6. Access to Online Application Form and Technical Guidance

The programme has an online application procedure. The guidance to the application is contained within each section of the application form.

The NSR online system can be accessed via the following link: http://ivb.northsearegion.eu/app/user/home/ .

Each new user will be required to create a user account to access their personal data. Should you have submitted a pre-assessment, please use your existing account.

The sections of the Online Application

- Section A contains the project partners' contact details, the detailed description of the content of the project and its timeline,
- Section B contains the financial tables,
- Section C contains the indicators to measure the results of the project,
- Section D contains environmental indicators,
- Section E is about the annexes to the application form such as Letters of Intent and Support, the Communication Plan and additional information (max. 10 pages).

Submission of the Application

The online application form should be submitted to the Secretariat before or on the day of the deadline of the call for proposals, which is **5 March 2012** for the 8th call. Please bear in mind that only the signed **paper version** constitutes an official document. This means that the paper version must also be submitted to the Secretariat in time for the deadline, 5 March.

Please submit the application form fully completed, dated, stamped and signed, together with the Letters of Intent from all partners and appendix to the following address:

The North Sea Region Programme
8th Call for Applications
Jernbanegade 22
DK-8800 Viborg
Denmark

All full applications received by the Secretariat up till and including 5 March 2012 will be accepted. The Secretariat will be open during office hours, Danish time. Applications received after this date will be ineligible. As a scan of the signed version of the application, must be uploaded into the online system, applications submitted online within the deadline will be accepted, provided that these are immediately followed up by the original application.

All applications must be submitted as **one original and one copy** of the full application pack including appendices.

Technical Guidance

After logging in you will enter the system through the welcome section, where you will find the sections Pre-Assessment, Application, Options, and Technical Support.

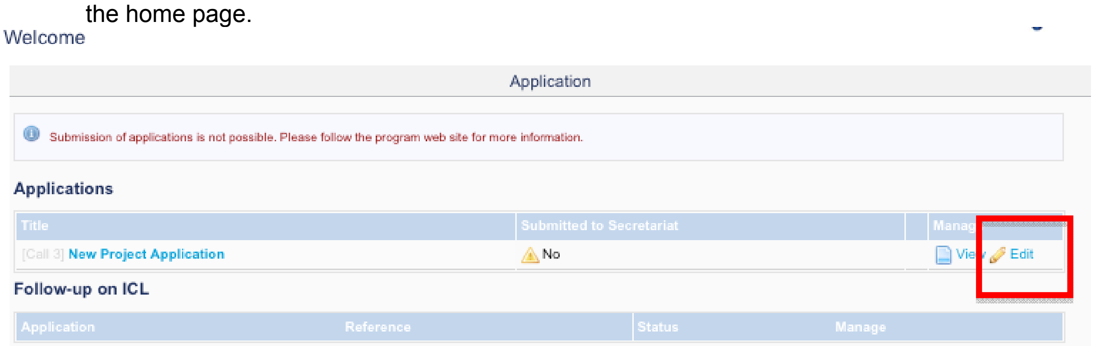
Creating a New Application

In the application section, you will find a link 'New Application'. Please generate a new application. Your new form will be created and you will be transferred to the edit mode (see next section).

Editing a Project Application

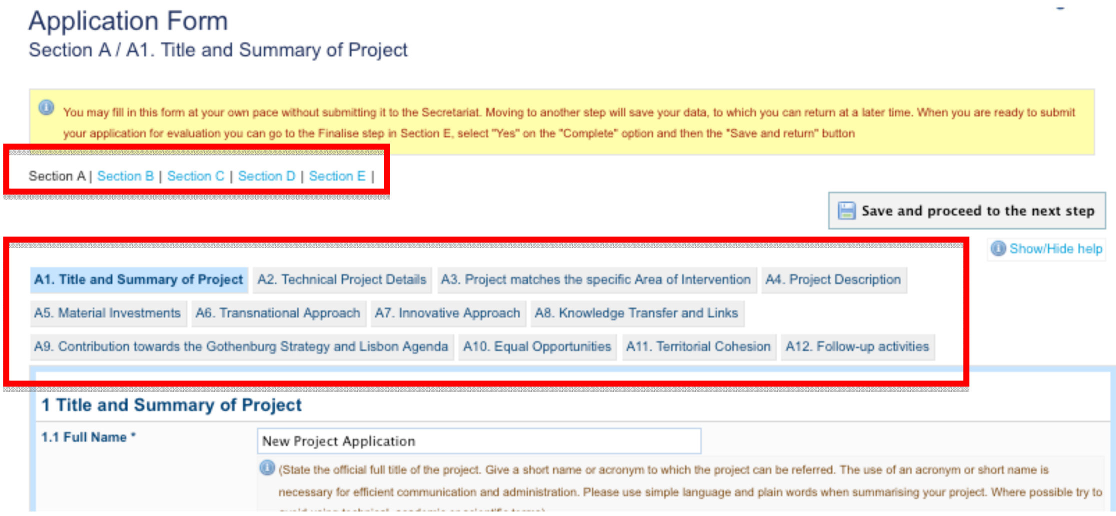
1. You can enter the data at your own pace as you go along the form and come back to it at a later stage.

2. You can access the edit mode of an application by clicking on the Edit link in the Applications section of the home page.

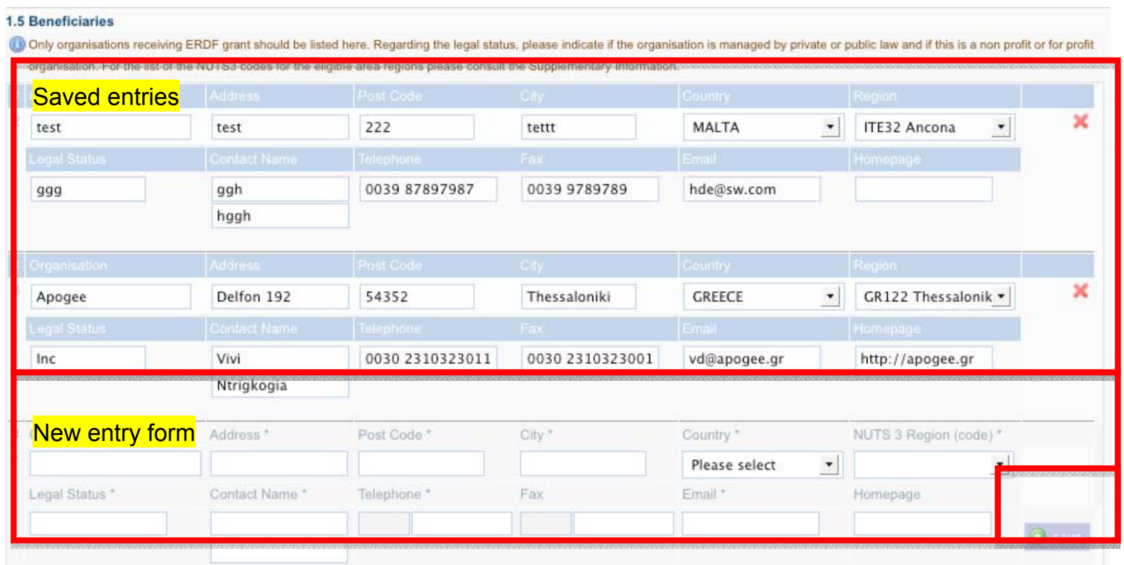


Saving Data in an Application Form

1. Applications are separated in *sections* A to E and steps displayed as separate *tabs*.



2. You can move between ***sections*** from the corresponding links on the top of the application form. Please note that moving from section to section through the top-of-the-page links does not save any change in the fields that you may have modified. If you need to move to another section (e.g. from section A to B, B to C, etc.), you need to use the 'Save and proceed to the next section' button to save the data just entered.
3. Data will be saved automatically, as long as you are moving between the ***tabs***, i.e. between steps within the same section.
4. You have to fill in each miniform that is included in the Application section forms. Miniforms are part of the entire form that can include multiple entries (for example, the list of beneficiaries in step A1). In order to save a new entry in a miniform that you submit you have to press the "Save" button.



Required Fields

1. Please note that field names followed by an asterisk (*) are required fields.
2. If you have omitted a required field an error message will appear. The error message allows to proceed without any further action, and deal with your mistakes or omissions at a later time. Please note that you will again be warned before locking the application at which point you will not be able to complete the application.

Functionalities – Data Linkages

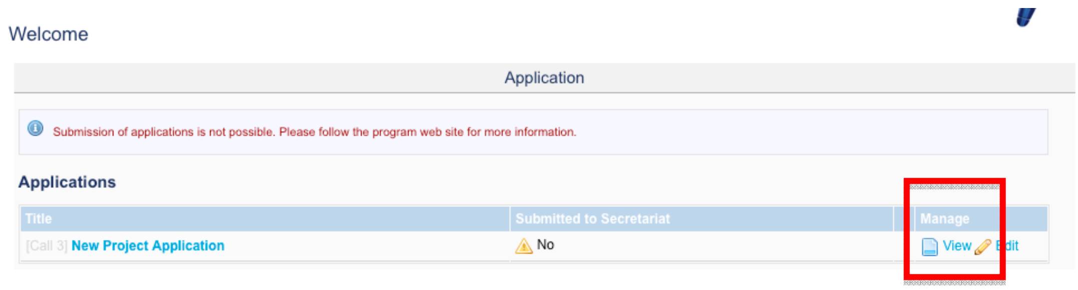
The system links some of the data you entered between different sections of the application form, so that you do not have to enter the same information twice.

- Section A2.1 (Amount of grant applied for) is produced based on the total of the ERDF column in table 13.1 in section B.
- Sections A2.4 (Activities outside eligible area) and 4.5 (Gantt chart) are produced automatically, based on entries in section 4.4 (Work Packages and Activities).
- Section A5.2 (Details of Material Investments) is produced automatically, based on specification of budget line 8 (Material Investments) in section B (financial tables)
- Section B, contains the financial tables. They are pre-filled with the contact info from section A. Table 2 is adjusted to the time line of the project indicated in A4.3.
- Section C contains indicators. Priority indicators are shown only for the priority chosen in A3.1.

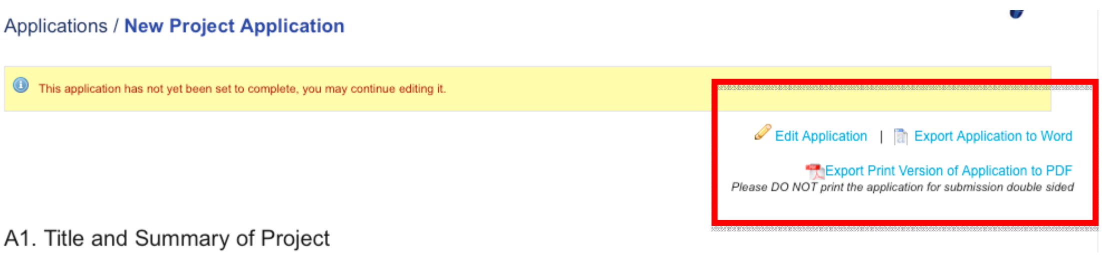
→ Should any of the functionalities not work (e.g. characters counters, saving data, financial tables, etc.), please try to refresh the page in your browser. Please make sure to save the data first.

Exporting into WORD and PDF

1. At any point, you have the ability to view your project Application by clicking on the view link at the home page in the Applications Section.



2. When viewing your application you can export the form to Word simply by clicking on the Export Application to Word link as well as export to PDF via the Export Print Version of Application to PDF link. The Word version is only meant as your working document and must not be used for official submission. Only the PDF version, generated through the system, can be used for this purpose, please see the guidance on 'Application Submission'. It should be viewed and printed in landscape view.



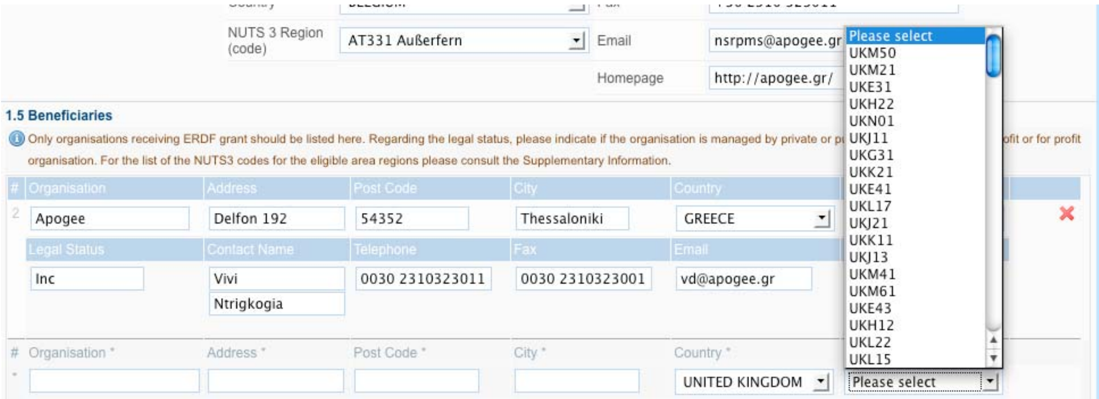
Additional Instructions for Specific Sections

Parts of the application form require special attention in entering data, please take notice of the following.

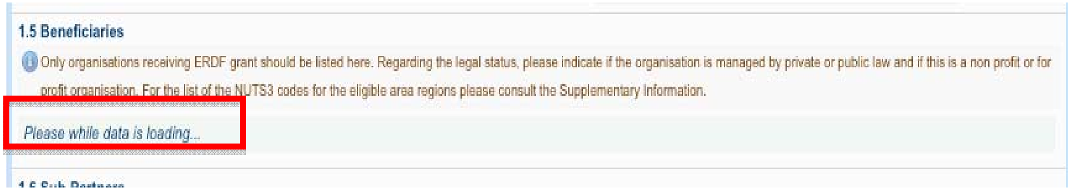
Section A.1 – Beneficiaries

In *Section A, A.1 Title and Summary of the Project* under the Beneficiaries section you have to remember that:

- The nuts codes are linked to the country. If the list is not updated automatically, please change the country and come back to the correct one again.



- Once you have completed the entry you have to click  and wait for a few seconds, the message shown in the image below will be displayed while the data is saved and the list of beneficiaries is refreshed.

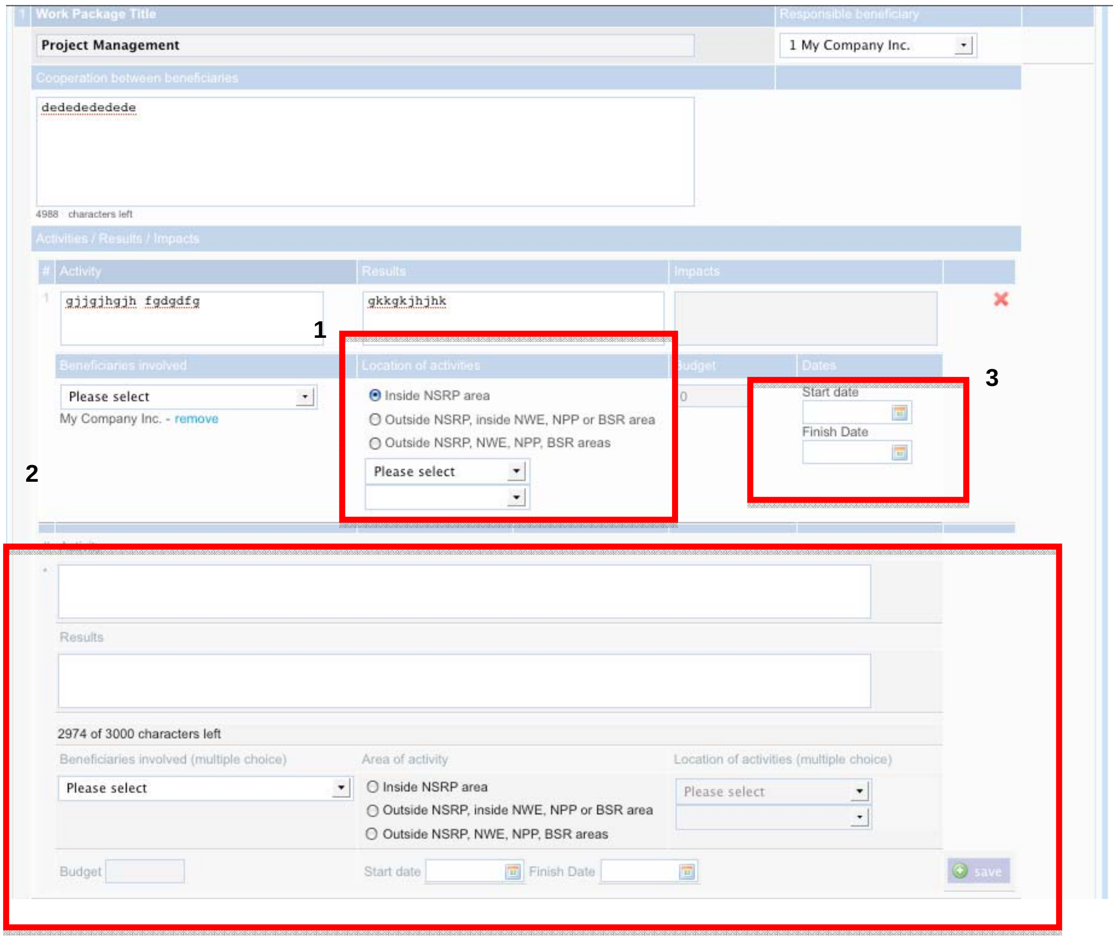


- When the beneficiary entry is saved you have the ability to insert another beneficiary in the same "new beneficiary" form that appears.
- By clicking the  icon on the list of beneficiaries that you have entered, you are able to delete a beneficiary after confirming the alert message that comes up.

Section A.4 – Work Packages and Activities

Under *A.4 Project Description* apart from the background, aim and the project's objectives, you have to specify the work packages and activities of the project as demonstrated below:

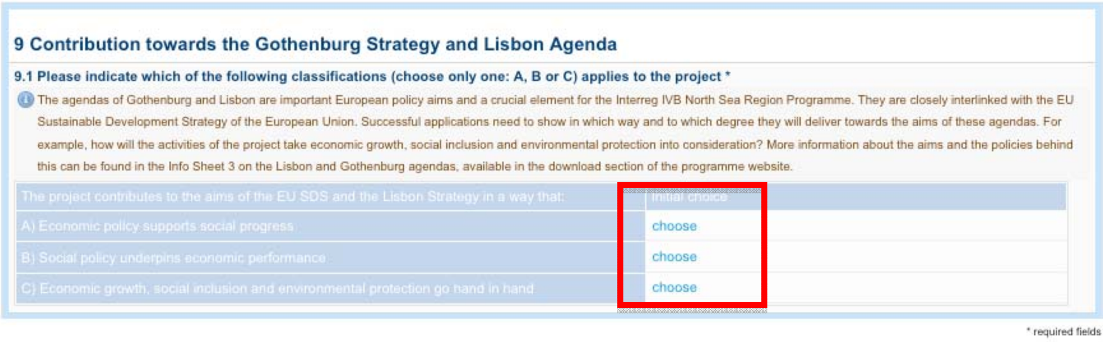
- You should keep in mind that you can include up to 7 work packages each of which might include multiple activities. Whatever you enter in the "Cooperation between beneficiaries" textbox is saved as soon as you click out of the textbox.
- As far as the Location of Activities is concerned you have to select if your area of interest is inside or outside NSRP (#1) according to the options offered and then from the two lists-boxes choose the location and the region accordingly. If you change the area of activity the locations are deleted and the options are changed accordingly. Budgets can only be entered for activities outside eligible area, thus they must be registered as separate activities.
- Material Investments specified in section 5.1 should also be registered in section 4.4 as a separate activity. Please make sure that the amount adds up to the same amount as section 5.2.
- Entering Activities works like the list of beneficiaries. You can add new entries from the new entry form (#2). When you click "save" the data of the activity is saved and the list of activities in the specific work package is reloaded. Please make sure to enter dates for all activities (#3).



Section A.9 – Contribution towards the Gothenburg Strategy and Lisbon Agenda

Under *A.9 Contribution towards the Gothenburg Strategy and Lisbon Agenda:*

1. You first have to indicate which of the classifications (choose only one: A, B or C) applies to the project.



2. Then you have to fill in the respective form that comes up depending on your first choice. In order to fill in the Grade for each section please click on tab ***High*** and choose the level of the Grade from the list that appears as illustrated below.

9 Contribution towards the Gothenburg Strategy and Lisbon Agenda

9.1 Please indicate which of the following classifications (choose only one: A, B or C) applies to the project *

The agendas of Gothenburg and Lisbon are important European policy aims and a crucial element for the Interreg IVB North Sea Region Programme. They are closely interlinked with the EU Sustainable Development Strategy of the European Union. Successful applications need to show in which way and to which degree they will deliver towards the aims of these agendas. For example, how will the activities of the project take economic growth, social inclusion and environmental protection into consideration? More information about the aims and the policies behind this can be found in the Info Sheet 3 on the Lisbon and Gothenburg agendas, available in the download section of the programme website.

The project contributes to the aims of the EU SDS and the Lisbon Strategy in a way that:

B) Social policy underpins economic performance		Grade	High
Explanation	testtest test		
The project promotes democratic, socially inclusive, cohesive, healthy, safe and just society.		Grade	Neutral
Explanation	test test test		
Environmental policy is cost-effective		Grade	High
Explanation	test		
Ensures the improvement of the quality of life by tackling environmental pollu-tion and promoting sustainable consumption and production		Grade	Low High Low Neutral Make a choice
Explanation	test		

Section B: Project Finances

Section B deals with the project finances and budgets.

13 Project Finances

13.1 Apportionment of Estimated Expenditure

#	Organisation	Country	1. External experts and consultants	2. Temporary staff	3. Permanent staff	4. Travel and accommodation	5. Meetings, conferences, seminars	6. General costs	7. Promotion and publications
1	My Company Inc	GR	€ 220	€ 333	€ 0	€ 0	€ 0	€ 998	€ 0
	SubTotal #1	GR	€ 220	€ 333	€ 0	€ 0	€ 0	€ 998	€ 0
2	Apogee	GR	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0
	SubTotal #2	GR	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0	€ 0
	TOTAL		€ 220	€ 333	€ 0	€ 0	€ 0	€ 998	€ 0
#	Organisation	Country	1. External experts and consultants	2. Temporary staff	3. Permanent staff	4. Travel and accommodation	5. Meetings, conferences, seminars	6. General costs	7. Promotion and publications

Staff Costs Requirement

According to Fact Sheet No 2, only in very exceptional cases can staff costs exceed 50% of the total eligible expenditure under the project. If you have exceeded the 50% limit, please describe the reasons in the section below.

Total staff costs
333
Total eligible expenditure
1.551
Percentage
21.47

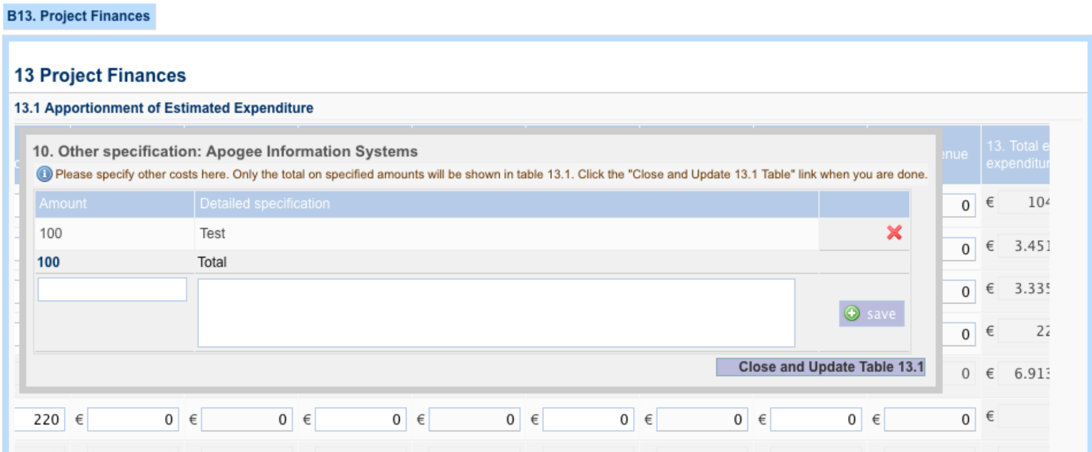
13.2 Timing of Estimated Eligible Expenditure

Table 2: Commitment of assistance is granted on an annual basis. You are asked to break down the estimated expenditure for each partner in accordance with the reporting periods, being twice a year, as per 31 March and 30 September annually. Estimate the expenditures to the nearest thousand Euro. For practical reasons all project activities must be completed before the end of June 2015.

Please note that assistance from the North Sea Programme reflects commitment of funds per year and is subject to the "de-commitment" rule. Please consult the Fact Sheet on Auto Decommitment for further information. Please enter only eligible expenditure.

	2008	2009		2010		Total
	Sep	Mar	Sep	Mar	Sep	
1. My Company Inc	220	333	44	444	444	1.485
SubTotal #1	220	333	44	444	444	1.485
2. Apogee	0	0	0	0	0	0

1. The amounts that are submitted in 13.1 and 13.2 must tally (the Total of Eligible Expenditure of 13.1 with the Total of 13.2). Also, there is a control between the total of Staff Costs and Total Eligible Expenditure. If they do exceed the percentage, you have to give a short explanation on the reasons.
2. The size of the tables makes them a bit difficult to work with. Please note that when you point the cursor on a given field a help text shows the beneficiary concerned. Additionally you can move the table horizontally by clicking the table in any of the non-editable areas and use the left and right arrows on your keyboard.
3. Please note that when you edit the columns 6, 8 and 10 on table 13.1 as soon as you click on the text-box a new miniform appears over the 13.1 Table that you have to edit with the specification of costs. Table 13.1 – you will be asked to specify budget lines 6, 8, 10 and 12. Please note that you cannot enter the figures directly into the table. You must use the specification form, which pops up.
4. For each entry you need to press save in order for the data to be saved. Clicking on existing entries allows you to edit them. When you are done click Close and update table 13.1 in order for the total to be copied to the corresponding field in 13.1:



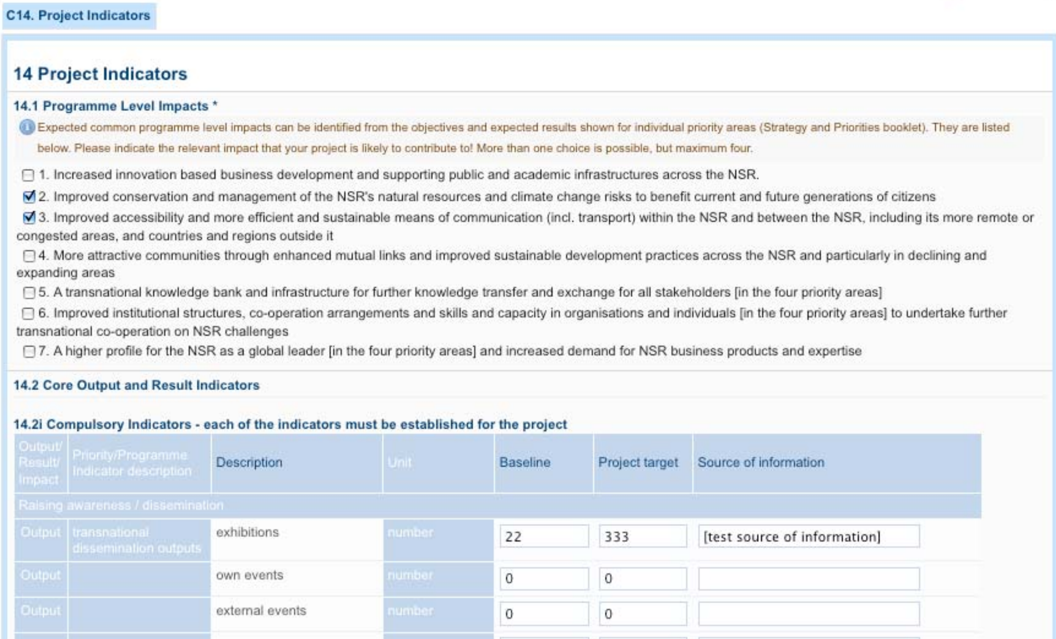
5. When entering numbers, please do not use dots or commas as 1.000 separators. The system will enter these.
6. To avoid decimals in the Funding section, please avoid that individual beneficiaries' budgets add up to an uneven amount.
7. Please make sure not to budget any control costs for the Swedish beneficiaries as their 1st level control is carried out free of charge.

Section C: Project Indicators

In *Section C* you have to complete the project indicators in the relevant text-boxes.

It is important to note that the 14.2.3 Priority indicators appear accordingly to the choice that you have made under section A.3.1.

The indicator data are saved as you proceed to the next field.


C14. Project Indicators

14 Project Indicators

14.1 Programme Level Impacts *

Expected common programme level impacts can be identified from the objectives and expected results shown for individual priority areas (Strategy and Priorities booklet). They are listed below. Please indicate the relevant impact that your project is likely to contribute to! More than one choice is possible, but maximum four.

- [ ] 1. Increased innovation based business development and supporting public and academic infrastructures across the NSR.
- [x] 2. Improved conservation and management of the NSR's natural resources and climate change risks to benefit current and future generations of citizens
- [x] 3. Improved accessibility and more efficient and sustainable means of communication (incl. transport) within the NSR and between the NSR, including its more remote or congested areas, and countries and regions outside it
- [ ] 4. More attractive communities through enhanced mutual links and improved sustainable development practices across the NSR and particularly in declining and expanding areas
- [ ] 5. A transnational knowledge bank and infrastructure for further knowledge transfer and exchange for all stakeholders [in the four priority areas]
- [ ] 6. Improved institutional structures, co-operation arrangements and skills and capacity in organisations and individuals [in the four priority areas] to undertake further transnational co-operation on NSR challenges
- [ ] 7. A higher profile for the NSR as a global leader [in the four priority areas] and increased demand for NSR business products and expertise

14.2 Core Output and Result Indicators

14.2i Compulsory Indicators - each of the indicators must be established for the project

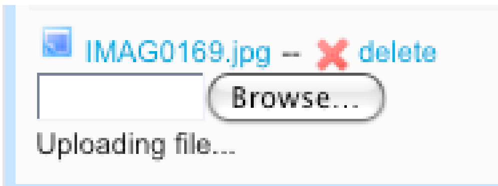
Output/ Result/ Impact	Priority/Programme Indicator description	Description	Unit	Baseline	Project target	Source of information
Raising awareness / dissemination						
Output	transnational dissemination outputs	exhibitions	number	22	333	[test source of information]
Output		own events	number	0	0	
Output		external events	number	0	0	

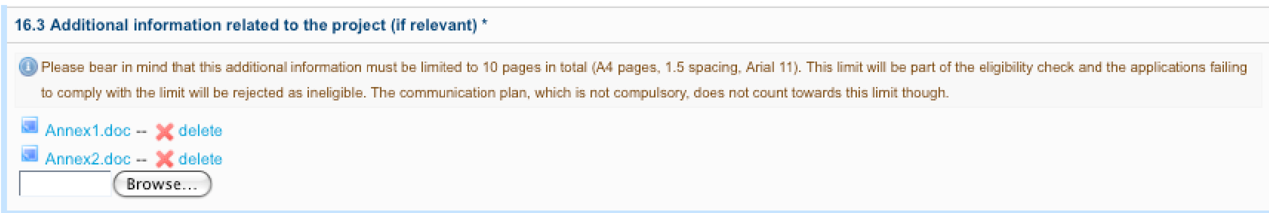
Section E: Additional Information
In *Section E*, in the *E16 Project Appendix* tab you may upload any files relevant to the project. You may upload additional information on any part of the application in an appendix of max. 10 pages.

You are required to submit original Letters of Intent with the paper version of the application. If you cannot attach the original Letters of Intent at this point, please make sure to indicate the date of their expected arrival at the Secretariat in the 'explanation' line.

NB: Please make sure to use the latest version of the template of the Letter of Intent, which is available in Fact Sheet 6. Please bear in mind that the wording of Letters of Intent will differ depending on the legal status of the Lead Beneficiary (private or public) and their location (inside or outside eligible area). Please also make sure that beneficiaries are well informed about the adjustment to the wording. At the same time, please make sure that the amount stated in the Letter of Intent is exactly the same as ERDF column in table 13.1 (in line with 50% grant rate). This is a common mistake and differences (in + or –) will have to be clarified during assessment.

1. Click on the **Browse** button and choose the file from your computer that you wish to upload. Wait until the file is uploaded (a relevant message is displayed).
2. Once complete, the list of files is refreshed automatically.
3. You can delete a file by clicking ✖ .

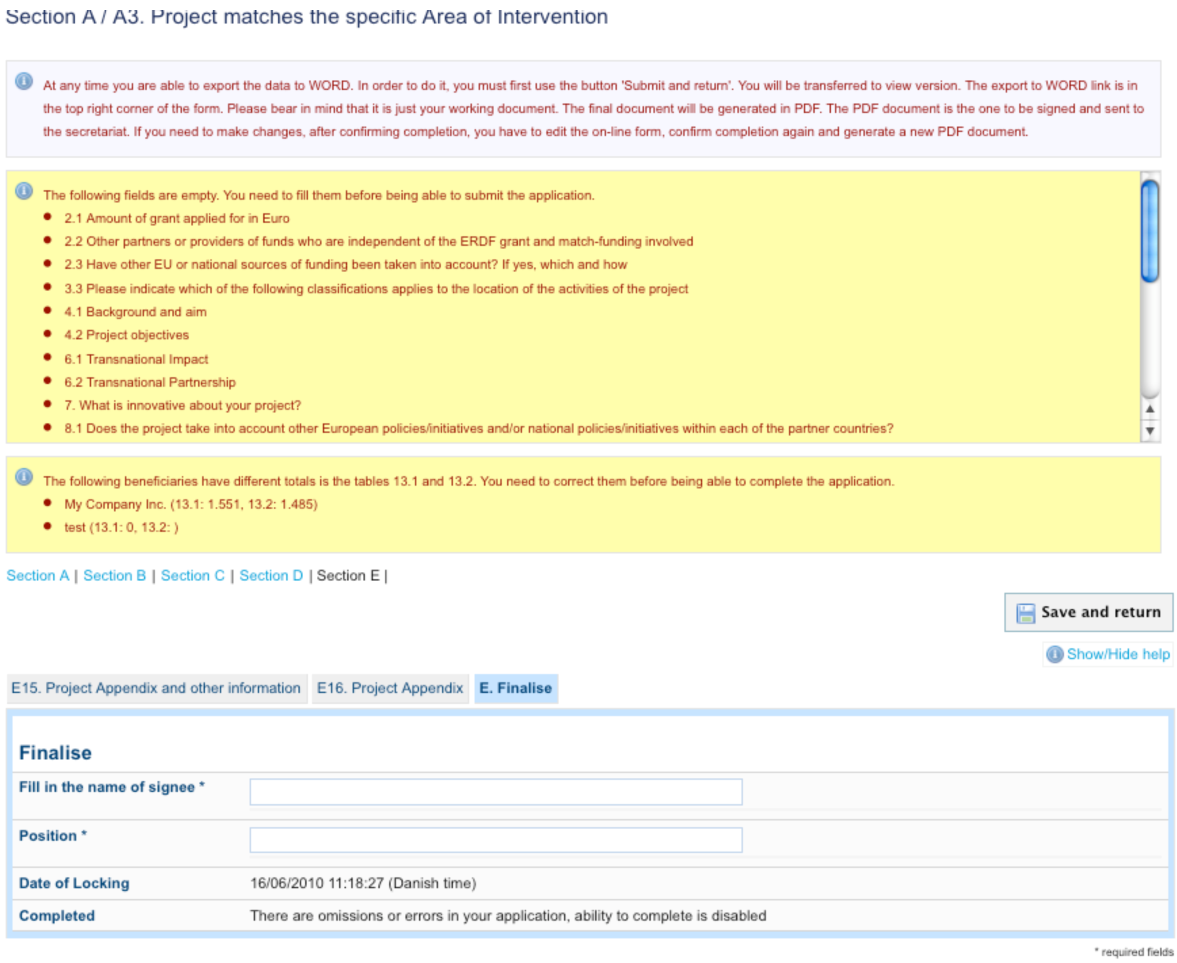



16.3 Additional information related to the project (if relevant) *

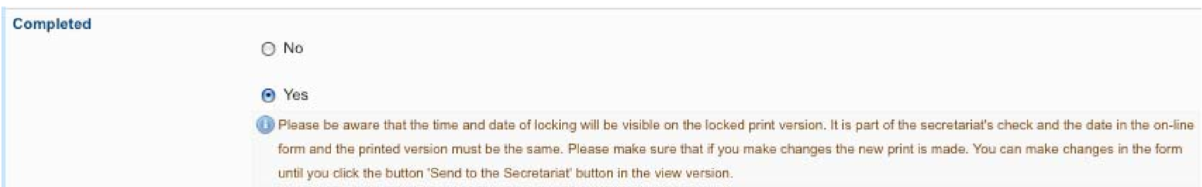
Please bear in mind that this additional information must be limited to 10 pages in total (A4 pages, 1.5 spacing, Arial 11). This limit will be part of the eligibility check and the applications failing to comply with the limit will be rejected as ineligible. The communication plan, which is not compulsory, does not count towards this limit though.

Annex1.doc -- delete
Annex2.doc -- delete
Browse...

Section E – Finalize
In *Section E* there is the final part where you can complete the application. When you click on the Finalize tab an error list may appear with all the mistakes or omissions that have occurred while filing in the application forms and miniforms. You have to go back in the corresponding steps and fix everything in order to be able to complete and submit the form.

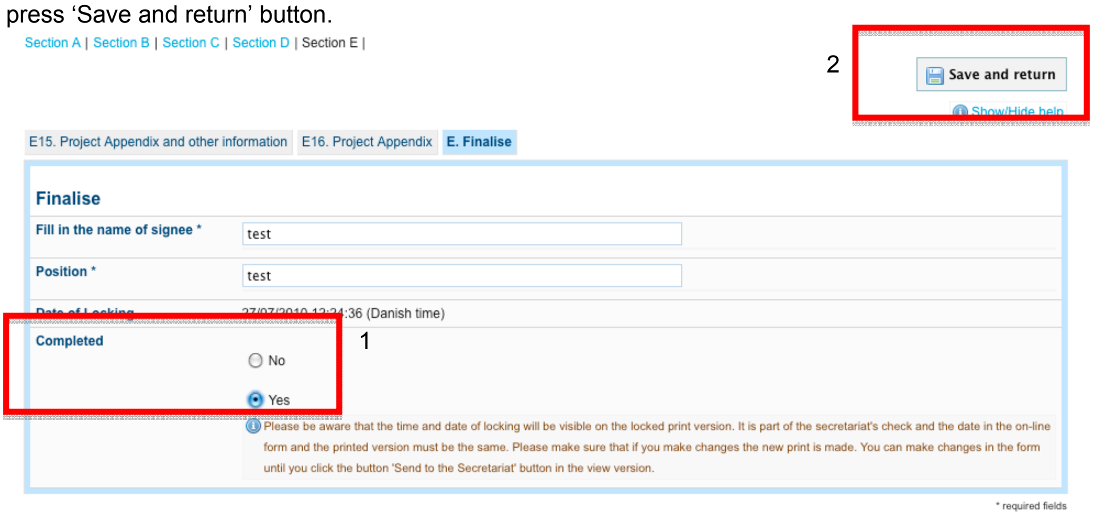


If you have no errors, the options on the Completed field as follows. Click “Yes” and then the “Save and Return” button.

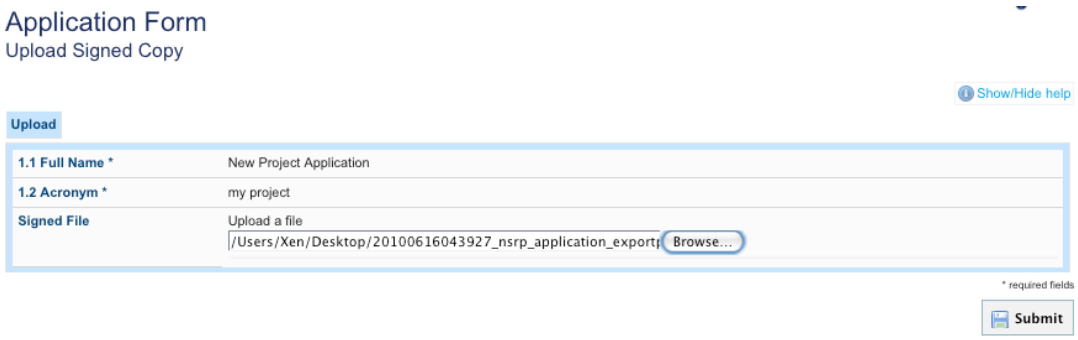


Section E – Finalize: Application Submission

When you are done entering your data, you will have to confirm that the application is finished by clicking ‘YES’ in the ‘Completed’ line. The system will give your application a time stamp, which will also be shown on the print version. This is for the purpose of confirming that the paper version is consistent with the electronic data. Please press ‘Save and return’ button.



You will be transferred to the view version of the application, where you will be able to print the PDF version (# 1) of the application, have it signed, scanned and uploaded into the system (#2).



Please bear in mind that you should not use the edit link after confirming completion and after having signed the application (unless you actually want to edit it). It will re-set the time stamp of data and you will have to re-confirm completion and have a new application printed and signed (otherwise the time stamp of the electronic data will not be consistent with the paper version).

Only then will you be able to officially submit the electronic version of the application to the Secretariat by clicking the “Send to the Secretariat” link.

When the application has been submitted to the secretariat electronically, no further editing will be possible. Only the paper version of the application constitutes an official document, which must be submitted within the deadline.

The functionality of submission of applications will be disabled on 14 March at midnight. Only applications which are submitted electronically (requires a scan of the signed version to be uploaded into the system) by this time will be accepted in paper version (as late submission).

Your data will still be accessible through the system after the closure of the call, but the ‘submission of the application’ function will be disabled.

Technical Support

- Should you experience technical problems please contact our developer directly through the Technical Support form, which is located in the welcome section. It is also accessible through the HOME link in the top left corner.
- Because of the risk of the technical problems you are strongly recommended not to postpone the submission to the last moment. Only proved technical problems will constitute a reason for submission of the application after the deadline.
- You are welcome to send us your suggestions through the Technical Support form. Please chose the ‘Feedback/Suggestion’ filed in the subject area. Any comments will provide valuable feedback for further development of the system.