Interreg South Baltic

Co-funded by the European Union

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Interreg Applicant Manual

Application form

as of 9 November 2023

Version 1.1

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1. APPLICATIONS FORM – the Applicant's perspective

To create an application form, you must first register and log in to the system, and then search the calls under which you intend to submit an application form. To this end, follow the instructions laid out in the *Interreg Applicant Manual – General Part*.

Note!

- ► Terminology used in the system can slightly differ from that used in the programme. The term **Applicant** shall mean an entity/institution which takes the role of the Lead Partner in a given project. **Project Partners** shall mean other partners in the project.

The applicant creates an application form referring to the relevant call. The application form includes 12 sections:

I. Project information
II. Applicant and project partners
III. Project indicators
IV. Work packages
V. Project budget
VI. Budget summary
VII. Co-financing sources
VIII. Risk analysis
IX. Additional information
X. Statements
XI. Appendices
XII. Application form data

Editing a certain section sometimes requires completing the element of one or more preceding sections, as certain data entered in opening section us used for defining the data in subsequent ones.

Sections VI and XII are non-editable because they are created automatically on the basis of the data either from the preceding sections or the call.

In your application, you, as an ***Applicant*** (and the ***Collaborators*** authorised by you), can describe the project for the co-financing of which you are applying.

Next, you send a correctly completed application form to the Joint Secretariat.

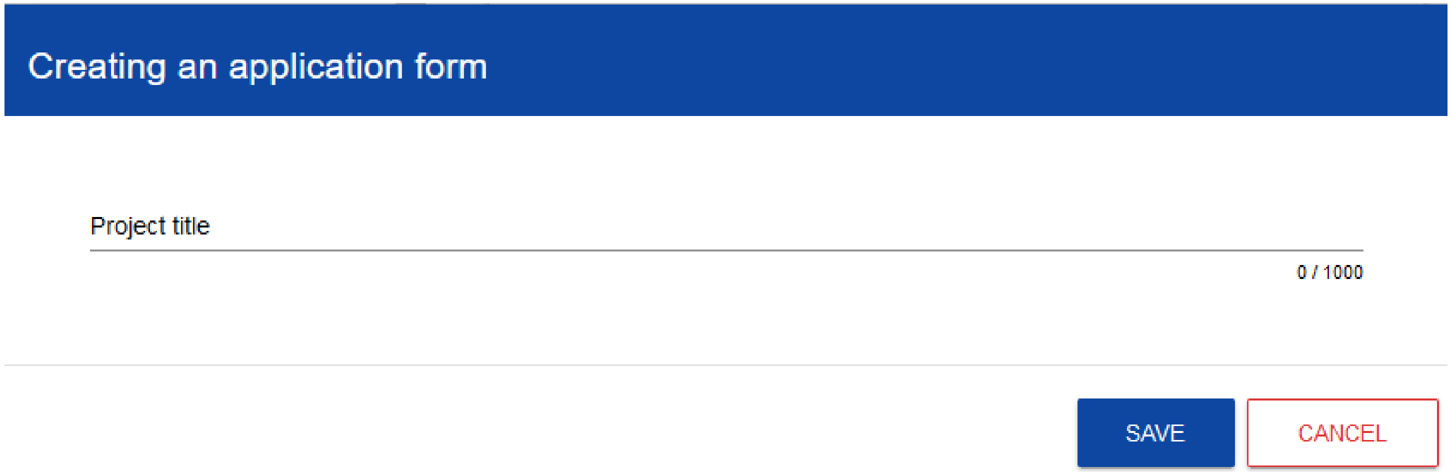
The Joint Secretariat can send it back to you for clarification if they consider that certain sections and/or fields of the form are formally incorrect. In such a case, you should clarify them and resubmit the application form to the Joint Secretariat.

1.1. Creating an application form

To create a new application form, open the ***Calls list***, find the open call under which you want to apply for co-financing, and next select

in the selected call. The button is also in the details screen of the selected call.

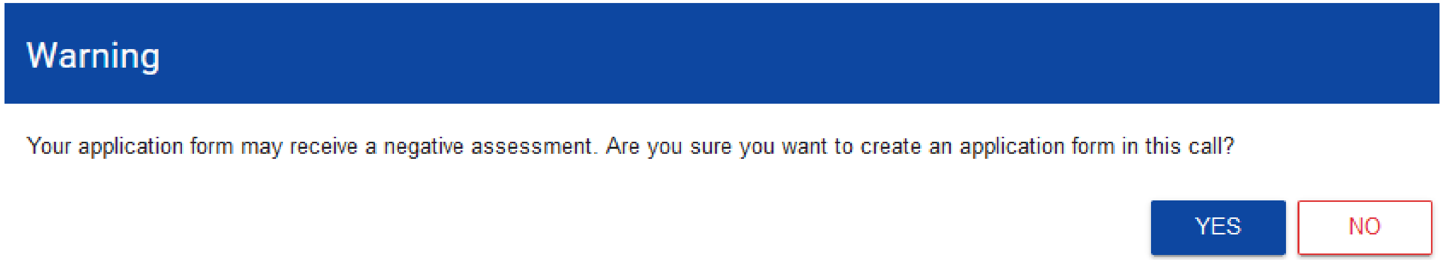
The following screen will be displayed:



First, enter your project title. Precede it with the project acronym if this is so practised in the programme. When you enter the project title and confirm it by clicking ***Save***, a new application form is created. It will be visible on your list of application forms.

Note!

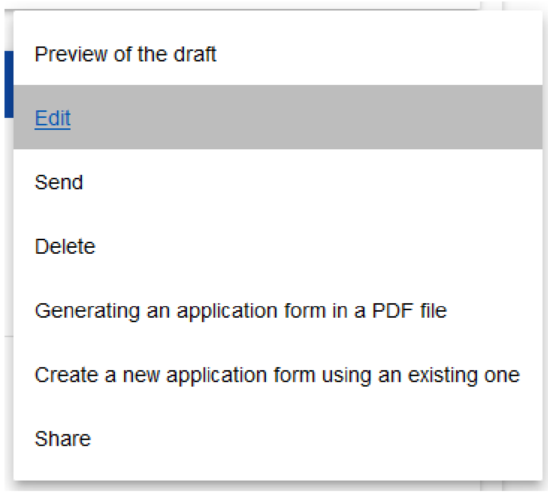
► Where during the registration in the system your organization indicated a different ***Type of applicant*** or ***Size of enterprise*** than in the call for which you are creating your application form, the following warning will be displayed:



Contact the Joint Secretariat to clarify these discrepancies.

1.2. Editing an application form

If you want to edit your application form, go to the list of application forms by clicking ***Manage application forms*** in the main menu, and next select ***Edit*** in the menu of the selected application form:



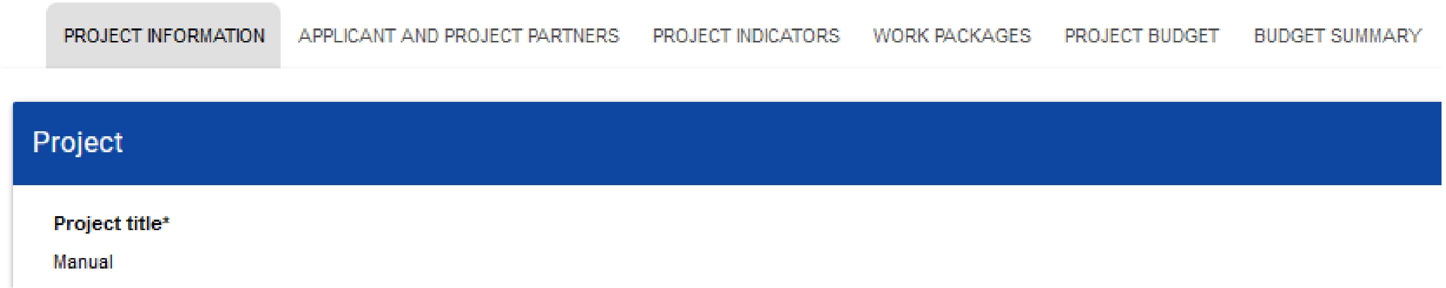
You will be redirected to the screen with Section I of the application form.

Note!

- ► If you start editing your application form when the template of the application form has changed, the proper warning will be displayed.

This means that certain field may disappear from the form of some new field and/or values may be added. To protect the fields and values saved in the application from before the template change, a historic version is created which a user can access from the list of application forms.

Displayed above the current section is a bar with the names of individual project sections. If you want to change a project section, select the desired tab. Section tabs (if extend beyond the page view on the screen) can be scrolled with the "**<**" and "**>**" buttons on the left and right of the section bar at the top of the screen. The currently selected section is displayed with a grey background.



To start editing, select ***Edit the section*** in the top right corner of the screen. Only then will relevant fields and/or tables of the section become editable.

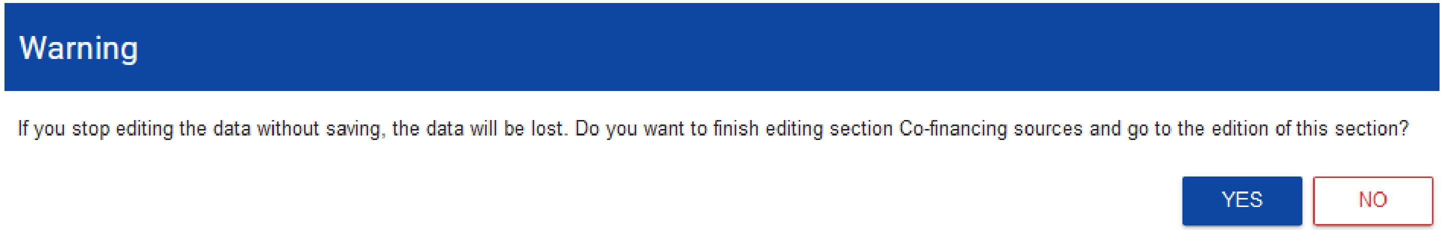
Note!

► Editing is performed separately for each section. You cannot edit multiple sections simultaneously. However, you can view other project sections when editing the selected section and no data will be lost.

The System allows multiple users to work on an application form simultaneously. However, if one user is editing a section of an application form, no other user can edit that section at the same time.

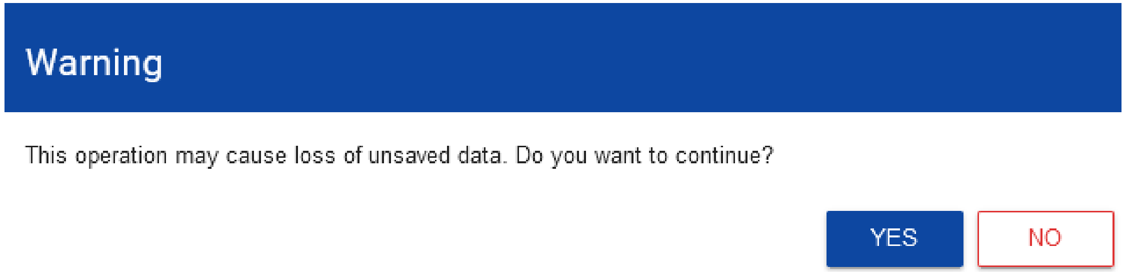
Other users, i.e. except for the one who is editing a given section at the moment, see the section with the icon on  the right of the tab name. The user editing the section sees the icon . An attempt to edit a blocked section will evoke an error message.

To save the data you have entered and/or updated, click ***Save***. To finish editing a section, select ***Finish editing*** in the top right corner of the section screen. The following warning will be displayed:



You can also finish editing a section by proceeding directly to editing another section. To do so, go to another section and select ***Edit the section*** in the top right corner of the screen. In this case, a warning will also appear.

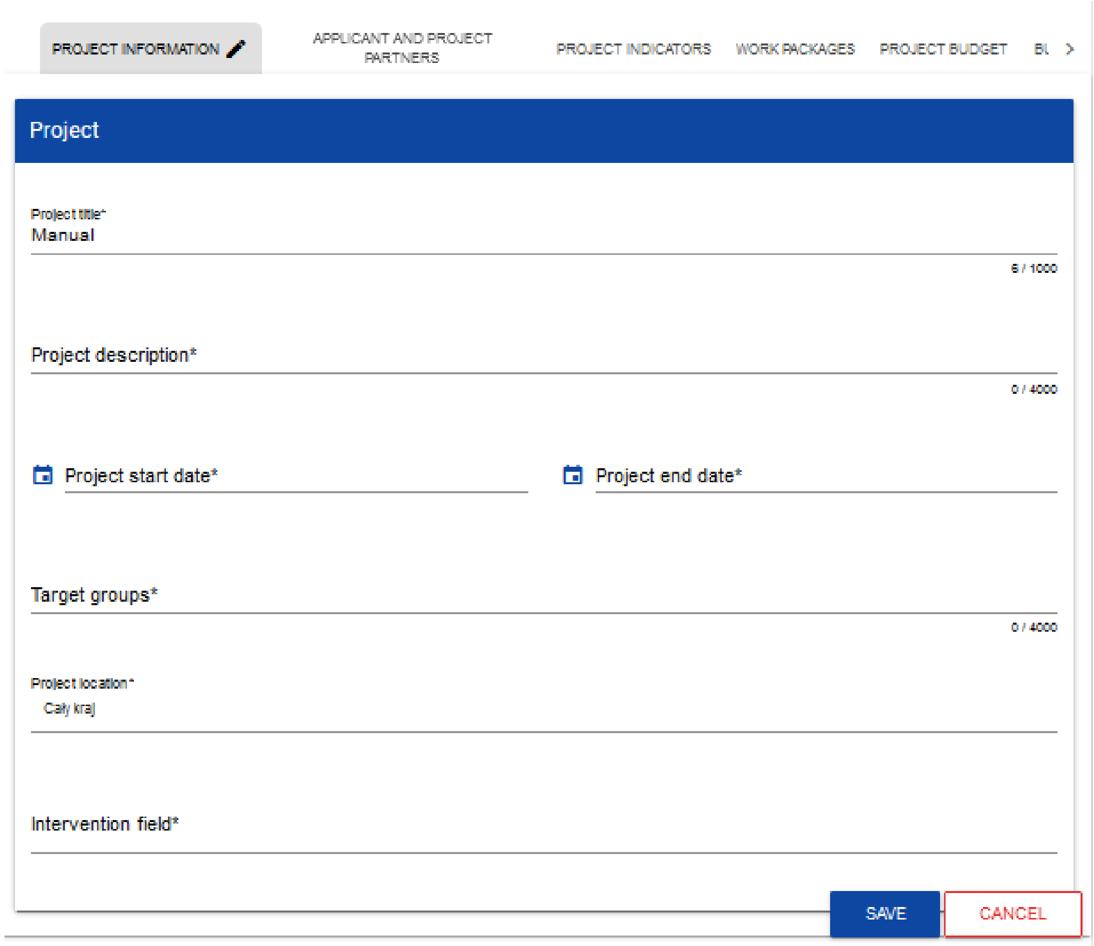
Clicking ***Go back*** when editing a section will evoke the following warning:



When you confirm, the editing will be stopped and you will return to the list of application forms.

1.2.1. Section I *Project information*

When you proceed to Section I, the following screen will be displayed:



Below you can find descriptions of the fields which must be filled in when creating Section I of a new application form. The required fields are marked with an asterisk:

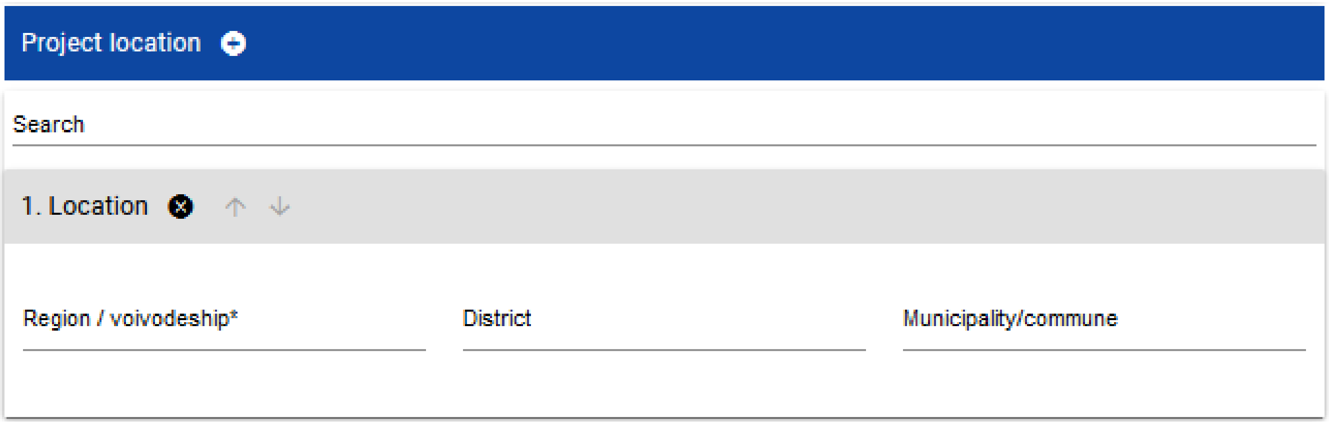
Field name	Field type	Manner of completion
Project title	text	The title should identify the project while not duplicating the titles of other projects implemented by the Beneficiary or other entities. Where a project is a part of a larger investment, its title should contain: the subject, location and stage, so that it can synthetically refer to the project's essence, e.g. *Modernisation of voivodeship road no. xxx along section yyy – zzz.* The project title should be preceded with its acronym if such a practice is followed in the programme.
Project description	text	The description must unambiguously identify the subject and scope of the project, and include the objectives and general assumptions of the project. It should include brief synthetic characteristics of the project with a concise description of individual actions and the material scope of the project. The Beneficiary should include the key project stages and manners of their implementation (method, form).
Project start date	date	Select the year, month and day of the project start from the calendar.
Project end date	date	Select the year, month and day of the project end from the calendar. It must be later than the project start date. The project end date should cover also the financial completion of the project.
Target groups	text	A description of the groups to whom the project is addressed. In this field, describe who the applicant will support under the project and identify – based on generally available data and, possibly, the applicant's own data – important characteristics of the participants (individuals or entities) who will receive support, including the project implementation area. In this field,

		the applicant shall substantiate its selection of a specific target group from the groups listed in the selected call's programme basis, taking into account the specific nature of that target group and the main objective of the project. The applicant should describe the target group in a manner that allows the person assessing the project to clearly determine whether the project is addressed to a group that is eligible to receive support in accordance with the provisions of the call's programme basis and detailed project selection criteria.
Project location	list of values	It defines whether the project is implemented countrywide or in a specific region. Select one value from the list: entire country, region. The value "region" should be selected if the project is implemented at specific locations. The system will then ask you to fill in the **Project location** table.
Intervention field	list of values	This field specifies the field of activity which the project concerns. Select one value from the list.
Project location	**list of objects**	Identification of the place (or places) of implementation of the project at the voivodeship, district and municipality/commune level. If the project is implemented across an area covering more than one district or municipality/commune, list them by adding them from the list. Individual locations are added by clicking the "+" icon on the list title and deleted by clicking the "x" icon on the title of the location concerned. Each location contains three dictionary fields: region/voivodeship, district and municipality/commune. In the case of regions from outside Poland (within the EU), the dictionary fields will contain the names of relevant areas in accordance with NUTS. In the case of regions in Ukraine, the dictionary fields will contain the names of relevant administrative units in Ukraine
➢ Region/Voivodeship	list of values	Voivodeship/NUTS 2/Oblast of implementation. Selected from the dictionary.

➢ District	list of values	District/NUTS 3/Area of implementation. The choice in the dictionary is narrowed down to the previously selected voivodeship.
➢ Municipality/Commune	list of values	Municipality/commune of implementation. The choice in the dictionary is narrowed down to the previously selected district. This field is filled in only for areas in Poland.

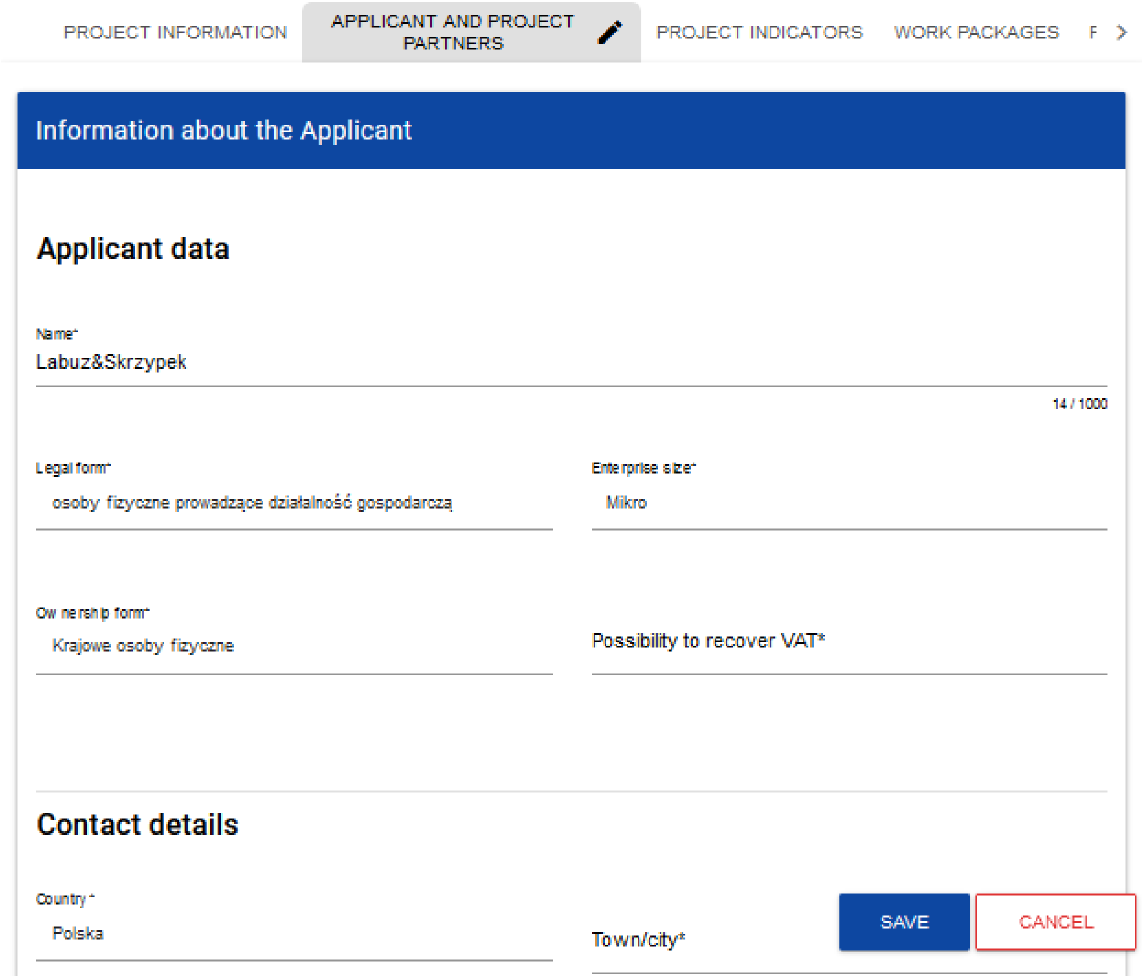
Note!

- The **Project location** table is filled in only when the value of the **Project location** (above) is **Region**. The System will display the following table to be filled in:



1.2.2. Section II *Applicant and project partners*

When you select Section II for editing, the following screen will be displayed:



The applicant is the entity/institution which takes the role of the Lead Partner in the project. Project Partners are other partners in the project.

The applicant's data are already partially given on the basis of information provided during registration in the system. The data are editable.

Below you can find descriptions of the fields which must be filled in when creating Section I of a new application form. The required fields are marked with an asterisk:

Applicant's data		
Field name	**Field type**	**Manner of completion**
Name	text	Specify the full name of the Lead Partner as provided in the registration documents/statutes of the entity.
Legal form	list of values	Select the value that best corresponds to the legal form of the Lead Partner. You can choose from several dozen types.
Ownership form	list of values	Select the value that corresponds to the form of ownership according to the legal form of the Lead Partner.
Enterprise size	list of values	Indicate the size of the Lead Partner's enterprise. If your entity is not an enterprise, select "Not applicable"
Possibility to recover VAT	list of values	Indicate whether you, as the Lead Partner, have the possibility to recover VAT. Where this is irrelevant to the project, you can also select "Not applicable".
Contact details		
Field name	**Field type**	**Manner of completion**
Country	list of values	Specify the country of the Lead Partner

Town/City	text	Enter the town/city of the Lead Partner – for Poland, the values are selected from a dictionary of town/cities
Postcode	text	Specify the postcode of the Lead Partner's registered office
Street	text	Select the street address of the Lead Partner's registered office – for Poland, the values are selected from a dictionary of streets in a given town/city
Building number	text	Specify the building number of the Lead Partner's registered office
Flat number	text	Enter the flat number of the Lead Partner's registered office
E-mail address	text	Specify the official e-mail address of the Lead Partner
Phone number	text	Specify the phone number of the Lead Partner
Website	text	Specify the address of the Lead Partner's website
Identification details		
Field name	**Field type**	**Manner of completion**
Identifier type	list of values	Select the type of the identifier for the Lead Partner's entity/organisation. It can be: PESEL, NIP or other ID number for entities from outside Poland.
NIP/PESEL/Other	text	Enter your ID number in accordance with your selection in the previous field

The ***Project Partners*** table must be filled in because Interreg projects are implemented in the form of partnerships (except for projects implemented by Small Project Fund operators). The term Project Partner shall mean a partner in the project.

The ***Project Partners*** table has the same fields as those in the ***Information about the Applicant***:

Project Partners		
Field name	**Field type**	**Manner of completion**
Whether the applicant expects other entities to participate in the implementation of the project	logical variable	Tick to add information about partners in the implementation of the project. When the field is ticked, the system will add a section in which partner data can be provided. You can add further partners by clicking Project partners. You can delete partners with Project partner.

Project partner data		
Field name	**Field type**	**Manner of completion**
Name	text	Specify the full name of the project partner as provided in the registration documents/statutes of the entity.
Legal form	list of values	Select the value that best corresponds to the legal form of the project partner. You can choose from several dozen types.
Ownership form	list of values	Select the value that corresponds to the form of ownership according to the legal form of the project partner.
Enterprise size	list of values	Indicate the size of the project partner's enterprise. If the project partner is not an enterprise, select "Not applicable".

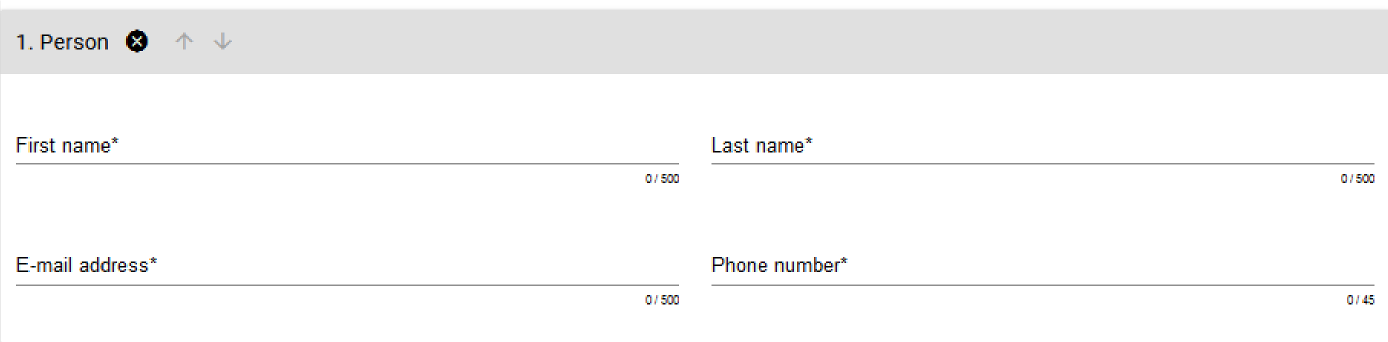
Possibility to recover VAT	list of values	Indicate whether the project partner has the possibility to recover VAT. Where this is irrelevant to the project, you can also select "Not applicable".
Contact details		
Field name	**Field type**	**Manner of completion**
Country	list of values	Specify the country of the project partner
Town/City	text	Enter the town/city of the project partner – for Poland, the values are selected from a dictionary of town/cities
Postcode	text	Specify the postcode of the project partner's registered office
Street address	text	Select the street address of the project partner's registered office – for Poland, the values are selected from a dictionary of streets in a given town/city
Building number	text	Specify the building number of the project partner's registered office
Flat number	text	Enter the flat number of the project partner's registered office
E-mail address	text	Specify the official e-mail address of the project partner
Phone number	text	Specify the project partner's phone number
Website	text	Specify the address of the project partner's website
Identification details		
Field name	**Field type**	**Manner of completion**

Identifier type	list of values	Select the type of the identifier for the project partner. It can be: PESEL, NIP or other ID number for entities from outside Poland.
NIP/PESEL/Other	text	Enter the ID number in accordance with the selection in the previous field

The ***Contact persons*** table must have at least one item. We suggest providing details of at least one contact person for each project partner.

To add a contact person, click Contact persons ⊕.

To remove a contact person, click Person ⊗.

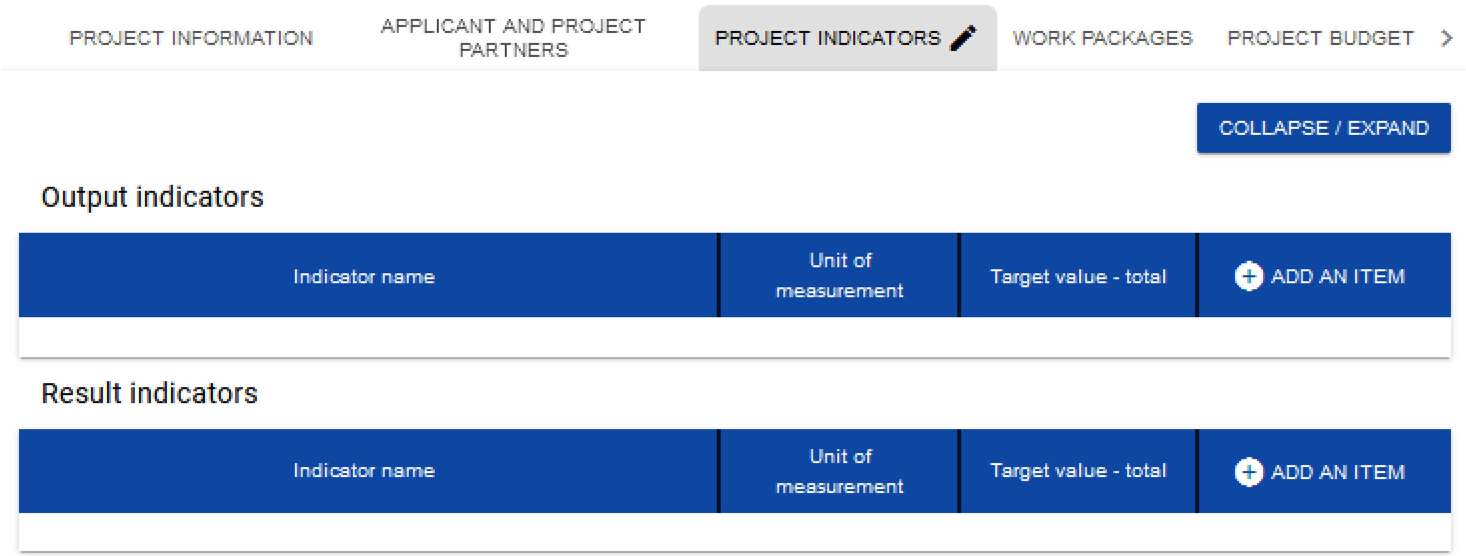


Field name	Field type	Manner of completion
First name	text	Specify the first name of the contact person
last name	text	Specify the last name of the contact person
E-mail address	text	Specify the e-mail address of the contact person
Phone number	text	Enter the phone number of the contact person

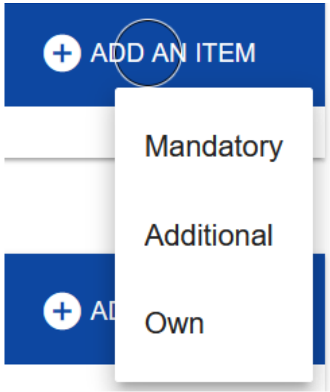
1.2.3. Section III *Project indicators*

When you select Section III for editing, the following screen will be displayed.

The screen will have two tables - "Output indicators" and "Result indicators":



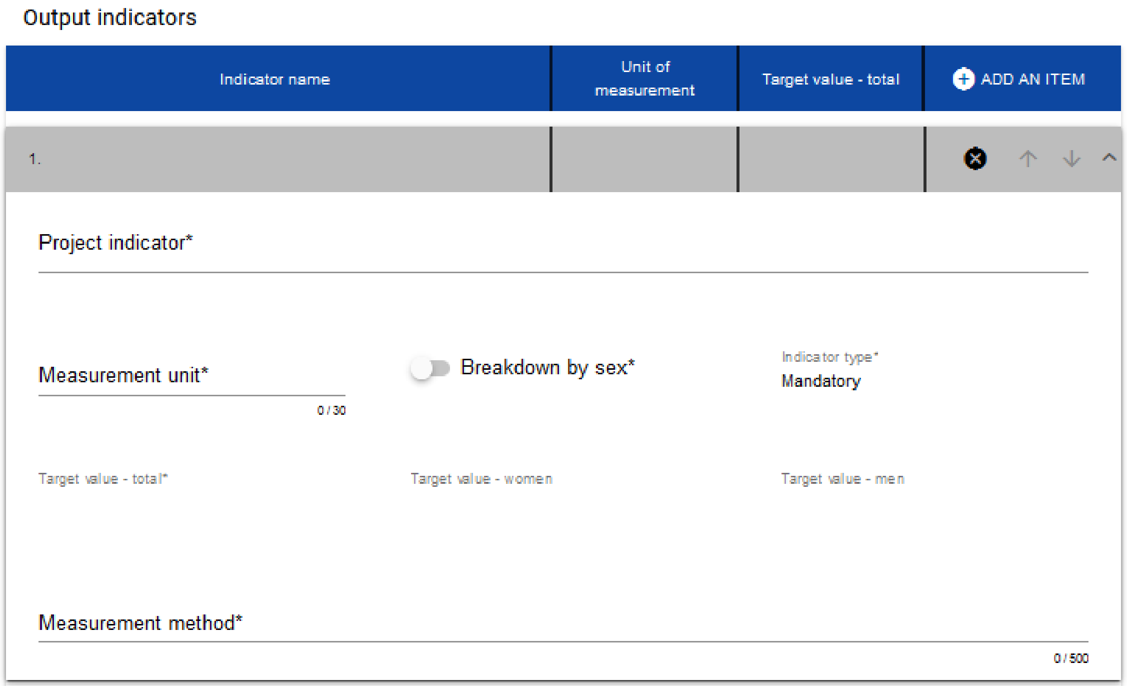
After you click "+" in the ***Add an item*** column (either in Output indicators or Result indicators), the following window with a field to select will be displayed:



Note!

- ► At least one mandatory indicator must be selected.
- ► Additional indicators contain the list of programme indicators.
- ► Applicants must not create their own indicators!

After you add a new item for a given indicator type, the following window with fillable fields will be displayed:



Below you can find descriptions of the fields which must be filled in when creating Section III of a new application form

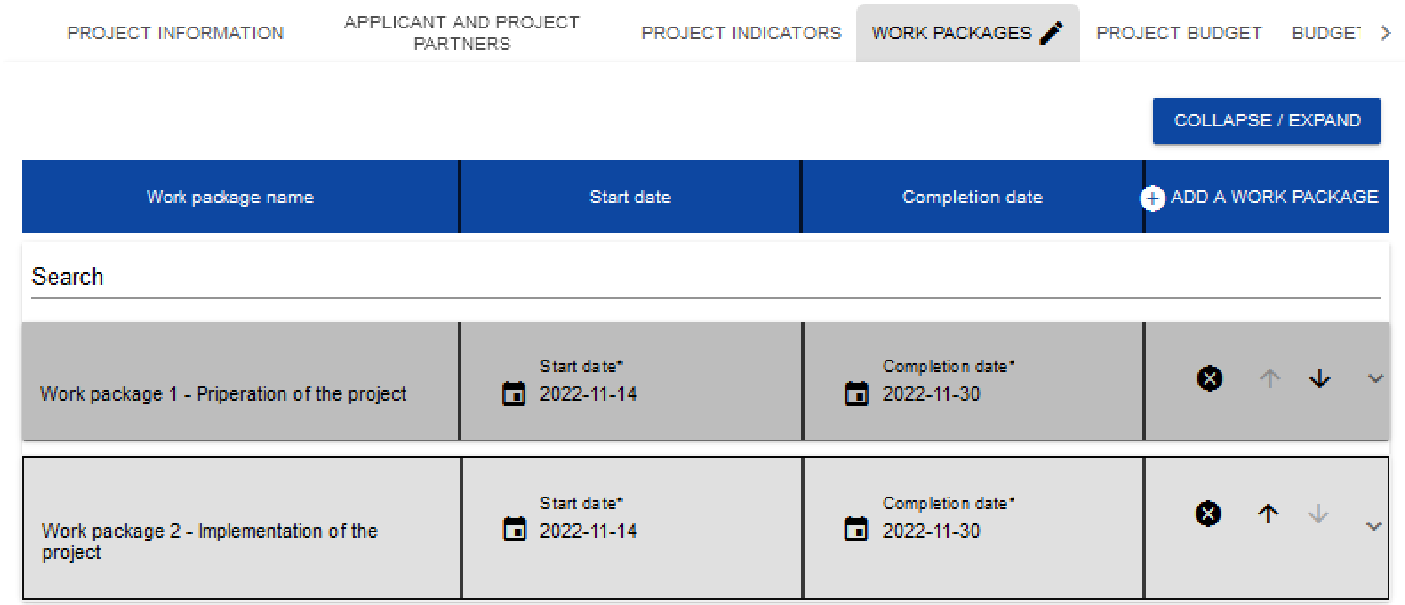
Field name	Field type	Manner of completion
Project indicator list	**list of objects**	**Indicators are added by clicking the "+" icon on the list title and deleted by clicking the "x" icon on the title of the indicator concerned.**
Project indicator	list of values or text	For *mandatory* and *additional* indicators, choose from the list of values. The list of values that can be selected comes from the dictionary of indicators corresponding to the specific objective under which your application form is being created.

Unit of measurement	list of values or text	For mandatory and additional indicators, the unit of measurement has already been assigned and the field is non-editable.
Breakdown by sex	logical variable	This field should remain empty. Indicators in Interreg programmes are not presented in the breakdown by sex.
Target value - women	integer	The number of women to be covered by the project which is the subject of this application form.
Target value - men	integer	The number of women to be covered by the project which is the subject of this application form.
Target value - total	integer	The total number of people to be covered by the project which is the subject of this application form.
Measurement method	text	Provide a brief description of how you will measure the value of the indicator achieved in the project.

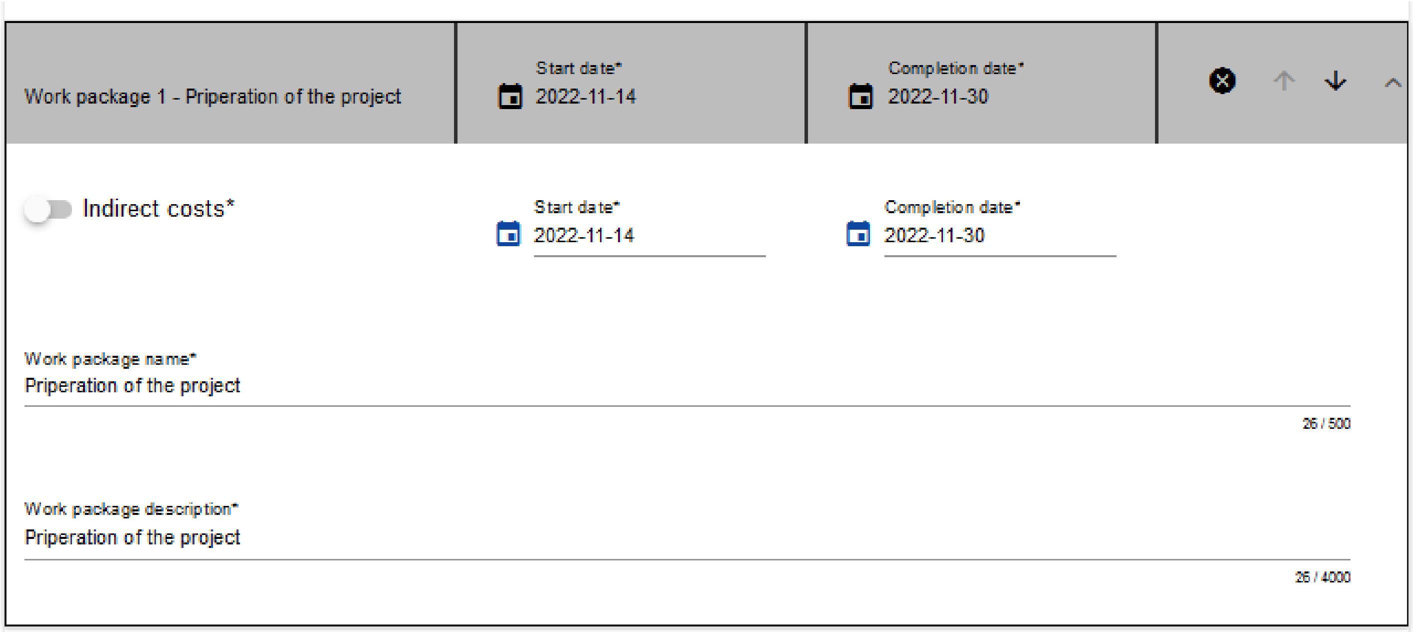
1.2.4. Section IV *Work packages*

Section IV can be edited only when Section I has been filled in, for it contains the project start and end dates. To define individual tasks, it is necessary to know the timeframe of the project implementation, as the timeframes of individual tasks must fall within it.

After you select Section IV for editing, the following screen with defined (collapsed) tasks will be displayed:



After clicking "+" in the work package table's heading, or in the bottom right corner of the screen if that bar is not visible, the first row of the work package table will be displayed in the collapsed form:



Below you can find descriptions of the fields which must be filled in when creating Section IV of a new application form. The required fields are marked with an asterisk.

Field name	Field type	Manner of completion
Work package	**list of objects**	**Tasks are added by clicking the "+" icon on the list title and deleted by clicking the "x" icon on the title of the task concerned.**
Number	integer	This value is filled in automatically.
Work package name	text	Specify the name of the work package to indicate its subject

Work package description	text	In this field, provide a more detailed description of the subject of the work package. Justify why this work package is necessary for the achievement of your project's objective.
Start date	date	Select the year, month and day of the work package start from the calendar. It cannot be earlier than the project start date.
Completion date	date	Select the year, month and day of the work package end from the calendar. It cannot be later than the project end date.
Indirect costs	logical variable	For Interreg projects, this task serves demonstrating all flat rates settled under the project.

Note!

When compiling a list of tasks for your project, consider the following guidelines:

- **Only one** task within an application form may be marked as **indirect costs**. The name of that task is always "Indirect costs". If such a task already exists, the user cannot mark indirect costs in any other task. To do this, the user would first have to unmark indirect costs the already existing task. The task named "Indirect costs" is always positioned at the end of the table.
- In Interreg programmes, the **indirect costs** task should be settled only with simplified methods: flat rates or unit costs.
- If you plan to settle a task with the simplified method **Lump sum,** the only amounts you will be able to add in this task will be lump sums (one for each project partner). No other cost items can be added in such a task (other simplified methods or cost categories).

Tasks can be expanded or collapsed by clicking the grey task bar.

The icons in the last column have the following functions:

 is used for deleting the task,

 are used for changing the order of the tasks in the table (they are not displayed in *Indirect costs* because this item is always at the end of the table).

1.2.5. Section V *Project budget*

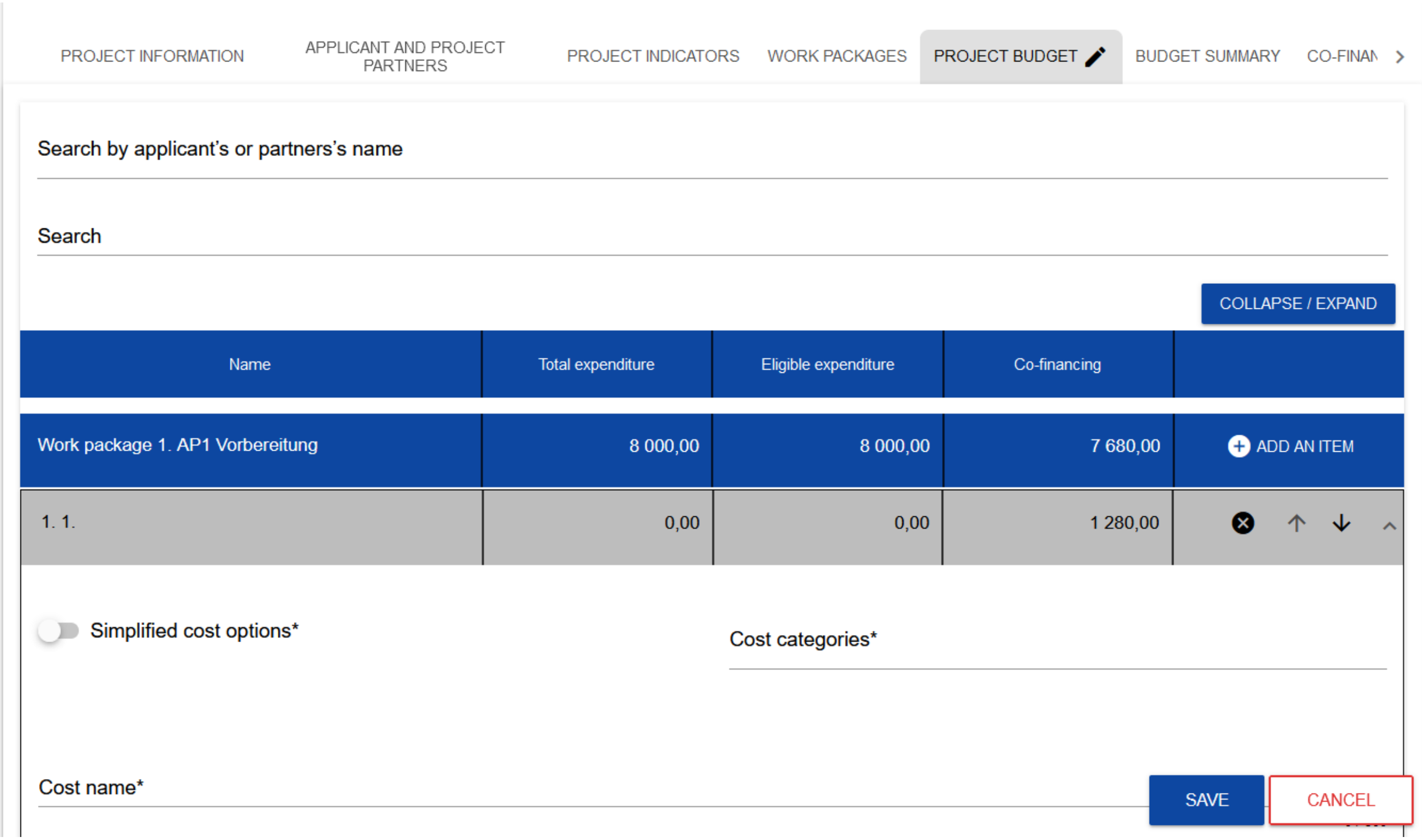
Section V can be edited only when Sections II and IV have been filled in. This is so because the budget is task-oriented, i.e. all budget items refer to the tasks defined in Section IV. Furthermore, each budget item is carried out by either the Applicant or one of the project partners defined in Section II – there are no shared budget items.

You can fill in the project budget directly in the system or with the use of an .xlsx template exported from the system. Filling in the budget directly in the system will require you to calculate co-financing amounts for every budget item by yourself and calculate flat rates for the personnel, administrative expenditures and travel and accommodation separately for each partner.

Due to the foregoing, we recommend exporting the budget template to an .xlsx file and proceeding in accordance with the instruction provided in Section 1.2.5.2.

1.2.5.1. Filling in the *Project budget* directly in the system

When you select Section V for editing, the following screen will be displayed containing all tasks previously defined in Section IV and the related budget items in the extended form.



The budget item lines can be extended and collapsed by clicking their grey bars with the name and cost summary.

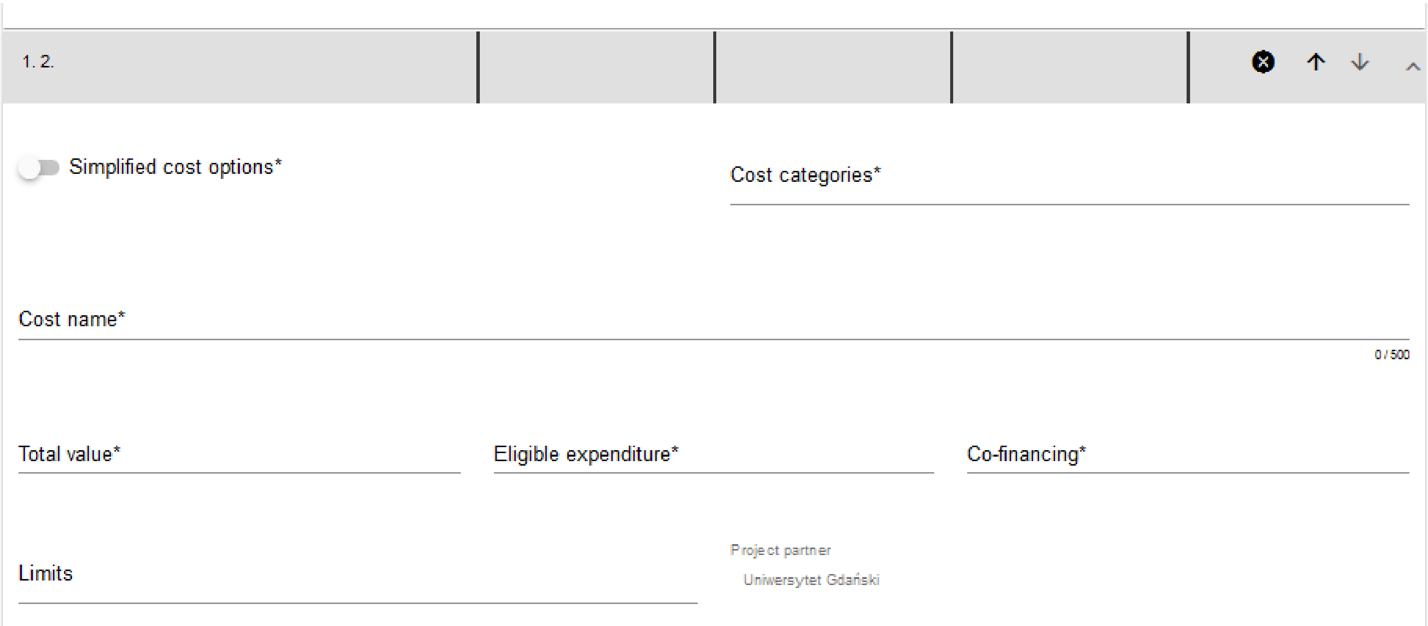
Each task has the following fields:

Field name	Field type	Manner of completion
Name	text	The name of the task taken automatically from Section IV.

Total expenditure	number (2 decimal places)	The sum of all ***Total value*** fields in the budget items within the task. It is a calculated non-editable value; it equals 0 at the start of editing.
Eligible expenditures	number (2 decimal places)	The sum of all ***Eligible expenditures*** fields in the budget items within the task. It is a calculated non-editable value; it equals 0 at the start of editing.
Co-financing	number (2 decimal places)	The sum of all ***Co-financing*** fields in the budget items within the task. It is a calculated non-editable value; it equals 0 at the start of editing.

To create a budget item in a selected task, click the icon 

in the last column of that task. A new budget item will be displayed in the expanded form as follows:



Description of budget item fields which must be filled in when creating Section V of a new application form for *actually incurred expenditures*. The required fields are marked with an asterisk.

Field name	Field type	Manner of completion
List of budget items	**list of objects**	**Individual budget items are added by clicking the "+" icon on the list title and deleted by clicking the "x" icon on the title of the budget item concerned.**
Simplified cost options	logical variable	If the expenditure is to be settled as an actually incurred expenditure, this option should remain unmarked. Then, you need to fill in the fields shown in the table below.
Cost categories	list of values	Select the appropriate cost category.
Cost name	text	Describe briefly the cost item concerned. Individual cost names must be unique within the task and partner.
Project Partner	list of values	Select the partner whom the budget item concerns (who will incur expenditures under it). The list includes the names of the Lead Partner and Project Partners defined in Section II "Applicant and Project Partners". Where a project is implemented by a single beneficiary (e.g. an SPF operator), this field is non-editable.
Total value	number (2 decimal places)	The total value of the budget item. This value is entered manually.
Eligible expenditures	number (2 decimal places)	The portion of the total value which is eligible for co-financing. The value of eligible expenditures cannot be greater than the total value of expenditures for the budget item concerned. This value is entered manually.

Co-financing	number (2 decimal places)	Enter the value of co-financing calculated with the appropriate percent rate (as a general rule, the value of co-financing in Interreg programmes is 80% of eligible expenditures). The value of co-financing cannot be greater than the value of eligible expenditures for the budget item concerned.
Limits	list of values	Select one or more expenditure limits from the list depending on whether the expenditures incurred under the budget item will be related with the limit concerned (e.g. *de minimis aid*)

Description of budget item fields which must be filled in when creating Section V of a new application form for simplified cost options - *a unit cost*. The required fields are marked with an asterisk.

Field name	Field type	Manner of completion
List of budget items	**list of objects**	**Individual budget items are added by clicking the "+" icon on the list title and deleted by clicking the "x" icon on the title of the budget item concerned.**
Simplified cost options	logical variable	Mark that the budget item concerned will be settled with a simplified method.
Lump sum category	list of values	This field appears in the place of *Cost categories*. You can choose from three values: lump sum amount, unit rate and flat rate. Select the unit rate.
Cost name	list of values	This list includes unit rate names defined in the system which are allowed in the programme.
Rate level	number (2 decimal places)	This field is non-editable and populated with the unit rate value entered in "Cost name".
Rates quantity	number (2 decimal places)	Indicate the planned quantity of unit rates.

Project Partner	list of values	Select the partner whom the budget item concerns (who will incur expenditures under it). The list includes the names of the Lead Partner and Project Partners defined in Section II "Applicant and Project Partners". Where a project is implemented by a single beneficiary (e.g. an SPF operator), this field is non-editable.
Total value	number (2 decimal places)	The total value of the budget item. For a unit rate, the total value is the product of the rate level and rates quantity.
Eligible expenditures	number (2 decimal places)	The portion of the total value which is eligible for co-financing. The value of eligible expenditures cannot be greater than the total value of expenditures for the budget item concerned. For a unit rate, eligible expenditures are the product of the rate level and rates quantity.
Co-financing	number (2 decimal places)	Enter the value of co-financing calculated with the appropriate percent rate (as a general rule, the value of co-financing in Interreg programmes is 80% of eligible expenditures). The value of co-financing cannot be greater than the value of eligible expenditures for the budget item concerned.
Limits	list of values	Select one or more expenditure limits from the list depending on whether the expenditures incurred under the budget item will be related with the limit concerned (e.g. *de minimis aid*)

Description of budget item fields which must be filled in when creating Section V of a new application form for simplified cost options - a flat rate. The required fields are marked with an asterisk.

Note!

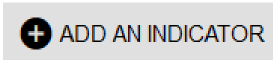
► All flat rates in the project should be displayed in a separate task (Indirect costs) and calculated in aggregate on the expenditures of a given partner! Flat rates should not be a part of thematic tasks.

Field name	Field type	Manner of completion
List of budget items	**list of objects**	**Individual budget items are added by clicking the "+" icon on the list title and deleted by clicking the "x" icon on the title of the budget item concerned.**
Simplified cost options	logical variable	Mark that the budget item concerned will be settled with a simplified method.
Lump sum category	list of values	This field appears in the place of *Cost categories*. You can choose from three values: lump sum amount, unit rate and flat rate. Choose the flat rate.
Cost name	list of values	The list includes flat rate names defined in the system. Note that certain names appear multiple times, but each time with a different rate level. Select from the dictionary carefully, specifically taking into account the nationality of the partner whom the budget item concerns.
Flat rate	number (2 decimal places)	This field is non-editable and populated with the flat rate value entered in "Cost name".
Project Partner	list of values	Select the partner whom the budget item concerns (who will incur expenditures under it). The list includes the names of the Lead Partner and Project Partners defined in Section II "Applicant and Project Partners". Where a project is implemented by a single beneficiary (e.g. an SPF operator), this field is non-editable.
Total value	number (2 decimal places)	The total value of the budget item. Please enter the total value of the flat rate calculated according to the programme rules.
Eligible expenditures	number (2 decimal places)	The portion of the total value which is eligible for co-financing. The value of eligible expenditures cannot be greater than the total value of expenditures for the budget item concerned and as a rule should equal the total value.

Co-financing	number (2 decimal places)	Enter the value of co-financing calculated with the appropriate percent rate (as a general rule, the value of co-financing in Interreg programmes is 80% of eligible expenditures). The value of co-financing cannot be greater than the value of eligible expenditures for the budget item concerned.
Limits	list of values	Select one or more expenditure limits from the list depending on whether the expenditures incurred under the budget item will be related with the limit concerned (e.g. *de minimis aid*)

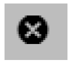
Description of budget item fields which must be filled in when creating Section V of a new application form for simplified cost options - *a lump sum*. The required fields are marked with an asterisk.

Field name	Field type	Manner of completion
List of budget items	**list of objects**	**Individual budget items are added by clicking the "+" icon on the list title and deleted by clicking the "x" icon on the title of the budget item concerned.**
Simplified cost options	logical variable	Mark that the budget item concerned will be settled with a simplified method.
Lump sum category	list of values	This field appears in the place of *Cost categories*. You can choose from three values: lump sum amount, unit rate and flat rate. Choose the lump sum. **Note!** ► In a task that is settles with a lump sum, you cannot add any budget items that are settled with simplified cost methods or actually incurred expenditures. ► In such a task, you can add only one lump sum per partner.
Cost name	Text	Enter the name of the lump sum in accordance with the programme requirements.
Project Partner	list of values	Select the partner whom the budget item concerns (who will incur expenditures under it). The list includes the names of the Lead Partner and Project Partners defined in Section II "Applicant and Project Partners". Where a project is implemented by a single beneficiary (e.g. an SPF operator), this field is non-editable.
Total value	number (2 decimal places)	The total value of the budget item. This value is entered manually.

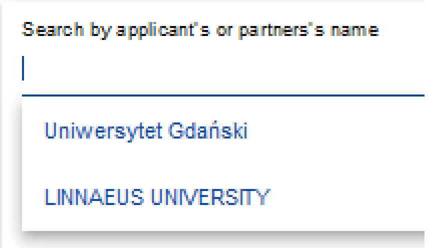
Eligible expenditures	number (2 decimal places)	The portion of the total value which is eligible for co-financing. The value of eligible expenditures cannot be greater than the total value of expenditures for the budget item concerned. This value is entered manually.
Co-financing	number (2 decimal places)	Enter the value of co-financing calculated with the appropriate percent rate (as a general rule, the value of co-financing in Interreg programmes is 80% of eligible expenditures). The value of co-financing cannot be greater than the value of eligible expenditures for the budget item concerned.
Limits	list of values	Select one or more expenditure limits from the list depending on whether the expenditures incurred under the budget item will be related with the limit concerned (e.g. *de minimis aid*)
Indicator name	Text	Select  for the lump sum entered and next enter the name of the indicator the achievement of which will allow pay out of the lump sum. You can add multiple indicators for a single lump sum.
Indicator value	number (2 decimal places)	Specify the indicator value which must be achieved for the lump sum to be paid out.

The lump sum indicator lines can be extended and collapsed similarly to budget items.

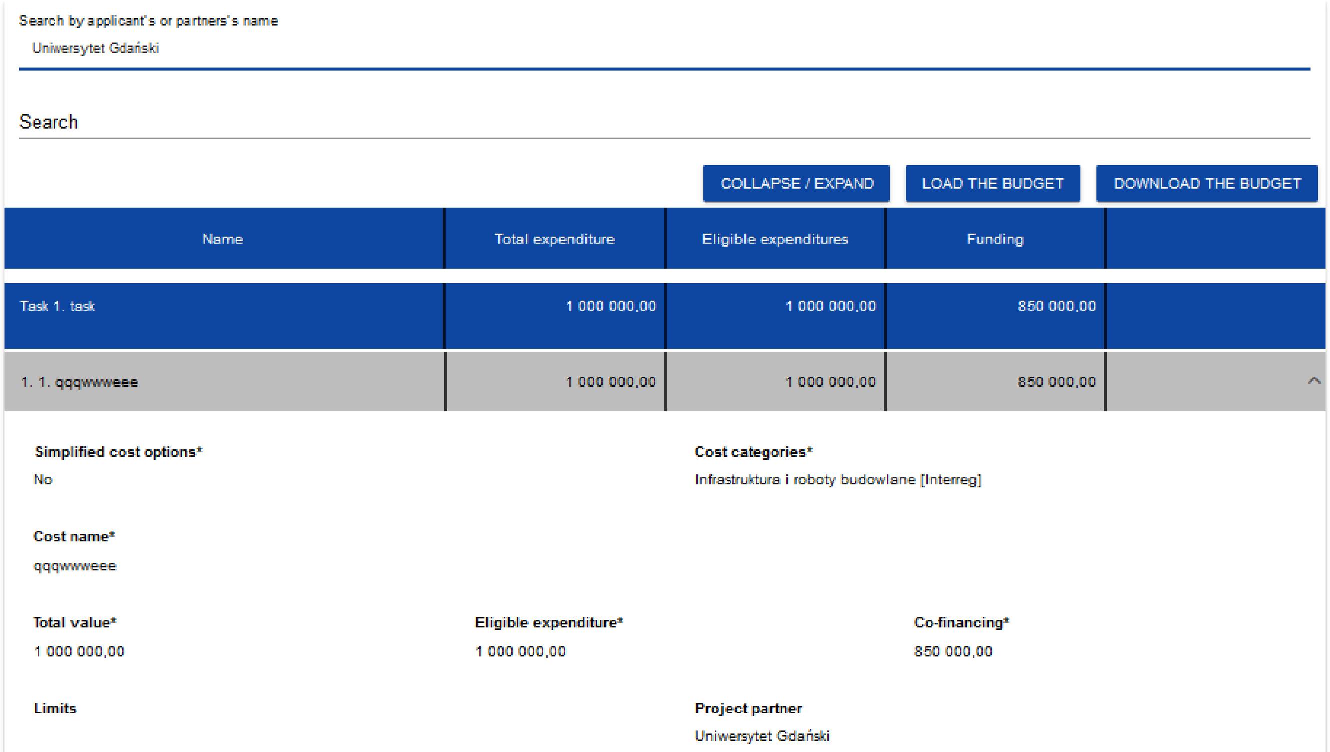
The icons in the last column of budget items and lump sum indicators have the following functions:

-  is used for deleting lines,
-  are used for changing the order of lines in the table.

The field ***Search by applicant's or partner's name*** is used for displaying, in an expanded form, only those budget items that belong to the budget of a specific partner. To perform that operation, click the field and select either the Lead Partner or one of the project partners:



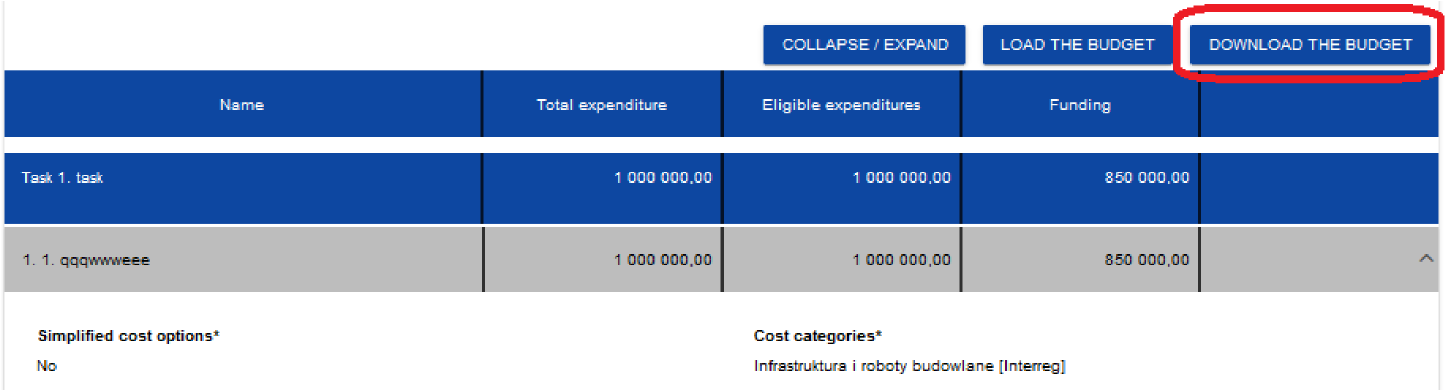
The result will be displayed as follows:



1.2.5.2. Filling in the *Project budget* in an .xlsx file template

The budget you have partially or completely filled in in the system can be exported to an Excel file. You can also carry out the entire budget filling operation in an Excel file and next upload it to Section V of your application form.

To this end, go to Section V and, before you start editing, ***Download the budget*** or ***Load the budget*** by clicking the corresponding buttons:



Selecting ***Download the budget*** will create an Excel file with data corresponding to your project. The file will contain the names of tasks and partners as provided in your application form. The file will also contain cost category and simplified cost option names that are allowed in the call concerned.

Note!

- **When filling in your budget in an xlsx file, follow the guidelines regarding populating individual fields laid out in Section 1.2.5.1.**

Instruction for filling in a budget in an .xlsx file:

1) After selecting *Download the budget* and exporting the file, save it on your computer's hard drive. Open the file. It contains the following tabs and columns:

   a) ***Budget*** tab

   - *Item number* column

- *Work package* column
- *Simplified cost options* column
- *Cost category* column
- *Cost name* column
- *Simplified cost options type* column
- *Simplified cost options name* column
- *Rate value* column
- *Number of units* column
- *Total for unit cost* column
- *Total value* column
- *Eligible expenditures* column
- *Co-financing* column
- *Project partner* column

b) ***Limits*** tab

- *Item* column
- *Limit* column

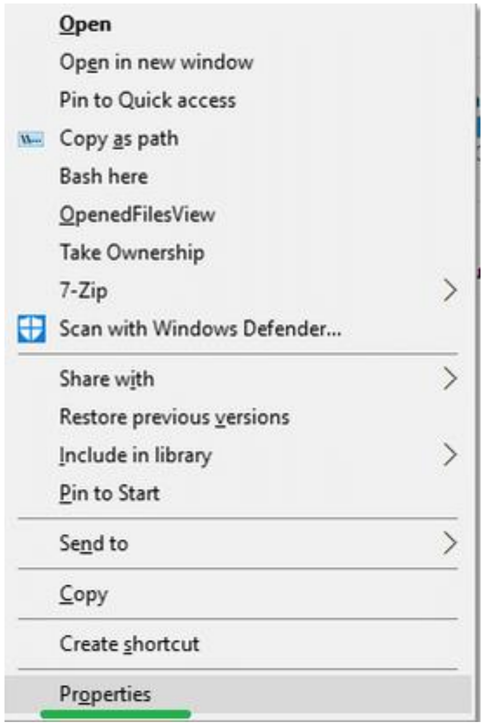
c) ***Indicators*** tab

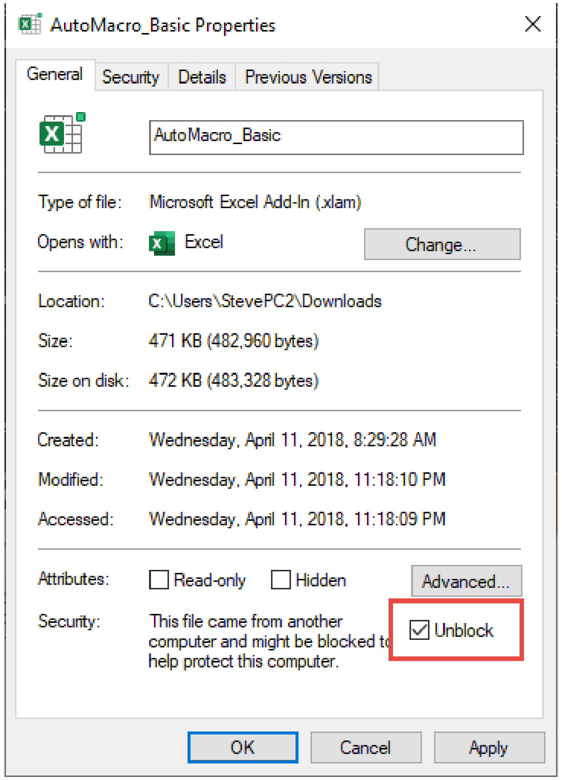
- *Item* column
- *Indicator name* column
- *Value* column

2) Download the Microsoft Excel extension (an .xlam file) from ….. and save it on your computer's hard drive. The file contains macros that calculate co-financing and flat rate levels. For the file to run, you must have macros enabled – for more information visit:

https://support.microsoft.com/en-us/office/macros-in-office-files-12b036fd-d140-4e74-b45e-16fed1a7e5c6

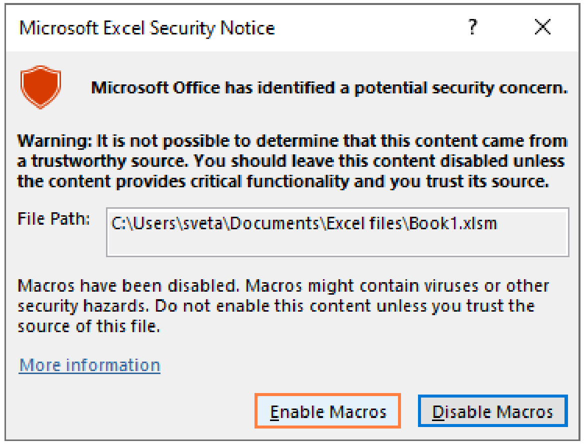
3) Due to Office security patches issued by Microsoft, you may experience problems with running the extension depending on the configuration of your computer. To ensure that the extension will work, right click the selected file, select *Properties* and tick "Unblock" in the *Security* section[1]:





4) Open the extension file. If the following security notice is displayed, click "Enable macros":

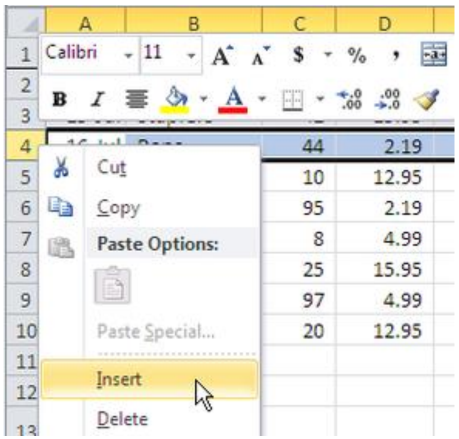
[1] Depending on the configuration of your computer and Office version, the Security section may not be available or unblocking the file may not be necessary.



Note!

► Do not close the file!

5) Open the file with the budget template and next add a number of new rows in the ***Budget*** tab by marking the entire existing row and selecting "Insert" from the context menu:



6) Press CTRL, SHIFT and "m" keys at the same time (CTRL+SHIFT+"m").

7) Start filling in the budget. When filling in the table, follow the instruction for populating individual columns laid out in Section 1.2.5.1

8) First, enter all budget items to be settled as actually incurred expenditures – ones for which the option selected in Column C "Simplified cost options" is "NO". For each of those items, enter total expenditures and eligible expenditures (K and L), and next, in Column N, indicate the partner that will incur the expenditures under this budget item. Co-financing in Column M will be calculated automatically.

9) After entering all expenditures settled as direct costs, in further items enter the expenditures settled on a flat-rate basis in accordance with the programme rules. In succession, select the lump sum category (Column F) and Lump sum name (Column G) and Partner name (Column N). The value of "Total expenditures" (Column K), "Eligible expenditures" (Column L) and "Co-financing" (Column M) will be calculated automatically.

Note!

- **When entering information about flat and unit rates, pay special attention to the percentage value shown in the rate name – it must correspond to the value applicable to the country of the registered office of the partner that is subject to that rate in accordance with the programme rules.**

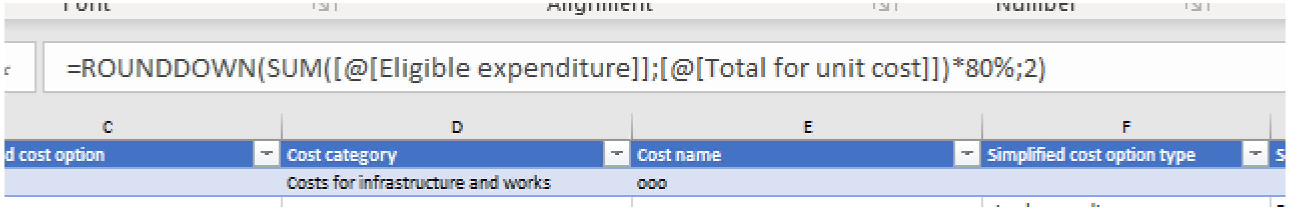
10) Although you can add new direct expenditures to the budget after entering flat rates/lump sums, you must do so by inserting an additional row above the rows containing expenditures settled according to simplified methods. The flat rate/lump sum values will be updated accordingly.

11) To be able to return to the file with the budget and make changes in it, you always need to perform Steps 4-6 (enable macros in the xlam file, open the Excel file with the budget, press CTRL+SHIFT+m).

Note!

- **When filling in the budget in the .xlsx file, you cannot change the file structure or column names.**
- **When modifying a budget which was initially created in the system and later exported to an Excel file, after adding new actual costs items you must first re-select the name of each flat rate (Column G) to refresh the calculated amounts of expenditures and co-financing.**
- **The value of co-financing is calculated for every budget item with the percentage rate of …%. Where needed, you can adjust the rate for specific cost items. To this end, mark the cell with the co-financing amount and in the formulas bar you will see**

the formula used for calculation of co-financing. There, you will also see the co-financing percentage rate which you can change:



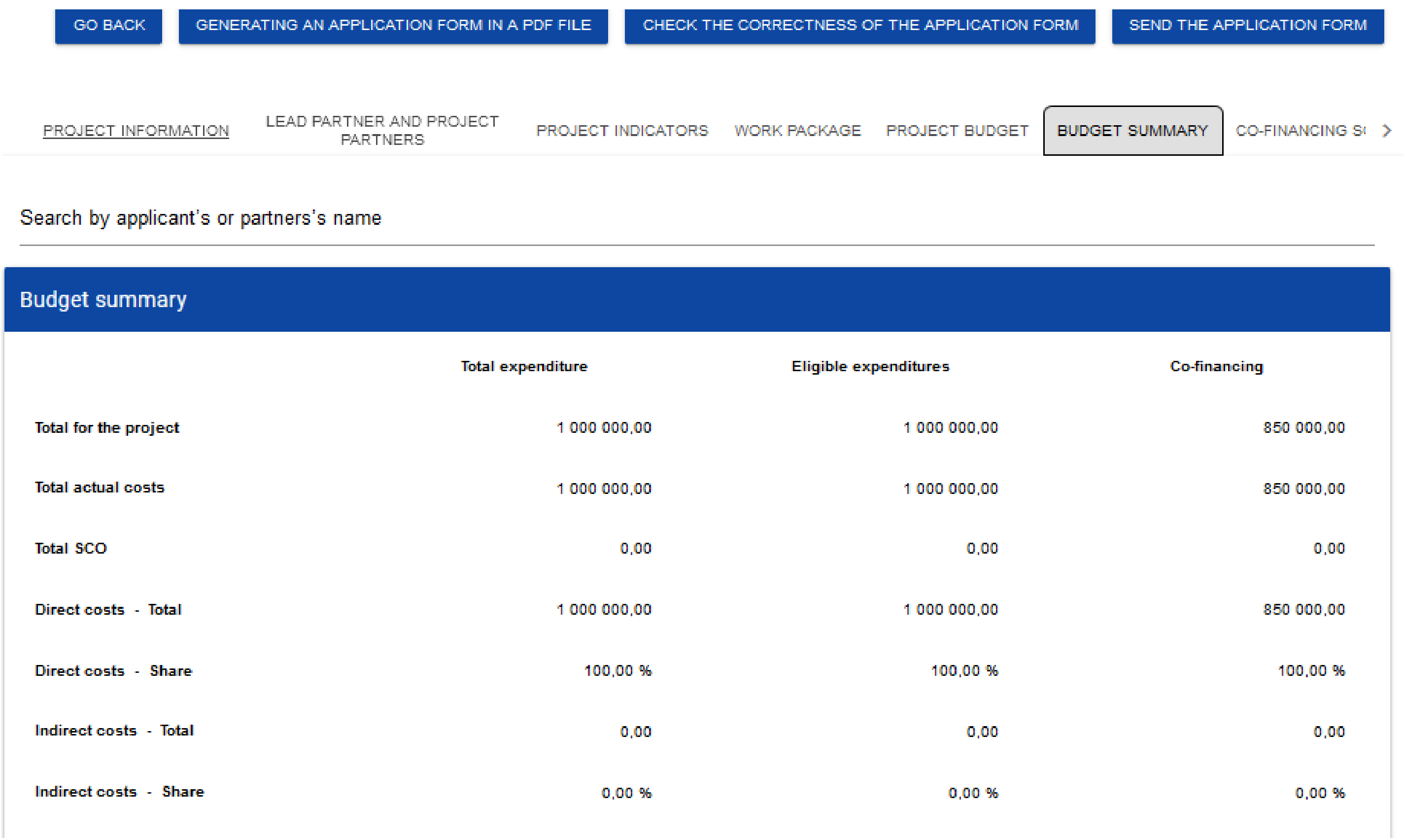
12) Proceeding to the *Limits* and *Indicators* tabs, you can indicate for which budget items a limit is to be added, and for which lump sums an indicator is to be added.

After you have filled in the Excel file, when the budget is complete, click ***Load the budget*** in Section V*.* Clicking ***Load the budget*** will open a window in which you can select an appropriate Excel file with your budget. When the file is selected, the values contained therein are transferred to the corresponding budget items in respective tasks.

If needed, you can modify your budget. You can re-load the updated xlsx file with your budget to the system by clicking ***Load the budget.*** This will update the data stored in the system.

1.2.6. Section VI *Budget summary*

When you select Section VI, the following screen will be displayed:



	Total expenditure	Eligible expenditures	Co-financing
Total for the project	1 000 000,00	1 000 000,00	850 000,00
Total actual costs	1 000 000,00	1 000 000,00	850 000,00
Total SCO	0,00	0,00	0,00
Direct costs - Total	1 000 000,00	1 000 000,00	850 000,00
Direct costs - Share	100,00 %	100,00 %	100,00 %
Indirect costs - Total	0,00	0,00	0,00
Indirect costs - Share	0,00 %	0,00 %	0,00 %

Since the information displayed here is only a summary of the budget created in Section V, this section is non-editable.

This section consists of the following panels:

- ***Budget summary*** – the data referring to al budget items
- ***Cost categories*** – the data referring only to the budget items which belong to a specific cost category
- ***Limits*** – the data referring only to those budget items which are subject to a specific limit

Each panel contains the following items:

- ***Total for the project*** – the sum of the values of all task budgets in the project

- ***Total actual costs*** – the sum of the values of all project budget items not marked as simplified cost options
- ***Total SCO*** – the sum of the values of all project budget items marked as simplified cost options
- ***Direct costs - Total*** – the sum of the values of all budget tasks not marked as indirect costs under the project
- ***Direct costs - Share*** – the % share of the sum of the values of all budget tasks not marked as indirect costs under the project in "Total for the project"
- ***Indirect costs - Total*** – the value of the task "Indirect costs"
- ***Indirect costs - Share*** – the % share of the value of "Indirect costs" in the value of "Total for the project"

The names of cost categories and limits appear in the form of a grey bar above each reported cost category and/or limit.

Each panel item contains the following fields:

Field name	Field type	Manner of completion
Total value	number (2 decimal places)	The total value of the item.
Eligible expenditures	number (2 decimal places)	The value of the item referring only to eligible expenditures.
Co-financing	number (2 decimal places)	The value of the item referring only to co-financing.

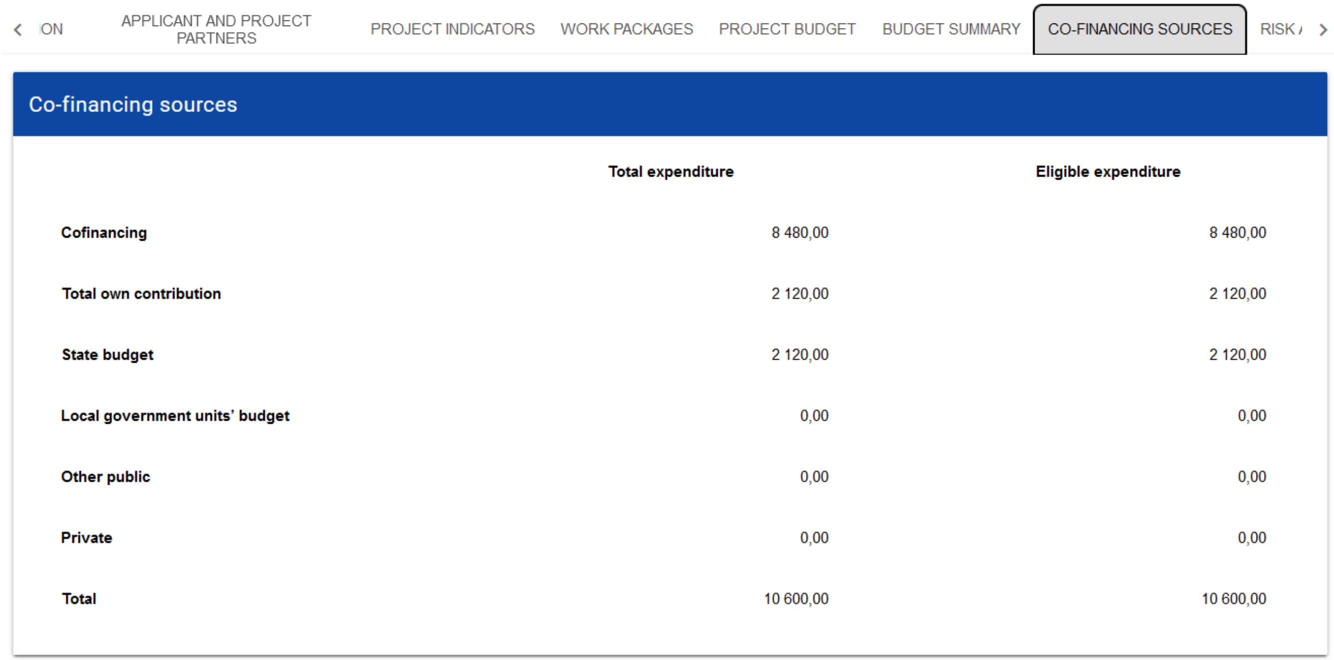
The field ***Search by applicant's or partner's name*** is used for displaying the budget summary for a specific partner. If you want to filter the data, select either the Lead Partner or one of the project partners in this field.

After you have selected the desired partner, the budget summary will be displayed referring to that partner only.

1.2.7. Section VII *Co-financing sources*

Section VII can be edited only when Sections II, IV and V have been already filled in.

When you select Section VII for editing, the following screen will be displayed:



	Total expenditure	Eligible expenditure
Cofinancing	8 480,00	8 480,00
Total own contribution	2 120,00	2 120,00
State budget	2 120,00	2 120,00
Local government units' budget	0,00	0,00
Other public	0,00	0,00
Private	0,00	0,00
Total	10 600,00	10 600,00

Below you can find descriptions of the fields which must be filled in when creating Section VII of a new application form

Field name	Field type	Manner of completion
Co-financing/Total expenditures	number (2 decimal places)	Specify the amount of co-financing **Note!**

		► The value should be equal to the total amount of co-financing in the project shown in Section VI ***Budget summary***
Co-financing / Eligible expenditures	number (2 decimal places)	Specify the amount of co-financing **Note!** ► The value should be equal to the total amount of co-financing in the project shown in Section VI ***Budget summary***
Total own contribution / Total expenditures	number (2 decimal places)	This field is non-editable and represents the sum of all expenditures on own contribution.
Total own contribution / Eligible expenditures	number (2 decimal places)	This field is non-editable and represents the sum of all eligible expenditures on own contribution.
State budget / Total expenditures	number (2 decimal places)	Specify the value of **state budget** funding which will be allocated to financing all expenditures under the project.
State budget / Eligible expenditures	number (2 decimal places)	Specify the value of **state budget** funding which will be allocated to financing eligible expenditures under the project. **Note!** ► The amount entered may not be greater than the state budget contribution to *Total expenditures*.

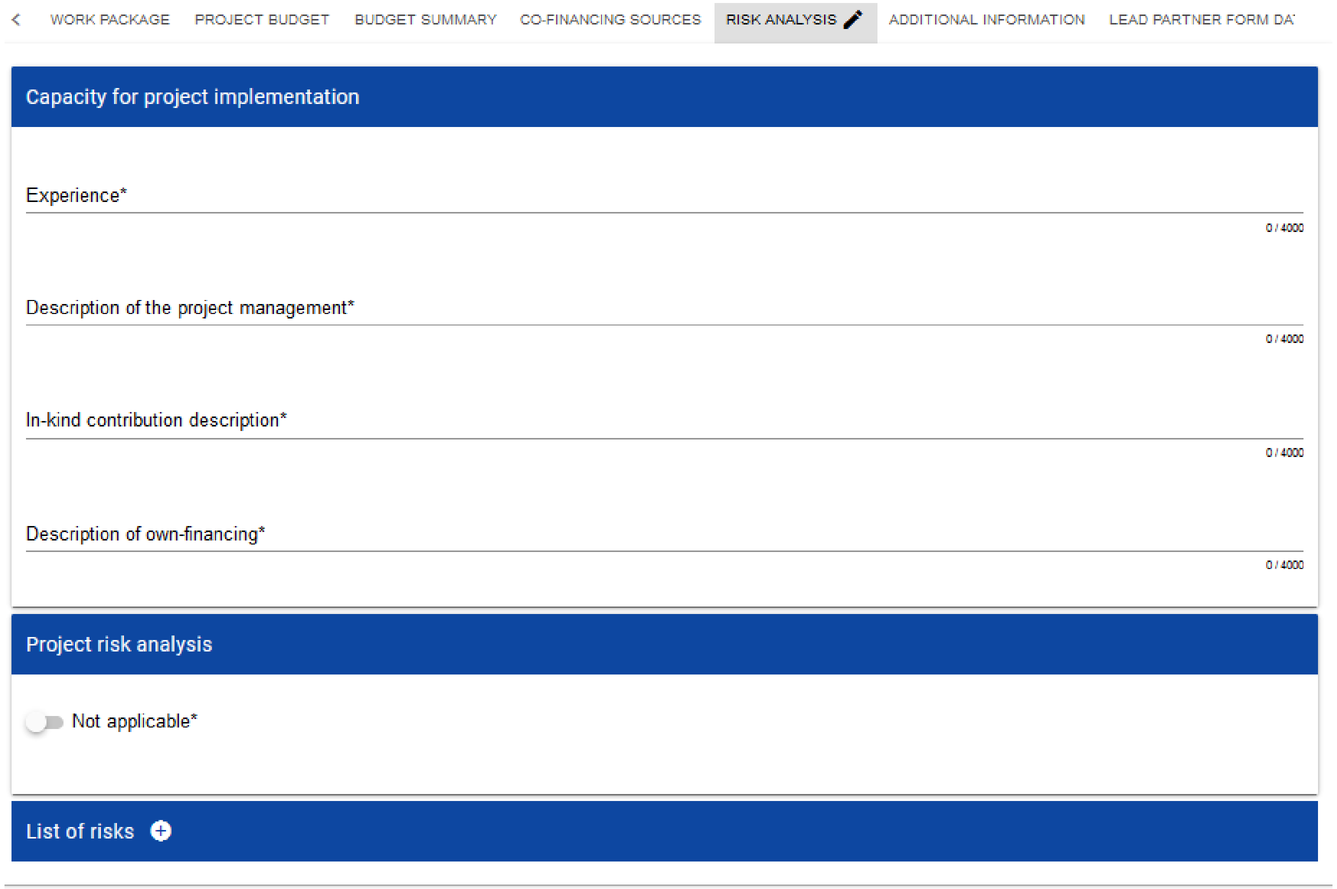
Local government units' budget / Total expenditures	number (2 decimal places)	Specify the value of funding from local government units which will be allocated to financing all expenditures under the project.
Local government units' budget / Eligible expenditures	number (2 decimal places)	Specify the value of funding from local government units which will be allocated to financing eligible expenditures under the project. **Note!** ► The amount entered may not be greater than the LGU budget contribution to *Total expenditures*.
Other public / Total expenditures	number (2 decimal places)	Specify the value of other public funding which will be allocated to financing all expenditures under the project.
Other public / Eligible expenditures	number (2 decimal places)	Specify the amount of other public funding which will be allocated to financing eligible expenditures under the project. **Note!** ► The amount entered may not be greater than the contribution of other public sources to *Total expenditures*.
Private/ Total expenditures	number (2 decimal places)	Specify the value of private funding which will be allocated to financing all expenditures under the project.
Private/ Eligible expenditures	number (2 decimal places)	Specify the amount of private funding which will be allocated to financing eligible expenditures under the project. **Note!**

		► The amount entered may not be greater than the private funding contribution to *Total expenditures*.
Total/ Total expenditures	number (2 decimal places)	This field is non-editable and represents the sum of all expenditures. **Note!** ► *Total expenditures* must be consistent with *Total expenditures* shown in Section VI ***Budget summary***.
Total/ Eligible expenditures	number (2 decimal places)	This field is non-editable and represents the sum of all eligible expenditures. **Note!** ► *Eligible expenditures* must be consistent with *Eligible expenditures* shown in Section VI ***Budget summary***.

If there are any inconsistencies, an error message will be displayed when saving the data entered and/or updated in Section VII.

1.2.8. Section VIII *Risk analysis*

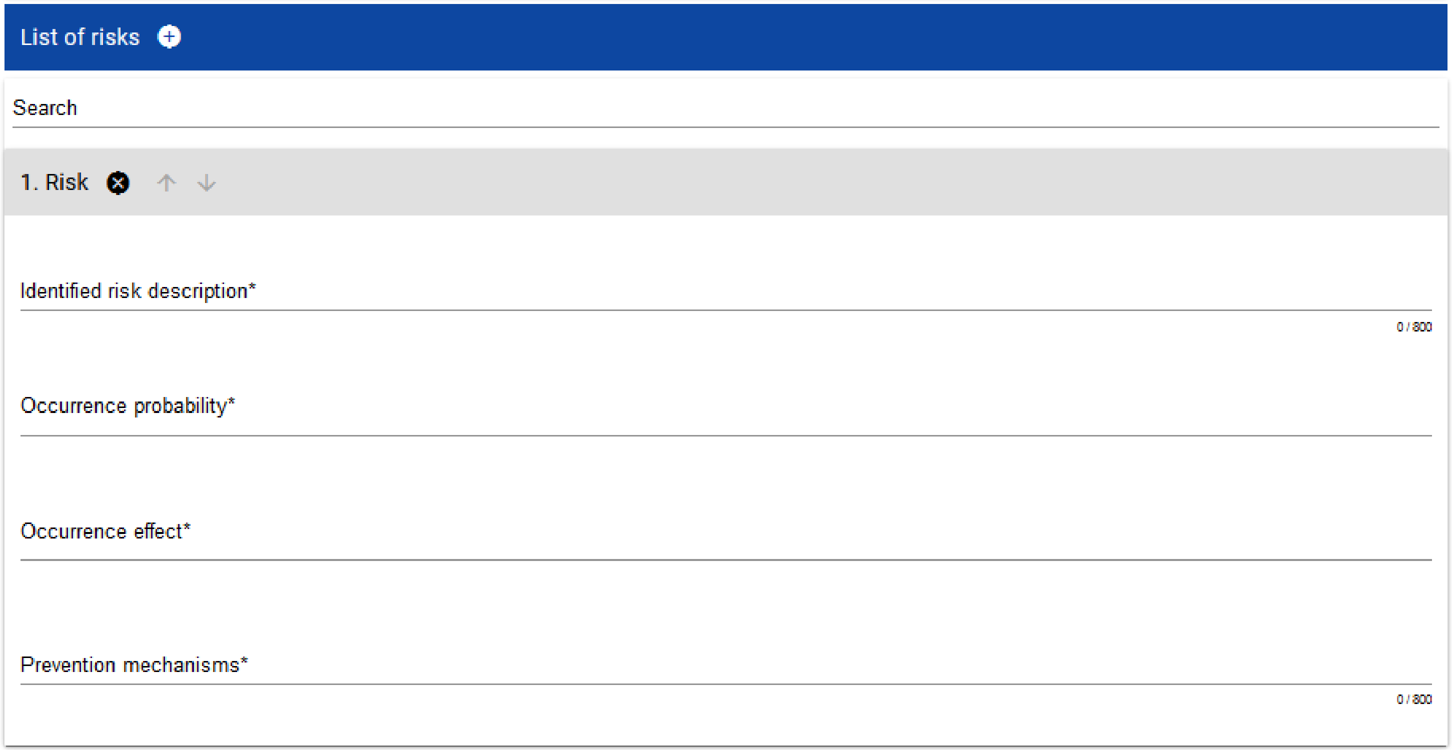
When you select Section VIII for editing, the following screen will be displayed:



Below you can find descriptions of the fields which must be filled in when creating Section VIII of a new application form form

Field name	Field type	Manner of completion
Experience	text	Briefly describe experience of each project partner relating to similar projects.
Description of the project management	text	Briefly describe the project management method which you propose.
Description of in-kind contribution	text	If one or more partners make a part or all of the required own contribution to the project in the form of in-kind contribution, briefly describe the in-kind contribution made to the project by each of those partners.
Description of own-financing	text	Briefly describe the sources of financing of own contribution by each of the partners.
Project risk analysis – not applicable	logical variable	Mark whether the project is subject to risk analysis (as required by the conditions of the call). The list of risks should be filled in only when the project is subject to risk analysis.

If an indicator in the field **Project risk analysis** is marked as ***Not applicable***, the table with the list of risks will not be displayed. If it is not marked as such, you can proceed to filling in the risk table. When you click "+" on the ***List of risks*** bar, the following window with will be displayed:



Description of the fields which must be filled in when creating Section VIII of a new application form if a risk analysis is attached

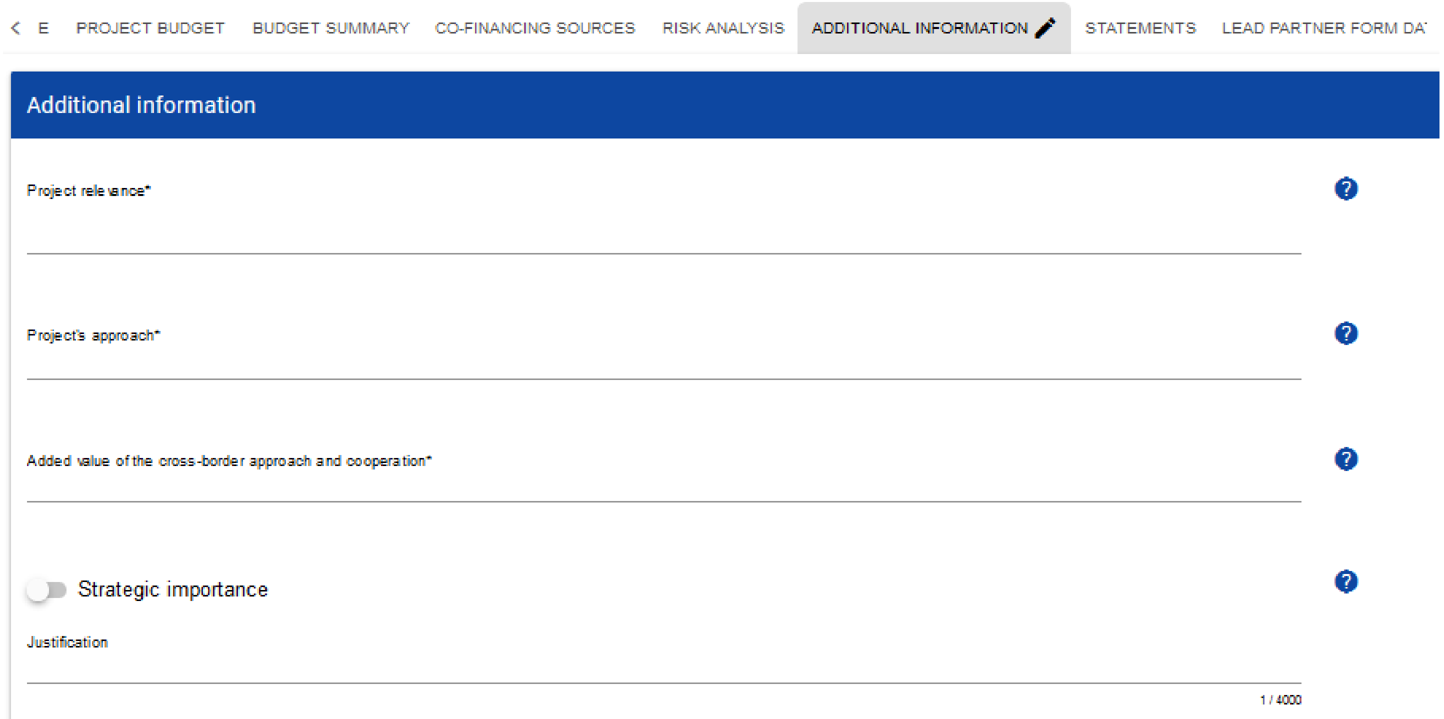
Field name	Field type	Manner of completion
List of risks	**list of objects**	**It is editable only when the project is subject to risk analysis. Risks are added by clicking the "+" icon on the list title and deleted by clicking the "x" icon on the title of the risk concerned.**
Identified risk description	text	Briefly describe an identified risk relating with the implementation of the project.

Occurrence probability	list of values	Select the risk level value from the list.
Occurrence effect	list of values	From the list, select the value that defines the effect brought by the described risk.
Prevention mechanisms	text	Briefly describe control mechanisms which you intend to deploy to mitigate the described risk.

1.2.9. Section IX *Additional information*

When you select Section IX for editing, the following screen with additional fields will be displayed. The range of the fields may differ depending on the call. They can be text fields, numeric fields, dates or selection fields where you can select one or more values from a list.

For instance, this section can have the following form:

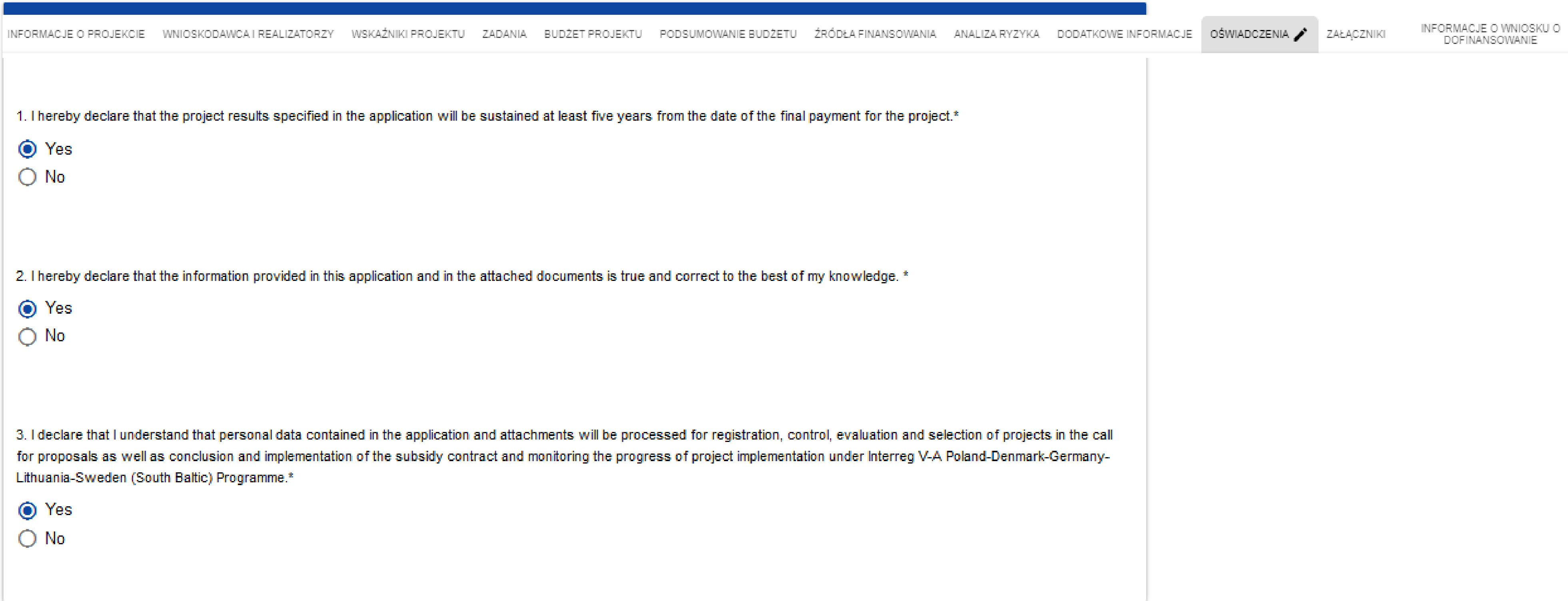


Next to each field there are icons with contextual information regarding their format and meaning. Some of those fields may be obligatory. The maximum amount of fields available in this section is limited to 30.

Each field available in this section will contain a description of how to fill it in.

1.2.10. Section X *Statements*

If you select Section X for editing, a screen will be displayed with statements included in the application form attached to the call for which your application form has been created. This section can have the following form:



For each statement, the applicant should select one of the following options: ***Yes, No, Not applicable*** Some statements have only two options to choose from. The section cannot be saved unless at least one option is marked.

In addition to the statements included in the application form, the programme or specific call may require additional statements to be attached in the form of appendices – therefore, very carefully analyse the list of appendices to the application form published with the call notice.

1.2.11. Section XI *Appendices*

If you select Section XI for editing, a screen will be displayed with appendices included in the application form attached to the call for which your application form has been created.

Note!

- An attachment marked in the system as optional may be obligatory for certain types of entities, projects, tasks, project settlements etc. So it may not apply to all applicants or projects, but it may apply to your project. You should therefore very carefully analyse the list of appendices to the application form published with the call notice.

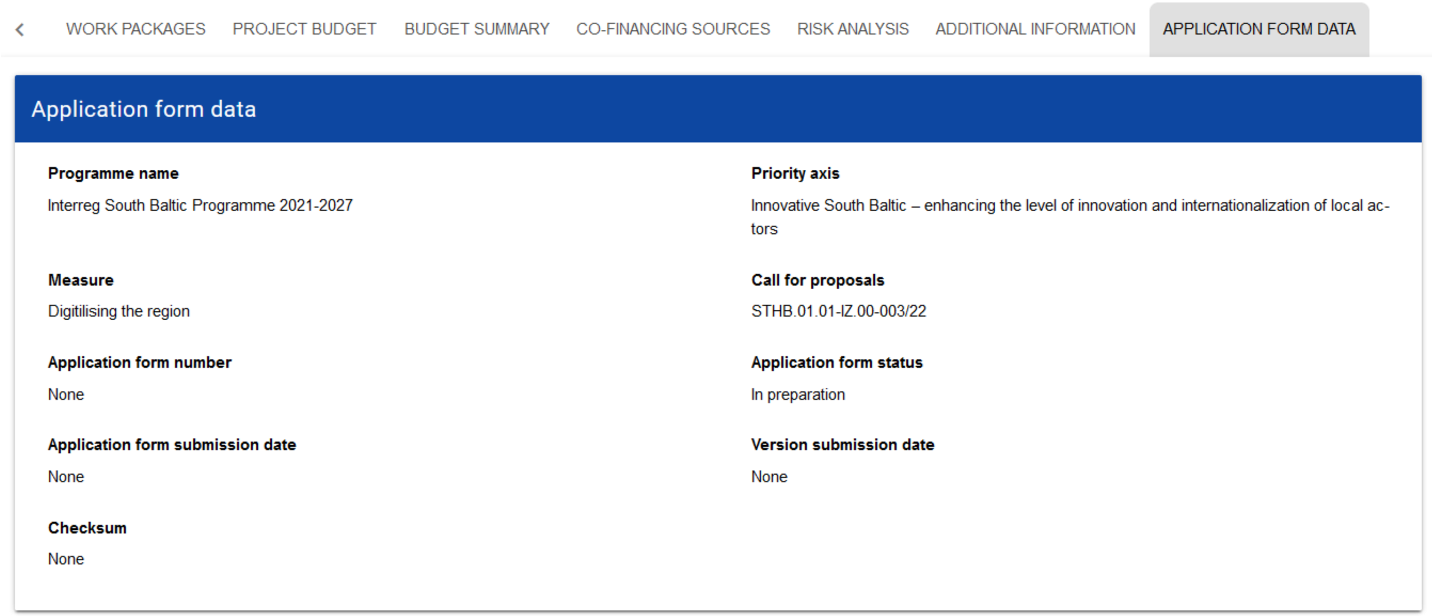
To add an appendix, click ***Add an attachment*** below the name of a relevant appendix. A standard File Explorer window will be displayed for you to select the appropriate document.

The selected appendix is visible in the field below the appendix name in the form of a file name.

If you want to change the attached appendix, click **Add an *attachment*** again and select a new file. The selected file will replace the previous one.

1.2.12. Section XII *Application form data*

When you select Section XII for editing, the following screen will be displayed:



The information displayed here is a summary of the application form.

This section is non-editable.

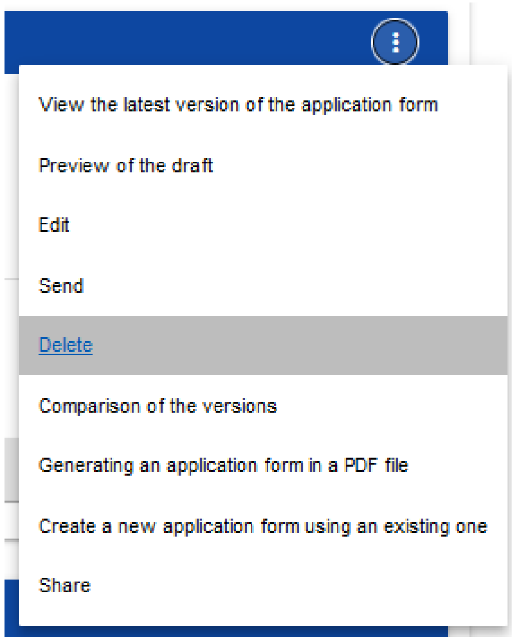
Description of the fields in Section XII of the application form

Field name	Field type	Manner of completion
Operational programme	text	The name of the programme under which the application form has been created
Priority axis	text	The priority axis under which the application form has been created
Measure	text	The specific objective under which the application form has been created

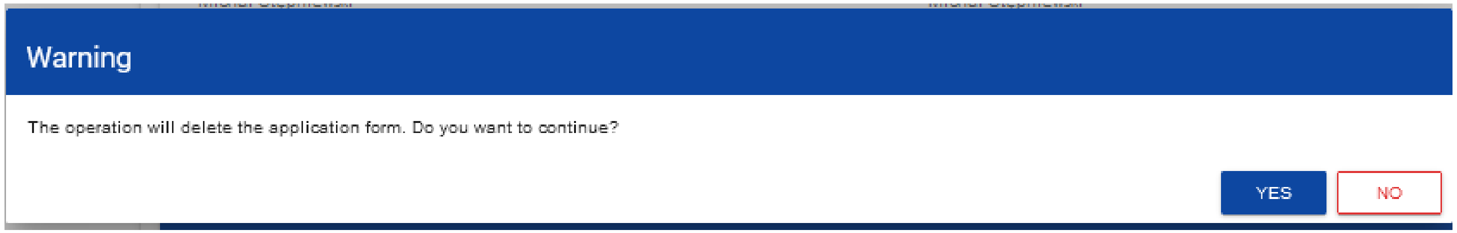
Call number	text	The number of the call under which the application form has been created
Application form number	text	The number assigned automatically to the application form at sending it to the Joint Secretariat.
Application form status	text	The current status of the application form.
Application form submission date	date	The date of submission of the application form.
Application form clarification deadline	Time dd:hh:mm	The time remaining for the applicant to clarify the application form. This field is displayed only for the statuses ***To be clarified*** and ***Under clarification***.
Version submission date	date	The date of submission of the current version of the application form.

1.3. Deleting an application form

If you resign from submitting your application before sending it to the competent authority, you can delete it from the system. To this end, go to the list of application forms and select ***Delete*** from the menu of the appropriate application form:



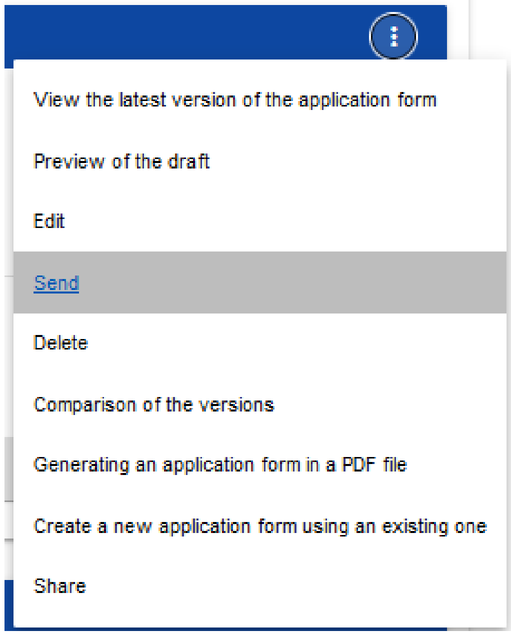
A warning message will be displayed asking you to confirm deleting the application form:



After you confirm the operation, the selected application form will no longer be visible in the application forms viewing screen.

1.4. Sending an application form for assessment

You can send your application form for assessment only when it has been successfully checked for correctness in the WOD2021 app (see WOD2021 Manual, General Part, Section VI.6.2.). If this is the case, an authorised user should go to the list of application forms and select ***Send*** from the menu of the appropriate application form:



A warning message will be displayed asking you to confirm sending the application form:

After you confirm the operation, the application form will change its status to ***Sent***. Information will also appear in Section XII including the number assigned automatically to the application form at the moment of sending it for assessment, and the application form submission date. A new official version of the application form will also be created.

Note!

- The system verification of the correctness of the application form (validation) concerns only whether all mandatory fields have been filled in and whether the validation criteria have been met for the financial data entered in the system (e.g. whether the sum of eligible expenditures is not higher than the sum of total expenditures, or the sum of own contribution and co-financing gives the sum of eligible expenditures etc.). The system validation does not concern e.g. the correctness of your selection of flat or unit costs, calculations of their levels for each partner, whether the information provided in a specific field is complete thematically or whether all appendices required for a specific partner and project have been attached etc. Therefore, before sending your application form, you need to read it carefully and check the data and information provided and appendices attached are consistent with the call documentation, and whether the budget is consistent with the eligibility rules applicable to the programme.

1.5. Clarifying an application form

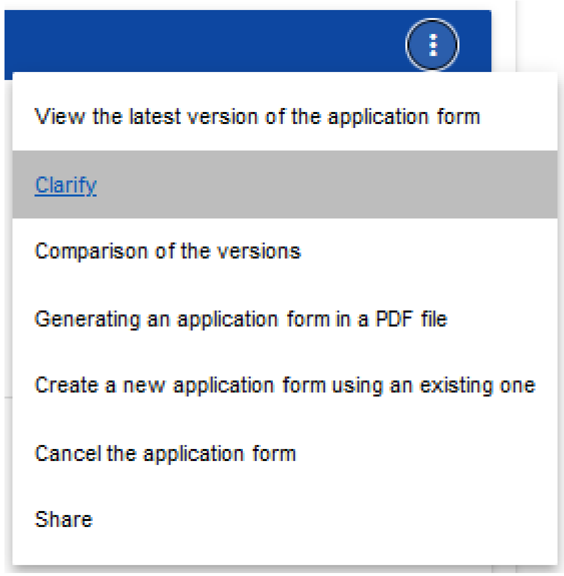
An applicant can clarify the application form where the Joint Secretariat sent it back for clarification. The information about the scope of clarification is provided in a message sent by the Joint Secretariat (see Section 2.4).

An application sent for clarification can have the following statuses:

- ***To be clarified***, where the application form has been sent back for clarification, but clarification process has not started yet.

- ***Under clarification,*** where you have started clarifying the application form but you have not re-sent it for assessment.

If you want to clarify your application form, go to the list of application forms and find the application that has been sent back for clarification. Select ***Clarify*** in the menu of that application:



A screen of the application form will be displayed similar to that shown in the case of editing.

Note!

- If you start editing your application form when the template of the application form has changed, a warning will be displayed informing you that the application form you are using is not up to date, and a new version of your application form will be created in the new template.

From your perspective, clarification means re-editing your application form. However, the modifications entered must be consistent with the recommendations you have received from the Joint Secretariat. After you re-send your application form, the Joint Secretariat will be able to compare the versions and check all modifications you have entered.

After you start editing any section, the clarified application form will change its status ***To be clarified*** to ***Under clarification***.

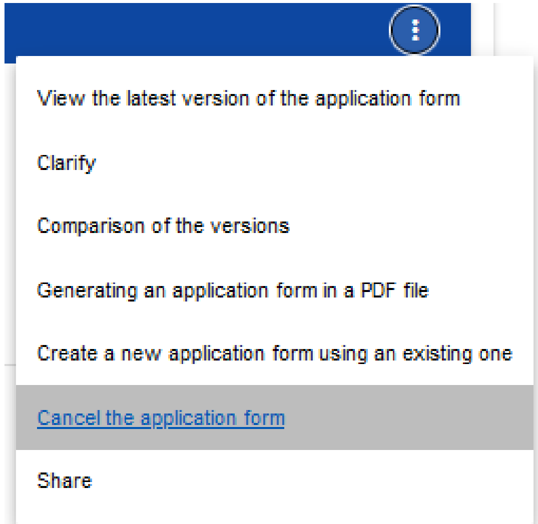
You must send the clarified application form back to the authority (see Clause 1.4.).

Note!

► If the deadline for clarification of the application form has expired, the application status changes to "Not clarified". You will be notified via e-mail that the clarification deadline has passed.

1.6. Cancelling an application form

If you resign from submitting your application form after it was sent for assessment, you can cancel it. As a result of cancelling an application form, the Joint Secretariat will no longer deal with it. To this end, go to the list of application forms and select ***Cancel the application form*** from the menu of the appropriate application form:

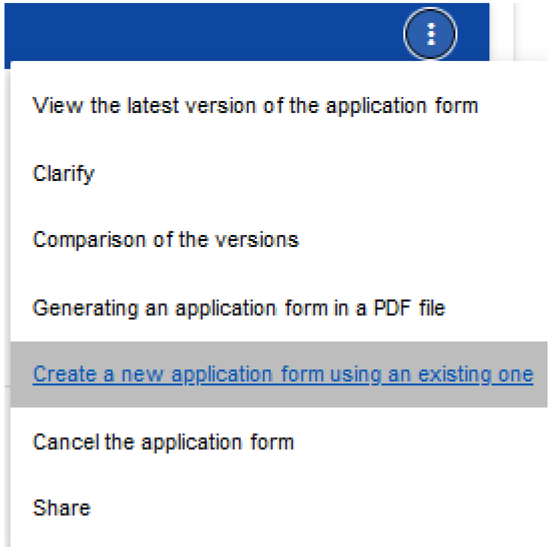


A warning message will be displayed asking you to confirm cancelling the application form:

After you confirm the operation, the selected application form will receive the status ***Cancelled***.

1.7. Creating an application form on the basis of another application form

Where you intend to submit another application in a specific call, you can create a new application form on the basis of one that already exists in that call. To this end, go to the list of application forms and select ***Create a new application using an existing one*** from the menu of the appropriate application form:



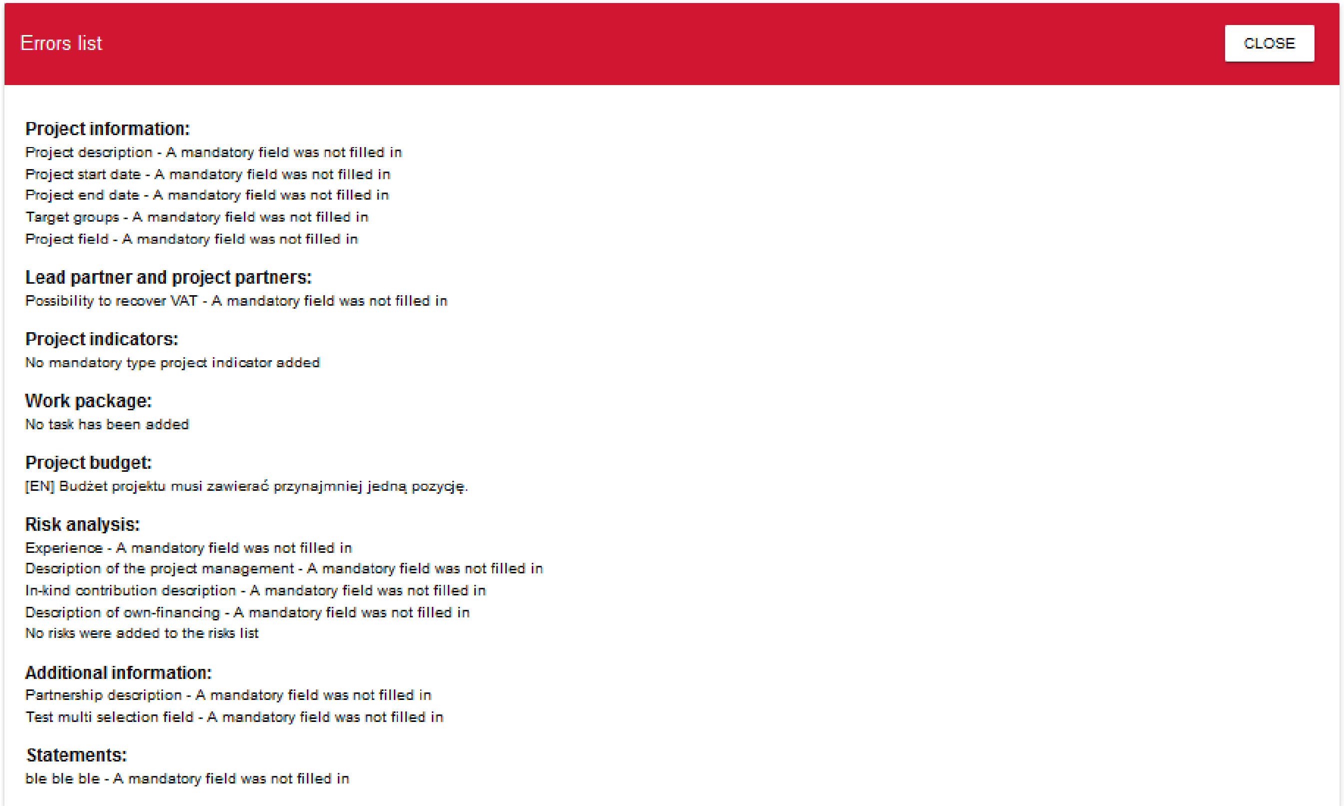
Next, follow the description provided in Section 1.1 ***Creating an application form***. The only difference is that the fields of such an application form are already populated as in the copied application form. If there have been any changes in the application form template, the newly created application form includes those changes.

2. SYSTEM MESSAGES

When working with the WOD2021 app it may happen that the operation of the system is interrupted. It can take place upon a breach of field validation rules, a breach of business rules, a breach of data consistency or in the case of technical errors (e.g. relating with network disturbances).

2.1. FIELD VALIDATION

If you fail to fill in any mandatory fields when saving your application form, the app will display an error message, e.g.



The system will also inform you about fields that were filled in incorrectly during edition of individual sections of the application form, e.g.

Project title*

Project title - This field is required

Project description*

Project description - This field is required

If a field has been filled in inconsistently with its format, the System will highlight it in red and display an error message, e.g.

Project start date*
weqweqe

Project start date Incorrect date format

2.2. BUSINESS RULES

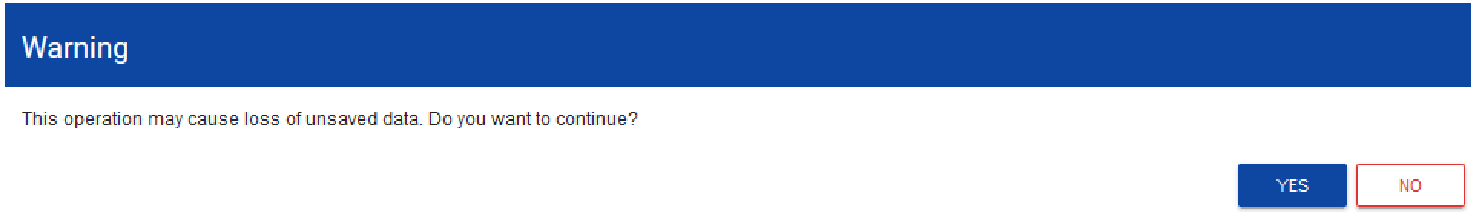
If a business rules was breached when saving an object, the app will display an error message.

Business rules implemented in the WOD2021 system may concern either the consistency of data of the object on which an operation is performed or the conditions of performing the operation itself.

2.3. WARNINGS

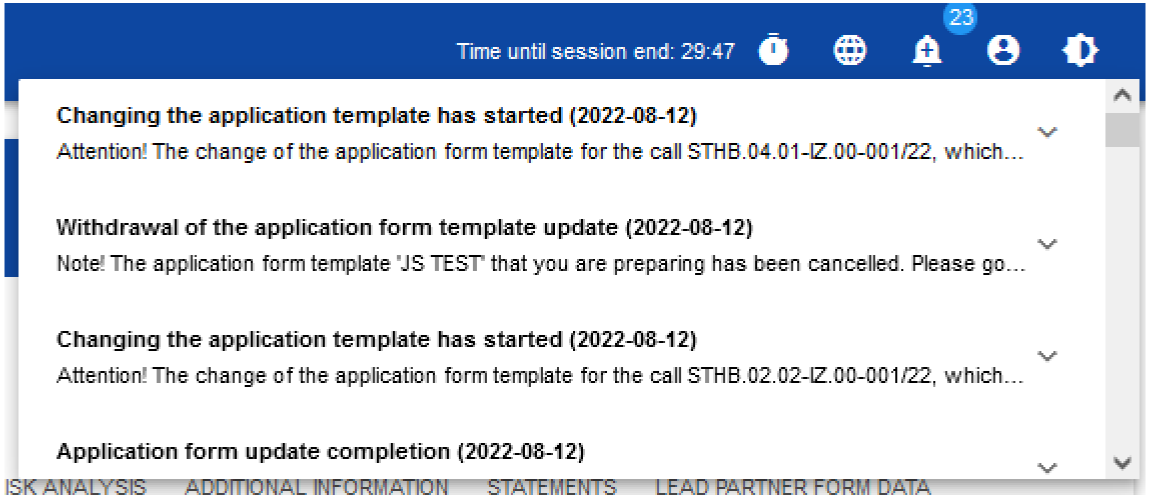
If a user has run an operation that may entail loss of data or irreversible change of status, the app will display a warning, e.g.

Example: A warning message at the end of data editing



2.4. MESSAGES TO APPLICANTS

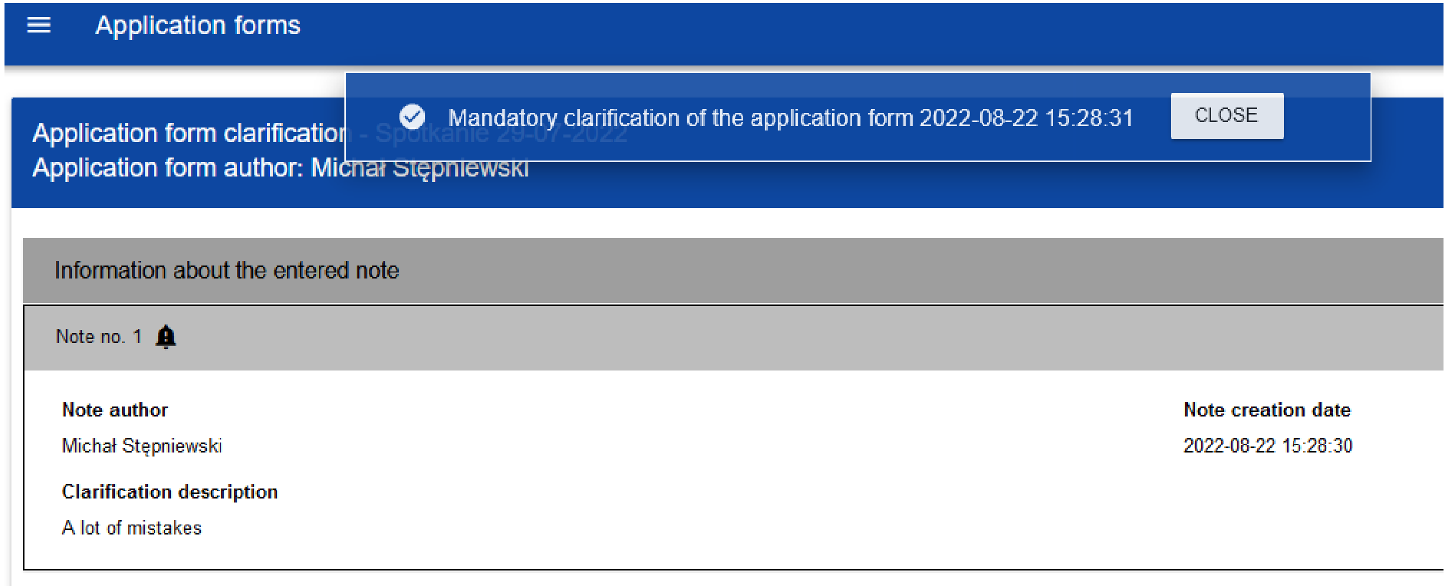
Where the circumstance regarding filling in application forms have changed, the applicants concerned will receive special messages. They are available after clicking the icon in the top right corner of the screen: 



The messages are sent in particular where:

- the Administrator has started changing the application form template in the call under which the applicant's application forms have been created
- the Administrator has completed changing the application form template attached to the call or withdrawn from the changes
- the call supervisor has set or changed the deadline for the applicant to clarify the application form

Each such message concerns a specific application form. Clicking the selected message will expand its full content and display a link allowing you to go to that application form's page:



Closing the content of the message will reduce the counter of unread messages shown above the bell icon:

A given message can be marked as read also by clicking OK after expanding it in the list of messages.