




Interreg



EUROPEAN UNION

Danube Transnational Programme



eMS guidelines for the Application Form for the 2nd PAC Call for Proposals



Edited by the Managing Authority/Joint Secretariat
Budapest, Hungary, 2019

A stream of cooperation



Programme co-funded by the European Union

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Introduction

The Application Pack consists of:

- Call announcement
- Applicants Manual for EUSDR Priority Area Coordinators (DTP AM PAC), 2019
- Guidelines for the AF
- State Aid Declaration
- Declaration of pre-financing and co-financing statement
- Declaration of Interest for Associated Strategic Partner
- Partnership Agreement (PA) template
- Subsidy Contract (SC) template

The Application Form (AF) is to be submitted electronically together with the other relevant documents via eMS (electronic monitoring system of the DTP). Please, consider that all Applicants must submit the Partnership Agreement, the Co-financing and State Aid Declarations and the Declaration of alignment from PAC(s), while ASP Declarations are to be submitted only if it is the case.

The **deadline** for submission of the Application Form and its Annexes for the second PAC call for proposals is **specified in the Call Announcement**.

I. Technical requirements and registration to eMS



In order to be able to apply to the 2nd PAC call, following the receipt of the eligible institutions together with the contact persons and the email addresses from the EC, each PA will be asked by the MA/JS to register in the eMS system and fill and send to the MA/ JS the eMS Form (this document will be provided by the MA/ JS to the official email addresses included in the list of PACs). The email address used for registering will be the one of the LP and it is the only one that can be used to submit the Application Form. The LP can add further users that can edit the application but these users cannot submit the AF.

Lead Applicants (LAs) have to complete and submit the PAC application form electronically via the electronic monitoring system of the programme (eMS) which can be accessed under the following link <http://www.interreg-danube.eu/about-dtp/dtp-ems>.

In addition to guidance provided in this manual, the online application form also contains basic explanations of the various sections of the application form.

eMS is a web application and can be used with any up-to-date browser like Internet Explorer, Mozilla Firefox, Google Chrome or Safari. For technical reasons, eMS only supports the latest version of these browsers. The functionality of the system follows the common standards of web applications for entering and submitting form data.

ATTENTION: when filling in the application form the following aspects have to be considered:

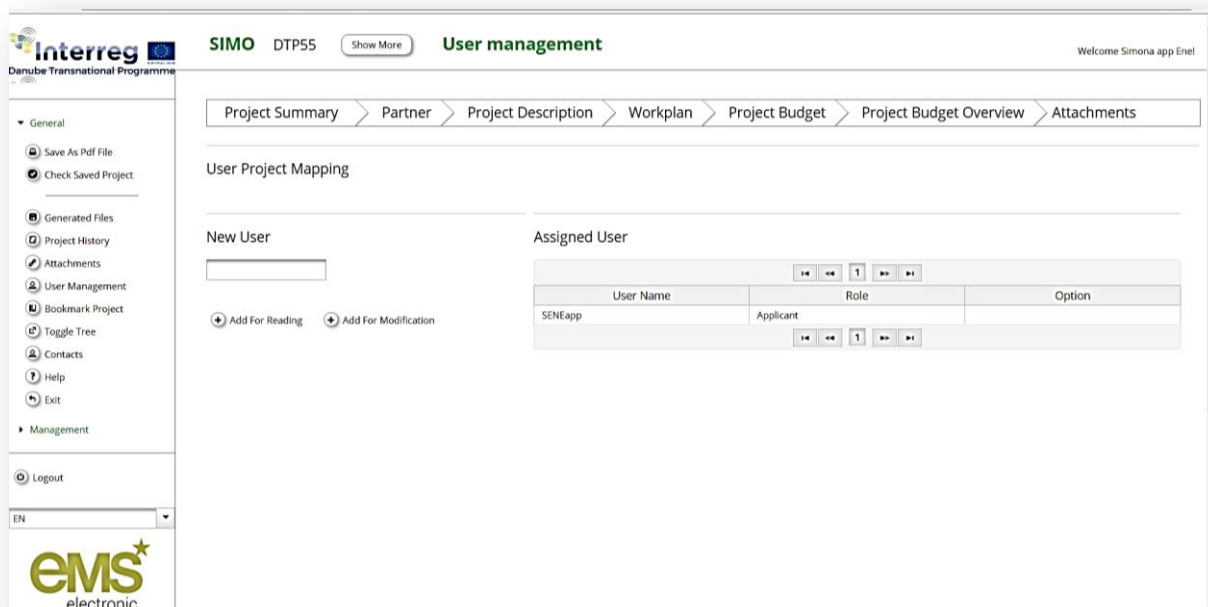
- The eMS does not provide any warning or request of confirmation before leaving a section of the application form or before logging out. **Always remember to save the data before leaving a section in the application form (Save button  on upper left corner or at the end of the page )**, otherwise data will be lost! Please note that saved data is always signaled by a green-highlighted message in the upper-right corner.
- When filling in the text fields, 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.

II. Filling in and submitting the PAC Application Form

Please note that:

- By “number of characters” it is meant “number of characters including spaces”.


The lead applicant can give editing rights to some sections of the application form to other users (namely the project partners). These have to be registered in the system before and provide the lead applicant with their username. The lead applicant can then add new users in the “User Management” section (see screenshot of project menu below). Users can be granted either read-only rights (“add for reading”), or edit and add data rights (“add for modification”).





The user accounts created to draft and submit the application will be available until the deadline of the call.

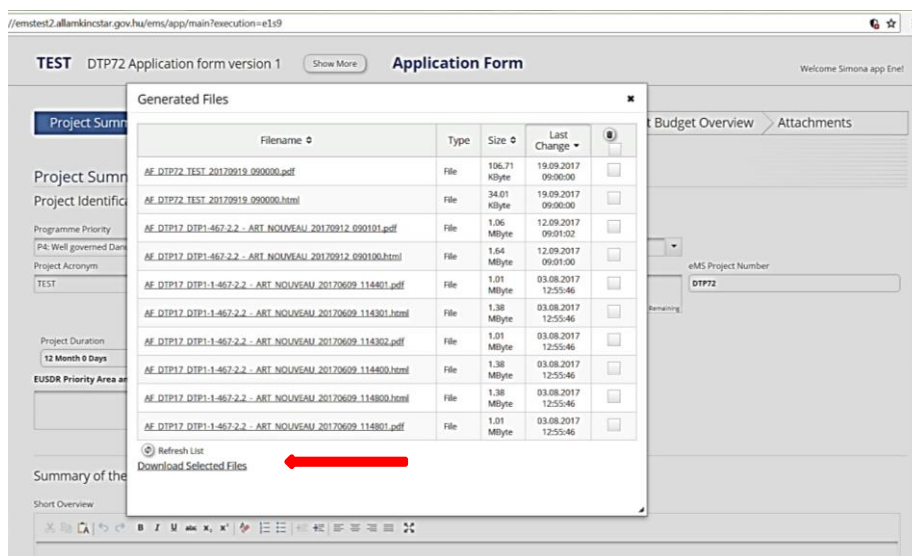
In case the project is selected for funding, a new set of privileges will be created for every project partner.

ATTENTION: Different users can work in parallel (at the same time) on the same application form. When working in parallel, users have to make sure though that they are not working in the same section or sub-section (in case that the section is divided).

Please, note that you can create a pdf file of the application form at any time of its development by pressing the button in the project menu section “General/Save as pdf file”  Save As Pdf File (see screenshot of project menu above). You will find the created pdf file(s) in the Personal menu in the section “Generated files”.

- ▼ Personal
-  Dashboard
-  Generated Files

ATTENTION: Please, note that the generation of a pdf might require some time and consequently the pdf of the application form 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, since this might slow down the eMS. In order to see the pdf file, please press refresh button available in the file browser section.

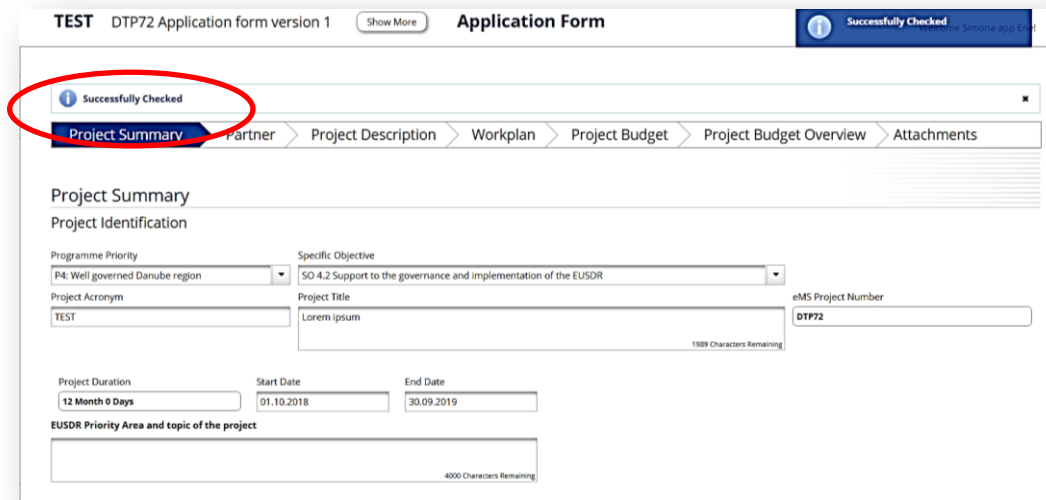


Filename	Type	Size	Last Change
AE_DTP72_TEST_20170919_090000.pdf	File	106.71 KByte	19.09.2017 09:00:00
AE_DTP72_TEST_20170919_090000.html	File	34.01 KByte	19.09.2017 09:00:00
AE_DTP17_DTP1-467-2.2 - ART_NOUVEAU_20170912_090101.pdf	File	1.06 MByte	12.09.2017 09:01:02
AE_DTP17_DTP1-467-2.2 - ART_NOUVEAU_20170912_090100.html	File	1.64 MByte	12.09.2017 09:01:00
AE_DTP17_DTP1-1-467-2.2 - ART_NOUVEAU_20170609_114401.pdf	File	1.01 MByte	03.08.2017 12:55:46
AE_DTP17_DTP1-1-467-2.2 - ART_NOUVEAU_20170609_114301.html	File	1.38 MByte	03.08.2017 12:55:46
AE_DTP17_DTP1-1-467-2.2 - ART_NOUVEAU_20170609_114302.pdf	File	1.01 MByte	03.08.2017 12:55:46
AE_DTP17_DTP1-1-467-2.2 - ART_NOUVEAU_20170609_114400.html	File	1.38 MByte	03.08.2017 12:55:46
AE_DTP17_DTP1-1-467-2.2 - ART_NOUVEAU_20170609_114800.html	File	1.38 MByte	03.08.2017 12:55:46
AE_DTP17_DTP1-1-467-2.2 - ART_NOUVEAU_20170609_114801.pdf	File	1.01 MByte	03.08.2017 12:55:46

III. Automatic checks of the application form

Once the application form is at an advanced stage, but well before its final submission, it is recommended to perform the automatic checks on the correctness of data entered into the

application form. This check is done by pressing the “*Check Saved Project*” button in the project menu on the left.



TEST DTP72 Application form version 1 Show More Application Form Successfully Checked

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

Project Summary

Project Identification

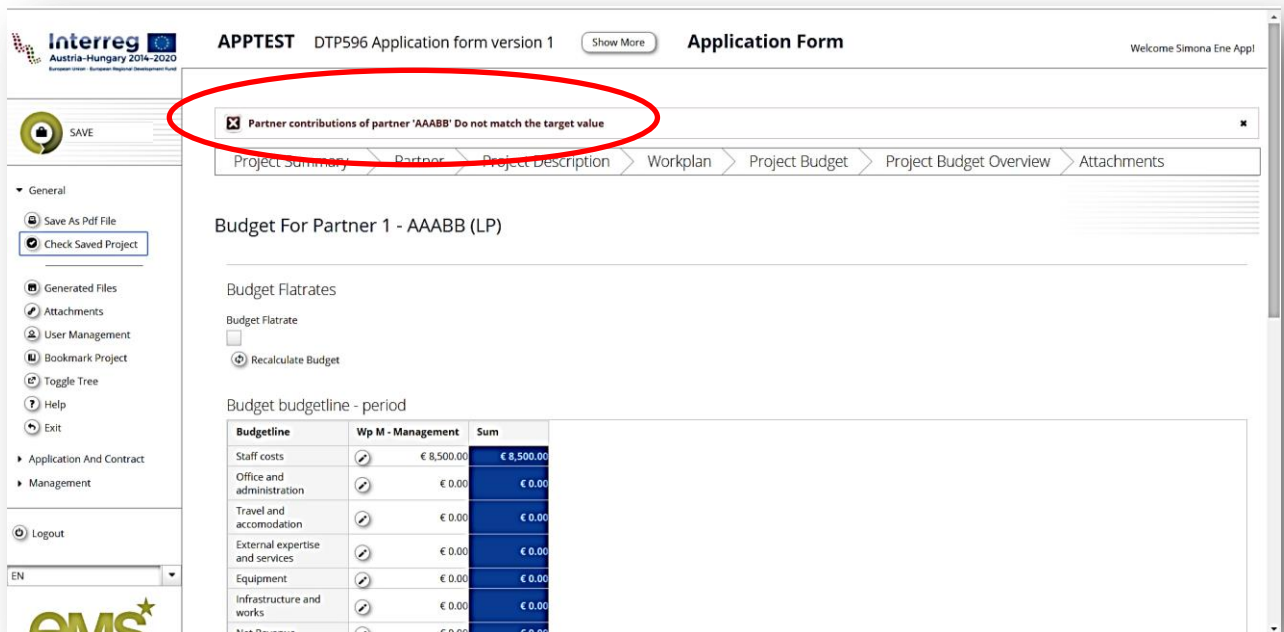
Programme Priority: P4: Well governed Danube region Specific Objective: SO 4.2 Support to the governance and implementation of the EUSDR

Project Acronym: TEST Project Title: Lorem ipsum eMS Project Number: DTP72

Project Duration: 12 Month 0 Days Start Date: 01.10.2018 End Date: 30.09.2019

EUSDR Priority Area and topic of the project

If all automatic checks are successfully passed, the message “Successfully Checked” will be displayed. In case of automatic checks showing deficiencies, the system indicates these in an error message on top of the page and the partnership can amend the application form accordingly.



Interreg Austria-Hungary 2014-2020 APPTTEST DTP596 Application form version 1 Show More Application Form Welcome Simona Ene Appl

Partner contributions of partner 'AAABB' Do not match the target value

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

Budget For Partner 1 - AAABB (LP)

Budget Flatrates

Budget Flatrate: Recalculate Budget:

Budget budgetline - period

Budgetline	Wp M - Management	Sum
Staff costs	€ 8,500.00	€ 8,500.00
Office and administration	€ 0.00	€ 0.00
Travel and accomodation	€ 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

IV. Filling in the Application Form

The application form has to be filled in **in English** as this is the working language of the programme. In the following sub-chapters, the structure and content of the application form is presented.

IV.1 Overview of the Application Form

The Application Form is structured in 7 sections (each corresponding to a tab in eMS) and several subsections as follows:

APPLICATION FORM STRUCTURE

SECTION A	<p>Project summary:</p> <ul style="list-style-type: none"> ○ Project Identification ○ Summary of the project ○ Programme Co-financing ○ Project Main Outputs
SECTION B	Project Partners
SECTION C	<p>Project Description</p> <ul style="list-style-type: none"> ○ Project relevance ○ Project focus ○ Project context
SECTION D	<p>Work plan</p> <ul style="list-style-type: none"> ○ Work package list ○ Target groups ○ Define periods
SECTION E	<p>Project budget</p> <ul style="list-style-type: none"> ○ Partner budget ○ Project budget per period
SECTION F	Project budget overview
SECTION G	Attachments

Please, note that in the online application form some fields in various (sub-) sections are marked "Not applicable" and they do not have to be filled in by the LAs.

IV.2 Sections of the Application Form

SECTION A - PROJECT SUMMARY

Applicants must use the drop down menu to select the relevant **Programme Priority** and **Programme Specific Objective** to which the project proposal contributes to.

This section further contains general information about the PAC project proposal, such as project acronym and title, name of the Lead Applicant.

Project summary: Applicants shall provide a short but comprehensive overview of the project by describing the specific objectives of the project, the outputs and project main result, as well as the (core) activities from the PA's work plan. When filling in this section, Applicants are expected to focus on the most relevant aspects of the project, providing concrete and qualitative information in an eloquent and expressive manner, thus producing an article-like summary suitable also for publishing (e.g. on project's or programme's website).

Project duration shall be inserted by selecting month and year from the calendar, considering the actual implementation period from the project start. When defining the project duration in eMS, please ensure that the project starts on the 1st of January 2020 and ends on 31st December 2022. The **number of months** is automatically calculated. The eMS project number is automatically set by the system.

Programme co-financing and project main outputs tables are automatically displayed by the system based on the information provided in the following sections.

European Regional Development Fund
3_4.1

Programme Co-financing

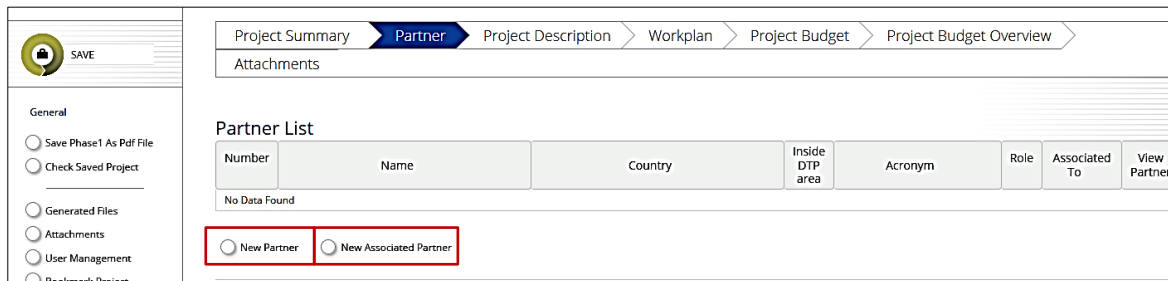
Partner			Programme Co-financing			Contribution				Total Elig	
Partner	Acronym	Country	ERDF	ERDF Co-Financing(percent)	Percentage Of Total ERDF	Public Contribution			Total Contribution		
						Automatic Public Contribution	Public own contribution	Total Public Contribution	Private Contribution		
1 - Lorem Ipsum	AAA	OSTERREICH	€ 2,725.00	50.00 %	31.68 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 2,725.00	€ 5,450.00
2 - Lorem Ipsum	BBB	OSTERREICH	€ 5,875.00	50.00 %	68.31 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 5,875.00	€ 11,750.00
Sub-total For Partners Inside			€ 8,600.00	--	100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 8,600.00	€ 17,300.00
Sub-total For Partners Outside			€ 0.00	--	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Total			€ 8,600.00	--	100.00%	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 8,600.00	€ 17,300.00

Project Main Outputs

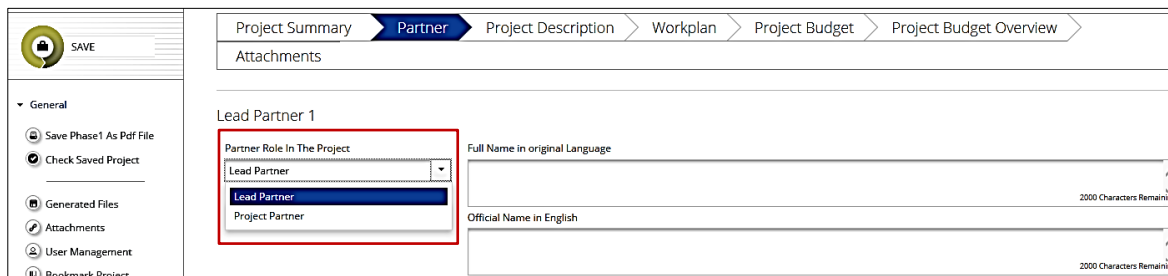
Programme Output Indicators	Project Output Indicator Targets	Measurement Unit	Project Main Output Quantification Target	Project Main Output Number	Project Main Output Title
P29 Number of EUSDR Priority Areas financed	0.0	Number	0.00	0.T1.1	

SECTION B – PROJECT PARTNERS

In this section, the applicants shall add all project partners (LP and [ERDF, IPA, ENI] PPs – *New Partner*; ASPs – *New Associated Partner*) and then fill in requested data for each of them.



When a new partner is added, the applicants shall first select its role: either LP or PP.




Applicants are requested to enter the project partners in the following **order**: LP, ERDF PPs, IPA PPs, ENI MD PPs, ENI UA PPs, ASPs.

Besides selecting partner's role (LP or PP as applicable), for ERDF, IPA, ENI PPs following information shall be filled in: full name in original language and official name in English, the acronym and department (if applicable).

Address details (NUTS- from the drop-down list, street, house number, postal code, city, and homepage) shall be inserted in the corresponding fields.

In the legal and financial information, applicants shall select from the drop-down list the appropriate type of partner and the legal status, select profit or non-profit as applicable, select the co-financing source from the drop-down list (ERDF, IPA, ENI) and enter the co-financing rate, i.e. 85%. Additionally, the national tax number shall be inserted and information about VAT recovery (yes, no or partially) shall be given. In case "partially" is selected, an explanation shall be provided in the newly opened text box.

Applicants shall insert LP, ERDF PP_n, IPA PP_n, ENI MD PP_n, ENI UA PP_n **before** the acronym of each partner, as applicable (e.g. ERDF PP2 - DELTA).

system developed by cpb software INTERACT  European Regional Development Fund 4.1.1b	Legal And Financial Information		
	Type Of Partner <input type="text" value="local public authority"/>	Legal Status <input type="text" value="public"/>	Co-financing source <input type="text" value="ERDF"/>
<input checked="" type="checkbox"/> National Tax Number <input type="text"/>		Recover Vat <input type="text" value="partly"/>	Recover Vat Description <input type="text"/>

Finally, title, first and last name, email and phone number of the legal representative and of the contact person for the project shall be inserted.

Applicants shall insert **ASP_n** before the name in original language of the partner, as applicable.

For the ASPs, the following information shall be inserted: full name in original language, official name in English, address details, contact details of the legal representative and the contact person. Additionally, the sponsoring PP shall be selected from the drop-down list under “Associated to Partner” and the role of the ASP shall be described in the corresponding text box.

The applicants shall save inserted PP by pressing the “Save” button. In case needed, inserted PP can also be deleted by pressing the “Remove partner” button.

In case of ASPs, the description of the Involvement of the Partner in the Project and location of the activities shall be provided. Applicants shall describe the role of ASP within the project by stressing the importance of its contribution to the project activities and results. The actual added value to be brought by the participation of the ASP in the project should be described in relation to the specific project activities in which the ASP will be involved and the corresponding outputs. Finally, Applicants are requested to describe the **activities** the ASP is to be involved in within the project. They also have to specify the **location of the activities**.

SECTION C – PROJECT DESCRIPTION

Project Relevance

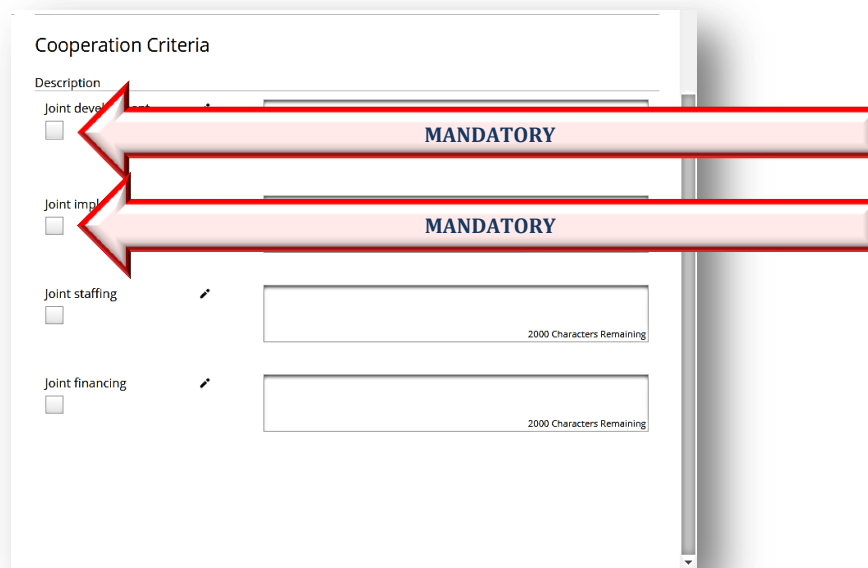
Challenges addressed by the project: Applicants shall provide a comprehensive description of the challenges that the Priority Area is facing in implementing the Strategy and the Action Plan, highlighting the main issues (e.g. in reaching the targets) and the corresponding PA’s needs that require programme funding in order to fulfil the roles of PACs and Steering Groups.

Project Approach: Objectives and result of the project, with a link to the expected change the proposal is expected to bring. Applicants shall provide a comprehensive description of the link between the proposed intervention logic (main objective, specific objectives, outputs and result of the project) and the expected change desired by the project.

Methodology: Applicants shall provide a consistent presentation to demonstrate how the planned outputs and the ultimate project result are achievable by following a logical sequence

and combination of activities, as well as a certain set of well-established and commonly agreed methods.

Cooperation criteria: according to Art. 12(4) of Regulation 1299/2013, partners shall cooperate in the development and implementation of projects and additionally in the staffing or financing of projects. Therefore, **Applicants shall choose the development and implementation as they are mandatory and one or both among joint staffing and joint financing.** Failure in doing so will result in the rejection of the proposal.



The screenshot shows a web form titled 'Cooperation Criteria'. It has a 'Description' field. Below it are four criteria, each with a checkbox and a text area:

- Joint development:** checkbox is unchecked. A red arrow points to it with the word 'MANDATORY' written on it.
- Joint implementation:** checkbox is unchecked. A red arrow points to it with the word 'MANDATORY' written on it.
- Joint staffing:** checkbox is unchecked. To its right is a text area with a '2000 Characters Remaining' indicator.
- Joint financing:** checkbox is unchecked. To its right is a text area with a '2000 Characters Remaining' indicator.

For a better understanding of the levels of cooperation, Applicants shall consider the following explanations:

- **Joint development** means that the project must be developed by representatives of all partner organisations. Therefore, the project proposal must clearly integrate their ideas, priorities and actions. The Lead Applicant is the coordinator of this process and the other partners should be involved in the project design process from an early stage.
- **Joint implementation** means that activities must be carried out and commonly implemented as opposed to parallel actions. Clear content-wise links between the activities implemented in each participant country and regular contact between the partners should be demonstrated. The Lead Partner is responsible for ensuring that activities are properly coordinated, that schedules are kept and that the appropriate quality level is achieved.
- **Joint staffing** means that representatives from each participant country should work together on the project. Partners should not merely carry out activities in parallel without coordination and exchange. The project manager appointed by the LP

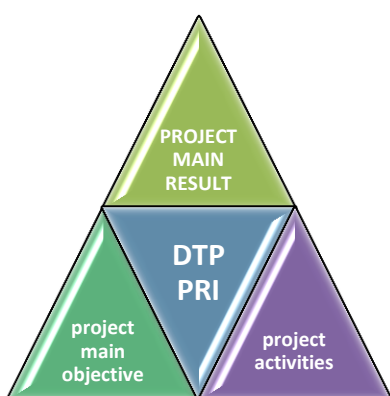
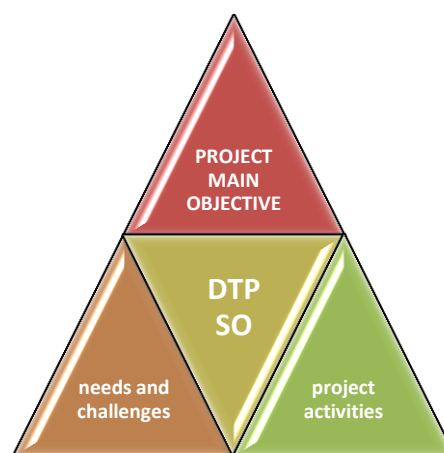
organisation has overall responsibility for project activities. The Lead Partner team is the core project staff, but project partners should also assign staff according to their responsibilities within the project.

- **Joint financing** means that there will be only one subsidy contract per project and therefore one joint project budget. The budget should be divided between partners according to the activities they will carry out. Also, there is only one project bank account (held by the Lead Partner) and payments are made from the Programme to this account. The Lead Partner is responsible for the administration and distribution of the received EU funds and for accounting for their use. Co-funding is provided by all partners and it illustrates the commitment of each partner to the joint project.

Project focus

This sub-section constitutes the core part of the project's **intervention logic** and, therefore, special attention should be paid when defining its main elements. The project's intervention logic will be further complemented by the project activities and outputs to be described under each Work Package (WP).

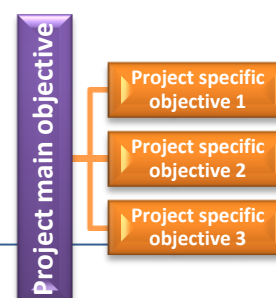
First, the applicants shall include the **project's main objective as defined in the Applicants Manual**. The description on how it contributes to the achievement of the selected Programme Specific Objective (SO) should be added. Furthermore, there should be a clear connection between the project's main objective, the identified needs and challenges in the addressed area and the proposed activities.



Applicants shall then define the **project's main result**. It should be clearly defined, highlighting how and to what extent it contributes to the corresponding Programme Result Indicator. The project's main result should be coherent with the project's main objective and there should be clear evidence that it can be reached by implementing the planned activities. Contribution of the project's main result to the Programme Result Indicator has to be quantified (e.g. percentage) considering SMART criteria (i.e. Specific, Measurable, Achievable, Relevant, Time-bound). However,

given their absolute character, quality-type project results are excluded from quantification.

The last step is to choose (title) and describe up to three **project's specific objectives**. There should be clear evidence



that they will contribute to the achievement of the project's main objective.

Project context

Target groups: Applicants shall provide a comprehensive description on how partners plan to involve the target groups in the activities of the PA highlighting also the added value of their involvement as well as their benefit from participation in the activities of the PA.

Contribution to the EU Strategy for the Danube Region (policy and strategy aims of the project): Applicants shall provide a comprehensive description regarding the contribution of the project activities to the achievement of the EUSDR targets. Furthermore, Applicants shall explain how the improved coordination of the EUSDR PA will support the achievement of the defined targets.

Horizontal principles:

Applicants shall select the type of contribution the project proposal brings to the three horizontal principles (neutral, positive or negative). Additionally, Applicants are requested to describe how the project proposal will contribute to the sustainable development or ensure the equal opportunities and non-discrimination as well as equality between men and women.

SECTION D – WORK PLAN

The project work plan describes the work packages and the activities which will be implemented within the PAC project for achieving the project specific objectives. The work plan is composed of three mandatory WPs (WP1: Management, publicity and communication, WP2: Policy development, WP3: Cooperation and coordination) and one optional (WP4: EUSDR strategic projects and other projects)

WP Management, publicity and communication:

The LA is by default the leader of WP M. Applicants shall select the partners who will be involved in the WP (i.e. all partners must be involved in this WP) and provide a description of the activities within the WP. Activities should refer to the project management and coordination, financial management and quality management.

WP Implementation (WP2: Policy development, WP3: Cooperation and coordination, WP4: EUSDR strategic projects and other projects)

Applicants can add implementation WPs by clicking on the “+ New implementation” button. Each WP shall be named (title) in accordance with Applicant Manual and a WP Leader from amongst the partners shall be assigned.

Partners to be involved in the respective WP shall be selected and a description of activities within the WP shall be provided.

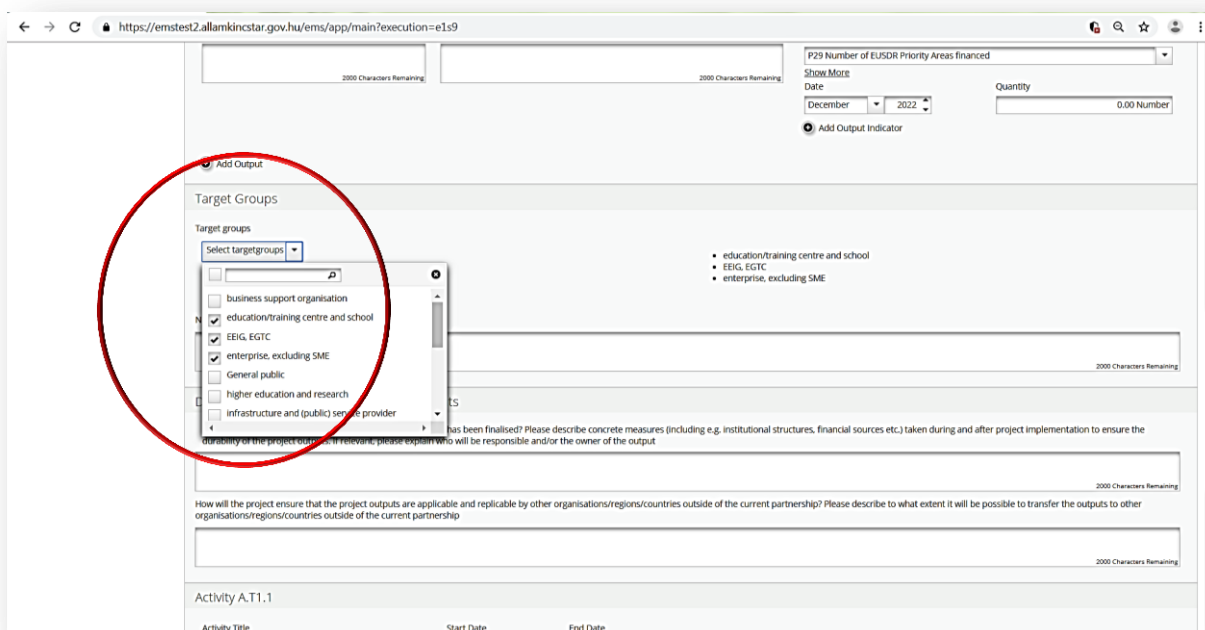
In the **WP description section**, Applicants shall provide a summary of the work package objective and main activities.

Programme Output Indicators, PO7 – Documented Learning Interactions and another one, P29 - Number of EUSDR PAs financed and PAC01 - Number of policy measures undertaken within the SG are mandatory

Applicants shall enter all **WP Outputs** (title) and describe them in connection to project’s main and specific objectives. For each output, the corresponding Programme Output Indicator shall be selected from the drop-down menu. For details on the typology of DTP outputs, please refer to Applicants Manual. Date of delivery and target value of each output shall be indicated in the relevant fields.

Once inserted under each Implementation WP, the outputs will automatically be listed in section 1 “Project Summary”.

Then, Applicants shall select the **target groups** of the Work Package from the drop down list.



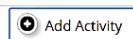
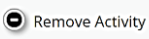
Durability and transferability of outputs within the WP: the Applicants shall provide answers to the questions regarding the durability and transferability of the project outputs after the closure of the project by describing the measures taken during the project implementation to ensure durability of project outputs and their transferability and applicability to other organisations/ bodies/ countries. If applicable, the role of the ASPs in ensuring the durability and transferability has to be described in this section. Durability refers to the long lasting effects of the projects outputs including their further valorisation. The section should also tackle the sustainability of the project outputs and its three dimensions:

- **Financial sustainability** - financing of follow up activities, leverage of funds etc.
- **Institutional sustainability** - "ownership" of project outputs - which structures will allow, and how, the results of the project to continue to be in place after the project end?
- **Political sustainability** - what structural impact will the project have? – e.g. will it lead to improved policies, legislation, plans, codes of conduct, methods, etc.?

Transferability refers to the potential to use/ apply the outputs of the projects in other regions or in different contexts.

After filling in the target groups, Applicants can fill in the section dedicated to the **activities**. Applicants shall fill in the title of each activity, the starting and end date (please, make sure that each activity starts on the first day of the starting month and ends with the last day of the closing month), the budget of the activity and a detailed description of the activities and the role of the partners.

The description of the activities must be clear and concise and should contain the tasks that are going to be performed by the project partners. Applicants should avoid generic terms (such as concepts, definitions) or too general descriptions that do not contain a geographical and time reference. Role of each involved partner shall be described in the corresponding field. Besides the roles, tasks and responsibilities of each partner, Applicants should describe also the role of the Associated Strategic Partners. Generic descriptions: such as "all partners contribute", should be avoided, Applicants being requested to underline how each project partner is involved in each activity.

Activities can be added or removed by clicking on the "Add Activity"  or "Remove Activity"  button.

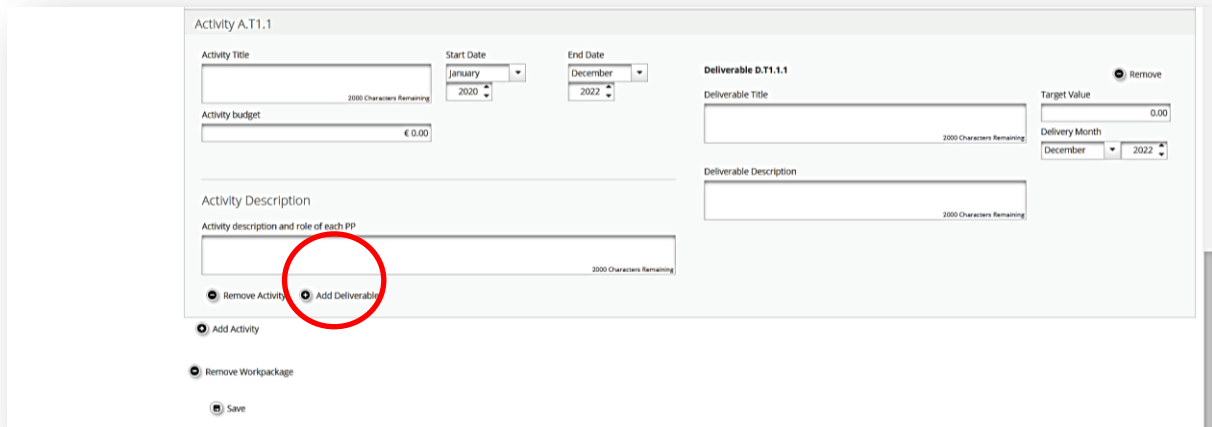
Examples of activity description:

***Correct description:** each project partner will organise two workshops for stakeholders regarding policy development in August 2020 (LP will organise the workshop in Budapest and ERDF PP1 in Bratislava). ASP1 will provide support in the presentations and will feed back after the workshop. After the workshops the project partners and ASP1 will meet in September 2020, back to back with the project meeting and summarise in a common paper the recommendations for the next steps to be taken in enhancing the capacity of the relevant policy makers in advancing policies.*

***Generic description:** two workshops will be organised by the PPs based on which a recommendation paper will be drafted.*

Deliverables: appropriate deliverables shall be linked to each Activity providing a short description (max 250 characters) and indicating the target value and the delivery period.

Deliverables will be automatically numbered and additional ones can be inserted by clicking the “+” button. Each activity should include one or more **deliverables** (e.g. analysis report, minutes etc.) that contribute to the achievement of project outputs. In general, small steps of a single activity, such as working groups, partner meetings etc., do not need to be listed as separate deliverables, but their result should be aggregated into one deliverable, e.g. a qualitative report describing the policy initiatives in a certain field. Deliverables can be added by clicking on “Add Deliverable” button.



The screenshot shows a web form for managing project activities and deliverables. The form is titled 'Activity A.T1.1' and contains several sections:

- Activity Title:** A text input field with a '2000 Characters Remaining' indicator.
- Start Date:** A dropdown menu currently set to 'January 2020'.
- End Date:** A dropdown menu currently set to 'December 2022'.
- Activity budget:** A text input field showing '€ 0.00'.
- Activity Description:** A large text area with the instruction 'Activity description and role of each PP' and a '2000 Characters Remaining' indicator. Below this area are two radio buttons: 'Remove Activity' (selected) and 'Add Deliverable' (circled in red).
- Deliverable D.T1.1.1:** A section for adding a new deliverable, including a 'Deliverable Title' field, a 'Target Value' field (set to 0.00), a 'Delivery Month' dropdown (set to December), and a '2022' year dropdown. A 'Remove' button is located at the top right of this section.
- Deliverable Description:** A text input field with a '2000 Characters Remaining' indicator.
- Bottom navigation:** A row of radio buttons for 'Add Activity', 'Remove Workpackage', and 'Save'.

EXAMPLE of deliverables:

The output of a thematic work package is “policy recommendations for stimulating the innovative ideas for products and services in the field of Information Society”. In order to achieve this output several activities and deliverables are planned:

Activity 1: Analysis of the current policy framework

Deliverable 1: report on the current policy framework, including the gaps

Activity 2: Involvement of the policy makers through workshops

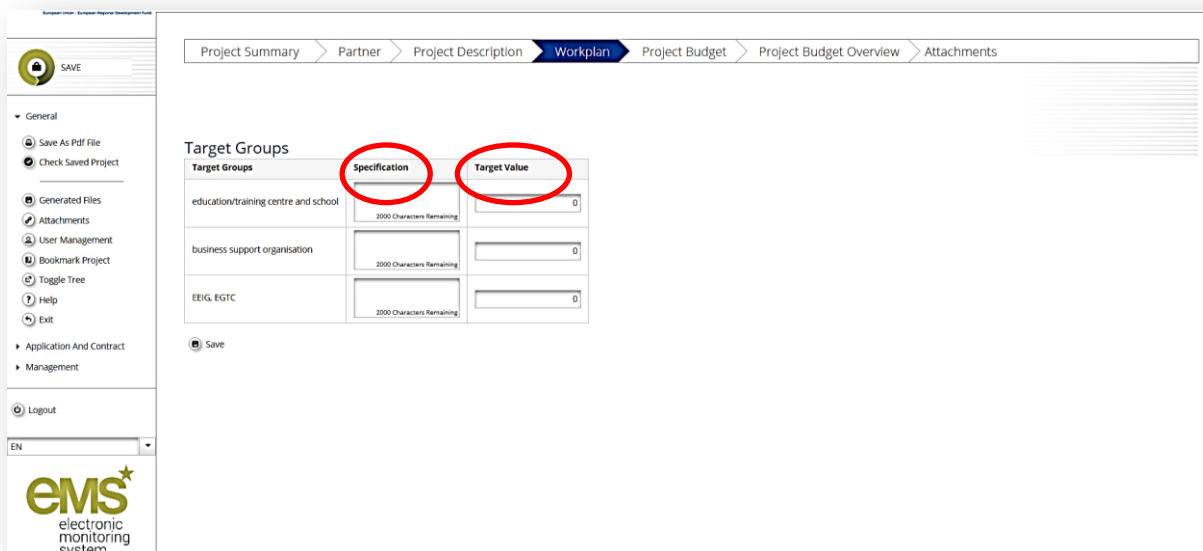
Deliverable 2: report on the outcomes of the workshops

Activity 3: Elaboration of the policy recommendations document

Deliverable: none, as the outcome of the activity is the output itself

Target groups

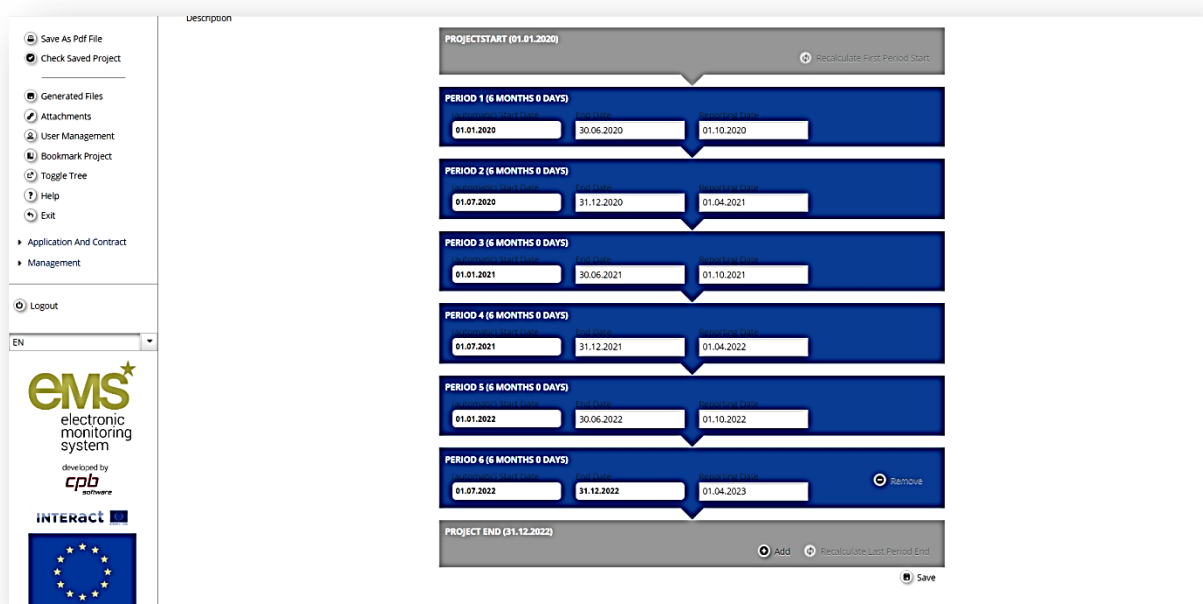
The target groups section is automatically filled in with the data included in the WPs. The LA should fill in Specification field where the type of institutions involved are detailed and the target value to be reached by the end of the project.



Target Groups	Specification	Target Value
education/training centre and school	2000 Characters Remaining	0
business support organisation	2000 Characters Remaining	0
EEIG, EGTC	2000 Characters Remaining	0

Define periods

In this section the applicants are requested to add **six reporting period** by pressing the Add button. After adding the six reporting periods the start date and end date for each period must be filled in (always the reporting periods are: 1st January - 30 June and 1 July – 31 December). Only after filling in this data the Reporting deadline should be filled in (these are always 1st



Period	Start Date	End Date	Reporting Deadline
PERIOD 1 (6 MONTHS 0 DAYS)	01.01.2020	30.06.2020	01.10.2020
PERIOD 2 (6 MONTHS 0 DAYS)	01.07.2020	31.12.2020	01.04.2021
PERIOD 3 (6 MONTHS 0 DAYS)	01.01.2021	30.06.2021	01.10.2021
PERIOD 4 (6 MONTHS 0 DAYS)	01.07.2021	31.12.2021	01.04.2022
PERIOD 5 (6 MONTHS 0 DAYS)	01.01.2022	30.06.2022	01.10.2022
PERIOD 6 (6 MONTHS 0 DAYS)	01.07.2022	31.12.2022	01.04.2023

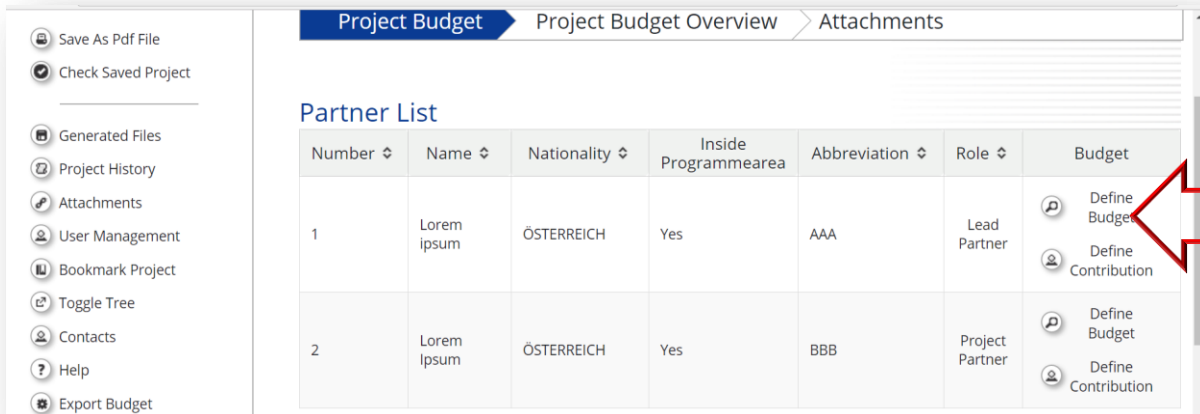
October and 1st April corresponding to 3 months after the end of the reporting period).

SECTION E – Project Budget

In order to fill-in the partner budget section, Applicants **first** have to fill-in the following sections of the application form:

- Section A “Project summary”
- Section B “Project partners”
- Section D “Work plan”

Partner budget: Each partner budget can be defined by clicking on the *Define budget* button:

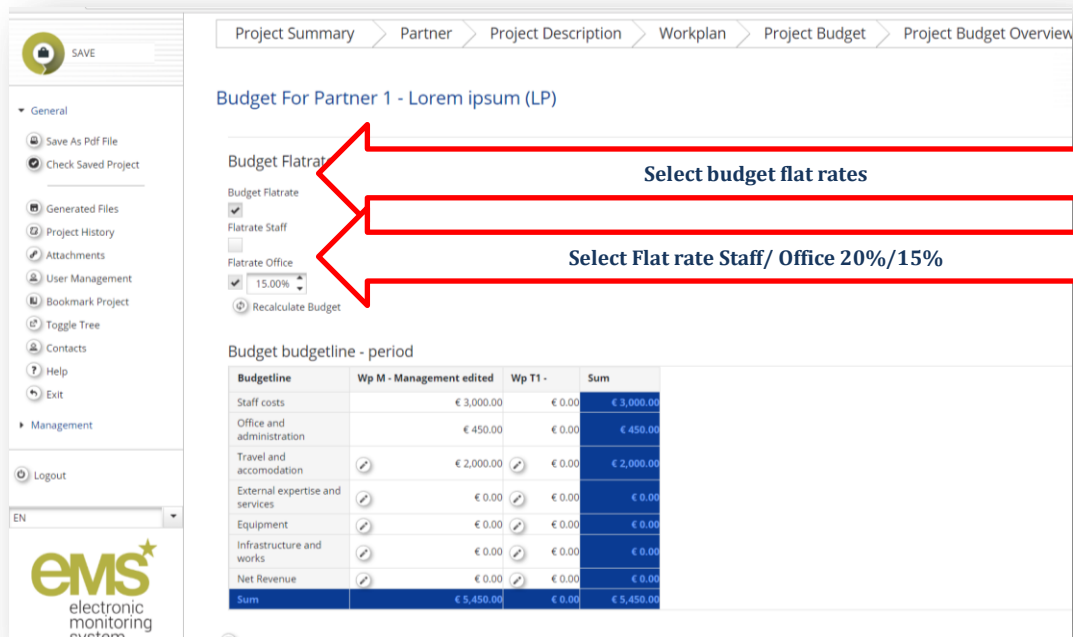


The screenshot shows the 'Project Budget' section of a software interface. It features a navigation menu on the left with options like 'Save As Pdf File', 'Check Saved Project', 'Generated Files', 'Project History', 'Attachments', 'User Management', 'Bookmark Project', 'Toggle Tree', 'Contacts', 'Help', and 'Export Budget'. The main area displays a 'Partner List' table with the following data:

Number	Name	Nationality	Inside Programme area	Abbreviation	Role	Budget
1	Lorem ipsum	ÖSTERREICH	Yes	AAA	Lead Partner	<input type="button" value="Define Budget"/> <input type="button" value="Define Contribution"/>
2	Lorem ipsum	ÖSTERREICH	Yes	BBB	Project Partner	<input type="button" value="Define Budget"/> <input type="button" value="Define Contribution"/>

A red arrow points to the 'Define Budget' button for the first partner (Lead Partner).

Once opened the budget window of the LP/ PPs, Applicants should tick *Budget Flat Rate* button in order to allow the flat rates for staff costs (if applicable) and office and administration to be selected.



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

Budget For Partner 1 - Lorem ipsum (LP)

Budget Flatrate

Budget Flatrate

Flatrate Staff

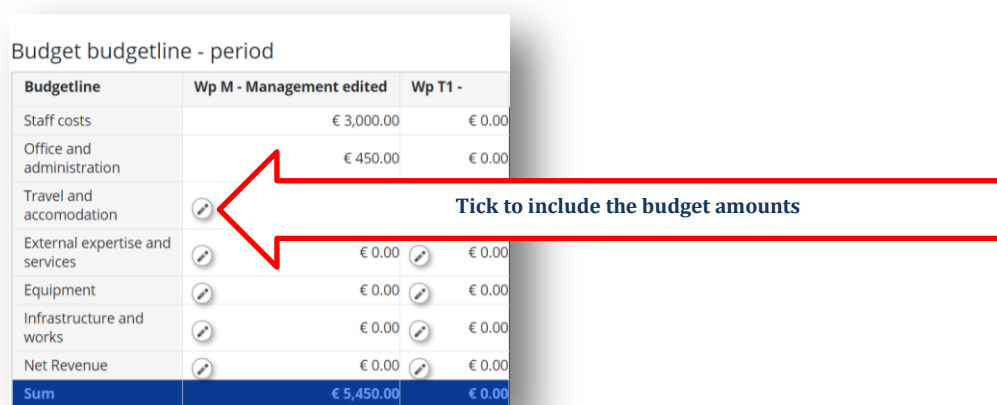
Flatrate Office 15.00%

Recalculate Budget

Budget budgetline - period

Budgetline	Wp M - Management edited	Wp T1 -	Sum
Staff costs	€ 3,000.00	€ 0.00	€ 3,000.00
Office and administration	€ 450.00	€ 0.00	€ 450.00
Travel and accomodation	€ 2,000.00	€ 0.00	€ 2,000.00
External expertise and services	€ 0.00	€ 0.00	€ 0.00
Equipment	€ 0.00	€ 0.00	€ 0.00
Infrastructure and works	€ 0.00	€ 0.00	€ 0.00
Net Revenue	€ 0.00	€ 0.00	€ 0.00
Sum	€ 5,450.00	€ 0.00	€ 5,450.00

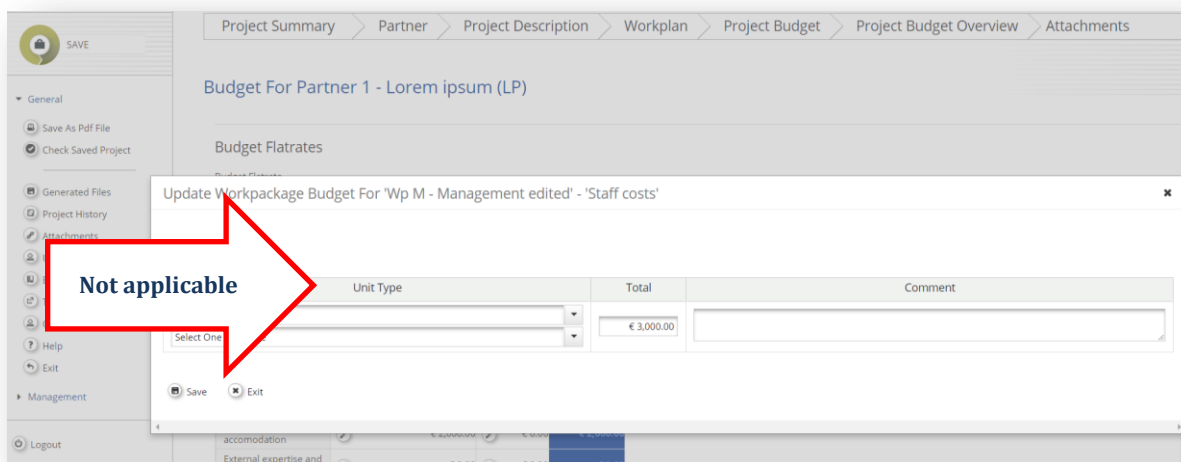
Once the two boxes are selected, Applicants can insert the budget by clicking on each pencil corresponding to each budget line.



Budget budgetline - period

Budgetline	Wp M - Management edited	Wp T1 -
Staff costs	€ 3,000.00	€ 0.00
Office and administration	€ 450.00	€ 0.00
Travel and accomodation	€ 2,000.00	€ 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	€ 5,450.00	€ 0.00

Applicants will only have to include the amounts corresponding to each budget line and the unit type is to be left blank.



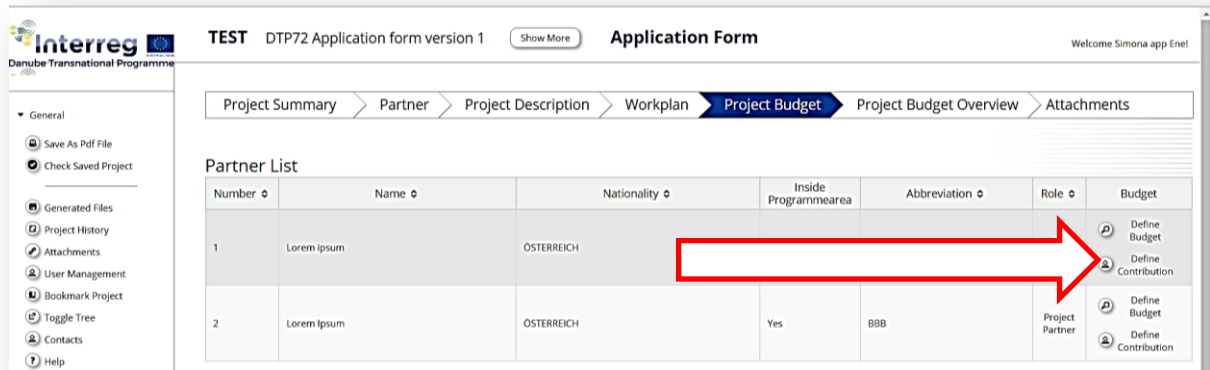
Please, note that for the PAC projects, only the following budget lines are eligible: Staff costs, Office and administration, Travel and accommodation and External expertise and services.

Budget budgetline - period

Budgetline	Wp M - Management edited	Wp T1 -	Sum
Staff costs	€ 3,000.00	€ 0.00	€ 3,000.00
Office and administration	€ 450.00	€ 0.00	€ 450.00
Travel and accommodation	€ 2,000.00	€ 0.00	€ 2,000.00
External expertise and services	€ 0.00	€ 0.00	€ 0.00
Equipment	€ 0.00	€ 0.00	€ 0.00
Infrastructure and works	€ 0.00	€ 0.00	€ 0.00
Net Revenue	€ 0.00	€ 0.00	€ 0.00
Sum	€ 5,450.00	€ 0.00	€ 5,450.00

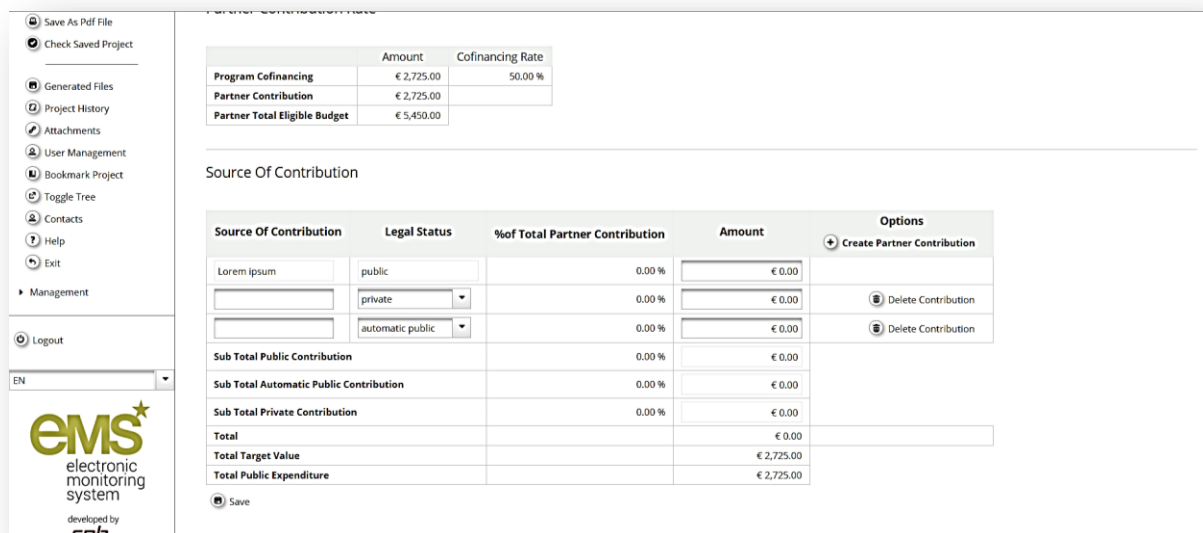
NOT ELIGIBLE

After defining the budget, Applicants have to *Define the contribution*:



Under this section, two tables are available. The first one presents the overall programme co-financing and the partner contribution according to the applicable co-financing rate (automatically filled-in by the system), while the second one refers to the partner co-financing sources and is to be filled in by the applicant.

Applicants will have to define their contribution (co-financing) by indicating the amounts that are public and/ or private (by clicking on *Create Partner Contribution* button) and/ or automatic public (by clicking on *Create Partner Contribution* button). Please note that “automatic public” stands for “state contribution” relevant for BG, HU and RO PPs. Please, check the national co-financing systems in the following link: <http://www.interreg-danube.eu/relevant-documents/programme-main-documents> (section Other relevant documents).



SECTION F – PROJECT BUDGET OVERVIEW

Section F of the application form provides the following set of predefined project budget overview tables, automatically filled in by the system:


- Per partner and source of financing
- Per partner/per budget line
- Per partner/per period
- Per partner/per WP
- Per work package/per budget line
- Per work package/per period

These overview tables are exportable to an Excel file and no data is to be entered in this section.

SECTION G – ATTACHMENTS

Applicants shall upload all the mandatory annexes to be submitted with the AF (e.g. Partnership Agreement, Co-financing Declarations, State Aid Declarations, ASP Declarations, if applicable).

V. Submission of the application form

Before the final submission of the application form the applicants have to save the final version of the application form as pdf file. Only if all automatic checks are successfully passed, the application form will be officially submitted by pressing submit button  | .