



ENI
CBCMED
Cooperating across borders
in the Mediterranean

e-Application Form User Guide

ENI CBC Med Programme - Managing Authority
Regione Autonoma della Sardegna



Programme
funded by the
EUROPEAN UNION



REGIONE AUTÒNOMA
DE SARDIGNA
REGIONE AUTONOMA
DELLA SARDEGNA

eAF - User Guide intro

This guide takes you through the electronic application form (eAF) to submit your project proposal under the call for strategic projects.

All relevant information and documents are available at:

<http://www.enicbcmmed.eu>

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eAF - Main objectives

Increase overall efficiency of the selection procedure

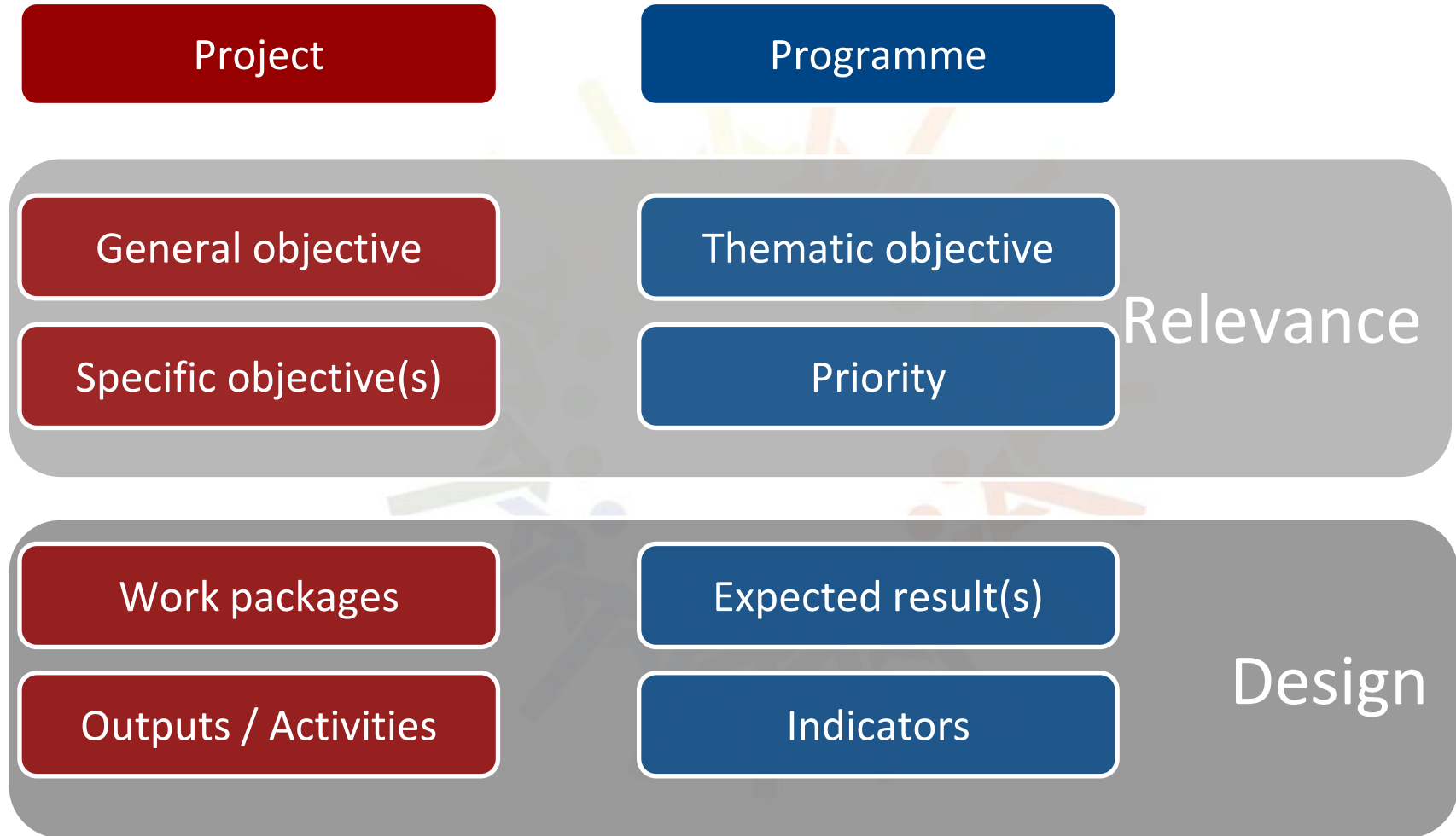
Ensure consistency among Programme objectives, priorities, results and indicators and project proposals

Support project compliance with the rules of the Call by including alerts, checks, guidance etc.

Implement the Result Based Management (RBM) approach

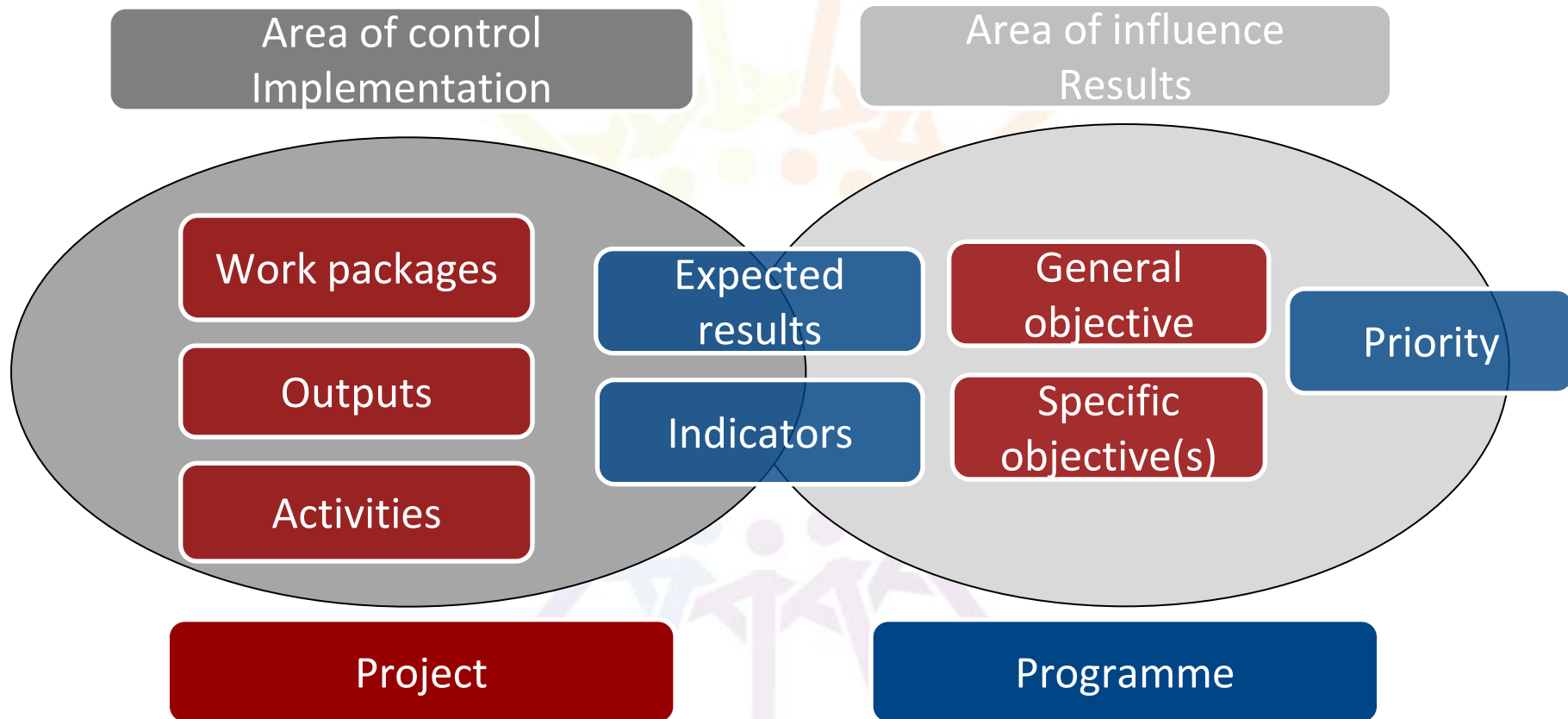
Linking your project to the ENI CBC MED Programme (1/2)

How to draft your eAF



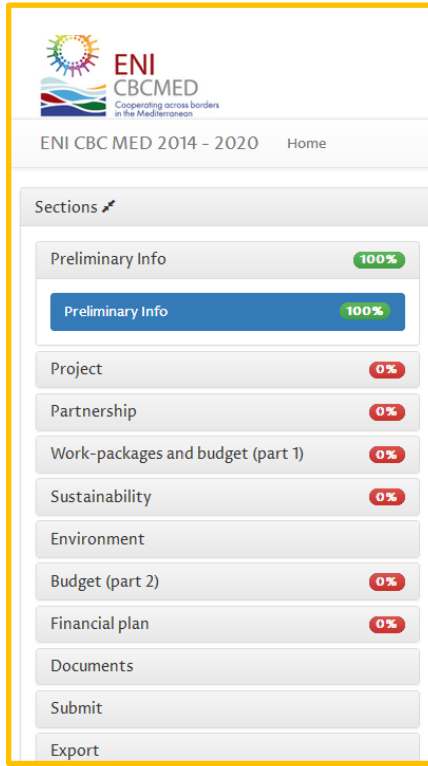
Linking your project to the ENI CBC MED Programme (2/2)

How to draft your eAF



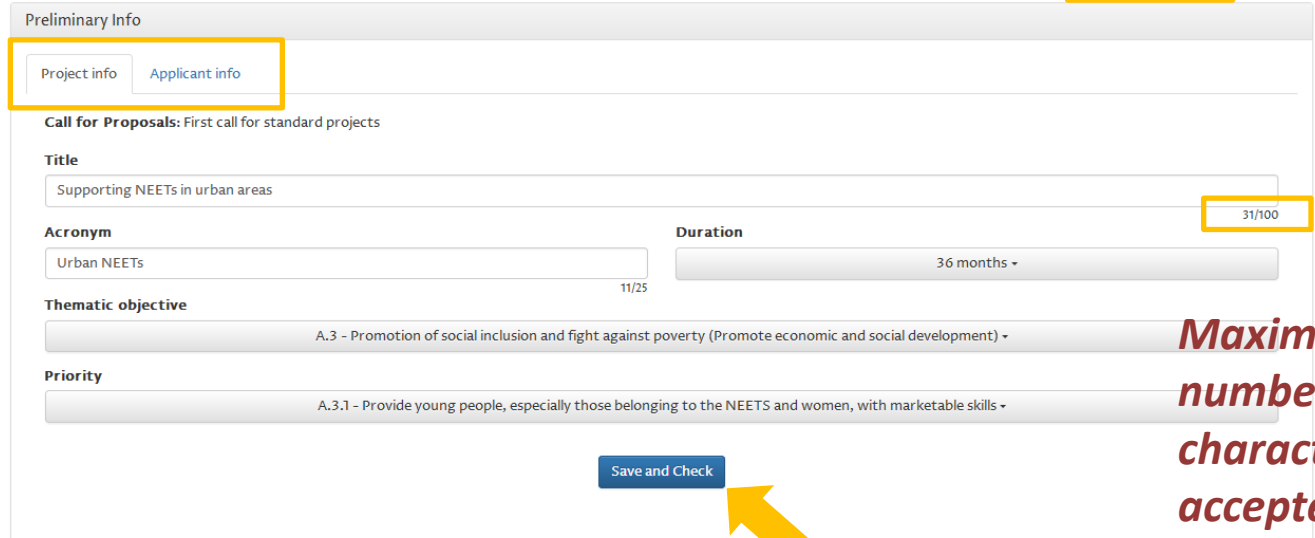
Application features 1/7

Main Menu



The Main Menu sidebar contains the ENI CBCMED logo and the text 'Cooperating across borders in the Mediterranean'. Below this, it shows 'ENI CBC MED 2014 - 2020' and a 'Home' link. A 'Sections' header is followed by a list of application sections with their progress percentages: Preliminary Info (100%), Project (0%), Partnership (0%), Work-packages and budget (part 1) (0%), Sustainability (0%), Environment (0%), Budget (part 2) (0%), Financial plan (0%), Documents, Submit, and Export. The 'Preliminary Info' section is highlighted with a blue bar and a 100% progress indicator.

Data loading tabs



The Data loading tabs form is titled 'Preliminary Info' and contains two tabs: 'Project info' and 'Applicant info'. The 'Project info' tab is active. The form includes a 'Call for Proposals' section with the text 'First call for standard projects'. The 'Title' field contains 'Supporting NEETs in urban areas' and has a character count of 31/100. The 'Acronym' field contains 'Urban NEETs' and has a character count of 11/25. The 'Duration' field contains '36 months'. The 'Thematic objective' field contains 'A.3 - Promotion of social inclusion and fight against poverty (Promote economic and social development)'. The 'Priority' field contains 'A.3.1 - Provide young people, especially those belonging to the NEETS and women, with marketable skills'. A 'Save and Check' button is located at the bottom right of the form.

Multilanguage

User Area

Hello MA! Logout EN

Maximum number of characters accepted

Button to Save and check data

Application features 2/7

Sections ↗

- Preliminary Info 100%
- Project 65%
 - Summary 100%
 - Relevance 10%**
 - Logical Framework 100%
 - Potential risks and external conditions 50%
- Partnership 66%
- Work-packages and budget (part 1) 50%
- Sustainability 0%
- Environment
- Budget (part 2) 100%
- Financial plan 0%
- Documents
- Submit
- Export

Relevance Submenu

Part 1 Part 2 Part 3

1.1 Compliance with the Programme strategy

As specified in the JOP... *Data loading tabs* 26/2000

1.2 Cross border impact

Describe the cross border impact... 0/2000

1.3 Expected change

Describe the Expected Change... 0/1000

1.4 Key orientations

Describe the Key Orientations... 0/1000

1.5 Target groups, final Beneficiaries and needs

Describe the Target Groups, Final Beneficiaries and needs... 0/2000

Button to Save and check data

Save

Application features 3/7

Online help and info points are available to provide you with further information / guidance

Preliminary Info

Project info Applicant info

Call for Proposals: First call for standard projects

Title
Tester Project

Acronym
TP

Thematic objective ⓘ Info
Choose one Programme Thematic objective
A.1 - Business and SME development (promote economic and social development) ▾

Priority ⓘ
A.1.1 - Support innovative start-up and recently established MSMEs ▾

Save and Check

Sign up

Username *
User

Email *
email@mail.com

Name *
NameUser

Surname *
SurnameUser

Phone
Phone

Fax
Fax

Password * ⓘ
.....

Repeat password * ⓘ
.....

The password must contain minimum 8 characters at least 1 Uppercase Alphabet, 1 Lowercase Alphabet and 1 Number


Sign up

? = **HELP**

i = **INFO POINT**


Application features 4/7

English is set by default but you can draft your eAF in French, instead.
Make sure your eAF is entirely filled in **either in English OR in French**.

 ENI CBCMED
Cooperating across borders in the Mediterranean

ENI CBC MED 2014 - 2020 Home Hello Natalia C! Logout EN

Multilanguage

Sections 

- Preliminary Info 0%
- Project 0%
- Partnership 0%
- Work-packages and budget (part 1) 0%
- Sustainability 0%

Preliminary Info

[Project info](#) [Applicant info](#)

Legal status:

Regional or local public administration ▼

Country: Egypt ▼ Region: Marsa Matruh ▼

Name of organization:

Application features 5/7

A percentage showing your progresses is available for each section. Moreover, the main menu guides you in filling in the form.

The screenshot displays the ENI CBCMED application interface. At the top, the logo for ENI CBCMED is shown, along with the text "Cooperating across borders in the Mediterranean". Below the logo, the text "ENI CBC MED 2014 - 2020" and "Home" are visible. On the right side, there is a greeting "Hello NataliaC!", a "Logout" button, and a language selector "EN".

The main menu is located on the left side, enclosed in a yellow box. It is titled "Main Menu" and features a large yellow arrow pointing downwards. The menu items are:

- Preliminary Info (0%)
- Project (0%)
- Partnership (0%)
- Work-packages and budget (part 1) (0%)
- Sustainability (0%)
- Environment (0%)
- Budget (part 2) (0%)
- Financial plan (0%)
- Documents (0%)
- Submit (0%)
- Export (0%)

The "Preliminary Info" section is highlighted in blue. The "Preliminary Info" tab is selected, showing the "Project info" and "Applicant info" sections. The "Call for Proposals" section is titled "First call for standard projects". The "Title" field contains "Zero Co2". The "Acronym" field contains "zco4". The "Duration" field is set to "36 months". The "Thematic objective" field is set to "B.4 - Environmental protection, climate change adaptation and mitigation (Address common challenges in environment)". The "Priority" field is set to "B.4.1 - Support innovative and technological solutions to increase water efficiency and encourage use of non-conventional water supply". A "Save and Check" button is located at the bottom right of the form.

Application features 6/7

You can **hide the main menu** to have more room for data.

The screenshot shows the ENI CBCMED 2014-2020 application interface. The top navigation bar includes the ENI CBCMED logo, the text "ENI CBC MED 2014-2020", a "Home" link, and user information "Hello NataliaC!" with "Logout" and language options "EN".

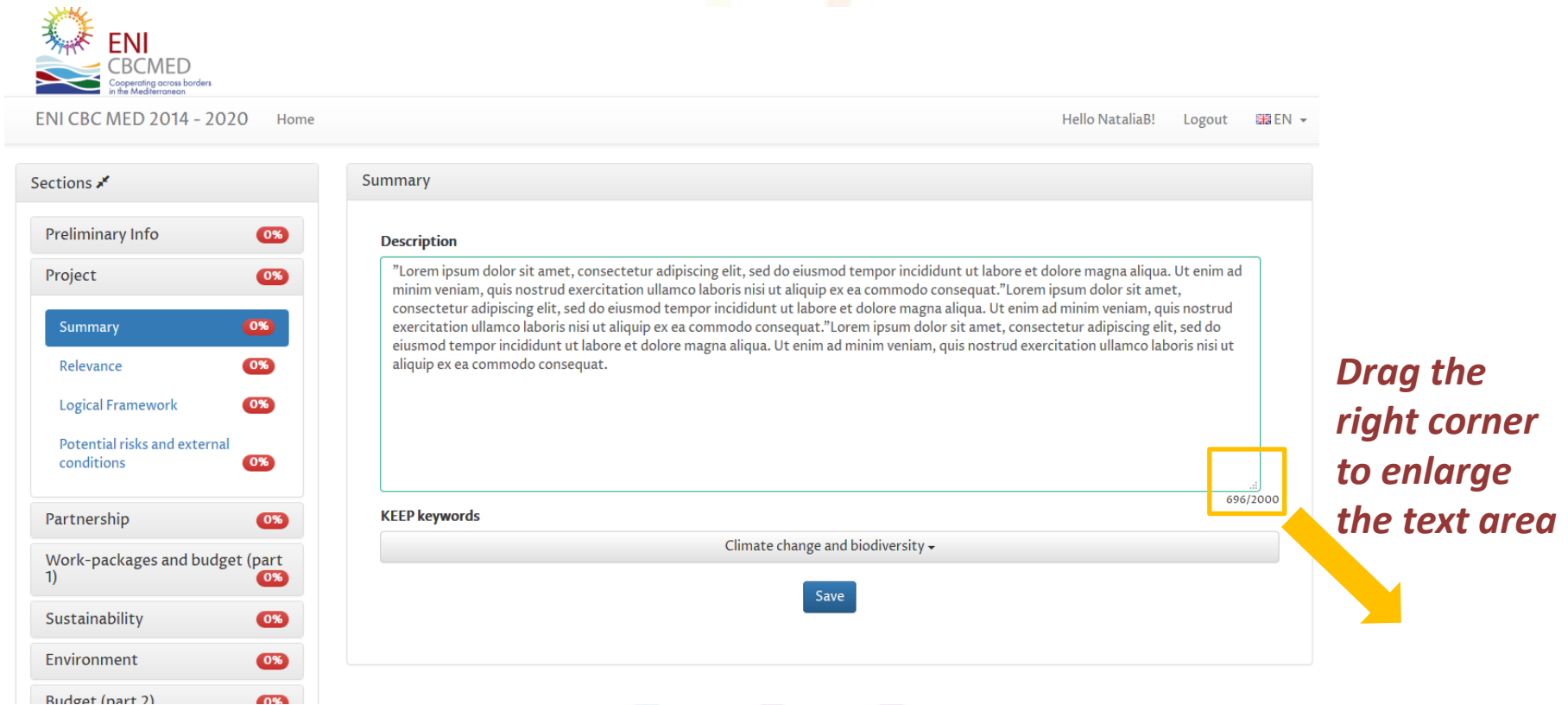
On the left, a "Sections" sidebar is visible. A yellow arrow points to the "Sections" header with the text *click to close menu*. The sidebar lists various sections, each with a progress indicator (0%): Preliminary Info, Project, Partnership, Work-packages and budget (part 1), Sustainability, Environment, Budget (part 2), Financial plan, Documents, Submit, and Export.

The main content area is titled "Preliminary Info" and has two tabs: "Project info" and "Applicant info". The "Applicant info" tab is active. It contains a "Call for Proposals" section with the text "First call for standard projects". Below this are fields for "Title" (containing "Test for standard projects"), "Acronym" (containing "TFSP"), "Thematic objective" (containing "A.1 - Business and SMEs dev"), and "Priority" (containing "A.1.1 - Support innov").

A yellow arrow points to the hamburger menu icon in the top left of the "Preliminary Info" section with the text *click to open menu*. This opens a modal window that replicates the "Preliminary Info" form, allowing for easier navigation between sections.

Application features 7/7

The text area may be extended



The screenshot displays the ENI CBC MED 2014-2020 application interface. The top navigation bar includes the ENI CBC MED logo, the text "ENI CBC MED 2014 - 2020", a "Home" link, and user information "Hello NataliaB!" with a "Logout" link and a language selector set to "EN".

On the left, a sidebar titled "Sections" lists various application components, each with a progress indicator (0%):

- Preliminary Info (0%)
- Project (0%)
 - Summary (0%)** (highlighted in blue)
 - Relevance (0%)
 - Logical Framework (0%)
 - Potential risks and external conditions (0%)
- Partnership (0%)
- Work-packages and budget (part 1) (0%)
- Sustainability (0%)
- Environment (0%)
- Budget (part 2) (0%)

The main content area is titled "Summary" and contains a "Description" section with a text area. The text area is currently filled with placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat." The text area has a small handle in the bottom right corner, which is highlighted by a yellow box and a yellow arrow pointing to it. A text label "Drag the right corner to enlarge the text area" is positioned next to the arrow.

Below the description text area, there is a "KEEP keywords" section with a dropdown menu showing "Climate change and biodiversity". A "Save" button is located at the bottom of the main content area.

How to proceed?

eAF - structure and main steps

- **Sign up** and login
- The e-AF will use your **preliminary information** to check compliance with the rule “one project per priority for each organisation”
- Check **KEEP database** and the ENPI CBC MED library of deliverables
- Draft your **summary** and proceed with all details when the partnership is defined
- Focus on your **logical framework**, agree on the Programme expected results to be addressed
- Identify your **outputs** involving the partnership, and define your **work packages** consistently
- Draft your **budget**
- Upload all **mandatory documents**
- **Complete, verify and submit** your application

Home page



ENI CBC MED 2014 - 2020

Home

Login

Sign up

EN EN ▼

Home

Welcome to the on-line application system of the ENI CBC Med Programme.

The system allows you to:

- Draft and submit your Application form for the First Call for Proposals for standard projects
- Download all relevant documents and formats

First-time users: [Create an account to start a new application.](#)



Sign up

Returning users: [Log in to continue an application.](#)



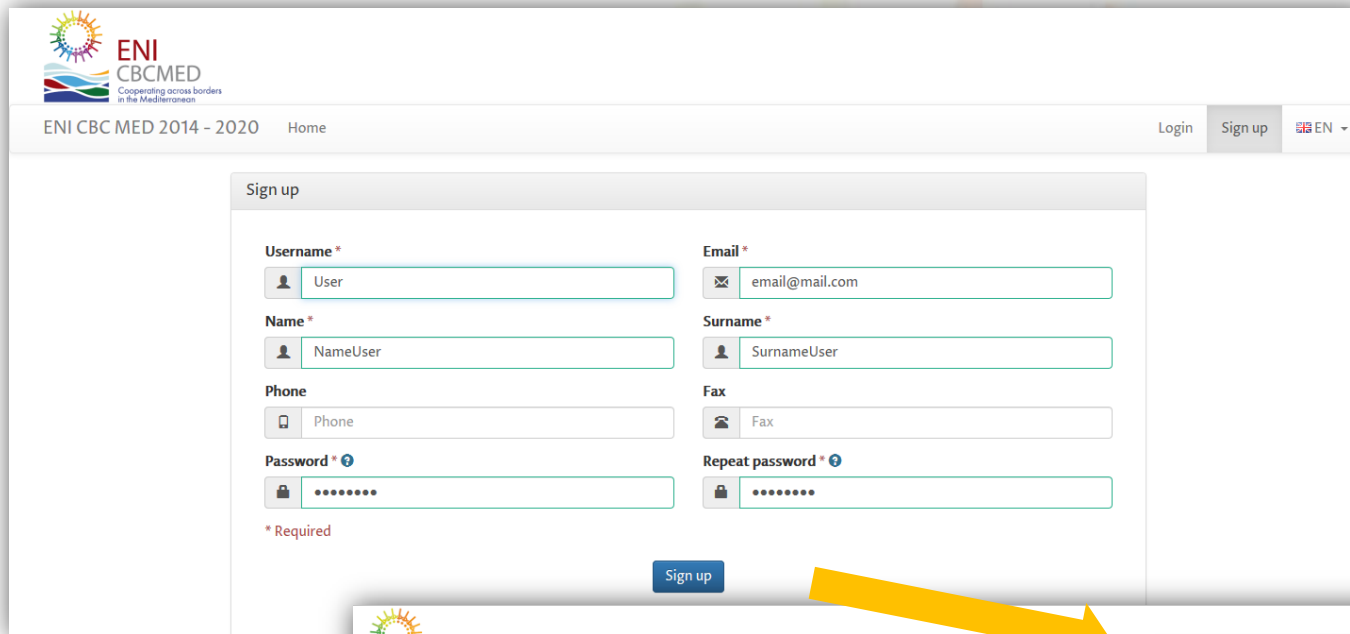
Login



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DELLA SARDEGNA

Sign Up

The password must contain a minimum of 8 characters with at least 1 Uppercase letter, 1 Lowercase letter and 1 Number.



The screenshot shows the 'Sign up' form on the ENI CBCMED website. The form includes fields for Username, Email, Name, Surname, Phone, Fax, Password, and Repeat password. A blue 'Sign up' button is located at the bottom right of the form. A yellow arrow points from this button to the confirmation message in the subsequent screenshot.

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ENI CBC MED 2014 - 2020 Home Login Sign up EN

Sign up

Username *
User

Email *
email@mail.com

Name *
NameUser

Surname *
SurnameUser

Phone
Phone

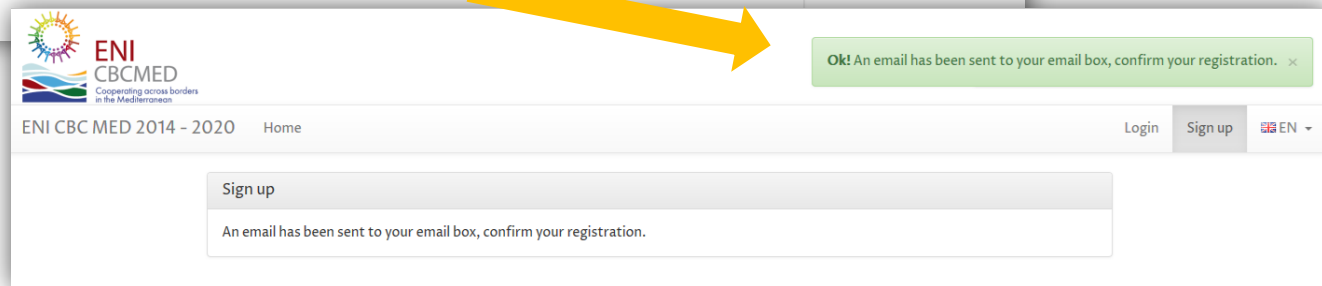
Fax
Fax

Password *
.....

Repeat password *
.....

* Required

Sign up



The screenshot shows the confirmation message after a successful sign-up. A green banner at the top of the form area displays the message: 'Ok! An email has been sent to your email box, confirm your registration.' Below this, the 'Sign up' form area is empty, and the message 'An email has been sent to your email box, confirm your registration.' is displayed in a white box.

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ENI CBC MED 2014 - 2020 Home Login Sign up EN

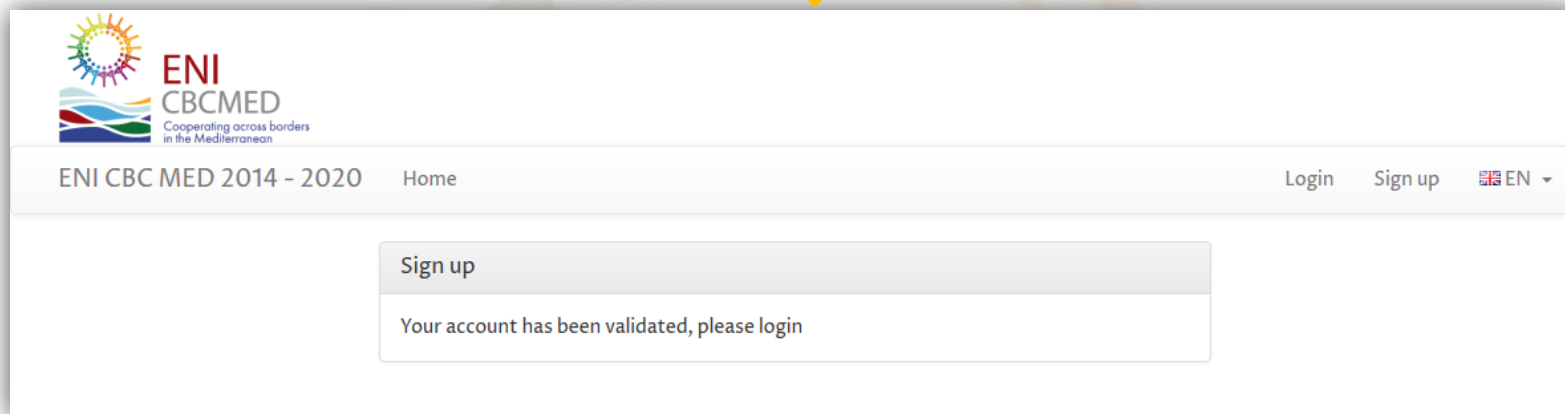
Sign up

Ok! An email has been sent to your email box, confirm your registration. x

An email has been sent to your email box, confirm your registration.

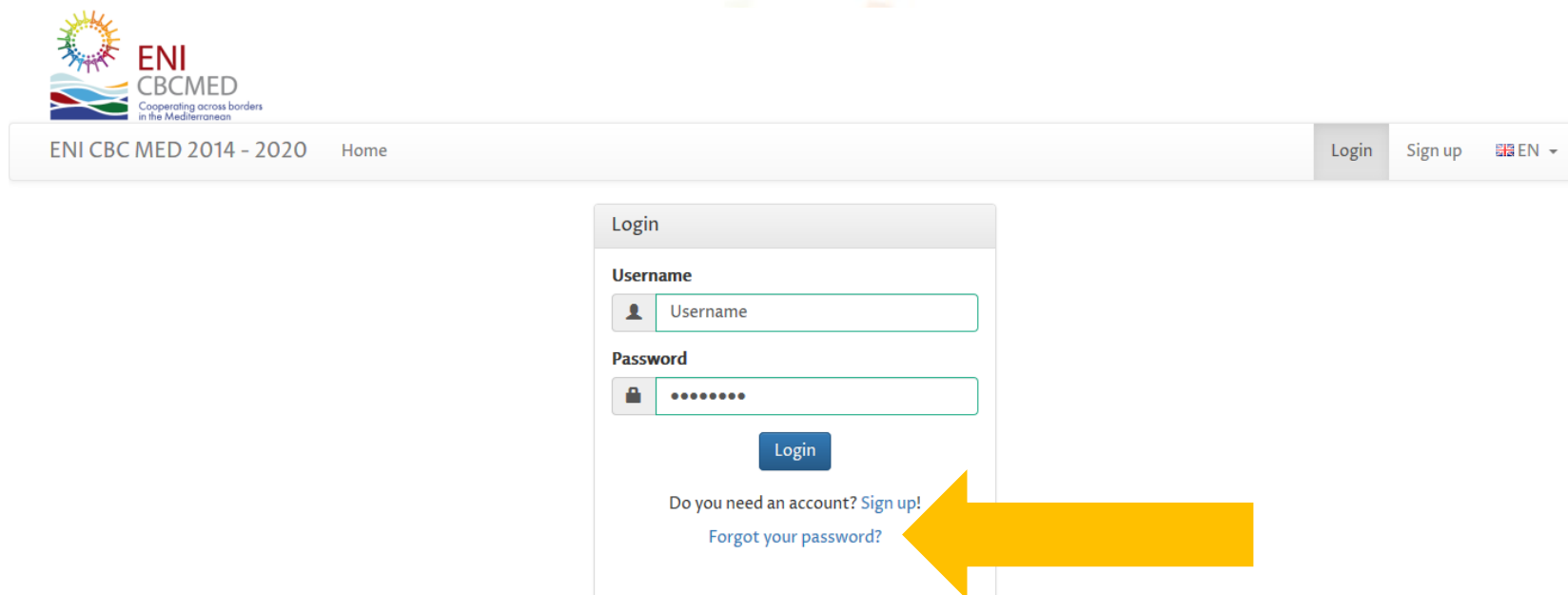
Confirm registration

*After registering to the Call, you will need to confirm your email address.
You will then need to click on the link in the email or paste it into your web browser.*



Login

If you forget your password you can provide your email and you will get a new one.



ENI CBC MED 2014 - 2020 Home Login Sign up EN ▾

Login

Username

Password

Login

Do you need an account? [Sign up!](#)

[Forgot your password?](#)



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Preliminary info

Each proposal must be submitted by an Applicant



The same organisation can participate only once as Applicant under each Priority

You can submit only one project per priority!

The section on preliminary info checks your compliance with the rule of “one project per priority for each organization”.

Additional checks will be performed by the Managing Authority during the eligibility verification

Preliminary Info - *Project info*



You can submit only one project per priority!

ENI CBC MED 2014 - 2020

Home

Hello Tester!

Logout

EN

Sections

Preliminary Info

0%

Preliminary Info

0%

Project

0%

Partnership

0%

Work-packages and budget (part 1)

0%

Sustainability

0%

Environment

Budget (part 2)

0%

Financial plan

0%

Documents

Submit

Export

Preliminary Info

Project info

Applicant info

Call for Proposals: First call for standard projects

Title

Tester Project

14/100

Acronym

TP

Duration

36 months

Thematic objective

A.3 - Promotion of social inclusion and fight against poverty (Promote economic and social development)

Priority

A.3.1 - Provide young people, especially those belonging to the NEETS and women, with marketable skills

Save and Check

Save and Check to load Applicant info



Preliminary Info - Applicant Info

The screenshot displays the ENI CBC MED 2014-2020 application portal. The top navigation bar includes the logo, the text "ENI CBC MED 2014 - 2020", a "Home" link, a user greeting "Hello Test_user!", a "Logout" link, and a language selector set to "EN".

On the left, a "Sections" sidebar lists various application stages with their completion percentages:

- Preliminary Info: 100% (highlighted with a yellow box)
- Project: 0%
- Partnership: 0%
- Work packages and budget (part 1): 0%
- Sustainability: 0%
- Environment: 0%
- Budget (part 2): 0%
- Financial plan: 0%
- Documents: 0%
- Submit: 0%

The main content area is titled "Preliminary Info" and contains two tabs: "Project info" and "Applicant info". The "Applicant info" tab is active, showing the following fields:

- Legal status:** A dropdown menu currently showing "Ministry or other national public administration".
- Country:** A dropdown menu currently showing "Jordan".
- Name of organisation:** A text input field containing "Lorem Ipsum".
- Applicant national registration number:** A text input field containing "AB123456".
- Email legal representative:** A text input field containing "LoremIpsum@email.com".

At the bottom of the form is a blue button labeled "Save and Check", which is pointed to by a large yellow arrow.

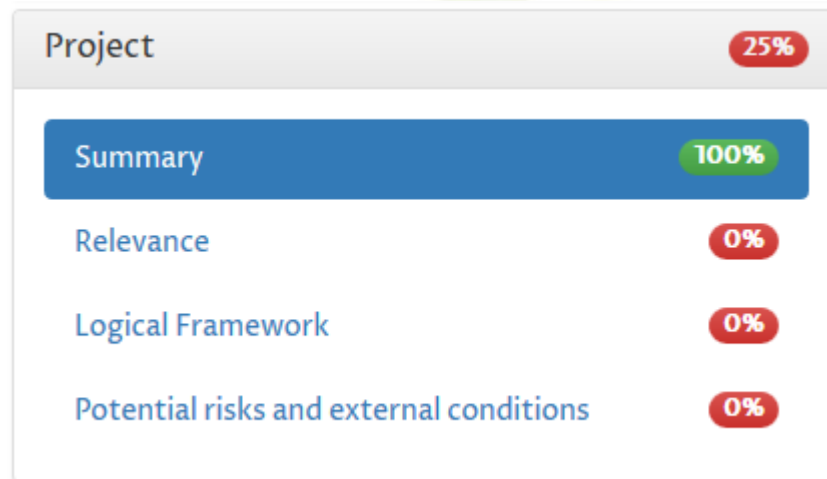
If the rule is not respected, a warning message is displayed and a notification email is forwarded to the email addresses indicated in the preliminary info section

Save and Check to complete the submission of your Preliminary Info


Project

This section includes the following project details:

- *Summary*
- *Relevance*
- *Logical Framework*
- *Potential risks and external conditions*




Project - Summary




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in the Mediterranean

ENI CBC MED 2014 – 2020

Home

Hello NataliaB! Logout  EN

Sections 

Preliminary Info0%

Project0%

Summary100%

Relevance0%

Logical Framework0%

Potential risks and external conditions0%

Partnership0%

Work-packages and budget (part 1)0%

Sustainability0%

Environment0%

Budget (part 2)0%

Summary

Description

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat."Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud

696/2000

KEEP keywords

Climate change and biodiversity, Community integration and common identity

Agriculture and fisheries and forestry

Climate change and biodiversity✓

Clustering and economic cooperation

Community integration and common identity✓

*Select the keywords that fit better to your project goals
(multiple selection allowed)*

Project - Relevance 1/3



ENI CBC MED 2014 - 2020 Home

Hello NataliaB! Logout EN ▾

Sections

Preliminary Info 100%

Project 50%

Summary 100%

Relevance 100%

Logical Framework 0%

Potential risks and external conditions 0%

Partnership 0%

Work-packages and budget (part 1) 0%

Sustainability 0%

Environment 0%

Budget (part 2) 0%

Financial plan 0%

Documents 0%

Submit 0%

Export 0%

Relevance

Part 1

Part 2

Part 3

Data loading tabs

1.1 Compliance with the Programme strategy

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat."

232/2000

1.2 Cross border impact

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat."

232/2000

1.3 Expected change

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat."

232/1000

1.4 Key orientations

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat."

232/1000

1.5 Target groups, final Beneficiaries and needs

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat."

232/2000

Save



Project - Relevance 2/3

Include up to 5 amongst the most relevant international projects/initiatives starting from 2012 and/or ongoing to be considered for synergies and explain how these synergies will be implemented.

Sections

Preliminary Info0%

Project0%

Summary0%

Relevance0%

Logical Framework0%

Potential risks and external conditions0%

Partnership0%

Work-packages and budget (part 1)0%

Sustainability0%

Environment0%

Budget (part 2)0%

Financial plan0%

Documents0%

Submit0%

Export0%

Relevance

Part 1

Part 2

Part 3

Synergies

Project/initiative

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat."

Project budget

€1.200,00

Involved countries

France

List of outputs

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat."

Exptected synergies

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat."

Add


Project/initiative	Project budget	Involved countries	List of outputs	Exptected synergies
"Lorem ipsum dolor sit amet, consectetur	€2.500,00	Greece	"Lorem ipsum dolor sit amet, consectetur	"Lorem ipsum dolor sit amet, cons


1.8 b) Other proposal


Specify other proposal...

Multiple selection is allowed

By using "Add" each synergy will be listed below

 **ENI CBCMED**
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REGIONE AUTONOMA
DELLA SARDEGNA**

25

Project - Relevance 3/3

Sections

Preliminary Info100%

Project50%

Summary100%

Relevance100%

Logical Framework0%

Potential risks and external conditions0%

Partnership0%

Work packages and budget (part 1)0%

Sustainability0%

Environment

Budget (part 2)0%

Financial plan0%

Documents

Submit

Export

Relevance

Part 1Part 2Part 3

Synergies

Project/initiative

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat."

232/250

Project budget

€1.200,00

Involved countries

France

List of outputs

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat."

232/250

Expected synergies

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat."

232/500

Add

Project/initiative	Project budget	Involved countries	List of outputs	Expected synergies
"Lorem ipsum dolor sit amet, consectetur	€2.500,00	Greece	"Lorem ipsum dolor sit amet, consectetur	"Lorem ipsum dolor sit amet, cons

<>

1.8 b) Other proposal

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat."

232/1000


1.8 c) Contribute to policy development


"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat."


232/1000

Save

Fill in the remaining fields to save all data

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Project - Logical Framework

*The Logical framework allows you to define the structure of the project that will be then detailed in the **work package** section.*



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ENI CBC MED 2014 - 2020

Home

Hello Tester!

Logout

EN

Sections

Preliminary Info100%

Project55%

Summary100%

Relevance100%

Logical Framework20%

Potential risks and external conditions0%

Partnership0%

Work-packages and budget (part 1)0%

Sustainability0%

Environment

Budget (part 2)0%

Financial plan0%

Documents

Submit

Export

Logical Framework

Objective and resultsOutputsIndicatorsOverview

Priority A.3.1 - Provide young people, especially those belonging to the NEETS and women, with marketable skills

General Objective

116/200

116/200

Save

Specific Objective

0/300


0/300

Add


Specific Objective	
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed e	Remove - Edit
Sed ut perspiciatis unde omnis iste natus error sit voluptat	Remove - Edit

Programme expected result


Work-package



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in the Mediterranean



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Project - Logical Framework - Objective and results 1/3

The project must consider at least one **specific objective**. The maximum number of specific objectives is 3.

Logical Framework **Priority Selected in Preliminary info**

Objective and results | Outputs | Indicators | Overview

Priority A.3.1 - Provide young people, especially those belonging to the NEETS and women, with marketable skills

General Objective

Describe general objective, in English language...

Your objectives

Save

1. Fill in General Objective and Save

Specific Objective

Describe specific objective, in English language...

Add

2. Fill in Specific Objective and Add

Specific Objective

Project - Logical Framework - Objective and results 2/3

Expected results are listed automatically according to the **Priority** addressed by you project. You can create up to 4 content work packages to reach the selected Programme expected result(s).

Summary 100%

Relevance 100%

Logical Framework 20%

Potential risks and external conditions 0%

Partnership 0%

Work packages and budget (part 1) 0%

Sustainability 0%

Environment

Budget (part 2) 0%

Financial plan 0%

Documents

Submit

Export

191/200

Save

Specific Objective ⓘ

Describe specific objective, in English language

0/300

Add

Specific Objective	
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ae	Remove - Edit

Programme expected result ⓘ

1.1.1 - Innovative start up enterprises having a cross-bor...

Add

Work package ⓘ

Select at least one work package ▾

WP3
WP4
WP5
WP6

Programme expected result



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Project - Logical Framework - Objective and results 3/3

You can address one expected result with more than one work package.

Error! Association expected result - wp yet present

Specific Objective ⓘ

Describe specific objective, in English language

0/300

Add

Specific Objective	
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aa	Remove - Edit

Programme expected result ⓘ

1.1.1 - Innovative start up enterprises having a cross-border...

Work package ⓘ

WP3

3. Add link expected result / work package

Add

Programme expected result	Work package	
1.1.1 - Innovative start up enterprises having a cross-border dimension, managed by you...	WP3	Remove

Click if you want to Remove or Edit


Project - Logical Framework - Outputs

*WP selected
in the
previous
step*

*Fill in the
remaining fields
to proceed with
“add” additional
outputs*

Logical Framework

Objective and results **Outputs** Indicators Overview

Title * 

Cicero 6/100

Description

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. 295/500

Work package * Semester of delivery Number of units

Select at least one work package Select at least a semester Specify value

WP3

Specify measurement unit 0/50

* Required

Add

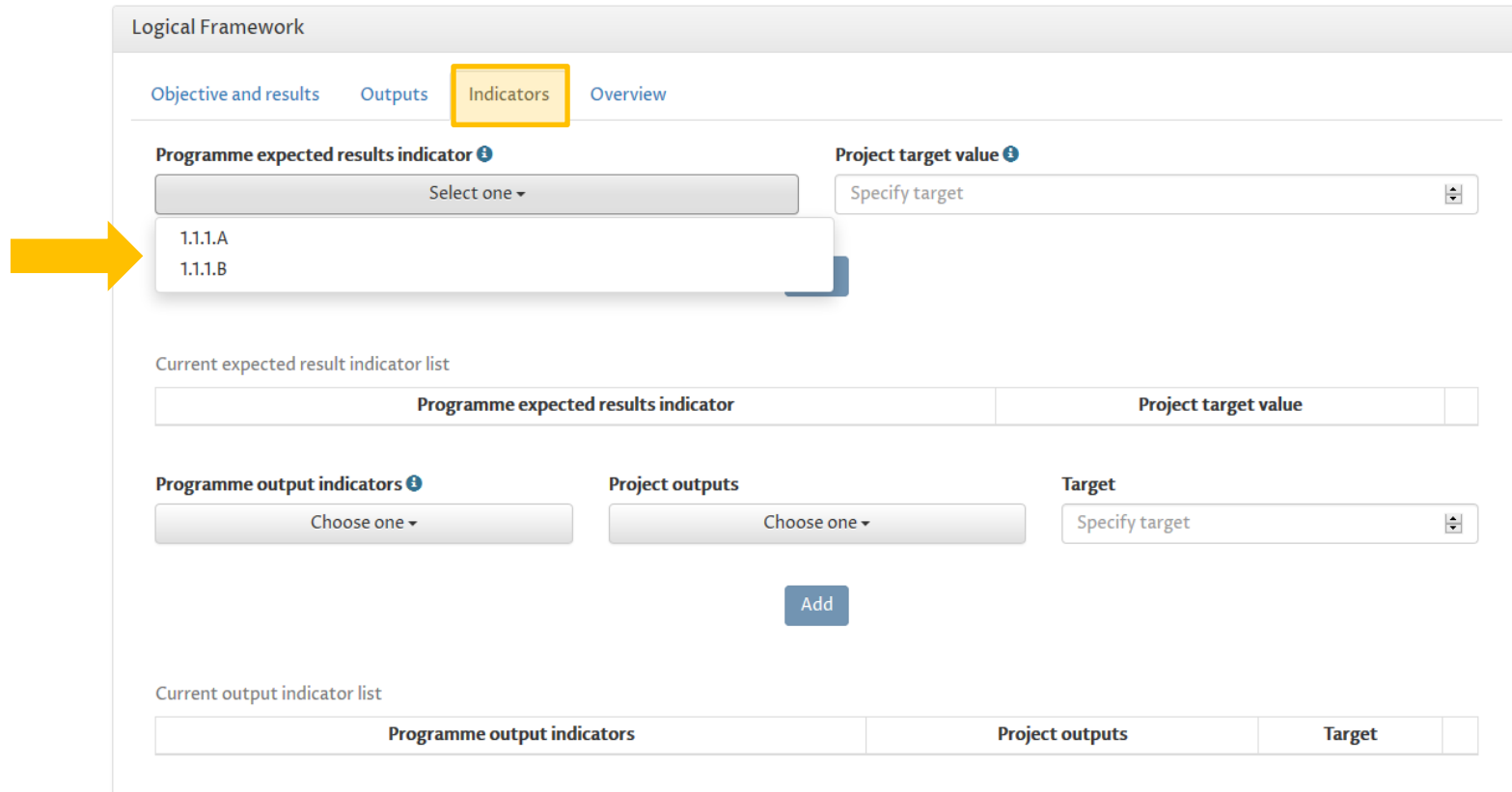
Code	Title	Description	Work package	Semester of delivery	Number of units	Measurement unit

*Click if
you
want
Remove
or Edit*

Code	Title	Description	Work package	Semester of delivery	Number of units	Measurement unit	
3.1	Cicero	At vero eos et accusamus et iusto odio dignissimos ducimus q	WP3	I	6	Measurement unit	Remove - Edit

Project - Logical Framework - Indicators 1/2

Expected results indicators are listed automatically according to the expected result(s) selected in the first tab, **Objective and results**.



The screenshot shows the 'Logical Framework' interface with the 'Indicators' tab selected. A yellow arrow points to the 'Programme expected results indicator' dropdown menu, which is open and showing options '1.1.1.A' and '1.1.1.B'. The 'Project target value' field is empty. Below, the 'Current expected result indicator list' table is empty. The 'Programme output indicators' dropdown is also open, showing 'Choose one'. The 'Project outputs' and 'Target' fields are empty. The 'Current output indicator list' table is empty. An 'Add' button is visible between the two sections.

Logical Framework

Objective and results Outputs **Indicators** Overview

Programme expected results indicator ⓘ

Select one ▼

1.1.1.A
1.1.1.B

Project target value ⓘ

Specify target

Current expected result indicator list

Programme expected results indicator	Project target value
--------------------------------------	----------------------

Programme output indicators ⓘ

Choose one ▼

Project outputs

Choose one ▼

Target

Specify target

Add

Current output indicator list

Programme output indicators	Project outputs	Target
-----------------------------	-----------------	--------

Project - Logical Framework - Indicators 2/2

Once indicated the Programme output indicator(s), quantify the project target values.

Logical Framework

Objective and results Outputs **Indicators** Overview

Programme expected results indicator ⓘ

Select one ▾

Project target value ⓘ

Specify target ▾

Add

Current expected result indicator list

Programme expected results indicator	Project target value	
1.1.1.A	5	Remove - Edit

Programme output indicators ⓘ

Choose one ▾

1.1.1.1.a (100.0)
1.1.1.1.b (200.0)
1.1.1.2.c (500000.0)
1.1.1.3.d (80.0)

Project outputs

Choose one ▾

Add

Target

Specify target ▾

Current output indicator list

Programme output indicators	Project outputs	Target
-----------------------------	-----------------	--------

1. Select at least one Programme result indicator, quantify your target value and Add, if more than one Programme result indicator is addressed

2. Select at least one output indicator, link your outputs and quantify your target

Add, if more than one output indicator is addressed

Project - Logical Framework - Overview - Potential risk

In the Overview, you can visualize the summary of the main data entered.

*Now you can fill in the section on **Potential risk and external condition** in order to complete the **Project** section.*

Sections ✖

Preliminary Info 100%

Project 75%

Summary 100%

Relevance 100%

Logical Framework 100%

Potential risks and external conditions 0%

Partnership 33%

Work packages and budget (part 1) 20%

Logical Framework

Objective and results Outputs Indicators Overview

Expected results

Priority	Expected results	Expected results indicators	Programme target	Project target
A.1.1	1.1.1	1.1.1.A	200.0	5.0

Outputs

Output indicator(s)	Programme target	Project target	Project outputs	WP
1.1.1.1.a	100.0	6.0	Cicero	WP3

Partnership - Applicant/Partners 1/4

This section allows you to provide all information needed per project partner. The Applicant info previously entered in Preliminary Info are available here.

You have to consider that:

- *The minimum number of MPC organizations is 2*
- *The minimum number of EUMPC organizations is 2*
- *The maximum number of partners from the same country is 3*
- *The minimum number of Countries to be represented is 4 and international organizations don't contribute to achieving this criterion*

Sections ✖

Preliminary Info 100%

Project 75%

Partnership 33%

Applicant/Partners 33%

Associated

Work packages and budget (part 1) 20%

Sustainability 0%

Environment

Applicant/Partners **Applicant defined in Preliminary info**

Composition [Joining regions](#)

Name	Country	Region	Official name of the organisation in the original language	Legal status	
Applicant	Jordan		Lorem Ipsum	Ministry or other national public administration	edit

New

1. Add Partners

2. Click Edit to provide details regarding experience and expertise per partner

Partnership - Applicant/Partners 2/4

Applicant information can be changed in the **Preliminary info** section. Here you can fill in additional information.

Fill in the remaining fields to save and proceed

Partnership: Applicant (Edit)

4.1 2.3.3.b Legal representative Contact person

Official name of the organisation in the original language *

Lorem Ipsum 11/150

Department/Service

Specify Department/Service, if applicable 0/150

Translation in English

Specify translation in English 0/150

Acronym

Specify the Acronym of the organisation 0/25

Legal status: *

Ministry or other national public administration

Dedicated staff ⓘ

11

* Required

Save

Partnership - Applicant/Partners 3/4

Fill out all the tabs (4.1 - 2.3.3.b - Legal representative - Contact person) and save data.

In **2.3.3.b** section you can define a maximum of 3 experiences per partner.

Partnership: Applicant (Edit)

4.1 2.3.3.b Legal representative Contact person

Name 4/50

Surname 7/50

Telephone 0/50

Specify telephone

Email * 20/50

Job title 0/50

Specify the job title

* Required

Save


*Uneditable.
Only for
Applicant is
defined in
Preliminary Info.*

Required information are the same for all partner.

Partnership - Applicant/Partners 4/4

If relevant, you can include partners from **adjoining regions**.

It is possible to define associated partners if the project expects them. Associated are codified with the acronym ASSO[n].

Sections 

Preliminary Info 100%

Project 75%

Partnership 100%

Applicant/Partners 100%

Associated

Work packages and budget (part 1) 20%

Sustainability 0%

Applicant/Partners

Composition [Adjoining regions](#)

Name	Country	Region	Official name of the organisation in the original language	Legal status	
Applicant	Jordan		Lorem Ipsum	Ministry or other national public administration	edit
PP01	France		Kafka	Ministry or other national public administration	edit - remove
PP02	Egypt		Claudio	Ministry or other national public administration	edit - remove

New

Partners are codified with acronym PP[n].

Click if you need to Remove or Edit.
You can't delete the Applicant

Work-packages and budget (part 1) 1/2

WP0 and **WP1** menu items are always displayed.

Other WP indicated are those filling in **objectives and results (Logical Framework)** section (see page 29).

Sections	
Preliminary Info	100%
Project	100%
Partnership	100%
Work packages and budget (part 1)	25%
WPO	50%
WP1	15%
WP2	15%
WP3	20%
Output overview	
Activity overview	

WP0 PREPARATION: expenditures related to the preparation of the proposal: only travel and subsistence allowed for a max. amount of 10.000 euro.

WP1-2 MANAGEMENT & COMMUNICATION: the BEN should identify the outputs (see the lists available in courtesy form) before estimating the related costs

WP3-6: the BEN should indicate the costs needed for the outputs already chosen when filling in the logical framework

Work-packages and budget (part 1) 2/2

WP0 (PREPARATION) includes the following tabs:

WP Info
WP Budget
WP Budget per cost category

WP1-6 include the following tabs:

WP Info
WP Outputs
WP Budget
WP Budget per outputs
WP Budget per cost category

WP 3-6 Outputs are first identified in the Logical Framework section. For each WP, you have to describe the scheduled activities and the contribution of each partner to achieve the expected output

Work-packages and budget (part 1) - WP Info

Define WP Coordinator and involved partners, then save.

WP Info are the same for each WP.

Sections ✕

Preliminary Info 100%

Project 100%

Partnership 100%

Work packages and budget (part 1) 25%

WP0 50%

WP1 15%

WP2 15%

WP3 20%

Output overview

Activity overview

Work package 0: Preparation

WP Info

WP Budget

WP Budget per cost category

Title

Preparation

Description

Travel and per diem

Coordinator

Applicant ▾

Involved partners

PP01, PP02 ▾

Applicant

PP01 ✓

PP02 ✓

Save

WP0 -> no output expected

Work-packages and budget (part 1) - WP Budget

Unit type list depends on the cost category provided by the WP (WP0 = Preparatory costs).

Work package 0: Preparation

WP Info

WP Budget

WP Budget per cost category

Total budget:
€ 1.000,00
Total WP:
€ 1.000,00
Other WP:
€ 0,00

WP0 100%
Other 0%

Total budget:
€ 1.000,00
Total budget MPC:
€ 1.000,00
Total budget EU:
€ 0,00

EU 0%
MPC 100%

Add new row

Clone row selected

Remove row selected

Save

✓	Code	Cost category	Partner	Description	Unit type	Unit num...	Unit cost	1
✓	WP0.PC.BEN.null	Preparatory costs	Applicant	Lorem ipsum dolor sit ..	<div>Travel Travel Per diem</div>	5	€ 200,00	↑

Actions

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Work-packages and budget (part 1) - *WP Budget per cost category*

Your budget summary per partners and cost categories is available under **WP Budget per cost category** section (read only).

Work package 0: Preparation

WP Info

WP Budget

WP Budget per cost category

Partner	Preparatory costs	Human resources	Travel and subsistence	Infrastructures	Equipment and supplies	Sub-contract services	Other	Total
Applicant	€ 1.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 1.000,00
PP01	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
PP02	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00

Work-packages and budget (part 1) - WP Outputs

STEP 1: Add a new output

STEP 2: Complete all boxes and include all requested data and save

STEP 3: Describe the scheduled activities and the contribution of each partner to achieve the expected output

Work package 1: Management

WP Info WP Outputs WP Budget WP Budget per outputs WP Budget per cost category

Title	Description	Semester of delivery	Number of units	Measurement unit
-------	-------------	----------------------	-----------------	------------------

WORKPACKAGE: WP1 - Output (NEW)

Title
Donec pede justo

Description
Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo.

Semester of delivery
II

Number of units
4

Save

Work package 1: Management

WP Info WP Outputs WP Budget WP Budget per outputs WP Budget per cost category

Title	Description	Semester of delivery	Number of units	Measurement unit
Donec pede justo	Donec pede justo, fringilla vel, aliquet nec, vulputate eget	II	4	

Activity Remove - Edit

NEW

Work-packages and budget (part 1) - WP Budget per Output

Define a budget for each output expected.

Work package 1: Management

[WP Info](#) [WP Outputs](#) [WP Budget](#) **WP Budget per outputs** [WP Budget per cost category](#)

Total WP: € 1.200.000,00

Total WP output: € 1.200.000,00

Total WP left: € 0,00


Output Choose one ▾ **Output percentage** Choose one ▾

Save

Output	Output percentage	Total	
Donec pede justo	100 %	€ 1.200.000,00	Remove - Edit

Work-packages and budget (part 1) - Overview

Both output and activity overviews provide an indicative planning of key milestones and planned activities

Sections 

Preliminary Info 100%

Project 100%

Partnership 100%

Work packages and budget (part 1) 100%

WP0 100%

WP1 100%

WP2 100%


WP3 100%


Output overview


Activity overview

Output overview

WP	OUTPUT	I	II	III	IV
WP0	Default output				
WP1	Donec pede justo		✓		
WP3	Quis aute iure	✓	✓	✓	✓
WP2	Excepteur sint obcaecat		✓		

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Sustainability

You can describe sustainability and impact detailing three sections

Sections ✕

Preliminary Info100%

Project100%

Partnership100%

Work packages and budget (part 1)100%

Sustainability100%

Sustainability100%

Environment

Budget (part 2)0%

Financial plan0%

Documents

Submit

Export

Sustainability

6.1 Impact - Describe the tangible impact that the proposal is likely to have on its final beneficiaries both in EUMC and MPC

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt.

370/1000

6.2 Multiplier effects - Consider any possible leverage effect planned by making reference to any other economic sector(s) / policy area(s) which may be positively affected by the project implementation. Include reference to and quantify additional financial resources that may contribute to a wider impact.

tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?

494/1000

6.3 Long term sustainability of the expected results - Describe the sustainability of your expected results after project completion and any concrete measure(s) to be taken during and after project implementation to ensure their durability. If relevant, explain who will be responsible and/or the owner of small scale investments / infrastructures.

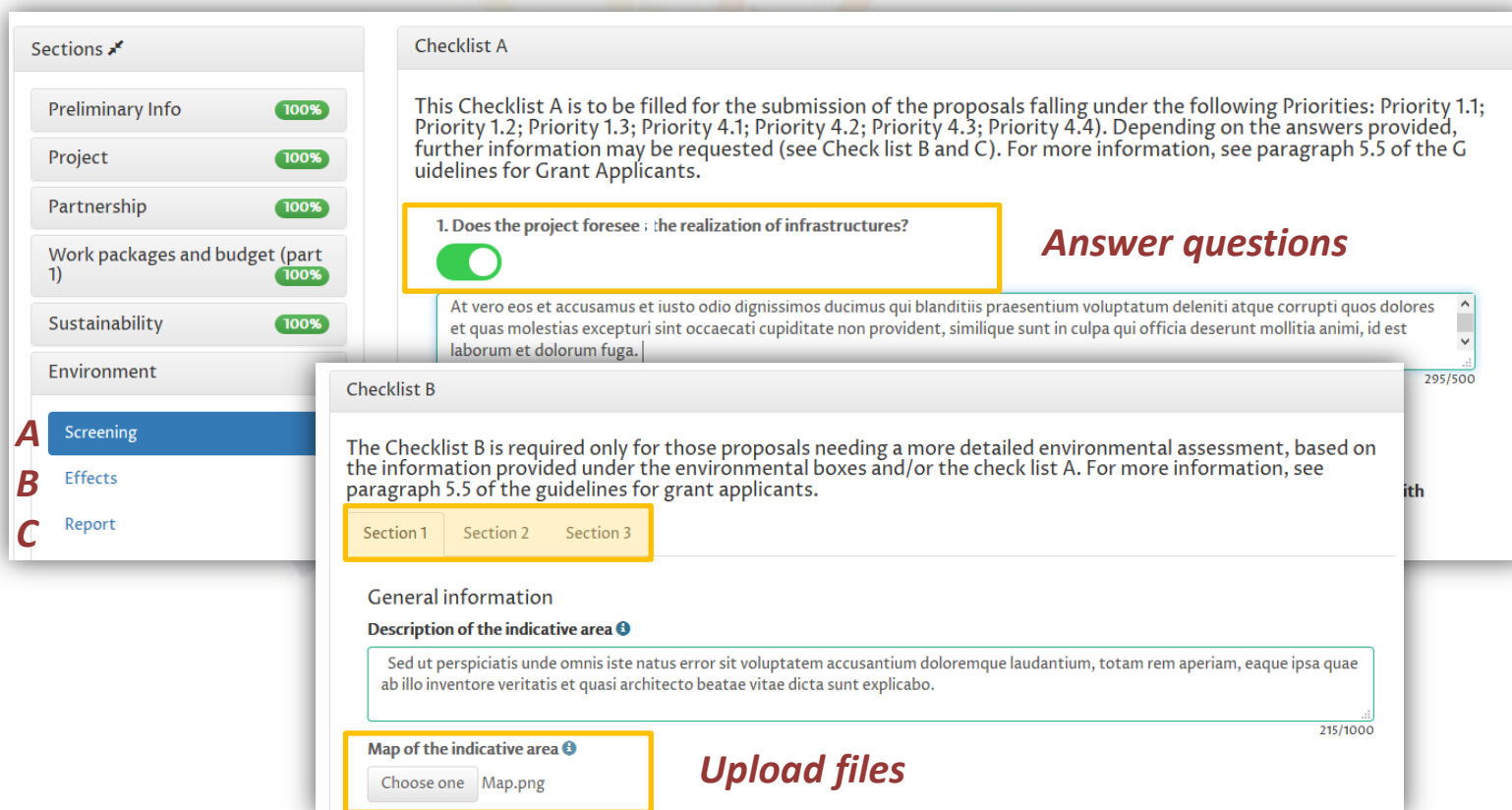
et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedita distinctio. Nam libero tempore, cum soluta nobis est eligendi ad consequuntur nihil impedit quo minus id quod maxime placeat facere

470/1000

Save

Environment

This section includes three checklists (A, B and C) to be considered depending on the Priority addressed and the content of your project proposal.



The screenshot displays the 'Environment' section of the application interface. On the left, a sidebar lists sections: Preliminary Info (100%), Project (100%), Partnership (100%), Work packages and budget (part 1) (100%), Sustainability (100%), and Environment. Under the Environment section, three options are listed: A Screening, B Effects, and C Report. A large yellow arrow points to the 'A Screening' option. The main content area shows 'Checklist A' and 'Checklist B'. Checklist A is titled 'Checklist A' and contains a question: '1. Does the project foresee the realization of infrastructures?'. Below the question is a green toggle switch. To the right of the toggle switch, the text 'Answer questions' is displayed in red. Checklist B is titled 'Checklist B' and contains a question: 'The Checklist B is required only for those proposals needing a more detailed environmental assessment, based on the information provided under the environmental boxes and/or the check list A. For more information, see paragraph 5.5 of the guidelines for grant applicants.' Below the question are three tabs: Section 1, Section 2, and Section 3. Section 1 is selected and contains the text 'General information' and 'Description of the indicative area'. Below this text is a text area with the placeholder text 'Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.' To the right of the text area, the text '215/1000' is displayed. Below the text area is a button labeled 'Map of the indicative area'. To the right of the button, the text 'Upload files' is displayed in red.

Sections ✎

- Preliminary Info 100%
- Project 100%
- Partnership 100%
- Work packages and budget (part 1) 100%
- Sustainability 100%
- Environment

A Screening

B Effects

C Report

Checklist A

This Checklist A is to be filled for the submission of the proposals falling under the following Priorities: Priority 1.1; Priority 1.2; Priority 1.3; Priority 4.1; Priority 4.2; Priority 4.3; Priority 4.4). Depending on the answers provided, further information may be requested (see Check list B and C). For more information, see paragraph 5.5 of the G uidelines for Grant Applicants.

1. Does the project foresee the realization of infrastructures?

☒

Answer questions

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga.

295/500

Checklist B

The Checklist B is required only for those proposals needing a more detailed environmental assessment, based on the information provided under the environmental boxes and/or the check list A. For more information, see paragraph 5.5 of the guidelines for grant applicants.

Section 1 Section 2 Section 3

General information

Description of the indicative area ⓘ

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.


215/1000

Map of the indicative area ⓘ

Choose one Map.png

Upload files

Budget (part 2) - WP Budget per Output

Sections 

Preliminary Info 100%

Project 100%

Partnership 100%

Work packages and budget (part 1) 100%

Sustainability 100%

Environment

Budget (part 2) 0%

Indirect costs

Co-financing, source of funding and revenues 0%

50% rule

Summary

Budget line	Cost category	WP	Output	Source of funding	50% rule				
Partner	Preparatory costs	Human resources	Travel and subsistence	Infrastructures	Equipment and supplies	Sub-contract services	Other	Subtotal	Administrative costs
PP02	€ 0,00	€ 0,00	€ 35.000,00	€ 400.000,00	€ 0,00	€ 0,00	€ 0,00	€ 435.000,00	€ 0,00
PP01	€ 0,00	€ 0,00	€ 0,00	€ 435.000,00	€ 0,00	€ 0,00	€ 0,00	€ 435.000,00	€ 0,00
Applicant	€ 1.000,00	€ 0,00	€ 25.000,00	€ 1.400.000,00	€ 0,00	€ 0,00	€ 0,00	€ 1.426.000,00	€ 0,00
Total	€ 1.000,00	€ 0,00	€ 60.000,00	€ 2.235.000,00	€ 0,00	€ 0,00	€ 0,00	€ 2.296.000,00	€ 0,00
%	0,04 %	0,00 %	2,61 %	97,34 %	0,00 %	0,00 %	0,00 %		0,00



After completing these 3 sessions you will be able to view the overall budget

Budget (part 2) - Indirect costs

Reminder: According to article 51 of the EC Implementing Rules 897/2014, **indirect costs** shall be calculated on a flat rate up to 7% of the direct costs, excluding those incurred in relation to the provision of infrastructure, provided that the rate is calculated on the basis of a fair, equitable and verifiable calculation method.

Budget: Indirect costs

Administrative costs:	Contingency reserve:
<input type="text" value="1 %"/>	<input type="text" value="3 %"/>

Subtotal direct costs: € 2.296.000,00
Subtotal direct infrastructure: € 2.235.000,00
Administrative costs: € 610,00
Total direct eligible costs: € 2.296.610,00
Contingency reserve: € 68.880,00
Administrative costs on contingency reserve: € 688,80
Total contingency: € 69.568,80
Total eligible costs: € 2.366.178,80

Save

Based on the percentage selected, all values will change accordingly

Budget (part 2) - Co-financing, source of funding and revenues 1/2

Reminder: Max **Co-financing** rate per partnership is 50%

Min **Co-financing** rate per partnership is 10%

The screenshot shows a web form titled "Budget". The "Co-financing" section is highlighted with a yellow box. It contains a dropdown menu for the Co-financing rate, currently set to "10 %". A yellow arrow points to this dropdown with the text "Automatically, every percent change will calculate all other values". To the right of the dropdown, a summary box (also highlighted with a yellow box) displays the following values:

- Total project budget: € 2.365.508,30
- Co-financing: € 236.550,83
- ENI Contribution amount: € 2.128.957,47
- Total revenues amount: € 0,00

Below the Co-financing section is a "Source of funding and revenues" section. It contains two dropdown menus: "Partner" (with the text "Choose the partner") and "Source of funding" (with the text "Choose at least one item"). A "Save" button is located between the Co-financing and Source of funding sections. A yellow arrow points to the "Save" button.

Budget (part 2) - Co-financing, source of funding and revenues 2/2

*Insert all
info and
save*

Source of funding and revenues

Partner

Choose the partner ▼

Applicant

PP01

PP02

Source of funding

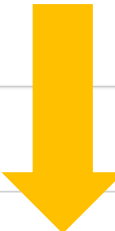
Choose at least one item ▼

Revenues (if any)

Specify value

Revenues description

Specify revenues description



Save

Partner	Total	%	Eni Contribution	Revenues (if any)	Total	%	Amount	%	Source of funding description
Applicant	€ 1.426.000,00	60,28 %	€ 1.270.577,36	€ 8.000,00	€ 1.278.577,36	89,66 %	€ 142.600,00	10,00 %	Diam quam ... A

Budget (part 2) - 50% rule

Reminder: In case the financial allocation to partners from Mediterranean Partner Countries is lower than the said minimum percentage, the difference between the minimum of 50% shall be justified by activities implemented by the EU Applicant and/or partner/s and/or International Organizations in the Mediterranean Partner Countries. The said budgeted direct costs shall be indicated and justified in this budget table.

Budget: 50% rule

EU Partner

Cost category

Budget line

Country (only MPC)

PP01 ▾

Infrastructures ▾

WP3.IN.PP1.1068 ▾

Egypt ▾

Description

Nullam eget felis eget nunc lobortis mattis aliquam faucibus purus. Libero volutpat sed cras ornare. Faucibus interdum posuere lorem ipsum dolor sit amet consectetur adipiscing. Nunc lobortis mattis aliquam faucibus purus in massa tempor nec. Sapien nec sagittis aliquam malesuada bibendum arcu. Tortor pretium viverra suspendisse potenti nullam ac tortor.

356/500

Cost of activity


25000,00

Save

Partner	Cost category	Budget line	Country	Description	Cost of activity	%
---------	---------------	-------------	---------	-------------	------------------	---

Budget (part 2) - Summary

The overall project budget is available per WP

Sections 

Preliminary Info100%

Project100%

Partnership100%

Work packages and budget (part 1)100%

Sustainability100%

Environment

Budget (part 2)100%

Indirect costs

Co-financing, source of funding and revenues100%

50% rule

Summary

Budget: Summary

Budget line Cost category WP Output Source of funding 50% rule

WP	Output	Cost	%
WP0	Default output	€ 10.000,00	100,00 %
WP1	Donec pede justo	€ 510.000,00	100,00 %
WP2	Excepteur sint obcaecat	€ 165.000,00	100,00 %
WP3	Quis aute iure	€ 1.099.000,00	100,00 %



WP0: € 10.000,00 (0,56 %) WP1: € 510.000,00 (28,59 %)
WP2: € 165.000,00 (9,25 %) WP3: € 1.099.000,00 (61,60 %)
TOTAL: € 1.784.000,00 (100 %)

Financial plan

The financial plan consists of a section for each partner and the totals for the project.
You can save it any time is needed.

Applicant						
	PREPARATORY	I	II	III	IV	Total
EU contribution	€ 0,00	€ 223.200,00	€ 0,00	€ 0,00	€ 0,00	€ 223.200,00
Other contributions / Other incomes	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Revenues	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Interests from pre-financing	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Cash advance	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total	€ 0,00	€ 223.200,00	€ 0,00	€ 0,00	€ 0,00	€ 223.200,00
Payments	-€ 0,00	-€ 0,00	-€ 0,00	-€ 0,00	-€ 0,00	-€ 0,00
Difference	€ 0,00	€ 223.200,00	€ 0,00	€ 0,00	€ 0,00	€ 223.200,00

Partner: PP01

	PREPARATORY	I	II	III	IV	Total
EU contribution	€ 0,00	€ 224.640,00	€ 0,00	€ 0,00	€ 0,00	€ 224.640,00
Other contributions / Other incomes	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Revenues	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Interests from pre-financing	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Cash advance	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 10.000,00	€ 10.000,00
Total	€ 0,00	€ 224.640,00	€ 0,00	€ 0,00	€ 10.000,00	€ 234.640,00
Payments	-€ 10.000,00	-€ 0,00	-€ 0,00	-€ 0,00	-€ 0,00	-€ 10.000,00
Difference	-€ 10.000,00	€ 224.640,00	€ 0,00	€ 0,00	€ 10.000,00	€ 224.640,00

Partner: PP02


	PREPARATORY	I	II	III	IV	Total
EU contribution	€ 0,00	€ 194.400,00	€ 0,00	€ 0,00	€ 0,00	€ 194.400,00
Other contributions / Other incomes	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Revenues	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Interests from pre-financing	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Cash advance	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total	€ 0,00	€ 194.400,00	€ 0,00	€ 0,00	€ 0,00	€ 194.400,00
Payments	-€ 0,00	-€ 0,00	-€ 0,00	-€ 0,00	-€ 0,00	-€ 0,00
Difference	€ 0,00	€ 194.400,00	€ 0,00	€ 0,00	€ 0,00	€ 194.400,00

Total

	PREPARATORY	I	II	III	IV	Total
EU	€ 0,00	€ 642.240,00	€ 0,00	€ 0,00	€ 0,00	€ 642.240,00
OTHER	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
REVENUES	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
INTEREST	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
CASH	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 10.000,00	€ 10.000,00
TOTAL	€ 0,00	€ 642.240,00	€ 0,00	€ 0,00	€ 10.000,00	€ 652.240,00
PAYMENTS	-€ 10.000,00	-€ 0,00	-€ 0,00	-€ 0,00	-€ 0,00	-€ 10.000,00
DIFFERENCE	-€ 10.000,00	€ 642.240,00	€ 0,00	€ 0,00	€ 10.000,00	€ 642.240,00

Totals in grey are automatically calculated by the eAF and are uneditable.

Financial plan

Sections 

Preliminary Info 100%

Project 100%

Partnership 100%

Work packages and budget (part 1) 100%

Sustainability 100%

Environment

Budget (part 2) 100%

Financial plan 100%

Financial plan 100%

Documents

Submit

Export

Financial plan

Applicant

-	PREPARA...	I	II	III	IV	Total	▼
EU contribution	€ 0,00	€ 223.200...	€ 0,00	€ 0,00	€ 0,00	€ 223.200,00	^
Other contributions / Other incomes	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	
Revenues	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	
Interests from pre-financing	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	
Cash advance	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	
Total	€ 0,00	€ 223.200,00	€ 0,00	€ 0,00	€ 0,00	€ 223.200,00	
Payments	-€ 0,00	-€ 0,00	-€ 0,00	-€ 0,00	-€ 0,00	-€ 0,00	
Difference	€ 0,00	€ 223.200,00	€ 0,00	€ 0,00	€ 0,00	€ 223.200,00	

Incomes: ENI funds reported automatically according to the % set in the Grant Contract

Payments: Automatically calculated on the basis of the information previously included as regards expected payments per semester

II	III	IV	Total	▼
€ 0,00	€ 0,00	€ 0,00	€ 224.640,00	^
€ 0,00	€ 0,00	€ 0,00	€ 0,00	



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Documents

This area consists of three tabs :

- 1. Upload:** upload mandatory documents
- 2. Archive:** download or remove documents uploaded in step 1/Upload tab
- 3. Materials:** download information documents and templates

The eAF checks whether the mandatory documents have been uploaded.

Documents

Upload

Archive

Materials

With this form you can upload required file

Choose one

Choose one

1.a Declaration by the Applicant_DEF_06062017.pdf


Document type

Applicant declaration ▾


Partner or associated partner

Applicant ▾


Upload



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Validate - Submit 1/3

Once the application is completed, you can validate the entered data and submit the application form.

The screenshot displays a web interface for application management. On the left, a sidebar titled 'Sections' lists various parts of the application, each with a progress indicator: Preliminary Info (100%), Project (100%), Partnership (100%), Work packages and budget (part 1) (100%), Sustainability (100%), Environment, Budget (part 2) (100%), Financial plan (100%), Documents, and Submit. The 'Submit' section at the bottom of the sidebar contains a blue 'Submit' button. The main content area is titled 'Validate and Submit' and contains two yellow-bordered boxes. The first box, 'Check your application form', includes a description and a yellow arrow pointing to a blue 'Validate' button. The second box, 'Submit your application form', includes a description and a yellow arrow pointing to a blue 'Submit' button.

Sections

- Preliminary Info **100%**
- Project **100%**
- Partnership **100%**
- Work packages and budget (part 1) **100%**
- Sustainability **100%**
- Environment
- Budget (part 2) **100%**
- Financial plan **100%**
- Documents
- Submit

Validate and Submit

Check your application form
With this function you can check if your application form is complete and has not errors before submitting it.

Submit your application form
With this function you can submit your application form.
Once submitted, your project application will be editable, until the call for proposals remains open (deadline not expired), by returning to "draft" status.
Please note that application forms not submitted will be discarded.

Validate

Submit

Validate - Submit 2/3

The validation feature will validate your application and return a summary of errors. Errors are categorized into 4 categories.

*The controls that run the system applies the rules described in the **guidelines**.*

Errors

General

WP

Budget

Financial

Code	Description	Expected	Found	Difference
Code 202	Max budget partner percentage	35,00 %	62,11 %	-27,11 %
Code 211	Max EU contribution percentage	90,00 %	100,00 %	-10,00 %
Code 214	Min co-financing percentage	10,00 %	0,00 %	10,00 %

Close

Validate - Submit 3/3

During submission the application will first perform the validation checks. If there are no errors, you will be able submit your application form. Once submitted, your project application will be uneditable, but whilst the "call for projects" remains open you may reedit your application by converting back to draft.

Please note that Application form not submitted will be discarded

Sections ✖

Preliminary Info100%

Project100%

Partnership100%

Work packages and budget (part 1)100%

Sustainability100%

Environment


Budget (part 2)100%

Financial plan100%

Validate and Submit

Submit your application form

Proposal submitted!



Back to draft

Export

You can export any time your application form in two electronic formats (i.e. word and excel files).

Sections ✖

Preliminary Info100%

Project100%

Partnership100%

Work packages and budget (part 1)100%

Sustainability100%

Environment

Budget (part 2)100%

Financial plan100%

Documents

Submit

Export

Export

Export

Export application form
Export application form in doc format

Export budget
Export budget and financial plan in sheet format

Export

Export