

## 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

SIU Management and Monitoring System – User Manual



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#### 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:

<u>Preliminary phase: – Registration on GUSI to obtain accreditation to access SIU</u> 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

#### <u>1<sup>st</sup> Phase – Access to SIU</u>

Operational phase to access SIU System and start a new application.

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

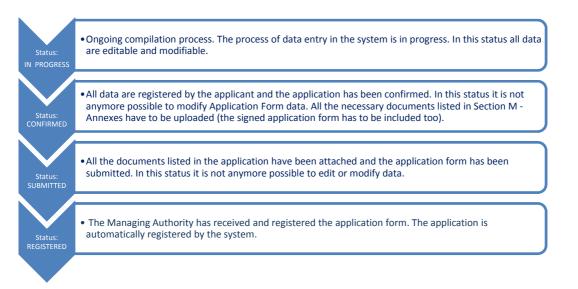
#### 3<sup>rd</sup> Phase - Submission

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 (1<sup>st</sup> to 3<sup>rd</sup> Phase).

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





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):

#### Header:

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.

	Applications Help	Session timeout 29:53 minutes Extend session	Logout	Interreg 🖸
SIU	NEW REQUEST SEARC	H DELETE REQUEST		Italy - Croatia
Veneto 2014 - 2020				Bargeon Regional Sovelagement Final



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.

#### Menu:

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).

#### Main:

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.

earch							Rele
Select program	me						
Programme:	Italy-Croatia CBC Prog	ramme 2014-2020	•				
Application code:	L			Call for prope	080688		
Tax number: Name:				VAT number:			
				VAT number: Request state Specific obje	us:		
Name: Type of request:				Request stat	us:	 	
Name: Type of request:			_	Request stat Specific obje	us:		



#### **2.2 GRAPHICS**

Used graphics could be classified as below:

<u>Link</u>

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)

Search

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

C	
0	

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



<u>Field</u>

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



Check box

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)

CHECK BOX

#### 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).

	Application	s						Logou	Inte	rreal
U	NEW REQUES	SEARC	CH DEL	ETE REQUEST					t Inte	roatia
2020	Session timeou	it 18:46 minute	s Extend sess	ion					Earline England Investore	ent Panel
										Release 1
earch										
select prog	ramme									
rogramme:	Italy-Croatia	CBC Program	me 2014-2020				٣			
Search crite	ria									
pplication ID:					Call for	proposals:			Ŧ	
ersonal tax nu	mber:			7	VAT nu	mber:				
ead applicant r	name :			-						
ype of request:	1			<b>v</b>	Partio	at status:			T	
				_						
Priority axis:				<b>v</b>	Specifi	c objective:			Ŧ	
				Г	Search	1				
				L	oodion	1				
lesults: 8										
Application code	Call for proposals	Priority axis	Specific objective	Personal tax number	VAT number	Lead applicant name	Type of request	Request status	Submission date	
10038101	2017 Standard+	2	2.1				Application	In progress		Detail
10038521	2017 Standard+	3	3.1				Application	In progress		Detail
10039781	2017 Standard+	2	2.2				Application	Confirmed		Detail
10039926	2017 Standard+	2					Application	In progress		Detail
10039935	2017 Standard+	1					Application	In progress		Detail
10039962	2017 Standard+	2					Application	In progress		Detail
10039963	2017 Standard+	3					Application	In progress		Detail



#### **2.4 STANDARD BUTTONS**

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

- Back  $\rightarrow$  It allows to return to the previously displayed page
- Add / New  $\rightarrow$  It allows to create a new record
- Confirm  $\rightarrow$  It allows to confirm that data entered have been seen
- Change / Update  $\rightarrow$  It allows to modify the displayed data
- View  $\rightarrow$  It allows to view the data saved in the database
- Save  $\rightarrow$  It allows to save the data entered
- Delete  $\rightarrow$  It allows to delete the entered data
- CSV export → It allows to extract the data in CSV format
- Details / Other data / Activity list  $\rightarrow$  It allows to open a window with further details
- Section → It allows to go to the section list window
- Info  $\rightarrow$  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: **NNNN,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	_(underscore)
	0-9	
Generic Alphanumeric to be inserted in	A-Z	_(underscore)
fields dedicated to search	0-9	*(asterisk)
Alphabetical fields (first name, last	A-Z	' (single quotation mark)
name,)	ÀÈÉÌÒÙ	
Fields where to insert Address, Business	A-Z	_(underscore)
name ("Ragione sociale")	0-9	. (dot)
		<i>,</i> (comma)
		-(minus)
		' (single quotation mark)
E-mails	A-Z	. (dot)
	0-9	@
Phone numbers	0-9	/ (backslash)



					. (dot) + (plus)
Chamber	of	commerce	registration	0-9	-(minus)
numbers					_(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: <a href="http://siu.regione.veneto.it/DomandePRU/?tipoProgramma=INTERREG%20VA%20ITHR">http://siu.regione.veneto.it/DomandePRU/?tipoProgramma=INTERREG%20VA%20ITHR</a>

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".



REGIONE	DEL VENETO	Regione del Veneto
	35	Central Autentication Service
	Login To access at the service	the authentication by user and password is required
	User Password	user password page 2 Information
<ul> <li>by calling hotline +39</li> <li>by sending a fax +39</li> <li>by sending an email to</li> </ul>	800.914.708 (external) or no 800.916.074 (external) or Fa 9: call.center@regione.venet	x 918 000 (internal)
	DEL VENETO	Central Autentication Service- Regione del Veneto

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"



	omande di sostegno Help				Logout	
SIU 🖉	NSERIMENTO NUOVA DOMANDA	RICERCA DOMANDE	ANNULLAMENTO DOMA	NDE		
	cadenza sessione 29:46 minuti Estend	i sessione				REGIONE DEL VENETO Versione 1.5.14
Lista posizioni an	agrafiche					
Programma operativo Criteri di <u>r</u> icerca Posizione Anagrafica	Fondo Europeo di Sviluppo Regionali Fondo Europeo di Sviluppo Regionale - Pri Fondo Sociale Europeo - Programma 2014 Italy-Crotada GBC Programme 2014-2020 Fondo Speciale per la montagna (L.R. 11/2	ogramma 2014-2020 4-2020				
			Partita IVA:			
Cod. fiscale/ld. Estero:						
Cod. fiscale/ld. Estero: Ragione sociale:						

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.

SIU Veneto 2014- 2020	Applications           NEW REQUEST         SEARCH         DELETE REQUEST           Session timeout 29:57 minutes         Extend session	Logout	Italy - Croatia
2014-2020 Welcome			Release 1.5.8

#### 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 \_\_\_\_\_\_. 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.



			d and
2020			Versione
ista posizioni ana	grafiche		
	granche		
Seleziona progra	nma operativo		
Programma operativo	Fondo Europeo di Sviluppo Regionale - F	Programma 2014-2020 🔻	
	Fondo Europeo di Sviluppo Regionale - Progra Fondo Sociale Europeo - Programma 2014-20		
Criteri di ricerca	Italy-Croatia CBC Programme 2014-2020		
Posizione Anagrafica	Fondo Speciale per la montagna (L.R. 11/2013	3)	
Codice Fiscale:		Partita Iva:	
Denime Centrales		_	
Ragione Sociale:			
		Cerca	
Risultati della ricerca: (			

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 \_\_\_\_\_\_.

	Applications Help           NEW REQUEST         SEARCH         DELETE REC	QUEST	Italy - Croatia
neto 4- 2020			Release 1.4.2
Select progra	mme		
Programme	Italy-Croatia CBC Programme 2014-2020	<u>्र</u>	
Search criteri	a		
Tax number:	000000000000000000000000000000000000000	VAT number:	
Name:			
		Search	
Results: 0			
	Tax number	VAT number	Name
No results			

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.

New request

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

	pplications Help IEW REQUEST SEARCH DELETE REQUEST	r	Logout Interreg Italy - Croatia
SIU eneto 14-2020	ession timeout 29:57 minutes Extend session		Rejease Ingree Independent Food
			Nobase
Tax number: Name:		VAT number:	
Select type of			
Type of request:	Application <b>*</b>		
Back			Continue

Continue

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

	ion: Priority axis		
Priority axis:	4 - Maritime transport	Y	
	1 - Blue innovation		
Back	2 - Safety and resilience 3 - Environment and cultural heritage		Continue

- 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).

Call for proposals		
Call for proposals: -	Search	
Back		Continue

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+	>>



Tax number: Name:	00132550252 COMUNE DI DELLUNO	VAT number:	00132550252	
Call for propo	sals			
Call for proposals:	601 - 2017 Standard Search			
Back				Continue
Marilanda Dianchini - R	EGIONE VENETO			Italy-Croatia CBC Programme 201

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

in the on-line Application.

Lead applicant name Project acronym Priority axis	4 - Maritime transport									
	4 . Maritime transport									
<sup>p</sup> riority axis	4 - Maritime transport									
	and a manufacture of a mapping									
Specific objective	-									
Call for proposals	2017 Standard+									
Request status	In progress									
Registration number					Su	Ibmission date				
Sections										
		Sections			Filled in	Viewed				
A - APPLICATION DATA					<b>S</b>	<b>S</b>	Update			
B - LEAD APPLICANT DATA					<b>S</b>	<b>Ø</b>	Update			
C - LEGAL REPRESENTATIVE	0				0	0	New			
D - PERSON IN CHARGE OF	SIGNATURE				<b>S</b>	<b>Ø</b>	Update			
E - PARTNERS					0	<b>Ø</b>	Update			
F - PROJECT KEY DATA					<b>U</b>	<b>Ø</b>	Update			
G - COMMUNICATION APPR	DACH				0	0	Update			
H - BUDGET GENERAL INFO	RMATION				. 🥑	0	Update			
- PROJECT					<b>S</b>	<b>Ø</b>	Update			
J - FINANCIAL PLAN					<b>V</b>	<b>Ø</b>	Update			
K - STATEMENTS					0	0	Update			
L - COMMITMENTS					<b>V</b>	<b>Ø</b>	Update			
M - ANNEXES					<b>S</b>	0	Update			
N - ERRORS					0	<b>Ø</b>	View			
Back			AF abstr	act Print draft	Check	Confirm application	Delete			

<u>Filled in column</u>: 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.

<u>Viewed column</u>: 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
А	Application data
В	Lead Applicant data
С	Legal representative
D	Person in charge of signature
Е	Partners
F	Project key data
G	Communication approach
Н	Budget general information



	Project
J	Financial plan
К	Statements
L	Commitments
М	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		but	ton.											

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

Application ID	10038302 (INTERREG VA ITHR)	
Name		
Tax number		
Project acronym		
A - Application data	Sections	
Submission date:		
Registration number:		
Registration date:		
Type of request:	APPLICATION	
Priority axis:	3 - ENVIRONMENT AND CULTURAL HERITAGE	
Specific objective:	The second secon	
Body in charge of filling in:		
Addressed authority:		
(*) compulsory field		
Back	Save	

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:

B - Lead Applicant data		Info
Warning! Save data before changing page.		
The lead applicant is (*):	*	
Tax number :		
Type of body (*):	*	
VAT exempted (*): No	7	
VAT number (*):		
Name (*):		
Name in english (*):		
Legal form (*):		
Classification of economic activity:		Search
Exempted from chamber of commerce registration:	1	
Registered in chamber of commerce special section:		
Chamber of commerce registration place (*):	*	
Chamber of commerce registration number (*):	Chamber of commerce registration date (*):	
Economic administrative index number (REA):	REA registration date:	
		1
	[LEGAL SEAT]	
Country:		
Municipality (*):	Search	
Town:		
ZIP code (*):		
Province/County (*):		
Address (*):		
Email (*):	Phone (*): Fax:	:
Certified email (PEC) (*):		
(*) compulsory field		
Warning! Save data before changing page.		
		÷
		Save

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.
	For example:
	2.2.30 – National Agency
	2.4.10 - Region
	2.4.20 – Province/County
	2.4.30 – Municipality
	2.7.20 – Chamber of Commerce
	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).
	For instance (Classification of economic activities and description):
	<ul><li>84.11 General public administration activities</li><li>03.11 Marine fishing</li><li>85.31 General secondary education</li></ul>



	In order to help the choice of the correct activity, here below you find a list of the macro-categories of activities: 01 – 03 Agriculture, forestry and fishing 05 – 09 Mining and quarrying 10 – 35 Manufacturing 36 – 39 Water supply – sewerage – waste management and remediation activities 40 – 44 Construction 45 – 47 Wholesale and retail trade – repair of motors 49 – 53 Transporting and storage 54 – 56 Accommodation and food services 57 – 63 Information and communication 64 – 66 Financial and insurance activities 67 – 68 Real estate activities 69 – 75 Professional, scientific and technical activities 76 – 82 Administrative and support service activities 83 – 84 Public administration and defense 85 – Education 86 – 88 Human health activities 94 – 96 Other services activities 97 – 98 Activities of households as employers 99 – Activities of extraterritorial Organisations or bodies
Exempted from	If applicable tick "V".
chamber of commerce	
registration:	
Registered in special	If applicable tick "v".
section:	
Chamber of commerce registration place (*):	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".	
	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:

Lead applicant I	Department	Sections
Department Name (*):		
Country:	Search	
Municipality (*):	Search	
Town:		
Province/County:		
Address (*):		
ZIP code (*):		
Phone (*):		
Email (*):		
CUU code (*):		
(*) compulsory field		
Back		Save

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



#### Lead applicant other data

Preview:

Lead applicant - other data		Sections
Warning! Save data before changing page.		
If in "Type of body" you selected "Public/Body Governed by PL", please specify your status :	· ¥	
Assimilated partner :		
Reason to be considerd Assimilated :		
National cofinancing (*):	· ¥	
National cofinancing description (*):		
Is VAT recoverable? (*):	Y	
Details on VAT recovery (*):		
Competence ("):		
Organisational structure and resources (*):		
Expertise in EU/International projects (*):		
Benefits on participation (*):		
Warning! Save data before changing page.		
(*) compulsory field		
Back		Save

#### 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: - Public; - Body governed by public law (Directive 2014/24/UE).
Assimilated partner:	If applicable tick "V".
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 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:



1 Comment	Applications	Help	Session timeout 29:42 minutes Extend session	Logout	Italy - Croatia
	NEW REQUEST	SEARCH	DELETE REQUEST		Italy - Croatia
1 <b>810</b> - 2020					Release 1.5.2
Application ID	1001074	12 (INTERREG V	/A ITHR)		
Name					
Tax number					
Project acronym					
Search legal rep	resentative				
The lead applicant is (	") IT 🔻	]			
Tax number (*):		-	Search		
(*) compulsory field					
Back					
DdCK					

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

Sec	tions
he legal representative is	
ersonal tax number ("):	
irst name (*):	
ast name ("):	
[ PERSONAL DATA ]	
iender (*): Date of birth (*):	
Clean Clean	
lace of birth (municipality): Search Place of birth (province) (*):	
[RESIDENCE INFORMATION ]	
country (*): Search Clean	
funicipality (*) : Search	
rovince (*):	
own :	
IP code (*):	
ddress (*):	
n charge of legal representation since (*) (*):	
mail (*): Phone (*):	
) compulsory field	
Back	ve

#### The Applicant has to complete the following boxes:

Legal representative Note / Required actions



The legal	Already filled.
representative is	
Personal tax number	Type the Legal representative personal tax number.
(*)	Type the Legarrepresentative 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	Type the place in the field or select the place of birth through
(municipality)	"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	Filed to be automatically completed by the System on the
(province)	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	Insert the date.
representation since	
(*)	
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.
Once completed the user has to press		and then		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**.



Applications Help NEW REQUEST SEARCH	Session timeout 29:50 minutes Extend session DELETE REQUEST	Logout	Interreg
2014-2020			Release 1.5.2
Person in charge of signature			
Application ID 10010764 (INTERREG VA Name Tax number Project acronym	ITHR)		
D - Person in charge of signature			Info
Only if different from legal representative			
The person in charge of signature is (*):			
Tax number (*):		1	
Last name (*):			
First name (*):			
Role (*):			
(*) compulsory field			
Back			Viewed Save

Fields to be completed are as follows:

Person in charge of	Note / Required actions	
signature		
The person in charge	Choose among the available options from the drop-down	
of signature is (*):	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	before
	Sections		

moving forward to the next Section using the button

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:

Application ID Name	10010764 (INTERREG VA I	THR)				
Name Tax number						
Project acronym						
E - Partners					Ir	Sections
Results: 0						
Project partner numb	er Tax number	VAT number	Name	Role	Legal representative	
				Lead applicant	<u>s</u>	View
Delete Add						
Back						

Partners need to be added one by one. To add a partner to the project proposal, click "Add" button Add . The following screen will then appear:

Application ID 100107 Name	64 (INTERREG V			Release 1.5.2
	64 (INTERREG V			
Tax number Project acronym		A ITHR)		
Partner search				
The partner is (*)				
Tax number (*):		Search		
(*) compulsory field				

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:

SIU Management and Monitoring System – User Manual

Add new entry



#### E - Partners

E - Partners					Sections
Warning! Save data before changing page.					
The partner is:	TT T	Project partner number (*):			
Tax number (*):					
Type of body (*):					
VAT exempted (*):	No *				
VAT number (*):					
Name (*):					
Name in english (*):					
Legal form (*):				*	
Classification of economic activity:					Search
Exempted from chamber of commerce registration:					
Registered in chamber of commerce special section:	0				
Chamber of commerce registration place (*):	T				
Chamber of commerce registration number (*):		Chamber of commerce reg	istration date (*):		
Economic administrative index number (REA):		REA registration date:			
	- [LEG	AL SEAT]			
Country (*) : ITALY			Clean		
Municipality (*):			Search		
Town:					
ZIP code (*):					
Province/County(*) :					
Address (*):					
2					
Email (*):		Phone (*):		Fax:	
Certified Email (PEC) (*):		, nono ( ).			
(*) compulsory field					
Warning! Save data before changing page.					
					Save
Back			Legal represent	ative Partner - Per	son in charge of signature

#### 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	Insert the number of the Project Partner		
number (*)			
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		



	Coversed by Dublic Level is "Turse of headed Turse the								
	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.								
	For example:								
	2.2.30 – National Agency								
	2.4.10 – Region								
	2.4.20 – Province/County								
	2.4.30 – Municipality								
	2.7.20 – Chamber of Commerce								
	2.7.90 – Other public body.								
Classification of									
Economic Activity (*):	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).								
	For instance (Classification of economic activities and								
	description):								
	84.11 General public administration activities								
	03.11 Marine fishing								
	85.31 General secondary education								
	In order to help the choice of the correct activity, here below								
	you find a list of the macro-categories of activities:								
	01 – 03 Agriculture, forestry and fishing								
	05 – 09 Mining and quarrying								
	10 – 35 Manufacturing								
	36 – 39 Water supply – sewerage – waste management and								
	remediation activities								
	40 – 44 Construction								
	45 – 47 Wholesale and retail trade – repair of motors								
	49 – 53 Transporting and storage								
	54 – 56 Accommodation and food services								
	57 – 63 Information and communication 64 – 66 Financial and insurance activities								
	67 – 68 Real estate activities								



	69 – 75 Professional, scientific and technical activities
	76 – 82 Administrative and support service activities
	83 – 84 Public administration and defense
	85 – Education
	86 – 88 Human health activities
	89 – 93 Art entertainments activities
	94 – 96 Other services activities
	97 – 98 Activities of households as employers
	99 – Activities of extraterritorial organisations or bodies
Exempted from	If applicable tick " $V$ ".
chamber of	
commerce	
registration:	
Registered in special	If applicable tick "V".
section:	
Chamber of	Choose among the available options from the list displayed in
commerce	the drop-down menu (in case of Italian Partner) or type the
registration place (*):	place of the Commercial Court registration in case of HR
registration place ().	partner.
Chamber of	
	n applicable, insert the humber.
commerce	
registration number	
(*):	If applicable, incert the date
Chamber of	If applicable, insert the date.
commerce	
registration date (*):	
Economic	If applicable, insert the REA ("Repertorio Economico
administrative index	Amministrativo") number. For more information please see
number (REA):	Factsheet n.4
REA registration date:	
	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 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:

Partner - Legal representative		Sections
The legal representative is (*)		
Personal tax number: (*)		
Last name (*):	First name (*):	
Email (*):	Phone (*):	
(*) compulsory field		
Back		Save

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

(\*) compulsory field



#### Person in charge of signature

Page preview:

Application ID         10010764 (INTERREG VA ITHR)           Name         Tax number           Project acronym	d session Logout Interreg	Session timeout 29:38 minutes Extend session DELETE REQUEST	Applications Help
Application ID       10010764 (INTERREG VA ITHR)         Name       Project acronym         Person in charge of signature       Sect         Only if different from legal representative       Sect         The person in charge of signature is (*):       IT *         Tax number (*):       Last name (*):         First name (*):       Image: Comparison of the sector of t			
Name Tax number Project acronym       Sed         Only if different from legal representative       Sed         The person in charge of signature is (*):       IT *         Tax number (*):       IT         Last name (*):       I         First name (*):       I         Role (*):       I			erson in charge of signature
Only if different from legal representative         The person in charge of signature is (*):         IT         Tax number (*):         Last name (*):         First name (*):         Role (*):		.ITHR)	ame xx number
The person in charge of signature is (*): IT  Tax number (*): Last name (*): First name (*): Role (*):	Sections		erson in charge of signature
Tax number (*):			only if different from legal representativ
Last name (*):  First name (*):  Role (*):		1	ne person in charge of signature is (*):
First name (*):			x number (*):
Role (*):			
			ist name (*):
") compulsory field			
			rst name (*):
Back			rst name (*):

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 butto

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



Partner - other data		Sections
Warning! Save data before changing page.		
If in "Type of body" you selected "Public/Body Governed by PL", please specify your status :		
Assimilated partner :		
Reason to be considerd Assimilated :		
National cofinancing (*):	···· ¥	
National cofinancing description (*):	National co	financing description
Is VAT recoverable? (*):	· ¥	
Details on VAT recovery ("):		
Competence (*):		
Organisational structure and resources (*):		
Expertise in EU/International projects (*):		
Benefits on participation (*):		
Warning! Save data before changing page.		
(*) compulsory field		
Back		Save

The Applicant has to complete the following boxes:

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



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

		Save									Se	ections	
Remember to say	ve			before mov	ing to a	not	her Se	ectio	on by	click	ing 💻		
button on the	right	top of	the	completed	fields.	In	case	of	need	by	clicking	on	the
Back	outton	the Ap	olicar	nt can go bac	k to the	pre	evious	pag	ge.				

#### F – Project Key Data

Section preview (First part of the page):

	Applications	Help		Logout	Interreg
	NEW REQUEST	SEARCH	DELETE REQUEST		Italy - Croatia
neto 4-2020	Session timeout 29	10 minutes Exte	nd session		Rengenet Begierul Development Fand
					Release 1.5.6
Application ID Name Tax number	10038302 LUSSIN F 987654321		THR)		
Project acronym	001001021				
F - Project Key	Data				Sections
Warning! Save dat	a before changing pag	ie.			
Project acronym (*)					
Project title (*):					
Start date :					
End date :					
Description (*):					
			PROJECT TO BE CAPITALIZ	ED	
Project relevance :			Ŧ		
2007-2013 ETC Proj	ect :	СІ	an		Search
Capitalization desc	rintion :				



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			
Description ( )	Factsheet n. 4)			
Proiect t	o be capitalized (in case of Standard+ proposals)			
Project relevance	Choose among the available options from the drop-down			
(2007-2013 ETC	menu (Adriatic IPA / SEE / MED).			
Programme):				
2007-2013 ETC	By using the button "Search" select the most appropriate			
Project (*):	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	Insert the description on how the 2007-2013 ETC Project will			
description (*):	be capitalized.			
Territorial challenges	Type the text (further guidance on the content is given in			
tackled (*):	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	Automatically transferred from other fields.			
objective :				
Programme result	Automatically transferred from other fields.			
indicator :				
	Type the text (further guidance on the content is given in			
objective (*):	Factsheet n. 4).			
Project results (*):	Type the text (further guidance on the content is given in			
	Factsheet n. 4).			
	Drojoct rocults (*):			
Project results (*):				
Project specific objective 1 title (*):	Type the text (further guidance on the content is given in Factsheet n. 4).			
Project specific	Type the text (further guidance on the content is given in			
objective 1	Factsheet n. 4).			
description (*):				
Outputs and results	Type the text (further guidance on the content is given in			
Surputs and results	Type the text further building on the content is given in			



durability (*):	Factsheet n. 4).
Outputs and results	Type the text (further guidance on the content is given in
transferability (*):	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	If applicable tick "V" (further guidance is given in Factsheet n.
EUSAIR	4).
EUSAIR Description	Insert description.
Coherence with	If applicable tick "V" (further guidance is given in Factsheet n.
EUSAPL	4).
Coherence with	If applicable tick "V" (further guidance is given in Factsheet n.
EUSDR	4).
Coherence with	If applicable tick " $$ " (further guidance is given in Factsheet n.
relevant policies and	4).
plans (e.g. S3, RBMP,	
MSP, ICS, Urban and	
Regional Mobility	
plans):	
Coherence	Type the text (further guidance on the content is given in
description:	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 " $v$ " if applicable (further guidance is given in Factsheet n.
(*):	4).
Joint development	Type the text (further guidance on the content is given in
Description:	Factsheet n. 4).
Joint implementation	Tick " $V$ " if applicable (further guidance is given in Factsheet n.
(*):	4).
Joint implementation	Type the text (further guidance on the content is given in
Description:	Factsheet n. 4).
Joint staffing:	Tick "√" if applicable (further guidance is given in Factsheet n. 4).
Joint staffing	Type the text (further guidance on the content is given in
Description:	Factsheet n. 4).
Joint financing (*):	Tick " $V$ " if applicable (further guidance is given in Factsheet n.
	There is applicable further guidance is given in ractsheet in.



	4).
Joint financing	Type the text (further guidance on the content is given in
Description:	Factsheet n. 4).
	Horizontal principles
The project	Tick " $v$ " if applicable (further guidance is given in Factsheet n.
contributes to	4).
sustainable	
development:	
Description of the	Type the text (further guidance on the content is given in
contribution to	Factsheet n. 4).
sustainable	
development:	
The project	Tick " $v$ " if applicable (further guidance is given in Factsheet n.
contributes to equal	4).
opportunities and	
non-discrimination:	
Description of the	Type the text (further guidance on the content is given in
contribution to equal	Factsheet n. 4).
opportunities and	
non-discrimination:	
The project	Tick " $v$ " if applicable (further guidance is given in Factsheet n.
contributes to	4).
equality between	
men and women:	
Description of the	Type the text (further guidance on the content is given in
contribution to	Factsheet n. 4).
equality between	
men and women:	
	Natura 2000
Project with a likely	Choose among the available options from the drop-down
effect on a natural	menu (YES / NO).
habitat Natura 2000	
sites:	
Only soft intangible	Choose among the available options from the drop-down
measures are	menu (YES / NO).
concerned:	
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 d completed.	ata as soon as the abovementioned fields have been
Buttons displayed at t below:	he bottom of the page and their respective functioning is described

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:

Application ID Name Tax number Project acronym	10010063 (INTERREG VA ITHR)		
Target groups Results: 1			Sections
1 Save	Target group	Target value v	Description Add T RECORD
Back			

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	b	outto	n.			

#### 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.



Application ID Lead applicant na Tax number Project acronym		
Site natura 2	000	Sections
Code	Description	
HR1000001	Pokupski bazen	Delete
HR1000018	Učka i Ćićarija	Delete
HR1000029	Cetina	Delete
Back Add site Please insert coo	te or a description to search Natura 2000 sites	
Add site Please insert coo	le or a description to search Natura 2000 sites	
Add site Please insert coo HR1000019	Gorski kotar i sjeverna Lika	Add
Add site Please insert coo HR1000019 HR1000020	Gorski kotar i sjeverna Lika NP Plitvička jezera	Add
Add site Please insert coo HR1000019 HR1000020 HR1000021	Gorski kotar i sjeverna Lika NP Pitvička jezera Lička krška polja	Add
Add site Please insert coo HR1000019 HR1000020	Gorski kotar i sjeverna Lika NP Plitvička jezera	Add
Add site Please insert coo HR1000019 HR1000020 HR1000021	Gorski kotar i sjeverna Lika NP Pitvička jezera Lička krška polja	Add
Add site Please insert coo HR1000019 HR1000020 HR1000021 HR1000022	Gorski kotar i sjeverna Lika NP Plitvička jezera Lička krška polja Velebit	Add Add Add Add
Add site Please insert coo HR1000019 HR1000020 HR1000021 HR1000022 HR1000023	Gorski kotar i sjeverna Lika NP Plitvička jezera Lička krška polja Velebit SZ Dalmacija i Pag	Add Add Add Add Add
Add site Please insert cor HR1000020 HR1000021 HR1000022 HR1000023 HR1000024	Gorski kotar i sjeverna Lika NP Plitvička jezera Lička krška polja Velebit SZ Dalmacija i Pag Ravni kotari	Add Add Add Add Add Add

# 2007-2013 Project's partners involved

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

	Applications NEW REQUEST	Help SEARCH	Session timeout 29:49 minutes Extend session DELETE REQUEST	Logout	Italy - Croatia
- 2020					Release 1.5
Application ID Name Tax number Project acronym	1001006	33 (INTERREG VA	A ITHR)		
Partners invo	lved				Sections
Tax numbe	er		Name		
					Delete
	J.				Delete
					Delete
	1.				Delete
Add					
					Add
					Add
					Add

## **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)



	<b>Applications</b>	Help	Session timeout 28:24 minutes Extend session	Logout	Interreg
	NEW REQUEST	SEARCH	DELETE REQUEST		Italy - Croatia
reneto 14- 2020					Release 1.5.2
Application ID Name Tax number Project acronym	10010063	(INTERREG V	(TTHR)		
Programme of	utput indicator				Sections
Results: 1					
		Programm	ne output indicator	Project main	outputs description
Save			• •	<u></u>	Add 1 RECORD
Back					

L	•
3	3.201 - Natural ecosystems supported in order to attain a better conservation status
1	3.202 - Monitoring systems and data collections for protecting biodiversity and ecosystems put in place
1	3.203 - Restoration actions supporting endangered species
	3.204 - Integrated management systems (sea, coastal and river environment) put in place

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

# **G** – Communication Approach

# Section G preview:

approach				Sections
a 🕬 sai katalar				
Title of communication objective	Description	Target group of communication	Tactics/approach	
				Add
	approach Title of communication objective			

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



Application ID Name Tax number Project acronym	10010802 (INTERREG VA ITHR)	
Communication ap	approach	Sections
Title of communication of	objective (*):	
Description (*):		
Target group of communi	nication (*):	
Tactics/approach (*):		
Back		Save

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 S	Sections.
Communication objectives can be	revised thro	ugh the button	Update	



# H – Budget general information

## Section H preview:

H - Budget general information		Sections
Warning! Save data before changing page.		
Does the project opt for staff simplified cost option? (*)	- <b>Y</b>	
Does the project require office and administration costs? (15% of staff costs)? (*)	<b>V</b>	
Does the project include small scale infrastructures? (*)		
Evidence of net revenue (*)	- 7	
Activities outside the programme area (*)	- *	
(*) compulsory field		
Warning! Save data before changing page.		
Back	Infrastructures list Net revenues	Save

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):

H - Budget general information		Sections
Warning! Save data before changing page.		
Does the project opt for staff simplified cost option? (*)	No 🔻	
Does the project require office and administration costs? (15% of staff costs)? (*)	Yes *	
Does the project include small scale infrastructures? (*)	Yes *	Remember to provide small scale infrastructures details after completion of section I-PROJECT
Evidence of net revenue (*)	Yes *	Remember to provide net revenues details after completion of section I-PROJECT
Activities outside the programme area (*)	Yes ¥	
Activities description (*)		
Total ERDF amount estimated (*)		
(*) compulsory field		
Warning! Save data before changing page.		

#### Back

Infrastructures list Net revenues Save

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.

Infrastructures list Net revenues

#### Infrastructure details

To add Small scale infrastructure and construction works to the Infrastructure list press Add button. The following page will appear:



Infrastructure details		Sections
Title (*):		
Infrastucture description (*):		
Justification (*):		
Risks associated (*):		
Start date (*):		
Delivery date (*):		
Documentation (*):		
Ownership (*):	τ	
WP Related (*):	T	
Budget (*):		
(*) compulsory field		
Back		Save

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 button once completed.

# **Net revenues**

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



Reporting by partner -	Reporting by WP     Select
Net revenues	Sections
Results: 3	
Total amount	Link to partner and WP
1 €	- <b>Y</b> . <b>Y</b>
2 €	. Y Y
3 €	- T - T
Total 0.00 €	
Save Delete	Add [1 RECORD
Back	

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

Total amount	Link to part	ner 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 button once	e completed. In case of need line	es can be deleted by selecting
the concerned line(s) and t	hen clicking the apposite button $ert$	Delete .

# I - Project

# Section I Preview:

Applicatio	on ID 👘	10010802 (INTERREG VA ITHR)				
Name						
Tax numb						
Project ac	cronym					
	4					
I - Proje	ect					Info Sections
Results: 1	1					
itteetter i						
						Dudantanan
The total	l amount and the rel	evant ERDF share displayed here do not	take into account potential	net revenues. For net reven	ues details check Section H	- Budget general
	l amount and the rel	evant ERDF share displayed here do not	take into account potential	net revenues. For net reven	ues details check Section H	- Budget general
The total	l amount and the rel ion					
The total informati	l amount and the rel ion Total amount	ERDF cofinancing rate (%)	ERDF amount	Project locations	Project workplan	Project budget
The total	l amount and the rel ion					
The total informati	l amount and the rel ion Total amount	ERDF cofinancing rate (%)	ERDF amount	Project locations	Project workplan	Project budget
The total informati	amount and the rel ion Total amount 0.00 €	ERDF cofinancing rate (%)	ERDF amount 0.00 €	Project locations	Project workplan	Project budget
The total informati	I amount and the relion Total amount 0.00 € 0.00 €	ERDF cofinancing rate (%)	ERDF amount 0.00 €	Project locations	Project workplan	Project budget
The total informati	amount and the rel ion Total amount 0.00 € 0.00 € Delete	ERDF cofinancing rate (%)	ERDF amount 0.00 €	Project locations Update	Project workplan	Project budget Update

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: 1<sup>st</sup> Project location; 2<sup>nd</sup> Project workplan; 3<sup>rd</sup> 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.

Application ID	10	0010802 (INTERREG VA ITHI	R)					
Name								
fax number								
Project acronym								
Fotal amount:	0,00	ERDE cofinar	ncing rate (%): 85,00 ERDF amo	ount: 0.00				
iotai amount.	0,00	ERDI COINTA	Tenng Tate (76): 05,00 Ertbr and	Junit 0,00				
	_							
Activity location	5							Sections
Results: 1								
Results: 1								
Results: 1 Province/County	(*)	Municipality	Address	Civic number	ZIP code		Town	Main (*)
		Municipality Select municipality	Address	Civic number	ZIP code		Town	Main (*)
Province/County				Civic number	ZIP code	[	Town	
Province/County					ZIP code	[	Town	
Province/County Select province/court					ZIP code			
Province/County Select province/court					ZIP code			

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 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:

# Main (\*)

1

# Project workplan

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

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

Save



Project workplan and bu	ıdget				
Application ID Name Tax number Project acronym					
Total amount: 0,00	ERDF cofinanci	ng rate (%): 85,00 E	ERDF amount: 0,00		
Work package details					Sections
Warning! Save data before cha	nging page.				
Work package number (*):					
Title (*):					
Description: (*):					
WP expected outputs:					
Durability of WP outputs:					<i>/</i> ,
Transferability of WP outputs:					
Responsible partner (*):	-	v			
Budget	0,00€				
(*) compulsory field					
Warning! Save data before cha	nging 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	Type the number.
number (*):	
Title (*):	Type the title.
Description (*):	Insert description.
WP expected	Insert expected outputs.
outputs:	
Transferability of WP	Insert transferability of WP outputs.
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

Warning! Save data before	re changing page.	
Activity number (*):		
Title (*):		
Description (*):		
Start date (*):		
End date (*):		
Activity deliverables (*):		
Activity budget:	0,00 € €	
(*) compulsory field		
Warning! Save data before	re 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 button to add a budget line. Details to be provided are as follows:

Sections



Proj	ject workplan and l	budget		
Lea Tax	blication ID d applicant name number ject acronym	10011562 (INTERREG VA ITHR) COMUNE DI BELLUNO 00132550252		
	al amount: iget lines by partner: All	0,00 ERDF cofinancing rate (	(%): 85,00 ERDF amount: 0	.00
	oject budget ults: 4			Sections
		Budget line	Total amount	Link to partner and Activity
1	Preparation costs	•	€	- <b>v</b>
2	Preparation costs Preparation costs	*	€	· · · · · · · · · · · · · · · · · · ·
3	Staff Travel and accommodation External expertise and set		€	- Y - Y
4	Equipment Small scale infrastructure	s and construction works	€	
	Save	PROJECT BUDG	GET 0.00€	Add 1 RECORD

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 <u>Add</u> button.

Press 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:

Application ID Lead applicant name Tax number Project acronym	10011562 (INTERRED COMUNE DI BELLUN 00132550252					
Reporting by partner	-	v Rep	porting by WP -		• Select	
J - Financial Plan						Sections
Results: 2						
Reporting	period	Total amount		Link to part	iner and WP	
1 -	•	€	-	۲	-	*
2 -	•	€	-	×	-	•
Save Delete	Total	0.00€			See workplan by V	Add 1 RECORD

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

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

Save button once completed. In case of need lines can be deleted by selecting

the concerned row and then clicking the apposite button . 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

Press

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:

เบ	NEW REQUEST SEARCH DELETE REQUEST Ita	ly - Croatia
neto - 2020	Second	Release 1.5.
Application Name Tax number Project acro		
K - Stater	nents Initial	o Sections
Compulsory	Statement to be subscribed:	
	For projects likely to have a significant effect onnatural habitat Natura 2000 sites: not only soft measures are planned within the project and the assessment of project implications for the site according to Habitat Directive is available	Delete
	3.1 - Project proposalspromoting tourism in protected habitats (reference to caves); there is a clear and evident reference that an environmental impact assessment is go be performed or has been already performed	ng to Delete
	3.2 - Project proposals tacklingsea environment:reference to Marine Strategy Directive (2008/56/EC) is included	Delete
Add state	ment	
Only soft intar	gible measures expected	Add
For projects lik	ely to have a significant effect onnatural habitat Natura 2000 sites: only soft measures are planned within the project	Add
3.1 - Project p	oposals involvingbuilding constructions and renovation:respect of Directive 2010/31/EU is included	Add
3.2 - Project p	oposals tackling issues related tobirds and other threatened or endemic animal and plant species:reference to Birds and Habitats Directives is included	Add
3.2 - Project p	oposals tackling issues related tofish species:reference to Common Fisheries Policy is included	Add
3.2 - Project o	oposals targetingwater management the respect of the requirements of Water Framework Directive (2000/80/EC) RBMPs & FRMP under Directive 2007/80/EC is confirmed	Add
o.a - riojeor p	oposals targetingwater-related activities: the respect of the requirements of Water Framework Directive (2000/60/EC) RBMPs & FRMP under Directive 2007/60/EC is confirm	hed Add

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 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  $\boxed{\text{Add}}$  button. Selected commitments can



be also removed from the list by clicking on

button next to them.

	Applications	Help	Session timeout 29:41 minutes Extend session	Logout	Interreg
IU _	NEW REQUEST	SEARCH	DELETE REQUEST		Italy - Croatia
meto 4-2020					Release 1.5.3
Application ID	1001006	3 (INTERREG VA	A ITHR)		
Name Tax number Project acrony	m				
L - Commi	tments				Info Sections
Compulsory			Committements to be subscribed:		
			on natural habitat Natura 2000 sites; not only soft measures are planned ons for the site according to Habitat Directive before financing decision	within the project and there is a comm	nitment to making Delete
Add comm	ittment				
3.1 - Commitme	nt that the principles ofenvi	ronmental sustain	abilityare addressed and taken into consideration		Add
3.1 - Project pro	posalspurchasing products	in case of centra	I government authorities, a commitment to respect Directive 2012/27/EU is	included	Add
particular to solution					
Back					Viewed

Delete

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:

IU 🕗	Applications           New Request         SEARCH         Delete Re	OUEST		Logout	Italy - Croatia
	Session timeout 29:50 minutes Extend session	•			Italy - Croatia
neto - 2020	Session timedul 23.50 minutes				Release 1.5.
Application ID	(INTERREG VA ITHR)				
Lead applicant					
Tax number Project acrony					
1 rojest doronij					
M - Annexe	*S				Sections
Results: 4					
	Description		Numero	Note	5
	orm		1		View
1 Application F					
	nature or delegation		1		Update
			1		Update
2 Power of sign	er declaration		1 1 1		

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 <u>New</u> 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.

Annex	
Application ID	(INTERREG VA ITHR)
Lead applicant name	
Tax number	
Project acronym	
Type of annex	601 - Application Form Abstract
	601 - Application Form Abstract
Number of annexes	
Notor	603 - Project Partner declaration
Notes	604 - Power of signature or delegation
Notes	

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 button and specify n. of annexes (1) and notes related to the document (file name) before pressing button:

Annex			
000000: Operation com	pleted successfully!		
Application ID Lead applicant name Tax number Project acronym	10038302 (INTERR LUSSIN PICCOLO 98765432111 GUSI	EG VA ITHR)	
Type of annex 6	607	IDENTITY CARD OF THE PERSON WHO SIGNED THE AF OR OTHER ANNEXES	
	DCARD_LPNAME		
Back			Delete Save

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.



<u>Following the confirmation of the application</u> 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.

				Release 1.5.13
Annexes list				
Application ID	(INTERREG VA ITHR)			
Lead applicant name Tax number				
Project acronym				
				Info
	File name	Compulsory	Upload	Download
_				
1 -		Yes	Upload file	
<b>命</b> ( (2010)202 (51 PD)		Mar.		
1 10010182_154_DP	3R_2016_12_23_N0154_All_A_336465.pdf - prova	Yes	Upload file	Download
Valid identity document (e.g. id	dentity card, passport)			
1 10010182_firma2.oc	It.p7m	Yes	Upload file	Download
Document attesting the power	of signature or delegation			
1 10010182_AF_ADR	ION69_I-STORMS_20160325_SUBMITTED.pdf	Yes	Upload file	Download
Partners "de minimis" declarat	ion			
1 -		Yes	Upload file	
Private Partners declaration				
1 -		Yes	Upload file	
Partners governed by public la	w declaration			
1 -		Yes	Upload file	
Lead applicant declaration				
1 -		Yes	Upload file	
Back				

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

Sections

- 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		
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  $\rightarrow$  2nd Upload of documents  $\rightarrow$  3rd Submission  $\rightarrow$  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 Confirmapplication button. A confirmation to
proceed is requested by the system and the user has to press .

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

Italy – Croatia CBC Programme Joint Secretariat c/o Veneto Region, Organisational Unit MA of Italy – Croatia CBC Programme Dorsoduro 3494/a – 30123 Venice, Italy e-mail: <u>IT-HR.SIUsupport@regione.veneto.it</u> website: <u>www.italy-croatia.eu</u> Direct Phone number: +39 041 2793120