



Northern Periphery and
Arctic Programme
2014–2020

www.interreg-npa.eu

Introduction to eMS application

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Denmark



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What is 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.



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What does it mean for projects?

- Online applications
- Project Reporting in eMS → from project partner, to LP and on the NPA side, from JS, to MA & CA
- Change (modification) requests
- (Formal communication with Desk Officer through eMS)





eMS access and registration

- eMS is accessible on: ems.interreg-npa.eu
- To use eMS, you must first register on the welcome page.
- As the user, you will then be asked to provide a set of credentials.
- To activate your account, you must click the link in the validation email.
- **Note: you cannot delete an application in eMS!!**
- If you have already registered in eMS and have started inputting your application you are welcome to access your application.





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eMS access and registration

interreg
emsdemo

Login
Registration

EN

ems
electronic
monitoring
system

developed by
PLOT

INTERACT

INTERACT is also financed by the
European Regional Development Fund
3_01

Form

Disclaimer

Username: admin
Password: ****

Login Register Forgot Password



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eMS access and registration

Registration

Description

Username

Email *

Password *

Password Again *


Firstname *

Lastname *

Title

Language EN ▾

Solve: $22 + 22 =$ 0

 Register



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eMS access and registration

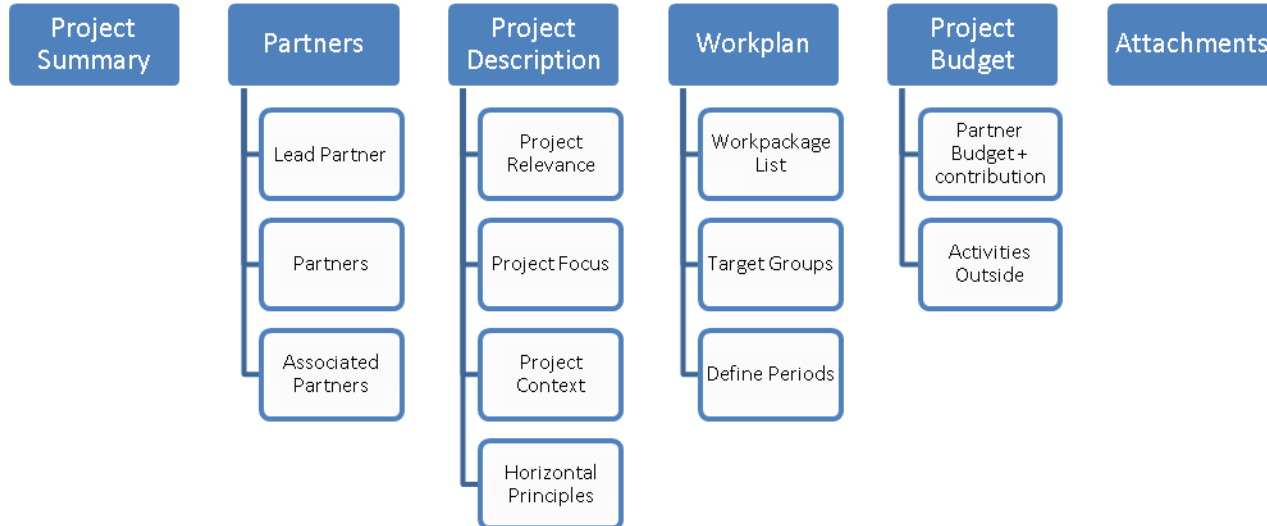
The screenshot displays the eMS dashboard with the following components:

- Navigation Menu:** Personal (Dashboard, Mailbox, Generated Files, User Account), Applications (My Applications, Bookmarked Applications), EMS Management (Calls), and Logout.
- Dashboard Header:** Interreg EMS demo logo, "Dashboard" title, and "Welcome NPA Applicant!" message.
- My Projects:** A table with columns: Project_id, Name, Acronym, Start, End, Lead Partner, LP Nationality, Call, Specific Objective, Submission Date, Projectstate, Applicant Or Leadpartner, and View Project. It shows "No records found." and an "Add Project" button.
- My Mailbox:** A section with "Go To Mailbox" and "Inbox" options, and a "Select A Mailbox Folder" dropdown.
- Calendar:** A monthly calendar for December 2015 with "today" highlighted. It shows "Preparatory Project Call" and "Third Call" events on various dates.





Workflow





Create application

- Click on “Add project” on the Dashboard or on the page “My applications”. Scroll to Bridging Call and click on “Apply”.

interreg EMSdemo

Calls

Welcome Mikiel Siskerri Content

Name	Start	First Step Deadline	End	Description	Attachments			
FirstandSecondCall	30.09.2014		11.02.2015					
SecondCall	05.01.2015		05.11.2015					
ThirdCall	30.09.2015		01.12.2015	The Third Call for main project applications is open from 30th September to 30th November 2015. The call is open for Priority Axes 3 and 4 only. Period of time will be made by the Monitoring Committee on 29th February 2016. Details about the call can be found in the Third Call Application Pack (links available in the table below). Applications in the electronic monitoring system (eMS). The application pack with all necessary reporting documents can be found in the programme website, www.npa.gov.uk. Note: You can check the application will 2015 on the 30th November, Copy Righted Time (CET). Please take the time off your time account. If you are interested in applying, we recommend that you get in touch with the Regional Contact Point's general advice email: info@npa.gov.uk or contact the contact point: christopher.parker@npa.gov.uk , +44 3003 3702, e-mail: christopher.parker@npa.gov.uk .	Lead Partner: Structure Template.doc Lead Partner: Agreement Template.doc Main Funding Commitment Call.doc Bridging Call: Commitment Call.doc Programme Manual for 2015 for 2015.pdf Call for 2015 - the application pack.pdf Third Call Application Pack MS Application Pack			
Preparatory Project Call	01.06.2017		01.09.2017	TEST CALL FOR PROGRAMME PURPOSES ONLY. PLEASE DO NOT APPLY.				
Test Call MAN	01.12.2015		31.03.2016	TEST CALL FOR PROGRAMME PURPOSES ONLY. PLEASE DO NOT APPLY.				
Test Call PREP	01.12.2015		31.03.2016	TEST CALL FOR PROGRAMME PURPOSES ONLY. PLEASE DO NOT APPLY.				
Test Call PREP2	01.12.2015		31.03.2016	TEST CALL FOR PROGRAMME PURPOSES ONLY. PLEASE DO NOT APPLY.				
Fourth Call	01.09.2016		12.01.2017	**In connection to the outcome of the UK referendum, it has been decided to extend the Fourth Call deadline by 2 months, until 30th November 2016. Please now visit: http://www.interreg.europa.eu/interreg/eng/4th-call-extended-for-the-referendum-2016-10-20-16 The Fourth Call for main project applications is open from 1st May to 30th November 2016. The call is open for all 4 Priority Axes. However, the period of time will be made by the Monitoring Committee on 29th February 2016. Details about the call can be found in the Fourth Call Application Pack (links available in the table below). Applications in the electronic monitoring system (eMS). The application pack with all necessary reporting documents can be found in the programme website, www.npa.gov.uk. Note: You can check the application will 2016 on the 30th November, Copy Righted Time (CET). Please take the time off your time account.	Fourth Call Application Pack Lead Partner: Structure Template.doc Lead Partner: Agreement Template.doc Main Funding Commitment Call.doc Bridging Call: Commitment Call.doc Programme Manual for 2016 for 2016.pdf Call for 2016 - the application pack.pdf Fourth Call Application Pack MS Application Pack			





Project Summary

- Indicate Priority Axis, specific objective
- Project title and acronym
- Project duration 6 months (+ 3 months for final reporting)
- Project summary in English and another EU language
- Save to create the application!





Project Summary

The screenshot shows a web browser window with the URL `gecko-npaems-testsystem.dns.boreus.de/ems/app/main?execution=e1s6`. The page title is "Project Summary". A navigation breadcrumb at the top reads: "Project Summary > Partners > Project Description > Workplan > Project Budget > Project Budget Overview > Attachments". Below this, there are sub-breadcrumbs: "Attachments J T S > Documents".

The left sidebar contains a "SAVE" button with a red arrow pointing to it, and a "General" section with the following options: "Save As Pdf File", "Check Saved Project", "Generated Files", "Project History", "Attachments", "Modification Request", "User Management", "Bookmark Project", "Toggle Tree", "Contacts", "Help", "Exit", and "Management". At the bottom of the sidebar is a "Logout" button and a language dropdown set to "EN".

The main content area is titled "Project Summary" and "Project Identification". It contains several form fields:

- Programme Priority ***: Priority Axis 3 - Energy Efficiency & Renewable Energy
- Specific Objective ***: 3 - Increased use of energy efficiency and renewable energy solutions in housing and public infrastructures in re
- Project Acronym ***: KMtestPDF
- Project Title ***: KMtestPDF (246 Characters Remaining)
- Project Number**: 42
- Name Of Lead ***: LP
- Name Of Lead Engl ***: LP
- Project Duration ***: 36 Month 0 Days
- Start Date**: 01.06.2015
- End Date**: 31.05.2018

Below the form is a section titled "Project Summary *" with a text area for a short overview of the project. The text area contains placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse tincidunt lacus sit amet est egestas congue. Fusce nec nisi ornare justo consectetur vestibulum. Duis consectetur ex ligula, id bibendum massa gravida vitae. Proin tempus velit ante, quis laoreet arcu pretium eget. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Aenean ut magna nulla. Suspendisse ornare felis imperdiet purus congue, nec mattis felis fringilla. Mauris sagittis sem ut sodales iaculis. Donec est risus, ultrices vitae malesuada at, tincidunt non lorem. Nunc tincidunt ligula lectus, at scelerisque augue condimentum vel. Suspendisse nisi mi, mattis sit amet nibh eu, luctus pellentesque odio. Vivamus nulla justo, lacinia id lectus eget, efficitur scelerisque urna. Duis pulvinar nulla sem, quis tincidunt neque tincidunt et. Duis eleifend congue lorem eget volutpat."





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Partners

- Partner role: Lead Partner, project partner, Associated partner
- Partner name, address, contact details
- Type and legal status (use template)
- Choose correct funding source and %
- Experience relevant to the project
- VAT & public procurement status: yes/no



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Partners

eMS | gecko-npaems.dns.boreus.de/ems/app/main?execution=e1s12

Most Visited | Getting Started | eMS TEST | NPA web backend | eMS | NPA eMS Helpdesk

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testfourthcall 86 Show More

Welcome Admin eMS!

Project Summary > Partners > Project Description > Workplan > Project Budget > Project Budget Overview > Attachments > Attachments J T S > Documents

Lead Partner 1

Partner Role In The Project Lead Partner	Partner Name LP4thCall 246 Characters Remaining
Abbreviation * LP4thCall	Partner Name English LP4thCall 241 Characters Remaining
	Department 255 Characters Remaining

Address

Nuts0 IRELAND (IE)	Street	Housenumber
From All Regions <input type="checkbox"/>	Postal Code	City
Nuts2 Southern and Eastern (IE02)		



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Assign users: lead applicant

- 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 rights to read or edit an application to other users. You can do this under menu item “User Management”.





General

- Save As PDF File
- Check Saved Project

Generated Files

- Attachments
- User Management
- Bookmark Project
- Toggle Tree
- Contacts

- Help
- Exit

Application And Contract

- Project History

Management

- Delete Project

Logout

IN



Project Summary Partners Project Description Workplan Project Budget Project Budget Overview Attachments

User Project Mapping

New User

Enter user name

- Add For Reading
- Add For Modification

Assigned User

User Name	Role	Option
Johannes	Applicant	





Assign users: editor or reader

- Other users need to **register** and provide user names to you as Lead Applicant.
- After granting access rights to other users, it is possible to work in parallel on the application.

Warning: do not have eMS open simultaneously with other users or in different tabs!





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Project Description

- **Project relevance:** territorial challenges, project approach, cooperation reason
- **Project focus:** contribution to changes sought, link to the programme result, project main result and objectives, durability & transferability.

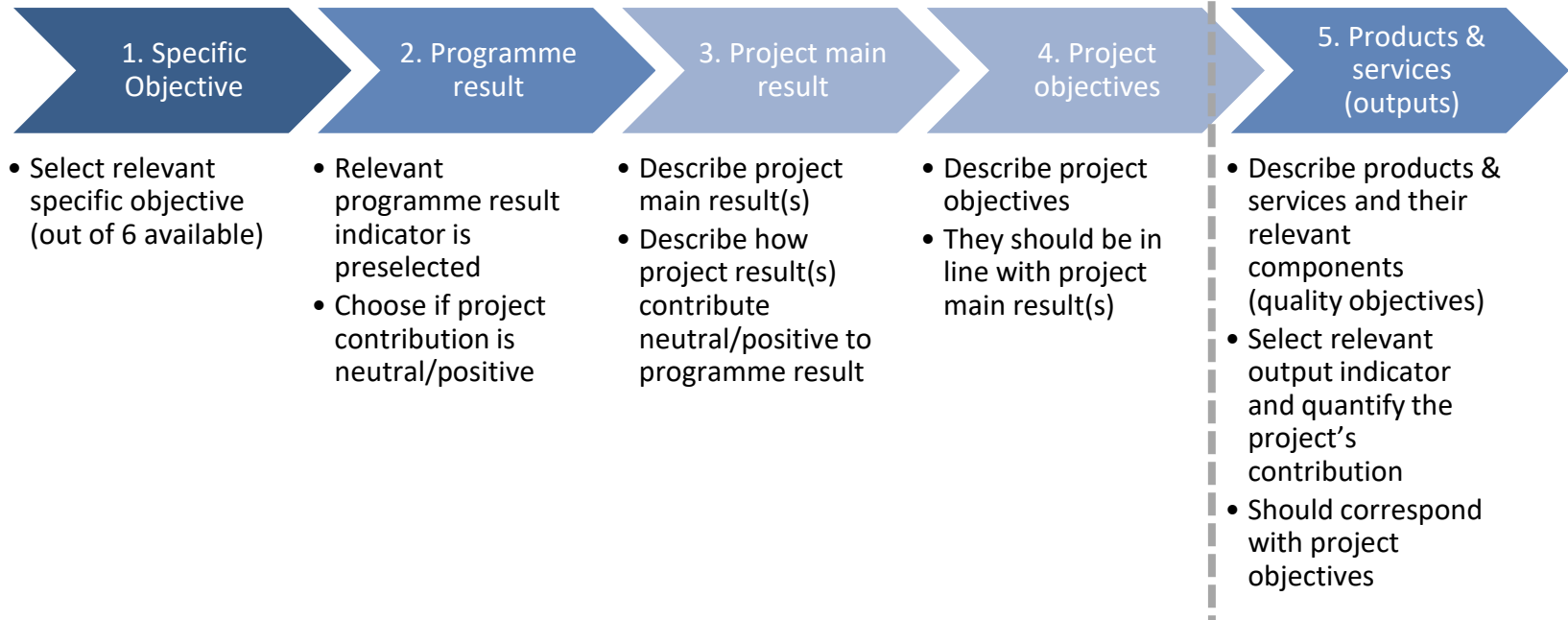


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Project Focus





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Project Description

- **Project context:** synergies with strategies and other EU projects



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Project Focus

The screenshot shows a web browser window with the URL `gedko-npaems.dns.boreus.de/ems/app/main?execution=e1s13`. The browser's address bar and search bar are visible. The page has a navigation menu at the top with items: Project Summary, Partners, Project Description (selected), Workplan, Project Budget, Project Budget Overview, and Attachments. Below this is a sub-menu with Attachments J T S and Documents. On the left side, there is a sidebar with a 'SAVE' button and a list of menu items under 'General' (Save As Pdf File, Check Saved Project, Generated Files, Project History, Attachments, Modification Request, User Management, Bookmark Project, Toggle Tree, Contacts, Help, Exit) and 'Management' (Logout). The main content area is titled 'Project Focus' and contains several sections: 'Specific Objective 1.1 - Increased innovation and transfer of new technology to SMEs in remote sparsely populated areas' with a 'Result indicator' dropdown set to 'Degree of collaborations between SMEs and R&D'; 'How will the project results contribute to changes sought by the programme?' with a text input field (3000 Characters Remaining); 'Project Main Result' with a text input field (3000 Characters Remaining); 'Project Objectives' with a note 'There Are No Specific Objectives Created' and an 'Add Project Objective' button; and 'Environmental indicator' with a text input field (700 Characters Remaining). The 'ems electronic monitoring' logo is in the bottom left corner of the page.





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Work Packages

- Bridging project activities should be described in the Work Package Preparation.
Note: To edit the work package, click on the magnifying glass.

One pre-defined work package:

- Work package preparation



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Work Packages

- Title, duration, partners involved
- Link to project objectives
- Outputs (See ToR)
- Activities and their deliverables
- Partner roles
- **REMEMBER to SAVE !**



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Work Packages

Target Groups

- Use this section to describe who is expected to use the potential products and services of a potential main project.
- **REMEMBER to SAVE !**



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Work Packages

Define Periods

- In this section, the reporting period and reporting deadline for the Bridging call project is set.
- Bridging call projects have 1 reporting period, starting with the project start date and ending with the project end date.
- Save to confirm the periods.





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Thank you for listening

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