

Interreg Greece-Bulgaria

European Regional Development Fund



5th Call for Project Proposals

User Manual for the 2nd Level Evaluation on SAMIS

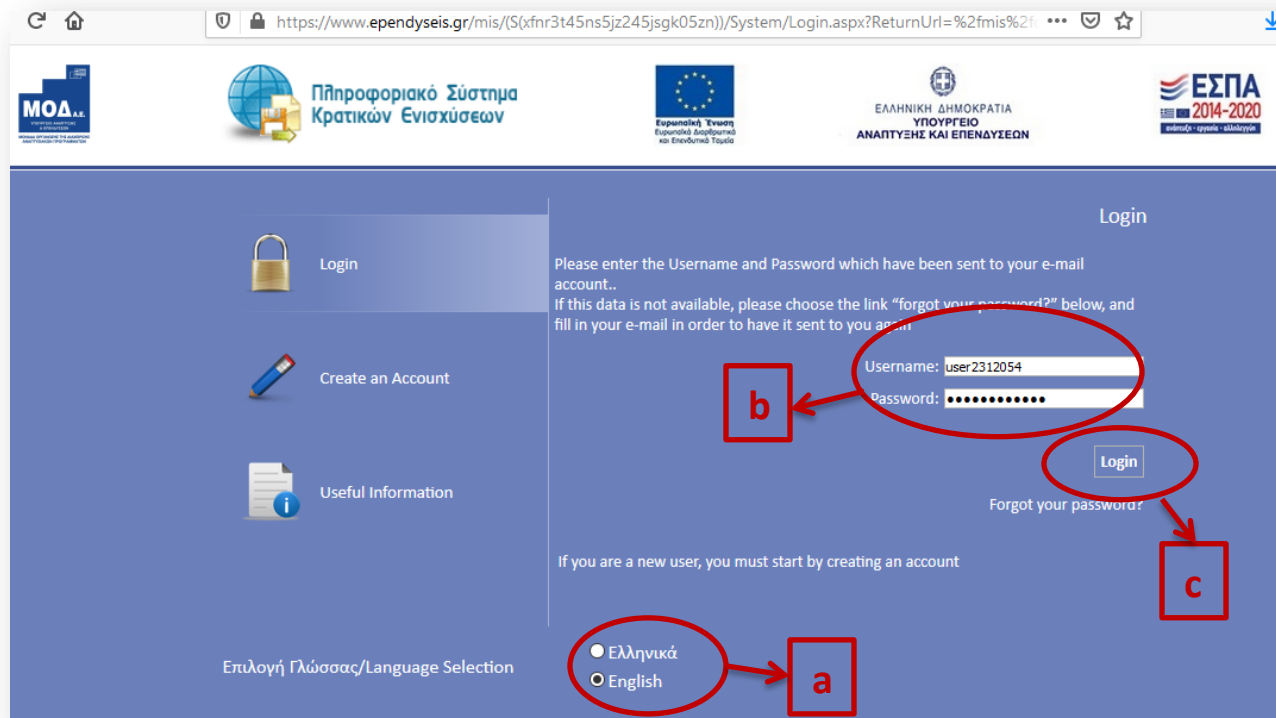
performed by the Joint Assessment Team (JAT)

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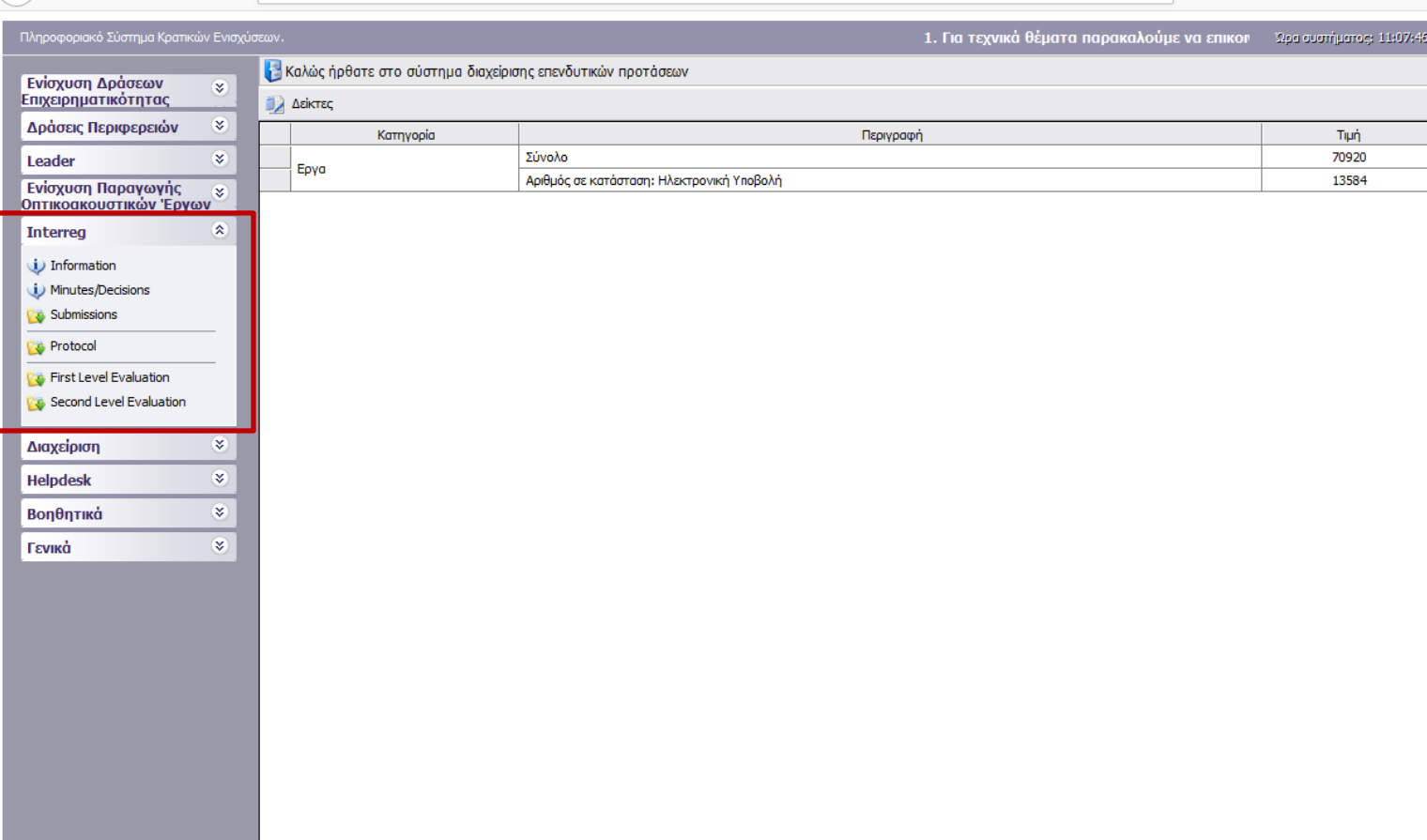
LOGIN TO SAMIS

1. Enter the link: [https://www.ependyseis.gr/mis/\(S\(xfnr3t45ns5jz245jsgk05zn\)\)/System/Login.aspx?ReturnUrl=%2fmis%2fdefault.aspx](https://www.ependyseis.gr/mis/(S(xfnr3t45ns5jz245jsgk05zn))/System/Login.aspx?ReturnUrl=%2fmis%2fdefault.aspx)
2. In the screen that appears
 - a. choose the English language
 - b. add your credentials: XXXXXXXXXX
 - c. click the "Login" button



THE INTERREG MENU

After you login the following screen appears. Go to the menu on the left of the screen and click on the two arrows (\vee) next to “**Interreg**” to expand its menu.



Πληροφοριακό Σύστημα Κρατικών Ενισχύσεων. 1. Για τεχνικά θέματα παρακαλούμε να επικοινωνήσετε με τον υπεύθυνο του συστήματος. 11/07/15 π

Καλώς ήρθατε στο σύστημα διαχείρισης επενδυτικών προτάσεων

Δείκτες

Κατηγορία	Περιγραφή	Τιμή
Εργα	Σύνολο	70920
	Αριθμός σε κατάσταση: Ηλεκτρονική Υποβολή	13584

Interreg

- Information
- Minutes/Decisions
- Submissions
- Protocol
- First Level Evaluation
- Second Level Evaluation

Διαχείριση

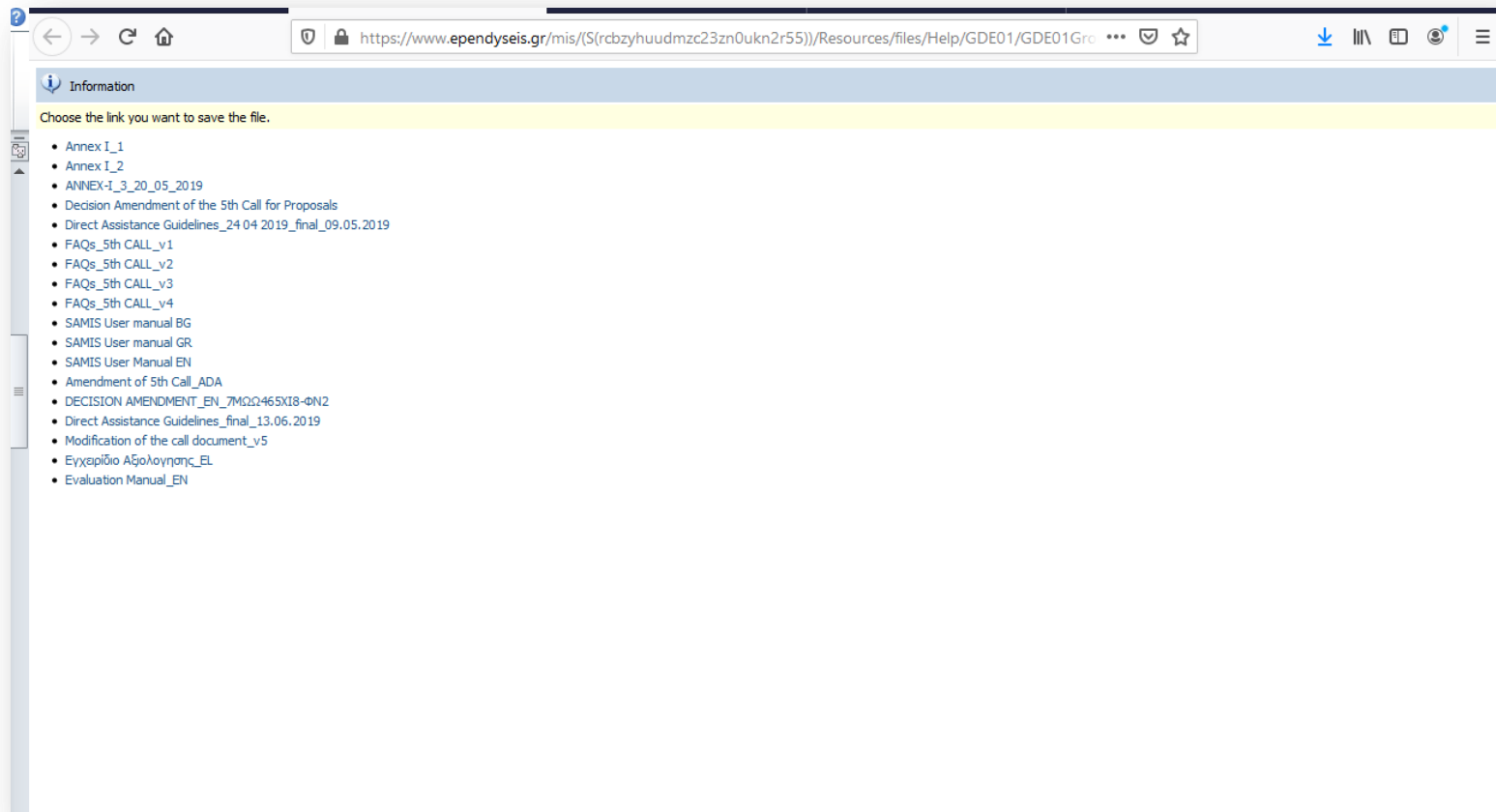
Helpdesk

Βοθητικά

Γενικά

a. Information:

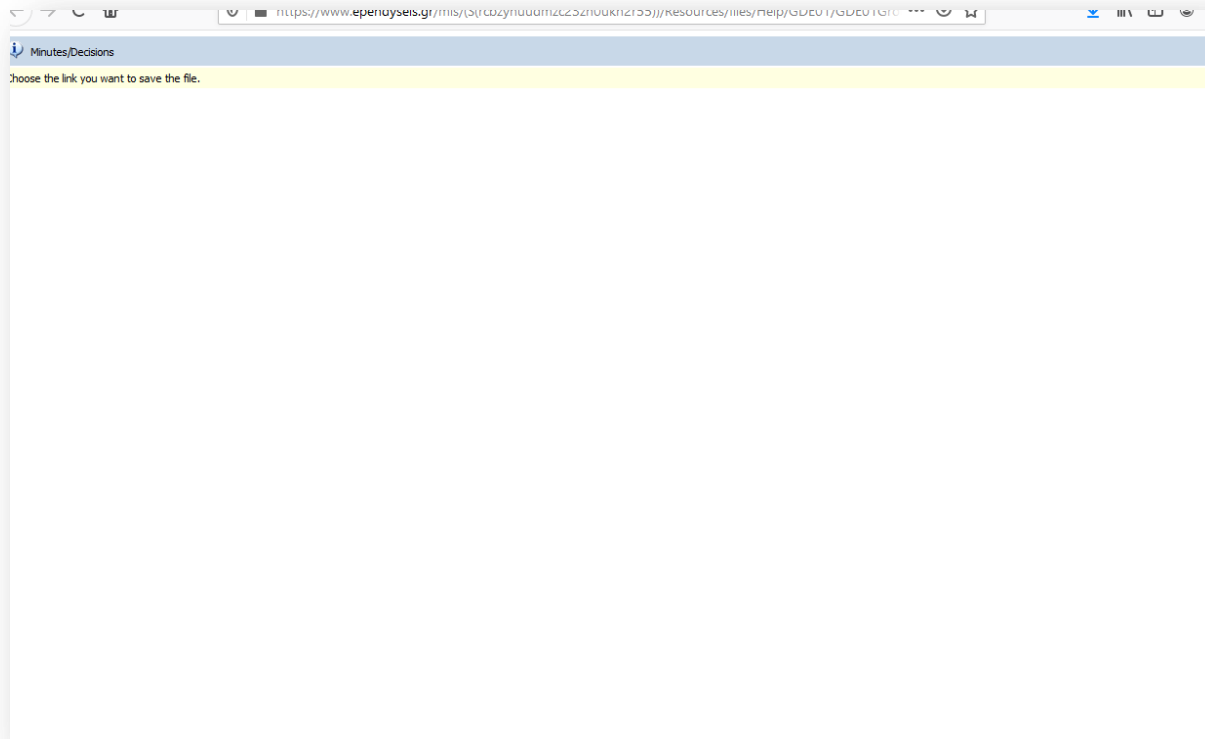
All versions of the Call document, the Annexes, the FAQs, the User Manuals etc. may be found under this category.




b. Minutes/Decisions

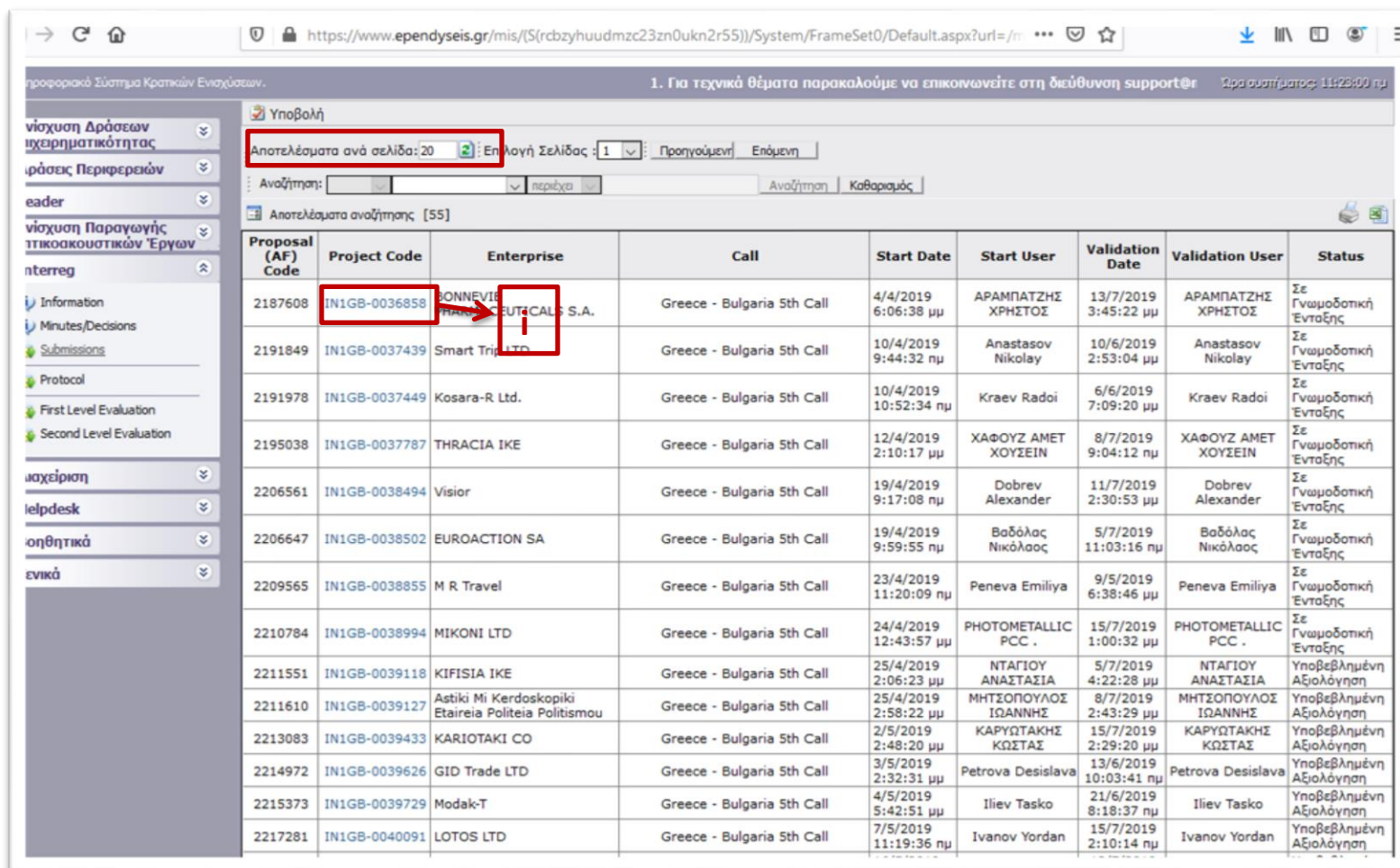
Official documents of the MC, JAT will be uploaded in this section. The following documents have to be uploaded by the JS:

- **JAT- rules of procedure**
- **JAT members** – declarations of non-conflict of interest




c. Submissions (VIEW RIGHTS ONLY)

In the following screen the user may find a list of the submitted project proposals, as they were submitted by the applicants through the system. In total, there are 55 project proposals submitted and only 20 project proposals are shown per page. To see the full list of the submitted project proposals, the user has to type "60" in the field: "Αποτελέσματα ανά σελίδα:" and click on the refresh button  next to it.



1. Για τεχνικά θέματα παρακαλούμε να επικοινωνείτε στη διεύθυνση support@ependyseis.gr

Αποτελέσματα ανά σελίδα: 20  Επλογή Σελίδας: 1 [Προηγούμενη] [Επόμενη]


Αναζήτηση: περιεχόμενο

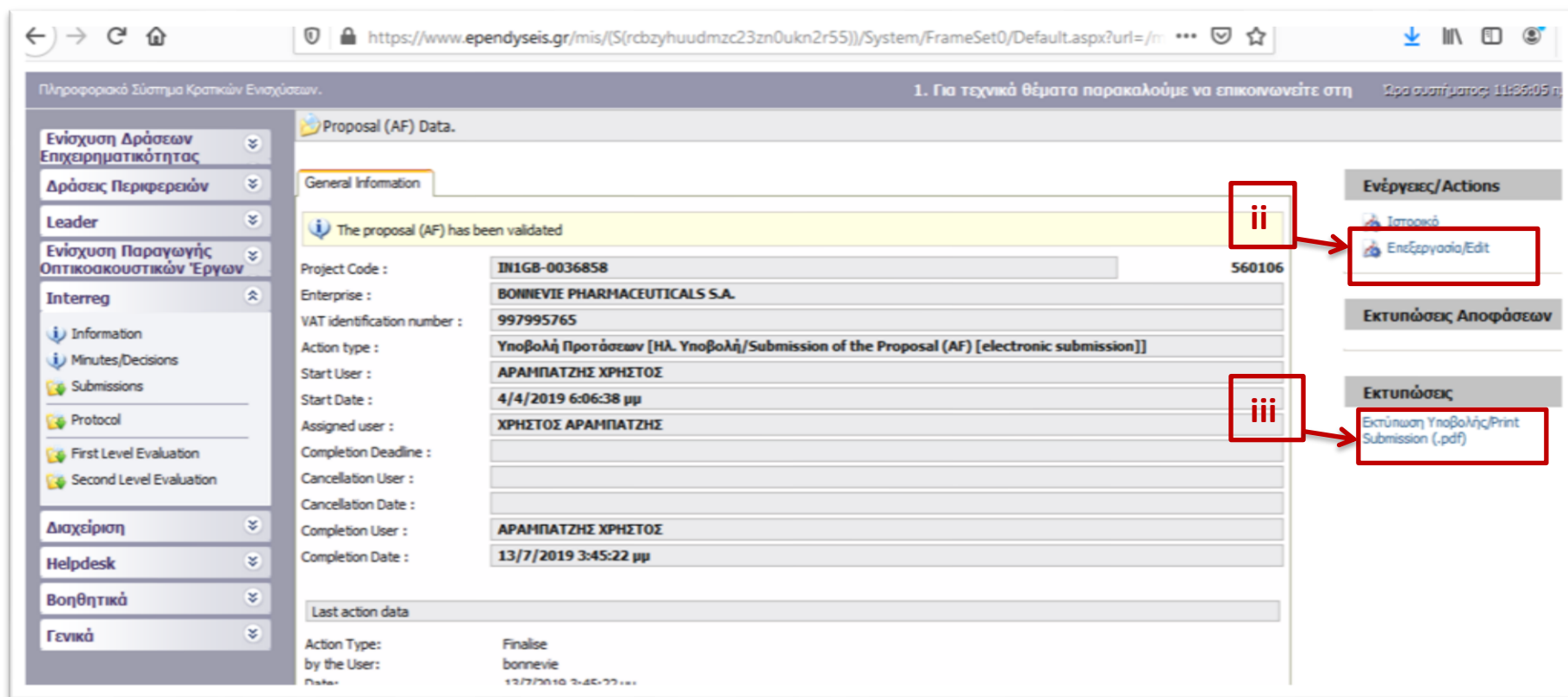
Αποτελέσματα αναζήτησης [55]

Proposal (AF) Code	Project Code	Enterprise	Call	Start Date	Start User	Validation Date	Validation User	Status
2187608	IN1GB-0036858	SONNEVILLE PHARMACEUTICALS S.A.	Greece - Bulgaria 5th Call	4/4/2019 6:06:38 μμ	ΑΡΑΜΠΑΤΖΗΣ ΧΡΗΣΤΟΣ	13/7/2019 3:45:22 μμ	ΑΡΑΜΠΑΤΖΗΣ ΧΡΗΣΤΟΣ	Σε Γνωμοδοτική Ένταξης
2191849	IN1GB-0037439	Smart Trip LTD	Greece - Bulgaria 5th Call	10/4/2019 9:44:32 ημ	Anastason Nikolay	10/6/2019 2:53:04 μμ	Anastason Nikolay	Σε Γνωμοδοτική Ένταξης
2191978	IN1GB-0037449	Kosara-R Ltd.	Greece - Bulgaria 5th Call	10/4/2019 10:52:34 ημ	Kraev Radoi	6/6/2019 7:09:20 μμ	Kraev Radoi	Σε Γνωμοδοτική Ένταξης
2195038	IN1GB-0037787	THRACIA IKE	Greece - Bulgaria 5th Call	12/4/2019 2:10:17 μμ	ΧΑΦΟΥΖ ΑΜΕΤ ΧΟΥΣΕΙΝ	8/7/2019 9:04:12 ημ	ΧΑΦΟΥΖ ΑΜΕΤ ΧΟΥΣΕΙΝ	Σε Γνωμοδοτική Ένταξης
2206561	IN1GB-0038494	Visior	Greece - Bulgaria 5th Call	19/4/2019 9:17:08 ημ	Dobrev Alexander	11/7/2019 2:30:53 μμ	Dobrev Alexander	Σε Γνωμοδοτική Ένταξης
2206647	IN1GB-0038502	EUROACTION SA	Greece - Bulgaria 5th Call	19/4/2019 9:59:55 ημ	Βαδόλας Νικόλαος	5/7/2019 11:03:16 ημ	Βαδόλας Νικόλαος	Σε Γνωμοδοτική Ένταξης
2209565	IN1GB-0038855	M R Travel	Greece - Bulgaria 5th Call	23/4/2019 11:20:09 ημ	Peneva Emiliya	9/5/2019 6:38:46 μμ	Peneva Emiliya	Σε Γνωμοδοτική Ένταξης
2210784	IN1GB-0038994	MIKONI LTD	Greece - Bulgaria 5th Call	24/4/2019 12:43:57 μμ	PHOTOMETALLIC PCC .	15/7/2019 1:00:32 μμ	PHOTOMETALLIC PCC .	Σε Γνωμοδοτική Ένταξης
2211551	IN1GB-0039118	KIFISIA IKE	Greece - Bulgaria 5th Call	25/4/2019 2:06:23 μμ	ΝΤΑΓΓΙΟΥ ΑΝΑΣΤΑΣΙΑ	5/7/2019 4:22:28 μμ	ΝΤΑΓΓΙΟΥ ΑΝΑΣΤΑΣΙΑ	Υποβλημένη Αξιολόγηση
2211610	IN1GB-0039127	Astiki Mi Kerdoskopiki Etaireia Politeia Politismou	Greece - Bulgaria 5th Call	25/4/2019 2:58:22 μμ	ΜΗΤΣΟΠΟΥΛΟΣ ΙΩΑΝΝΗΣ	8/7/2019 2:43:29 μμ	ΜΗΤΣΟΠΟΥΛΟΣ ΙΩΑΝΝΗΣ	Υποβλημένη Αξιολόγηση
2213083	IN1GB-0039433	KARIOTAKI CO	Greece - Bulgaria 5th Call	2/5/2019 2:48:20 μμ	ΚΑΡΥΩΤΑΚΗΣ ΚΩΣΤΑΣ	15/7/2019 2:29:20 μμ	ΚΑΡΥΩΤΑΚΗΣ ΚΩΣΤΑΣ	Υποβλημένη Αξιολόγηση
2214972	IN1GB-0039626	GID Trade LTD	Greece - Bulgaria 5th Call	3/5/2019 2:32:31 μμ	Petrova Desislava	13/6/2019 10:03:41 ημ	Petrova Desislava	Υποβλημένη Αξιολόγηση
2215373	IN1GB-0039729	Modak-T	Greece - Bulgaria 5th Call	4/5/2019 5:42:51 μμ	Iliev Tasko	21/6/2019 8:18:37 ημ	Iliev Tasko	Υποβλημένη Αξιολόγηση
2217281	IN1GB-0040091	LOTOS LTD	Greece - Bulgaria 5th Call	7/5/2019 11:19:36 ημ	Ivanov Yordan	15/7/2019 2:10:14 ημ	Ivanov Yordan	Υποβλημένη Αξιολόγηση

To check a submitted project proposal, the user has to select it from the list based on its Project Code (2nd column of the table). Example:

To check the project proposal with Project Code: IN1GB-0036858:

- i. Click on the project code (see picture above) which is an active link.
- ii. In the next screen the user has to click on the link  [Επεξεργασία/Edit](#) found at the left side menu.
- iii. If you want to download the project proposal in a .pdf file, click on the [Εκτύπωση Υποβολής/Print Submission \(.pdf\)](#) link found at the left side menu.



In the previous screen, if the user clicks on the link [Επεξεργασία/Edit](#) , the following screen appears, which is the project proposal submitted by the applicant. It consists of 10 steps and each step consists of sub-tabs. Some steps and tabs are indicated as not applicable. For more information about the screens, please refer to the [SAMIS User Manual EN](#) found in the “Information” menu (see step 3b).


The screenshot shows a web application interface for project proposal submission. At the top, there is a navigation bar with 10 numbered steps. Step 1 is highlighted in blue. Below the steps, there are sub-tabs for each step. Step 1 has a sub-tab titled "1.1 Beneficiary General Information" which is highlighted in blue. A table below this sub-tab displays enterprise information.

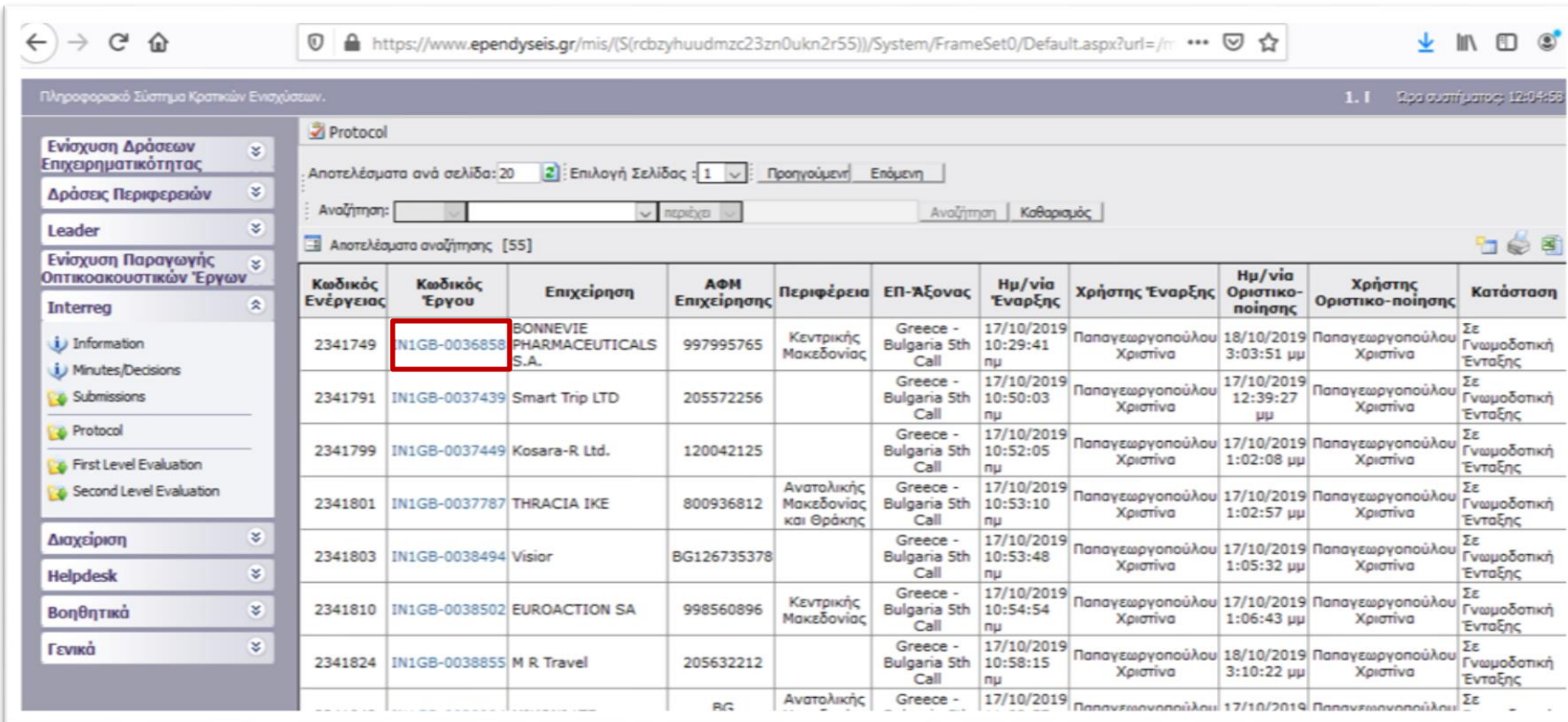
Enterprise Name	Greek / Bulgarian VAT number
BONNEVE PHARMACEUTICALS S.A.	997995765
ПРО ЛАБ - САМОСТОЯТЕЛНА МЕДИКО-ΔΙΑΓΝΩΣΤΙΚΗΝ ΛΑΒΟΡΑΤΟΡΙΑ	205432238

Annotations in the image include:

- A red box labeled "steps" pointing to the top navigation bar.
- A red box labeled "Tabs" pointing to the sub-tab "1.1 Beneficiary General Information".
- A red box containing the text: "The name of each tab in English is given in the blue box when you open the specific tab." pointing to the blue sub-tab header.

d. Protocol (VIEW RIGHTS ONLY)

In this category, the user may see the protocol number each project proposal received when its folder was delivered to the JS. The procedure to access this information is the same as above. The user has to click on the Project Code of the specific project proposal he/she wishes to check its protocol number and then click on the  [Επεξεργασία/Edit](#) link found at the left menu.



Κωδικός Ενέργειας	Κωδικός Έργου	Επιχείρηση	ΑΦΜ Επιχείρησης	Περιφέρεια	ΕΠ-Άξονας	Ημ/νία Έναρξης	Χρήστης Έναρξης	Ημ/νία Οριστικοποίησης	Χρήστης Οριστικοποίησης	Κατάσταση
2341749	IN1GB-0036858	BONNEVIE PHARMACEUTICALS S.A.	997995765	Κεντρικής Μακεδονίας	Greece - Bulgaria 5th Call	17/10/2019 10:29:41 πμ	Παπαγεωργοπούλου Χριστίνα	18/10/2019 3:03:51 μμ	Παπαγεωργοπούλου Χριστίνα	Σε Γνωμοδοτική Ένταξης
2341791	IN1GB-0037439	Smart Trip LTD	205572256		Greece - Bulgaria 5th Call	17/10/2019 10:50:03 πμ	Παπαγεωργοπούλου Χριστίνα	17/10/2019 12:39:27 μμ	Παπαγεωργοπούλου Χριστίνα	Σε Γνωμοδοτική Ένταξης
2341799	IN1GB-0037449	Kosara-R Ltd.	120042125		Greece - Bulgaria 5th Call	17/10/2019 10:52:05 πμ	Παπαγεωργοπούλου Χριστίνα	17/10/2019 1:02:08 μμ	Παπαγεωργοπούλου Χριστίνα	Σε Γνωμοδοτική Ένταξης
2341801	IN1GB-0037787	THRACIA IKE	800936812	Ανατολικής Μακεδονίας και Θράκης	Greece - Bulgaria 5th Call	17/10/2019 10:53:10 πμ	Παπαγεωργοπούλου Χριστίνα	17/10/2019 1:02:57 μμ	Παπαγεωργοπούλου Χριστίνα	Σε Γνωμοδοτική Ένταξης
2341803	IN1GB-0038494	Visior	BG126735378		Greece - Bulgaria 5th Call	17/10/2019 10:53:48 πμ	Παπαγεωργοπούλου Χριστίνα	17/10/2019 1:05:32 μμ	Παπαγεωργοπούλου Χριστίνα	Σε Γνωμοδοτική Ένταξης
2341810	IN1GB-0038502	EUROACTION SA	998560896	Κεντρικής Μακεδονίας	Greece - Bulgaria 5th Call	17/10/2019 10:54:54 πμ	Παπαγεωργοπούλου Χριστίνα	17/10/2019 1:06:43 μμ	Παπαγεωργοπούλου Χριστίνα	Σε Γνωμοδοτική Ένταξης
2341824	IN1GB-0038855	M R Travel	205632212		Greece - Bulgaria 5th Call	17/10/2019 10:58:15 πμ	Παπαγεωργοπούλου Χριστίνα	18/10/2019 3:10:22 μμ	Παπαγεωργοπούλου Χριστίνα	Σε Γνωμοδοτική Ένταξης
			BG	Ανατολικής	Greece -	17/10/2019	Παπαγεωργοπούλου	17/10/2019	Παπαγεωργοπούλου	Σε -

Πληροφοριακό Σύστημα Κρατικών Ενισχύσεων. για την Επιδότηση Τόκων COVID-19: ο ΚΑΔ 46.46.12 είναι επιλέξιμος. Γραφείο: 12:05:45 μμ

Proposal (AF) Data.

General Information

The proposal (AF) has been validated

Project Code : **IN1GB-0036858** 560106
 Enterprise : **BONNEVIE PHARMACEUTICALS S.A.**
 VAT identification number : **997995765**
 Action type : **Παραλαβή Φυσικού Φακέλου [Παραλαβή Φυσικού Φακέλου]**
 Start User : **Παπαγεωργοπούλου Χριστίνα**
 Start Date : **17/10/2019 10:29:41 μμ**
 Assigned user : **Χριστίνα Παπαγεωργοπούλου**
 Completion Deadline :
 Cancellation User :
 Cancellation Date :
 Completion User : **Παπαγεωργοπούλου Χριστίνα**
 Completion Date : **18/10/2019 3:03:51 μμ**

Last action data

Ενέργειες/Actions

[Ιστορικό](#)
[Επεξεργασία/Edit](#)

Πληροφοριακό Σύστημα Κρατικών Ενισχύσεων. 1. f

Ενίσχυση Επιχειρηματικότητας

Οδηγός ενέργειας Παραλαβή Φυσικού Φακέλου [Παραλαβή Φυσικού Φακέλου] για την πρόταση με κωδικό: **[IN1GB-0036858] BONNEVIE PHARMACEUTICALS S.A.** με ΑΦΜ ενέργειας: **2341749** . Η ενέργεια ξεκίνησε από τον χρήστη: **Παπαγεωργοπούλου Χριστίνα** . Ημ. - Ώρα έναρξης: **17/10/2019 10:29:41 μμ** . Η ενέργεια είναι αναστεν **Παπαγεωργοπούλου** . Η ενέργεια ολοκληρώθηκε από τον χρήστη: **Παπαγεωργοπούλου Χριστίνα** . Ημ. - Ώρα ολοκλήρωσης: **18/10/2019 3:03:51 μμ**

1 [ΠΑΡΑΛΑΒΗ ΦΥΣΙΚΟΥ ΦΑΚΕΛΟΥ] 2



Παραλαβή Φυσικού Φακέλου

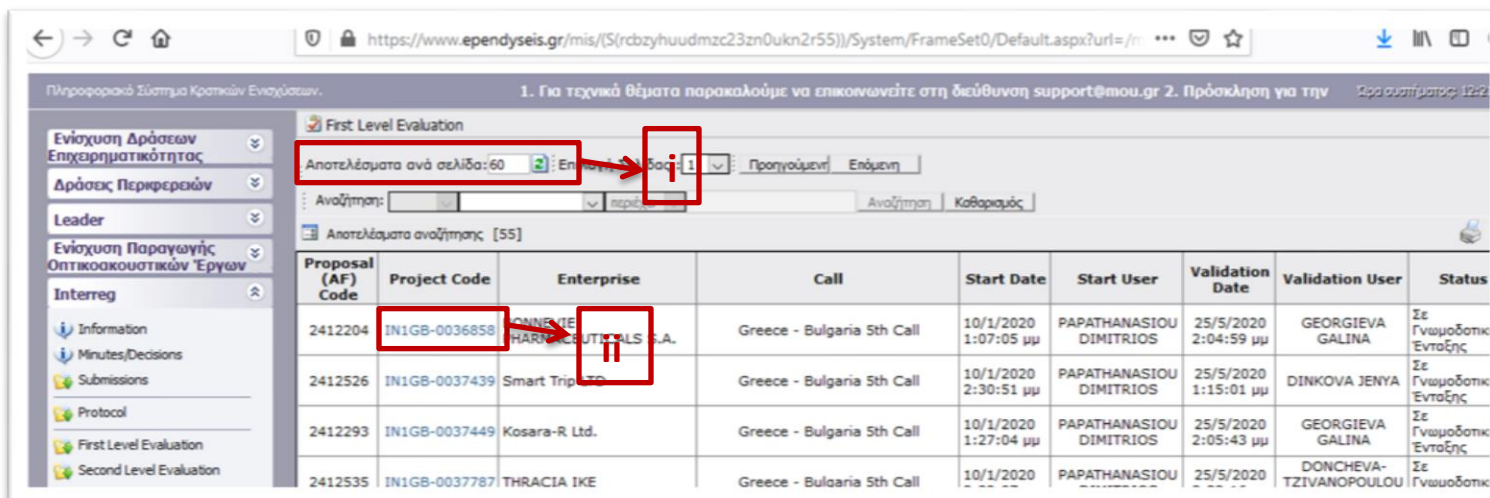
Protocol

Protocol Number	Date of Protocol	Comments
Protocol Number 4011	Date of Protocol 16/07/2019	Comments The time of the folder's submission to the courier company is not written on the post stamp.

e. First Level Evaluation (VIEW RIGHTS ONLY)

In this section you may see the evaluation of each proposal performed by the 1st Level Evaluation Body (Joint Secretariat).

- i. To see the full list of the evaluated project proposals type “60” in the field: “Αποτελέσματα ανά σελίδα:” and click on the refresh button  next to it.
- ii. To check the evaluation of a project proposal, select it from the list based on its Project Code (2nd column of the table).
Example: for project proposal with Project Code: IN1GB-0036858: Click on the project code which is an active link.
- iii. In the next screen you click on the link  [Επεξεργασία/Edit](#) at the left side menu.
- iv. If the user wishes to download the evaluation form in a .pdf file, click on the link [Εκτύπωση Αξιολόγησης\(.pdf\)](#) found at the left side menu.



Proposal (AF) Code	Project Code	Enterprise	Call	Start Date	Start User	Validation Date	Validation User	Status
2412204	IN1GB-0036858	DONCHEVA-TZIVANOPOULOU S.A.	Greece - Bulgaria 5th Call	10/1/2020 1:07:05 μμ	PAPATHANASIOU DIMITRIOS	25/5/2020 2:04:59 μμ	GEORGIEVA GALINA	Σε Γνωμοδοκic Ένταξης
2412526	IN1GB-0037439	Smart Trip LTD	Greece - Bulgaria 5th Call	10/1/2020 2:30:51 μμ	PAPATHANASIOU DIMITRIOS	25/5/2020 1:15:01 μμ	DINKOVA JENYA	Σε Γνωμοδοκic Ένταξης
2412293	IN1GB-0037449	Kosara-R Ltd.	Greece - Bulgaria 5th Call	10/1/2020 1:27:04 μμ	PAPATHANASIOU DIMITRIOS	25/5/2020 2:05:43 μμ	GEORGIEVA GALINA	Σε Γνωμοδοκic Ένταξης
2412535	IN1GB-0037787	THRACIA IKE	Greece - Buloaaria 5th Call	10/1/2020	PAPATHANASIOU	25/5/2020	DONCHEVA-TZIVANOPOULOU	Σε Γνωμοδοκic

Browser address bar: [https://www.ependyseis.gr/mis/\(S{\(rcbzyhuudmzc23zn0ukn2r55\)}\)/System/FrameSet0/Default.aspx?url=/m](https://www.ependyseis.gr/mis/(S{(rcbzyhuudmzc23zn0ukn2r55)})/System/FrameSet0/Default.aspx?url=/m)

Proposal (AF) Data.

General Information

The proposal (AF) has been validated

Project Code :	IN1GB-0036858	560106
Enterprise :	BONNIEVE PHARMACEUTICALS S.A.	
VAT identification number :	997995765	
Action type :	Αξιολόγηση Προτάσεων [Αξιολόγηση Προτάσεων]	
Start User :	PAPATHANASIOU DIMITRIOS	
Start Date :	10/1/2020 1:07:05 μμ	
Assigned user :	GALINA GEORGIEVA	
Completion Deadline :		
Cancellation User :		
Cancellation Date :		
Completion User :	GEORGIEVA GALINA	
Completion Date :	25/5/2020 2:04:59 μμ	

Last action data

Action Type:	Finalise
by the User:	user2262401
Date:	25/5/2020 2:04:59 μμ
Comments:	

Ενέργειες/Actions

- Ιστορικό
- Επεξεργασία/Edit

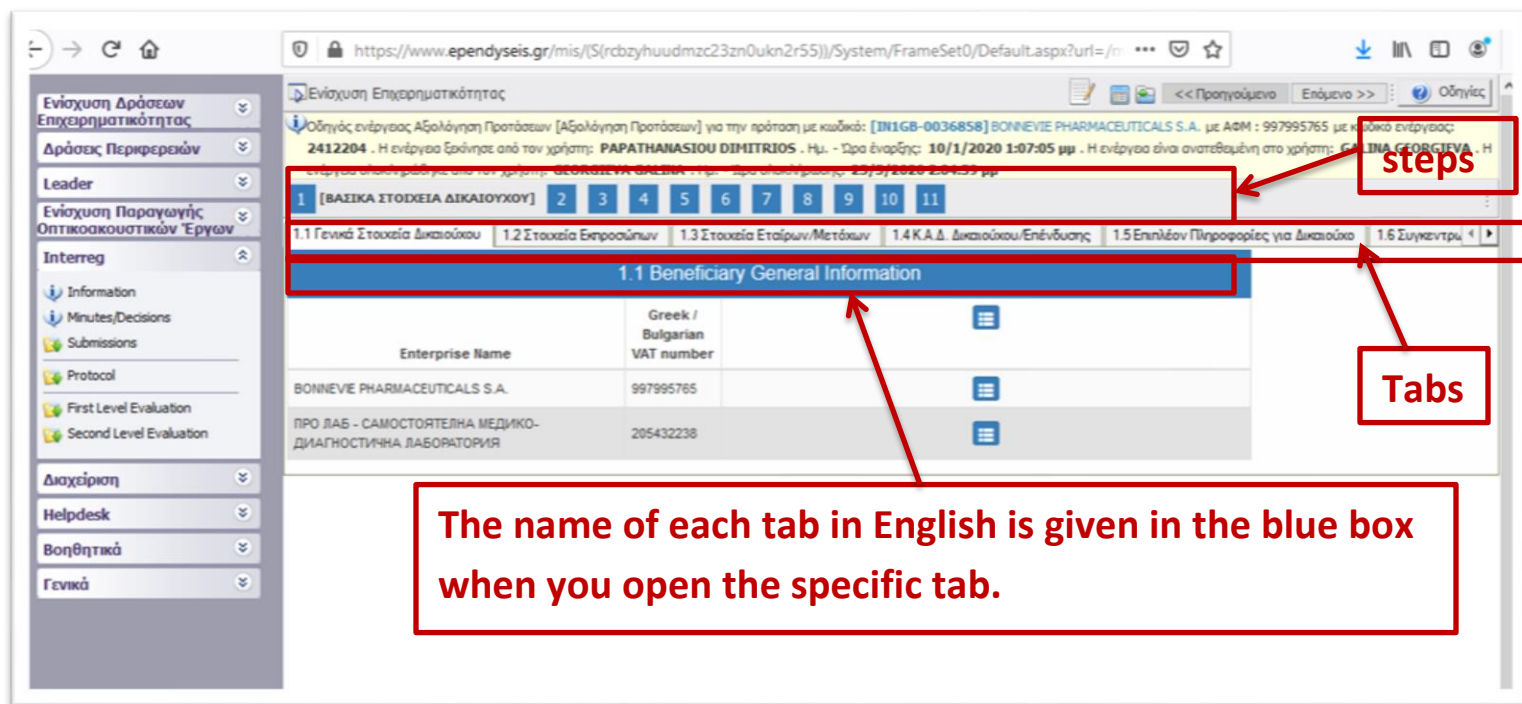
Εκτυπώσεις

- Εκτύπωση Αξιολόγησης(.pdf)

Annotations: A red box labeled 'ii' points to the 'Action type' field. A red box labeled 'iv' points to the 'Εκτύπωση Αξιολόγησης(.pdf)' link.

In the previous screen, by clicking on the link [Επεξεργασία/Edit](#) , the user sees the following screen, which is the evaluation form of the proposal, as it was performed and submitted by the 1st Level Evaluation Body (JS). It consists of 11 steps and each step consists of sub-tabs. Some steps and tabs are indicated as not applicable.


In steps 1-8 the evaluators had access to the applicant’s submitted application form, which they could edit in case corrections were needed. So, the screens here may be modified compared to the ones found under the “Submissions” category.




In **step 9** the users sees the evaluation of the proposal, as it was performed by the JS:

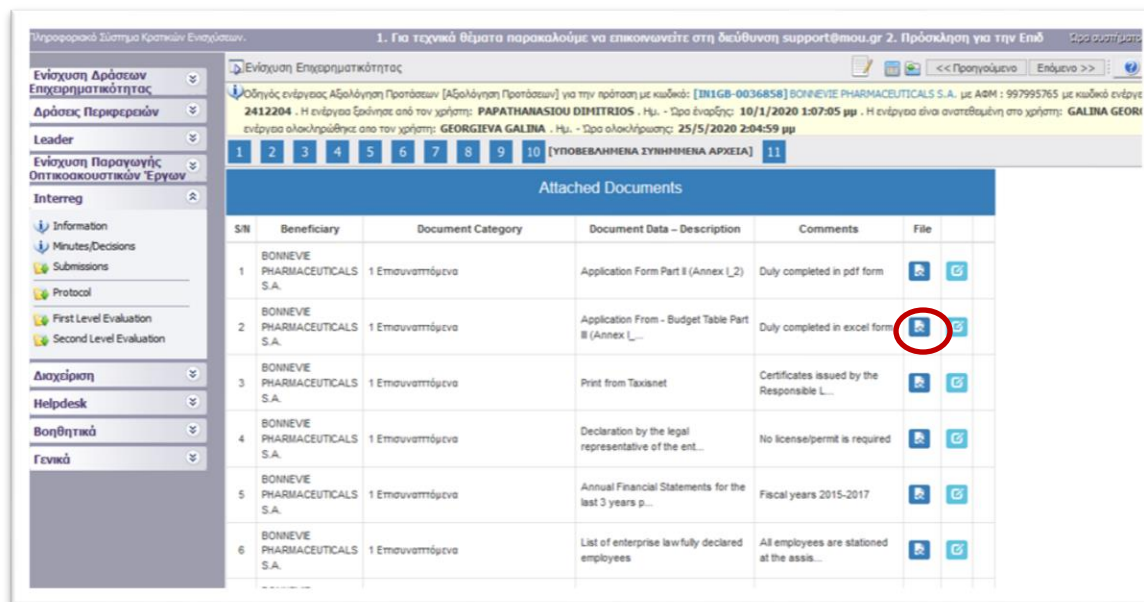
- In Tab **9.1 - COMPLETENESS-ADEQUACY** is the evaluation of the ON/OFF criteria
- In Tab **9.2 - SCORING** is the score of each Group of Criteria and the result calculated according to the weight of each group.
- In Tab **9.3 - EVALUATION DATA – FINAL JUDGEMENT** is the final judgment of the JS evaluators and their comments.

In **step 10 - Attached Documents**, the user may find all attachments made by the applicant during the submission phase. To download a

file the user has to click on the icon  .

In **step 11 - Attached Documents**, the user may find all attachments made by the JS evaluators during the 1st level evaluation. To

download a file the user has to click on the icon  . In this step, the user may also find attached the detailed evaluation sheet, filled in and signed by the project proposal’s JS evaluators.





f. Second Level Evaluation (EDIT RIGHTS)

When entering the menu “Second Level Evaluation”, the user sees the following screen.

The screenshot shows the 'Second Level Evaluation' interface. The left sidebar contains navigation options such as 'Ενίσχυση Δράσεων Επιχειρηματικότητας', 'Δράσεις Περιφερειών', 'Leader', 'Ενίσχυση Παραγωγής Οπτικοακουστικών Έργων', 'Interreg', 'Information', 'Minutes/Decisions', 'Submissions', 'Protocol', 'First Level Evaluation', and 'Second Level Evaluation' (highlighted with a red box). The main content area displays a table of project proposals with columns: Proposal (AF) Code, Project Code, Name, Call, Start Date, Start User, Validation Date, Validation User, and Status. The table contains 10 rows of data. Red boxes and arrows highlight specific UI elements: 'a' points to a refresh icon at the top right, 'b' points to the 'Αποτελέσματα ανά σελίδα: 20' field, and 'c' points to the 'Project Code' column header.



Proposal (AF) Code	Project Code	Name	Call	Start Date	Start User	Validation Date	Validation User	Status
3209844	IN1GB-0036858	BONNE PHARMACEUTICALS S.A.	Greece - Bulgaria 5th Call	28/5/2020 9:56:09 ημ	ΦΩΤΙΑΔΗΣ ΚΥΡΙΑΚΟΣ			Σε Γνωμοδοτική Ένταξης
3213582	IN1GB-0037439	Smart Trip LTD	Greece - Bulgaria 5th Call	28/5/2020 12:11:23 μμ	ΦΩΤΙΑΔΗΣ ΚΥΡΙΑΚΟΣ			Σε Γνωμοδοτική Ένταξης
3215603	IN1GB-0037449	Kosara-R Ltd.	Greece - Bulgaria 5th Call	28/5/2020 12:58:01 μμ	ΦΩΤΙΑΔΗΣ ΚΥΡΙΑΚΟΣ			Σε Γνωμοδοτική Ένταξης
3215630	IN1GB-0037787	THRACIA IKE	Greece - Bulgaria 5th Call	28/5/2020 12:58:20 μμ	ΦΩΤΙΑΔΗΣ ΚΥΡΙΑΚΟΣ			Σε Γνωμοδοτική Ένταξης
3228423	IN1GB-0038494	Visior	Greece - Bulgaria 5th Call	29/5/2020 10:23:20 ημ	ΦΩΤΙΑΔΗΣ ΚΥΡΙΑΚΟΣ			Σε Γνωμοδοτική Ένταξης
3228002	IN1GB-0038502	EUROACTION SA	Greece - Bulgaria 5th Call	29/5/2020 9:09:04 ημ	ΦΩΤΙΑΔΗΣ ΚΥΡΙΑΚΟΣ			Σε Γνωμοδοτική Ένταξης
3228466	IN1GB-0038855	M R Travel	Greece - Bulgaria 5th Call	29/5/2020 10:30:05 ημ	ΦΩΤΙΑΔΗΣ ΚΥΡΙΑΚΟΣ			Σε Γνωμοδοτική Ένταξης
3217818	IN1GB-0038994	MIKONI LTD	Greece - Bulgaria 5th Call	28/5/2020 1:44:32 μμ	ΦΩΤΙΑΔΗΣ ΚΥΡΙΑΚΟΣ			Σε Γνωμοδοτική Ένταξης
3220078	IN1GB-0042083	KONSTANTINOS V. LALIKOS AND PARTNERS	Greece - Bulgaria 5th Call	28/5/2020 3:13:09 μμ	ΦΩΤΙΑΔΗΣ ΚΥΡΙΑΚΟΣ			Σε Γνωμοδοτική Ένταξης

- By clicking on the icon , at the top right of the screen, all the evaluated project proposals are generated.
- To see the full list of the evaluated project proposals type “60” in the field: “Αποτελέσματα ανά σελίδα:” and click on the refresh button  next to it.

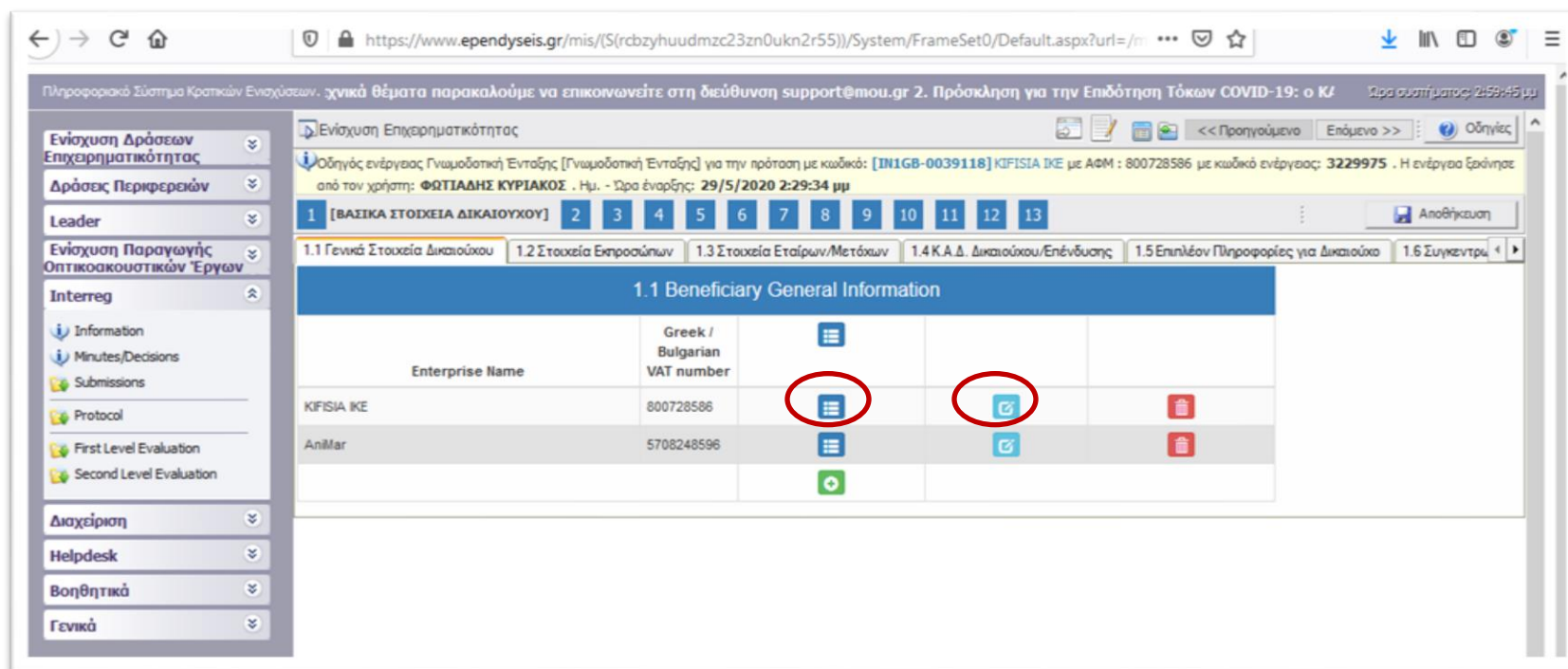
- c. To check the evaluation of a project proposal, the user has to select it from the list based on its Project Code (2nd column of the table). Example: for project proposal with Project Code: IN1GB-0039118: Click on the project code which is an active link and you will access directly the environment in which you have **edit rights** in all screens.

When entering the menu “Second Level Evaluation”, the user sees the screens as they were formed after the finalization of the 1st Level Evaluation, performed by the 1st Level Evaluation Body (JS).

This means that the screens of **steps 1-8**, which constitute the Application Form screens, may be modified compared to the submitted by the applicant Application Form, in case the 1st level evaluation body performed corrections to them. In order to access the initial – submitted by the applicant Application Form, the user has to download the .pdf file from the “Submissions” menu (see section 3.d).

The JAT has the right to apply further corrections/modification in the tabs of steps 1-8, by selecting the Edit button . By clicking on the Details button  the user is able to expand the content of the table and see all inserted information.


For more information about the screens 1-8, refer to the [SAMIS User Manual EN](#) found in the “Information” menu (see step 3b).













The main part of the evaluation is performed and recorded in **Step 9**.

Before starting the evaluation of the proposal, the JAT is advised to download the detailed evaluation sheet of the examined project proposal. To do so, the user has to go to **Step 11 – Attached Document**, in which all attached documents may be found:

- By the **applicant** during the submission procedure. The applicant’s attachments are the ones that in column “Document Category” have the description “1 Επισυναπτόμενα” (meaning - 1. Attachments)
- By the **1st level evaluation body** during the 1st level evaluation. The evaluators’ attachments are the ones that in column “Document Category” have the description “3 Επισυναπτόμενα Έγγραφα Αξιολόγησης” (meaning - 3. Evaluation’s Attached Documents). The evaluators’ attachments include the following (check column 4 - Document Data – Description):
 - o Evaluation sheet
 - o Correspondence with the LB
 - o Clarification received for both beneficiaries

To download any attached file/folder, the user has to click on the Download button .

ID	Applicant	Applicant's attachments	Evaluators' attachments	Comments	Download button	Edit button
38	AniMar	1 Επισυναπτόμενα	Refers to Index 7	Refers to Index 7		
39	KIFISIA IKE	1 Επισυναπτόμενα	PARTNERSHIP AGREEMENT	Refers to Index 11 of the Required Appli...		
40	KIFISIA IKE	3 Επισυναπτόμενα Έγγραφα Αξιολόγησης	Clarification received for both beneficiaries	Clarification received for both benefici...		
41	KIFISIA IKE	3 Επισυναπτόμενα Έγγραφα Αξιολόγησης	Correspondence with the LB	Correspondence with the LB		
42	KIFISIA IKE	3 Επισυναπτόμενα Έγγραφα Αξιολόγησης	Evaluation sheet	Joint Secretariat of the Cooperation Pro...		

Step 9 constitutes of 3 tabs:

- In Tab **9.1 - COMPLETENESS-ADEQUACY**, which is the evaluation of the ON/OFF criteria. The screens are prefilled with the evaluation of the 1st level evaluation body. The user (JAT) has the right to modify the YES/NO Answer – in case he/she does not agree with the answer given by the JS – and add a justification, by clicking on the Edit icon









Ενίσχυση Επιχειρηματικότητας

Οδηγός ενέργειας Γνωμοδοτική Ενταξης [Γνωμοδοτική Ενταξης] για την πρόταση με κωδικό: [IN1GB-0039118] ΚΙΦΙΣΙΑ ΙΚΕ με ΑΦΜ : 800728586 με κωδικό ενέργειας: 3229975 από τον χρήστη: ΦΩΤΙΑΔΗΣ ΚΥΡΙΑΚΟΣ . Ημ. - Ώρα έναρξης: 29/5/2020 2:29:34 μμ

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

9.1 Αξιολόγηση: Ερωτήσεις 9.2 Αξιολόγηση: Βαθμολογία 9.3 Αξιολόγηση: Στοιχεία Βαθμολόγησης - Τελική Κρίση

9.1 COMPLETENESS-ADEQUACY

Criterion	Answer	
Criterion 0 - Criterion 0: System Compliance Controls	YES	  
Criterion 1 - Criterion 1: Eligibility of beneficiary and cooperating enterprise	YES	  
Criterion 2 - Criterion 2: Completeness of application		



Justification for Criterion 1: • Both enterprises are not branches (For entities that are not branches, "YES" must be ticked with a relevant comment)



9.1 COMPLETENESS-ADEQUACY


Criterion: 0 - Criterion 0: System Compliance Controls

Answer: YES

Justification:

When the user is done editing the criterion, he/she has to click on the update button  to save the changes made and exit the screen by clicking on the exit button . Make sure that all seven (7) criteria are checked/filled in before moving to the next tab.







- Tab **9.2 - SCORING** includes the scoring of each Group of Criteria and the final result calculated according to the weight of each group. For this step the user (JAT) will have to check the **evaluation sheet** (downloaded in step 11) in order to have access to the detailed scoring of all criteria included in each group of criteria. The user (JAT) has the right to modify the score of each group of criterion by clicking on the Edit icon . However, **if the JAT does not agree with the scoring of the 1st level evaluation body and wishes to modify it, they should repeat the evaluation procedure by filling in their own evaluation sheet and justifying their modification in the scoring. The JAT's evaluation sheet should be uploaded in step 12 – Attachments.**

Οδηγός ενέργειας Γνωμοδοτική Ένταξης [Γνωμοδοτική Ένταξης] για την πρόταση με κωδικό: [IHI6B-0039118] ΚΙΦΙΣΙΑ ΙΚΕ με ΑΦΜ : 800728586 με κωδικό ενέργειας: 32299 από τον χρήστη: ΦΩΤΙΑΔΗΣ ΚΥΡΙΑΚΟΣ . Ημ. - Ώρα έναρξης: 29/5/2020 2:29:34 μμ

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



1.1 Αξιολόγηση: Ερωτήσεις 9.2 Αξιολόγηση: Βαθμολογία 9.3 Αξιολόγηση: Στοιχεία Βαθμολόγησης - Τελική Κρίση



9.2 SCORING

Criterion	Score	Weight	Result	
Criterion 1 - 1st GROUP OF CRITERIA: «Human assets guaranteeing investment success»				
Score	4,75			  
Weight		0,35		
Result			1,66	
Criterion 2 - 2nd GROUP OF CRITERIA: «Company assets/strengths guaranteeing investment success»				
Score	3,80			  
Weight		0,3		
Result			1,14	
Criterion 3 - 3rd GROUP OF CRITERIA: «Realism and Maturity of Investment Plan & appropriateness of the partnership scheme»				
Score	7,50			  
Weight		0,35		
Result			2,63	

Προεπισκόπηση

9.2 SCORING


Criterion	1 - 1st GROUP OF CRITERIA: «Human assets guaranteeing investment success»	
Score	4,75	 
Weight	0,35	
Result	1,66	

When the user is done editing the score, he/she has to click on the update button  to save the changes made. To exit the screen, click on the exit button . Make sure that all three (3) groups of criteria are checked/filled in before moving to the next tab.

In the tab 9.2, by clicking on the red button  (meaning: Preview), the user may see the final score of the project proposals based on the sum of all 3 groups of criteria.

Προεπισκόπηση			
Βαθμολογία			
Κριτήριο	Τιμή	Στάθμιση	Αποτέλεσμα
1	1,66	1,00	1,66
1st GROUP OF CRITERIA: «Human assets guaranteeing investment success»	4,75	0,35	1,66
2	1,14	1,00	1,14
2nd GROUP OF CRITERIA: «Company assets/strengths guaranteeing investment success»	3,80	0,30	1,14
3	2,63	1,00	2,63
3rd GROUP OF CRITERIA: «Realism and Maturity of Investment Plan & appropriateness of the partnership schemes»	7,50	0,35	2,63
Συνολική Βαθμολογία	5,43		

Total score

- Keep in mind that any inconsistencies in the decimals between the SAMIS and the attached evaluation sheets, are due to the different rounding method used by SAMIS. The official scores are the ones included in the evaluation sheets, in which two decimals were kept in all calculations.
 - The JAT has the right to request the applicants for additional clarifications.
- In Tab **9.3 - EVALUATION DATA – FINAL JUDGEMENT**, the user may see the final judgment of the 1st level evaluation body and their comments. In case the JAT’s result/final judgment is different, they may modify the data by clicking on the Edit icon 

Ενίσχυση Επιχειρηματικότητας << Προηγούμενο

Οδηγός ενέργειας Γνωμοδοτική Ένταξης [Γνωμοδοτική Ένταξης] για την πρόταση με κωδικό: [IN1GB-0039118] ΚΙΦΙΣΙΑ ΙΚΕ με ΑΦΜ : 800728586 με κωδικό ενέργειας από τον χρήστη: ΦΩΤΙΑΔΗΣ ΚΥΡΙΑΚΟΣ . Ημ. - Ώρα έναρξης: 29/5/2020 2:29:34 μμ

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

9.1 Αξιολόγηση: Ερωτήσεις 9.2 Αξιολόγηση: Βαθμολογία 9.3 Αξιολόγηση: Στοιχεία Βαθμολόγησης - Τελική Κρίση

9.3 EVALUATION DATA – FINAL JUDGEMENT

Is the score within the eligibility range?	Comments on the evaluation of the investment proposal:	Conclusion of the investment plan's evaluation	Evaluators' final comment concerning the conclusion (when the conclusion leads to the rejection of the investment plan, the reasons for rejection must be described in detail)	Is there any conflict of interest?	Evaluation bodies
Is the score within the eligibility range? YES	All doubts concerning the evaluation of the proposal were cleared after receiving the clarifications	APPROVAL	PROJECT APPROVED		
DECLARATION OF CONFLICT OF INTEREST OF AN EVALUATION BODY					
Is there any conflict of interest?	NO				
Evaluation bodies	Joint Secretariat of the Cooperation Programme Interreg V-A "Greece-Bulgaria 2014-2020", First Level Evaluation Body				

3.3 EVALUATION DATA – FINAL JUDGEMENT

Is the score within the eligibility range? YES

Comments on the evaluation of the investment proposal: All doubts concerning the evaluation of the proposal were cleared after receiving the clarifications

Conclusion of the investment plan's evaluation: APPROVAL

Evaluators' final comment concerning the conclusion (when the conclusion leads to the rejection of the investment plan, the reasons for rejection must be described in detail): PROJECT APPROVED

DECLARATION OF CONFLICT OF INTEREST OF AN EVALUATION BODY

Is there any conflict of interest? NO



Evaluation bodies: Joint Secretariat of the Cooperation Programme Interreg V-A "Greece-Bulgaria 2014"

Update button (blue icon with pencil) and Exit button (orange icon with X) are circled in red.

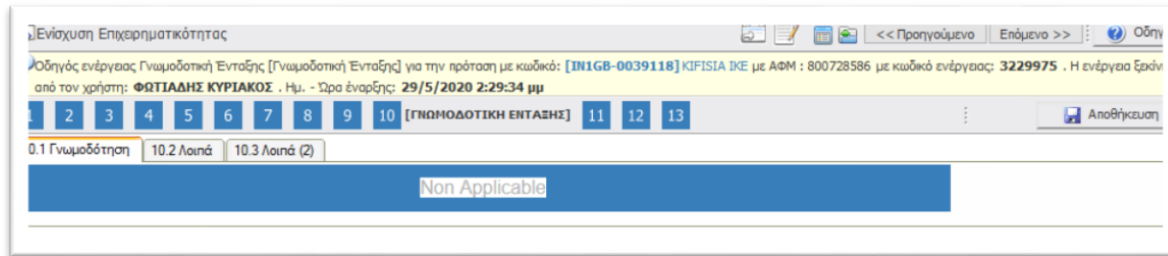
In the window above, the JAT has to fully justify their final judgment stating if they approve or reject the project proposal and why.

In addition, they have to fully justify the reasons why they do not agree with the 1st level evaluation body's evaluation and sum all modification made in the previous screens.


In the field "Evaluation bodies" the following text should be filled in: **2nd Level Evaluation Body -Joint Assessment Team (JAT)**

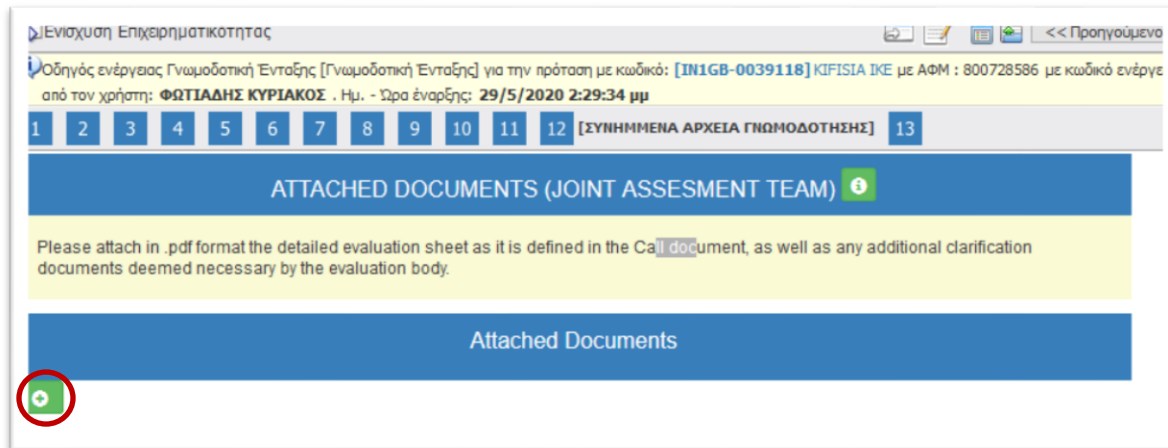
When the user is done editing the tab, he/she has to click on the update button  to save the changes. You may close the window by clicking on the exit button .

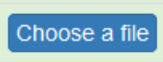



Step 10 is not applicable.

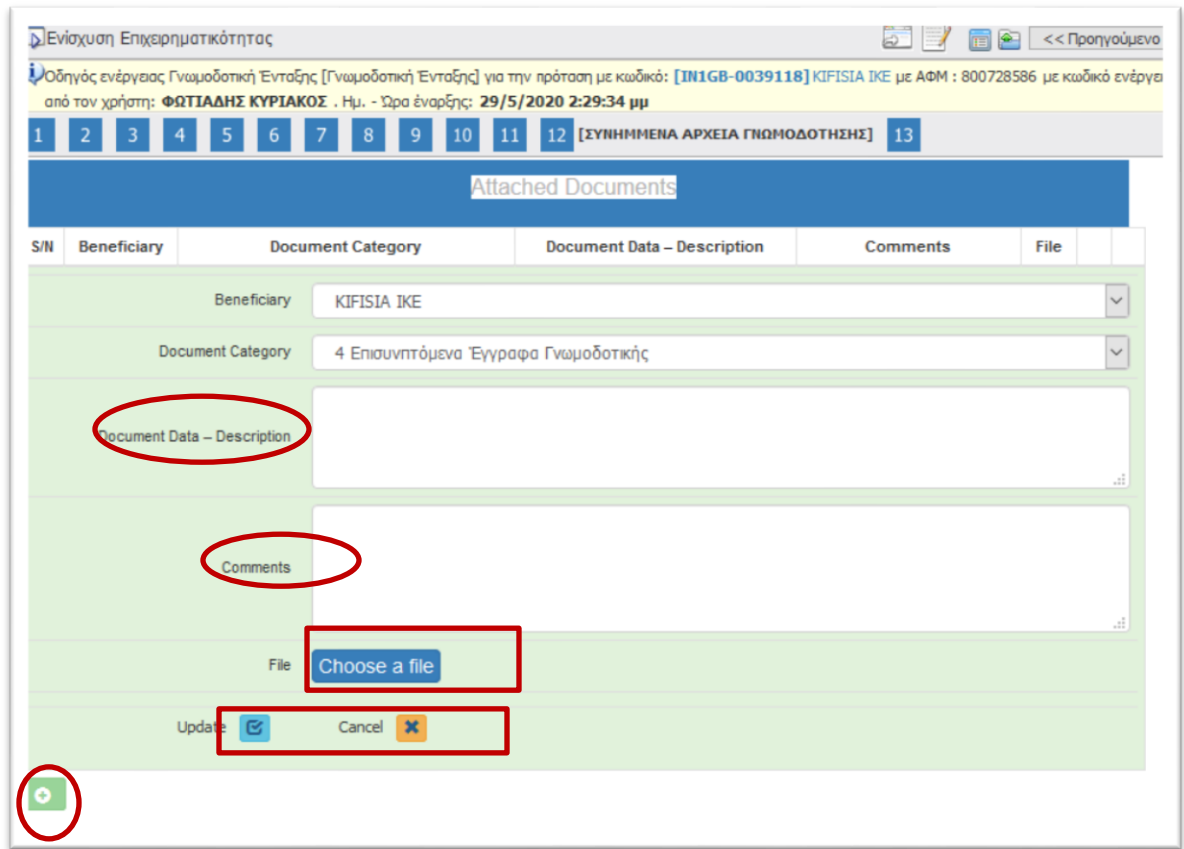


Step 11 - Attached Documents is described in page 19.

In Step 12 - ATTACHED DOCUMENTS (JOINT ASSESMENT TEAM) the JAT can attach any additional documents such as additional clarifications requested by the applicants, their evaluation sheet in case they re-evaluate the proposal etc. To do so, the user has to click on the add button 



In the next screen, the user has to select the folder to be attached by clicking the button , write a short description about the document (Document Data – Description) and any comment concerning the attached document (Comments). Finally, the user has to click on the Update button  and exit the window by clicking the button . If they user wished to attach more documents, he/she has to click on the Add button .



In **Step 13** the JAT completes their evaluation by performing the validation check and submitting the 2nd level evaluation report.

If during the validation check the user receives a message with errors, he/she has to correct the data inserted in the indicated fields (Steps and Tabs) in order to be allowed to submit the evaluation report.

Οδηγός ενέργειας Γνωμοδοτική Ένταξης [Γνωμοδοτική Ένταξης] για την πρόταση με κωδικό: [IN1GB-0039118] ΚΙΦΙΣΙΑ ΙΚΕ με ΑΦΜ : 800728586 με κωδικό ενέργειας: 3229975 . Η ενέργεια ξεκίνησε από τον χρήστη: ΦΩΤΙΑΔΗΣ ΚΥΡΙΑΚΟΣ . Ημ. - Ώρα έναρξης: 29/5/2020 2:29:34 μμ

1 2 3 4 5 6 7 8 9 10 11 12 13 [ΟΡΙΣΤΙΚΟΠΟΙΗΣΗ ΚΑΙ ΥΠΟΒΟΛΗ ΓΝΩΜΟΔΟΤΙΚΗΣ ΕΝΤΑΞΗΣ] Αποθήκευση

Please click on the button "Validation Check" to confirm that all necessary fields of the proposal (AF) have been filled in. **Validation Check**

Reports
Εκτύπωση Γνωμοδοτικής(.pdf)/ Print joint assessment team's proposal for funding (.pdf)
Πατήστε τον παραπάνω σύνδεσμο για να εκτυπώσετε

Οδηγός ενέργειας Γνωμοδοτική Ένταξης [Γνωμοδοτική Ένταξης] για την πρόταση με κωδικό: [IN1GB-0039118] ΚΙΦΙΣΙΑ ΙΚΕ με ΑΦΜ : 800728586 με κωδικό ενέργειας: 3229975 . Η ενέργεια ξεκίνησε από τον χρήστη: ΦΩΤΙΑΔΗΣ ΚΥΡΙΑΚΟΣ . Ημ. - Ώρα έναρξης: 29/5/2020 2:29:34 μμ

1 2 3 4 5 6 7 8 9 10 11 12 13 [ΟΡΙΣΤΙΚΟΠΟΙΗΣΗ ΚΑΙ ΥΠΟΒΟΛΗ ΓΝΩΜΟΔΟΤΙΚΗΣ ΕΝΤΑΞΗΣ] Αποθήκευση

Please click on the button "Validation Check" to confirm that all necessary fields of the proposal (AF) have been filled in. **Validation Check**

The validation check of the proposal indicated the following faults. Please complete all required information, check for mistakes and omissions and try again.

- [1.2 - Εγγραφή 11] Δεν έχετε συμπληρώσει το υποχρεωτικό πεδίο: 'Α.Φ.Μ.'
- [ATTACHED SECOND LEVEL EVALUATION DOCUMENTS] Minimum number of attached documents: 1

Reports
Εκτύπωση Γνωμοδοτικής(.pdf)/ Print joint assessment team's proposal for funding (.pdf)
Πατήστε τον παραπάνω σύνδεσμο για να εκτυπώσετε

Validation check

Identified errors

Download the report

After submitting the evaluation report, the user may **download** it by clicking on the field:

 Reports

- [Εκτύπωση Γνωμοδοτικής\(.pdf\)/ Print joint assessment team's proposal for funding \(.pdf\)](#)

Πατήστε τον παραπάνω σύνδεσμο για να εκτυπώσετε

The report has to be signed by the JAT and be kept in the folder of each project proposal.