



I N T E R R E G

INTERREG+ IT System

PROJECT CREATION AND CONTRACTING

for

**INTERREG VI-A NEXT HUNGARY-SLOVAKIA-ROMANIA-
UKRAINE PROGRAMME**

User Manual - Front Office

v1.0.0

PROJECT CREATION AND CONTRACTING - USER MANUAL FOR FRONT OFFICE

Version History

Date	Version	Description
10/06/2024	1.0.0	First version for INTERREG+ Project creation and contracting process

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1. INTRODUCTION

1.1 PURPOSE OF THE DOCUMENT

The purpose of this document is to assist Lead Partners of the Interreg VI-A NEXT Hungary-Slovakia-Romania-Ukraine Programme in preparation of project creation and contracting process in the INTERREG+ IT system.

The document presents the steps and rules in a process-oriented illustration.

1.2 WHO IS THIS DOCUMENT FOR


This document is for the Lead Partners who are required to assist in the project creation and contracting process.

1.3 ACCESS MANAGEMENT

The User can access the INTERREG+ IT system at the link provided here: <https://huskroua.interregplus.eu/21-27>.

1.4 USER ACCOUNT

The User profiles in the INTERREG+ IT system are managed in so-called User accounts, where each User have their roles assigned, which determines what the User can do in the system and what modules they can use. A Front office User may have only one or several projects or project parts assigned to, where they can manage tasks. It is also possible to hold several roles, such as Recording, Signatory or View to the same User.

To manage the User's account use the 'User' icon () located on the right hand side of the main header (see figure 1). For details on account management and user roles, study the *User-management Manual*.

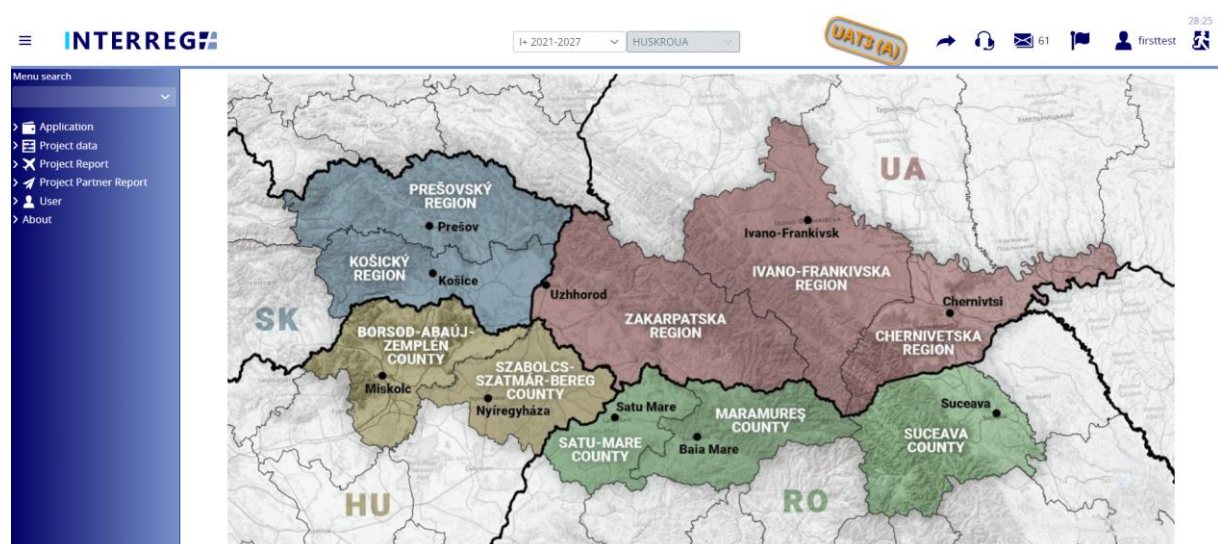
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2. GENERAL REMARKS

In this chapter those functions are presented, which work exactly the same way independently of which form or screen they are on.

2.1 THE MAIN MENU AND HEADER

The Main Menu is set in the left side of the Header. The User can find here the available menu items. Whereas in the right side (from left to right) the Period Switch, the Programme information, the Messages, the Language selector, the User Account, and the Sign-out buttons are located. (Fig. 1).



1. INTERREG+ main menu and header

Under the main menu, the Application, the Project data, the Project Report, the User, and the About menu items are.

- The **Application** menu item leads the User to the applications, which were created by them.
- The **Project data** menu item leads to the list of projects the User is associated with.
- Under the **Project Report** menu item, the User finds all Project Reports of those projects, which they are associated with.
- The **User** menu item is to access and manage user role requests submitted by those projects' Partners, which the User is associated with. (Available only for Recording users.) See details in the User-management Manual.
- The **About** menu item holds information about the software version of the INTERREG+ IT system.

The **Period Switch** button allows the User to switch between the 2014-2020 and the 2021-2027 period.

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Under the Messages icon the User can see all their system-generated messages; it is the messages centre of the User Account. It is not filtered by Programme or project, all e-mails and internal system-messages ever sent to the User from the system administration are listed here.

The **User Account** button leads to user account and user role related options, for details see the *User-management Manual*.

2.2 THE 'ACTION' BUTTONS

The 'action buttons' are to manage the process under preparation, they can be found at the bottom of the screen. While the User is actively in the process, they are always visible.



2. The 'action' buttons of the Recording user



3. The 'action' buttons of the Signatory user

When the Users press the **Validate** button, the system checks if all the required fields have been filled in and if the built-in rules have been complied with. If an error or defect is detected, it is listed in the error message showing up at the centre top of the screen. If all mandatory fields are filled and all rules are complied with, a confirming message appears.

By clicking on the **Cancel** button, all recorded and unsaved data will be lost and the PR returns to the last saved state.

The project documents can be generated at any time in the creation process by clicking on the **Generate** button. These documents are for informational purposes only, they do not hold any legal bonds.

The **Task comment** button leads to a text area, where comment can be recorded. It is mandatory when you want to send the process back for further editing, see **Back to modification** button.

The **Back to modification** button allows the Signatory user to send the project back for further editing if it is necessary. The Back to modification button requires the Task comment to be filled beforehand.

To save the recorded data and leave the process (close the window) click on the **Continue later** button. By doing so, all data will be saved with no validation running. The User can return to the process from the project list screen by clicking on the Continue button after selecting the project in question (see chapter 3.1.1).

By pressing the **Send for signature** button, the process will proceed to the next step. The validation will run automatically and if the program does not detect any deficiency or violation






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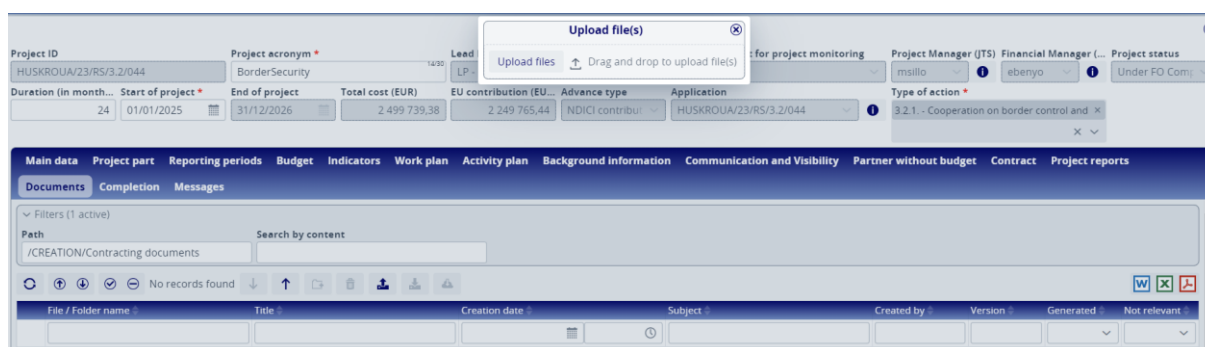
of the rules, the task moves to the Signatory user. The project is no longer editable to the Recording User.

The **Sign** button is available only for the User holding Signatory user role. This button initiates the submission process; the project will be submitted to the JS Programme Manager for evaluation.






2.3 THE 'FUNCTION' BUTTONS

The so-called 'function' buttons are those, which always call the same functions:

- the  (+) button always initiates a new form generation, such as a Contact person or a Bank account form;
- the  (**View**) button initiates the viewing of a selected list item (e.g. Contact person or Bank account form, etc.);
- the  (**Modify**) button initiates the modification of an already existing list item (e.g. Contact person or Bank account form, etc.);
- the  (Delete) button deletes the selected list item. *Note, if an item is deleted it can no longer be restored! Also, only items recorded in the current step can be deleted!*;
- the  (**Upload**) button initiates a pop-up communication panel, where the User can either browse among the files on the computer or just simply drag and drop even multiple files at once. The upload button is usually placed in forms.




4. Upload file(s) communication panel

- the  (Download) and  (Download as zip) buttons allow downloading even multiple selected files from the list at once or as a zip file;
- the    (**Export to**) buttons initiate exporting the content of the list screen into the selected format (xlsx, docx, pdf). *Note that using the function would export only*

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the visible content of the screen list. If a screen is expandable remember to expand it, otherwise the hidden content will not be exported!

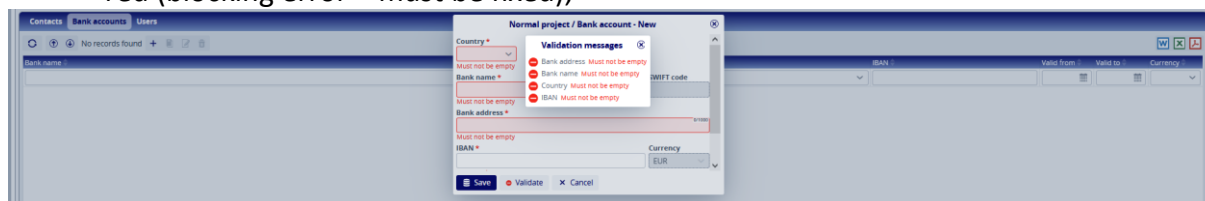
- by the  (info) button the details of a field can be viewed, such as Application, which leads the User to the initial application.

2.4 MANDATORY FIELDS AND RULES

Most of data fields are mandatory, they are marked with a red asterisk (*). These fields hold essential information about the project.

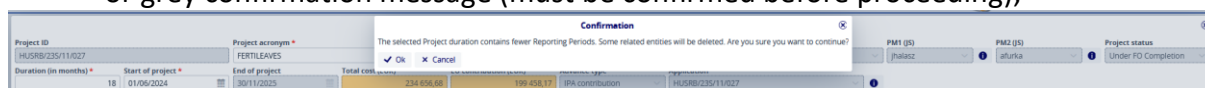
There are numerous rules governing the project creation process, in order to ensure compilation with these rules, built-in validation routines run in the background, which constantly check if the provided data is in line with the rules. In case of any violation, the system informs the User in a pop-up error message. Depending of the nature of the issue, the message may be:

- red (blocking error – must be fixed);



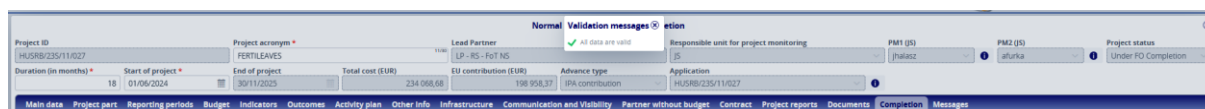
5. Blocking errors

- or grey confirmation message (must be confirmed before proceeding);



6. Confirmation message

In case the validation does not detect any irregularity, a positive validation message appears.





7. Positive validation message

2.5 INDICATIONS OF MODIFIED VALUES

During the process, modifications may be inevitable in order to create a proper project. To assist the User, such modifications are highlighted with yellow. By positioning the cursor over the modified field in question and holding it still, an info bubble will appear with the original value of the field.

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Project ID		Project acronym *	
HUSKROUA/23/RS/3.2/044		TEST 4/30	
Duration (in month...)	Start of project *	End of project	Total cost (EUR)
18	01/01/2025 	30/06/2026 	2 499 739,38
Changed, original value: 24			

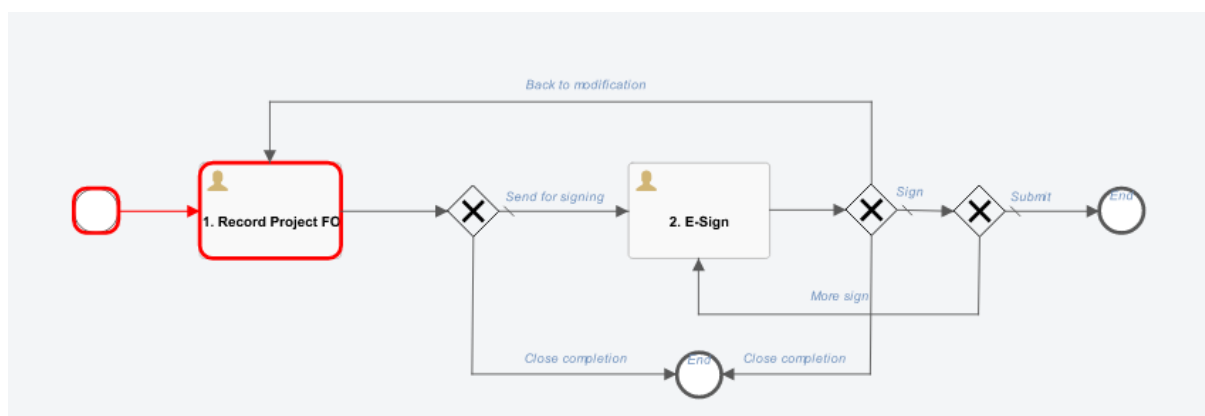
8. Indication of modified values

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3. THE CREATION AND CONTRACTING PROCESS

The project creation and contracting process is controlled by a complex workflow engine, where the different tasks are broken down to steps, and route connections between steps are predefined and strictly allowing one-way traffic.

The Front Office process consists of two distinct steps; it is summarized in the figure below:



9. The Front Office workflow of the process

1. Record project FO step: project-level Recording User is authorized to record and edit data of the project.
2. E-sign: After recording, the project-level Signatory User is entitled to endorse (E-sign and submit) the project to the JS or return it back for further modification (Back to modification) to the Recording User. In this step, the project is not editable. After the last signatory endorsement (in case of more than one valid Signatory user), the project is submitted and added to the Back Office interface. The submission is the condition of all the Signatory Users' e-signature.

Projects are status-managed allowing the User to keep track of the progress of their life-cycle. The possible statuses are as follow:

- Under creation: the project is under evaluation at the Joint Secretariat;
- Under FO completion: this status indicates that the project is at the Front Office;
- Waiting for Approval: the project is under approval at Joint Secretariat;
- Under MA check: the project is under evaluation at the Managing Authority;
- Under MA check: the project is under approval at the Managing Authority;
- Under contracting / under signature: the project is approved, waiting for the contract to be prepared / signed by all Parties;
- Contracted: the project is contracted.

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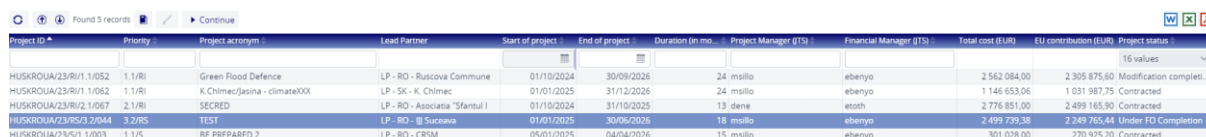
3.1 RECORDING, EDITING PROJECT DATA

During the creation process the project is at least once sent to the Lead Partner (for completion) for recording mandatory missing data, such as project-level Contact persons and project bank account. Also, to check the content of the project and edit/update any data imported from the approved application, if necessary.

3.1.1 The project list screen

On the project list screen, all projects the User is associated with appears in rows, with their most fundamental data in columns.

Above the list of projects, the 'function buttons' are located. To activate them, the User needs to select a project from the list and click on the function button according to their intention.



Project ID	Priority	Project acronym	Lead Partner	Start of project	End of project	Duration (in mo.)	Project Manager (JTS)	Financial Manager (JTS)	Total cost (EUR)	EU contribution (EUR)	Project status
HUSKROUA/23/RU/1.1/052	1.1/R	Green Flood Defence	LP - RO - Rusova Commune	01/10/2024	30/09/2026	24	msllo	ebenyo	2 562 084,00	2 305 875,60	Modification complet...
HUSKROUA/23/RU/1.1/052	1.1/R	K Chimec/Jasina - climateXXX	LP - SK - K. Chimec	01/01/2025	31/12/2026	24	msllo	ebenyo	1 146 653,06	1 031 987,75	Contracted
HUSKROUA/23/RU/2.1/067	2.1/R	SECRED	LP - RO - Asociatia "Sfantul I	01/10/2024	31/10/2025	13	dene	esoth	2 776 851,00	2 499 165,90	Contracted
HUSKROUA/23/RS/3.2/044	3.2/RS	TEST	LP - RO - Suceava	01/01/2025	30/06/2026	18	msllo	ebenyo	2 499 739,38	2 249 765,44	Under FO Completion
HUSKROUA/23/SI/1.1/003	1.1/S	BE PREPARED 2	LP - RO - CRSM	05/01/2025	04/04/2026	15	msllo	ebenyo	301 028,00	270 925,20	Contracted

10. The project list screen

3.1.2 The project header

The project header displays the most important information of the project, such as project ID, acronym, Programme managers, project dates, and costs.



Normal project - Under FO Completion

Project ID: HUSKROUA/23/RS/3.2/044

Project acronym: TEST

Lead Partner: LP - RO - Suceava

Responsible unit for project monitoring: IS

Project Manager (JTS): msllo

Financial Manager (JTS): ebenyo

Project status: Under FO Comple

Duration (in months): 18

Start of project: 01/01/2025

End of project: 30/06/2026

Total cost (EUR): 2 499 739,38

EU contribution (EUR): 2 249 765,44

Advence type: INDICI contribution

Application: HUSKROUA/23/RS/3.2/044

Type of action: 3.2.1 - Cooperation on border control and mana

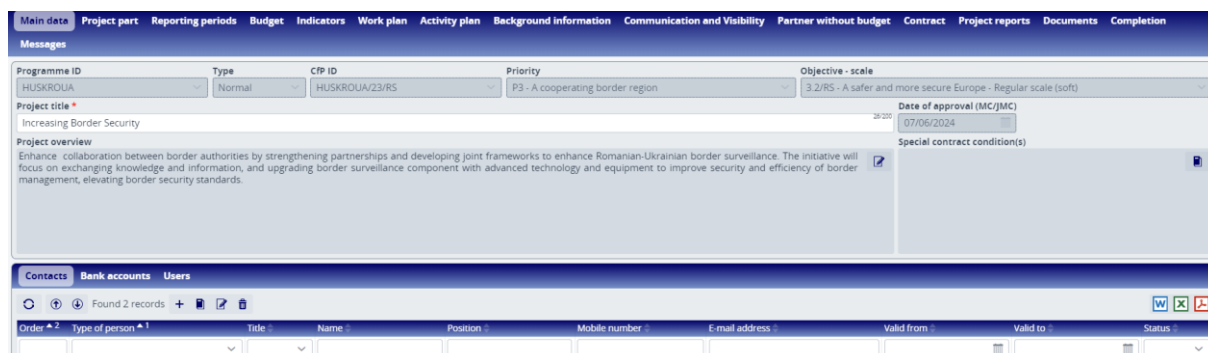
11. The project header

Here the project acronym, the start date of the project, and the project duration can be modified, if necessary.

3.1.3 Main data

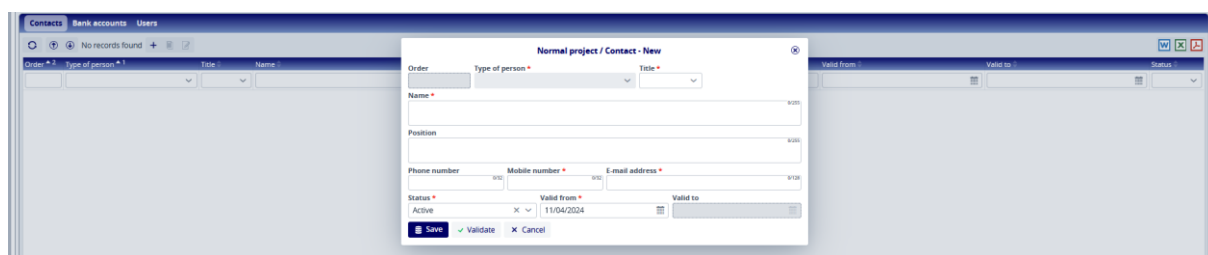
Under the main data tab, further descriptive information of the project is located. Below this section, there are three subtabs.

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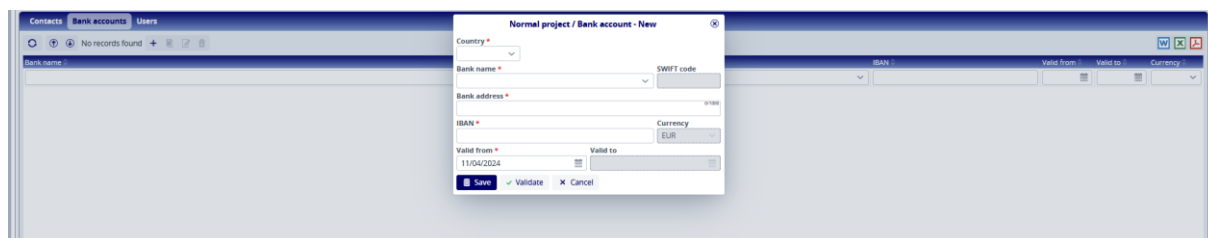
12. Main data

3.1.3.1 Contacts: the User must provide a project-level contact person and at least one legal representative person of the project. The process can be initiated by the **Add (+)** button. After filling in all mandatory fields, the form must be saved by the **Save** button.



13. Contact form

3.1.3.2 Bank accounts: the User must provide the bank account information dedicated to the project. The system checks if the IBAN number is valid and is corresponding to the country selected (the country of the Lead Partner). The process can be initiated by clicking on the **Add (+)** button. After filling in all mandatory fields, the form must be saved by clicking on the **Save** button.



14. Bank account form

3.1.3.3 Users: the users associated with the project are displayed. This tab is only to display information – the user cannot edit its content! For user management, see the *User-management Manual*.

3.1.4 Project part

Under this tab, information (such as Partner information, budget, etc.) about the project partners can be found, modified and new partners can be added to the partnership.

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Normal project - Under FO Completion

Project ID: HUSKROUA/23/RS/3.2/044
Project acronym: TEST
Lead Partner: LP - RO - Suceava
Responsible unit for project monitoring: JS
Project Manager (JTS): msiljo
Financial Manager (JTS): ebenyo
Project status: Under FO Completion

Duration (in months): 18
Start of project: 01/01/2025
End of project: 30/06/2026
Total cost (EUR): 2 499 739.38
EU contribution (EUR): 2 249 765.44
Advance type: Application
Application: HUSKROUA/23/RS/3.2/044
Type of action: 3.2.1 - Cooperation on border control and management

Project part ID	Role in partnership	Official name (in original language)	Country	Nuts III	Settlement	Start of PP	End of PP	PP total cost (€)	PP status
HUSKROUA/23/RS/3.2/044/LP	Lead Partner	Inspectoratul de Jandarmi Județean Suceava	Romania	Suceava	Suceava	01/01/2025	30/06/2026	1 251 079.20	Active
HUSKROUA/23/RS/3.2/044/P1	Partner	Unit 1241 of the National Guard of Ukraine, Ivano-Frankivsk	Ukraine	Ivano-Frankivsk	Ivano-Frankivsk	01/01/2025	30/06/2026	1 248 660.18	Active

15. Project parts

There is one important addition, the **Switch partner** button. This can be activated by selecting two partners from the list. By clicking on the button, the two selected partners will be switched in position and in roles (in case one of them was the Lead Partner).

Normal project - Under FO Completion

Project ID: HUSKROUA/23/RS/3.2/044
Project acronym: TEST
Lead Partner: LP - RO - Suceava
Responsible unit for project monitoring: JS
Project Manager (JTS): msiljo
Financial Manager (JTS): ebenyo
Project status: Under FO Completion

Duration (in months): 18
Start of project: 01/01/2025
End of project: 30/06/2026
Total cost (EUR): 2 499 739.38
EU contribution (EUR): 2 249 765.44
Advance type: Application
Application: HUSKROUA/23/RS/3.2/044
Type of action: 3.2.1 - Cooperation on border control and management

Project part ID	Role in partnership	Official name (in original language)	Country	Nuts III	Settlement	Start of PP	End of PP	PP total cost (€)	PP status
HUSKROUA/23/RS/3.2/044/LP	Lead Partner	Inspectoratul de Jandarmi Județean Suceava	Romania	Suceava	Suceava	01/01/2025	30/06/2026	1 251 079.20	Active
HUSKROUA/23/RS/3.2/044/P1	Partner	Unit 1241 of the National Guard of Ukraine, Ivano-Frankivsk	Ukraine	Ivano-Frankivsk	Ivano-Frankivsk	01/01/2025	30/06/2026	1 248 660.18	Active

16. The Switch partner button

Under the Project part tab, there are further subtabs located, which can be accessed by selecting a partner from the list and using either the **View** or the **Modify** button.

3.1.4.1 Partner: credentials of the selected Partner are found and can be modified or new partner can be added.

Partner: 100330 - Inspectoratul de Jandarmi Județean Suceava - 13589936
Abbreviated name: Suceava
Start of Partner: 01/01/2025
End of Partner: 30/06/2026

Official name (in original language): Inspectoratul de Jandarmi Județean Suceava
Official name (in English): Suceava County Gendarmes Inspectorate

National tax number: 13589936
Registry number: 4296406
Community tax number: 7180
Gross budget/Net budget: Expenditures are indicated in net: X
Date of foundation: 13/07/1993
Founder organization: Suceava County Gendarmes Inspectorate

Eligibility type: Nuts III
Institution type: Local Public Organisation
Legal status: Public organization
Website: www.politiadefrontera.ro
Budget type: A - FR on Staff cost

If you wish to add a new Partner, please contact the Joint Secretariat.

Country	Nuts III	Settlement	Postal code
Romania	Suceava	Suceava	720021

Street, nr., PO box: Str. Traian Vuia nr. 7 bis

The mailing address is same as the official address

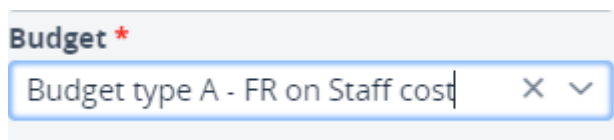
Save Validate Cancel

17. Data of the Partner

In this sheet the user enters the data about the partners by filling in the fields. Fields marked with an asterisk (*) are mandatory. By clicking on the 2 checkboxes in the bottom section of the Address section, the data in the **Official address** tab can be copied to the **Branch office address** and **Mailing address** sections. In case these data are not the same, users can enter a different address on the tabs separately. Filling in the data on each sub-tab is compulsory. Data of the partner can be saved only after all mandatory fields are filled in.

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In Budget type field, you can select from Budget type A and Budget type B (depending on the size of the project proposal) from a drop-down menu:



18. Budget type

Please note: If you change the type of the budget during the project creation process the recorded budget items will be lost, and you need to start the recording of your budget again.

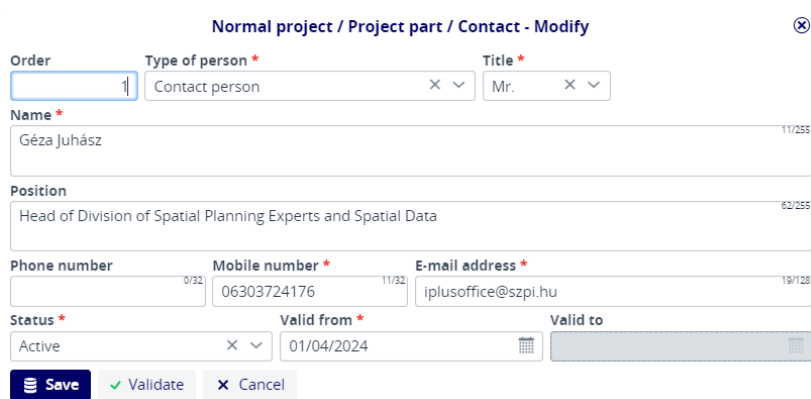
Once all data of the partner has been recorded, clicking on **Save** button will save the data and make it available for viewing in the **project part list** view.

3.1.4.2 Contacts: Contact data of the selected Partner are found and can be modified, deleted or added a new one.

Order	Type of person	Title	Name	Position	Mobile number	E-mail address	Valid from	Valid to	Status
1	Contact person	Dr.	2r		323232	2@er.com	12/04/2024		Active
1	Legal representative (statutory)	Dr.	2r		323232	2@er.com	12/04/2024		Active

19. Contacts

Once users have started adding or modifying, the following form will appear:



20. Contact modify



The order number is filled in automatically by the system. All other fields marked with an asterisk (*) are mandatory. From the drop-down menu multiple options can be chosen for Contact type, i.e. for the same person both contact person and legal representative statuses can be chosen. However, it is a must to add one contact person and at least one legal



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representative, otherwise the validation check before submission runs to an error. Pressing the Save button allows the user to record the data entered.

3.1.4.3 Users: Users associated with the project part are displayed. This tab is only to display information – the user cannot edit its content! For user management, see the *User-management Manual*.

3.1.4.4 Reporting periods: The reporting periods of the selected Partner are located there. These are identical to those of the project. This tab is only to display information – the user cannot edit its content!

3.1.4.5 Budget: The budget of the selected Partner are found and can be modified, if necessary. The arrows allow users to change the view. Pressing the  button collapses all the rows and only shows the budget rows at header level, pressing the  button makes everything visible up to item level. These levels can be opened or closed one by one using the arrows at the beginning of the budget lines.

Press the add () button to add the item to the given budget line or modify () button to modify the given budget.

The items are cumulated at the budget line level and the budget lines at the budget heading level. They are summed up at the bottom of the budget table and the row of the total amount is highlighted by blue.

Partner Contacts Users Reporting periods Budget Partner Reports Cases Documents									
Budget Sources of funding EU contribution advance Payment forecast									
No.	Budget lines	Category	Project activity	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)	Description	
> 1	Staff costs	Flat Rate					198 584,00		
2	Office and administrative expenditure	Flat Rate					29 787,60	Flat rate (%): 15,00	
3	Travel and accommodation	Flat Rate					29 787,60	Flat rate (%): 15,00	
4	External expertise and services costs	Real Cost					11 200,00		
4.1	Publications	Real Cost					0,00		
4.2	Studies, research	Real Cost					0,00		
4.3	Costs of Expenditure Verification	Real Cost					0,00		
4.4	Translation, interpreters	Real Cost					0,00		
4.5	Financial services (bank costs etc.)	Real Cost					0,00		
4.6	Costs of events (conferences, seminars)	Real Cost					3 500,00		
4.6.1	start up conference		6.1 - Communication and visibility	start up conference	1,00	3 500,00	3 500,00	The communication efforts are meticulously design...	
4.7	Visibility and communication actions	Real Cost					7 700,00		
4.7.1	visibility materials		6.1 - Communication and visibility	visibility materials	1,00	7 700,00	7 700,00	- 150 promotional packages of 50 euro /package f...	
4.8	Studies, technical documentations, permissions f...	Real Cost					0,00		
4.9	Others	Real Cost					0,00		
4.10	External project management	Real Cost					0,00		
5	Equipment expenditure	Real Cost					981 720,00		
5.1	Purchase or rent of equipment	Real Cost					981 720,00		
5.1.1	3 dog transport vehicle		1.1 - Purchase of equipment for incre...	dog transport vehicle	3,00	70 000,00	210 000,00	The acquisition of 3 dog transport vehicles for the...	
							1 281 079,20		

21. Partner budget

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After pressing the **Add** or **Modify** button, the following screen will appear:

Normal project / Project part / Budget / Budget - Modify

Budget line
4.7 - Visibility and communication actions

Budget Item ID
4.7.1

Item category
Normal

Budget Item name *
visibility materials

Unit *
visibility materials

of units *
1,00

Unit rate (in EUR) *
7 700,00

Costs (in EUR)
7 700,00

Description *
- 150 promotional packages of 50 euro /package for the 2 conferences and for the sharing best practices workshops (bag, folder, pen, mug, agenda, etc.);
- 2 roll-up banners, 1 in ENG and 1 in RO 100 euro /each

Project activity *
6.1 - Communication and visibility

Save Validate Cancel

22. Modify budget line

Budget line, **Budget Item IDs** and **Item category** are filled in by the system. The budget line is determined by the system based on the budget line on which the user started the addition. Fields marked with an asterisk (*) are mandatory. The value of the **Costs (in EUR)** field is automatically calculated by the system by multiplying the values of the **# of units** and **Unit rate (in EUR)** fields. Pressing the **Save** button will save the recorded data.

3.1.4.5.1 Source of funding: Resources are automatically allocated by the system based on the parameters defined in the CfP. It is not possible to edit them.

Partner Contacts Users Reporting periods Budget Partner Reports Cases Documents

Budget Sources of funding EU contribution advance Payment forecast

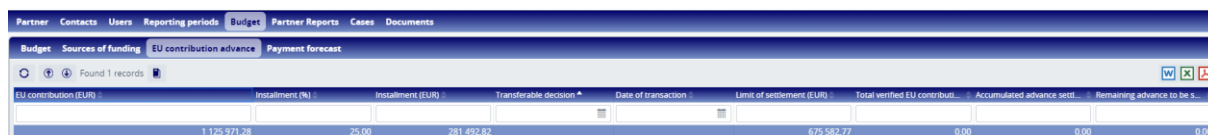
Sources of funding ID *	Sources of funding name	Amount (EUR)	Share (%)	Exact share (%)
1	EU contribution	1 125 971,28	90,00	90,00000000
2	National contribution	62 553,96	5,00	5,00000000
3	Own contribution	62 553,96	5,00	5,00000000
3.1	Own public contribution	62 553,96	5,00	5,00000000
3.2	Own private contribution	0,00	0,00	0,00000000
		1 251 079,20	100,00	100,00000000

Save Validate Cancel

23. Source of founding of Partner budget

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3.1.4.5.2 EU contribution advance: This tab displays the expected EU contribution advance of the partner. Users can only view the information, no changes can be made on this screen.



EU contribution (EUR)	Installment (€)	Installment (EUR)	Transferable decision	Date of transaction	Limit of settlement (EUR)	Total verified EU contribut...	Accumulated advance sett...	Remaining advance to be s...
1 125 971,28	25,00	281 492,82			675 582,77	0,00	0,00	0,00

24. EU contribution advance of partner

3.1.4.5.3 Payment forecast: In the Payment forecast tab, the budgeted amounts are broken down by Reporting periods.



	Rep. period 1	Rep. period 2	Rep. period 3	Rep. period 4	Rep. period 5	Total (EUR)	Difference (EUR)
LP - RO - @ Sucava	10 000,00	25 200,00	95 000,00	25 200,00	1 086 567,20	1 241 967,20	9 112,00
Total costs	10 000,00	25 200,00	95 000,00	25 200,00	1 086 567,20	1 241 967,20	9 112,00

	Rep. period 1	Rep. period 2	Rep. period 3	Rep. period 4	Rep. period 5	Total (EUR)	Difference (EUR)
LP - RO - @ Sucava	9 000,00	22 680,00	85 500,00	22 680,00	986 111,28	1 125 971,28	0,00
Total costs	9 000,00	22 680,00	85 500,00	22 680,00	986 111,28	1 125 971,28	0,00

25. Payment forecast of partner budget

The system dynamically totals the amounts continuously recorded by the user in the Total (EUR) column, and indicates the difference to the Total cost (EUR) in the Difference (EUR) column. By pressing the Save button in the bottom left corner, the recorded data is saved. The EU contribution table for the payment forecast is filled in automatically by the system in parallel with recording the data in the upper table.

3.1.4.6 Partner reports: Project Partner Reports (PPRs) of the selected Partner are located there. This tab is only to display information – the user cannot edit its content!

3.1.4.7 Cases: Irregularity cases of the selected Partner are located there. This tab is only to display information – the user cannot edit its content!

3.1.4.8 Documents: Documents of the selected Partner are located there. Documents considering only the selected project part can be uploaded here.

3.1.5 Reporting periods

Under this tab, information about the project's Reporting periods can be found. This tab is only to display information – the user cannot edit its content!

PROJECT CREATION AND CONTRACTING - USER MANUAL FOR FRONT OFFICE

Main data	Project part	Reporting periods	Budget	Indicators	Activities	Activity plan	Other info	Infrastructure	Partner without budget	Contract	Project reports	Documents	Completion	Messages
Found 7 records														
Period ID ▲	From date	To date	Period (in month)			Reporting deadline								
1	01/06/2024	01/06/2024	30/09/2024			4	29/12/2024							
2	01/10/2024	01/01/2025	31/01/2025			4	01/05/2025							
3	01/02/2025	01/05/2025	31/05/2025			4	29/08/2025							
4	01/06/2025	01/09/2025	30/09/2025			4	29/12/2025							
5	01/10/2025	01/01/2026	31/01/2026			4	01/05/2026							
6	01/02/2026	01/05/2026	31/05/2026			4	29/08/2026							
7	01/06/2026	01/09/2026	30/09/2026			4	29/12/2026							

26. Reporting periods

3.1.6 Budget

Under this tab, information about the project's Budget can be found. This tab is only to display information – the user cannot edit its content! The Budget of the individual Partners can be accessed through the Project part tab.

Project ID

HUSKROUA/23/RS/3.2/044

Project acronym *

TEST

Lead Partner

LP - RO - @ Suceava

Responsible unit for project monitoring

JS

Project Manager (ITS)

mslito

Financial Manager (ITS)

albenyo

Project status

Under FO Completion

Duration (in months) *

18

Start of project *

01/01/2025

End of project

30/06/2025

Total cost (EUR)

2 499 739.38

EU contribution (EUR)

2 249 765.44

Advance type

NDICI contribution

Application

HUSKROUA/23/RS/3.2/044

Type of action *

3.2.1 - Cooperation on border control and management

Main data

Project part

Reporting periods

Budget

Indicators

Work plan

Activity plan

Background information

Communication and Visibility

Partner without budget

Contract

Project reports

Documents

Completion

Messages

Budget

Sources of funding

Payment forecast

EU contribution advance

Project team

No *

Budget lines *

Planned amount (EUR)

LP - RO - @ Suceava

PI - UA - Unit 1241 NGU

1

Staff costs

395 784.03

198 584.00

198 200.03

1.1

Salary of staff - direct project management (Budget type B)

0.00

0.00

0.00

1.2

Salary of staff - professional team members (Budget type B)

0.00

0.00

0.00

1.3

Staff- Flat rate (Budget type A)

395 784.03

198 584.00

198 200.03

2

Office and administrative expenditure

59 517.60

29 787.60

29 730.00

3

Travel and accommodation

59 517.60

29 787.60

29 730.00

4

External expertise and services costs

15 700.00

11 200.00

4 500.00

4.1

Publications

0.00

0.00

0.00

4.2

Studies, research

0.00

0.00

0.00

4.3

Costs of Expenditure Verification

3 000.00

0.00

3 000.00

4.4

Translation, interpreters

0.00

0.00

0.00

4.5

Financial services (bank costs etc.)

0.00

0.00

0.00

4.6

Costs of events (conferences, seminars)

5 000.00

3 500.00

1 500.00

4.7

Visibility and communication actions

7 700.00

7 700.00

0.00

4.8

Studies, technical documentations, permissions for infrastructure

0.00

0.00

0.00

4.9

Others

0.00

0.00

0.00

4.10

External project management

0.00

0.00

0.00

5

Equipment expenditure

1 968 220.15

981 720.00

986 500.15

6

Infrastructure and works

2 499 739.38

1 251 079.30

1 248 660.08

27. Budget

The Budget / **Source of funding** tab displays the financial sources automatically allocated by the system in line with rules described in the CfP. It is not possible to edit them; it is available only for information purposes.

Main data	Project part	Reporting periods	Budget	Indicators	Work plan	Activity plan	Background information	Communication and Visibility	Partner without budget	Contract	Project reports	Documents	Completion	Messages
Budget		Sources of funding	Payment forecast	EU contribution advance	Project team									
Sources of funding ID ▲ Sources of funding name Amount (EUR) Share (%) LP - RO - § Succava (EUR) LP - RO - § Succava (%) P1 - UA - Unit 1241 NGU (EUR) P1 - UA - Unit 1241 NGU (%)														
1	EU contribution	2,249,765.44	90.00	1,125,871.28	90.00	1,123,794.16	90.00							
2	National contribution	62,553.96	2.50	62,553.96	5.00	0.00	0.00							
3	Own contribution	187,419.96	7.50	62,553.96	5.00	124,866.02	10.00							
3.1	Own public contribution	187,419.96	7.50	62,553.96	5.00	124,866.02	10.00							
3.2	Own private contribution	0.00	0.00	0.00	0.00	0.00	0.00							

28. Source of funding of project budget

The Budget / **Payment forecast** tab displays the payment forecasts that have been recorded for the partners. Here too, users can only view the forecasts, no changes can be made from this interface.

PROJECT CREATION AND CONTRACTING - USER MANUAL FOR FRONT OFFICE

Main data	Project part	Reporting periods	Budget	Indicators	Work plan	Activity plan	Background information	Communication and Visibility	Partner without budget	Contract	Project reports	Documents	Completion	Messages
Budget	Sources of funding	Payment forecast	EU contribution advance	Project team										
Partner / Total cost														
		Rep. period 1	Rep. period 2	Rep. period 3	Rep. period 4	Rep. period 5	Total (EUR)	Difference (EUR)						
LP - RO - @ Suceava		10 000,00	25 200,00	95 000,00	25 200,00	1 086 567,20	1 241 967,20	9 112,00						
P1 - UA - Unit 1241 NGU		49 550,00	59 475,00	91 050,03	307 585,00	738 000,15	1 245 660,18	3 000,00						
Total costs		59 550,00	84 675,00	186 050,03	332 785,00	1 824 567,35	2 487 627,38	12 112,00						
Partner / EU Contribution														
		Rep. period 1	Rep. period 2	Rep. period 3	Rep. period 4	Rep. period 5	Total (EUR)	Difference (EUR)						
LP - RO - @ Suceava		9 000,00	22 680,00	85 000,00	22 680,00	986 111,28	1 125 971,28	0,00						
P1 - UA - Unit 1241 NGU		44 595,00	53 527,50	81 945,03	276 826,50	666 900,13	1 123 794,16	0,00						
Total costs		53 595,00	76 207,50	167 445,03	299 506,50	1 653 011,41	2 249 765,44	0,00						

29. Payment forecast of project budget

The Budget / **EU contribution advance** tab displays the expected EU contribution advance per partner. Users can only view the information; no changes can be made on this screen.


Main data	Project part	Reporting periods	Budget	Indicators	Work plan	Activity plan	Background information	Communication and Visibility	Partner without budget	Contract	Project reports	Documents	Completion	Messages
Budget	Sources of funding	Payment forecast	EU contribution advance	Project team										
Found 2 records														
Project part ID	EU contribution (EUR)	Installments (%)	Installment (EUR)	Transferable decision *	Date of transaction	Limit of settlement (EUR)	Total verified EU contribut...	Accumulated advance settl...	Remaining advance to be se...					
HUSKROUA/23/RS/3.2/044/LP	1 125 971,28	25,00	281 492,82			675 582,77	0,00	0,00	0,00					
HUSKROUA/23/RS/3.2/044/P1	1 123 794,16	25,00	280 948,54			674 276,50	0,00	0,00	0,00					

30. EU contribution advance

The Budget/**Project team** tab: In case the budget type B is chosen for any of the partners on the Project team sub-sheet the user has to add the names and estimated share of working time for each team member.

Main data	Project part	Reporting periods	Budget	Indicators	Work plan	Activity plan	Background information	Communication and Visibility	Partner without budget	Contract	Project reports	Documents	Completion	Messages
Budget	Sources of funding	Payment forecast	EU contribution advance	Project team										
Found 13 records														
Partner	Proposed position	Years of experience	Education background	Special areas of knowledge	Experience in Partner country	Languages and degree of fluency (very go...								
LP - RO - @ Suceava	Implementation Expert		1 University degree	Experience in project implementation wit...	Assists the project manager in organizi...	English - Very good								
LP - RO - @ Suceava	Financial Expert		1 University degree in Economics	Management of project budget	- Proven work experience as a financial...	English - good								
LP - RO - @ Suceava	Border surveillance expert		1 University degree	Experience in legal area of border surveil...	- Proven work experience as a legal expe...	English - good								
LP - RO - @ Suceava	Project Manager		1 University degree	Experience in project management	Represents the Lead Beneficiary and Part...	English - Good								
LP - RO - @ Suceava	Procurement expert		1 University degree	Experience in field of public procurement	- Prepares all documents related to publi...	English - good								
LP - RO - @ Suceava	Logistic expert		1 University degree	Responsible for endowment within the b...	- Organizational and time-management s...	English - good								
LP - RO - @ Suceava	Legal Expert		1 University degree	Experience in legal area of expertise and...	- Proven work experience as a legal expe...	English - good								
P1 - UA - Unit 1241 NGU	Legal Expert		1 University degree	Experience in legal area of expertise and...	- Proven work experience as a legal expe...	English - good								
P1 - UA - Unit 1241 NGU	Implementation Expert		1 University degree	Experience in project implementation wit...	Assists the project manager in organizi...	English - Very good								
P1 - UA - Unit 1241 NGU	Financial Expert		1 University degree in Economics	Management of project budget	- Proven work experience as a financial...	English - good								
P1 - UA - Unit 1241 NGU	Project manager		1 University degree	Experience in project management	Represents the Partner 1 in relation wit...	English - good								
P1 - UA - Unit 1241 NGU	Procurement expert		1 University degree	Experience in field of public procurement	- Prepares all documents related to publi...	English - good								
P1 - UA - Unit 1241 NGU	Logistic expert		1 University degree	Responsible for endowment within the b...	- Organizational and time-management s...	English - good								

31. Project team – list view

Team members are listed automatically by the system on the screen based on the data the user entered in the respective partner's budget. Data shall be entered by pressing the **Modify** () button. Fields marked with an asterisk (*) are mandatory.

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Normal project / Budget / Project team - Modify ✕

Partner *

LP - RO - IJJ Suceava ✕

Proposed position *

Financial Expert 16/500

Years of experience *

1

Education background *

University degree in Economics 30/500

Special areas of knowledge *

Management of project budget 28/500

Experience in Partner country *



- Proven work experience as a financial manager;
- Organizational and time-management skills; 99/500

Languages and degree of fluency (very good, good, weak) *

English - good; 15/500

Save ✓ Validate ✕ Cancel

32. Project team – modify


By pressing the **Save** button; the recorded data will be saved. The items of the list can be viewed () or modified ().

3.1.7 Indicators

Under this tab, information about the project Indicators can be found and edited; its content can be modified, if necessary.

Main data Project part Reporting periods Budget Indicators Work plan Activity plan Background information Communication and Visibility Partner without budget Contract Project reports Documents Completion Messages							
Found 2 records +  							
Indicator category	Indicator type	Indicator ID *	Indicator name	Measurement unit	Base value	Achieved value	Target value
Programme-level indicator - ...	Output	RC087	Organisations cooperating across borders	Number of organisations	0,00	0,00	2,00 Active
Paired Programme-level indi...	Result	RCR84	Organisations cooperating across borders after project completion	Number of organisations	0,00	0,00	2,00 Active

33. Indicators

After clicking on the **Modify** () button, the following form will be displayed and shall be filled in by the user.

PROJECT CREATION AND CONTRACTING - USER MANUAL FOR FRONT OFFICE

Normal project / Indicator - Modify ✕

Indicator category * ✕ ▼ ✕ ▼

Indicator type * ✕ ▼

Indicator * ✕ ▼

Indicator name

Measurement unit

Base value * 0,00 ✕ ▼ ✕ ▼ ✕ ▼

Achieved value 0,00 ✕ ▼

Target value * 2,00 ✕ ▼

Brief description

Following the project, a best practices guide will be developed and disseminated to law enforcement institutions in the county Maramures Gendarmerie, Maramures County Police, Customs Authorities, Anti-Fraud Department. This guide will encapsulate the key learnings, strategies, and techniques honed during the project, aimed at enhancing border security and efficiency. It will serve as a valuable resource for law enforcement, providing actionable insights and protocols for improved border manageame

500/2000

✕ ▼

Save ✓ Validate ✕ Cancel

34. Indicators modification

Fields marked with an asterisk (*) are compulsory. Where a drop-down list appears in the field, the user has to choose from the drop-down items.

3.1.8 Work plan

Under this tab, information about the project Activity groups and Activities can be found and edited; its content can be modified, if necessary.

Main data	Project part	Reporting periods	Budget	Indicators	Work plan	Activity plan	Background information	Communication and Visibility	Partner without budget	Contract	Project reports	Documents	Completion
Messages													
Activity groups Activities													
Found 3 records + - ?													
AG ID *	AG type *	AG name *	Total AG indicative budget (EUR) *										
1	Soft project	Procurement of equipment for increasing border security	1 968 220,15										
2	Soft project	Organizing of 3 workshops for the elaboration of a best practices Guide in the field of border control measures and procedures	0,00										
6	Project management and communication	Project management	15 700,00										

35. Work plan

Activity groups (AG) related to the project can be recorded or modified on this screen.

First the user needs to select an AG and fill in the relevant information about the AG, then activities can be recorded by clicking on "Record activities" button.

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Normal project / Work plan - New

AG ID: AG type: AG name: Total AG indicative budget (EUR):

Outcome: Risk:

36. Recording working plan

On Activity sheet applicants can add new activities by clicking on Add (+) button,

Normal project / Work plan - Modify

AG ID: AG type: AG name: Total AG indicative budget (EUR):

Outcome: Risk:

Activities Questions

No records found +

Activity	AG ID	AG name	Activity type	Activity name	Activity description	Country	Nuts III	Exact location	Estimated cos.	Tangible outcome	Status

Normal project / Work plan / Activity - New

Estimated costs (EUR): Activity ID: Activity Group: Activity type:

Activity name:

37. Recording working plan – activity

and also can answer AG relevant questions on Question tab by selecting one of the question and clicking on **Modify** button:

AG ID: AG type: AG name: Total AG indicative budget (EUR):

Outcome: Risk:

Activities Questions

Found 2 records

AG ID	Question
4	In case the project envisages investment in infrastructure...
4	Please describe the sustainability of the infrastructure con...

Question - Modify

AG ID: AG type: AG name: Total AG indicative budget (EUR):

Outcome: Risk:

Question

In case the project envisages investment in infrastructure(s) with an expected lifespan of at least five years, the assessment of the expected impacts of climate change shall be carried out. Please summarise the results of the assessment (detailing the risks associated with climate change, the expectable resilience of the given infrastructure(s) to climate change). Where appropriate, documentation should be available for submission to the relevant programme body(ies). (maximum 3 000 characters)

Explanation:

On each sheet the given data are saved by pressing the **Save** button.

PROJECT CREATION AND CONTRACTING - USER MANUAL FOR FRONT OFFICE

3.1.9 Activity plan

Under this tab, information about the project Activities can be found and planned; its content can be modified, if necessary.

Main data Project part Reporting periods Budget Indicators Work plan Activity plan Background information Communication and Visibility Partner without budget Contract Project reports Documents Completion										
Messages										
All	No.	Activity Group name	Activity name	Partner	RP1	RP2	RP3	RP4	RP5	
<input type="checkbox"/>	1	Procurement of equi...			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1.1		Purchase of equipment for increasing border security for LP		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1.1			LP - RO - IJ Suceava	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1.1			P1 - UA - Unit 1241 NGU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	1.2		Procurement of equipment for increasing border security for A2		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1.2			LP - RO - IJ Suceava	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	1.2			P1 - UA - Unit 1241 NGU	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	2	Organizing of 3 work...			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	2.1		First workshop		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	2.1			LP - RO - IJ Suceava	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2.1			P1 - UA - Unit 1241 NGU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2.2		Organization of the second workshop		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2.2			LP - RO - IJ Suceava	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2.2			P1 - UA - Unit 1241 NGU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

38. Activity plan

In the Activity plan sheet the user can record the reporting period(s) in which a given activity is planned to be implemented. The user has to select the appropriate reporting period in the row of the specific activity and click on the checkbox. If the user wants to check all the boxes in a row, this can be done quickly and conveniently by ticking the **All** checkbox at the beginning of the row. If the user wants to untick a checkbox, he/she has to click on it again to remove the tick.

The system checks whether each activity is selected by at least one partner and whether there is at least one activity selected to each reporting period.

3.1.10 Background information

Under this tab, information about the project questions, descriptions can be found and provided; its content can be modified, if necessary. To click the relevant project description, the user can view or modify the details of the project.

Main data Project part Reporting periods Budget Indicators Work plan Activity plan Background information Communication and Visibility Partner without budget Contract Project reports Documents Completion										
Messages										
Questions										
Found 3 records										
Question type	Seq. no.	Question	Explanation							
Project description	1	Overall objectives of the Project - What is the main objective o...	Enhance collaboration between border authorities by strengthening partnerships and developing joint frameworks to enhance Romanian-Ukrainian border surveillance.							
Project description	2	Project Summary - Please provide a short overview of the proj...	In a groundbreaking effort to enhance border security, TIBP Sigheu Marmatiei and Border Guard Detachment Mukachevo have embarked on a joint venture to address ...							
Project description	3	Specific objectives of the Project - Which are the specific objec...	1. Enhance Border Defenses: Focus on reinforcing the security infrastructure at crucial points along the green border sections of the Romanian-Ukrainian frontier. This in...							

39. Background information

Fields marked with an asterisk (*) are mandatory, while those with a grey background are filled in by the system automatically.

PROJECT CREATION AND CONTRACTING - USER MANUAL FOR FRONT OFFICE

Normal project / Background information / Question - Modify



Question type

Project description

Question

Overall objectives of the Project - What is the main objective of the project and how does it link to the overall programme goal? How does it contribute to the programme

Explanation *

Enhance collaboration between border authorities by strengthening partnerships and developing joint frameworks to enhance Romanian-Ukrainian border surveillance. The initiative will focus on exchanging knowledge and information, and upgrading border surveillance component with advanced technology and equipment to improve security and efficiency of border management, elevating border security standards

Save Validate Cancel

40. Project description – modify

The recorded answers are saved by pressing the **Save** button.

3.1.11 Communication and Visibility

Under this tab, information about the Communication and Visibility elements of the project can be found and provided; its content can be modified, if necessary.

Main data	Project part	Reporting periods	Budget	Indicators	Work plan	Activity plan	Background information	Communication and Visibility	Partner without budget	Contract	Project reports	Documents	Completion
Messages													
Found 2 records													
Type	Communication tool	Language	Description	Target groups	Partner								
Basic/Obligatory package	Basic/Obligatory package		At least 2 press releases that may result in...		P1 - UA - Unit 1241 NGU								
Medium package	Medium package		BASIC / OBLIGATORY package + Open and...		LP - RO - 10 Suceava								

41. Communication and visibility

For the obligatory communication and visibility activities the simplified costs option will be used by the programme in the 2021-2027 programming period. It means that each partner shall choose one package with pre-defined content and pre-defined cost (basic, medium, advanced and works package /if applicable/). Besides the obligatory packages, additional (optional) communication tools can be defined, if the content of the project requires this.

Both types of communication and visibility activities can be added by pressing the **Add** (+) button or modified by pressing the **Modify** (✎) button on the Communication and visibility tab. Afterwards, the following form will be displayed:

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Normal project / Communication and Visibility - Modify

Communication package name *
Basic/Obligatory package

Communication tool
Basic/Obligatory package

Communication tool
Basic/Obligatory package

Description

- At least 2 press releases that may result in at least 2 appearances in the referent local online news media - 1 in the beginning and 1 at the end of the project - within 1 month from project start and end date
- At least 2 online/offline communication actions - e.g. kick-off event and closing conference
- At least 2 roll-up banners (1xENG, 1xHU/SK/RO/UA) - within 3 months from project start date
- At least 1 sponsored article in local online news media - the item must include the elements defined in the guidelines
- Use of permanent and durable stickers (equipment) if relevant, as per the guidelines - design to be provided by the programme
- Visual final report (infographic)

Target groups

Partner *
P1 - UA - Unit 1241 NGU

Save Validate Cancel

42. Communication and Visibility - modification

Fields marked by (*) are mandatory. The user shall either enter a text or choose an item from the available list. Partner can choose from obligatory pre-defined tools, and also can add new additional items.

If partner chooses a pre-defined obligatory communication package the Communication tool and the description are filled in automatically and the justification and target groups field are inactive. The user needs to choose from the drop-down menu the responsible partner. In addition, it is important that the system checks whether the chosen obligatory communication package and the planned expenditures under the relevant partner's budget match. Therefore, the user shall crosscheck that the chosen communication package and the additional (optional) communication tools are in line with the data entered in their partner budget, if they chose the Budget type A.

If applicant chooses optional communication tools, she/he needs to fill in the relevant fields.

Normal project / Communication and Visibility - New

Communication package name *
Basic/Obligatory package

Communication tool
Basic/Obligatory package

Communication tool
Basic/Obligatory package




Description

Target groups

Partner *

Save Validate Cancel

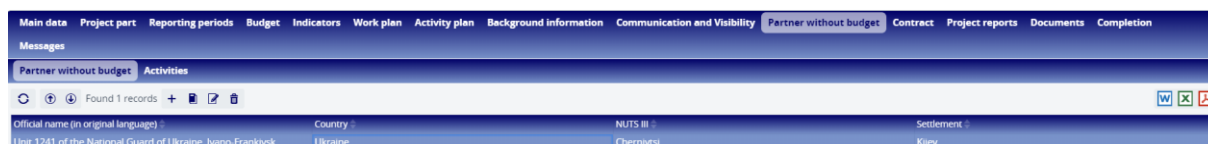
43. Communication and Visibility – record new tools

The entered data are saved by pressing the **Save** button. The data can be found in the list. The items in the list can be viewed (), modified () and deleted () by the user.

3.1.12 Partner without budget

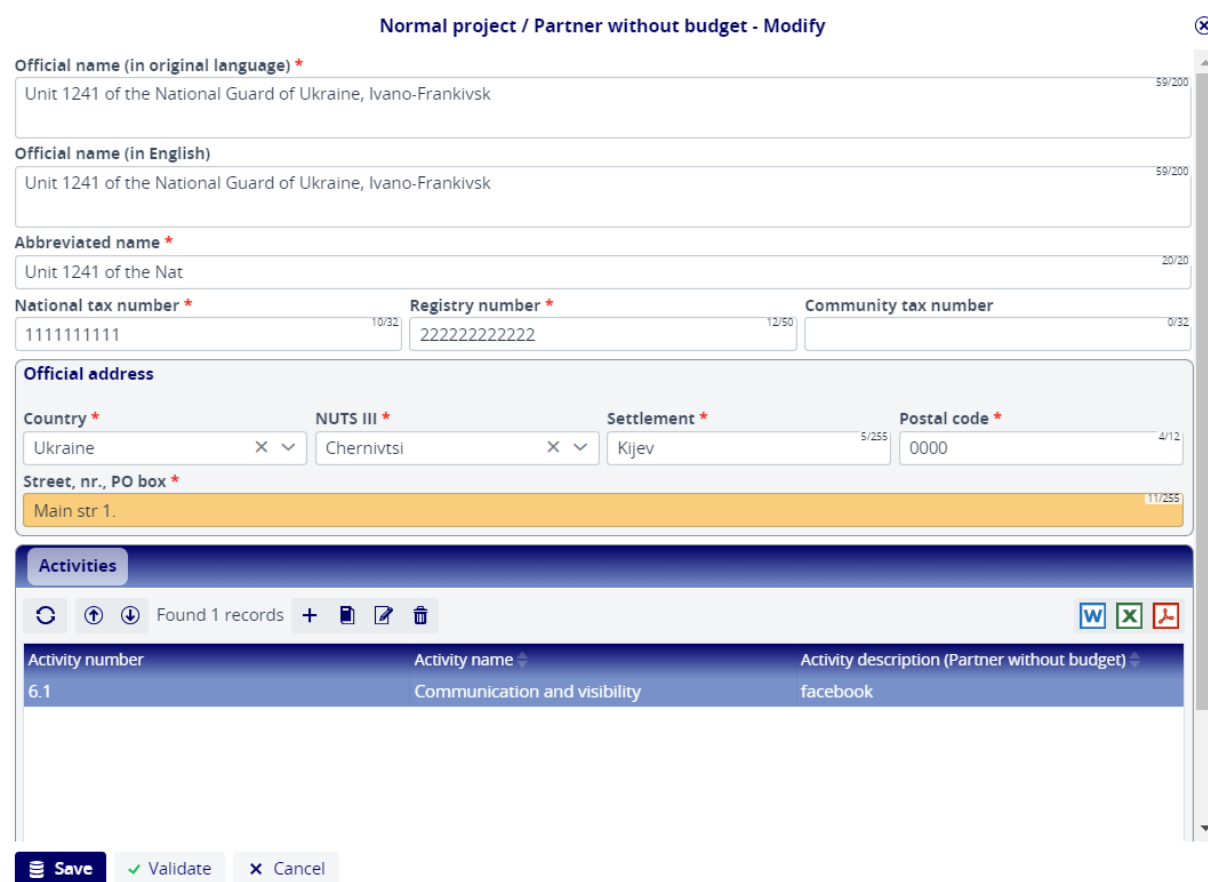
Under this tab, information about those Partner(s) of the project can be found and provided whom there is no budget planned; its content can be modified, if necessary.

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44. Partner without budget

For partners recorded on this tab the user can select activities they contribute to. However, this type of partners cannot contribute to e.g. indicators, communication and visibility activities, etc.



45. Partner without budget sheet

To add a new partner to the Partner without budget sheet, the the user shall first record the data of partner by clicking the **Add** (+) button.

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Normal project / Partner without budget - New



Official name (in original language) *

Official name (in English)

Abbreviated name *

National tax number *

0/32

Registry number *

0/50

Community tax number

0/32

Official address

Country *

NUTS III

Settlement

Postal code

Street, nr., PO box



Continue record data

✓ Validate

✗ Cancel

46. Partner without budget – new Partner data

After recording a partner's data the user can choose from the previously recorded activities and give a description by clicking on **Continue record data** button.

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47. Partner without budget – recording new activities

By clicking on **Save** button data regarding the activities are saved and listed under the Partner without budget – Activities sub-sheet.

3.1.13 Contract

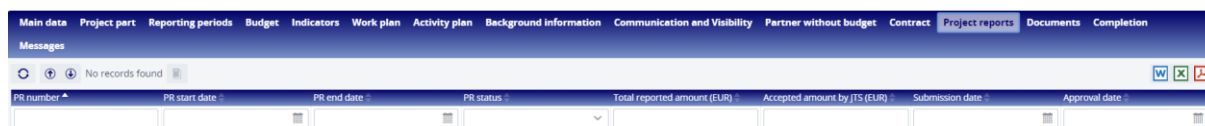
Under this tab, information about the Contract and Addendums (if any) of the project can be found. This tab is only to display information – the user cannot edit its content!

48. Contract

3.1.14 Project Reports

Under this tab, information about the Project reports (PR) of the project will be found. This tab is only to display information – the user cannot edit the PR contents from here!

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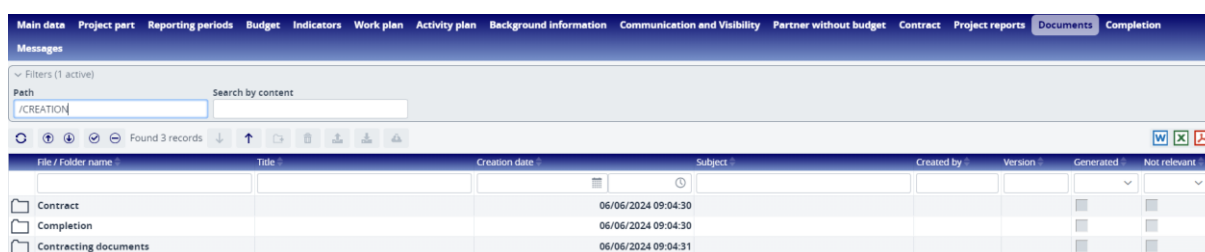


The screenshot shows the 'Project Reports' tab selected in the top navigation bar. Below the navigation bar, there is a 'Messages' section with a search bar and a table. The table has columns for 'PR number', 'PR start date', 'PR end date', 'PR status', 'Total reported amount (EUR)', 'Accepted amount by ITS (EUR)', 'Submission date', and 'Approval date'. The table is currently empty, showing 'No records found'.

49. Project Reports

3.1.15 Documents

Under this tab, the project Documents can be found in a pre-organized folder structure. The User can upload the missing supporting documents (if requested) under the corresponding Contracting documents folder.

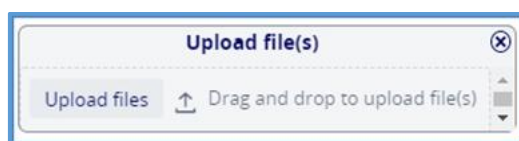


The screenshot shows the 'Documents' tab selected in the top navigation bar. Below the navigation bar, there is a 'Messages' section with a search bar and a table. The table has columns for 'File / Folder name', 'Title', 'Creation date', 'Subject', 'Created by', 'Version', 'Generated', and 'Not relevant'. The table shows a folder structure with 'Contract', 'Completion', and 'Contracting documents' folders. The 'Contracting documents' folder is selected, and its contents are displayed in the table below.

50. The Documents

Folders can be selected and opened by double-clicking on the name of the folder or by clicking on the arrow down (↓) after selecting a folder from the list.

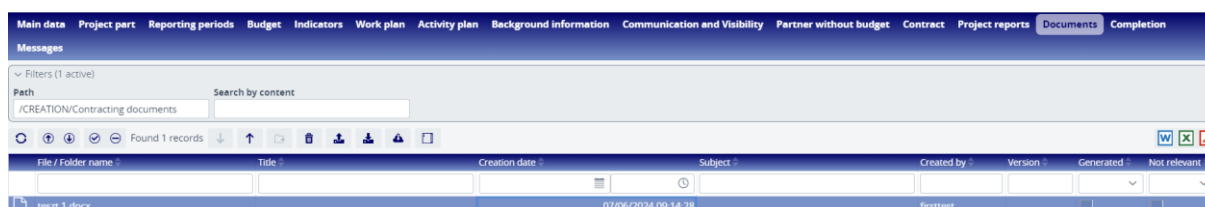
The left up arrow (↑) shall be used to move up in the folder structure (e.g. to return to the list of folders), and the upload button (📁) shall be used to start the upload. **Document upload can be initiated only after entering a folder.** The upload panel will appear, where you can choose files which you want to upload or you can use "drag and drop" technique to upload files.



The screenshot shows the 'Upload file(s)' dialog box. It has a title bar with a close button. Inside, there is a button labeled 'Upload files' and a text area with a dashed border and an upload icon, labeled 'Drag and drop to upload file(s)'.

51. Documents – Upload file(s)

When the upload is complete, the file will appear in the list view of the folder.



The screenshot shows the 'Documents' tab with the 'Contracting documents' folder selected. The table now shows one file: 'teszt 1.docx' with a creation date of '07/06/2024 09:14:28' and created by 'firsttest'.

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52. Documents – List view

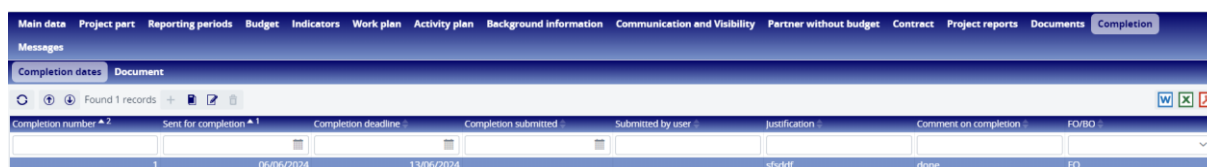
It is not possible to upload 2 files with the same name to the same folder. The maximum size of a document that can be uploaded is 50 MB per document.

3.1.16 Completion

Under this tab, information about the completion round(s) can be found. The completion deadline, and Justification provided by the Programme Manager can be seen.

If the contracting or modification process is not complete, the Lead Partner is invited to submit a completion through INTERREG+ system.

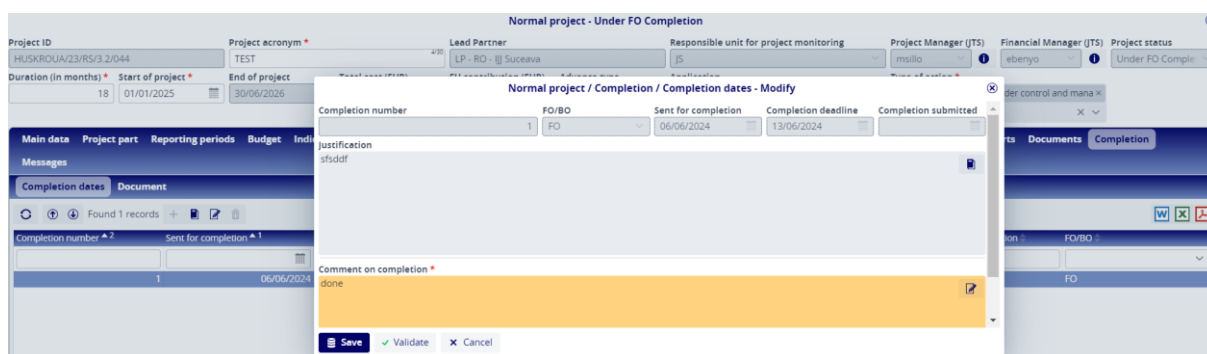
At moment the process is sent back to the front users for completion, the Completion tab automatically appears among the screens of the application. The deadline for completion and documents to be submitted are listed in the Completion tab.



Completion number	Sent for completion	Completion deadline	Completion submitted	Submitted by user	Justification	Comment on completion	FO/BO
1	06/06/2024	13/06/2024			shdddf	done	FO

53. Completion tab

The comment on completion field is mandatory to fill in by the User before the project can be submitted to the JS. Select the actual completion entry from the list, click on the **Modify** function button. In the pop-in window, in the upper right corner of the Comment on completion field, click on the **Modify** button to address each entry of the JS Justification. Then save the changes.



Normal project - Under FO Completion

Project ID: HUSKROUUA/23/R5/3.2/044
Project acronym: TEST
Lead Partner: LP - RO - Suceava
Responsible unit for project monitoring: JS
Project Manager (JTS): msillo
Financial Manager (JTS): ebernyo
Project status: Under FO Completion

Duration (in months): 18
Start of project: 01/01/2025
End of project: 30/06/2026

Completion number: 1
Sent for completion: 06/06/2024
Completion deadline: 13/06/2024
Completion submitted:

Justification: shdddf

Comment on completion: done

Buttons: Save, Validate, Cancel

54. Completion – Comment on completion

During the completion step, only the requested documents can be uploaded to the **Completion** folder automatically listed by system on the **Documents** sheet.

Please note, that if completion is not submitted by the deadline, the process can be terminated by the JS. In such case, the project will be submitted in the actual state (with all modifications were made).

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3.1.17 Messages

Under this tab, the system generated project-related e-mails are listed. Its function is similar to that of the Messages icon located in the main header (see chapter 2.1).

Main data Project part Reporting periods Budget Indicators Work plan Activity plan Background information Communication and Visibility Partner without budget Contract Project reports Documents Completion			
Messages			
Found 1 records			
Sender	Subject	Sending time	Attachments
INTERREG+ 2021-2027 [interregplus]	Project creation HUSKROUA/23/RS/3.2/044 - notification letter	06/06/2024 09:15:17	

55. Messages of the project

3.1.18 Sending the prepared project for signing

As the project is updated according to the requests in completion set by the JS Programme Manager, the project can be sent to the Signatory user(s) for e-signing by clicking on the **Send for signature** button. By pressing the button, the system runs the validation routines, and if no violation of the rules is found, the process moves to the *E-sign* step. If the validation finds any violation, the corresponding error message(s) appears on the screen.

3.2 E-SIGNING AND SUBMITTING THE PROJECT

After the project is updated by the Recording user and sent for signing, the process moves to the Signatory user. The Signatory user cannot edit the project, if further editing is necessary, the project must be sent back to the Recording user. By pressing the **Sign** button, the project can be submitted to the JS Programme Manager.

4. INTERREG+ TECHNICAL SUPPORT

Should you have any technical issue concerning INTERREG+ IT System functioning, please contact INTERREG+ Support Team at the iplussupport@szpi.hu e-mail address.

To support your case, please, provide a description of the problem with as much details as possible, and always attach screenshots, of which the entire screen is visible. Additionally, please provide the Project (Part) ID and the username.