

eMS APPLICATION INSTRUCTIONS

INTERREG V-A ROMANIA-HUNGARY PROGRAMME



"Partnership for a better future"

www.interreg-rohu.eu

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Abbreviations

AF	Application form
BL	Budget line
e-MS	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 e-MS (*electronic monitoring system*) and accessible at the following URL:

<http://ems-rohu.xxxx.xx/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.

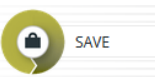

Technical information and system requirements

The e-MS 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:

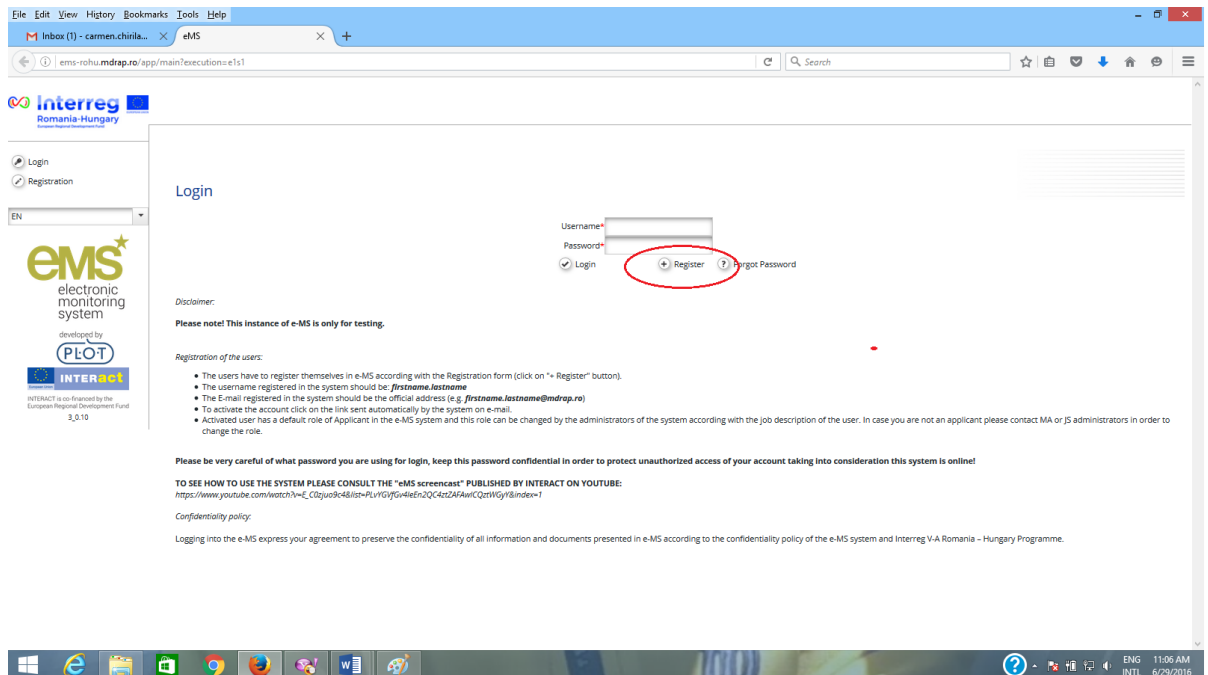
- ✓ The e-MS does not provide any warning or request of confirmation before leaving a section of the AF or before logging out;
- ✓ Always remember to save the data before leaving any section in the AF (Save button on upper left corner  or at the end of the page  otherwise data will be lost!;
- ✓ When 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 e-MS 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 e-MS, **the lead applicant or applicant** must register and activate a user account as follows:


1. To register, go to <http://ems-rohu.xxxx.xx/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.



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
Language	EN ▼

 Register

- *Username:* will be used to log in the e-MS. It can be freely chosen by the lead applicant or applicant, but we strongly recommend to have this format **firstname.lastname** in order to be easily to remember.
 - *E-mail:* the email address of the lead applicant/applicant. The E-mail registered in the e-MS must be the 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/Position:* Personal information of the lead applicant or applicant;
 - *Language:* English is the pre-defined programme's official language. It cannot be changed.
- Upon registering and accessing the system, the user agrees to the terms of service for using the e-MS.
3. After clicking the Register 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.

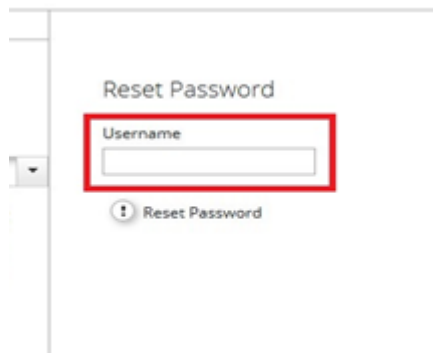
Hello,

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

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


Best regards,
e-MS Team

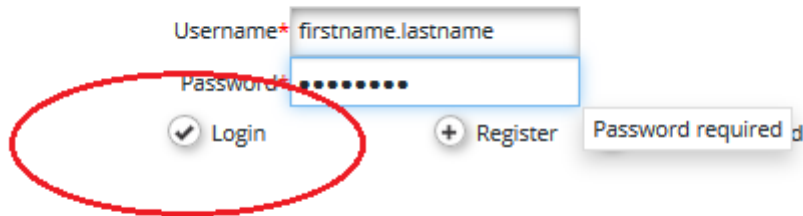
4. Only after the confirmation, the lead applicant or applicant will be able to log in to the e-MS.
5. In case the password is forgotten, it can be reset using the button  [Forgot Password](#) n the username and clicking the button  [Reset Password](#)



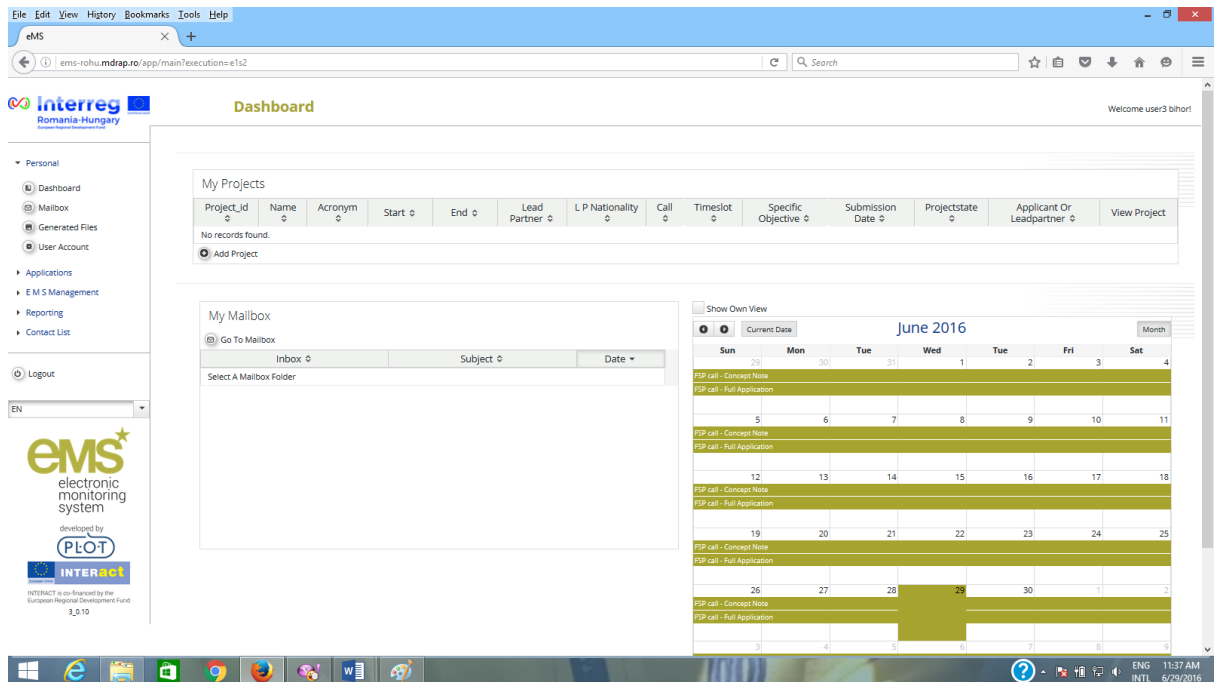
Please note that only the lead applicant can create and submit an application. The applicant can read or add/modify data in the AF, only if the lead applicant gives the necessary permissions.

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;





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

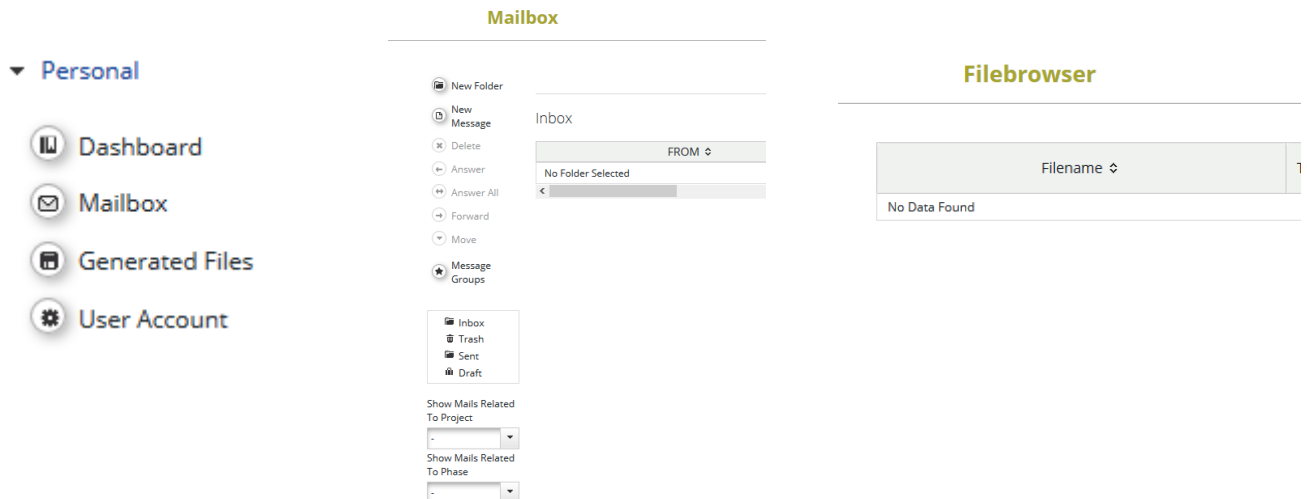




- **Menu:** placed in the left side of the screen, it has at least 3 items visible: *Personal*, *Applications* and *EMS Management*:

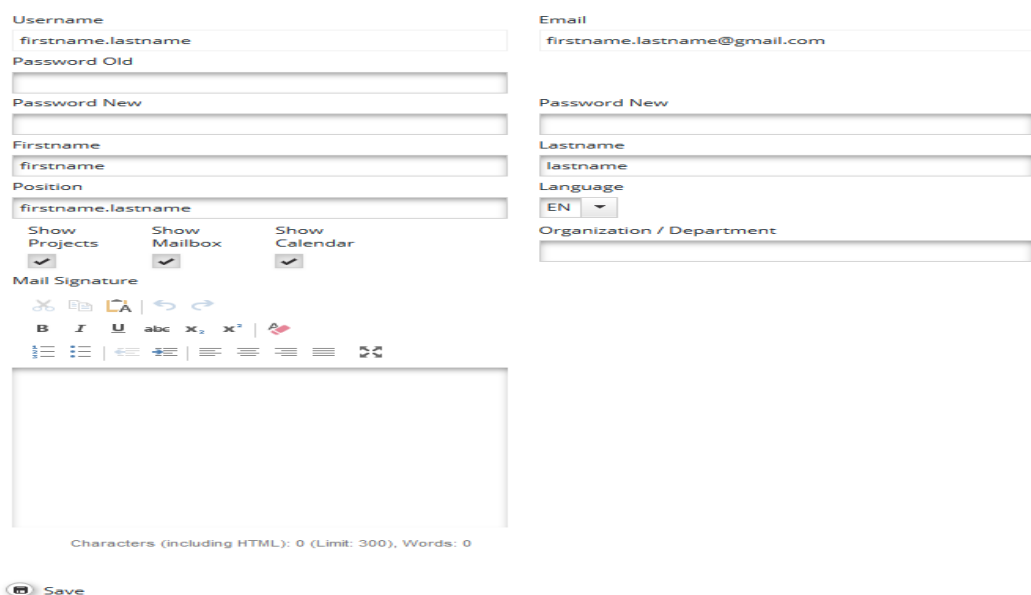
- Personal** menu has 4 functions available:

- *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 lead applicant or applicant can use the internal mail function of the e-MS 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 e-MS;
- **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.




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 e-MS;

- *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** vs 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  **Add Project** and sees his projects already recorded in the e-MS.

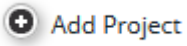
My Projects												
Project_id ↕	Name ↕	Acronym ↕	Start ↕	End ↕	Lead Partner ↕	L.P Nationality ↕	Call ↕	Timeslot ↕	Specific Objective ↕	Submission Date ↕	Projectstate ↕	Applicant Or Leadpartner ↕
No records found.												
 Add Project												

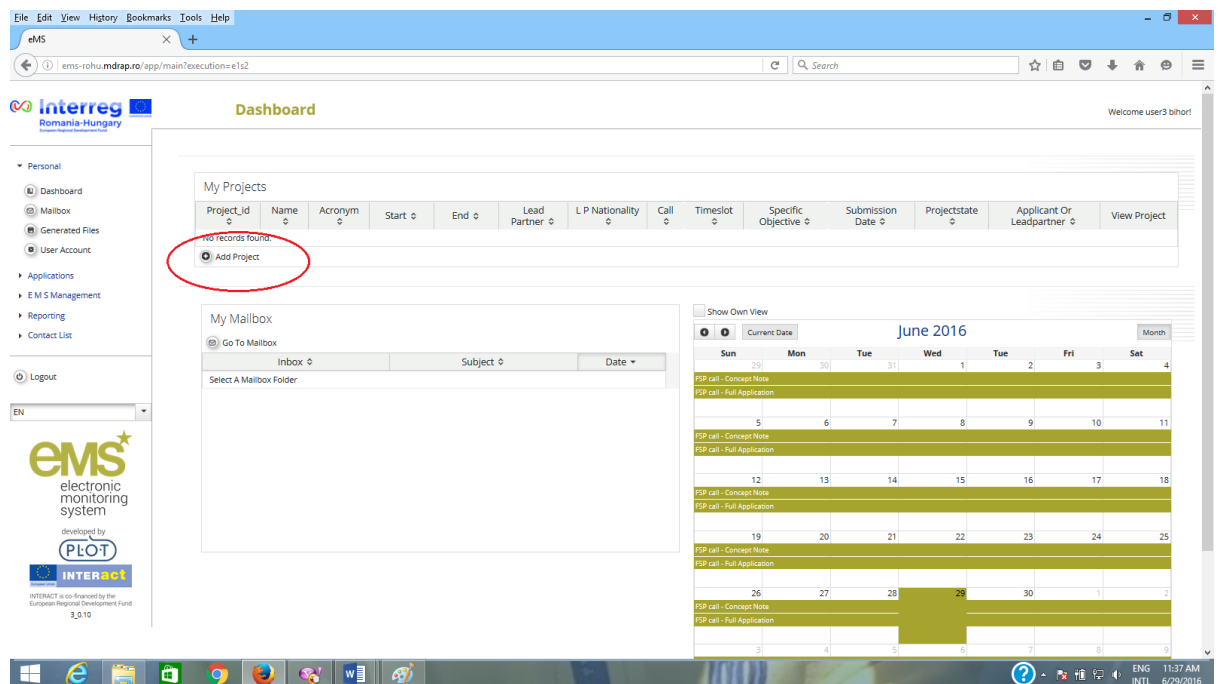
- *My Mailbox*: a section where the lead applicant can see all the messages received and from where can go to the Mailbox window by clicking on the button  **Go To Mailbox**


My Mailbox		
 Go To 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 e-MS, **the lead applicant** shall go to the Dashboard and in the section My projects will click on the button 

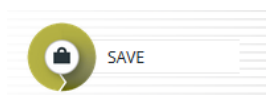


The system will open the Call function from where the applicant will choose the appropriate open Call (the button  is active) and click on it to open the AF.

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 apply button, the system will open the AF section with a save button



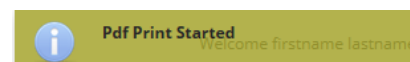
, two menus *General and Management* in the left side of the screen and sections (tabs) of the AF in the upper part.

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 button  **Save As Pdf File**


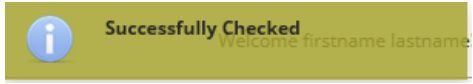
the system generates a pdf file that brings all the data found in the AF.

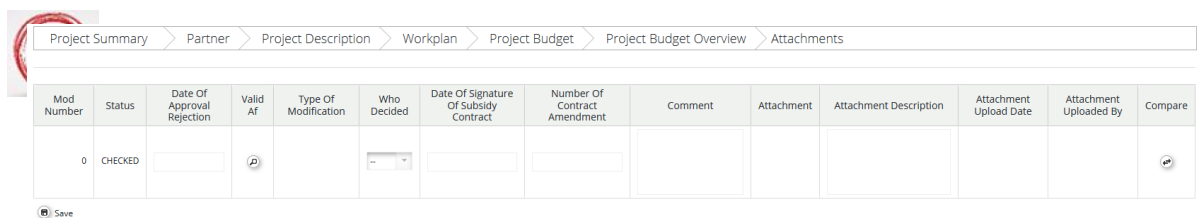
The system will inform the user with the message and the file can be found in the Generated Files section;





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 e-MS. 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;





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

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.

- *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

Filename ⇅	Type	Size ⇅	Last Change ⇅	
AF ROBG-19 MYFP 20160608 150600.pdf	File	79.25 KByte	08.06.2016 15:06:00	

- *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.




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.

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

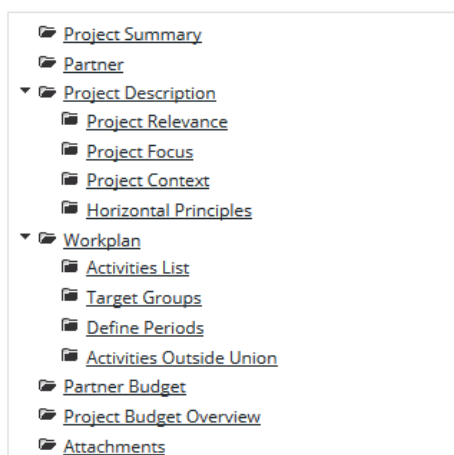




The user rights granted by the lead applicant for his partners will only be available until the submission of the application or until the deadline of the call.

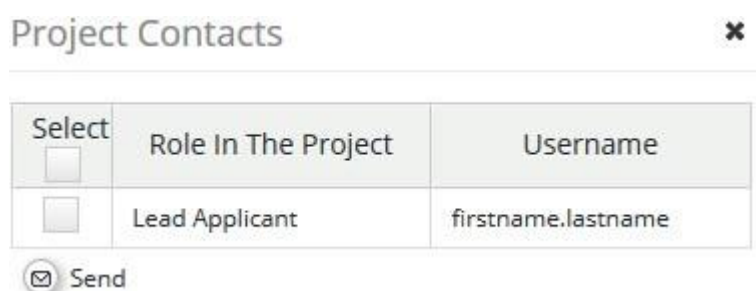
In case the project is selected for funding, a new assignment of the users must be made for every project partner after the contracting phase, in order to have access in reporting section of the project.

- **Bookmark Project** - by clicking on the button  **Bookmark Project** system will bookmark the project and it will change the button in used to un-bookmark  **Unbookmark Project** the respective 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



- *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 selecting the  **Send** username.



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



- *Help* – this  **Help** button is a contextual menu and will open a popup window with a description of the section selected by the user.
- *Exit* – the  **Exit** 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 e-MS.

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






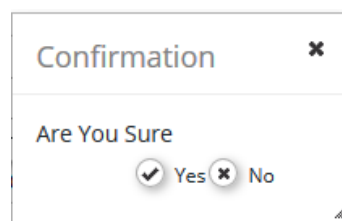
Please note that the applicant cannot delete the application after submission!

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 the button  **Check Saved Project** and then submitted by clicking on  **Submit Checked Project**




If any issues are found after clicking  **Check Saved Project button 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.



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*
- 8.



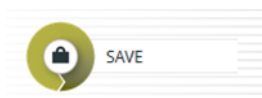
Please note that in order to fill in the AF the lead applicant has to follow the arrows, section by section (starting with the Project Summary section and finishing with the Attachments)!



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.



The screenshot shows the 'Project Summary' tab of the eMS Application Form. The left sidebar contains a 'SAVE' button highlighted with a red arrow. The main form area includes the following fields:

- Project Identification:**
 - Programme Priority: PA1 - Joint protection and efficient use of common values and
 - Specific Objective: SO5/b Improved quality management of cross-border rivers and ground water bodies
 - Project Acronym: [Empty]
 - Project Title: [Empty]
 - Project Number: ROHU
- Project Duration:** 0 Month 1 Days
- Start Date:** 29.06.2016
- End Date:** 29.06.2016
- Project Summary *:** Short Overview * [Empty text area]

Congratulations, you have now created a project!

The screenshot shows the 'Project Summary' tab after the project has been created. The 'Project Number' field now contains 'ROHU16'. A red circle highlights the 'ROHU16' label in the top navigation bar. The form includes the following fields:

- 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: [Empty]
 - Project Title: [Empty]
 - Project Number: ROHU16
- Project Duration:** 0 Month 1 Days
- Start Date:** 29.06.2016
- End Date:** 29.06.2016
- Project Summary *:** Short Overview * [Empty text area]

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.

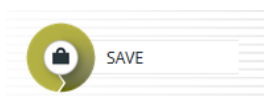
Fields name	Fill in instructions
<i>Project Identification</i>	
Programme Priority:	Indicate which Priority Axis of the Programme the project aligns with.
Specific Objective:	Select one specific objective your project is contributing to.
Project Acronym	Abbreviation of the project name
Project Title	State the title of the project. This will be the official name of the project during its implementation.
<i>Project Number (autonumber)</i>	
Project Duration	State the start date and end date of project activities.
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	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.



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	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 "Add new partner" button.

The screenshot shows the 'eMS' application window with the 'Application Form' for project 'ROHU16'. The breadcrumb trail is: Project Summary > Partner > Project Description > Workplan > Project Budget > Project Budget Overview > Attachments. The 'Partner List' table is empty, showing 'No Data Found'. Below the table, the 'New Partner' button is circled in red. The 'Partnership Description' section contains three text areas: 'Partnership Concept *', 'Strategic Partnership', and 'Partnership Association', each with a '255 Characters Remaining' indicator. The left sidebar shows a 'General' section with options like 'Save As Pdf File', 'Check Saved Project', 'Generated Files', 'Project History', 'Attachments', 'Modification Request', 'User Management', 'Bookmark Project', 'Toggle Tree', 'Contacts', 'Help', and 'Exit'. A 'Management' section includes 'Logout'. The bottom status bar shows 'ENG INTL 12:10 PM 6/29/2016'.

The screenshot shows the 'Lead Partner 1' form. It includes a 'Partner Role in The Project *' dropdown menu with 'Lead Partner' selected. There are text fields for 'Partner Name in native language *', 'Partner Name in English *', and 'Legal representative (Position) *', each with a '255 Characters Remaining' indicator. An 'Abbreviation' text field is also present. The 'Address' section includes a 'Nuts0' dropdown menu with 'ROMANIA (RO)' selected, a 'From All Regions' checkbox, and a 'Nuts2' dropdown menu with 'Nord-Vest (RO11)' selected. There are also text fields for 'Street', 'Housenumber', 'Postal Code', 'City', and 'Home Page'. The left sidebar and bottom status bar are identical to the previous screenshot.

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. Note: 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 organisation's website URL
<i>Legal and Financial Information</i>	
Type of Partner	Select the relevant type of partner
Legal Status	Select if the organisation 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 organisation.
Recover Vat	Indicate if the organisation 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
Confirmation	Select from list



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?	When describing the project's relevance, demonstrate that the project is relevant for all partner areas
<i>Project Approach</i>	
What is the project's approach in addressing these common challenges and/ or joint opportunities and what is new about the approach that the project takes?	Describe new solutions which will be developed during the project and/or existing solutions that will be adapted and implemented during the project lifetime, and in what way the approach goes beyond existing practice in the sector/ programme area/ participating countries as they relate to the Interreg V-A Romania-Hungary overall strategy.
<i>Cooperation Reason</i>	
Why is cross-border cooperation needed to achieve the project's objectives and result?	Describe what benefits the project partners/target groups/project area gain in taking a cross-border approach. Consider how the project applies principles such as joint development, financing, implementation, and staffing.
<i>Cooperation Criteria</i>	

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

The screenshot shows the 'eMS' application interface. The 'Project Description' tab is active, indicated by a red arrow pointing 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 'Programme Result Header' field is set to 'Cross-border population served by modernized infrastructure leading to TEN-T'. The 'Project Overall Objectives Header' field is empty. The 'Durability And Transferability Of Main Outputs' section includes two sub-fields: 'Durability Description' and 'Transferability Description', both of which are empty.

Fields name	Fill in instructions
<i>Programme Priority Specific Objective ... (automatically shows selected specific objective)</i>	
Project Main Overall Objective	A short description of the project main overall 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	Demonstrate how the project results contribute to the programme's result indicators.
<i>Durability And Transferability Of Main Outputs</i>	
Durability Description	Describe expected concrete measures to be taken during and after project implementation to ensure the durability of the project's outputs and results
Transferability Description	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.

Section C.3 Project Context

The screenshot shows the eMS Application Form interface. The browser address bar displays 'ems-rohu.mdrap.ro/app/main?execution=e1s10'. The page header includes the Interreg Romania-Hungary logo, the project code 'ROHU16', and the title 'Application Form'. A sidebar on the left contains a 'SAVE' button and a menu with options like 'Save As Pdf File', 'Check Saved Project', 'Generated Files', 'Project History', 'Attachments', 'Modification Request', 'User Management', 'Bookmark Project', 'Toggle Tree', 'Contacts', 'Help', 'Exit', 'Management', and 'Logout'. The main content area features a breadcrumb trail: 'Project Summary > Partner > Project Description > Workplan > Project Budget > Project Budget Overview > Attachments'. The 'Project Description' tab is selected, and a red arrow points to it. Below the breadcrumb, the 'Project Context' section is visible, containing a 'Project Context Description' text area and a 'Synergies' section with a 'Synergies Description' text area. The 'Indicate Header' section is also present, with a checkbox for 'EU Strategy for the Danube Region' and a text area for a short description. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 12:16 PM on 6/29/2016.

Fields name	Fill in instructions
Project Context Description	Please describe the project's contribution to relevant strategies and policies; in particular, those concerning the project or programme area. Also consider existing synergies with past or current regional or national projects. If applicable what concrete measures does the project take to align with Macro Regional Strategies?
<i>Indicate Header</i>	
EU Strategy for the Danube Region	If applicable please select and a short description
<i>Synergies</i>	
Synergies Description	Please describe your project's synergies with projects funded by other programmes or initiatives and, or if the project draws on the experience of previously funded projects. If applicable, consider where this project is positioned in relation to other potential funding streams? Is this project part of a longer term strategy to advance the results through other available funding streams?

Section C.4 Horizontal Principles

The screenshot shows the eMS Application Form interface. The breadcrumb navigation at the top includes: Project Summary > Partner > **Project Description** > Workplan > Project Budget > Project Budget Overview > Attachments. A red arrow points to the 'Project Description' tab. The 'Horizontal Principles' section is active, showing three input fields for descriptions, each with a dropdown menu for 'Sustainable development (environment)', 'Equal opportunity and non-discrimination', and 'Equality between men and women'. Each dropdown is currently set to 'neutral'. A 'Save' button is located at the bottom of the section. The left sidebar contains various navigation options like 'General', 'Generated Files', 'Project History', 'Attachments', 'Modification Request', 'User Management', 'Bookmark Project', 'Toggle Tree', 'Contacts', 'Help', 'Exit', 'Management', and 'Logout'. The bottom status bar shows the user is logged in as 'user3 bihor' and the date is 6/29/2016.

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.

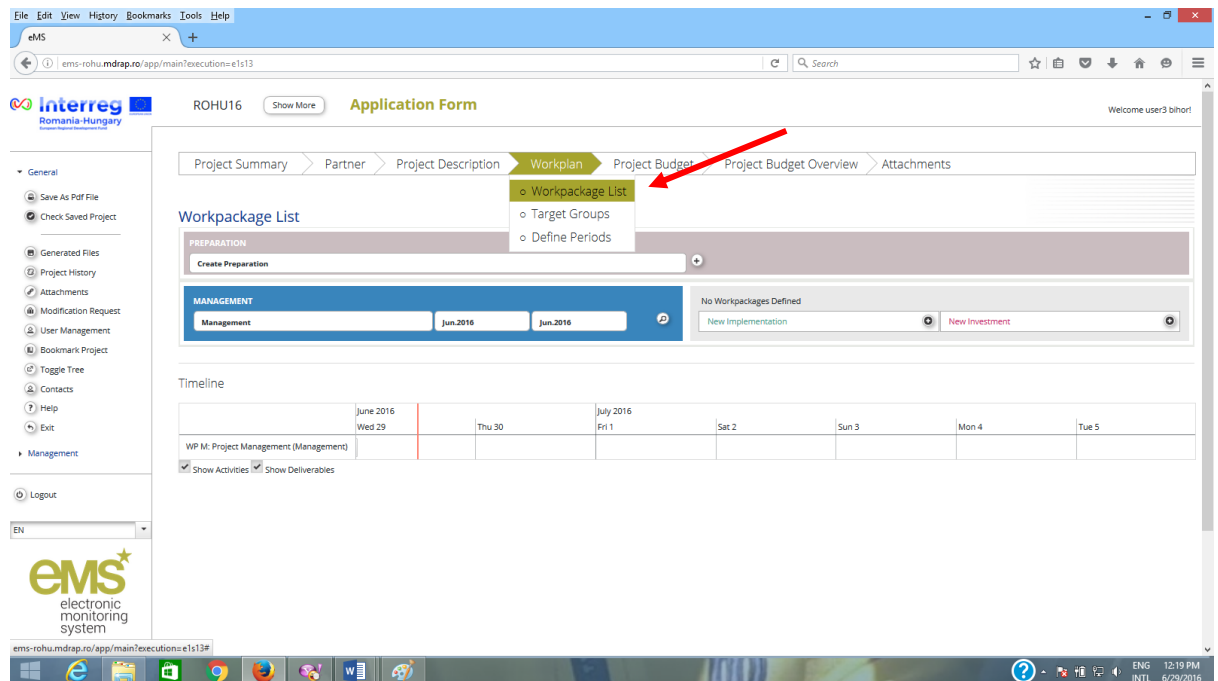
Section C.5 Project Risks

The screenshot shows the eMS Application Form interface. The breadcrumb navigation at the top includes: Project Summary > Partner > **Project Description** > Workplan > Project Budget > Project Budget Overview > Attachments. A red arrow points to the 'Project Risks' link under the 'Project Description' tab. The 'Project Risks' section contains a form for 'Risk 1' with fields for Start Date, End Date, Risk Impact (set to 'low'), Risk Likelihood (set to 'not likely'), Title, Project Description (with a 255 character limit), and Project Mitigation (with a 255 character limit). There are 'Delete Risk' and 'Add Project Risk' buttons at the bottom right of the form.

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



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”, consist of operational and strategy activities such as governance, daily management of the project and reporting and monitoring. Note: 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 Management – Standard

Note: to activate the Work Package Management, please click on the q sign

File Edit View History Bookmarks Tools Help

eMS

ems-rohu.mdrap.ro/app/main?execution=e1s13

Interreg Romania-Hungary

ROHU16 Show More Application Form

Welcome user3 bihort

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

Workpackage List

PREPARATION

Create Preparation

MANAGEMENT

Management Jun.2016 Jun.2016

No Workpackages Defined

New Implementation New Investment

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

EN

ems electronic monitoring system

developed by

Windows Taskbar: e, File Explorer, Chrome, Firefox, W, etc.

System Tray: ENG INTL 12:21 PM 6/29/2016

File Edit View History Bookmarks Tools Help

eMS

ems-rohu.mdrap.ro/app/main?execution=e1s14

Interreg Romania-Hungary

ROHU16 Show More Application Form

Welcome user3 bihort

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

Management M

Wp Details

Project Management

Wp Start Jun.2016 Wp End Jun.2016

Partner

Wp Responsible Partner Selection

Partner's Involvement Section

<input checked="" type="checkbox"/>	Name	Role	Abbreviation
<input checked="" type="checkbox"/>		LP	

Description

Activities Contribution Strategy

Activity A.M.1

Activity Title	Start Date	End Date

1000 Characters Remaining

EN

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Windows Taskbar: e, File Explorer, Chrome, Firefox, W, etc.

System Tray: ENG INTL 12:23 PM 6/29/2016

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 strategic and operational level will be carried out.	Please describe briefly the project management structure, and give some insight into the decision making structure.
<i>Activity A.M.1... (autonumber)</i>	
Activity Title	Activities in this work package should consist of internal communication, and all other tasks associated with the Lead Applicant and / or Applicant coordination of the overall project administration. Some of the common tasks associated with this Work Package include coordinating the drafting of the progress reports and final reports and organising the claim procedures for the project partnership, as well as acting as the responsible partner for all reporting. The Lead Applicant and/ or the Applicant is normally the internal contact body for questions within the project partnership and is the main contact point for the Joint Secretariat.
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 (not applicable for CN, only for FAF)

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

Note: to activate the Work Package Communication, please click on the + sign.

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 'Workpackage List' section displays a table with columns for 'MANAGEMENT' and 'COMMUNICATION'. The 'MANAGEMENT' column has a 'Management' button and a date range 'Jun.2016' to 'Jun.2016'. The 'COMMUNICATION' column has a 'Create Communication' button with a red arrow pointing to it. Below the table is a 'Timeline' section with a grid showing dates from June 29 to July 5. The bottom of the interface shows the eMS logo and the text 'electronic monitoring system'.

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

Note: 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=e1s9

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 Section

<input type="checkbox"/>	Name	Role	Abbreviation
No records found.			

Summary Implementation

Summary Implementation Description

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

EN

ems electronic monitoring system developed by PLOT

File Edit View History Bookmarks Tools Help

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

Output O.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

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

Activity Description

Description

ems - applicant... eMS - Mozilla Fire... CentOS 64-bit - V... W Amnes X: eMS Ap...

ENG 15:28 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 Implementation</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.
<i>Main Outputs</i>	
Output O.T1.1... (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 (not applicable for CN , only for FAF) 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. For CN please remove output indicator!!!
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. (not applicable for CN, only for FAF)
<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.

Work Package Investment – Project Specific

Note: to activate the Work Package Investment, 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)							
<input checked="" type="checkbox"/> Show Activities <input checked="" type="checkbox"/> Show Deliverables							

EN

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

File Edit View History Bookmarks Tools Help

eMS

ems-rohu.mdrap.ro/app/main?execution=e1s8

Interreg Romania-Hungary

ROHU17 Show More Application Form

Welcome user3 bihor!

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

Investment I1

Wp Details

Title

Wp Start Jun.2016 Wp End Jun.2016

Partner

Wp Responsible Partner Selection

Partners Involvement Slection

	Name	Role	Abbreviation
No records found.			

Summary Investment

Summary Investment Description

Rich Text Editor: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, Fullscreen, Print, Help.

EN

ems electronic monitoring system

Windows Taskbar: 12:36 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=e1s11

developed by **PLOT**
INTERACT
INTERACT is co-financed by the European Regional Development Fund 3.0.10

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

eMS - applicant T... eMS - Mozilla Fire... CentOS 64-bit - V... W Annex X - eMS Ap...

ENG 15:45
INTL 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

Remove Output

Add Output Indicator

Add Output

Activity A.I1.1

eMS - applicant T... eMS - Mozilla Fire... CentOS 64-bit - V... W Annex X - eMS Ap...

ENG 15:45
INTL 03/03/2016

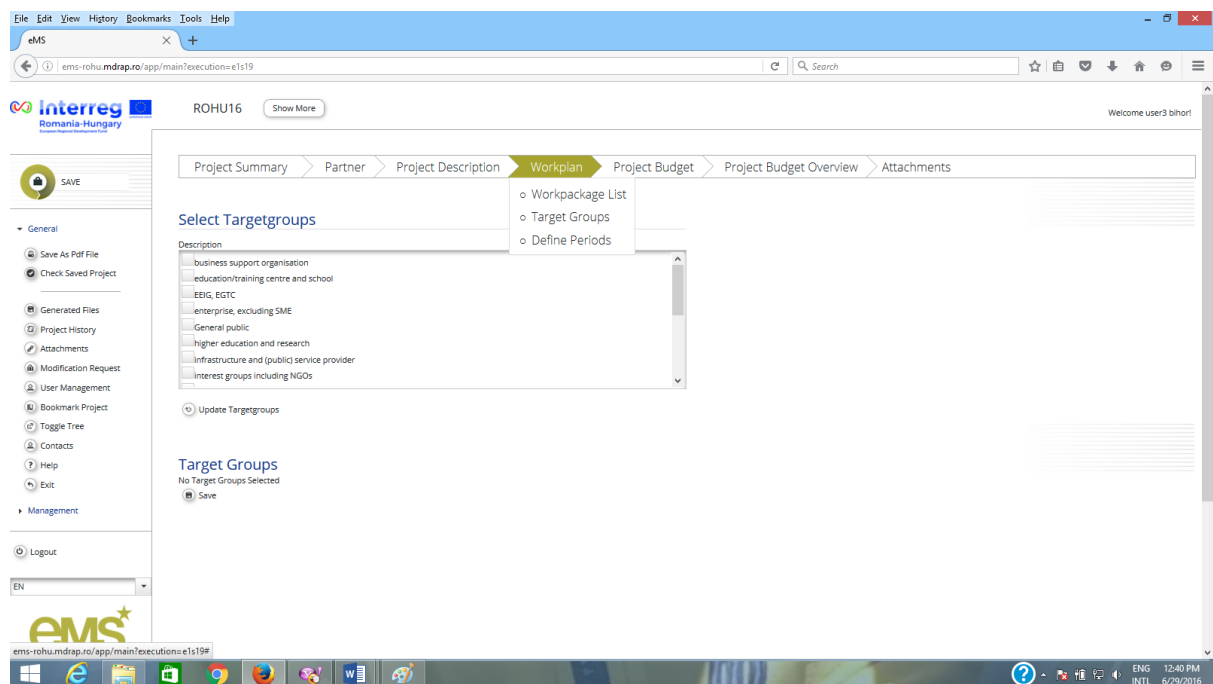
Fields name	Fill in instructions
Title	Please give a short title to the Work Package.
<i>Partners</i>	
Select the WP Responsible Partner	Please choose the partner responsible for the Work Package from the list.
Select Partners Involved	Please select other partners involved.
<i>Summary Investment</i>	
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>	
Output O.T1.1... (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.



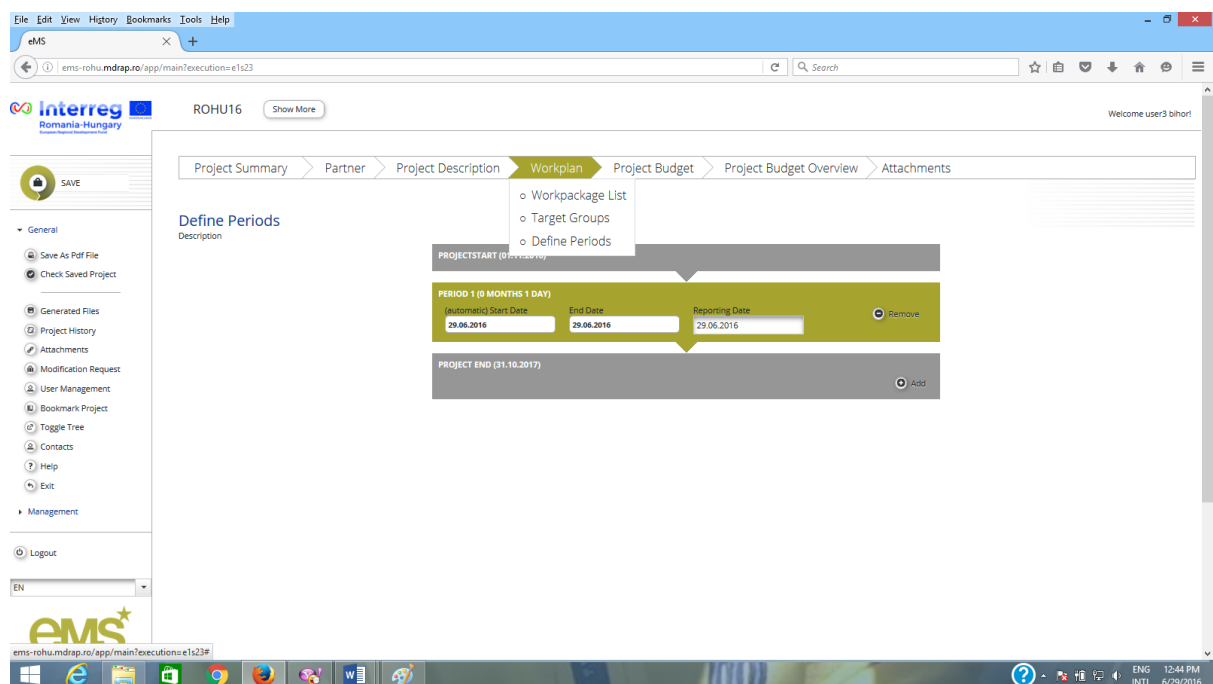
WP Investment contain all activities regarding or associated with infrastructure (including studies, taxes, ...). Other activities not related to **WP Management**, **WP Communication** and **WP Investment** must be placed at **WP Implementation**.

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 is three months for CN. 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 (only for CN) Period 1 starts with the project start date. Note: 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 CN. The final period ends with the project end date.
Reporting Date	The reporting date is 15 days after the end date of the reporting period. Note: the reporting date for the final report is 30 days after the project end date!!!

Section E: 1-3. Project Budget

E1. Partner budget

The screenshot shows the eMS Application Form interface. 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 is visible, showing two partners: RO Partner and HU Partner. The 'Role' column for the RO Partner is 'Lead Partner', and the 'Role' column for the HU Partner is 'Project Partner'. The 'Budget' column for the RO Partner has a red circle around the 'Define Budget' and 'Define Contribution' buttons.

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

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 interface. The 'Budget For Partner 1 - RO Partner (LP)' tab is selected. The 'Budget Flatrates' section is visible, showing a table of budget items and their values. The table has columns for 'Budgetline', 'Wp M - Management', and 'Sum'. The 'Sum' column shows values for each budgetline item.

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
Sum	€ 0.00	€ 0.00

The screenshot shows the eMS (electronic monitoring system) interface. The main window displays the 'Project Budget Overview' tab. It includes a sidebar with navigation options: User Management, Bookmark Project, Toggle Tree, Contacts, Help, Exit, and Logout. The main area shows a table of budget items with columns for 'Period 1', 'Period 2', 'Period 3', 'Period 4', and 'Sum'. The items listed are: Office and administration, Travel and accommodation, External expertise and services, Equipment, Infrastructure and works, and Net Revenue. Below this is a 'Budgetline' table with similar columns. At the bottom, there is a 'Period' table showing 'Wp M - Management' values. The interface also features logos for EMS, PLOT, and INTERACT, along with a footer indicating the system is co-financed by the European Regional Development Fund.

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 only in the full application form (FAF).
Net Revenue	Planned project revenues which will be deducted from eligible costs.

Partner contribution

Interreg Romania-Hungary Application Form

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

Partner List

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

Note: to add the row for the State contribution, please click on the + sign.

Partner Contribution

Partner Contribution Rate

	Amount	Cofinancing Rate
Program Cofinancing	€ 0.00	85.00 %
Partner Contribution	€ 0.00	
Partner Total Eligible Budget	€ 0.00	

Source Of Contribution

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 %	€ 0.00	
Sub Total Private Contribution		0.00 %	€ 0.00	
Total			€ 0.00	
Total Target Value			€ 0.00	
Total Public Expenditure			€ 0.00	

Own contribution

The + button to add the State contribution

State contribution

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 or 5% in case of HU private applicants).</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 or 10% in case of HU private applicants).</p> <p>Please enter the amount in Euro!</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

In this section, you will define the activities outside eligible area (if there are) and the related budget.

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.

File Edit View History Bookmarks Tools Help

eMS

ems-rohu.mdrp.ro/app/main?execution=e1s17

Interreg Romania-Hungary

ROHU16 Show More Application Form

Welcome user3 bihor!

General

- Save As Pdf File
- Check Saved Project
- Generated Files
- Project History
- Attachments
- Modification Request
- User Management
- Bookmark Project
- Toggle Tree
- Contacts
- Help
- Exit
- Management

Logout

EN

ems electronic monitoring system developed by

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

Project Budget Overview

Project Budget Overview Partner BI

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.							

Windows Taskbar: e, File Explorer, Chrome, Firefox, Word, Paint, Taskbar icons, ENG INTL 1:10 PM 6/29/2016

File Edit View History Bookmarks Tools Help

eMS

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

Logout

EN

ems electronic monitoring system developed by

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

Project Budget Overview

Project Budget Overview Partner Period

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

Windows Taskbar: Call-uri, eMS - Mozilla Fire..., CentOS 64-bit - V..., Annex X - eMS Ap..., Taskbar icons, ENG INTL 09:37 04/03/2016

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
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 %	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
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

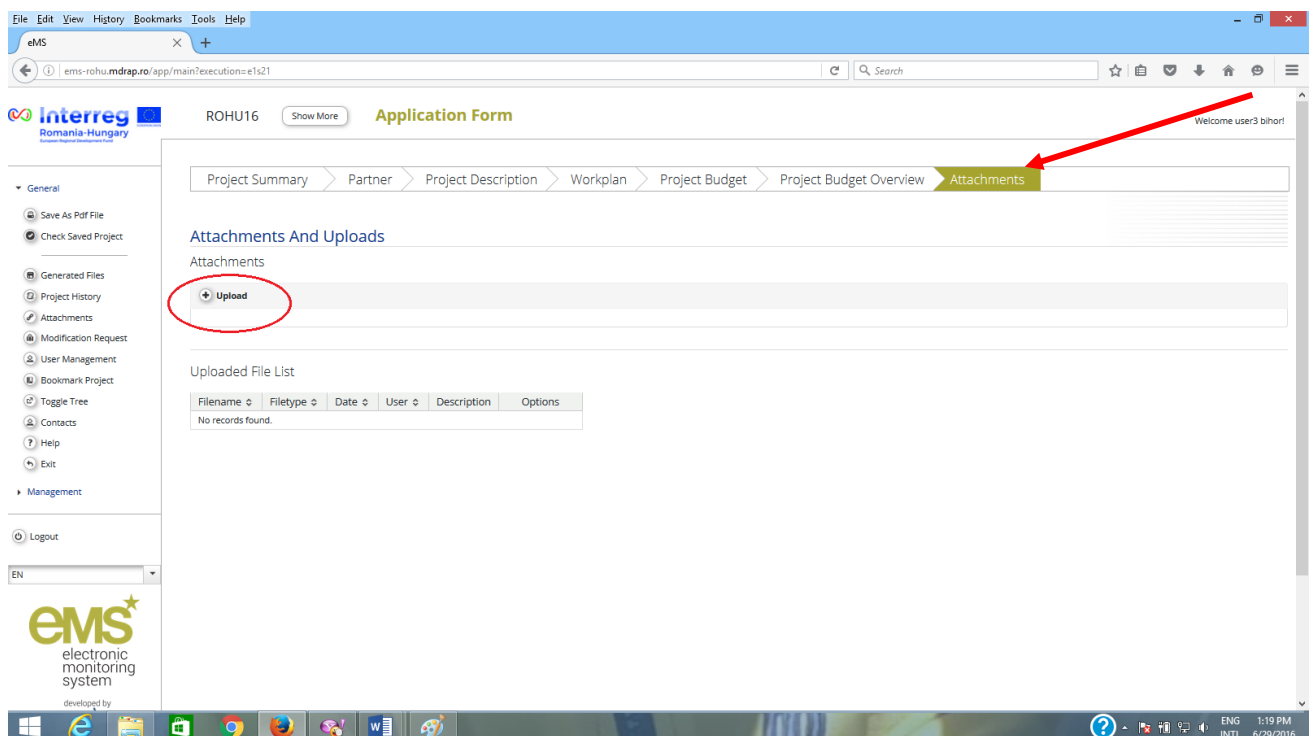
Export Excel

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

Section G: Attachments



The applicants can upload documents into eMS.

Click on  the button to add new attachments.

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).**

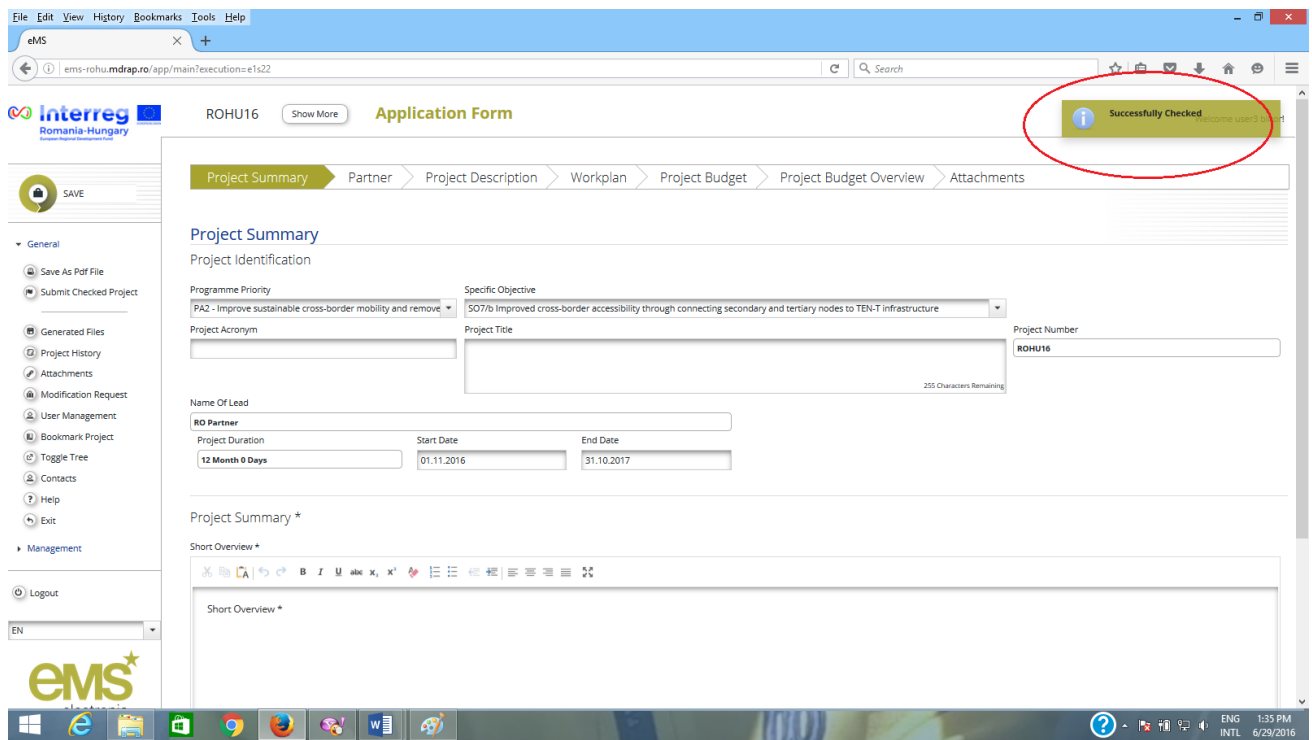


Please verify it thoroughly !!! Any mistake in filling in the AF observed after the submission of AF cannot be rectified and will lead to a lower score in assessment phase.

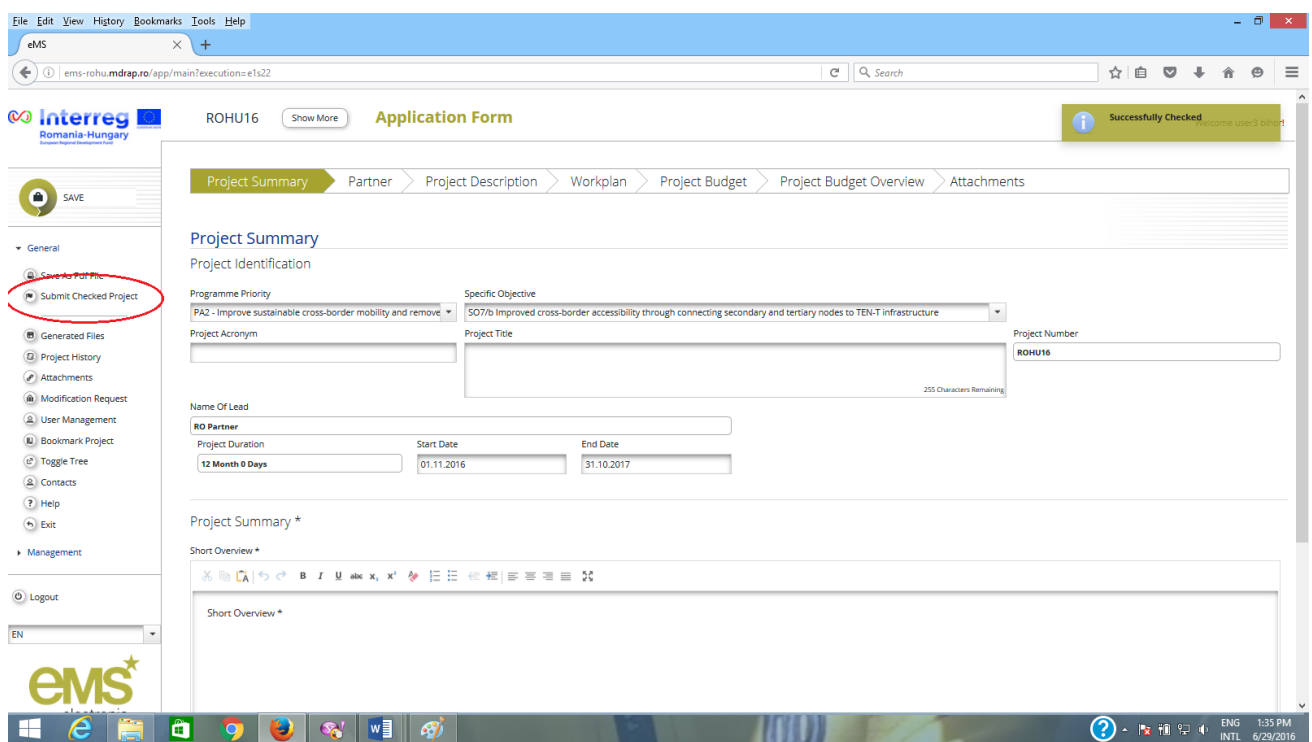
The screenshot shows the eMS Application Form interface. The left sidebar contains a 'General' section with a 'Check Saved Project' button highlighted by a red circle. The main content area displays the 'Project Summary' tab, which includes fields for 'Programme Priority' (PA2 - Improve sustainable cross-border 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), and 'End Date' (31.10.2017). A 'Short Overview' text area is also present.

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.

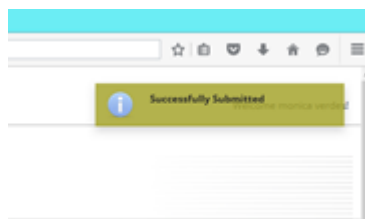
This screenshot is identical to the one above, showing the eMS Application Form interface with the 'Check Saved Project' button highlighted in the left sidebar. The main content area displays the 'Project Summary' tab with the same form fields and values as the previous image.



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



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

PART F - Help and Technical Support

For any problems you might experience with the eMS, please contact the Joint Secretariat at **joint.secretariat@brecoradea.co** or by telephone at +40 259 473 174 or +40 359 436 529 during office hours¹.

¹ Office hours means between 9.00 – 17.00 (EET)