EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR ENERGY AND TRANSPORT

DIRECTORATE B - Transport Logistics, TEN-T and Comodality
B.1 - International Transport Relations & Trans-European Transport Network Policy

TENtec Private Portal

User Manual - eSubmission Module

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Document History

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1. INTRODUCTION

1.1. Overview

The TENtec Information System (Trans-European Network for Transports Technical Database) implements the framework for the Open Method of Coordination (OMC) that intends to establish a common working framework for the Commission, the TEN-T Executive Agency and the Member States. It also provides a common knowledge base for the TEN-T network. TENtec and the OMC will allow the main stakeholders to have access, through its portal, to the data stored in the TENtec database and to GIS (Geographic Information System) maps with TEN-T data, as well as to update them. TENtec will also allow public access to reports and maps with information on the network as well as to information on the Commission's work in relation to the TEN-T network.

The TENtec **eSubmission module** is the part of the TENtec Information System whose overall objective is to create a central TEN-T database and a portal that enables all TEN-T projects and related issues to be monitored. The eSubmission module allows applicants to submit their proposals electronically, after which they are evaluated in the evaluation module before preparing the actual funding Decision in the decision module. Essentially, Application Form Part A is completed using an online form, whereas Parts B1 and B2 are completed as Word documents and attached (together with any annexes) in the module before submission.

2. APPLICATION

2.1. Welcome page

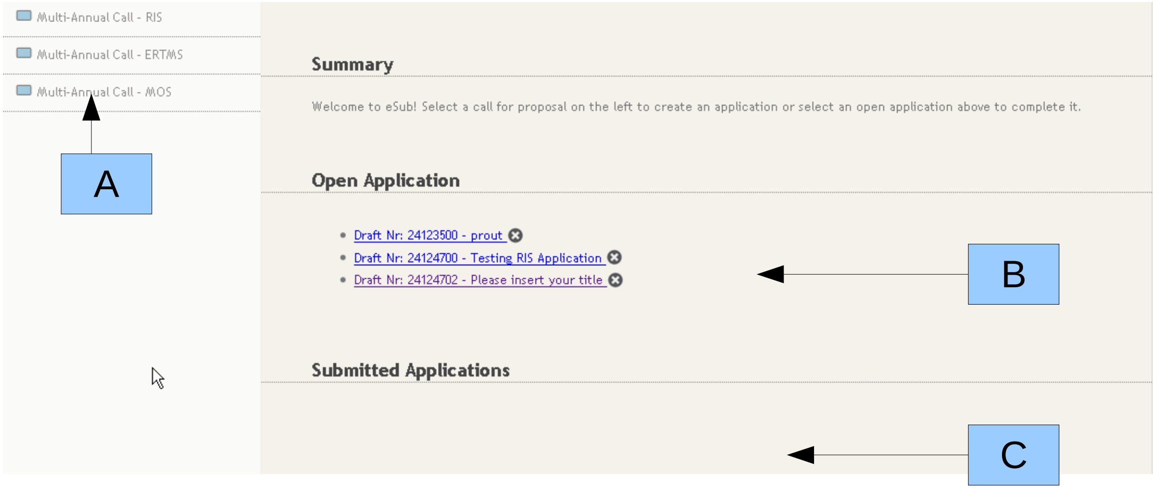


Figure 1 Welcome page

The welcome web page of the **eSubmission** module contains the following basic information:

- open call for proposals [A]
- list of open applications [B]
- list of submitted applications [C]

To open an application, select its name [B, C]. This opens the proposal in 'read-only' mode.

2.2. General issues

2.2.1. Submission of a proposal

To be able to submit an application, it needs to be fully and properly completed. The current status of the application can be viewed by selecting 'SUBMISSION' in the navigation links on the left side of the screen.

The following page is displayed with a description of any remaining errors:

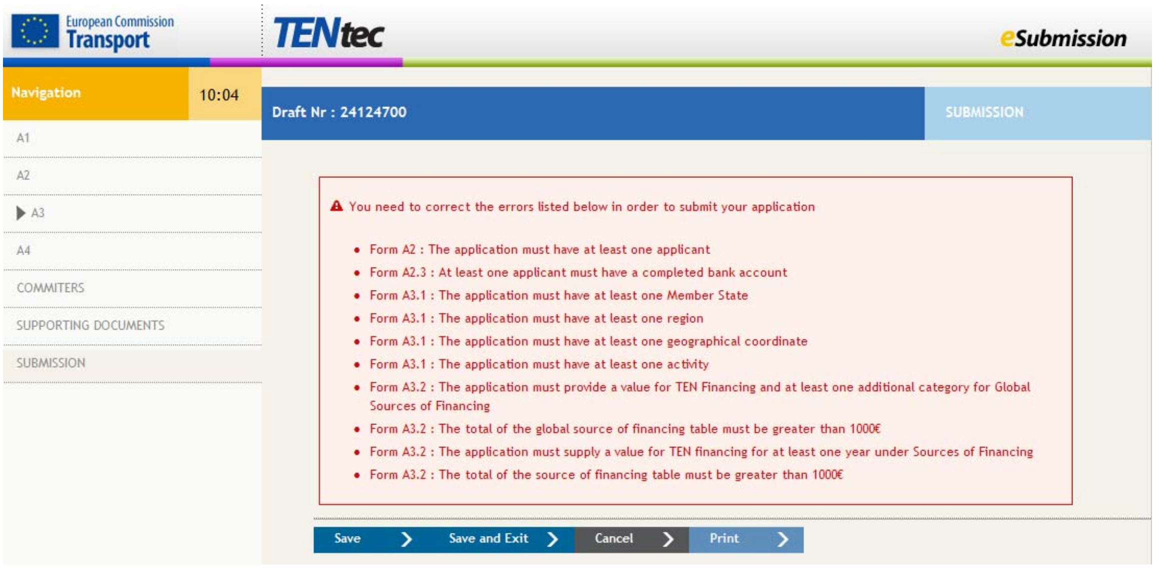


Figure 2 Error list

Only when all the errors have been removed is it possible to submit the application. In the 'SUBMISSION' section the button **Submit your application** [A] is available as shown in figure 3:

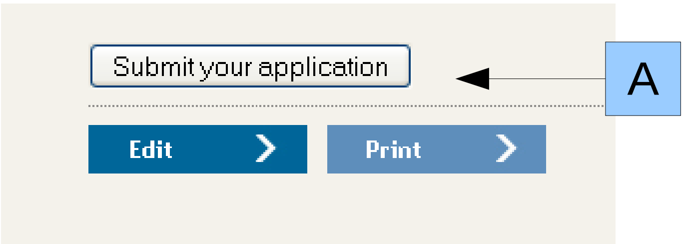


Figure 3 Submit application

IMPORTANT: It is possible to allow several users to work on one proposal (see section 2.2.2 committers). However, only the user that created the application is able to submit it. Please take this into account when planning your work.

2.2.2. Commiters

It is possible to give other TENtec users direct access to edit the application using the 'COMMITERS' tab. This allows several users to work on a single application, although only the application owner can submit the application. If the owner wishes to share an application with someone who is not yet a TENtec user, the latter will need to register in TENtec. Instructions on how to do so are available here:

http://ec.europa.eu/transport/infrastructure/tentec/doc/manuals/20091005_tentec_portal_access_and_registration_1_00.pdf

Figure 4 shows the screen that appears when 'COMMITERS' is selected in the navigation menu:

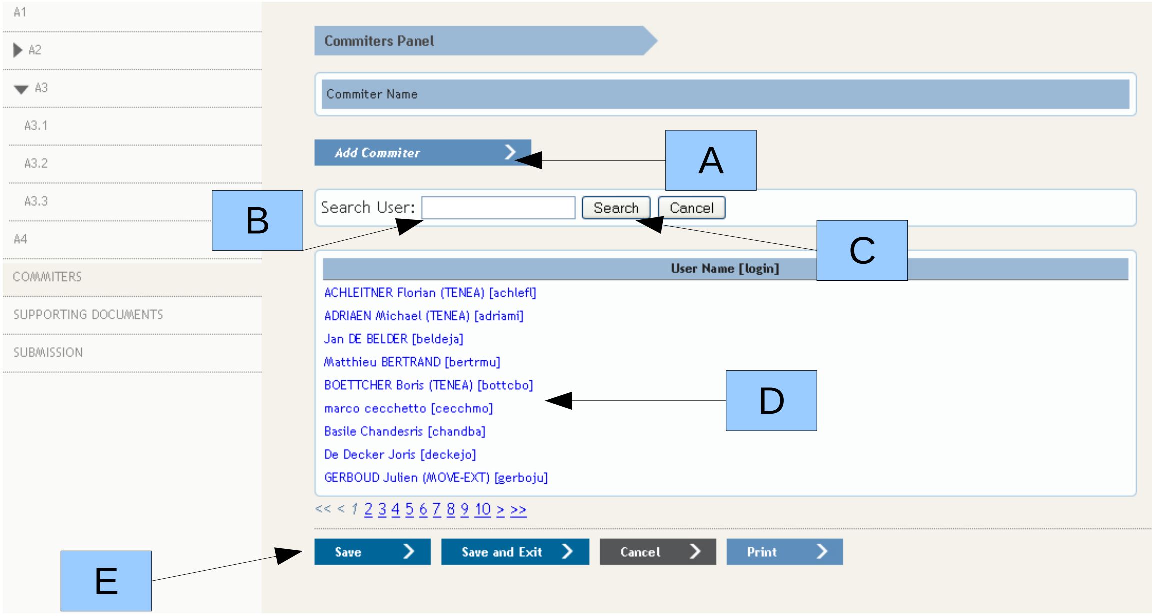


Figure 4 Add commiter

To add a committer (i.e. an applicant), first click the **Add Commiter** button [A]. The screen will display all registered TENtec users. It is possible to search for a user by entering a name in field [B] and pressing the **Seach** button [C]. Clicking on one of the displayed users [D] will add the user and they will be displayed in the commiters list shown in figure 5:

Figure 5 Commiters list

It is also possible to remove a user from the committers list using the icon.

2.2.3. Supporting documents

Supporting documents (i.e. Application Form Parts B1 and B2, as well as any annexes) are provided by clicking on the 'SUPPORTING DOCUMENTS' link in the navigation menu. Figure 6 shows the screen:

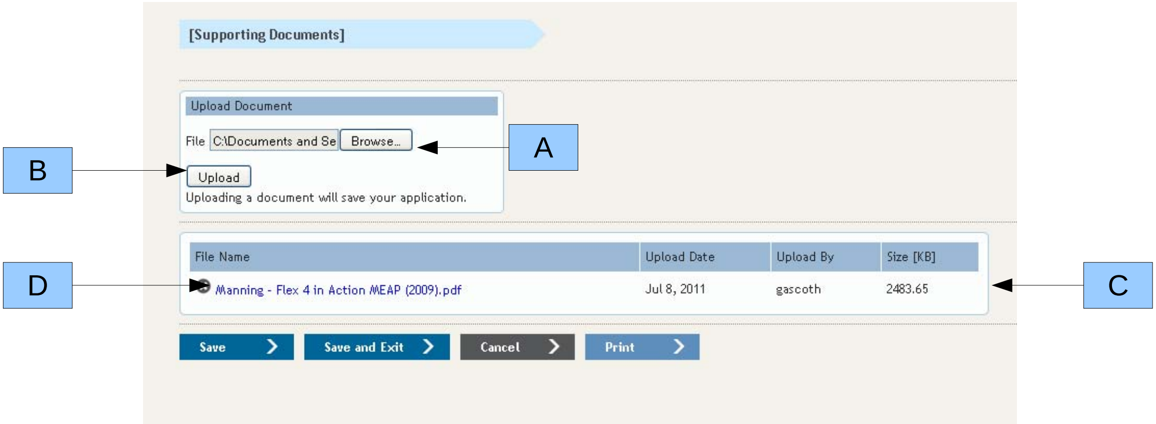


Figure 6 Supporting documents

A document is uploaded by clicking the **Browse** button [A] and navigating to the recommended zip or pdf file. Click the **Upload** button [B]. A list of all the uploaded documents is displayed [C]. The list contains information on the file's name, upload date, size and who uploaded the document. A document can be removed by clicking the delete icon [D].

2.2.4. Calendar functionality

The calendar functionality can be used to enter dates wherever the following icon is used: 

Clicking on the icon displays the calendar as shown in figure 7:

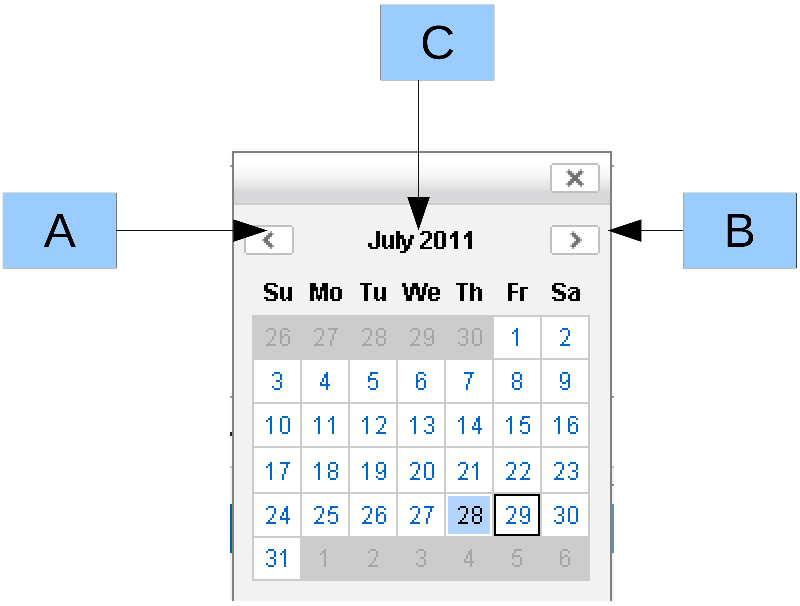


Figure 7 Calendar days

It is possible to move back or forward a month by clicking the arrow icons [A] and [B]. Clicking on a day will insert the date into the appropriate text field. Clicking on the month year displayed [C] opens the following display which allows the user to directly enter the year:

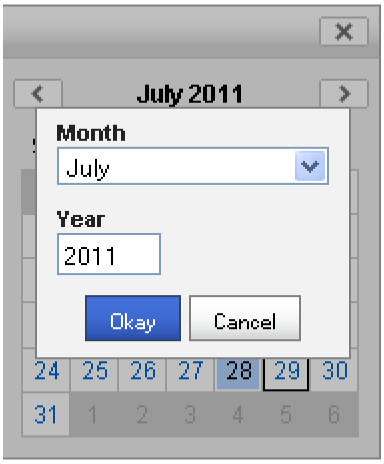


Figure 8 Calendar year

2.2.5. Navigation menu

The navigation menu is shown in figure 9:

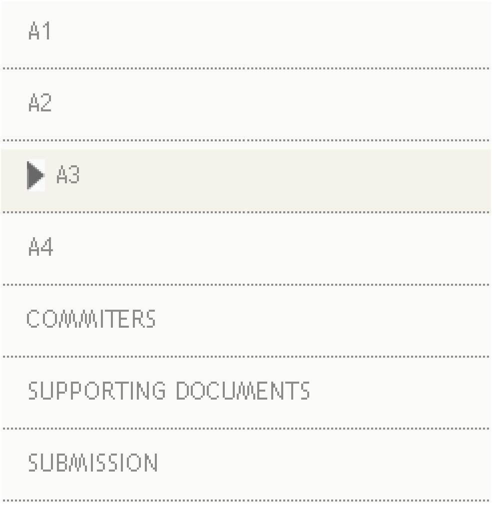


Figure 9 Navigation menu

When a grey triangle is displayed next to an item in the menu, it means it is possible to open a submenu. In figure 6 above clicking on A3 reveals the submenus as displayed in figure 10:

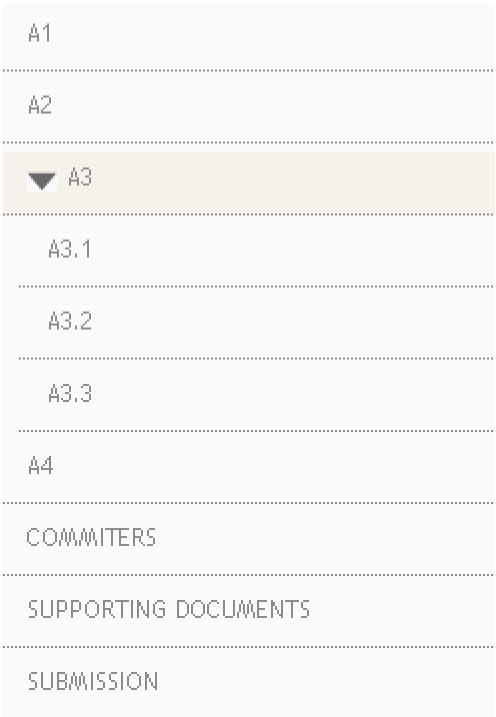


Figure 10 Submenu

The application navigation menu consists of several parts:

- A1 contains the main application data
- A2 contains the list of applicants (once they were entered)
- A3.1 to A3.3 contains location and financial information, as well as information on activities and milestones
- A4 contains translation information
- COMMITERS allows other (invited) users to edit the application and to add their contact details

- SUPPORTING DOCUMENTS contains the list of documents - attachments / annexes to applications
- SUBMISSION shows the current errors and missing information and is used to submit the application, when there are no more errors

Figure 10 above shows the navigation menu before any applicants have been added to the application. Figure 11 shows the menu after adding an applicant and expanding the A2 menu:

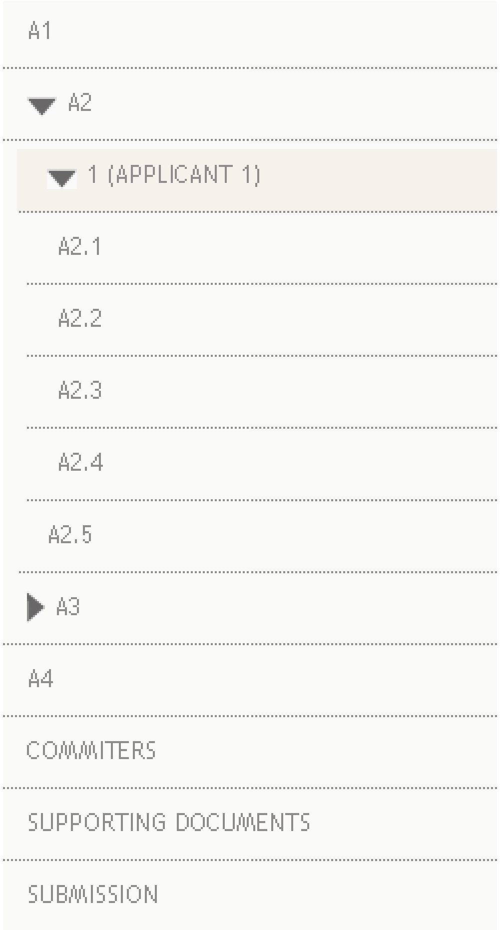


Figure 11 Applicant submenu

3. APPLICATION FORMS

3.1. Form A1

3.1.1. Create application

To create a new application, click on the relevant “Open Call for Proposals” list [A] in Figure 13.

Information concerning the selected “Open Call for Proposals” is displayed [B] in Figure 13.

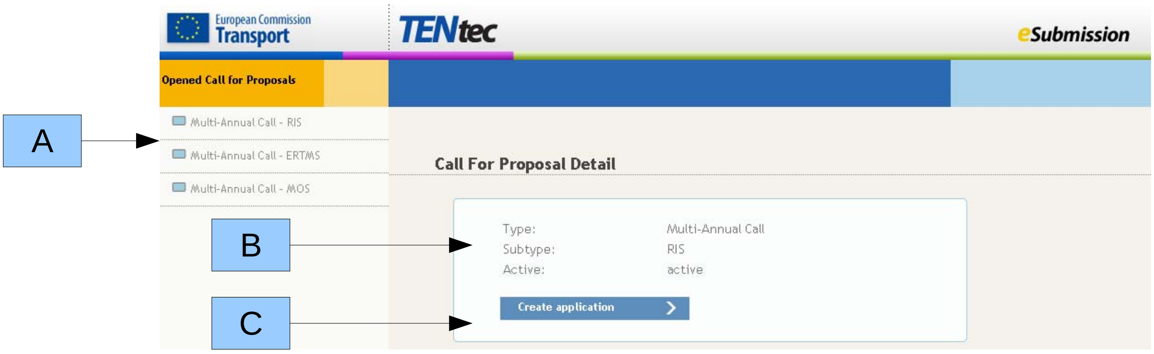


Figure 13 Call for proposals

Through this web page you can create a new application by clicking on the **Create application** button [C]. Figure 11 shows form A1 which is displayed after creating an application.

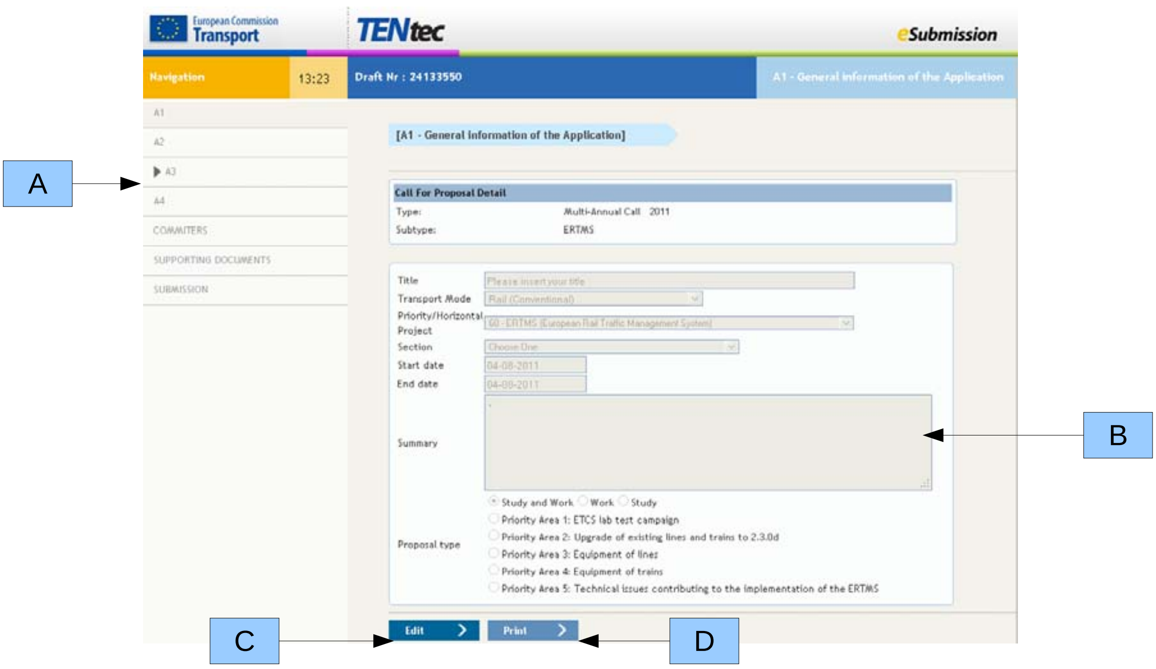


Figure 14 Create application (read-only)

The web page consists of three main elements (Figure 14). Note that all the fields are read-only:

- application navigation menu [A]
- application data form [B]
- application operation buttons:

- o to edit the application [C]
- o to print the application in pdf [D]

3.1.2. Edit application

Pressing the Edit [C] button in Figure 14 allows the fields on all forms to be modified and additional operations are made available:

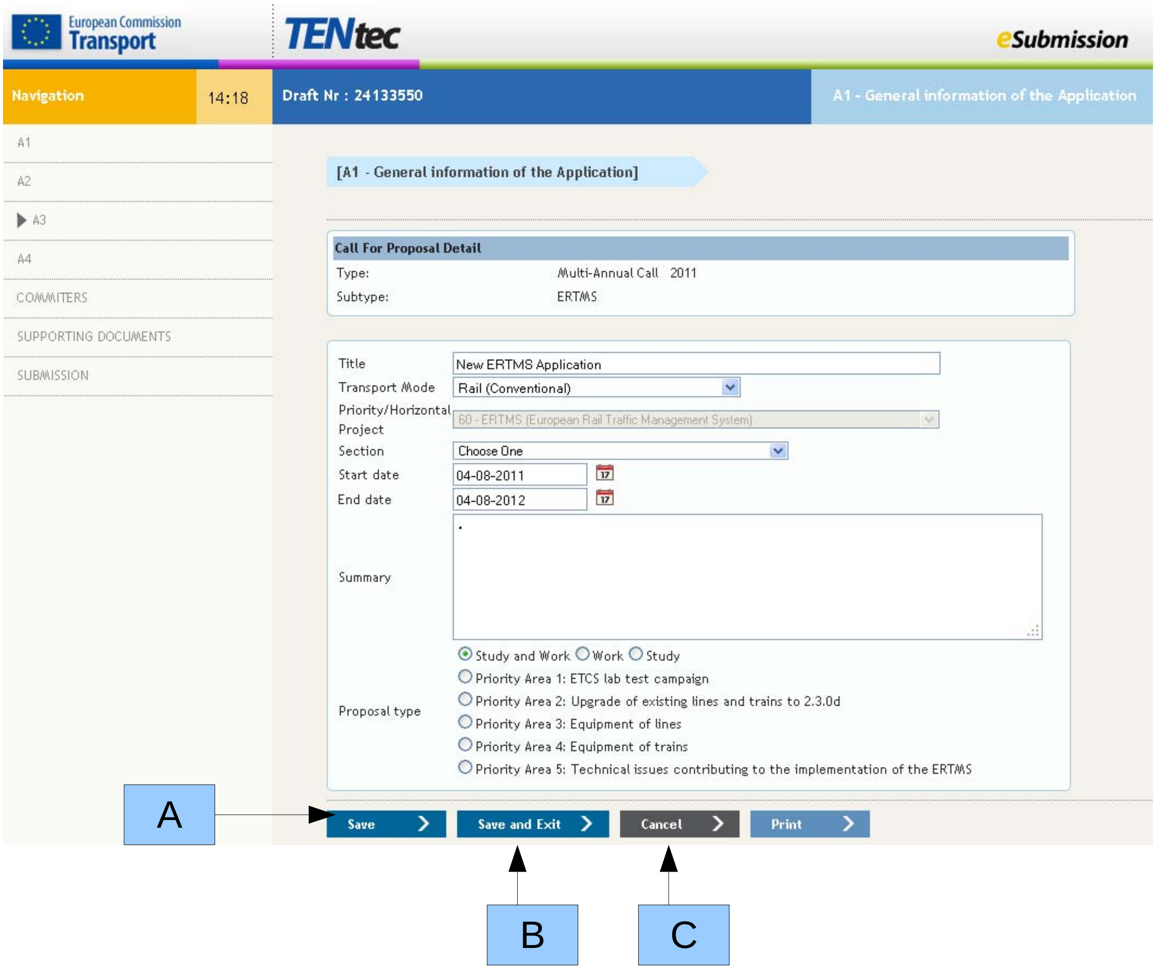


Figure 15 Create application (editable)

- application operation buttons:
    - o to save the application [A]
    - o to save and exit the application [B]
    - o to cancel [C]

When an application is being edited, it is locked by the system administrator (default time: 15 minutes). Other users cannot edit this application during this time.

When editing an application, remember to use the <u>Save</u> button regularly to avoid losing any inputed data. Do not to use the 'back' button on your web browser as this may result in data loss.

Form A1 shown in figure 16 contains basic information concerning the application such as:

- Title
- Transport mode
- Priority/horizontal project
- Section
- Start/end dates
- Description (summary)
- Proposal type

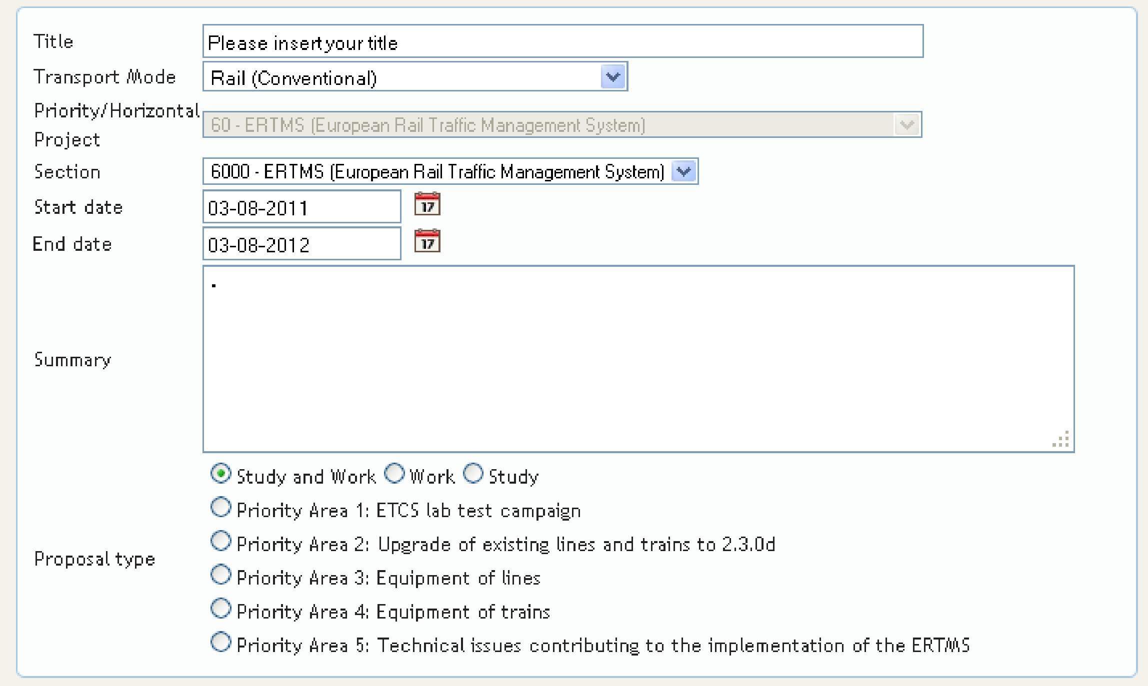


Figure 16 Form A1

3.2. Form A2

The 'applicants' section contains the list of applicants involved in your proposal. If the application is newly-created this list is empty. An applicant is created by selecting the **Add new Applicant** button [A] in figure 17:

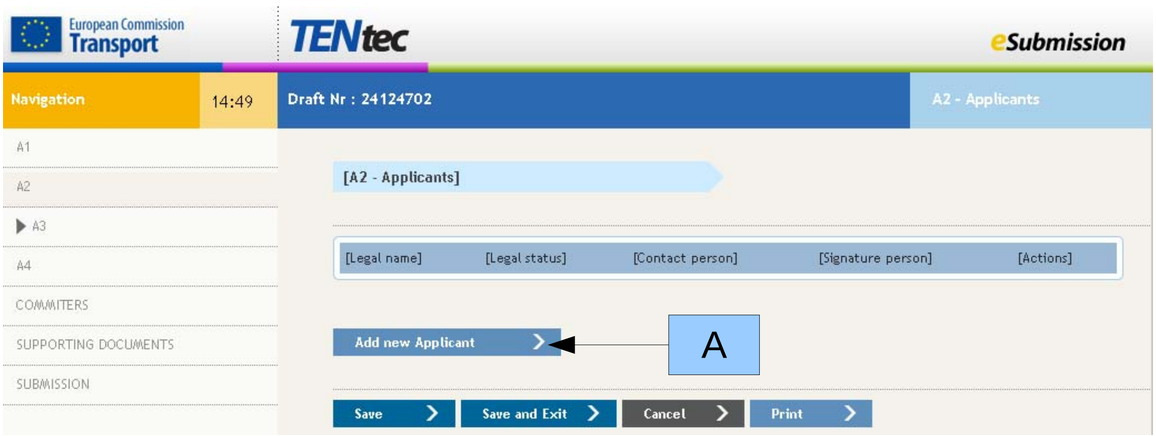


Figure 17 Form A2

3.2.1. Add applicant

The following dialogue box opens allowing the user to select the legal status of the applicant legal entity. To validate your choice press the **Next** button [A]:

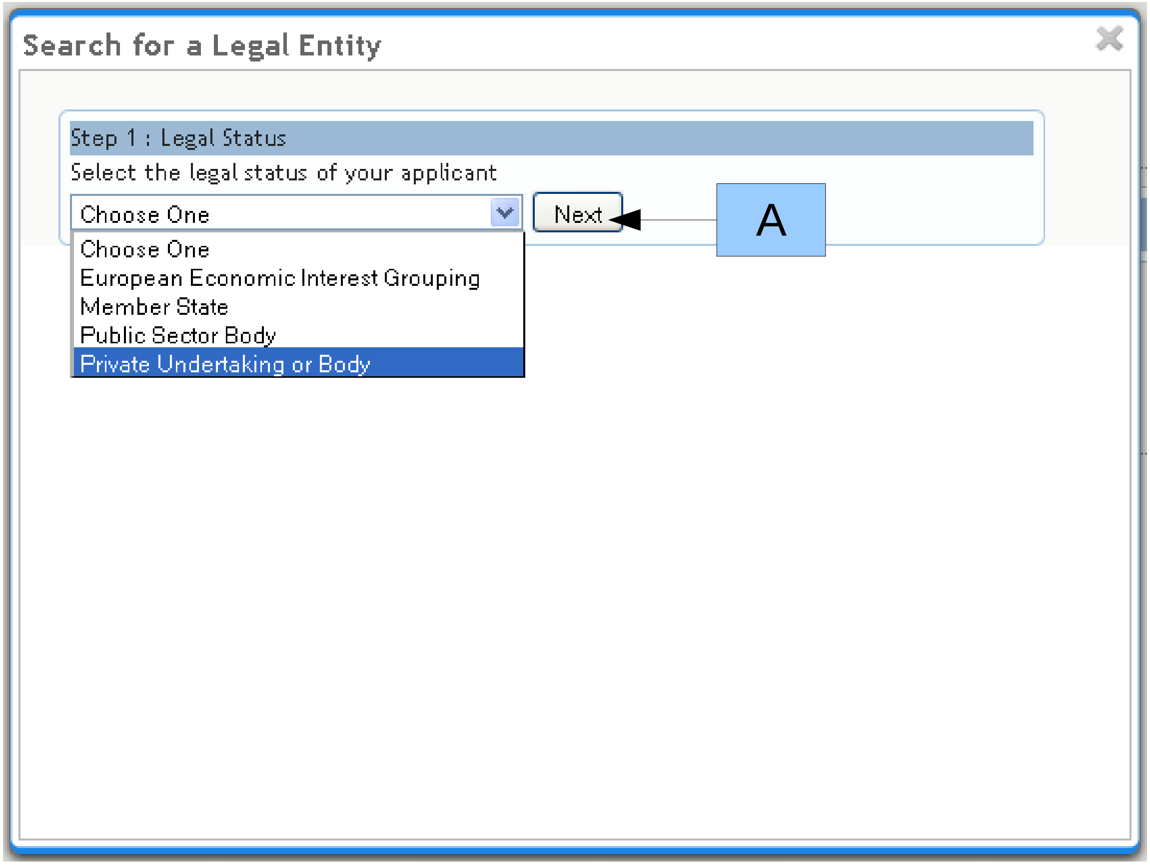


Figure 18 Legal entity status

Subsequently, the user should select a country. To validate your choice press the Next button:

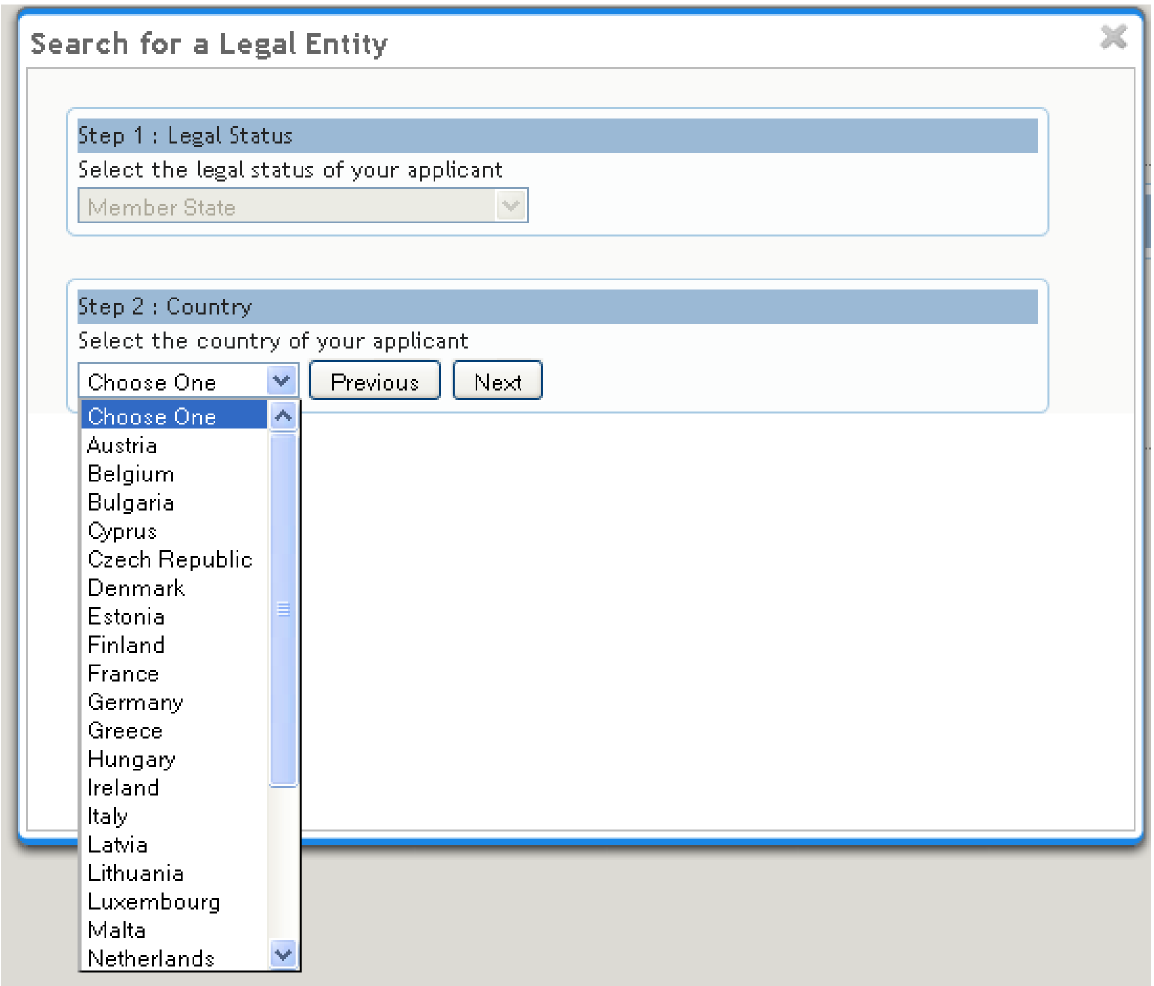


Figure 19 Legal entity country

The window now displays the fields shown in figure 20. They allow the user to enter a number of details concerning the new applicant:

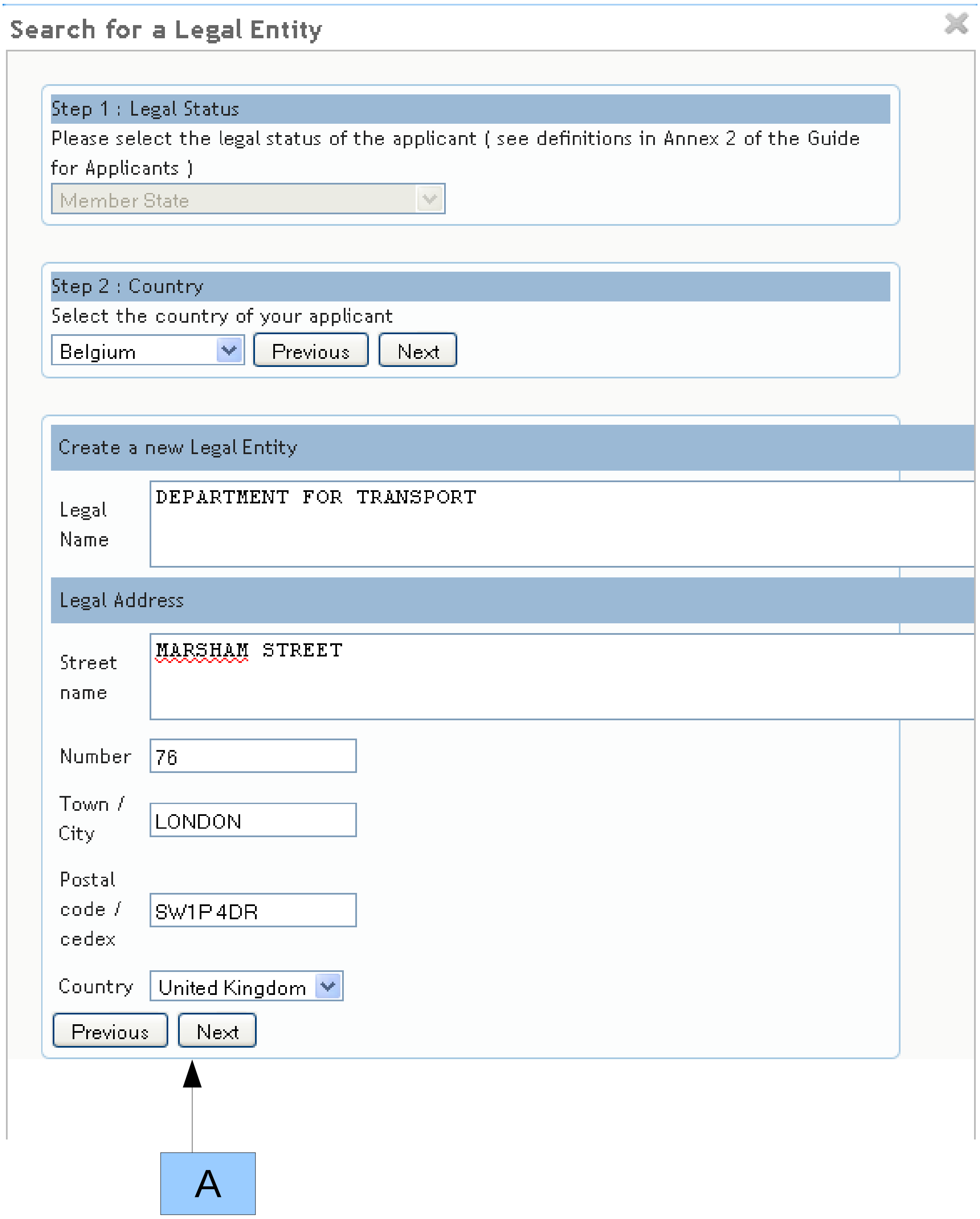


Figure 20 Add legal entity

The user should fill in the fields. To validate the inserted information press the **Next** button [A].

Figure 21 shows that the window now displays the details of the legal entity [A] and asks the user to **Confirm** [C]. If the details are not correct the user can return to the previous list using the **Previous** button [B]:

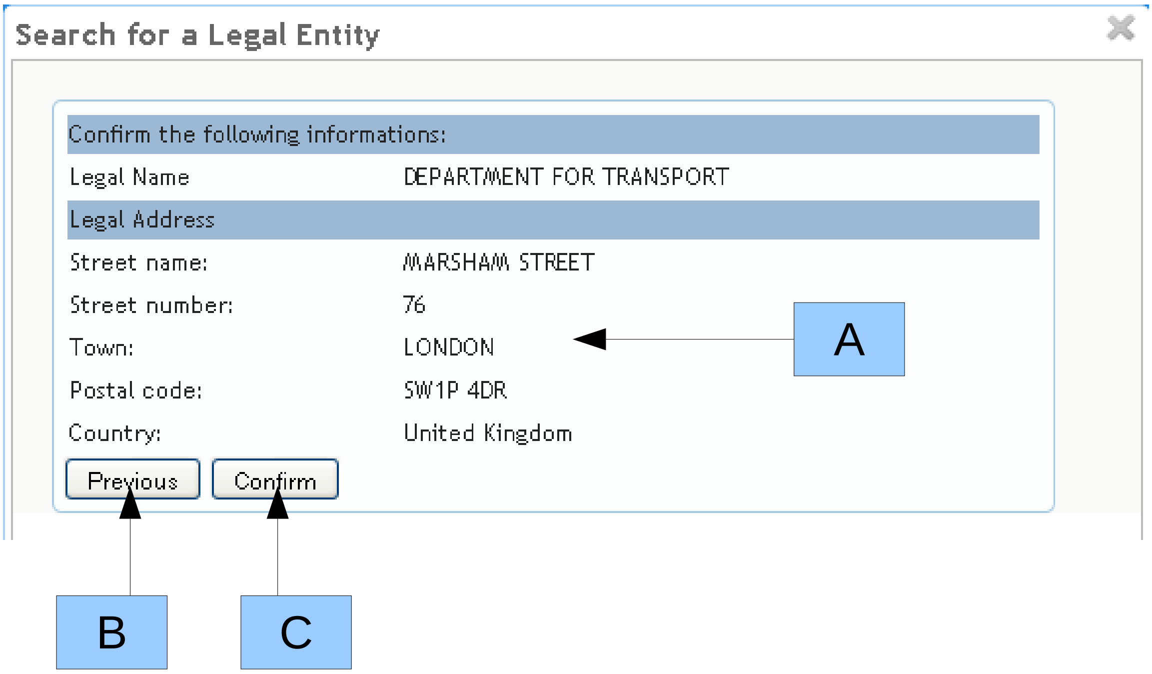


Figure 21 Legal entity details

3.2.2. Applicant list

The following screen shows form A2 after a legal entity has been selected:

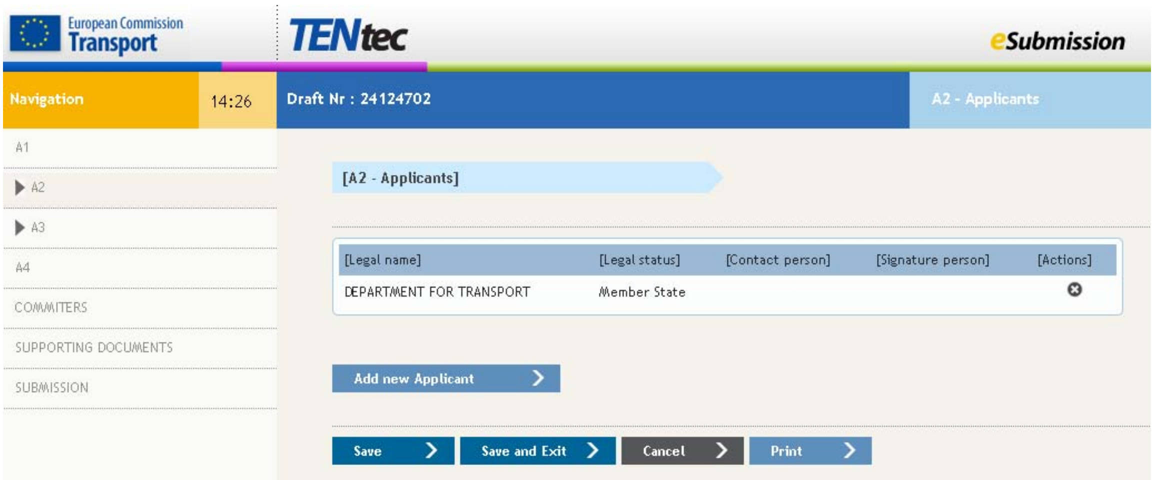


Figure 22 Applicant list

Any applicant can be removed using the delete icon on the right-hand side of each applicant.

3.2.3. Form A2.1

Once an applicant has been added, the navigation menu on the left side of the screen expands to allow the user to navigate to forms A2.1 to A2.5 of the respective applicant. Figure 23 shows form 2.1:

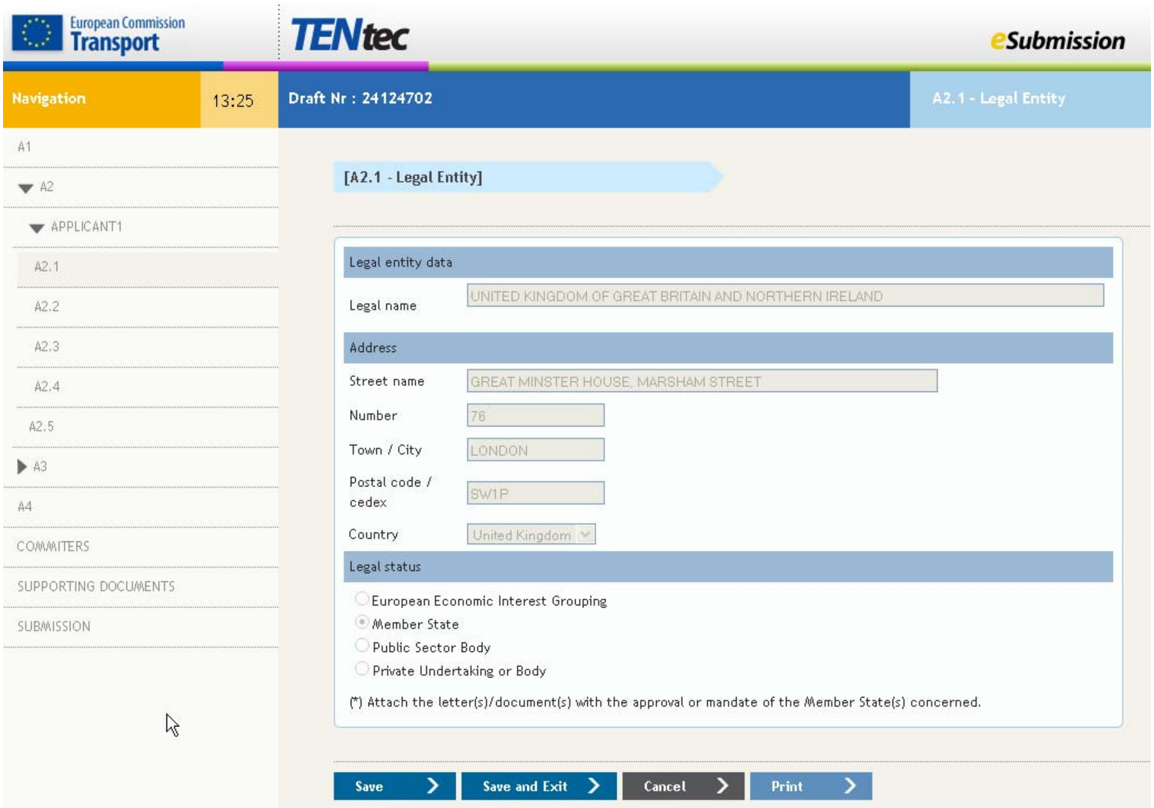


Figure 23 Legal entity information

3.2.4. Form A2.2

Form A2.2 allows the user to add the contact persons related to the applicant:

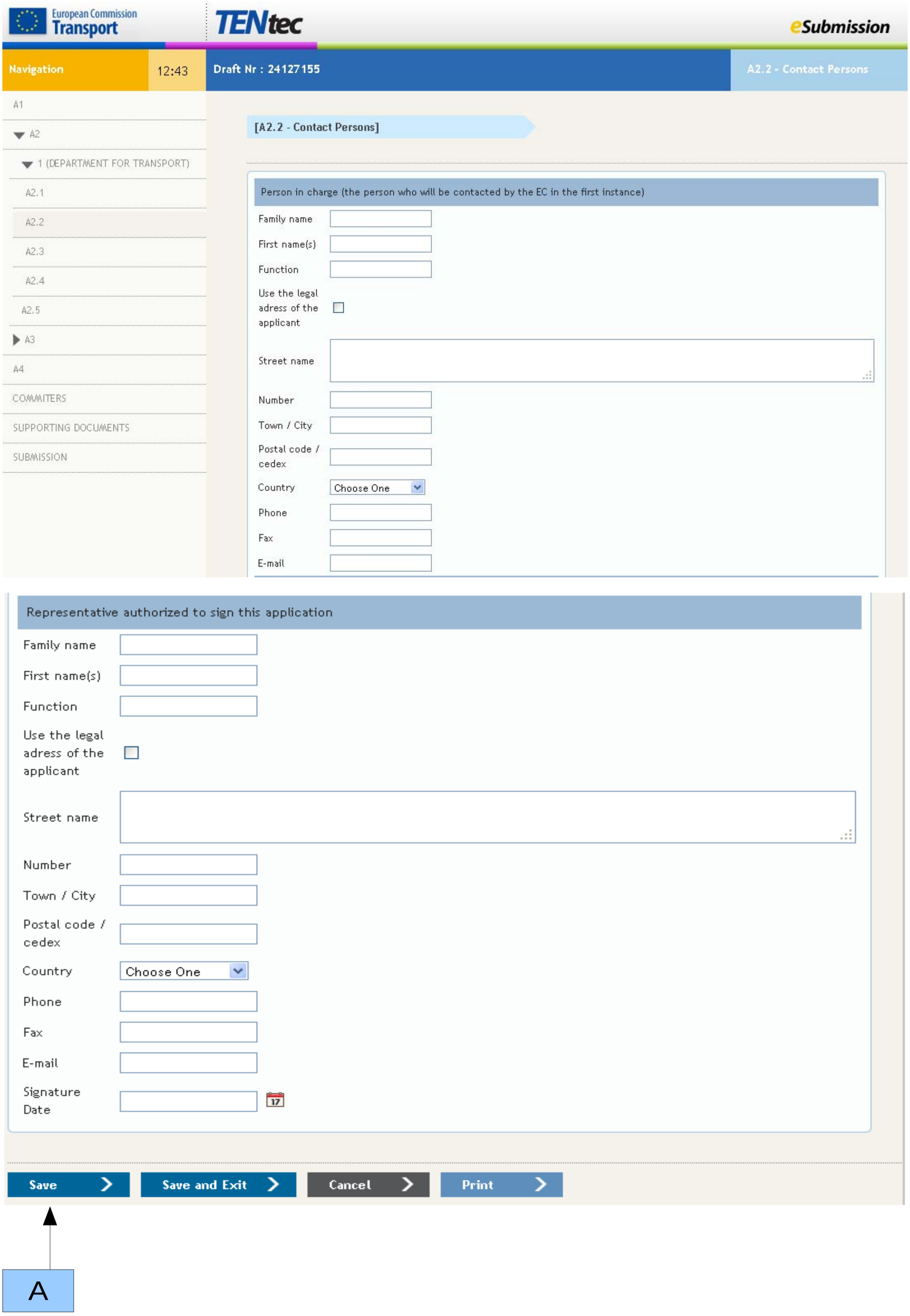


Figure 24 Contact persons

The user should fill in the contact persons information and press the **Save** button [A]. The 'Signature date' field can be filled using the calendar icon to select a date easily or you can fill it manually.

3.2.5. Form A2.3

Form A2.3 provides a link for the user to download the Financial Identification form:

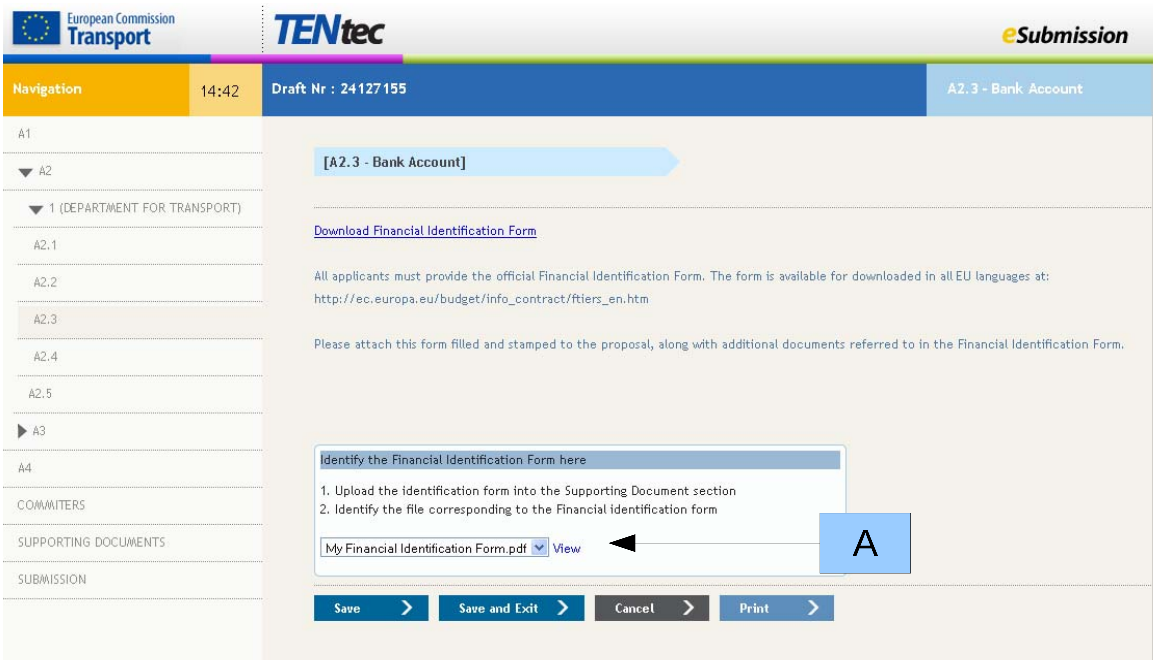


Figure 25 Bank account

Once the Financial Identification Form has been downloaded, filled in and scanned, the user should upload the scanned Financial Identification Form through the 'SUPPORTING DOCUMENTS' page (see section 2.2.3). After uploading it should be selected from the files displayed in the dropdown list [A].

3.2.6. Form A2.4

The information to be provided in section A2.4 depends on the status of the legal entity selected for the applicant. Figure 26 shows the screen for a Member State applicant:

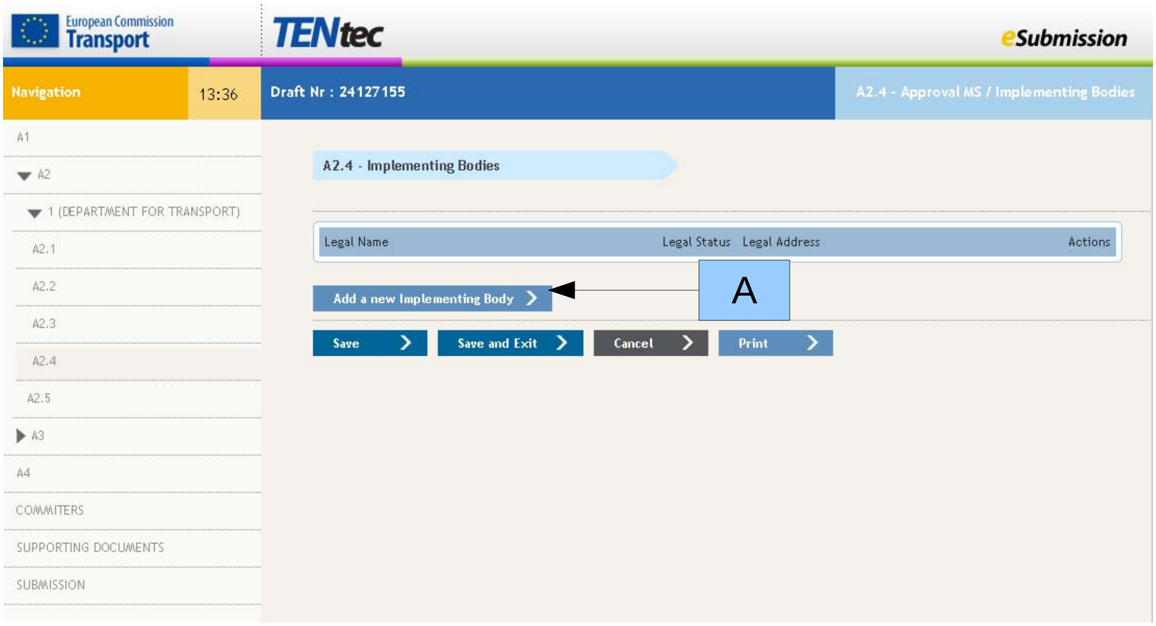


Figure 26 Form A2.4

The user should press the 'Add a new Implementing Body button' [A]. Then proceed in the same way as for adding a legal entity described above.

3.2.7. Form A2.5

Form A2.5 is used to set the coordinating applicant for the application (only applicable for multi applicant proposals):

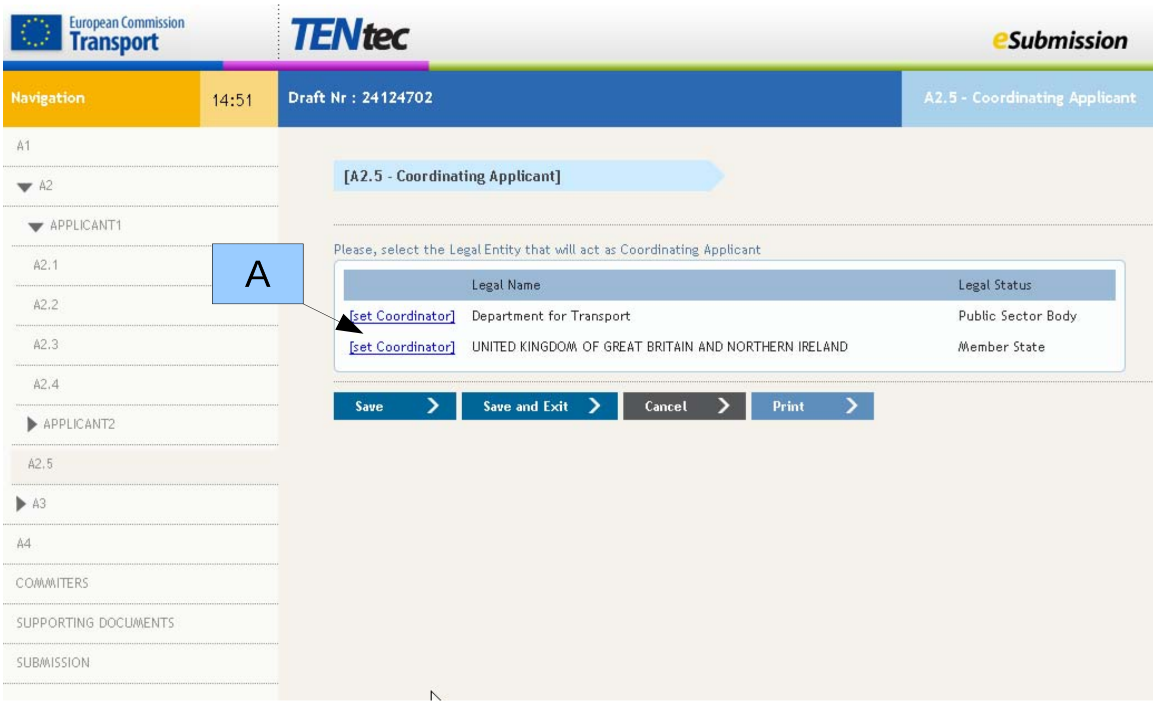


Figure 27 Coordinating applicant

This page displays all the applicants involved in the proposal. An applicant can be set as the coordinating applicant by clicking on one of the links [A] to the left of each applicant's name.

3.3. Form A3

The A3 section is divided into 3 forms: A3.1, A3.2 and A3.3, as shown in figure 28 [A].

3.3.1. Form A3.1

Form A3.1, shown in figure 28, allows the user to enter the following data:

- add a Member State and regions [B]
- add geographical co-ordinates in DMS format [C]
- add geographical co-ordinates in DD format [D]
- add an activity [E]
- add a milestone [F]
- add the contribution of the action to TEN-T policy [G]

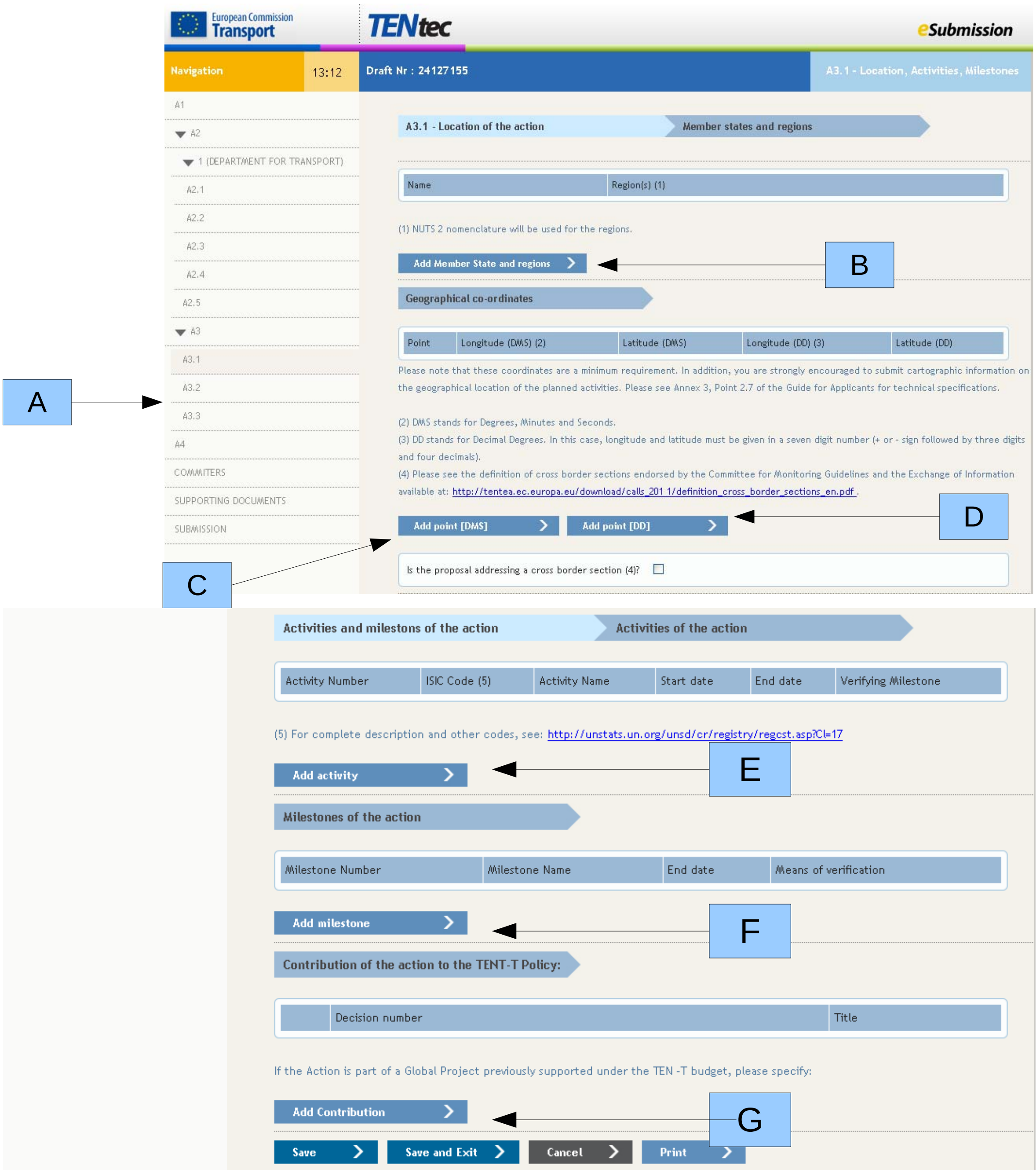


Figure 28 Form A3.1

3.3.1.1. Add Member State and regions

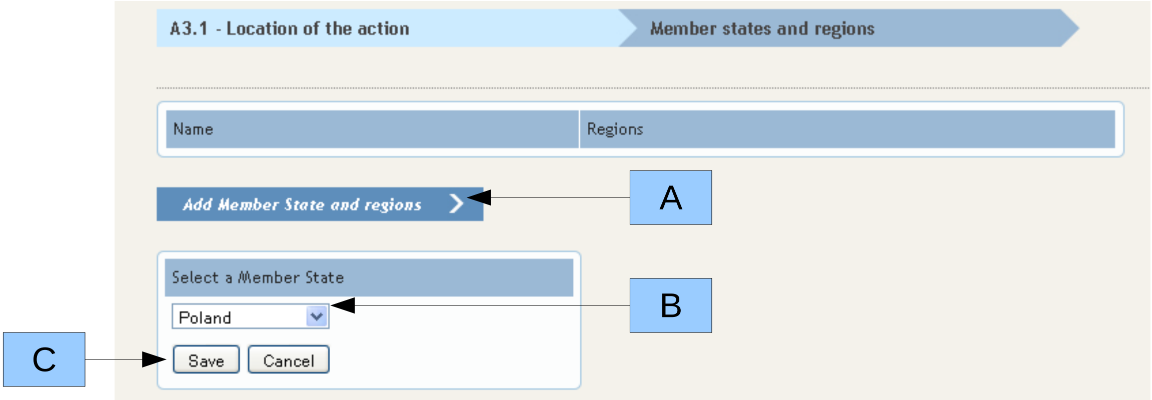


Figure 29 Add Member State and regions

Click on **Add Member State and regions** [A] to display the list of Member States [B]. After selecting the Member State, click on **Save** [C] to display the list of regions shown in figure 30:

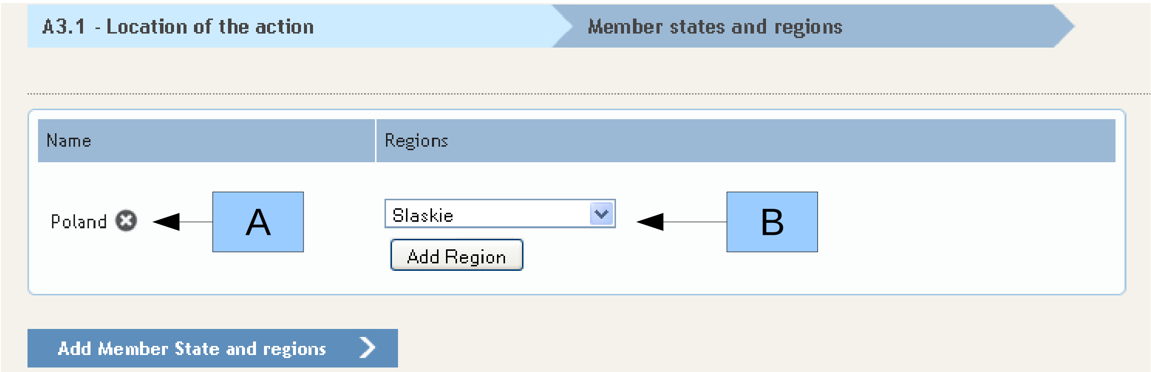


Figure 30 Member State regions

Through this part of the page it is possible to:

- delete the selected Member State [A]
- add a region [B,] the form is automatically updated as in figure 31

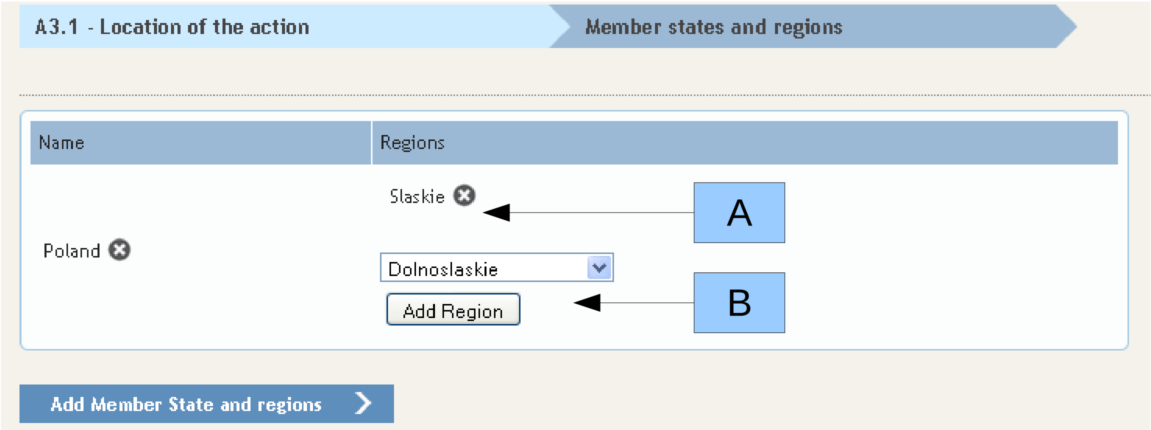


Figure 31Member State regions

Through this part of the page shown in figure 31 it is possible to:

- delete the selected region [A]
- add another region [B]

3.3.1.2. Add Geographical co-ordinates

Through this form it is possible to add geographical co-ordinates.

There are two formats for writing degrees:

- **DMS** Degrees : Minutes : Seconds (49°30'00"N, 123°30'00"W) shown in figure 32
- **DD** Decimal Degrees (49.5000°,-123.5000°), generally with 4-6 decimal numbers as shown in figure 33

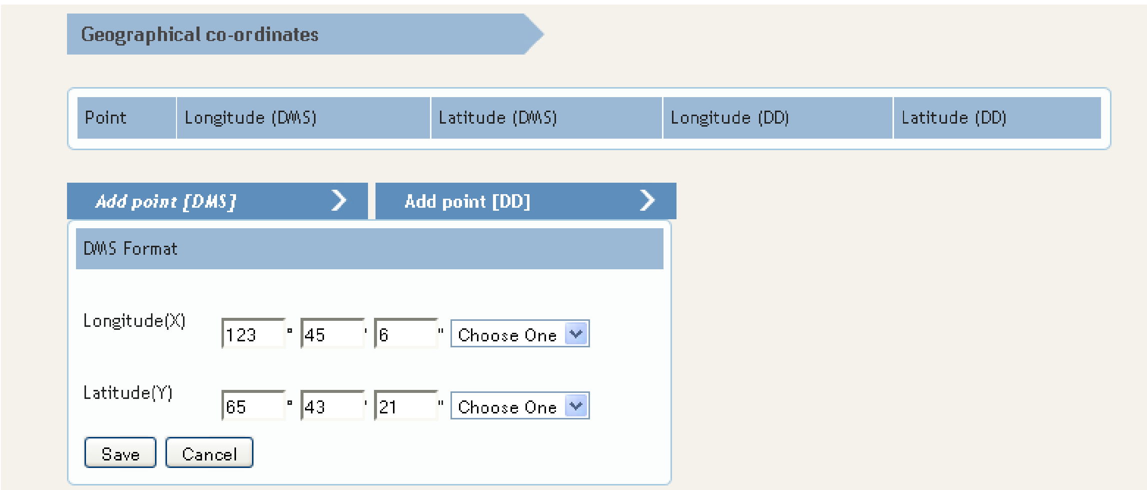


Figure 32 Add Geographical co-ordinates - DMS

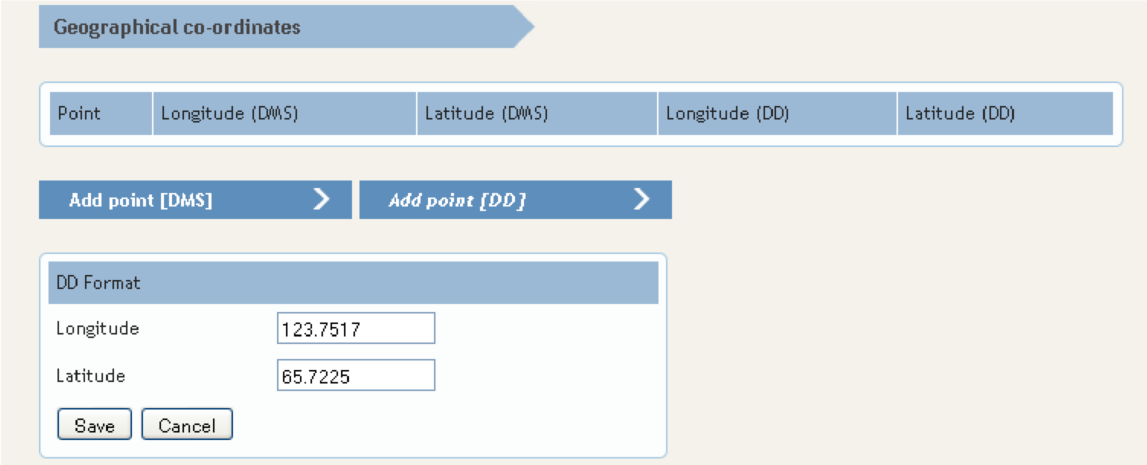


Figure 33 Add Geographical co-ordinates – DD

Figure 34 shows the list of geographical co-ordinates:

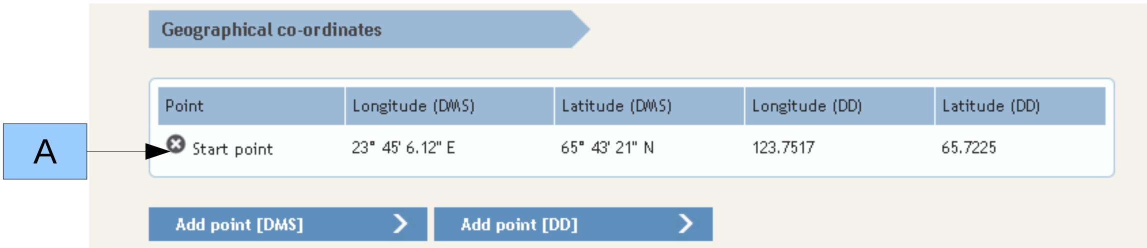


Figure 34 Geographical co-ordinates list

3.3.1.3. Add activites and milestones

Through this page it is possible to add activities and milestones.

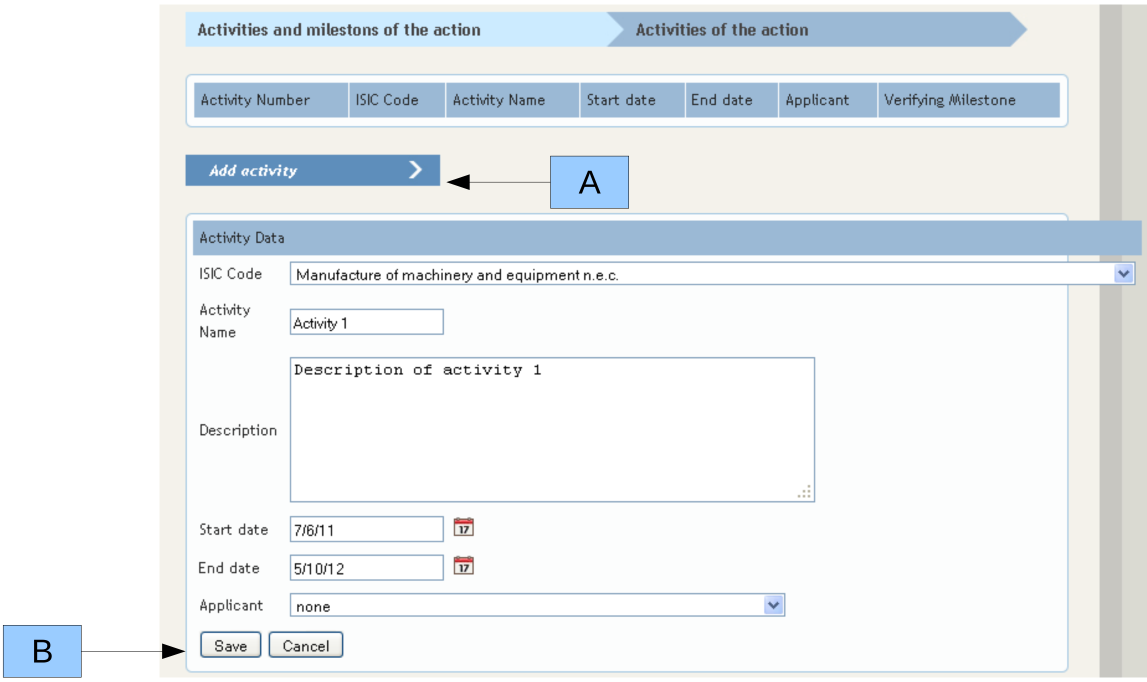


Figure 35 Add activity

To add an activity click **Add Activity** [A]. The screen then displays the contents shown in figure 35. To save the activity, click **Save** [B].

To add a milestone click **Add Milestone** [A]. Figure 36 is then displayed. To save the milestone, click **Save** [B].

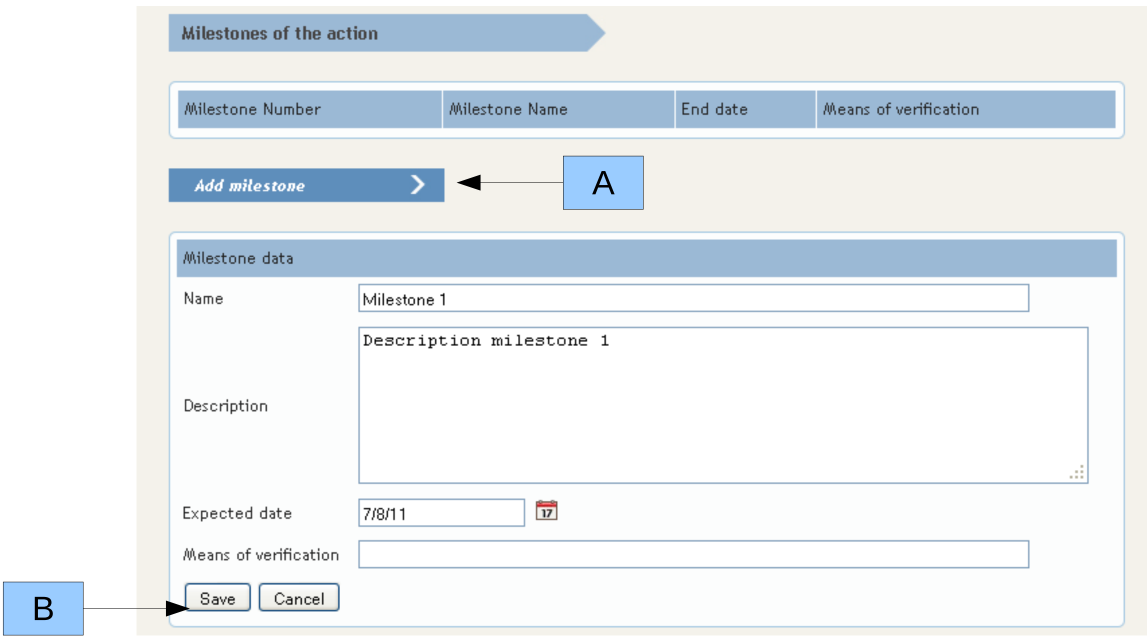


Figure 36 Add milestone

Figure 37 displays the activity and milestone lists. Through these lists it is possible to:

- edit/delete an activity [A]
- edit/delete a milestone [B]
- if at least one milestone has been created, it is possible to add a milestone to an activity as a verifying milestone [C]

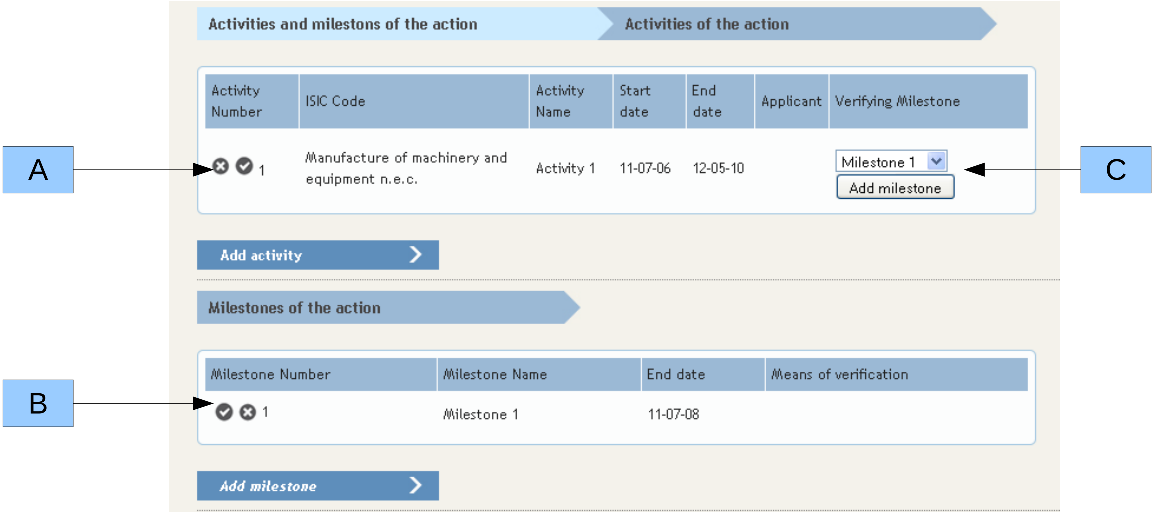


Figure 37 Activities and milestones

3.3.1.4. Add Contribution of the action to the TEN-T Policy

Figure 38 shows the addition of a contribution of the action to the TEN-T Policy:

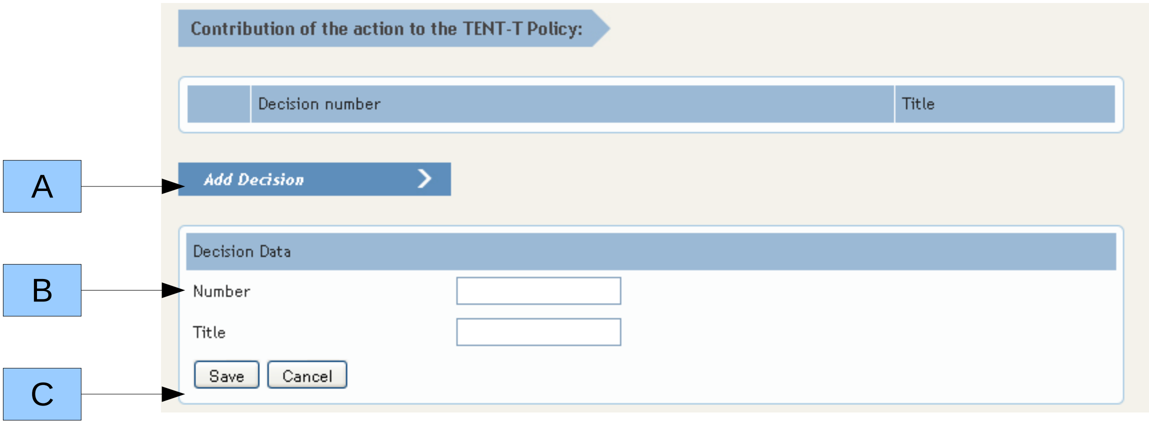
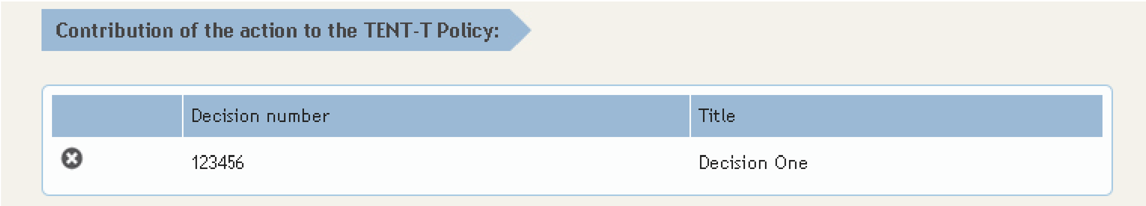


Figure 38 Add contribution

To add a contribution:

- click **Add Decision** button [A]
- complete the form [B]
- click **Save** [C] and the contribution is displayed in the list as shown in figure 39

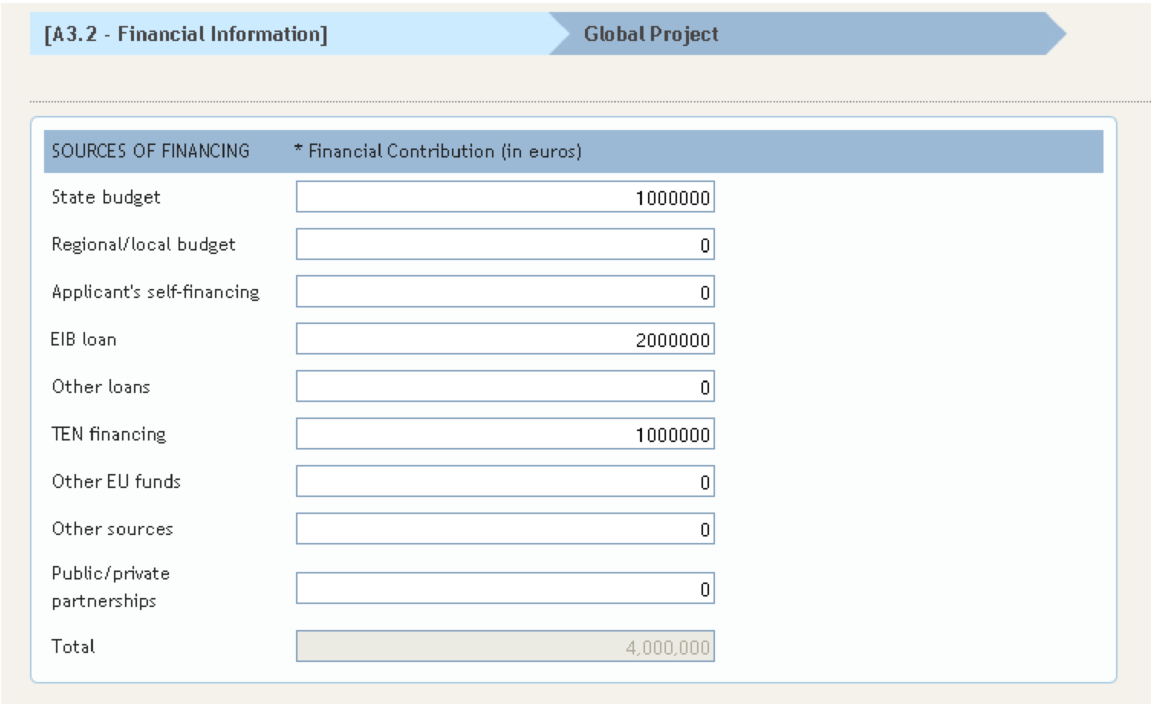

Contribution of the action to the TENT-T Policy:

	Decision number	Title
	123456	Decision One

Figure 39 Contribution list

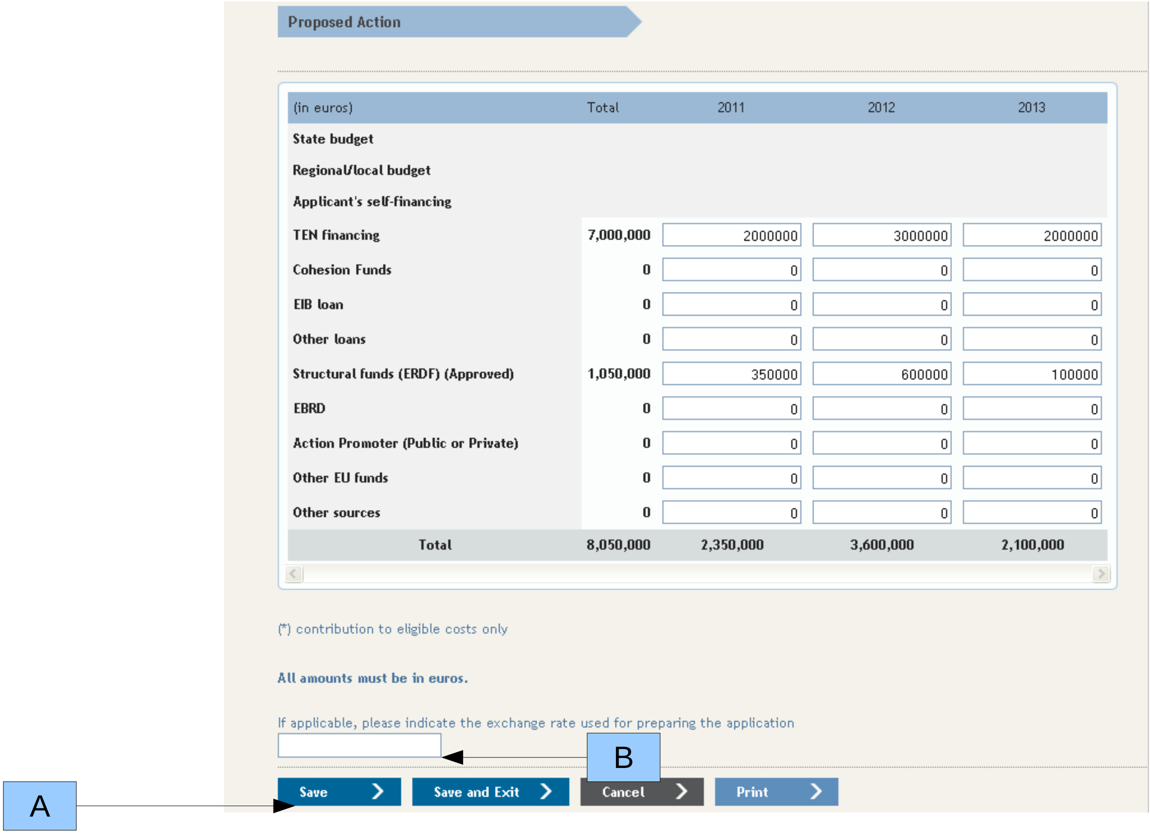
3.3.2. Form A3.2

Figures 40 and 41 show the A3.2 form used to enter financial information about the application:


[A3.2 - Financial Information] Global Project

SOURCES OF FINANCING	* Financial Contribution (in euros)
State budget	1000000
Regional/local budget	0
Applicant's self-financing	0
EIB loan	2000000
Other loans	0
TEN financing	1000000
Other EU funds	0
Other sources	0
Public/private partnerships	0
Total	4,000,000

Figure 40 A3.2 form – Global sources of financing


Proposed Action

(in euros)	Total	2011	2012	2013
State budget				
Regional/local budget				
Applicant's self-financing				
TEN financing	7,000,000	2000000	3000000	2000000
Cohesion Funds	0	0	0	0
EIB loan	0	0	0	0
Other loans	0	0	0	0
Structural funds (ERDF) (Approved)	1,050,000	350000	600000	100000
EBRD	0	0	0	0
Action Promoter (Public or Private)	0	0	0	0
Other EU funds	0	0	0	0
Other sources	0	0	0	0
Total	8,050,000	2,350,000	3,600,000	2,100,000

(*) contribution to eligible costs only

All amounts must be in euros.

If applicable, please indicate the exchange rate used for preparing the application

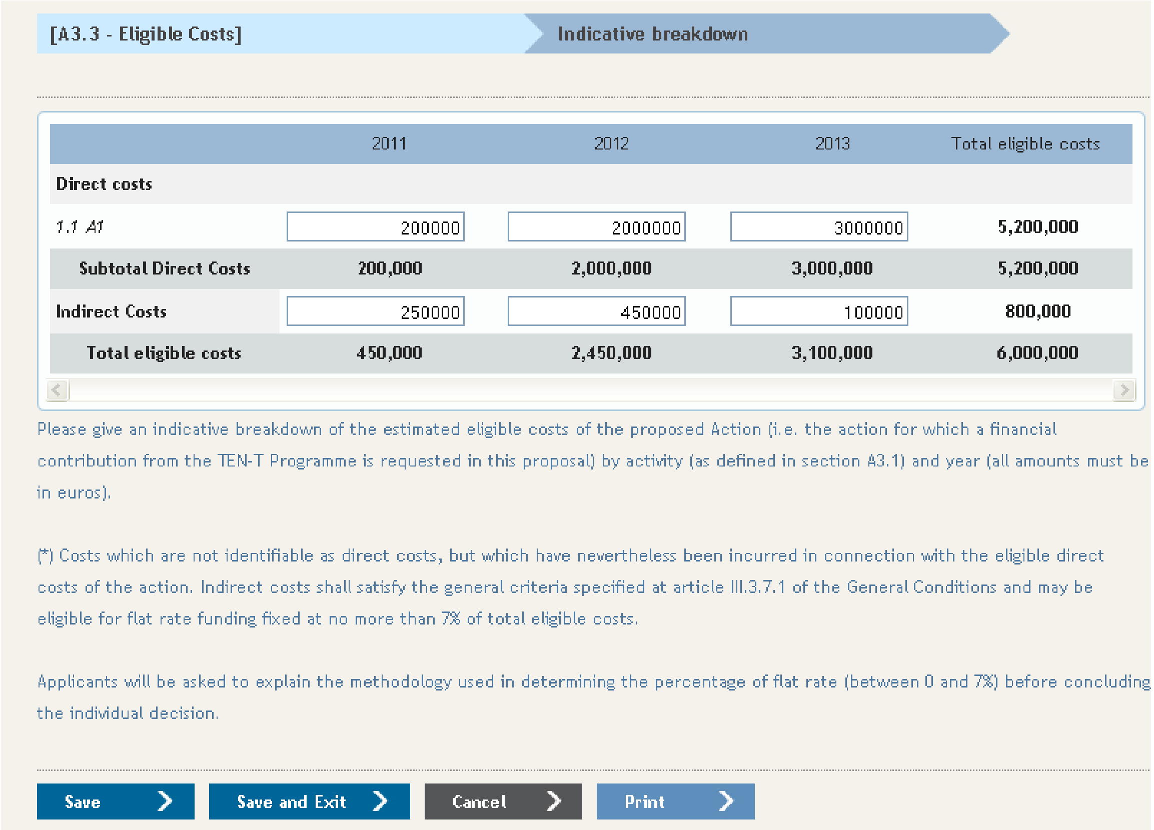
Figure 41 A3.2 form – Proposed action financing

Financial information should be entered as appropriate in form A3.2. Then click the **Save** button, figure 41 [A].

All amounts in the table must be in euros, thus an exchange rate is required for Member States outside the EURO zone. If an exchange rate has been used, details should be provided in the text field [B].

3.3.3. Form A3.3

Figure 42 shows form A3.3 where data for eligible costs should be entered similarly to form A3.2:


[A3.3 - Eligible Costs] Indicative breakdown

	2011	2012	2013	Total eligible costs
Direct costs				
1.1 A1	200000	2000000	3000000	**5,200,000**
Subtotal Direct Costs	**200,000**	**2,000,000**	**3,000,000**	**5,200,000**
Indirect Costs	250000	450000	100000	**800,000**
Total eligible costs	**450,000**	**2,450,000**	**3,100,000**	**6,000,000**

Please give an indicative breakdown of the estimated eligible costs of the proposed Action (i.e. the action for which a financial contribution from the TEN-T Programme is requested in this proposal) by activity (as defined in section A3.1) and year (all amounts must be in euros).

(*) Costs which are not identifiable as direct costs, but which have nevertheless been incurred in connection with the eligible direct costs of the action. Indirect costs shall satisfy the general criteria specified at article III.3.7.1 of the General Conditions and may be eligible for flat rate funding fixed at no more than 7% of total eligible costs.

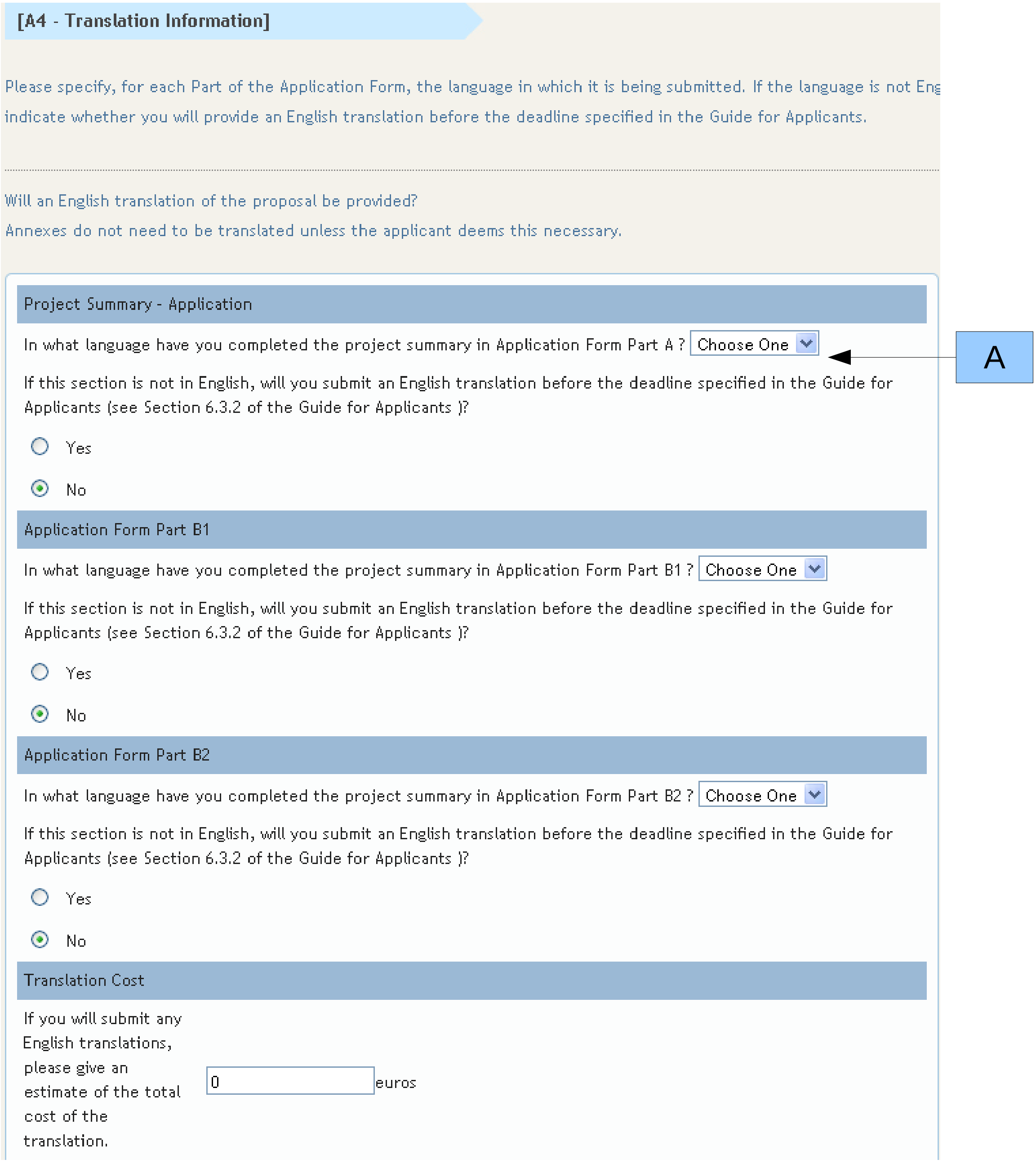
Applicants will be asked to explain the methodology used in determining the percentage of flat rate (between 0 and 7%) before concluding the individual decision.

Save | Save and Exit | Cancel | Print

Figure 42 A3.3 – Eligible costs

3.4. Form A4

Figure 43 shows form A4. Translations to be provided should be indicated using the radio buttons and dropdown lists such as that shown below [A]:


[A4 - Translation Information]

Please specify, for each Part of the Application Form, the language in which it is being submitted. If the language is not Eng
indicate whether you will provide an English translation before the deadline specified in the Guide for Applicants.

Will an English translation of the proposal be provided?
Annexes do not need to be translated unless the applicant deems this necessary.

Project Summary - Application

In what language have you completed the project summary in Application Form Part A ? Choose One

If this section is not in English, will you submit an English translation before the deadline specified in the Guide for Applicants (see Section 6.3.2 of the Guide for Applicants)?

Yes

No

Application Form Part B1

In what language have you completed the project summary in Application Form Part B1 ? Choose One

If this section is not in English, will you submit an English translation before the deadline specified in the Guide for Applicants (see Section 6.3.2 of the Guide for Applicants)?

Yes

No

Application Form Part B2

In what language have you completed the project summary in Application Form Part B2 ? Choose One

If this section is not in English, will you submit an English translation before the deadline specified in the Guide for Applicants (see Section 6.3.2 of the Guide for Applicants)?

Yes

No

Translation Cost

If you will submit any English translations, please give an estimate of the total cost of the translation. 0 euros

Figure 43 Translation information

4. HELPDESK

We invite you to use our helpdesk for any questions related to the use of our modules or any suggestions or feedback. However, for any questions relating either to the calls or to the overall submission procedure, please address the call specific help desk accessible at the TEN-T Executive Agency.

Contact Information:

TENtec Helpdesk

MOVE-TENTEC@ec.europa.eu

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+32 (2) 295 43 49