EEA FINANCIAL MECHANISM 2014-2021

GREECE

PROGRAMME II: ASYLUM & MIGRATION

User Guide

Bilateral Initiatives Proposal Submission

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Table of contents

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1. Purpose

The purpose of this document is to provide detailed instructions on the operation and use of the Online Submission Platform (OSP) which facilitates the bilateral initiatives proposal submissions under "Asylum and Migration" Programme. Project Promoters are requested to complete and submit the Bilateral Proposal via the online system. It is therefore highly recommended to read this document carefully before starting to use it.

2. Technical information and system requirements

The online Submission Platform (OSP) is a web application which can be accessed with recent versions of most common web browsers (e.g., Firefox, Chrome, Edge, Internet Explorer, etc.).

The functionality of the system follows the common standards of web applications for entering and submitting data.

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3. Access to the platform

To access the Online Submission Platform, click on the Application Submission icon on the Programme website https://www.asylumandmigration-eeagrants.gr/bilateral-cooperation-en/

For the usage of the platform an activated account is required.

Click here to create a new account in order to access the platform

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By clicking on the abovementioned tab, you will be redirected here. Complete all the sections and then press "Create Account".

Create Account

USERNAME

> Username

EMAIL

> Email

PASSWORD

> Password

PASSWORD CONFIRM

> Password Confirm

CONTACT FIRSTNAME

> Contact Firstname

CONTACT LASTNAME

> Contact Lastname

ORGANIZATION TITLE

> Organization Title

VAT NUMBER

> Vat Number

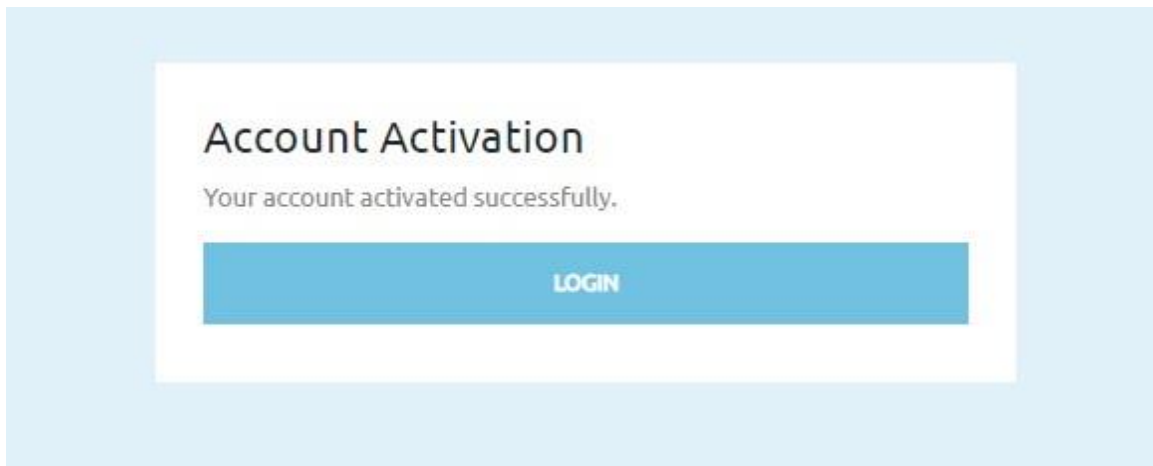I'm not a robot — reCAPTCHA — Privacy · Terms

CREATE ACCOUNT

LOGIN

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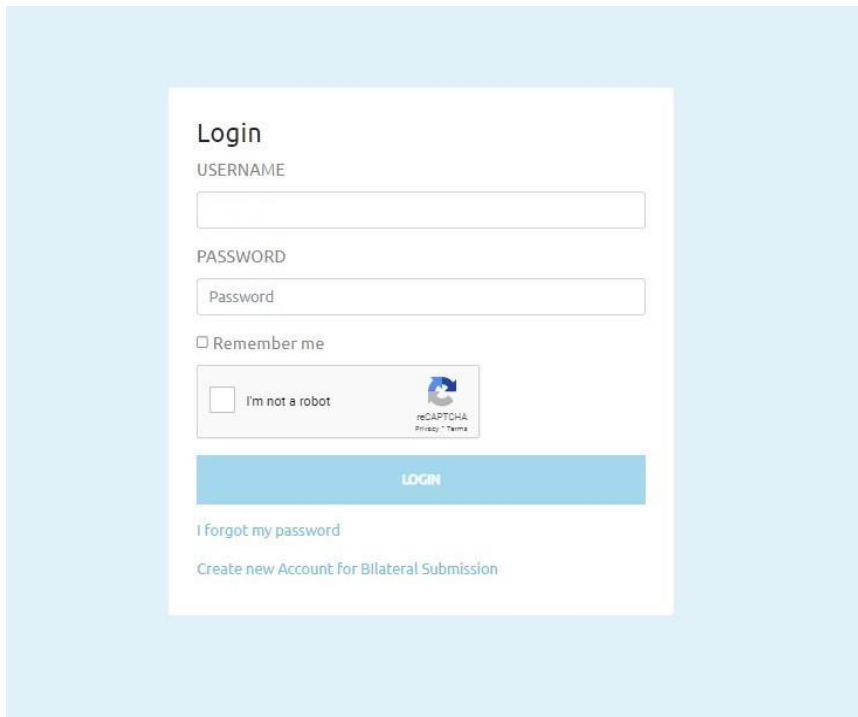You will now receive a confirmation e-mail.
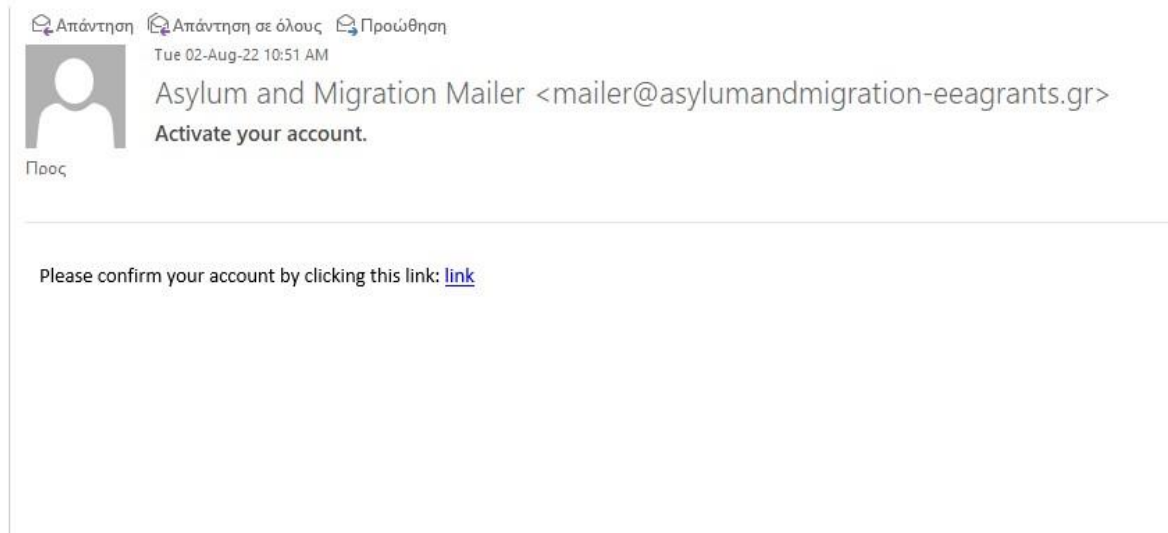
By clicking this link, you will be redirected to the platform.

When clicking on the "Login" tab, you will be redirected to the login page.

If you did not receive your confirmation email, please look for the missing e-mail in the "Spam" folder of your mailbox. If not the case, please contact info@asylumandmigration-eeagrants.gr.

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To "Log in" fill in your username and password.

Click the Box and you may be required to pass an image test.

Click to complete the process.

In case you have forgotten your password, you must return to the "Login" page and by clicking on **"I forgot my password"** an email is sent to the email address disclosed by the registered Project Promoter providing a link through which to select and confirm a new password and subsequently access your account.

Attention: If for some reason the user cannot find or did not receive the email, they must also check at their junk or spam folder of their mailbox.

Login

USERNAME

PASSWORD

Password

☐ Remember me

I'm not a robot

reCAPTCHA
Privacy - Terms

LOGIN

I forgot my password

Create new Account for Bilateral Submission

Should you forget your password, you must select the option "I forgot my password"

4. Access to the platform

Language: all details must be submitted in English.

To start editing your Bilateral Initiatives Proposal Submission in the "Dashboard" page you will find the "Bilateral Initiatives Proposals" page. Click on the "New Proposal" tab to create your proposal.
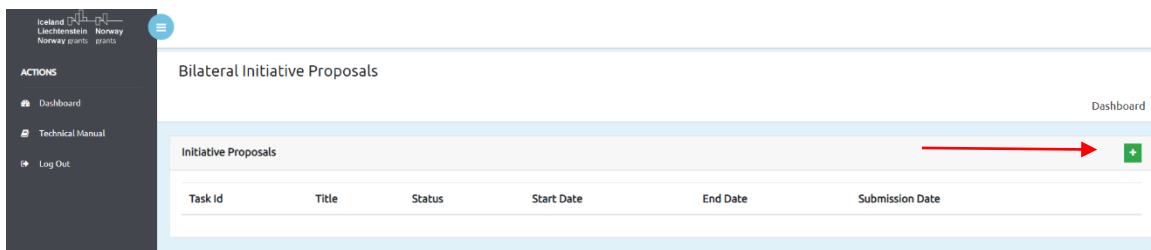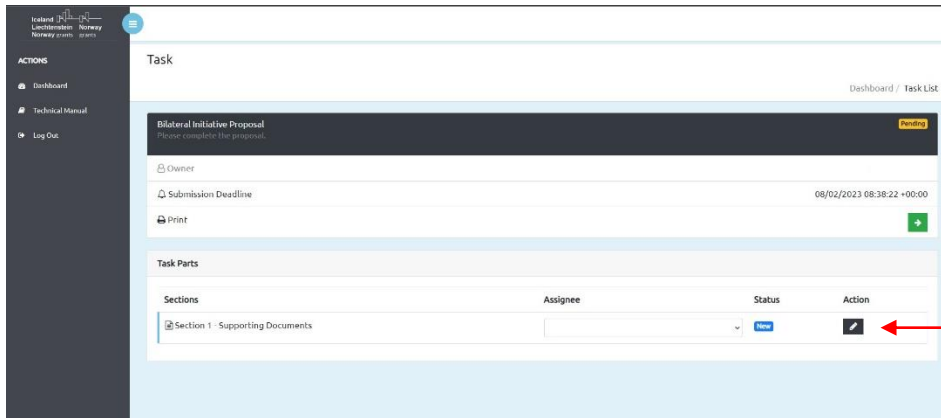

You will be redirected to the "Task" page of your proposal. Click on the "Actions" tab, in order to view, edit or delete your proposal.
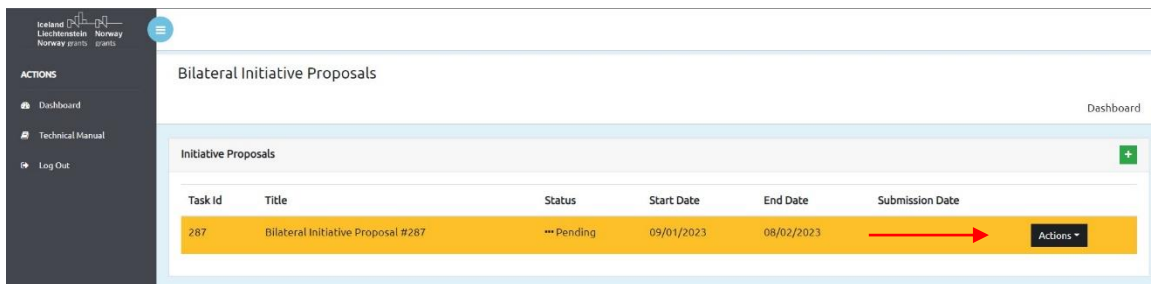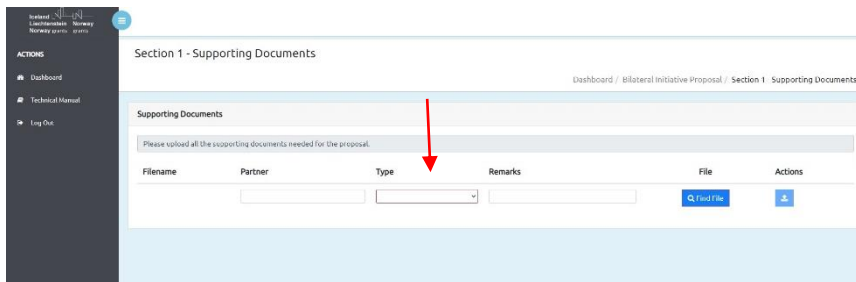

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You can now edit and upload the relevant supporting documents for your bilateral proposal by clicking on the "Action" tab.

You are now redirected to Section 1 - Supporting Documents. You have a plethora of categories to choose for your supporting documentation. You can now fill in the relevant information and start uploading your files. The platform supports doc, docx, xls, xlsx and pdf type of files. When clicking on the "Type" tab, you are able to choose the type of documentation you are attaching.

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Here are the categories amongst which you can choose.

proposal.

Type	Remarks

Statutes of the Organization
Certificate of Court / Magistrate for modifications
Establishment document of the Official government registry
Tax statement
Insurance statement
Pending legal issues
Partnership agreement or letter of intent
Tax declaration
Tax clearance certificate
Balance sheet
Annual Budget
Audited Accounts
Missing document declaration
Child Protection and Safeguarding policy
Protection from Sexual Exploitation and Abuse policy
Other policies valid for the project implementation
Indirect Expenses Rate Documentation
Audit Report

After choosing the type of documentation and filling in the relative slots, you can upload your files to the platform.

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You can also delete your uploaded file, simply by clicking on the "Actions" tab, as shown below.

After uploading everything, you can go to the "Task" page and see that your proposal's status is valid.

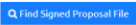To finalize the proposal's submission, click on the .

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You are redirected to the "Print Proposal" page. Simply click the **Download** button. **A .pdf version of your Print Proposal is being downloaded to your PC.** If you consider the Proposal to be correct and complete, the Legal representative of the Lead partner must sign and stamp the printed file. You are required to scan the signed file and upload it by clicking "Final Submission".

Click the button on the screen to proceed to the "Final Submission Step" page.
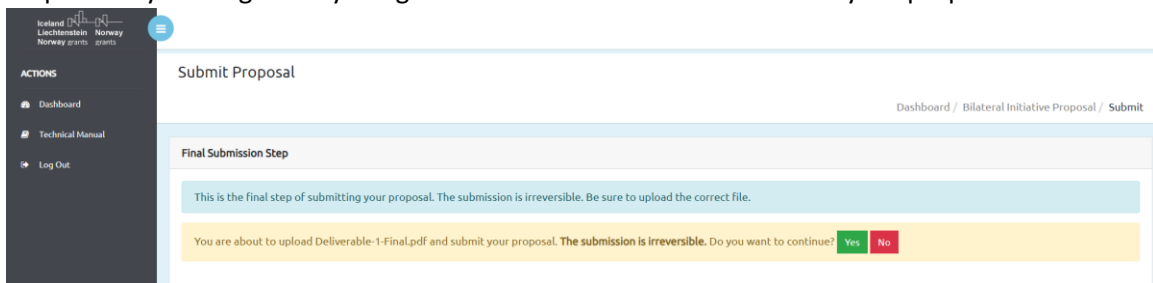

Once you upload your Signed Proposal File, click on the tab to finalize the procedure.

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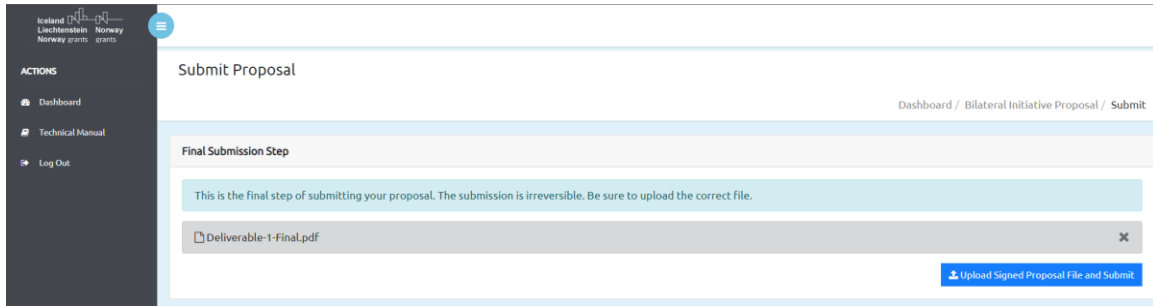
Once more, a question appears on the screen. You will be directed to the "Final Submission Step" and by clicking "Yes" you agree to the irreversible submission of your proposal.

Having clicked "Yes", the platform informs you of the successful completion of the proposal submission. Simultaneously, an automated e-mail will be sent to lead partner's legal representative e-mail address confirming the successful submission.
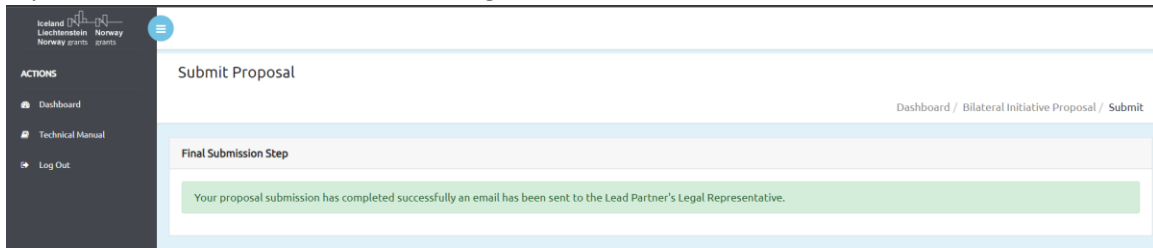
After completing the submission process, applicants maintain their access to the platform to view submitted tasks and download the proposal document.