
Instruction for electronic submission of project proposals

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1. Purpose of the document

IMPORTANT

The project proposals under the Second Call for Proposals of the INTERREG-IPA CBC Bulgaria-the Former Yugoslav Republic of Macedonia Programme are exclusively submitted through the Management information system following the steps described in the current instruction.

This document provides practical instructions to the applicants on how to register, fill in information and documents and submit project proposal for the Second Call for Proposals under INTERREG-IPA CBC Bulgaria-the Former Yugoslav Republic of Macedonia Programme in the Beneficiary portal section (BP) in Management information system (MIS).

The MIS is a programme monitoring system with a communication portal, which allows Programme to collect and store all necessary project and programme information and beneficiaries to communicate with the programme bodies electronically via a secure online communication portal.

The online communication portal targets Bulgaria and the Former Yugoslav Republic of Macedonia. The purpose of portal is to provide potential beneficiaries with one-stop point where they can manage their application process. Managing Authority (MA) tries to keep information on the portal timely and accurate.
The conditions applicable to the use of the portal are available for the applicants in "Terms of use" on the registration page.

IMPORTANT

Electronic submission of project proposal may be affected by circumstances beyond the control of the MA (e.g. internet connection stability, upload speeds, etc.). Therefore, the applicants should strive to prepare and submit project proposals early enough before the deadline.

Technical information and system requirements

The MIS is a web application system/portal, which can be accessed with recent versions of most common browsers (e.g. Internet Explorer 11, Firefox 35, Chrome 39).

The functionality of the system follows the common standards of web applications for entering and submitting form data.

2. Access and registration in the portal


In order to get access to the MIS for uploading the project proposal, first you need to create an account by filling and submitting the registration form according to following the instructions below.

Your registration will be confirmed within 2 (two) days after submission of the form. E-mail for confirmation of the registration will be sent to the email address of the Lead partner organization indicated in the registration form.

IMPORTANT

Requests for registration can be submitted no later than 17:00 h. Bulgarian local time on 08th of May 2018.

In case of invalid data provided in the registration form, the registration can be rejected. Email for rejection will be sent to the email address of the Lead partner organization indicated in the registration form.

 IMPORTANT: Under the Second Call for Proposals an institution/organization may submit maximum one project proposals as a Lead Partner. Therefore, the electronic system allows only one registration per organization to be made.

2.1. Access

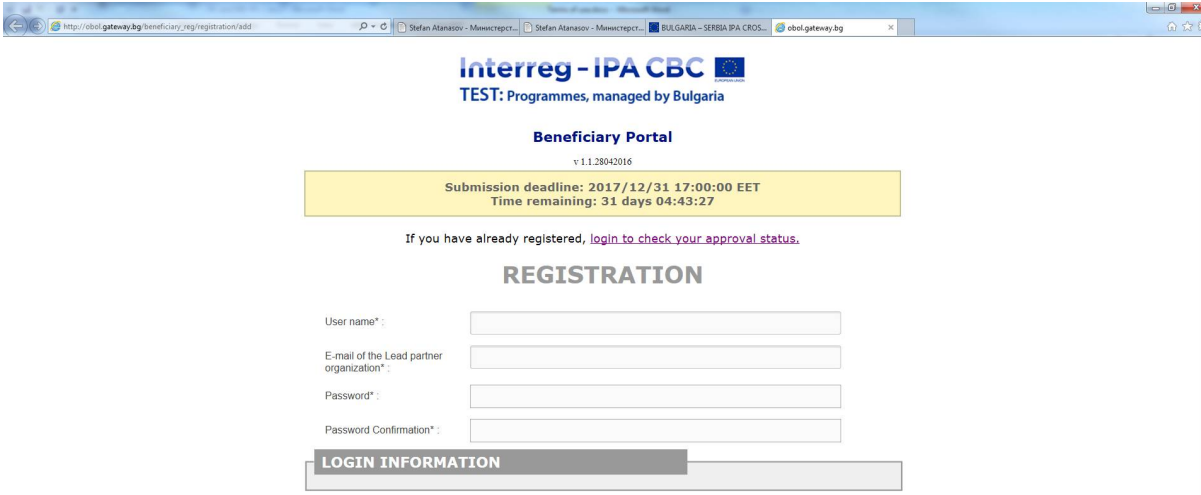
The access to the portal is executed through an individual account (including username and password). In order to register to the web application platform, you can use the link in section Calls for Proposals, Second call, Application stage at the Programme website by using the following link:


https://bp.ipa-cbc-007.eu/beneficiary_reg/registration/add

2.2. Registration

To use the application, you must first register (figure 1). You will then be asked to provide a set of credentials.

Figure 1 – Registration page



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 TEST: Programmes, managed by Bulgaria

Beneficiary Portal
 v.1.1.28042016

Submission deadline: 2017/12/31 17:00:00 EET
 Time remaining: 31 days 04:43:27

If you have already registered, [login to check your approval status.](#)

REGISTRATION

User name*:

E-mail of the Lead partner organization*:

Password*:

Password Confirmation*:

LOGIN INFORMATION

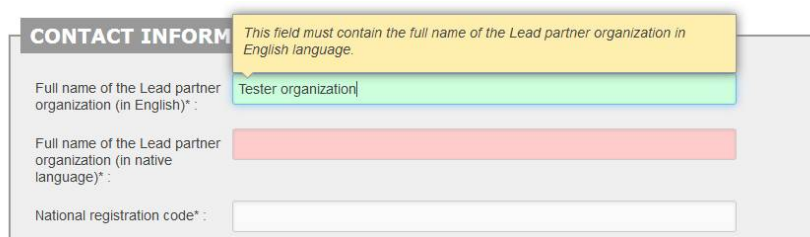
Automatically generated e-mail messages (i.e. on successful registration or submission of the project proposal) will be sent only to the e-mail address of the Lead partner organization, registered within the system.

The registration form contains 16 fields. The color of the field you are in indicates the status of your data:

- White color means that there is no data entered for this field;
- Red color means that the data entered is invalid;
- Green color means that the data is properly entered.

Pop-up balloons in yellow color will appear in order to guide you for the information to be filled in each field and the referred requirements.

Figure 2 – Color coding



IMPORTANT

Make sure not to forget the user name and password. You will need them later to enter the MIS.

2.2.1. **Username** will be used to log in and submit the applications. It can be freely chosen by the applicant. The following rules apply:

- The username shall contain only Latin letters – small and capital and numbers, no special symbols are allowed except for _ and -;
- The username shall be at least 6 characters long.

Example: Organization_1

2.2.2. **Email** is the e-mail address of the Lead partner organization. This e-mail will be used for official communication with the applicant (i.e. for receiving notification email for approval of the registration).

IMPORTANT

The provided e-mail address should be functional.

2.2.3. **Password** used for the access to the system shall obey to the following rules:

- Password shall be at least 8 characters long;
- Password shall contain at least one capital letter;
- Password shall contain at least one small letter;
- Password shall contain at least 1 number;
- Password shall contain at least 1 of the following special symbols (@#\$%^&+=).

Example: Password123\$

2.2.4. Full name of the Lead partner organization (in English). Take in mind that this name will be used for system purposes so no special symbols are allowed, i.e. apostrophes, quotes and alike shall be removed.

*Example: "Vasil Levski" Scholl shall be entered as Vasil Levski School
Women's rights foundation shall be entered as Womens rights foundation*

2.2.5. Full name of the Lead partner organization (in native language) – there are no restrictions for this field so you should type in the original name of the organization as per its official registration.

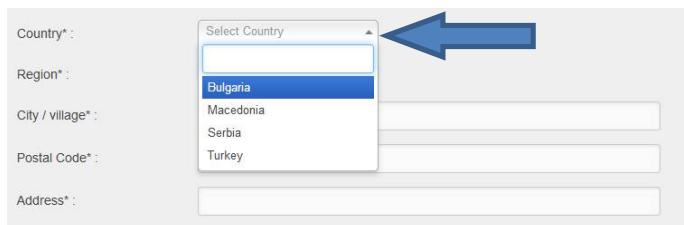
2.2.6. National registration code – may contain only numbers.

IMPORTANT

Only one registration per organization is possible in the electronic system. In case organization with the same national registration code has been already registered, no further registration of the same organization is allowed.

2.2.7. Name of the legal representative of the Lead partner organization shall be typed with Latin letters.

2.2.8. Country – select the appropriate country of the Lead partner organization from the drop-down list.



2.2.9. Region – select the region from the drop-down list.

2.2.10. City/Village – shall be typed with Latin letters.

2.2.11. Postal code - enter the postal code, which shall contain only numbers.

2.2.12. Address - shall be typed with Latin letters.

2.2.13. Telephone – should contain the country and city codes. Only numbers and + may be used. DO NOT leave spaces between the different codes and numbers.


Example: +359 2 9405 277 shall be entered as +35929405277 or 0035929405277

2.2.14. Fax – should contain the country and city codes. Only numbers and + may be used. DO NOT leave spaces between the different codes and numbers.

Example: +359 2 9405 277 shall be entered as +35929405277 or 0035929405277

2.2.15. **Contact person for the application** – this field shall include the name of the contact person typed with Latin letters.

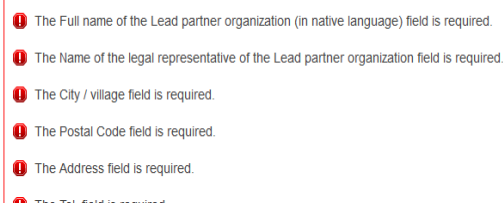
2.2.16. **Contact person's tel.** – same rules as in p. 2.2.13 apply.

In order to finish the registration process you shall read and agree with the Terms of use of the system. Then you need to press the  button on the bottom of the page. The button will be activated only after your agreement to terms of use of the system.

☒ I agree to [terms of use](#).

CREATE ACCOUNT

If there are missing/wrong fields in your form, an error messages will appear.


The Full name of the Lead partner organization (in native language) field is required.
The Name of the legal representative of the Lead partner organization field is required.
The City / village field is required.
The Postal Code field is required.
The Address field is required.
The Tel. field is required.

After submission of the registration form, you will be redirected to the successful registration page.

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Beneficiary Portal

v 1.1.28042016

You will be notified when your account gets activated.
Login [here](#) to update your details.

Upon entering your user name and password on the login page you will be able to:

- see the status of your registration: pending/ approved/ rejected;
- review or change your registration information.

Your account will be **confirmed or rejected within 2 (two) days after submission of the registration form**. E-mail for confirmation or rejection of the registration will be sent to the email address of the Lead partner organization indicated in the registration form. Only after receiving the confirmation, you will be able to log in to the MIS in order to upload and submit your project proposal.

3. Login and dashboard

3.1. Login

To access login page to MIS go to: https://bp.ipa-cbc-007.eu/beneficiary_reg/login

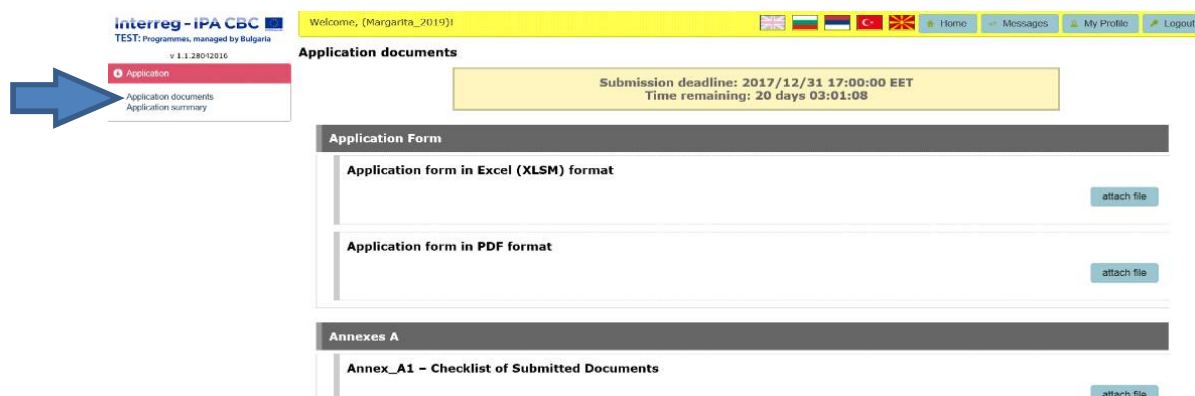
You will be prompted for your username and password.



In case you forget your password, you can retrieve it from here as well. You will need to enter your username and click on the "Forgot your password? Reset here" link. A reset password link will be sent to your e-mail. You will receive the new password on your e-mail as well after using the reset link.

3.2. File uploads

After the login into the system, you can start uploading the requested documents. You can do that by selecting Application documents menu in the Application section on the left side of your screen.



You can upload a set of files or archive files with several individual files in them.

For your convenience, the Application documents menu is designed in headings per type of documents requested in the Guidelines for Applicants. Consult closely with the Guidelines for Applicants for the set of requested documents.



IMPORTANT


The Application form is filled in offline regime by using the template published on the Programme website. Upon completion of the Application form it must be uploaded in the system. The content, structure and format of the Application form must not be modified in any way, otherwise there might be technical glitches in the electronic Application Form and its proper upload in the electronic system, which in turn may lead to problems during the assessment process for the proposal.

The list of documents guides you where to upload each file – starting with the Application form and ending with the supporting documents. The attachment of the file itself is done by pressing the “Attach file button” in the right side of the screen next to each file type.


IMPORTANT

All files that you intent to upload to the system should be previously named offline (on your computer) following the instructions in the Guidelines for applicants.

The system permits a set of files/ archive (*.zip, *.rar) files to be uploaded. In order to attach several files, you have to use again the button “Attach file”.



By clicking the "Attach file" button, a new window will appear:

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Application

Application documents
Application summary

Welcome, (Margarita_2019)!

Annexes_A5 – Declaration of Commitment

Submitted by all project partners, **required**.

Sample filenames: Annex_A.5_PP1/LP_Declaration of Commitment.pdf,

Description:

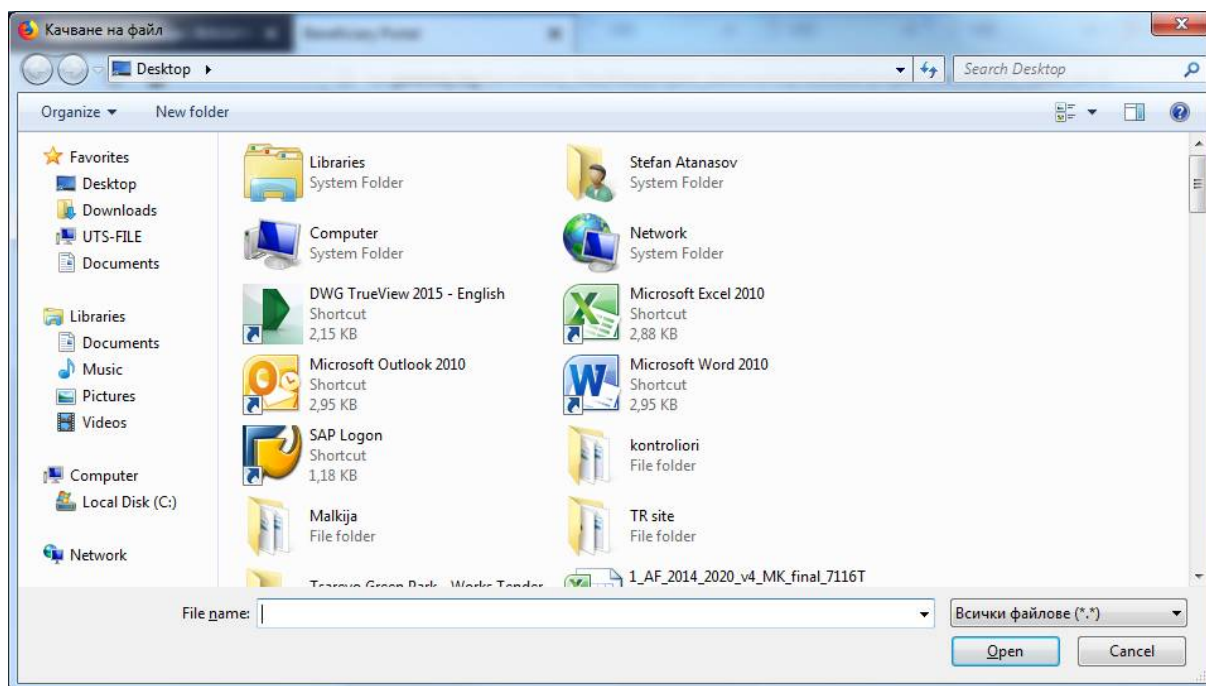
File:

Browse...


SAVE
CANCEL

You will be prompted to enter short description of the document (for example: Declaration of commitment for LP; or Specimen of the legal representative of PP2).

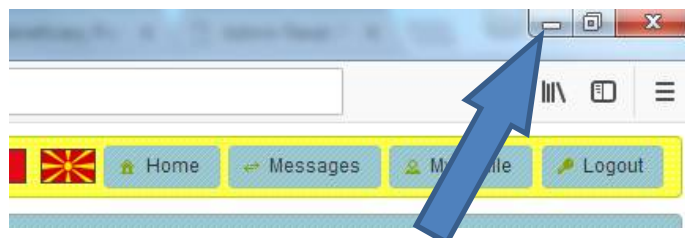
A new pop-up window will appear when you press the "Browse" button.



Now you have to select the respective file (or archived files) from your computer and press the "Open" button. The attachment of the file/s is done by clicking the "Save" button. A progress slide will appear informing you on the process of the upload.

File* : Upload a file  Progress: 4%

Take in mind that big files (above 100 MB) might take some time to upload depending on your internet connectivity. In such cases DO NOT close the browser window and wait for the whole process to finish. You can minimize the window and continue with your other work while the upload finishes. Additionally you can make archive file with separate volumes with low file size for each volume.



A link to the uploaded file shall appear after successful upload:

Application documents

Application Form

AF in Excel (XLSM) format

The application form in MS Excel.

AF - 20171206174838_AF_030_Final.xlsm (8.79M)

edit

delete

Here you can delete the file by pressing "delete" button, or to edit the file name by pressing "edit" button.

You can always return to "Description section of each file to edit information by pressing the Edit button in the Application document section.

The application form in PDF

The application form in PDF, signed and stamped on the cover page and signed on each page by LP.

test - 20171130142244-error_4.png (9.81K)

edit

delete

You can upload one or more files of each type depending on the respective document and number of partners. Please, have in mind that in case you are uploading *.rar/*.zip files, you should enter the names of all files in the "File name" field.

It is not obligatory all documents to be uploaded in one session. You can upload some documents and logout the system. The rest of the documents can be uploaded later, and the already saved documents will be stored in the system.

In any time you can check the list with the uploaded documents by pressing the button

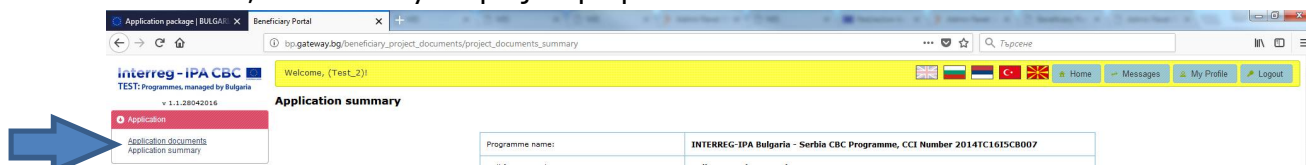
GENERATE SUMMARY

at the bottom of the page. You can return for uploading other files by selecting Application documents menu at upper left side of the page:



4. Submission

After you finish with the upload of all documents/files, you need to go to the "Application summary" page, where you can check whether you have attached files to all types of documents, referred to your project proposal.

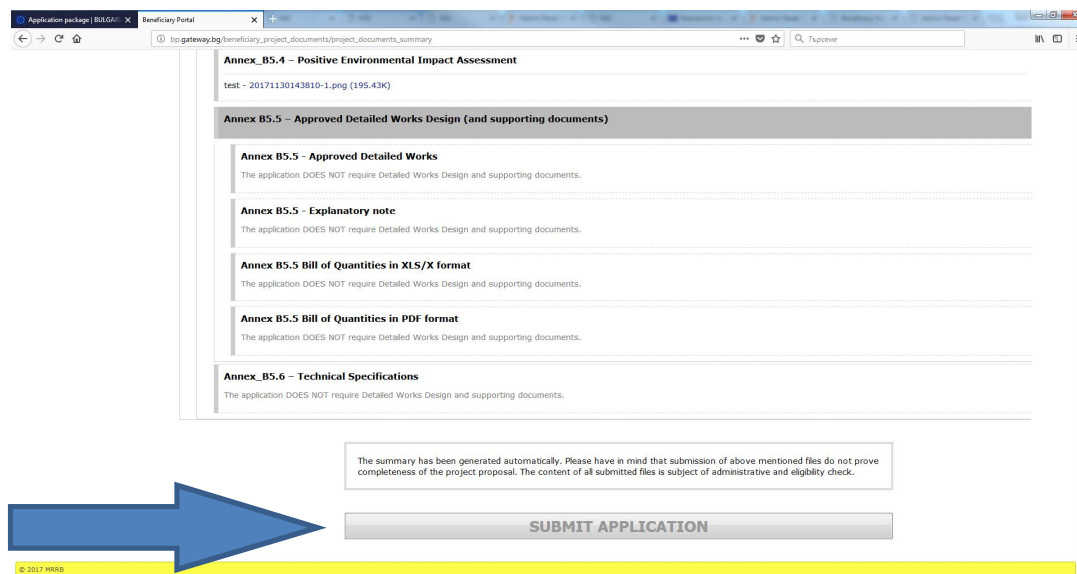


Please have in mind that the application summary does not prove completeness of the project proposal. The completeness of the project proposal and content of all submitted files is subject of administrative and eligibility check.

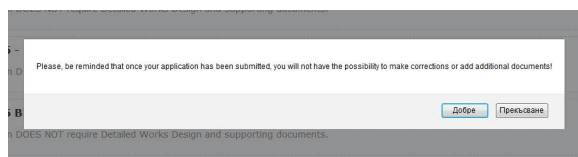
IMPORTANT

Project proposals must be submitted online no later than 17:00 h. Bulgarian local time on 11th of May 2018.

The submission is done by pressing the "SUBMIT APPLICATION" button on the bottom of the page:



Pop-up window will appear asking you to confirm your submission.



IMPORTANT

Take in mind that this step CANNOT be revoked and there is no further possibility for revision of documents or submission of additional documents.

Upon submission of the project proposal, you will be redirected to new window, showing the Project proposal receipt. Apart the list of the submitted documents, it will indicate the number of the project proposal, the date and time of its submission. You will have access to this receipt through the system. The confirmation for the submission of the project proposal will be also sent to the Lead partner's e-mail address.

Receipt of Project Proposal

Programme name:	INTERREG-IPA Bulgaria - Serbia CBC Programme, CCI Number 2014TC1615CB007
Call for proposals No:	Call 2 BGRS (CB007.2)
Name of Lead Partner:	Womens rights organization (Организация "Права на жените")
Name of Lead Partner's Legal Representative:	Stefan
Project Proposal Number:	004
Submission date and time:	2017-11-30 14:47:58

This receipt confirms that the following files are submitted: (name, type, size)

AI in Excel (XLSM) format

Test - 20171130143704-error_4.png (9.81K)

The application form in PDF

test - 20171130142244-error_4.png (9.81K)

Annex_A1 - Checklist of Submitted Documents

test - 20171130143717-error_4.png (9.81K)

Annex_A2 - Partnership Agreement

test - 20171130143728-error_4.png (9.81K)

Annex_A3 - Declaration of Eligibility

5. Helpdesk

In case of problems or questions, help desk is available for the applicants during the working days of the MA from 9:00 to 17:30 local time in Bulgaria. Assistance is provided:

- On the registration process – phone number +359 2 9405 565
- On the process of uploading and submission of project proposals - phone numbers: +359 2 9405 277; +359 2 9405 505

IMPORTANT

Only technical questions related to registration, upload of documents and submission of project proposal will be answered by the helpdesk. Questions related to eligibility of applicants, content of the project proposal, documents requested, etc. will not be considered.