European Union | European Regional Development Fund

Sharing solutions for better regional policies

Interreg Europe
Online application system

USER MANUAL

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DRAFT

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Login:

Login information is personal and should be treated confidentially

Address: http://www.iolf.eu

Email: the email with which you have registered

Password: the password sent via email by the server

If you are using the application for the first time, press on “Register” to create the user.

If you don’t remember your password, press the “Forgot Password?” button.

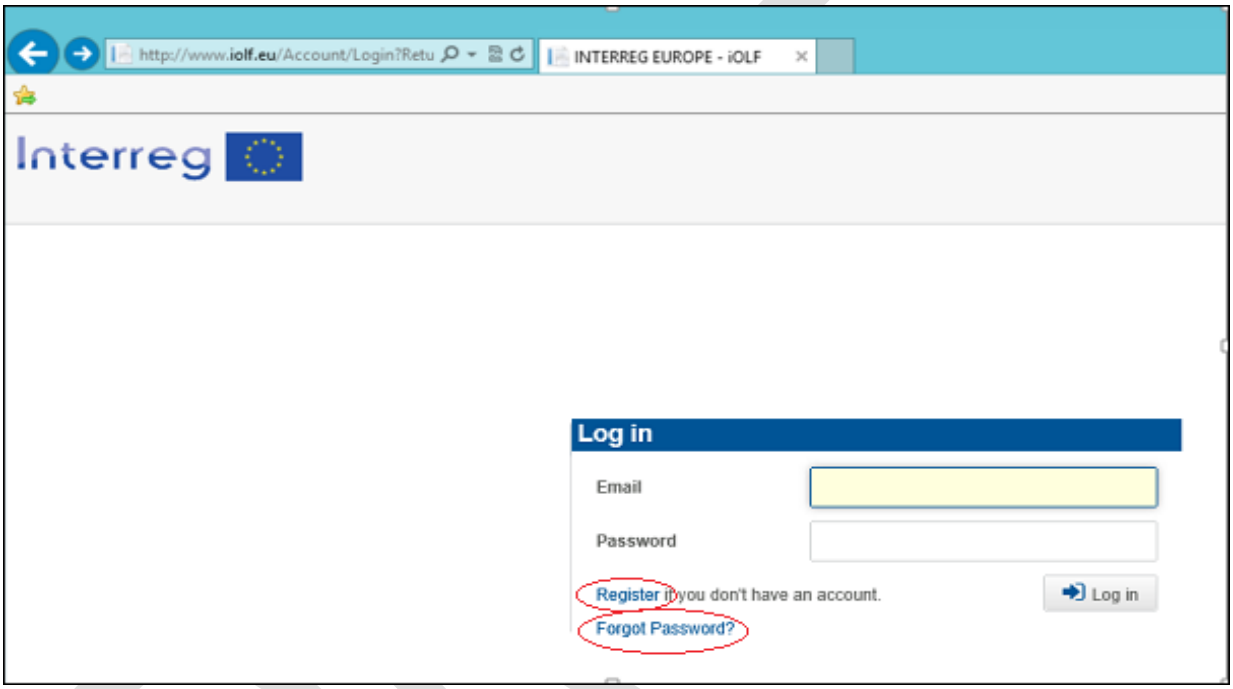

Image 1 login example

The information required comprises first name, last name, email and the code shown below email section. If it is not visible, press “Try another code”.

Use an official email address. Hotmail or Gmail addresses are not accepted by the server.

After pushing “Register”, two emails will be automatically sent to the email address provided. Check also junk/spam folder.

The first one requires to follow a link in order to activate your account. The second email will be shortly sent, after activation, with the username and password.

Image 2 register

After logging in, the message below will appear. Press “OK” and start filling in your application form.

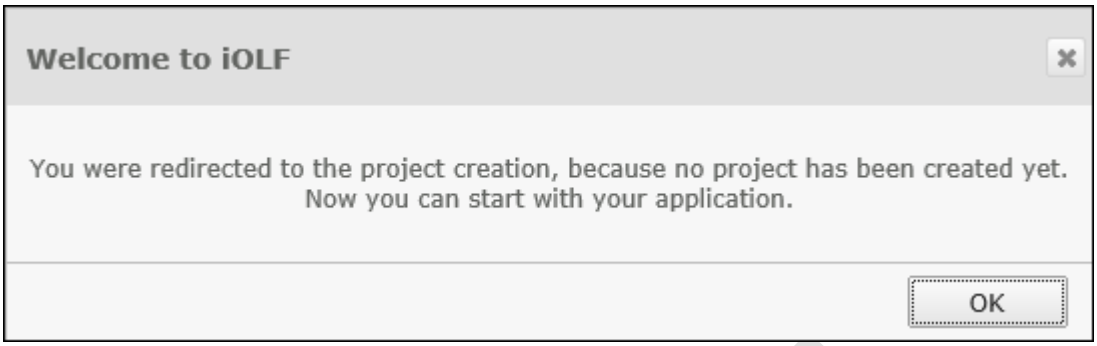

Image 3 Welcome to iOLF

Buttons:

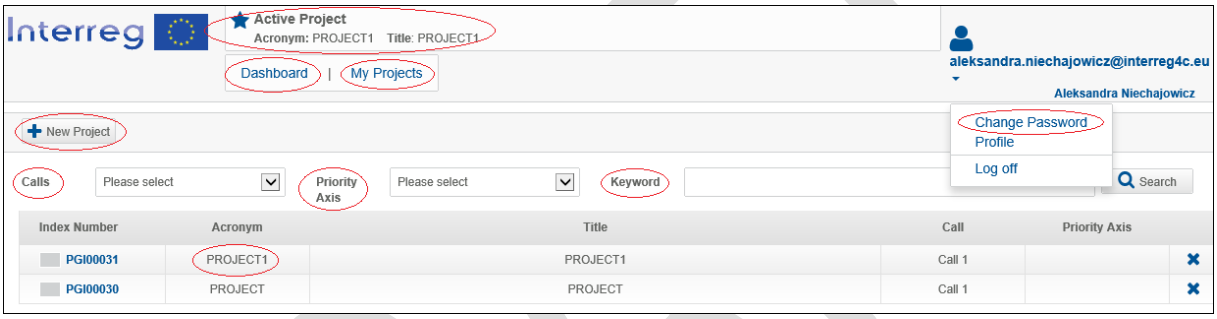

Image 4 Buttons

The command buttons are in the top part of the page (see print screen above). Blue writing represents active commands and can be pushed in order to be redirected to a different page.

1. Active Project – if you have multiple projects, it shows the one you are working on

2. My Projects – shows a list of all the projects

3. Dashboard – opens a new window providing information about the history and users of the active project (see image 6)

4. New Project – opens the page that allows the creation of a new project

5. Search buttons (calls, priority axis, keyword) – a combination of the search criteria can be used to narrow the search results

6. Change Password – in order to change the password sent by email during the registration. Special requirements are put in place when changing the password (see image 5)

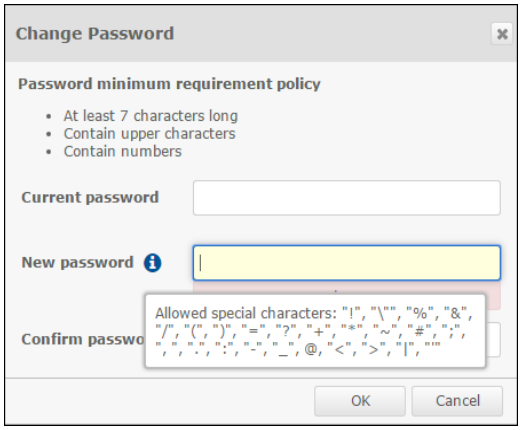

Image 5 Change password requirements

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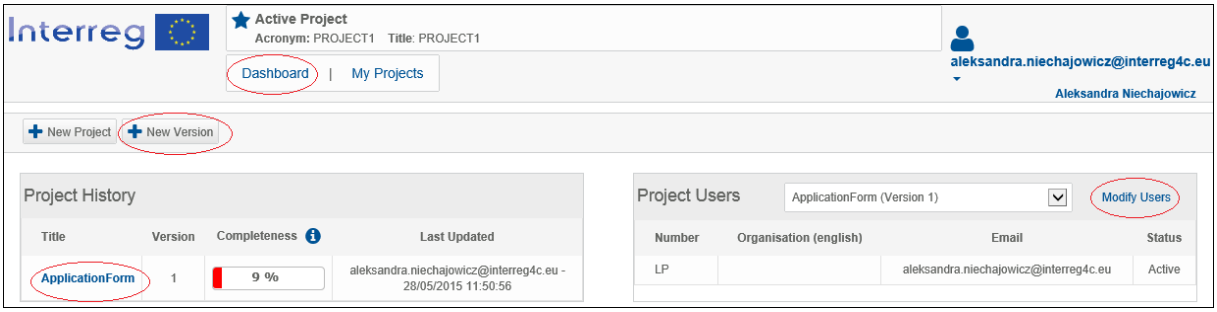

Image 6 Dashboard

The dashboard section provides information regarding the status of the application form (version, percentage of completeness, the user who last worked on the application).

“Modify users” button allows to create new users, to design the level of access (full access, limited access, read-only) and to delete a user. This can be done after creating the partners in the application form (described later on).

Image 7 Modify Users

Application form:

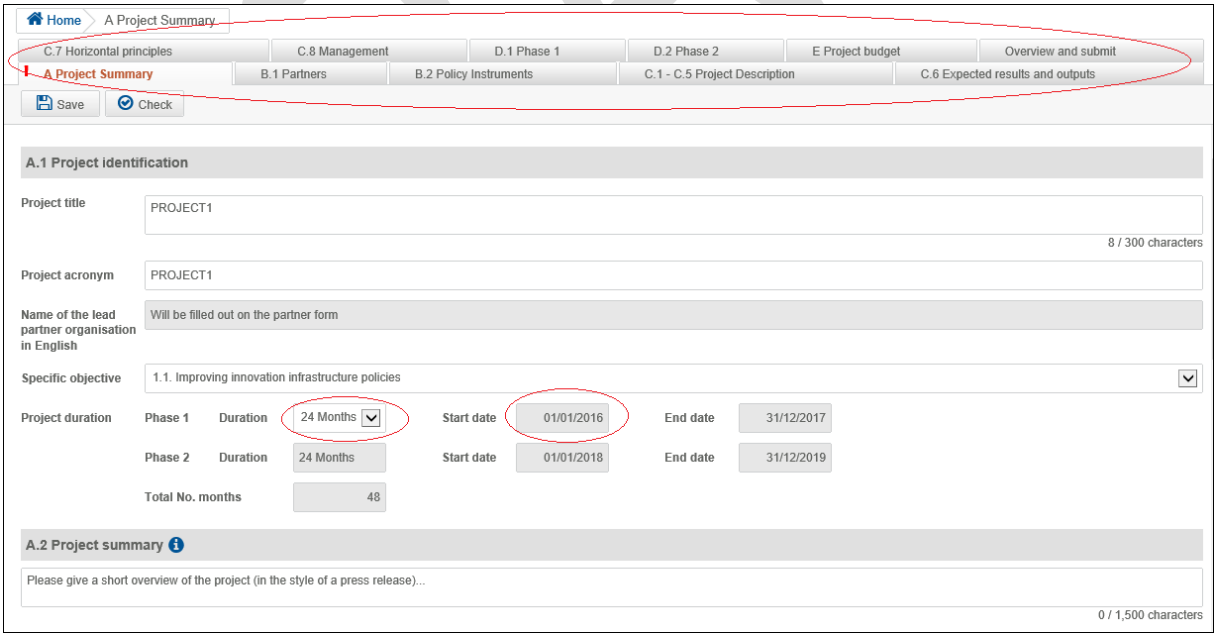

Image 8 Application form

The application form is divided in multiple sections; these are presented as alphabetical “tabs” to navigate through (see image 8 above).

When filling in the application form, the order of the tabs (A to E) has to be respected since information is automatically transferred between tabs.

Each tab has 2 types of fields:

1. White fields – information can be added by the user. Some fields are limited in number of characters that can be filled in (see image 9).

2. Grey fields – they are locked for editing. Information is automatically calculated or transferred from other sections.

This icon provides further guidance regarding what kind of information has to be added in the respective field (see image 9).

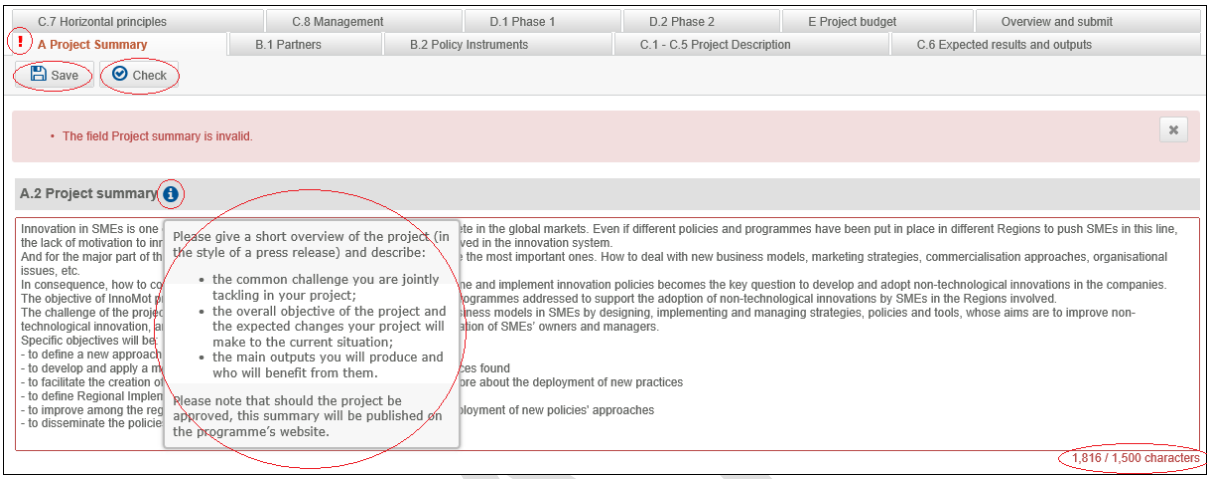

Image 9

Before changing tabs, push the "Save" button. If some the fields are not correctly filled, an exclamation mark ! will appear next to the name of the tab and the error message will be shown after pushing "Check" button (see image 9).

Partners tab

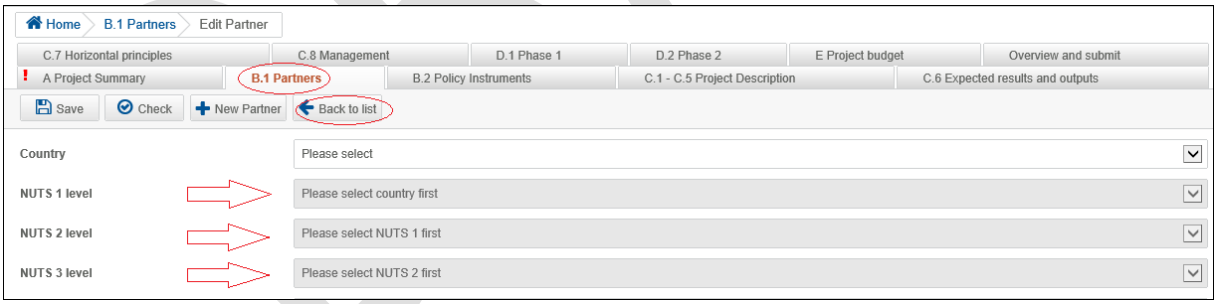

Image 10 Partners

The active tab is always colored in different (red).

Information must be filled in from top to bottom. Some drop-down lists become available only after certain information was added.

The active buttons in this tab are save, check, new partner and back to list.

Back to list button will return a list of all the partners created until that moment together with information regarding the country of the partner and its budget (broken down into ERDF and national). The information regarding the budget will be automatically updated when the budget section is filled in.

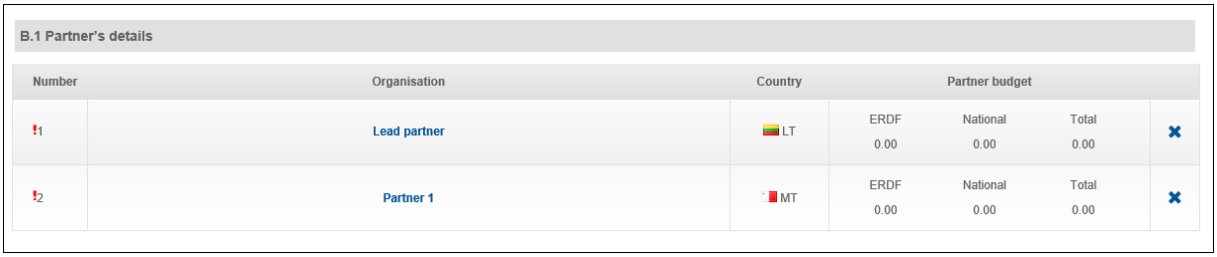

Image 10 List of partners

Tip:

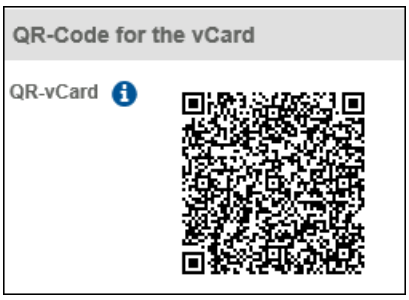

Image 11 QR Code

Scanning this QR code (quick response code) with a smartphone the contact details (name, phone number, email address) of the partner will be saved automatically in the phone's agenda.

This can be done by using free applications like QR code reader, QR Droid.

Policy instruments tab

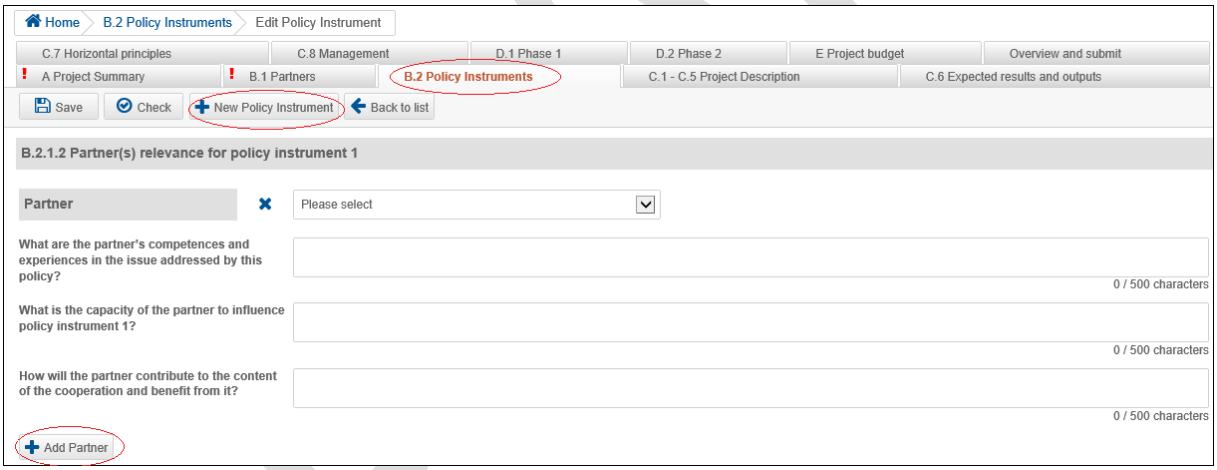

Image 12 Policy instruments

The active buttons in this tab are save, check, new policy instrument and back to list.

There is no limit on the number of policy instrumented created. This is directly linked with the activities tackled in the project.

The "Add Partner" button is not related to the "New Partner" button from the Partners tab. This will be used when multiple partners are relevant to a policy instrument.

Tip:

Use of comma (,) and point (.) when writing numbers: Comma is used as a thousand separator. Point is used as a decimal separator (decimals are not allowed in budget to avoid rounding issues which lead to incoherence in budget).

Phase 1 tab

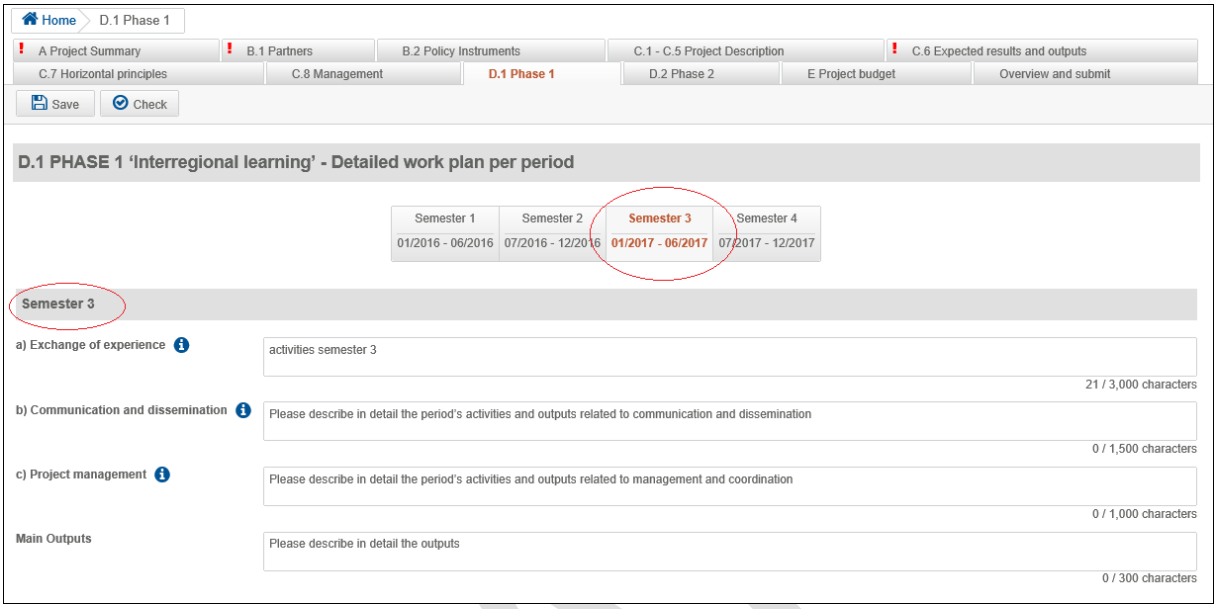

Image 13 Phase 1 tab

The number of semesters is automatically created after the selection of duration in Project Summary tab. The active semester will always be colored in red.

The sub-sections exchange of experience, communication and dissemination, project management and main outputs have to be provided for each semester.

Phase 2 tab

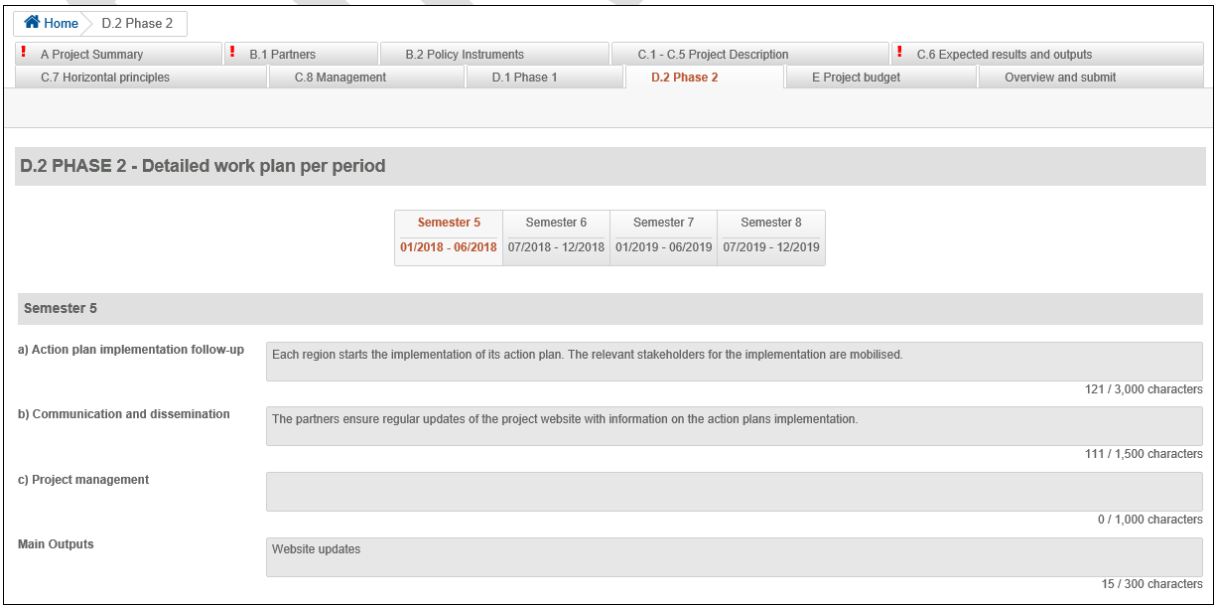

Image 14 Phase 2 tab

The phase 2 section is already filled in with specific predefined activities . At this stage no additional information has to be added.

Project budget tab

The project budget tab is divided in multiple tables, as follows:

1. Table E.1 - Budget breakdown per budget line and partner (see image 15)
2. Table E.2 - External expertise and services (see image 16)
3. Table E.3 - Equipment (see image 17)
4. Table E.4 - Budget breakdown per source of funding and partner (see image 18)
5. Table E.5 - Spending plan (see image 19)

Table E.1 - Budget breakdown per budget line and partner has both white fields (editable) and grey fields (not editable).

In the white fields, numbers can be manually added. Numbers with decimals are not accepted.

The grey fields are automatically filled in with data from the tables E.2 and E.3.

If you answer “yes” to the question “Will any of the partners receiving funding from the programme generate net revenues from the project after the project has ended?”, the revenues column will become white (editable).

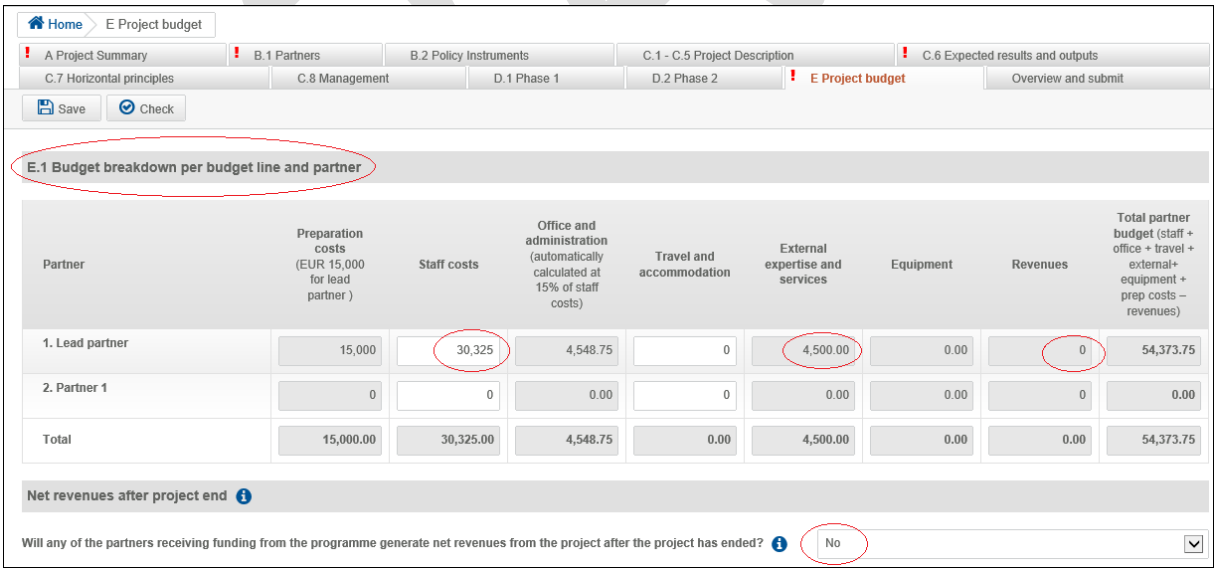

Image 15 Table E.1

Table E.2 - External expertise and services is entirely of white cells. Every information has to manually be filled in.

To add a new cost line, click on “Add external expertise” button. The types of costs and the contracting partner are predefined in a dropdown list.

Description and amount cells are free for editing. No decimal numbers are accepted.

To delete a line, press on ✖.

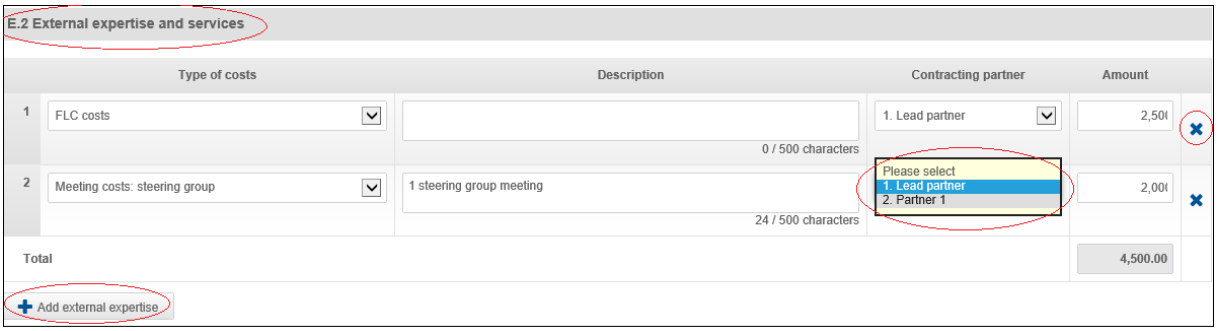

Image 16 Table E.2

Table E.3 - Equipment is entirely of white cells. Every information has to manually be filled in.

To add a new cost line, click on “Add equipment” button. The types of costs and the contracting partner are predefined in a dropdown list.

Description and amount cells are free for editing. No decimal numbers are accepted.

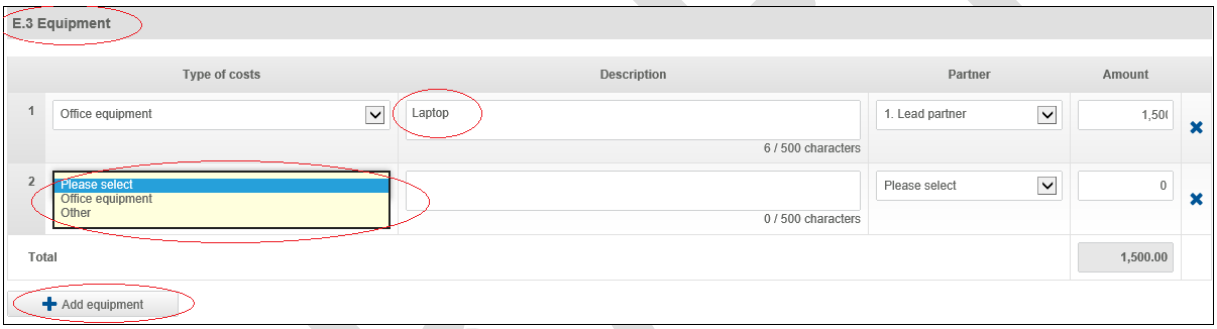

Image 17 Table E.3

Table E.4 - Budget breakdown per source of funding and partner is automatically filled in according to the data entered in the previous tables.

The only information that needs to be provided in this section is the source of the partner’s contribution (private or public). The total amount is automatically filled in.

In the example bellow, partner 1 is a private institution. By default the full amount of the contribution is automatically filled in in the column “Partner contribution from private sources”. If however a part of the contribution comes from private sources, the respective amount has to be typed in the column “Partner contribution from public sources”. Automatically the amount in the column “Partner contribution from private sources” will be diminished.

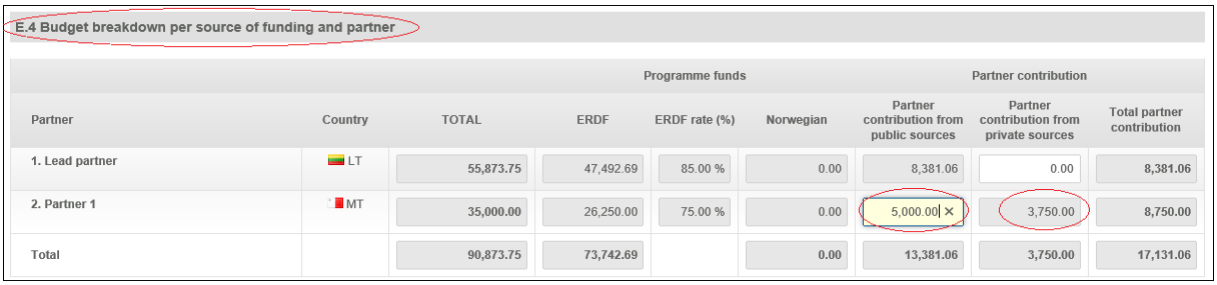

Image 18 Table E.4

Table E.5 - Spending plan is divided into semesters (according to the information provided in the Project Summary tab).

Information has to be manually introduced in each white cell.

E.5 Spending plan

Partner	Preparation	Semester 1	Semester 2	Semester 3	Semester 4	Total
1. Lead partner	15,000	20,000	0	0	0	35,000.00
2. Partner 1	0	0	0	15,750	0	15,750.00
Total	15,000.00	20,000.00	0.00	15,750.00	0.00	50,750.00
% of Total	29.56 %	39.41 %	0.00 %	31.03 %	0.00 %	100.00 %

Image 19 Table E.5

Table E.5 is corelated with table E.1 in the sense that the total amounts for each partner have to coincide.

After saving the data and pressing the “Check” button, if there are inconsistencies an error message will appear (see below).

Save Check

- Table E.1 Partner 1: Total does not match table E.5
- Table E.1 Partner 2: Total does not match table E.5

Image 20 Error message

Overview and submit tab

This last tab has 3 command buttons (Project Summary; Full Application Form; Submit).

“Project Summary” and “Full Application Form” buttons allow you to download in PDF the information submited until that moment.

The “Submit” button will only become active when all the explamation marks ! will dissapear, meaning that no more errors were identified.

Home Overview and submit

A Project Summary | B.1 Partners | B.2 Policy Instruments | C.1 - C.5 Project Description | C.6 Expected results and outputs

C.7 Horizontal principles | C.8 Management | D.1 Phase 1 | D.2 Phase 2 | E Project budget | Overview and submit

Project Summary (PDF) | Full Application Form (PDF) | Submit

Image 21 Overview and submit

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