

JEMS USER MANUAL

1 ° Call for project proposals - Capitalisation Small-Scale Projects

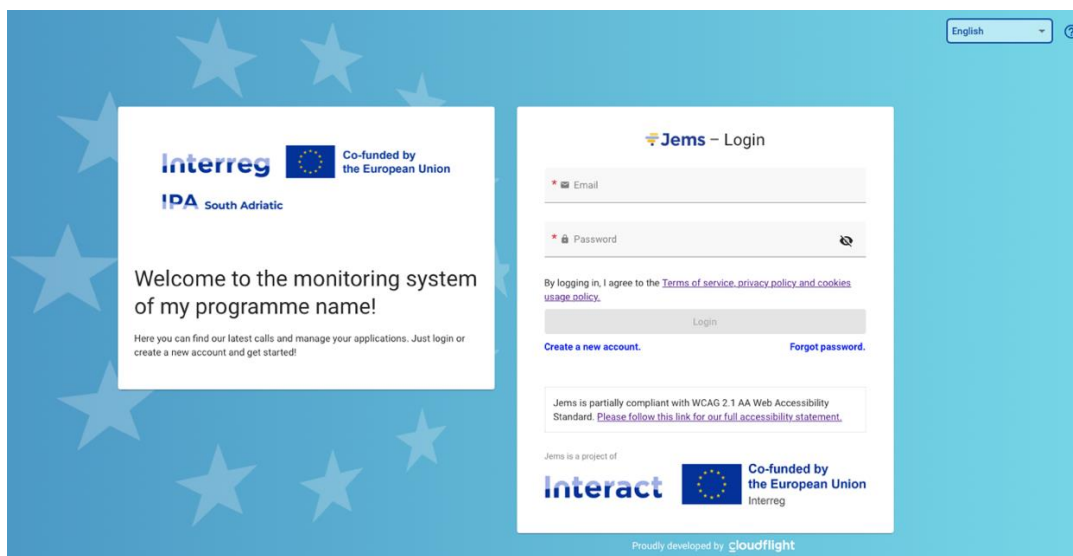
Version 1.0 - 12.2022

Only for applicants in Capitalisation Small-Scale Projects

Login/Logout

1. Login page

- URL of Interreg IPA South Adriatic Jems: <https://jems.southadriatic.eu/>
- The usage of up-to-date web browsers (Google Chrome, Microsoft Edge, Mozilla Firefox) is recommended.

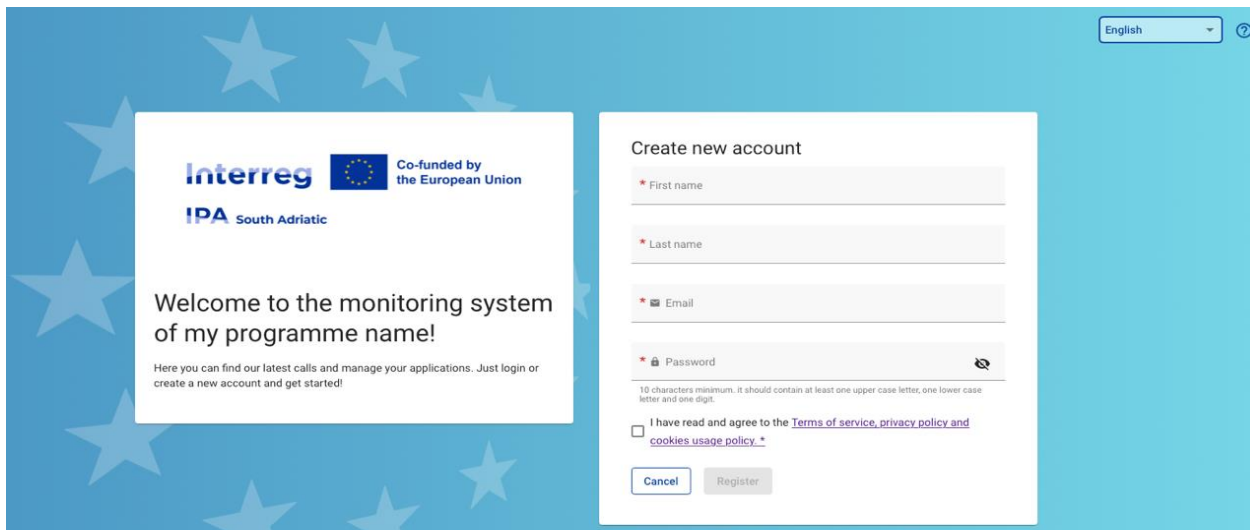


- Click “Create a new account” to register and get your personal account
- In case you forgot your password contact: jems@southadriatic.eu
- Click on the “?” icon to get information on
 - User support
 - Applicable legal documents (terms of service, privacy policy, accessibility statement) ;
 - Current Jems version;
- Jems Interreg IPA South Adriatic runs in English language only;


2. Create a User Account

Insert the required information on:

- First name
- Last name
- Email address
- Password requirements
 - > 10 characters minimum
 - > at least one upper case letter
 - > one lower case letter
 - > one digit
- All fields marked with “*” are mandatory.
- Click the tick box to acceptance of the Terms of service and privacy policy (*mandatory field). Click “Terms of service and privacy policy” to activate the hyperlink to the legal document.
- The “Register” button turns active only once all mandatory information is filled in.
- Click “Cancel” to return to the login page.



English

Interreg  Co-funded by
the European Union

IPA South Adriatic

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!

Create new account

* First name

* Last name

* Email

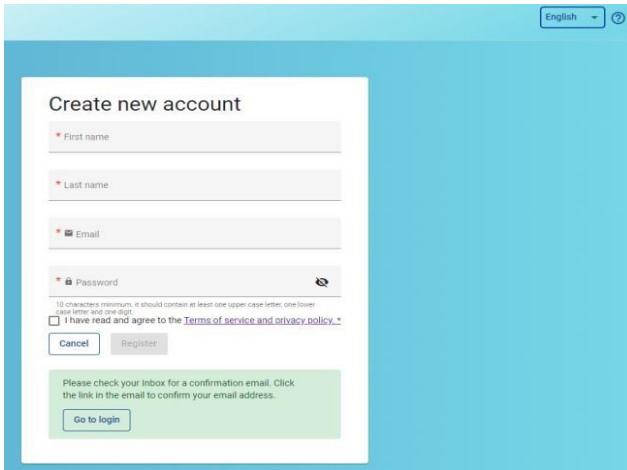
* Password

10 characters minimum. It should contain at least one upper case letter, one lower case
letter and one digit.

☐ I have read and agree to the [Terms of service, privacy policy and
cookies usage policy](#) *

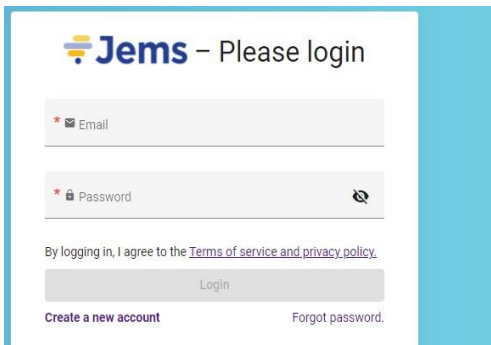
Cancel Register

2.1. Email confirmation



- Upon creation of a new account a message to check your Inbox for a confirmation email appears in green
- Click on button “Go to login” to go to the Jems login page.
- Once successfully logged in, the user name will appear in the top menu bar. In “()” it shows the role assigned to the user. The default user role upon login is “applicant user”.
- Click “Dashboard” in the top menu bar to go to the Dashboard
- Click on your user name to access the user profile
- Click on the “?” icon to get support information
- Click the “Logout” button in the top menu bar to leave Jems

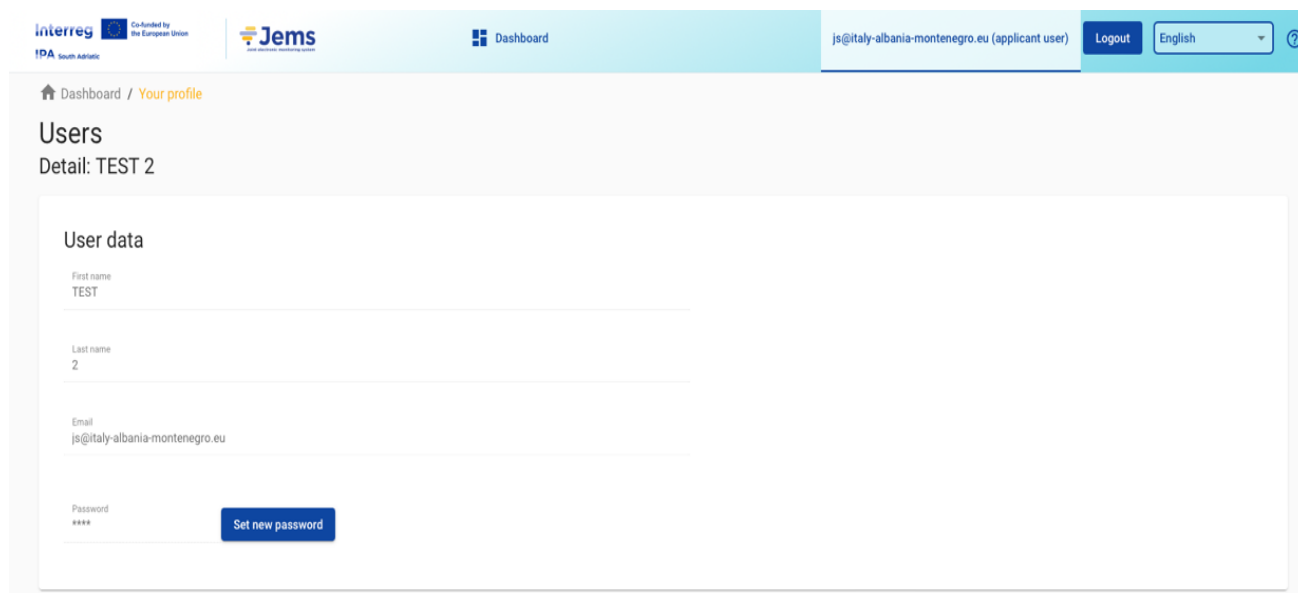
3. Forgot Password - Forgot user name



- Click “Forgot your password” on the login page and digit your email in order to receive a password reset link; or contact jems@southadriatic.eu to get support by the system administrator.

4. User Profile - Set new password

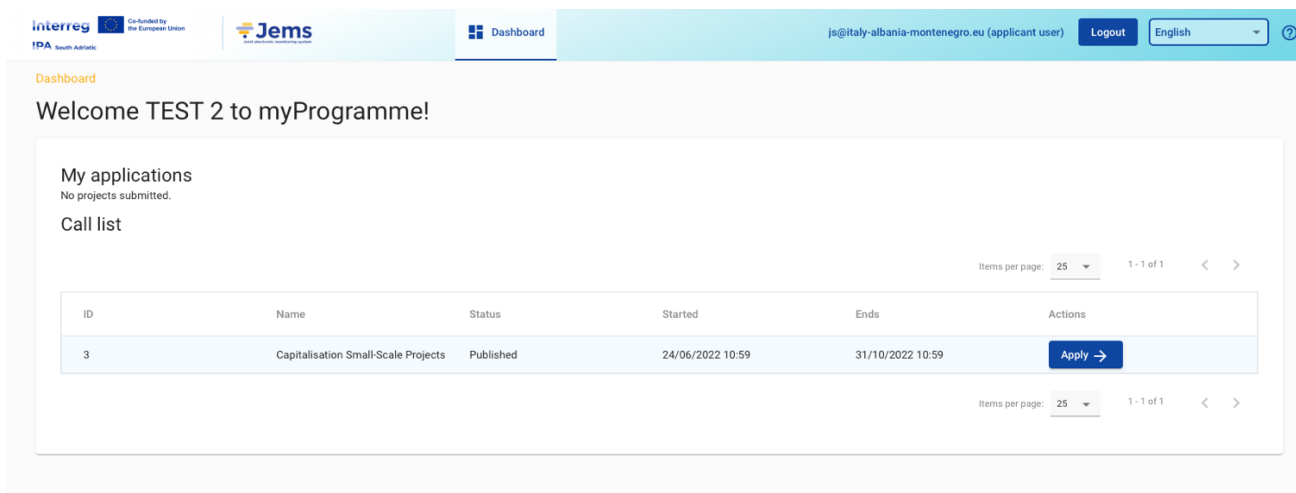
- The user name appears in the top menu bar upon successful login.
- The role assigned to a user is shown in “()” next to the user name. The default user role upon login is “applicant user”.
- Click the user name in the top menu bar to access your user profile.
- Click “Set new password” to reset your password. For information on password requirements see chapter 2 Create a User Account.



The screenshot shows the Jems application interface. The top navigation bar includes the Interreg IPA South Adriatic logo, the Jems logo, a 'Dashboard' link, and a user profile section displaying 'js@italy-albania-montenegro.eu (applicant user)' with a 'Logout' button and a language dropdown set to 'English'. Below the navigation bar, the breadcrumb trail reads 'Dashboard / Your profile'. The main heading is 'Users' with a sub-heading 'Detail: TEST 2'. The 'User data' section contains four input fields: 'First name' with the value 'TEST', 'Last name' with the value '2', 'Email' with the value 'js@italy-albania-montenegro.eu', and 'Password' with masked characters '****'. A blue button labeled 'Set new password' is positioned to the right of the password field.

Dashboard

- Upon logging in the user lands on the Dashboard as a start page.
- Alternatively, the Dashboard can be opened by clicking “Dashboard” in the top menu bar
- The Dashboard contains the following sections:
 - > My applications
 - > Call List



Dashboard

Welcome TEST 2 to myProgramme!

My applications
No projects submitted.

Call list

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

5. My applications

- Under this section, all applications created by the user are listed.
- The user can select a project and open it by clicking.

6. Open calls

- In this section, all published calls are listed. Open calls have a button to “Apply”.
- For calls which have ended, this button is inactive.

6.1. Apply for a call

In the “Open calls” section in Dashboard the user can:

- Apply for a call by clicking the Apply button in the list of open calls.
- Click on the call row itself and see the general call information through a read-only window as shown below.
- An user can also create a project application under the call in this section via the “Apply” button

interregIPA South Adriatic

Co-funded bythe European Union

Jems

Dashboard

js@italy-albania-montenegro.eu (applicant user)LogoutEnglish?

Call overview

General call settings

Dashboard / Calls / Capitalisation Small-Scale Projects

Call overview

General call settings

Call identification

Call name
Capitalisation Small-Scale Projects

Start date (DD/MM/YYYY HH:mm)
24/06/2022 10:59

End date (DD/MM/YYYY HH:mm)
31/10/2022 10:59

Period length (in months)
24

Description

Programme Priorities

☒ PA 1 PA 1 - A smarter South Adriatic programme area, by promoting innovative and smart economic transformation

☒ Enhancing sustainable growth and competitiveness of SMEs and job creation in SMEs, including by productive investments

☒ PA 2 PA 2 - A greener South Adriatic programme area, by promoting clean and fair energy transition, green and blue investment, the circular economy, climate adaptation and risk management

Apply →

Application Form

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)

7. Application Form usability features

7.1. General information on usability

7.1.1. Editing of input fields:

Changes made can be saved or discarded. If the user leaves the page without saving, a warning message is displayed.

- Mandatory fields are indicated by an “*” in the system.
- A page cannot be saved unless all mandatory fields are filled in.
- Once the application is submitted editing of input fields is not possible any longer.

The screenshot shows the 'Application form SA-0300007 – Test Project 1' in the 'Project identification' section. The left sidebar contains a navigation menu with sections A, B, and C. Section A is expanded, showing 'A - Project identification' and 'A - Project overview tables'. The main content area displays the 'A.1 Project identification' form with the following fields:

- Project id (automatically created):** SA-0300007
- Name of the lead partner organisation (in original language):** Regione Puglia
- Name of the lead partner organisation (in English):** Puglia Region
- Project acronym:** Test Project 1
- Project title:** Test Project 1 - october 2022

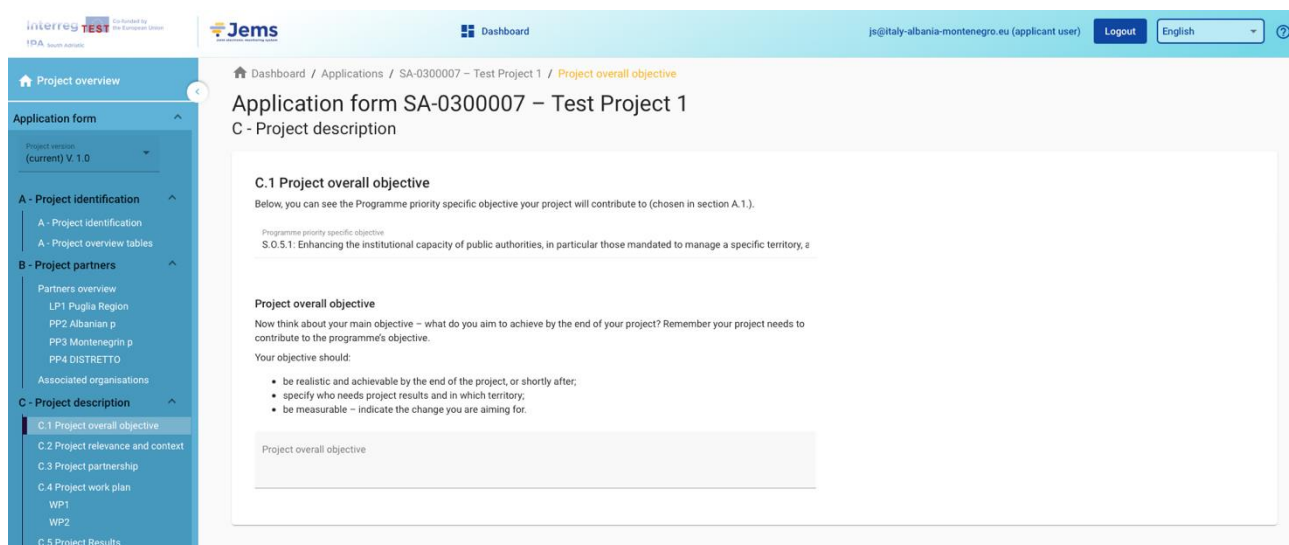
Information icons (i) are present next to the 'Project acronym' and 'Project title' fields. A warning message at the top states: 'Asterisks indicate information required for saving. Please be aware there may be gaps in the numbering of sections, due to the programme's configuration of application form for this call.'

This screenshot shows the same application form as above, but with a confirmation dialog box overlaid. The dialog box asks: 'Are you sure you want to leave?' and includes a yellow warning bar that says 'Your changes will be lost!'. At the bottom of the dialog are 'Cancel' and 'Confirm' buttons. The background form is dimmed, showing the same fields as the previous screenshot.

7.1.2. Information icons:

- Upon hovering over the icon “i” further explanation is provided on what to fill in the field or how a field is calculated.

7.1.3. Navigation and Menu bars

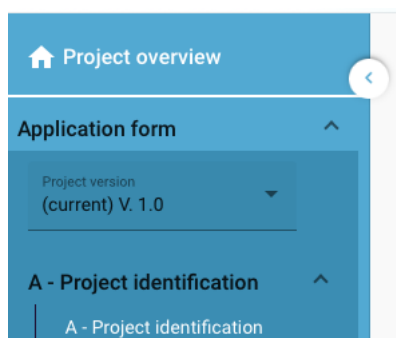


■ Top menu bar

- > Click “Dashboard” to go to the Dashboard section
- > Click on user name to get to the user profile section
- > Click “?” to access support information
- > Click “English” to select Jems language (only English)
- > Click “Logout” to leave Jems

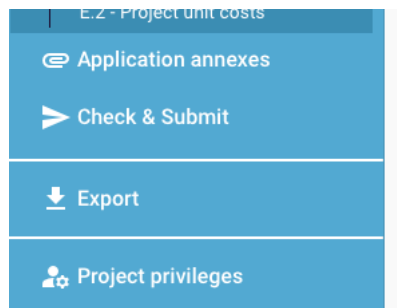
■ Left menu bar

- > To hide/unhide the left menu click the “>”/“<” symbols.
- To fold/unfold application form section the “>”/“<” symbols



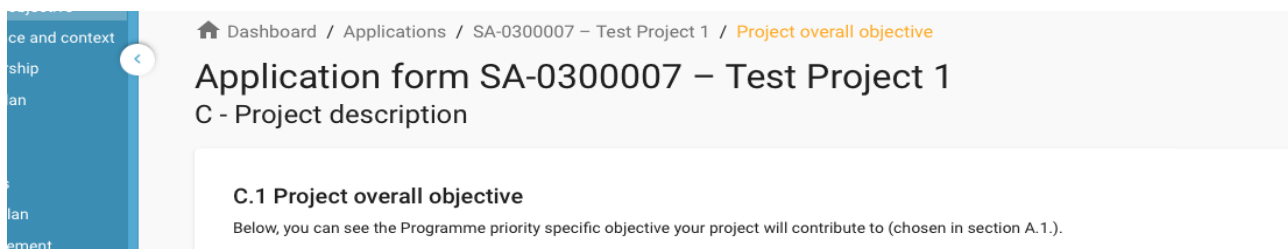
- > Click on the chapters to navigate through the application form
- > Click “Application annexes” to access to the file upload section
- > Click “Check & Submit” to run pre-submission checks and to submit a project application
- > Click “Export” to export the application form as pdf file and the partners budgets as csv file

- > Click “Project privileges” to give other users access rights (view/edit/manage) to your project application. For details see chapter “Granting Project Privileges”.



■ Navigation bar (bread crumb bar)

- > The navigation bar allows the user to orientate and see the location of the displayed section within Jems starting from Dashboard.
- > The displayed section is shown in yellow letters and corresponds to the highlighted section in the left menu.
- > The user can click on a section in the navigation bar to directly access it. This allows a quick changing to a different section alternatively to the left menu bar.



7.2. Application Form language

Since the programme language of the Interreg IPA South Adriatic programme is English the Jems system language selectable in the top menu bar is limited to English.



7.3. Number format and rounding in the Application Form

Budget format settings in the application form:

- inserted as Euro amounts
- numbers and percentages are with two decimals
- comma is used as a decimal separator

Project version
(current) V. 1.0

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

Lead partner 1

Identity Address Contact Budget Co-financing

Partner budget overview

| Partner | Staff costs | Travel and accommodation | External expertise and services | Equipment | Infrastructure and works | Lump sum | Total |
|---------|-------------|--------------------------|---------------------------------|-----------|--------------------------|----------|-------|
| LP1 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |
| Total | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 | 0,00 |

No option is available

Rounding in the Application Form:

- rounding down to 2 decimals (cut off)
- further calculations are done with rounded amounts (e.g. flat rates on flat rates) This rounding mode is applicable to:
 - Calculating totals of budget items
 - Flat Rate calculations (if applicable for the call)
 - Calculation of funding amounts

8. Project Overview

8.1. General purpose

- The Project overview contains all details related to application status, application workflow and application attributes
- The Call information (see figure below in purple and red) indicates in purple the call name, which is a direct hyperlink to the call information and in red the time remaining for submission of the application from.

Project overview

Dashboard / Applications / SA-0300006 – SA-RESILIENT

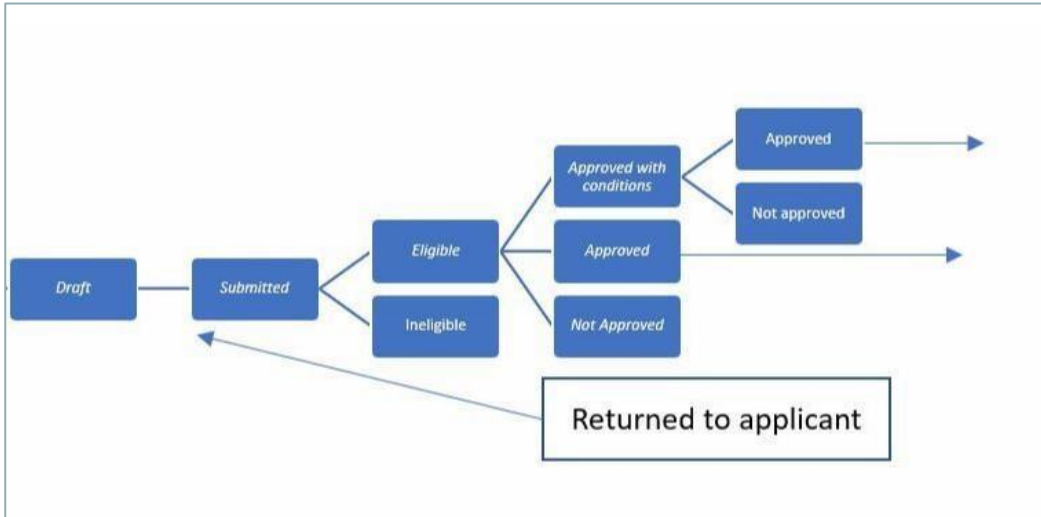
Project overview
Application form SA-0300006 – SA-RESILIENT

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.0.1.1 - 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. |

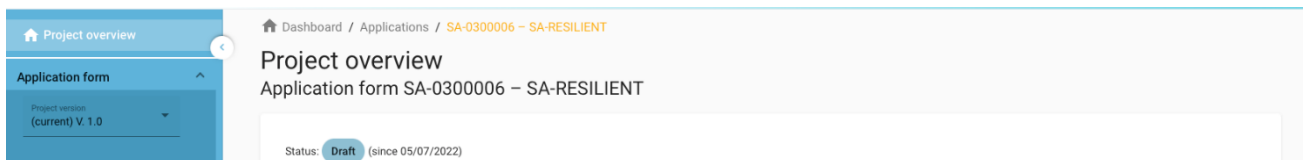
8.1.1. Application status

- During the application workflow, the application could take one of the statuses mentioned on diagram below.



9. Project version

- Application form versioning is located in the left side menu of Application form section. It is represented by a dropdown with version indication.
- Every application has a version number. Upon creation the version number is “V. 1.0” (status Draft). The version number remains unchanged after the first submission.
- The version counts up every time an application is returned to the applicant.
- The version number is not linked to the project status
- The active version of Application form in dropdown is indicated by the prefix “(current)”. When opening the application form the “current” version is shown by default.



- To view a historical version of an application form, select a version in the list of versioned application forms. All inputs and action buttons are disabled in historical versions. On top of every screen appears a yellow message box with information on version and application form status. “Switch to current version” allows to return to the current version.

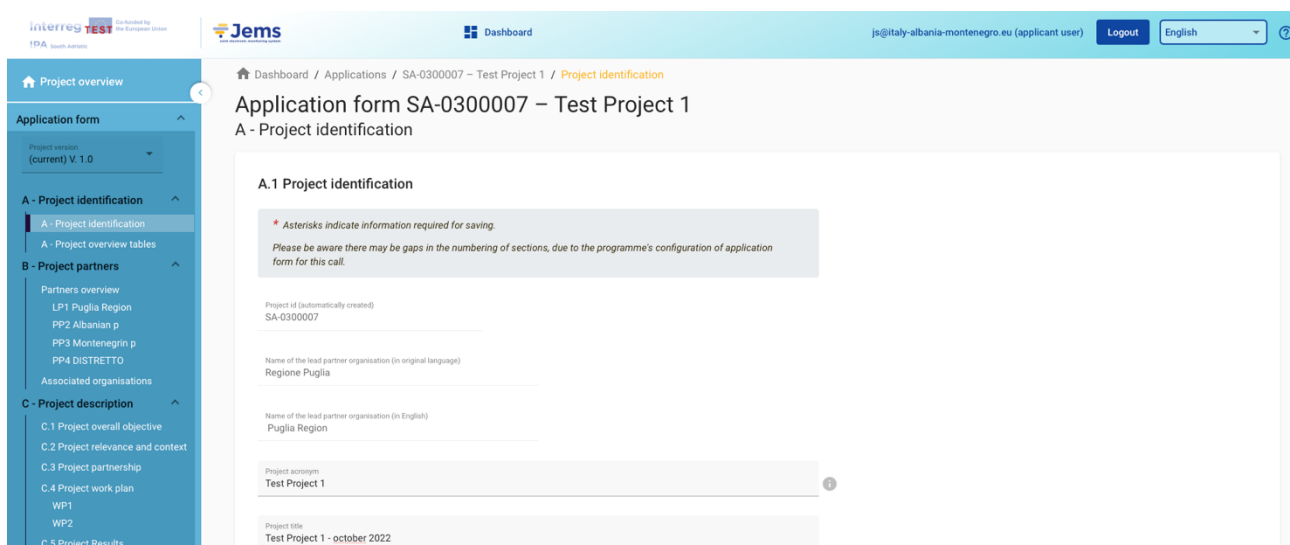
10. Project Identification

The project identification is split in two sub-sections

- A - Project identification
- A - Project overview tables

10.1. A-Project identification

In the project identification section basic information related to the project needs to be provided.



■ Project id

The Project id is an automatically generated number given by the system. This number is unique per installation and helps the programme to recognise a project. The number is a running number unique per project.

■ Project acronym*

Project acronym is an abbreviation or short name for the project that helps identify the project together with the project id (*mandatory field).

■ Project title

Text input field for a more explanatory project title.

■ Project duration

The project duration shall be entered in months and shall indicate the length of the project.

The project duration is also the basis for the calculation of periods in the project and project planning in the rest of the project. A number of periods is calculated as follows: project duration in months divided by the default period length defined by the programme in the call setup.

■ Project priority* (*mandatory field)

The applicant needs to select the main priority the project contributes to.

□ The section can only be saved, once all mandatory fields (marked with an asterisk *) are filled in.

10.2. A - Project overview tables

Project version

(current) V. 1.0

A - Project identification

- A - Project identification
- A - Project overview tables**

B - Project partners

- Partners overview
- LP1 MIN
- PP2 NGO
- PP3 CITY
- B.2 Associated partners

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

A.3 Project budget overview

| Programme funding | | | Contribution | | | | | Total eligible budget |
|------------------------------|------------------|-----------------------|-------------------------------|---------------------|---------------------------|----------------------|----------------------------|-----------------------|
| Funding source | Funding amount | Co-financing rate (%) | Automatic public contribution | Public contribution | Total public contribution | Private contribution | Total partner contribution | |
| ERDF | 68.113,66 | 80,95 % | 6.000,00 | 6.022,02 | 12.022,02 | 4.006,40 | 16.028,42 | 84.142,08 |
| Total EU funds | 68.113,66 | 80,95 % | 6.000,00 | 6.022,02 | 12.022,02 | 4.006,40 | 16.028,42 | 84.142,08 |
| Total eligible budget | 68.113,66 | 35,67 % | 6.000,00 | 6.022,02 | 12.022,02 | 4.006,40 | 16.028,42 | 190.942,08 |

A.4 Project outputs and result overview

| Programme output indicator | Aggregated value per Programme output indicator | Measurement unit | Output number | Output title | Output target value | Programme result indicator | Baseline | Result indicator target value | Measurement unit |
|---|---|----------------------|-------------------|----------------------|---------------------|---|----------|-------------------------------|----------------------------|
| Strategies and action plans jointly developed | 1,00 | strategy/action plan | Output number 1.1 | Green City Strategy | 1,00 | Joint strategies and action plans taken up by organisations | 0,00 | 1,00 | joint strategy/action plan |
| Jointly developed solutions | 2,00 | solutions | Output number 1.2 | Green City Solutions | 2,00 | Solutions taken up or up-scaled by organisations | 0,00 | 2,00 | solutions |

In the programme setup, programmes can link output indicators to result indicators. This overview table shows the link between output and results in the application form.

11. B- Project Partners

Project overview

Application form

A - Project identification

B - Project partners

C - Project description

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 € |

- The partners overview provides an overview of all the partners within the project. Essential data is displayed in this overview list

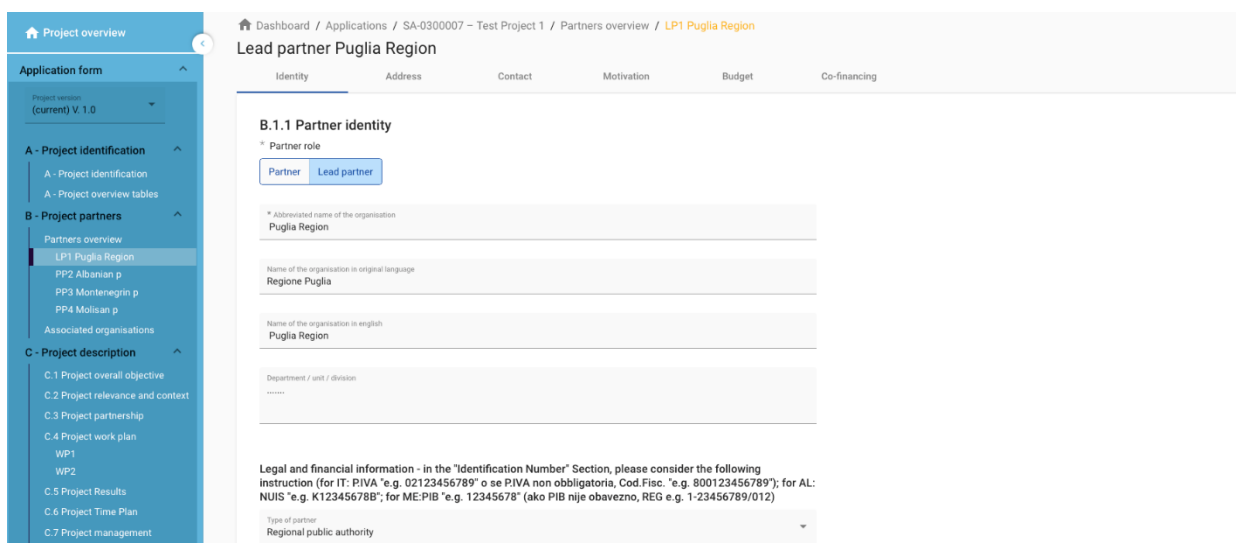
- Clicking on the “+ Add new partner” allows for creating a new partner
- Clicking on a specific partner in the lists gives you access to the partner page.
- Clicking on the “Budget” button allows you to directly navigate to the partners budget section on the partner page.
- Clicking the “trash” icon allows you to delete the respective partner.
- The status “Active” is automatically generated upon creation of a project partner. In case a partner of a contracted project leaves the partnership, this partner can be given the status “In-active”.
- For the recommended number of project partners refer to the programme manual.

11.1. Partner specific section

The section per single partner contains the following sub-sections accessible via tabs:

- Identity
- Address
- Contact
- Motivation
- Budget
- Co-financing
- State Aid

11.1.1. Partner identity



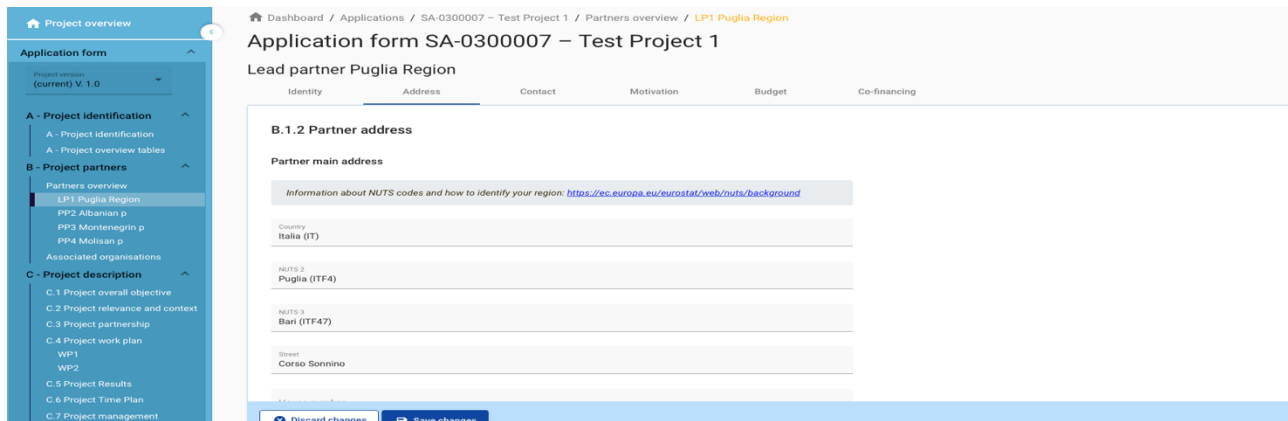
The screenshot shows the 'Partner identity' form within the 'Application form' section. The breadcrumb trail indicates the path: Dashboard / Applications / SA-0300007 - Test Project 1 / Partners overview / LP1 Puglia Region. The form title is 'Lead partner Puglia Region'. Below the title are tabs for Identity, Address, Contact, Motivation, Budget, and Co-financing. The 'Identity' tab is active, showing the 'B.1.1 Partner identity' section. This section includes a 'Partner role' dropdown with 'Partner' and 'Lead partner' options. Below this are three text input fields: 'Abbreviated name of the organisation' (filled with 'Puglia Region'), 'Name of the organisation in original language' (filled with 'Regione Puglia'), and 'Name of the organisation in english' (filled with 'Puglia Region'). There is also a 'Department / unit / division' field with a placeholder '.....'. At the bottom, there is a section for 'Legal and financial information' with a detailed instruction for identification numbers. A 'Type of partner' dropdown is set to 'Regional public authority'.

The **Partner identity section** is used to identify the partner organisation with basic details. (A partner cannot be created without assigning the role, providing the abbreviated name and choosing the legal status “*mandatory fields”).

- **Partner role***

- The partner role is either Lead Partner or Partner (*mandatory field).
- In case a Lead partner already exists and for a new partner the Lead Partner role is selected, the system will ask the user if the existing Lead Partner role shall be replaced. If yes, the new partner will become the Lead partner and renumbering of the partners will apply. The Lead Partner will always be partner number 1 as long as the Application form is in status "Draft".
- **Abbreviated name of the organisation***
 - The abbreviated name is displayed in the partner overview section (*mandatory field. This name can be used as a reference to the partner using limited characters.
- **Name of the organisation in the original language**
 - The full name of the organisation in original language needs to be filled in
- **Name of the organisation in English**
 - The English name of the partner organisations is used for databases such as KEEP.
- **Department/unit/division**
 - If applicable, the department/unit/division concerned can be indicated here.
- **Type of partner**
 - The type of partner is a pre-defined dropdown list of typologies used to categorize the type of partner.
- **VAT number**
 - In this field, the partner organisation's VAT number shall be entered; the overall number has to be one block without spaces or hyphens. The correct VAT format has to be respected; it depends on the country selected in section "Address". If VAT is not applicable, any other identifier needs to be filled in.
 - 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)
- **Other identifier number**
 - The other identifier number can be used for any identifier other than the VAT number. The description field allows to indicate a reference to the registry, where the other identifier number can be found (e.g. company registry, Fiscal Code, etc.).
- **Official email (PEC address compulsory only for Italian Partners)**
- **PIC (from EC Participant Register) : this item is not compulsory and to be provided if already available by the beneficiary.**
 - This field allows to insert the partner organisation's 9 digit PIC from the EC Participant Register.

11.1.2. Address



The screenshot shows the 'Application form SA-0300007 – Test Project 1' for the 'Lead partner Puglia Region'. The 'Address' tab is selected. The form includes a sidebar with navigation links and a main content area with the following sections:

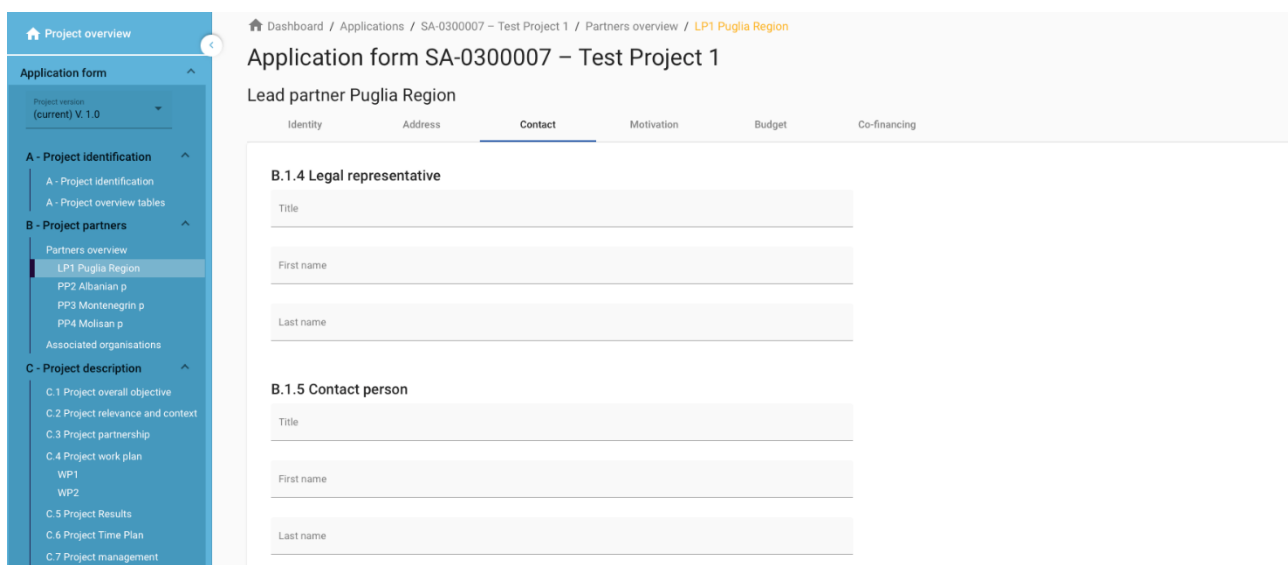
- B.1.2 Partner address**
 - Partner main address
 - Information about NUTS codes and how to identify your region: <https://ec.europa.eu/eurostat/web/nuts/background>
 - Country: Italia (IT)
 - NUTS 2: Puglia (ITF4)
 - NUTS 3: Bari (ITF47)
 - Street: Corso Sonnino

At the bottom of the form, there are buttons for 'Discard changes' and 'Save changes'.

In the Partner address section, the applicant is asked to fill in the partner main address and, if applicable, the address of the department/ unit/division.

- The country selected impacts on the format required for VAT information in section “Identity” (see chapter 11.1.1 Identity)
- Be aware that in the drop-down menu you have to select:
 - For Italian beneficiaries: Italia (IT)
 - For Albanian beneficiaries: Shqiperia (AL)
 - For Montenegrin beneficiaries: Crna Gora (ME)

11.1.3. Contact

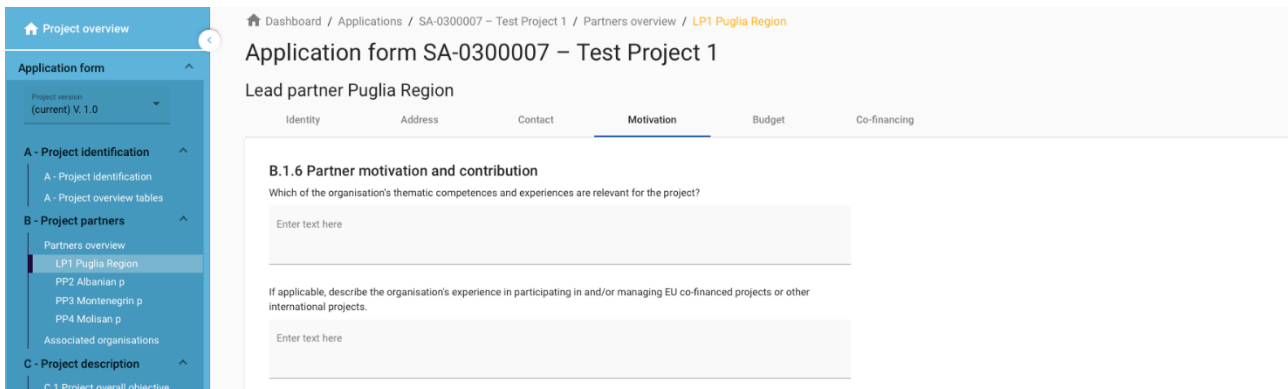


The screenshot shows the 'Application form SA-0300007 – Test Project 1' for the 'Lead partner Puglia Region'. The 'Contact' tab is selected. The form includes a sidebar with navigation links and a main content area with the following sections:

- B.1.4 Legal representative**
 - Title
 - First name
 - Last name
- B.1.5 Contact person**
 - Title
 - First name
 - Last name

In the Partner contact section information on the legal representative and the contact person are required.

11.1.4. Motivation



Dashboard / Applications / SA-0300007 – Test Project 1 / Partners overview / **LP1 Puglia Region**

Application form SA-0300007 – Test Project 1

Lead partner Puglia Region

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

B.1.6 Partner motivation and contribution

Which of the organisation's thematic competences and experiences are relevant for the project?

Enter text here

If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.

Enter text here

In the Partner motivation section information on motivation for participating in the project and the partner's role in the project is required.

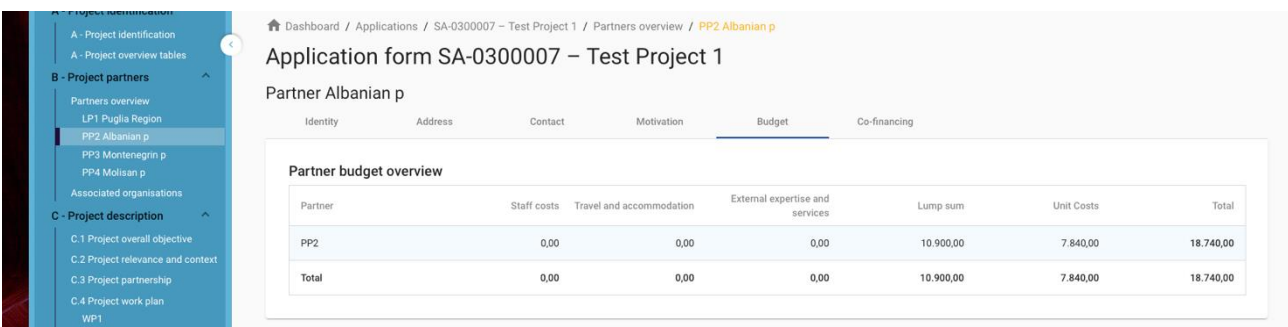
11.1.5. Budget

In the Partner budget section, the applicant defines the budget for the respective partner. Take note that project budget building refers to 2 sections of JEMS Application Form. Therefore, the project budget tables are available in this section B and in the section E.

This section consists of three parts:

- Partner budget overview
- Partner budget options (not applicable for SSP call)
- Partner budget

11.1.5.1. Partner budget overview



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

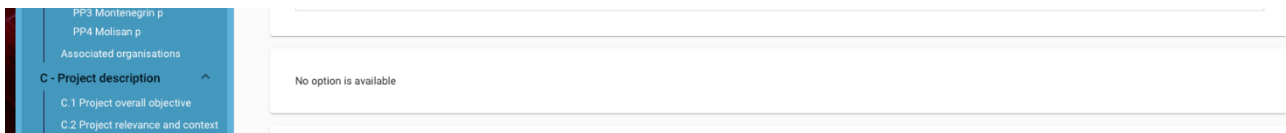
| Partner | Staff costs | Travel and accommodation | External expertise and services | Lump sum | Unit Costs | Total |
|--------------|-------------|--------------------------|---------------------------------|------------------|-----------------|------------------|
| PP2 | 0,00 | 0,00 | 0,00 | 10.900,00 | 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;
- budget under flat rate (only in case this flat rate is applicable in the call);
- lump sum costs (follow instruction described in **section E.1** of the application form)
- Unit Costs (see next sub-sections)

11.1.5.2. Partner budget options

This section is related to budget Flat rate. (not applicable for SSP call).

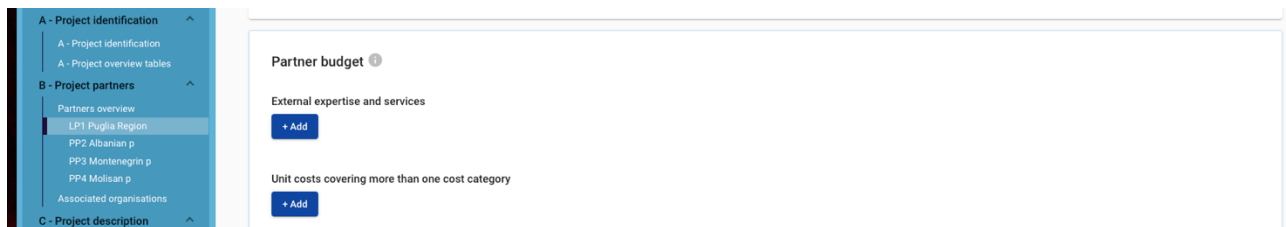


11.1.5.3. Partner budget

In this section 2 categories of costs need to be filled:

- 1) External expertise and services; (only for Italian Partners linked to the FLC costs)
- 2) Unit costs covering more than one cost category;
- 3) Partner lump sums (overview of budget assigned in section E.1)

Make sure you have defined the project duration in section A- Project identification to have “periods” in the budget tables.



1) External expertise and services;

This section is exclusively related to Italian **First level Control budget allocation.** It is calculated as the 2% of total Partner Budget.

This section must be completed at the end, after having entered all budget items for the partner. the system does not automatically calculate the value to be attributed to the FLC. You need to manually calculate this value and enter it in this section.

Ex: If the total partner budget inserted in the system is 75.000 euros, 2% corresponds to 1,500 euros. Please, enter this value in the table.

- The budget tables can be created and filled in as follows:
 - Click “+ Add” to create a budget table under a cost category “External expertise and services”;

Partner budget

External expertise and services

| Description | Unit type | No. of units | Price per unit | Total | Period 1 | Period 2 | Gap |
|-----------------------------|-----------|--------------|----------------|----------|----------|----------|------|
| FLC 2% partner total budget | Euros | 1,00 | 1.500,00 | 1.500,00 | 1.500,00 | 0,00 | 0,00 |
| + | | | | 1.500,00 | 1.500,00 | 0,00 | |

- Click “+” button to add a budget item,
- Click the “trash” icon to delete a budget item.
- in the column “Description” insert : **“FLC 2% partner total Budget”**
- in the column Unit type insert **“Euros”**
- in the column No. of Units insert **“1”**
- in the column Price per Unit insert **“the 2% of total partner value”**;
- The entered amount automatically appears under “Total” and needs to match with the sum of the amounts entered per period. (**Period 1 or Period 2 or both**).
- Depending on the number of periods defined in section A project identification, you need to split the Total of a budget item into periods.
-

Partner budget

External expertise and services

Please update the budget table. The sum of the amounts per period must match the budget item total.

| Description | Unit type | No. of units | Price per unit | Total | Period 1 | Period 2 | Gap |
|-----------------------------|-----------|--------------|----------------|----------|----------|----------|----------|
| FLC 2% partner total budget | Euros | 1,00 | 1.500,00 | 1.500,00 | 0,00 | 0,00 | 1.500,00 |
| + | | | | 1.500,00 | 0,00 | 0,00 | |

- The “Gap” shows the difference between the sum of amounts per periods and the Total amount
- To see all periods or the Gap calculator you might need to scroll the table.

2) UNIT COSTS covering more the one cost category

This section is related to all Unit Costs available in this Call. (for more details of each typology and methodology used please refers to annex 4.10.1)

| 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 |
| | | | 1,00 | | 0,00 | 0,00 | 0,00 |
| + | | | | | 0,00 | 0,00 | 0,00 |

■ The budget tables can be created and filled in as follows:

- Click “+ Add” to create a budget table under a cost category;
- Click “+” button to add a budget item,
- Click the “trash” icon to delete a budget item.
- Click the column “**Programme Unit Costs**” to show the drop down menu in which all cost categories are available; select one and fill all the related columns.

| 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 |
| | | | 1,00 | | 0,00 | 0,00 | 0,00 |
| | Subsistence daily Italy | | | | | | |
| | Staff SSUC Adm staff - public bodies (IT) | | | | 0,00 | 0,00 | 0,00 |
| | Targeted training SSUC/30 hours (ALB) – M... | | | | | | |

- the column “**Description**” column “**Unit type**” are pre-filled by the system;
- in the column “**No. of Units**” insert the related value (ex: for targeted training the number of trainees according to the Annex 4.10.1)
- in the column “**Price per Unit**” is pre-filled by the system;
- The entered amount automatically appears under “**Total**” and needs to match with the sum of the amounts entered per period. (**Period 1 or Period 2 or both**).
- Depending on the number of periods defined in section A project identification, you need to split the Total of a budget item to periods.

| Unit costs covering more than one cost category | | | | | | | |
|---|-----------------------|----------------------------------|--------------|----------------|----------|----------|----------|
| Please update the budget table: The sum of the amounts per period must match the budget item total. | | | | | | | |
| Programme Unit costs | Description | Unit type | No. of units | Price per unit | Total | Period 1 | Period 2 |
| | | | 10,00 | 256,00 | 2.560,00 | 0,00 | 0,00 |
| | Targeted training ... | Module (without any support a... | Trainees | | | | |
| | | | | | | | 2.560,00 |
| + | | | | | 2.560,00 | 0,00 | 0,00 |

- The “**Gap**” shows the difference between the sum of amounts per periods and the Total amount
- To see all periods or the Gap calculator you might need to scroll the table.

Budgeting example of an SSP:

Following example of a budget for a SSP is the same of the example provided in the excel budget tool, which includes 3 partners from the three different territories:

| | | Workshops seminars... | B2B & Incoming mission | Joint Action Plan | Targeted Trainings | Accompanying Action | Tr&Acc | Preparation | Subtotal + 2% FLC | Total |
|-----|----|-----------------------|------------------------|-------------------|--------------------|---------------------|------------|-------------|-------------------|---------------------|
| LP | IT | 18.600,00 € | 23.000,00 € | 14.800,00 € | 4.261,00 € | | 6.330,00 € | 5.600,00 € | 74.042,82 € | 74.042,82 € |
| PP1 | AL | 13.400,00 € | 16.800,00 € | 9.900,00 € | 2.569,00 € | | 4.269,00 € | | | 46.938,00 € |
| PP2 | ME | 12.600,00 € | 14.900,00 € | 11.000,00 € | | 5.890,00 € | 7.408,00 € | | | 51.798,00 € |
| | | | | | | | | | | 172.778,82 € |

The total budget refers to:

- a. 1 LS for seminar and 1 LS for B2B per partner
- b. 1 LS for Joint Action Plan per partner
- c. 1 SSUC for Module 2 Targeted Trainings/30hh/10 trainees for Italian and Albanian partners considering as trainees:
 - In Italy: 5 Italians, 3 Albanians and 2 Montenegrins
 - In Albania: 5 Albanians, 2 Italians and 3 Montenegrins
- d. 1 SSUCs for Accompanying Action (class C teachers for 100hh) for Montenegrin partner:
 - 5 Montenegrins, 3 Albanians and 2 Italians
- e. Related to the trainings, SSUC for 1 travel for 5 days per participants per partner. For example if the training is in Italy 3 travels for 5 days and 2 travels for 5 days shall be considered for participants coming from Albania and Montenegro respectively. Related to Accompanying action, SSUC for 4 travels for 4 days each and 6 travels for 4 days each for participants coming from Italy and Albania respectively. **The cost of travels is in charge to the host partner.**

The project implements the activities and reports them like this in the following reporting periods:

| Project Reporting | | Period 0 | Period 1 | Period 2 | Total | Total IPA | Total co-fin |
|-------------------|----|-------------------|----------------------|----------------------|---------------------|---------------------|--------------------|
| LP | IT | 5.712,00 € | 29.774,82 € | 38.556,00 € | 74.042,82 € | 59.234,26 € | 14.808,56 € |
| PP1 | AL | | 20.238,00 € | 26.700,00 € | 46.938,00 € | 39.897,30 € | 7.040,70 € |
| PP2 | ME | | 13.298,00 € | 38.500,00 € | 51.798,00 € | 44.028,30 € | 7.769,70 € |
| | | 5.712,00 € | 63.310,82 € | 103.756,00 € | 172.778,82 € | 143.159,86 € | 29.618,96 € |
| | | | 1st milestone | 2nd milestone | | | |

The Programme reimburses therefore the following amounts, according to the delivery of specific outputs:

Payments IPA

| | | |
|----------------------|---------------------|----------------------|
| Advance (30%) | 42.947,96 € | At project signature |
| 1st Milestone | 69.022,82 € | End of first period |
| 2nd Milestone | 31.189,08 € | End of second period |
| | 143.159,86 € | |

3) Partner lump sums (overview of budget assigned in section E.1 - Project lump sums)

An overview table on the Partners lump sums as entered in Section E.1 is available at the end of the Partner budget section. (To fill this table please see Section E.1)

| Partner lump sums (assigned in section E.1 - Project lump sums) | | | | |
|---|-------------|---------------|--------------------------------|-------------|
| Programme lump sum | Period | Lump sum cost | Partner share of lump sum cost | Description |
| Preparation cost for Small Scale Project | Preparation | 5.500,00 | 5.500,00 | |
| Workshop, seminars and conferences (ITALY) | Period 2 | 18.000,00 | 18.000,00 | For Italy |
| Total partner lump sums | | | 23.500,00 | |

11.1.6. Co-financing

- The Co-financing sub-section consists of two tables:
 - Co-financing
 - Origin of partner contribution
- The basis for the co-financing is the partner total eligible budget.
- If this section is filled in and the budget is updated, this section needs also to be updated. If not, a yellow warning message appears.

Project overview

Application form

Project version (current) V. 1.0

A - Project identification

A - Project overview tables

B - Project partners

Partners overview

LP1 Puglia Region

PP2 Albanian p

PP3 Montenegroin p

PP4 Molisan p

Dashboard / Applications / SA-0300007 – Test Project 1 / Partners overview / LP1 Puglia Region

IdentityAddressContactMotivationBudgetCo-financing

Co-financing

In this table you can define your co-financing. In order to see amounts, please, define your partner budget first in the section budget.

| Source | Amount | Percentage |
|-------------------------------|-----------|------------|
| IPA III CBC | 20.000,00 | 80,00 % |
| Partner contribution | 5.000,00 | 20,00 % |
| Partner total eligible budget | 25.000,00 | 100,00 % |

11.1.6.1. Co-financing


- The basis for the co-financing is the partner total eligible budget
- The “Source” needs to be selected through a dropdown list. For IPA South Adriatic programme only “IPA III CBC” is applicable as funding source.
- The rest of the table is automatically calculated, being the remaining budget and percentage of the Partner contribution.

11.1.6.2. Origin of partner contribution

In this section, the applicant needs to define where the partner’s own and external contributions come from.


- This table uses the total of partner contribution as total.
- The first row is always the partner’s own contribution (the partner name is prefilled).
- In case of Public partner, please select “**public**” in drop-down menu of the column “legal status of Contribution”:

Origin of partner contribution

| Source of contribution | Legal status of contribution | Amount | % of total partner budget  |
|------------------------|------------------------------|--------|---|
| Puglia Region | Public ▼ | 0,00 | 0,00 % |

- In case of Private partner, please select “**private**” in drop-down menu of the column “legal status of Contribution”:

Origin of partner contribution

| Source of contribution | Legal status of contribution | Amount | % of total partner budget  |
|------------------------|------------------------------|-----------|---|
| Molisan p | Private ▼ | 10.926,24 | 20,00 % |

For Public Italian Partners;

Project overview

Application form

Project version (current) V. 1.0

A - Project identification

A.1 Project identification

A.2 Project overview tables

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

C.8 Long-term plans

Dashboard / Applications / SA-0300007 - Test Project 1 / Partners overview / LP1 Puglia Region

IPA III CBC

20,000.00

80.00 %

Partner contribution

5,000.00

20.00 %

Partner total eligible budget

25,000.00

100.00 %

Origin of partner contribution

| Source of contribution | Legal status of contribution | Amount | % of total partner budget |
|---|------------------------------|----------|---------------------------|
| Puglia Region | Public | 0.00 | 0.00 % |
| * Source of contribution CIPES | Automatic Public | 3,000.00 | 12.00 % |
| The total of contribution must match the total partner contribution (difference '2,000,00') | | | |
| Sub-total public contribution | | 0.00 | 0.00 % |
| Sub-total automatic public contribution | | 3,000.00 | 12.00 % |
| Sub-total private contribution | | 0.00 | 0.00 % |
| Total | | 3,000.00 | 20.00 % |

+ Add new contribution origin

- Italian Public Partners have to leave the amount “0,00” in the first row of “Source of contribution”.
- In the “legal status of Contribution” section, please select form the drop-down menu “Public”.
- So, By clicking the button “+add new contribution origin” the applicant user have to add additional sources of contribution. Please insert “CIPES Regulation”
- For additional sources of contribution, the applicant needs to define the legal status of the contribution (“automatic public”) and insert the amount. This amount needs to be the same of the one inserted in the row “Partner Contribution” (*ex: see the screenshot, It is 5000 euro*);
- If the value is different (*ex: 3000,00 instead 5000,00*) as in the screenshot, the system will inform you with a red tips. (*“the total of contribution must match the total partner contribution (difference 2000,00 euro)”*)
- The percentages are automatically calculated and also the subtotals and total partner contribution is automatically calculated.
- Detailed information related to additional sources of partner contribution can be found in the Programme manual.
- The funding amounts are always rounded down. The difference between the total eligible budget and the funding amounts is allocated to partner contributions. Therefore, the total partner contribution is basically rounded up.

For Private Italian Partner

Dashboard / Applications / SA-0300007 – Test Project 1 / Partners overview / PP4 Molisan p

| Source | Amount | Percentage |
|-------------------------------|-----------|------------|
| IPA III CBC | 43.704,96 | 80,00 % |
| Partner contribution | 10.926,24 | 20,00 % |
| Partner total eligible budget | 54.631,20 | 100,00 % |

Origin of partner contribution

| Source of contribution | Legal status of contribution | Amount | % of total partner budget |
|--|------------------------------|-----------|---------------------------|
| Molisan p | Private | 0,00 | 0,00 % |
| * Source of contribution CIPES regulation | Automatic Public | 10.926,24 | 20,00 % |

+ Add new contribution origin

| | | |
|---|-----------|---------|
| Sub-total public contribution | 0,00 | 0,00 % |
| Sub-total automatic public contribution | 10.926,24 | 20,00 % |
| Sub-total private contribution | 0,00 | 0,00 % |
| Total | 10.926,24 | 20,00 % |

- Italian Private Partners have to leave the amount “0,00” in the first row of “Source of contribution”.
- In the “legal status of Contribution” section, please select from the drop-down menu “Private”.
- The legal status of contribution needs to be identical with the legal status selected in Partner subsection “Identity”.
- So, By clicking the button “+add new contribution origin” the applicant user have to add additional sources of contribution. Please insert “CIPES Regulation”
- In the section “Amount” insert the same value of the “partner contribution” section (see the example in the table: 10.926,24 euros);
- If the value is different the system will inform you with a red tips. (*“the total of contribution must match the total partner contribution (difference xxx,00 euro)”*)
- The percentages are automatically calculated and also the subtotals and total partner contribution is automatically calculated.
- Detailed information related to additional sources of partner contribution can be found in the Programme manual.
- The funding amounts are always rounded down. The difference between the total eligible budget and the funding amounts is allocated to partner contributions. Therefore, the total partner contribution is basically rounded up.

For public Albanian/Montenegrin Partners

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

Co-financing

In this table you can define your co-financing. In order to see amounts, please, define your partner budget first in the section budget.

| Source | Amount | Percentage |
|-------------------------------|-----------|------------|
| IPA III CBC | 15.929,00 | 85,00 % |
| Partner contribution | 2.811,00 | 15,00 % |
| Partner total eligible budget | 18.740,00 | 100,00 % |

Origin of partner contribution

| Source of contribution | Legal status of contribution | Amount | % of total partner budget |
|------------------------|------------------------------|----------|---------------------------|
| Albanian p | Public | 2.811,00 | 15,00 % |

[+ Add new contribution origin](#)

| | | |
|---|----------|---------|
| Sub-total public contribution | 2.811,00 | 15,00 % |
| Sub-total automatic public contribution | 0,00 | 0,00 % |
| Sub-total private contribution | 0,00 | 0,00 % |
| Total | 2.811,00 | 15,00 % |

- Albanian/Montenegrin Public Partners have to fill the first row of “Source of contribution”.
- In the “legal status of Contribution” section, please select form the drop-down menu “Public”.
- The legal status of contribution needs to be identical with the legal status selected in Partner subsection “Identity”.
- In the section “Amount” insert the same value of the “partner contribution” section (see the example in the table: 2.811,00 euros);
- If the value is different the system will inform you with a red tips. (*“the total of contribution must match the total partner contribution (difference xxx,00 euro)”*)
- The percentages are automatically calculated and also the subtotals and total partner contribution is automatically calculated.
- Detailed information related additional sources of partner contribution can be found in the Programme manual.
- The funding amounts are always rounded down. The difference between the total eligible budget and the funding amounts is allocated to partner contributions. Therefore, the total partner contribution is basically rounded up.

For private Albanian/Montenegrin Partners

Dashboard / Applications / SA-0300007 – Test Project 1 / Partners overview / PP3 Montenegrin p

Co-financing

In this table you can define your co-financing. In order to see amounts, please, define your partner budget first in the section budget.

| Source | Amount | Percentage |
|-------------------------------|-----------|------------|
| IPA III CBC | 28.628,00 | 85,00 % |
| Partner contribution | 5.052,00 | 15,00 % |
| Partner total eligible budget | 33.680,00 | 100,00 % |

Origin of partner contribution

| Source of contribution | Legal status of contribution | Amount | % of total partner budget |
|---|------------------------------|----------|---------------------------|
| Montenegrin p | Private | 5.052,00 | 15,00 % |
| + Add new contribution origin | | | |
| Sub-total public contribution | | 0,00 | 0,00 % |
| Sub-total automatic public contribution | | 0,00 | 0,00 % |
| Sub-total private contribution | | 5.052,00 | 15,00 % |
| Total | | 5.052,00 | 15,00 % |

- Albanian/Montenegrin Private Partners have to fill the first row of “Source of contribution”.
- In the “legal status of Contribution” section, please select from the drop-down menu “Private”.
- The legal status of contribution needs to be identical with the legal status selected in Partner subsection “Identity”.
- In the section “Amount” insert the same value of the “partner contribution” section (see the example in the table: 5.052,00 euros);
- If the value is different the system will inform you with a red tips. (*“the total of contribution must match the total partner contribution (difference xxx,00 euro)”*)
- The percentages are automatically calculated and also the subtotals and total partner contribution is automatically calculated.
- Detailed information related to additional sources of partner contribution can be found in the Programme manual.
- The funding amounts are always rounded down. The difference between the total eligible budget and the funding amounts is allocated to partner contributions. Therefore, the total partner contribution is basically rounded up.

11.1.6. State Aid

The “State aid section” contains four mandatory questions.

- In case the selected answer is “YES” the justification text field needs to be filled in.

Dashboard / Applications / SA-0300007 – Test Project 1 / Partners overview / **LP1 Puglia Region**

Criterion I: Is the partner involved in economic activities through the project?
Please consider questions below, answer Yes/No and briefly justify

| State aid question | Answer | Justification |
|---|--|-----------------|
| 1. Will the project applicant implement activities and/or offer goods/services for which a market exists? | <input type="button" value="Yes"/> <input type="button" value="No"/> | Enter text here |
| 2. Are there activities/goods/services that could have been undertaken by an operator with the view to making profit (even if this is not the applicant's intention)? | <input type="button" value="Yes"/> <input type="button" value="No"/> | Enter text here |

Criterion II: Does the partner receive an undue advantage in the framework of the project?
Please consider questions below, answer Yes/No and briefly justify

| State aid question | Answer | Justification |
|--|--|-----------------|
| 1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example? | <input type="button" value="Yes"/> <input type="button" value="No"/> | Enter text here |
| 2. Will the project applicant, any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)? | <input type="button" value="Yes"/> <input type="button" value="No"/> | Enter text here |

Result of State aid criteria self-check: To see the result, please answer all the questions above.

- The result of State Aid criteria self-check will be automatically reported by the system
- “State aid relevant activities” allows to indicate, which of the activities created in the work plan are State aid relevant for this partner.

State aid relevant activities

ACTIVITY 1.1 ACTIVITY 2.1

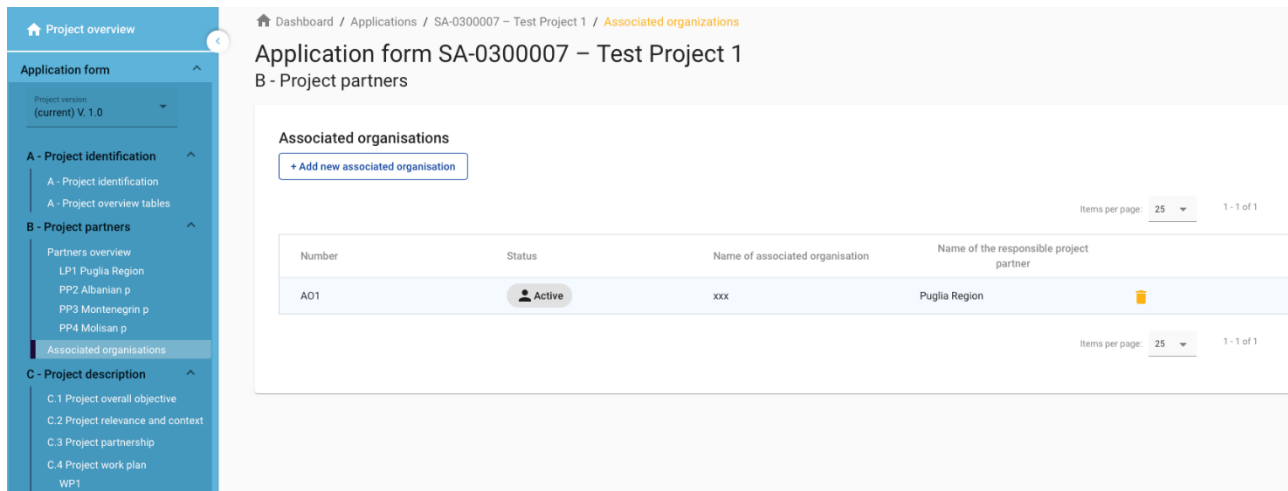
General de minimis

GBER Article 20a

Discard changes

- If an activity is deleted from the work plan, the activity is automatically deleted from the State aid relevant activities in the State aid partner page.
- Information on the “State aid regime” is organised as selection from a drop-down menu. It shall be filled in only after project selection.

11.2.B.2 - Associated Partners



Dashboard / Applications / SA-0300007 – Test Project 1 / Associated organizations

Application form SA-0300007 – Test Project 1

B - Project partners

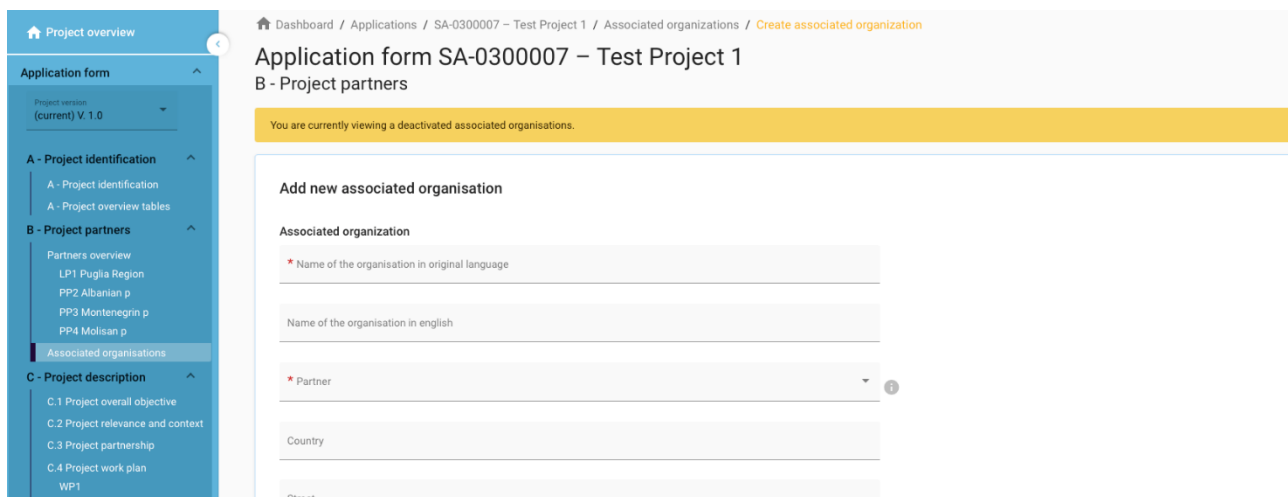
Associated organisations

[+ Add new associated organisation](#)

| Number | Status | Name of associated organisation | Name of the responsible project partner |
|--------|--------|---------------------------------|---|
| AO1 | Active | xxx | Puglia Region |

Items per page: 25 1 - 1 of 1

- The associated partner section consists of an overview like the Partner overview and is similarly organised.
- Click “+Add new associated partner” to create a new associated partner
- Click on the “trash” icon to delete an associated partner



Dashboard / Applications / SA-0300007 – Test Project 1 / Associated organizations / Create associated organization

Application form SA-0300007 – Test Project 1

B - Project partners

You are currently viewing a deactivated associated organisations.

Add new associated organisation

Associated organization

* Name of the organisation in original language

Name of the organisation in english

* Partner

Country

Street

- Name of the organisation in original language has to be filled in (*mandatory).
- Partner to which the organisation is associated to has to be filled in (*mandatory)
- The status “Active” is automatically generated upon creation of the associated partner. In case an associated partner of a contracted project leaves the partnership, this partner can be given the status “In-active”.
- All fields marked with “*mandatory” have to be filled in, otherwise information cannot be saved.
- Associated organisations do not have a budget and are always linked to an existing partner in the project.

12. C- Project description

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

| 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 |

12.1.C.1 Project overall objective

A - Project identification
A - Project overview tables
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

Dashboard / Applications / SA-0300007 – Test Project 1 / **Project overall objective**
Application form SA-0300007 – Test Project 1
C - Project description

C.1 Project overall objective

Below, you can see the Programme priority specific objective your project will contribute to (chosen in section A.1.).

Programme priority specific objective
S.0.5.1: Enhancing the institutional capacity of public authorities, in particular those mandated to manage a specific territory, a

Project overall objective

Now think about your main objective – what do you aim to achieve by the end of your project? Remember your project needs to contribute to the programme's objective.

Your objective should:

- be realistic and achievable by the end of the project, or shortly after;
- specify who needs project results and in which territory;
- be measurable – indicate the change you are aiming for.

- The Programme priority specific objective as chosen in Section A1 is shown
- Text input fields to describe the Project overall objective. (max 500 characters)

12.2.C.2 Project relevance and context

A - Project identification
A - Project overview tables
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
C.8 Long-term plans
D - Project budget
D.1 Project budget per fund
D.2 Overview partner / cost category
D.3 Overview budget / period
E - Project lump sums and

Dashboard / Applications / SA-0300007 – Test Project 1 / **Project relevance and context**
Application form SA-0300007 – Test Project 1
C - Project description

C.2 Project relevance and context

C.2.1 What are the common territorial challenge(s) that will be tackled by the project? (NOT APPLICABLE FOR CAPITALIZATION CALL for SSP)

Please describe why your project is needed in the programme area and the relevance of your project for the programme area, in terms of common challenges and opportunities addressed.

Enter text here

C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes? (NOT APPLICABLE FOR CAPITALIZATION CALL for SSP)

Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

Enter text here

C.2.3 Why is cross-border/transnational/inter-regional cooperation needed to achieve the project's objectives and result? (NOT APPLICABLE FOR CAPITALIZATION CALL for SSP)

Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/ project area/programme area gain in taking a cross-border/transnational/inter-regional approach.

- Sections C2.1, C2.2 and C2.3 are not applicable for SSP Call. **Please write in the text box “ not applicable”**
- Sections C2.4, C2.5 and C2.6 are list inputs (max 750 characters for each section)
 - Click “+” to add an item
 - Click the “trash” icon to remove an item
- In Sections C2.7, please insert text in the text box. (max 1000 characters)

Dashboard / Applications / SA-0300007 – Test Project 1 / Project relevance and context

C.2.4 Who will benefit from your project outputs?
In the first column of each row, please select one of the pre-defined target groups from the drop-down list. In the second column explain in more detail exactly who will benefit from your project. For example, if you choose the category education, you need to explain which specific schools or groups of schools and in which territory.

| Target Group | Specification |
|----------------|---------------|
| * Target Group | Specification |

+

C.2.5 How does the project contribute to wider strategies and policies?
Please indicate to which strategies and policies your project will contribute. Then describe in what way you will contribute. The programme require to describe if the project contributes to one of the topics of intervention of EUSAIR strategy and if applicable, Please specify the project contribution to EUSAIR goals, the precise EUSAIR actions of the action plan or flagship are going to be implemented, as well as how the EUSAIR stakeholders are involved, and the follow-up of the project. Additional points may be provided only if the reference to EUSAIR is precise and the link is evident (if written proof is available or equivalent evidence).

+

C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?
Please specify relevant capitalization actions you planned, aimed also at building up synergies and avoiding duplication with other projects. In terms of content, structure, location (especially first call and thematic).

Discard changes Save changes

12.3.C.3 Project partnership

Dashboard / Applications / SA-0300007 – Test Project 1 / Project partnership

Application form SA-0300007 – Test Project 1
C - Project description

C.3 Project partnership
Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives. What is the contribution of each partner to the project?

Enter text here

Discard changes Save changes

- Text input fields to describe the Project partnership (max 2000 characters)

12.4.C.4 Project work plan

Purpose and logic:

Applicants can define more than one specific objective. This means that the project will have as many work packages as it will have specific objectives defined. Basically, We recommend up to 3 work packages, but in some cases up to 5 should also be acceptable. In case of SMALL SCALE PROJECTS we

suggest to set up only one work package with its own project specific objective/project output / project result to be achieved

- Only thematic work packages will be used. Communication activities don't have a separate WP - instead, they are embedded in the thematic work packages. Since the communication activities could coincide with the SCO outputs chosen by the selected call, in order to avoid overlapping they are not applicable for SSP call
- WP Project management is not a work package anymore - instead, questions about how the project will be managed are in C.7. **(not applicable for SSP call)**
- There are also no separate investment work packages. The applicants will need to provide additional information about investments that will be included in the thematic work packages. **(not applicable for SSP call)**

Dashboard / Applications / SA-0300007 – Test Project 1 / Project work plan

Application form SA-0300007 – Test Project 1

C - Project description

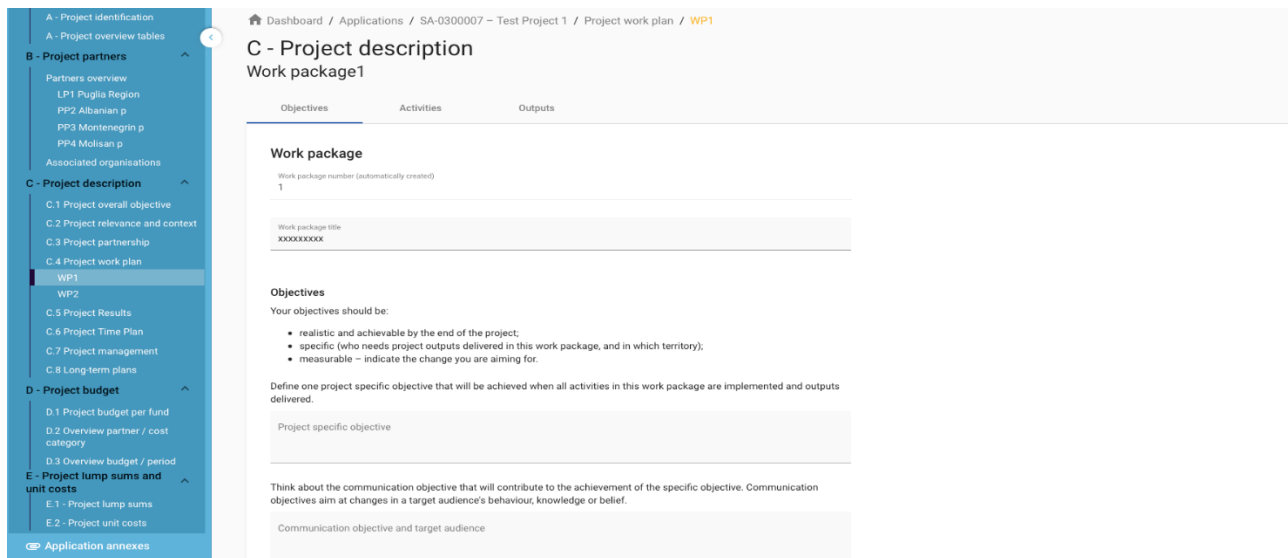
C.4 Project work plan

[+ Add new work package](#)

| Number | Work package name | |
|--------|-------------------|--|
| 1 | xxxxxxxxxx | |
| 2 | yyyyyyyyyy | |

- The Project work plan overview lists the work packages (WPs) in the project.
- Click “Add new work package” to create a new WP
- WPs are numbered automatically
- Click the “trash” icon to delete a WP
- By clicking on a work package in the list, the details page of the selected work package opens.
- Each WP is structured in the following section accessible via tabs:
 - Objectives
 - Activities
 - Outputs

12.4.1. Objectives



Dashboard / Applications / SA-0300007 – Test Project 1 / Project work plan / WP1

C - Project description

Work package1

Objectives Activities Outputs

Work package

Work package number (automatically created)
1

Work package title
XXXXXXXXXX

Objectives

Your objectives should be:

- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package, and in which territory);
- measurable – indicate the change you are aiming for.

Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

Project specific objective

Think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

Communication objective and target audience

- Work packages are numbered automatically
- Text input fields to describe the work package title and project and communication objectives. **Take care on maximum number of characters allowed in each section.**

12.4.2. Activities

Purpose and logic:

- The project needs to describe how the activities suggested are needed for the delivery of outputs listed in a specific work package.
- Project partners' involvement in each activity should be described in the activity description.
- An activity can have none, one or more deliverables. A deliverable is a side-product or service of the project that contributes to the development of a project output.
- In accordance with the Programme Intervention Logic, for statistical purposes, we require the applicant to select a typology of activity out of the programme types of actions, and insert the following codes in the title of each activity

| Code: | Action | Definitions |
|-------|----------------------|---|
| (PSe) | 1) Public services | various services provided jointly to citizens, to private or public organisations by the typical beneficiaries of the Programme (public authorities, socio-economic partners, non-profit, universities, etc.). This is wider than the concept of SGEIs used in the field of State Aid |
| (DSe) | 2) Digital services | joint public services provided in digital form, therefore through online platforms or any suitable digital device, which are focused by the programme in compliance with the digital agenda |
| (SIn) | 3) Small investments | Measures focused on existing investments, tools, equipment or other investments and typically concerning updates, restoration or fixing of |

| | | |
|-------|---|--|
| | | existing investments, having a limited contract value in proportion to the limited resources of the programme. These investments are not the objective as such, but functional to the achievement of the programme and operation's objectives and directly or indirectly for the benefit of the entire cross-border area |
| (IeA) | 4) Innovative experimental applications | tools, technical items or processes, software/hardware items, which have an innovative nature, as they have not been deployed before in the specific way, area or context, as well as they have experimental nature, as first test or pilots, out of which a wide use of the application is expected, if successful. The innovative experimental applications are not conceived as project output, but as actions part of other project actions, which together contribute to the achievement of the global project output, thus a tool necessary to reach the global output and not as the project output as such, therefore additional RCO 84 e RCR 79 and 104 are not used. |
| (Agr) | 5) Agreements | agreements among beneficiaries or target groups, in any suitable form, such as memorandum of understanding, conventions, contracts, framework agreements, etc., which may address specific issues or remove specific legal or administrative obstacles, among others, while enhancing coordination and finally more effective use of public resources or services |
| (JMP) | 6) Joint models / processes | models of management, production, decision-making, monitoring processes and procedures, strategic plans, feasibility studies, campaigns, etc. which are shared by the beneficiaries or by the target groups of different territories, and which simplify, harmonise or make procedures more effective across the borders |
| (CBT) | 7) Capacity building / trainings | activities, which have the objective to increase capacities and skills of the targeted persons or groups of persons. These are implemented often but not exclusively in the form of joint training courses, workshops, seminars, new curricula for professional skills, etc., and they may but do not necessarily lead to an official recognition of the qualification acquired across borders |

Dashboard / Applications / SA-0300007 - Test Project 1 / Project work plan / WP1

List of activities
Please describe the activities by which the project achieves the project specific objective and related communication objective(s).

Activity 1.1

Title

Start period End period

Description

Deliverables
Add deliverables to your activity - see programme rules

| Running number | Deliverable title | Description | Delivery period |
|----------------|-------------------|-------------|-----------------|
| D.1.1.1 | Deliverable title | Description | Delivery period |

+ Add activity

- In this part, activities can be created within a specific work package.
- Click “Add activity” to create a new activity
- Click the “trash” icon to delete an activity

- Activities are automatically numbered
- For each activity one or more deliverables can be created
 - Click “+” to create a new deliverable
 - Click the “trash” icon to delete a deliverable
 - Deliverables are automatically numbered

WARNING!

In case of SSP, the applicant must describe activities using the above listed codes (eg. JMP) to have linked deliverables aligned with each chosen SCO (eg. 1 workshop kit in AL, 1 BtoB kit in IT, 1 training action report in MNE which are delivered during the JMP activity), in order to guarantee the FLC verification on the SCO output in a proper way.

12.4.3. Outputs

Purpose and logic:

- There is only one output table in each work package. It is for outputs that contribute directly to programme output indicators; i.e., have the same measurement unit and can be aggregated on project and programme level.
- In case of SSP emphasis must be given to the project output and not to the SCO-outputs used. Therefore, each chosen lumpsum/SCO has to be filled in the AF as dedicated DELIVERABLE to be reached in the development of an activity, to guarantee its verification in a proper way

Dashboard / Applications / SA-0300007 – Test Project 1 / Project work plan / WP1

Work package1

A - Project identification

A - Project overview tables

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

C.8 Long-term plans

D - Project budget

D.1 Project budget per fund

D.2 Overview partner / cost category

D.3 Overview budget / period

E - Project lump sums and unit costs

E.1 - Project lump sums

E.2 - Project unit costs

Application annexes

Objectives

Activities

Outputs

List of outputs

Based on the activities you need to implement to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation (on 2024 and 2029). (In case of SSP Emphasis must be put on the output related to the lumpsum, to prove that activity took place in the planned way. The verification of the output for the activity will be the proof of reimbursement).

Output 1.1

Output Title

Programme Output Indicator

Measurement Unit

Target Value

1,00

Delivery Period

Output Description

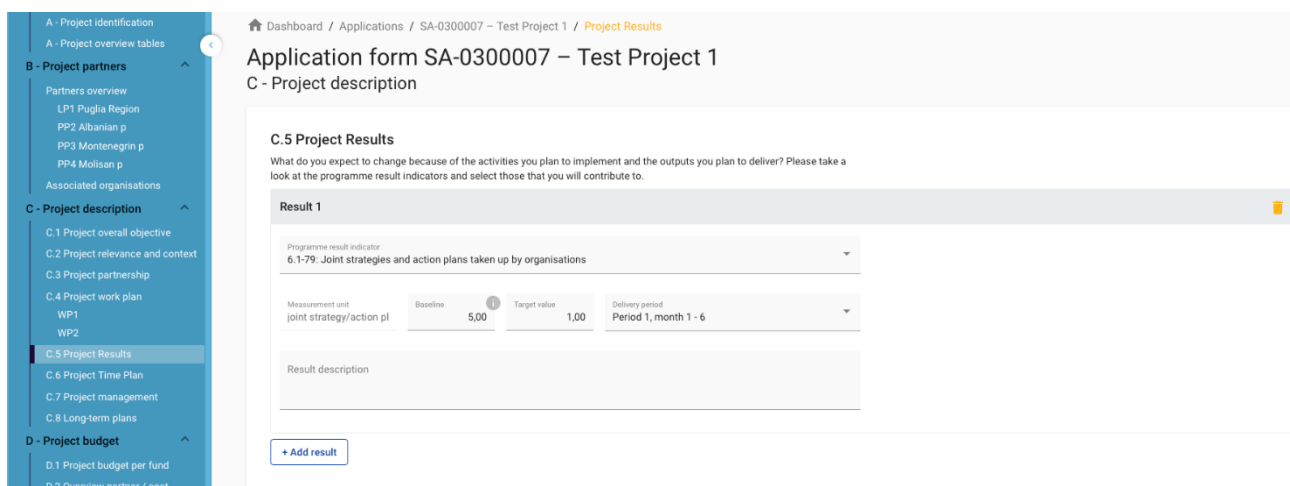
+ Add Output

- In this part, outputs can be created within a specific work package.
- Click “Add output” to create a new output
- Click the “trash” icon to delete an output
- Outputs are automatically numbered
- Besides normal input fields, a Programme Output Indicator has to be selected for each output.
- Once the Programme Output Indicator is chosen by the user, the measurement unit is automatically filled in.
- The Target value is by default 1 and can be increased by the user
- The user can only choose Programme Output Indicators linked to the Programme Specific Objective selected in section A- Project Identification.
- This section can only be completed, if in section A- Project Identification the following fields are filled
 - The user can select the delivery period according to the project duration.
 - The Programme Priority Specific objective (to be able to select indicators)

12.5. C.5 Project Results

WARNING !

- In accordance with the Programme/project Intervention Logic defined in the F.S.1.1 of the IPA S.A. 21-27 Programme Manual, it is recommended to select the Programme Result Indicator directly linked to its Programme output indicator, already chosen in the section C4.1 of the AF (ie. Each RCO is linked to only one RCR)



Dashboard / Applications / SA-0300007 – Test Project 1 / Project Results

Application form SA-0300007 – Test Project 1

C - Project description

C.5 Project Results

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please take a look at the programme result indicators and select those that you will contribute to.

Result 1

Programme result indicator
6.1-79: Joint strategies and action plans taken up by organisations

| Measurement unit | Baseline | Target value | Delivery period |
|--------------------------|----------|--------------|-----------------------|
| joint strategy/action pl | 5.00 | 1.00 | Period 1, month 1 - 6 |

Result description

+ Add result

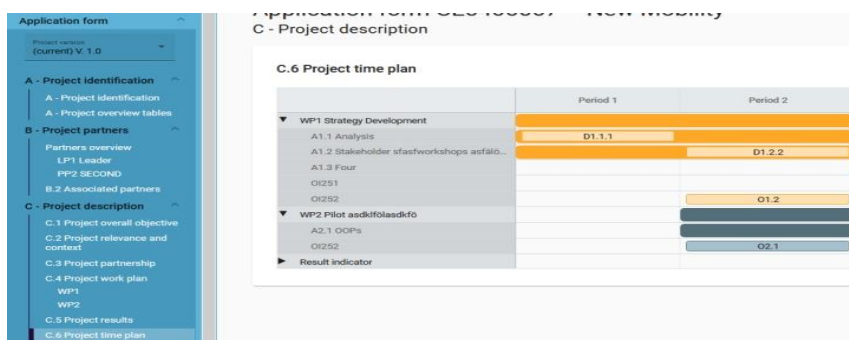
- The applicant can add Project Results to a list in this section.
- Click “Add result” to create a new result
- Click the “trash” icon to delete a result
- Results are automatically numbered
- A Programme Result Indicator has to be selected for each Result.

- Once the Programme Result Indicator is chosen by the user, the measurement unit and baseline are automatically filled in.
- The Target value is by default 1,00 and can be increased by the user
- The user can only choose Programme Result Indicators linked to the Programme Specific Objective selected in section A- Project Identification. Remind also to select the Programme Result Indicator directly linked to its Programme output indicator, already chosen in the section C4.1 of the AF
- This section can only be completed, if in section A- Project Identification the following fields are filled:
 - Project duration (to be able to select the delivery period)
 - The Programme Priority Specific objective (to be able to select indicators)

12.6. C.6 Project Time Plan

Purpose and logic:

- This is an overview table that is automatically generated from thematic work packages.
- It is recommended to display activities (length), deliverables (delivery period), outputs (delivery period) and results (delivery period). How this information will be displayed in a table depends on the technical solution in the monitoring system. Below, we show only one possibility.
- Please note: deliverables are linked to activities, outputs are per work package and results are on project level.
- The time plan shows only periods, not months. The length of each period will be 6 months.

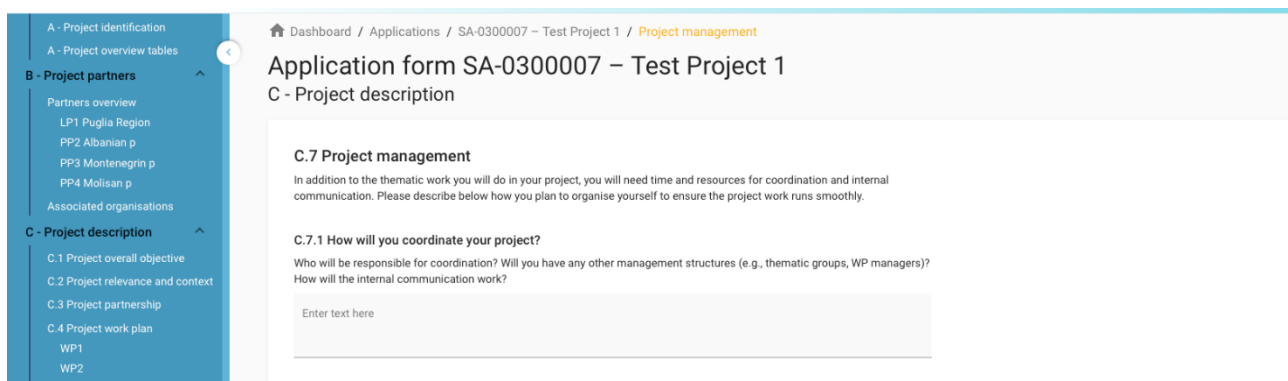


- The project time plan is automatically generated using data from the Application form.
- Hovering over deliverables, outputs and results display the target values
- Project duration (Section A1) has to be filled in and periods have to be defined for each item in order to be displayed on the time line accordingly.

12.7.C.7 Project management

Purpose and logic:

- The purpose of this section is to find out if the partnership has thought through the implementation of the project and is aware of the time and resources needed for coordination and administrative requirements.
- Question C.7.3 about the communication in the project management section should not contain additional communication activities which should all be in the work packages. Its main purpose is to raise awareness about the importance of communication. To be more specific, its aims are:
 - To provide a summary of the communication approach across the project, including how the communication function is used to transfer project results.
 - To give a strong signal to applicants that they need to use communication as a key tool in their project.
 - To give a strong signal to applicants that communication is the responsibility of all partners and needs to be done in a coordinated and consistent manner.



Dashboard / Applications / SA-0300007 – Test Project 1 / Project management

Application form SA-0300007 – Test Project 1

C - Project description

C.7 Project management


In addition to the thematic work you will do in your project, you will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

C.7.1 How will you coordinate your project?

Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, WP managers)?
How will the internal communication work?

Enter text here

- This sub-section consists of text inputs fields and tick boxes to select cooperation criteria.
- For C.7.1 (max 2000 characters)
- C.7.2 , C.7.3, C.7.4 are not applicable for SSP Call;
- C.7.5 are related to Cooperation criteria (applicant need to select all cooperation criteria that apply to project and describe how to fulfil them. (max 300 characters for each box)



C.7.5 Cooperation criteria

Please select the cooperation criteria that apply to your project and include a brief explanation. Please note that the joint development, joint implementation and joint financing criteria are mandatory.

| Cooperation criteria | Description |
|--|---|
| <input checked="" type="checkbox"/> Joint development | Enter text here asf dkfoalkfoasdfi aböifkfoasf fkoas |
| <input checked="" type="checkbox"/> Joint implementation | Enter text here papleaöasldf asdfkasodifpeaöloasdf |
| <input type="checkbox"/> Joint staffing | Enter text here |
| <input checked="" type="checkbox"/> Joint financing | Enter text here opasdifpo asofiaspdofaspodifpoasif |

- In C.7.6 Horizontal principles the user needs to select the type of contribution by clicking the toggle button with the applicable option. (max 500 characters for each box)

C.7.6 Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice. Be aware that the horizontal principles shall be monitored during the project implementation.

| Horizontal principles | Type of contribution | Description of contribution |
|--|--|-----------------------------|
| Sustainable development | <input type="button" value="positive effects"/> <input type="button" value="neutral"/> <input type="button" value="negative effects"/> | Enter text here |
| Equal opportunities and non-discrimination | <input type="button" value="positive effects"/> <input type="button" value="neutral"/> <input type="button" value="negative effects"/> | Enter text here |
| Equality between men and women | <input type="button" value="positive effects"/> <input type="button" value="neutral"/> <input type="button" value="negative effects"/> | Enter text here |

12.8. C.8 Long-term plans

Purpose and logic:

- We ask only about the long-term plans for outputs because by using outputs the results are achieved. So, if outputs have a long-lasting effect, the results will also be long-lasting. It is important to emphasise that not all questions are relevant for all type of outputs.

A - Project identification
A - Project overview tables

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
C.8 Long-term plans

D - Project budget
D.1 Project budget per fund
D.2 Overview partner / cost category
D.3 Overview budget / period

E - Project lump sums and unit costs
E.1 - Project lump sums
E.2 - Project unit costs

Application annexes

Dashboard / Applications / SA-0300007 – Test Project 1 / Long-term plans
Application form SA-0300007 – Test Project 1
C - Project description

C.8 Long-term plans

As a programme, we would like to support projects that have a long-lasting effect in the territory and those who will benefit from them. Please describe below what you will do to ensure this.

C.8.1 Ownership

Please describe who will ensure the financial and institutional support for the outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of the institutions.

Enter text here

C.8.2 Durability

Some outputs/deliverables should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the territory and the population. For example, new practices in urban transport need to be used by local authorities to have cleaner air in the city, and the whole population will benefit from this. Please describe how your outputs/deliverables will be used after the project ends and by whom. (Please describe to what extent it will be possible to test/validate/transfer the outputs and results to other organisations/regions/countries outside of the current partnership)

Enter text here

C.8.3 Transferability

Some outputs/deliverables that you will deliver could be adapted or further developed to be used by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them?

- This sub-section consists of text input fields to be completed by the user. (max 2000 characters for each box)

13. D- Project budget

- In section D the following project budget overview tables are available
 - D.1 Project budget per fund
 - D.2 Overview partner / cost category
 - □ D.3 Overview budget / period

13.1.D.1 Project budget per fund

Dashboard / Applications / SA-0300007 – Test Project 1 / Project budget

Application form SA-0300007 – Test Project 1
D - Project budget

D.1 Project budget per co-financing source (fund) - breakdown per partner

| Partner | Country | IPA III CBC | IPA III CBC % Rate | Public Contribution | Auto Public Contribution | Private Contribution | Total partner contribution | Total eligible budget | % of Total eligible budget |
|--------------|----------------|-------------------------------|--------------------|---------------------|--------------------------|----------------------|----------------------------|-----------------------|----------------------------|
| LP1 | Italia (IT) | 30.752,00 29,22 % of total | 80,00 % | 0,00 | 7.688,00 | 0,00 | 7.688,00 | 38.440,00 | 29,75 % |
| PP2 | Shqipëria (AL) | 13.438,50 12,77 % of total | 85,00 % | 2.371,50 | 0,00 | 0,00 | 2.371,50 | 15.810,00 | 12,23 % |
| PP3 | Crna Gora (ME) | 18.207,00 17,3 % of total | 85,00 % | 0,00 | 0,00 | 3.213,00 | 3.213,00 | 21.420,00 | 16,58 % |
| PP4 | Italia (IT) | 42.848,00 40,71 % of total | 80,00 % | 0,00 | 0,00 | 10.712,00 | 10.712,00 | 53.560,00 | 41,45 % |
| Total | | 105.245,50 | 81,44 % | 2.371,50 | 7.688,00 | 13.925,00 | 23.984,50 | 129.230,00 | 100,00 % |

- Project budget per fund is an automatically generated table based on the co-financing section of each partner.
- The percentage of IPA per partner indicated below is the IPA amount per partner.

13.2. D.2 Overview partner / cost category

Dashboard / Applications / SA-0300007 – Test Project 1 / Project budget

Application form SA-0300007 – Test Project 1
D - Project budget

D.2 Project budget - overview per partner / per cost category

| Partner | Country | Staff costs | Travel and accommodation | External expertise and services | Lump sum | Unit Costs | Total |
|--------------|----------------|-------------|--------------------------|---------------------------------|------------------|------------------|-------------------|
| LP1 | Italia (IT) | 0,00 | 0,00 | 0,00 | 23.500,00 | 14.940,00 | 38.440,00 |
| PP2 | Shqipëria (AL) | 0,00 | 0,00 | 0,00 | 10.900,00 | 4.910,00 | 15.810,00 |
| PP3 | Crna Gora (ME) | 0,00 | 0,00 | 0,00 | 13.300,00 | 8.120,00 | 21.420,00 |
| PP4 | Italia (IT) | 0,00 | 0,00 | 0,00 | 26.500,00 | 27.060,00 | 53.560,00 |
| Total | | 0,00 | 0,00 | 0,00 | 74.200,00 | 55.030,00 | 129.230,00 |

- Table D2 provides an automatically calculated overview of total partner budget divided per cost category allowed for the specific call.

13.3. D.3 Overview budget/period

PP3 Montenegro p

PP4 Molise 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

C.8 Long-term plans

D - Project budget

D.1 Project budget per fund

D.2 Overview partner / cost category

D.3 Overview budget / period

E - Project lump sums and unit costs

E.1 - Project lump sums

E.2 - Project unit costs

Application annexes

Check & Submit

Export

Project privileges

Dashboard / Applications / SA-0300007 – Test Project 1 / Project budget

Application form SA-0300007 – Test Project 1

D - Project budget

D.3.1 Project budget - overview per partner / per period

If the partner budget is not completely assigned to the periods per cost category, the non-assigned budget is automatically added to the last period. Rounding differences are added to the last reporting period.

| Partner | Country | Preparation | Period 1 | Period 2 | Closure | Total eligible budget |
|-------------------|----------------|-------------|----------|------------|---------|-----------------------|
| LP1 | Italia (IT) | 0,00 | 4.910,00 | 33.530,00 | 0,00 | 38.440,00 |
| PP2 | Shqipëria (AL) | 0,00 | 4.910,00 | 10.900,00 | 0,00 | 15.810,00 |
| PP3 | Crna Gora (ME) | 0,00 | 0,00 | 21.420,00 | 0,00 | 21.420,00 |
| PP4 | Italia (IT) | 0,00 | 0,00 | 53.560,00 | 0,00 | 53.560,00 |
| Total | | 0,00 | 9.820,00 | 119.410,00 | 0,00 | 129.230,00 |
| % of Total budget | | 0,00 % | 7,60 % | 92,40 % | 0,00 % | 100,00 % |

D.3.2 Project budget - overview per fund / period

| Fund | Preparation | Period 1 | Period 2 | Closure | Total |
|----------------|-------------|----------|-----------|---------|------------|
| IPA III CBC | 0,00 | 8.101,50 | 97.144,00 | 0,00 | 105.245,50 |
| Total EU Funds | 0,00 | 8.101,50 | 97.144,00 | 0,00 | 105.245,50 |

- Table D.3.1 provides an automatically calculated overview of total partner budget divided per period.
- Table D.3.2 provides an automatically calculated overview of EU funds per period. Since Interreg IPA South Adriatic only uses the IPA fund, the amounts correspond to IPA only.

14. E- Project lump sums and Unit costs

14.1. E.1 Project lump sum

- The Project lump sum section is the place where the user can select project lump for preparation, closure (if applicable) and contracting costs.

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 sum can be allocated to one or more partners.
- The lump sums can be chosen from the dropdown list and settings predefined by the programme are automatically prefilled. (for more info please see annex 4.10.1):
 - **“Programme lump sum”**: User need to select the specific lump sum (pre-filled by the programme).
 - **“Period”**: select the period (preparation, period 1, period 2, closure). An Error message appears in case no period is selected.
 - **“Split up”**: if slit up is No, allocate total lumps sum cost to one project partner
 - **“Costs”**: automatically pre-filled by the Programme
 - **“LP1,PP2,PPx”**: allocate the budget (the exact amount in column “Costs”) to a specific project partner;
 - **“Gap”**: indicate if there is an error in the budget allocation. An Error message appears in case the lump sum amount is not correctly allocated to the partner(s).
 - **“Sum”**: shows the total lump sum amount per partner. This amount is added to the partner total budget.

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).

Please update the lump sum table: The sum of the amounts per partner must match the total lump sum costs.

Please update the lump sum table: A period must be selected for each lump sum.

| Programme lump sum | Period ¹ | Split up ¹ | Costs | LP1 | PP2 | PP3 | Sum | Gap | Description | |
|--------------------|---------------------|-----------------------|-----------|------|------|------|------|-----------|--|--|
| Preparation a... | Period | Yes | 17.500,00 | 0,00 | 0,00 | 0,00 | 0,00 | 17.500,00 | Lump sum for project preparation and contracting costs | |
| | | | | 0,00 | 0,00 | 0,00 | | | | |

+

14.2. E.2 Project unit costs

- This table shows a summary of all Unit costs covering more than one cost category entered in the partner budgets (see section B for more details)

PP3 Montenegro p

PP4 Molise 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

C.8 Long-term plans

D - Project budget

D.1 Project budget per fund

D.2 Overview partner / cost category

D.3 Overview budget / period

E - Project lump sums and unit costs

E.1 - Project lump sums

E.2 - Project unit costs

Application annexes

Dashboard / Applications / SA-0300007 – Test Project 1 / Unit Costs

Application form SA-0300007 – Test Project 1

E.2 - Project unit costs

Project unit costs table

This table shows a summary of all Unit costs covering more than one cost category entered in the partner budgets in section B.

| Programme Unit costs | Unit type | Price per unit | No. of units | Total |
|--|--------------------|----------------|--------------|-----------|
| Targeted Training SSUC/60hours (ALB) module 1 | Number of Trainees | 491,00 | 20,00 | 9.820,00 |
| Targeted Training SSUC/30hours (ITALY) module 1 | Number of trainees | 406,00 | 20,00 | 8.120,00 |
| Targeted Training SSUC/100hours (ITALY) module 1 | Number of trainees | 1.353,00 | 20,00 | 27.060,00 |
| Targeted training SSUC/60 hours (Italy) – Module 4 | Number of Trainees | 1.003,00 | 10,00 | 10.030,00 |

Application Annexes

15. Uploading of Annexes

- To upload a file to a relevant section/sub-section, click “+add new file”
- In case no files are uploaded a notification message in yellow is shown.
- To upload a file related to a specific project partner, **first select the partner** and then click “Upload file”

- It is recommended to name your files with a certain logic and to upload them with a coherent name such as: “PPx_DOCUMENT TITLE_project acronym”. Click the pencil icon to add a description to the uploaded file, if relevant. This allows you to distinguish files within and in between sections/subsections.
- Click the arrow icon to download an uploaded file.
- Click the trash icon to delete an uploaded file.
- Jems allows to upload the most popular file types relevant for the programmes' usage. In case of questions contact jems@southadriatic.eu

Check & Submit

- In this section the applicant user can perform the following actions:
 - Run the Pre-submission checks
 - Submit project application / Re-submit project application

16. Pre-submission checks

Dashboard / Applications / SA-0300007 - Test Project 1 / Check and submit

Application form SA-0300007 – Test Project 1

Check & Submit

You are about to officially submit your project application: SA-0300007 – Test Project 1

Make sure to submit your project in time before the call end date. Further information on the deadline can be found in the call information and in the project overview. Please be aware that after submission, changes to the application form are no longer possible.

Pre-submission check

Before you can submit your application form, the presubmission-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 | |

- Pre-submission checks shall safeguard a basic level of completeness and consistency of a submitted application form.
- Each Application form requires a successful pre-submission check of content before it can be submitted.
- It is highly recommended to run the pre-submission checks in due time and already during filling the different section of the application form. Do not keep the pre-submission checks until the very last moment, since you might run into time issues for keeping the deadline for project application submission.
- Note that, automatic checks do not replace human control of application contents.
- A successful pre-submission check is no guarantee that an application is fully complete and formally compliant!
- Pre-submission checks include verification of mandatory fields and conditions.

16.1.1. Execution of pre-submission check

- The pre-submission check needs to be executed every time the user wants to submit or re-submit an application form.
- The results of the check are shown in an expandable tree: for each section of the application form a verification result can be displayed.
- Click “>” symbol to unfold the list and see the single issues.
- Click “<” symbol to collapse the list.
- If the pre-submission check passed successfully, the submit button will be activated.
- In case of changes in the application form after a successful check or the user left a section, the user needs to run the pre-submission check again.

Typology of Checks:

| Error icon | Comment |
|------------|---|
| | Error - verification failed. Required user interaction. |
| | Warning - there is recommendation how to enhance data quality of Application Form User interaction is desirable. |
| | Info - verification passed successfully. |

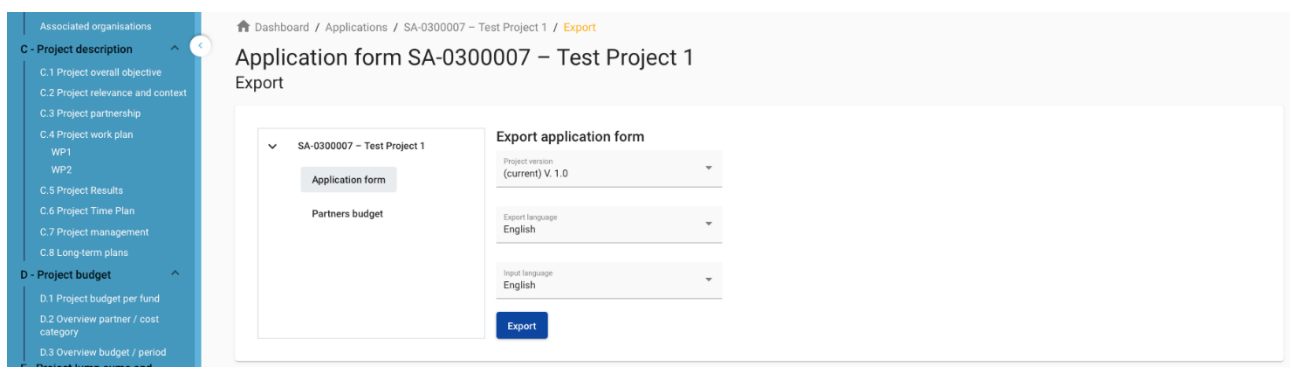
16.1.2. Submission of an Application form

- Once all pre-submission checks are successfully passed the user can submit the application form.
- Warning messages do not block the submission of the application form
- project can only be checked or submitted when:
 - The project is in draft/returned to applicant status (editable)
 - When the call deadline has not been exceeded.

Export

17. Export function

This section allows the user to export the application form (.pdf file) and partner budgets (.xlsx file)



The screenshot shows a web application interface for exporting data. On the left is a sidebar menu with categories: 'Associated organisations', 'C - Project description' (expanded), and 'D - Project budget'. Under 'C - Project description', options include 'C.1 Project overall objective', 'C.2 Project relevance and context', 'C.3 Project partnership', 'C.4 Project work plan' (with sub-items 'WP1' and 'WP2'), 'C.5 Project Results', 'C.6 Project Time Plan', 'C.7 Project management', and 'C.8 Long term plans'. Under 'D - Project budget', options include 'D.1 Project budget per fund', 'D.2 Overview partner / cost category', 'D.3 Overview budget / period', and 'D.4 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 subtitle 'Export'. The interface is divided into two main sections: 'SA-0300007 - Test Project 1' on the left and 'Export application form' on the right. The left section has two buttons: 'Application form' and 'Partners budget'. The right section contains three dropdown menus: 'Project version (current) V. 1.0', 'Export language English', and 'Input language English'. At the bottom right of the right section is a blue 'Export' button.

17.1. Application Form

- Click “Application form” to export the Application Form sections A, B and C as a .pdf file(not including detailed Partner budget tables)
 - Project version: At first submission of the application form only V.1.0 can be selected.
 - Export language: Only English is selectable.
- Click “Partners budget” to exports the project budget tables from section D and the Partner Budget tables from section B as a .xlsx file

Project Privileges

18. Granting Project Privileges

This feature allows multiple users to collaborate together in the same application form.

- It is only possible to invite users who are already registered in the system. The only required parameter to identify the user is the respective Jems username (e-mail used to register in Jems). Upon successful invitation, the invited user will see the respective project in his Dashboard.
- Please make sure you enter the full valid email address of collaborators.
- Collaborators might have different responsibilities in the project, therefore different levels of privileges are available:
 - VIEW - User can see all application form sections but cannot make any change.
 - EDIT - User cannot only see, but also modify/fill in the application form
 - MANAGE - Same as EDIT, plus the option to invite users to the project and set respective privileges.
- Project privileges are restricted to the level of a specific project application - each project is an “isolated island”. A user who is collaborator in many project applications, can have distinct privileges in different projects.

RISK of OVERWRITING INFORMATION

- In case several users with edit or manage access rights work in parallel in the same project application there is the risk to overwrite information!
- Please be careful when granting access rights to other users and coordinate who is working when in the application form. Parallel working, in particular in the same AF section should be avoided, since there is high risk to overwrite information of another user or having inserted information not saved.