

APPLICANT GUIDANCE

Signing State Aid self-declarations

Version 1.0

NOTE: Before you can sign the State Aid self-declaration 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 self-declaration on behalf of the partner organisation. The signing of the self-declaration 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', and contains one entry: 'DEMO OMS DEMO Full Application'.
- Announcements:** Contains two announcements: '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 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

A.1 Identification

Field	Value
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)

Buttons: Status, Docs, Actions

STEP 3

In order to start the signatory process for the self-declaration 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

Buttons: Start, Return to the application form

Self-declaration

0% - Not Started

Start

STEP 4

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

If you have already signed (or initialled the signature process for) the letter of intent the you can choose the previously applied contact information.

Interreg North Sea 2021-2027 Online Monitoring System Christoffer

OMS DEMO / Partners Documentation
Home » Applications » OMS DEMO » Partners Documentation

Self-declaration: GBER

There is an existing signatory for this partner.

Christoffer Stougaard Villsen (Quality Assurance and Finance Advisor / [redacted]@gmail.com / +45 [redacted])

Enter a new signatory:

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 self-declaration which is ready to be signed. Click on the button "Submit" to forward the self-declaration for electronic verification.

Interreg North Sea 2021-2027 Online Monitoring System Christoffer

OMS DEMO / Partners Documentation
Home » Applications » OMS DEMO » Partners Documentation

Document Preview

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



Interreg North Sea
European Regional Development Fund

Private partner
Kongensgade 1, Odense - 5000

Self Declaration General Block Exemption Regulation (GBER)

Use of the GBER option for participation

Private partner hereby confirms that:

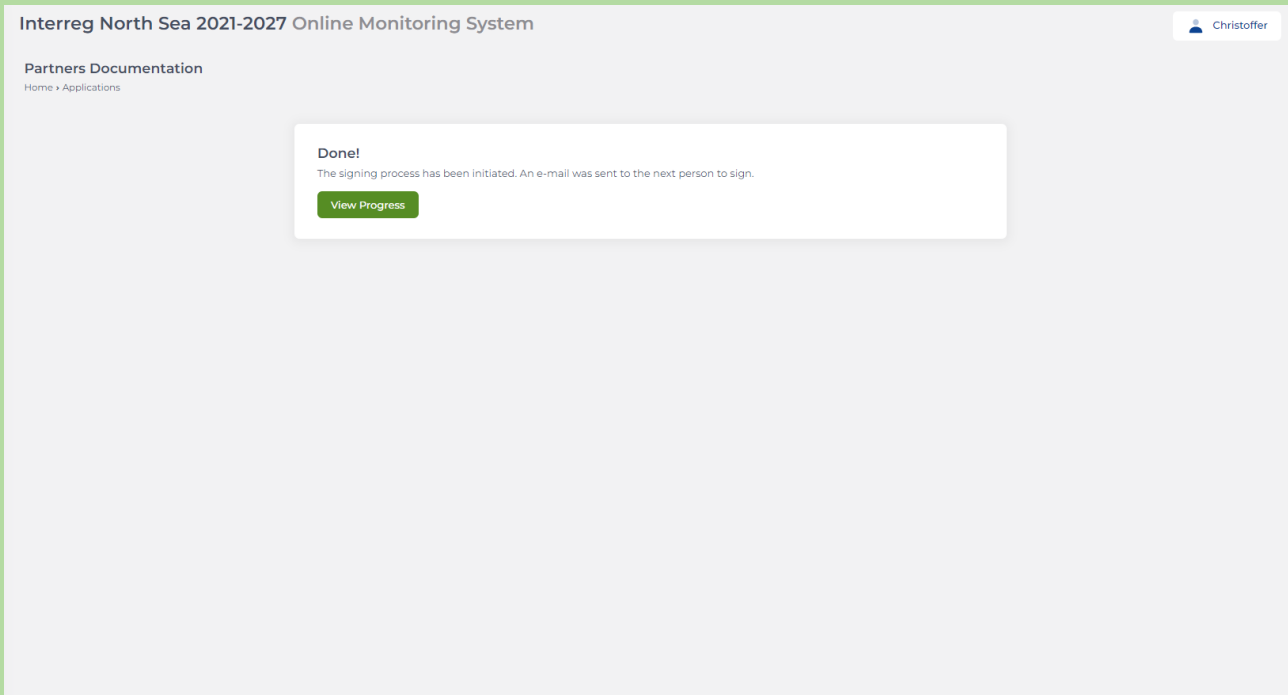
- The partner understands and will abide by the terms of the grant, in case of approval.
- The aid intensity of the total eligible budget will not exceed 80%, which is the maximum co-financing rate provided for in Regulation (EU) 2021/1060. In case regional or national public match-funding meeting the State aid conditions will be granted to the partner, this should also be included in the calculation of maximum aid intensity.
- All eligibility rules, thresholds, procedures, etc, as described in the fact sheets will be respected.

Please note that providing false or incomplete information is a criminal offense and may lead to criminal proceedings.

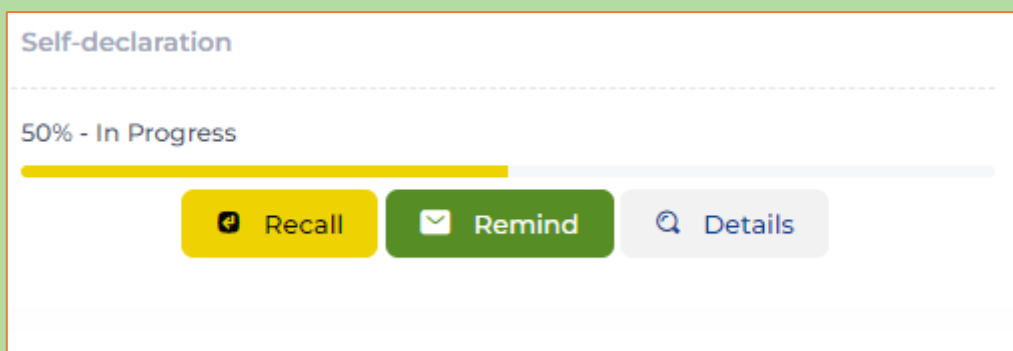
Private partner
Christoffer Stougaard Villsen

STEP 6

Now you get an on screen notification that the self-declaration 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.



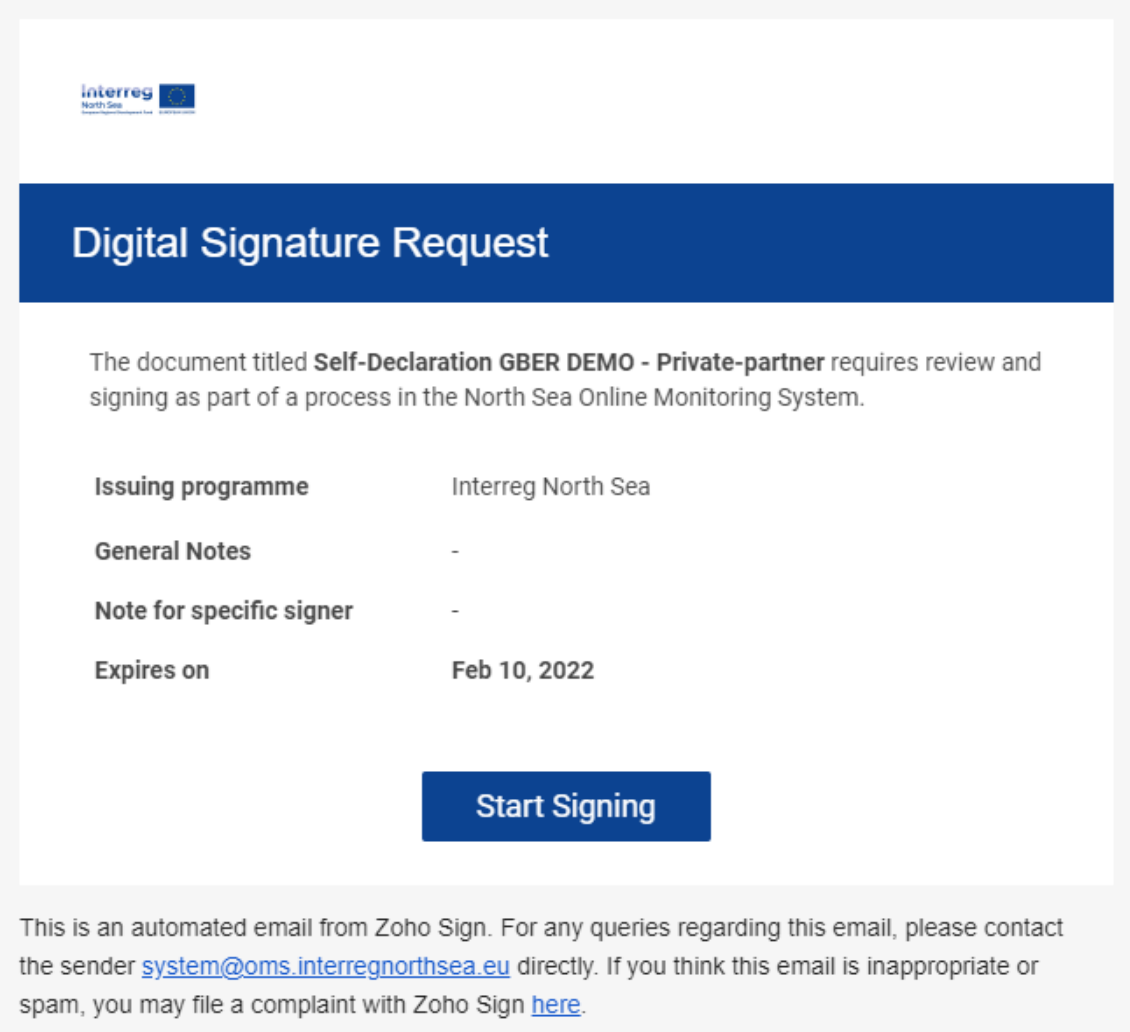
NOTE: Once the process of signing the self-declaration has been started the partner manager can track the process. The partner manager also has the possibility to "Recall" issued letter and/or "remind" the signatory to sign the letter.



The following steps is carried out by the signatory

STEP 7

The signatory receives an email with a link to the self-declaration 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. Below the logo is a blue header bar with the text "Digital Signature Request". The main content area contains a paragraph explaining that a document titled "Self-Declaration GBER DEMO - Private-partner" requires review and signing. Below this is a table with four rows: "Issuing programme" (Interreg North Sea), "General Notes" (-), "Note for specific signer" (-), and "Expires on" (Feb 10, 2022). A blue button labeled "Start Signing" is centered below the table. At the bottom of the email content, there is a footer paragraph stating it is an automated email from Zoho Sign and providing contact information for the sender (system@oms.interregnorthsea.eu) and a link to file a complaint ([here](#)).

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	Self-Declaration GBER 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 declaration is signed by clicking the field below the "date" field.

Fields remaining: **2**

Finish More actions

Zoho Sign Document ID: 7AF6KHGOLYPU8UX4QTK3WE-ULELPYRXXGPRHZE3Z7U



Interreg North Sea
European Regional Development Fund - ERDF/ERDF/ERDF

Private partner
Kongensgade 1, Odense - 5000

Self-Declaration General Block Exemption Regulation (GBER)

Use of the GBER option for participation

Private partner hereby confirms that:

- The partner understands and will abide by the terms of the grant, in case of approval.
- The aid intensity of the total eligible budget will not exceed 80%, which is the maximum co-financing rate provided for in Regulation (EU) 2021/1060. In case regional or national public match-funding meeting the State aid conditions will be granted to the partner, this should also be included in the calculation of maximum aid intensity.
- All eligibility rules, thresholds, procedures, etc. as described in the fact sheets will be respected.

Please note that providing false or incomplete information is a criminal offense and may lead to criminal proceedings.

Private partner
Christoffer Stougaard Vilksen

Sign Date

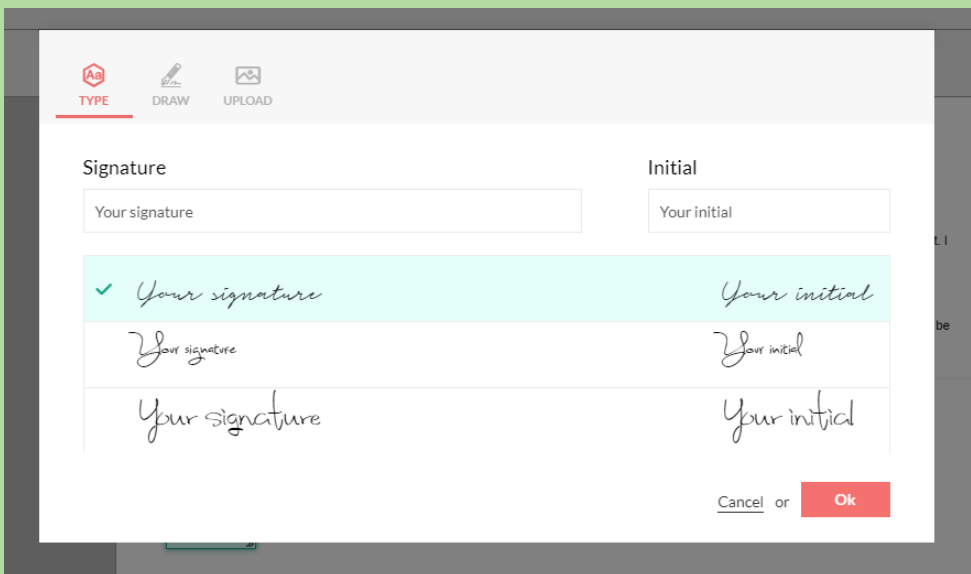
Enter the date.

[Previous](#) [Next](#)

STEP 10

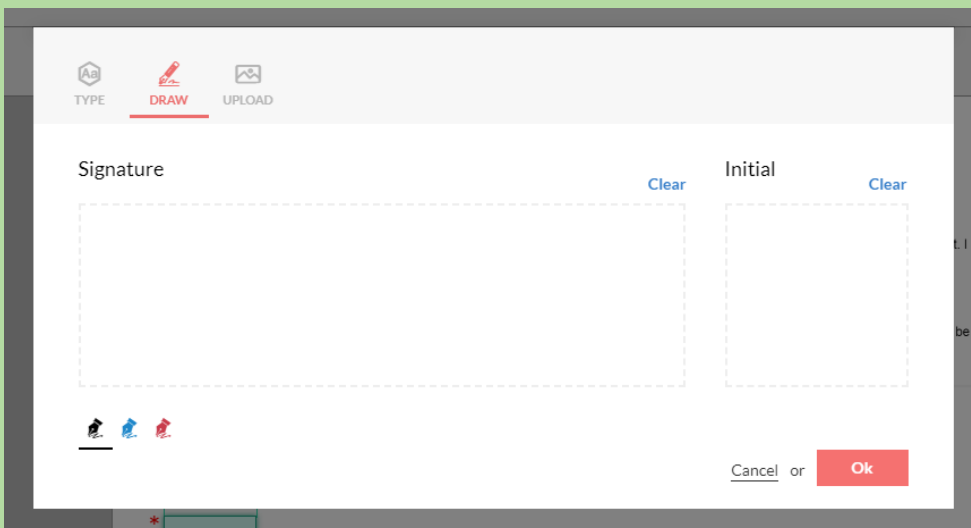
The signatory can now enter a signature in one of three ways. Either the document can be signed by typing the signature (**10a**), by drawing the signature (**10b**), or by uploading an image files with a pre-existing signature (**10c**).

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



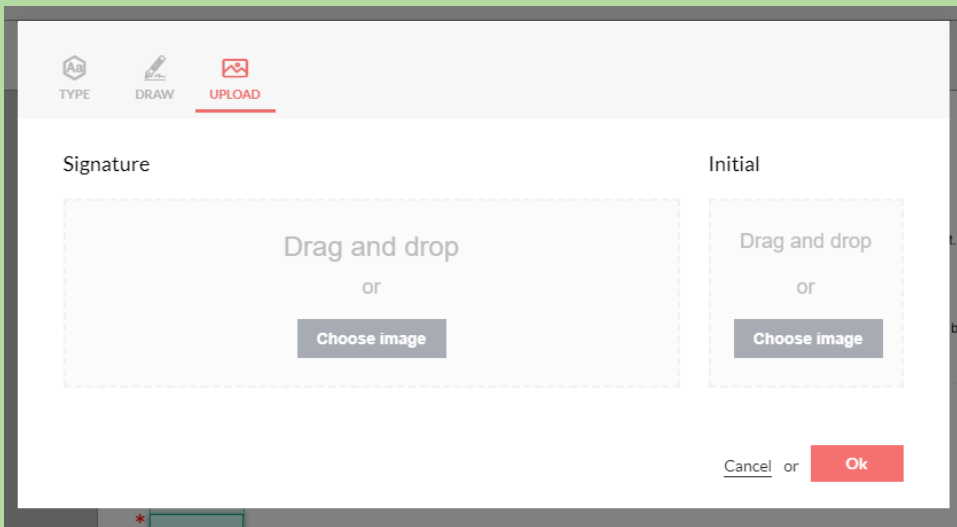
The screenshot shows the 'TYPE' signing interface. At the top, there are three tabs: 'TYPE' (selected), 'DRAW', and 'UPLOAD'. Below the tabs, there are two input fields: 'Signature' and 'Initial'. The 'Signature' field contains the text 'Your signature' and the 'Initial' field contains 'Your initial'. Below these fields, there are three rows of signature and initial examples. The first row is highlighted in light blue and has a checkmark to its left. The second and third rows show different font styles. At the bottom right, there are 'Cancel' and 'Ok' buttons.

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



The screenshot shows the 'DRAW' signing interface. At the top, there are three tabs: 'TYPE', 'DRAW' (selected), and 'UPLOAD'. Below the tabs, there are two large dashed boxes for drawing a signature and initials. Above the signature box is a 'Clear' button, and above the initials box is another 'Clear' button. At the bottom left, there are three drawing tools: a black pen, a blue highlighter, and a red highlighter. At the bottom right, there are 'Cancel' and 'Ok' buttons.

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



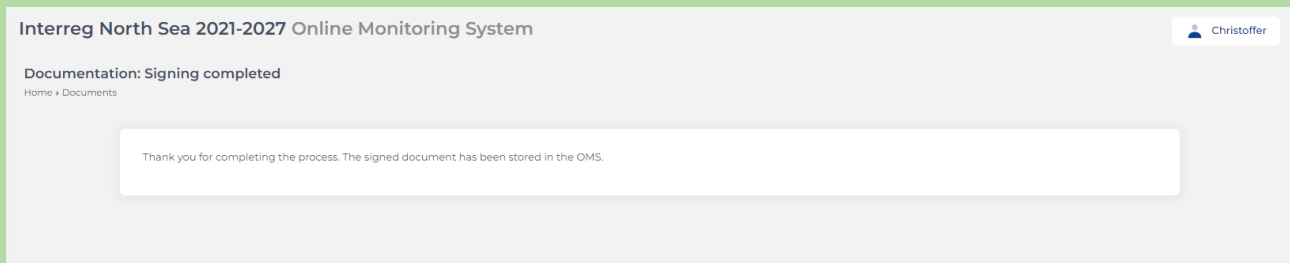
STEP 11

Once the signatory has applied a digital signature (and clicked the button "OK" in the previous step) the self-declaration is now in preview and 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 manager and the partner manager can now see the signed version of the self-declaration. The self-declaration 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.

