Guidelines for filling the

Second call

PROJECT SUMMARY FORM

ESTONIA-RUSSIA PROGRAMME 2014-2020

Intro

Before you begin filling in the project summary form, please also read the programme manual.

Application procedure to Estonia-Russia CBC Programme takes place in two stages:
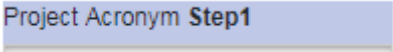
1. Project Summary Form

2. Full Application Form

This Guideline describes the first phase or Project Summary Form phase.

Support when filling in the application

You can ask all questions related to the content of the application from programme consultants of the Joint Technical Secretariat: http://www.estoniarussia.eu/joint-technical-secretariat/ .

Please turn to our eMS manager in case of questions related to the technical functioning of the eMS: Peep Purje by e-mail peep.purje@estoniarussia.eu or phone (372) 737 7247.

Important to remember:

1. **To be able to save, all input fields in current view need to be filled in**. If some fields are left empty, system will display error message: ☒ Project summary required If information is not yet available, please fill in text „to be filled later" or something similar.

2. Fields that are marked with light blue/grey colour and message **Step1**, are open for editing only in the **project summary form stage**. In full application form stage, these fields are locked for editing. Project Acronym **Step1**

3. **The inserted information will not be automatically saved**. Please press **"SAVE"** button in each page after entering text not to lose the inserted information. If you

are navigating out of any page without saving, the inserted information will unfortunately be lost and you will need to insert it again!

4. **Please fill in application form in the same order as the sections or tabs on top of the form indicate: from left to right:** start with Project Summary, then insert Partner information, then Project Description, then Work Plan (Define Periods) and finally Project Budget. Information on the previous tab is needed to prepare the form on the next tab.

Project Summary ▷ Partner ▷ Project Description ▷ Workplan ▷ Project Budget ▷
Project Budget Overview ▷ Attachments

5. **Time by time please press "Check saved project".** This is important for seeing possible error messages, as it is not possible to submit application unless you have eliminated them. Error messages appear in the top of the page. If there are more than 1 error message, they will not be shown immediately altogether, they will appear 1 by 1, as you correct them.

6. **Please do not use a backspace button in automatically generated information fields.** This might result in navigating out of the opened section and losing the entered data.

7. Please make sure, that you have answered all the questions in the application form.

8. Application form must be filled **in English**!

9. Please make sure, that you have answered all the questions in the application form.

10. Please read carefully all the field guidelines! Please check also the guidelines, which are hidden under ?

11. After all the necessary information is inserted in the application form, don't forget to submit the project by pressing ▣ Submit Checked Project

Application form is located on this webpage:

https://ems.estoniarussia.eu

To get access to the application form, please create a user account by clicking "**Register**".
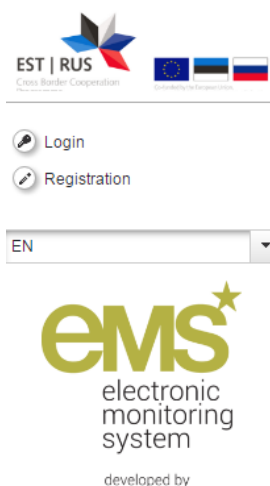
Please create your username and password and memorise it to be able to log into the system. If you forget your password, you can reset it by choosing "Forgot Password" from the login page. You must provide your user name and reset password link will be sent to your e-mail account. From this location you will be able to set a new password.

If you forget your username, please send an e-mail to peep.purje@estoniarussia.eu providing your name, surname and e-mail address that you used for registering your eMS account. Your username will be sent to you.

Dashboard and left-side menu

After logging in successfully, you will be directed to your Dashboard. Dashboard contains three sections: "My projects" section, where all your projects will be listed; "Mailbox" section, where messages about your project status and from co-workers will be listed; and "Calendar" view, with information about ongoing calls.

Left-side menu contains following sections:

- Personal, where one can access dashboard, mailbox, generated files and user account. Generated files section displays files generated by user. For example if user pushes "Save Phase 1 as pdf file" button inside the application form, the pdf version of application form will be generated and displayed under Generated files section. **Please note that it takes about 1-10 minutes to generate pdf files. Please be**

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patient and do not push "Save Phase 1 as pdf file" more than once.

Under User account you can change your password, name and dashboard preferences.

- Applications section contains My applications i.e. list of applications the particular user is involved in and Bookmarked applications. Bookmarking an application is additional way to access important applications more easily.
- eMS management section provides link to all calls – both open and already ended. If the link Apply is active, you can start submitting a project under this call.

How to start submitting the project

The easiest way to start project application is to click "Add project" button under the section "My projects" on Dashboard. Alternative way is to choose eMS Management – Calls. The list of calls is displayed and by choosing "Apply" one can start to fill the application form.

Project Summary section

Project identification:

Programme thematic objective

Only thematic objective 6 is available in this call

Specific area

Only specific area "Fostering shared actions in risk management and readiness to cope with environmental disasters" is available in this call

Project title

Please insert here the title of the project (in English).

Project Acronym:

Please insert here the short name or acronym of the project.

Project number:

Number will be generated automatically for your project after saving.

Name of the lead partner organization/original language

This information will be filled automatically based on the information provided in section "Partner"

Name of the lead partner organization/English

This information will be filled automatically based on the information provided in section "Partner"

Project duration (months)	Start date	End date
Calculates automatically	*Please choose from a calendar or enter manually*	*Please choose from a calendar or enter manually*

Project summary

Brief summary of the project

> *Please give a short overview of the project and describe*
> - *the common challenge of the programme area you are jointly tackling in your project*
> - *the overall objective of the project and the expected change your project will make to the current situation*
> - *the main outputs you will produce and who will benefit from them*
> - *the main activities and how they contribute to achieving project objectives and results*
> - *the approach you plan to take and why is cross-border/transnational approach needed*
> - *what is new/original about it*
>
> ***Please note that, in case of approval, parts of this summary will be published on the programme's web site. It should be clear, easily readable, self-explanatory and without references to other parts of the application form and other documents.***
>
> *Please pay attention that all the questions are answered!*
> (max 5000 characters)

Programme Co-financing* (based on information filled in sections "Partner" and "Partner budget")

Programme Co-financing

Partner			Programme Co-financing			Contribution			Total Eligible
Partner	Partner Abbreviation	Country	EE-RU CBC	EE-RU CBC Co- financing (%)	Percentage Of Total EE-RU CBC	Public Contribution	Private Contribution	Total Contribution	
1 - Lead partner	Lead	EESTI	€ 0.00	90.00 %	100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00
2 - Project partner	Part	RUSSIA	€ 0.00	90.00 %	100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Sub-total For Partners Inside			€ 0.00		100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Sub-total For Partners Outside			€ 0.00		100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Total			€ 0.00		100.00%	€ 0.00	€ 0.00	€ 0.00	€ 0.00

*After you fill in the information about each partner budget and contribution in section "Partner budget", this table will be shown and filled in automatically.

If you will press a button ⬒ Export , the table will be exported to MS Excel.

Partner section

Partner List

Number ⇕	Name ⇕	Country ⇕	Inside Programme area	Abbreviation ⇕	Role ⇕	Associated To ⇕	View Partner
1	Lead partner	EESTI	Yes	Lead	Lead Partner		🔍 View
2	Project partner	RUSSIA	Yes	Part	Project Partner		🔍 View

⊕ New Partner   ⊕ New Associated Partner

Partnership Description

Partnership Concept. Describe the relevance of partners and their need of involvement. **Step1**

[text editor toolbar]

Partners list*

Number	Name	Country	Inside programme area	Abbreviation	Role	Associated To	View partner
							🔍 View
							🔍 View

This table will be filled in automatically after the information on project partners is provided.

Partnership Description

Partnership Concept. Describe the relevance of partners and their need of involvement.

<div align="right">(max 2000 characters)</div>

Strategic Partnership. Please describe the role of each partner and expected benefit for the project.

<div align="right">(max 2000 characters)</div>

Associated partners. Please describe role of each associated partner (if any).

After these fields are filled, please press ⊕ New Partner or ⊕ New Associated Partner and add the information about project partners, by filling in the following information for each of them separately:

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Partner/Lead partner

Lead Partner 1

Partner role in the project

Lead Partner ▾

Name of the organisation in original language

Üks partner

244 Characters Remaining

Name of the organisation in English

The partner

244 Characters Remaining

Abbreviation of organisation

Department/unit/division

255 Characters Remaining

Partner role in the project

Please choose from a drop-down list the role for each partner – Lead Partner or Project Partner.

Name of the organisation in original language

Please insert here a title of the organisation in original language.

Name of the organisation in English

Please insert here a title of the organisation in English.

Abbreviation

Please provide an abbreviation for each partner in English.

Department/unit/division – optional

Please insert here the information on department/unit/division of your organisation dealing with the project, if it is relevant. If not relevant – please leave the field empty.

Address

Area ?

RUSSIA (RU) ▾

From Other Regions (for associates) ☐

Country ?

Russia (RU00) ▾

Region ?

Sankt-Peterburg (RU001) ▾

Street

House Number

Postal Code   **City**

Homepage

Address:	
Area	*Please choose from a drop-down list RUSSIA (RU) or EESTI (EE).*
From other regions (for associates) ☐	*Please make a tick in case inserting Associated Partner who are located <u>outside the programme area;</u> otherwise leave it empty!*

Country	*No need to choose anything, automatically displays relevant data*
Region	*Please choose from a drop-down list Pskov Oblast, Leningrad Oblast, Sankt-Peterburg in Russia or Lõuna-Eesti, Põhja-Eesti (adjoining regioon) , Kesk-Eesti, Kirde-Eesti in Estonia.*
Street	*Please insert here the name of the street of partner organisation.*
Number	*Please insert here the number of house (and room, if relevant).*
Postal code	*Please insert here the postal code.*
City	*Please insert here the municipality, town, village etc. where the partner organisation is located.*
Webpage	*Please insert here the address of the partner's webpage, if it has such.*

Legal and Financial Information:

Legal And Financial Information

Type of partner
National, regional and local public authorities

Legal Status
public

Co-financing Rate %
(max=90.00 %)
90.00%

☑
VAT number

Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?
yes

Type of partner (Small or medium-sized enterprises not eligible in this call!)	*Please choose from a drop-down list:* • *National, regional and local public authorities* • *Associations that are formed by regional or local authorities* • *Public equivalent bodies, which are financed by national, regional, or local authorities* • *Other bodies that are governed by public legal acts, (e.g., municipal and national enterprises, trade unions, medical institutions, museums, etc.)* • *Associations that are formed by bodies which are governed by public legal acts* • *NGOs and other non-profit-making bodies* • *Educational organisations* • *Small or medium-sized enterprises (SMEs) (only within TO 1)* • *other*
Legal status	*Please choose from a drop-down list if the partner organisation is*

	public or private organisation.
Co-financing rate %	*Please change the provided co-financing rate (90%) only in the case it is relevant for this partner (e.g. state aid activities or SME).*
Please leave this VAT number field empty, untick the box and provide the registration number instead	***Please untick the box***. *A new text box will open where to add the registration number.*

Registration number
Please insert here the registration number.

Please leave this VAT number field empty, untick the box and provide the registration number instead

Untick:

Registration number

567890

Please leave this field empty

Please Save while VAT box is unticked and Registration number is visible!

Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?	*Please choose from a drop down list yes/no/partly.*

Legal Representative

Title
Mr

First Name | Last Name

E-mail Address | Telephone

Contact Person

Title
Mr

First Name | Last Name

E-mail Address | Telephone

Legal Representative

Title

First name | Last name

e-mail | Telephone

Contact Person

Title

First name | Last name

E-mail Address | Telephone

Legal representative and contact person might be the same person, but please provide information for both.

Contact Person should be the same person filling the application form and submitting the application. There will be automatic messages sent about project status change to contact person's e-mail address.

Experiences Of Partner

Which are the organisation's experiences and thematic competences and experiences relevant for the project?

2000 Characters Remaining

What is the benefit for the organisation from participating in the project?

What is the benefit for the organisation from participating in the project?

2000 Characters Remaining

Other projects

Please describe the organisation's experience (if any) in participating in and/or managing international/ EU co-financed/ national projects or other projects.

2000 Characters Remaining

Experiences of Partner

Which are the organisation's experiences and thematic competences and experiences relevant for the project?

(max 2000 characters)

What is the benefit for the organisation from participating in the project?

(max 2000 characters)

Other projects

Please describe the organisation's experience (if any) in participating in and/or managing international/ EU co-financed/ national projects or other projects.

(max 2000 characters)

Please press ⊖ **Remove Partner** to remove partner(s) from the project partnership.

To add a new partner please press **Partner**

Project Summary	**Partner**	Project Description	Workplan	Project Budget
Project Budget Overview	Attachments			
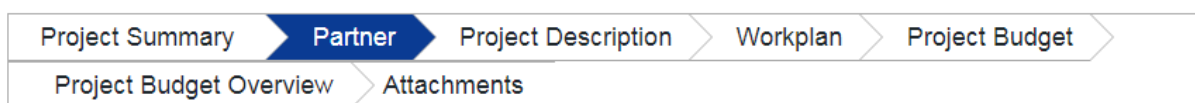
and ⊕ **New Partner** .

Project Description section

This section in the eMS consists of 5 subsections:
1. Project Relevance.
2. Project Focus.
3. Project Context.
4. Horizontal Principles (Cross-cutting issues).
5. Project Result Indicators

Information, which needs to be provided is specified separately in each subsection.

1. Project Relevance

Project Relevance

Cross-border Challenge

What are the common cross-border challenges that will be tackled by the project?

Please describe the relevance of your project for the programme area in terms of common challenges and/or joint assets addressed?

Project Approach

What is the project's approach in addressing these common challenges and/or joint assets and what is new about the approach the project takes?

Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime and in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

Cross-border Challenge

What are the common cross-border challenges that will be tackled by the project?

Please describe the relevance of your project for the programme area in terms of common challenges and/or joint assets addressed?

Project approach

What is the project's approach in addressing these common challenges and/or joint assets and what is new about the approach the project takes?

Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime and in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

Cooperation Reason

Why is cross-border/transnational cooperation needed to achieve the project's objectives and results?

Please explain why the project goals cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/project area gain in taking a cross-border/transnational approach.

Cooperation Criteria

Please select all cooperation criteria that apply to your project and describe how you will fulfil them.

Joint Development	
Joint Implementation	
Joint Management	
Joint Financing	

2. Project Focus

Project Focus

Programme TO Specific Area: Fostering shared actions in risk management and a readiness to cope with environmental disasters

Programme Result Indicator

| Programme result indicator is predefined Step1 | A decrease of overall number of land- and forest ▼ |

Project Main Overall Objective Step1

Main objective

1986 Characters Remaining

Project Main Result

What are the project results and how do they link to the programme result indicator?
Specify one or more project results and describe their contribution to the programme result indicator.

Main result

1989 Characters Remaining

Project main overall objective

Please state the objective of the project!   (max 2000 characters)

Programme result indicator

Programme result indicator is predefined

Project main result

What are the project results and how do they link to the programme result indicator? Specify one or more project results and describe their contribution to the programme result indicator.

(max 2000 characters)

Project Specific Objectives

Which are the specific objectives the project will be working towards?
Define max. 3 project specific objectives.

Title of specific objective	Please provide a short explanation of the defined specific objectives
	(max 1000 characters)
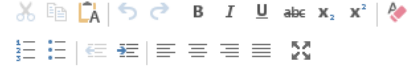
3. Project Context.

Project Context

How does the project contribute to wider strategies and policies?
Please describe the project's contribution to relevant strategies and policies; in particular, those concerning the project or programme area.

Characters (including HTML): 0 (Limit: 4000), Words: 0

Synergies

What are the synergies with other past or current EU and other projects or initiatives the project makes use of?

Characters (including HTML): 0 (Limit: 4000), Words: 0

Project Context

How does the project contribute to wider strategies and policies?
Please describe the project's contribution to relevant strategies and policies; in particular, those concerning the project or programme area.

(max 4000 characters)

Synergies

What are the synergies with other past or current EU and other projects or initiatives the project makes use of?

(max 4000 characters)

Knowledge

How does the project build on available knowledge?
Please describe the experiences/lessons learned the project draws on, and other available knowledge the project capitalises on.

(max 4000 characters)

4. Horizontal principles (Cross-cutting issues)

Horizontal Principles (Cross-cutting issues)

Please indicate which type of contribution to horizontal principles applies to the project, and justify the choice.

Sustainable development (environment)
negative ▼

Description

489 Characters Remaining

Equal opportunity and non-discrimination
positive ▼

description

489 Characters Remaining

Equality between men and women
neutral ▼

500 Characters Remaining

HIV prevention
positive ▼

500 Characters Remaining

	Type of contribution	Description of the contribution
Sustainable development (environment)	*Please choose from a drop-down list the type of contribution: neutral/ positive/ negative*	*Please justify the choice and provide a description on your project's contribution.* max 500 characters)
Equal opportunity and non-discrimination	*Please choose from a drop-down list the type of contribution: neutral/ positive/ negative*	*Please justify the choice and provide a description on your project's contribution.* (max 500 characters)
Equality between men and women	*Please choose from a drop-down list the type of contribution: neutral/ positive/ negative*	*Please justify the choice and provide a description on your project's contribution.* (max 500 characters)
HIV prevention	*Please choose from a drop-down list the type of contribution: neutral/ positive/ negative*	*Please justify the choice and provide a description on your project's contribution.* (max 500 characters)

5. Additional thematic result indicators

Additional thematic result indicators

Please indicate to which indicators the project results will contribute (selecting those indicators of relevance for the project scope and the planned achievements) and provide a quantification of the target together with a brief explanation specifying the expected contribution

Thematic result indicator	Measurement Unit	Target	Explanation
The strength of joint development in products and services by businesses	Please provide only explanation, no target value is necessary	0,00	2000 Characters Remaining
Attractiveness of cultural and heritage sites to visitors	Please provide only explanation, no target value is necessary	0,00	2000 Characters Remaining

Please indicate to which indicators the project results will contribute (selecting those indicators of relevance for the project scope and the planned achievements) and provide a quantification of the target together with a brief explanation specifying the expected contribution

Thematic result indicator	Measurement unit	Target	Explanation (max 2000 characters)

Workplan section

This section in the eMS consists of only 1 subsection: Define Periods

1. Define Periods

In Project Summary Form stage please define only one period for the full duration of the project. In order to do that, please click "Add" and Period 1 is generated with automatic start and end dates. No need to define any more periods. Detailed periods (length 6 month) should be provided only in the second stage (Full Application Form stage).

Project Budget section

This section in the eMS consists of 2 subsections:
1. Partner budget
2. Activities outside

1. Partner budget *(information to be added for each partner separately)*

Partner List

Number ⇕	Name ⇕	Country ⇕	Inside Programme area	Abbreviation ⇕	Role ⇕	Budget
1	EestiOrg	EESTI	Yes	ESTORG	Lead Partner	Define Budget / Define Contribution
2	RassiskajaOrg	RUSSIA	Yes	RUSORG	Project Partner	Define Budget / Define Contribution

In this section for every partner of the project please:
1) **Define budget**
2) **Define contribution**

1) Define budget

To define each partner's budget, please press separately for every partner

 (please take a look in the above).

After pressing this button, a new window opens:

Budget For Partner 1 - Lead partner (LP)

Budget budgetline - period

Budgetline ?	Wp M - Management	Sum
Staff costs	€ 0.00	€ 0.00
Office and administration	€ 0.00	€ 0.00
Travel and accommodation	€ 0.00	€ 0.00
External expertise and services	€ 0.00	€ 0.00
Equipment	€ 0.00	€ 0.00
Investment	€ 0.00	€ 0.00
Net Revenue	€ 0.00	€ 0.00
Sum	**€ 0.00**	**€ 0.00**

Budget budgetline - workpackage

Budgetline ?	Period 1	Sum
Staff costs	€ 0.00	€ 0.00
Office and administration	€ 0.00	€ 0.00
Travel and accommodation	€ 0.00	€ 0.00
External expertise and services	€ 0.00	€ 0.00
Equipment	€ 0.00	€ 0.00
Investment	€ 0.00	€ 0.00
Net Revenue	€ 0.00	€ 0.00
Sum	**€ 0.00**	**€ 0.00**

Budget period - workpackage

Period	Wp M - Management	Sum
Period 1	€ 0.00	€ 0.00
Sum	**€ 0.00**	**€ 0.00**

Save

Please fill in indicative budget figures in each relevant budget line for the chosen partner.

NB! For Office and administration budgetline, programme is using flat rate up to 7 % of eligible direct costs excluding investment costs. Please calculate this flat rate and insert into Office and administration budgetline.
NB! At least one period has to be defined in Define periods section in order to fill in budget table.

Budget line staff costs

Staff costs	✎	€ 0.00	€ 0.00

To add the indicative budget for "Staff costs" please press ✎ and then a new window opens:

Please leave staff type and unit type unchosen, just enter total sum of staff costs to the column: Total.

Budget line Office and administration costs

According to the programme manual this budget line is calculated as a flat rate up to 7% from the eligible direct costs, excluding Investment costs. Please calculate this flat rate and insert into Office and administration budgetline.

Please leave Unit type empty. Just insert total amount of office and administration costs.

Budget line Travel and accommodation

To add the indicative budget for "Travel and accommodation" please press ✎
Please leave Unit type empty, just insert total amount of Travel and accommodation costs

Budget line External expertise and services

To add the indicative budget for "External expertise and services" please press ✎
Please leave Unit type empty, just insert total amount of External expertise and services costs.

Budget line Equipment

To add the indicative budget for "Equipment" please press ✎
Please leave Unit type empty, just insert total amount of equipment costs.

Budget line Investment

To add the indicative budget for "Investment" please press ✎
Please leave Unit type empty, just insert total amount of investment costs.

Net revenue

The inserted amount of net revenue (if the project partner is not receiving state aid or *de minimis* aid and net revenue can be estimated in advance) will be automatically deducted from the total amount of the respective work package, as well as from the total budget of the partner.

To add the indicative budget for "Net revenue" please press ✎
Please leave Unit type empty, just insert total amount of net revenue.

2) Define contribution

To define each partner's contribution in section "Partner budget" please press

⊚ Define Contribution for every partner.

After pressing this button, a new window opens:

Partner Contribution

Partner Contribution Rate

	Amount	Co-financing Rate
Programme Co-financing	€ 0.00	90.00 %
Partner Contribution	€ 0.00	
Partner Total Eligible Budget	€ 0.00	

Source Of Contribution

Source Of Contribution	Legal Status	% of Total Partner Contribution	Amount	Options ⊕
Esimene partner	public		€ 0.00	
Sub Total Public Contribution		0.00 %	€ 0.00	
Sub Total Private Contribution		0.00 %	€ 0.00	
Total			€ 0.00	
Total Target Value			€ 0.00	
Total Public Expenditure			€ 0.00	

💾 Save

Upper part of the table will be filled in automatically, based on the information provided in page "Partner budget".

Source of contribution

This will be filled in automatically based on the information provided in section "Partner".

Legal status

This will be filled in automatically based on the information provided in section "Partner".

Amount

Please specify here the partner contribution amount. Please ensure that the amount inserted here is matching with the automatically calculated amount visible in table above in the field "Partner contribution" (underlined with red).

3. Activities outside

Activities outside the programme area

Please describe and justify the location of activities, which take place outside the eligible programme area.

(max 2000 characters)

Total budget for activities outside	*Please insert here the amount of the total budget for activities outside the programme area described and justified above.*
EE-RU CBC Outside	*Please insert here the planned amount of EE-RU CBC grant to be used for the activities outside the programme area described and justified above.*
% of total EE-RU CBC (indicative)	*This will be calculated automatically.*

Project Budget Overview section

In this section of the eMS different budget tables will be automatically generated to see the total project budget in different dimensions (e.g. partners vs budget lines, partners vs work packages, work packages vs budget lines etc.) Bases for calculations are the indicative budget figures inserted for each partner in subsection **Partner budget** under section **Project Budget.**

Attachments section

In this section please upload all the necessary attachments relevant for your project according to the rules of the programme stated in the programme manual chapter 6.2.2.

To add the attachments to your project application please use the button [+ Upload] as many times it is needed.

Please find and choose a file from your computer to be uploaded and press [Open]. After this is done, the file will be attached to your project application.

After the file it is uploaded, there is a chance to provide [🔍 Comment] to indicate what kind of file is uploaded (e.g. LP co-financing statement) or [🗑 Delete] the uploaded file in case the wrong file was chosen for uploading.

It is possible also to select and download the uploaded files.
NB! Make sure that all the uploaded files have clear and logical names!

How to submit application

If all required information in the application form is provided and all relevant attachments included, the application can be submitted. Application can be submitted **only** until the deadline of the Project Summary Form, i.e. **until 7 March 2018, 17:00** EET (Estonia) time. **Project application is considered to be submitted only if button "Submit Checked Project" is pressed.** Contact person of lead partner (inserted in Partner section) will receive confirmation that project application is now submitted to his/her email address. You can also check whether your application is submitted by looking at the status of your application in the dashboard, under "Project State" column.
Application form that is saved in the eMS but not submitted before the deadline, will not be considered as submitted application. Only the Lead applicant can submit application. Lead applicant is by default user who creates application form.

Before submitting an application, project needs to be checked to make sure that it fulfils certain criteria. This is done by pressing "Check Saved Project" button. Then the eMS will automatically check
- If partner contribution in the table "Source of Contribution" matches the target in the table "Partner Contribution Rate".

Partner Contribution
Partner Contribution Rate

	Amount	Co-financing Rate
Programme Co-financing	€ 499 149.75	85.00 %
Partner Contribution	€ 88 085.25	
Partner Total Eligible Budget	€ 587 235.00	

Source Of Contribution

Source Of Contribution	Legal Status	% of Total Partner Contribution	Amount	Options
Põhipartner	private	100.00 %	€ 88 085.25	
Sub Total Public Contribution		0.00 %	€ 0.00	
Sub Total Private Contribution		100.00 %	€ 88 085.25	
Total			€ 88 085.25	
Total Target Value			€ 88 085.25	
Total Public Expenditure			€ 499 149.75	

Save

Submission of application is possible only when application passes automatic check described above. Applicants are recommended to test their applications against this check well in advance of the submission deadline.

When the application form passes all the checks, button "Check Saved Project" will change to "Submit Checked Project".

☑ Check Saved Project ⟶ ▶ Submit Checked Project

We recommend to include all those attachments, which need to be signed, as digitally signed documents.

Section "General"

In the left-side menu, the user can perform several actions:

- "Save Phase 1 as pdf file" allows to generate pdf from application form. Those files will be displayed under 'Generated files' section. **Please note that generating pdf file takes couple of minutes.**
- "Check saved project" button performs checks on the submitted information in application form and displays either error messages, if application form did not pass the checks, or the message "Successfully checked", if it passed. After passing the checks, the same "Check saved project" button changes to "Submit checked project". **If you push this button, the application form will be submitted and no further editing is possible.**
- "Generated files" section displays files generated by the user. For example, if user pushes "Save Phase 1 as pdf file" button inside the application form, the pdf version of the application form will be generated and displayed under the section "Generated files".
- "Project history" section displays selected application form version. This is relevant after the project submission, during implementation phase when project is changed.
- "Attachments" will open the same attachment section as from the "Application form" menu.
- "User management" allows to assign additional users who can either read or modify the application form. There are two options: 1) "Add for reading" adds additional pre-registered user and allows him/her to read the application; 2) "Add for modification" adds pre-registered user as "co-worker" and allows him/her to edit the application.
- "Bookmark project" button marks the project as bookmarked for easier and quicker access.
- "Toggle tree" button displays application form menu on the right side of the screen.
- "Contacts" displays all users that are involved with particular application form, whether lead applicant, reader or co-worker. In later stages, also financial controllers who are directly involved with this project, will be shown. Contacts interface allows to send eMS internal messages to all those contacts.

- "Help" button displays section specific help, if available.
- "Export budget" button is available only if you choose Project Budget>Partner Budget. It allows to download local copy of project budget in csv format.
- "Exit" button returns to the previous page.

Section "Management"

▼ Management

Management menu is visible only for Lead applicant and it allows to delete the started project.

🗑 Delete Project

Clarifications for administrative check

Clarifications are done through modifying the project summary form. Lead applicant user (user who submitted the project) will receive a message through eMS (and notification about the message to his/her e-mail) about deficiencies. Now if project summary form is opened, message about modifications appears:

Request 1

Request Date	17.05.2017 10:35:11
Message	Project application is now reopened for modifications.
Decision Message	
Date Decision	17.05.2017 10:35:11
Approval Message	
Date Approval	
Decision State	Accepted (Modification request open for modifications)

Project summary form is open for modifications. Please make only those changes that are asked. JTS has the ability to track changes and if other modifications are found, it might lead to the rejection of application form. After relevant changes to the project summary form, please save the project. To submit modified project application, please select Application and Contract submenu on the left and click Check Modification:

▼ Application And Contract

⊘ Check Modification

If successful, button changes to Submit Modification:

▼ Application And Contract

⚑ Submit Modification

After submission, project summary form is locked again and can't be edited.