



Guidelines for applying in MIS 2021-2027

MANAGING AUTHORITY "INTERREG 2021-2027"

This guidance contains technical information on the operation and use of the Greek Monitoring Information System (MIS) of the Interreg Programmes

- **Interreg V-A “Greece - Italy 2021-2027”**
- **Interreg VI-A “Greece – Bulgaria 2021 – 2027”**
- **Interreg VI-A “Ελλάδα – Κύπρος 2021 – 2027”**
- **Interreg IPA “Greece – Albania 2021 – 2027”**
- **Interreg IPA “Greece – North Macedonia 2021 – 2027”**

Applications to all above mentioned programs can exclusively be submitted via MIS. It is therefore highly recommended to read this document carefully before starting to use MIS.

Technical information and system requirements

MIS is a web application, which can be accessed with recent versions of most common browsers. (e.g. Google Chrome, Mozilla Firefox). The functionality of the system follows the common standards of web applications for entering and submitting data.

The users must use MIS in the official language of the program applying to (Greek or English).

Note: MIS supports only Greek and Latin characters.

The data shown in the photos have been entered for the sake of example and are in no way suggestions for registration.

More details about the user application and account management [here](#) and about the MIS User Interface [here](#).

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1. ACCESS AND REGISTRATION

To submit a funding application form in the PP 2021-2027, the following requirements should be met:

- i. The organization is registered in MIS.
- ii. The applicants have user account valid in the programming Period 2021-2027

The system can be accessed by clicking on the following link below:

<https://logon.ops.gr>.

Users who have had access to the MIS in the 2014-2020 programming period, under the below listed programmes, have to upgrade their account (see 1.3) to use the system developed for the 2021-2027 programming period.

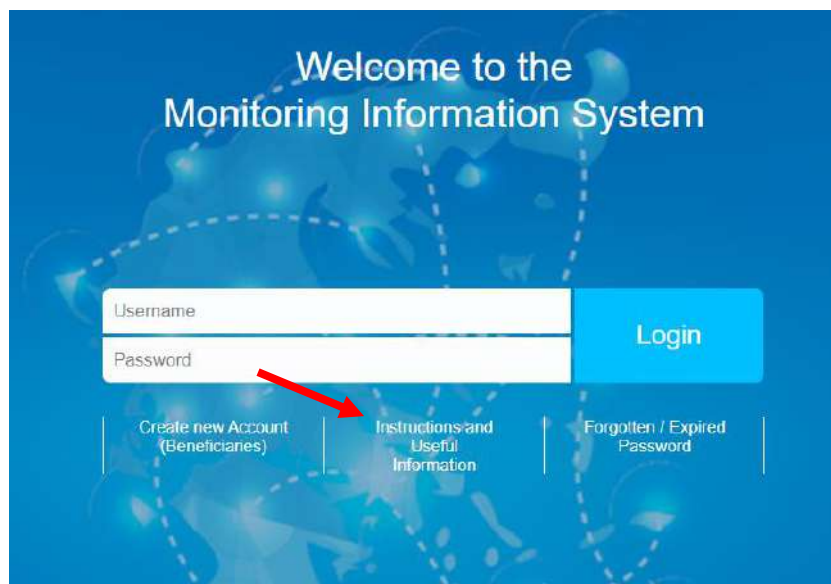
Note that the system does not limit Front-end users' access to other Programmes and Calls.

1.1. How to register the Organization (potential Beneficiary) in the MIS.

If the organization was not funded in the past programming periods by any program under the "Managing Authority of Interreg 2021-2027"¹, it is probably not registered. The organization registration goal is to create a unique code for every organization - beneficiary, or partner - participating in the system. The organization code is a mandatory for application submission or becoming a partner in a project.

To get a code for your organization:

1. On the home page of the MIS at [https://logon.ops.gr/](https://logon.ops.gr) click on the link «Instructions and Useful Information».



¹ Interreg Greece – Bulgaria 2014-2020, Interreg Greece – Cyprus 2014-2020, Interreg Greece – Italy 2014-2020, Interreg IPA CBC Greece-Albania 2014-2020, Interreg IPA CBC Greece – Republic of North Macedonia 2014-2020, INTERREG Balkan-Mediterranean 2014-2020

2. In paragraph 4, click on the hyperlink «xls»

Return

IMPORTANT: Password expiration and recovery instructions.

Instructions

A) Accessing the System

1. In order to create a new "Beneficiary" user account the beneficiary must first complete the appropriate application form available in <https://logon.ops.gr> under the link "Create new Account (Beneficiaries)".
In order to create a new user account for a Managing Authority the applicant must contact the MIS Office designated to the user's organization.
In order to create a new user account with global privileges (Certification Authority, Auditing Authority, National Coordination Authority, Monitoring Authorities) the applicants must contact the MIS Support Service (Y OPS).
2. Users already registered in previous releases (2014-2020, Recovery Fund etc.) remain active during new release of MIS/ERGORAMA 2021-2027 without re-applying for registration. The username remains the same but the account needs enhancement with grants to PA 2021-2027 by selecting "User Profile 2021 - 2027" form from the Portal.
3. Attention: The activation e-mail may, in rare cases, be directed to the recipient's JUNK folder (instead of INBOX) if blocked by unsuitable mail settings. It is recommended to check these mail folders until you have received the desired mail item. Upon accessing the new application (<https://logon.ops.gr>) for the first time you may be required to (re-)define your personal password to be used henceforth in combination with your user name. The password change can be activated by accessing "Change Password" from the User icon in Portal.
In case of problems please contact the MIS Office of your Managing Authority. For contact information click [HERE](#).
4. In case of a new potential Project Beneficiary (not included in the system) please complete the organization information in the appropriate application form **(xls)** and submit it to the Managing Authority.

3. After filling in all required fields of the downloaded template (xls file), send it by email to the email address of the relevant Joint Secretariat (see Annex B) with the subject: Organization Registration| (name of the organization) accompanied by the Statute of the organization (all modifications for the past 2 years included).

The Joint Secretariat checks that all appropriate columns are filled in and confirms the name and the legal representative of the organization using the attached statutes. Then JS requests the organization's registration using the Helpdesk application.

When registration of the organization is completed, the JS mails the unique code to the potential beneficiary and its officers can apply for a user account in MIS.

1.2. How to apply for a NEW user account

1. On the home screen of MIS at <https://logon.ops.gr/> select «Create New Account (Beneficiaries)».



2. **Select** the English language and **click** on the hyperlink «Help», located at the top right of the page. Following the instructions, **fill** in the application form (all fields marked with “*” are mandatory).

3. **Fill** in the personal data and **select** the organization, on behalf you are acting.

4. **Select** a username and your access privileges to the system.

In case you need access to specific projects, **do not** check the “Access to all projects” box and **edit** in comments the MIS Codes of the projects you are assigned.

5. The user account offers the possibility to assign multiple roles/rights to the same user. Therefore, before registering, we advise you to consider the tasks, roles, and rights the user would be entitled to. **Select** your roles by **clicking** on the box in front of them.

☰ User's Role

Read only

Edit

Forms Submission(except Application Form)

Application Form
Submission

6. At the «To Managing Authority» / «Programming Period» **select** «PA 2021-2027» from the list.

☰ To Managing Authority

Programming Period

Managing Legal Bodies

Show 10 entries

Search:

| Programming Period | Description |
|--------------------------------------|-------------|
| PA 2014-2020 | |
| PA 2021-2027 | |
| Εθνικό Πρόγραμμα Ανάπτυξης (ΕΠΑ) | |
| EEA Programs 2014-2020 | |
| RRF Recovery and Resilience Facility | |

Showing 1 to 1 of 1 entries

<< < 1 > >>

In the list «Managing Legal Bodies» that appears, **select** the Managing Authority with code 1100104 and name Managing Authority «Interreg 2021-2027»

☰ To Managing Authority

Programming Period

Managing Legal Bodies

Show 10 entries

Search: 1100

| Code | Programming Period | Description |
|-------------------------------------|--------------------|---|
| <input checked="" type="checkbox"/> | 1100104 | ΕΣΠΑ 2014-2020 MANAGING AUTHORITY "INTERREG 2021 - 2027" |

Showing 1 to 1 of 1 entries (filtered from 72 total entries)

<< < 1 > >>

Attention: Make sure that the box, in front of the record 1100104 - Managing Legal Body, is selected.

7. **Click** on «Submit and Print». The system notifies about the sequence number (SN) of your application and (if the pop-ups in your browser are enabled) the application is downloaded in pdf format. The application is also received as an attachment to a confirmation mail sent by the system to the email address registered.

New Account Application Form (Beneficiaries)

- This application is intended for potential Beneficiaries for projects financed by EU Funds.
 - Attention! To be completed only for a NEW user account. For access to PP 2021-2027 please select 'User Details and Access 2021-2027'.
 - Before applying please read carefully the instructions.

Clear data Submit and Print

Personal Data

Name: * Surname: *

Address (Street, Number): * Town: *

Postal Code: * Phone No: *

e-mail: * E-mail verification: *

Position in the Body: * Country: *

Body Code: Body Description: *

In case you haven't receive an email confirmation, please check your spam folder and, if needed, contact your organization's IT department to check for any spam filters on the mail server.

8. For the application to be approved and your account to be activated, duly sign (see 1.4), and sent it following the instructions in 1.5.

1.3. How to upgrade my user account to the Programming Period 2021-2027.

1. **Log** in MIS with your username and password of the previous Programming Period (2014-2020).

ERGRAMA English KAMAITZOFAOY

HOME LIBRARY

User Profile 2014-2020
 User Profile 2021-2027
 Change Password
 Logout

ANNOUNCEMENTS

| News | Subcategory | Post | Subject |
|------|--------------|------------|--|
| | All | 20/01/2023 | ATTENTION! We inform you that on 20/01/2023 a new version of the application was released and it is highly recommended to clear the History in the browser. Make sure the field "Passwords and other login data" is not checked. Related instructions for Chrome (here) and (here), for Firefox (here). In the event that after clearing the history you continue to experience problems with the operation of the OPS applications, please contact system administrator. |
| | PA 2014-2020 | 08/09/2021 | Password expiration pdf |
| | PA 2014-2020 | 29/06/2021 | ETC TAF - Import of Work Packages/Deliverables from Excel pdf |

Read more...

2. **Click** on «User Profile 2021-2027».
3. An auto-filled application form appears, where users **select** in the field «To Managing Authorities» | Programming Period: «**PA 2021-2027**».

← To Managing Authority

Programming Period * Choose Programming Period ▾

Show 10 ▾ entries PA 2021-2027

| Code |
|--------------------------|
| <input type="checkbox"/> |

Showing 1 to 1 of 1 entries

4. In the table «Managing Legal Bodies» that appears, **select** the Managing Authority «**Interreg 2021-2027**» (code 1100104).

← To Managing Authority

Programming Period * 1 checked ▾

Managing Legal Bodies

Show 10 ▾ entries Search: 1100

| Code | Programming Period | Description |
|---|--------------------|---|
| <input checked="" type="checkbox"/> 1100104 | ΕΣΠΑ 2014-2020 | MANAGING AUTHORITY "INTERREG 2021 - 2027" |

Showing 1 to 1 of 1 entries (filtered from 72 total entries)

5. **Click** on «Submit and Print». The system notifies about the sequence number (SN) of your application and (if the pop-ups in our browser are enabled) the application is downloaded in pdf format. The application is received as an attachment to a confirmation mail sent by the system to the email address provided.

New Account Application Form (Beneficiaries)

- This application is intended for potential Beneficiaries for projects financed by EU Funds.
 - Attention! To be completed only for a NEW user account. For access to PP 2021-2027 please select 'User Details and Access 2021-2027'.
 - Before applying please read carefully the instructions.

English ? Help

Clear data **Submit and Print**

6. For the application to be approved and your account to be activated, sent the scanned application duly sign (see 1.4-1.5)

1.4. How to duly sign the user application

A user application is considered duly signed if it includes the following:

- At the left bottom signature of the legal representative of the organization as «AUTHORIZED OFFICIAL». Below the signature of the authorized official should be his/her full name and title. The application must also bear the stamp of the organization next to the signature of the authorized official and a date.
- At the right bottom signature of the applicant, below «Requested by».

Note that:

- The user application should be signed as produced by the MIS and should not be subject to any modification.
- In case the signatures are digital, they can be inserted directly in the PDF of the application produced by the MIS, without the need for a stamp of the organization and the status of the authorized official.

Attention:

- If the application concerns the legal representative, his/her signature is placed at the bottom right, since he/she is the applicant. To the left of it should be the stamp of the institution and, below the name, the status of the applicant.
- In case that instead of the legal representative, the application is signed by another executive of the organization with increased responsibilities (e.g. Director or Head etc.), in addition to the documents attached above, the application should be sent together with the application and an authorization of the authorized official designating him/her as the responsible person of the organization for the submission of the beneficiary's application.

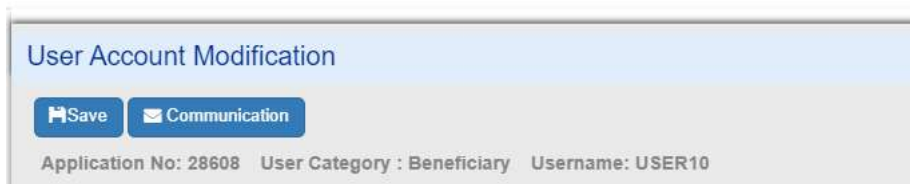
1.5. How to send the application for account activation

New Users

For a new user account application to be approved, the duly signed application should be scanned (saved as SN_NAME) and send by email along with its accompanying documents to the email address of the relevant Joint Secretariat (see Annex B) with the subject: User Activation Request_ SN.

Users requesting upgrade of their account.

In the «User Profile 2021-2027» form **click** Communication.



Fill in Subject and text message as follows. **Select** as Receiving Managing Authority the Managing Authority "Interreg 2021-2027" with Body Code 1100104 by **clicking** on the lens, and then **click** on AutoFill. The email of the MA will be automatically added to the next field. **Add** the email ikalaitzoglou@mou.gr and any other email (if needed).

Message details

Subject * Upgrade User Account Application

Text Message * Please grant access for the programming period 2021-2027

Receiving Managing Bodies * 1100104 x Please click on the lens, choose one or more records and press AutoFill

Additional Emails * interreg@mou.gr x

On the Attachment section **click** on Attach New file

Attachments

Show 10 entries Search:

| S/N | Attachment category | File Name - Description | Origin | Valid | File Size (MB) | Date of upload | Actions |
|----------------------------|---------------------|-------------------------|--------|-------|----------------|----------------|---------|
| No data available in table | | | | | | | |

Showing 0 to 0 of 0 entries Previous Next

Select the scanned, duly signed, application from your computer and the document category “User application form documents” and **fill** any other information you want. Click **Accept** to upload and close if you are done.

Step 1: Select the file on your computer that you want to attach.

Select file: Selected file: user_application_32829.pdf

Step 2: Select the category of the document (file)

User Application Form documents

File Description:

Comments:

Date of Document: eg: 30-12-2000

Show in the Electronic Folder Valid

Origin:

Attachment not required

A new line appears in the table of attachments.

| S/N | Attachment category | File Name - Description | Origin | Valid | File Size (MB) | Date of upload | Actions |
|-----|---------------------------------|----------------------------|-------------|-------|----------------|----------------|---|
| 1 | User Application Form documents | user_application_32829.pdf | Beneficiary | YES | 0.179 | 27-10-2023 | <input type="button" value="edit"/> <input type="button" value="delete"/> |

The application shall look like that at this point:

Communication Form

Send Previous Page

Send Message for: Applications ID: 28608

Message details

Subject * Upgrade User Account Application

Text Message * Please grant access for the programming period 2021-207

Receiving Managing Bodies * 1100104 Please click on the lens, choose one or more records and press AutoFill Q AutoFill

Additional Emails * interreg@mou.gr

Attachments

Show 10 entries Search:

Attach New File ?

| S/N | Attachment category | File Name - Description | Origin | Valid | File Size (MB) | Date of upload | Actions |
|-----|---------------------------------|------------------------------|-------------|-------|----------------|----------------|-----------------------|
| 1 | User Application Form documents | user_application_28626.pdf - | Beneficiary | YES | 0.137 | 30-10-2023 | Download Print Delete |

Showing 1 to 1 of 1 entries Previous 1 Next

Click on **Send** to send the uploaded document to the MIS administrator, to approve the upgrade of your application.

The uploaded pdf appears to the attachments table of your application.

User Account Modification

Save Communication

Application No: 28608 User Category : Beneficiary Username: USER10

Download All Print Add

Show 10 entries Search:

| <input type="checkbox"/> | S/N | Attachment category | File Name - Description | Origin | Valid | File Size (MB) | Last Modification | Actions |
|--------------------------|-----|---------------------------------|-------------------------------------|-------------------|-------|----------------|-------------------|-----------------------|
| <input type="checkbox"/> | 1 | User Application Form documents | user_application_28608.pdf - | Pdf from Ergorama | YES | 0.131 | 09-10-2023 | Download Print Delete |
| <input type="checkbox"/> | 2 | User Application Form documents | user_application_28608 (1).pdf - vj | - | YES | 0.131 | 09-10-2023 | Download Print Delete |
| <input type="checkbox"/> | 3 | User Application Form documents | user_application_32829.pdf - | - | YES | 0.171 | 27-10-2023 | Download Print Delete |

Showing 1 to 3 of 3 entries << < 1 > >>

2. FIRST LOGIN

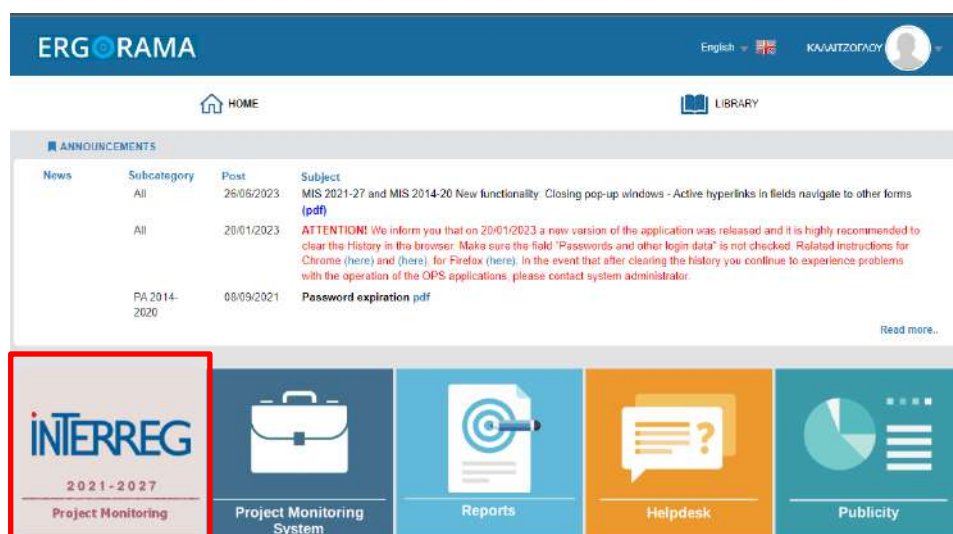
After logging in, you are navigated to the MIS portal. Users, who have also access to the MIS 2014-2020 can see both systems.

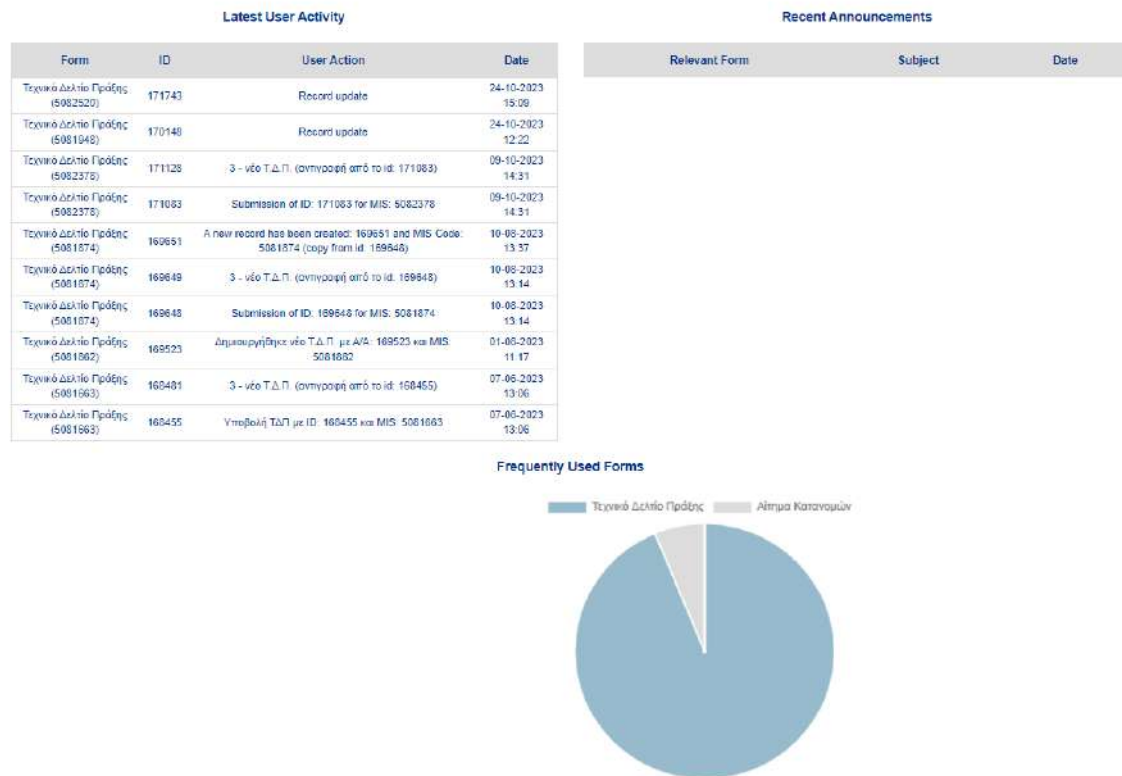
By clicking on the user icon, you can:

- See/update your personal data for your applications.
- Change password (Highly recommended after the first login).
- Logout



By clicking on the “2021 – 2027 Project Monitoring” button you are navigated to the dashboard of MIS 2021-2027.





Note: The dashboard contains information of your actions, so at the first login is going to be empty.

By clicking the tree horizontal lines, top left, you enter the menu of the system. The menu consists of the following electronic documents:

Evaluation and Approval

2.2 - Application Form (AF)

Monitoring

4.1 - Partner Report

4.2 - Funding Requests

4.3 - Table of Expenditure

4.4 - Progress Report

Utilities

8.1 - Project Bodies Information

8.2 - Project Folder

3. SYSTEM OVERVIEW

While using the system have in mind the following important aspects:

- Some sections can only be saved, once all mandatory fields (marked with an asterisk “*”) are filled in.
- MIS provides warnings or requests of confirmation before leaving any section of the electronic forms. Always remember to save the data before leaving a form; otherwise, changes will be discarded.
- When filling in longer sections, please remember to regularly save to avoid losing data in case of interruptions of your internet connection or other technical issues.
- Being inactive for a long period may automatically end your session for security reasons and unsaved data is lost.
- MIS uses intuitive icons for better understanding of how things are done. E.g.
Clicking on the “Trash bin” allows you to delete, the “pen” icon allows you to edit, the search icon allows you to the “information” icon allows you to read more information etc
- Any disruption in the internet connection may interrupt the communication between the server and the client computer. In such cases the following warning message is displayed: ‘Server connection lost, trying to reconnect...’. Log out and log in again.
- Please consider that **only one** user is allowed to work on an electronic form at once. Parallel sessions need to be avoided (e.g. one person is recording financial data, while the other is completing the detail description at the same time). This kind of parallel use can lead to confusion, and it may result in the corruption and loss of important data.

4. MANAGE ORGANISATION INFORMATION

All beneficiaries **are responsible** to inform the system with any modifications in the organizations’ details (e.g. Contact details, legal representative, etc).

For updating the organization's information, the user with “Submission” role, visit the [Menu | Utilities | 8.1 Project Bodies Information](#) form and makes and saves the appropriate changes.

Note that only the white fields are editable. In case there is a change in non-editable by the user fields then, the xls file must be fill in as presented in 1.1.

For uploading documentation to the organization's information, the user with any “Submission” role can upload in the attachment section all appropriate documentation.

Note that uploaded files cannot be deleted. In case of a new version, the user can upload the updated file and add relevant comments in the metadata.

A. Identity Details

System Code: 1002 [Deactivated]

Full Name: ΟΤΕ ΑΕ - ΟΡΓΑΝΙΣΜΟΣ ΤΗΛΕΠΙΚΟΙΝΩΝΙΩΝ ΕΛΛΑΔΟΣ ΑΕ

Short Name: ΟΤΕ ΑΕ

Full Name(English): HELLENIC TELECOMMUNICATIONS ORGANIZATION S.A.

Short Name(English): HELLENIC TELECOMMUNICATIONS ORGANIZATION S.A.

Tax Office: S.A.E. ATHINON Tax Office(English): SAE ATHINON

Tax Information - Beneficial owners

| TIN | Name | Address | City | Postal Code | Country | Tax Office | Actions |
|------|---|------------------------|---------|-------------|---------|----------------|---------|
| 1144 | ΕΥΡΩΠΑΪΚΟ ΟΡΓΑΝΙΣΜΟ ΣΥΝΕΡΓΑΣΙΑΣ ΚΑΙ ΑΝΑΠΤΥΞΗΣ | ΝΕΕΣ ΡΟΔΟΣ ΚΗΦΙΣΙΑΣ 39 | ΜΗΡΙΩΝΙ | 11524 | Ελλάδα | S.A.E. ATHINON | [Edit] |

The organizations under the following categories:

- International Organizations
- Non-profit Organizations founded according to private law
- Cross – border legal body or EGTC (European Grouping of Territorial Cooperation (EGTC))
- Bodies governed by public law.
- Private bodies/SME's

must provide in [section A| Beneficial Owners](#), information (such as Tax Identity Number (TIN)/VAT, percentage of participation, type of control, etc.) about the natural person representing/participating in the organization and corresponding documentation by uploading files in the attachment section.

To do so, the users must **click** on the edit button on the record that appears in the Tax Information – Beneficial owners’ table. Then, in the pop-up window they need to **add** as many records to the Beneficial Owners table as the number of the beneficial owners.

TIN: [Field] Tax Office: 1134 Updating Data from TAXIS

Country: 1 Greece

Name: [Field]

Type of Contractor: Non-trader Main Activity: [Field]

Address: [Field] Postal Code: [Field] City: [Field]

Accept Close

Beneficial Owners [Add]

| TIN | Surname | Name | Date of Birth | Percentage | Interest Type | Ownership Type | Statement Date | Actions |
|----------|--------------|--------|---------------|------------|---------------------------|----------------|----------------|---------|
| 01211111 | KALAITZOGLOU | IOANNA | 01-01-2000 | 50,00 | Control through Ownership | Direct | 01-01-2023 | [Edit] |
| 5555555 | NEZERITI | MARIA | 02-02-2010 | 50,00 | Voting Rights | Indirect | 01-01-2020 | [Edit] |

Add Owner

For the aforementioned categories of legal entities **registered in Greece** or carrying out business activities **taxed in Greece**, the following apply:

In accordance with Directive O.I.1_3, the beneficiaries is responsible for the correct entry of the above data in the MIS and for this purpose they shall ensure the provision of an obligation to

submit such data. The managing authority or the IB shall ensure that the data are entered in full and in a timely manner by the beneficiary.

For entities that have an obligation to register in the Central Register of Beneficial Owners of Article 20 of Law 4557 /2018 as in force, a relevant printout of the data and information from the said Register shall be attached to the MIS, indicating the aforementioned data of the beneficial owner(s) of the beneficiary or the contractors (at least, name, surname, date of birth and VAT registration number or TIN number), as defined in Article 3(6) of Directive (EU) 2015/849 of the European Parliament and of the Council, which was incorporated in par. 17 of article 3 of Law 4557/18 (see Annex - Certificate of Submission of Declaration of beneficial owners).

Please note that if all possible means are exhausted and no person is identified as beneficial owner, the natural person(s) holding a position of senior management of the organization may be considered as beneficial owners.

It should be noted that in case of updating the data of beneficial owners, the beneficiaries must enter the updated data in the MIS or the SAMIS (State Aid Projects) within the deadlines set out in Law 4557/2018 into force, as well as in the relevant delegated Acts.

B. Contact Information

B. Contact Information

Address: Αδων. Γεωργιάδης Στεφ. 65
Address(English): 65 Georgiás Scholes Ave
Tel 1: 231049960 Tel 2: 231049960
Email: info@interreg.gr
Establishment Act in Force / Reference Number: 15535/17-02-2023
City: Θεσσαλονίκη
City(English): Thessaloniki
Postal Code: 57001
Fax 1: 231049960 Fax 2:
Webpage: www.interreg.gr
Establishment Date: 09-12-2000

The contact information can be edited.

C. Legal Representative

C. Legal Representatives

Show 10 entries

Search:

| S/N | Title | Title(English) | Legal Representative | Legal Representative(English) | Date From | Date To | Actions |
|-----|-----------------------|--------------------------------|----------------------|-------------------------------|------------|------------|-------------------------------------|
| 1 | | | ΕΜΜΑΝΟΥΗΛ ΓΕΩΡΓΙΟΥ | | 01-01-2000 | 01-09-2015 | ? R |
| 2 | Προϊσταμένη Υπηρεσίας | Head of the Managing Authority | Άγγελικη Μπουζιάνη | Aggeliki Bouziani | 19-12-2016 | 20-02-2023 | ? R |
| 3 | Προϊσταμένη Υπηρεσίας | Head of Managing Authority | Μαρία Νιζσάνη | Maria Nizzani | 21-02-2023 | | ? R |

Showing 1 to 3 of 3 entries

Navigation: << < 1 > >>

In case of a new legal representative, the user **click Add** and fill in the information in all mandatory fields on the pop-up window that appears.

Add / Edit Legal Representative

Title *

Title(English)

Legal Representative *

Legal Representative(English)

Date From *

Date To

After **clicking** on **Accept** a new record is added to the table. Automatically the tenure of the previous legal representative is terminated.

D. Categorization

D. Categorization

Interreg Category

Legal Entity Category Γενική Κυβέρνηση / Κεντρική Διοίκηση / Διεύθυνση

Geographic Specification

NUTS III or NUTS II

Nonprofit Within the Public Sector

Type of Body Body ID in Diavgia

Click on the lens and select from the list the category that applies to your organization.

Attachment/Annexes

Attach **the documents listed in the ANNEX A** considering the nature and legal form of the organization to document the administrative and financial capacity, the competence of the beneficiary and the regulatory framework for the designation of the organization responsible for the operation and maintenance of the project by selecting [Add](#).

Attachments (0)

Download All Print Add

Show 10 entries Search:

| SN | Attachment category | File Name - Description | Origin | Valid | File Size (MB) | Last Update | Actions |
|----------------------------|---------------------|-------------------------|--------|-------|----------------|-------------|---------|
| No data available in table | | | | | | | |

Showing 0 to 0 of 0 entries

Add Attachment

Step 2: Select the category of the document (file)

Select

Select File No file attached

Accept Close

In step 2, you select from the list the document category and the document to be uploaded. Then fill in the metadata and **click Accept**.

Add Attachment✕

Step 2: Select the category of the document (file)

Λοιπά έγγραφα ▼

Selected file:

INTERREG Invt 3383.pdf

No file attached

File Description (up to 250 characters)

Date of Document * eg: 30-12-2000 📅

Comments

Show in the Electronic Folder Valid

I have read the Personal Data [terms](#) regarding personal data protection and the file

doesn't contain

▼ sensitive personal data.

Accept

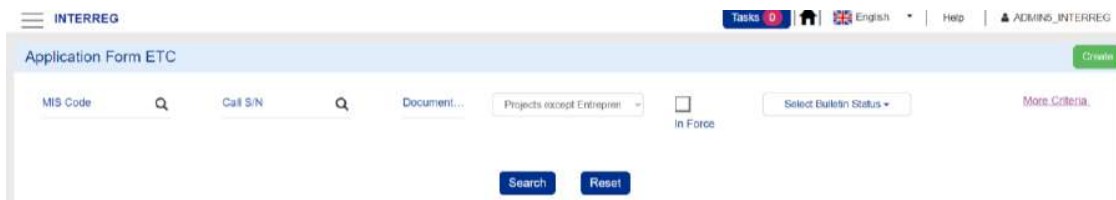
Close

Organization information update will be done under the responsibility of the legal representative or the authorized officer with submission role. All documentation concerning an organization will be stored in this form. During the life cycle of a project, any Authority who needs this documentation must find it in this section.

Note that in the process of project assessment, the Joint Secretariat/Managing Authority will check the information registered.

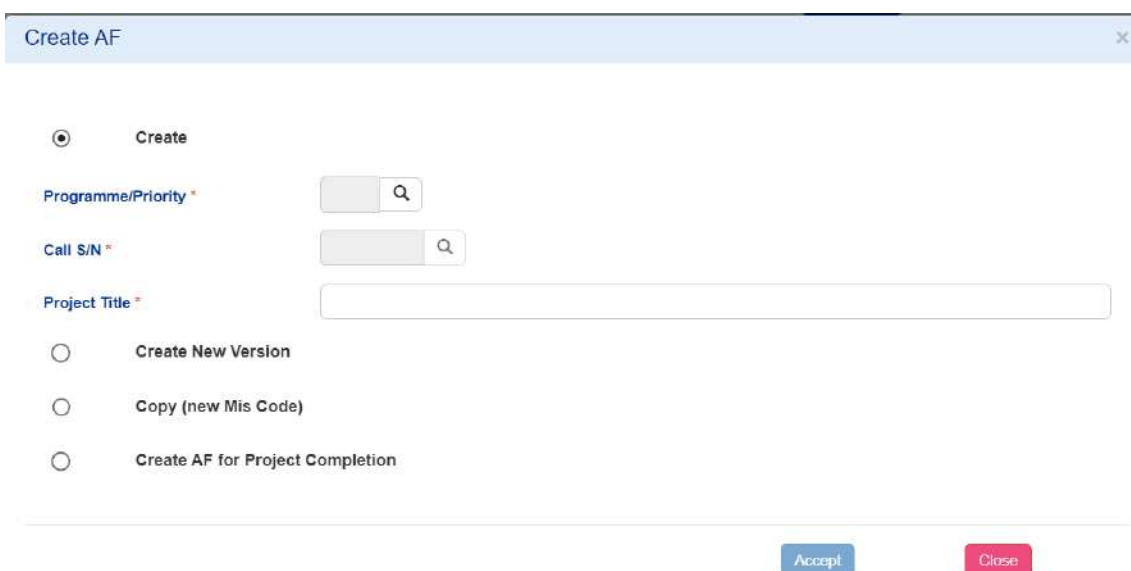
5. APPLYING FOR A CALL – CONCEPT NOTE

To create a concept note **click** on “[Create](#)” in the [Menu | Evaluation and Approval | Application Form](#) page, where all applications created will be listed. The user will be able to select a project to read/edit/submit/delete.



For submitting a concept note, **click** [Create](#).

In the pop-up window that appears, **select** [Create](#), then **click** on the [search](#) icon to select Operational Program / Axis you are applying for financing and the Call. Fill in as title “Concept Note for (title of the project)” and **click** on [Accept](#).



Then you are navigated to the detailed form where, before you fill in any data, you must **click** [Create](#).

In the form header, the fields Project and ID will be automatically filled with a unique number corresponding to your project (hereafter MIS Code) and a unique number corresponding to this specific version of the document created (hereafter Document id). Upon creation the project version is set to 1.0 by default and the status “Under Submission”. After submission the status changes gradually to “Submitted”, “Under Processing”, “Checked” until its approval by the MA, when it becomes “Approved”.



Users are invited to **fill in** ONLY the following sections in phase A:

A. Project Identification

Fill in/Update the title of the project described in the concept note.

The system automatically fills the classification table with all the possible options given by the call. The user can delete the non-relevant classification and **edit** the Percentage field appropriately.

Classification Add

| Category | Code | Title | Percentage | Actions | Targets Analysis |
|--------------------------|---------------------------|--|----------------------|---------|--------------------------|
| Specific Objectives | RSO1.1 | Enhancing research and innovation | <input type="text"/> | | |
| | RSO1.2 | Reaping the benefits of digitisation | <input type="text"/> | | |
| | Total Per Category | | | 0,00 | |
| Intervention field (INT) | 025 | Incubation, support to spin offs and spin outs and start ups | <input type="text"/> | | <input type="checkbox"/> |
| | Total Per Category | | | 0,00 | |
| COFOG level 2 (COFOG2) | 01.2 | Foreign economic aid | <input type="text"/> | | |
| | 01.4 | Basic research | <input type="text"/> | | |
| | Total Per Category | | | 0,00 | |

B. Location

Fill in the location table with the location of the project.

B. Detailed Description

Location

Show 10 entries

Search:

| Code * | Territorial Level | Title | NUTS | Percentage | Actions |
|--------|-------------------|--------|-------|------------|---|
| 211B | Regional Unit | Puglia | ITF47 | 100,00 |    |
| Total | | | | 100,00 | |

Showing 1 to 1 of 1 entries

<< < 1 > >>

C. Partnership

The system automatically has created a record for the lead Beneficiary and the user should add the Project Manager of the project by **editing**.

C. Partnership

Show 10 entries

Search:

| S/N * | Role | Body | Project Manager/Contact Person | Actions |
|-------|------------------|---|--------------------------------|---|
| 1 | Lead Beneficiary | 1100104-MANAGING AUTHORITY OF EUROPEAN TERRITORIAL COOPERATION PROGRAMMES | |    |

Showing 1 to 1 of 1 entries

<< < 1 > >>

Edit Body

S/N * 1 Role * Lead Beneficiary

Body * 1100104 MANAGING AUTHORITY "INTERREG 2021 - 2027"

Contact Person Ioanna Kalaitzoglou

Project Manager Ioanna Kalaitzoglou

Financial Manager Ioanna Kalaitzoglou

Email ikalaitzoglou@mou.gr

National Counterpart Type Select VAT Select

Bank Details of Lead Beneficiary

Bank Details

Account Holder

SWIFT Code

IBAN

Accept Close

Note that you can fill in more than one email addresses, separating them by semicolon.

D. Budget

Add a Work Package by **clicking** on **Add** button and register Work package Number 1 with the title "Concept Note" and start/end date the planned start/end date of the project. Then **click Accept**.

Add Work Packages

WP Number Title

Start Date End Date

Amount

A record has been added to the table.

D. Budget

Work Packages / Deliverables

| WP Number | Name | Start Date | End Date | Amount | Actions |
|-----------|--------------|------------|------------|--------|------------------------------------|
| 1 | Concept Note | 01-01-2023 | 01-12-2023 | 0,00 | <input type="button" value="Add"/> |
| Total | | | | 0,00 | |

Click on the green cross and on the nested table that appears click on [Add](#).

Work Packages / Deliverables

| WP Number | Name | Start Date | End Date | Amount | Actions |
|-----------|--------------|------------|------------|--------|------------------------------------|
| 1 | Concept Note | 01-01-2023 | 01-12-2023 | 0,00 | <input type="button" value="Add"/> |

Deliverables for the Package with WP Number: 1

| Body Code | Deliverable Number | Title | Budget Line | Amount | Actions |
|----------------------------|--------------------|-------|-------------|--------|---------|
| No data available in table | | | | | |

Register ONLY one deliverable for the whole project as follows.

Edit Deliverables

Packages **1 - Concept Note**

Body **MANAGING AUTHORITY "INTERREG 2021 - 2027"**

Deliverable Number **1**

Title

Budget Line **Cost based on Concept Note**

Amount

Select as Expenditures category **"Cost as planned Concept Note"**.

Attachments

Attach the documents defined in the user manual by clicking on [Add](#).



Select the relevant document category and the file. Register any other information in the metadata and **click Accept**.

NOTE that the concept note must be signed, stamped, and scanned or electronic signed and then uploaded to the system

Add Attachment

If the file attached contains Sensitive Personal Data, please select the relevant flagging

Step 2: Select the category of the document (file)

Communication plan of action

Selected file: Change_password_en.pdf

No file attached

File Description (up to 250 characters)

Date of Document eg. 30-12-2000

Comments

Show in the Electronic Folder Valid

Origin

Sensitive Personal Data

I have read the Personal Data terms

Accept Close

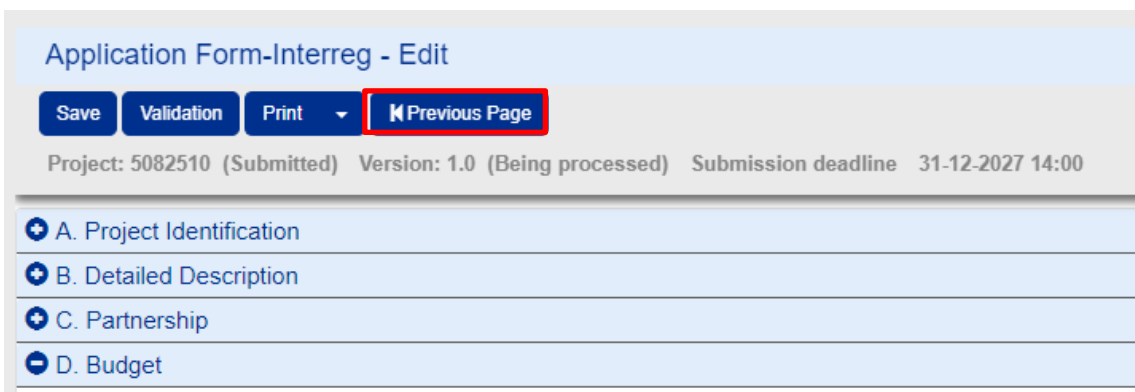
A record has been added to the Attachments' table.



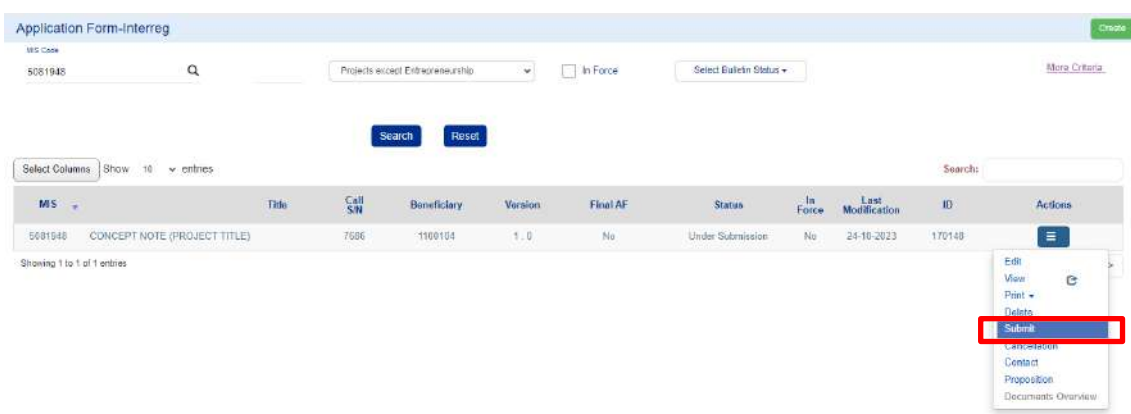
After the completion of all mandatory fields, **click** on the **Validation Checks** to check for logical mistakes in the electronic form.

In case that there is no error, the user with submit AF role can submit the application form as follows:

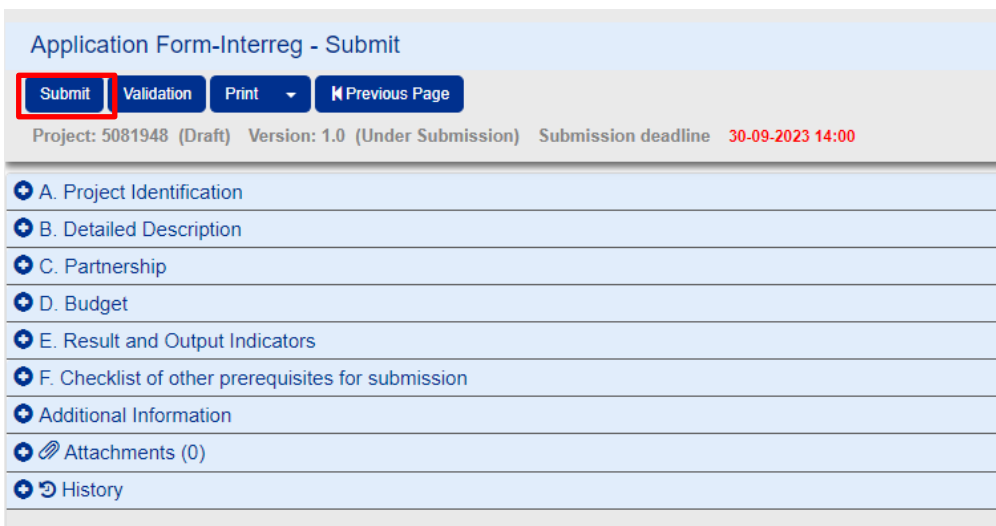
Return to the search page by clicking on Previous page.



Search and find the relevant concept note and select from the list of actions, [submit](#).



The system navigates you to the detail form, where you **click** [Submit](#).



An action confirmation pop up appears. Before the submission, automatic checks run to prevent the submission of an incomplete AF. In case there are no errors, **click** on [OK](#).

Action Confirmation



You can fill in a comment or relevant documentation. Especially for 'Submit' and 'Return' actions, fill in a short message to the recipient up to 500 characters.

Do you want to proceed Submit ?

OK

Cancel

A notification is mailed after the successfully submission of the concept note.

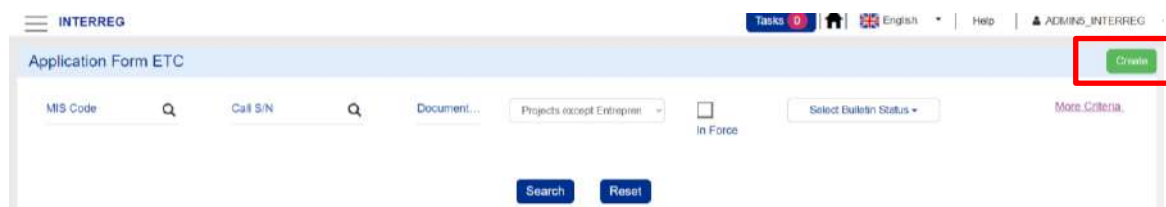
6. SUBMISSION OF AN APPLICATION FORM FOLLOWING A CALL WITH ONE STAGE OF ASSESSMENT OR A STRATEGIC CALL

The following instructions relate to the procedure for submitting an application form for the following calls for proposals:

- Strategic calls
- Calls for proposals with ONLY one assessment stage.

Go to the AF search screen via the [Menu | Selection and Approval | Application form - Interreg](#), where criteria are listed to search for funding applications/Afs already created. The user can edit, delete, read, etc. a funding application from the results table via the Actions column.

To create an AF, **select** "Create"



In the pop-up window that appears, **select** Create and then **select** the Operational Programme/Axis and Call to which you are applying for funding. Fill in the project title and **click** on the [Accept](#).



Create an Application Form

Create

Programme/Priority * (Interreg VI-A) Greece-Italy | P1 - Enhanced cooperation for a more competitive and smarter GR-IT area

Call S/N * FDF

Project Title *

Create New Version

Copy (new Mis Code)

Create AF for Project Completion

Then you are navigated to the detailed form where, before you fill in any data, you must **click Create**.

Application Form-Interreg - Create

A. B. C. D. E. F. Additional Information

Project: () Version: 1.0 () Submission deadline ID:

- A. Project Identification
- B. Location
- C. Partnership
- D1. Budget per Deliverable
- D2. Total Budget
- E. Result and Output Indicators
- F. Checklist of other prerequisites for submission
- Additional Information

In the form header, the fields Project and ID will be automatically filled with a unique number corresponding to your project (hereafter MIS Code) and a unique number corresponding to this specific version of the document created (hereafter Document id). Upon creation the project version is set to 1.0 by default and the status "Under Submission". After submission the status changes gradually to "Submitted", "Under Processing", "Checked" until its approval by the MA, when it becomes "Approved".

Application Form-Interreg - Edit

A. B. C. D. E. F. Additional Information

Project: 8082830 (Draft) Version: 1.0 (Under Submission) Submission deadline: 22-05-2024 14:00 ID: 174143

- A. Project Identification
- B. Location
- C. Partnership
- D1. Budget per Deliverable
- D2. Total Budget
- E. Result and Output Indicators
- F. Checklist of other prerequisites for submission
- Additional Information
- Attachments (0)
- History

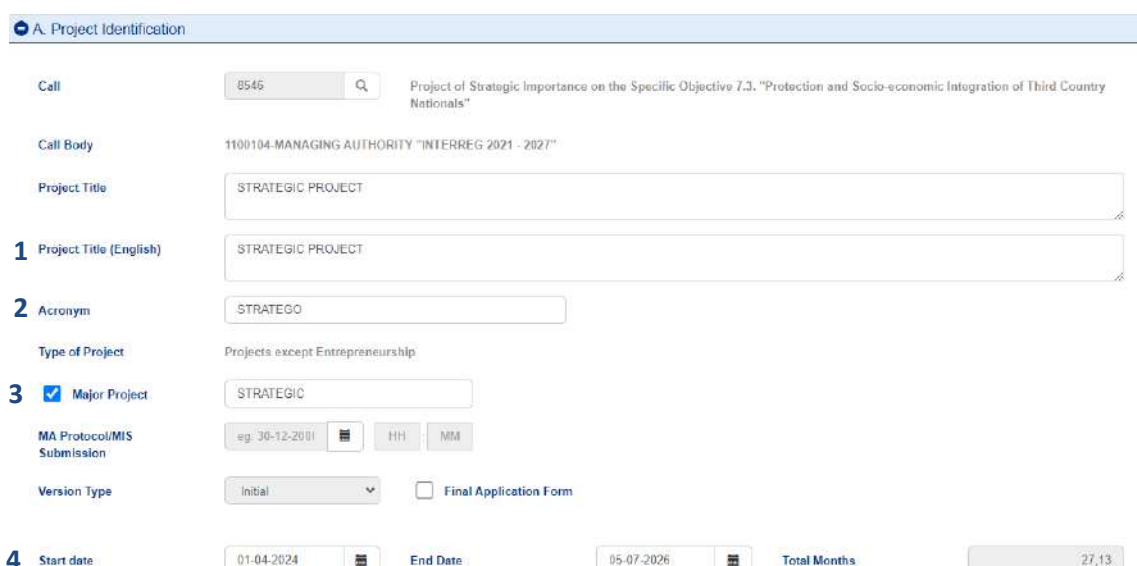
Users are asked **to complete all** sections as follows:

A. Project Identification

The project title is filled in but is an editable field that can be updated.

In section A you complete the following fields:

1. The title of the project in English twice.
2. The acronym of the project.
3. Select the dialogue box "Strategic importance" and briefly explain why it is of strategic importance.
4. The start and end dates of the project



A. Project Identification

Call: 8546 Project of Strategic Importance on the Specific Objective 7.3. "Protection and Socio-economic Integration of Third Country Nationals"

Call Body: 1100104-MANAGING AUTHORITY "INTERREG 2021 - 2027"

Project Title: STRATEGIC PROJECT

1 Project Title (English): STRATEGIC PROJECT

2 Acronym: STRATEGO

Type of Project: Projects except Entrepreneurship

3 Major Project: STRATEGIC

MA Protocol/MIS Submission: eg. 30-12-2031 HH MM

Version Type: Initial Final Application Form

4 Start date: 01-04-2024 End Date: 05-07-2026 Total Months: 27,13

In the categorization table, values should be selected for ALL of the following categories:

1. Specific Objectives
2. Intervention Field (INT)
3. MACRO-REGIONAL AND SEA BASIN STRATEGIES (SEA)
4. Territorial delivery mechanism and territorial focus (TDM)
5. Form of financing (FIN)
6. Economic Activity (ECO)
7. COFOG2 (Classification of the functions of government)

The system automatically populates the categorization table for categories 1-6. The user must delete values in the categorization that are not relevant to their project and complete the Percentage field appropriately.

Attention! The user should not delete categories that have been pre-populated by the system and have a unique value. In these categories he will enter the percentage of 100%.

To select category 7, the user must **select "Add"** to the classification table.

Classification Add

| Category | Code | Title | Percentage | Actions | Targets Analysis |
|--------------------------|--------------------|--|------------|---------|--------------------------|
| Specific Objectives | ISO7.3 | Protection and economic and social integration of third-country nationals | 100,00 | | |
| | Total Per Category | | 100,00 | | |
| Intervention field (INT) | 174 | Interreg: border crossing management and mobility and migration management | 100,00 | | <input type="checkbox"/> |
| | Total Per Category | | 100,00 | | |
| ECO (ECO) | 26 | Other unspecified services | 100,00 | | |
| | Total Per Category | | 100,00 | | |
| Form of financing (FIN) | 01 | Grant | 100,00 | | |
| | Total Per Category | | 100,00 | | |
| SEA (SEA) | 11 | No contribution to macro-regional or sea basin strategies | 100,00 | | |
| | Total Per Category | | 100,00 | | |

In the pop-up window that appears, select the lens to display the list of all the categories and the possible values they can take.

Add Classification

Code Q

Percentage

Add Classification x

Code

Percentage

Select Code

Show 10 entries Search:

| Code | Category | Title |
|-------------|-------------------------|--|
| COFOG2-02.2 | COFOG level 2(COFOG2) | Civil defence |
| COFOG2-03.6 | COFOG level 2(COFOG2) | Public order and safety n.e.c. |
| ECO-26 | ECO(ECO) | Other unspecified services |
| FIN-01 | Form of financing(FIN) | Grant |
| INT-174 | Intervention field(INT) | Interreg: border crossing management and mobility and migration management |
| ISO7 3 | Specific Objectives | Protection and economic and social integration of third-country nationals |
| SEA-11 | SEA(SEA) | No contribution to macro-regional or sea basin strategies |

Showing 1 to 7 of 7 entries << < 1 > >>

Add Classification x

Code COFOG level 2 - Civil defence

Percentage

Select the category and price, enter the percentage of the selection, and **click** "Accept".

Using the above procedure, the user can add any category in the table that it may have been inadvertently deleted.

Attention! In case changes are made to the Intervention Field the user must also **select** the "Re-analysis" checkbox before **saving**.

Finally, users fill in a short description of up to 4000 characters in the field below.

Brief Summary of the Project

A brief description of the project referring to its basic technical, operational and other type features

B. Location

In section B, users complete the Geographical Location table with the locations where the project is being implemented.

Location Add

Show 10 entries Search:

| Code | Territorial Level | Title | NUTS | Percentage | Actions |
|-------|-------------------|-------------|-------|-------------------------------------|---|
| | | | | <input type="text" value="100,00"/> | <input type="button" value="✎"/> <input type="button" value="✖"/> |
| 63 | Regional Unit | Dodekanisos | EL421 | <input type="text" value="50,00"/> | <input type="button" value="✎"/> <input type="button" value="✖"/> |
| 1193 | Region | Cyprus | CY00 | <input type="text" value="50,00"/> | <input type="button" value="✎"/> <input type="button" value="✖"/> |
| Total | | | | 200,00 | |

The user **selects** Add and, in the pop, up window, **clicks** on the lens, **selects** the relevant regional unit and fills in the percentage.

Add Location ✕

Location Q

Percentage

Add Location ✕

Location Q

Percentage

Location

Show 10 entries Search:

| Code | Territorial Level | Title | NUTS |
|------|-------------------|-------------|-------|
| 59 | Regional Unit | Lesvos | EL411 |
| 60 | Regional Unit | Samos | EL412 |
| 61 | Regional Unit | Chios | EL413 |
| 63 | Regional Unit | Dodekanisos | EL421 |
| 64 | Regional Unit | Kyklades | EL422 |
| 66 | Regional Unit | Irakleio | EL431 |
| 67 | Regional Unit | Lasithi | EL432 |
| 68 | Regional Unit | Rethymni | EL433 |
| 69 | Regional Unit | Chania | EL434 |
| 1193 | Regional Unit | Cyprus | CY00 |

Showing 1 to 10 of 10 entries << < 1 > >>

Accept

The process is repeated to complete all the geographical areas where the project is implemented.

C. Partnership

In section C, the main beneficiary of the project and the partners must be filled in.

The system has automatically created a record for the Lead Partner and the user will

Add Location ✕

Location: Chios

Percentage:

need to add the following information **by clicking the orange square**:

5. Contact person and phone number.
6. Project Managers
7. Financial Manager
8. Email addresses of the persons that need to receive notifications/alerts about the project.
9. The national counterpart type (Public or Private) of the partner
10. The VAT condition (recoverable, fully, partial recoverable)
11. Bank details (mandatory after approval)

Show 10 entries Search:

| S/N | Role | Body | Project Manager/Contact Person | Actions |
|-----|------------------|---|--------------------------------|--|
| 1 | Lead Beneficiary | 1100104-MANAGING AUTHORITY "INTERREG 2021-2027" | IOANNA KALAITZOGLOU | <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

Edit Body
✕

S/N * **Role *** Lead Beneficiary

Body *

5 Contact Person

6 Project Manager

7 Financial Manager

8 Email

9 National Counterpart Type **VAT** **10**

11 Bank Details of Lead Beneficiary

Bank Details

Account Holder

SWIFT Code

IBAN

Note that you can fill in more than one email, separating them with the semi column (;).

Add partners by **selecting** Add and in the pop up window that appears select:

- 12.** Partner's SN
- 13.** Role
- 14.** Organization ID

Then fill in **5 – 10** fields as shown above.

Add Body
✕

12 S/N * **Role *** **13**

14 Body *

Contact Person

Project Manager

Financial Manager

Email

National Counterpart Type VAT

Repeat the process until all partners are registered.

D1. Budget per Deliverable

In section D1 the Budget of the project will be divided into deliverables. The process is completed by completing two tables in the online form.

The first table defines the project packages and each package deliverables and the second table defines the budget of each deliverable by partner and expenditure category.

In more detail:

Work Packages / Deliverables table

To complete the table, **select** [Add](#)

| Work Packages / Deliverables | | | | | | | Download Excel | Import from Excel | Add |
|------------------------------|-----------------|-------|------------|----------|-----------------------------|---------|--------------------------------|-----------------------------------|---------------------|
| Work package code | Work Package sn | Title | Start Date | End Date | Eligible Public Expenditure | Actions | | | |

In the pop-up window that appears you enter the following information:

- 15.** Work Package SN
- 16.** Description of Work Package
- 17.** Start date of Work Package
- 18.** End Date of Work Package

Add Work Packages ✕

8 Work Package sn *

9 Title *

10 Start Date *

11 End Date *

After filling in all fields, the user **selects Accept** the data is transferred to the table. You can complete up to 6 work packages.

To fill in the deliverables of each work package, the user selects the green cross in front of each table entry.

Work Packages / Deliverables Download Excel Import from Excel Add

| Work package code | Work Package sn | Title | Start Date | End Date | Eligible Public Expenditure | Actions |
|----------------------------------|-----------------|-------|---------------|------------|-----------------------------|---|
| <input type="button" value="✕"/> | 20979 | 1 | MANAGEMENT | 05-04-2024 | 05-04-2024 | 262.000,00 <input type="button" value="📄"/> <input type="button" value="🗑️"/> |
| <input type="button" value="✕"/> | 20981 | 2 | COMMUNICATION | 04-04-2025 | 04-04-2025 | 0,00 <input type="button" value="📄"/> <input type="button" value="🗑️"/> |
| <input type="button" value="✕"/> | 20977 | 3 | STUDIES | 05-05-2024 | 05-07-2025 | 0,00 <input type="button" value="📄"/> <input type="button" value="🗑️"/> |
| Total | | | | | 262.000,00 | |

In the nested table that appears, the user **selects Add** to open additional fields needed per deliverable.

Work Packages / Deliverables Download Excel Import from Excel Add

| Work package code | Work Package sn | Title | Start Date | End Date | Eligible Public Expenditure | Actions |
|--|-----------------|------------------|-----------------------------|------------|-----------------------------|---|
| <input type="button" value="⊖"/> | 20979 | 1 | MANAGEMENT | 05-04-2024 | 05-04-2024 | 262.000,00 <input type="button" value="📄"/> <input type="button" value="🗑️"/> |
| Deliverables for the Package with WP Number: 1 | | | | | | |
| <input type="button" value="Add"/> | | | | | | |
| Deliverable Number * | Title | Deliverable code | Eligible Public Expenditure | Actions | | |

These fields are the deliverable number (1 – 5) and its title (short description).

Edit Deliverables (Deliverable code: 48300 - ID: 48299) ✕

Package **1 - MANAGEMENT**

Deliverable Number *

Title *

Select Accept and continue with the entry of the next deliverable of this work package. Repeat the process for each work package.

Budget analysis by deliverable

This table will provide a breakdown of the budget by partner, deliverable and expenditure category. The process starts by **selecting Add**.



In the pop-up window you **select** from the corresponding lists, in this order, the following:

- 19. Work Package SN
- 20. Deliverable
- 21. Lead Beneficiary or Partner
- 22. Category of Expenditure



Finally, the corresponding budget per entry is entered in the table.

Budget analysis per Deliverable

| Title | Work Packages | Deliverable sn | Title | Body Code | Subproject code | Budget Line | Eligible Public Expenditure | Actions |
|----------------|---------------|----------------|-----------------|-----------|-----------------|----------------------------|-----------------------------|---------|
| 1 MANAGEMENT | | 1 | DELIVERABLE_1_1 | 1090223 | 211425 | 2 Staff Cost (Real cost) | 52.000,00 | EF |
| 1 MANAGEMENT | | 1 | DELIVERABLE_1_1 | 1100104 | 211423 | 2 Staff Cost (Real cost) | 150.000,00 | EF |
| 1 MANAGEMENT | | 2 | DELIVERABLE_1_2 | 9026049 | 211424 | 1 Staff Cost (flat rate) | 100.000,00 | EF |
| Total | | | | | | | 262.000,00 | |

At the end of section D1, in the table of public expenditure of the project, a breakdown of the project budget by type of expenditure category is presented. This table is not editable.

Budget Allocation per Budget Line

| Type of Expenditure | Budget Line | Eligible Public Expenditure |
|---|----------------------------|-----------------------------|
| Flat Rate Cost | 1 Staff Cost (flat rate) | 100.000,00 |
| Real Cost | 2 Staff Cost (Real cost) | 162.000,00 |
| Total Expenditures Based on Invoiced Documents: | | 162.000,00 |
| Total | | 262.000,00 |

Important note:

As described in the project implementation manual WP1 should include the Management Costs, WP2 the Communication Costs and WP6 one thematic WP for all activities to be implemented outside the Programme area. If there no activities to be implemented outside the Programme area, the WP6 will not be used.

D2. Total Budget

In this section:

The budget breakdown by Partner (also known as Sub-project) is presented,

Budget per Beneficiary

Show 10 entries Search:

| ATP * | S/N | Beneficiary | Subproject code | VAT Recoverable | Total Public Expenditure | Amount of VAT | Eligible Public Expenditure | Private Funding | Co Financing Rate |
|--------------|-----|-------------|-----------------|-----------------|--------------------------|---------------|-----------------------------|-----------------|-------------------|
| 634300 | 1 | 1106104 | 211423 | No | 150.000,00 | 0,00 | 150.000,00 | 0,00 | - |
| 634300 | 2 | 90260649 | 211424 | No | 100.000,00 | 0,00 | 100.000,00 | 0,00 | - |
| 634300 | 3 | 1096223 | 211425 | No | 12.000,00 | 0,00 | 12.000,00 | 0,00 | - |
| Total | | | | | 262.000,00 | 0,00 | 262.000,00 | 0,00 | |

You enter the annual allocation of the budget by **selecting Add**,

Budget Annual Allocation Add

| Year | Total Public Expenditure | Eligible Public Expenditure | Actions |
|--------------|---|---|--|
| 2025 | <input type="text" value="162.000,00"/> | <input type="text" value="162.000,00"/> | ✎ ✖ |
| 2026 | <input type="text" value="100.000,00"/> | <input type="text" value="100.000,00"/> | ✎ ✖ |
| Total | 262.000,00 | 262.000,00 | |

The sources of funding for the project are presented.

Project Financing

| S/N | Financing Source | Total Public Expenditure | Eligible Public Expenditure |
|--------------|-----------------------------------|--------------------------|-----------------------------|
| 1 | Beneficiary Contribution | 150.000,00 | 150.000,00 |
| 2 | Public Investment Programme (PIP) | 102.000,00 | 102.000,00 |
| Total | | 262.000,00 | 262.000,00 |

E. Result & Output Indicators

In this section you enter the values of the indicators by **selecting Add**

Identify Card Add

Show 16 entries Search:

| Indicator Code * | Indicator Title | Programme indicator | Indicator Type | Unit of Measure | Target values | | | Targets Analysis | Actions |
|----------------------------|-----------------|---------------------|----------------|-----------------|---------------|-------|-----|------------------|---------|
| | | | | | Total | Women | Men | | |
| No data available in table | | | | | | | | | |

Showing 0 to 0 of 0 entries << < > >>

In the pop-up window, select the appropriate indicator from the list and enter the target value.

Add Indicators ✕

Indicator Code *

Indicator Type: Gender dimension Unit of Measure: Decimal Indicator: Targets analysis per Priority/Fund

| Target Value Total | Target Value Women | Target Value Men |
|--|--|--|
| <input style="width: 90%;" type="text"/> | <input style="width: 90%;" type="text"/> | <input style="width: 90%;" type="text"/> |

In case you wish to change the target value **select the white button** to make the change and

select the re-analysis [check box](#) before saving the form.

| Indicator Code | Indicator Title | Programme Indicator | Indicator Type | Unit of Measure | Total | Target values | Men | Targets Analysis | Actions |
|----------------|-----------------|---------------------|----------------|-----------------|-------|---------------|-----|--------------------------|---------|
| RC087 | | Yes | Output | Entity | 10.00 | | | <input type="checkbox"/> | |

| ATP | Programme/Priority | Fund | Region category | Specific Objective | Target Value Total | Target Value Women | Target Value Men | Priority Target Total |
|--------|--------------------|------|------------------|--------------------|--------------------|--------------------|------------------|-----------------------|
| 634300 | 634 / 3 | ERDF | Not applicable / | ISO7.3 | 10.00 | | | 10.00 |
| Total | | | | | 10.00 | 0.00 | 0.00 | |

F. Checklist of other prerequisites for submission

Read and answer the questions on the checklist. All conditions must be met to submit the form, where applicable.

| SN | Question/Prerequisite | Yes / No / n/a |
|--|---|--|
| 1 | The project will be implemented in line with the relevant EU and national legislation and policies of the countries involved. | <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 2 | All Beneficiaries in the Partnership receiving funding from the Programme are eligible bodies as defined in the call for proposals. | <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 3 | The information is accurate and true to the best knowledge of the Lead Beneficiary. | <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 4 | The project budget and costs are in line with the limits set in the Call for proposals. | <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 5 | I am aware of all the obligations related to the monitoring of the Result and Output Indicator values during the implementation of the action and their submission to the Managing Authority twice a year. | <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 6 | I am aware of all issues defined in EU (General Data Protection Regulation – GDPR) and national legislation regarding personal data protection and I will respect the obligations relevant to the protection and security of the personal data that I may process and/or data that will come to my knowledge by any possible means during the fulfilment of my duties, and I will fully comply with instructions and obligations according to the Data Protection Officer. | <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 7 | I am aware of the obligations that I must comply with during the implementation of the submitted proposal as they stem from the Charter of Fundamental Rights of the European Union and I fully confirm that the proposed action neither does violate nor is it incompatible with any of the content of the Charter of Fundamental Rights of the European Union, as outlined in the "Table for compliance of actions with the Charter of Fundamental Rights of the European Union" which is included in the Call for proposals. | <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 8 | The documents in force, assuring the eligibility of all beneficiaries, are complete and registered in the Project Early Information form in M.I.S. (Menu Utilities). | <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 9 | The Project Early Information form in M.I.S. (Menu Utilities) is updated, regarding all beneficiaries, with information on all beneficial careers of the beneficiaries. | <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| 10 | I am aware of the obligations I undertake in the context of the project's implementation, as they are described in the Subsidy Contract and Partnership Agreement included in the Invitation and in case of and if it is evaluated positively and financed by the Programme, I will comply with the said obligations. | <input type="radio"/> <input type="radio"/> <input type="radio"/> |
| We solemnly declare that the information contained in the proposal is true and accurate. | | <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> |

Additional Information

In this section is completed the detailed description of the project. Completion of all entries is mandatory. For each question 1-15 & 18-19 & 23-25 the answer must be YES and, in the comments, the user enters the answer to each question.

For questions 16 & 17 the user selects the Intensity of Cross-Border Cooperation between Development of the operation, Implementation of the operation, Staffing of the operation and Financing of the operation.

For questions 20-22 the user selects Consistency of the project with the EU horizontal principles for Equal opportunities & nondiscrimination, Sustainable Development, and Equality between men and women.

| SN | Section | Question/Prerequisite | Response | Remarks |
|----|-----------|---|----------|--|
| 1 | Section B | B.1.1 Background and history of the project (particulars/ context and for detail challenges to be addressed) | | Please develop (up to 2000 characters) |
| 2 | Section B | B.1.2 What are the expected outputs of the project? Who will benefit from your project outputs | | Please develop (up to 2000 characters) |
| 3 | Section B | B.1.3 What are the expected results of the project? Who will benefit from your project results | | Please develop (up to 2000 characters) |
| 4 | Section B | B.2.1 Project methodology/Rules – Tasks of Deliverables | | Please develop (up to 2000 characters) |
| 5 | Section B | B.2.2 Location of the Investment | | Please develop (up to 2000 characters) |
| 6 | Section B | B.3.1 Partner Expertise | | Please develop (up to 1000 characters) |
| 7 | Section B | B.3.2 How will you coordinate your project? (Structure, decision making procedures, internal communication, etc.) | | Please develop (up to 1000 characters) |
| 8 | Section B | B.3.3 What is the rationale of the partnership composition and how are partners complementary to each other | | Please develop (up to 1000 characters) |
| 9 | Section B | B.4.1 What will be the general approach you will follow concerning the Information and Publicity Strategy | | Please develop (up to 2000 characters) |
| 10 | Section B | B.5.1 Technical and legal requirements | | Please develop (up to 2000 characters) |

Attachments

In this section the documents described in the user manual and the call

| SN | Attachment category | File Name - Description | Origin | Valid | File Size (MB) | Sensitive Personal Data | Actions |
|----------------------------|---------------------|-------------------------|--------|-------|----------------|-------------------------|---------|
| No data available in table | | | | | | | |

Select the relevant document category and file. Enter any other information in the metadata and click **Accept**.

Add Attachment ✕

Step 2: Select the category of the document (file)

Partnership Declaration

Selected file: user_application_13603.pdf

No file attached

File Description (up to 250 characters)

Date of Document * eg: 30-12-2000

Comments

Show in the Electronic Folder Valid

I have read the Personal Data [terms](#) regarding personal data protection and the file

doesn't contain sensitive personal data.

Accept
Close

One entry has been added to the Attachments table.

| BN | Attachment category | File Name - Description | Origin | Valid | File Size (MB) | Sensitive Personal Data | Actions |
|----|-------------------------|---------------------------|-------------|-------|----------------|-------------------------|-----------------------|
| 1 | Partnership Declaration | www_application_13602.pdf | Beneficiary | YES | 0.101 | No | [Add] [Edit] [Delete] |

IMPORTANT NOTE

Do not attach **the documents listed in the ANNEX** considering the nature and legal form of the organization to prove the administrative and financial capacity, the competence of the beneficiary and the regulatory framework for the designation of the organization responsible for the operation and maintenance of the project. These documents will be attached to the Project body Information form 8.1 (see MANAGE ORGANISATION INFORMATION section)

Validation

After completing all the mandatory fields, **click on Validation** to check for logical errors in the online form.

In case of errors, a pop-up window will appear guiding the user to correct the error. For example, check with code TDP_73(1) prompt the user to move to the Classification table and check if all categories have a registered percentage above 0%.

System Response (ID: 30096) ✕

Show 10 entries Search:

| Check | Section | Message | Linked Announcement |
|-------|-------------|---|---------------------|
| ✘ | TDP_73(1) | Classification : Please register percentage greater than 0 up to 100% | |
| ✘ | TDP_20 | Section A-Classification :Total percentage of the following categories should be 100%: Intervention field , | |
| ✘ | TDP_37b | Classification :Total percentage of Specific Objectives should be 100% | |
| ✘ | TDP_3 | Location is a mandatory field | |
| ✘ | TDP_5 | Total percentage of geographical area (Location) should be equal to 100% | |
| ✘ | TDP_23(2) | The proposed Total Public Expenditure must be greater than zero. | |
| ✘ | TDP_10_3(1) | D1. Please register at least one Work Package | |
| ✘ | TDP_187_3 | Additional Information : Please fulfill Remarks in questions with sn 1,2,3,4,5,6,7,8,9,10,..... | |
| ⚠ | TDP_217_3 | For partners with organisation id 1100104 the Category Interreg (Tab D) must be registered in 8. 1 Project Bodies information (Utilities) | |

Showing 1 to 9 of 9 entries

The user can download a file with all the errors and correct the errors all at once consulted by the file without losing time validating again and again.

In case of no errors, the pop-up window will inform the user for the successful validation of the electronic form.

System Response (ID: 10298) X

Validation Succeeded!

[Download file](#) [OK](#)

AF Submission

If there are no errors, the user with the AF Submit role can submit the AF as follows:

Return to the search page by selecting [Previous page](#).

Application Form-Interreg - Edit

[Save](#) [Validation](#) [Print](#) [Previous Page](#)

Project: 5082830 (Draft) Version: 1.0 (Under Submission) Submission deadline 22-05-2024 14:00

- A. Project Identification
- B. Location
- C. Partnership
- D1. Budget per Deliverable
- D2. Total Budget
- E. Result and Output Indicators
- F. Checklist of other prerequisites for submission
- Additional Information
- Attachments (1)
- History

Search for the relevant AF and select from the list of actions, [Submit](#).

INTERREG

Application Form-Interreg

MB Code: [input] Cat S/N: [input] Document ID: [input] Projects except Entrepreneurship: [input] In P/IDE: [input] Select Budget Status: [input] [More Criteria](#)

[Search](#) [Reset](#)

| MIS | Title | Call S/N | Beneficiary | Version | Final AP | Status | In Proc | Last Modification | ID | Actions |
|--------|-------------------|----------|-------------|---------|----------|------------------|---------|-------------------|--------|---|
| 102282 | STRATEGIC PROJECT | 8545 | 1100104 | 1.0 | No | Under Submission | NO | 02-08-2024 | 113005 | Edit View Print Submit Cancel Contact Progression Documents Overview |

Showing 1 of 1 entries

The system navigates the user to the form, where he/she **selects** [Submit](#).

Application Form-Interreg - Submit

Submit Validation Print Previous Page

Project: 5082782 (Draft) Version: 1.0 (Under Submission) Submission deadline 22-05-2024 14:00

- + A. Project Identification
- + B. Location
- + C. Partnership
- + D1. Budget per Deliverable
- + D2. Total Budget
- + E. Result and Output Indicators
- + F. Checklist of other prerequisites for submission
- + Additional Information
- + Attachments (0)
- + History

A pop-up window appears to confirm the action. Before submission, automatic checks are performed to prevent the submission of an incomplete form. If there are no errors, **select OK**.

Action Confirmation

You can fill in a comment or relevant documentation. Especially for 'Submit' and 'Return' actions, fill in a short message to the recipient up to 500 characters.

Do you want to proceed Submit ?

After the successful submission of the TOR, a notification is sent by email.

ANNEX

A. Documentation of the nature, type, legal form

Category: Administrative capacity/Organizational structure and procedures

1. Statute including all modifications (for the past 2 years)
2. Official document indicating the composition of the administrative/managerial or supervisory board.
3. Official document indicating the supervision by national, regional, or local authorities, or other bodies governed by public law (if applicable)
4. Declaration for the non-distribution of profits
5. Official organigramme
6. Official document certified by a public administration authority, providing that the organization operates for at least one year before the launch of the specific call for proposals.

Category: Financial capacity

7. Official document indicating the sources of the body's revenues and the body's financial state during the last three years (in case the body operates for at least 3 years. Otherwise, respectively two or one year) preceding the presentation of the project proposal.

Category: Documents providing evidence for the existence/operation of branch

8. (FOR BRANCH ONLY) Official document for the establishment/registration of a branch issued by the competent Public Authority (e.g. Tax Service of the respective country)
9. (FOR BRANCH ONLY) Copy of the rental contract, submitted to and validated by the respective Public Authority (e.g. Tax Service of the respective country)
10. (FOR BRANCH ONLY) Payroll sheet, validated by the competent Public Authority (e.g. Ministry of Labor)
11. (FOR BRANCH ONLY) Operational costs bills (e.g. electricity, telephone etc.)
12. (FOR BRANCH ONLY) Operating regulation, approved by the competent administrative body of the organization.

Category: 03. Documents providing evidence for the beneficiary's competence.

Category: 08. Regulatory framework for the designation of the body responsible for the operation and maintenance of the project

B. Contact Details

| | | |
|---|--|--|
| Managing Authority of "Interreg 2021-2027" | www.interreg.gr | interreg@mou.gr |
| JS – Greece - Italy | www.greece-italy.eu | info@greece-italy.eu |
| JS – Greece – Bulgaria | www.greece-bulgaria.eu | jts_grbg@mou.gr |
| JS – Greece - Cyprus | www.greece-cyprus.eu | jts_grcy@mou.gr |
| JS – Greece – Albania | www.greece-albania.eu | jts_gral@mou.gr |
| JS – Greece - North Macedonia | www.greece-northmacedonia.eu | jts-ipa-cbc@mou.gr |