

# Guide to: Electronic Application Form Social Dialogue – Decent Work

Updated Wednesday, 31 October 2018,  
3:09 PM

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## About This Document

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This Guidance mostly sums up the help texts available in the electronic application form. It is meant to serve as a practical tool for applicants who are interested to apply for a grant under the Call for the Social Dialogue – Decent Work Programme.

By following the advice and instructions provided below, the Applicant will contribute to a sound and speedy assessment process

When preparing your project application, please consult the information provided in the following documents:

- Call for Proposals
- Project assessment criteria and methodology
- Standard Terms and Conditions
- Communication guidelines

### Contact

For any technical questions regarding the Application Form or how to log in, please contact our customer support:

E-mail:

[kundesupport@innovasjon Norge.no](mailto:kundesupport@innovasjon Norge.no)

Phone: +47 800 35 171

Customer support is served on weekdays from 0900 - 1500 (UTC/GMT + 1 hour)

For questions related to the Programme, please send an e-mail to: [decentwork@innovation Norway.no](mailto:decentwork@innovation Norway.no)

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## About the Application Form

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The **Application Form** is available at the dedicated Programme web-site. Existing users can simply log in. First time applicants must do the following:

1. Select "Login/Register" and fill in.
2. Activate your user name by following the link sent via the provided e-mail address.
3. Follow the on-screen instructions to submit the application.

To avoid loss of information on the printout, please keep the information you enter within the boxes, even if the application form allows you to type beyond this point. Please be aware of the character limitations of each text box.

Although in some cases, parts of the form might not be applicable to your application, all the text boxes should be fully filled in. You can move easily through the form by using the mouse and the scroll-bar at the right side of the screen. The form must never be modified except for the areas to be filled in. Please do not forget to save the file regularly as you progress.

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## Submission of Applications

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Applications are to be submitted via the “send-in-button at the end of the Application Form on the website [www.innovationnorway.no/decentwork](http://www.innovationnorway.no/decentwork) The application is to be submitted in electronic version only.

The application and supporting documentation must be in English. EUR must be used as the monetary unit in the application form and supporting documentation.

For each application form, a case number will be generated. Further correspondence related to the submitted application shall refer to the assigned case number.

**Applications sent by other means (registered mail, fax, e-mail etc.) will be rejected. All applications received after the call deadline for respective country, will be rejected.**

Please ensure that you have fulfilled the following requirements before submitting the application:

- Only electronic versions in Word, Excel and PDF formats will be accepted. The maximum size for uploading is 10 MB per document.
- You have used the standard format of the application form; no unintended changes were made to the document (protected fields).
- All mandatory attachments are attached and clearly marked.
- All input to tables containing financial and numerical information are correct.
- All financial data is in EUR. You should round up or down the amounts to the nearest hundred.

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## Mandatory documentation

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**The mandatory attachments** must be submitted together with the application form. Only electronic versions will be accepted. The requested attachments that are issued and/or registered by official entities (e.g Trade Register Office) shall be submitted in an electronic version (document scan, pdf format).

There is no need to submit any hard copies to the Fund Operator Innovation Norway, unless the case handler assigned to your project application specifically asks for it.

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## Practical guidance when submitting the project

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Study the **relevant documents** for the Programme available at <http://www.innovationnorway.no/decentwork>

Make sure that your project meets the eligibility criteria – both for the Applicant and possible partner.

**Check the site for document updates regularly!**

Base the **budget on comparable** projects and relevant documentation such as offers, prices, indexes, etc., and justify the costs in question.

Make sure **to attach any additional details** and background information that may be needed for an efficient evaluation.

Use common language, avoid abbreviations (or at least explain them) and avoid using specialist jargon.

**Save the work** every time and use the opportunity to send it before deadline: **it is possible!**

Awaiting until the last day will increase the risk of not being able to submit your application.

**Justify the need** for the project and demonstrate how it meets that need.

Be **clear about the outcomes** of your project: what, when, why and how. Use the Project activities sections of the application form.

You are responsible for **the accuracy** and **completeness** of the application!

Be aware of character limitations of the fields in the application section – and focus on the most important information