

5th Call

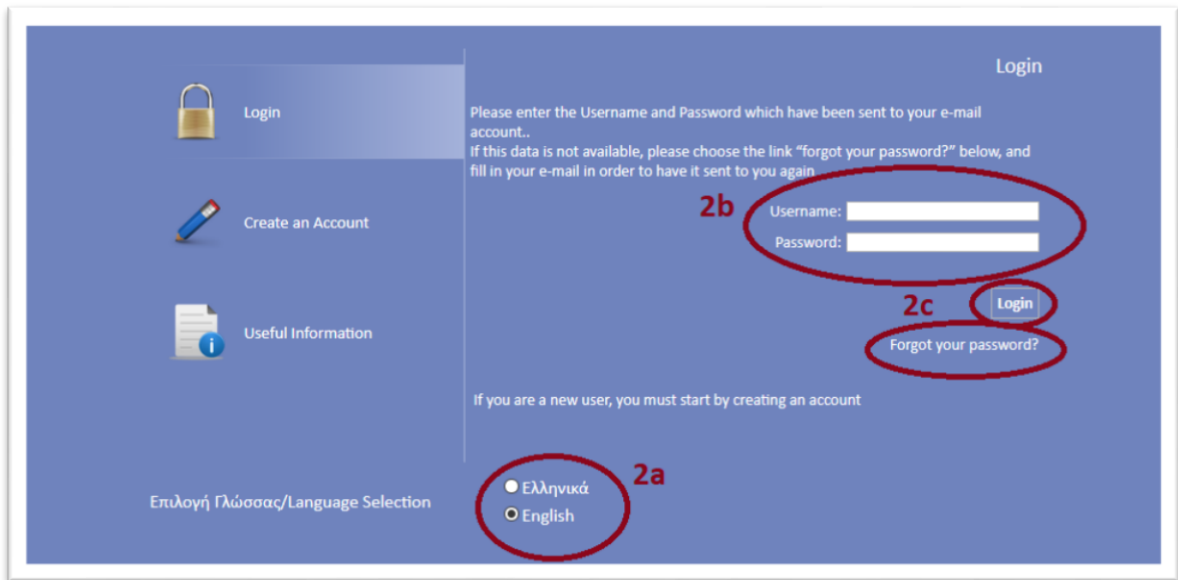
**“Grant scheme for supporting SMEs to grow
and expand beyond local markets”**

SAMIS MANUAL

**EVALUATION OF MODIFICATION
REQUEST**

(For the evaluator – JS officers)

1. Enter SAMIS using the following link:
[https://www.ependyseis.gr/mis/\(S\(m31gceb15xrln1454jw11q55\)\)/System/Login.aspx?ReturnUrl=%2fmis%2fdefault.aspx](https://www.ependyseis.gr/mis/(S(m31gceb15xrln1454jw11q55))/System/Login.aspx?ReturnUrl=%2fmis%2fdefault.aspx)
2. Log in SAMIS following the steps below:
 - a. Select the English language
 - b. Enter your credentials (Username/Password) ¹
 - c. Click on the **"Login"** button



¹ **NOTE:** The credentials were sent to your email address by the email account info_ependyseis@mou.gr. You are advised to keep this email for future use, since the username will not change. Once you login for the first time to SAMIS, you will be requested to change your password. Make sure that you remember and save your credentials.

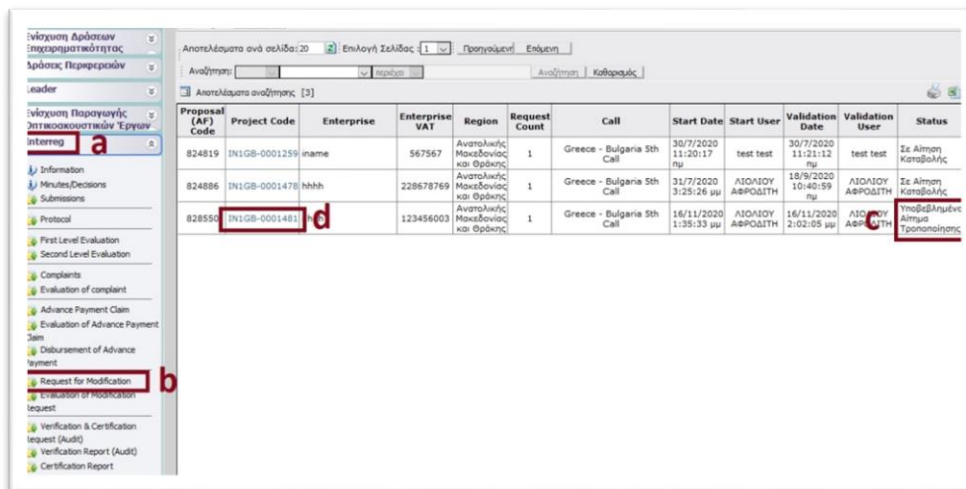
If later on you do not remember your password click on the text **"Forgot your password"** and follow the steps:


- a. Select the English language
- b. Enter your username and email. **NOTE:** the email you insert has to be the same one used for your registration to the system. The one to which your initial credentials were sent.
- c. Click on the **"Send E-mail"** button

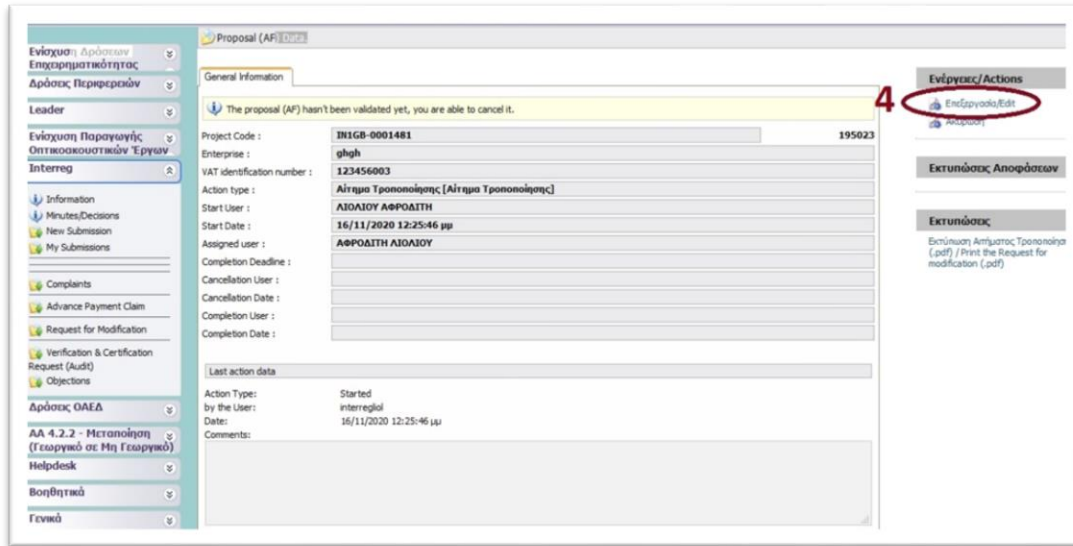
An email will be sent to the email address you entered in step b. Go to the login window and follow the steps 2a-2c.



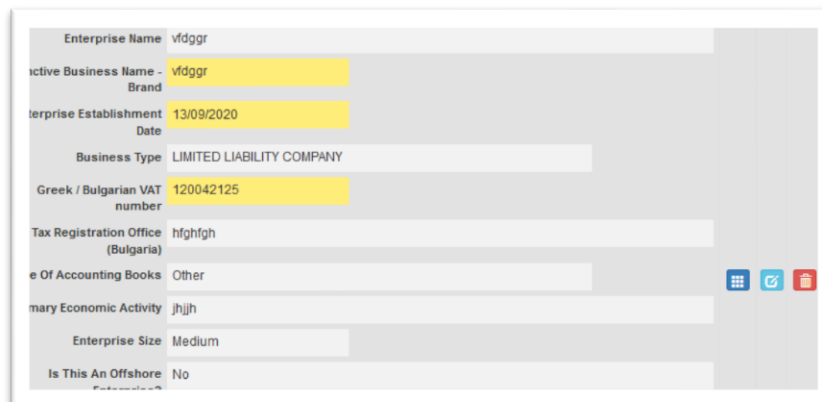
3. Once you log in SAMIS, go to the menu on the left:
 - a. Click on the sub-menu **"Interreg"** to expand
 - b. Select the option **"Request for a Modification"** from the list.
 - c. A list will appear with all the submitted requests for modification(s) under the Status: "Υποβεβλημένο Αίτημα Τροποποίησης" (meaning submitted request for modification)
 - d. To select a specific request for modification, click on the **"Project Code"** , which is an active link.



4. In the next screen, click on the active link  [Επεξεργασία/Edit](#) , found at the upper left side of your screen.



In this activity the user/evaluator has view only rights to the request for modification submitted by the project beneficiaries. In **tab 1** named "**Modification(s) category**", the evaluator can see the categories of the AF and a short description, for which the applicant submitted a modification request. **Tab No.2 – No.10** constitute the project's Application Form (AF) in which you may find the modified fields marked in yellow.



In **tab 11**, the user/evaluator has to select one of the two options:

- Approve the request for modification by clicking on the icon

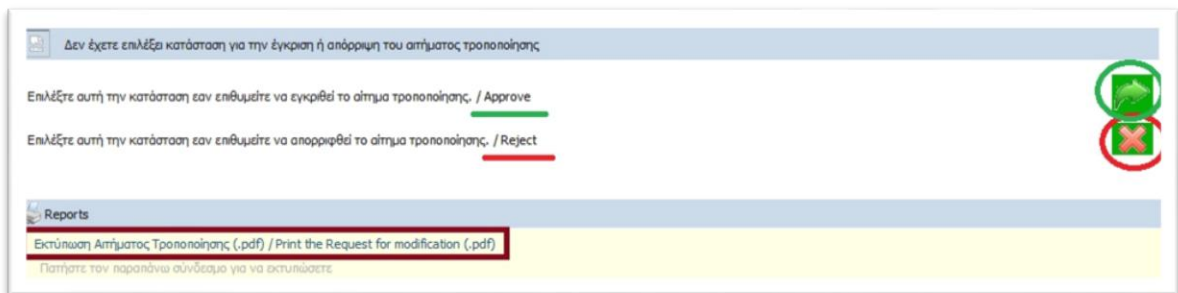


- Reject the request for modification by clicking on the icon




In the pop-up window that appears, click “OK” to finalise your decision or “Cancel” to modify it.


Attention! After you finalise your decision by clicking “OK”, you won’t be able to change it.



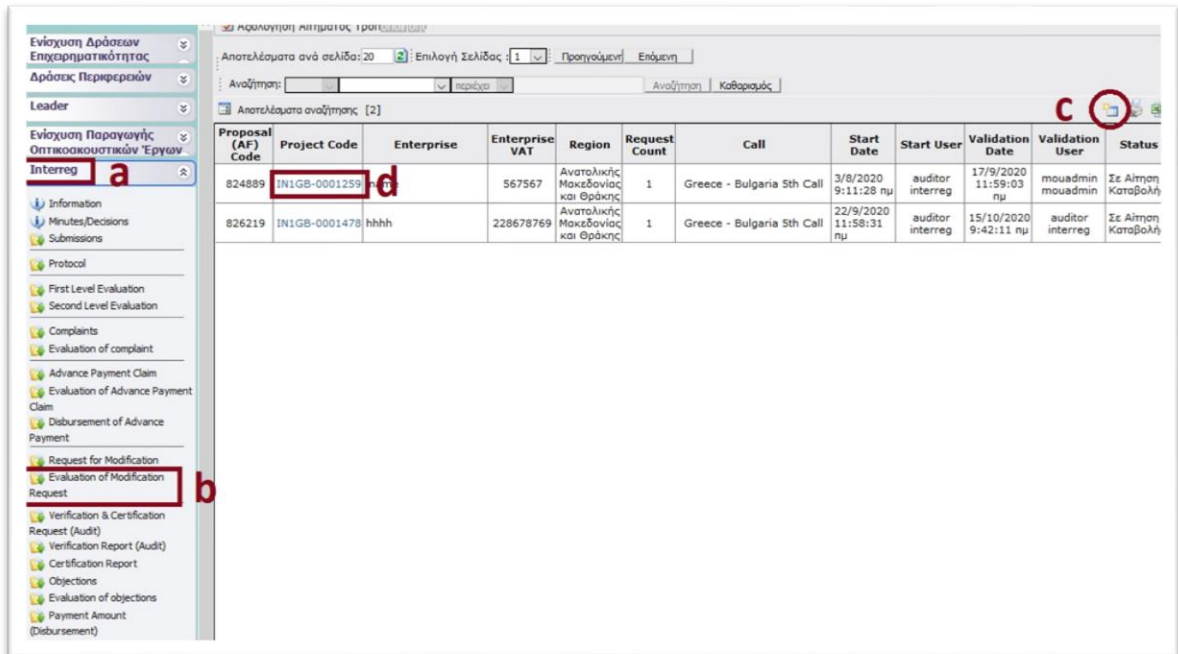
The user may print/download the pdf of the submitted request for modification(s) as it is generated by SAMIS system, by clicking on the link [Εκτύπωση Αιτήματος Τροποποίησης \(.pdf\) / Print the Request for modification \(.pdf\)](#)

If the evaluator **rejects** the modification request, the latest AF in force continues to be valid.

If the evaluator **approves** the modification request, s/he has to move on to the next module named  **Evaluation of Modification Request** that can be found under the “**Interreg**” menu, on the right side of the screen.

In the next screen, in order to activate the project proposal, you have to click on the icon  , found at the upper right side of your screen.

From the list that appears, select the project proposal whose request for modification you want to evaluate by clicking on its “*Project Code*” which is an active link.




Proposal (AF) Code	Project Code	Enterprise	Enterprise VAT	Region	Request Count	Call	Start Date	Start User	Validation Date	Validation User	Status
824889	IN1GB-0001259		567567	Ανατολικής Μακεδονίας και Θράκης	1	Greece - Bulgaria 5th Call	3/8/2020 9:11:28 πμ	auditor interreg	17/9/2020 11:59:03 πμ	mouadmin mouadmin	Σε Αίτηση Καταβολή
826219	IN1GB-0001478	hhhh	228678769	Ανατολικής Μακεδονίας και Θράκης	1	Greece - Bulgaria 5th Call	22/9/2020 11:58:31 πμ	auditor interreg	15/10/2020 9:42:11 πμ	auditor interreg	Σε Αίτηση Καταβολή

In the new window the evaluator has access with edit rights to the submitted modification request. This means that s/he can correct the fields of the AF that the applicant modified and/or insert additional corrections/ modifications.

Tabs No.2 – No.9 constitute the AF of the project. For detailed instructions on each field of the AF, please refer to the submission manual “SAMIS User manual EN” that can be found in the section “**Information**” of the “**Interreg**” menu, at the right side menu of the screen.

The content of each tab appears 3 times:


- The first one is according to the AF in force, prior to the PBs request for modification (**According to the Application Form in force**)
- The second one is the AF according to the modifications requested by the PB (**According to the modified AF**)
- The third one is the final one that can be modified by the JS, according to the approved modifications by the JS/MA/MC (**According to the evaluation of the modified AF**).

In order to modify it, the user has to click on the Edit icon .


1 2 3 4 5 [ΒΑΣΙΚΑ ΣΤΟΙΧΕΙΑ ΤΑΥΤΟΤΗΤΑΣ ΕΠΕΝΔΥΣΗΣ] 6 7 8 9 10 11 12 13 14

5.1 Στοιχεία Επένδυσης 5.2 Τόπος Υλοποίησης




Investment Plan Identity [According to the Application Form(AF) in force]




Title	Title in English	Type Of Investment	Implementation Duration (In Months)	
bfgbgbgb	ffgbfgb	New Construction	12	

Investment Plan Identity [According to the modified AF]

Title	Title in English	Type Of Investment	Implementation Duration (In Months)	
bfgbgbgb	ffgbfgb	New Construction	12	

Investment Plan Identity [According to the evaluation of the modified AF]

Title	Title in English	Type Of Investment	Implementation Duration (In Months)	
bfgbgbgb	ffgbfgb	New Construction	12	  

After inserting all the modifications in the system, the user has to click on the Update icon  to save the changes or the Cancel icon  to exit the window without saving the changes. In some cases, the evaluator has also the right to delete an entry by clicking on the Delete icon .



Investment Plan Identity [According to the evaluation of the modified AF] ×







Title

Title in English

Type Of Investment

Implementation Duration (In Months)


Location of Investment [According to the evaluation of the modified AF]						
Beneficiary	Street Name & Address	Zip Code	Telephone	Fax	e-mail	
ghgh	999	12584	2102369458		info@interreg.gr	  
vfdggr	gkgkldm	2700	xxxx	xxxx	info@gmail.com	  

If the evaluator does not have any objection to the PBs request and approves all the requested modifications, then s/he does not have to edit any field of the AF. The one submitted by the PB (**According to the modified AF**) will be considered by the system as the new version of the AF.

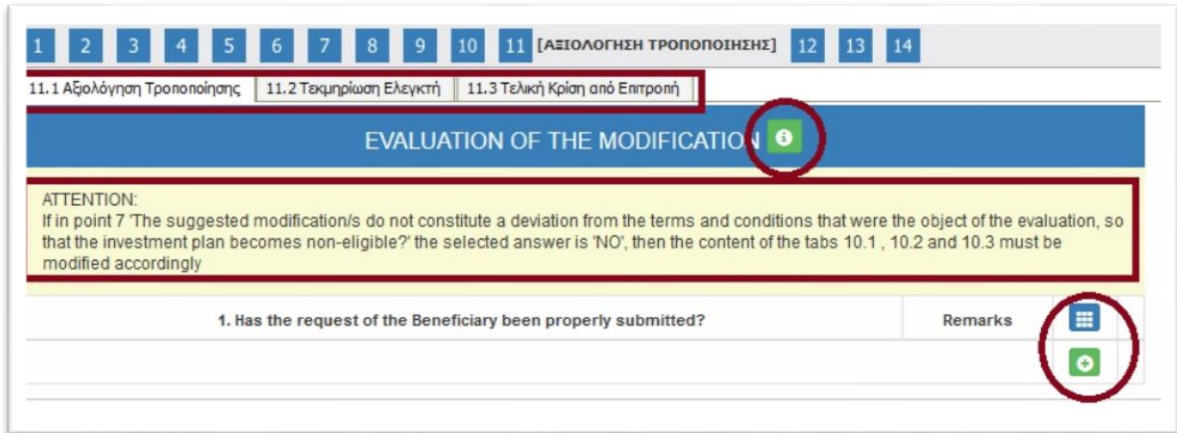
Tab No.10 and its subtabs, are the same as the ones of the **Evaluation** module (evaluation of the project proposal). In case the modifications requested by the PBs are of great significance and affect the initial evaluation of the project, the project proposal should be re-evaluated. See subtab No.11.1 below for more information. If the modifications requested do not affect the project’s initial evaluation, no action should be taken in tab No.10.

For detailed instructions on each field of the Evaluation, please refer to the “Evaluation Manual_EN” that can be found in the section “**Information**” of the “**Interreg**” menu, at the right side menu of the screen.

Tab No.11 is the main part of the evaluation of the requested modifications and it consists of three (3) subtabs.

In **subtab 11.1**, named “**Evaluation of Modification**”, the evaluator has to answer to a list of questions and justify his/hers response. Make sure that you read the instructions given in the information section. If you cannot see the text, click on the Information icon  to expand the text. More specific, the information concerns **question 7** of the list. If in this question the evaluator’s answer is “**NO**”, meaning that

the suggested modifications constitute a deviation from the terms and conditions that were the object of the evaluation and the investment plan may become non-eligible, then the user has to re-evaluate the project proposal by filling in the content of tab No.10 (subtabs No. 10.1 , 10.2 and 10.3) accordingly.




1 2 3 4 5 6 7 8 9 10 11 [ΑΞΙΟΛΟΓΗΣΗ ΤΡΟΠΟΠΟΙΗΣΗΣ] 12 13 14



11.1 Αξιολόγηση Τροποποίησης | 11.2 Τακμηρίωση Ελεγκτή | 11.3 Τελική Κρίση από Επιτροπή

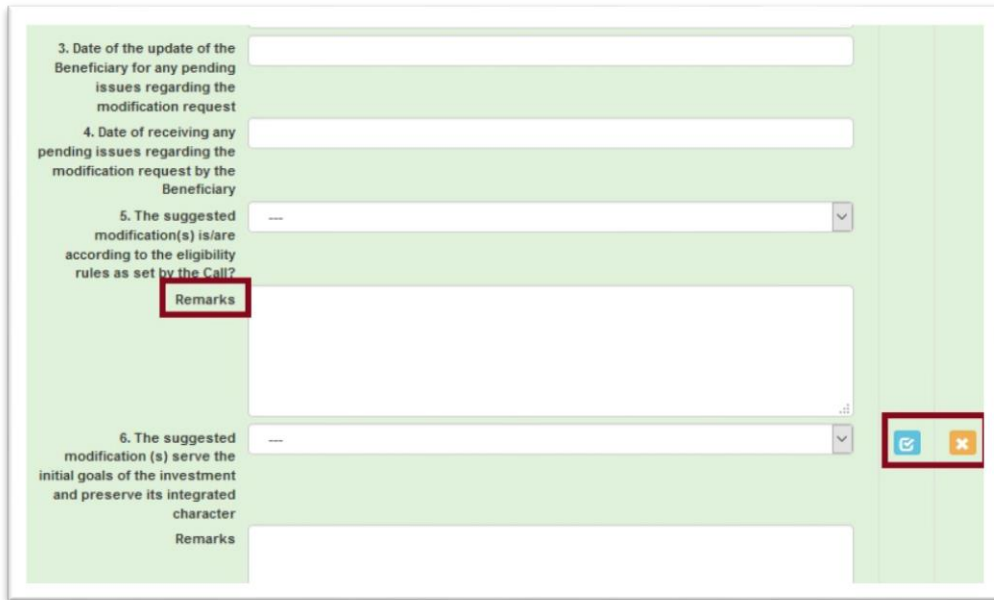
EVALUATION OF THE MODIFICATION

ATTENTION:
If in point 7 'The suggested modification/s do not constitute a deviation from the terms and conditions that were the object of the evaluation, so that the investment plan becomes non-eligible?' the selected answer is 'NO', then the content of the tabs 10.1 , 10.2 and 10.3 must be modified accordingly

1. Has the request of the Beneficiary been properly submitted? Remarks

To access the list of the questions, click on the add new icon . Reply to each question by selecting one of the provided options (yes / no / not required) and add a comment/remark justifying your answer.

After inserting all the needed data, click on the Update icon  to save the inserted data or on the Cancel icon  to exit the window **without** saving your data.





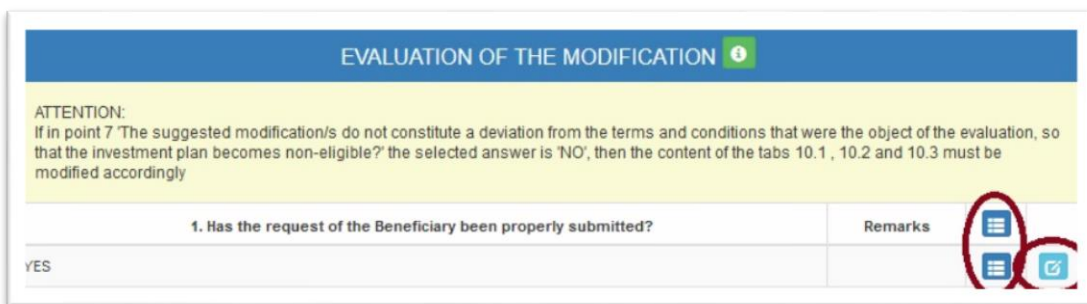
3. Date of the update of the Beneficiary for any pending issues regarding the modification request

4. Date of receiving any pending issues regarding the modification request by the Beneficiary

5. The suggested modification(s) is/are according to the eligibility rules as set by the Call?
 Remarks

6. The suggested modification (s) serve the initial goals of the investment and preserve its integrated character
 Remarks

In the initial window of subtab No.11.1, click on the icon  to expand its content and view your answers or on the Edit icon  if you wish to modify your answers.






EVALUATION OF THE MODIFICATION

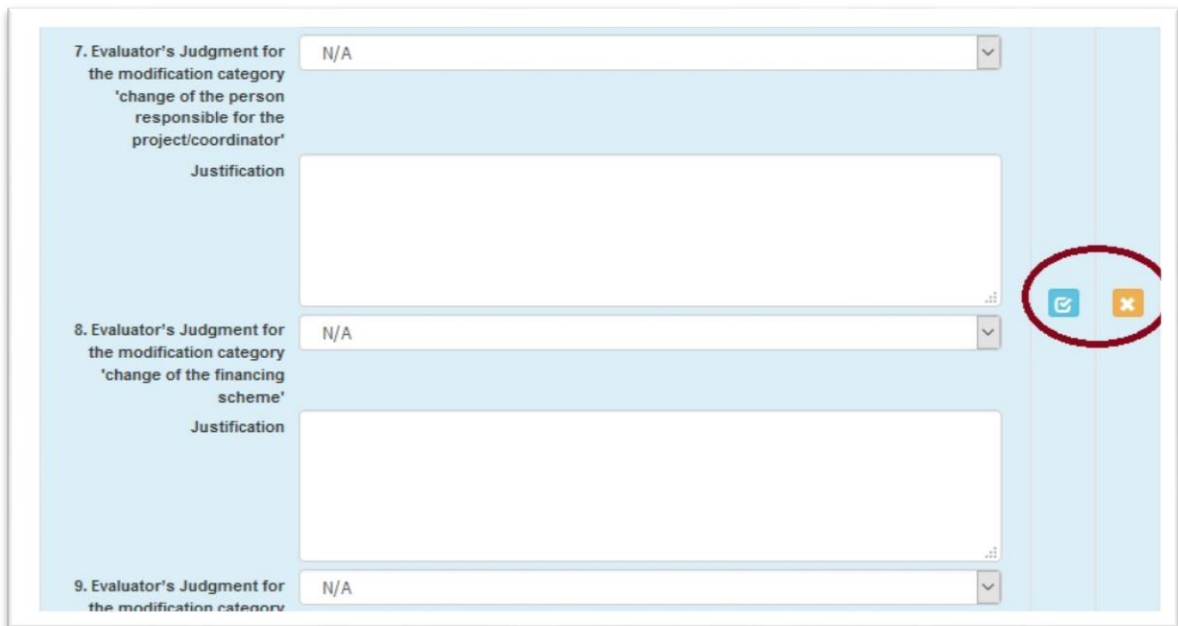
ATTENTION:
 If in point 7 'The suggested modification/s do not constitute a deviation from the terms and conditions that were the object of the evaluation, so that the investment plan becomes non-eligible?' the selected answer is 'NO', then the content of the tabs 10.1 , 10.2 and 10.3 must be modified accordingly



	Remarks
1. Has the request of the Beneficiary been properly submitted?	
YES	

In **subtab No.11.2**, named "**Evaluator's Judgement**", the user has to answer to a list of questions and justify his/hers response. The questions concern the evaluator's judgement on the category of the modifications requested by the PB, thus the evaluator has to select one of the provided options (yes, no , n/a) according to the category of modifications selected by the PB in tab.1 and based on the fields of the AF in which any change was made.



To access the list of the questions, click on the add new icon . Reply to each question by selecting one of the provided options (yes, no, n/a) and add a comment/remark justifying your answer. After inserting all the needed data, click on the Update icon  to save the inserted data or on the Cancel icon  to exit the window **without** saving your data.



In the initial window of subtab No.11.2, click on the icon  to expand its content and view your answers or on the Edit icon  if you wish to modify your answers.

1.1 Αξιολόγηση Τροποποίησης | 11.2 Τεκμηρίωση Ελεγκτή | 11.3 Τελική Κρίση από Επιτροπή

EVALUATOR'S JUDGMENT

I. Evaluator's Judgment for the modification category 'Extension of the implementation period of the investment plan'

	Justification
/A	

got response:
 {"status":"0", "rowid":24, "messages":[{"message 1":"Success inserting row with id 24"}]}




Subtab No.11.3 , named "***Final Judgement***" should be filled in only in the case that the approval of the Programme's Monitoring Committee is required for the requested modifications.

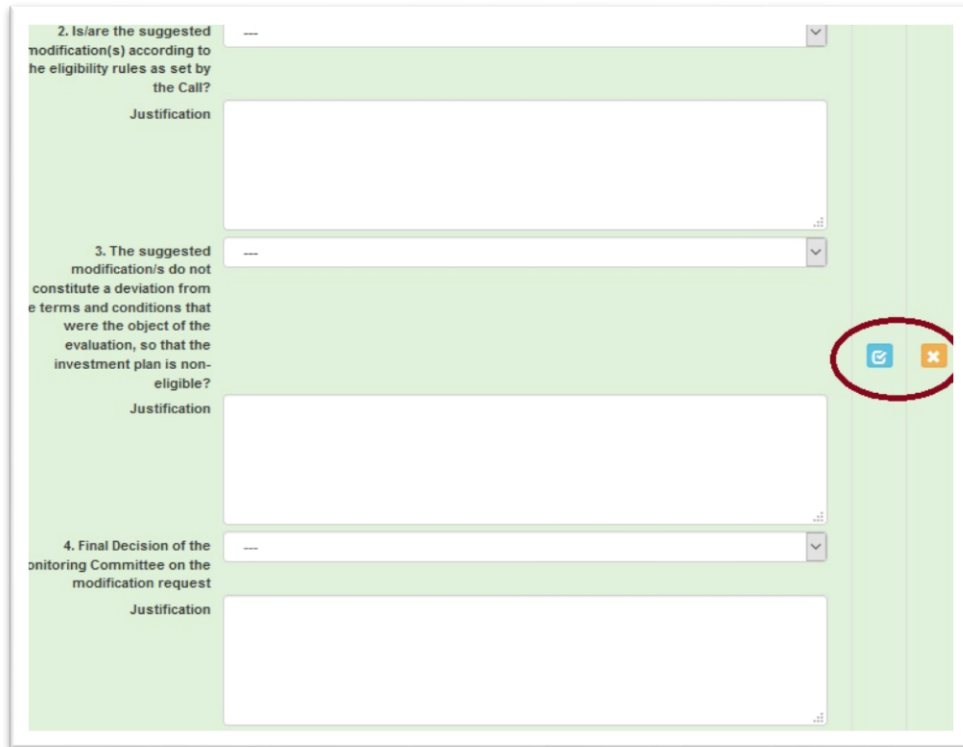
11.1 Αξιολόγηση Τροποποίησης | 11.2 Τεκμηρίωση Ελεγκτή | 11.3 Τελική Κρίση από Επιτροπή



FINAL JUDGEMENT


Table 11.3 is completed only in the case of actions that according to the Call, the requests for modification should be assessed by a Committee.



	Justification
1. Do the suggested modification(s) serve the initial goals of the investment and preserve its integrated character?	


In that case, the user has to answer to a list of Yes/No questions and justify his/hers response. To access the list of the questions, click on the icon . Reply to each question by selecting one of the provided options (yes , no, n/a) and add a comment/remark justifying your answer. After inserting all the needed data, click on the Update icon  to save the inserted data or on the Cancel icon  to exit the window **without** saving your data.

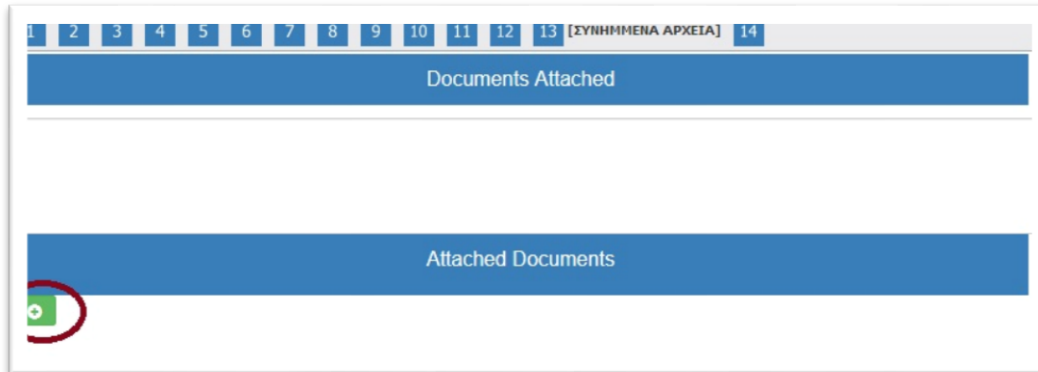


In the initial window of subtab No.11.3, click on the icon  to expand its content and view your answers or on the Edit icon  if you wish to modify your answers.

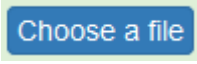


In **tab No.12**, name "**Attached documents**", the evaluator has access to the documents submitted by the PB (attached to the request for modification), justifying his/hers request for modification. Click in the icon  to download the attached document.





1 2 3 4 5 6 7 8 9 10 11 12 [ΥΠΟΒΕΒΛΗΜΕΝΑ ΣΥΝΗΜΜΕΝΑ ΑΡΧΕΙΑ] 13 14						
Attached Documents						
S/N	Beneficiary	Document Category	Document Data – Description	Comments	File	
1	ghgh	16 Επιχειρησιακά Έγγραφα Ανάπτυξης Τροποποίησης	geg	greggr		

In **tab No.13**, named "**Documents Attached**", the user may attach any document related to the evaluation of the PBs request for modification, such as the approval of the JS/MA/MC. To do so, the user has to click on the Add New File icon .



In the next window that appears, the user has to:

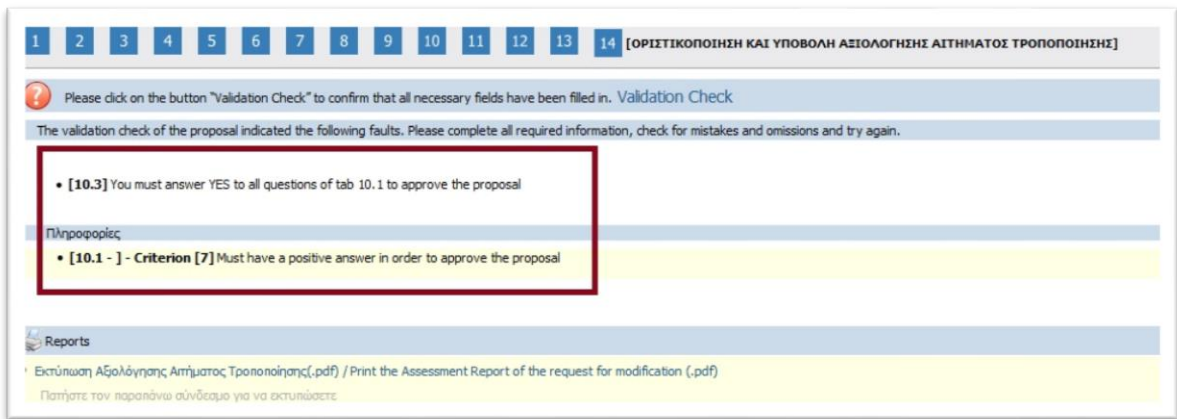
- a. Beneficiary:** Select one of the two PBs participating in the project and whom the attached document concern. In case the document concerns both PBs, select the LB.
- b. Document Category:** preselected field
- c. Document Data – Description:** Insert a short description about the attached document.
- d. Comments:** Add any additional comment concerning the attachment.
- e. File:** Click on the icon , select the file from your computer and upload it on the system. **NOTE:** Only the following formats of files are accepted: doc, docx, xls, xlsx, pdf, jpg, gif, zip, rar. Each file should not exceed the limit of 10MB.
- f.** After inserting all the needed data, click on the Update icon  to save the inserted data or on the Cancel icon  to exit the window **without** saving your data.

In the initial window of tab No.13, you will see the list of the attached documents. If you wish to attach more documents, click on the Add icon  and repeat the steps described above. If you wish to edit an entry, click on the Edit icon . If you wish to delete an entry, click on the Delete icon . If you wish to download an attached document, click on the download icon .

In the **last tab No.14**, the system has to run a validation check, by clicking on the [Validation Check](#) link, to confirm that all necessary fields have been filled in correctly by the user.



In case the validation check comes up with mistakes, a list of the identified mistakes will be displayed on the screen.





Only after correcting all mistakes and the validation check comes up with the message *"No errors were found, you may proceed to Submission"*, the **"Submission"** link will appear and the user will be allowed to submit his/hers evaluation report for the requested modification.

Attention! After the submission you won't be able to edit the inserted data.

The user may print/download the pdf of the evaluation report of the modification request as it is generated by SAMIS system, by clicking on the link [Εκτύπωση Αξιολόγησης Αιτήματος Τροποποίησης\(.pdf\) / Print the Assessment Report of the request for modification \(.pdf\)](#)



After the submission of the evaluation report a new window appears, in which the user has to:

- Approve the modification by clicking on the icon 
- Reject the modification by clicking on the icon 



In the pop-up window that appears, click “OK” to finalise your decision or “Cancel” to modify it.

Attention! After you finalise your decision by clicking “OK”, you won’t be able to change it.

Send the final AF as it is formed after the evaluation of the modification request to the LB/PB.