



EUROPEAN COMMISSION

Directorate General for Employment, Social Affairs and Equal Opportunities

Resources, Communication
Information Technologies

SWIM

End User Manual

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Authors: Wim NAHON
Revised by:
Approved by:
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Document History

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1. INTRODUCTION

1.1. Definition

SWIM is the electronic system developed by the DG Employment, Social Affairs and Equal Opportunities whose objective is to improve the management of the calls for proposals and Community grants.

At the grant request stage, SWIM will allow the applicants for Community grants to fill out the form and the estimated budget to be attached to their application for funds. During the lifecycle of the grant, SWIM will also help the beneficiaries of grants to prepare the budgetary information to be sent to the Commission accompanying requests for modifications of the budget estimate and requests for further pre-financing/interim payments in cases of pre-financing paid in several instalments or when interim payments are foreseen in the grant agreement.

In order to be taken into consideration, those electronic documents must be printed out, signed, where necessary, and sent to the Commission together with an official letter and the other documents specified in the call for proposals and/or the grant agreement.

The purpose of this manual is to describe the technical features and functionalities of SWIM and to enable thus users to create, edit and submit electronically the above mentioned documents.

The legal and financial rules as well as the practical procedure to be respected are established in the call for proposals' documents and/or in the grant agreement.

1.2. Conventions used in this manual

Reading through this manual you'll note that there will be highlighted elements, used for different type of information, as listed here.

Important:

This is a part of the manual you should really pay attention to!

Note: (the text depends on the context)

Notes provide explanation on specific parts of the application.

1.3. Disclaimer

The information contained in this manual is for guidance only and is a description on how to use the SWIM application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.

2. ACCESSING THE SWIM APPLICATION

2.1. Main Page Web address (URL)

The SWIM web application form can be accessed by typing the following address in your browser: <https://webgate.ec.europa.eu/swim>.

Both Microsoft Internet Explorer (versions 7 and 8) and Mozilla Firefox (version 3.6.3) are supported.

Note: If you are using Microsoft Internet Explorer 6, we strongly advise you to upgrade before using SWIM.

You will be directed to the SWIM home page:

The page contains two boxes:

- **New grant application form:** use this box to [create a new grant application](#)
- **Follow up of your grant/grant application:** use this box to [follow up an already created grant application](#)

2.2. Description of links available on the SWIM home page

The links are all located on the top right side of the application home page:

Description:

- **Important legal notice:** link to the page providing general information on data protection (disclaimer, copyright, personal data protection)
- **Privacy Statement:** statement providing information on data protection procedures followed by European Commission services
- **FAQ:** from this link applicants can access a section listing useful frequently asked questions on SWIM
- **Help on SWIM:** by clicking on this link applicants can view and print the present manual in PDF format
- **Grants on Europa:** link to European Commission web page for Grants, Funds and Programs, organized by EU policy
- **New grant application:** a [new grant application can be initiated](#) via this link.
- **View empty PDF Form:** this gives an empty application form in PDF format. When applicants click on this link, they are redirected to the following page:

Employment, Social Affairs and Equal Opportunities

European Commission > Employment, Social Affairs & Equal Opportunities > SWIM

Privacy statement | FAQ | Help | Grants on EUROPA

New grant application | View empty PDF form | Login

This page allows you to view an empty grant application form for an ongoing or a previous call for proposals.

View empty grant application form

Ongoing calls for proposals:

Previous calls for proposals:

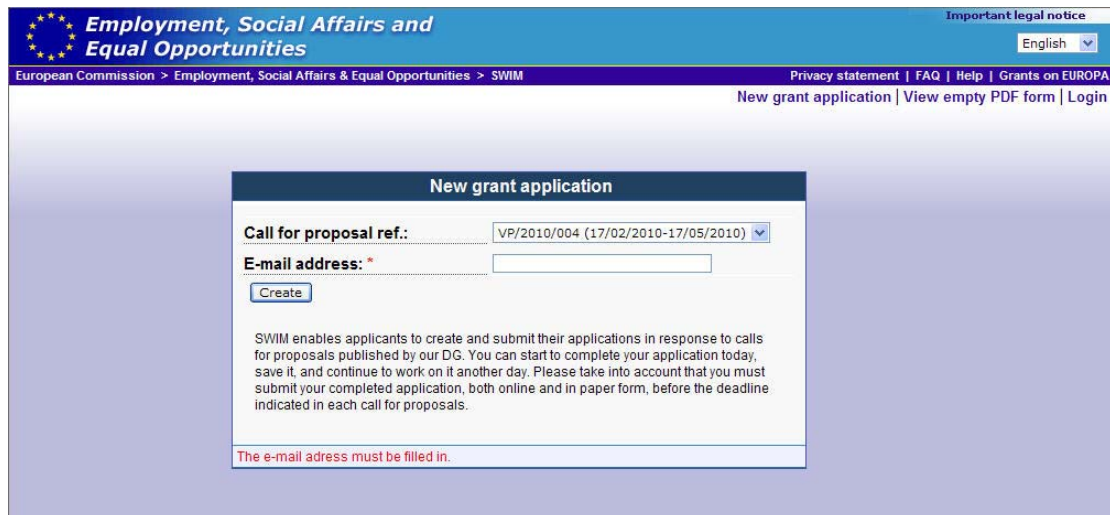
On this page applicants can either select the reference number of the call for proposals (**VP/YEAR/XXX**, as published in the Official Journal) from the drop-down list **Opened calls for proposals** (all currently open calls for proposals), or select an already closed call from the drop down list **Previous call for proposals** (all calls for proposals with past submission deadline) and then click on the **View** button in order to access to a blank PDF form of the chosen call.

- **Login:** this link can be used by applicants to log on at any time in SWIM, once they have created a grant application, and thus having received an Application reference and a Password, as we will see in the following chapter.

3. CREATING A NEW GRANT APPLICATION

To create a new grant application, complete the box *New grant application form* in the SWIM home page as follows:

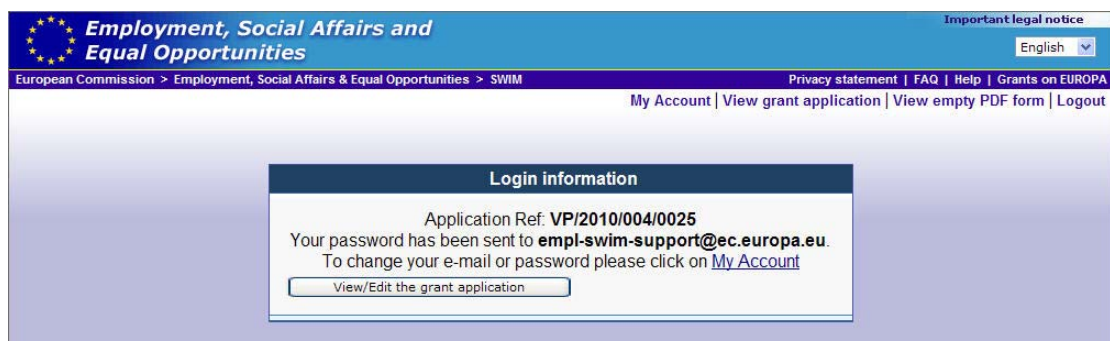
1. **Select the Call for proposal you want to apply for from the list** *Call for proposal ref.*
2. **Type a valid email address in the field** *Contact e-mail address*. Not providing the e-mail address leads to the following error message:



The screenshot shows the 'New grant application' form on the SWIM website. The form has a header with the European Commission logo and the text 'Employment, Social Affairs and Equal Opportunities'. Below the header, there is a navigation bar with links: 'European Commission > Employment, Social Affairs & Equal Opportunities > SWIM', 'Privacy statement | FAQ | Help | Grants on EUROPA', and 'New grant application | View empty PDF form | Login'. The form itself has a title 'New grant application' and two input fields: 'Call for proposal ref.' with a dropdown menu showing 'VP/2010/004 (17/02/2010-17/05/2010)' and 'E-mail address: *' with an empty text box. Below the 'E-mail address' field is a 'Create' button. A red error message at the bottom of the form states: 'The e-mail address must be filled in.' Below the form, there is a paragraph of text explaining the application process: 'SWIM enables applicants to create and submit their applications in response to calls for proposals published by our DG. You can start to complete your application today, save it, and continue to work on it another day. Please take into account that you must submit your completed application, both online and in paper form, before the deadline indicated in each call for proposals.'

3. **Click on the button** *Create*.

The page confirming the creation of your grant application is displayed:



The screenshot shows the 'Login information' page on the SWIM website. The page has a header with the European Commission logo and the text 'Employment, Social Affairs and Equal Opportunities'. Below the header, there is a navigation bar with links: 'European Commission > Employment, Social Affairs & Equal Opportunities > SWIM', 'Privacy statement | FAQ | Help | Grants on EUROPA', and 'My Account | View grant application | View empty PDF form | Logout'. The main content area has a title 'Login information' and a paragraph of text: 'Application Ref: VP/2010/004/0025. Your password has been sent to **empl-swim-support@ec.europa.eu**. To change your e-mail or password please click on [My Account](#)'. Below the text is a button labeled 'View/Edit the grant application'.

4. **To edit your application click on** *View/Edit the grant application*.

The application form is displayed. You will be able to fill out all required information.

5. New functionalities

■ My Account

Click the option *My account* to directly change your "e-mail address" or "password". The following screen is displayed:

Both sub-screens are displayed in the same way and whenever you need to change one of the possible options, select the matching tab and fill-out the requested information. Confirm by clicking the *Change* button.

■ Lost or forgotten password

In case the Password has been lost or forgotten, a new one can be requested at any time by clicking on the button "***forgotten password?***" on the login screen, as shown below:

Follow-up of your grant or grant application

Application ref.:

Password:

[Login](#) [Forgotten password?](#)

If your application is selected and you are awarded a grant, you will be able to follow up the financial aspects of your grant using SWIM. For this reason please ensure you keep safe your credential information (application ref./password) which you will receive by e-mail after creating your application.

The following screen appears, where you have to provide the **Application reference** (obtained during the first registration) and the **Contact e-mail address** where the new access code will be sent (the email address needs to be the same to the one originally used during the first registration):

Employment, Social Affairs and Equal Opportunities Important legal notice English

European Commission > Employment, Social Affairs & Equal Opportunities > SWIM Privacy statement | FAQ | Help | Grants on EUROPA

[New grant application](#) | [View empty PDF form](#) | [Login](#)

Enter the application reference for which you want a new password (it will be sent to your E-mail address)

Application ref.

E-mail address:

[OK](#) [Cancel](#)

3.1. How to fill in a Grant Application

When you click on *View/Edit the grant application*, you are redirected to the first page of SWIM application form. The form is organised in Titles (main sections) and each Title contains different sections to be filled in by applicants with information regarding their proposed projects in order to submit their request for grant:

Employment, Social Affairs and Equal Opportunities Important legal notice English

European Commission > Employment, Social Affairs & Equal Opportunities > SWIM > Edit grant application Privacy statement | FAQ | Help | Grants on EUROPA

[My Account](#) | [View empty PDF form](#) | [Generate a printable version \(PDF\)](#) | [Delete grant application](#) | [Logout](#)

APPLICATION FORM

Application VP/2010/004/0025
Modernised coordination of social security schemes : Transnational actions for cooperation and information (February 17, 2010- May 17, 2010)

In edition (not valid)
[See validations errors](#)

Applicant information ▼ Action ▼ Applicant organisation ▼ Partners ▼ Annexes ▼ Signature ▼ Budget ▼ [Save](#) [Submit](#)

A.1 Applicant organisation

A.1.1 Name of the organisation: *
Max. 250 characters.

A.1.2 Abbreviation:
Enter the abbreviation of the name of your organisation. Max. 50 characters.

A.1.3 Type of organisation: *
Attention: please check carefully the text of the call to ensure your organisation is within the eligible type of organisation for this specific call.

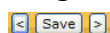
A.1.4 Address: *
Max. 100 characters.

A.1.5 Postal code: *
Max. 15 characters.

As you can see from the screenshot above, the top left part of the screen contains the following information:

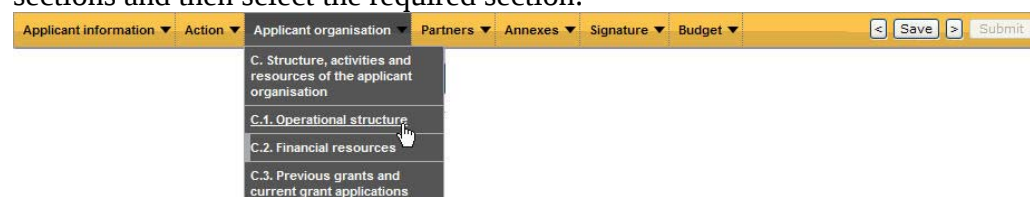
- The reference number of your application
- The title of the Call for Proposals
- The start and end dates of the application submission period
- The status of your application. This can either be:
 - **In edition (not valid)**, which means that your application has not yet been submitted because it still contains errors or missing information (in that case by simply clicking on the link *See validation errors* in the upper central part of the screen, you can view which errors are preventing your application from being validated);
 - **In edition (valid)**, which means all mandatory fields of the application (marked with a **red asterisk ***) have been properly populated and the application is ready to be submitted by clicking on the button *Submit* on the last screen;

As soon as the first page of the form is completed, applicants can proceed in completing the following sections using three buttons always displayed in the navigation bar at the top of the screen:



Important: Do not use the Internet Explorer navigation buttons («Back» or «Forward» on the Toolbar), since this action will disconnect you from SWIM and you will lose all data you had already entered in your application form.

Nevertheless applicants are not obliged to respect the order of the titles and sections when they fill in the SWIM web form. In fact, they can always select a section from the navigation bar at the top of the screen. Point to an option to display the available sections and then select the required section:



In the following sections, the different sections are briefly explained.

3.2. Applicant information

In the first section, the applicant must provide information about himself:

- Applicant organisation (name, type, address, phone number, e-mail address, etc.)
- Legal representative (name, function, etc.)
- Person responsible for the project/contact person (name, function, etc.)

3.3. Action

In the second section, the applicant must provide the details of the action for which the grant is requested:

- Title and description;
- Objectives
- Type and duration of activities;
- Action events (start/end date, venue, type of event, etc).
- Partnerships
- Targeted groups
- Expected results, etc.

3.4. Applicant organisation

In the third section, the applicant must provide the details of the applicant organisation:

- Operational structure
- Financial resources
- Previous grants and current grant applications

3.5. Partners

In the fourth section, the applicant must provide information regarding all partners involved in the project, such as:

- Name,
- Organisation type
- Address, country
- E-mail address

In order to specify such information on the application form, applicants must proceed as follow:

1. Click on the button **Add new partner**, as shown below:

The screenshot shows the 'APPLICATION FORM' interface for the 'Employment, Social Affairs and Equal Opportunities' program. The form is titled 'Application VP/2010/004/0025' and describes 'Modernised coordination of social security schemes : Transnational actions for cooperation and information (February 17, 2010- May 17, 2010)'. The form is in 'In edition (not valid)' status. The navigation bar includes tabs for 'Applicant information', 'Action', 'Applicant organisation', 'Partners', 'Annexes', 'Signature', and 'Budget'. The 'Partners' tab is selected. Below the tabs, there is a section titled 'D Partners involved in the action' with a sub-section 'D.1 Partners:'. The text 'Please fill out one form per partner.' is displayed. A button labeled 'Add a new partner' is highlighted with a red rectangle.

2. Fill in all the information required in the following screen:

Employment, Social Affairs and Equal Opportunities Important legal notice English

European Commission > Employment, Social Affairs & Equal Opportunities > SWIM > Edit grant application Privacy statement | FAQ | Help | Grants on EUROPA

My Account | View empty PDF form | Generate a printable version (PDF) | Delete grant application | Logout

APPLICATION FORM

Application VP/2010/004/0025
Modernised coordination of social security schemes : Transnational actions for cooperation and information (February 17, 2010- May 17, 2010)

In edition (not valid)
[See validations errors](#)

Applicant information ▾ Action ▾ Applicant organisation ▾ **Partners ▾** Annexes ▾ Signature ▾ Budget ▾ < Save > Submit

D Partners involved in the action

D.1 Partners:
Please fill out one form per partner.

[Enter partner information]

P1 / D.1.1 Name of the Organisation: *
Max. 250 characters.

P1 / D.1.2 Type of organisation: *

P1 / D.1.3 Abbreviation:
Enter the abbreviation of the name of your partner's organisation. Max. 50 characters.

P1 / D.1.4 Address: *
Max. 100 characters.

P1 / D.1.5 Postal code: *
Max. 15 characters.

P1 / D.1.6 City: *
Max. 50 characters.

3. Use the *Edit* link to edit an existing partner definition.

4. Use the *Delete* button to delete an existing partner definition.

Employment, Social Affairs and Equal Opportunities Important legal notice English

European Commission > Employment, Social Affairs & Equal Opportunities > SWIM > Edit grant application Privacy statement | FAQ | Help | Grants on EUROPA

My Account | View empty PDF form | Generate a printable version (PDF) | Delete grant application | Logout

APPLICATION FORM

Application VP/2010/004/0025
Modernised coordination of social security schemes : Transnational actions for cooperation and information (February 17, 2010- May 17, 2010)

In edition (not valid)
[See validations errors](#)

Applicant information ▾ Action ▾ Applicant organisation ▾ **Partners ▾** Annexes ▾ Signature ▾ Budget ▾ < Save > Submit

D Partners involved in the action

D.1 Partners:
Please fill out one form per partner.

3.6. Annexes

The fifth section of the application form is dedicated to Annexes. Annexes are documents that must be duly completed, signed and transmitted along with the electronic application form. Two different types of annex have to be considered:

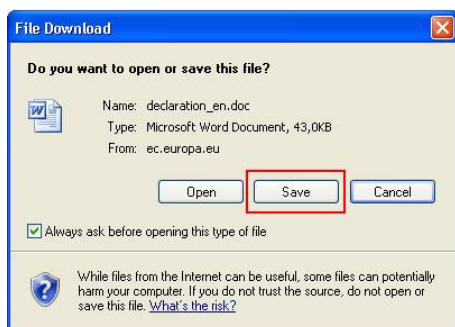
- Documents that are already attached to the application form (such as the declaration of honour), that must be downloaded, completed and returned by post, according to specifications given in the call guidelines. For some calls, it may be allowed or even

required to upload the completed form, so that it becomes part of the electronically submitted application;

- Separate Documents that need to be created by applicants (in an electronic format, such as MS Word for example) and uploaded back in the SWIM application form. In most of the cases, these documents also have to be sent by post along with the paper version of the application form.

In general, for each document or annex which has to be downloaded, completed and uploaded back in SWIM, this is the procedure to follow:

1. **Download the document by clicking on the *click here* link.**
2. **Do not open it immediately, but save it on your Hard Disk instead:**



3. **Open the document or annex on your pc and complete it with the requested information.**
4. **If you want to upload the completed form, click the *Browse* button and search the document on your PC):**



In case a wrong document is uploaded in the SWIM application form, the applicant can use the Edit or Delete link to correct the situation:



In order to help applicants in filling in the SWIM application form, a help message is displayed for most fields, when the cursor is pointed to that field, as shown in the example below:



3.7. The Budget Section

The sixth section of the SWIM application form always concerns the Budget, where applicants have to provide all the financial details of their project. Subtotal and total amounts at the end of each budget subsection are automatically calculated by the system when the corresponding forms are filled in and saved by the applicant. Applicants can easily check the overall budget by checking the global BUDGET by clicking the first option in the Budget drop-down menu:



The budget section contains the following sections, common to every call for proposal:

- Heading 1: Staff costs
- Heading 2: Travel, accommodation and subsistence
- Heading 3: Cost of services
- Heading 4: Administration costs
- Heading 5: Overheads (limited to a maximum flat-rate of 7% of the total eligible direct costs)
- Heading 6: Income
 - The applicant must specify his own contribution and the contribution of the partner(s) (which represents the total beneficiary's contribution) as well as any revenue expected to be generated by the implementation of the action.
 - SWIM will automatically calculate the amount of the Union grant requested based on the figures provided in the application.

Attention:

Headings are organised by rows (each row containing a number of fields). If one field in a row is fulfilled, it is mandatory to fulfil all other fields in the same row. Therefore, you should insert all required information in the corresponding numerical fields. In order, to help you to better understand how you have to fill out all budget data, you will find hereafter some practical examples.

Example 1:

Heading 1 – Staff costs, Management/Coordination

All provisional costs related to the staff costs of the project should be clearly identified in this table.

G.1 Staff costs					
Management/Coordination (transnational and national):					
Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total
John Smith	Labour Research Institute - Director	Employee	500.00	10.00	5000.00
Add new line					
Total cost of Management/Coordination			5000.00		

Name: you have to indicate the name of persons involved in the project

Name of the Organisation and function within the organisation: you have to indicate the project leader/partners official denomination;

Status: you have to indicate the professional/official status of the persons involved in the project

Daily Salary cost: daily salary rate

Number of days: effective working days charged to the project's development.

Total: the total value is calculated by the system

Example 2:

Heading 2 – Travel, accommodation and subsistence allowance

All provisional costs related to travel and subsistence activities should be clearly identified in the 2nd Heading following the proposed structure.

G.2 Travel, accommodation and subsistence

Travel, accommodation and subsistence allowance:

Purpose of the travel	Place of the event	Average travel cost per person	Number of people	Travel sub-total	Daily Cost per person	Number of people	Number of days	Subsistence and accommodation sub-total	Total
Kick-off meeting	Brussels	200.00	5.00	1000.00	150.00	5.00	3.00	2250.00	3250.00

[Add new line](#)

Total of travel costs 1000.00

Total of subsistence and accommodation costs 2250.00

Total - Travel, accommodation and subsistence allowances 3250.00

Purpose of travel: indicate the purpose of the travel linked with your project

Place of the event: indicate the place where the specific event will take place

Average travel cost per person: enter the estimated travelling price for each participant (i.e. transportation costs by plane, by rail or by car)

Number of people: enter the estimated number of people that will assist to the event

Travel subtotal: SWIM automatically calculates the Travel subtotal.

Daily Cost per person: Indicate which is the average daily allowance foreseen in the Call for proposal's specifications

Number of people: indicate the estimated number of people that will benefit of the subsistence allowance

Number of days: indicate for how many days people have the right to receive a per-diem allowance.

Example 3: Adding new lines to a table

Within each Heading, one row only is displayed by default for each cost item.

Click on the corresponding button «**Add new line**» in case you need to fill in more lines:

G.2 Travel, accommodation and subsistence

Travel, accommodation and subsistence allowance:

Purpose of the travel	Place of the event	Average travel cost per person	Number of people	Travel sub-total	Daily Cost per person	Number of people	Number of days	Subsistence and accommodation sub-total	Total
Kick-off meeting	Brussels	200.00	5.00	1000.00	150.00	5.00	3.00	2250.00	3250.00

[Add new line](#)

Total of travel costs 1000.00

Total of subsistence and accommodation costs 2250.00

Total - Travel, accommodation and subsistence allowances 3250.00

Fill out the new line as required. The totals at the bottom will also be updated:

G.2 Travel, accommodation and subsistence

Travel, accommodation and subsistence allowance:

Purpose of the travel *	Place of the event *	Average travel cost per person *	Number of people *	Travel sub-total	Daily Cost per person *	Number of people *	Number of days *	Subsistence and accommodation sub-total	Total
Kick-off meeting	Brussels	200.00	5.00	1000.00	150.00	5.00	3.00	2250.00	3250.00
Work seminar	Brussels	200.00	10.00	2000.00	150.00	5.00	2.00	1500.00	3500.00

Add new line

Total of travel costs	3000.00
Total of subsistence and accommodation costs	3750.00
Total - Travel, accommodation and subsistence allowances	6750.00

Note: If one field in a row is fulfilled, it is mandatory to fulfil all other fields in the same row.

4. SUBMITTING A GRANT APPLICATION

Once all sections of the SWIM application form have been properly completed, the Grant application status on the top left side of the screen changes to ***In edition (valid)***, meaning the application form is ready to be submitted, and the button **Submit** is enabled in the navigation bar:



Important legal notice

English

European Commission > Employment, Social Affairs & Equal Opportunities > SWIM > Edit grant application

Privacy statement | FAQ | Help | Grants on EUROPA

My Account | View empty PDF form | Generate a printable version (PDF) | Delete grant application | Logout

APPLICATION FORM

Application VP/2010/004/0025
Modernised coordination of social security schemes : Transnational actions for cooperation and information (February 17, 2010- May 17, 2010)

In edition Valid

Applicant information ▼ Action ▼ Applicant organisation ▼ Partners ▼ Annexes ▼ Signature ▼ Budget ▼

< Save > **Submit**

By clicking on the **Submit** button, a confirmation screen appears:



Important legal notice

English

European Commission > Employment, Social Affairs & Equal Opportunities > SWIM > Submit grant application

Privacy statement | FAQ | Help | Grants on EUROPA

My Account | View empty PDF form | Logout

Call for proposals: VP/2010/004, Application: VP/2010/004/0025
Creation: 28 April 2010

In edition Valid

Confirm grant application submission

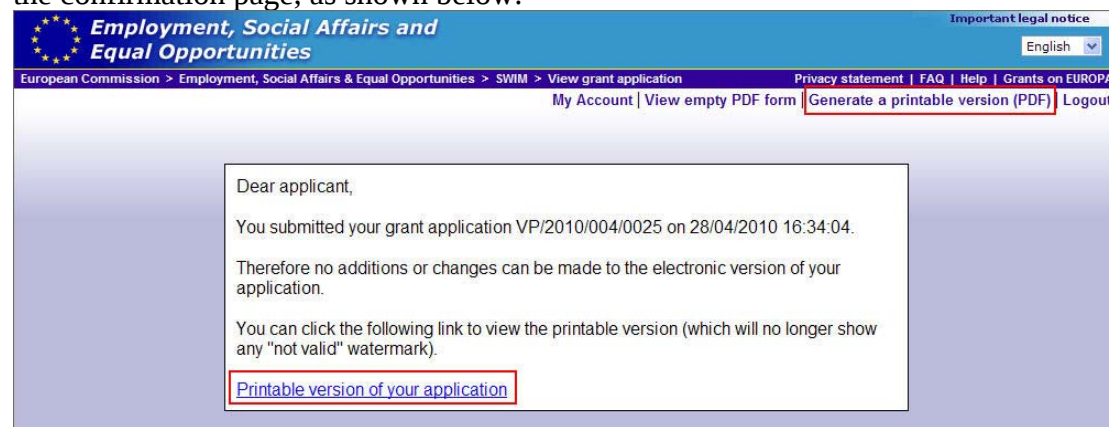
Please note that no modification may be made to your grant application after this stage.

Submit this grant application Cancel

Applicants can finally submit their application form by clicking on the button **Submit this grant application**, bearing in mind that no further modifications can be implemented on the application form once it is submitted. After submission, an email will be sent directly to the email address which was identified when the file was created by the candidate.

Important:

After being submitted electronically, the application form must also be printed out, signed and sent by post to the responsible Unit, as specified in the Call for Proposals. This can be done by using the link **Printable version of your application** located on the confirmation page, as shown below:



Important legal notice

English

European Commission > Employment, Social Affairs & Equal Opportunities > SWIM > View grant application

Privacy statement | FAQ | Help | Grants on EUROPA

My Account | View empty PDF form | **Generate a printable version (PDF)** | Logout

Dear applicant,

You submitted your grant application VP/2010/004/0025 on 28/04/2010 16:34:04.

Therefore no additions or changes can be made to the electronic version of your application.

You can click the following link to view the printable version (which will no longer show any "not valid" watermark).

Printable version of your application

However a printable version of the application form in PDF format can be created even before the submission, allowing applicants to check how the paper version looks

like, via the link ***Generate a printable version (PDF)*** located at the top right side of the screen, as displayed above.

In this case, however, a red message ***Form Incomplete*** will appear on the first page and a watermark ***NOT VALID*** will appear on each page of the application form:

APPLICATION FORM

Application ref.: **VP/2010/004/0026**

Form incomplete

This form as such is not finished and, consequently, not admissible.

To finalise the form, you must:

1. Fill in all the compulsory fields (signalled with an *)
2. Verify that there are no validation errors
3. Click on the "Submit" / "Finish version" button

Eventually, you will be able to print the finished form from which the watermark "NOT VALID" will have disappeared.

This means that the draft version cannot be used as final version to be sent by mail to the Unit responsible for the call for proposals (only the PDF version generated and printed after the submission, not showing any watermark, will be accepted as final version).

5. DELETING A GRANT APPLICATION

If a grant application has not been submitted yet, it can be deleted at any time using the button **Delete grant application** located on the top right pane:

The screenshot shows the 'APPLICATION FORM' page for application VP/2010/004/0026. The page title is 'APPLICATION FORM'. Below it, the application details are: 'Application VP/2010/004/0026' and 'Modernised coordination of social security schemes : Transnational actions for cooperation and information (February 17, 2010- May 17, 2010)'. On the right, there is a status indicator 'In edition (not valid)' and a link 'See validations errors'. At the top right, there is a language dropdown set to 'English' and an 'Important legal notice' link. The breadcrumb trail is 'European Commission > Employment, Social Affairs & Equal Opportunities > SWIM > Edit grant application'. The top navigation bar includes 'My Account', 'View empty PDF form', 'Generate a printable version (PDF)', 'Delete grant application' (highlighted with a red box), and 'Logout'. The bottom navigation bar includes tabs for 'Applicant information', 'Action', 'Applicant organisation', 'Partners', 'Annexes', 'Signature', and 'Budget', followed by 'Save' and 'Submit' buttons.

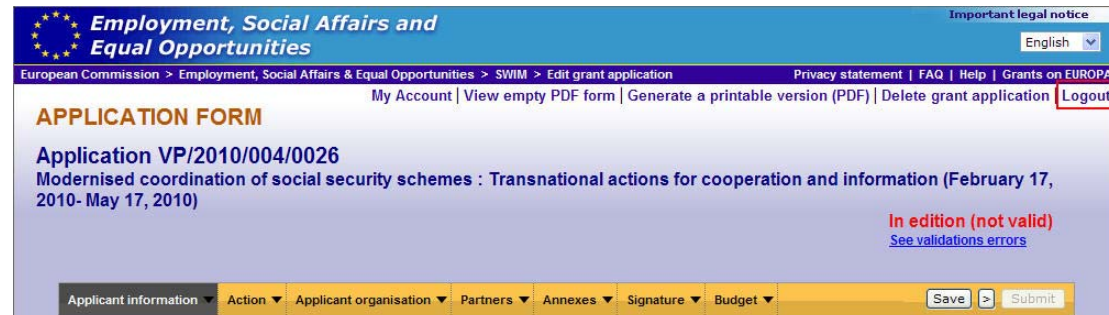
A confirmation screen appears:

The screenshot shows the 'Confirm deletion of this grant application' confirmation screen. The page title is 'Confirm deletion of this grant application'. Below it, the application details are: 'Call for proposals: VP/2010/004 , Application: VP/2010/004/0026' and 'Creation : : 28 April 2010'. On the right, there is a status indicator 'In edition (not valid)'. The breadcrumb trail is 'European Commission > Employment, Social Affairs & Equal Opportunities > SWIM > Delete grant application'. The top navigation bar includes 'My Account', 'View empty PDF form', and 'Logout'. The top right has a language dropdown set to 'English' and an 'Important legal notice' link. The main content area contains a confirmation message: 'Are you sure you wish to delete this grant application form?' with 'Yes' and 'Cancel' buttons.

Clicking on the button **Yes** on the confirmation screen will remove the application form.

6. LOGGING OUT FROM A GRANT APPLICATION

Applicants can disconnect at any time from SWIM, even if they have not finish to fill in their application form, through the link **Logout** located on the top right pane of the screen:

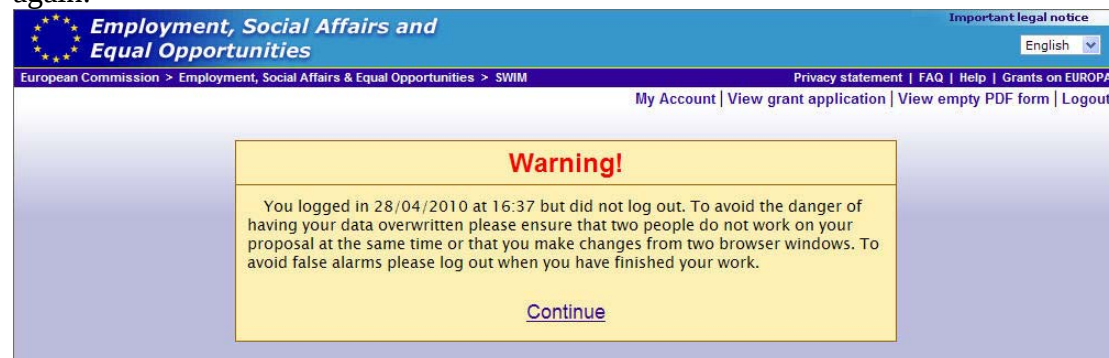


The screenshot shows the top navigation bar of the SWIM application. The header includes the European Commission logo and the text "Employment, Social Affairs and Equal Opportunities". Below this, a breadcrumb trail reads "European Commission > Employment, Social Affairs & Equal Opportunities > SWIM > Edit grant application". To the right of the breadcrumb trail are links for "Privacy statement", "FAQ", "Help", and "Grants on EUROPA". A language dropdown menu is set to "English". Below the header, a secondary navigation bar contains links for "My Account", "View empty PDF form", "Generate a printable version (PDF)", "Delete grant application", and "Logout". The "Logout" link is highlighted with a red box. The main content area displays the title "APPLICATION FORM" and the application details: "Application VP/2010/004/0026" and "Modernised coordination of social security schemes : Transnational actions for cooperation and information (February 17, 2010- May 17, 2010)". A status indicator shows "In edition (not valid)" with a link to "See validations errors". At the bottom, there is a tabbed interface with tabs for "Applicant information", "Action", "Applicant organisation", "Partners", "Annexes", "Signature", and "Budget". A "Save" button and a "Submit" button are located at the bottom right of the tabs.

Important:

Before logging out, applicants must save once again the data already entered in the application form (using the button *Save* as already seen), in order to avoid any risk of losing data.

Disconnecting from the SWIM application form not using the **Logout** button but closing your browser instead leads to the following message when trying to log on again:



The screenshot shows the same SWIM application interface as before, but with a yellow warning box in the center. The warning box has a red header "Warning!" and contains the following text: "You logged in 28/04/2010 at 16:37 but did not log out. To avoid the danger of having your data overwritten please ensure that two people do not work on your proposal at the same time or that you make changes from two browser windows. To avoid false alarms please log out when you have finished your work." Below the text is a blue link labeled "Continue".

Clicking on **Continue** will re-establish the connection to the SWIM application form. All data already entered in the form will be there, but only if they have been saved via the button **Save** before disconnecting.

7. COMMON ERRORS

Some errors might prevent SWIM to save the data entered by applicants in their application form, therefore preventing the application form to be submitted. In fact when the application form contains these errors, the button **Submit** is greyed out and the Grant application status of the application form, always visible at the top left side of the screen, is **Not valid**, as shown in the example below:

The screenshot shows the 'APPLICATION FORM' for 'Application VP/2010/004/0026'. The form is titled 'Modernised coordination of social security schemes : Transnational actions for cooperation and information (February 17, 2010- May 17, 2010)'. A red box highlights the status 'In edition (not valid)' with a link 'See validations errors'. The form has tabs for 'Applicant information', 'Action', 'Applicant organisation', 'Partners', 'Annexes', 'Signature', and 'Budget'. The 'Submit' button is greyed out.

Typically, those common errors are generated when one or more mandatory fields (marked with a red asterisk *****) are left empty, or when the budget is incomplete. Click the link **See validation errors** to check exactly which errors are preventing their application from being valid. The error report is displayed in a separate browser window:

The screenshot shows the 'Errors - Application VP/2010/004/0026' report. It lists various errors and warnings for different sections of the application form.

Errors - Application VP/2010/004/0026	
A. General Information on the Applicant	
A.1. Applicant organisation	
A.1.9 Fax	This field must be filled in.
B. Information on the action for which the grant is requested	
B.2 Short summary of the action	This field must be filled in.
B.14 Use of results (multiplier effects and dissemination plans)	This field must be filled in.
C.3. Previous grants and current grant applications	
C.3.3 Have you requested/obtained an operating grant which is currently ongoing?	This field must be filled in.
Budget	
Total revenue of the action	Error! The computed amount is not valid, please review the fields used to compute it.
Income	Error! The computed amount is not valid, please review the fields used to compute it.
Beneficiary's contribution in cash (C)	Error! The computed amount is not valid, please review the fields used to compute it.
Union Grant (S)	Error! The computed amount is not valid, please review the fields used to compute it.
Total Income = C + R + S	Error! The computed amount is not valid, please review the fields used to compute it.
Income	
Own contribution	This field must be filled in.
Partner's contribution	This field must be filled in.
Beneficiary's contribution in cash (C)	Error! The computed amount is not valid, please review the fields used to compute it.
Revenue generated by the action (R)	This field must be filled in.
Union grant (S) (T - C - R)	Error! The computed amount is not valid, please review the fields used to compute it.
Total Income (T)	Error! The computed amount is not valid, please review the fields used to compute it.
Please check that you do not exceed the maximum percentage for Union funding established in the call for proposals. Based on the figures already filled in for the previous items, the percentage of the total eligible costs you are requesting is	

You can click a link in this report to go directly to that section of your application.

8. REQUESTING A MODIFICATION TO THE ESTIMATED BUDGET

SWIM must be used by beneficiaries in case of requests for modifications to the estimated budget of the action (Annex II to the grant agreement).

The beneficiary must produce the amended version of the estimated budget via SWIM, the same system used to submit the original grant application.

To access your grant application, go to the SWIM home page (<https://webgate.ec.europa.eu/swim>) and fill in the box **Follow up of your grant/grant application** with the original Application reference and the Password – allocated by the system when the [grant application was created](#).

The screenshot shows the SWIM home page. The header includes the European Commission logo and the text 'Employment, Social Affairs and Equal Opportunities'. Below the header, there is a navigation bar with links: 'European Commission > Employment, Social Affairs & Equal Opportunities > SWIM', 'Privacy statement | FAQ | Help | Grants on EUROPA', and 'New grant application | View empty PDF form | Login'. A welcome message states: 'Welcome to SWIM, an IT system to manage grant applications, developed by the Employment, Social Affairs and Equal Opportunities DG of the European Commission.' The main content area has two sections: 'New grant application' and 'Follow-up of your grant or grant application'. The 'Follow-up of your grant or grant application' section is highlighted with a red box. It contains fields for 'Application ref.:' and 'Password:', a 'Login' button, and a link for 'Forgotten password?'. Below these fields, a note states: 'If your application is selected and you are awarded a grant, you will be able to follow up the financial aspects of your grant using SWIM. For this reason please ensure you keep safe your credential information (application ref./password) which you will receive by e-mail after creating your application.'

After logging in, the main **Grant follow-up** page is displayed:

The screenshot shows the SWIM Grant follow-up page. The header is the same as the previous page. Below the header, there is a navigation bar with links: 'European Commission > Employment, Social Affairs & Equal Opportunities > SWIM', 'My Account | View grant application | View empty PDF form | Logout', and 'Privacy statement | FAQ | Help | Grants on EUROPA'. The main content area displays the application details: 'Application Ref. VP/2008/007/218, Agreement Reference Number: VS/2008/0360' and 'Projects in the field of Corporate Social Responsibility (CSR) (April 18, 2008- June 18, 2008)'. Below this, there are four sections: 'Finalized documents' with links to 'the original application submitted' and 'the last version of the accepted estimated budget'; 'Budgetary amendments' with a note about the deadline for budgetary modifications (31/05/2010) and a table for 'Budgetary modifications' with columns 'Submission date' and 'Action' (containing a 'New request' button); 'Further pre-financing/interim payment request' with a note about the statement of eligible cost (up to 29/04/2010) and a table for 'Further pre-financing/interim payment request' with columns 'Finished date' and 'Action' (containing a 'New request' button); and 'Final financial statement' with a note about the final financial statement of eligible costs.

The Finalized document section contains two links:

- **The original application submitted:** click this link to view the complete original application submitted in PDF format;
- **The last version of the accepted estimated budget:** click this link to view the current estimated budget accepted by the Commission, in PDF format.

Request for budgetary amendments can be made by clicking the button **New request** in the section **Budgetary amendments**:

Budgetary amendments

The request for budgetary modifications must be sent to the Commission before 31/05/2010. No modification can be requested after this date.

Budgetary modifications	Submission date	Action
		New request

The current estimated budget of the action is displayed:

Employment, Social Affairs and Equal Opportunities

[Important legal notice](#)
[English](#)

[European Commission](#) > [Employment, Social Affairs & Equal Opportunities](#) > [SWIM](#) > [Edit grant application](#)

[Privacy statement](#) | [FAQ](#) | [Help](#) | [Grants on EUROPA](#)

[Back to grant follow-up page](#) | [Generate a printable version \(PDF\)](#) | [Logout](#)

REQUEST FOR BUDGET MODIFICATION

Call for proposals **VP/2008/007** , Application **VP/2008/007/218**

COLI Ref. **VS/2008/0360** , Commitment No. **VS/2008/0360**

In edition

Valid

Budget
Save
Finish version

A Budget

Total cost of the action	211848.94
Total eligible costs (D + I)	211848.94
Total eligible direct costs (D)	198060.00
<u>Heading 1 - Staff costs</u>	
Management	35798.00
Administration	69260.00
Secretariat	0.00
Accounting	0.00
Other staff	0.00
Total - Staff costs	105058.00
<u>Heading 2 - Travel, accommodation and subsistence allowances</u>	
Travel	14700.00
Subsistence allowances (accommodation, meals, etc.)	12010.00
Total - Travel, accommodation and subsistence allowances	26710.00

Click the heading of required budget section to edit the amounts and to enter comments justifying the modifications. An example concerning the "Staff costs" is displayed in the screenshot below:

Employment, Social Affairs and Equal Opportunities

European Commission > Employment, Social Affairs & Equal Opportunities > SWIM > Edit grant application

Privacy statement | FAQ | Help | Grants on EUROPA

Back to grant follow-up page | Generate a printable version (PDF) | Logout

REQUEST FOR BUDGET MODIFICATION

Call for proposals VP/2008/007 , Application VP/2008/007/218
COLI Ref. VS/2008/0360 , Commitment No. VS/2008/0360

In edition
Valid

Budget

< Save > Finish version

A.1 Staff costs

Management/Coordination (transnational and national):

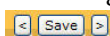
Name	Name of organisation and function within the organisation	Status	Daily Salary cost	Number of days	Total	Comment
Peter Smith	Director	permanent	335.00	60.00	20100.00	Increased number of days
Maria-José Garcia	Senior programme manager	permanent	233.00	76.00	17708.00	
					975	

Add new line

Total cost of Management/Coordination 37808.00

8.1. Saving budget modification

At any time the beneficiary can save the changes he made by clicking on one of the following buttons located in the navigation bar:



In that case the amendment request is just saved by the system (but not yet submitted). It will be displayed in the main page as a link **Created on (date of the creation)** under the section **Budgetary amendments** (the link is in blue, meaning the request can still be edited):

Budgetary amendments		
The request for budgetary modifications must be sent to the Commission before 31/05/2010. No modification can be requested after this date.		
Budgetary modifications	Submission date	Action
Created on 29/04/2010		Delete

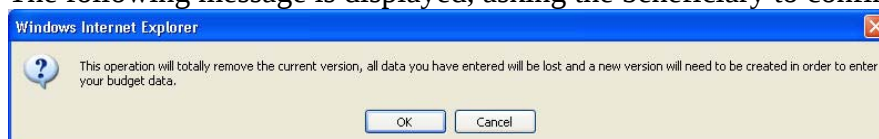
Saved information can be reviewed, modified or deleted any time before submission.

8.2. Deleting a budget modification request

To delete a budget modification request, click on the button **Delete**:

Budgetary amendments		
The request for budgetary modifications must be sent to the Commission before 31/05/2010. No modification can be requested after this date.		
Budgetary modifications	Submission date	Action
Created on 29/04/2010		Delete

The following message is displayed, asking the beneficiary to confirm the action:



If the action is confirmed, the system will definitively delete the request and the link **Created on (date of the creation)** under the section **Budgetary amendments** disappears.

8.3. Submitting completed budget modification requests

When you have completed the budget modification request, you can submit the request clicking on the button **Finish Version**, located at the top right side of the budget screen:

Once submitted the request cannot be modified anymore, but only consulted; to do so, click on the corresponding link (that is highlighted in red, meaning the request is no longer editable):

Budgetary amendments		
The request for budgetary modifications must be sent to the Commission before 31/05/2010. No modification can be requested after this date.		
Budgetary modifications	Submission date	Action
Created on 29/04/2010	29/04/2010	

Important:

After being submitted electronically, the new budget estimate must also be printed out and be annexed to a request letter signed by the legal representative of the applicant organisation. These documents must be sent by post to the responsible Unit, as specified in the grant agreement.

The amendment request can then be accepted, modified or rejected by the Commission. In all cases, the beneficiary will be officially informed by the Responsible Service of the results of its request, by post. In the case of rejection, the mention **Rejected** will appear next to the request:

Budgetary amendments		
The request for budgetary modifications must be sent to the Commission before 31/05/2010. No modification can be requested after this date.		
Budgetary modifications	Submission date	Action
Created on 29/04/2010 (Rejected)	29/04/2010	New request

9. REQUESTING A FURTHER PRE-FINANCING / INTERIM PAYMENT

The financial statement to be sent accompanying requests for further pre-financing/interim payments can be made by clicking the button **New request** under the section **Further pre-financing/interim payment request**:

The screenshot displays the SWIM (Small Business Window into Markets) application interface. At the top, there is a header with the European Commission logo and the text 'Employment, Social Affairs and Equal Opportunities'. Below this, a navigation bar includes links for 'Privacy statement', 'FAQ', 'Help', 'Grants on EUROPA', 'My Account', 'View grant application', 'View empty PDF form', and 'Logout'. The main content area shows the application reference 'VP/2008/007/218' and agreement reference number 'VS/2008/0360'. It lists 'Projects in the field of Corporate Social Responsibility (CSR) (April 18, 2008- June 18, 2008)'. The interface is divided into several sections: 'Finalized documents' with links to the original application and budget; 'Budgetary amendments' with a table showing a rejected request from 29/04/2010 and a 'New request' button; 'Further pre-financing/interim payment request' with a table showing a 'New request' button; and 'Final financial statement' with instructions on annexing costs.

Finalized documents

- [the original application submitted.](#)
- [the last version of the accepted estimated budget.](#)

Budgetary amendments

The request for budgetary modifications must be sent to the Commission before 31/05/2010. No modification can be requested after this date.

Budgetary modifications	Submission date	Action
Created on 29/04/2010 (Rejected)	29/04/2010	New request

Further pre-financing/interim payment request

Statement of the eligible cost incurred up to 29/04/2010

Further pre-financing/interim payment request	Finished date	Action
		New request

Final financial statement

A final financial statement of the eligible costs actually incurred has to be annexed to the request for payment of the balance (article II.15.4 of the grant agreement)

An empty budget form is displayed:

Employment, Social Affairs and Equal Opportunities

European Commission > Employment, Social Affairs & Equal Opportunities > SWIM > Edit grant application

Back to grant follow-up page | Generate a printable version (PDF) | Logout

REQUEST FOR PREFINANCING/INTERIM PAYMENT

Call for proposals VP/2008/007 , Application VP/2008/007/218
COLI Ref. VS/2008/0360 , Commitment No. VS/2008/0360

In edition (not valid)
See validations errors

Budget Save > Finish version

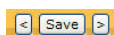
A Budget

Total cost of the action	Error!
Total eligible costs (D + I)	Error!
Total eligible direct costs (D)	0.00
Heading 1 - Staff costs	
Management	0.00
Administration	0.00
Secretariat	0.00
Accounting	0.00
Other staff	0.00
Total - Staff costs	0.00
Heading 2 - Travel, accommodation and subsistence allowances	
Travel	0.00

Click the different **Budget Headings** to edit and fulfil the costs already incurred in the implementation of the action. Also define a value for the Overheads and click the **Finish version** button.

9.1. Saving a Further pre-financing/interim payment request

At any time the beneficiary can save the changes he made by clicking on one of the following buttons located in the navigation bar:



In that case the request is just saved (but not submitted), so that the beneficiary can further access, modify or delete it. It will be displayed in the main page as link **Created on (date of the creation)** under the section **Further pre-financing/interim payment request** (the link is in blue, meaning the statement can still be edited):

Further pre-financing/interim payment request		
Statement of the eligible cost incurred up to 29/04/2010		
Further pre-financing/interim payment request	Finished date	Action
Created on 29/04/2010		Delete

9.2. Deleting a financial statement

Click on the button **Delete**, as indicated below:

Further pre-financing/interim payment request		
Statement of the eligible cost incurred up to 29/04/2010		
Further pre-financing/interim payment request	Finished date	Action
Created on 29/04/2010		Delete

The following message is displayed, asking the beneficiary to confirm the action:

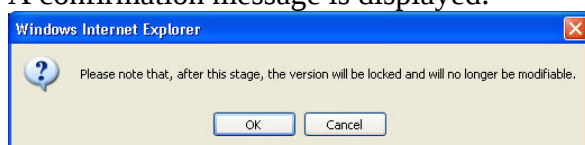


If the action is confirmed, the system will definitively delete the request and the link **Created on (date of the creation)** under the section **Statement of the eligible cost** will disappear.

9.3. Submitting a further pre-financing / interim payment request

When you (the beneficiary) have completed the financial statement, you can submit it by clicking on the button **Finish Version**, as indicated here:

A confirmation message is displayed:



Once submitted, the request for pre-financing or interim payment is locked and no longer modifiable, as also stated in the confirmation message.

The system creates a PDF copy of the statement, accessible via the corresponding link (in red, meaning the request is no longer editable):

Further pre-financing/interim payment request		
Statement of the eligible cost incurred up to 29/04/2010		
Further pre-financing/interim payment request	Finished date	Action
Created on 29/04/2010	29/04/2010	New request

The **Finished date** field is automatically indicated by the system:

Important:

After being submitted electronically, the Request for further pre-financing/interim payment must also be printed out (click the red link in the figure above) and be annexed to a letter signed by the legal representative requesting further pre-financing payment / interim payment. These documents must be sent by post to the responsible Unit, as specified in the grant agreement.

10. CREATING THE FINAL FINANCIAL STATEMENT

The Beneficiary must use SWIM to produce the final financial statement of the eligible costs actually incurred in the implementation of the action to be sent to the Commission accompanying the request for the payment of the balance.

To access your grant application, go to the SWIM home page (<https://webgate.ec.europa.eu/swim>) and fill in the box **Follow up of your grant/grant application** with the original Application reference and the Password – allocated by the system when the [grant application was created](#):

The screenshot shows the SWIM home page with the following elements:

- Header:** European Commission > Employment, Social Affairs & Equal Opportunities > SWIM. Navigation links: Privacy statement | FAQ | Help | Grants on EUROPA. Language: English.
- Welcome message:** Welcome to SWIM, an IT system to manage grant applications, developed by the Employment, Social Affairs and Equal Opportunities DG of the European Commission.
- New grant application section:** Includes fields for 'Call for proposal ref.' and 'E-mail address: *', a 'Create' button, and a paragraph explaining the system's purpose.
- Follow-up of your grant or grant application section:** Includes fields for 'Application ref.' and 'Password:', a 'Login' button, a 'Forgotten password?' link, and a paragraph explaining the follow-up process.

After logging in, the main Grant follow up page is displayed:

The screenshot shows the main Grant follow up page with the following elements:

- Header:** European Commission > Employment, Social Affairs & Equal Opportunities > SWIM. Navigation links: My Account | View grant application | View empty PDF form | Logout. Language: English.
- Application details:** Application Ref. VP/2008/007/218, Agreement Reference Number: VS/2008/0360. Projects in the field of Corporate Social Responsibility (CSR) (April 18, 2008- June 18, 2008).
- Finalized documents:** A list of links: [the original application submitted](#), [the last version of the accepted estimated budget](#).
- Budgetary amendments:** A paragraph stating the request for budgetary modifications must be sent to the Commission before 31/05/2010. No modification can be requested after this date. A table follows:

Budgetary modifications	Submission date	Action
Created on 29/04/2010 (Rejected)	29/04/2010	
- Further pre-financing/interim payment request:** A paragraph stating the statement of the eligible cost incurred up to 29/04/2010. A table follows:

Further pre-financing/interim payment request	Finished date	Action
Created on 29/04/2010	29/04/2010	
Created on 29/04/2010	29/04/2010	
- Final financial statement:** A paragraph stating a final financial statement of the eligible costs actually incurred has to be annexed to the request for payment of the balance (article II.15.4 of the grant agreement). A table follows:

Statement	Finished date	Action
		New statement

In order to create the final financial statement and start filling in it the actual costs incurred in implementing the action, click on the button **New statement** under the section **Final financial statement**. The system will display the estimated budget of the action as annexed to the grant agreement or the last amendment, if any:

FINAL FINANCIAL STATEMENT

Call for proposals VP/2008/007 , Application VP/2008/007/218
COLI Ref. VS/2008/0360 , Commitment No. VS/2008/0360

In edition (not valid)
[See validations errors](#)

Budget Save Finish version

A Budget

Total cost of the action	211848.94
Total eligible costs (D + I)	211848.94
Total eligible direct costs (D)	198060.00
Heading 1 - Staff costs	
Management	35798.00
Administration	69260.00
Secretariat	0.00
Accounting	0.00
Other staff	0.00
Total - Staff costs	105058.00
Heading 2 - Travel, accommodation and subsistence allowances	

Click the different **Budget Headings** to edit the values so that they match the actual costs incurred in the implementation of the action.

FINAL FINANCIAL STATEMENT

Call for proposals VP/2008/007 , Application VP/2008/007/218
COLI Ref. VS/2008/0360 , Commitment No. VS/2008/0360

In edition (not valid)
[See validations errors](#)

Budget Save Finish version

A.2 Travel, accommodation and subsistence

Travel, accommodation and subsistence allowance:

Purpose of the travel	Place of the event	Average travel cost per person	Number of people	Travel sub-total	Daily Cost per person	Number of people	Number of days	Subsistence and accommodation sub-total	Total	Comment
Two days start planning workshop workshop of project team	Berlin	250.00	2.00	500.00	140.00	2.00	2.00	560.00	1060.00	
Two days workshop with local delivery partner (1)	t.b.d.	300.00	4.00	1200.00	140.00	4.00	2.00	1120.00	2320.00	Lowered the number of participants

Data saved but not valid
Last update: 29/04/10 15:25:15
[See validations errors](#)

You can enter comments for each modification. You must also fill out the **Yielded interest** field in the **Income** section:

A.6 Income

Own contribution: *	29369.79
Partner's contribution: *	13000.00
Beneficiary's contribution in cash (C)	42369.79
Revenue generated by the action (R): *	0.00
Union grant (S) (T - C - R)	168899.15
Total Income (T)	211268.94
Amount of the interest yielded by the pre-financing (Articles I.6 and II.16.4 of the grant agreement) Compulsory field: if not applicable put a "0": *	

Contractual limits

As foreseen in Article II.17 of the grant agreement, the final Union grant shall be limited to the following amounts

Art. II.17.2, the final Union grant may not exceed the maximum amount of the grant laid down in Article I.3.3

The maximum amount laid down in your grant agreement is 169479.15

Art. II.17.3, the amount of the final Union grant shall be limited to the amount obtained by applying the Union grant percentage specified in Article I.3.3 to the actual eligible costs

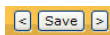
Union grant percentage specified in Article I.3.3. of the grant agreement 80.00

Applying this percentage to the actual costs, the maximum Union grant shall be limited to 169015.15

Please adapt accordingly the amounts of your own and/or the partners' contribution

10.1. Saving a final financial statement

At any time the beneficiary can save the budgetary data introduced by clicking on one of the following buttons located in the navigation bar:



In that case the final financial statement is just saved by the system (but not submitted), in order to allow further access, modification or deletion by the beneficiary. It will be displayed in the main page as link **Created on (date of the creation)** under the section **Final financial statement** (the link is in blue, meaning the request can still be edited):

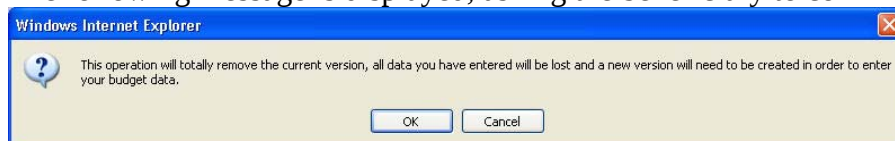
Final financial statement		
A final financial statement of the eligible costs actually incurred has to be annexed to the request for payment of the balance (article II.15.4 of the grant agreement)		
Statement	Finished date	Action
Created on 29/04/2010		Delete

10.2. Deleting a final financial statement

To delete a final financial statement after it has been created (not yet submitted), click on the button **Delete**:

Final financial statement		
A final financial statement of the eligible costs actually incurred has to be annexed to the request for payment of the balance (article II.15.4 of the grant agreement)		
Statement	Finished date	Action
Created on 29/04/2010		Delete

The following message is displayed, asking the beneficiary to confirm the action:

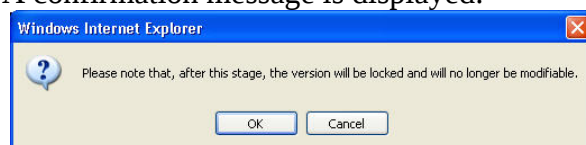


If the action is confirmed, the system will definitely delete the final financial statement and the link **Created on (date of the creation)**, under the section **Final financial statement**, will disappear.

10.3. Submitting a final financial statement

When you have completed the final financial statement, you can submit it by clicking on the button **Finish Version**:

A confirmation message is displayed:



Once submitted, the final financial statement is locked and no longer modifiable. The system creates a PDF copy of the final financial statement, accessible via the corresponding link (in red, meaning it is no longer editable). The **Finished date** field is indicated by the system.

Final financial statement		
A final financial statement of the eligible costs actually incurred has to be annexed to the request for payment of the balance (article II.15.4 of the grant agreement)		
Statement	Finished date	Action
Created on 29/04/2010	29/04/2010	

Important

After being submitted electronically (at the latest, within 3 months after the closing date of the action), the final financial statement must also be printed out, signed by the legal representative and be sent by post to the responsible Unit, together with the other documents accompanying the request for the payment of the balance as specified in the grant agreement. The final financial statement will be reviewed by the Commission in order to calculate the final grant. It can be accepted, modified or rejected. In all cases, the beneficiary will be officially informed by the responsible Unit. In case of rejection, the mention **Rejected** will appear next to the statement and the beneficiary will be allowed to create another final financial statement (by clicking on the button "new statement"), which will, at its creation, contain the same figures as the previously rejected financial statement.

Final financial statement		
A final financial statement of the eligible costs actually incurred has to be annexed to the request for payment of the balance (article II.15.4 of the grant agreement)		
Statement	Finished date	Action
Created on 29/04/2010 (Rejected)	29/04/2010	New statement