

APPLICANT GUIDANCE

Submitting your full application or small-scale project

Version 1.0

When submitting an application form for a regular project (full application) or a small-scale project you need to have an authorised signatory appointed. Please consult the guidance "Appointing an authorised signatory" if you have not yet appointed an authorised signatory.

The process of submitting a full application form or a small-scale project application form requires the interaction between two distinct functions. The project manager will draft and complete the application form and the appointed authorised signatory will submit it to the programme.

The first steps in this guidance will be carried out by the project manager and the latter steps (step 3 and onwards) will be carried out by the authorised signatory. When the guidance changes from the function of the project manager to the function of the authorised signatory this is indicated by a small text in bold.

STEP 1

Before you can submit your application you need to fill-in all mandatory fields in the form. You can track the status and be alerted to missing elements (which will prevent submission) in the status overview.

You access the status overview by clicking the button "Status".

The screenshot displays the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The page title is 'OMS DEMO (DEMO)' with a breadcrumb trail: 'Home > Project Applications > Full Application > OMS DEMO'. A user profile 'Demian' is visible in the top right corner. The main content area shows a form for 'A.1 Identification' with fields for 'Call', 'A.1.1 Project title', 'A.1.2 Project acronym', 'A.1.3 Lead Partner', 'A.1.4 Start Date', 'A.1.4 End Date', 'A.1.4 Project duration', 'A.1.5. Priority', and 'A.1.6. Priority specific objective'. A table of actions is visible at the top right of the form, containing 'Edit', 'Status', and 'Access' buttons. A blue box highlights the 'Status' button, and a blue arrow points from this box to a larger, detailed view of the 'Edit', 'Status', and 'Access' buttons below.

STEP 2

In the status overview you can see if elements are missing. Remember that you should have all letters of intent and self-declarations signed by all partners before you can submit the application form, this in extension to completing the application form itself.

Once all elements of the application have been finalised the button "Complete & lock the application" will appear in the status overview. It is the project manager who clicks the button when ready.

By completing and locking the application the application can no longer be edited by the project manager. The authorised signatory is now notified by mail and in the online monitoring system.

The screenshot displays the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The main content area shows the 'Submission Status' for a 'DEMO' application. A green button labeled 'complete&lock the application' is highlighted in a callout box. The status overview shows that the application is ready for submission, with a message: 'You can complete&lock the application so your Authorised Signatory can proceed to sign and submit the application.' The status overview also shows that the application is ready for submission, with a message: 'You can complete&lock the application so your Authorised Signatory can proceed to sign and submit the application.' The status overview also shows that the application is ready for submission, with a message: 'You can complete&lock the application so your Authorised Signatory can proceed to sign and submit the application.'

The following steps is carried out by the authorised signatory.

STEP 3

From the dashboard (when the authorised signatory has logged into the OMS) the authorised signatory can access the application which is ready for submission. The authorised signatory access the relevant application in the section "shared projects" on the dashboard.

Interreg North Sea 2021-2027 Online Monitoring System

Dashboard
Home > OMS Dashboard

Legal Status

You are set as the Authorised Signatory as follows:

- Partner Authorised Signatory for North Sea Programme of project OMS DEMO
- Project AS for OMS DEMO

You have uploaded the following documents:

20220204012227_Authorised_Signatory_appointment_698401_Signed.pdf

Your account has been approved as an Authorised Signatory and you can now digitally sign documents on behalf of your organisation.

Announcements

- 08/11/2021
You can now start preparing your project proposal
- 03/07/2021
Welcome to the Interreg North Sea OMS Announcements

Project Applications

My Projects
You do not have any saved Project Applications.

Shared projects

Status	Title
3 🔒	DEMO OMS DEMO Full Application

Communication

- OMS Automated Message @ NSRP
Proposal - Full Application: OMS DEMO 21/02
- Demian LeadBen @ OMS-LB
About the project application: OMS DEMO 21/02
- Jenny Thomsen @ North Sea Region Programme
Invitation to webinar "How to work with indicators?" 16/02
- Christoffer Villsen @ North Sea Region Programme
Your Authorised Signatory documents have been validated 04/02
- Christoffer Villsen @ North Sea Region Programme
Your Authorised Signatory documents have been validated 28/01

Shared projects

Status	Title
3 🔒	DEMO OMS DEMO Full Application

STEP 4

Once the authorised signatory has accessed the application ready to be submitted a button labeled "Ready to submit" indicate that the application in fact is ready for the last step. The authorised signatory clicks the button "Ready to submit".

Interreg North Sea 2021-2027 Online Monitoring System

OMS DEMO (DEMO)
Home > Project Applications > Full Application > OMS DEMO

Ready to submit Docs Actions

A.1 Identification

Call	Call 1C (FA)
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	20/09/20
A.1.4 End Date	30/08/20
A.1.4 Project duration	48 months
A.1.5 Priority	Priority 2
A.1.6 Priority specific objective	2.3 Developing smart energy systems, grids and storage outside the Trans-European Energy Network (TEN-E)

Ready to submit Docs Actions

STEP 5

A status window opens on the authorised signatory can now submit the application by clicking the button "final submission".

The screenshot displays the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. On the left, a sidebar lists various sections, with 'A.1 Identification' selected. The main content area shows a table for 'A.1 Identification' with the following data:

Call	Call TC (FA)
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 the North Sea R
A.1.6. Priority specific objective	2.3 Developing smart energy systems, grids and

On the right, the 'DEMO: Submission Status' window shows a progress bar with the following steps:

- Partners Access:** Access (100%) - There are 2 partners in the application form and all have declared managers. [Project access](#)
- Signing process:** Authorised Signatory (100%) - You are set as the Authorised Signatory for this project application.
- Submission process:**
 - Designation of Authorised Signatory (100%) - An Authorised Signatory is assigned and validated.
 - Fully fill in form (100%) - The form is fully filled in and without errors.
 - Completion (100%) - The form is locked so you can proceed to sign and submit the application. Your JS advisor can unlock the application form if needed.
 - Final Submission (0%) - You can submit the form. [Final submission](#)
 - Decision (0%) - The form is not submitted so there is no decision.

STEP 6

A warning is now shown indicating that you are about to submit the application. If the authorised signatory is ready to submit the application the button "proceed" should be pressed.

The screenshot shows the same interface as Step 5, but with a 'Warning' dialog box overlaid. The dialog box contains the following text:

Warning

Submit Project Application

If you proceed, the application will be marked as submitted and the JS will be notified. Further editing will not be allowed.

[Proceed](#) [Cancel](#)

STEP 7

The application has now been submitted to the programme, and no further edits of the application is possible.

The screenshot displays the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The user is logged in as 'Christoffer'. The main content area shows the 'OMS DEMO (DEMO)' application details under the 'A.1 Identification' section. A notification box at the top right indicates 'Application submitted' with a green checkmark. A blue arrow points from this notification to a larger, semi-transparent box in the center of the application details table, which also displays 'Application submitted' with a green checkmark. The application details table includes the following information:

A.1 Identification	
Call	Call 1C (FA)
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 the North S
A.1.6. Priority specific objective	2.3 Developing smart energy systems, grids and storage outside the Trans-European Energy Network (TEN-E)

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 Joint Secretariat will only be able to unlock the application if the call for applications is still open.

Questions or comments?

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

