

APPLICANT GUIDANCE

Moving a non-submitted application from one call to another

Version 1.0

Users of the Online Monitoring System (OMS) can make use of this guidance if an application that was worked on in a previous call however it was not submitted (non-submitted) and the project owner want to move it to an open call. This with the view of submitting it in the open call. 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.

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 interface. On the left, a navigation menu includes 'Dashboard', 'My projects' (highlighted with a blue box), 'Create new application', 'Announcements', 'Messages', 'Contacts', 'My account', and 'My access'. The main content area shows a 'Dashboard' with a notification: 'Your mobile phone number is not confirmed. Confirm now'. Below this is a 'Legal Status' section with the following text: 'You are set as the Authorised Signatory as follows: Partner Authorised Signatory for New LB of project New Full Application in Call 1C, Project AS for New Full Application in Call 1C. You have uploaded the following document: Authorised signatory appointment (OMS-LB). Your account has been approved as an Authorised Signatory and you can sign documents on behalf of your organisation.'

STEP 2

From the list of applications, choose the application that you want to move to the open call.

The screenshot shows the 'Project Applications' page in the Interreg North Sea 2021-2027 Online Monitoring System. The page is divided into three sections: 'My Expression of Interest projects', 'My Small Scale projects', and 'My Full Application projects'. Each section contains a table with columns for 'Title', 'Status', and 'Tools'. The 'My Small Scale projects' section is highlighted, showing three applications: 'CSVTEST03 CSV testing 08 November 2021', 'C7Da New SSP in Call 1', and 'SSC! New SSP in Call 1'. The 'SSC! New SSP in Call 1' application is the one selected for the next step.

STEP 3

When the chosen application is in view mode (when you can still see the "edit" button), please click the button "Status". The button is located in the upper right part of the window.

The screenshot shows the 'New SSP in Call 1 (SSC!)' application in view mode. The page is divided into a left sidebar with navigation tabs (A.1 Identification, A.2 Summary, B.1 Partners, B.2 Partner Description, C.1 Objectives, C.2 Spotlig themes, C.3 Relevant context, C.4 Work p, C.5 Results, C.6 Project management) and a main content area. The main content area shows the application details, including 'Call 1A (Eoi)', 'A.1.1 Project title: New SSP in Call 1', and 'A.1.6. Priority specific objective: 1.1 Developing and enhancing research and innovation capacities and the uptake of advanced technologies'. A blue arrow points from the 'Status' button in the top right corner of the application details to the 'Status' button in the left sidebar. The 'Status' button is located in the upper right part of the window.

STEP 4

Now the status field expands and a green shaded button labelled "transfer application" appears. Click the button.

Interreg North Sea 2021-2027 Online Monitoring System

New SSP in Call 1 (SSC!)

Home > Project Applications > Small Scale Project > SSC!

A.1 Identification

Call 1A (EoI) is closed for submissions.
Call 2B (SSP) is an option to submit your application.

Transfer application

SSC: Submission Status

Rules of SSP submission
Submission of a Small Scale Project application is a choice for smaller projects with a duration of up to 18 months and a total budget of up to 500,000 Euro.
Relevant documentation: Fact sheet 18, Application assessment process

Prerequisites

Call status

Call 1A (EoI) is closed for submissions.
Call 2B (SSP) is an option to submit your application.

Transfer application

Open issues before completion
The following parts are missing some information or a character limit has been exceeded. You need to fill them before being able to submit the form.

A.2 Summary

A.2 Project Summary

B.1 Partners:

B.11 Project partners - **New LB**
Address
Postal Code
City

STEP 5

Now, you are asked to confirm the transfer by clicking the button "Proceed". Alternatively, you can cancel the process by clicking the button "Cancel".

Interreg North Sea 2021-2027 Online Monitoring System

New SSP in Call 1 (SSC!)

Home > Project Applications > Small Scale Project > SSC!

Warning

Confirmation
This will transfer the application form **New SSP in Call 1** to **Call 2B (SSP)**

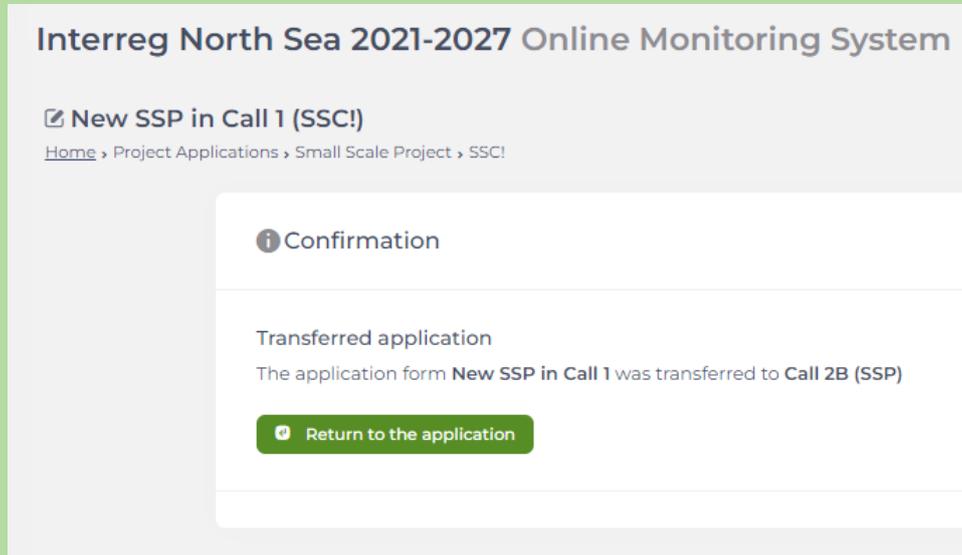
Please confirm.

Proceed Cancel

Proceed Cancel

STEP 6

The system returns a message confirming that the application has been moved to the open call.



Interreg North Sea 2021-2027 Online Monitoring System

[New SSP in Call 1 \(SSC!\)](#)
[Home](#) » [Project Applications](#) » [Small Scale Project](#) » [SSC!](#)

Confirmation

Transferred application
The application form **New SSP in Call 1** was transferred to **Call 2B (SSP)**

[Return 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.

