

Fourth Call for Projects - Phase 2

Guide for the Preparation of the Full Project Application

Expressions of Interest (EOI) selected within the phase 1 of the fourth call for proposals shall submit a full application form as set out in the second phase applicants' handbook. This full application shall be prepared on the basis of the EOI form.

To proceed with the preparation of the full application form you must have Access 2007 or 2010 version installed on your PC. If Access is not installed on your PC you shall install Access Runtime, which is a free software provided by Microsoft to run Access files, downloadable from: <http://www.microsoft.com/downloads/details.aspx?familyid=d9ae78d9-9dc6-4b38-9fa6-2c745a175aed&displaylang=en>

The Access tool "AppForm2013V4_FullProjectPreparation.accdr" enables you to prepare the full application form mentioned above. It is available in the Programme website section "Second Stage – submission of full projects" <http://www.coop-atlantico.com/call-for-projects/4th-call-for-projects/second-stage-2013-submission-of-full-projects>. You must download it and save it on your PC.

Before proceeding ensure that you have a security copy of the file having your original expression of interest form.

1. Preparation of the full Project Application Form

1º Run the Access tool "AppForm2013V4_FullProjectPreparation.accdr". The following screen will appear:

ATLANTIC AREA Trans-national Programme
ESPACIO ATLÁNTICO Programa Transnacional
ESPACE ATLANTIQUE Programme Transnational
ESPAÇO ATLÁNTICO Programa Transnacional

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European Union
ERDF

Choose the linguistic version of the form
English

Fourth Call for Proposals Preparation of the Full Project Application Form

Notes:

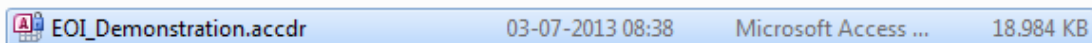
- This Access tool enables you to prepare the full application form mentioned above.
- Before proceeding ensure that you have a security copy of the file having your original expression of interest form.
- To do, click on the button 'Expression of Interest Form', choose the file having your original expression of interest form, and then click on the button 'Prepare Full Application Form'.

Expressions of Interest Form

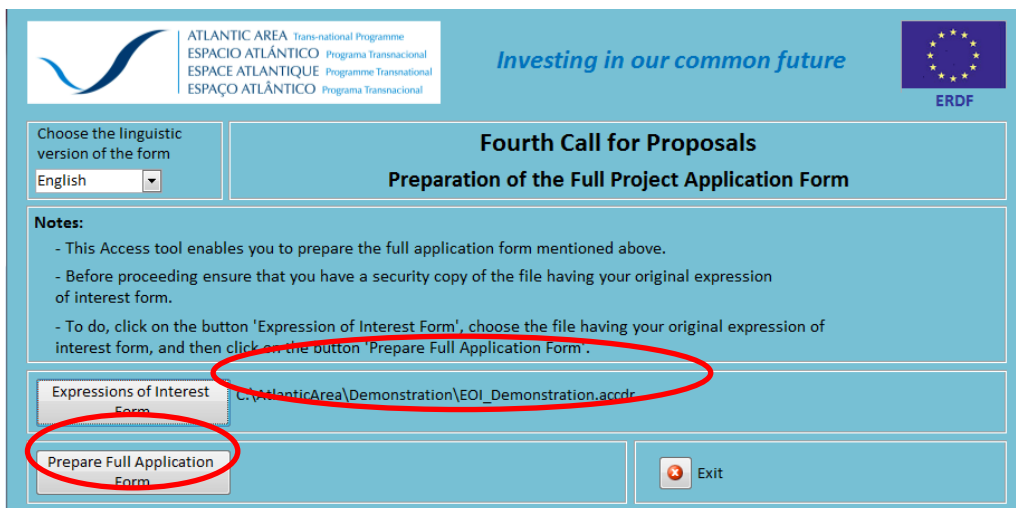
Prepare Full Application Form

Exit

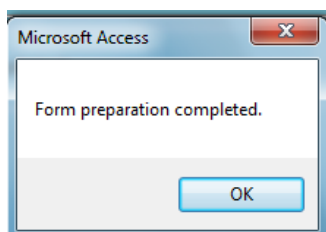
2º Click on the button Expression of Interest Form and choose the file having your Expression of Interest Form. Refer to the example project EOI_demonstration:



3º The full path will appear on the screen:



4º Click on the Prepare Full Application Form button. A message will appear informing you that the procedure was completed:



5º Exit the Preparation Software and run the file you have prepared (See the example EOI_demonstration)

Final remark: You are now able to complete your application form. Sections 1, 2, 3, 4, 6, 7, 9 and 12 are already completed with information of your EOI. Sections 5, 8, 10, 11, 13, 14 and 15 are enabled for edition. Before completing your full application form you shall refer to the second phase applicants' handbook

2. Full Project Application Form upload

Once your Application Form is completed, you must upload it again to the PCC (Platform for Collaborative Communication).

1º Go to your application section: Home > Call for projects > 4th Call for projects 2013 > Applications. Click on your project name.

2º In the “Menu”, click on “Add full Project Application”

The screenshot shows the Atlantic Area website interface. At the top, there is a navigation bar with links: Home, Projects, Project Ideas, Call for projects, Management Structure, Working Groups. Below this is a breadcrumb trail: You are here: Home > Call for projects > 4th Call for projects 2013 > Applications > Project title. The main content area is titled 'Project' and contains details such as Project title, Project code (2013-1/284), Acronym, Programme priority/objective (1.1 - Develop knowledge transfers between companies and research centres), Creation Date (Jul 29, 2013 04:54 PM), Update Date, Observations, and Application form (Atlantic Area Application Form 2011V3.accdr). On the right side, there is a 'Menu' button circled in red, with the option 'Add full Project Application' highlighted. Other menu options include 'Support', 'Events', and 'Newsletter'.

Upload your Full Project Application Form

The screenshot shows the Atlantic Area website interface with the 'Add AdditionalFiles' dialog box open. The dialog box has a 'Title' field containing 'ACRONYM_full project Application' and a 'File' field with a 'Procurar...' button. There are 'Save' and 'Cancel' buttons at the bottom of the dialog box. The background shows the same website interface as the previous screenshot, but the 'Menu' button is not circled.

Once your application form is uploaded, go back to your project area (Project title) and choose the option “Submit”.

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Search Site



Home / Projects / Project Ideas / Call for projects / Management Structure / Working Groups

pa_test Log out

You are here: Home > Call for projects > 4th Call for projects 2013 > Applications > Project title

CALL FOR PROJECTS

- Application Process
- 1st Call for projects 2008
- 2nd Call for projects 2009
- 3rd Call for projects 2011
- 4th Call for projects 2013
- Call for projects announcement
- Forms and guidelines
- Applications
- Second phase – submission of full projects

DOCUMENTS

- Programme Documents
- Call for projects documents
- Projects Implementation
- Relevant Legislation
- Other Useful Documents
- Annual Implementation Report
- AIR 2011 Provisional Version

EVENTS

- 07.12.2012
- Atlantic Area annual event - Conference "Evaluate to go forward"

More...

[\[Project identification\]](#) [\[Contents\]](#) [\[Lead partner\]](#)

Project title

Project title:
Project title

Project code:
2013-1/284

Acronym:
Acronym

Programme priority/objective:
1.1 - Develop knowledge transfers between companies and research centres

Creation Date:
Jul 29, 2013 04:54 PM

Update Date:

Observations:

Application form:
[Atlantic Area Application Form 2011V3.accdr](#) — Octet Stream, 17812Kb

Print this

Add Comment

MENU

Add full Project Application

Submit

SUPPORT

- Communication
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- Contacts

EVENTS

Atlantic Area annual event - Conference "Evaluate to go forward"

All events...

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