



How to submit application form in eMS

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 6.th call, i.e. **until 2 February 2023, 23:59 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

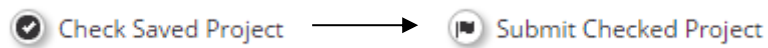
Source Of Contribution	Legal Status	% of Total Partner Contribution	Amount	Options
<input type="text" value="Põhipartner"/>	<input type="text" value="private"/>	100.00 %	<input type="text" value="€ 88 085.25"/>	<input type="button" value="+"/>
Sub Total Public Contribution		0.00 %	<input type="text" value="€ 0.00"/>	
Sub Total Private Contribution		100.00 %	<input type="text" value="€ 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”.



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