



USER MANUAL FOR GRANT MANAGEMENT APPLICATION



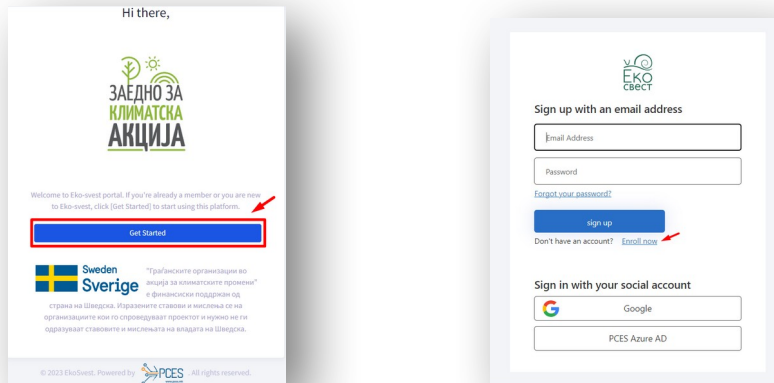
Content table

1. User registration.....	2
1.1 Access to the application.....	2
1.2 Edit profile.....	3
2. Registration of organization.....	7
2.1 Creating an organization.....	7
2.2 Edit profile.....	8
3. Join an organization.....	12
4. Creating Tender.....	13
1.1 General information.....	13
1.2 Financial.....	14
1.3 Assistants.....	14
1.4 Review.....	14
1.5 Form.....	15
1.6 Documents.....	15
5. Filling up an application.....	15
5.1 Budget.....	20
6. Review of application.....	23
7. Evaluation process.....	25
7.1 Grade revision.....	27
8. Meetings.....	29
8.1 New meeting.....	29
8.2 Adding an application to a meeting.....	30
9. Board decision.....	33
10. Reports.....	37
10.1 Reporting.....	37
11.1 Reports.....	41
11.2 Budget.....	42
11.3 Spending history.....	42
11.4 Update Documents.....	43

1. User registration

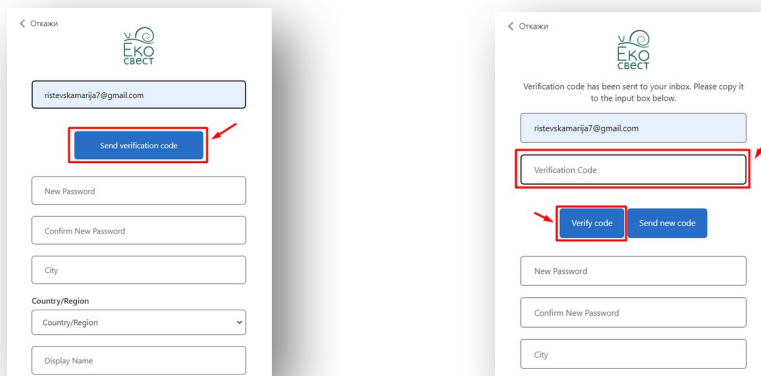
1.1 Access to the application

Click on the **Get started** button and once the pop-up window opens, click on **Enroll now**.

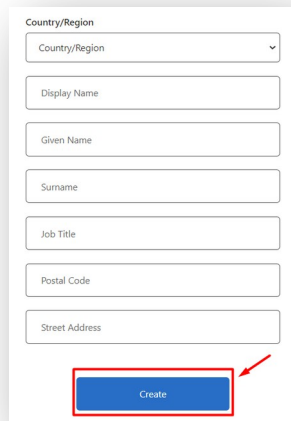


Fill in the necessary data and click on **Send verification code**.

Enter the verification code that will arrive in your email in the field and click **Verify code**.



Fill in your details and click **Create** in order to create the profile.



Country/Region

Country/Region

Display Name

Given Name

Surname

Job Title

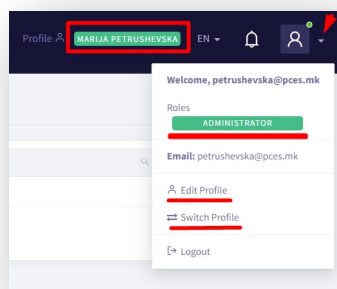
Postal Code

Street Address

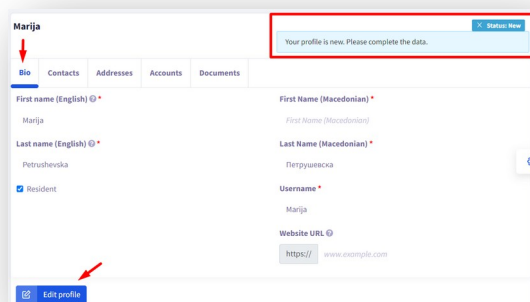
Create

1.2 Edit profile.

In the profile menu, click **Edit Profile**.



Profile status is **New**, data needs to be edited.



Marja

Status: New

Your profile is new. Please complete the data.

Bio

Contacts

Addresses

Accounts

Documents

First name (English) *

Marja

Last name (English) *

Petrushevska

Resident

First Name (Macedonian) *

First Name (Macedonian)

Last Name (Macedonian) *

Petrushevska

Username *

Marja

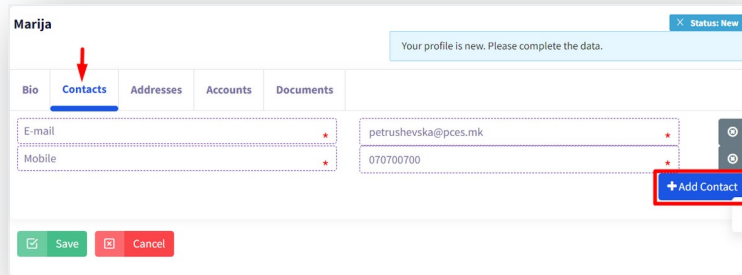
Website URL

https://www.example.com

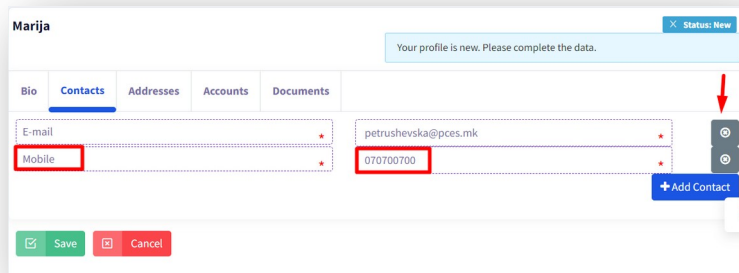
Edit profile

Click on **Edit profile** and start filling in the fields.

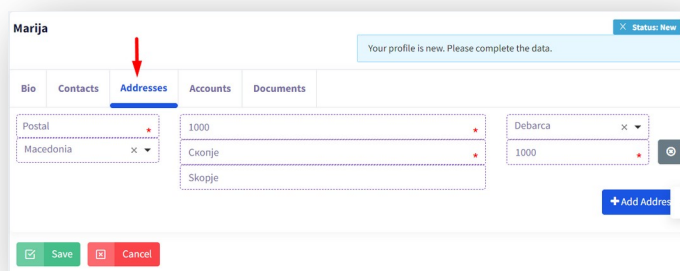
In the **Contacts** section, select a contact type and enter it in the field to the right.
If you want to leave an additional contact (e.g., mobile number) click on the **Add contact** button and select a contact type again and enter it in the field to the right.



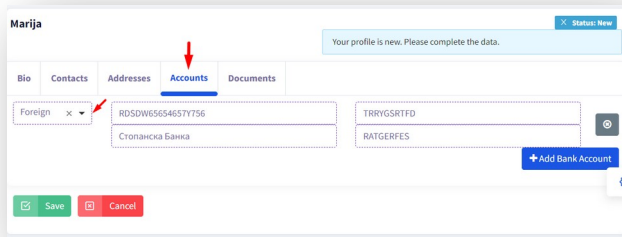
You can remove a contact field on the button marked with X.



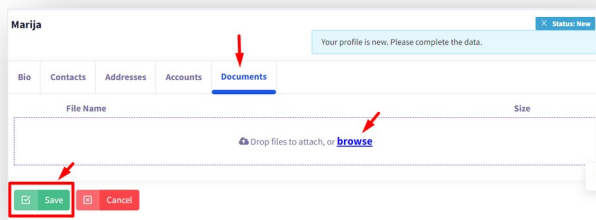
In the **Addresses** section, select Postal and State, and in the field to the right, enter the address. Under it, write down the town, and in the field to the right, select the municipality and the postal code.
The possibility to add an additional address or to delete it is also in this part of the profile editing.



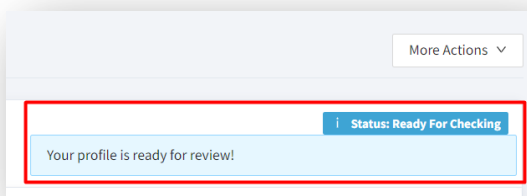
In the **Accounts** section, select the type of account (Domestic or foreign).
Enter the account in the field on the right.
Option to add more accounts and delete.



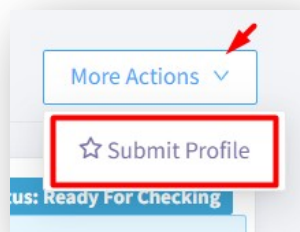
In the **Documents** section, attach the necessary documents.
Click the **Save** button.



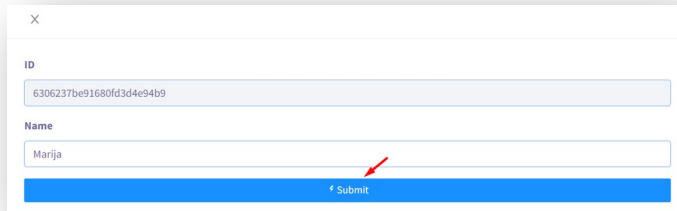
After filling in all the fields, the profile is **Ready for review**.



On the More actions button, Submit Profile.
Submitting a profile is a mandatory step in order to create or access an organization and later apply for calls.

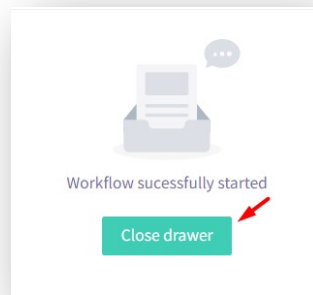


Click the Submit button.

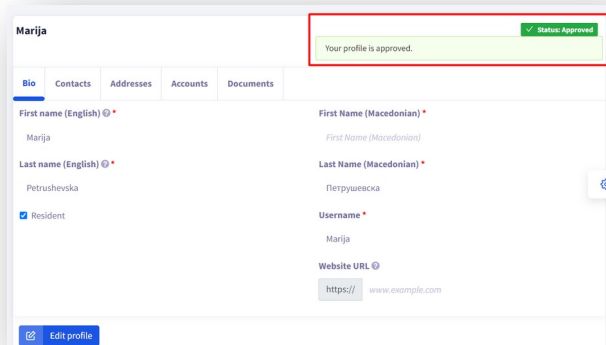


A registration form with two input fields: 'ID' containing '6306237be91680fd3d4e94b9' and 'Name' containing 'Marija'. Below the fields is a blue 'Submit' button with a red arrow pointing to it.

The process has been successfully started. Click the Close drawer button.



Your profile status changes to Approved after the administrator approves your profile.

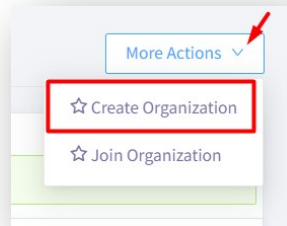


A user profile page for 'Marija'. At the top right, a green box indicates 'Status: Approved' and 'Your profile is approved.'. The page has tabs for 'Bio', 'Contacts', 'Addresses', 'Accounts', and 'Documents'. The 'Bio' tab is active, showing fields for 'First name (English)', 'Last name (English)', 'First Name (Macedonian)', 'Last Name (Macedonian)', 'Username', and 'Website URL'. The 'Resident' checkbox is checked. An 'Edit profile' button is at the bottom left.

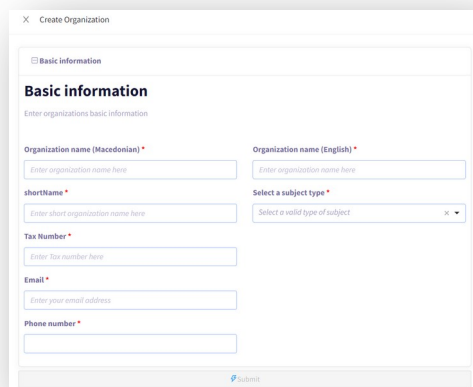
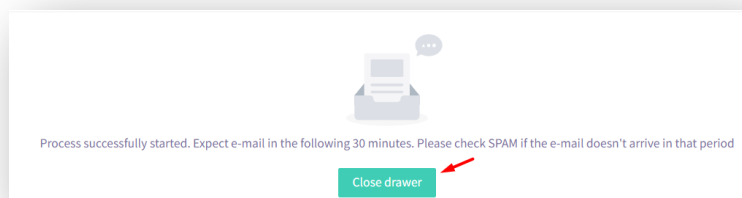
2. Registration of organization

2.1 Creating an organization.

Click the More Actions button and select Create Organization. (Home -> Edit Profile -> More Actions -> Create Organization)

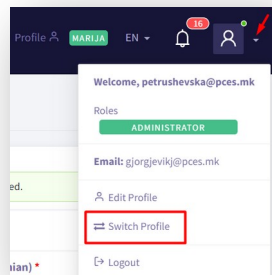


Enter basic information about the organization. **Select a subject type** and click **Submit**.

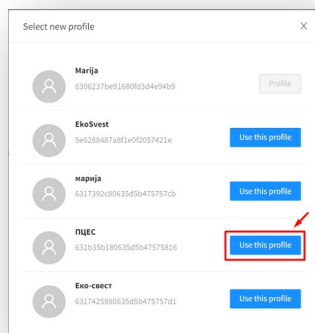
A screenshot of the 'Create Organization' form. The form is titled 'Basic information' and contains several input fields: 'Organization name (Macedonian)', 'Organization name (English)', 'shortName', 'Tax Number', 'Email', and 'Phone number'. There is also a dropdown menu for 'Select a subject type'. A 'Submit' button is at the bottom right.

When you receive a confirmation email for registration, the organization you created will appear in the profile section.

To edit your organization's profile, click **Switch Profile**.

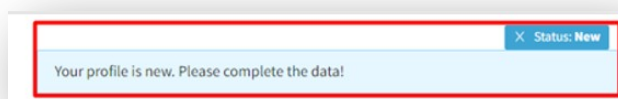
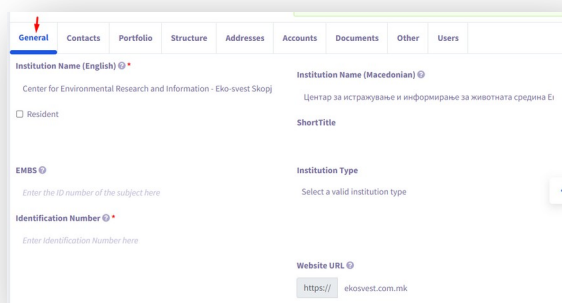


Select the new profile you want to update.

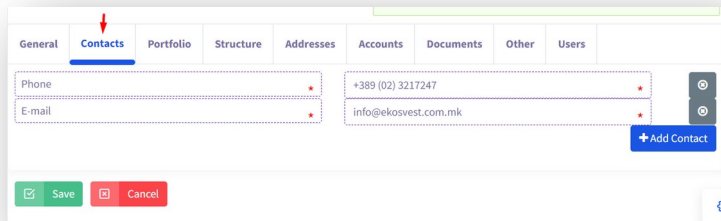


2.2 Edit profile

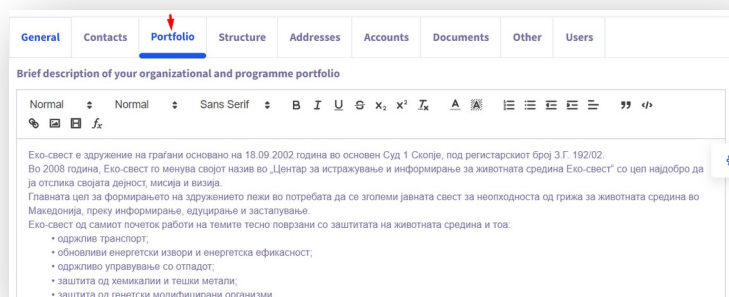
Profile status is New, data needs to be updated.

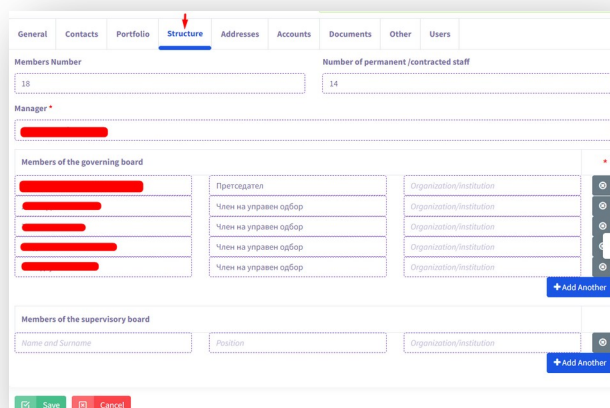
In the Contacts section, select a contact type and enter it in the field to the right.
If you want to leave an additional contact (eg e-mail), click on the Add contact button and select a contact type again and enter it in the field to the right.
You can remove a contact field on the button marked with X.



In the Portfolio section, enter a brief description of your organizational and program portfolio.

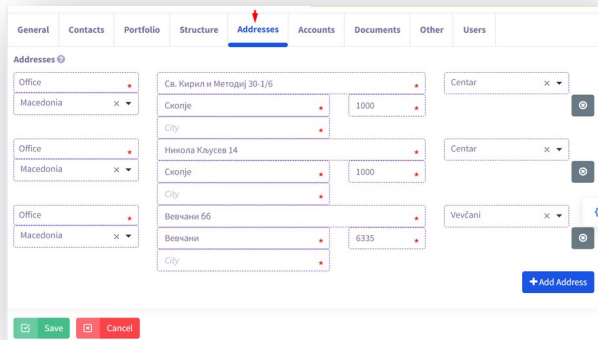


In the Structure section, enter data about the Manager.
Depending on the type of entity, also fill in Members of the management and supervisory board.

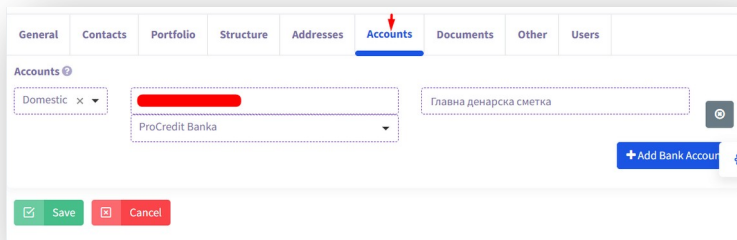


In the Addresses section, select Postal and State, and in the field to the right, enter the address. Under it, write down the town, and in the field to the right, select the municipality and the postal code.

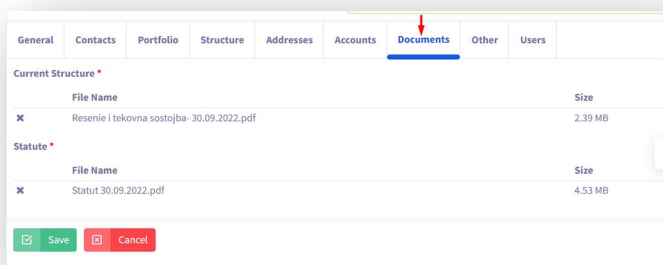
The possibility to add an additional address or to delete it is also in this part of the profile editing.



In the Accounts section, enter the type of account (Domestic or foreign). Enter the account in the field on the right. Option to add more accounts and delete.

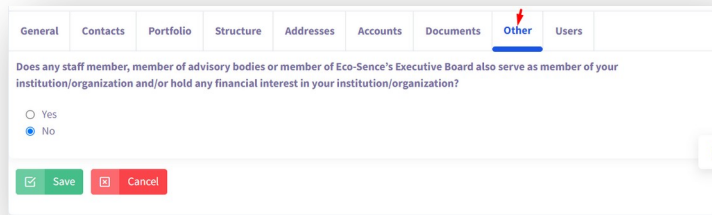


In the Documents section, attach the necessary documents.

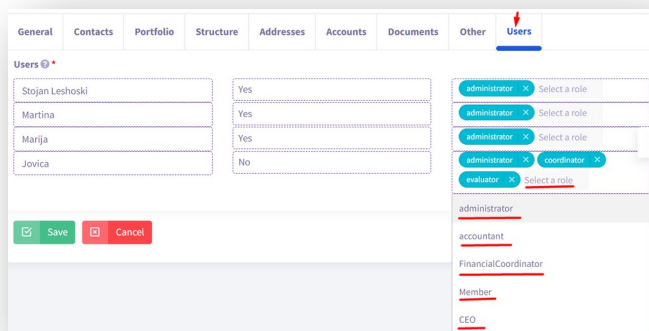


In the Other section, select Yes or No depending on whether a member of the staff, member of advisory bodies or member of the Executive Board of Eco-Awareness also serves as a member in your institution/organization and/or has any financial interest in your institution/organization.

If the answer is yes, enter the name and surname of that person in the field below.



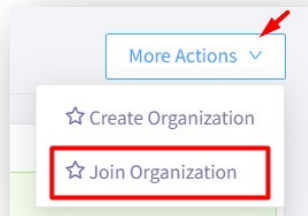
The Users section contains all members who have accessed the organization. In the field on the right, you can assign a role to the user.



Click the **Save** button.

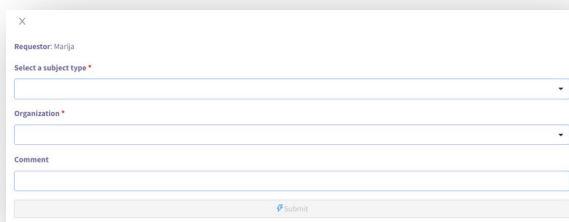
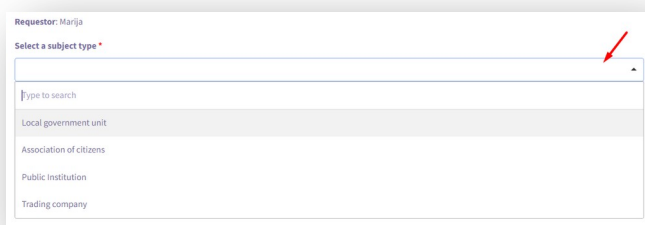
3. Join an organization

To join an organization click the **More Actions** button and Join an Organization. (Home -> Edit Profile -> More actions -> Join Organization)

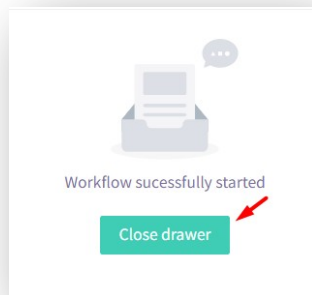


Select a subject type:

1. Local government unit
2. Association of citizens
3. Public institution
4. Trading company

A screenshot of a form titled 'Join Organization'. The form has a header 'Requestor: Marija'. Below it is a section 'Select a subject type *' with a dropdown menu. Below that is a section 'Organization *' with a dropdown menu. At the bottom is a 'Comment' text area and a 'Submit' button.A screenshot of the 'Select a subject type' dropdown menu. The dropdown is open, showing a search bar 'Type to search' and a list of options: 'Local government unit', 'Association of citizens', 'Public institution', and 'Trading company'. A red arrow points to the dropdown arrow icon.

Select the organization you want to join.
Enter a comment if necessary.
Click Submit.

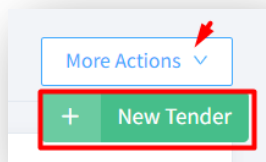


Your request is approved by the account administrator of the organization you are accessing, and assigned a role within it.

4. Creating Tender

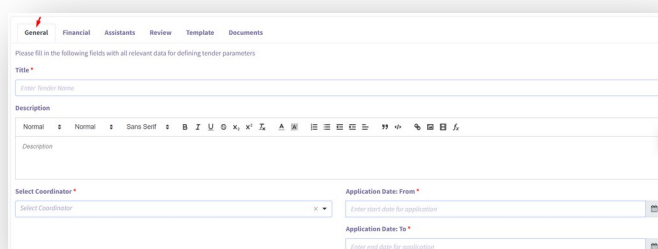
In the **More Actions** menu, click **New Tender**.

(Home -> Options -> Tender definition -> More Action-> New tender)



1.1 General information

Write a title of the Tender, a description of the tender, select a coordinator and a date of application.

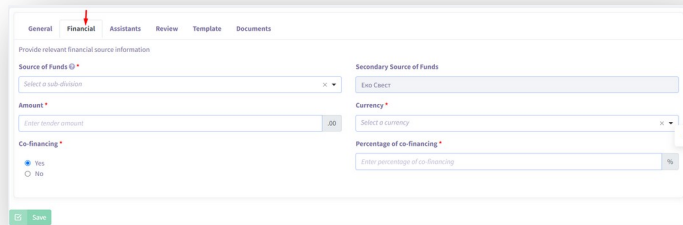


A screenshot of a web form for creating a tender. The form has tabs for "General", "Financial", "Assistants", "Review", "Template", and "Documents". The "General" tab is active. The form contains the following fields:

- Title ***: A text input field with a placeholder "Enter Tender Name".
- Description**: A rich text editor with a toolbar and a placeholder "Description".
- Select Coordinator ***: A dropdown menu with a placeholder "Select Coordinator".
- Application Date: From ***: A date input field with a placeholder "Enter start date for application".
- Application Date: To ***: A date input field with a placeholder "Enter end date for application".

1.2 Financial

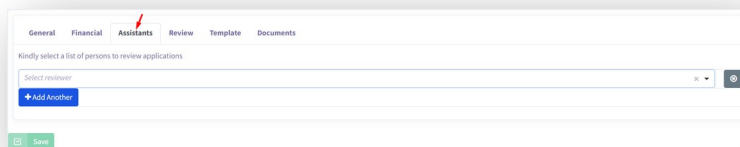
Select a primary source of funds, enter an amount, and select a currency.
If the call is co-financed, mark Yes and enter the percentage of co-financing.



The screenshot shows the 'Financial' tab selected. It contains two main sections: 'Source of Funds' and 'Secondary Source of Funds'. The 'Source of Funds' section has a dropdown for 'Select a sub-division', a text input for 'Amount' with a value of 20, and a dropdown for 'Currency'. The 'Secondary Source of Funds' section has a dropdown for 'Select a currency' and a text input for 'Percentage of co-financing' with a value of 10. There are radio buttons for 'Co-financing' (Yes/No) and a 'Save' button at the bottom left.

1.3 Assistants

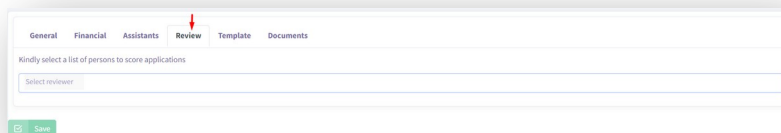
Select the persons who will review the applications and make the preliminary selection of the applications for the call.



The screenshot shows the 'Assistants' tab selected. It contains a section titled 'Kindly select a list of persons to review applications' with a dropdown menu for 'Select reviewer' and a '+ Add Another' button. A 'Save' button is located at the bottom left.

1.4 Review

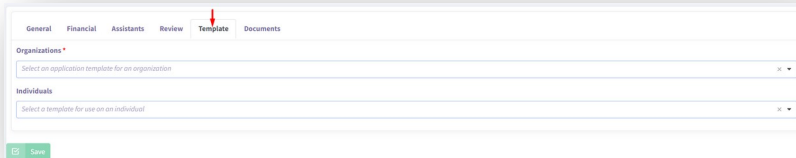
Select the persons who will evaluate the applications for the Tender (Evaluators).



The screenshot shows the 'Review' tab selected. It contains a section titled 'Kindly select a list of persons to score applications' with a dropdown menu for 'Select reviewer'. A 'Save' button is located at the bottom left.

1.5 Form

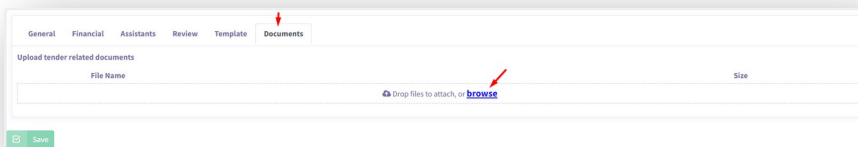
Select a form for organizations, a form for individuals, or both, depending on who the call is about.



The screenshot shows the 'Template' tab selected in the top navigation bar. Below the navigation bar, there are two dropdown menus. The first is labeled 'Organizations' and has a placeholder text 'Select an application template for an organization'. The second is labeled 'Individuals' and has a placeholder text 'Select a template for use on an individual'. A red arrow points to the 'Template' tab in the navigation bar.

1.6 Documents

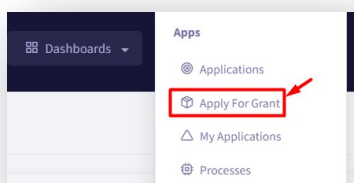
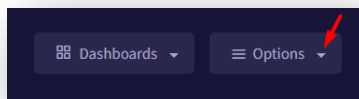
Attach the supporting documents related to the Tender.



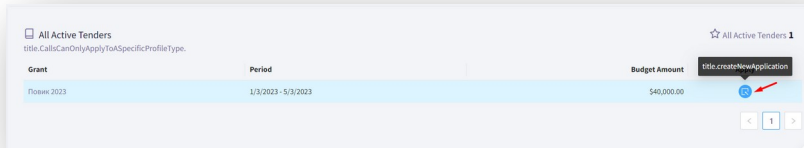
The screenshot shows the 'Documents' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Upload tender related documents'. It contains a table with columns 'File Name' and 'Size'. A red arrow points to a link labeled 'browse' in the text 'Drop files to attach, or browse'.

5. Filling up an application

In the Options menu, click Apply For Grant. (Home -> Options -> Apply For Grant)

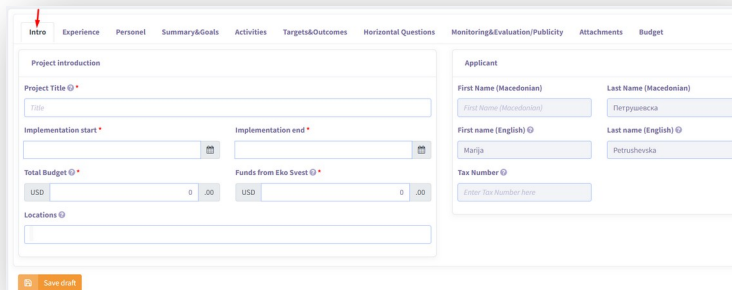


In the list, find the Tender you want to log in to apply for click on Create New Application.



Grant	Period	Budget Amount	
Planov 2023	1/3/2023 - 5/3/2023	\$40,000.00	Create New Application

Fill in the fields in the Intro section for the project.



Intro Experience Personnel Summary&Goals Activities Targets&Outcomes Horizontal Questions Monitoring&Evaluation/Publicity Attachments Budget

Project introduction

Project Title

Implementation start Implementation end

Total Budget Funds from Eko Svest

Locations

Applicant

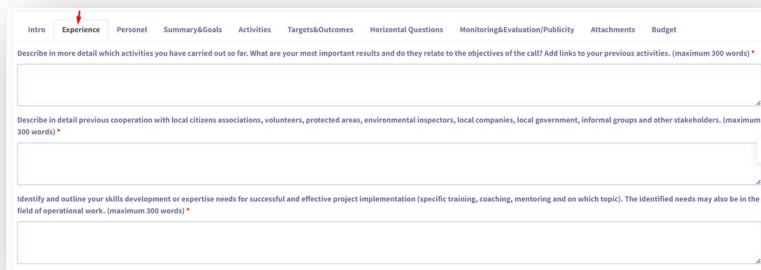
First Name (Macedonian) Last Name (Macedonian)

First name (English) Last name (English)

Tax Number

[Save draft](#)

In the Experience tab, complete the three fields according to the requirements listed in front of each field.



Intro **Experience** Personnel Summary&Goals Activities Targets&Outcomes Horizontal Questions Monitoring&Evaluation/Publicity Attachments Budget

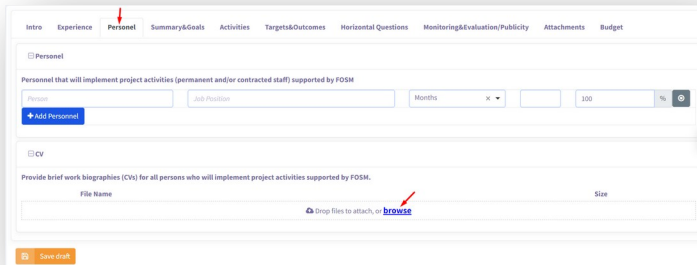
Describe in more detail which activities you have carried out so far. What are your most important results and do they relate to the objectives of the call? Add links to your previous activities. (maximum 300 words) *

Describe in detail previous cooperation with local citizens associations, volunteers, protected areas, environmental inspectors, local companies, local government, informal groups and other stakeholders. (maximum 300 words) *

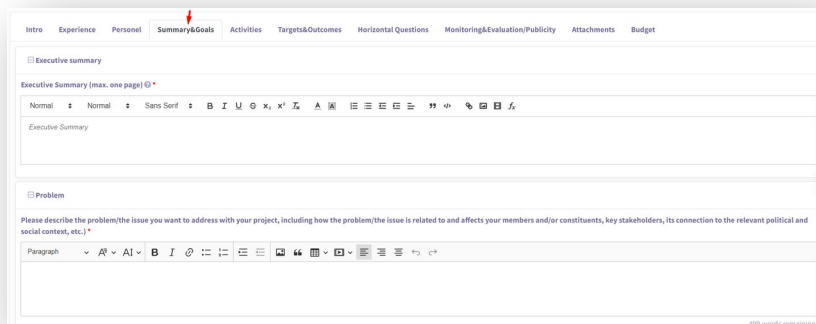
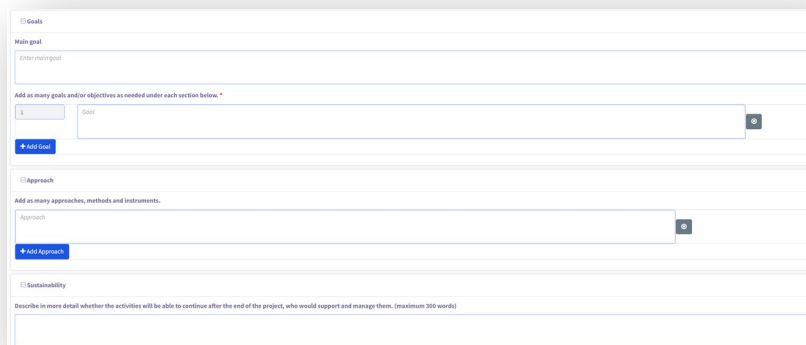
Identify and outline your skills development or expertise needs for successful and effective project implementation (specific training, coaching, mentoring and on which topic). The identified needs may also be in the field of operational work. (maximum 300 words) *

In the Personnel tab, enter data for Personnel.

In the CV section, attach short work biographies of the persons who will carry out project activities.

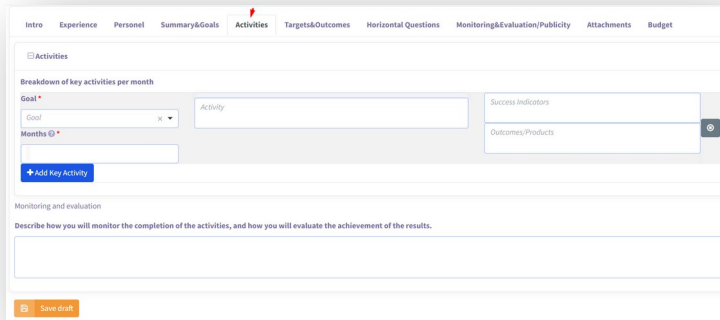


In the Summary and Goals tab, fill in the fields following the directions in the description.

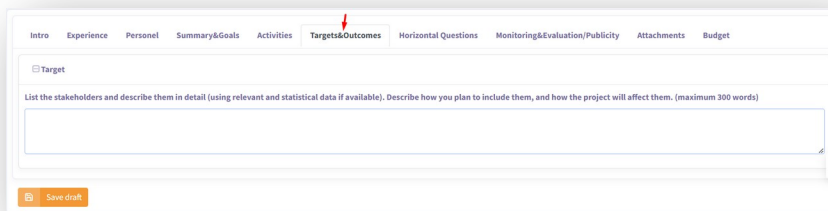



In the Activities tab, fill in the fields as required.

In the Months section, the number 1 represents the first month for the implementation of the project and does not refer to a calendar month.



Targets and Outcomes



Horizontal issues

Poverty

The development perspective of people's problems means that the situation, needs, and priorities of poor women, conditions, and men should be the starting point for fighting poverty and promoting fair and sustainable development. Sustainable development refers to economic, social and environmental sustainability. For a person living in poverty, this can include productive employment and decent work, access to basic social protection and good quality education, and a non-toxic environment.

Democracy and human rights

Human rights and democracy should be seen as fundamental to human development. The rights perspective derives from 15 globally agreed values, which include the UN Universal Declaration of Human Rights and the human rights conventions adopted subsequently, which are binding in international law. These include four core principles based on the normative human rights framework: non-discrimination, participation, openness and transparency, and responsibility and accountability.

Environment and climate

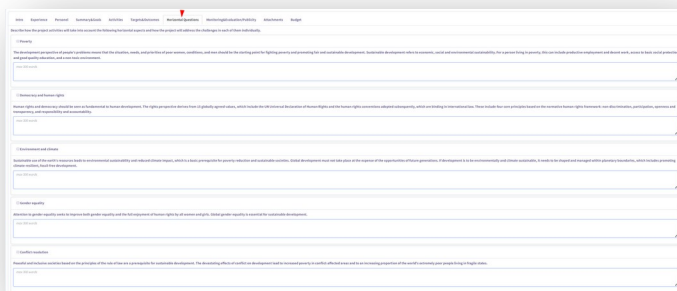
Sustainable use of the earth's resources leads to environmental sustainability and reduced climate impact, which is a basic prerequisite for poverty reduction and sustainable societies. Global development must not take place at the expense of the opportunities of future generations. If development is to be environmentally and climate sustainable, it needs to be shaped and managed within planetary boundaries, which includes promoting climate-resilient, fossil-free development.

Gender equality

Attention to gender equality seeks to improve both gender equality and the full enjoyment of human rights by all women and girls. Global gender equality is essential for sustainable development.

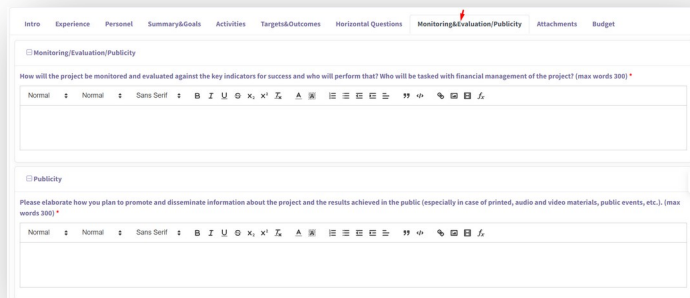
Conflict resolution

Peaceful and inclusive societies based on the principles of the rule of law are a prerequisite for sustainable development. The devastating effects of conflict on development lead to increased poverty in conflict-affected areas and to an increasing proportion of the world's extremely poor people living in fragile states.

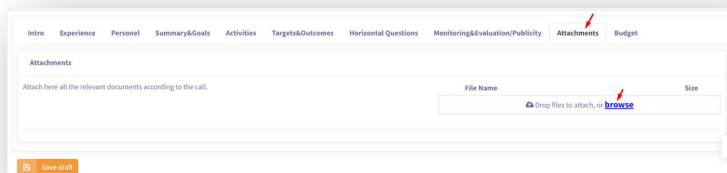


The screenshot shows a web-based data entry form. At the top, there is a navigation bar with tabs: 'Data', 'Reports', 'Account', 'Administration', 'Settings', 'Help'. Below this, there is a section for 'Country' with a dropdown menu. The main body of the form contains several sections, each with a title and a description, followed by input fields. These sections include: 'Region', 'Indicator', 'Value', 'Unit', 'Source', 'Notes', 'Comments', 'Status', 'Created by', 'Created on', 'Updated by', 'Updated on'. The form is designed for data entry and management, with a clear layout and user-friendly interface.

Monitoring/Evaluation/Publicity

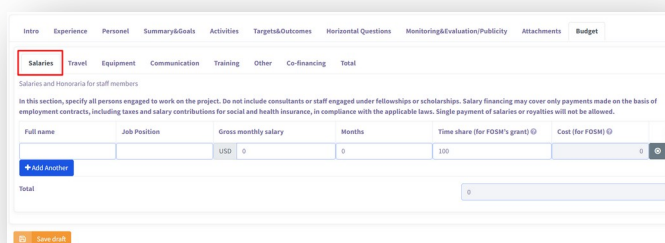


In the Attachments tab, attach all relevant documents according to the Tender.



5.1 Budget

Fill in the fields in the Budget section as required.



Intro Experience Personnel Summary&Goals Activities Targets&Outcomes Horizontal Questions Monitoring&Evaluation/Publicity Attachments **Budget**

Salaries **Travel** Equipment Communication Training Other Co-financing Total

Travel, conferences and seminars

This section should specify project costs such as bus/train tickets, fuel, accommodation, food, rent of venues, rent of audio and video equipment, etc. Travel costs for project team members and for participants should be presented separately. Royalties for moderators/facilitators, royalties for presentations and translation/interpretation should not be entered under this section, but under section 2.

Specification	Costs
	USD 0

+ Add Another

Total 0

Save draft

Intro Experience Personnel **Equipment** Summary&Goals Activities Targets&Outcomes Horizontal Questions Monitoring&Evaluation/Publicity Attachments Budget

Salaries Travel **Equipment** Communication Training Other Co-financing Total

Equipment, furniture and other capital procurements

In this section, specify the equipment such as computers, office furniture and software that remains in your permanent possession as capital procurements, but exclude items such as books or renewable software licenses that should be entered under section 6. Office supplies and maintenance. Anticipate these costs on the basis of specific offers from suppliers. PCSH will allow procurement of equipment only in exceptional cases.

Specification	Quantity	Price	Costs
	0	USD	0

+ Add Another

Total 0

Save draft

Intro Experience Personnel Summary&Goals Activities Targets&Outcomes Horizontal Questions Monitoring&Evaluation/Publicity Attachments Budget

Salaries Travel Equipment **Communication** Training Other Co-financing Total

Communication and postal services

In this section, specify project costs for communication among team members, with partner organizations and with the public.

Specification	Costs
	USD 0

+ Add Another

Total 0

Save draft

Intro Experience Personnel Summary&Goals Activities **Training** Targets&Outcomes Horizontal Questions Monitoring&Evaluation/Publicity Attachments Budget

Salaries Travel Equipment Communication **Training** Other Co-financing Total

TRAININGS, WORKSHOPS, SEMINARS, CAMPAIGNS

To include only trainings that will be related to the implementation of the project (partners, cases and persons). All costs related to the organization and implementation of workshops, trainings and meetings should be listed in this category.

Specification	Costs
	USD 0

+ Add Another

Total 0

Save draft

Intro Experience Personnel Summary&Goals Activities Targets&Outcomes Horizontal Questions Monitoring&Evaluation/Publicity Attachments **Budget**

Salaries Travel Equipment Communication Training **Other** Co-financing Total

Other expenses

In this section specify all costs that cannot be subsumed under the previous budget categories. Please enlist specific cost items, do not indicate "other costs".

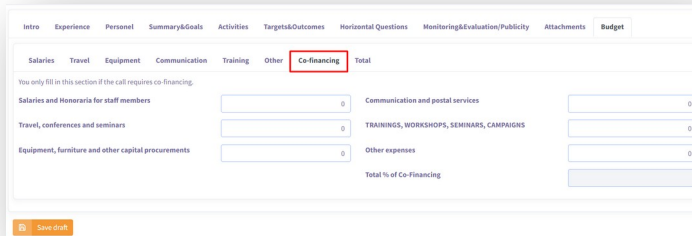
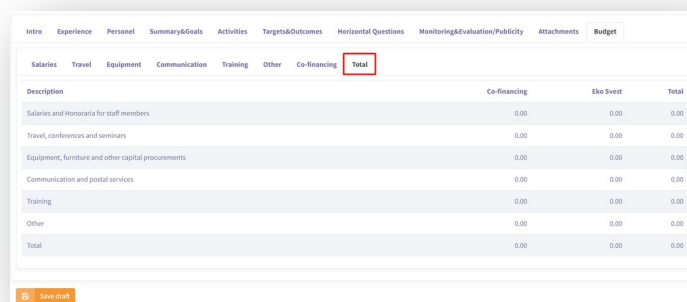
Specification	Costs
	USD 0

+ Add Another

Total 0

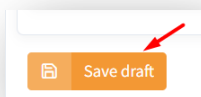
Save draft

You fill in the Co-financing section only if it is indicated in the Tender.

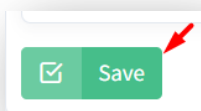



Description	Co-financing	Eko Svest	Total
Salaries and Honoraria for staff members	0.00	0.00	0.00
Travel, conferences and seminars	0.00	0.00	0.00
Equipment, furniture and other capital procurements	0.00	0.00	0.00
Communication and postal services	0.00	0.00	0.00
Training	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total	0.00	0.00	0.00

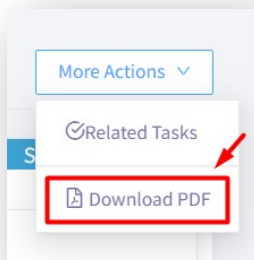
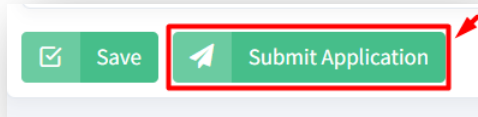
While you need to make changes to the data entered in the application, press the Save draft button.



After you have filled in all the mandatory fields in the application, press the Save button and your application is complete.




If there is no need to further change the entered data. Click the Submit Application button, and your application will be forwarded for consideration.

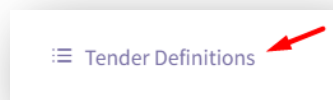
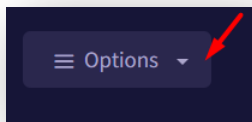


After sending the application, you will receive an email with a notification that it has been submitted.

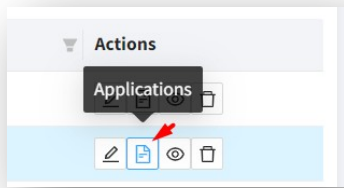
After the application status is changed to Completed, the user can download the application in PDF format. (More actions->Download PDF)

6. Review of application

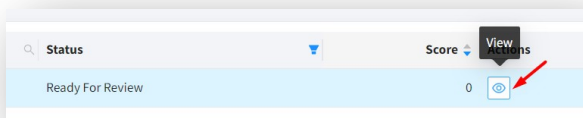
In the Options menu, select Tender Definitions.



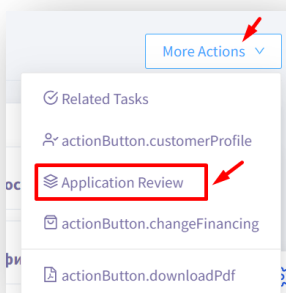
From the list of tenders, select the tender for which you want to review reports and click on Application.



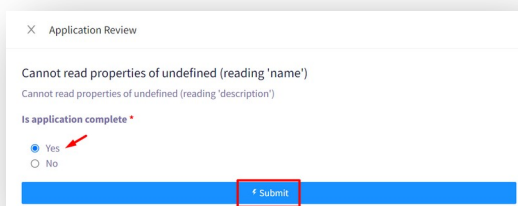
From the list of applications for the specific tender, start reviewing the applications with the Ready for Review status by clicking the View button.



If the reviewed Application meets the criteria to be sent for evaluation, click on More Actions and Application Review.

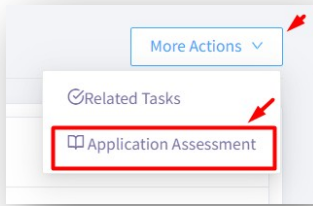


In the Application Review section, select Yes and click Submit.

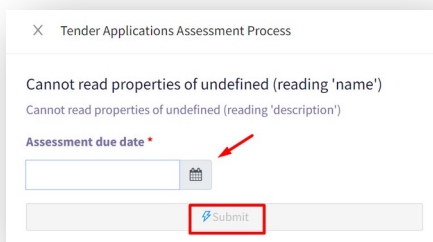
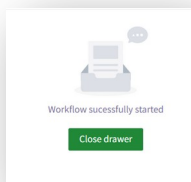


The status of the Application changes to Ready for Evaluation.

From the list of tenders, select the call and in the menu for More actions, click on Application Assessment.

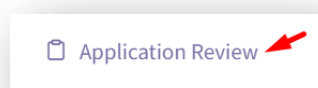
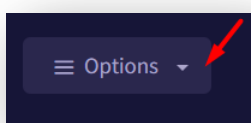


Fill in the date that the assessment is expected to be completed.
Click Submit.

7. Evaluation process



Click on the Options menu, and go to Application Review.



The Application Review section lists all current applications available for evaluation.

Dashboards: Application Review

Application Review
Below is a listing of all the current applications available for review and update. Click on the edit button to update the score and comment for the selected record. Additional modification can be done on the right panel.



Applicant	Project Title	Score	Comment	Actions
+ ФОСМ	test prijava	80	comment	 

< 1 >

By clicking on + you can see which Tender the given Application refers to.

Dashboards: Application Review

Application Review
Below is a listing of all the current applications available for review and update. Click on the edit button to update the score and comment for the selected record. Additional modification can be done on the right panel.

Applicant	Project Title	Score	Comment	Actions
- ФОСМ	test prijava	80	comment	 



Tender Тест повик

< 1 >

By clicking the View button, you can view the application.

Dashboards: Application Review

Application Review
Below is a listing of all the current applications available for review and update. Click on the edit button to update the score and comment for the selected record. Additional modification can be done on the right panel.



Applicant	Project Title	Score	Comment	Actions
ФОСМ	test prijava	80	comment	 

Tender Тест повик

Click the edit button to enter the Score and comment on the selected entry.

Dashboards: Application Review

Application Review
Below is a listing of all the current applications available for review and update. Click on the edit button to update the score and comment for the selected record. Additional modification can be done on the right panel.

Applicant	Project Title	Score	Comment	Actions
ФОСМ	test prijava	80	comment	 

Tender Тест повик

Dashboards: Application Review

Application Review

Below is a listing of all the current applications available for review and update. Click on the edit button to update the score and comment for the selected record. Additional modification can be done on the right panel.

Applicant	Project Title	Score	Comment	Actions
—	ФОСМ	test prijava	80	comment

Tender Тест повик

Save Cancel

After entering the score and comment, save the changes.

Once you have finished evaluating all the applications submitted for the specific tender in the Tasks section click on View.

Only if all applications have been evaluated, press the button Submit.

Task Details

Name: Tender Тест повик application assessment_0

Created: 11/22/2022 Due Date: 11/30/2022

Cannot read properties of undefined (reading 'name')

Cannot read properties of undefined (reading 'description')

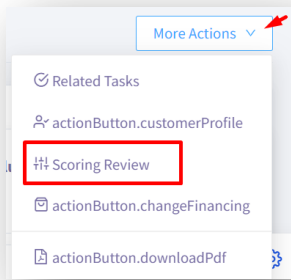
Комплетирајте ја активноста откако ќе завршите со евалуација на сите пријави за повикот

Комплетирај

The status of the application changes to Scored.

7.1 Grade revision

Under More Actions, click Scoring Review.



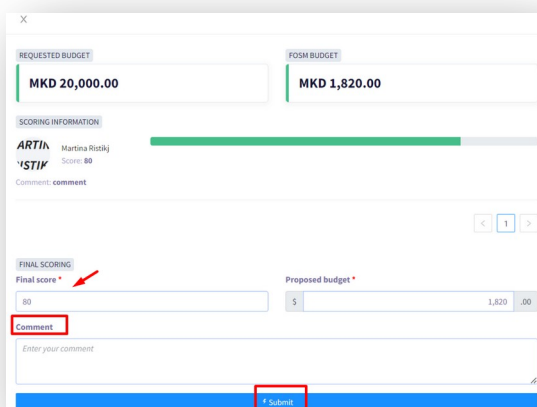
In the grade revision section, all grades and comments from the Evaluators for the specific application are displayed.

In the final scoring, the result obtained as an average of all the displayed evaluations is presented.

The result may be modified in agreement with the tender coordinator and all evaluators.

All important data related to the adopted final assessment of the application are entered in the comment.

When the final scoring is done, click Submit.



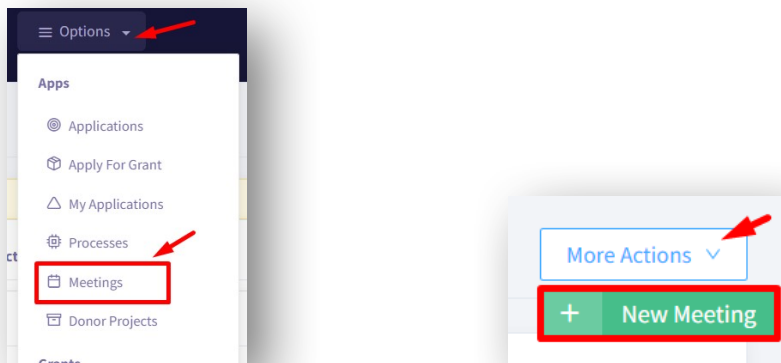
Evaluators receive an email to review the final tender scores, and complete the task in the application. (List of all final decisions)

When all evaluators have completed the task, which means that they agree with the final scores, the status of the applications changes to Ready for Approval.

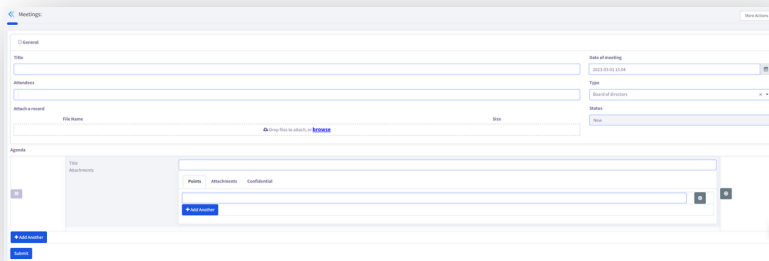
8. Meetings

8.1 New meeting

In the Options menu, click Meetings.
On the More Actions button, click New Meeting.



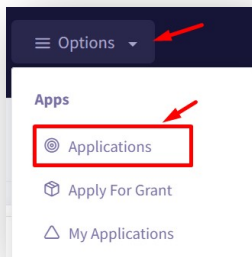
Fill in the required information and click submit.

The image shows a screenshot of the 'New Meeting' form in the PCES application. The form is titled 'New Meeting' and has a 'Back' button in the top left corner. It contains several input fields: 'Title', 'Date of meeting' (with a date picker), 'Attendees' (with a list of names), 'Type' (with a dropdown menu), 'Status' (with a dropdown menu), and 'Attachments' (with a list of files). There are also buttons for 'Add Attachment', 'Add Meeting', and 'Submit'.

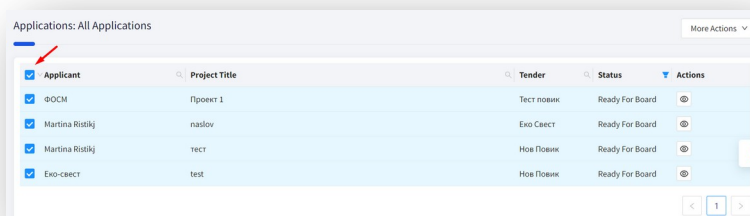
8.2 Adding an application to a meeting



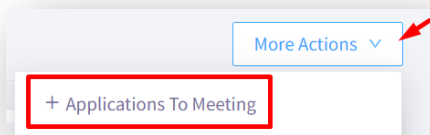
In the Options menu, click Applications.



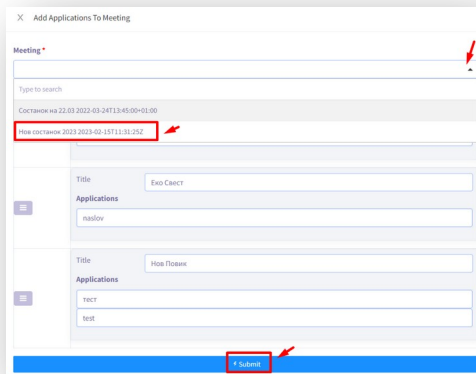
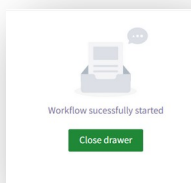
Select the applications to be added to the meeting.
You can sort the application by status (Ready for board).



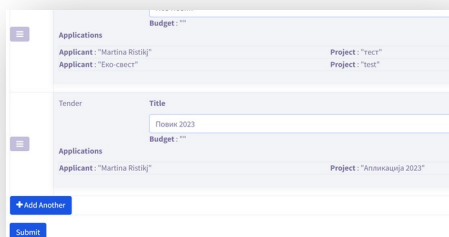
On the More Actions button, click Applications to meeting.



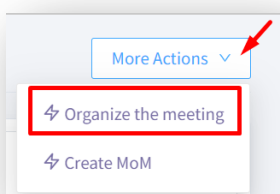
Select the meeting to which the applications should be uploaded.
Click the Submit button.

Applications are attached to the meeting.



When the meeting has been created and all the necessary applications have been added, on the More Actions button, click Organize the Meeting.

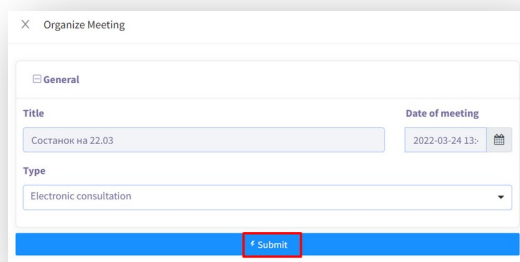


In the section on organization of the meeting are the basic data about it. Clicking the Submit button starts a process that moves applications that have been added to the meeting to the Pending Board Decision status.

A word document is created with the meeting agenda.

A message with a link to the agenda of the meeting will be sent to those present at the meeting.

The meeting status changes from New to Scheduled.

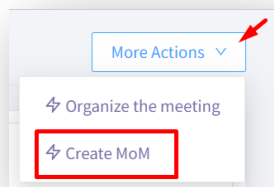


The screenshot shows a web form titled "Organize Meeting". It has a "General" tab selected. The form contains a "Title" field with the text "Состанок на 22.03", a "Date of meeting" field with the date "2022-03-24 13:00" and a calendar icon, and a "Type" dropdown menu with "Electronic consultation" selected. A blue "Submit" button is at the bottom right of the form.

After holding the meeting, on the More Actions button, click Create MoM.

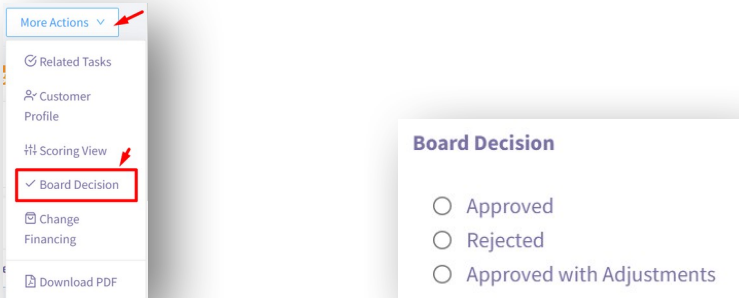
The coordinator receives a task to attach the minutes of the meeting.

After uploading the MoM, the responsible person receives a task to approve the MoM.



9. Board decision

For all applications for which the board has decided that a grant will be awarded at the meeting, the Board Decision process is started.
On the More Actions button, click Board Decision.



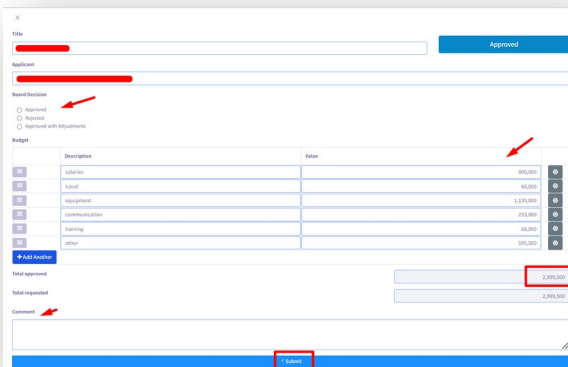
In the board's decision section, you enter the feature for the specific application.

Approved – click the button if no changes are needed to the application and it is approved as originally submitted by the applicant.

Approved application but with the need for some changes in the budget. You enter the changes that the applicant needs to make and press Submit.

Rejected Application – The application is rejected and clicking this button and Submit the application goes to Rejected status.

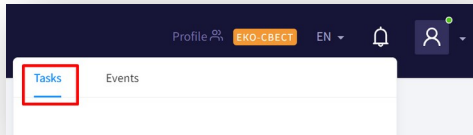
Approved with changes – The application has been approved with changes in the comments section. You enter an appropriate comment and press Submit.



The image shows a screenshot of the application form. The 'Board Decision' section is highlighted with a red arrow. Below it, the 'Budget' section is visible, showing a table with columns for 'Description' and 'Value'. The 'Total approved' field is highlighted with a red box, showing a value of 1,000,000. The 'Total requested' field is also highlighted with a red box, showing a value of 1,000,000. The 'Comment' field is highlighted with a red arrow, and the 'Submit' button is highlighted with a red box.

The applicant receives an email with a notification:
"Your proposed project is undergoing final corrections before signing a contract."

On the profile from which the application for the call was submitted, a task arrives in which there are details about the necessary corrections that should be made before signing the contract.



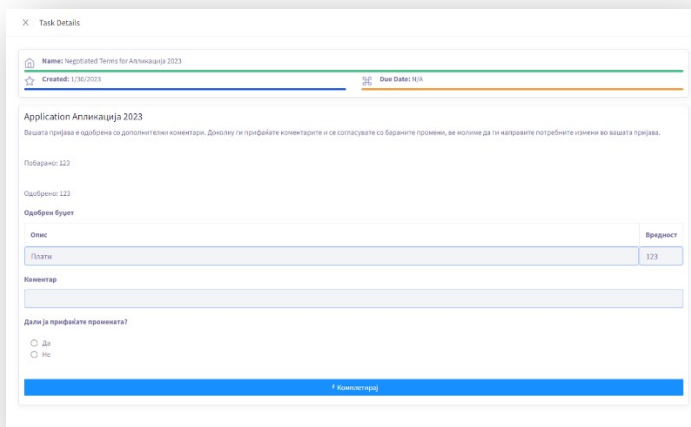
In this section you can see all the changes requested by the call coordinator, which should be implemented in the application.

If you agree to make the requested changes, mark the Yes box and click Complete.

If you do not agree with the requested changes, click No and Complete.

If the change is rejected, the status of the application changes to Rejected.

Note: You make the requested changes, then Complete the task.



Task Details

Name: Negotiated Terms for Antena 2023
Created: 1/16/2023
Due Date: N/A

Application Antena 2023
Вашата пријава е одобрена со дополнителни коментари. Дополну ги прифаќајте коментарите и се согласувајте со барањите промени, во спротивно да ги направите потребните измени во вашата пријава.

Подарено: 123
Одобрено: 123

Одобрени буџети

Опис	Вредност
Плати	123

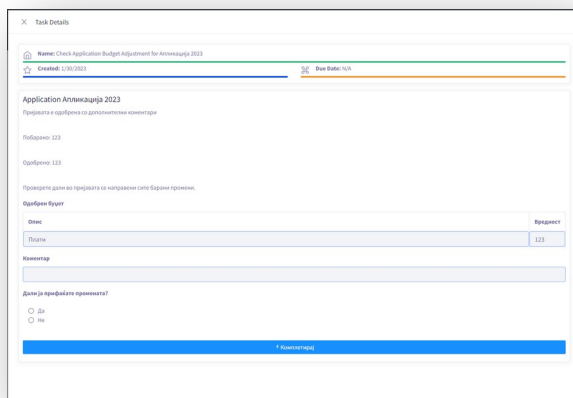
Коментари

Дали ја прифаќате промената?

☐ Да
☐ Не

[Заврши](#)

If the change is accepted by the applicant, the task reaches the coordinator.



Task Details

Name: Check Application Budget Adjustment for Antena 2023
Created: 1/16/2023
Due Date: N/A

Application Antena 2023
Прифатете и одобрете ги дополнителните коментари.

Подарено: 123
Одобрено: 123

Прифатете дадени пријави со направени сите барања промени.

Одобрени буџети

Опис	Вредност
Плати	123

Коментари

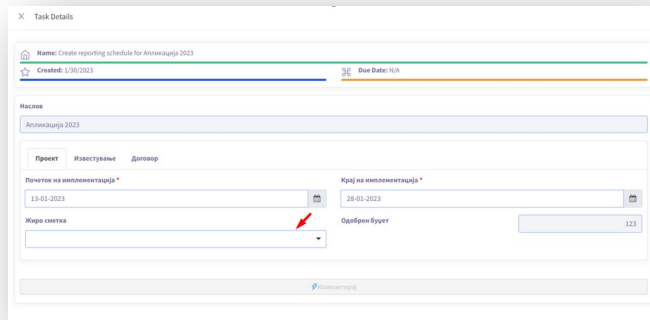
Дали ја прифаќате промената?

☒ Да
☐ Не

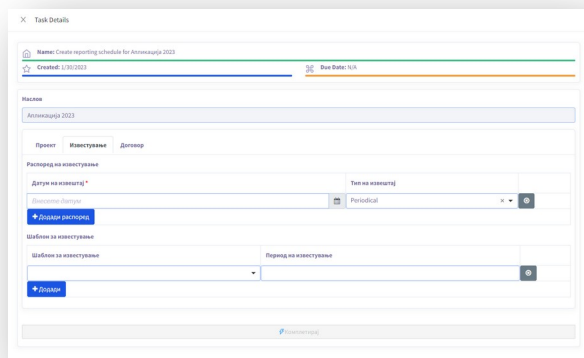
[Заврши](#)

If the coordinator does not accept the change, the status of the application changes to one status back, ie. Approved for adjustment and the previous assignment reaches the applicant again.

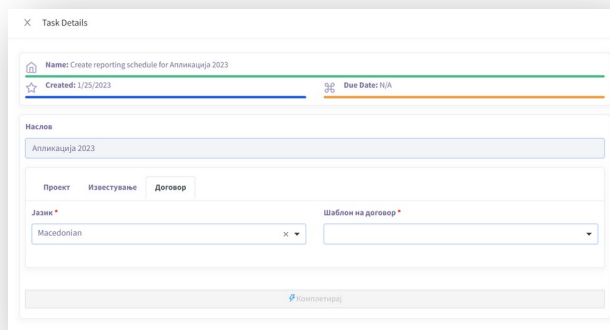
If the requested changes are made, the coordinator clicks Yes and completes the task (accepts the change made), the coordinator is tasked with creating a Reporting Schedule.



In the Project section, select bank account.



Date and report type are entered in the Notification section.

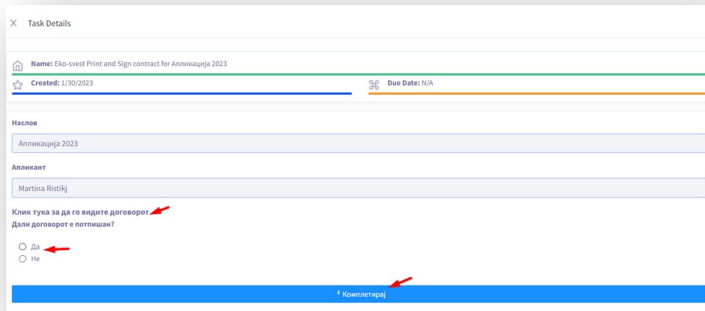


In the Contract section, select Language and Contract Template.

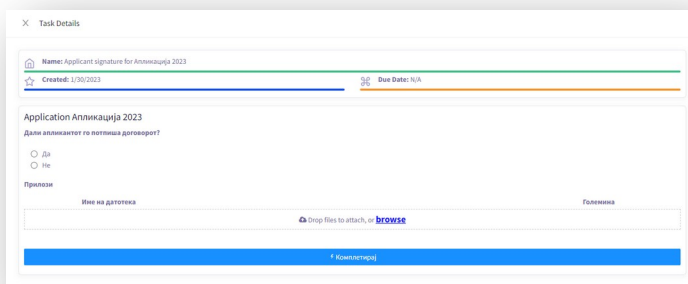
By filling in all three sections (project, notification and contract) and clicking the complete button, the coordinator creates a notification schedule.

A task arrives at the coordinator asking whether the Agreement has been signed (by the Board of Directors).

You can open and download the contract here.

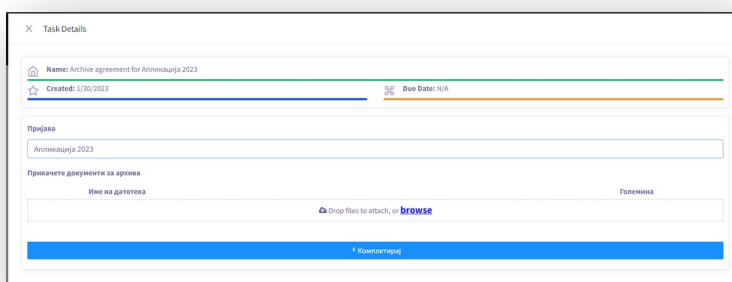


If this task is completed, the coordinator receives a task asking if the Agreement has been signed (by the Applicant)



If the applicant has not signed the contract, the status changes to Rejected.

In the last task, the agreement for archiving (signed by both parties) should be attached to the coordinator.



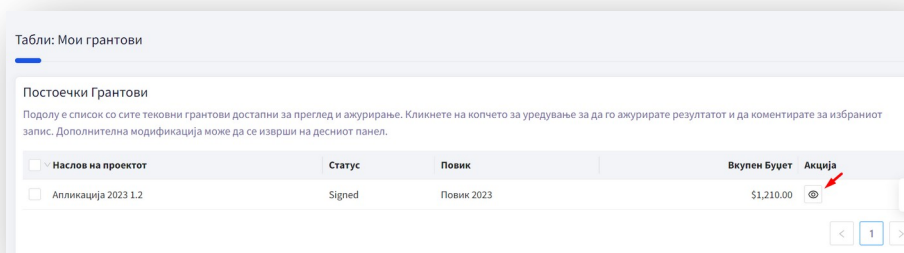
10. Reports

10.1 Reporting

On the Options menu, click My Grants.



Click the View button.

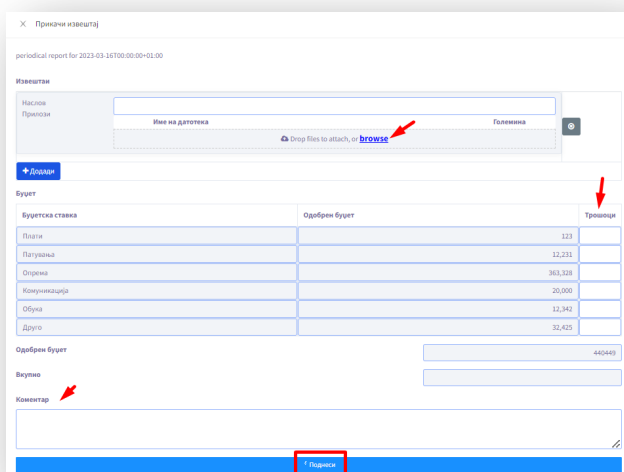


In the Reports section, attach the necessary documents.

Enter the expenses for the period in the Budget.

Write a comment.



Click Submit



The image shows a form titled 'Прикажи извештај' (Show Report) for a 'periodical report for 2023-03-16T00:00:00-01:00'. The form has several sections: 'Извештај' (Report) with a 'Наслов' (Title) field and a 'Проект' (Project) field; a 'Буџет' (Budget) section with a table for 'Буџетска ставка' (Budget Item), 'Одобрен буџет' (Approved Budget), and 'Трошоци' (Expenses); a 'Вкупно' (Total) section with a 'Вкупно' (Total) field; and a 'Коментар' (Comment) section with a text area. A red arrow points to the 'Коментар' field. At the bottom right, there is a red button labeled 'Поднеси' (Submit).

You can see details about the report in the reports section.

REPORTS

Date	Type	Status	Action
3/17/2023	periodical	NEW	
3/16/2023	periodical	NEW	

< 1 >

Report Details

Бюджетна ставка	Одобрен бюджет	Трошоци
Плати		123 10
Платуења		12,231 10
Отпрема		363,328 10
Конвенционална		20,000 10
Обука		22,342 10
Друго		32,415 10
	Одобрен бюджет	Вкупно

Име на датотека Големина

Test 2.pdf	29.80 kB
test.docx	11.69 kB
Organization duration contract MKD.docx	171.50 kB

Коментар

10.2 Extend report

Повеќе акции ▾

- Прикачи извештај
- » Пролонгирај извештај
- Пренамена на буџет

Attach the appropriate document and click Submit.

Пролонгирај извештај

Title :

Select File(s)

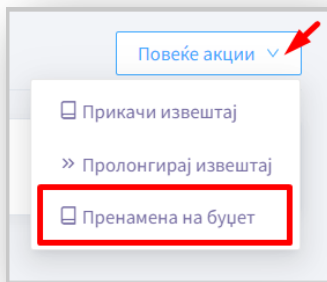
Име на датотека Големина

Drop files to attach, or [browse](#)

Поднеси

10.3 Reassignment of budget

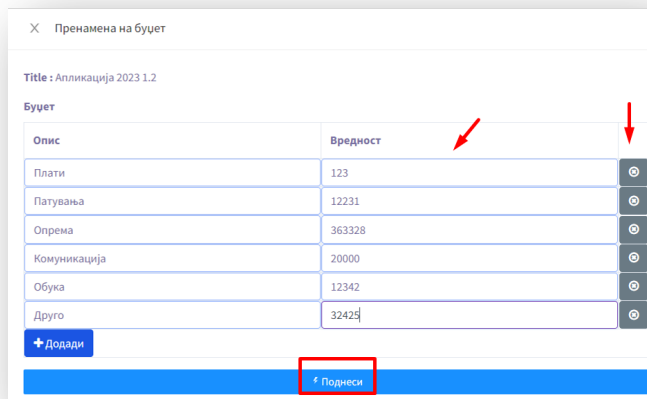
Under More Actions, click Repurpose Budget.



Make the necessary changes according to the requested conversion.

Click Submit.

If the change is approved by the coordinator, it will be included in the budget.



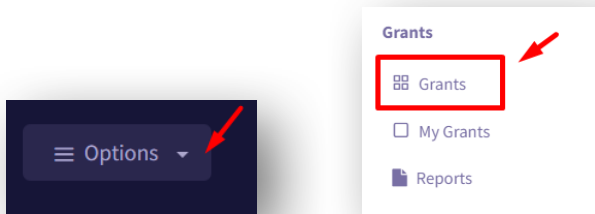
Опис	Вредност
Плати	123
Патувања	12231
Опрема	363328
Комуникација	20000
Обука	12342
Друго	32425

+ Додади

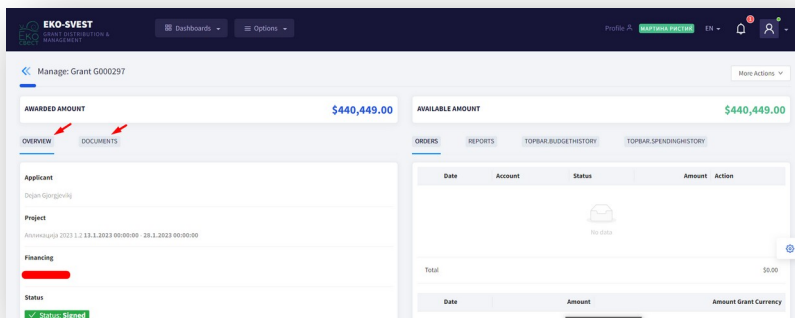
Поднеси

11. Grants

On the Options menu, click Grants.



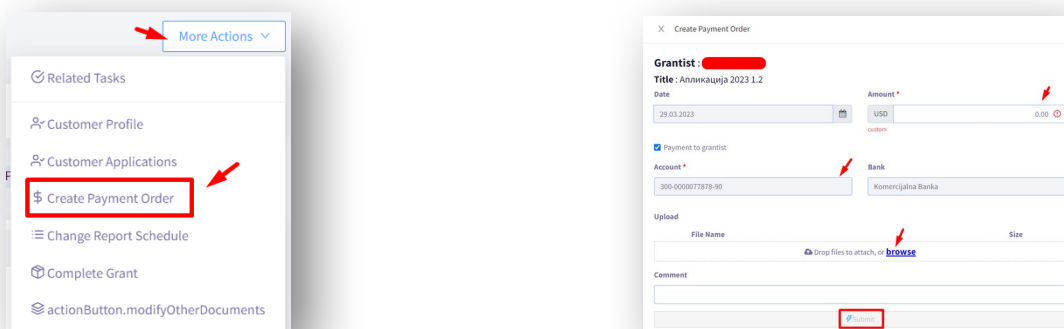
In the grant section, you can see the basic data about the grant.



11.1 Orders

In the More Actions menu, click Create Payment Order.

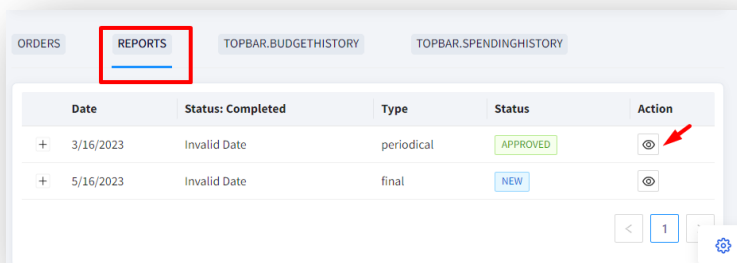
Enter all required payment details, attach required documents, write a comment and click Submit.





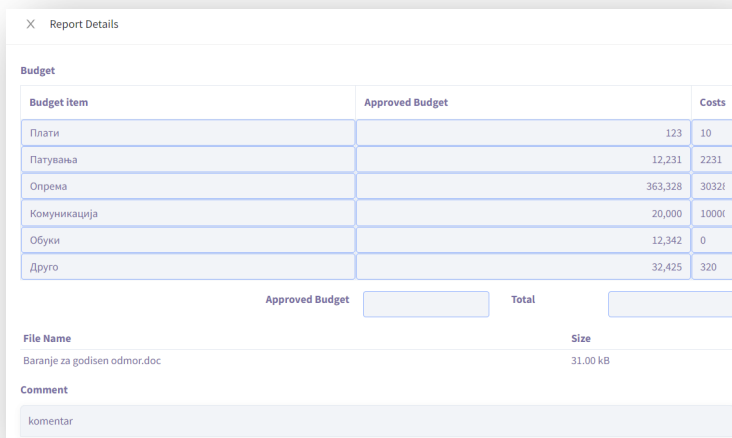
You can view payment details in the Orders tab.

11.1 Reports

You can view the details of the reports in the Reports tab.



Date	Status: Completed	Type	Status	Action
3/16/2023	Invalid Date	periodical	APPROVED	
5/16/2023	Invalid Date	final	NEW	



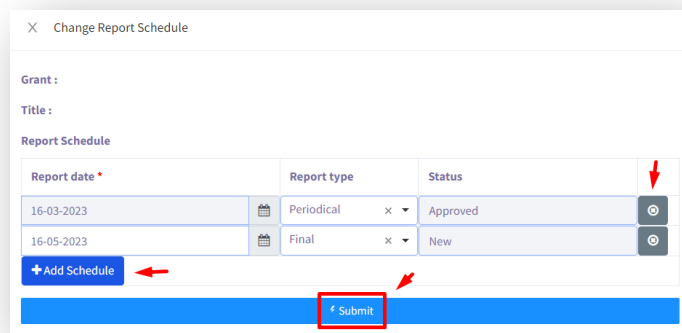
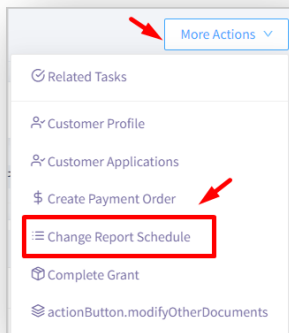
Budget Item	Approved Budget	Costs
Плати	123	10
Патувања	12,231	2231
Опрема	363,328	3032f
Комуникација	20,000	1000f
Обуки	12,342	0
Друго	32,425	320

Approved Budget: Total:

File Name: Size:

Comment:

To change the report plan to More Actions click Change Report Schedule. Make the necessary changes to the schedule and click Submit.



11.2 Budget

The Budget tab presents the initial approved budget and all approved changes to it.

Budget		topBar.initial
Плати		\$123.00
Патувања		\$12,231.00
Опрема		\$363,328.00
Комуникација		\$20,000.00
Обуки		\$12,342.00
Друго		\$32,425.00

11.3 Spending history

In the Spending history tab you can see the costs for each report.

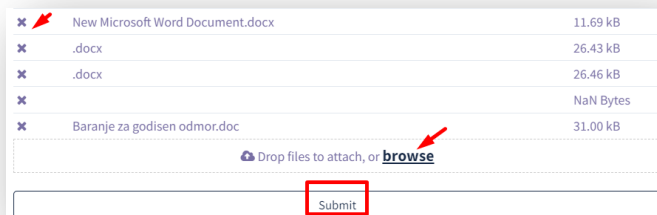
Budget		2023-03-16
Плати		\$10.00
Патувања		\$2,231.00
Опрема		\$30,328.00
Комуникација		\$10,000.00
Обуки		\$0.00
Друго		\$320.00

11.4 Update Documents

Under More Actions, click Update Documents.

Add a document or delete any of the already added documents related to the grant.

Click Submit



The screenshot shows a document upload interface. At the top, there is a table with columns for document name and size. The table contains five rows: 'New Microsoft Word Document.docx' (11.69 kB), '.docx' (26.43 kB), '.docx' (26.46 kB), 'NaN Bytes', and 'Baranje za godisen odmor.doc' (31.00 kB). Below the table, there is a text input field with the placeholder text 'Drop files to attach, or [browse](#)'. A red arrow points to the 'browse' link. At the bottom of the form, there is a 'Submit' button, which is highlighted with a red rectangle.

Document Name	Size
New Microsoft Word Document.docx	11.69 kB
.docx	26.43 kB
.docx	26.46 kB
NaN Bytes	
Baranje za godisen odmor.doc	31.00 kB

Drop files to attach, or [browse](#)

Submit