

TMT
Delta User Manual

Orange Knowledge Programme

January 2019

1. Introduction

The Orange Knowledge Programme Tailor-Made Training component is meant to improve the overall functioning of an organisation in an OKP country by training a selected group of staff. An organisation facing knowledge and skills problems in achieving its goals can request a tailor-made training course to (partly) eliminate these problems. The request has to be submitted jointly with a Dutch training provider.

Nuffic uses the online registration system Delta. Requesting organisation and Dutch training provider submit a 'joint proposal' for the requested training in Delta.

The Dutch training provider will fill in the required data for the proposal in Delta and upload the required documents.

2. Getting access to Delta

Please use the link provided on the Nuffic web page for this call ("Open calls" page on the Nuffic website). If you click on that link, you get direct access to Delta.

If the deadline for a proposal is open in Delta, you will see the following screen:

Nuffic

OKP TMT maart 2019 – Orange Knowledge Programme Tailor Made Training [xx]

Welcome to the registration page for OKP TMT

Please complete the fields below. All fields are required unless marked as 'optional'

3. Preparing your proposal

In Delta you will have to fill in data and upload a number of documents.

Dutch providers should check at an early stage if they appear in the 'Institution' drop down list under 'details Dutch provider'. If not, please mail the following data to tmt@nuffic.nl:

- name,
- type of institution (university, university of applied sciences, education institute, vocational education and training college, government, NGO, other),
- city.

The upload documents must be ready (in pdf) when you start filling in your proposal, as there is no possibility in Delta to save and continue at a later moment.

Three documents that you need to prepare for uploading can be found on our call page in the paragraph '[upload documents](#)'.

The Checklist Organisational Capacity – COCA – is a document that we ask from the Dutch training providers. It may need some time to prepare.

If you have had a COCA approved for the previous TMT deadline, you may upload a copy of the Nuffic email confirming the approval.

A **fourth** upload required is a document with CVs of the proposed trainers.

All documents have to be submitted in pdf form with a maximum size of 5 MB each.

If it is impossible to fit all documents related to the COCA in 5 MB, you may send part of them directly to our mailbox tmt@nuffic.nl. Please provide a clear reference to your proposal in the subject line of the mail.

You may ask for a COCA assessment and registration at any time, at any time of the year independent of time of the publications of calls. Send your request with the required information and documentation to OKP@nuffic.nl.

4. Register in Delta

Start by filling in the basic data of your proposal. All fields are mandatory. Disregard the numbers in "telephone3", "email2", etc.

Start date = date when the preparations for the TMT begin

End date = date when all work for the TMT is over

Duration = net duration of the actual TMT in **days**

Basic data

Title of training

Country where training takes place

The proposal is in line the following priority theme:

Start date

End date

Duration

Language of training

Planned number of male participants

Planned number of female participants

Estimate of the number of people who will have benefited from the knowledge/skills trained in this TMT after 5 years

After the basic data, fill in the required information under the subtitle 'Requesting organisation'. Please fill in the contact details of the contact person of that organisation.

Requesting organisation

Name of organisation

Type of organisation

Address1 City (optional)

Country

Telephone1 (optional)

Website (optional)

Name Contact person/supervisor

Email3

Telephone3

After filling the required information for the requesting organisation, provide information on the Dutch training provider.

First, look for the name of your organisation in the drop-down list. If it does not appear, send us an email as indicated earlier in this manual.

Details Dutch provider

Institution

Nothing selected

Institution type

Nothing selected

Next, fill in the data for your contact person for the TMT.

Details Dutch provider contactperson

Surname

First name

Gender

Nothing selected

Current position

Email

Telephone2

Finally, go to "Details Dutch provider" which refers to the components of the joint proposal.

Remember that all uploads have to be done in pdf, with a maximum size of 5 MB each.

Budget = the total budget of the proposed training, **including the total amount of co-funding**.

Co-financing percentage = percentage applicable to the country of the requesting organisation (see "Orange Knowledge Programme Country Focus etc" on our website).

Co-financing type = always "other", as co-funding needs to come from the requesting organisation in the OKP-country.

Account number = the bank account number of the Dutch training provider (same as in Coca).

Name accountholder = name as it appears on bank statements (also same as in Coca).

Details Dutch provider

Project Proposal

You can only upload PDF files (max. 5MB)

Budget proposal

You can only upload PDF files (max. 5MB)

CV

You can only upload PDF files (max. 5MB)

Budget

Co-financing percentage

Co-financing type

COCA

You can only upload PDF files (max. 5MB)

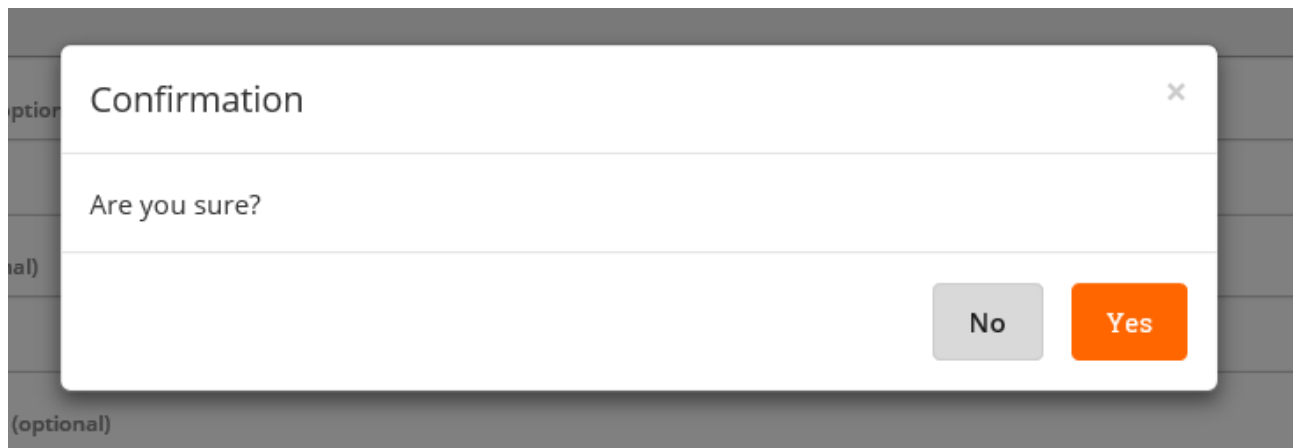
Account number

Name account holder


After filling this in, scroll down to the end of the page and submit your proposal by clicking the button.

After you have clicked the button, a new screen will pop up with the question if you are sure that you wish to submit your proposal.

- With 'Yes' you will submit your proposal.
- With 'No' you will return to the original page to make adjustments.



After you have submitted your joint proposal, a new screen will open:

 **Your application has been successfully submitted!**

You can close this screen.

After submitting you will receive an email with the details of the joint proposal that you submitted.

Please check your spam box if you do not receive this email.

Your uploads will not be visible. Please save your uploads for your own administration.

For questions, contact us at tmt@nuffic.nl