

# Guidelines for contracting in Estonia- Russia eMS<sup>1</sup>

## Managing Authority decision

MA positive decision can be either:

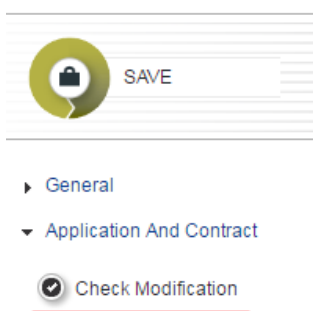
1. Your project is approved
2. Your project is approved with conditions

In the first case project is straight away moved to the Hand over phase. Project status turns to “MA decision: Approved”. In the second case, project needs to go through modification phase before reaching to Hand over phase.

If project is approved with conditions, regular modification procedure will follow: Project status is “Cr\_in\_process” and after opening it, modification request details screen is visible:

Request Date	17.02.2017 00:00:00
Message	
Decision Message	Please change 2 indicators!
Date Decision	17.02.2017 00:00:00
Approval Message	
Date Approval	
Decision State	Accepted (Modification request open for modifications)

By clicking on the magnifying glass, more details will be displayed. Change the application form as required, save and push Check Modification button under Application and Contract section in the left menu.



If successful, modification can be submitted. Project status turns to “Cr.done”. Now JTS will check modification and if all requirements are met, project is approved and status turns into “MA decision: Approved”. Hand over to Lead partner follows.

<sup>1</sup> All actions described below can only be done by Lead Applicant user.

## Hand over to Lead partner

If you open the project with status “MA decision: Approved”, pop-up appears with the notification: “Please hand over the project to the future lead partner”. From the left-side menu please click on Lead partner button:


Now you have to insert the eMS username of the future Lead partner. This means that the Lead partner user has to register him(her)self beforehand in eMS and notify the Lead applicant about his(her) username. If Lead applicant user is going to proceed also as Lead Partner user, he(he) should insert his(her) own username into the prospective lead partner field.

### Hand Over Project


Prospective Lead Partner


Active Lead Partner

No Lead Partner User Defined


 Declare As Lead Partner


#### General


 Save As Pdf File

 Generated Files


 Project History

 ATTACHMENTS

 Lead Partner

 Bookmark Project

 Toggle Tree

 Contacts

 Help

 Exit

Project is now in the status “Handover”. JTS has now to confirm your selection.

If proposed Lead partner user is rejected, Lead applicant will receive a notification to the e-mail as well as inside eMS message about rejection. You have to start over with the process to appoint Lead partner.

If proposed Lead partner is approved, both Lead applicant and appointed Lead partner will receive e-mail message about the transfer of usage rights. From now on Lead partner user has all rights and responsibilities in regard to the project in eMS. Old Lead applicant user can see the project application as read-only. He(he) will not be able to see any further modifications to the application or reports.

Project status is now “Startup”. Lead partner user can now access the section “Supplementary information” from “Application and contract” menu:

## Supplementary information

In Supplementary information, following tabs are available:

- Project Management
- Bank information
- FLC
- User assignment
- Documents

- ▶ General
- ▼ Application And Contract
  - ▾ Supplementary Information
  - 🔒 Project Application
  - 🔒 Request Modification

### Project Management

### Bank Information

### F L C

### User Assignment

### Documents

#### 1. Project management

Please fill in information about Project manager, Financial manager and Communication manager of the Lead partner only.

#### 2. Bank information

Please fill in Lead partner's bank information.

#### 3. FLC

Only for Russian partners! Please provide your auditor details.

#### 4. User assignment

This is the place where users for project partners can be assigned. Each project partner must have at least one user. Several users per partner is possible. Only users assigned to project partner can create and submit partner reports.

There can be also several users per Lead partner. Each of them can start and submit progress report, fill in supplementary information and request modification. The only thing the additional Lead partners are not able to do is to manage the additional Lead Partners assignment.

#### 5. Documents

In the Documents section, provide details of the location of institution where project documentation of each partner is stored. Please provide details of partner contact person.

Supplementary information is available to edit at any time.