data.



**Please pay attention to the following important aspects that have to be remembered when filling in the AF:**

- ✓ The 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 any section in the AF (Save button on upper left corner  or at the end of the page  otherwise data will be lost!;
- ✓ When filling in longer sections, please remember to regularly save data, in order to avoid losing data in case of interruptions of the internet connection or other technical issues;



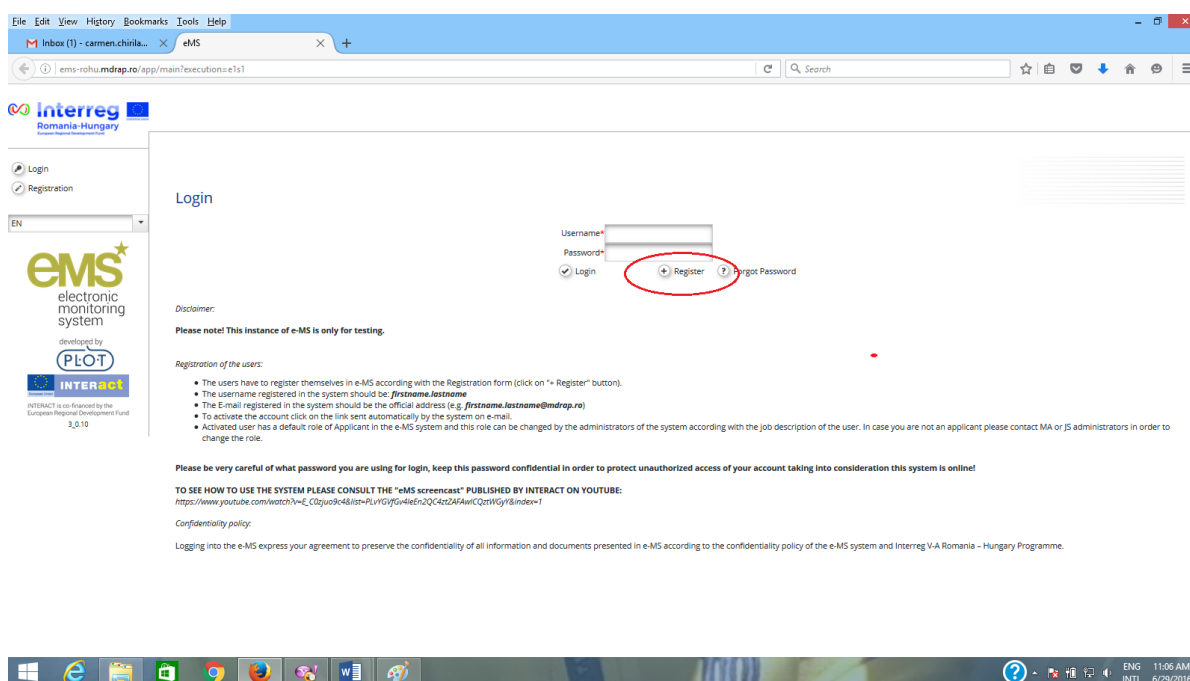
- ✓ **Do not use the “Enter”** key in the forms as it may lead to unexpected results. Always use the commands provided by the eMS interface;
- ✓ The generation of pdf files might take some time. Please wait until the pdf-file appears in the file browser or in a new window. Activating the pdf generation again might slow down the system;
- ✓ Some fields in various (sub-) sections will be automatically filled in (grey cells) by the system by using data inserted in other sections of the AF or which are automatically calculated;
- ✓ To a certain extent, it is possible for different users to work in parallel (at the same time) on the same AF, but when the users are working in parallel, they have to be sure that they are not working in the same section or sub-section (in case that more than one applicant is filling in the AF). Filling in the AF by more than 1 user is not recommended at the same time!

## PART A – Registration

To use the eMS, the **Lead Applicant or applicant** must register and activate a user account as follows:

1. To register, go to <http://ems-rohu.mdrap.ro/app/main?execution=e1s1> and click on the button  Register .

The person registering should be preferably the contact person or the project manager of the Lead Applicant institution/organization.



The screenshot shows a web browser window displaying the eMS login and registration page. The page has a header with the Interreg logo and a sidebar with navigation links for Login and Registration. The main content area features a login form with fields for Username and Password, and buttons for Login, Register, and Forgot Password. The Register button is circled in red. Below the login form, there is a disclaimer and a registration policy section.

**Disclaimer:**  
Please note! This instance of e-MS is only for testing.

**Registration of the users:**

- The users have to register themselves in e-MS according with the Registration form (click on "+ Register" button).
- The username registered in the system should be: **firstname.lastname**
- The E-mail registered in the system should be the official address (e.g. **firstname.lastname@mdrap.ro**)
- To activate the account click on the link sent automatically by the system on e-mail.
- Activated user has a default role of Applicant in the e-MS system and this role can be changed by the administrators of the system according with the job description of the user. In case you are not an applicant please contact MA or JS administrators in order to change the role.

**Please be very careful of what password you are using for login, keep this password confidential in order to protect unauthorized access of your account taking into consideration this system is online!**


**TO SEE HOW TO USE THE SYSTEM PLEASE CONSULT THE "eMS screencast" PUBLISHED BY INTERACT ON YOUTUBE:**  
[https://www.youtube.com/watch?v=E\\_C0tjy09c48&list=PLVtGfGv4eEn2QCztDAfAwCQztWgyf8&index=1](https://www.youtube.com/watch?v=E_C0tjy09c48&list=PLVtGfGv4eEn2QCztDAfAwCQztWgyf8&index=1)

**Confidentiality policy:**  
Logging into the e-MS express your agreement to preserve the confidentiality of all information and documents presented in e-MS according to the confidentiality policy of the e-MS system and Interreg V-A Romania - Hungary Programme.

2. In the registration form, fill in the following information:

Registration

Description	
Username	firstname.lastname
Email *	firstname.lastname@mail.
Password *	*****
Password Again *	*****
Firstname *	Firstname
Lastname *	Lastname
Title	expert / institution
Language	EN ▼

 Register

- *Username:* will be used to log in the eMS. It can be freely chosen by the registering person, but we strongly recommend to have this format ***firstname.lastname*** in order to be easily to remember;
- *E-mail:* the email address of the contact person from Lead Applicant or applicant. The E-mail registered in the eMS must be the active and official address (e.g. ***firstname.lastname@mdrap.ro***);
- *Password:* the password used to access the system should be a strong and complex one (a combination of alphanumerical characters and symbols).

- *First name/Last name:* Personal information of the contact person from the Lead Applicant or applicant;
- *Title:* The title and the institution you are working for
- *Language:* English is the pre-defined programme's official language. It cannot be changed.



**Following the registration, the Lead Applicant institution/organization must send an official email (an official address from the institution email) to [joint.secretariat@breacoradea.ro](mailto:joint.secretariat@breacoradea.ro) to inform the JS about the new user and to request the activation of it. The minimum required information are: firstname and lastname, telephone and email of the person designated to use the new user.**



**Please be aware that only those users who are respecting the required format of the username will be activated!!!**

Upon registering and accessing the system, the user agrees to the terms of service for using the eMS.



3. After clicking the **“Register”** virtual button, the system automatically generates an e-mail (on successful submission) with the necessary instructions that will be sent to the e-mail address provided during the registration process. To activate the account follow the instructions in the message to confirm the registration.

Hello,

In order to activate your account please click the following link:

<http://ems-uid=2&hash=2c206bbbed9934476e931b7beff17c7c>

Best regards,  
e-MS Team

4. Only after the user account activation and validation email received by JS from Lead Applicant or applicant institution/organization, the new user of Lead Applicant or applicant will be able to log in to the eMS.
5. In case the password is forgotten, it can be reset using the button  **Forgot Password** in the username and clicking the button  **Reset Password**

Reset Password


Username

Reset Password





Please note that only the Lead Applicant can create and submit an application. The applicant can read or add/modify data in the AF, only if the Lead Applicant gives the necessary permissions.

## ***PART B – Login***

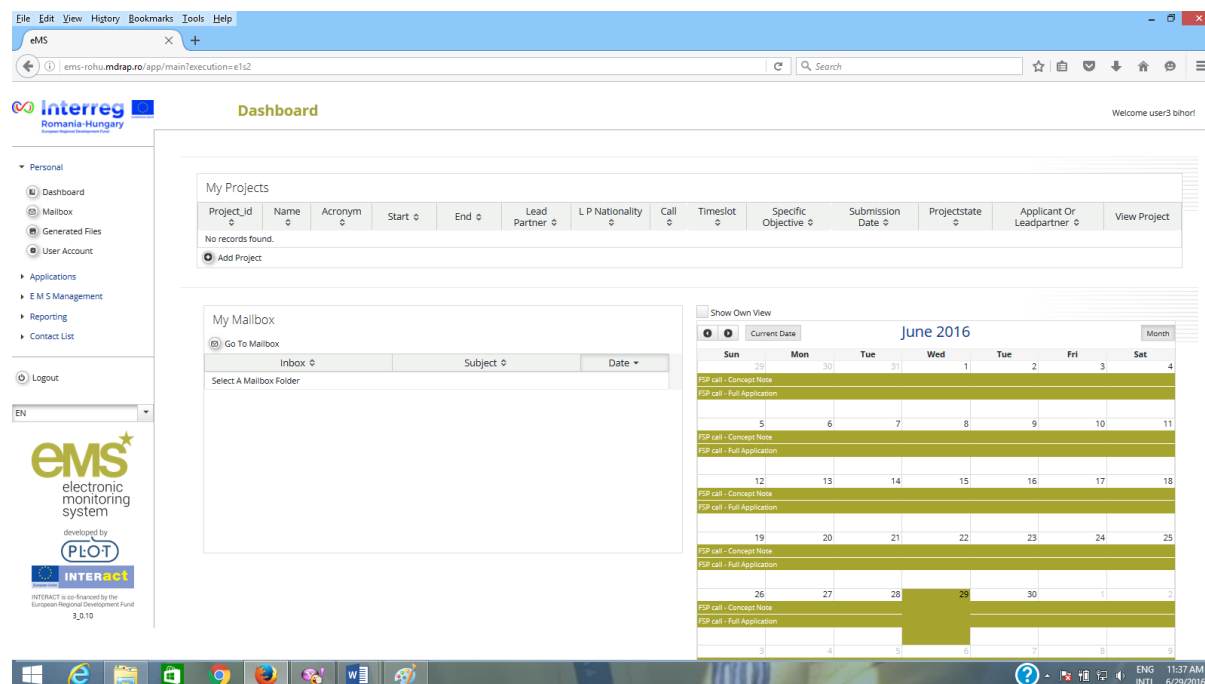
1. After fill in the *Username* and *Password*, the user has to click on the  **Login** button to enter in the Dashboard;

Username\* firstname.lastname

Password\* .....



 Login  Register Password required

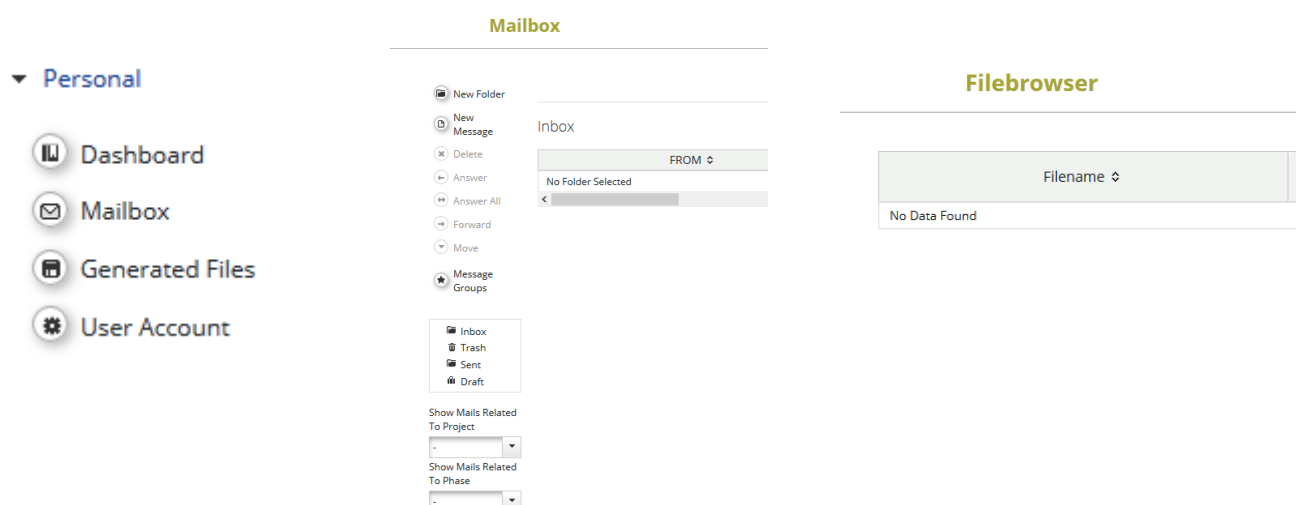
2. The first page accessed by the user of the Lead Applicant or applicant is the dashboard, where the user can find the following sections:



➤ *Menu:* placed in the left side of the screen, it has at least 3 items visible: *Personal*, *Applications* and *EMS Management*:

i. **Personal** menu has 4 functions available:


- *Dashboard* – by clicking on the  **Dashboard** button it shows dashboard;
- *Mailbox* – by clicking on the  **Mailbox** button it goes to the Mailbox window, from where the user of the Lead Applicant or applicant can use the internal mail function of the eMS as a normal e-mail, with the remark that the senders and receivers must be internal users of the

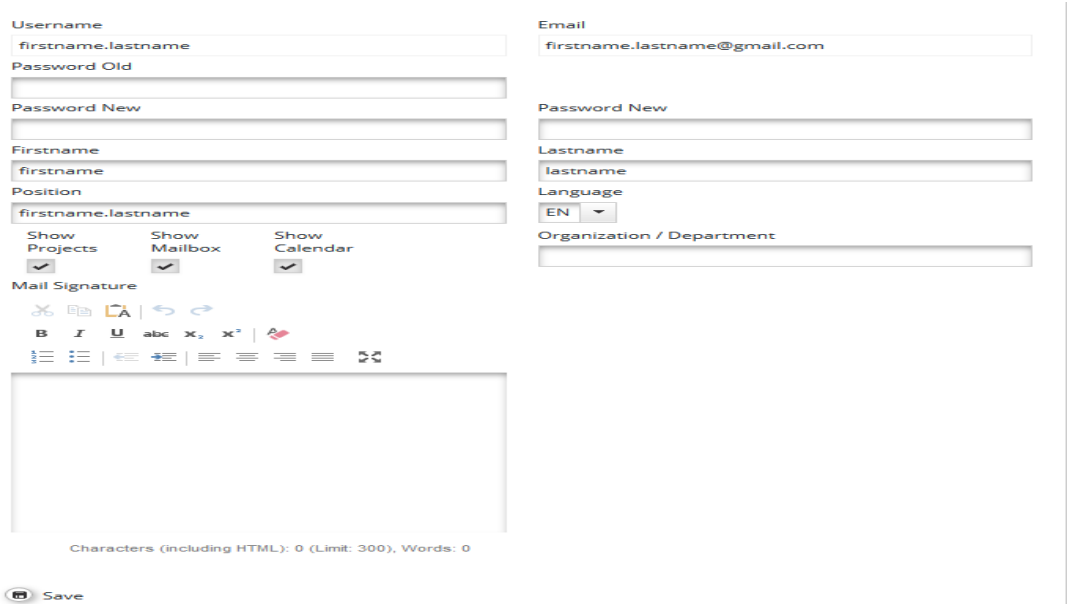




system;

- *Generated files* – accessed by clicking on the button  **Generated Files**

This section shows in pdf format a report generated by the system based on a template that presents all the AF data recorded in the eMS;




- *User account* – can be accessed by clicking on the button  **User Account**  
In this section the user can update his information (except the Username and email which cannot be changed by the user), change password, configure mail signature and dashboard.




Username  
firstname.lastname  
Password Old  
Password New  
Firstname  
firstname  
Position  
firstname.lastname  
Show Projects ☒ Show Mailbox ☒ Show Calendar ☒  
Mail Signature  
B I U abc x<sub>2</sub> x<sup>2</sup> |   
Characters (including HTML): 0 (Limit: 300), Words: 0  


Email  
firstname.lastname@gmail.com  
Password New  
Lastname  
lastname  
Language  
EN  
Organization / Department

ii. **Applications** menu has 2 functions available:

- *My applications* – by clicking on the button  **My Applications**  
the system goes to the projects list added by the Lead Applicant in the eMS;
- *Bookmarked applications* - by clicking on the button  **Bookmarked Applications**  
the system shows only the projects already bookmarked using the button  **Bookmark** from the last column of the projects list.



- iii. **EMS Management** menu contains the function Calls. Clicking on the button  **Calls** it shows both the open and closed calls.

## Calls

Name ↕	Start ↕	End ↕	Description ↕	Attachments	
Call test 1	09.03.2016	30.03.2016	Call test		Apply
Call test 2	01.03.2016	31.03.2017	call test 2		Apply



**Please note that the Lead Applicant can submit the saved project's AF only if the call is still open!**



**Applicants are advised not to submit their AF at the very last minute before the closure of the Call. Submission will no longer be technically possible after the announced deadlines of the Call. As submission is feasible from any internet connection, no exception to this rule will be granted.**

- *My projects:* a section where the Lead Applicant is able to add a new project by clicking on the button and sees his projects already recorded in the eMS.

My Projects													
Project_id ↕	Name ↕	Acronym ↕	Start ↕	End ↕	Lead Partner ↕	LP Nationality ↕	Call ↕	Timeslot ↕	Specific Objective ↕	Submission Date ↕	Projectstate ↕	Applicant Or Leadpartner ↕	View Project
No records found.													

- *My Mailbox:* a section where the Lead Applicant can see all the messages received and from where can go to the Mailbox window by clicking on the button .

My Mailbox  
  


Inbox ↕
Subject ↕
Date ▼

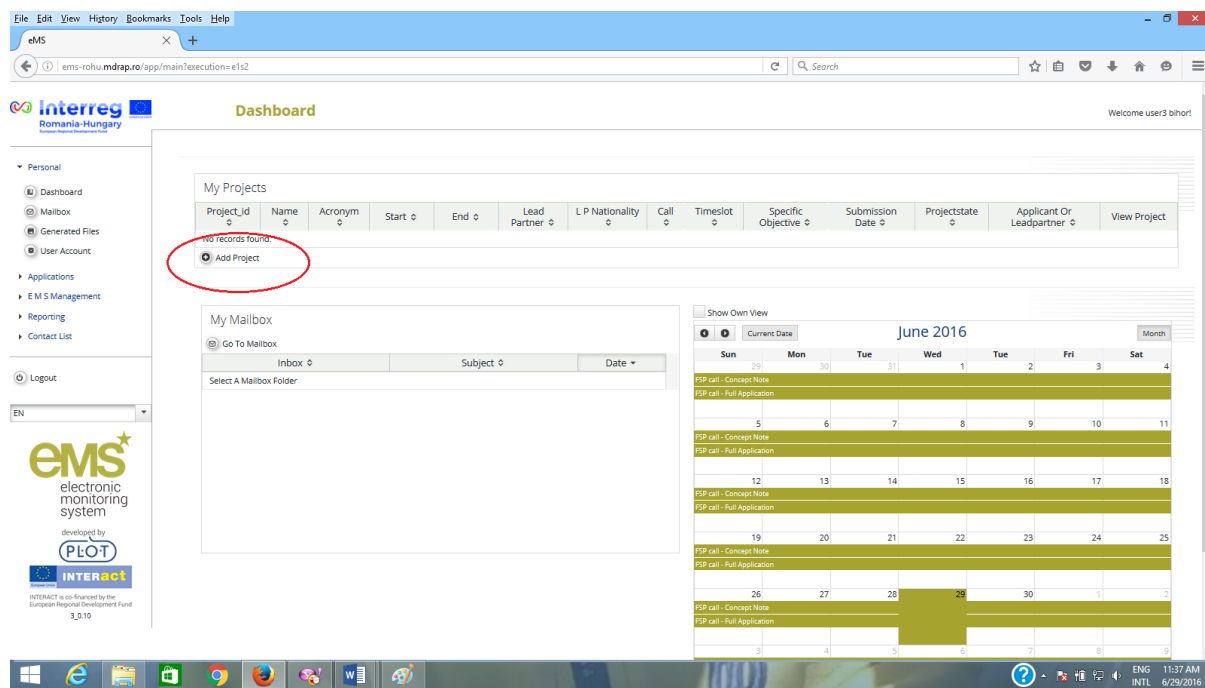
Select A Mailbox Folder


- *Calendar:* this section shows the current date and the open calls marked with the yellow line and name.





## PART C – How to add a Project


1. In order to add an application (project) in the eMS, the **Lead Applicant** shall go to the Dashboard and in the section My projects will click on the button  **Add Project**




The system will open the Call function from where the applicant will choose the appropriate open Call (the button  **Apply** is active) and click on it to open the AF.

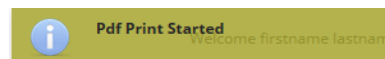
### Calls

Name	Start	End	Description	Attachments	
Call test 1	09.03.2016	30.03.2016	Call test		
Call test 2	01.03.2016	31.03.2017	call test 2		


2. After click on the **"Apply"** virtual button, the system will open the AF section with a save button  **SAVE**, two menus *General and Management* in the left side of the screen and sections (tabs) of the AF in the upper part.

- i. **General menu** includes the following functions: *Save As Pdf File, Check Saved Project, Generated Files, Project History, Attachments, User Management, Bookmark Project, Toggle tree, Help and Exit.*

- **Save As Pdf File** – by clicking on the  **Save As Pdf File** button the system generates a pdf file that brings all the data found in the AF. The system will inform the user with the message and the file can be found in the Generated Files section;



Please note that the creation of a pdf might require some time and consequently the pdf of the AF will appear in the file browser only after a certain time. Please wait until the pdf is available and do not press the “save as pdf file” button repeatedly, because this might slow down the eMS. Also, please note that you can create a pdf file of the AF at any time of its development!

- **Check Saved Project** – by clicking on the button  **Check Saved Project** the system performs several automatic checks of the formal requirements if there is the case. If all automatic checks are successfully passed, the message will be displayed;





Please note that in the case of automatic checks showing deficiencies, the system indicates an error message on top of the page and the user should amend the AF accordingly.

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

Mod Number	Status	Date Of Approval Rejection	Valid Af	Type Of Modification	Who Decided	Date Of Signature Of Subsidy Contract	Number Of Contract Amendment	Comment	Attachment	Attachment Description	Attachment Upload Date	Attachment Uploaded By	Compare
0	CHECKED												

Save

- *Generated Files* – clicking on the button **Generated Files** the system will open a window where are listed all the pdf files of the AF generated after clicking the button **Save As Pdf File**

### Generated Files

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

Mod Number	Status	Date Of Approval Rejection	Valid Af	Type Of Modification	Who Decided	Date Of Signature Of Subsidy Contract	Number Of Contract Amendment	Comment	Attachment	Attachment Description	Attachment Upload Date	Attachment Uploaded By	Compare
0	CHECKED												

Save

- *Project History* – shows the history of the projects, counting each version of the AF based on the modifications and the status of the AF.
- *Attachments* - clicking on the button **Attachments** the system opens the attachments section of the AF.

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

### Attachments And Uploads



Attachments

Upload

Uploaded File List

Filename	Filetype	Date	User	Description	Options
No records found.					



- *User Management* – clicking on the button **User Management** it opens a function that allows the Lead Applicant to add other users (namely Reader or Co Worker) with read-only access by clicking on the

button  Add For Reading or editing access by clicking on the button  Add For Modification in the AF sections.


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

User Project Mapping

New User

 Add For Reading  Add For Modification

Assigned User

User Name	Role	Option
firstname.lastname	Applicant	 Remove






**Please note that the users have to be registered in the system before and the Lead Applicant should know exactly their usernames in order to be added in the field:**

New User



**The user rights granted by the Lead Applicant for his partners will only be available until the submission of the application or until the deadline of the call.**

**In case the project is selected for funding, a new assignment of the users must be made for every project partner after the contracting phase, in order to have access in reporting section of the project.**

- *Bookmark Project* - by clicking on the button  Bookmark Project the system will bookmark the project and it will change the button in used to un-bookmark the respective project  Unbookmark Project
- *Toggle Tree* – the button  Toggle Tree will activate a tree menu with all the sections and subsections of the AF in the upper right corner

Project Summary

Partner

Project Description

Project Relevance

Project Focus

Project Context

Horizontal Principles

Workplan

Activities List

Target Groups


Define Periods

Activities Outside Union

Partner Budget

Project Budget Overview


Attachments

- *Contacts* – this  **Contacts** button will pop up a window with a list of all project contacts assigned for the respective project. Also, this function allows to send e-mails to the project contacts by clicking the button after

 **Send** selecting the username.



Project Contacts ✕

Select	Role In The Project	Username
<input type="checkbox"/>	Lead Applicant	firstname.lastname


 **Send**



**Please note that the list will be updated while more users are assigned to the project!**



- *Help*  **Help** – this button is a contextual menu and will open a popup window with a description of the section selected by the user.
- *Exit*  **Exit** – the button will return the user to the dashboard where it can be seen the list with all the projects recorded by the Lead Applicant in eMS.

**ii. Management** menu has only the function of deleting the project at this stage


 **Delete Project**



**Please note that the applicant cannot delete the application after submission!**

After the Lead Applicant (or other user with granted access) fills in all the sections and subsections of AF, the application has to be checked by clicking on  **Check Saved Project** the button and then submitted by  **Submit Checked Project**



If any issues are found after clicking button  Check Saved Project such as missing or wrong data, you will need to correct this before you can save and check it again.


Before submitting the application the system will pop up a confirmation message to warn the Lead Applicant that process is irreversible.

Confirmation

Are You Sure

☒ Yes ☐ No

Also, the Lead Applicant will be notified by e-mail that the application was successfully submitted.

My Mailbox		
 Go To Mailbox		
Inbox ↕	Subject ↕	Date ▼
admin	Application Submitted	13.06.2016 11:15:05



Please note that only the user who initially created the AF (i.e. the Lead Applicant) can submit the AF of the project.

The AF which has been successfully submitted is final and cannot be changed anymore (it will only appear in read-only mode in the system).



**You can submit the application until the time and date of the call deadline, Bucharest time (EET). Please take time zone differences into account!!!**

## ***PART D – How to fill in the application form (AF)***

The AF has to be filled in English as this is the working language of the programme.

The structure (and content) of the AF is as follows:

1. *Project Summary*
2. *Partner*
3. *Project Description*
4. *Workplan*
5. *Project Budget*
6. *Project Budget Overview*
7. *Attachments*



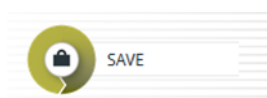
**Please note that in order to fill in the AF the Lead Applicant has to follow the arrows, section by section (starting with the Project Summary section and finishing with the Attachments)!**



### **Section A: Project Summary**

This is the starting point for the application form. The application will not be created until this first tab in the application form has been completed and saved. You will then have access to the other tabs.

After completing the first tab “Project summary”, click on **“Save”** button in the top-left corner.



Interreg Romania-Hungary

ROHU Show More Application Form

Welcome user3 bihort

Project Summary Partner Project Description Workplan Project Budget

SAVE

Project Summary

Project Identification

Programme Priority PA1 - Joint protection and efficient use of common values and Specific Objective SO6/b Improved quality management of cross-border rivers and ground water bodies

Project Acronym Project Title Project Number ROHU

Project Duration 0 Month 1 Days Start Date 29.06.2016 End Date 29.06.2016

Project Summary \*

Short Overview \*

**Congratulations, you have now created a project!**

Interreg Romania-Hungary

ROHU16 Show More Application Form

Project Created Welcome user3 bihort

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

SAVE

Project Summary

Project Identification

Programme Priority PA2 - Improve sustainable cross-border mobility and remove Specific Objective SO7/b Improved cross-border accessibility through connecting secondary and tertiary nodes to TEN-T infrastructure

Project Acronym Project Title Project Number ROHU16

Project Duration 0 Month 1 Days Start Date 29.06.2016 End Date 29.06.2016

Project Summary \*

Short Overview \*

After completing other sections in the application form, this tab will show a complete project summary.

The tables contain the name of the AF fields and instructions regarding the information to be fill in.



**Please note that the fields may differ, according to the Call configuration!**



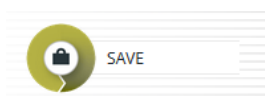
Fields name	Fill in instructions
<i>Project Identification</i>	
Programme Priority:	Indicate which Priority Axis of the Programme the project aligns with.
Specific Objective:	Select one specific objective your project is contributing to.
Project Acronym	Abbreviation of the project name.
Project Title	State the title of the project. This will be the official name of the project during its implementation.
<i>Project Number (autonumber)</i>	
Name of Lead	The Lead Partner Name in native language
Name of Lead Engl	The Lead Partner Name in english
Project Duration	Indicate the number of months.
Start Date	Indicate the expected start date of project activities.
End Date	Indicate the expected end date of project activities.
<i>Project Summary</i>	
Short overview	<p>This summary delivers the first impression of the project. In case the project is approved, this summary will also be used by the programme for communication purposes, therefore make sure the text will be understandable by a non-expert audience and will be informative and appealing.</p> <p>Please give a short overview of the project and describe - the common challenge of the programme area you are jointly tackling in your project; - the main overall objective of the project and the expected change your project will make to the current situation; - the main outputs you will produce and who will benefit from them; - the approach you plan to take and why is cross-border/ transnational approach needed - what is new/original about it?</p>



**The application form can only target one priority axis and one programme specific objective of the Interreg V-A Romania-Hungary Programme.**



**Please click on**



**button before leave this page!!!**

## Section B: Partner

Fields name <sup>1</sup>	Fill in instructions
Partnership Concept	Fill in the partnership concept.
Strategic Partnership	Explain why this partnership has strategic importance.
Partnership Association	Please describe the role and relevance of the partners.

To enter information about the partnership, click on ***“New partner”*** virtual button.

The screenshot shows the eMS Application Form interface. The 'Partner' tab is selected in the top navigation bar. Below the navigation bar, there is a 'Partner List' table with columns: Number, Name, Nationality, Abbreviation, Role, Associated To, and View Partner. The table currently shows 'No Data Found'. Below the table, there are two buttons: 'New Partner' and 'New Associated Partner'. The 'New Partner' button is circled in red. Below these buttons is the 'Partnership Description' section, which contains three text input fields: 'Partnership Concept \*', 'Strategic Partnership', and 'Partnership Association'. Each field has a character count indicator (e.g., '255 Characters Remaining'). The left sidebar contains various menu items like 'General', 'Generated Files', 'Project History', 'Attachments', 'Modification Request', 'User Management', 'Bookmark Project', 'Toggle Tree', 'Contacts', 'Help', 'Exit', 'Management', and 'Logout'. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 12:10 PM on 6/29/2016.

<sup>1</sup> Some calls don't have these fields

The screenshot displays the 'eMS' application window with the URL 'ems-rohu.mdrap.ro/app/main/execution-e1s6'. The interface is for 'Romania-Hungary' and shows a 'Lead Partner 1' form. The form has tabs for 'Project Summary', 'Partner', 'Project Description', 'Workplan', 'Project Budget', 'Project Budget Overview', and 'Attachments'. The 'Partner' tab is active, showing fields for 'Partner Role in The Project' (set to 'Lead Partner'), 'Partner Name in native language', 'Partner Name in English', 'Abbreviation', 'Legal representative (Position)', and 'Address'. The address section includes dropdowns for 'Nuts0' (ROMANIA (RO)), 'Nuts2' (Nord-Vest (RO11)), and 'Nuts3' (Bihor (RO111)), along with text boxes for 'Street', 'House number', 'Postal Code', 'City', and 'Home Page'. A sidebar on the left contains navigation links like 'General', 'Management', and 'Logout'. The bottom of the window shows a Windows taskbar with various application icons and a system clock indicating 12:12 PM on 6/29/2016.

Fields name	Fill in instructions
<i>Partner/Applicant ... (autonumber)</i>	
Partner Role in the Project	The first applicant created is automatically assigned the role of the Lead Partner. Subsequent partners are automatically assigned the role of project applicants.
Partner Name	State applicant name in the original language.
Partner Name English	State applicant name in English.
Abbreviation	Abbreviation of the applicant name.
Department	Indicate if applicable.
<i>Address</i>	
Nuts0	Select the relevant programme partner country from the list. <b>Note:</b> If the partner is located outside the programme area, please tick the box "From All Regions".
Nuts2	Select the relevant NUTS region.
Nuts3	Select the relevant sub region.
Street + House number	Enter street name + house number.
Postal Code + City	Enter Postal Code + City.
Website	Enter the organization's website URL.
<i>Legal and Financial Information</i>	
Type of Partner	Select the relevant type of partner.
Legal Status	Select if the organization is public or private.
Co Financing Source	Select the relevant funding source.
Co Financing% (max = xx%)	Enter the correct intervention rate.
Profit	Select from list.
Vat Number	Enter VAT Number or similar for the organization.

Recover Vat	Indicate if the organization is able to recover VAT or not.
Type Of Identifying Number	Type the Identifying Number.
I Would Like To Receive Advanced Payment	Select if you want to receive advance payment.
<i>Legal Representative</i>	
Title	Type title
Name	Type name
Last Name	Type last name
E-mail Address	Type e-mail
Telephone	Enter telephone number
<i>Contact Person</i>	
Title	Type title
Name	Type name
Last Name	Type last name
E-mail Address	Type e-mail
Telephone	Enter telephone number
Experiences of Partner	What are the organisation's competences and experiences relevant for the project? Include role in the project.
Other International Projects	If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.
Benefit	A short description of the project benefit.



**After entering and saving a partner, you need to click on the tab “Partners” to get back to the list view to be able to add additional partners.**

## Section C: 1-5: Project Description

### Section C.1 Project Relevance

Fields name	Fill in instructions
<i>Territorial Challenge</i>	
What are the common territorial challenges that will be tackled by the project?	Please describe the relevance of your project for the programme area in terms of common challenges and/or joint assets addressed?
<i>Project Approach</i>	
What is the project`s approach in addressing these common challenges and/or joint assets and what is new about the approach the project takes?	Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime and in what way the approach goes beyond existing practice in the sector/ programme area/participating countries.
<i>Cooperation Reason</i>	
Why is cross-border cooperation needed to achieve the project's objectives and result?	Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project beneficiaries/target groups/ project area/programme area gain in taking a cross-border approach.
<i>Cooperation Criteria</i>	
Please select all cooperation criteria that apply to your project and describe how you will fulfil them.	
Development	A short description of the cooperation criteria.
Implementation	A short description of the cooperation criteria.

Staffing	A short description of the cooperation criteria.
Financing	A short description of the cooperation criteria.

## Section C.2 Project Focus



**Please note that information provided must relate to the Full Application you are planning to develop if your Concept Note is going to be selected!**

The screenshot shows the 'eMS' application form for 'ROHU16'. The 'Project Description' tab is active. A red arrow points to the 'Project Focus' section. The form contains several text input fields with character limits (255 characters remaining). The 'Project Main Overall Objective' field is currently empty. The 'Project Overall Objectives Header' section shows 'There Are No Specific Objectives Created'. The 'Durability And Transferability Of Main Outputs' section has two sub-fields: 'Durability Description' and 'Transferability Description', both currently empty.

Fields name	Fill in instructions
<i>Programme Priority Specific Objective ... (automatically shows selected specific objective)</i>	
Project Main Overall Objective	What is the main overall objective of the project and how does it link to the programme objective? Specify one project main objective and describe its contribution to the programme priority specific objective.
<i>Programme Result Header</i>	
Programme Result Header Description	This field is automatically linked to your selected specific objective.
<i>Project Main Result Header</i>	
Project Main Result Header Description	What is/are the projects main results and how does it they link to the programme result indicator? Specify your one or more projects main result and describe its their contribution to the programme result indicator.
<i>Project Overall Objectives Header</i>	
Project Overall Objectives Header Description	Which are the specific objectives the project will be working towards? Define max. 3 project specific objectives
<i>Durability And Transferability Of Main Outputs</i>	

<p><b>Durability Description</b> How will the project ensure that project outputs and results have a lasting effect beyond project duration?</p>	<p>Please describe concrete measures (including institutional structures, financial resources etc.) taken during and after project implementation to ensure and/or strengthen the durability of the project outputs and results. If relevant, explain who will be responsible and/or who will be the owner of results and outputs.</p>
<p><b>Transferability Description</b> How will the project ensure that project outputs and results are applicable and replicable by other organisations/ regions/ countries outside of the current partnership?</p>	<p>Please describe to what extent it will be possible to transfer the outputs and results to other organisations/ regions/ countries outside of the current partnership.</p>

## Section C.3 Project Context



**Please note that information provided must relate to the Full Application you are planning to develop if your Concept Note is going to be selected!**

Fields name	Fill in instructions
<p><b>Project Context Description</b> How does the project contribute to the wider strategies and policies?</p>	<p>Please describe the project's contribution to relevant strategies and policies; in particular, those concerning the project or programme area.</p>
<i>Indicate Header</i>	

EU Strategy for the Danube Region	If applicable please select and a short description
<b>Synergies</b>	
Synergies Description	What are the synergies with past or current EU and other projects or initiatives the project makes use of?
<b>Knowledge</b>	
Knowledge Description How does the project make use of building available knowledge?	Please describe the experiences/lessons learned the project draws on, and other available knowledge the project capitalises on.

## Section C.4 Horizontal Principles

The screenshot shows the 'eMS' Application Form for project ROHU16. The 'Horizontal Principles' tab is selected, indicated by a red arrow. The form contains three sections for horizontal principles, each with a dropdown menu and a text area for description:

- Sustainable development (environment):** Dropdown set to 'neutral', 255 Characters Remaining.
- Equal opportunity and non-discrimination:** Dropdown set to 'neutral', 255 Characters Remaining.
- Equality between men and women:** Dropdown set to 'neutral', 255 Characters Remaining.

A 'Save' button is located at the bottom left of the form. The left sidebar shows various navigation options like 'General', 'Management', and 'Logout'.

The horizontal principles must be incorporated in every project and at all stages. Understanding and demonstrating equality issues and sustainability is highly relevant to all applicants and will influence the assessment process.

Fields name	Fill in instructions
Sustainable Development (environment)	Please list your project's contributions to the horizontal principle, and indicate whether your choice is neutral or positive.
Equal opportunity and non-discrimination	Please list your project's contributions to the horizontal principle, and indicate whether your choice is neutral or positive.



Equality between men and women	Please list your project's contributions to the horizontal principle, and indicate whether your choice is neutral or positive.
Increased use of sustainable procurement	Please list your project's contributions to the horizontal principle, and indicate whether your choice is neutral or positive.
Usage of green infrastructure	Please list your project's contributions to the horizontal principle, and indicate whether your choice is neutral or positive.
Consideration of life cycle costs of investment	Please list your project's contributions to the horizontal principle, and indicate whether your choice is neutral or positive.

## Section C.5 Project Risks

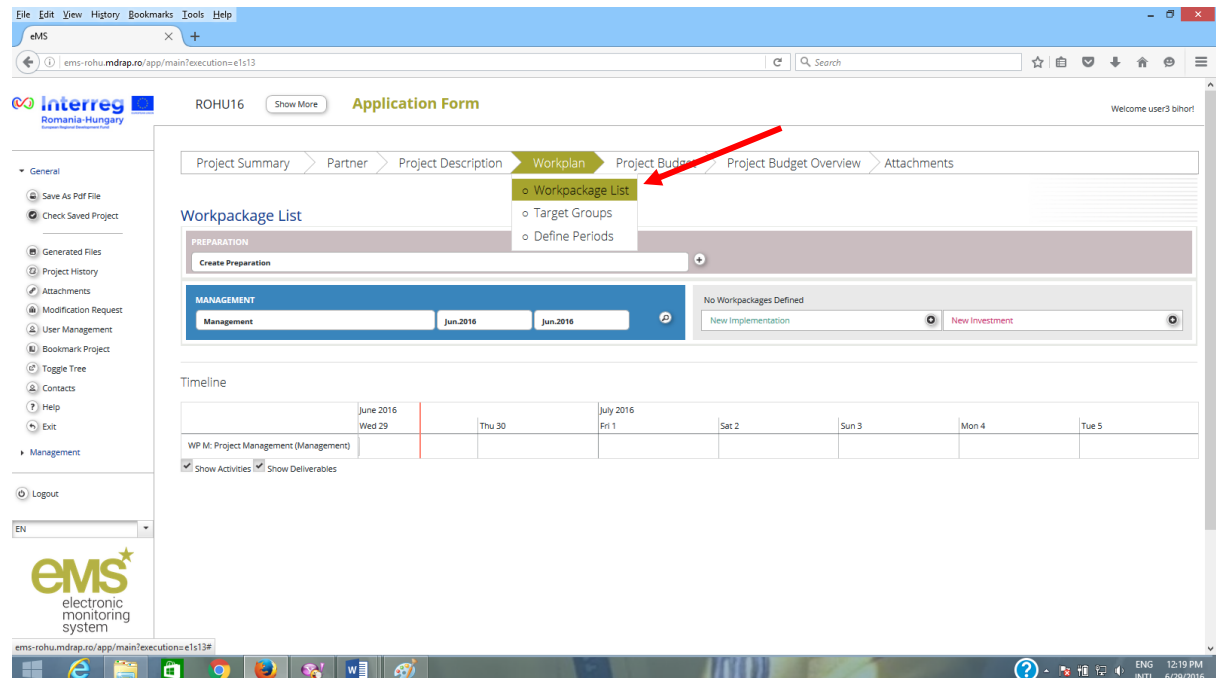
The screenshot shows the 'eMS' application interface. The breadcrumb navigation at the top includes 'Project Summary', 'Partner', 'Project Description' (highlighted with a red arrow), 'Workplan', 'Project Budget', 'Project Budget Overview', and 'Attachments'. Below this, the 'Project Risks' section is active, showing a form for 'Risk 1'. The form contains the following fields and controls:

- Start Date**: Text input field.
- End Date**: Text input field.
- Risk Impact**: Dropdown menu set to 'low'.
- Risk Likelihood**: Dropdown menu set to 'not likely'.
- Title**: Text input field.
- Project Description**: Large text area with a '255 Characters Remaining' indicator.
- Project Mitigation**: Large text area with a '255 Characters Remaining' indicator.
- Buttons**: 'Save', 'Delete Risk', and 'Add Project Risk'.

Fields name	Fill in instructions
Risk 1	Please list your project's risks
Start date	Type the start date
End date	Type the end date
Risk impact	Please select from the list
Risk likelihood	Please select from the list
Title	Type the risk title
Risk description	Please describe the project risk
Risk mitigation	Please describe the project risk mitigation

## Section D: Workplan

### Section D.1. Work Package List



The screenshot displays the eMS Application Form interface. The top navigation bar includes tabs for Project Summary, Partner, Project Description, Workplan (selected), Project Budget, Project Budget Overview, and Attachments. A red arrow points to the 'Workpackage List' option in the Workplan dropdown menu. The Workpackage List section contains a 'PREPARATION' area with a 'Create Preparation' button, a 'MANAGEMENT' area with a 'Management' button and date filters (Jun. 2016, Jun. 2016), and a 'No Workpackages Defined' message. Below this is a 'Timeline' section with a Gantt chart showing activities from June 29 to July 5, 2016. The timeline includes a row for 'WP M: Project Management (Management)' and checkboxes for 'Show Activities' and 'Show Deliverables'. The bottom of the screen shows the eMS logo and the text 'electronic monitoring system'.

In addition to project description in Part C, all projects are requested to submit a description of the different work packages that the project partners have developed to structure their activities. The information entered in this section will form the basis for the project monitoring.

One standard work packages have been pre-defined:

□ Work package 1, “Project Management”, consists of operational and strategy activities such as governance, daily management of the project and reporting and monitoring.



**To edit the work package, click on the magnifying glass.**

Work packages 2-7 are project specific, and should include descriptions of all other activities.

After filling in the work packages, a Gantt chart will appear at the bottom of this page. This is considered to be an indicative plan and the Joint Secretariat will exercise flexibility (within reasonable limits) when monitoring project activities.

## Work Package Preparation<sup>2</sup>



To activate the Work Package Preparations please click on the **q** sign (magnifying glass)

The screenshot shows the eMS Application Form interface for project ROHU16. The 'Workplan' tab is selected in the breadcrumb navigation. The 'Workpackage List' section contains a 'PREPARATION' section with a 'Create Preparation' button and a magnifying glass icon. Below this is a 'MANAGEMENT' section with a 'Management' button and date filters for 'Jun. 2016'. A 'Timeline' section shows a Gantt chart for the period from June 29 to July 5, 2016, with a task 'WP M: Project Management (Management)'.

The screenshot shows the 'Preparation P' details in the eMS Application Form. The 'Wp Details' section includes 'Project Preparation' and 'Wp Start' (November 2016) and 'Wp End' (November 2016). The 'Partner' section shows 'Partners Involvement Section' with a table listing partners and their roles. The 'Summary' section includes a 'Summary Description' text area.

Number	Name	Role	Abbreviation
1	RO Partner	LP	RO P
2	HU Partner	PP	HU P

<sup>2</sup> Only for CN and open call

Fields name	Fill in instructions
<i>Wp Details</i>	
Wp Start	Please insert the start date of the preparation activities <sup>3</sup>
Wp End	Please insert the end date of the preparation activities <sup>4</sup>
Partner	Please select the partners with preparation activities
<i>Summary</i>	
Summary Description	Please describe briefly the project preparation activities for each partner.



**Please pay attention to Start Date and End Date of the preparation activities because they will define period 0 of the project.**

## Work Package Management – Standard



**To activate the Work Package Management, please click on the p sign (magnifying glass)**

The screenshot shows the eMS Application Form interface. The top navigation bar includes 'Project Summary', 'Partner', 'Project Description', 'Workplan', 'Project Budget', 'Project Budget Overview', and 'Attachments'. The 'Workplan' section is active, displaying the 'Workpackage List'. A red arrow points to a magnifying glass icon in the 'Workpackage List' section, which is used to activate Work Package Management. Below the 'Workpackage List', there is a 'Timeline' section showing a calendar view from June 2016 to July 2016. The 'Timeline' section includes a table with columns for dates and a row for 'WP M: Project Management (Management)'. The 'Timeline' section also has checkboxes for 'Show Activities' and 'Show Deliverables'.

<sup>3</sup> Starting with 1<sup>st</sup> of January 2014

<sup>4</sup> The end date of the preparation activities is the submission date of the application form

Fields name	Fill in instructions
<i>Partners</i>	
Select the WP Responsible Partner	Please choose the partner responsible for the Work Package from the list.
Select Partners Involved	Please select other partners involved.
<i>Description</i>	
Describe how the management on the	Please describe how the management on the strategic and operational level will be carried out in the project,

strategic and operational level will be carried out.	specifically: structure, responsibilities, procedures for the day-to-day management and co-ordination and communication within the partnership reporting and evaluation procedures risk and quality management. Indicate whether the management is foreseen to be externalised.
<i>Activity A.M.1... (autonumber</i>	
Activity Title	Fill in the activity title
Start Date	Enter the envisaged start date for the activity
End Date	Enter the envisaged end date for the activity.
<i>Activity Description</i>	
Description	Please give a brief description of the activity. In case of partner meetings and other project events, please indicate where they are envisaged to take place.
Add Deliverable	Click on this button to add deliverable.
Deliverable D.M.1 + Target Value	Please describe the deliverable and the target value if there are any.
Add Activity	Click on this button to add more activities.

## Work Package Communication

Work package, "Communication", consists of external communication, and all other tasks associated with *the* project's outward project communication activities, dissemination tools, and associated communication deliverables.



**To activate the Work Package Communication, please click on the + sign.**

The screenshot displays the 'eMS Application Form' interface. The 'Workpackage List' section is active, showing three categories: 'MANAGEMENT' (with a 'Management' button), 'No Workpackages Defined' (with 'New Implementation' and 'New Investment' buttons), and 'COMMUNICATION' (with a '+ Create Communication' button highlighted by a red arrow). The interface includes a sidebar with navigation options, a top navigation bar, and a timeline at the bottom.

Fields name	Fill in instructions
<i>Partners</i>	
Select the WP Responsible Partner	Please choose the partner responsible for the Work Package from the list.
Select Partners Involved	Please select other partners involved.
<i>Summary</i>	

Describe how the communication activities will be carried out in the project, on the strategic and operational level.	Please describe briefly the project's approach towards external communication with the main project stakeholders and the wider public.
<i>Activity A.C.1... (autonumber)</i>	
Activity Title	The system has pre-defined a number of communication activities. We expect as a minimum: public events, promotional materials, and publications.
Start Date	Enter the envisaged start date for the activity
End Date	Enter the envisaged end date for the activity.
<i>Activity Description</i>	
Description	Please give a brief description of the activity.
Deliverable D.C.1... (autonumber)	Please only list the major deliverables such as brochures, websites, etc.
Title	Deliverable title.
Target Value	How many deliverables does the project plan to deliver?
Description	Give a brief description of the deliverable.
Delivery Month	Indicate the month when the deliverable is expected to be available.
Add Deliverable	Click on this button to add more deliverables under this activity.
Add Activity	Click on this button to add more activities.

### Work Package Implementation – Project Specific



**To activate the Work Package Implementation, please click on the + sign.**



File Edit View History Bookmarks Tools Help

eMS

ems-rohu.mdrap.ro/app/main?execution=e1s23

Interreg Romania-Hungary

ROHU17 Show More Application Form

Welcome user3 bihor

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

### Workpackage List

MANAGEMENT

Management

Jun.2016 Jun.2016

No Workpackages Defined

New Implementation

New Investment

COMMUNICATION

Create Communication

### Timeline

	June 2016 Wed 29	Thu 30	July 2016 Fri 1	Sat 2	Sun 3	Mon 4	Tue 5
WP M: Project Management (Management)							

☒ Show Activities ☒ Show Deliverables

ems electronic monitoring system developed by

Windows Taskbar: 12:27 PM 6/29/2016

File Edit View History Bookmarks Tools Help

eMS

ems-rohu.mdrap.ro/app/main?execution=e1s6

SAVE

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

### Implementation T1

#### Wp Details

Title

Wp Start Jun.2016 Wp End Jun.2016

#### Partner

Wp Responsible Partner Selection

Partners Involvement Selection

Name	Role	Abbreviation
No records found.		

#### Summary Implementation

Summary Implementation Description

Rich text editor with toolbar (Bold, Italic, Underline, etc.)

Characters (including HTML): 0 (Limit: 2000), Words: 0

ems electronic monitoring system developed by PLOI

Windows Taskbar: 12:33 PM 6/29/2016

File Edit View History Bookmarks Tools Help

eMS Apache Tomcat/7.0.64 eMS

192.168.150.128:8080/ems/app/main?execution=e1s9

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

Characters (including HTML): 0 (Limit: 300), Words: 0

### Main Outputs

Description

**Output 0.T1.1**

Title  Description 255 Characters Remaining

Output Indicator: Number of measurement points positively affected by the intervention

Date: March 2016 Quantity: 0.00 Number

☐ Add Output ☐ Remove Output

### Activity A.T1.1

Activity Title:  Start Date: March 2016 End Date: March 2016

Indicative Budget: € 0.00

**Deliverable D.T1.1.1**

Title  Target Value: 0.00

Description 255 Characters Remaining

Delivery Month: March 2016

☐ Add Activity ☐ Remove

### Activity Description

Description:  255 Characters Remaining

☐ Add Activity ☐ Remove Activity ☐ Add Deliverable ☐ Remove Workpackage ☐ Save

File Edit View History Bookmarks Tools Help

eMS Apache Tomcat/7.0.64 eMS

192.168.150.128:8080/ems/app/main?execution=e1s9

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

☐ Add Output

### Activity A.T1.1

Activity Title:  Start Date: March 2016 End Date: March 2016

Indicative Budget: € 0.00

**Deliverable D.T1.1.1**

Title  Target Value: 0.00

Description 255 Characters Remaining

Delivery Month: March 2016

☐ Add Activity ☐ Remove Activity ☐ Add Deliverable ☐ Remove Workpackage ☐ Save

Fields name	Fill in instructions
Title	Please give a short title to the Work Package.
<b>Partners</b>	
Select the WP Responsible Partner	Please choose the partner responsible for the Work Package from the list.
Select Partners Involved	Please select other partners involved.
<b>Summary Implementation</b>	

Please give a summary description of the work package and its objective. Please specify to which project objective it contributes.	It is important that the reader of the application understands the purpose of the work package to achieve the overall project objectives.
<i>Main Outputs</i>	
<b>Output O.T1.1...</b> (autonumber)	Projects are expected to deliver viable products and services, whose impact should contribute to programme level results. Each of the Investment priority have been designed to focus project applicants on delivering tangible, durable outputs, assisting the delivery of the programme's ambitions of measurable positive changes in the Programme area. Each project's intended results and outputs are expected to facilitate the changes sought by the Interreg V-A RO-HU Programme.
Title	Please give a short title for the product or service.
Define the product/service that will be developed by the end of the project.	It is important that the reader of the application understands what viable outputs the project will deliver.
Output indicator: choose the corresponding output Indicator, to which the product/service will contribute.	Programme Output indicators have been developed to express and measure project outputs. They are dependent on the selected Investment priority. All Output indicators are collected at project level and aggregated at programme level.
Date	Indicate the month when the output is expected to be available.
Quantity	Quantify the contribution to the output indicator. This is a target value for the entire project.
<i>Activity A.T1.1... (autonumber)</i>	
Activity Title	Please give a short title to the activity.
Start Date	Enter the envisaged start date for the activity.
End Date	Enter the envisaged end date for the activity.
Activity Description	
<i>Description</i>	Please give a brief description of the activity.
<b>Deliverable D.T.1.1...</b> (autonumber)	Please only list the major milestone deliverables, such as studies, reports, etc.
Title	Deliverable title.
Target Value	How many deliverables does the project plan to deliver?
Description	Give a brief description of the deliverable.
Delivery Month	Indicate the month when the deliverable is expected to be available.

Add Deliverable	Click on this button to add more deliverables under this activity.
Add Activity	Click on this button to add more activities.

## Work Package Investment – Project Specific



To activate the Work Package Investment, please click on the + sign.

The screenshot shows the 'eMS' application interface. The top navigation bar includes 'Project Summary', 'Partner', 'Project Description', 'Workplan', 'Project Budget', 'Project Budget Overview', and 'Attachments'. The 'Workplan' tab is active. Below the navigation bar, the 'Workpackage List' section is displayed. It contains a 'MANAGEMENT' box with 'Jun.2016' and 'Jun.2016' dates, a 'No Workpackages Defined' message, and a 'New Investment' button. A red arrow points to a 'Create Communication' button with a '+' sign in the top right corner of the 'Workpackage List' section. The 'Timeline' section below shows a calendar view for June 2016, with dates from Wednesday 29 to Tuesday 5. The 'WP M: Project Management (Management)' is listed as an activity. The left sidebar contains various menu items like 'General', 'Management', and 'Logout'. The bottom status bar shows the user is logged in as 'user3 bihort' and the date is 6/29/2016.

The screenshot shows the 'eMS' application interface with the 'Investment I1' section active. The 'Wp Details' section is highlighted in pink and contains fields for 'Title', 'Wp Start' (Jun.2016), and 'Wp End' (Jun.2016). Below this, the 'Partner' section is visible, including a 'Wp Responsible Partner Selection' dropdown and a 'Partners Involvement Selection' table. The 'Summary Investment' section is also visible, containing a 'Summary Investment Description' text area. The left sidebar and top navigation bar are consistent with the previous screenshot. The bottom status bar shows the user is logged in as 'user3 bihort' and the date is 6/29/2016.

File Edit View History Bookmarks Tools Help

eMS Apache Tomcat/7.0.64 eMS

192.168.150.128:8080/ems/app/main?execution=e1s11

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

Characters (including HTML): 0 (Limit: 300), Words: 0

### Justification

Justification

255 Characters Remaining

### Location Of Investment

Location

Nuts0

ROMANIA (RO)

From All Regions

Nuts2

Vest (RO42)

Nuts3

Arad (RO421)

255 Characters Remaining

### Risk Associated With The Investment

Risk

255 Characters Remaining

Windows Taskbar: eMS - applicant..., eMS - Mozilla Fire..., CentOS 64-bit - V..., Annex X - eMS Ap..., ENG 15:45 03/03/2016

File Edit View History Bookmarks Tools Help

eMS Apache Tomcat/7.0.64 eMS

192.168.150.128:8080/ems/app/main?execution=e1s11

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

255 Characters Remaining

### Investment Documentation

Documentation

255 Characters Remaining

### Ownership

Ownership

255 Characters Remaining

### Main Outputs

Description

**Output O.I1.1**

Title

Description

255 Characters Remaining

Output Indicator

Number of measurement points positively affected by the intervention

Date

March 2016

Quantity

0.00 Number

Add Output Indicator

Add Output

Remove Output

Activity A.I1.1

Windows Taskbar: eMS - applicant..., eMS - Mozilla Fire..., CentOS 64-bit - V..., Annex X - eMS Ap..., ENG 15:45 03/03/2016

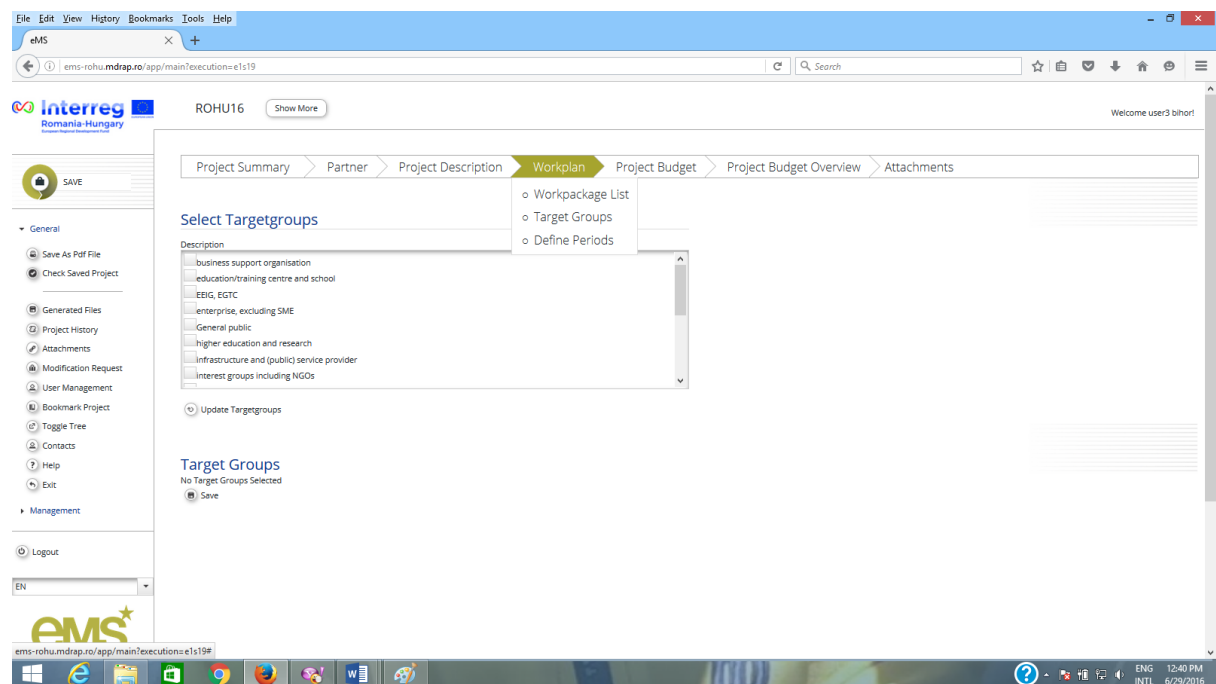
Fields name	Fill in instructions
Title	Please give a short title to the Work Package.
<i>Partners</i>	
Select the WP Responsible Partner	Please choose the partner responsible for the Work Package from the list.
Select Partners Involved	Please select other partners involved.
<i>Summary Investment</i>	
Please give a summary description of the work package and its objective. Please specify to which project objective it contributes.	It is important that the reader of the application understands the purpose of the work package to achieve the overall project objectives.
Justification	Please fill in the justification.
Location Of Investment	Please fill in the location of investment.
Risk Associated With The Investment	Please fill in with the risks associated with the investment.
Investment Documentation	Please fill in with the investment documentation.
Ownership	Please fill in the ownership.
<i>Main Outputs</i>	
<b>Output O.T1.1...</b> (autonumber)	Projects are expected to deliver viable products and services, whose impact should contribute to programme level results. Each of the Investment priority have been designed to focus project applicants on delivering

	tangible, durable outputs, assisting the delivery of the programme's ambitions of measurable positive changes in the Programme area. Each project's intended results and outputs are expected to facilitate the changes sought by the Interreg V-A RO-HU Programme.
Title	Please give a short title for the product or service.
Define the product/service that will be developed by the end of the project.	It is important that the reader of the application understands what viable outputs the project will deliver.
Output indicator: choose the corresponding output Indicator, to which the product/service will contribute.	Programme Output indicators have been developed to express and measure project outputs. They are dependent on the selected Investment priority. All Output indicators are collected at project level and aggregated at programme level.
Date	Indicate the month when the output is expected to be available.
Quantity	Quantify the contribution to the output indicator. This is a target value for the entire project.
<i>Activity A.T1.1... (autonumber)</i>	
Activity Title	Please give a short title to the activity.
Start Date	Enter the envisaged start date for the activity.
End Date	Enter the envisaged end date for the activity.
Activity Description	
<i>Description</i>	Please give a brief description of the activity.
Deliverable D.T.1.1... (autonumber)	Please only list the major milestone deliverables, such as studies, reports, etc.
Title	Deliverable title
Target Value	How many deliverables does the project plan to deliver?
Description	Give a brief description of the deliverable.
Delivery Month	Indicate the month when the deliverable is expected to be available.
Add Deliverable	Click on this button to add more deliverables under this activity.
Add Activity	Click on this button to add more activities.



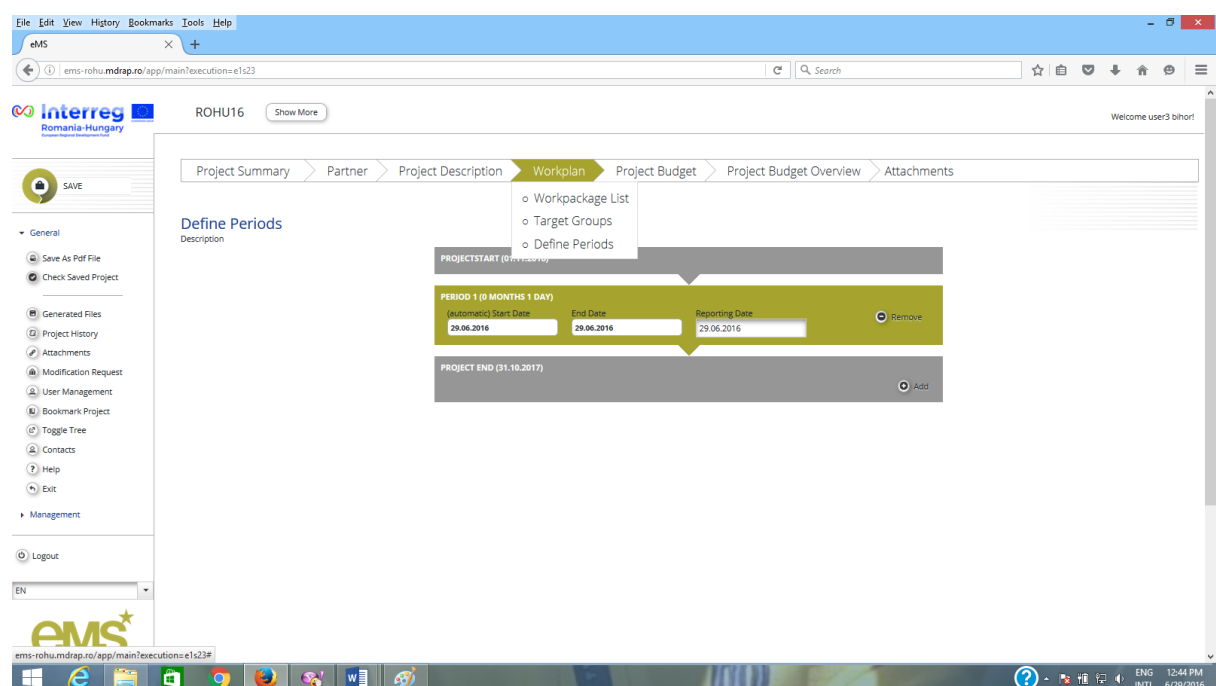
**WP Investment** contain all activities regarding or associated with infrastructure (including studies, taxes, ...). Other activities not related to **WP Management**, **WP Communication** and **WP Investment** must be placed at **WP Implementation**.

## Section D.2.: Target Groups



Fields name	Fill in instructions
<i>Target Groups</i>	
Select Target groups	Select from list

## Section D.3. Define Periods





- after

In this section, you will define the reporting periods for the project. Important: the reporting periods form the basis for the project budget. If you do not create any periods, you cannot enter the project budget!



**The reporting periods depends on project implementation period. Further to this, if you create the periods incorrectly (i.e. too many or too few periods), this will have major consequences for entering the budget data**

Fields name	Fill in instructions
Add	Please click the + sign to create a new reporting period.
Start Date (automatic)	Period 0 represent preparation period. Period 1 starts with the project start date. <b>Note:</b> when you change the project start date, you have to refresh the reporting periods by clicking on "Recalculate Periods"
End Date	The end date should be set 3 month for projects under 18 months and 4 month for projects exceeding 18 months. The final period ends with the project end date.
Reporting Date	The reporting date is 15 working days after the end date of the reporting period. <b>Note: the reporting date for the final report is 30 working days after the project end date!!!</b>

## Section E: 1-3. Project Budget

### E1. Partner budget

The screenshot shows the eMS Application Form for project ROHU16. The 'Project Budget' tab is selected, and a dropdown menu is open showing options: 'Partner Budget', 'Activities Outside', and 'Project Breakdown Budget'. The 'Partner List' table shows two partners: RO Partner (ROMANIA) and HU Partner (ROMANIA). The 'Budget' column for the RO Partner has two buttons: 'Define Budget' and 'Define Contribution', both of which are circled in red.

Number	Name	Abbreviation	Role	Budget
1	RO Partner	RO P	Lead Partner	<input type="button" value="Define Budget"/> <input type="button" value="Define Contribution"/>
2	HU Partner	HU P	Project Partner	<input type="button" value="Define Budget"/> <input type="button" value="Define Contribution"/>

Note: For each partner, you should define BOTH the budget AND the contribution (match funding)! Remember that the project costs and the project finances should balance. You can check this on the tab “Project Budget Overview”.

All costs for each partner must be entered per period and per work package.



**Before you enter any costs, please double check that the reporting periods are correct!**

The screenshot shows the eMS Application Form for project ROHU16, specifically the 'Budget For Partner 1 - RO Partner (LP)' tab. The 'Budget Flatrates' section is visible, showing a table of budget items and their values across four periods.

Budgetline	Wp M - Management	Sum
Staff costs	€ 0.00	€ 0.00
Office and administration	€ 0.00	€ 0.00
Travel and accommodation	€ 0.00	€ 0.00
External expertise and services	€ 0.00	€ 0.00
Equipment	€ 0.00	€ 0.00
Infrastructure and works	€ 0.00	€ 0.00
Net Revenue	€ 0.00	€ 0.00
<b>Sum</b>	<b>€ 0.00</b>	<b>€ 0.00</b>

Budgetline	Period 1	Period 2	Period 3	Period 4	Sum
Staff costs	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Office and administration	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Travel and accommodation	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
External expertise and services	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00

## Partner budget

Fields name	Fill in instructions
Budget Flat rates	Please tick this box to use the 15% flatrate for office and administration costs.
<i>Budget by Work Package OR Budget by Period</i>	
Staff costs	Expenditure on staff costs shall consist of gross employment costs of staff employed by the beneficiary in one of the following ways: (a) full time; (b) part-time with a fixed percentage of time worked per month; (c) part-time with a flexible number of hours worked per month; or (d) on an hourly basis.
Office and administration	Automatically calculated.
Travel	Fill in travel costs.
External expertise and services	Expenditure on external expertise and service costs are limited to services and expertise provided by a public or private law body or a natural person other than the beneficiary of the operation.
Equipment	Expenditure for the financing of equipment purchased by the beneficiary of the operation other than those covered by office and administrative expenditure.
Infrastructure and works	The investment specification is to be filled-in
Net Revenue	Planned project revenues which will be deducted from eligible costs.

## Partner contribution

The screenshot shows the 'Application Form' for project ROHU16. The 'Project Budget' tab is active, displaying a 'Partner List' table. The table has columns: Number, Name, Abbreviation, Role, and Budget. Two partners are listed: RO Partner (Lead Partner) and HU Partner (Project Partner). For each partner, there are buttons for 'Define Budget' and 'Define Contribution'. The 'Define Contribution' button for the Lead Partner is circled in red.

Number	Name	Abbreviation	Role	Budget
1	RO Partner	RO P	Lead Partner	Define Budget Define Contribution
2	HU Partner	HU P	Project Partner	Define Budget Define Contribution



To add the row for the State contribution, please click on the + sign.

The screenshot shows the 'Partner Contribution' form. It includes a table for 'Partner Contribution Rate' and a larger table for 'Source Of Contribution'. The 'Source Of Contribution' table has columns: Source Of Contribution, Legal Status, % of Total Partner Contribution out of 15%, Amount, and Options. The 'Options' column contains '+', '-', and '0' buttons. Red arrows point to these buttons with callouts: 'Own contribution' points to the '+' button, 'The + button to add the State contribution' points to the '+' button, and 'State contribution' points to the '-' button.

Source Of Contribution	Legal Status	% of Total Partner Contribution out of 15%	Amount	Options
Lead Partner	public		€ 0.00	
State contribution	public	0.00 %	€ 0.00	
Sub Total Public Contribution			€ 0.00	
Sub Total Private Contribution			€ 0.00	
Total			€ 0.00	
Total Target Value			€ 0.00	
Total Public Expenditure			€ 0.00	

Fields name	Fill in instructions
Partner Contribution Rate	It is automatically filled in.
<i>Source of Contribution</i>	
Source of Contribution + Amount	<p>First row must be fill in with partner's own contribution (2% in case of RO applicants, 0% in case of HU public authorities, 5% in case of HU private applicants, etc.).</p> <p>Please add State contribution by clicking the + button. Please specify the public source of funding in this case (13% in case of RO applicants, 15% in case of HU public authorities, 10% in case of HU private applicants, etc.).</p> <p><b>Please enter the amount in Euro!</b></p>
Target Value	This field indicates the expected amount of match funding contribution based on the partner's cost budget and the chosen intervention rate.

## E.2. Activities Outside

The screenshot shows the 'eMS Application Form' interface. The left sidebar contains navigation links: Save As Pdf File, Check Saved Project, Generated Files, Project History, Attachments, User Management, Bookmark Project, Toggle Tree, Contacts, Help, Exit, Management, and Logout. The main area is titled 'Project Spheres' and 'Activities Outside'. Under 'Project Spheres', there is a table with columns 'Select' and 'Nuts Region'. The table lists regions like HU32 Észak-Alföld, HU321 Hajdú-Bihar, HU323 Szabolcs-Szatmár-Bereg, HU33 Dél-Alföld, HU332 Békés, HU333 Csongrád, RO11 Nord-Vest, RO111 Bihor, RO115 Satu Mare, RO42 Vest, RO421 Arad, and RO424 Timiș. To the right of this table is a large text input field with a '2000 Characters Remaining' indicator. Below this, the 'Activities Outside' section has another large text input field. At the bottom right, there is a table for budget details:

Total Budget	0.00
Erdff Outside	0.00
Of Total Erdff	%

The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 2:02 PM on 12/16/2016.

In this section, you will define the activities outside eligible area (if there are) and the related budget. Describe the location and how these activities will benefit the programme area. What is the added value of activities to be carried out outside (the Union part of) programme area?

## E.3. Project Breakdown Budget

It is automatically filled in with all previously entered data.

## Section F. Project Budget Overview

It is automatically filled in with all previously entered data.

The screenshot shows the eMS Application Form interface. The top navigation bar includes 'Project Summary', 'Partner', 'Project Description', 'Workplan', 'Project Budget', and 'Project Budget Overview' (selected). The left sidebar contains various menu items like 'General', 'Management', and 'Logout'. The main content area displays the 'Project Budget Overview Partner BI' table, which shows budget details for Partner BI. Below this, there are sections for 'Project Budget Overview Cofin BI' and 'Project Budget Overview Partner Period'.

Partner	Co-financing Source	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Total Budget	Net Revenue	Total Eligible
No records found.										
Total		€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Percentage Of Total Budget		100 %	100 %	100 %	100 %	100 %	100 %	100.00 %	100 % Of Total Budget	100 % Of Total Budget

Export Excel

Project Budget Overview Cofin BI

Co-financing Source	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Total Budget	Net Revenue	Total Eligible Budget
No records found.									

Export Excel

Project Budget Overview Partner Period

Partner	Co-financing Source	Period 1	Period 2	Period 3	Period 4	Total Budget	Net Revenue	Total Eligible
No records found.								
Total		€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Percentage Of Total Budget		100 %	100 %	100 %	100 %	100 %	100 % Of Total Budget	100 % Of Total Budget

Export Excel

Project Budget Overview Cofin Period

Co-financing Source	Period 1	Period 2	Period 3	Period 4	Total Budget	Net Revenue	Total Eligible Budget
No records found.							

The screenshot shows the eMS Application Form interface. The top navigation bar includes 'Project Summary', 'Partner', 'Project Description', 'Workplan', 'Project Budget', and 'Project Budget Overview' (selected). The left sidebar contains various menu items like 'General', 'Management', and 'Logout'. The main content area displays the 'Project Budget Overview Partner Period' table, which shows budget details for Partner Wp. Below this, there are sections for 'Project Budget Overview Cofin Period' and 'Project Budget Overview Partner Wp'.

Partner	Co-financing Source	Period 1	Period 2	Total Budget	Net Revenue	Total Eligible
No records found.						
Total		€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Percentage Of Total Budget		100 %	100 %	100 %	100 % Of Total Budget	100 % Of Total Budget

Export Excel

Project Budget Overview Cofin Period

Co-financing Source	Period 1	Period 2	Total Budget	Net Revenue	Total Eligible Budget
No records found.					
ERDF Equivalent	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00

Export Excel

Project Budget Overview Partner Wp

Partner	Co-financing Source	Wp M	Wp T1	Wp I1	Wp C	Total Budget	Net Revenue	Total Eligible
No records found.								
Total		€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Percentage Of Total Budget		100 %	100 %	100 %	100 %	100 %	100 % Of Total Budget	100 % Of Total Budget

Export Excel

Project Budget Overview Cofin Wp

Co-financing Source	Wp M	Wp T1	Wp I1	Wp C	Total Budget	Net Revenue	Total Eligible Budget
No records found.							
ERDF Equivalent	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00

Export Excel

File Edit View History Bookmarks Tools Help

eMS Apache Tomcat/7.0.64

192.168.150.128:8080/ems/app/main?execution=e1s21

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

Export Excel

Project Budget Overview Cofin Wp

Co-financing Source	Wp M	Wp T1	Wp I1	Wp C	Total Budget	Net Revenue	Total Eligible Budget
No records found.							
ERDF Equivalent	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00

Export Excel

Project Budget Overview Wp BI

Wp Number	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Total Budget	Net Revenue	Total Eligible
Wp M	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Wp T1	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Wp I1	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Wp C	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
<b>Total</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>
Percentage Of Total Budget	100 %	100 %	100 %	100 %	100 %	100 %	100 %	100 % Of Total Budget	100 % Of Total Budget

Export

Project Budget Overview Cofin BI

Co-financing Source	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Total Budget	Net Revenue	Total Eligible Budget
No records found.									
ERDF Equivalent	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00

Export Excel

Project Budget Overview Wp Period

File Edit View History Bookmarks Tools Help

eMS Apache Tomcat/7.0.64

192.168.150.128:8080/ems/app/main?execution=e1s21

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

Export Excel

Project Budget Overview Cofin BI

Co-financing Source	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Total Budget	Net Revenue	Total Eligible Budget
No records found.									
ERDF Equivalent	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00

Export Excel

Project Budget Overview Wp Period

Wp Number	Period 1	Period 2	Total Budget	Net Revenue	Total Eligible
Wp M	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Wp T1	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Wp I1	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Wp C	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
<b>Total</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>	<b>€ 0.00</b>
Percentage Of Total Budget	100 %	100 %	100 %	100 % Of Total Budget	100 % Of Total Budget

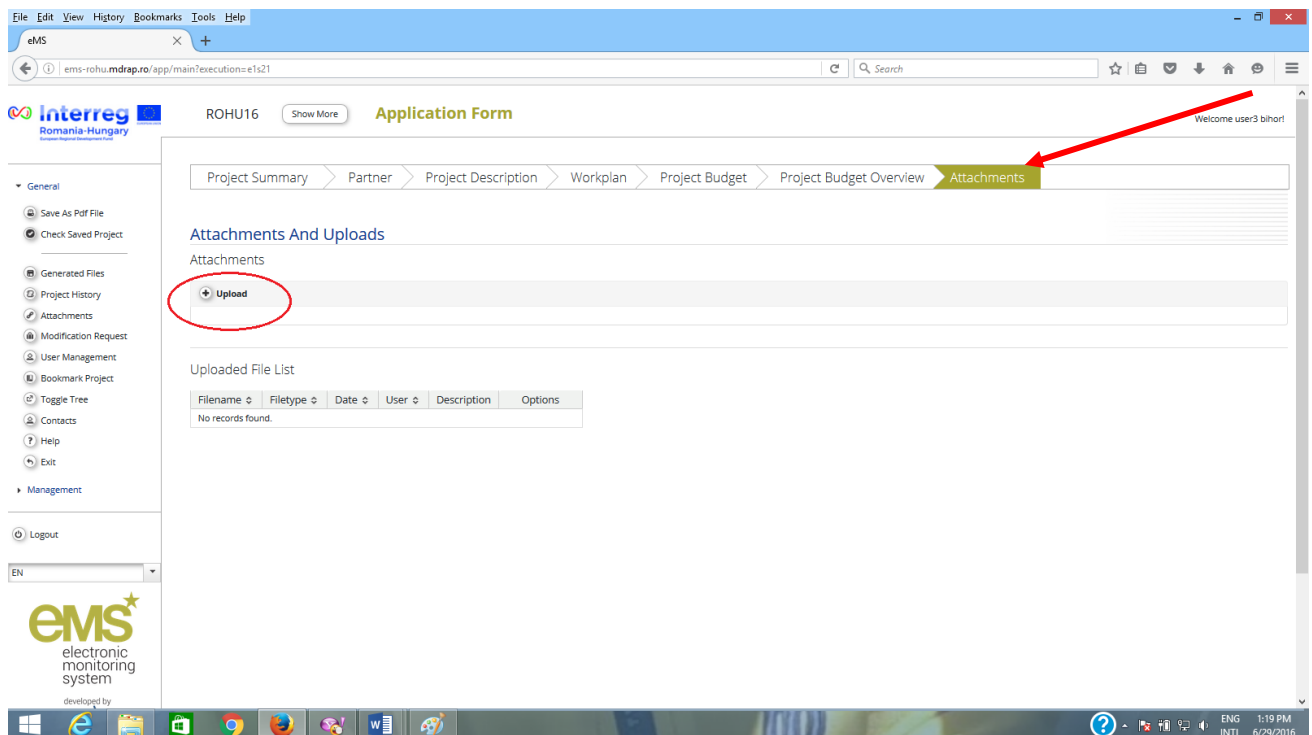
Export Excel

Project Budget Overview Cofin Period

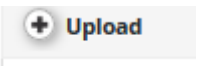
Co-financing Source	Period 1	Period 2	Total Budget	Net Revenue	Total Eligible Budget
No records found.					
ERDF Equivalent	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00

Export Excel

## Section G: Attachments



The applicants can upload documents into eMS.

Click on the  button to add new attachments.



**The size of the file to be uploaded cannot exceed 50MB.**



**Not any format file can be uploaded!**

**The files extension recognized by eMS are: gif, jpeg, png, tiff, doc, docx, pdf, xls, xlsx, ppt, pptx, mp4, mov, avi, wmv, zip, rar.**



## PART E - Submitting the application

After completing the application form and attaching all necessary supporting documents, **you are recommended to save it as a Pdf File (menu item)**



**Please verify it thoroughly !!!**



**Any mistake in filling in the AF observed after the submission of AF cannot be rectified and will lead to a lower score in assessment phase.**

The screenshot shows the 'eMS' application form for project 'ROHU16'. The left sidebar contains a 'SAVE' button and a 'General' section with the following options: 'Save As Pdf File' (circled in red), 'Check Saved Project', 'Generated Files', 'Project History', 'Attachments', 'Modification Request', 'User Management', 'Bookmark Project', 'Toggle Tree', 'Contacts', 'Help', 'Exit', 'Management', and 'Logout'. The main form area is titled 'Application Form' and includes a breadcrumb trail: 'Project Summary > Partner > Project Description > Workplan > Project Budget > Project Budget Overview > Attachments'. The 'Project Summary' section is active, showing 'Project Identification' details: 'Programme Priority' (PA2 - Improve sustainable cross-border mobility and remove), 'Specific Objective' (S07/b Improved cross-border accessibility through connecting secondary and tertiary nodes to TEN-T infrastructure), 'Project Acronym' (ROHU16), 'Project Title' (255 Characters Remaining), 'Project Number' (ROHU16), 'Name Of Lead' (RO Partner), 'Project Duration' (12 Month 0 Days), 'Start Date' (01.11.2016), and 'End Date' (31.10.2017). Below this is a 'Project Summary \*' section with a 'Short Overview \*' text area.

Before you are able to submit your application, you will need to click on **“Check Saved Project”** to activate the automatic checks. If any issues are found, such as missing or wrong data, you will need to correct this before you can save and check it again.

File Edit View History Bookmarks Tools Help

eMS

ems-rohu.mdrap.ro/app/main?execution=e1s22

Interreg Romania-Hungary

ROHU16 Show More Application Form

Welcome user3 bihor!

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

Project Summary

Project Identification

Programme Priority: PA2 - Improve sustainable cross-border mobility and remove

Specific Objective: S07/b Improved cross-border accessibility through connecting secondary and tertiary nodes to TEN-T infrastructure

Project Acronym

Project Title

Project Number: ROHU16

Name Of Lead: RO Partner

Project Duration: 12 Month 0 Days

Start Date: 01.11.2016

End Date: 31.10.2017

Project Summary \*

Short Overview \*

Short Overview \*

EN

ems

File Edit View History Bookmarks Tools Help

eMS

ems-rohu.mdrap.ro/app/main?execution=e1s22

Interreg Romania-Hungary

ROHU16 Show More Application Form

Successfully Checked

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

Project Summary

Project Identification

Programme Priority: PA2 - Improve sustainable cross-border mobility and remove

Specific Objective: S07/b Improved cross-border accessibility through connecting secondary and tertiary nodes to TEN-T infrastructure

Project Acronym

Project Title

Project Number: ROHU16

Name Of Lead: RO Partner

Project Duration: 12 Month 0 Days

Start Date: 01.11.2016

End Date: 31.10.2017

Project Summary \*

Short Overview \*

Short Overview \*

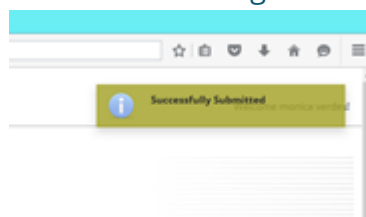
EN

ems



Only after all checks are okay, you will be able to submit your application by clicking the "Submit checked project" virtual button.

If the application is successfully submitted a message will be displayed on the screen.



After submission, you as the Lead Applicant will receive an automatic email confirmation.



**Once submitted you are not able to make further changes to your application.**



**Note: You can submit the application until the time and date of the call deadline, Bucharest time (EET). Please take time zone differences into account!!!**

After submitting the application the Lead Applicant will see the project status in the column "Project\_state" of the table "List Of Projects" as **Subm = Submitted**.

Now the application will enter in the assessment phase (Administrative and Eligibility Check) by the Assessment Working Group, while the Lead Applicant can check the status of the application

in the eMS (*My projects* section) and answer to the clarifications send by the members of the Assessment Working Group.



**Please note that the clarifications will be send officially using the email section of the eMS as an attached letter of clarification and the Lead Applicant will respond only through email from eMS. Errata, amendments to the Application package which will be sent after the deadline without being explicitly requested shall not be considered.**



**We strongly advise you to keep an eye on your eMS email in order to be able to respond to any clarifications may be requested during the assessment phase!**

## ***PART F - Help and Technical Support***

For any problems you might experience with the eMS, please contact the Joint Secretariat at [joint.secretariat@brecoradea.ro](mailto:joint.secretariat@brecoradea.ro) or by telephone at +40 259 473 174 or +40 359 436 529 during office hours<sup>5</sup>.



**Please note that the JS has maximum two days to respond to your request after the receipt of your email or phone, and in case of specific errors we will forward your problem to the INTERACT team!!!**

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<sup>5</sup> Office hours means between 9.00 – 17.00 (EET)

**The reporting form for errors (bugs) and malfunctions occurred in the system**

To: [joint.secretariat@breacoradea.ro](mailto:joint.secretariat@breacoradea.ro)

**Subject: Reporting errors for eMS**

Allow me to inform you of the error (bug) or eMS system malfunction, detected by the user . . . .  
..... (the user name from eMS sistem), regarding the module / function  
/ screen / section / field. ....

The error (bug) or failure lies in. .... and it was  
triggered by following action: .....  
.....

*(Please attach the „ print screen” with the error message in and jpg format file)*

Best regards,

*(Please fill in the details of the contact person)*

**The reporting form for providing user support on using the eMS system**

To: [joint.secretariat@brecoradea.ro](mailto:joint.secretariat@brecoradea.ro)

**Subject: providing user support on using the eMS system**

Please provide assistance for the user. . . . . *(the user name from eMS sistem)*,  
regarding the using of the module / function / screen / section / field. . . . .

.....

in order to perform the action. . . . .

.....

.....

Thank you,

*(Please fill in the details of the contact person)*