Version 1.4

Application Instructions – Seventh Call Strand 3

This document is part of the application pack, which is available in eMS and the programme website. The application pack further includes guidance documents and templates that should be submitted as supporting documents together with the application.

Within the application form there are a number of sections that must be completed for the application form to be deemed admissible. Please carefully consider all questions in the application form discuss them within your project partnership and jointly develop the activity plan.

The application form will initially be used to evaluate your project's contribution to the overall objectives of NPA 2014-2020, and will subsequently be used as a tool for monitoring approved projects.

Please note that all essential information about the project must be presented in the application form - only complementary information is to be given in annexes.

Special note:
The Monitoring Committee has decided that Priority axes 1, 2 and 4 are open for Strand 3.

Please feel free to contact the Joint Secretariat and the Regional Contact Points for further advice and assistance on preparing a proposal. Contact details are available on the NPA website, www.interreg-npa.eu.

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1. About eMS

Starting with the Third Call, applications must be submitted through an electronic monitoring system (eMS). This document provides instructions for completing the application form in eMS.

eMS is a programme monitoring system with a communication portal, which allows programmes to collect and store all necessary project and programme information and communicate with beneficiaries electronically via a secure online communication portal. INTERACT has developed this software for the benefit of all ETC programmes.

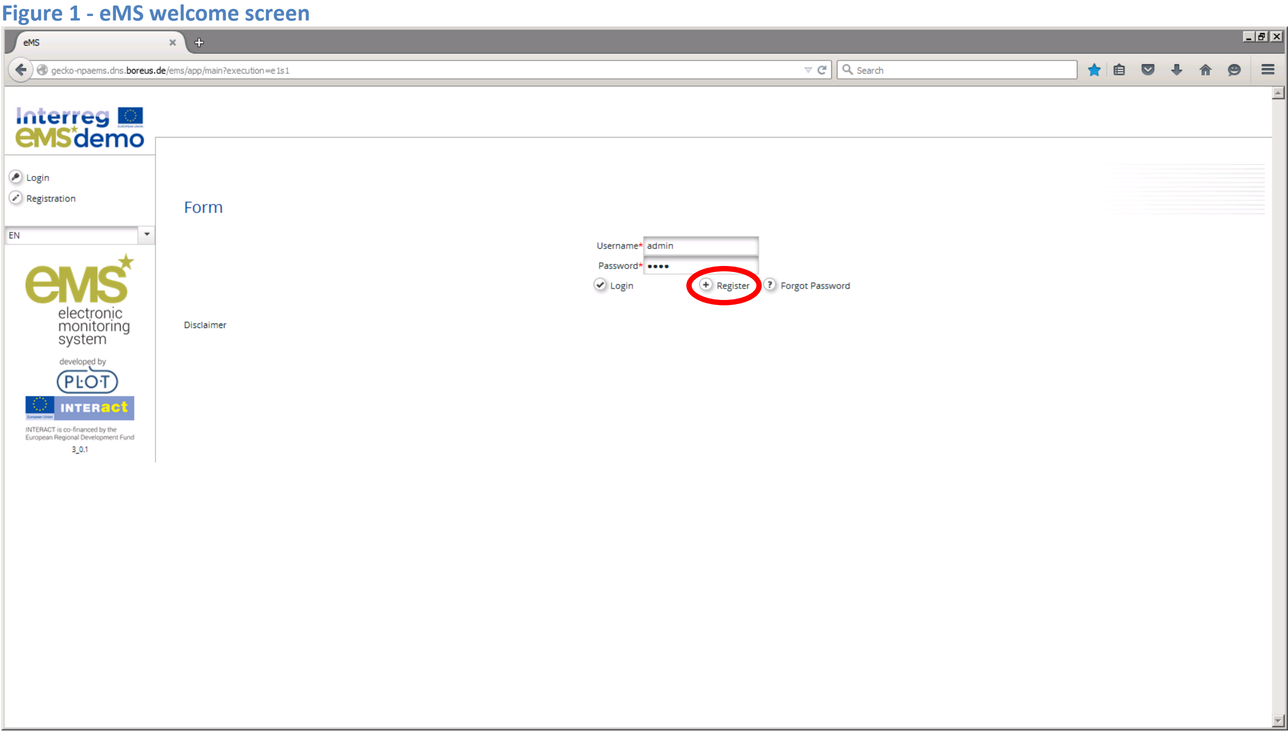
Disclaimer: eMS is a new system for both the programme and the applicants, and it is partially still under development. For this reason, we ask for your understanding in case something should not work quite as it should.

2. Access and Registration

2.1 Access

The eMS system can be accessed on the following link: ems.interreg-npa.eu.

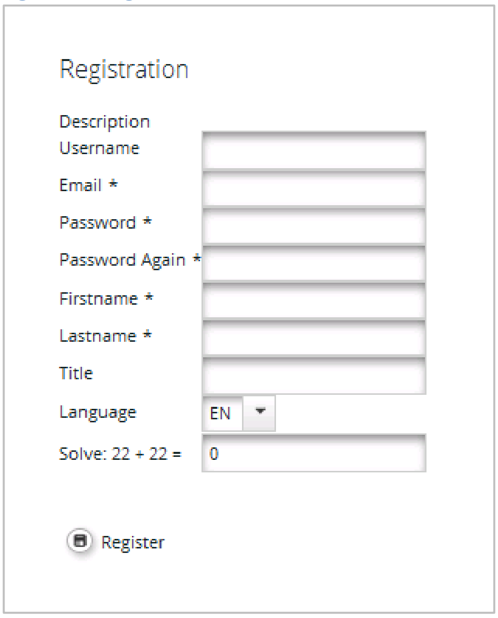
Figure 1 - eMS welcome screen



2.2 Registration

To use eMS, you must first register by clicking on “Register” on the welcome screen (Figure 1). As the user, you will then be asked to provide a set of credentials (Figure 2). Following your registration, a confirmation e-mail is automatically sent to your e-mail address. Only after receiving confirmation, will you be able to log in to the eMS and create an application form. **Note: If you do not receive an activation e-mail within a couple of minutes, please contact the Help Desk, who can activate your account manually.**

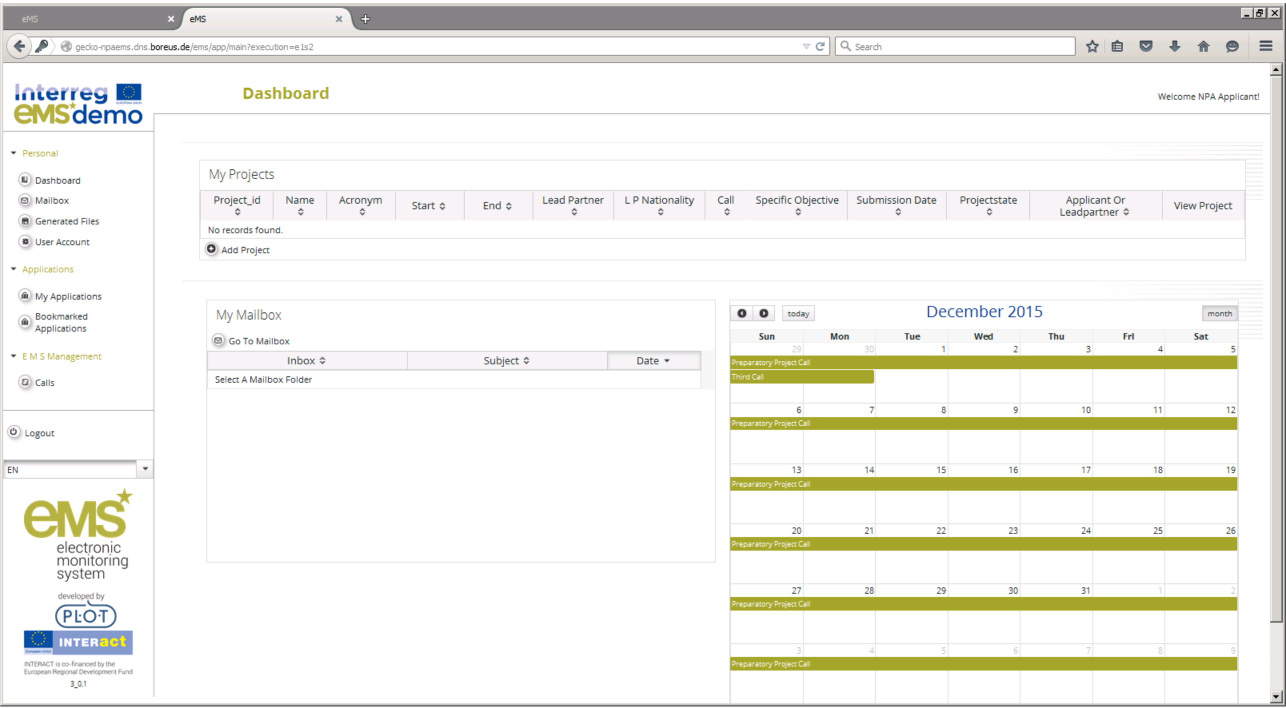
Figure 2 - Registration form



2.3 Dashboard

After logging in, you will enter the dashboard. The main functions can be found in the menu on the left hand side, such as your mailbox, generated files, user account, and so on. The central part of the dashboard shows any generated applications, your mailbox and a calendar.

Figure 3 - eMS Dashboard



3. Getting started in eMS

In order to correctly complete the application form in eMS, you need to have a good understanding of the main concepts used by the NPA 2014-2020, described in chapters 1 and 2 of the Programme Manual. This includes but is not limited to: the Priority Axes and their specific objectives, the result focus of the programme and expectations for main project outputs, the concept of transnationality, and the expectations for the partnership constellation and the project budget structure.

The graph below describes the different steps in submitting an application in eMS.

Figure 4 - Steps in the application submission process

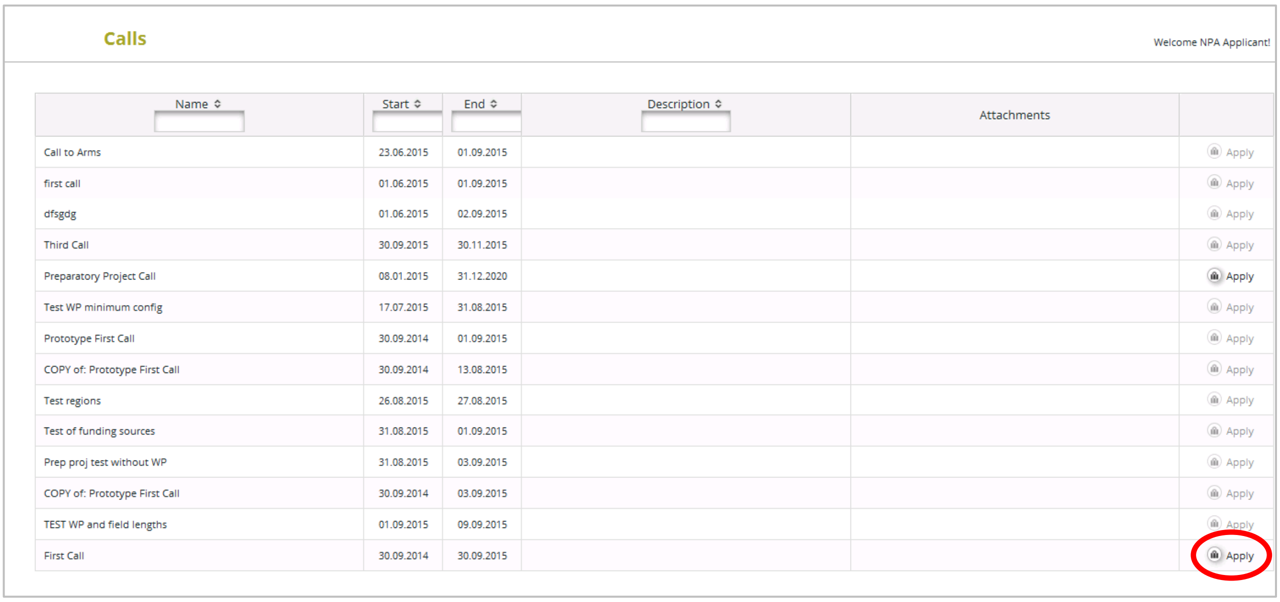
3.1 General Tips and Tricks

Please read the following instructions carefully!

- eMS allows you to save your work and resume a data entry session **at any time**, before finally submitting an application or report to the programme.
- To avoid a loss of data, please remember always to **save your information** before leaving a section! The save button is either in the upper left corner or at the bottom of the page. If you are filling in a longer section, we recommend that you also save the information regularly in between, in case your internet connection is lost or a technical issue occurs.
- Certain fields are **mandatory**, and in these cases the page cannot be saved unless these fields contain information. eMS will highlight missing fields at the top of the page.
- As a general recommendation, please be careful using **command keys** to navigate in the system such as Enter, PageUp/Down, etc. Remember that you are working in a browser, and these commands may interfere with data input.
- When copying information from other documents, such as Word or Excel files, we strongly recommend that you use **command keys to enter the data**. For example (Windows):
    - Ctrl + C: copy
    - Ctrl + V: paste
    - Alt + Tab: switching between open programs/documents
- Please note that certain text fields have a **limited number of characters**. If you try to input a longer text into such a field, you may experience that the text will be cut or that you may not be able to paste the text.

3.2 Creating an application

To create a new project, click on “Add project” on the Dashboard or on the page “My applications”. In the list of calls, you will need to select the relevant call you wish to apply to, and click on “Apply” behind the call name.

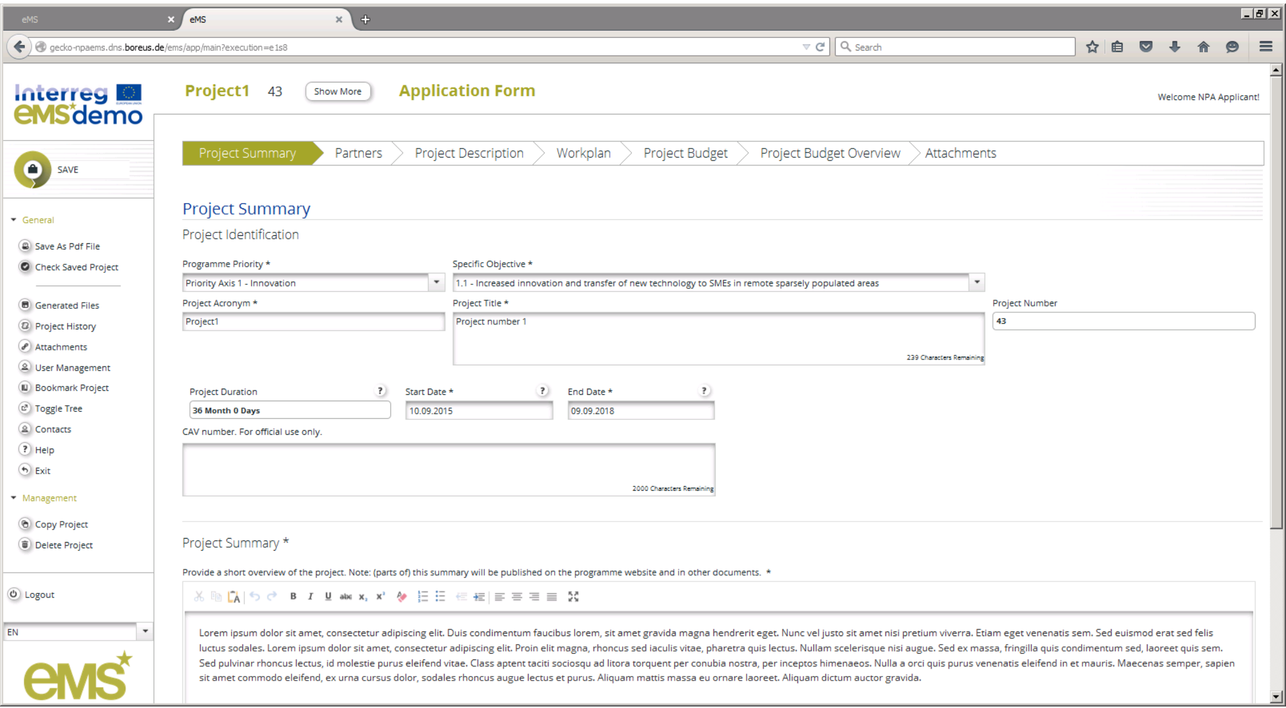

Calls

Welcome NPA Applicant!

Name	Start	End	Description	Attachments	
Call to Arms	23.06.2015	01.09.2015			Apply
first call	01.06.2015	01.09.2015			Apply
dfsgdg	01.06.2015	02.09.2015			Apply
Third Call	30.09.2015	30.11.2015			Apply
Preparatory Project Call	08.01.2015	31.12.2020			Apply
Test WP minimum config	17.07.2015	31.08.2015			Apply
Prototype First Call	30.09.2014	01.09.2015			Apply
COPY of: Prototype First Call	30.09.2014	13.08.2015			Apply
Test regions	26.08.2015	27.08.2015			Apply
Test of funding sources	31.08.2015	01.09.2015			Apply
Prep proj test without WP	31.08.2015	03.09.2015			Apply
COPY of: Prototype First Call	30.09.2014	03.09.2015			Apply
TEST WP and field lengths	01.09.2015	09.09.2015			Apply
First Call	30.09.2014	30.09.2015			Apply

You will now see the application form, divided into different tabs. After completing the first tab “Project summary”, click on “Save” in the top-left corner. Congratulations, you have now created a project!

Figure 5 - Application start page



3.3 Assigning Other Users

If you prefer to work on an application with multiple persons, it is possible to assign other users to the project application.

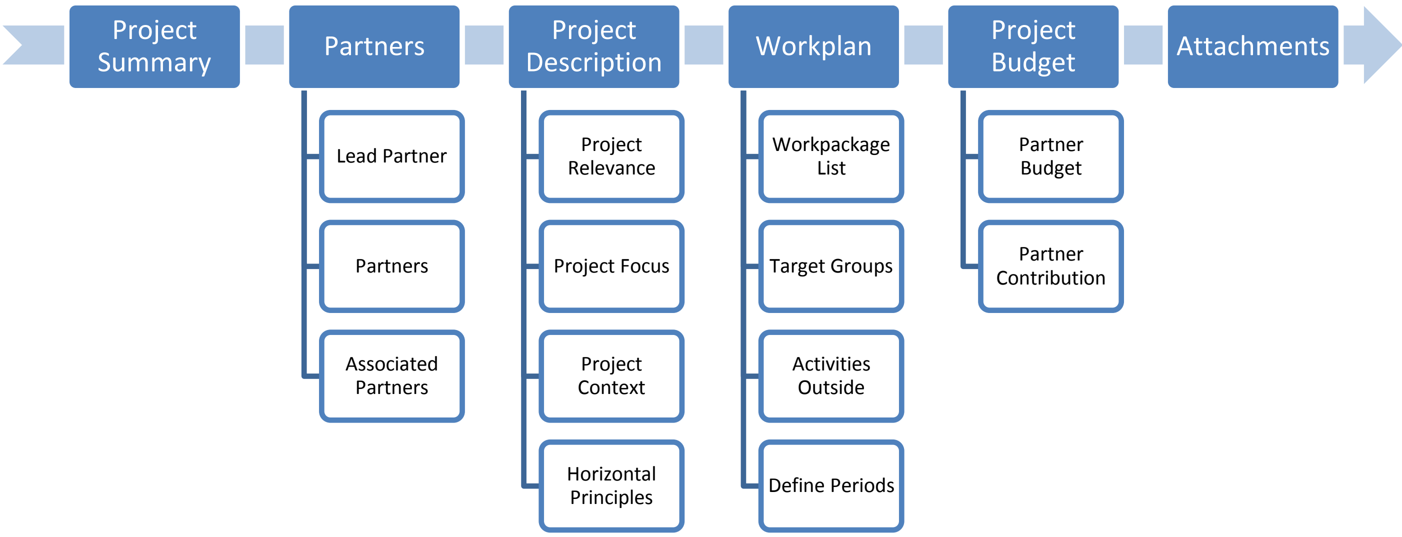
By creating an application in eMS, you will be considered the Lead Applicant, meaning that you are the person responsible for submitting the application. Additionally, you can grant the right to read or edit the application to other users. You can do this under the left-hand menu item “User Management”. However, before you can do so, the other users need to register in eMS and provide their user names to you as Lead Applicant.

After granting access rights to other users, it is possible to work in parallel on the application. **Note: please make sure that you are not working in the same section or sub section simultaneously, as this might result in a loss of data! For the same reason, please do not have the eMS open with the same user name in multiple browser windows.**

3.4 Workflow

The graph below shows an overview of the data entry workflow in the application form.

Figure 6 - Application data entry workflow



4. Completing the application form

4.1 Section A: Project Summary

This is the starting point for the application form. The application will not be created until this first tab in the application form has been completed and saved. You will then get access to the other tabs.

After completing other sections in the application form, this tab will show a complete project summary.

Question	Instructions	Programme Manual section
Project Identification		
Programme Priority:	Indicate which Priority Axis of the Northern Periphery and Arctic Programme the project aligns with**.**	1.4
Specific Objective:	Select one specific objective your project is contributing to.	1.4
Project Acronym	Abbreviation of the project name	
Project Title	State the title of the project. This will be the official name of the project during its implementation.	
Project Number (autonumber)		
Project Duration	State the start date and end date of project activities. **Note** that if approved, the formal project start date is agreed with the JS, normally within 3 months of the MC approval. The maximum project period is **limited up to 18 months** and 3 months for project final reporting. All projects are expected to be completed by **June 2022**.	
Start Date	Indicate the expected start date of project activities.	
End Date	Indicate the expected end date of project activities.	
CAV number	For official use only	
Project Summary		
Short overview	This summary delivers the first impression of your disruptive technology project. In case the project is approved, this summary will also be used by the programme for communication purposes, therefore make sure the text will be understandable by a non-expert audience and will be informative and appealing.	
Project summary in another EU language	Project summary in another EU language than English (for publication of a list of projects according to EU regulations). This is a mandatory field in order to create the project in eMS.	

4.2 Section B: Project Partners

To enter information about the partnership, click on “Add new partner”. To add associated partners, click on “Add associated partner”. Sub partners are added inside a project partner, provided that they have the same legal status and use the same funding source as the main partner they are connected to.

Note: after entering and saving a partner, you need to click on the tab “Partners” to get back to the list view to be able to add additional partners.

Question	Instructions	Programme Manual section
Partner … (autonumber)		
Partner Role in the Project	The first partner created is automatically assigned the role of the Lead Partner. Subsequent partners are automatically assigned the role of project partner.	2.1.3 2.1.4 2.1.5
Partner Name	State partner name in the original language	
Partner Name English	State partner name in English	
Abbreviation	Abbreviation of the partner name	
Department	Indicate if applicable	
Address		
Nuts0	Select the relevant programme partner country from the list. **Note:** If the partner is located outside the programme area, please tick the box “From All Regions”	Table 1 - List of eligible regions
Nuts2	Select the relevant NUTS region	
Nuts3	Select the relevant sub region	
Street + House number	Enter street name + house number	
Postal Code + City	Enter Postal Code + City	
Website	Enter the organisation’s website URL	
Legal and Financial Information		
Type of Partner	Select the relevant type of partner	2.1
Small or Medium Enterprise	Select Yes if the partner is an SME	2.1.1
Legal Status	Select if the organisation is public or private. **Note**: the legal status should be supported by a Legal Status Assessment Template.	2.1.2
Co Financing Source	Select the relevant funding source: • **ERDF** for Member State partners inside the programme area • **ERDF 20%** for partners from outside the programme area • **ERDFe NO** for Norwegian partners • **ERDFe IS** for Icelandic partners • **ERDFe FO** for Faroese partners • **ERDFe GL** for Greenlandic partners	Table 8 – Funding Sources NPA 2014-2020
Co Financing% (max = xx%)	Enter the correct intervention rate. **Note:** The maximum rate for the selected funding source is visible between brackets. For Norwegian partners, the grant rate should be changed to **maximum 50%**. For Icelandic partners, the grant rate should be changed to	1.5.1

	maximum 60%.	
Vat Number	Enter VAT Number or similar for the organisation.	5.2
Recover Vat	Indicate if the organisation is able to recover VAT or not. **Note:** if the organization is not able to recover VAT, this must be supported by a VAT statement, such as a statement from the tax authority or a signed letter from the partner organisation, etc	5.2
Legal Representative		
Title	Type title	
Name	Type name	
Last Name	Type last name	
E-mail Address	Type e-mail	
Telephone	Enter telephone number	
Contact Person		
Title	Type title	
Name	Type name	
Last Name	Type last name	
E-mail Address	Type e-mail	
Telephone	Enter telephone number	
Experiences of Partner	What are the organisation's competences and experiences relevant for the project? Include role in the project.	2.1.1
Other International Projects	Please list other EU co-financed projects or other international projects the organisation has participated in and/or managed.	
Public Procurement Status	Please indicate if the organisation is following public procurement procedures. Answer Yes or No.	

4.3 Section C1-4: Project Description

Section C.1 Project Relevance

Question	Instructions	Programme Manual section
Territorial Challenge		
What are the common territorial challenges that will be tackled by the project?	When describing the project's relevance, demonstrate that the project is relevant for all partner areas by taking into account the level of 'maturity in the field of intervention'. In addition, describe how the project will base its outputs on stakeholders needs and how stakeholder involvement during the project is envisaged.	2.2.1
Project Approach		
What is the project's approach in addressing disruptive technologies and in what way this goes beyond existing solutions? What do you expect your project to have achieved by the end of its duration?	Describe how your project will explore the practical application of new technologies into existing industriesor solutions, and in what way this goes beyond existing practice. Describe the expected achievements of the project. Describe how the project draws and enhances the experience and solutions of previously funded projects.	ToR
Cooperation Reason		
Why is transnational cooperation needed to achieve the project's objectives and result?	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 transnational approach.	1.3.3 1.4

Section C.2 Project Focus

Question	Instructions	Programme Manual section
Specific Objective ... (automatically shows selected specific objective)		
How will the project results contribute to changes sought by the programme?	Demonstrate awareness of the result sought by the Programme and describe how your project will contribute to it.	1.3
Result Indicator		
Select the programme result your project is contributing to	This field is automatically linked to your selected specific objective	2.2 2.4.1
Project Main Result		
Specify the project main result(s) and describe its contribution to the programme result indicator.	Please indicate your project's qualitative contribution to the programme result – positive or neutral.	2.2 2.2.2

Project Objectives		
Project Objective Title	Give a short title for your project objective	2.2.2
Project Objective Explanation	Describe the project objectives ensuring they are in line with your project's main result(s). Define max. 3 project objectives.	
Add Project Objective	Click to add a new project objective	

Section C.3 Project Context

Question	Instructions	Programme Manual section
Project Context		
Is the project part of regional/national strategies and policies? Is the project part of wider strategies and policies?	Please describe the project's contribution to relevant strategies and policies; in particular, those concerning the project or programme area. Also consider existing synergies with past or current regional or national projects. If applicable what concrete measures does the project take to align with Macro Regional Strategies and Sea Basin Strategies, specifically the EU Strategy for the Baltic Sea Region and the Atlantic Strategy?	1.3.4
Synergies		
Which NPA projects or other programmes' projects is the proposal based on? What existing results are you planning to enhance?	Please describe your project's synergies with projects funded by the NPA and other programmes or initiatives, and the results they achieved.	ToR

Section C.4 Horizontal Principles

The horizontal principles must be incorporated in every project and at all stages; from project design and delivery, through to project evaluation. Understanding and demonstrating equality issues and sustainability is highly relevant to all applicants and will influence the assessment process.

Please note that the horizontal principles are named differently in the Programme Manual. Sustainable Development is called "Environmental Sustainability", and Equal Opportunity "Inclusion and Diversity".

Question	Instructions	Programme Manual section
Sustainable Development (environment)	Please list your project's contributions to the horizontal principle, and indicate whether your choice is neutral or positive.	1.3.5
Equal opportunity and non-discrimination	Please list your project's contributions to the horizontal principle, and indicate whether your choice is neutral or positive.	1.3.5
Equality between men and women	Please list your project's contributions to the horizontal principle, and indicate whether your choice is neutral or positive.	1.3.5
Environmental indicator		
Please describe your project's	On the basis of the Strategic Environmental	2.4.3

contribution to the environmental indicator for the Priority Axis.	Assessment carried out of the NPA 2014 - 2020, 4 environmental indicators were developed to monitor the Programme's impact on the environment, one for each Priority Axis.	

4.4 Section C.5-6 Work Plan

In addition to the project description in **Part C**, projects need to provide details about their work plan. The information entered in this section will form the basis for the project monitoring.

Section C.5 Work Packages

All projects are requested to submit a description of the different work packages that the partnership has developed to structure their activities.

Two standard work packages have been pre-defined:

- Work package 1, "Project Management", consist of operational and strategy activities such as governance, daily management of the project and reporting and monitoring. **Note:** To edit the work package, click on the magnifying glass.
- Work package 2, "Communication activities", consists of external communication, and all other tasks associated with the project's outward project communication activities, dissemination tools, and associated communication deliverables. Please see chapter 2 of the Programme Manual for a list of mandatory and recommended communication tools you should include in your work package description. **Note**: to activate the Work Package Communication, please click on the + sign.

Work packages 3-7 are project specific, and should include descriptions of all other activities. In eMS, these implementation work packages are named T1, 2, 3… Consider developing a number of work packages proportionate to the size and duration of the project. **Milestones must be indicated in the work packages**. The call definition of a Milestone is:

- A major progress point that must be reached to achieve success
- Activities and deliverables lead to assessable and verifiable milestones. Milestones can be for example: a priority task, survey, baseline study, conference planning deadline etc.
- Milestones could also be composed of many smaller deliverables and be tangible or intangible in nature leading to the project's end results

After filling in the work packages, a Gantt chart will appear at the bottom of this page. This is considered to be an indicative plan and the Joint Secretariat will exercise flexibility (within reasonable limits) when monitoring project activities.

Work Package Management – Pre-defined

Question	Instructions	Programme Manual section
Partners		
Select the WP Responsible Partner	Please choose the partner responsible for the Work Package from the list.	2.3
Select Partners Involved	Please select other partners involved.	2.3
Description		
Describe how the management on the strategic and operational level will be carried out.	Please describe briefly the project management structure, and give some insight into the decision making structure.	2.3

	Specifically: • Structure, responsibilities, and procedures, for the day- to- day management and coordination • Communication within the partnership • Reporting and evaluation procedures • Risk and quality management	
Activity A.M.1… (autonumber)		
Activity Title	Activities in this work package should consist of internal communication, and all other tasks associated with the Lead Partner and / or Co Lead Partner coordination of the overall project administration. Some of the common tasks associated with this Work Package include coordinating the drafting of the progress reports and final reports and organising the claim procedures for the project partnership, as well as acting as the responsible partner for all reporting. The Lead Partner and/ or the Co Lead Partner is normally the internal contact body for questions within the project partnership and is the main contact point for the Joint Secretariat.	2.1.3
Start Date	Enter the envisaged start date for the activity	
End Date	Enter the envisaged end date for the activity.	
Activity Description		
Description	Please give a brief description of the activity. In case of partner meetings and other project events, please indicate where they are envisaged to take place.	
Deliverable D.M.1 + Target Value + Month	The NPA does not require deliverables inside the work package Management. It is optional to use these fields.	
Add Activity	Click on this button to add more activities.	

Work Package Communication – Pre-defined

Question	Instructions	Programme Manual section
Partners		
Select the WP Responsible Partner	Please choose the partner responsible for the Work Package from the list.	2.3
Select Partners Involved	Please select other partners involved.	2.3
Summary		
Describe how the communication activities will be carried out in the project, on the strategic and operational level.	Please describe briefly the project's approach towards external communication with the main project stakeholders and the wider public. Specifically: • structure, responsibilities and procedures for internal and external communication • Adherence to EU and mandatory	2.3 3.6.1

	programme publicity requirements • Responsible financing for quality communication tools of a professional standard • Defining and targeting specific 'target groups' i.e. key project beneficiaries and likely end users, what methods will be used? • Risks associated with communication activities	
Objectives		
Project Objectives	Prefilled from the tab Project Focus	
Communication Objectives	The system has pre-defined a number of communication objectives, i.e. raise awareness, influence attitude, increase knowledge, change behaviour. Please select the relevant communication objective for each project objective. Additionally, it is **optional** to choose a communication objective for a project output. In order to do so, click on + Add Output Communication Objective.	
Approach Tactics	Please briefly describe how you will achieve the communication objective. You can elaborate on activities and deliverables below.	
Activity A.C.1… (autonumber)		
Activity Title	The system has pre-defined a number of communication activities. We expect as a minimum: public events, promotional materials, and publications. Please see the Programme Manual for recommended and mandatory communication activities.	2.3.1
Start Date	Enter the envisaged start date for the activity	
End Date	Enter the envisaged end date for the activity.	
Activity Description		
Description	Please give a brief description of the activity.	
Deliverable D.C.1… (autonumber)	Please only list the major deliverables such as brochures, websites, etc.	
Title	Deliverable title	
Target Value	How many deliverables does the project plan to deliver?	
Description	Give a brief description of the deliverable.	
Delivery Month	Indicate the month when the deliverable is expected to be available.	
Add Deliverable	Click on this button to add more deliverables under this activity.	
Add Activity	Click on this button to add more activities.	

Work Package Implementation – Project Specific

Question	Instructions	Programme Manual section
Title	Please give a short title to the Work Package.	2.3
Partners		
Select the WP Responsible Partner	Please choose the partner responsible for the Work Package from the list.	2.3
Select Partners Involved	Please select other partners involved.	2.3
Summary Implementation		
Please give a summary description of the work package and its objective. Please specify to which project objective it contributes.	It is important that the reader of the application understands the purpose of the work package to achieve the overall project objectives.	
Main Outputs		
Output O.T1.1… (autonumber)	Projects are expected to deliver viable products and services, whose impact should contribute to programme level results. Each of the Priority axis have been designed to focus project applicants on delivering tangible, durable outputs, assisting the delivery of the programme's ambitions of measurable positive changes in the Programme area. Each project's intended results and outputs are expected to facilitate the changes sought by the NPA Programme. **Please only list viable products/services according to Programme Manual section 2.2, and NOT other deliverables.**	2.2
Title	Please give a short title for the product or service	
Define how the product/service will be enhanced by the end of the project.	Please only list viable products/services according to Programme Manual section 2.2, and NOT other work package deliverables. It is important that the reader of the application understands what viable outputs the project will deliver.	
Output indicator: choose the corresponding output Indicator, to which the product/service will contribute.	Programme Output indicators have been developed to express and measure project outputs. They are dependent on the selected Priority Axis. All Output indicators are collected at project level and aggregated at programme level.	2.4.2
Date	Indicate the month when the output is expected to be available.	
Quantity	Quantify the contribution to the output indicator. This is a target value for the entire project. **Note**: one product or service delivered in several programme partner countries is still considered as one, please **do not double count**! Please see the Programme Manual for expected targets on programme level.	

Target Groups		
Please select the target group(s): who will use the main project output(s) listed above?	List envisaged target groups for the main project output(s).	
How will you involve target groups (and other stakeholders) in the enhancement of the main project outputs?	Describe briefly how your project will involve target groups (and other stakeholders) in the development of the project main products and services. Please note that we expect you to build stakeholder engagement into the project, e.g. in your (associated) partnership, through your communications work package, or if relevant, by having a work package dedicated to industry interface, if your envisaged end users are the private sector.	
Transferability and Durability of Main Outputs		
How will the project ensure that any project output listed above and its results have a lasting effect beyond project duration?	Describe expected concrete measures to be taken during and after project implementation to ensure the durability of the project's outputs and results.	1.3.3 1.4
How will the project ensure any project output listed above and its results are applicable and replicable by other organisations/regions/countries outside of the current partnership?	Please describe to what extent it will be possible to transfer the outputs and results to other organisations/regions/countries outside of the current partnership.	1.3.3
Activity A.T1.1… (autonumber)		
Activity Title	Please give a short title to the activity	
Start Date	Enter the envisaged start date for the activity	
End Date	Enter the envisaged end date for the activity.	
Activity Description		
Description	Please give a brief description of the activity.	
Deliverable D.T.1.1… (autonumber)	Please only list the major milestone deliverables, such as studies, reports, etc.	
Title	Deliverable title	
Target Value	How many deliverables does the project plan to deliver?	
Description	Give a brief description of the deliverable.	
Delivery Month	Indicate the month when the deliverable is expected to be available.	
Add Deliverable	Click on this button to add more deliverables under this activity.	
Add Activity	Click on this button to add more activities.	
Please describe briefly the role of each partner	This section should give some insight in the division of work inside the work package.	
Please describe how this work package connects to or has interdependencies with other work packages.	This section should give some insight how this work package fits together with the other work packages.	

4.5 Section C.6: Target Groups

Question	Instructions	Programme Manual section
Target Groups (automatically taken from target groups selected inside the work packages)		
Description	You can use this field to specify the target group category, such as. a particular field, geography, demographic group, etc.	
Target Value	This field is optional. If you can give an indication of the size of the target group, you can enter it here.	

4.6 Define Periods

In this section, the reporting periods for the project have to be manually inserted on the basis of your project milestones. Eg. the first period begins at the start of the project and ends on the delivery date of the first milestone, the next period starts on the following day and ends on the delivery date of the second milestone, and so on. **Important**: the reporting periods must be filled in to generate the project budget.

Please click **Save** to confirm the periods. **Note:** if changing the project start or end date, please update the reporting periods accordingly. Please check that the reporting deadlines are correct: 3 month after the end of a reporting period. For the final period, the reporting deadline is 3 months from the project end date.

4.7 Section D: Project Budget

Note: For each partner, you should define BOTH the budget AND the contribution (match funding)! Remember that the project costs and the project finances should balance. You can check this on the tab “Project Budget Overview”.

All costs for each partner must be entered per period (note: each period is defined by the delivery date of each milestone) and per work package. For entering the data, you can choose to either enter it by period first or by work package first on the partner budget page. **Before you enter any costs, please double check that there are reporting periods!**

To specify cost items under a budget line, click on the + sign. If there is no + sign, this means that there is no possibility to specify items.

Partner budget

Question	Instructions	Programme Manual section
Budget by Work Package OR Budget by Period		
Staff costs	Expenditure on staff costs shall consist of gross employment costs of staff employed by the beneficiary in one of the following ways: (a) full time; (b) part-time with a fixed percentage of time worked per month; (c) part-time with a flexible number of hours worked per month; or (d) on an hourly basis. **How to specify:** • Please make a new line for each staff function. • For **fulltime staff** and **part time staff with a fixed percentage**, please select the unit type **month**. Enter the number of months for each period under “Unit”. Then enter the monthly amount under “Amount per unit”. If applicable, please use of the comment boxes to indicate the fixed percentage. • For **part time staff with flexible number of hours** or staff contracted on an **hourly basis**, please select the unit type **hour**. **Note** that you need to use a standard of 1720 hours for your calculation of the hourly rate. Enter the number of hours for each period under “Unit”, e.g. 430 for a 6-monthly period (25% of 1720 annual hours). Furthermore, please write “1720” in one of the comment boxes to indicate that you are making use of this simplified cost option.	5.3.1 and factsheet on staff costs.
Office and administration	Where the implementation of the project gives rise to indirect costs, they may be calculated at a flat rate. A flat rate of up to 15% of eligible direct staff costs without a requirement for demonstrating a calculation. A flat rate calculation covers all office and administration costs, i.e. there is no distinction between direct and indirect costs. To apply the flat rate, please tick the box “Budget flat rate office” at the top of the budget table. **Note:** If making any changes to the staff costs, remember to click the “Recalculate Budget” button. Direct office and administrative expenditure are limited to the following elements: (a) office rent; (b) insurance and taxes related to the buildings where the staff is located and to the equipment of the office (e.g. fire, theft insurances); (c) utilities (e.g. electricity, heating, water); (d) office supplies; (e) general accounting provided inside the beneficiary organisation; (f) archives; (g) maintenance, cleaning and repairs; (h) security; (i) IT systems; (j) communication (e.g. telephone, fax, internet, postal	5.3.2 and factsheet on office costs.

	services, business cards); (k) bank charges for opening and administering the account or accounts where the implementation of an operation requires a separate account to be opened; (l) charges for transnational financial transactions. **How to specify:** If using the 15% flat rate, no specification is needed. If using direct costs, please select from the cost categories above to specify the costs. Then describe a relevant unit, e.g. monthly costs, the number of units and the price per unit.	
Travel	Expenditure on travel and accommodation costs <u>are limited</u> to the following elements: (a) travel costs (e.g. tickets, travel and car insurance, fuel, car mileage, toll, and parking fees); (b) the costs of meals; (c) accommodation costs (for budgetary purposes, please use 150 EUR/night for hotel rooms); (d) travel visa costs; (e) daily allowances. **How to specify**: Please make a new line for each cost category, e.g. flights, accommodation, daily allowances. Then describe a relevant unit, e.g. number of people travelling, the number of units and the price per unit. Please use the comments box to provide details, e.g. purpose, and location.	5.3.3 and factsheet on travel costs.
External expertise and services	Expenditure on external expertise and service costs <u>are limited</u> to services and expertise provided by a public or private law body or a natural person other than the beneficiary of the operation. **How to specify:** please make a new line for each category of service, e.g. external consultant, meeting venues and catering, First Level Controller, etc. Then describe a relevant unit, e.g. daily rate, the number of units and the price per unit.	5.3.4 and factsheet on external expertise costs.
Equipment	Expenditure for the financing of equipment purchased, rented or leased by the beneficiary of the operation other than those covered by office and administrative expenditure. **How to specify:** please make a new line for each category of equipment, e.g. laptop computers. Then describe a relevant unit, e.g. a device, the number of units and the price per unit. Please use the comment box to specify if the equipment is purchased, rented or leased.	5.3.5 and factsheet on equipment costs.
Infrastructure and works	**Please leave empty, because costs of this type are not eligible in the NPA!**	
Net Revenue	Please specify any anticipated net revenues. Planned project revenues are deducted from claim payments.	5.3.8
In kind costs	In kind costs are not allowed in Strand 3 projects.	

Define Partner contribution (match funding)

Question	Instructions	Programme Manual section
Partner Contribution Rate	This section gives an overview of the programme co-financing, the partner contribution, the total eligible budget and the co-financing rate.	1.5 2.5
Source of Contribution		
Source of Contribution + Amount	Please enter the name of the organisation providing the match funding, usually the partner organisation. Other examples of match funding sources include national ministries, local and national authorities, universities, regional and local development institutions, etc. Please note that this field is only valid for CASH contributions. **Note**: own work (staff hours) constitutes cash match funding! Please enter the amount in Euros. **All match funding contributions must be supported by signed match funding commitments.** You can add additional sources by clicking on the + button. In this case, please also specify if the match funding source is public or private.	
Target Value	This field indicates the expected amount of match funding contribution based on the partner's cost budget and the chosen intervention rate.	

Activities Outside

Question	Instructions	Programme Manual section
Target area	Please select the regions where project activities will take place. If needed, use the comment box to specify.	
Activities Outside	Please list any envisaged travel/activities outside the NPA programme area, e.g. a project presentation to a national authority in a capital city. Remember to justify how they will benefit the programme area. In the case of activities: please estimate the total amount, and the ERDF part of these costs.	factsheet on travel costs.

4.8 Section E: Attachments

The following supporting documentation is expected to be submitted together with the project application:

- Mandatory:
    - Match funding commitments for each partner - signed and scanned. **Note**: Match funding commitments should match exactly the amounts in the application budget overview in eMS. In addition, please name your files so it is easy to identify which partners they belong to. In case of multiple match funding commitments per partner, please provide a cover page listing all match funding contributors.
    - Legal status assessment templates for each partner - signed and scanned
    - Lead Partner Signature Template - signed by legal representative for the Lead Partner and scanned
    - VAT statements for partners that are unable to recover VAT, such as a statement from the tax authority or a signed letter from the partner organisation, etc.
- Optional:
    - Supplementary information to support your application, e.g. graphs, Gantt charts, Letters of Intent. **Note**: all essential information about the project must be presented inside the application form - only complementary information is to be given in annexes!

Click on the + Upload button to add new attachments.

Please do not upload attachments bigger than 2 MB!

5. Submitting the application

After completing the application form and attaching all necessary supporting documents, having saved your application regularly, you are recommended to save it as a Pdf File (menu item).

Before you are able to submit your application, you will need to click on "Check Saved Project" in the left-hand menu to activate the automatic checks. If any issues are found, such as missing or wrong data, you will need to correct this before you can save and check it again. Only after all checks are okay, you will be able to see the button "Submit checked project", and submit your application by pushing this button. **Note**: it is your responsibility to ensure that the data is correct according to the Programme Manual.

After submission, you as the Lead Applicant will receive an automatic email confirmation. Once submitted you are not able to make further changes to your application.

Note: You can submit the application until 23:59 on the date of the call deadline, Copenhagen time (CET). Please take time zone differences into account!

6. Help and Technical Support

For any problems you might experience with the eMS, please check eMS Helpdesk for solutions: https://npaems.freshdesk.com/support/home. On the Helpdesk page, you can also submit a ticket with your specific problem, which will be dealt with by a Joint Secretariat staff member, typically within one day.