

GUIDANCE NOTES FOR REGISTRATION AND USE OF THE DCS (Application – Part One)

Version 2, May 2004

Details of Amendments

| Location | Description | Details |
|---|--------------------------------------|---|
| INTRODUCTION | | |
| p.2, para. 2 | New text | It is the responsibility of the individual organisations to control and manage the number of staff and/or representatives who have access to the system on their behalf. |
| p.2, para. 3 | Relocation of text / Amended text | Consultants and other third party operatives working on behalf of an organisation must be registered to the host organisation and cannot create an application or be classed as the application owner. As appropriate the application owner should give individuals in this category edit permission. |
| PART A – SITE & SERVICE AVAILABILITY (formerly Part B) | | |
| p.3, para. 1 | New text | The site has been designed and tested to work successfully with the following browsers: <ul style="list-style-type: none">▪ Microsoft Internet Explorer version 5, 5.5 or 6▪ Netscape 6 |
| PART B – REGISTRATION (formerly Part A) | | |
| p.4, Organisation, para. 2 | Amended text | Please refer to the Policy & Technical Guidance for the Submission of European Structural Fund Grant Applications, Part C. |
| PART D - PERMISSIONS | | |
| p. 7, Note | New text | <ul style="list-style-type: none">▪ Consultants and other third party operatives working on behalf of an organisation must be registered to the host organisation and cannot create an application or be classed as the application owner.▪ As appropriate the application owner should give individuals in this category edit permission. |

| Location | Description | Details |
|--|--------------|---|
| PART E – SUBMITTING AN APPLICATION | | |
| p. 11, Certification, para. 2 | Amended text | The additional page(s) for certification built into Part One (Data Capture) do not appear on the screens and will only be included in the printed version once the PME has updated the application status to uploaded . |
| p. 11, Certification, para. 3 | Amended text | The hard copy you send in to the PME must be the same version they have uploaded on-line and carry the Project Reference that they will allocate as part of the submitting and checking stages. |
| p.12, Cloning an Application, para. 1 | Amended text | As a general rule cloning an application is not encouraged and should only be used if requested by the PME. |
| p.12, Cloning an Application, para. 2 (previous) | Deleted text | The clone facility makes this easy to do and saves a lot of re-typing. For example this is particularly useful where one project requires a separate application for the Eligible and Transition areas. |
| p.12, Cloning an Application, para. 2 | Amended text | If the revision to your application requires a change to any items entered into the original CREATE tab (Programme, Priority and Measure) a new application is required and the clone facility is not suitable. |
| p.12, Cloning an Application, para. 3 | New text | However if you wish to start a new application that is similar to one you have previously created and will be submitted under the same Programme, Priority and Measure the clone facility makes this easy to do and saves a lot of re-typing. For example this is particularly useful where one project requires a separate application for the Eligible and the Transition areas. |