

APPLICANT GUIDANCE

Copy content from an approved EoI to the full application form

Version 1.0

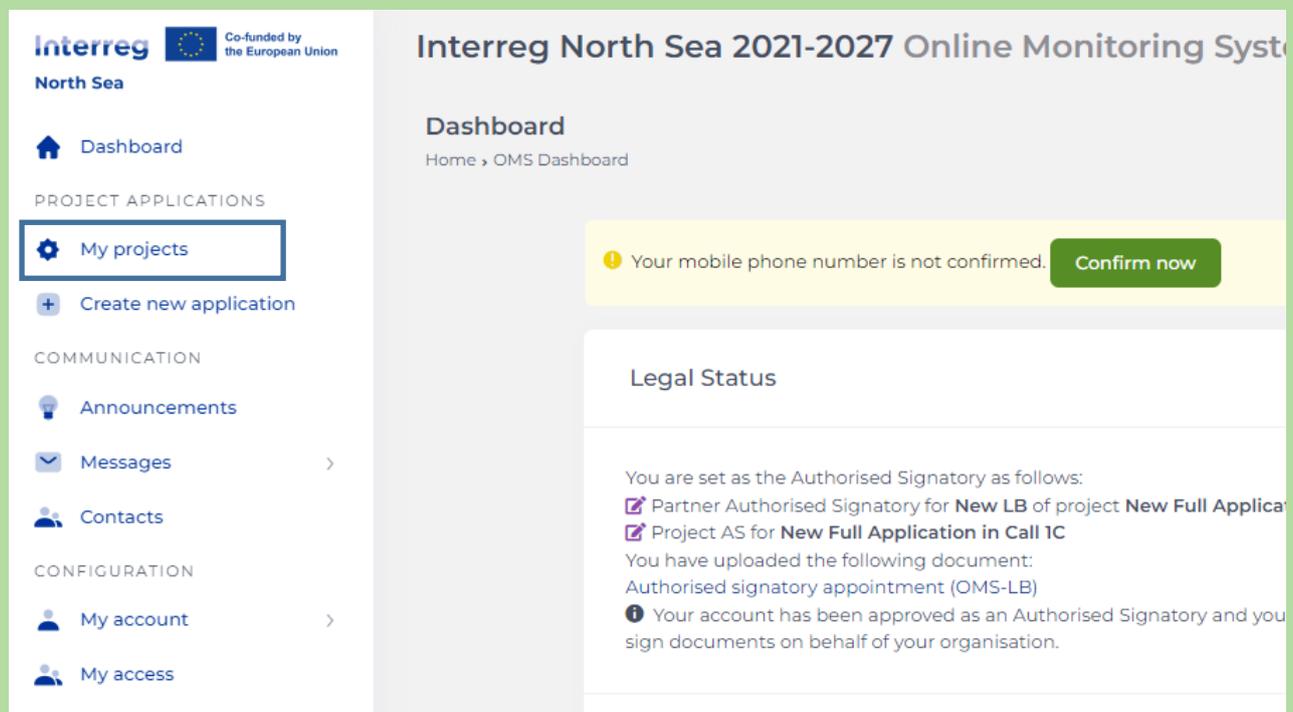
Users of the Online Monitoring System (OMS) can make use of this guidance when transiting from the approved expression of interest to preparing the full application. This procedure is carried out by the project owner.

Project owner: The user that starts an application form is called "Project Owner" and this is the user that is ultimately responsible for the application (and later on the project). It is only the Project Owner who can mark the application for as complete, and hereby make it ready for the Authorised Signatory to sign and submit it.

NOTE: This procedure is only functional for project owners who has an approved Expression of Interest in the OMS.

STEP 1

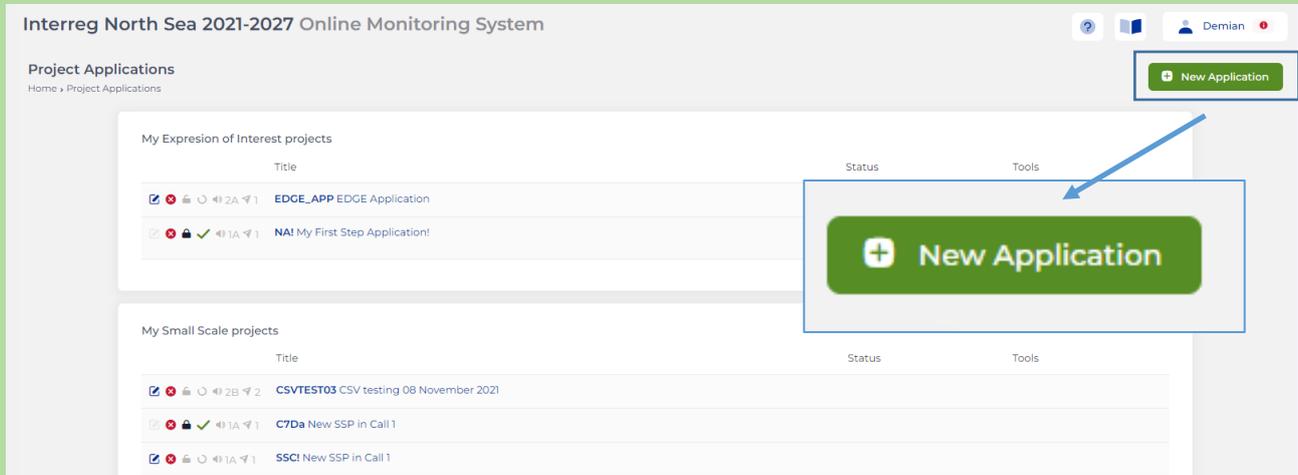
The project owner logs into the OMS and navigates to "My projects" in the menu on the left side of the window.



The screenshot displays the Interreg North Sea 2021-2027 Online Monitoring System dashboard. The left sidebar contains a navigation menu with the following items: Dashboard, My projects (highlighted with a blue box), Create new application, Announcements, Messages, Contacts, My account, and My access. The main content area shows the dashboard header, a notification about a mobile phone number, and a 'Legal Status' section. The 'Legal Status' section indicates that the user is set as the Authorised Signatory and lists the following details: Partner Authorised Signatory for New LB of project New Full Application and Project AS for New Full Application in Call 1C. It also mentions that the user has uploaded a document titled 'Authorised signatory appointment (OMS-LB)' and provides a note that the account has been approved as an Authorised Signatory and the user can sign documents on behalf of their organisation.

STEP 2

Next, the project owner clicks the button "New application" in the upper right corner of the window.



Interreg North Sea 2021-2027 Online Monitoring System

Project Applications
Home » Project Applications

My Expression of Interest projects

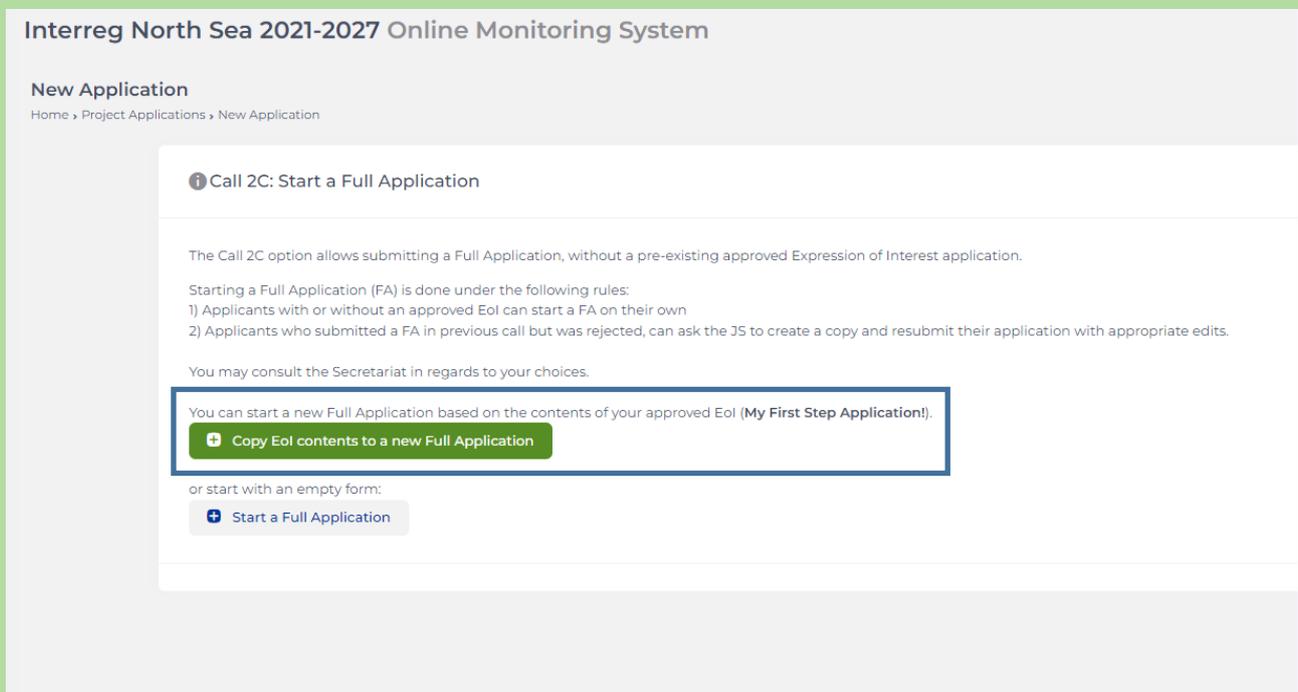
Title	Status	Tools
EDGE_APP EDGE Application		+ New Application
NA! My First Step Application!		

My Small Scale projects

Title	Status	Tools
CSVTEST03 CSV testing 08 November 2021		
C7Da New SSP in Call 1		
SSCI New SSP in Call 1		

STEP 3

Now the project owner chooses from which Expression of Interest a new full application should be started.



Interreg North Sea 2021-2027 Online Monitoring System

New Application
Home » Project Applications » New Application

Call 2C: Start a Full Application

The Call 2C option allows submitting a Full Application, without a pre-existing approved Expression of Interest application.

Starting a Full Application (FA) is done under the following rules:

- 1) Applicants with or without an approved Eol can start a FA on their own
- 2) Applicants who submitted a FA in previous call but was rejected, can ask the JS to create a copy and resubmit their application with appropriate edits.

You may consult the Secretariat in regards to your choices.

You can start a new Full Application based on the contents of your approved Eol (**My First Step Application!**).

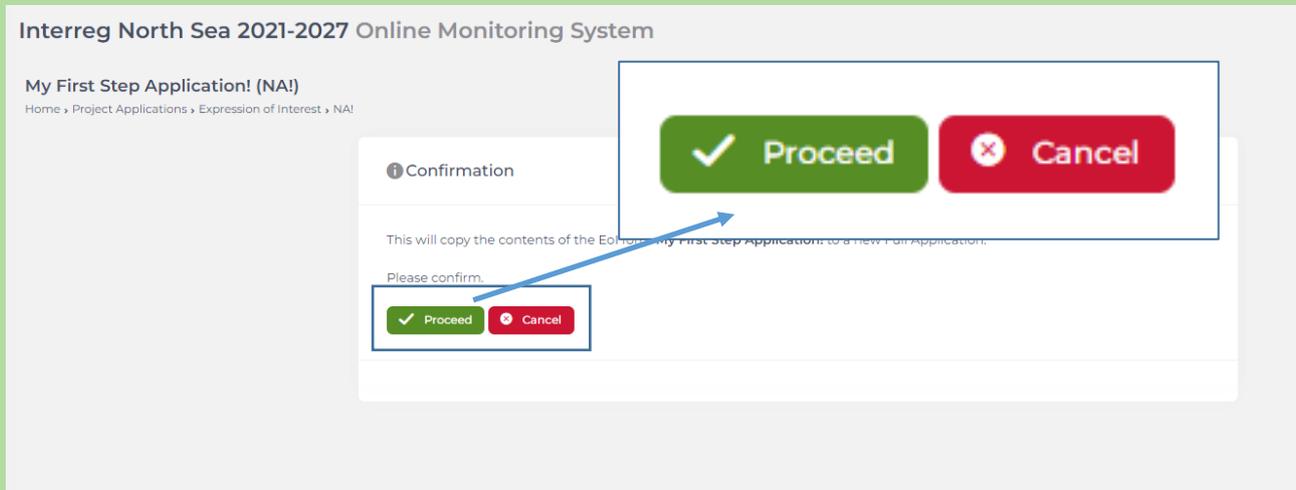
[+](#) Copy Eol contents to a new Full Application

or start with an empty form:

[+](#) Start a Full Application

Step 4

The project owner confirms the choice, by clicking the button "Proceed". Alternatively, the procedure can be cancelled by clicking the button "Cancel".



Step 5

The OMS will now copy the content from the approved Expression of Interest into the format of the full application form. When scrolling to the bottom of the page the full application form can be accessed directly.

The new full application form can also be found under the menu item "My projects".

My Firm
Home > P

[Return to list of applications](#)

[View the new full application](#)

id 14101 copied to 14115
id 14102 copied to 14116

Output Indicators (Full Application): id 2173 copied to 2187
D2. Funding Budget (Full Application): id 1215 copied to 1243
D2. Funding Budget (Full Application): id 1216 copied to 1244
D2. Funding Budget (Full Application): id 1217 copied to 1245
D2. Funding Budget (Full Application): id 1218 copied to 1246
D1 Budget (Full Application): id 13606 copied to 13648
D1 Budget (Full Application): id 13607 copied to 13649
D1 Budget (Full Application): id 13608 copied to 13650
D1 Budget (Full Application): id 13609 copied to 13651
D1 Budget (Full Application): id 13610 copied to 13652
D1 Budget (Full Application): id 13611 copied to 13653
D.3 Spending plan per year (Full Application): id 9977 copied to 10012
D.3 Spending plan per year (Full Application): id 9978 copied to 10013
D.3 Spending plan per year (Full Application): id 9979 copied to 10014
D.3 Spending plan per year (Full Application): id 9980 copied to 10015
D.3 Spending plan per year (Full Application): id 9981 copied to 10016
Updated public status for Partners (Beneficiaries)
Updated public status for Project detailed objectives (EoI/Full Application)
Updated public status for Project Results (Full Application)
Updated public status for Work Packages (Full Application)
Updated public status for Work Package Activities & Deliverables (Full Application)
Updated public status for Output Indicators (Full Application)
Updated public status for D2. Funding Budget (Full Application)
Updated public status for D1 Budget (Full Application)
Updated public status for D.3 Spending plan per year (Full Application)
Updated application data

[Return to list of applications](#)

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Questions or comments?

Get in touch! Feel free to contact one of our project advisors. Find contact details for our staff at interregnorthsea.eu.

