

Annex III

Practical Guide to using PRIAMOS and to submitting the budget

1. IMPORTANT NOTE

The purpose of this Guide is to help organisations that wish to submit applications in reply to the call for proposals JUST/2011/PROG/AG/D4 to complete the application form and especially the budget form.

When you complete each part of the application please refer to the relevant sections of this Guide. If you do not supply the information requested, or do not comply with the criteria outlined, your application may be considered ineligible or may be rejected.

DEADLINE FOR APPLICATION FOR FUNDING 15 June 2011 14:00 CET

The completed application and annexes must be submitted to the Commission by that deadline via the PRIAMOS system.

The PRIAMOS system will not accept any application after the deadline. Applications submitted by any other method than the PRIAMOS system will be automatically rejected.

2. INTRODUCTION

This call published by Directorate General-Justice is facilitated by **PRIAMOS**, a new system for the submission of proposals by applicants, which allows the applicants to fill in an electronic application form and submit all relevant documents via the internet. In order to access the system, an applicant needs to register (this involves the applicants providing some basic data about themselves and their organisations) and subsequently use a password provided by the system.

Please keep in mind that the applicants must complete all annexes as these need to be attached to the Application Form at the moment of its submission.

Please note that the documents submitted via the **PRIAMOS** system **do not need** to be sent by regular mail. However, the applicants are strongly advised to print out the Application Form and the annexes for their own records.

In the event that the Commission receives two or more proposals for the same project, only the last one submitted (before the deadline) shall be taken into consideration.

3. GUIDELINES CONCERNING THE COMPLETION OF THE GRANT APPLICATION FORM

3.1. How to register as an applicant

The electronic submission of applications via PRIAMOS requires that you first register in the system.

In order to register as an applicant please follow the relevant link **Electronic registration/applications** on the programme website or click directly on: <https://ec.europa.eu/priamos/register>

If no person representing your organisation has registered before:

- The information marked with an * is mandatory and should be filled out, otherwise you will receive an error message when you submit the form.
- Note that the fields concerning the organisation's name have limited characters. If the name of your organisation is longer than the accepted number of characters, please use abbreviations or acronyms, but make sure that the name you register is comprehensible and suitable to identify your organisation.
- Please note the difference between:

Address (of registered office – address for the Grant Agreement in case of an award):

It refers to the official information of the organisation and its officially registered seat. Only one entry of this information can be registered in the system and it should reflect information provided in the legal entity form).

Contact address for the Commission (address for correspondence):

It refers to the information of the contact person. Note that more than one contact persons can be assigned to one organisation, e.g. in case that more applications/grants are ongoing and a different person is responsible for each. For more information, see below.

- The e-mail address under **Contact address for the Commission** will be the one used for communication concerning the registration.
- Upon successful submission of the registration form by clicking on the "Submit" button, a message appears at the bottom of the form including a registration number. This number is of importance concerning the registration procedure, thus it should be kept for future use and reference.
- The filled in registration form will be automatically sent to the e-mail you have indicated for correspondence (under contact address for the Commission). This e-mail is for information purposes only and it will not contain the user-name and password. Please save a copy of the registration form for your own future use.
- PRIAMOS USM will send your user-name and password by e-mail to the e-mail address indicated for correspondence (under Contact address for the Commission). A PRIAMOS FAQ document will be also attached to this e-mail. Your request is treated manually, so please allow reasonable time until you receive the reply. In

case of undue delay, you may contact the PRIAMOS USM Mailbox HOME-JUST-PRIAMOS-USM@ec.europa.eu indicating your registration number.

- Please note that the user-name and password are specific **for each contact person**, not for each organisation.

If you have already registered as an applicant for any previous JLS/JUST/HOME calls:

- You should use your previous username and password and not register again.
- In case you have forgotten your password, please contact the PRIAMOS USM Mailbox HOME-JUST-PRIAMOS-USM@ec.europa.eu.
- For any changes (adding, deleting, modifying) of the legal representative, the contact person(s) of the organisation or address of the organisation's registered office, you should:
 - access PRIAMOS
https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm_ui_frame/
 - login using your existing password
 - click on **Organizational Data Update** and introduce the changes through the system.

On submitting the changes you will receive a registration number for your update request. The PRIAMOS USM team will contact you per e-mail confirming that your request has been processed.

3.2. Log in the system and download the Grant Application Form

- You will first be invited to change your password initially received.
- The contact person who will be responsible for this call should log in the system with his/her username and password.
https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm_ui_frame/
- In order to find the Grant Application Form, click on **Applications - Download Forms** without specifying any search criteria.
- Please be careful to select the Grant Application Form applicable to the call under which you want to apply and **save it on your computer ("download")**.
- You can find all mandatory templates for the call if you click on the "Attachments" button, which appears as a paper clip image on the left hand side of the Grant Application Form. **Please save all of them separately on your local drive of your computer by clicking on the diskette icon on top of the form.**

3.3. Prepare the necessary documents

- Fill out the Grant Application Form saved on your local drive and remember to click on "Save" button regularly (on top of the pdf application form).
- Note that only Adobe Reader can be used to fill out the application (not e.g. Adobe Acrobat etc.)
- Some fields are automatically filled out.

- Note that the information concerning the Contact Person is filled out according to the user who downloaded the form.
- The fields marked with an * must be filled out mandatorily. If you do not wish to fill out information in any of these fields, please insert 0. If the field is blank, the application cannot be uploaded on the system.
- Fill out the information about the activities for which the financial assistance is required, the Budget (make sure that no Error messages appear) and prepare all other requested documents.
- Once all documents are finalised, attach each of them to the application form using the attachments button which appears as a paper clip image on the left hand side of the application form. **Remember to click on Save** (the save button which appears on top of the pdf application form), only then is the document attached.
- It is not necessary to zip documents before uploading them.
- Before uploading, please make sure that the Grant Application Form and the relevant annexes are signed, The need of signature relating to the annexes is indicated in the checklist (Annex I).

3.4. Upload the application

- After all documents have been successfully attached, the contact person for this application should log in the system and upload the application under **Applications – Upload Forms.**
- Note that only the pdf document of the Grant Application Form can be uploaded at this stage and no other document (e.g. separate Word documents, Budget form, scanned documents).
- Upon successful submission of the Grant Application Form, a confirmation will be displayed on top of the window, including a number assigned by the system to your application. Please make a note of this number.
- In case a field of the application form marked with an * is not filled out, the upload of the application in the system will be rejected. You should fill out the respective field in the application form and click Save. Only afterwards can you upload it in the system.
- For your own future use and reference the uploaded Grant Application Form will be visible to you if you click **Applications-Overview Applications.**

IMPORTANT NOTES

- If you want to modify your application or an attachment, it is possible to do so only until the deadline of the call. You need to make the necessary modifications to the Grant Application Form and/or the relevant document(s) **which have already been saved (downloaded) on your local drive.** After having brought the necessary modifications, attach again **ALL** requested documents to the application form and upload it again. **ONLY the last uploaded application version and the attachments**

appearing on it will be considered valid for the evaluation. If requested documents are not attached to this last version, previously uploaded versions will not be considered for evaluation.

- If you want to submit two proposals **for two different applications within the same call for proposals**, you should download the Grant Application Form for this Call **twice**. Please make sure that you give to each of the two downloaded Grant Application Forms a different name and that you use it consistently only for **the same** application during each stage of the submission procedure (filling out the Grant Application Form, attaching the annexes relevant to this project, uploading the application form, re-uploading in case of changes as described above).
- **If you want to submit a proposal within another call for proposals which is open at the same time**, please be careful to select the Grant Application Form applicable to the call under which you want to apply, save it on your computer ("download") and proceed with steps (2) and (3) explained above.

YOU SHOULD NOT WAIT UNTIL THE LAST MOMENT

TO REGISTER OR UPLOAD YOUR APPLICATION.

No extension to the deadline will be given and no applications submitted on paper, e-mail, fax or other means will be considered eligible.

http://ec.europa.eu/justice_home/funding/doc/electronic_applications/Introduction_Applicants.htm

3.5. Useful links

- Registration as an applicant and introducing changes:
<https://ec.europa.eu/priamos/register>
- PRIAMOS portal for application form download and upload:
https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm_ui_frame
- PRIAMOS USM mailbox (for technical difficulties only)
HOME-JUST-PRIAMOS-USM@ec.europa.eu

3.6. Technical requirements for PRIAMOS

The PRIAMOS system is based on Web Browser technology interacting with Adobe Reader.

PRIAMOS is optimised for use with the following software versions:

- Adobe Reader 7.0.9 or higher for filling in the Application Form (<http://get.adobe.com/reader/>)
- Web Browser:

- MS IE 6.0 or higher (<http://www.microsoft.com/windows/internet-explorer/default.aspx>)
- Mozilla Firefox 2.0 or higher (<http://www.mozilla-europe.org/en/firefox/>)

NB: You can receive them on request in a printable version by asking HOME-JUST-PRIAMOS-USM@ec.europa.eu

In order to upload electronic versions of paper documents (e.g. signed or stamped originals), a scanner with corresponding scanning software is needed (optional, depending on the requirements of the specific Call for Proposals).

As for the electronic Annexes that will be attached within the Application Form – unless otherwise stated – all file formats are supported. We recommend however to use the most common formats.

The speed of the PRIAMOS application depends on several factors. In particular, the size of the Application Form (containing all the Annexes) can negatively influence the performance. DG Justice recommends ensuring that the Application Form does not reach an excessive size.

3.7. Technical Problems

If you encounter problems in using PRIAMOS, we suggest you to first check whether your computer, computer network or internet connection are running fine; then verify whether your hardware and software meet the technical requirements mentioned under (6). You can also try, if possible, to use a different computer configuration and/or a different network.

If your problem persists, you can also contact PRIAMOS USM via email address HOME-JUST-PRIAMOS-USM@ec.europa.eu. Please clearly indicate your registration number and if applicable, your application number, as well as a clear description of the problem encountered. You will receive a reply as soon as possible. Nevertheless, please note that PRIAMOS USM Helpdesk is able to answer or solve enquiries related to **technical** difficulties only. All other enquiries related to the call for proposals as such (e.g. which documents are relevant and how they should be completed etc.) should be sent directly to the functional mailbox JUST-PROG-AD.

4. USER GUIDE TO THE FINANCIAL MODULE FOR GRANTS

INTRODUCTION

The maximum amount of Commission contribution is 250.000 and no higher than 80% of the total eligible cost of the project. You will therefore need to secure funding from other sources to cover the balance of the project costs, and demonstrate this at the time of the application. Any financial contributions from the applicant, partners and other sources must be indicated under the appropriate headings.

As part of the application, the applicant must provide a detailed estimated budget of the project in Euro (template of the financial module in annex D in PRIAMOS), with information on both planned **expenditure** and expected **revenue** (indicating the amount of co-financing requested from the Commission, own funding and any other funding).

This financial module is intended to manage the financial data of a grant agreement in a simple, efficient and transparent way for all actors in the process. It is to be used for the submission of a provisional budget when applying for a grant, during implementation, for the presentation of the final financial statement, and finally it calculates the grant amount.

The module consists of six sheets:

- 1) an Identification Form (ID Form),
- 2) the Forecast Budget Calculation,
- 3) the Pivot Table on Budget Calculation,
- 4) the Detailed Budget Execution,
- 5) the Budget and Execution Summary,
- 6) and the Cost Claim for the Final Payment.

As the module is based upon an Excel workbook, all the functionalities and constraints related to this type of document are applicable. The 'Budget & Execution summary' sheet is **protected** to ensure the integrity of the data and formulae, i.e. is inaccessible for editing. The other sheets are **not protected** and therefore we urge you not to remove or modify the formulae, especially in the yellow areas, as this can impact the final calculation!

At the stage of application, you only need to complete the sheets 1) ID Form and 2) Forecast Budget Calculation, and attach the electronic version to your application form in PRIAMOS. For your final declaration, you have to complete 4) the Detailed Budget Execution sheet and 6) the Cost Claim for the Final Payment. These (4 and 6) also have to be printed, dated and signed, and the originals sent by postal mail to the Commission.

4.1. THE IDENTIFICATION FORM

The ID Form serves to summarize the basic information on the applicant's identity and the project, and the amount of the grant requested.

The cells to be completed have clear, concise headings.

Please note that the cell indicating the amount of the grant requested (cell I 26) is **automatically completed** by a link to the sheet 'Budget and Execution Summary'. It is the amount balancing the budget.

4.2. THE FORECAST BUDGET CALCULATION

This sheet is for entering the estimated, provisional budget at the time of the application.

The budget headings are encoded with a letter under 'Ref budget'.

A = Staff costs

B = Travel costs staff

C = Costs for equipment

D = Consumables

E = Other direct costs

F = Indirect costs

G = Contribution in kind (not an eligible cost by definition)

H = Interest on pre-financing (is not included in the calculation of the grant as income but is deducted from the final amount of the grant)

I = Other income (i.e. income from third parties and/or generated by the project)

K = Contribution from beneficiaries

The calculations in the 'Budget & Execution summary' are made on the basis of the reference letter of the budget heading. Please be particularly attentive when encoding the data so as to avoid errors. The order in which you enter the data is not important as the type of expenditure and income are defined by the reference letter.

This forecasted or provisional budget contains descriptions of the actions and items within a specific objective as taken from the application. Providing the requested details

on "Who? What? Why? For which price? etc." allows seeing the link between the planned activity and the foreseen expenditure. Please try to be as precise as possible.

For the indirect costs and the income, no objective or action has to be indicated.

The contribution in kind is indicated in the table as letter **G** but there are no formulas behind it. Contribution in kind is accepted only in exceptional cases. If so, this is explicitly indicated in the grant agreement and the formula in the cost claim will have to be adapted accordingly by the Commission.

After encoding all the elements of the estimated budget, it is desirable to sort the table in first instance alphabetically on the budget reference, then by name of beneficiary, then by objective and lastly by action.

4.3. THE PIVOT TABLE ON BUDGET CALCULATION

The "pivot table" matrix summarizes the amounts contained in the sheet "Forecast Budget Calculation" per co-beneficiary per budget heading. In order to see the correct, integrated data, you only need to place the cursor in cell A3, do a right mouse-click and select in the floating menu "Refresh Data".

4.4. THE DETAILED BUDGET EXECUTION

This sheet is for entering the data on the actual implementation of the project both in terms of expenditure and income. The encoding has to follow the same logic and order as in the Forecast Budget sheet. Please use the same headings/references, objectives, actions and descriptions. At this stage, it is important to insert the **real incurred costs and the real income**, no estimates, no lump sums (except for the indirect costs)!

Also the pre-financing payments received from the Commission should be included under the budget reference "**J**".

In addition to the forecasted budget, this sheet has a column for inserting the beneficiary's accounting reference. This accounting reference can be an exact entry in the accountancy or an analytical reference making it possible to consolidate information, in order to facilitate its analysis. In case of an audit, this reference is part of the audit trail.

The columns L, M, N, O and P are reserved for the Commission to analyze the beneficiary's statement and to indicate the rejected amounts which are not considered eligible as well as the amounts not eligible but accepted for the calculation of the **no-profit rule**. The Commission grant may only cover the remainder of the costs necessary for the project implementation. Consequently, the total revenue related to the project is deducted from the total amount of accepted expenditure. Where there is a surplus, the contribution of the beneficiary/ies is reduced. If the surplus is higher than the beneficiary's/beneficiaries' own contribution, the rest of the profit shall remain with the EU meaning that the EU grant will be reduced up to the balancing figure between accepted costs and other income. The calculation of the no-profit rule results in the amount "C" (cell E28) in the Budget and Execution Summary.

If relevant, the Commission inserts an explanation on specific lines, facilitating the beneficiary to understand the position of the Commission and to identify the amounts retained as ineligible, and as accepted or not.

4.5. THE BUDGET AND EXECUTION SUMMARY

In this summary, the amounts are automatically inserted and consolidated by budget heading/item. It provides the amounts of the estimated expenditure, the declared, the eligible and the accepted expenditure. It also enlists the estimated and the declared income.

It further shows the final calculation of the amount of the grant and of the final payment or reimbursement.

4.6. THE COST CLAIM

This last sheet is in fact the final payment request to be completed by the beneficiary.

By default, the information introduced in the first sheet 'ID form' is copied to this form. Similarly, the amount of the final payment (cell E33) and the interests yielded by the pre-financing payments (E32) are copied from the sheet 'Budget & Execution Summary'.

The declaration regarding the VAT-status must be encoded by the beneficiary (D31 or D32). Finally, the legal representative of the beneficiary has to date and sign the cost claim and send the original paper copy by postal mail to the Commission.