WOD2021
Interreg Applicant Manual

General Part

as of 8 December 2022

Version 1

List of contents
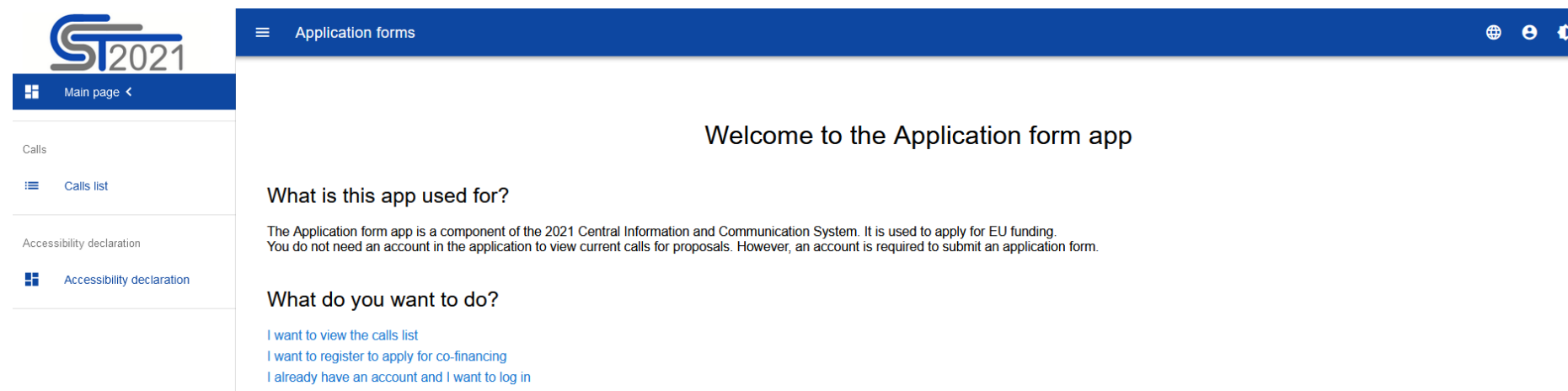
I.   WOD2021 APP

The WOD2021 app allows you to prepare and submit an application form in a call for proposals announced by the Joint Secretariat or Managing Authority. The application is available at **https://wod.cst2021.gov.pl**

On entering the WOD2021 main page, you will see the following view:

Without logging in to the app, you can:

- view announced calls for proposals,
- log in to the system,
- register in the system as an Applicant.

In addition to the *Main page* and *Calls list*, the WOD2021 app always shows also the *Accessibility declaration*:

≡ Application forms

Declaration of accessibility of the Application Form website

The Ministry of Development Funds and Regional Policy undertakes to ensure the accessibility of its website in accordance with the provisions of the Act of 4 April 2019 on the digital accessibility of websites and mobile apps of public entities. The accessibility statement applies to the website Application Forms.

Website publication date: 2019-08-29.

Last substantial update date: 2019-08-29.

The website is compliant with the Act of 4 April 2019 on the digital accessibility of websites and mobile apps of public entities.

The website is 2019-08-29. with the Act of 4 April 2019 on the digital accessibility of websites and mobile apps of public entities.

Standard keyboard shortcuts can be used on the website.

Feedback and contact details

You can contact us by e-mail at the following address kancelaria@mfipr.gov.pl.

Anyone has the right to request digital accessibility of a website, a mobile app, or some element thereof. One may also request that information be made accessible through an alternative means of access, such as by reading a digitally inaccessible document, describing the content of a film without an audio description, etc. The request should include the details of the person making the request, an indication of the website or mobile app concerned, and a contact method. If the person making the request indicates a need to receive the information through an alternative means of access, the person should also identify a way to present the information that is convenient to him or her. The public entity shall comply with the request promptly, no later than 7 days after the request is made. If it is not possible to meet this deadline, the public entity shall promptly inform the person making the request when the request can be fulfilled, but the deadline shall not be more than 2 months after the request is made. If digital accessibility is not possible, the public entity may offer an alternative means of access to the information. If the public entity refuses to comply with a request to provide accessibility or an alternative means of access to information, the person making the request may file a complaint regarding the provision of digital accessibility to a website, a mobile app, or an element thereof. After the procedure indicated above is exhausted, one may also apply to the Commissioner for Human Rights.

Architectural accessibility

Ministry of Development Funds and Regional Policy, 2/4 Wspólna Street, 00-926 Warsaw

The building is accessed through the main entrance from the Wspólna Street. There is a wheelchair ramp at the entrance.

The reception desk is located to the right of the main entrance. Further passage is secured by gates through which a person in a wheelchair can pass.

Handicapped parking spaces are provided in the parking lot at the Wspólna Street. The building's front door and hallways allow for easy wheelchair access. Conference rooms are accessible to individuals with mobility limitations. The entrance to the conference room on the 5th floor is equipped with a mobile crawler stairlift.

Elevators in the building are adapted to transport people with mobility problems (handrails, appropriate size). There is a restroom on each floor that meets accessibility criteria.

Elevators with buttons on the control panel with Braille signage and voice notifications are available for blind or visually impaired persons.

The hallways are wide, marked with contrasting colors (different colors on different floors) and, as far as possible, free of larger obstacles. In front of the entrance to the reception room and the conference room there are appropriate signs - pictograms.

The building and all its premises may be entered with an assistance dog and a guide dog.

To communicate effectively with our office, deaf or hearing impaired persons can use the Migam Translator service, which enables video calls to a sign language interpreter from a web browser, a mobile app, or any device with a camera. This service is available on weekdays during office hours from 8:00 AM to 4:00 PM.

Main page

Calls

Calls list

Accessibility declaration

Accessibility declaration

1.1. REGISTERING A USER

Note!

► The first user from a given organization who creates an account and registers organization information will automatically become its **Administrator**. This means that, among other things, the user will be the only person authorised to create roles and profiles (as referred to in Chapter IV) and assign other employees of their organization to work in WOD2021.

► In particular, the **Administrator** can designate another Administrator. It is very important to have at least two Administrators within one organization!

► Each successive person from a given organization who creates an account in the system will be notified who has the role of the **Administrator** in the organization, and thus know who to approach to be granted rights to work in the system. The **Administrator** will also be notified automatically about the registration of a new user from the organization in the system who needs to be granted suitable rights.

► **Important:** the registration alone of a user other than the Administrator will not allow the user to work in the system just yet. Suitable rights must first be granted by the Administrator of the system in the organization (i.e. a profile for such a user, including specific rights, must be created and activated). Organizations should define the scopes of rights for individual users.
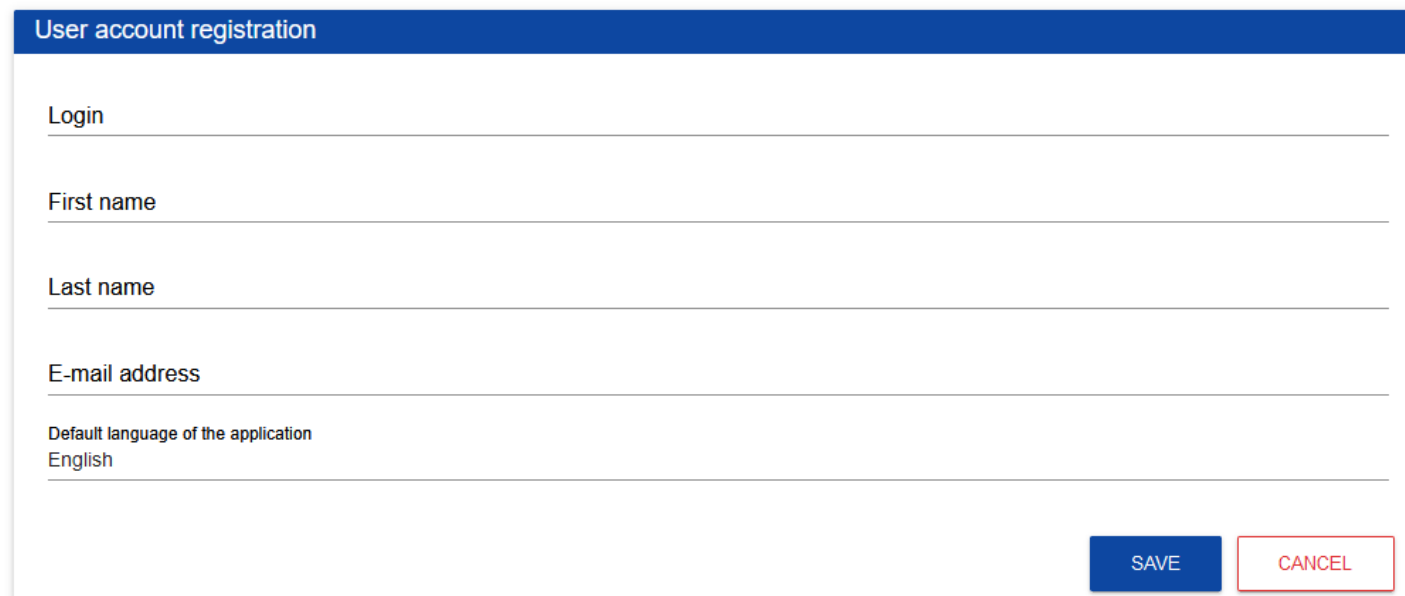
If you are a new user who has no account in the app yet, you must register in the system. You can do it in any of the following three ways:

1. by selecting the option "I want to register to apply for co-financing" in the main screen

2. by clicking the icon in the top right corner of the app and selecting *Create an account*:
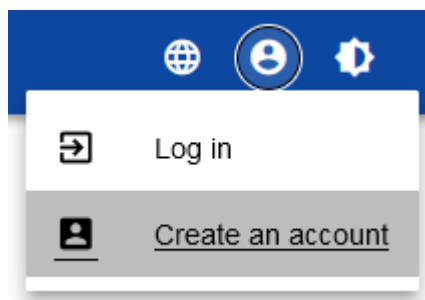
3. by selecting **Log in**. Then, when the log in screen is displayed, click **Register.**

In each case, the following screen will be displayed:

During registration, you must provide your first name, last name and e-mail address for which the account will be created. An Applicant must also suggest their login which they will subsequently use when logging in, and select the default language of the app. On logging in, you can change the language version during your active session.

The system will acknowledge the creation of an account by displaying a special message.

Automatic messages will be sent to the e-mail address given at registration to inform the user that their account has been created and provide the link to create the password.

Upon acknowledging the account registration, the system will ask the user to choose the organization:
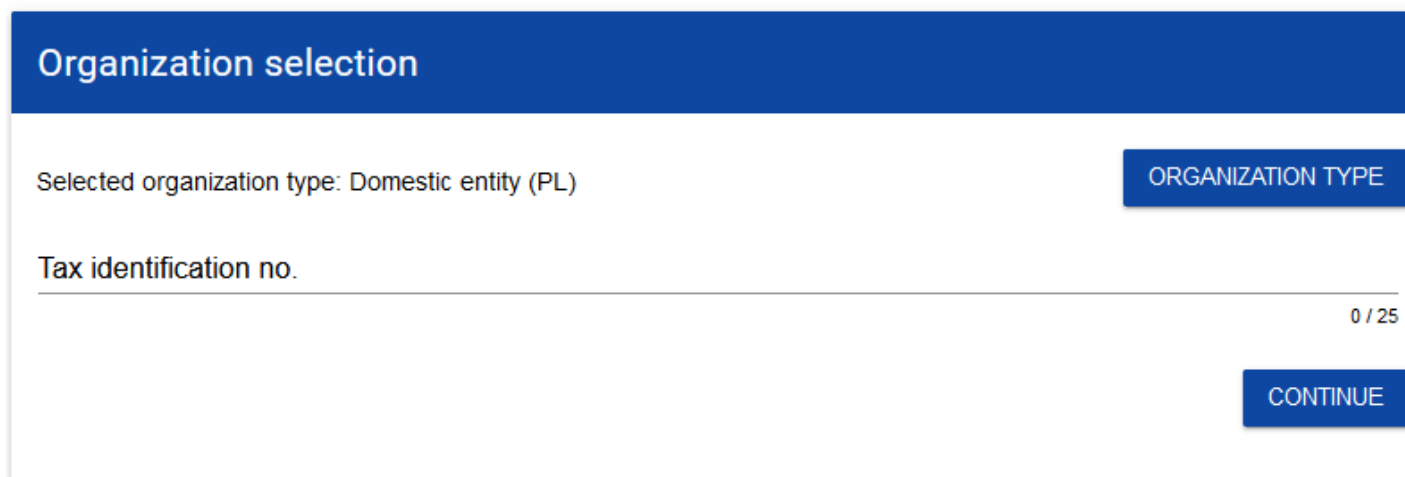
Organization selection

Select the organization type   [ORGANIZATION TYPE]

[CANCEL]

If you are an Applicant from Poland, you must select the organization type *Domestic entity*. When you select this option, the system will ask you to give the tax identification number (NIP) of your organization:

Organization selection

Selected organization type: Domestic entity (PL)   [ORGANIZATION TYPE]

Tax identification no.

0 / 25

[CONTINUE]

After the NIP is entered, the system will check whether an organization holding that NIP is recorded and identified in the system. If the organization has already been registered by another user you will have to choose the organization you want to join.

The Administrator in the organization will be notified about the need to create an account for you, which will mean granting you specific rights to work in the system. You will be able also to create the new version of the organization.

If the organization has not been registered yet, the system will open a page with the form that must be filled in:

Organization selection

Selected organization type: Domestic entity (PL)

[ORGANIZATION TYPE]

Tax Identification no.
5213003700

10 / 25

[CONTINUE]

Organization name

Applicant type

Country

Town/city

Postal code

0 / 6

Street (optional)

Building number

0 / 10

Suite number (optional)

0 / 10

Ownership form

Company size

E-mail address

0 / 750

Phone number

0 / 45

Website

0 / 750

[SAVE] [CANCEL]

Note!

► When registering your organization, do not give your e-mail address or telephone number. The data should concern your organisation, and therefore include its official e-mail address and telephone number.

After you have completed the data and clicked **Save,** a new domestic entity will be added in the bottom right corner of the screen. Your account will be assigned to that organization.

If you are a foreign entity, you must select *Entity from outside Poland*. The following screen will be displayed:

After the foreign ID number is entered, the system will check whether an organization holding that number is recorded and identified in the system. If the organization has already been registered by another user, the Administrator in the organisation will be notified about the need to create an account for you, which will mean granting you specific rights to work in the system.

If the organization has not been registered yet, the form must be filled in.

Organization selection

Selected organization type: Entity from outside Poland   [ORGANIZATION TYPE]

Other number (for entities from outside Poland)
666

3 / 25

[CONTINUE]

Organization name

Country

Town/city

0 / 50

Postal code

0 / 25

Street (optional)

0 / 100

Building number

0 / 10

Suite number (optional)

0 / 10

Ownership form

Company size

E-mail address

0 / 750

Phone number

0 / 45

Website

0 / 750

[SAVE]   [CANCEL]

After you have filled in the fields and clicked **Save,** a new foreign entity will be added in the bottom right corner of the screen. Your account will be assigned to that organization.

The option *Natural person* does not apply to Interreg programmes, as natural persons cannot apply for co-financing under those programmes!

1.2. CREATING AN ORGANIZATION

It can also happen that one user represents more than one organization (more than one Applicant). To proceed in such case, the option to create a new organization has been made available. To register a new organization, select **Create an organization** in the app menu on the left side of the screen. An identical screen will then be displayed as in the case of registering a user (see 1.1).

Further steps are the same as for creating an organisation in the user registration process (see 1.1).

When a new organization is created, a new user profile will also be created. If you select that new profile and create a new application form, the application will automatically be populated with the organization details from the new profile.

Note!

► Remember that if you are the first person to create an organisation in the system, you become its **Administrator**.

1.3. EDITING AN ORGANIZATION

If the data of your organization has changed, you must update it. To this end, select **Organizations list** in the app menu on the left of the screen. A screen with all the user's organizations will be displayed:

Organizations list

Number of results: 3

New organisation

Name	**Country**
New organisation	Węgry
E-mail address	**Town/city**
None	Budapeszt
Phone number	**Website**
None	None
Created	Modified
2022-07-01 13:52:21	2022-08-22 08:57:13
Michał Stępniewski	Michał Stępniewski
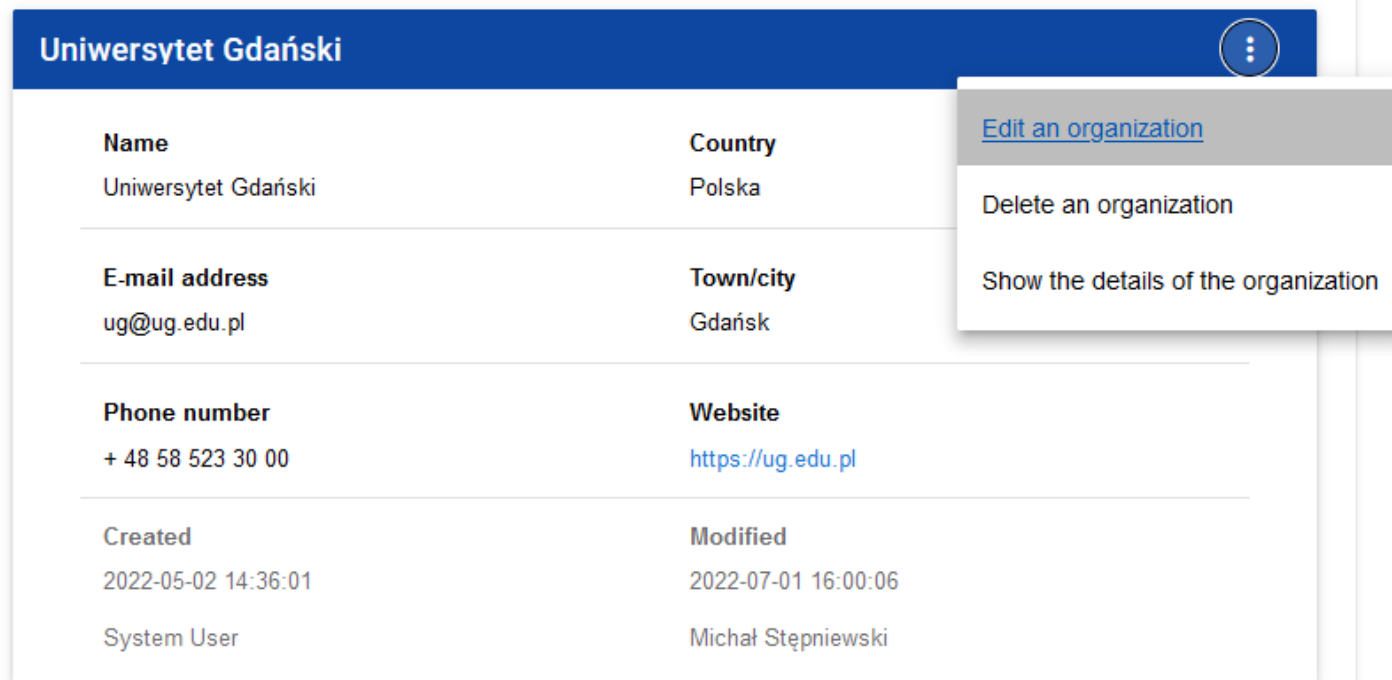
Uniwersytet Gdański

Name	**Country**
Uniwersytet Gdański	Polska
E-mail address	**Town/city**
ug@ug.edu.pl	Gdańsk
Phone number	**Website**
+ 48 58 523 30 00	https://ug.edu.pl
Created	Modified
2022-05-02 14:36:01	2022-07-01 16:00:06
System User	Michał Stępniewski

Beneficiary from Germany

Name	**Country**
Beneficiary from Germany	Niemcy
E-mail address	**Town/city**
berlin@ber.de	Berlin
Phone number	**Website**
None	None
Created	Modified
2022-07-11 09:44:12	2022-08-22 08:57:34
Michał Stępniewski	Michał Stępniewski

Next, select ***Edit an organization*** in the menu of the selected organization in the top right corner of its card:

14

The organization edition screen will be displayed:

Organization edition - Uniwersytet Gdański

Selected organization type: Domestic entity (PL)

ORGANIZATION TYPE

Tax Identification no.
5840203239

10 / 25

Organization name
Uniwersytet Gdański

Applicant type
uczelnie

Country
Polska

Tow n/city
Gdańsk

6 / 50

Postal code
80-309

6 / 25

Street (optional)
Jana Bażyńskiego

16 / 100

Building number
8

1 / 10

Suite number (optional)

0 / 10

Ow nership form
Skarb Państwa

Company size
Nie dotyczy

E-mail address
ug@ug.edu.pl

12 / 750

Phone number
+ 48 58 523 30 00

17 / 45

Website
https://ug.edu.pl

17 / 750

Audit data   ˅

SAVE   CANCEL

After you have finished updating respective fields and clicked **Save**, the system will display a message acknowledging the completion of the operation.

1.4.   DELETING AN ORGANIZATION

If you want to delete one of your profiles connected with a specific organization, you should delete that organization. However, it is possible only when there is no application form created by you within the organization being deleted.

To this end, select **Organizations list** in the app menu on the left of the screen and then select **Delete an organization** in the list of organizations displayed.

The following warning will be displayed:
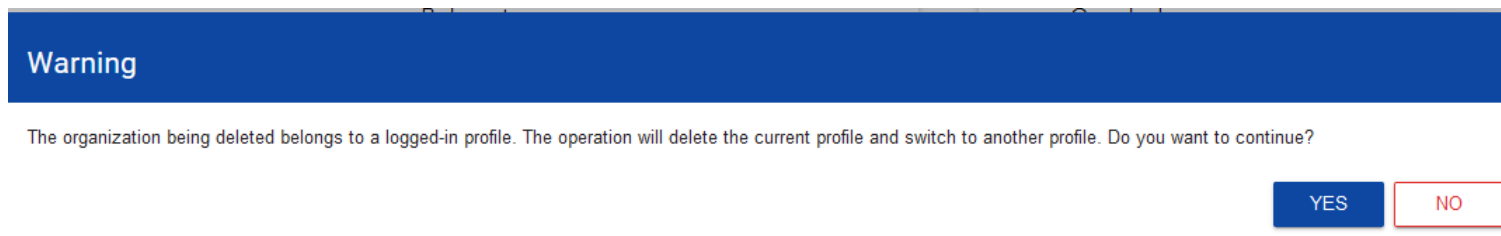
When you confirm, the organization will be deleted together with the profile associated with it.

Note!

► If you delete the organization whose profile you are using at the moment, the system will change your current profile to another profile associated with another organization to which you belong.

► If you delete the only organization you have, the system will redirect you to the organization creation screen as during the user account registration process (see 1.1).

1.5.   LOGGING IN

If you have already registered and have an account, you can log in to the system.

You can do this by clicking **I already have an account and want to log in** on the welcome screen or **Log in** in the user menu in the top right corner of the screen.

The app will display the log in window:

Give your login and password, and next select **Log in**.

If you are the first user to have registered information about the organization, you are the Administrator and can view calls, create applications form and, in particular, create roles and profiles for other users within your organization (Chapter IV).

If you are a successive user of that organization, the Administrator must create a profile in the system for you. Until that happens, on logging in, you will be able to see:

- the organization type selection screen (if your profile has not been created yet),

- a message informing you that your profile has not been activated yet.

After the Administrator has activated your profile, you will be able to start working in the system in line with the scope of the assigned rights.

1.6.   SELECTING THE LANGUAGE VERSION

After you have logged in to the system, you can change the language version. You already set the default language version of the app when you registered your account.

To change the language version, select the icon in ⊕ the top right corner of the screen. You can choose from the following language versions:

Polski ‹

English

Deutsch

Slovak

II. ERGONOMICS AND ACCESSIBILITY

The WOD2021 app meets the requirements of the Act on the digital accessibility for websites and mobile apps of public sector bodies.

This means, in particular, that the System is responsive, i.e. the appearance and layout of the pages adjusts automatically to the size of the device's window. The pages are universal and displayed correctly on both large and small screens. The solution works correctly on both desktop and mobile devices.

2.1. CHANGING THE CONTRAST

To change the screen contrast, select **High contrast** in the top right corner of the screen. You can choose from the following options:
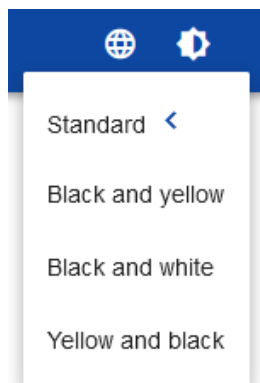
Selecting one will cause a corresponding change of the screen contrast. For example, if you select the black and yellow option, the screen will change as shown below:
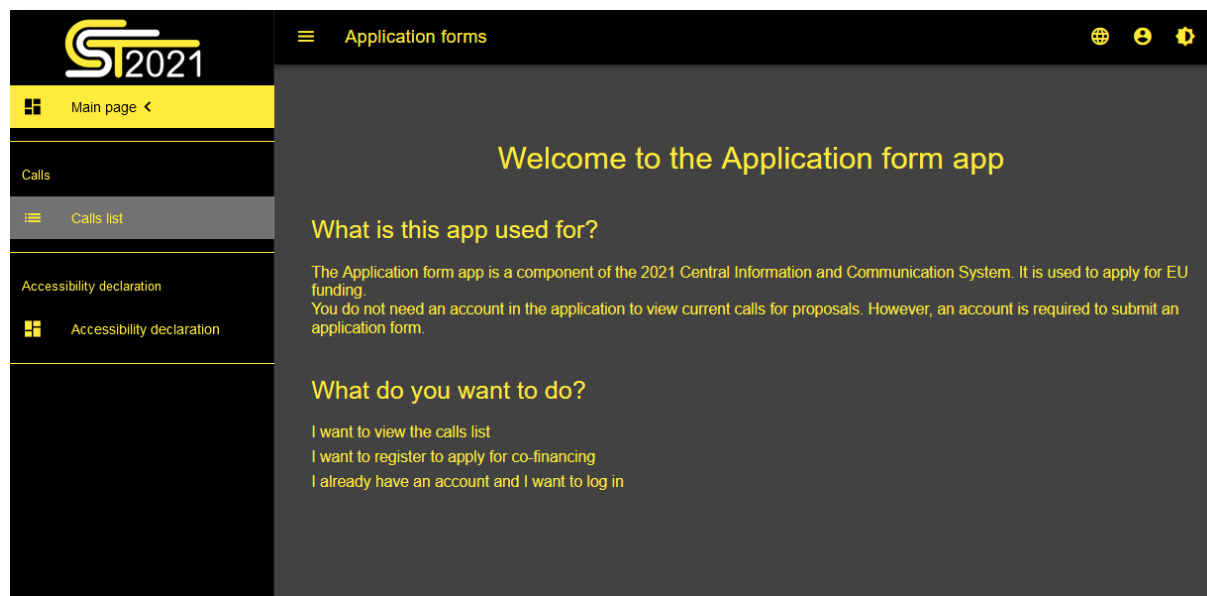
2.2. EXTENDING A SESSION

After you log in, a session will start which will allow you to use the System for 30 minutes. The time remaining until the session end is displayed in the top right corner of the app:
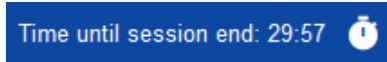
A minute before your session expires, the System will show the following message:
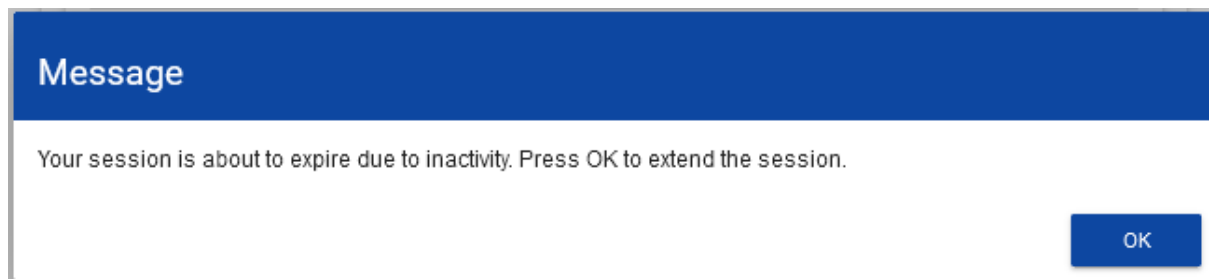
By clicking **OK,** you will extend the session by another 30 minutes. If you do nothing, your session will expire and you will be logged out.

To extend your active session before the expiry message is displayed on the screen, click the clock icon in the top right corner of the app or any element in the menu on the left panel of the app.

III. FILTERING AND SORTING PANEL

The filtering and sorting panel allows selecting and changing the order of displayed elements. The panel is available for every list of elements in the System visible in the menu on the left of the screen, i.e. for calls and application forms created by the user, among other things.

By default, the ***Filtering and sorting panel*** is collapsed. To display its elements, click the panel expand arrow on the right of the bar.

When expanded, the ***Filtering and sorting panel*** looks as follows:
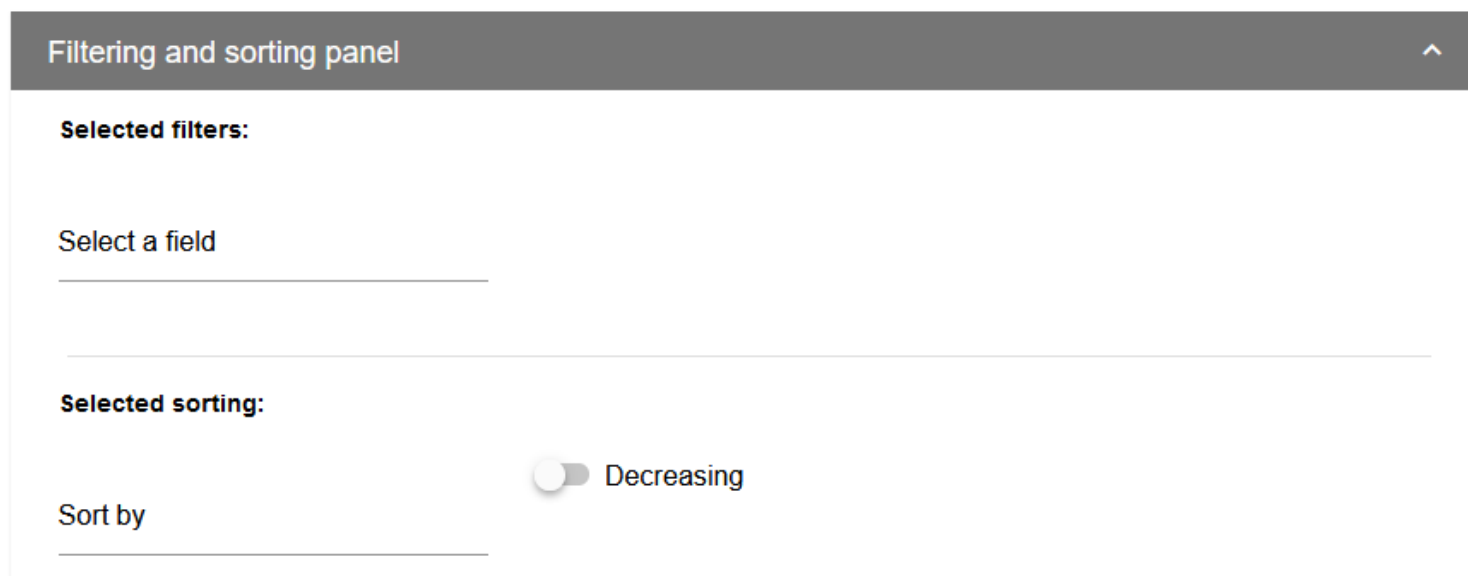
The panel is divided into two sections: ***Filtering*** and ***Sorting***.

To enter the first filtering condition, click **Select a field**. The system will expand a list of filters. The scope of the list will differ depending on which element of the menu on the left of the screen is to be subject to filtering.
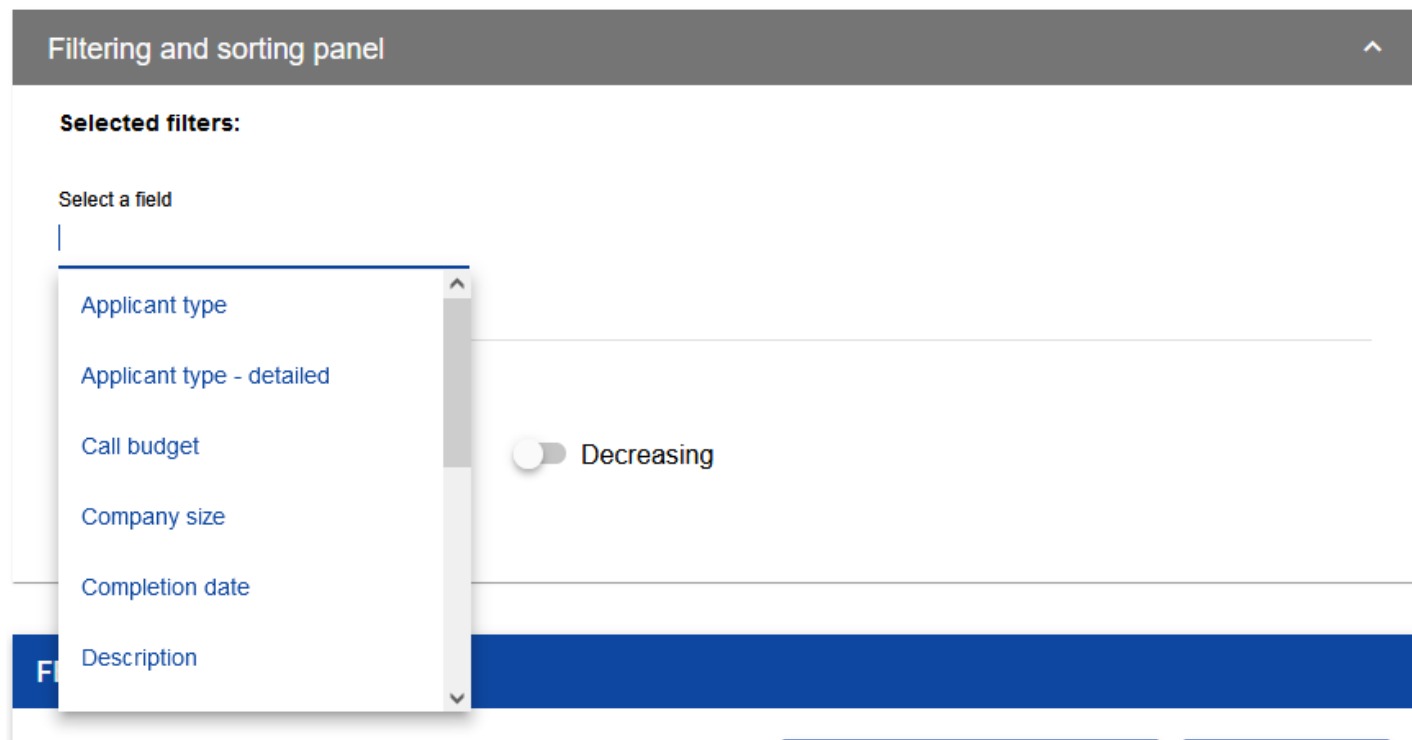
When a field is selected, the System will display the other fields required to create a filtering condition: *Condition* and *Value*.

The **Condition** field can take to values: ***Equal, Includes***.

The **Value** field specifies what value the selected field will be compared with.

To delete a condition you have entered, click **Delete**.

When all the fields are filled in, the following three buttons will be displayed below the filtering conditions:

Search will start the filtering.

Add a filter will allow adding another condition.

Clear the filters will delete all the conditions entered.

To sort the elements in the list, click **Sort by** and from the drop-down list select the field by which you want to sort the elements. When a value is selected, the System will immediately sort the list.

Sort by

Number

Status

F

Leading institution

Description

Call budget

:02

Start date
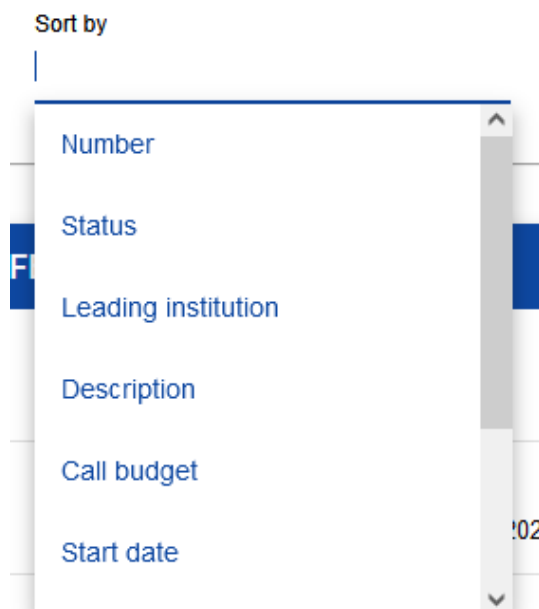
By using the toggle button, you can determine whether you want the elements to be displayed in the increasing or decreasing order.

Only one sorting condition can be active at any one time. When sorting is active, the field name will displayed as **Selected sorting**. The System will also display the **Clear the sorting** button.

Selected sorting: Number

Sort by
Number

Increasing   CLEAR THE SORTING
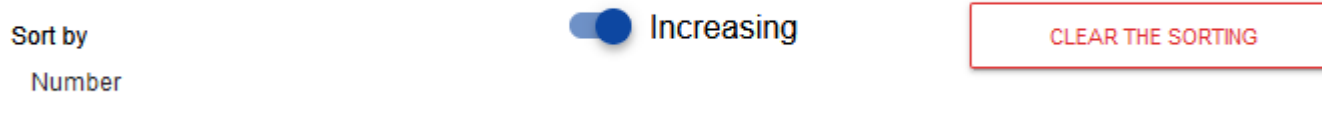
To restore the default sorting, select **Clear the sorting**.

IV. MANAGING USERS AND THEIR RIGHTS

Note!

► This menu element is visible and available only for the user with the Administrator profile.

In WOD2021, Applicants can independently manage the user rights within their organizations. The key role in defining user rights is played by *roles* and *profiles*:

- **Role** is a set of rights to perform specific operations in the System. The System offers default roles, available to every Applicant, and roles created by Applicants themselves.

- **Profile** is a set of roles held by a user as a member of a given organization (an employee of a given Applicant).

Users are identified in the System by their respective e-mail addresses. Every user can hold rights within several organizations (e.g. represent multiple Applicants), i.e. access profiles within each organization (Applicant) represented.

User operations and operations on granting the rights can be performed only by a user whose profile allows them to grant rights within their organization – the Administrator.

Roles created by the Administrator are automatically assigned to the organization to which the Administrator belongs.

4.1 MANAGING THE ROLES

Administrators, i.e. the users authorised to grant rights within their organizations, can view, create, edit and delete roles created for that organization (other than default ones).

4.1.1 Viewing the roles

To view the existing roles assigned to the organization in the System, select *Roles list* in the main menu of the app.

The list includes both default roles, which cannot be deleted, and ones created by the Administrator for a given entity. Each role is presented in a separate card. Each card contains key information about the role, i.e. *Name* (top of the card bar), *Description, Rights sets*, *Access right to elements* and information whether **the role is a default one**. A description of visible attributes can be found in Section IV.4.1.1.1.

The other displayed elements are:

- ***Number of results,*** visible on the main bar of the view, gives information about the number of elements found.

- ***Number of results per page*** determines how many elements will be displayed per page and can be limited to 20, 40, 60, 80 or 100.

- ***Search by role name*** is used for quick searching the role whose name (visible on the top bar of the call card) and contains the caption entered. To search by name, enter the desired value and acknowledge by clicking **Enter**.

The **Create a role** button allows creating a role for an organisation. A description of how to create a role can be found in Section IV.1.2.

Roles list preview

Number of results: 5

CREATE A ROLE

Search by role name

Number of results per page
20

Filtering and sorting panel

Preview of application forms   ⋮

Default role?
No

Description
Przeglądanie wniosków przez Partnerów

Rights sets
1. Podstawowe uprawnienia użytkownika - Zbiór uprawnień do potrzebnych logowania oraz nawigowania po aplikacji
2. Przeglądanie wniosków o dofinansowanie - Uprawnienie do przeglądanie wniosków o dofinansowanie

Administrator   ⋮

Default role?
Yes

4.1.1.1 Viewing the details of a role

To display details of a selected role click ⋮ in the top right corner and select a desired element.

Role details:
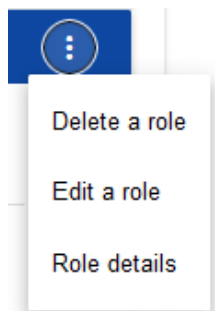
The System will display the role details screen:
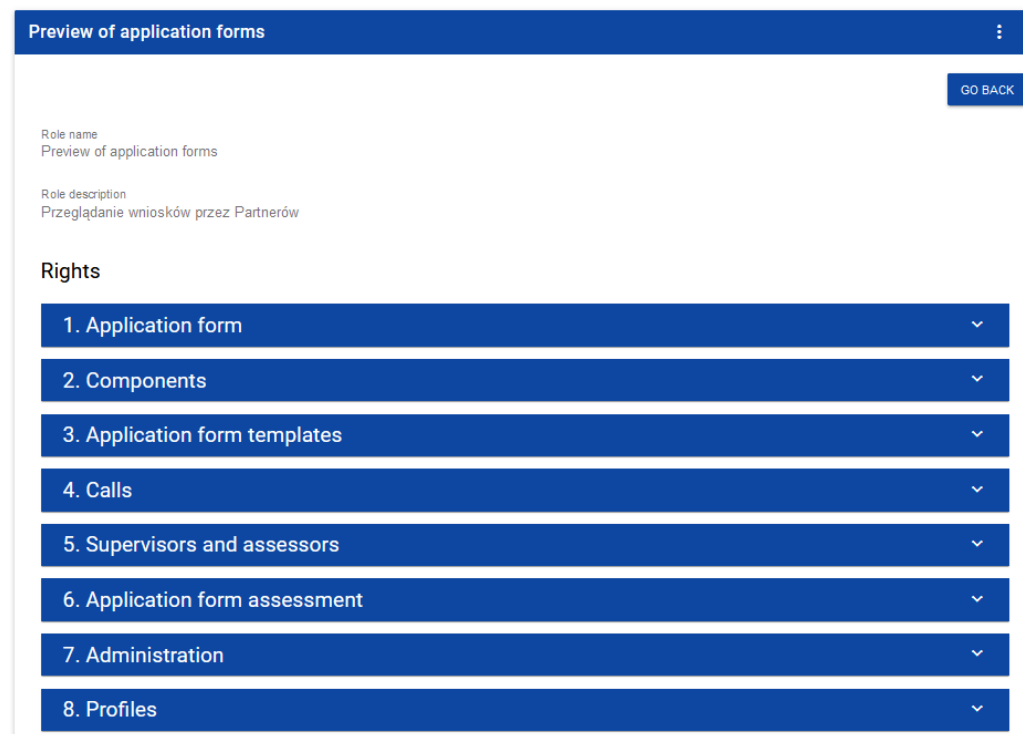
Clicking the bar of the selected right will expand applicable specific detailed rights (including the authorisation to grant rights).

4.1.2   Creating a role

To create a new role, click **Create a role** in the top right corner of the role viewing screen or select **Role creation** from the main menu. The System will display the following screen:

Clicking the bar with individual general rights bar will display a list of specific rights and access privileges regarding respective sections:

Role creation

Role name

Role description

Rights

1. Application form ^

Access to data

☐   For all application forms from institution

☐   Only for application forms created by or assigned to the user

To create a role, a user must fill in the fields Name and Description, and tick the rights which the role concerned includes.

After entering all values for the newly created role, click **Save** to create the new role or **Cancel** to quit saving it. A warning message will be displayed during the saving process if any validation errors are encountered.

The newly created role will be automatically attached to the organization of the Administrator who has created it, and can be used for creating a profile containing the rights of successive users.

4.1.3   Editing a role

To edit a role selected from the roles list, click the icon ⋮ in the top right corner of the bar and select **Edit a role**.
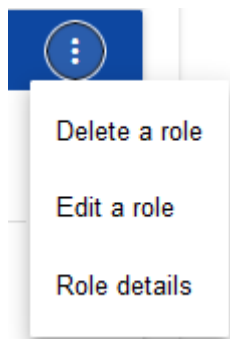
The System will display the screen of the selected role. Individual rights can be edited in the same way as in the role creation process (Section IV.4.1.2).

Note!

► Default roles can only be viewed, not edited, from the roles list level.

After entering the desired changes, click **Save** to update the role being edited or **Cancel** to quit modifying the role.

4.1.4   Deleting a role

To delete a role selected from the roles list, click the icon in the top right corner of the bar and select **Delete a role**. Default roles cannot be deleted.
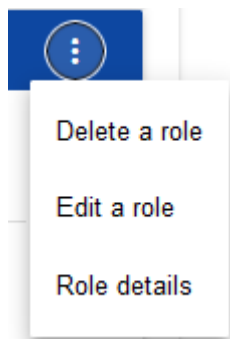
If the role being deleted is not used in any user profile, the System will display the following warning:
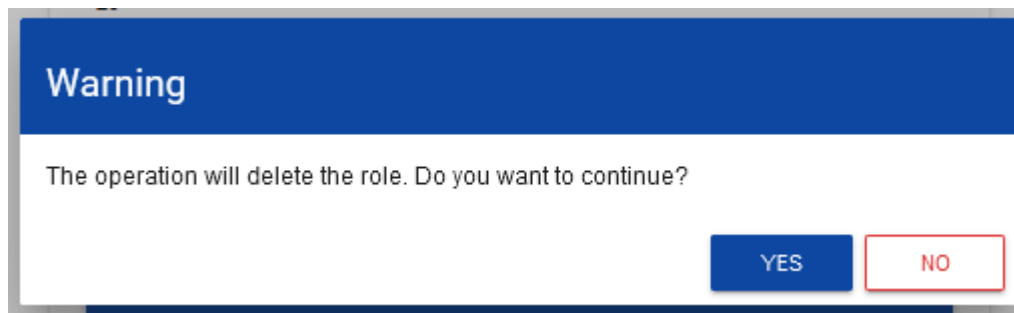
When the warning is acknowledged, the selected role will no longer be visible in the roles viewing screen.

If the role being deleted is used in any profile, an error message will be displayed instead of the warning.

4.2. PROFILE MANAGEMENT

User profile operations can be performed only by a duly authorised Administrator. All profiles are automatically assigned to the organization within which that Administrator operates.

4.2.1. Viewing the profiles

The existing profiles assigned to the Administrator's organization in the System can be viewed by selecting **Profiles list** in the main app menu. The following view will be displayed:

The view presents a list of profiles in the form of separate cards. Each card contains key information about a given profile, i.e.: **Entity** (the top bar of the card), **Name, Status, Login, E-mail address, External consultant, Assigned roles**. A description of visible attributes can be found in Section IV.4.2.1.1.

The other displayed elements are:

- **Number of results**, visible on the main bar of the view, gives information about the number of elements found.

- **Number of results per page** determines how many elements will be displayed per page and can be limited to 20, 40, 60, 80 or 100.

- **Search by profile e-mail address** is used for quick searching a profile by the e-mail address of the user to whom the profile is assigned. To perform the search, enter the desired value in the search field and click **Enter**.
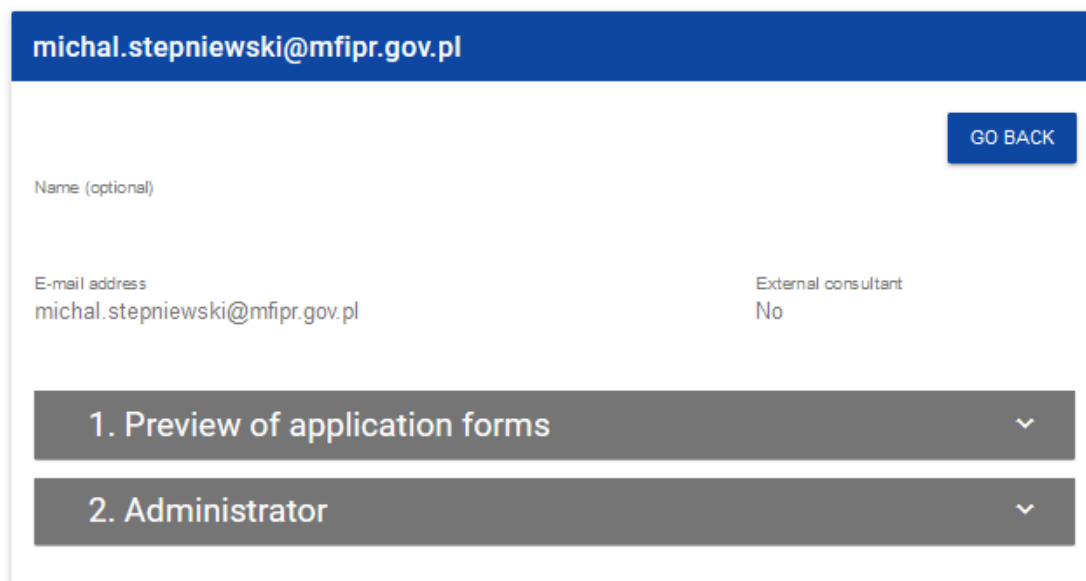
The **Create a profile** button allows creating a new profile.

4.2.1.1. Viewing the details of a profile

To display the details of a selected profile, click the icon [⋮] on the right of the bar and select **See the details**.
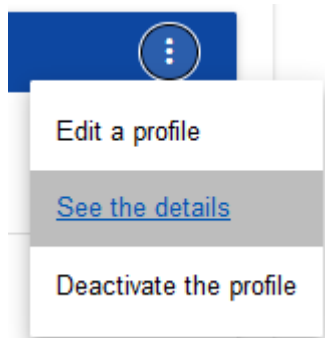
The System will display the role details screen:

4.2.2. Creating a profile

For a user (other than the Administrator) to be able to use the WOD2021 system, the Administrator must first create and activate a profile for that user. The profile defines roles that include specific sets of rights to work in the system.

A new profile is created by clicking **Create a profile** in the top right corner of the profiles viewing screen or by selecting **Create a profile** in the main menu The System will display the following screen with a list of default roles available for the Administrator to assign within the profile being created:

If the Administrator has created additional roles, these will be available in the profile creation screen:

Note!

► Roles which appear in the new profile creation screen are ones that have been defined for the organization to which the Administrator involved belongs.

► To create a new profile for a user, the latter must first register in the system in accordance with the guidelines provided in Section 1.1. If that condition is not met, the System will display an error message with information that the e-mail address entered has not been recognised.

► It is advisable to adopt a principle under which a profile name must include at least the first name and last name of the user for whom the profile concerned is being created. This will make it easier for the Administrator to manage the rights within his/her organization.

After entering all values for the newly created profile, click **Save** to create a new role or **Cancel** to quit creating it. A warning message will be displayed during the saving process if any validation errors are encountered.

A newly created profile will be given the status *Deactivated*.

4.2.3. Editing a profile

To edit a profile selected from the profiles list, click the icon ⋮ in the top right corner of the bar and select **Edit a profile**:
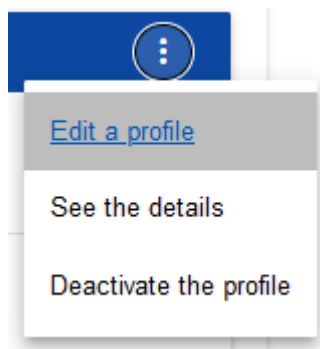
The System will display the selected profile:

After entering the desired changes, click **Save** to update the profile being edited or **Cancel** to quit saving it.

4.2.4. Activating a profile

Activation of a user profile enables the user to use the profile when working in the system. To this end, enter the profiles list, select a deactivated profile, click the icon in its top right corner and select

Activate the profile:
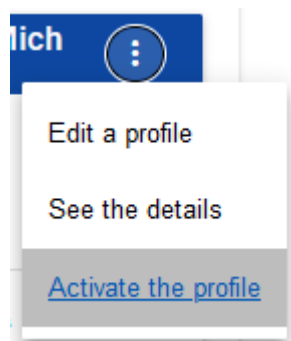
The System will display the following message asking the user to acknowledge the profile activation:
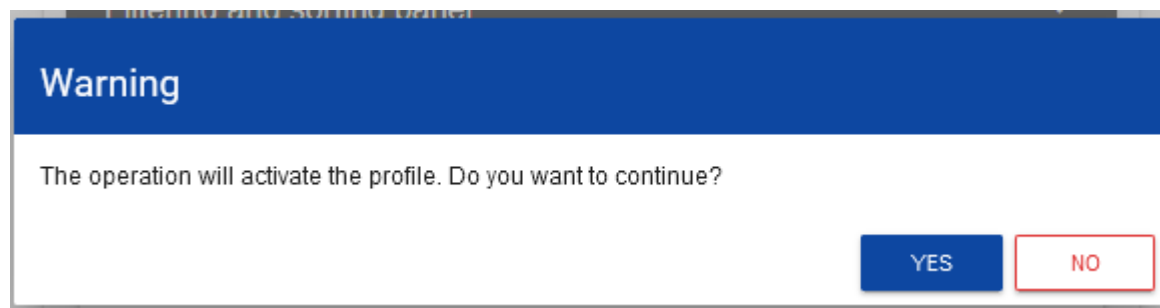
Acknowledging the operation will give the profile the *Active* status.

4.2.5. Deactivating a profile

Deactivating a user profile will make the user unable to use it when working in the system. To this end, enter the profiles list, select an active profile, click the icon in the top right corner of the bar and select

Deactivate the profile:
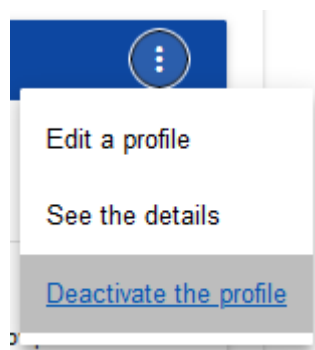
The System will display the following message asking the user to acknowledge the profile deactivation:
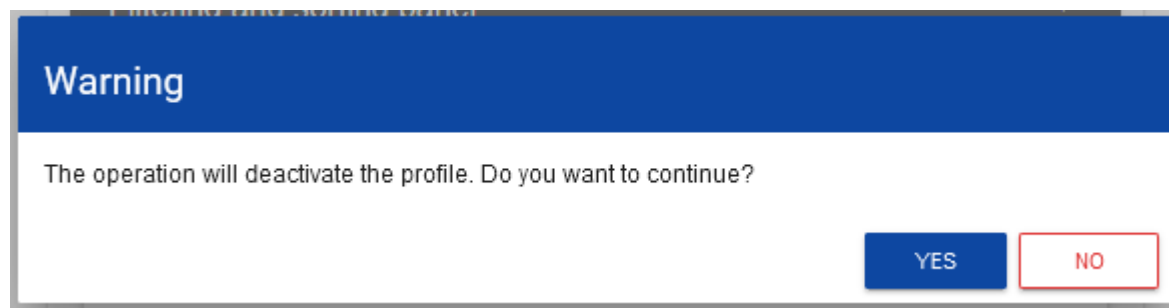
Acknowledging the operation will give the profile the **Deactivated** status.

V. CALLS - viewing

The WOD2021 system displays a list of started calls under which an application form can be created.

5.1. VIEWING THE CALLS LIST

The calls list is presented in the form of separate cards. You can sort and filter it by the content of individual fields.

5.1.1. Viewing the details of a call

If you want to view all information about a given call, click **Show the details** (below the blue bar with the call number).

5.2. CALLS SEARCH

Calls are created separately for each specific objective/measure. In the calls list, to find a call announced within a given programme,

enter at least the programme's code (PLSK, PLSN, PLUA, STHB) in the search field:

Calls list
Number of results: 2

Search by call number
STHB

Filtering and sorting panel

The displayed list is the result of filtering

STHB.01.01-IZ.00-003/22

Program
Interreg South Baltic Programme 2021-2027

You can also add further characters from the call number, representing the number of the priority and specific objective, e.g. STHB.01.01.

VI. APPLICATIONS FORMS

An application form is created by indicating the applicable call based on the attached application form template. It contains 12 sections:

I.	Project information
II.	Applicant and project partners
III.	Project indicators
IV.	Work packages
V.	Project budget
VI.	Budget summary
VII.	Co-financing sources
VIII.	Risk analysis
IX.	Additional information
X.	Statements
XI.	Appendices
XII.	Application form data

Editing a certain section sometimes requires completing element of one or more preceding sections, as certain data entered in opening section us used for defining the data in subsequent ones.

Sections VI and XII are non-editable because they are created automatically on the basis of the data either from the preceding sections or the call.

6.1. VIEWING THE APPLICATION FORMS

Viewing the application form differs slightly depending on the user.

If you are an **Applicant**, i.e. you have created one or more application forms in the system, then you can view only the applications you have created.

If you are not an Applicant, then you can view only the applications which have been made available to you by the Applicant. You are then the so-called **Collaborator** of the Applicant.

To display a list of application forms, click **Manage the application forms** in the main menu. The following screen will be displayed:

The view presents a list of application forms in the form of separate cards. Each card contains key information about the application, i.e. *Call number* (the top bar of the card), *Project title*, *Status*, *Application form author*. A description of all attributes in the applications sections can be found in Section VI.6.1.1.
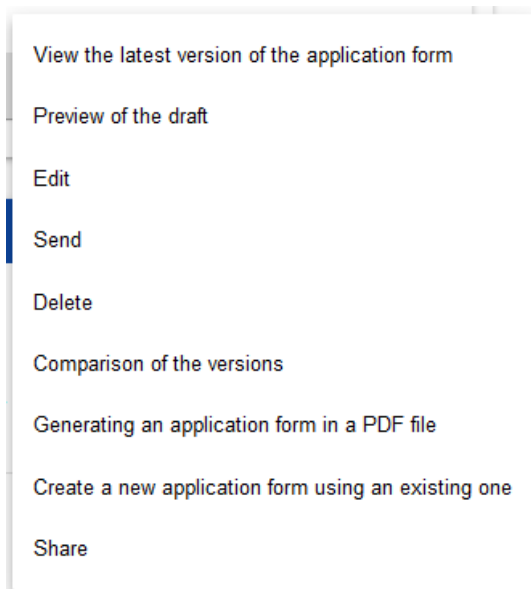
If the application displayed has official versions, it is indicated with a grey bar on at the bottom of the application box. Viewing the individual version is explained in Section VI.6.3.

The other displayed elements are:

- ***Number of results***, visible on the main bar of the view, gives information about the number of elements found.

- ***Number of results per page*** determines how many elements will be displayed per page and can be limited to 20, 40, 60, 80 or 100.

- ***Search by project name*** is used for quick searching an application whose title contains the phrase entered. To perform the search, enter the desired value in the search field and click **Enter**.
- ***Sorting and filtering panel*** is described in Chapter III.

6.1.1. Viewing the details of application forms

The content of all sections and fields of the application form can be displayed by selecting the version preview option in the menu of the selected application:

View the latest version of the application form

Preview of the draft

Edit

Send

Delete

Comparison of the versions

Generating an application form in a PDF file

Create a new application form using an existing one

Share

Draft versions can be viewed only in the case of applications with the status of "under preparation", "under clarification" and "under correction". For other statuses, only the official version of an application can be viewed (Section VI.6.3).

The System will display an application form preview screen set at Section I:

| GO BACK | GENERATING AN APPLICATION FORM IN A PDF FILE | CHECK THE CORRECTNESS OF THE APPLICATION FORM |

| PROJECT INFORMATION | LEAD PARTNER AND PROJECT PARTNERS | PROJECT INDICATORS | WORK PACKAGE | PROJECT BUDGET | BUDGET SUMMARY | CO-FINANCING SOURCES | RISK ANALYSIS | ADDITIONAL INFORMATION | LEAD PAI > |

Project

Project title*
My new proposal SM

Project description*
test

Project start date*
2022-05-02

Project end date*
2022-08-31

Target groups*
test

Project implementation area*
Cały kraj

Project field*
Inwestycje w wartości niematerialne i prawne w mikroprzedsiębiorstwach bezpośrednio związane z działaniami badawczymi i innowacyjnymi

To view the content of specific sections of the selected application form, click the name of the desired section. Section names can be scrolled with the "**<**" and "**>**" buttons to the left and right of the section bar at the top of the screen. The name of the section selected to be viewed is shown on grey background.

To return to the application form list, click **Go back** in the top right corner of the screen.

6.2. CHECKING THE CORRECTNESS OF THE APPLICATION FORM

Correctness checking is available only for draft application forms. When a preview of the draft version of the application form is displayed, click **Check the correctness of the application form** in the top right corner of the application form screen. If there are any errors, a panel with an errors list will be displayed:

The application form correctness checking process can be started also during editing of the application form (but not its individual sections).

It is also run automatically when the application form is being sent to the Joint Secretariat.

6.3. VIEWING APPLICATION FORM VERSIONS

An application form can have official versions and a draft version.

Official versions are created when an application form is being sent to the Joint Secretariat and after the Joint Secretariat has corrected the application form.

A draft version is created during the process of editing or improving by the applicant, correcting by the Joint Secretariat. The current version applies therefore to applications with the status **Under preparation, Under clarification** or **Under correction.** It can be previewed with the application form preview function.

Official versions of an application form are available from the level of the application form versions list. If an application has a status other than **Under preparation**, click the button and the ⌄ drop-down list **Official versions of the application form** will be displayed at the bottom of its card.

Application form versions list			^
Version number 3	**Creation date** 2022-07-19 12:03:17	**Submission date** 2022-07-19 12:03:17	**Version author** Michał Stępniewski VERSION PREVIEW
Version number 2	**Creation date** 2022-06-08 10:50:42	**Submission date** None	**Version author** Michał Stępniewski VERSION PREVIEW
Version number 1	**Creation date** 2022-05-09 10:29:15	**Submission date** None	**Version author** Sebastian Myrcha VERSION PREVIEW

Official versions are sorted in the reverse chronological order: from the latest to the oldest.

To open the details of a selected version, click **Version preview**.

If any notes have been made in the version concerned, e.g. during the process of evaluation of the application form at the Joint Secretariat, you can display them by clicking the grey bar *Information about the entered note* at the top of the screen:


Note!

► Some official versions can be marked as *Historic* because they were created not as a result of sending the application form to the authority or as a result correcting it, but as a result of changes to the application form after the start of the call concerned.

6.4. COMPARING THE VERSIONS

To compare one version of an application form with another version of the same application, select **Comparison of the versions**
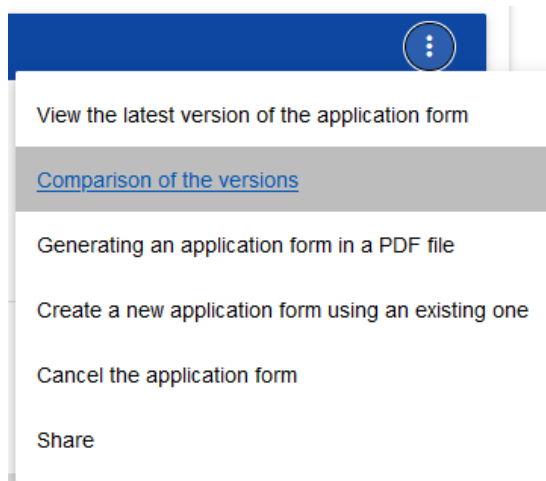
The System will display the version forms comparison screen. From the drop-down menu, select the base line version (***Select a version number*** on the left of the screen) and the compared version (***Select a version number*** on the right of the screen).

The system will display the result of the comparison:

The content of each version is displayed hierarchically, i.e. all sections will be displayed at the first hierarchical level, with components contained in hierarchically higher sections/components displayed further on. The last hierarchical level includes only individual fields. You can collapse and expand individual levels for both displayed versions of the application form.

The comparison involves showing the differences between corresponding fields in the baseline and compared versions:

- if a component or field has been added, it will be marked in the compared version with the icon   +

- if a component or field has been deleted, it will be marked in the compared version with the icon ✕

- if a component or field has been modified (e.g. its label and/or type has changed), then it will be marked in the compared version with the icon ✏