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# Filling in the e-application form

## Narrative part

Version 2024/02/19

#everythingMEDpossible



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# Table of contents

- Main objectives
- Application features
- Sign up and login
- Preliminary info
- Project
- Partnership
- Work packages and budget
- Environmental screening
- Documents
- Validate and submit your application



# EAF - MAIN OBJECTIVES

**Increase overall efficiency** of the selection procedure

**Ensure consistency** among Programme objectives, results, outputs and indicators and project proposals

**Support project compliance with the rules of the Call** by including alerts, checks, guidance etc.

**Implement the Result Based Management (RBM) approach**

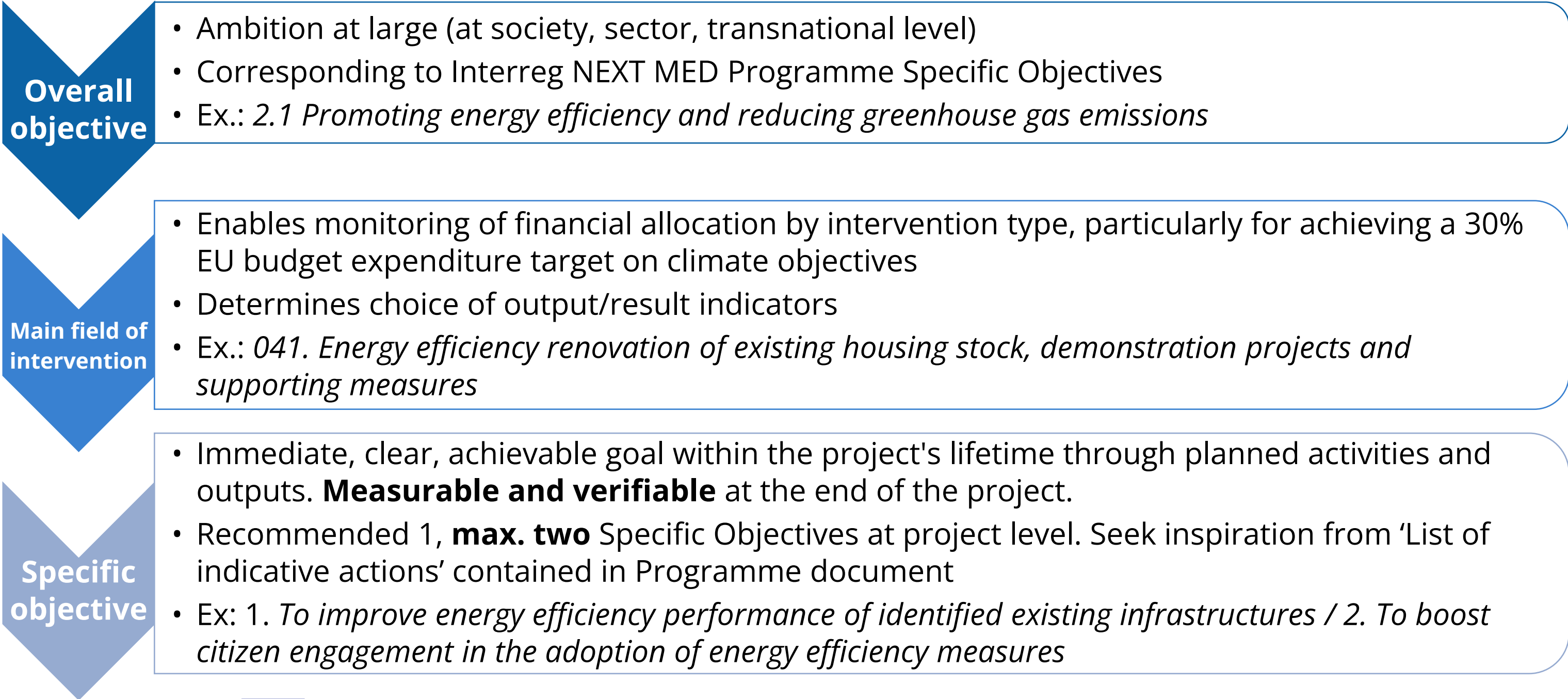


# CRAFTING A SOUND INTERVENTION LOGIC

- Understand the key components that structure a project
- Demonstrate **change** (outcome on mid-term perspective), **impact** (long-term perspective), ambition and justify the need and added value of the project
- Design a **coherent, clear and achievable** intervention logic
- Must-read material:
  - Interreg NEXT MED Programme document
  - Performance framework methodology paper (definition of result/output indicators and information on target values)
  - Guide for project preparation



# SETTING THE SCOPE OF THE PROJECT



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# DELIVERING ON THE PROMISE

## Expected result

- Change in the local situation as direct consequence of the project implementation, the immediate advantage for beneficiaries or end users and the behavioural change
- **1 Expected Result per Project Specific Objective**
- Ex: 1. *At least a 20% improvement in energy efficiency in 50 targeted existing infrastructures* / 2. *A significant rise in the installation of energy-efficient appliances and systems in homes, as reported by at least 30% of the participating households*

## Work Packages

- Cluster of activities to organize project implementation and plan distribution of tasks
- At least one technical Work Package per Expected Result / **2 mandatory WPs** (management + communication under leadership of Lead Applicant)
- Technical WPs (up to 4) can refer to different levels of intervention, such as the societal level (e.g., capacity building), the technical level (e.g., pilot projects, living lab) and the regulatory level (e.g., policy framework)

## Outputs

- Products, capital goods and services which result from the implementation of project activities
- Ex: 1. *Customized retrofit measures implemented to enhance energy efficiency in buildings* / 2. *Online platform for easy access to energy efficiency information, featuring a directory of recommended appliances and a community support forum*
- **Max. 3 key activities per output, focus on replicable and transferable outputs**



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# HOW TO PROCEED? eAF - STRUCTURE AND MAIN STEPS

- **Sign up** and login
- The e-AF will use your **preliminary information** to check compliance with the rule One project per “Programme Specific Objective” for each organization
- Draft your **summary** and proceed with all details when the partnership is defined, check also **KEEP database** ([www.keep.eu/keep](http://www.keep.eu/keep)) to define some keywords for your project
- Focus on your **logical framework**, set the Specific objective(s) and expected result(s) to be addressed and define your **work packages (WPs)** consistently. Identify your **outputs** and the Programme indicators involving the partnership
- Complete the information of your WPs with Target Groups, Main Activities and draft your **budget**
- Upload all **mandatory documents**
- **Complete, verify and submit** your application



# HOME PAGE

## Home

Welcome to the on-line application system of the Interreg NEXT MED Programme.

The system allows you to:

- Draft and submit your **Application form for the Call for Proposals**
- Download all relevant documents and formats

**First-time users:** [Create an account to start a new application.](#)

**Returning users:** [Log in to continue an application.](#)



***Sign up***



***Login***



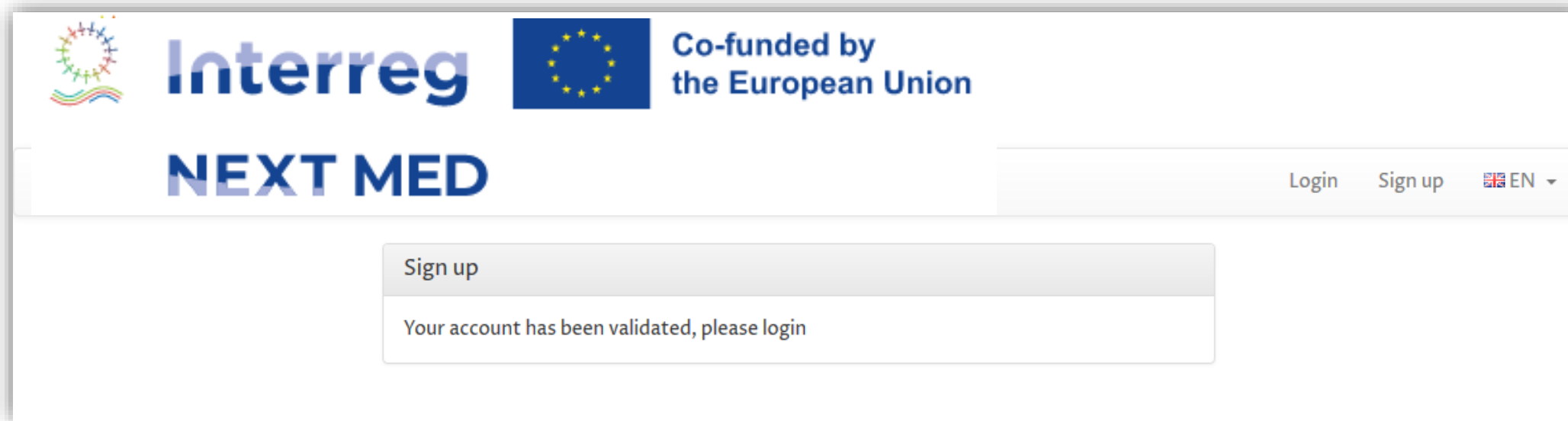


# CONFIRM REGISTRATION

*After registering to the Call, you will need to confirm your email address.*

*You'll receive a confirmation mail in which you need to activate the account (check the SPAM folder too)*

*You will then need to click on the link in the email or paste it into your web browser.*



# APPLICATION FEATURES 1/2

## Multilanguage



The screenshot displays the 'Interreg NEXT MED 2021 - 2027' application portal. At the top, there's a header with the Interreg logo, 'Co-funded by the European Union', and a countdown timer: 'The call will end on 2025/01/01 at 00:59 (CET)'. A yellow arrow points to the 'Draft' status in the top right corner.

The main navigation area includes a 'Main Menu' on the left with sections like 'Preliminary Info' (100%), 'Project' (60%), 'Partnership' (40%), 'Work packages and budget (part 1)' (43%), 'Sustainability' (0%), 'Environment', 'Budget (part 2)' (0%), 'Financial plan' (0%), 'Financial capacity' (0%), 'Documents', 'Submit', and 'Export'. The 'Preliminary Info' section is highlighted with a yellow box.

The 'Data loading tabs' section shows 'Preliminary Info' with sub-tabs 'Project info' and 'Applicant info'. The 'Applicant info' tab is active, showing a 'Call for Proposals' section with a 'First call for proposal' date. Below this, there are form fields for 'Title' (containing 'nextmed1'), 'Acronym' (containing 'NM1'), 'Duration' (set to '36 months'), 'Type of Project' (set to 'Type of Project'), and 'Programme specific objective' (set to 'Programme specific objective'). A yellow box highlights the character count '8/250' for the title field.

A yellow arrow points to the 'Save and Check' button at the bottom right of the form.

Red annotations highlight key features: 'Main Menu', 'Data loading tabs', 'User Area', 'Maximum number of characters accepted', and 'Button to Save and check data'.

**Maximum  
number of  
characters  
accepted**

**Button to Save and check data**



## APPLICATION FEATURES 2/2

A **percentage showing your progresses** is available for each section. Moreover, the main menu guides you in filling in the form.

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The call will end on 2024/03/28 at 13.00 (CET)

Time left: 2 months 2 days 14 hours 24 minutes 38 seconds

NEXT MED

Interreg NEXT MED 2021 – 2027HomeHello user!LogoutEN ▾

Main Menu

Sections ↗

Preliminary Info100%

Preliminary Info100%

Project0%

Partnership0%

Work packages and budget (part 1)0%

Sustainability0%

Environment

Budget (part 2)0%

Financial plan0%

Financial capacity0%

Documents

Submit

Export

Preliminary Info

Project infoApplicant info

Call for Proposals:  
First call for proposal

Title

Title

5/250

AcronymDuration

Acronym

30 months ▾

7/16

Type of Project

1 - Thematic projects ▾

Programme specific objective


1.1 (RSO1.1) Developing and enhancing research and innovation capacities and the uptake of advanced technologies ▾


Save and Check



# PRELIMINARY INFO - PROJECT INFO

*You can submit only one proposal per Programme Specific objective!*

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Interreg NEXT MED 2021 - 2027

Home

Time left: 10 months 29 days 14 hours 46 minutes 16 seconds

Status: Draft

Sections

Preliminary Info100%

Preliminary Info100%

Project60%

Partnership40%

Work packages and budget (part 1)43%

Sustainability0%

Environment

Budget (part 2)0%

Financial plan0%

Financial capacity0%

Documents

Submit

Export

Preliminary Info

Project info

Applicant info

Call for Proposals:

First call for proposal

Title

nextmed1

8/250

Acronym

NM1

3/16

Duration

36 months

Type of Project

1 - Thematic projects

Programme specific objective

1.2 (RSO1.3) Enhancing sustainable growth and competitiveness of SMEs and job creation in SMEs, including by productive investments

Save and Check

*Save and Check to load Applicant info*



# PRELIMINARY INFO - APPLICANT INFO

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Hello Test\_user!LogoutEN

Sections

Preliminary Info100%

Preliminary Info100%

Project0%

Partnership0%

Work packages and budget (part 1)0%

Sustainability0%

Environment

Budget (part 2)0%

Financial plan0%

Documents

Submit

Preliminary Info

Project infoApplicant info

Legal status:

Ministry or other national public administration

Country:

Jordan

Name of organisation:

Lorem Ipsum

Applicant national registration number

AB123456

Email legal representative

Lorem Ipsum@email.com

Save and Check

*If the rule is not respected, a warning message is displayed and a notification email is forwarded to the email addresses indicated in the preliminary info section*

**Save and Check to complete the submission of your Preliminary Info**

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# PROJECT

This section includes the following project details:

- Summary
- Relevance
- Logical Framework
- Effectiveness
- Sustainability
- Cost-effectiveness
- Horizontal principles

NB. It follows the Courtesy application form (doc format) available in the website

Sections ✎	
Preliminary Info	100%
Project	0%
Summary	0%
Relevance	0%
Logical Framework	0%
Effectiveness – Sustainability	0%
Cost-effectiveness – Horizontal principles	





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# BUDGET - CO-FINANCING, SOURCE OF FUNDING AND REVENUES

Reminder: **Co-financing** rate per partnership is fixed to 11%

Insert all info  
and save

Source of funding and revenues

Partner

Choose the partner ▾

Applicant

PP01

PP02

Source of funding

Choose at least one item ▾

Revenues (if any)

Specify value

Revenues description

Specify revenues description

Save

Partner	Total	%	Eni Contribution	Revenues (if any)	Total	%	Amount	%	Source of funding description
Applicant	€ 1.426.000,00	60,28 %	€ 1.270.577,36	€ 8.000,00	€ 1.278.577,36	89,66 %	€ 142.600,00	10,00 %	Diam quam ...





# BUDGET - 50% RULE

Reminder: In case the financial allocation to partners from Mediterranean Partner Countries is lower than the said minimum percentage, the difference between the minimum of 50% shall be justified by activities implemented by the EU Applicant and/or partner/s and/or International Organizations in the Mediterranean Partner Countries. The said budgeted direct costs shall be indicated and justified in this budget table. Only some Cost Categories are available.

Budget: 50% rule

EU Partner

Cost category

Budget line

Country (only MPC)

PP01

Infrastructures

WP3.IN.PP1.1068

Egypt

Description

Nullam eget felis eget nunc lobortis mattis aliquam faucibus purus. Libero volutpat sed cras ornare. Faucibus interdum posuere lorem ipsum dolor sit amet consectetur adipiscing. Nunc lobortis mattis aliquam faucibus purus in massa tempor nec. Sapien nec sagittis aliquam malesuada bibendum arcu. Tortor pretium viverra suspendisse potenti nullam ac tortor.

356/500

Cost of activity

25000,00

Save

Partner	Cost category	Budget line	Country	Description	Cost of activity	%
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# ENVIRONMENTAL SCREENING

The Interreg Next Med Programme, like other programmes, was submitted to a screening process to verify its potential effects on the environment according to the European Directive 2001/42/EC

Some project proposals, especially under certain Programme specific objectives, may foresee to carry out pilots which may have an impact on the environment in the form of increased resource consumption or emission of pollutants

To cope with the potential environmental impacts of the projects, our Programme proposes different levels of “environmental screening”



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# ENVIRONMENTAL SCREENING - PROCEDURE

<b>1st LEVEL</b>	<b>Environmental sustainability</b>	<ul style="list-style-type: none"><li>- During the contract negotiation, all proposals are required to identify the output(s) which might have a positive/negative impact on the environment.</li><li>- The MA reviews the content and may ask for further information/documents, as the case may be.</li></ul>
<b>2<sup>nd</sup> LEVEL</b>	<b>Environmental screening - Checklist A</b>	<ul style="list-style-type: none"><li>- Proposals submitted under one of the following Specific Objectives 1.1, 1.3, 2.1. 2.4, 2.5, 2.6, are also required to fill in the Checklist A.</li><li>- The MA may ask that this checklist is filled in for any proposal submitted under other priorities.</li></ul>
<b>3<sup>rd</sup> LEVEL</b>	<b>Environmental effects - Checklist B</b>	<ul style="list-style-type: none"><li>- Proposals needing a greater level of assessment are required to draft the Checklist B, based on the information provided in the boxes of the Checklist A (Yes/No column).</li><li>- Based on the information provided, the MA may require to fill in the Checklist C.</li></ul>
<b>4<sup>th</sup> LEVEL</b>	<b>Environmental Report - Checklist C</b>	<ul style="list-style-type: none"><li>- Proposals needing a more detailed assessment are required to submit the Checklist C, that is for all the projects including an infrastructure of at least 1M Euro or/and the projects including investments in infrastructure with a lifespan of 5 years or more.</li></ul>



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# ENVIRONMENTAL SCREENING – CHECKLIST A

**Environmental Screening - Checklist A**

This Checklist A is to be filled for the submission of the proposals falling under the following Specific Objectives: RSO 1.1, 1.3, 2.1. 2.4, 2.5, 2.6. Depending on the answers provided, further information may be requested. For more details, see Checklist B and C.

Questions	Yes/No	Description			
1. Does the project foresee the realisation of infrastructures?  NB: projects including an infrastructure of at least 1M Euro or/and including investments in infrastructure with a lifespan of 5 years or more should - in addition to checklist A and B - also provide the environmental report foreseen in Checklist C!	<b>If yes, the Checklist B is required</b>	If yes, what infrastructure(s) is/are foreseen? [Max 500 characters]  Max 500 characters.	6. How the project plan will reduce the negative impact(s) and strengthen the positive impact(s)?	<b>Whatever the answer (i.e. Yes or No), the checklist B is not requested</b>	Briefly describe your strategy for mitigating the environmental negative impact(s) and strengthen the positive impact(s) [Max 500 characters]  Max 500 characters.
2. Does the project take into account the principles of environmental protection and sustainable development?	<b>If No, the Checklist B is required</b>	If yes, in which way? [Max 500 characters] Max 500 characters.  What environmentally sensitive strategies are included in the activities, in the budget, etc.? [Max 500 characters] Max 500 characters.	7. Is any message on advocacy/awareness-raising related to environmental issues foreseen?	<b>Whatever the answer (i.e. Yes or No), the checklist B is not requested</b>	If yes, briefly describe the message addressed to the target groups and how it will be promoted/disseminated [Max 500 characters]  Max 500 characters.
3. Does the project take into account the relevant International, National and Regional directives/laws/agreement/strategies with regard to environmental and sustainable development issues?	<b>If No, the Checklist B is required</b>	If yes, which one and how? [Max 500 characters] Max 500 characters.	8. Does any of the partners/associates involved in the proposal have a role in reducing the negative impact and/or strengthening different stakeholders' capacity to cope with this impact?	<b>Whatever the answer (i.e. Yes or No), the checklist B is not requested</b>	If yes, in which way? [Max 500 characters]  Max 500 characters.
4. Has the environmental context been taken into account when deciding on the strategies and activities of the project proposal?	<b>If No, the Checklist B is required</b>	If yes, how? [Max 500 characters] Max 500 characters.	9. Does the project foresee an environmental monitoring system?	<b>If No, the Checklist B is required</b>	If yes, which environmental monitoring methods and measures are foreseen during and after its implementation? If indicators are foreseen, describe them [Max 500 characters]  Max 500 characters.
5. Does the project have any potential impact on the environment?	<b>If yes, answer all questions from 6 to 10 If No, you are not requested to proceed further</b>	If yes, briefly describe the main environmental problems and their impact in the sector and/or geographical location of the project proposal. [Max 500 characters]  Max 500 characters.	10. Have the costs for the above-mentioned measures been adequately considered in the budget plan?	<b>Whatever the answer (i.e. Yes or No), the checklist B is not requested</b>	If yes, in which way? [Max 500 characters]  Max 500 characters.



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# ENVIRONMENTAL SCREENING – CHECKLIST B

## Environmental effects – Checklist B

The Checklist B is required only for those proposals needing a more detailed environmental assessment, based on the information provided in the boxes of the Checklist A (Yes/No column).

SECTION 1 - General information		SECTION 2 - Location		
Description of the indicative area. If more than one infrastructure is planned, the description shall cover the different areas where the infrastructures will be implemented	[Max 1000 characters] Max 1000 characters.	Indicate the intervention distance from	Yes/No N.A.	Indicate the intervention distance from:
Map of the indicative area(s). If more than one infrastructure is planned, it is required to include one low resolution picture for each area. Snapshots from google maps are recommended. All pictures shall be made available in one pdf file (5 MB max).  <b>Pictures upload required</b>		Densely populated area		[Max 500 characters] Max 500 characters.
		Cultural heritage site		[Max 500 characters] Max 500 characters.
		Natural protected area		[Max 500 characters] Max 500 characters.
		Wetlands		[Max 500 characters] Max 500 characters.
		Coastal areas		[Max 500 characters] Max 500 characters.
Description of the intervention/infrastructure to be implemented	[Max 1000 characters] Max 1000 characters.	Marine areas		[Max 500 characters] Max 500 characters.



# ENVIRONMENTAL SCREENING – CHECKLIST C

## Environmental Report – Checklist C

**The Checklist C** is required only for those proposals which need a greater level of environmental assessment, that is for all the projects including an infrastructure of at least 1M Euro or/and the projects including investments in infrastructure with a lifespan of 5 years or more. Where appropriate, reference may be made to information already included in the application form. If an environmental/vulnerability report already exists, this can be sent to the MA, in addition to the information provided

SECTION 1 - General information		SECTION 2 - Information describing the site and its environment	
Information	Details	Physical features	Details
Purpose and main features of the intervention	[Max 500 characters] Max 500 characters.	Population – proximity and number	[Max 500 characters] Max 500 characters.
Proposed access to the site and transport arrangements	[Max 500 characters] Max 500 characters.	Flora and fauna – in particular protected species and habitats	[Max 500 characters] Max 500 characters.
Number of employees expected to be involved in the assessed activity/ies	[Max 500 characters] Max 500 characters.	Soil – agricultural quality, geology and geomorphology	[Max 500 characters] Max 500 characters.
Land use requirements and other relevant physical features of the intervention	[Max 500 characters] Max 500 characters.	Water – aquifers, water courses and shorelines	[Max 500 characters] Max 500 characters.
Production processes and the operational features of the project	[Max 500 characters] Max 500 characters.	Air – climatic factors, air quality, etc.	[Max 500 characters] Max 500 characters.
Types and quantities of raw materials, energy and other resources consumed (estimation)	[Max 500 characters] Max 500 characters.	Architectural and historic heritage, archaeological sites and features	[Max 500 characters] Max 500 characters.
Residues and emissions by type, quantity, composition (estimation)	[Max 500 characters] Max 500 characters.	Landscape and topography	[Max 500 characters] Max 500 characters.
Main alternative sites and alternative processes considered (with maps)	[Max 500 characters] Max 500 characters.	Recreational uses	[Max 500 characters] Max 500 characters.
Adoption of voluntary instruments of environmental management (e.g. UNI EN ISO 14001, EMAS)	[Max 500 characters] Max 500 characters.	<b>Policy framework</b>	
		Include all relevant official national or international designation such as sites of special interest, areas of outstanding natural beauty, national parks, green belts, ancient monuments and listed buildings, etc. potentially affected by the intervention	[Max 500 characters] Max 500 characters.





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# DOCUMENTS NEEDED FOR PROPOSAL SUBMISSION

*You can upload at any time the documents online, before the deadline*

## **Mandatory documents to be submitted (uploaded) through the eAF:**

- ✓ Declaration by the Applicant
- ✓ Partner Statement to be provided by each partner (regardless their legal status)
- ✓ International Organisation declaration (as the case may be)
- ✓ Associated partner declaration (as the case may be)
- ✓ Applicant declaration on youth projects (as the case may be)
- ✓ State aid self assessment check grid (one file merging the single files of the partners for which the state aid info is needed)



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# DOCUMENTS

*This area consists of three tabs :*

- 1. Upload:** *upload mandatory documents (in PDF format)*
  - 2. Archive:** *download or remove documents uploaded in step 1/Upload tab*
  - 3. Materials:** *download information documents and templates*
- The eAF checks whether the mandatory documents have been uploaded.*

Documents

Upload

Archive

Materials

With this form you can upload required file

Choose one

Choose one

1.a Declaration by the Applicant\_DEF\_06062017.pdf

Document type

Applicant declaration ▾

Partner or associated partner

Applicant ▾

Upload



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# VALIDATE - SUBMIT 1/3

*Once the application is completed, you can validate the entered data and submit the application form.*

The screenshot displays a web interface for application management. On the left, a sidebar titled 'Sections' lists various components of the application, each with a completion status: Preliminary Info (100%), Project (100%), Partnership (100%), Work packages and budget (part 1) (100%), Sustainability (100%), Environment, Budget (part 2) (100%), Financial plan (100%), Documents, and Submit. A 'Submit' button is located at the bottom of this sidebar. The main content area is titled 'Validate and Submit' and contains two primary instructions, each with a corresponding button. The first instruction, 'Check your application form', explains that this function allows users to verify the completeness and error-free status of their application before submission; it is accompanied by a yellow arrow pointing to a blue 'Validate' button. The second instruction, 'Submit your application form', explains that this function allows users to submit their application, which will then be editable until the call for proposals deadline; it is accompanied by a yellow arrow pointing to a blue 'Submit' button.

Sections	
Preliminary Info	100%
Project	100%
Partnership	100%
Work packages and budget (part 1)	100%
Sustainability	100%
Environment	
Budget (part 2)	100%
Financial plan	100%
Documents	
Submit	

### Validate and Submit

**Check your application form**  
With this function you can check if your application form is complete and has not errors before submitting it.

**Validate**

**Submit your application form**  
With this function you can submit your application form.  
Once submitted, your project application will be editable, until the call for proposals remains open (deadline not expired), by returning to "draft" status.  
Please note that application forms not submitted will be discarded.

**Submit**



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# VALIDATE - SUBMIT 2/3

The validation feature will validate your application and return a summary of errors.  
Errors are categorized into 4 categories.  
The controls that run the system applies the rules described in the **guidelines**.

Check if errors were found in the application form

General

Code	Description
Code 003	Min number of partner
Code 004	Min number of partner from MPC
Code 007	Min number of countries in the partnership
Code 008	Environmental screening (Checklist A) required
Code 009	Declaration by the Applicant: upload required
Code 013	Partner statement: upload required
Code 014	State Aid self assessment: upload required

WP

Budget

Financial



# VALIDATE - SUBMIT 3/3

*During submission the application will first perform the validation checks. If there are no errors, you will be able to submit your application form. Once submitted, your project application will be uneditable, but whilst the "call for projects" remains open you may reedit your application by converting back to draft.*

**Please note that Application form not submitted will be discarded**

Sections ✕

Preliminary Info100%

Project100%

Partnership100%

Work packages and budget (part 1)100%

Sustainability100%

Environment

Budget (part 2)100%

Financial plan100%

Validate and Submit

Submit your application form

Proposal submitted!

Back to draft



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# EXPORT

*You can export any time your application form in 2 electronic formats (i.e. word and excel files).*

Sections

Preliminary Info100%

Project100%

Partnership100%

Work packages and budget (part 1)100%

Sustainability100%

Environment

Budget (part 2)100%

Financial plan100%

Documents

Submit

Export

Export

Export

Export application form  
Export application form in doc format

Export

Export PDF application form  
Export application form in pdf format

Export

Export budget  
Export budget and financial plan in xls format

Export



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