

Technical guidance for the Electronic Exchange Platform (EEP)

This guidance contains key technical information on the operation and use of the Electronic Exchange Platform (EEP) of the European Urban Initiative (EUI). Applicants are requested to complete and submit their application form (AF) via the EEP. Therefore, it is highly recommended to read this document carefully before using the EEP. This technical guidance complements the EUI Guidance which is also available on the EUI website.



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TECHNICAL INFORMATION AND SYSTEM REQUIREMENTS

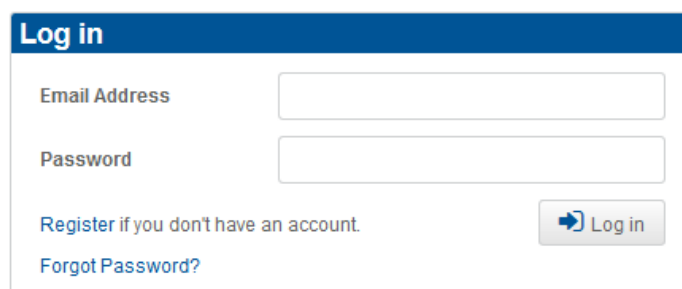
The EEP is a web application which can be accessed with recent versions of most common browsers (e.g. Google Chrome, Microsoft Edge, Mozilla Firefox). The functionality of the system follows the common standards of web applications for entering and submitting data.



1. ACCESS AND REGISTRATION

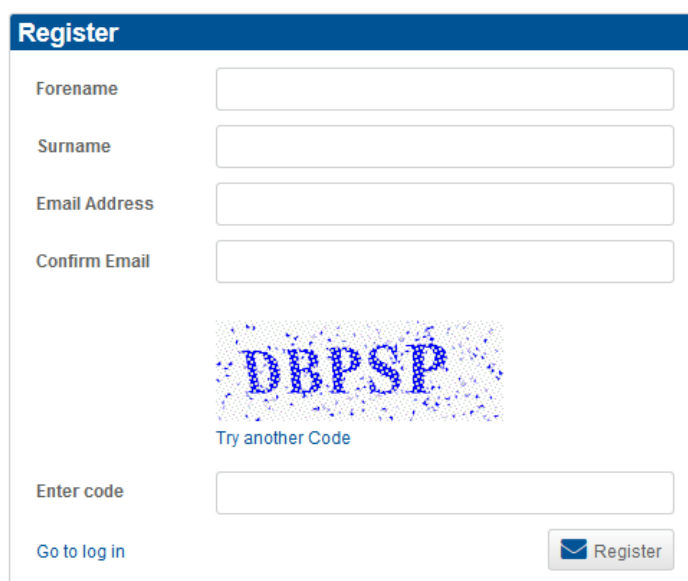
The EEP can be accessed at the following link: <https://eep.urban-initiative.eu>

To use the EEP, each applicant (or user) must first register by clicking on "Register" on the EEP homepage and provide a set of credentials.



The screenshot shows a 'Log in' form with a blue header. It contains two input fields: 'Email Address' and 'Password'. Below the fields, there is a link 'Register if you don't have an account.' and a 'Forgot Password?' link. A 'Log in' button with a right-pointing arrow is located to the right of the registration link.

In the registration form, the following fields need to be filled in:



The screenshot shows a 'Register' form with a blue header. It contains four input fields: 'Forename', 'Surname', 'Email Address', and 'Confirm Email'. Below these fields is a CAPTCHA image with the text 'DBPSP' and a 'Try another Code' link. An 'Enter code' input field is located below the CAPTCHA. At the bottom left, there is a 'Go to log in' link, and at the bottom right, there is a 'Register' button with an envelope icon.

After submitting the registration form, a confirmation email is automatically sent to the email address provided in the form. To activate the account, the applicant must click on the link included in the email (see screenshot next page).

A second email is then sent out, the applicant receives an automatically generated password and can access the EEP system to start the creation of an AF.

EEP - User Account Activation

Dear ,

Your account for the European Urban Initiative Electronic Exchange Platform has been enabled. For activating it please click on the URL below.
The link will be valid for 14 days.

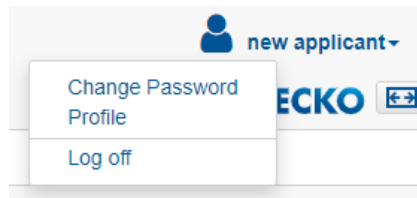
<https://eepeui.interreg.gecko.de/Account/Activation/ecf9bd69-9542-4f56-831b-8ed1fdeeb904>

This is an automated message, please do not reply.

All the best,

The European Urban Initiative team.

Any user can modify her/his automatically generated password by clicking on her/his name in the upper right corner of the screen.



A password recovery function ("Forgot password?") is also available on the EEP homepage.

Log in

Email Address

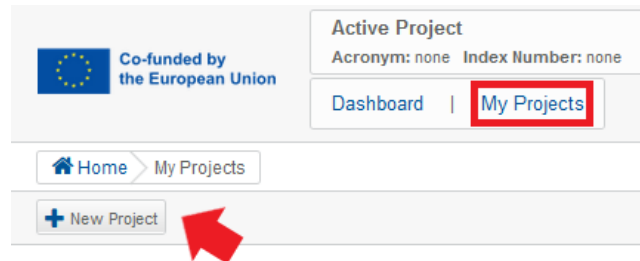
Password

[Register](#) if you don't have an account.

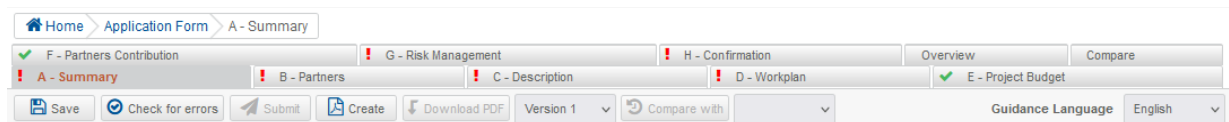
[Forgot Password?](#)

2. FILLING IN THE APPLICATION FORM


To create your Application Form (AF) click on "+ New Project" under the section "My Projects" of your dashboard.



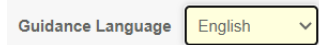
The menu of an AF looks as follows:

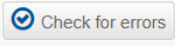




The following important aspects must be remembered when filling in the AF:

- Guidance to fill in the AF is always indicated by blue info bubbles  and is **available in 24 languages**.


To select the language of your choice, a drop-down menu is available on the top right side of the AF menu:



- All fields in all AF tabs are **mandatory**. After clicking on  applicants can check if the fields are correctly filled in.



When a section is correctly filled in, the "error/warning" symbol  alerting the presence of inconsistent/missing information turns into a "green light" .

Although automatic checks are foreseen in the EEP, **it is still the applicant's responsibility to verify that the AF is properly filled in.**

- **Data should be saved regularly** by clicking on  to avoid losing them in case of technical issues (e.g. interruptions of the internet connection). 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 EEP interface.

Always remember to save the data before leaving a section in the AF; otherwise changes will be discarded!

Being inactive for a long period may automatically end your session for security reasons and unsaved data will be lost.

- Fields in the EEP have **character limitations**. Characters in excess will not be considered. Please note that the punctuation and spaces between words or paragraphs are considered as characters.
- The sequential order of the predefined Work Packages and activities follows the order in which they were added in the EEP AF template. This order cannot be changed by the applicant.
- A PDF of the AF can be created at any moment by clicking on  and then downloaded via  .

The creation of a PDF may take several minutes.

3. PARTICULAR ISSUES IN PART D – WORKPLAN

3.1. WORK PACKAGE PROJECT PREPARATION AND INITIATION PHASE

The Work Package (WP) Project Preparation and Initiation Phase is predefined by the system. The only involved and responsible partner on this WP is the Main Urban Authority (Project Partner 1). The end date of this WP is the last day before the start of the project implementation phase.

3.2. THEMATIC WORK PACKAGES AND INVESTMENTS

A Thematic Work Package (WP) has a slightly different logic than the others, as the latter can include one or several "investment" items.

Applicants are allowed to include investments within relevant Thematic WPs if needed and properly justified. As a rule, investments shall be foreseen in the EUI-IA projects only to the extent that they are necessary for the achievement of the project's outputs and results. Find more information on Investments on the EUI Guidance (2.2.6 Thematic Work Packages).

To add an "investment" item under a Thematic WP, please follow these steps:

- a. Create first a Thematic WP and save it (the only compulsory field required for creating such WP is the field "Title").

Work Plan Per Work Packages - Work Package 5 Thematic ⓘ

Title ⓘ 0 / 200 characters

Start Date ⓘ

End Date ⓘ

Budget ⓘ

- b. The button "+ Investment" becomes then active on the same page. By clicking on it, a new dedicated tab appears. All the fields in this tab are editable. To validate the creation of an "investment" item, fill in all the required fields and click on Save.

Investments ⓘ

No Investments found.

+ investment



(see next page view of the above-mentioned tab)

Investment 1 ⓘ

Title ⓘ 0 / 200 characters

Investment Description ⓘ 0 / 1,500 characters

Delivery date ⓘ

Budget ⓘ

Investment aspects	Questions	Project answers
Justification of the investment	Explain why this investment is needed.	<input type="text"/> 0 / 1,000 characters
	Clearly describe the thematic relevance of the investment.	<input type="text"/> 0 / 1,000 characters
	Describe who is benefiting (e.g., Partners, city, region, target groups, etc.) from this investment, and in what way.	<input type="text"/> 0 / 1,000 characters
	Please clarify which problem it tackles, which findings you expect from it, how it can be replicated, and how the experience coming from it will be used for the benefit of the programme area.	<input type="text"/> 0 / 1,000 characters
Location of the investment	Describe the location of the physical investment; if possible, a specific address where the investment will be located.	<input type="text"/> 0 / 1,000 characters

Once the new “investment” item is saved, you can see a summary table of the investment(s) back in the Thematic WP page. You can modify an investment at any time by clicking on the related item in the table.

Investments ⓘ

Number	Title	Description	Budget	Delivery date		
I 5.1	Investment1 11 / 200 characters	<p>1,131 / 1,500 characters</p> <p> Lorem ipsum dolor sit amet consectetur adipiscing elit, urna consequat felis vehicula class ultricies mollis dictumst, aenean non a in donec nulla. Phasellus ante pellentesque erat cum risus consequat imperdiet aliquam, integer placerat et turpis mi eros nec lobortis taciti, vehicula nisl litora tellus ligula porttitor metus. Lorem ipsum dolor sit amet consectetur adipiscing elit, urna consequat felis vehicula class ultricies mollis dictumst, aenean non a in donec nulla. Phasellus ante pellentesque erat cum risus consequat imperdiet aliquam, integer placerat et turpis mi eros nec lobortis taciti, vehicula nisl litora tellus ligula porttitor metus. Lorem ipsum dolor sit amet consectetur adipiscing elit, urna consequat felis vehicula class ultricies mollis dictumst, aenean non</p>	100,000.00	01/03/2026	✓	✕

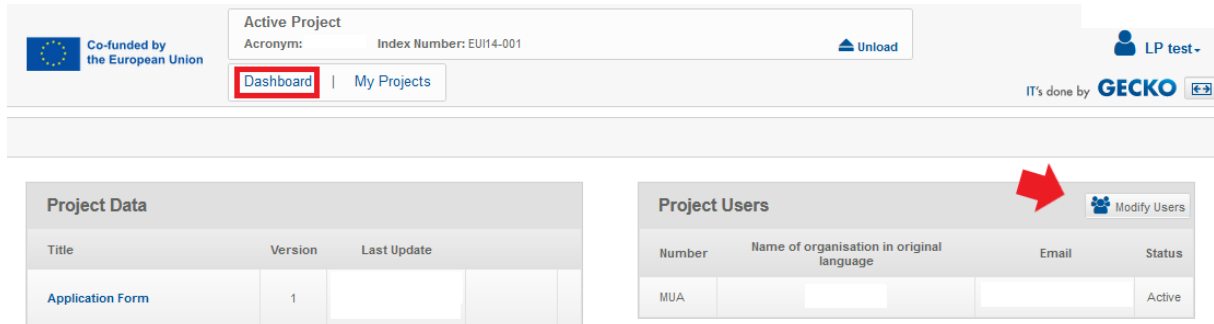
Please note that the budget assigned for the investment will be added automatically in the “Indicative budget breakdown per activities and investments” at the end of the Thematic WP page.

3.3. CLOSURE WORK PACKAGE

The Work Package (WP) Closure is predefined by the system. The only involved and responsible partner on this WP is the Main Urban Authority (Project Partner 1). The end date of this WP is the last day of the third month after the end of the project implementation phase.

4. HOW TO ADD USERS TO YOUR PROJECT APPLICATION FORM

New users can be added to the project AF as soon as the proposal is created in the system. To do so, the lead applicant should access the Dashboard and click on the button "Modify users" in the table "Partner Users".

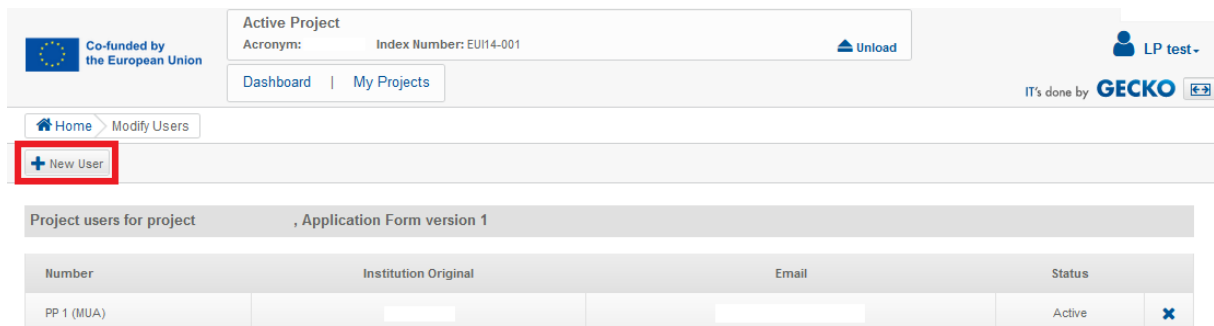


The screenshot shows the top navigation bar with the European Union logo, project details (Active Project, Acronym, Index Number: EUI14-001), and user information (LP test). Below the navigation bar, there are two main sections: "Project Data" and "Project Users". The "Project Users" section contains a table with columns for Number, Name of organisation in original language, Email, and Status. A red arrow points to the "Modify Users" button in the top right corner of the "Project Users" section.

Title	Version	Last Update
Application Form	1	

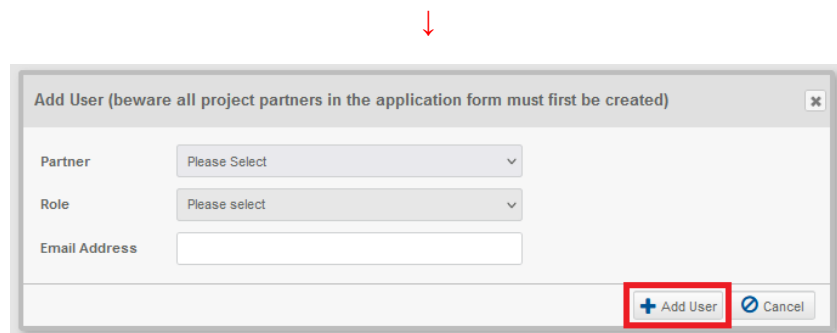
Number	Name of organisation in original language	Email	Status
MUA			Active

An overview of all users related to the project is then displayed. A new user can be added by using the button "+ New User" and then filling in all the requested fields.



The screenshot shows the "Project Users" section with a table of users. A red box highlights the "+ New User" button in the top left corner of the "Project Users" section.

Number	Institution Original	Email	Status
PP 1 (MUA)			Active



The screenshot shows the "Add User" dialog box. It contains three fields: "Partner" (a dropdown menu with "Please Select" selected), "Role" (a dropdown menu with "Please select" selected), and "Email Address" (a text input field). A red box highlights the "+ Add User" button in the bottom right corner of the dialog box.

Add User (beware all project partners in the application form must first be created)

Partner: Please Select

Role: Please select

Email Address: [input field]

+ Add User Cancel

The new user will receive an email with an activation link. After clicking on the link, the account is activated, and a password is issued.

➤ Point of attention: AF submission

New users get automatically edit rights – i.e. an user can modify/fill in all the AF sections and submit it. We strongly recommend to identify and designate the user responsible for the submission of the AF beforehand.

➤ Point of attention: risk of overwriting information

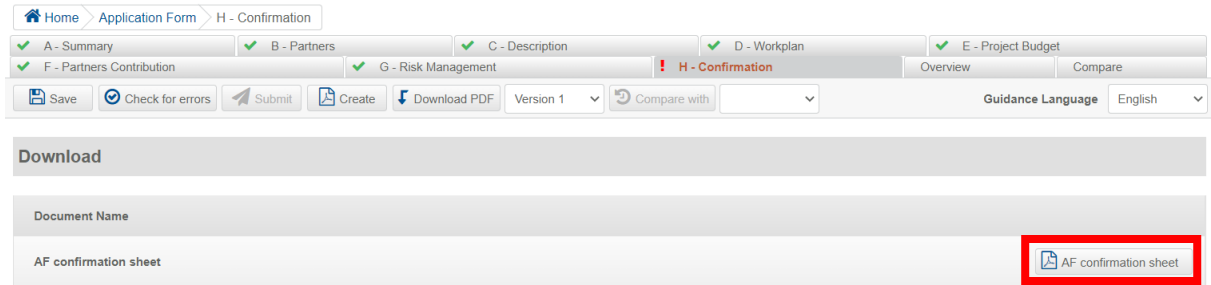
To a certain extent, it is possible for different users to work in parallel (at the same time) on the same AF. When working in parallel, users have to make sure though that they are not working simultaneously in the same section or sub-section as there is the risk to overwrite information.

Granting access rights to new users should be done parsimoniously, and coordinating who is working when in the AF is crucial for a smooth use of EEP during the application phase.

5. HOW TO UPLOAD THE CONFIRMATION SHEET

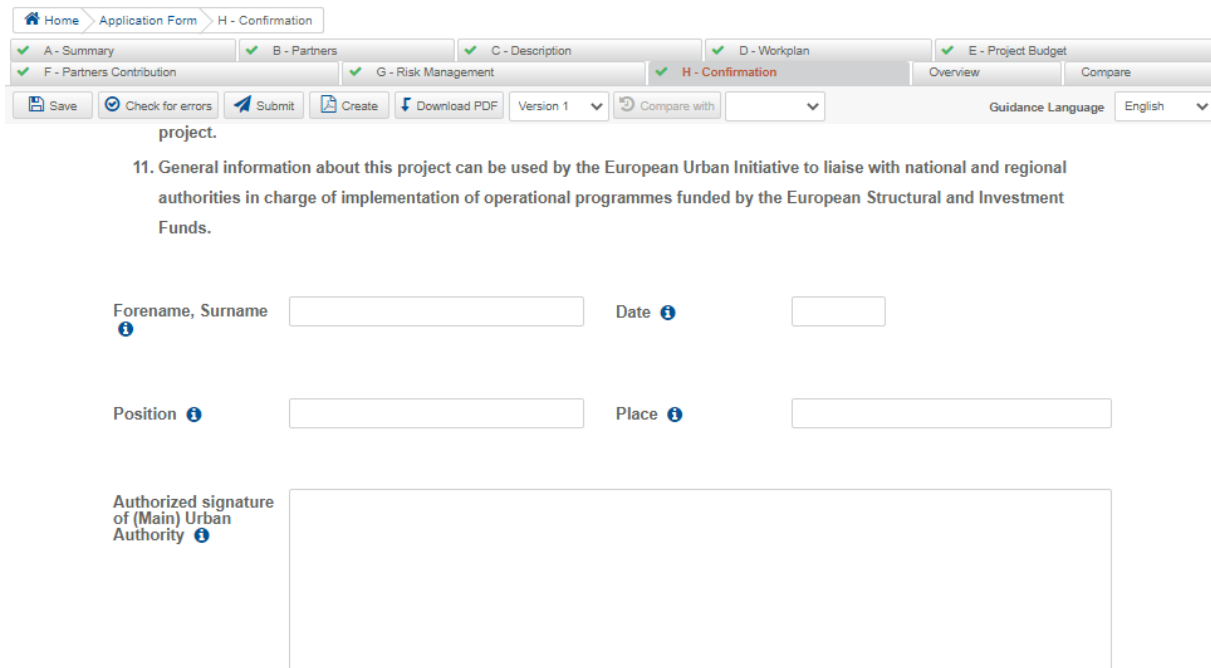
To submit a project proposal, the Confirmation Sheet (CS) must beforehand be downloaded (see below button "AF confirmation sheet"), printed, signed, scanned in PDF format and then uploaded in the AF.

The CS is accessible at any time during the application process under the section "H - Confirmation" of the AF.



The screenshot shows the 'H - Confirmation' section of the application form. The navigation bar includes 'Home', 'Application Form', and 'H - Confirmation'. Below the navigation bar, there are tabs for various sections: A - Summary, B - Partners, C - Description, D - Workplan, E - Project Budget, F - Partners Contribution, G - Risk Management, and H - Confirmation (which is active). A toolbar contains buttons for 'Save', 'Check for errors', 'Submit', 'Create', 'Download PDF', 'Version 1', and 'Compare with'. The 'Download' section is highlighted, and a button labeled 'AF confirmation sheet' is visible, highlighted with a red box.

The applicant has the possibility to add information on the person in charge of the signature of the CS by filling in the following fields in the section "H – Confirmation":



The screenshot shows the 'H - Confirmation' section of the application form. The navigation bar includes 'Home', 'Application Form', and 'H - Confirmation'. Below the navigation bar, there are tabs for various sections: A - Summary, B - Partners, C - Description, D - Workplan, E - Project Budget, F - Partners Contribution, G - Risk Management, and H - Confirmation (which is active). A toolbar contains buttons for 'Save', 'Check for errors', 'Submit', 'Create', 'Download PDF', 'Version 1', and 'Compare with'. The 'H - Confirmation' section contains the following text and fields:

project.

11. General information about this project can be used by the European Urban Initiative to liaise with national and regional authorities in charge of implementation of operational programmes funded by the European Structural and Investment Funds.

Forename, Surname Date

Position Place

Authorized signature of (Main) Urban Authority

When downloading the CS, the existing information on the fields above is automatically generated on the PDF.

➤ How to **upload** the Confirmation Sheet?

The user selects the scanned document (in PDF format) to be uploaded by clicking on "Select" (step 1 – see next screenshot). When this is done, the user uploads it in the EEP by clicking on "Upload" (step 2).

The document appears right after under the table "Manage Uploaded Documents" (step 3). If this is not the case, the upload was not successful and the steps 1 and 2 should be repeated.


Home > Application Form > H - Confirmation

A - Summary ✓ B - Partners ✓ C - Description ✓ D - Workplan ✓ E - Project Budget ✓
F - Partners Contribution ✓ G - Risk Management ✓ H - Confirmation ✓ Overview Compare


Save Check for errors Submit Create Download PDF Version 1 Compare with Guidance Language English


Download

Document Name

AF confirmation sheet  AF confirmation sheet

Upload ⓘ

File Name  Select **step 1**


 Upload **step 2**

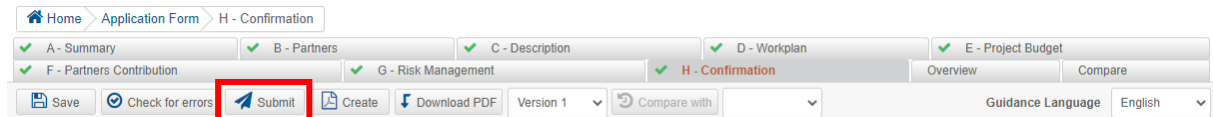
Manage Uploaded Documents

Name	Document type	Upload date	
AF confirmation sheet.pdf step 3	Confirmation Sheet	07/10/2022 12:14	✕

6. SUBMISSION OF THE APPLICATION FORM

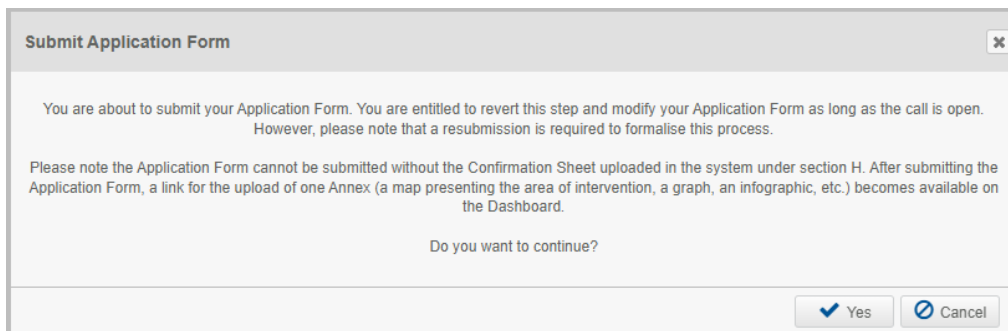
Once the Confirmation Sheet is duly signed and uploaded in the section "H - Confirmation" (see previous section), the applicant is in the position of submitting the AF.

The AF can be officially submitted only when all automatic checks are successfully passed and no errors are detected in each section (in other words, when a "green light"  appears next to each section in the AF menu). The button "Submit" is then active.



- Point of attention: Completeness and consistency checks are run by the system, **but** the EEP does not check the quality of information provided. Therefore, it remains the applicants' responsibility to read carefully information included in the EUI guidance, go through their AF and verify that all necessary fields are properly filled in.

After clicking on "Submit", a pop-up window appears: please read it carefully and validate your submission by clicking on "Yes".



After the submission, the applicant will receive an automatic confirmation email (see example next page).

Application Form EUI15-004 Submitted

Dear ,

Your Application Form has been successfully submitted. We thank you for your confidence in the EUI Initiative.

The reference details are as follows:

- Application Form Reference number: EUI15-004
- Acronym:
- Submission date/time: 06/10/2022 13:48

Please retain this message for your records.

Please note that you can edit and resubmit your form for as long as the call for Application Forms is open. If your form is not resubmitted after modification, it will not be taken into consideration. Please refer to the EEP user guide for details.

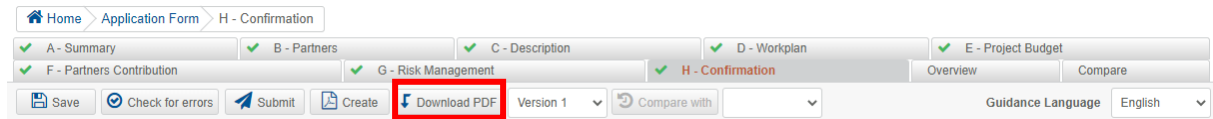
After submission, it becomes possible (but not compulsory) to upload one annex that will be attached to the Application Form. This could be a map presenting the area of intervention, a graph, an infographic, etc. Please note that only one PDF File up to a size of 5 MB is allowed.

This is an automated message, please do not reply.

All the best

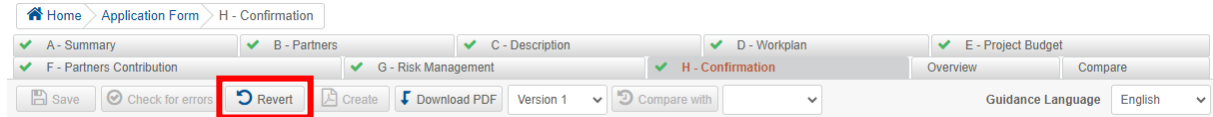
The European Urban Initiative team

At any time, applicants can generate a PDF version of the AF by clicking on "Download PDF" in the AF menu.



7. MODIFICATIONS AFTER SUBMISSION

Applicants are allowed to modify their application until the call for proposals is closed. In order to do modifications after submission, the applicant can revert the AF by clicking on "Revert".



After reverting your application, a notification will be sent to the applicant.

Application Form EUI15-004 Reverted

Dear ,

Your Application Form has been reverted. The reference details are as follows:

- Application Form Reference number: EUI15-004
- Acronym:

Please retain this message for your records.

You can now edit and resubmit your Application form by clicking on the "Submit" button. If your Application form is not resubmitted after modification it will not be taken into consideration. The submission procedure is complete once the AF is submitted and the Confirmation Sheet uploaded.

This is an automated message, please do not reply.

All the best

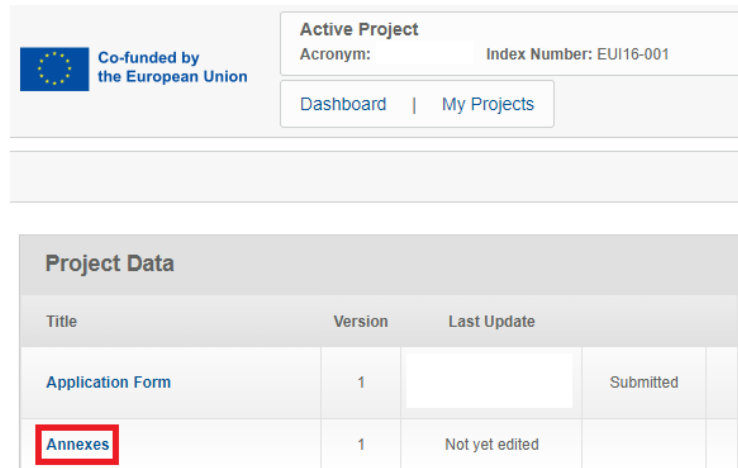
The European Urban Initiative team

Please note that a reverted AF needs to be **resubmitted** in order to make it valid for evaluation. The submission has to be done before the closing time of the call for proposals.

8. UPLOADING AN ANNEX

One additional document can be uploaded to the AF as annex - the maximum size of the file is 5 MB (preferably as PDF).

Applicants can upload this annex on the Dashboard of their AF.



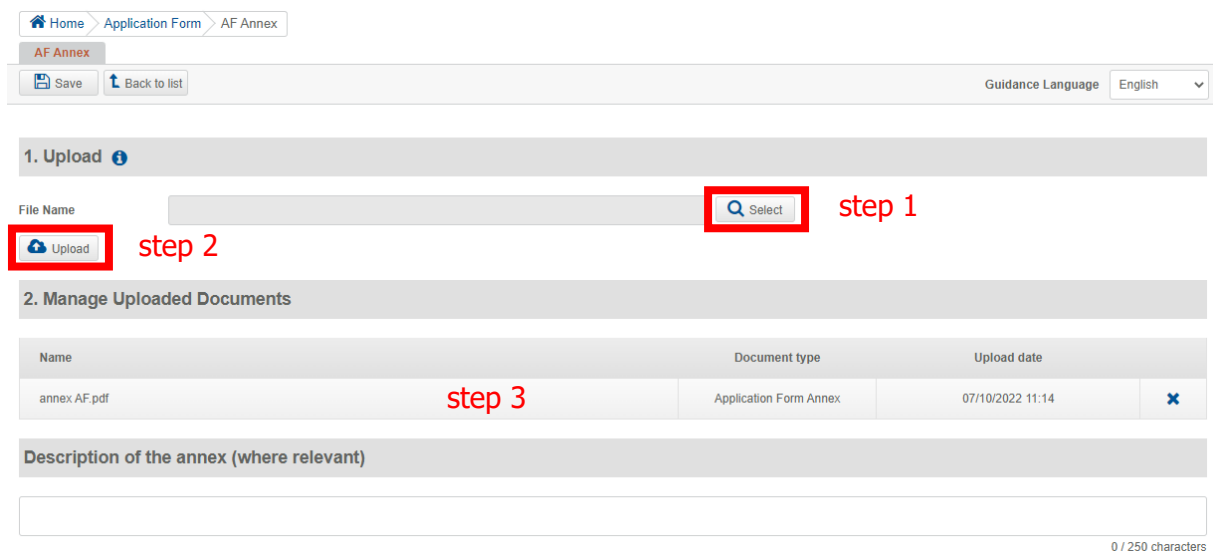
The screenshot shows the 'Active Project' dashboard for project EUI16-001. It includes a navigation bar with 'Dashboard' and 'My Projects' links. Below is a 'Project Data' table with the following content:

Title	Version	Last Update	
Application Form	1		Submitted
Annexes	1	Not yet edited	

➤ How to **upload** an annex?

The user selects the scanned document (in PDF format) to be uploaded by clicking on "Select" (step 1 – see next screenshot). When this is done, the user uploads it in the EEP by clicking on "Upload" (step 2).

The document appears right after under the table "Manage Uploaded Documents" (step 3). If this is not the case, the upload was not successful and the steps 1 and 2 should be repeated.



The screenshot shows the 'AF Annex' upload interface. It includes a breadcrumb trail (Home > Application Form > AF Annex), a 'Save' button, a 'Back to list' button, and a 'Guidance Language' dropdown set to 'English'. The main content is divided into three steps:

- 1. Upload**: A 'File Name' input field is followed by a 'Select' button (highlighted in red and labeled 'step 1'). Below it is an 'Upload' button (highlighted in red and labeled 'step 2').
- 2. Manage Uploaded Documents**: A table showing the uploaded document:

Name	Document type	Upload date	
annex AF.pdf	Application Form Annex	07/10/2022 11:14	✕

The table entry is labeled 'step 3' in red. Below the table is a 'Description of the annex (where relevant)' text area with a character count of '0 / 250 characters'.

9. HELPDESK AND TECHNICAL SUPPORT

For any problems you might experience with the EEP, please contact the helpdesk at info@urban-initiative.eu or you can also call us on +33 (0)3 61 76 59 34.

To facilitate the handling of your requests, we invite you to communicate us the following elements (when relevant):

- the project name
- the project ID
- the user account facing a problem (i.e. the email address used during the registration phase)
- a screenshot and/or the alert message appearing on your screen



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Les Arcuriales, 45D rue de Tournai, 7th floor, 59000 Lille - France
info@urban-initiative.eu - www.urban-initiative.eu