





Managing Authority of European Territorial Cooperation Programmes Special Service of the Monitoring Information System



User guide for completing the electronic Application Form Version 1.4 August 2017

[This guide is written for the users of the MIS of the "Co-operation Programme Interreg V-A Greece-Bulgaria 2014-2020" and relates to the completion of the electronic Application Form]

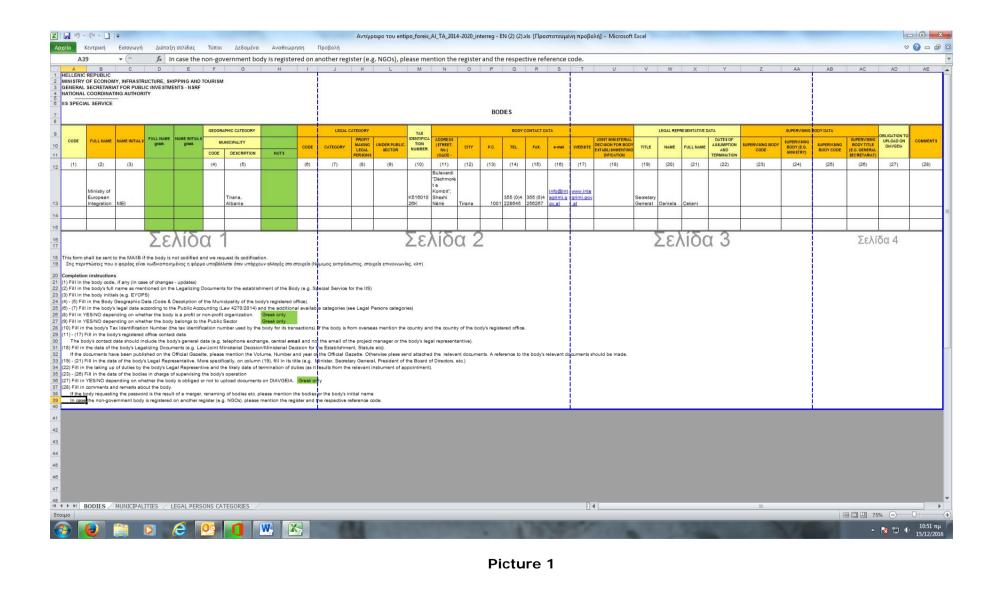
Contents

| 1. Ob | taining a body code | 2 |
|--------|--|----|
| 1.1 | Useful notes for body codes | 4 |
| 2. Ob | taining a User Account/login | 6 |
| 2.1 | Greek language Users | 7 |
| 2.2 | English language - users | |
| 3. Ele | ctronic submission | 10 |
| 3.1 | Use of the MIS NSRF 2014-2020 | 10 |
| 3.2 | Electronically Creating a Project Proposal | 12 |
| 3.3 | The Project Proposal screens | 13 |
| 3.4 | A. Project identification | 14 |
| 3.5 | B. Detail Description | 16 |
| 3.6 | C. Partnership | |
| 3.7 | D. Budget | 22 |
| 3.8 | E. Indicators | 23 |
| 3.9 | Proposal attachments | 24 |
| 3.10 | | 27 |
| 3.11 | Printing a Project Proposal | 28 |
| 3.12 | 3.11 Validation | 29 |
| 3.13 | Submission | 30 |
| 4. Ge | neral remarks | 33 |
| 5. Att | tached - supporting documents | 34 |

1. Obtaining a body code

Every potential beneficiary (lead beneficiary/beneficiary) needs to have a "body code" in the MIS. It could be the case that the beneficiary is already in the system and has already a body code from the previous programming period. The potential beneficiary is advised to check both the system and the list of bodies/beneficiaries provided in the website of the Programme, in order to find its body code. In case the potential beneficiary needs to acquire a new body code, the following instructions must be followed to obtain one:

- 1. The potential beneficiary needs to fill in its required details in the excel file: Body_Code_Request_2014-2020.xls. A print screen of this excel file is shown in Picture 1;
- The completed excel file is send via e-mail to the following email address: jts_grbg@mou.gr;
- 3. The same form should be completed, in case the beneficiary would like to update / change / complete data concerning body details.

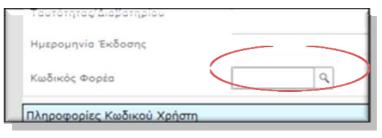


If there is no response to a submitted form within ten (10) calendar days, it is recommended to send a reminder to the following email address: jts_grbg@mou.gr

1.1 Useful notes for body codes

A Potential Beneficiary (lead beneficiary/ beneficiary /), can at any time check via the MIS whether they have obtained the relevant "body code" or not (verifying that the body code acquisition process is successfully completed) by following the steps described below:

- 1. Follow the link: <u>http://esub.mnec.gr/ops_sec5/register.zul</u> (This URL is accessible to everyone and no credentials are needed)
- 2. Locate the field with the magnifying glass and click on it as shown in the Picture below (Picture 2):



Picture 1

3. Type some keywords (in English or in Greek) of the relevant body's (entity's / organization's) title in the search box and click on the magnifying glass (Picture 3):

| Ίρος φορέα διαχείρισης * | | | |
|---|-----------------------|--|--------------------------------|
| | ΟΓΡΑΜΜΑΤΩΝ ΤΟΥ ΣΤΟΧΟΥ | Υ ΕΥΡΩΠΑΪΚΗ ΕΔΑΦΙΚΗ ΣΥΝΕΡΓΑΣΙΑ | • |
| ΥΠΗΡΕΣΙΑ ΑΣΥΛΟΥ | | | |
| Ε.ΥΔ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΑΝΑΤ | | AK/12 | |
| | | ης Π 2 | |
| Ε.Υ.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΚΕΝ [*] | | | E |
| ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ ΔΙΑΧΕΙΡΙΣΗ: | Αναζήτηση: ΠΕΡΦΕ% | Q | |
| 🔲 Ε.Υ.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΗΠΕ | ιF Κωδικός | Περιγραφή | |
| Ε.Υ.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΘΕΣ | 3013014 | Δ/ΝΣΗ ΤΕΧΝΙΚΩΝ ΕΡΓΩΝ ΠΕΡΙΦΕΡΕΙΑΚΗΣ ΕΝΟΤΗΤΑ | ΑΣ ΚΟΖΑΝΗΣ |
| ρμοδιότητες Χρήστη | 2010602 | Δ/ΝΣΗ ΠΕΡΙΒΑΛΛΟΝΤΟΣ & ΧΩΡ/ΚΟΥ ΣΧΕΔΙΑΣΜΟΥ ΠΕ | ΡΙΦΕΡΕΙΑΣ ΚΕΝΤΡΙΚΗΣ ΜΑΚΕΔΟΝΙΑΣ |
| 🗹 Μόνο Ανάγνωση 📃 Συι | 2010606 | Δ/ΝΣΗ ΠΕΡΙΒΑΛΛΟΝΤΟΣ & ΧΩΡ/ΚΟΥ ΣΧΕΔΙΑΣΜΟΥ ΠΕ | ΡΙΦΕΡΕΙΑΣ ΙΟΝΙΩΝ ΝΗΣΩΝ |
| | 2010608 | Δ/ΝΣΗ ΠΕΡΙΒΑΛΛΟΝΤΟΣ & ΧΩΡ/ΚΟΥ ΣΧΕΔΙΑΣΜΟΥ ΠΕ | ΡΙΦΕΡΕΙΑΣ ΣΤΕΡΕΑΣ ΕΛΛΑΔΟΣ |
| τοιχεία Αιτούντος | 2010308 | Δ/ΝΣΗ ΤΕΧΝΙΚΩΝ ΕΡΓΩΝ ΠΕΡΙΦΕΡΕΙΑΣ ΣΤΕΡΕΑΣ ΕΛ | ζοδανν |
| πώνυμο* | 2010309 | Δ/ΝΣΗ ΤΕΧΝΙΚΩΝ ΕΡΓΩΝ ΠΕΡΙΦΕΡΕΙΑΣ ΑΤΤΙΚΗΣ | |
| ιιεύθυνση (Οδός, Αριθμός) | 2010310 | Δ/ΝΣΗ ΤΕΧΝΙΚΩΝ ΕΡΓΩΝ ΠΕΡΙΦΕΡΕΙΑΣ ΠΕΛΟΠΟΝΝ | ΗΣΟΥ |
| Ιόλη | 2010311 | Δ/ΝΣΗ ΤΕΧΝΙΚΩΝ ΕΡΓΩΝ ΠΕΡΙΦΕΡΕΙΑΣ ΒΟΡΕΙΟΥ ΑΙΓ | FAIOY |
| ηλέφωνο* | 2010503 | Δ/ΝΣΗ ΕΛΕΓΧΟΥ ΣΥΝΤΗΡΗΣΗΣ ΕΡΓΩΝ ΠΕΡΙΦΕΡΕΙΑ. | |
| e-mail* | 3012814 | Δ/ΝΣΗ ΤΕΧΝΙΚΩΝ ΕΡΓΩΝ ΠΕΡΙΦΕΡΕΙΑΚΗΣ ΕΝΟΤΗΤΑ | |
| Αριθμός Δελτίου | 3012014 | | |
| Γαυτότητας/Διαβατηρίου | K 4 3 /21 | H | [21 - 30 / 203] |
| Ιμερομηνία Έκδοσης | | ОК | |
| (ωδικός Φορέα | ٩ | Επωνυμία Φορέα* | |
| ληροφορίες Κωδικού Χρήστη | | | |
| Αναγνωριστικό Χρήστη (username) | | Έλεγχος Κωδικού | |
| wayvapionko xpijoni (usemane, | • | | |
| χόλια (μέχρι 2000 χαρακτήρες) | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| παλήθευση λέξης | | | |
| | | | |
| | A | νανέωση | |
| Πληκτρολογήστε την λέξη 100 βλέπετε στη εικόνα | wwWdnk | νανέωση | |

Picture 2

Once the body code is found, select it and then double click on it. Another way for a potential beneficiary (lead beneficiary/ beneficiary /) to check whether it is registered in the MIS or have acquired a body code is to visit the following

url: http://www.ops.gr/Ergorama/index.jsp?menuitemId=kodikespa1420&tabid=0 and click the file: " $\phi op \epsilon i \zeta (10/10/2016).x ls''$. This excel file lists all registered bodies in the MIS. This list is updated periodically.



Applicants should submit their request for body code at least fifteen (15) calendar days before the call's deadline.

Data modification (i.e address, name of legal representative etc.) is an ongoing procedure and it will be continued later for approved projects via the designated project officer of the Joint Secretariat.

2. Obtaining a User Account/login

The lead beneficiary is the one that will enter the data of the proposed proposal to any given open call. In order to access the OPS 2014-2020 (MIS), the Lead Beneficiary must apply for a User Account Access Code with the appropriate rights, in order to submit the proposal.

The system has four levels of user access rights:

- Read Only: the user can only read what other users have entered in the system;
- Entry: the user can read and enter data in the system. The user can by default read all proposals entered in the MIS by all users that belong to the same body code as him;
- Submission of Progress Reports: the user can read, enter data in the system and submit the progress reports if and when the proposal is approved by the MA;
- Submission of a new Proposal: the user can read, enter data in the system, can submit the progress reports, if and when the proposal is approved by the MA, and submit the new project proposal to the MA.

It is strongly recommended for Lead Beneficiaries to request¹ at least two separate accounts with different level of access rights:

- one with access right of: "Submission of a new proposal- Υποβολή αἰτησης χρηματοδότησης ΤΔΠ" and
- one with access right of: "Submission of progress reports/Υποβολή δελτίων" or "Entry/Καταχώρηση", in order to guarantee the level of correctness and security of the submitted proposals.

In order to achieve the above user structure, at least two users of the same body code apply for two separate account access. The two levels of the users can be described as:

- *High level SUBMISSION*: The user/users of this level have access to all proposals of the body , they supervise and take the final decision and can submit them;
- Low level ENTRY: These users can create and work their own proposals without submission rights.

For universities or big scale entities, it is recommended to request multiple Read – Entry rights (*Low level ENTRY*) users for different internal departments, in order to work on separate proposals and only a few users with "Submission of a new Proposal" (*High level SUBMISSION*) rights user/s.

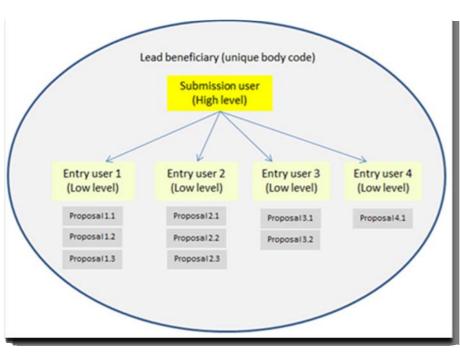
Please have in mind that all users that belong to the same body (have the same body code) are able to see all proposals that have been submitted by their body (even if, in the case of Universities, belong to different departments).

In order for the users to have access only to the proposals of their own department, they have to state in the User Account Access Form the following:

 The user must have access only to the proposals that are created by him / her. In that case, the user can only see the proposals that have been created by him / her. Only the high Level user of the body will be able to see all proposals created by all users belonging to his body.

User guide for completing an application form on the MIS, Version 1.4

¹ Concerns the form "Application form for user login", which is in the appendix of "User guide for completing the electronic application form".





2.1 Greek language Users

Electronically submitting a proposal is done through the page http://logon.mnec.gr

| EMMERIA AMMORPATIA YTIOYPTEIO OIKONOMIAE, AMARTIYEHE & TOYPIEMOY | | | Council of Fuery International Advancement on Exceedence Tourism |
|--|---|--|--|
| | Ολοκληρωμένο Πληροφοριακό Σύστημα | Αναγνωριστικό: Συνθηματικό: Εισαγωγή | |
| | Εγγραφή Χρι ΕΣΠΑ 2 | | |

On the displayed screen (Picture 6), the user selects the key: "Εγγραφή Χρήστη Δικαιούχου EΣΠΑ 2014-2020», in order to acquire a User Account code.

Cooperation Programme Interreg V-A Greece-Bulgaria 2014-2020

| EMANNEH AMUKRATIA YITOYPEIO OKKONOMIAI, ANAITIYEHI & TOYPIEMOY | | | Expansion Expansion in tradeous basis |
|--|---|--|--|
| | Ολοκληρωμένο Πληροφοριακό Σύστημα | Αναγνωριστικό: Συνθηματικό: Εισαγωγή | |
| | Εγγραφή Χρή ΕΣΠΑ 2 | | |

The user is then redirected to the screen (Picture 7). The Managing Authority that the user needs to apply for is "EYA T Ω N EΠΙΧΕΙΡΗΣΙΑΚ Ω N ΠΡΟΓΡΑΜΜΑΤ Ω N TOY ΣΤΟΧΟΥ ΕΥΡΩΠΑΪΚΗ ΕΔΑΦΙΚΗ ΣΥΝΕΡΓΑΣΙΑ" MANAGING AUTHORITY OF THE OPERATIONAL PROGRAMMES OF THE OBJECTIVE 'EUROPEAN TERRITORIAL COOPERATION.

| Δημιουργία Λογαριασμού | | | | | ανάπτυξη εργασία αλληλ |
|---|---|---|--------------------|----------------------------|-------------------------|
| αιμουργια χογαριασμου | | | | | |
| | | | | Εκτύπωση & Υ | 'ποβολή 🞧 Καθαρι |
| | Αίτηση Δημιουργίας Νέου Κω | δικού Χρήστη Δικαι | <u>oùxou</u> | | |
| | πευθύνεται σε δυνητικούς ΔΙΚΑΙΟΥΧ ν συμπλήρωση της αίτησης παρακαλού | | | ; <u>εδώ</u> | |
| ρος φορέα διαχείρισης* | | | | | |
| 🗐 Ε.Υ.Δ. Ε.Π. ΜΕΤΑΡΡΥΘΜΙΣΗ ΔΗΜΟΣΙΟΥ ΤΟΜΕΑ | | | | | * |
| 🗐 Ε.Υ.Δ. Ε.Π. "ΥΠΟΔΟΜΕΣ ΜΕΤΑΦΟΡΩΝ, ΠΕΡΙΒΑΛΛΟ | ΟΝ & ΑΕΙΦΟΡΟΣ ΑΝΑΠΤΥΞΗ" | | | | |
| | , ΕΚΠΑΙΔΕΤ2Η & ΔΙΛ ΒΙΟΥ ΜΑΘΗΣΗΣ | | | | |
| 🖉 ΕΥΔ ΤΩΝ ΕΠΙΧΕΙΡΗΣΙΑΚΩΝ ΠΡΟΓΡΑΜΜΑΤΩΝ ΤΟΥ | ΣΤΟΧΟΥ ΕΥΡΩΠΑΪΚΗ ΕΔΑΦΙΚΗ ΣΥΝΙ | ΕΡΓΑΣΙΑ | | | |
| | AS & OPAKHS | | | | |
| Ε.Υ.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΑΝΑΤΟΛΙΚΗΣ ΜΑΚΕΔΟΝ | | | | | |
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| Ε.Υ.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΚΕΝΤΡΙΚΗΣ ΜΑΚΕΔΟΝΙΑ | | | | | |
| Ε.Υ.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΑΝΑΤΟΛΙΚΗΣ ΜΑΚΕΔΟΝΙ Ε.Υ.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΚΕΝΤΡΙΚΗΣ ΜΑΚΕΔΟΝΙΑ Ε.Υ.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΔΥΤΙΚΗΣ ΜΑΚΕΔΟΝΙΑΣ | | | | | - |
| Ξ.Υ.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΚΕΝΤΡΙΚΗΣ ΜΑΚΕΔΟΝΙΑ | | | | | ₹. |
| Ξ Ε.ΥΔ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΚΕΝΤΡΙΚΗΣ ΜΑΚΕΔΟΝΙΑ Ε.ΥΔ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΔΥΤΙΚΗΣ ΜΑΚΕΔΟΝΙΑΣ ομοδιότητες Χρήστη | | 🔲 Υποβολή Αίτησης > | (ρηματοδότησης 🗐 | Απογραφικό Δε | τ. |
| Ξ Ε.ΥΔ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΚΕΝΤΡΙΚΗΣ ΜΑΚΕΔΟΝΙΑ Ε.ΥΔ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΔΥΤΙΚΗΣ ΜΑΚΕΔΟΝΙΑΣ ομοδιότητες Χρήστη | Ζ. | 🔲 Υποβολή Αίτησης Χ | (ρηματοδότησης 📄 | Απογραφικό Δε | τ. λτίο Συμμετεχόντω |
| Ε.Υ.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΚΕΝΤΡΙΚΗΣ ΜΑΚΕΔΟΝΙΑ Ε.Υ.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΔΥΤΙΚΗΣ ΜΑΚΕΔΟΝΙΑΣ ομοδιότητες Χρήστη Μόνο Ανάγνωση Συμπλήρωση | Ζ. | Υποβολή Αἰτησης > | (ρηματοδότησης 🔲 | Απογραφικό Δε | ελτίο Συμμετεχόντω |
| Ε.Υ.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΚΕΝΤΡΙΚΗΣ ΜΑΚΕΔΟΝΙΑ Ε.Υ.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΔΥΤΙΚΗΣ ΜΑΚΕΔΟΝΙΑΣ μοδιότητες Χρήστη Μόνο Ανάγνωση οιχεία Αιτούντος οιώνυμο* | Ζ. | | ερηματοδότησης | Απογραφικό Δε | ελτίο Συμμετεχόντω |
| Ε.Υ.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΚΕΝΤΡΙΚΗΣ ΜΑΚΕΔΟΝΙΑ Ε.Υ.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΔΥΤΙΚΗΣ ΜΑΚΕΔΟΝΙΑΣ μοδιότητες Χρήστη Μόνο Ανάγνωση Συμπλήρωση μοχεία Απούντος ιώνυμο* εύθυνση (Οδός, Αριθμός) | Ζ. | | (ρηματοδότησης | Ι Απογραφικό Δε | ελτίο Συμμετεχόντω |
| E.YΔ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΚΕΝΤΡΙΚΗΣ ΜΑΚΕΔΟΝΙΑ E.YΔ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΔΥΤΙΚΗΣ ΜΑΚΕΔΟΝΙΑΣ μοδιότητες Χρήστη Μάνο Ανάγνωση Συμπλήρωση μοζιά Αιτούντος ώνυμο* εύθυνση (Οδός, Αριθμός) Δ. | Ζ. | 'Ονομσ* | (ρηματοδότησης | Απογραφικό Δε | ελτίο Συμμετεχόντω |
| E.Y.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΚΕΝΤΡΙΚΗΣ ΜΑΚΕΔΟΝΙΑ E.Y.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΔΥΤΙΚΗΣ ΜΑΚΕΔΟΝΙΑΣ μοδιότητες Χρήστη Mόνο Ανάγνωση Συμπλήρωση ingeia Απούντος inávuμο* εύθυνση (Οδός, Αριθμός) jλέφωνο* | Ζ. | 'Ονομα* Ταχ. Κώδικας | (ρηματοδότησης | ^Ι Απογραφικό Δε | ελτίο Συμμετεχόντω |
| Ε.Υ.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΚΕΝΤΡΙΚΗΣ ΜΑΚΕΔΟΝΙΑ Ε.Υ.Δ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΔΥΤΙΚΗΣ ΜΑΚΕΔΟΝΙΑΣ μοδιότητες Χρήστη Μόνο Ανάγνωση Συμπλήρωση οιχεία Αιτούντος | Ζ. | 'Ονομα* Ταχ. Κώδικας Φοξ | (ρηματοδότησης | ^Ι Απογραφικό Δε | ελτίο Συμμετεχόντω |
| E.YΔ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΚΕΝΤΡΙΚΗΣ ΜΑΚΕΔΟΝΙΑ E.YΔ. Ε.Π. ΠΕΡΙΦΕΡΕΙΑΣ ΔΥΤΙΚΗΣ ΜΑΚΕΔΟΝΙΑΣ μοδιότητες Χρήστη Mόνο Ανάγνωση Συμπλήρωση move εύθυνση (Οδός, Αριθμός) sλη mail* mail* | Ζ. | 'Ονομα* Ταχ. Κώδικας Φαξ Θέση στον Φορέα | (ρηματοδότησης | Ι Απογραφικό Δε | ελτίο Συμμετεχόντω |

Picture 6



The user needs to complete as least the fields marked with the red asterisk. <u>If</u> the Body Code/ $K\omega\delta$ ikóc ϕ opća is not filled in, a user account can be created but not activated. A print out of the form shown in Picture 8 should be signed and stamped, scanned and sent to the Managing Authority via email to the following account jts_grbg@mou.gr.

User guide for completing an application form on the MIS, Version 1.4

The body code is found via the search box or on the attached list of bodies/beneficiaries. If it is not found in the system, the user must follow the instructions described in Chapter 1. How to obtain a body code, in order to obtain a body/beneficiary code.

2.2 English language - users

To acquire a User Account code, it is necessary to complete the following form (annex 2) (Picture 8).

| 1-17 | | | 10 12 | |
|---|---------------------------|----------------------------------|------------------------------|----------|
| NEW-PA | SSWORD-APP | UCATION-FOR-BENEFICIAR | IES | • |
| TO-MANAGEMENT-BODY:* | 1100104-I Programm | Meneging-Authority-d-Euro esx | pean-Territorial Cooperation | * |
| | PASSWOR | ¶ D-APPLICANT-DATA¶ | | |
| APPLICATION-S/N= | | - | | * |
| APPLICATION-DATE= | | = | | |
| USERNAME= | | - | | |
| SURNAME= | | - | | |
| NAME= | | - | | |
| ADDRESS= | | 8 | | |
| | | - | | |
| POSTAL-CODE= | | = | | |
| FAX= | | - | | z |
| E-MAIL= | | - | | |
| POSITION-(UNIT)= | | - | | z |
| ID/PASSPORT-NO.= | | - | | * |
| ISSUING-AUTHORITY/ISSUANCE-DA | TEo | = | | - |
| BENEFICIARY-NAME= | | - | | * |
| BENEFICIARY-CODE= | | - | | * |
| | ACC | ¶ ESS-RIGHTS¶ | | |
| READ-ONLYX X ENTRYX X | APPLICATION SUBMISSION | | | * * |
| | REMARKS/CO | DMMENTS | | |
| 1 | | | | |
| ļ | | | | |
| It is-hereby-authorized toto-her NSRF-Applications-Menagement-2014- the aforementioned access-rights.¶ = | | | | |
| 1 | | | | |
| DATE:11 11 11 11 | | | DATE-1 1 1 | • |
| i 1 | | ТН | E-APPLICANT¶ | |
| FOR-THE-MÄNAGEMENT- B | ODY≊ | | 1 | - |
| | | | | • |
| , | | | | |
| | | | | |
| | | | | |



The user needs to complete as least the fields marked with the red asterisk. If the Body Code/ Κωδικός Φορέα is not filled in a user account can be created but not activated. A print out of the word document should be signed and stamped, scanned and sent to the Managing Authority via email to the following account jts_grbg@mou.gr as a pdf file along with the word

document.

Particular attention should be given to the following points:

- If the proposed 5-8 digit username requested by the potential user is already taken or not acceptable by the systems specifications, it may be partly modified by the MA.
- User credentials are strictly personal. They should not be given or shared with • anvbodv.
- The application for user account form needs to be:

on the left hand side - stamped with the official body stamp, signed by the legal representative of the body (signature and name);

on the right hand side - signed by the applicant below the printed name.

If the user forgets their password, this can be retrieved by visiting the following link: • http://esub.mnec.gr/services/pages/resetpwd.html



Applicants should submit their application for user account form at least fifteen (15) calendar days before the call's deadline, so that there is enough time to complete all required procedures in time.



The required files (word and scanned pdf) shall be sent by e-mail to: jts_grbg@mou.gr. In case of non-response to a submitted form within 10 calendar days, it is recommended to send a reminder.

3. Electronic submission

3.1 Use of the MIS NSRF 2014-2020



During the electronic submission it is recommended not to use Explorer as a browser. English version of CHROME, Firefox and Opera are highly recommended.

Access to the system is done via the page <u>http://logon.mnec.gr.</u>



If there is any problem entering the system, security filters constraints and proxy problems should be checked. PopUp blocks should be deactivated.

The user selects the English Version of the system by pressing on the English

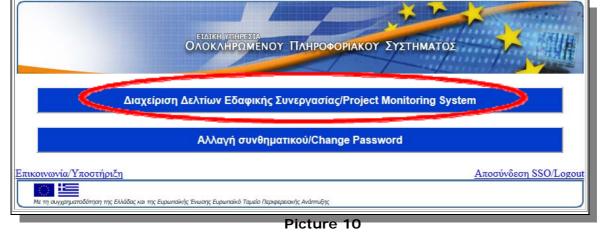
flag (Picture 9).

| EVENNEH AMBORATA | Ολοκληρωμένο | Αναγνωριστικό: |
|------------------------|-----------------------|--|
| YTOYFEEO OIKONOMIAI, | Πληροφοριακό | Συνθηματικό: |
| ANAITIYEHE A TOYFIEMOY | Σύστημα | Εισσγωγή |
| | Εγγραφή Χρή ΕΣΠΑ.2 | απ Δικαιούχου 1014-2020 Βληροφορίες Δνάκτηση Συνθηματικού Picture 8 |

The user enters his credentials in the corresponding fields (*username* and *password*) and presses the "*Login"* button. (Picture 10). If the user has not been granted with system credentials, he must follow the relevant instructions on how to get a Login in Chapter 2. How to obtain a user account.

| Monitoring | Username: |
|-------------|--|
| Information | Paserrondi |
| System | Login |
| | Instructions and useful information Forgot your password ? Picture 9 |

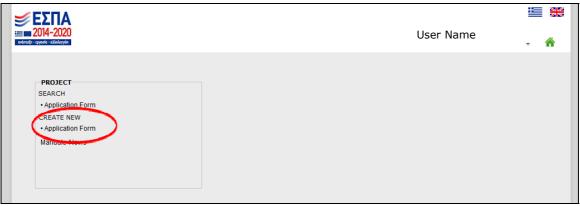
After logging in, the user selects "Project Monitoring System" (Picture 11).



User guide for completing an application form on the MIS, Version 1.4

3.2 Electronically Creating a Project Proposal

To create a new Project Proposal, the user shall select the option Create New \rightarrow Application Form (Picture 12).



Picture 11

The user must select the Call in which he wishes to apply for through the search box "Call ID" (Picture 13). In that list only **Open Calls** are listed.

| Favorites Tools Help | | | | |
|---|---------------------------|-------------------|--------------------|---|
| EΣΠΑ 2014-2020 ανάτειζη - εγγράτει αλλάλγγγάτ | εγά των επιχειρ | ηΣΙΑΚΩΝ ΠΡΟΓ | ραμμάτων το | User Name 📰 🕮 |
| (| Create an Application Fo | orm | | × |
| PROJECT | New Project Proposal - A | polication Form | | |
| Application Form | Call ID: | | | |
| CREATE NEW Application Form | Project Proposal Title: | Αναζήτηση: % | | Q. |
| Manuals-News | Modification/ Update of a | ΑΑ Πρόσκλησης | Κωδικός | Τήλος |
| | | 1957 | B3 | 3rd CALL FOR PROPOSALS: RESTRICTED CALL FOR STRATEGIC PROJECT PROPOSAL UNDER PRIC AXIS 2 - Investment Priority 5b INTERREG V-A GREECE - BULGARIA 2014-2020 COOPERATION PROGRAMME CO-FINANCED BY THE EUROPEAN REGIONAL DEVELOPMENT FUND (ERDF) |
| | | 1720 | FO | Technical Assistance INTERREG IPA CBC PROGRAMME "GREECE - THE FORMER YUGOSLAV REPUBL OF MACEDONIA 2014-2020" |
| | | 1666 | 10 | CALL FOR TECHNICAL ASSISTANCE OF THE ETC PROGRAMME INTERREG V-A GREECE - ITALY 201- 2020 |
| | | 1701 | н | 1st CALL FOR ORDINARY PROJECT PROPOSALS Cooperation Programme Interreg V/A Greece-Italy (EL- 2014-2020 Co-financed by the European Regional Development Fund (ERDF) |
| | | 1708 | 11.1 | 1st CALL FOR ORDINARY PROJECT PROPOSALS - PA 1: Innovation and Competitiveness Cooperation Programme Interrey V/A Greece-Italy (EL-IT) 2014-2020 Co-financed by the European Regional Development Fund (ERDF) |
| | | H 4 2 | /4 H | [6-1] |
| | | | | |
| | c | opyright © 2014 – | 2020 Ministry of I | Economy, Development and Tourism |
| | | Co-financed I | by Greece and the | a European Union |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | X- D 0 | | | EN , P/ 553 |



Several calls of several Programmes could be up and running and will be displayed as the search list. Please be careful while selecting the one in which you would like to apply for.

For submitting a new proposal, the user needs to select the first radio button "New Project Proposal – Application Form" and to fill in the field "Project Proposal Title" and press the OK button. (Picture 14).

| | Cooperation Programme Interreg V-A Greece-Bulgaria 2014-2020 | | | |
|---|--|-----------|--|--|
| | | User Name | | |
| PROJECT SEARCH • Application Form CREATE NEW • Application Form Manuals-News | Create an Application Form New Project Proposal - Application Form Call ID: Project Proposal Title: PROPOSAL TITLE Modification/ Update of Company Company OK Cancel | | | |

Picture 13

By pressing the OK button, the system will dedicate to the project proposal an MIS Code.



The title can be edited also in later stages up until the Proposal is submitted to the MA.

3.3 The Project Proposal screens

There are five different Sections that need to be filled in while electronically submitting a project proposal (Picture 15 - 16).

- A. Project Identification
- B. Detail Description
- C. Partnership
- D. Budget
- E. Indicators



While being redirect to the following screen, it is advised to save once again, in order for the system to secure the MIS Code of the Project Proposal.

| Ξ 2014-2020 srientfit: 2014/2020 | User Name |
|--|-------------------------|
| Application Form 1.0 | 🔚 🖉 Attachments (0) 🚊 🗸 |
| Project: () | ABCDE 💉 |
| A. Project Identification | |
| B. Detail Description | |
| ▶ C. Partnership | |
| D. Budget | |
| ▶ E. Indicators | |

Picture 15

| zonimulin - spyserie - aktiologydin | | User Na | me | <mark>8</mark> -₩ < | |
|-------------------------------------|-------------------------------|---------|-------|---------------------|-----------------|
| Application Form 1.0 | | | | 1 Attac | chments (0) 💼 👻 |
| Project () | Information message | × | ABCDE | ♦ | * |
| A. Project Identification | Action successfully completed | | | | |
| B. Detail Description | Action successfully completed | | | | |
| C. Partnership | ОК | | | | |
| D. Budget | | | | | |

Picture 16



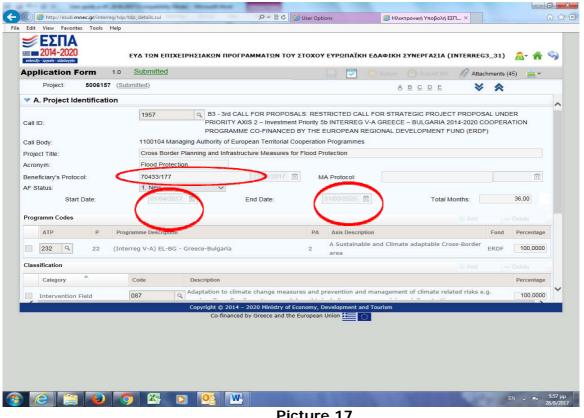
It is advised to save often while entering data to the system, in order to avoid losing any data.

3.4 A. Project identification

Section A. 'Project identification'

Acronym: An acronym for the Project Proposal is obligatory

Start Date - End date: the user can enter any reasonable start date and end date provided that the total period will not exceeds 36 months (Picture 17)



Picture 17

Section A. "Programme Code"

The ATP and the priority axis need to be added by pressing the green add "+" sign. As each project proposal belongs to only one priority, axis the percentage must be 100% (Picture 18).

Cooperation Programme Interreg V-A Greece-Bulgaria 2014-2020

| 🔻 A. Pro | oject Ide | | | | | | | ABCE |) <u>E</u> | × ∞ | |
|---------------------------|-------------|------------|----------------------|---|---|-----------------------|--|---|------------------|----------|------------|
| | | ntificatio | on | | | | | | | | |
| Call ID: Call Body: | | | | PRIORITY PROGRAM naging Authority of Eu | ALL FOR PROPOSAL AXIS 2 – Investment P IME CO-FINANCED B uropean Territorial Coo | Priority 5 Y THE I | b INTERREG V-A EUROPEAN REG n Programmes | GREECE - BULG | ARIA 2014-202 | O COOPER | |
| Project Title Acronym: | le: | | Flood Protein | - | tructure Measures for F | Flood Pi | rotection | | | | |
| Beneficiary | | - 1. | 70433/177 | Luon | 22/02/2017 前 | | A Protocol: | | | | [21] |
| AF Status: | y s Flotoci | | 1. New | ~ | | N. | A FIOLOCOL | | | | |
| | Start | Date: | 01/04/20 | 17 菌 | End Date: | | 31/03/2020 💼 | | Total Morris: | | 36,00 |
| Programm | Codes | | | | | | | | - Ad | id - | Delet |
| АТР | | р | Programme Descriptio | n | | PA | Axis Description | | | Fund | Percentage |
| 232 | ٩ | 22 | (Interreg V-A) EL-BC | 6 - Greece-Bulgaria | | 2 | A Sustainable a area | and Climate adapta | ble Cross-Bo | ERDF | 100,0000 |
| Classificati | tion | | | | | | | | | ld - | |
| Cate | gory | ^ | Code | Description | | | | | | | Percentage |
| Inter | vention F | ield | 087 | Q Adaptation to clin | mate change measure | s and p | prevention and m | anagement of clim | ate related risk | cs e.g. | 100.0000 |
| Inter | Vendon I | iciu | | | 4 – 2020 Ministry of Eco | nomy, E | Development and T | ourism | | | |
| | | | | | ed by Greece and the Eu | | the second s | and the second se | | | |



Wherever there is a Percentage Colum, the user must fill it in in such a way that the sum of this column adds up to 100%.

Section A. "Classification"

The user must delete the *Intervention Fields* that are not related to the project by marking the field, choosing '*delete'* and then '*save'*. It is possible to delete multiple rows at once and then save (Picture 19).

The user preserves the Intervention Field that is more appropriate to the project proposal and fills 100% in the Percentage cell.

In the same way, using the keys *add* and *delete*, the user selects the '*Investment priority'* and '*specific objective'* and adds 100% in the Percentage cell for his selections. It is also obligatory to complete the territory type by adding 100% in the Percentage cell.

It is strongly advised for users to take into consideration the *intervention logic* of the Programme.

'*Section A.* "*Brief Project Summary'*: A brief Description of the project Proposal is obligatory. The maximum number of characters in this field is 3000. (Using the *Chrome* browser, the size of the field may be modified, in order for the full text to appear.)

| | ESTIA 2014-2020 (http://doi.org/10.100/0010000000000000000000000000000 | | User Name | 8-* 🕯 🥱 |
|------|---|-------|---|------------|
| App | lication Form 1.0 | | Attachments | s (0) 💻 🔻 |
| | Project: () | | ABCDE 💉 🔦 | \sim |
| Clas | sification | | + Add | - Delete |
| | Category | Code | Description | Portentage |
| | Intervention Field | 062 9 | Technology transfer and university-enterprise cooperation primarily benefiting SMEs | |
| | Intervention Field | 063 9 | Cluster support and business networks primarily benefiting SMEs | |
| | Intervention Field | 064 9 | Research and innovation processes in SMEs (including voucher schemes, process, design, service and social innovation) | |
| | Intervention Field | 066 9 | Advanced support services for SMEs and groups of SMEs (including management, marketing and design services) | |
| | Intervention Field | 067 9 | SME business development, support to entrepreneurship and incubation (including support to spin offs and spin outs) | |
| | Intervention Field | 069 9 | Support to environmentally-friendly production processes and resource efficiency in SMEs | |
| 100 | Intervention Field | 072 9 | Business infrastructure for SMEs (including industrial parks and sites) | |
| | Intervention Field | 077 9 | Development and promotion of cultural and creative services in or for SMEs | |
| | Intervention Field | 089 9 | Rehabilitation of industrial sites and contaminated land | |
| | Investment Priority | 1b q | Promoting business investment in R&I, developing links and synergies between enterprises, research and development centres and the higher education sector, in particular promoting investment | |
| H | 1 /2 • • | | | [1-10/14] |

Picture 19

When all selections are made correctly, the Classification Section should look like Picture 20:

| | | (Submitted) Programme Description | PA Axis Description A B C D E Fund | Percentage |
|------|----------------------|-----------------------------------|--|------------|
| | 232 9 22 (| Interreg V-A) EL-BG - | Greece-Bulgaria 2 A Sustainable and Climate adaptable Cross-Border area ERDF | 100,0000 |
| Clas | sification | | | |
| | Category | Code | Description | Percentage |
| | Intervention Field | 087 Q | Adaptation to climate change measures and prevention and management of climate related risks e.g. erosion, fires, flooding, storms and drought, including awareness raising, civil protection | 100,0000 |
| | Investment Priority | 5b Q | Promoting investment to address specific risks, ensuring disaster resilience and developing disaster management systems | 100,0000 |
| | Specific Objective | 22-2-3 Q | To improve CB cooperation on flood risk management plans at river basin level. | |
| | Territory Type | 07 9 | Not applicable | 100,0000 |
| | . Detail Description | respect national bound | artes and can have significant negative impact on local population, the economy and the environment. "Flood | ~ |
| ▶ C. | . Partnership | | | |
| - | . Budget | | | |
| ▶ E. | Indicators | | | |
| | | | Copyright © 2014 – 2020 Ministry of Economy, Development and Tourism Co-financed by Greece and the European Union | |
| | | | | |
| | | | | |

3.5 B. Detail Description

Section B. 'Work Packages'

The Work Packages (WP) of the project proposal can be added by pressing the green add "+" sign. (Picture 21)

| В. | Detail Des | scription | | | | | |
|------|------------|--------------|------|----------------|-------|--------|------------|
| Wor | k Package | | | | | - Add | 🛥 Delete |
| | WP SN | 1 | | WP Description | Start | Stop | Cost |
| | | | | | | Total: | 0,0 |
| Loca | ation: | | | | | 🕂 Add | - Delete |
| | Prefecture | Municipality | Code | Description | | | Percentage |

Picture 16

According to the Project Application Guidelines and the Detail Description, *Work Packages* (WP) 1, 2 and 6 have default titles, shown in the following table:

| WP | Description |
|----|---|
| 1 | Management costs |
| 2 | Information and Publicity |
| 6 | Activities Outside of the eligible area |

WP 6 is dedicated **exclusively** to activities outside the eligible area and will be used only if it is necessary.

An indicative example of filling in the Work Package Section is displayed in Picture 22.

| pplic | ation Fo | rm 1.0 | Submitte | ed | | | | AA 🖉 Attachmer | nts (45) 📥 🖛 | |
|---------|---------------|------------|-----------|------------------------------------|--|-----------------------|------------------|----------------|--------------|---|
| Pi | oject: | 5006157 (S | ubmitted) | | | | ABCDE | * * | Attachments | |
| Inv | estment Pri | ority | ac | management system | s. | - | | | 100,0000 | |
| Spe | ecific Object | ive | 22-2-3 | Q To improve CB coope | ration on flood risk ma | nagement plans at r | ver basin level. | | | ſ |
| Ter | ritory Type | | 07 | Q Not applicable | | | | | 100,0000 | |
| B. De | tail Descri | iption | | | | | | | | |
| Nork Pa | ackage | | | | | | | | | |
| | WP SN | | | WP Descript | ion | | Start | Stop | Cost | |
| | | 1 | | | | Management Costs | 01/04/2017 🛱 | 31/03/2020 🛱 | 349.438,90 | |
| | | 2 | | | In | formation & Publicity | 01/04/2017 💼 | 31/03/2020 🛱 | 68.967,10 | |
| | | 3 | | Integrated Infrastructure measured | ures flood protection for | River Strouma/Strym | 01/04/2017 | 30/09/2019 🗰 | 4.500.134,00 | |
| | | 4 | | Integrated infrastructure measu | ures flood Protection for | | 01/04/2017 | 30/09/2019 🛍 | 6.497.280,00 | |
| | | 5 | | | | Impact assessment | 01/10/2019 🛅 | 31/03/2020 🗰 | 84.140,00 | |
| | | | | | | | | | Total: 1 | |
| Locatio | n: | | | | | | | - Add | Delete | |
| | | | | | 020 Ministry of Economy, Greece and the Europea | | nsm | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Section B. "Location'

In the Location section, all geographical areas at a Regional Unit level that are involved in the project proposal are displayed and the user must complete the percentage field (*Picture 23*).

Control Contro 🧭 Ηλεκτρονική Υποβολή ΕΣΠ... 🗙 🥑 ΕΣΠΑ 2014-2020 εγδ των επιχειρησιακών προγραμματών του στοχού ευρωπαϊκή εδαφική συνεργασία (interreg3_31) 🛛 🖧 🖌 🥎 Application Form 1.0 Submitted Attachments (45) 4.500.134,00 Project: 5006157 (Submitted) ABCDE ≽ 3 Integrated Intrastructure measures flood protection for River Strouma/Strym 2017 国 2017 団 Integrated infrastructure measures flood Protection for River Maritza/Evros/. /2019 🕅 6.497.280,00 4 01/10/2019 🛱 3/2020 🟛 84.140,00 5 Impact assessment Total: 1 Location: Prefecture Municipality Code Description Percentage Yugozapaden - Blagoevgrad 1141 1144 1144 6,9900 Eastern Macedonia and Thrace - Evros Vuzhen tsentralen - Kardzhali -4 4 3 1147 1152 1152 9 6000 1147 1151 1151 Yuzhen tsentralen - Smolyan 1147 1151 1149 Yuzhen tsentralen - Haskovo 1147 1149 1149 Yuzhen tsentralen - Haskovo 11,3400 9.0600 9 15 15 Q Central Macedonia - Serres 34,4200 Total: 100,0000 V C. Partnership D. Budget E. Indicators 🕘 (2) 📇 😜 🐬 🖄 💽 💽

Cooperation Programme Interreg V-A Greece-Bulgaria 2014-2020

Picture 18

Additionally, by using *the* green add "+" sign and the *search box*, the user may find and add a geographical area that was not initially displayed. All geographical areas that are declared as eligible in the corresponding call will be listed (Picture 24).

| Application Form | 1.0 Under Submis | sion | | Subr | it 10 Attach | iments (0) 🗮 👻 | |
|--|--|--|------------|--|--------------|----------------|---|
| Project: 50013 | 77 (<u>Draft</u>) | | | BCDE | * | * | |
| A. Project Identificati | ion | | | | | | ~ |
| B. Detail Description | | | | | | | |
| Work Package | | | | | 💠 Add | | |
| WP SN | | WP Description | | Start | Stop | Cost | |
| | | | | | 2 | Total: J | |
| Location: | | | | | + Add | - Delete | |
| | | | | | - Add | Percentage | |
| Prefecture Municipa | ality Code Descrip | tion | | | | % | |
| 3 | 7 7 Q Anatolik | i Makedonia, Thraki - Drama - | | | | | |
| | | i Makeuonia, iniaki - Diania - | | | | 25,0000 | |
| | | rmakeuoma, rmaki - Diama - | | | | 25,0000 | |
| | | | | | | 25,0000 | ~ |
| | | | Κωδ. Νομού | Νομός | | 25,0000 | ^ |
| C. Partnership | Αναζήτηση: % Κωδ. Περιφέρειος | Q | Κωδ. Νομού | Νομός | | 25,000 | ^ |
| ▼ C. Partnership ▼ D. Budget | Αναζήτηση: % Κωδ. Περιφέρειας 3 | Περιφέρεισ | Κω5. Νομού | Νομός Drame Evros | > | 25,0000 | ^ |
| C. Partnership D. Budget E. Indicators | Αναζήτηση: % Κωδ. Περιφέρειας 3 3 3 | ဖြ _စ Περιφέραιο Anatoliki Makedonia, Thraki | ć | Dremo | > | 25,0000 | ^ |
| C. Partnership D. Budget E. Indicators | Αναζήτηση: % Κωδ. Περιφέρειος 3 3 3 | Repejeoo Anatoliki Makedonia, Thraki Anatoliki Makedonia, Thraki | ¢ | Dreme Evros | > | 25,0000 | ^ |
| C. Partnership D. Budget E. Indicators | Αναζήτηση; % Αναζήτηση; % Κωδ. Περιφέρους 3 3 3 3 3 | Repeipeo Anatoliki Makedonia, Thraki Anatoliki Makedonia, Thraki Anatoliki Makedonia, Thraki | ¢ | Drama Evros Kavala | > | 25,0000 | ^ |
| C. Partnership D. Budget E. Indicators | Αναζήτηση % Κωδ. Περιφέρειος 3 3 3 3 3 3 3 | Repeipeo Anatoliki Makedonia, Thraki Anatoliki Makedonia, Thraki Anatoliki Makedonia, Thraki Anatoliki Makedonia, Thraki | Ċ | Evros Evros Kavala Rodopi | > | 25,0000 | ^ |
| C. Partnership D. Budget E. Indicators | Αναζήτηση % Κωδ. Περιφέρειος 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 | Reperiora Anatoliki Makedonia, Thraki Anatoliki Makedonia, Thraki Anatoliki Makedonia, Thraki Anatoliki Makedonia, Thraki Anatoliki Makedonia, Thraki | | Evros Evros Kavala Rodopi Xanthi | > | 25,0000 | ^ |
| C. Partnership D. Budget E. Indicators | Αναζήτηση % Κωδ. Περιφέρεις 3 3 3 3 3 3 9 9 | Reperipton Anatoliki Makedonia, Thraki Anatoliki Makedonia, Thraki Anatoliki Makedonia, Thraki Anatoliki Makedonia, Thraki Kentriki Makedonia | 11 | Evros Evros Kavala Rodopi Xanthi Serres | > | 25,0000 | ^ |
| C. Partnership D. Budget E. Indicators Indicators | Αναζήτηση % Κωδ. Περιφέρεις 3 3 3 3 3 3 9 9 1141 | Reperipton Anatoliki Makedonia, Thraki Anatoliki Makedonia, Thraki Anatoliki Makedonia, Thraki Anatoliki Makedonia, Thraki Kentriki Makedonia Kentriki Makedonia | 11 | Dramo Evros Kavala Rodopi Xanthi Serres Thessaloniki | > | 25,0000 | ^ |

Picture 19



The respective participation rate (percentage) can be changed (updated) in Section C. Partnership.

3.6 C. Partnership

Section C. "Partnership"

By using the green add "+" sign and using the *search box,* the user may find and add all beneficiaries *that take part in the project proposal* (Picture 25).

| Project: 5006157 (Submitted) A. Project Identification B. Detail Description C. Partnership Lead Beneficiary Lead Beneficiary Beneficiary 2010002 - null Beneficiary 40402107 - null | A B C D E 🛛 🛠 |
|--|-------------------------------------|
| B. Detail Description C. Partnership Role Beneficiary Lead Beneficiary 2010002 - null Beneficiary 2010001 - null | Contact Person |
| C. Partnership Role Beneficiary 2010002 - null Beneficiary 2010001 - null | Contact Person |
| Role Beneficiary Lead Beneficiary 2010002 - null Beneficiary 2010001 - null | Contact Person |
| Lead Beneficiary 2010002 - null Beneficiary 2010001 - null | |
| Beneficiary 2010001 - null | Michailidis Konstantinos |
| | |
| Beneficiary 40402107 - null | Mavraki Christina 🚺 |
| | Evangelia Repa |
| Beneficiary 98000062 - Regional Administra | ration of Bl Stiliyana Erdelska 🕕 🚺 |
| Beneficiary 98000025 - District Administrat | tion of Ha Zhelyazko Kolev 🕕 |
| K 4 1 /2 F K | [1- |
| D. Budget | |
| E. Indicators | |

Picture 25

By pressing the green add "+" sign, the following form appears (Picture 26)

| | | | Summer /// Attac | hments (0) 😑 📼 |
|--|------------------------|-------------|----------------------|----------------|
| dd/ Edit Beneficiary | | | | |
| Beneficiary's SN * Role: Lead Beneficia • | * Beneficiary Code: | ٩ | | |
| Contact Person for the project: | | | | |
| Project Manager | | | | |
| Financial Manager: | | | | |
| National Counterpart Type: | | | | |
| Bank Details of Lead Beneficiary: | | | | |
| Dank Details (Name,Address,PO,Town, Country): | | | | |
| IBAN: | | SWIFT Code: | | |
| | | | | |
| Holder of Account: | | | | |
| Holder of Account: | | | + Add | - Delete |
| | ID Del. | Deliverable | Add Cost Category | La constante |
| | ID Del. | Deliverable | | |
| Deliverables | ID Del. | | Cost Category | Cos Delete |

The above details must be completed for all beneficiaries. The IBAN, SWIFT Code and Holder of Account fields of the Lead Beneficiary are only related to the Lead Beneficiary and it is not compulsory at this stage.

The Deliverables that each Beneficiary will generate must be added using the button add.

A list of the Work Packages is shown at the corresponding search box, while the ID of each deliverable is entered by the user. It is recommended to use a logic row of numbers to characterize them (i.e. 1, 2, 3, etc.). For each deliverable, the user needs to select the Budget Line that is belongs to and input the exact budget of the deliverable.

When the entering of the deliverable data per Beneficiary is finished, the data file is saved by pressing the "*Accept and Close"* button (Picture 27).

| dd/ Edit Beneficiary 97 (Drat) | | | | | | |
|--|---------------------------|------------------------|----------------------|-------------------|------------------|-----------|
| leneficiary's SN: 1 * Role: | Lead Beneficia 🔻 | * Beneficiary Code: | | ٩ | | |
| Fully Recoverable VAT 🔲 | | | | | | |
| contact Person for the project: | Paolo Pertini | | | | | |
| roject Manager | Carla Muti | | | | | |
| inancial Manager: | Mario Viti | | | | | |
| lational Counterpart Type: | National Private Funding | | | | | • |
| ank Details of Lead Beneficiary: | | | | | | |
| oank Details (Name,Address,PO,To) Country): | | | | | | |
| BAN: | 1056236 | | SWIFT Code: BPBAIT3B | | | |
| folder of Account: | Domenico Tardeli | | | | | \sim |
| Deliverables | | | | | 🕂 Add | - Delete |
| ID WP W | Vorking Package | ID Del. | Del | iverable | Cost Category | Cost |
| | Management costs | 1 | | Financial reports | External Expe 👻 | 100.000,0 |
| 2 9 | Information and Publicity | 2 | | Publicity | External Expe 🔻 | 100.000,0 |
| 39 | Name of activity 3 | 3 | | action 3 Italy | Infrastructure 💌 | 200.000,0 |
| | | - | | | Total: | 400.000,0 |
| | | Accept | & Close | | | |
| | | | | | | |

The same procedure needs to be followed, in order to add all beneficiaries of the project proposal, using each time the drop down list in the field "*Role"* for selecting the appropriate role of each and every one of them (Picture 28).

| Add/ Edit Beneficiary 97 (Deab | | | | | <u>BCDE</u> | ~~~~ | ~ | × |
|---|------------|------------------------|-------------|-------------|-------------|-------------|----------|------|
| Fully Recoverable VAT 🔲 Benefici | eneficiary | * Beneficiary Code: | | ٩ | | | | |
| Project Manager Financial Manager: | | | | | | | | |
| National Counterpart Type: Bank Details of Lead Beneficiary: | | | | | | | • | |
| Dank Details of Lead Beneficiary: Dank Details (Name,Address,PO,Town, Country): | | | | | | | | |
| IBAN: Holder of Account: | | | | SWIFT Code: | | | | |
| Deliverables | | | | | | 🕂 Add | 🚥 Delete | |
| ID WP Working P | Package | ID Del. | Del | liverable | Co | st Category | Cost | |
| | | | | | | Total: | | 0,00 |
| | | Acc | ept & Close | | | | | |
| | | | Dietu | ro 29 | | | | |

Picture 28

To find the Beneficiary code, the user searches throughout the database of the MIS system by using the search box "Beneficiary Code" and typing a part of the body title (Picture 29).

| Add/ Edit Beneficiary 77 (2000) | | A E Q D E 🛛 😽 🌧 🕒 | |
|---|-----------|--|------------|
| Beneficiary's SN: 2 * Role: Beneficiary - | | * Bruenciary | |
| Fully Recoverable VAT 🗐 | Search: | | |
| Contact Person for the project: | Code | Description | |
| Project Manager | 510900 | HEADOFFICE OF PRIMARY EDUCATION OF LESVOS ISLAND GREECE | |
| Financial Manager: | 613142140 | ACADEMY OF ATHENS-HELLENIC FOLKLORE RESEARCH CENTRE | |
| National Counterpart Type: | 30605043 | ACHAIA S.A. – DEVELOPMENT AGENCY SOCIETE ANONYME LOCAL AUTHORITY | |
| Deliverables | 6213739 | ACTION FOR SOCIAL SOLIDARITY | |
| ID WP Working Package | 510901 | ADMINISTRATION OF SECONDARY EDUCATION OF CHIOS | |
| | 98000001 | Agency For Economic Development-Bansko | |
| | 90100299 | AGRICULTURAL RESEARCH COUNCIL - CRA | |
| | RA | 1 /771 🕨 🕅 | [1-7/5391] |
| | | | |
| | | | |





It is recommended to use the field *search*, in order to find the required beneficiary. At this point, all participating bodies must have a *body code*, in order to be added in the project proposal (see chapter <u>obtaining a body code</u>).

The following Picture 30 displays an indicative record of a beneficiary:

| | | | 3 V * Role: | Beneficiary 🔻 | * Bene | ficia | ry 90100283 9 Tecnopolis Science | and Technology Park | |
|------|---------|--------|-----------------|--------------------------------|---------|-------|----------------------------------|---------------------|----------|
| ener | | | | Denendrary | Code | e: | Techopolis Science a | and lechhology Park | |
| | Ful | ly Re | coverable VAT 🔲 | | | | | | |
| onta | ct Pers | ion fo | or the project: | Giannis Papadopoulos | | | | | |
| ojeo | t Man | ager | | Maria Kiriakou | | | | | |
| nan | cial Ma | inage | er: | Emmanouel Pappas | | | | | |
| tior | nal Co | unter | part Type: | National Public Funding | | | | | • |
| eliv | erable | | | | | | | 🛖 Add | - Delete |
| | ID W | 2 | N N | Vorking Package | ID Del. | | Deliverable | Cost Category | Cost |
| | 2 | Q. | Co | ommunication and dissemination | 3 | • | Educational Material | Staff Cost (Re 🔻 | 5.000,0 |
| | 5 | 9 | | test | 3 | • | Group seminars | Travel and Ac 🔻 | 2.000,0 |
| | | | | | | | | Total: | 7.000,00 |
| | | | | | | A | ccept & Close | | |

Picture 22

By pressing the key information button (**Pictures** 31, 32), all information related to the beneficiary body is displayed. This information is stored on the MIS database and can be updated / changed through the procedure described in Chapter <u>obtaining a body code</u>

| árruljn - spyssia - allalesyján | ΥΔ ΤΩΝ ΕΠΙΧΕΙΡΗΣΙΑΚΩΝ ΠΡΟΓΡΑΜΜΑΤΩΝ ΤΟΥ ΣΤΟΧΟΥ | Y ЕҮРΩПАЇКН ЕΔΑΦΙΚΗ ΣΥΝΕΡΓΑΣΙΑ (II | NTERREG3_31) 🗟* 🌴 |
|---------------------------------|---|------------------------------------|-------------------------------|
| | Submitted | 🔚 🔽 💿 Return 🗊 Submit MA | 🖉 Attachments (45) 🚞 🖛 |
| Project: 5006157 (Subm | itted) | ABCDE | ≈ ≈ |
| A. Project Identification | | | |
| B. Detail Description | | | |
| C. Partnership | | | |
| Role | Beneficiary | Contact Person | |
| Lead Beneficiary | 2010002 - null | Michailidis Konstantinos | - |
| Beneficiary | 2010002 - null | Mavraki Christina | |
| Beneficiary | 40402107 - null | Evangelia Repa | |
| Beneficiary | 98000062 - Regional Administration of Bl | Stiliyana Erdelska | |
| Beneficiary | 98000025 - District Administration of Ha | Zhelyazko Kolev | |
| | 9000023 - Diatrict Administration of Hall. | ZHEIYBZKO KOIEV | [1-5/7] |
| | | | |
| | Copyright @ 2014 - 2020 Ministry of Economy, Co-financed by Greece and the European Ur | | |
| | Co-financed by Greece and the European Ur | | EN (** 405 pa 20/0/2017 |
| | Co-financed by Greece and the European Ur | | EN 115 pa 28/8/2017 |
| | Co-financed by Greece and the European Ur | | EN = 415 pp 28/8/2017 |

| ΣΠΔ | |
|--|---|
| Beneficiary Details | REIPHETAKON UPREPAMMATON TOY ETOXOV EYPOILAÏKII EAARDIKH SYNEPEASTA (INTERREGS, 31) 🗷 |
| Beneficiary role: | Partner |
| Beneficiary code: | 98000025 |
| Name of institution in original language: | District Administration of Haskovo |
| Name of institution in English: | District Administration of Haskovo |
| Distinctive Title/ Abbreviation: | District Administration of Haskovo |
| Legal Status: | |
| Legal Representative: | |
| Position of the legal representative in the organisation: | |
| Contact Person: | Zhelyazko Kolev |
| Project Manager: | |
| Financial Manager: | |
| Address: | |
| Country: | BULGARIA |
| NUTS III code: | BG422 |
| Telephone: | 0035938608011, |
| e-mail : | oblast@aidabg.net |
| fax: | 0035938608011, |
| Website: | |
| Fully recoverable VAT: | NO |
| Taxation Office: | National Incomes Age |
| Tax Number : | 836147490 |
| National Counterpart Type: | National Public Funding |

3.7 D. Budget

In *Section D. Budget* the annual allocation of the project proposal needs to be entered. By using the *add and delete* buttons, years – rows can be added or deleted respectively (Picture 33).

| http://esub.mnec.gr/interreg/tdp/tdp_details.zul | 🔎 🖛 🗟 🖉 User Options 🦉 Ηλεκτρα | ۲ ش |
|--|---|--|
| Edit View Favorites Tools Help | | |
| | ΑΜΜΑΤΩΝ ΤΟΥ ΣΤΟΧΟΥ ΕΥΡΩΠΑΪΚΗ ΕΔΑΦΙΚΗ ΣΥ | NEPFASIA (INTERREG3_31) 🛛 🤱 🌴 🥎 |
| Application Form 1.0 Submitted | 🔚 🔽 🔵 Return 🌘 | 🕘 Submit MA 🛛 🖉 Attachments (45) 🛛 💻 🕶 |
| Project: 5006157 (Submitted) | AE | |
| A. Project Identification | | ~ |
| B. Detail Description | | ~ |
| C. Partnership | | |
| D. Budget | | |
| | | |
| Private Funding 0,00 Annual Allocation | | Add Delete |
| Year Total Public Funding | Approved Public Funding | Private Funding |
| 3.793.167,10 | 0.00 | 0,00 |
| 2018 3.787.594,00 | 0,00 | 0,00 |
| 2019 🗸 | 0,00 | 0,00 |
| 2020 V 116.948,90 TOTAL 11.499.960.00 | 0,00 | 0,00 |
| TOTAL 11.499.960,00 | 0,00 | 0,00 |
| | | |
| | | |
| E. Indicators | | ~ |
| | 2020 Ministry of Economy, Development and Tourism | |
| | by Greece and the European Union | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | 11 | |
| | | EN 🔺 🍽 4:33 |



All financial data and calculations will be displayed at the pdf printout of the Project Proposal.

3.8 E. Indicators

In Section *E. Indicators* all indicators related to the project proposal must be added using the *add button.* At least one Output and one Result indicator must be selected (Pictures 34, 35).

| E. I | ndicators | | |
|-------|-------------|--|------------------|
| dicat | ors | + Add | - Delete |
| | * Indicator | Indicator Description Target value (| lotal) |
| | ٩ | | <mark>0,0</mark> |
| | Search: | | |
| | Code | Description | Valid |
| | CO09 | Αειφόρος Τουρισμός: Αύξηση του αναμενόμενου αριθμού επισκέψεων σε ενισχυόμενες τοποθεσίες πολιτιστικής και φυσικής κληρονομιάς και πόλους έλξης επισκεπτών | YES |
| | O0519 | Number of jointly developed management and support tools in the field of natural and cultural heritage | YES |
| | 00520 | Number of jointly developed management and support tools in the field of biodiversity and environmental protection | YES |
| | 00521 | Number of supported cross border cooperation structures and networks in the field of environmental technologies | YES |
| | R0503 | Level of capacity for the stakeholders in the fields of natural and cultural heritage protection and tourism to sustainably valorise natural and cultural heritage as a growth asset | YES |
| | R0504 | Total protected site areas in the eligible Programme regions | YES |
| | R0505 | Level of capacity of regional and local authorities and public utilities operators to integrate environmental friendly processes and technologies in their operations with special attention to the coastal and maritime zones | YES |



| till 2 | ΕΣΠΑ 2014-2020 εργασία - αλλολεγγάτ | εγά των επιχειρης | ειακών προγραμμάτων του | ΣΤΟΧΟΥ ΕΥΡΩΠΑΪΚΗ | εδαφική σύνεργασια | (INTERREG3_31) | ♠ 🍫 |
|---------|--|---|--|--------------------------|--------------------------|----------------------|--------|
| Appli | cation Form | 1.0 <u>Submitted</u> | | | | Attachments (45) | - |
| | Project: 500 | 06157 (Submitted) | | | ABCDE | * * | |
| A. P | roject Identific | ation | | | | | ~ |
| ▶ B. D | etail Descriptio | on | | | | | |
| C. P | artnership | | | | | | |
| D. B | Budget | | | | | | |
| - E. | Indicators | | | | | | |
| Indicat | ors | | | | | | |
| | * Indicator | Indicator Description | | | | Target Value (Total) | |
| | CO20 9 | Risk prevention and management | nt: Population benefiting from flood | protection measures | | 572.0 | 00,00 |
| | R0203 Q | Number of international river bas Directive 2007/60/EC | sin districts with jointly coordinated | flood risks management p | alans in compliance with | | 3,00 |
| | | | | | | | |
| | | | | | | | ~ |
| ć | | Co | evright © 2014 – 2020 Ministry of E Co-financed by Greece and the | | Tourism | | v |
| | | co | | | Tourism | | ~ |
| | | Ca | | | Tourism | | Ų |
| | | | | | Tourism | EN | 4:40 μ |

3.9 Proposal attachments

By pressing on the "*Attachments"* button on the right hand side of the screen, all obligatory and optional files related to the call and the project proposal can be uploaded onto the system (Pictures 36, 37).

| ΣΕΣΠΑ 2014-2020 reductor-repeate = 10000yrs | User Name 🔒 - 🌴 🥎 |
|---|----------------------------------|
| Application Form 1.0 Under Submission | 📊 🔽 🕥 Subm 🥢 Attachments (0) 📃 🗸 |
| Project: 5002197 (Draft) | ABCDE 😽 🛠 |
| A. Project Identification | |
| ▶ B. Detail Description | |
| ▶ C. Partnership | |
| ▶ D. Budget | |
| E. Indicators | |
| | |

Picture 36

| Application Form | 1.0 | Inder Submission | 🔜 🔽 🔾 Scorrit | 🖉 Συνημμένα (0) 🛛 🛓 👻 |
|-----------------------|-----------------------|--|--------------------------|-----------------------|
| Project 50021 | 97 (<u>Draft</u>) | | ABQDE | * ♠ |
| A. Project Identifica | tion | | | |
| B. Detail Descriptio | List o | f attached files | Attach New file 💥 Cancel | |
| C. Partnership | | 5 . | \sim | |
| D. Budget | Attacher Attention | ments ! Filenames should not contain non latin characters | | |
| E. Indicators | | click for more actions | | |
| | SN | Filename | Attached File Category | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | Pictur | e 37 | |
| | | i lotai | | |

User guide for completing an application form on the MIS, Version 1.4

The screen through which the attachments are uploaded is displayed in Picture 47. By pressing on the "*Attach New file"* button, the following screen is displayed (Picture 38).

| Project identification B. Detail Description C. Partnership Attached file Step 1: Select a file Import File: Attached Use right Step 2: Select document category Step 3: File Details File Document Author: Document Date: Document Date: Document Date: Document Date: Document Surve: Document Attached by Beneficiary Surve: E-Folder: Valid: | Application Form | | | 🛛 🔽 🕜 Συνημμένα (0) 🚍 * |
|--|-----------------------|--|----------------------------------|--|
| B. Detail Description C. Partnership Attachen Bergit Step 2: Select document category Select category Step 3: File Details File Decument Document Date: Body (Publisher): Comments: Document language Greek Document Attached by Beneficiary Surce E-Folder: Valid: | Project 50021 | 97 (<u>Draft</u>) | | |
| B. Detail Description List of C. Partnership D. Budget Attached Miteritoria D. Budget Step 1: Select a file Import File: Import File: Import File: Import File: Step 2: Select actegory Select actegory Step 3: File Description: Document Date: Body (Publisher): Comment Language Greek Document Language Greek Document Attached by Beneficiary Source Valid: V | A. Project Identifica | ion | Attached file | X Cancel |
| Attachen Base Body (Publisher): Document Jate: Body (Publisher): Comments: Document Jate: Document Language Greek Document Attached by Beneficiary Source E-Folder: | B. Detail Descriptio | List of | | Cancel |
| > D. Budget Attention Use right SH Step 2: Select category Step 3: File Document Author: Document Date: Body (Publisher): Comments: Document language Greek Document Attached by Beneficiary Source Valid: Valid: | C. Partnership | | | |
| Step 2: Select document category Step 3: File Details File Document Document Date: Body (Publisher): Comments: Document language Greek Document Attached by Beneficiary Source E-Folder: | D. Budget | and the second | Import File: | |
| Select category | E. Indicators | | 🙀 Upload file | |
| Step 3: File Details File Description: Document Author: Document Date: Image: Greek Body (Publisher): Image: Greek Comments: Image: Greek Document language Greek Document Attached by Beneficiary Source E-Folder: | | SN | Step 2: Select document category | |
| File Document Author: Document Date: Body (Publisher): Body (Publisher): Comments: Document language Greek Document Attached by Beneficiary Source E-Folder: | | | Select category | |
| Description: Document Author: Document Date: Body (Publisher): Comments: Comments: Document language Greek • Document language Greek • E-Folder: Valid: V | | | Step 3: File Details | |
| Document Attached by Beneficiary E-Folder: Valid: Valid: V | | | | |
| Author: Document Date: Body (Publisher): Comments: Document language Greek Document language Greek Document Attached by Beneficiary Source E-Folder: Valid: V | | | | |
| Body (Publisher): Comments: Document language Greek Document Attached by Beneficiary Source E-Folder: Valid: V | | | | |
| Comments: Document language Greek Document Attached by Beneficiary Source E-Folder: Valid: V | | | Document Date: | |
| Document language Greek Document Attached by Beneficiary E-Folder: Valid: Valid: | | | Body (Publisher): | |
| Document language Greek Document Attached by Beneficiary E-Folder: Valid: Valid: | | | Commenter | |
| Document Source E-Folder: Valid: V | | | Comments: | a la |
| Source E-Folder: Valid: V | | | Document language Greek 💌 | |
| | | | | |
| Declaration of non- attachment | | | E-Folder: 🛛 Valid: 🔽 | |
| | | | Declaration of non- attachment | |
| | | | | |
| | | | | |

Picture 28

By pressing the "upload file" button, the desired file can be derived from the location it is stored.

By pressing on the "*Select document category*" button, a drop down list is displayed to select the required document category that is to be attached. It is possible for each category to contain more than one file (Picture 39).

| | Κωδικός Είδους | Είδος Εγγράφου | Απαιτείτ |
|---|----------------|---|----------|
| | 52082 | Real Partnership Declaration | |
| | 52083 | Declaration of not generating revenues or Cost-benefit analysis | |
| | 52081 | Scope of the Project and Sustainability | |
| | 52085 | State Aid Declaration | |
| 1 | 52086 | Cecision of the designated body of each Project Beneficiary | |
| 2 | 52098 | Project Detailed Description | |
| | 52096 | Bill of quantities | |
| | 52087 | Justification/Specification of budget costs | |
| | | | |
| | | | |

Picture 39

In Pictures 40 and 41, an indicative selection of documents is displayed.

| on F | - | Download all files | Attach New file 🗙 C | ancel |
|---------|--------------|--|--|-------|
| t Ide A | ttachme | nts | | |
| Desu | | ilenames should not contain non latin characters | | |
| rshi | se right cli | ck for more actions | | |
| t | SN | Filename | Attached File Category | |
| ors | 1 | PB2_REMTH_Decision of designated body.pdf | Decision of the designated body of each Project Beneficiary | 0 |
| | 2 | PB4_Blagoevgrad_Decision of designated body.pdf | Decision of the designated body of each Project Beneficiary | 0 |
| | 3 | PB5_Haskovo_Decision of designated_body.pdf | Decision of the designated body of each Project Beneficiary | 0 |
| | 4 | PB6_Kardzhali_Decision of designated body.pdf | Decision of the designated body of each Project Beneficiary | 1 |
| | 5 | PB7_Smolyan_Decision of designated body.pdf | Decision of the designated body of each Project Beneficiary | 1 |
| | 6 | PB2_REMTH_BoQ Didimotoixo.pdf | Bill of quantities | 0 |
| | 7 | PB2_REMTH_BoQ Ferres.pdf | Bill of quantities | 0 |
| | 8 | PB2_REMTH_BoQ Orestiada.pdf | Bill of quantities | 0 |
| | 9 | PB2_REMTH_BoQ Soufli.pdf | Bill of quantities | 0 |
| | 10 | PB4_Blagoevgrad_BoQ_1.pdf | Bill of quantities | 0 |
| | H H | 1 /5 🕨 📕 | [1 - 10 / | 45] |

Picture 29

| Favorites Too | | | |
|---------------|---|---|--------|
| 1 | Vownload all files 🛛 🚔 Attached files Information | Attach New file 🗙 C | Cancel |
| Attachm | | | |
| | Filenames should not contain non latin characters ick for more actions | | |
| | | | |
| SN | Filename | Attached File Category | |
| 11 | PB4_Blagoevgrad_BoQ_2.pdf | Bill of quantities | 1 |
| 12 | PB4_Blagoevgrad_BoQ_3.pdf | Bill of quantities | 1 |
| 13 | PB5_Haskovo_BoQ.pdf | Bill of quantities | 1 |
| 14 | PB6_Kardzhali_BoQ_Oktan.pdf | Bill of quantities | 1 |
| 15 | PB6_Kardzhali_BoQ_Tutun4e.pdf | Bill of quantities | 1 |
| 16 | PB7_Smolyan_BoQ_SMR_3 KSS.pdf | Bill of quantities | () |
| 17 | Partnership Declaration_full.pdf | Partnership Declaration | 1 |
| 18 | Detailed description.PDF | Project Detailed Description | 1 |
| 19 | Strategic Scope of the project Sustainability.PDF | Scope of the Project and Sustainability | () |
| 20 | PB1_RCM_Declaration not generating revenues.PDF | Declaration of not generating revenues or Cost- benefit analysis | () |
| K | 2 /5 • • | [11 - 20 / | 45] |
| | | | |
| | | | |
| | | | |
| | | | |
| | | A TABLE A COMPANY | 7 14 |
| | Pict | ure 30 | |

It is advised that after the attachment of a document and the completion of all required fields to save, in order to complete the uploading. The above procedure must be followed for every document that needs to be uploaded.

When the uploading of all documents is completed, the user can see all attached documents by clicking on the "*Attachment" button*. Adding and Deleting documents can be done at any stage, before submitting the project proposal (Picture 42).

| lit View | //esub.mnec.gr/interreg/tdp/tdp Favorites Tools Help | | P → 🗟 C 🦪 User Options | C TRAKTPOVIK | ή Υποβολή ΕΣΠ × | |
|----------|---|--|------------------------------|---|-----------------|---------------|
| | EΣΠΑ 2014-2020 ανταγή αλλάγγα | ΕΥΔ ΤΩΝ ΕΠΙΧΕΙΡΗΣΙΑΚΩΝ ΠΡΟ | ΓΡΑΜΜΑΤΩΝ ΤΟΥ ΣΤΟΧΟΥ ΕΥΡΩΙ | ιαϊκή εδαφική συνεργασιά | (INTERREG3_31) | <u>a- 4 s</u> |
| | Application Form | 1.0 Submitted | | Trans () Same | Attachments (45 | 5) |
| | Project: 50061 | 7 (Submitted) | | ABCDE | × « | |
| | A. Project Identificat | on | | | | |
| | B. Detail Description | Download all files 📥 Attact | | | | |
| | C. Partnership | Download all files Attact | red files Information | Attach New No 🗙 | Cancel | |
| | | Attachments | | | | |
| | Role | Attention! Filenames should not contain no Use right click for more actions | n latin characters | | | |
| | Lead Beneficiary | SN Filename | | Attached File Category | | 0 |
| | Beneficiary | | Desision | of the designated body of each | | 0 |
| | Beneficiary | 1 PB2_REMTH_Decision of desi | gnated body.pdf | Project Beneficiary | 0 | 0 |
| | Beneficiary | 2 PB4 Blagoevgrad Decision of | designated body ndf Decision | of the designated body of each | 0 | 0 |
| | Beneficiary | | | Project Beneficiary | | 0 |
| | < | 3 PB5_Haskovo_Decision of des | ignated_body.pdf Decision | of the designated body of each Project Beneficiary | 0 | > |
| | 8 4 1 /2 | | Selete | the designated body of each | | [1-5/7] |
| | D. Budget | 4 PB6_Kardzhali_Decision of decision | signated body.pdf 💙 Edit | Project Beneficiary | 0 | |
| | E. Indicators | 5 PB7_Smolyan_Decision of des | ignated body.pdf Decision | of the designated body of each Project Beneficiary | 0 | |
| | | 6 PB2_REMTH_BoQ Didimotoix | p.pdf | Bill of quantities | 0 | |
| | | 7 PB2_REMTH_BoQ Ferres.pdf | | Bill of quantities | 0 | |
| | | 8 PB2_REMTH_BoQ Orestiada. | odf | Bill of quantities | 1 | |
| | | 9 PB2_REMTH_BoQ Soufli.pdf | | Bill of quantities | 0 | |
| | | 10 PB4_Blagoevgrad_BoQ_1.pdf | | Bill of quantities | 0 | |
| | | K ₹ 1 /5 ► H | | [1-1 | D / 45] | |
| | | | | | | |

3.10 Search for a Proposal

Once the proposal is created and saved, it can be found through the home screen: *Search – Application Form.* (Picture 43).



To find a project proposal, the user can user several search boxes as shown in the following Picture, for example the MIS Code, Call ID, SN Version, Status or even Additional Search Options such as Programme, Priority Axis, SN. Version, Project Title, Beneficiary,

Submission date, etc. When the desired Project Proposal is found, the user can Edit, Preview, Print it by right clicking on in (Picture 44).

| Favorites Too | ols Help | | | | | | | | | | |
|---|---|----------|--------|-------|---------|---------------------------------|------------------|---------------------------------|------------------|----------------------------|-----------|
| ΕΣ 2014- ατάπαξη - εργατία - | ΠΑ 2020 ΕΥΔ ΤΩΝ ΕΠΙΧΕΙΡΗΣ | ΞΙΑΚΩΝ Ι | прогі | PAMM | ΑΤΩΝ ΤΟ | ογ στοχογι | εγρΩΠΑΪΚΗ ΕΔ | ΑΦΙΚΗ ΣΥΝΕΡΓΑΣ | IA (INTERREG3_31 | | |
| 🕜 Help | | | | | Appli | cation For | <u>m</u> | | | 10 | reate new |
| Search Op | otions at least one of the search optionand press 'Search' | | | | | | | | 10 | Result | per page |
| MIS Code | Call ID | I CM I | Versio | | Statu | - | | | | | |
| THIS CODE | Q | 9 | versio | n | All sta | | × | 🕻 Search 🛛 😥 Cle | ar | | |
| Addition | al Search Options | | | | | | | | | | |
| MIS | Title | Version | Prog | P.Axi | Call | Beneficiary | Submitted by | Last Updated | Status | Valid | |
| 5009806 | Promotion of cultural and natural eco sport t | 1.0 | 22 | 2 | 2255 | 98000017 | ADMIN5_INTER | ADMIN5_INTERRE - 12/07/2017 | Checked | | ^ |
| 5001024 | Technical Assistanc | 1.0 | 22 | 5 | 1394 | 1100104 | ADMIN5_INTER | ADMIN5_INTERRE - 25/10/2016 | Under Submission | | |
| 5009812 | Protecting biodiversity at NATURA 2000 sites | 1.0 | 22 | 2 | 2255 | | ADMIN5_INTER | ADMIN5_INTERRE | Under Submission | | |
| 5000601 | Technical Assistance of the INTERREG V-A GREE | 1.0 | 22 | 5 | 1394 | 1100104 | ADMIN5_INTER | ADMIN5_INTERRE - 18/05/2016 | Approved | ~ | |
| 5006157 | Cross Border Planning and Infrastructure Mea | s 1.0 | 22 | 2 | 1957 | 2010002 | K.MICHAILIDIS | K.MICHAILIDIS@P - 22/02/2017 | Submitted | | |
| 5009764 | Aiming at Improving Cross Border Accessibilit | 2.0 | 22 | 3 | 1540 | 10409 | ADMIN5_INTER | INTEREGN - 03/08/2017 | Submitted | | |
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3.11 Printing a Project Proposal

When inside the project proposal (by selecting Edit or Preview Form) the user can print it by selecting the print icon on the top right hand side corner of the screen.

All the financial data of the project proposal entered by the user, plus additional calculations based on the date entered, appear on the print out. The Print out can either be in word, pdf or excel format (Picture 45).

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| A. Project Identification | | | · · · · · · · · · · · · · · · · · · · | Adobe Acrobat (.pdf) |
| B. Detail Description | | | | XML (.xml) |
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| D. Budget | | | | |
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It is necessary to deactivate the blocking of popups in your browser.



In the print out of the project's Detail Description, a section named "*Lead beneficiary confirmation"* is displayed in page ten (10). Applicants are obliged to sign and stamp this field. The "*Project Detailed Description"* is part of the required documents and have to be submitted according to the guidelines of

the call.

3.12 3.11 Validation

After entering and saving all data of the project proposal, the *Validation* process needs to take place, in order to identify any errors, flaw and inconsistencies that the proposal might have or the non-uploading of any of the obligatory by the call documents (Picture 46).

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Picture 46

If any of the above are found, an error message is displayed (Picture 47) for the user to identify the fault or omission and correct it. All errors need to be corrected and all required documents need to be uploaded, in order for the user to be able to submit the project proposal to the MA. This report provides details for inconsistencies between the various data entered.



Picture 47

When all corrections are made, the following message appears while validating: "Validation successfully completed" and the project proposal is ready to be submitted to the MA (Picture 48).

| Information message | × | ABQI |
|------------------------------------|---|------|
| Validation successfully completed. | | |
| OK | | |

Picture 48

3.13 Submission

It is advised, when the validation is successfully completed, to carefully read the printout of the project proposal before clicking on the "Submit" button (Picture 49).

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| | Picture 49 | |

A confirmation of the submission is presented to the user. Comments about the proposal or the submission can be added to the corresponding field named "Comments" (Picture 50).

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Picture 50

When pressing of the "Ok" button, the following screen is shown and the project proposal is successfully submitted to the MA. No further change can be made to the project proposal after this stage (Picture 51).

| ormation message | × |
|------------------------------------|---|
| Application successfully submitted | |
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Picture 51

From this stage onwards, the status of the project proposal changes to "Submitted" (Pictures 52, 53).

Cooperation Programme Interreg V-A Greece-Bulgaria 2014-2020

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It is strongly recommended for applicants to submit their proposals on time, in order to avoid the overloading of the system. Additionally, and according to the on-off criterion 1a of the "*Evaluation Criteria*" of the 1st phase evaluation, the on time submission of the proposal is a critical precondition.

4. General remarks

This manual guide is dynamic and shall keep track of any **future application improvements and upgrades**. As a result, it may be updated to new versions by the Managing Authority of the "Co-operation Programme Interreg V-A Greece-Bulgaria 2014-2020", while it will always be uploaded on the same place of the Programme's link alongside the respective Call.

The Managing Authority of the "Co-operation Programme Interreg V-A Greece-Bulgaria 2014-2020" is available for any question – clarification about the application, at least 5 working days before the final date for submission of proposals.



5. Attached - supporting documents

- 1. Application form for a body code in the MIS core
- 2. Application form for user login (English version)
- 3. List of registered bodies with body code in the core of the MIS from previous periods

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|---|----------------|---|----------|
| | 52082 | Rartnership Declaration | |
| | 52083 | Reclaration of not generating revenues or Cost-benefit analysis | |
| | 52081 | Scope of the Project and Sustainability | |
| | 52085 | State Aid Declaration | |
| 2 | 52086 | Recision of the designated body of each Project Beneficiary | |
| 2 | 52098 | Project Detailed Description | |
| | 52096 | Bill of quantities | |
| | 52087 | Justification/Specification of budget costs | |
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