



## APPLICATION MANAGEMENT

*This Application Management Business Application Template, prepared using the Effector Platform, gives you an opportunity to support tasks related to the management of applications and to continuously monitor application procedures.*

*Using this Application Management Business Application Template, you can support all processes related to applications including registration, evaluation, contract conclusion and calling on the interested parties to present their accounts.*





## KEY FEATURES:



### Registration Management

- Before submitting an application, users must register in the system. Depending on the nature of the registration (domestic or foreign private individual, domestic or foreign entity), various documents may be submitted. This system provides a dedicated document library. An authentic time-stamp is placed on the applications submitted.
- This system also supports the verification process following the submission. Registered users later may also make modifications through the system.
- Internal audit processes are supported by a separate 'back office' interface. Here is where registrations and related modifications are checked and electronic data checks are performed. After a successful registration, the system will automatically send an email authentication with the appropriate login information.

### Submission of Applications

A submission process starts with the completion of a form. Completion of the form is supported by built-in checks. Users can see and track evaluation processes.

### Evaluation of Applications

After the pre-qualification phase, evaluators may evaluate applications individually or as a team, using a separate interface. A scoring system can be used, comments can be entered with regard to the applications and the recommended aid amount can be specified. The evaluator can see an applicant's history (such as their former applications) and has access to all the documents attached to the application. The system displays the opinion of all of the evaluators with regard to a given application.

### Qualification of Applications

A pre-qualification interface facilitates the checking of compliance with formal requirements. From here, applications can be transferred to the evaluators for professional review. If the user performing the review finds any missing or incomplete information, they may send the application back to the applicant, requesting them to provide the missing or incomplete information. If there are any serious shortcomings in an application submitted, the reviewer can even set the status of the application as 'invalid' as well as specify the reason for its invalidity.

### Contract Management

Contract conclusion and any subsequent amendments to contracts are supported.

### Reporting Interface

In cases where the contractual conditions are not fulfilled by an applicant or where they fail to present appropriate accounts on the spending of the aid amount, the system supports the necessary legal steps, such as termination of the contract, demanding repayment of the aid amount, as well as requiring and managing the payment of penalties and interest.

Submission of financial and professional reports also takes place via this interface. The former falls within the remit of the person responsible for accountability, while the latter within that of the curator.

The system also supports the electronic submission and processing of the final report of projects and related documents.



**COMMON AREAS OF USE:** This software program satisfies the need for online application and filing systems, tender management, management of government grant programs, uploading of online CVs in HR. Entities responsible for online application management and registration tasks and tender/bid advisor companies can benefit from this program.