



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



JEMS MANUAL

PROJECT MODIFICATION

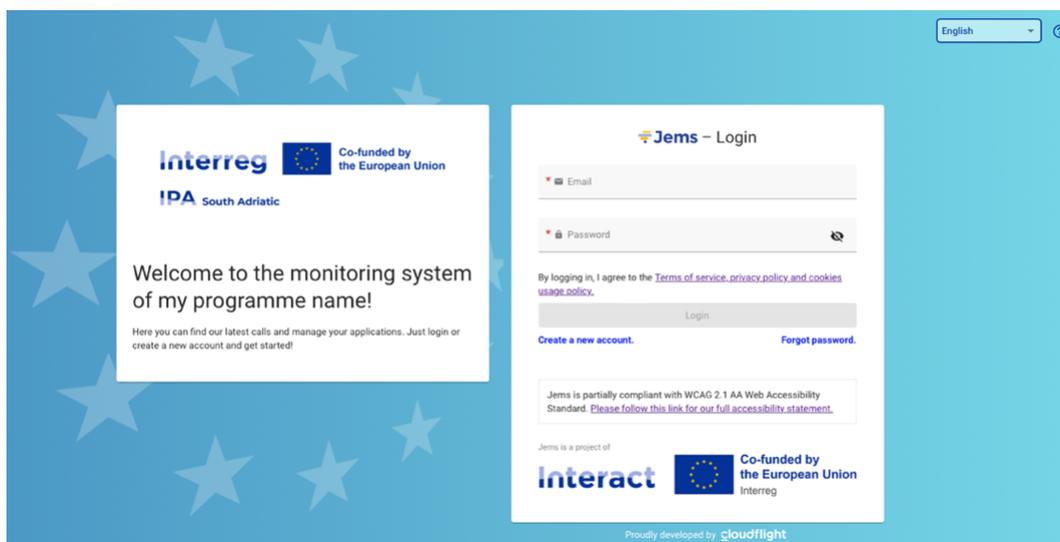
Current version	02
Updated	27.02.2024
Contacts	jems@southadriatic.eu

General Information

This manual provides beneficiaries of projects, approved under Interreg IPA South Adriatic 2021-2027, with practical procedures to be performed in Jems during the implementation phase:

➤ PROJECT MODIFICATION

- URL of Interreg IPA South Adriatic Jems: <https://jems.southadriatic.eu/>
- Use your email and password to Log-in;
- In case you forgot your password click on “Forgot password” button or contact: jems@southadriatic.eu

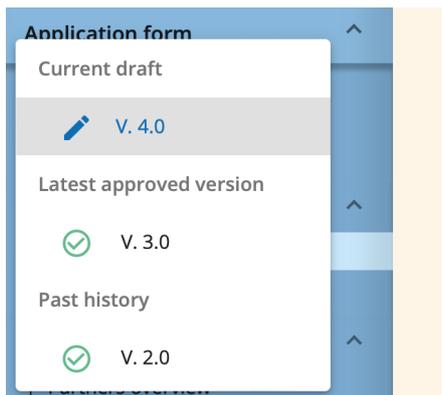


- The usage of up-to-date web browsers (Google Chrome, Microsoft Edge, Mozilla Firefox) is recommended;
- Jems Interreg IPA South Adriatic runs in English language only;

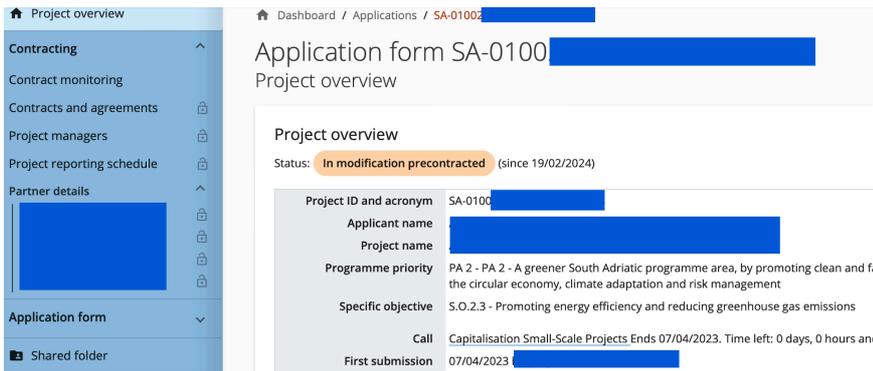
Project modification

Start modification procedure in Jems

- As a first step, the LP should send an e-mail to inform the assigned Joint Secretariat (JS) that the project needs to request a project modification (email: js@southadriatic.eu).
- The JS Project Officer will provide the Lead Partner (LP) with the modification requirements and will guide the LP through the modification process. Once the modification request was accepted by the JS, the project modification in Jems will be launched by the assigned JS Officer and a new editable version of the AF will be available for the LP to revise information.
- The different versions of the AF can be accessed from the left menu. The editable version is marked with a pencil icon.



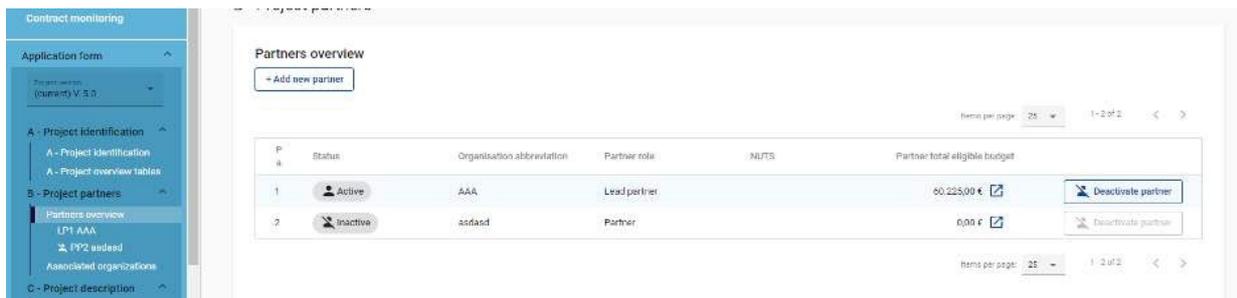
- Once the JS has accepted the request for project modification and started the process in Jems, the project will appear with status “In modification”.
- A new, editable version of the project AF will be available for the LP in order to update information (all LP users with “edit” rights can modify the AF and submit it).



- To switch to the current valid AF or earlier versions, unfold the project versions in the left menu and select the AF version of your interest.

Deactivation of partners

- As soon as approved, partners or associated partners can no longer be removed from a project application. If a partner exits from the partnership, it shall be deactivated. New partners can still be added to the project.
- When the project is in modification status, the LP can go to the partner or associated partners overview page and click on “Deactivate partner”.



Attention:

In case a partner is deactivated, a warning message pops up informing that this action cannot be reverted. LP therefore should deactivate PP carefully and only after consultation of the assigned JS Project Officer. A deactivated partner cannot be re-activated! Therefore, deactivation should be done only after consultation with the assigned JS Project Officer.

- The partner section of a deactivated partner can still be edited by LPs while the project is in modification status. This allows e.g. to change the description or budget of a deactivated partner.
- If the LP wants to disable all user access rights of a withdrawing partner, this needs to be done in the “Project privileges” section.
- New partners can still be added to the project.

Priority and programme specific objective

- The priority and programme specific objective of a contracted project cannot be changed.

Project duration

Project duration in months	/	Default period length in months	=	Number of periods	
12		6		2	

Project priority and specific objective

 Project priority and specific objective cannot be changed during modification of a contracted project.

Programme priority
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

Specific objective
S.O.2.3 - Promoting energy efficiency and reducing greenhouse gas emissions

A.2 Project summary

Please give a short overview of the project and describe:

Attention:

Existing activities, deliverables, investments, outputs or results cannot be removed, but can be deactivated.

Once an activity, deliverable, output or investment was set inactive, it cannot be re-activated any longer! Therefore, this should be done only after consultation with the assigned JS Project Officer.

- To deactivate, click on the red icon on the right and save the changes. NOTE: when de-activate an activity, all deliverables under the activity are also deactivated. New activities or new deliverables can still be added. The same applies to outputs and results.

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

Re-submit project application



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

- In order to be able to submit the revised AF, you need to run the pre- submission checks first.
- Issues found will be listed and need to be solved. Only once the pre-submission check was passed, the submission button will turn active.
- Upon re-submission the project moves to status “**Modification submitted**”.