



Guidelines for filling in the AF

2nd Call for Proposals





October, 2023



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Foreword

These guidelines present the main technical requirements and steps for filling in and submitting an Application form (AF) for the Danube Region Programme (DRP) 2nd call for proposals in the electronic monitoring system Jems.

General information about the programme and rules such as eligibility or project intervention logic are subject of the Application Pack for 2nd Call for Proposals (CfP) including its Annexes. The Applicants Manual is also containing further (practical) information on content-related elements for 2nd Call (such as objectives, activities, outputs and deliverables) and on methodological aspects (e.g. output and result indicators), therefore, it should be considered complementary to these guidelines when working on an application.

Restrictions or specific rules, if any, for a certain call will be explained in the Call Announcements.



Introduction

The Application Pack consists of:

- Danube Region Programme (DRP) document (IP)
- DRP 2nd Call announcement
- DRP Applicants' Manual (version 1.2, publication date: September 2023)
- Manual on Eligibility of Expenditure (version 1.1, April 2023)
- Guidelines for filling in the AF (September 2023)
- State Aid Declaration
- LP confirmation and signature
- Declaration of pre-financing and co-financing statement
- Declaration of Interest for Associated Strategic Partner (ASP)
- Declaration of International Organisations
- Partnership Agreement (PA) template
- Subsidy Contract (SC) template

The AF is to be submitted electronically together with the other relevant documents via Jems (electronic monitoring system of the DRP). Please, consider that **project application must include** the joint **Partnership Agreement, LP confirmation and signature** and **Co-financing and State Aid Declarations** for each directly financed partner. ASP Declarations and Declaration of International Organisations are to be submitted only if it is the case.

The **deadline** for submission of the Application Form and its Annexes for the 2nd call for proposals is **29 March 2024, 14:00 CET**.

I. Jems Technical requirements

In order to be able to apply to the 2nd call, each Lead Applicant (LA) has to register in the Jems system. The email address used for registering will be the one of the LA. The LA can add further users, as described in detail in section IV. of this document.

Jems is a web application and can be used with any up-to-date web browsers. Recommended browsers are Google Chrome, Microsoft Edge, Mozilla Firefox. For technical reasons, Jems only supports the latest version of these browsers. The functionality of the system follows the common standards of web applications for entering and submitting form data.

II. Access and registration

To use Jems, each applicant must first register by clicking on “Create a new account” on the homepage and provide a set of credentials.




In the registration form, fill in the following information (all fields marked with “*” are mandatory):





Create new account

* First name

* Last name

*  Email

Cannot be blank

*  Password 

Cannot be blank

I have read and agree to the [Terms of service, privacy policy and cookies usage policy](#).*

- First name / Last name: personal information of the applicant's contact person.
- Email: the email address of the applicant – it will be used to log in and notifications will be addressed to it.
- Password: password which will be used to access the Jems. The minimum length of the password is 10 characters. It should contain at least one upper case letter, one lower case letter and one digit.
- Please also tick that you have read and accepted "The Terms of Service and privacy policy".

The "Register" button turns active once all mandatory information is filled in. Following the registration, a confirmation email is automatically sent to the email address provided in the "Create new account" form.

Only after receipt of the confirmation and validation by clicking on the "Confirm Account" button in this email, the applicant will be able to log into the platform and create an AF. In case you do not receive an email confirmation, please check your spam folder and, if needed, get in touch with the DRP MAJS (jemshelpdesk@interreg-danube.eu) for assistance.

In case you forgot your password please click on the "Forgot password" button. By doing this, you will receive a Reset password link to the originally provided e-mail address where you will be able to create a new password. Finally, a confirmation e-mail is sent on the successful password reset. In case you forgot your user name (e-mail address with which you registered), please contact us at jemshelpdesk@interreg-danube.eu.

III. Creating the AF and applying for the call

To create your AF click on “Apply” of the respective call under the section “Call list” of your dashboard.

ID	Name	Status	Started	Ends	Actions
19	DRP - 2nd Call for proposals - test	Published	07/17/2023 8:00 AM	11/30/2023 7:00 PM	Apply →
18	DRP - 1st call for proposals - V7 test - with pre-check	Published	12/19/2022 8:00 AM	08/31/2023 6:00 PM	Apply →
17	DRP - EUSDR PAC & DSP Call - V7 test - with pre-check	Published	12/19/2022 9:00 AM	09/30/2023 6:00 PM	Apply →

At this point, insert the acronym of your project (which can always be modified afterwards until the AF is submitted) and click “Create project application”.

Dashboard / Applications / Apply

Create a new project application

Call: 19 – DRP - 2nd Call for proposals - test

Start date: 07/17/2023
End date: Ends 11/30/2023. Time left: 80 days, 9 hours and 48 minutes.
[View detailed call information](#)

Create a new project application

Hint: all project data can be changed before submission.

Please provide an abbreviated project name for easier reference in the application form.

* Project acronym
122313
6/25 characters

[Cancel](#) [Create project application →](#)

Alternatively, it is possible to click on the call row itself under the same section “Call list” and see the general call information through a read-only window. The “Apply” button is displayed at the bottom of this page.

Call overview

Dashboard / Calls / DRP - 2nd Call for proposals - test

Call identification

Call name
DRP - 2nd Call for proposals - test

Start date (MM/DD/YYYY h:mm A)
07/17/2023 8:00 AM

End date (MM/DD/YYYY h:mm A)
11/30/2023 7:00 PM

Period length (in months)
6

Description

Programme Priorities

- 1. A more competitive and smarter Danube Region
 - Enhancing innovation and technology transfer in Danube region
 - Development of skills for advancing smart specialisation strategies, industrial transformation and transition towards industry 4.0, including cross-sectorial collaborations
- 2. A greener, low-carbon Danube Region
 - Support greening the energy and transport sectors in the Danube Region by enhancing the integration of

[Apply →](#)



The newly created application will be visible on the Dashboard under section “My Applications”. The project ID is automatically generated by the system.

My applications

Items per page: 25 1 - 7 of 7 < >

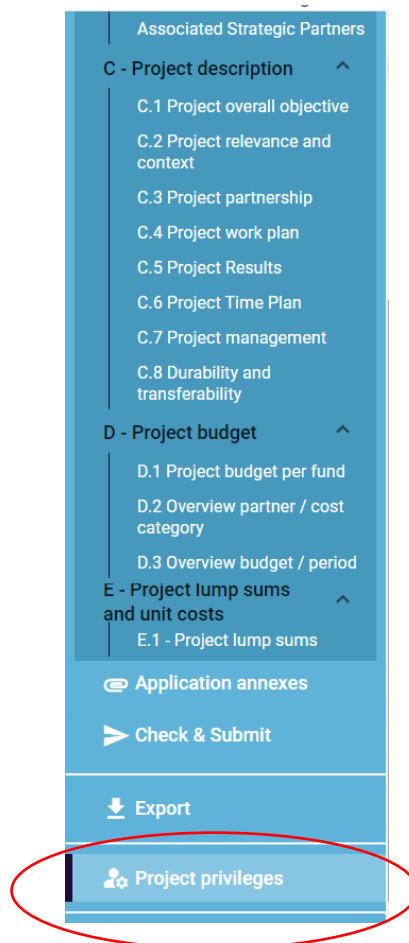
ProjectID	Acronym ↑	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
DRP1900055	TEST Guide					Draft	DRP - 2nd Call for proposals - test

All applications created by one user are listed at this level - the user can open a project by clicking on the name. Created draft applications cannot be deleted.

IV. User management

The lead applicant (LA) can grant access rights for opening the application form to the project partners or collaborators. In order to receive access rights a person should register in Jems and provide the LA with the email address of the registered user.

The access right is enabled in the „Project privileges” section:



Users can be granted either:

- **read-only rights** (“view”) – a user can access all the AF sections without being in the position of making any change
- **edit rights** (“edit”) – a user can modify/fill in all the AF sections
- **lead applicant rights** (“manage”) – a user has both edit rights, but also access to the management of the “Project privileges” section.

The screenshot shows the 'Lead applicant' management section of the Jems application form. A yellow warning banner at the top states: 'Users working at the same time in the same page may lead to unexpected loss of data (users overwrite other users content). Please make sure a project is properly reviewed'. Below this, there is a table of lead applicants with columns for 'Jems username', 'view', 'edit', 'manage', and a trash icon. Two users are listed: 'simona.ene@pm.gov.hu' and 'gusztav.ccsomor@interreg-danube.eu'. The 'edit' and 'manage' buttons for both users are circled in red. At the bottom of the table, there are 'Discard changes' and 'Save changes' buttons. A sidebar on the left contains navigation options like 'context', 'Project partnership', 'Project work plan', 'Project Results', 'Project Time Plan', 'Project management', 'Durability and transferability', 'Project budget', 'Project budget per fund', 'Overview partner / cost category', 'Overview budget / period', 'Project lump sums and unit costs', 'Project lump sums', 'Application annexes', 'Check & Submit', 'Export', and 'Project privileges'.

Only users with “manage” rights can submit the Application Form.

ATTENTION:

It is possible for different users to work at the same time on the same AF. When working in parallel, users have to make sure that they are **not working simultaneously** in the same section or sub-section as there is the **risk to overwrite information**. Consequently coordinating who is working when in the AF is crucial for a smooth use of Jems during the application phase.

The user accounts created to draft and submit the application will be available until the deadline of the call.

In case the project is selected for funding, a new set of privileges will be created for every project partner.

V. Filling in the AF

Before starting filling in the AF, please carefully consider the following.

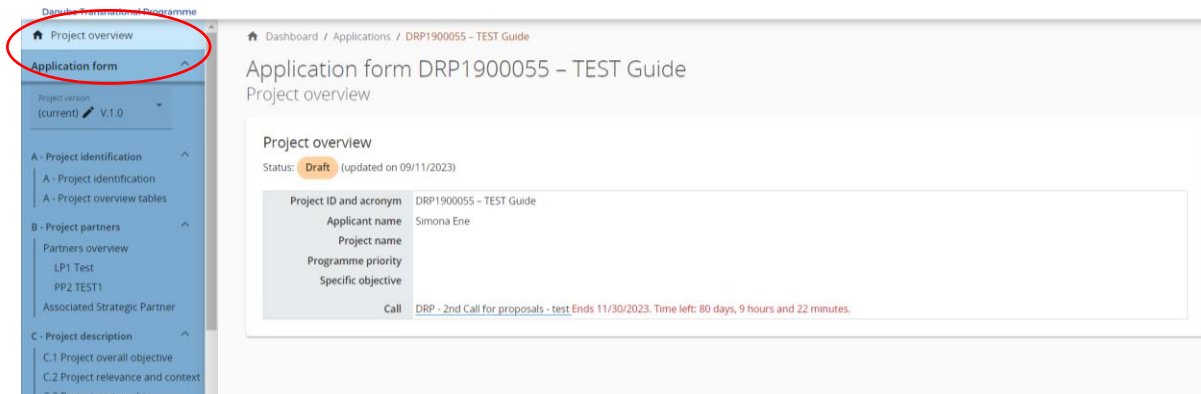
- AFs shall be submitted within the deadline indicated in the Call Announcement.



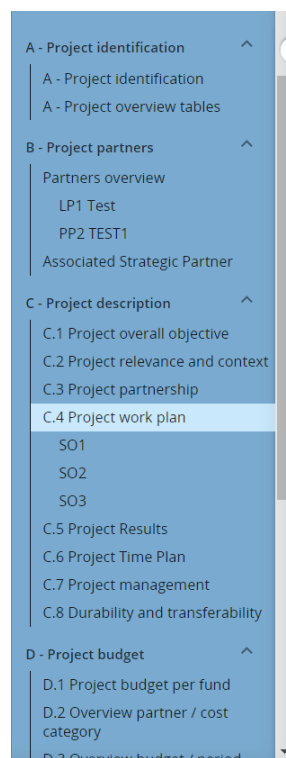
- Applicants are advised not to submit the AF at the very last moment as the Jems system may not be able to process a high number of submissions in a short time, thus causing delays resulting in late submission, i.e. after the set deadline.
- Only the **AFs submitted through the Jems** in accordance with these Guidelines shall be considered for assessment.
- Only **AFs written in English** shall be considered for assessment.
- The partnership consists of **at least three financing partners from at least three participating countries** of which at least one is located in a Member State.
- The Lead Applicant fulfils the **LA eligibility requirements**.
- **At least 3 joint cooperation levels** are indicated. Among them, 2 criteria are compulsory: Joint development and Joint implementation.
- The proposal has selected at least **two different programme output indicators** (out of which one RCO 87 – Organisations cooperating across borders is mandatory).
- The proposal has selected at least **two different programme result indicators** in connection to the outputs indicators selected (out of which one must be ISI - Organisations with increased institutional capacity due to their participation in cooperation activities across borders)
- The **Partnership Agreement** is complete and signed by all directly financed partners, and countersigned by the LP.
- The financed partners fulfil the requirements set in Part 2, section II of the Applicants Manual.
- The **documents** (LP confirmation and signature, Declaration of pre-financing, Declaration of co-financing, State Aid declaration, Declaration for International organisations – if applicable and Declaration of Interest for Associated Strategic Partner – if applicable) are **filled in and signed by the partner**.


This chapter provides a comprehensive overview on how to fill in all applicable parts of the AF.

The “Project overview” page offers general information on the proposal, its application status and the running call. Every application has a version number. When opened for the second call the project version number is set to “V.1.0” by default – the latter will remain unchanged until the submission of your proposal. The status “Draft” changes to “Submitted” right after the submission.

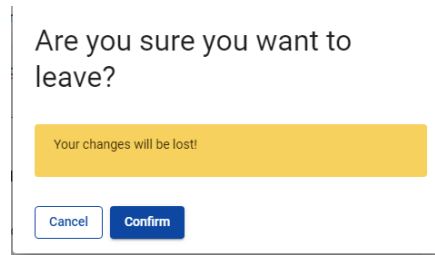


Applicants can fill in the relevant sections and sub-sections listed on the left menu, which corresponds to the AF template.



The “trash”  icon allows the LA to delete. Some sections can only be saved, once all mandatory fields (marked with an asterisk “*”) are filled in. The order of the project partners, specific objectives, outputs, etc. follows the one in which they were added in the Jems. This order cannot be changed unless the related sections are deleted and modified.

Jems provides warnings or requests for confirmation before leaving certain sections of the AF. Always remember to save data before leaving a section of the AF in order to avoid losing information.



When filling in the AF:

- Follow the number of characters indicated in the different fields - characters in excess will not be taken into account in Jems. Please note that the punctuation and spaces between words or paragraphs are considered as characters.
- Read carefully the guidance provided for each sub-section in JEMS.
- Do not use the “Enter” key of your keyboard to save data while filling the forms as it may lead to unexpected results. Always use the commands provided by the Jems interface.
- ✓ When filling in longer sections, please **regularly save** in order to avoid losing data in case of interruptions of your internet connection or any other technical issues.
- ✓ Being inactive for a long period may automatically end your session for security reasons and unsaved data would be lost!

Section A – Project identification

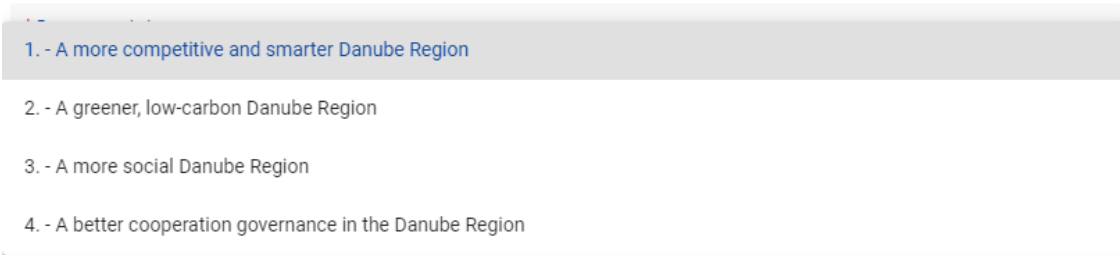
Most fields in this section are self-explanatory or automatically generated.

Under “Project Identification”, Project ID will be automatically generated by Jems. Name of the Lead Partner Organisation will be automatically filled in from part B.

The applicants shall insert the project title and acronym. Please note that effective acronyms should be related to the project title and concept, be easily remembered and should not be in conflict with existing brands and/or projects. The Project priority and

specific objective shall be selected from a drop-down menu as shown below:

Project priority and specific objective



Please be aware that for the 2nd call Priority 1 and Specific Objective 2.1 are closed.

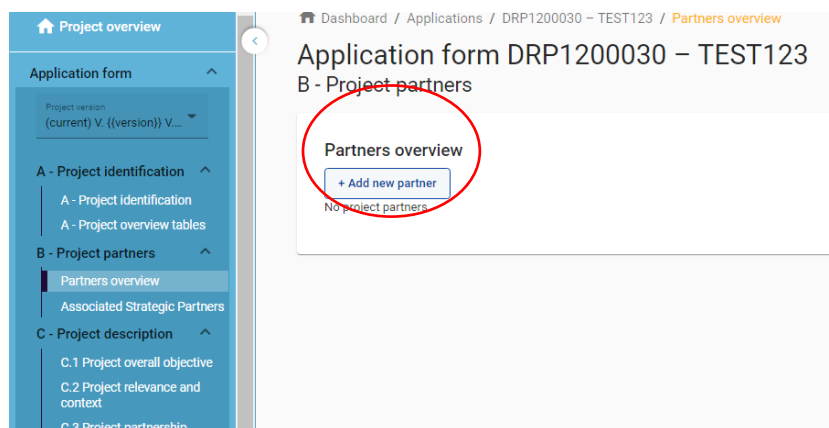
The maximum duration of the projects is 36 months.

In the field **Project Summary** a concise overview shall be provided, highlighting the main characteristics, strategic direction(s) and envisaged main achievements of the project.

Project Partner overview, Project budget overview, Project outputs and result overview sections are automatically generated.

Section B – Project partners

Project partners can be added by entering the **Partners overview** section and clicking the “Add new partner” button:



Once all information referring to the identification of the LP/PP is filled in, the Create button can be clicked.

When opening the created partner section, in the upper part the applicant can see several tabs which have to be filled in for each partner.

The first three tabs refer to the identification of the LP/PP, data related to address, contact details, contact persons. The LA (or any registered user with edit rights) should fill in all the requested information.

Besides selecting partner's role (LP or PP) the following information shall be filled in: abbreviated name of the organisation, name of the organisation in original language, name of the organisation in English and department/division/unit (if applicable). Legal and financial information shall also be filled in: the type of partner and the legal status of the partner shall be selected from a drop-down menu. VAT number and information about VAT recovery (yes, no, or partially) shall be indicated.

Address details shall be inserted in the corresponding fields. Information about NUTS codes is included in the AF form with direct link. In the contact tab title, first and last name of the legal representative and title, first and last name, E-mail address and telephone number of the contact person shall be inserted.

LA shall pay a special attention to the correctness of the contact details provided in this section. Especially the e-mail and a phone number. Since the e-mail address will be used by MA/JS as a way of contacting and notifying the LA about clarifications needed and about results of the CfP.

Tab "Motivation"

This part consists of three sections to be filled in. First two are relevant for all financing PPs and the last one is relevant only for the LA,

1. Which of the organisation's thematic and territorial competences and experiences are relevant for the project?

First the thematic and territorial competences and experiences of the LA/ PP have to be filled in. It has to be clear why a certain PP is needed in the partnership for achieving the project objectives.

2. What is the role (contribution and main activities) of your organisation in the project? Please indicate the proportion (%) of the total partner budget to be allocated for project management activities!
 - Afterwards the role in the project has to be described. The applicant has to avoid general statements. Concrete information has to be provided. What specific responsibilities in which activity, deliverable the one will have.
 - Moreover, the proportion (%) of the total partner budget to be allocated for project management activities has to be indicated in this section.
3. Only for the LA, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.
 - In case of the LA the organisation's experience in participating in and/or managing EU co-financed projects or other international projects has to be described.

Tab “budget”

Please note that before starting to fill in the budget, please make sure you have defined the project duration in section “A - Project identification”, so that the correct number of “periods” appear in the different budget tables.

The “Partner budget” section covers six cost categories: staff costs, office and administration costs, travel and accommodation costs, external expertise, services costs, equipment and Infrastructure and works costs.

The screenshot shows a web application interface for budget management. On the left is a navigation menu with sections B (Project partners), C (Project description), and D (Project budget). The main content area is titled 'Lead partner Lead Partner' and has tabs for Identity, Address, Contact, Budget (circled in red), Co-financing, and State Aid. Below the tabs is a 'Partner budget overview' table:

Partner	Staff costs	Office and administrative costs	Travel and accommodation	External expertise and services	Equipment	Automatic total
LP1	120.000,00	18.000,00	20.000,00	160.000,00	3.500,00	321.500,00
Automatic total	120.000,00	18.000,00	20.000,00	160.000,00	3.500,00	321.500,00

Below the table is the 'Partner Budget Options' section, where the option 'Office and administrative costs flat rate based on direct staff costs: 15% of Staff costs (fixed rate)' is selected and circled in red.

First, the applicant should select the **flat rate option of 15% for Office and administration**.

The LAs and project partners have the possibility for Staff costs category to choose between real costs or 20% flat rate of direct costs other than staff costs. Each LA and project partner must choose one of these reimbursement options in the final application form; the selected method has to remain unchanged through the entire project period.

The travel and accommodation costs may be reimbursed based on the flat rate of the 15% of the staff costs (and real costs can be chosen in dully justified cases: non-exhaustive list: PPs from not easily accesible areas, non-reimbursement of staff, very low staff costs etc.). The method will be set during condition clearing in the final application form and has to remain unchanged through the entire project period.

Skipping this very first step will affect the further partner budget elaboration - the selected flat rate impacts on the automatic calculation done by the system under "Partner budget".

Detailed information on budget options and flat rates can be found in the Manual on Eligibility of expenditure. Flat rates are pre-defined in the Jems; the flat rate amounts are automatically calculated on basis of total real costs category and visible in separate tables under "Partner budget".

In order to define the budget per cost category the applicant has to click under each cost category the "+Add" button, and insert the total amount of the partner budget part as well as allocate this amount per periods (the periods will automatically appear based on the total duration defined in section A).

Total amount of cost category	Automatic total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
190.000,00	190.000,00	20.000,00	20.000,00	20.000,00	20.000,00	20.000,00	20.000,00	20.000,00	10.000,00
+	190.000,00	20.000,00	20.000,00	20.000,00	20.000,00	20.000,00	20.000,00	20.000,00	10.000,00

The amount entered in the column "Total amount of cost category" must match the sum of the amounts entered per periods. The "Gap" column amount (right end of the table) should be "0" as this calculates the differences between the total amount per costs category and the sum of the amounts per period. In case there are mismatches between the two above mentioned columns a warning message appears in yellow:

Partner budget

Staff costs

Please update the budget table: The sum of the amounts per period must match the budget item total.

Total amount of cost category	Automatic total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
190.000,00	190.000,00	10.000,00	20.000,00	20.000,00	20.000,00	20.000,00	20.000,00	20.000,00	10.000,00
+	190.000,00	10.000,00	20.000,00	20.000,00	20.000,00	20.000,00	20.000,00	20.000,00	10.000,00

Office and administration
Total Office and administration flat rate is calculated by applying the rate (15%) to the total Staff costs

In case a PP plans also **Equipment budget**, for cost category Equipment, in the “Description” field **each type of equipment planned to be purchased shall be listed separately**, adding separate rows for each type of items by clicking on the “+” button under the “Description” column. For each line, please enter the planned cost amount of the respective equipment in the total column, as well as in the period column relevant.

Equipment

Description	Total amount of cost category	Automatic total	Period 1	Period 2	Period 3
2 laptop	3.000,00	3.000,00	3.000,00	0,00	0,00
1 smart phone	500,00	500,00	500,00	0,00	0,00
+		3.500,00	3.500,00	0,00	0,00

Please note, that except for the cost category Equipment, the total amount of cost category shall be inserted only in one row for each cost category. Option for adding more rows, button “+” shall not be used in case of other cost categories.

Infrastructure and works

Total amount of cost category	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Gap
0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
+	0,00	0,00	0,00	0,00	0,00	0,00	

Please, note that the total investment expenditure can be divided among different cost categories. The cost category ‘Infrastructure and works’ should only cover costs related to investment having the nature of infrastructure or works and not included under any other cost category.

Tab co-financing

The co-financing source has first to be selected via a drop-down menu: “Interreg Funds” is the only source available for DRP. The partner contribution entry (amount and percentage columns) is automatically calculated.

Application form DRP1200030 – TEST123

Lead Partner AAAA

Identity Address Contact Budget **Co-financing** State Aid

Co-financing

In this table you can define your co-financing. In order to see amounts, please, define your partner budget first in the section budget.

Source	Amount	Percentage
Interreg Funds	174.800,00	80,00 %
Partner contribution	43.700,00	20,00 %

The origin of the partner contribution, its type of contribution (private, public, or state) and its amount must be filled in. In case a PP receives “state contribution” (see definition of state contribution in the Applicants Manual) that source can be added by clicking on the “+ Add new contribution origin”, then selecting “State contribution” from the drop-down list, as well as entering the name of institution that is providing the state contribution for the respective PP (field is compulsory to be filled). The total of contribution should not be higher than the total target value stated in red by Jems.

Partners overview

LP1 Lead Partner

Associated Strategic Partner

C - Project description

C.1 Project overall objective

C.2 Project relevance and context

C.3 Project partnership

C.4 Project work plan

SO1

C.5 Project Results

Origin of partner contribution

Name of the contributor institution	Type of contribution	Amount	% of total partner budget
Lead Partner	Public	0,00	0,00 %
* Name of the contributor institution Ministry of Finance	State contribution	32.600,00	20,00 %

+ Add new contribution origin

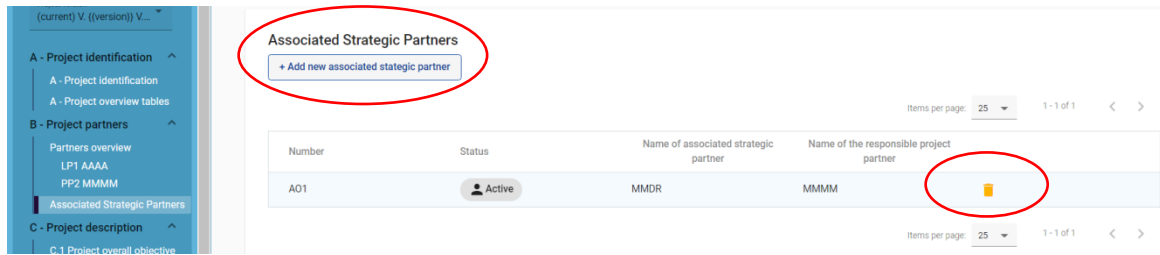
Please note, that if changes to the partner budget are done after filling in the Co-financing section then also the the Co-financing section has to be updated.

Tab “state aid”

In the state aid tab the applicant can select the activities that are relevant for state aid, including indirect state aid activities (e.g. trainings for SMEs, coaching for private organisations etc.), if any. If no activity is state aid relevant the section shall be left empty.

Associated strategic partners (ASPs)

Associated strategic partners can be added, or deleted as well by either clicking “Add new associated strategic partner” button, or the icon next to the respective ASP:



Once added the applicant has to fill in the data of the ASP in terms of organisation data, selecting the LA/PP supporting the ASP, legal representative, contact person and the role of the ASP in the project. It is also appreciated if some background information about ASP is also provided in this section apart from its role.

Section C – Project description

The text fields in the project description should be filled in with the required information, with special attention to the maximum number of characters.

C.1 Project overall objective

This section is self-generated based on previously inserted data in Section A. The applicants shall define the Project main objective. It should be clearly described, highlighting how it contributes to the achievement of the selected Programme Specific Objective. Furthermore, there should be a clear connection between the project’s main objective, the identified needs and challenges in the addressed area and the proposed activities.

C.2 Project relevance and context

C.2.1. What are the common territorial needs and challenge(s) that will be tackled by the project?

Applicants are expected to outline here the main common challenges and needs of the addressed area and in relation to the project topic. The applicant should focus on describing the status quo in the field addressed by the proposal, in the territories covered by the proposal providing concrete data, explaining also what already exists (e.g. due to previously implemented projects, initiatives) and what concretely is needed additionally. In case pilot actions are planned for certain areas, details about the particular needs of these areas should be provided.

Make sure that EUSDR is embedded at the level of common territorial needs and challenge(s).



C.2.2 How does the project tackle the identified common challenges and/or opportunities and what is new and innovative about the approach the project takes?

Main measures, work-steps and approaches shall be described on how to tackle the above mentioned needs and challenges. Applicants are requested to explain the link between the identified needs and challenges and the project main and specific objectives as defined in the project intervention logic (objectives, activities, outputs, results) defined in sub-section C.4 and following. The coherence of the project intervention logic (projects main and specific objectives, activities, outputs and results) with the programme intervention logic (specific objectives, outputs and results) is a pre-condition for a project to be funded under DRP, so please read part II.7. of Applicants Manual carefully.

Applicants shall provide a consistent presentation to demonstrate how the planned outputs and the ultimate project result are achievable by following a logical sequence and combination of activities as well as a certain set of well-established and commonly agreed methods. Innovative approaches are highly recommended while defining the project methodology.

C.2.3 Why is transnational cooperation needed to address the identified needs and challenges?

Applicants shall describe in detail why the transnational cooperation is needed to address and tackle the identified needs and challenges. Applicants shall explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and describe what benefits the project partners/target groups/ project area/DRP area gain in taking a transnational approach. Please read the “How to develop a transnational project” guide carefully.

C.2.4 – Who will benefit from the project outputs

Please read carefully the guidance provided for this sub-section in JEMS. Note, that in the “specification”-field not only further details shall be provided on the exact kind and scope of the target group but also on *how* the target group will benefit from the project.

Additional target groups can be added by clicking on the -button.

Clear reference to the specific project outputs and how they will be used by which target groups should be clear.

C.2.5 – How does the project contribute to wider policies and strategies

In this sub-section Applicants shall select the relevant strategy from a drop down menu, the contribution to it can be described. Contributions to other strategies / policies shall be

described – if relevant – through adding (-button) one or more of the pre-defined options or in the field “other”.

The project has to consider contribution to the EUSDR and its respective PA(s).

C.2.5 How does the project contribute to wider strategies and policies?
 Please indicate to which strategies and policies your project will contribute. Then describe in what way you will contribute.

Strategy	Contribution
<div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> EU Strategy for the Danube Region European Green Deal Territorial Agenda 2030 Other </div>	<div style="border: 1px solid #ccc; padding: 5px;"> Contribution <input type="button" value="+"/> </div>

C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?

In case synergic activities with other past or ongoing projects or initiatives are planned, Applicants are requested to describe how these activities will complement each other and explain the added value of the expected result.

If possible, indicate which concrete results, outputs from previous projects and initiatives will be used by the project.

C.2.7 How does the project build on available knowledge?

Applicants are requested to define all those previous projects or initiatives that they intend to capitalise on, describing what exactly is to be capitalised (in terms of outputs, results) as well the added value brought by the current project proposal.

C.3 Project Partnership

The applicants shall explain how the composition of the partnership can effectively implement foreseen activities and deliver the planned outputs (i.e. thematic and territorial competence, expertise and role of the partners versus project activities), includes all sectors relevant for the project topic and covers the entire targeted geographical area (e.g. Danube region or the specific territorial scope of the project). A brief description of the partners’ experience in cooperation projects shall be also included, if relevant. The partnership composition should also reveal the benefits for the territories they represent.

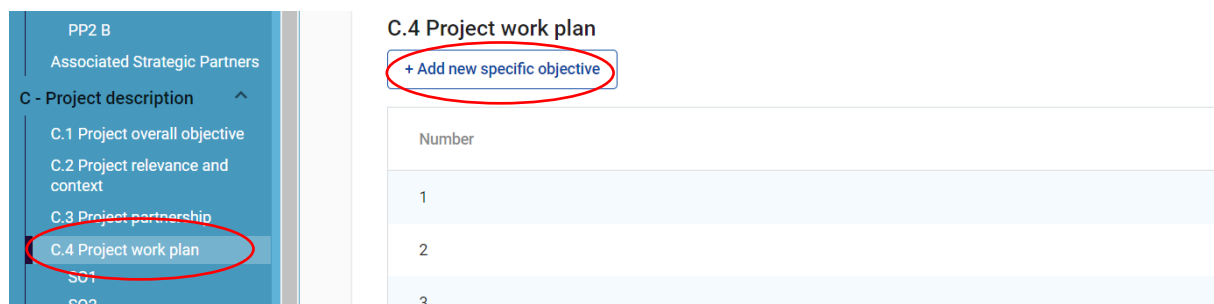
C.4 – Project work plan

Before defining the project work plan, please read carefully the *II.7 Intervention logic* section of the Applicant’s Manual and get familiar with how to define the intervention logic for a project proposal, as well as with the terminology of objectives, outputs and results!

In order to edit this section please proceed as follows:

First define the number and kind of Specific Objectives by clicking on “C.4 Project Work Plan” in the left-side menu and opening specific objectives with the “+add new specific objective”-button on the main-screen.

The Applicant can add maximum 3 project specific objectives.



For each project specific objective please give a brief title that appropriately reflects the specific objective and define more in detail in the related text field the specific and immediate effects of the project that can be realistically achieved within the implementation period.

In connection to each specific objective please define also a communication objective.

When formulating communication objectives, think about how they will contribute to the achievement of the specific objective. Pay attention to how communication objectives are going to change target audience's behaviour, knowledge or belief.



Specific objective

Specific objective number (automatically created)
1

Specific objective title

Objectives

Your objectives should be:

- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package, and in which territory);
- measurable – indicate the change you are aiming for.

Define one project specific objective that will be achieved when all related activities are implemented and outputs delivered.

Project specific objective

Think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

Communication objective and target audience

As a next step, click on one of the further tabs related to investments, activities and outputs.



Specific objective

Specific objective number (automatically created)
1

Specific objective title

Tab “Investment”

To each specific objective investments can be linked, if applicable. Applicants have to indicate the number, the title of the investment and have to justify, why this investment is needed and have to describe the transnational relevance of it as well. Applicants shall indicate the objective of the investment in correlation with the project objectives and the involvement of the partners. Location and ownership of the investment shall be indicated. In principle the ownership of the investment should lie with the project partner



implementing it. Applicants shall provide a thorough justification for the investment explaining its necessity for the implementation of the project and achievement of the project objectives, its transnational character of transferability to at least two other participating countries, in accordance with the Programme specific requirements.

If equipment is part of investment, it should be also specified here.

Please note that in the DRP investments are eligible only in case they:

- Follow a transnational physical or functional link over the national border (e.g. transport corridors) which has been analysed from a transnational point of view and has a clear impact over the national borders

or

- ✓ Create a transferable practical solution through a case study in one area, which is jointly evaluated by the project partners and transferred for testing in at least two other participating countries

Tab "Activities"

Open an activity by clicking the "add activity" button and edit all of the offered fields.

There is no limitation in terms of number of activities, but the applicant should propose a manageable number one.

Please start editing the field "description" by indicating the activity budget in the very first line, followed by an empty line, and only then narrative description shall be inserted (as shown below).

Title

Start period ▼

End period ▼

Description
 50.000 EUR

Activity 1 focuses on

|

42/ 1000 characters

Partner(s) involved



The description of the activities must be clear and concise and should contain the tasks that are going to be performed by the project partners. Applicants should avoid generic terms (such as concepts, definitions) or too general descriptions that do not contain a geographical and time reference. The project partners and ASPs involved should be indicated.

Capitalisation activities are mandatory and the related budget have to be envisaged already in the application form. The capitalisation activities have to be included in the project work plan in a coherent manner, according to the project structure and the expenditures included in the concerned activities.

Tab "Outputs"

Create an output by clicking the "add output" button and edit all of the offered fields.

There is no limitation in terms of number of outputs.

In the drop-down menu under "Programme output indicator" please select one of the offered indicators. Please choose the indicator to which the output is contributing to.

Projects have to contribute to at least two programme output and result indicators to be considered eligible. One of these shall be Output RCO 87 - Organisations cooperating across borders, which is mandatory for all the projects with its corresponding result indicator.

List of outputs

Based on the activities you need to implement to achieve the specific objective, please list below the outputs that will be delivered during the implementation.

Output 1.1

Output Title

1.1.1: Jointly developed solutions

1.1.2: Organisations cooperating across borders

1.1.3: Strategies and action plans jointly developed

1.1.4: Pilot actions developed jointly and implemented in projects

Period 1, month 1 - 6

Output Description

Please define for each output a title and describe it in detail in the respective fields.

Please indicate how outputs will be taken up in practice by the target groups.

C.5 - Project Results

In this section the project results shall be defined and described in relation to the Programme Result Indicators.

A result can be created through clicking on “Add result”. First a Programme Result Indicator has to be selected from the drop-down menu and then further information on target values and delivery date has to be provided (“measurement unit” and “baseline-value” are auto-generated). The project result shall then be described more concretely in the “Result description” field, the immediate advantages of carrying out the project, reflecting the benefit of using the project main outputs.

C.6 Project Time Plan

The project time plan is auto-generated based on the data inserted in previous sections.

C.7 Project Management

The applicant shall provide first a description on the project coordination as well as on the proposed management structures that will be set up for the project management (e.g. steering groups, or advisory boards etc.). Additionally, a description on how internal communication inside the project will be set up is to be provided.

Second, the applicant shall describe also how the quality assurance of the project outputs will be ensured (e.g. if external experts will be used or internal staff, paying attention to secure the independence of the quality assurance manager).

The applicant shall describe who will coordinate project communication and how will he/she ensure the involvement of all partners, highlighting also how the communication



function will contribute to transfer the project results. Special attention should be paid to the mandatory communication requirements that should be met. Please note that all communication activities should be included in the different specific objectives, as an integral part of your project. There is no need to repeat this information here.

Last but not least the financial management of the project shall be described, including responsibilities, monitoring of the spending forecast and financial flows, project transfers and related claims. The applicant should also underline what kind of measures will be taken in case of delays. Risk management should be considered.

Under sub-section **C.7.6. "Horizontal Principles"** please indicate and describe the project's respective contributions. Before filling in this part of the application, please read carefully the section *II.4 Horizontal Principles* section of the Applicants Manual defining what information is to be provided for the different issues.

C.8 Durability and transferability

Only sub-section C.8.2 and C.8.3 is applicable. For section C.8.1 please, enter the text "N/A" in the field, otherwise the system will not allow the submission of the AF.

Applicants shall provide here answers to the questions regarding the durability and transferability of the project by describing the measures taken during the project implementation to ensure durability of project outputs and their transferability and applicability to other organisations/ bodies/ countries. If applicable, the role of the ASPs in ensuring the durability and transferability has to be described in this section as well. Make sure that EUSDR is embedded at the level of durability and transferability.

Durability refers to the long lasting effects of the projects outputs including their further valorisation. The section should also tackle the sustainability of the project outputs and its three dimensions:

- **Financial sustainability** - financing of follow up activities, leverage of funds etc.
- **Institutional sustainability** - "ownership" of project outputs - which structures will ensure and how, the results of the project to continue to be in place after the project end?
- **Political sustainability** - what structural impact will the project have? – e.g. will it lead to improved policies, legislation, plans, codes of conduct, methods, etc.?

Transferability refers to the potential to use/ apply the outputs of the projects in other regions or in different contexts.

E.1 Project lump sums

In case a project would apply for preparation costs, which is in the DRP in a form of a lump-sum, they shall indicate that in this section by clicking on E.1 in the left menu, then on the “+ Add” button and in the table opened up select “preparation cost” from the drop-down list.

The lump sum for preparation costs shall be added manually only in the LP’s budget and shall not be split between partners.

Project lump sums table
In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

Please update the lump sum table: A period must be selected for each lump sum.

Programme lump sum	Period	Split up	Costs	LP1	PP2	PP3	PP4	Sum	Gap
Preparation	Period	No	18.500,00	18.500,00	0,00	0,00	0,00	18.500,00	0,00
Preparation cost				18.500,00	0,00	0,00	0,00		

Buttons: Discard changes, Save changes

Section Application Annexes

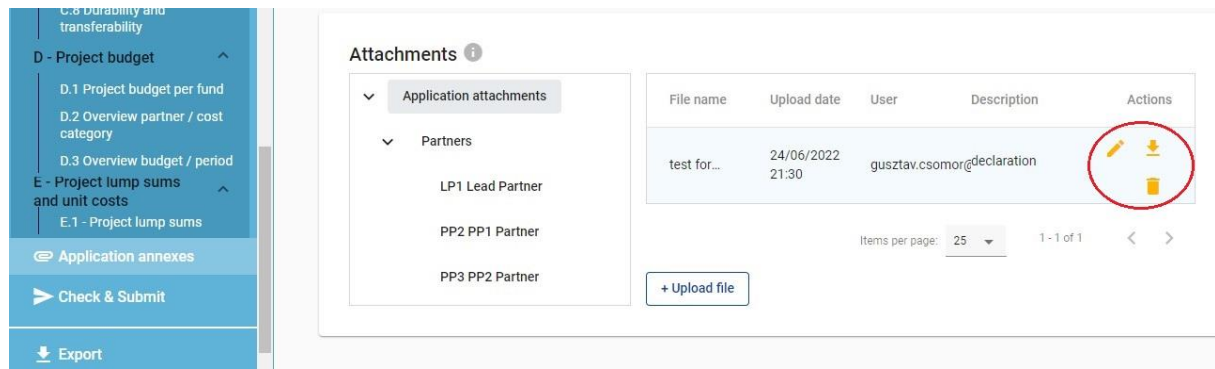
The section annexes is dedicated to upload the documents that are required with the submission of the application form for each project partner, including the LP, i.e. signed and scanned declaration of co-financing, state aid declaration, LP confirmation, as well as ASP declaration (if relevant), Declaration for International Organizations (if relevant), Partnership Agreement.

Attachments

- Application attachments
 - There are no files uploaded.
- Partners
 - LP1 Lead Partner
 - PP2 PP1 Partner
 - PP3 PP2 Partner

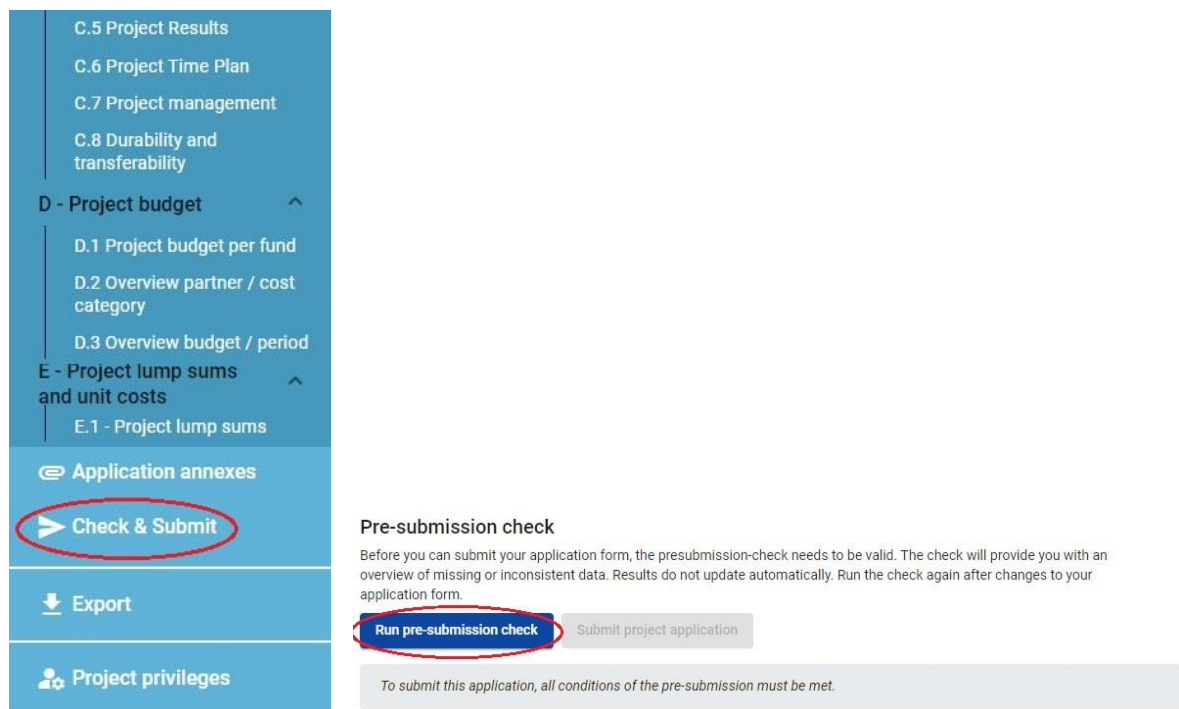
+ Upload file

To upload a file first select the relevant section (e.g. application attachment or a specific partner) and click on „Upload file“. After your upload is done further actions can be done if needed such as edit description, download file and delete file.



VI. Checks and submission of the Application Form

Before the submission of the application form, it is to be validated by the pre-submission check. The check will provide an overview of missing or inconsistent data. Since results do not update automatically, Applicants need to run the check each time after changes are made to the application form.



In order to submit your application, all conditions of the pre-submission check must be met by correcting or completing the incorrect, or missing data / field.

✓ A - Project identification	
! B - Project partners	13 Issue(s) ^
✓ At least 1 partner is active	
✓ Exactly 1 Lead partner is active	
! Partner identity	2 Issue(s) v
! Partner address	1 Issue(s) v
! Partner contact	1 Issue(s) v
! Associated organisations	9 Issue(s) v
✓ Project budget is greater than 0	
! C - Project description	13 Issue(s) v
✓ E.1 - Project lump sums	

Please note that a successful pre-submission check is no guarantee that an application is fully complete and formally compliant! Pre-submission checks include verification of mandatory fields and conditions.

Applicants are recommended to run the pre-submission check function during the preparation of the AF and not only before the submission in order to identify in time missing fields and inconsistencies, which would not allow the submission, allowing sufficient time to complete and correct the errors indicated by the system!

When all sections and fields are valid the „Submit project application“ button will be enabled and the application form thus can be submitted.

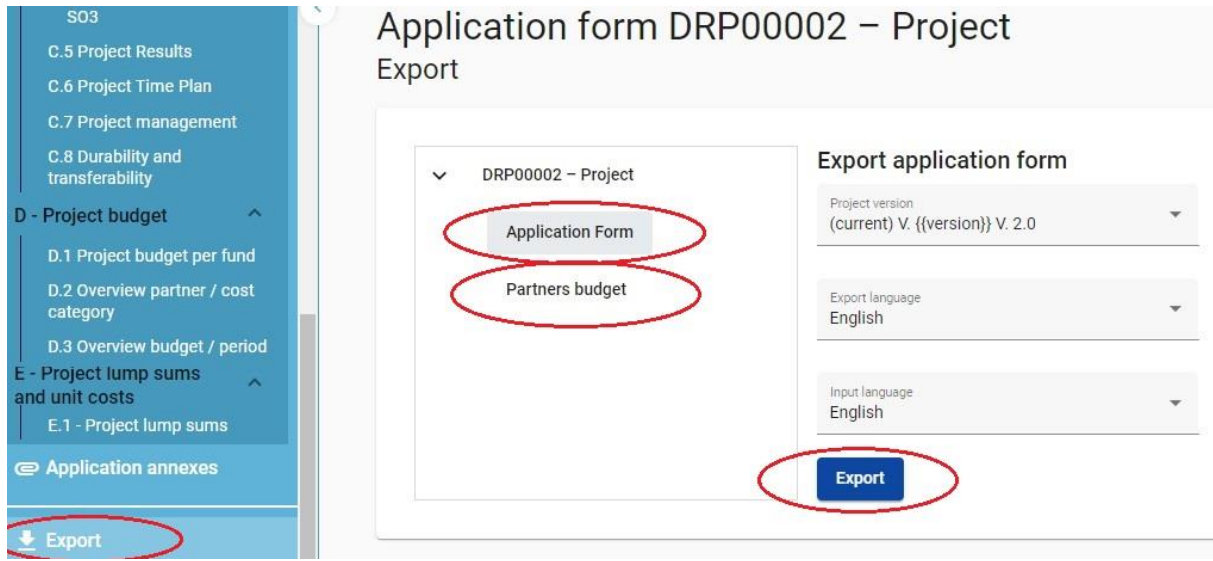
Pre-submission check

Before you can submit your application form, the pre-submission-check needs to be valid. The check will provide you with an overview of missing or inconsistent data. Results do not update automatically. Run the check again after changes to your application form.

To submit this application, all conditions of the pre-submission must be met.

Export function

This section allows the user to export and download the application form (pdf file) and partner budgets (xls file).



S03

- C.5 Project Results
- C.6 Project Time Plan
- C.7 Project management
- C.8 Durability and transferability

D - Project budget ^

- D.1 Project budget per fund
- D.2 Overview partner / cost category
- D.3 Overview budget / period

E - Project lump sums and unit costs ^

- E.1 - Project lump sums

Application annexes

Export

Application form DRP00002 – Project

Export

DRP00002 – Project

- Application Form
- Partners budget

Export application form

Project version
(current) V. {{version}} V. 2.0

Export language
English

Input language
English

Export

