

MODERNISATION FUND
Accelerating the transition to climate neutrality

APPENDIX 3
**Modalities of the investment
proposal submission process**

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02/04/2024

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<https://modernisationfund.eu/>

Appendix 3 Modalities of the investment proposal submission process

This document aims to provide instructions for submitting investment proposals to the Modernisation Fund or exchanging documents with EIB's Modernisation Fund Unit.

Proposal forms

To submit investment proposals to the Modernisation Fund, Beneficiary Member States (BMS) must provide the information relating to the proposal in the investment proposal forms available on the Modernisation Fund website:

<https://modernisationfund.eu/documents/>

Once filled out, the proposal forms and the supporting documents must be sent to the EIB through the file sharing platform **SharePoint**.

What is SharePoint

- **SharePoint is** the EIB Group platform to access and share files, in a secure manner, which is a web-based collaborative platform developed by Microsoft;
- **A platform accessible from a browser;**
Compatible browsers are:
 - Edge (latest version)
 - IE11+ (except Compatibility Mode)
 - Firefox (latest version)
 - Google Chrome (latest version)
 - Safari 16 or newer
- Common file formats, up to a size of 3 GB+, can be shared. More information on supported and unsupported formats by SharePoint can be found under the following link: <https://learn.microsoft.com/en-gb/SharePoint/technical-reference/default-crawled-file-name-extensions-and-parsed-file-types?redirectedfrom=MSDN>

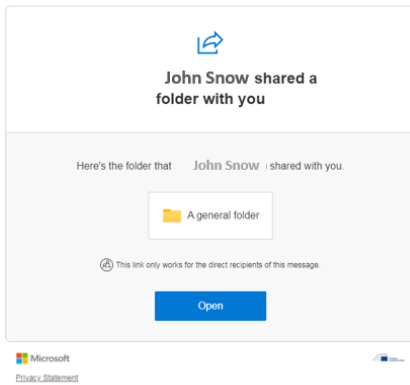
How to use SharePoint

- Once the folder is shared with you, you will receive an email notification with the link to access the folder. Please note that the notification emails may end up in the spam folder. In case you have a Microsoft365 license assigned to your email address, then you can access the SharePoint platform like any Microsoft365 products.

How to access EIBG SharePoint sites



via an mail notification from no-reply@sharepointonline.com stating that you EIB counterpart has shared a folder or a file with you as per below. Click on **Open**.
P.S. – Sometimes the mail might land in the SPAM folder.

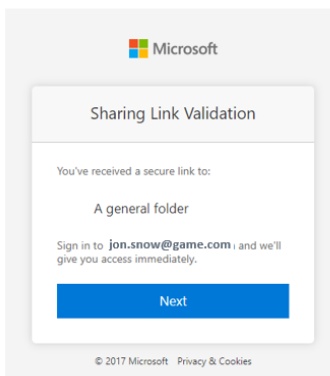


Or receive the link in a mail directly from your EIB counterpart. Click on it.

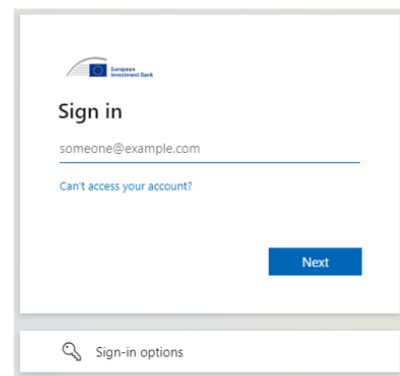


The EIB logo is displayed bottom right.

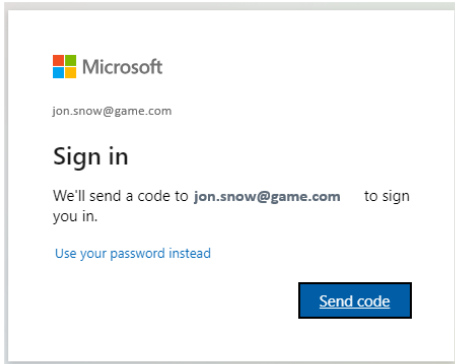
Click **Next** as per below:



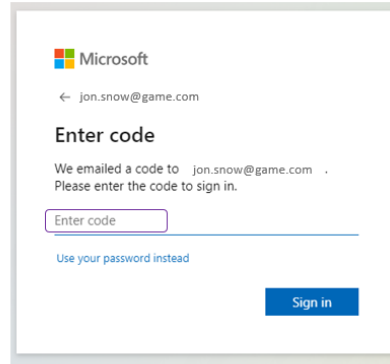
Enter the mail address that was used by your EIBG counterpart to grant you access



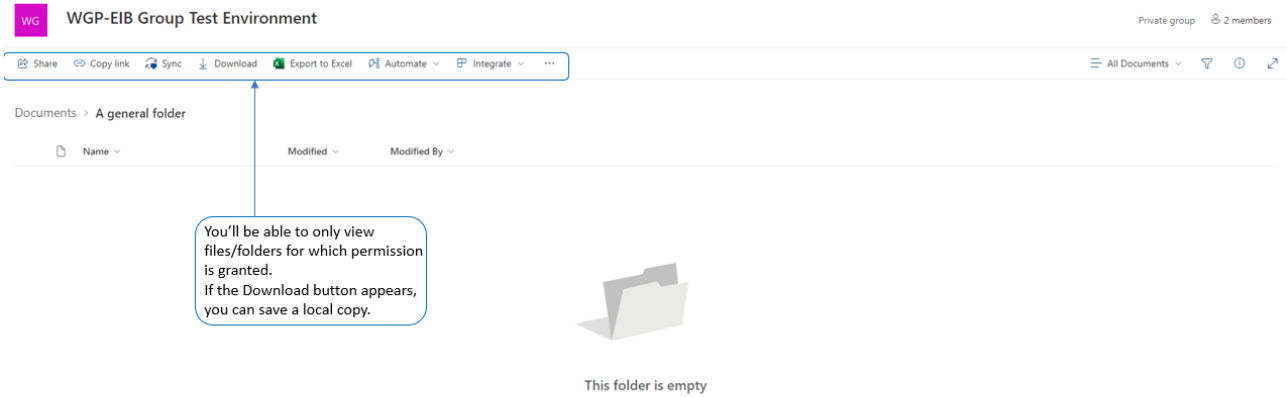
Click **Send Code**.



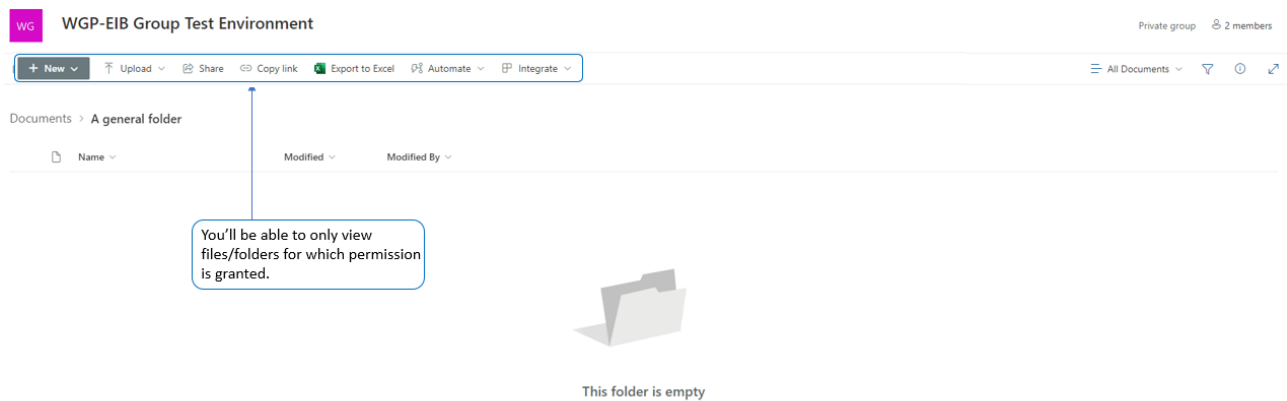
Go to your Inbox. You should receive a one-time access code. Insert the code in the marked area. Click **Sign in**. – and you should be able to log in.



If you have been granted **viewing-only rights**, then you should have a similar view as per below:

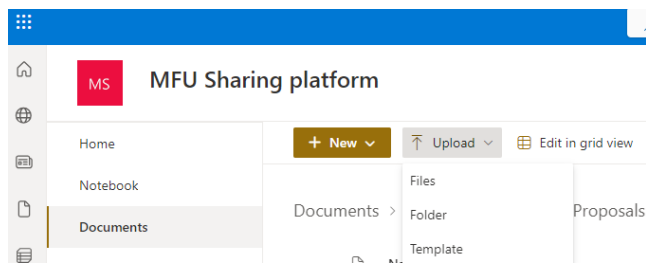


If you have been granted **add-only rights**, then you should have a similar view as per below:



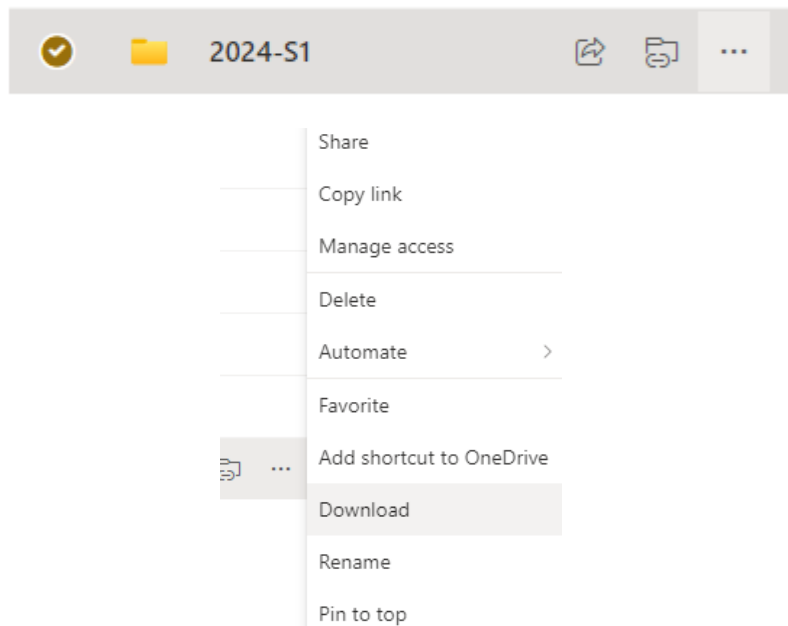
- **Uploading files:**

- In the Documents tab, go to the target folder and then upload the files or folders.
- Alternatively, you can simply drag and drop.
- Please note that the permission level allows to add items ONLY (the edit and delete option is disabled).



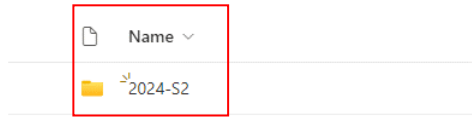
- **Downloading files and folders:**

- Select the 'three dots' you see to the right of a file/folder name.
- Select download from the pop-up window of the menu options.



How to organise the files:

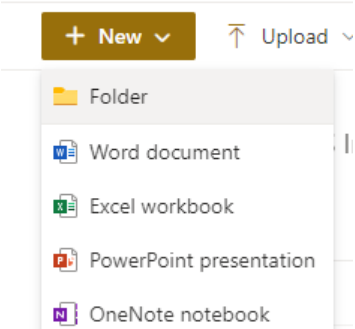
- In your shared folder, a subfolder is created for each investment cycle where you can upload the investment proposals for the respective investment cycle.



- Create a separate folder for each investment proposal, as presented below.

Create a folder for each Investment Proposal

- Go to the folder corresponding to the ongoing investment cycle (e.g. 2024-S2).
- Select the **+New** menu item.
- Click the **Folder** menu item.

A screenshot of a file explorer's '+ New' menu. The menu is open, showing several options: 'Folder' (highlighted), 'Word document', 'Excel workbook', 'PowerPoint presentation', and 'OneNote notebook'. Above the menu, there are buttons for '+ New' and 'Upload'.