



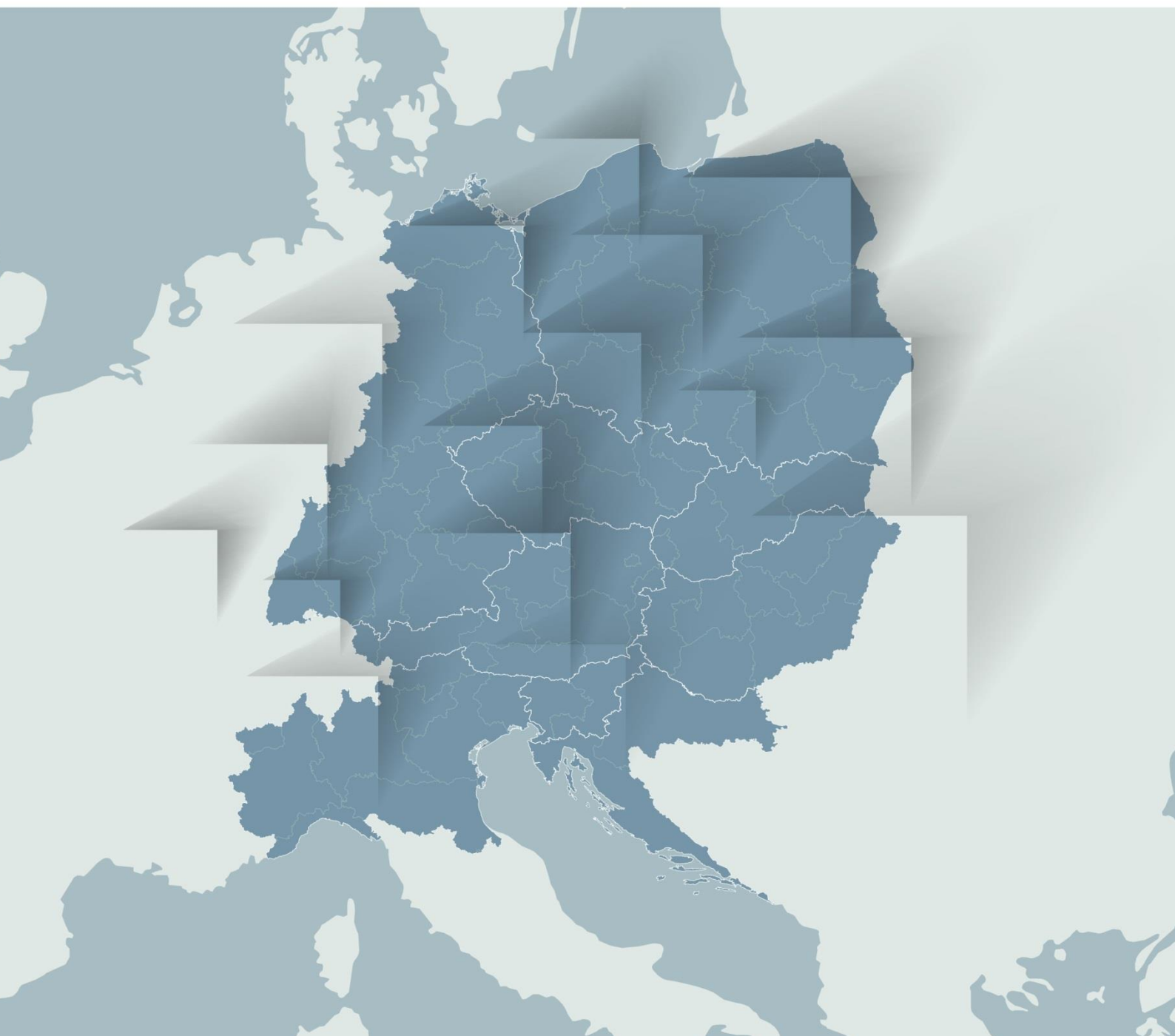
# emS FACTSHEET

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Guidance on the contracting procedure -  
Call 2

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Version 1  
03 2017



This factsheet provides technical guidance to the lead partner on how to revise the application form in eMS after the project was approved under conditions by the Monitoring Committee. Please follow the steps as described below.

## A. Access the application form

The LP logs in to eMS and selects the project.

In the overview table the project appears with the project status: “Cr\_in\_process”

CE80	Test Project - eMS Version 2_0_15 - 15th June 2015	FLCTest	01.01.2015	31.12.2019	University of Knowledge	GERMANY	CE 2020 1st Call	1	3.2 To improve capacities for the sustainable use of cultural heritage and resources	18.06.2015	Save2	Ip	
CE80	Test Project - eMS Version 2_0_15 - 15th June 2015	FLCTest	01.01.2015	31.12.2019	University of Knowledge	GERMANY	CE 2020 1st Call	1	3.2 To improve capacities for the sustainable use of cultural heritage and resources	18.06.2015	Subm	Ip	
CE80	Test Project - eMS Version 2_0_15 - 15th June 2015	FLCTest	01.01.2015	31.12.2019	University of Knowledge	GERMANY	CE 2020 1st Call	1	3.2 To improve capacities for the sustainable use of cultural heritage and resources	18.06.2015	Contracted	Ip	
CE80	Test Project - eMS Version 2_0_15 - 15th June 2015	FLCTest	01.01.2015	31.12.2019	University of Knowledge	GERMANY	CE 2020 1st Call	1	3.2 To improve capacities for the sustainable use of cultural heritage and resources	18.06.2015	Eligible	Ip	
CE93	Test project for 2nd call	2ndCallTest	01.04.2016	31.03.2018	Erster Partner	AUSTRIA	CE 2020 2nd Call		2.2 To improve territorial based low-carbon energy planning strategies and policies supporting climate change mitigation		Saved	Ip	
CE80	Test Project - eMS Version 2_0_15 - 15th June 2015	FLCTest	01.01.2015	31.12.2019	University of Knowledge	GERMANY	CE 2020 1st Call	1	3.2 To improve capacities for the sustainable use of cultural heritage and resources	18.06.2015	Cr_in_process	Ip	

By clicking on “View” you can access the project and come to the modification request overview section:

- Decision state: „Accepted“ means, that the request for modification of the application form has been accepted by the JS (automatically set for projects approved “under condition”) and that the AF is open for modifications.

Go to eMS to eMS (eMS) - eMS (eMS) - eMS (eMS)

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Show Eligibility Check

Show Application Assessment

Show Eligibility Check Phase 1

Show Application Assessment Phase 1

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Modification Request

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Logout

A - Project overview B - Partners C - Project description D - Work plan E - Partner budget F - Project budget G - Annexes

Attachments J T S

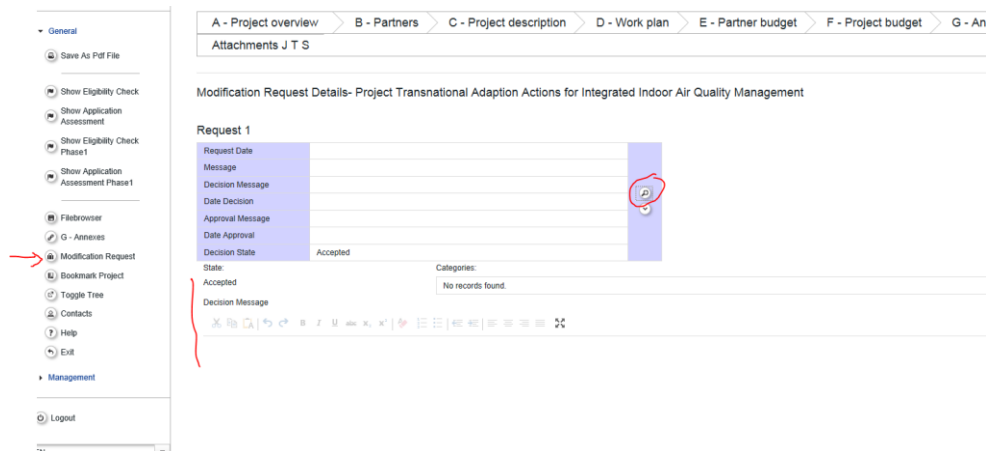
Modification Request Details- Project Transnational Adaption Actions for Integrated Indoor Air Quality Management

Request 1

Request Date	
Message	
Decision Message	
Date Decision	
Approval Message	
Date Approval	
Decision State	Accepted

By clicking on the magnifying glass:

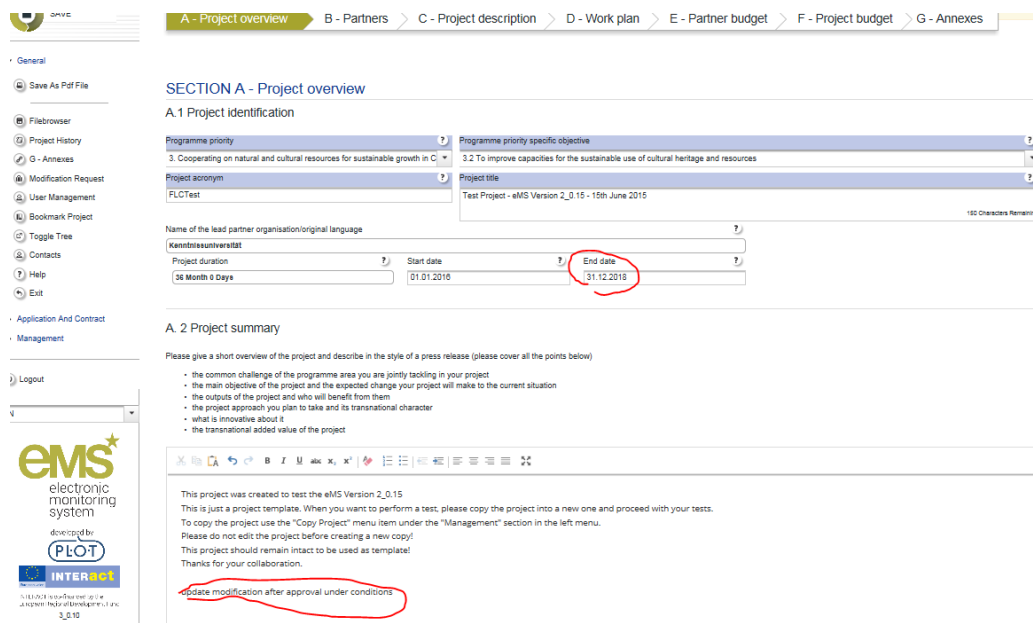
- more detailed information is shown
- Alternatively, this section can be accessed via the button “Modification request” in the menu on the left.



You have access to the application form as during the application stage. All sections of the AF are open for modification.

Please remember to regularly press the “SAVE” button and especially before leaving a section in order to avoid losing data.

!!! Be careful when changing the project start and end dates. Budget is inserted per period and if - by changing the dates - a period is eliminated, the related budget is deleted as well !!!



## B. Check the revised application form

The LP needs to activate the automatic check “Check modification” for the revised AF which ensures that the included information is complete and matching between sections as well as with programme requirements. These automatic checks work similar to the checks upon first submission of the application form.

- Eventual Warning and Error messages are displayed, giving instructions which further amendments of the application form are necessary

**Interreg CENTRAL EUROPE** Condition A CE80 Show More Application Form Modification Request

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Application And Contract

**Check Modification**

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Modification Request Details- Project Test Project - eMS Version 2\_0.15 - 15th June 2015

Request 1

Request Date	
Message	
Decision Message	Please refer to the communication sent to you on project approval and conditions to be fulfilled.
Date Decision	
Approval Message	
Date Approval	
Decision State	Accepted

## C. Submit the revised application form

Once all automatic checks have been passed successfully, the LP can submit the revised application form to the JS.

**Interreg CENTRAL EUROPE** Condition A CE80 Show More Application Form Modification Request

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**Submit Modification**

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Modification Request Details- Project Test Project - eMS Version 2\_0.15 - 15th June 2015

Request 1

Request Date	
Message	
Decision Message	Please refer to the communication sent to you on project approval and conditions to be fulfilled.
Date Decision	
Approval Message	
Date Approval	
Decision State	Accepted

Successfully Checked

After the submission the project status changes to “Cr\_done”.

The JS will check the revised application form, and either accept the application form or hand it back to the LP for further amendments, if required.