User's guide to FERS[1] application system

Content

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[1] FERS - European Funds for Social Development 2021-2027

Why NAWA system

The NAWA on-line system was developed to process digital project applications[2] submitted both by the applicants and project participants financed from the European Social Fund +.

The system helps NAWA to collect necessary data of the project participants[3], as set out in the Implementation Act.

The system allows the participants to submit their application forms by using the link[4] provided by the recruiting institution.

In order to use the system, first you need to register and activate your account[5].

How to register

First, enter the NAWA Programs webpage: Login
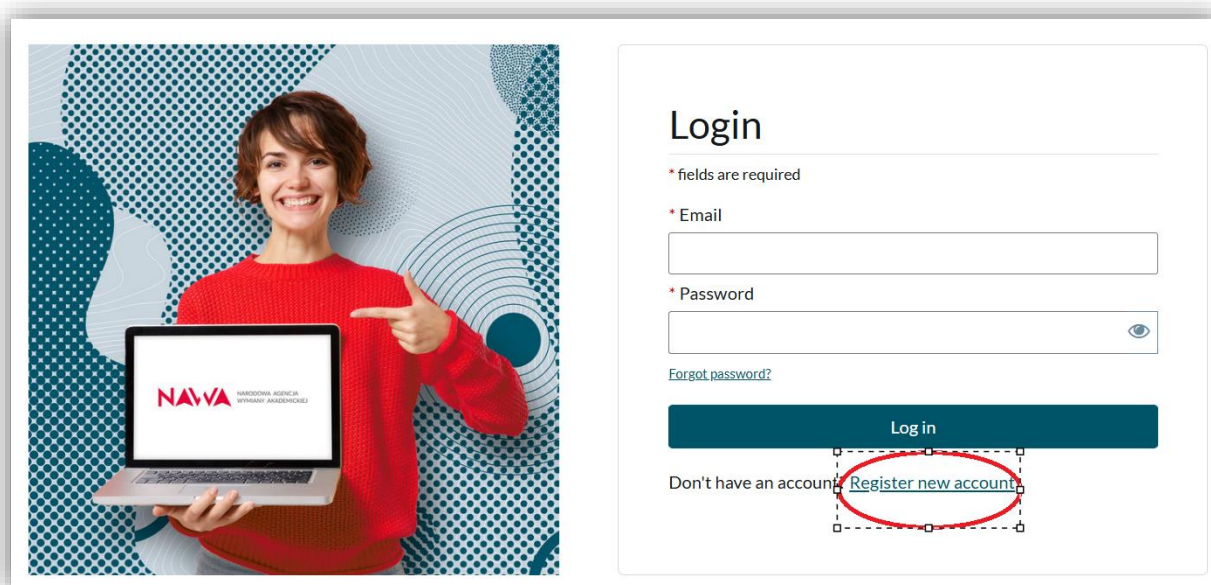
Register new account if you do not have one yet:

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[2] Project application – an electronic form submitted in the NAWA ICT system accessed by the participant after registering and logging in.
[3] Project participant – a physical person directly benefiting from the ESF+
[4] Link – direct web page address of the application form, generated by NAWA for the recruiting institution
[5] Account – collection of data identifying the project participant registered in the system that grants access to specific services after providing the identifier (e-mail address) and password.

In order to register, please fill in your name, e-mail address and provide a password:

Register

* fields are required

* First name

[   ]

* Last name

[   ]

* E-mail

[   ]

* Password

[👁]

Minimal requirements: · 8 characters · uppercase · lowercase · number
· special character

* Repeat password

[👁]

[ ] * I accept the regulations

[ ] * I confirm that I am familiar with the information obligation
     specified in the regulations

[ ] I agree to receive the NAWA newsletter to the e-mail address
     provided by me in accordance with the newsletter regulations

After filling in and submitting the registration form, you will receive an e-mail containg an activating link:

Activate your account in the NAWA system

Click on the link below or copy and paste it into your web browser:

activation link

This will activate your account in the National Agency for Academic Exchange system.

It's a necessary step that allows NAWA to verify your credentials and for the application process to run smoothly. After clicking on the activation link, you will receive the following notification:

Welcome to the NAWA system

and you will be transferred to the NAWA Programmes window:
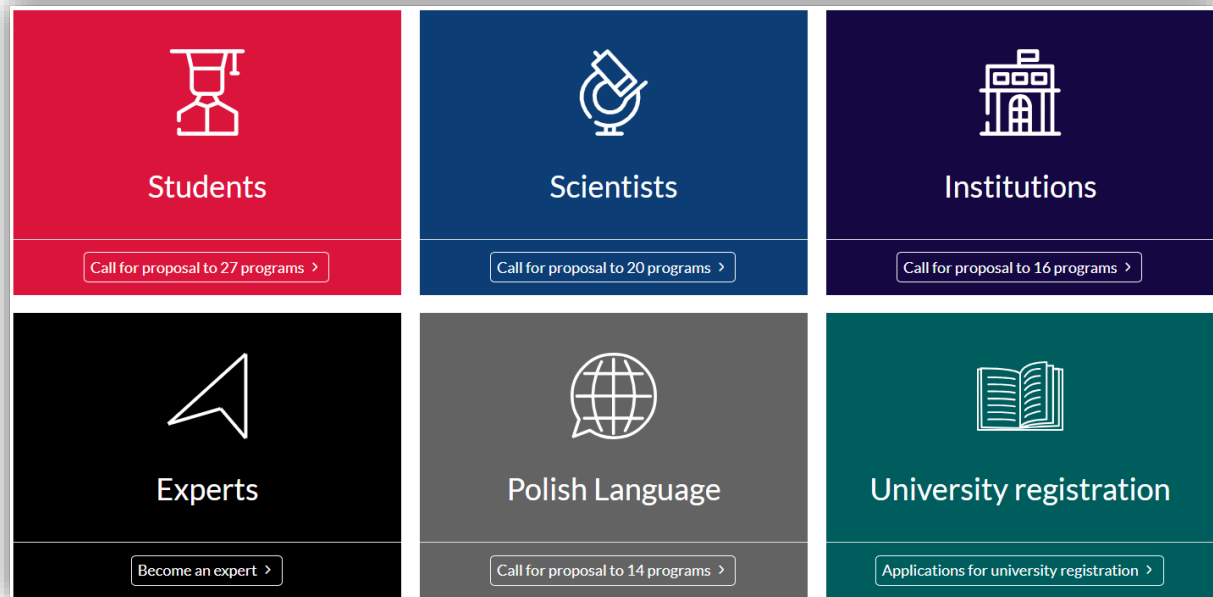
How to apply

Some of the NAWA programmes can only be accessed by using a dedicated link. Please **use the link provided by the recruiting institution** by clicking on it or copying it in the browser address bar.

Note: all the programmes financed from European Funds for Social Development (FERS) programme are accessible **only** by using the link provided by the recruiting institution. In order to successfully use the link, the participant needs to be registered and logged in the NAWA system

The application form

The link will transfer you directly to the application form to be filled in:

As a first step please choose the „Save draft" option at the bottom of the page:
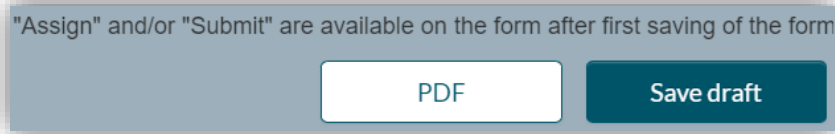
It will allow your draft to be saved. Otherwise, the first draft will be saved automatically after a few seconds.

We encourage you to save your draft regularly as you fill in your application in order not to lose any data in case of any technical issues or Internet shortage.

Structure

Each form in the NAWA system contains sections with different fields that you fill in.

Each section is visible in the form of a menu on the left-hand side of the screen:

After choosing a section, you are presented with fields to fill in.

Field types

The fields are of different types, such as:

- <u>Text field</u> – a field you complete/change with any/specific text, depending on the requirements

- <u>Single choice field</u> – a field where you may only choose one option

- <u>Drop-down list</u> – a list of options where you may only choose one item

Note: you received the link from the specific recruiting institution– please remember to choose this institution in the field *Name of the institution*:

* Category
○ An institution from the POLON list
○ Other

* Name of the institution

Please select:

- <u>Checkbox</u> – either a multiple choice field or a confirmation box used for participants' declarations

* I hereby declare my voluntary participation in the project on the terms presented to me by the institution applying to NAWA or the NAWA delegating entity.

✔ Yes

- <u>Calendar</u> – date choice field

* Starting date of participation in the project

YYYY-MM-DD

- <u>Attachment</u> – field for a pdf attachment

Additional attachments
Maximum number of files: 3. Format: PDF. Maximum file size: 10 MB

Drag files here or use the button below.

Select File

Obligatory fields and validation

Some fields in the application form are obligatory. Such fields are marked with a red asterisk:

* Purpose of submitting the form
○ Submitting the participant form
○ Correcting of the participant form

If you have not filled in a field or filled it incorrectly, the asterisk remains red. If the field is completed, the star will turn black.

The NAWA system will not allow you to submit the application form without filling in all the obligatory fields correctly. You will receive a list of errors you need to correct:

Additionally, such fields will have an extra comment below:

Some of the fields are inactive because their content comes from a different source. Such fields are grey:

Submitting your application

If you have filled in all of the fields correctly, you may submit your application form. In order to do so, choose „Submit" button at the bottom of the application form:
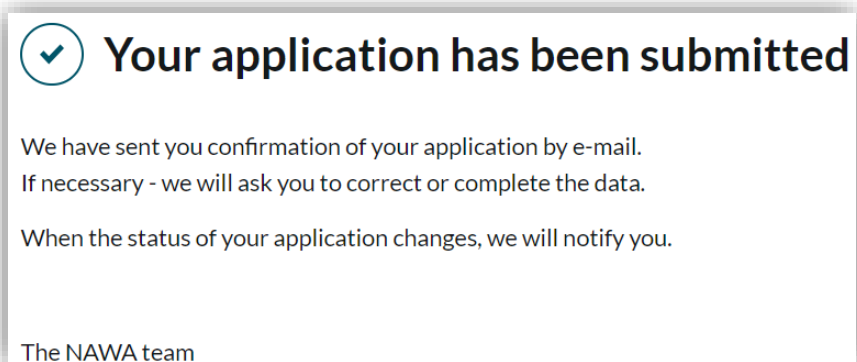
If the form is not filled in correctly, the system will not accept it and you will receive the list of errors (as explained above).

If the form was filled in correctly, you will receive the following confirmation:

Additional elements

Language options

NAWA system has two language versions: Polish and English. You may change the version by using the flag icon in the right top corner of the screen:

Note: the change of the language version doesn't always change the view of the document. The translation is not dynamic.

The user profile

The user profile contains your data. You may view or edit your information. You can access the user profile by selecting options next to your name in the top right corner of the screen:
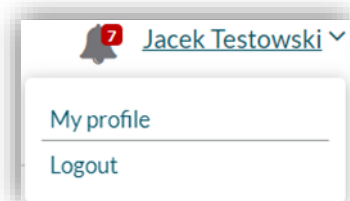
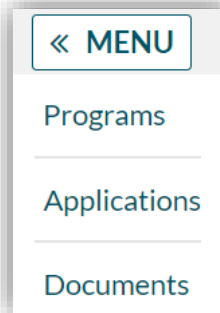After choosing „My profile" you may edit some of the information:

The obligatory fields are marked with a red asterisk.

Menu

You may use the drop-down menu in the top left corner. It contains available sections of the NAWA system:

In your case it offers three sections:

- <u>Programs</u> – the page you see after logging in. It provides access to different NAWA Programme categories
- <u>Application forms</u> – the list of your forms – both submitted and in the draft version:

Here you can see what Programmes you have applied to or download the submitted application forms in the pdf format. You may also delete or edit the drafts.

- <u>Documents</u> – the section contains all the documents related to a specific application form

Notifications

Notifications are sent by the system following specific actions, e.g. when a document is assigned to the user.

The aim of the notifications is to make sure you are aware ofcertain actions to be carried out or to keep you updated on the process.

You may access your notifications by choosing the bell icon in the top right corner of the screen:

After clicking on the icon you can see the list of all your notifications:

The notifications in bold have not yet been read. You may click on „read full" to access notification content.

The notifications contain relevant links (underlined) such as document or applications numbers. The links transfer you to appropriate pages in the system.

Some of the notifications are also sent automatically to your e-mail address to ensure you receive the information as soon as possible.