e-Monitoring System (eMS)

USER MANUAL

Contents

Introduction

The eMS system is an application developed within the European Commission Program (Interact) which supports the European Territorial Cooperation Programs. The INTERREG V-A Italia_Malta program uses the application for the presentation and evaluation of projects. This document contains a description of the functionality of the eMonitoring System (eMS) regarding the presentation of the project proposals.

1. Creation of the user

To present a project proposal, the lead partner must first create an account on the Italy-Malta eMS system by accessing via the following URL: https://ulysses.regione.sicilia.it/EMS-ITMAL/.

Then click on the "Registration" button: an interface will open that allows to enter the data relating to the user (email, name, surname, password, etc.). as shown in Figure 1. Filling in the fields with an asterisk is mandatory.

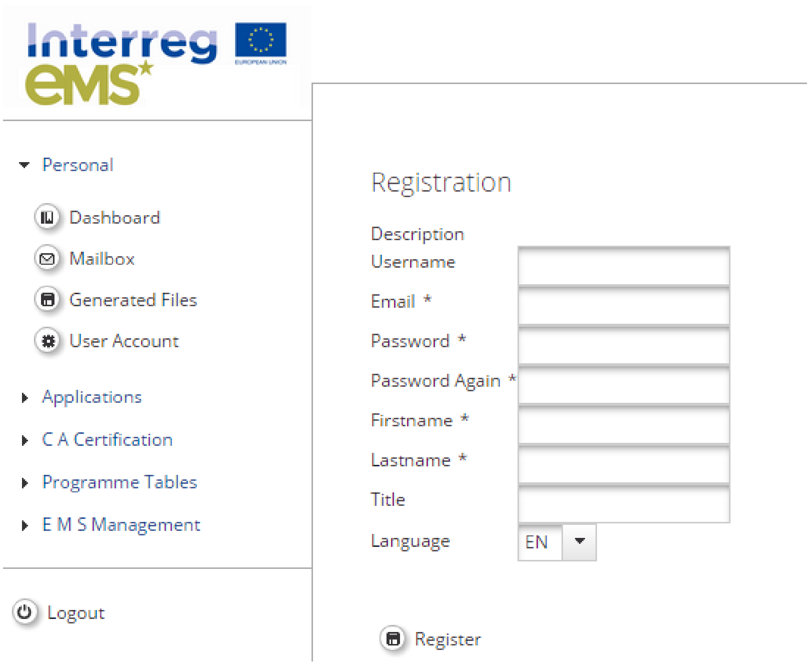


Figure 1: Registration form

After clicking on the "Register" button at the bottom of the registration form, eMS sends a confirmation e-mail, to the e-mail address entered during the registration phase, with a validation link to complete the registration to the system.

Under the "User Account" in the menu on the left, users can modify their information, such as their password, personal data, configure the email signature, manage the Dashboard, or manage the visibility of the projects, the mailbox and calendar ("Show Projects", "Show Mailbox", "Show calendar").

It is not necessary to have special privileges and/or rights to send and/or receive messages in eMS: all registered users can send and/or receive messages.

2. Access to system

Access to the System is essential for user authentication; the interface appears as shown in Figure 2.

After selecting the ‘Login’ button, enter User Name and Password in the appropriate fields.

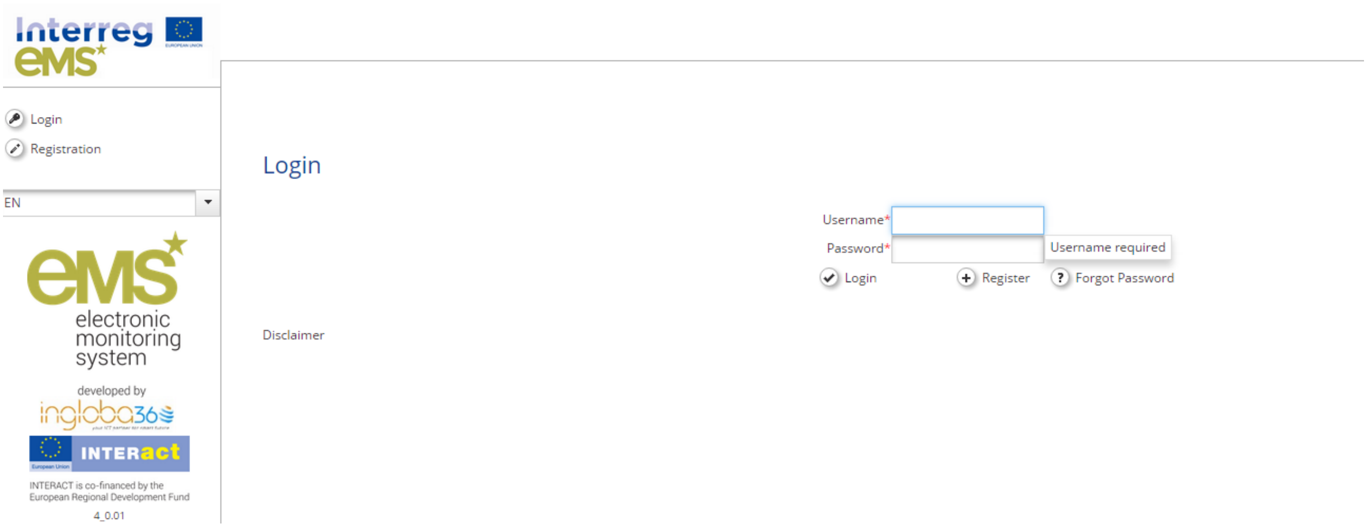


Figure 2: User authentication form

In case of incorrect entry of credentials, the system notifies the user by displaying a text message ‘Sorry, Login Failed’. Once access is successful, the system enables the features and modules according to the permissions assigned to the logged in user.

When a generic user (with the role of 'APPLICANT') accesses to the system, he will see a main interface ('Dashboard') which will contain the section related to his own projects ('My Projects'), the section corresponding to the management of the emails (' My Mailbox ') and finally the calendar in which any open calls are shown, as shown in Figure 3.

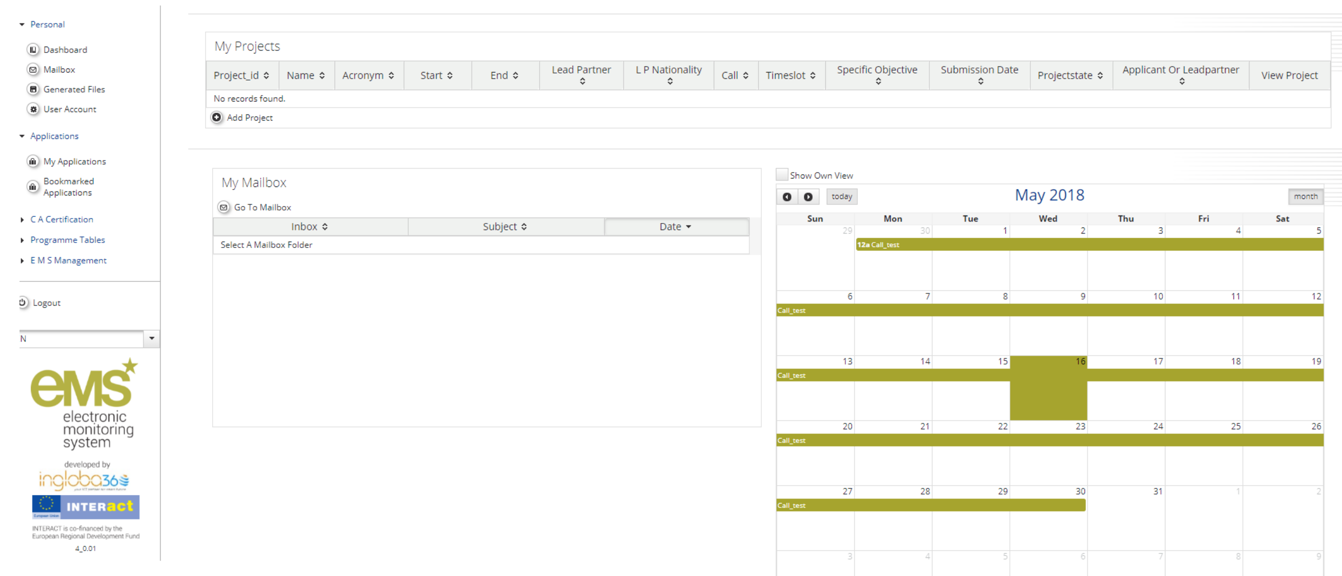
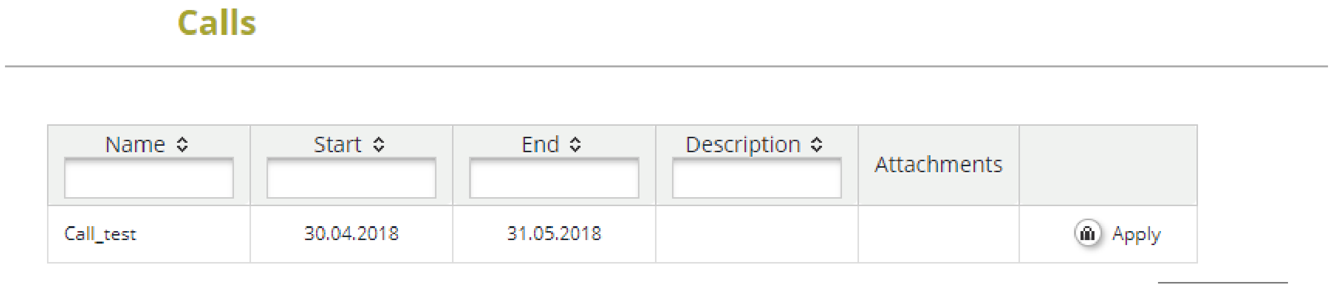


Figure 3: User dashboard

3. Project master data

To be able to insert a project (Application Form) just click 'Calls-> Apply' on the Call of interest from the 'eMS Management' section in the menu to the left of the interface or, from the main interface, by clicking on 'Add Project' in the section ' My projects' of the 'Dashboard' (Figure 3). This gives access to the module that allows you to view a list of open calls with information on the name, start date, end date, description and any attachments, as shown in Figure 4.



Calls

Name	Start	End	Description	Attachments	
Call_test	30.04.2018	31.05.2018			Apply

Figure 4: Example of display of the calls entered in the system

The interface that opens when you have decided to insert a project proposal is illustrated in Figure 5, which corresponds to the section relating to the compilation of the Application Form.

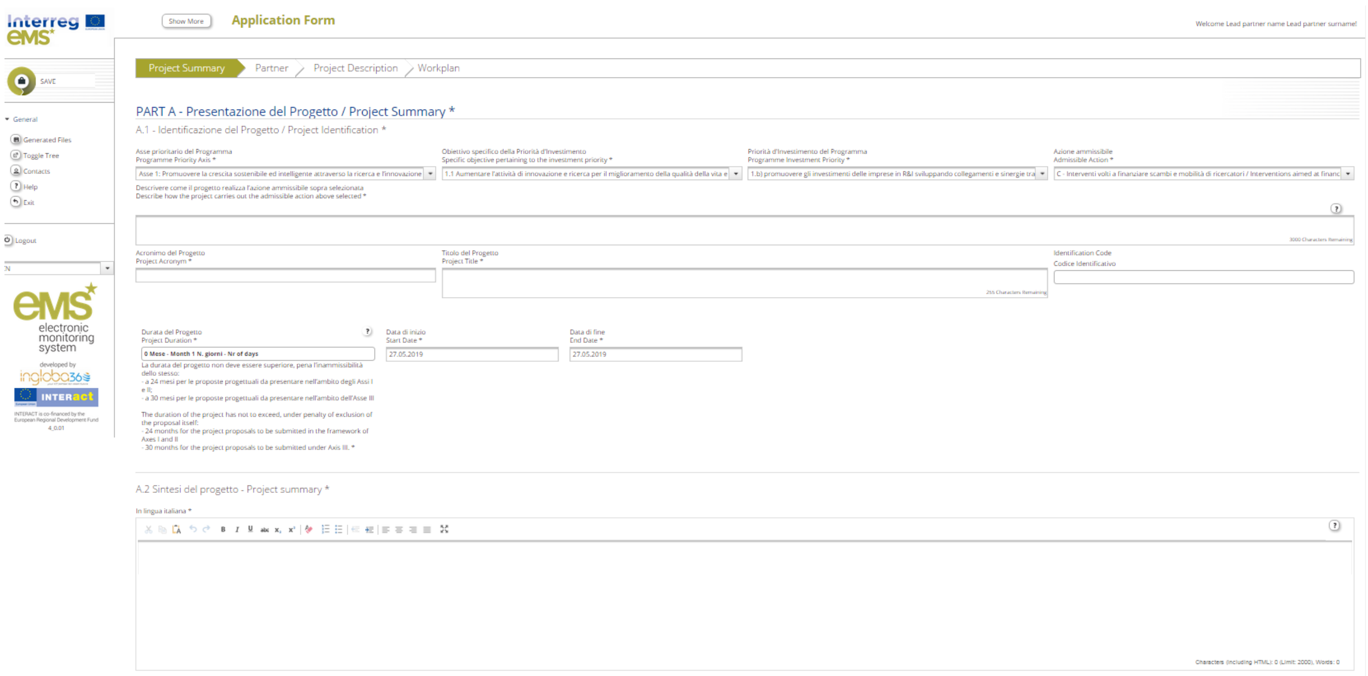


Figure 5: Form for the insertion of a project proposal

The compilation of a project proposal can be divided into 5 parts:

1) **Project summary**: the salient data of the project are inserted in this section (priority of the program, specific objective, acronym and title of the project, duration of the project (start and end date) and a brief description of the same. The project number (Identification code) is automatically associated by the eMS

after saving the project. Once the section has been filled in, the tables relating to the synthesis of the project budget and the main outputs of the project are automatically generated. If this section is not filled in and saved, it will not be possible to access the other sections, such as the ‘Partner’, ‘Workplan’ and ‘Attachments’.

2) **Partner**: this section allows to introduce all the information related to the partners of the project as: role in the project, name, department, address starting from the regions NUTS, legal and financial information, co-financing rate (of which the maximum settable value is indicated), VAT, legal representative, experiences, benefits of the project within the program, description of other international projects in which the various partners have participated. First of all, the system allows you to enter information about the Lead Partner (LP) (Figure 6) and then those corresponding to the other project partners (PP: Project Partners), as shown in Figure 7. Once the various partners have been entered, the system allows you to view a complete list of the same in the 'Partner' section, as shown in Figure 8.

Figure 6: Form for filling in the Lead Partner data

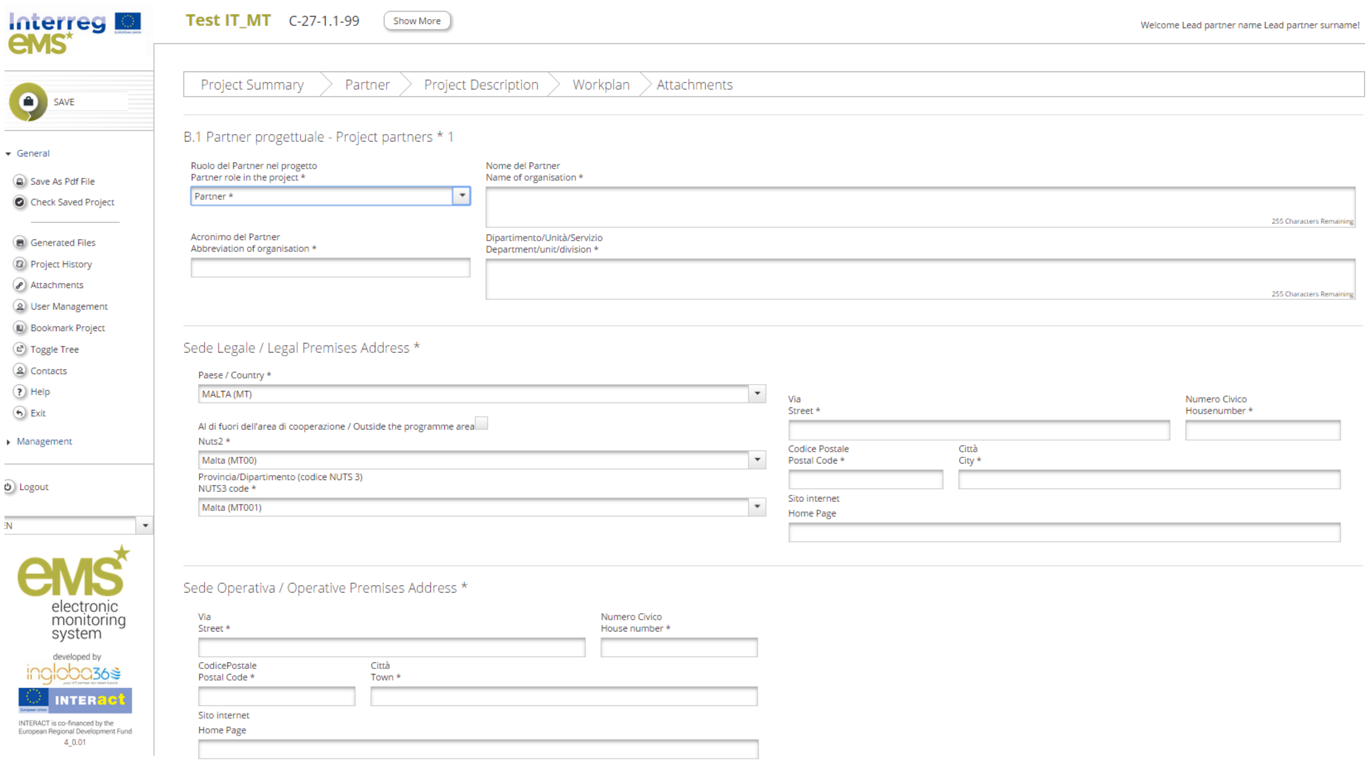


Figure 7: Form for filling in the data relating to the Project Partner

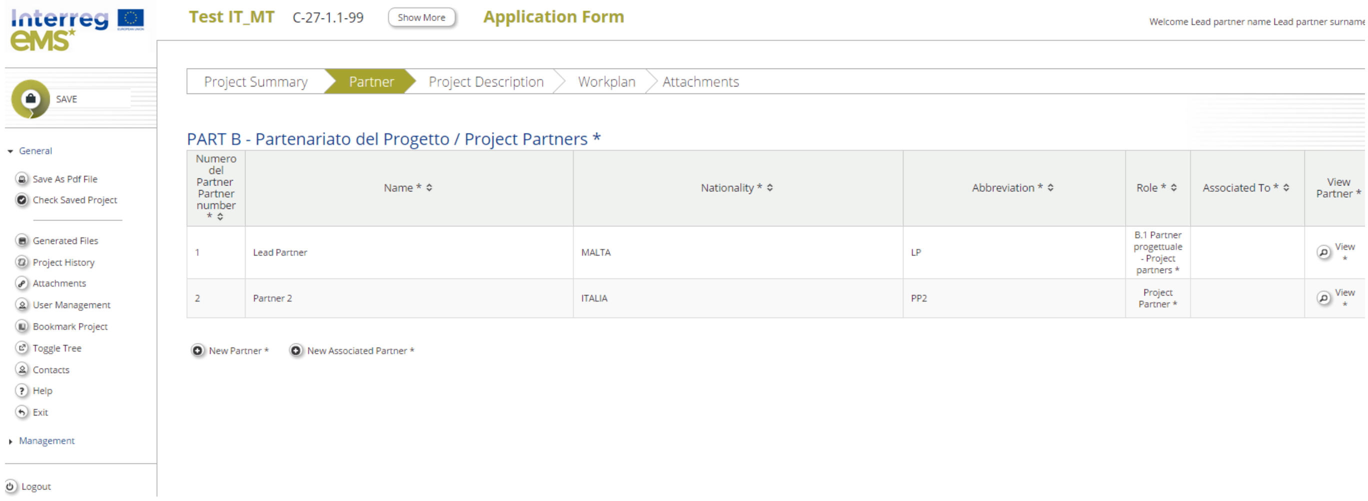


Figure 8: Display of the list relating to all the partners involved in the project

3) **Project description**:

   a. Project Relevance: this section describes, for example, the common territorial challenges faced within the project and the reasons why the results and objectives achieved by this project are important for cross-border cooperation, illustrating also the benefits of cooperation and justifying why a simple national / regional / local cooperation is not sufficient to achieve the goals set by the cooperation.

An example of this section is shown in Figure 9.

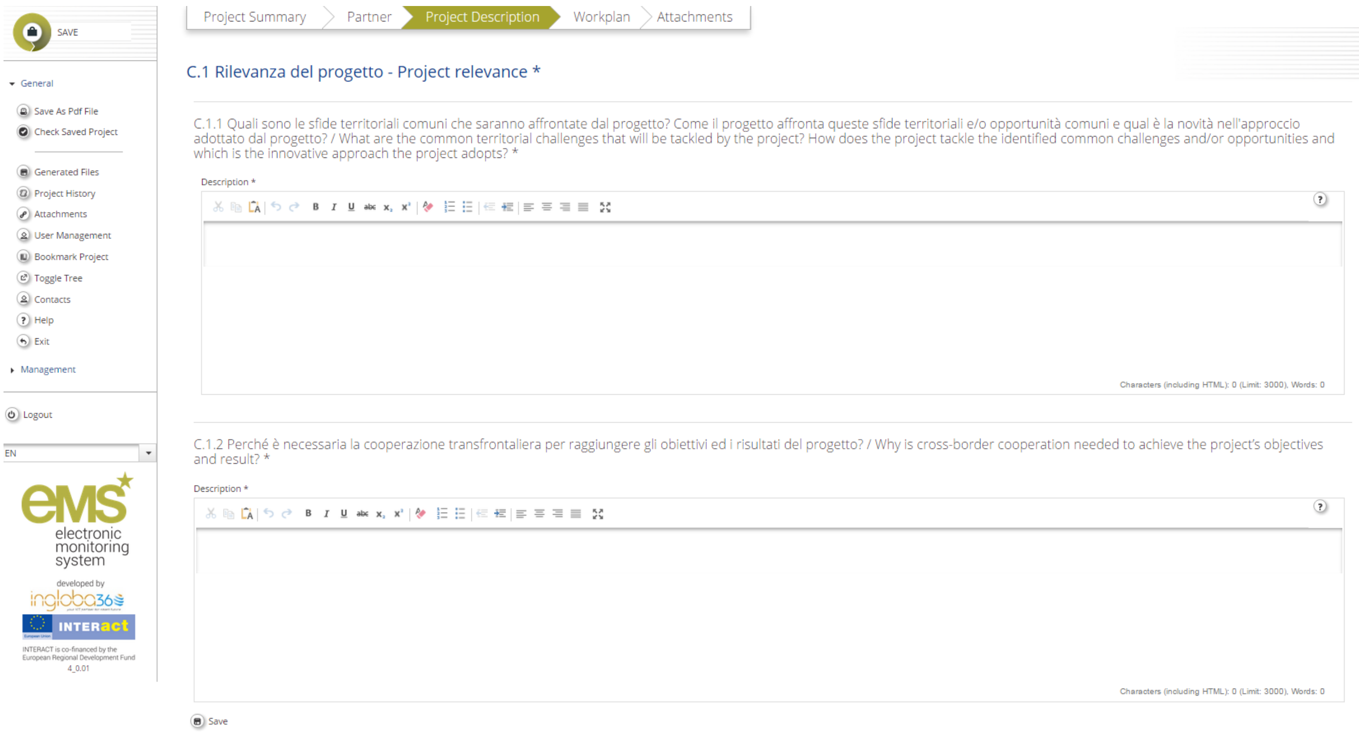


Figure 9: Form for filling in the relevance of the project

b. Project Context: this section allows you to describe, for example, possible synergies with other European projects and the way in which the project contributes to cohesion and development policies (Figure 10).

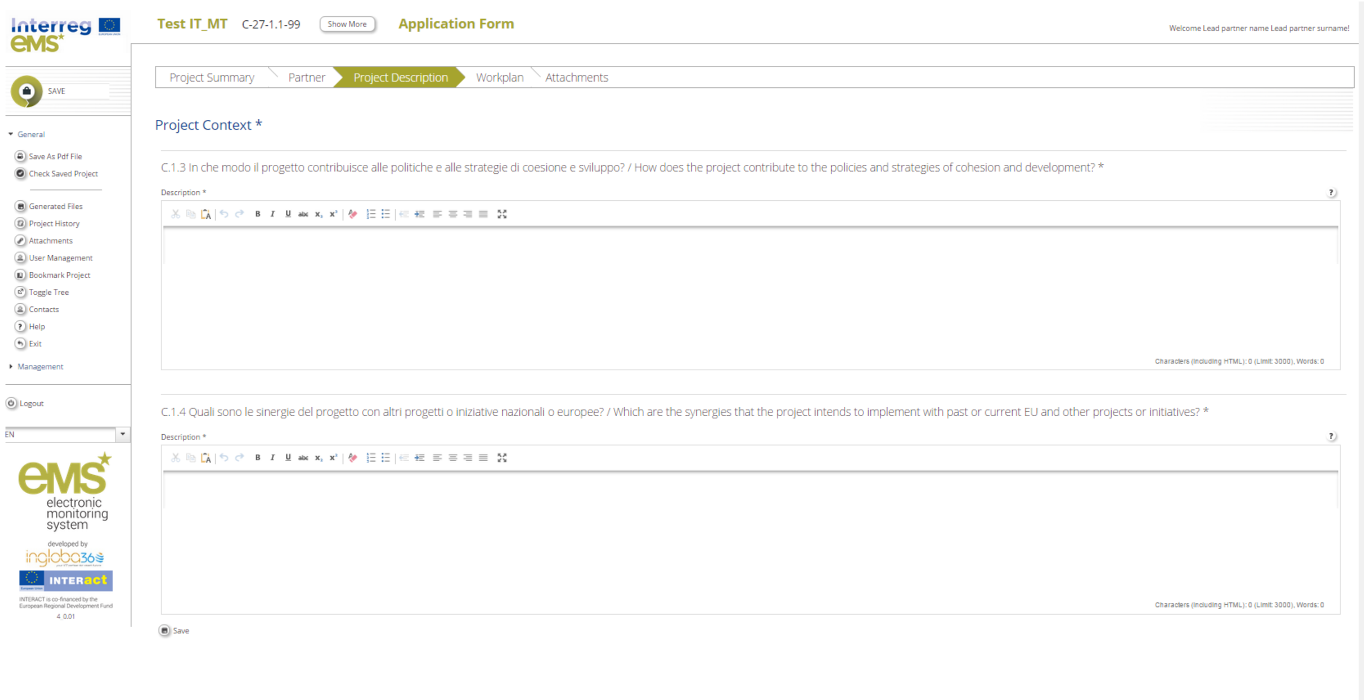


Figure 10: Form for completing the project context

c. Horizontal Principles: this section is used to indicate how the project contribute to sustainable development, equal opportunities and non-discrimination (Figure 11).

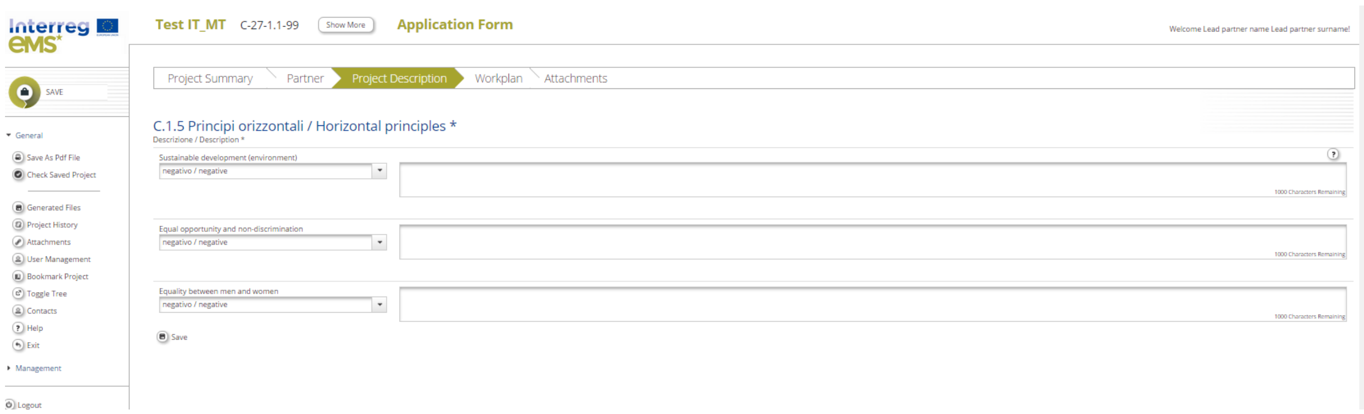


Figure 11: Form for entering the user's opinion on horizontal principles

d. Key enabling Technologies: section used to specify how and which KETs will be used within the project.

e. Project Focus (Figure 12): this section describes, for example, the specific objectives of the project and the main outputs justifying their sustainability.

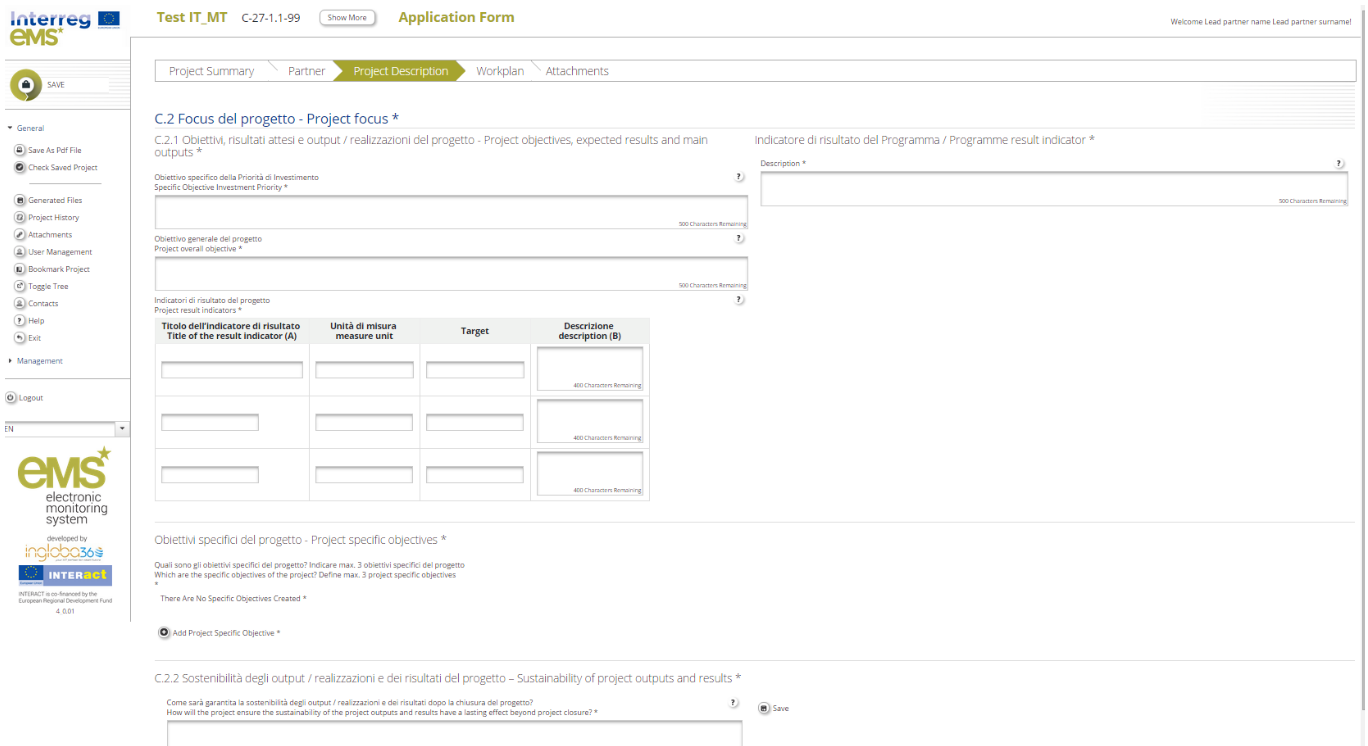


Figure 12: Form for filling in the project focus

4) **Work Plan**: this section describes the activities that will be implemented within the project to achieve the set objectives. It is divided into:
   a. Work Package List: this field allows you to view the WPs all together and the project expiry date with the results, activities and visible deliverables (Figura 13).

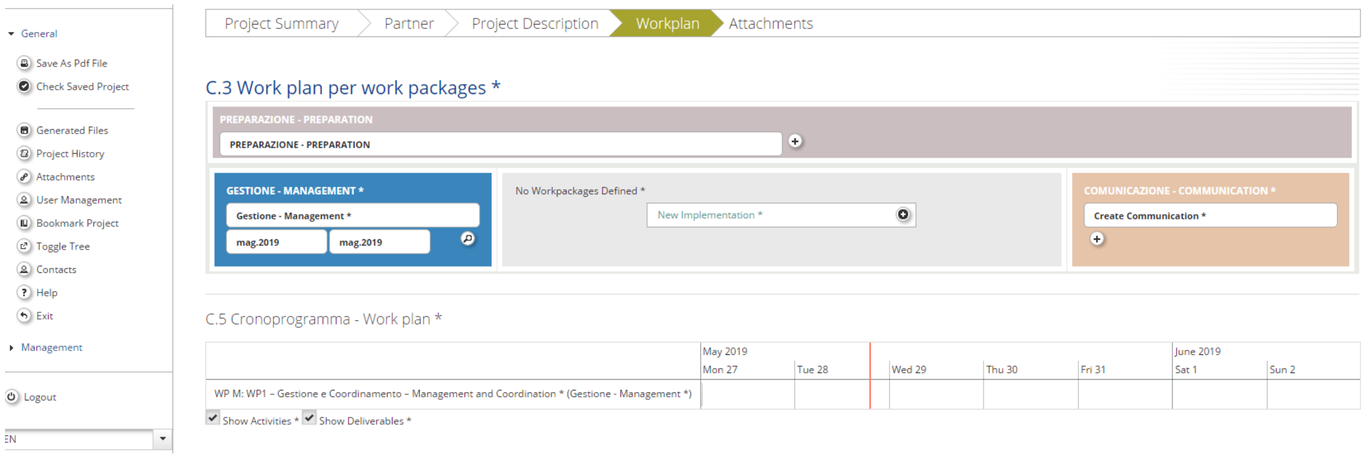


Figura 13: Interface relating to the Work Package list

There are 4 different types of WP that the project can contain for activity planning:

   i. WP 0 Preparation: to be completed if there are preparation costs used for the project. A description of the preparation activities and the contributions of the individual partners to the project must be provided, also indicating their responsibility in the various tasks. These preparation costs may also include costs for translation and preparation of the Application Form, travel and accommodation, organization of meetings between project partners during the application preparation phase and development of the technical documentation required to submit application (Figure 14);

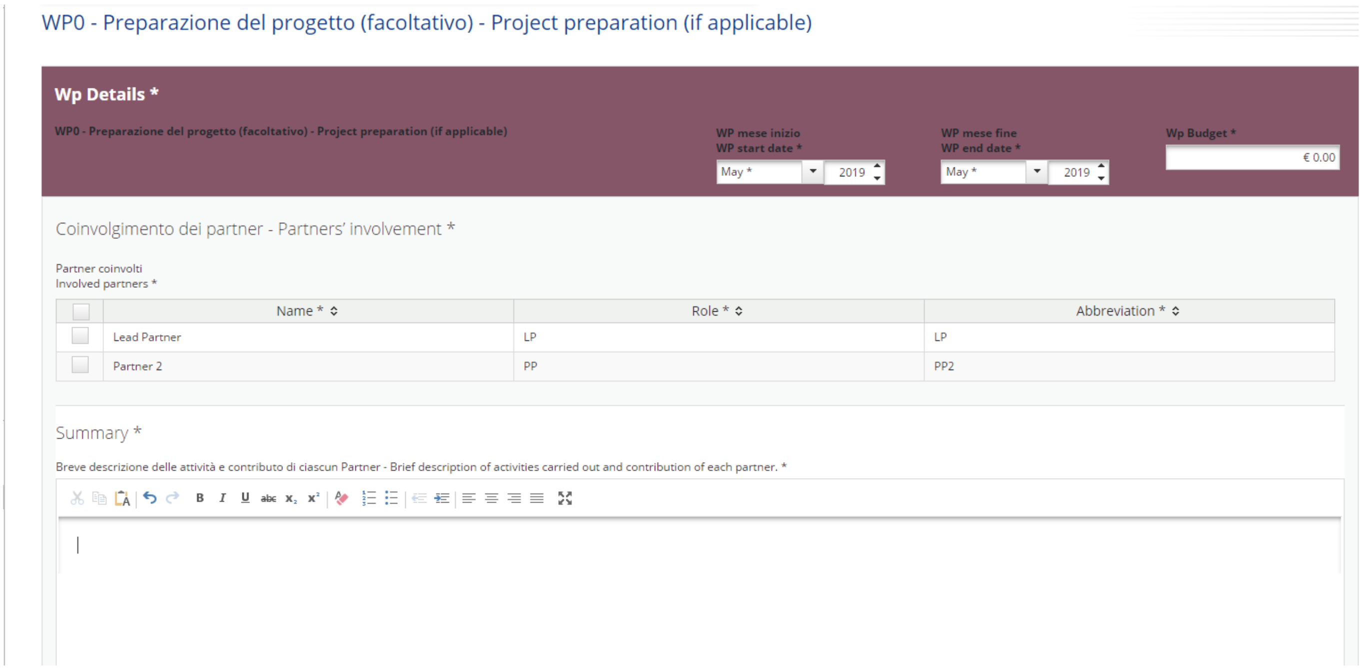


Figure 14: Form for filling in the Work package on Project preparation

ii. WP 1 Management: it is mandatory for all projects and contains a description of the management of the project and its financial specifications (strategies, communications, reports, description of how the equipment will be used for the project management, etc.). This section also includes the titles of the activities, with the related description (also indicating the partners responsible for the project), as well as the start and end date. Also deliverables can be added. Figure 15 shows how this section is displayed to the user.

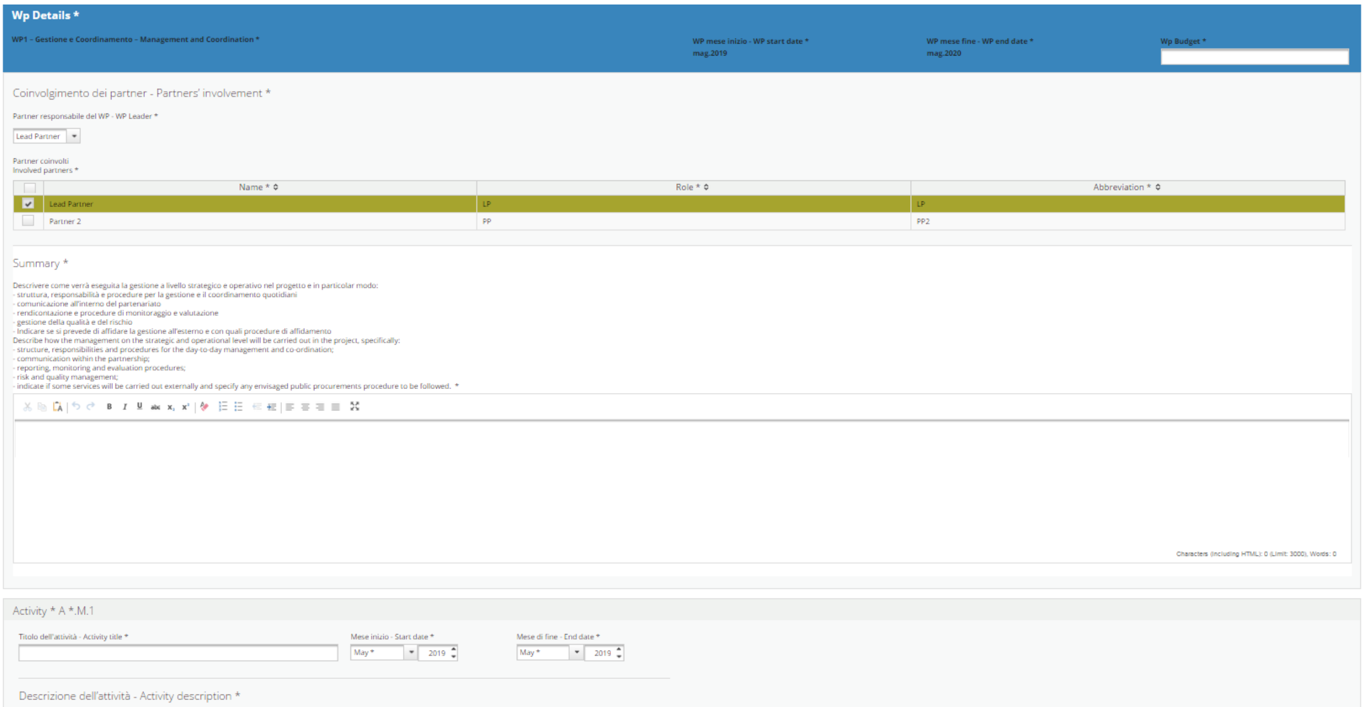


Figure 15: Form for filling in the Work package on Project Management

iii. WP 2 Communication: mandatory for all projects. Communication activities are fundamental for the dissemination of the project results, which can be communicated through websites, seminars, publications, etc. (**Errore. L'origine riferimento non è stata trovata.**6)

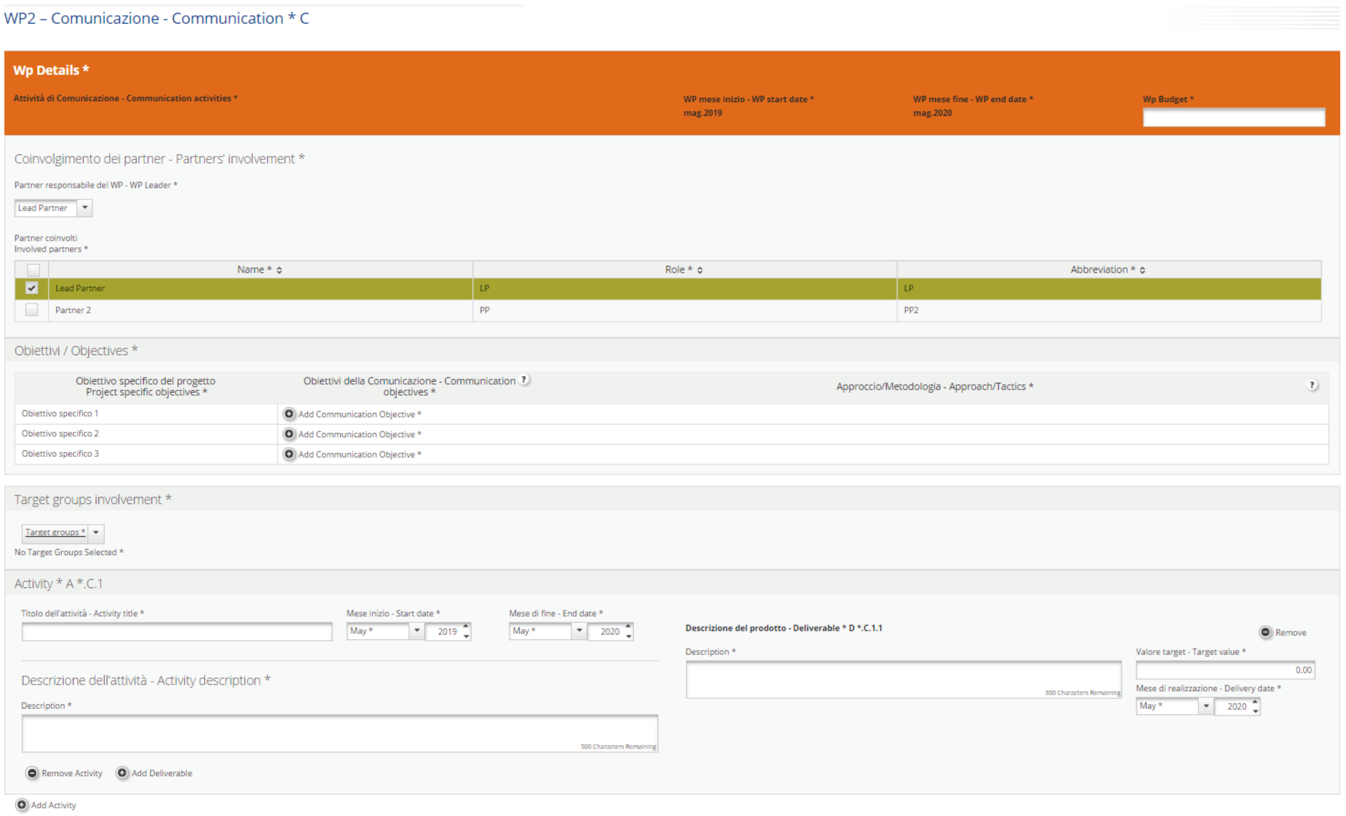


Figure 16: Form for filling in the Work package on the Communication of the project

iv. WP Implementation Tn (from WP3 to WP5): mandatory for all projects, describes the main thematic activities carried out within the project with the related main outputs and deliverables. In this section target groups involved in the development of the main project outputs must be included, selecting them from a predefined list. Figure 17 shows how this section is displayed to the user.

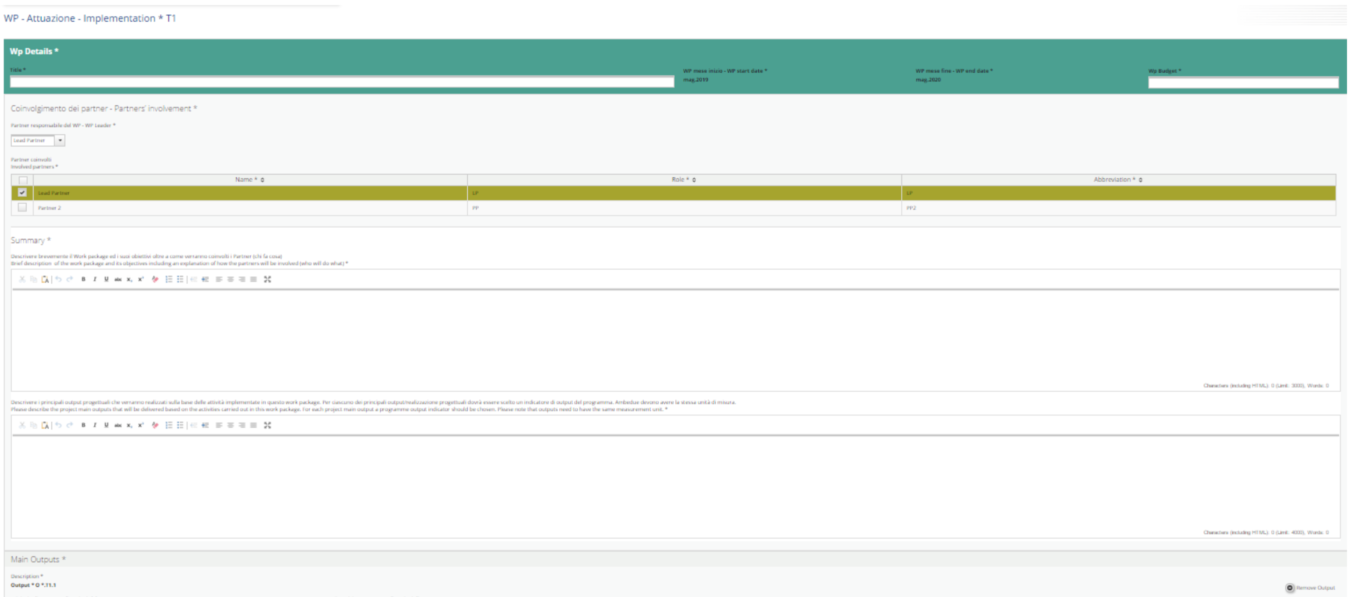


Figure 167: Form for filling in the Work package on the Implementation of the project

b. Activities Outside: definition of the budget to invest in activities outside the program but which contribute to the improvement of the program;
c. External expertise and services, Equipment: budget definition for expert advice and specific equipment to be used in the project;

5) **Attachments**: section where users can upload files. This section is illustrated in Figure 17.

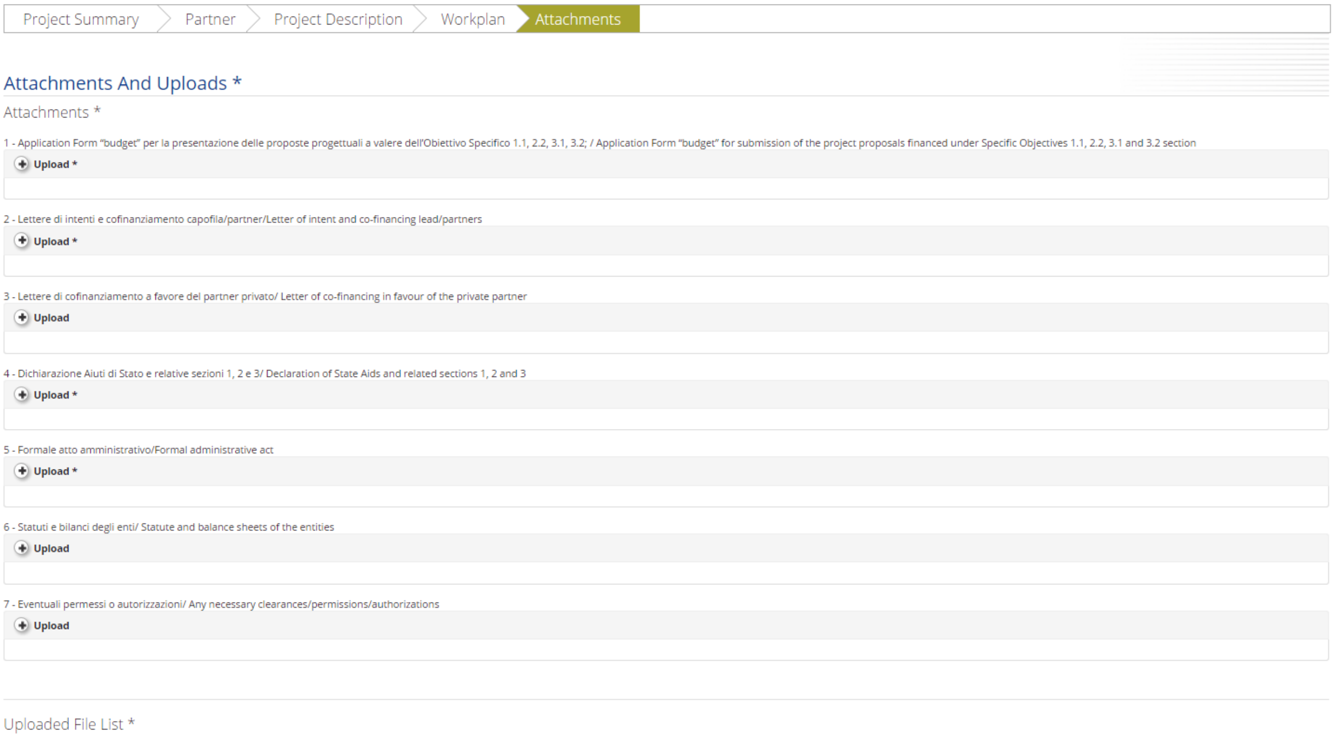


Figure 17: Section that allows uploading project attachments

At this point you check the saved project ("General -> Check Saved Project"), then you can submit it ("Submit Checked Project"). Once the project has been submitted, in "Mail Box" it will be possible to view an e-mail confirming the submission of the application.

Once submitted, the status of the project will pass from "SAVED" to "CHECKED" and finally to "SUBM". Within the dashboard, the user can always view the status of his project.

4. Warnings for the compilation

1. When "copying and pasting" monetary amounts, you must always use the dot as a decimal separator. When, instead, the amount is entered in the corresponding field, the point or comma can be used indifferently as a decimal separator.
2. During the compilation of some of the sections listed in the preceding paragraphs it is necessary to first fill in the fields immediately visible and click on the "Save" button to make sure that other fields to be filled are then displayed to complete the insertion of all the necessary information.

5. Evaluation of the proposal

The phase following the submission consists in the evaluation of the proposal. In the event that the project proposal has been accepted but under particular conditions, the user will have to make the required changes in order to be able to proceed to the next step, which will lead to the final approval of the project.

- In this case the project status is set to "Cr_in_process" and the user will have to reopen the project and apply the required changes, necessary for the approval of the project.
  The screen that the user will see as soon as the Application Form is reopened is shown in Figure 18.

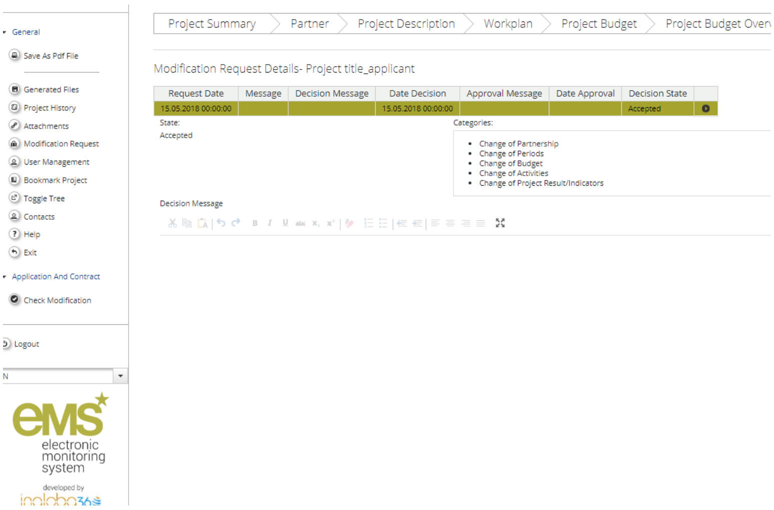


Figure 18: Interface that alerts the user to apply certain corrections to the project proposal

By clicking on the message received, the user will be able to view which categories to modify. Once the requested changes have been made and saved, the user must press ‘Check Modification’ and then ‘Submit Modification’ to confirm the correction of the required fields. Once the changes have been submitted, the status of the project will be automatically changed by the system to "Cr_done", as shown in Figure 19.

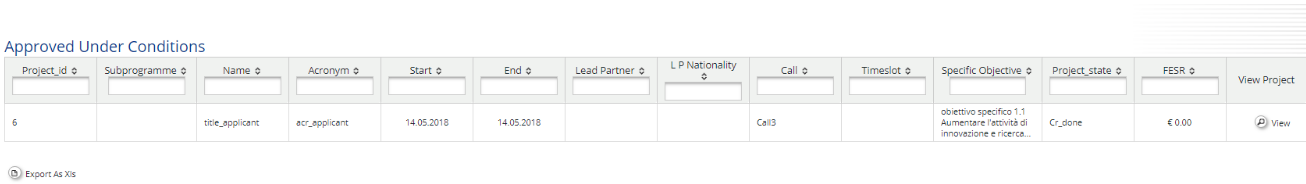


Figure 19: Interface relating to the submission of changes to the project made by the user

The JTS will re-check the modified AF and change the status of the project to:

- Rejected;
- Accepted (goes to the ‘Hand Over and Contracting’ phase): the status of the project is automatically changed to ‘APPROVED’;
- Returned (for further changes: the process is repeated until all required fields are changed).