



Online application system – ASP call 2:

Frequently asked questions

- 1) I have drafted my EoI on a Word document with a particular attention to the character limitation indicated in the guidance document. Nevertheless, when copy-pasting in the online system, the character count seems to differ. Why is there such a difference?**

JS: Copy-pasting from an outside source into the eMS (i.e. Word document and other word processors) may result in additional characters. For instance, when pasting a text, extra spaces might be added between two paragraphs.

We recommend you to develop a plain text without any formatting directly in the system (i.e. bold or italic fonts, big number of paragraphs/entries). Indeed, text formatting reduces the number of available characters in some fields.

- 2) In the ‘Project overview’ section I indicated the overall budget for the project (according to the EoI guidance). Should I also indicate the amounts of ERDF co-financing and the national contribution? Should I provide any communication to clarify the amounts regarding this issue?**

JS: You should indicate only the overall budget of the project. In step 1 of application procedure there is no need for indication of the amounts for ERDF co-financing and national contribution. No additional communication is needed.

- 3) I do not manage to save the text and elements I filled in the section “Project description > Project focus”? Does the eMS function correctly?**

JS: In the eMS, all fields need to be filled in before saving and leaving one page, otherwise information will be lost. We advise you to pay attention to the warning message appearing in red on top of the page, all the missing elements are highlighted there.

This point is relevant for all other sections in the eMS.



4) I have a partner outside the programme area, and I ticked “from all regions”. A new field “assimilated partner” appeared. What is an assimilated partner? What should I choose in the drop-down menu (yes or no)?

Address

NUTS0 *	<input type="text" value="ITALIA (IT)"/>	Assimilated partner Yes / No	<input type="text" value="No"/>
From All Regions <input checked="" type="checkbox"/>	NUTS2 *	Street	<input type="text"/>
	<input type="text" value="Lazio (IT14)"/>	Postcode	<input type="text"/>
	NUTS3 *	City *	<input type="text" value="Roma"/>
	<input type="text" value="Roma (IT143)"/>	Homonym *	<input type="text"/>

JS: Please select “no”. The Interreg Alpine Space does not foresee to have assimilated partner (this term is used in other Interreg programmes).

5) I generated a pdf file after checking the project proposal. Where can I find it?

JS: You will see a button ‘[Generated files](#)’ on the left side. Click on it, and you will see the generated pdf file. Please note that it might take some time for the system to generate the pdf (it depends on the number of users of the system at the same time).

6) Few days after the launch of the Call 2, I generated a pdf document but this latter contained fields not present in the eMS. Did I miss certain sections in the system?

JS: We were aware that additional sections appear in the pdf. This issue is fixed and a revised version of the pdf is now available in the eMS. We invite you to generate a new pdf document.

7) I have inserted several observers in my EoI but I do not see them on the pdf extracted from the eMS. Why is this information missing?

JS: The pdf of your EoI does not take into consideration these elements because we require the observers only in step 2 (as indicated in our guidance document “Guidance for EoI and AF”). The button “+ new observer” in the section “Partnership” of the eMS is therefore only valid when it comes to fill in the AF.

8) I have pressed ‘Submit the project’ button, but I did not receive any confirmation either to my email address or to the mailbox in the eMS (I am a LP). How do I check if the project was successfully submitted?

JS: After you pressed ‘Submit the project’ button, a small green icon will pop up in the right up corner of the page, saying that ‘EoI successfully submitted!’. An automatic email confirmation is directly sent to the Contact person of the Lead Partner. Moreover you will not be able to modify anything anymore in the project, this also indicates that the project is submitted.



9) I have just submitted my Eol. Back on my dashboard in the eMS, I can see the list of my projects but I cannot read the “Submission Date” of my Eol. Why is this column empty?

It is totally normal to find this column empty for the moment. The information related to this column is the submission date of your AF at the end of step 2. It is not connected to the submission date of your Eol. The Contact person of the Lead Partner has received an automatic email confirmation. This will be your proof of submission.

10) The project state of my Eol is “Part_subm” on my dashboard in the eMS. However, the Contact person of the Lead Partner has received the automatic email confirmation. Is the submission of my Eol successful?

As soon as you receive the automatic email confirmation, it means that your Eol has been successfully submitted. Furthermore, you cannot do any modification: your Eol is “frozen” in the system.

The current status “Part_subm” (i.e. “*partly submitted*”) refers to the two-step procedure of the call. It indicates the completion of step 1, whereas a project will have the project state “Subm” (i.e. “*submitted*”) only at the end of step 2.

11) What does the project state “Part_checked” mean?

Be careful, it indicates that your Eol is not yet submitted. You have clicked on the button “Checked save project” (i.e. intermediate step before the submission described on the pages 4-5 of our technical guidance) but you did not yet press the “Submit checked project” button.

Applicants are advised not to submit their Eol at the very last minute before the closure of the Call. Submission will no longer be technically possible after the announced deadline of the Call 2 - step 1 (i.e. Friday 8 April 2016 at 2:00pm).