Technical guidance
Online application system

(version 1.0 – 07 April 2015)

This guidance contains key technical information on the operation and use of the electronic monitoring system (eMS) of the North-West Europe Programme. At both steps of application, applicants are requested to complete and submit their application form (AF) via the eMS. It is therefore highly recommended to read this document carefully before starting to use the eMS. This technical guidance on the eMS complements the Programme Manual which is available on the NWE website.

Technical information and system requirements

The eMS is a web application which can be accessed with recent versions of most common browsers (e.g. Internet Explorer 11, Firefox 35, Chrome 39)[1]. The functionality of the system follows the common standards of web applications for entering and submitting data.

Access and registration

The eMS can be accessed at the following link **https://ems.nweurope.eu**. To use the eMS, applicants must first register by clicking on "Register" on the homepage an provide a set of credentials.

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[1] When working with Internet Explorer, the option "display intranet sites in compatibility view" should be de-selected in the compatibility view settings of the browser (to access Internet Explorer preferences for compatibility view you can press Alt + T + B).
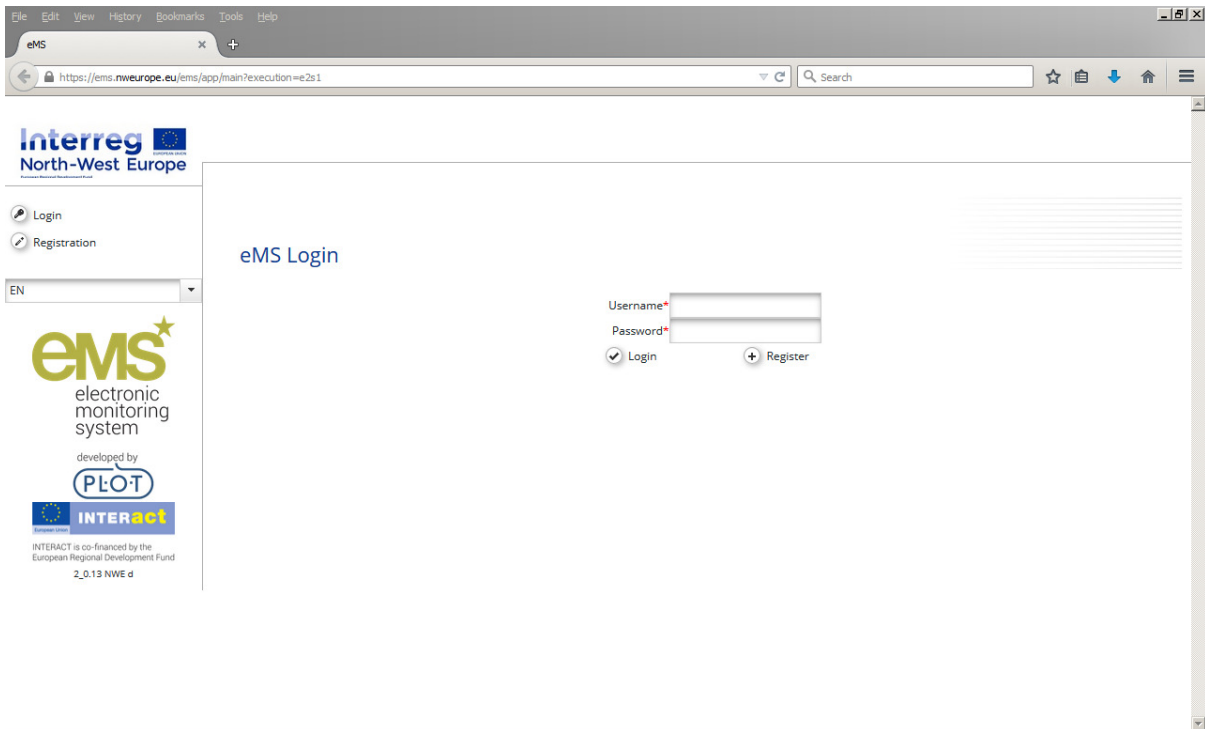
In the registration form, fill in the following information:

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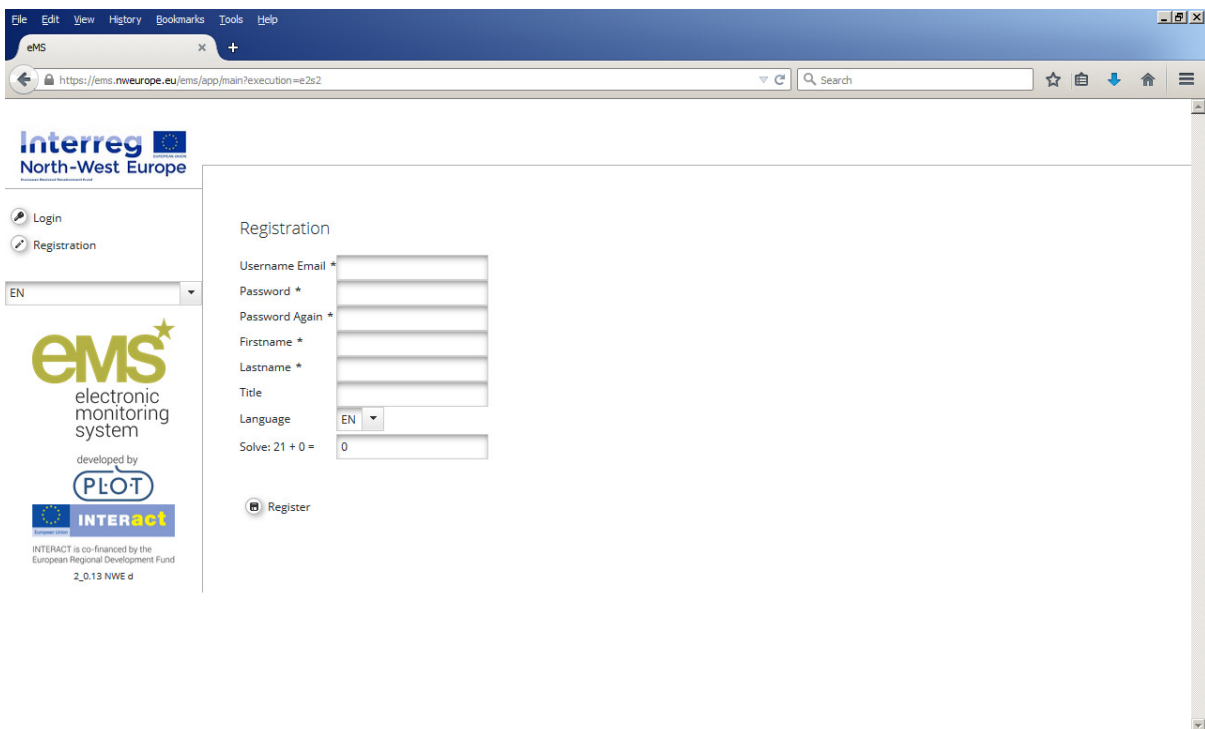
Username Email: the email address of the applicant will be used to log in and submit the applications.

Password: password used to access the eMS (in case the password is forgotten, please contact the helpdesk during office hours to get a new password). Please use a combination of upper and lower case letters, digits and special characters ($, @, # etc).

**First name / Last name / Title**: personal information of the lead applicant's contact person.

Language: English is pre-defined and cannot be changed; it is the working language of the NWE programme.

Solve: don't forget to solve the addition proposed for security reason

Following the registration, a confirmation email is automatically sent to the email address provided in the registration form. Only after confirmation, the applicant will be able to log in to the eMS and create an Application Form (AF).

Filling in the AF

To start creating your AF, click on "add application" in the section "My Applications".
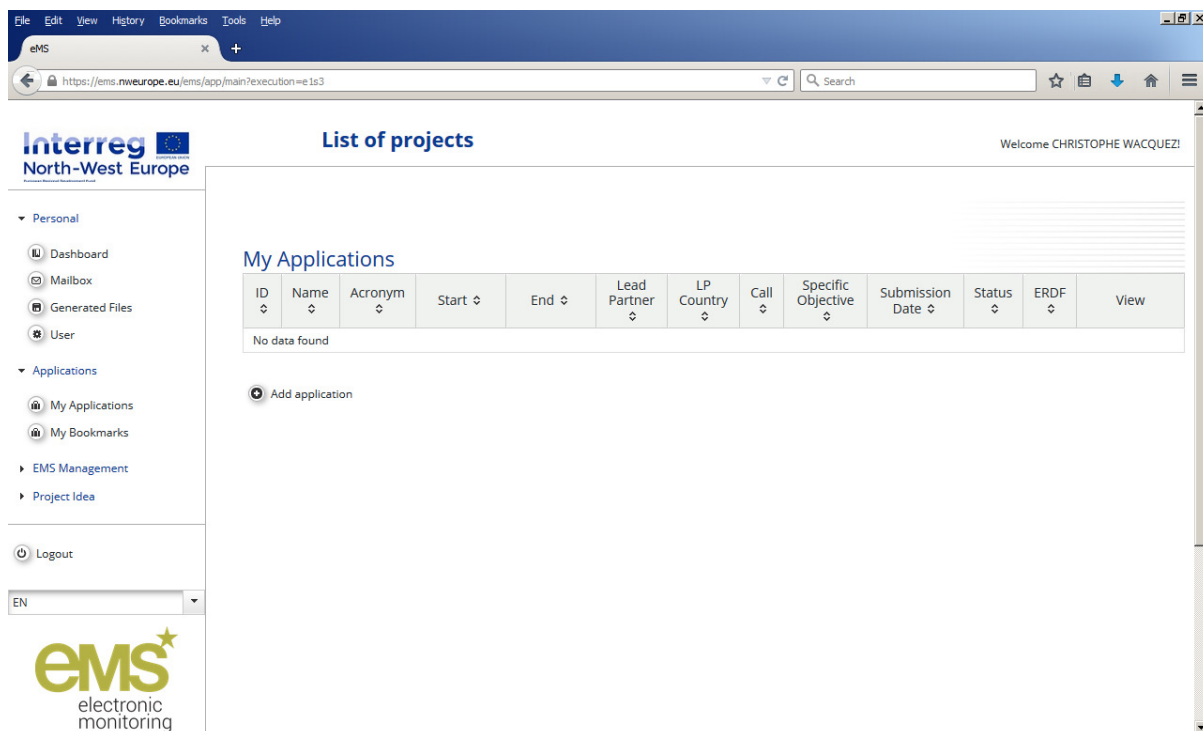
The following important aspects have to be remembered when filling in the AF:

- The eMS does not provide any warning or request of confirmation before leaving a section of the AF or before logging out. Always remember to save the data before leaving a section in the AF (Save button on upper left corner); **otherwise data will be lost!**

- Certain fields are mandatory and need to be filled in in order to be able to save. After pushing the save button, the list of fields not filled in is shown on top of the page.

- When filling in longer sections, please remember to regularly save in order to avoid losing data in case of interruptions of the internet connection or other technical issues.

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- Do not use the "Enter" key of your keyboard to save data while filling the forms as it may lead to unexpected results. Always use the commands provided by the eMS interface.

- Sections and fields labelled "STEP 2 ONLY" **should not been filled** in during step 1 even when editable. **Any information filled in sections and fields labelled "STEP 2 ONLY" will not be considered during the assessment of step 1**.

- Fields in the eMs have character limitations. Due to technical reasons, the number of characters allowed in each field in the eMS is sometimes too high; the correct maximum number of maximum characters allowed is indicated in at the bottom-right corner of the box. **Be aware that characters in excess will not be taken into account during the assessment of your AF!**

- Please note that you can create a pdf file of the AF at any time of its development by pressing the "Save As Pdf File" button. You will find the created pdf file(s) in the general menu in the section "Generated Files". Be aware that the saving of the pdf document in the file browser might take several minutes.

- Once the AF is at an advanced stage, it is recommended to perform the automatic checks on the correctness of data entered into the AF. This check is done by pressing the "Check Saved Project" button in the menu on the left.
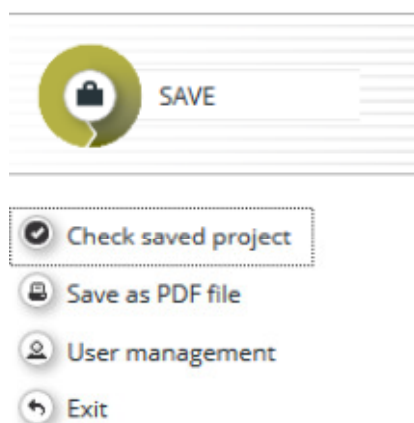

The system then performs several automatic checks on a number of formal requirements. If all automatic checks are successfully passed, the message

"Success" will be displayed on the top-right corner of the screen. In case of automatic checks showing deficiencies, an error message appears on top of the page and the AF will have to be amended accordingly.

- Applicants are advised not to submit their AF at the very last minute before the closure of the Call. **Submission will no longer be technically possible after the announced deadlines of the Call** (Step 1 and step 2). As submission is feasible from any internet connection, **no exception to this rule will be granted**.

Submission of the AF

When your AF is ready for submission, it is recommended to save the final version as a pdf file. To submit the AF, press the "Submit Saved Project" button. The system will perform once more automatic checks, as described above in this document.
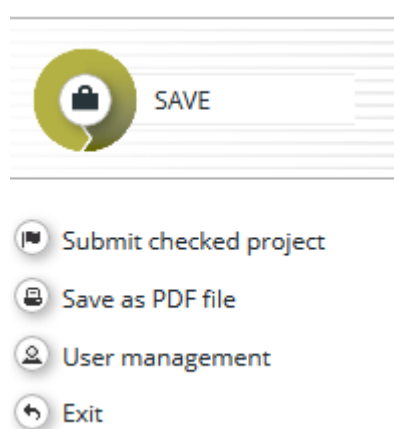

Only if all automatic checks are successfully passed, the AF is officially submitted. In case of automatic checks showing deficiencies, an error message will appear and the AF should be amended accordingly. Once the AF is successfully submitted, applicants will receive an automatic email confirmation.

User management

The "lead" applicant can grant access rights to sections of the AF to other users, namely the project partners. To this end, other aplicants have to first register in the eMS as users and then provide the lead applicant with their username. The "lead" applicant can then enable new users in the "User Management" section (see screen-shot of project menu below). Users can be granted either read-only rights ("add for reading"), or edit and add data rights ("add for modification"). Please note

that the "lead" applicant is responsible for the submission of the AF and certain automatically generated emails (e.g. confirmation of AF submission) will be sent only to the email address of the "lead" applicant. Therefore, this person registering should ideally be the contact person of the "lead" applicant institution. Project menu:
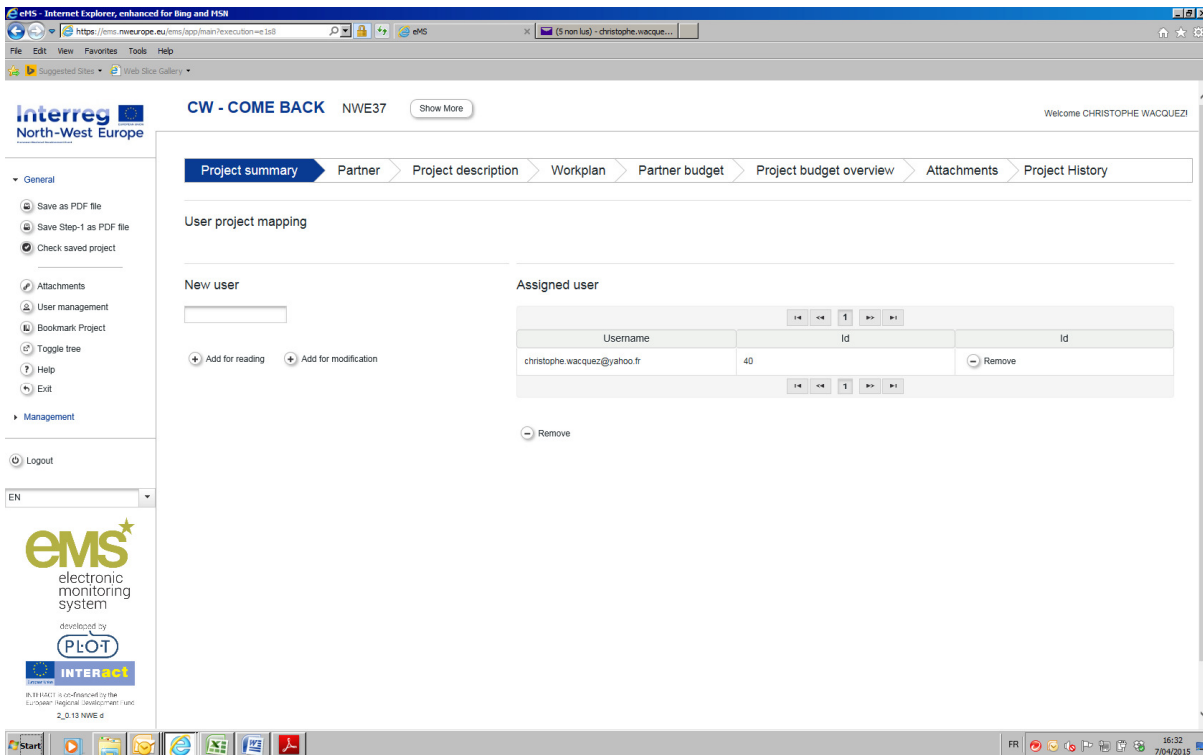
The user accounts created to draft and submit the application will be available until the end of step 2 of the call. In case the project is selected for funding, a new set of credentials will be created for each project participant (lead partner and partners).

To a certain extent, it is possible for different users to work in parallel (at the same time) on the same AF. When working in parallel, users have to make sure though that they are not working in the same section or sub-section. Otherwise risks of disruption and potential loss of data are pending.

Helpdesk and technical support

For any IT related problems you might experience with the online submission system, please contact the helpdesk at ems@nweurope.eu or call the joint secretariat at + 33 (0)3.20.78.55.00 from Monday to Friday, 9:00 to 12:00 and 14:00 to 17:00.