

PROMAS

Preparing and submitting applications

Applicant workshops 2018

Managing Authority

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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 application portal. At the top left, the logo 'PROMAS' is displayed next to a small graphic of the project area. The top right corner shows a user greeting 'Welcome, KS'. Below the logo is a navigation menu with 'Home', 'Support', and 'User rights' options. The main content area features a blue button labeled 'Fill application form'. Below this button, the dates 'Open date: 30/01/2017 09:00' and 'Close date: 31/12/2020 23:30' are shown. The section is titled 'Application status' and contains a progress indicator with four circles. The third circle is highlighted in orange and has a tooltip that says 'Reopened 05/10/2017 08:58:17'. At the bottom of the page, a copyright notice reads 'Copyright © PROMAS 2018 - All rights reserved.'

Application status during lifecycle

The screenshot shows a web interface with a dark blue header containing navigation links: Home, Support, and User rights. Below the header is a light gray bar. The main content area has a 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 features a progress bar with eight circular indicators. The eighth indicator 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 shows a file name '1701009-KS1016 STARTUP CONNECT _ approved_signed.pdf' and a 'Download' button with a download icon.

Home Support User rights

View application form

Open date: 30/01/2017 09:00 Close date: 31/12/2020 23:30

Application status

Progress bar: 8 steps, 8th step active (Negotiation concluded 10/10/2017 11:49:07)

Executive order:

File name	Download
1701009-KS1016 STARTUP CONNECT _ approved_signed.pdf	

Structure and navigation

- Demo in model application

The screenshot shows a web browser window with the URL <https://www.promascbc.fi/Applicant/ApplicationForm/Application>. The page header features the PROMAS logo, the CBC 2014-2020 South-East Finland - Russia logo, and a user greeting "Welcome, KS10". A navigation menu includes "Home", "Support", and "User Rights". The main content area is titled "Application Form Details" and includes a "Print PDF" button. Below this is 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 active, showing a form with the following fields:

- Application Form Status:
- Name of the project *:

Fields marked with asterisk (*) are mandatory.

PROMAS Support

195.10.162.184:82/Applicant/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> > PROJECTS > Applying Funding

- > APPLYING FUNDING
- > CONTRACTING GRANT
- > IMPLEMENTING PROJECT

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.
- Maximum 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
- **!** Budget excel is protected for a reason. Cracking and modifying formulas is a course for rejection in administrative check

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, some modification issues
- In all questions and inquiries contact official@sefrcbc.fi
- Urgent cases: IT & Project analyst, Tel. +358 40 667 3958