# SIU Management and Monitoring System
# On-line application system for the submission and management of project proposals

# Application process
# User Manual

**Version 1.1 of 12 June 2017**

# TABLE OF CONTENT

## 1. INTRODUCTION

The submission of applications in the frame of Italy-Croatia CBC Programme through the SIU Management and Monitoring System is fully computerized. For a complete de-materialization of the submission process it is suggested to use whenever possible the digital signature for subscribing the application and the declarations; if not, the user shall nevertheless register all data into SIU and the System will then generate the Application Form that needs to be printed, signed and uploaded on the system. Likewise, all prescribed annexes have to be uploaded (as electronic documents or scanned paper documents) in the system before AF submission.

This Manual contains key technical information on the operation and use of the system for supporting the applicant during the filling in and submission process of the project proposals. Only Lead Applicants shall register and access SIU to draft and submit proposals under the Italy Croatia CBC Programme.

The application process consists of the following main phases:

Preliminary phase: – Registration on GUSI to obtain accreditation to access SIU
Operational phase for the registration of users. To access SIU a preliminary accreditation on GUSI (Information System Users Management) is needed.

A dedicated supporting Manual for the registration on GUSI is available and downloadable at the following link: http://www.italy-croatia.eu/sites/default/files/js/GUSI_User_Manual_ITHR.pdf

1st Phase – Access to SIU
Operational phase to access SIU System and start a new application.

2nd Phase - Data entry/filling in the Application Form in SIU
Operational phase including the application filling in phase and the application confirmation.

3rd Phase - Submission
Operational phase including the upload of annexes, the application form signature (digital or not) and the application form submission.

This Manual is intended to provide guidance to applicants through the whole process from starting a new application to submission (1st to 3rd Phase).

During these phases the application takes different status (see the figure below):

Status: IN PROGRESS

- Ongoing compilation process. The process of data entry in the system is in progress. In this status all data are editable and modifiable.

Status: CONFIRMED

- All data are registered by the applicant and the application has been confirmed. In this status it is not anymore possible to modify Application Form data. All the necessary documents listed in Section M - Annexes have to be uploaded (the signed application form has to be included too).

Status: SUBMITTED

- All the documents listed in the application have been attached and the application form has been submitted. In this status it is not anymore possible to edit or modify data.

Status: REGISTERED

- The Managing Authority has received and registered the application form. The application is automatically registered by the system.

In the following paragraphs of the Manual the functioning of the System is described and it is also explained how to access the system, complete and submit the Application.

## 2. SIU STANDARD FUNCTIONS AND TOOLS

In the following paragraphs the Manual describes the common functions and tools used by SIU.

### 2.1 PANELS

General layout

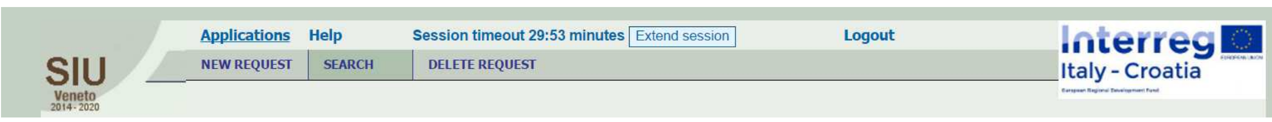
SIU uses a single browser window to display the pages (the same solution generally adopted for web navigation).

The browser window is divided into three parts (sections):

<u>Header:</u>

The Header section is located at the top of the browser window. It contains the logo of the Programme and it allows the user to exit the application.

Countdown of Session timeout is also displayed on the header indicating the remaining time for the user to fill in the current Session before it expires. In case of users' inactivity of more than 30:00 minutes the Session expires and the user will have to log in again to continue filling in its Application Form.

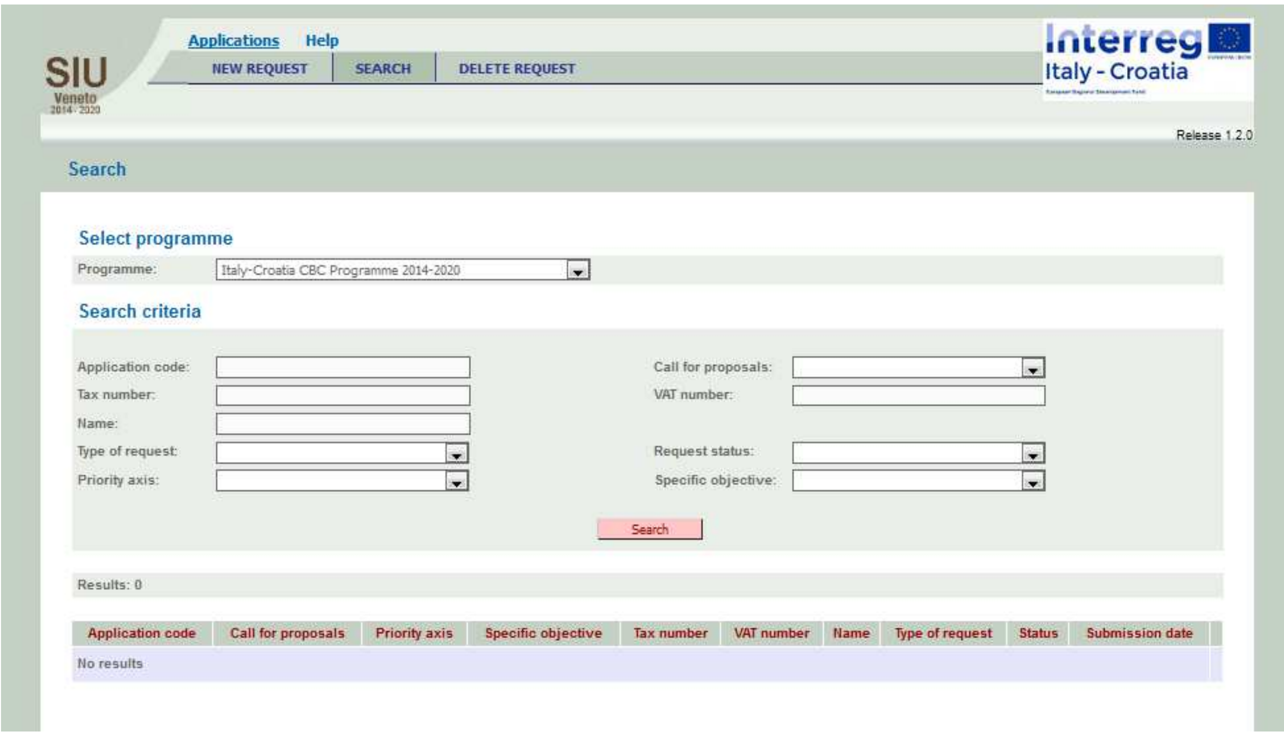


The user can click the button called “Extend session” **to reset the timing countdown**. Each time the user is pressing this button the 30 minutes countdown will restart.

<u>Menu:</u>
The Menu section is located under the Header section of the browser window. It contains links to the general functions of the application. The user can select the function clicking on the corresponding title with the left mouse button. The content of the section changes in a dynamic way (depending on the active function).

<u>Main:</u>
The Main section is located below the Menu section and displays many functions of the application. This section shows the following information:

- Position of the displayed function;
- Title of the displayed function;
- System messages;
- Data;
- Buttons.



## 2.2 GRAPHICS

Used graphics could be classified as below:

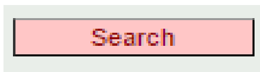
Link

It looks like a part of text that becomes underlined if the user moves the mouse on it. It represents a link between two functions and allows navigating.

Please see below a normal link on left side and a link stressed by the mouse on the right side


Button

When the user presses the button (by clicking on it), the corresponding operation will be carried out. The buttons are identified by an icon with some written text on it (see an example below)

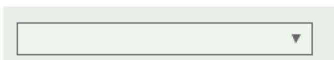



Radio button

It is a graphic object useful to select a single value of a limited number of predefined elements. To select the value the correspondent round field has to be clicked

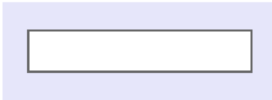
Values list

It is an object with a related values list. This associated list of values will be displayed by clicking the grey little square on the right side of the element. Only one list item could be entered or displayed. See example below



Field

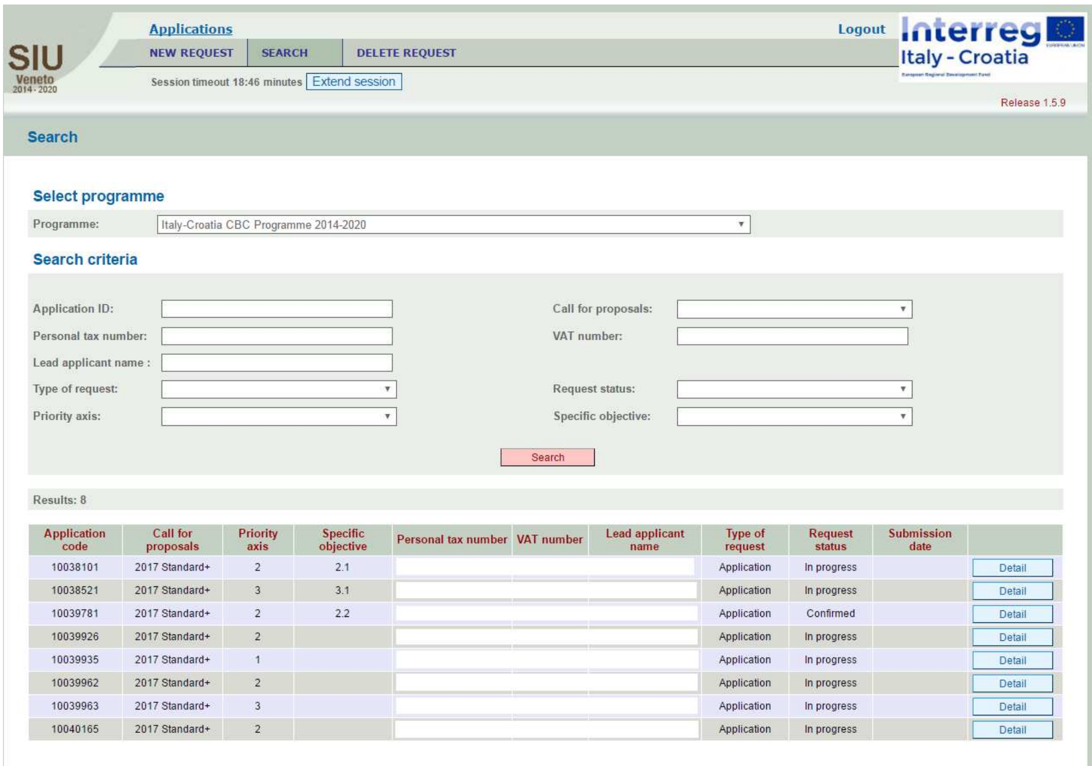
It is an element containing free text. Sometimes detailed data format are required (i.e. for a date dd/mm/yyyy and for digits commas like decimal markers and points like thousands separators). In case of editable filed, it needs to click on the element with the mouse in order to position the cursor and start to insert data



<u>Check box</u>
It is a graphic object with a boolean function related (only two options). It is possible to switch between the values clicking the grey little square on the right side of the element (clicking again the inserted value will be unchecked)


## 2.3 LISTS DISPLAY

Lists display is a table where data referred to different objects are displayed. A data set related to a single object considered into a table is called “Record”. Records can be displayed one by one (single-record fields) or they can be organized and displayed all together in a list (multi-record fields).



## 2.4 STANDARD BUTTONS

SIU uses a series of buttons with the same meaning in all functions:

- Back → It allows to return to the previously displayed page
- Add / New → It allows to create a new record
- Confirm → It allows to confirm that data entered have been seen
- Change / Update → It allows to modify the displayed data
- View → It allows to view the data saved in the database
- Save → It allows to save the data entered
- Delete → It allows to delete the entered data
- CSV export → It allows to extract the data in CSV format
- Details / Other data / Activity list → It allows to open a window with further details
- Section → It allows to go to the section list window
- Info → It includes information related to the displayed fields

## 2.5 FIELD FORMAT

By convention, the date type fields have the following format: **DD/MM/YYYY**, where DD is the day (number 1 to 31), MM is the month (number from 1 to 12), and YYYY is the year (extended to 4 digits). In case of single digit month or day, it will be necessary to put a zero in front of it (for example, 01/01/2000 and not 1/1/2000).

Numeric fields have the following format: **NNNNN,DDDD**, where N means integer, D means decimal and comma means separator. SIU does not accept the point as decimal separator.

With reference to the various input fields, please see below an overview on the characters accepted by the system.

| Type of field | Letter and numbers | Special characters |
|---|---|---|
| Generic Alphanumeric | A-Z<br>0-9 | _(underscore) |
| Generic Alphanumeric to be inserted in fields dedicated to search | A-Z<br>0-9 | _(underscore)<br>*(asterisk) |
| Alphabetical fields (first name, last name,…) | A-Z<br>ÀÈÉÌÒÙ | ‘ (single quotation mark) |
| Fields where to insert Address, Business name (“Ragione sociale”) | A-Z<br>0-9 | _(underscore)<br>. (dot)<br>, (comma)<br>-(minus)<br>‘ (single quotation mark) |
| E-mails | A-Z<br>0-9 | . (dot)<br>@ |
| Phone numbers | 0-9 | / (backslash) |

| | | |
|---|---|---|
| | | . (dot)<br>+ (plus) |
| Chamber of commerce registration numbers | 0-9 | -(minus)<br>_(underscore) |

In the case that different characters are entered, the system will inform the user that the used digits are not allowed and as a consequence it is not possible to save data. In particular the user has to pay attention that diacritical marks could be not recognized by the system, in that case word without diacritical marks have to be inserted. Moreover, if the user copy paste from a .doc or .docx file, it could happen that words with accent are not recognized by the system, so it is advisable to paste the text in a .txt file before pasting it in the online application form. If the user is copy pasting from a .pdf file has to pay attention that the system counts the spaces between a paragraph and another one as characters so you have to check that the length of the text respects the maximum number of characters allowed for the field to be filled in.

## 2.6 SEARCH SETTING

In the search function it is possible to use more than one search criteria at the same time. Many text fields allow the user to search not just by entering the entire value/text but also a part. In this case please remember to use the symbol ”*” for the missing part. This method only applies to text fields. For example to search the company "ROSSI MARIO SpA" through the company name search criteria, it is possible to operate in many different ways:

- By writing “MARI*” in the field referred to the company name; in this case the system will carry out all companies with names that begin with "MARI", i.e. "MARINA VERDE SRL”;
- By writing “*OSSI SpA” in the field referred to the company name; in this case the system will carry out all companies with names that end with "OSSI SpA", i.e. "FRATELLI ROSSI SpA” or “DITTA GIALLOROSSI SpA”;
- By writing “*ROS*” in the field referred to the company name; in this case the system will carry out all companies with names that contain "ROS", e.i. "MARCO ROSSI SpA” or “FRATELLI ROSSINI”.

## 2.7 SYSTEM MESSAGE MANAGEMENT

The system messages are displayed in the upper part of the main frame. There are two types of messages:

- Error messages
  These types of messages block the work in progress. They appear when the user saves or moves on to a new window and any compulsory fields are not yet valued or are inconsistent. These messages are displayed in red font;
- Warning messages
  These types of messages do not block the work in progress.

Message “Done” appears in the System to confirm a given action of the user (such as to confirm the saving of inserted data after having pressed “Save” button).

It is recommended to copy-paste text from an off-line document (such as the Off-line AF Template) into the related field in SIU in order to speed up the filling in procedure.

Data inserted in SIU can be modified as long as the Status of the Application is in Progress. In fact once the Application is confirmed data can no longer be modified and only the Annexes can be uploaded in the System.

# 3. ACCESS TO SIU

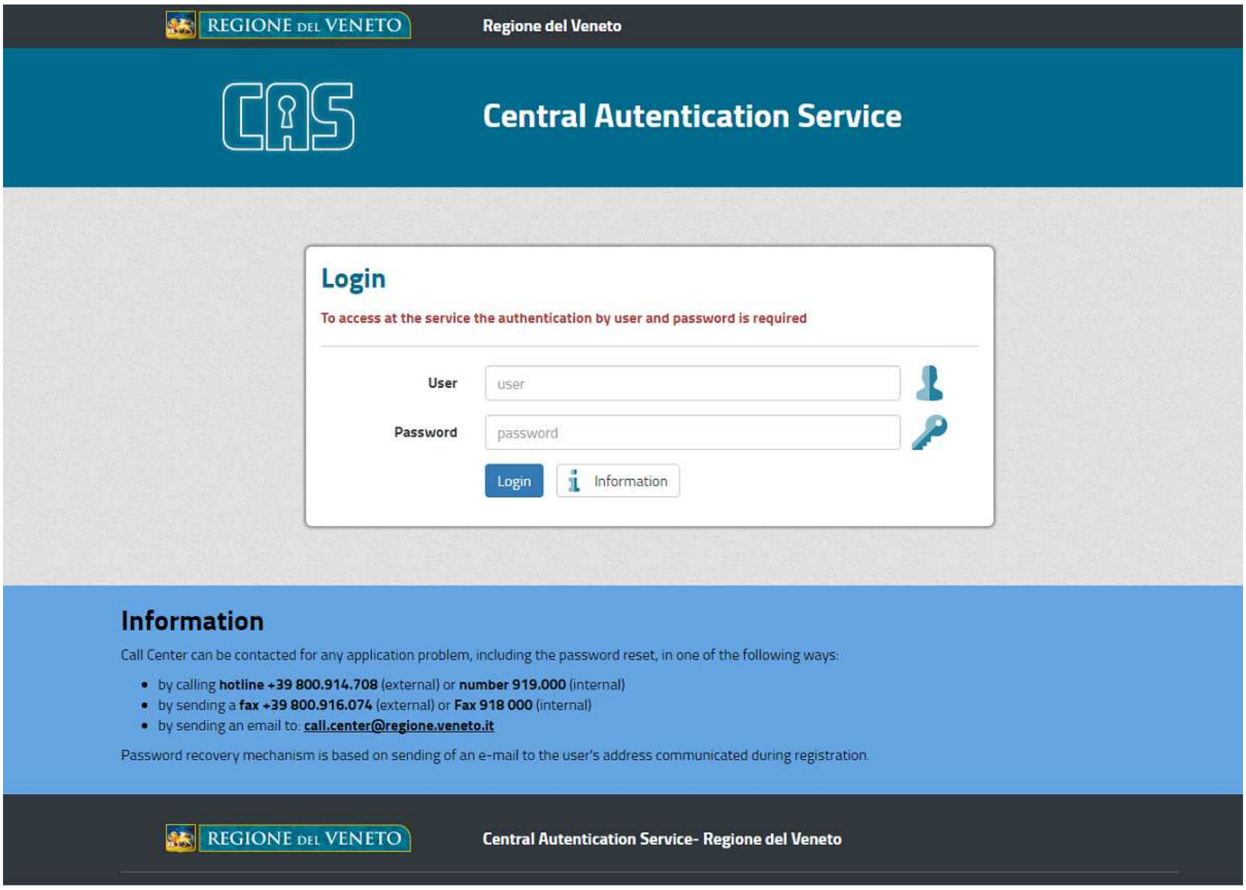
## 3.1 How to Access SIU

To proceed with the submission of the application, the applicant has to be previously accredited on GUSI (Information System Users Management). For further information please refer to GUSI Manual.

SIU is a web application which can be accessed with recent versions of most common browsers (e.g.: Chrome, Firefox, Internet Explorer). It is advisable to use Chrome or Firefox.

SIU is available by selecting the appropriate link:
http://siu.regione.veneto.it/DomandePRU/?tipoProgramma=INTERREG%20VA%20ITHR

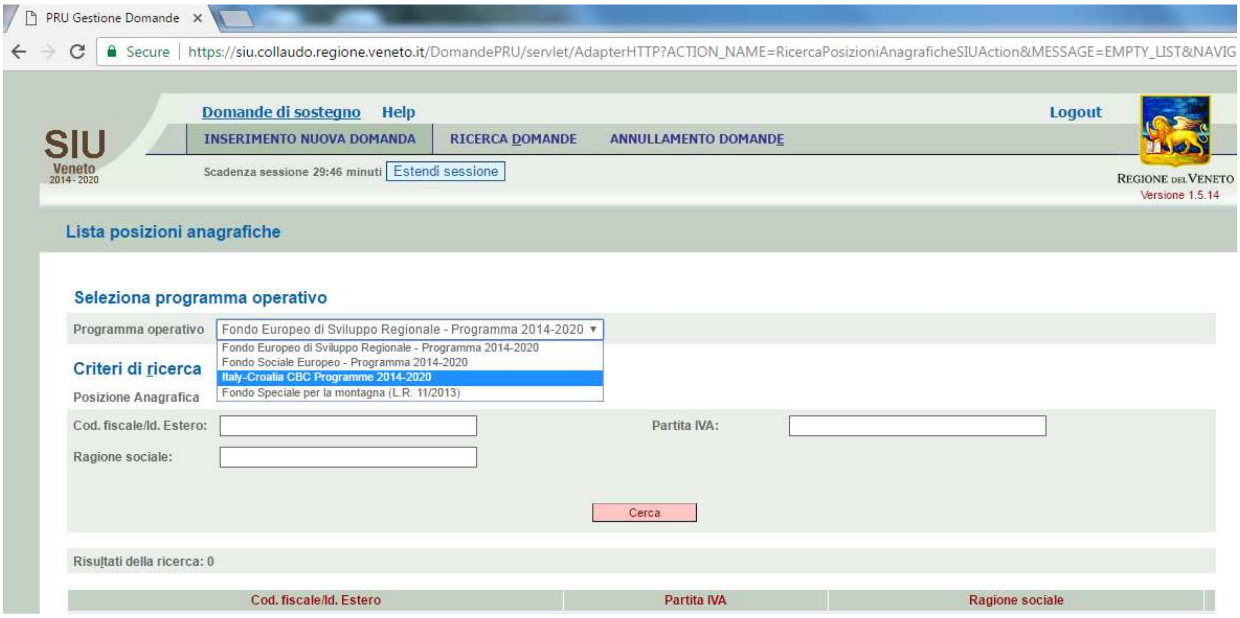
The user can log in SIU by inserting user ID and password in the System access page (see following preview). User ID has to be typed in the specific box “USER”.



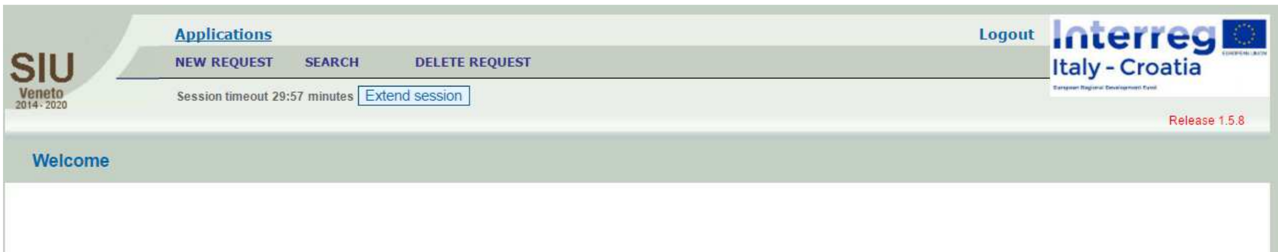

Once the applicant has successfully logged in, SIU allows starting the application process.

**Please note that** all SIU pages and functions dedicated to IT-HR Programme are in English language. However depending on the browser settings in some cases a first general mask can ask a selection on the Programme to deal with. In this case after selected Italy-Croatia CBC Programme 2014-2020 and having clicked "Search" button the SIU pages will be automatically displayed in English.

**ONLY IN CASE THE FOLLOWING MASK IS DISPLAYED** the user has to select the "Italy-Croatia CBC Programme 2014-2020" from the drop-down menu appearing next to PROGRAMMA OPERATIVO under the heading SELEZIONA PROGRAMMA OPERATIVO, and then click "Search"




Please see below the starting browser window. On top of the window appears a horizontal menu where the applicant can link to the starting functions.

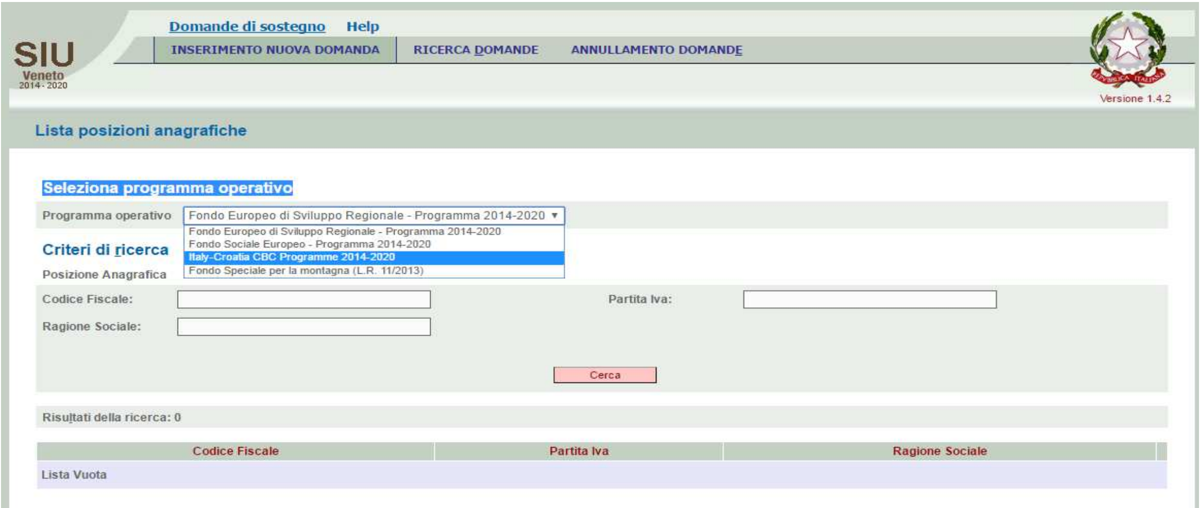



### 3.2 How to insert a new request (Application)

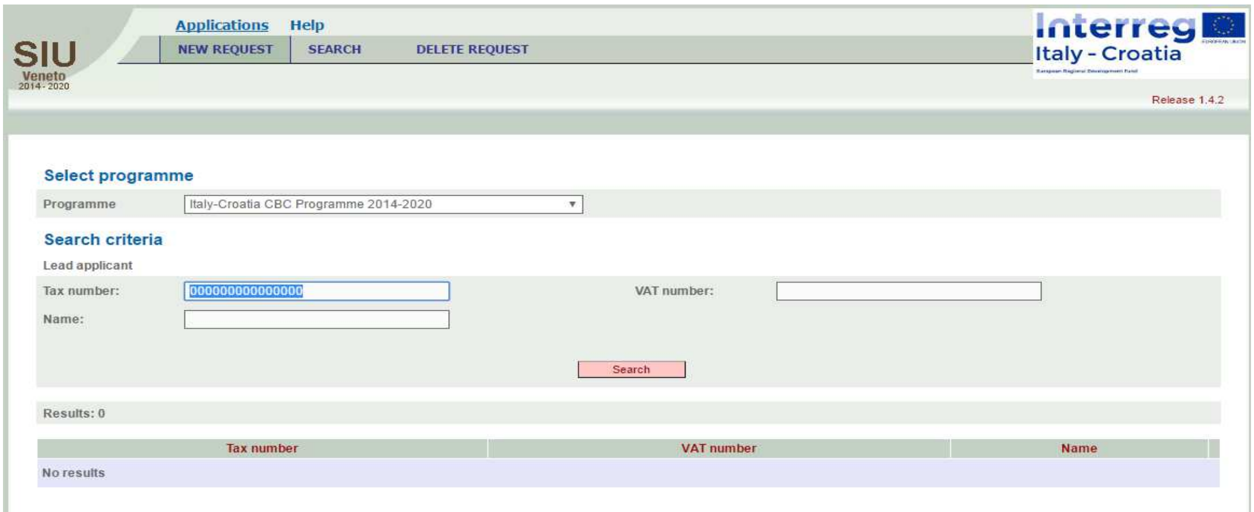
Select Lead applicant and programme

This function allows the Lead applicant to apply with a project proposal. In order to submit it, it is necessary to select the LP Organisation/Institution by inserting the tax number or the name of the Organisation or VAT Number and click the Search button Search. Every user entering SIU will be allowed to see only the Organisations which they are authorized to fill-in data for.

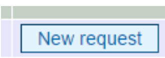
By clicking on “NEW REQUEST” it is possible to insert a new project proposal.




The user is requested to select the Lead applicant among the ones that have been previously registered in the GUSI data base. In order to do this the user needs to type either the tax number or the organization name or the VAT Number (only one field needs to be entered) in the dedicated fields under Search criteria (as for instance displayed in the screenshot below) and start the research by clicking on Search button .


Once it has found the requested organisation, the user can generate a new project proposal through the new request button which appears next to the concerned Lead applicant entity main data.




The system will then require to indicate:

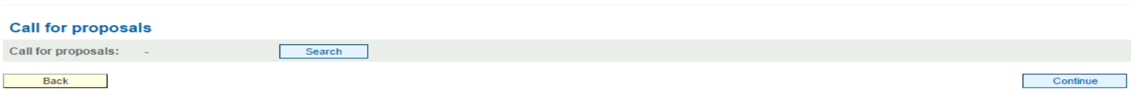
- The **type of request** that can be selected. For starting a new project application, select

APPLICATION and click “Continue” button 

.


- **the Priority axis** from a given menu.


- the selected **call for proposals**, within the ones active at the moment of application through the SEARCH function (If Standard+ is the only available open Call the System skips this part and automatically transfer the selection of Standard+ to the newly generated Application).

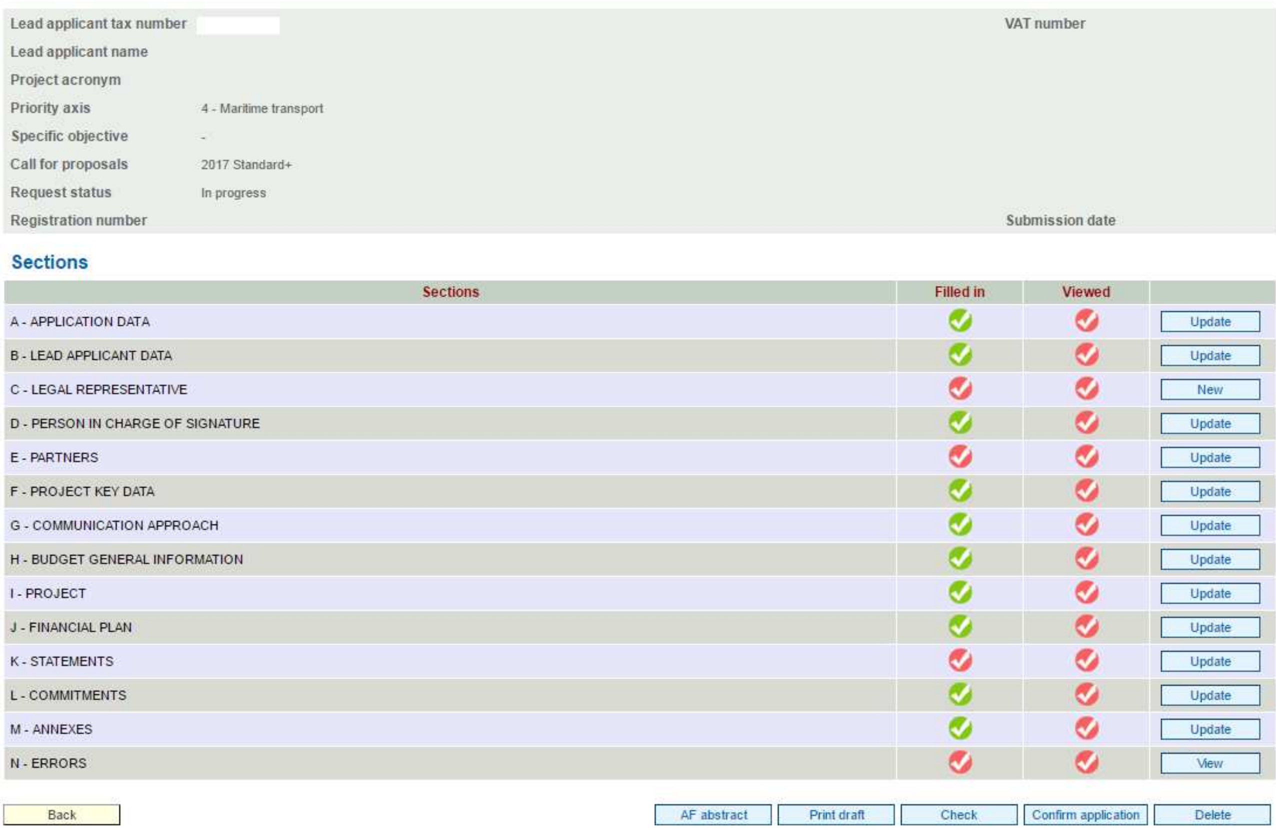



For selecting the call for proposals, the user has to press >> and the system will automatically transfer the selected choice back to the Call for proposal page (please note that if Standard+ is the only available call it will be automatically displayed).

| | Code | Description | |
|---|---|---|---|
| 1 | 600 | 2017 Standard | >> |
| 2 | 601 | 2017 Standard+ | >> |


By clicking continue button Continue at the bottom of this page the Applicant can start filling

in the on-line Application.




| Sections | Filled in | Viewed | |
|---|---|---|---|
| A - APPLICATION DATA | | | Update |
| B - LEAD APPLICANT DATA | | | Update |
| C - LEGAL REPRESENTATIVE | | | New |
| D - PERSON IN CHARGE OF SIGNATURE | | | Update |
| E - PARTNERS | | | Update |
| F - PROJECT KEY DATA | | | Update |
| G - COMMUNICATION APPROACH | | | Update |
| H - BUDGET GENERAL INFORMATION | | | Update |
| I - PROJECT | | | Update |
| J - FINANCIAL PLAN | | | Update |
| K - STATEMENTS | | | Update |
| L - COMMITMENTS | | | Update |
| M - ANNEXES | | | Update |
| N - ERRORS | | | View |



Filled in column: Sections marked in green contain already some data (nevertheless this does not necessary means that these Sections are complete). While Sections marked in red are completely empty.

Viewed column: Sections marked in green have been visited and viewed by the user while Sections marked in red still need to be viewed. In some cases button Viewed pertaining to a given Section should be appositely clicked.

## 4. FILLING IN THE APPLICATION

**Main recommendations and overview of Sections**

**Main recommendations are as follows:**

- **Save regularly in order not to lose data;**
- **In some cases the system will save data only once the whole section has been duly filled-in.**

The application is composed of a number of tables that must be filled in to enable the submission. Also the tables that ask only for visualization must be viewed and confirmed with the button CONFIRM.

The main screen is composed of: a heading with resumed data and some fields that will be automatically compiled during the filling-in process (for example in case of the submission date).
The heading presents some resuming data, automatically inserted by the System once the corresponding field is completed in the relevant Section:

| Field |
|---|
| Lead Applicant tax number |
| Lead applicant name |
| Project Acronym |
| Priority Axis |
| Specific Objective |
| Call for proposals |
| Request status |
| Registration number |
| Submission date |

The following Sections have to be duly filled in by clicking on the “Update” button:

| Sections | Note |
|---|---|
| A | Application data |
| B | Lead Applicant data |
| C | Legal representative |
| D | Person in charge of signature |
| E | Partners |
| F | Project key data |
| G | Communication approach |
| H | Budget general information |

| | |
|---|---|
| I | Project |
| J | Financial plan |
| K | Statements |
| L | Commitments |
| M | Annexes |

Section “N – Errors” does not require any additional data to be entered into the system by the applicant in addition to what is already inserted in the previous sections.

| | |
|---|---|
| N | Errors |

Errors can be seen by clicking on the button “View”. Section “M – Error” is helpful to regularly check if the proposal has been correctly inserted or some parts are missing or need revision / an additional check by the Applicant.

The following buttons appear on the right bottom of the screen:

AF abstract | Print draft | Check | Confirm application | Delete

These buttons allow the user to have a full preview of the Application Form (Print draft), to check what inserted in the system, confirm the application form (as a final step) or delete the application form.
The button AF Abstract allows to print and sign the Abstract of the Application Form (AF Abstract) needed in case the Lead applicant has to sign it manually.
For additional information on this issue please refer to chapter 3 below.

On the left bottom of the screen it is possible to return to the previously displayed page by clicking Back button.

The Sections have to be filled in in sequence by starting from “Section A - Application data” meaning that Section H – Budget general information can only be filled in after having properly inserted data in the previous sections. The same reasoning applies for instance to “Section F – Project key data” that can only be properly filled in once the previous sections have been duly completed. Section “I – Project” is the one containing the bulk of information concerning project activities and their related cost.

## Section A - Application data


The heading presents some resuming data (most of them already filled in during previous steps or to be completed at later stage):

| Field | Note |
|---|---|
| Application ID | *Already filled* |
| Name | *Already filled* |
| Tax number | *Already filled* |
| Project acronym | *To be filled at later stage in Section F – Project key data* |

Cells in grey (i.e.: Registration number, Registration date, Type of request, Priority axis, Body in charge of filling in, Addressed authority) cannot be filled in.

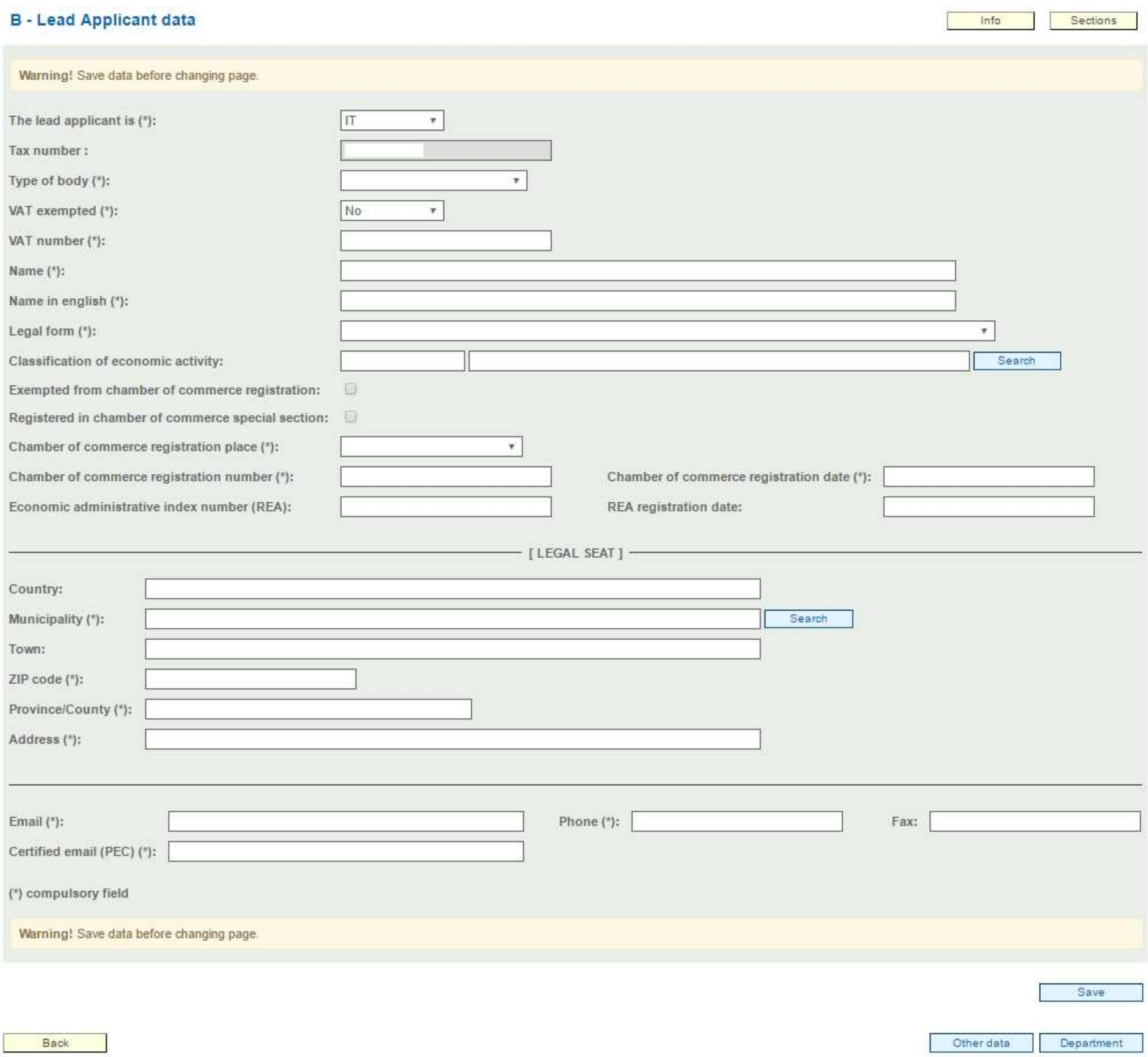
The Applicant has to first **select the Specific objective** choosing among the options displayed in the drop down menu (for instance 3.2 under Priority Axis 3 – Environment and cultural heritage) and confirm the choice by pressing 

button.

Once returned to the Section main menu by clicking on "Section" button on the right top the Applicant can move forward to continue filling the subsequent section "B - Lead Applicant data".

## Section B – Lead Applicant Data

Section B preview:




The heading presents some resuming data (most of them already filled in during previous steps or to be completed at later stage):

| Field | Note / required actions |
|---|---|
| Application ID | *Already filled* |
| Name | *Already filled* |

| | |
|---|---|
| Tax number | *Already filled* |
| Project acronym | *To be filled at later stage in Section F – Project key data* |

The Applicant has to complete the following boxes:

| Lead applicant data | Note / Required actions |
|---|---|
| The lead applicant is: | Choose among the available options from the drop-down menu: IT or HR-Other. |
| Tax number: | *Already filled.* |
| Type of body (*): | Choose among the available options from the drop-down menu: Private / Public / Body governed by public law. Specify also the Implementing unit in case of Public / Body governed by public law. |
| VAT exempted (*): | Choose among the available options from the drop-down menu: NO / YES |
| VAT number (*): | Insert the VAT number. |
| Name (*): | Insert the name of the Lead Applicant. |
| Name in English | Insert the name of the Lead Applicant in English. |
| Legal form (*): | Choose among the available options from the list displayed in the drop-down menu.<br><br>For example:<br>2.2.30 – National Agency<br>2.4.10 – Region<br>2.4.20 – Province/County<br>2.4.30 – Municipality<br>2.7.20 – Chamber of Commerce<br>2.7.90 – Other public body |
| Classification of Economic Activity: | By using the button "Search" select the most appropriate choice from the given list for the classification of Economic activity and its related description by pushing ">>" on the right of the screen (the choice will be automatically transferred in the cell).<br><br>For instance (Classification of economic activities and description):<br><br>84.11 General public administration activities<br>03.11 Marine fishing<br>85.31 General secondary education |

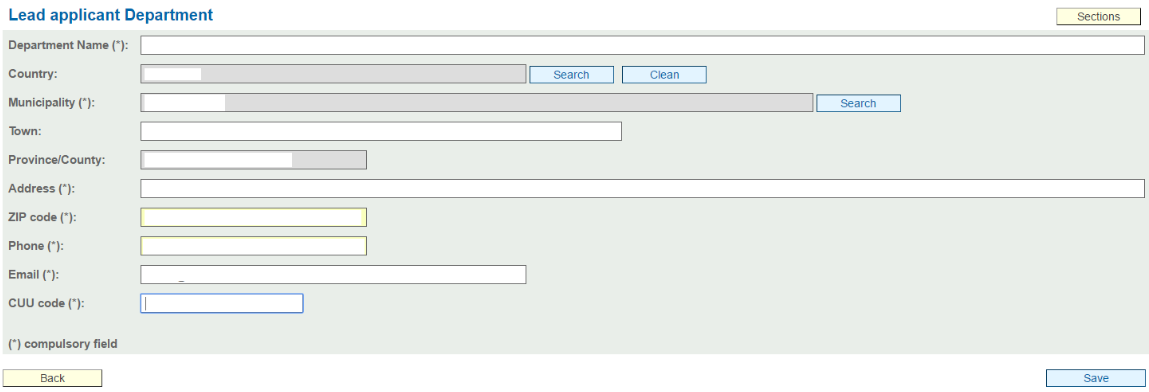
Interreg Italy - Croatia
EUROPEAN UNION

| | |
|---|---|
| | In order to help the choice of the correct activity, here below you find a list of the macro-categories of activities:<br>01 – 03 Agriculture, forestry and fishing<br>05 – 09 Mining and quarrying<br>10 – 35 Manufacturing<br>36 – 39 Water supply – sewerage – waste management and remediation activities<br>40 – 44 Construction<br>45 – 47 Wholesale and retail trade – repair of motors<br>49 – 53 Transporting and storage<br>54 – 56 Accommodation and food services<br>57 – 63 Information and communication<br>64 – 66 Financial and insurance activities<br>67 – 68 Real estate activities<br>69 – 75 Professional, scientific and technical activities<br>76 – 82 Administrative and support service activities<br>83 – 84 Public administration and defense<br>85 – Education<br>86 – 88 Human health activities<br>89 – 93 Art entertainments activities<br>94 – 96 Other services activities<br>97 – 98 Activities of households as employers<br>99 – Activities of extraterritorial Organisations or bodies |
| Exempted from chamber of commerce registration: | If applicable tick “√”. |
| Registered in special section: | If applicable tick “√”. |
| Chamber of commerce registration place (*): | Choose among the available options from the list displayed in the drop-down menu in case of IT Lead applicant or type the place of the Commercial Court registration in case of HR partner. |
| Chamber of commerce registration number (*): | If applicable, insert the number. |
| Chamber of commerce registration date (*): | If applicable, insert the date. |
| Economic administrative index number (REA): | If applicable (for IT only), insert the REA (“Repertorio Economico Amministrativo”) number. For more information please see Factsheet n.4 |
| REA registration date: | If applicable (for IT only), insert the date of the registration in |

| | |
|---|---|
| | REA register. |
| [ Department ] | |
| Department name (*) | Insert the name of the Department |
| Country | By using the button “Search” select the most appropriate choice from the given list of countries. By pushing “>>” on the right of the screen the choice will be automatically transferred in the cell. It is possible to clear the field “Country” by pushing “Clean”.<br><br>The user can also perform the research by typing the county code (for example code Z149 in case of Croatia). |
| Municipality (*) | By using the button “Search” select the most appropriate choice from the given list of municipalities. By pushing “>>” on the right of the screen the municipality name and its related code will be automatically transferred in the cell. It is possible to clear the field “Country” by pushing “Clean”. |
| Town: | Type the name. |
| Province/County: | Name is automatically displayed once the municipality is selected. |
| Address (*): | Type the address. |
| ZIP code (*): | Type the code. |
| Phone (*): | Type the phone number. |
| Email (*): | Type the e-mail address. |
| CUU code (*): | If applicable type the CUU code (Codice Univoco Ufficio – applicable only to Italian Public Bodies). |

*compulsory fields.

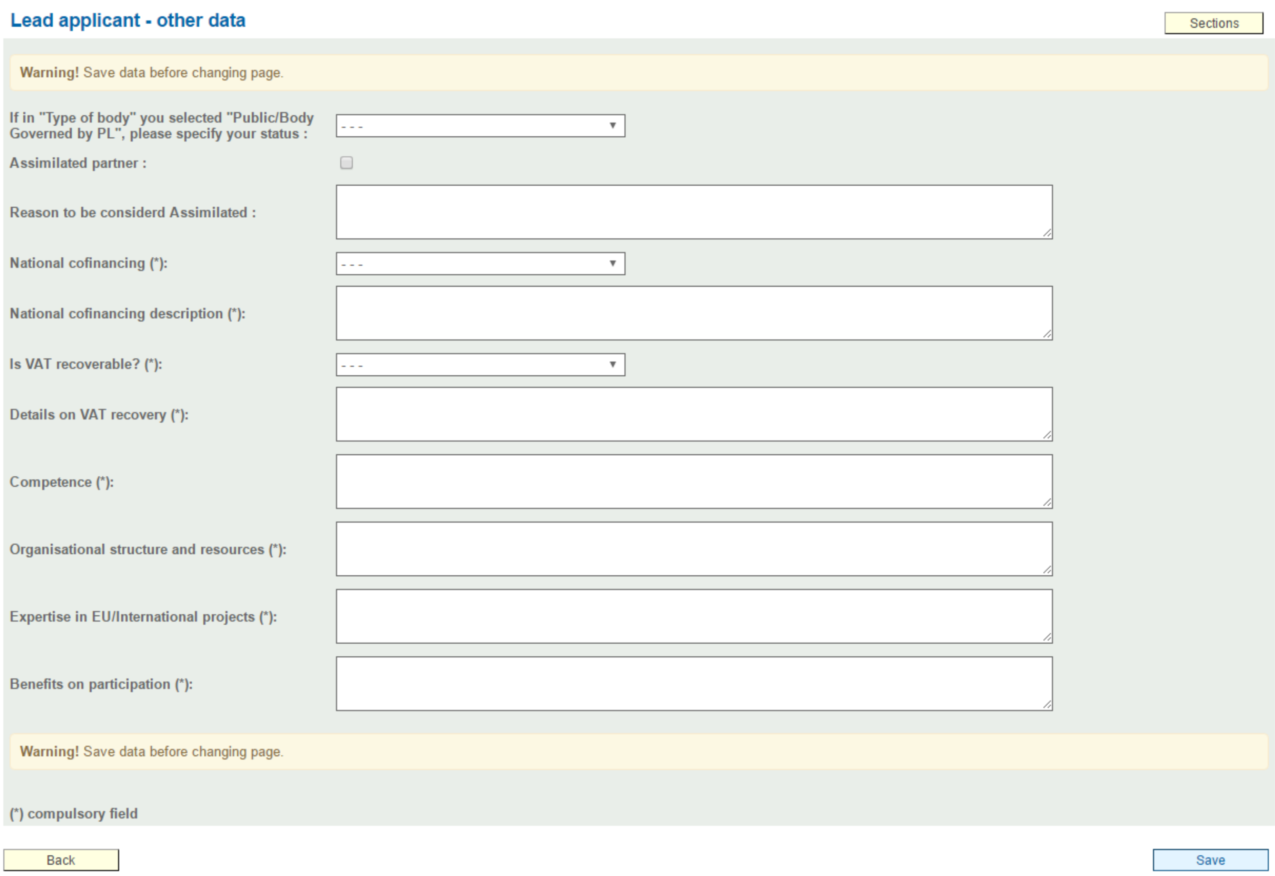
Preview of the Sub-section Lead Applicant Department as follows:




Once filled in the whole section click the button “Lead applicant other data”.

## Lead applicant other data

Preview:




The Applicant has to complete the following boxes:

| Lead applicant other data | Note |
|---|---|
| If in "Type of body" you selected "Public/Body Governed by PL", please specify your status : | In case the Lead Applicant is a Public body or a body governed by Public law the system requires to specify its status by choosing among one of these two options through the drop-down menu:<br>- Public;<br>- Body governed by public law (Directive 2014/24/UE). |
| Assimilated partner: | If applicable tick “√”. |
| Reasons to be considered Assimilated: | Insert the Assimilated partner description. This box should be completed only if the previous box (Assimilated partner) has been ticked. |
| National co-financing | Choose among the available options from the drop-down |

| | |
|---|---|
| (*): | menu: Public or Private. |
| National co-financing description (*): | Describe the source of co-financing. |
| Is VAT recoverable? : | Choose among the available options from the drop-down menu: Yes/No/Partially. |
| Details on VAT recovery (*): | Describe VAT status (further guidance is given in Factsheet n. 4). |
| Competence (*): | Describe the competence – further guidance is given in Factsheet n. 4 |
| Organisational structure and resources (*): | Describe the organizational structure and resources – guidance on the content is given in Factsheet n. 4 |
| Expertise in EU/International projects (*): | Describe the expertise – guidance on the content is given in Factsheet n. 4 |
| Benefits on participation (*): | Describe the benefits on participation – guidance on the content is given in Factsheet n. 4 |

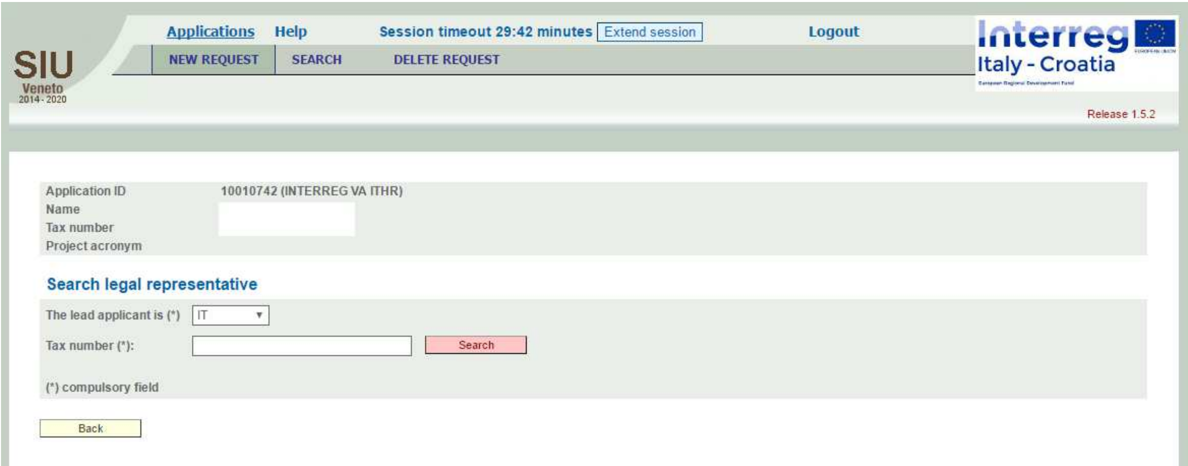
(*) compulsory field

Remember to fill in the only the applicable boxes. In case you have ticked Assimilated partner a description is needed.

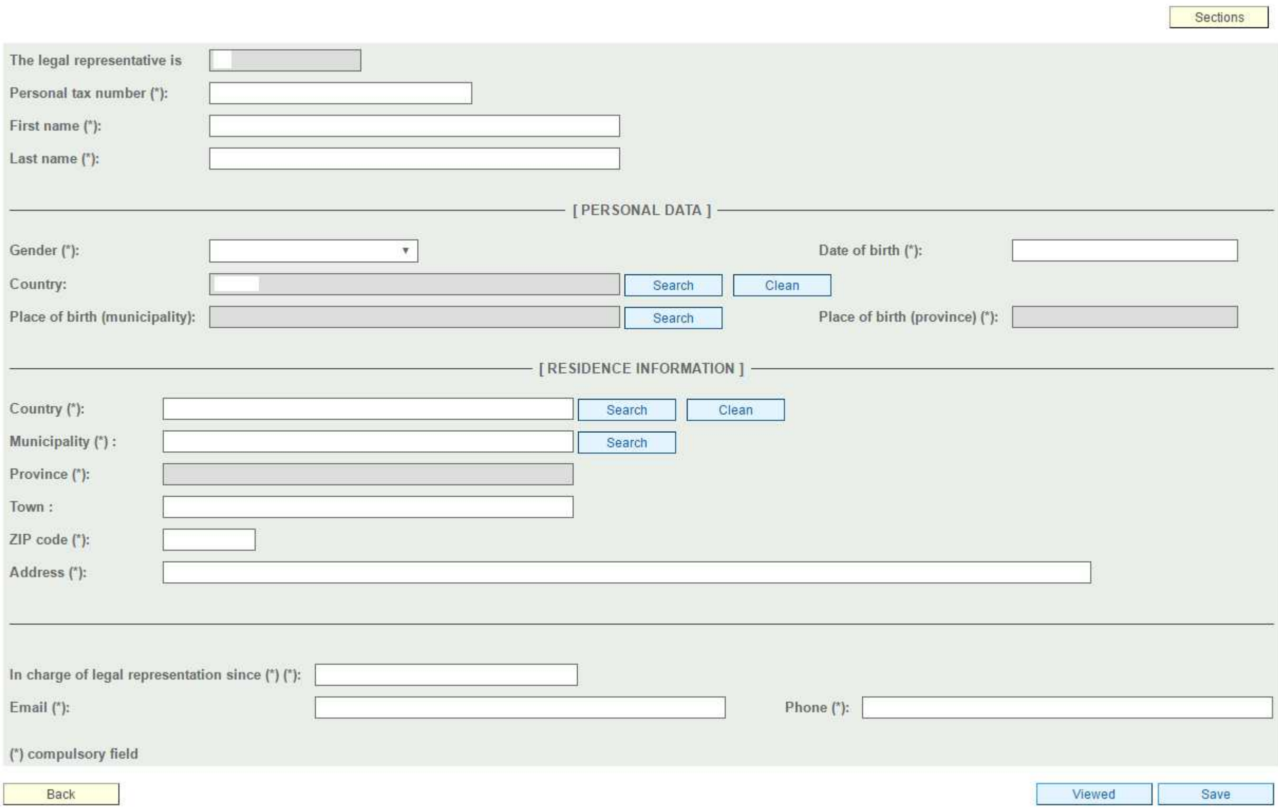
Once completed remember to save Save before moving forward to the next Section using the button Sections. In case some fields are missing or not properly completed, one or more error messages are displayed in red on the top of the page.

**Section C – Legal Representative**

In Section C the Applicant has to specify if the lead applicant is IT or HR-Other through a drop down menu and search the tax number using Search button. Section preview as follows:




In case the tax number is not found in the database a button Add new entry is displayed on the right bottom of the page. By clicking this button the following screen preview should appear:




The Applicant has to complete the following boxes:

| Legal representative | Note / Required actions |
|---|---|

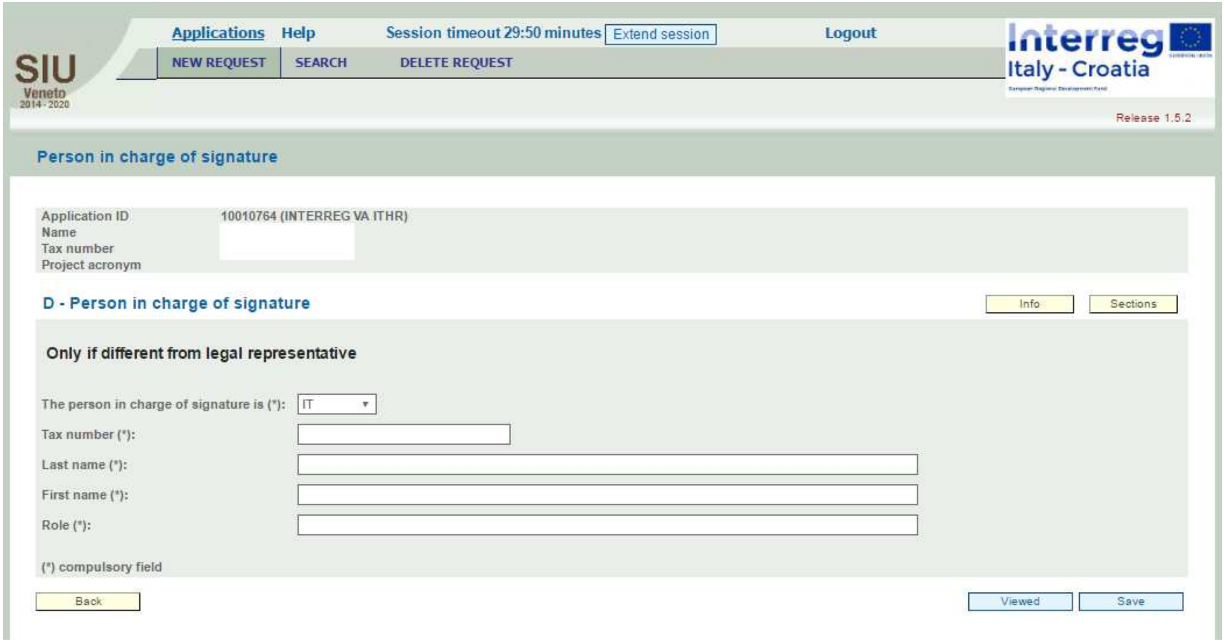
| | |
|---|---|
| The legal representative is | Already filled. |
| Personal tax number (*) | Type the Legal representative personal tax number. |
| First name (*) | Type the first name of the Legal representative |
| Last name (*) | Type the last name of the Legal representative |
| [ Personal data ] | |
| Gender (*) | Choose among the available options from the drop-down menu: Male or Female. |
| Date of Birth (*) | Type the date of birth of the Legal representative. |
| Country | Select the country through "Search" button. Click then on ">>" related to the concerned country to transfer the selection on the previous page. By clicking on "Clean" the selected country will be deleted. |
| Place of Birth (municipality) | Type the place in the field or select the place of birth through "Search" button. Type the place of birth of use Search button again and click then on ">>" related to the concerned place to transfer the selection on the previous page. |
| Place of Birth (province) | Filed to be automatically completed by the System on the basis of the selected municipality. |
| [ Residence information ] | |
| Country (*) | Select the country through "Search" button. Click then on ">>" related to the concerned country to transfer the selection on the previous page. By clicking on "Clean" the selected country will be deleted. |
| Town | Type the name of the town. |
| Zip code (*) | Type the ZIP code. |
| Province: | Type the Province. |
| Address (*) | Type the Address. |
| In charge of legal representation since (*) | Insert the date. |
| Email (*) | Insert the e-mail address. |
| Phone (*) | Insert the phone number. |

(*) Compulsory field.

Once completed the user has to press Save and then Viewed buttons.

**Section D – Person in charge of signature**

Details of the person in charge of signature should be provided **only if the person in charge of signature is different from the Lead applicant legal representative**.




Fields to be completed are as follows:

| Person in charge of signature | Note / Required actions |
|---|---|
| The person in charge of signature is (*): | Choose among the available options from the drop-down menu: IT or HR-Other |
| Tax number (*): | Type the tax number |
| Last name (*): | Type the last name of the person |
| First name (*): | Type the first name of the person |
| Role (*) | Type person's role within the organization. |

*compulsory fields.

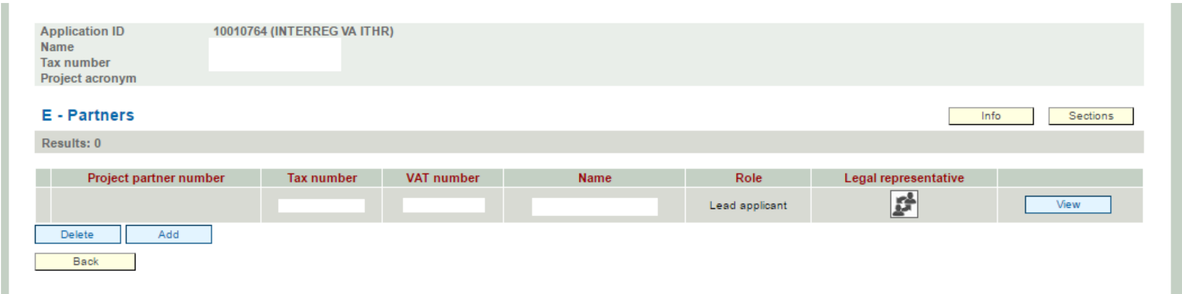
Once completed remember to press buttons save Save and Viewed before moving forward to the next Section using the button Sections.

In case some fields are missing or not properly completed, one or more error messages are displayed in red on the top of the page.

Once all the necessary information related by the Lead Applicant as required by SIU System are inserted and saved move to the next Section (Section E).

## Section E – Partners

Section preview:




Partners need to be added one by one. To add a partner to the project proposal, click "Add" button 

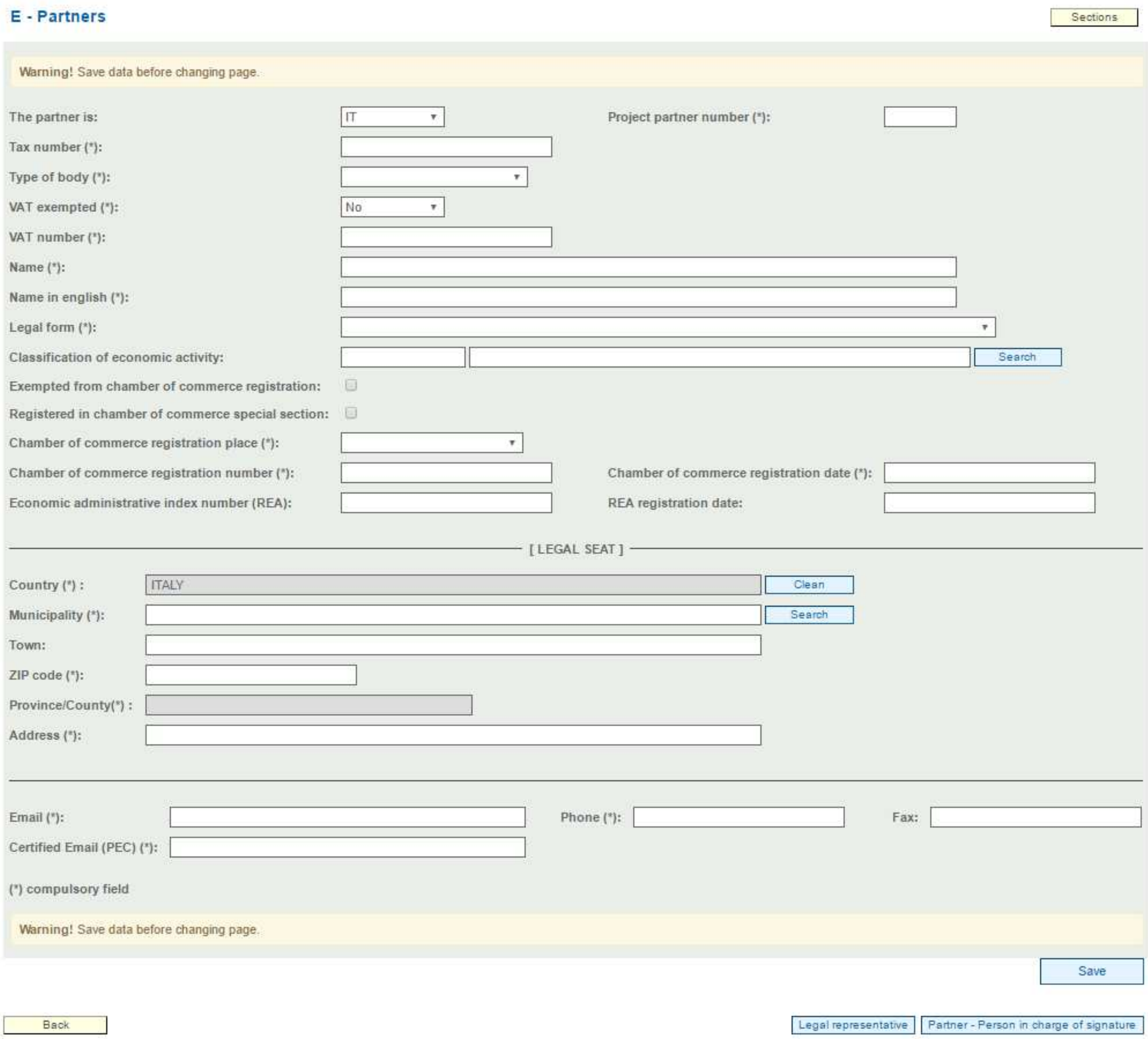
. The following screen will then appear:


Under the heading **Partner search** the applicant is requested to:

| Partner search | Note |
|---|---|
| The partner is (*): | Choose among the available options from the drop-down menu: IT or HR-Other |
| Personal tax number (*): | Type the tax number or use Search button to select it from a given list. |

*compulsory field.


If the tax number is not present in the system click "Add new entry" button and proceed to filling in the requested data displayed on the screen:




The Applicant has to complete the following fields:

| Partner data | Note |
|---|---|
| The partner is: | Choose among the available options from the drop-down menu: IT or HR-Other. |
| Project partner number (*) | Insert the number of the Project Partner |
| Tax number (*): | Type the tax number. |
| Type of body (*): | Choose among the available options from the drop-down menu: Private or Public / Body governed by public law. |
| Implementing Unit: | This field appears only if the user selected "Public/Body |

| | |
|---|---|
| | Governed by Public Law" in "Type of body". Type the concerned Unit (for further guidance see Factsheet n. 4). |
| VAT exempted (*): | Choose among the available options from the drop-down menu: NO / YES |
| VAT number (*): | Insert the VAT number. |
| Name (*): | Insert the name of the Project Partner. |
| Name in English | Insert the name of the Project Partner in English. |
| Legal form (*): | Choose among the available options from the list displayed in the drop-down menu.<br><br>For example:<br>2.2.30 – National Agency<br>2.4.10 – Region<br>2.4.20 – Province/County<br>2.4.30 – Municipality<br>2.7.20 – Chamber of Commerce<br>2.7.90 – Other public body. |
| Classification of Economic Activity (*): | By using the button "Search" select the most appropriate choice from the given list for the classification of Economic activity and its related description by pushing ">>" on the right of the screen (the choice will be automatically transferred in the cell).<br><br>For instance (Classification of economic activities and description):<br><br>84.11 General public administration activities<br>03.11 Marine fishing<br>85.31 General secondary education<br><br>In order to help the choice of the correct activity, here below you find a list of the macro-categories of activities:<br>01 – 03 Agriculture, forestry and fishing<br>05 – 09 Mining and quarrying<br>10 – 35 Manufacturing<br>36 – 39 Water supply – sewerage – waste management and remediation activities<br>40 – 44 Construction<br>45 – 47 Wholesale and retail trade – repair of motors<br>49 – 53 Transporting and storage<br>54 – 56 Accommodation and food services<br>57 – 63 Information and communication<br>64 – 66 Financial and insurance activities<br>67 – 68 Real estate activities |

| | |
|---|---|
| | 69 – 75 Professional, scientific and technical activities<br>76 – 82 Administrative and support service activities<br>83 – 84 Public administration and defense<br>85 – Education<br>86 – 88 Human health activities<br>89 – 93 Art entertainments activities<br>94 – 96 Other services activities<br>97 – 98 Activities of households as employers<br>99 – Activities of extraterritorial organisations or bodies |
| Exempted from chamber of commerce registration: | If applicable tick “√”. |
| Registered in special section: | If applicable tick “√”. |
| Chamber of commerce registration place (*): | Choose among the available options from the list displayed in the drop-down menu (in case of Italian Partner) or type the place of the Commercial Court registration in case of HR partner. |
| Chamber of commerce registration number (*): | If applicable, insert the number. |
| Chamber of commerce registration date (*): | If applicable, insert the date. |
| Economic administrative index number (REA): | If applicable, insert the REA (“Repertorio Economico Amministrativo”) number. For more information please see Factsheet n.4 |
| REA registration date: | If applicable, insert the date of the registration in REA register. |
| [ LEGAL SEAT ] | |
| Country (*) | By using the button “Search” select the most appropriate choice from the given list of countries. By pushing “>>” on the right of the screen the choice will be automatically transferred in the cell. It is possible to clear the field “Country” by pushing “Clean”. |
| Municipality (*) | By using the button “Search” select the most appropriate choice from the given list of municipalities. By pushing “>>” on the right of the screen the municipality name and its relate code will be automatically transferred in the cell. It is possible to clear the field “Country” by pushing “Clean”. |
| Town: | Type the name. |

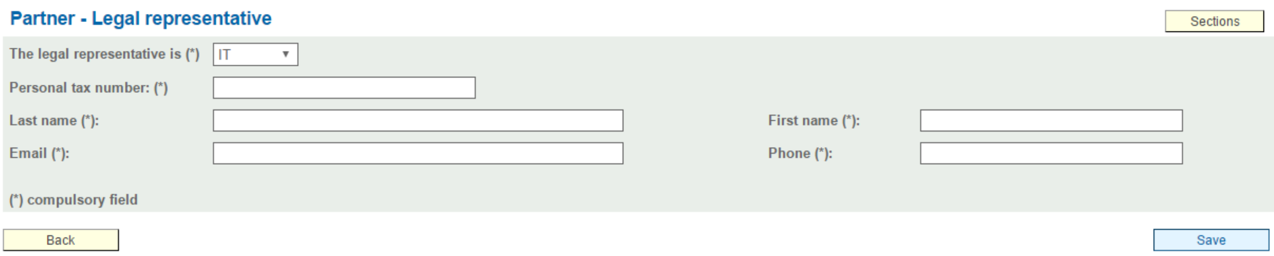
| | |
|---|---|
| ZIP code (*): | Type the code. |
| Province/County: | Name is automatically displayed once the municipality is selected. |
| Address (*): | Type the address. |
| IPA code | This field appears only in case of Public bodies or Bodies governed by public law. Type the IPA code (for more details on IPA Code please see Factsheet n. 4). |
| Email (*): | Type the e-mail address. |
| Phone (*): | Type the phone number. |
| Fax: | Type the fax number. |
| Certified Email (PEC) (*): | Type the certified e-mail address. |

(*) compulsory field.

Once completed remember to save Save before start completing the fields related to the Legal representative by clicking on Legal representative button. Note that in case some fields are missing or not properly completed, one or more error messages are displayed in red on the top of the page once Save button is pressed. Should this happen the Applicant is requested to address the displayed errors before moving forward to the next page.

**Partner - Legal representative**

Page preview:

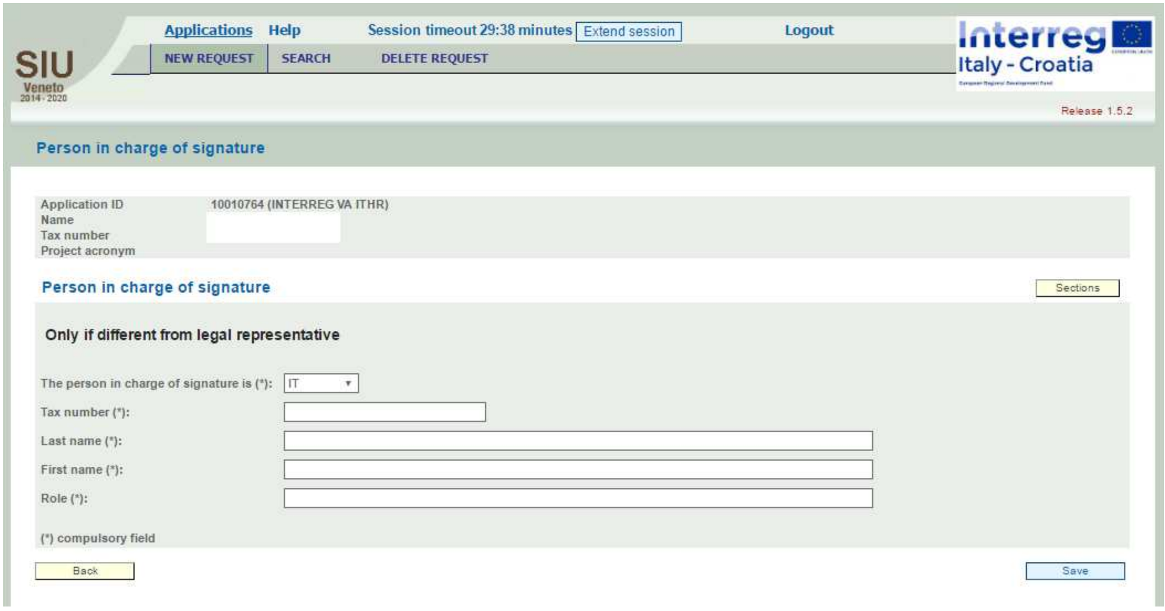



| Legal representative | Note/Required actions |
|---|---|
| The legal representative is (*) | Choose among the available options displayed in the drop-down menu (i.e.: IT or HR Other). |
| Personal tax number (*) | Type the Legal representative personal tax number. |
| Last name (*) | Type the last name of the legal representative. |
| First name (*) | Type the first name of the legal representative. |
| E-mail (*) | Insert the e-mail address. |
| Phone (*) | Insert the phone number. |

(*) compulsory field

## Person in charge of signature

Page preview:



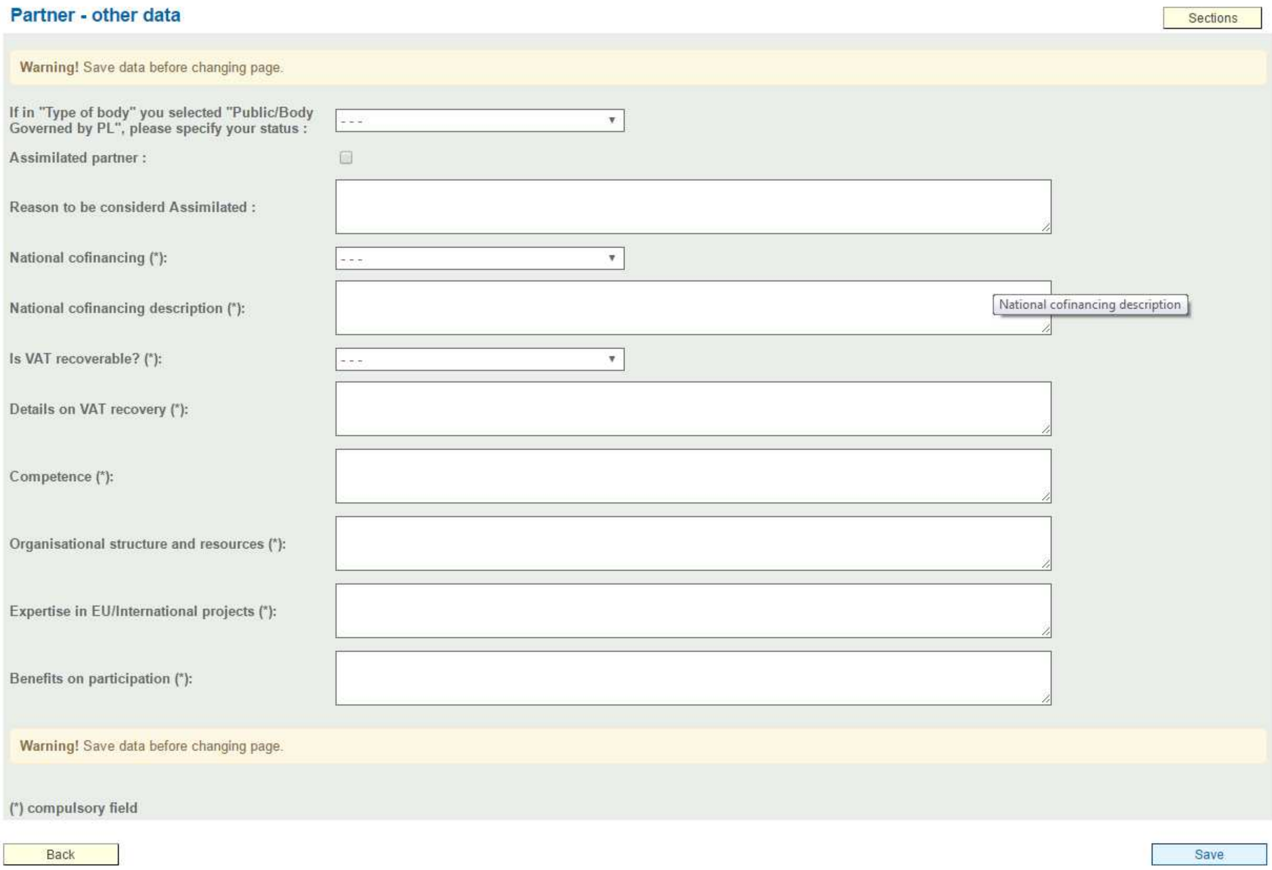

The Applicant has to complete the following fields (only if different from legal representative):

| Legal representative | Note |
|---|---|
| The person in charge of signature is: | Choose among the available options from the drop-down menu: IT or HR-Other. |
| Tax number (*): | Type the tax number. |
| Last name (*): | Type the last name of the person. |
| First name (*): | Type the first name of the person. |
| Role (*): | Insert role of the person within the organization. |

*Compulsory fields.

Once completed the user has to press Save button.

The user has to then click Other data button (please note that this button will be displayed only when partner main data are inserted and saved).




The Applicant has to complete the following boxes:

| Partner other data | Note |
|---|---|
| If in "Type of body" you selected "Public/Body Governed by PL", please specify your status : | In case the Partner is a Public body or a body governed by Public law the system requires to specify its status by choosing among one of these two options through the drop-down menu:<br>- Public;<br>- Body governed by public law (Directive 2014/24/UE). |
| Assimilated partner: | If applicable tick “√”. |
| Reasons to be considered assimilated: | Insert the Assimilated partner description. This box should be completed only if the previous box (Assimilated partner) has been ticked. |
| National co-financing (*): | Choose among the available options from the drop-down menu: Public or Private. |
| National co-financing description (*): | Describe the source of co-financing. |

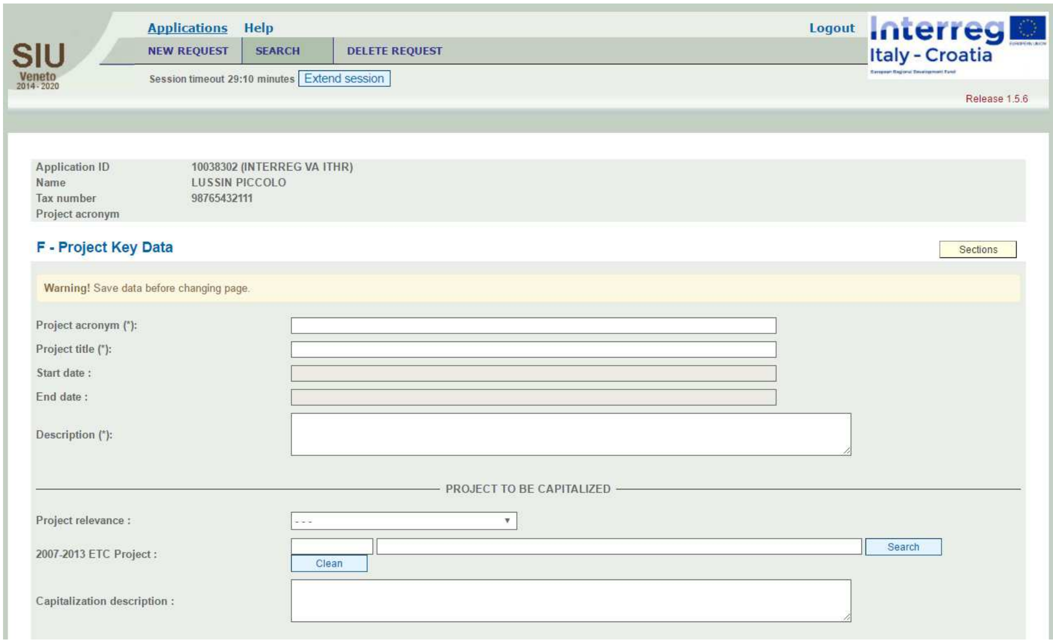
| | |
|---|---|
| Is VAT recoverable? : | Choose among the available options from the drop-down menu: Yes/No/Partially. |
| Details on VAT recovery (*): | Describe VAT status. |
| Competence (*): | Describe the competence – further guidance is given in Factsheet n. 4 |
| Organisational structure and resources (*): | Describe the organizational structure and resources – guidance on the content is given in Factsheet n. 4 |
| Expertise in EU/International projects (*): | Describe the expertise – guidance on the content is given in Factsheet n. 4 |
| Benefits on participation (*): | Describe the benefits on participation – guidance on the content is given in Factsheet n. 4 |

(*) compulsory field

Remember to save [Save] before moving to another Section by clicking [Sections] button on the right top of the completed fields. In case of need by clicking on the [Back] button the Applicant can go back to the previous page.

**F – Project Key Data**

Section preview (First part of the page):



The Applicant has to complete the following fields:

| Project key data | Note / Required actions |
|---|---|
| Project acronym (*): | Insert Project Acronym |
| Project title (*): | Insert Project Title |
| Start date | Insert Start date of the project (dd/mm/yyyy) |
| End date | Insert End date of the project (../../….) |
| Description (*) | Insert project short description (further guidance is given in Factsheet n. 4) |
| Project to be capitalized (in case of Standard+ proposals) | |
| Project relevance (2007-2013 ETC Programme): | Choose among the available options from the drop-down menu (Adriatic IPA / SEE / MED). |
| 2007-2013 ETC Project (*): | By using the button “Search” select the most appropriate choice from the given list of projects. By pushing “>>” on the right of the screen the concerned project will be automatically transferred in the cell. It is possible to clear this field by pushing “Clean”. |
| Capitalization description (*): | Insert the description on how the 2007-2013 ETC Project will be capitalized. |
| Territorial challenges tackled (*): | Type the text (further guidance on the content is given in Factsheet n. 4). |
| Project approach (*): | Type the text (further guidance on the content is given in Factsheet n. 4). |
| Cooperation need (*): | Type the text (further guidance on the content is given in Factsheet n. 4). |
| Project focus | |
| Programme specific objective : | Automatically transferred from other fields. |
| Programme result indicator : | Automatically transferred from other fields. |
| Project overall objective (*): | Type the text (further guidance on the content is given in Factsheet n. 4). |
| Project results (*): | Type the text (further guidance on the content is given in Factsheet n. 4). |
| | |
| Project results (*): | |
| Project specific objective 1 title (*): | Type the text (further guidance on the content is given in Factsheet n. 4). |
| Project specific objective 1 description (*): | Type the text (further guidance on the content is given in Factsheet n. 4). |
| Outputs and results | Type the text (further guidance on the content is given in |

| | |
|---|---|
| durability (*): | Factsheet n. 4). |
| Outputs and results transferability (*): | Type the text (further guidance on the content is given in Factsheet n. 4). |
| Intervention field: | Choose among the available options from the drop-down menu (for instance 056 Investment in infrastructure, capacities and equipment in SMEs directly linked to research and innovation activities; 075 Development and promotion of commercial tourism services in or for SMEs). |
| Project context | |
| Coherence with EUSAIR | If applicable tick “√” (further guidance is given in Factsheet n. 4). |
| EUSAIR Description | Insert description. |
| Coherence with EUSAPL | If applicable tick “√” (further guidance is given in Factsheet n. 4). |
| Coherence with EUSDR | If applicable tick “√” (further guidance is given in Factsheet n. 4). |
| Coherence with relevant policies and plans (e.g. S3, RBMP, MSP, ICS, Urban and Regional Mobility plans): | If applicable tick “√” (further guidance is given in Factsheet n. 4). |
| Coherence description: | Type the text (further guidance on the content is given in Factsheet n. 4). |
| Synergies (*): | Type the text (further guidance on the content is given in Factsheet n. 4). |
| Build on knowledge (*): | Type the text (further guidance on the content is given in Factsheet n. 4). |
| Cooperation criteria | |
| Joint development (*): | Tick “√” if applicable (further guidance is given in Factsheet n. 4). |
| Joint development Description: | Type the text (further guidance on the content is given in Factsheet n. 4). |
| Joint implementation (*): | Tick “√” if applicable (further guidance is given in Factsheet n. 4). |
| Joint implementation Description: | Type the text (further guidance on the content is given in Factsheet n. 4). |
| Joint staffing: | Tick “√” if applicable (further guidance is given in Factsheet n. 4). |
| Joint staffing Description: | Type the text (further guidance on the content is given in Factsheet n. 4). |
| Joint financing (*): | Tick “√” if applicable (further guidance is given in Factsheet n. |

| | |
|---|---|
| | 4). |
| Joint financing Description: | Type the text (further guidance on the content is given in Factsheet n. 4). |
| Horizontal principles | |
| The project contributes to sustainable development: | Tick "√" if applicable (further guidance is given in Factsheet n. 4). |
| Description of the contribution to sustainable development: | Type the text (further guidance on the content is given in Factsheet n. 4). |
| The project contributes to equal opportunities and non-discrimination: | Tick "√" if applicable (further guidance is given in Factsheet n. 4). |
| Description of the contribution to equal opportunities and non-discrimination: | Type the text (further guidance on the content is given in Factsheet n. 4). |
| The project contributes to equality between men and women: | Tick "√" if applicable (further guidance is given in Factsheet n. 4). |
| Description of the contribution to equality between men and women: | Type the text (further guidance on the content is given in Factsheet n. 4). |
| Natura 2000 | |
| Project with a likely effect on a natural habitat Natura 2000 sites: | Choose among the available options from the drop-down menu (YES / NO). |
| Only soft intangible measures are concerned: | Choose among the available options from the drop-down menu (YES / NO). |
| Justification: | Type the text (further guidance on the content is given in Factsheet n. 4). |
| Contact person | |
| First name (*): | Type the first name of the contact person. |
| Last name (*): | Type the last name of the contact person. |
| Body/Institution (*): | Type the name of the body/institution. |
| Phone (*): | Insert phone number. |

| | |
|---|---|
| Email (*) | Insert e-mail address. |

*compulsory fields.

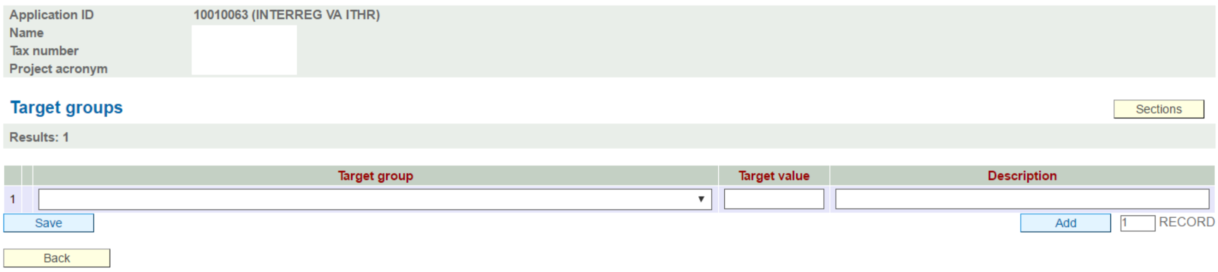
Remember to save data Save as soon as the abovementioned fields have been completed.

Buttons displayed at the bottom of the page and their respective functioning is described below:

Target groups | Natura 2000 sites involved | 2007-2013 project's partners involved | Programme output indicator | Save

## Target groups

The user can add target groups by clicking on Add button. The following page will be then displayed:




Target groups have to be selected through the given list displayed in the drop-down menu. For each selected target group a target value should be associated and a brief description provided (more information are included in Factsheet n. 4).

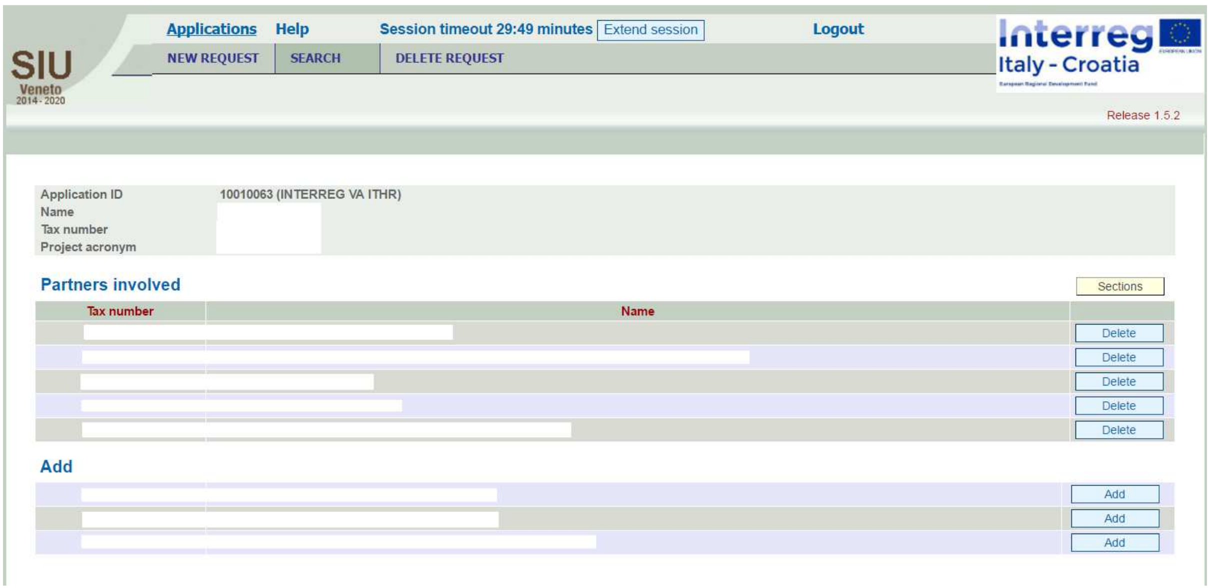
Remember to save data through Save button. The user has also the possibility to delete rows by selecting them and then click on Delete button.

## Natura 2000 sites involved

The user can add or delete to the list the Natura 2000 sites involved in the project by clicking on Add or Delete buttons.

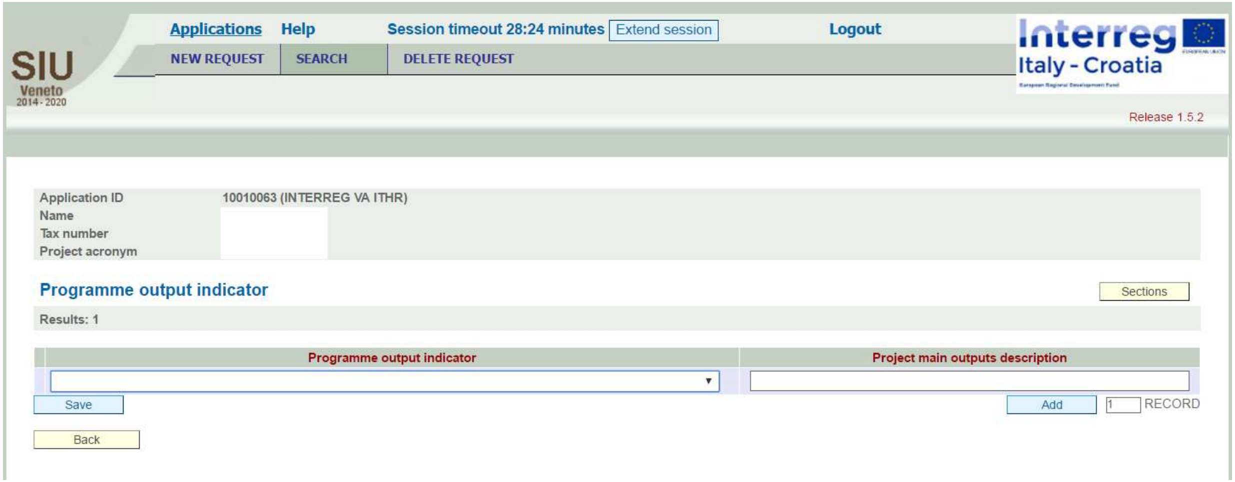

## 2007-2013 Project's partners involved

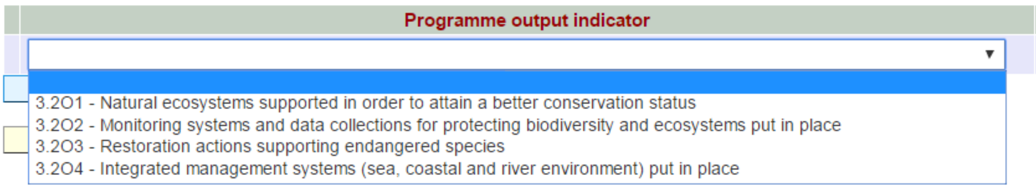
The user can add or delete Partners to the list by clicking on Add or Delete buttons.




## Programme output indicator

The user has to select the concerned Programme output indicator from the drop-down list and provide a brief description of Project main outputs (for further guidance please refer to Factsheet n. 4)



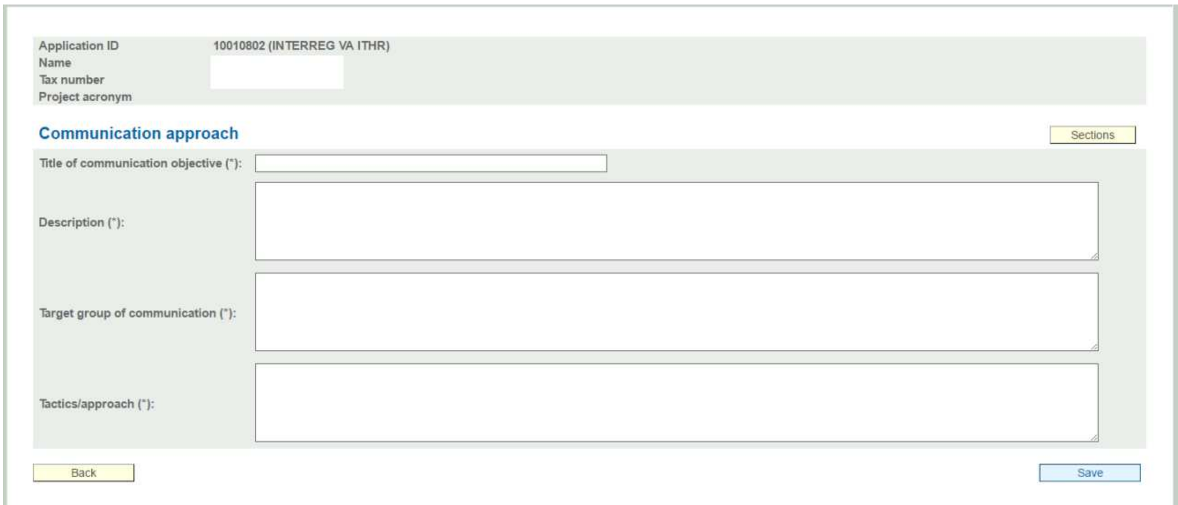




Remember to save data regularly Save before moving to the next Sections.

## G – Communication Approach

Section G preview:


The user can add Communication objectives to the list by clicking on Add button.




| Communication approach | Note Required action |
|---|---|
| Title of the communication objective (*): | Insert the title. |
| Description (*): | Insert the description of the communication objective (more details on the content are provided in Factsheet n. 4). |
| Target group of communication (*): | Insert description of target groups objective (more details on the content are provided in Factsheet n. 4). |
| Tactics/approach (*): | Insert description objective (more details on the content are provided in Factsheet n. 4). |

(*) Compulsory field.

Remember to save data regularly Save before moving to the next Sections.

Communication objectives can be revised through the button Update.

## H – Budget general information

Section H preview:


The Applicant is requested to provide the following information:

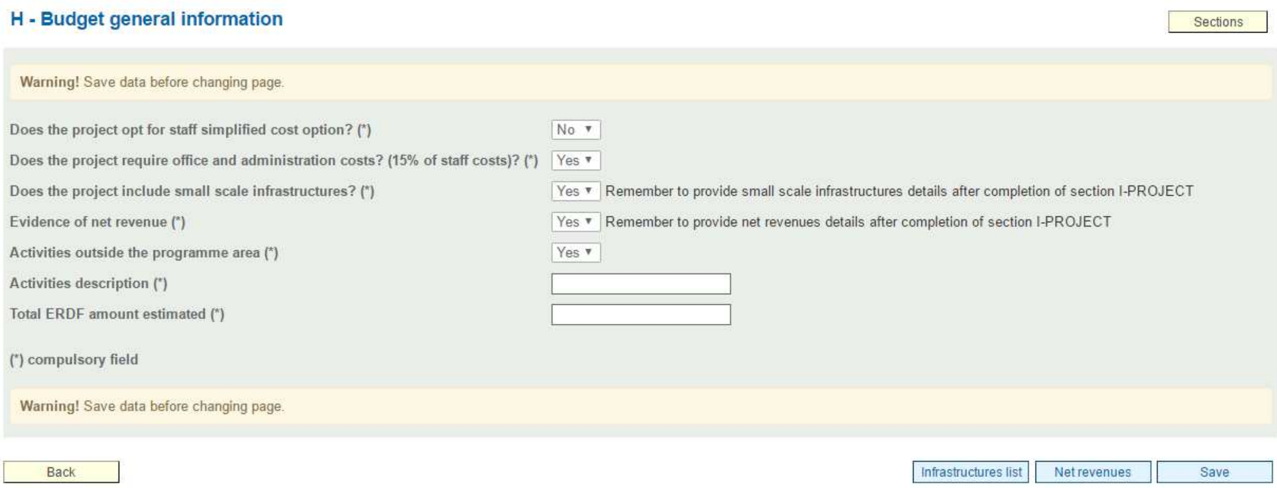
| Budget specific information | Note / required action |
|---|---|
| Does the project opt for staff simplified cost option? (*) | Choose among the available options from the drop-down menu: Yes or No. |
| Does the project require office and administration costs? (15% of staff costs)? (*) | Choose among the available options from the drop-down menu: Yes or No. |
| Does the project include small scale infrastructures? (*) | Choose among the available options from the drop-down menu: Yes or No. |
| Evidence of net revenue (*) | Choose among the available options from the drop-down menu: Yes or No. |
| Activities outside the Programme area (*) | Choose among the available options from the drop-down menu: Yes or No. |

(*) compulsory field.

**How to fill in this Section:** The Applicant has to select YES/NO with regards to the five questions, provide details concerning the Activities outside the Programme area (if applicable) **and provisionally skip to provide further details concerning Infrastructure and Net revenues as these parts can be properly completed only after information related to Section I are provided (in particular those concerning Work Packages and Project Activities).** Therefore after having answered YES or NO to the five questions (and provided details on Activities

outside the Programme area if YES is selected) the Applicant has to proceed to fill in the subsequent Section I – Project. Once Section I – Project is completed (at least the parts concerning project locations and project workplan) it will be possible to complete information concerning Infrastructure details and Net revenues in Section H.
Additional requests on the basis of the information provided concern specific information on the Net revenues, Infrastructure and Activities outside the Programme area.

In case of **Activities outside the Programme area** two more fields will be displayed if the user choose YES from the drop-down menu (i.e.: Brief description and Total ERDF amount estimated related to these Activities):

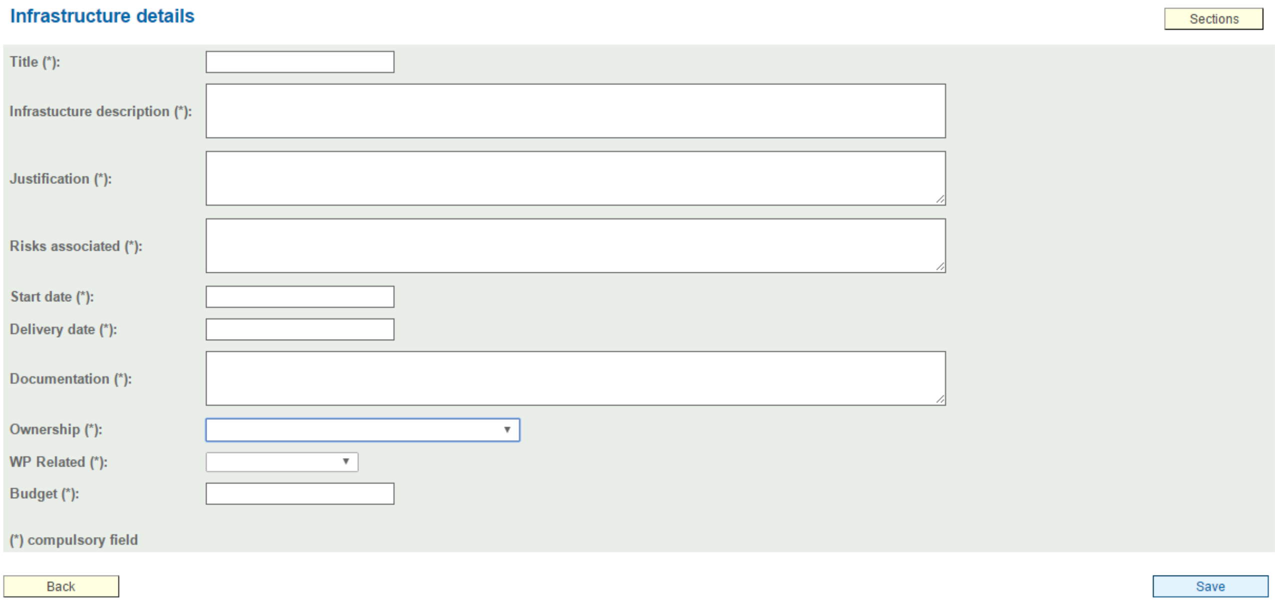



In case Infrastructure list and/or Net revenues are selected as “Yes” their related button from grey becomes blue and requires attention from the Applicant who has to click on it for providing more details. Before clicking these buttons, remember to save the main page before in order to confirm the choices made.


## Infrastructure details

To add Small scale infrastructure and construction works to the Infrastructure list press 

button. The following page will appear:




The Applicant is requested to provide the following information (more details on the content required in each field are provided in Factsheet n. 4):

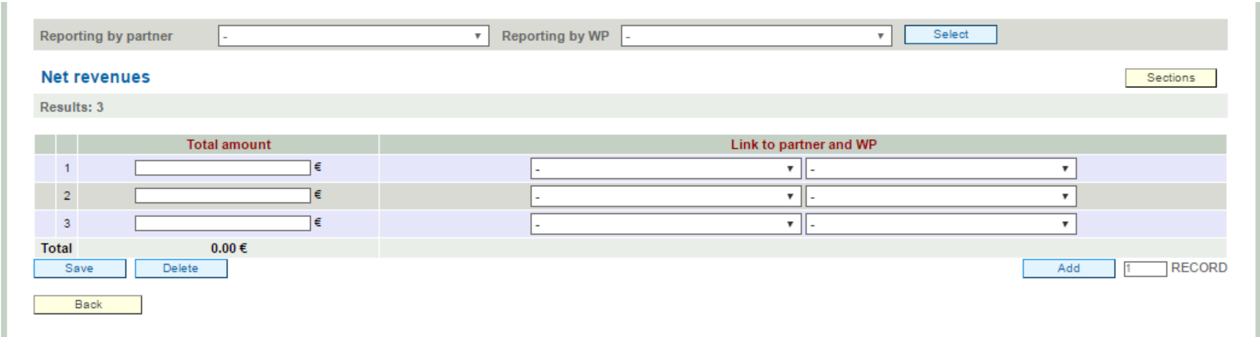
| Infrastructure details | Note / required action |
|---|---|
| Title (*) | Type the title. |
| Description (*) | Insert description. |
| Justification (*) | Insert justification description. |
| Risk associated (*) | Insert text of associated risks. |
| Start date (*) | Insert date (dd/mm/yyyy). |
| Delivery date (*) | Insert date (dd/mm/yyyy). |
| Documentation (*) | Insert documentation description. |
| Ownership (*) | Choose among the available options from the drop-down menu: Name of Partner. |
| WP Related (*) | Choose among the available options from the drop-down menu: WP. This field can be completed only after information on WPs is inserted in Section I – Project. |
| Budget (*) | Insert amount. |
| Net revenue (*) | Insert amount, if applicable. |

(*) Compulsory field.

Press Save button once completed.

**Net revenues**

In case the project is generating net revenues, details should be provided on this specific page. To add Net revenues details to the list press Add button.



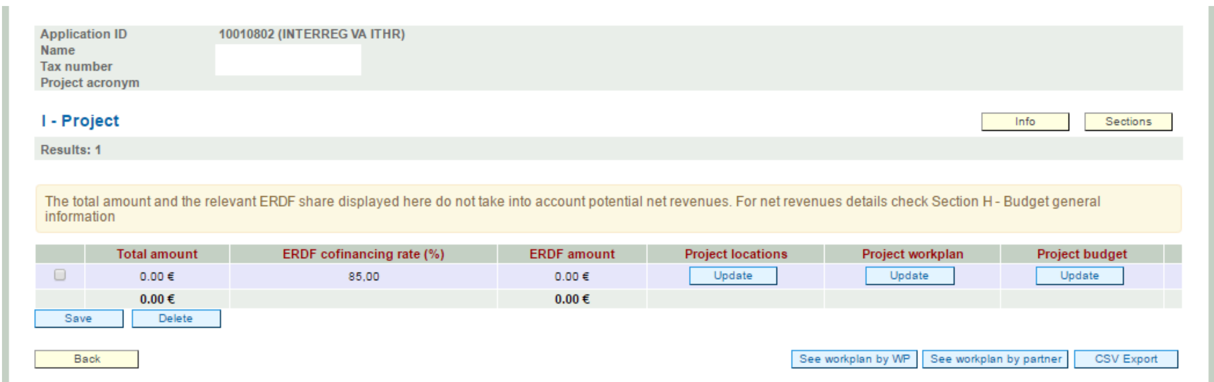

For each line added to the list the following information should be provided:

| Total amount | Link to partner and WP | |
|---|---|---|
| Insert amount | Select the partner among the available options displayed in the drop-down menu | Select the WP among the available options displayed in the drop-down menu |

Press Save button once completed. In case of need lines can be deleted by selecting the concerned line(s) and then clicking the apposite button Delete.

### I - Project

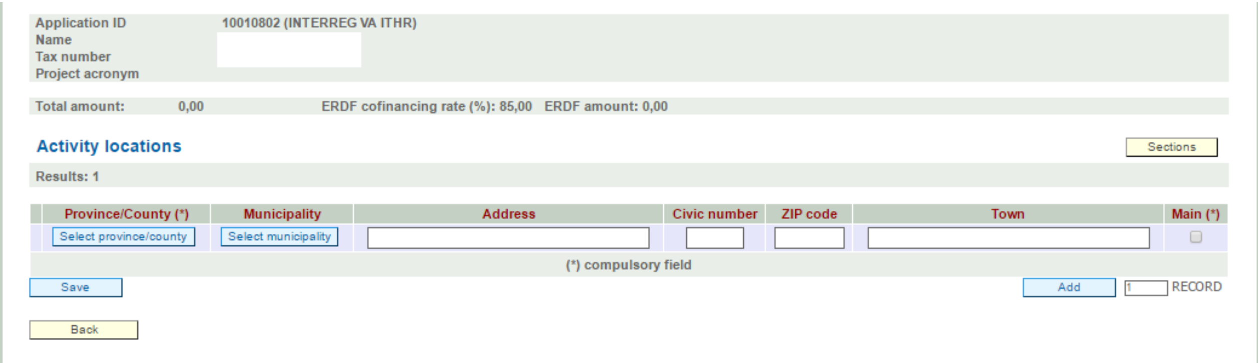
Section I Preview:




Details to be provided are grouped into three main sub-sections (Project locations; Project workplan; Project budget) that need to be completed in the following sequence: 1st Project location; 2nd Project workplan; 3rd Project budget. Information can be supplied by clicking the concerned Update button below each sub-section.

## Project locations

The list of project location has to be defined and alimented by adding locations through Add button.



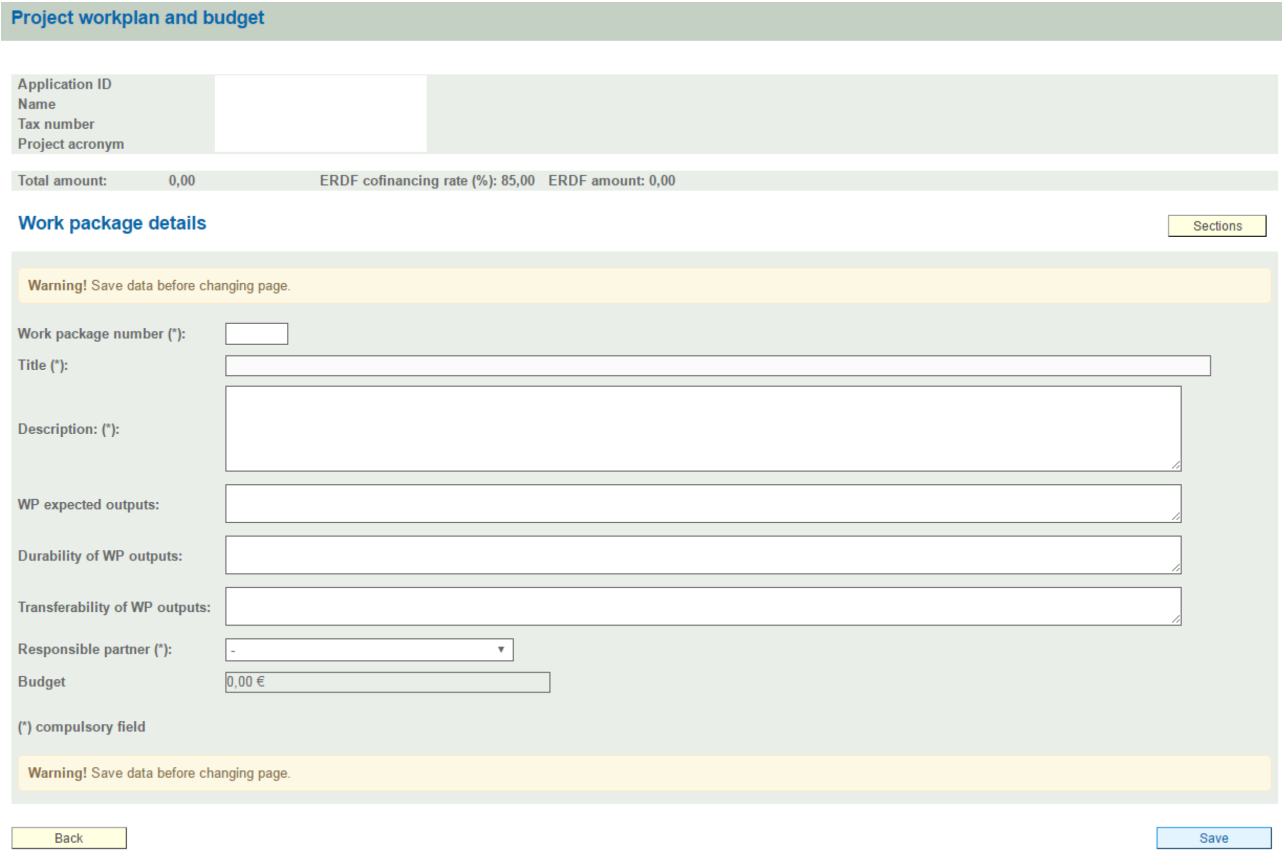

Select Province/country through the apposite button and pick up the Province from the given list by clicking on “>>”. Then click on Select municipality button and pick the municipality from the given list by clicking on “>>”. Next step is to specify address, civic number, zip code and town by typing these data into the appropriate field. Once completed press Save button.

To complete this sub-section the Applicant also has to select one main location by ticking the check box “Main” next to the intended main location:


## Project workplan

Once completed the Project location sub-section the Applicant can fill in the Project workplan.

Click Add button to add a Work package. Details to be provided are as follows:


Project workplan and budget

Application ID
Name
Tax number
Project acronym

Total amount: 0,00 ERDF cofinancing rate (%): 85,00 ERDF amount: 0,00

Work package details

Sections

**Warning!** Save data before changing page.

Work package number (*):
Title (*):
Description: (*):
WP expected outputs:
Durability of WP outputs:
Transferability of WP outputs:
Responsible partner (*): -
Budget 0,00 €

(*) compulsory field

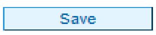
**Warning!** Save data before changing page.

Back
Save

The Applicant has to provide the following information (more details on the content required in each field such as the number and type of Work Packages are provided in Factsheet n. 4):

| Work package details | Note / required action |
|---|---|
| Work package number (*): | Type the number. |
| Title (*): | Type the title. |
| Description (*): | Insert description. |
| WP expected outputs: | Insert expected outputs. |
| Transferability of WP outputs: | Insert transferability of WP outputs. |
| Responsible partner (*) | Specify the responsible partner by selecting it from the drop down menu list. |
| Budget | Automatically displayed. |

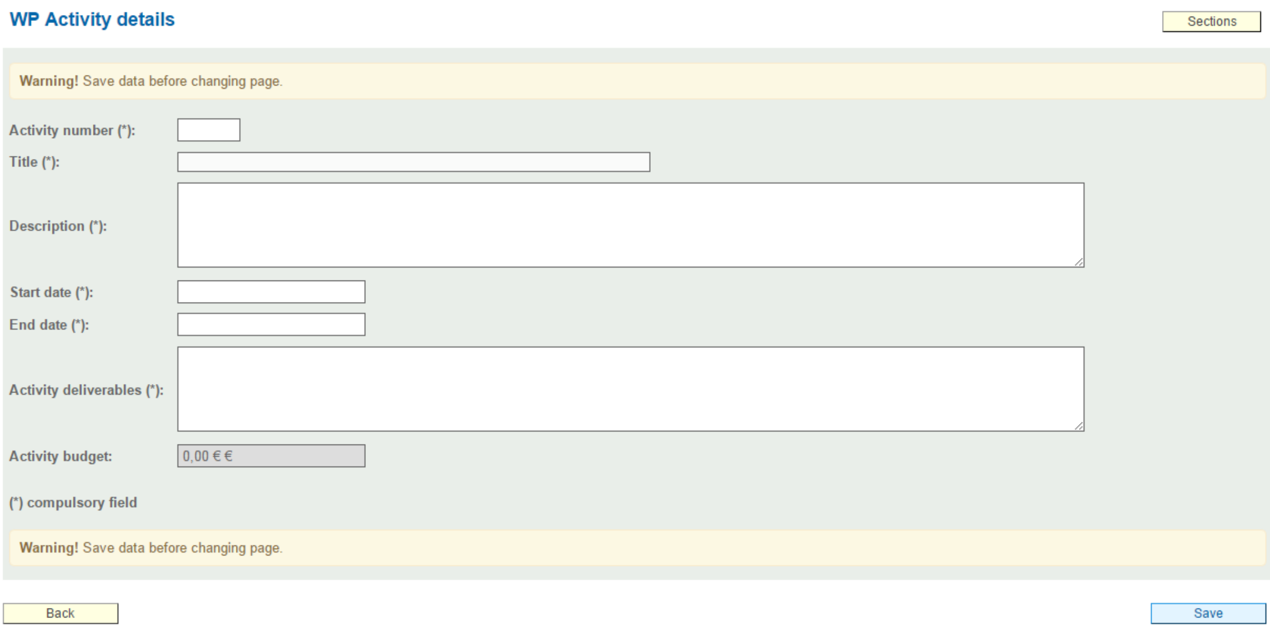
(*) compulsory field.

Press 

button regularly upon completion.

For each Work Package the related list of activities shall be provided through the

Activities list button. The following fields should be filled-in:


WP Activity details

Sections

Warning! Save data before changing page.

Activity number (*):

Title (*):

Description (*):

Start date (*):

End date (*):

Activity deliverables (*):

Activity budget: 0,00 € €

(*) compulsory field

Warning! Save data before changing page.

Back

Save

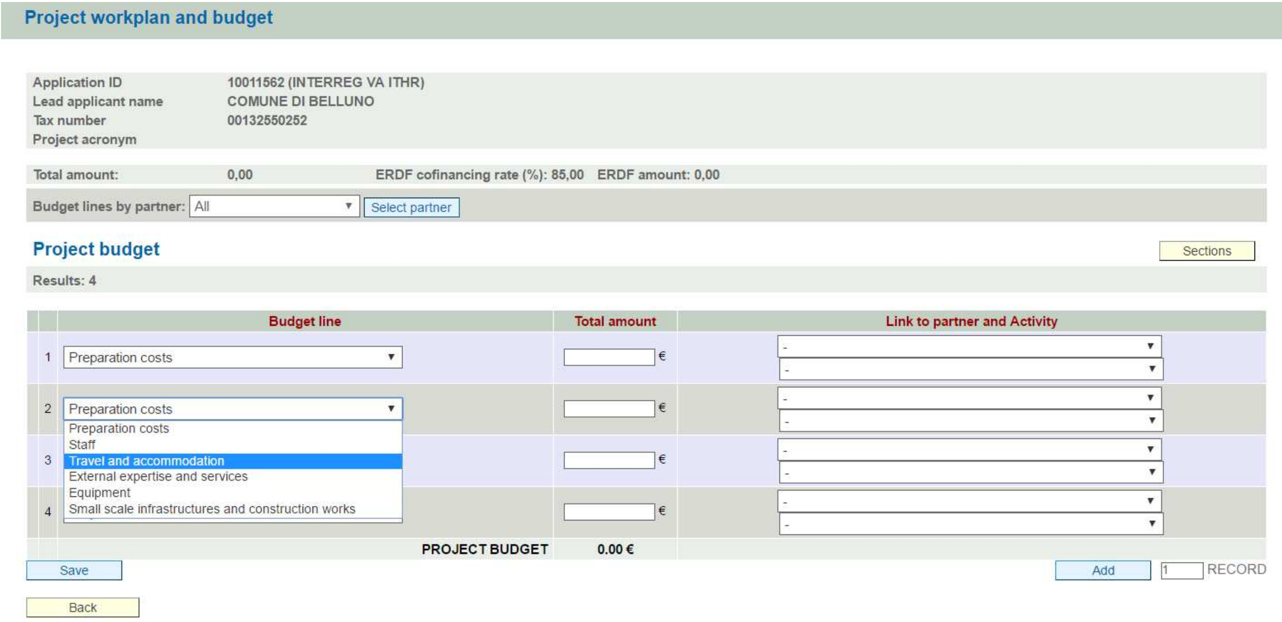
Please note that in order to generate the Activity code 1.1 in the WP Activity list, the Activity number "1" shall be inserted in the Activity number field displayed above. **The system then automatically associates the Activity n.1 to the Work Package n.1 generating the Activity code 1.1**.

For each Activity a location should be specified through the Activity locations button.

Once completed the Project Workplan sub-sections the Applicant can provide infrastructure and net revenues details in Section H or fill in the Project budget.

### Project budget

Click Add button to add a budget line. Details to be provided are as follows:




The Applicant has to select the budget line from the budget line drop-down menu choosing among the available options (i.e.: Preparation costs; Staff; Travel and accommodation; External expertise and services; Equipment; Small scale infrastructure and construction works) and specify the total amount allocated to each specific budget line by typing the number in the related Total amount white field and linking it to the concerned partner (upper drop down menu) and concerned activity (lower drop down menu). When inserting the amount remember to use round figures, without decimals (i.e: 1551, not 1551,20).

Office and administration costs will be calculated automatically by the SIU for each inserted activity staff costs.

Add as many budget lines per partner and activity as needed by clicking on Add button.

Press Save button regularly upon completion.

It is advisable to insert the budget partner by partner, completing all the budget lines for a partner before starting with another one. The function "budget lines by partners" (top left of the page) it is useful while you are inserting the budget since it allows to select a specific partner and to visualize all the related budget lines.

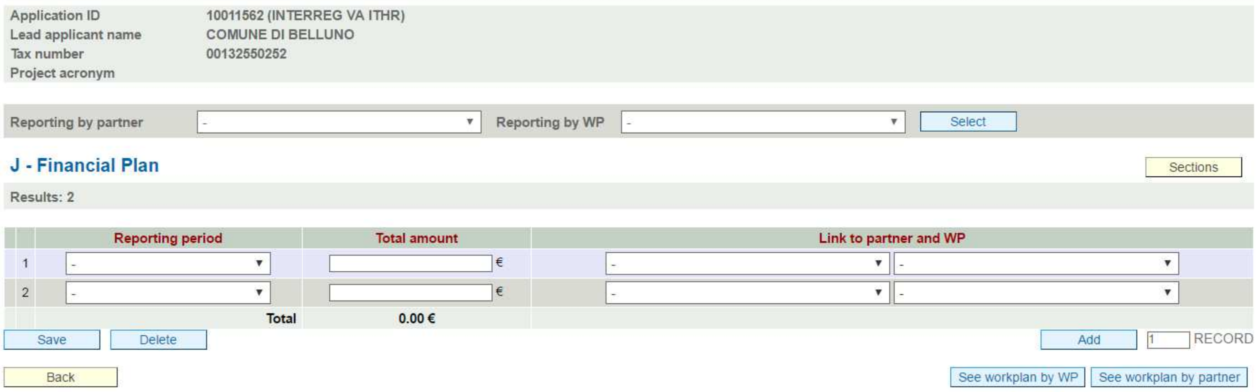
Once the sub-section is completed move forward to the next Section by clicking the dedicated Sections button.

The following buttons displayed in Section G main page allow the Applicant to see an overview of data inserted in the system concerning Work plan by WP; Workplan by partner and to export data in .csv format respectively:

See workplan by WP | See workplan by partner | CSV Export

## Section J – Financial plan

In this Section the Applicant is requested to give evidence of budget allocations per reporting period. Page preview as follows:




Add lines by pressing [Add] button. In each added line the following information should be provided:

| Reporting period | Total amount | Link to partner and WP | |
|---|---|---|---|
| Select the reporting period among the available options displayed in the drop-down menu | Type the amount | Select concerned partner among the available options displayed in the drop-down menu | Select concerned WP among the available options displayed in the drop-down menu |

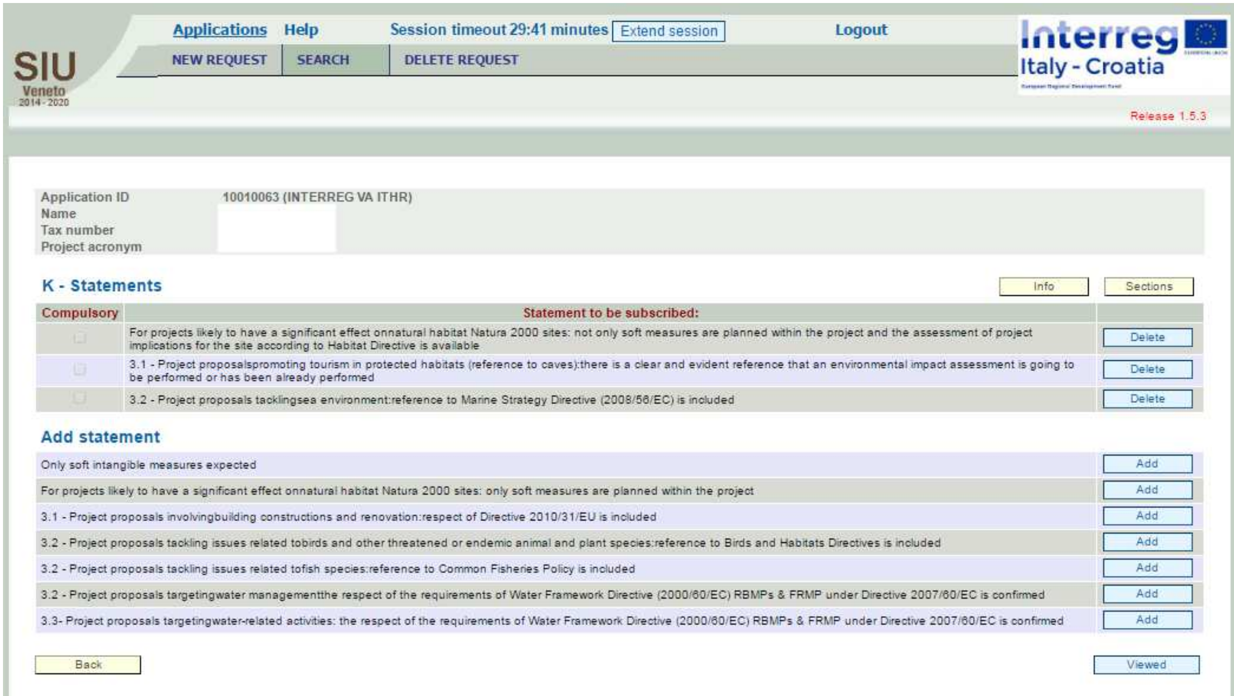
Press [Save] button once completed. In case of need lines can be deleted by selecting the concerned row ☑ and then clicking the apposite button [Delete]. An overview of the data provided (Workplan per WP or Workplan per partner) can be displayed by using the dedicated buttons:

See workplan by WP | See workplan by partner

Remember that the amounts per reporting period have to correspond with ones inserted in the Section I – Project budget. In case of discrepancy the system does not prevent the saving but the problem is reported at the end as an error, so it is advisable to carefully check that correspondence is assured already when filling in this Section.

## K – Statements

Section preview:



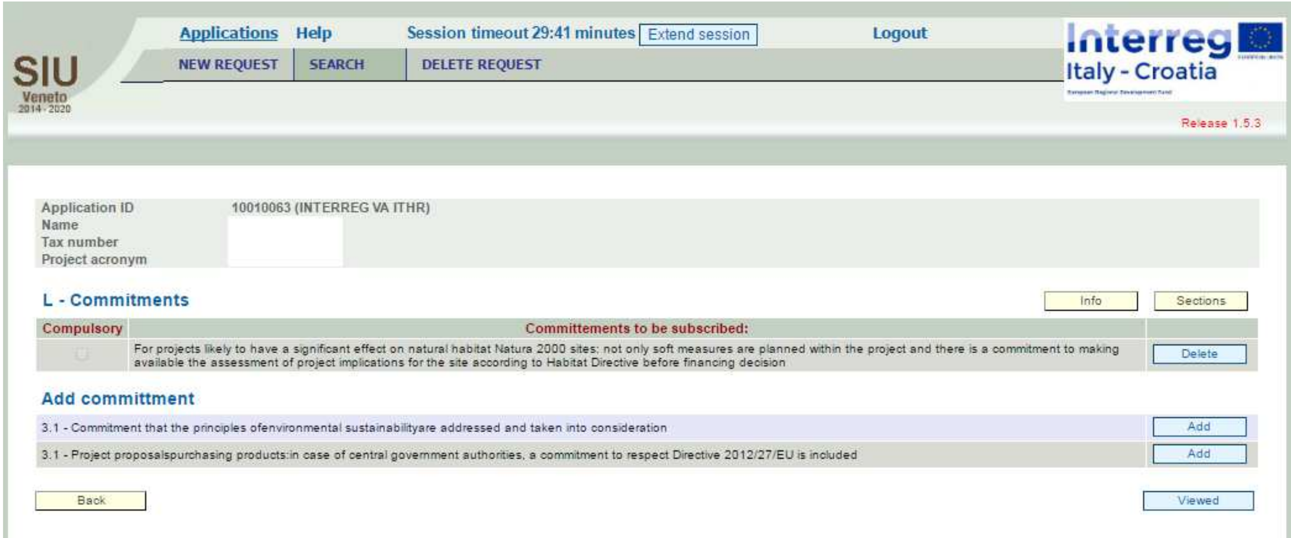

This page presents a list of statements to be subscribed. The Applicant has to select from the given list all the Statements related to the Specific Objective of the Proposal by clicking Add button next to the Statement (for detailed information please see Factsheet n.4).

In case of need each statement added to the list can be afterwards deleted by clicking the apposite button Delete next to it.

The Applicant is then requested to press Viewed button at the end of its choice. By doing so the system saves the choices and automatically brings the Applicant to the Sections list. It is always possible to get back to the Section list also by clicking the apposite button Sections or to go back to the previous page using Back .
The SIU system checks that all the foreseen declarations per each Specific Objective have been included.

## L – Commitments

In Section L – Commitments, the Applicant is requested to select the applicable commitment by picking up each of them from a given list using Add button. Selected commitments can be also removed from the list by clicking on Delete button next to them.

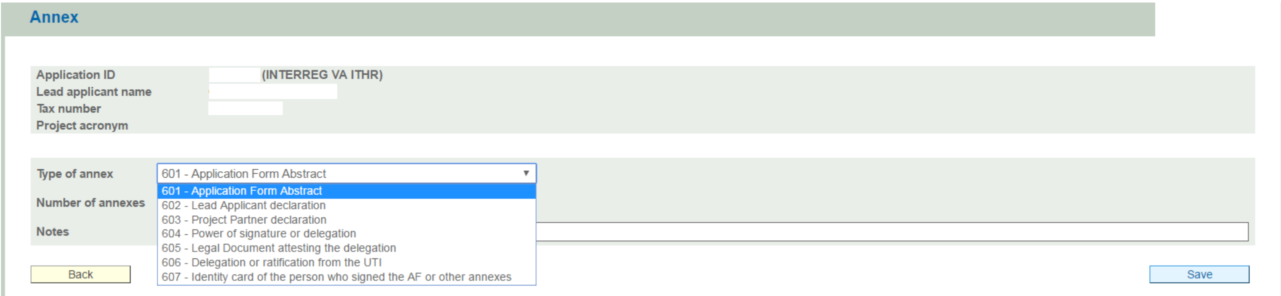



By pressing Viewed button the selected list is saved and the Applicant is automatically transferred to the Sections list. The SIU system checks that all the foreseen declarations per each Specific Objective have been included.

## M – Annexes

Section M Preview:

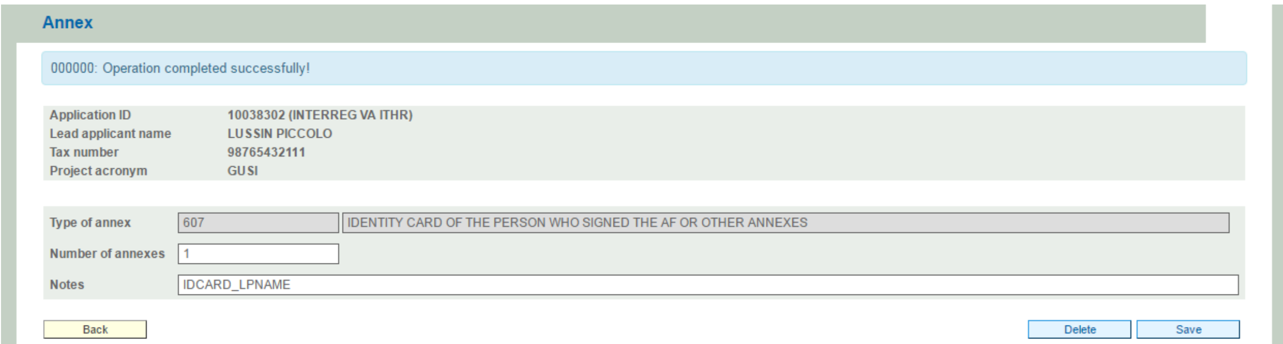

A predefined list of attachments to be uploaded afterwards is displayed in this Section. The user can add more lines to the list by clicking on New button and then select the type of annex from the list displayed by the drop-down menu, specify the number, name the annex in the field called “Notes” and save data.




For the list of documents to be attached and all further requirements please refer to Factsheet n.4

**WARNING: for each document that it is not signed digitally, the ID card of the signatory should also be listed in this section.**

For example in case the Application will not be signed digitally the user has to add to the list the ID card of the person who will sign the Application by clicking New button and specify n. of annexes (1) and notes related to the document (file name) before pressing Save button:




The number of annexes to be indicated clearly depends by the project proposal. For instance if 7 partners are involved in the proposal then it can be expected that the Applicant is indicating 7 PP Declarations in the specific field “Number of annexes” related to the “Type of annex” called PP Declarations. In doing so the Applicant can expect 7 different “boxes” where to upload the PP Declarations (one for each PP) following the confirmation of the proposal.

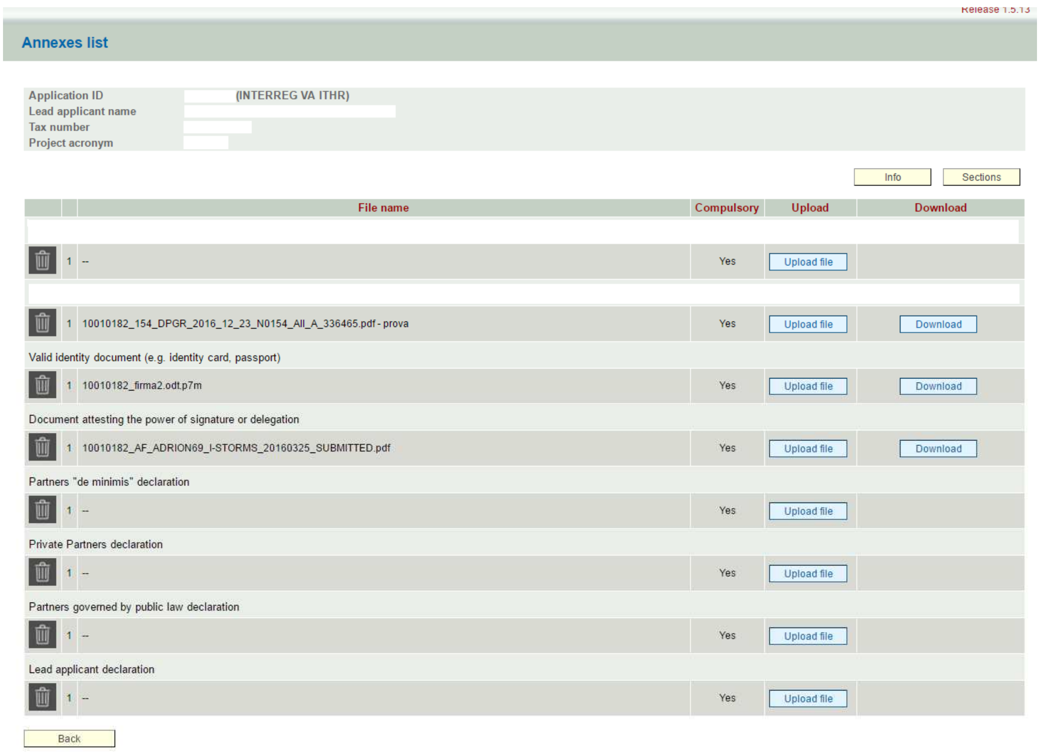
Once the list of Annex to be uploaded has been set by the user, Section M should be Viewed by the applicant.

Following the confirmation of the application the listed files can be uploaded in the Annexes list through the Upload file button.

Users with digital signature: the applicant can directly proceed to digitally sign the documents and then to upload them in this section through the Update button.

Users with handwritten signature: it is necessary to scan the originally signed documents and then upload the scanned version. In this latter case, the identity document of the person who signed the documents has to be uploaded as well.

Each annex shall be uploaded in low resolution and in PDF format.




Once all necessary files are uploaded the user can move to the main Sections using Sections. Other available functions on the screen are as follows:

- Download uploaded file through the button Download;
- Delete uploaded file through the button .

In order to successfully upload the files it is recommended to follow carefully the following instructions:

**A) Name the files as follows**

1. Application Form (Applicationform_Projectacronim)
2. Application Form Abstract (Applicationform_Projectacronim_Abstract)
3. LP declaration (LPdeclaration_LPName_Projectacronym);
4. PPs declarations (PPdeclaration_PPName_Projectacronym);
5. Power of signature or delegation (Powerofsignature_LPName_Projectacronim or Powerofsignature_PPName_Projectacronim);
6. Legal Document attesting the power of delegation (Legaldoc_LPName_Projectacronim or Legaldoc_PPName_Projectacronim);
7. Delegation or ratification from the UTI - only in the event of FVG Municipalities which are part of a UTI and intend to participate individually (UTIdelegation_LPName_Projectacronim or UTIdelegation_PPName_Projectacronim);
8. Identity card of the person who signed the AF or the other Annexes in case they are not signed digitally (IDcard_LPName or IDcard_PPName).

**B) Avoid using special characters to name files that need to be uploaded.**

In particular do not use: ‘ (single quotation mark), “ (double quotation mark), ° (degree symbol), & (ampersand), < (less than character), > (greater than character) and all letters with accents and diacritics marks.

- Save the file to be uploaded on your desktop or in a easily accessible folder;

To upload the current Application form the user has to first generate it in “.pdf” form by clicking on the Download Application Form button.

## N – Errors

Section N Preview:

N - Errors

Sections

Results: 8

| | Code | Description | Consequence |
|---|---|---|---|
| 1 | H022 | I - PROJECT - PROJECT BUDGET: TOTAL BUDGET IS LOWER THAN 500000 | Block |
| 2 | H023 | I - PROJECT - PROJECT BUDGET: THE TOTAL AMOUNT OF EACH PARTNER IS LOWER THAN 58824 | Block |
| 3 | H024 | J - FINANCIAL PLAN: TOTAL BUDGET PER PARTNERS AND WP MUST BE EQUAL TO THE CORRESPONDING DATA ON FINANCIAL PLAN | Block |
| 4 | H033 | E - PARTNERS: IT IS COMPULSORY TO INCLUDE AT LEAST 3 PARTNERS | Block |
| 5 | H043 | EN_I - PROJECT -> PROJECT WORKPLAN: L'ELENCO DELLE WP PRESENTA DEI SALTI | Warning |
| 6 | H048 | EN- I - PROJECT: TOTAL AMOUNT E' MINORE DI 588236 | Block |
| 7 | H049 | EN- I - PROJECT: LA SOMMA DEL ERDF AMOUNT PER CIASCUN PARTNER E' MINORE DI 50000 | Block |
| 8 | H052 | EN-F - PROJECT KEY DATA: LA DURATA DEL PROGETTO NON DEVE ESSERE SUPERIORE A 18 MESI | Block |

Back

Viewed

In Section N a list of Errors and their related impacts / consequences with reference to the Submission of the Proposal are displayed. For instance Block means that as long as the concerned error is not solved the whole Proposal cannot be submitted. The Applicant has to address each Error by coming back to the concerned Section. If the Error list is empty and the error lists counts 0 results it means that the Proposal is ready to be submitted.

Once all Errors have been addressed and no error appears the user has to click on Viewed.

## 5. CONFIRMATION

The process is composed by these steps: 1st Confirmation → 2nd Upload of documents → 3rd Submission → 4th Registration (automatically done by the SIU).

**Before proceeding with the confirmation it is recommended to download the AF Abstract as this file will be no longer available following the confirmation.**

After having completed and viewed all the fields presented in the SIU System and made sure that no error message appears in the relevant error section, the user can proceed with the confirmation of the project proposal by clicking on Confirm application button. A confirmation to proceed is requested by the system and the user has to press Confirm.

The message "The application has been confirmed. Please upload the required annexes in order to proceed to submit" will be displayed requiring the user to upload the relevant documents before proceeding with the submission.

**After the above mentioned message is displayed the user can no longer modify its proposal and can only proceed by uploading the relevant documents as listed in Section M – Annexes.** The status of the proposal is no longer in a draft form but it is completed and confirmed.

Once confirmed, the user needs to upload the relevant **signed documents** in the system including the proposal itself and its related annexes in Section M - Annexes.

**In case the user does not proceed to upload the necessary documents (project proposal and its related annexes) cannot proceed further with submission and registration of the proposal.**

## 6. SUBMISSION

Upon completion of the upload of all necessary documents the user can submit the proposal through the Submit request button. The system automatically registers the proposal and the status the proposal changes from submitted to **registered**.

## 7. FOR INFORMATION AND SUPPORT

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