Northern Periphery and Arctic Programme 2014–2020

EUROPEAN UNION
Investing in your future
European Regional Development Fund

Version 1.2

eMS Application Instructions – Clustering call projects - 2021

The purpose of the Clustering call.

Clustering projects are small projects that combine 2 or more previously successful or ongoing NPA main projects. The Clustering call offers a unique opportunity to diversify and to capitalise on outputs and results; further integrating results as well as disseminating their impacts. Thus, reaching a wider group of stakeholders with project outputs, supplementary learning and capacity building.

The Monitoring Committee is looking to fund projects in all Priority Axes with a minimum of 2 ongoing or finalised projects, where the Lead partner or partner are from 2 different programme partner countries, at least one of which is an EU Member State. If appropriate, a new partner(s) from projects funded by other Interreg programmes provided that there are clear synergies.

The call for Clustering project proposals is time limited, opening on 15th January and closing on 31st March. The project budget with an indicative total ERDF budget of up to 153.846 EUR plus non-Member State budget, at the regular intervention rates of programme partner countries.

Based on Lump sum principle a maximum ERDF grant of 100.000 EUR plus Non-Member State grants. If planning to include external match funding sources, it is strongly recommended to contact the Secretariat beforehand. **Note:** Partners from Scotland and Northern Ireland should apply for ERDF co-financing.

This document is part of the application pack, which is available in eMS and the programme website - http://www.interreg-npa.eu/for-applicants. The application pack further includes guidance documents and templates that should be submitted as supporting documents together with the application.

Within the application form there are a number of sections that must be completed for the application form to be deemed admissible. Please carefully consider all questions in the application form discuss them within your project partnership and jointly develop the activity plan.

The application form will initially be used to evaluate your project's contribution to this call's specific Terms of Reference and will subsequently be used as a tool for assessing your final report.

Please note that all essential information about the project must be presented in the application form - only complementary information is to be given in annexes.

Please feel free to contact the Joint Secretariat and the Regional Contact Points for further advice and assistance on preparing a proposal. Contact details are available on the NPA website, www.interreg-npa.eu.

Table of Contents

About eMS

Applications must be submitted through the electronic monitoring system (eMS). This document provides instructions for completing the application form in eMS.

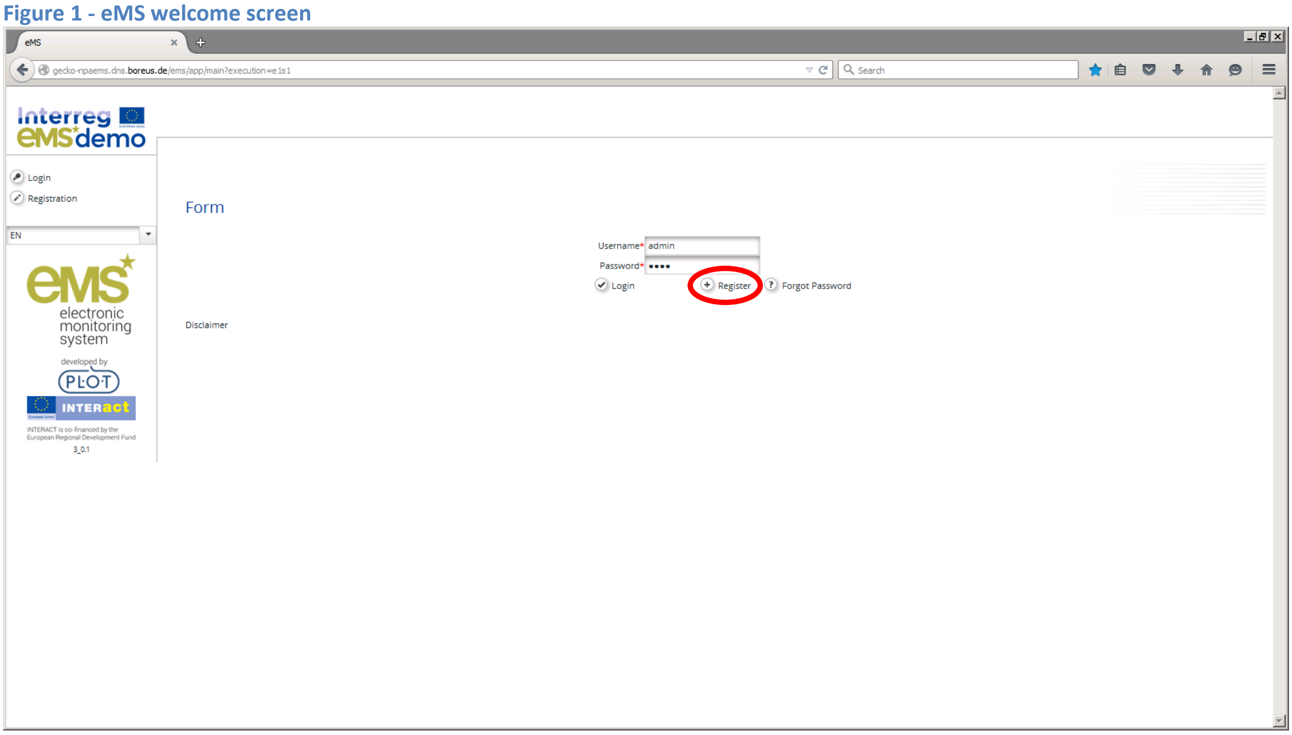
eMS is a programme monitoring system with a communication portal, which allows programmes to collect and store all necessary project and programme information and communicate with beneficiaries electronically via a secure online communication portal. INTERACT has developed this software for the benefit of all ETC programmes.

1. Access and Registration

2.1 Access

The eMS system can be accessed on the following link: ems.interreg-npa.eu.

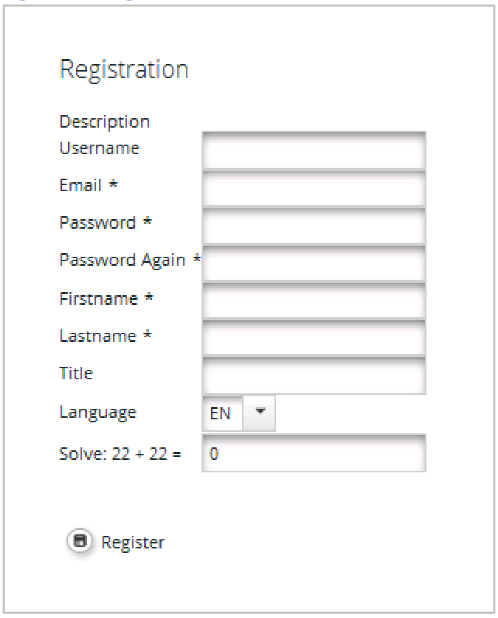
Figure 1 - eMS welcome screen



2.2 Registration

To use eMS, you must first register by clicking on "Register" on the welcome screen (Figure 1). As the user, you will then be asked to provide a set of credentials (Figure 2). Following your registration, a confirmation e-mail is automatically sent to your e-mail address. Only after receiving confirmation, will you be able to log in to the eMS and create an application form. **Note: If you do not receive an activation e-mail within a couple of minutes, please contact the Help Desk (https://npaems.freshdesk.com/support/home), who can activate your account manually.**

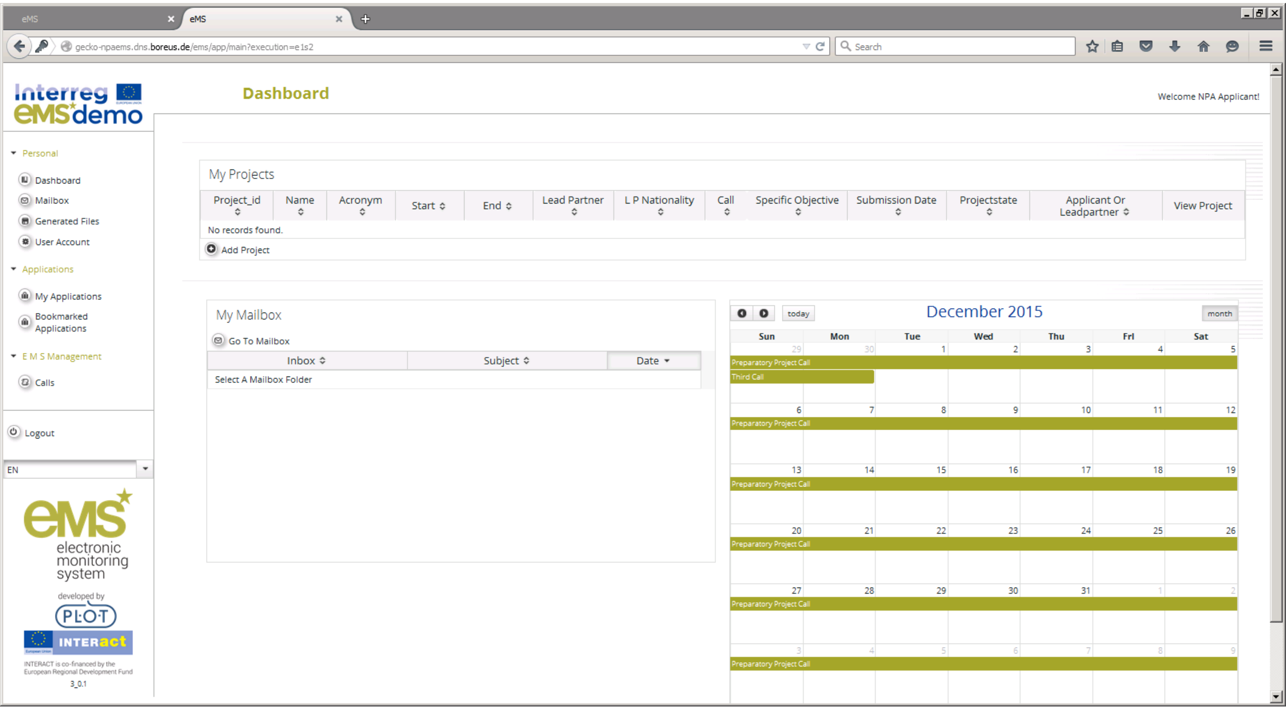
Figure 2 - Registration form



2.3 Dashboard

After logging in, you will enter the dashboard. The main functions can be found in the menu on the left hand side, such as your mailbox, generated files, user account, and so on. The central part of the dashboard shows any generated applications, your mailbox and a calendar.

Figure 3 - eMS Dashboard



2. Getting started in eMS

In order to correctly complete the application form in eMS, you need to have a good understanding of the main concepts used by the NPA 2014-2020, described in chapters 1 and 2 of the Programme Manual. This includes but is not limited to: the Priority Axes and their specific objectives, the result focus of the programme and expectations for main project outputs, the concept of transnationality, and the expectations for the partnership constellation and the project budget structure.

The graph below describes the different steps in submitting an application in eMS.

Figure 4 - Steps in the application submission process

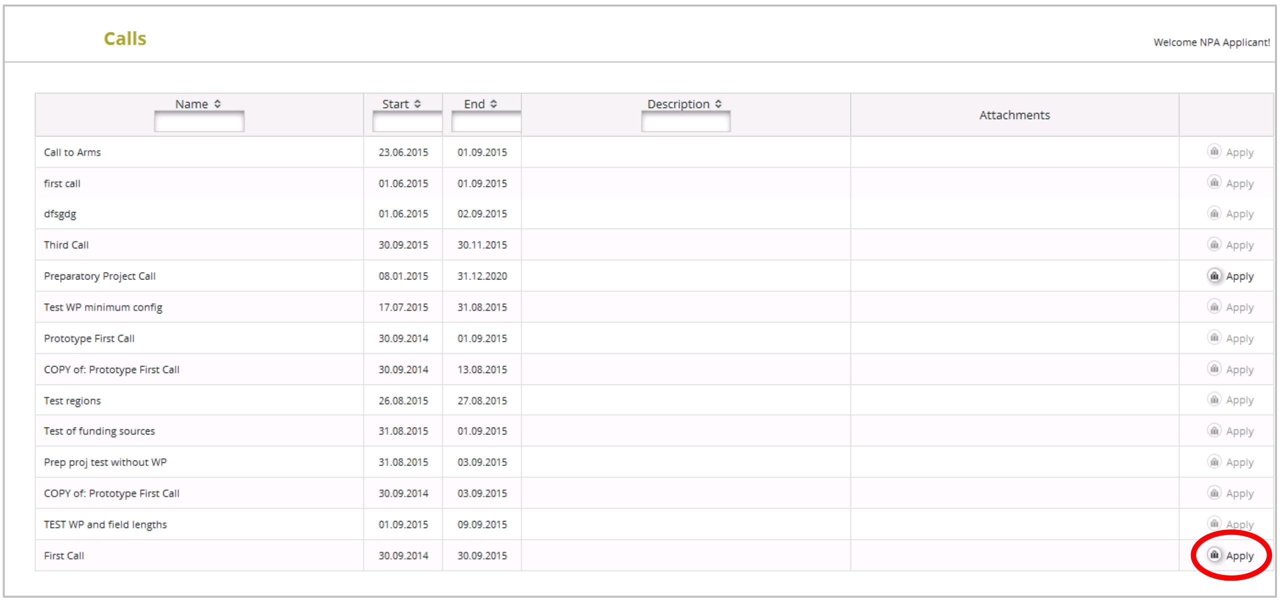
3.1 General Tips and Tricks

Please read the following instructions carefully!

- eMS allows you to save your work and resume a data entry session **at any time**, before finally submitting an application or report to the programme.
- To avoid a loss of data, please remember always to **save your information** before leaving a section! The save button is either in the upper left corner or at the bottom of the page. If you are filling in a longer section, we recommend that you also save the information regularly in between, in case your internet connection is lost or a technical issue occurs.
- Certain fields are **mandatory**, and in these cases the page cannot be saved unless these fields contain information. eMS will highlight missing fields at the top of the page.
- As a general recommendation, please be careful using **command keys** to navigate in the system such as Enter, PageUp/Down, etc. Remember that you are working in a browser, and these commands may interfere with data input.
- When copying information from other documents, such as Word or Excel files, we strongly recommend that you use **command keys to enter the data**. For example (Windows):
  - Ctrl + C: copy
  - Ctrl + V: paste
  - Alt + Tab: switching between open programs/documents
- Please note that certain text fields have a **limited number of characters**. If you try to input a longer text into such a field, you may experience that the text will be cut or that you may not be able to paste the text.

3.2 Creating an application

To create a new project, click on “Add project” on the Dashboard or on the page “My applications”. In the list of call s, you will need to select the **Clustering Project call - 2021**, and click on “Apply” behind the call name.



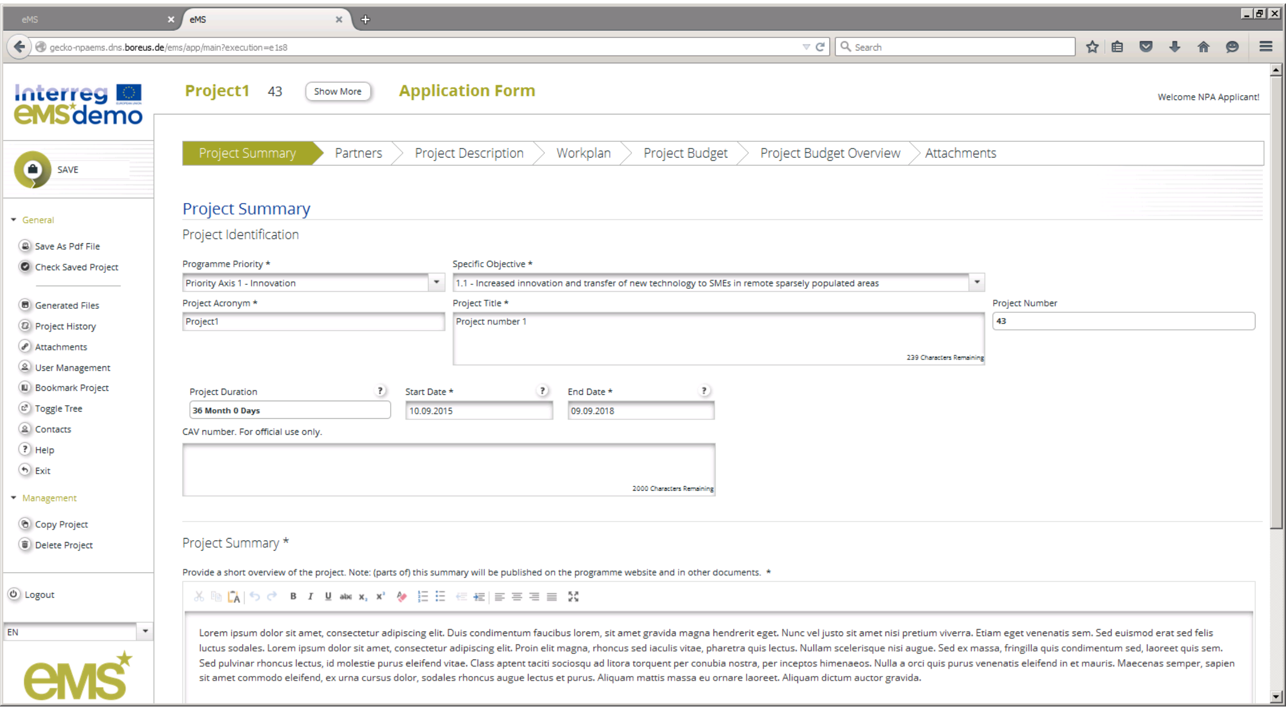
Calls

Welcome NPA Applicant!

Name	Start	End	Description	Attachments	
Call to Arms	23.06.2015	01.09.2015			Apply
first call	01.06.2015	01.09.2015			Apply
dfsgdg	01.06.2015	02.09.2015			Apply
Third Call	30.09.2015	30.11.2015			Apply
Preparatory Project Call	08.01.2015	31.12.2020			Apply
Test WP minimum config	17.07.2015	31.08.2015			Apply
Prototype First Call	30.09.2014	01.09.2015			Apply
COPY of: Prototype First Call	30.09.2014	13.08.2015			Apply
Test regions	26.08.2015	27.08.2015			Apply
Test of funding sources	31.08.2015	01.09.2015			Apply
Prep proj test without WP	31.08.2015	03.09.2015			Apply
COPY of: Prototype First Call	30.09.2014	03.09.2015			Apply
TEST WP and field lengths	01.09.2015	09.09.2015			Apply
First Call	30.09.2014	30.09.2015			Apply

You will now see the application form, divided into different tabs. After completing the first tab “Project summary”, click on “Save” in the top-left corner. Congratulations, you have now created a project!

Figure 5 - Application start page



3.3 Assigning Other Users

If you prefer to work on an application with multiple persons, it is possible to assign other users to the project application.

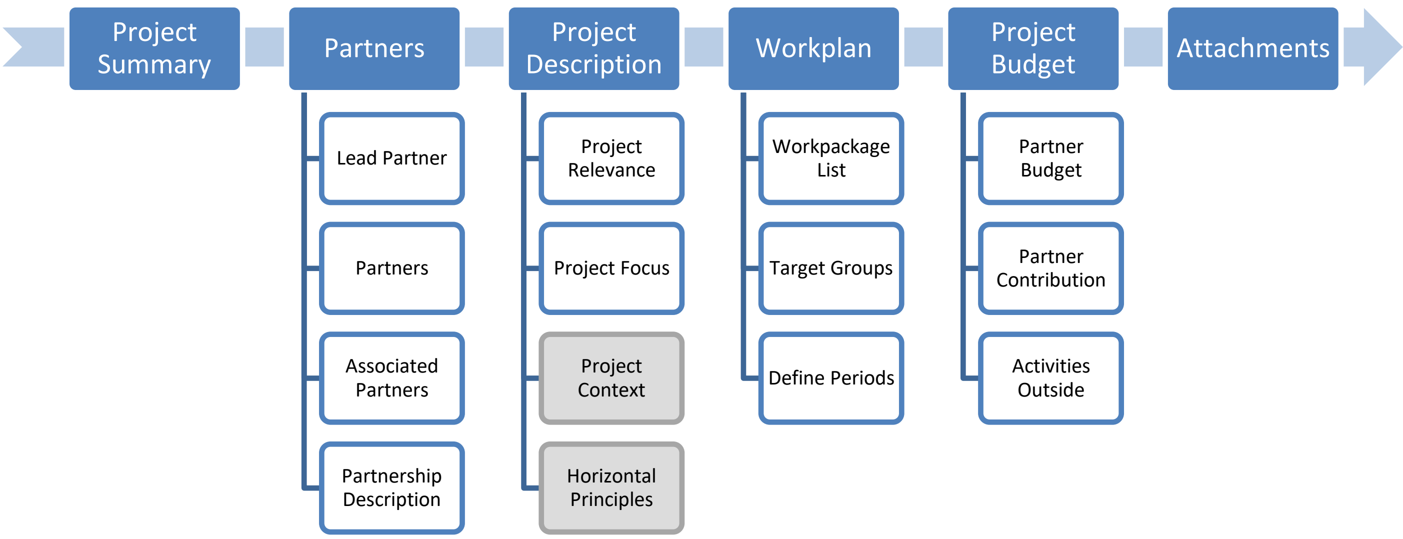
By creating an application in eMS, you will be considered the Lead Applicant, meaning that you are the person responsible for submitting the application. Additionally, you can grant the right to read or edit the application to other users. You can do this under the left-hand menu item “User Management”. However, before you can do so, the other users need to register in eMS and provide their usernames to you as Lead Applicant.

After granting access rights to other users, it is possible to work in parallel on the application. **Note: please make sure that you are not working in the same section or sub section simultaneously, as this might result in a loss of data! For the same reason, please do not have the eMS open with the same username in multiple browser windows.**

3.4 Workflow

The graph below shows an overview of the data entry workflow in the application form.

Figure 6 - Application data entry workflow – Clustering call -2021 project



3. Completing the application form

4.1 Section A: Project Summary

This is the starting point for the application form. The application will not be created until this first tab in the application form has been completed and saved. You will then get access to the other tabs.

After completing other sections in the application form, this tab will show a complete project summary.

Question	Instructions	Programme Manual section
Project Identification		
Programme Priority	Indicate which Priority Axis of the Northern Periphery and Arctic Programme the project aligns with.	1.4
Specific Objective	Select one specific objective your project is contributing to.	1.4
Project Acronym	Abbreviation of the project name	
Project Title	State the title of the project. This will be the official name of the project during its implementation.	
Project Number (autonumber)		
Project Duration	State the start date and end date of project activities. **Note** that the project must be started as of the date of the formal funding approval, the maximum project duration is **12 months** for Clustering call projects. Project activities are eligible from the date of submission of the application to the Joint Secretariat; any expenditure incurred is at the applicant's **own risk** before approval of the project.	
Start Date	Indicate the expected start date of project activities.	
End Date	Indicate the expected end date of project activities.	
Project Summary		
Short overview	This summary delivers the first impression of the clustering call project. In case the project is approved, this summary may also be used by the programme for communication purposes, therefore please make sure the text will be understandable by a non-expert audience and will be informative and appealing.	
Project summary in another EU language	Project summary in another EU language than English (for publication of a list of projects according to EU regulations)	

4.2 Section B: Project Partners

To enter information about the partnership, click on “Add new partner”. To add associated partners, click on “Add associated partner”.

Note: after entering and saving a partner, you need to click on the tab “Partners” to get back to the list view to be able to add additional partners.

Question	Instructions	Programme Manual section
Partner … (autonumber)		
Partner Role in the Project	The first partner created is automatically assigned the role of the Lead Partner. Subsequent partners are automatically assigned the role of project partner.	2.1.3 2.1.4 2.1.5
Partner Name	State partner name in the original language	
Partner Name English	State partner name in English	
Abbreviation	Abbreviation of the partner name	
Department	Indicate if applicable	
Address		
Nuts0	Select the relevant programme partner country from the list. **Note:** If the partner is located outside the programme area, please tick the box “From All Regions”	Table 1 - List of eligible regions
Nuts2	Select the relevant NUTS region	
Nuts3	Select the relevant sub region	
Street + House number	Enter street name + house number	
Postal Code + City	Enter Postal Code + City	
Website	Enter the organisation’s website URL	
Legal and Financial Information		
Type of Partner	Select the relevant type of partner	2.1
Small or Medium Enterprise	Select Yes if the partner is an SME	2.1.1
Legal Status	Select if the organisation is public or private. **Note**: the legal status should be supported by a Legal Status Assessment Template.	2.1.2
Co Financing Source	Select the relevant funding source: • **ERDF** for Member State and UK partners inside the programme area • **ERDF 20%** for partners from outside the programme area • **ERDFe NO** for Norwegian partners • **ERDFe IS** for Icelandic partners • **ERDFe FO** for Faroese partners • **ERDFe GL** for Greenlandic partners	Table 8 – Funding Sources NPA 2014-2020
Co Financing %	Enter the correct intervention rate according to the funding source. **Note:** for SMEs the maximum grant rate is 50%.	1.5.1

Vat Number	Enter VAT Number or similar for the organisation.	5.2
Recover Vat	Indicate if the organisation is able to recover VAT or not. **Note:** if the organization is not able to recover VAT, this must be supported by a VAT statement, such as a statement from the tax authority or a signed letter from the partner organisation, etc	5.2
Legal Representative		
Title	Type title	
Name	Type name	
Last Name	Type last name	
E-mail Address	Type e-mail	
Telephone	Enter telephone number	
Contact Person		
Title	Type title	
Name	Type name	
Last Name	Type last name	
E-mail Address	Type e-mail	
Telephone	Enter telephone number	
Experiences of Partner	What are the organisation's competences and experiences relevant for the Clustering call project? Include role in the project.	2.1.1
Other International Projects	If applicable, please list other EU co-financed projects or other international projects the organisation has participated in and/or managed.	
Public Procurement Status	Please indicate if the organisation is following public procurement procedures. Answer Yes or No.	

4.3 Section C1-4: Project Description

Section C.1 Project Relevance

Question	Instructions	Programme Manual section
Territorial Challenge		
What are the common territorial challenges that will be tackled by the clustering call project ?	When describing the project's relevance, demonstrate that the clustering call project is relevant for all partner areas by taking into account the level of 'maturity in the field of intervention'. Also, consider ways in which cooperation can effectively help address the multiple challenges posed by this clustering call across the NPA programme area. Concentrate on your selected theme and indicate where	2.2.1

	joint collaborative efforts could be beneficial. In addition, describe how the clustering call project will base its outputs on stakeholders needs and how stakeholder involvement during the clustering call project is envisaged. Please refer to the challenges and potentials outlined in section 1.3.1 of the Programme Manual.	
Products and services (outputs) envisaged in a project proposal		
What is the expected clustering call project's approach in addressing these common challenges and/or joint opportunities? What is new about the approach that the project takes?	• Please describe in what way the approach/response goes beyond existing practice in the sector/ programme area/ participating countries. • A final report should include evidence of the work undertaken, as well as testimonials, and materials for dissemination. • If possible, please refer to the relevant output indicators for main projects listed in the Programme Manual.	1.3.3
Cooperation Reason		
Why is transnational cooperation needed to achieve the project's objectives and expected result?	Describe what benefits the clustering call project partners/target groups/project area gain in taking a clustering approach of transnational projects, and how the underlying projects complement each other. Consider in which way transnational cooperation can effectively help address your expected objectives across the NPA programme area through collaborative efforts in your chosen theme.	1.3.3 1.4

Section C.2 Project Focus

Question	Instructions	Programme Manual section
Specific Objective ... (automatically shows selected specific objective)		
How will the expected results of the clustering call project contribute to changes sought by the programme?	Please refer to the programme strategy as outlined in the Programme Manual, section 1.3. • Projects collaborating to explore transferring of project outputs to other organisations, sectors and/or regions, for example disseminating result and outputs beyond their ongoing or completed	1.3

	project activities. • Projects collaborating to maximize the transnational impact of existing outputs on local level end users or widening the preparedness for transnational cooperation to other beneficiaries, for example by organising collaboration initiatives that connect end users across regions. • Projects collaborating to increase the awareness of the transnational added value and the potential of transnational cooperation. The establishment of a lasting network could be one such activity for example. • Projects with complementary skill sets collaborating to focus on improving (the uptake of) project outputs. • By clustering, projects collaborating to gain critical mass to inform decision makers.	

Section C.3 Project Context

Question	Instructions	Programme Manual section
Project Context		
Is the project part of regional/national strategies and policies? Is the project part of wider strategies and policies?	Please describe the project's contribution to relevant strategies and policies; in particular, those concerning the project or programme area. Also consider existing synergies with past or current regional or national projects. If applicable what concrete measures does the project take to align with Macro Regional Strategies and Sea Basin Strategies, specifically the EU Strategy for the Baltic Sea Region and the Atlantic Strategy?	1.3.4
Synergies		
Which NPA projects is the proposal based on? What existing results are you planning to enhance?	Please describe your project's synergies with projects funded by the NPA programme and the results achieved by those.	ToRs

Section C.4 Horizontal Principles

The horizontal principles must be incorporated in every project and at all stages, from project design and delivery, through to project evaluation. Understanding and demonstrating equality issues and sustainability is highly relevant to all applicants and will influence the assessment process.

Please note that the horizontal principles are named differently in the Programme Manual. Sustainable Development is called "Environmental Sustainability", and Equal Opportunity "Inclusion and Diversity".

Question	Instructions	Programme Manual section
Sustainable Development (environment)	Please list your project's contributions to the horizontal principle, and indicate whether your choice is neutral or positive.	1.3.5
Equal opportunity and non-discrimination	Please list your project's contributions to the horizontal principle, and indicate whether your choice is neutral or positive.	1.3.5
Equality between men and women	Please list your project's contributions to the horizontal principle, and indicate whether your choice is neutral or positive.	1.3.5
Environmental indicator		
Please describe your project's contribution to the environmental indicator for the Priority Axis.	On the basis of the Strategic Environmental Assessment carried out of the NPA 2014 - 2020, 4 environmental indicators were developed to monitor the Programme's impact on the environment, one for each Priority Axis.	2.4.3

4.4 Section C.5-6 Work Plan

In addition to the project description in **Part C**, projects need to provide details about their work plan. The information entered in this section will form the basis for the project monitoring.

Section C.5 Work Package List

In addition to the project description in **Part C**, projects need to provide details about their work plan. The information entered in this section will form the basis for the project monitoring.

Section C.5 Work Packages

All projects are requested to submit a description of the different work packages that the partnership has developed to structure their activities.

Two standard work packages have been pre-defined:

- Work package 1, "Project Management", consist of operational and strategy activities such as governance, daily management of the project and reporting and monitoring. **Note:** To edit the work package, click on the magnifying glass.
- Work package 2, "Communication activities", consists of external communication, and all other tasks associated with the project's outward project communication activities, dissemination tools, and associated communication deliverables. Please see chapter 2 of the Programme Manual for a list of mandatory and recommended communication tools you should include in your work package description. **Note**: to activate the Work Package Communication, please click on the + sign.

Work packages 3-7 are project specific and should include descriptions of all other activities. In eMS, these implementation work packages are named T1, 2, 3… Consider developing a number of work packages proportionate to the size and duration of the project.

After filling in the work packages, a Gantt chart will appear at the bottom of this page. This is considered to be an indicative plan and the Joint Secretariat will exercise flexibility (within reasonable limits) when monitoring project activities.

Work Package Management – Pre-defined

Question	Instructions	Programme Manual section
Partners		
Select the WP Responsible Partner	Please choose the partner responsible for the Work Package from the list.	2.3
Select Partners Involved	Please select other partners involved.	2.3
Description		
Describe how the management on the strategic and operational level will be carried out.	Please describe briefly the project management structure, and give some insight into the decision making structure. Specifically: • Structure, responsibilities, and procedures, for the day- to- day management and coordination • Communication within the partnership • Reporting and evaluation procedures • Risk and quality management	2.3
Activity A.M.1… (autonumber)		
Activity Title	Activities in this work package should consist of internal communication, and all other tasks associated with the Lead Partner and / or Co Lead Partner coordination of the overall project administration. Some of the common tasks associated with this Work Package include coordinating the drafting of the progress reports and final reports and organising the claim procedures for the project partnership, as well as acting as the responsible partner for all reporting. The Lead Partner is normally the internal contact body for questions within the project partnership and is the main contact point for the Joint Secretariat.	2.1.3
Start Date	Enter the envisaged start date for the activity	
End Date	Enter the envisaged end date for the activity.	
Activity Description		
Description	Please give a brief description of the activity. In case of partner meetings and other project events, please indicate where they are envisaged to take place.	
Deliverable D.M.1 + Target Value + Month	The NPA does not require deliverables inside the work package Management. It is optional to use these fields.	
Add Activity	Click on this button to add more activities.	

Work Package Communication – Pre-defined

Question	Instructions	Programme Manual section
Partners		
Select the WP Responsible Partner	Please choose the partner responsible for the Work Package from the list.	2.3
Select Partners Involved	Please select other partners involved.	2.3
Summary		
Describe how the communication activities will be carried out in the project, on the strategic and operational level.	Please describe briefly the project's approach towards external communication with the main project stakeholders and the wider public. Specifically: • structure, responsibilities and procedures for internal and external communication • Adherence to EU and mandatory programme publicity requirements • Responsible financing for quality communication tools of a professional standard • Defining and targeting specific 'target groups' i.e. key project beneficiaries and likely end users, what methods will be used? • Risks associated with communication activities	2.3 3.6.1
Objectives		
Project Objectives	Prefilled from the tab Project Focus	
Communication Objectives	The system has pre-defined a number of communication objectives, i.e. raise awareness, influence attitude, increase knowledge, change behaviour. Please select the relevant communication objective for each project objective. Additionally, it is **optional** to choose a communication objective for a project output. In order to do so, click on + Add Output Communication Objective.	
Approach Tactics	Please briefly describe how you will achieve the communication objective. You can elaborate on activities and deliverables below.	
Activity A.C.1… (autonumber)		
Activity Title	The system has pre-defined a number of communication activities. We expect as a minimum: public events, promotional materials, and publications. Please see the Programme Manual for recommended and mandatory communication activities.	2.3.1
Start Date	Enter the envisaged start date for the activity	
End Date	Enter the envisaged end date for the activity.	
Activity Description		
Description	Please give a brief description of the activity.	

Deliverable D.C.1… (autonumber)	Please only list the major deliverables such as brochures, websites, etc.	
Title	Deliverable title	
Target Value	How many deliverables does the project plan to deliver?	
Description	Give a brief description of the deliverable.	
Delivery Month	Indicate the month when the deliverable is expected to be available.	
Add Deliverable	Click on this button to add more deliverables under this activity.	
Add Activity	Click on this button to add more activities.	

Work Package Implementation – Project Specific

Question	Instructions	Programme Manual section
Title	Please give a short title to the Work Package.	2.3
Partners		
Select the WP Responsible Partner	Please choose the partner responsible for the Work Package from the list.	2.3
Select Partners Involved	Please select other partners involved.	2.3
Summary Implementation		
Please give a summary description of the work package and its objective. Please specify to which project objective it contributes.	It is important that the reader of the application understands clearly the purpose of the work package to achieve the overall project objectives. Please be specific in connection to the clustering project call.	
Main Outputs		
Output O.T1.1… (autonumber)	Projects are expected to enhance viable products and services (outputs), whose impact should be expanded in line with the capitalisation aim of the call.	ToRs
Title	Indicate the title of the output from an NPA project that your project is going to enhance.	
Define how the product/service will be enhanced by the end of the project.	It is important that the reader of the application understands how the original outputs of the project will be improved/transferred/disseminated/maximized etc. based on the chosen experimental approach.	ToRs
Output indicator: choose the corresponding output Indicator, to which the product/service will contribute.	Programme Output indicators have been developed to express and measure project outputs. They are dependent on the selected Priority Axis. All Output indicators are collected at project level and aggregated at programme level.	2.4.2
Date	Indicate the month when the output is expected to be available.	

Quantity	Quantify the contribution to the output indicator. This is a target value for the entire project. **Note**: one product or service delivered in several programme partner countries is still considered as one, please **do not double count**! Please see the Programme Manual for expected targets on programme level.	
Target Groups		
Please select the target group(s): who will use the main project output(s) listed above?	List envisaged target groups for the main project output(s).	
How will you involve target groups (and other stakeholders) in the enhancement of the main project outputs?	Describe briefly how your project will involve target groups (and other stakeholders) in the development of the project main products and services. Please note that we expect you to build stakeholder engagement into the project, e.g. in your (associated) partnership, through your communications work package, or if relevant, by having a work package dedicated to industry interface, if your envisaged end users are the private sector.	
Transferability and Durability of Main Outputs		
How will the project ensure that any project output listed above and its results have a lasting effect beyond project duration?	Describe expected concrete measures to be taken during and after project implementation to ensure the durability of the project's outputs and results.	1.3.3 1.4
How will the project ensure any project output listed above and its results are applicable and replicable by other organisations/regions/countries outside of the current partnership?	Please describe to what extent it will be possible to transfer the outputs and results to other organisations/regions/countries outside of the current partnership.	1.3.3
Activity A.T1.1… (autonumber)		
Activity Title	Please give a short title to the activity	
Start Date	Enter the envisaged start date for the activity	
End Date	Enter the envisaged end date for the activity.	
Activity Description		
Description	Please give a brief description of the activity.	
Deliverable D.T.1.1… (autonumber)	Please only list the major deliverables, such as studies, reports, etc.	
Title	Deliverable title	
Target Value	How many deliverables does the project plan to deliver?	
Description	Give a brief description of the deliverable.	
Delivery Month	Indicate the month when the deliverable is expected to be available.	
Add Deliverable	Click on this button to add more deliverables under this activity.	
Add Activity	Click on this button to add more activities.	
Please describe briefly the role of each partner	This section should give some insight in the division of work inside the work package.	

Please describe how this work package connects to or has interdependencies with other work packages.	This section should give some insight how this work package fits together with the other work packages.	

4.5 Section C.6: Target Groups

Use this section to describe who is expected to use the potential products and services of a main project.

Please note that we expect you to build stakeholder engagement into the main project, e.g. in your (associated) partnership, through your communications work package, or if relevant, by having a work package dedicated to industry interface, if your envisaged end users are the private sector.

Question	Instructions	Programme Manual section
Target Groups (select the relevant target groups from the list and click "Update target groups".)		
Description	Please specify the target group, e.g. a specific sector or demographic group. How will you involve target groups (and other stakeholders) in the development of the clustering call project work?	
Target Value	This field is optional. If you can give an indication of the size of the target group, you can enter it here.	

4.6 Define Periods

In this section, the reporting period and reporting deadline for the clustering call project is set.

Clustering call projects have 1 reporting period, starting with the project start date and ending with the project end date. The reporting deadline is three months after the project end date.

Please check that the dates are correct and click **Save** to confirm the periods. **Note:** if changing the project start or end date, please update the reporting period accordingly.

4.7 Section D: Project Budget

Note: You should define a budget for each partner. Remember that the project costs and the project finances should balance. **NOTE:** No match funding is expected. You can check this on the tab "Project Budget Overview".

All costs for each partner must be entered per budget line. **Before you enter any costs, please double check that there is one reporting period!**

To specify cost items under a budget line, click on the + sign. If there is no + sign, this means that there is no possibility to specify items.

Note: In **Clustering Call** projects, it is **not allowed** to use the budget lines:- Infrastructure and works, and Net revenue.

Please note that all costs entered in the budget tables must comply with the Eligibility Rules of the Northern Periphery and Arctic Programme 2014-2020, your national legislation and the following EU Regulations:

- Regulation (EU) No 1299/2013
- Regulation (EU) No 1303/2013
- Delegated Regulation (EU) No 481/2014

Partner budget

Question	Instructions	Programme Manual section
Budget by Budget Line		
Staff costs	Expenditure on staff costs shall consist of gross employment costs of staff employed by the beneficiary in one of the following ways: (a) full time; (b) part-time with a fixed percentage of time worked per month; (c) part-time with a flexible number of hours worked per month; or (d) on an hourly basis. **How to specify:** • Please make a new line for each staff function. • For **fulltime staff** and **part time staff with a fixed percentage**, please select the unit type **month**. Enter the number of months for each period under "Unit". Then enter the monthly amount under "Amount per unit". If applicable, please use of the comment boxes to indicate the fixed percentage. • For **part time staff with flexible number of hours** or staff contracted on an **hourly basis**, please select the unit type **hour**. Enter the number of hours for each period under "Unit", e.g. 860 (half of 1720 annual hours). Then enter the hourly rate calculated according to the instructions in the fact sheet. **Note**: if you are NOT using the standard 1720 hours for your calculation of the hourly rate, please use one of the comment boxes to state what annual working hours you are using for the calculation.	5.3.1 and factsheet on staff costs.
Office and administration	Where the implementation of the project gives rise to indirect costs, they may be calculated at a flat rate. A flat rate of up to 15% of eligible direct staff costs without a requirement for demonstrating a calculation. A flat rate calculation covers all office and administration costs, i.e. there is no distinction between direct and indirect costs. To apply the flat rate, please tick the box "Budget flat rate office" at the top of the budget table. **Note:** If making any changes to the staff costs, remember to click the "Recalculate Budget" button. Direct office and administrative expenditure are limited to the following elements: (a) office rent; (b) insurance and taxes related to the buildings where the staff is located and to the equipment of the office (e.g.	5.3.2 and factsheet on office costs.

	fire, theft insurances); (c) utilities (e.g. electricity, heating, water); (d) office supplies; (e) general accounting provided inside the beneficiary organisation; (f) archives; (g) maintenance, cleaning and repairs; (h) security; (i) IT systems; (j) communication (e.g. telephone, fax, internet, postal services, business cards); (k) bank charges for opening and administering the account or accounts where the implementation of an operation requires a separate account to be opened; (l) charges for transnational financial transactions. **How to specify:** If using the 15% flat rate, no specification is needed. If using direct costs, please select from the cost categories above to specify the costs. Then describe a relevant unit, e.g. monthly costs, the number of units and the price per unit.	
Travel	Expenditure on travel and accommodation costs are limited to the following elements: (a) travel costs (e.g. tickets, travel and car insurance, fuel, car mileage, toll, and parking fees); (b) the costs of meals; (c) accommodation costs (for budgetary purposes, please use 150 EUR/night for hotel rooms); (d) travel visa costs; (e) daily allowances. **How to specify**: Please make a new line for each cost category, e.g. flights, accommodation, daily allowances. Then describe a relevant unit, e.g. number of people travelling, the number of units and the price per unit. Please use the comments box to provide details, e.g. purpose, and location. **Note**: travel outside the programme area should be justified, except for travelling to Copenhagen for meetings and seminars organised by the Joint Secretariat.	5.3.3 and factsheet on travel costs.
External expertise and services	Expenditure on external expertise and service costs are limited to services and expertise provided by a public or private law body or a natural person other than the beneficiary of the operation. **How to specify:** please make a new line for each category of service, e.g. external consultant, etc. Then describe a relevant unit, e.g. daily rate, the number of units and the	5.3.4 and factsheet on external expertise costs.

	price per unit.	
Equipment	Expenditure for the financing of equipment purchased, rented or leased by the beneficiary of the operation other than those covered by office and administrative expenditure. How to specify: please make a new line for each category of equipment, e.g. laptop computers. Then describe a relevant unit, e.g. a device, the number of units and the price per unit. Please use the comment box to specify if the equipment is purchased, rented or leased.	5.3.5 and factsheet on equipment costs.
Infrastructure and works	Please leave empty, because costs of this type are not eligible in the NPA!	
Net Revenue	Please leave empty, because this only applies to main projects.	
In kind costs	Please leave empty, because costs of this type are not eligible for clustering projects!	

Define Partner contribution (match funding)

Question	Instructions	Programme Manual section
Partner Contribution Rate	This section gives an overview of the programme co-financing, the partner contribution, the total eligible budget and the co-financing rate. Regular NPA intervention rates apply.	1.5 2.5
Source of Contribution		
Source of Contribution + Amount	Please enter the name of the organisation providing the match funding, usually the partner organisation. Other examples of match funding sources include national ministries, local and national authorities, universities, regional and local development institutions, etc. Please note that this field is only valid for CASH contributions. **Note**: own work (staff hours) constitutes cash match funding! Please enter the amount in Euros. **All match funding contributions must be supported by signed match funding commitments.** You can add additional sources by clicking on the + button. In this case, please also specify if	

	the match funding source is public or private.	
Target Value	This field indicates the chosen intervention rate	
In Kind Contribution – Skip this section		

Activities Outside

Question	Instructions	Programme Manual section
Activities Outside	Please list any envisaged travel/activities outside the NPA programme area, e.g. a project presentation to a national authority in a capital city. Remember to justify how they will benefit the programme area. In the case of activities: please estimate the total amount, and the ERDF part of these costs. **Note**: Remember that travelling to Copenhagen is also travel outside the programme area.	Fact sheet on travel costs.

4.8 Section E: Attachments

The following supporting documentation is expected to be submitted together with the project application:

- Mandatory:
  - Legal status assessment templates for each partner - signed and scanned
  - Lead Partner Signature Template - signed by legal representative for the Lead Partner and scanned
  - VAT statements for partners that are unable to recover VAT, such as a statement from the tax authority or a signed letter from the partner organisation, etc.
  - Not in Difficulty declaration for SME project partners
  - De Minimis declaration in case of project aid to SME end beneficiaries
- Optional:
  - Supplementary information to support your application, e.g. graphs, Gantt charts, Letters of Intent. **Note**: all essential information about the project must be presented in the application form - only complementary information is to be given in annexes!

Click on the + Upload button to add new attachments.

Please do not upload attachments bigger than 2 MB!

4. Submitting the application

After completing the application form and attaching all necessary supporting documents, having saved your application regularly, you are recommended to save it as a Pdf File (menu item).

Before you are able to submit your application, you will need to click on “Check Saved Project” in the left-hand menu to activate the automatic checks. If any issues are found, such as missing or wrong data, you will need to correct this before you can save and check it again. Only after all checks are okay, you will be able to submit your application by pushing the “Submit checked project” button. **Note**: it is your responsibility to ensure that the data is correct according to the Programme Manual.

After submission, you as the Lead Applicant will receive an automatic email confirmation. Once submitted you are not able to make further changes to your application.

5. Help and Technical Support

For any problems you might experience with the eMS, please check eMS Helpdesk for solutions: https://npaems.freshdesk.com/support/home. On the Helpdesk page, you can also submit a ticket with your specific problem, which will be dealt with by a Joint Secretariat staff member, typically within one day.