

European Territorial Cooperation Objective  
Cross Border Cooperation Programme  
Lithuania-Poland  
2007 – 2013

NEIGHBOURS IN ACTION

**GUIDELINES ON USING  
DIGITAL APPLICATION FORM**



EUROPEAN UNION

European Regional  
Development Fund

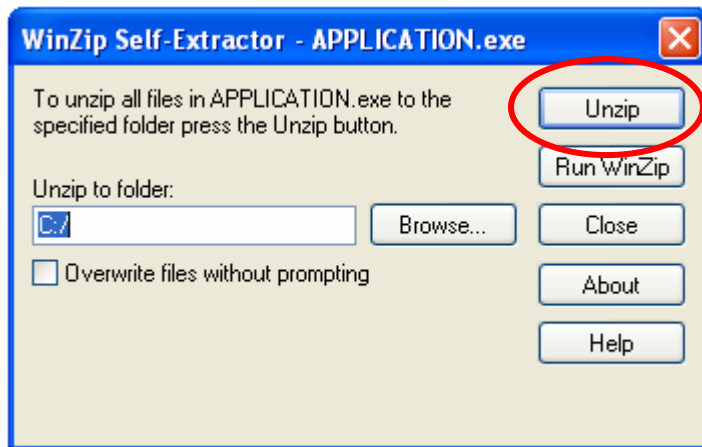
## HOW TO USE DIGITAL APPLICATION FORM?

This is a digital version of the application form. All the information which is typed will be saved automatically and can simply be sent to the Joint Technical Secretariat. Application is formulated as “what you see is what you get”. It means that only the part which is visible on the screen will be printed. User does not need to have the program FileMaker Pro installed on your computer to fill in the Application.

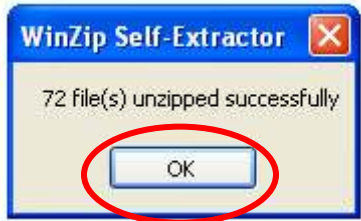
## INSTRUCTIONS FOR DOWN-LOADING



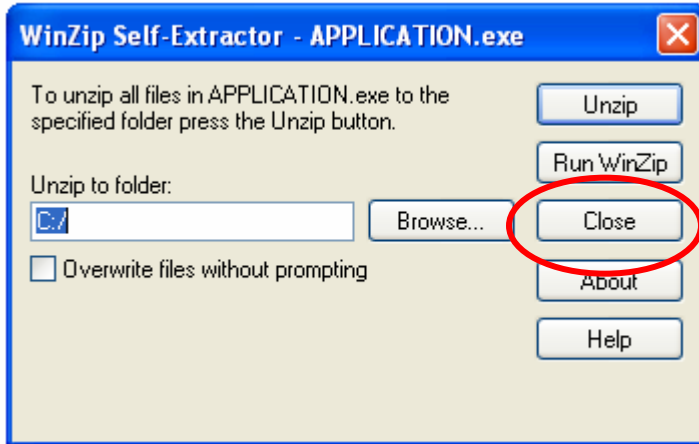
Download the APPLICATION.EXE



Unzip the file. As standard the folder APPLICATION will be unzipped to C:/APPLICATION. It's possible to choose another place, for example Desktop.



After having unzipped, you should close the WinZip-Self-Extractor.



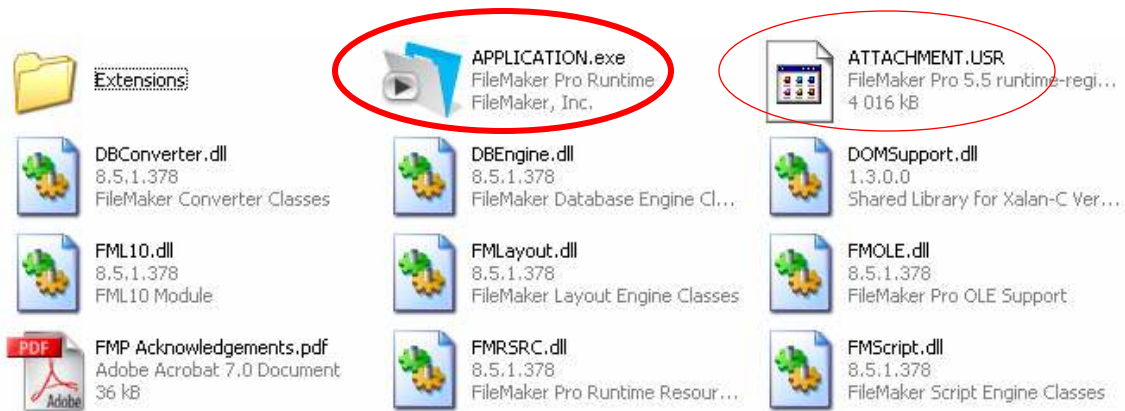
On the computer C:/ the following file have been downloaded.

Namn	Storlek	Typ	Senast ändrad
APPLICATION		File Folder	2008-12-04 16:22
col8356		File Folder	2007-12-04 12:46
Config.Msi		File Folder	2008-12-05 13:33
Documents and Settings		File Folder	2008-08-18 11:44
Drivers		File Folder	2007-05-22 21:21

The folder contains over 70 files necessary to run the program.  
**ATTENTION! DO NOT DELETE ANY OF THESE FILES!**

First click on folder APPLICATION.

APPLICATION.exe is the program and ATTACHMENT.USR contains the information that is typed into the Application. If you want to start filling in the Application Form or to continue the previous unfinished work or to change anything in the unfinished Application – you should use the APPLICATION.exe file.



Double-click on APPLICATION.exe and the program will start. The Application is now ready for use.

As standard, an application is open when the programme is opened. When having closed the programme, the information left in the current post-office will be saved (it still can be easily changed).

The menu contains buttons for different parts of the Application and functions: e.g. for Check, Printing and Zoom In/Out.; to Scroll Up or Scroll Down over the sides.

When all information is finally included in the Application the Application is printed using the button 'Final printing' (see comments in further parts of these Guidelines) and application should be signed in proper way and sent to the JTS. The e-version of the Application form is the file **ATTACHMENT.USR** which shall be submitted to the JTS. File ATTACHMENT.USR is one of the files which will be unzipped when downloading the application package from the Programme website.

### NAVIGATION IN APPLICATION FORM:

In order to fill in the application form, Applicant should fill in all required fields as described below. Please mind the limits of characters for each cell as far as only the part which is visible on the screen will be printed out.

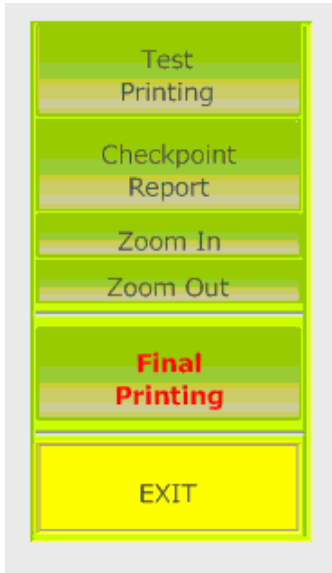
In order to navigate between different parts of the Application form you can use main menu (as shown aside).

Moreover in each application layout there is a side menu (composed of the same components) that will allow you to navigate between different parts of the document.

<b>Menu</b>	Declaration LeadPartner
Application I-II.6	Declaration Partner
Application II.7-III	VAT Recovery
Indicators	State Aid
Action Plan	Action Plan LT
Project Budget	Action Plan PL
Revenue generation	Short Project Summary
Partners	Checklist



Instructions – the ‘i’ button refers to will give you detailed information on the data which is required. Click on the button so to see the current instruction.



Checkpoint – this instrument will help you to check whether some information is correct and/or matches one to another place in the Application. Please note that positive outcome of the check does not mean that the Application is filled in correctly. Technical assessment will be performed in the JTS basing on the full list of administrative and eligibility compliance requirements (which is available in the Programme Manual).

Print – ‘Test printing’ checks whether the application is correct before ‘Final printing’. With the button ‘Test-print’ you go to Print-setup, in order to check the printer (to confirm use ‘OK’ and application will be printed. The information “test printing” is shown on the printout; such Application cannot be submitted to the JTS as official document.

Using ‘Final printing’ means that it is not possible to change anything in the application after the Final printing. After you choose this option the application will be printed, the program will be closed and the next time it will be opened the Guest-account will be used with limited privileges – in will not be possible to change anything in the Application. Only such printout and such locked e-version should be submitted to the JTS as official document.

Please note, that the program is automatically giving a random number to the Application. After the “final printing” the random number stays unchanged. **Please note that the random number on e-version and on printed Application must be identical. In case numbers differs, the Application will not be assessed.**

Zoom in/Zoom out – these buttons are available in all application layouts and allow increasing or decreasing the size of the application.

The information typed in the Application Form is saved automatically in a separate file (ATTACHMENT.USR); therefore there is no special command required. If you want to continue the previous unfinished work or to change anything in the unfinished Application – you should use the APPLICATION.exe file.

‘Exit’ – saves the current information and exits the programme.