

PROMAS

Preparing and submitting applications

Applicant workshops 2019

Managing Authority

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
 - Single Source of Truth

Privacy Policy, legal basis

Council Regulation (EC, Euratom) No 966/2012 on the Financial Regulation and ENI CBC Strategy

Regulation (EU) No 232/2014 of the European Parliament and of the Council

Commission Implementing Regulation (EU) No 897/2014

South-East Finland – Russia CBC 2014-2020 Joint Operational Programme (JOP)

Financing Agreement between the European Commission, Finland and Russia

Privacy policy

- Collecting only the info that is needed for the project
- Stored 5 years after the final payment of the programme and then properly deleted
- Partnership statement: viii.
 - they assure that they are familiar with the Privacy Policy published by the MA, and that all persons mentioned in the application and its annexes or in any other document related to the applying for funding and the project implementation, have given their consent that their personal data may be collected, recorded, stored and transferred in the registers of the Managing Authority and to be processed according to the Privacy Policy available at <https://www.promascbc.fi/ProgrammeList/PrivacyPolicy/1>.

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


PROMAS  Welcome, KS

[Home](#) [Support](#) [User rights](#)

[Fill application form](#)

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

Application status


Reopened 05/10/2017 08:58:17

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Application status during lifecycle

The screenshot shows a web interface for application status. At the top, there is a navigation bar with 'Home', 'Support', and 'User rights'. Below this, there is a 'View application form' button. The page displays the 'Open date: 30/01/2017 09:00' and 'Close date: 31/12/2020 23:30'. The main section is titled 'Application status' and features a progress bar with eight steps. The eighth step is highlighted with an orange circle and a tooltip that reads 'Negotiation concluded 10/10/2017 11:49:07'. Below the progress bar, there is a table with the following content:

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 text "CBC 2014-2020 SOUTH-EAST FINLAND - RUSSIA", 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. A note states: "Fields marked with asterisk (*) are mandatory." The form contains two 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

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

Annexes

- Mandatory annexes <http://www.sefrcbc.fi> -> Applying Funding (make sure you use the latest ones)

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 MODEL TEMPLATE

 [SEFR CBC Application model template](#)

APPLICATION ANNEXES

 [Application annex 1A SEFR CBC 2014-2020 – Partnership statement for the lead partner and partner_update 25092018](#)

 [Application annex 1B SEFR CBC 2014-2020 – Partnership statement for the lead partner_update 25092018](#)

 [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
- Set of project specific indicators should give a clear idea, what the project is all about

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