

## APPLICANT GUIDANCE

# Submitting your expression of interest

Version 1.0

When submitting an expression of interest, you do not need to appoint an authorised signatory. The appointment of an authorised signatory is only relevant when you want to submit a small-scale project application form or a full application form.

### STEP 1

Before you can submit your expression of interest you need to fill-in all mandatory fields in the form. If you can see a button called "Status" when your expression of interest is in view mode, it means that you still have information left to fill in.

**NOTE:** If you see the button named "Ready to submit", please skip forward to step 3.

The screenshot displays the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The main heading is 'CSV testing 08 November 2021 (tet)'. Below this, there is a breadcrumb trail: 'Home > Project Applications > Expression of Interest > CSV testing 08 November 2021'. The user's name 'Demian' is visible in the top right corner. The form is divided into sections: A.1 Identification, A.2 Summary, B.1 Partners, B.2 Partnership Description, C.1 Objective, C.2 Spotlight themes, C.3 Work plan, C.4 Results, C.5 Durability, D.1 Budget, D.2 Funding, D.3 Spending plan, and E. Submission. The 'A.1 Identification' section is currently active and contains the following data:

Field	Value
Call	Call 1A (Eol)
A.1.1 Project title	CSV testing 08 November 2021
A.1.2 Project acronym	tet
A.1.3 Lead Partner	test
A.1.4 Start Date	01/03/2022
A.1.4 End Date	01/03/2023
A.1.4 Project duration	12 months
A.1.5. Priority	Priority 1. Robus
A.1.6. Priority specific objective	1.2 Developing s

At the top right of the form, there is a toolbar with buttons: 'Edit', 'Status', 'Access', and 'Actions'. A blue arrow points from the 'Status' button in the top toolbar to the 'Status' button in the bottom toolbar, which is highlighted with a blue box. This indicates that the 'Status' button is visible because there is information left to fill in.

## STEP 2

Click on the button "Status". A status overview is now displayed in which you can track what is still pending in the application form. In the example below you can see that section A.2 is marked as a section which needs your attention.

In order to remove the warnings, please edit your application and fill-in or edit the sections highlighted in the status overview. For direct access from the status overview to the highlighted section you have the option to click on the section header – in this example "A.2 Summary".

The screenshot displays the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The main content area shows a 'Submission Status' overview for 'CSV testing 08 November 2021 (tet)'. A warning message states: 'Opens 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.' Below this, a progress bar highlights 'A.2 Summary' with a red circle, indicating it needs attention. The 'A.2 Summary' section is further detailed as 'A.2.1 Project Summary'. The right sidebar shows the 'Submission process' flow: 'Fully fill in form' (with a red circle and message: 'The form is not without errors or missing information. Please check the issues mentioned above.'), 'Final submission' (with a red circle and message: 'The form is not submitted.'), and 'Decision' (with a red circle and message: 'The form is not submitted so there is no decision.').

## STEP 3

When you have filled in all required fields in the expression of interest you can submit it. The status button has now changed to "Ready to submit". When you are ready to submit click the button.

Interreg North Sea 2021-2027 Online Monitoring System

CSV testing 08 November 2021 (tet)

Home » Project Applications » Expression of Interest » CSV testing 08 November 2021

Demian

Edit Ready to submit Access Actions

**A.1 Identification**

Call Call 1A (Eol)

A.1.1 Project title	CSV testing 08 November 2021
A.1.2 Project acronym	tet
A.1.3 Lead Partner	test
A.1.4 Start Date	01/03/2022
A.1.4 End Date	
A.1.4 Project duration	
A.1.5 Priority	
A.1.6. Priority specific objective	

Edit Ready to submit Access Actions

## STEP 4

A green button named "Final submission" will now appear. Click the button.

Interreg North Sea 2021-2027 Online Monitoring System

CSV testing 08 November 2021 (tet)

Home » Project Applications » Expression of Interest » CSV testing 08 November 2021

Final submission

You can submit the form. **Final submission**

B.1 Partners	A.1.1 Project title	CSV testing 08 November 2021
B.2 Partnership Description	A.1.2 Project acronym	tet
C.1 Objective	A.1.3 Lead Partner	test
C.2 Spotlight themes	A.1.4 Start Date	01/03/2022
C.3 Work plan	A.1.4 End Date	01/03/2023
C.4 Results	A.1.4 Project duration	12 months
C.5 Durability	A.1.5 Priority	Priority 1. Robust and smart economies in the North Sea Region
D.1 Budget	A.1.6. Priority specific objective	1.2. Developing skills for smart specialization, industrial specialisation and innovation
D.2 Funding		
D.3 Spending plan		
E. Submission		

tet: Submission Status

**Rules of Eol submission**

Submission of an Expression of Interest form is regularly the first step in the funding procedure. After assessment, if an Expression of Interest is selected, it will be offered to submit a Full Application. The programme's Monitoring Committee selects projects for funding based ONLY on the submitted Full Applications, i.e. after the second step of the procedure.

Relevant documentation: Fact sheet 18, Application assessment process

**Submission process**

Fully fill in form  The form is fully filled in and without errors.

Final submission  You can submit the form. **Final submission**

Decision  The form is not submitted so there is no decision.

## STEP 5

Confirm that you will submit your expression of interest by clicking the button "proceed".

The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. At the top, it says 'CSV testing 08 November 2021 (tet)'. Below this, there is a breadcrumb trail: 'Home > Project Applications > Expression of Interest > CSV testing 08 November 2021'. A central warning dialog box is displayed with the title 'Warning' and the text 'Submit Project Application'. Below the text, it states: 'If you proceed, the application will be marked as submitted and the JS will be notified. Further editing will not be allowed.' At the bottom of the dialog, there are two buttons: 'Proceed' (green) and 'Cancel' (yellow).

## STEP 6

Your application has now been submitted and you can no longer edit it.

**Note:** If you by accident have submitted your application too early or if you want to edit it again, please reach out to the Joint Secretariat who can unlock the submitted application.

The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. At the top, it says 'CSV testing 08 November 2021 (tet)'. Below this, there is a breadcrumb trail: 'Home > Project Applications > Expression of Interest > CSV testing 08 November 2021'. A central table displays the application details. A blue box highlights the 'Application submitted' status in the top right corner, with a blue arrow pointing down to a larger blue box highlighting the same status in the bottom right corner. The table contains the following data:

A.1 Identification	
Call	Call 1A (Eol)
A.1.1 Project title	CSV testing 08 November 2021
A.1.2 Project acronym	tet
A.1.3 Lead Partner	test
A.1.4 Start Date	01/03/2022
A.1.4 End Date	01/03/2023
A.1.4 Project duration	12 months
A.1.5. Priority	Priority 1. Robust and smart economies in the North Sea Region
A.1.6. Priority specific objective	1.2 Developing skills for smart specialization, industrial transition and entrepreneurship

At the bottom of the page, there is a 'User Log of actions' section with the following entry: '24/02/2022 11:40:23 Demian LeadBen Project application submitted to JS Submission file'.

## 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).

