

PROMAS

Preparing and submitting applications

Training Workshops – CALL 3

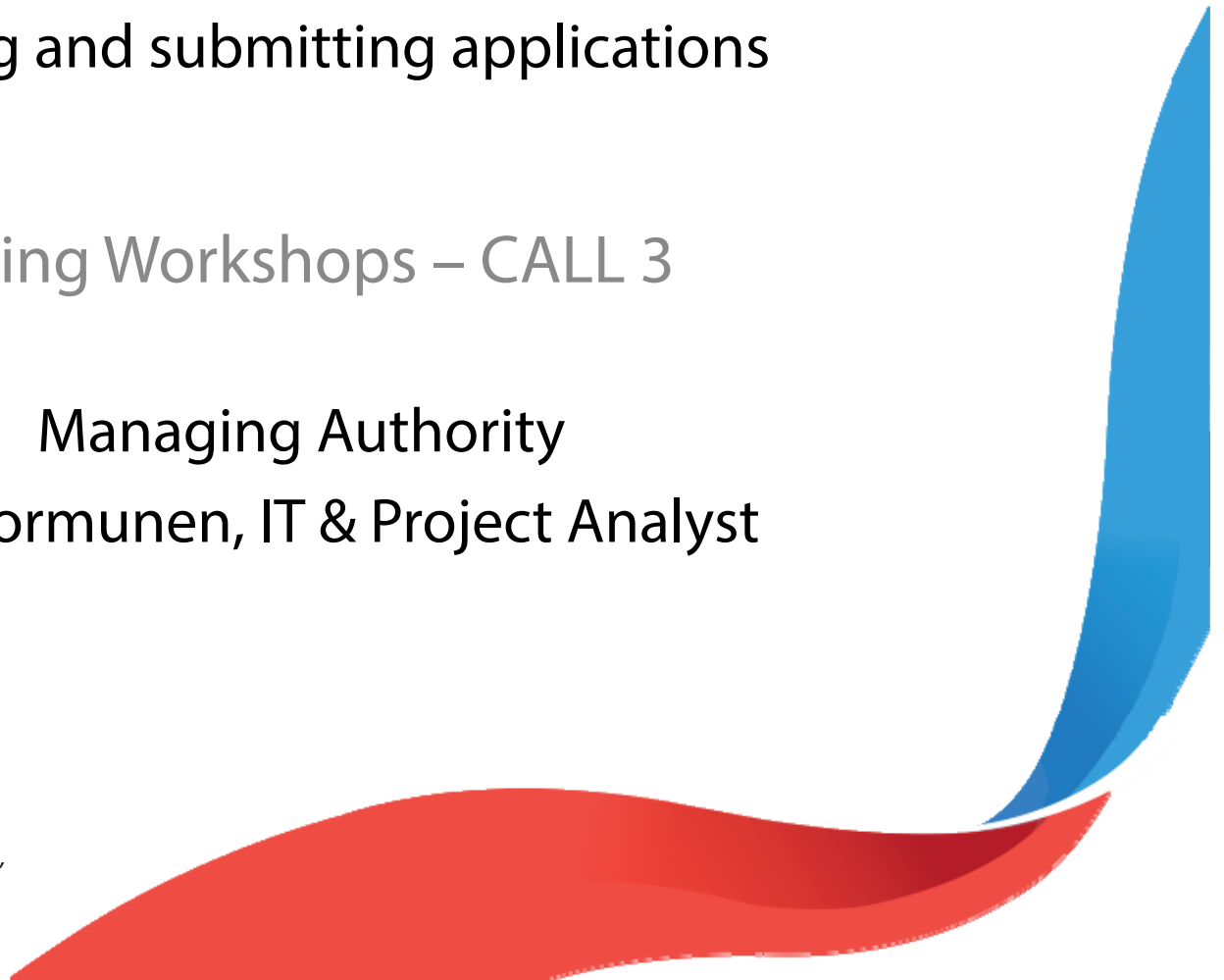
Managing Authority

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CBC 2014-2020
SOUTH-EAST FINLAND - RUSSIA

*Funded by the European Union,
the Russian Federation and
the Republic of Finland.*



PROMAS System

- <https://www.promascbc.fi>
- Web based tool for Lead Partners and Partners
 - Applying for programme financing
 - Attach and Store all the documents for the project
 - Reporting for ongoing projects
 - Requesting for payments
 - Read or Read/Write user rights for Partners

Obtain UserID

How to register for the Call for Proposal

Calls for Proposals

South-East Finland - Russia ENI CBC

TEST South-East Finland - Russia ENI CBC 2014-2020  [Register for the Call for Proposal](#)

Type: Open Call for Proposal
Open Date: 01/11/2016 14:00 Close Date: 31/12/2016 23:30
Status: Open
Description: First call for proposals of South-East Finland - Russia ENI CBC programme



Partner rights

The screenshot shows the PROMAS website interface. At the top left, the logo for PROMAS is displayed, featuring the text 'PROMAS' and 'CBC 2014-2020 SOUTH-EAST FINLAND - RUSSIA' with a small graphic of the region. To the right of the logo, the text 'Welcome, KS' is visible. Below the logo, there is a navigation menu with three items: 'Home', 'Support', and 'User rights'. The main content area is divided into several sections. The first section contains a blue button labeled 'Fill application form'. Below this button, the text 'Open date: 30/01/2017 09:00' and 'Close date: 31/12/2020 23:30' is displayed. The second section is titled 'Application status' and contains a progress indicator with four circular markers. The third marker is highlighted in orange and has a tooltip that reads 'Reopened 05/10/2017 08:58:17'. At the bottom of the page, there is a footer with the text 'Copyright © PROMAS 2018 - All rights reserved.'

Application status during lifecycle

The screenshot shows a web application interface with a dark blue navigation bar at the top containing 'Home', 'Support', and 'User rights'. Below the navigation bar is a light gray header area. The main content area features a dark blue button labeled 'View application form'. Below the button, the text 'Open date: 30/01/2017 09:00' and 'Close date: 31/12/2020 23:30' is displayed. The section is titled 'Application status' and contains a progress bar with eight circular indicators. The seventh indicator from the left is highlighted in orange and has a tooltip that reads 'Negotiation concluded 10/10/2017 11:49:07'. Below the progress bar, the text 'Executive order:' is visible. A table below this text has two columns: 'File name' and 'Download'. The 'File name' column contains the text '1701009-KS1016 STARTUP CONNECT _ approved_signed.pdf' and the 'Download' column contains a download icon.



Structure and navigation

- Demo in model application

The screenshot shows a web browser window displaying the PROMAS application form. The browser's address bar shows the URL: <https://www.promascbc.fi/Applicant/ApplicationForm/Application>. The page header includes the PROMAS logo, the text "CBC 2014-2020 SOUTH-EAST FINLAND - RUSSIA", and a user greeting "Welcome, KS10". A navigation menu contains links for "Home", "Support", and "User Rights". The main content area is titled "Application Form Details" and features a tabbed interface with the following tabs: "Basic Information", "Partner information", "Summary", "Relevance", "Implementation", "Budget and Financing", "Annexes", and "Signature". The "Basic Information" tab is currently selected. Below the tabs, a note states: "Fields marked with asterisk (*) are mandatory." The form contains two input fields: "Application Form Status" with the value "In_Progress" and "Name of the project *" with the value "Project for Attractive and Clean Environmen".



PROMAS Support

195.10.162.184:82/.../ApplicationForm/ApplicationFormDetails

PROMAS  Welcome, KS1000 

Home Support User rights

Application form details

 Print PDF  Back

Basic information Partner information Summary Relevance Implementation Budget and Financing Annexes Signature

Fields marked with asterisk (*) are mandatory.

Application form status	Re Open
Name of the project *	Project for Attractive and Clean Environmen
Acronym *	NPACE
Project ID	KS1000
Full legal name of the Lead partner in English *	University of Attractive and Clean Environme
Country of the Lead partner	Finland
Region of the Lead partner	South Karelia
Priority *	2. Innovative, skilled and well-educated a

PROMAS Support

- <http://www.sefrcbc.fi> -> Projects
 - User manual & Application form model

PROGRAMME MANUAL (last update published 07/11/2017)

 Programme Manual – SEFR CBC 2014-2020_V 4.0_English

 Programme Manual – SEFR CBC 2014-2020_V 4.0_Russian (unofficial translation)

 Programme Manual – SEFR CBC 2014-2020_V 4.0_Finnish (unofficial translation)

PROMAS MANUAL

 Promas manual for applicants – SEFR CBC 2014-2020

[Link to the PROMAS](#)

MODEL OF THE APPLICATION

 Application form model – SEFR CBC 2014-2020

Annexes

- Mandatory annexes <http://www.sefrcbc.fi> -> Applying Funding

PROJECTS > APPLYING FUNDING

APPLYING FUNDING

The following documents are mandatory (if not otherwise mentioned) to the application of the standard development project and they should be attached to the application package, both in electronic form to the PROMAS and in one original copy to the paper delivery.

APPLICATION ANNEXES

 Application annex 1A SEFR CBC 2014-2020 – Partnership statement for the lead partner and partner

 Application annex 1B SEFR CBC 2014-2020 – Partnership statement for the lead partner

 Application annex 2 SEFR CBC 2014-2020 – Project budget

 Application annex 3 SEFR CBC 2014-2020 – Logical framework matrix

 Application annex 4 SEFR CBC 2014-2020 – Co-financing from other sources

Annexes

- File formats
 - Annexes are signed documents and that is why scanned Portable Document Format (.pdf) files are recommended. Other acceptable file forms in PROMAS are .jpeg, .png, .doc, .docx, .xls and .xlsx.
 - Max. size of the individual file is 15 Mb. In case of bigger size, contact MA

Remarks & Guidelines

- English only
- Be precise & concise
- Use simple and easy to understand terminology
- Fill in carefully every textbox and drop down menu
- If your application is not complete by the deadline, consider leaving your application until the next round

Q & A

- <http://www.sefrcbc.fi/qa/promas/>
- Continuously updated

Current issues

- PROBLEM: Thematic indicators from the tab Relevance disappeared.
 - Fixed, see resolution in Q&A <http://www.sefrcbc.fi/qa/promas/>
- Use of several browser windows in PROMAS –login with different project ID:s
 - In case, use different browsers for different sessions (eg. Internet Explorer & Mozilla Firefox)
- PDF print
- In all questions and inquiries contact official@sefrcbc.fi
- Urgent cases: IT & Project analyst, Tel. +358 40 667 3958

Thank you



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