



**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

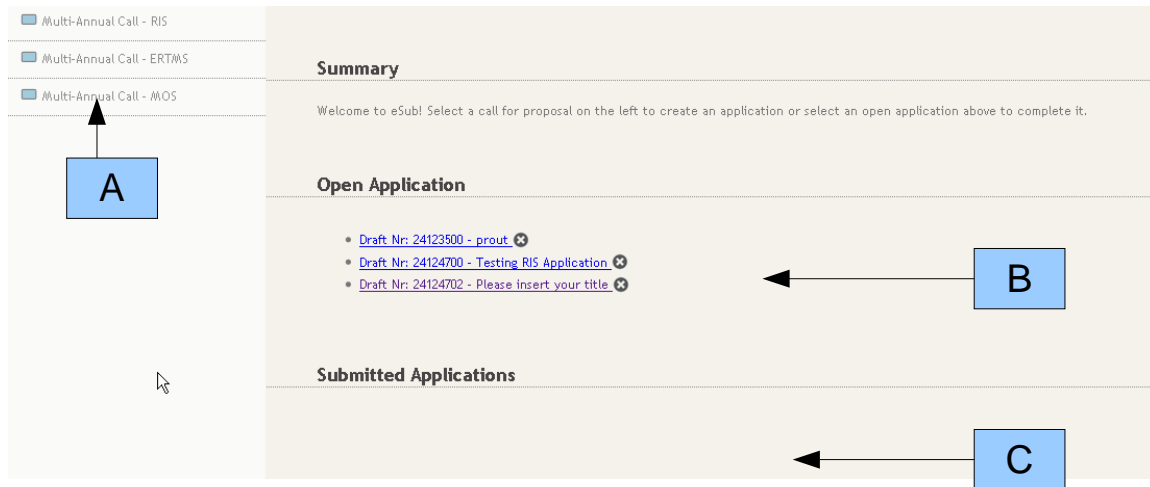
### 1.1. Overview

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:

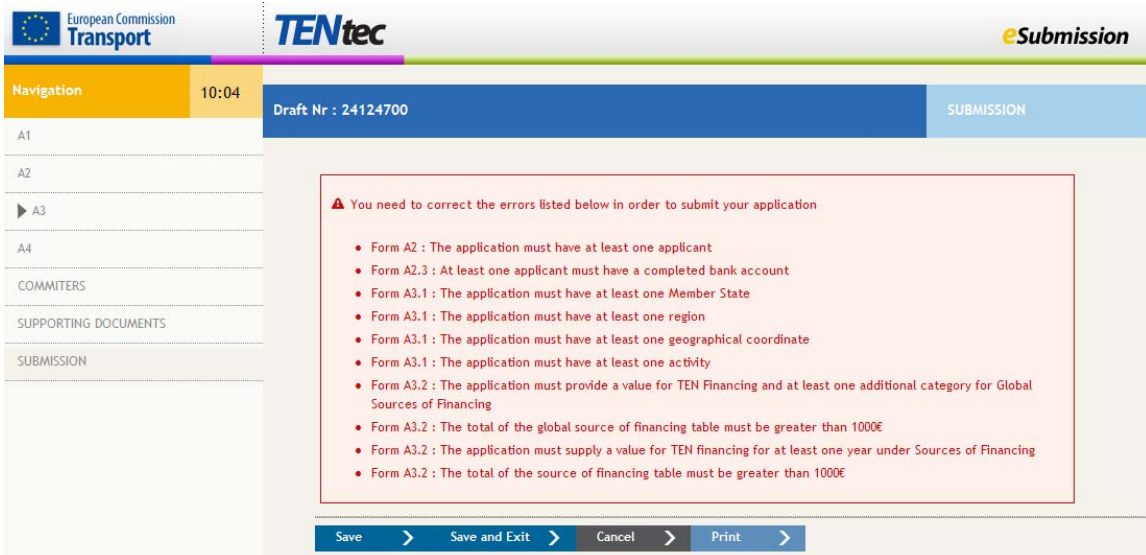


Figure 2 Error list

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:

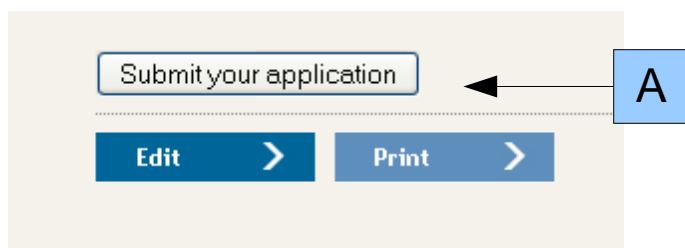


Figure 3 Submit application

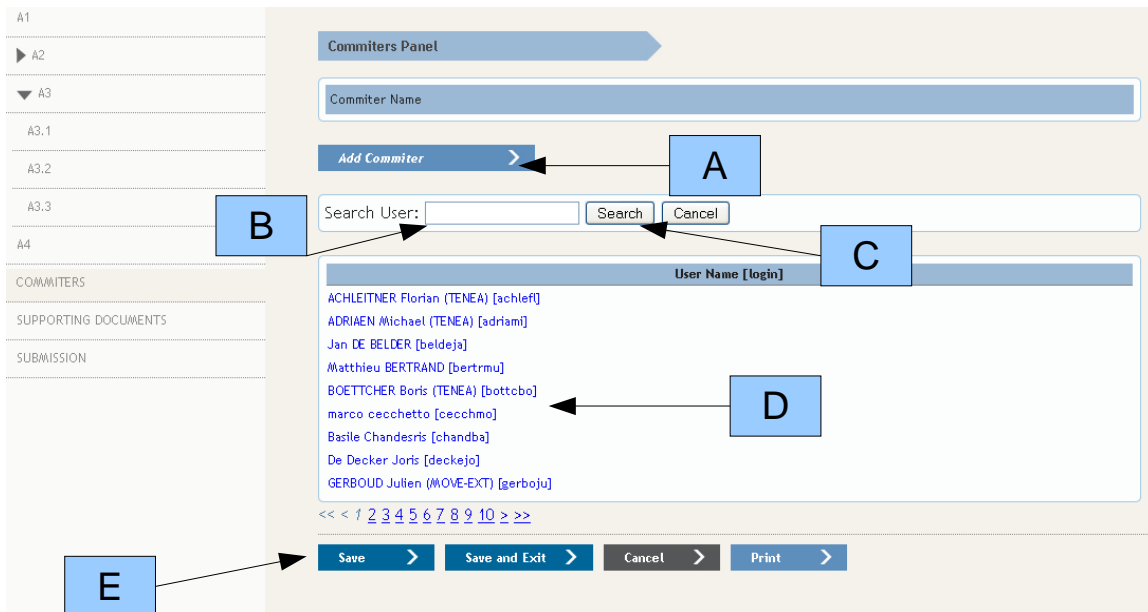
**IMPORTANT:** It is possible to allow several users to work on one proposal (see section 2.2.2 committers). However, only the user that created the application is able to submit it. Please take this into account when planning your work.

### **2.2.2. Committers**

It is possible to give other TENtec users direct access to edit the application using the 'COMMITTERS' 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](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 'COMMITTERS' is selected in the navigation menu:




**Figure 4** Add commiter

To add a commiter (i.e. an applicant), first click the **Add Committer** 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 **Search** button [C]. Clicking on one of the displayed users [D] will add the user and they will be displayed in the committers list shown in figure 5:

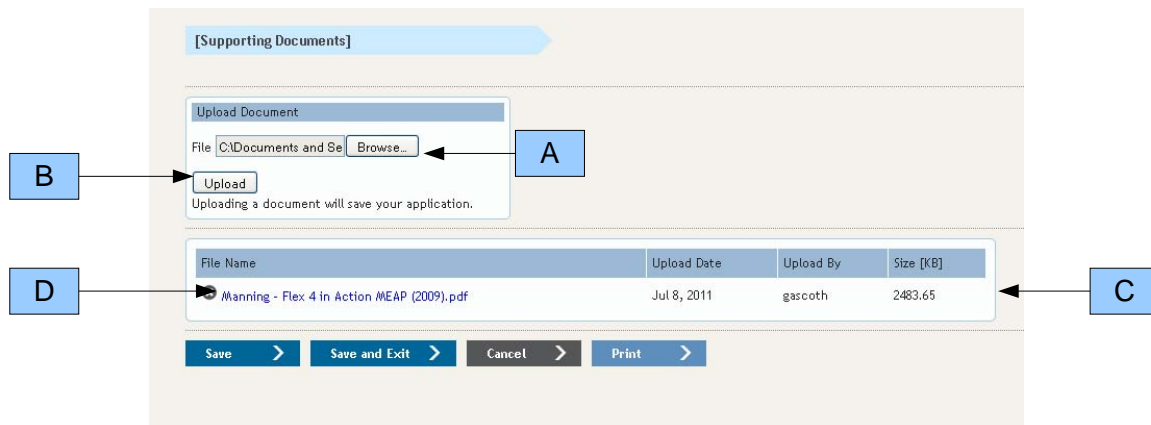


**Figure 5** Committers list

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:



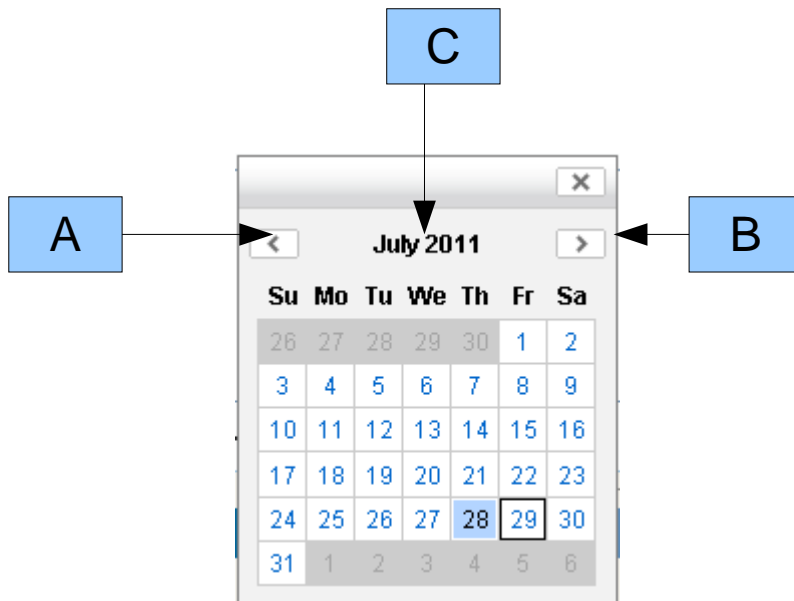
**Figure 6** Supporting documents

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**

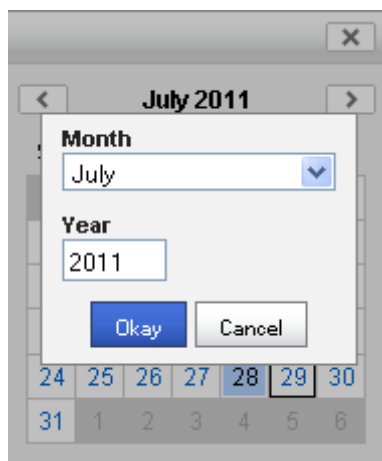
The calendar functionality can be used to enter dates wherever the following icon is used: 

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



**Figure 7** Calendar days

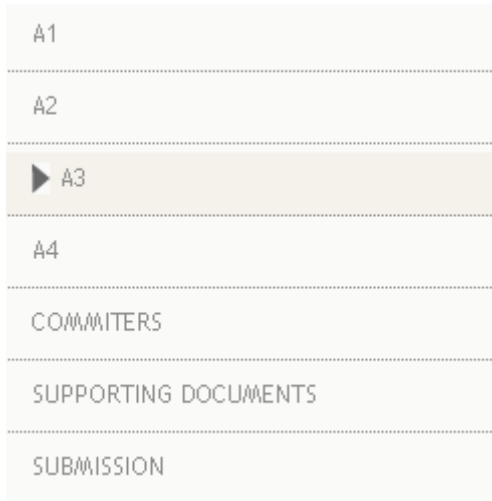
It is possible to move back or forward a month by clicking the arrow icons [A] and [B]. Clicking on a day will insert the date into the appropriate text field. Clicking on the month year displayed [C] opens the following display which allows the user to directly enter the year:



**Figure 8** Calendar year

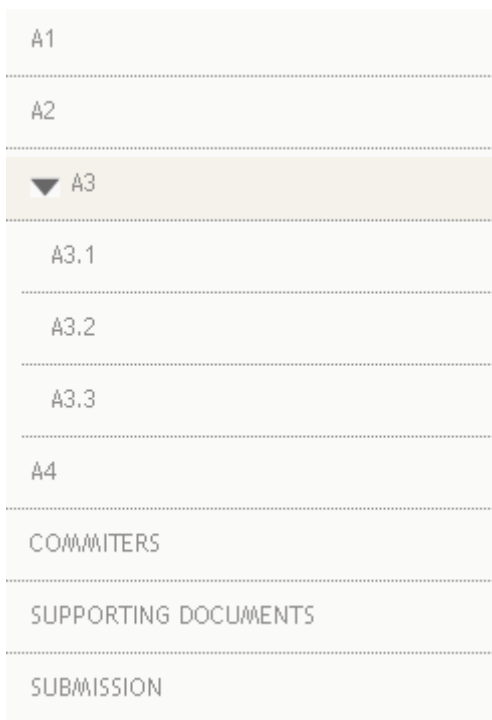
#### **2.2.5. Navigation menu**

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:



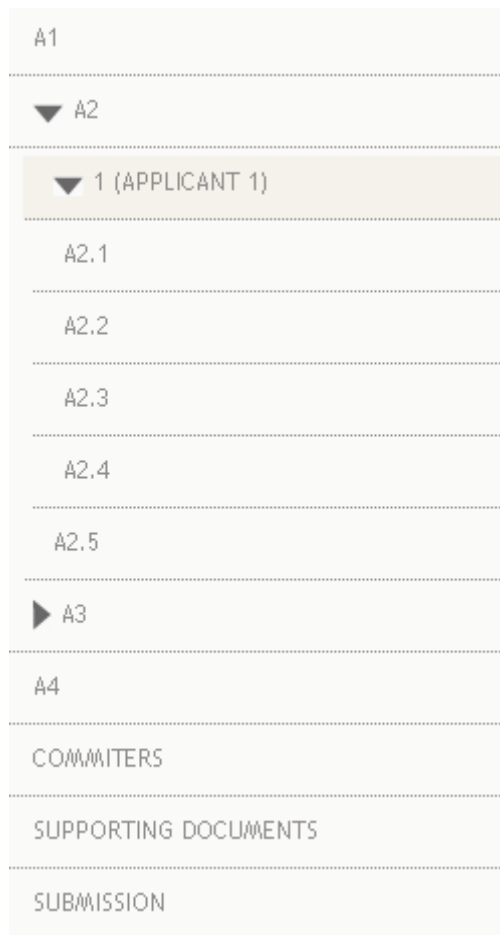
**Figure 10** Submenu

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.

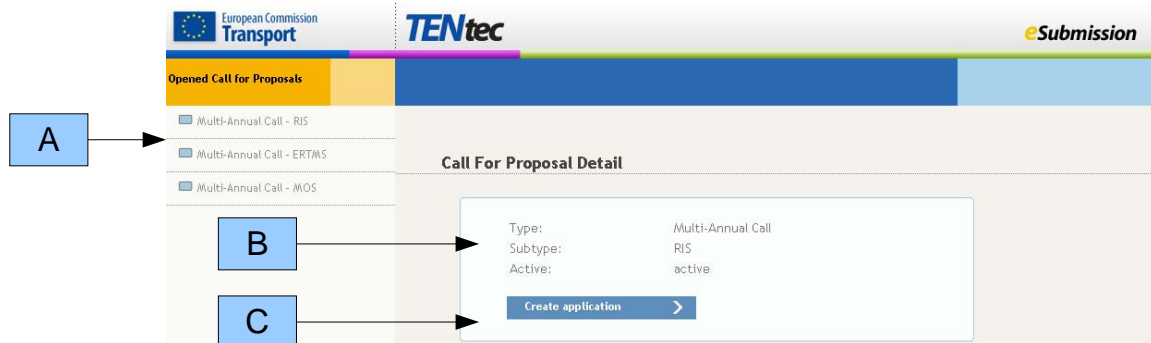


Figure 13 Call for proposals

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.

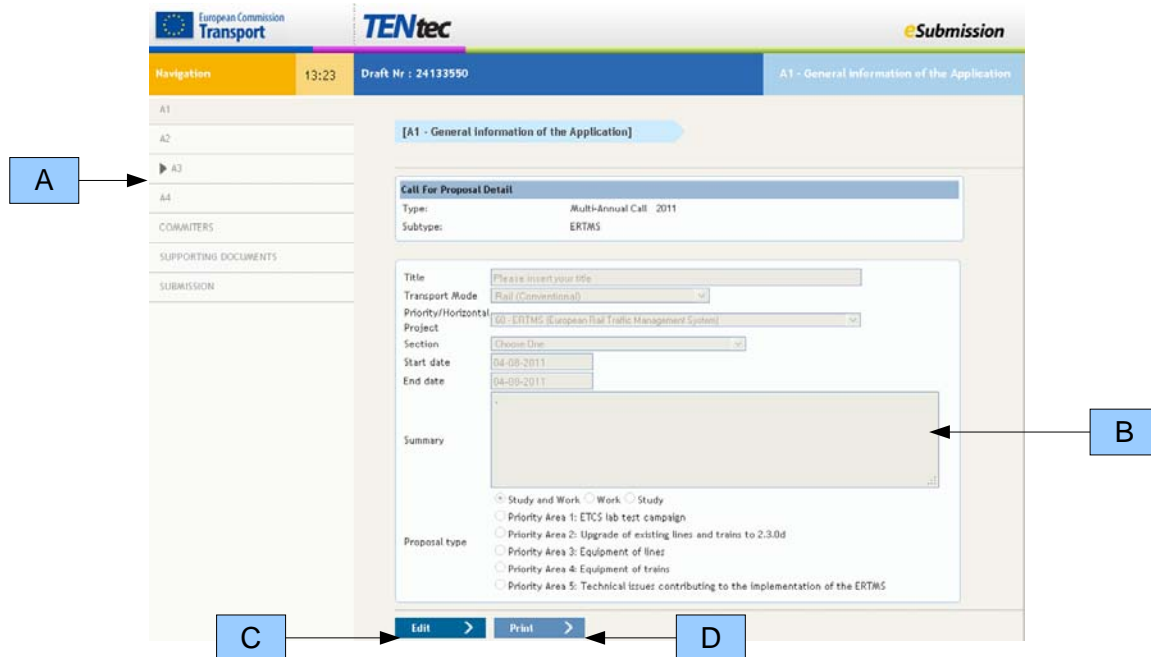


Figure 14 Create application (read-only)

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:

- to edit the application [C]
- 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:

The screenshot shows the 'Call for Proposal Detail' form in the TENtec eSubmission system. The form is titled '[A1 - General information of the Application]'. It contains the following fields and options:

- Type: Multi-Annual Call 2011
- Subtype: ERTMS
- Title: New ERTMS Application
- Transport Mode: Rail (Conventional)
- Priority/Horizontal: b0 - ERTMS (European Rail Traffic Management System)
- Project: Choose One
- Start date: 04-08-2011
- End date: 04-08-2012
- Summary: (Empty text area)
- Proposal type:
  - Study and Work
  - Work
  - Study
  - Priority Area 1: ETCS lab test campaign
  - Priority Area 2: Upgrade of existing lines and trains to 2.3.0d
  - Priority Area 3: Equipment of lines
  - Priority Area 4: Equipment of trains
  - Priority Area 5: Technical issues: contributing to the implementation of the ERTMS

At the bottom of the form, there are four buttons: Save, Save and Exit, Cancel, and Print. Callout A points to the Save button, callout B points to the Save and Exit button, and callout C points to the Cancel button.

Figure 15 Create application (editable)

- application operation buttons:
  - to save the application [A]
  - to save and exit the application [B]
  - 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 Save button regularly to avoid losing any inputted 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

The screenshot shows a web form with the following fields and options:

- Title:** A text input field with the placeholder text "Please insert your title".
- Transport Mode:** A dropdown menu currently set to "Rail (Conventional)".
- Priority/Horizontal Project:** A dropdown menu currently set to "60 - ERTMS (European Rail Traffic Management System)".
- Section:** A dropdown menu currently set to "6000 - ERTMS (European Rail Traffic Management System)".
- Start date:** A date input field showing "03-08-2011" with a calendar icon.
- End date:** A date input field showing "03-08-2012" with a calendar icon.
- Summary:** A large text area for entering a summary, currently containing a single bullet point.
- Proposal type:** A group of radio buttons with the following options:
  - Study and Work
  - Work
  - Study
  - Priority Area 1: ETCS lab test campaign
  - Priority Area 2: Upgrade of existing lines and trains to 2.3.0d
  - Priority Area 3: Equipment of lines
  - Priority Area 4: Equipment of trains
  - Priority Area 5: Technical issues contributing to the implementation of the ERTMS

Figure 16 Form A1

### 3.2. Form A2

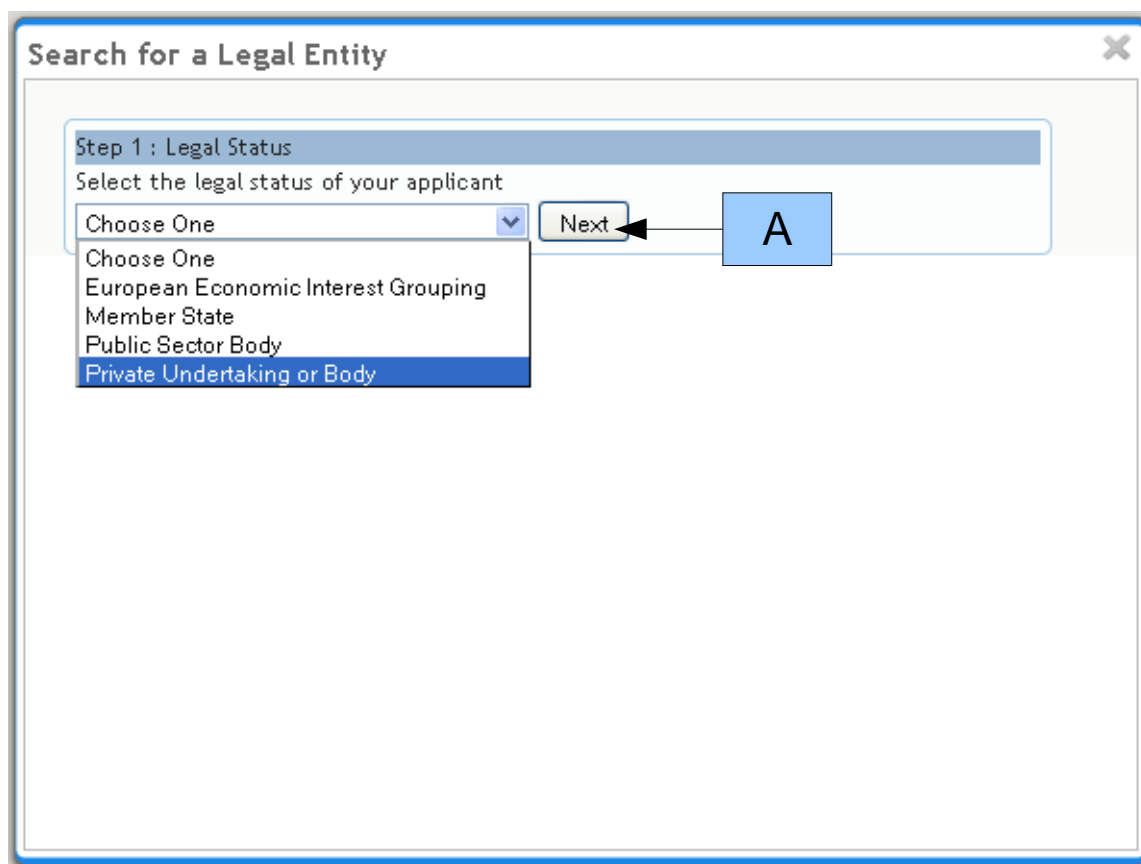
The 'applicants' section contains the list of applicants involved in your proposal. If the application is newly-created this list is empty. An applicant is created by selecting the **Add new Applicant** button [A] in figure 17:

The screenshot shows the 'A2 - Applicants' section of the application. It includes a navigation sidebar on the left with options A1, A2, A3, A4, COMMITTEES, SUPPORTING DOCUMENTS, and SUBMISSION. The main content area has a header with the TENtec logo and 'eSubmission' text. Below the header, there is a table with columns for [Legal name], [Legal status], [Contact person], [Signature person], and [Actions]. Below the table, there is a blue button labeled "Add new Applicant" with a right-pointing arrow. A blue box labeled "A" has an arrow pointing to this button. At the bottom, there are buttons for "Save", "Save and Exit", "Cancel", and "Print", each with a right-pointing arrow.

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:

The screenshot shows a window titled "Search for a Legal Entity" with a close button in the top right corner. The window is divided into two steps:

- Step 1 : Legal Status**: A blue header bar. Below it, the text "Select the legal status of your applicant" is followed by a dropdown menu currently showing "Member State".
- Step 2 : Country**: A blue header bar. Below it, the text "Select the country of your applicant" is followed by a dropdown menu currently showing "Choose One". To the right of this dropdown are two buttons: "Previous" and "Next".

The dropdown menu for "Country" is open, displaying a list of countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, and Netherlands. The list is scrollable, with a vertical scrollbar on the right side.

**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:

## Search for a Legal Entity



**Step 1 : Legal Status**  
Please select the legal status of the applicant ( see definitions in Annex 2 of the Guide for Applicants )  
Member State

**Step 2 : Country**  
Select the country of your applicant  
Belgium

**Create a new Legal Entity**

Legal Name

**Legal Address**

Street name

Number

Town / City

Postal code / cedex

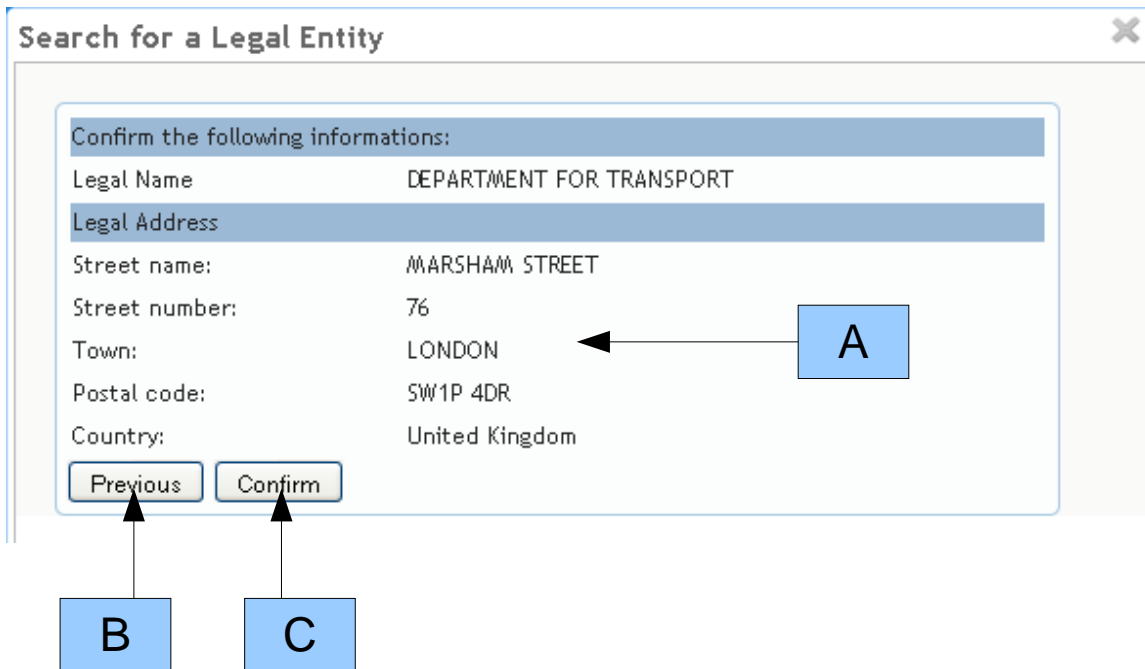
Country

**A**

**Figure 20** Add legal entity

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

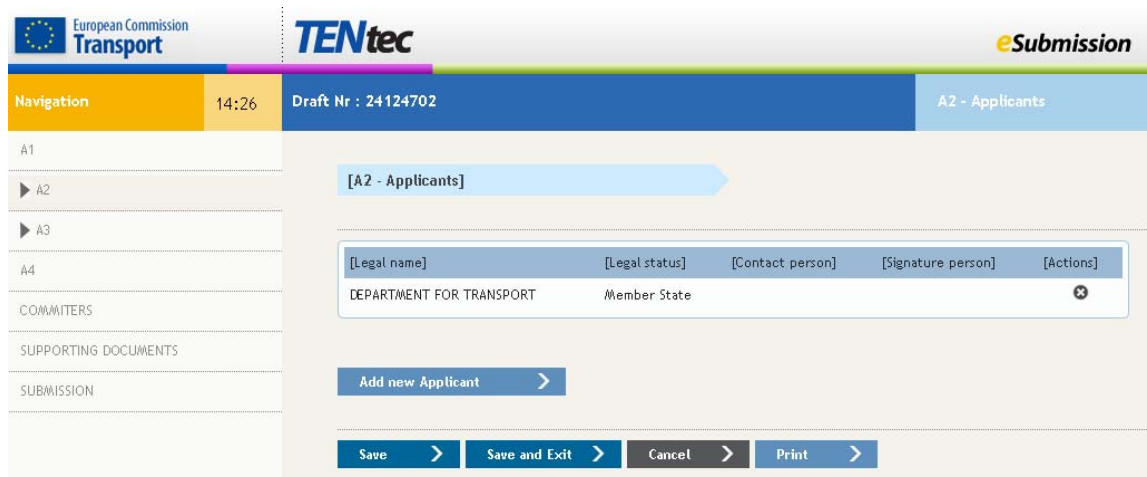
Figure 21 shows that the window now displays the details of the legal entity [A] and asks the user to **Confirm** [C]. If the details are not correct the user can return to the previous list using the **Previous** button [B]:




**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:

The screenshot displays the 'Legal entity information' form (A2.1) within the TENtec eSubmission system. The interface includes a navigation menu on the left, a header with logos for the European Commission Transport and TENtec, and a main content area. The form is titled '[A2.1 - Legal Entity]' and contains the following fields:

- Legal entity data**
  - Legal name: UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND
- Address**
  - Street name: GREAT MINSTER HOUSE, MARSHAM STREET
  - Number: 76
  - Town / City: LONDON
  - Postal code / cedex: SW1P
  - Country: United Kingdom
- Legal status**
  - European Economic Interest Grouping
  - Member State
  - Public Sector Body
  - Private Undertaking or Body

(\*) Attach the letter(s)/document(s) with the approval or mandate of the Member State(s) concerned.

At the bottom of the form, there are four buttons: Save, Save and Exit, Cancel, and Print.

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:

The screenshot displays the 'A2.2 - Contact Persons' form within the TENtec eSubmission interface. The top navigation bar shows the European Commission Transport logo, the TENtec logo, and the eSubmission logo. The page title is 'A2.2 - Contact Persons'. The left sidebar contains a navigation menu with items A1, A2, 1 (DEPARTMENT FOR TRANSPORT), A2.1, A2.2, A2.3, A2.4, A2.5, A3, A4, COMMITTEES, SUPPORTING DOCUMENTS, and SUBMISSION. The main content area is titled '[A2.2 - Contact Persons]' and contains two form sections:

- Person in charge (the person who will be contacted by the EC in the first instance):** This section includes input fields for Family name, First name(s), and Function. There is a checkbox for 'Use the legal address of the applicant'. Below this are fields for Street name, Number, Town / City, Postal code / cedex, Country (a dropdown menu with 'Choose One' selected), Phone, Fax, and E-mail.
- Representative authorized to sign this application:** This section includes input fields for Family name, First name(s), and Function. There is a checkbox for 'Use the legal address of the applicant'. Below this are fields for Street name, Number, Town / City, Postal code / cedex, Country (a dropdown menu with 'Choose One' selected), Phone, Fax, E-mail, Signature, and Date.

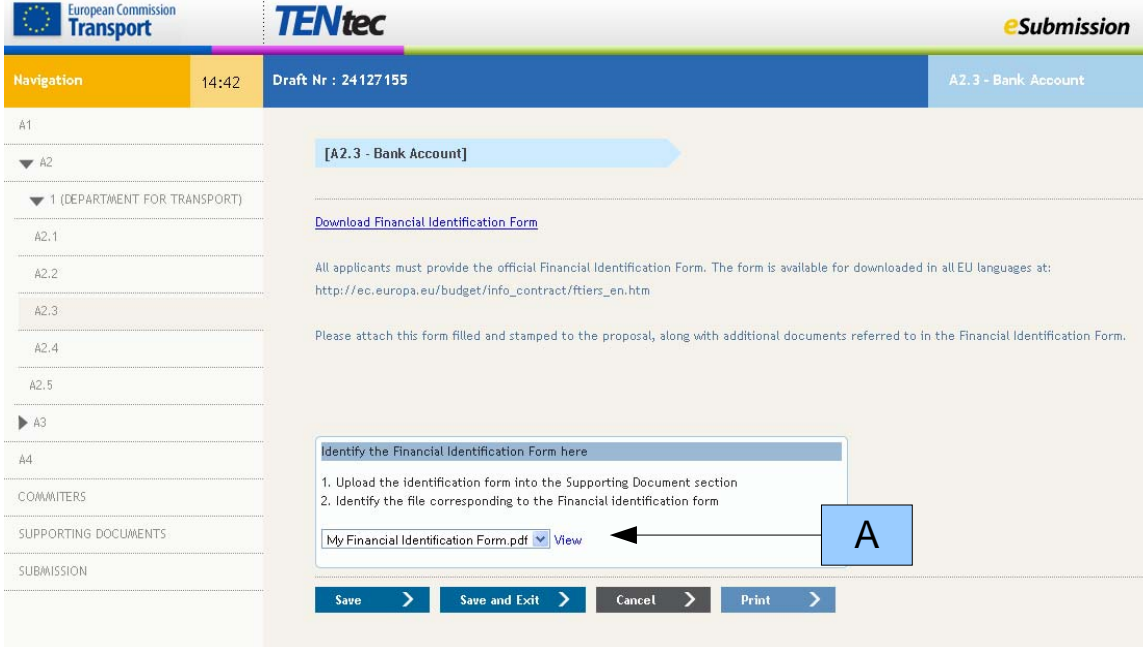
At the bottom of the form, there is a row of buttons: 'Save', 'Save and Exit', 'Cancel', and 'Print'. A blue box with the letter 'A' and an arrow points to the 'Save' button.

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:

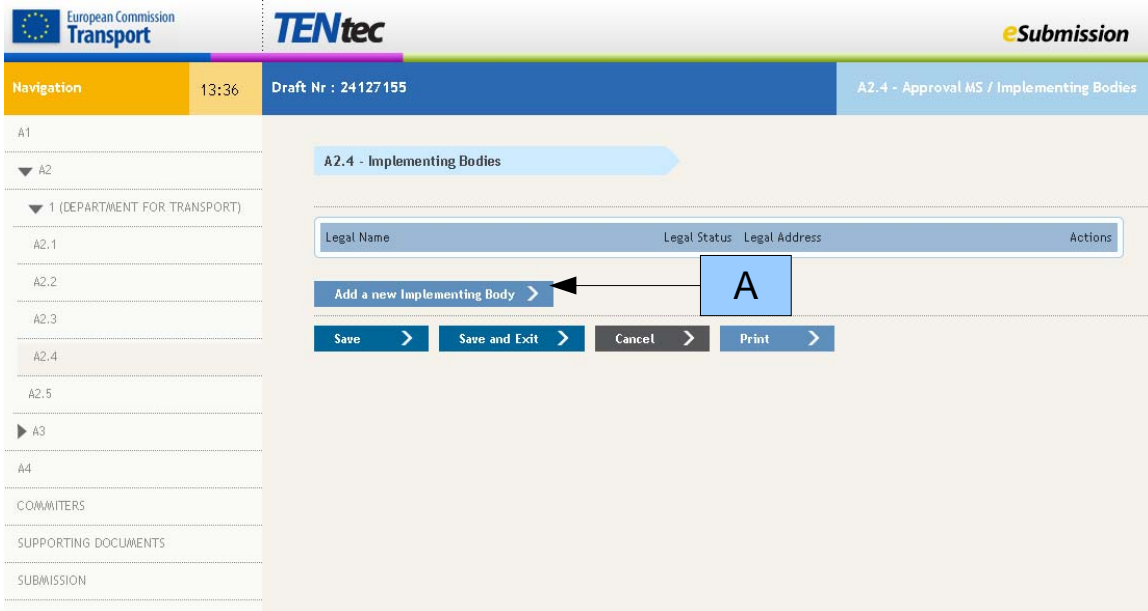


**Figure 25** Bank account

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:

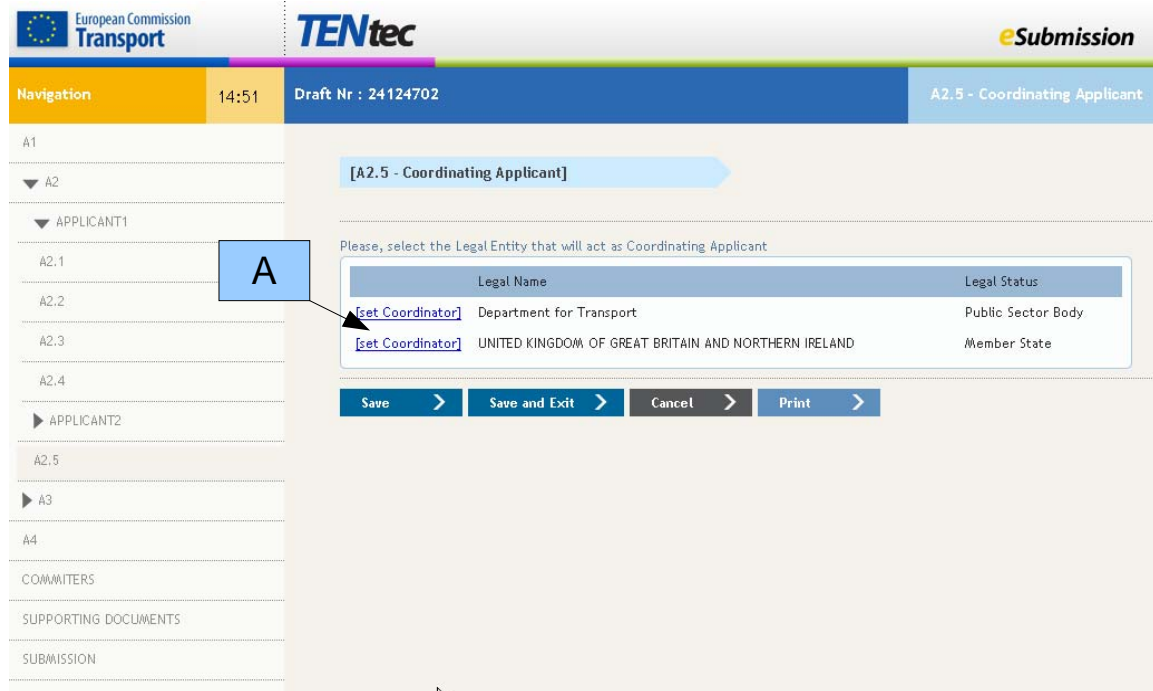


**Figure 26** Form A2.4

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]

The screenshot displays the TENtec web interface for Form A3.1. The top navigation bar includes the European Commission Transport logo, the TENtec logo, and a 'Submission' status indicator. The main content area is titled 'A3.1 - Location of the action' and 'Member states and regions'. It features a sidebar with a navigation tree (A1-A4, COMMITTEES, SUPPORTING DOCUMENTS, SUBMISSION) and a main form area. The form includes fields for 'Name' and 'Region(s) (1)', a table for 'Geographical co-ordinates' with columns for Point, Longitude (DMS), Latitude (DMS), Longitude (DD), and Latitude (DD), and buttons for 'Add Member State and regions', 'Add point [DMS]', and 'Add point [DD]'. Below the form are sections for 'Activities and milestones of the action' and 'Activities of the action', which include tables for 'Activity' and 'Milestone' with columns for Activity Number, ISIC Code, Activity Name, Start date, End date, and Verifying Milestone. There are also buttons for 'Add activity' and 'Add milestone', and a section for 'Contribution of the action to the TENT-T Policy' with fields for 'Decision number' and 'Title'. The bottom of the form has 'Save', 'Save and Exit', 'Cancel', and 'Print' buttons. Blue boxes labeled A through G are overlaid on the interface to indicate specific data entry points.

Figure 28 Form A3.1

### 3.3.1.1. Add Member State and regions

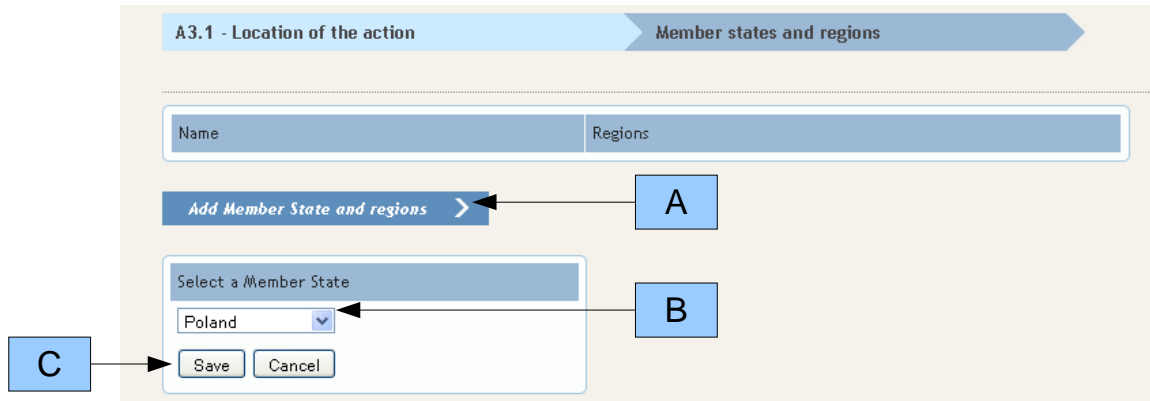


Figure 29 Add Member State and regions

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:

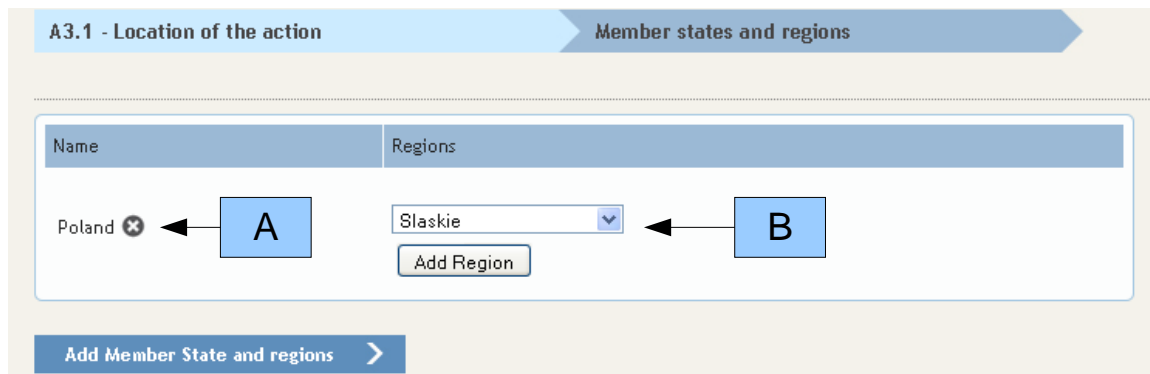


Figure 30 Member State regions

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 31** Member 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

**Geographical co-ordinates**

Point	Longitude (DMS)	Latitude (DMS)	Longitude (DD)	Latitude (DD)

> 
  >

**DD Format**

Longitude

Latitude

**Figure 33** Add Geographical co-ordinates – DD

Figure 34 shows the list of geographical co-ordinates:

**Geographical co-ordinates**

Point	Longitude (DMS)	Latitude (DMS)	Longitude (DD)	Latitude (DD)
Start point	23° 45' 6.12" E	65° 43' 21" N	123.7517	65.7225

> 
  >

**Figure 34** Geographical co-ordinates list

### 3.3.1.3. Add activities and milestones

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

Activities and milestons of the action

Activities of the action

Activity Number	ISIC Code	Activity Name	Start date	End date	Applicant	Verifying Milestone
-----------------	-----------	---------------	------------	----------	-----------	---------------------

Add activity >

**A**

Activity Data

ISIC Code: Manufacture of machinery and equipment n.e.c.

Activity Name: Activity 1

Description: Description of activity 1

Start date: 7/6/11

End date: 5/10/12

Applicant: none

Save Cancel

**B**

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].

Milestones of the action

Milestone Number	Milestone Name	End date	Means of verification
------------------	----------------	----------	-----------------------

Add milestone >

**A**

Milestone data

Name: Milestone 1

Description: Description milestone 1

Expected date: 7/8/11

Means of verification:

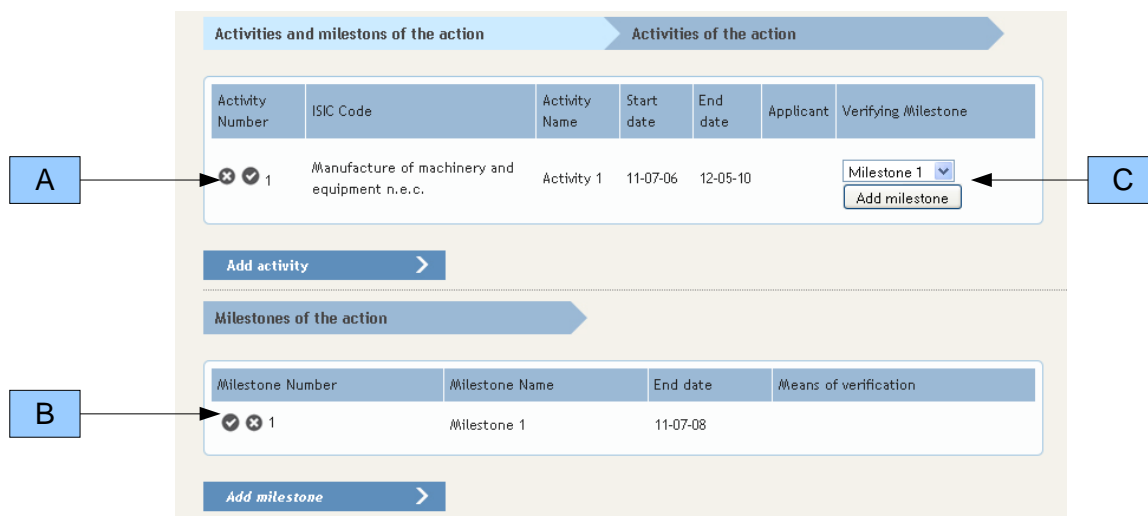
Save Cancel

**B**

Figure 36 Add milestone

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

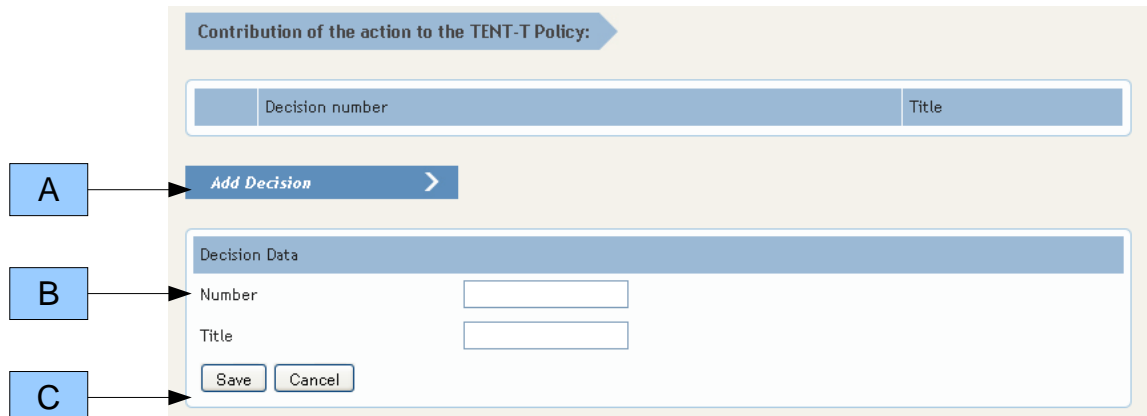
- edit/delete an activity [A]
- edit/delete a milestone [B]
- if at least one milestone has been created, it is possible to add a milestone to an activity as a verifying milestone [C]



**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

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:

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
<b>State budget</b>				
<b>Regional/local budget</b>				
<b>Applicant's self-financing</b>				
TEN financing	7,000,000	<input type="text" value="2000000"/>	<input type="text" value="3000000"/>	<input type="text" value="2000000"/>
Cohesion Funds	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
EIB loan	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other loans	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Structural funds (ERDF) (Approved)	1,050,000	<input type="text" value="350000"/>	<input type="text" value="600000"/>	<input type="text" value="100000"/>
EBRD	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Action Promoter (Public or Private)	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other EU funds	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other sources	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total</b>	<b>8,050,000</b>	<b>2,350,000</b>	<b>3,600,000</b>	<b>2,100,000</b>

(\*) contribution to eligible costs only

All amounts must be in euros.

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

A → B

**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:

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

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 English, 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 ?   ← **A**

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 ?  

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 ?  

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](mailto:MOVE-TENTEC@ec.europa.eu)

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