



I N T E R R E G

**User Manual of the
INTERREG+ IT Application Module**

for the applicants of the

**Interreg VI-A NEXT Hungary-Slovakia-Romania-Ukraine
Programme**

Version history

Date	Version	Description	Modified by

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1. TECHNICAL INSTRUCTIONS

1.1 Technical requirements

This chapter describes the minimum technical requirements, the general terms of use of the system.

To use the Application Module, your computer needs to meet the following technical requirements:

The INTERREG+ system can be accessed by using any web browser, for best performance the recommended browsers are:

Software	Option 1	Option 2
Web browser	Google Chrome 88 +	Mozilla Firefox 85 +

To use the INTERREG+ system, you must enable javascript running. This feature is available in all supported browsers. However, it can be disabled. Before attempting logging in, make sure that javascript is enabled in your browser.

By using the https protocol, it is to ensure that the data transfer is secure between the user’s device and the INTERREG+ system, and the user's data may not be disclosed by a third party. For maximum security, the user should pay attention to the following:

- a) always enter the https:// prefix when entering the path; save the FO/BO in your browser bookmark with this prefix;
- b) when the website is opened, the browser cannot display a warning window. If yes, its presumed cause:
 - using a non-supported browser;
 - using a web content filter in the network used by the user;
 - attack attempt.

If you have a warning window, do not log in. Have your machine checked with your system administrator or IT specialist.

Open the Front office search path with caution because a malicious third party may mislead you. To avoid misuse, check in the top line of the browser before logging in to verify that the link starts with https://.

After first sign-up the acceptance of the User Policy is a condition, which must be fulfilled for using the system. Upon acceptance, the user can enter to the Front office site. It is recommended to read all the documentation, review relevant training materials and INTERREG+ User Manuals, if necessary, in order to use the application effectively and with due diligence.

The user must use the INTERREG+ system as intended, as listed in the previous section. For IT security and data protection reasons, the INTERREG+ system automatically breaks the connection to the server after 30 minutes of inactivity, resulting in loss of unsaved data. Use the logout button to securely leave the INTERREG+ system, quitting insecurely may lead to misuse user’s data.

1.2 General terms of use

INTERREG+ is an internet-based system; any disruption in the internet connection may interrupt the communication between the server and the client computer. In such cases the following warning message is displayed: 'Server connection lost, trying to reconnect...'. The session will resume once your internet connection is restored, unless the available timeframe expires in the meantime. In this case, try to log in once again.

If you have been inactive for more than 30 minutes (no data recording, no clicks, etc. occur within this time), the system automatically interrupts the communication between the client and the server computer, and a warning message is displayed.

Please take into account that only 1 user is allowed to work on an application at once. Parallel sessions need to be avoided (e.g. one person is recording financial data, while the other is completing the narrative parts at the same time). This kind of parallel use can lead to confusion, and it may result in the corruption and loss of important data.

2. HOW TO ACCESS THE SYSTEM?

2.1 Registration

The applicant who wishes to submit an application to the Interreg VI-A NEXT Hungary-Slovakia-Romania-Ukraine Programme shall first register in the INTERREG+ system. The system can be accessed by clicking on the following link below:

<https://huskroua.interregplus.eu/21-27>

Users who have had access to the INTERREG+ system in the 2014-2020 programming period, under the below listed programmes, do not have to re-register, they can use their users in the system developed for the 2021-2027 programming period:

- Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020
- Hungary-Slovakia-Romania-Ukraine ENI CBC Programme 2014-2020
- Interreg-IPA Cross-border Cooperation Programme Hungary-Serbia
- Interreg V-A Slovakia-Hungary Cooperation Programme

Note that the choice of the access site for user registration does not limit Front Office user access to other Programmes.

2.2 General remarks on user management

The INTERREG+ system identifies and authenticates the user by the unique username and password combination. To log in into the system, the username must be unique as the system uses a one-step authentication only. Besides the username, the system requires a unique e-mail address, as well.

The INTERREG+ system uses a so-called user-account solution for user management. The user account offers the possibility to assign multiple roles/rights to the same user in different programmes.

Therefore, before registering, we advise you to consider the tasks, roles, and rights the user would be entitled to and chose the username accordingly.

Rules of username choice:

- the username must be unique – a username can be registered only once in the system;
- only alphanumerical characters (i.e. letters and numbers) can be used – special characters are forbidden.

Rules of password choice:

- alphanumerical and special characters are allowed;
- the password must be at least 8 character long;
- the password must contain at least a digit (i.e. 1, 2, 3, etc.), a capital letter (i.e. A, B, C, etc.) and a special character (i.e. *,?, !, etc.).

In case of a forgotten password, the password can be reset by clicking on the **Forgot Password?** button on the login window. The system sends an e-mail to the user e-mail address with the instructions to follow.

2.3 The process of user registration

Upon accessing the appropriate website (<https://huskroua.interregplus.eu/21-27>), the user should click on the **Register** button on the opening login screen.



Figure 1: Login screen of the INTERREG+ system



Figure 2: Registration screen of the INTERREG+ system

After filling in all the required fields, submit your data by clicking on the **Register** button at the bottom.

Upon successful registration, the system would ask for the e-mail address verification. Please check the mailbox belonging to the e-mail address provided at the registration, and verify your e-mail address by clicking on the link provided in the e-mail sent by the system.

As the verification e-mail sent by the system contains a link, based on the settings of your local e-mail client, ***the verification e-mail may be automatically directed to your spam folder or even to the deleted items folder.*** Therefore, please check your settings before registering to the INTERREG+ system. If needed contact your local IT professional.

Upon successful e-mail verification, the system would automatically log in your new User; your User Registration process is successfully done; and the user is created in the INTERREG+ system.

2.4 Menu structure

Once you have logged in, the Application Module opens:

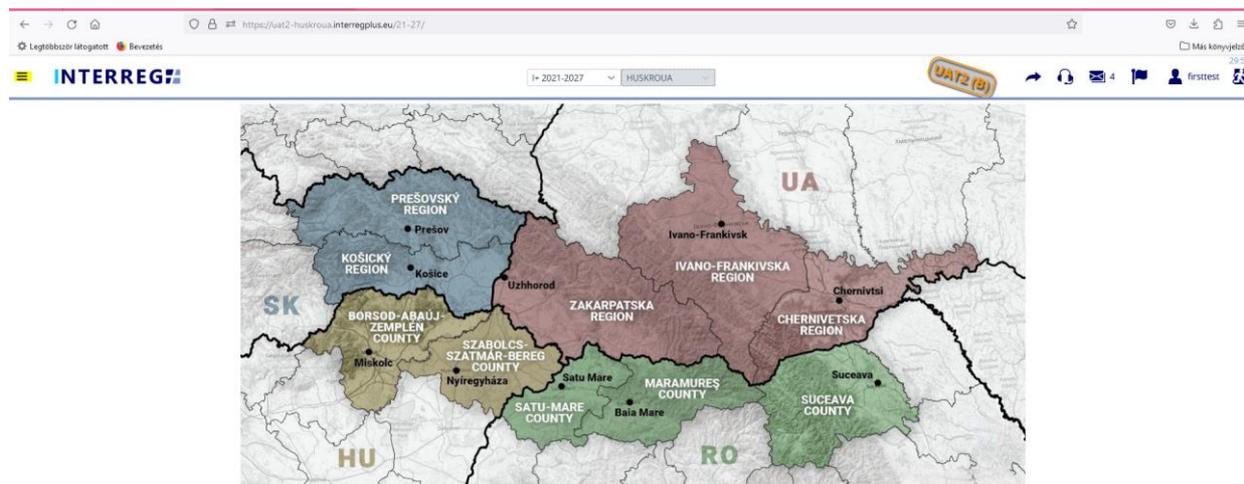


Figure 3: Welcome screen of the INTERREG+ system

The icon in the top left corner of the screen (three stripes) opens the menu on the left side of the screen with a blue background. There you can find the Application menu point.

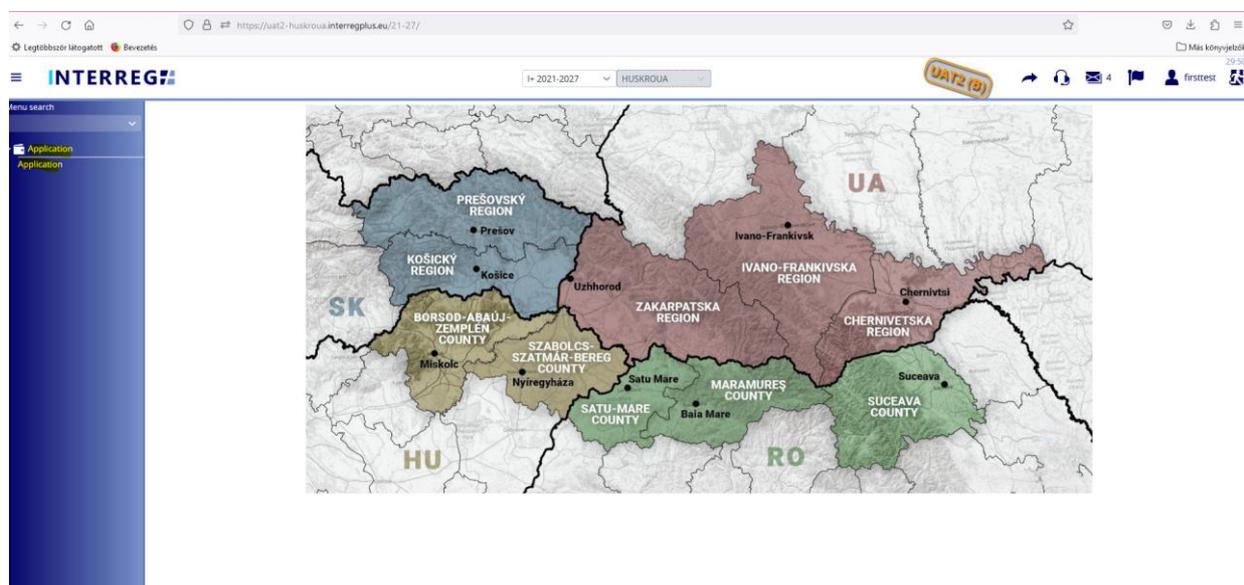


Figure 4: Application menu point

Users, who have also had access to the INTERREG + system developed for the 2014-2020 period can even navigate between the two systems designed for the 2014-2020 period and for the 2021-2027 period by either clicking on the **Arrow** button highlighted by yellow:

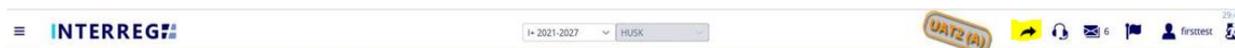


Figure 5: Navigation between period 2014-2020 and 2021-2027 by arrow

or by selecting the appropriate period from the drop-down menu:



Figure 6: Navigation between period 2014-2020 and 2021-2027 by selection

2.5 The ‘function’ buttons

The so-called function buttons are those, which always call the same functions. These buttons are in most of the cases inactive up until an item is selected, which activates the buttons:

- With the use of () **Add** button the user can create new items on list screens (e.g. outcome, activity, indicator);
- the () **View** button initiates the viewing of a selected item (e.g. outcome, activity, indicator, etc.) from the list;
- the () **Modify** button initiates the modification of an already existing item (e.g. an activity, indicator description, etc.);
- the () **Delete** button deletes the selected item. Note, if an item is deleted it can no longer be restored;
- the (  ) **Export to** buttons initiates exporting the content of the list screen into the selected format (xlsx, docx, pdf). Note that the function would export the visible content of the screen list. If a screen is expandable, remember to expand it, otherwise the hidden content will not be exported;
- by the () and () **Info** button the details of a field can be viewed.
- the () **Upload** button initiates a pop-up communication panel, where the user can either browse among the files on the computer or just simply drag and drop even multiple files at once;
- the () **Download** and the () **Download as zip** button allows downloading even multiple selected files from the list at once;

3. APPLICATION

3.1 Creating application

The Interreg+ Applications interface is designed to allow lead beneficiaries to submit information on their applications. The steps to create an application are summarised in the figure below:

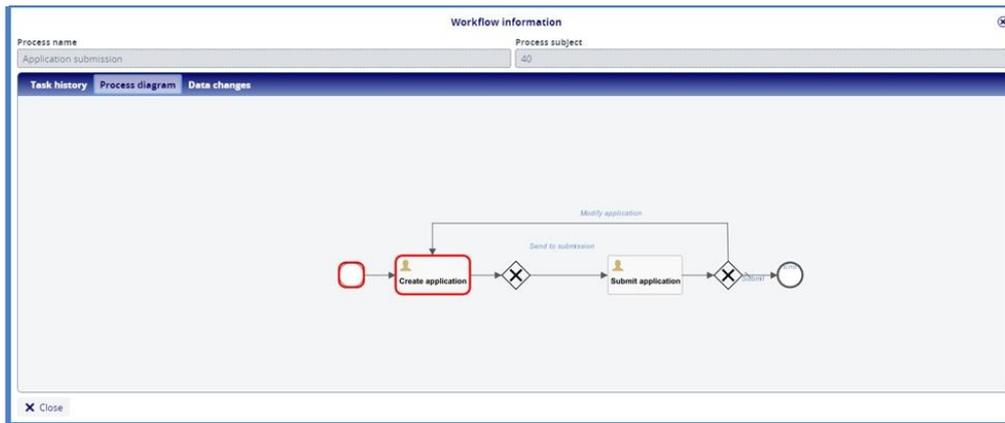


Figure 7: Application submission WF

The process can be started from the Application list screen by pressing the + button. Each user will only see the applications that he/she has started to record. The same user can submit several applications in the IT system.



Figure 8: Application list

Click on the + button to display the form below:

The 'Application - New' form contains the following fields:

- Programme:** HUSKROUA (dropdown menu)
- CFP ID *:** HUSKROUA/23/L (dropdown menu)
- Priority axis:** P1 - A resilient and green border region (dropdown menu)
- Component *:** 1.1/L - Climate change adaptation, risk prevention - Large scale (dropdown menu)

At the bottom, there are three buttons: 'Validate' (with a green checkmark), 'Cancel' (with a red X), and 'Continue' (with a blue arrow).

Figure 9: Application – New

From this interface, the user selects the relevant data from the drop-down lists and then clicks Continue to start the recording process. The Priority axis field is automatically filled. If Validate is pressed, the data is checked by the system to ensure that it is correct, however if Cancel is pressed, the recording process is dropped and the data is not saved.

3.2 Recording new application - Starting process

If users are recording a new application, clicking Continue after the Application - New initial step will display the following window.

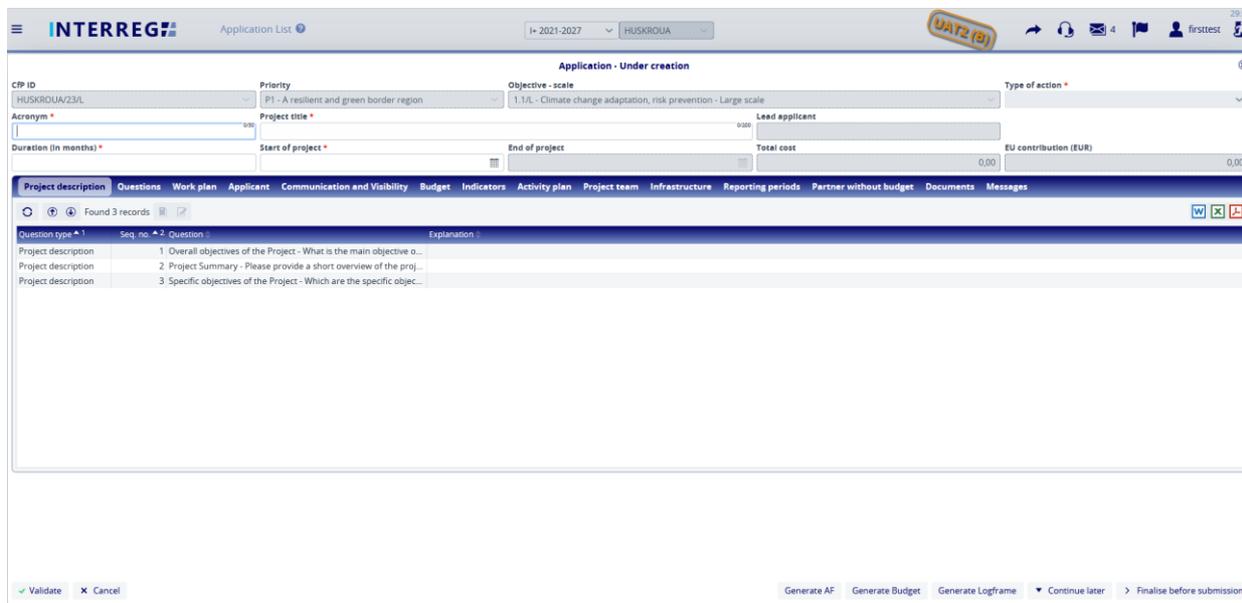


Figure 10: Application – Under creation

Here users can enter the details of their application. Fields marked with an asterisk (*) are mandatory, while those with a grey background are filled in by the system. At this step, until the user presses the Send to submission button, the status of the application is Under creation. It is possible to pause the recording by pressing the Continue later button. In this case, the recorded data of the application under submission will be saved and can be resumed later by selecting it from the Application list and clicking Continue. The Validate button is used to check that the recorded data meets the criteria and the Cancel button closes the form without saving.

3.3 Adding new application - Data recording

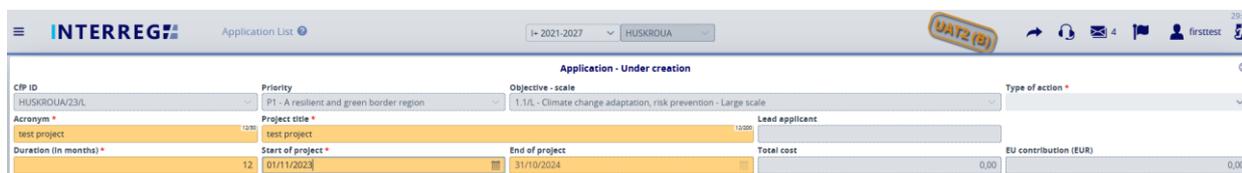


Figure 11: Application / Head

In the upper part of the form users will find the so-called header data, such as Application ID, Acronym, Lead applicant, etc. Fields marked with an asterisk (*) are mandatory, while those marked with a grey background are filled in by the system. The data in the header section will be saved even if the recording is dropped when the user exits the recording by clicking Continue later. On returning to the process, the data recorded in the header section will be found. This will not happen if users exit with Cancel.

Project description sheet

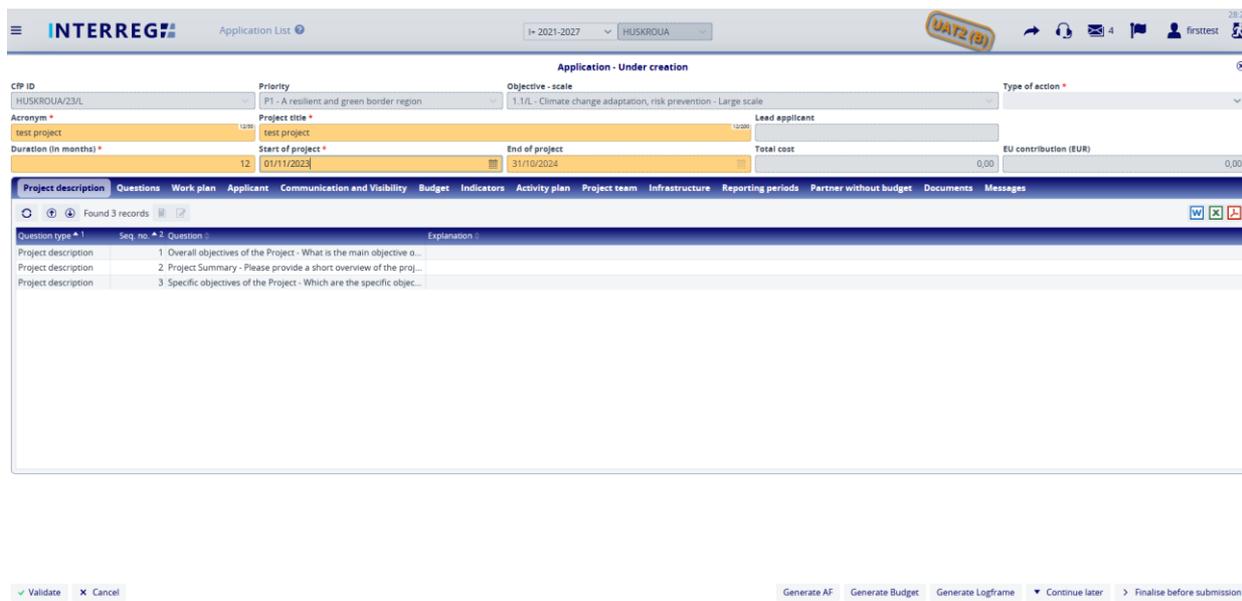


Figure 12: Application / Project description

In the Project description interface, users have the option to fill in the questions here, which they can do by clicking on the edit () button.

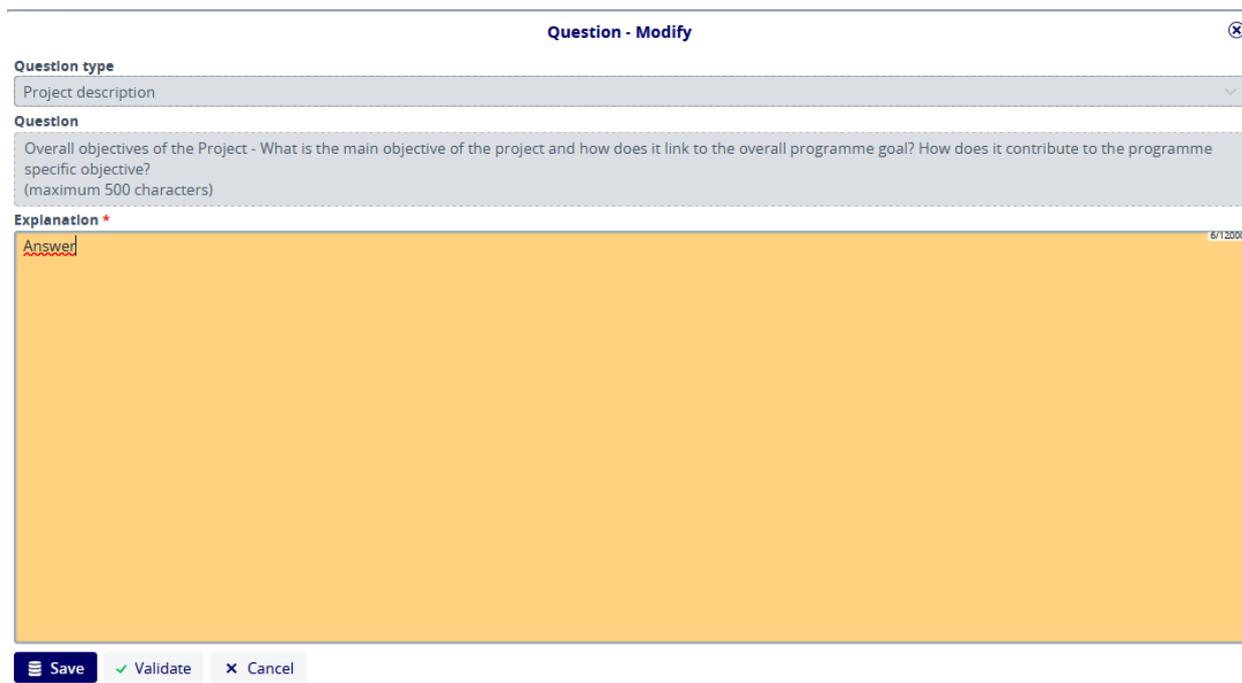


Figure 13: Application / Project description - Modify

The recorded answers are saved by pressing the Save button.

Questions sheet

Under Questions tab users find three sub-tabs (Overall descriptions, Relevance and Communication Plan) where they can give answers directly.

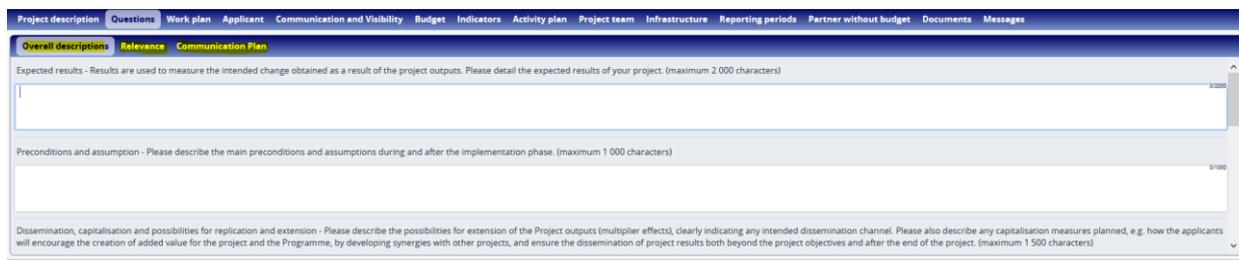


Figure 14: Application / Questions

Work plan sheet

Activity groups (AG) related to the application can be recorded here by using the (+) button.



Figure 15: Application / Work plan

First the user needs to select an AG and fill in the relevant information about the AG, then activities can be recorded by clicking on “Record activities” button

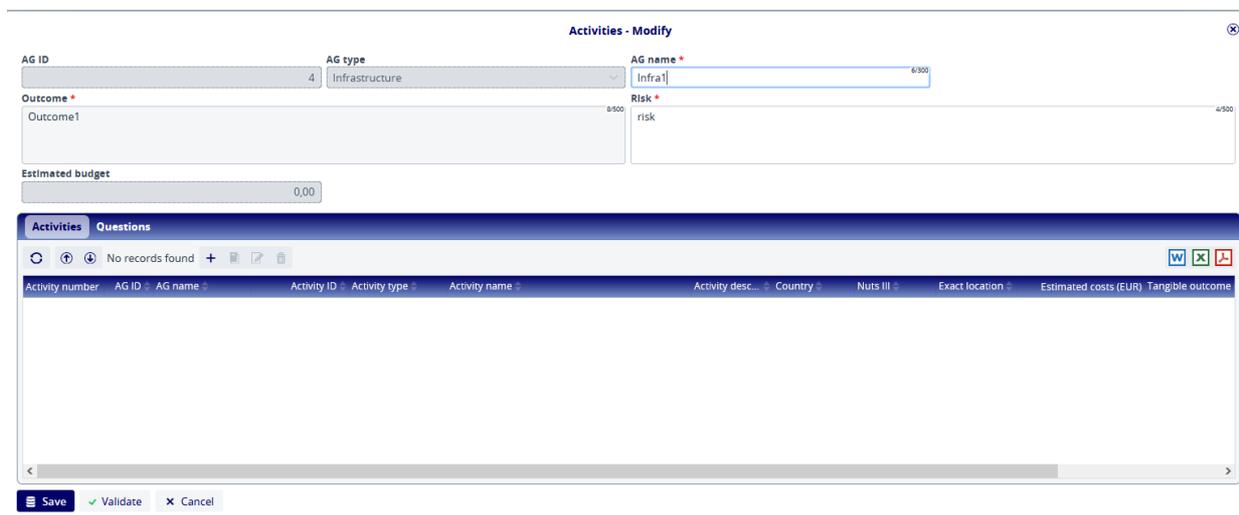


Figure 16: Application / Activities

On Activity sheet applicants can add new activities by clicking on (+) button,

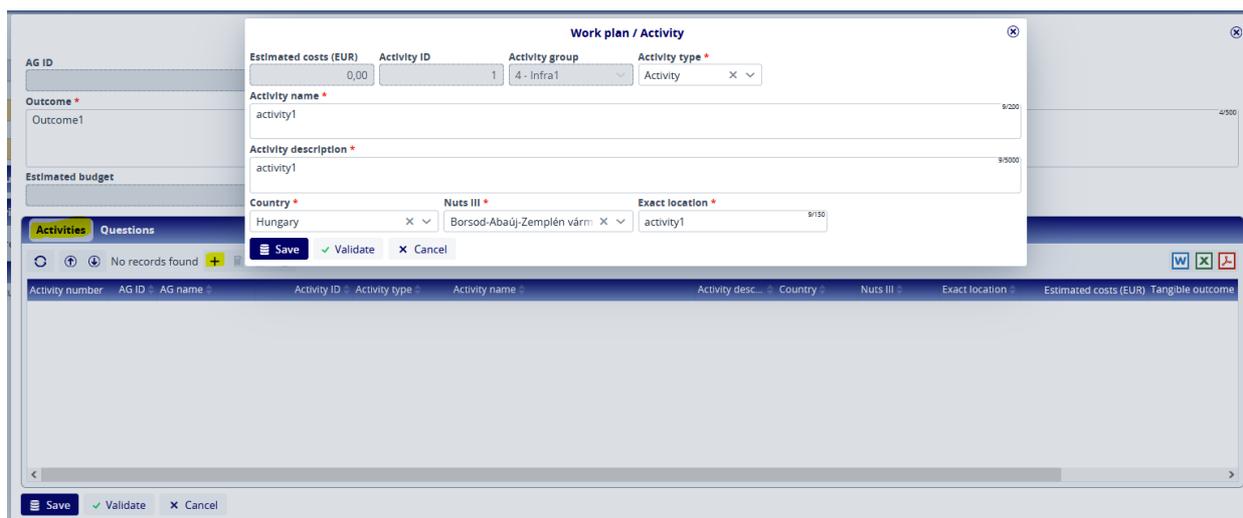


Figure 17: Work plan / Activities

and also can answer AG relevant questions on Question tab by selecting one of the question and clicking on modify button:

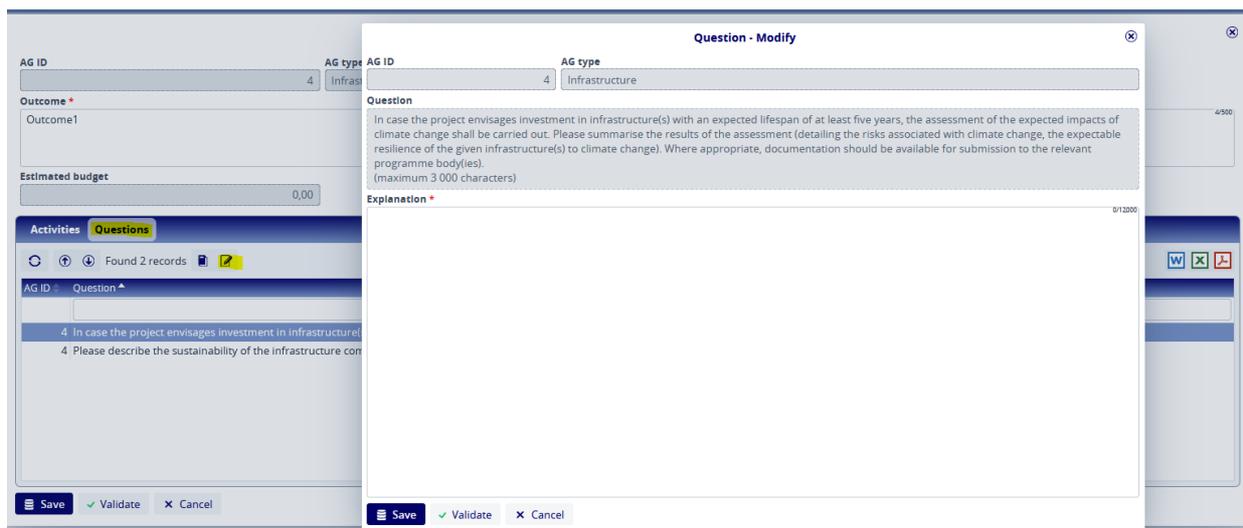


Figure 18: Work plan / Questions

On each sheet the given data are saved by pressing the Save button.

Applicant sheet

Recording Applicant can be started by pressing the + button.



Figure 19: Application / Applicant – Add

After pressing the button, the following form will appear:



Figure 20: Application / Applicant – New

In this sheet the user enters the required fields, fields marked with an asterisk (*) are mandatory. By clicking on the checkbox in the bottom line of the Address section, the data in the Official address tab will be copied to the Mailing address section. Of course, if these data are not the same, users can enter a different address on the tabs separately.

In Budget type field, you can choose between Budget type A and Budget type B (depending on the size of the project proposal) from a drop-down menu:

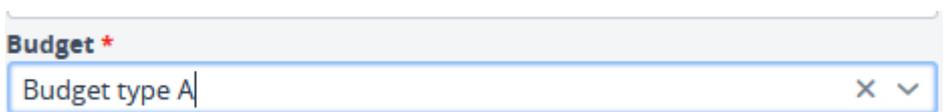


Figure 21: Application / Applicant – Budget type

If you change the type of the budget later in application recording process the recorded budget items will be lost, and you need to start the recording of your budget again.

Once the applicant has been recorded, clicking Save will save the data and make it available for viewing in the Applicant list view.

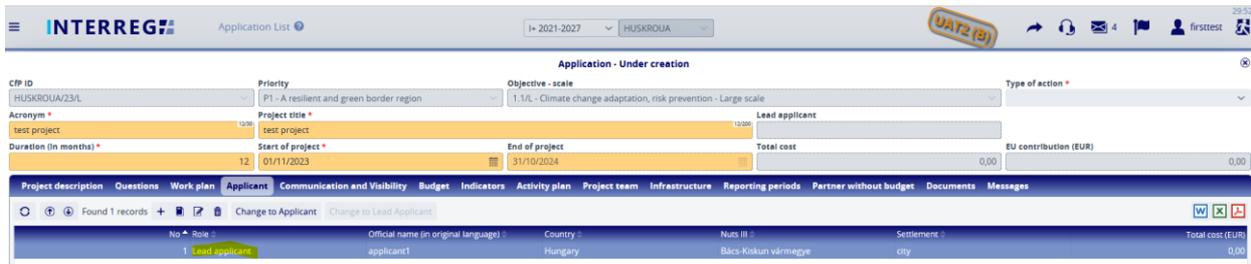


Figure 22: Application / Applicant – List view

Once the applicant's main data has been entered, users can edit the line and continue entering further data from the list view by clicking on edit () button.



Figure 22: Application / Applicant – Modify

Until recording the main data of an applicant, the Contacts, Budget and Financial capacity Management experience and Questions tabs are not active.

Applicant / Contacts

Users can add contacts in the Applicant / Contact tab by pressing the add (+) button.

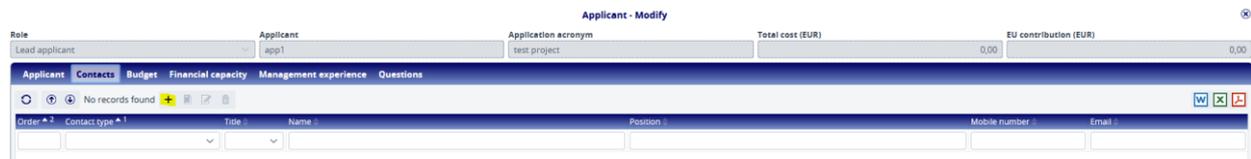


Figure 23: Application / Applicant / Contacts – Add

Once users have started adding, the following form will appear:

Contacts - New ✕

Order Contact type * Legal representative (statutory) x Contact person x x v Title * Mr. x v

Name * 4/255

Position 8/255

Phone number 0/32 Mobile number * 6/32 Email * 14/128

Save ✓ Validate ✕ Cancel

Figure 24: Application / Applicant / Contacts – New

The serial number (Seq. No) is filled in automatically by the system. All other fields marked with an asterisk (*) are mandatory. Pressing the Save button allows the user to record the data entered.

Applicant / Budget

Applicant / Budget / Budget

This is the tab where the Budget for the applicant is recorded. The arrows allow users to change the view.

Pressing the  button collapses all the rows and only shows the budget rows at header level, pressing the  button makes everything visible up to item level. These levels can be opened or closed one by one using the arrows at the beginning of the budget lines.

Press the add () button to add the item to the given budget line.

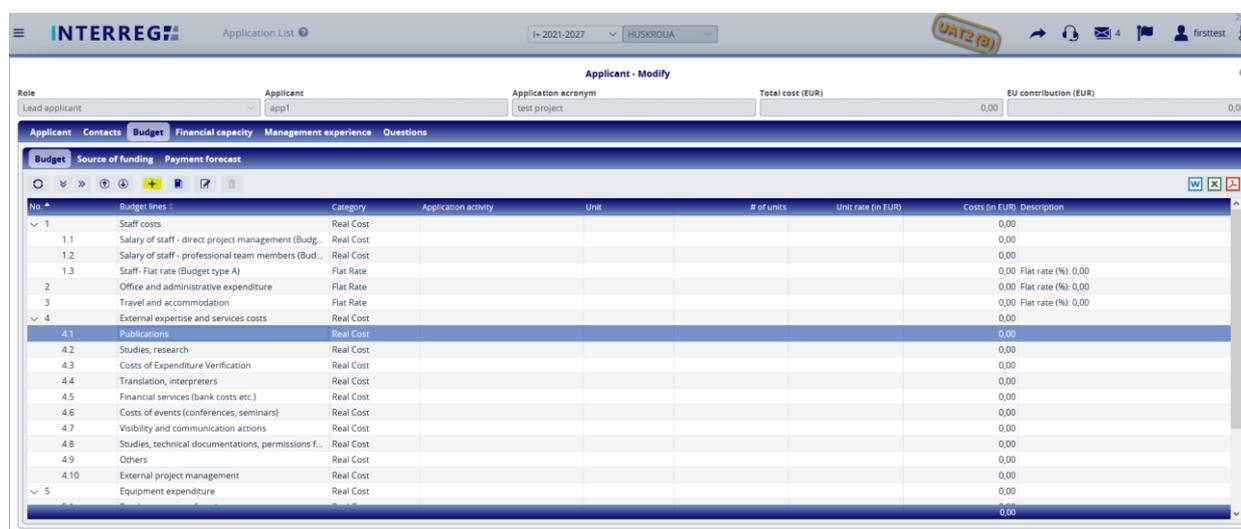


Figure 25: Application / Applicant / Budget – Add item

After pressing the add button, the following screen will appear:

Figure 26: Application / Applicant / Applicant Budget – New

Budget line, Budget Item IDs and Item category are filled in by the system. The budget line is determined by the system based on the budget line on which the user started the addition. Fields marked with an asterisk (*) are mandatory. The value of the Costs (In EUR) field is automatically calculated by the system by multiplying the values of the # of units and Unit rate (in EUR) fields. Pressing the Save button will save the recorded data.

No. *	Budget lines	Category	Application activity	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)	Description
1	Staff costs	Flat Rate					10 000,00	
1.1	Salary of staff - direct project management (Budg...	Real Cost					0,00	
1.2	Salary of staff - professional team members (Bud...	Real Cost					0,00	
1.3	Staff - Flat rate (Budget type A)	Flat Rate					10 000,00	Flat rate (%): 5,00
2	Office and administrative expenditure	Flat Rate					1 500,00	Flat rate (%): 15,00
3	Travel and accommodation	Flat Rate					1 500,00	Flat rate (%): 15,00
4	External expertise and services costs	Real Cost					200 000,00	
4.1	Publications	Real Cost					200 000,00	
4.1.1	Publications	Real Cost	4.1 - activity1	piece	1,00	200 000,00	200 000,00	description
4.2	Studies, research	Real Cost					0,00	
4.3	Costs of Expenditure Verification	Real Cost					0,00	
4.4	Translation, interpreters	Real Cost					0,00	
4.5	Financial services (bank costs etc.)	Real Cost					0,00	
4.6	Costs of events (conferences, seminars)	Real Cost					0,00	
4.7	Visibility and communication actions	Real Cost					0,00	
4.8	Studies, technical documentations, permissions f...	Real Cost					0,00	
4.9	Others	Real Cost					0,00	
4.10	External project management	Real Cost					0,00	
							213 000,00	

Figure 27: Application / Applicant / Budget – Budget item

Here users see the item recorded above (4.1.1). The items are cumulated at the row level and the rows at the head level. They are summed up at the bottom of the budget table.

Application / Applicant / Budget / Source of Funding

Sources of founding are automatically allocated by the system based on the parameters defined in the CfP. It is not possible to edit them.

Applicant - Modify

Role: Lead applicant | Applicant: app1 | Application acronym: test project | Total cost (EUR): 213 000,00 | EU contribution (EUR): 191 700,00

Applicant | Contacts | Budget | Financial capacity | Management experience | Questions

Budget | Source of funding | Payment forecast

Sources of funding ID	Sources of funding name	Amount	Amount rate	Exact share
1	EU contribution	191 700,00	90,00	90,00000000
2	National contribution	10 650,00	5,00	5,00000000
3	Own contribution	10 650,00	5,00	5,00000000
3.1	Own public contribution	10 650,00	5,00	5,00000000
3.2	Own private contribution	0,00	0,00	0,00000000

213 000,00 | 100,00 | 100,00000000

Figure 28: Application / Applicant / Budget / Source of funding

Application / Applicant / Budget / Payment forecast

In the Payment forecast tab, the budgeted amounts are broken down by Reporting periods.

Applicant - Modify

Role: Lead applicant | Applicant: app1 | Application acronym: test project | Total cost (EUR): 213 000,00 | EU contribution (EUR): 191 700,00

Applicant | Contacts | Budget | Financial capacity | Management experience | Questions

Budget | Source of funding | Payment forecast

Applicant / Total cost						
	Rep. period 1	Rep. period 2	Rep. period 3	Total (EUR)	Difference (EUR)	
LA - HU - app1	0,00	0,00	0,00	0,00	213 000,00	
Total costs	0,00	0,00	0,00	0,00	213 000,00	

Applicant / EU Contribution						
	Rep. period 1	Rep. period 2	Rep. period 3	Total (EUR)	Difference (EUR)	
LA - HU - app1	0,00	0,00	0,00	0,00	191 700,00	
Total costs	0,00	0,00	0,00	0,00	191 700,00	

Save | Validate | Cancel

Figure 29: Application / Applicant / Budget / Payment forecast

The system dynamically totals the amounts already recorded in the Total (EUR) column, and indicates the difference to the Total cost (EUR) in the Difference (EUR) column. By pressing the Save button in the bottom left corner, the recorded data is saved.

Applicant / Financial capacity

On this sheet user can enter financial data on his/her budget here.

Figure 30: Application / Applicant / Financial capacity

Applicant / Management experience

Management experience can be entered by pressing the  button.

Figure 31: Application / Applicant / Management experience

Press the button to display the following screen:

Figure 32: Application / Applicant / Management experience – New

Applicant / Questions

On Applicant/Question tab applicants can answer to question on their operational capacity.

Applicant - Modify

Role: lead applicant | Applicant: app1 | Application acronym: test project | Total cost (EUR): 213 000,00 | EU contribution (EUR): 191 700,00

Applicant | Contacts | Budget | Financial capacity | Management experience | **Questions**

Operational capacity

Professional experience: Please explain how the core activities of the partner is connected to the present project idea (e.g. previous activities in the field, cooperation with different domestic/foreign organisations in the field, internal staff with professional expertise in the field, etc.) (maximum 2 000 characters)

Operational capacity: How does the partner plans to implement the management - direct project management and financial management and communication activities? Internal or external project management (or both) and why? (maximum 2 000 characters)

Figure 33: Application / Applicant / Questions – New

Communication and visibility sheet

Press the add (+) button on the Communication and visibility tab to display the following form:

Communication and Visibility - New

Communication package *
 Communication tool | Language
 Communication tool | Description | Target groups
 Applicant (Partner) *

Save | Validate | Cancel

Figure 34: Application / Communication and visibility – New

Fields marked by (*) are mandatory. If the fields type is combobox, the user can choose item from the list. Applicant can choose from obligatory pre-defined tools, and also can add new additional items.

If applicant chooses a pre-defined obligatory communication package the Communication tool and the description are filled automatically and the justification and target groups field are inactive. Applicant needs to select the responsible applicant (partner).

Communication and Visibility - New

Communication package *
 Advanced package | Language
 Communication tool: Advanced package | Description: MEDIUM package +
 Target groups
 Applicant (Partner) *

Save | Validate | Cancel

Figure 35: Application / Communication and visibility – Predefined tool

If applicant chooses optional communication tools, she/he needs to fill in the relevant fields.

Figure 36: Application / Communication and visibility – Optional tool

The given data are saved by pressing the Save button. The data can be found in the list. The items in the list can be viewed, edited and deleted by the user.

Type	Communication tool	Language	Description	Target groups	Applicant (Partner)
Additional (optional) communication tools	aa	English and national languages	aa	aa	LA - HU - app1
Advanced package	Advanced package		MEDIUM package + + 1 short professional video ...		LA - HU - app1
Advanced package	Advanced package		MEDIUM package + + 1 short professional video ...		A1 - UA - app2

Figure 37: Application / Communication and visibility – List view

Budget sheet

Budget / Budget

In the Budget tab, the budget is displayed as a summary. This interface is for view only, not for adding or modifying.

No.	Budget lines	Planned amount (EUR)	LA - HU - app1	A1 - UA - app2
1	Staff costs	135 000,00	10 000,00	125 000,00
2	Office and administrative expenditure	20 250,00	1 500,00	18 750,00
3	Travel and accommodation	20 250,00	1 500,00	18 750,00
4	External expertise and services costs	200 000,00	200 000,00	0,00
5	Equipment expenditure	0,00	0,00	0,00
6	Infrastructure and works	2 500 000,00	0,00	2 500 000,00
7	Other costs (Budget type B - 40% flat rate)	0,00	0,00	0,00
		2 875 500,00	213 000,00	2 662 500,00

Figure 38: Application / Budget / Budget

Budget / Source of funding

The Budget / Source of funding tab displays the financial sources automatically allocated by the system in line with rules described in the CfP. It is not possible to edit them; it is available only for information purposes.

Source of Funding ID	Source of funding name	Amount	Amount r...	LA - HU - app1 Amount	LA - HU - app1 Amount rate	A1 - UA - app2 Amount	A1 - UA - app2 Amount rate
1	EU contribution	2 587 950,00	90,00	191 700,00	90,00	2 396 250,00	90,00
2	National contribution	10 650,00	0,37	10 650,00	5,00	0,00	0,00
3	Own contribution	276 900,00	9,63	10 650,00	5,00	266 250,00	10,00

Figure 39: Application / Budget / Source of Funding

Budget / EU contribution advance

The Budget / EU contribution advance tab displays the expected EU contribution advance per applicant. Users can only view the forecasts, no changes can be made from this interface.

Applicant	Installment (EUR)	Installment (%)
LA - HU - app1	47 925,00	25,00
A1 - UA - app2	599 062,50	25,00

Figure 40: Application / Budget / EU contribution advance

Budget / Payment forecast

The Budget / Payment forecast tab displays the payment forecasts that have been recorded for the applicants. Here too, users can only view the forecasts, no changes can be made from this interface.

Project description Questions Work plan Applicant Communication and Visibility Budget Indicators Activity plan Project team Infrastructure Reporting periods Partner without budget Documents Messages						
Budget Source of Funding EU contribution advance Payment Forecast						
Applicant / Total cost						
	Rep. period 1	Rep. period 2	Rep. period 3	Total (EUR)	Difference (EUR)	
LA - HU - app1	0,00	0,00	213 000,00	213 000,00	0,00	
A1 - UA - app2	0,00	0,00	2 662 500,00	2 662 500,00	0,00	
Total costs	0,00	0,00	2 875 500,00	2 875 500,00	0,00	

Applicant / EU Contribution						
	Rep. period 1	Rep. period 2	Rep. period 3	Total (EUR)	Difference (EUR)	
LA - HU - app1	0,00	0,00	191 700,00	191 700,00	0,00	
A1 - UA - app2	0,00	0,00	2 396 250,00	2 396 250,00	0,00	
Total costs	0,00	0,00	2 587 950,00	2 587 950,00	0,00	

Figure 41: Application / Budget / Payment Forecast

Indicators sheet

In the Indicators tab, the user can record the indicators relevant to the application by clicking on the add (+) button.

Project description Questions Work plan Applicant Communication and Visibility Budget Indicators Activity plan Project team Infrastructure Reporting periods Partner without budget Documents Messages						
No records found +						
Indicator category	Indicator type	Indicator ID *	Indicator name	Measurement unit	Base value	Target value

Figure 42: Application / Indicators

After opening the add button, the following form will be displayed and filled in by the user.

Application / Indicator - New ✕

Indicator category * **Indicator type**

Indicator

Indicator name

Measurement unit * 0/300

Base value **Target value**

Brief description * 0/2000

Figure 43: Application/ Indicators - New

Fields marked with an asterisk (*) are required. And where a drop-down list appears in the field, the user can choose from the drop-down items.

The recorded items will also be visible in a list view, where the user can view, edit or even delete them.

Indicator category	Indicator type	Indicator ID	Indicator name	Measurement unit	Base value	Target value
Programme-level in...	Output	RCO115	Public events across borders jointly organised	Number of events	0,00	1,00
Programme-level in...	Output	RCO87	Organisations cooperating across borders	Number of organisations	0,00	1,00

Figure 44: Application / Indicators – List view

Activity plan sheet

All	No.	Activity Group name	Activity name	Applicant	RP1	RP2	RP3
<input checked="" type="checkbox"/>	4	Infra1			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4.1		activity1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4.1			LA - HU - app1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4.1			A1 - UA - app2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4.2		infra2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4.2			LA - HU - app1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4.2			A1 - UA - app2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	6	comm			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	6.1		comm		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6.1			LA - HU - app1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6.1			A1 - UA - app2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	6.2		comm		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6.2			LA - HU - app1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6.2			A1 - UA - app2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 45: Application / Activity plan

In the Activity plan tab, the user can record the reporting period for which a given activity is planned. In the Activity row, select the appropriate reporting period and click on the checkbox. If users want to check all the boxes in the row, this can be done quickly and conveniently by ticking the All checkbox at the beginning of the row. If users have ticked a box that they don't need, they can click on the tick to untick it.

Project team sheet

On Project team sheet, the user needs to add team members by pressing the + button. Fields marked with an asterisk (*) are mandatory.

Figure 46: Application / Project team – New

By pressing the Save button, the recorded data will be saved and the item of the list can be viewed or edited.

Applicant	Proposed position	Years of experience	Education background	Special areas of knowledge	Experience in partner country	Languages and degree of fluency (very good, g.)
applicant1	aa	10 11		11	11	11
applicant2	aa		1 a	a	a	a

Figure 47: Application / Project team – List view

Infrastructure sheet

If an Applicant plans expenditures on budget head Infrastructure and works she/he needs to add at least one infrastructure element on Application/Infrastructure tab by pressing (+) button:

Infra ID	Applicant	Related infra element	Owner	Permis	Permit status	Description
No records found						

Figure 48: Application / Infrastructure – New

The fields marked with (*) must be filled in as usual. If the fields type is a drop-down menu, the user can choose item from the list.

Application / Infrastructure - New

Infra ID:

Applicant *:

Related Infra element *: 0/255

Owner *: 0/255

Permit *:

Permit status *:

Description *: 0/1000

Save Validate Cancel

Figure 49: Application / Infrastructure

By pressing the Save button, the data is saved and will be visible in the list view. The items in the list can be viewed, edited and deleted by the user.

Infra ID	Applicant	Related infra element	Owner	Permit	Permit status	Description
1	applicant2	infra	owner	Building permission	Already initiated	description

Figure 50: Application / Infrastructure – List view

Once an infra element has been recorded, the applicant needs to edit the line and continue entering further data (location) from the list view by clicking on edit () button.

Application / Infrastructure - Modify

Infra ID: 1

Applicant *: A1 - UA - app2

Related Infra element *: infra 5/255

Owner *: owner 5/255

Permit *: Building permission

Permit status *: Already initiated

Description *: description 11/1000

Location

No records found

Infra ID	Location ID	Lot number	Owner	Proof of property own...	Description
----------	-------------	------------	-------	--------------------------	-------------

Save Validate Cancel

Figure 51: Application / Infrastructure – Location

Reporting periods sheet

Reporting period tab is not editable, here users can check from date and end date of reporting periods.

Period ID	From date	To date	Period (in month)
1	01/11/2023	29/02/2024	4
2	01/03/2024	30/06/2024	4
3	01/07/2024	31/10/2024	4

Figure 52: Application / Reporting periods

Partner without budget sheet

Applicant can add partner without financial support to the application on Partner without budget tab by clicking on (+) button. Partners recorded on this tab can select activities they support, however they cannot contribute to e.g. indicators, communication and visibility requirements, etc.

Official name (in original language)	Country	NUTS III	Settlement
No records found +			

Figure 53: Application / Partner without budget

Applicant can first record the data of partners without financial support.

Application / Partner without financial support - New

Official name (In original language) * 0/200 | Official name (In English) 0/200 | Abbreviated name * 0/20

National tax number * 0/32 | Registry number * 0/50 | Community tax number 0/32

Official address

Country * | NUTS III | Settlement | Postal code

Street, nr., PO box

Continue record data | Validate | Cancel

Figure 54: Application / Partner without budget – Partner data

After recording partner data, the applicant can choose from recorded activities and give a description by clicking on Continue record data button.

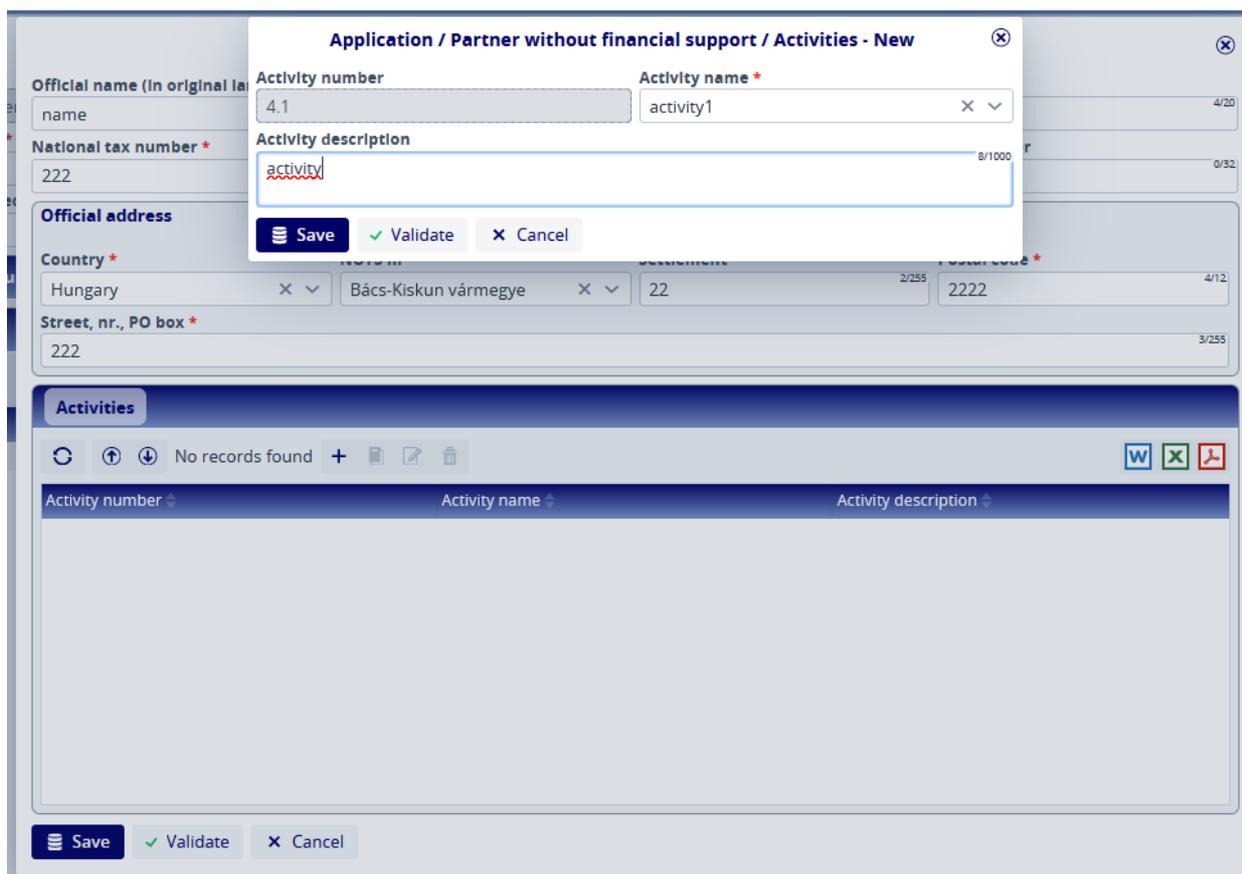


Figure 55: Application / Partner without budget – recording activities

By clicking on Save button data are saved and listed under Partner without budget/Activities tab.



Figure 56: Application / Partner without budget – Activities – list view

Documents sheet

Users can upload documents for the Application according to the Cfp parameter where folder structure is set. Folders can be chosen by clicking double.

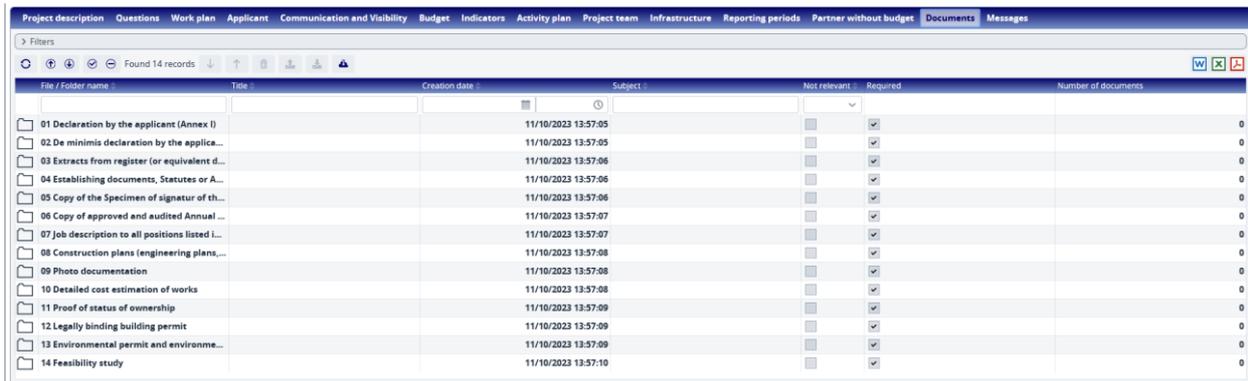


Figure 57: Application / Documents

Here you can see that it is mandatory to upload an item to this folder (Required column parameter is true). The user can double-click on it and see the following:

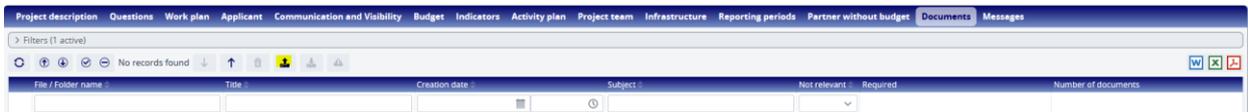


Figure 58: Application / Documents - Go up / Upload document

The left-up arrow () in the screenshot is used to move up in the folder structure, and the upload button () is used to start uploading. The user can only initiate the upload by entering into the right folder. The upload panel will appear, where you can choose files which you want to upload or can use "drag and drop" technique to upload files.

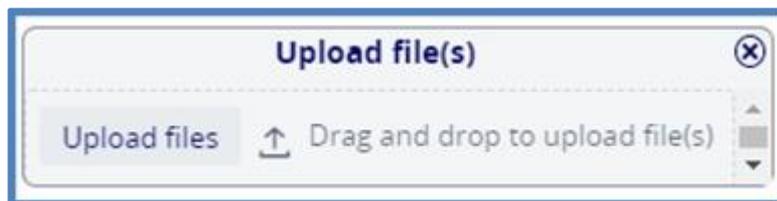


Figure 59: Application / Documents – Upload file(s)

When the upload is complete, the file will appear in the list view of folder.

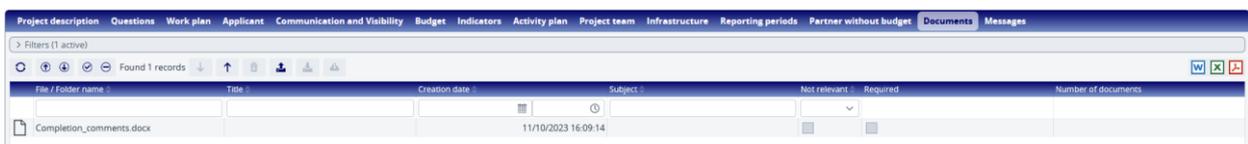


Figure 60: Application / Documents – List view

It is not possible to upload 2 files with the same name to the same folder. The maximum size of a document that can be uploaded is 50 MB per document.

Messages sheet

On Messages tab Applicant shall see messages sent by the system as e.g. automatic e-mails.



Figure 61: Application / Documents – List view

3.4 Submission

If the applicant has uploaded all the necessary data, he/she can check with the system that all the data for the submission has been uploaded correctly based on the system checks by pressing the Validate button in the bottom left corner. Users can then submit their application by clicking on the Finalize before submission button in the bottom right-hand corner. The system will then automatically generate the necessary documents. However by clicking on Generate AF, Generate budget and Generate logframe buttons Applicant can check draft documents any time during creation of an application, given some minimum data in the Header (acronym, duration and start of project) and the basic data of the lead applicant.

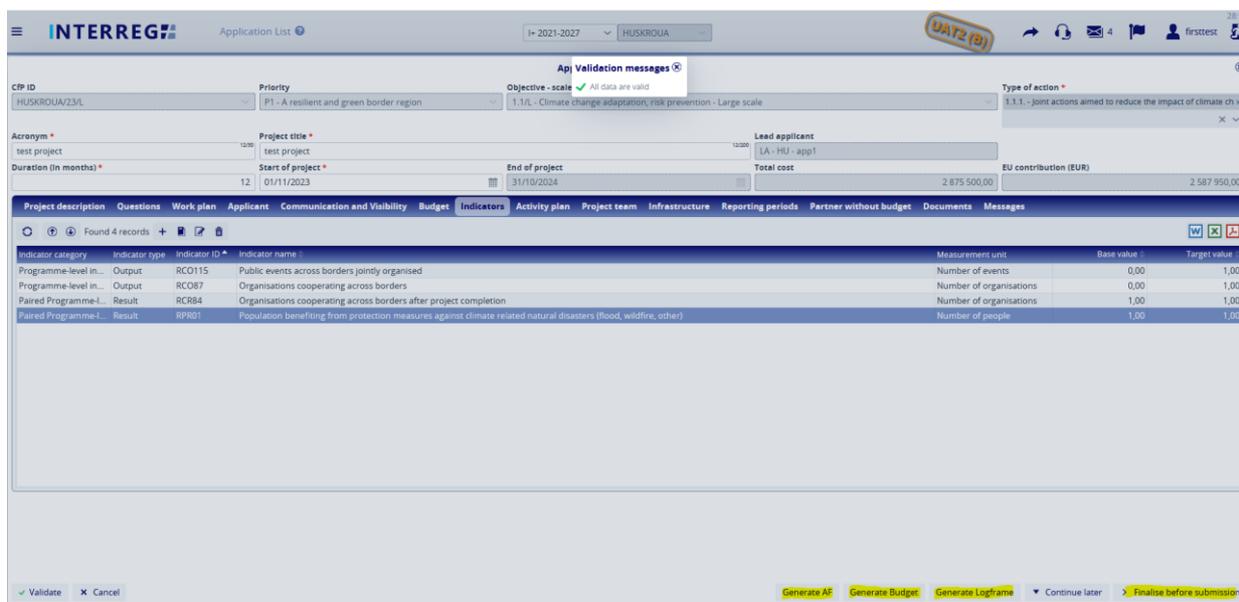


Figure 62: Send to submission

If the user wishes to pause the process, he/she can do so by pressing the Continue later button. The process can then be resumed by selecting the appropriate item from the Application list view and pressing Continue. If the user decides that a change is required, this can be done by pressing the Modify application button in the bottom right-hand corner. The process will then return to the previous step. Here users will be able to modify the details of the application and, once the necessary changes have been made, users can resubmit the application by pressing the Finalize before submission button. The system will then regenerate the documents with the updated data.

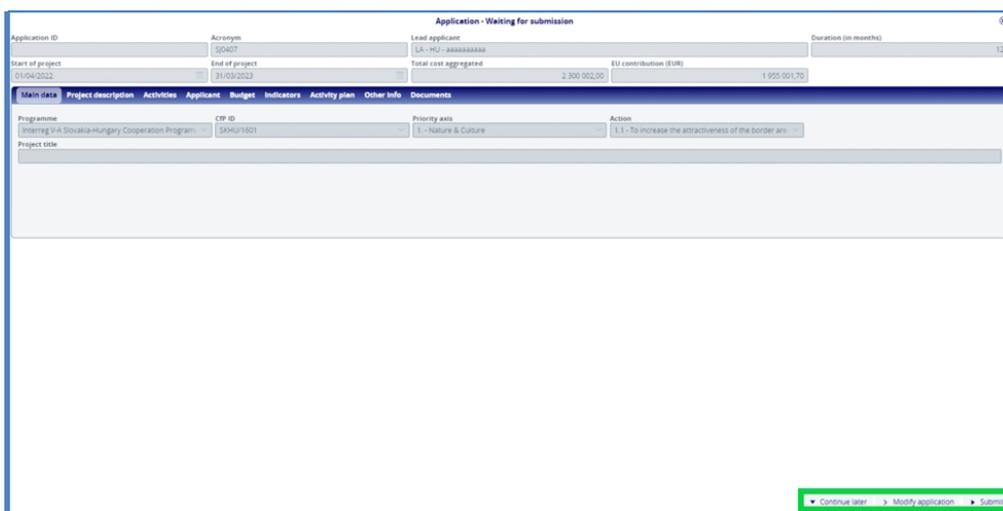


Figure 63: Submit

Finally, clicking on the Submit button will finally submit the application with the status Submitted.

3.5 Completion

After the submission deadline, the applications submitted by the deadline will be evaluated.

If the application is not complete, the lead partner is invited to submit a completion thru INTERREG+ system.

At moment the application is sent back to the front users for completion, the Completion tab automatically appears among the screens of the application. The deadline for completion and documents to be submitted are listed in the Completion tab.



Figure 64: Completion sheet

When the completion request is sent out to the applicants, the status of the application in question changes to **Completion needed**. Upon logging in the system, the user has the possibility to submit the completion. After selecting the application from the **Application list** view, the applicant can proceed with modifying its application by pressing the **Continue** button:



Figure 65: Proceeding with completion

During the completion step, only the requested documents can be uploaded to the **Completion** folder automatically listed by system on the **Documents** sheet. No other changes can be done on application.

File / Folder name	Title	Creation date	Subject	Not relevant	Required	Number of documents
Detailed cost estimation of works		21/04/2023 10:05:57		<input type="checkbox"/>	<input type="checkbox"/>	0
Declaration by the applicants (Annex I)		21/04/2023 10:05:57		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1
De minimis declaration by the applicants ...		21/04/2023 10:05:58		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1
Specimen of signature of the legally auth...		21/04/2023 10:05:59		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1
Curriculum Vitae (CV) of staff and project ...		21/04/2023 10:06:00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1
Content summary - Terms of Reference (T...		21/04/2023 10:06:00		<input type="checkbox"/>	<input type="checkbox"/>	0
Construction plans (engineering plans, de...		21/04/2023 10:06:01		<input type="checkbox"/>	<input type="checkbox"/>	0
Photo documentation		21/04/2023 10:06:01		<input type="checkbox"/>	<input type="checkbox"/>	0
generated documents		21/04/2023 10:41:09		<input type="checkbox"/>	<input type="checkbox"/>	0
signed application documents		21/04/2023 10:41:10		<input type="checkbox"/>	<input type="checkbox"/>	0
assessment		21/04/2023 11:25:29		<input type="checkbox"/>	<input type="checkbox"/>	0
completions		21/04/2023 11:25:57		<input type="checkbox"/>	<input type="checkbox"/>	0

Figure 66: Upload of documents

After finalizing the upload of requested documents, the user can resubmit the application as described in 3.4 Submission chapter.

The system will send a message on completion.

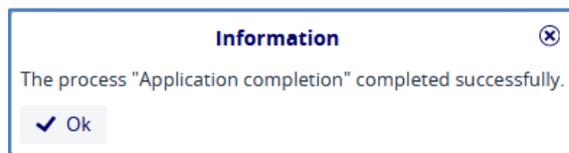


Figure 3: Confirmation message