

Interreg



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IPA South Adriatic



Interreg IPA South Adriatic (Italy-Albania-Montenegro 2021-2027)

National Info Days

Tirana / Podgorica 22 - 23 November 2022

MA/JS of the Interreg IPA South Adriatic

Interreg IPA South Adriatic



Interreg



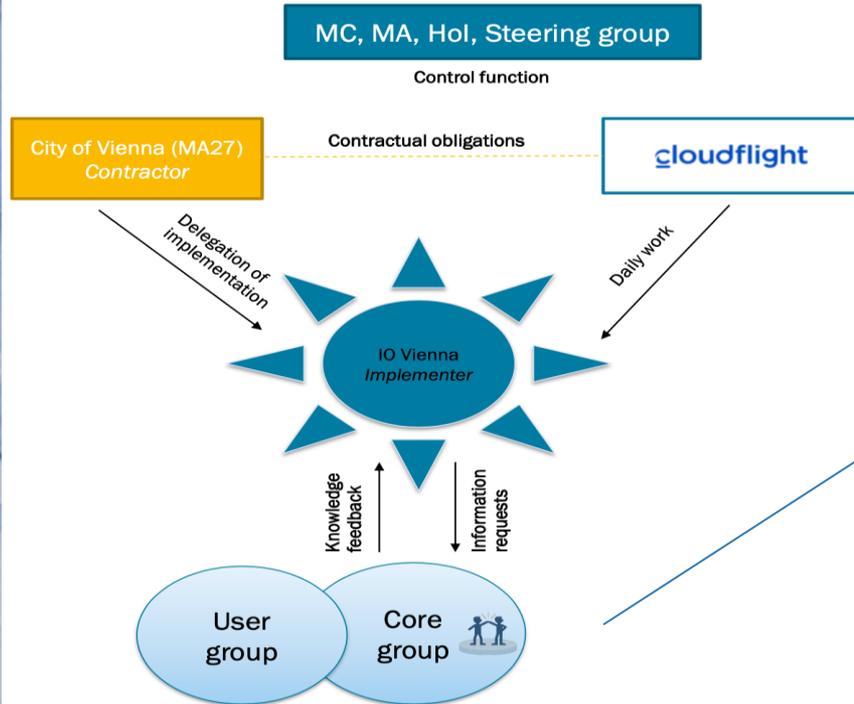
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IPA South Adriatic



- *Introduction;*
- *Registration – Login – Dashboard;*
- *Application Form;*
- *Submission*

Introduction



Core group (7 Interreg programmes)

- Interreg IPA CBC Italy-Albania-Montenegro
- Interreg Central Europe
- Interreg CBC Romania-Bulgaria
- Interreg CBC Slovenia-Hungary
- Interreg Central Baltic
- North West Europe
- Interreg Austria - Hungary

Registration – Login – Dashboard



English

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Welcome to the monitoring system of my programme name!

Here you can find our latest calls and manage your applications. Just login or create a new account and get started!

Jems – Login

Email

Password

By logging in, I agree to the [Terms of service, privacy policy and cookies usage policy](#).

Login

[Create a new account.](#) [Forgot password.](#)

Jems is partially compliant with WCAG 2.1 AA Web Accessibility Standard. [Please follow this link for our full accessibility statement.](#)

Jems is a project of **Interact** Co-funded by the European Union Interreg

Proudly developed by [cloudflight](#)

- Jems run in English language only

Registration – Login – Dashboard



The screenshot shows a registration form titled "Create new account" on a light blue background. At the top right of the form area, there is a language selector set to "English" and a refresh icon. The form contains the following fields and elements:

- First name:** A text input field with a red asterisk indicating it is required.
- Last name:** A text input field with a red asterisk indicating it is required.
- Email:** A text input field with a red asterisk indicating it is required.
- Password:** A text input field with a red asterisk indicating it is required, a password strength icon, and a "show/hide" toggle.

Below the password field, there is a small note: "10 characters minimum. It should contain at least one upper case letter, one lower case letter and one digit." This is followed by a checkbox labeled "I have read and agree to the [Terms of service and privacy policy.](#)".

At the bottom of the form, there are two buttons: "Cancel" and "Register".

Below the form, a green box contains the text: "Please check your inbox for a confirmation email. Click the link in the email to confirm your email address." and a "Go to login" button.

- Email for Applicant registration: **Please use only institutional email;**
- Upon creation of a new account a message to check your Inbox for a confirmation email appears in green;

Registration – Login – Dashboard



The screenshot shows the Jems dashboard interface. At the top, there are logos for Interreg IPA South Adriatic, Jems, and a 'Dashboard' tab. The user is logged in as 'js@italy-albania-montenegro.eu (applicant user)' with a 'Logout' button and a language dropdown set to 'English'. The main content area displays a welcome message 'Welcome TEST 2 to myProgramme!' and a section for 'My applications' with the text 'No projects submitted.' Below this is a 'Call list' section. It features a table with one row of data and an 'Apply' button. The table has columns for ID, Name, Status, Started, Ends, and Actions. The 'Apply' button is highlighted in blue.

ID	Name	Status	Started	Ends	Actions
3	Capitalisation Small-Scale Projects	Published	24/06/2022 10:59	31/10/2022 10:59	Apply →

- In this section, all published calls are listed. Open calls have a button to “Apply”

Application Form : Structure



This section needs to be filled in by the applicant and consists of the following subsections:

- Application form usability features
- Project overview
- Application form versioning
- A- Project Identification
- B- Project Partners
- C- Project description
- D- Project budget
- E- Project lump sums
- Check & Submit
- File management (Attachments/Annexes)

Application Form : Structure



The screenshot shows the Jems application form interface. At the top, there are logos for Interreg TEST (IPA South Adriatic) and Jems, along with a 'Dashboard' link. The user is logged in as 'js@italy-albania-montenegro.eu (applicant user)' with a 'Logout' button and a language dropdown set to 'English'. The breadcrumb trail is 'Dashboard / Applications / SA-0300007 - Test Project 1 / Project identification'. The main heading is 'Application form SA-0300007 - Test Project 1 A - Project identification'. The left sidebar menu is expanded to show 'A - Project identification', which is highlighted. The main content area is titled 'A.1 Project identification' and contains a warning message: '* Asterisks indicate information required for saving. Please be aware there may be gaps in the numbering of sections, due to the programme's configuration of application form for this call.' Below this, there are several form fields: 'Project id (automatically created)' with the value 'SA-0300007', 'Name of the lead partner organisation (in original language)' with the value 'Regione Puglia', 'Name of the lead partner organisation (in English)' with the value 'Puglia Region', 'Project acronym' with the value 'Test Project 1', and 'Project title' with the value 'Test Project 1 - october 2022'.

Application Form : Structure



Dashboard / Applications / SA-0300006 – SA-RESILIENT

Project overview

Application form SA-0300006 – SA-RESILIENT

Status: **Draft** (since 05/07/2022)

Project ID and acronym	SA-0300006 – SA-RESILIENT
Applicant name	Test 1
Project name	
Programme priority	PA 1 - PA 1 - A smarter South Adriatic programme area, by promoting innovative and smart economic transformation
Specific objective	S.O.1.1 - Enhancing sustainable growth and competitiveness of SMEs and job creation in SMEs, including by productive investments
Call	Capitalisation Small-Scale Projects Ends 31/10/2022. Time left: 69 days, 1 hours and 44 minutes.

Project overview sidebar:

- Project overview
- Application form
 - Project version (current) V. 1.0
- A - Project identification
 - A - Project identification
 - A - Project overview tables
- B - Project partners
 - Partners overview
 - LP1 1
 - PP2 2
- C - Project description
 - C.1 Project overall objective
 - C.2 Project relevance and context
 - C.3 Project partnership

Application Form : Partner section



Dashboard / Applications / SA-0300007 – Test Project 1 / Partners overview

Application form SA-0300007 – Test Project 1

B - Project partners

Partners overview

[+ Add new partner](#)

Items per page: 25 1 - 4 of 4

P	Status	Organisation abbreviation	Partner role	NUTS	Partner total eligible budget
1	Active	Puglia Region	Lead partner	Bari (ITF47)	38.440,00 €
2	Active	Albanian p	Partner	Tiranë (AL022)	15.810,00 €
3	Active	Montenegrin p	Partner	Crna Gora (ME000)	21.420,00 €

Application Form : Partner section



The screenshot shows a web application interface for a partner section. On the left is a navigation menu with sections: Project overview, Application form (with sub-items for project identification and partners), Project partners (with sub-items for partners overview and associated organisations), and Project description (with sub-items for overall objective, relevance, partnership, work plan, results, time plan, and management). The main content area is titled 'Lead partner Puglia Region' and has tabs for Identity, Address, Contact, Motivation, Budget, and Co-financing. The 'Identity' tab is active, showing a form for 'B.1.1 Partner identity'. It includes a 'Partner role' dropdown with 'Partner' and 'Lead partner' options. Below are input fields for 'Abbreviated name of the organisation' (Puglia Region), 'Name of the organisation in original language' (Regione Puglia), 'Name of the organisation in english' (Puglia Region), and 'Department / unit / division'. A note at the bottom provides instructions on legal and financial information, and a dropdown for 'Type of partner' is set to 'Regional public authority'.

VAT number has to follow standard format per country:

- IT: P.IVA "e.g. 02123456789" o se P.IVA non obbligatoria, Cod.Fisc. "e.g. 800123456789»
- AL: NUIS "e.g. K12345678B»
- ME: PIB "e.g. 12345678" (ako PIB nije obavezno, REG e.g. 1-23456789/012)

Application Form : Budget



Dashboard / Applications / SA-0300007 - Test Project 1 / Partners overview / PP2 Albanian p

Application form SA-0300007 – Test Project 1

Partner Albanian p

Identity Address Contact Motivation **Budget** Co-financing

Partner budget overview

Partner	Staff costs	Travel and accommodation	External expertise and services	Lump sum	Unit Costs	Total
PP2	0,00	0,00	0,00	10.900,00	7.840,00	18.740,00
Total	0,00	0,00	0,00	10.900,00	7.840,00	18.740,00

The overview table shows:

- the partner budget per cost category;
- lump sum costs
- Unit Costs

Application Form : Budget



Project partner section

A - Project overview tables	
B - Project partners ^	
Partners overview	
LP1 Puglia Region	
PP2 Albanian p	
PP3 Montegrin p	
PP4 Molisan p	
Associated organisations	

Unit costs covering more than one cost category

Programme Unit costs	Description	Unit type	No. of units	Price per unit	Total	Period 1	Period 2
<input type="text"/>			1,00		0,00	0,00	0,00
+					0,00	0,00	0,00

The Unit costs can be chosen from the dropdown list and settings predefined by the programme are automatically prefilled

Application Form : Budget



Project lump sums section

Dashboard / Applications / SA-0300007 – Test Project 1 / Lump Sums

Application form SA-0300007 – Test Project 1

E.1 - Project lump sums

Project lump sums table

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

Programme lump sum	Period	Split up	Costs	LP1	PP2	PP3	PP4	Sum	Gap	
Preparation ...	Peri...	No	5.500,00	5.500,00	0,00	0,00	0,00	5.500,00	0,00	
Workshop, s...	Peri...	No	18.000,00	18.000,00	0,00	0,00	0,00	18.000,00	0,00	
Workshop, s...	Peri...	No	10.900,00	0,00	10.900,00	0,00	0,00	10.900,00	0,00	
Incoming mi...	Peri...	No	13.300,00	0,00	0,00	13.300,00	0,00	13.300,00	0,00	
Accompanyi...	Peri...	No	26.500,00	0,00	0,00	0,00	26.500,00	26.500,00	0,00	
				23.500,00	10.900,00	13.300,00	26.500,00			

+

The lump sums can be chosen from the dropdown list and settings predefined by the programme are automatically prefilled

Application Form : Project description



C - Project description ^

C.1 Project overall objective

C.2 Project relevance and context

C.3 Project partnership

C.4 Project work plan

C.5 Project results

C.6 Project time plan

C.7 Project management and communication

C.8 Long-term effects and durability

Section C is structured in 8 sub-sections C1.-C8

Application Form : Upload & Annexes



The screenshot shows the 'Application annexes' section of the Jems application form. The breadcrumb trail is 'Dashboard / Applications / SA-0300007 – Test Project 1 / Application annexes'. The main title is 'Application form SA-0300007 – Test Project 1' with the subtitle 'Application annexes'. On the left, a sidebar menu lists sections: 'C - Project description' (with sub-items C.1 to C.8) and 'D - Project budget' (with sub-items D.1 to D.3). The 'Attachments' section is active, showing a list of partners: 'LP1 Puglia Region', 'PP2 Albanian p', 'PP3 Montenegroin p', and 'PP4 Molisan p'. A yellow message box states 'There are no files uploaded.' with a '+ Upload file' button. The bottom of the sidebar shows 'Application annexes' as the current page.

Jems allows to upload the most popular file types relevant for the programmes' usage

Submission



B - Project partners

- Partners overview
- LP1 Puglia Region
- PP2 Albanian p
- PP3 Montenegrin p
- PP4 Molisan p

Associated organisations

C - Project description

- C.1 Project overall objective
- C.2 Project relevance and context
- C.3 Project partnership
- C.4 Project work plan
 - WP1
 - WP2
- C.5 Project Results
- C.6 Project Time Plan
- C.7 Project management

Pre-submission check

Before you can submit your application form, the pre-submission-check needs to be valid. The check will provide you with an overview of missing or inconsistent data. Results do not update automatically. Run the check again after changes to your application form.

[Run pre-submission check](#) [Submit project application](#)

To submit this application, all conditions of the pre-submission must be met.

A - Project identification	1 Issue(s) ▾
B - Project partners	39 Issue(s) ▾
C - Project description	35 Issue(s) ▾
E.1 - Project lump sums	

- It is highly recommended to run the pre-submission checks in due time and already during filling the different section of the application form;
- A successful pre-submission check is no guarantee that an application is fully complete and formally compliant

Submission



The screenshot shows a web interface for exporting application forms. On the left is a navigation menu with categories: Associated organisations, C - Project description (with sub-items C.1 to C.8), D - Project budget (with sub-items D.1 to D.3), and E - Project lump sums and... The main content area has a breadcrumb trail: Dashboard / Applications / SA-0300007 - Test Project 1 / Export. Below this is the title 'Application form SA-0300007 - Test Project 1' and the action 'Export'. The interface is divided into two main sections: 'SA-0300007 - Test Project 1' and 'Export application form'. The first section has two buttons: 'Application form' and 'Partners budget'. The second section has three dropdown menus: 'Project version (current) V.1.0', 'Export language English', and 'Input language English'. At the bottom right of the second section is an 'Export' button.

- “Application form” to export the Application Form sections A, B and C as a .pdf file (not including detailed Partner budget tables)
- “Partners budget” to exports the project budget tables from section D and the Partner Budget tables from section B as a .xlsx file;

Questions and answers



- ✓ **Please feel free to make questions:**
 - at the end of the working session
- ✓ **Online:**
 - Send questions to: js@italy-albania-montenegro.eu
 - FAQ document published at www.italy-albania-montenegro.eu
Section: /programme/south-adriatic-2021-27/south-adriatic-calls