

Questions & Answers

From WOD2021 Q&A Webinar 08.01.2025

Note that in case of WOD2021 related questions and errors, please contact ami.sthb@southbaltic.eu.

1. How can I track the status of my application within the WOD21 system?

Once you enter the system you will see your project with the status as “in preparation”, “sent” or “selected”.

STHB.04.01-IP.01-003/24	
Project title Project 4.1 regular	Applicant Testowy
Status In preparation	Application form author
Created 2025-01-13 16:06:36 Alicja Cichocka	Modified 2025-01-13 16:08:23 Alicja Cichocka

2. Do applicants need to have full technical documentation (if necessary) at the application submission time?

No, technical documentation isn't required. Please remember that you need to follow the national rules and law according to the investments during implementation of the project.

3. How long is the time between submitting the report and receiving reimbursement?

The time between submitting the partial report and receiving reimbursement can last at least five months:

- After submitting the partial report, the FLC have to check it and approve it. Then the Lead Partner submits joint report – all process lasts up to 120 days from ending the reporting period.
- After submitting the joint report, it is checked by JS as soon as possible, the JS is also sending the clarifications if needed – the time depends for number of clarifications and lasts at least a few weeks.
- After all clarification is done, the report is sent to Managing Authority to payment approval – it lasts up to 1 month.

Please note that the time period stated above may be extended due to the large volume of clarifications and delays in submitting reports.

4. What documents must be stored for the Programme purposes when having 40% flat rate?

As the 40% flat rate is counted from the amount of the real staff costs, only documents related to staff expenditures should be stored.

For expenditures settled by simplified methods (e.g. a flat rate), there is no documents needed to be stored or attached to the payment claim. However, for internal and/or auditing purposes, it is advised to maintain all expense paperwork at a flat rate.

5. How to disclose office and administration cost in the SL2021 system?

For this issue you should:

- create Work Packages with planned costs for the project (especially Staff costs);
- create a technical Work Package for Indirect costs and select YES in a field "Simplified cost option";
- choose "flat rate" in "Simplified cost option type";
- Select "Office and administration – 15% of eligible staff cost" in the field "Cost name" and fill in required amounts.

Work package 3. Indirect costs	1 000,00	1 000,00	800,00	+ ADD AN ITEM
3. 1. Office and administration - 15% of eligible staff costs	1 000,00	1 000,00	800,00	✕ ↑ ^ ↓

Simplified cost options* Simplified cost option type: flat rate flat rate: 15,00

Cost name*
Office and administration - 15% of eligible staff costs | ✕

- Office and administration - 15% of eligible staff costs
- Travel and accommodation - 15% of the staff costs
- Staff costs - 20% of the direct costs other than the direct staff costs

6. Which of legal form have to choose non-Polish partners choose – is it "Foreign entities"?

Yes, for non-Polish partners please choose "foreign entities" or the closest legal form listed in the dropdown list.

7. For Small-scale projects: There is prewritten Work Package for indirect costs, is that to be used for the 40% flat rate? So, is it only two Work Packages then?

Exactly, for the Small-scale projects you need to define 1 content related Work Package and a technical Work Package for Indirect costs. Please keep in mind that although the call criteria are to set up only one content-related Work Package, the system allows you to establish more.

8. Will three countries from the South Baltic region as partners be enough?

This complies with the requirements of the Programme. The partnership settlement of 3 countries may be adequate if it is justified. The competition in a particular Programme Measure also influences the acceptance decision.

9. Is the file "Application Form working document in WOD_1st Small-scale projects call (docx)" also applicable for the 4th call??

No, the Application Form template will be added as different file soon and be available here: [Online application system \(WOD2021\) - Interreg South Baltic](#).

10. Is it needed to add own project output indicators?

No. 'Own' indicators should not be used as output or result indicators.

11. Do all expenses have to be incurred only within the Programme Area?

No. Expenses may be incurred outside the Programme Area, but please remember that their purpose must always be related to Programme Activities and Programme Measures and also be incurred by Project Partners.

12. What is the meaning of "RCR104 - Solutions taken up or upscaled by organizations" with at least two solutions"?

In ongoing 4th call for proposals there is a condition for projects in Programme Measures 2.1; 2.2 and 3.1 that every project must contribute to RCO116 – Jointly



developed solutions and as a result to RCR104 - Solutions taken up or upscaled by organisations with at least two solutions. It means that the Result indicator “RCR104 - Solutions taken up or upscaled by organisations” has to have minimum value: 2.

The indicator counts the number of jointly developed solutions by the supported projects. To be counted in the indicator, an identified solution should include indications of the actions needed for it to be taken up or upscaled. Solutions should be future- and action-oriented and should aim at activating stakeholders to apply it. They should be developed and finalised within the framework of the project as an outcome of the project activities. The solution should not be fragmented but should provide a comprehensive answer to the identified challenge.

The definition of the indicator you can find in [Annex7 to the Programme Manual](#).