

CALL FOR CAPITALISATION PROJECTS

#ONEMED

MAKING RESULTS AND KNOWLEDGE AVAILABLE
ACROSS THE **MEDITERRANEAN** REGION



Call for capitalisation projects

Focus on the E-form



E-form - Main objectives

- **Increase overall efficiency** of the selection procedure
- **Ensure consistency** among Project proposals and Programme objectives, priorities, results and indicators
- **Support project compliance with the rules of the Call** by including alerts, checks, guidance etc.
- **Implement the Result Based Management (RBM)** approach



Link the Project to the Programme (1/2)

How to draft a proposal on the online system

Project

Programme

General objective

Thematic objective

Relevance

Specific objective(s)

Priority

Work packages

Expected result(s)

Design

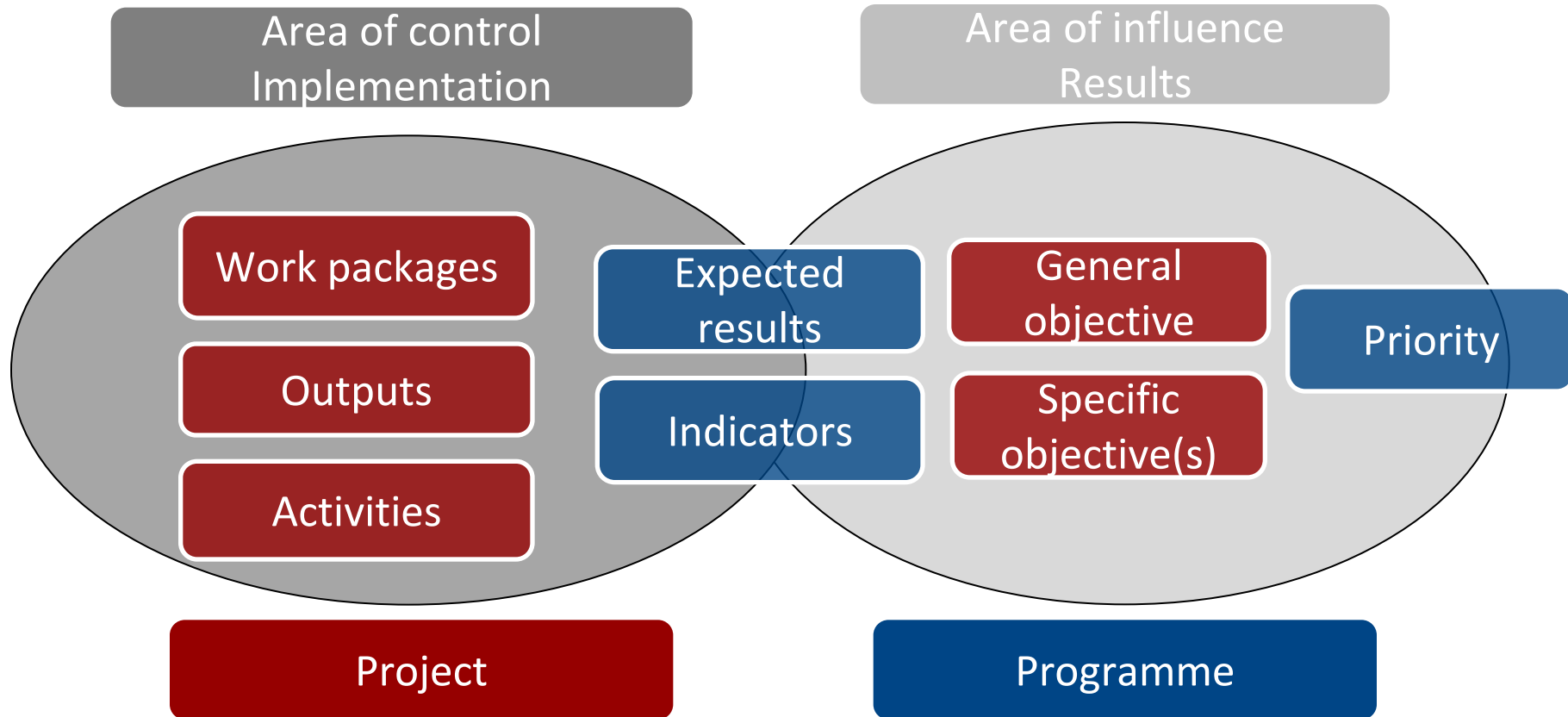
Outputs / Activities

Indicators



Link the Project to the Programme (2/2)

How to draft a proposal on the online system



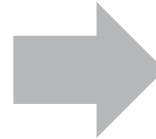
How to proceed? - E-form structure and main steps

- Start from the **preliminary information** and check the compliance with the rule “**one project per TO (Thematic Objective) for each organisation**”
- Draft the **summary** and check **KEEP database** (www.keep.eu/keep) and the ENPI CBC MED library of deliverables
- Define the **partnership**
- Focus on the **logical framework**, link the Programme expected results
- Identify the **outputs** and define **work packages** consistently
- Draft the **budget**
- Upload all **mandatory documents**
- **Complete, verify and submit** the application form online



Preliminary info

Each proposal must be submitted by an Applicant



The same organisation can participate only once as Applicant under each TO (Thematic objective)

Applicants can submit **only one project per TO!**

The section on preliminary info checks your compliance with the rule of “one project per TO for each organization”.

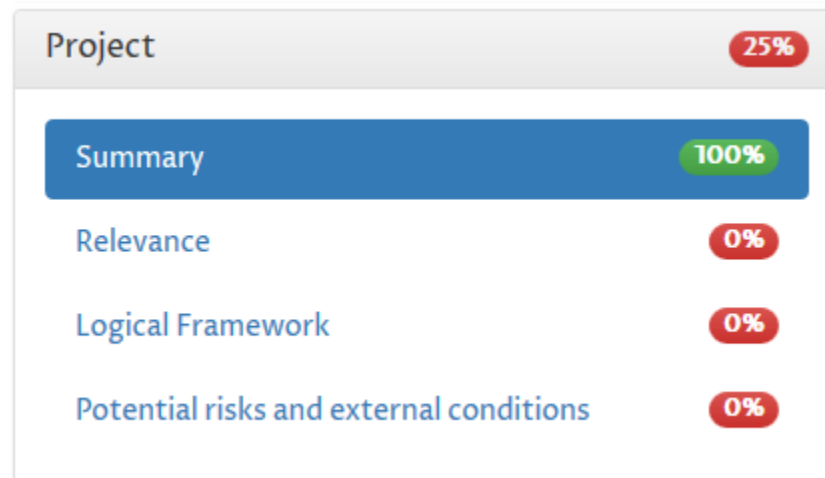
Additional checks will be performed by the Managing Authority during the eligibility verification



Project

This section includes the following project details:

- *Summary*
- ***Relevance***
- *Logical Framework*
- *Potential risks and external conditions*



Project - Relevance 1/3

“Explain in details the methodology to be implemented to ensure that the project contributes to the capitalisation objectives detailed in the Terms of Reference in relation to the transfer and exploitation of results, reinforcement of networks, as well as strategic dissemination and awareness of public authorities and policy-makers.”

Relevance

Part 1

Part 2

Part 3

1.1 Compliance with the Programme strategy and Terms of Reference

Specify a compliance with the Programme strategy

1.2 Methodology

Specify a methodology

Info

Explain in details the methodology to be implemented to ensure that the project contributes to the capitalisation objectives detailed in the Terms of Reference in relation to the transfer and exploitation of results, reinforcement of networks, as well as strategic dissemination and awareness of public authorities and policy-makers.

0/4000

1.3 Cross border impact

Describe the cross border impact

0/2000



Project - Relevance 2/3

“Include the most relevant programmes/projects/initiatives among those listed in the Terms of Reference (and related annexes) and explain how outputs/synergies/available knowledge will be concretely exploited, based on the capitalization objectives.”

Synergies

1.10 a) Include the most relevant programmes/projects/initiatives among those listed in the Terms of Reference (and related annexes) and explain how outputs/synergies/available knowledge will be concretely exploited, based on the capitalization objectives. ⓘ

Project / Programme / date

Specify Project / Programme / date

0/250

Project budget (if available) ⓘ

Specify budget

Involved countries

Select involved countries ▾

List of outputs to be exploited

Specify list of outputs

0/2000

Exptected synergies to be implemented

Specify expected synergies

0/2000

Add



Project - Relevance 3/3

“Describe to what extent your proposal may contribute to policy development in the related territories. Reference to existing national / local policies and initiatives shall be included. Describe how your project can improve the existing policy framework.”

1.10 b) Other proposal ⓘ

Specify other proposal

1.10 c) Contribute to policy development ⓘ

Explain your contribute to policy development

Info

Describe to what extent your proposal may contribute to policy development in the related territories. Reference to existing national / local policies and initiatives shall be included. Describe how your project can improve the existing policy framework.



Project - Logical Framework

The **Logical framework** allows Applicants to define the structure of the project that will be then detailed in the **work package** section.

The screenshot displays the ENI CBCMED 2014-2020 application portal. The top navigation bar includes the ENI CBCMED logo, the text "ENI CBCMED Cooperating across borders in the Mediterranean", the page title "ENI CBC MED 2014 - 2020", a "Home" link, and user information "Hello Tester! Logout EN".

The left sidebar, titled "Sections", lists various project components with their completion percentages:

- Preliminary Info: 100%
- Project: 55%
- Summary: 100%
- Relevance: 100%
- Logical Framework: 20% (highlighted)
- Potential risks and external conditions: 0%
- Partnership: 0%
- Work-packages and budget (part 1): 0%
- Sustainability: 0%
- Environment: 0%
- Budget (part 2): 0%
- Financial plan: 0%
- Documents
- Submit
- Export

The main content area is titled "Logical Framework" and contains the following sections:

- Objective and results** (with sub-tabs: Outputs, Indicators, Overview)
- Priority A.3.1 - Provide young people, especially those belonging to the NEETS and women, with marketable skills**
- General Objective**: A text input field containing "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed eiusmod tempor incididunt ut labore et dolore magna aliqua." with a "Save" button and a character count of 116/200.
- Specific Objective**: A text input field with the placeholder "Describe specific objective, in English language..." and an "Add" button, with a character count of 0/300.
- A table listing specific objectives:

Specific Objective	
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed e	Remove - Edit
Sed ut perspiciatis unde omnis iste natus error sit voluptat	Remove - Edit

At the bottom of the main area, there are sections for "Programme expected result" and "Work-package".



Project - Logical Framework - Objectives and results 1/2

The project must consider only **one general objective** and **up to three specific objectives**.

Logical Framework *Priority Selected in Preliminary info*

Objective and results Outputs Indicators Overview

Priority A.3.1 - Provide young people, especially those belonging to the NEETS and women, with marketable skills

General Objective

Describe general objective, in English language... 0/200

Projects objectives

1. Fill in General Objective and Save

Specific Objective

Describe specific objective, in English language... 0/300

2. Fill in Specific Objective and Add

Specific Objective



Project - Logical Framework - Objectives and results 2/2

Expected results are listed automatically according to the **Priority** addressed by the project. It is possible to create up to 4 Work packages to reach the selected Programme expected result(s).

Summary 100%

Relevance 100%

Logical Framework 20%

Potential risks and external conditions 0%

Partnership 0%

Work packages and budget (part 1) 0%

Sustainability 0%

Environment

Budget (part 2) 0%

Financial plan 0%

Documents

Submit

Export

191/200

Save

Specific Objective ⓘ

Describe specific objective, in English language

0/300

Add

Specific Objective	
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ae	Remove - Edit

Programme expected result ⓘ

1.1.1 - Innovative start up enterprises having a cross-bor... ▾

Add

Programme expected result

Work package ⓘ

Select at least one work package ▾

- WP3
- WP4
- WP5
- WP6

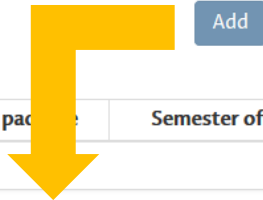


Project - Logical Framework - Outputs

Associate the Output to one of the WPs created in the previous step



Fill in all fields to proceed with "Add" outputs



Logical Framework

Objective and results **Outputs** Indicators Overview

Title * ⓘ
Cicero 6/100

Description
At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. 295/500

Work package * Semester of delivery Number of units

Select at least one work package ▼ Select at least a semester ▼ Specify value

WP3

Specify measurement unit 0/50

* Required

Add

Code	Title	Description	Work package	Semester of delivery	Number of units	Measurement unit
------	-------	-------------	--------------	----------------------	-----------------	------------------

Code	Title	Description	Work package	Semester of delivery	Number of units	Measurement unit
3.1	Cicero	At vero eos et accusamus et iusto odio dignissimos ducimus q	WP3	I	6	Measurement unit Remove - Edit



Project - Logical Framework – Indicators 1/2

Expected results indicators are listed automatically according to the expected result(s) selected in previous steps (first tab, **Objective and results**).

Logical Framework

Objective and results Outputs **Indicators** Overview

Programme expected results indicator ⓘ

Select one ▾

- 1.1.1.A
- 1.1.1.B

Project target value ⓘ

Specify target

Select at least one Programme result indicator and quantify the Project target value

Current expected result indicator list

Programme expected results indicator	Project target value
--------------------------------------	----------------------

Programme output indicators ⓘ

Choose one ▾

Project outputs

Choose one ▾

Target

Specify target

Add

Current output indicator list

Programme output indicators	Project outputs	Target
-----------------------------	-----------------	--------



Project - Logical Framework – Indicators 2/2

Output indicators are listed automatically according to the Priority of the Project.

Logical Framework

Objective and results Outputs **Indicators** Overview

Programme expected results indicator ⓘ Select one ▾ **Project target value** ⓘ Specify target ▾

Add

Current expected result indicator list

Programme expected results indicator	Project target value	
1.1.1.A	5	Remove - Edit

Programme output indicators ⓘ Choose one ▾ **Project outputs** Choose one ▾ **Target** Specify target ▾

1.1.1.1.a (100.0)
1.1.1.1.b (200.0)
1.1.1.2.c (500000.0)
1.1.1.3.d (80.0)

Add

Current output indicator list

Programme output indicators	Project output
-----------------------------	----------------

Select at least one output indicator, link it to one of the outputs (previously created) and quantify Project target value



Work-packages 1/2

WPO and **WP1** menu items are always displayed.

Other WPs appear in the list once created in section **Logical Framework**

Sections ✕	
Preliminary Info	100%
Project	100%
Partnership	100%
Work packages and budget (part 1)	25%
WPO	50%
WP1	15%
WP2	15%
WP3	20%
Output overview	
Activity overview	

WPO PREPARATION: expenditures related to the preparation of the proposal: only travel and subsistence allowed for a max. amount of 10.000 euro.

WP1-2 MANAGEMENT & COMMUNICATION: Applicant should identify the outputs (lists available in courtesy form) and estimate related costs

WP3-6: “TECHNICAL WPs” Applicant should indicate the costs needed to achieve Outputs and Results already chosen in the logical framework



Work-packages 2/2

WP0 (PREPARATION) includes the following tabs:

WP Info

WP Budget

WP Budget per cost category

WP1-6 include the following tabs:

WP Info

WP Outputs

WP Budget

WP Budget per outputs

WP Budget per cost category

WP 3-6 Outputs are first identified in the Logical Framework section. For each WP, Applicants have to describe the scheduled activities and the contribution of each partner to achieve the expected output



Validate and Submit the proposal 1/3

The validation feature allows at any time to check the application for errors. Errors are categorized into 4 categories.

The system check if the proposal is compliant with the **rules** stated in the **guidelines**.

Check if errors were found in the application form



Code	Description	Expected	Found	Difference
Code 003	Min number of partner	5	1	4
Code 004	Min number of partner from MPC	1	0	1
Code 007	Min number of countries in the partnership	5	1	4
Code 008	Environmental screening (Checklist A) required	1	0	1
Code 009	Declaration by the Applicant: upload required	1	0	1
Code 013	Administrative costs calculation: upload required	1	0	1
Code 014	State Aid self assessment: upload required	1	0	1

General

WP


Budget

Financial



Validate and Submit the proposal 2/3

Once the application form is completed in all parts (100% and green), and the Validate shows no errors, Applicants can submit their application form.

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.

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.



Validate and Submit the proposal 3/3

Once submitted, the project application will be uneditable, but whilst the "call for projects" remains open Applicants may reedit the application by going back to draft.


Application form not submitted are discarded

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%

Validate and Submit

Submit your application form
Proposal submitted!

[Back to draft](#)

