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

Specific objective(s)

Priority

Relevance
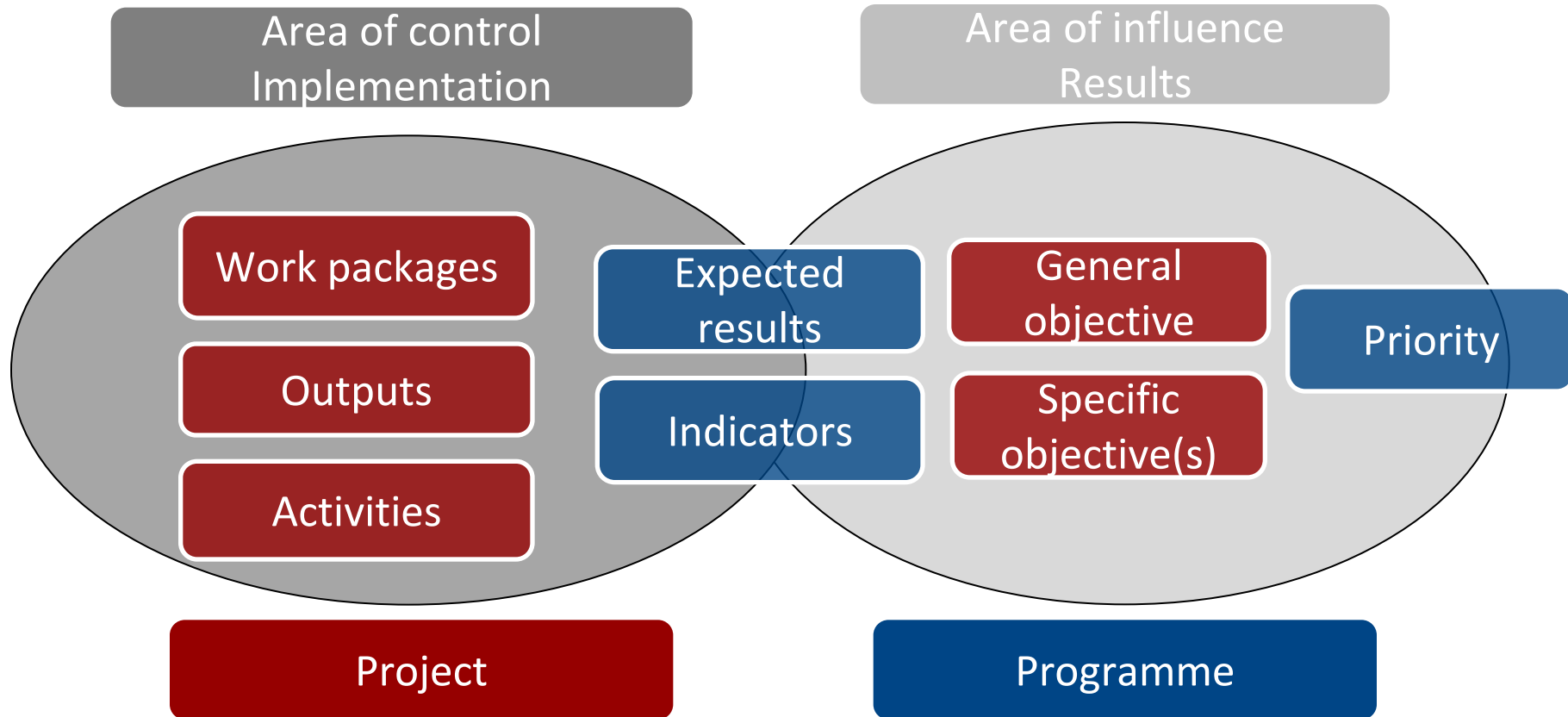
Work packages

Expected result(s)

Outputs / Activities

Indicators

Design

Link the Project to the Programme (2/2)
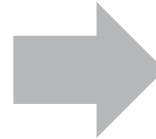## How to draft a proposal on the online system

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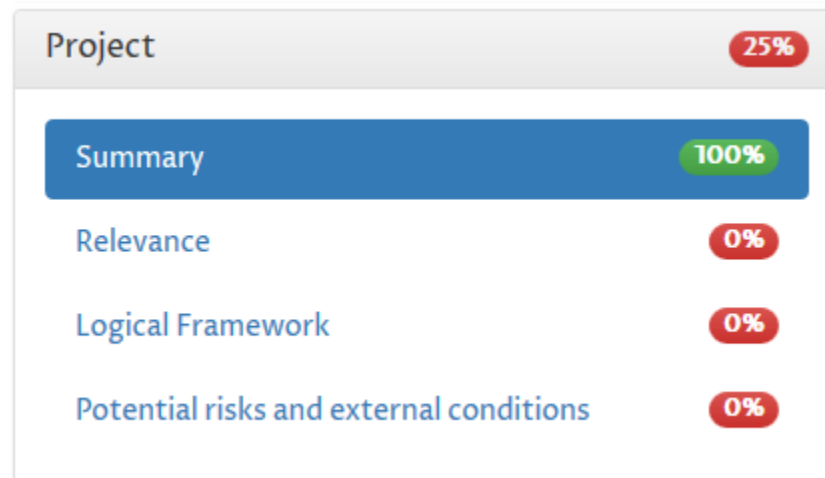
Additional checks will be performed by the Managing Authority during the eligibility verification

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."

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. ℹ

Project / Programme / date

> Specify Project / Programme / date

0/250

Project budget (if available) ℹ

> 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 ℹ

Specify other proposal

1.10 c) Contribute to policy development ℹ

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.

ENI CBCMED
Cooperating across borders in the Mediterranean

Programme funded by the EUROPEAN UNION

REGIONE AUTÒNOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA

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.

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

Save

1. Fill in General Objective and Save

Specific Objective

Describe specific objective, in English language...

0/300

Add

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).
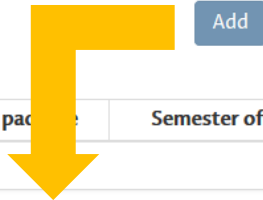
Project - Logical Framework - Outputs

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 * ℹ

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**).

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 ❶

Select one ▾

Project target value ❶

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 ❶

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)

Current output indicator list

Add

Programme output indicators	Project outp

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

16

Work-packages 1/2

WP0 and **WP1** menu items are always displayed.

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

WP0 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   ×

General

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

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.

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