

## APPLICANT GUIDANCE

# Signing the letter of intent

Version 1.0

**NOTE:** Before you can sign the letter of intent your organisation has to be invited to the Online Monitoring System (OMS) for the relevant project proposal. If your organisation has not already been invited your lead partner can invite you following the guidance "Adding a partner manager".

The term "signatory" is used in this guidance, and this is not to be mistaken for the term "Authorised Signatory". In this guidance the term "signatory" covers an individual who legally will and can sign the letter of intent on behalf of the partner organisation. The signing of the letter of intent by the signatory is carried out outside the OMS and no OMS user account will be created for the individual during this process.

### STEP 1

Once the partner manager has accepted the invitation to the system the shared project can be accessed. From the dashboard (Or the menu item "my projects") the partner manager can access the shared project.

Access the application by clicking on the title.

The screenshot displays the 'Interreg North Sea 2021-2027 Online Monitoring System' dashboard for user 'Christoffer'. The dashboard is divided into several sections:

- Project Applications:** Includes 'My Projects' (no saved applications) and 'Shared projects' (highlighted with an orange border). The 'Shared projects' table has columns for 'Status' and 'Title', with one entry: 'DEMO OMS DEMO Full Application'.
- Announcements:** Contains two messages: 'You can now start preparing your project proposal' (dated 08/11/2021) and 'Welcome to the Interreg North Sea OMS Announcements' (dated 03/07/2021).
- Communication:** Shows an email notification from 'Christoffer Vilsen @ North Sea Region Programme' dated 28/01 with the subject 'Your Authorised Signatory documents have been validated'.
- Help:** Provides contact support information, including a 'HELP' button and an email address: support@oms.interregnorthsea.eu.

## STEP 2

When viewing the application, you can start the signing process of the letter of intent and (if relevant) the self-declaration. Click on the button "Docs" in order to access the documents which need to be completed before the application form can be submitted to the programme.

**NOTE:** If the partner manager clicks on the button "Status" the full overview of the application status (including missing parts) can be seen.

Interreg North Sea 2021-2027 Online Monitoring System

OMS DEMO (DEMO)

Home > Project Applications > Full Application > OMS DEMO

Christoffer

Status Docs Actions

A.1 Identification

|                                   |  |
|-----------------------------------|--|
| Call                              |  |
| A.1.1 Project title               | OMS DEMO   |
| A.1.2 Project acronym             | DEMO   |
| A.1.3 Lead Partner                | North Sea Programme  |
| A.1.4 Start Date                  | 20/09/2022   |
| A.1.4 End Date                    | 30/08/2026   |
| A.1.4 Project duration            | 48 months  |
| A.1.5 Priority                    | Priority 2. A green transition in  |
| A.1.6 Priority specific objective | 2.3 Developing smart energy systems, grids and storage outside the Trans-European Energy Network (TEN-E) |

Status Docs Actions

## STEP 3

In order to start the signatory process for the letter of intent click the button "Start".

Interreg North Sea 2021-2027 Online Monitoring System

OMS DEMO / Partners Documentation

Home > Applications > OMS DEMO > Partners Documentation

Christoffer

Partner Letter of Intent Self-declaration

Private partner 0% - Not Started 0% - Not Started

Start Start

Return to the application form

Letter of Intent

0% - Not Started

Start

## STEP 4

Now you should provide the details for the individual who can legally sign the letter of intent on behalf of the partner organisation. Once the information is filled-in you have to click the button "Proceed".

Interreg North Sea 2021-2027 Online Monitoring System Christoffer

OMS DEMO / Partners Documentation  
Home > Applications > OMS DEMO > Partners Documentation

**⚠ Please do not proceed with signing the **Letter of Intent** if any of the following are not finalised:**

- Partner name / address
- Any sub partners (if applicable)
- Budget of the Partner and/or any sub partners

**📄 Relevant fact sheet(s):**

- Fact Sheet 19: Letter of Intent.

### Letter of Intent

**Partner: Private partner**

Please fill in the details of the signatory for partner **Private partner**.

Full name

Title

Email address

Mobile Phone Number  
Format: +Code Number

[Back to List](#) [Proceed](#)

## STEP 5

Now you see a preview of the letter of intent which is ready to be signed. Click on the button "Submit" to forward the letter of intent for electronic verification.

Interreg North Sea 2021-2027 Online Monitoring System Christoffer

Partners Documentation  
Home > Applications

### Document Preview

Please check document below and confirm for start the signing process.

**Interreg North Sea** **Private partner**  
European Regional Development Fund ERDF/ERDF/ERDF Kongensgade 1, Odense - 5000

### Letter of Intent

On behalf of **Private partner** I hereby confirm that **Private partner** will participate in the Interreg VIB project OMS DEMO under the North Sea programme.

**Private partner** is familiar with all aspects of the project application regarding the Interreg VIB project and accepts to be a partner in the project. I hereby also declare that **Private partner** is willing to fulfil all obligations as described in the application.

**Private partner** will assume responsibility in the event of irregularity in the expenditure declared by **Private partner**.

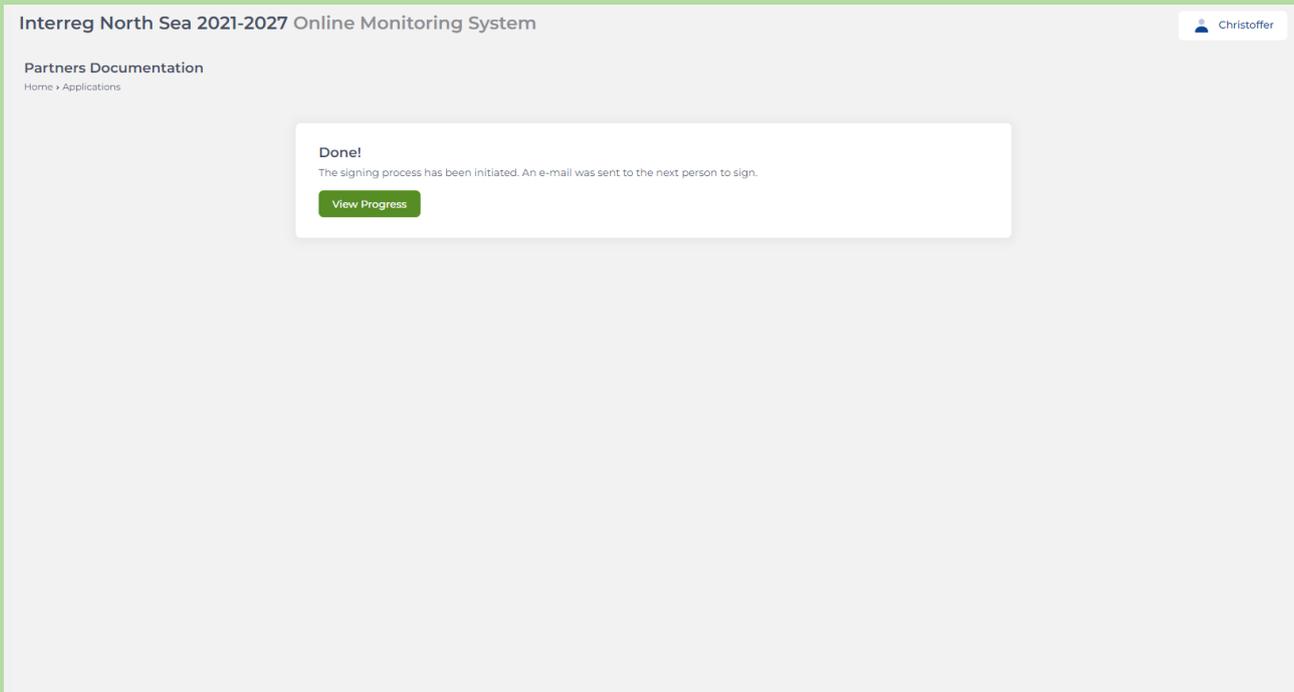
In accordance with the project funding plan, **Private partner** will make available 18.400.000 for our participation in the project. The funding will be available from 20/09/2022.

Signed By  
**Private partner**

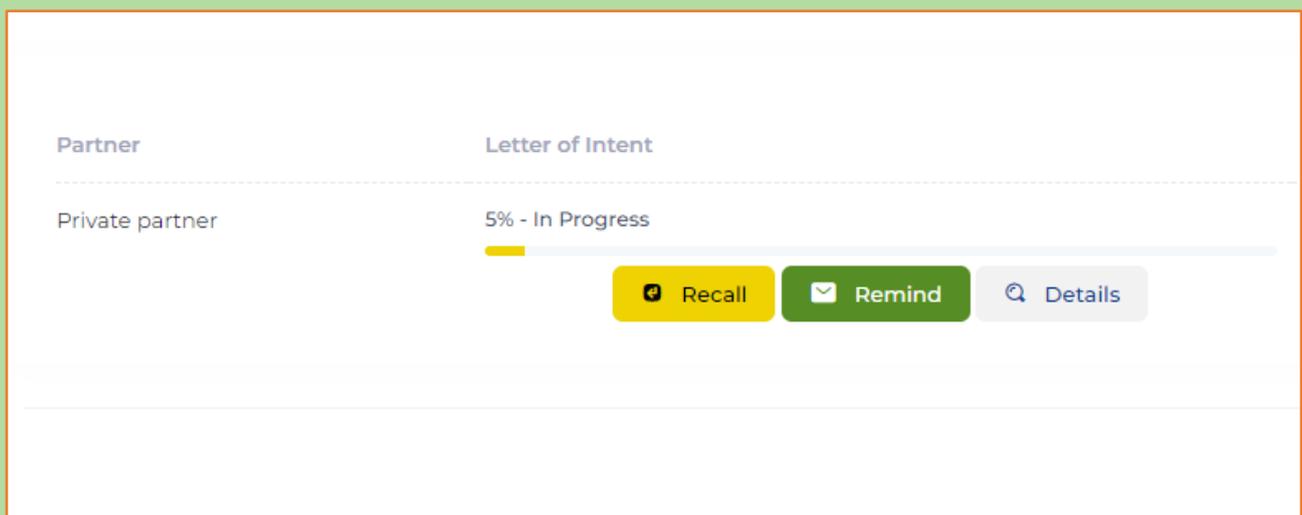
[Back to Form Completion](#) [Submit](#)

## STEP 6

Now you get an on screen notification that the letter has been sent for signature. Please be observant that an email is now being sent to the provided email address, in which further guidance is provided to the signatory.



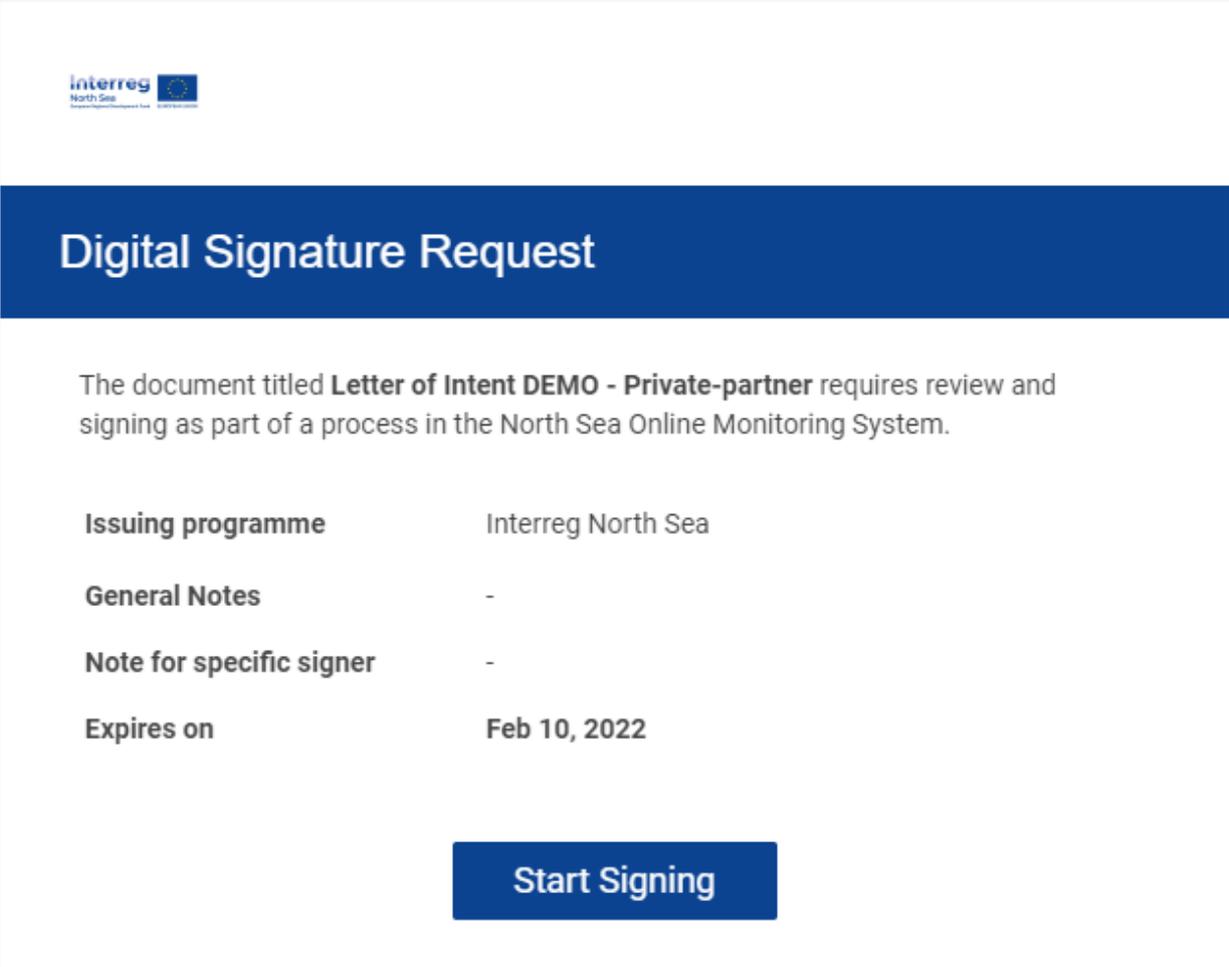
**NOTE:** Once the process of signing the letter of intent has been started the partner manager can track the process. The partner manager also has the possibility to "Recall" issued letter and/or "remind" the signatory to sign the letter.



## The following steps are carried out by the signatory

### STEP 7

The signatory receives an email with a link to the letter of intent which needs to be signed. The signatory starts the process by clicking the button "Start Signing".



The screenshot shows an email interface with the Interreg North Sea logo at the top left. A dark blue header bar contains the text "Digital Signature Request". Below this, a paragraph states: "The document titled **Letter of Intent DEMO - Private-partner** requires review and signing as part of a process in the North Sea Online Monitoring System." A table follows with the following details:

|                          |                    |
|--------------------------|--------------------|
| Issuing programme        | Interreg North Sea |
| General Notes            | -                  |
| Note for specific signer | -                  |
| Expires on               | Feb 10, 2022       |

At the bottom of the email content is a prominent blue button labeled "Start Signing".

Below the email content, a footer note reads: "This is an automated email from Zoho Sign. For any queries regarding this email, please contact the sender [system@oms.interregnorthsea.eu](mailto:system@oms.interregnorthsea.eu) directly. If you think this email is inappropriate or spam, you may file a complaint with Zoho Sign [here](#)."

### STEP 8

Once the signatory has clicked the link in the email an access code to the document will be sent to the mobile phone number (SMS). The signatory enters the access code and presses the button "Proceed to document".

## Document info

Document name Letter of Intent DEMO - Private-partner  
Sender Interreg North Sea <system@oms.interregnorthsea.eu>  
Organization Interreg North Sea  
Sent on Jan 31, 2022 <Expires in 10 days>

## Enter access code (SMS)

The sender has enabled additional access restrictions for this document. Please enter the access code received on your phone via SMS(\*\*\*\*\*37) to access this document.

# # # # # #

Proceed to document

Didn't receive the authentication code?

[Resend code](#)

## STEP 9

The signatory insert the signing date by clicking on the field "Sign date". By clicking the field today's date will be inserted. The letter is signed by clicking the field below the "date" field.

Fields remaining: 2

Zoho Sign Document ID: YFWVVR3GJUESKAJTDONMXZWEWCP\_CFXR064CHMFG

**Interreg North Sea**  
European Regional Development Fund | ERDF/ERDF/ERDF

Private partner  
Kongensgade 1, Odense - 5000

### Letter of Intent

On behalf of Private partner I hereby confirm that Private partner will participate in the Interreg VIB project OMS DEMO under the North Sea programme.

Private partner is familiar with all aspects of the project application regarding the Interreg VIB project and accepts to be a partner in the project. I hereby also declare that Private partner is willing to fulfil all obligations as described in the application.

Private partner will assume responsibility in the event of irregularity in the expenditure declared by Private partner.

In accordance with the project funding plan, Private partner will make available 18,400,000 for our participation in the project. The funding will be available from 20/09/2022.

Signed By  
Private partner  
Christoffer Stougaard Vilsen

Sign Date

Enter the date.

Previous Next

Finish More actions

## STEP 10

The signatory can now enter a signature in one of three ways. Either the document can be signed by typing the signature (10a), by drawing the signature (10b), or by uploading an image files with a pre-existing signature (10c).

**10a)** Signing the letter by entering the name and initials of the signatory. The signatory can choose between various fonts.

TYPE DRAW UPLOAD

Signature Initial

Your signature Your initial

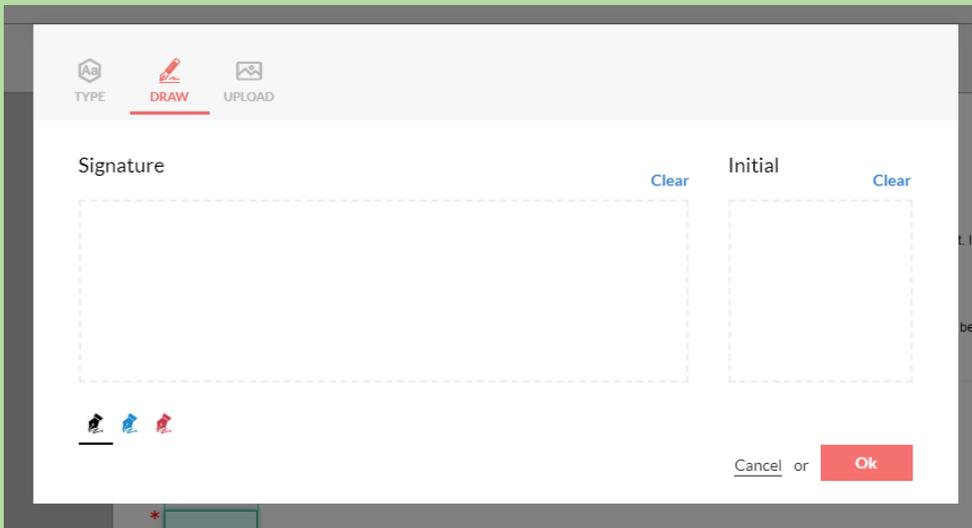
✓ Your signature Your initial

Your signature Your initial

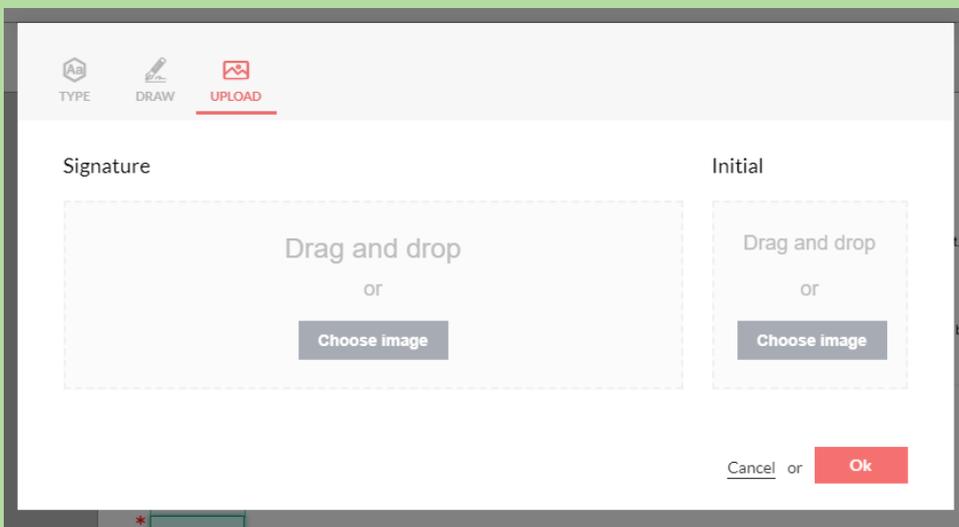
Your signature Your initial

Cancel or Ok

**10b)** The signatory can sign the letter by drawing a signature. This is easiest if done on a tablet or other touchscreen device.

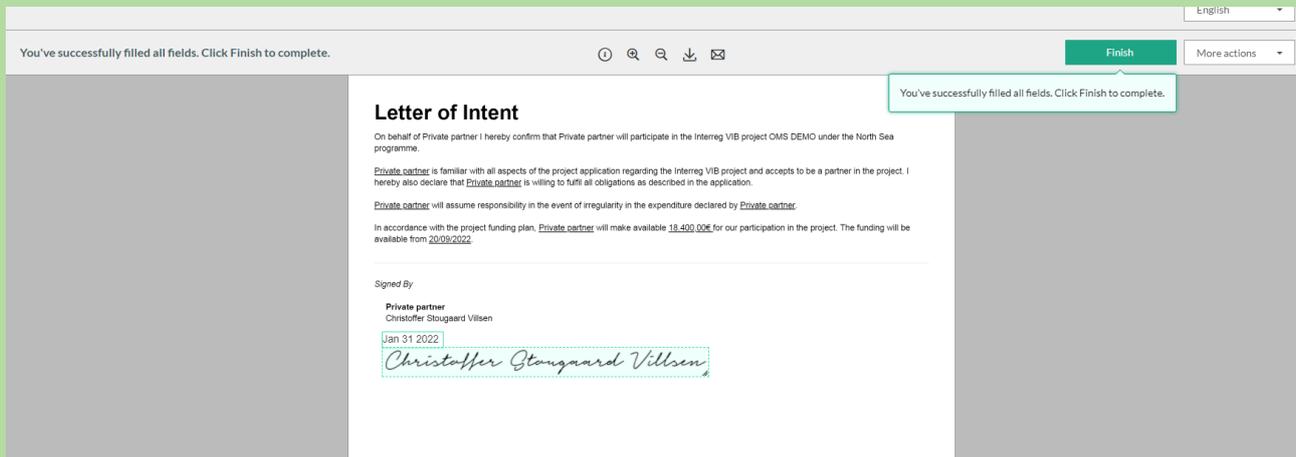


**10c)** If the signatory has a pre-existing signature saved as an image file this can be uploaded and inserted onto the document.



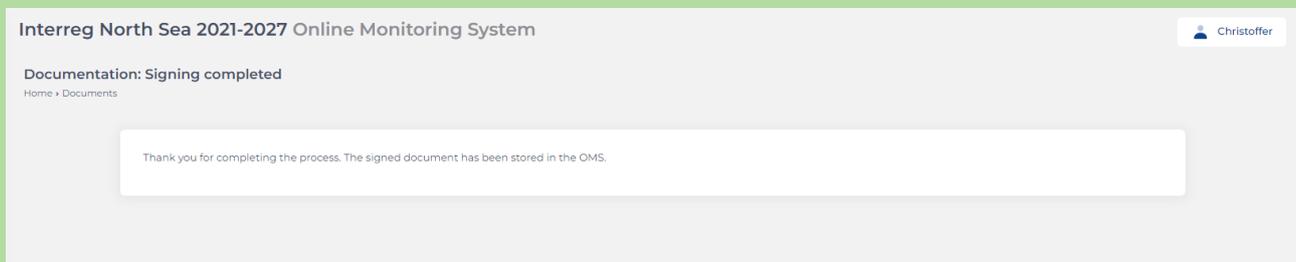
## STEP 11

Once the signatory has applied a digital signature (and clicked the button "OK" in the previous step) the letter is now in preview ready to be finalised. The signatory finalises the signing process by clicking the button "Finish".



## STEP 12

The signatory is now returned to the Online Monitoring System, and a messaging stating that the process is completed is prompted.



**NOTE:** Both the lead partner manger and the partner manager can now see the signed version of the letter of intent. The letter is also visible to the joint secretariat and "attached" to the application.

## Questions or comments?

Get in touch! Feel free to contact one of our project advisors. Find contact details for our staff at [interregnorthsea.eu](http://interregnorthsea.eu).

