



User Manual

Cross Border Renewable Energy projects (CBRES)

Submission platform ([link](#))

Connecting Europe facility - ENERGY

Before starting your application

1.

Sign in to continue

Enter your e-mail address or unique identifier

Create an account

Next >

Or

2.

Create an account

[Help for external users](#)

First name

Last name

3.

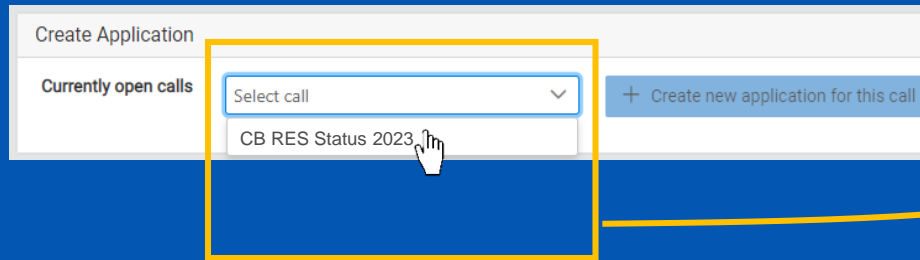
Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

1. Before starting an application. You must create a EU login account by following [this link](#).
2. Click the “create an account button and fill your details accordingly.
3. A confirmation email will be sent to you, describing the next steps. Your EU login will allow you to login and submit an application on the CB RES submission platform.

Follow this [link](#) for additional guidance on EU login.

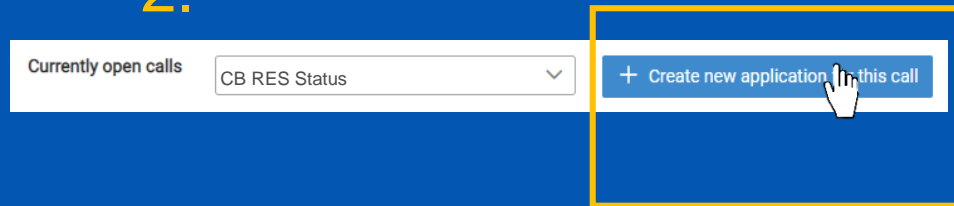
How to create an application on the CB RES Submission

1.



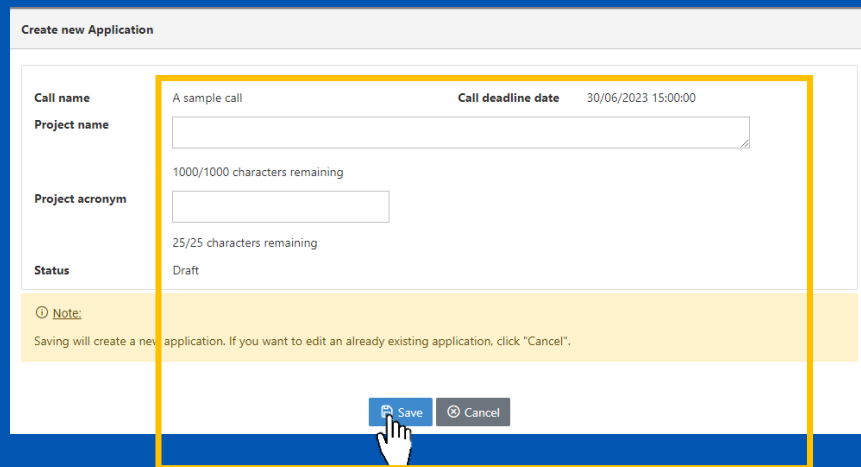
The screenshot shows a 'Create Application' window. Under the 'Currently open calls' section, there is a dropdown menu with 'Select call' as the placeholder. The option 'CB RES Status 2023' is highlighted, and a mouse cursor is pointing at it. To the right of the dropdown is a blue button labeled '+ Create new application for this call'.

2.



The screenshot shows the same 'Create Application' window. The dropdown menu now displays 'CB RES Status'. The blue button '+ Create new application for this call' is highlighted with a yellow box, and a mouse cursor is clicking on it.

3.



The screenshot shows the 'Create new Application' form. The 'Call name' field contains 'A sample call' and the 'Call deadline date' is '30/06/2023 15:00:00'. The 'Project name' field is empty with a character count of '1000/1000 characters remaining'. The 'Project acronym' field is empty with a character count of '25/25 characters remaining'. The 'Status' is set to 'Draft'. A yellow note at the bottom states: 'Note: Saving will create a new application. If you want to edit an already existing application, click "Cancel".' The 'Save' button is highlighted with a yellow box, and a mouse cursor is clicking on it.

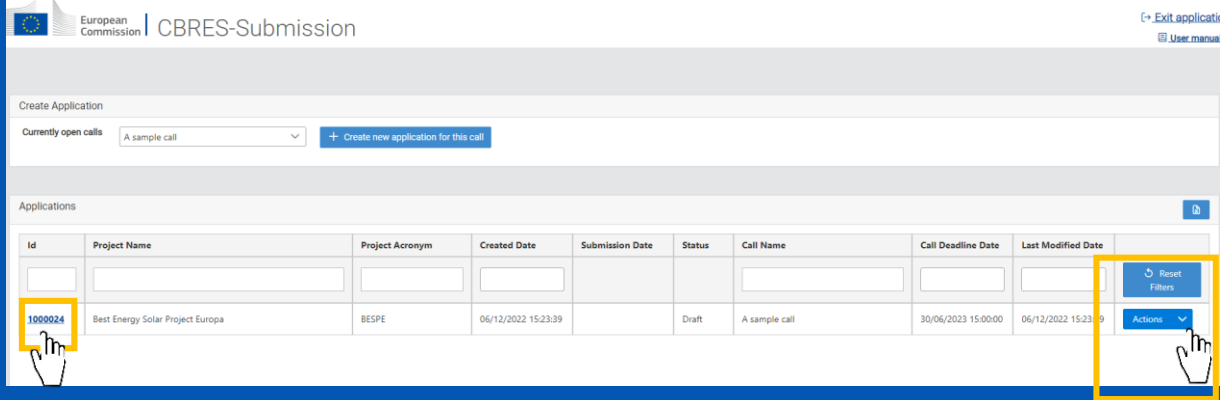
1. Select the call from the drop-down list, to which you wish to participate in.

2. Click the “create a new application” button.

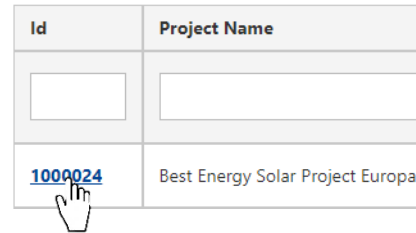
3. A window will pop-up, fill-in your project name and acronym; then click “Save”.

Edit/Fill-in your application

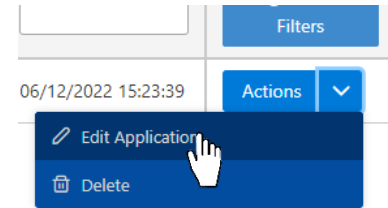
1.



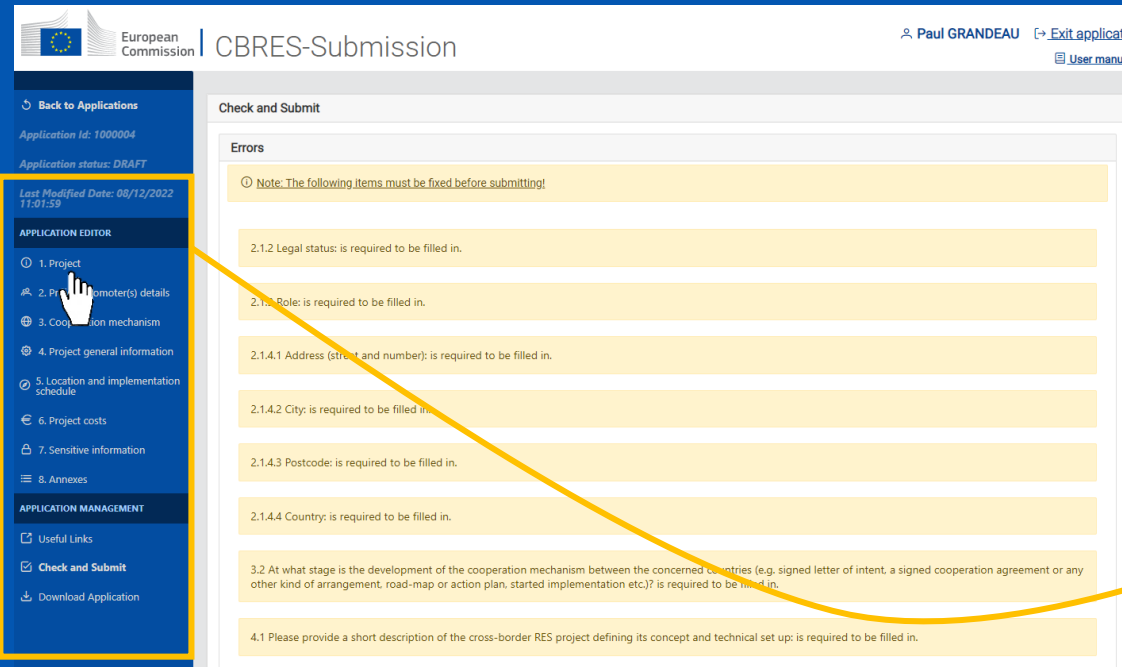
1. Select the drop-down arrow and click on “Edit Application” or click directly on your project ID.



OR



2.



2. A new page will appear, with each section of your application.

3.

3. Click on a section to edit its contents.

Edit / Fill-in each section of the application

Click on the section button to be directed to the section's explanatory slide(s).



1. Project



5. Location and Implementation schedule



2. Project promoter(s) details



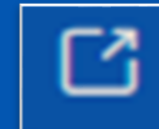
6. Project costs



3. Cooperation Mechanism



7. Sensitive information



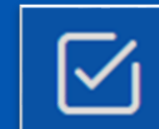
Useful Links



4. Project general Information



8. Annexes



Check and Submit



1. Project

1.

Back to Applications
Application Id: 1000024
Application status: DRAFT
Last Modified Date: 06/12/2022 15:23:39

APPLICATION EDITOR

- 1. Project
- 2. Information on the project promoter(s)
- 3. Cooperation mechanism
- 4. General information on the project
- 5. Location and implementation schedule

1. Project

* 1.1. Project Name:
Best Energy Solar Project Europa

* 1.2. Project Acronym/short name:
25 character(s) maximum
BESPE

1.3. Project's website (if available):

2.

* 1.1. Project Name:
Best Energy Solar Project Europa
1468/1500 characters remaining

* 1.2. Project Acronym/short name:
25 character(s) maximum
BESPE
20/25 characters remaining

1.3. Project's website (if available):
Save Cancel

1. Click on “Edit” to fill-in/edit the section.

2. A window will pop-up to edit the information. Remember to click the “Save” button before moving to the next section.

Incomplete sections are marked in red.

* 1.2. Project Acronym/short name:
25 character(s) maximum

25/25 characters remaining



2. Project promoter(s) details

1.

2. Project promoter(s) details

2.

* 2.1. 1st Promoter

* 2.1.1. Legal name:

Revolutionary project

1479/1500 characters remaining

* 2.1.2. Legal status:

Select

3.

* 2.1.5. Contact Persons:

+ Add Reset to initial list

* Title:	* First name:	* Last name:	* E-mail:	* Phone:	Actions
Mrs	Jaqueline	Dupont	madame@europe.com	06123456789	

Save Cancel

1. Click on the “add” button to add the details of a project promoter.
2. A window will pop-up. Fill-in the boxes accordingly. **Red** boxes are mandatory.
3. For section 2.1.5 you can add as many contact points as you wish. Remember to click the “Save” button before moving to the next section.



3. Cooperation Mechanism



1.

Back to Applications
Application Id: 1000004
Application status: DRAFT
Last Modified Date: 06/12/2022 11:01:53

APPLICATION EDITOR

- 1. Project
- 2. Project promoter(s) details
- 3. Cooperation mechanism**
- 4. Project general information

3. Cooperation mechanism

* 3.1. Which of the following cooperation mechanisms will the cross-border RES project underpin?
Please be aware that in case the statistical transfer or joint support scheme is chosen, part of the application form will not be editable. Please make sure you choose the right cooperation mechanism.

Joint project between Member States (Article 9 of Directive 2018/2001/EC)

* 3.2. At what stage is the development of the cooperation mechanism between the concerned countries (e.g. signed letter of intent, a signed cooperation agreement or any other kind of arrangement, road-map or action plan, started implementation etc.)?

2.

* 3.2. At what stage is the development of the cooperation mechanism between the concerned countries (e.g. signed letter of intent, a signed cooperation agreement or any other kind of arrangement, road-map or action plan, started implementation etc.)?

Normal Sans Serif B I U S x₂ x² A [Image] Ix

1500/1500 characters remaining

Save Cancel

1. Click on “Edit” to fill-in/edit the section.

2. A window will pop-up to edit the information. Remember to click the “Save” button before moving to the next section.

Incomplete sections are marked in red.



3. Cooperation Mechanism (2)



- In section 3.1, you will be asked to select the cooperation agreement chosen for your project as per [Directive 2018/2001 \(EU\)](#).

Important

- If your project concerns statistical transfers between Member States or a joint support scheme. Note that you are **not** asked to fill sections 5 and 6, and the edition for these section will be **disabled**.
- If you select joint projects, you will **have to** complete sections 5 and 6.

* 3.1. Which of the following cooperation mechanisms will the cross-border RES project underpin?
Please be aware that in case statistical transfer or joint support scheme is chosen, part of the application form will not be editable. Plea

Statistical transfer between Member States (Article 8 of Directive 2018/2001/EC) X v

Statistical transfer between Member States (Article 8 of Directive 2018/2001/EC)

Joint support scheme between Member States (Article 13 of Directive 2018/2001/EC)

Joint project between Member States (Article 9 of Directive 2018/2001/EC)

Joint project between Member States and one or more third countries (Article 11 of Directive 2018/2001/EC)



4. Project General Information



1.

4. Project general information

* 4.1. Please provide a short description of the cross-border RES project defining its concept and technical set up:

* 4.2. Please choose your project's sector(s):
Choose multiple items, if relevant

2.

* 4.12. Estimated generation expressed in:

kWh per year

* 4.13. Estimated emission savings (from element 6 of CBA, if available, in tonnes of carbon dioxide equivalents):

566,454 tonnes of carbon dioxide equivalents

Save Cancel

1. Click on “Edit” to fill-in/edit the section.

2. A window will pop-up to edit the information. Remember to click the “Save” button before moving to the next section.

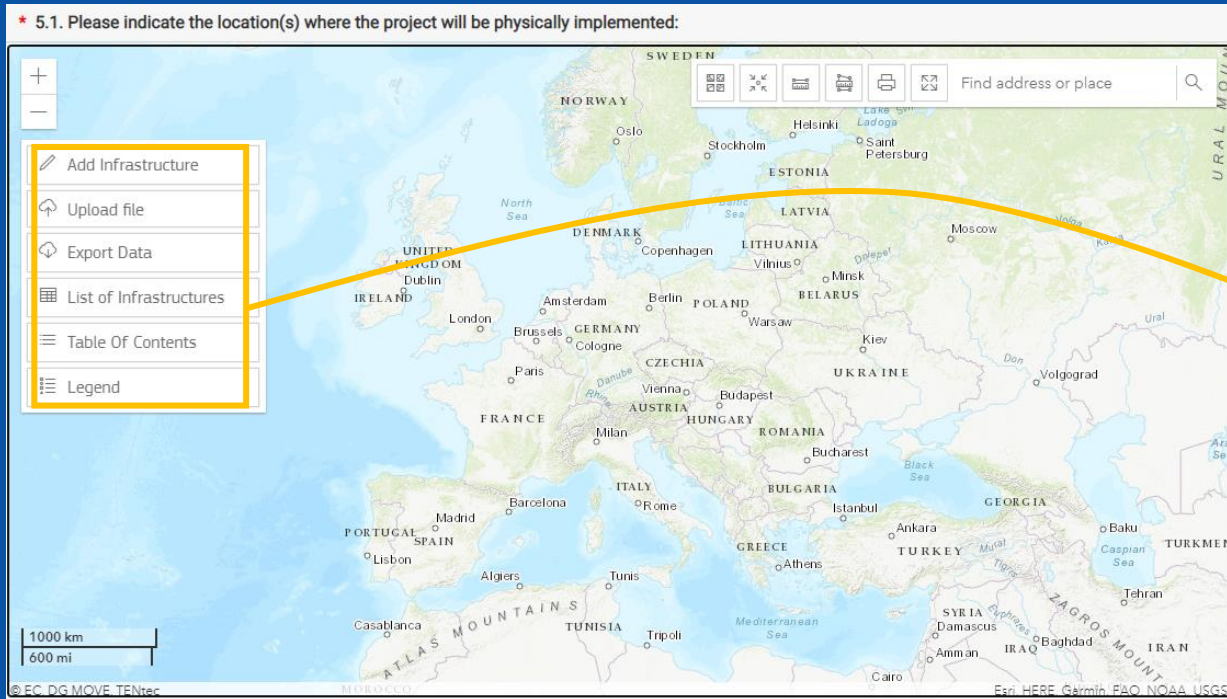
Incomplete sections are marked in red.



5. Location and Implementation schedule



1.



- Section 5.1 requires you to map the location of your project on a GIS interface.

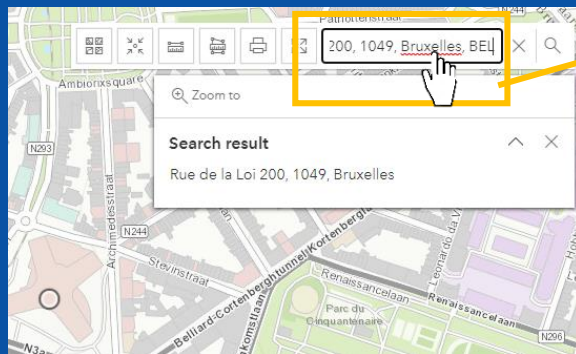
- Using this dialogue box you can either manually add infrastructure on the GIS map or upload directly a file. You can also export the data you have submitted here.





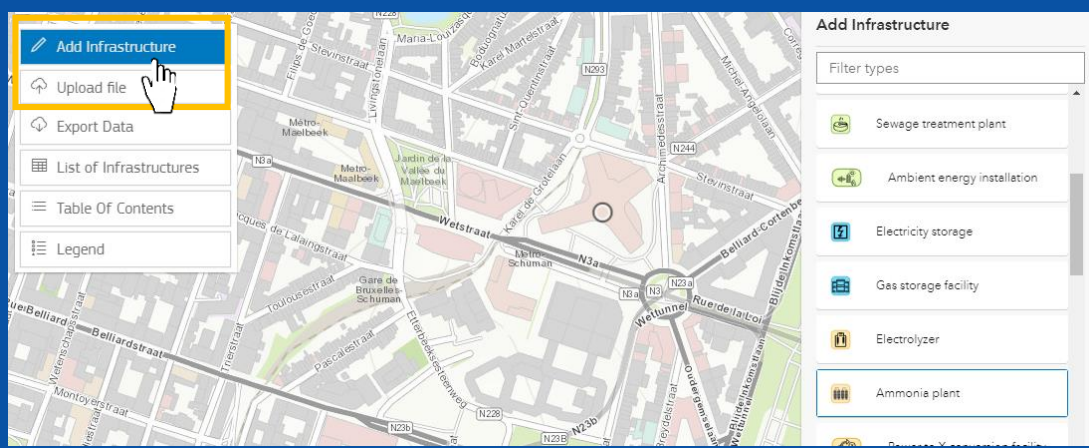
5. Location and Implementation schedule

2.



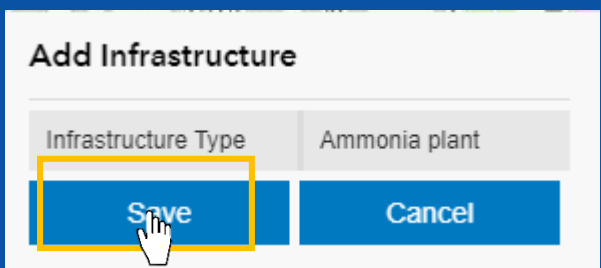
2. You may search the exact location of your project in the search box.

3.



3. Then, you can add infrastructure directly on the map. You will be able to add point infrastructures; line infrastructures; polygon infrastructures.

4.



4. Remember to click “Save”, before adding additional project features.



5. Location and Implementation schedule

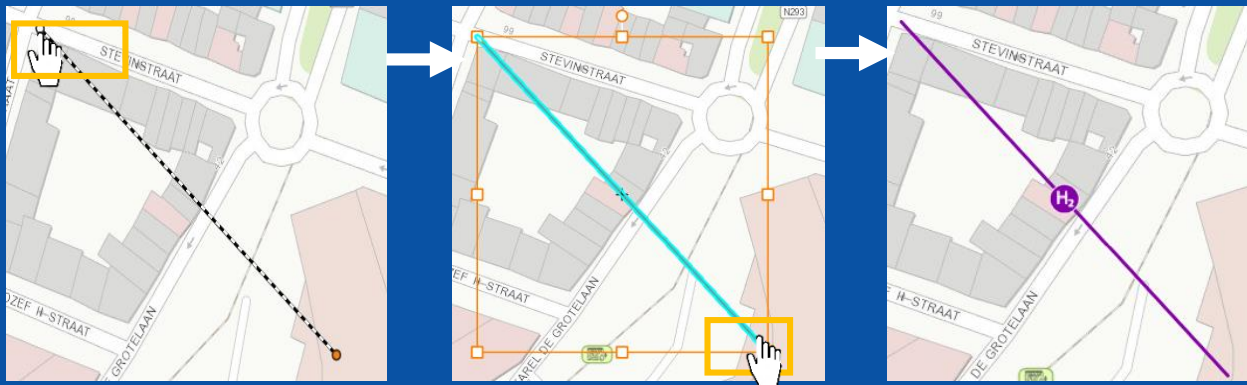


5.



5. To add a **point infrastructure**. Select it in the drop-down list and double click on the desired location and save.

6.

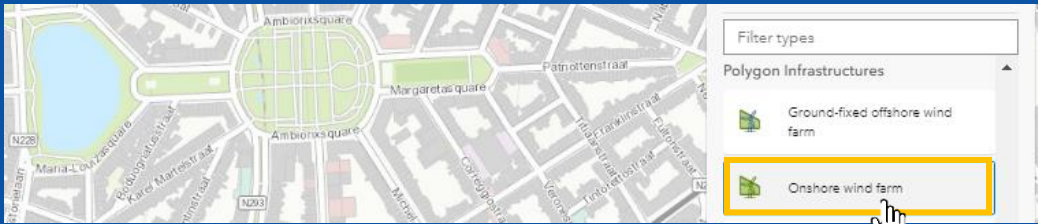


6. To add a **line infrastructure**. Select it in the drop down list. Click once to initiate the line, another time to add a point on the line. Double click the final point to validate the line, and click “Save”.



5. Location and Implementation schedule

7.

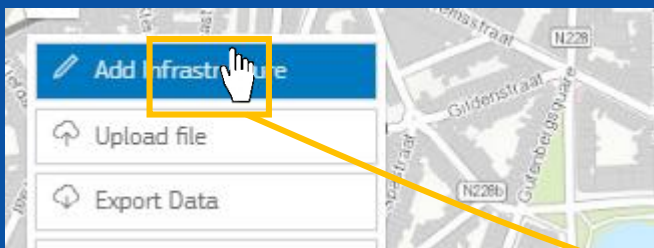


- To add a **polygon infrastructure**. Select it in the drop-down list.
- Drag your mouse, and click to add a point to the polygon.
- Double click to finish the polygon and press “Save”.
- The **polygon infrastructure** will appear on the map.

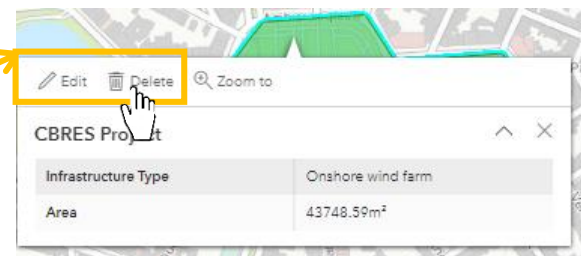


5. Location and Implementation schedule

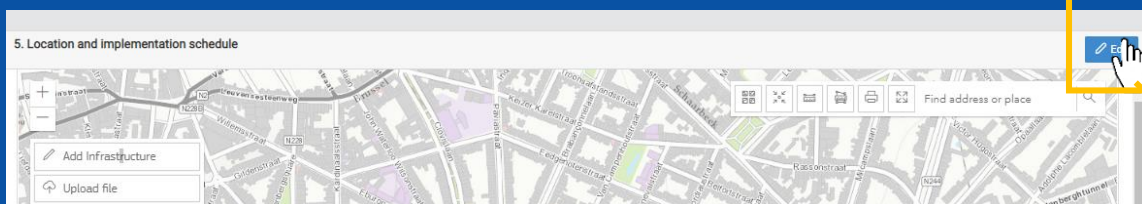
8.



8. To edit an infrastructure. Undo the “Add infrastructure button”. Select the desired element. A window will pop-up.



9.



9. For the other questions of Section 5. Click on “Edit” to fill-in/edit the section 5.2. Remember to “Save” before moving to the next section.

Encode answer(s) : 5. Location and implementation schedule

* 5.2. Implementation schedule

* 5.2.1. Please indicate the planned/actual implementation schedule of the project in the host country.
Where 'planned' refers to expected dates in the future and 'actual' refers to dates in the past.

* 5.2.1.1. Feasibility study start date:

Not yet known Not applicable

If questions in section 5.2 do not appear it means that you did not select a joint project cooperation mechanism in section 3.1 (see slide 8).



6. Project costs



1.

6. Project costs

* 6.1. Please provide the expected total costs of the project (in €):

* 6.2. Did the project receive CEF support from preparatory studies?

2.

* 6.2. Did the project receive CEF support from preparatory studies?

No Yes

6.3. Please indicate the project:

Save Cancel

1. Click on “Edit” to fill-in/edit the section.

2. A window will pop-up to edit the information. Remember to click the “Save” button before moving to the next section. Incomplete sections are marked in **red**.

If questions in section 5.2 do not appear it means that you did not select a joint project cooperation mechanism is section 3.1 ([see slide 8](#)).



7. Sensitive information



1.

7. Sensitive information

*** 7.1. Are there any commercially sensitive information?**
Please consider that by submitting this application you consent to the use of the information contained herein (the form and the annexes) for the following purposes: evaluation; list establishment, adoption, and review; monitoring; as well as communication, in line with articles 6-11 of [the Commission Delegated Regulation \(EU\) 2022/342 of 21 December 2021 supplementing Regulation \(EU\) 2021/1153 of the European Parliament and of the Council with regard to the specific selection criteria and the details of the process for selecting cross-border projects in the field of renewable energy \(C/2021/9875\)](#).

Edit

2.

*** 7.1. Are there any commercially sensitive information?**
Please consider that by submitting this application you consent to the use of the information contained herein (the form and the annexes) for the following purposes: evaluation; list establishment, adoption, and review; monitoring; as well as communication, in line with articles 6-11 of [the Commission Delegated Regulation \(EU\) 2022/342 of 21 December 2021 supplementing Regulation \(EU\) 2021/1153 of the European Parliament and of the Council with regard to the specific selection criteria and the details of the process for selecting cross-border projects in the field of renewable energy \(C/2021/9875\)](#).

No Yes

3.

Save Cancel

1. Click on “Edit” to fill-in/edit the section.

2. If you selected “No” in question 7.1, you will not be able to reply to response to questions 7.2 and 7.3.

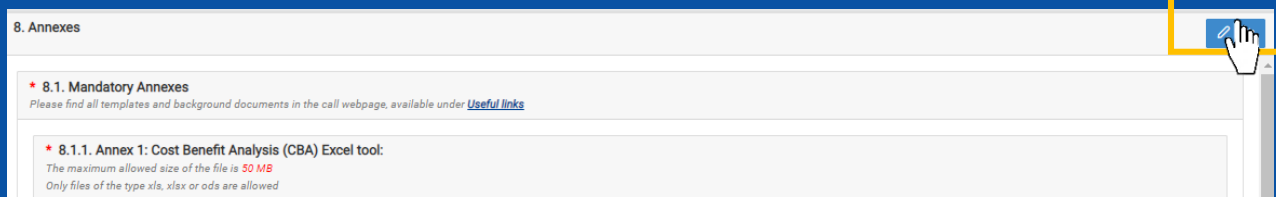
3. Remember to click the “Save” button before moving to the next section



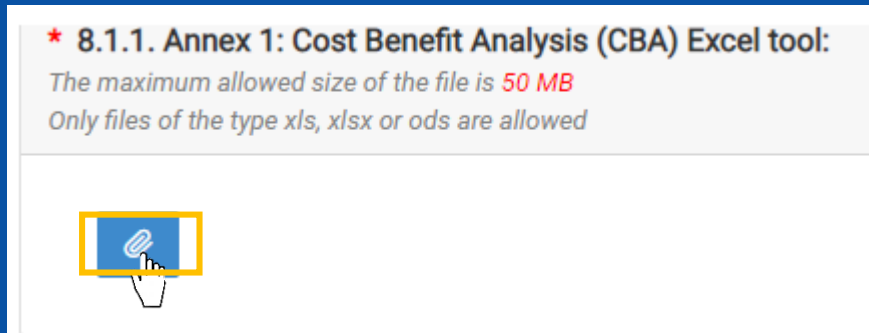
8. Annexes



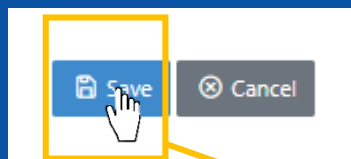
1.



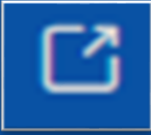
2.



3.



1. Section 8. “Annexes”, enables you to upload the mandatory annexes for your application. You may find the template of the annexes to submit in the “call documents” section of the call page.
2. For each annex submission, make sure that your template is in the adequate file type and size. Click on the thumbnail to upload a file.
3. Remember to “Save”



Useful Links

[↶ Back to Applications](#)

Application Id: 1000004

Application status: DRAFT

Last Modified Date: 08/12/2022 14:51:18

APPLICATION EDITOR

- 1. Project
- 2. Project promoter(s) details
- 3. Cooperation mechanism
- 4. Project general information
- 5. Location and implementation schedule
- 6. Project costs
- 7. Sensitive information
- 8. Annexes**

APPLICATION MANAGEMENT

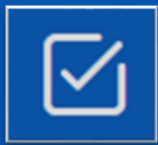
- Useful Links**
- Check and Submit
- Download Application

- The useful links tab lists all the relevant links of the call, such as the link to the call page where you can find annex templates, and the link to DG Energy webpage.

Useful Links

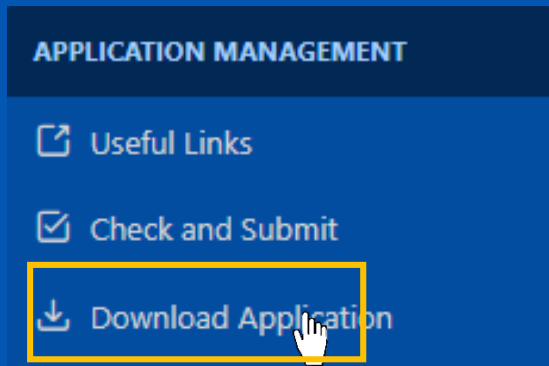
[EC DG Energy](#)

[CB RES status call](#)

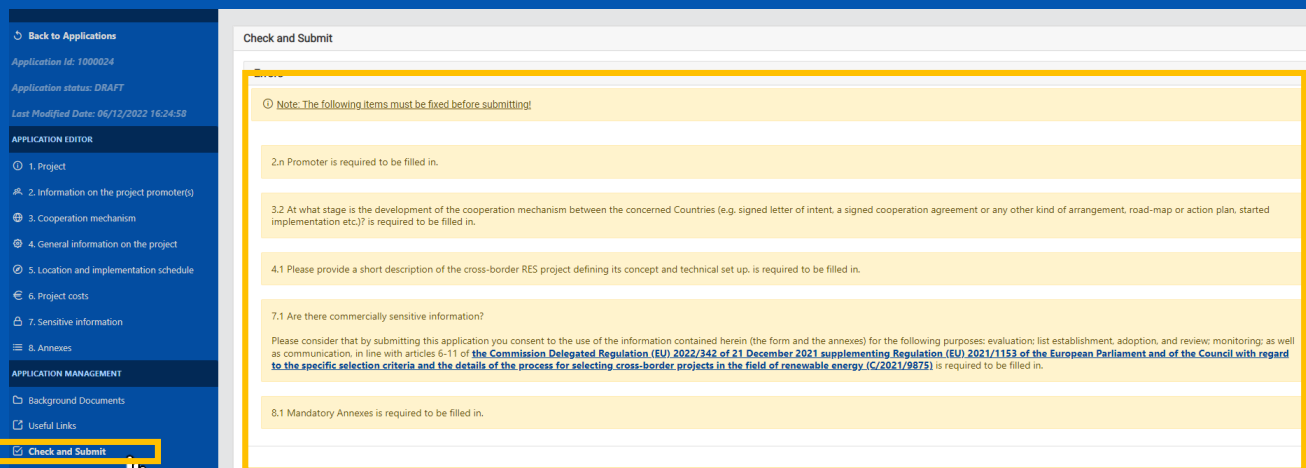


Check and Submit

1.



2.



Before submitting your application

1. Before submitting you can download your application in a Word file to check that all fields have been well completed. You can also download this Word file at any time.

2. Fields marked in **yellow** in the “Check and Submit” section highlight the **incomplete** sections, required to submit your application.



Check and Submit

1.

Check and Submit

- 1) The applicants declare to have the explicit consent of all project promoters on their participation and on the content of this application.
- 2) The information contained in this application is correct and complete.
- 3) The applicants consent to the personal data collection and processing in line with the Data Protection Notice.

[data_protection_notice-cinea-CB_RES_Status_final.pdf](#)

Please save a PDF version of your application after submitting and keep it for future reference if needed.

Submit

2.

Check and Submit

Check

Note: Application has no validation errors

Note: Application was submitted on 07/12/2022 15:22:24



Submitting your application

1. Once you think that your application is complete press the “Submit” button.

- Allow yourself some time to complete the application. Prefer to submit it a few hours before the deadline to avoid technical issues.

2. A **green** message will confirm your submission. And you can close the submission window.

Can I amend/view my application post-submission?

1.

Id	Project Name	Project Acronym	Created Date	Submission Date	Status	Call Name	Call Deadline Date	Last Modified Date	Actions
1000028	Best energy Solar Project Europa	BESPE	07/12/2022 15:22:12	07/12/2022 15:24:12	Submitted	A call with no questions	25/05/2023 10:06:44	07/12/2022 15:22:12	Reset Actions

2.

Last Modified Date	Actions
	Reset Filters
07/12/2022 15:22:12	View Application Re-open application Withdraw Application Delete

- Once you have submitted your application, you can always go back to the submission platform and view/amend your application.
- Click on the drop-down arrow to select you desired action
- You can amend your application as many times as you want, as long as it is **before** the call deadline.
- You can also **withdraw** your application and start a new one.



Keep in touch with CINEA

cinea-cef-renewables@ec.europa.eu



[CINEA - European Climate, Infrastructure and Environment Executive Agency](#)



[@CINEA_EU](#)



[CINEATube](#)



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