

eMS Technical Guidance



Managing Authority Interreg V-A Euregio Meuse-Rhine

Version 1

Disclaimer

The electronic monitoring system (eMS) is the mandatory system for project proposal submission. This document was made available for demonstration and information purposes only. eMS is continuously improved and added with new functionalities. Therefore this document is a 'living' document that is updated regularly.

The Interreg EMR programme cannot be held accountable for any discrepancies between this document and the application form available in eMS, notably in terms of character count in the different boxes of the form or for slight differences in wording. If any such discrepancies arise, the eMS shall prevail.

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Introduction

This guidance contains key information on the operation and use of the electronic monitoring system of the Interreg EMR programme. In accordance with EU regulation Interreg V-A Euregio Meuse-Rhine uses an electronic monitoring system (eMS) for submitting, assessing and monitoring applications.

Electronic Monitoring System

eMS is a web application that is used for project and programme monitoring. Its aim is to collect and store all necessary project and programme information using a secure online portal.

Technical guidance

Guidance with regard to your project design and eligibility rules is found in our Programme Manual which is found on the Interreg [EMR website](#). This manual only contains guidance on the technical functionalities of the eMS.



Please read this manual and other documentation carefully before contacting your Regional Antenna or the helpdesk.

Please contact your [Regional Antenna](#) if you need help drafting your application.

For any IT related problems you might experience with the online submission system, please contact the helpdesk: ems-helpdesk@prvlimburg.nl

Requirements

Technical requirements

Web browser

eMS is a web application that works with the latest version of most common web browsers (e.g. Microsoft Internet Explorer, Mozilla Firefox, Google Chrome and Safari). No additional plugins are needed.

An internet connection is needed to access the system and to save information.

Exported files

eMS has export functionalities of information in the system to PDF and Excel. Additional applications might be needed to open those files.

Official languages

The Interreg EMR programme Monitoring Committee decided all three programme languages are used in official communication. Your application should therefore be submitted in German, French and Dutch. Filling your information in English is optional.

Fill all mandatory fields of your application form.



Please refer to the programme manual and call documentation for eligibility rules Make sure your application is according to all Interreg legislation.

Registration and access

User registration

The proposed Lead Partner (LP) is responsible for the registration and submission of a project proposal. The person registering should be preferably the contact person of the LP institution. Automatically generated emails (e.g. on successful submission) will be sent to this email address only.

Contact the helpdesk for eMS access on ems-helpdesk@prvlimburg.nl.

Include the following details:

- First and last name;
- Academic title (if applicable);
- Preferred display language for the eMS: French, German or Dutch.

The Secretariat creates your account credentials and sends an email with instructions for first use. You are provided a username and temporary password. Usually an account is created within two business days.

Access to the system

The eMS is accessible via: www.ems.interregemr.eu

Provide your username and password and click *Login* to enter the system.

In case you loose your password, click "Forgot Password". Enter your username which is usually <first name> . <first letter of last name> for example *otto.n*

You receive an email with instructions to reset your password. In case you did not receive an email within 30 minutes. Please contact the helpdesk (ems-helpdesk@prvlimburg.nl).

Overview of the system

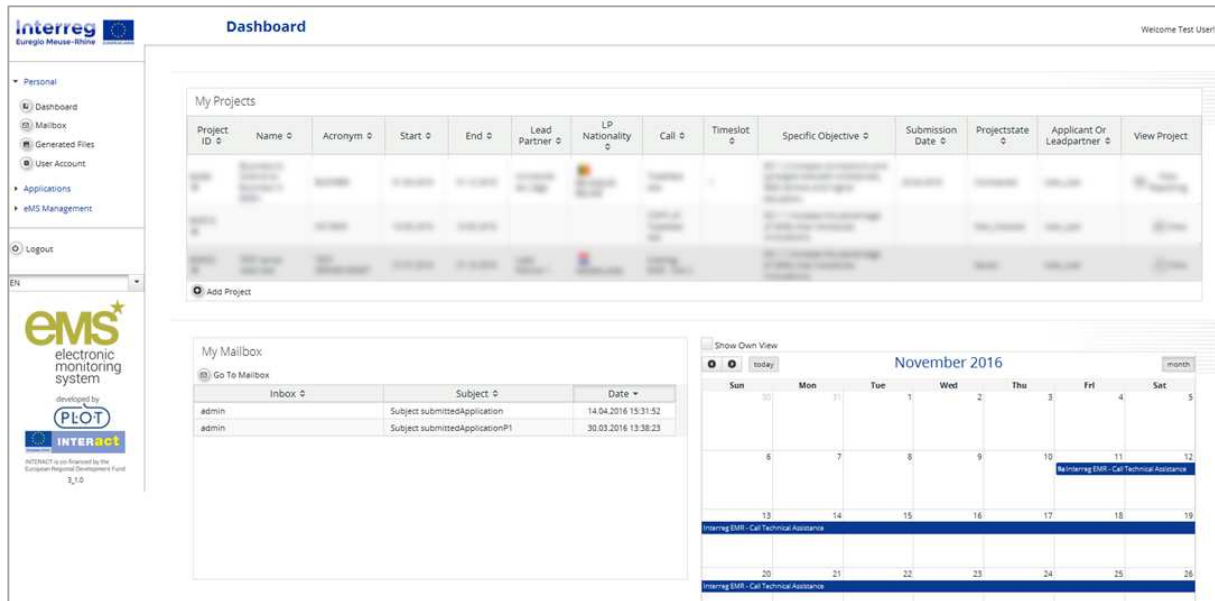


Figure 1 – eMS Dashboard

The first screen when logged in is the *Dashboard*. This screen has multiple sections, which will be explained below.

Left menu

The left menu offers quick access to the eMS functions:

- **Personal**
 - Dashboard: go back to the main screen.
 - Mailbox: Go to the system internal messaging system.
 - Generated Files: Files generated by the system (e.g. PDF export of a project).
 - User account: view or edit your personal details. Your password change can be done in this section. To edit your email address, please contact JS.
- **Applications**
 - My applications: view a list of all your applications.
 - Bookmarked applications: View bookmarked projects for quick access.
- **eMS Management**
 - Calls: shows all the calls of the Interreg EMR and their start and end date.
- **Language selection**
 - eMS is default in the requested language upon registration. To change the display language of the eMS select the desired language in the drop down menu. French, German and Dutch are the official languages for fields in the system. English serves as backup language.



For safety reasons, always logout after your session!

My Projects

This section shows a list of the projects and an overview of the project data including their status (saved, submitted, and accepted). Click a project to edit your application or to view it after submission.

You can apply for a call by using the *add project* button and selecting the call you would like to apply for.

My mailbox

For official communication between applicants/ beneficiaries and Interreg EMR programme bodies the internal mailing system is used. Press the button *go to mailbox* to open the messaging system.

Call calendar

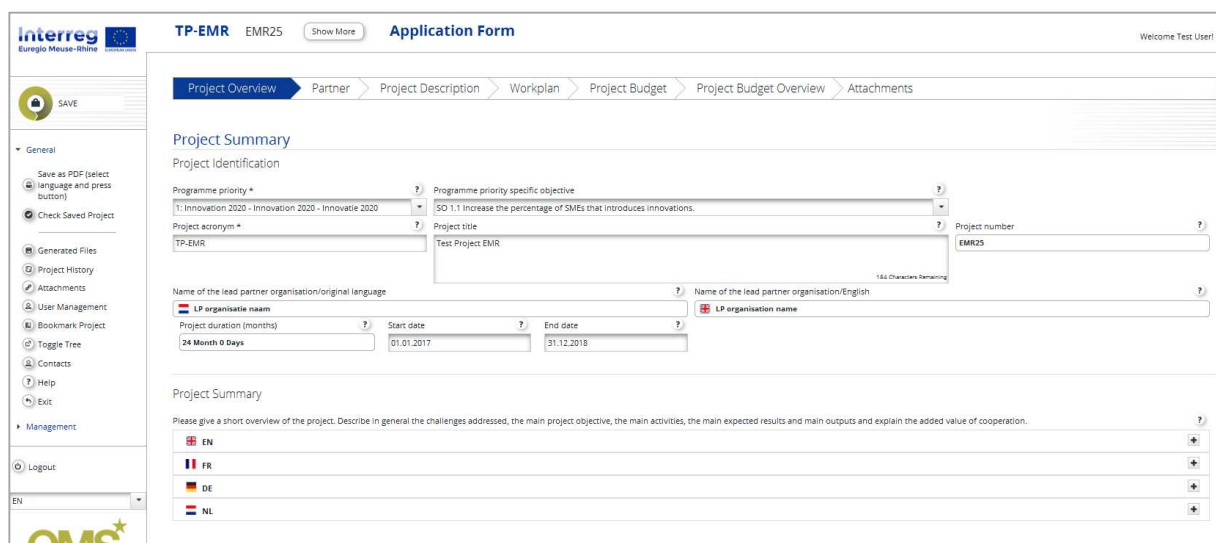
The call calendar shows the timeline of open calls and their deadline.

Project application

Project applications need to be digitally submitted through the eMS. To create an application form, click on *add project* in the 'my projects' section. Select the call for which you would like to apply by clicking the *apply* button. An empty application form will now open.



Before further editing, please **enter your project acronym and save your project** using the save button in the left menu. You can change your project acronym during the whole application process.



The screenshot shows the 'Application Form' interface for 'TP-EMR EMR25'. The top navigation bar includes 'Project Overview', 'Partner', 'Project Description', 'Workplan', 'Project Budget', 'Project Budget Overview', and 'Attachments'. The 'Project Summary' section is active, containing the following fields:

- Programme priority:** Innovation 2020 - Innovation 2020 - Innovatie 2020
- Programme priority specific objective:** SO 1.1 Increase the percentage of SMEs that introduces innovations.
- Project acronym:** TP-EMR
- Project title:** Test Project EMR
- Project number:** EMR25
- Name of the lead partner organisation/original language:** LP organisatie naam
- Name of the lead partner organisation/English:** LP organisation name
- Project duration (months):** 24 Month 0 Days
- Start date:** 01.01.2017
- End date:** 31.12.2018
- Project Summary:** A text area for a short overview of the project.
- Language selection:** EN, FR, DE, NL

Figure 2 – Overview of the application form

The top menu will guide you through parts of the application form. Please note that *description*, *work plan* and *budget* are divided into sub-menu items. The application form consists of different parts/ chapters, which are explained in the following paragraphs of this manual. Please follow this workflow accordingly, since information in the form is used in other parts. For example: you enter the project specific objectives in the project focus part of the application form, which are used in the part workplan.

Elements of the left menu

- **Save:** remember to save your application by using this button in the upper left!
- **Save as pdf:** export your application to PDF as reference. The pdf will be printed in the system language of the eMS. To change this, change your display language in the left menu. PDF creation could take some minutes to prevent server overload. If the generation is complete, you can find the file under "generated files"
- **Check project:** completeness check of your application. In case your application is not complete, the eMS shows the errors. In case your application is complete, the button will change into a *submit button*.
- **Generated files:** Shows the PDF exports of your project.

- **Project history:** The eMS stores all versions of the Application Form in consecutive order under the menu item 'project history'.
- **Attachments:** Partners are allowed to upload additional attachments to the whole report.

Working together on the application

The menu item "user management" provides options for working together on the application. The lead applicant can give reading and/or modification rights to other *registered* users (i.e. the proposed partners). Enter the username of the user and add them for reading or modification (co-worker).

To a certain extent, it is possible for different users to work in parallel (at the same time) on the same application form. When working in parallel, users have to make sure though that they are not working in the same section or sub-section (in case that the section is divided). It is the responsibility of the lead applicant to set proper procedures while drafting.



Working together in the same (sub)-section of the application form at the same time could lead to loss of data!

Inserting information

The eMS provides different kind of fields to insert information:

Drop down list (e.g. programme specific objectives and communication objectives)

A screenshot of a web-based drop-down menu. The current selection is "Economie 2020". Other visible options include "Innovatie 2020", "Sociale inclusie en opleiding", "Territoriale ontwikkeling", and "Technische bijstand".

Date selection (e.g. project start)

A screenshot of a date selection calendar for May 2016. The date "9" is highlighted in green. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 31. There are "Today" and "Done" buttons at the bottom.

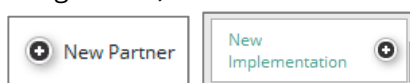
Text areas without text formatting (e.g. partner name and address)



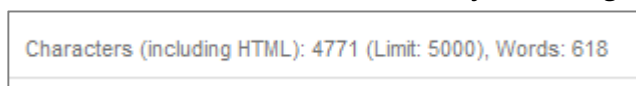
Text areas with text formatting (for larger questions e.g. context and relevance)




Adding information goes via the 'plus' button (e.g. adding extra partners, work packages or budget lines)



The text input fields have a maximum of characters that is allowed. When exceeding the maximum characters, eMS deletes any exceeding characters.



Allow some margin for maximum amount of characters (e.g. 10%).

 *The character count in de boxes could give slightly different results than for example the count in Microsoft Word. If such a situation occurs, the eMS shall prevail.*

Important aspects

Please take note of the following important aspects when filling in the application form:

- The eMS does not provide any warning or request of confirmation before leaving a section of the application form or before logging out. *Always remember to save data before leaving a section.* Saving the project is always done via the save button in the upper left corner. Saving the form after each question would be a good habit.
- Certain fields are mandatory and need to be filled in in order to be able to save. After pushing the save button, the list of fields not filled in is shown on top of the page.
- When filling in longer sections, please remember to regularly save in order to avoid losing data in case of interruptions of the internet connection or other technical issues.
- Do not use the "Enter/ Return" key of your keyboard to save data while filling the forms as it may lead to unexpected results. Always use the commands provided by the eMS interface.
- For security reasons the eMS logs users out after 15 minutes inactivity. Save information after editing to prevent losing data with automatic log outs.





*The information in this section is based on a full application (step 2). Parts of the application form that are also applicable for the light application are indicated with **STEP 1**.*

Project overview

STEP 1

In this section, basic information about the project is given.

- Select your desired **programme priority** and corresponding **specific objective (SO)**. Your project output indicators and result indicator are based on this information, if you edit your priority or SO, also check if other information is still correct.
- Because of technical reasons, enter your **project acronym** before further editing of your project. Click the SAVE button afterwards.
- The **project summary** should also be entered in English (besides French, German and Dutch).
- The tables **budget overview** and **indicators overview** are generated by the system using information from the workplan and budget.

Project partners

STEP 1

- The first partner to be created is the proposed **lead partner**. This can be altered during the call opening.
- Fill the information for each partner in your project. Please also provide an **English name** of the organisation (to be used in public databases for funded projects).
- **Type of partner**: check the annex for the different types of partner Interreg distinguishes, including examples. Check which type is the most applicable for the organisation.
- Interreg funding is maximum **50% co-financing**. This is the default option per partner. In case state aid regulation requires lowering the Interreg contribution, please lower the co-financing in this partner section.
- Provide the national equivalent of the **VAT-number**. In case the organisation does not have a VAT-number, uncheck the button and provide a different type of identification number.
- Having the correct contact information is very important during the drafting and execution phase of your project. Be very secure when filling the **legal representative** and **contact person information**. Make sure the email address is correct and check for unwanted 'spaces' when pasting an email address. The phone number should be in international format.

Project description

STEP 1

This menu part has three sub-sections: project relevance, focus, context and horizontal principles

Project relevance

- No special points for this section

Project focus

- The **specific objective** is based on the selection in the project overview. In case you change the objective, please also check the description of the **project focus field**. Same goes for the **project contribution to (result) indicators**.
- Define at least one and maximum three **project sub objectives**. The sub objectives are used in sections of your workplan.

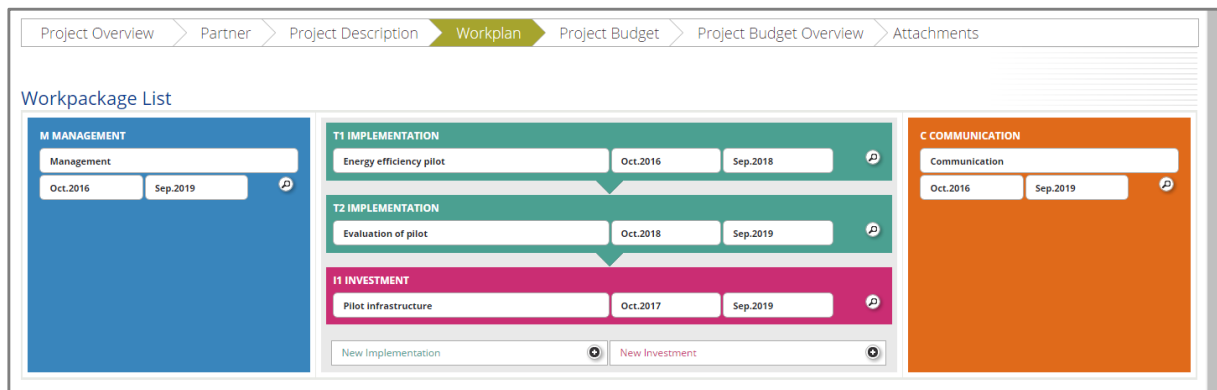
Project context

- No special points for this section

Horizontal principles

- Select if your project is negative/neutral/positive for each of the four **horizontal principles** and give a description of the impact of your project. Use the questions to define a global answer for each principle.


Workplan




The eMS uses a pre defined set of **work packages**. Each work package has activities and possible main **outputs**: the main tangible products of the project activities that can be physically counted. As a rule, a project will also produce outputs other than its main outputs. These will be of an intermediary nature, i.e. they are understood as 'in-between 'stages' that will eventually feed into a main output. In the application form these intermediary outputs are referred to as **deliverables**, which result from the activities. A work package **can contain up to 4 activities**, each of which might result in **several deliverables**. The **start and end date** of the work package is derived from the start and end date of the activities.


Please consult the application form template for the relevant questions for each work package:

- **Management:** mandatory work package for all projects and is automatically set as WP 1. The Lead Partner is automatically the responsible partner for this work package.
- **Implementation:** The 'normal' work packages needed for implementation of your project.
 - This type of work package usually leads to contribution to **output indicators**. Which should be indicated in the **core output** section of each work package.
 - Select relevant **external target groups** for activities in this work package. See the annex for elaboration of the target groups.
 - Use the 'plus' button to add activities and deliverables where needed.

 Check the **cooperation programme** for the indicators and an explanation of each indicator.

 It is mandatory to insert one implementation work package for First Level Control (FLC). This implementation work package for First level Control (FLC) must be added as the last implementation work package (see factsheet 5 for more explanation).

- **Investment:** Each investment should be presented as a separate WP; there may be more than one investment WP if necessary. Descriptions of investments are similar to those for work packages as they contain activities and deliverables.

 Investments are considered as an infrastructure that is jointly developed by the partners and that will last beyond the lifetime of the project. Many types of infrastructure are possible, such as: demonstration plants, works on buildings to increase energy efficiency, enhancement of bicycle paths, logistics hubs, transnational living labs, renewable energy demonstration facilities etc.

- **Communication:** mandatory work package for all projects.
 - Applicants select from a predefined drop-down menu **activity types** and when defining the **communication objectives** of the project, standardised options are available. The communication objectives are set for each project sub objective.
- The **project timeline** is generated for activities start and end date and deliverables.

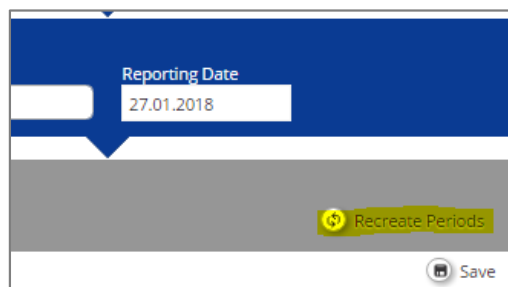
Target groups

The target group section is based on the target groups that are selected in the work packages.

Reporting periods

eMS generates an overview for the bi-annual progress reports. This overview is 'read-only'.

In case you change the start or end date of your application. Press "Recreate Periods" to create a new overview of the reporting periods and save afterwards.



Project Budget



Please consult the he catalogue of expenditure. The catalogue contains all the information with regard to eligible activities and costs.

Forecasted expenditure

Indicate your expected expenditure for each reporting period. Make sure the total expenditure matches your total eligible project costs.

Partner budget

Select a partner from the partner list and click *define budget*. Fill in the budget for each partner. When filling in the budget table, the eMS will transfer the information to the other tables as well. You can create sub-budget lines according to your need. It is advisable to add sub-budget lines according to logical entities.



*Tick the box **budget flat rate** for automatic calculation of office and administration costs. If needed the option for flat rate staff costs is available.*



In this example the partner ticket the Office flat rate, thus 15% of the staff costs will be added in the budget. The Staff flat rate is un ticked, so the partner can add individual budget lines for staff costs. If the option for staff costs is ticked the eMS calculates staff costs as 20% of the total costs.

Due to technical reasons automatic flat rate for FLC verification cannot be taken into account. This needs to be done manually.

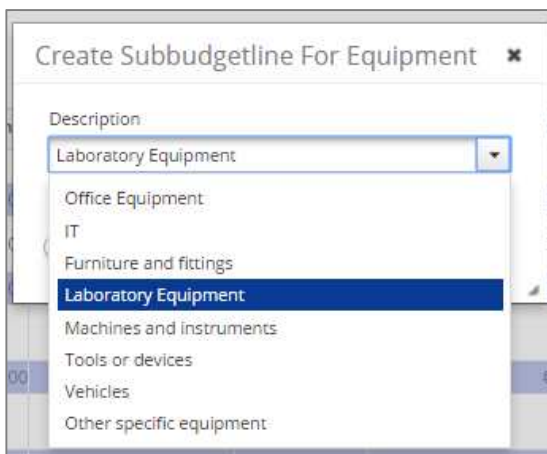
Adding budget items

For describing the cost items, use the sub-budget line text row. Use the following steps to successfully add budget.

1. Press the *plus* button of the cost type to add a sub-budget line / cost item



2. Select the appropriate cost type. The different cost types are found in our catalogue of expenditure.



3. Press the edit icon to update the sub-budget line per work package

WP M - Management		
0		€ 40.000,00
0		€ 15.000,00
0		€ 55.000,00

4. Fill the information for the sub-budget item

Unit Type	Unit	Amount Per Unit	Total	Comment
Website development	1,00	€ 2.500,00	€ 2.500,00	Development of project website by web development agency XYZ

Once you have filled in the whole budget table, move on to the next partner on the partner list and repeat the process on every project partner.

Budget Headings

Staff costs

Staff costs can be calculated either on the basis of actual costs or on the basis of a flat rate. You have to select the method you want to use. When ticking the box *flat rate staff* the system will automatically calculate 20% of the eligible costs.

For the calculation of actual costs the hours spend multiplied a standard hourly rate is used.

Make a new cost line for every employee in your project. Please consult the catalogue of expenditure for the calculation of this hourly rate.

Office and administration

This cost will be automatically calculated as 15% flat rate on top of the staff costs after ticking the box budget *flat rate office*. You cannot change the value of this budget line manually. If you make changes to 'Staff costs' remember to click 'Recalculate budget' in order to update the flat rate calculation.


Other eligible costs


For other eligible costs (travel, external services/expertise, equipment, investments and infrastructure) costs are calculated by multiplying the units with the cost per unit.

Contribution / Financing of budget

Every partner defines the intended source and amount of the (national) contribution. To do so, press *Define Contribution* for the partner.

The eMS assumes that own contributions always are either public or private depending on the legal status of the project partner. Every partner needs to have own contribution. Own contributions of public partners are considered 'public'. Own contributions of private partners are considered 'private'. Every partner can have an unlimited number of additional contributions sources. Additional contributions can be either public or private.








 *Make sure the total defined contribution is equal to the budget for that partner. The needed total amount of contribution is indicated as **Target Value**.*

 *Within the list **Regional Contribution** there are specific items for the **Management work package**. The regional contribution to finance the costs related to the work package Management must be assigned to these items that are labelled with 'WPM'.*

To add financing from a Interreg EMR Partner Region press *Create Regional Contribution*. Select the region of your choice. To add any other contributor press *Create Partner Contribution*.

	Amount	Cofinancing Rate
Program cofinancing	€ 125.000,00	50,00 %
Partner contribution	€ 125.000,00	
Partner Total Eligible Budget	€ 250.000,00	

Source Of Contribution

Source Of Contribution 	Legal Status	% of total partner contribution	Amount	Options
				 Create partner contribution  Create Regional Contribution
Partner 1	private	64,80 %	€ 81.000,00	
External party	private 	25,60 %	€ 32.000,00	 Delete Contribution
Provincie Limburg (NL) 	public	9,60 %	€ 12.000,00	 Delete Contribution
Sub Total Public Contribution		9,60 %	€ 12.000,00	
Sub Total Private Contribution		90,40 %	€ 113.000,00	
Total			€ 125.000,00	
Total Target Value			€ 125.000,00	
Total Public Expenditure			€ 137.000,00	

In kind contribution

In case a partner would like to use in kind contribution (according to EU regulation 1303/2013, article 69) the in kind contribution should be indicated in this section.

Activities outside the programme area

If the project plans to perform some activities outside of the programme area or if one of the partners come from outside of the programme the project should define what these activities will be or why the partner from outside is necessary to implement the project. The project should also define the planned cost of activities outside of programme area.

Project Budget overview

The tables will be created automatically defining the details of the budgets of all the partners.

After all the partners have defined their budget the project budget overview will be created automatically presenting different budgetary divisions and configurations.

Attachments


Do not upload documents that provide extra information with regard to the content of your project. All relevant information should be entered into the corresponding fields in eMS

The project should only upload additional documents in the eMS if specifically requested by the Joint Secretariat.

Submitting your application

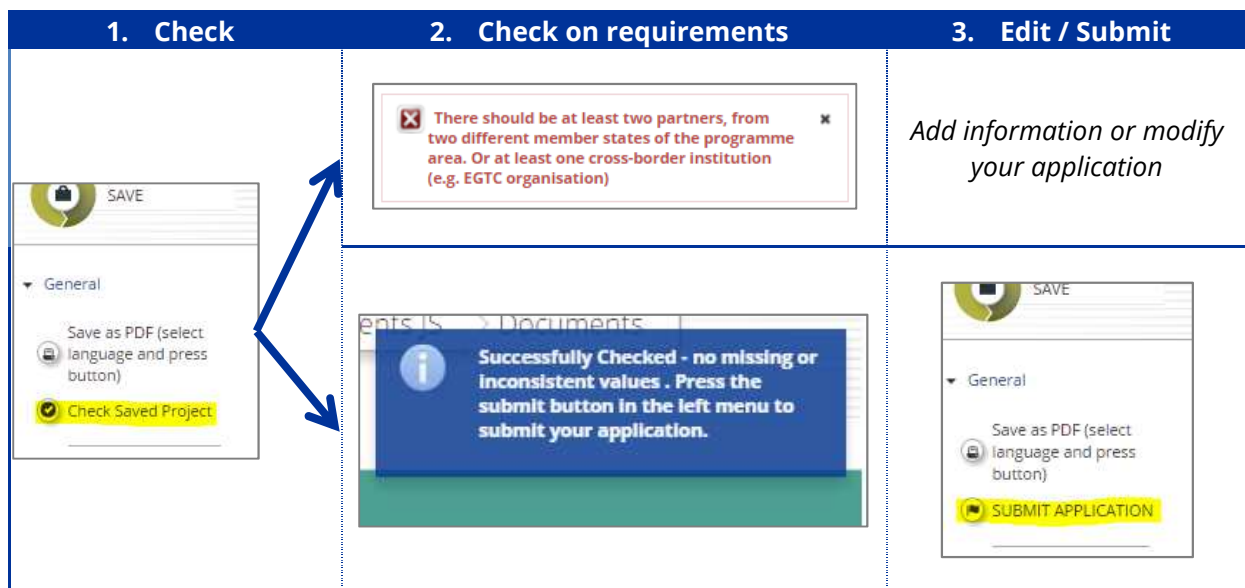
Once the application form is at an advanced stage, but well before its final submission, it is recommended to perform the automatic checks on the correctness of data entered into the application form.

This check is done by pressing the *Check Saved Project* button in the menu on the left. The system then performs several automatic checks of the formal requirements (e.g. completeness of information, minimum number of partners, etc.). If all automatic checks are successfully passed, a message will be displayed. In case of automatic checks showing deficiencies, the system indicates these in an error message on top of the page and the partnership can amend the application form accordingly.



Your application is not automatically submitted. Submit your project according to the procedure as described above.

Make sure you submit your application before the closing time of the call.



Steps after submission

After pressing the submit button your application is officially submitted. The applicant receives an automatic email and a message in the internal messaging system. The application is changed to 'read-only' and cannot be edited after submission.

Frequently Asked Questions (FAQ)

- 1. I have questions about the content and design of my project. Who can support me with drafting my project?**
Please contact the Regional Antenna in your region.
- 2. I would like to have access to the eMS where can I create an account?**
The helpdesk creates an account for you. Please contact us. Allow up to two working days to create your account.
- 3. I lost my password, how do I restore it?**
Use the 'forget password' option in registration page. If no email is received after one hour, contact us.
- 4. I am a consultant or support the project on behalf of the partnership. Can I create an account?**
The proposed lead partner is responsible for the application and submission. An external party can be appointed as co-worker on the project. Submission should be done by the lead partner. Refer to the [User Management paragraph](#).
- 5. How long can I be logged in the system?**
For security purposes the system logs out users that are inactive for more than 15 minutes. A large yellow warning message indicates the time out. Make sure you save data regularly to prevent data loss due to a time out.
- 6. Can we work with multiple users on the same application?**
Yes, but make sure you are not working in the same (sub)section of the application form. The lead partner is responsible for coordination within the partnership in case of more than one user for the project. Refer to the [User Management paragraph](#) for more information.
- 7. I cannot save information / saved information is lost!?**
Information loss is mostly due to more than one user in the same (sub-section); Inserting data that is too long for the input field (e.g. your pasted text is too long for the application form); or lost internet connection.
System failure is highly unlikely. The eMS is fully audited and tested. If you are sure none of the above scenario's is applicable, please contact us.
- 8. I cannot see a submission button?**
Refer to the [application submission process](#). You need to be the user in charge of the project to submit the application. Co-workers cannot submit the project.
- 9. I get a list of validation errors / missing values. What should I do?**
The eMS uses a set of checks on your application to check the formal requirements before submission. Act accordingly to solve the issues/errors. The [list with validation checks](#) can be found in the annex.
- 10. I have submitted my project, can I still edit the information in my application form?**
No, after submission your project is read-only. In case you would like to edit information:
Before the closing of the call: Request the JS to revert your submission so the application form can be changed.
After closing of the call: Modifying information is only possible if requested by Interreg authorities.

11. I need a summary of my application for a co-financing request. Where can I receive one?

After closing of the call, JS will create a project summary document that is in line with requested information by programme partners. This document will be sent upon request and is sufficient as annex for your application.

12. I cannot see my requested PDF-export file?

Refer to [export functionalities](#). It could take some time to generate the export to balance system load. Open your project and see your requested PDF under *Generated files*.

13. Not all my information is in the PDF export file/ some information is missing?

Too limit the size of the PDF file, not all information is printed. For example the information in sub-budget lines. Our assessors have direct access in the eMS and use the online version for their assessment. The export just serves for your personal archive.

14. Where can I change the display language for the eMS?

Change the display language by selecting your desired language in the left menu. This language is also used for the PDF export.

15. My question is not in the above list / I have another technical issue.

Please contact interregemer@prvlimburg.nl we are happy to assist you.

For questions about the content of your project, please contact your Regional Antenna

ANNEX

Target Groups

Main category	Nederlands	Français	Deutsch	Examples
local public authority	Gemeentelijke overheid	Collectivité publique locale	Lokale öffentliche Behörde	municipality, etc.
regional public authority	Provinciale overheid	Instance publique régionale	Regionale öffentliche Behörde	regional council, province etc.
national public authority	Nationale overheid	Instance publique nationale	nationale öffentliche Behörde	ministry, etc.
sectoral agency	Werkgevers-/werknemersorganisatie	Agence sectorielle	Sektorenspezifische Agentur	local or regional development agency, environmental agency, energy agency, employment agency, etc.
infrastructure and (public) service provider	Infrastructuur en (publieke) dienstverleners	Infrastructure et service (public) mis en place	Infrastruktur und (öffentliche) Dienstleistungsanbieter	public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc.
interest groups including NGOs	Belangengroepen inclusief NGO's	groupes d'intérêt incluant les ONGs	Interessengruppen inkl. NGO	international organisation, trade union, foundation, charity, voluntary association, club, etc.
higher education and research	Hoger onderwijs en onderzoek	Enseignement supérieur et recherche	Hochschulwesen und Forschungseinrichtungen	university faculty, college, research institution, RTD facility, research cluster, etc.
education/training centre and school	Onderwijs-/trainingscentrum en scholen	education/ centre d'apprentissage et école	Bildungs-/Ausbildungseinrichtung und Schule	primary, secondary, pre-school, vocational training, etc.
enterprise	Ondernemingen	entreprise	Unternehmen	
SME	MKB / KMO	PME	KMU	micro, small, medium

business support organisation	Zakelijke ondersteuningsorganisatie	Organisation de soutien aux entreprises	Organisationen zur Wirtschaftsförderung	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.
International organisation, EEIG	Internationale organisatie, EESV	Organisation internationale, EEIG	Internationale Organisation, EWIV	under national law, under international law
General public	Grote publiek	Public général	Breite Öffentlichkeit	
Other	Overig	Autre	Andere	

Partner Types

Partner type in eMS	Nederlands	Français	Deutsch
local public authority	Gemeentelijke overheid	collectivité publique locale	Lokale öffentliche Behörde
regional public authority	Provinciale overheid	instance publique régionale	Regionale öffentliche Behörde
national public authority	Nationale overheid	instance publique nationale	Nationale öffentliche Behörde
sectoral agency	Werkgevers-/ werknemersorganisatie	agence sectorielle	Sektorenspezifische Agentur
infrastructure and (public) service provider	Infrastructuur en (publieke) dienstverleners	linfrastructure et service (public) mis en place	Infrastruktur und (öffentliche) Dienstleistungsanbieter
interest groups including NGOs	Belangengroepen inclusief NGO's	groupes d'intérêt incluant les ONGs	Interessengruppen inkl. NGO
higher education and research	Hoger onderwijs en onderzoek	enseignement supérieur et recherche	Hochschulwesen und Forschungseinrichtungen
education/training centre and school	Onderwijs-/trainingscentrum en scholen	éducation/ centre d'apprentissage et école	Bildungs-/Ausbildungseinrichtung und Schule
Enterprise	Ondernemingen	entreprise	Unternehmen
SME	KMO / MKB	PME	KMU
business support organisation	Bedrijfsondersteuning organisatie	Organisation de soutien aux entreprises	Organisationen zur Wirtschaftsförderung
EGTC	Europese groepering voor territoriale samenwerking (EGTS)	GETC	EVTZ
International organisation, EEIG	Internationale organisaties, EESV	organisation internationale, EEIG	Internationale Organisation, EWIV

Checks by the system

The eMS has automatic checks build in to prevent submitting projects that are not correctly entered. The table below shows all the implemented automatic checks.

Check	Comment
Title should be set	The project has a project title
Acronym should be set	The project has an acronym
Summary should be set	The summary is filled in German, French, Dutch and English
Project duration	The project start needs to be before project end, the project duration cannot be longer than 36 months and the project should end before 2023
Partnership	There should be at least two partners, from two different member states of the programme area. Or at least one cross-border institution (e.g. EGTC organisation)
Lead Partner	One of the partners is indicated as the proposed Lead Partner
Acronym should be set	Each partner has filled their acronym
Name of organisation should be set	Each partner has filled their organisation name
Address should be set	Each partner has filled their address data
Contact information set	Each partner has a contact person
Legal representation set	Each partner has a legal representative
Place of lead partner	For Innovation2020 (priority 1) the lead partner can come from outside the programme area. If the lead partner is from outside the programme area, a partnership should involve a partner from within the area
Email contact person	Contact person's email should be valid
Telephone number contact person	Contact person's telephone number should be international format.
Horizontal principles	Should not be empty
Specific objectives	One to three specific objects should be described
Transnational cooperation	Should not be empty
Project approach	Should not be empty
Durability of project outputs	Should not be empty
Transferability of project outputs	Should not be empty
Project main result	Should not be empty
Overall objective	Should not be empty
Interreg V EMR	Should not be empty
Project Synergies	Should not be empty
Innovation	Should not be empty
Work package activities	Each work package should have at least one activity
Work plan	The work plan should contain at least a Management, communication and one implementation work package
Created Activity	Should not be empty
Indicator	At least one indicator should be defined in the work

	plan
Periods	Project reporting periods should be created
Flat rate	Flat rate for office and administration should be 15%. Flat rate for staff costs should be 20%.
Hourly rate	The hourly rate for staff costs is maximum €100
Contribution	The contribution (co-financing) for each partner should match the total entered budget. For each co-financing source a name should be entered. The ERDF contribution is maximum 50%
Total budget	The total budget should be \geq €200.000
Activities outside the programme area	Costs for activities outside the programme area should be lower than the total budget
Partner budget	The budget for each partner should not be zero Each partner should have declared costs. <i>Associated partners (without budget contribution) should not be entered as a project partner.</i>