

# Questions & Answers - CALL 6

Last update: 28/10/2020, 12h30

## BUDGET

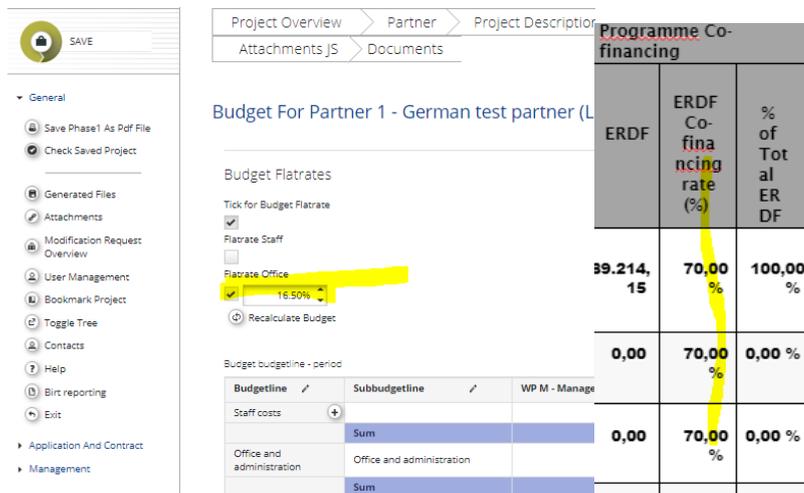
### 1. I cannot enter anything in the budget section - what is the problem?

Please check the following two issues:

1. Have you already entered the project dates (tab 'project overview')? The budget blocks if the project dates are not set properly.
2. Go into the Work plan and open 'Define periods'.

### 2. At the top of the budget section I see 'flat rate office': is that both the 15% administration and the 1.5% travel?

Yes, both flat rates are now combined in a single flat rate of 16.5%. When you click 'tick for budget flatrate', it will automatically display 16.5%.



Programme Co-financing		
ERDF	ERDF Co-financing rate (%)	% of Total ERDF
39.214,15	70,00 %	100,00 %
0,00	70,00 %	0,00 %
0,00	70,00 %	0,00 %

### 3. I see a 70% ERDF co-financing rate in the budget overview (our project is applying under axis 3)- see screenshot below. Is this correct? I don't seem to be able to change it.

Always carefully check that you do not exceed the maximum ERDF co-financing rate! For axis 3 projects, for example, it is standard at 50%. To change the co-financing rate, go into the 'partner section' and put the correct ERDF co-financing rate (in principle for standard projects, max. 50%).

More detailed info and special instructions for umbrella projects can be found here: <https://drive.google.com/file/d/1ztijfZFtmFunJefT7I4oyFEpoGUOCQ6/view?usp=sharing>

Address

Country (NUTS 0)  
DEUTSCHLAND (DE)

Name Of Other Region  
From All Regions

Nuts2  
Köln (DEA2)

Nuts3  
Städteregion Aachen (DEA2D)

Street

Postal Code City

Homepage

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Legal And Financial Information

Type of partner  
local public authority

Legal Status  
public

Co-financing sour  
ERDF

Co-financing Rate % \*  
Max 75.00 %  
50.00%

**4. Split partners/work packages. I'm involved in a running project and I had to carry out a partner split for work package management. Do I have to do such a split also for the submission of my application under call 6?**

No, only approved projects will be asked to do the split (if necessary). If you feel comfortable to do it yourself, you're welcome to do so already now - otherwise the joint secretariat will assist you with this, once your project is selected for approval. Only if you are an umbrella project, you have to do the split ('copy partner'). Detailed instructions for this can be found here: <https://drive.google.com/file/d/1ztijZFtmFunJefT7I4oyFEpoGUOCQ6/view?usp=sharing>

**5. When I want to enter my budget in the subbudgetline, I see that my budget line can be detailed per period. How should I do?**

You don't have to split the amount per period. Please enter all information in **one period** (preferably the last period).

Update Workpackage Budget For 'WP T1 - ' - 'External expertise and services (Communication cost)'

Save Exit

Period	Unit Type	Unit	Amount Per Unit
Period 1 - 25.08.2020 - 24.02.2021		1,00	€ 0,00
Period 2 - 25.02.2021 - 24.08.2021		1,00	€ 0,00
Period 3 - 25.08.2021 - 24.02.2022		1,00	€ 0,00
Period 4 - 25.02.2022 - 24.08.2022		1,00	€ 0,00
Period 5 - 25.08.2022 - 24.02.2023		1,00	€ 0,00
Period 6 - 25.02.2023 - 31.12.2023	Communication materials	1,00	€ 5.000,00

**PARTNERS**

**6. We have a partner from outside the EMR core area in the partnership (located in Brabant), but in the drop-down menu I can only find Limburg. What can I do?**

You have to click on 'from all regions' (see tick box below). You will then be able to select any region from that country.

Address

The screenshot shows a form with the following fields:

- Country (NUTS 0): NEDERLAND (NL)
- Name Of Other Region: (empty)
- From All Regions:
- Nuts2: Noord-Brabant (NL41)
- Nuts3: Zuidoost-Noord-Brabant (NL414)

## 7. I receive the following error message Partner contributions of partner XXXX Do not match budget and financing values. What should I do ?

In each partner budget, you will have to fill the contribution sources and amount. To change this, go to the tab 'Project budget'. Then go to the concerned partner, click on the right on "Define Contribution". Look at the section "Source of contribution" and fill in the correct sources (co-financers) and the "Amount" column.

Note: For specific co-financing for the work package management, select the sources with 'WPM' at the beginning.

## TECHNICAL PROBLEMS

### 8. How to submit my application?

To submit your application, press **Check saved project**. The system will perform automatic completeness checks. Only if all automatic checks are successfully passed, the **Save** button will change to **Submit checked project**. Press this button to officially submit your application.

Once the application is successfully submitted, the lead applicant will receive an automatic email confirmation.

#### WARNINGS :

- When your application form is ready for submission, it is recommended *to save the final version as a PDF file*
- *Co-workers cannot submit a project !* You need to be the user in charge of the project to submit an application

### 9. I still have problems submitting the application form and I think there is a technical issue.

Always use the 'check' function to see if errors in the application form prevent you from submitting. If there are no errors displayed and you still have problems, take screenshots of the situation and contact the eMS helpdesk via email: [ems-helpdesk@prvlimburg.nl](mailto:ems-helpdesk@prvlimburg.nl)

## STATE-AID SELF-ASSESSMENT FORM

### **10. Who needs to fill in the state-aid self-assessment form? Who signs the state-aid self-assessment form?**

Every partner that has budget allocated under one or more work packages in the application form needs to fill in the state-aid self-assessment form, by applying the 5 questions included in this document to every one of the work packages it is involved in. The form should be filled in for the work packages the partners has money foreseen in the eMS.

In the case of the work package FLC that is imposed by the programme, – a general statement in the form of *not state aid relevant* may be accepted instead of applying all the 5 questions.

The representative of each concerned project partner will need to sign the filled-in state-aid self-assessment form.

### **11. If a partner has a split identity in the eMS due to different funding rates –e.g. a Lead Partner of an Umbrella project – the state-aid self-assessment form will only need to be filled in once, but including all relevant work packages the partner is active in.**