e-Application Form
User Guide
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.enicbcmed.eu
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

Project

General objective
Specific objective(s)

Programme

Thematic objective
Priority

Relevance

Design

Work packages
Outputs / Activities

Expected result(s)
Indicators
Linking your project to the ENI CBC MED Programme (2/2)

How to draft your eAF

Area of control
Implementation

- Work packages
- Outputs
- Activities

Area of influence
Results

- Expected results
- Indicators
- General objective
- Specific objective(s)

Priority

Project

Programme
Application features 1/7

Main Menu

Multilanguage

User Area

Data loading tabs

Button to Save and check data

Maximum number of characters accepted

Hello MAI Logout

EN -
Application features 2/7

- Relevance Submenu
  - Data loading tabs
  - Percentage of progress
  - Button to Save and check data
Application features 3/7

Online help and info points are available to provide you with further information / guidance.
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.**
A percentage showing your progresses is available for each section. Moreover, the main menu guides you in filling in the form.
Application features 6/7

You can **hide the main menu** to have more room for data.
Application features 7/7

The text area may be extended

Drag the right corner to enlarge the text 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
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.

**Returning users:** Log in to continue an application.

Sign up
Login
Sign Up

The password must contain a minimum of 8 characters with at least 1 Uppercase letter, 1 Lowercase letter and 1 Number.
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.
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.
You can submit only one project per priority!

Save and Check to load Applicant info
Save and Check to complete the submission of your Preliminary Info

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.
This section includes the following project details:

- Summary
- Relevance
- Logical Framework
- Potential risks and external conditions
Select the keywords that fit better to your project goals (multiple selection allowed)
Project - Relevance 1/3

Data loading tabs

1.1 Compliance with the Programme strategy

1.2 Cross border impact

1.3 Expected change

1.4 Key orientations

1.5 Target groups, Final Beneficiaries and needs
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.

Multiple selection is allowed

By using “Add” each synergy will be listed below
Project - **Relevance 3/3**

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 project must consider at least one specific objective. The maximum number of specific objectives is 3.
Expected results are listed automatically according to the Priority addressed by your project. You can create up to 4 content work packages to reach the selected Programme expected result(s).
Project - Logical Framework - Objective and results 3/3

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

3. Add link expected result / work package
Project - Logical Framework - Outputs

WP selected in the previous step

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

Click if you want Remove or 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.
Once indicated the Programme output indicator(s), quantify the project target values.

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.
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

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/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.

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\[n\].

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).

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.

WPO -> no output expected
Work-packages and budget (part 1) - WP Budget

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

<table>
<thead>
<tr>
<th>Partner</th>
<th>Preparatory costs</th>
<th>Human resources</th>
<th>Travel and subsistence</th>
<th>Infrastructures</th>
<th>Equipment and supplies</th>
<th>Sub-contract services</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>€ 1,000,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 1,000,00</td>
</tr>
<tr>
<td>PPO1</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
</tr>
<tr>
<td>PPO2</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
<td>€ 0,00</td>
</tr>
</tbody>
</table>
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-packages and budget (part 1) - WP Budget per Output

Define a budget for each output expected.

Table:

<table>
<thead>
<tr>
<th>Output</th>
<th>Output percentage</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donec pede justo</td>
<td>100 %</td>
<td>€ 1,200,000,00</td>
</tr>
</tbody>
</table>
Work-packages and budget (part 1) - \textit{Overview}

\textbf{Both output and activity overviews} provide an indicative planning of key milestones and planned activities.

\begin{table}[h]
\begin{tabular}{|c|c|c|c|c|}
\hline
\textbf{WP} & \textbf{OUTPUT} & \textbf{I} & \textbf{II} & \textbf{III} & \textbf{IV} \\
\hline
WP0 & Default output & & & & \\
WP1 & Donec pede justo & & & \checkmark & \\
WP3 & Quis aute iure & \checkmark & \checkmark & \checkmark & \checkmark \\
WP2 & Excepteur sint obcaecat & & & & \checkmark \\
\hline
\end{tabular}
\end{table}
You can describe sustainability and impact detailing three sections.
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.
Budget (part 2) - WP Budget per Output

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.

Based on the percentage selected, all values will change accordingly.
Reminder: **Max Co-financing rate per partnership is 50%**

**Min Co-financing rate per partnership is 10%**
Budget (part 2) - Co-financing, source of funding and revenues 2/2

Source of funding and revenues

<table>
<thead>
<tr>
<th>Partner</th>
<th>Source of funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Choose at least one item</td>
</tr>
<tr>
<td>PP01</td>
<td></td>
</tr>
<tr>
<td>PP02</td>
<td></td>
</tr>
</tbody>
</table>

Revenues (if any)

Specify value

Revenues description

Specify revenues description

<table>
<thead>
<tr>
<th>Partner</th>
<th>Total</th>
<th>%</th>
<th>Eni Contribution</th>
<th>Revenues (if any)</th>
<th>Total</th>
<th>%</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>€ 1,426,000.00</td>
<td>60,28 %</td>
<td>€ 1,270,577,36</td>
<td>€ 8,000.00</td>
<td>€ 1,278,577,36</td>
<td>89,66 %</td>
<td>€ 142,600.00</td>
<td>10,00 %</td>
</tr>
</tbody>
</table>

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.
The overall project budget is available per WP

### Budget: Summary

<table>
<thead>
<tr>
<th>WP</th>
<th>Output</th>
<th>Cost</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP0</td>
<td>Default output</td>
<td>€ 10.000,00</td>
<td>100,00 %</td>
</tr>
<tr>
<td>WP1</td>
<td>Donec pede justo</td>
<td>€ 510.000,00</td>
<td>100,00 %</td>
</tr>
<tr>
<td>WP2</td>
<td>Excepteur sint occaecat</td>
<td>€ 165.000,00</td>
<td>100,00 %</td>
</tr>
<tr>
<td>WP3</td>
<td>Quis aute iure</td>
<td>€ 1.099.000,00</td>
<td>100,00 %</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Applicant</th>
<th>PREPARATORY</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU contribution</td>
<td>€ 0.00</td>
<td>€ 235,000.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 235,000.00</td>
</tr>
<tr>
<td>Other contributions / Other incomes</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Revenue</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Interests from pre-financing</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Cash advance</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Total</td>
<td>€ 0.00</td>
<td>€ 235,000.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 235,000.00</td>
</tr>
<tr>
<td>Payments</td>
<td>-€ 0.00</td>
<td>-€ 0.00</td>
<td>-€ 0.00</td>
<td>-€ 0.00</td>
<td>-€ 0.00</td>
<td>-€ 0.00</td>
</tr>
<tr>
<td>Difference</td>
<td>€ 0.00</td>
<td>€ 235,000.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 235,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner: PP01</th>
<th>PREPARATORY</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU contribution</td>
<td>€ 0.00</td>
<td>€ 219,040.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 219,040.00</td>
</tr>
<tr>
<td>Other contributions / Other incomes</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Revenue</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Interests from pre-financing</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Cash advance</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>Total</td>
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<td>€ 219,040.00</td>
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<td>-€ 19,040.00</td>
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<tr>
<td>Difference</td>
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<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 219,040.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Partner: PP02</th>
<th>PREPARATORY</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU contribution</td>
<td>€ 0.00</td>
<td>€ 176,400.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 176,400.00</td>
</tr>
<tr>
<td>Other contributions / Other incomes</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
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<tr>
<td>Revenue</td>
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<td>€ 0.00</td>
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<tr>
<td>Interests from pre-financing</td>
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<td>€ 0.00</td>
<td>€ 0.00</td>
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<td>Cash advance</td>
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<td>€ 0.00</td>
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<td>€ 0.00</td>
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<tr>
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<td>-€ 0.00</td>
<td>-€ 0.00</td>
<td>-€ 0.00</td>
<td>-€ 400.00</td>
</tr>
<tr>
<td>Difference</td>
<td>€ 400.00</td>
<td>€ 176,000.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 176,000.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
<th>PREPARATORY</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>Total</th>
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<tbody>
<tr>
<td>EU</td>
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<td>€ 643,245.00</td>
<td>€ 0.00</td>
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<td>€ 0.00</td>
<td>€ 643,245.00</td>
</tr>
<tr>
<td>OTHER</td>
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<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>REVENUE</td>
<td>€ 0.00</td>
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<td>€ 0.00</td>
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</tr>
<tr>
<td>INTEREST</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
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<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>CASH</td>
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<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
<td>€ 0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>€ 0.00</td>
<td>€ 643,245.00</td>
<td>€ 0.00</td>
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<td>€ 643,245.00</td>
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<tr>
<td>PAYMENTS</td>
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<td>TOTAL</td>
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<td>-€ 0.00</td>
<td>-€ 0.00</td>
<td>-€ 0.00</td>
<td>-€ 10,000.00</td>
</tr>
</tbody>
</table>

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

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

**Incomes**: ENI funds reported automatically according to the % set in the Grant Contract.
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.
Validate - Submit 1/3

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Expected</th>
<th>Found</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code 202</td>
<td>Max budget partner percentage</td>
<td>35,00 %</td>
<td>62,11 %</td>
<td>-27,11 %</td>
</tr>
<tr>
<td>Code 211</td>
<td>Max EU contribution percentage</td>
<td>90,00 %</td>
<td>100,00 %</td>
<td>-10,00 %</td>
</tr>
<tr>
<td>Code 214</td>
<td>Min co-financing percentage</td>
<td>10,00 %</td>
<td>0,00 %</td>
<td>10,00 %</td>
</tr>
</tbody>
</table>
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
Export

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