INTERREG

User Manual of the

INTERREG+ IT Application Module

for the applicants of the

Interreg VI-A Hungary-Croatia Programme 2021-2027

Version history

Date	Version	Description	Modified by
25 September 2024	v1.03	On page 19, information about the creation of the Preparation cost within the partner budget table has been added.	INTERREG+ Office

CONTENT

1. TECHNICAL INSTRUCTIONS

1.1 Technical requirements

This chapter describes the minimum technical requirements, the general terms of use of the system.

To use the Application Module, your computer needs to meet the following technical requirements:

The INTERREG+ system can be accessed by using any web browser, for best performance the recommended browsers are:

Software	**Option 1**	**Option 2**
Web browser	Google Chrome 88 +	Mozilla Firefox 85 +

To use the INTERREG+ system, you must enable javascript running. This feature is available in all supported browsers. However, it can be disabled. Before attempting logging in, make sure that javascript is enabled in your browser.

By using the https protocol, it is to ensure that the data transfer is secure between the user's device and the INTERREG+ system, and the user's data may not be disclosed to a third party. For maximum security, the user should pay attention to the following:

a) always enter the https:// prefix when entering the path; save the FO/BO in your browser bookmark with this prefix;

b) when the website is opened, the browser cannot display a warning window. If yes, its presumed cause:

- using a non-supported browser;
- using a web content filter in the network used by the user;
- attack attempt.

If you have a warning window, do not log in. Have your machine checked with your system administrator or IT specialist.

Open the Front office search path with caution because a malicious third party may mislead you. To avoid misuse, check in the top line of the browser before logging in to verify that the link starts with https://.

After first sign-up the acceptance of the User Policy is a condition, which must be fulfilled for using the system. Upon acceptance, the user can enter to the Front office site. It is recommended to read all the documentation of the call for proposal published on the Programme website, review relevant training materials and study the present INTERREG+ User Manual where practical, content related information is provided in line with the Guidelines for Applicants of the present call for proposals, besides the technical steps how to fill in and submit applications, in order to use the system effectively and with due diligence.

The user must use the INTERREG+ system as intended, as listed in the previous section. For IT security and data protection reasons, the INTERREG+ system automatically breaks the connection to the server after 30 minutes of inactivity, resulting in loss of unsaved data. Therefore it is recommended to click on the Continue later button every time the date entry has to be stopped for any reason. Use the logout button to securely leave the INTERREG+ system; quitting insecurely may lead to misuse of user's data.

1.2 General terms of use

INTERREG+ is an internet-based system; any disruption in the internet connection may interrupt the communication between the server and the client computer. In such cases the following warning message is displayed: 'Server connection lost, trying to reconnect…'. The session will resume once your internet connection is restored, unless the available timeframe expires in the meantime. In this case, try to log in once again.

If you have been inactive for more than 30 minutes (no data recording, no clicks, etc. occur within this time), the system automatically interrupts the communication between the client and the server computer, and a warning message is displayed.

Please take into account that only 1 user is allowed to work on an application at once. Parallel sessions need to be avoided (e.g. one person is recording financial data, while the other is completing the narrative parts at the same time). This kind of parallel use can lead to confusion, and it may result in the corruption and loss of important data.

2. HOW TO ACCESS THE SYSTEM?

2.1 Registration

The applicant who wishes to submit an application to the Interreg VI-A Hungary-Croatia Programme shall first register in the INTERREG+ system. The system can be accessed by clicking on the following link below:

https://huhr.interregplus.eu/21-27

Users who have had access to the INTERREG+ system in the 2014-2020 programming period, under the below listed programmes, do not have to re-register, they can use their users in the system developed for the 2021-2027 programming period:

- Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020
- Hungary-Slovakia-Romania-Ukraine ENI CBC Programme 2014-2020
- Interreg–IPA Cross-border Cooperation Programme Hungary–Serbia
- Interreg V-A Slovakia-Hungary Cooperation Programme.

Note that the choice of the access site for user registration does not limit Front Office user access to other Programmes.

2.2 General remarks on user management

The INTERREG+ system identifies and authenticates the user by the unique username and password combination. To log in into the system, the username must be unique as the system uses a one-step authentication only. Besides the username, the system requires a unique e-mail address as well.

The INTERREG+ system uses a so-called user-account solution for user management. The user account offers the possibility to assign multiple roles/rights to the same user in different programmes.

Therefore, before registering, we advise you to consider the tasks, roles, and rights the user would be entitled to and choose the username accordingly.

Rules of username choice:

- the username must be unique – a username can be registered only once in the system;
- only alphanumerical characters (i.e. letters and numbers) can be used – special characters are forbidden.

Rules of password choice:

- alphanumerical and special characters are allowed;
- the password must be at least 8 characters long;
- the password must contain at least a digit (i.e. 1, 2, 3, etc.), a capital letter (i.e. A, B, C, etc.) and a special character (i.e. *,?, !, etc.).

<u>*In case of a forgotten password, the password can be reset by clicking on the **Forgot Password?** button on the login window. The system sends an e-mail to the user e-mail address with the instructions to follow.*</u>

2.3 The process of user registration

Upon accessing the appropriate website (https://huhr.interregplus.eu/21-27), the user should click on the **Register** button on the opening login screen.

Figure 1: Login screen of the INTERREG+ system

Figure 2: Registration screen of the INTERREG+ system

After filling in all the required fields, submit your data by clicking on the **Register** button at the bottom.

Upon successful registration, the system will ask for the e-mail address verification. Please check the mailbox belonging to the e-mail address provided at the registration, and verify your e-mail address by clicking on the link provided in the e-mail sent by the system.

As the verification e-mail sent by the system contains a link, based on the settings of your local e-mail client, ***the verification e-mail may be automatically directed to your spam folder or even to the deleted items folder***. Therefore, please check your settings before registering to the INTERREG+ system. If needed contact your local IT professional.

Upon successful e-mail verification, the system will automatically log in your new User; your User Registration process is successfully done, and the user is created in the INTERREG+ system.

2.4 Menu structure

Once you have logged in, the Application Module opens:

Figure 3: Welcome screen of the INTERREG+ system

The icon in the top left corner of the screen (three stripes) opens the menu on the left side of the screen with a blue background. There you can find the Application menu point.

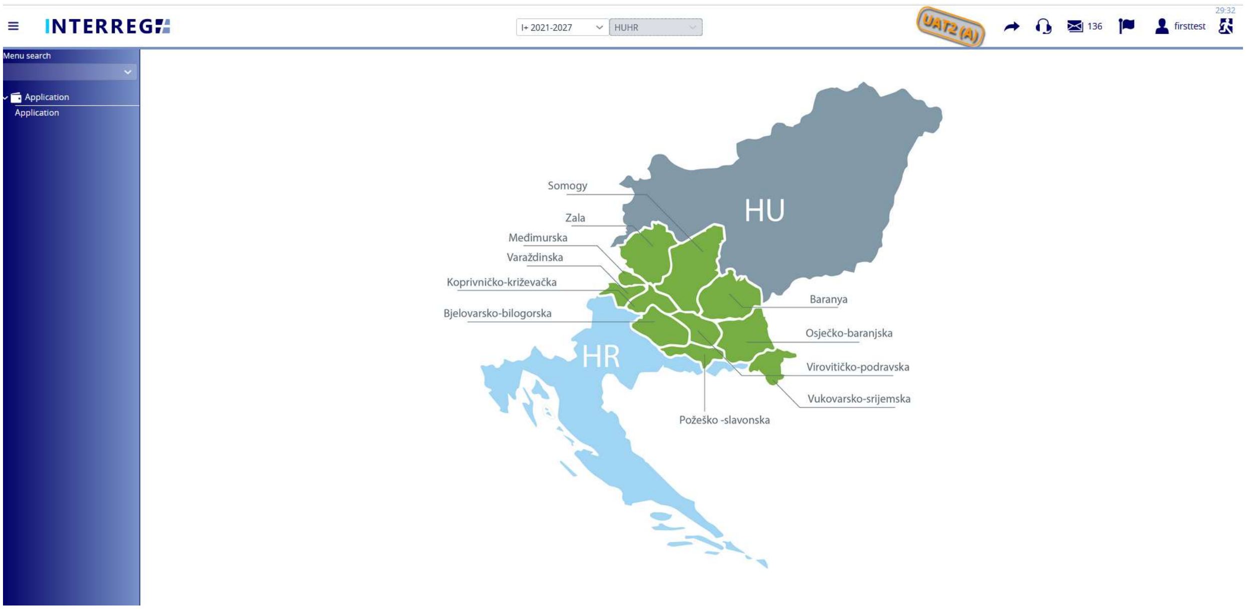

Figure 4: Application menu point

Users who have also had access to the INTERREG + system developed for the 2014-2020 period can even navigate between the two systems designed for the 2014-2020 period and for the 2021-2027 period by either clicking on the **Arrow** button highlighted by yellow:

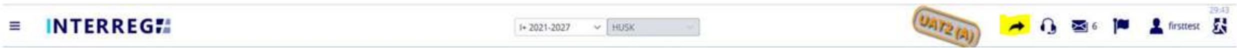

Figure 5: Navigation between period 2014-2020 and 2021-2027 by arrow

or by selecting the appropriate period from the drop-down menu:

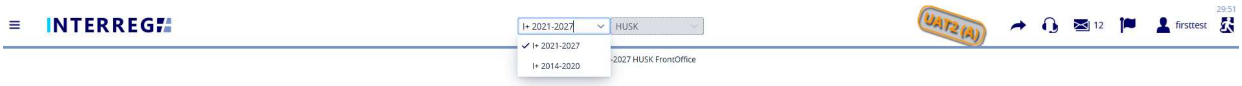

Figure 6: Navigation between period 2014-2020 and 2021-2027 by selection

2.5 The 'function' buttons

The so-called function buttons are those which always call the same functions. These buttons are in most of the cases inactive up until an item is selected, which activates the buttons:

- With the use of ( ) **Add** button the user can create new items on list screens (e.g. activity group, activity, indicator);
- the ( ) **View** button initiates the viewing of a selected item (e.g. activity group, activity, indicator, etc.) from the list;
- the ( ) **Modify** button initiates the modification of an already existing item (e.g. an activity, indicator description, etc.);
- the ( ) **Delete** button deletes the selected item. Note that if an item is deleted it can no longer be restored;
- the ( ) **Export to** buttons initiates exporting the content of the list screen into the selected format (xlsx, docx, pdf). Note that the function exports the visible content of the screen list. If a screen is expandable, remember to expand it, otherwise the non-visible part of the content will not be exported;
- by the ( ) and ( ) **Info** button the details of a field can be viewed.
- the ( ) **Upload** button initiates a pop-up communication panel where the user can either browse among the files on the computer or just simply drag and drop even multiple files at once;
- the ( ) **Download** and the ( ) **Download as zip** button allows downloading even multiple selected files from the list at once.

3. APPLICATION

3.1 Creating application

The Interreg+ Applications interface is designed to allow LP-s to submit information on their applications. The steps to create an application are summarised in the figure below:

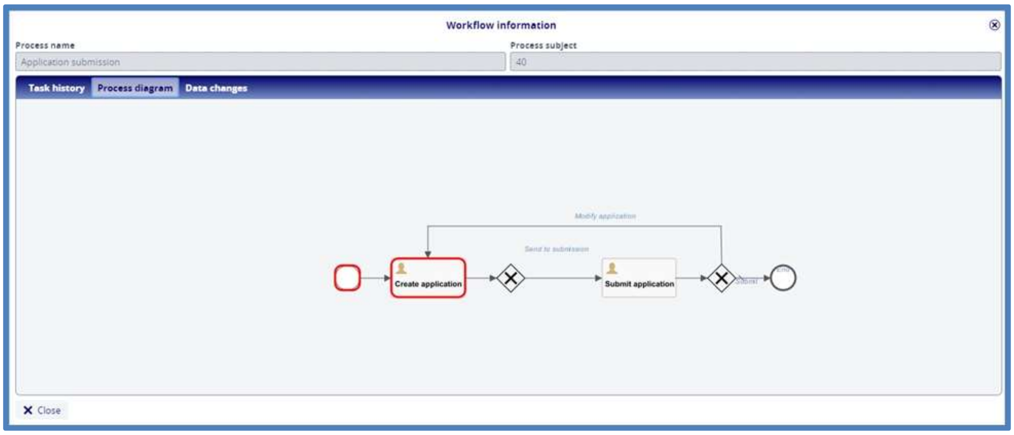

Figure 7: Application submission WF

The process can be started from the Application list screen by pressing the + button. Each user will only see the applications that s/he has started to record. The same user can submit several applications in the IT system.

Figure 8: Application list

Click on the + button to display the form below:

Figure 9: Application – New

From this interface, the user selects the relevant data from the drop-down lists and then clicks Continue to start the recording process. Please study the Guidelines for Applicants in order to make the correct choice. The Priority axis field is automatically filled. If Validate is pressed, the data is checked by the system to ensure that it is correct, however if Cancel is pressed, the recording process is dropped and the data is not saved.

3.2 Recording new application - Starting process

If users are recording a new application, clicking Continue after the above Application - New initial step will display the following screen.

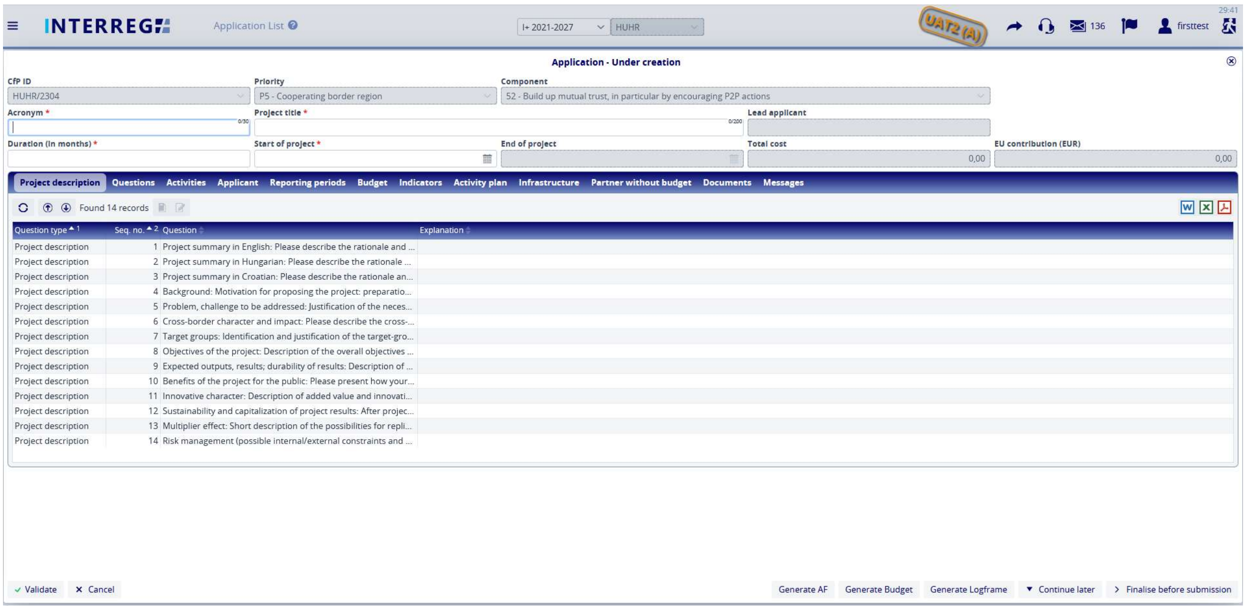

Figure 10: Application – Under creation

Here users can enter the details of their application within the header cells and under the tabs. Fields marked with an asterisk (*) are mandatory, while those with a grey background are filled in by the system. At this step, until the user presses the Send to submission button, the status of the application is Under creation. It is possible to pause the recording by pressing the Continue later button. In this case, the recorded data of the application under submission will be saved and can be resumed later by selecting it from the Application list and clicking Continue. The Validate button is used to check that the recorded data meets the criteria, and the Cancel button closes the form without saving.

3.3 Adding new application - Data recording

Figure 11: Application / Head

In the upper part of the form users will find the so-called header data, such as Application ID, Acronym, Lead applicant, etc. The project's title has to be expressive but short. The project's abbreviated name (acronym) cannot be longer than 30 characters. Later on, this will be used for identifying the project. When planning the project duration please consider that the minimum project duration is 4 months (1 trimester) and the maximum duration (in months) can differ depending on the given Specific Objective (SO). (See details in Guidelines for Applicants). It is recommended to plan full trimesters.

Fields marked with an asterisk (*) are mandatory, while those marked with a grey background are filled in by the system. The data in the header section will be saved even if the recording is dropped when the user exits the recording by clicking Continue later. On returning to the process, the data recorded in the header section will be found. This will not happen if users exit with Cancel.

Project description sheet

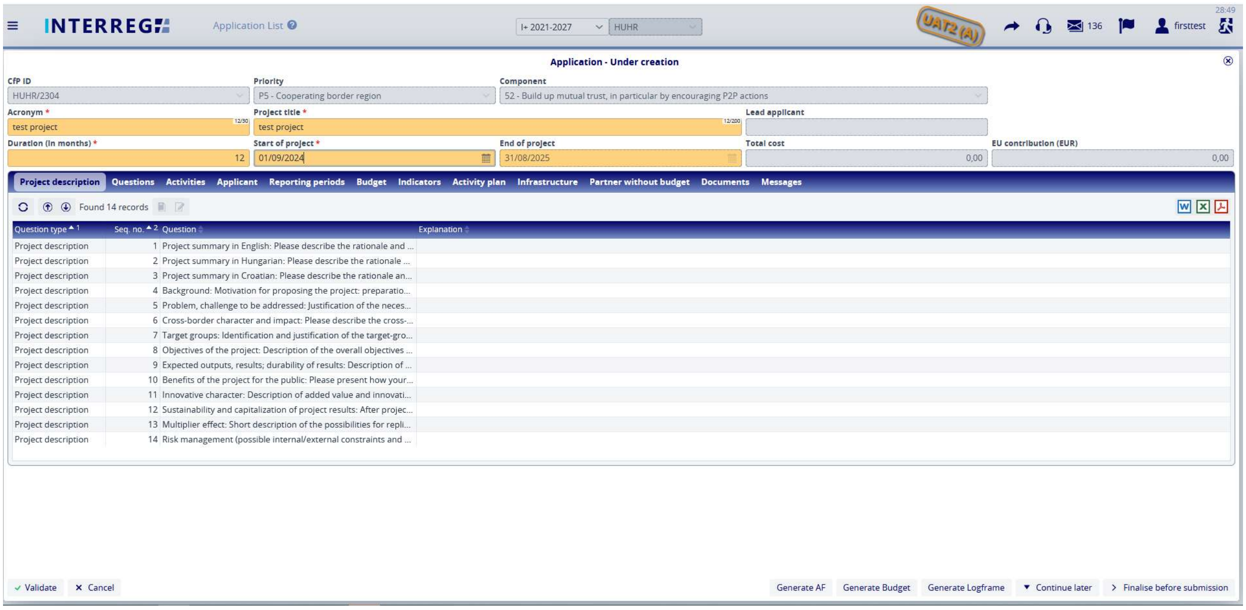

Figure 12: Application / Project description

In the Project description interface, users have the option to fill in the questions here, which they can do by clicking on the edit ( ) button.

Please read the Question carefully including the maximum allowed character limit in brackets. Be aware to fit into the max allowed character, avoiding fragment of description.

Core of the project:

Please pay special attention to the core of the project which means that all information given in the sections of Activities, Indicators, Budget are coherent with each other. Keep in mind that the information given in the Activities tab should be in compliance also with the content of the fields under the Project description tab and vice versa. It is very important to make a clear connection between the activities planned, outputs and results targeted and with the costs planned for each Partner.

Figure 13: Application / Project description - Modify

The recorded answers are saved by pressing the Save button.

Questions sheet

Under Questions tab users find SO specific questions, where they can give answers directly. Character limits are also to be considered.

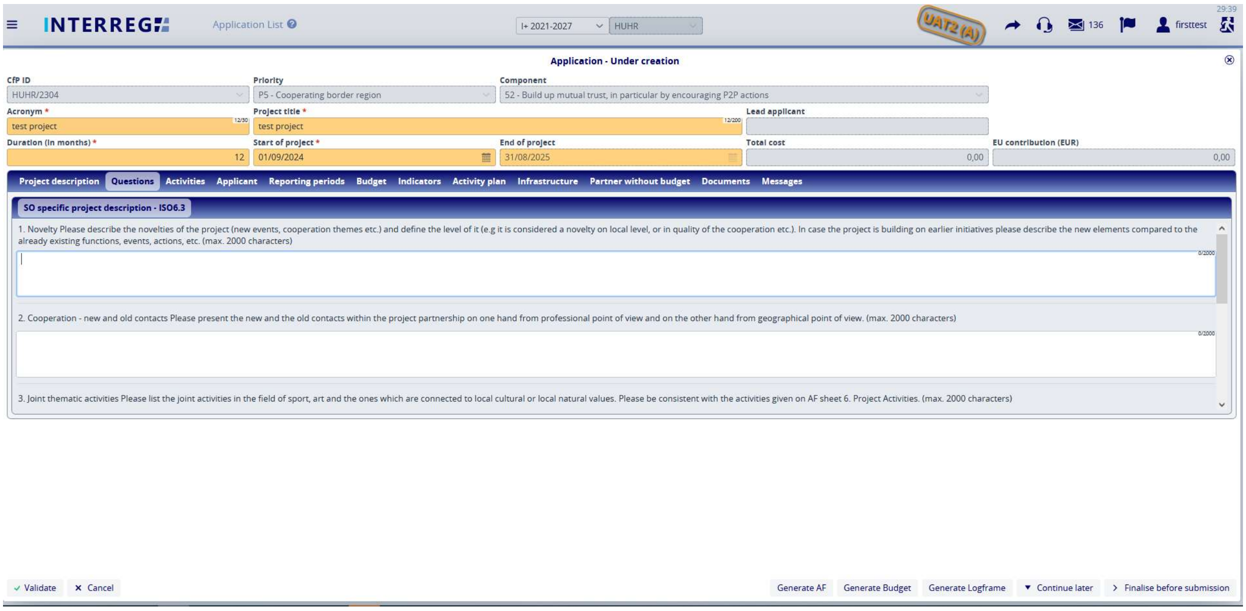

Figure 14: Application / Questions

Activities sheet

Obligatory Activity groups (AG) as Project management and Communication can be edited by clicking on the modification ( ) button. The Project management AG contains only one predefined project activity called Project management. Within the Communication AG a maximum of 5 project communication related activities can be created.

Figure 15: Application / Activities /Obligatory AGs

Any other optional AG-s related to the application can be recorded here by using the ( ) button. Please note that a maximum of 3 optional AGs can be created besides the Project management and Communication AGs. Optional AGs can include a maximum of 5-5 project activities each, defined by the applicant. It is advised to elaborate a logical structure of the project, where the relevant activities (or partners) are grouped in AGs.

Figure 16: Application / Activities /Optional AGs

First the user needs to select an AG and fill in the relevant information about the AG, then activities can be recorded by clicking on "Record activities" button:

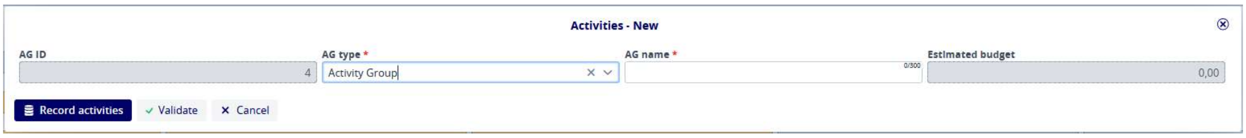

Figure 17: Application /Activity groups

On the Activity sheet applicants can add new activities by clicking on (+) button.

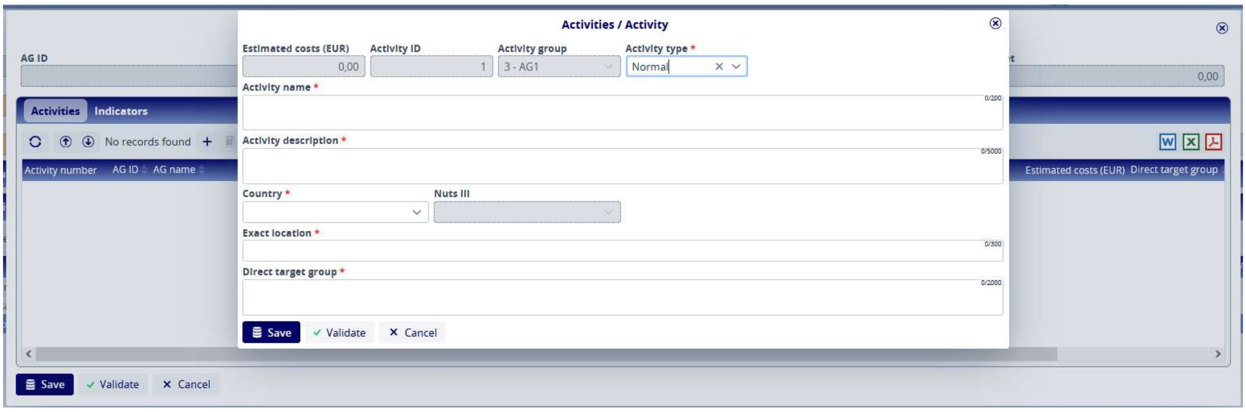

Figure 18: Activity groups / Activities

Please be aware that already created activity names are used on other screens as well (e.g. a budget item is assigned to an activity in the applicant's budget table), therefore the modification of the given activity name or deleting a whole activity line at a later stage has to be checked on other screens and should be reassigned by selecting the new or modified activity from the roll down menu on the given screen.

On each sheet the given data are saved by pressing the Save button.

Applicant sheet

Recording Applicant can be started by pressing the + button.

Figure 19: Application / Applicant – Add

After pressing the button, the following form will appear:

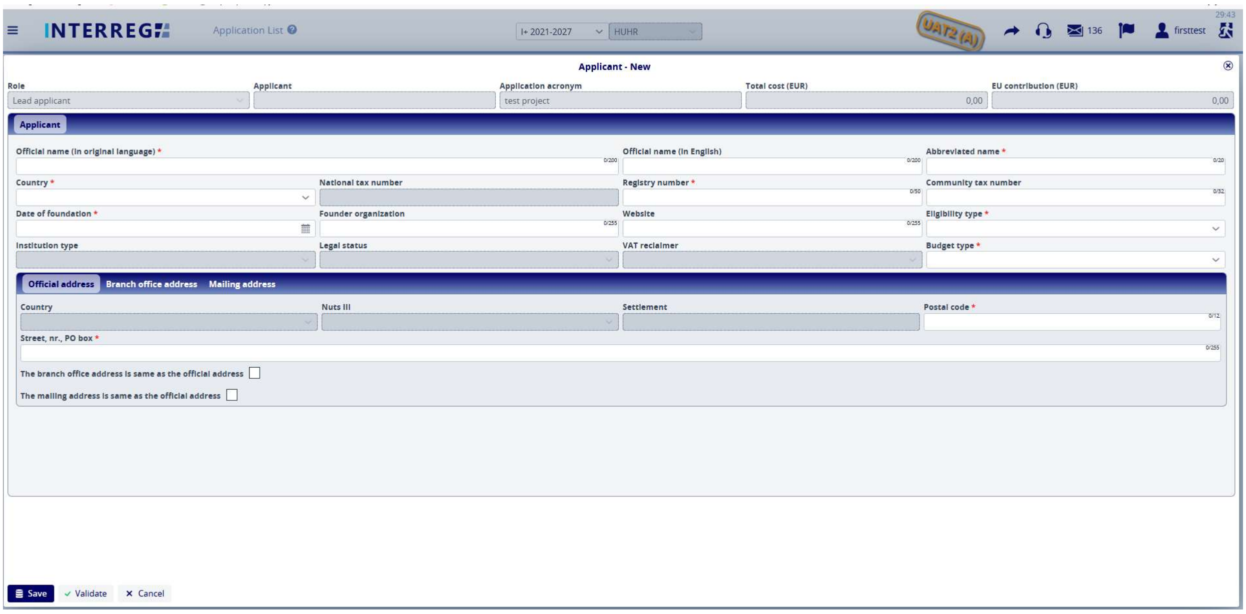

Figure 20: Application / Applicant – New

In this sheet the user enters the required fields; the ones marked with an asterisk (*) are mandatory. By clicking on the checkbox in the bottom line of the Address section, the data in the Official address tab will be copied to the Branch office address and Mailing address sections. Of course, if these data are not the same, users can enter a different address on the tabs separately.

Please consult carefully the GfA chapter 3.1 Eligibility of applicants before filling in the Applicant datasheet.

In Budget type field, you can choose between Budget type A and Budget type B from a drop-down menu:

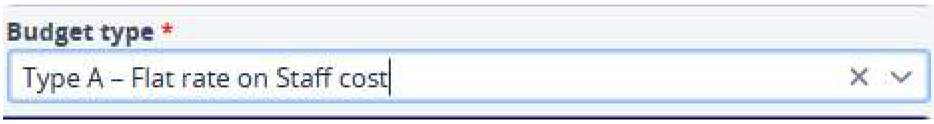

Figure 21: Application / Applicant – Budget type

In order to select the most appropriate budget type, please consult the Eligibility of Expenditure document which is part of the CfP package.

If you change the type of the budget later in the application recording process then the recorded budget items will be lost, and you need to start the recording of your budget again.

Once the applicant has been recorded, clicking Save will save the data and make it available in the Applicant list view:

Figure 22: Application / Applicant – List view

Once the applicant's main data have been entered, users can edit the line and continue entering further data from the list view by clicking on the edit () button.

Figure 22: Application / Applicant – Modify

Please note, that until recording the main data of an applicant, the Contacts, Budget and Financial capacity tabs are not active.

Applicant / Contacts

Users can add contacts in the Applicant / Contact tab by pressing the add (+) button.

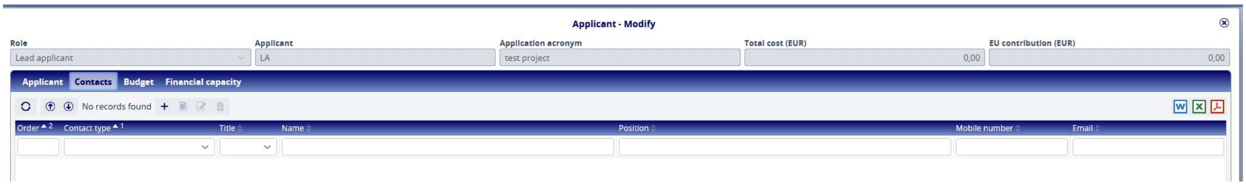

Figure 23: Application / Applicant / Contacts – Add

Once users have started adding, the following form will appear:

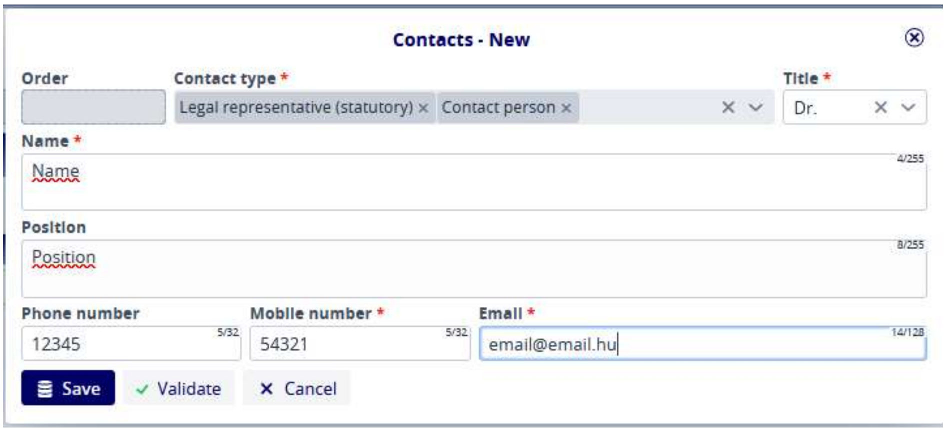

Figure 24: Application / Applicant / Contacts – New

The serial number (Seq. No) is filled in automatically by the system. All other fields marked with an asterisk (*) are mandatory. Pressing the Save button allows the user to record the data entered.

Contact person:

Please make sure that the data given here is precise since all official communication between the programme bodies (Joint Secretariat, controllers etc.) and the applicant organization will be done through the contact person. It is important that the person indicated here is actually involved in the planning and implementation of the project, and can give relevant information to the JS if required. The person should be easily reached therefore pay special attention to give correct data here. Please insert all DIRECT contact details of the contact person responsible for the project. Avoid inserting general e-mail address like info@mail.com or telephone and fax numbers which lead to e.g. a secretariat of a big organization like dean's office of a university.

Applicant / Budget

Applicant / Budget / Budget

This is the tab where the Budget for the applicant is recorded. It is recommended to start the filling in of the project budget only after the project activities are planned under the Activity tab.

The set up of the applicant budget is according to the budget type selected on the Applicant data sheet of the relevant applicant within the Budget type cell. In case 'Type A – staff cost as flat rate' is selected, the calculation method of the budget table is set for that budget type. The same happens with the other, 'Type B – staff cost as real cost' option. Before filling in the budget table, please consult the Eligibility of Expenditures document which is part of the call package.

The arrows allow users to change the view. Pressing the button collapses all the rows and only shows the budget rows at header level, pressing the button makes everything visible up to item level. These levels can be opened or closed one by one using the arrows at the beginning of the budget lines.

Press the add (+) button to add the budget item to the given budget line. Make sure that the project core (activity-indicator-budget coherence) is clear, logical and consistent.

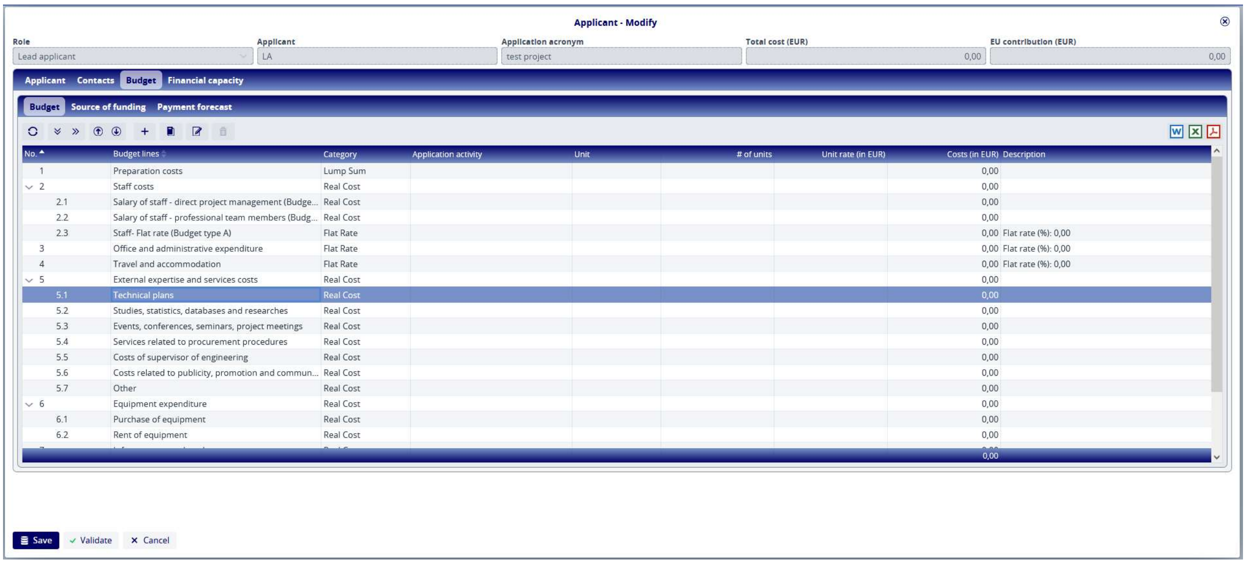

Figure 25: Application / Applicant / Budget – Add item

After pressing the add button, the following screen will appear to insert data about the planned budget item:

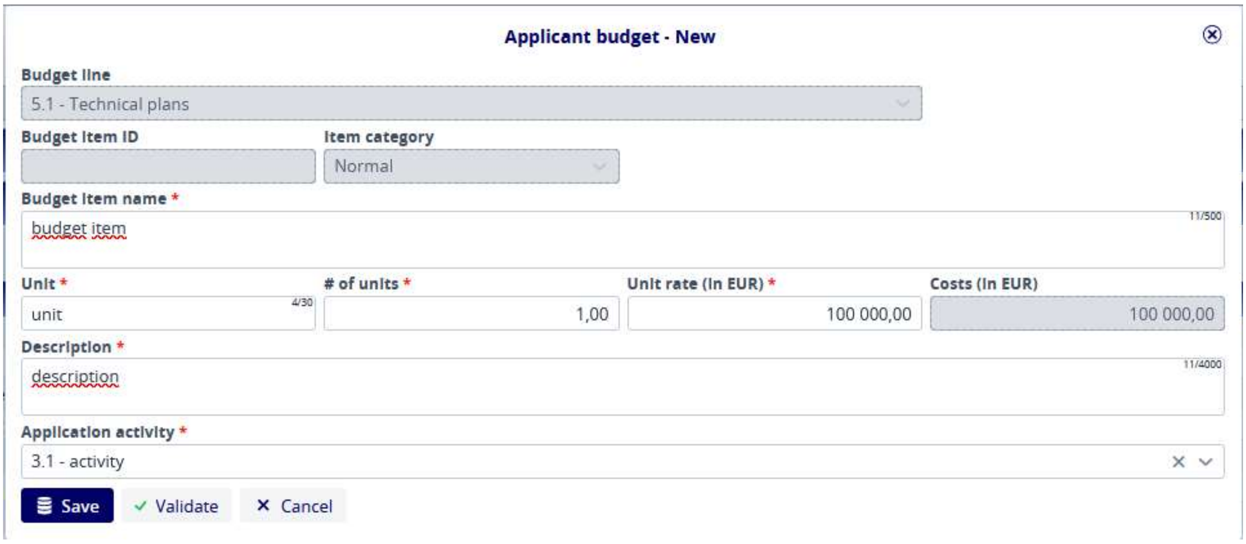

Figure 26: Application / Applicant / Applicant Budget – New

Budget line, Budget Item IDs and Item category are filled in by the system. The budget line is determined by the system based on the budget line on which the user started the addition. Fields marked with an asterisk (*) are mandatory. The value of the Costs (in EUR) field is automatically calculated by the system by multiplying the values of the # of units and Unit rate (in EUR) fields.

In order to have the appropriate activity listed within the roll down menu named Application activity, first the activity groups and project activities have to be determined and elaborated under the Activity tab.

Pressing the Save button will save the recorded data.

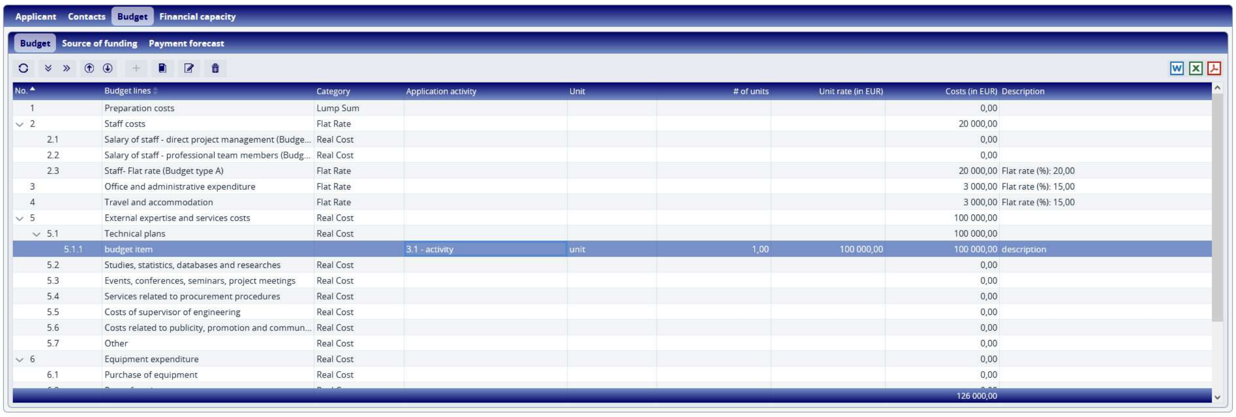

Figure 27: Application / Applicant / Budget – Budget item

Here users see the item recorded above (5.1.1). The items are cumulated at the row level and the rows at the head level. They are summed up at the bottom of the budget table.

Applicant / Budget / Budget/Preparation cost

Differently from other budget cost categories, preparation costs can be added to the budget by pressing modification button (). The following screen will appear to insert data about preparation cost amount. After pressing Save data will be recorded.

Figure 28: Application / Applicant / Budget – Preparation cost

Application / Applicant / Budget / Source of Funding

Sources of founding are automatically allocated by the system based on the parameters defined in the CfP. It is not possible to edit them. In order to understand the calculation, please consult with GfA chapter 2.2 The financing of projects.

Figure 29: Application / Applicant / Budget / Source of founding

Application / Applicant / Budget / Payment forecast

In the Payment forecast tab, the budgeted amounts are broken down by Reporting periods.

Figure 30: Application / Applicant / Budget / Payment forecast

The system dynamically totals the amounts already recorded in the Total (EUR) column, and indicates the difference to the Total cost (EUR) in the Difference (EUR) column. By pressing the Save button in the bottom left corner, the recorded data is saved.

Applicant / Financial capacity

On this sheet the user can enter financial data on his/her budget here:

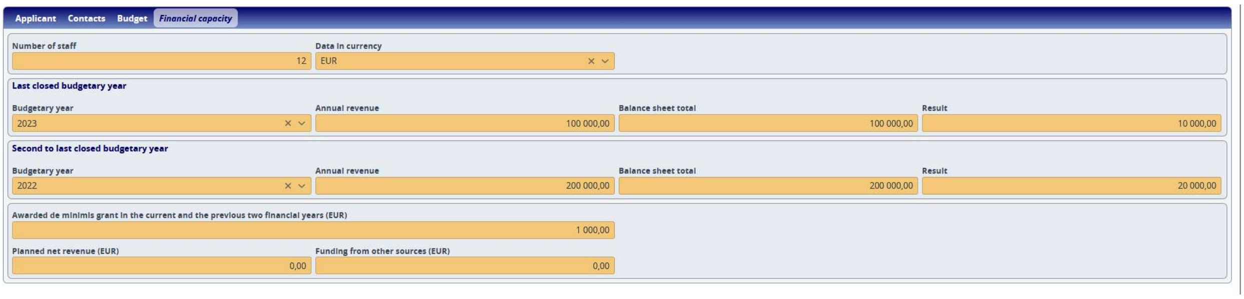

Figure 31: Application / Applicant / Financial capacity

If users need to switch between applicants or between lead applicant and applicants then they can do it by clicking on Change to applicant/Change to Lead applicant button.

Figure 32: Application / Applicant / Change to applicant

Reporting periods sheet

Reporting period tab is not editable, here users can check start date and end date of reporting periods.

Figure 33: Application / Reporting periods

Budget sheet

Budget / Budget

In the Budget tab, the budget is displayed as a summary. This interface is for view only, not for adding or modifying.

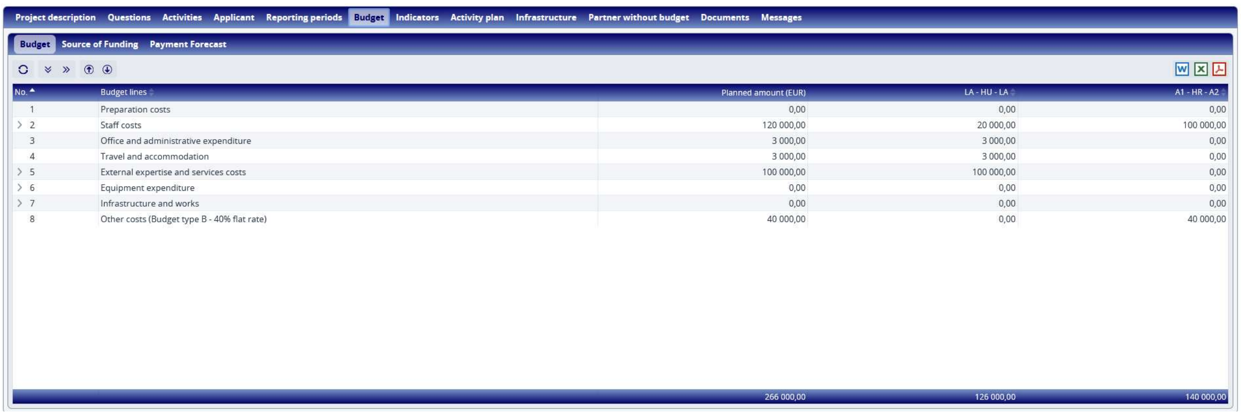

Figure 34: Application / Budget / Budget

Budget / Source of funding

The Budget / Source of founding tab displays the financial sources automatically allocated by the system in line with rules described in the CfP. It is not possible to edit them; it is available only for information purposes.

Figure 35: Application / Budget / Source of Founding

Budget / Payment forecast

The Budget / Payment forecast tab displays the payment forecasts that have been recorded for the applicants. Here too, users can only view the forecasts, no changes can be made from this interface.

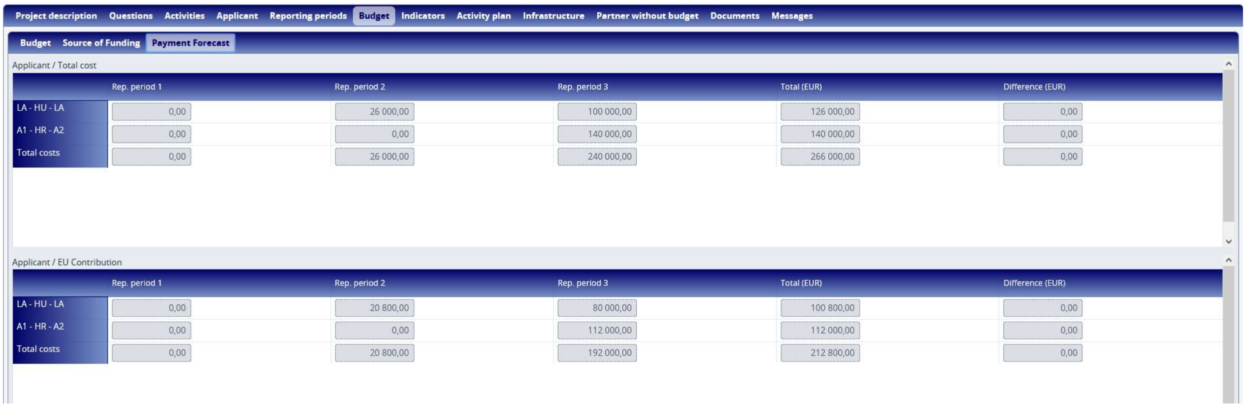

Figure 36: Application / Budget / Payment Forecast

Indicators sheet

In the Indicators tab, the user can record the indicators relevant to the application by clicking on the add (+) button. In order to have a clear picture about the content and programme requirements of the possible indicators, please consult with the 'Guidance of the Interpretation of Indicators' document, which is part of the CfP package.

Figure 37: Application / Indicators

After opening the add button, the following form will be displayed and filled in by the user.

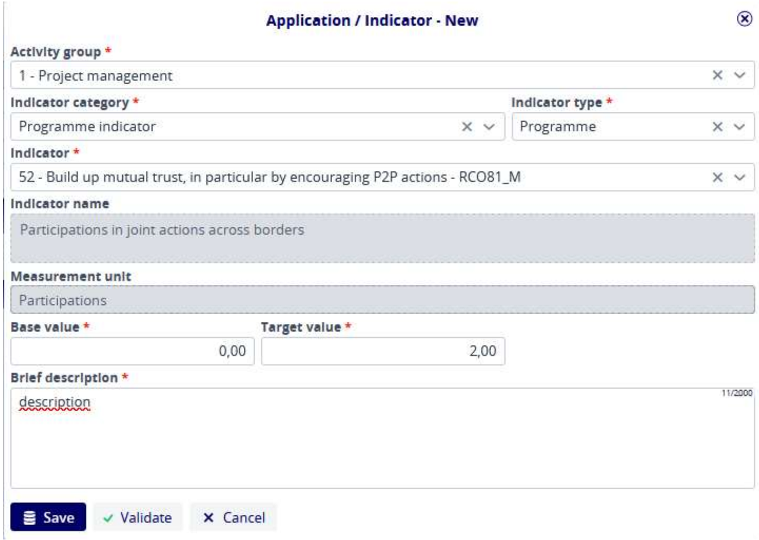

Figure 38: Application/ Indicators - New

Fields marked with an asterisk (*) are required. Where a drop-down list appears in the field, the user can choose from the drop-down items.

The recorded items will also be visible in a list view where the user can view, edit or even delete them.

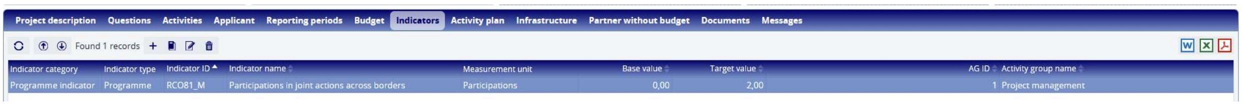

Figure 39: Application / Indicators – List view

Activity plan sheet

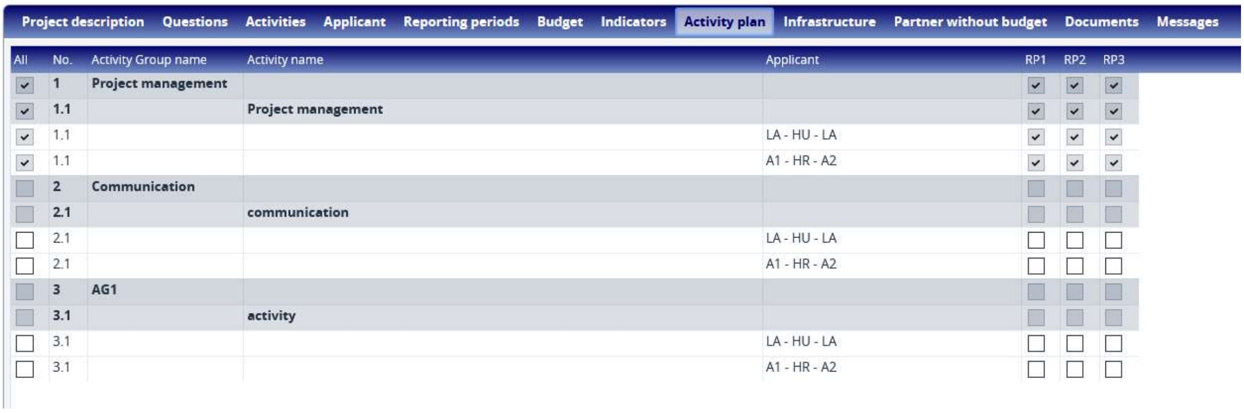

Figure 40: Application / Activity plan

In the Activity plan tab, the user can record the reporting period for which a given activity is planned. In the Activity row, select the appropriate reporting period and click on the checkbox. If users want to check all the boxes in the row, this can be done quickly and conveniently by ticking the All checkbox at the beginning of the row. If users have ticked a box that they don't need, they can click on the tick to untick it. Checkboxes for Project management activities are ticked automatically.

Make sure that each activity is assigned to at least one reporting period and at least one partner.

Infrastructure sheet

If an applicant plans expenditures on budget head Infrastructure and works s/he needs to add at least one infrastructure element on the Application/Infrastructure tab by pressing (+) button:

Figure 41: Application / Infrastructure – New

The fields marked with (*) must be filled in as usual. If the field type is a drop-down menu, the user can choose items from the list.

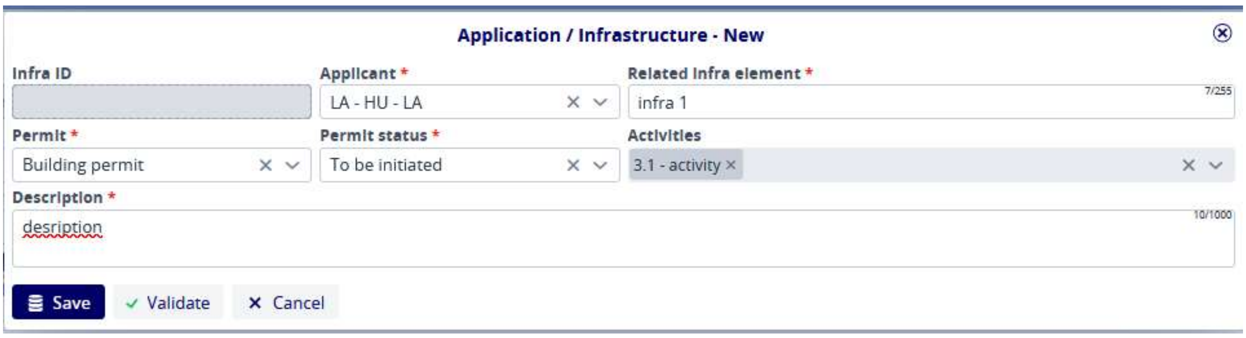

Figure 42: Application / Infrastructure

By pressing the Save button, the data is saved and the Location form appears.

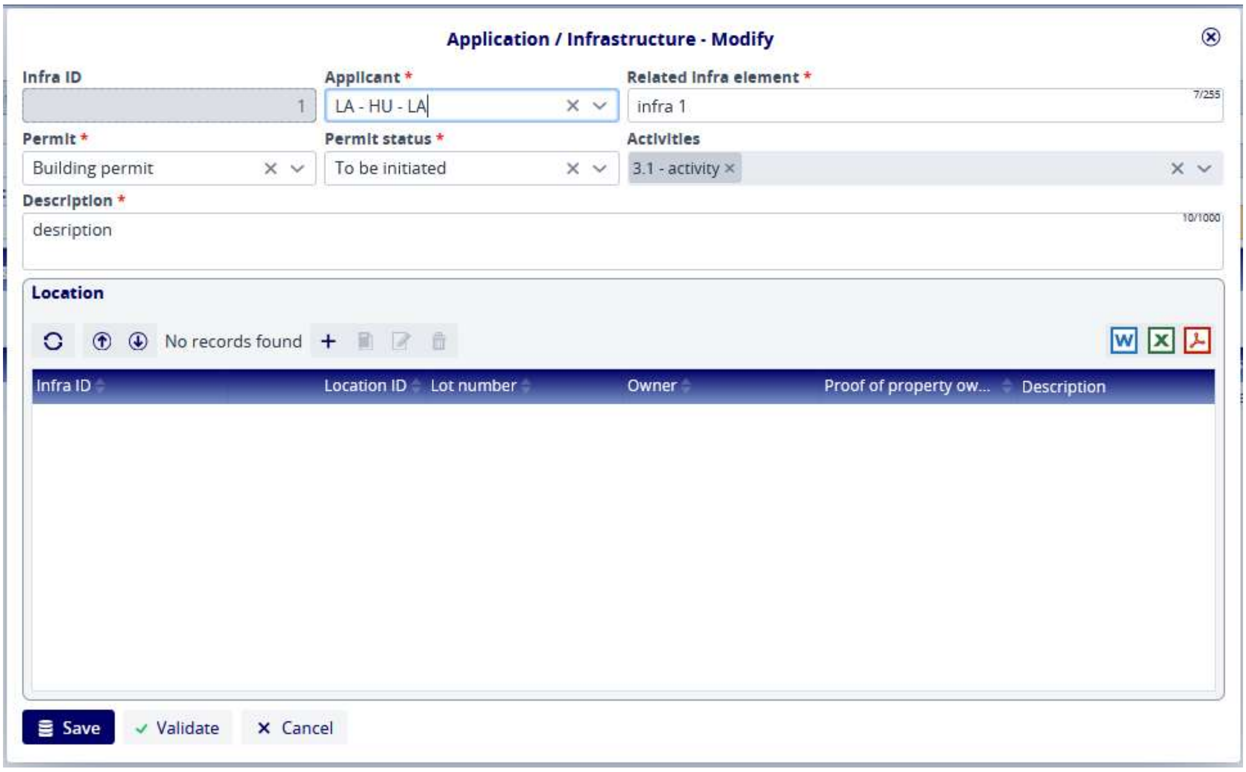

Figure 43: Application / Infrastructure /Location

Applicant needs to add at least one location to each infra element by using the add (+) button.

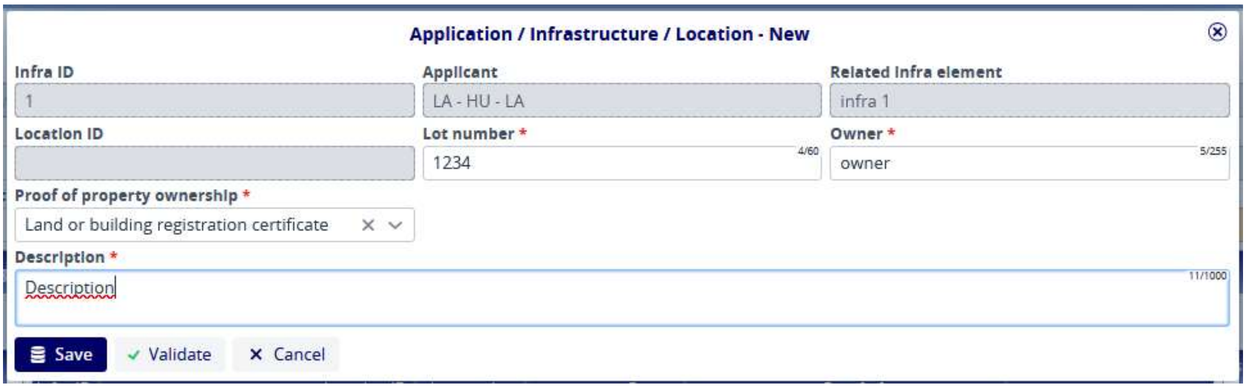

Figure 44: Application / Infrastructure /Location -New

Partner without budget sheet

Applicants can add a partner without financial support to the application on the Partner without budget tab by clicking on (+) button. Partners recorded on this tab can select activities they support, however they cannot contribute to indicators. For further info, please consult GfA chapter 3.3.3 Partners without budget.

Figure 45: Application / Partner without budget

Applicants can first record the data of partners without financial support.

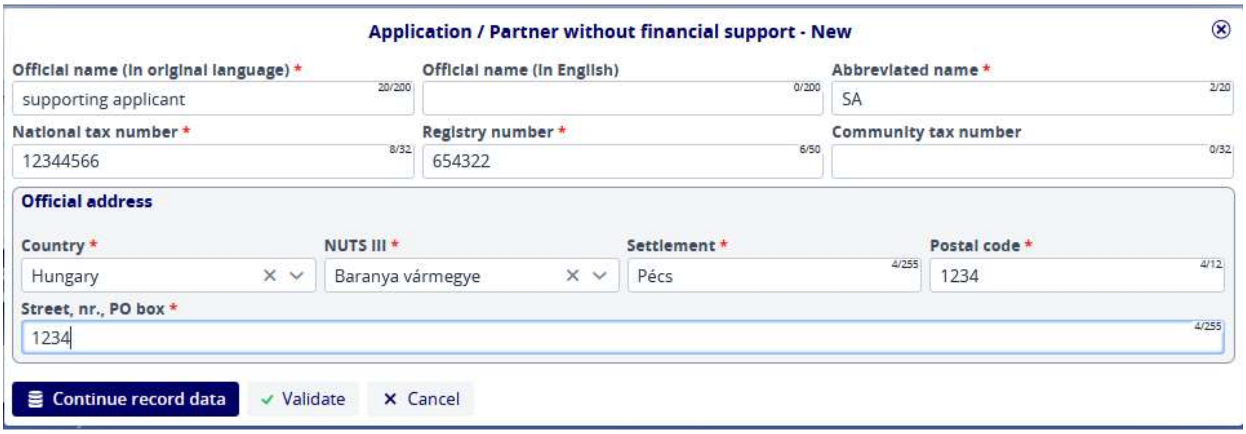

Figure 46: Application / Partner without budget – Partner data

After recording partner data, the applicant can choose from recoded activities and give a description by clicking on the Continue record data button.

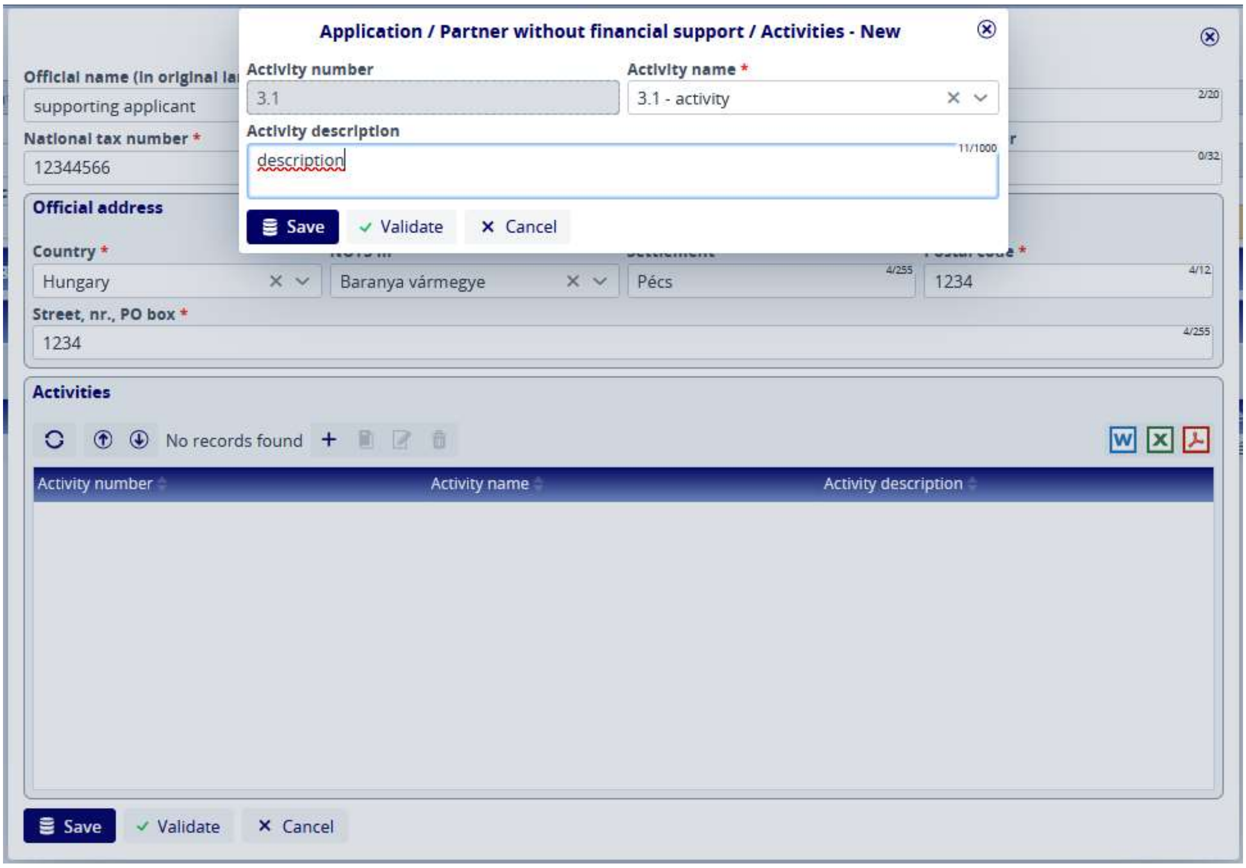

Figure 47: Application / Partner without budget – recording activities

By clicking on the Save button data are saved and listed under the Partner without budget/Activities tab.

Figure 48: Application / Partner without budget – Activities – list view

Documents sheet

Users can upload documents for the application according to the CfP parameter where the folder structure is set. Folders can be chosen by clicking double.

Please make sure that all Compulsory documents (as described in the GfA chapter 6.2.1 List of documents to be submitted) are uploaded in the required form in order to avoid automatic rejection!

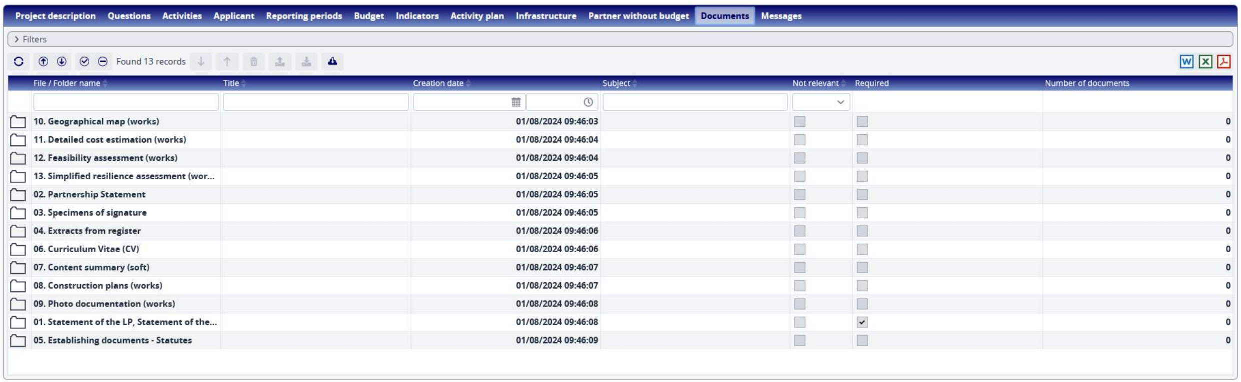

Figure 49: Application / Documents

Here you can see that it is mandatory to upload an item to this folder (Required column parameter is true). The user can double-click on it and see the following:

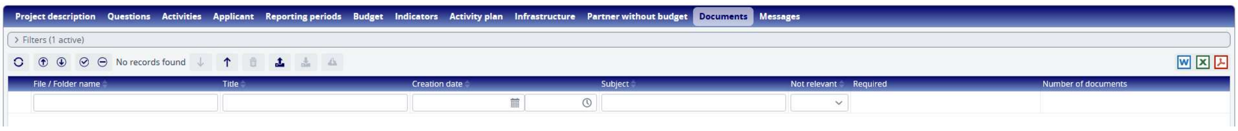

Figure 50: Application / Documents - Go up / Upload document

The left-up arrow () in the screenshot is used to move up in the folder structure, and the upload button () is used to start uploading. The user can only initiate the upload by entering into the right folder. The upload panel will appear, where you can choose files which you want to upload, or you can use the "drag and drop" technique to upload files.

Figure 51: Application / Documents – Upload file(s)

When the upload is complete, the file will appear in the list view of folder.

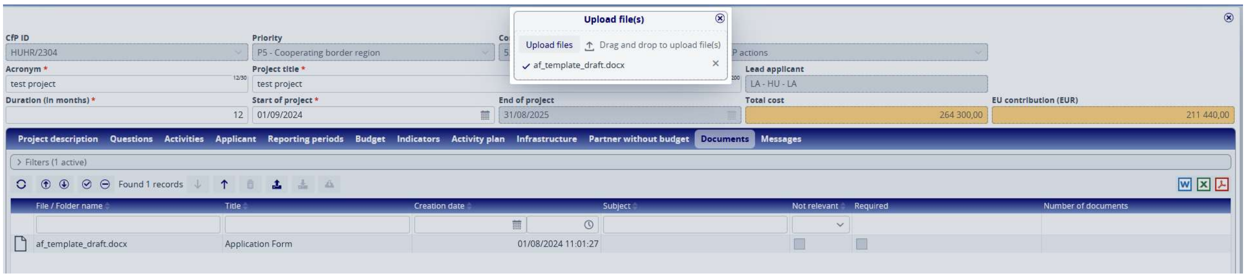

Figure 52: Application / Documents – List view

It is not possible to upload 2 files with the same name to the same folder. The maximum size of a document that can be uploaded is 50 MB per document.

Messages sheet

On the Messages tab the applicant shall see messages sent by the system as e.g. automatic e-mails.

Figure 53: Application / Documents – List view

3.4 Submission

If the applicant has uploaded all the necessary data, s/he can check with the system that all the data for the submission has been uploaded correctly based on the system checks by pressing the Validate button in the bottom left corner. Users can then submit their application by clicking on the Finalize before submission button in the bottom right-hand corner. The system will then automatically generate the necessary documents.

However, by clicking on the Generate AF, Generate budget and Generate logframe buttons the applicant can check draft documents any time during the creation of an application, given some minimum data in the Header (acronym, duration and start of project) and the basic data of the lead applicant.

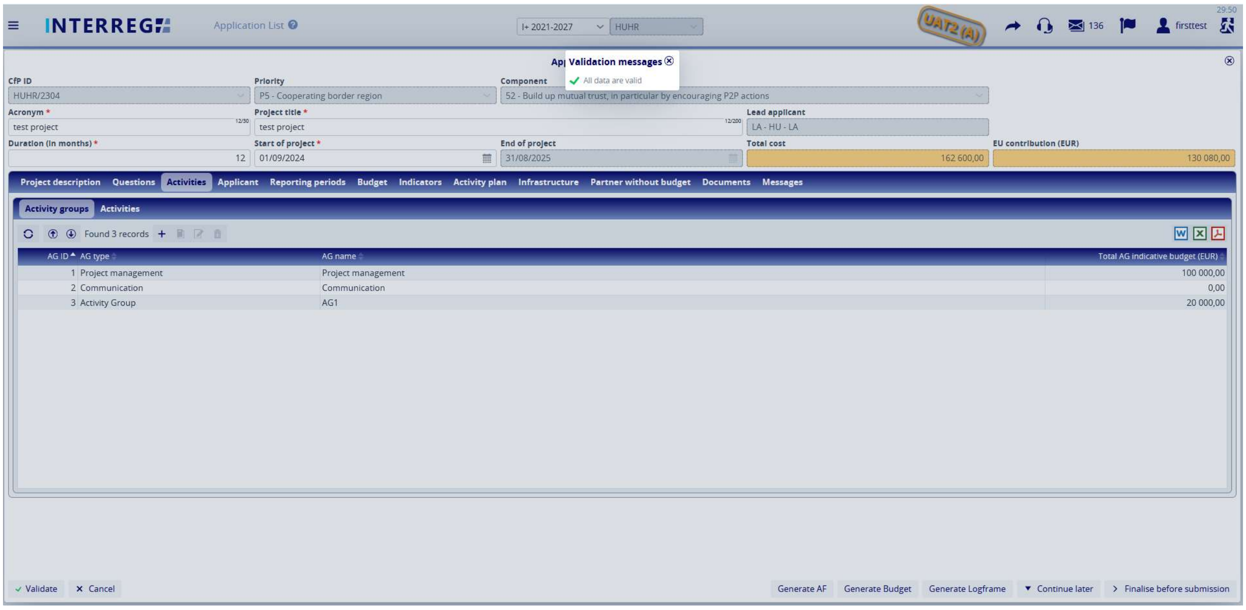

Figure 54: Send to submission

If the user wishes to pause the process, s/he can do so by pressing the Continue later button. The process can then be resumed by selecting the appropriate item from the Application list view and pressing Continue. If the user decides that a change is required, this can be done by pressing the Modify application button in the bottom right-hand corner. The process will then return to the previous step. Here users will be able to modify the details of the application and, once the necessary changes have been made, users can resubmit the application by pressing the Finalize before submission button. The system will then regenerate the documents with the updated data.

Figure 55: Modify application

Finally, clicking on the Submit button will actually submit the application with the status Submitted.

Figure 56: Submit

After submission, the applicant receives confirmation via e-mail.

Please note that the project Identification number is created by the system at the moment when the application is submitted to/received by the Back Office of the system. For later reference purposes it is the project ID number and the project Acronym which is mostly used during communication between the applicant and the programme bodies.

3.5 Completion

After the submission deadline, the applications submitted by the deadline will be assessed.

If the application is not complete, the Lead Partner is invited to submit a completion through the INTERREG+ system.

At the moment the application is sent back to the front users for completion, the Completion tab automatically appears among the screens of the application. The deadline for completion and documents to be submitted are listed in the Completion tab.

Figure 57: Completion sheet

When the completion request is sent out to the applicants, the status of the application in question changes to **Completion needed.** Upon logging in the system, the user has the possibility to submit the completion. After selecting the application from the **Application list** view, the applicant can proceed with modifying its application by pressing the **Continue** button:

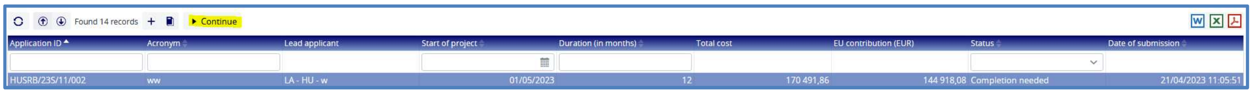

Figure 58: Proceeding with completion

During the completion step, only the requested documents can be uploaded to the **Completion** folder automatically listed by system on the **Documents** sheet. No other changes can be done on the application.

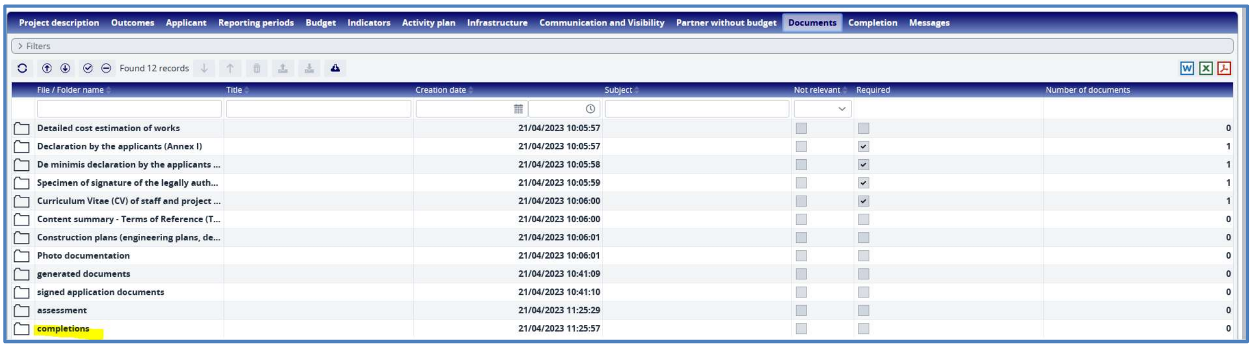

Figure 59: Upload of documents

After finalizing the upload of the requested documents, the user can resubmit the application as described in the 3.4 Submission chapter.

The system will send a message on completion.

Figure 60: Confirmation message

We wish you a successful application!