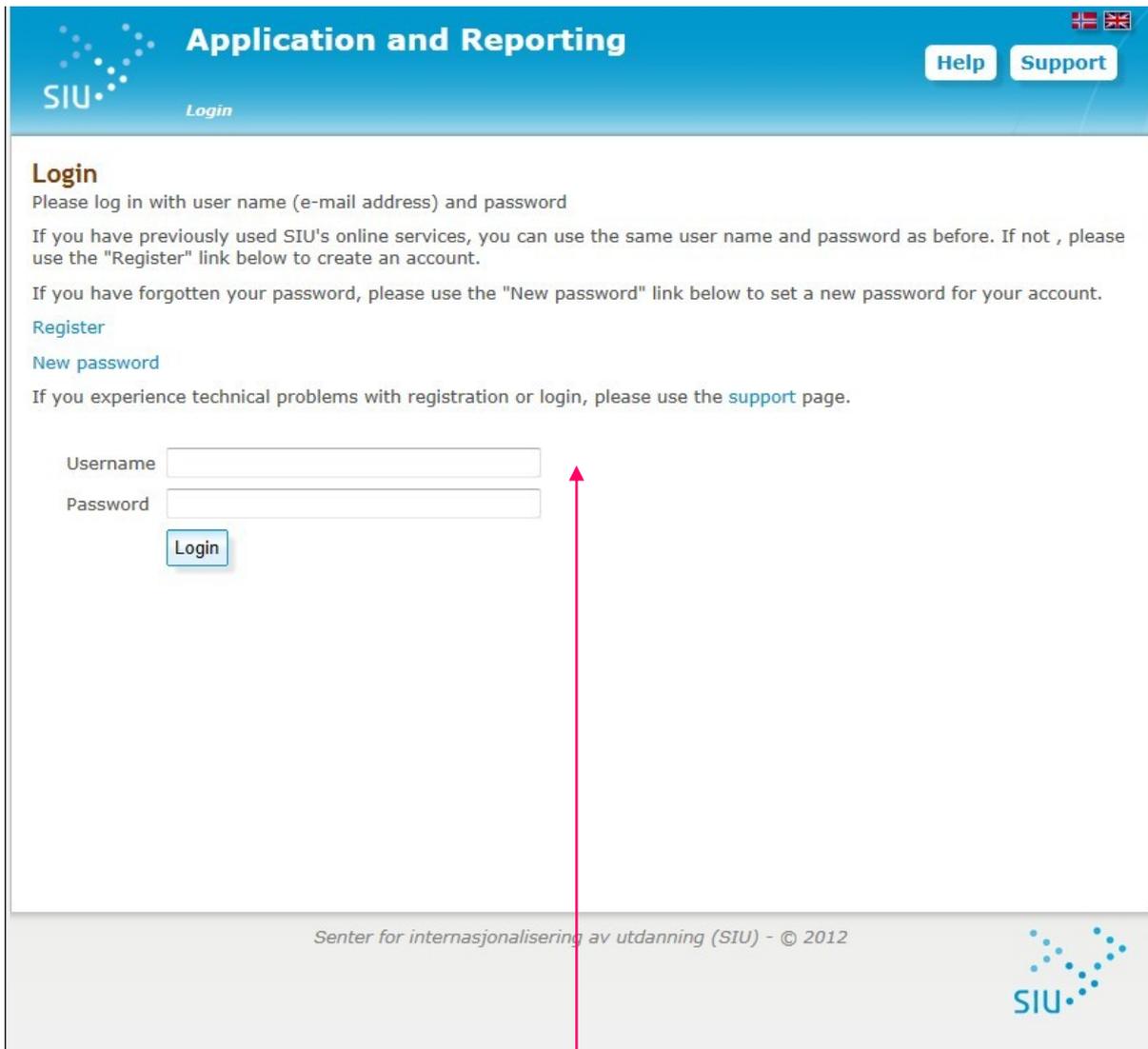


## How to use ESPRESSO for application in Nordplus Junior 2013

Before you start to apply for grants from Nordplus Junior - Please read the Nordplus Handbook 2013 thoroughly! You find the Handbook at the following address: [http://www.nordplusonline.org/sca/media/files/publications\\_media/programme\\_documents/nordplus\\_haandbok\\_2013\\_paa\\_engelsk](http://www.nordplusonline.org/sca/media/files/publications_media/programme_documents/nordplus_haandbok_2013_paa_engelsk)

Login to ESPRESSO at the following address: <http://espresso.siu.no/espresso/nordplus>



**Application and Reporting**

SIU Login

Help Support

### Login

Please log in with user name (e-mail address) and password

If you have previously used SIU's online services, you can use the same user name and password as before. If not, please use the "Register" link below to create an account.

If you have forgotten your password, please use the "New password" link below to set a new password for your account.

[Register](#)

[New password](#)

If you experience technical problems with registration or login, please use the [support](#) page.

Username

Password

Login

Center for internasjonalisering av utdanning (SIU) - © 2012

SIU

Login by following the instructions on the first page.

Please only use addresses to **job e-mails** (not private e-mail addresses!) in all connections with applying for grants from the Nordplus Junior Programme!



## Application and Reporting

roswitha.melzer@uhr.se  

[Help](#) [Support](#) [My account](#) [Logout](#)

User registration - step 2 of 2

### User registration - step 2 of 2

Thank you for registering. A message has been sent to the e-mail address you entered in step 1.

Please click the link in the e-mail to complete the registration process.

If there are any problems with the registration, please use the link at the top of this page to contact support.

Please follow the instructions in the e-mail which you receive after you have registered.

After you have followed the instructions in the confirming e-mail, please login at the Espresso address again. And then click on the link Nordplus.

### SIU application and reporting

Welcome to SIU's application and reporting system. Please choose your actions from the menus below.

---

#### Programmes open for new applications

This section lists programmes currently open for new applications. Click the programme name to get a list of open call for proposals for each programme. After creating a new application, you can continue working on it under My Documents.

[CAPES-SIU Programme for Brazil-Norway Cooperation](#)  
[Nordic-Russian cooperation](#)  
[Nordplus](#)

---

#### My tasks

This section lists tasks that are assigned to you. You can handle a task by clicking it's name.

No tasks found

---

#### My applications

This section lists your applications. Use the links under Actions to view or edit the applications.

No documents found

---

 **Garbage bin is empty**

---

#### My projects

This section lists all projects the you have access to. Use the links under Actions to view or edit the documents.

No projects found



## Application and Reporting

roswitha.melzer@uhr.se



Help
Support
My account
Logout



### Available application forms

This section lists available application forms for this programme.

**Nordplus Adult 2013**  
 This application form is available between **Jan 7, 2013** and **Mar 1, 2013**.  
 Use the link below to create a new application, or continue working with an existing application under "My Applications".

[Click here to create a new application](#)

**Nordplus Higher Education 2013**  
 This application form is available between **Jan 7, 2013** and **Mar 1, 2013**.  
 Use the link below to create a new application, or continue working with an existing application under "My Applications".

[Click here to create a new application](#)

**Nordplus Horizontal 2013**  
 This application form is available between **Jan 7, 2013** and **Mar 1, 2013**.  
 Use the link below to create a new application, or continue working with an existing application under "My Applications".

[Click here to create a new application](#)

**Nordplus Junior 2013**  
 This application form is available between **Jan 7, 2013** and **Mar 1, 2013**.  
 Use the link below to create a new application, or continue working with an existing application under "My Applications".

[Click here to create a new application](#)

**Nordplus Nordic Language 2013**  
 This application form is available between **Jan 7, 2013** and **Mar 1, 2013**.  
 Use the link below to create a new application, or continue working with an existing application under "My Applications".

[Click here to create a new application](#)

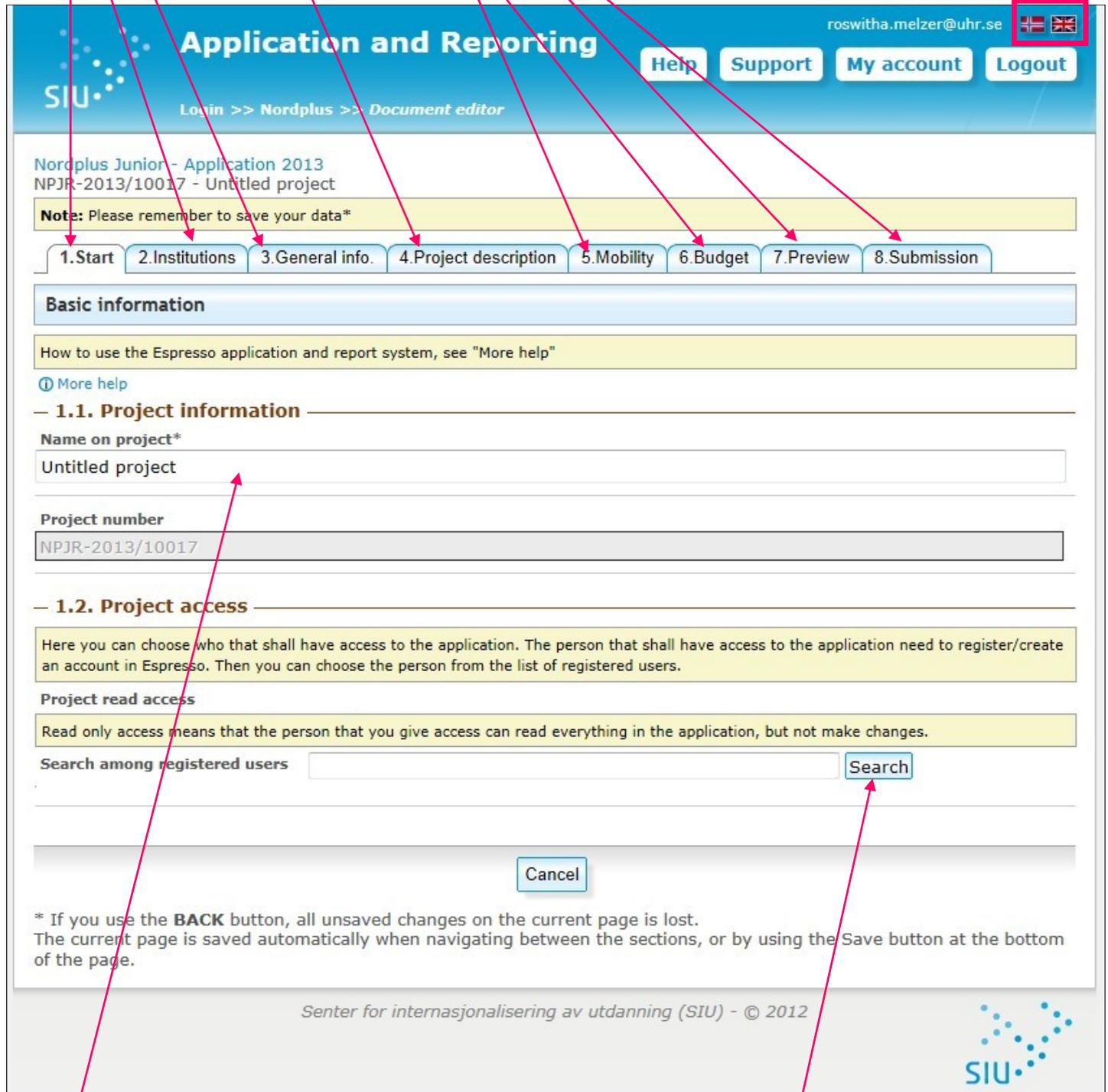
### My applications (NP)

This section lists your applications. Use the links under Actions to view or edit the applications.

Application	Call	Status	Action(s)

Espresso is made up of several section and subsection that address various aspects of the application.

Espresso is available in two languages, Norwegian and English. Choose language in the top right corner.

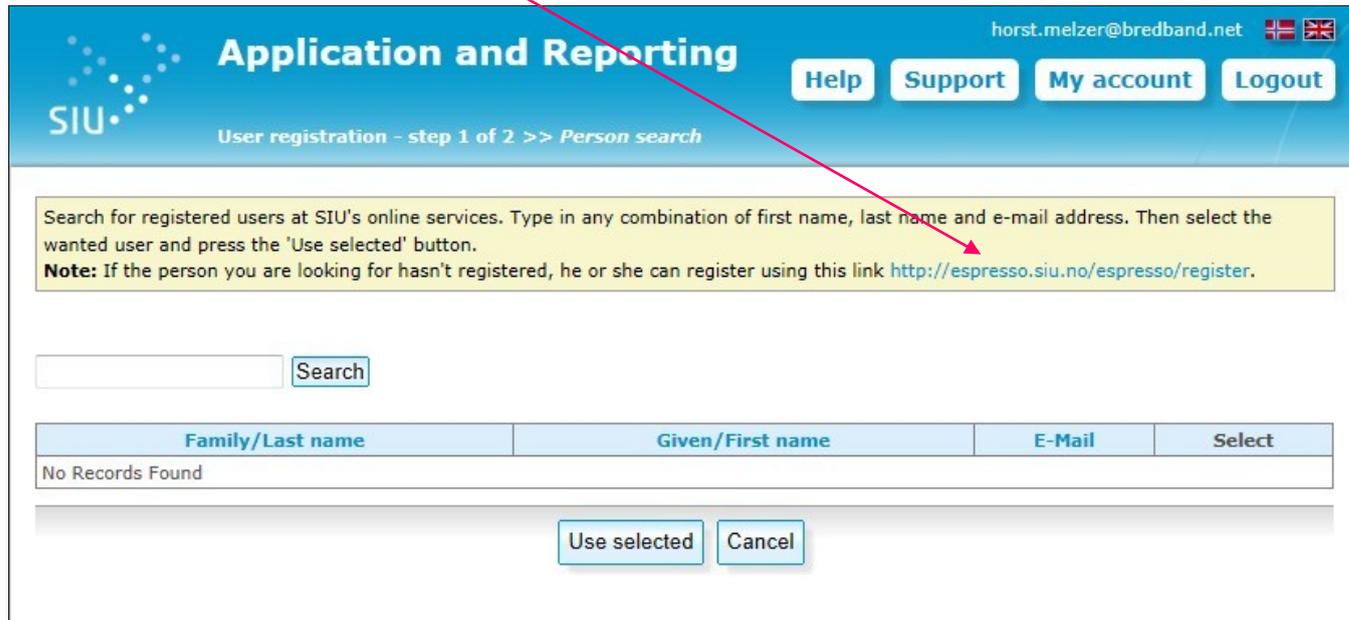


The screenshot shows the 'Application and Reporting' interface. At the top right, there are language selection buttons for Norwegian and English. Below the navigation tabs, the 'Basic information' section is active, showing 'Name on project\*' as 'Untitled project' and 'Project number' as 'NPJR-2013/10017'. The '1.2. Project access' section includes a 'Search among registered users' field and a 'Search' button. A 'Cancel' button is located at the bottom of the form area. A note at the bottom states: '\* If you use the BACK button, all unsaved changes on the current page is lost. The current page is saved automatically when navigating between the sections, or by using the Save button at the bottom of the page.'

1.2. Fill in the title of the project.

1.2. Here you can choose the contact person of your partners to give the access to reading the application. Please follow the instructions in Espresso after clicking on "Search".

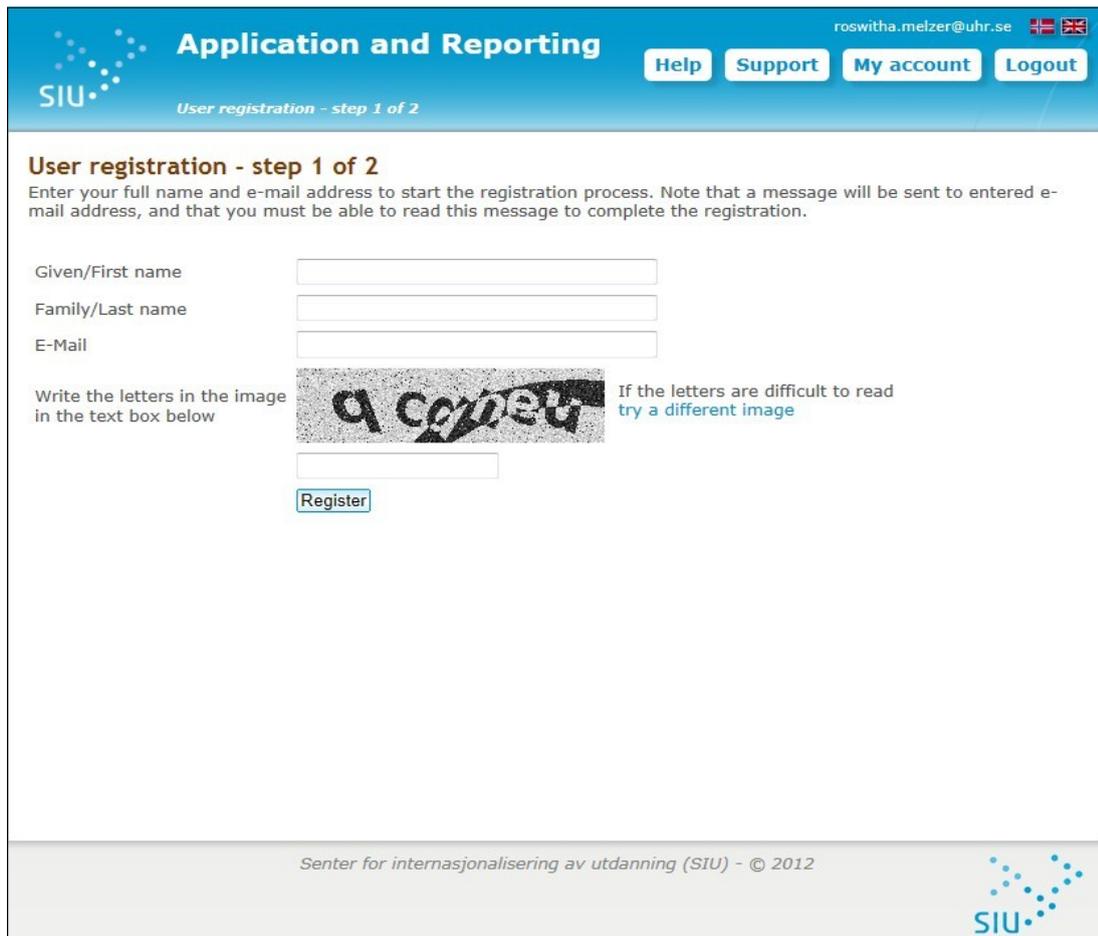
For Junior you will not find any registered persons to give access to reading your application but you can add your partners using the link below.



Search for registered users at SIU's online services. Type in any combination of first name, last name and e-mail address. Then select the wanted user and press the 'Use selected' button.  
**Note:** If the person you are looking for hasn't registered, he or she can register using this link <http://espresso.siu.no/espresso/register>.

Family/Last name	Given/First name	E-Mail	Select
No Records Found			

You as coordinator can now enter the data of the contact person of your partner, which you have chosen to have access to read the application. The person in question, who will receive an e-mail, must be informed about this so that he/she can fulfil the registration.



**User registration - step 1 of 2**  
 Enter your full name and e-mail address to start the registration process. Note that a message will be sent to entered e-mail address, and that you must be able to read this message to complete the registration.

Given/First name   
 Family/Last name   
 E-Mail

Write the letters in the image in the text box below

 If the letters are difficult to read try a different image

Center for internationalisering av utdanning (SIU) - © 2012

**2. Institutions:** As the next step you insert data of your own institution and of those of your partner/-s. Please be aware of that this section consists of several subsections, which also need to be filled in. But it is possible to jump back and forth between sections and subsection, in order to see what data one is expected to fill in where.


roswitha.melzer@uhr.se  

## Application and Reporting

[Help](#)
[Support](#)
[My account](#)
[Logout](#)

User registration - step 1 of 2 >> Person search >> Document editor

Nordplus Junior - Application 2013  
NPJR-2013/10018 - Test\_application 2 for Manual

**Note:** Please remember to save your data\*

1.Start
2.Institutions
3.General info.
4.Project description
5.Mobility
6.Budget
7.Preview
8.Submission

### Registration of Institutions

2.1.Coordinating institution
2.2.Partner institutions
2.3.Letter of Intent (LOI)

Register the coordinating institution. Please, first search among the registered institutions if your institution is already in the system. (You can search by part of the institution name). If you do not find your institution, you can register your institution by pressing "Add institution".

Search among institutions

**Coordinating institution\***

Please choose type of institution. (If you can't find your type, choose "other" and specify when you describe the institutions under "Project description".)

Type of institution\*

---

**2.1.2. Unit**

If it is relevant for you institution, please register unit.

Unit coordinating institution

---

**2.1.3. Legal representative**

Press "edit" to register legal person for your institution. Legal person means the person at your institution that can make contract on behalf of the institution.

	Name	E-mail	Action(s)
			<input type="button" value="Edit"/>

---

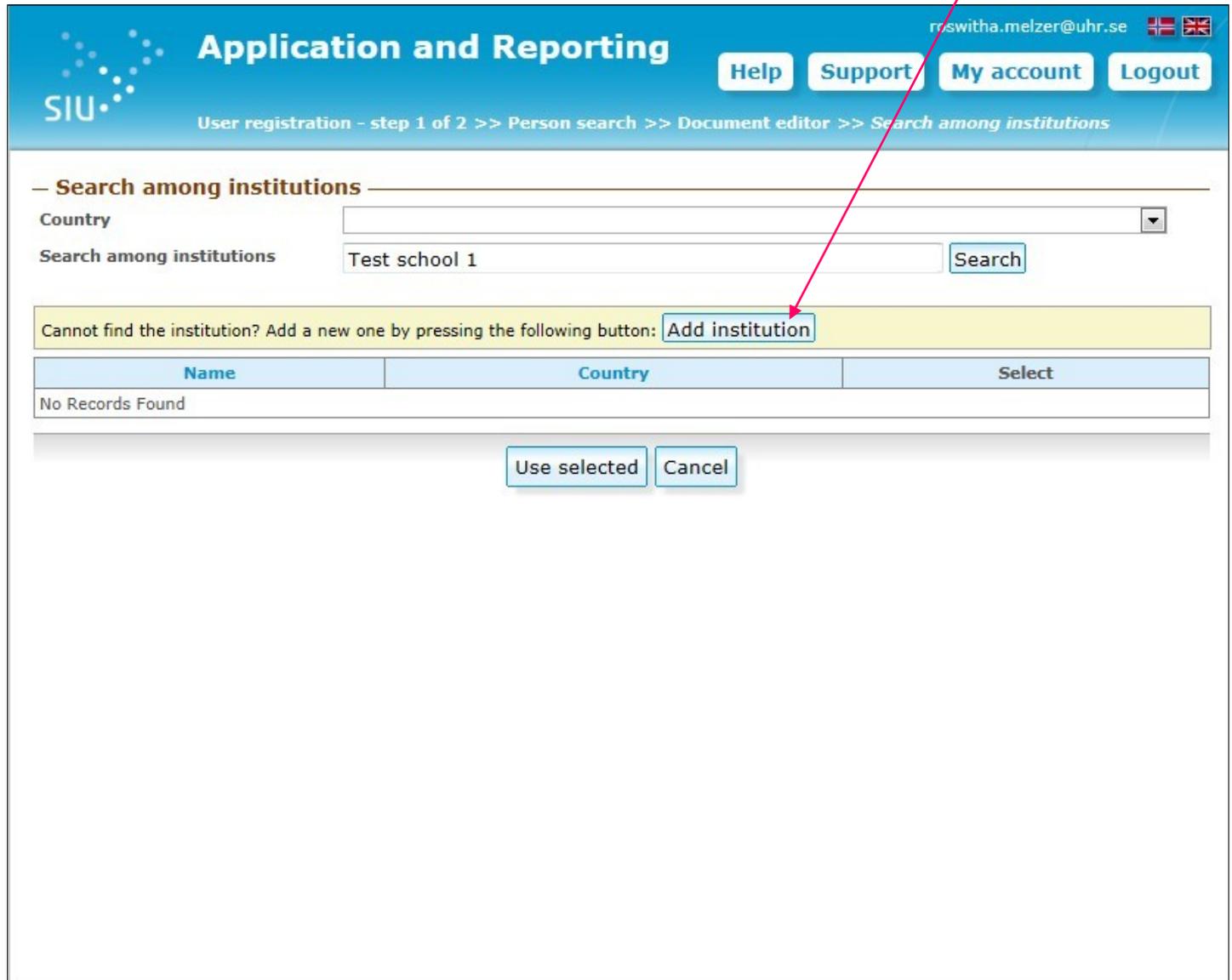
**2.1.4. Contact person**

Press "edit" to register contact person for the project. Contact person will be the person at the coordinating institution that will receive information from Nordplus regarding the project/application.

	Name	E-mail	Action(s)
			<input type="button" value="Edit"/>

\* If you use the **BACK** button, all unsaved changes on the current page is lost. The current page is saved automatically when navigating between the sections, or by using the Save button at the bottom of the page.

For Junior you will not find any registered institutions , so you will have to use the button “Add institution” below in order to insert all necessary data both for your own coordinating institution and for the institution/-s of your partner/-s.



**Application and Reporting** roswitha.melzer@uhr.se 

**SIU** User registration - step 1 of 2 >> Person search >> Document editor >> Search among institutions

**Help** **Support** **My account** **Logout**

— **Search among institutions** —

Country

Search among institutions  **Search**

Cannot find the institution? Add a new one by pressing the following button: **Add institution**

Name	Country	Select
No Records Found		

**Use selected** **Cancel**

**2.3. Letter of Intent (LOI):** An eligible application in Nordplus Junior must have a correctly signed Letter of intent from all participating institutions, coordinator and partners, attached to the application when it is submitted.

Nordplus Junior - Application 2013  
NPJR-2013/10017 - Test\_application 2 for Manual

**Note:** Please remember to save your data\*

1.Start 2.Institutions 3.General info. 4.Project description 5.Mobility PV 6.Budget 7.Preview 8.Submission

**Registration of Institutions**

2.1.Coordinating institution 2.2.Partner institutions 2.3.Letter of Intent (LOI)

**Letter of Intent**

The Letter of Intent (LOI) shall be sign by all participating institutions in the project. The partner institutions need to print, sign and return the LOI to the coordinating institution, which then upload the sign LOI in the application. The coordinating institution must also print, sign and upload the LOI for its own institution.  
The LOIs can be uploaded under the section "Budget"

**Sending of Letter of Intent**

Tick of for those institutions you want to send the Letter of Intent to. The Letter of Intent will be sent by e-mail to the contact person at the partner institution.  
(If you want to give individual comments alongside the Letter of Intent, send the Letter of Intent singly to each partner institution).

You can also download the Letter of Intent to your computer by pressing the institution name, and then save it.

Institution	Contact person	<input type="checkbox"/>
 SE-Tester (SE)	Contact person, Tester (roswitha.melzer@uhr.se)	<input type="checkbox"/>
 NO test school (NO)	Melzer, Roswitha (roswitha.melzer@uhr.se)	<input checked="" type="checkbox"/>

Provide a custom message with the Letter of Intent

Write your text here ...

**Send Letter(s) of Intent**

Save Save and Close Cancel

Remember to tick of the LOI that you want to send in these boxes, **before** you press the **"Send"** button. If you don't, Espresso will not send the LOI. Espresso can send several LOIs at one time if you tick of more than one box.

After that you have registered your own institution as coordinating institution and the partner institution (-s) in the application, Espresso automatically generates Letters of Intent for each registered institution. In this subsection you can create individual comments to your partner(-s) by ticking of this box and writing your text in the space below.

**3. General info:** Follow the instructions given in Espresso

Nordplus Junior - Application 2013  
 NPJR-2013/10018 - Test\_application 2 for Manual

**Note:** Please remember to save your data\*

1.Start 2.Institutions 3.General info. 4.Project description 5.Mobility 6.Budget 7.Preview 8.Submission

**General information**

Choose which type of project you shall apply for. If this is an application for Preparatory visits you can **not** apply for other activities in the same application. (Preparatory visits is support to a short meeting for planning a project/an application). You can choose both project/network support and mobility support in the same application. If you do so, there must be a relation between these two activities. See Nordplus Handbook chapter 2 for information about the activity types.

Choose type of support:\*

- PREPERATORY VISITS
- MOBILITY - Class exchange
- MOBILITY - Pupil exchange
- MOBILITY - Teacher exchange
- PROJECT/NETWORK SUPPORT

←

— **3.2. Summary** —

Give a short summary of the project (250 words max)\*

This summary is supposed to give a short description of the content of the project. It will be used as information for the program committee, the Nordic Council of Ministers and similar. It might be published on www.nordplusonline.org, where we publish information about all projects that receive grants.

— **3.3. Other information** —

**Web page**

If your project have a web page (or use one of the institutions web page), please write it below:

**Project period\***

The project period can not start before 1. June. This means that Nordplus do not support activities that have been carried out before the project have been approved. Projects in Nordplus Junior can last for up to three years. Final report shall be submitted latest one month after the end of the project period.

From date (dd.mm.yyyy)  17

To date (dd.mm.yyyy)  17

Before you choose the period of time for your application please read the information in section 2.3.1 and 2.3.2 in the Nordplus handbook 2013, so you can make the correct choice of time corresponding to the type of support you are applying for.

— **3.4. Earlier/other Nordplus project** —

**Previous Nordplus projects\***

Have the network earlier been grantet support from Nordplus? If yes, state the project ID and/or explain.

No  
 Yes

**Nordplus applications in this round?\***

Is this project relatet to another Nordplus projects in this application round? If yes, state the project ID and/or explain.

No  
 Yes

**4. Project description:** This section is for Mobility activities and project/network support (with the exception of Preparatory visits) . According to your choice of support category in the previous section (3. General info) Espresso will automatically choose the correct version for your application. This version has four subsections. Be sure to insert project information in all of them.

Nordplus Junior - Application 2013  
NPJR-2013/10018 - Test\_application 2 for Manual

**Note:** Please remember to save your data\*

1.Start 2.Institutions 3.General info 4.Project description 5.Mobility 6.Budget 7.Preview 8.Submission

**Information of the project/cooperation**

4.1.Purpose and aims 4.2.Project content 4.3.Organisation 4.4.Results and dissemination

**The purpose and aims of the project**

– **4.1.1. Specific aims of Nordplus Junior:** –

Choose one or more of the specific aims that suits your project best.

- Strengthening and developing cooperation between schools (including kindergarten/preschool)
- Promoting the development of quality, creativity and innovation in education
- Promoting -Learning for all- by developing equal opportunities in inclusive education
- Strengthening the Nordic languages and promoting knowledge and understanding of Nordic and Baltic languages and cultures
- Promoting cooperation between schools (including kindergarten/preschool) and working life

– **4.1.2. Purpose** –

Shortly and as concretely as possible describe the purpose of the intended project. – Why do the partners want to cooperate within a Nordplus Junior project? – How do the aims of the project correspond with the specific aims of Nordplus Junior?

– **4.1.3. Aims and contribution** –

How will the aims of the project benefit the partners in the project? – In what ways will each partner contribute to reaching the aims of the project? – In what way does the management of each institution support the project?

Save Save and Close Cancel

**4. Project description:** This section is for applications for Preparatory visits only. If you have chosen to apply for Preparatory visit, Espresso will automatically choose this version for your application. It has only two subsections. Be sure to insert project information in both of them.

## Nordplus Junior - Application 2013

NPJR-2013/10017 - Test\_application 2 for Manual

**Note:** Please remember to save your data\*[1.Start](#) [2.Institutions](#) [3.General info.](#) [4.Project description](#) [5.Mobility PV](#) [6.Budget](#) [7.Preview](#) [8.Submission](#)**Information of the project/cooperation**

Preparatory visits (PV)

Here you shall describe the preparatory visit. And then register the trips under "Mobility".

[4.1.Description of Preparatory visits](#) [4.2.Outcome and dissemination](#)**– 4.2.1. Describe the expected outcome**

Describe something about your ideas of the expected outcome of your intended cooperation in a future possible project. – How do you think that individuals, groups and institutions will benefit from the expected outcome?

**– 4.2.2. Possible dissemination of results**

Describe something about your thoughts concerning dissemination of results. What kind of methods for dissemination of results within the participating institutions can you see? – What kind of methods for dissemination of results outside the project can you see?

Save

Save and Close

Cancel

**5. Mobility:** This section is about registering the correct number of travels for each category of participants. You find more information on this in the Nordplus Handbook 2013 in sections 2.3.1 and 2.4.1. Espresso automatically calculates the correct amount for mobility grant, and for teachers and pedagogical staff also the grant for accommodation and board, when the applicant inserts information about sum of traveller for each category, number of travellers from and to each applicable country and the duration for each category.

Nordplus Junior - Application 2013  
 NPJR-2013/10018 - Test\_application 2 for Manual

**Note:** Please remember to save your data\*

1.Start 2.Institutions 3.General info. 4.Project description 5.Mobility 6.Budget 7.Preview 8.Submission

### Mobility activities in Nordplus Junior

The possibilities to apply for mobility support is based in the choices you made under section "General information" when you ticked of for type of support. If you only applying for Project/Network support, continue to section "Budget".

#### 5.1.Class exchange

### Registration of mobility - Class exchange

Register who is traveling, which country there are traveling from and to, number of travellers and the duration of the exchange. The mobility can be registered in several turns.

Choose "Add mobility" to register the mobility

#### Class exchange

Add mobility

	Who	From country	To country	Number of travellers	Duration each traveler	Total grant	Action(s)
	Accompanying teacher	Norway	Sweden	2	0m, 2w, 0d	1 920	Edit Delete
	Accompanying teacher	Sweden	Norway	2	0m, 2w, 0d	1 920	Edit Delete
	Pupils	Norway	Sweden	20	0m, 1w, 0d	5 000	Edit Delete
	Pupils	Sweden	Norway	20	0m, 1w, 0d	5 000	Edit Delete
<b>Total</b>				<b>44</b>		<b>13 840</b>	

**These abbreviations mean:**  
 zero month  
 one week  
 zero days

Ev. comments to the mobility

Save Save and Close Cancel

**6. Budget:** For applications only containing **mobility support**, Espresso will automatically have calculated the mobility grants applied for, based on the data the applicant has inserted earlier in the application. Please note that there is no need to attach any kind of budget here. A detailed budget is only required for applications concerning projects and networks. However for all applicants it is very important that correctly signed Letters of Intent from all participants, coordinator and partner(-s), are uploaded further down on this form

## Nordplus Junior - Application 2013

NPJR-2013/10017 - Test\_application 2 for Manual

**Note:** Please remember to save your data\*

1.Start 2.Institutions 3.General info. 4.Project description 5.Mobility 6.Budget 7.Preview 8.Submission

**Budget**

EUR - Euro	Nordplus contribution	Own contribution	Sum
<b>Mobility</b>			
Class exchange	12 420	0	12 420
SUM - Mobility	12 420	0	12 420
<b>Total</b>	12 420	0	12 420

[Update sums](#)

Comments to the budget

**6.2. Attachment**

Please attach a detailed budget here. Attached budget is required only for project and network activities (not for your mobility activities).

Sign Letter of Intent (LOIs) from all participant institutions shall be uploaded here.

**File upload**

Choose a file to upload

 Bläddra...  


Current files on document:

-  (2) LOI-coordinator.pdf 
-  (3) LOI-partner.pdf 

**Very important!** Without Letters of Intent attached to the submitted application in Espresso on the date of the deadline - an application in Nordplus Junior is **not eligible**.

 \* If you use the **BACK** button, all unsaved changes on the current page is lost.

The current page is saved automatically when navigating between the sections, or by using the Save button at the bottom of the page.

**6. Budget:** For applications containing **project or network support** the applicant is required to fill in financial data in the Form below, attaching a detailed budget and the required Letters of Intent from all participants.

In Nordplus Junior you can also combine an application for mobility activities with i.e. project support, in such case the Budget in Espresso will also contain the automatically calculated mobility grants as shown on page 13 in this manual.

Nordplus Junior - Application 2013  
NPJR-2013/10044 - Test\_application 3 for Manual

**Note:** Please remember to save your data\*

1.Start 2.Institutions 3.General info. 4.Project description 5.Mobility 6.Budget 7.Preview 8.Submission

### Budget

EUR - Euro	Nordplus contribution	Own contribution	Sum
<b>Project support</b>			
Travel expenses	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Board and lodging	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Work hours (only own contribution)	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Other costs (specify below)	<input type="text" value="0"/>	<input type="text" value="0"/>	0
SUM - Project support	0	0	0
<b>Total</b>	0	0	0

Comments to the budget

---

**6.2. Attachment**

Please attach a detailed budget here. Attached budget is required only for project and network activities (not for your mobility activities).

Sign Letter of Intent (LOIs) from all participant institutions shall be uploaded here.

#### File upload

Choose a file to upload

Current files on document:

- (4) LoI-NPJR-2013\_10044-NO Testschool 2.pdf
- (5) LoI-NPJR-2013\_10044-SE-Hammarbacks school.pdf
- (6) Testproject - budget.xlsx

**Very important!** Without the detailed budget and the required Letters of Intent attached to the submitted application in Espresso on the date of the deadline - an application for project/network is **not eligible**.

**7. Preview:** In this section you can have a look at the application, print it or save it in your computer. This gives you an opportunity to perform an extra check of the necessary data in the application.

Nordplus Junior - Application 2013  
NPJR-2013/10044 - Test\_application 3 for Manual

**Note:** Please remember to save your data\*

1.Start 2.Institutions 3.General info. 4.Project description 5.Mobility 6.Budget 7.Preview 8.Submission

**Forhåndsvisning av søknad**

Print preview (opens in new window)  
Download PDF

Cancel

\* If you use the **BACK** button, all unsaved changes on the current page is lost. The current page is saved automatically when navigating between the sections, or by using the Save button at the bottom of the page.

## 6.Budget - Budget

EUR - Euro	Nordplus contribution	Own contribution	Sum
<b>Mobility</b>			
Class exchange	12 420	0	12 420
<b>SUM - Mobility</b>	<b>12 420</b>	<b>0</b>	<b>12 420</b>
<b>SUM - Total</b>	<b>12 420</b>	<b>0</b>	<b>12 420</b>

**Comments to the budget**

### 6.2. Attachment Attachment

- \* [LOI-coordinator.pdf](#)
- \* [LOI-partner.pdf](#)

**For example:** All the uploaded attachments are visible in the copy of the application. You can easily see if you have uploaded the necessary attachments or not.

**8. Submission: A:** When you reach this point and there is still lack of information in mandatory fields, you will here find information about that, marked with red, as in the example below. Use the numbers to identify the sections and fields that have not been filled in and insert the missing information to make your application complete.

Nordplus Junior - Application 2013  
NPJR-2013/10044 - Test\_application 3 for Manual

**Note:** Please remember to save your data\*

1.Start 2.Institutions 3.General info. 4.Project description 5.Mobility 6.Budget 7.Preview 8.Submission

**Submission**

- ❗ The field "Effective communication" in "4.3.2. Effective communication" is required. Please complete.
- ❗ The field "Evaluation" in "4.3.3. Evaluation" is required. Please complete.
- ❗ The field "B. For others - not participating in the project" in "4.4.2. Dissemination of results:" is required. Please complete.

— **8.1. Check list** —

Before you submit your application, confirm that all everything in the check list is OK

- If applied for project or network support, there are a enclosed detailed budget.
- Enclosed Letter of Intent from all participants - coordinator and partners
- If applied for only mobility, there are at least two institutions from two different Nordplus countries participating. If applied for project support, there are at least three institutions from three different Nordplus countries participating

— **8.2. Submission** —

Submit application

Cancel

Nordplus Junior - Application 2013  
NPJR-2013/10044 - Test\_application 3 for Manual

**Note:** Please remember to save your data\*

1.Start 2.Institutions 3.General info. 4.Project description 5.Mobility 6.Budget 7.Preview 8.Submission

**Submission**

— **8.1. Check list** —

Before you submit your application, confirm that all everything in the check list is OK

- If applied for project or network support, there are a enclosed detailed budget.
- Enclosed Letter of Intent from all participants - coordinator and partners
- If applied for only mobility, there are at least two institutions from two different Nordplus countries participating. If applied for project support, there are at least three institutions from three different Nordplus countries participating

— **8.2. Submission** —

[Submit application](#)

[Cancel](#)

\* If you use the **BACK** button, all unsaved changes on the current page is lost. The current page is saved automatically when navigating between the sections, or by using the Save button at the bottom of the page.

**8. Submission: B:** When you have filled in your application completely, use the **checklist 8.1** to finally confirm that your application is correctly completed. Then submit your application.



After submission you will get the confirming message below. You will also receive an e-mail confirming that your application has been submitted. Please download your application and send it also to your partners.

God Luck with your application!

Application and Reporting

SIU Login >> Confirmation

paula.pinto.dias.dos.santos@programkontoret.se 

[Help](#) [Support](#) [My account](#) [Logout](#)

**Submission complete**

The document has been submitted successfully.

A copy of the document i PDF format has been sent by e-mail to the following people:

- Santos, Cristina (paula.pinto.dias.dos.santos@programkontoret.se)

You can also download the PDF now by using the link below.

 [Download PDF](#)

[Return to home page](#)