Let's Get Technical

A short introduction to the technical requirements around submission of applications and the eligibility check

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Target group and rules of procedure

For project developers

+ How to submit an Expression of Interest
+ How to submit a Full Application
+ What to watch out for in order to pass the eligibility check...

Ask questions!

One Common Platform: The Online Monitoring System

+ How to access the system?

     www.northsearegion.eu

    "project login"

+ Create a user account

    "Register as New User"

+ Common mistakes: project ideas are NOT expressions of interest...

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Expression of Interest

+ Next Call for submission: July 2017
+ Preparatory Phase already in November 2016
+ In the OMS: preparation of your expression of interest possible – but NO SUBMISSION
+ No Authorised Signatory for submitting an Expression of Interest

A Few Things to Consider

The user created will be the "owner" of the application:

- In case of approval, the same user will submit the Full Application...

- This person will be considered by the system as the project manager

Submitting a Full Application

+ Only possible after SC approval of an Expression of Interest

+ Application form created through the OMS, from the approved EoI by the user who created the EoI (project manager)

+ CANNOT be submitted by the project manager...

The Authorised Signatory

+ Is NOT the project manager
+ A new user must be created in the system
+ A new login is to be used, specific to the Authorised Signatory
+ Can see the application form but not edit it
+ Must complete some forms/ administrative requirements

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The Full Application: tips and tricks

+ Fill out all the information requested

+ Also in all sub-text boxes!

+ Fill out the indicators... and sub-indicators if needed (number of readers, number of participants...)

+ If text box mentions "please define", please do define ;)

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The Eligibility Check

+ An Administrative Requirement

+ Check basic information:

    - start and end date of project

    - activities outside the eligible area

    - status of beneficiaries, especially Lead
Beneficiary

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The Eligibility Check

+ **Letters of Intent**

    - on letterhead paper

    - amounts match amounts in the application form

    - no changes to the template

+ **Self-Declarations (state aid)**

    - according to the status selected in the application form

    - no changes to the template

    - fulfills all condition (e.g. De Minimis not exceeding 200.000 Euro in co-funding)

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In conlusion

+ Get an Authorised Signatory

+ Fill all elements of the form

+ Make sure you adhere to all administrative requirements

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