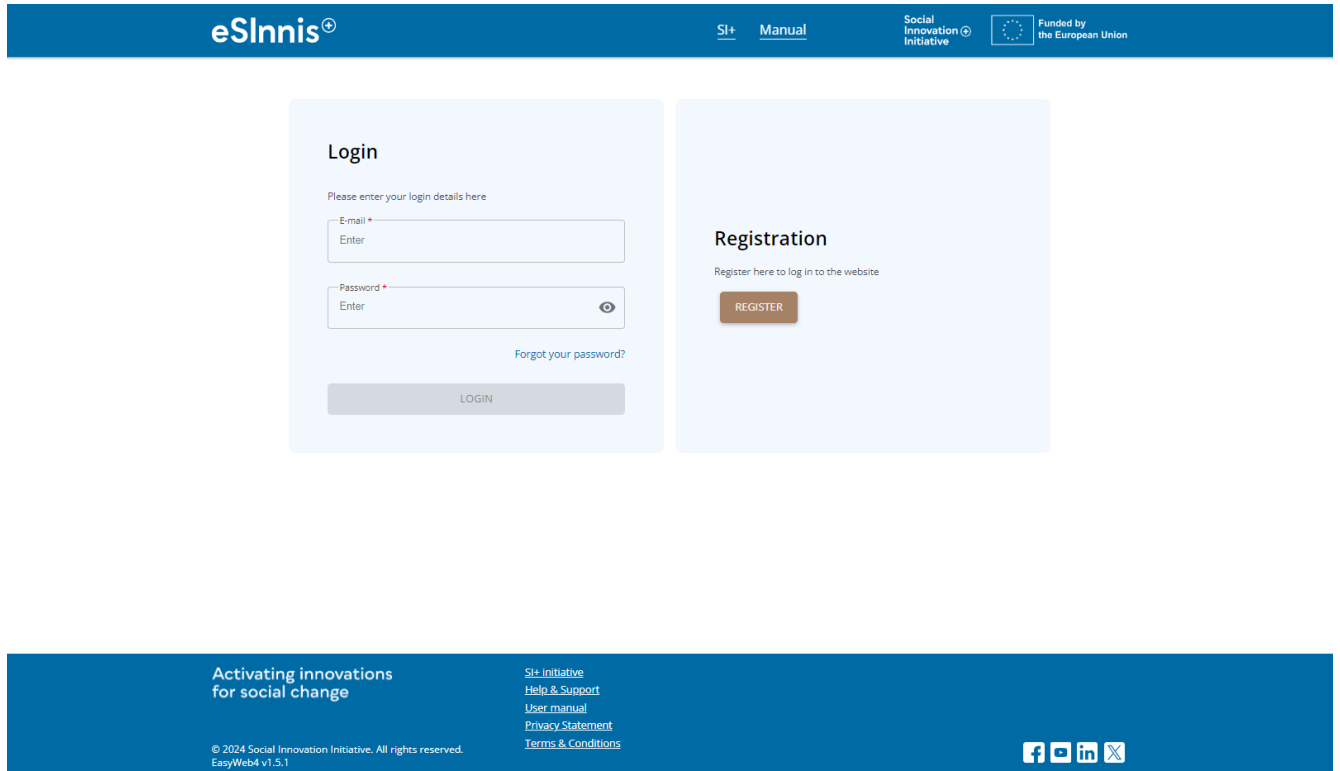


eSInnis User Guide

1. Login and Registration Page
 - 1.1. Registration
 - 1.2. Login
 - 1.3. Password Reminder
2. Account Management
 - 2.1. Sign Out
3. Cookies
4. Calls
 - 4.1. Call List Page Overview
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5. Applications
 - 5.1. Applications list overview
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 - 5.3. Application Page Review
 - 5.3.1. Preview of specific application sections
 - 5.4. Application users' management
 - 5.5. Submitting an Application
 - 5.6. Editing an Application
 - 5.7. Update a Submitted Application

1. Login and Registration Page

When you open the main page of the electronic Social Innovation Information System (hereinafter 'eSInnis'), the following window is displayed:



The following chapters provide a detailed description of how to register and log in to eSInnis, as well as what to do if you forget your login details.

1.1. Registration

The screenshot displays the eSInnis website interface. At the top, there is a blue header with the eSInnis logo, navigation links for 'SI+' and 'Manual', and logos for 'Social Innovation Initiative' and 'Funded by the European Union'. Below the header, the page is split into two main sections: 'Login' on the left and 'Registration' on the right. The 'Login' section includes a prompt to enter login details, an email input field with an 'Enter' label, a password input field with an 'Enter' label and a visibility toggle, a 'Forgot your password?' link, and a 'LOGIN' button. The 'Registration' section is highlighted with a red rectangular border and contains the text 'Register here to log in to the website' and a brown 'REGISTER' button. A red arrow points to the 'REGISTER' button. At the bottom of the page, there is a blue footer containing the text 'Activating innovations for social change', copyright information '© 2024 Social Innovation Initiative. All rights reserved. EasyWeb4 v1.5.1', a list of links for 'SI+ initiative', 'Help & Support', 'User manual', 'Privacy Statement', and 'Terms & Conditions', and social media icons for Facebook, YouTube, LinkedIn, and X.

On the opened login/registration screen, please select the “Registration” block and click the “Register” button.

After clicking on the “Register” button, a new window opens with a number of fields to fill in.

[Home](#)

Registration

Organisational data

Entity registration number *
Please enter your organisation's registration number

Legal name (as registered) *
Please enter the legal name of the organisation under which it is registered

Legal status *
Please indicate the legal status of your organisation

Address

Street name and house No. *
Please enter your organisation's address

City *
Please enter a city

Postcode *
Please enter your organisation's postcode

Region (if applicable)
Please enter the organisation region

Country *
Please select

Contacts

E-mail *
Please enter an email address

Phone number *

Website
If the organisation has a website, please enter it

Personal information

First name *
Please enter your name

Last name *
Please enter your last name

Position *
Please indicate your position within the company

E-mail *
Please enter an email address

Phone number *

I agree to Privacy Statement and eSINNIS Terms & Conditions

1. In the first section, eSInnis asks you to fill in the details of the organisation registering in eSInnis (Organisational data).

[Home](#)

Registration

Organisational data

Entity registration number *
Please enter your registration number

Legal name (as registered) *
Please enter your title

Legal status *
Please provide your current legal status or documentation as required for th...

Address

Street name and house no. *
Please enter the organization address


Town *
Please enter the city of Organization

Postcode *
Please enter the Organization postcode

Note: If you are registering the organisation for the second time or more, you can use the search function when entering the “Entity registration number”. In this case, the organisational data fields will be automatically filled in, and eSInnis will notify you that the data has been successfully filled in:



2. In the second section, eSInnis asks for the personal details of the organisation’s representative (Personal information).


Personal information 

First name *
Please enter your name

Last name *
Please enter your lastname

Position *
Please enter your position within the company

E-mail *
Please enter your e-mail address


Phone number *
 +370

I agree to Privacy Statement and eSINNIS Terms & Conditions


SUBMIT

3. Once all mandatory fields are filled in and “I agree to Privacy Statement and eSInnis Terms & Conditions” is selected, you may click the “Submit” button.

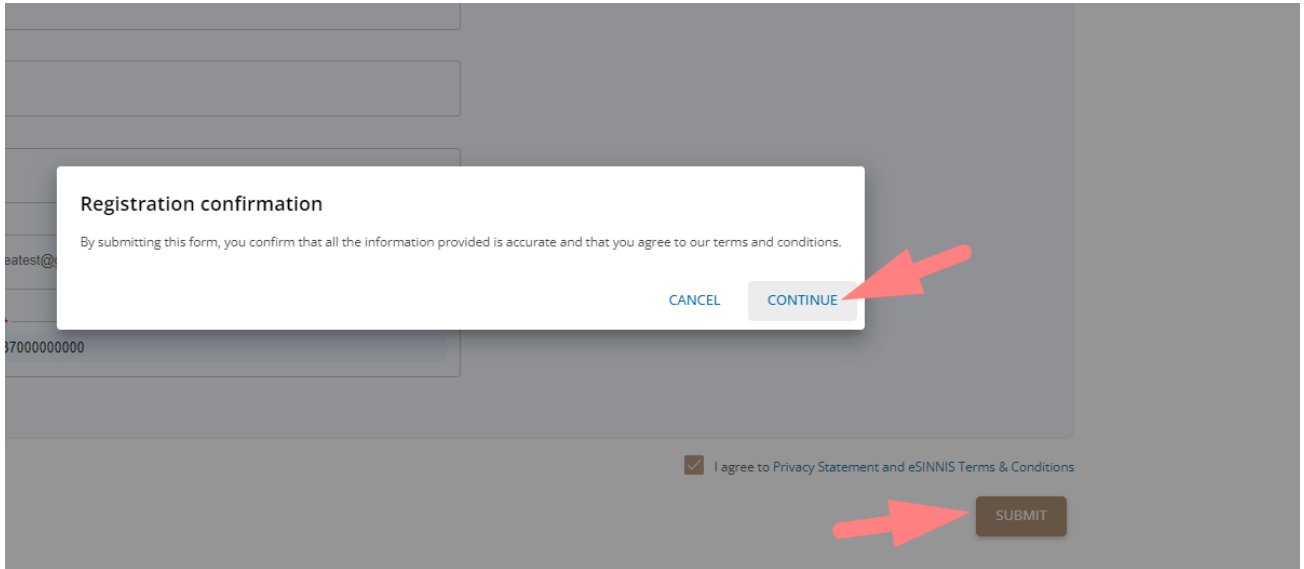
! eSInnis will only allow the registration to be completed (submit) if all mandatory fields are filled in and you agree to the privacy statement by selecting “I agree to Privacy Statement and eSInnis Terms & Conditions”.

Phone number *
 +370 00000000

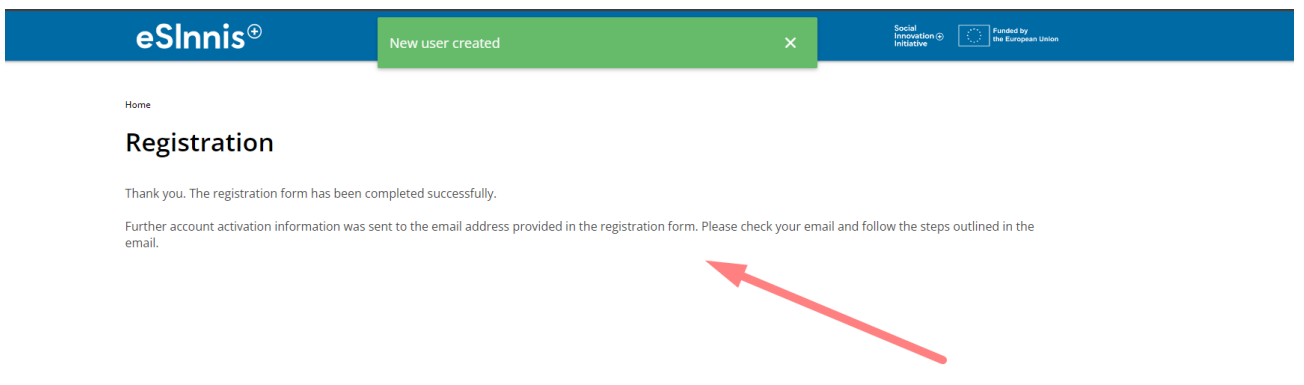
I agree to Privacy Statement and eSINNIS Terms & Conditions

 SUBMIT

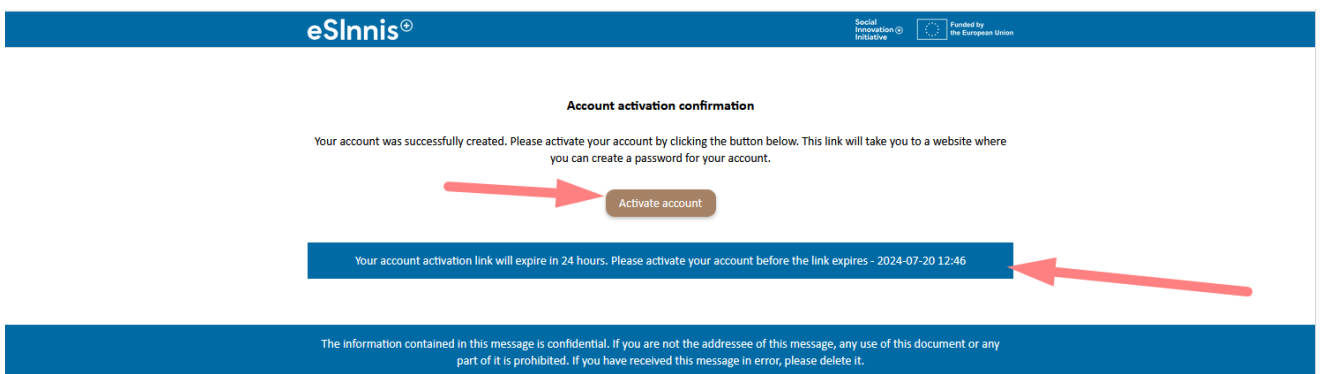
4. After clicking the button, a new window appears with an additional confirmation (Registration confirmation).



5. After clicking the "Continue" button a new window opens with a successful registration confirmation message, asking you to check your email inbox.



6. Upon checking your email, you should find an email entitled "Activate account."
7. The email contains registration information and further steps: an activation button labelled "Activate account" and details of the validation period for the confirmation link.



- After you click on the activation button, a new window opens asking you to create a new password and confirm it.

Home

New password

Account:

Please choose your own password following the password requirements provided.

- Minimum length 6

Password *

Repeat password *

Helloworld

ACTIVATE ACCOUNT

- The description also includes information on the password complexity requirements.
- To check that the password has been entered correctly, you can click on the “eye” icon, which reveals the previously entered text. Clicking the “eye” icon again will hide the password.
- If the passwords do not match, eSInnis will notify you with the following message:

Repeat password *

Passwords do not match

ACTIVATE ACCOUNT

- If both passwords match, eSInnis will allow you to click the “ACTIVATE ACCOUNT” button (it will change from grey to brown).

Home

New password

Account: mldatest@gmx.com

hoose a secure password that you will use to access your account. It should be a mix of letters, numbers, and special characters for added security

- Minimum length 4
- Must include numbers

Password *

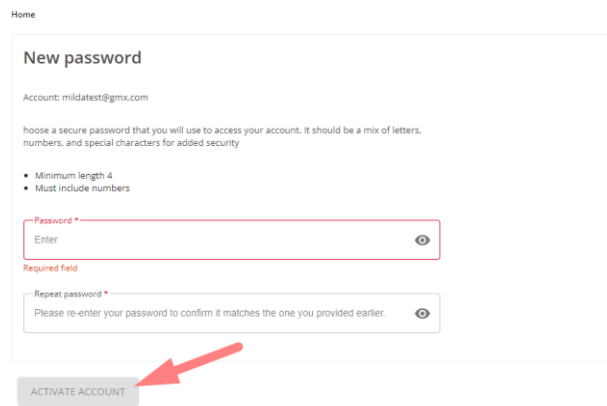
Enter

Required field

Repeat password *

Please re-enter your password to confirm it matches the one you provided earlier.

ACTIVATE ACCOUNT



Home

New password

Account: mldatest@gmx.com

hoose a secure password that you will use to access your account. It should be a mix of letters, numbers, and special characters for added security

- Minimum length 4
- Must include numbers

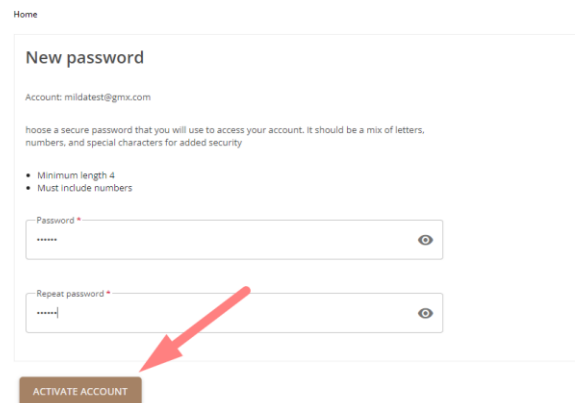
Password *

.....

Repeat password *

.....

ACTIVATE ACCOUNT



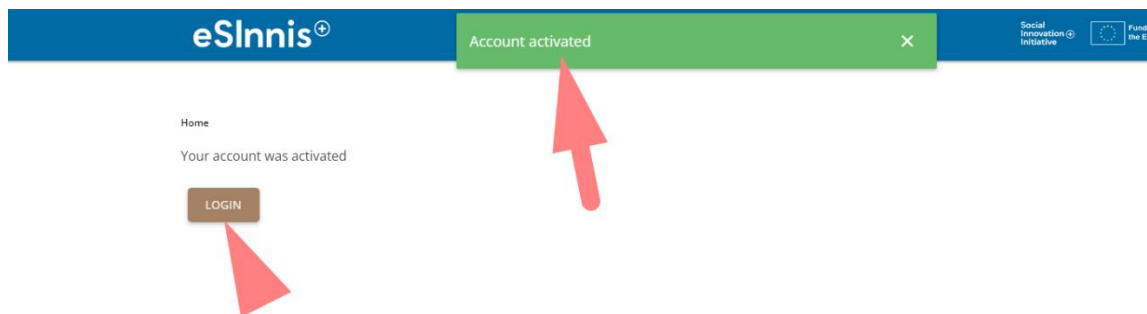
9. After you click on “ACTIVATE ACCOUNT”, a new window will open with a success message and a login button.

eSInnis⁺ Account activated

Home

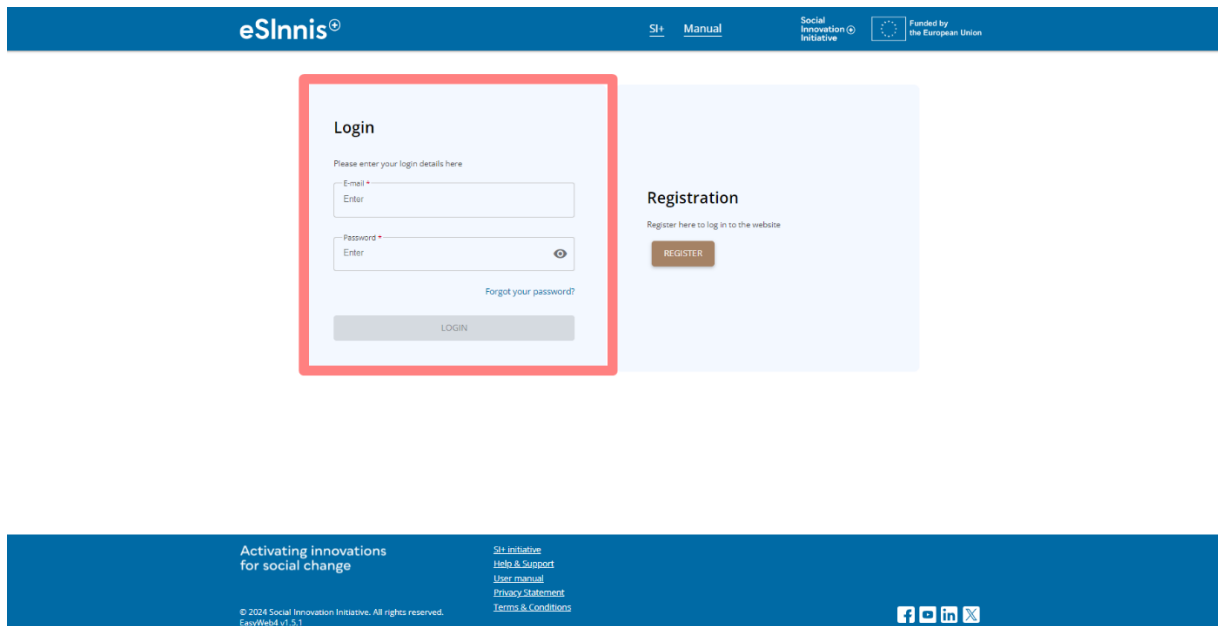
Your account was activated

LOGIN



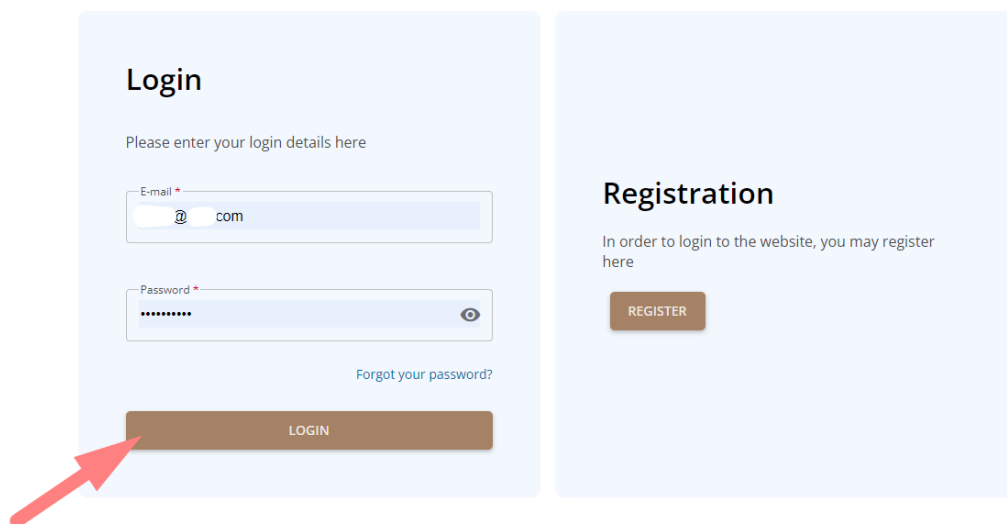
10. Clicking on “LOGIN” will redirect you to the initial login page where you can log in using the credentials of the activated account.

1.2. Login



To log in to eSInnis, you have to enter valid login credentials in the “Login” block: email address and password.

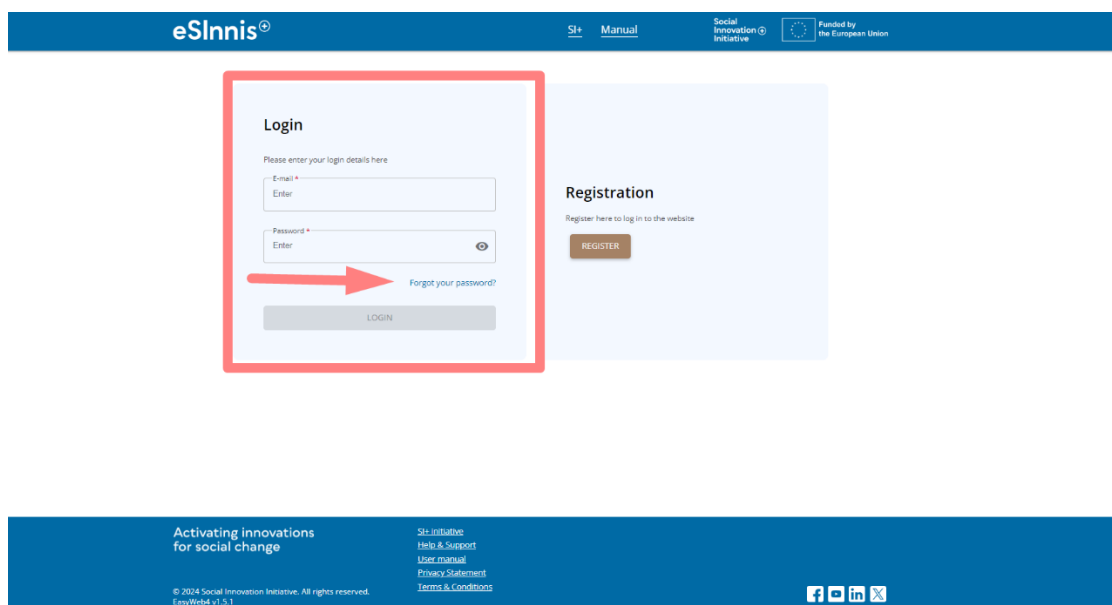
Once entered, click the “Login” button.



Once logged in to eSInnis, you will be redirected to the main page, the Calls page.

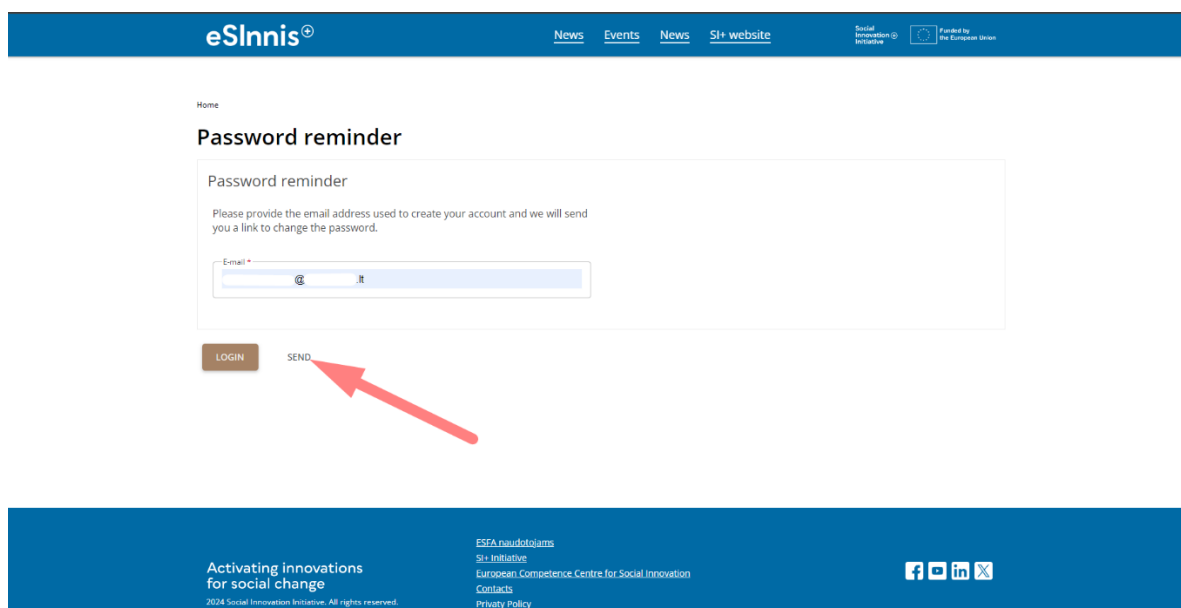
1.3. Password Reminder

If you have forgotten your login details, you can use the “Forgot your password?” option.

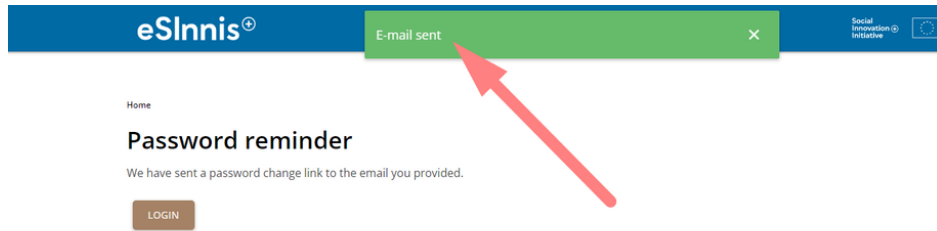


These are the steps to use the “Forgot your password?” option:

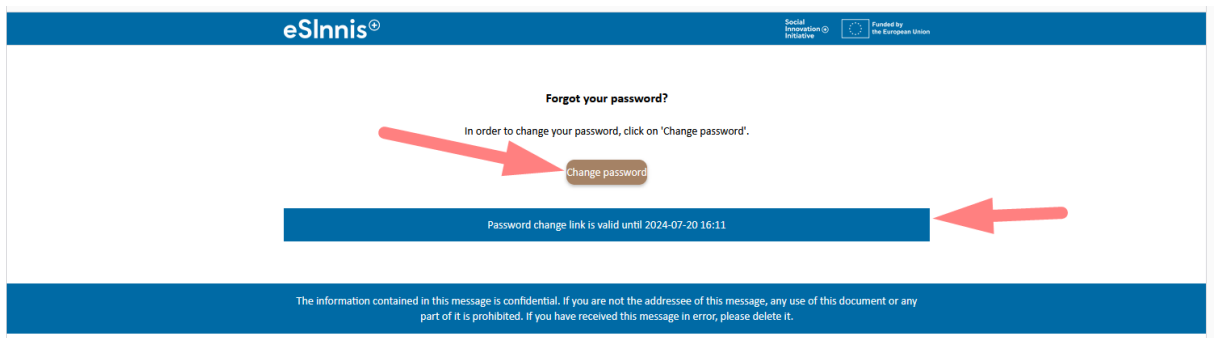
1. In the login window, click on the “Forgot your password?” link in the “Login” block.
2. Clicking the link opens, a new window where you have to enter the email address associated with your account.



3. Click “SEND.” If the email address was entered correctly, eSInnis will notify you that the email has been successfully sent. Otherwise, the message “User not found” will appear.

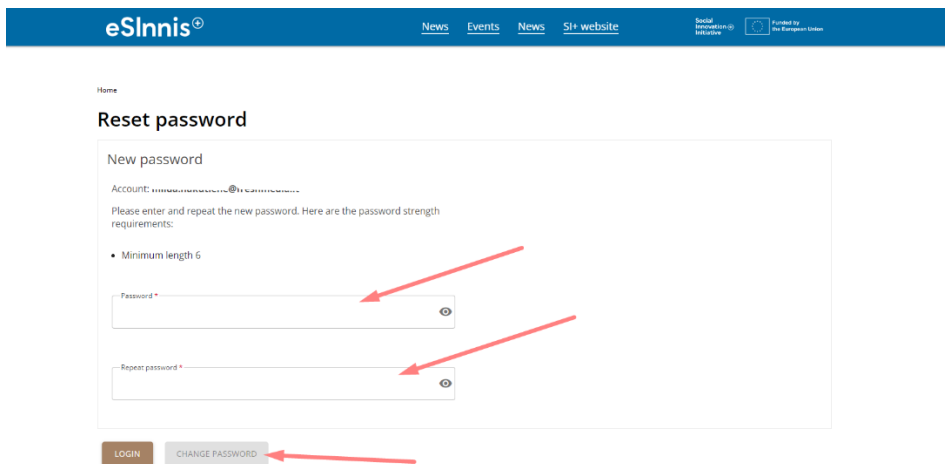


4. Check your email inbox for a message containing a link and information on how long the link is valid.



Note: If you can not find the email in your main inbox, we advise you to check the spam folder. If you still cannot find the email, you can contact us at IThelp@socialinnovationplus.eu.

5. Click the “Change password” link.
6. A window will open asking you to enter and confirm your new password.



- The description will also include information on the password complexity requirements.
- To check that the password has been entered correctly, you can click on the “eye” icon, which reveals the previously entered text. Clicking the “eye” icon again will hide the password.
- If the passwords do not match, eSInnis will notify you with the following message:

eSInnis⁺ News Events News SI+ website Social Innovation Initiative

Home

Reset password

New password

Account:

Please enter and repeat the new password. Here are the password strength requirements:

- Minimum length 6

Password *

Repeat password *

Passwords do not match

LOGIN CHANGE PASSWORD

7. Save the changes by clicking on the “CHANGE PASSWORD” button.
8. A success message will be displayed, indicating that the password has been successfully changed.

eSInnis⁺ Password changed

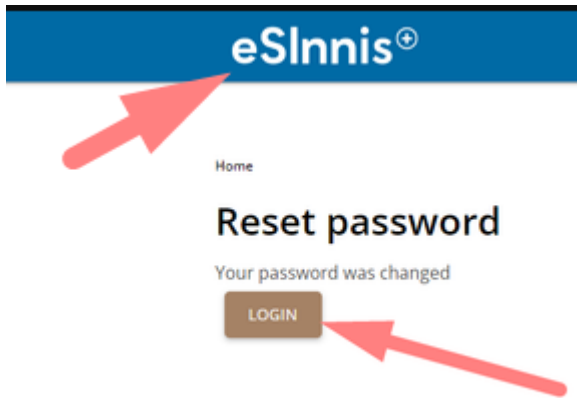
Home

Reset password

Your password was changed

LOGIN

9. Return to the login page by clicking on the eSInnis icon or the “Login” button.

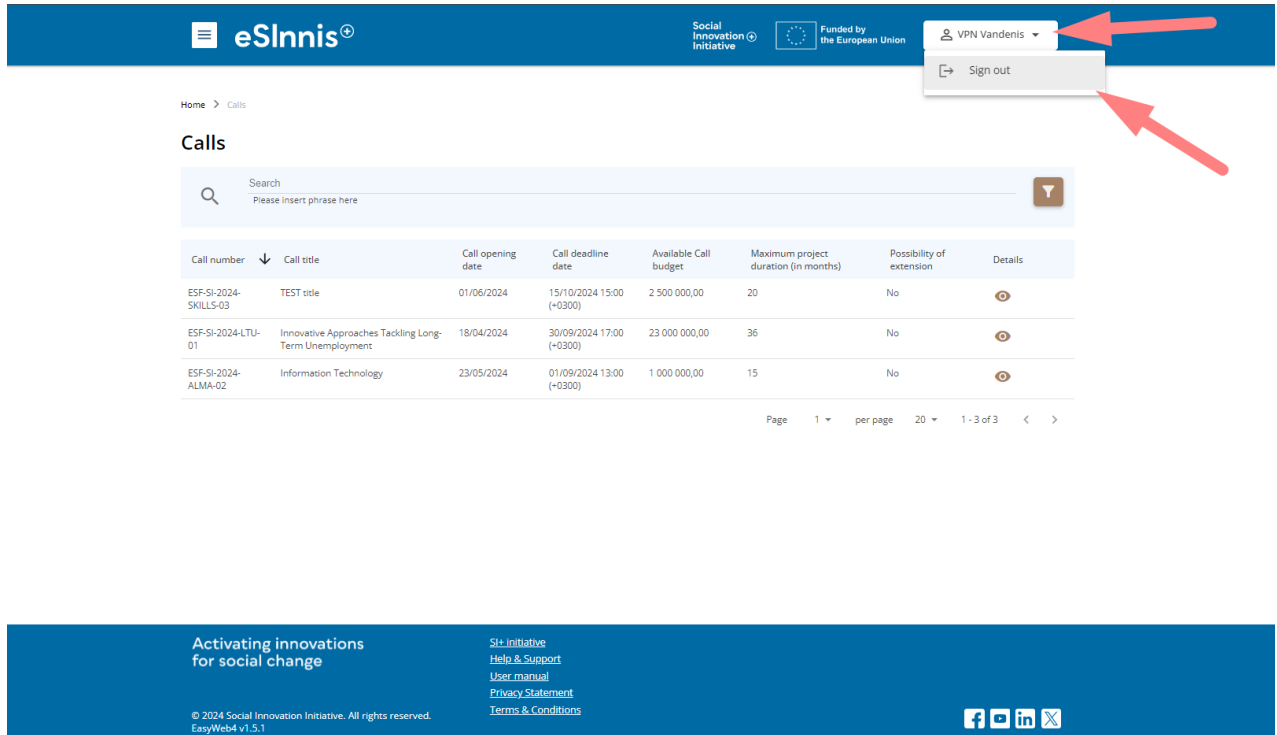


10. Enter your login credentials with the new password.
11. Click "Login."
12. You will successfully log in to eSInnis.

2. Account Management

2.1. Sign Out

To sign out of eSInnis, click on the account button and select the “Sign out” option.



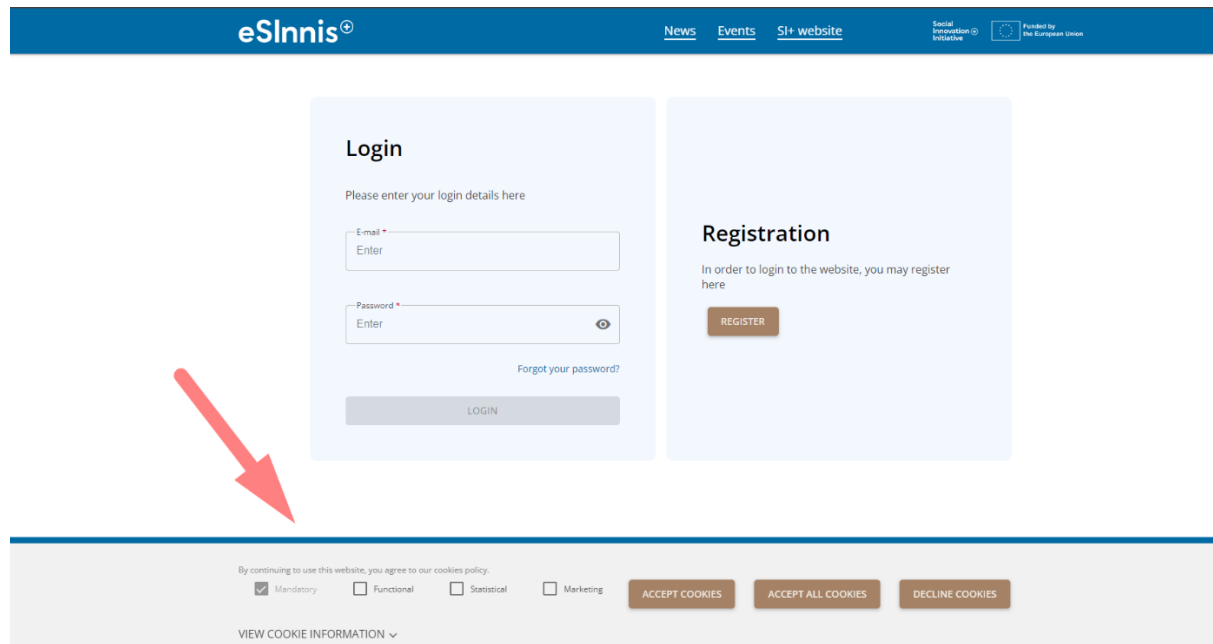
The screenshot shows the eSInnis user interface. At the top right, there is a user profile dropdown menu for 'VPN Vanden...' with a 'Sign out' option highlighted by a red arrow. Below the header, there is a search bar and a table of calls. The table has columns for Call number, Call title, Call opening date, Call deadline date, Available Call budget, Maximum project duration (in months), Possibility of extension, and Details. The footer contains the text 'Activating innovations for social change', copyright information, and social media icons.

Call number	Call title	Call opening date	Call deadline date	Available Call budget	Maximum project duration (in months)	Possibility of extension	Details
ESF-SI-2024-SKILLS-03	TEST title	01/06/2024	15/10/2024 15:00 (+0300)	2 500 000,00	20	No	
ESF-SI-2024-LTU-01	Innovative Approaches Tackling Long-Term Unemployment	18/04/2024	30/09/2024 17:00 (+0300)	23 000 000,00	36	No	
ESF-SI-2024-ALMA-02	Information Technology	23/05/2024	01/09/2024 13:00 (+0300)	1 000 000,00	15	No	

After clicking the button, you will be redirected to the initial login page.

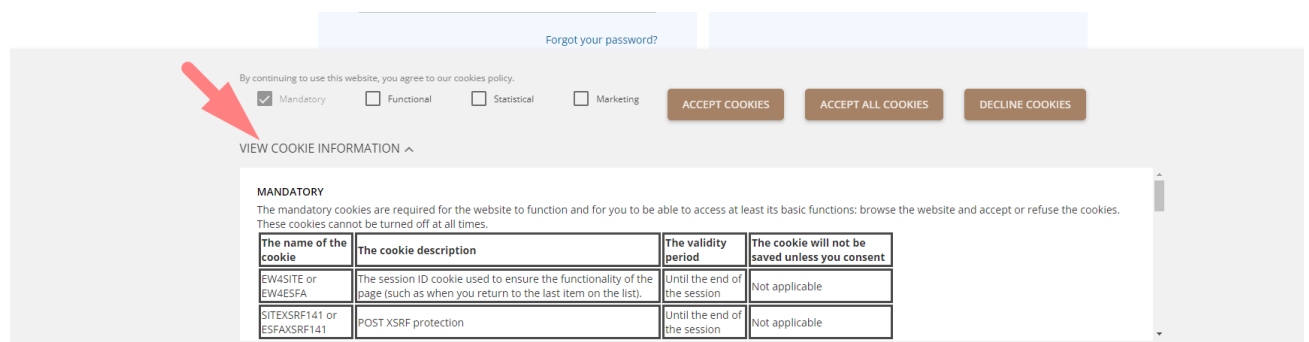
3. Cookies

When you open eSInnis for the first time, the cookie consent window (cookie policy) will appear.



Here, you can choose which types of cookies (functional/statistical/marketing) to allow by selecting “Accept cookies” for the selected types, or agree to all the cookies listed by selecting “Accept all cookies.” If you do not wish to accept cookies, you can click the “Decline cookies” button.

Additionally, by clicking the “View cookie information” link, you can find more detailed information on the use of cookies by eSInnis.



4. Calls

After logging in to eSInnis, the home page will display the Calls page.

The screenshot shows the eSInnis website header with the logo, Social Innovation Initiative, and European Union funding logos. The user is logged in as VPN Vandenis. The main content area is titled 'Calls' and features a search bar and a table of call listings. The table has columns for Call number, Call title, Call opening date, Call deadline date, Available Call budget, Maximum project duration (in months), Possibility of extension, and Details. Three call listings are visible, each with a magnifying glass icon in the Details column.

Call number	Call title	Call opening date	Call deadline date	Available Call budget	Maximum project duration (in months)	Possibility of extension	Details
ESF-SI-2024-SKILLS-03	TEST title	01/06/2024	15/10/2024 15:00 (+0300)	2 500 000,00	20	No	🔍
ESF-SI-2024-LTU-01	Innovative Approaches Tackling Long-Term Unemployment	18/04/2024	30/09/2024 17:00 (+0300)	23 000 000,00	36	No	🔍
ESF-SI-2024-ALMA-02	Information Technology	23/05/2024	01/09/2024 13:00 (+0300)	1 000 000,00	15	No	🔍

Page 1 per page 20 1 - 3 of 3 < >

The following chapters provide, more information on viewing options, filters and previewing selected calls' page.

4.1. Call List Page Overview

This screenshot is identical to the one above but includes two red arrows pointing to the sorting arrows in the 'Call opening date' and 'Call deadline date' columns of the table header.

On the call list page, you can:

- **Sort the information:** Organise the data in ascending or descending order (from highest to lowest or from lowest to highest) using the arrows:

Home > Calls

Calls

Search
Please insert phrase here

Call number	Call title	Call opening date	Call deadline date	Available Call budget	Maximum project duration (in months)	Possibility of extension	Details
ESF-SI-2024-SKILLS-03	TEST title	01/06/2024	15/10/2024 15:00 (+0300)	2 500 000,00	20	No	👁
ESF-SI-2024-LTU-01	Innovative Approaches Tackling Long-Term Unemployment	18/04/2024	30/09/2024 17:00 (+0300)	23 000 000,00	36	No	👁
ESF-SI-2024-ALMA-02	Information Technology	23/05/2024	01/09/2024 13:00 (+0300)	1 000 000,00	15	No	👁

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Activating innovations for social change

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SI+ Initiative
Help & Support
User manual
Privacy Statement
Terms & Conditions

Facebook YouTube LinkedIn X

- **Use the Dynamic Search Filter:** Enter the search term to filter the list dynamically.

Home > Calls

Calls

Search info

Search: info

Call number	Call title	Call opening date	Call deadline date	Available Call budget	Maximum project duration (in months)	Possibility of extension	Details
ESF-SI-2024-ALMA-02	Information Technology	23/05/2024	01/09/2024 13:00 (+0300)	1 000 000,00	15	No	👁

Page 1 per page 20 1-1 of 1

Activating innovations for social change

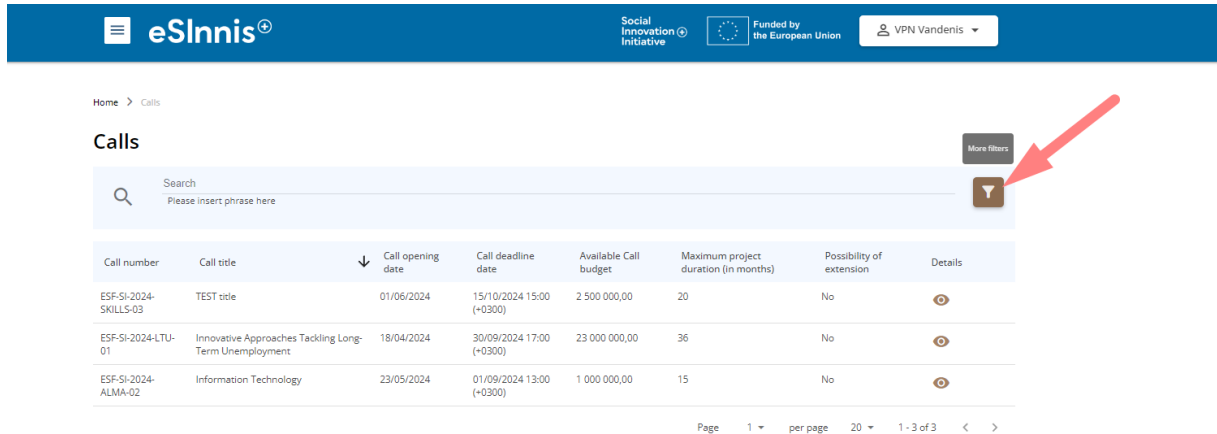
© 2024 Social Innovation Initiative. All rights reserved. EasyWeb4 v1.5.1

SI+ Initiative
Help & Support
User manual
Privacy Statement
Terms & Conditions

Facebook YouTube LinkedIn X

4.2. Call Filters

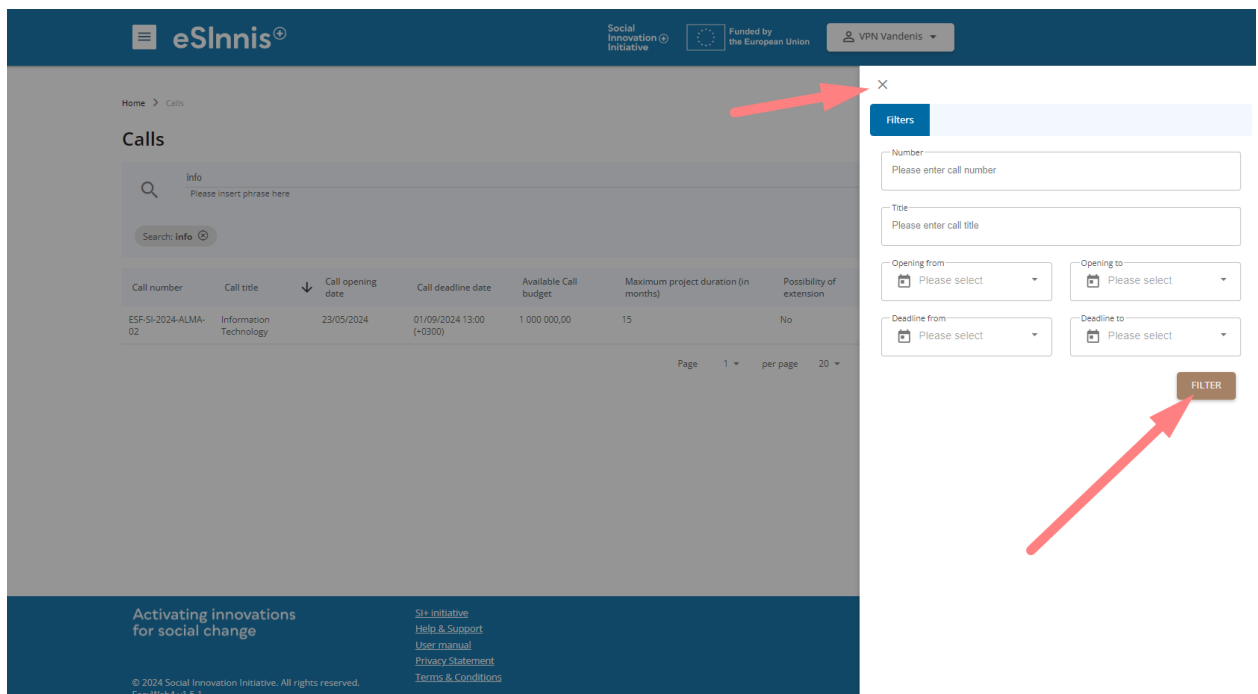
When searching for a specific call, additional filters may be useful. To use them, click on the “Additional Filters” button.



The screenshot shows the eSInnis 'Calls' page. At the top, there is a search bar with the placeholder text 'Please insert phrase here'. Below the search bar is a table with the following columns: Call number, Call title, Call opening date, Call deadline date, Available Call budget, Maximum project duration (in months), Possibility of extension, and Details. The table contains three rows of call listings. A 'More filters' button is located in the top right corner of the table area, highlighted with a red arrow.

Call number	Call title	Call opening date	Call deadline date	Available Call budget	Maximum project duration (in months)	Possibility of extension	Details
ESF-SI-2024-SKILLS-03	TEST title	01/06/2024	15/10/2024 15:00 (+0300)	2 500 000,00	20	No	
ESF-SI-2024-LTU-01	Innovative Approaches Tackling Long-Term Unemployment	18/04/2024	30/09/2024 17:00 (+0300)	23 000 000,00	36	No	
ESF-SI-2024-ALMA-02	Information Technology	23/05/2024	01/09/2024 13:00 (+0300)	1 000 000,00	15	No	

Clicking this button opens an additional window with secondary filters.



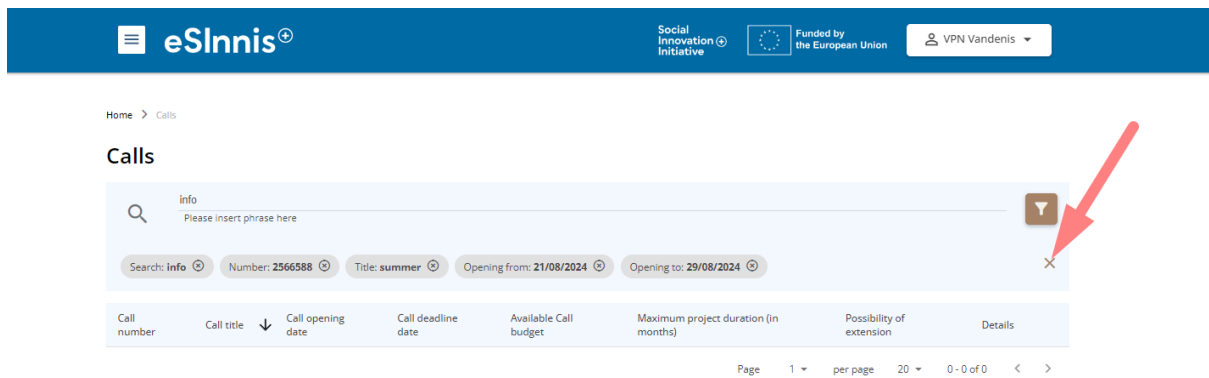
The screenshot shows the eSInnis 'Calls' page with a 'Filters' modal window open. The modal window contains the following filter options: Number (Please enter call number), Title (Please enter call title), Opening from (Please select), Opening to (Please select), Deadline from (Please select), and Deadline to (Please select). A 'FILTER' button is located at the bottom right of the modal window, highlighted with a red arrow.

You can select the following filters:

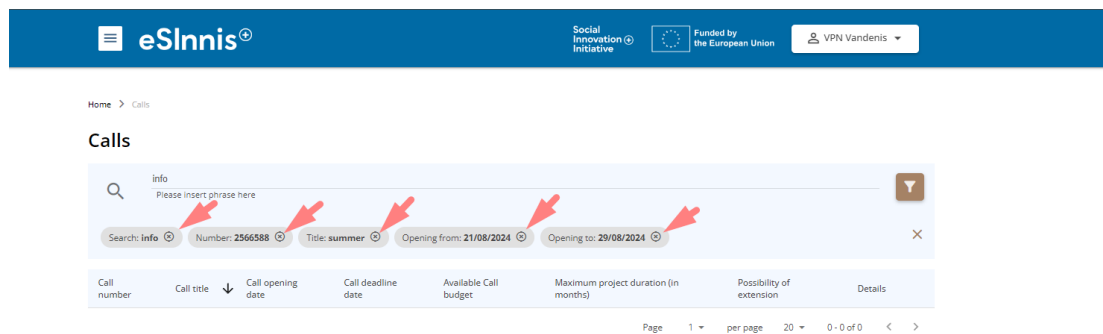
- Call number
- Title
- Opening from-to
- Deadline from-to

When you select the desired filters, click the “Filter” button.

To clear all selected filters, click the “X” to the right side of the additional filters button.



To clear a specific filter selection, click the “X” next to the selected filter.








4.3. Internal Call Page Review

To view the details of a specific call, click the “eye” icon next to the desired call.

Home > Calls

Calls

Search  Please insert phrase here 

Call number	Call title	Call opening date	Call deadline date	Available Call budget	Maximum project duration (in months)	Possibility of extension	Details
ESF-SI-2024-SKILLS-03	TEST title	01/06/2024	15/10/2024 15:00 (+0300)	2 500 000,00	20	No	
ESF-SI-2024-LTU-01	Innovative Approaches Tackling Long-Term Unemployment	18/04/2024	30/09/2024 17:00 (+0300)	23 000 000,00	36	No	
ESF-SI-2024-ALMA-02	Information Technology	23/05/2024	01/09/2024 13:00 (+0300)	1 000 000,00	15	No	

Page 1 per page 20 1 - 3 of 3 < >



Clicking the button opens a new page with detailed information on the call.

Innovative Approaches Tackling Long-Term Unemployment

CALLS START SUBMISSION

General provisions

Call number	ESF-SI-2024-LTU-01
Call title	Innovative Approaches Tackling Long-Term Unemployment
Call opening date	18/04/2024
Call deadline	30/09/2024 17:00 (+0300)
Call objectives	The aim of this Call is to encourage applicants to transfer or scale up proven and promising social innovations aimed at facilitating the integration or reintegration of the long-term unemployed into the labour market and/or fostering their social inclusion.
Activities to be funded	1. Strengthening of collaboration and capacity building; 2. Fostering partnerships with local communities and local employers; 3. Mapping and reaching out to the target groups; 4. Empowering the long-term unemployed and enhancing employability and social inclusion through tailored support and guidance; 5. Offering various working options and opportunities for long-term unemployed persons; 6. Participating in mutual learning events.
Selection method	Competition
Call budget, Eur	23 000 000,00
Funding rate (no more than)	80.0 %
Form of grant	Lump sum

Project requirements

Eligible participants	To be eligible, the applicant acting as coordinator, co-applicants, and associated partners must: 1. Be legal entities (public or private bodies); 2. Be established in one of the eligible countries, (i.e.: - EU Member States; - Non-EU countries: listed European Economic Area (EEA) countries and countries associated to the ESF+ (Iceland, Montenegro, Norway and Serbia) or countries with which an association agreement is being negotiated and for which the agreement enters into force by the deadline of this Call.
Consortium composition (number)	2
Requirements for participants	Under this Call, only the financial and operational capacities of the coordinator will be assessed.
Other eligibility conditions	International organisations can participate in a project as associated partners. Natural persons cannot be applicants, co-applicants or associated partners.
Maximum project duration (in months)	36
Extension of the maximum project duration	No
Limit on the number of applications per organisation	Yes

Output/Outcome

Applicants should demonstrate in their projects a focus on achieving the recommended outcomes, specifically by targeting the following areas (please note that this list is not exhaustive)	1. The capacities of participating entities built to provide sustainable solutions to reducing long-term unemployment; 2. Enhanced stakeholder diversity and collaboration in addressing long-term unemployment; 3. Reduced long-term unemployment in the area targeted by the project; 4. Strengthened forms of personalised coaching service provision for long-term unemployed persons
---	--

Mandatory annexes and supporting documents

Detailed Budget Table*	
List of the Previous Projects*	
Declaration of honour for beneficiaries*	
Declaration of the professional competences*	

On this page you can:

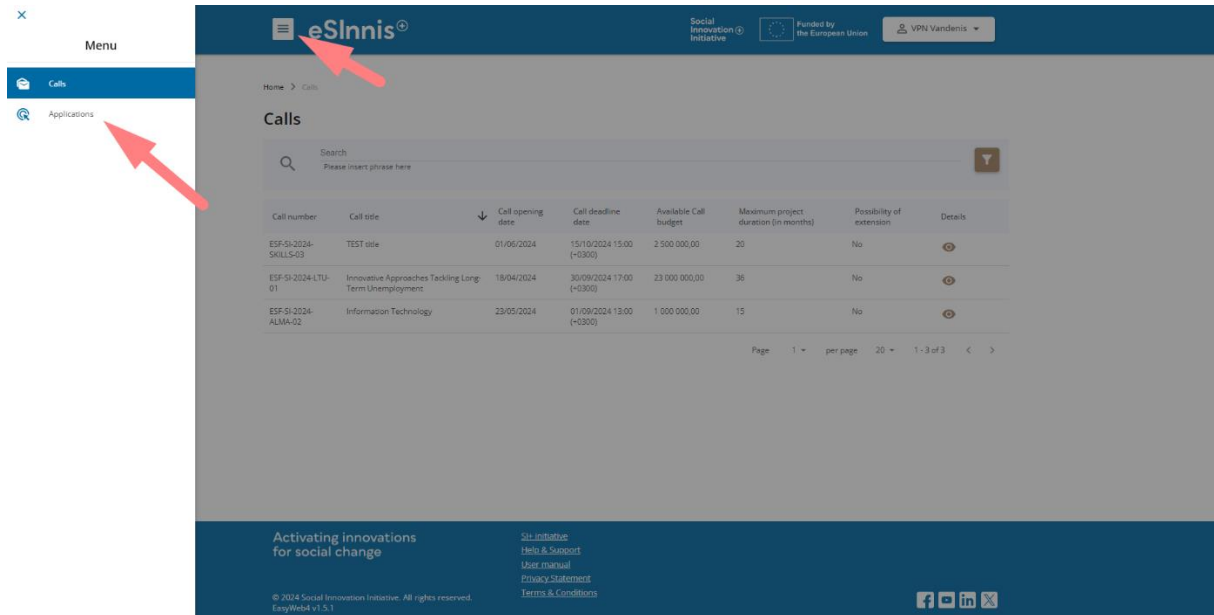
- **View the details** of the selected call.
- **Return to the Call List page:** Click the “Calls” button to return to the main Call List page.

- **Apply for the selected call:** Click the “Start Submission” button to begin the application process.

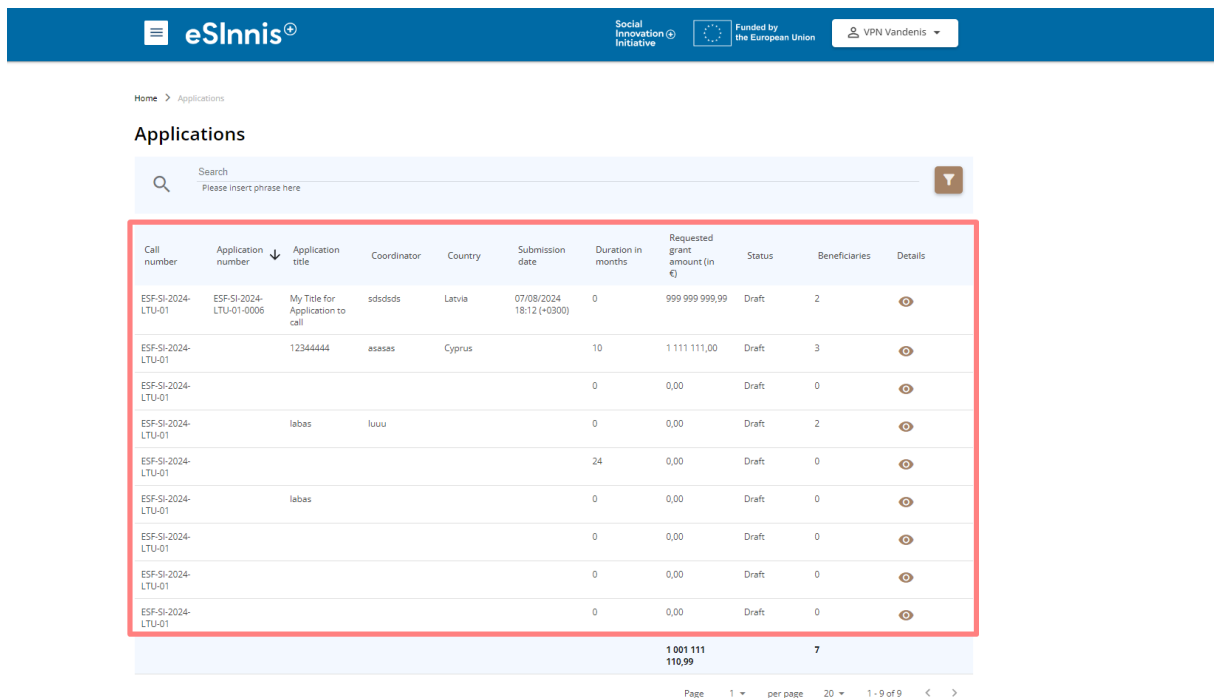
5. Applications

To open the Applications page in the eSInnis, you have to:

- Select the drop-down menu
- Choose the "Applications" section



A new page opens with a list of applications:



5.1. Applications list overview

On the Applications list page, you can:

- Sort the information: Organise the data in ascending or descending order (from highest to lowest or from lowest to highest) using the arrows:

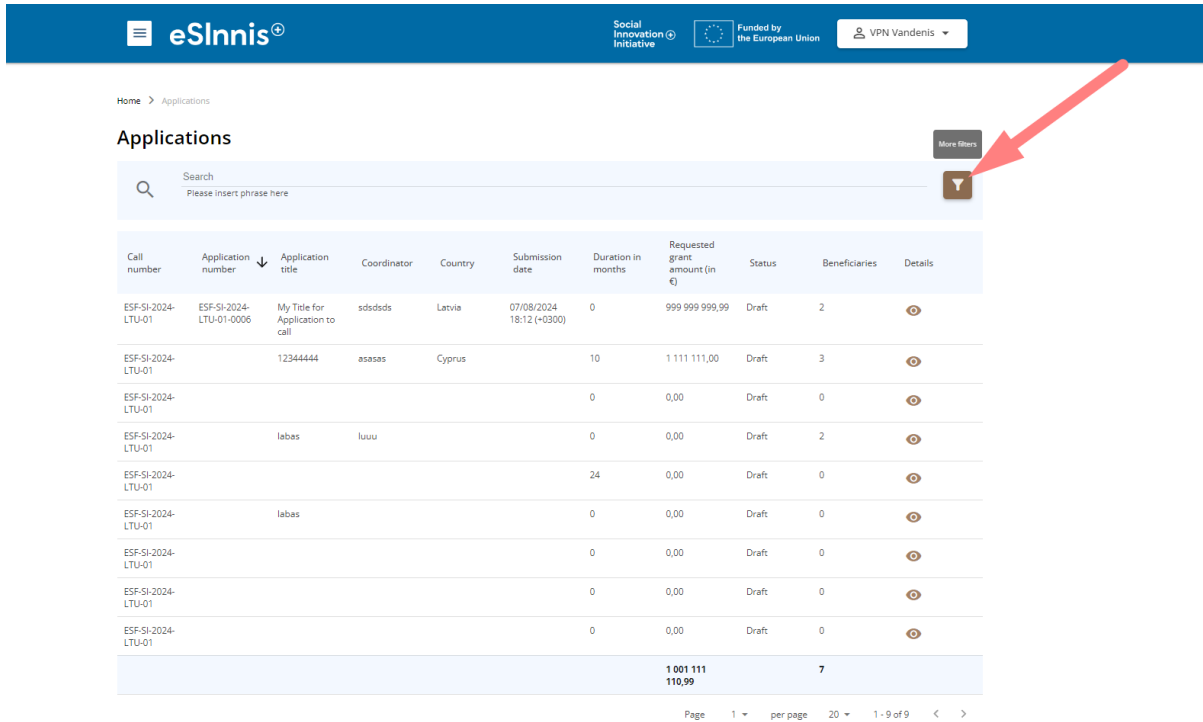
The screenshot shows the 'Applications' page in the eSInnis system. At the top, there is a navigation bar with the eSInnis logo, 'Social Innovation Initiative' logo, 'Funded by the European Union' logo, and a user profile 'VPN Vandenis'. Below the navigation bar, the page title 'Applications' is displayed. A search bar is present with the placeholder text 'Please insert phrase here'. Below the search bar is a table with the following columns: Call number, Application number, Application title, Coordinator, Country, Submission date, Duration in months, Requested grant amount (in €), Status, Beneficiaries, and Details. The table contains several rows of application data. Two red arrows point to the downward arrow next to 'Application number' and the upward arrow next to 'Application title', indicating sorting options. At the bottom of the table, there is a summary row showing a total of 1,001,111,110,99 in the 'Requested grant amount' column and 7 in the 'Beneficiaries' column. Below the table, there is a pagination control showing 'Page 1 of 9' and 'per page 20'.

- Use the Dynamic Search Filter: Enter the search term to filter the list dynamically.

This screenshot shows the same 'Applications' page as the previous one, but with a search filter applied. The search bar now contains the text 'call'. Below the search bar, a dynamic search filter is visible, showing 'Search: call' with a circular icon and a close button (X). The table below the search bar now only displays one row of application data, which matches the first row of the previous screenshot. The summary row at the bottom of the table shows a total of 999,999,999,99 in the 'Requested grant amount' column and 2 in the 'Beneficiaries' column. The pagination control at the bottom shows 'Page 1 of 1' and 'per page 20'.

5.2. Applications filter

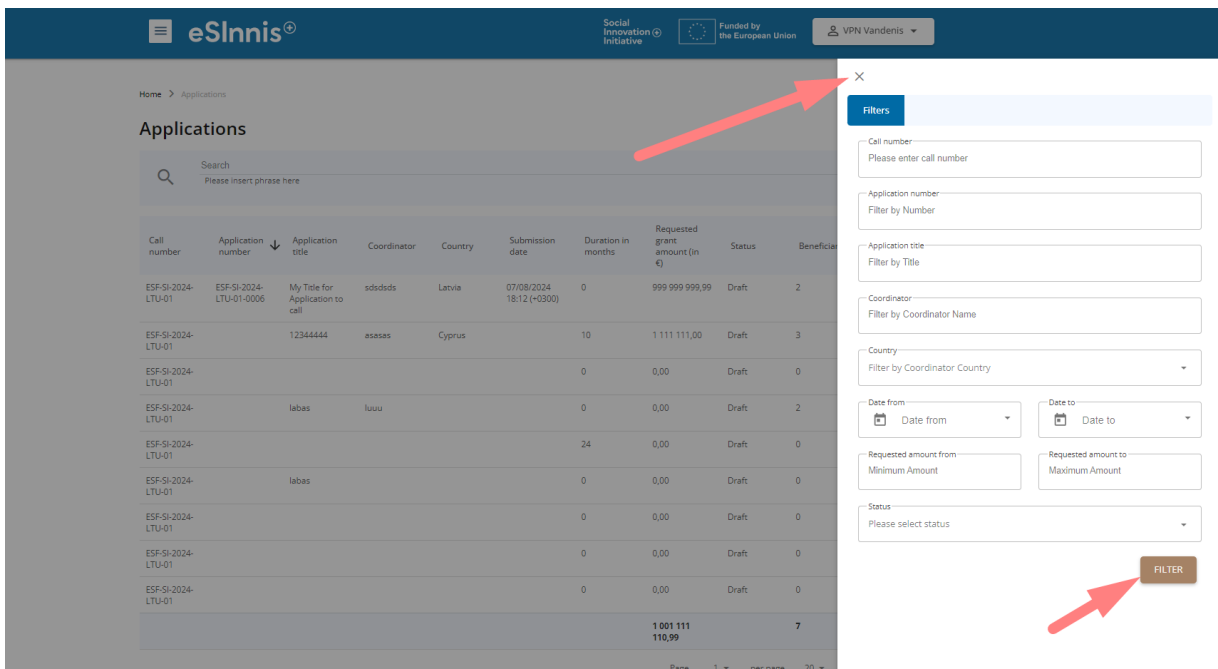
When searching for a specific application, additional filters may be useful. To use them, click on the "More Filters" button.



The screenshot shows the eSInnis Applications page. At the top, there is a navigation bar with the eSInnis logo, 'Social Innovation Initiative' and 'Funded by the European Union' logos, and a user profile 'VPN Vandenis'. Below the navigation bar, the page title 'Applications' is displayed. A search bar is present with the placeholder text 'Please insert phrase here'. A table of applications is shown with columns: Call number, Application number, Application title, Coordinator, Country, Submission date, Duration in months, Requested grant amount (in €), Status, Beneficiaries, and Details. The table contains 8 rows of application data. At the bottom of the table, there is a summary row showing a total of 1,001,111 applications and a total grant amount of 110,99 €. A 'More Filters' button is located in the top right corner of the table area, highlighted with a red arrow.

Call number	Application number	Application title	Coordinator	Country	Submission date	Duration in months	Requested grant amount (in €)	Status	Beneficiaries	Details
ESF-SI-2024-LTU-01	ESF-SI-2024-LTU-01-0006	My Title for Application to call	sdsdsds	Latvia	07/08/2024 18:12 (+0300)	0	999 999 999,99	Draft	2	
ESF-SI-2024-LTU-01	12344444	asasas	asasas	Cyprus		10	1 111 111,00	Draft	3	
ESF-SI-2024-LTU-01						0	0,00	Draft	0	
ESF-SI-2024-LTU-01	labas	luuu				0	0,00	Draft	2	
ESF-SI-2024-LTU-01						24	0,00	Draft	0	
ESF-SI-2024-LTU-01	labas					0	0,00	Draft	0	
ESF-SI-2024-LTU-01						0	0,00	Draft	0	
ESF-SI-2024-LTU-01						0	0,00	Draft	0	
ESF-SI-2024-LTU-01						0	0,00	Draft	0	
							1 001 111 110,99		7	

This button opens an additional window with secondary filters.



The screenshot shows the eSInnis Applications page with the 'More Filters' window open. The window contains several filter options: Call number (Please enter call number), Application number (Filter by Number), Application title (Filter by Title), Coordinator (Filter by Coordinator Name), Country (Filter by Coordinator Country), Date from and Date to (Date range), Requested amount from (Minimum Amount) and Requested amount to (Maximum Amount), and Status (Please select status). A 'FILTER' button is located at the bottom right of the window, highlighted with a red arrow.

You can select the following filters:

- Call number
- Application number
- Application title
- Coordinator
- Country
- Date from-to
- Requested amount from-to
- Status

Once the desired filters have been selected, click on the "Filter" button.

To clear all selected filters, click on the symbol "X" on the right side of the additional filters button.

The screenshot shows the eSInnis application management interface. At the top, there is a navigation bar with the eSInnis logo, Social Innovation Initiative logo, European Union logo, and a user profile for VPN Vandenis. Below the navigation bar, the page title is "Applications". A search bar is present with the placeholder text "Please insert phrase here". Below the search bar, there are four filter buttons: "Call number: 1", "Application number: 1", "Application title: my", and "Coordinator: sd". A red arrow points to a small "X" icon on the right side of the filter buttons, which is used to clear all filters. Below the filters, there is a table with the following columns: Call number, Application number, Application title, Coordinator, Country, Submission date, Duration in months, Requested grant amount (in €), Status, Beneficiaries, and Details. The table contains one row of data: Call number: ESP-SI-2024-LTU-01, Application number: ESP-SI-2024-LTU-01-0006, Application title: My Title for Application to call, Coordinator: sdsdsds, Country: Latvia, Submission date: 07/08/2024 18:12 (+0300), Duration in months: 0, Requested grant amount (in €): 999 999 999,99, Status: Draft, Beneficiaries: 2, and Details: (eye icon). Below the table, there is a summary row showing a total of 999 999 999,99 and 2 beneficiaries. At the bottom, there is a pagination bar showing "Page 1 per page 20 1 - 1 of 1".

To clear a specific filter selection, click on the symbol "X" next to the selected filter.

Home > Applications

Applications

Search Please insert phrase here

Call number: 1 Application number: 1 Application title: my Coordinator: sd

Call number	Application number	Application title	Coordinator	Country	Submission date	Duration in months	Requested grant amount (in €)	Status	Beneficiaries	Details
ESF-SI-2024-LTU-01	ESF-SI-2024-LTU-01-0006	My Title for Application to call	sdsdsds	Latvia	07/08/2024 18:12 (+0300)	0	999 999 999,99	Draft	2	
							999 999 999,99		2	

Page 1 per page 20 1 - 1 of 1

5.3. Application Page Review

To view details of a specific application, click on the “eye” icon next to the desired application.

Home > Applications


Applications



Search Please insert phrase here

Call number	Application number	Application title	Coordinator	Country	Submission date	Duration in months	Requested grant amount (in €)	Status	Beneficiaries	Preview
ESF-SI-2024-LTU-01	ESF-SI-2024-LTU-01-0006	My Title for Application to call	sdsdsds	Latvia	07/08/2024 18:12 (+0300)	0	999 999 999,99	Draft	2	
ESF-SI-2024-LTU-01		12344444	asasas	Cyprus		10	1 111 111,00	Draft	3	
ESF-SI-2024-LTU-01						0	0,00	Draft	0	
ESF-SI-2024-LTU-01		labas	luuu			0	0,00	Draft	2	
ESF-SI-2024-LTU-01						24	0,00	Draft	0	
ESF-SI-2024-LTU-01		labas				0	0,00	Draft	0	
ESF-SI-2024-LTU-01						0	0,00	Draft	0	
ESF-SI-2024-LTU-01						0	0,00	Draft	0	
ESF-SI-2024-LTU-01						0	0,00	Draft	0	
							1 001 111 110,99		7	

Applications/3 Page 1 per page 20 1 - 9 of 9

This button opens a new page containing detailed information about the application:



[Social Innovation Initiative](#)

[Funded by the European Union](#)


Home > Applications > My Title for Application to call

My Title for Application to call

Application
Users

VALIDATE AND SUBMIT

Call number	ESF-SI-2024-LTU-01
Application number	ESF-SI-2024-LTU-01-0006
Application title	My Title for Application to call
Coordinator	sdidsd
Submission date	07/08/2024 18:12 (-0300)
Status	Draft
Created	
Updated	13/08/2024 12:12 (-0300)

Sections

Application Form A

- 1. General information 👁️ ✎
- 2. Declarations 👁️ ✎
- 3. Participants 👁️ ✎
- 4. Work packages, deliverables and timing
 - 4.1. Work packages, activities, and deliverables 👁️ ✎
 - 4.2. Timetable 👁️ ✎
- 5. Theory of change (TOC) 👁️ ✎
- 6. Budget 👁️ ✎





Application form B

- 1. RELEVANCE 👁️ ✎
 - 1.1 Background and general objectives
 - 1.2 Needs analysis and specific objectives
 - 1.3 Complementarity with other actions and innovation - European added value
- 2. QUALITY 👁️ ✎
 - 2.1 Concept and methodology
 - 2.2 Consortium (Steering Committee) set-up, management
 - 2.3 Project teams, staff and experts
 - 2.4 Project quality assurance and monitoring and evaluation strategy
 - 2.5 Cost effectiveness and financial management
 - 2.6 Risk management
 - 2.7 Ethics and EU values
- 3. IMPACT 👁️ ✎
 - 3.1 Impact and ambition
 - 3.2 Communication, dissemination and visibility
 - 3.3 Sustainability and continuation
- ANNEXES 👁️ ✎

Activating innovations
for social change

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EasyWeb4 v1.5.1

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[User manual](#)
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[Terms & Conditions](#)

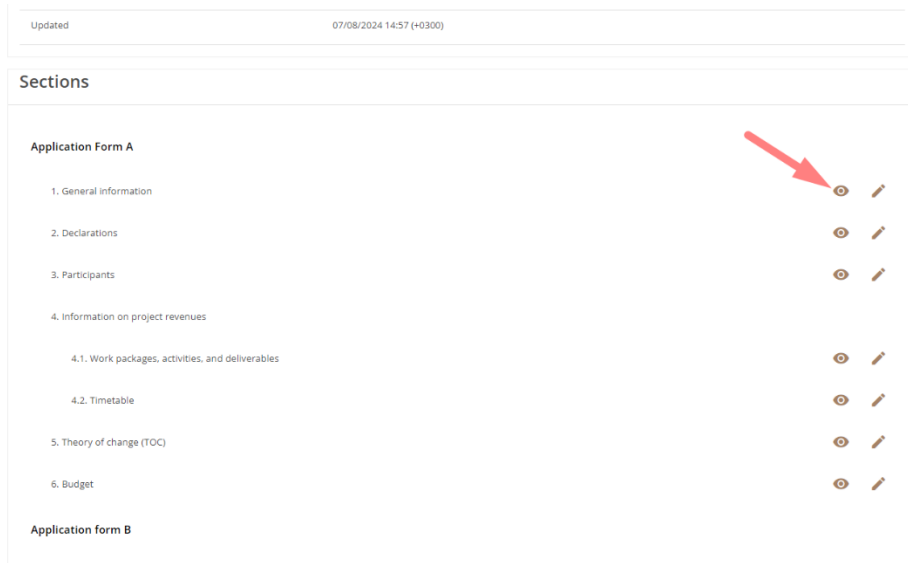





Depending on the permission(s) you have been granted, you may perform the following action(s):

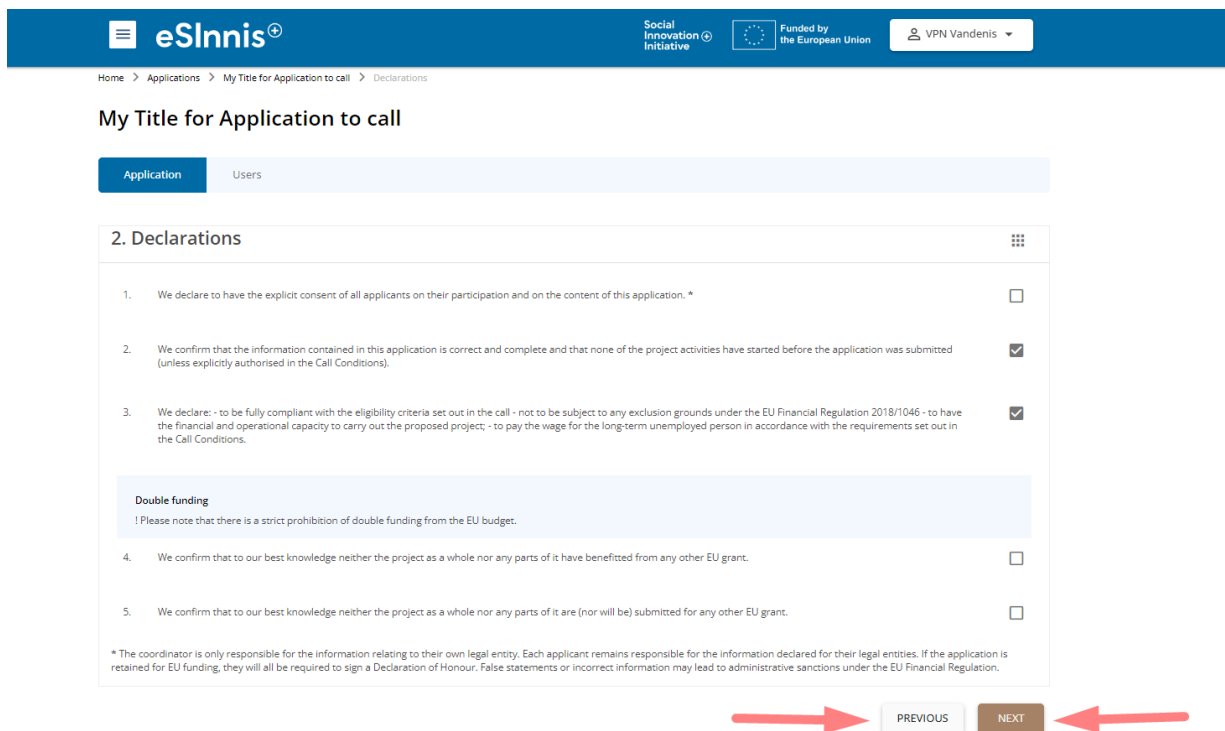
- Preview the application
- Edit the application
- Submit the application
- Update a Submitted application
- Manage other users' access.

5.3.1. Preview of specific application sections

To view information of a specific section of an application, click on the “eye” icon next to the desired section.



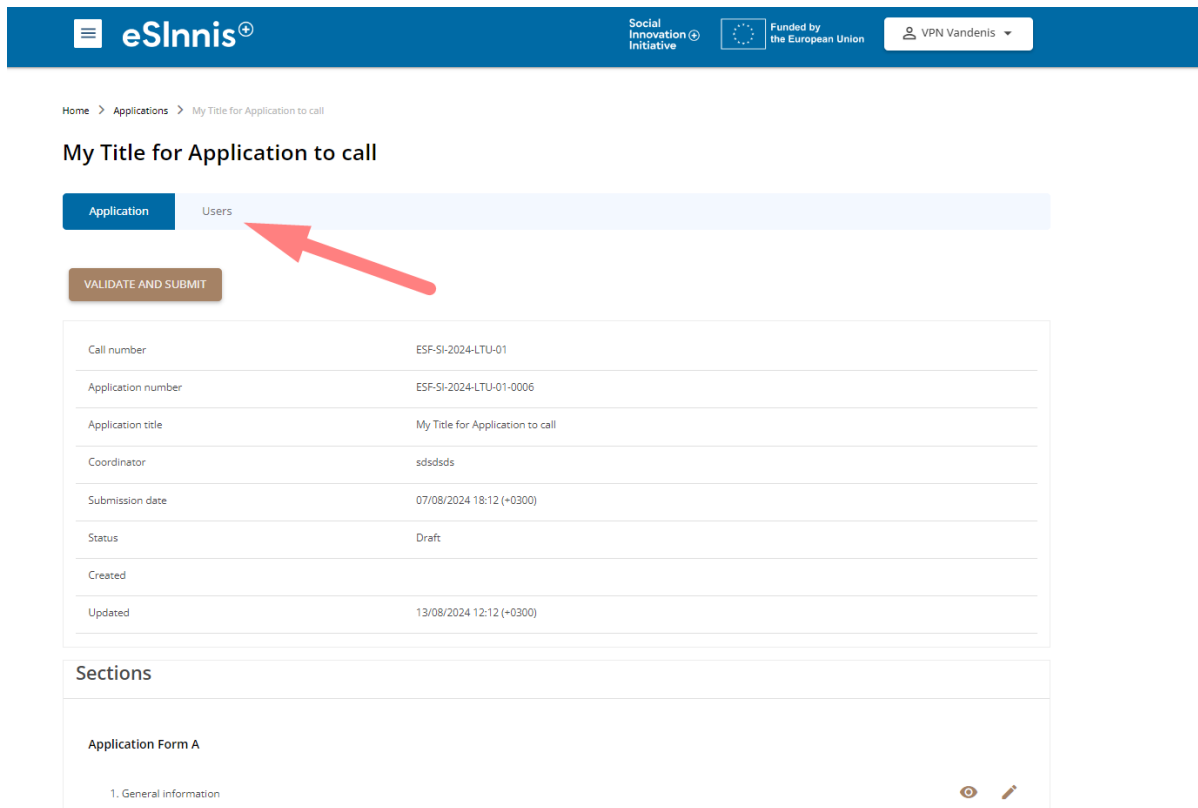
In the new window, you can view more detailed information and navigate to other sections by clicking on the “Next” button or return to the previous section by clicking on the “Previous” button.



5.4. Application users' management

To add more users, click on the “Users” button next to the application.

! If you do not see this button, it means that you lack the permission to perform this action. Please contact the owner of the application directly.

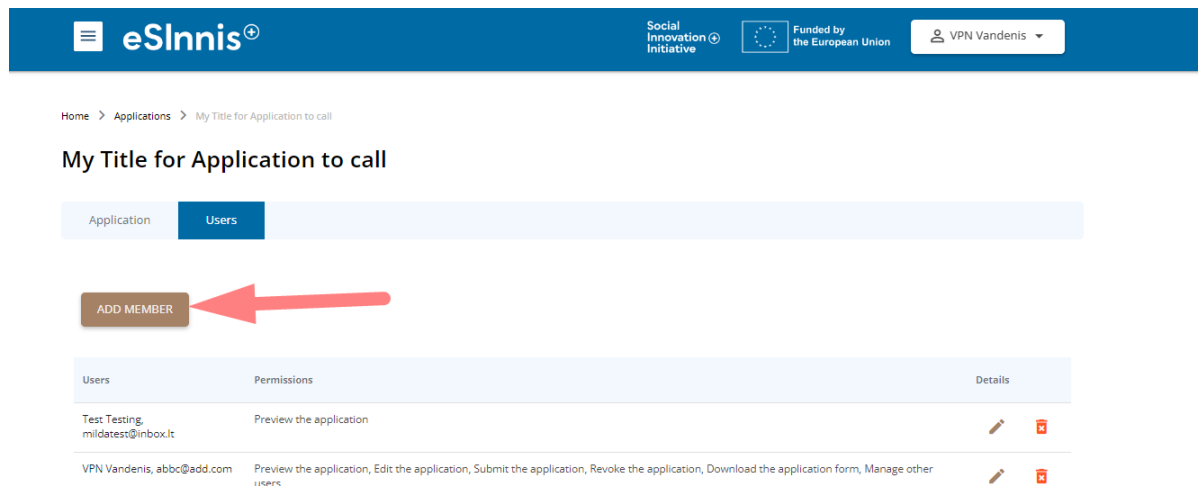


The screenshot shows the eSInnis application management interface. The top navigation bar includes the eSInnis logo, Social Innovation Initiative logo, European Union logo, and the user name 'VPN Vandenis'. The breadcrumb trail is 'Home > Applications > My Title for Application to call'. The main heading is 'My Title for Application to call'. Below the heading, there are two tabs: 'Application' and 'Users'. The 'Users' tab is selected, and a red arrow points to it. Below the tabs is a 'VALIDATE AND SUBMIT' button. The main content area displays application details in a table:





Call number	ESF-SI-2024-LTU-01
Application number	ESF-SI-2024-LTU-01-0006
Application title	My Title for Application to call
Coordinator	sdsdsds
Submission date	07/08/2024 18:12 (+0300)
Status	Draft
Created	
Updated	13/08/2024 12:12 (+0300)

Below the table is a 'Sections' section with 'Application Form A' and '1. General information'.

In the newly opened window, click the “Add Member” button.

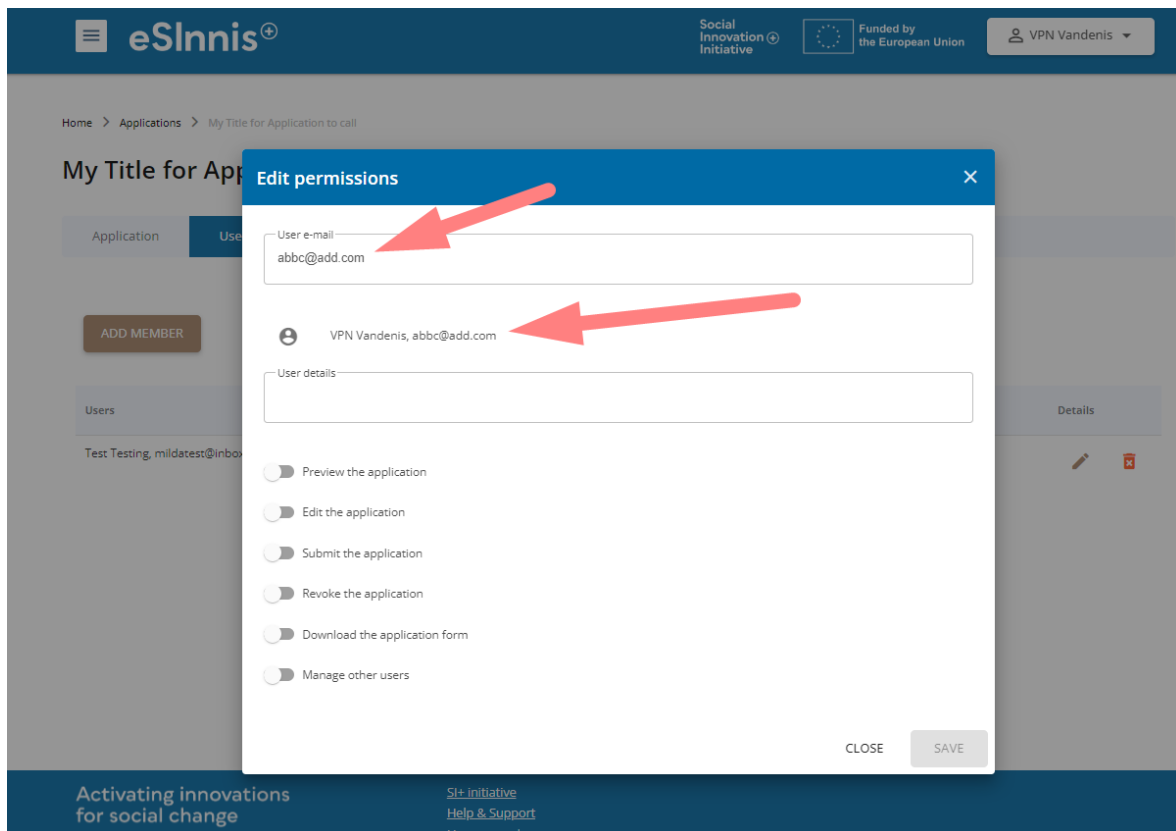


The screenshot shows the eSInnis application management interface with the 'Users' tab selected. A red arrow points to the 'ADD MEMBER' button. Below the button is a table with columns 'Users', 'Permissions', and 'Details':

Users	Permissions	Details
Test Testing, ml@datest@inbox.lt	Preview the application	 
VPN Vandenis, abbc@add.com	Preview the application, Edit the application, Submit the application, Revoke the application, Download the application form, Manage other users	 

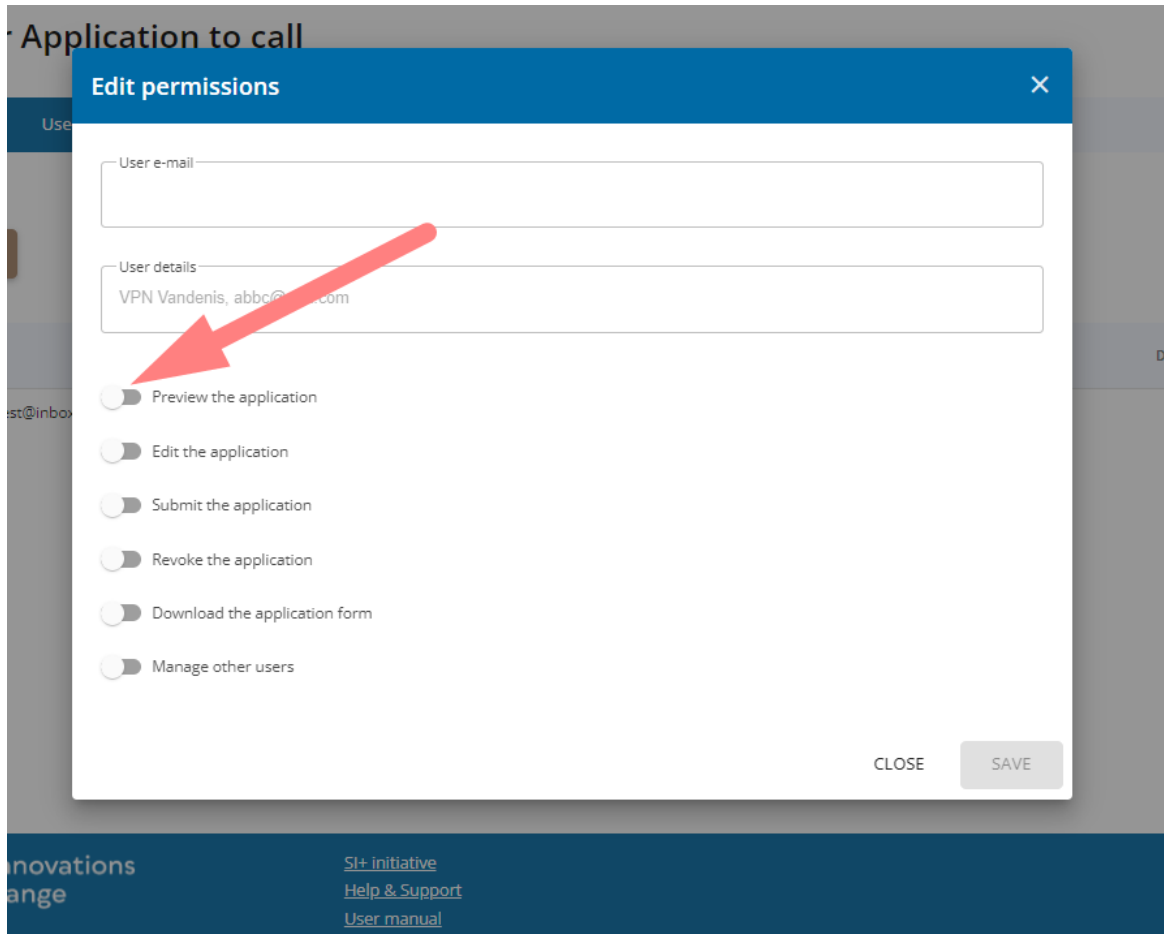
In the “User e-mail” field, enter the email address of the user whom you would like to add.

If the user is already registered in eSInnis, the information to be selected will be provided.



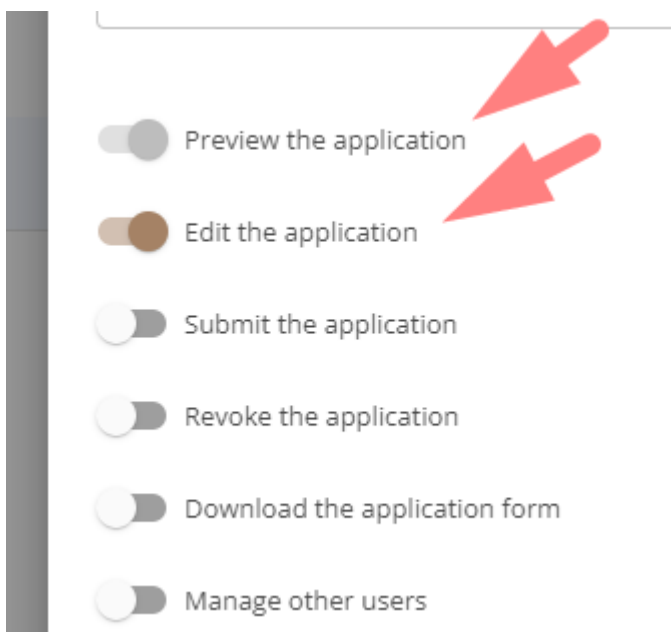
Once you have selected the user (by clicking on the user's information on the grey background), you need to assign the appropriate permission(s).

You can choose from the following permissions:



- **Preview the application:** allows the user to preview the application

Note: Selecting any other permission will automatically activate this permission as well (although it will remain greyed out).



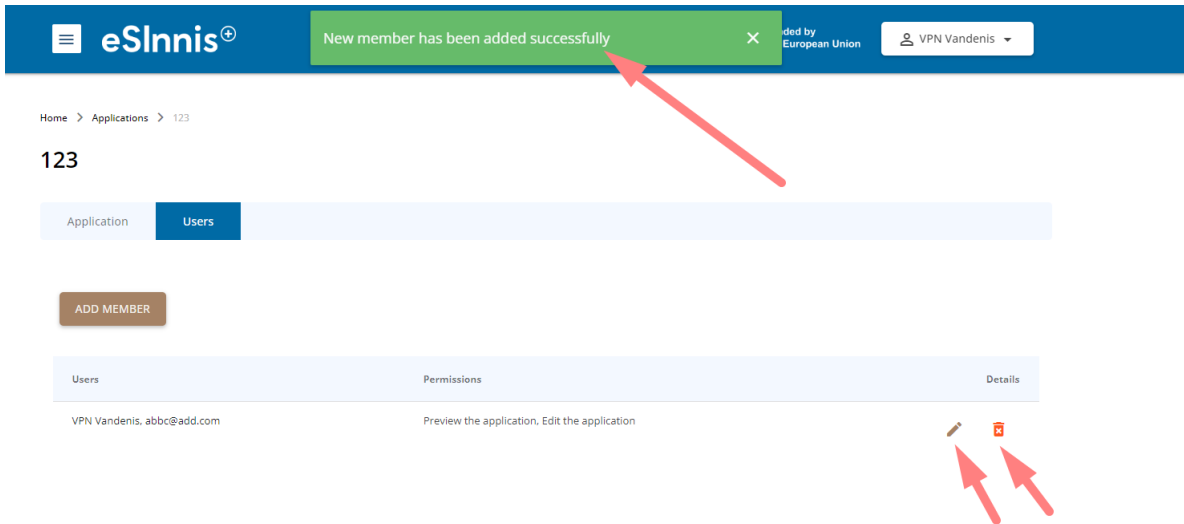
- **Edit the application:** allows the user to edit or complete the application.
- **Submit the application:** allows the user to submit the application.
- **Update the application:** allows the user to update the submitted application.
- **Manage other users access:** allows the user to manage (add, edit, delete) other users of the application.

! The user who created (started to fill in) the application is responsible for the entire application and its successful submission.

After selecting the user and assigning the desired permissions, click the “Save” button.

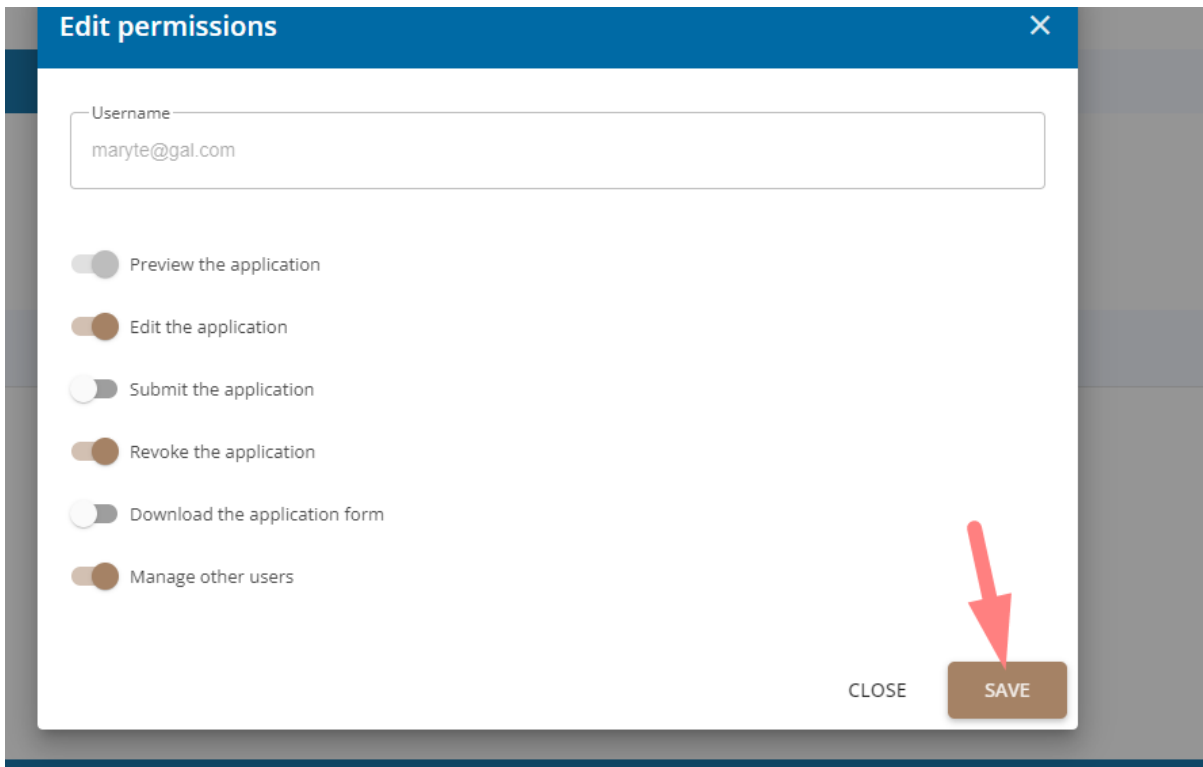
The screenshot shows a dialog box titled "Edit permissions" with a close button (X) in the top right corner. The dialog contains two input fields: "User e-mail or username" (empty) and "Username" (containing "VPN Vandenis, abbc@add.com"). Below the input fields is a list of permissions, each with a toggle switch: "Preview the application" (off), "Edit the application" (on), "Submit the application" (off), "Revoke the application" (off), "Download the application form" (off), and "Manage other users" (off). At the bottom right, there are two buttons: "CLOSE" and "SAVE". Red arrows point to the "Username" field, the "Edit the application" toggle, and the "SAVE" button.

Once you have saved the changes, eSinnis will display a message confirming that the user has been added and an updated list of users will appear.

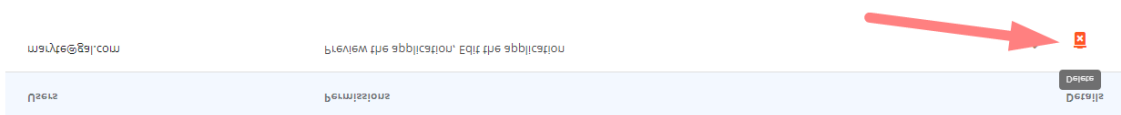


The following information will be visible:

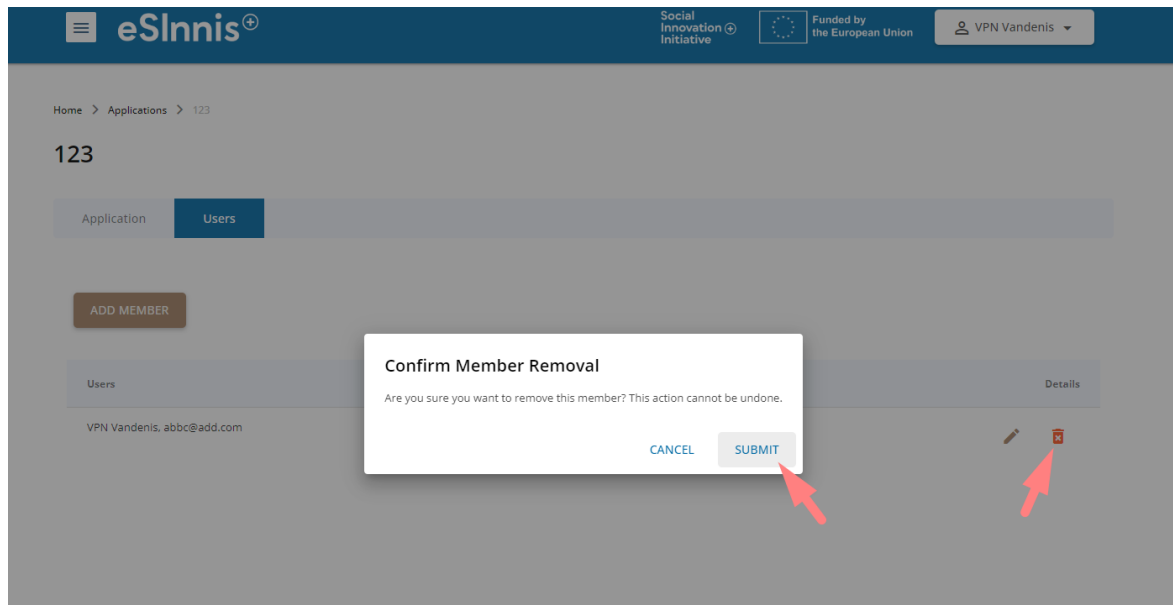
- User's name and e-mail address
- Granted permissions
- Edit button



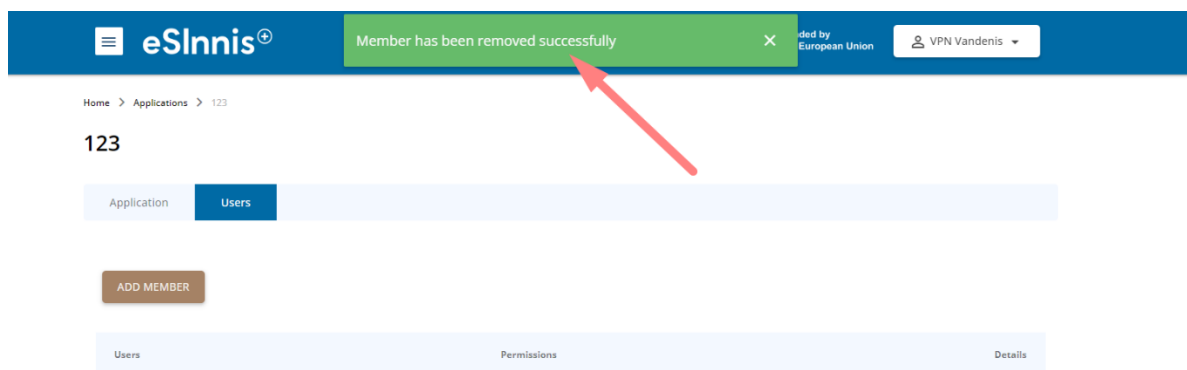
- Delete button



If you click on this button, the tool will request a confirmation to ensure that you really want to delete the selected user.

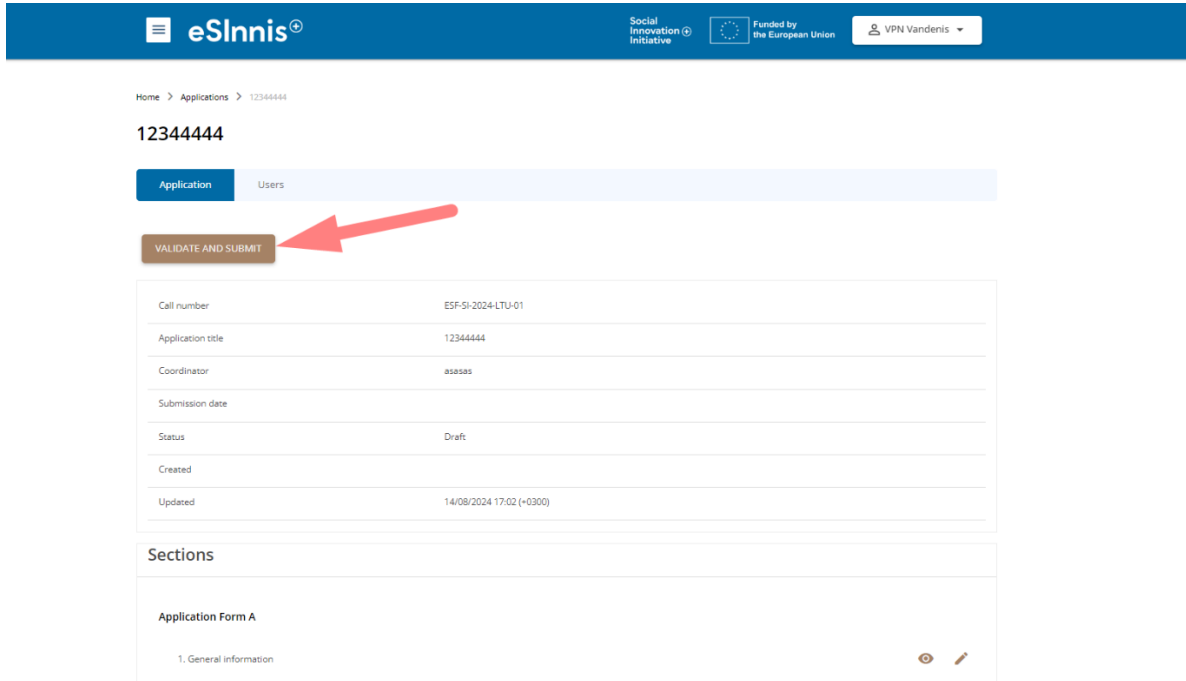


After confirming your choice, eSinnis will notify you that the user has been successfully deleted.



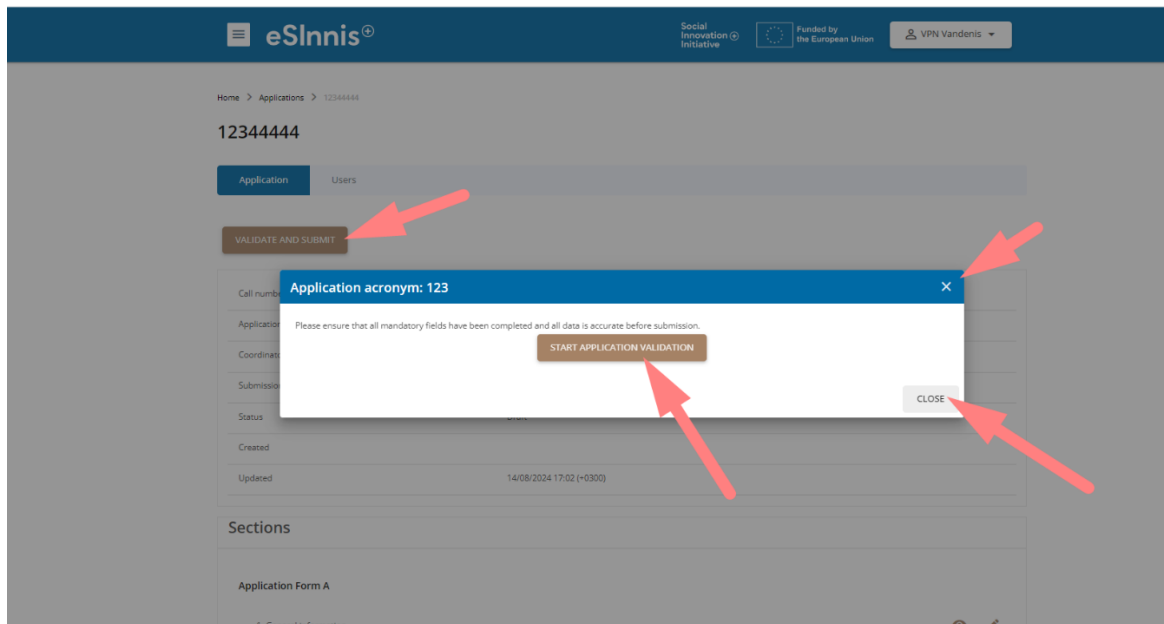
5.5. Submitting an Application

To validate and submit the application, click on the “Validate and Submit” button.



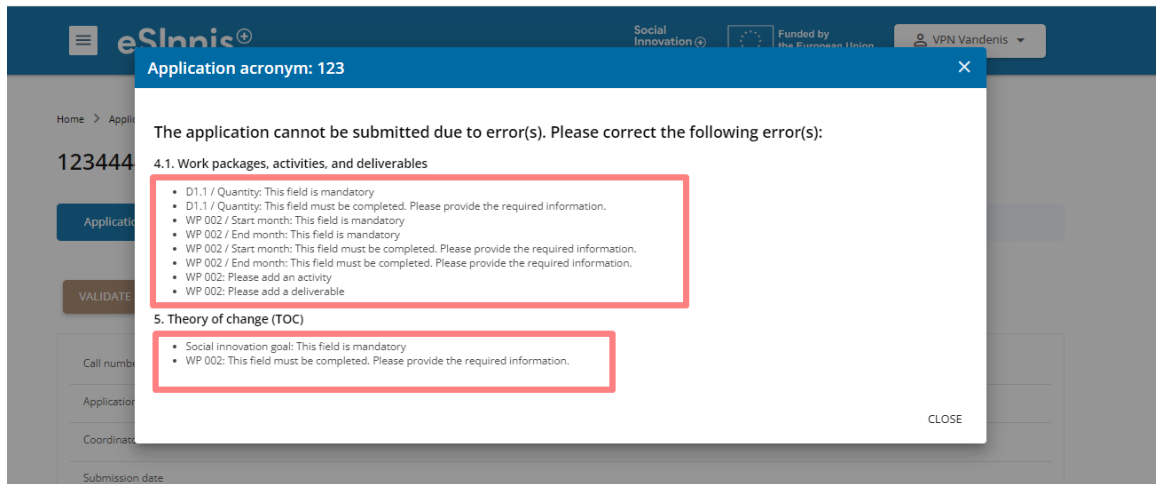
! If you do not see this button, it means you lack the permission to perform this action.

If you click on this button, the tool will request a confirmation to ensure that you really want to validate the application.

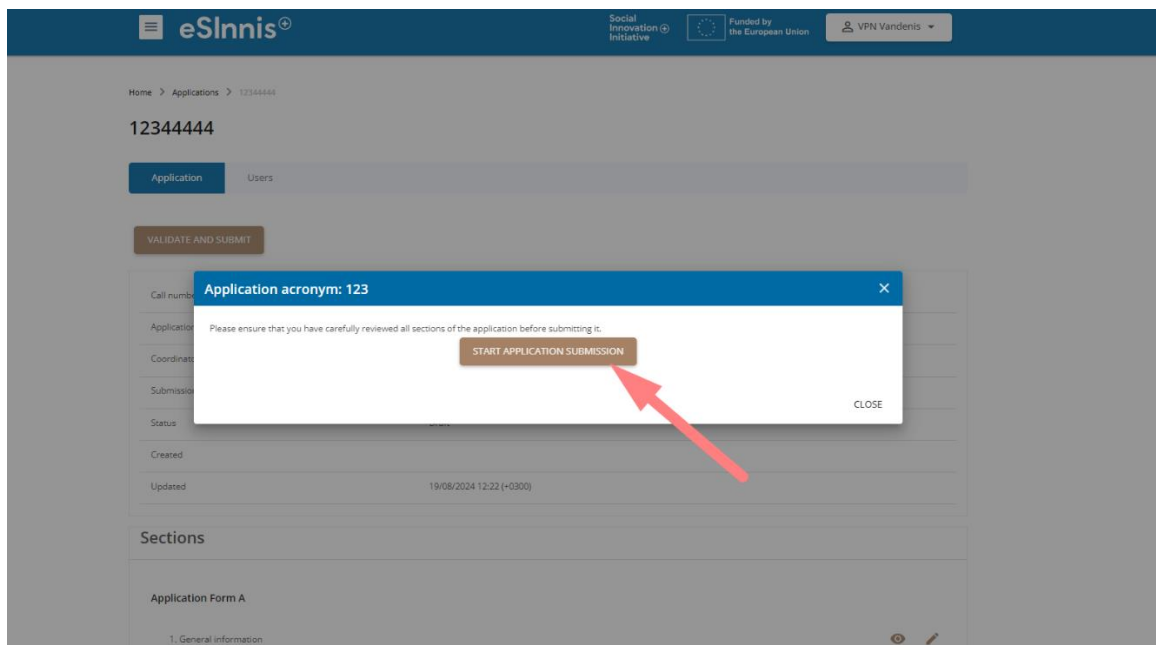


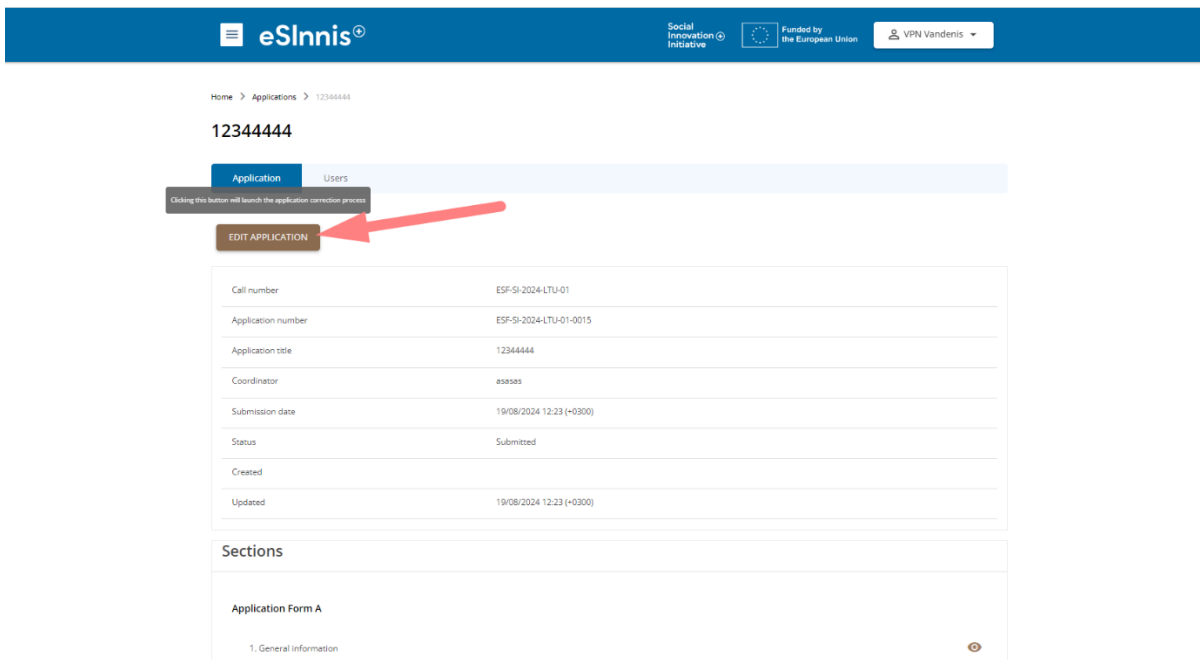
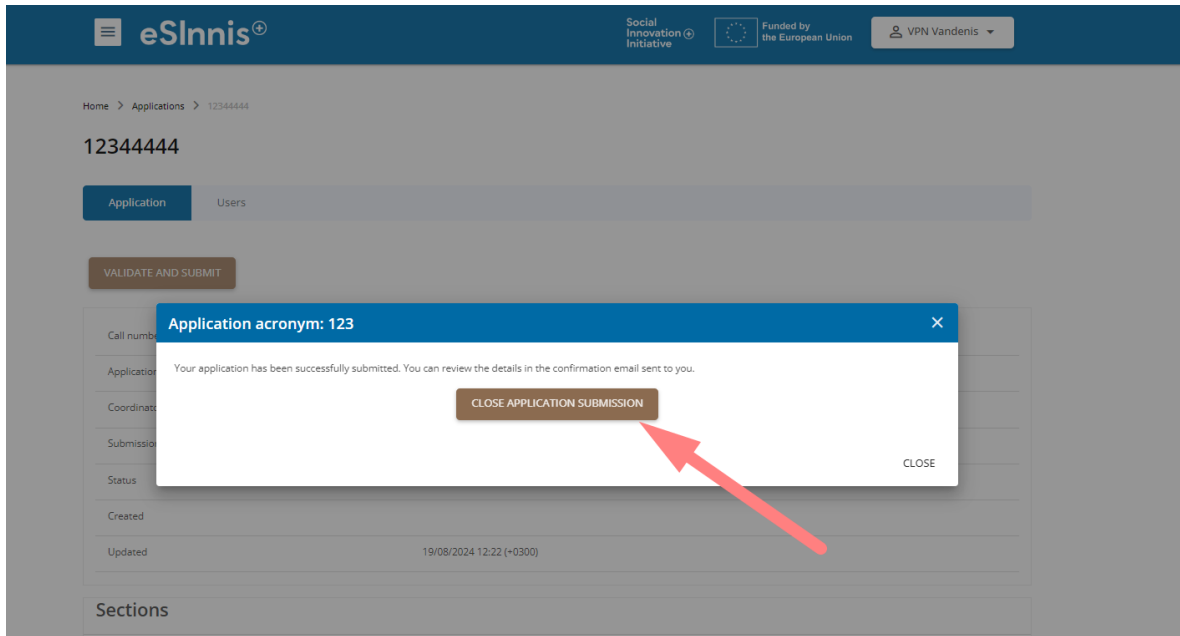
You can confirm your choice by clicking on the "Start Application Validation" button or cancel the action by clicking the "Close" button or "X" symbol.

- If the application is not properly or fully completed, eSInnis will notify you upon clicking the "Start Application Validation" button and indicate the sections where information is missing, or errors have been observed.



- If the application is completed correctly, clicking the “Start Application Submission” button will notify you of the successful submission, and “Edit Application” button will appear.





! An application can only be submitted before the deadline of the Call.










! Once an application is successfully submitted, you will receive confirmation of its successful submission and registration.

5.6. Editing an Application

To edit an application, you need to:

1. Click on the "eye" symbol of the desired application.


Applications

Call number	Application number	Application title	Coordinator	Country	Submission date	Duration in months	Requested grant amount (in €)	Status	Beneficiaries	Details
ESF-SI-2024-LTU-01	ESF-SI-2024-LTU-01-0015	12344444	asasas	Cyprus	19/08/2024 12:23 (+0300)	12	1 111 111,00	Draft	3	Preview
ESF-SI-2024-LTU-01	ESF-SI-2024-LTU-01-0006	My Title for Application to call	sdsdsds	Latvia	07/08/2024 18:12 (+0300)	0	999 999 999,99	Draft	2	
ESF-SI-2024-LTU-01						0	0,00	Draft	0	
ESF-SI-2024-LTU-01		labas	luuu			0	0,00	Draft	2	
ESF-SI-2024-LTU-01						24	0,00	Draft	0	
ESF-SI-2024-LTU-01		labas				0	0,00	Draft	0	
ESF-SI-2024-LTU-01						0	0,00	Draft	0	
ESF-SI-2024-LTU-01						0	0,00	Draft	0	
ESF-SI-2024-LTU-01						0	0,00	Draft	0	
ESF-SI-2024-LTU-01						0	0,00	Draft	0	
							1 001 111 110,99		7	

Page 1 per page 20 1 - 9 of 9 < >

- In the opened internal application page, click on the “Edit” button next to the desired item.

☰ **eSInnis**

 Social Innovation Initiative  Funded by the European Union VPN Vandenis

Home > Applications > 12344444

12344444

Application
Users


VALIDATE AND SUBMIT

Call number	ESF-SI-2024-LTU-01
Application number	ESF-SI-2024-LTU-01-0015
Application title	12344444
Coordinator	asasas
Submission date	19/08/2024 13:15 (+0300)
Status	Draft
Created	
Updated	19/08/2024 13:16 (+0300)

Sections

Application Form A

1. General information



! If you do not see this button, it means you lack the permission to perform this action. Please contact the application administrators.

- Clicking the “Edit” button opens a new window in which you can edit or complete the information.

Home > Applications > 12344444 > General information

12344444

Application Users

1. General information

Call number
ESF-SI-2024-LTU-01

Call title
Innovative Approaches Tackling Long-Term Unemployment

Application title *
12344444

Application acronym *
123

Duration in months

Requested grant amount (in €)
€ 0,00

Note: Certain fields are filled in automatically and cannot be edited. These fields will be displayed in gray.

Home > Applications > 12344444 > General information

12344444

Application Users

1. General information

Call number
ESF-SI-2024-LTU-01

Call title
Innovative Approaches Tackling Long-Term Unemployment

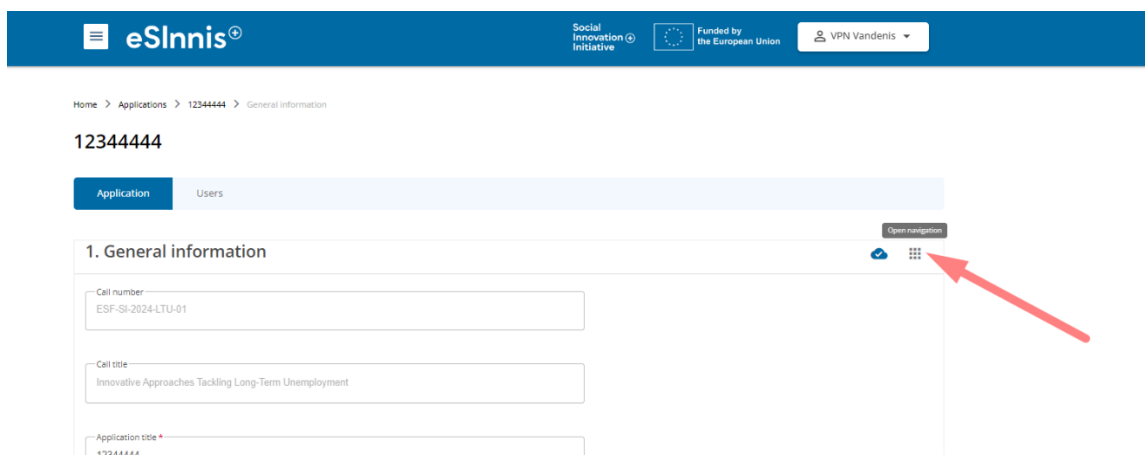
Application title *
12344444

Application acronym *
123

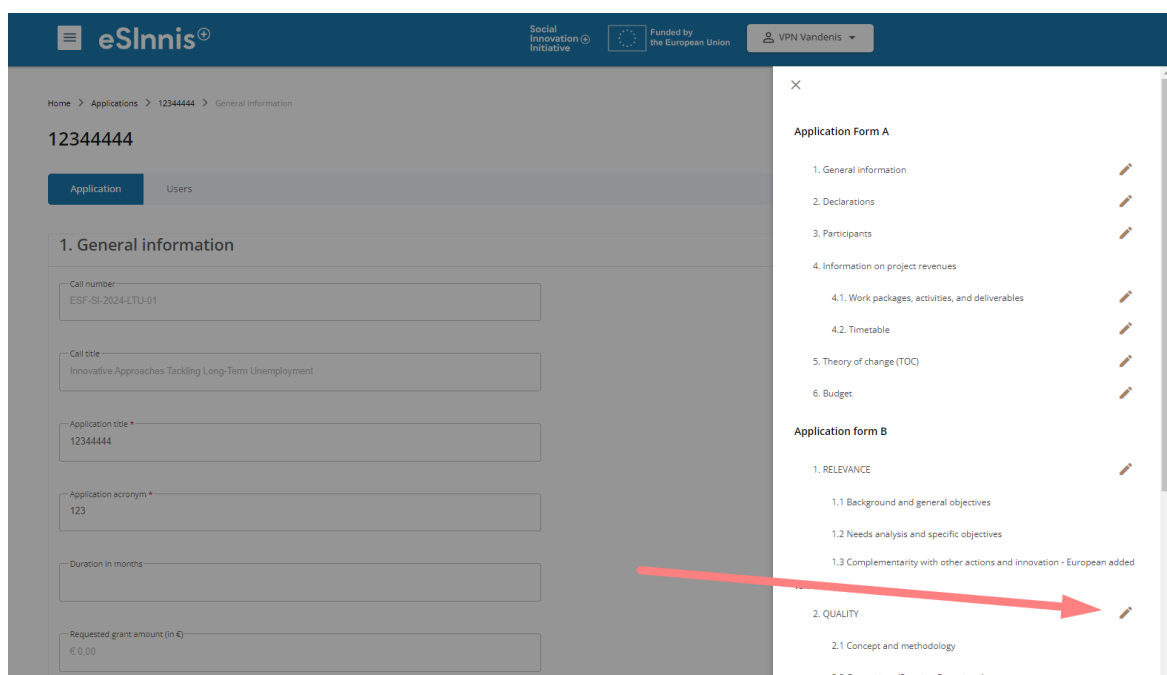
Duration in months

Requested grant amount (in €)
€ 0,00

4. To quickly navigate to a specific section, use the “Open Navigation” button.



In the opened window, you can select the specific section you want to edit.



5. You can also navigate between sections using the “Next” and “Previous” buttons.

Home > Applications > 12344444 > Declarations

12344444

Application Users

2. Declarations

- We declare to have the explicit consent of all applicants on their participation and on the content of this application. *
- We confirm that the information contained in this application is correct and complete and that none of the project activities have started before the application was submitted (unless explicitly authorised in the Call Conditions).
- We declare: - to be fully compliant with the eligibility criteria set out in the call - not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046 - to have the financial and operational capacity to carry out the proposed project; - to pay the wage for the long-term unemployed person in accordance with the requirements set out in the Call Conditions.

Double funding
! Please note that there is a strict prohibition of double funding from the EU budget.

- We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant.
- We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant.

PREVIOUS NEXT

Note: If your changes have not been saved automatically, the "Next" button will be replaced by the "Save and Continue" button.

Home > Applications > 12344444 > Declarations

12344444

Application Users

2. Declarations

- We declare to have the explicit consent of all applicants on their participation and on the content of this application. *
- We confirm that the information contained in this application is correct and complete and that none of the project activities have started before the application was submitted (unless explicitly authorised in the Call Conditions).
- We declare: - to be fully compliant with the eligibility criteria set out in the call - not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046 - to have the financial and operational capacity to carry out the proposed project; - to pay the wage for the long-term unemployed person in accordance with the requirements set out in the Call Conditions.

Double funding
! Please note that there is a strict prohibition of double funding from the EU budget.

- We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant.
- We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant.

PREVIOUS SAVE AND CONTINUE

6. You can also see if the section has been automatically saved after the latest changes.




12344444

Application Users

Application has been autosaved

2. Declarations

- We declare to have the explicit consent of all applicants on their participation and on the content of this application. *
- We confirm that the information contained in this application is correct and complete and that none of the project activities have started before the application was submitted (unless explicitly authorised in the Call Conditions).

-  **Blue Button:** indicates that the section has been automatically saved.
-  **Orange Button:** indicates that the section has not yet been saved, but automatic saving is in progress.
-  **Grey Button:** indicates that changes cannot be currently saved automatically.

5.7. Update a Submitted Application








! The submitted application may only be updated before the deadline for submission of applications indicated in the Call.

To update the submitted application, you need to:

- Select your application** with the status “Submitted” and click on the “eye” icon to view the application details.

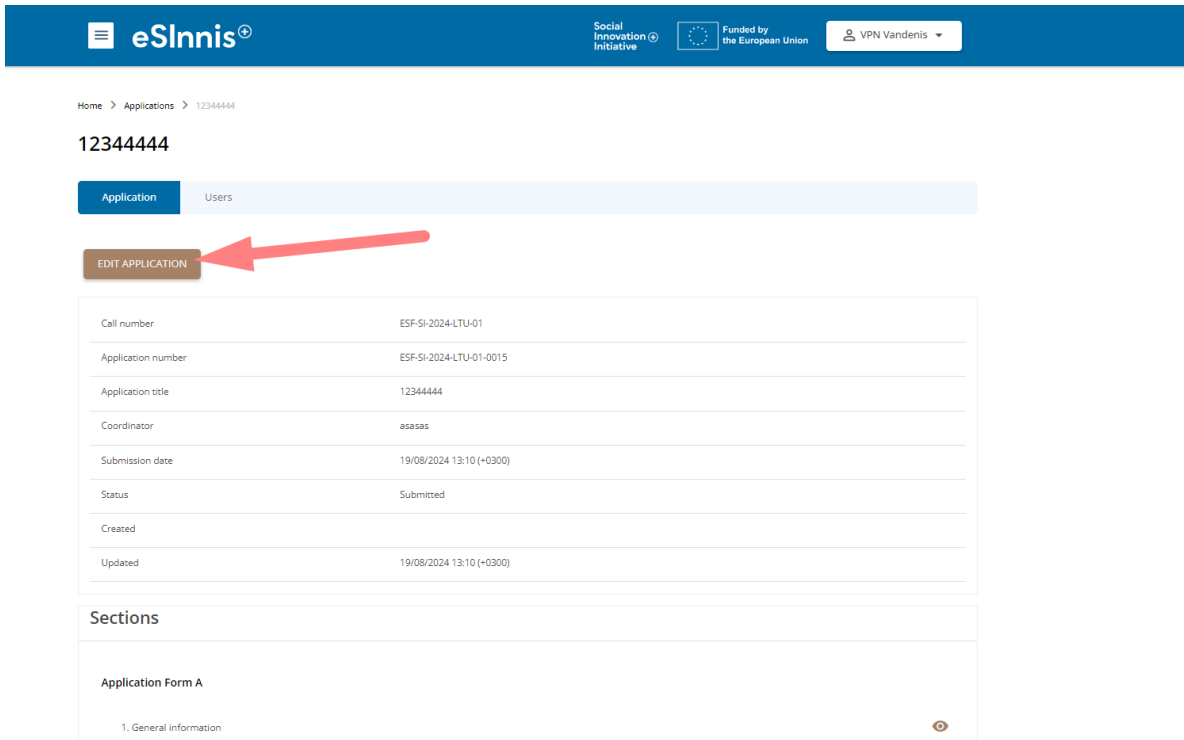
Applications

Search
Please insert phrase here

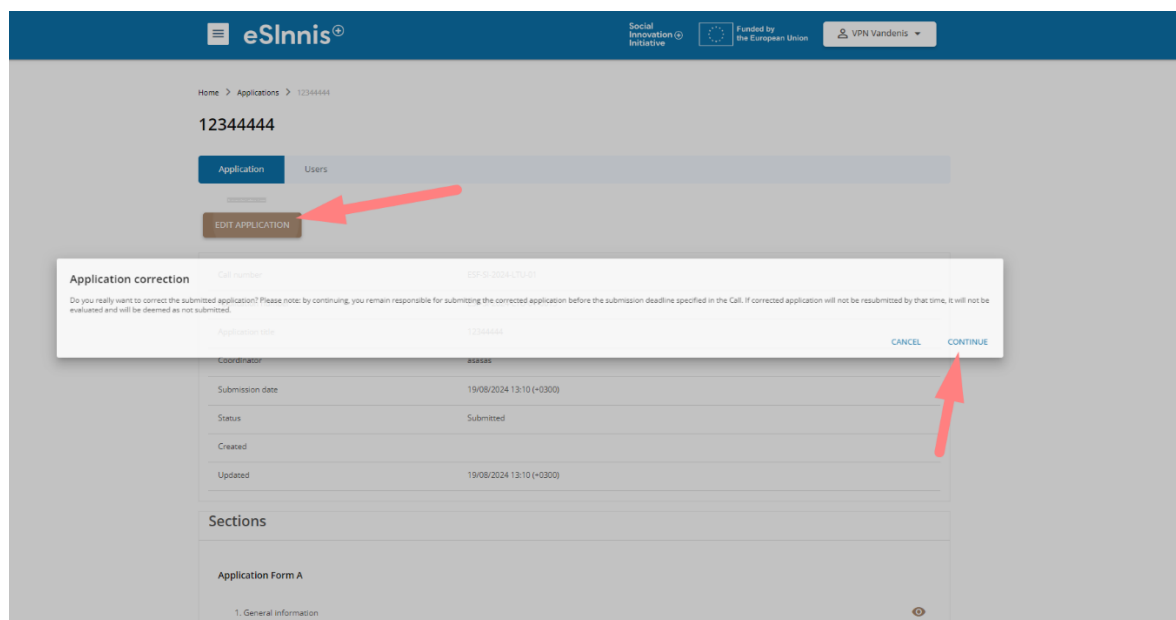
Call number	Application number	Application title	Coordinator	Country	Submission date	Duration in months	Requested grant amount (in €)	Status	Beneficiaries	Details
ESF-SI-2024-LTU-01	ESF-SI-2024-LTU-01-0015	12344444	asasas	Cyprus	19/08/2024 13:15 (+0300)	12	1 111 111,00	Submitted	3	
ESF-SI-2024-LTU-01	ESF-SI-2024-LTU-01-0006	My Title for Application to call	sdsdsds	Latvia	07/08/2024 18:12 (+0300)	0	999 999 999,99	Draft	2	
ESF-SI-2024-LTU-01						0	0,00	Draft	0	
ESF-SI-2024-LTU-01		labas	luuu			0	0,00	Draft	2	
ESF-SI-2024-LTU-01						24	0,00	Draft	0	
ESF-SI-2024-LTU-01		labas				0	0,00	Draft	0	
ESF-SI-2024-LTU-01						0	0,00	Draft	0	

2. When the page is open, click on the “Edit Application” button.

! If you do not see this button, it means you lack the permission to perform this action.



3. After clicking on the button “Edit Application” button, an additional window will open asking you to confirm your choice. Click on the “Continue” button to proceed.



4. Once the choice is confirmed, eSInnis will notify you of the successful return of your application for amendment. The “Edit Application” button will be replaced with the “Validate and Submit” button.

Home > Applications > 12344444

12344444



Application Users

VALIDATE AND SUBMIT

Call number	ESF-SI-2024-LTU-01
Application number	ESF-SI-2024-LTU-01-0015
Application title	12344444
Coordinator	asasas
Submission date	19/08/2024 13:15 (+0300)
Status	Draft
Created	
Updated	19/08/2024 13:16 (+0300)

Sections

Application Form A

1. General information  

! If the submitted application has been modified, it must be re-submitted. If the application returned for amendment has not been re-submitted, it will be considered as a non-submitted and will not be assessed.

Activating innovations for social change

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