Special EU Programmes Body
Foras Um Chláir Speisialta An AE
Boord O Owre Ocht UE Projecks

# SEUPB eMS External User Guide

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Version 3 (June 2017)

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# Section 1: Getting Started

## 1. About eMS

eMS is a programme monitoring system which allows the SEUPB to collect and store all necessary information and communicate with applicants/beneficiaries electronically via a secure online communication portal. INTERACT has developed this software for the benefit of all European Territorial Cooperation (ETC) Programmes.

The purpose of this document is to provide guidance in relation to the eMS system. As such, it must be read alongside the general information in relation to the PEACE IV and INTERREG VA Programmes that is available on the SEUPB website, including the Guide for Applicants and Programme Rules, as well as the specific materials covering the call under which you wish to apply.

## 2. Access and Registration

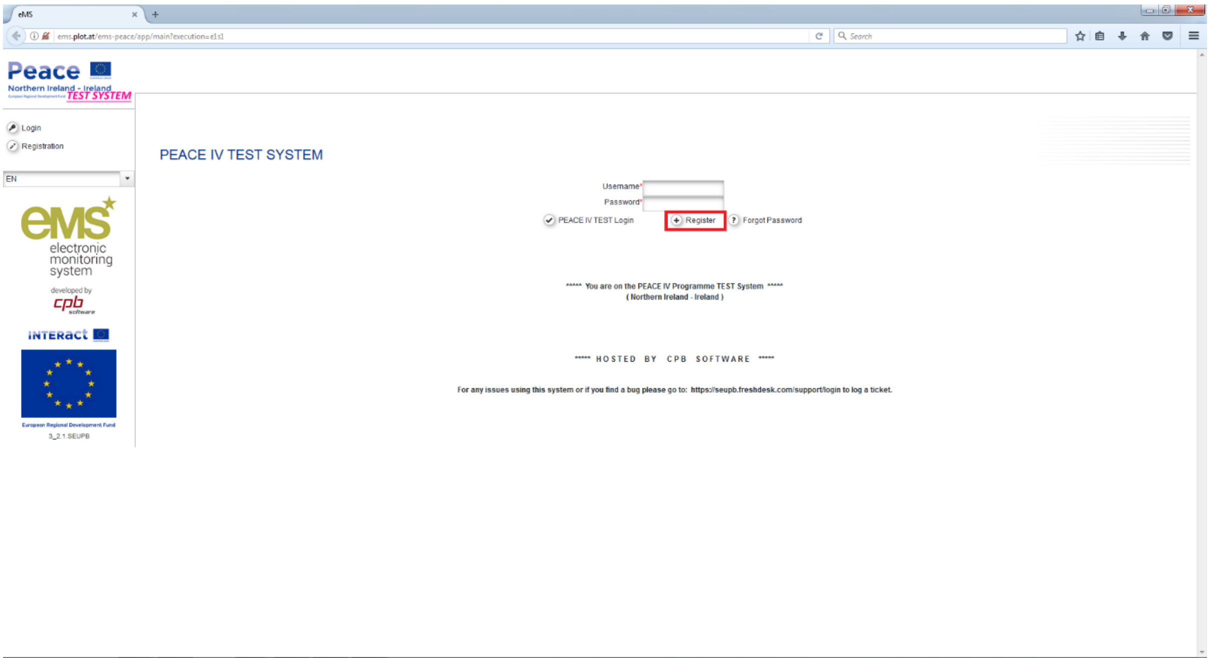
### 2.1 Access

The eMS system can be accessed via the following links:

**PEACE IV**: https://peace.seupb.eu

**INTERREG IVA**: https://interreg.seupb.eu

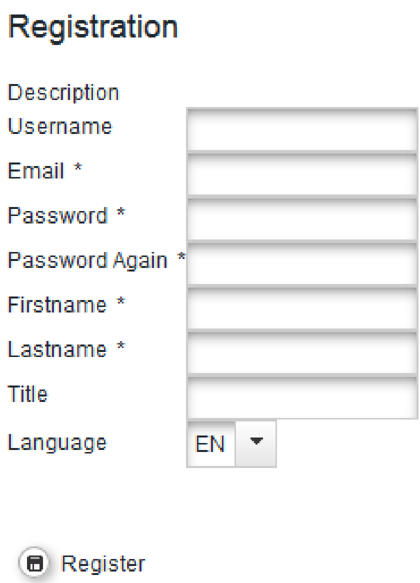
Figure 1: eMS Welcome Screen




## 2.2 Registration

In order to use eMS, you must first register by clicking on 'Register' on the welcome screen (see Figure 1, above). As the user, you will be asked to provide a set of credentials (Figure 2). If using 'Copy' and 'Paste' please ensure you do not leave any empty spaces in the boxes.

<u>Figure 2: Registration Form</u>




Following your registration, a confirmation email will automatically be sent to your email address. After you receive the confirmation you will be able to log into the eMS system.

If you do not receive an activation email within a few minutes you may wish to check that it hasn't been blocked by your organisation's spam filters. If this is not the case, you will need to raise a ticket through the SEUPB's self-service support portal using the following link. An agent will then contact you to assist in resolving the issue.

https://seupb.freshdesk.com/support/home

We recommend you register with the self-service support portal before you start completing an application so that you can easily access assistance, including a range of documents and screencasts, if required. To register, simply follow the link above and select 'Sign Up' at the top right of the screen. You will be prompted to enter your name and email address. An activation link will then be sent to your email. Follow this link to create a password, access the system and raise a ticket in relation to any issues you encounter with eMS.

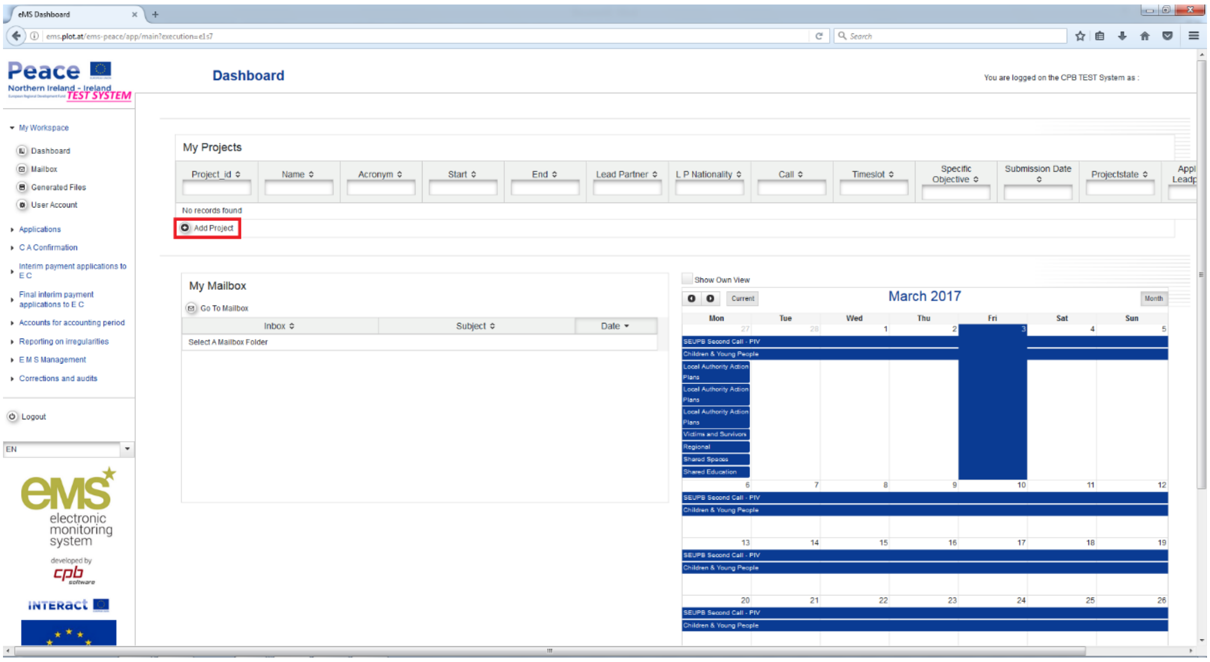
**If you forget your password, please click on 'Forgot Password' on the Welcome Screen. On the next screen enter your username and click 'Reset Password'. You will receive an automatically generated email containing a link. If you click on the link you will be prompted to enter and confirm a new password.**

### 2.3 Dashboard

After logging in to eMS 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 calendar.

If you click on 'User Account' you can change your password, amend your personal information, configure the mail signature that will be added to outgoing messages in the mail portal, and select the content of your dashboard ('Show Projects', 'Show Mailbox' and 'Show Calendar').

Figure 3: eMS Dashboard




## 2.5 General Information about eMS

- 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 losing any data that you have entered, please remember to **always save your information** before leaving a section. The save button is located either in the upper left corner or at the bottom of the page. If you are completing a longer section, we recommend that you also save the information regularly in between, in case the 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 the missing fields at the top of the page.

- Please be careful using **command keys** to navigate around the system such as Enter, Page Up/Down, etc. As you are working in a browser, these commands may interfere with data input.

- However, when copying and pasting 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 programmes/documents

- If you experience any difficulties in terms of viewing eMS, please check in your browser settings that Zoom is set to 100%.

- Please note that text fields have a **character limit** and you will not be able to insert text in excess of this.

- Certain fields have a text editor function, allowing you to underline words, add bullet points, etc. Please be aware that **formatting the text in these boxes will count towards the character limit** due to the HTML tags used (for example, in a typical 6000 character answer that has been formatted, up to 300 characters may be used as HTML tags). As a result, you may wish to keep formatting to a minimum.

## 3. Getting started in eMS

**In order to correctly complete the application form in eMS, you will need to have a good understanding of the Programme under which you are applying. Extensive information regarding the PEACE IV and INTERREG VA Programmes is available on the SEUPB website, including the Guide for Applicants and Programme Rules, as well as specific materials covering the individual calls.**

The eMS system has been designed to be as accessible and intuitive as possible. The diagram below illustrates the different steps in completing and submitting an application via eMS.


### 3.1 Creating an Application

**The first person creating an application form will be considered the Lead Applicant. They will have the capacity to assign other users who can edit the application, however, only the Lead Applicant can submit the completed application.**

To create a new project, click on ‘Add Project’ under ‘My Projects’ in the central part of the Dashboard. This will open up the ‘Calls’ page where you can select the specific call to which you want to submit an application and click ‘Apply’. Alternatively, you can access the Calls page via the ‘EMS Management’ option on the left-hand menu.

Once you have clicked ‘Apply’ you will be directed to the application form, which is divided into seven tabs which are displayed on the menu bar at the top of the screen. After completing the first tab ‘Section 1’ (see Section 4.1, below) click ‘Save’ in the top left corner. You have now created your first application form!

**Once you click 'Save' for the first time, the option to 'Check Saved Project' will appear in the left-hand menu. This function will highlight any errors eMS has identified with your application in red text at the top of the screen. You will be unable to submit your application if any errors are present. If no errors are identified, the option to 'Submit Checked Project' will instead be displayed.**

**We strongly recommend that you check your application regularly as you complete it. If you wait until the point of submission to do this you risk having to address multiple errors in advance of the call closing.**

### 3.2 Assigning Other Users

If you prefer to work on an application with multiple people, 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 modify the application to other users. You can do this under the left-hand menu item 'User Management'. However, before you 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.

**Please make sure that you are not working on the same section or sub-section simultaneously, as this may 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.**

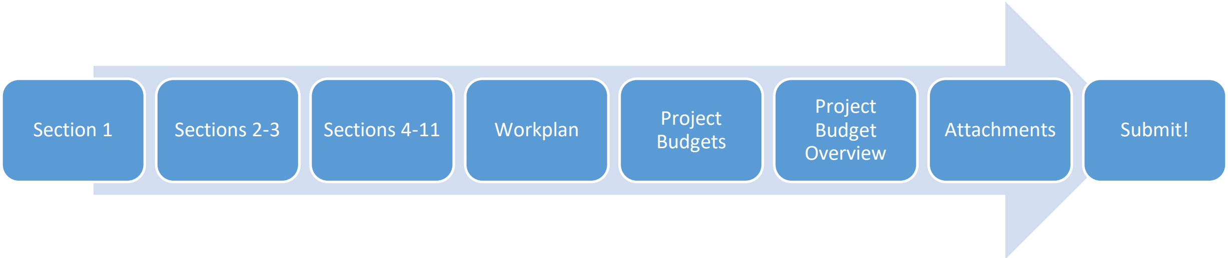
## Section 2: Completing and Submitting your Application

The information you provide via the application form in eMS will be used to inform the Steering Committee in their consideration of your project. The application should also be a core document for all of the project partners. The funding on offer through the SEUPB is time limited project funding and will not be available for the long-term sustainability of activities. It is therefore essential that all of the project partners understand the extent of the financial and organisational liabilities that they are accepting when they commence a funded project.

You should be aware that if, and when, you receive funding you will be subject to the Programme Rules for the funding Programme. In particular, you should review the rules on revenue generation, State Aid, document retention, and the required longevity of the project post funding.

## 4. Completing your Application Form

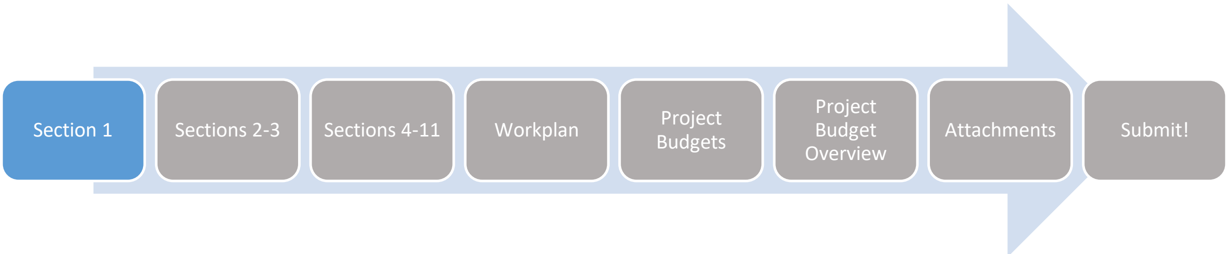
The diagram below presents an overview of the data entry workflow in the application form. This mirrors the menu bar that you will see at the top of the screen when completing your application.




The following sections provide guidance on how to complete each section of the application form through the eMS system. It is essential that they be read alongside the relevant Programme documentation, including the Guide for Applicants and Programme Rules, as well as specific materials covering the call under which you wish to apply.

**Where you see a '?' icon in the application you can click for guidance on how to how to complete a section.**

### 4.1 Section 1: Project Information



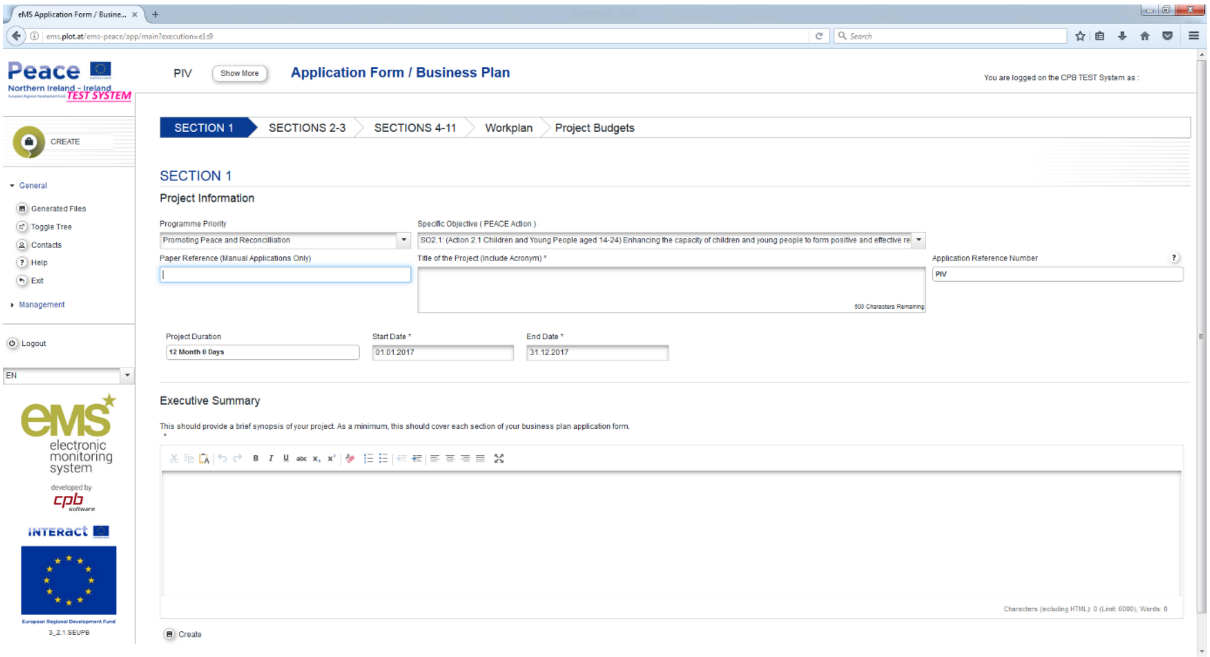

In the first section of the form, the Programme Priority and Specific Objective for the call to which you are applying will automatically be completed. An Application Reference Number will have been generated by the system – please take a note of this.

The Lead Applicant is required to enter the Title of the Project (including an acronym, if relevant), the name of the Lead Partner, and the Start Date and End Date (the Project Duration will be automatically calculated when you enter this information).

The length of your project should be in line with any specifications in the call document. The end date of the project is the date by which all outputs must be achieved, all claims submitted, and all final evaluations complete.

**You can create a PDF version of your application to review at any point by clicking 'Save as PDF File' from the left-hand menu. This can then be downloaded and saved by selecting 'Generated Files'.**

Figure 12: Project Information



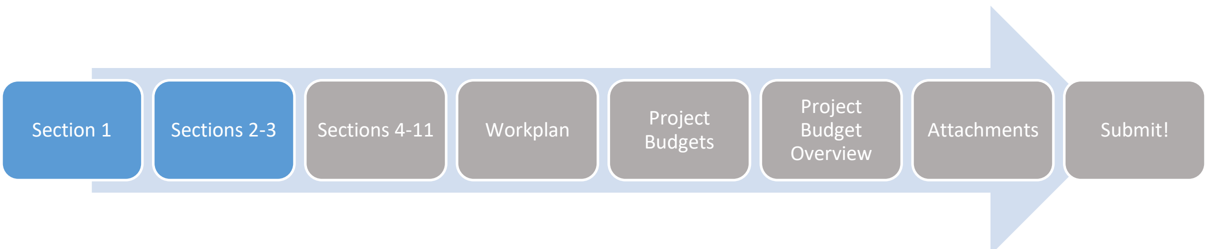

In the Executive Summary textbox, please provide a brief synopsis of your project. As a minimum, you should describe:

- ✓ The challenge the project is tackling;
- ✓ The main objective of the project and the anticipated change it will make to the current situation, which must be linked to the Programme Results and Outputs;
- ✓ The main output(s) that will be produced and who will benefit from them; and
- ✓ What is new/original about the approach.

**If the application is successful, the Project Summary will be used to present the project to the public. Therefore, you should aim to be clear, concise, effective, and interesting!**

Once you have completed and saved Section 1, please click on 'Sections 2-3' on the menu bar.

## 4.2 Sections 2-3: Partnership Overview & Proposed Design



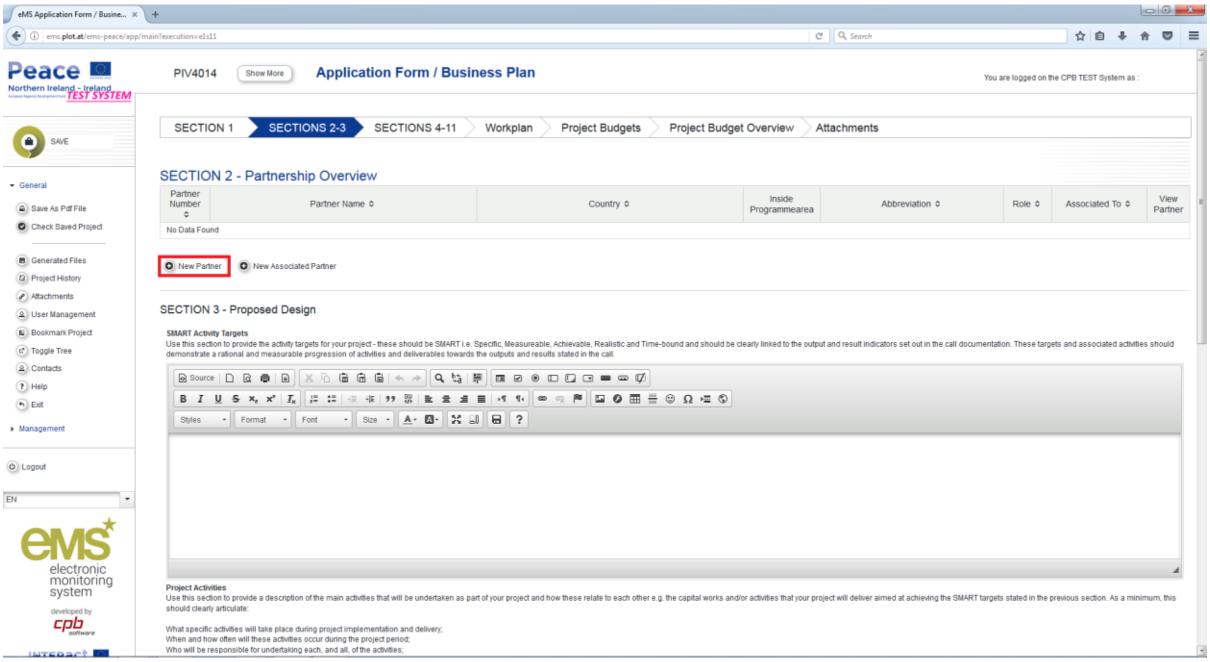
**Section 2 – Partnership Overview**

The Lead Applicant must provide details of the project partners. This includes partners with a budget and agreed deliverables, as well as associated partners (i.e. partners that do not have budget responsibility).

Partner data is automatically transferred to other sections within the application form according to the order of the Partner List. **To avoid issues with the numbering of partners, details of the Lead Partner should be entered first**.

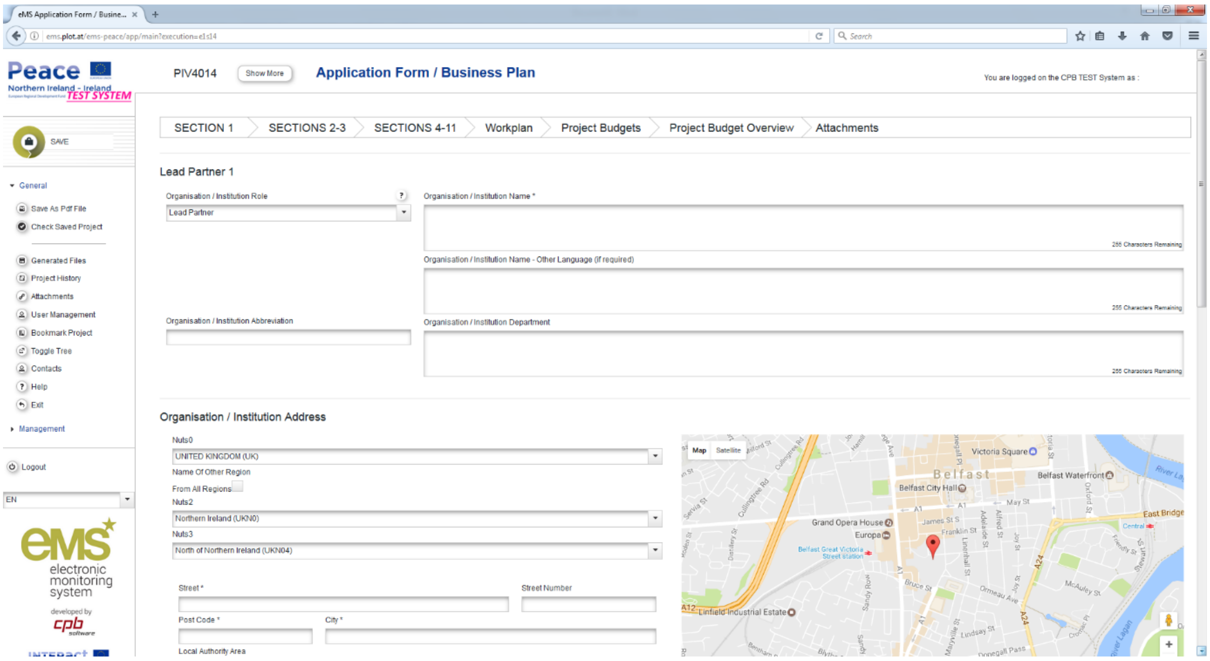
To enter information about the Lead Partner, please click on 'Add New Partner'.

Figure 13: Section 2 – Partnership Overview




**Specific documents in relation to the Lead Partner must be attached to your application. Click on the '?' icon beside 'Organisation/Institution Role' to see a list.**

Figure 14: Partner Details




Most of the information required is self-explanatory, however, under the sub-section entitled ‘Legal and Financial Information’ you are required to enter the Co-Financing %. This figure is calculated as follows:

$$\frac{\textbf{Total Partner ERDF}}{\textbf{Total Partner Budget}} \textbf{ X 100}$$

For most projects this will be 85%, however if your project is bringing additional partner funding to the table, this rate will be less than 85%. (It can never be greater than 85%). This figure is carried forward to later sections. You will need to know the details of your budget and additional partner contribution in order to complete this section at this stage. The Co-Financing Rate is entered to 2 decimal places. Where your calculation results in a rate with more than 2 decimal places, the third decimal place should be **rounded down** – i.e. 68.423 would be entered as 68.42%, and similarly 68.429 would also be rounded entered as 68.42%.

You will also need to provide details of each of the partner’s relevant competences and experiences; how each partner will benefit from involvement in the project; and, if relevant, the partner’s experience of EU co-financed projects.

In addition, you must clearly and concisely identify the contribution of the project to the defined results and outputs of the Programme, which should be directly aligned to the Programme outputs as detailed in the funding call documentation.

Once you have input and saved the information regarding the Lead Applicant, please click on the tab ‘Sections 2-3’ to return to the list view and then click on ‘Add New Partner’ to enter details of the other project partners. You will also have to use the formula above to calculate their individual Co-Financing %.

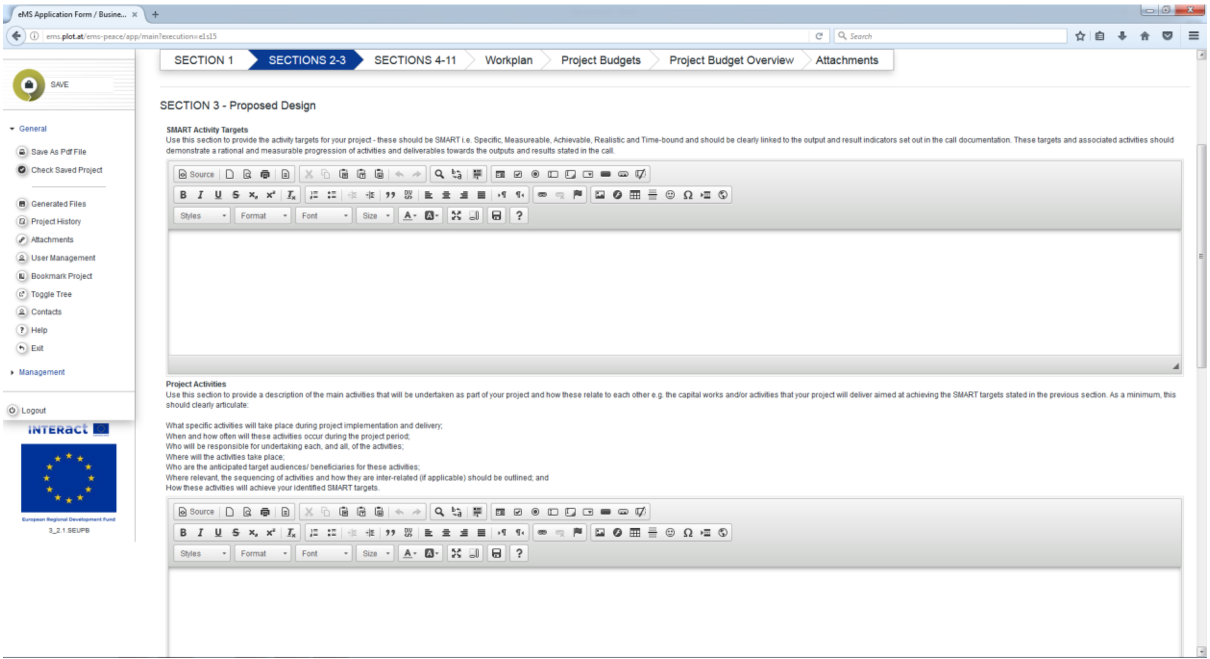
To add associated partners, click on 'Add Associated Partner'.

**The Co-Financing percentages you enter in the Partners section are automatically carried through to the 'Partner Contribution' tables under 'Project Budgets'. If eMS identifies an error when you complete your Partner Budgets please check that the figures you entered in Section 2 are correct.**

**Section 3 – Proposed Design**

In this section you should detail the SMART Activity Targets and Project Activities, as well as the quality of cross-community and cross-border cooperation with demonstrable added value.

Figure 15: Section 3 – Proposed Design




SMART Targets - The objectives of your project should be SMART (i.e. Specific, Measureable, Achievable, Realistic, and Time-bound) and should be clearly linked to the output and result indicators set out in the call documentation. These SMART targets should provide a set of metrics that reflect your project's path to conclusion, your targets will map a progression from the inception of your project to delivery of the stated outputs and results.

Project Activities - As a minimum, this should clearly articulate:

- What specific activities will take place during project implementation and delivery;
- When and how often will these activities occur during the project period;
- Who will be responsible for undertaking each, and all, of the activities;

- Where will the activities take place;
- Who are the anticipated target audiences/beneficiaries for these activities;
- Where relevant, the sequencing of activities and how they are inter-related (if applicable) should be outlined; and
- How these activities will achieve your identified SMART objectives.

It is important that the project activities that you describe above can be appropriately monitored during project delivery.

Quality of Cross-Community and Cross-Border Cooperation - Please note:

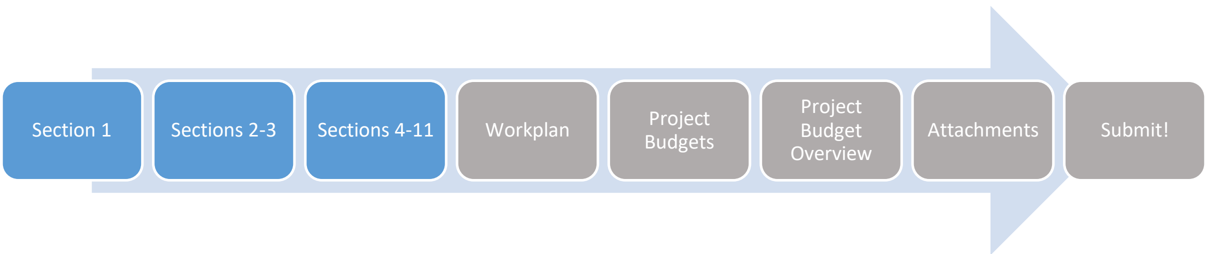
- All INTERREG VA projects must be cross-border in nature and they must show why the project is needed on a cross-border basis and how it will be enhanced through cross-border delivery. In order to demonstrate this, partners applying to the INTERREG VA Programme must demonstrate cross-border cooperation in the development and implementation of their project. In addition, they must fulfil a minimum of **at least one** of the following on a cross-border basis: joint staffing and/or joint financing.

- PEACE IV Programme project implementation must involve demonstrable cross-community and/or cross-border partnerships and activities.

**When copying information from other documents, such as Word, please remember to use command keys for better functionality.**

Once you have completed and saved Section 3, please hover your cursor over 'Sections 4-11' on the menu bar and select 'Sections 4-6' from the drop down menu that appears.

### 4.3 Sections 4-11




**Section 4 – Strategic Policy & Context, Additionality, and Displacement**

In this section you should describe the Strategic and Policy Context for your project, as well as discuss Additionality and Displacement.

Strategic Policy & Context - In a concise manner, demonstrate how, and to what extent, your project will contribute towards those strategic aims, targets and objectives set out in key policies/strategies that are considered to be directly relevant to your project. Please note, this should not simply reproduce the policy context that has been agreed by the relevant jurisdictions at a Programme level and included in the Cooperation Programme. Within this section you should demonstrate to the SEUPB your awareness, understanding, and consideration of current and developing policies within the jurisdictions in which your project is delivering an impact and how your project is designed to work with these policies.

Additionality - You should articulate the extent to which your project would take place at all, or would be undertaken on a smaller scale, or earlier, or to a lesser standard, in the absence, or with a reduced level, of funding. As part of the assessment, we need to ensure that assisted projects receive the minimum government assistance required to bring them about. Therefore, all claims made by applicants must be substantiated. Your project is only considered to be fully additional if, without funding assistance, it would not happen at all. However, your project may be partially additional. For example, without funding assistance:

- The same project might have been carried out later;
- The same project might have been carried out later and on a smaller scale;
- The same project might have been carried out later, on a smaller scale, or to a lower standard of quality; or
- A different project might have been carried out.

Displacement - You should articulate if, and to what extent, your project is likely to impact upon and/ or complement similar existing, or planned, provision. For example, applicants should set out details of how, and in what way, their proposed project 'fits' with existing, or planned, provision across the eligible region. Details of engagement or consultation with those responsible for existing provision may assist to evidence potential complementarity. A modest degree of displacement may be acceptable, but more substantial displacement may constitute grounds to refuse your application for funding assistance.

**Section 5 – Need & Demand**

This section should set out the specific need and demand for your project. In every case, it is important to establish clearly the rationale for intervention. Please note, this should not simply reproduce the overarching need and demand that has been agreed by the relevant jurisdictions at a Programme level and included in the Cooperation Programme.

In the first box to the left of the screen, please provide information/data that demonstrates the issue(s) that your project is seeking to address and why your project is the most appropriate solution to address that issue(s). In particular, you should:

- Set out the specific reasons for the proposed project in full, with suitable supporting information such as research findings and other relevant material;

- Discuss what evidence is available to indicate that there is a need and demand for the type of service/infrastructure/training, etc. that is included within your project. Please provide evidence to demonstrate this through any findings from primary research e.g. questionnaires, intention of use surveys, recent and relevant statistics/data, consultation findings, etc.

- Where relevant, provide details of deficiencies in current services, or in the assets or other resources used to deliver them.

- Provide relevant projections of the future nature and levels of demand for those services/ training, etc. included as part of your project over time, suitably quantified. Where available, these future projections should be set in context by providing historical evidence of the development of need, e.g. figures for the past 3 to 5 years. Details of supporting calculations and assumptions should be provided (where available).

- Clearly articulate who is most affected by the issue(s) that your project is seeking to address.

- Describe the beneficiaries/potential recipients associated with your project. For example, if you are proposing to undertake training activities, what is the demographics profile (i.e. age, employment status, educational attainment, etc.) of those potential recipients within the area in which your project will operate?

- Finally, it is important to distinguish the need and demand for the various aspects of your project from the anticipated potential benefits. Please note, a description of potential benefits does necessarily justify the need for a project.

Use the second box, to the right of the screen, to tell us if your project is building upon any previous project(s). If applicable, you should articulate how the experiences and expertise gathered through the previous project have been utilised to inform the development of the project that is the subject of this request for funding. For example, evidence of historical need and demand (suitably quantified) could be used to support the case for funding. Please note, the need to continue or develop a previous project should not be taken for granted. For example, in some cases it may be appropriate to consider scaling down a project or ceasing with it altogether. The rationale for continued support should be provided.

**Section 6 – Project Options Considered and Preferred Option**

In this section you should outline the range of options that you considered during the course of developing your project and present the rationale for the preferred choice.

There are many ways that the results and outputs for your project can be delivered. In a concise manner, you should outline the range of options that you considered during the course of developing your project. For example, this may include, inter alia, variations in project:

- Scale e.g. varying the number of beneficiaries;

- Content e.g. varying the type of services provided;
- Timing e.g. phasing of project components;
- Delivery and management arrangements e.g. sharing facilities, varying partnership arrangements, etc.; or
- Location e.g. varying the location or area for delivery.

The range of options considered should be as wide as possible. The rationale for the preferred option should be set out and should be, where possible, based upon both monetary and non-monetary factors. Good reasons should always be given for rejecting options.

Once you have completed and saved Section 6, please hover your cursor over ‘Sections 4-11’ on the menu bar and select ‘Section 7’ from the drop down menu.

**Section 7**

In this section you are asked to describe how your project contributes to the Programme Priority Specific Objective for the call under which you are applying.

The Programme Results section will be automatically completed by eMS. You do not need to add any Project Specific Objectives.

Once you have completed and saved Section 7, please hover your cursor over ‘Sections 4-11’ on the menu bar and select ‘Sections 8-9’ from the drop down menu.

**Remember to regularly click ‘Check Saved Project’ on the left-hand menu to see if there are any errors in your application that require correction.**

**Section 8 – Management Arrangements (Project Delivery, Resourcing & Governance)**

In this section you are required to provide details in relation to the management and project governance structures of the project, including the roles and responsibilities relative to each partner.

Please note, you are required to upload an organisational chart for the Lead Partner in the Attachments section of eMS (see Section 4.7, below).

**Section 9 – Monitoring & Evaluation Plan**

The output targets will form the basis for our grant award and as such will be detailed within your Letter of Offer. You will need to monitor the performance of your project during its lifespan. Please provide details of:

- How the results and outputs will be attributed to each project partner.

- How you intend to monitor and evaluate the progress of the project during its delivery against the results and outputs. For example:

  - what baseline information will be required;
  - how will baseline information be collected;
  - what monitoring techniques will be employed during project delivery;
  - how will data be collected;
  - how often will data be collected;
  - who needs to be consulted;
  - who will analyse the data collected; and
  - how this will be used to inform project delivery.

- How the information will be incorporated into the project governance arrangements.

- Please ensure you indicate the factors to be evaluated, when and how they will be evaluated, and by whom.

- How the results will be disseminated, including identification of the target audience.

- How the project results and their impact will be evaluated at project completion, prior to final payment on the project.

Every project is required to undertake a post project evaluation. You should detail how it is proposed to deliver this evaluation and any other evidence base which will be utilised to substantiate whether the project has delivered the impact outlined within the project proposals.

Once you have completed and saved Section 9, please hover your cursor over 'Sections 4-11' on the menu bar and select 'Sections 10-11' from the drop down menu.

**Section 10 – Horizontal Principles**

All funded projects must align and comply with the Sustainable Development Strategy adopted by the European Council in June 2006, along with the respective national Sustainable Development Strategy within each jurisdiction[1].

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[1] The UK Sustainable Development Strategy can be accessed at:
https://www.gov.uk/government/publications/securing-the-future-delivering-uk-sustainable-development-strategy

The Northern Ireland Strategy can be accessed at:

In this section you should select the impact your project will have from the drop-down menus (Positive, Negative or Neutral) and illustrate how it will promote and implement sustainable development in terms of the integration of environmental, economic and social issues (specifically, equal opportunity and non-discrimination and equality between men and women).
In regard to sustainable development, you should consider:

- How you will promote and implement sustainable development in terms of the integration of environmental, economic, and social issues.

- How the principle of sustainable development has been incorporated into the design of your project and is embedded into the monitoring of the project.

- The impact of your project on the Horizontal Principles of the Programme and justification of your choice.

- Where applicable, details of any environmental impact assessment(s), and its results, should be presented.

- In the case of any capital/construction projects, have the relevant environmental standards been incorporated into the design of the proposed project? Relevant standards may include the Building Regulations Code incorporating measures for sustainable design such as: energy/$CO_2$; water; materials; surface water run-off (flooding and flood prevention); waste; pollution; health and well-being; management; and ecology.

In relation to equal opportunities:

- Your project should ensure equal opportunity and non-discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation during its preparation and implementation. You should demonstrate how you meet these requirements and in particular please identify any differential impacts on the groups listed.

In regard to equality between men and women:

- Your project should ensure equality between men and women during its preparation and implementation. Please demonstrate how you meet these requirements and identify any differential impacts on these groups.

**Section 11 – Exit Strategy**

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https://www.daera-ni.gov.uk/sites/default/files/publications/ofmdfm_dev/sustainable-development-strategy-everyones-involved.pdf

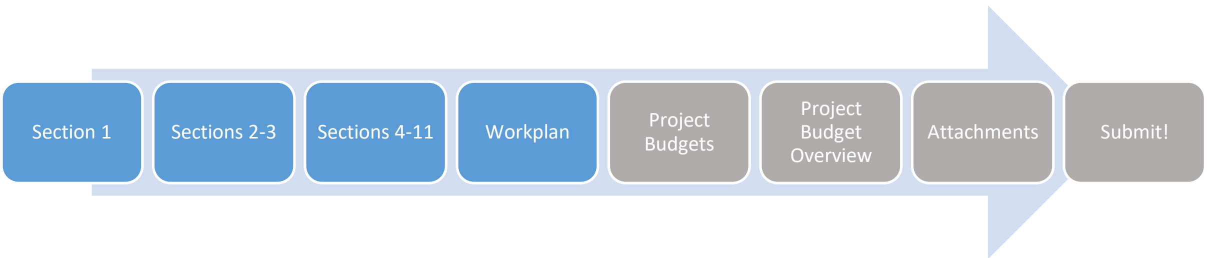
Information regarding Ireland's policy can be accessed at:
http://www.housing.gov.ie/environment/sustainable-development/policy/sustainable-development

In this section you should describe the exit strategy in relation to your project, including the evidence of the durability of the outputs and results (i.e. the long-lasting effect of the achievements beyond the duration of the project activity). Please outline the strategy proposed to secure the long-term impact of the project (e.g. mainstreaming/sustaining the project/rolling out of results).

Describe how you will maintain the project without European funding or manage the expectations of your recipients/participants in the case of scaling back or completing the project

Once you have completed and saved Section 11, please hover your cursor over 'Workplan' on the menu bar and select 'Workpackage List' from the drop down menu.

## 4.4 Workplan




**Workpackage List**

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

Four standard work packages have been pre-defined:

- The first, Management, is mandatory. This consists of operational and strategy activities, such as governance, daily management of the project, reporting achievement by taking account of completion of the planned activities in line with the budgeted expenditure, monitoring and managing the critical path of the project to prevent delays, making claims and the verification of all expenditure, forecasting activities and expenditure during the next periods and forecasting the achievement of outputs and expenditure on an annual basis.

- The second, Implementation, consists of any work packages relating to the implementation of your intervention. The electronic monitoring system, eMS will allow you to add as many work packages as you require to reflect your activity work breakdown.

- The third, Investment, consists of all activities relating to the purchase of land, buildings or capital equipment. (This is only visible to certain calls i.e. those calls where significant capital expenditure is anticipated.)

- The fourth, Communication, consists of both external and internal communication and all other tasks associated with the project's communication activities, dissemination tools, and associated communication deliverables.

eMS uses work packages to understand and track progress within projects towards the attainment of the desired outputs and result indicators. Therefore, project partners are required within the reporting module of eMS to report against each work package that is active where activities are contributing to the delivery of the work package. This reporting involves detailing the activity undertaken and the status of the work package, as per the status classifications below:

- Not started
- Proceeding according to work plan
- Behind schedule
- Ahead of schedule
- Completed

Therefore, in planning your project and submitting an application within eMS, it is imperative that you accurately plan your work packages to reflect the work that will be undertaken in your project to deliver the required outputs.  Remember a work package than be delivered by a single partner, or be delivered by more than one partner.

A work package can be thought of as a sub-project, which, when combined with other work package units, form the completed project. Work packages will always have a deliverable, when all work packages are complete the sum of their deliverables will also deliver the Programme outputs as defined in the Letter of Offer and as referred to in the Funding Call.

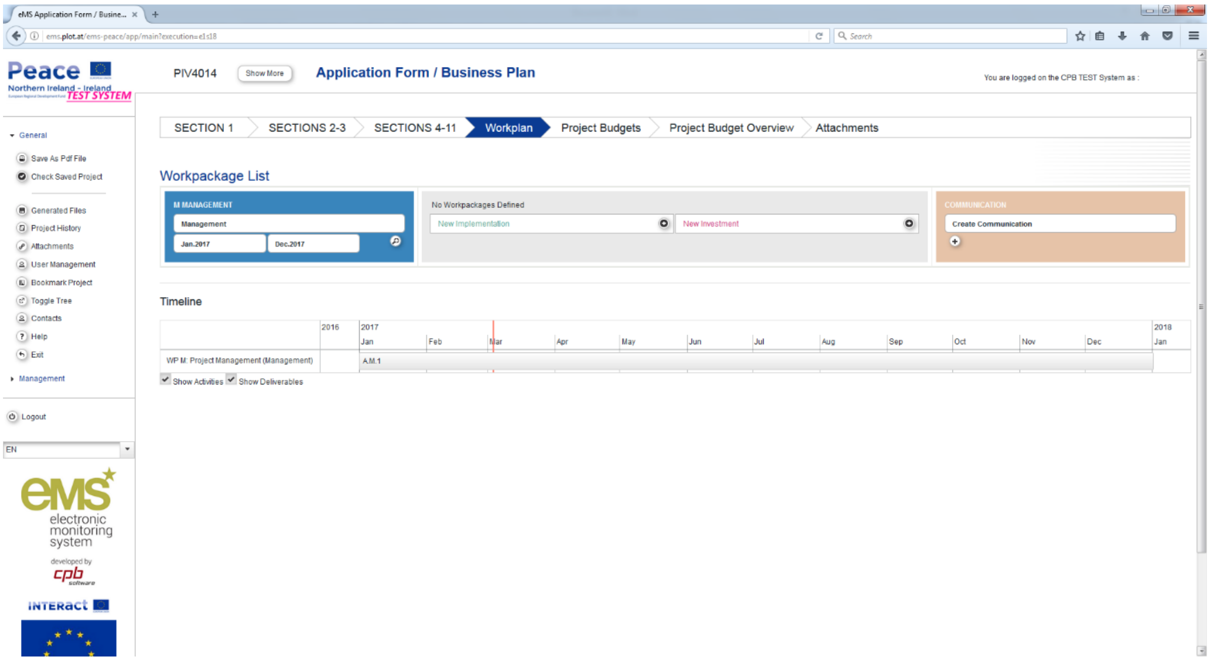
Examples of work package deliverables include:

- Site acquired
- Land prepared for build
- Development of workshop content
- Design, delivery, and evaluation of a workshop
- Specification, design, integration, and testing of an entity, such as a model, a system or subsystem
- Creation and/or the implementation of a plan of activities and a subsequent evaluation, such as a marine management plan or habitat restoration plan.

One of the key activities is the management of the project, this includes the SEUPB receiving regular quarterly progress reports, associated claims and forecasts, monitoring activities. Typically these will involve pool of shared resources working across most or all work packages. In these instances and for ease of reporting SEUPB would advise these activities, resources and costs are captured within the mandatory Management work package. To ease future reporting/claims avoid the apportionment of costs across work packages.

**To edit a work package click on the magnifying glass.**

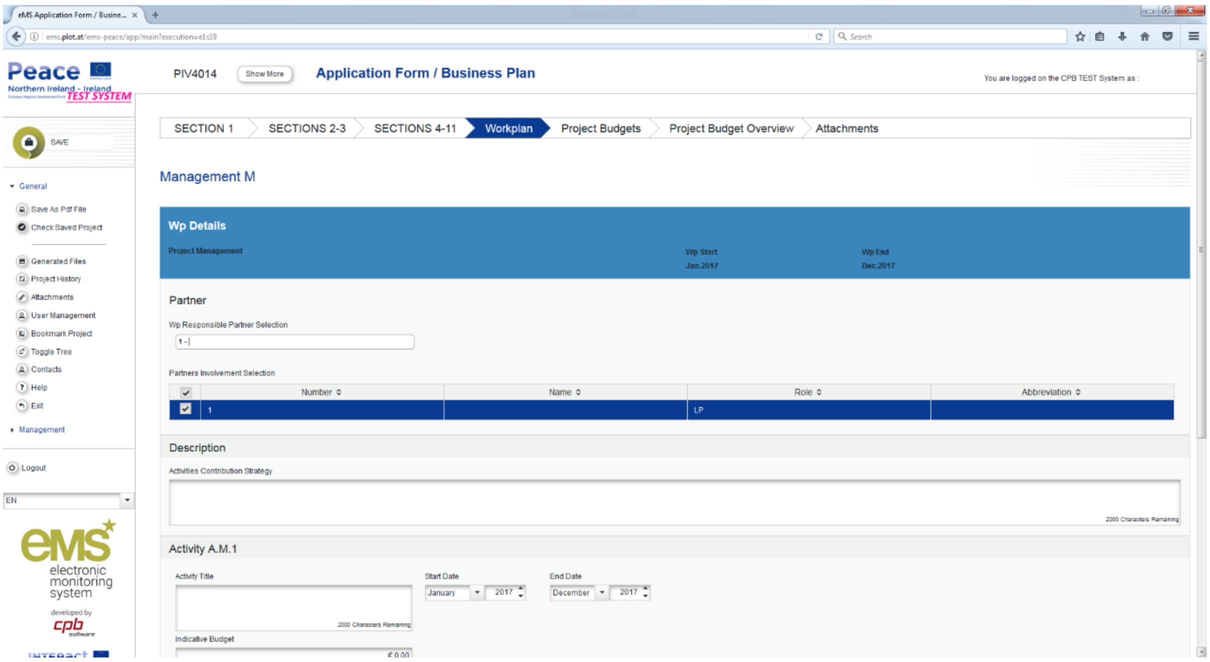
Figure 16: Workpackage List




## Workpackage – Management

Activities in this Workpackage should consist of all the Management activities required to deliver the project outputs.

Figure 17: Management Workpackage Screen




To complete the Management Workpackage, please:

- Identify any project partners that will be involved in this Workpackage in the 'Partners Involvement Selection' by ticking the boxes next to their name.

- In the box titled 'Description' below provide an overview of the 'Activities Contribution Strategy' (i.e. how will the management on a strategic and operational level be carried out? Who will be responsible for which aspects?).

- Under 'Activity', enter the Title, Start Date, End Date, Regional Impact, and Description.

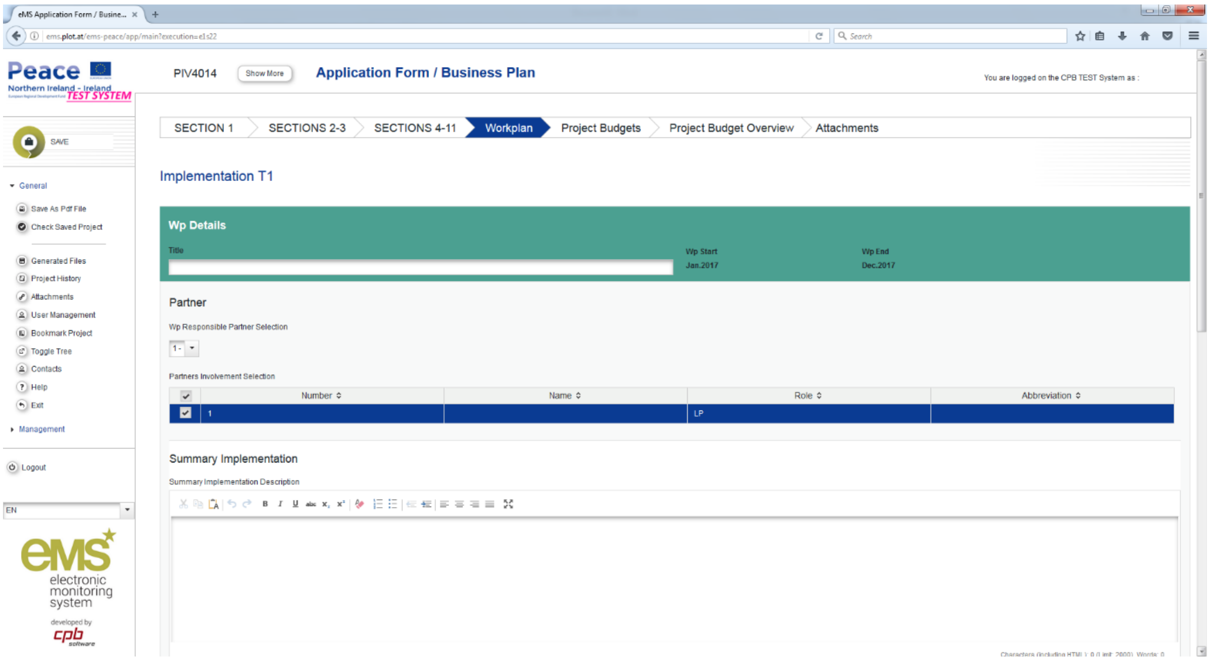
- To add a Deliverable associated with an Activity, please click 'Add Deliverable' below 'Activity Description'. You will be asked to enter a Title, Description, Target Value, and Delivery Month. The Target Value will depend on the nature of the Deliverable, for example, if the Deliverable Title is 'Recruitment of Project Manager' the target value may be '1'.

- To insert the next Activity, please click 'Add Activity'.

**Workpackage – Implementation**

Activities in this Workpackage should consist of all the project critical implementation activities required to deliver the project outputs.

Figure 18: Implementation Workpackage Screen




To complete the Implementation Workpackage, please:

- Enter the title of the Workpackage under 'Title', for example 'Implementation of the AIR Project'.
- Select the partner who will be responsible for this Workpackage from the drop-down list under 'Wp Responsible Partner Selection'.
- In 'Partners Involvement Selection' please select any project partners that will be involved in this Workpackage.
- In the box titled 'Summary Implementation' below please provide a 'Summary Implementation Description' (i.e. Planning Permission Granted).
- In the section entitled 'Main Outputs' please enter a 'Description' of the Output, select the relevant Output Indicator from the drop-down menu and enter the quantity (i.e. the number of anticipated beneficiaries or length of new greenway to be developed).
- To add another Output, please click 'Add Output'.
- Next, under each 'Activity' please add the 'Activity Title' (for example, Recruitment of a Project Coordinator), Start Date, End Date, Indicative Budget, Regional Impact, and provide an Activity Description.

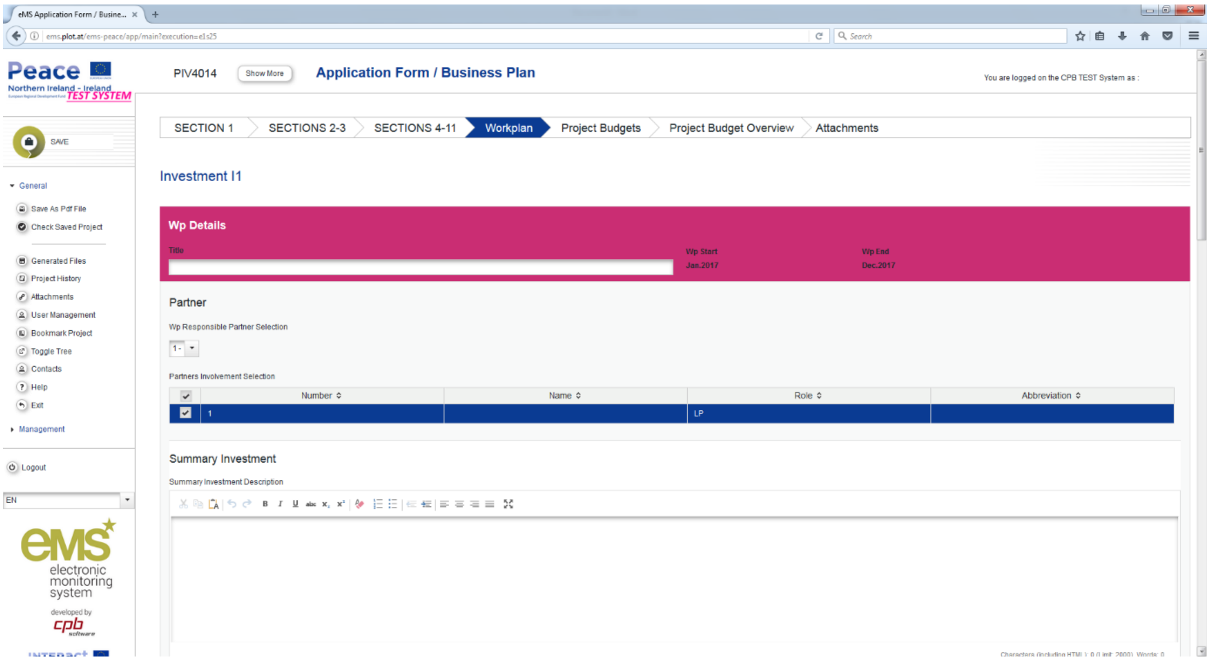
- To add another Activity, please click ‘Add Activity’.

- To add a Deliverable associated with an Activity, please click ‘Add Deliverable’ below ‘Activity Description’. You will be asked to enter a Title, Description, Target Value, and Delivery Month. The Target Value will depend on the nature of the Deliverable, for example, if the Deliverable Title is ‘Young People Participating in Leadership Programme Induction’ the target value may be ‘30’.

**Workpackage – Investment**

Activities in this Workpackage should consist of all significant capital investment costs required to deliver the project outputs. This will only be available to certain calls.

Figure 19: Investment Workpackage Screen




To complete the Investment Workpackage, please:

- Enter the Title of the Workpackage, for example ‘Construction of New Lab’;
- Select the partner who will be responsible for the Workpackage from the drop-down list under ‘Wp Responsible Partner Selection’;
- In ‘Partners Involvement Selection’ identify any project partners that will be involved in this Workpackage.
- In the box titled ‘Summary Investment’ below provide a ’Summary Investment Description’ (i.e. Brain Scanner Procured).
- Discuss the Justification for undertaking the investment.
- Provide the Location of the Investment using the drop-down menu options. (There is a text box below the drop-down menus should you wish to add any additional description regarding location, for example if the investment is a temporary structure that will move between sites).
- Detail the Risk Associated with the Investment.
- Provide any Investment Documentation.

- Detail the Ownership of the investment.

- Next, under each 'Activity' please add the 'Activity Title' (for example, Issue Procurement Documents), Start Date, End Date, Indicative Budget, Regional Impact and provide an Activity Description. You should also include a corresponding 'Deliverable' (for example, Scanner Procured).

- To add another Activity, please click 'Add Activity'.

**Please note, under the Shared Spaces & Services Capital Development Call applicants are required to complete two additional questions within the Investment Workpackage.**

**The first, 'Tenure', requires you to provide evidence of security of tenure in relation to the building/land that is to be developed.**

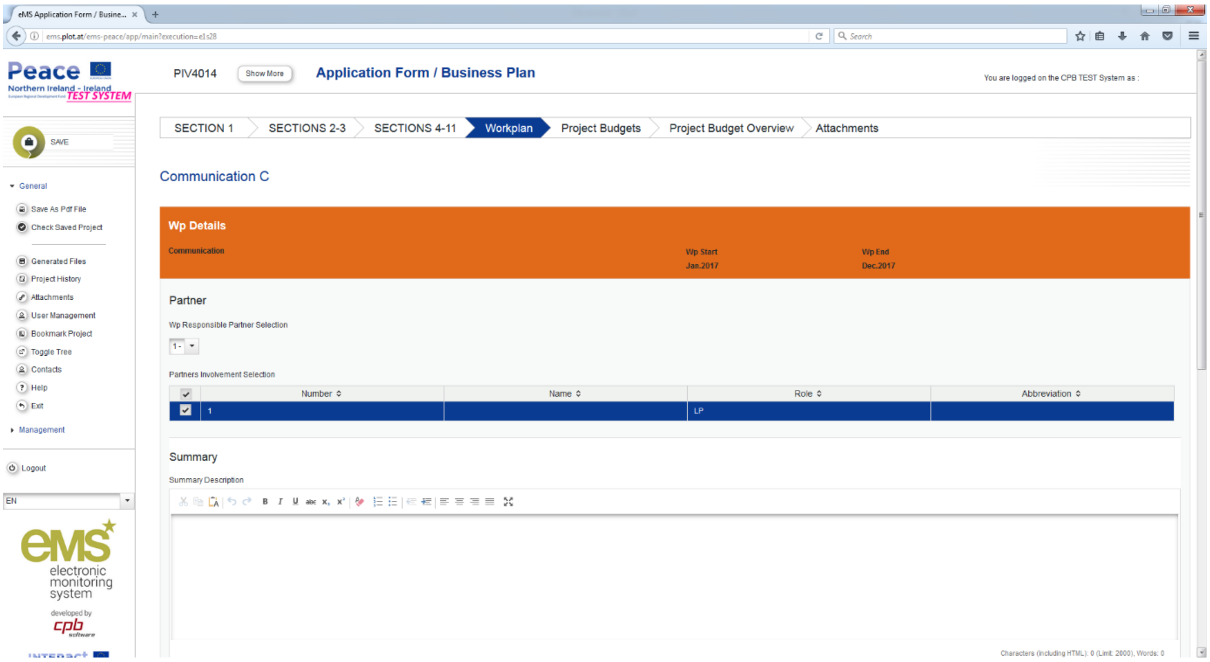
**The second, 'Investment Documentation', asks you to provide details on the status of the following, as relevant:**

- Proposed Building Works
- Planning Consent
- Landlord Approval
- Evidence that statutory obligations have been/will be met
- Site Investigations - If site investigations have been undertaken prior to making the application, please outline any findings.
- Environmental Impact Assessment (EIA)
- Design Information - This should include site plans, floor plans, architects' drawings and elevations.
- Professional Estimates - The budget should be supported with appropriate Professional Estimates.
- Insurance - Evidence to be provided that an adequate level of indemnities is in place
- Match funding - Evidence to be provided that the full funding package is in place and the source(s) of the matching funding.
- Cash flow - showing that the ongoing operational costs have been considered and how these costs will be met.

**Workpackage – Communication**

In this Workpackage you should describe how the project's communication activities will be undertaken. The minimum mandatory communication requirements as detailed within the Programme Rules and Publicity and Marketing Toolkit must be detailed within the Workpackage. Both of these documents can be found on the SEUPB's website.

Figure 20: Communication Workpackage Screen




To complete the Communication Workpackage, please:

- Select the partner who will be responsible for the Workpackage from the drop-down list under 'Wp Responsible Partner Selection';
- In 'Partners Involvement Selection' identify any project partners that will be involved in this Workpackage.
- In the box titled 'Summary' below please provide an overview of the communication strategy that will be adopted.
- You do not need to enter any 'Output Communication Objectives'.
- Next, under each 'Activity' please select the 'Activity Title' from the drop-down menu, and add the Start Date, End Date, Indicative Budget (which in the case of some activities, such as social media, may be zero), Regional Impact, and provide an Activity Description. You should also include a corresponding 'Deliverable'.
- To add another Activity, please click 'Add Activity'.

**Activity Section Guidance**

The following information must be included as a minimum mandatory requirement in relation to project communications activities. For ease of use the below table has been provided for guidance. It relates to the main drop-down fields for each section. **Projects are free to add in additional communication activities specific to their projects i.e. seminars, workshops, advertising campaigns, social media, etc.** For activities that will take place throughout the lifetime of the project applicants may wish to input the start and end date month of the projects full duration. In terms of the 'Regional Impact' field it is recognised that most communications activity will have a cross-border impact. To complete this field however please record the geographic location of the partner assigned to the delivery of that specific activity i.e. are they located in the UK or Ireland? The 'Indicative Budget' field relates to the indicative or estimated cost of the specific activity recorded.

| Activity Title | Activity Description |
|---|---|
| Start-up activities including communications | • Projects must develop a crisis communications strategy or protocol. The strategy/protocol must include the SEUPB's Communications Team as a point of contact within it.<br>• Projects must confirm that they will attend all communication workshops co-ordinated by the SEUPB. |
| Promotional material | • Projects must confirm that the appropriate Programme logo and textual reference will be included on all promotional material developed. (See p. 7 of the Publicity and Marketing Toolkit for detailed guidance). |
| Public Events | • Projects must detail a commitment to holding a proportionate event/publicity opportunity to mark the launch and closure of the project. |
| Publications | • Projects must confirm that the appropriate disclaimer be included on all reports, research documents, etc. produced. (See p. 9 of the Publicity and Marketing Toolkit for detailed guidance on this).<br>• Projects must include details of an E-zine or newsletter with updates on the progress of the project to be issued to key stakeholders on a bi-annual basis. |
| Digital activities | • Projects must provide detail on the creation of a project website (or webpage on a relevant existing website). The website/webpage must include the correct Programme logos and have a link to the SEUPB website - www.seupb.eu. (See p. 16 of the Publicity and Marketing Toolkit for detailed regulatory guidance for a project's website/webpage). |
| Press releases | • Projects must provide detail of at least three separate press releases to be issued over the project lifetime. This is the minimum number required, projects are encouraged to issue more than three press releases over the projects duration. (See p. 11 of the Publicity and Marketing Toolkit for detailed guidance on press releases). |
| Signage | • Projects in receipt of funding support of over €500,000 for infrastructure or construction projects must erect at a location |

| | |
|---|---|
| | readily visible to the public, a temporary billboard of significant size during the implementation or construction phase of the project. This billboard must include the name of the operation (project), the main objective of the operation (project), the Union emblem (correct Programme logo) together with the reference to the Union and the reference to the Fund or Funds on the temporary billboard, which shall take up at least 25% of that billboard. Confirmation of this requirement must be detailed here, as appropriate. (Guidance on billboards is contained within p. 15 of the Publicity and Marketing toolkit).<br><br>• Projects in receipt of funding support of over €500,000 which are involved in infrastructure, construction or the purchase of a physical object must “put up a permanent plaque or permanent billboard of significant size at a location readily visible to the public” **no later than three months** after completion of the project. This plaque or billboard must “state the name and the main objective of the activity supported by the operation (project), the European Union emblem together with the reference to the European Union and the reference to the Fund”. This information must take up **at least 25%** of the plaque’s size. Confirmation of this requirement must be detailed here, as appropriate. (Guidance on plaques is contained within p15 of the Publicity and Marketing toolkit).<br><br>• All other projects in receipt of funding must create and place a poster with information about the project (minimum size A3), including the financial support from the EU, at a location readily visible to the public, such as the entrance to a building. Confirmation of this requirement must be detailed here. Guidance on posters is contained within p. 8 of the Publicity and Marketing toolkit. |

**Deliverable Section Guidance**

The following table provides suggested guidance on how to complete the Deliverables section associated with each activity in relation to 'Title' and 'Description'. The 'Target Value' field relates to the volume of deliverables within each activity, i.e. 3 press releases, estimated number of promotional items (to include leaflets, and nomadic stands), 1 website (or webpage) or 1 launch event, etc. The 'Delivery month' field relates to the month the activity will start on or the month that it will be completed on, i.e. final completion of website, launch event, first press release issued, etc.

| Activity | Title | Description |
|---|---|---|
| Start-up activities including communications | Crisis communications strategy | Development of a crisis communications plan for the project which references the SEUPB as a point of contact within it. |
| Start-up activities including communications | SEUPB Communications workshops | Project is committed to attending all SEUPB Communication workshops. |
| Promotional material | Promotional materials for the project | Creation of nomadic stands and pop-ups, T-shirts, leaflets, brochures, etc. |
| Public Events | Project launch | Launch event with photo-call of key project stakeholders and relevant funders to include SEUPB and match-funding government departments. |
| Public Events | Project closure | Closure event with photo-call of key project stakeholders and relevant funders to include SEUPB and match-funding government departments. |
| Publications | Production of reports or research documents | Report with appropriate disclaimer and reference to the funding as detailed in the SEUPB's Publicity & Marketing Toolkit. |
| Publications | Production of an e-zine or newsletter | Creation of a project focused newsletter or e-zine issued to all relevant key stakeholders on a bi-annual basis. |
| Digital Activities | Development of project website or webpage | Creation of a project website or webpage within an existing website in compliance with requirements detailed in SEUPB's Publicity & Marketing Toolkit. |

| | | |
|---|---|---|
| Press Releases | Press Releases issued to all relevant media stakeholders | Issuing of a minimum of three press releases with photographs in accordance with the SEUPB's Publicity & Marketing Toolkit. |
| Signage | Creation and placement of a temporary billboard, permanent plaque or poster | Creation and placement of a temporary billboard, permanent plaque or poster readily visible to the public in accordance with the SEUPB's Publicity & Marketing Toolkit. |

**Attachments**

As projects deliver upon their communications activity they must attach examples of the work undertaken i.e. PDF's of press releases, leaflets, brochures, reports, invites, etc. as part of the standard quarterly reporting.

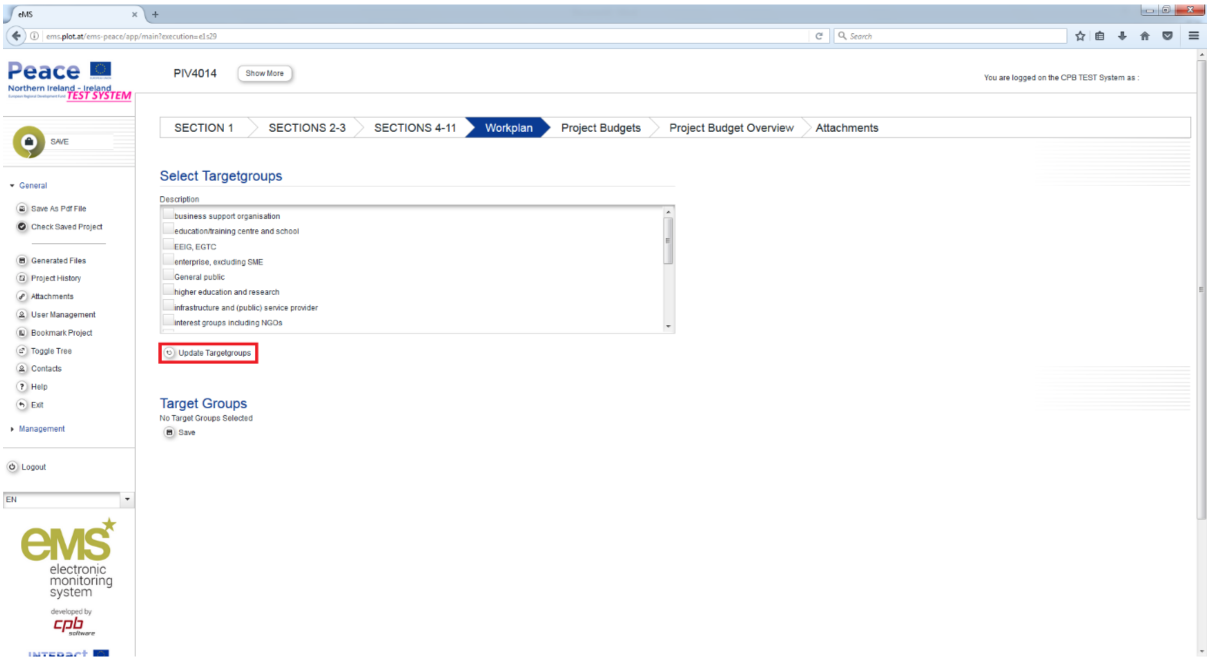
**After completing the Workpackages, a Gantt chart will appear at the bottom of the page. At the bottom of the Gantt chart you can select or deselect 'Show Activities' and 'Show Deliverables' in order to change the information displayed.**

Once you have completed and saved your Workpackage Lists, please hover your cursor over 'Workplan' on the menu bar and select 'Target Groups' from the drop down menu.

## Target Groups

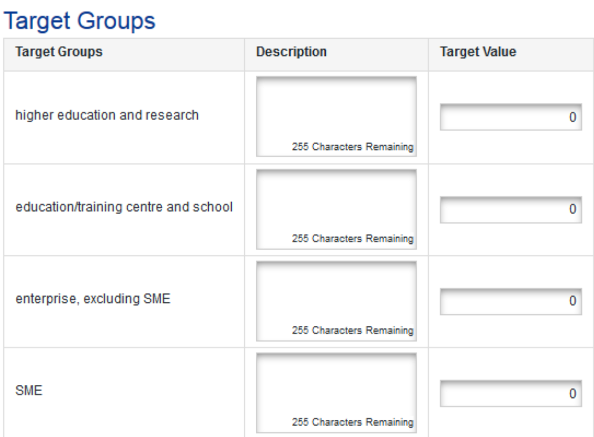
In this section of the form you are required to select the Target Groups for your intervention from a predefined list.

Figure 21: Select Target Groups Screen




After you have selected your Target Groups, please click 'Update Target Groups'. A table will appear below where you should describe each target group and add a target value.

Figure 22: Target Groups Description Example


Target Groups

| Target Groups | Description | Target Value |
|---|---|---|
| higher education and research | 255 Characters Remaining | 0 |
| education/training centre and school | 255 Characters Remaining | 0 |
| enterprise, excluding SME | 255 Characters Remaining | 0 |
| SME | 255 Characters Remaining | 0 |

Once you have completed and saved this section, please hover your cursor over 'Workplan' on the menu bar and select 'Define Periods' from the drop down menu.

## Define Periods

The eMS system automatically completes the Define Periods section. <u>However, you must click 'Save' before proceeding to the Project Budgets section as this will populate the Partner Budget tables.</u>

Each period consists of three months. The start date for Period 1 is the start date for the project.

- Where the start date is from the 1st to 15th of the month, this is considered as a full month.

- Where the start date is on or after the 16th day of a month, this portion of the month is rolled forward and included with the following 3 months – i.e. the first period is 3 months + a number of days (in the start month).

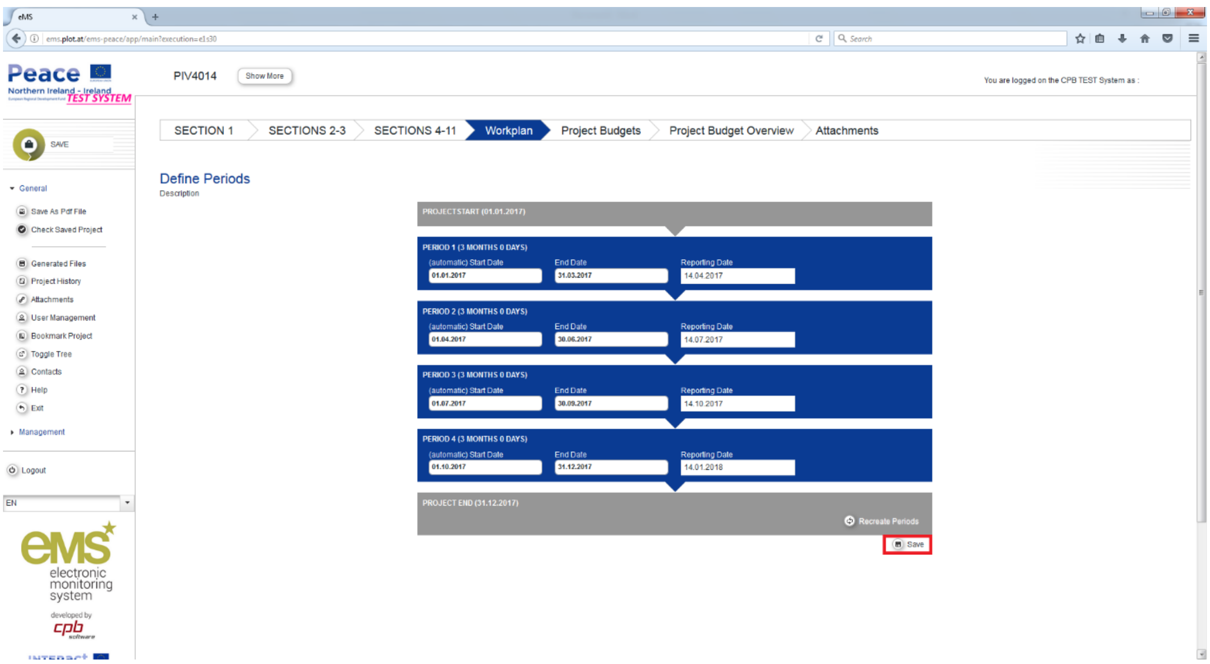
  *For example, if the start date of your project is the 10th February, the first period is 10th February to the 30th April. All subsequent periods are three calendar months in duration.*

  *If the start date of your project is the 20th February, the first period is 20th February to the 31st May. All subsequent periods are three calendar months in duration.*

The end date of the period is <u>always</u> the final date of a month.

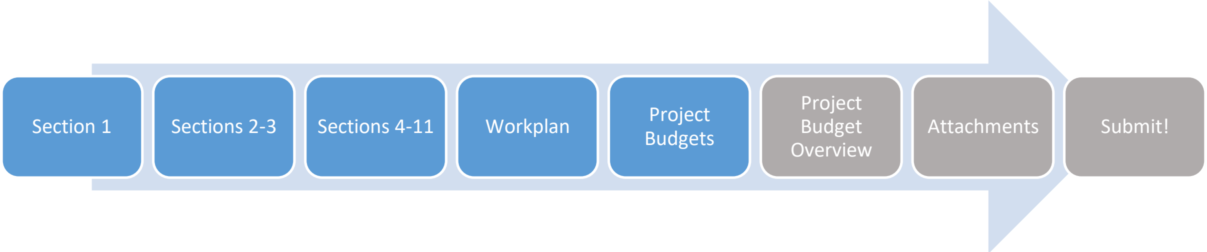
The reporting date is **28 days after the period end date** (i.e. if the period ends on 31 December 2017, the reporting date will be 28 January 2018). The partner must submit a progress report and claim by the reporting date.

<u>Figure 23: Define Periods Screen Example</u>




Once you have saved this section, please hover your cursor over 'Project Budgets' on the menu bar and select 'Partner Budgets' from the drop down menu.

## 4.5 Project Budgets




SEUPB need to be provided with full details of the costs associated with the delivery of your project, any revenue projections during the project lifetime (both during and post funding), and the cash-flow requirements which may be needed during its delivery. We also need to understand how your project will be funded.

You are required to complete the **Financial Management Attachment** (Attachment 11) which details:

1. The proposed financial management and financial reporting systems to ensure appropriate control over expenditure. This may include details of the internal delegated limits by expenditure type and details of any other approval processes in place by expenditure type/ value or other controls.

2. If you are contributing additional match funding to your project (i.e. additional to the ERDF + 15% government match) you should detail the source of the funding in this attachment, including evidence that the funding is available.

3. Your arrangements for supporting the cash-flow required for your project.

**Cost Categories**

| Cost Category | Description |
|---|---|
| **Staff Costs** | All staff involved in the delivery of your project should be set out and should include: position; total salary (inclusive of employer's national insurance and pension contributions); full-time/part-time position; duration; to be recruited/ already recruited; grade; and contracting partner.<br><br>Annual uplifts should be restricted to a maximum of 2% per annum.<br><br>Where applicable, statutory redundancy costs should be included in this section.<br><br>See Sections 4.21 – 4.33 of the Programme Rules for further details. |
| **Office & Administration Costs** | Office and Administration costs should be based on a flat rate as follows:<br><br><u>INTERREG VA Research & Innovation</u> - 25% of eligible directs costs, excluding direct eligible costs for subcontracting and the costs of resources made |

| | |
|---|---|
| | available by third parties which are not used on the premises of the beneficiary, as well as financial support to third parties. Please note, details of the calculations should be provided.<br><br>PEACE IV Children & Young People (Delivery Agents) - 40% of staff costs.<br><br>All other applications, including Children & Young People (Oversight Bodies) - 15% of Staff Costs.<br><br>See Section 4.34 of the Programme Rules for further details. |
| **External Expertise & Services Costs** | Professional services and expertise provided by a public or private organisation or person, other than the Lead Partner or partners. This may include, for example, studies/surveys, training, translation, website development, promotion/communication/publicity, etc.<br><br>See Section 4.44 of the Programme Rules for further details. |
| **Travel & Accommodation Costs** | Includes, for example, the following: travel costs (e.g. tickets, travel insurance, car mileage, tolls, parking charges, etc.); cost of meals; accommodation costs; visa costs; and daily allowances (these may be proposed but will be tested at assessment stage).<br><br>See Sections 4.35 – 4.43 of the Programme Rules for further details. |
| **Equipment Costs** | Includes, for example, the following: office equipment; IT hardware and software; furniture and fittings; laboratory equipment; machines and instruments; tools or devices; and vehicles.<br><br>See Sections 4.53 – 4.56 of the Programme Rules for further details. |
| **Investment (Capital) Costs*** | Site preparation, delivery, handling and installation; land purchase; construction costs; and any contingencies/adjustments for optimism bias.<br><br>Please note, contingencies/adjustments for optimism bias mitigate against the chances of cost underestimations or time overruns – this should only be included where there is uncertainty associated with specific capital costs. This should be applied as a percentage of the total capital costs and should reflect the risks identified which may impact on your project. Please note, the contingency (optimism bias) will be treated as a 'ring fenced' amount which you will need SEUPB approval to utilise. Allocation of contingency sums will only be considered for genuinely unforeseen cost increases at tender award stage, or unforeseeable circumstances during contract delivery. Contingency is not available for changes/increases to the scope of an approved project.<br><br>See Sections 4.57 – 4.58 of the Programme Rules for further details.<br><br>* Article 3 of Regulation (EU) No. 1301/2013 [ERDF] |

**General Information**

- Applicants are required to complete the **Financial Management Attachment** (Attachment 11).

- As part of our assessment process, it is imperative that we fully understand:

  - What specifically is included in each cost category and revenue stream (where applicable);

  - The reasonableness of the costs and revenue streams (where applicable) provided, e.g. the rationale as to why each staff member (the number, type/grade of posts proposed, etc.) is required to deliver your project; and

  - The underlying assumptions upon which each of the costs and revenue streams (where applicable) are based, e.g. market research, professional quotations, evidence of similar experiences, etc. This should be included in the relevant Attachment.

- In all cases, the onus is on applicants to ensure that all budgets presented fully reconcile, and that the total project costs align with the total funding presented.

- All figures should be presented in Euros.

  - In the INTERREG VA Programme, all Lead Partners will receive Letters of Offer denominated in Euro, and will manage projects using Euro only.

  - For a limited number of PEACE IV projects, the applicant may request a Letter of Offer denominated in Sterling, where both of the following conditions have been met:

    1. The project activity will take place entirely within Northern Ireland; and
    2. The Lead Partner and all project Partners are located within Northern Ireland.

  - In such cases, please clearly include a request for a Sterling Letter of Offer within the Financial Management Attachment (Attachment 11), indicating that the above conditions apply. The SEUPB will consider such requests and may engage further with applicants as necessary before a decision is made.

- For PEACE projects which satisfy the conditions to receive a Sterling Letter of Offer, it remains a requirement that all entries within eMS are denominated in Euro. The process will be as follows:

  - Applicant prepares offline partner budgets in Sterling.

  - Offline budgets converted to Euro using the planning rate of £1 = €1.18, and enter resulting Euro values into budget section of eMS. The stated planning rate may be subject to change, please consult with the SEUPB Joint Secretariat to confirm the relevant planning rate.

  - Partner Contribution section also completed in Euro, again using the above planning rate.

- If the application is successful, SEUPB will re-convert the Euro project cost (following any adjustments arising during assessment) back into Sterling using the planning rate, and issue a Letter of Offer which commits to a Sterling value (but also references the Euro value recorded on eMS). This provides a commitment to the Lead Partner that regardless of exchange rate movements, SEUPB will reimburse eligible claims up to the Sterling value offered.

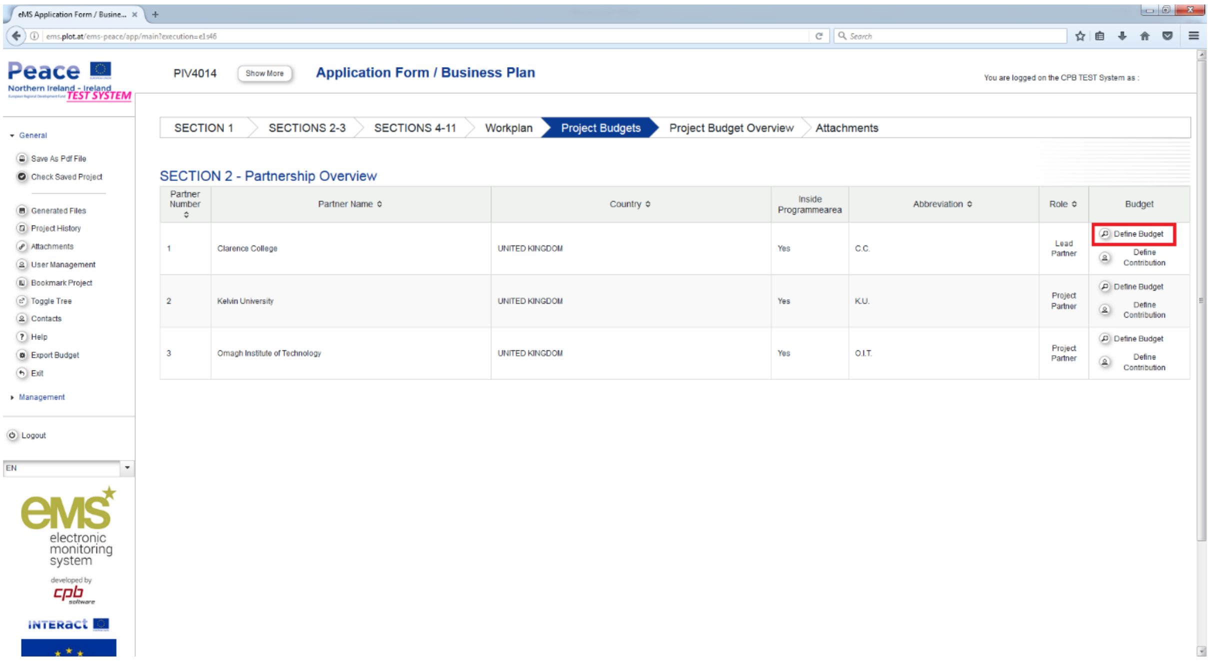
- Partners and Lead Partners will be required to manage their claims, budgets and forecasts, etc. on eMS in Euro, however, resulting payments will be facilitated in Sterling, using the underlying eligible Sterling value of claims submitted.

## Completing your Partner Budgets in eMS

**Partner Budgets**

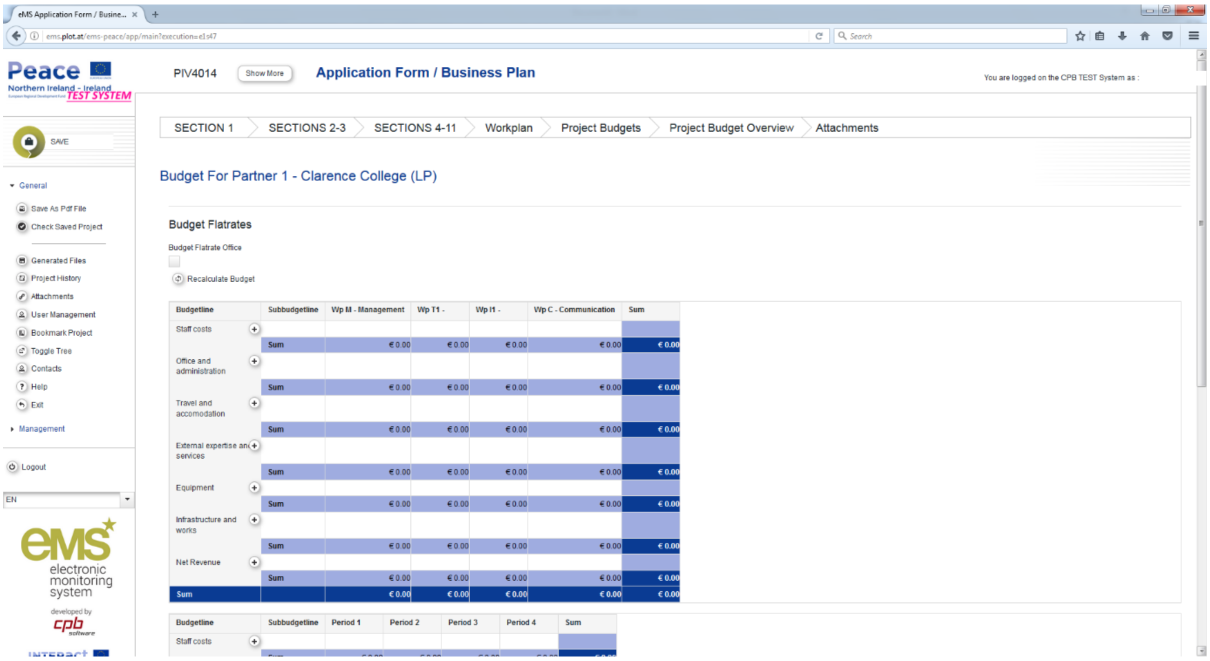
In this section of the application you are required to enter details of the proposed budgets for each of the partners within your project. When you select 'Partner Budgets' from the menu bar the following table will be displayed:

Figure 24: Partnership Overview




To begin entering budgetary information for the Lead Partner (Partner Number 1), please select 'Define Budget' on the right-hand side of the screen. The following table will be displayed:

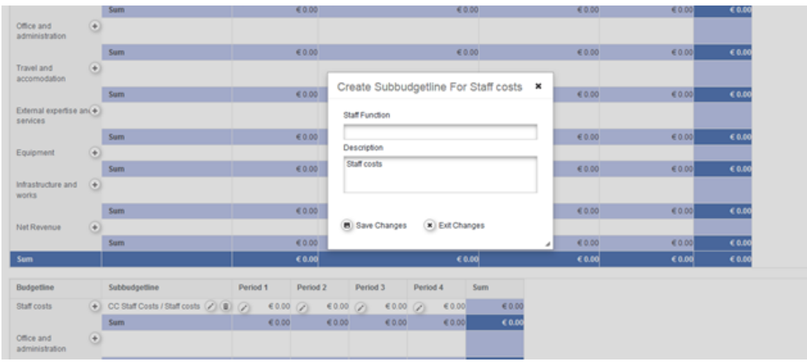
Figure 25: Budget for Partner Screen




If you are utilising flat rates in relation to Office Costs (pre-set at 15% of staff costs), please tick the box at the top of the screen.

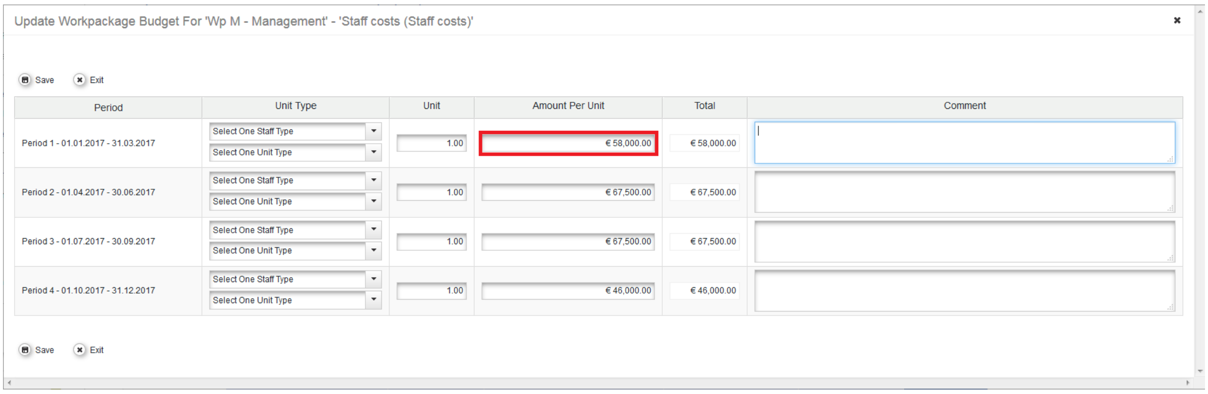
In order to start entering data into the budget tables, you will need to begin by clicking the ‘**+**’ icon located beside each entry in the Budget Line column. You will be prompted to add a title and description for the Budget Line (see Figure 26, below).

Figure 26: Budget Line Descriptions




Once you have entered and saved this information, you will be able to edit the cells in that Budget Line using the pencil icons that are displayed.

Figure 27: Inputting Budget Information




**Within each data entry point in the budget tables, fields within the columns 'Unit Type' and 'Unit' are available. Please do not enter the Unit Type, or amend the number of units. You are only required to enter the total 'Amount per Unit' (see Figure 27, above).**

You can enter additional rows under the same Budget Line by clicking the '+' icon.

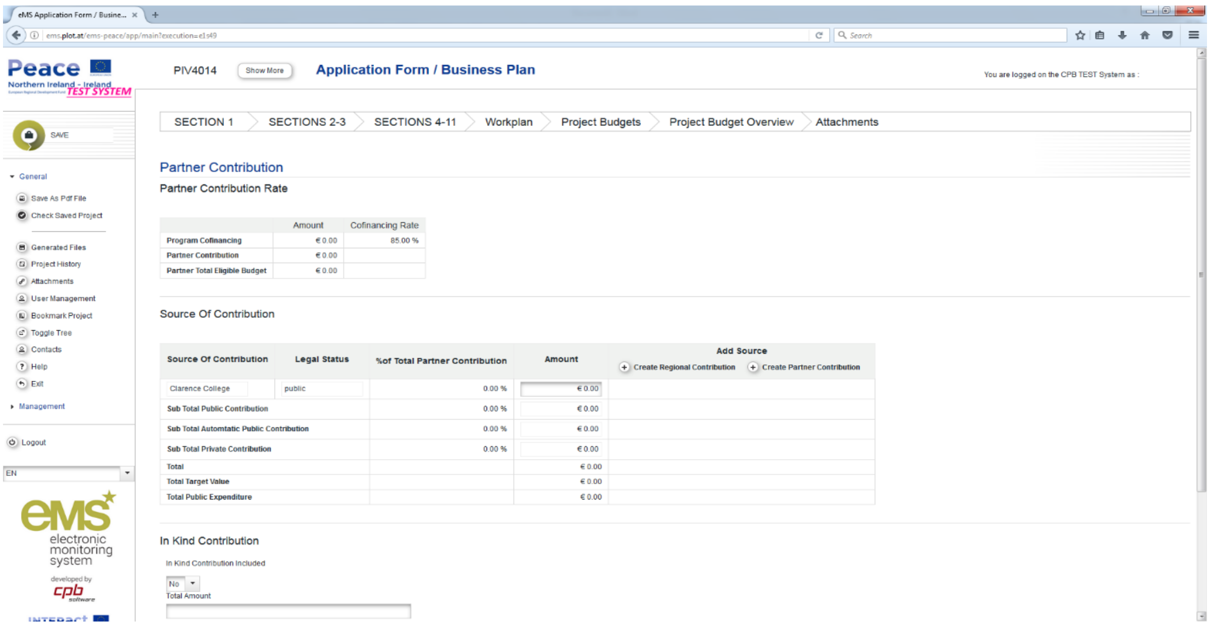
You will need to repeat this process for all the Budget Lines relevant to your project (i.e. Office and Administration, Travel and Accommodation, etc.).

**You can choose to enter your budgetary information in either the first table on the page, which is by Workpackage, or the second table, which is by Period, depending on your preference. eMS will automatically carry across the information to the other table.**

Once you have completed and saved this section, please select 'Project Budgets' from the menu bar to return to the Partnership Overview.

Next, please click 'Define Contribution' where following table will be displayed:

Figure 28: Define Contribution Screen



### Define Contribution

Within this section the Programme Co-Financing amount will be automatically populated using the Partner Co-Financing Rate entered at Section 2, and the Partner Budget information entered previously.

The Total Eligible Budget will equate to the total budget entered previously, leaving the 'Partner Contribution' to be identified and input in the second table (this will show as the 'Total Target Value'). The Partner contribution may come from various sources:

- A line will automatically appear to capture any contribution coming directly from the Partner (e.g. Partner cash or in-kind contributions). You may or may not have such a partner contribution. If no partner contribution is required, this line can be zero.

- Add additional lines as required by clicking on the 'create partner contribution' button.

- As a minimum, ***(for all partners except Scottish partners)***,one additional line will be required to capture the match funding coming from the Accountable Department. Please call this source of contribution 'Accountable Department Match Funding', and enter a value using the following formula:

  $$\frac{\textbf{Total Partner ERDF}}{\textbf{85}} \ \textbf{X 15}$$

  This will ensure that the relationship between ERDF and Government Match funding is always 85/15.

- Add further additional source of funding lines as required, until the total target value has been reached.

Given the restriction of the co-financing rate to 2 decimal places, calculation rounding issues may crystallise within this section. To correct, you should amend initially the level of partner cash contribution. The total partner contribution must exactly equal the Target Value before you proceed.

Where 'in-kind' funding forms part of the funding mix, it must be included within the 'Partner Contribution' amount (i.e. not on a separate line). In-kind therefore contributes toward the Target Value. In addition, in-kind is separately identified below the table using the fields provided. Please note the definition of in-kind as per the Programme Rules:

> *'Contributions in the form of the provision of works, goods, services, land and real estate for which no cash payment supported by invoices or documents of equivalent probative value has been made'.*

Therefore, for example, the provision of in-house staff would not be considered to be ‘in-kind’, as there is clearly an underlying cash payment for such costs. Volunteer time would however be an example of in-kind costs.

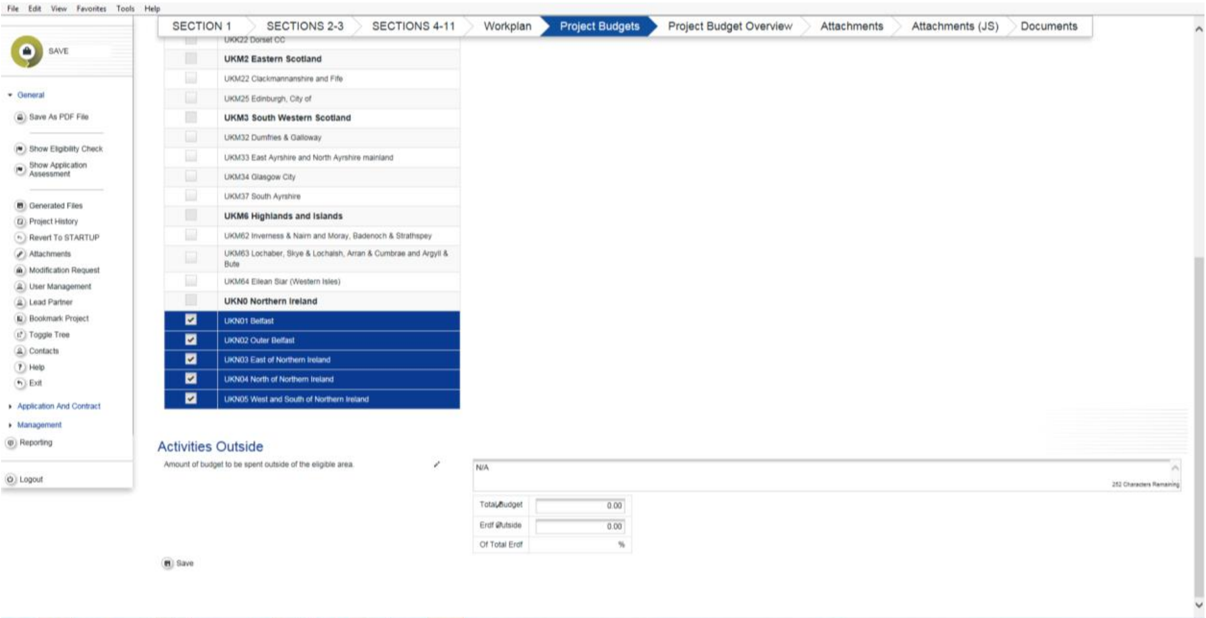
Once you have completed and saved your Partner Budgets in respect of each partner, please hover your cursor over ‘Project Budgets’ on the menu bar and select ‘Area of Impact’ from the drop down menu.

### Area of Impact

**Area of Impact:** please select the regions where the project activities will take place. If required, you can use the comment box at the right-hand side of the screen to specify.

**Activities Outside:** in this section of the application, the Lead Partner should detail any activities outside the Programme area. Remember to justify how they will benefit the Programme area.

Figure 29: Area of Impact/Activities Outside




Complete the above as follows:

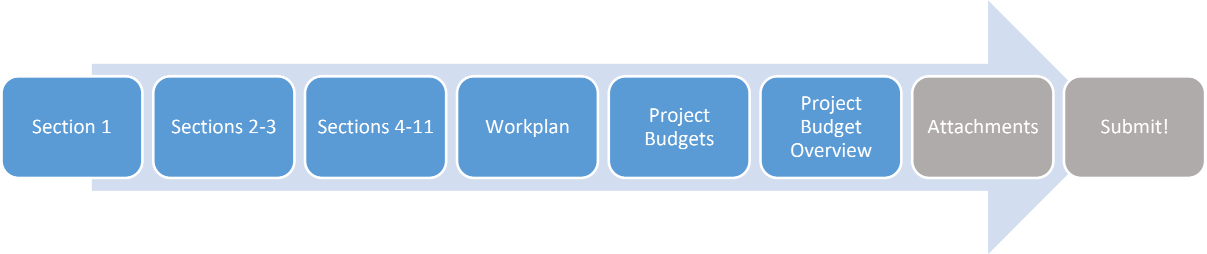
Total Budget € -

ERDF Outside € -

Of Total ERDF % - will be automatically filled based on two fields above.

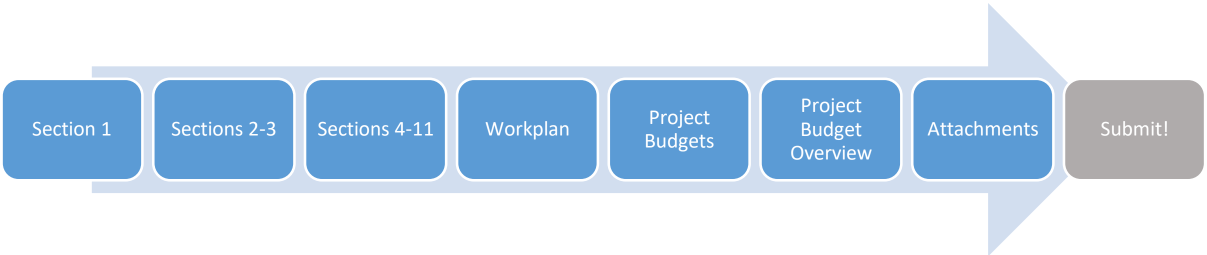
Once you have completed and saved this section, please click on ‘Project Budget Overview’ on the menu bar.

### 4.6 Project Budget Overview




This section of the application consists of an overview of all the information included in the Budget section presented in a number of different formats. The content is automatically generated by the system.

### 4.7 Attachments




To upload attachments please click on the 'Upload' button.

As a minimum, you must submit the following mandatory documents:

1. **Draft Partnership Agreement**
2. **Annual accounts** for the last two years
3. **Insurance cover** (evidence that adequate levels of indemnity are in place)
4. **Banking arrangements** (details of a separate project account or dedicated cost centre)
5. **Lead Partner organisational chart**
6. **VAT Registration Certificate**
7. **Tax Clearance Certificate/Certificate of Tax Compliance**
8. **Lead Partner Constitution**
9. **Budget Rationale**
10. **Risk Register**
11. **Financial Management**

Where applicable, templates are available from the SEUPB website and the self-service support portal.

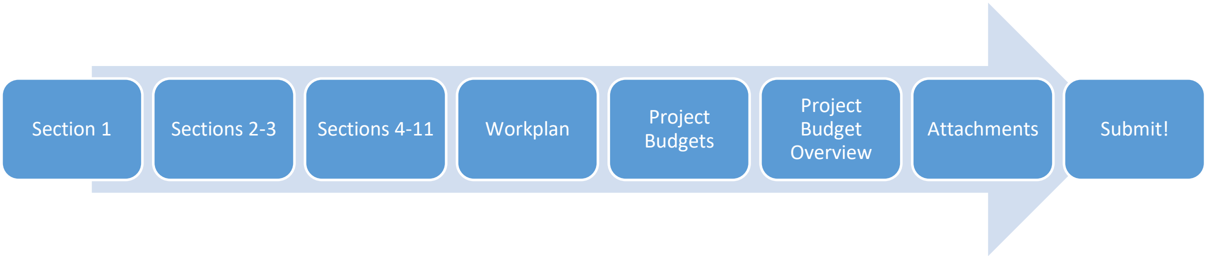
In addition, Capital Projects are required to submit:

1. **Proposed Building Works**
2. **Planning Consent**
3. **Landlord Approval**

Please consult the call document to which you are responding for details of any additional documents you must provide.

**The maximum size per attachment is 100 MB.**

## 5. Submitting your Application




After completing the application form and attaching your supporting documentation, it is recommended that you save it as a PDF file.

Before you are able to submit your application, you will need to click on the ‘Check Saved Project’ in the left-hand menu to activate the automatic checks. If any issues are identified, such as missing or wrong data, you will need to correct these before you can save and check it again. Only after all checks are successful, you will be able to submit your application by clicking the ‘Submit Checked Project’ button.

**As noted at the outset, we strongly recommend that you regularly check your application as you complete it to avoid having to address any errors at the last moment.**

At the point of submission you will be asked to confirm that ‘*All information and materials provided by you are true, accurate and complete, and are considered final*’.

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

# Section 3: Next Steps

## 6. Next Steps

### Projects Approved with Conditions

If your project is **Approved with Conditions**, the JS may request that the Lead Applicant complete modifications to the application.

If this is the case, the system will automatically add a new section called ‘Modification Request’ which can be viewed by the Lead Applicant under ‘Application and Contract’ on the left-hand menu within the application. Please select this option to view the conditions of approval as agreed by the Steering Committee. The JS will open the application form for editing for a specified period to allow the necessary changes to be made.

After the Lead Applicant has completed the required modification they must select ‘Check Modification’ and ‘Submit Modification’ to close the modification. The JS will then review the modified application and adjust the status to ‘Accepted’, ‘Refused’, or ‘Handed Back’.

- If the modification is ‘Accepted’ the changes will be integrated and a new version of the application form generated. The project status will be changed to ‘Approved’.

- If the modification is ‘Handed Back’ this will reopen the application for further modifications by the Lead Applicant.

- If the modification is ‘Refused’ this will end the process and omit all changes made by the Lead Applicant. A new version of the application will not be created.

Please note, it is not possible for the JS to partially accept modifications. Instead, modifications must be handed back to the Lead Applicant and the process will be repeated until all issues are resolved.

# Section 4: Handover & Contracting of Approved Projects

## 7. Overview

This section of the guidance covers the Handover and Contracting phase for approved projects, including the requirement for the Lead Partner to input 'Supplementary Information' in addition to that contained within the application form.

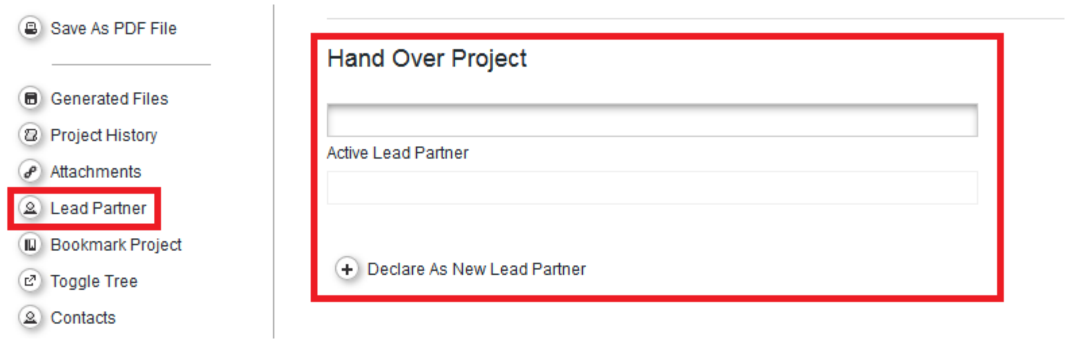
### 7.1 Handover

Once the project is approved, the Lead Applicant will need to confirm the Lead Partner user within eMS. In many cases the roles will be fulfilled by the same individual, however, there may be instances where one person completes the application and another takes the lead after it is successful.

Once the funding decision has been recorded as 'Approved' by the Joint Secretariat (JS), the next time the Lead Applicant accesses the project they will see a notification requesting that they hand over the project to the future Lead Partner. In order to do so, they should select the option 'Lead Partner' from the left-hand menu. They must then enter the username of the proposed Lead Partner (which may be the same as the Lead Applicant) and select 'Declare as Lead Partner'.

The handover needs to be accepted by the JS in order to become valid. If it is accepted, the project status changes to 'Startup' and the Lead Partner can complete the Supplementary Information section.

Figure 30: Project Handover



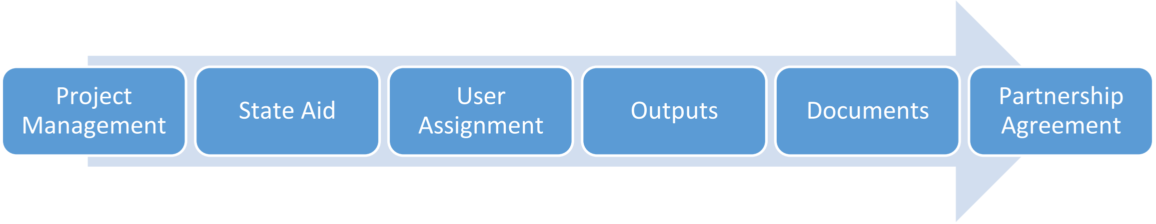

If the proposed Lead Partner is rejected, the entire Handover process must be repeated. The Lead Applicant must propose a different Lead Partner and request approval from the JS.
After the Lead Partner is accepted, the Lead Applicant will lose access to most of the functionalities within eMS. The Lead Applicant will retain read-only access to the version of the application form valid at the point of Handover. However, they will not have access to the Reporting Dashboard, Supplementary Information, Project History, or Modification Requests.

## 7.2 Supplementary Information

The project will now enter the Contracting phase. At this stage the Lead Partner will be required to provide additional information. This includes project management contact details, partner users, and the location where the original documents are stored.

The diagram below presents an overview of the data entry workflow for the Supplementary Information section. This mirrors the menu bar that you will see at the top of the screen.

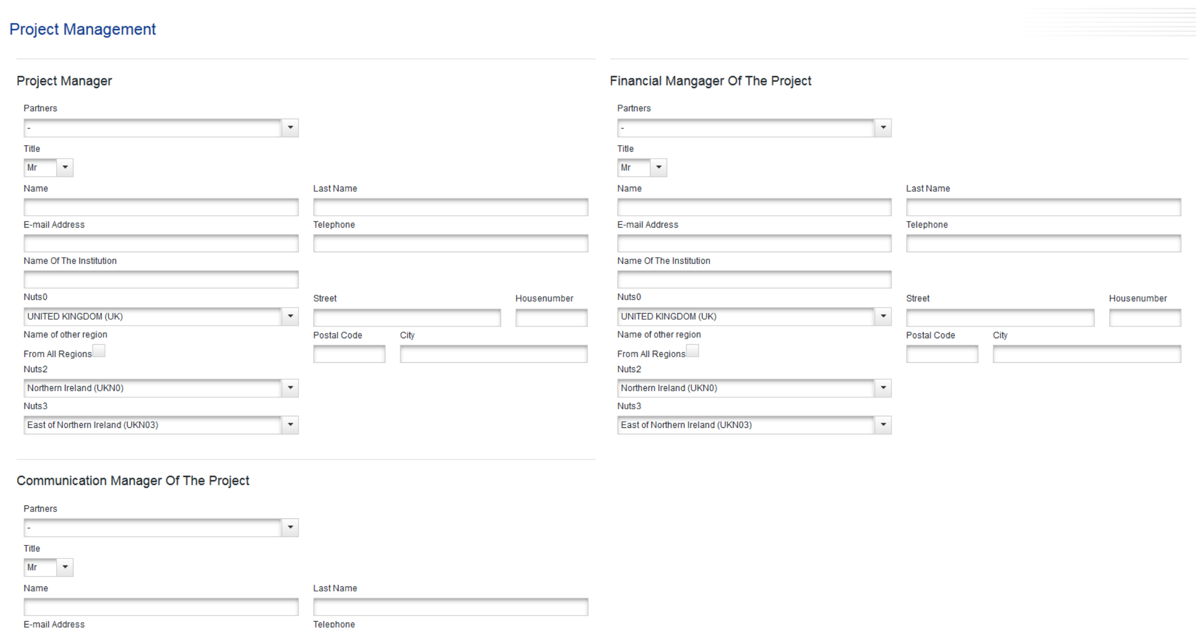
Figure 31: Workflow Supplementary Information




### Project Management

Please enter the contact details for the Project Manager, Financial Manager, and Communication Manager of the project. Depending on the project, a single person may be responsible for one or more of these roles.

Figure 32: Supplementary Information – Project Management




### State Aid

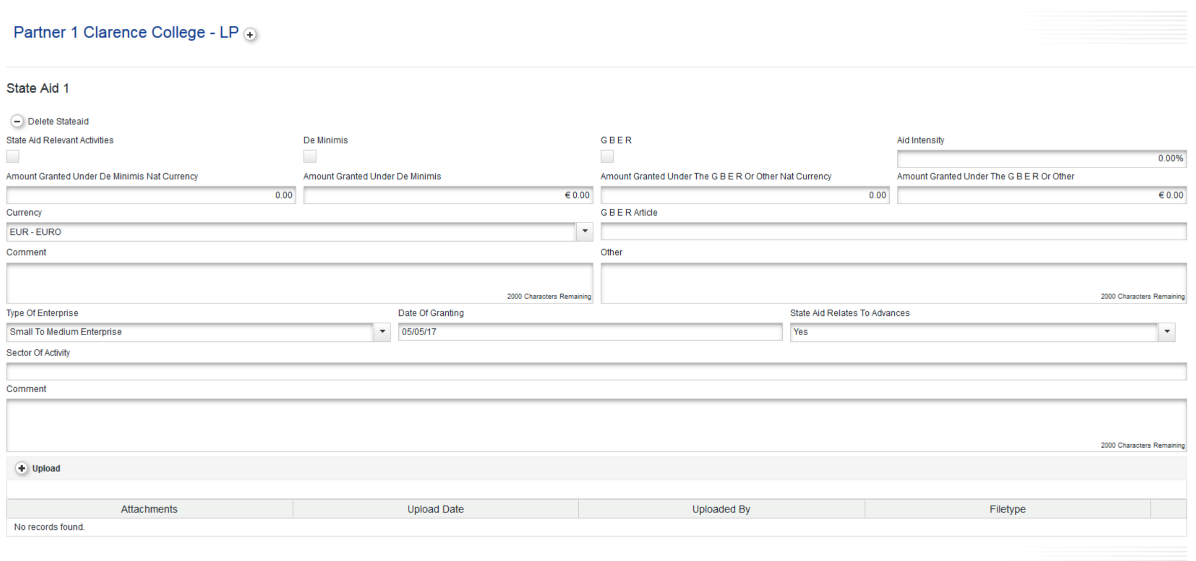
State aid is defined as an advantage in any form whatsoever conferred on a selective basis to undertakings by national public authorities.

To be State aid, a measure needs to have the features listed below:

- there has been an intervention by the State or through State resources which can include funding and grant and provision of goods and services on preferential terms;
- the intervention gives the recipient an advantage on a selective basis, for example to specific companies or industry sectors, or to companies located in specific regions competition has been or may be distorted as a consequence of any intervention;
- the intervention is likely to affect trade between Member States.

In this tab of the Supplementary Information section the Case Officer for the Project within SEUPB's Joint Secretariat must provide the relevant information.

Figure 33: Supplementary Information – State Aid

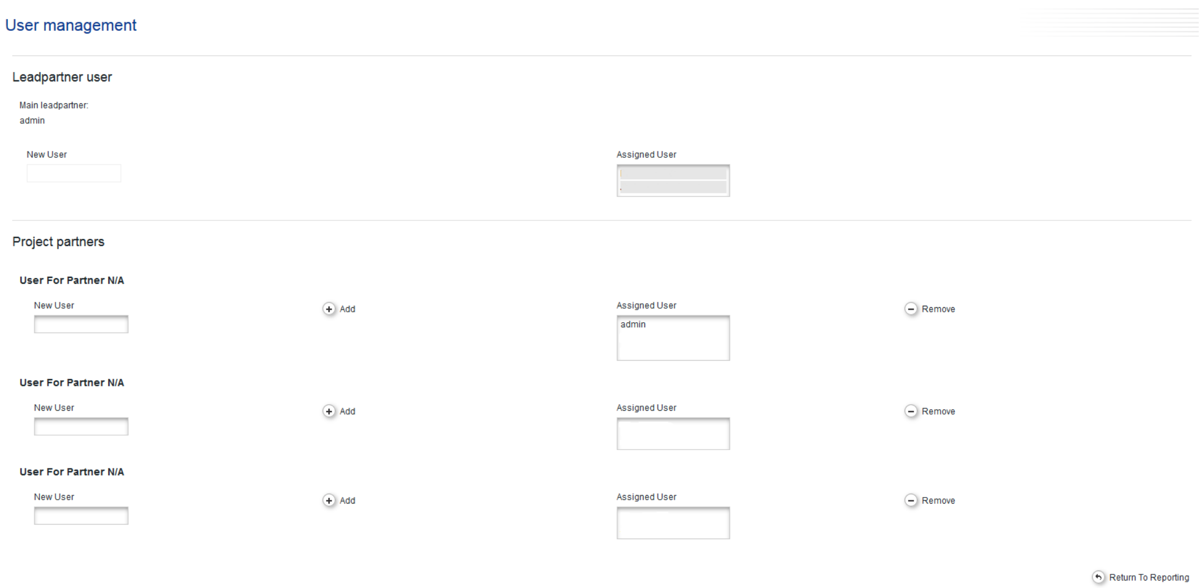



## User Assignment

In order to allow Project Partners to view the approved project and create Partner Reports, you need to grant them access to the project. This happens on the User Assignment tab.

Lead Partners can assign a maximum of **two** users per Project Partner. In order to do this, the users must first register with eMS and supply their username to the Lead Partner.

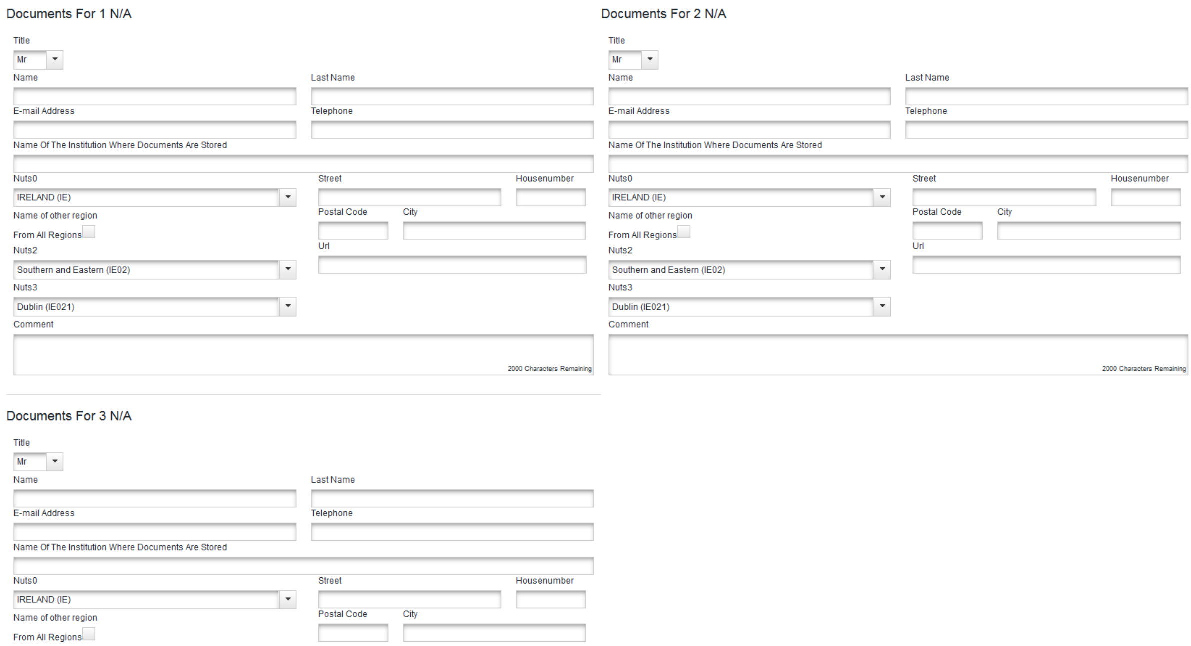
Figure 34: Supplementary Information – User Assignment




## Documents

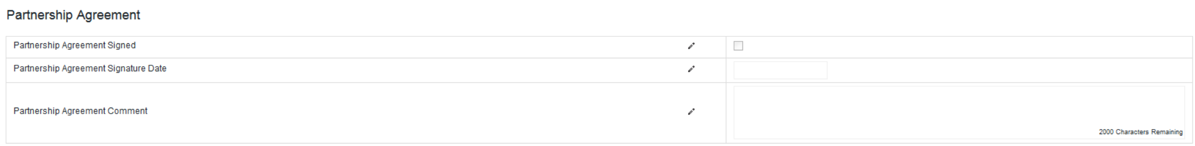
In the Documents section, the location of the official project documentation has to be provided. This information can be entered by a partner. Because eMS is an electronic system, it is important for the SEUPB to know where relevant original project documents are held. In some instances this information may be required several years after the project has closed. As such, you may wish to provide a job title rather than the first and last name of a specific individual and a general organisational email address.

Figure 36: Supplementary Information – Documents



## Partnership Agreement

Figure 37: Supplementary Information – Partnership Agreement




The Lead Partner is responsible for uploading the **signed Partnership Agreement.** The Lead Partner is also responsible for completing the input fields.

- Partnership Agreement Signed
- Partnership Agreement Signature Date
- Partnership Agreement Comment

**Information included within the Supplementary Information section can be updated over the lifetime of the project and the JS can view the modifications made.**

### 7.4 Contracting

After the handover to the Lead Partner is completed, the JS will prepare the subsidy contract (Letter of Offer), also known as the Letter of Offer. The contract is automatically generated by the system and adheres to a standardised template. The SEUPB will then post two signed paper copies to the Lead Partner for signature. With the Letter of Offer a number of supporting of documents will also be included,

- Annex A - LEAD PARTNER FORM OF ACCEPTANCE – The Lead Partner signatory must return one signed hard copy of this Form of Acceptance attaching a copy of the relevant Letter of Offer.
- Annex B - PROJECT BANK DETAILS: SETUP AND AMENDMENTS
- Annex C - Partner Budgets – Details of Partner budgets and funding sources. **Please note for PEACE IV projects who applied and have been permitted to receive a Sterling (£) Letter of Offer Annex C will contain tables detailing the approved budgets and funding sources in both EURO (€) and Sterling (£)**

After the contract is signed and returned, the JS will approve the project on the system and it will then enter the implementation phase. The project status will be listed as 'Contracted' on the Dashboard and will remain so over the implementation period. At this stage the reporting function will become available, details of which are provided in the following section.

## Section 5: Reporting in eMS

### 8. Project Reporting Cycle

To ensure good monitoring of the project implementation, projects are expected to submit a Project Report on a quarterly basis via eMS. A Project Report is compiled by the Lead Partner based on information provided by each Project Partner within an individual Partner Report. It contains information in relation to both activities undertaken and expenditure.

Reporting periods are individual to each project and depend upon the project's start date. The start date for Period 1 is the start date for the project.

- Where the start date is from the 1st to 15th of the month, this is considered as a full month.

- Where the start date is on or after the 16th day of a month, this portion of the month is rolled forward and included with the following 3 months – i.e. the first period is 3 months + a number of days (in the start month). *For example, if the start date of your project is the 10th February, the first period is 10th February to the 30th April. All subsequent periods are three calendar months in duration. If the start date of your project is the 20th February, the first period is 20th February to the 31st May. All subsequent periods are three calendar months in duration.*

- The end date of the period is always the final date of a month**.**

- The reporting date is **28 days after the period end date** (i.e. if the period ends on 31 December 2017, the reporting date will be 28 January 2018). The partner must submit a Partner Report and claim by the reporting date.

As illustrated below, once submitted the Project Report enters a process of assessment by the Joint Secretariat, Managing Authority, and Certifying Authority. If the Project Report is accepted, payment is made to the Lead Partner before being distributed by them to the Project Partners. If any information is missing, the SEUPB will request clarification. The SEUPB will aim to review the Project Report and reimburse eligible expenditure within four weeks.

Figure 38: Reporting Process within eMS (Maximum processing time)

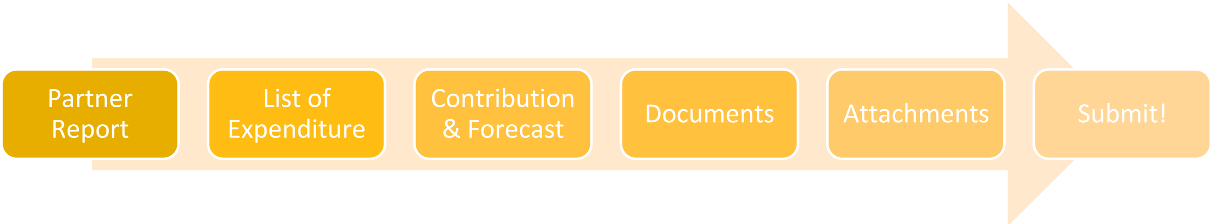
## 9. Partner Reports

**Overview**

- All Partners (including the Lead Partner) create, complete and submit their own Partner Reports within eMS.
- The purpose of the Partner Reports is for Project Partners to provide information to the Lead Partner, which is then integrated into the Project Report.
- Each Partner Report is submitted via eMS to the Financial Control Unit (FCU) within the SEUPB, who will provide a verification sample to the Project Partner within one week. The Project Partner then has one week to submit supporting information relevant to the sample.
- The FCU reviews the supporting information and, if satisfied, issues a First Level Control (FLC) Certificate to the Project Partner.
- Even if a Partner does not wish to claim any expenditure, they are still required to complete a Partner Report and submit it to the FCU.

The diagram below presents an overview of the data entry workflow in relation to Partner Reports. This mirrors the menu bar that you will see at the top of the screen.

Figure 39: Workflow Partner Report



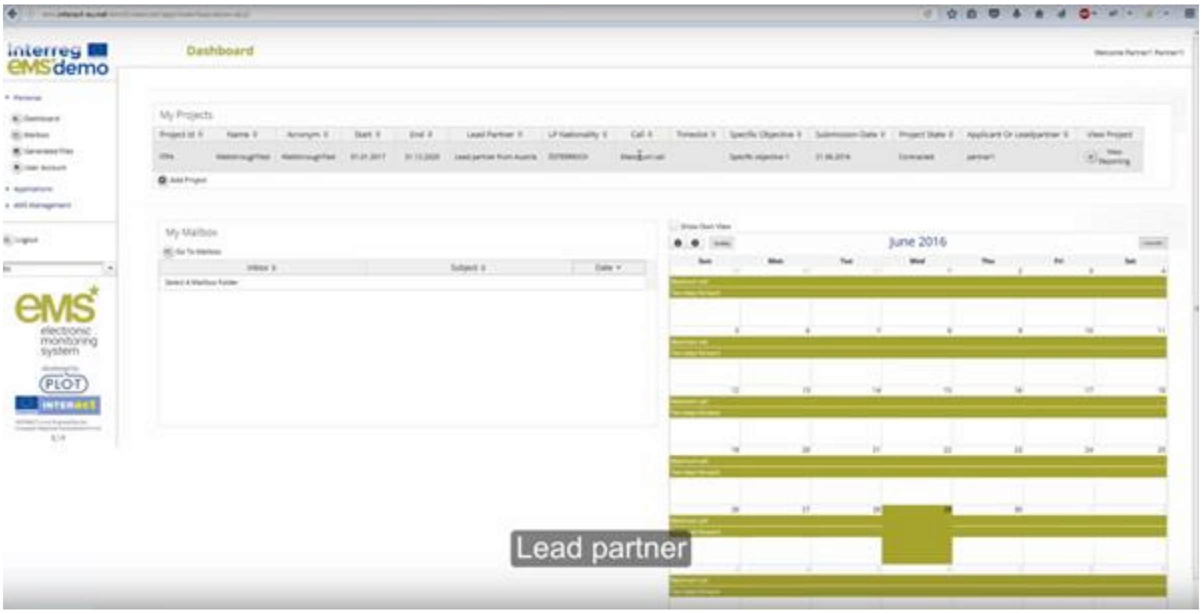

**Partner Reports** need to be verified through First Level Control (FLC). FLC involves checking administrative, financial, technical and physical aspects of the operation, as appropriate. FLC ensures that all project expenditure is eligible according to the EU Regulations and Programme Rules.

The SEUPB Verification Officer must carry out checks on project expenditure each time a claim is submitted.

## 9.1 Creating a Partner Report

**Please remember, Partner Reports must be submitted within four weeks of the Period End.**

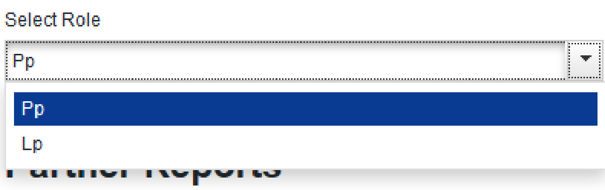
Once a project is contracted a significant project milestone is met and therefore the eMS system dashboards focus is now on monitoring / reporting than the application form data.~~,~~ The 'Reporting Overview' screen will automatically be displayed when you log into eMS and select your project. Select 'View Reporting' on the right hand side of the Project details as they appear on screen.




. Please note, you can still view your application form information by selecting 'Project' from the left hand menu.

If a user had multiple roles within the system (e.g. both Lead Partner and Project Partner), it is necessary to select the role from the drop-down menu at the top of the interface entitled 'Select Role' (see Figure 40).

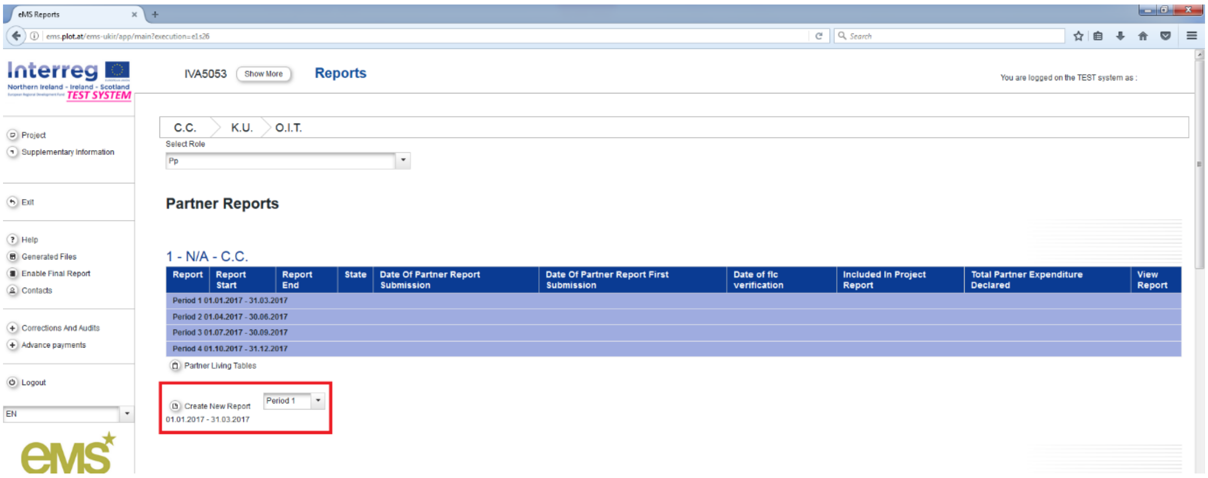
Figure 40: 'Select Role' Option




**Please note, Lead Partners must create their own Partner Reports as 'Project Partner', not as 'Lead Partner'. The Lead Partner role is exclusively for creating the Project Progress Reports.**

To create a Partner Report please select the relevant period and click 'Create New Report' (see Figure 41, below). You will be redirected to a Partner Progress Report corresponding to the particular period.

Figure 41: Reporting Overview Screen




Each Partner Report is assigned a number that consists of a period number and a report number.

Figure 42: Partner Report Numbering

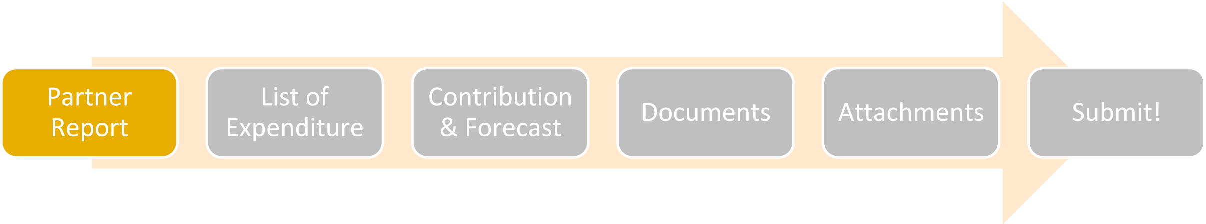
| Report | Report Start | Report End |
|---|---|---|
| Period 0 30.11.2016 - 30.11.2016 | | |
| Report 0.1 | 30.11.2016 | 30.11.2016 |
| Period 1 30.11.2016 - 30.11.2016 | | |
| Report 1.1 | 30.11.2016 | 30.11.2016 |
| Period 2 30.11.2016 - 30.11.2016 | | |

Lead Partners can view the reports of all Project Partners once they have been created. In order to do this, the Lead Partner must select the role 'Lead Partner' from the 'Select Role' option (see Figure 40, above).

If it is decided that the Lead Partner should have the right to edit and submit Partner Reports, they must be added to the Project Partner as a user in the 'User Assignment' section of eMS (see Section 3.2, above).

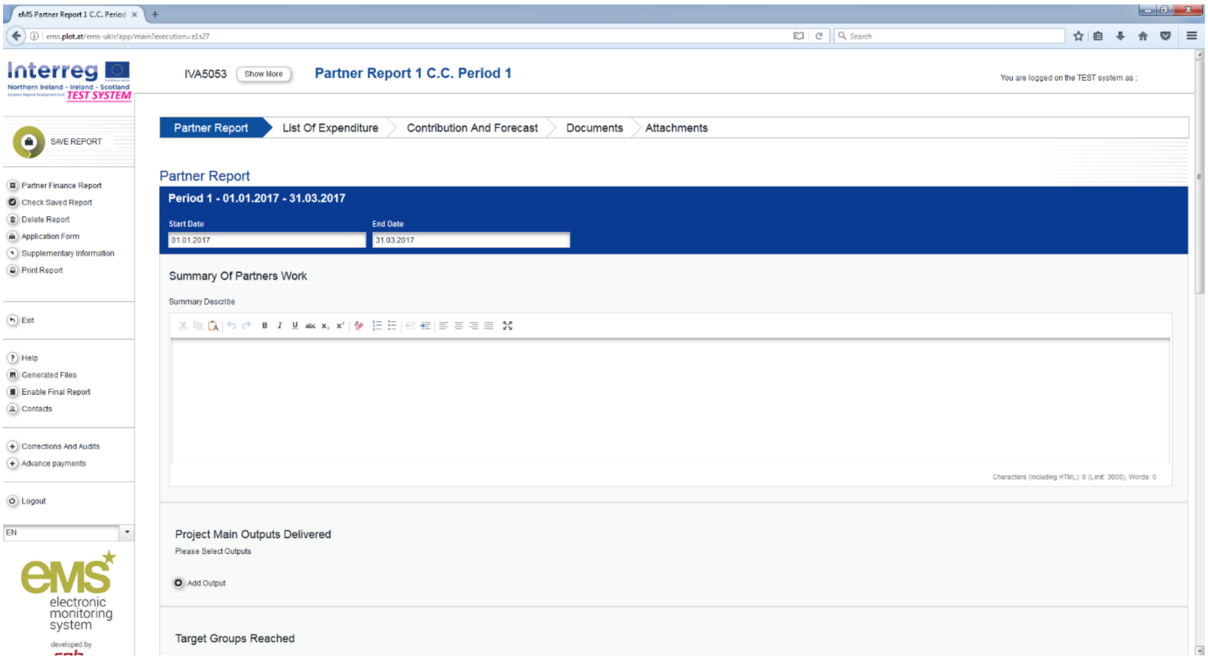
## 9.2 Completing a Partner Report

As illustrated below, a Partner Report consists of five sections, namely 'Partner Report', 'List of Expenditure', 'Contribution and Forecast', 'Documents' and 'Attachments', each of which must be completed. Fields within the 'Partner Report' section depend on the information that was entered in the application form.




**Remember to regularly click 'Save Report' on the left-hand menu when completing your report in case the internet connection is lost or a technical issue occurs.**

Figure 43: Partner Report Screen




The 'Partner Report' section focuses on activities undertaken during the reporting period. It contains general descriptions of activities as well as the reporting per work package.

Sections within the Partner Report section to be completed include:

- **Summary of Partners Work**

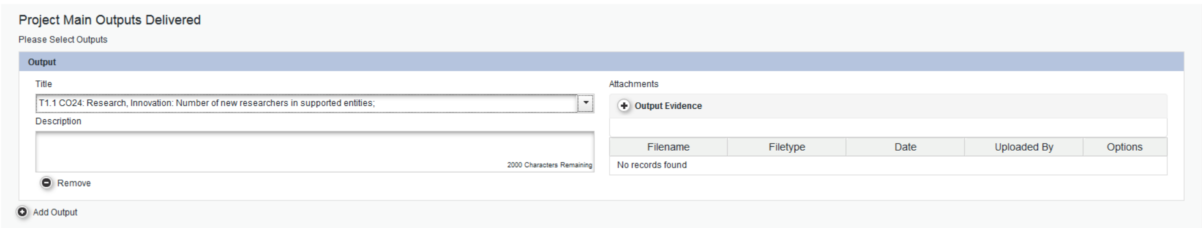
In this sub-section, please describe the work that was undertaken during the reporting period and how it contributed to the project outputs and results. Discuss any activities undertaken and detail the main achievements. In addition, you should describe any problems that arose or challenges that were encountered and how these were addressed (if applicable).

- **Project Main Outputs Delivered**

To provide information on specific outputs, please select 'Add Output'. You will then be able to choose the applicable output from the drop-down menu which lists all outputs included in the application form. It is possible to upload evidence in relation to each output under 'Output Evidence'.

To report on additional outputs, simply select 'Add Output'.

Figure 44: Project Main Outputs Delivered



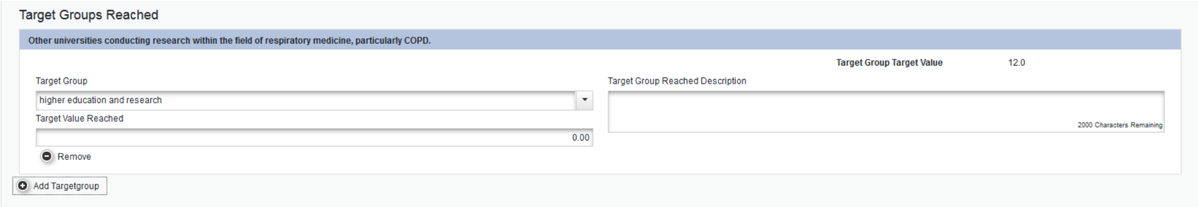

- **Target Groups Reached**

Partner Reports also contain a section where you are required to provide information in relation to the Target Groups reached.

To provide information on Target Groups, please select 'Add Target Group'. You will then be able to choose the specific Target Group from the drop-down menu which lists all of the Target Groups included in the application form. Please add a figure for the 'Target Value Reached' during the reporting period as well as a description. If relevant, you should also advise of any challenges encountered. For example, if for some reason you were unable to reach the anticipated target value within the reporting period.

To report on additional Target Groups, simply select 'Add Target Group'.

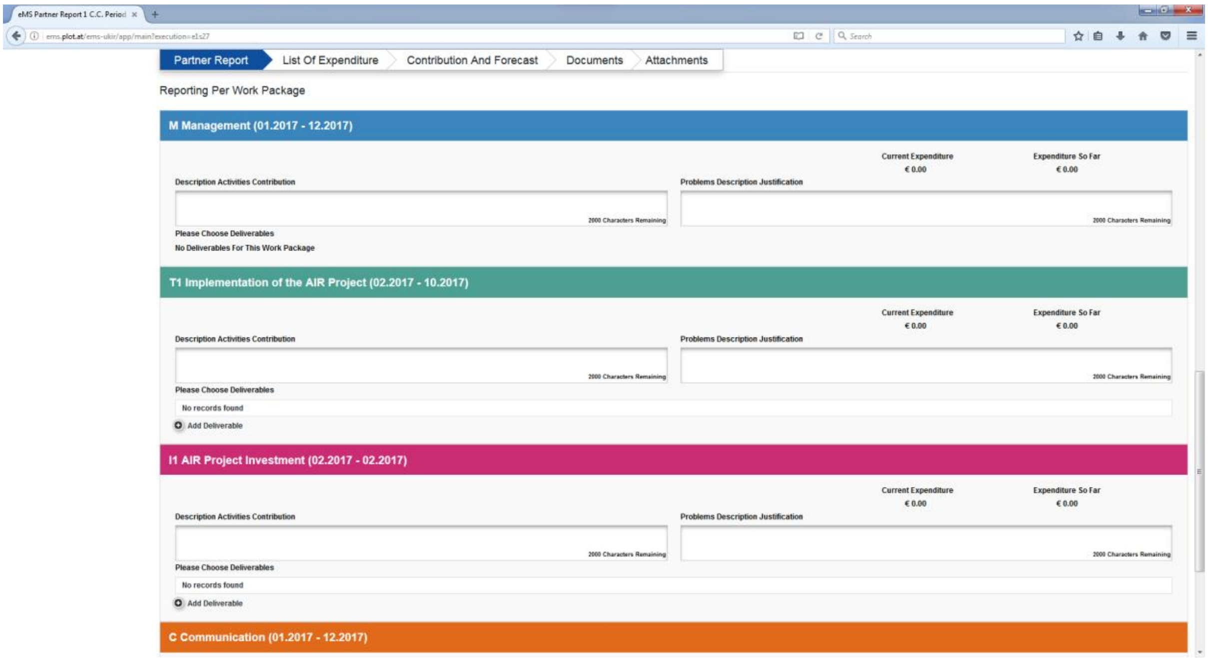
Figure 45: Target Groups Reached




- **Reporting per work package**

Below the Target Groups sub-section you can report on individual work packages. The list of work packages displayed depends on the work packages included in the approved application form.

Figure 46: Reporting per Work Package



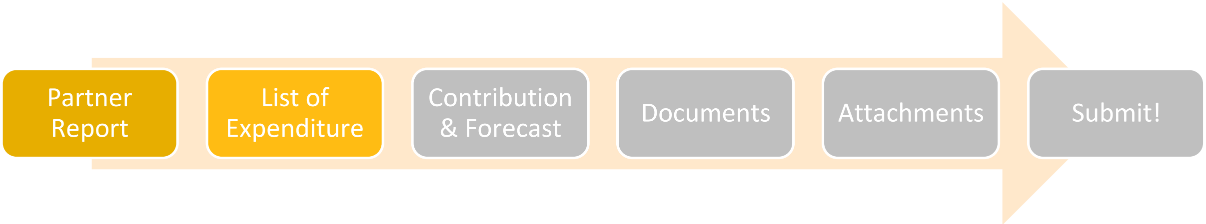

Reports on individual work packages should contain descriptions of the activities undertaken, problems encountered (if any), and information on any individual deliverables with evidence of their achievement in the form of an attachment.

Deliverables are reported on by selecting ‘Add Deliverable’ under the relevant work package. The drop-down menu displays all Deliverables listed in the application form. Please enter a description and, where possible, provide evidence. This may include, for example, a list of participants, a meeting agenda, a report, etc.

Once you have completed and saved the Partner Report section, please select ‘List of Expenditure’ on the menu bar.

**‘List of Expenditure’ (LoE) Tab**

Financial reporting is done within the ‘List of Expenditure’ (LoE) section. Partner and period are determined by the Partner Report itself (each report refers to just one Partner and one period), the work package and budget line must be selected for every item in the LoE.

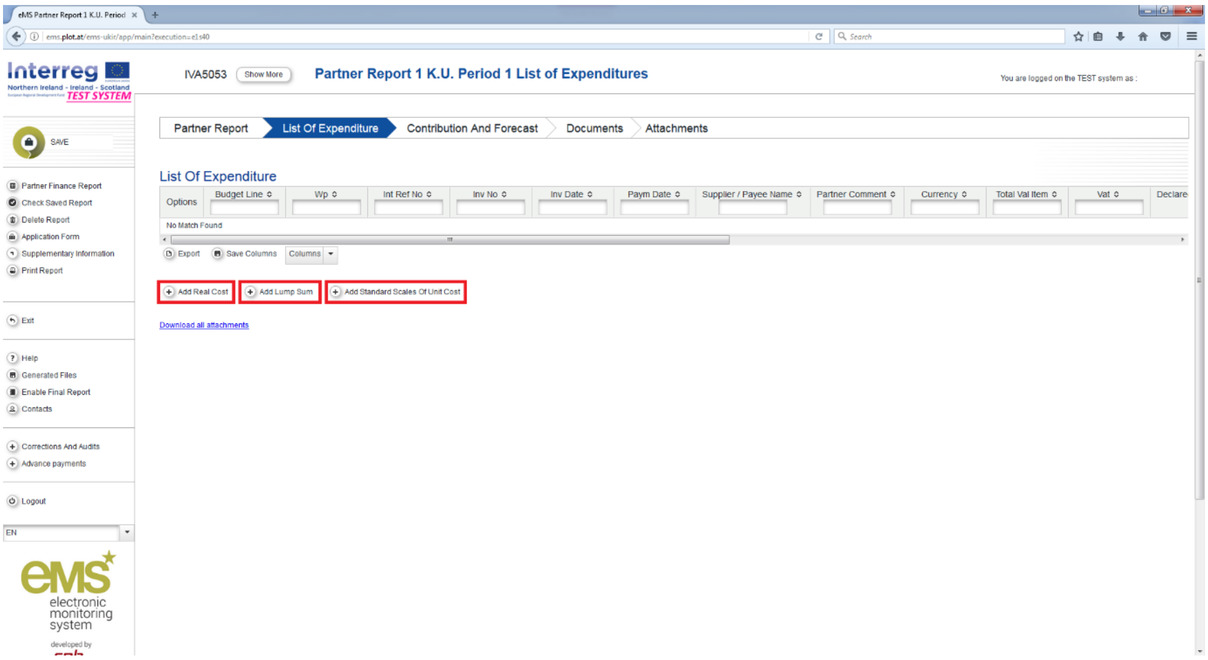



**How to create a List of Expenditure (Financial Claim)**

When you have completed and ‘Saved’ your Project Partner Report, select ‘List of Expenditure’ from the tab along the top of the screen.

To add your first line of expenditure click ‘Add Real Cost’ – depending on the configuration of the Call to which your application has been contracted, you may also have options to ‘Add Lump Sum’ and ‘Add Standard Scales of Unit Cost’. The required details per field are explained in the specific tables below.

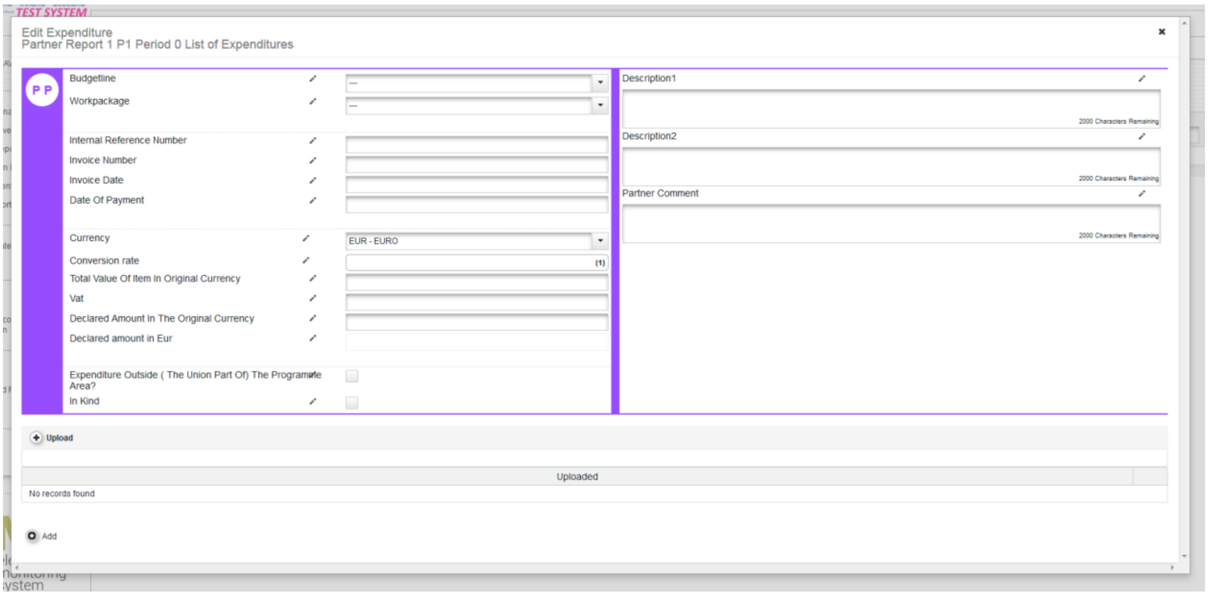
Figure 47: List of Expenditure Screen



**On selecting 'Add Real Cost', the following pop-up appears to enable you to enter details in respect of each line of expenditure per Budget Line and work package.**

**Real Cost Items**

Figure 48: Real Cost Items




| Real Cost Items Screen | |
|---|---|
| **Field** | **Guidance** |
| Budget Line | Please select the relevant Budget Line. |
| Workpackage | Please select the relevant work package. |
| Internal Reference Number | Please enter the internal reference number used within your organisation, if applicable. |
| Invoice Number | Please enter the invoice number, if applicable. |
| Invoice Date | Please enter the invoice date. |
| Date of Payment | Please enter the date of payment (defrayment from bank). |
| Currency | Please choose the relevant currency from the drop-down list. |
| Conversion Rate | This amount will be automatically calculated by eMS. |
| Total Value of Item in Original Currency | Please enter the total value of the item in the original currency. This amount should include Value Added Tax (VAT), if applicable. |
| VAT | Please enter the VAT, if applicable. |
| Declared Amount in the Original Currency | Please enter the declared value of the item in the original currency. Note: this amount should exclude VAT if your organisation is able to recover it. If your organisation is not able to recover VAT, this amount should include VAT and will therefore be the same as the amount entered in the field 'Total Value of Item incurred in Original Currency'. |
| Declared amount in EUR | This amount will automatically be calculated by eMS. |

| | |
|---|---|
| Expenditure Outside (The Union Part of) the Programme Area | Please select if the expenditure was made outside of the Union part of the Programme Area. Note: this refers to activities undertaken outside not, for example, something purchased from a supplier located outside of the Union or travel costs. |
| In Kind | Please select if the expense was an in-kind cost (no cash payment). |
| Upload | Please upload the invoice and/or other supporting document related to the expenditure. |
| Supplier name | Enter the name of the service provider |
| Description of purchase/expenditure | Enter a description of the nature of the expenditure |
| Payment/Bank reference | Enter the format of payment and reference number, e.g. BACS 0123456 |
| +Add | Please select '+Add' to save and add the expenditure to the list. |

Please note the following points:

- Each invoice represents one single item reported on the List of Expenditure;

- Consequently, for Staff Costs, a pay slip is considered as an invoice. Each item in the List of Expenditure needs to be separated per person, per month (as staff employed are usually paid on a monthly basis);

- In order to reflect the Staff Costs budgeted in the application form, you may link your Staff Costs to several work packages when reporting on the implementation of the project. However, you may only select one work package per reported item (e.g. a pay slip).

  For example, if a person works 50% of the time on the Management work package and the other 50% on the Communication work package, you should attribute half of their cost to Management and half to Communication.

  However, where staff members are providing a shared service across the project and its work packages (for example, administration, HR, finance or project management), these resources should be allocated solely to the Management work package.

**Currency**

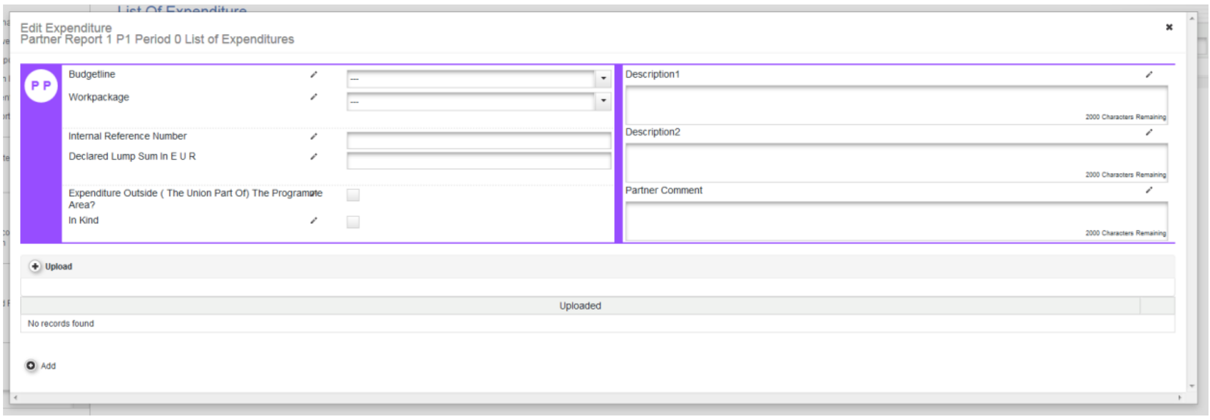
For projects with a **Letter of Offer denominated in Euro**, individual items of expenditure should be entered in their original currency. The partner selects that currency from the drop-down list, and eMS will automatically convert to Euro at the appropriate rate of exchange (which is set monthly by the EU Commission). This applies to all partners within that project, regardless of location or operating currency.

For projects with a **Letter of Offer denominated in Sterling** (applies to certain PEACE projects only), the following approach should be adopted by all partners:

- All Sterling invoices/expenditure items should be input in STG, selecting GBP from the currency dropdown, and allowing the system to automatically convert the expenditure to Euro at the relevant conversion rate.

- <u>All Euro expenditure must also be input in STG</u>. It is essential that a STG value is attached to each Euro item, to facilitate a STG payment being made to the Project.
    - If the Euro item/invoice has been settled using STG (e.g. partner arranges with its bank to apply a conversion and pay invoice from its STG bank account), then that amount of STG, being the true cost to the partner, is entered into eMS (selecting STG as the currency). The automatic conversion in eMS will result in a Euro value which differs from the face value of the invoice – and this is acceptable.
    - If the Euro item/invoice has been settled using Euro (e.g. partner used a Euro bank account), then that Euro value should be converted manually to STG by the partner prior to input on eMS (using the Commission-set rate for the month of claim submission), and the resulting STG amount entered into eMS (selecting STG as the currency). The eMS will then automatically convert back to Euro at the Commission rate (resulting in a Euro value which agrees with the face-value of the invoice).

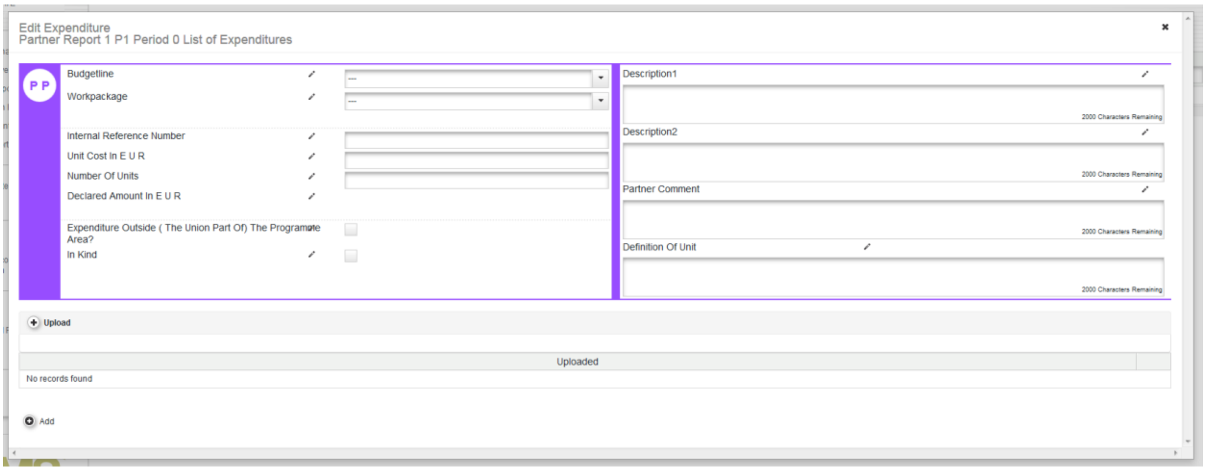
<u>Figure 49: Add Lump Sum</u>




| Lump Sums Screen | |
|---|---|
| **Field** | **Guidance** |
| Budget Line | Please select the relevant Budget Line. |
| Workpackage | Please select the relevant work package. |
| Internal Reference Number | Please enter the internal reference number used within your organisation, if applicable. |
| Declared Lump Sum in EUR | Lump sum per Letter of Offer. |

| | |
|---|---|
| Expenditure Outside (The Union Part of) the Programme Area | Please select if the expenditure was made outside of the Union part of the Programme Area. Note: this refers to activities undertaken outside not, for example, something purchased from a supplier outside of the Union or travel costs. |
| In Kind | Please select if the expenditure was an in-kind cost. |
| Supplier name | Enter the name of the service provider |
| Description of purchase/expenditure | Enter a description of the nature of the expenditure |
| Partner Comment | Insert any other relevant information. |
| Upload | Please upload the invoice or other supporting document related to the expenditure. |
| +Add | Please select '+Add' to save and add the expenditure to the list. |

Figure 50: Add Standard Scales of Units




| Standard Scales of Units Screen | |
|---|---|
| **Field** | **Guidance** |
| Budget Line | Please select the relevant Budget Line. |
| Workpackage | Please select the relevant work package. |
| Internal Reference Number | Please enter the internal reference number used within your organisation, if applicable. |
| Unit Cost in EUR | Unit Cost per Letter of Offer. |
| Number of Units | |
| Declared Amount in EUR | Unit Cost multiplied by Number of Units. |
| Expenditure Outside (The Union Part of) the Programme Area | Please select if the expenditure was made outside of the Union part of the Programme Area. Note: this refers to activities undertaken outside not, for example, something purchased from a supplier located outside of the Union or travel costs. |

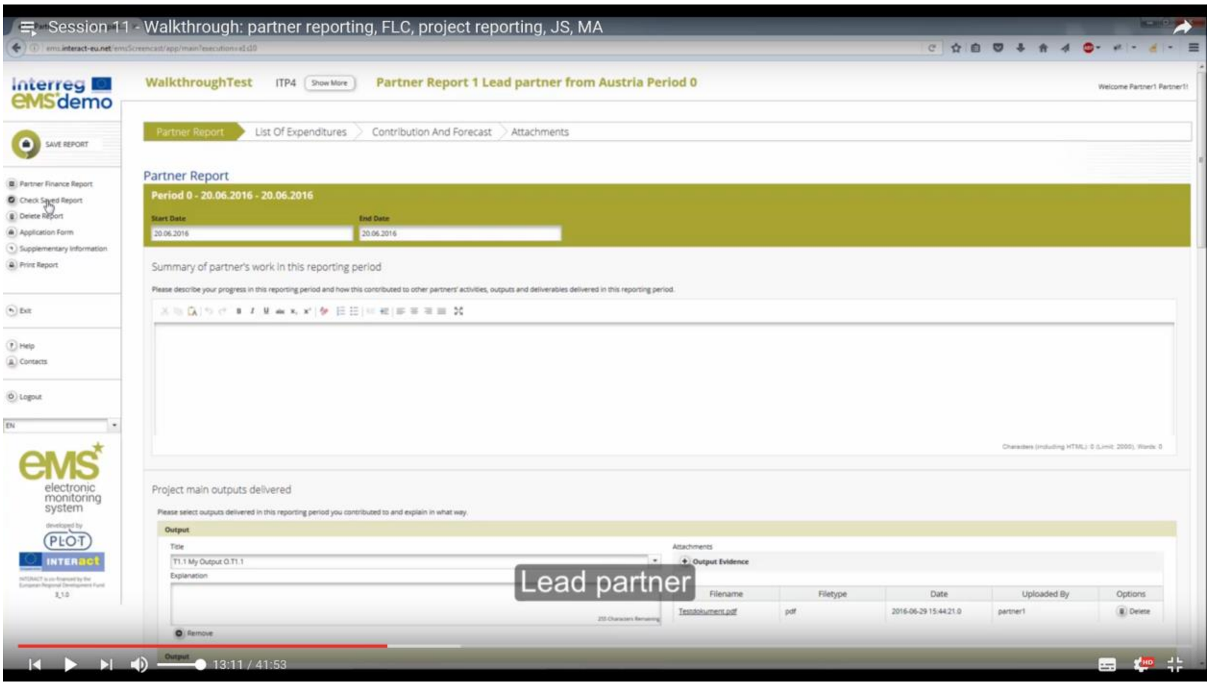
| | |
|---|---|
| In Kind | N/A |
| Supplier name | Enter the name of the service provider |
| Description of purchase/expenditure | Enter a description of the nature of the expenditure |
| Partner Comment | Insert any other relevant information. |
| Definition of Unit | Definition per Letter of Offer. |
| Upload | Please upload any other supporting document related to the expenditure. |
| +Add | Please select '+Add' to save and add the expenditure to the list. |

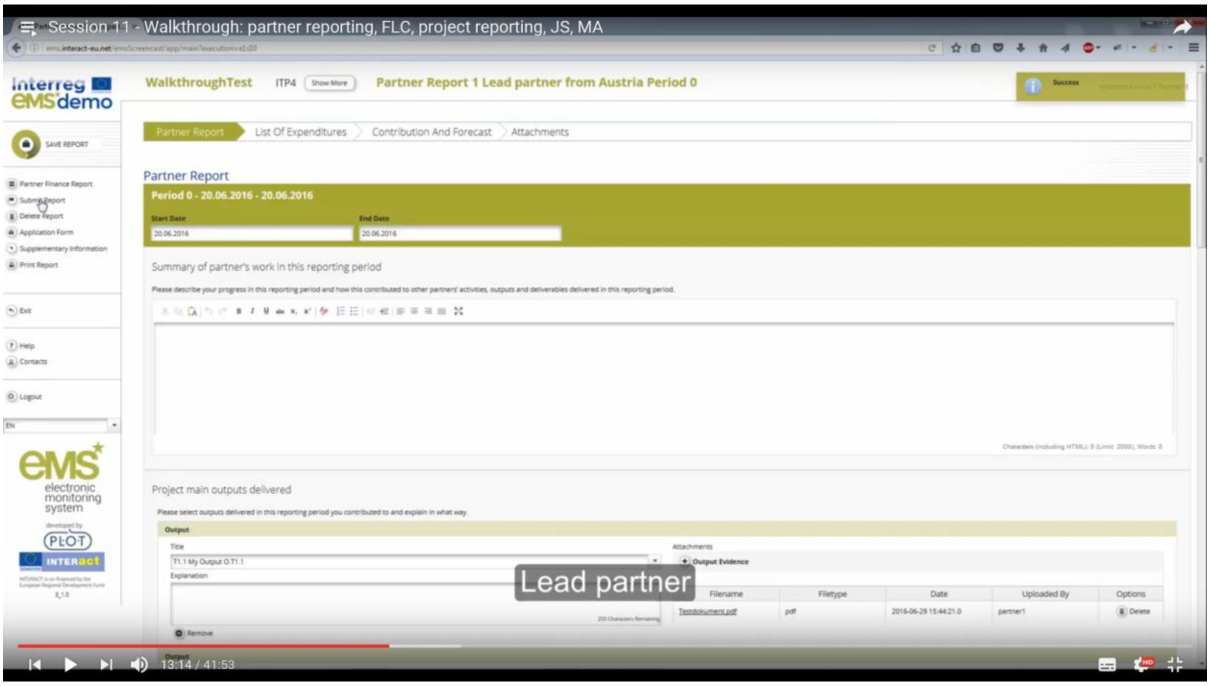
**Flat Rates**

If you have Staff Costs and/or Office and Administration Flat Rates in the approved application form, eMS will automatically calculate the Flat Rates based on relevant inputs into the List of Expenditure.

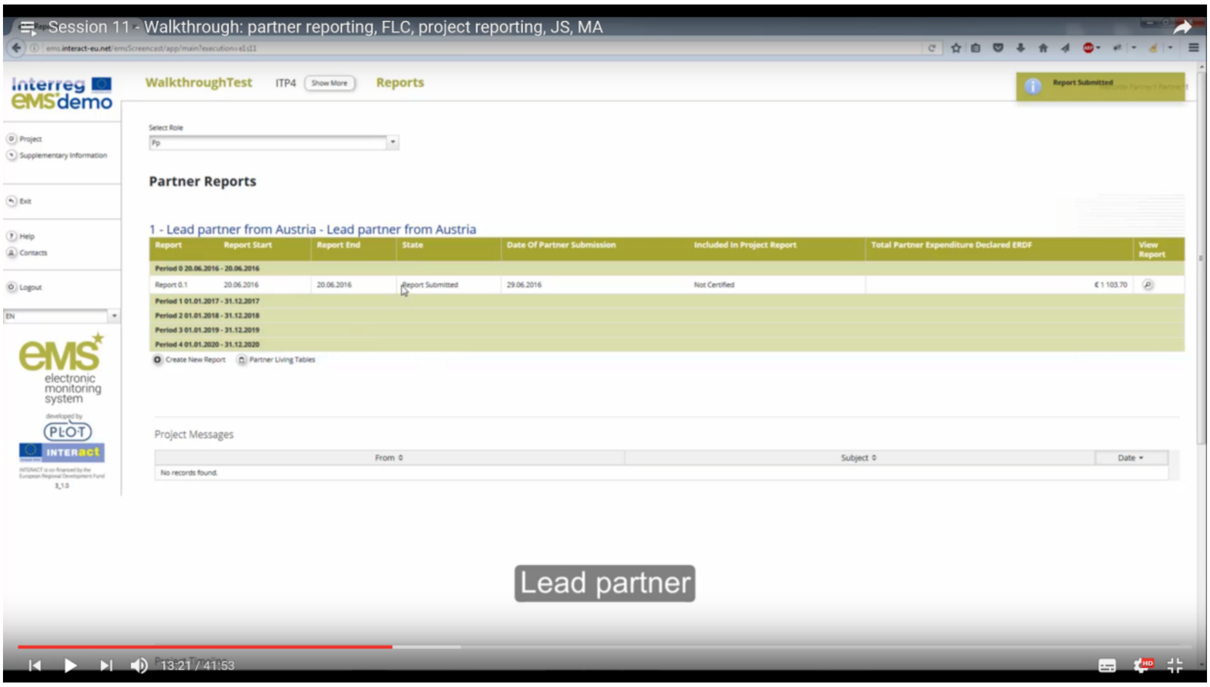
Please note, it is not possible to add real cost invoices to budget lines covered by Flat Rates. It is also not possible for either the Project Partner or the authorities verifying the report to modify the amount claimed based on Flat Rates.

When you have completed entering each of the relevant claim lines of expenditure, you should 'Check Saved Report' and 'Submit Report'.






The status of the report will now show as 'Report Submitted':




## Contributions & Forecast

Before a partner report can be submitted, the partner must identify the source of the partner contribution element of the total value of the claim.

The target 'partner contribution value' will appear in the upper left hand side of the table, and the various sources of funding specific to that partner will be presented, along with the relevant percentages:

Follow-up Of Partner Contribution

**Target Partner Contribution Value**
**€ 41,763.60**

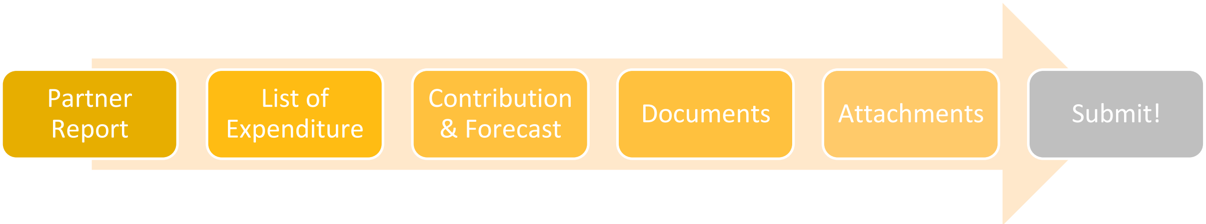
| Name Of Contribution | Legal Status | Total Amount Indicated In The Application Form | % Of Total( According To A F) | Previously Reported | Current Report | Total Reported So Far | Percentage Of Total Reported |
|---|---|---|---|---|---|---|---|
| Special EU Programmes Body | public | € 0.00 | 0.00 % | € 0.00 | € 0.00 | € 0.00 | 0.00 % |
| Accountable Department Match Funding | public | € 2,544,857.85 | 100.00 % | € 0.00 | € 41,763.60 | € 41,763.60 | 100.00 % |
| Sub Total Public Contribution | | € 2,544,857.85 | 100.00 % | € 0.00 | € 41,763.60 | € 41,763.60 | 100.00 % |
| Sub Total Private Contribution | | € 0.00 | 0.00 % | € 0.00 | € 0.00 | € 0.00 | 0.00 % |
| **Total Contribution** | | **€ 2,544,857.85** | **100.00 %** | **€ 0.00** | **€ 41,763.60** | **€ 41,763.60** | **100.00 %** |

Insert the values for partner contribution in line with the set percentages from the various sources, ensuring that the total contribution agrees exactly to the target contribution, then hit save.

A validation check will run upon submission of the claim, and will fail if the target contribution has not been achieved.

## Attachments

The following supporting documentation which are not particular to individual claim lines should be included as 'Attachments': Expenditure sample, bank statements, Credit Cards statements, etc.

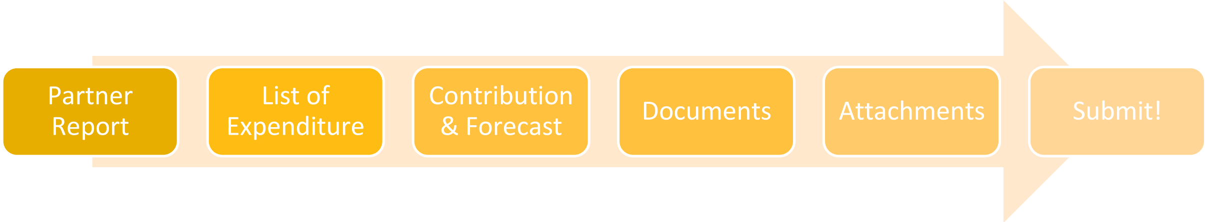



Please note, evidence in relation to outputs and deliverables, as well as supporting documentation in relation to expenditure, should not be uploaded here but in the relevant sections of the Partner Report.

To upload attachments please click on the 'Upload' button.

**The maximum size per attachment is 100 MB.**

## 9.3 Submitting a Partner Report




Once all sections have been completed, you will be able to select the ‘Check Saved Report’ option from the left-hand menu. This function will highlight any errors eMS has identified in red text at the top of the screen. You will be unable to submit your report if any errors are present. If no errors are identified, the option to ‘Submit Report’ will instead be displayed. Once submitted, the information within the Partner Report cannot be amended.

Please note, eMS does not check if the relevant information has been provided, it will only ensure that the Partner Contribution matches the Target Value. It remains the responsibility of each Partner to ensure that the Report is completed correctly.

**You can create a PDF version of your Partner Report to review outside eMS by clicking ‘Save as PDF File’ from the left-hand menu. This can then be downloaded and saved by selecting ‘Generated Files’.**

Once the Partner Report is submitted, it becomes visible to the FCU within the SEUPB. The FCU will provide a verification expenditure sample to the Project Partner within one week. The Project Partner then has one week to submit supporting information relevant to the sample. The FCU will review the documentation and, if satisfied, issue an FLC Certificate. The FCU has the right to make deductions if costs are deemed ineligible.

The Partner Report will also become visible to the Lead Partner, who also has the right to make deductions if costs are not in line with the agreed project activities.

You can view the status of the report on the Reporting Overview Dashboard.

**Partner Living Tables**

Partner Living Tables are financial tables at the partner level that summarise partner expenditure processed through all Partner Reports. These tables will expand over time as expenditure is declared by the Project Partner and processed by the SEUPB.

## 10. Project Reports

**Overview**

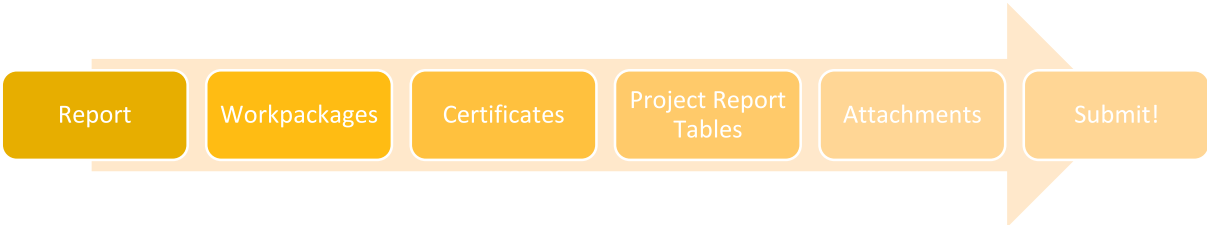
- The Lead Partner has two weeks from the date of receipt of all Project Partner First Level Control (FLC) Certificates to complete and submit the Project Report.

- The Lead Partner should include the FLC certificates that are attached to verified Partner Reports (except those with zero expenditure).

- The SEUPB will aim to review the Project Report and reimburse eligible expenditure within four weeks.

The diagram below presents an overview of the data entry workflow in relation to Project Reports. This mirrors the menu bar that you will see at the top of the screen.

Figure 51: Workflow Project Report




### 10.1 Creating a Project Report

Only Lead Partners can create and submit a Project Report. In order to create a Project Report, the Lead Partner must select the role ‘Lead Partner’ from the drop-down menu at the top of the interface entitled ‘Select Role’.

The Lead Partner role also allows the Lead Partner to view the Partner Reports generated by each of the Project Partners. However, they cannot create, modify, delete or submit them unless they have been assigned to other Partners as a user in the Supplementary Information Section (see Section 4, above).

To create a Project Report, please select ‘Create Report For’ and select the period to which the Report relates. The first Project Report to be created is for Period 1.

**Only one Project Report can be created and worked on at a time. If a Project Report is still open, a new Report cannot be created. You must finalise that Report, then create a new one.**

## 10.2 Completing a Project Report

The Project Report consists of two elements, an overview of the activities undertaken in relation to the Project and an update on finances.

The information in relation to activities must be completed manually, however, the financial component of the Report is compiled automatically by the system based on available FLC Certificates included in the Project Report by the Lead Partner.

The Project Report consists of five sections, namely: ‘Report’, ‘work packages, ‘Certificates’, ‘Project Report Tables’, and ‘Attachments’, each of which must be completed. Fields within the sections depend on the information that was entered in the Application Form.

**Report**


The ‘Report’ section focuses on activities implemented throughout the reporting period. It contains general descriptions of activities, as well as reporting per work package.

In the first box you are required to describe the ‘Highlights of Main Achievements’ during the reporting period.

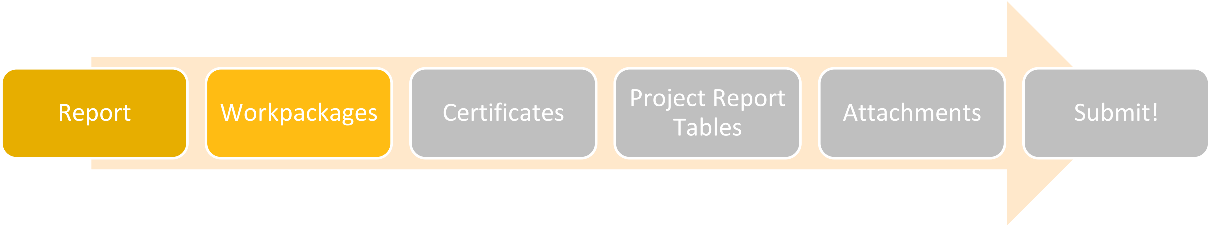
Next, you must select the FLC Certificates of the Project Partners.

An overview of the project main indicators (‘project main outputs achievement’) is automatically displayed (see Figure 52, below). This table is generated by eMS using information entered in the ‘work packages’ section of the report.

You are also asked to provide information in relation to the Target Groups reached, as well as problems encountered (if any) and solutions found.

At the bottom of the page you will find an interface to enter information in relation to the Horizontal Principles, as well as a tick box that can be used at the end of the project to indicate that it has been fully implemented.

**Work packages**




The second part of the Project Report involves reporting per work package.

Report sections in relation to the individual work packages (Management, Implementation, etc.) can be accessed either by hovering your cursor over the ‘work packages’ tab on the menu bar and selecting the one you wish to edit from the drop-down menu that displayed, or from the table at the bottom of the page under the section ‘Report’.

In this section you can describe the implementation of each work package in detail, including information on the activities carried out and contributions by the Project Partners, as well as information on any problems or deviations from the initial plan.

You are also required to provide information on project output indicators, activities and deliverables.

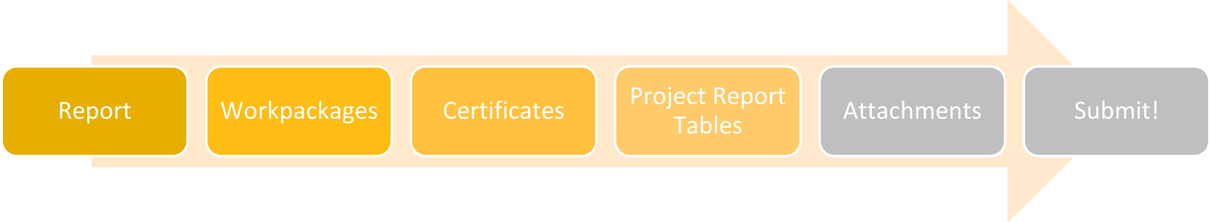
**Certificates**


In this section, you can enter the List of Expenditure for each individual Partner Finance Report as certified by the FCU. Simply select the relevant FLC Certificate from the drop-down menu.

Lead Partners are expected to monitor the partnership, ensuring that all costs can be connected to eligible/approved project activities. The Lead Partner also has the right to make deductions if the expenditure a Partner has incurred is not in line with agreed project activities. Such deductions can be made by going into an individual expenditure and entering an amount in the field ‘Difference LP’. An explanation for the deduction can be included in the comment box, which will be visible to the Joint Secretariat. Please remember to click ‘Save’ after making any changes.

In addition, the Lead Partner can decide not to include an entire FLC Certificate in the project claim. The inclusion of FLC Certificates is handled on the first tab, ‘Report’.

**Project Report Tables**



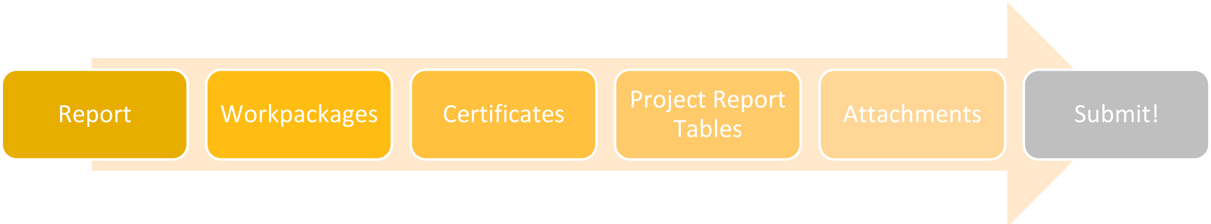

The Project Report Tables tab consists of an aggregated overview of the project claim per Budget Line, Work Package and Funding Source.

In the case of claims that have already been submitted, this tab will also display previously reported costs.

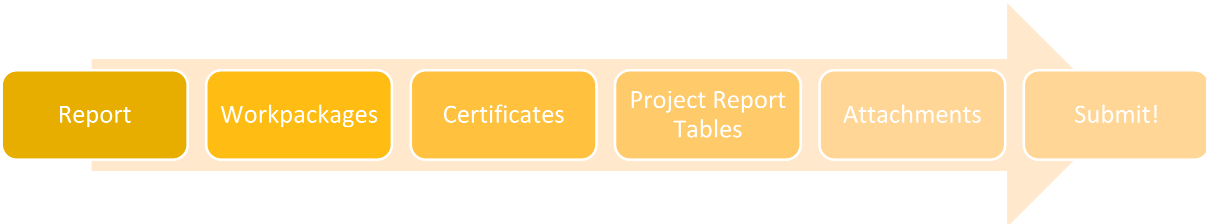
At the bottom of the page, you can see the Project Expenditure Reporting Profile.

You can export each table to Excel if you wish to review it outside of eMS.

**Attachments**




## 10.3 Submitting a Project Report




Once all sections have been completed, you will be able to select the 'Check Saved Report' option from the left-hand menu. This function will highlight any errors eMS has identified in red text at the top of the screen. You will be unable to submit your report if any errors are present. If no errors are identified, the option to 'Submit Report' will instead be displayed. Once submitted, the information within the Project Report cannot be amended.

**You can create a PDF version of your Partner Report to review outside eMS by clicking 'Save as PDF File' from the left-hand menu. This can then be downloaded and saved by selecting 'Generated Files'.**

After submission, the Project Report is assessed.  For reports that have been completed correctly, this process should take less than four weeks.

If the Project Report is accepted, payment is then made to the Lead Partner, who then distributes the grant funding to the Project Partners. If any information is missing, the SEUPB will seek clarification.

## 11. Help & Technical Support

Help and technical support is available through the SEUPB's self-service support portal, which can be accessed via the following link:

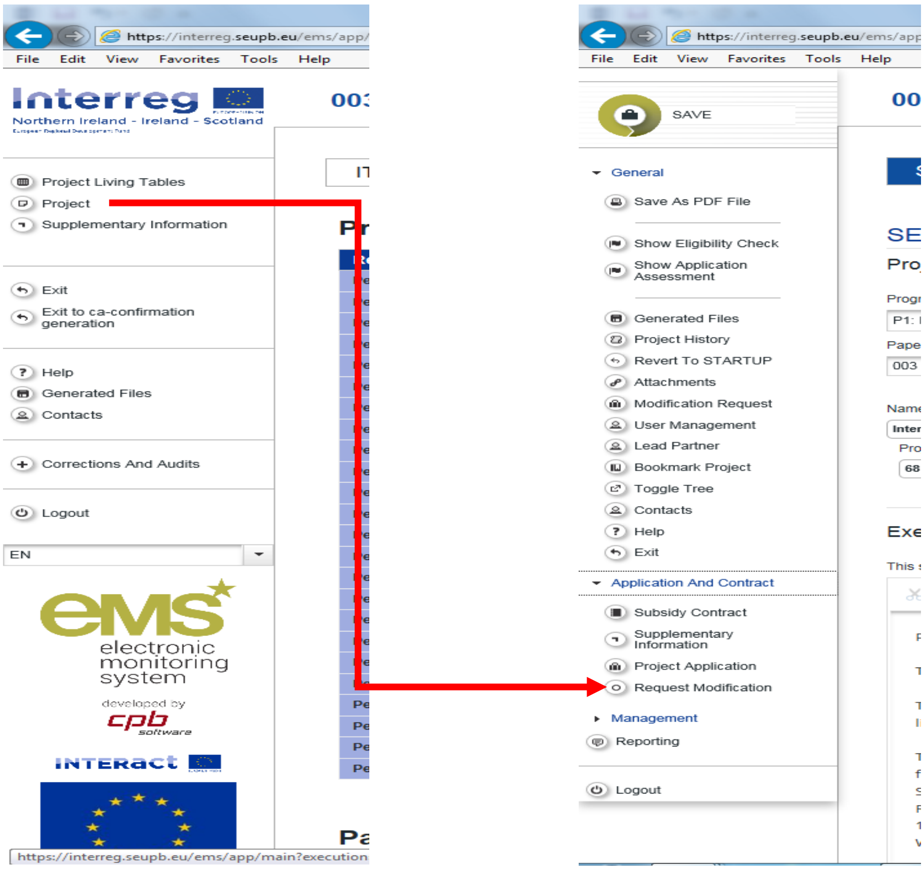
https://seupb.freshdesk.com/support/home

Once you register, you can raise a ticket describing the issue you have encountered. An agent will then contact you to assist in resolving the matter.

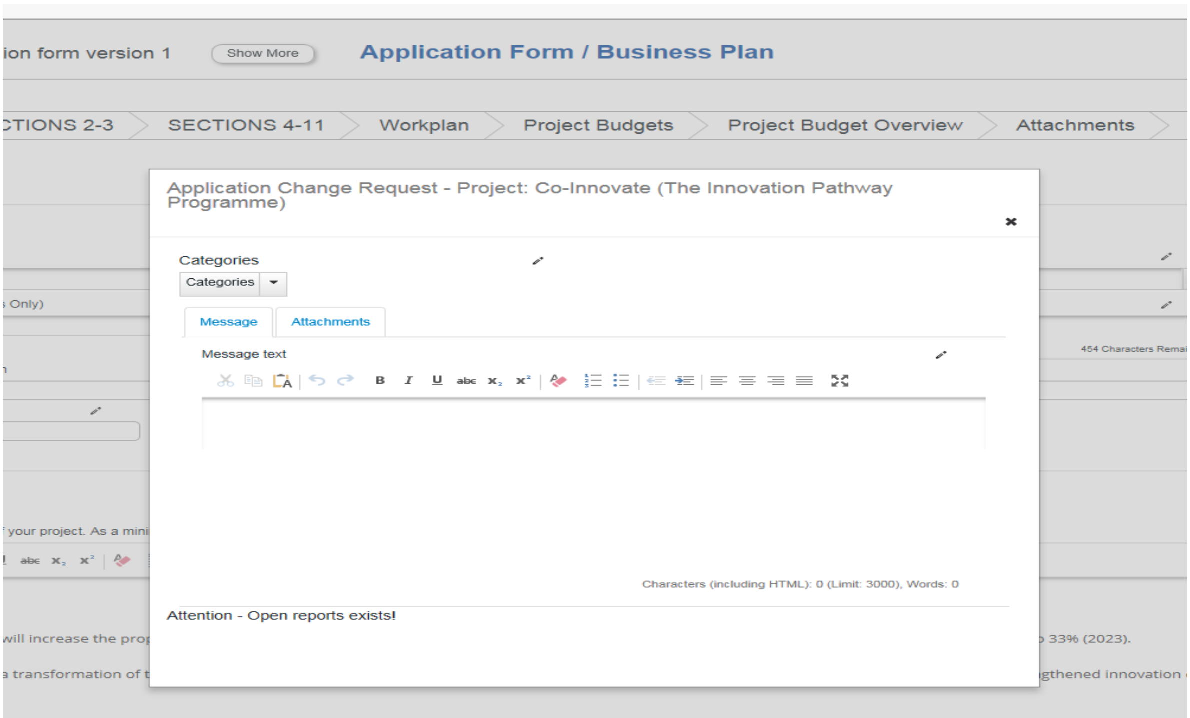
In addition, you can access a range of tools, such as FAQs and screencasts that will help you navigate the eMS system.

## 12. Modification Request

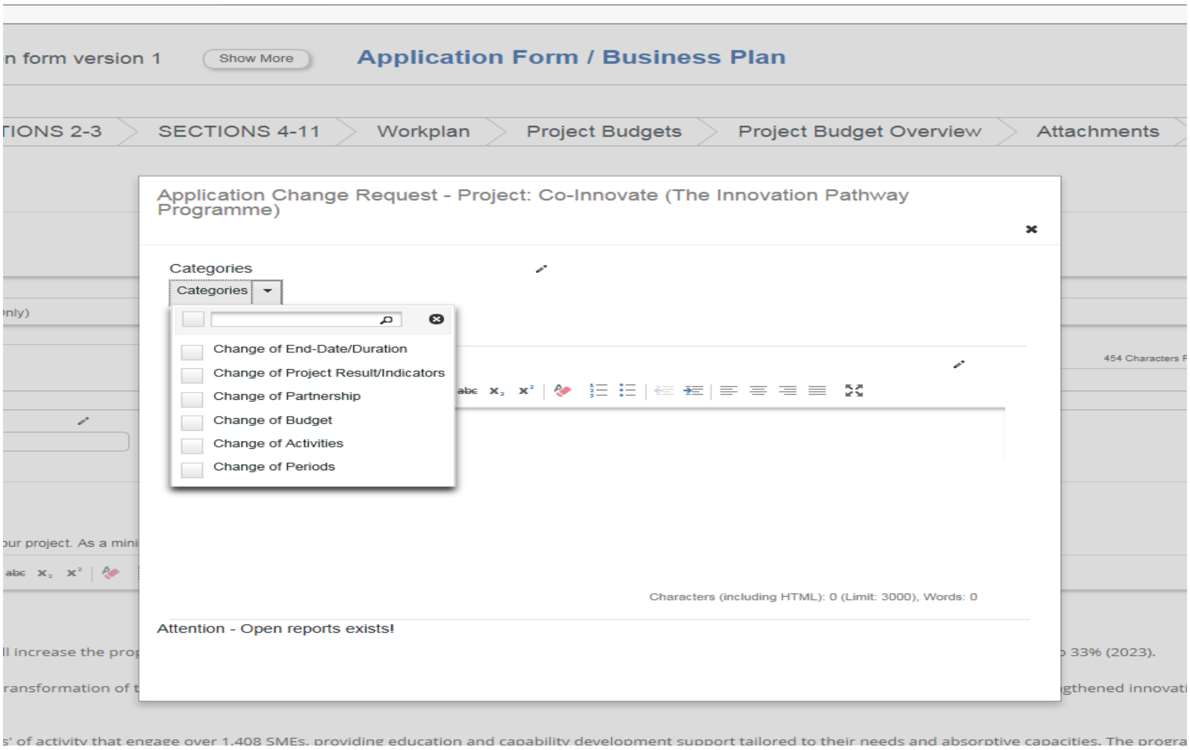
In Project view, under Application and Contract, you will find the option to 'Request Modification'



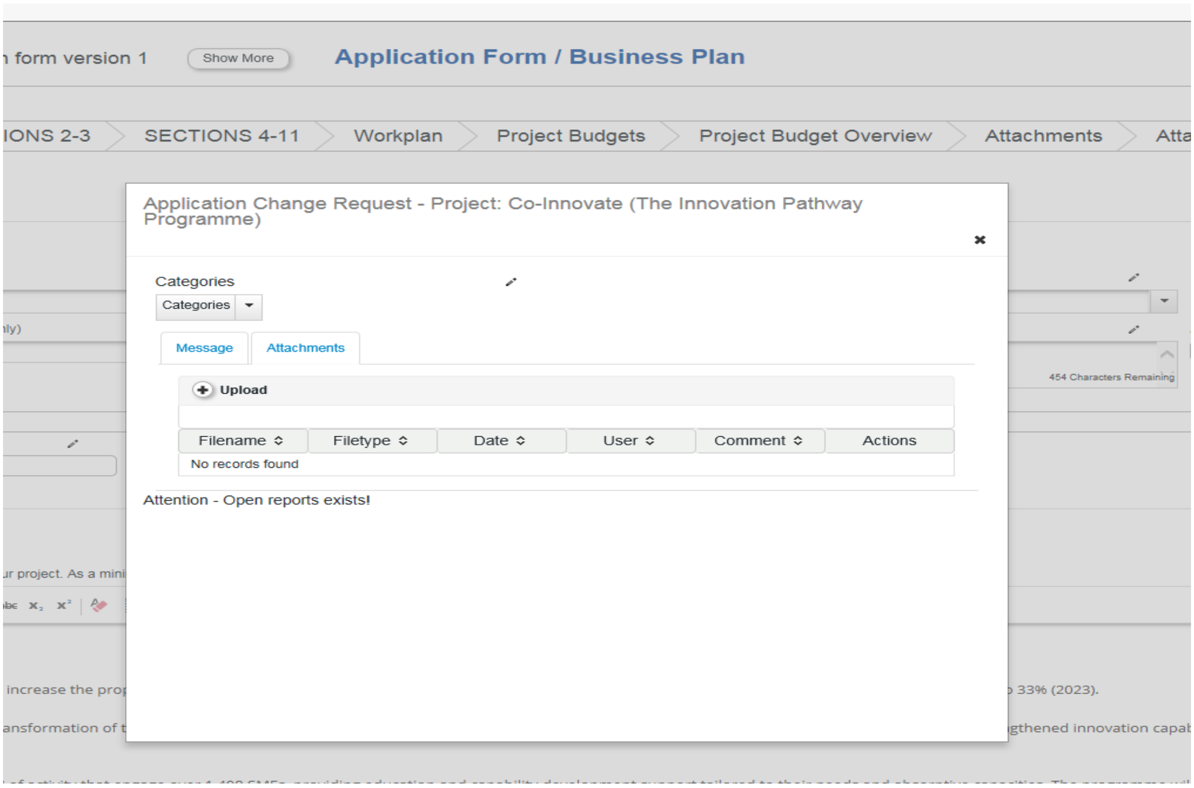

The following pop-up will appear:



Select the category under which you require modification by clicking on the dropdown menu:



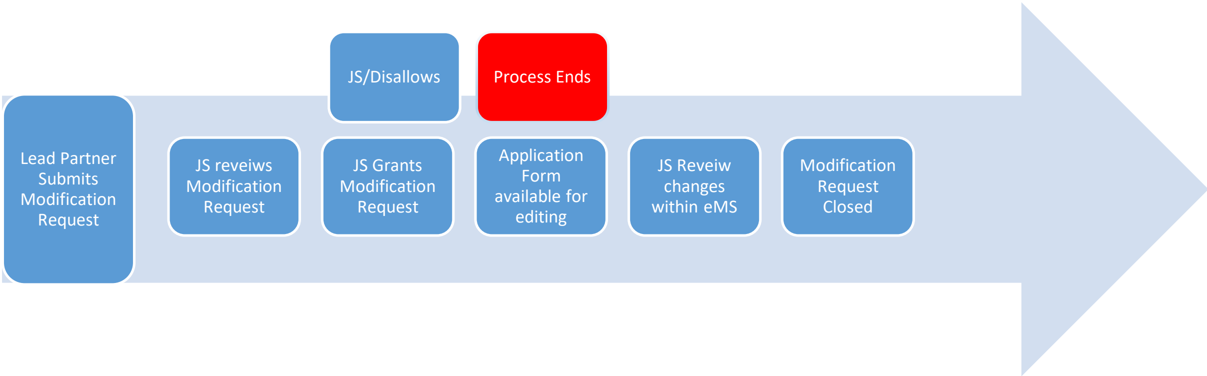

Enter any text in the relevant text field and include attachments to support your request.




The modification request is sent via eMS to your JS Case Officer within SEUPB.

**It is important to note that as per SEUPB's Programme Rules only in very exceptional circumstances and supported with extensive evidence of the rationale will the Joint Secretariat provide approval for a modification to the approved project.**

The following workflow outlines the process for modification requests.




The Lead Partner then modifies the application and selects 'Check Modification' and 'Submit Modification' to close the modification.