



I N T E R R E G

**User Manual of the
INTERREG+ Application Module**

for the applicants of the

Interreg VI-A IPA Hungary – Serbia programme (2021 – 2027)

to submit LSP concept notes

0.1.0



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1. HOW TO USE THIS MANUAL?

The main objective of this manual is to provide instructions to the applicants of the Interreg VI-A IPA Hungary – Serbia programme (2021 – 2027) on how to use the INTERREG+ system. The applicants are the Front Office users of the system. Applications and large-scale project concept notes (depending on the type of procedure used for the project selection – one-step or two-step procedure) have to be prepared and submitted electronically through INTERREG+ Application Module (hereinafter Application Module).

This manual

- **describes the method of completion and submission of the applications within the two-step procedure**, i.e. submission of large-scale project concept notes (*LSP concept note*) in the first round (CfP ID: **HUSRB/23L-CN**) and
- upon approval how to start filling in the full applications in the second round (CfP ID: **HUSRB/23L**); and
- provides practical tips and technical information concerning the online data entry.

Please note that in the 2021-2027 programming period the Programme uses the two-step procedure for large-scale projects (LSP):

Full applications are evaluated after a pre-selection procedure based on the submitted LSP concept notes. The pre-selected applicants are requested to submit the full application (application form and its annexes / supporting documents only in the second round.

Before you start filling in your application/LSP concept note:

- read carefully the Guidelines for Applicants and its annexes of the relevant Call for Proposals in which you plan to submit an application
- get familiar with the Interreg VI-A IPA Hungary – Serbia programme (2021 – 2027), which is available on the programme's official website
- make sure that your computer meets all the technical requirements as described in the following chapter (2 - Technical Instructions)
- read carefully the content of this manual, and get familiar with the screen structure and system logic.

When filling in your Application/LSP concept note, please always consult the manual's relevant chapters in parallel.

2. TECHNICAL INSTRUCTIONS

2.1 Technical requirements

This chapter describes the minimum technical requirements, the general terms of use, as well as the field and button conventions applied within the system.

To use the Application Module, your computer needs to meet the following technical requirements:

The INTERREG+ system can be accessed by using any web browser, for best performance the recommended browsers are:

Software	Option 1	Option 2
Webbrowser	Google Chrome 88 +	Mozilla Firefox 85 +

To use the INTERREG+ system, you must enable javascript running. This feature is available in all supported browsers. However, it can be disabled. Before attempting logging in, make sure that javascript is enabled in your browser.

By using the https protocol, it is to ensure that the data transfer is secure between the user’s device and the INTERREG+ system, and the user's data may not be disclosed by a third party. For maximum security, the user should pay attention to the following:

- a) always enter the https:// prefix when entering the path; save the FO/BO in your browser bookmark with this prefix;
- b) when the website is opened, the browser cannot display a warning window. If yes, its presumed cause:
 - using a non-supported browser;
 - using a web content filter in the network used by the user;
 - attack attempt.

If you have a warning window, do not log in. Have your machine checked with your system administrator or IT specialist.

Open the Front office search path with caution because a malicious third party may mislead you. To avoid misuse, check in the top line of the browser before logging in to verify that the link starts with https://.

After first sign-up the acceptance of the User Policy is a condition, which must be fulfilled for using the system. Upon acceptance, the user can enter to the Front office site. It is recommended to read all the documentation, review relevant training materials and INTERREG+ User Manuals, if necessary, in order to use the application effectively and with due diligence.

The user must use the INTERREG+ system as intended, as listed in the previous section. For IT security and data protection reasons, the INTERREG+ system automatically breaks the connection to the server after 30 minutes of inactivity, resulting in loss of unsaved data. Use the logout button to securely leave the INTERREG+ system, quitting insecurely may lead to misuse user’s data.

2.2 General terms of use

- INTERREG+ is an internet based system; 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...’. The session will resume once your internet connection is restored, unless the available timeframe expires in the meantime. In this case, try to log in once again.

- If you have been inactive for more than 30 minutes (no data recording, no clicks, etc. occur within this time), the system automatically interrupts the communication between the client and the server computer, and a warning message is displayed.
- Please take into account that only 1 user is allowed to work on an application at once. Parallel sessions need to be avoided (e.g. one person is recording financial data, while the other is completing the narrative parts 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.

3. HOW TO ACCESS THE SYSTEM?

3.1 Registration

The applicant who wishes to submit an application to the Interreg VI-A IPA Hungary – Serbia programme (2021 – 2027) shall first register in the INTERREG+ system. The system can be accessed by clicking on the following link below:

<https://husrb.interregplus.eu/21-27>

Users who have had access to the INTERREG+ system in the 2014-2020 programming period, under the below listed programmes, do not have to re-register, they can use their users in the system developed for the 2021-2027 programming period:

- Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020
- Hungary-Slovakia-Romania-Ukraine ENI CBC Programme 2014-2020
- Interreg-IPA Cross-border Cooperation Programme Hungary-Serbia
- Interreg V-A Slovakia-Hungary Cooperation Programme

Note that the choice of the access site for user registration does not limit Front Office user access to other Programmes.

3.2 General remarks on user management

The INTERREG+ system identifies and authenticates the user by the unique username and password combination. To log in into the system, the username must be unique as the system uses a one-step authentication only. Besides the username, the system requires a unique e-mail address, as well.

The INTERREG+ system uses a so-called user-account solution for user management. The user account offers the possibility to assign multiple roles/rights to the same user in different programmes.

Therefore, before registering, we advise you to consider the tasks, roles, and rights the user would be entitled to and chose the username accordingly.

Rules of username choice:

- the username must be unique – a username can be registered only once in the system;
- only alphanumerical characters (i.e. letters and numbers) can be used – special characters are forbidden.

Rules of password choice:

- alphanumerical and special characters are allowed;
- the password must be at least 8 character long;
- the password must contain at least a digit (i.e. 1, 2, 3, etc.), a capital letter (i.e. A, B, C, etc.) and a special character (i.e. *, ?, !, etc.).

*In case of a forgotten password, the password can be reset by clicking on the **Forgot Password?** button on the login window. The system sends an e-mail to the user e-mail address with the instructions to follow.*

3.3 The process of user registration

Upon accessing the appropriate website (<https://husrb.interregplus.eu/21-27>), the user should click on the **Register** button on the opening login screen.



Figure 1: Login screen of the INTERREG+ system



Figure 2: Registration screen of the INTERREG+ system

After filling in all the required fields, submit your data by clicking on the **Register** button at the bottom.

Upon successful registration, the system would ask for the e-mail address verification. Please check the mailbox belonging to the e-mail address provided at the registration, and verify your e-mail address by clicking on the link provided in the e-mail sent by the system.

As the verification e-mail sent by the system contains a link, based on the settings of your local e-mail client, **the verification e-mail may be automatically directed to your spam folder or even to the deleted items folder**. Therefore, please check your settings before registering to the INTERREG+ system. If needed contact your local IT professional.

Upon successful e-mail verification, the system would automatically log in your new User; your User Registration process is successfully done; and the user is created in the INTERREG+ system.

3.4 Menu structure

Once you have managed to log in, the Application Module opens:



Figure 3: Entry screen of the INTERREG+ system

The icon on the top left corner of the screen (circled with green) opens the menu on the left side of the screen with a blue background. There you can find the **Application** menu point.

Users, who have also had access to the INTERREG + system developed for the 2014-2020 period can even navigate between the two systems designed for the 2014-2020 period and for the 2021-2027 period by either clicking on the **Arrow** button highlighted by green in the top right corner of the screen or by selecting the appropriate period from the drop-down menu:



Figure 4: Navigation between INTERREG+ 2014-2020 and INTERREG+ 2021-2027



Figure 5: Navigation between INTERREG+ 2021-2027 and INTERREG+ 2014-2020

3.5 Types of fields in the system

The INTERREG+ system uses three types of fields with different methods of use: *action buttons*, which are activated by a single click; *editable cells* that are to be filled in with text, and *drop-down menus* with list of options, which are triggered by a down arrow icon.

3.5.1 The 'action' buttons

The purpose of „action buttons” is to manage the application under preparation. Those buttons can be found at the bottom of the screen and they are always visible:

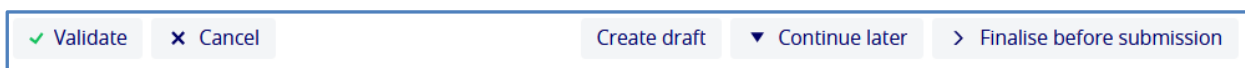














Figure 6: Action buttons

- When the user presses the **Validate** button, the system runs a validation, whether all the required fields have been filled in and all the built-in rules have been complied with. If an error or defect is detected, it is listed in the error message showing up at the top centre of the screen. If all mandatory fields are filled in and all rules are complied with, a confirming message would appear.
- By clicking on the **Cancel** button, all recorded and unsaved data will be lost and the application returns to the last saved state.

- By pressing the **Create draft** button, the user can download **the draft version of the application form and budget** any time during the filling-in process. The only pre-condition is to fill in some minimum data in the Header (acronym, duration and start of project) and the basic data of the lead applicant.
- To save the recorded data and leave the application (close the window) click **Continue later**. By doing so, all data will be saved with no validation running. (The user can return to the application from the application list screen by clicking the **Continue button** after selecting the application in question.)
- By pressing the **Finalise before submission** button, the process will proceed to the next step. The validation will run automatically and if the system does not detect any deficiency, the task moves to the submission step, where the application is no longer editable and the documents are generated.

3.5.1 The 'function buttons

The so-called function buttons are those, which always call the same functions. These buttons are in most of the cases inactive up until an item is selected, which activates the buttons:

- With the use of () **Add** button can the user create new items on list screens (e.g. outcome, activity, indicator);
- the () **View** button initiates the viewing of a selected item (e.g. outcome, activity, indicator, etc.) from the list;
- the () **Modify** button initiates the modification of an already existing item (e.g. an activity, indicator description, etc.);
- the () **Delete** button deletes the selected item. Note, if an item is deleted it can no longer be restored;
- the (  ) **Export to** buttons initiate exporting the content of the list screen into the selected format (xlsx, docx, pdf). Note that the function would export the visible content of the screen list. If a screen is expandable, remember to expand it, otherwise the hidden content will not be exported;
- by the () and () info button the details of a field can be viewed.
- the () **Upload** button initiates a pop-up communication panel, where the user can either browse among the files on the computer or just simply drag and drop even multiple files at once;
- the () **Download** and the () **Download as zip** button allows downloading even multiple selected files from the list at once;

4. HOW TO PREPARE YOUR LSP CONCEPT NOTE?

4.1 Creating a new LSP concept note

The INTERREG+ Application Module is designed for potential lead partners to submit their applications/LSP concept notes. The steps to create an application/LSP concept note are summarised in the figure below.

Please note that the framework of the system is same for all types of calls for proposal regardless of the content, i.e. whether it is for the submission of an LSP concept note or a full application, the term ‘application’ is used on the screens of the system.

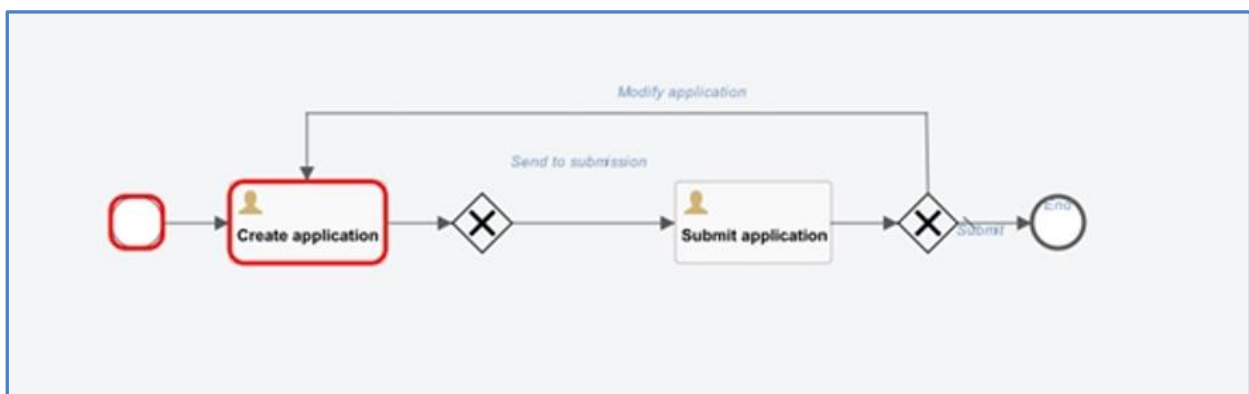


Figure 7: Application submission WF

The process can be started from the application list screen by pressing the (+) button. Each user will only see the applications/LSP concept notes that he/she has started to record. The same user may submit more applications through the INTERREG+ system.



Figure 8: Application list

Click on the (+) button to display the form below:

Figure 9: Application – New

From this interface, the user selects the relevant data from the drop-down lists and then clicks Continue to start the recording process. The Priority axis field is automatically filled in. If **Validate** is pressed, the data is checked by the system to ensure that it is correct. However, if **Cancel** is pressed, the recording process is dropped and the data is not saved.

Please carefully select the ID of the call for proposals from the drop-down list of the ‘CfP ID’ for which you would like to submit an application. Careful selection of ‘CfP ID’ is necessary since it determines the project scale you are applying for and it **cannot be modified later**. For details, please check chapters 1.3 and 1.4 of the Guidelines for Applicants (GfA).

In case you want to submit an LSP concept note for a large-scale project, you have to choose the CfP ID **HUSRB/23L-CN**.

4.2 Structure of the LSP concept note

If users are recording a new LSP concept note by clicking on **Continue** in the pop-up window ‘**Application – New**’, the initial step will display the following window:

Figure 10: Application – Under creation

Here users can start entering the details of their LSP concept note. Fields marked with an asterisk (*) are mandatory, while those with a grey background are filled in by the system automatically. At this step, until the user presses the **Finalise before submission** button, the status of the application is **Under creation**. It is possible to pause the recording by pressing the **Continue later** button. In this case, the recorded data of the application under creation will be saved and can be resumed later by selecting it from the Application list and clicking on **Continue**. The **Validate** button is to check, whether the recorded data meets the requirements and the **Cancel** button closes the form without saving.

Practical notes:

- The LSP concept note consists of several sheets (the functioning of all sheets is described in details in this manual) among of which you can navigate by clicking on the names of the different sheets.
- It is strongly advised to start the completion of the LSP concept note form by filling in the sheets in the set order (i.e. Questions, Outcomes, Applicant, etc.), since some of the entered data (e.g. abbreviated name of the applicant, role of the applicant, etc.) will be automatically transferred and used in other sheets.
- Some sheets of the LSP concept note are long and consequently might not fit into the screen of your computer. Please always make sure that you filled in all fields of the sheet by scrolling down to the bottom.

General remark: All descriptions should be written in a clear and concise way. This will allow assessors to understand the content and concept of the project proposal. Please, avoid lengthy explanations; try to be as concise as possible in order to fit the text into the given cells, having in mind the character limits.

4.3 Main data of the LSP concept note

The screenshot shows a form titled "Application - Under creation" with the following fields:



CP ID	Priority	Scale		
HURRB/23R	P1 - A greener region	11R - Climate change adaptation, risk prevention - Regular scale project		
Acronym *	Project title *	Lead applicant		
Test project	Test project			
Duration (in months) *	Start of project *	End of project *	Total cost aggregated	EU contribution (EUR)
12	01/05/2023	30/04/2024		0,00

Figure 11: Application / Head

In the upper part of the form, users will find the so-called header data, such as Application ID, Acronym, Lead applicant, etc. Fields marked with an asterisk (*) are mandatory, while those marked with a grey background are filled in by the system. The data in the header section will be saved if the user exits the recording by clicking **Continue later**. On returning to the process, the data recorded will be found in the header section. This will not happen if users exit with **Cancel**.

4.4 Questions / Project description sheet

Figure 12: Project description

In the Project description sheet users have the option to fill in answers to the questions, which they can do by clicking on the **Modify** () button. The **Modify** button or the **View** () button will be active only in case any of the questions on the list is selected. This means that, in order to type an answer to the question, the user needs first to click on the respective question and then on **Modify** button. The **View** button is to be used in the same way.

All questions are mandatory to answer.

Figure 13: Project description - Modify

The recorded answers are saved by pressing the **Save** button.

Please note that you have to provide more information about the project activities in later chapters of the LSP concept note and those must be coherent with the answers to these questions.

The following questions shall be answered in the Project description sheet:

Project's overall objective Please describe the project's overall objective in the field below (maximum characters: 500) The overall objectives should be simple, measurable, realistic and time wise achievable. It is important to reflect on the connection of the project's objective to programme's objectives (please consult chapter 1.3 of the GfA) and the cross-border character as well.

Please describe how the project's overall objective contributes to the programme specific objective (max. 2000 characters): Please explain how the achievement of the proposed objectives, through the realization of the main activities of the project, are contributing to the specific objectives of the programme.

Project summary: Please enter the project summary in the below cell (max. 3000 characters): Please give a concise and comprehensive summary of the project including expected project objectives, outcomes and the main activities of the project. Briefly describe the location and the duration of the project, specify the main target groups benefiting from the project. Indicate the expected and most important outputs to be realized and results to be achieved. Highlight the cross-border character and the impact of the proposed project.

Problems, challenges to be addressed; preparations already carried out (max. 2000 characters): Justify the necessity of the project. Describe the problems with cross-border nature to be resolved and needs to be met, relating to the target area and/or group of people. The conclusions of already elaborated surveys on the subject can be referred to in order to prove the relevance of the project. What steps have already been taken (e.g. previous projects) to prepare the implementation of this project.

Target groups, benefits for the target groups (max. 2000 characters): Identify the target groups directly and indirectly benefiting from the project. Explain why they are the ones whose needs are addressed and describe circumstances you want to change by implementing your project idea.

Expected outputs, results; durability, sustainability and capitalization of results (max. 2000 characters): Clearly define and describe the planned outputs (tangible goods, services, infrastructure, etc.), the expected outcomes/results and their durability. They have to be in coherence with the selected/defined indicators. Describe how the professional, financial and institutional sustainability of the project outputs and results will be assured.

Cross-border activities and impact (max. 2000 characters): Please specify cross-border activities and demonstrate measurable impacts that will be generated by the project on both sides of the border. Explain the long lasting cross-border social / economical / environmental effects, directly linked to the implemented project.

Strategic relevance (maximum 2 000 characters): Please describe why the project idea is of strategic importance for the programme region.

Compliance with the EU horizontal principles (fundamental rights; equality between men and women, gender mainstreaming; non-discrimination and sustainable development). Explain how the project contributes to the horizontal principle(s). (max. 3000 characters): Please describe how your project respects the Programme's horizontal and other principles, which are described in chapter 7 of the GfA. Explain if the project will have positive impact on any horizontal principle(s).

Synergies with other policies (macro regional/(trans)national/micro regional/county level), programmes and projects (max. 2000 characters): Please list and explain the synergies of your project proposal with other EU funded projects or other development initiatives in the relevant field located in the geographical vicinity that are finished or being implemented.

State of preparation of the planned infrastructure investment(s) (available documents /plans, permits, cost-benefit analysis, etc./, ownership questions) (maximum 2 000 characters): Please describe to what extent of the infrastructure investment part (if relevant) of the proposed project is prepared, what preparatory activities are completed. Please list all available documents as well.

Risk management (possible internal/external limitations and solutions foreseen) (max. 2000 characters): Describe the possible risk factors (e.g. economic, financial, social, cultural, environmental, organizational, etc.) the project might face during and after project implementation. Assess their probability, their impact on the project activities in case of emergence and the measures to handle them.

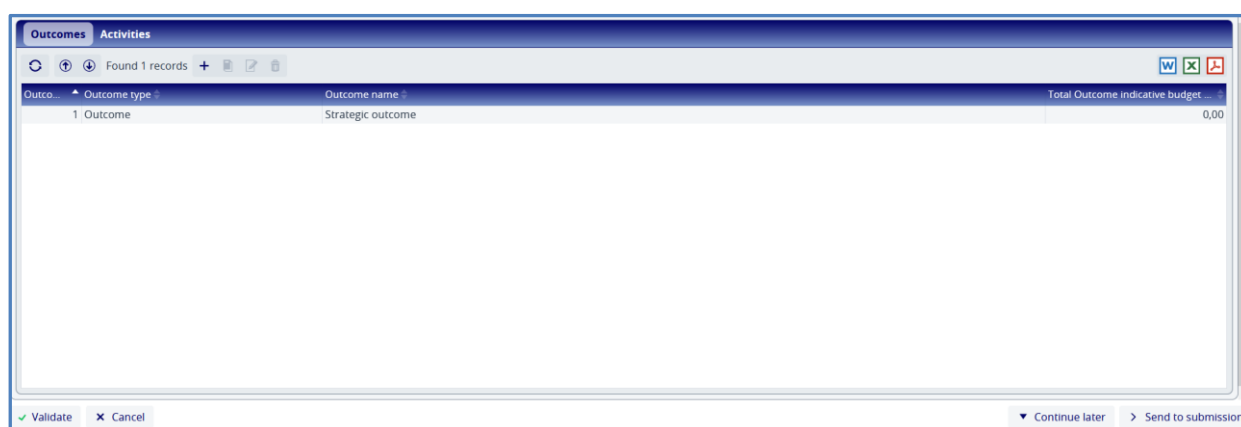
How the partnership plans to communicate with the target group and inform the wider public about the results achieved during the project implementation? (maximum 2 000 characters): Please explain what communication tools and activities your partnership plans to implement. Furthermore, describe what the target group of your planned communication activities is.

Has a part of the entire project or preparation documentation (e.g. feasibility study, plans, SEA) been financed from earlier HU-SRB CBC programme (2014-2020 or 2007-13 IPA CBC Programme or INTERREG IIIA programme)? If yes, please specify (maximum 2 000 characters): Please list all relevant preparatory activities, which were financed from previous HU-SRB programmes.

In addition, two obligatory statements shall be filled in by choosing YES/NO from the drop-down menu:


- The data and statements provided are complete, correct and actual, further that the provisions of the relevant Call for Proposals and its Guidelines for Applicants have been noted and respected and that all data in the application correspond to the original documents.
- The partner(s) involved in the application is/are aware of the content of the present Application.

4.5 Outcomes sheet



Outco...	Outcome type	Outcome name	Total Outcome indicative budget
1	Outcome	Strategic outcome	0,00

Figure 14: Outcomes

Activities planned to be implemented can be recorded on this screen. At this stage of the application process activities should not be grouped yet into outcomes. On the list of outcomes, a predefined and technical outcome is listed, which is called 'Strategic outcomes'. After selecting the item from the list by pressing the **Modify** () button you can add the planned activities.

Important note: please define your activities in such a way that upon approval of the LSP concept note, in the second-step of the procedure you shall be able to group your activities into outcomes, which you have to measure by the indicator you select from a pre-defined list or you define for the project. Therefore, each activity must be necessary and purposeful so that each group of activities is logically coherent and will lead to the expected outcome. The outcome, on the other hand, must be tangible and measurable, which will be proved by its indicator.

4.5.1 Recording activities

When pressing the **Modify** button on the Outcomes sheet a pop-up window called **Activities – Modify** opens automatically, where the planned activities can be added. Maximum 20 activities can be added in the LSP concept note.

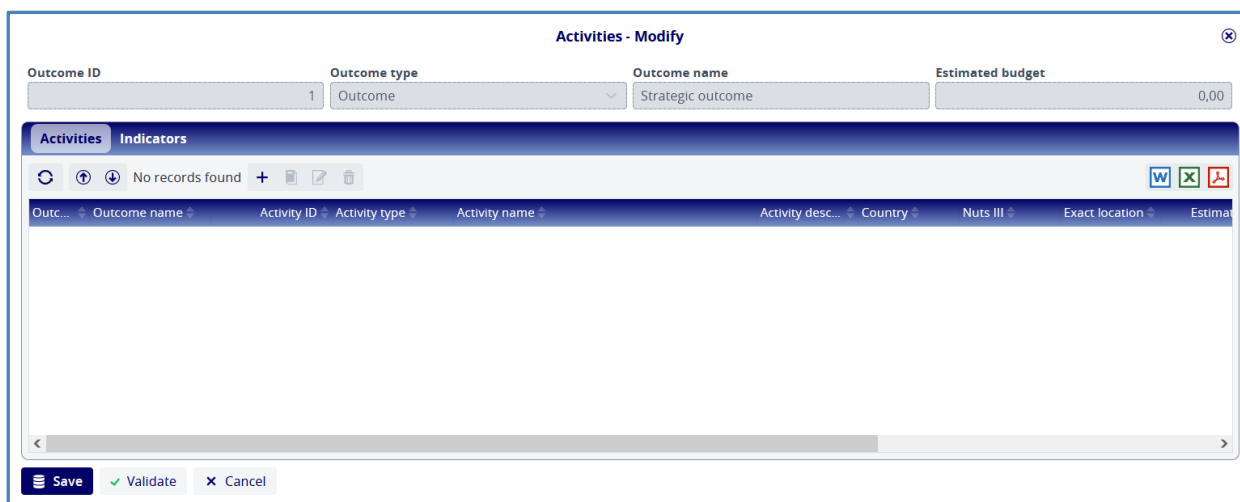


Figure 15: Outcomes / Recording activities


The list of activities is empty by default. By clicking on the **Add** () button the user can enter data of the respecting activity in the opening **Outcomes/Activity** form.

Figure 16: Outcomes / Activities - New

On the form, fields marked with (*) are mandatory. The data is saved by pressing the **Save** button.

The following cells shall be filled in:

Activity name (max. 200 characters): Please give the name of the planned activity. The name should be short and clearly refer to the content of the activity.

Activity description (max. 2000 characters): Please give a detailed description of the essence of the planned activity (answering clearly the following questions: who, when, what). In addition, please also describe why each activity is necessary to achieve the corresponding project outcome.

Exact location (max 150 character): Identify the exact geographical location of the planned activity as precisely as possible (settlement, address, topographical number etc.).

4.6 Applicant sheet

All details about the applicants shall be added on the **Applicant** sheet by pressing the (+) button above the list, which is empty by default.

Figure 17: Applicant – Add

4.6.1 Entering applicants' data

After pressing the (+) button, the following form will appear:

Figure 18: Applicant – New

In this sheet the user enters the data about the applicant by filling in the fields. Fields marked with an asterisk (*) are mandatory. By clicking on the 2 checkboxes in the bottom section of the Address section, the data in the **Official address** tab can be copied to the **Branch office address** and **Mailing address** sections. In case these data are not the same, users can enter a different address on the tabs separately. Filling in the data on each sub-tab is compulsory. Data of the applicant can be saved only after all mandatory fields are filled in.


In Budget type field, you must select Budget type A from a drop-down menu (for details please consult the Eligibility of Expenditures, the Annex III of the CfP package):

Figure 19: Applicant – Budget type

Once all data of the applicant has been recorded, clicking on **Save** will save the data and make it available for viewing in the **Applicant list** view. The maximum number of applicants is five in addition to the Lead applicant. Moreover, the partnership must contain at least one partner from each side of the border. However, it is advised to keep the number of partners reasonably low in order to assure efficient coordination of the project implementation.



Figure 20: Applicant – List view

Important note: once an applicant is saved on the **Applicant list** further information will be requested from the user. However, these sub-sheets under the applicant will be available for entering data and edit only after the applicant's main data has been entered and saved. Once the applicant is listed in the **Applicant list** view, the user can modify it and enter further data by clicking on the **Modify** () button after selecting it from the list.

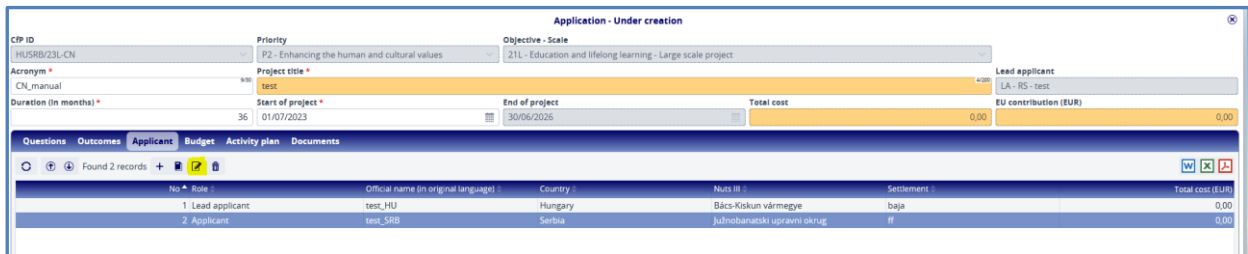


Figure 21: Applicant – Modify

When opening any of the applicants from the list for editing the following sub-sheets will be available: **Contacts, Budget, Financial capacity, Management experience** and **Questions**.

4.6.1 Questions - Partnership

On **Applicant/Questions** tab applicants can give details on their partnership.

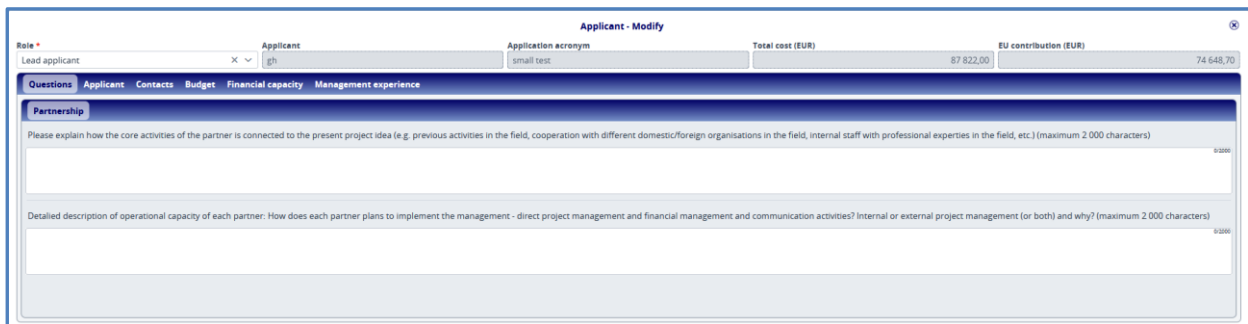


Figure 22: Applicant / Questions

The following two questions shall be answered on this sheet:

Professional experience: Please explain how the core activities of the partner is connected to the present project idea (e.g. previous activities in the field, cooperation with different domestic/foreign

organisations in the field, internal staff with professional expertise in the field, etc.) (max. 2000 characters).

Operational capacity: How does the partner plans to implement the management - direct project management and financial management and communication activities? Internal or external project management (or both) and why? (max. 2000 characters).

4.6.2 Contacts sub-sheet

Users shall add contacts in the **Applicant/Contact** tab by pressing the **Add (+)** button.

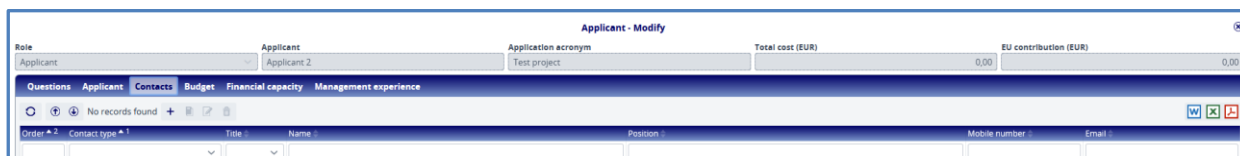


Figure 23: Applicant / Contacts – Add

Once users have started the process, the following form appears:

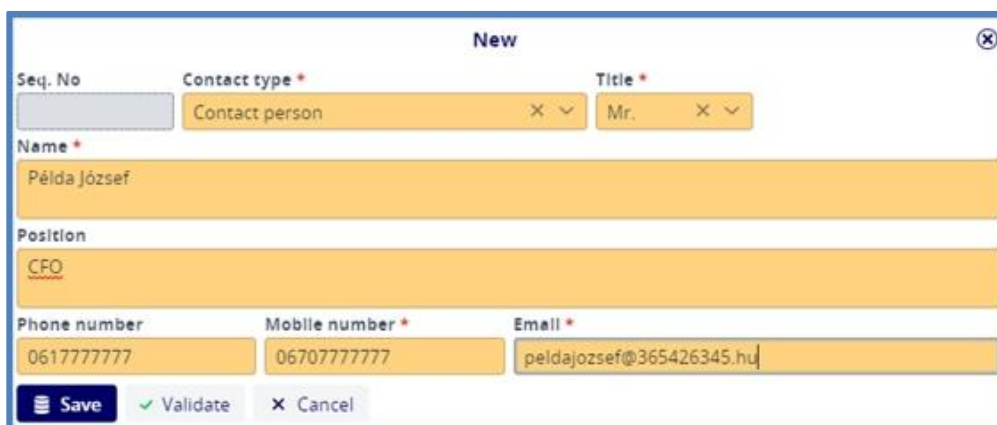


Figure 24: Applicant / Contacts – New

The serial number (**Seq. No**) is filled in automatically by the system. All other fields marked with an asterisk (*) are mandatory. From the drop-down menu multiple options can be chosen for **Contact type**, i.e. for the same person both contact person and legal representative statuses can be chosen. However, it is a must to add one contact person and at least one legal representative, otherwise the validation check before submission runs to an error. Pressing the **Save** button allows the user to record the data entered.

4.6.3 Applicant budget sub-sheet

In the course of the LSP concept note the budget shall be defined only on the level of budget heads. Large-scale projects can choose only real cost calculation. As a result of this, the planned amount of the budget heads can be added by pressing the **Add (+)** button.

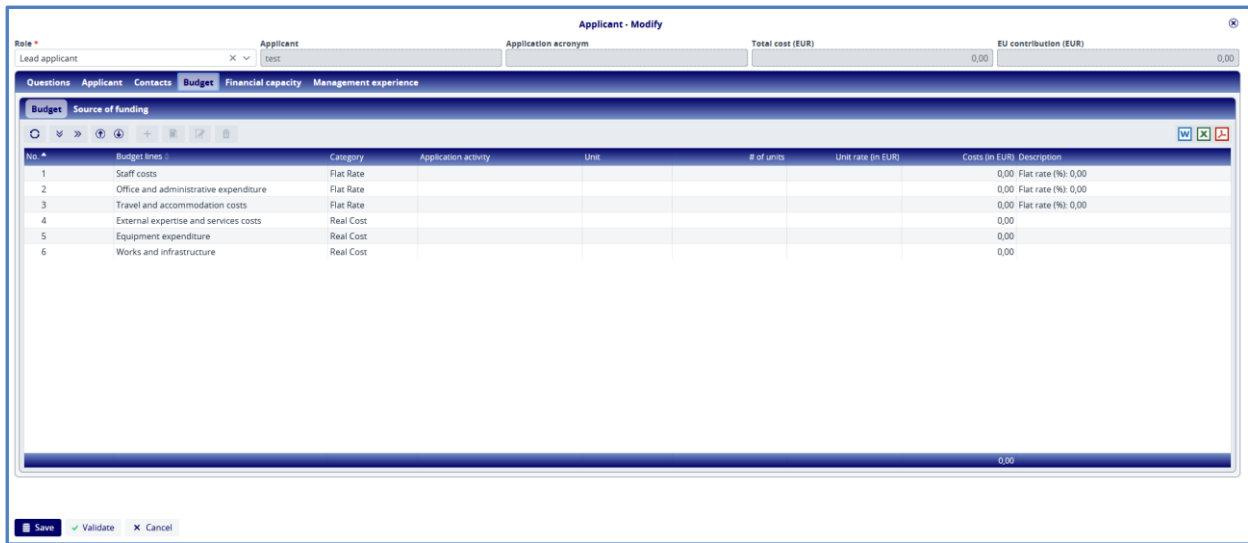


Figure 25 : Applicant / Budget – Add item

Only the real cost based budget headings can be modified here, i.e.

- 4. External expertise and services costs
- 5. Equipment expenditure
- 6. Works and infrastructure

The remaining three budget headings are calculated automatically by the system on a flat rate basis.

After pressing the **Modify** () button on the selected budget heading, the following screen appears:

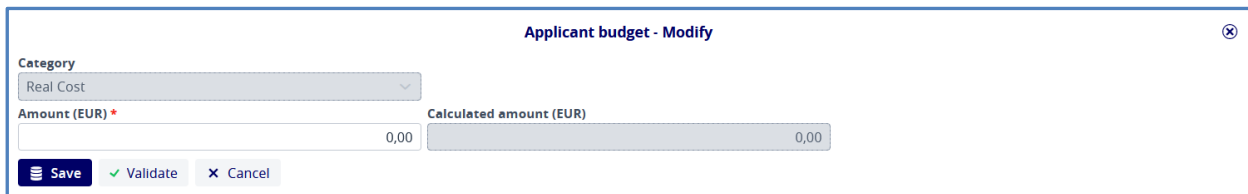


Figure 26: Applicant / Applicant Budget – Modify

The only editable cell on this screen is the **Amount (EUR)**. Here you can enter the costs planned on the different real cost based budget headings. Pressing the **Save** button will save the recorded data.

Important note: For calculation rules applied to the applicant’s budget please consult the Eligibility of Expenditures, the Annex III of the CfP package!

4.6.4 Applicant budget / Source of Funding

Financial sources of the application are automatically allocated and displayed by the system in line with rules explained in the CfP (please see chapter 8 of the GfA). It is not possible to edit them; it is available only for information purposes.

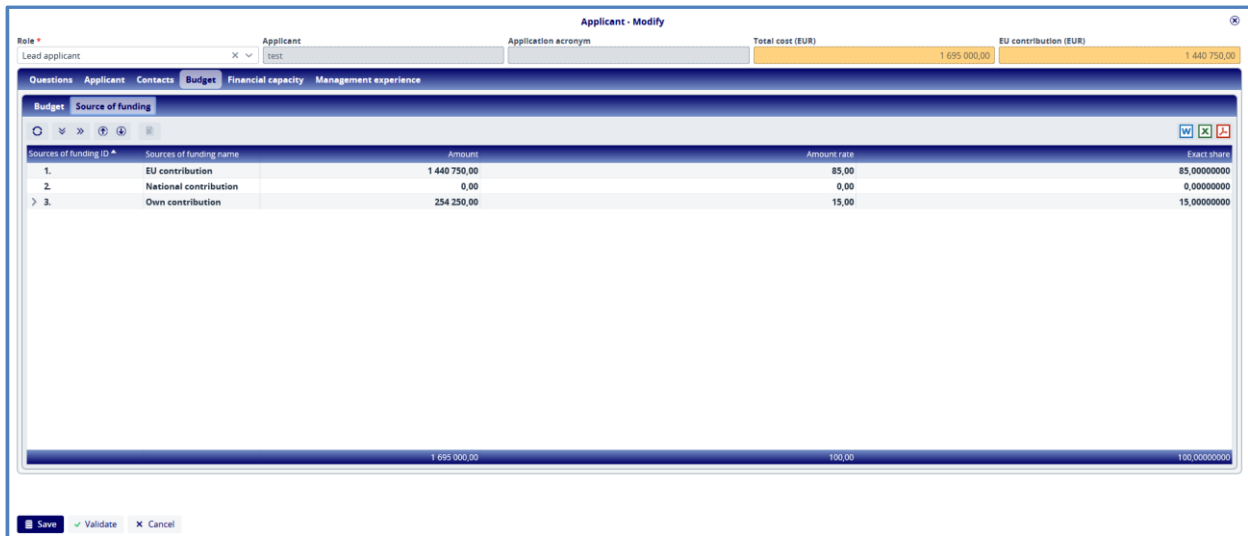


Figure 27: Applicant / Budget / Source of founding

4.6.5 Financial capacity

This tab is to record the human resource and financial data of the applicant. There is no validation check on the fields, i.e. the application can also be submitted even if this sheet is left empty (since in special cases these data are not available). However, during the quality assessment these are important aspects, therefore it is highly recommended to fill in this sheet if data are available.

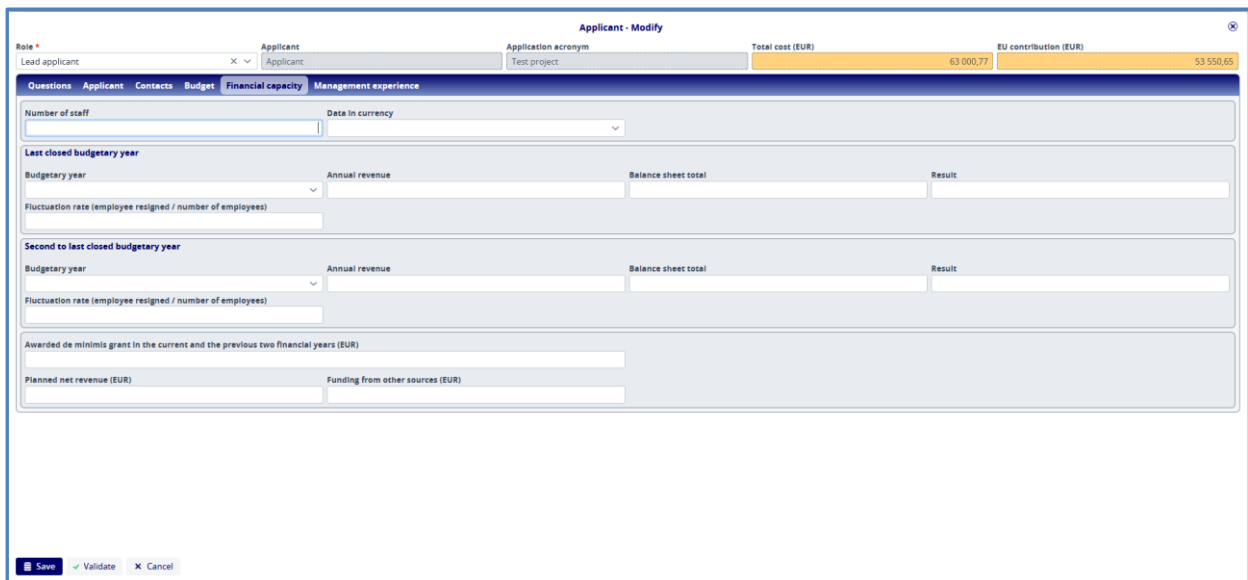



Figure 28: Applicant / Financial capacity

4.6.6 Management experience

Management experience of the applicant can be entered by pressing the  button. It is compulsory to add at least one item per each applicant.

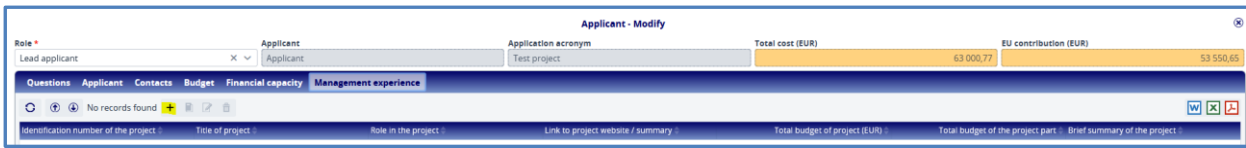


Figure 29: Applicant / Management experience

After pressing the add button, the following screen appears:

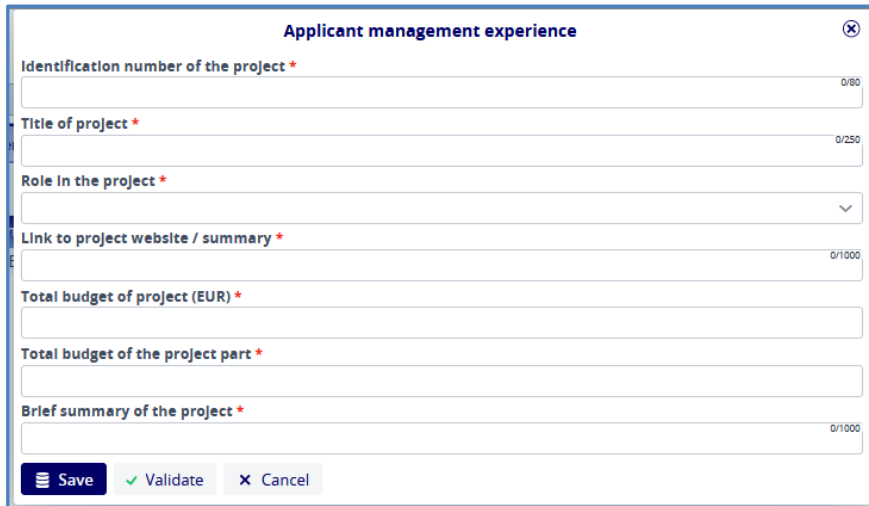


Figure 30: Applicant / Management experience – New

4.7 Budget sheet

The Budget sheet displays the budget as a summary. This screen is only for view purposes, it cannot be edited.

Figure 31: Budget / Budget

4.7.1 Budget / Source of funding

The Budget / -Sources of funding tab displays the financial sources automatically allocated by the system in line with rules explained in the CfP (please see chapter 8 of the GfA). It is not possible to edit them; it is available only for information purposes.

Source of Funding ID	Source of funding name	Amount	Amount r...	LA - RS - test Amount	LA - RS - test Amount rate
1.	EU contribution	1 440 750,00	85,00	1 440 750,00	85,00
2.	National contribution	0,00	0,00	0,00	0,00
> 3.	Own contribution	254 250,00	15,00	254 250,00	15,00

Figure 32: Budget / Source of Founding

4.8 Activity plan sheet


In the Activity plan sheet the user can record the reporting period(s) in which a given activity is planned to be implemented. The user has to select the appropriate reporting period in the row of the specific activity and click on the checkbox. If the user wants to check all the boxes in a row, this can be done quickly and conveniently by ticking the All checkbox at the beginning of the row. If the user wants to untick a checkbox, he/she has to click on it again to remove the tick.

All	No.	Outcome name	Activity name	Applicant	RP1	RP2	RP3	RP4	RP5	RP6	RP7	RP8	RP9
<input checked="" type="checkbox"/>	1	Strategic outcome											
<input checked="" type="checkbox"/>	1.1		communication		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1.1			LA - RS - test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1.2		project management		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1.2			LA - RS - test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1.3		works		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	1.3			LA - RS - test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 33: Activity plan

The system checks whether each activity is selected to at least one partner, and whether there is at least one activity selected to each reporting period.

4.9 Documents sheet

Users may upload supporting document(s) to the LSP concept note on the Documents sheet, into the Concept note documents folder. The folder can be selected and opened by double-clicking on the name of the folder or by clicking on the arrow down () after selecting it from the list. The **Required** column

is not ticked for the document folder, it means that it is not obligatory to upload any documents and the system does not run a validation check before submission.

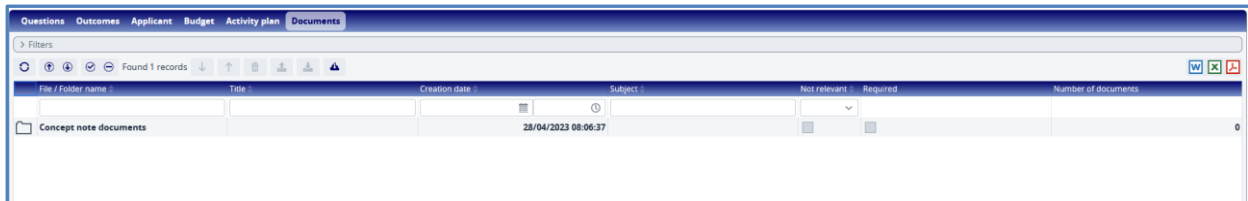


Figure 34: Documents

When opening the folder the following screen appears:

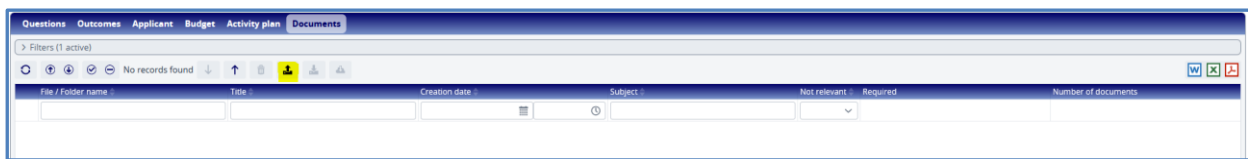




Figure 35: Documents - Go up / Upload document

The left up arrow () shall be used to move up in the folder structure (e.g. to return to the list of folders), and the upload button () shall be used to start the upload. **Document upload can be initiated only after entering a folder.** The upload panel will appear, where you can choose files which you want to upload or you can use "drag and drop" technique to upload files.

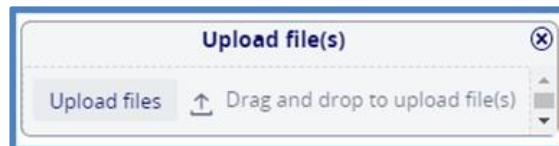


Figure 36: Documents – Upload file(s)

When the upload is complete, the file will appear in the list view of the folder.

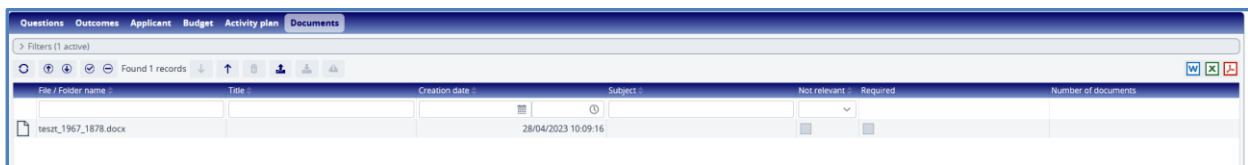


Figure 37: Documents – List view

It is not possible to upload 2 files with the same name to the same folder. The maximum size of a document that can be uploaded is 50 MB per document.

5. HOW TO SUBMIT THE LSP CONCEPT NOTE?

5.1 Steps of the submission process

If the user believes to have entered all the necessary data for the submission, the user can check with the system whether all data entered is correct by pressing the **Validate** button in the bottom left corner. If no error message shows up in the top center of the screen, the users can then submit their LSP concept notes by clicking on the **Finalise before submission** button in the bottom right corner. The system will then automatically generate the necessary documents, i.e. the final LSP concept note form and budget.

Please note that in case of any mistakes (missing data) error messages might pop up after pressing the **Validate / Finalise before submission** button. After completing the respective sheets with the missing data error messages will disappear and the application form can be submitted.

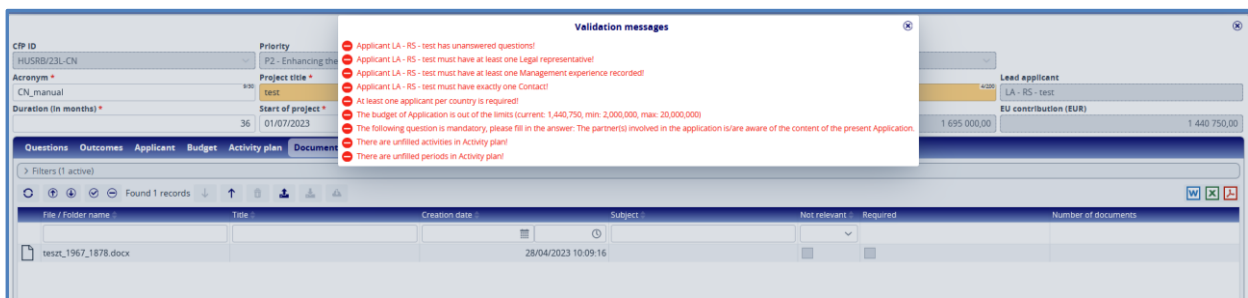


Figure 38: Validation messages

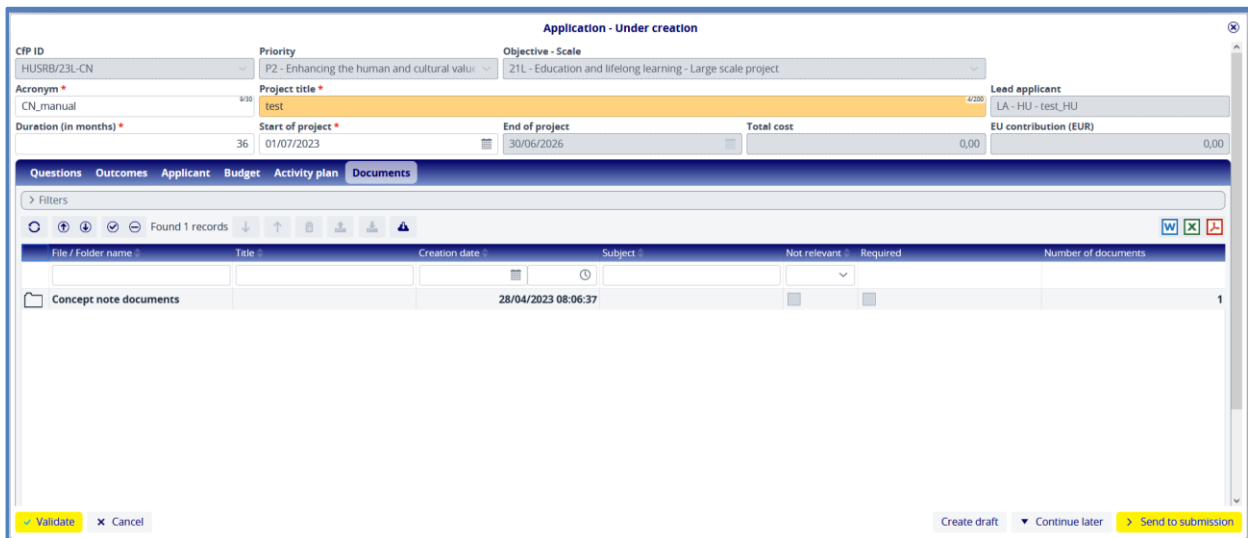


Figure 39: Finalise before submission

After pressing the **Finalise before submission** button, the system generates the necessary documents. If the user wishes to pause the process, he/she can do so by pressing the **Continue later** button. The process can be resumed by selecting the appropriate item from the **Application list view** and pressing **Continue**. If the user decides that a change is required, this can be done by pressing the **Modify application** button in the bottom right corner. The process will then return to the previous step. Here users will be able to

modify the details of the application and, once the necessary changes have been made, users can restart the submission of the application by pressing the **Finalise before submission** button. The system will regenerate the documents with the updated data.

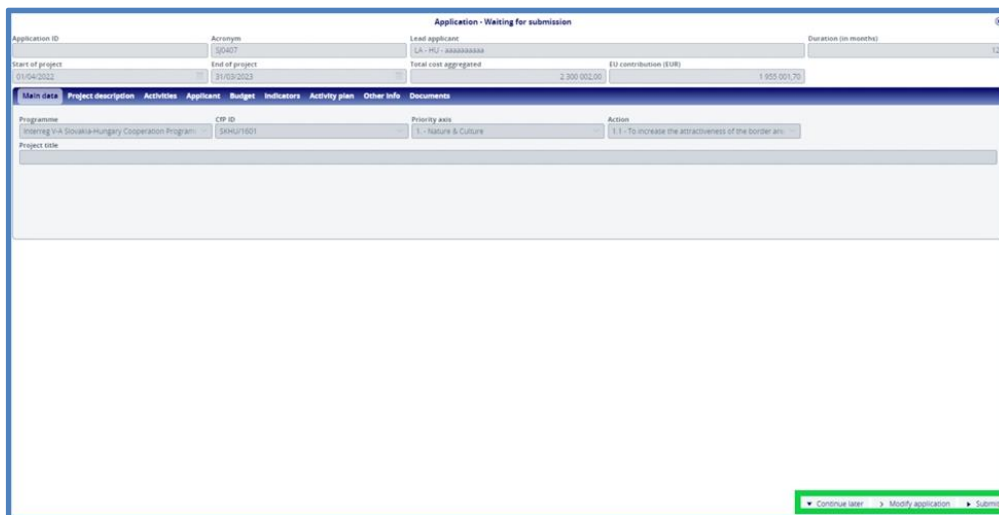


Figure 40: Submit

Finally, clicking on the **Submit** button will finally submit the LSP concept note. The system sends an automatically generated e-mail on the successful submission and the status of the LSP concept note changes to **Submitted**.

Application ID	Acronym	Lead applicant	Start of project	Duration (in months)	Total cost	EU contribution (EUR)	Status	Date of submission
HUSRB/23L-CN/11/002	concept note	LA - HU - rainbow	31/05/2023	25	3 990 000,00	3 391 500,00	Submitted	26/04/2023 13:27:30
HUSRB/23R/12/001	regular	LA - HU - monsters	01/07/2023	22	1 352 536,00	1 149 655,60	Submitted	26/04/2023 13:27:19

Figure 41: Application list – submitted applications/LSP concept notes

6. HOW TO SUBMIT THE FULL APPLICATION ONCE THE LSP CONCEPT NOTE IS APPROVED?

After the submission deadline, the LSP concept notes will be evaluated against a pre-defined set of criteria included in the CfP, detailed in the Guidelines for Applicants. Afterwards, the MC decides on selecting short-listed LSP concept notes to submit their full application and on rejection of LSP concept notes.

The partnerships will receive an automatic e-mail from the INTERREG+ system on the decision of the MC. Those partnerships, which were selected to submit their full application, will receive a registration code. With this code, they can enter the limited call for proposals elaborated for the submission of the full application of the large-scale projects.

The front office user has to sign in and start a new application in the Application Module (as described in chapter 3 and 4 of the present manual), where the following CfP ID shall be selected:

HUSRB/23L

In the pop-up window a new line ‘**Registration code**’ in will appear, which is compulsory to be filled in. By inserting the registration code from the received automatic e-mail, the system automatically fills in the cells **Priority axis** and **Objective**, and starts the full application.

The screenshot shows a form titled "Application - New" with the following fields:

- Programme:** HUSRB
- CFP ID *:** HUSRB/23R
- Registration code *:** B8646FF5-D438CE2B-4E595419-6ADC121F (highlighted in yellow)
- Priority axis:** P2 - Enhancing the human and cultural values
- Objective:** 21L - Education and lifelong learning - Large scale project

Buttons at the bottom include "Validate", "Cancel", and "Continue".

Figure 42: Registration code for the full application

Some of the data entered in the LSP concept note will automatically appear in the full application as well, these are:

- the header of the application and
- Applicant sheets.

All data are editable in the full application except for the chosen objective in the first row the application header.

The screenshot shows the application header with the following data:

- CFP ID:** HUSRB/23L-CN
- Priority:** P2 - Enhancing the human and cultural values
- Objective - Scale:** 21L - Education and lifelong learning - Large scale project

Figure 43: Non-editable data of the full application

From here, all steps to be taken are the same as described in the User Manual of the INTERREG+ Application Module for the applicants of the Interreg VI-A IPA Hungary – Serbia programme (2021 – 2027) to submit full applications (please find that manual on programme website as well: <http://hungary-serbia.eu/>).

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