

No	Project stage	Main topic	Question	Proposed answer	Reference to the Manuals
1	Application	General	What requirements are applicable with regard to the size of submitted applications (total budget, ERDF, number of partners, etc.)?	<p>The eligible total budget of the project must be at least 25,000 €. There is no specific upper limit for the project budget, but the costs must be realistic and in line with the project content, as well as with the principles of sound financial management.</p> <p>The maximum funding is 85% in all thematic programme priorities, and at least 15% financing contribution for each project partner must be available from national resources.</p> <p>Each project must involve at least one Austrian and at least one Hungarian partner. One of them must take over the role of the lead partner.</p>	<p>Application Manual 1.2.2</p> <p>Eligibility Manual 3.2</p> <p>Application Manual 1.1.3</p>
2	Application	Financing	Is the ERDF co-financing rate always 85%?	<p>In the Austria-Hungary Interreg Programme the co-financing provided by the European Regional Development Fund (ERDF) cannot exceed 85% on partner level. Depending on the financing capacity or the project partner in question and the characteristics of the project in question, the ERDF rate can also be less than 85%. The rest must be provided in the form of national financing contributions. Partners can have different co-financing rates.</p>	<p>Eligibility Manual 3.2</p> <p>Application Manual 2.1.7</p>
3	Application	General	What are the minimum requirements for cooperation?	<p>All co-operation projects must fulfil the following two criteria:</p> <ul style="list-style-type: none"> - joint preparation, - joint implementation. <p>In addition to that, all projects must also fulfil at least one of the following two criteria:</p> <ul style="list-style-type: none"> - joint financing, - joint staffing. 	<p>Application Manual 1.2.3</p>
4	Application	General	Who can be applicant in the Interreg Programme Austria-Hungary?	<p>Applicants must be national, regional or local public bodies, public equivalent bodies, non-profit organisations or other institutions which on project level act in public interest. Also private institutions (including private companies) having legal personality can be applicant.</p> <p>Applicants must be located in the programme area, or if duly justified, outside the programme area.</p> <p>An organisation outside the programme area can only be lead partner if it has legally defined competences or field of functions for certain parts of the eligible area.</p> <p>Private persons, political parties and individual entrepreneurs cannot apply for funding.</p>	<p>Application Manual 1.1</p> <p>Selection Criteria (Table 1 Administrative and eligibility criteria; B.2, B.3)</p> <p>Eligibility Manual 3.7.1</p>
5	Application	General	Who is the Lead Partner?	<p>The Lead Partner is the partner that overtakes the general responsibility for the development of the application.</p> <p>If the project is approved, the LP signs the ERDF funding contract with the Managing Authority, and then it also takes the overall responsibility for the implementation of the project. During implementation its relations with the other partners is laid down in the partnership agreement, which is a compulsory annex of the submitted application.</p> <p>The LP also prepares and submits project level reports including the certificates of the expenditure of all partners.</p> <p>The LP receives the ERDF funding and forwards it to the partners.</p> <p>Usually the LP role should be taken up by the partner that has sufficient experience and appropriate capacity for this task.</p>	<p>Application Manual 1.1.3</p>
6	Application	General	Who are strategic partners, and what is the difference between project partners and strategic partners?	<p>Strategic Partners are those partners who don't actively contribute to the co-operation criteria and don't have a financial share in the project implementation.</p>	<p>Application Manual 2.3.1</p> <p>Partnership Agreement template §1</p>

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7	Application	General	Is the large partnership, i.e. large number of partners, and broad circle of involved strategic partners an advantage that will be acknowledged in the project selection?	<p>It depends. To involve of a broad circle of actors is usually an asset for the project, but the involvement can have various forms.</p> <p>Members of the various target groups, partners who actively contribute to the co-operation criteria, external service providers and experts have their specific roles and benefits from a co-operation, but not necessarily all of them must be project partners (PP) and directly receive ERDF funding.</p> <p>Inviting partners with different specific competences and representing different geographic regions can be both an advantage (as the project can have a broader impact), and a challenge (from the perspective of project management and co-ordination). Projects with small partnership usually are more transparent and have smaller implementation risk.</p> <p>The application is not judged by the size of the partnership, but by the quality of the co-operation (based on the data available in the application form). All partners should have a defined and active role in the partnership, as well as experiences and competences in line with that.</p>	Application Manual 2.3.1 Selection Criteria (Table 2 Strategic assessment criteria, Partnership relevance)
8	Application	General	Which topics can be financed in the Interreg Programme Austria-Hungary?	<p>The project must contribute to one of the thematic objectives of the Interreg Programme Austria-Hungary (1. Competitiveness of SMEs, 2. Protecting the environment and promoting resource efficiency, 3. Promoting sustainable transport and removing bottlenecks in key network infrastructures, and 4. Enhancing institutional capacity and an efficient public administration).</p> <p>All 4 thematic objectives have one or more specific objectives, of which the project must select one.</p>	Cooperation Programme www.interreg-athu.eu (About the Programme / Priorities)
9	Application	General	How can we ensure that our project will be in line with the objectives of the programme? How shall we prove it during the implementation?	<p>Your project must have (at least) one main output. The programme provides you a list of output indicators, you have to say in your application which one(s) your project's main output(s) contribute to, and how.</p> <p>You also have to select one of the programme's result indicators. They measure the achievements of the programme on a broader level. Supported projects are expected to produce results that contribute to these programme result indicators.</p> <p>The set of objectives and their indicators must be built in a logical structure which ensures that the interventions on the project level produce the impacts desired by the programme.</p>	Application Manual 2.2 Guide on Indicators
10	Application	General	Where should our project take place?	<p>The project must provide benefits for the cross-border region of Austria and Hungary (Nord-, Mittel-, und Südburgenland, Wien, Wiener Umland-Südteil, Niederösterreich Süd, Graz und die Oststeiermark, and the counties Győr-Moson-Sopron, Vas und Zala).</p> <p>Project partners typically come from the programme area, but in duly justified cases also partners outside the programme area can be involved. Such case is e.g. if the partner has a specific knowledge, or if it has legally defined competences or field of functions for certain parts of the eligible area. Also in such cases, the primary impact of the project must be in the programme area.</p> <p>Activities usually take place in the programme area, but some activities can take part also outside. Such examples are activities of the partners from outside, or typically travels to targets outside of the programme region. The related costs of the project are eligible as long as these activities are in line with the objectives of the approved project, or confirmed by the Managing Authority or Joint Secretariat during implementation.</p>	Eligibility Manual 3.7 Application Manual 1.1.2

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11	Application	Financing	How can we finance the part of our project budget that is not covered by ERDF financing?	<p>The financing of each partner's budget which is not covered by ERDF, must be ensured in the form of national financing contributions (at least 15% altogether) which may be available in the form of own resources and/or third party financial contribution (both can take the form of public or private resources).</p> <p>In Hungary 10% or 15% of the partner budget (depending on the type of organisation) is automatically provided by the government.</p> <p>We advise you to contact your Regional Coordinators in any case for more information about financing possibilities!</p>	Eligibility Manual 3.2 Application Manual 2.1.7
12	Application	Financing	Our organisation is entitled for VAT refund for the activities that are related to the project. How shall we plan our budget?	<p>Organisations that are entitled for VAT refund for their activities in the project (also if they are in general exempt from VAT), can reimburse only the net costs (without VAT).</p> <p>Please carefully check your VAT status for your activities in the project and mark it in the application form at the partner data section, in line with the VAT declaration (attachment). The budget itself has to be planned accordingly (net costs for partners entitled for VAT refund, gross for partners who aren't).</p>	Eligibility Manual 3.9.e eMS Guide to Fill In 6.2
13	Application	General	How can we finance our preparations for the project?	<p>Projects are entitled for reimbursement for their preparation costs in the form of a lump sum, which amounts to 5000 € of total eligible expenditure (max. 4250€ ERDF). The 5000€ must be allocated to the Work Package Preparation and can be distributed between the partners according to their agreement. If the project is not approved or not contracted (e.g. due to non-fulfilment of approval conditions), the reimbursement of preparation costs cannot take place.</p> <p>For projects involving infrastructure and works, real costs of external services related to preparation of necessary project documentation and obtaining the necessary permissions as well as expenditures related to the acquisition of land may be eligible as preparation costs. If this possibility is used, the lump sum for preparation costs as described above cannot be applied.</p>	Eligibility Manual 3.6 eMS Guide to Fill In 6.4.1.2
14	Application	Financing	What categories of costs can be eligible for funding? How shall we set up the structure of our project budget?	<p>The costs of the project can take the form of:</p> <ul style="list-style-type: none"> - staff costs - office and administration - travel and accommodation - external expertise and services - equipment - infrastructure and works <p>In the Eligibility Handbook you can find more information about the definition, forms of reimbursement, specifications, reporting and documentation related to each cost category.</p>	Eligibility Manual 5 Application Manual 2.7 eMS Guide to Fill In 6.5
15	Application	General	Whom can I contact if I have specific questions?	<p>The Regional Coordinators of the programme are your primary support in the project development phase in topics such as project content, financing, compliance with the thematic requirements of the programme as well as with the national and regional strategies, and many more. Regional Coordinators are available in all regions of the programme, both in Austria and in Hungary.</p> <p>If you have questions related to the applicable rules and requirements of the programme, you can also contact the Joint Secretariat for more information. Please note that the JS is not in the position to give you content related advice in the course of project development, as they are responsible for the quality assessment in preparation of the Monitoring Committee's decision.</p> <p>If you have questions or issues related to eMS, please contact the JS.</p> <p>Phone and e-mail contacts of the RCs and of the JS are available in the Contact section of the programme homepage.</p>	www.interreg-athu.eu "Contact"
16	Application	General	How is it possible that I get different, sometimes diverging answers from RCs and JS?	<p>Different persons, representing different bodies of the programme have different perspectives, partly due to their different roles. Not all aspects of an application can be assessed on an objective scale or based on objectively verifiable rules of yes or no.</p>	

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17	Application	General	Some manuals (Eligibility Manual, Implementation Manual, Guide on Indicators) are only available in English. For the more precise understanding of the rules we would need them in our native language. Would they be ever available in German and Hungarian?	<p>It is a programme decision to provide the Eligibility Manual, Implementation Manual and the Guide on Indicators in English.</p> <p>Although the intention of the programme is to provide information in German and in Hungarian, for these documents the precise development of the content required one single working language, and the translation would open a lot of issues harmonizing the German and Hungarian versions with each other and with the English original.</p> <p>Please also note that many cross border programmes offer one single programme language (usually English) for their applicants and beneficiaries throughout the whole application and implementation procedure. That the project holders of the Austria-Hungary Interreg Programme can use German and Hungarian in their applications and reports is not only an advantage for a chance of better understanding, but also sometimes a challenge for harmonised contents and definitely a factor in terms of translation and time.</p>	
18	Application	General	What language do we have to use in the application and in the reporting?	<p>The Application form has to be filled in bilingually, German and Hungarian. The project summary is the only field that also has to be filled in in English.</p> <p>The following annexes to the application form must be bilingual (German and Hungarian):</p> <ol style="list-style-type: none"> 1. lead partner declaration, 2. partnership agreement. <p>Other documents must be submitted in the native language of the partner concerned. Feasibility studies must have an executive summary in English.</p> <p>The partner report with all elements, including its content and financial parts, should be completed in the language of the partner (German for Austrian partners, Hungarian for Hungarian partners).</p> <p>The project report should be completed normally in German and Hungarian. In special cases, if the agreed common language of the partnership is English (e.g. in case of a project that is (also) targeted to a wider international audience) it is possible that the project report is completed in English.</p> <p>Evidence about deliverables and outputs or any kind of product of the project must be made available in all languages they have been produced in (normally both German and Hungarian (and/or in English)).</p>	Application Manual 3.1 Implementation Manual 3.3.3 and 3.4.3
19	Application	General	Which documents/annexes are required for project submission? Where can I check them?	You can find a checklist for the documents to be submitted in attachment of the application form, in Annex 4 of the Application Manual.	Application Manual Annex 4
20	Application	General	What are the main challenges in the practical/financial implementation of an Interreg project? What shall we pay specific attention to?	<p>Some of the main challenges are:</p> <ul style="list-style-type: none"> - Beneficiaries must pre-finance the project typically at least one year after the contract: the first ERDF payment is transferred to the LP (and by the LP to the partners) after the first project report is confirmed by all relevant programme bodies. This is at least half a year after the end of the first reporting period, or a year after project start (assuming typical 6 month reporting periods). - Risk of expenses not being verified: does your organisation have the necessary resources, if not all of your expenditures would be certified and you'd receive a reimbursement lower than 85% of your expenses? - Administrative burden: in spite of every effort of the Programme for simplification, still considerable administrative capacities are needed to secure proper and timely implementation and reporting. 	Implementation Manual

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21	Application	eMS	What content is expected in the different fields of the eMS application form?	<p>The Application Handbook gives you sufficient information on the required content of the applications, which is broken down to the fields of the application form in the eMS Manual.</p> <p>The structure of a project depends on its content, there is no one fits all solution. eMS provides sufficient flexibility for this, but you have to use it the best way it fits your project.</p> <p>In case you are in doubt, what kind of information or what level of detail is expected at certain parts of the application form, please contact your RC.</p>	Application Manual eMS Guide to Fill In
22	Application	eMS	Could text fields in the budget for short task descriptions and technical specifications be made larger for better editing?	The comment boxes in the individual budget positions can be scrolled with the up and down arrows at the right of the textbox, and enlarged if the user grabs with the cursor the bottom right corner of the field.	
23	Application	eMS	Can I delete a wrong/outdated document uploaded to the Attachment section of the application?	<p>It is not supposed that applicant users can delete uploaded attachments. Please add a comment that the file is outdated (right hand column) and upload the right file.</p> <p>In case you uploaded a document by mistake, which is not linked to the project at all (e.g. a private document), please contact the JS for support.</p>	
24	Application	Budget	What level of detail is required in the budget? Do I really need to provide the exact number, value, technical specifications for the equipment we would like to purchase in the project?	<p>The budget is supposed to help you plan your expenses during implementation. You surely have certain requirements on your mind when you are planning the equipment purchase and you also check the relevant market prices. The information you record in budget position helps the assessors see what you were planning and how far it is realistic. If there is not enough information about the item, the assessors won't be able to see if the proposed equipment is in line with the project content and how far your budget is realistic - which can negatively effect the quality assessment of the project.</p> <p>On the other hand the budget is not supposed to bind you too much for the implementation. If you provide too many details, any deviation during the project may need additional explanations.</p> <p>Please always try to find a good balance between unspecified and overspecified budget items, and always try to keep action plan and budget properly coordinated.</p>	Application Manual 6.5
25	Application	Budget	Could it be problematic to buy equipment that is suitable for multiple purposes and lasts longer than the project? Such equipment may be more expensive but contributes better to durability.	<p>It is understandable if you would like to purchase equipment that you can use also after project closure. If your project is supposed to establish the technical environment for a certain purpose (e.g. set up a lab or education infrastructure), than such durable, high value thematic equipment may be the perfect choice and usually fully eligible for funding, as it is clearly linked to the project.</p> <p>However, if the equipment is not exclusively used in the project (e.g. the project involves some measurements and a measurement tool is purchased, but it can be used also for other measurements independent of the project), only a part of the related costs may be eligible. In this case you should be able to show which proportion of the use of that equipment can be allocated to the project.</p> <p>If the equipment concerns equipment for the general office use, its depreciation can be eligible limited to the period of time it is used in the project until its closure.</p>	Eligibility Manual 5.5
26	Application	Budget	Could we use a single exchange rate for the whole project implementation to reduce exchange rate risk?	<p>No, to use a monthly exchange is EU rule.</p> <p>The exchange rate risk must be borne by the beneficiaries. By submitting partner reports as soon as possible, the time span between the occurrence of the costs and the date of the applicable exchange rate can be minimised.</p>	Eligibility Manual 3.8 in line with Art. 28. of Regulation 1299/2013/EU

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27	Application	Budget / Staff costs	How should we chose the appropriate reporting scheme for staff costs? Can we change our minds later?	<p>If you chose to apply real costs for staff (not the flat rate option), you can choose to report full time, part time fixed or part time flexible and employees being contracted by the hour.</p> <p>Full time means that the employee devotes all of his/her working hours to the project (independent if he/she is part time or full time employed at the organisation).</p> <p>Persons employed part time in the project spend only a part of their working hours on the project. The selection between the flexible and fix hours may depend on the nature of the work, but also the available documentation may play a part in the choice. It is a good idea to consult your RC in advance, even the FLC, especially if you have already been in contact with them before.</p> <p>Being employed on an hourly basis is a typical (but not necessarily exclusive) choice for student part time jobs.</p> <p>When a project is approved, the beneficiaries get a staff cost data sheet from their RC where they must record the name, employment dates (from-to) and selected scheme/method for the people employed in the project (concrete employed people not positions) for the better overview of involved staff and chosen schemes.</p> <p>Due to the different documentation needed for the various schemes and methods the change between them is restricted to</p> <ul style="list-style-type: none"> • change between full time employment and part time employment with a fixed percentage, or • different percentage within the scheme part time employment with fixed percentage. 	Eligibility Manual 5.1.3.2
28	Application	Budget / Staff costs	I am employed at the project partner organisation in full time. I have tasks related to the project, but I am also involved in other projects. I was told I should record it in the application budget as part time. How could that be?	From the perspective of the project you are employed part time, because a part of your working hours is spent on some other project(s).	Eligibility Manual 5.1.3.2
29	Application	Budget / Staff costs	I am employed in my total working time for the project, but I also have some general office tasks. Do we have to deduct the proportion of my staff expenditure that is related to the activities with no direct project relevance?	If you are solely employed for the purposes of the project, all expenditure related to your employment should be reported. Even if you spend some part of your working time on general office tasks (e.g. participate in staff coordination meetings, do the office background administration), this is part of your work, and the relevant share of the staff expenditure does not need to be deducted.	
30	Application	Budget / Staff costs	Is it possible to choose the fixed percentage method if not exactly the same number of hours is spent every day on the project, but through the relevant accounting period the working hours on average are in line with the percentage fixed in the employment document?	<p>If your employment contract, job description or other document clearly defines the percentage of your working hours that must be devoted to the project, you can chose the percentage method. In this case you don't have to document your hours spent on the project with time sheets, but you have to submit a periodic staff report about the activities you performed for the project in the given period. It is not important if you work every day exactly the same number of hours on the project.</p> <p>If the hours worked on the project are not fixed in the employment document or elsewhere, and the time devoted to the project can vary according to the actual work load, you should choose the flexible scheme. The number of hours worked on the project must be documented by a time sheet (covering 100% of the working time of the employee), and the hourly rate can be calculated by two different methods (based on the monthly employment costs and the so called 1720 method). The hourly rate for the 1720 method should be fixed on the staff cost data sheet and remain unchanged for the given person. Periodic staff reports are not needed in these cases.</p>	Eligibility Manual 5.1.3.2.b
31	Application	Budget / Staff costs	In our project we employ natural persons with a work contract (freie DienstnehmerInnen). In what budget line do I have to report it?	The expenditure related to the employment of Freie Dienstnehmer (in Austria) must be reported as staff cost.	Eligibility Manual 5.1.1
32	Application	Budget / Staff costs	Some staff in the project is going to report personal costs related to specific targeted tasks, which involve working hours and payment above the normal (in line with HU employment legislation). How should these staff costs be recorded in the eMS budget and how should we report them?	Targeted tasks (for Hungarian project partners) can be reported only in case the normal working hours (or a part of them) for a certain person are not reported in the project. The salary for the targeted task must not exceed a defined percentage of the normal salary (for details please contact the Hungarian FLC), and in eMS such staff costs should be reported as full time employment (assuming that the targeted task is solely related to project activities).	

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33	Application	Budget	In what budget line do I have to report payments based on "service contracts" (Werkvertrag / megbízási szerződés)?	If the fee of the expert (a natural person) is paid on the basis of a "service contract" (megbízási szerződés / Werkvertrag) between the PP and him/her, no invoice is issued but his/her fee is accounted in the books of the beneficiary similar to wages. However, due to the nature of the activity, the rules to select external experts (including the proof of market price according to the thresholds) must be applied, and therefore such costs are to be budgeted in the budget line for external expertise and services.	
34	Decision	General	How is the selection process organised?	<p>After submission the project is checked by the JS according to the administrative and eligibility criteria. Your project will have to comply with all of these criteria.</p> <p>Quality assessment criteria are applied to evaluate formally compliant projects in the next phase of the evaluation. The assessment prepared by the JS will be the discussion basis for the MC.</p> <p>You can also cross check the application yourself, using the checklist in Annex 5 of the Application Handbook.</p> <p>The final decision of the MC can be independent of the evaluation and the scores given by the JS, however under certain threshold of scores the MC's room for manoeuvre is limited to rejection or sending back the project for revision (postponing the decision). According to the experience revised projects usually show considerable improvement in their quality and have a high chance to be approved.</p>	Application Manual 4-5
35	Decision	General	Which decisions can the Monitoring Committee make?	<p>The MC can make the following decisions:</p> <ul style="list-style-type: none"> a. The application is approved. b. The application is approved with conditions. Conditions may relate to eventual clarifications, missing details and other deficiencies that do not affect the main content and structure of the project c. The application is postponed. These applications are in principle welcomed by the MC, however, in one or more aspects the application needs a revision or further development which is beyond the possibility of a conditional approval. d. The application is rejected. Especially, those applications shall be rejected that score below the threshold as defined in the assessment criteria, and all those where no consensus is reached among the MC members. An application with the same partnership structure and/or the same or similar activities shall not be presented again. At the end of the programme period sometimes applications can be put on the reserve list if they are in principle welcomed by the MC, but cannot be approved due to a lack of programme funds. 	
36	Contracting		What is the purpose of the contracting meeting?	<p>At the contract preparation meeting the to-dos before contracting are agreed and information is provided about the most important rules and requirements for the project implementation.</p> <p>The personal meeting between project and programme representatives also supports the better understanding of the partners' intention for implementation, and the clarification of programme requirements. Following this clarification, in certain cases small amendments in the content of the application may also be needed. The purpose of such amendments is to prepare the project for flawless implementation and reporting.</p> <p>Typical elements for clarification can be the project's objective structure, especially output indicators (that build the most direct link between project and programme) or the deliverables and the target groups. Exchange of information, or if needed small amendments and clarifications should ensure that the achievements can be easily reported by the project holders.</p>	

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37	Contracting	Time plan	Can we prolong the project implementation period right before contracting, if we could not start it as originally planned?	<p>First of all, project holders must be aware already in the application phase that the approval and contracting procedures are time consuming, and especially the first ERDF payment takes time. The implementation period of the project should be designed to take that into account.</p> <p>It is acknowledged that some project partners have more financial stability and are able to pre-finance the project implementation. Others again need to rely more on signed contracts. It is nevertheless the responsibility of the LP (and of all partners) to co-ordinate the project in time to ensure joint project implementation and joint achievements!</p> <p>Concerning the prolongation of the project implementation period the advice of the MA is to postpone this decision towards final phase of the project, where it is visible if a prolongation is really needed, and if yes, how long. This is usually not visible at a delayed start, whatever the reasons is.</p>	
38	Contracting	Budget	Is it OK if we change the planned staff cost reporting scheme or method during contracting?	<p>In the contracting phase the project holders must fill in the "Staff cost data sheet" with data about the persons practically employed in the project, including the chosen schemes and methods for reporting the related employment costs. Please always consult with your RC before you fix the staff cost reporting scheme and method. Sometimes it turns out during consultation with the RCs (through them indirectly with the FLC) that the originally chosen staff cost reporting scheme or method is not appropriate.</p> <p>As the change between staff cost reporting schemes and methods is very limited, usually the last chance to modify your original choice in the application form is before the staff expenditure related to the concrete person is reported the first time. Therefore in order to avoid complications later in reporting, please rely on the advice of your RC!</p>	
39	Contracting	Advance	If the Hungarian partner is involved in several projects, does it have to open separate Forint accounts to receive the advance payment provided by the Hungarian Government to beneficiaries of approved projects?	Hungarian project partners who are awarded an advance payment of up to 50% or up to 100% of their ERDF financing on the basis of the Government Decree 126/2016, must open in line with the same decree a separate Forint account to each of the projects they are involved in.	Hungarian Government Decree 126/2016
40	Contracting	Advance	Does the Hungarian partner have to open separate Euro accounts for each of its projects, in order to receive the automatic financial contribution of the Hungarian Government?	No, to receive the automatic financial contribution of the Hungarian Government (10% or 15% of the partner budget, depending on the organisation), the Government Decree 126/2016 does not prescribe to open separate Euro accounts.	Hungarian Government Decree 126/2016
41	Implementation	Reporting / documentation	If the Hungarian partner is awarded by the Hungarian Government an advance payment of the ERDF co-financing, how will the repayment be organised?	In order to ensure proper repayment according to the relevant contract on advance payment, Hungarian beneficiaries have to report to the FLC about their ERDF reimbursement using the "Declaration on certified and reimbursed expenditure". The amounts and deadlines for the repayment are defined according to this.	Guide on reporting for Hungarian beneficiaries
42	Implementation	Financing	When do we get our project related expenditure reimbursed? Does the programme offer a possibility of advance payments?	<p>Project holders must pre-finance their activities. The first ERDF payment is transferred to the LP (and by the LP to the partners) after the first project report is confirmed by all relevant programme bodies. The reimbursement of the preparation costs (5000€ lump sum or in some cases real cost for infrastructure projects) is transferred to the LP together with the payment related to the first reporting period. This is typically at least half a year after the end of the first reporting period, or a year after project start (assuming typical 6 month reporting periods).</p> <p>The Programme does not offer a possibility of advance payment.</p>	Implementation Manual 3.2
43	Implementation	General	Why do I need a separate accounting system or an adequate accounting code for the project?	In line with Article 125 (4) (b) of the regulation (EU) 1303/2013 beneficiaries must maintain either a separate accounting system or an adequate accounting code for all transactions relating to an operation.	Eligibility Manual 3.1

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44	Implementation	General	Which is the earliest point in time when the expenditure related to our project is eligible?	<p>The eligibility period for the expenditure within the project starts in general with the start of implementation. The start date of the project cannot be earlier than the date of submission of the application form.</p> <p>Before the project start date only the costs related to the preparation period are eligible, i.e. 5000€ lump sum, or in some cases real costs related to infrastructure projects.</p> <p>Please note that the legal basis (order) and the performance must fall within the implementation period (between project start and end dates as registered in the application form), except for the real cost based preparation expenditure of infrastructure projects, where the legal basis (order) must be dated at the beginning of the work package preparation at the earliest.</p>	Application Manual 1.3 Eligibility Manual 3.5 and 3.6
45	Implementation	General	Which is the latest point in time for project implementation and for the eligibility of our expenditure? Until when can our project run?	<p>The period of eligibility must end with 31th December 2022 the latest.</p> <p>On project level the eligibility period ends 2 months after the project end date as registered in the application form. This means, after the closure of implementation there are 2 additional months for the service providers to issue invoices, and for the beneficiary to pay them, as well as to settle staff cost payments. Until the end of the additional 2 months all payments must be concluded.</p> <p>If there is strong justification that without an extension of the project duration it would not be possible to achieve the project specific objectives or the main outputs, a request for prolongation can be submitted at least 1 month (but preferably 2-3 months) before the project end date. Such a prolongation request needs an approval of the MA.</p> <p>Neither the end date for the project implementation nor the eligibility period (including the additional 2 month for settling payments) can be prolonged after the 31 December 2022.</p>	Application Manual 1.3 Eligibility Manual 3.5 Implementation Manual 4.6.3
46	Implementation	Reporting / Financing	Which is the earliest point in time when we can submit or invoices for certification and when do we get them reimbursed?	<p>The implementation of the project can start on the day registered in the application form as the project start date. This date is also fixed in the ERDF contract. The partner reports about the preparation period and the first reporting report (including the financial report and the related invoices) can be submitted to the responsible first level control body after the ERDF contract has been signed by the MA and the LP.</p> <p>The FLC has 3 months to certify the expenditure reported by the partners, although please note, that most FLCs in the Austria-Hungary Programme suspend the three month deadline for the period of clarifications or submission of formally missing documents (at the Hungarian FLC this procedure is within the three months deadline).</p> <p>The Lead Partner shall start to prepare the project level report as soon as information about the content of activities and achievements is available. This means the LP does not have to wait until all partner reports are certified, but can start writing the project report when the partner reports are available, or after the end of the period as soon as the necessary information is known. This way in principle the project report can be finalised right after the partner certificates become available. According to the ERDF contract the project reports should be submitted by the LP to the JS 5 months after the end of the period.</p> <p>The report is processed by the JS and forwarded to the MA and Certifying Authority. The disbursement of funds by the CA shall take at the latest within 90 days from the date of submission of the submitted project report to the JS.</p>	Implementation Manual 3.2, 3.3.10, 3.4.8
47	Implementation	Reporting	How frequently do we have to report about our project?	<p>The duration of the reporting period is decided by the partnership and laid down already in the application form, but at least once a year the reporting obligation must be met, however, the programme does not recommended to set up more than three reporting periods per year.</p>	Application Manual 2.5.3

No	Project stage	Main topic	Question	Proposed answer	Reference to the Manuals
48	Implementation	Reporting	In the current reporting period our organisation did not have any expenditure, what should we write in the partner report?	<p>Even if the partner did not have expenditure in a certain reporting period, the content part of the partner report must be filled in logically.</p> <p>Although it is possible that some partners do not report expenditure in a certain reporting period, we assume that also during that time they actively participate in the work of the partnership. Related invoices can be issued and paid at a later point in time. It is also possible that some activities can be implemented free of charge, or at the cost of other partners. If, for some reason the partner did not have activities at all in a certain period, a meaningful justification shall be provided. In all such cases, independent if the partner report is a so called "zero report", its content has to be filled in, and verified by the FLC.</p> <p>It is also to be noted that while the FLC certifies the expenditure of the partners, they should also control the implementation of the project part that is in the responsibility of the respective partner.</p> <p>The content part of the partner report is also an important source of information for the LP to compile the project report.</p>	Implementation Manual 3.3.1
49	Implementation	Reporting	The project partner covers travel costs of the project's target group to certain project events. Should it be reported in the "Travel and accommodation" budget line or in the "External services and expertise"?	The budget category "travel and accommodation" refers to expenditure on travel and accommodation costs of staff of partner organisations. If the PP offers travel arrangements to the project's target group, it should be budgeted in the external expertise and services budget line. In these cases usually a travel service provider should be selected in accordance with the cost category specific eligibility requirements (incl. proof of market price according to the relevant thresholds). The reimbursement of travel tickets or mileage for individual participants by the project partner is not possible.	Eligibility Manual 5.3.1
50	Implementation	Reporting	We haven't reported some project related expenditure that was already paid in the previous reporting period. Can we still report them in the current period?	<p>The expenditure occurred in the project should be usually reported for the period when it has occurred. However, if for any reason this has not happened, it can be included in the report of a later period as well.</p> <p>Similar is when an expenditure is not verified by the FLC (e.g. due to formally missing documentation) and put on hold. Such invoices are not "lost" for the project. If later the partner can provide clarification to the FLC, that piece of expenditure can be verified together with expenditures of a subsequent report.</p>	Implementation Manual 3.3.10
51	Implementation	Reporting / documentation	Where can I find a complete list of concrete documents required as attachment for reporting? Who can help me in this respect?	<p>The general requirements for documentation of the audit trail is specific for the cost categories, and differs also e.g. according to the chosen reporting scheme for the staff costs, or according to the value of the procurement. The relevant minimum requirements of the programme can be found in the relevant sections of the Eligibility Manual. Please look for the keywords: "Specifications, reporting and audit trail".</p>	Eligibility Manual 5.1.3.1, 5.1.4.2, 5.2.3, 5.3.3, 5.4.3, 5.5.3, 5.6.3

No	Project stage	Main topic	Question	Proposed answer	Reference to the Manuals
52	Implementation	Reporting / documentation	What are the formal requirements for the invoices we collect from our service providers and deliverers?	<p>Invoices or accounting documents of equivalent probative value should normally bear the following pieces of information:</p> <ul style="list-style-type: none"> • Name of the programme • Project number • Project acronym <p>Copies and e-invoices are only acceptable for control if the original invoice includes at least two out of the above three items, otherwise the control must be based on the original invoice and the FLC must void it with a stamp.</p> <p>The above rules do not exclude invoices (or other accounting documents of equivalent probative value) that don't include the listed items, it only says that in such cases the original invoice has to be submitted to the FLC that will void it with a stamp (electronic invoice or copy is not possible).</p> <p>With other words, if the electronic invoice (or other accounting documents of equivalent probative value) or the copy includes two of the above three items, it must be accepted by the FLC.</p> <p>In addition that, obviously national legislation about the requirements related to invoices prevails.</p>	Eligibility Manual 3.4
53	Implementation	Reporting / documentation	What are the requirements for the documentation of shared financing of a project out of different sources?	<p>If a part of a project is financed by another project (in another programme), a plausible allocation key and (if relevant) a comprehensible calculation method, including a sound justification, must be provided about the shared financing as soon as possible. For large infrastructure projects, this information must already be part of the project proposal. In the case of shared costs on a smaller scale (such as joint events, publications), the appropriate method of calculation should be submitted during reporting with the partner report.</p> <p>As an attachment to the application, all partners must submit a list of all national and EU funded projects (submitted and approved) that they implement during the project period. In case of changes (new funded project) the list must be updated. For larger organizations, such as universities or public institutions it is sufficient to provide information at the level of the department involved in the project.</p>	Eligibility Manual 3.2.1
54	Implementation	Reporting / documentation	What are the requirements for the documentation of shared financing of costs within the partnership?	<p>In the Austria-Hungary Interreg Programme the project partners must not be contractors to one another in the context of the project. Project partners cannot issue invoice to each other for their expenditure.</p> <p>Therefore if one partner acts for the other partners and common expenditure occurs in the project (e.g. conference, website, project management, provision of services, products or work, etc.) for deliverables that are also used by other project partners, specific rules have to be applied.</p> <p>When invoices are shared between partners, they should prepare a written agreement which must be confirmed by the responsible FLC in advance (information goes to the JS), the primary FLC certifies the total value, and partners pay their share to the partner who originally paid the invoice.</p> <p>The shared implementation of a public procurement procedure by two or more partners must be in line with Art. 38 and 39 of the Directive 2014/24/EU.</p>	Eligibility Manual 3.2.2

No	Project stage	Main topic	Question	Proposed answer	Reference to the Manuals
55	Implementation	Reporting / documentation	In the course of project implementation I have to travel a lot on behalf of my organisation (project partner). What are the requirements for the documentation of my business trips?	<p>For travel expenditure the following documents must be provided to the controller:</p> <p>a) Authorisation of mission of the employee(s) travelling, bearing information on the destination and the start and end date of the mission;</p> <p>b) Proof of expenditure and of mission (e.g. invoice of travel agent, flight or train ticket, boarding pass);</p> <p>c) Documentation related to the reimbursement of costs borne by the employee either based on daily allowance or on real costs, according to the beneficiary organisation's internal rules. When claiming on a real cost basis all documents proving the costs occurred must be included (e.g., bus or metro tickets, meal receipts);</p> <p>d) In case of travel by car (either employee's car or company car), mileage calculation sheet with statement of the distance covered, the cost per unit according to national or institutional rules and total cost;</p> <p>e) Other supporting documents (e.g. invitation, agenda);</p> <p>f) Proof of payment of costs directly paid by the beneficiary and/or proof of reimbursement to the employee (e.g. extract from a reliable accounting system of the beneficiary, bank statement).</p> <p>With respect to the principle of sound financial management, the most cost-efficient mean of transportation shall be used.</p> <p>The duration of the mission must be clearly in line with the purpose of it.</p> <p>Daily allowances must be in line with national and internal rules of the beneficiary, but must not exceed those set at Council Regulation.</p> <p>Travel and accommodation costs outside the programme region must be either explicitly foreseen in the approved application form or, if not, they have to be previously authorised by the MA/JS.</p> <p>Travel and accommodation costs of external experts and service providers can be reimbursed only under the external expertise and services cost category.</p>	Eligibility Manual 5.3.3
56	Implementation	Reporting / documentation	How precisely do we need to justify the chosen travel method/route, or any deviation from the shortest route according to the route planner (e.g. due to the road being blocked by an accident)? It's often difficult to recall the reasons and prove the deviation. Could the FLC be more flexible in these issues?	<p>In general the beneficiaries are supposed to justify the chosen travel method and route for the business trips. Related travel and accommodation expenditure should be in line with the content of the project. At the same time a reasonable flexibility is expected also from the FLCs. The Programme proposes that the burden with the clarification should be in line with the size of the related expenditure.</p>	
57	Implementation	Reporting / documentation	Does the approval of the business trip (within the organisation) have to be always before the travel?	<p>The approval of the business trip can be also after the travel, as long as this is acceptable in the project partner organisation.</p>	
58	Implementation	Reporting / documentation	Are there some guiding values for economic travel and accommodation expenditure?	<p>The programme does not offer general guiding values for economic travel and accommodation expenditure. However, if the project partner organisation concerned has generally valid internal rules on thresholds for accommodation and/or travel costs, or if there are national/regional rules on that, the FLC is supposed to rely on them. Such guiding values can contribute to simplified reporting and control of travel and accommodation expenditure.</p>	
59	Implementation	Reporting / documentation	What documentation do we have to provide, if we apply the 15% flat rate for overhead costs?	<p>No documentation on office and administration expenses is required to be provided to the controller, nor do controllers need to check anything (incl. double financing, or if the amount refers to the principle of economy, efficiency and effectiveness) beyond the calculation of the flat rate based on the direct costs.</p> <p>Only the certified staff costs are needed in order to calculate the office and administration flat rate.</p> <p>The cost items listed under the office and administration cost category (5.2.1 a-l) cannot be reimbursed under any other cost category, even if the project partner chooses to not make use of the reimbursement of office and administration costs as a flat rate financing.</p>	Eligibility Manual 5.2.3 and 5.2.1

No	Project stage	Main topic	Question	Proposed answer	Reference to the Manuals
60	Implementation	Reporting / documentation	How should the travel expenditure of our external expert be reported/reimbursed?	Travel and accommodation costs for external experts, speakers, chairpersons of meetings and service providers are eligible in the external expertise and services budget line. The coverage of travel costs should be part of the contract or written agreement laying down the services to be provided.	Eligibility Manual 5.4.1.n (5.3.3.1.g)
61	Implementation	Reporting / documentation	What are the requirements for external services / expertise related to the project? Which services can be eligible and what is the circle of required documentation to prove the expenditure?	<p>External expertise and services are provided by a public or private body or a natural person outside of the beneficiary organisation. The “external expertise and services” category covers costs paid on the basis of contracts or written agreements and against invoices or requests for reimbursement to external experts and service providers sub-contracted to carry out certain tasks or activities directly linked to the implementation of the project.</p> <p>You can find the list of eligible services under this category and details of the required documentation in the Eligibility Manual.</p>	Eligibility Manual 5.4
62	Implementation	Reporting / documentation	Why do I need an estimated procurement value and what should it look like?	You should estimate the value of your planned procurement to be able to tell which procedure is to be applied for the procurement procedure. If e.g. the estimated procurement value is below the national threshold for public procurements, you have to apply the programme rules to prove the market price above 5000€. Above the public procurement threshold the relevant national legislation must be applied. Your estimation of the procurement value must be documented above the national threshold. Although not legally prescribed, it may be good to have the documentation also for values close to this threshold. If you are not sure what to do, you may need to employ a public procurement expert.	
63	Implementation	Reporting / documentation	We have implemented a public procurement procedure, and we used the support of an external procurement expert. When do we have to submit the procurement documentation to the FLC?	In the report where the invoice issued by the public procurement expert is included, the procurement documentation (as the proof of performance) should be attached. In this case the procurement documentation does not have to be submitted again with the invoice related to the delivery of service or equipment.	
64	Implementation	Reporting / documentation	Our procurement for an external service / equipment purchase is below the national threshold. How can we prove the adequacy of the price?	<p>Below net 5 000 € (excl. VAT) no further documents are required, but the principles of sound financial management must be applied. If shortcomings are detected by the controllers, additional documentation or evidence can be requested (e.g. internet research, market research, best practice evidence based on screenshots or other forms of documentation). Note that procurement must not be split artificially to circumvent the 5 000 € threshold.</p> <p>Above net 5 000 € (excl. VAT) beneficiaries must perform and document the execution of adequate market searches (e.g. through collecting bids – at least three independent offers requested, using centralised e-procurement services.) In case the best bidder is selected precise award criteria should be provided, otherwise the cheapest bidder must be selected. If a similar service is ordered under the same conditions, the collection of comparative offers may be waived if the market price has been verified once in the past 36 months.</p>	Eligibility Manual 5.4.3.2.b.a and b.b, 5.5.3.2.b.a and b.b
65	Implementation	Reporting / documentation	Do I always have to provide documentation to prove price adequacy for procurements below 5 000 € (excl. VAT)?	<p>No, for procurements below 5 000 € (excl. VAT) documentation to prove price adequacy is not always necessary.</p> <p>Below net 5000 € (excl. VAT) it is not obligatory to provide comparative offers or other documents about price adequacy to the FLC. Especially in case of standard services and equipment in mass production, where there is publicly available information about market prices, the FLC can verify the expenditure without requesting further documentation.</p> <p>Of course this does not mean that the beneficiary can buy anything for the project at any price if it is below net 5000€. The compliance with the principles of sound financial management means that the price of the service or the equipment must be in line with its value and the generally available market prices. Comparable previous cases in the practice of the FLC or of the beneficiary can be sufficient to verify the expenditure. In case of doubt the FLC can perform itself, or request the beneficiary to provide evidence based on internet research, market research, best practice evidence based on screenshots or other forms of documentation. Below net 5000€ however, this should be rather the exception for doubtful cases than the rule.</p>	Eligibility Manual 5.4.3.2.b.b, 5.5.3.2.b.b

No	Project stage	Main topic	Question	Proposed answer	Reference to the Manuals
66	Implementation	Reporting / documentation	For a procurement below the national threshold but above net 5 000 € we asked for three alternative offers, but received only 1 or 2. Is it acceptable?	In case of expenditure below the national threshold but above net 5000 € the beneficiaries must perform and document the execution of adequate market searches. Collecting bids, at least three independent offers is mentioned in the Eligibility Manual as an example. The market price can also be proven e.g. through using centralised e-procurement services. If the beneficiary chooses to collect independent alternative offers, normally at least three should be requested. It is, however, acceptable, if less than three offers are received. On markets where the potential circle of bidders is small, also less than three requested offers may be acceptable, however for such cases sufficient justification should be provided.	Eligibility Manual 5.4.3.2.b.a, 5.5.3.2.b.a
67	Implementation	Reporting / documentation	Is there a need to provide proof to the adequacy of the price for food and beverages (catering) at internal partner meetings if at least one Austrian and one Hungarian partner are present, and if catering costs do not exceed net 10 € /participant?	No, it is not necessary.	Eligibility Manual 3.9.I and 5.4.3.2.b.b
68	Implementation	Reporting / documentation	What is an in-house procurement? How do I prove real costs?	<p>In-house subcontracting is exempt from the applicable public procurement rules in the meaning of Art. 12 of the Directive 2014/24/EU of the European Parliament and of the Council. In these cases</p> <p>a) the contracting authority exercises over the legal person concerned a control which is similar to that which it exercises over its own departments.</p> <p>b) more than 80 % of the activities of the controlled legal person are carried out in the performance of tasks entrusted to it by the controlling contracting authority or by other legal persons controlled by that contracting authority;</p> <p>c) and there is no direct private capital participation in the controlled legal person with the exception of non-controlling and non-blocking forms of private capital participation required by national legislative provisions, in conformity with the Treaties of the EU, which do not exert a decisive influence on the controlled legal person.</p> <p>Being exempt from the applicable public procurement rules means that in case of in-house subcontracting no procurement procedure or collection of alternative offers have to be performed. However, the in-house subcontractor shall charge only real costs for the services provided, meaning only production costs that have occurred at the subcontractor.</p>	Eligibility Manual 5.4.3.1.b (footnote 21) and 5.5.3.1.c (footnote 24) Directive 2014/24/EU
69	Implementation	Reporting / documentation	How shall we handle large volumes of supporting documents to the reports?	<p>Supporting documents to the partner report must be submitted to the FLC in electronic format independent if they are uploaded to eMS or submitted on electronic data carriers.</p> <p>For documents that are originally produced electronically, it is preferred that you don't print and scan them, but continue using the electronic version in your reports, or produce pdf out of your document, if necessary. Scanning should be used only for documents where no original electronic version is available. Documents do not necessarily have to be scanned in color, but in any case a scanning resolution should be chosen that provides a good balance between readability and file size.</p>	Implementation Manual 3.3.5.1.a
70	Implementation	Reporting / documentation	The maximal size of 5MB for uploaded documents (e.g. proof of deliverables, outputs, etc.) is a strong limitation. Our photos and scanned documents often don't fit into this limitation. What shall we do in such cases?	For documents that are originally produced electronically, it is preferred that they are not printed and scanned again, but used electronically in the reports, or if necessary, pdf documents should be directly produced out of other formats. Scanning should be used only for documents where no original electronic version is available. Documents do not necessarily have to be scanned in color, but in any case a scanning resolution should be chosen that provides a good balance between readability and file size. For large electronic documents it is usually possible to save them in lower quality (e.g. using a lower resolution). Compression (zip, rar) can sometimes also help, although with jpg and pdf formats usually no substantial compression can be achieved.	

No	Project stage	Main topic	Question	Proposed answer	Reference to the Manuals
71	Implementation	Staff costs	What are the necessary documents to prove staff costs according to various staff cost reporting schemes?	<p>The programme requirements for the documentation of the audit trail are specific according to the chosen reporting scheme and method for the staff costs. The relevant minimum requirements can be found in the Eligibility Manual.</p> <p>Due to the different national (and partly regional) rules and procedures, however, the exact form and precise content of the documents of the audit trail can be different by member state and by region. The Download section of the programme webpage includes specific documents for reporting staff costs for Austrian project partners including staff cost reporting sheets and guidelines for all different reporting options and methods. Similarly, a guide and its annexes for reporting are available for Hungarian project partners, including a reporting sheet for staff costs. Please ensure that you always use the most up-to-date version of these documents!</p> <p>Please consult your FLC what form the documents to be attached to your partner report should take.</p>	Eligibility Manual 5.1.3.1 + 5.1.3.2.a, 5.1.3.2.b.a, 5.1.3.2.b.b.1, 5.1.3.2.b.b.ii, 5.1.3.2.c, as well as 5.1.5
72	Implementation	Staff costs	What is a meaningful justification for the hours recorded on the time sheet for the project?	Data gathered in the time recording system (time sheets) for the hours worked on the project should be clearly linked to the project. Unless serious doubt arises concerning the work of the employee concerned, the programme sees no reason to ask for additional justification of the hours recorded on the time sheet.	Eligibility Manual 5.1.3.2.b and 5.1.3.2.c
73	Implementation	Staff costs	What obligation for documentation do we have for flat rate staff costs?	<p>No documentation has to be submitted to the controller if the staff cost is reimbursed on a flat rate basis.</p> <p>Beneficiaries do not need to document that the expenditure for staff costs has been incurred and paid or that the flat rate corresponds to the reality. Nor do controllers need to check anything (incl. double financing, or if the amount refers to the principle of economy, efficiency and effectiveness) beyond the calculation of the flat rate based on the direct costs.</p> <p>However, the beneficiary has to submit as part of the application a proof that it has at least one employee, and repeat it in the first report. On request of the responsible controller a repeated proof can be requested later again. The veracity of the document that the beneficiary has employee(s) may be checked by any of the bodies entitled to perform controls and audits.</p>	Eligibility Manual 5.4.1.2
74	Implementation	Staff costs	Which parts of the staff expenditure are NOT eligible?	<p>The following staff expenditures are not eligible:</p> <ul style="list-style-type: none"> • Unjustified ad-hoc salary increases or bonuses for project purposes • benefits in kind • unpaid voluntary work • sole proprietor payments 	Eligibility Manual 5.1.3.1, 3.9.n and 3.9.o
75	Implementation	Staff costs	One of our staff members employed in the project got sick and was absent for some time. Is the payment by the social insurance to him/her related to his/her sick leave eligible?	The payment reimbursed to the employer by the social insurance (in Hungary) is not eligible, because this expenditure at the end does not occur at the project partner.	
76	Implementation	Reporting / certification	Who checks our partner reports?	<p>The bodies designated to carry out control tasks (First Level Control - FLC) are</p> <p>in Austria</p> <ul style="list-style-type: none"> • Burgenland: Regionalmanagement Burgenland • Niederösterreich: Amt der NÖ Landesregierung • Steiermark: Amt der Stmk Landesregierung • Wien: Stadt Wien, MA 27 <p>in Hungary</p> <ul style="list-style-type: none"> • Széchenyi Programiroda Nonprofit Kft. 	

No	Project stage	Main topic	Question	Proposed answer	Reference to the Manuals
77	Implementation	Reporting / certification	Why does the FLC put certain activities or budget items into question although they are part of the approved application?	<p>The FLC is obliged to check every single activity and invoice for compliance with the eligibility rules and with the approved content of the AF.</p> <p>If the FLC considers that the concrete practical implementation of an activity does not have a project relevance, it may not certify the related expenditure.</p> <p>On the other hand it is also possible, that an activity which is not explicitly mentioned in the application form is needed to achieve some of the project targets, or it has clear added value for those targets. In that case the FLC can verify the related expenditure in its own circle of responsibility (assuming that other eligibility conditions such as documentation, sufficiently available funding, etc. are available).</p>	
78	Implementation	Reporting / certification	The FLC has certified our partner level report but with my user right as a project partner I don't have access to the signed certificate. Where can I find it?	The project partners see in the report overview when the report has been certified by the FLC, they also see corrections and the amount certified in the list of expenditures. The certificate as printed/scanned/uploaded document is currently not available with user rights of a PP. From the perspective of the programme it is not necessary, as the LP can include certificates into the project reports independent of that.	
79	Implementation	General	What are our obligations regarding maintenance of the project results after project closure?	<p>In accordance with the provision of Article 71 of Regulation (EU) No 1303/2013, the supported project involving investment in infrastructure or productive investment may not undergo significant changes over a period of five years after the final payment to the beneficiary which significantly affect the nature or content of the project. The Managing Authority must be notified without delay about any substantial change in the nature, objectives or implementation conditions (for example, transfer to another legal entity, cessation of operations). Although the beneficiaries should in general pursue the best possible durability of project results, this specific requirement is only valid for projects involving investment in infrastructure or productive investment.</p> <p>On top of that, project results may not be sold or misappropriated within a period of five years from the final payment to the beneficiary.</p>	ERDF contract §17 Art. 71 of Regulation 1303/2013/EU
80	Implementation	eMS	Why is it not possible to print (create pdf of) the partner and project reports?	eMS is a tool for many Interreg programmes but print templates are programme specific, they need to be programmed by the programmes themselves. As both partner and project reports are forwarded electronically to the next phase in processing, the Programme does not consider it to be necessary to provide print templates.	
81	Implementation	eMS	eMS does not send confirmation about submitted reports, certification, involvement of the certified expenditure in a submitted project report, or processing by the Joint Secretariat Managing Authority or the Certifying Authority. How can I get informed about the status of my expected ERDF reimbursement?	The status of the project and of the reports is always visible in eMS online in the reporting overview.	
82	Implementation	Communication	What are the most important requirements of the programme for communication? Where do I find them?	The Communication Manual of the programme includes all relevant requirements.	
83	Implementation	Communication	Why aren't there letter and presentation templates offered in the Download section of the programme webpage, to help include visibility elements in our communication (programme-, project logo, EU flag)?	The minimum requirements for visibility elements are valid for each project but beyond that the beneficiaries can develop their own visual identity. Providing letter and presentation templates by the programme would be too restrictive and it is not considered as necessary. If you use the Interreg project logo on your templates, as offered by the Programme, you can easily fulfil visibility requirements.	Communication Manual 3 and 4
84	Implementation	Communication	Are there any specific visibility requirements for communication in social media (e.g. Facebook, Twitter, LinkedIn, etc.)?	There are no specific visibility requirements for communication in social media. We advise you to use the Interreg project logo or your own project logo and the EU flag in your title picture.	Communication Manual 3 and 4
85	Implementation	Communication	How shall we use the Interreg project logo together with other logos?	Sometimes the Interreg project logo or the programme logo is combined with other logos (this also applies when using your own project logo). In this case, the EU emblem (flag) - which is part of the Interreg project logo or of the program logo - must not be smaller than the size measured in height or width of the largest logo on the same page or surface.	Communication Manual 4.3

No	Project stage	Main topic	Question	Proposed answer	Reference to the Manuals
86	Implementation	Communication	On the programme webpage invitations to several project events are published. Why don't we find summary reports about those events?	Project holders are encouraged to provide (at least) short reports about their public events and other achievements on their microsite or on their own homepage.	
87	Modification	General	What is the procedure for the modification? How detailed should be our modification request and what documents do we have to attach?	<p>Modification requests don't need to include the complete details of the modification, only a short description of the modification's content with sufficient justification. After the Application Form is opened, the modification itself needs to be recorded in the eMS. The monitoring system stores previous versions in the project history and the JS can compare the modified version with the previous one. If supporting documents are necessary, they should be usually uploaded to the modified version of the Application Form. Please consult the JS, if/which supporting documents are needed. Although in newer versions of eMS there is an upload possibility in the Modification request itself, please consult the JS before you upload large volume of documents there.</p> <p>Please note that the modifications have an impact only on the reports that are opened after the approval of the modification. All reports are linked to the version of the application that was valid when they were opened. If you open a report, eMS shows a warning if it is linked to a previous version of the application.</p> <p>Projects that are under modification are opened in their currently valid version, with a warning text on the top of the page, that points to the saved change version, accessible for users with appropriate privileges.</p>	Implementation Manual 4.3
88	Modification	General	Compared to the original budget breakdown to reporting periods our expenditure during implementation was shifted in time. Do we need to report it or make any adaptations?	If the financial implementation deviates from the plan on the level reporting periods, no modification is needed in the Application Form, but please report the delay including the challenges and possible solutions in the partner and/or project report.	Implementation Manual 4.6.1
89	Modification	Budget / staff cost	There is a change during project implementation in the project staff (employed by the beneficiary). What administrative steps are needed?	If a staff member finishes working for the project, the end date of his/her employment (for the project) has to be recorded on the Staff Cost Data Sheet. Add the new staff member on the Staff Cost Data Sheet (previous rows must not be deleted). Consult the RC/FLC about the applicable staff cost reporting scheme/method. You don't necessarily have to make changes to the partner budget in eMS.	Implementation Manual 4.5.3
90	Modification	Budget / staff cost	Can we change the chosen scheme for staff cost reporting during project implementation? What procedure do we need to follow?	<p>It is highly recommended that the chosen scheme for the settlement of costs related to the individual employees is kept for the whole project implementation. Justified changes are, however, possible in the following cases:</p> <ul style="list-style-type: none"> • between full time employment and part time employment with a fixed percentage • different percentage within the scheme part time employment with fixed percentage • replacement of an employee <p>It is not allowed to change between part time with fix percentage and part time with a flexible number of hours.</p>	Eligibility Manual 5.1.3.2
91	Modification	Budget / staff cost	Can we report the expenditure related to replacement staff (a person overtaking tasks of someone else) according to another staff cost scheme/method than for the person before? What rules/procedures do we need to follow?	The chosen scheme or method for the settlement of staff costs is related to the individual employees. It is in general not a problem if the staff costs related to a new staff member are reported according to another scheme/method. Please record the data of the new employee on the Staff Cost Data Sheet. You don't necessarily have to make changes to the partner budget in eMS.	Eligibility Manual 5.1.3.2

No	Project stage	Main topic	Question	Proposed answer	Reference to the Manuals
92	Modification	Budget / reallocation between budget lines	<p>Can we replace costs planned for a budget category with another (e.g. external expertise instead of internal staff or vice versa)?</p> <p>What procedure should be followed? If the modification is done, how will the FLC be informed?</p>	<p>The modification procedure is simple. If there is sufficient justification for the change and content of the project is basically not changed, only a reallocation between budget lines is needed, make a modification request (or if you're not the LP ask your Lead Partner to do it on your behalf) with the short description and justification of the modification. The Application Form will be opened by the JS where the LP can make the necessary changes. After the modification is saved and submitted, the JS will check it, and when it is approved, the FLC will see the actual version of the application form.</p> <p>If reallocations between budget lines reach a cumulative value of 10% of the total project budget, the JS will ask the approval of the Managing Authority to the modification. When the cumulative modifications reach 20% of the total project budget, the JS will ask the Monitoring Committee for its approval. After the MC's approval, the counting will be set back to 0%.</p>	Implementation Manual 4.5.2
93	Modification	Budget / reallocation within budget lines	<p>We would like to shift costs from certain budget items to other ones, and the amendment happens within the main budget line, no reallocation between budget categories is necessary. What procedures should we follow, whom we should contact (JS, FLC)?</p>	<p>If the actual expenditure for certain budget items is less than planned and higher for others, but no reallocation between budget lines is needed, you don't need to request a modification. Similarly, if there is some change in the specification of a service or an equipment, as long as it is still in line with the approved main content of the project, and contributes to the achievement of the project specific objectives and main outputs, no modification needs to be requested. Normally the FLCs should have the capacity and right to decide whether or not such a change is in line with the targets of the project, and if it is, related expenditure can be validated.</p>	Implementation Manual 4.2