



## INSTRUTIONS ON HOW TO CREATE A NEW VERSION OF THE APPLICATION FORM

## **SECTION 2.2 OF THE MIS**

The aim of this guide is to provide instructions to the Lead Beneficiaries in order they will be able to correctly create and process a new version of the Application Form (section 2.2).

1) Log into the MIS system with your credentials. If you have lost your password, you can reset the password with the "RESET PASSWORD" function on the home page of the System.

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2) Once in the system, the LB clicks on "Projects - Programmes" and he will access directly to the Section 2.2 of the "Application Form ETC" system;

3) The LB clicks on the green bottom "Create" (on the right top corner);

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4) A pop up windows will appear "Create AF". The LB selects "Create new version" (1) and then clicks on "Accept" (2)

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5) The LB enters the MIS Code (1) and/or clicks on the magnifying lens and a list of the AFs created so far will appear. The LB selects the last version of the Application Form (2) and then clicks on "Accept" (3).

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	5003507 4305	1.0	Technological and business innovation services to stimulate ecosystems and to support a cross border collaboration an Groups		Final	No	
	5003507 33815	2.0	Technological and business innovation services to stimulate ecosystems and to support a cross border collaboration an Groups	the local Agro-food nong local action	Approved	Yes	
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6) If a warning message appears, the LB selects "YES" (1) and then he clicks on "Accept" (2).

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7) The LB clicks on "Create new version" on the left top corner (1) and a pop-up windows will be displayed confirming that a new record has been created (2).

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Sa	ave ci	e changes to Database (Information message ears for the successful completion of the actio	A TA New Version
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2	2.2	Project: 5003507 (Approved) Ve	sion: 3.0 () Submission deadline 16-12-2016 00:59
		• A. Proj	
		B. Detail	
		C. Partnership	
		<ul> <li>D. Budget</li> </ul>	
		• E. Result and Output Indicators	
		• F. Check List for Submission	
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		Beneficiary comments	
		Declaration of non generating revenues a	well as the other documents can be found in the AF1.0
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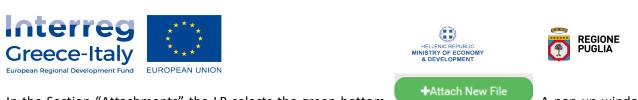


System Response ×	
A new record has been created: 68508 and MIS Code: 5003507	

8) In the Section A, the LB edits, if necessary, the following fields: 1)"Version Type", 2)"Reason of modification" 3) "Justification" fields.

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2 Marrian Tura		eg: 30-12-2000		05-04-2019		03 : 57 PN
Version Type		Modification (New Version)	✓ Type of F	Excluding office Aid		
Reason of Modification		Timetable Economic Objec	tive Project Scope	✓ Other		
Justification		budget change				
Start date		16-12-2017 End Date	16-04-2	2020 Total Months		28
5						
Programme Codes						
	0.0	OP Title	Avia Carla		Freed	D
ATP Code	<b>OP</b> 23	OP Title (Interreg V-A) EL-IT - Greece-Italy	Axis Code	Priority Axis Title Integrated Environmental Management	Fund	Percentage
231	23	(interreg V-A) EL-IT - Greece-italy	2	integrated Environmental Management	ERDF	100%
Classification						
						+Add
Catego	ory	Code	Title	Percentage		Actions
Investment/The	matic Priority	6c Conserving, p	rotecting, promoting and developing	natural and cultural heritage 100	00	
				a territorial asset of the Programme		

9) After completing the filling the Section A, B, C, D, the LB moves on "ATTACHMENTS".



In the Section "Attachments" the LB selects the green bottom . A pop-up window appears and, in the Section: "Step 1 select the file from your computer that you need to attach", the LB clicks on "Select file".

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-12-2016 00:59	Step 2: Select the category of the o	locument (file)		~			
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	Show in the Electronic I Origin	Folder	Val	lid			
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Once the attachment has been uploaded, he moves on to the 2<sup>nd</sup> Step, where it is requested to select the "Document Category" from the drop-down list, as shown below:

	Edit Attachment	×		
	Step 1: Select the file on your computer that you want to attach. Select file: No file has been selected Step 2: Select the category of the document (file)			
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	null null null null null null null Certificate of non-completion investment which ceased or changed location Maturity Sheet Compatibility checklist Lead Beneficiary Confirmation Document which proves the relativeness of the project Communication plan of action Signed Application Form Scope of the Project and Sustainability Partnership Declaration Declaration of not generating profits State Aid Declaration Declaration of participated body of each Project Beneficiary Justification/Specificatus in force (applicable for all private beneficiaries) Actual Legal Status / Status in force (applicable for all private Beneficiaries) Actual Legal Status / Status in force (applicable for all Private Beneficiaries) Documentation for investment activities Documentation for investment activities Documentation for mediatility of Project Partners The Observer Declaration Frinancial Identification Form			
y <del>,</del> File N	Legal Entity Form Bill of quantities Specification of Budget form	√alid	÷	File Size (M
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For uploading the new Procurement Plan and Milestones files choose "Null".

Finally, fill in the other information about the attachments such as "Date of the Document", "File description" etcc.. and click on Accept.

## Edit & Delete Attachments

To edit an attachment, the LB selects the Edit function, while to delete an attachment, he/she selcets the Delete Function.

- The new AF version is identical to the previous one; therefore, it will be necessary to modify the section "D. BUDGET" with the new budget data, as it was approved by the MA/JS following a budget modification;
- Every time the LB entered new data, he clicks on "Save" and then "Validation" (on the left top in the corner) in order to make sure that validation will be succeded;
- Before submitting the Application Form, the LB asks the JS for checking the entered data;
- Do not forget to upload the following attachments:
  - 1. JOB in excel and PDF version (if there is a budget change)
  - 2. Procurement plan (for the concerned year)
  - 3. Milestones (for the concerned year)
  - 4. AF signed by the LB's legal representative (PDF version)