GUIDELINE ON HOW TO FILL IN THE APPLICATION FORM

Operational programme Slovenia-Hungary 2007-2013

Version 1.0
Valued from 7 September 2010

# How to fill the Application Form

Aim of the document

This document provides useful and practical information on how to fill in the Application Form (AF) of the 2nd Call for Proposals of the OP SI-HU 2007-2013 and how to use the program. All applicants are strongly recommended to carefully read these instructions because these explanations will help you prepare a formally adequate AF.

If you have any questions or problems concerning the content or technical details, please contact the Joint Technical Secretariat of the Programme (JTS) or the Information Point.

IT background

The Application Form was developed using **Microsoft Access** and the graphic user interface was programmed on top of it to make your work easier. The application package you can download from the official website of the programme (http://www.si-hu.eu/start_en/). Please download it to your computer and save it into folder. After the downloading you have to uncompress the Application_2.ZIP as is shown on picture. After uncompressing you will get the folder "Application" on your computer which you can easily rename into the name of your project or give it any name you choose (we recommend you to rename it to project Acronym).
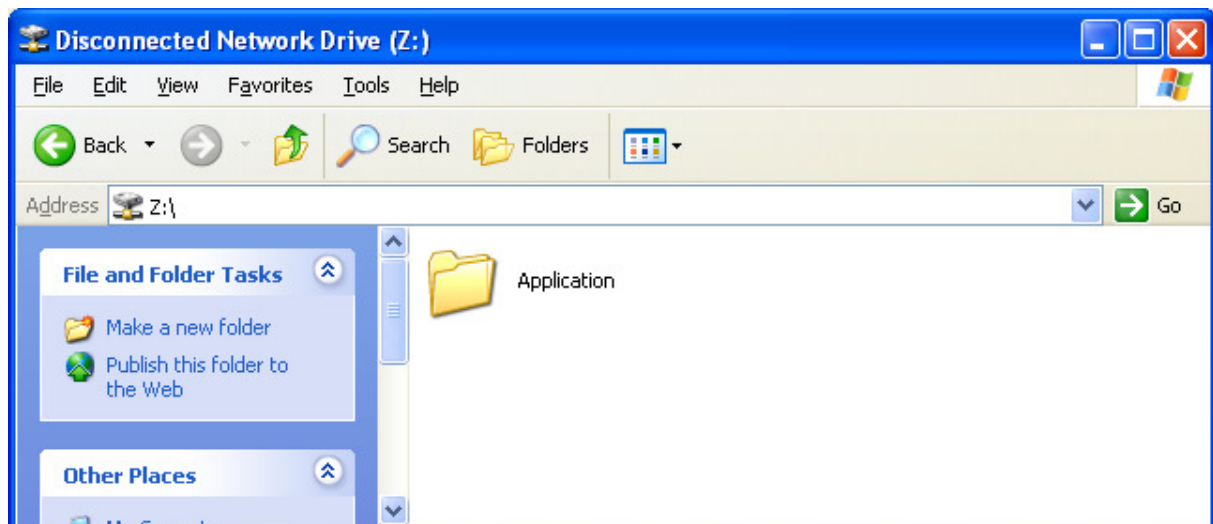

Picture: Uncompressed ZIP application form

The folder contains subfolders, executables and other files that are necessary for the program to work. All the files have various guidelines incorporated, but for the project submission only file MS Access file Project.mdb is important (see content of the renamed folder on next picture). To properly fill out the

application form, you need to run the program ProjectApplication.Exe. The program will then open Access file "Project.mdb" and you will be able to enter the details (SI-HU Application) about your project.
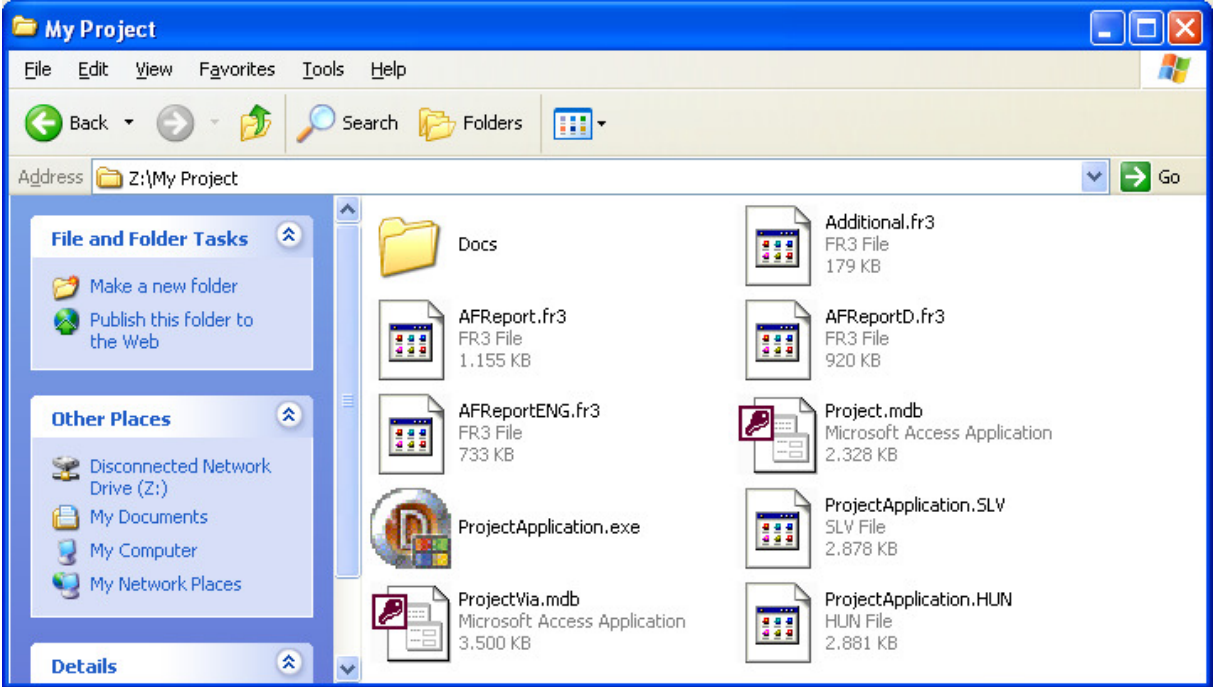
Picture: Contents of folder Application, now renamed to My Project

When the program runs, you'll be presented with short disclaimer showing you where you can get tips and hints. After proceeding into the application form, you'll be able to enter all the data required through the main form which looks like the one on the picture. From the menu you can choose different localization, if you so desire.
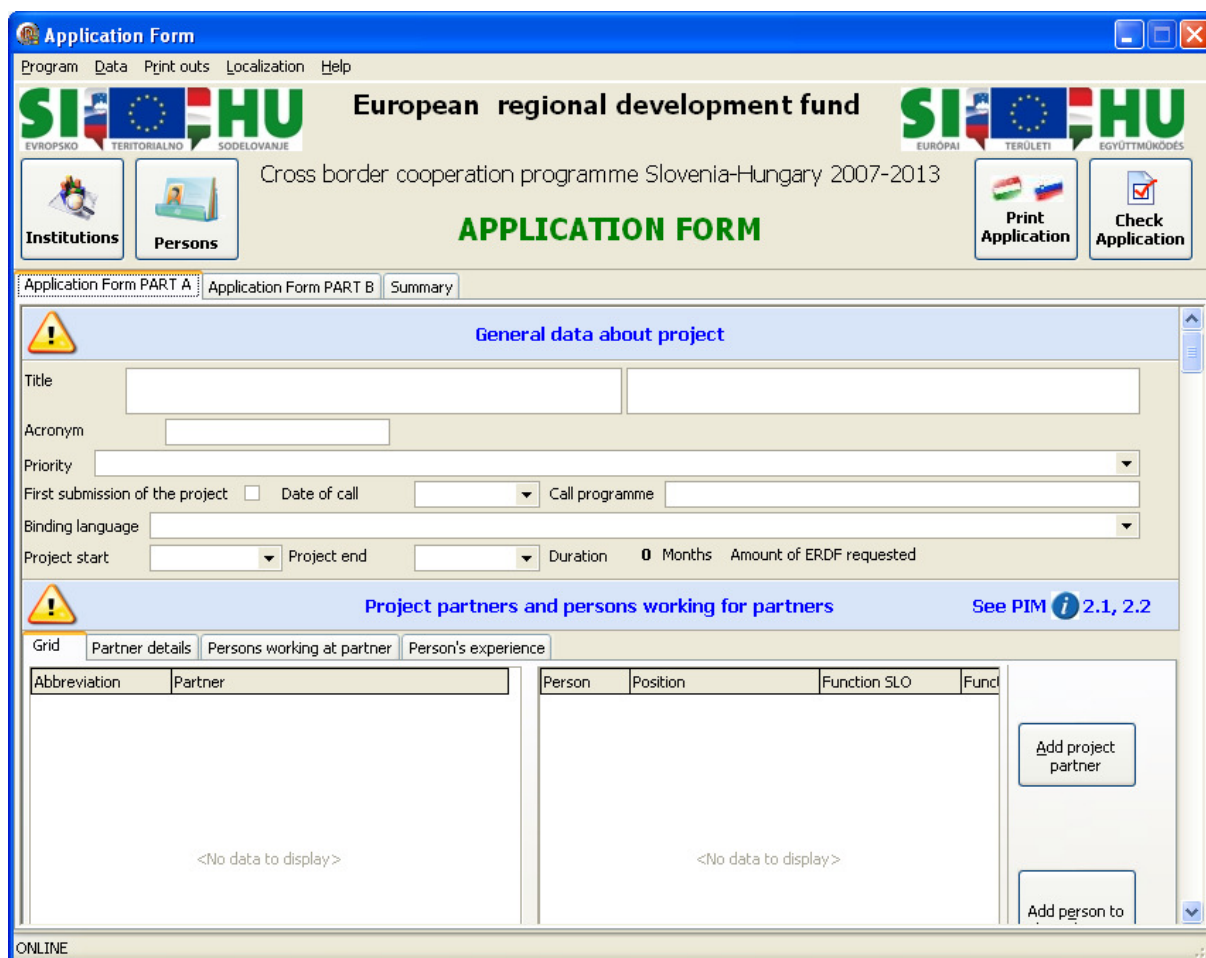
Picture: Main window of application form

We would like to point your attention to some important graphics and options that follow in the program, your preparation of the project proposal will be easier:

⚠ This sign shows that there is **additional information** available. If you would like to see it, move your cursor over it and the helpful message will pop-up in a balloon as shown in picture.
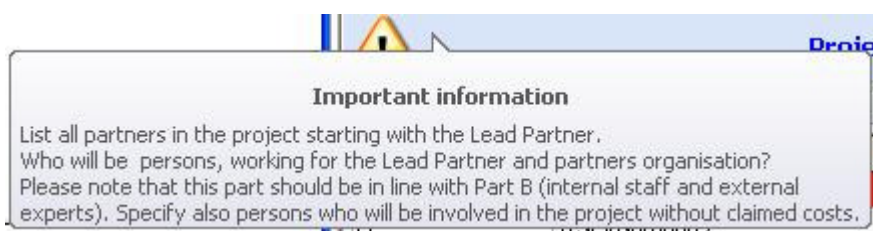

Picture: Baloon popup when you stop with a cursor on a sign

Scroll down menus – they allow the Applicant to select the appropriate response option.

Help - If you still need additional information about specific topic, you can consult the help menu. Here can you find the documents of the 2nd Call for Proposals of the OP: Project Implementation Manual

(PIM), Operational Programme (OP), Annex III **and the list of the necessary additional document**s that will have to be submitted with the filled application form. All the entry fields have special hint incorporated that shows when you stop with the mouse cursor in the field. The helpful hint that explains what is to be entered into field is displayed then in a message as shown in picture below.
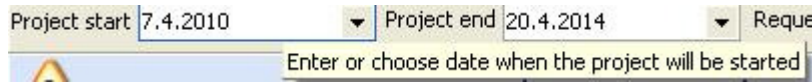
Picture: Hint message displayed on a field

General remark

Description of all required fields should be written in a clear and concise way, allowing the assessors to understand the content and concept of the project. Avoid lengthy explanations, try to be as concise as possible in order to fit the text into the given character limits of the textboxes.

Practical note

- You have to fill the AF both Slovenian and Hungarian languages, however you can select the language of the AF: click onto the Localization/Select language and select the appropriate language. (It determines the language of the titles/legends.) Please select appropriate language twice in order to change also the language of hint massages.

- You have to start the completion of the AF by filling the "Persons". In case the person is not known yet, name of function of the person need to be written (e.g. project manager), other fields stay empty. After this chapter you have to fill the chapter "Institutions". Only after completion these two chapters can you fill the whole AF, since the data of persons and institutions is use throughout the application form and is evaluated more in detail if it is necessary.

- You can find here a short description concerning the symbols in the graphical user interface:

The tables that have an overview usually have the navigator bar underneath. Symbols that are used in the navigation bar are shown in the following picture.
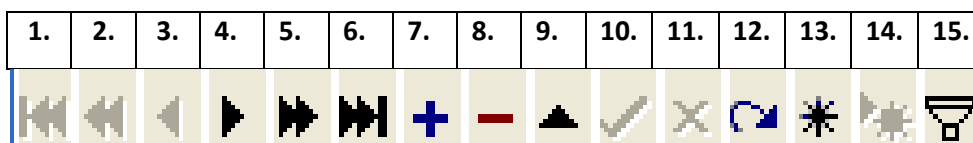
Legend:
1. Home - back to the beginning of the list.

2. Page up.

3. Up.

4. Down.

5. Page down.

6. End – spring to the end of the list.

7. Enter new data.

8. Delete records.

9. Edit the data.

10. Confirm – save the data.

11. Cancel changes

12. Undo

13. Set bookmark

14. Go to bookmark

15. Filter.

Storage of data and update process

As was said already before, the data you enter is stored in one file only. This is the MS Access file named "Project.mdb". This file is stored every 15 minutes if the application ProjectApplication.exe is running and every time when you close the executable. The "Project.mdb" file is the only file that has to be submitted to the JTS and consists as the electronic form. If there will be any updates published to the graphical user interface, they won't interfere with your stored data. Although guide for upgrading might be published separately, it's good to know, that when you download an update, you have to delete all the files and subdirectories from your project folder except the file "Project.mdb". When you extract the update to the project folder, you have to extract it without file "Project.mdb" since the procedure is the same as explained in topic IT Background and since the update really consists of the new version of the graphical user interface.

Printing the paper version

Printing the paper version of the application form can be achieved if you press on the button "Print application". Printing is only possible when all the information in Application form is entered correctly and when all data passes the internal checks. If there are any errors in the application form, the message is displayed and printout isn't possible, as shown on the following picture.
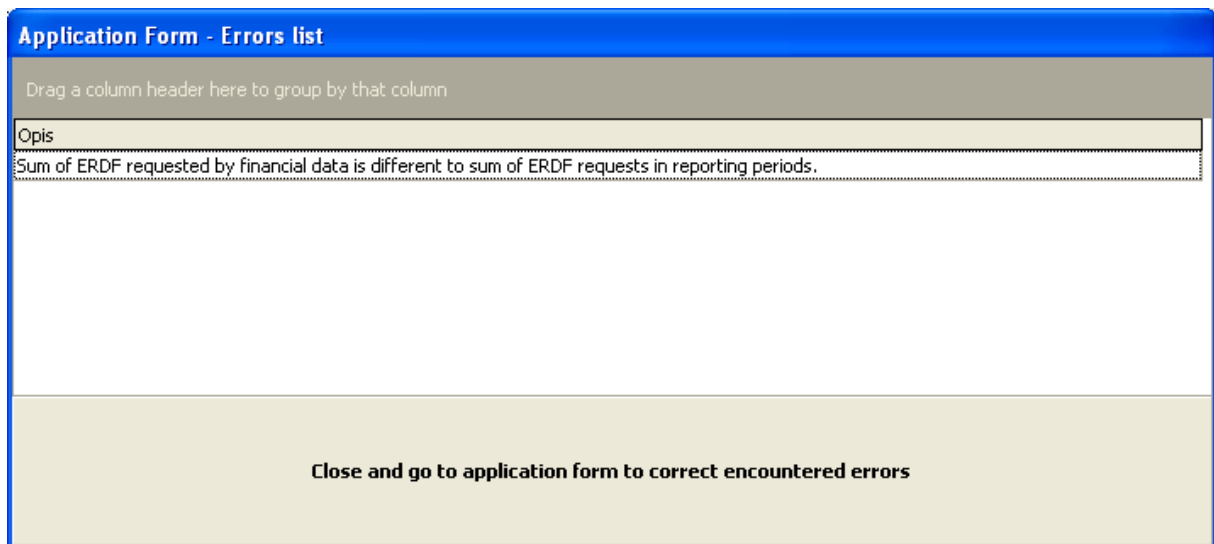
Picture: List of errors that need to be taken care of before printing

In case you want to see the printout before correcting errors, you can achieve this with choosing the submenu "Draft application form" in menu "Print outs". Such printout has big watermark DRAFT over the first page and won't be considered as paper version for the 2nd Call OP SI-HU 2007-2013, but it can be used to check the information you entered into the electronic form.

Conclusion

When you are finished with filling out the application form and when you resolved all errors, you have to print the form and sign it on places that are intended for signing. Paper version of application form has to be signed by all project partners. Such printed and signed application form has to be scanned and submitted for selection process along with the electronic form, which is stored as "Project.mdb". Along with the mentioned documents you have to provide documents as annexes as stated in the Call.

We have tried to do our best to make the form as user friendly as possible and hopefully at the end it will guide you to the approved project.