

APPLICANT GUIDANCE

Signing the letter of intent

Version 1.1 (updated 10 November 2022)

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 announcements: '08/11/2021 You can now start preparing your project proposal' and '03/07/2021 Welcome to the Interreg North Sea OMS Announcements'.
- 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 the email '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

Private partner

Letter of Intent

0% - Not Started

Start

Self-declaration

0% - Not Started

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".

Below you find two examples. The first example is a screen-shot from the **process without sub-partners** and example 2 is an example of the process **including sub-partner(s)**

Example 1

The screenshot shows the 'Interreg North Sea 2021-2027 Online Monitoring System' interface. The user is logged in as 'Christoffer'. The page title is 'OMS DEMO / Partners Documentation'. The breadcrumb trail is 'Home > Applications > OMS DEMO > Partners Documentation'. A yellow warning box states: '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'. Below this, a section titled 'Relevant fact sheet(s):' lists 'Fact Sheet 19: Letter of Intent'. The main section is 'Letter of Intent' for a 'Partner: Private partner'. It asks the user to fill in the details of the signatory for partner 'Private partner'. The form includes fields for 'Full name', 'Title', 'Email address', and 'Mobile Phone Number' (with a format hint '+Code Number'). At the bottom right, there are two buttons: 'Back to List' and 'Proceed'.

Example 2

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

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

i Relevant fact sheet(s):

- Fact Sheet 19: Letter of Intent.

Letter of Intent

Partner: New LB

There is an existing signatory for this partner.

test ful [redacted]

Enter a new signatory:

Please fill in the details of the signatory for partner **New LB**.

Full name

Title

Email address

Mobile Phone Number
Format: +Code Number

Sub-partner: Sub-partner 1

There is an existing signatory for this partner.

test sub [redacted]

Enter a new signatory:

Please fill in the details of the signatory for sub-partner **Sub-partner 1**.

Fullname

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 almost ready to be signed. In order to make it ready for signature you need to tick the boxes under "Document checklist". By ticking the boxes, you confirm that the "information are final and will not change before the submission of the application".

Once the ticks have been made, the submit button changes from shaded green to bright green. Click the button "Submit" to forward the letter of intent for electronic verification.

Partners Documentation

Home > Applications

Document Checklist
Please confirm that the following information are final and will not change before the submission of the application.

Project Details

Project Title: CSV testing 08 November 2021

Start Date: 01/01/2023

Partner New LB

Name: New LB

Department: No Department

Address: Toldboden 3E, Viborg - 8800, Denmark

Budget: 0,00 €

Sub Partner Sub-partner 1


Name: Sub-partner 1

Budget: 0,00 €

Document Actions

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

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



New LB
Toldboden 3E, Viborg - 8800, Denmark

CSV testing 08 November 2021 / Letter of Intent

On behalf of New LB I hereby confirm that New LB will participate in the Interreg VIB project CSV testing 08 November 2021 under the North Sea programme.

New LB 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 New LB is willing to fulfil all obligations as described in the application.

New LB will assume responsibility in the event of irregularity in the expenditure declared by New LB.

In accordance with the project funding plan, New LB will make available 0.00€ for our participation in the project. The funding will be available from 01/01/2023.

In addition, Sub-partner 1 declare to become sub-partner(s) of New LB and will comply with the same provisions as set out above. The sub-partner(s) will make the following amount(s) of co-funding available:

Sub-partner 1	0,00 €
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Total sum of co-funding available by the partnership will be 0,00€.

Signed By

New LB
test full
Date
Signature

Sub-partner 1
test sub

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.

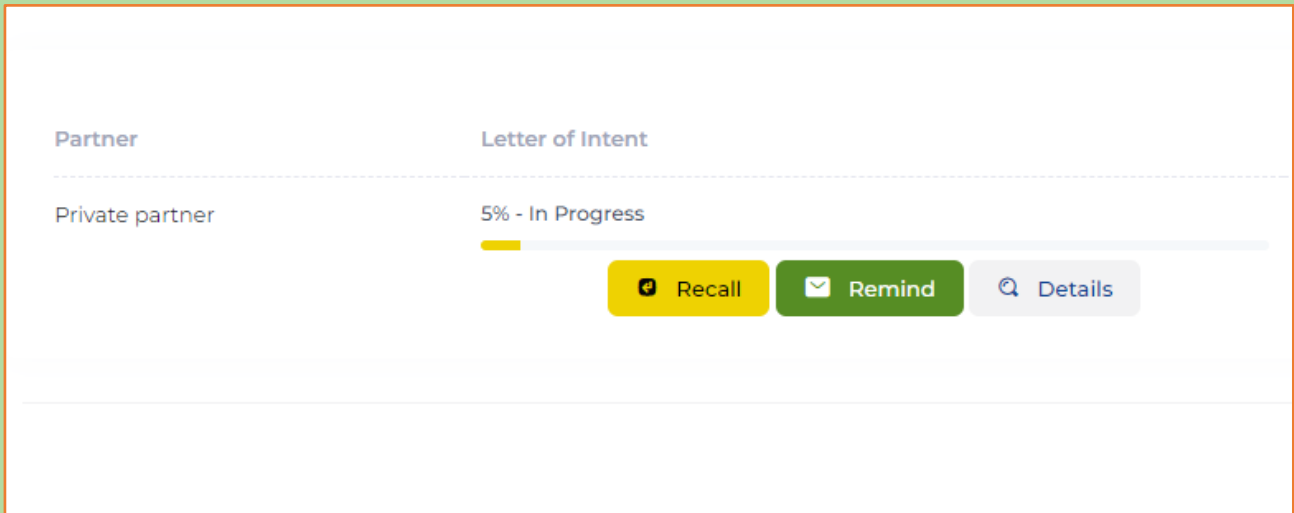
Partners Documentation

Home > Applications

Done!
The signing process has been initiated. An e-mail was sent to the next person to sign.

[View Progress](#)

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".

Digital Signature Request

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.

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

[Start Signing](#)

This is an automated email from Zoho Sign. For any queries regarding this email, please contact the sender 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: YFWVVR3GJESKAJTDONMXZWEWCP_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

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

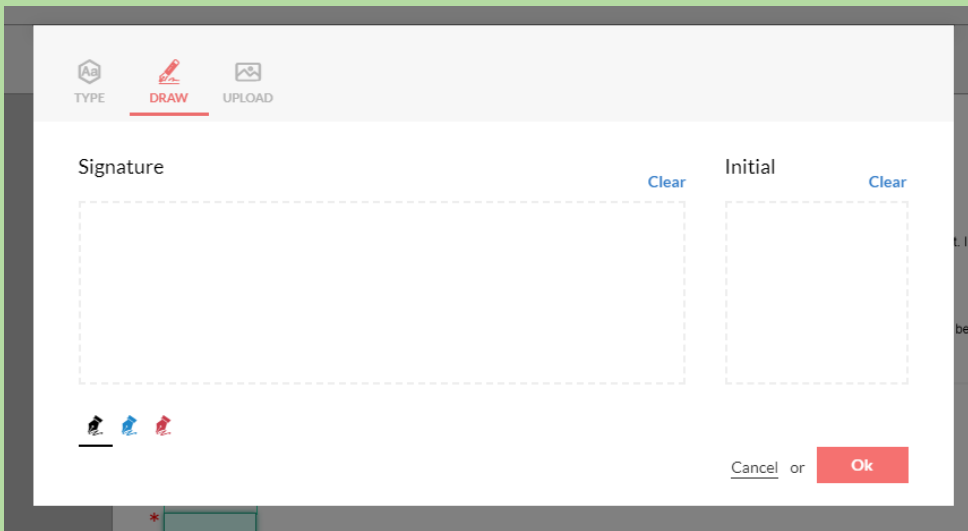
✓ Your signature Your initial

Your signature Your initial

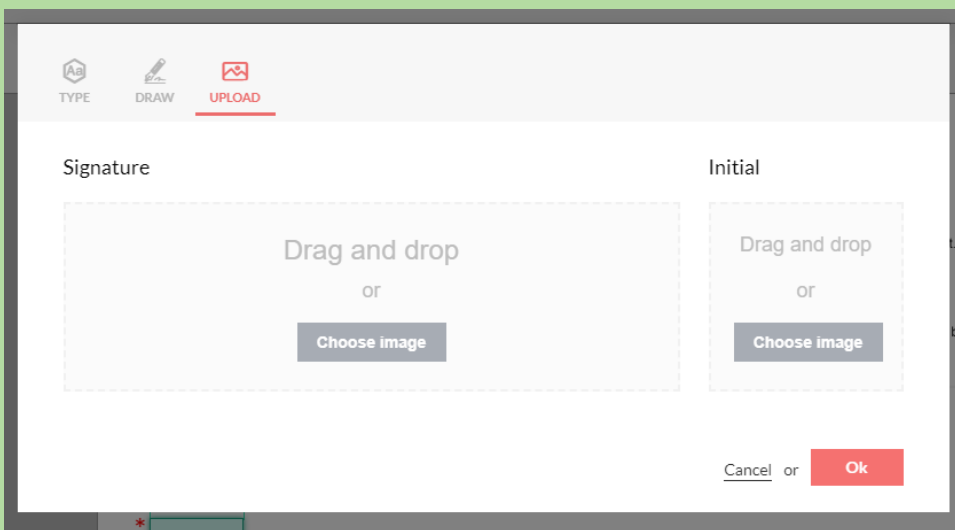
Your signature Your initial

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.

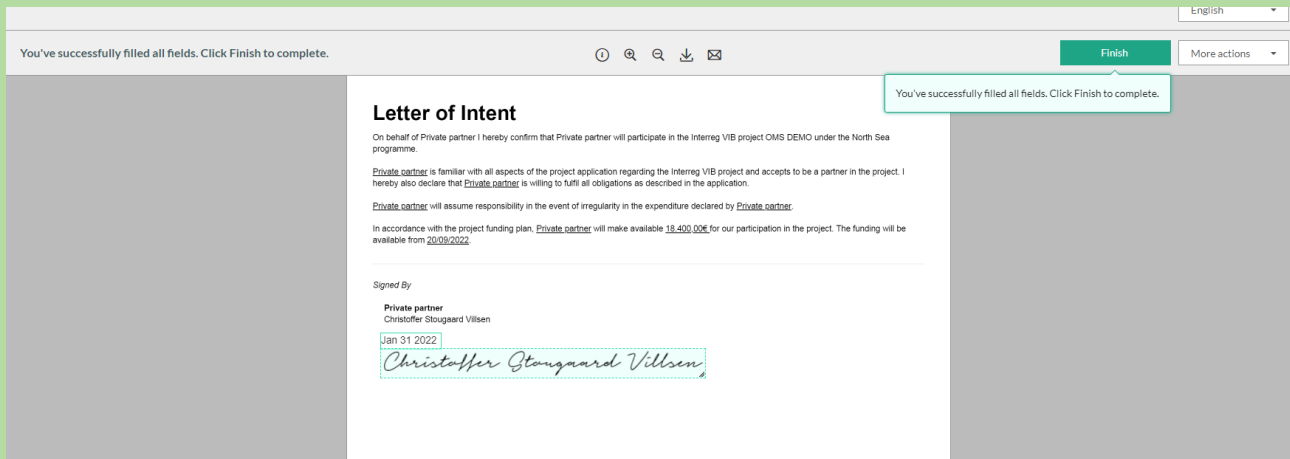


10c) If the signatory has a pre-existing signature saved as an image file this can be uploaded and inserted onto the document.



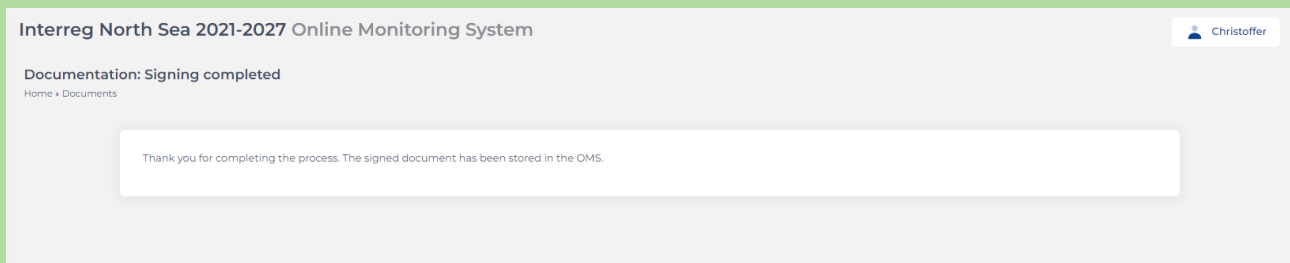
STEP 11

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.

