

Harmonised implementation tools

Admissibility and eligibility

checks

(Final version 1.0 - September 2021)

This is an Admissibility and Eligibility checks template for standard projects applying for funds in any Interreg strand.

The main objectives of this template are:

* to identify missing or incorrect elements in the application form
* to verify the eligibility of a submitted application prior to quality assessment

To reach a high level of harmonisation, the HIT tools should be used as much as possible as they are. The tools have been designed based on an agreed structure that avoids asking for similar information in different contexts.

If needed, the following flexibility principles can be applied:

* It is possible to change the order of main parts or questions within each part.
* Changes that don't disrupt the main logic of sections/questions are possible. The logic can be disrupted when one change influences some other part(s) of the tool.
* Optional questions (in yellow) can be left out partially or in full.
* All overview tables can be customised. These are tables that take data from different fields to present this data in different combinations.
* Multiple languages are possible by adding fields to enter the text in other languages.
* Maximum length of text for answers will be decided by programmes because this depends on technical options in their online monitoring system. Some recommendations are given, where relevant.

Guidance:

* It is not possible to harmonise the checks listed in this document because of the different programme requirements and monitoring systems used.
* It is a list of possible checks that the programme can choose from as needed.
* It includes only yes/no questions where a no means an automatic rejection of the project. If something can be "corrected" during the negotiations, it should not be on this list. For example, an ineligible partner doesn't necessarily mean that the project cannot be implemented if this partner is excluded.
* If the checklist is to be used outside the monitoring system, you will need to add some project identification information; e.g., title, acronym, ID number, lead partner, etc.
* These checks will probably not be programmed in Jems because they will be programme- specific. The programme needs to set up their own automatic checks and a checklist can be used for human checks.
* In Jems, it should be possible to adapt the list of questions for each call.

###### JS/ MA Checks

Purpose and logic:

* These are the checks that have to be done manually by somebody because they can't be automatic.

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1. Obligatory annexes are attached to the application form, where applicable.
2. Supporting documents (e.g., technical investment documentation) are attached, where applicable.
3. The application form and its annexes are signed, where necessary, according to the programme rules.
4. The application package is in the required language(s). If applicable, annexes issued by third parties, in other languages than required, are accompanied by their translation.
5. All applicable sections of the application form are correctly filled in. There is no incorrect information; e.g., "to be added later".
6. Information presented in the application form and in annexes is consistent (e.g., co-financing amounts, partner names, etc.).
7. The Lead Partner has selected two joint cooperation criteria (for OMR) or three cooperation criteria (for Interreg programmes). OPTIONAL
8. The Lead partner is an eligible organisation. Programme to decide the rules; e.g., legal status, territorial eligibility – area. Note: This check is separate from other partners because LP has more requirements than other partners. Some checks can be automatic!
9. All project partners are eligible organisations. Programme to decide the rules; e.g., legal status, territorial eligibility – area. Note: Some checks can be automatic!

The project is/isn't formally compliant OR is/isn't admissible.