HELLENIC REPUBLIC
MINISTRY OF ECONOMY & DEVELOPMENT

Interreg
Greece-Bulgaria
European Regional Development Fund
EUROPEAN UNION

ΕΣΠΑ 2014-2020
ανάπτυξη - εργασία - αλληλεγγύη   Partnership Agreement 2014-2020

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. 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;

2. 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.

Picture 1

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: http://esub.mnec.gr/ops_sec5/register.zul
   (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):
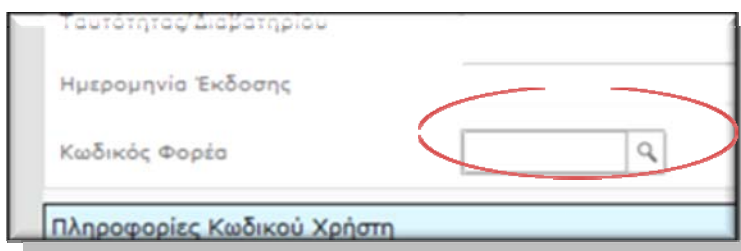
Picture 1

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):

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: "*Φορείς (10/10/2016).xls"*. This excel file lists all registered bodies in the MIS. This list is updated periodically.

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

ATTENTION 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 request[1] at least two separate accounts with different level of access rights:
- one with access right of: "Submission of a new proposal- Υποβολή αίτησης 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.

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[1] Concerns the form "*Application form for user login*", which is in the appendix of "User guide for completing the electronic application form".
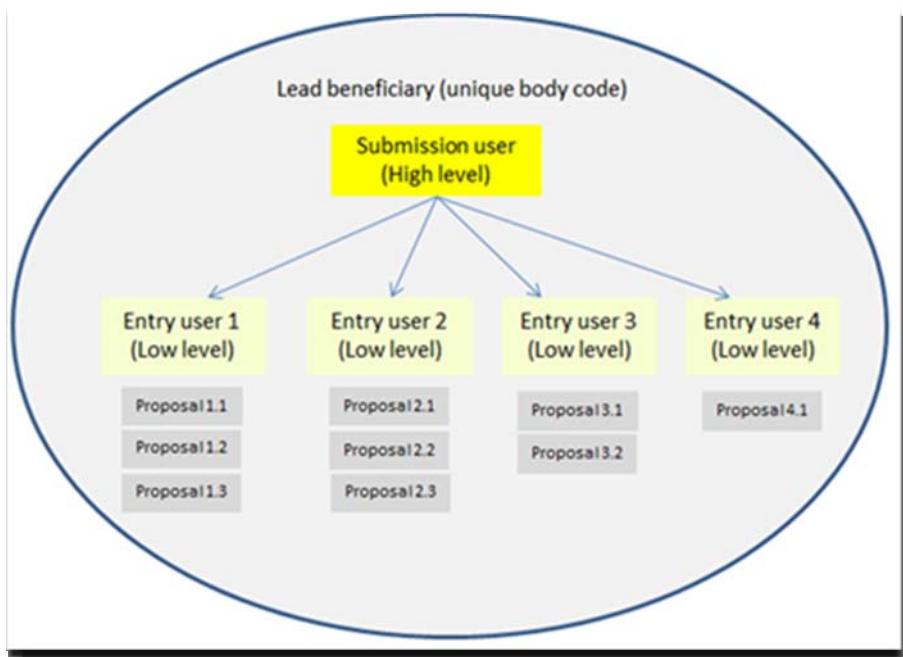
Picture 3

2.1 Greek language Users

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

Picture 4

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

Picture 5

The user is then redirected to the screen (Picture 7). The Managing Authority that the user needs to apply for is "ΕΥΔ ΤΩΝ ΕΠΙΧΕΙΡΗΣΙΑΚΩΝ ΠΡΟΓΡΑΜΜΑΤΩΝ ΤΟΥ ΣΤΟΧΟΥ ΕΥΡΩΠΑΪΚΗ ΕΔΑΦΙΚΗ ΣΥΝΕΡΓΑΣΙΑ" MANAGING AUTHORITY OF THE OPERATIONAL PROGRAMMES OF THE OBJECTIVE 'EUROPEAN TERRITORIAL COOPERATION.

Picture 6

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 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.*

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).

Picture 7

ATTENTION 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 anybody.
- 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

ATTENTION 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.

ATTENTION 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

ATTENTION 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 http://logon.mnec.gr.

ATTENTION 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).
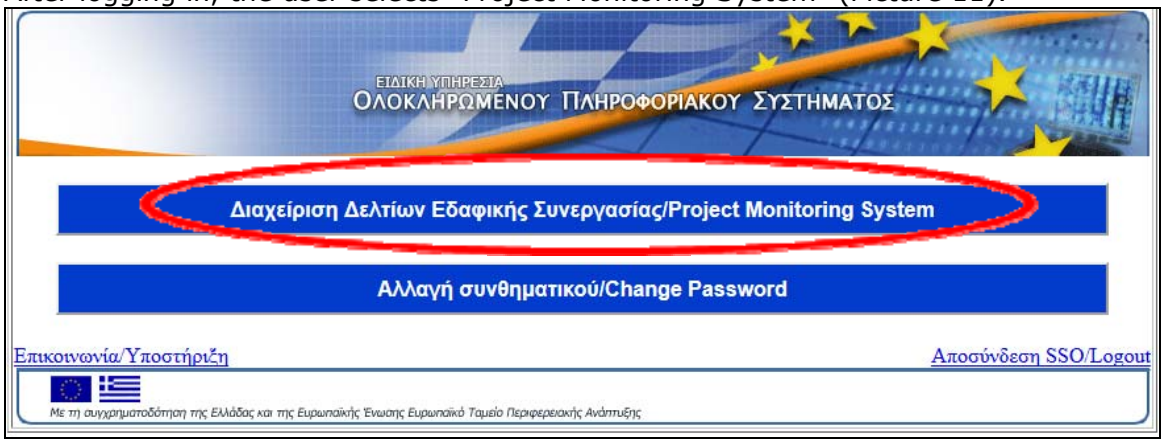
Picture 8

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.
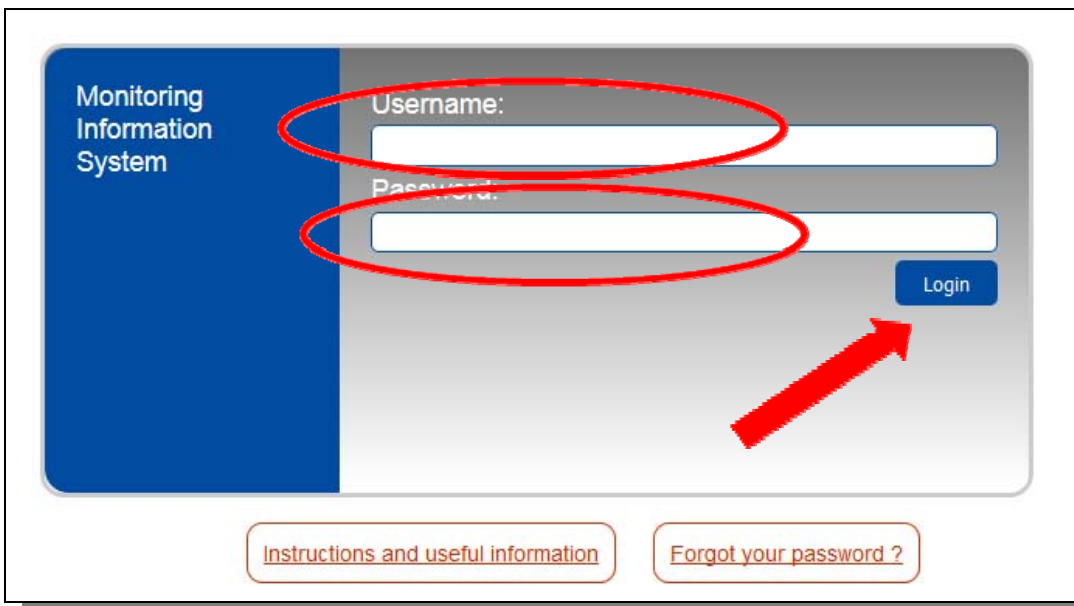
Picture 9

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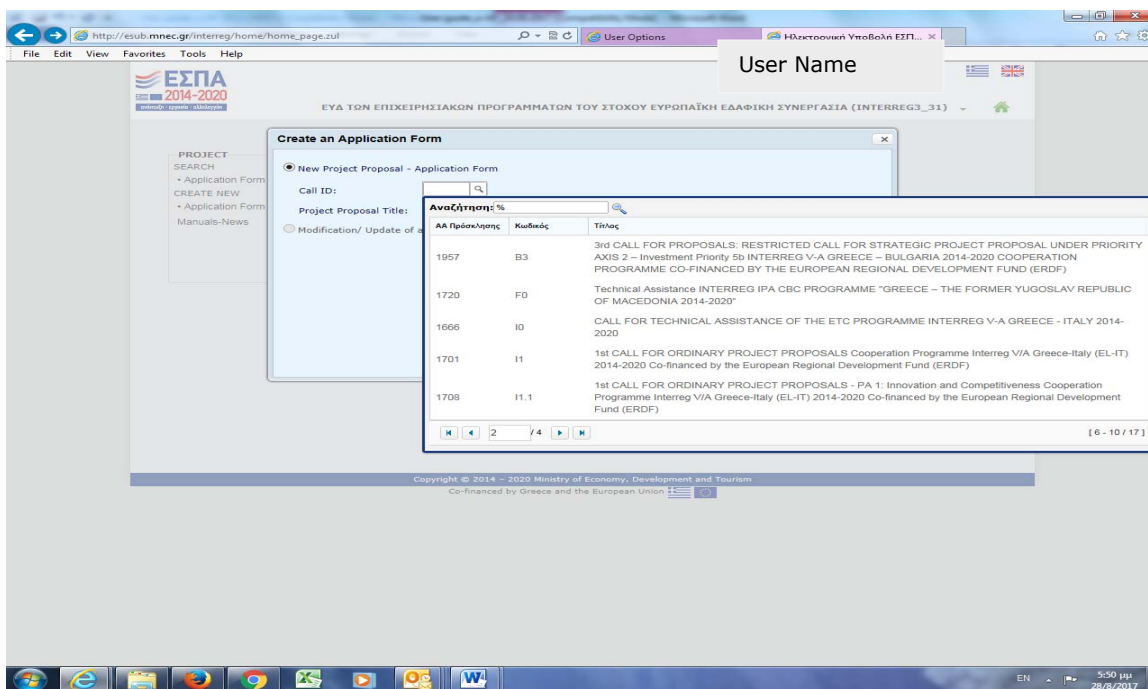

Picture 10

3.2 Electronically Creating a Project Proposal

To create a new Project Proposal, the user shall select the option Create New → 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.

Picture 12

 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).

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.

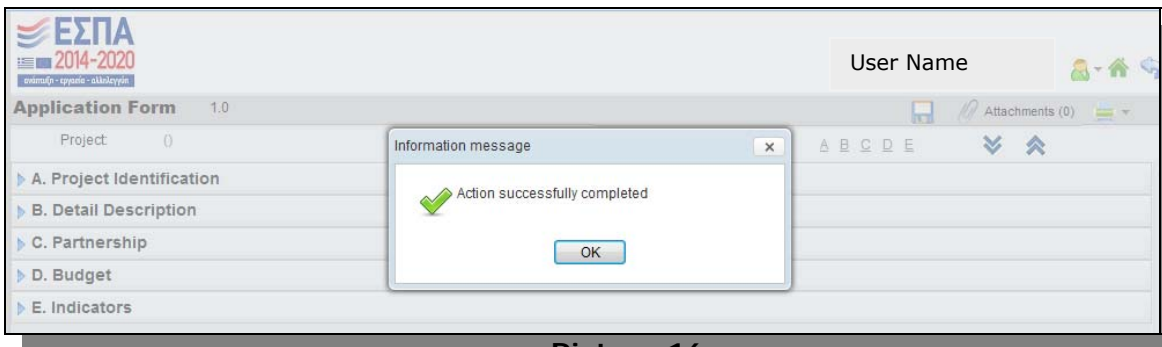### 3.3 The Project Proposal screens

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.

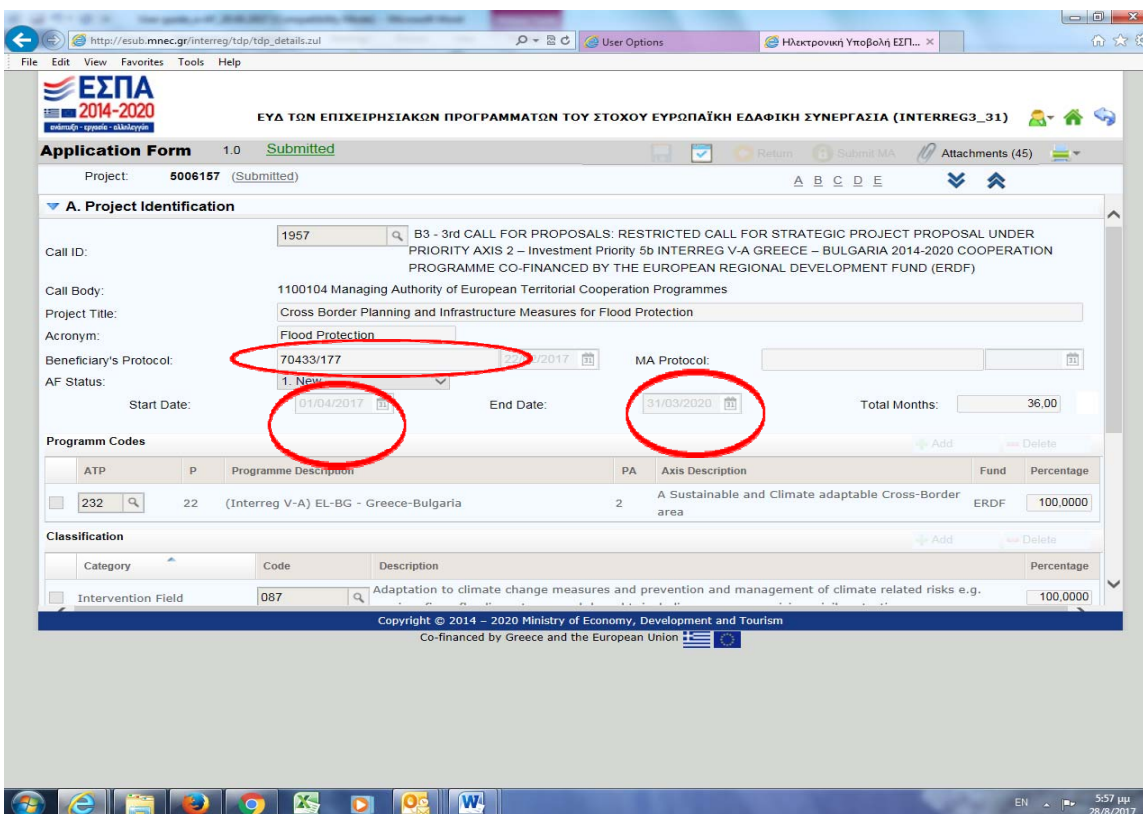**Picture 15**

Picture 16

ATTENTION ▶ 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).

Picture 148

> **ATTENTION** ▶ 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.)
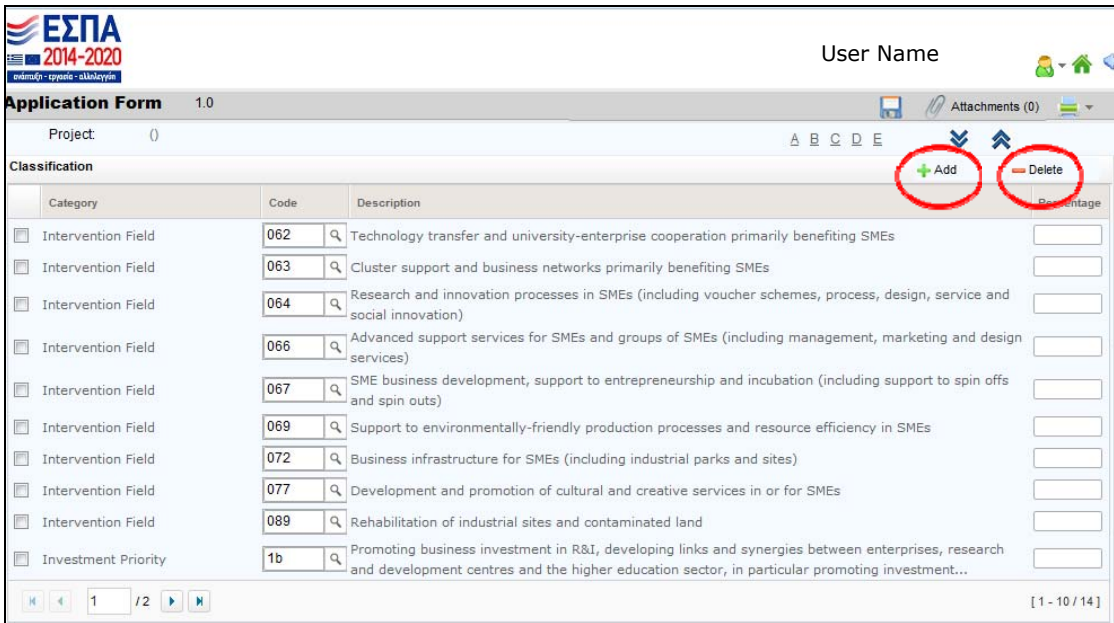
Picture 19

When all selections are made correctly, the Classification Section should look like Picture 20:
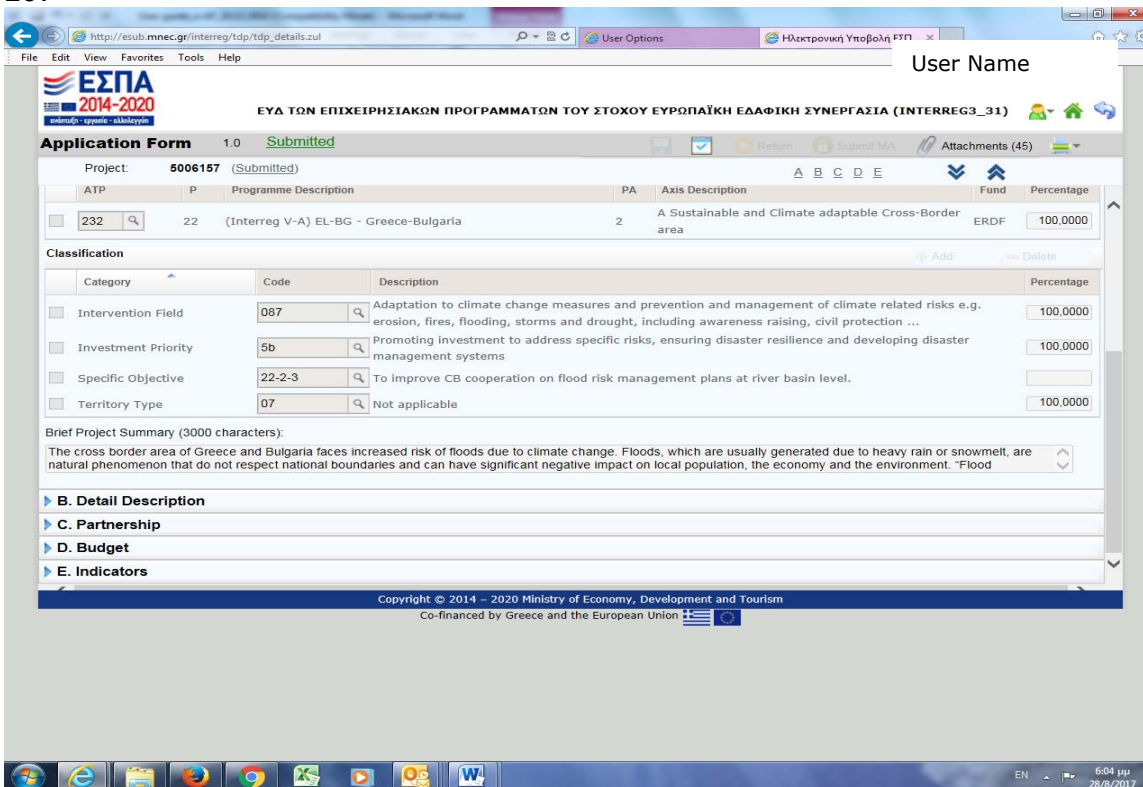
Picture 2015

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)

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.

Picture 17

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).*
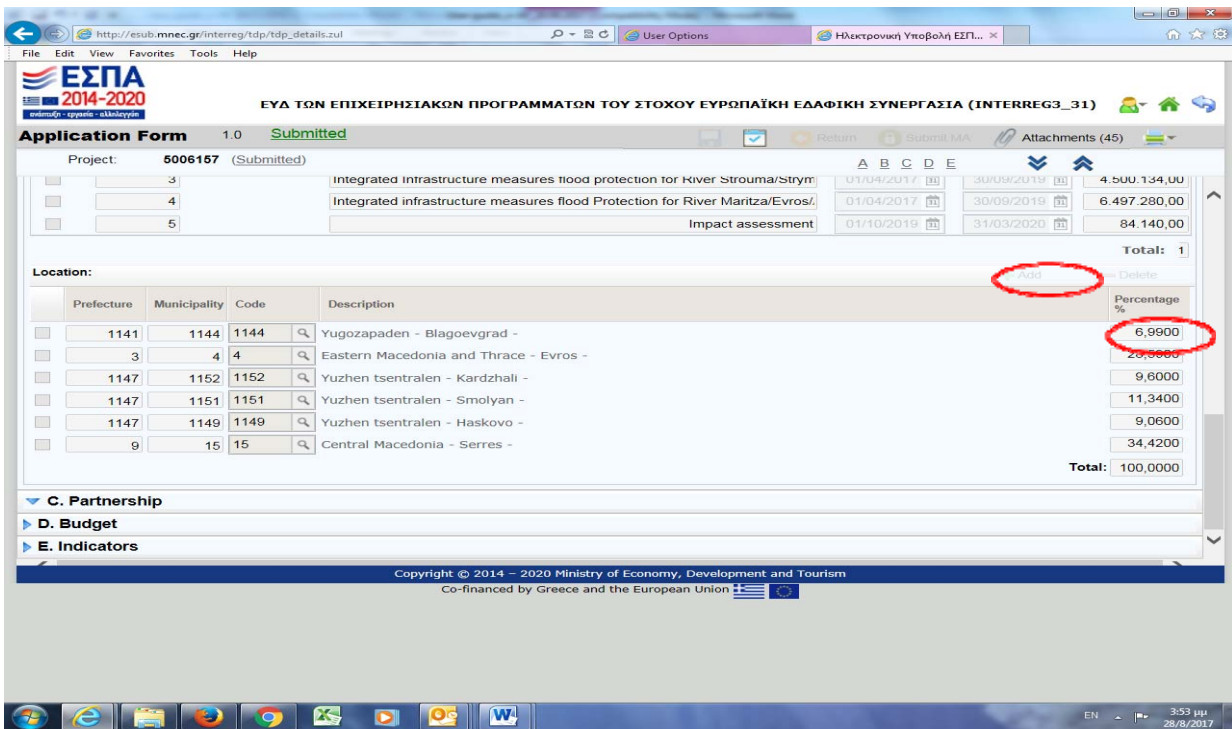
Picture 18

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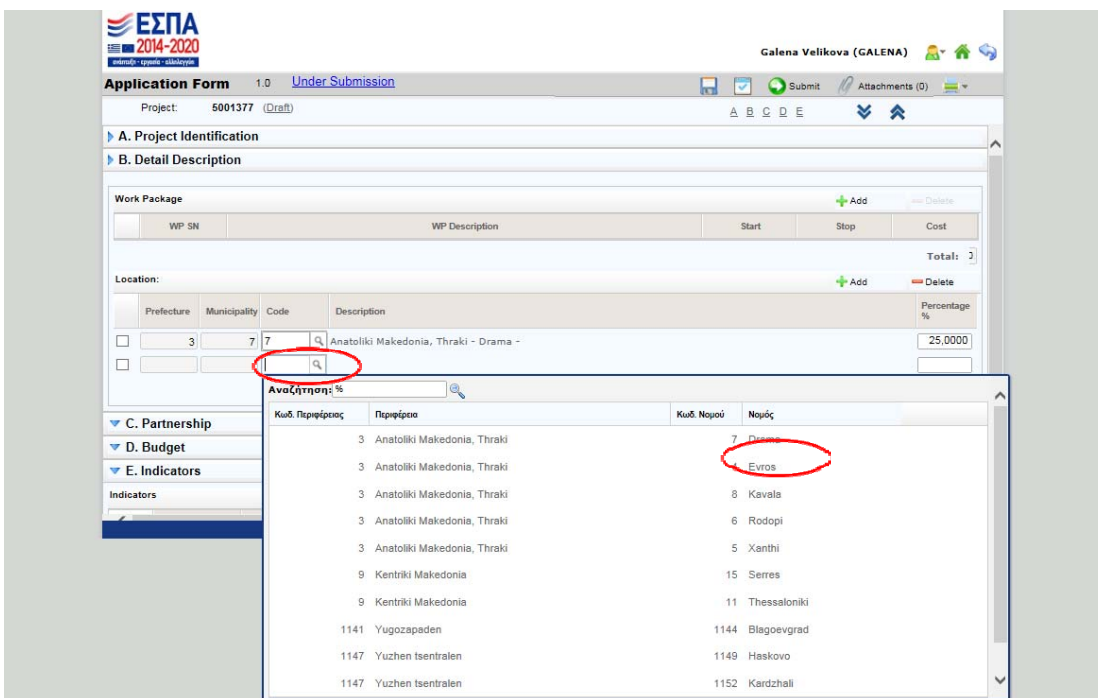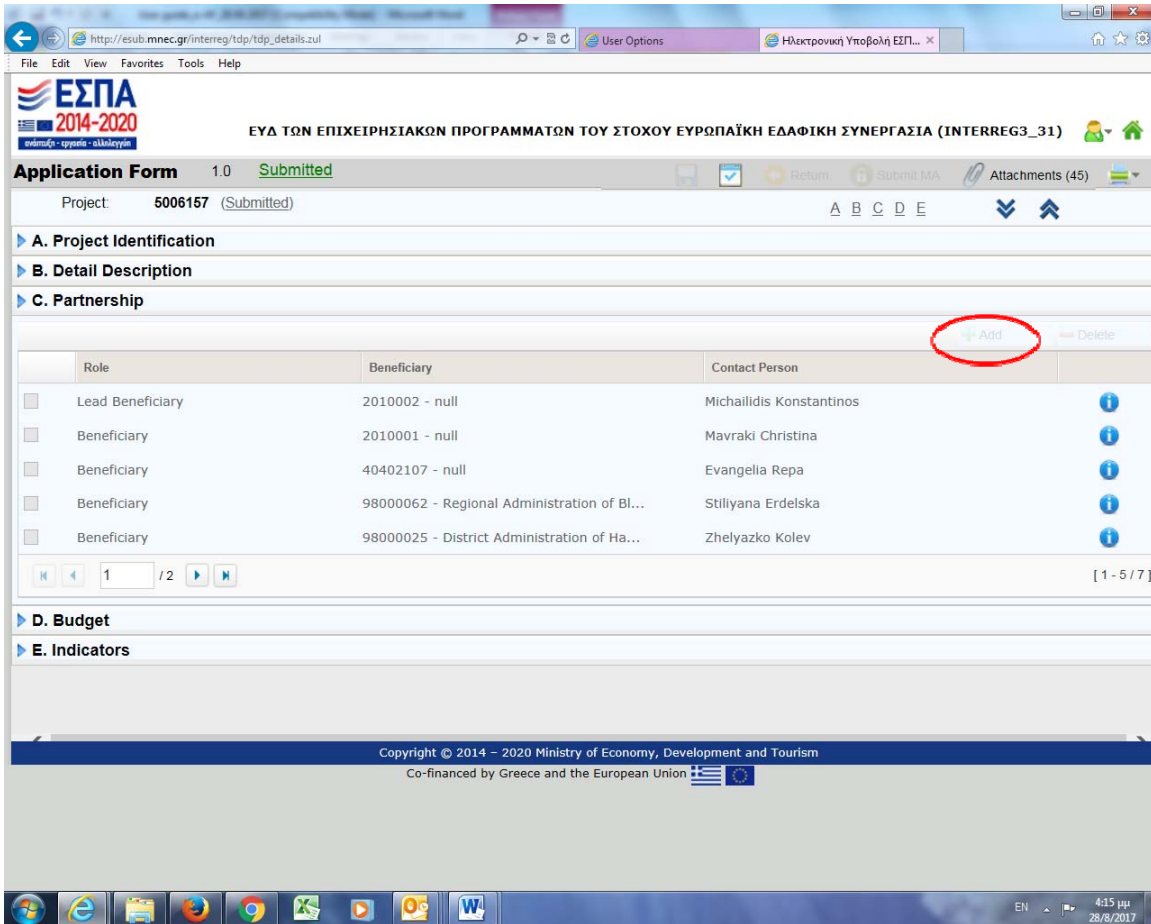

Picture 19

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).

Picture 25

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

Picture 26

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).

Picture 20

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).

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).
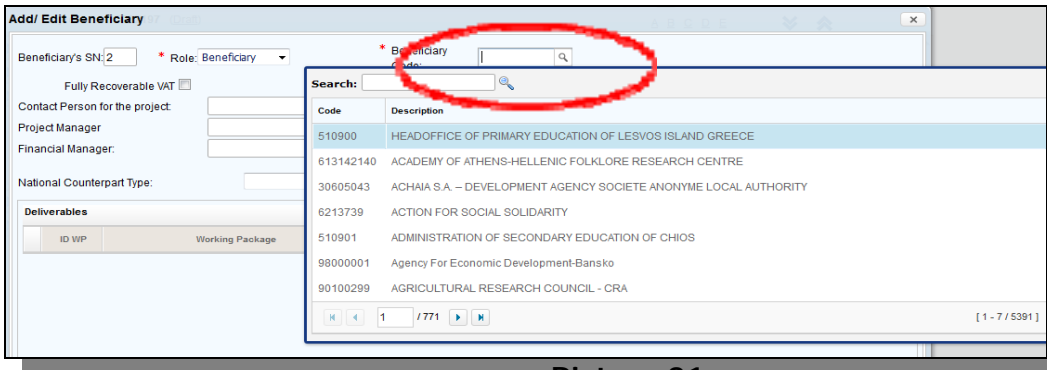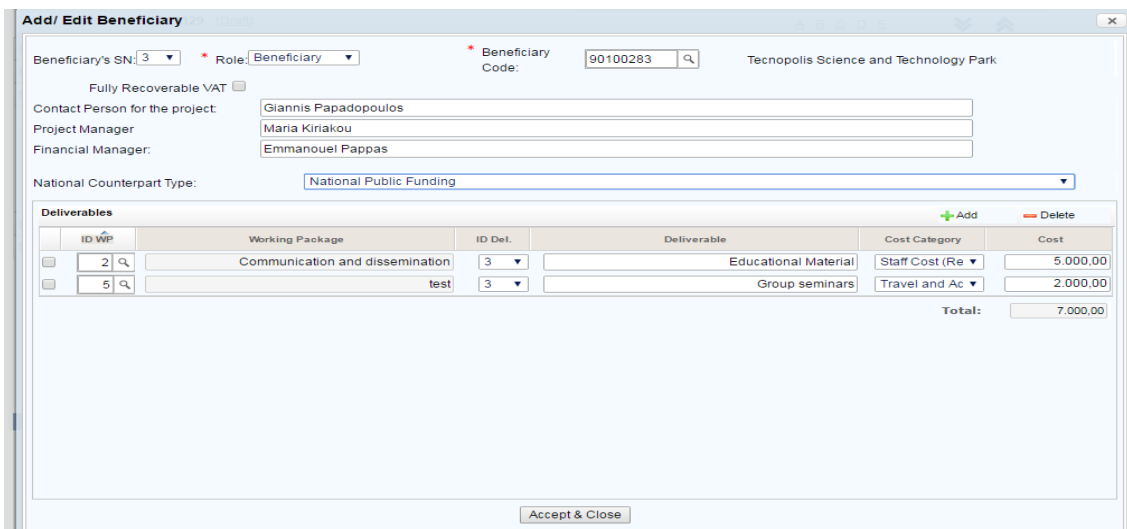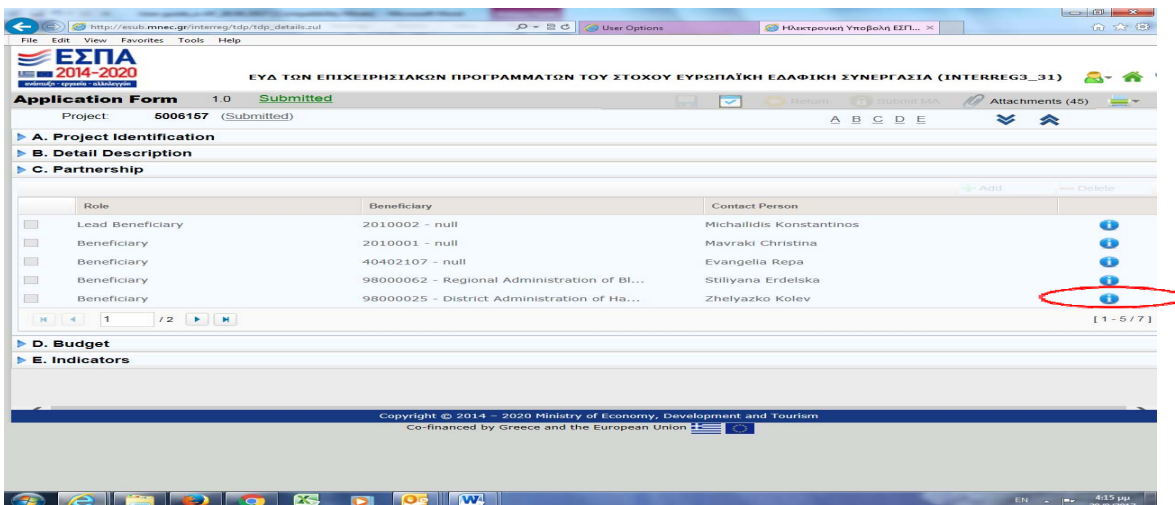
Picture 21

ATTENTION
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 obtaining a body code).

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

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 obtaining a body code

Picture 23

Picture 3224

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).

Picture 25

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).
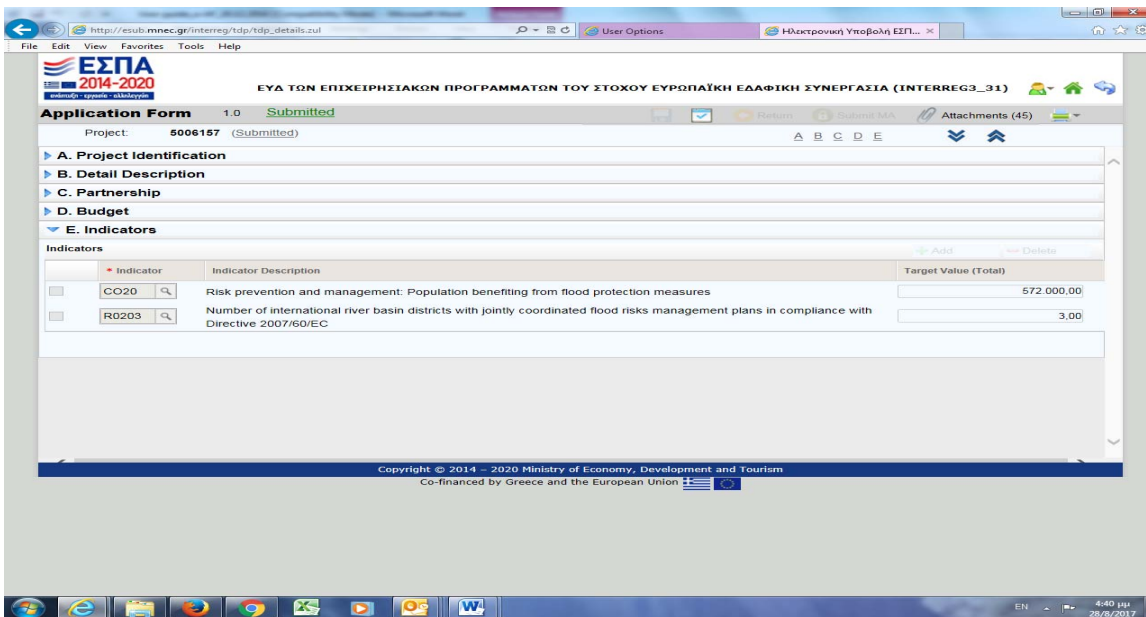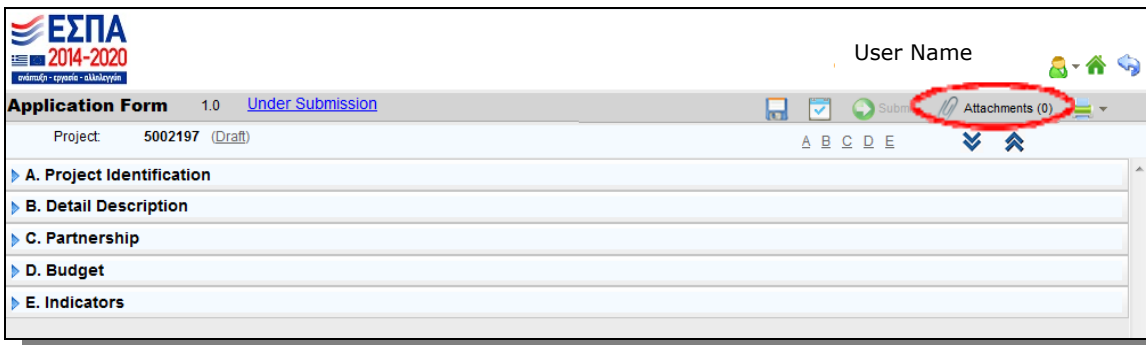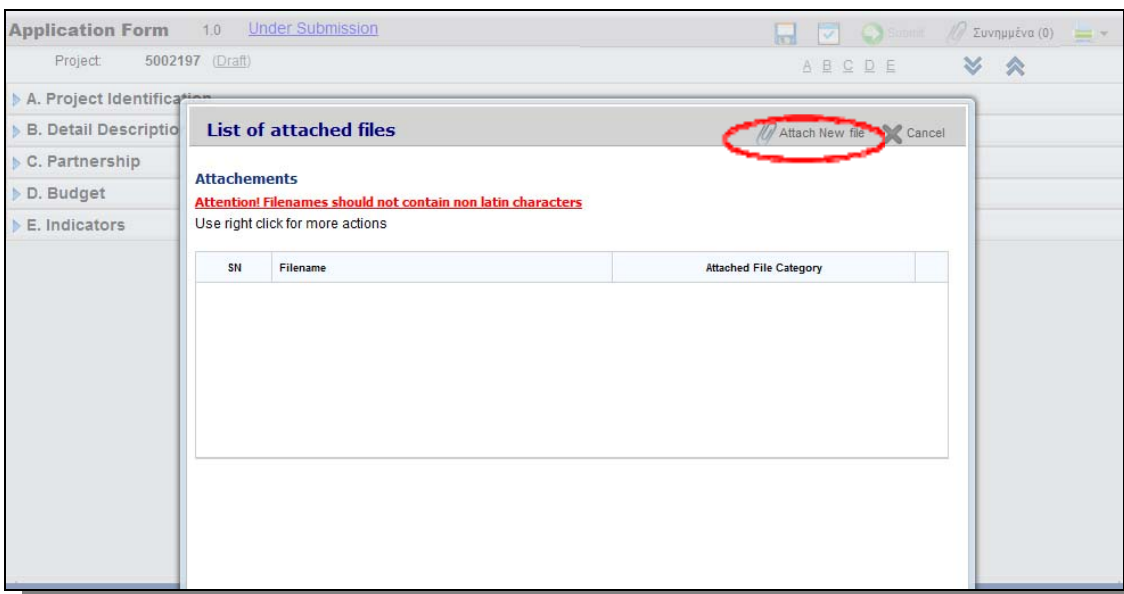

Picture 264

Picture 275

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).

Picture 36

Picture 37

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).
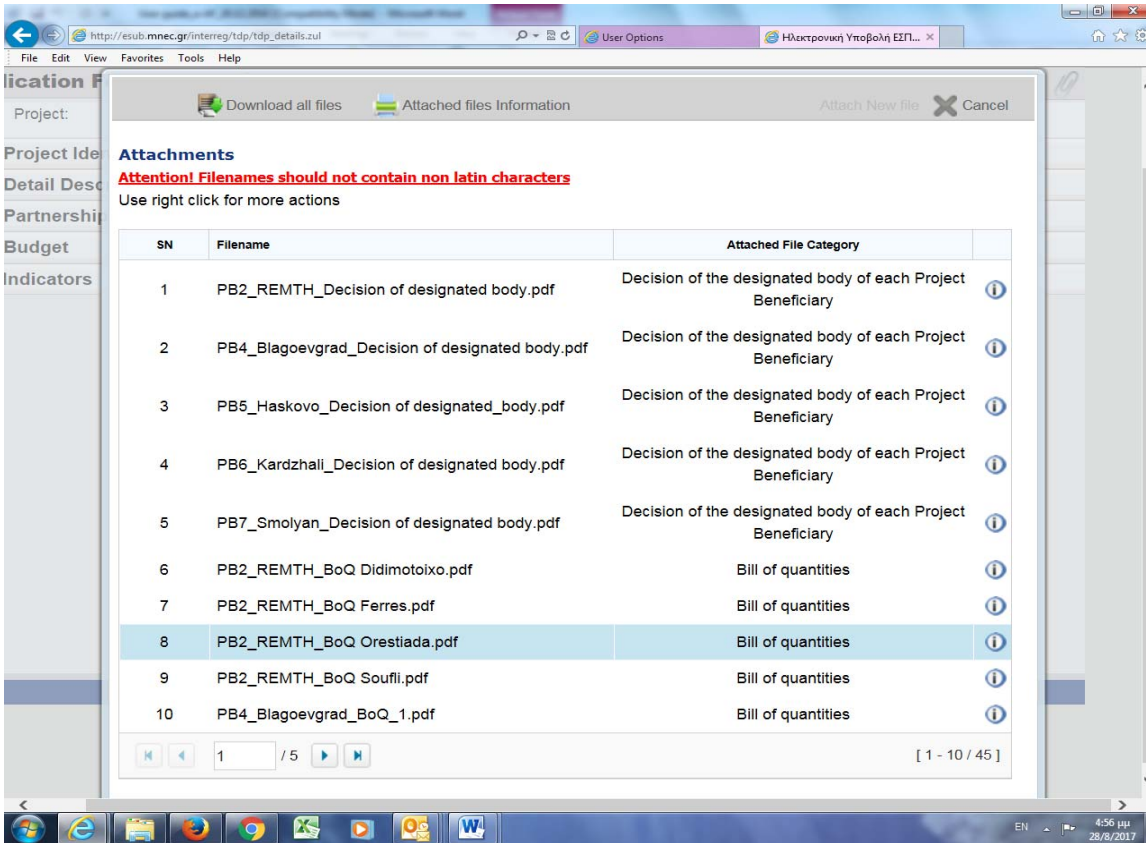

Picture 28

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).

Picture 39

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

Picture 29

Picture 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).
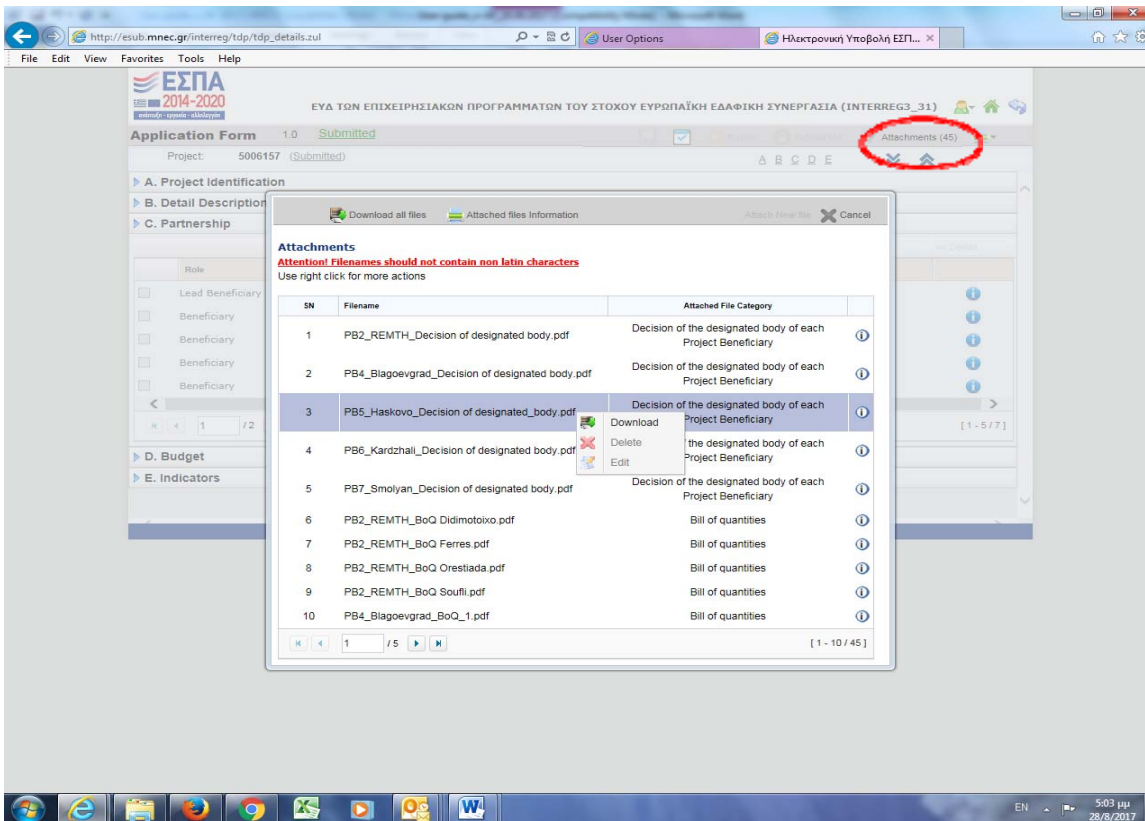
Picture 42

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).
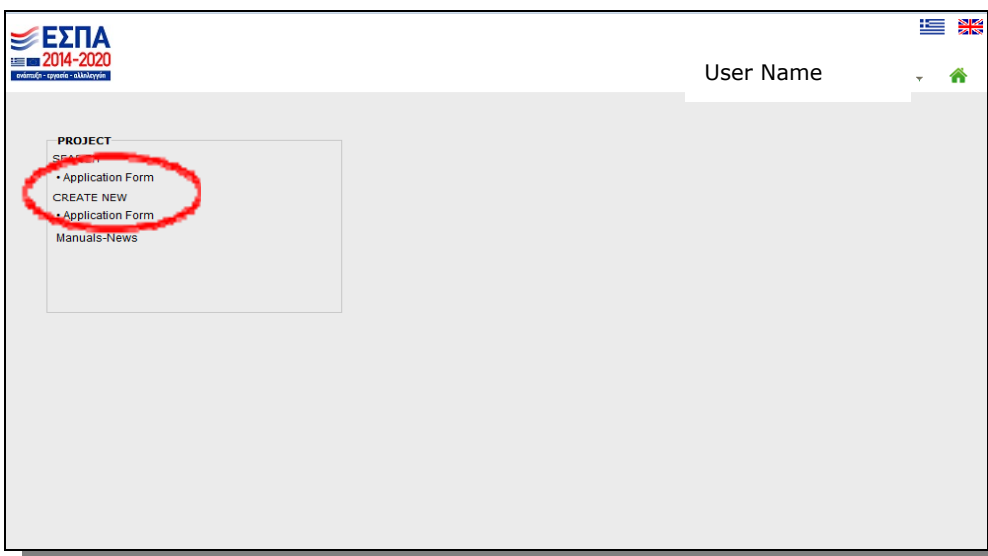
Picture 43

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).
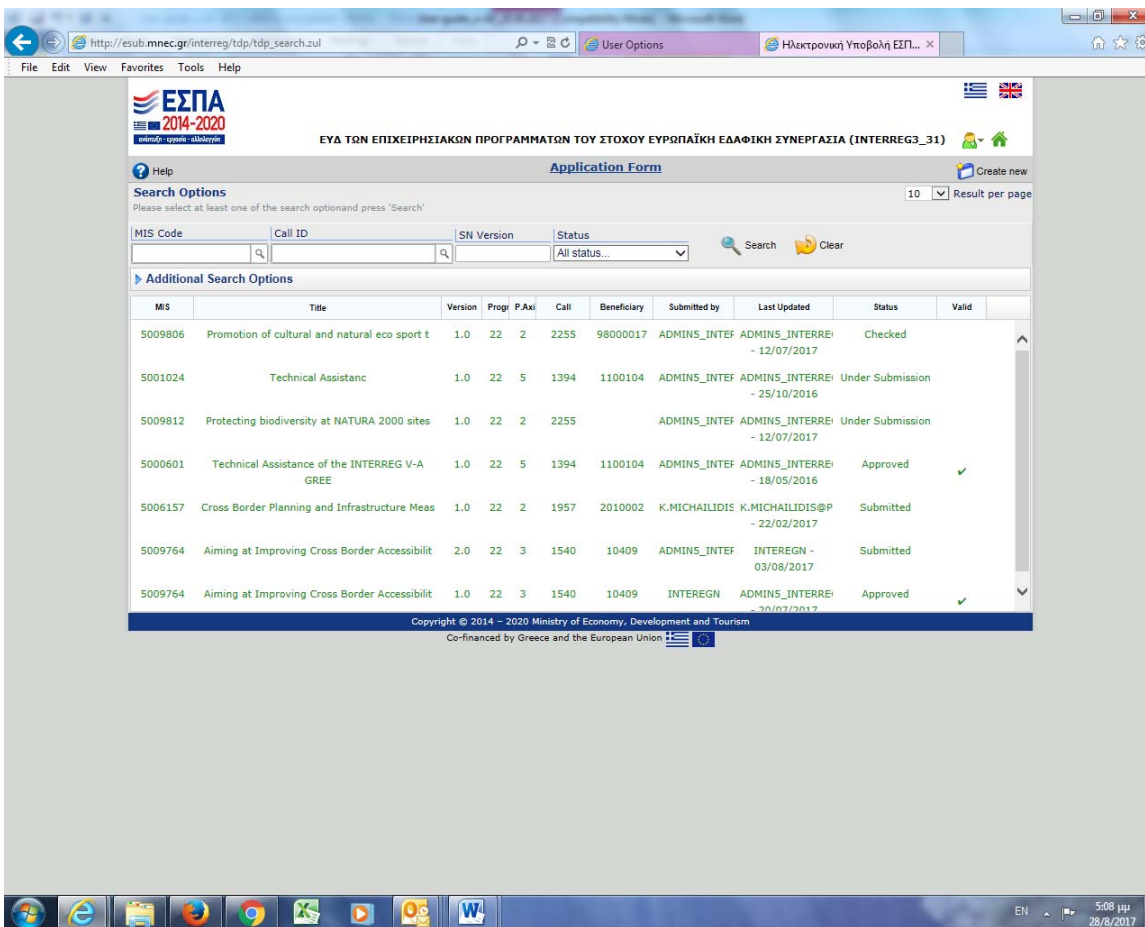
Picture 44

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).
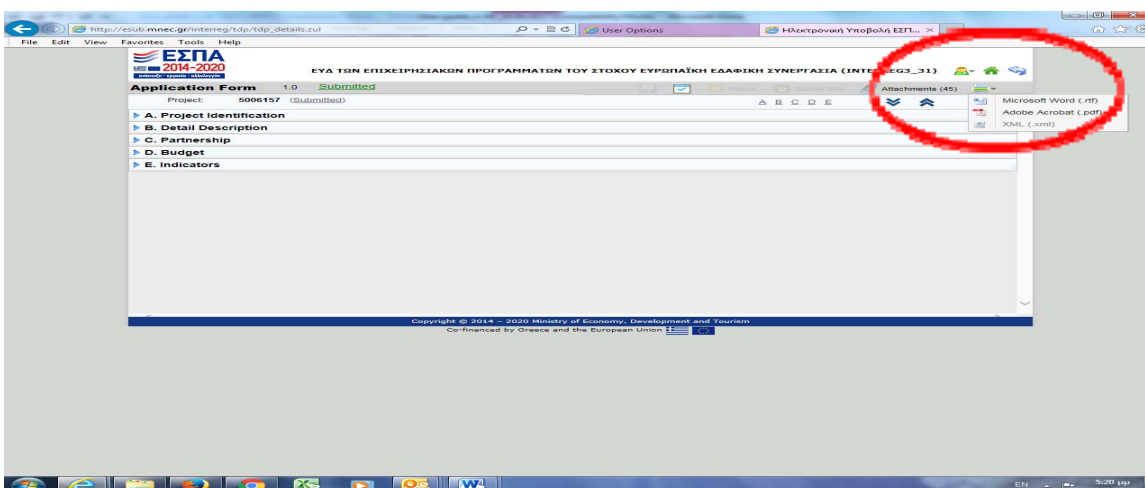
Picture 45

It is necessary to deactivate the blocking of popups in your browser.

ATTENTION ▶ 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).

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).
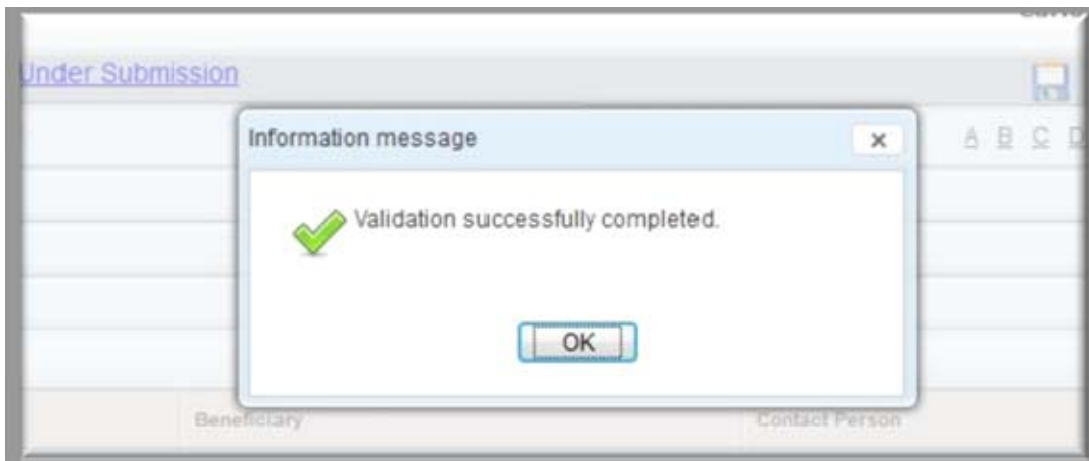
Picture 48

3.13 Submission

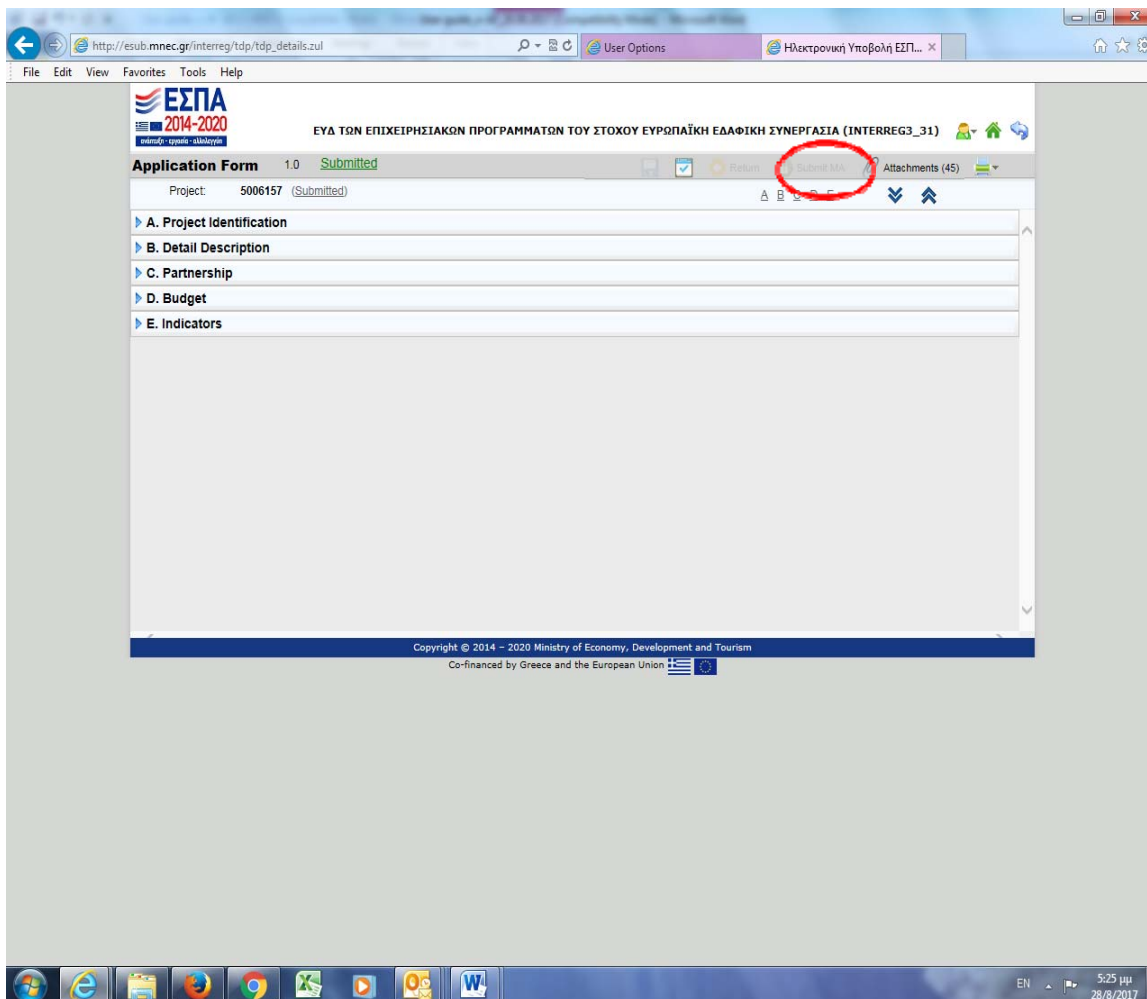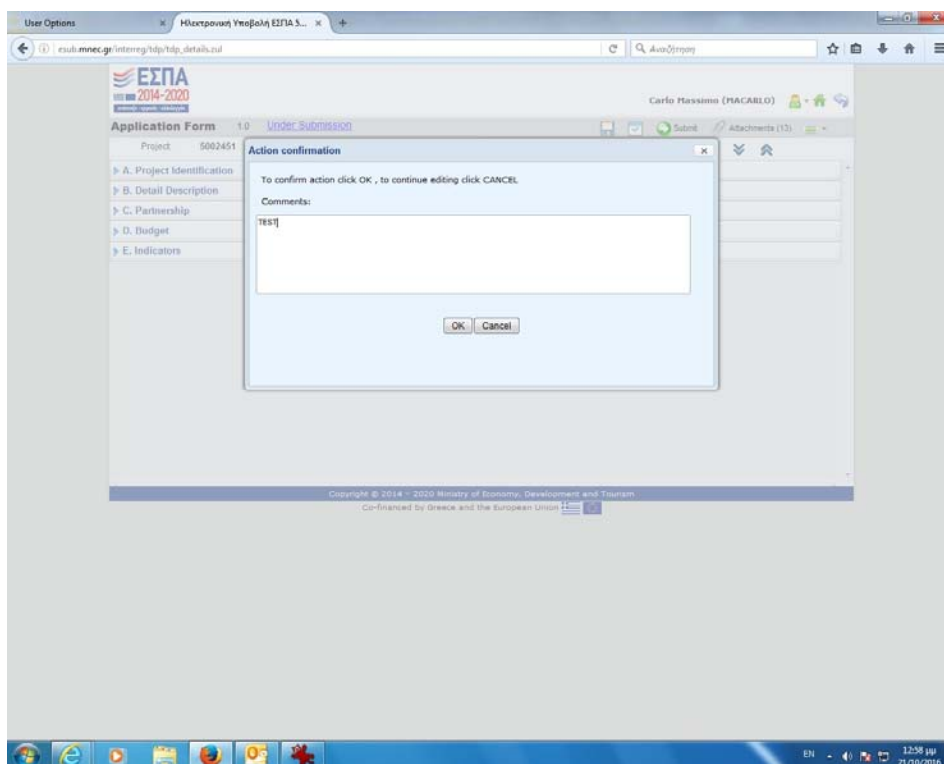It is advised, when the validation is successfully completed, to carefully read the printout of the project proposal before clicking on the "Submit" button (Picture 49).

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).

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).
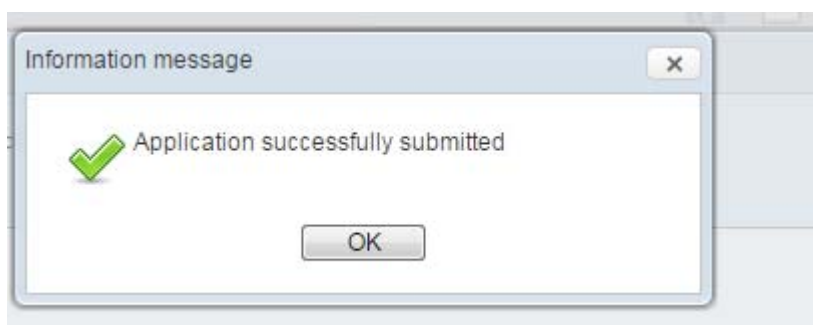
Picture 51

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

Picture 52

Picture 53

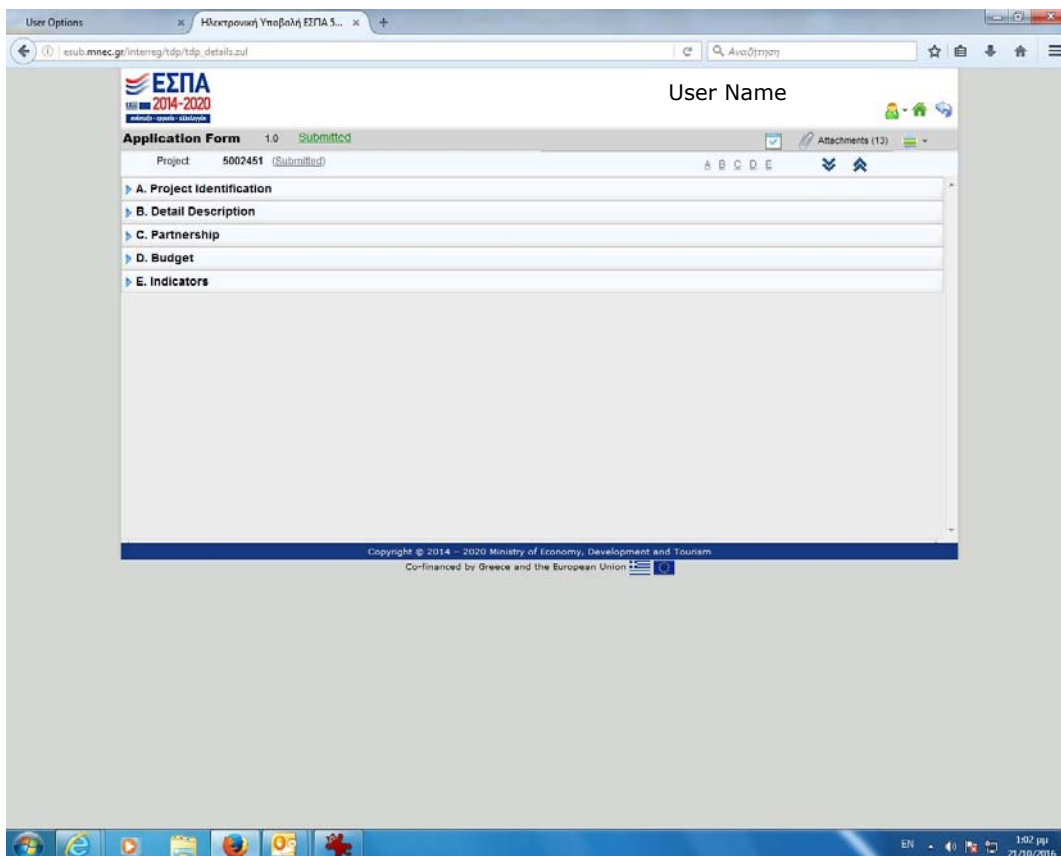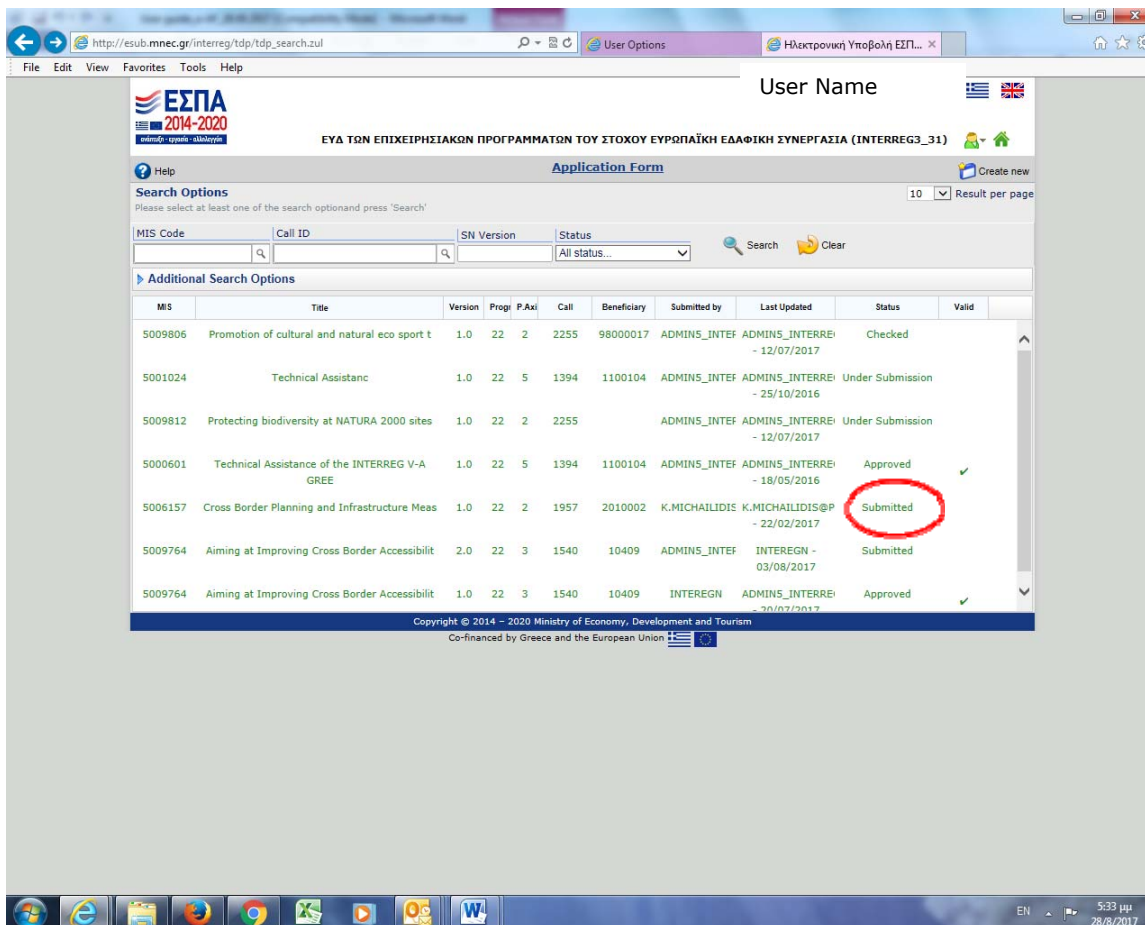**ATTENTION** ▶ It is strongly recommended for applicants to submit their proposals on time, in order to avoid the overloading of the system. Additionally, and according to the on-off criterion 1a of the "*Evaluation Criteria*" of the 1st phase evaluation, the on time submission of the proposal is a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

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