



machina
INSIGHTS GRANTS

INSIGHTS GRANTS

Insights is a generic software framework for easy, nocode BPMN based digitalization of work processes.

Insights Grants is an implementation of the Insights framework, dedicated for digitalization of application related processes, including grant applications.

A WALK IN THE PARK

Establishing and maintaining an application handling solution with Insights, is a walk in the park compared to regular software development projects.

Your solution is configured, not coded. The Insights framework is standardized software where all installations use the same software code. The software code is updated every month.

INSIGHTS NEVER GOES OUT OF DATE.

A project with us is **low risk, low cost, high quality and fun!**

THE INSIGHTS EXPERIENCE

You tell us about your organization and how you process and follow up your applications. We have templates for this, so information gathering is usually quite easy.

We can handle any type of call or scheme. Durations and budgets can be multi-year. Calls can have 1 or more deadlines, or no deadline at all. Applications can be personal or linked to organizations. Applying on behalf of organizations can be based on approval by the organization.

Full support for restricted access calls, **qualification schemes** and multi-phased calls.

We even have support for **fully automated calls** where the calculation of grants is fully automated.

We handle any type of handling- and follow up processes; examples are Receipt/control, Assessments, Decision, Contract, Payments, Reporting, Closure, Extensions.

We can handle **new organizations** also, not just the applications per se. New organizations can go through approval and follow up processes if relevant.

THE INSIGHTS EXPERIENCE

We set it up (or we teach you to set it up - your choice!)

All setup and configuration is done in our **AdminWeb module**.

All nocode, there is no need for programming.

A cornerstone of an Insights setup is building **input forms**, so that we can **structure the data** to be gathered from applicants, as well as throughout the work processes that start when applications are submitted. Forms are also used to store final results and important data resulting from the work being done in our processes.

The screenshot displays the Insights AdminWeb interface. The top navigation bar includes the Insights logo, 'Skjema', and various utility links like 'LAGRE', 'EGENSKAPER FOR SKJEMA', 'FORHÅNDSVIS', 'VERKTØY', and 'LOGG'. A search bar and language selector ('Aktivt språk: Engelsk') are also present. On the left, a sidebar lists categories such as 'Ingen kategori', 'Guidance', 'Organisation', 'Project description', 'Risk and cross-cutting issues', 'Duration and budget', 'Additional information', and 'Declaration'. The main area shows a form titled 'PROJECT DESCRIPTION' with sections for 'Overall project information'. Fields include 'The project's title', 'Thematic area', 'Where will the project be implemented?', and 'Brief summary of the project'. A right-hand panel provides configuration options for 'Felttilknytning' (field mapping), 'Verdier' (values), 'Validering' (validation), 'Betinging' (conditions), and 'Felt' (fields).

Building an application form. Forms consist of fields that are easily configured.

(INGEN KATEGORI) 🔍 ^

You can review the application by clicking the *Application* tab.

Does this application regard a grant, rather than a procurement? * 🌐

Ja Nei

Justification 🌐 🌐

-

Is the application in accordance with state aid rules? * 🌐

Ja Nei

Justification 🌐 🌐

-

Hjelpetekst	
Låst for redigering	Nei
Skjult for eksterne	Nei
Tillat redigering i "bunt"	Nei
Tillat kommentarer/diskusjon	Nei

Verdier

Tillat kopiering	Ja
Kopier verdi fra	
Standardverdi	

Validering

Obligatorisk	Ja
Verdi må være eksakt	
Valider med webtjeneste	

Betinging

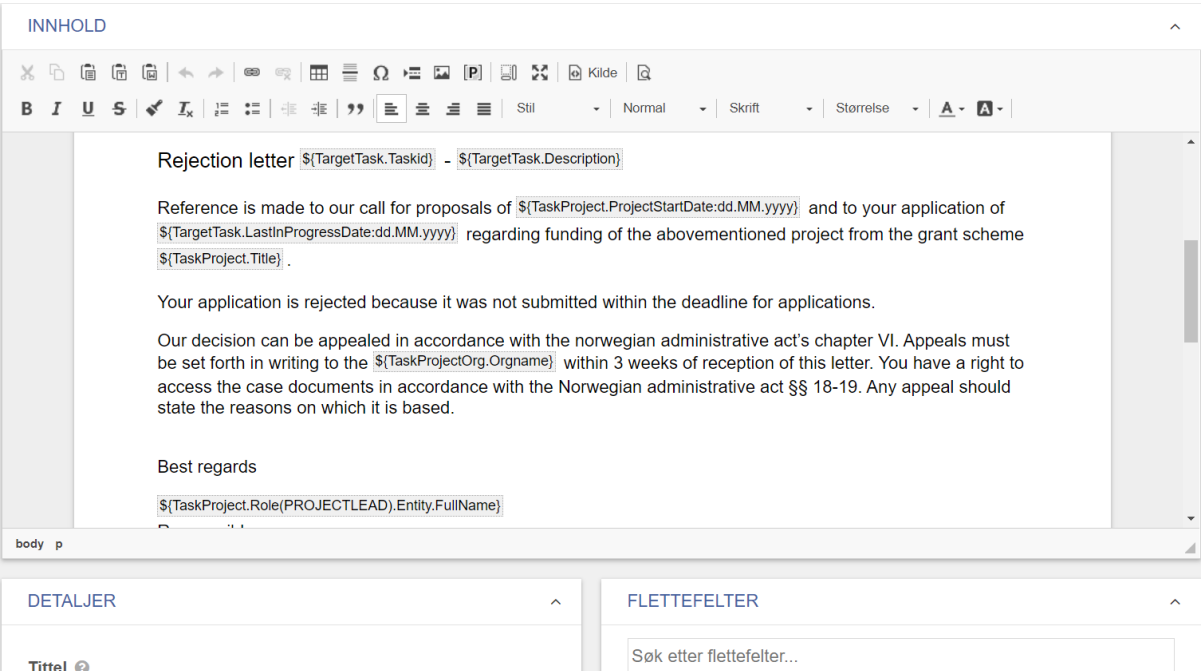
Legg til betinging

Felt

Felttype	Boolean
Identifikator	innledende_vurderin...
Feltkonfigurasjon	(Rediger)
Feltnavn	Innledende, vurdering
🔍 Brukt i	
Kryptér innhold	Nei
Ledetekst	Does this applicatio...
Hjelpetekst	Please see instructi...

Building a form for assessment of an application.

We build **letter templates** for merged content that should be possible to send throughout the process. In Insights, letters are not manually written, they are **automatically generated** end results of work done.



The screenshot shows a software interface for editing a letter template. At the top, there is a dark blue header bar. Below it, a window titled "INNHOLD" contains a rich text editor. The editor's toolbar includes icons for undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and text color. The main text area contains the following content:

Rejection letter `$(TargetTask.TaskId)` - `$(TargetTask.Description)`

Reference is made to our call for proposals of `$(TaskProject.ProjectStartDate:dd.MM.yyyy)` and to your application of `$(TargetTask.LastInProgressDate:dd.MM.yyyy)` regarding funding of the abovementioned project from the grant scheme `$(TaskProject.Title)`.

Your application is rejected because it was not submitted within the deadline for applications.

Our decision can be appealed in accordance with the norwegian administrative act's chapter VI. Appeals must be set forth in writing to the `$(TaskProject.Orgname)` within 3 weeks of reception of this letter. You have a right to access the case documents in accordance with the Norwegian administrative act §§ 18-19. Any appeal should state the reasons on which it is based.

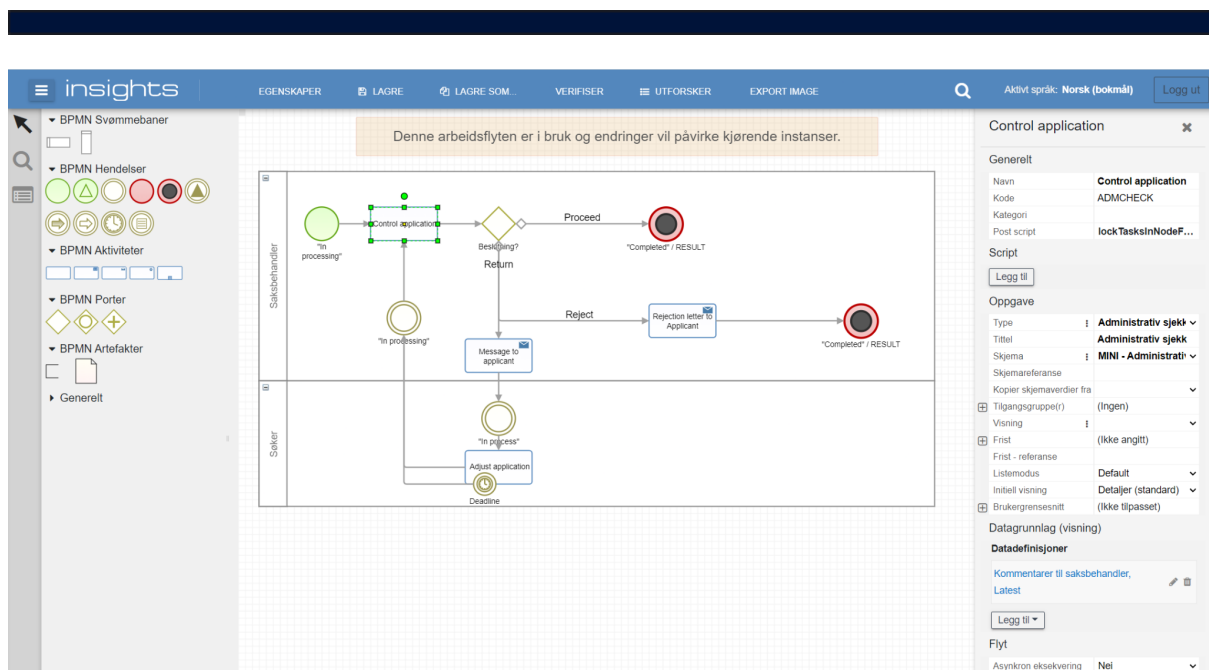
Best regards

`$(TaskProject.Role(PROJECTLEAD).Entity.FullName)`

Below the editor, there are two tabs: "DETALJER" and "FLETTEFELTER". The "FLETTEFELTER" tab is active, showing a search box with the text "Søk etter flettefelter...".

Building a letter template for rejection of applications. A letter template typically merges data fields from input forms used in the process.

We use an **integrated BPMN 2.0 visual editor** with an extensive script library, to model the sequence and logic of the work processes. Input forms and letter templates that we have established are plugged into the process models, ensuring **max data structure** and **reuse for automation and efficiency**. All important decisions and results of the modelled work are stored in dedicated datasets called process variables.



Building a (sub) process for initial check of incoming applications, using BPMN 2.0. The model gathers data from users via tasks, stores results via scripts and communicates the work/results to the applicant via letter templates that are automatically merged and sent.

THE INSIGHTS EXPERIENCE

END USERS **WORK IT.**

One of the unique features of Insights is that the framework comes with complete, **universally designed (WCAG 2.0 AA) user interfaces**, for all user groups.

The setup done in AdminWeb directly governs and steers the user experiences.

Internal users work in **InternWeb**.

External users work in **EksternWeb**.

Users can **collaborate** in any input form (applications and tasks) in **realtime**.

This collaboration can be default or by invitation.

TEST APPLICATION #113972 Help | Norsk | English

APPLICATION ROLES COLLABORATION ATTACHMENTS

Options for Info Tester ↻

- Guidance
- Organisation
14 fields remaining
- Project description**
12 fields remaining
- Risk and cross-cutting issues
5 fields remaining
- Duration and budget
4 fields remaining
- Additional information
- Declaration
1 field remaining

Project description

Overall project information

The project's title ✓ ?
TEST APPLICATION

Thematic area * ?
[Dropdown menu]

Where will the project be implemented? * ?
[Dropdown menu]

If relevant, give more details about where the project will be implemented
[Text area]

Brief summary of the project * ?

[Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Table]

[Text area]

0/2000 characters

Call

New call - Continuous - Main
Deadline: Continuous >

Tools ^

- View log
- Print
- Delete the application

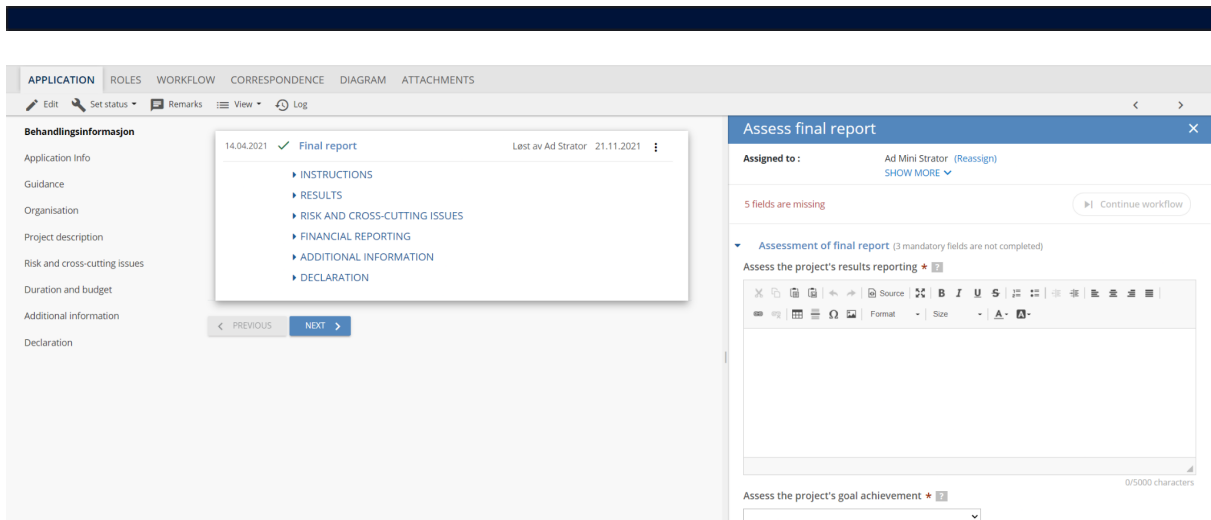
Applicants fill out and submit applications via EksternWeb. Full collaboration (realtime) support.

THE INSIGHTS EXPERIENCE

Work in Insights is done by filling out **task forms** that you generate or that are pushed to you at the correct times; based on the process models that have been set up.



All end users do their work from the “My tasks” menu. Tasks are pushed to the correct users at the correct times, automatically.



Working on a task in InternWeb. The input form is filled out (right side), while the report being processed is displayed to the left. All application data and previous workflow data are easily available.

- ▶ APPLY FOR CHANGE
- ▶ APPLY FOR EXTENSION
- ▶ PAYMENT REQUEST

Processes/tasks can also be initiated ad hoc by end users. Which options are available when and for whom, is completely flexible.

HOME MY TASKS CALLS PROGRAMS CONTACTS SEARCH / REPORTS Ad Mini Strator

APPLICATION: Info Tester / MACHINA AS CALL: Vest-Balkan - kunngjøring for inviterede sakers... APPLICATION STATUS: Application (in processing)

Machina AI tester #109940

APPLICATION ROLES WORKFLOW CORRESPONDENCE DIAGRAM ATTACHMENTS

Rejection letter

Behandlingsinformasjon

Application Info

Veiledning

Organisasjon

Om prosjektet

Risiko og tverrgående hensyn

Vårighet og budsjett

Tilleggsopplysninger

Sakers erklæring

1637442558957 1 / 1 74%

MACHINA AS
 Program 9
 5003 BERGEN
 Norway

Deres referanse:
 Info Tester
 Dato:
 20.11.2021

Vår saksbehandler:
 Per Hånes Sak

Vedtatt om avslag, "Machina AI tester"

Det vises til søknad av 14.10.2021 om Qeiosque sød omare diam. Sed nullis enim ea lorem fermentum
 viverra. Nulla congue justo nisi, varius ultrices enim pharetra in. Nulla viverra, leo vestibula
 vehicula efficitur. Egula velis varius nulla, ac tristique non ante et amet dui. Ut risus ante, aliquet ac
 tristique vel, convallis et quam. Donec non velit odio. Malect et erat lectus, dignissim lectus in, dignissim
 ullam. Pellentesque mollis leo gravida, famescibus metus vel, ultricies leo. Integer fermentum risus et massa
 accumsan, vitae tristique augue convallis. Sed nulla dapibus vestibulum. Vestibulum vitae tristique
 lorem, et vestibulum sem. Qeiosque lectus velit, iaculis quis nec et, viverra convallis ante.

Sed lectus et, congue eget and nec, vestibulum aliquet erat. Nulla aliquam magna et risus porttitor, et
 amet dicitur nulla imperdiet. Maecenas posuere, nulla in vestibula fermentum, dicit ipsum sagittis lectus,
 quis imperdiet eise and et augue. Vivamus id fida in. Vivamus convallis ante ante, vel rhoncus est tempus
 ac. Suspendisse potenti. Suspendisse vehicula velit vel tulla conunde egesta. Praesent quam eu, lobortis
 ac tristique and, tempus in orci. Aliquam condictum diam et ex phobivne sodales in vel fida. Nunc in
 quam sapien. Praesent nulla et amet ante et orare.

Med vennlig hilsen,
 Per Hånes Sak
 Saksbehandler
 Anne Lof
 Leder

Dokumenter er elektronisk godkjent og krever ikke signatur.

Approve recommendation (Initial assessments)

Assigned to: Ad Mini Strator (Reassign) SHOW MORE

1 field remaining Continue workflow

Fortrukket språk søkerorganisasjon
 Norvegian

Fortrukket språk kontaktperson
 Norvegian

Reason for rejection
 This information is merged into the rejection letter.

Test

Decision + 4/10000 characters

Letters, contracts and other documents can be previewed while you do the work that affects them, in a structured input form. This turns your work/decisions into a digital product of value, that provides automation, traceability, statistics and integration opportunities.

THE INSIGHTS EXPERIENCE

INSIGHTS **AUTOMATES** IT.

When work is done by users, the **important results** from the work are gathered and stored in a structured manner. The data can feed back to the process, thus automating subsequent work.




















































The processes then automatically **communicate** all relevant work and results to **interested parties**, via e-mail, e-mail alerts, tasks or SMS.

All reminders and notifications are sent automatically. When work is not done in time, processes can **escalate automatically**.

Insights has built-in **webservices support**, for easy integration with other systems, both in input forms and via BPMN webservice nodes.

THE INSIGHTS EXPERIENCE

You **end up with** effectiveness, automation, process orientation, traceability in all case work. You also end up with valuable, structured data that can be used, fed to other systems, or used in KPIs and statistics.

APPLICATION	ROLES	WORKFLOW	ECONOMICS	CORRESPONDENCE
18.11.2021	 	 Prepare agreement (4)		
18.11.2021	 	 Review legal quality assurance of the agreement (3)		
18.11.2021	 	 Legal quality assurance of agreement (3)		
17.11.2021	 	 Review legal quality assurance of the agreement (2)		
17.11.2021	 	 Legal quality assurance of agreement (2)		
17.11.2021	 	 Review legal quality assurance of the agreement		
17.11.2021	 	 Legal quality assurance of agreement		
17.11.2021	 	 Check account information		
16.11.2021	 	 Prepare agreement (3)		
16.11.2021	 	 Submit account information		
16.11.2021	 	 Complete decision document		
16.11.2021	 	 Detailed assessment		
16.11.2021	 	 Request adjustment of budget/documentation		
16.11.2021	 	 Initial assessments		
16.11.2021	 	 Assess formal criteria		
16.11.2021	 	 Assign grant manager for application		
16.11.2021	 	 Process late application		

All work done throughout the process is stored and available for overview and deepdives, ensuring transparency and traceability.

APPLICATION	ROLES	WORKFLOW	CORRESPONDENCE	DIAGRAM	ATTACHMENTS
Send ▾ Register ▾ Hide Annen e-post					
	IN	Civil society call for proposals on Oceans: Evaluation of proposal from Environmental Justice F...	UD/Norad ▶ Test Test		10.11.2021
	OUT	Advice delivered	UD/Norad ▶ Test Test		10.11.2021
	OUT	Additional information registered	UD/Norad ▶ Test User		19.10.2021
	IN	Submit additional information	Test User ▶ Test Test		19.10.2021
	OUT	Provide additional information	UD/Norad ▶ Test User		19.10.2021
	OUT	Notification from the Grants Portal: Task assigned	UD/Norad ▶ Test Test		18.10.2021
	OUT	Oppgave omfordelt	UD/Norad ▶ Test Test		09.09.2021
	OUT	Application received	UD/Norad ▶ Test User		07.09.2021
	IN	Building grassroots capacity for a sustainable ocean economy in Ghana	Test User ▶ Test Test		07.09.2021

All documents generated and sent throughout the process are stored and available for overview and deepdives.

THE INSIGHTS EXPERIENCE

RINSE AND REPEAT.

Insights allows for and expects continuous change and improvements in your processes. New versions of Insights open up ever more power and juice that can be applied to your improved models.

With Insights, *you* never go out of date.

Contact us for a free talk and a demonstration.

info@machina.no

<https://machina.no>