e-Application Form
User Guide
This guide takes you through the electronic application form (eAF) to submit your project proposal under the first call for standard projects.

All relevant information and documents are available at:

http://www.enpicbcmed.eu/enicbcmed-2014-2020
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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

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
Application features 1/7

Main Menu

Data loading tabs

Multilanguage

User Area

Button to Save and check data

Maximum number of characters accepted

- Hello MAI
- Logout
- EN -

Maximum number of characters accepted

Button to Save and check data

Data loading tabs
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
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

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.
Project

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
Fill in the remaining fields to save all data.
The **Logical framework** allows you to define the structure of the project that will be then detailed in the **work package** section.
**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.

<table>
<thead>
<tr>
<th>Specific Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority A.3.1 - Provide young people, especially those belonging to the NEETS and women, with marketable skills</td>
</tr>
</tbody>
</table>

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

2. **Fill in Specific Objective and Add**
**Project - Logical Framework - Objective and results 2/3**

**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).
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 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 3 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.
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).

### Work package 0: Preparation

<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>PP01</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>PP02</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.

Work package 1: Management

<table>
<thead>
<tr>
<th>WP Info</th>
<th>WP Outputs</th>
<th>WP Budget</th>
<th>WP Budget per outputs</th>
<th>WP Budget per cost category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total WP: € 1.200.000,00</td>
<td>Total WP output: € 1.200.000,00</td>
<td>Total WP left: € 0,00</td>
<td>Output</td>
<td>Output percentage</td>
</tr>
</tbody>
</table>

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

Save
Work-packages and budget (part 1) - Overview

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

<table>
<thead>
<tr>
<th>WP</th>
<th>OUTPUT</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP0</td>
<td>Default output</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP1</td>
<td>Donec pede justo</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>WP2</td>
<td>Excepteur sint obcaecat</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>WP3</td>
<td>Quis autem iure</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Output overview
Sustainability

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
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

Save
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

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

Financial plan

<table>
<thead>
<tr>
<th>Partner</th>
<th>㿠</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>P001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P002</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Applicant:

- EU contribution: € 0,00, € 223,200, € 0,00, € 0,00, € 223,200
- Other contributions / Other incomes: € 0,00, € 0,00, € 0,00, € 0,00, € 0,00
- Revenues: € 0,00, € 0,00, € 0,00, € 0,00, € 0,00
- Interests from pre-financing: € 0,00, € 0,00, € 0,00, € 0,00, € 0,00
- Cash advance: € 0,00, € 0,00, € 0,00, € 0,00, € 0,00
- Total: € 0,00, € 223,200, € 0,00, € 0,00, € 223,200
- Payments: € 0,00, € 223,200, € 0,00, € 0,00, € 223,200
- Difference: € 0,00, € 223,200, € 0,00, € 0,00, € 223,200

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
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.
Once the application is completed, you can validate the entered data and submit the application form.
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.
Validate - Submit 3/3

During submission the application will first perform the validation checks. If there are no errors, you will be able to 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).