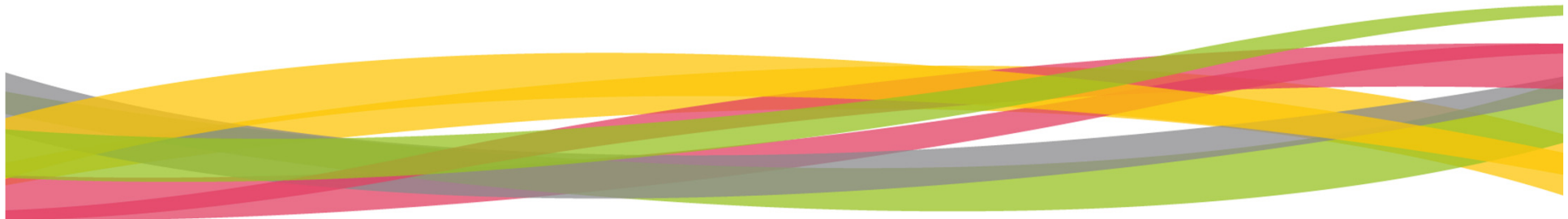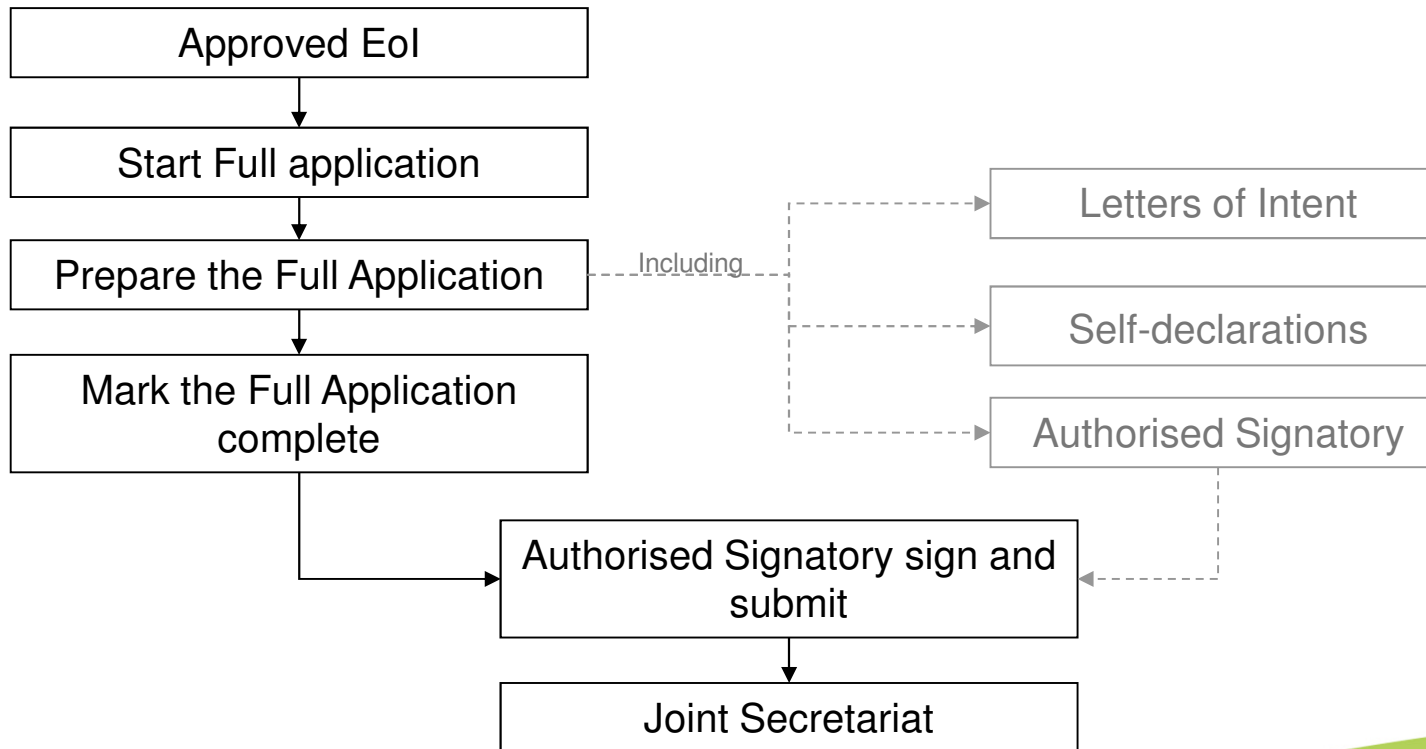# Submitting a Full Application and the Assessment Procedure

– Key points to remember –

Isabella Marie Leong
North Sea Region Programme

How should you prepare and submit?

When is our application eligible?

+ ## Letter of Intent
  - Use the templates provided by the Online Monitoring System
  - Pre-defined by information entered in the application
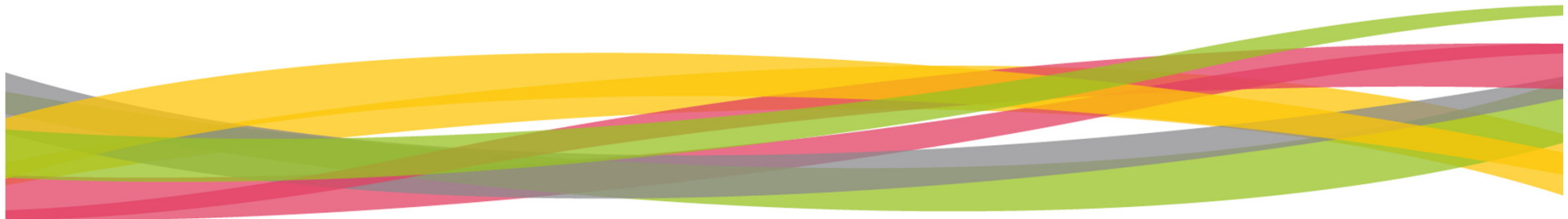 - Section E of the application form

+ ## Self-declarations
  - No competitive advantage
  - De minimis
  - GBER
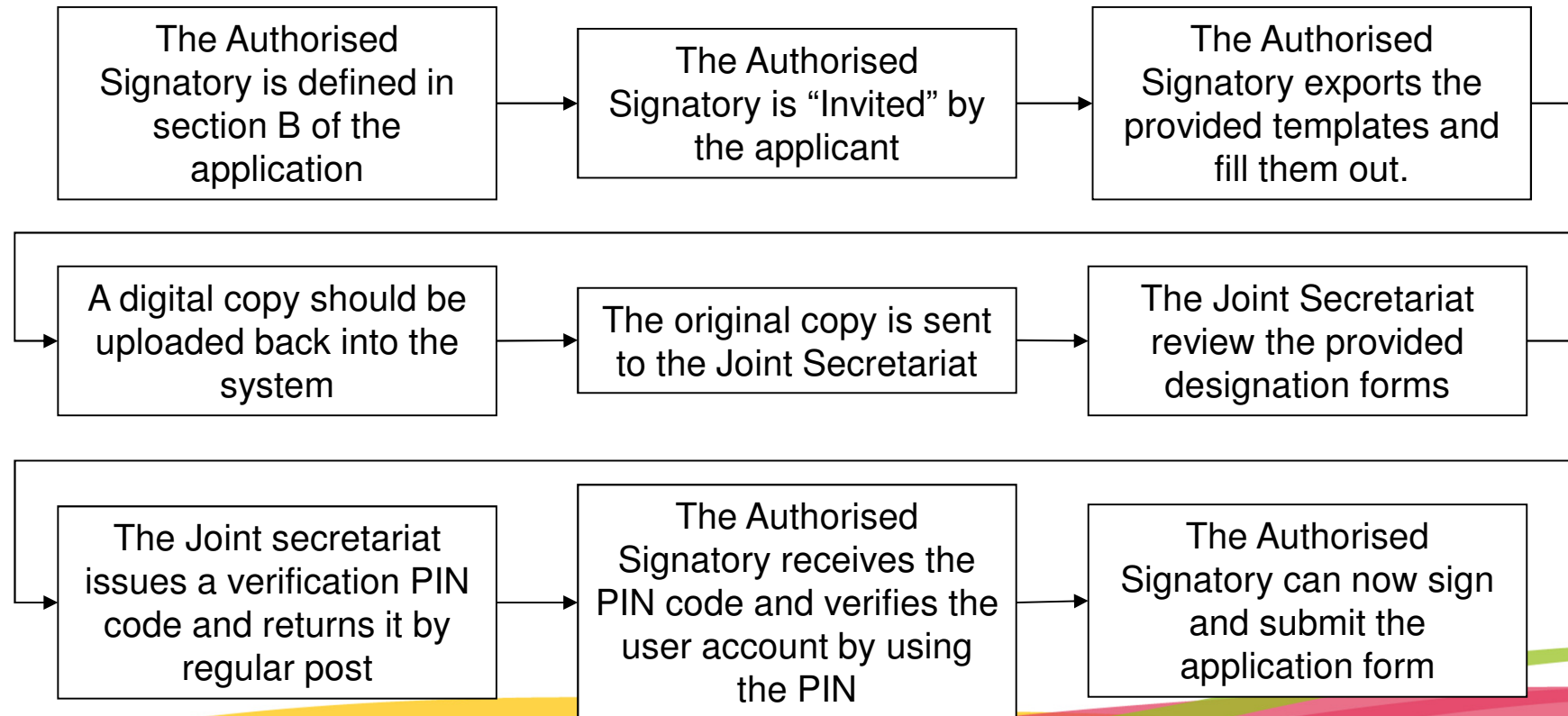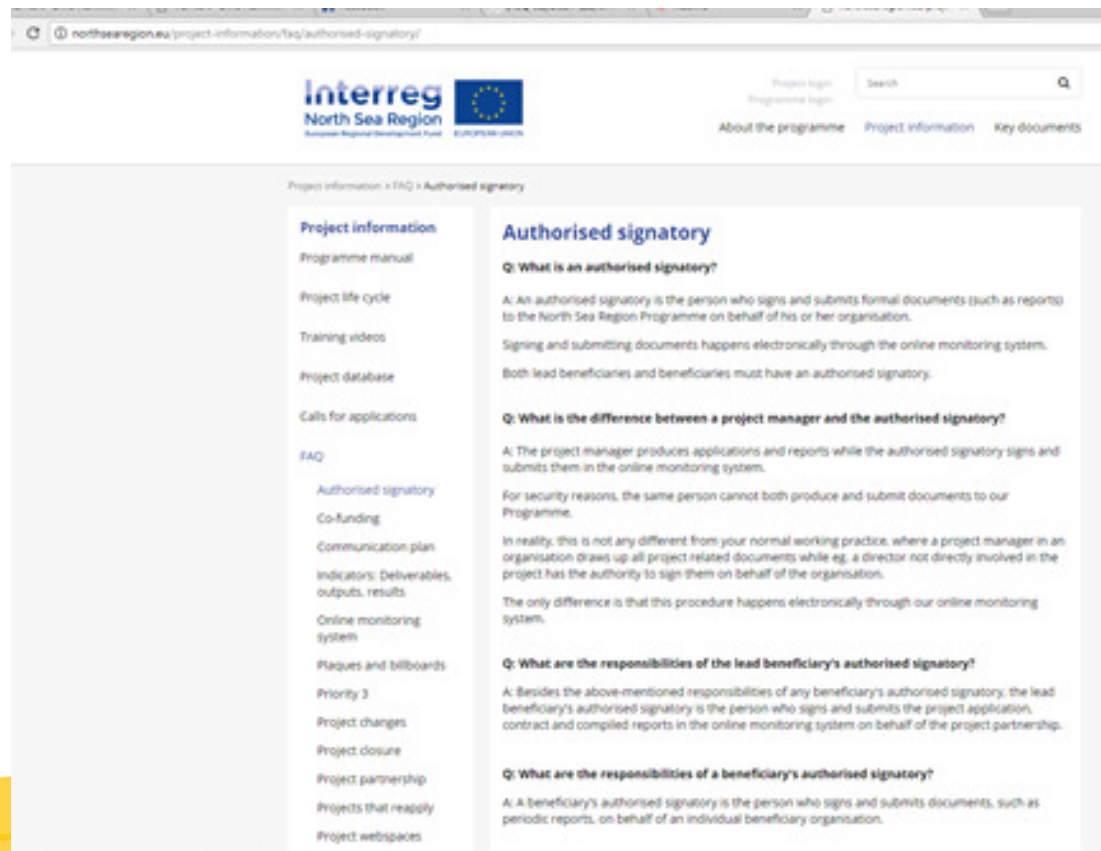 - Section E of the application form

The Authorised Signatory

+ Designated via the application form

+ Sign on behalf of the Lead Partner organisation

Designating the Authorised Signatory

The Authorised Signatory is defined in section B of the application	The Authorised Signatory is "Invited" by the applicant	The Authorised Signatory exports the provided templates and fill them out.
A digital copy should be uploaded back into the system	The original copy is sent to the Joint Secretariat	The Joint Secretariat review the provided designation forms
The Joint secretariat issues a verification PIN code and returns it by regular post	The Authorised Signatory receives the PIN code and verifies the user account by using the PIN	The Authorised Signatory can now sign and submit the application form

Still not clear?

And step-by-step...

+ Video available with screen capture on our Youtube channel

+ https://www.youtube.com/watch?v=cDFxCyBBSmM
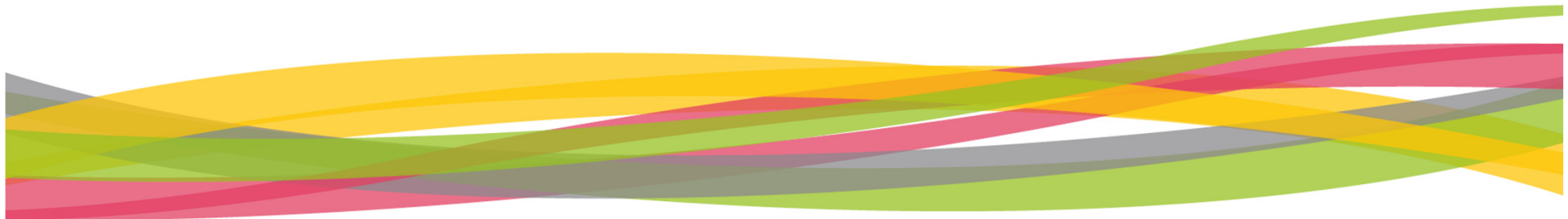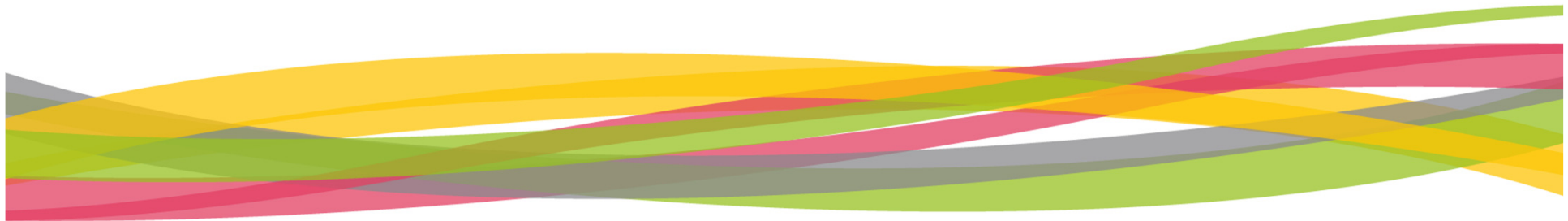
Preparation costs

+ The application form is the one chance to request reimbursement of preparation costs.

Request for reimbursement of preparation costs	○ No ● Yes		
Bank Details			

	Bank account holder	IBAN	SWIFT
✎			

In order for you project consortium to receive reimbursement for preparation costs (upon approval) you have to fill out this form. Please proofread the information entered into the form before you sign and submit it. By filling out and signing this declaration, you as potential Lead Beneficiary, confirms that your application in line with Fact Sheet No. 7 and hereby entitled to receive funding classified as preparation costs.

More information

www.northsearegion.eu
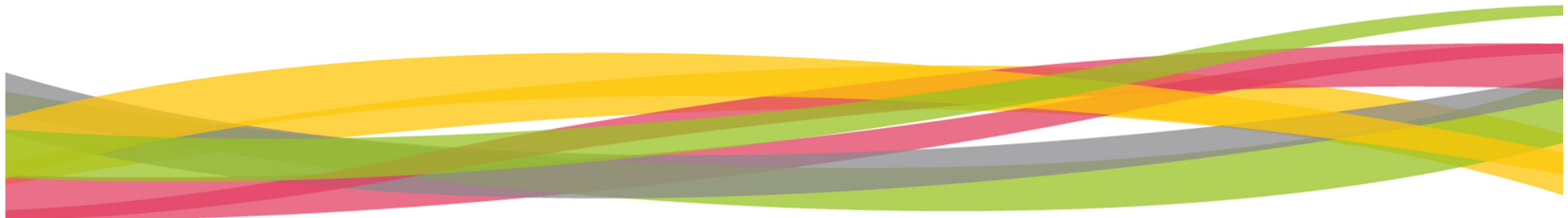
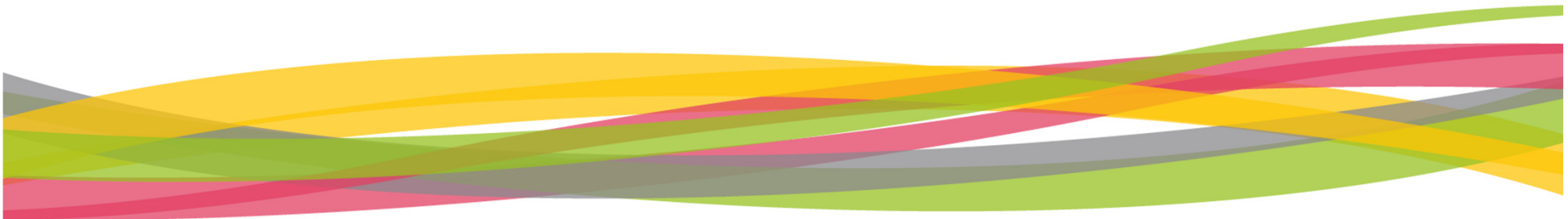# Any Questions?

How will your Full Application be assessed?

+ Transparent assessment criteria
  [outlined in fact sheet 19]

+ Only what is in the Full Application will be assessed

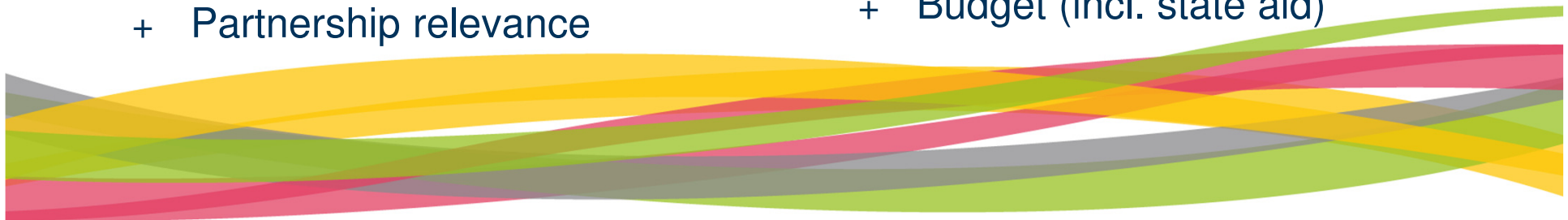+ Call specific requirements - Guidance note for call 5

Assessment categories (Fact sheet 19)

STRATEGIC ASS'T CRITERIA

+ Project context

+ Cooperation character

+ Project contribution to Programme's objective, expected results and outputs
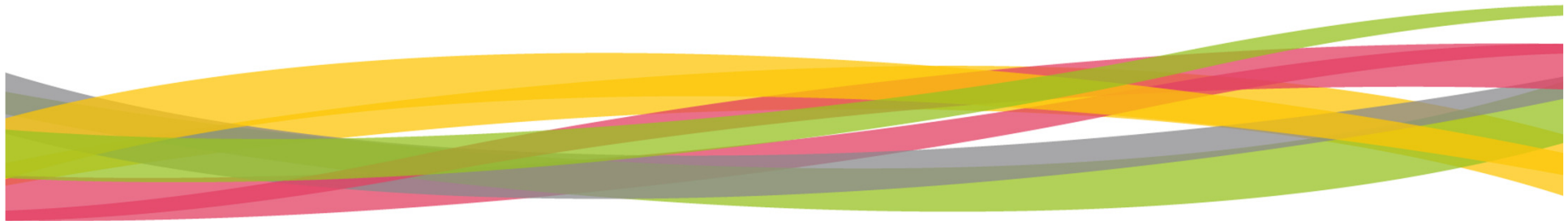
+ Partnership relevance

OPERATIONAL ASS'T CRITERIA

+ Management

+ Communication

+ Work Plan

+ Budget (incl. state aid)

The Intervention Logic...

+ The backbone of your application

+ The key element in the assessment

+ A Practical Tool when considering the intervention logic...

Questions?