



The Ministry of Agriculture and Rural Development as Managing Authority of the Cooperation Programme Interreg V-A Slovakia – Austria invites you to

ITMS 2014+ TRAINING FOR APPLICANTS AND BENEFICIARIES

Date	Venue
14.11.2019 12:30 p.m. for Applicants 03:00 p.m. for Beneficiaries	TGM 9. floor, room H930A Wexstraße 19-23,1200 Vienna



Please note: The training will be held in ENGLISH.

PROGRAMME:

PART 1 FOR APPLICANTS

- 12:15 – 12:30 p.m. Registration of Participants, Signing in ITMS2014+
- 12:30 – 12:45 p.m. Presentation of the system ITMS2014+
- 12:45 – 01:15 p.m. Organisations and Users
- 01:15 – 02:15 p.m. Project Application
 - Creating an Application
 - Submitting an Application
- 02:15 – 02:30 p.m. Discussion, End of Part 1

PART 2 FOR BENEFICIARIES

- 02:45 – 03:00 p.m. Registration of Participants, Signing in ITMS2014+
- 03:00 – 03:30 p.m. Projects
 - Project files
 - Reporting
- 03:30 – 05:00 p.m. Request for Payment

Reporting documents

Creating Request for Payment on Partner Level

Submitting Request for Payment on Partner Level

Creating Request for Payment on Project Level

Submitting Request for Payment on Project Level

05:00 p.m.

Discussion, End of Training

REGISTRATION:

Please sign up via the [registration form](#).

For Applicants: you need an ITMS2014+ user account (for info on how to get one, see sk-at.eu). If you don't have an account, you will be provided a test account.

For Beneficiaries: you need the List of Expenditures in xls. format as well as a scan of the signed List of Expenditures, monitoring report in docx. format as well as a scan of the signed monitoring report.

The participation is free. Snacks and drinks will be provided.

WE ARE LOOKING FORWARD TO SEEING YOU!