EUMIS – Application Process

MA – STAGE 1
Setting up Lead Partner and Strategic Intervention

→ PO/PM creates lead partner and users (section 2.2 MA Desk Instruction)

→ Create Strategic Intervention (2.4)
Sections to complete on main tab:
Main Details
Monitoring Rate

→ Go to 'MA Staff tab' – tick staff directly linked to SI – tick SPM/PM/PO (2.4)

→ Return to Main SI tab Select relevant staff under Contact Details section (2.4)

→ E-mail Lead Partner User details (username and temporary password) to confirm SI has been created

LP – STAGE 2
Completing SI, setting up DA and creating operation

→ SIM completes SI data
Tabs to complete: Forecast Spend, Target Results, Target Outputs (section 2.2 LP guidance)

→ Add Delivery Agent and Operations Manager (2.3)

→ Add new Operation – enter main tab detail (section 3)

DA – STAGE 3
Input Operation Detail

→ Operations Manager completes operation (section 3 LP guidance)
Tabs to complete:
Milestones, Match Funding, Income, Delivery Staff, Target Results, Target Outputs, Checklist

→ Return to 'Operation' tab and submit proposal (3.5.1)

LP – STAGE 4
Submit SI

→ SIM checks detail correct
Return if rework required
Once all correct, approve proposal (3.5.2)

→ Complete SI checklist (4.1)

→ Submit application to MA

STAGE 5
MA – ASSESSING APPLICATION

→ • PM checks SI and operations correct – use checklist
• Add MA staff to all operations with SI
• Ensure operation has been signed off through internal procedure
• Approve, reject or return for rework (2.3 and 2.4 of MA guidance)

→ Once ready to approve 'Generate Offer of Grant', adding conditions of grant if required (2.4)

→ Issue Offer of Grant

STAGE 6
LP – ACCEPTS OFFER OF GRANT

→ SIM approves or rejects OoG (4.2 of LP Guidance)

→ LP signs and returns OoG to MA

STAGE 7
MA – RECEIVES OFFER OR GRANT

→ MA Administrator receipts Offer of Grant (4)

→ STRATEGIC INTERVENTION NOW LIVE