



ENI
CBCMED
Cooperating across borders
in the Mediterranean

e-Application Form User Guide

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ENI CBC Med Programme - Managing Authority
Regione Autonoma della Sardegna



Programme
funded by the
EUROPEAN UNION



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eForm - User Guide intro

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

All relevant information and documents are available at:

<http://www.enicbcmmed.eu/calls-for-proposals/call-for-capitalisation-projects>

Table of contents

• Main objectives	2
• Application features	7
• Sign up and login	16
• Preliminary info	19
• Project	22
• Partnership	35
• Work packages and budget	39
• Sustainability and environment	47
• Budget	49
• Financial plan	55
• Documents	57
• Verify and submit your application	58

eAF - Main objectives

Increase overall efficiency of the selection procedure

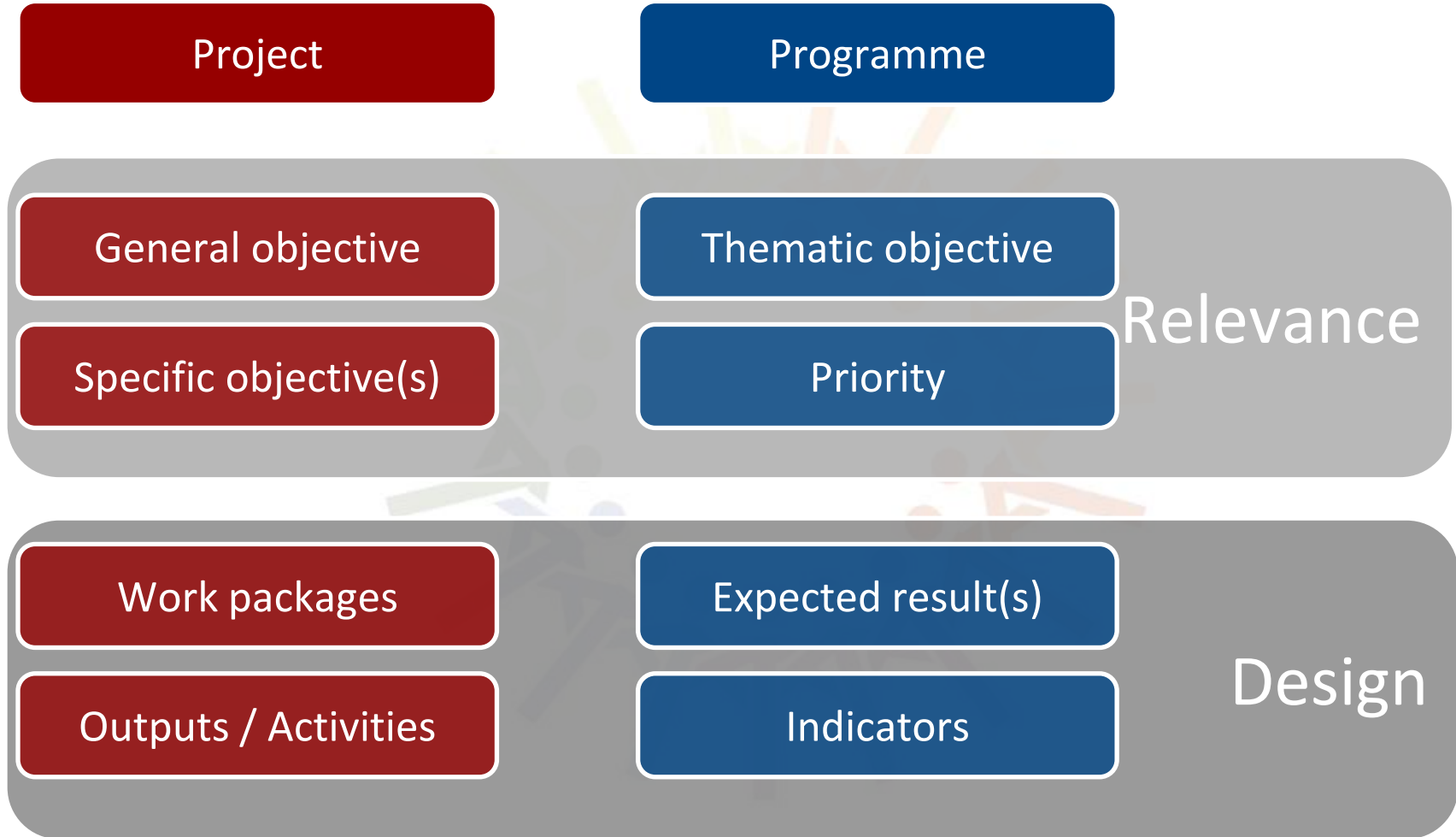
Ensure consistency among Programme objectives, priorities, results and indicators and project proposals

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

Implement the Result Based Management (RBM) approach

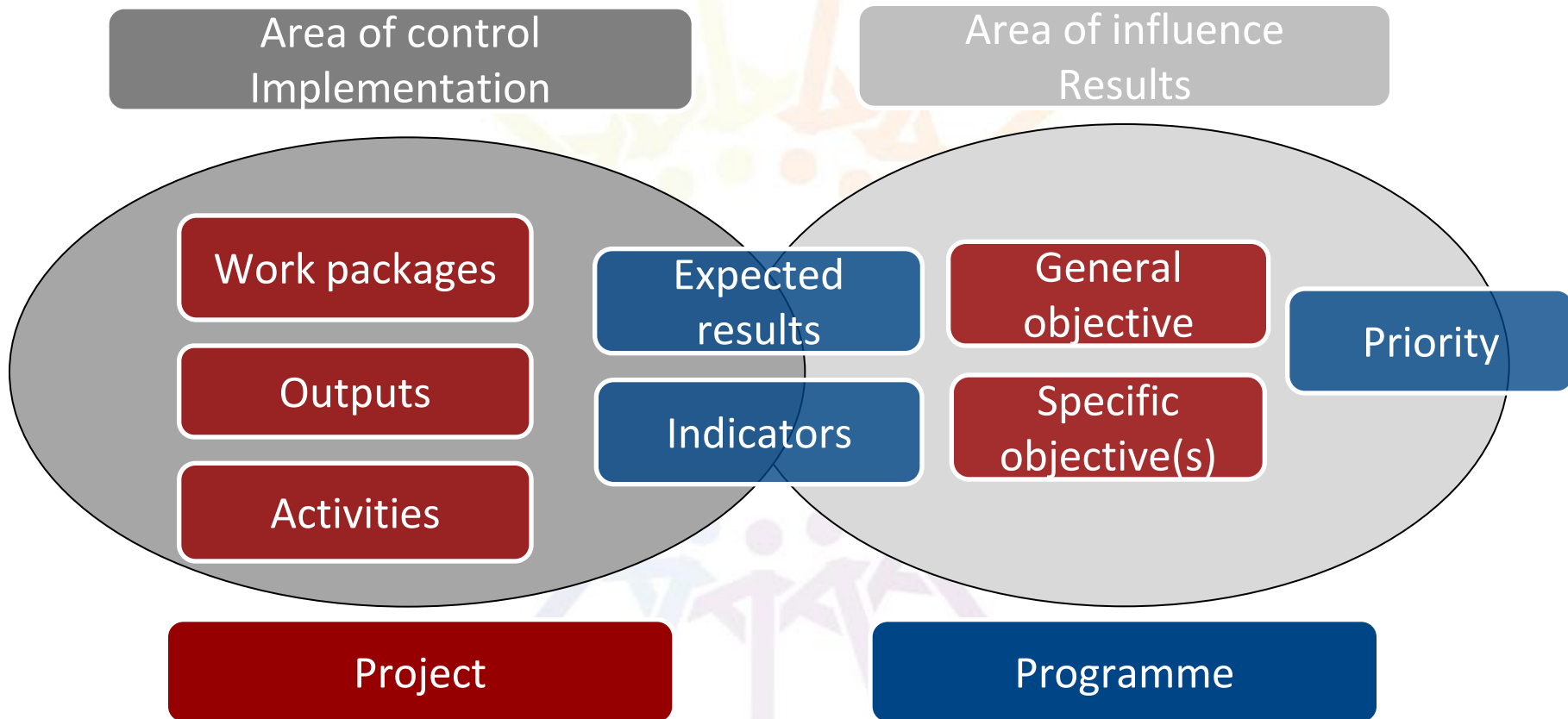
Linking your project to the ENI CBC MED Programme (1/2)

How to draft your eAF



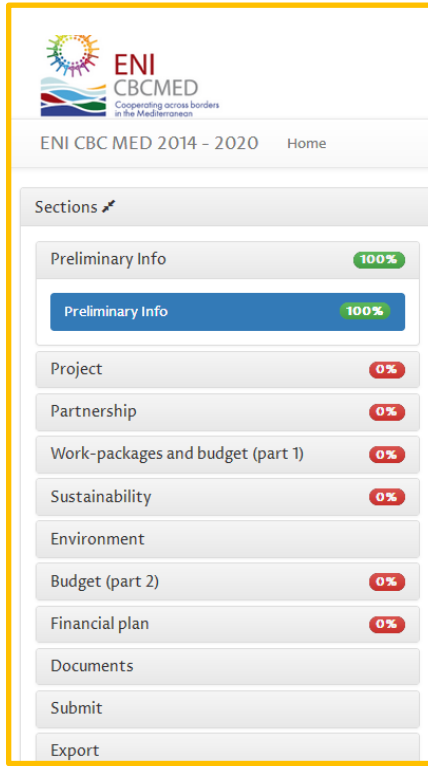
Linking your project to the ENI CBC MED Programme (2/2)

How to draft your eAF



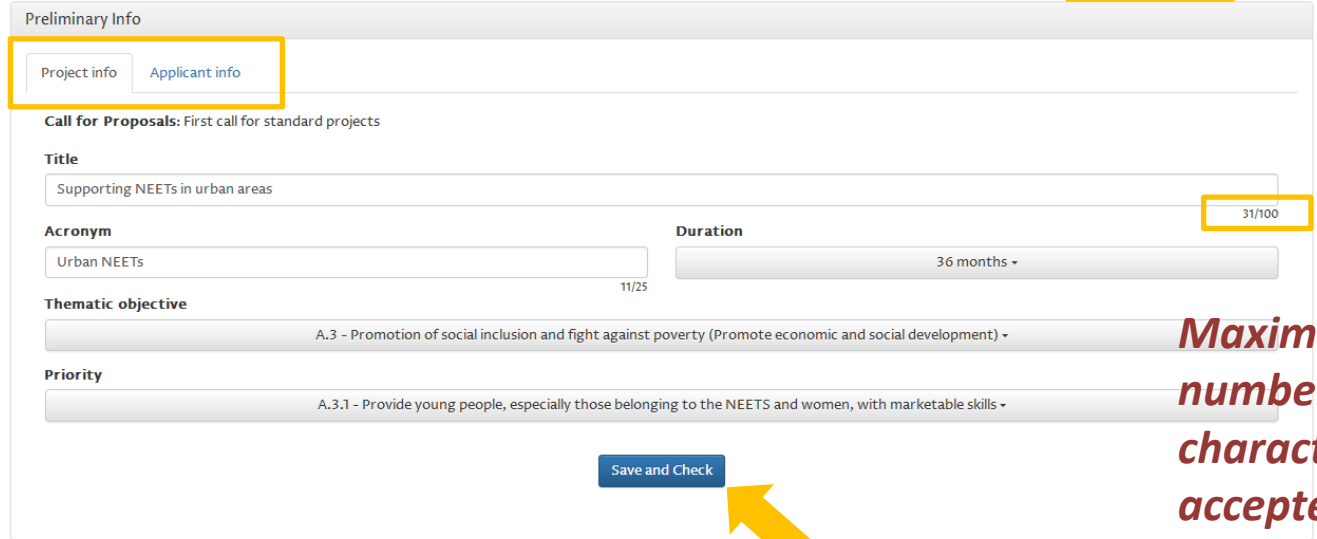
Application features 1/7

Main Menu



The Main Menu sidebar contains the ENI CBCMED logo and navigation options. The 'Preliminary Info' section is highlighted with a yellow box and shows a 100% completion status. Other sections include Project, Partnership, Work-packages and budget (part 1), Sustainability, Environment, Budget (part 2), Financial plan, Documents, Submit, and Export, all with 0% completion status.

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 and contains the following fields:

- Call for Proposals:** First call for standard projects
- Title:** Supporting NEETS in urban areas
- Acronym:** Urban NEETS
- 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

A 'Save and Check' button is located at the bottom of the form. A yellow box highlights the 'Project info' tab and the '31/100' character count indicator.

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*

1.2 Cross border impact

Describe the cross border impact... *Percentage of progress*

1.3 Expected change

Describe the Expected Change...

1.4 Key orientations

Describe the Key Orientations...

1.5 Target groups, final Beneficiaries and needs

Describe the Target Groups, Final Beneficiaries and needs...

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

The image shows a composite of two web forms. The top form is a 'Sign up' page with fields for Username, Email, Name, Surname, Phone, Fax, Password, and Repeat password. A yellow box highlights the help icon in the Password field, with a tooltip explaining password requirements. A yellow arrow points from this tooltip to a legend below. The bottom form is a 'Preliminary Info' page with tabs for 'Project info' and 'Applicant info'. It contains fields for Title, Acronym, Thematic objective, and Priority. A yellow box highlights the help icon in the Thematic objective dropdown, with a tooltip providing instructions. A yellow arrow points from this tooltip to the legend below. The legend defines the help icon as 'HELP' and the info icon as 'INFO POINT'. A 'Sign up' button is visible on the right side of the top form.

Sign up

Username *
User

Email *
email@mail.com

Name *
NameUser

Surname *
SurnameUser

Phone
Phone

Fax
Fax

Password * ⓘ
.....

Repeat password * ⓘ
.....

* Required

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

Sign up

? = HELP

i = INFO POINT

Preliminary Info

Project info Applicant info

Call for Proposals: First call for standard projects

Title
Tester Project

Acronym
TP

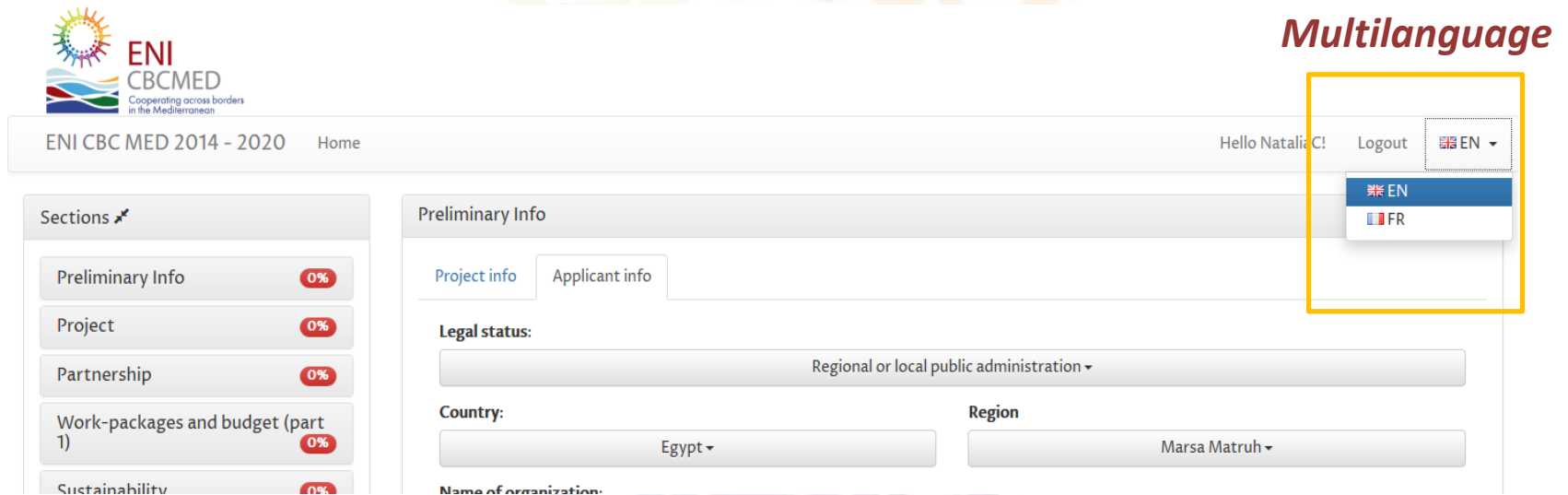
Thematic objective ⓘ Info
Choose one Programme Thematic objective
A.1 - Business and economic development (entrepreneurship, innovation and economic and social development) ▾

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

Save and Check

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**.



The screenshot displays the ENI CBCMED application interface. The header includes the ENI CBCMED logo and the text "ENI CBCMED Cooperating across borders in the Mediterranean". The navigation bar shows "ENI CBC MED 2014 - 2020" and "Home". The user is logged in as "Hello Natalia C!". A "Logout" button and a language dropdown menu are visible. The language dropdown menu is highlighted with a yellow box and shows options for "EN" (English) and "FR" (French). The main content area is titled "Preliminary Info" and contains a "Project info" tab and an "Applicant info" tab. The "Applicant info" tab is active and shows a "Legal status:" dropdown menu with the option "Regional or local public administration". Below this, there are "Country:" and "Region:" dropdown menus. The "Country:" dropdown is set to "Egypt" and the "Region:" dropdown is set to "Marsa Matruh". The "Name of organization:" field is also visible.

Multilanguage

ENI CBCMED
Cooperating across borders
in the Mediterranean

ENI CBC MED 2014 - 2020 Home

Hello Natalia C! Logout EN

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 (Cooperating across borders in the Mediterranean) is visible, along with the text "ENI CBC MED 2014 - 2020" and "Home". The user is logged in as "Hello NataliaC!" and the language is set to "EN".

The interface is divided into two main sections:

- Sections (Main Menu):** A vertical list of sections, each with a progress indicator (0%). A yellow box highlights this menu, with a large yellow arrow pointing downwards and the text "Main Menu" written vertically. The sections 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%), and Export (0%).
- Preliminary Info:** A form with two tabs: "Project info" and "Applicant info". The "Applicant info" tab is active. The form includes:
 - Call for Proposals:** First call for standard projects
 - Title:** Zero Co2
 - Acronym:** zco4 (4/25)
 - Duration:** 36 months (8/100)
 - Thematic objective:** B.4 - Environmental protection, climate change adaptation and mitigation (Address common challenges in environment)
 - Priority:** B.4.1 - Support innovative and technological solutions to increase water efficiency and encourage use of non-conventional water supply
 - Save and Check:** A blue button at the bottom of the form.

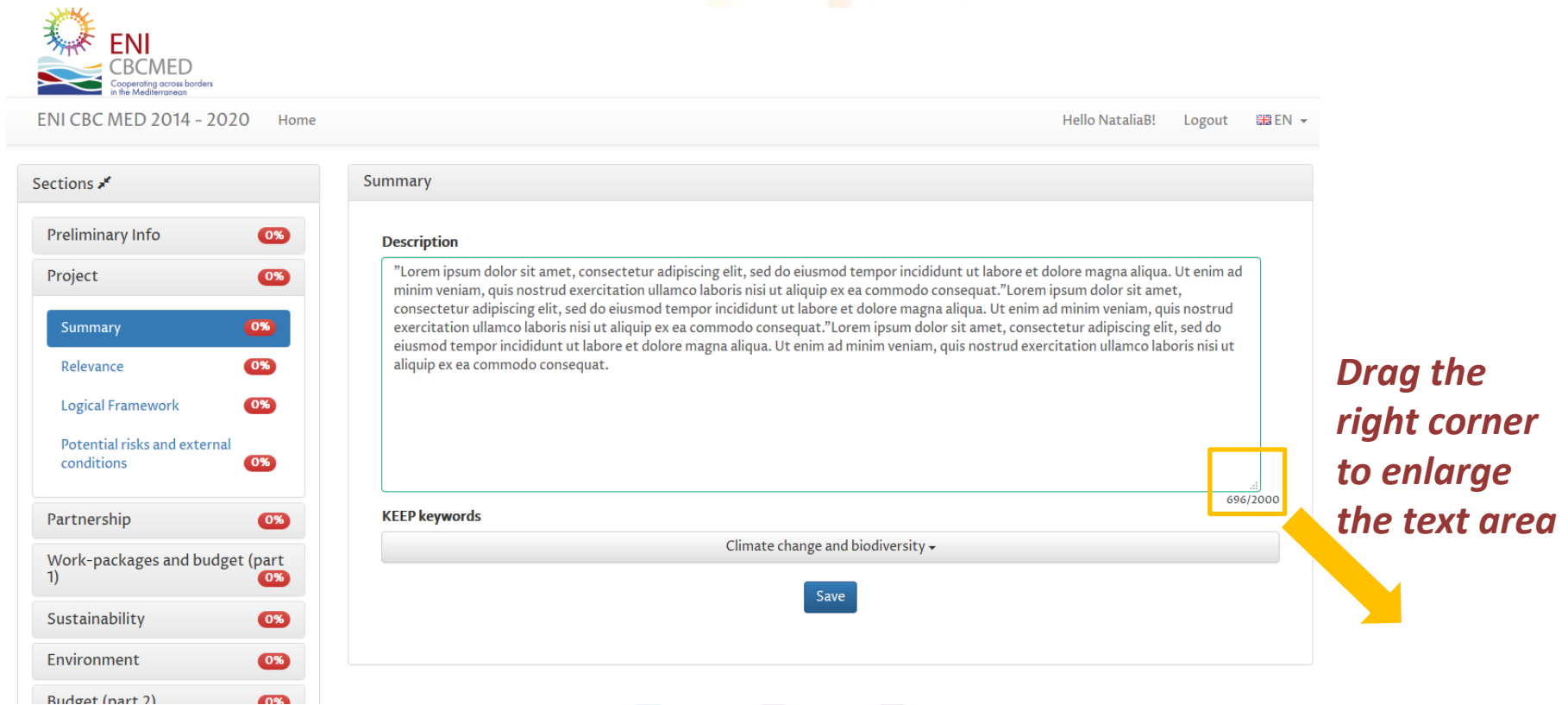
Application features 6/7

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

The screenshot displays the ENI CBCMED application interface. On the left, a sidebar titled 'Sections' contains a list of menu items, each with a progress indicator (0%). A yellow arrow points to the 'Sections' menu icon with the text *click to close menu*. The main content area shows the 'Preliminary Info' form, which is currently expanded. A yellow arrow points to the hamburger menu icon in the top left of the form with the text *click to open (unhide) menu*. The form includes fields for Title, Acronym, Thematic objective, and Priority, along with tabs for 'Project info' and 'Applicant info'.

Application features 7/7

The text area may be extended



The screenshot displays the ENI CBCMED application interface. On the left, a sidebar lists various sections with progress indicators (0%): Preliminary Info, Project, Summary (highlighted), Relevance, Logical Framework, Potential risks and external conditions, Partnership, Work-packages and budget (part 1), Sustainability, Environment, and Budget (part 2). The main content area is titled "Summary" and contains a "Description" field 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." A yellow box highlights the bottom-right corner of the text area, with a yellow arrow pointing to it from the text "Drag the right corner to enlarge the text area". Below the text area is a "KEEP keywords" section with a dropdown menu showing "Climate change and biodiversity" and a "Save" button. The top navigation bar includes "ENI CBC MED 2014 - 2020", "Home", "Hello NataliaB!", "Logout", and a language selector set to "EN".

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 TO (Thematic Objective) for each organisation”
- Check **KEEP database** (www.keep.eu/keep) 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

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.](#)



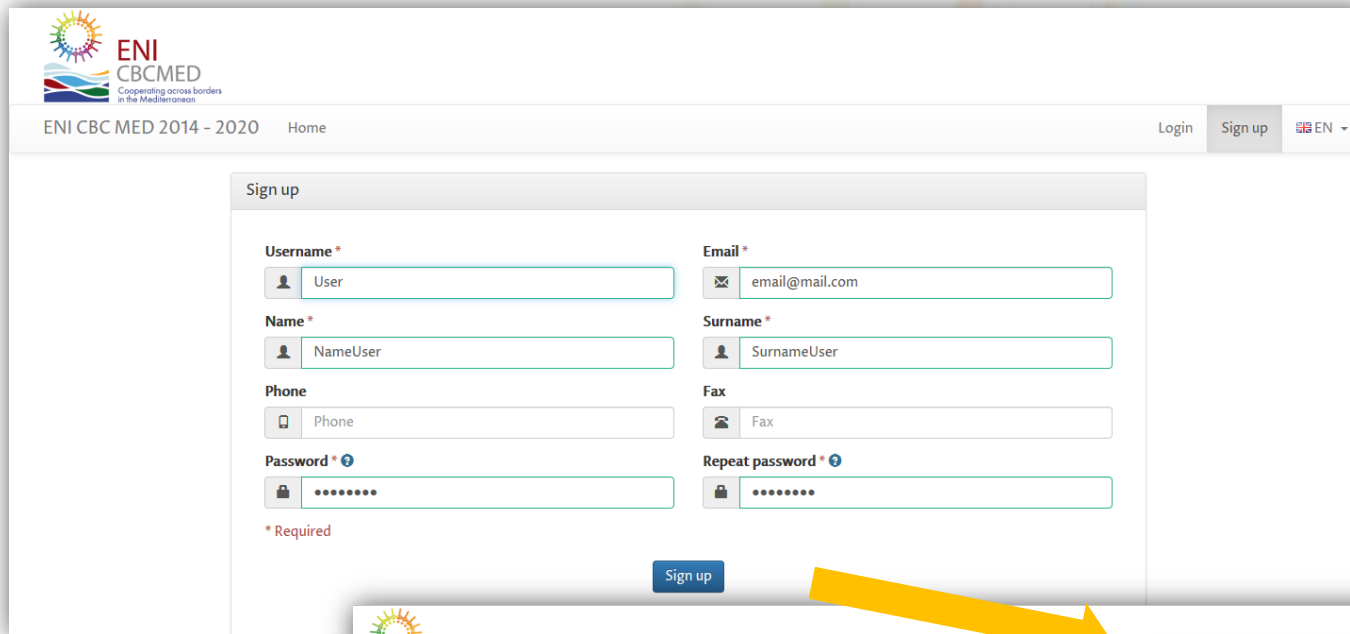
Login



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Sign Up (<http://enicbcmmed.eu/eform>)

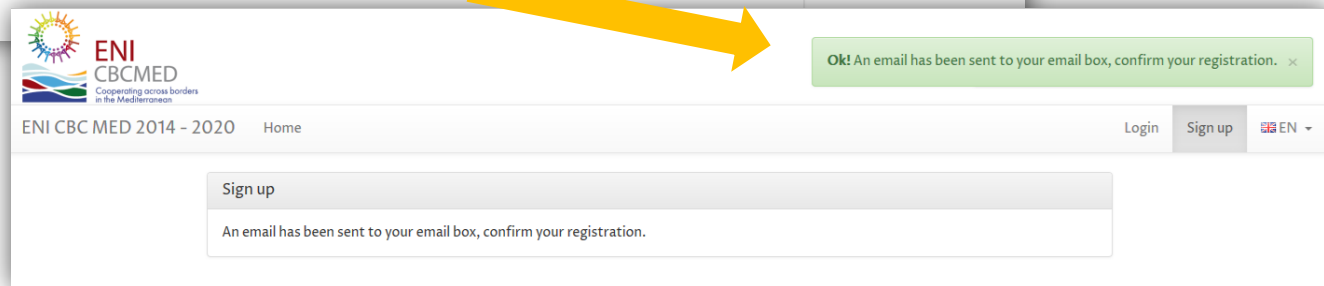
The password must contain a minimum of 8 characters with at least 1 Uppercase letter, 1 Lowercase letter and 1 Number.



The screenshot shows the ENI CBCMED sign-up form. The header includes the ENI CBCMED logo and the text "Cooperating across borders in the Mediterranean". The navigation bar shows "ENI CBC MED 2014 - 2020", "Home", "Login", "Sign up", and a language selector for "EN". The form fields are:

- Username * (input: User)
- Email * (input: email@mail.com)
- Name * (input: NameUser)
- Surname * (input: SurnameUser)
- Phone (input: Phone)
- Fax (input: Fax)
- Password * (input: masked with dots)
- Repeat password * (input: masked with dots)

A blue "Sign up" button is located below the form. A red asterisk indicates that fields marked with an asterisk are required.



The screenshot shows the ENI CBCMED sign-up page after a successful registration. A green notification box at the top right displays the message: "OK! An email has been sent to your email box, confirm your registration. x". The sign-up form is now empty and contains the text: "An email has been sent to your email box, confirm your registration." A yellow arrow points from the "Sign up" button in the previous screenshot to this notification box.

Confirm registration

After registering to the Call, you will need to confirm your email address.

You'll receive a confirmation mail in which you need to activate the account (check the SPAM folder too)

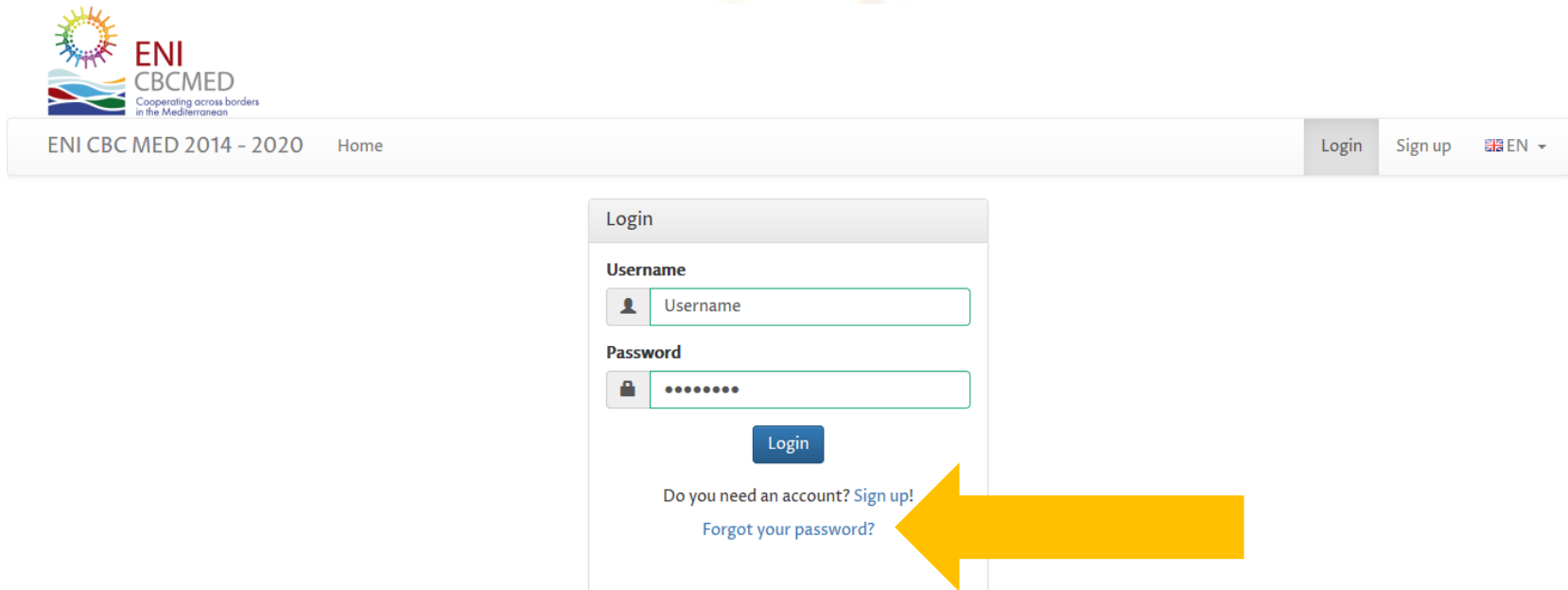
You will then need to click on the link in the email or paste it into your web browser.



The screenshot shows the ENI CBCMED website interface. At the top left is the logo with the text "ENI CBCMED Cooperating across borders in the Mediterranean". The navigation bar includes "ENI CBC MED 2014 - 2020", "Home", "Login", "Sign up", and a language selector "EN". A central message box contains the text "Sign up" and "Your account has been validated, please login".

Login

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



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Cooperating across borders
in the Mediterranean

ENI CBC MED 2014 - 2020 Home Login Sign up EN

Login

Username
Username

Password
.....

Login

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

[Forgot your password?](#)



Programme funded by the European Union

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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 TO (Thematic objective)

You can submit only one project per TO!

The section on preliminary info checks your compliance with the rule of “one project per TO 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 Thematic objective!

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

ENI CBC MED 2014 - 2020 Home Hello Test_user! Logout EN

Sections

- Preliminary Info **100%**
- Project **0%**
- Partnership **0%**
- Work packages and budget (part 1) **0%**
- Sustainability **0%**
- Environment
- Budget (part 2) **0%**
- Financial plan **0%**
- Documents
- Submit

Preliminary Info

Project info Applicant info

Legal status:
Ministry or other national public administration

Country:
Jordan

Name of organisation:
Lorem Ipsum

Applicant national registration number: AB123456 (8/25)

Email legal representative: LoremIpsum@email.com (20/50)

Save and Check

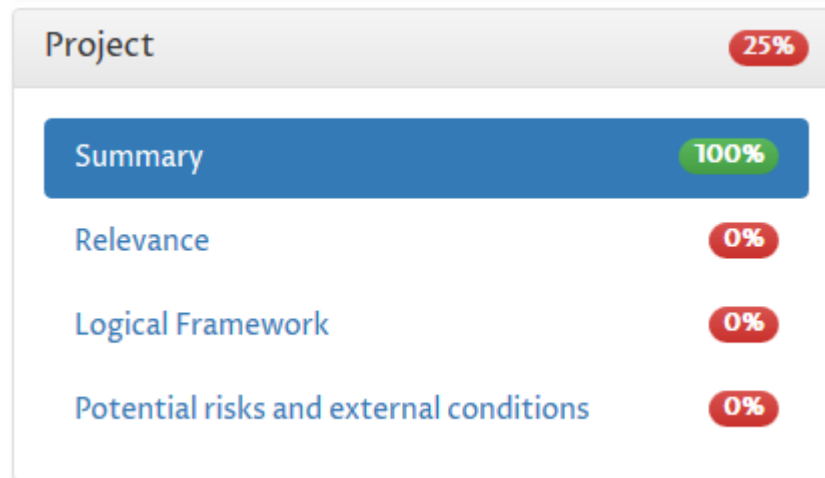
If the rule is not respected, a warning message is displayed and a notification email is forwarded to the email addresses indicated in the preliminary info section

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

The screenshot displays the ENI CBCMED project summary page. The sidebar on the left lists various sections with their completion percentages: Preliminary Info (0%), Project (0%), Summary (100%), Relevance (0%), Logical Framework (0%), Potential risks and external conditions (0%), Partnership (0%), Work-packages and budget (part 1) (0%), Sustainability (0%), Environment (0%), and Budget (part 2) (0%). The main content area is titled 'Summary' and contains a 'Description' field with placeholder text, a 'KEEP keywords' section with a search bar containing 'Climate change and biodiversity, Community integration and common identity', and a list of keywords including 'Agriculture and fisheries and forestry', 'Climate change and biodiversity', 'Clustering and economic cooperation', and 'Community integration and common identity'. A yellow arrow points to the 'Climate change and biodiversity' keyword in the list.

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

Project - Relevance 1/3

Sections

- Preliminary Info 100%
- Project 100%
 - Summary 100%
 - Relevance 100%**
 - Logical Framework 100%
 - Potential risks and external conditions 100%
 - Total budget per sub-grants
- Partnership 100%
- Work packages and budget (part 1) 48%
- Sustainability 0%
- Environment
- Budget (part 2) 60%
- Financial plan 0%
- Financial capacity 0%
- Documents
- Submit
- Export

Relevance

Part 1 **Part 2** Part 3 *Data loading tabs*

1.1 Compliance with the Programme strategy and Terms of Reference ⓘ

test 4/4000

1.2 Methodology ⓘ

test 4/4000

1.3 Cross border impact ⓘ

test 4/2000

1.4 Expected change ⓘ

test 4/4000

1.5 Institutional capacity building and people-to-people cooperation ⓘ

test 4/4000

1.6 Target groups and needs ⓘ

test 4/2000

Info

Explain in details the methodology to be implemented to ensure that the project contributes to the capitalisation objectives detailed in the Terms of Reference in relation to the transfer and exploitation of results, reinforcement of networks, as well as strategic dissemination and awareness of public authorities and policy-makers.

Project - Relevance 2/3

Include the most relevant programmes/projects/initiatives among those listed in the Terms of Reference (and related annexes) and explain how outputs/synergies/available knowledge will be concretely exploited, based on the capitalization objectives.

Relevance

Part 1 Part 2 Part 3

Synergies
1.10 a) Include the most relevant programmes/projects/initiatives among those listed in the Terms of Reference (and related annexes) and explain how outputs/synergies/available knowledge will be concretely exploited, based on the capitalization objectives.

Project / Programme / date
ENPI CBC MED - Projectxxx

Project budget (if available) €200.000,00

Involved countries Select involved countries ▼

List of outputs to be exploited
Output1

Expected synergies to be implemented
Exptected synergies to be implemented

Add

Project / Programme / date	Project budget (if available)	Involved countries	List of outputs to be exploited	Expected synergies to be implemented	
UPM	€100.000,00	Cyprus, Egypt	List of outputs to be exploited	Exptected synergies to be implemented	Remove - Edit

1.10 b) Other proposal
Specify other proposal

1.9 c) Contribute to policy development
Explain your contribute to policy development

Save

Multiple selection is allowed

By using "Add" each synergy will be listed below

Project - Relevance 3/3

Relevance

Part 1 Part 2 Part 3

Synergies

1.10 a) Include the most relevant programmes/projects/initiatives among those listed in the Terms of Reference (and related annexes) and explain how outputs/synergies/available knowledge will be concretely exploited, based on the capitalization objectives.

Project / Programme / date

25/250

Project budget (if available)

Involved countries
List of outputs to be exploited
7/2000

Exptected synergies to be implemented

37/2000

Project / Programme / date	Project budget (if available)	Involved countries	List of outputs to be exploited	Exptected synergies to be implemented	
UPM	€100.000,00	Cyprus, Egypt	List of outputs to be exploited	Exptected synergies to be implemented	<input type="button" value="Remove - Edit"/>

1.10 b) Other proposal

1000

1.9 c) Contribute to policy development

0/2000

Fill in the remaining fields to save all data



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.

The screenshot displays the ENI CBCMED project management interface. On the left, a sidebar lists various sections with their completion percentages: Preliminary Info (100%), Project (55%), 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, and Export.

The main content area is titled "Logical Framework" and contains the following elements:

- Objective and results** tabs: Objective and results (selected), Outputs, Indicators, Overview.
- Priority A.3.1 - Provide young people, especially those belonging to the NEETS and women, with marketable skills**
- General Objective**: A text input field containing "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed eiusmod tempor incididunt ut labore et dolore magna aliqua." with a "Save" button below it.
- Specific Objective**: A text input field with the placeholder "Describe specific objective, in English language..." and an "Add" button below it.
- Table of Specific Objectives**:

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** and **Work-package** labels at the bottom.

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... 0/200

Your objectives

Save **1. Fill in General Objective and Save**

Specific Objective

Describe specific objective, in English language... 0/300

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

Programme expected result

Work package ⓘ

Select at least one work package ▾

- WP3
- WP4
- WP5
- WP6



Project - Logical Framework - Objective and results 3/3

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

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-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 0/50

Specify measurement unit

* Required

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

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



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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**.*

Logical Framework

Objective and results Outputs **Indicators** Overview

Programme expected results indicator ⓘ Project target value ⓘ

Select one ▾ Specify target

1.1.1.A
1.1.1.B

Current expected result indicator list

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

Programme output indicators ⓘ Project outputs Target

Choose one ▾ Choose one ▾ 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 ⓘ Project target value ⓘ

Select one ▾ 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 ⓘ Project outputs Target

Choose one ▾ Choose one ▾ Specify target

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)

Add

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 1
- The minimum number of EUMPC organizations is 1
- The maximum number of partners from the same country is 3
- The minimum number of Countries to be represented is 5 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

Telephone 0/50

Job title 0/50

* Required

Save

Surname 7/50

Email * 20/50


*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

WPO 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	

WPO 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 **WP0 -> no output expected**

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

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

Unit type list depends on the cost category provided by the WP (WPO = 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

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

Actions

Add new row Clone row selected Remove row selected Save

Code	Cost category	Partner	Description	Unit type	Unit num...	Unit cost
WPO.PC.BEN.null	Preparatory costs	Applicant	Lorem ipsum dolor sit ...	Travel	5	€ 200,00

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

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
-------	-------------	----------------------	-----------------	------------------

STEP 1: Add a new output

NEW

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

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

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

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 **Output percentage**

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		✓		



Sustainability

You can describe sustainability and impact detailing three sections

The screenshot shows a web application interface for 'Sustainability'. On the left is a sidebar titled 'Sections' with a list of items and their completion percentages: Preliminary Info (100%), Project (100%), Partnership (100%), Work packages and budget (part 1) (100%), Sustainability (100%), Environment (0%), Budget (part 2) (0%), Financial plan (0%), Documents, Submit, and Export. The 'Sustainability' item is highlighted in blue. A large yellow arrow points from the 'Sustainability' item in the sidebar to the main content area. The main content area is titled 'Sustainability' and contains three sections:

- 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 tempore et ea quibus animam doloribus reprehenderit, auctoritate sunt aliquam ut maiores est doloremque nihil impedit quo minus id quod maxime placeat facere 470/1000

At the bottom of the main content area is a 'Save' button.

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.

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.

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.

Map of the indicative area **Upload files**

Choose one Map.png

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: 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	Administrati 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:

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%

Budget

Co-financing

Co-financing

10 % ▾

Automatically, every percent change will calculate all other values

Save

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

Source of funding and revenues

Partner

Choose the partner ▾

Source of funding

Choose at least one item ▾

Source of funding description

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

Source of funding and revenues

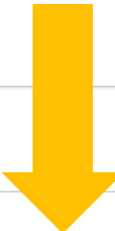
Partner

- Applicant
- PP01
- PP02

Source of funding

Revenues (if any)

Revenues description



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

Insert all info and save

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 Info 100%
- Project 100%
- Partnership 100%
- Work packages and budget (part 1) 100%
- Sustainability 100%
- Environment
- Budget (part 2) 100%
 - Indirect costs
 - Co-financing, source of funding and revenues 100%
 - 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: PPO1						
	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: PPO2						
	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
INCOME						
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
-				
EU contribution	€ 0,00	€ 0,00	€ 0,00	€ 224.640,00
Other contributions / Other incomes	€ 0,00	€ 0,00	€ 0,00	€ 0,00

Documents

This area consists of three tabs :

- 1. Upload:** upload mandatory documents (in PDF format)
 - 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

Validate - Submit 1/3

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

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**.

Check if errors were found in the application form



Code	Description	Expected	Found	Difference
Code 003	Min number of partner	5	1	4
Code 004	Min number of partner from MPC	1	0	1
Code 007	Min number of countries in the partnership	5	1	4
Code 008	Environmental screening (Checklist A) required	1	0	1
Code 009	Declaration by the Applicant: upload required	1	0	1
Code 013	Administrative costs calculation: upload required	1	0	1
Code 014	State Aid self assessment: upload required	1	0	1

General

WP

Budget

Financial



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

Validate and Submit

Submit your application form
Proposal submitted!



[Back to draft](#)

Export

You can export any time your application form in 3 electronic formats (i.e. word, PDF and excel files).

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
- Export Export

Export

- Export application form
Export application form in doc format Export
- Export PDF application form
Export application form in pdf format Export
- Export budget
Export budget and financial plan in xls format Export

