



Northern Periphery and
Arctic Programme
2014–2020

www.interreg-npa.eu

NPA 2014-2020 eMS application – Budget

Joint Secretariat September 9th, 2021
Copenhagen, Denmark

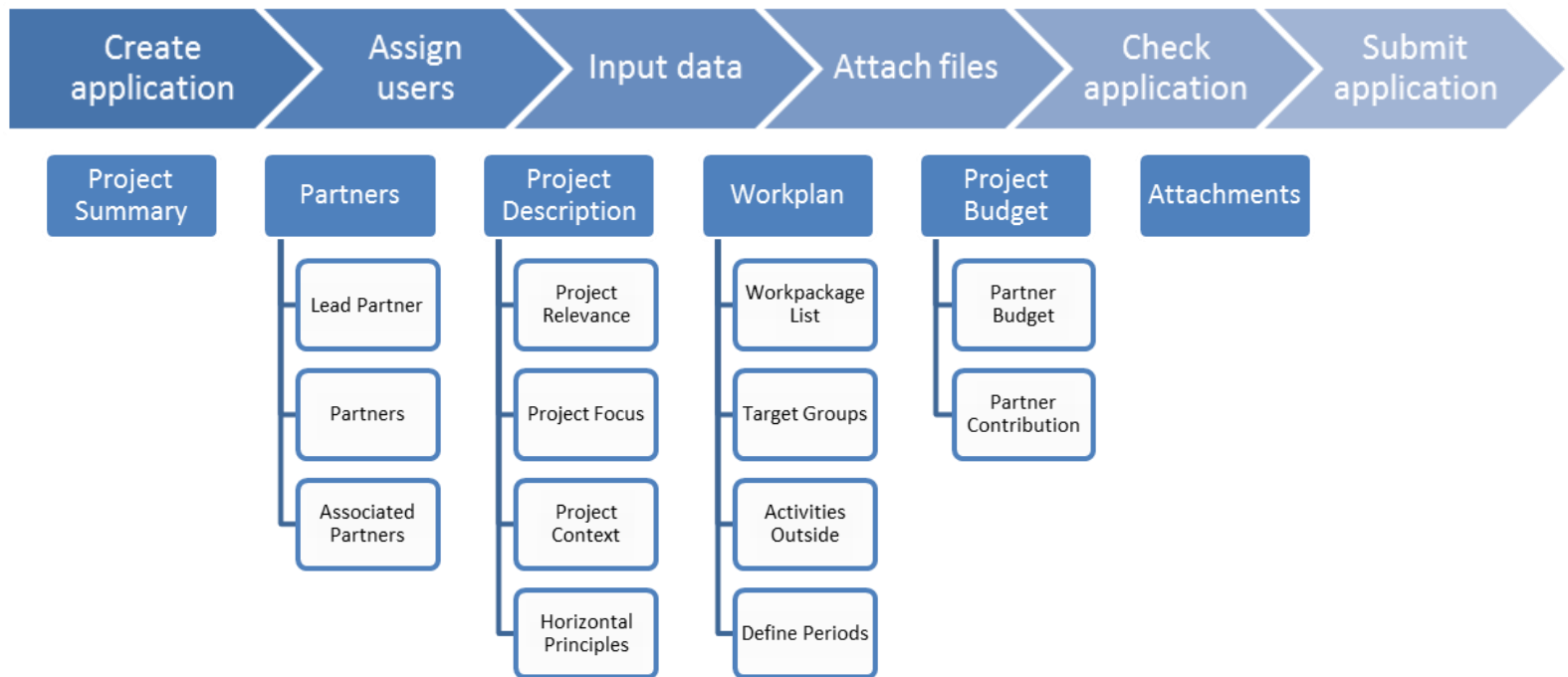


EUROPEAN UNION

Investing in your future
European Regional Development Fund



Workflow





Input data

- *Project summary*
- *Partners*
- *Project description*
- *Work plan*
- *Project budget*
- *Attachments*





Inserting budget data

- Each partner should define **both** their budget and match-funding (contribution)
- Costs and finance should be in balance!
- Check this in the tab “Project budget overview”
- All costs must be entered the preparation work package.





Define budget

testfourthcall 86 Application Form

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

- Partner Budget
- Activities Outside
- Project Breakdown Budget

Partner List

Number	Name	Nationality	Abbreviation	Role	Budget
1	LP4thCall	IRELAND	LP4thCall	Lead Partner	<ul style="list-style-type: none">Define BudgetDefine Contribution (match funding)





Define budget

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

Attachments J T S > Documents

Budget Flatrates

Budget Flatrate Office

Budgetline	Subbudgetline	Wp M - Management	Wp T1 -	Wp C - Communication	Sum
Staff costs	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Office and administration	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Travel and accommodation	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00
External expertise and services	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Equipment	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Infrastructure and works	Infrastructure and works	€ 0,00	€ 0,00	€ 0,00	€ 0,00
	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Net Revenue	Net Revenue	€ 0,00	€ 0,00	€ 0,00	€ 0,00
	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Sum		€ 0,00	€ 0,00	€ 0,00	€ 0,00

Budgetline	Subbudgetline	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Sum
Staff costs	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Office and administration	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Travel and accommodation	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
External expertise and services	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Equipment	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Infrastructure and works	Infrastructure and works	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00



Define budget

- For consistency, perhaps only by LP
- Specify each budget line by clicking +
- Don't use the line Equipment, Infrastructure & Works or Net revenue expenditure lines





Specifying Staff costs

- **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 number of months for each period under “Unit”, i.e. 6 months. Enter monthly amount.
- For **part time staff with flexible number of hours** or staff contracted on an **hourly basis**, please select the unit type **hour**.
- Enter number of hours for each period under “Unit”, e.g. 860.
- Then enter the hourly rate calculated according to the instructions in the fact sheet. **Note:** you need to use the standard 1720 hours.





Northern Periphery and
Arctic Programme

2014–2020

Specifying Office costs

- Use the 15% flat rate. Simply tick the tick box and accept that existing sub budget lines will be hidden. Click “**recalculate**” if changing the staff costs.



EUROPEAN UNION

Investing in your future
European Regional Development Fund



Specifying Travel costs

- 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.





Northern Periphery and
Arctic Programme

2014–2020

Specifying External expertise and services costs

- Please make a new line for each category of service, e.g. external consultant, meeting venues and catering.
- Then describe a relevant unit, e.g. daily rate, the number of units and the price per unit.



EUROPEAN UNION

Investing in your future
European Regional Development Fund



Define Contribution

- Enter one or multiple sources of match funding (partner name is pre-filled).
Note: switching between sources → change to application.
- Select if the source is public/private
- Enter the amount in Euros (match target)
- Support with match funding commitment form which are to ne up loaded.





Define Contribution

The screenshot shows the eMS application interface. The browser address bar displays the URL: `gecko-npaems.dns.boreus.de/ems/app/main?execution=e1s20`. The page title is "testfourthcall 86 Application Form". The breadcrumb navigation includes: Project Summary, Partners, Project Description, Workplan, Project Budget (highlighted), Project Budget Overview, Attachments, Attachments J T S, and Documents. A dropdown menu under "Project Budget" is open, showing options: Partner Budget, Activities Outside, and Project Breakdown Budget. A red arrow points to the "Activities Outside" option. Below the navigation is a "Partner List" table with the following data:

Number	Name	Nationality	Abbreviation	Role	Budget
1	LP4thCall	IRELAND	LP4thCall	Lead Partner	<ul style="list-style-type: none">Define BudgetDefine Contribution (match funding)

A red arrow points to the "Define Contribution (match funding)" option in the Budget column of the table. The left sidebar contains a navigation menu with categories: General (Save As Pdf File, Check Saved Project), Generated Files (Project History, Attachments), Modification Request (User Management, Bookmark Project), Toggle Tree, Contacts, Help, Export Budget, Exit, Management, and Logout. The language is set to EN.





Define Contribution

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

Partner Contribution (match funding)

Partner Contribution Rate

	Amount	Cofinancing Rate
Programme Co-financing	€ 57.931,25	65,00 %
Partner Contribution (match funding)	€ 31.193,75	
Partner Total Eligible Budget	€ 89.125,00	

Source of Contribution (match funding)

Source Of Contribution	Legal Status	%of Total Partner Contribution	Amount	Options
LP4thCall	public		€ 0,00	
Sub Total Public Contribution		0,00 %	€ 0,00	
Sub Total Private Contribution		0,00 %	€ 0,00	
Total			€ 0,00	
Total Target Value			€ 31.193,75	
Total Public Expenditure			€ 57.931,25	

In Kind Contribution

In Kind Contribution Included

No





Check the budget: Project budget breakdown

The screenshot shows the eMS application interface. The browser address bar displays 'gecko-npaems.dns.boreus.de/ems/app/main?execution=e1s34'. The page title is 'testfourthcall 86 Application Form'. The user is logged in as 'Admin eMSI'. The navigation menu includes 'Project Summary', 'Partners', 'Project Description', 'Workplan', 'Project Budget', 'Project Budget Overview', and 'Attachments'. The 'Project Budget' menu is expanded, showing 'Partner Budget', 'Activities Outside', and 'Project Breakdown Budget'. The 'Project Breakdown Budget' table is displayed below.

Partner	Period	Period Start	Period End	Budgetline	Subbudgetline	Workpackage	Staff type	Unit type	Units
1 LP4thCall	Period 1	01.05.2016	31.10.2016	Staff costs		M Management	Full-time	month	€ 6,00
1 LP4thCall	Period 2	01.11.2016	30.04.2017	Staff costs		M Management			€ 6,00
1 LP4thCall	Period 3	01.05.2017	31.10.2017	Staff costs		M Management			€ 6,00
1 LP4thCall	Period 4	01.11.2017	30.04.2018	Staff costs		M Management			€ 6,00
1 LP4thCall	Period 5	01.05.2018	31.10.2018	Staff costs		M Management			€ 1,00
1 LP4thCall	Period 6	01.11.2018	28.04.2019	Staff costs		M Management			€ 6,00
1 LP4thCall	Period 1	01.05.2016	31.10.2016	Office and administration	Office and administration	M Management	Full-time	period	€ 1,00
1 LP4thCall	Period 2	01.11.2016	30.04.2017	Office and administration	Office and administration	M Management	Full-time	period	€ 1,00
1 LP4thCall	Period 3	01.05.2017	31.10.2017	Office and administration	Office and administration	M Management	Full-time	period	€ 1,00
1 LP4thCall	Period 4	01.11.2017	30.04.2018	Office and administration	Office and administration	M Management	Full-time	period	€ 1,00
1 LP4thCall	Period 5	01.05.2018	31.10.2018	Office and administration	Office and administration	M Management	Full-time	period	€ 1,00
1 LP4thCall	Period 6	01.11.2018	28.04.2019	Office and administration	Office and administration	M Management	Full-time	period	€ 1,00
1 LP4thCall	Period 1	01.05.2016	31.10.2016	Office and	Office and	T1	Full-time	period	€ 1,00





Check the budget: Project budget overview

The screenshot shows the eMS application interface. The breadcrumb navigation includes: Project Summary > Partners > Project Description > Workplan > Project Budget > **Project Budget Overview** > Attachments. A red arrow points to the 'Project Budget Overview' breadcrumb.

Project Budget Overview

Title Programme Co-financing

Partner			Programme Co-financing			Contribution			Total Eligible
Partner	Partner Abbreviation	Country	ERDF	ERDF Co-Financing(percent)	Percentage Of Total ERDF	Public Contribution	Private Contribution	Total Public Contribution	
1 - LP4thCall	LP4thCall	IRELAND	€ 57,931,25	65,00 %	100,00 %	€ 0,00	€ 0,00	€ 0,00	€ 89.125,00
Sub-total For Partners Inside			€ 57,931,25	--	100,00 %	€ 0,00	€ 0,00	€ 0,00	€ 89.125,00
Sub-total For Partners Outside			€ 0,00	--	0,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total			€ 57,931,25	--	100,00 %	€ 0,00	€ 0,00	€ 0,00	€ 89.125,00

Export Excel

Project Budget Overview Partner Bl

Partner	Co-financing Source	Staff costs	Office and administration	Travel and accomodation	External expertise and services	Equipment	Infrastructure and works	Total Budget	Net Revenue	Total Eligible
1 - LP4thCall	ERDF	€ 77.500,00	€ 11.625,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 89.125,00	€ 0,00	€ 89.125,00
Total		€ 77.500,00	€ 11.625,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 89.125,00	€ 0,00	€ 89.125,00
Percentage Of Total Budget		86.96 %	13.04 %	0.00 %	0.00 %	0.00 %	0.00 %	100.00 %	0.00 % Of Total Budget	100.00 % Of Total Budget

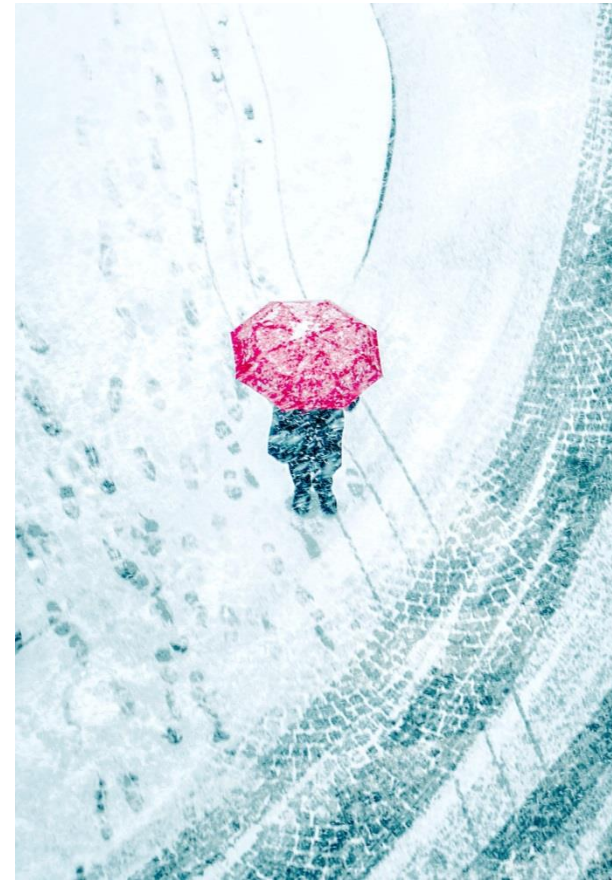




Northern Periphery and
Arctic Programme

2014–2020

**Thank you for
listening**



EUROPEAN UNION

Investing in your future
European Regional Development Fund