JEMS USER MANUAL

Call for project proposals
Standard Projects

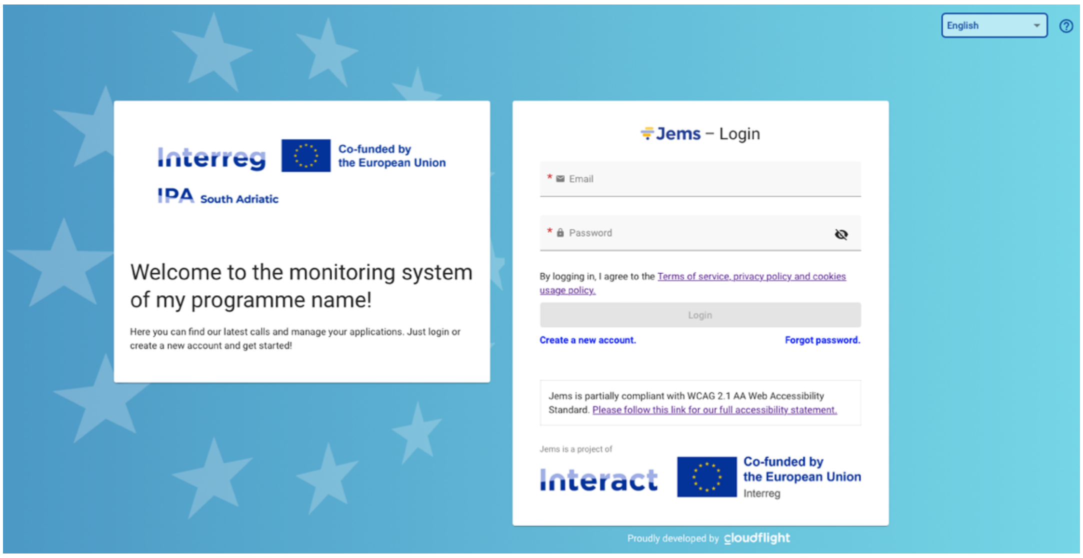
Version 1.0 – 15.05.2024

(Only For applicants in Standard 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.



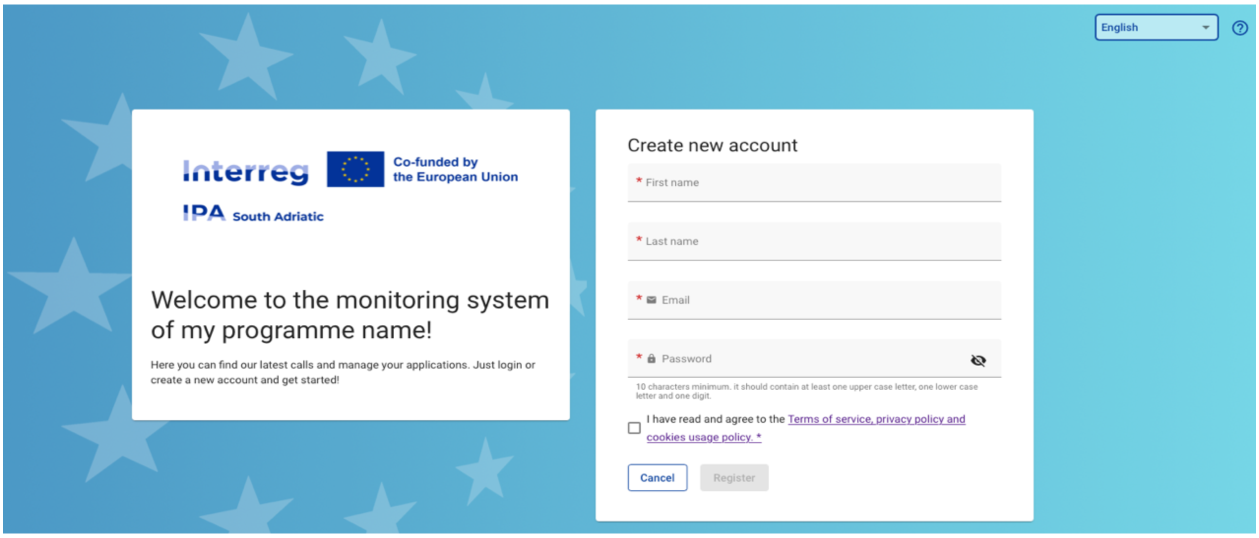
- Click “Create a new account” to register and get your personal account
- In case you forgot your password contact: jems@southadriatic.eu
- Click on the “?” icon to get information on
  - User support
  - Applicable legal documents (terms of service, privacy policy, accessibility statement) ;
  - Current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

2. Create a User Account

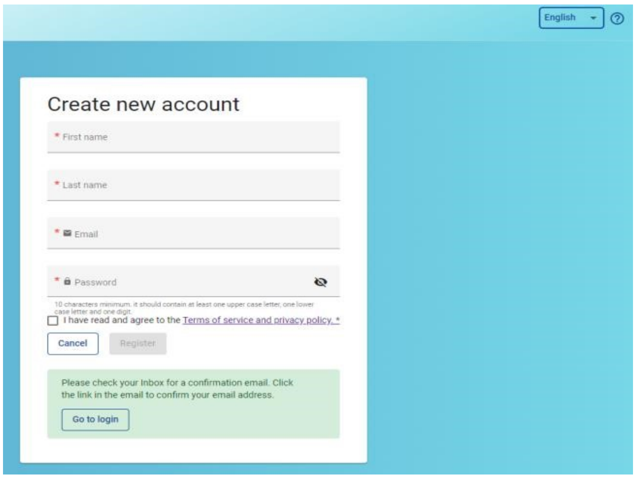
Insert the required information on:

- Fist 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.

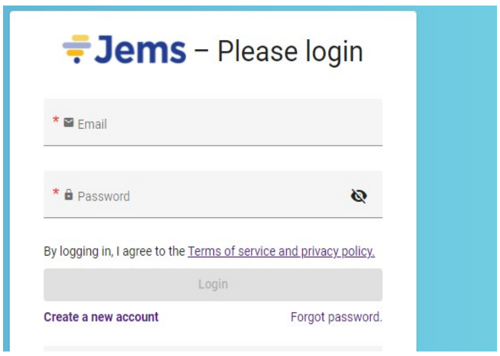


2.1. Email confirmation



- 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 username 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 username 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

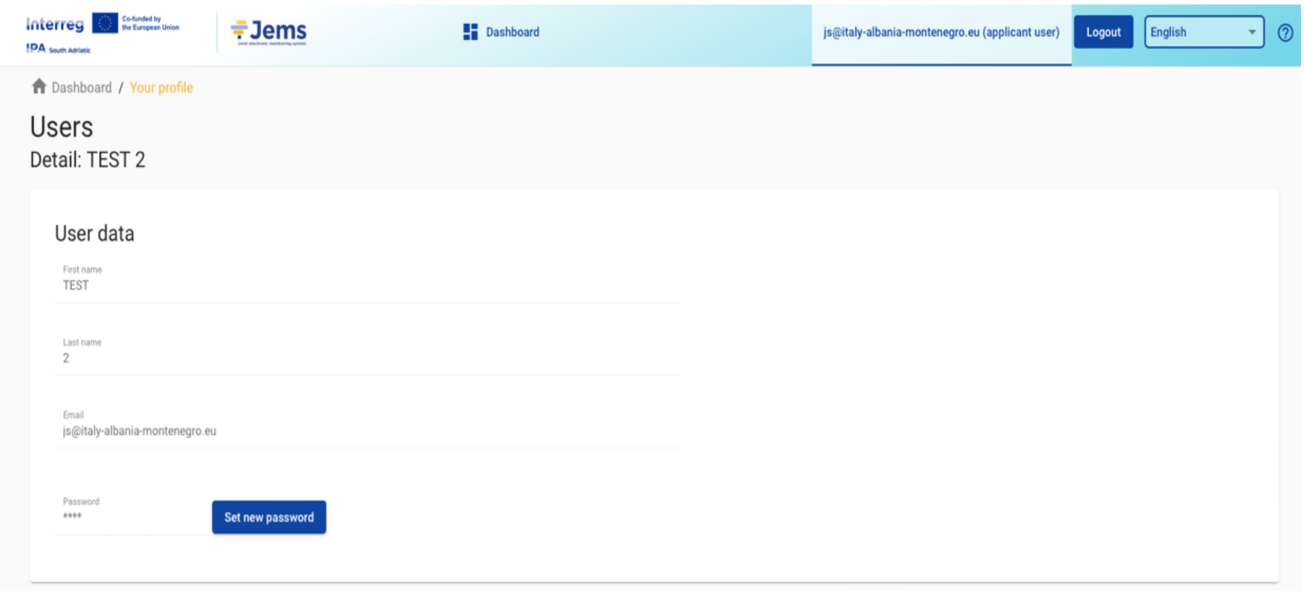
3. Forgot Password - Forgot user name



- 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.

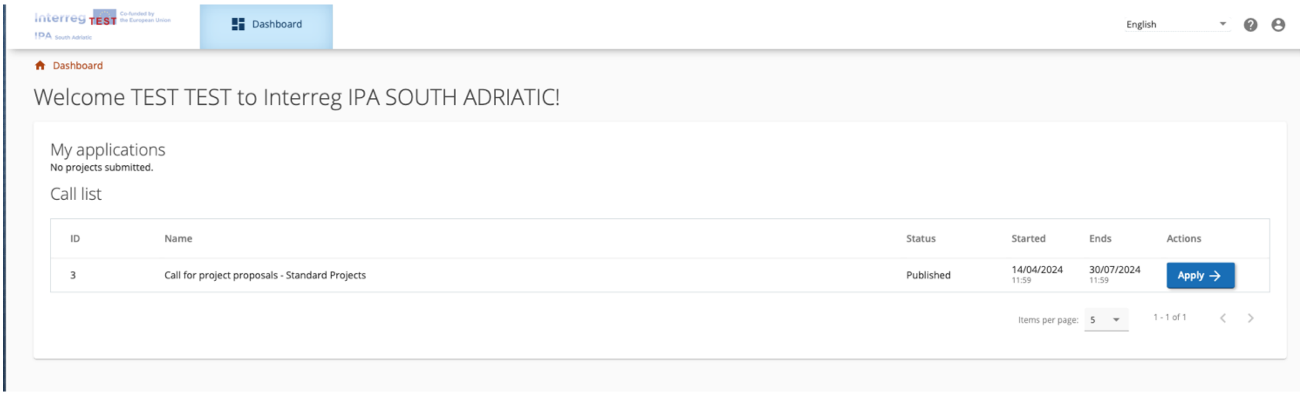
4. User Profile – Set new password

- The username appears in the top menu bar upon successful login.
- The role assigned to a user is shown in “()” next to the username. The default user role upon login is “applicant user”.
- Click the username 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.



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

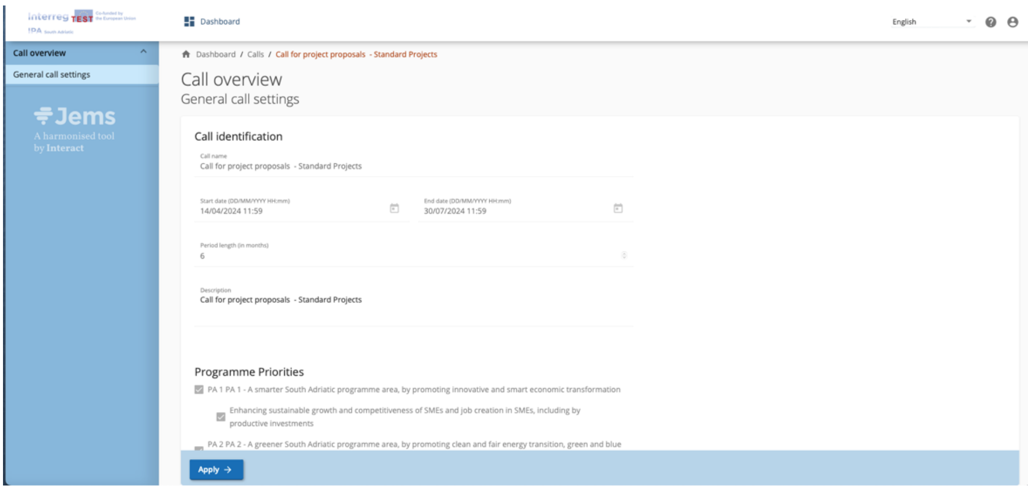


5. My applications

- 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

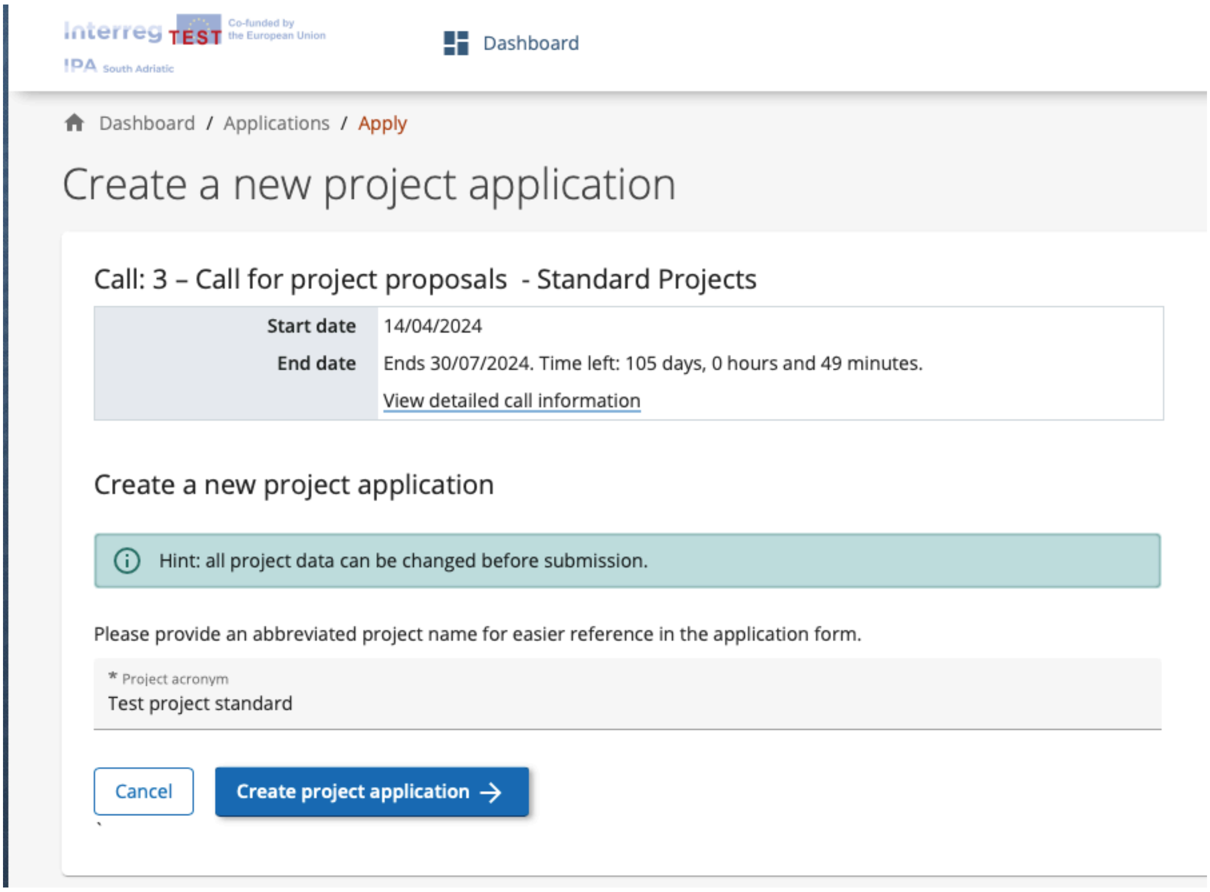
- In this section, all published calls are listed. Open calls have a button to “Apply”.
- For calls which have ended, this button is inactive.



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.
- A user can also create a project application under the call in this section via the “Apply” button



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)

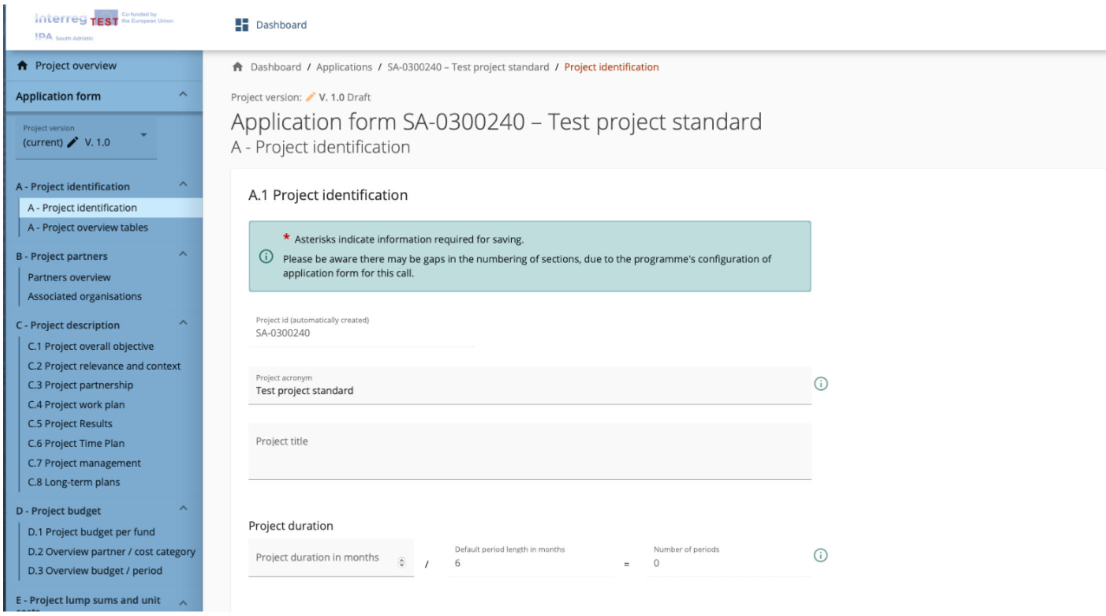
Considering the basic JEMS setting of the maximum number of characters allowed in each section, independently from the specific call, we recommend to consider only the number of characters specified in the "SA_Application Form_standard call TEMPLATE" per each section.

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.

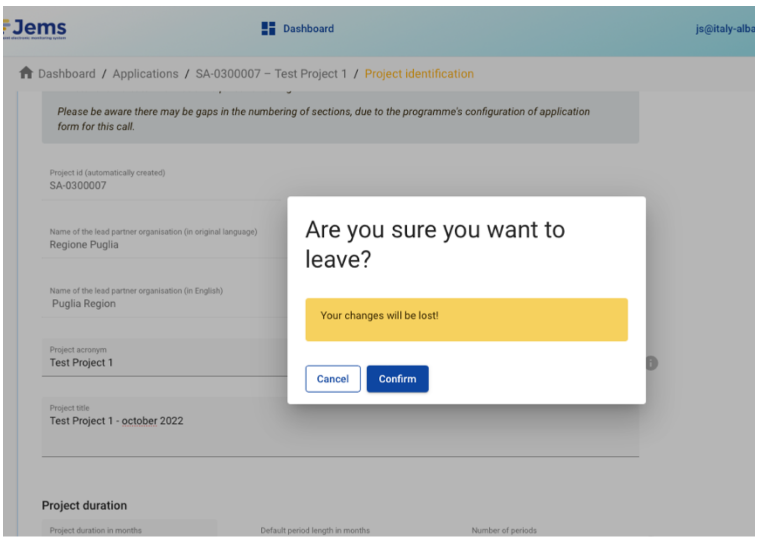


Mandatory fields are indicated by an “*” in the system:

- Insert “Project Title”
- Select “Project duration in Months” (18<months>30)
- Select “Programme Priority” from the dropdown menu.
- Select “Specific objective”
- Insert “Summary”

A page cannot be saved unless all mandatory fields are filled in.

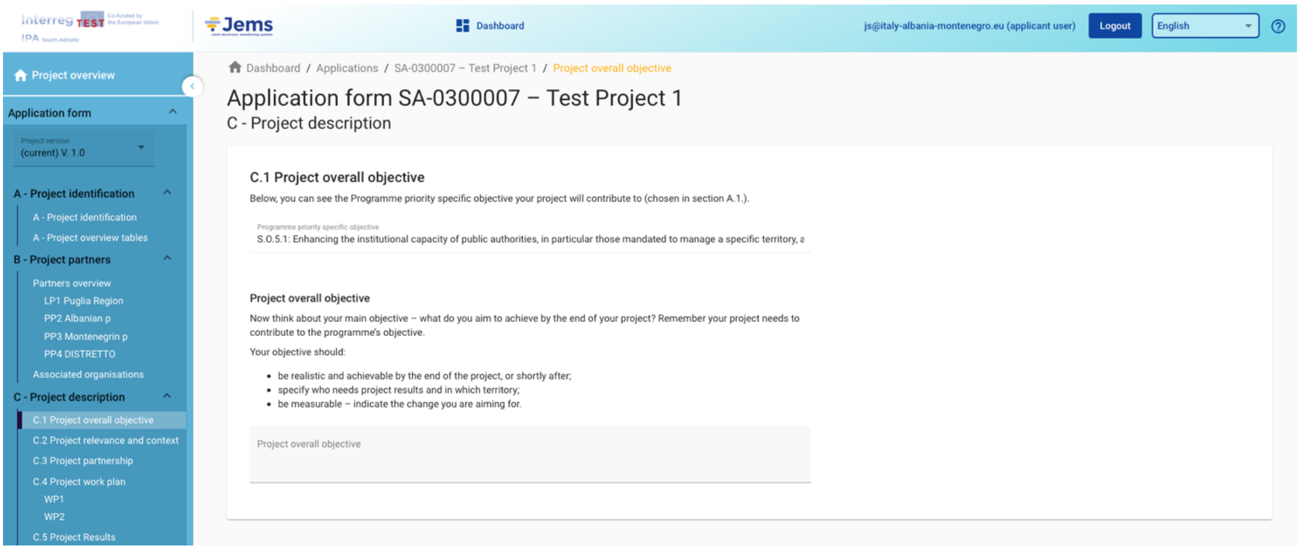
Once the application is submitted editing of input fields is not possible any longer.



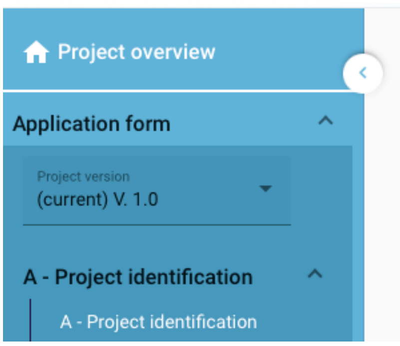
7.1.2. Information icons:

- 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



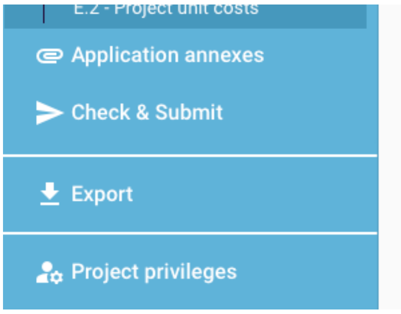
> Click on the chapters to navigate through the application form

> 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".

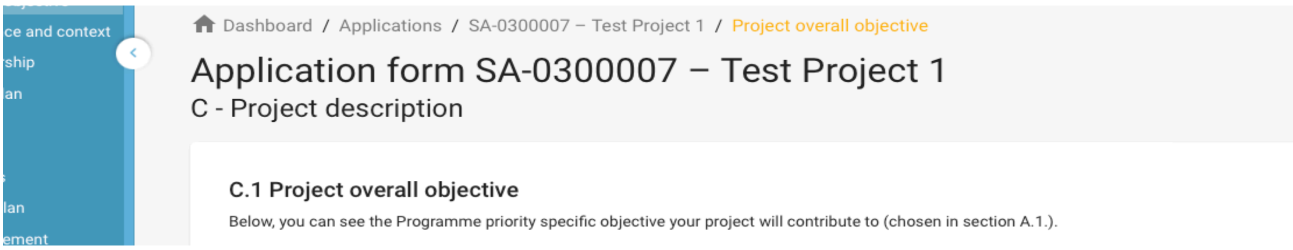


- Navigation bar (bread crumb bar)

> The navigation bar allows the user to orientate and see the location of the displayed section within Jems starting from Dashboard.

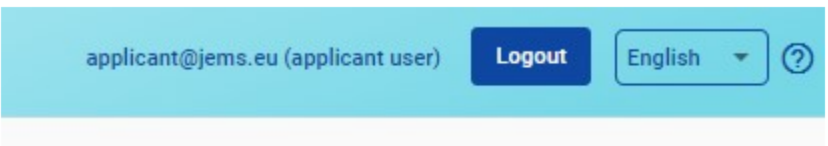
> The displayed section is shown in yellow letters and corresponds to the highlighted section in the left menu.

> 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

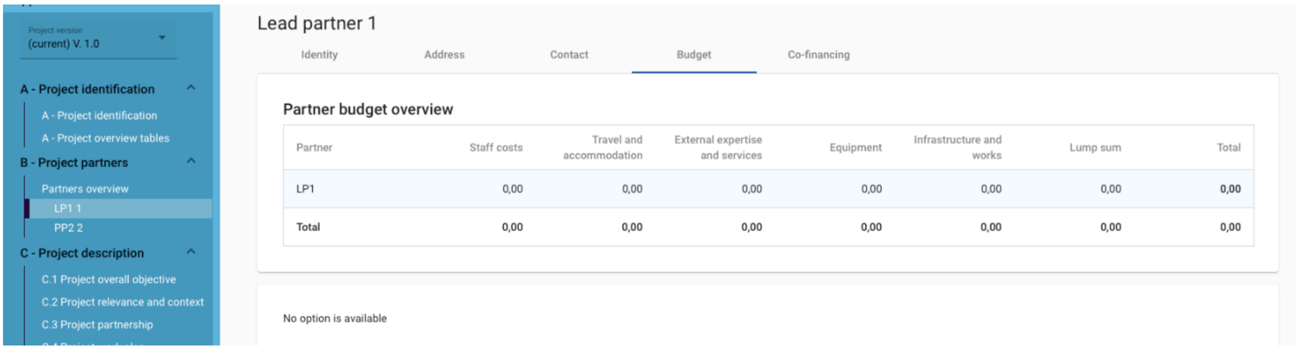
Since the programme language of the Interreg IPA South Adriatic programme is English the Jems system language selectable in the top menu bar is limited to English.



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



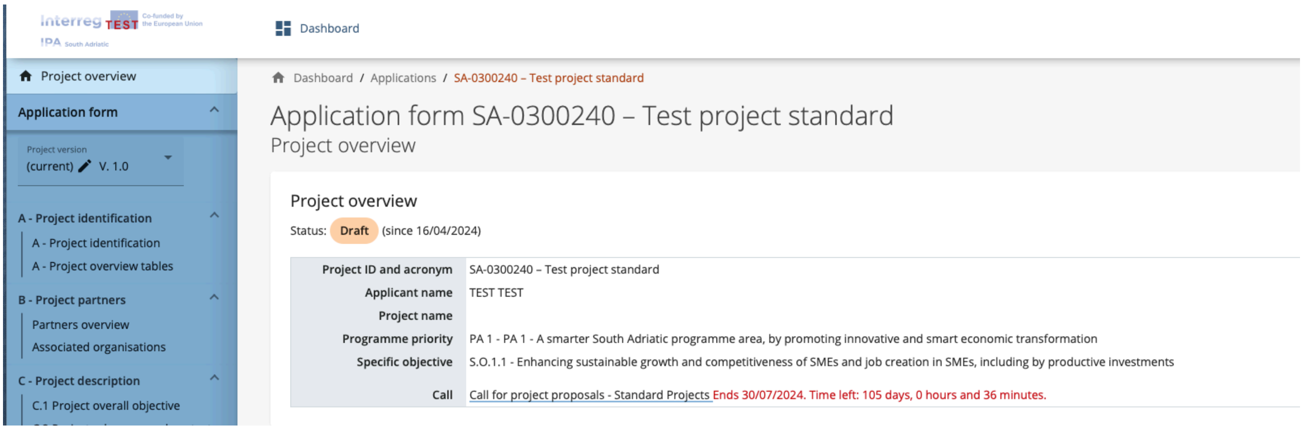
Rounding in the Application Form:

- 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

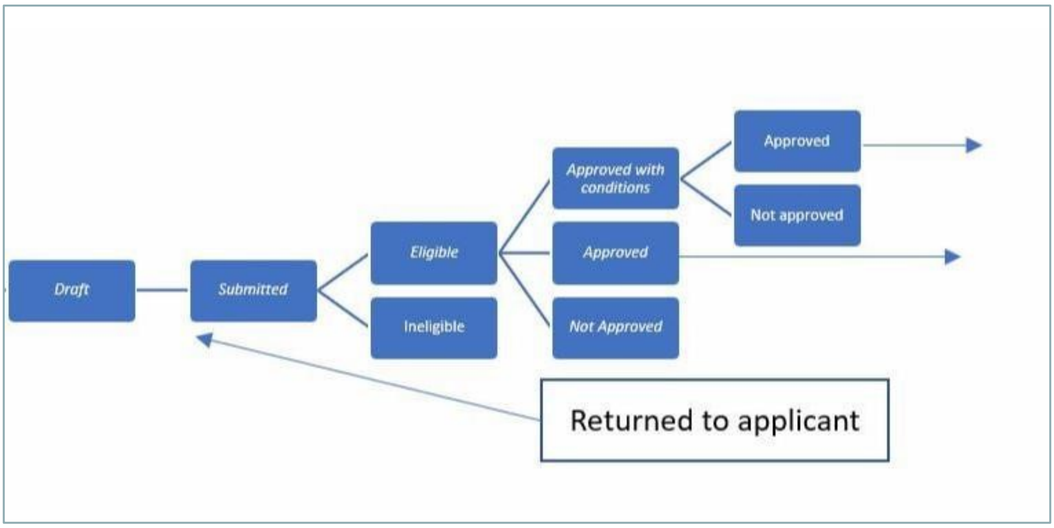
8.1. General purpose

- 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.



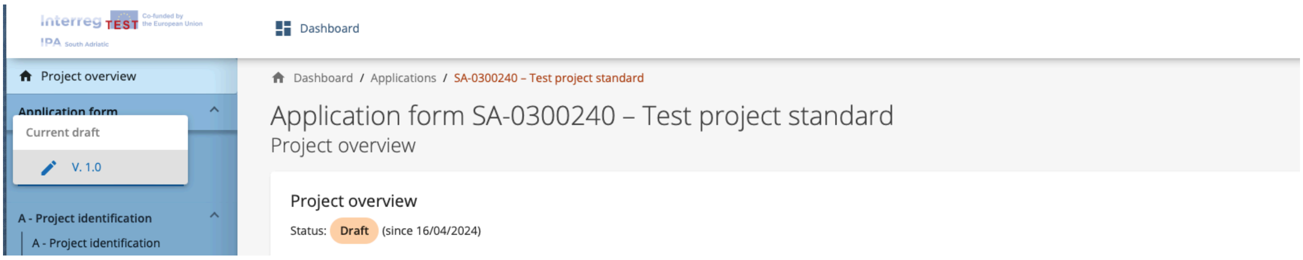
8.1.1. Application status

- 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.

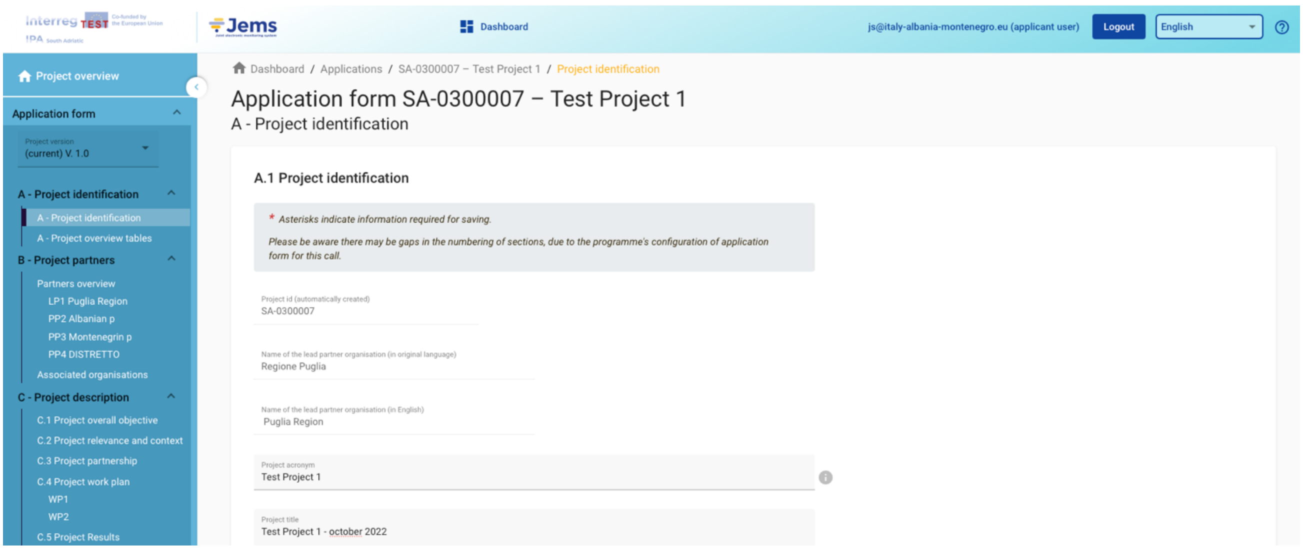
10. Project Identification

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.

- Programme priority specific objectives* (*mandatory field)

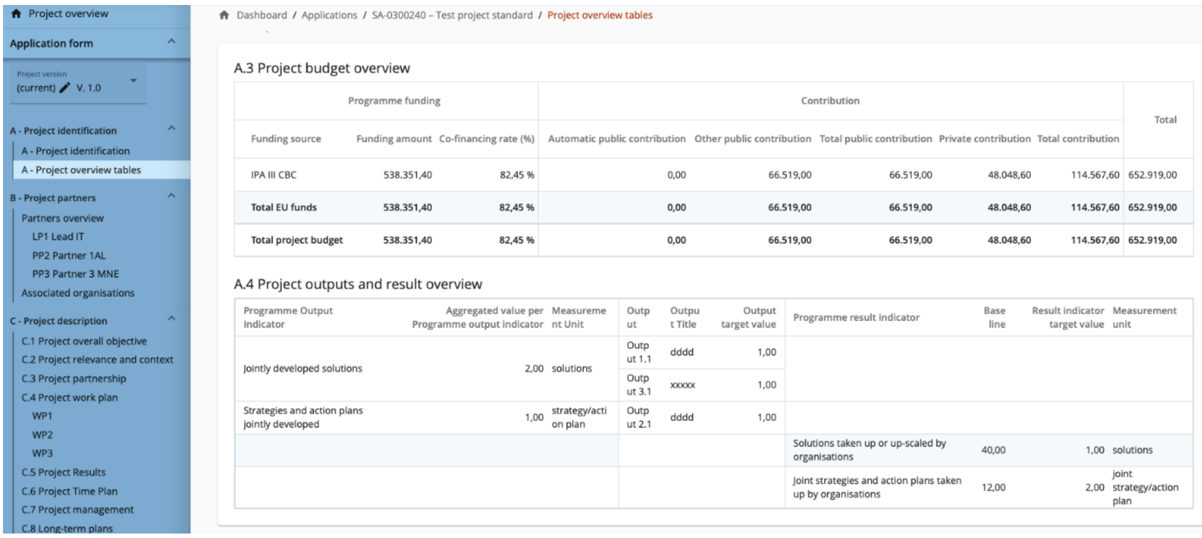
  Once the Project priority is selected, the Programme priority specific objectives appear. The applicant needs to further specify to which Programme specific objective the project contributes.

- Project summary

  Text input field for providing an overview on the project application by answering the questions in the guidance text.

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

10.2. A - Project overview tables



A.3 Project budget overview

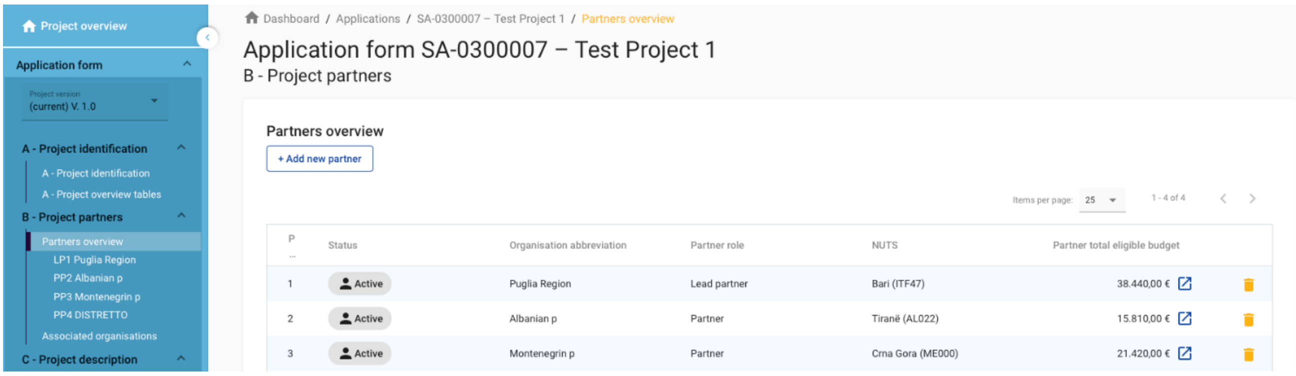
Programme funding			Contribution					Total
Funding source	Funding amount	Co-financing rate (%)	Automatic public contribution	Other public contribution	Total public contribution	Private contribution	Total contribution	
IPA III CBC	538.351,40	82,45 %	0,00	66.519,00	66.519,00	48.048,60	114.567,60	652.919,00
Total EU funds	**538.351,40**	**82,45 %**	**0,00**	**66.519,00**	**66.519,00**	**48.048,60**	**114.567,60**	**652.919,00**
Total project budget	**538.351,40**	**82,45 %**	**0,00**	**66.519,00**	**66.519,00**	**48.048,60**	**114.567,60**	**652.919,00**

A.4 Project outputs and result overview

Programme Output Indicator	Aggregated value per Programme output indicator	Measurement Unit	Output	Output Title	Output target value	Programme result indicator	Base line	Result indicator target value	Measurement unit
Jointly developed solutions	2,00	solutions	Output 1.1	dddd	1,00				
			Output 3.1	xxxxx	1,00				
Strategies and action plans jointly developed	1,00	strategy/action plan	Output 2.1	dddd	1,00				
						Solutions taken up or up-scaled by organisations	40,00	1,00	solutions
						Joint strategies and action plans taken up by organisations	12,00	2,00	joint strategy/action plan

- **Table A.3. Project budget overview**: displays the project budget per fund including the contribution. Its purpose is to provide a clear budget overview in section A.
- **Table A.4. Project outputs and results overview**: This overview table shows the link between output and results in the application form.

11. B- Project Partners



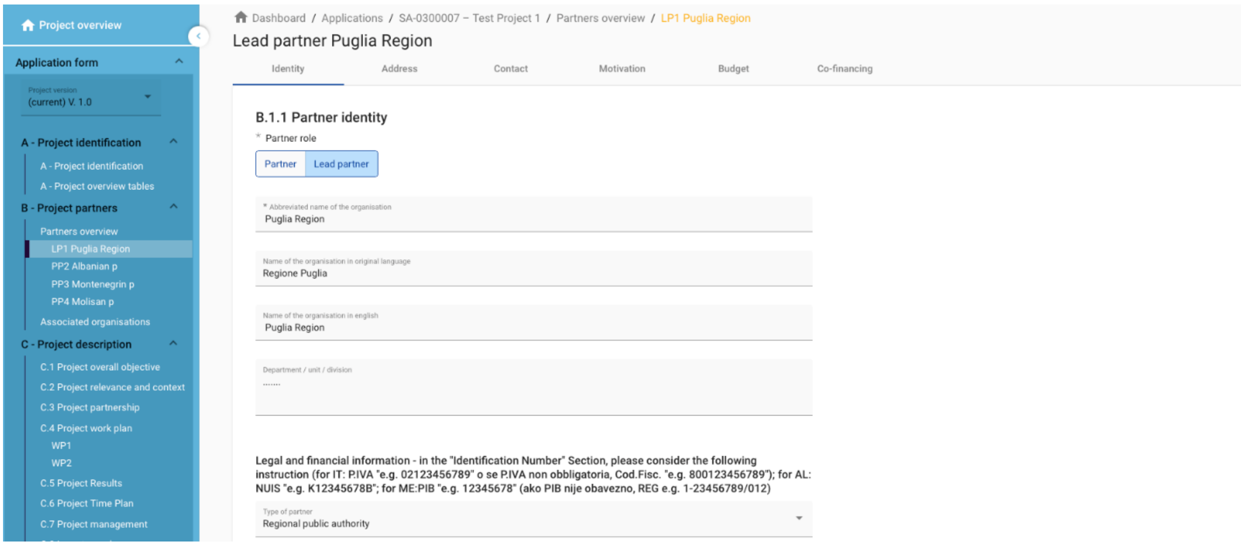
- The partners overview provides an overview of all the partners within the project. Essential data is displayed in this overview list
- Clicking on the "+ Add new partner" allows for creating a new partner
- Clicking on a specific partner in the lists gives you access to the partner page.
- Clicking 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 "Inactive".
- 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 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)

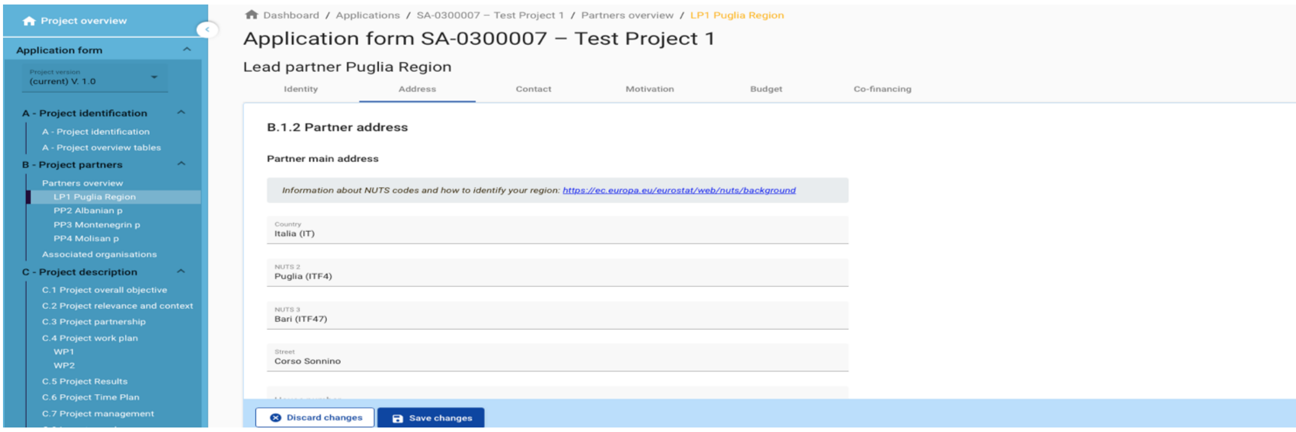
*mandatory fields.

- **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.

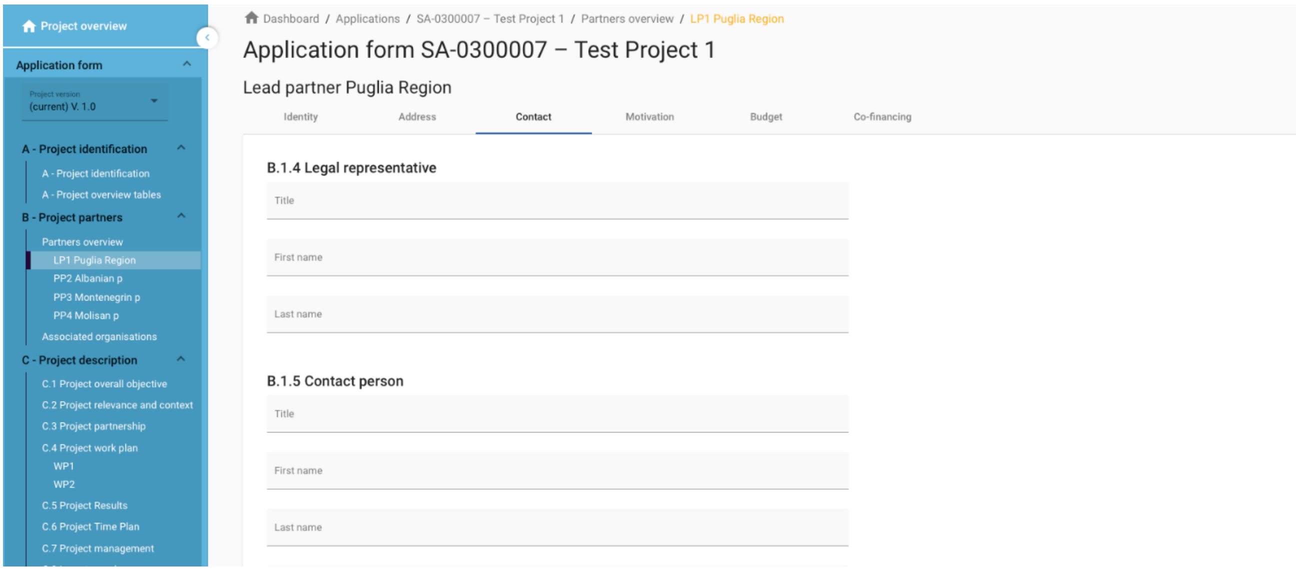
11.1.2. Address



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.

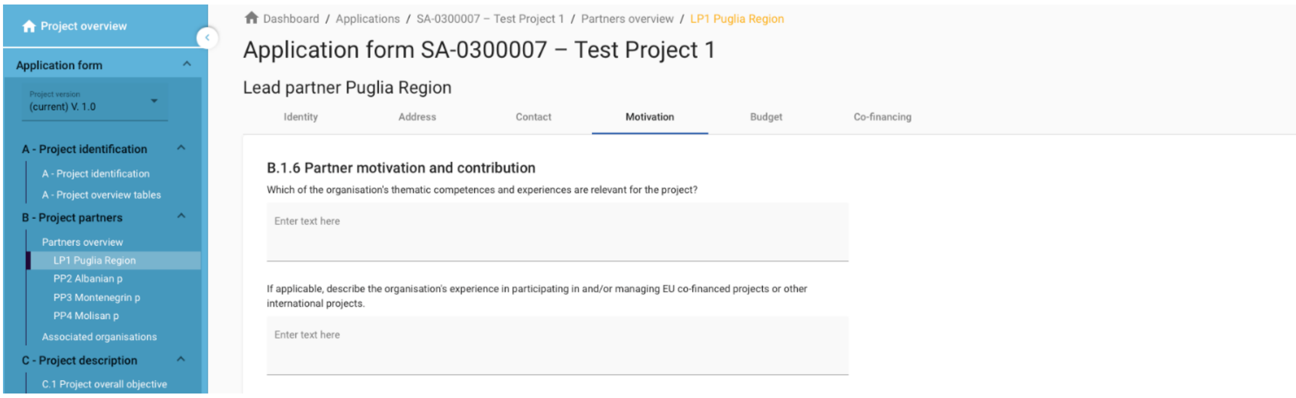
- The country selected impacts on the format required for VAT information in section "Identity" (see chapter 11.1.1 Identity)
- **Be aware that in the drop-down menu you have to select:**
    - **For Italian beneficiaries: Italia (IT)**
    - **For Albanian beneficiaries: Shqiperia (AL)**
    - **For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

11.1.3. Contact



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

11.1.4. Motivation



In the Partner motivation section information on motivation for participating in the project and the partner's role in the project is required (**check the SA_Application Form_standard call TEMPLATE for details).**

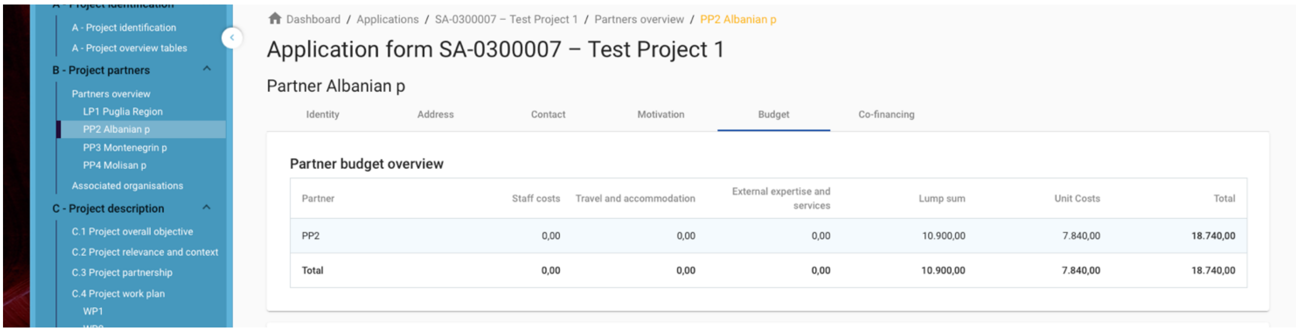
11.1.5. Budget

In the Partner budget section B, 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
- Partner budget

11.1.5.1. Partner budget overview



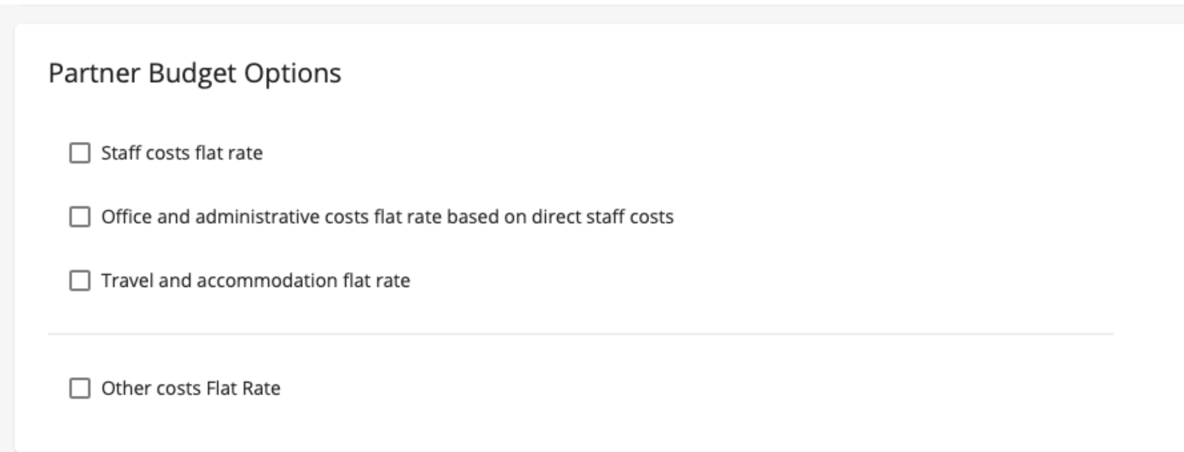
The overview table shows

- 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)

11.1.5.2. Partner budget options

This section is related to budget Flat rate. You can select one or more options:

- Staff costs flat rate: 20% (fixed rate)
- Office and administrative costs flat rate based on direct staff costs: 15% of Staff costs (fixed rate)
- Travel and accommodation flat rate: 15% of Staff costs (fixed rate)
- Other costs Flat Rata: 40% on Staff costs (fixed rate). If you choose this cost option, the other options are automatically disabled.



11.1.5.3. Partner budget

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

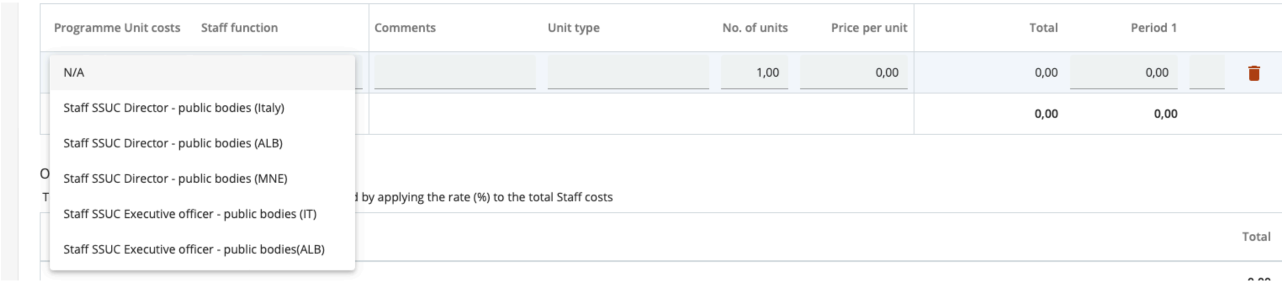
1) Staff costs

2) External expertise and services; (**including also FLC costs for Italian Partners**)

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

<u>Make sure you have defined the project duration in section A- Project identification to have "periods" in the budget tables.</u>

1) Staff costs



Two option available:

1. Staff SSCU included in the dropdown menu with specific pre-filled values

(please, fill in the "comment" section)

Programme Unit costs	Staff function	Comments	Unit type	No. of units	Price per unit	Total	Period 1
Staff SSUC Direc...	For public bodies (Ministrie...	xxxxxx	Hour	1,00	44,80	44,80	0,00
+						44,80	0,00

(Please fill in periods section according to "Gap" section).

Period 1	Period 2	Period 3	Gap
0,00	0,00	0,00	44,80
0,00	0,00	0,00	

2. Staff costs based on real costs

(please, fill in the sections "Staff function", "comment", "Unit type", "N. of unit", "Price per unit")

Programme Unit costs	Staff function	Comments	Unit type	No. of units	Price per unit	Total	Period 1
N/A	Technical manager	dedicated to the	hours	300,00	30,00	9.000,00	0,00
+						9.000,00	0,00

(Please, fill in periods section according to “Gap” section).

Total	Period 1	Period 2	Period 3	Gap
9.000,00	0,00	0,00	0,00	9.000,00
9.000,00	**0,00**	**0,00**	**0,00**	

Total	Period 1	Period 2	Period 3	Gap
9.000,00	2.000,00	2.000,00	5.000,00	0,00
9.000,00	**2.000,00**	**2.000,00**	**000,00**	

1) External expertise and services;

Please fill the table indicating in each budget line the specific expertise or services required, (see the example below).

WP1 - Support for the impl	The support will focus spe	Service	1,00	22.000,00	22.000,00	0,00	4.000,00	6.000,00
WP2 - Expert for the prepa		External expert	1,00	3.000,00	3.000,00	0,00	0,00	0,00

ONLY for Italian partners

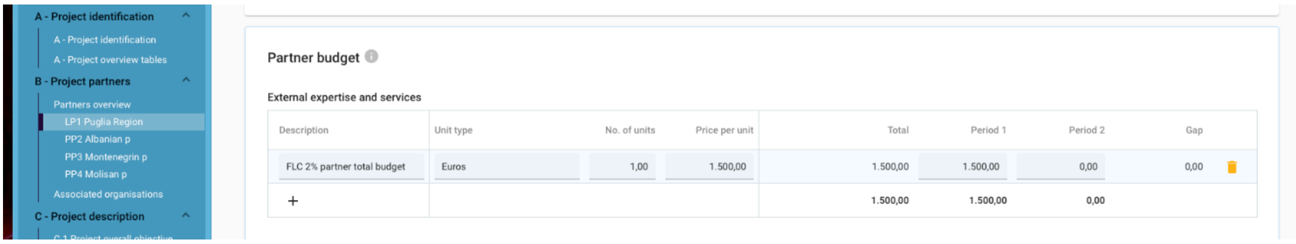
Italian <u>First level Control budget allocation</u>

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

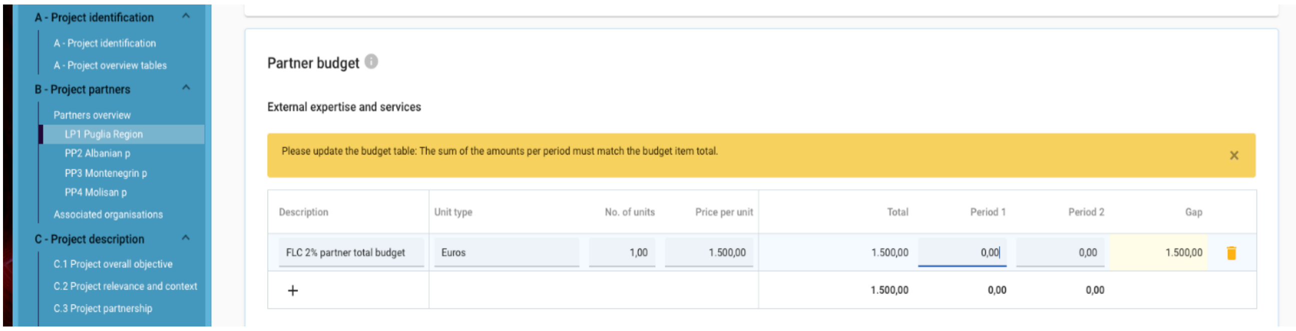
This section must be completed at the end, after having entered all budget items for the partner. The system does not automatically calculate the value to be attributed to the FLC. You need to manually calculate this value and enter it in this section.

<u>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.</u>

- 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**”;



- 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.
-



- 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.

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

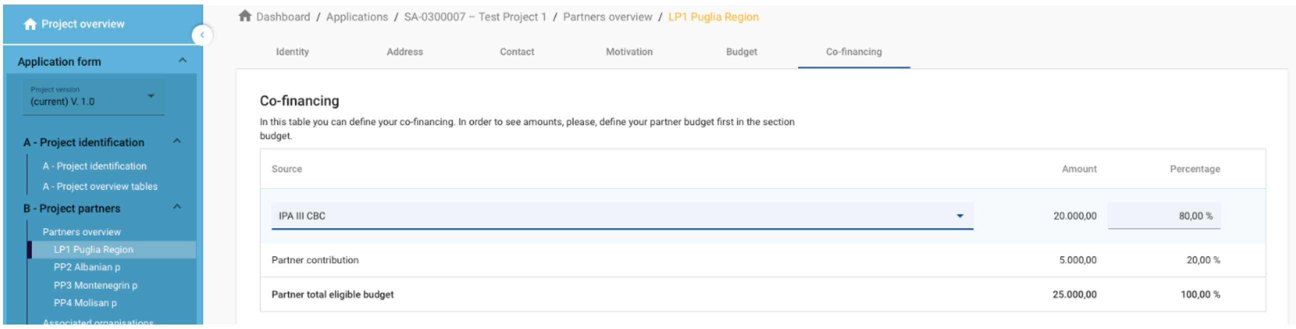
An overview table on the Partners lump sums as entered in Section E.1 is available at the end of the Partner budget section. (**To fill this table please see Section E.1**)

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
Clousure Costs (for standard Projects)	Closure	5.865,00	5.865,00	(for Standard/Normal Project)
Preparation Cost (for standard Projects)	Preparation	11.730,00	11.730,00	
Total partner lump sums			**17.595,00**	

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.



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’s 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

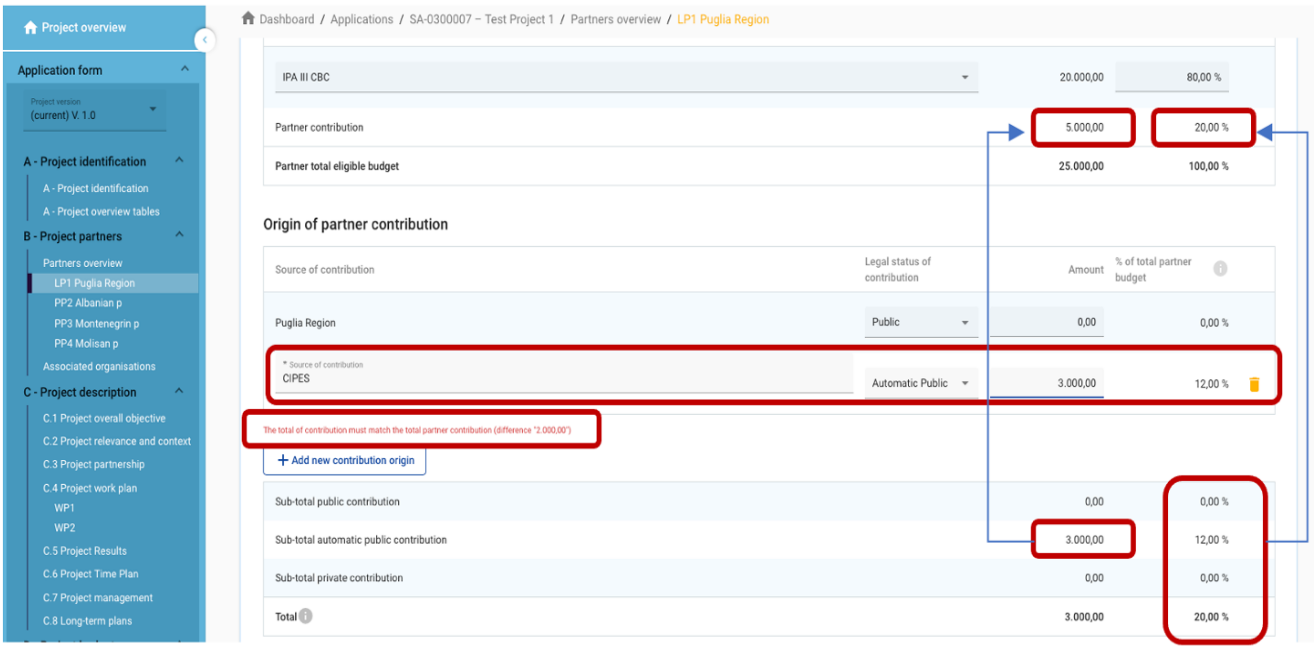
Source of contribution	Legal status of contribution	Amount	% of total partner budget
Puglia Region	Public	0,00	0,00 %

- 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 %

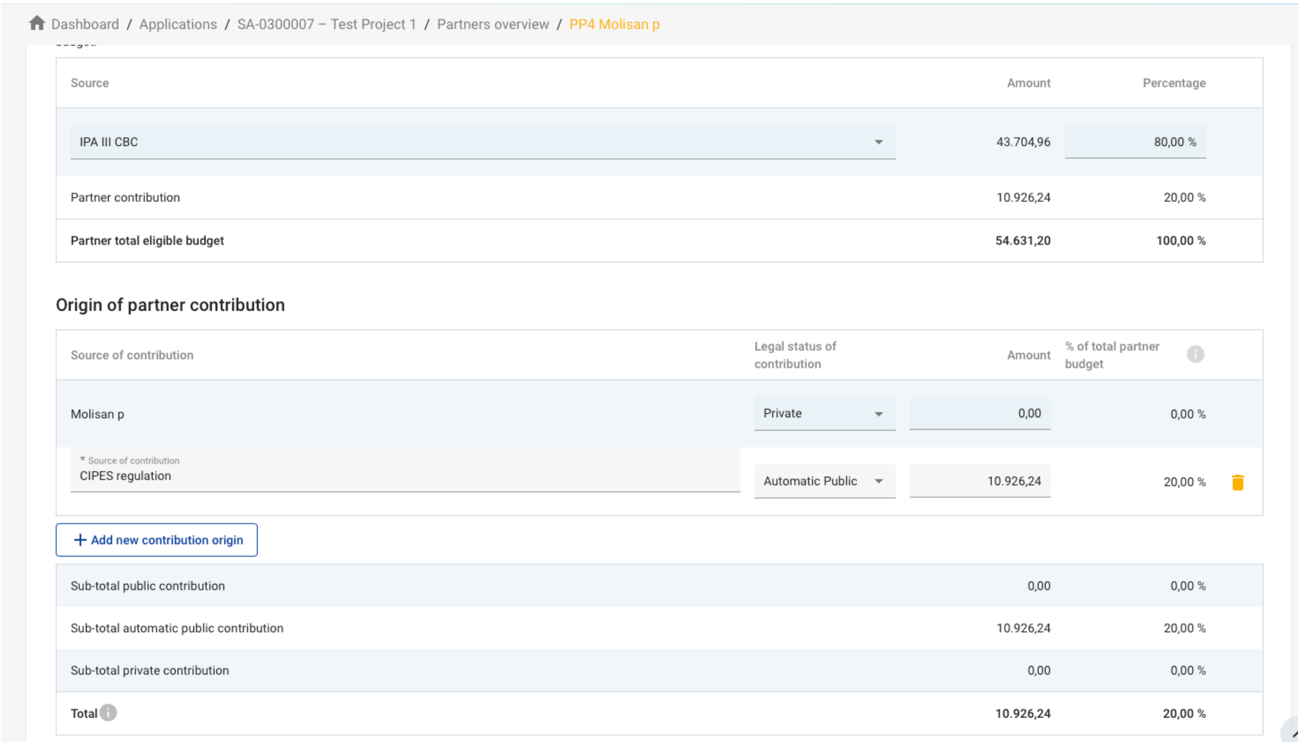
For Public Italian Partners;



- 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 has 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 %

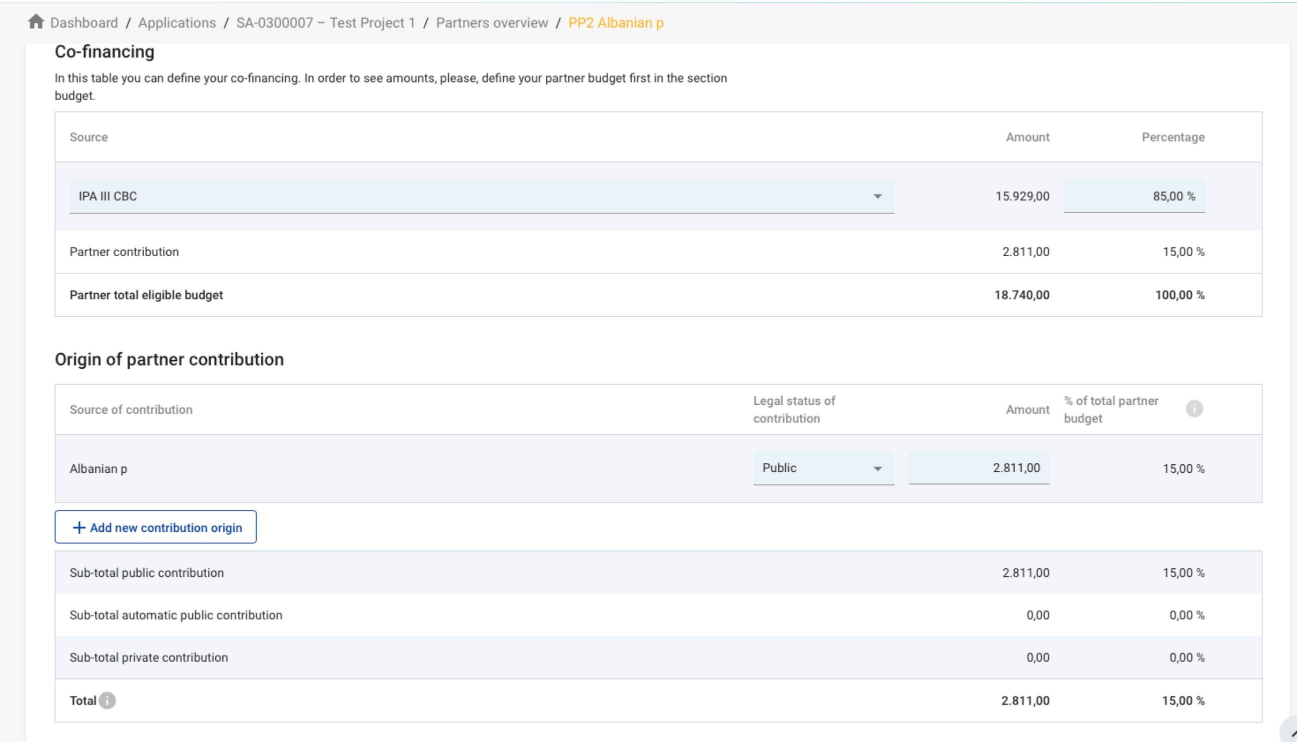
+ Add new contribution origin

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 form 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 has 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.

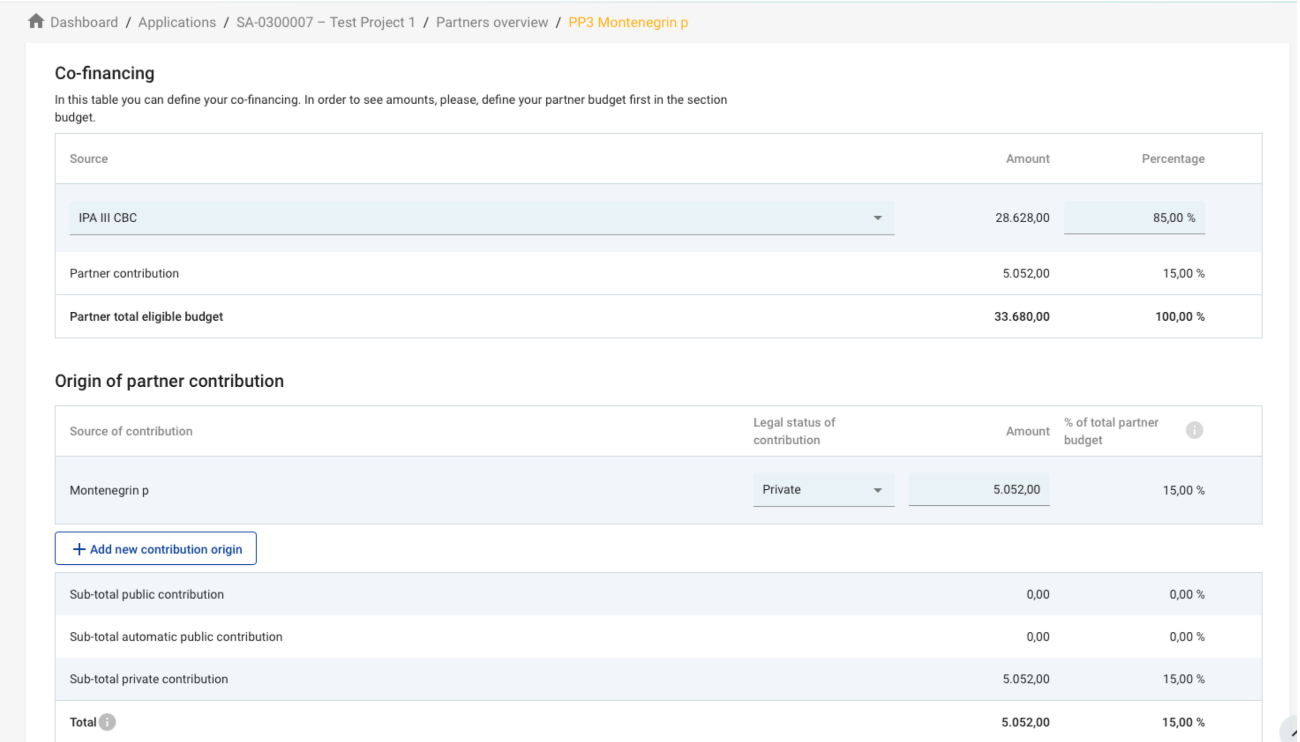
- Detailed information related to additional sources of partner contribution can be found in the Programme manual.
- The funding amounts are always rounded down. The difference between the total eligible budget and the funding amounts is allocated to partner contributions. Therefore, the total partner contribution is basically rounded up.

For public Albanian/Montenegrin Partners



- 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 tip. *(“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

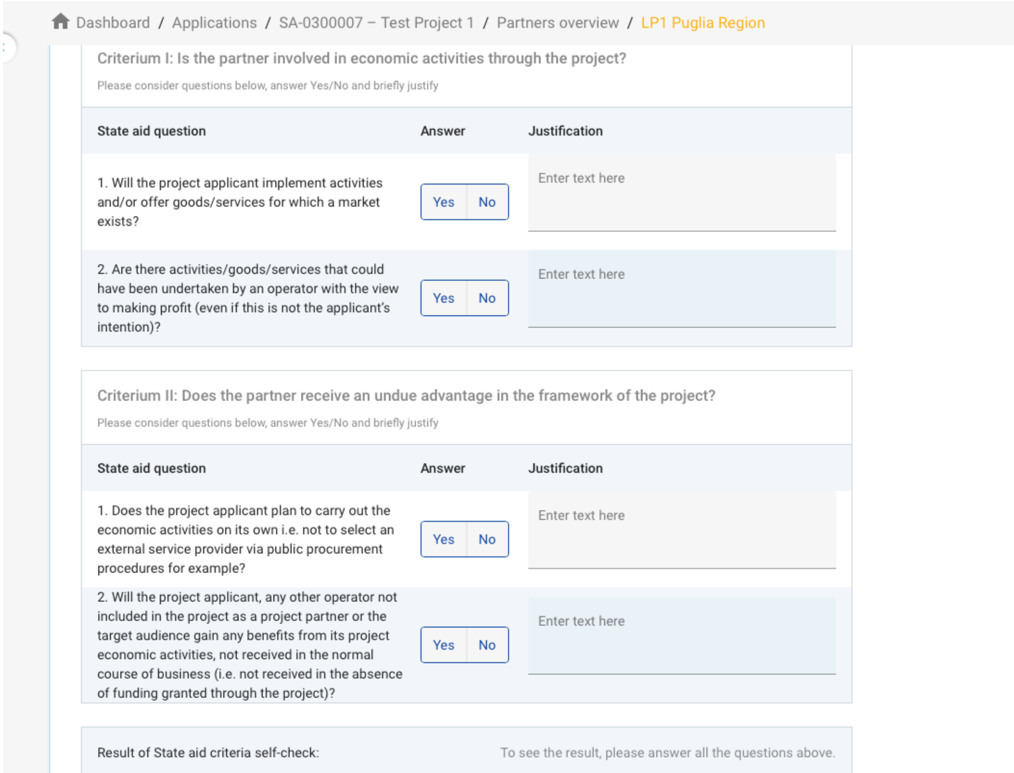
Sub-total public contribution	0,00	0,00 %
Sub-total automatic public contribution	0,00	0,00 %
Sub-total private contribution	5.052,00	15,00 %
Total	**5.052,00**	**15,00 %**

- Albanian/Montenegrin Private Partners have to fill the first row of “Source of contribution”.
- In the “legal status of Contribution” section, please select form 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.

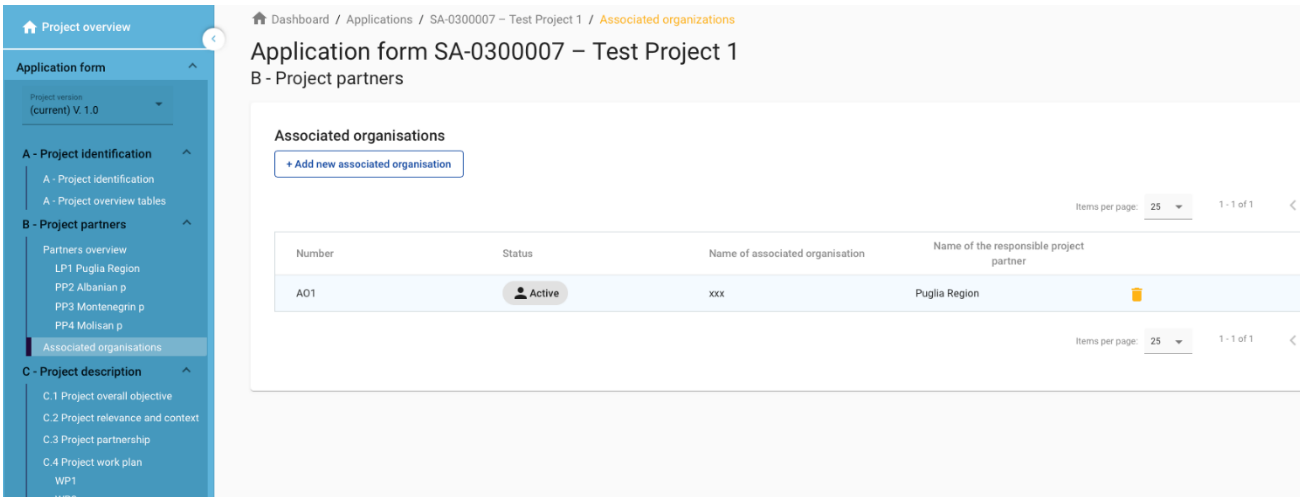
- In case the selected answer is “YES” the justification text field needs to be filled in.



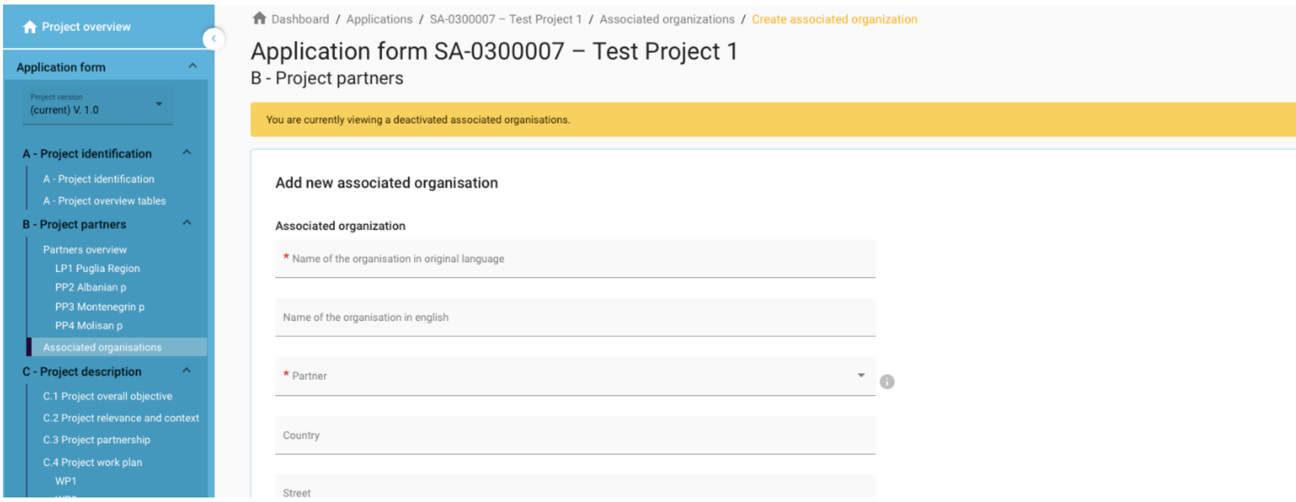
- The result of State Aid criteria self-check will be automatically reported by the system
- “State aid relevant activities” allows to indicate, which of the activities created in the work plan are State aid relevant for this partner.

- 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 Organizations



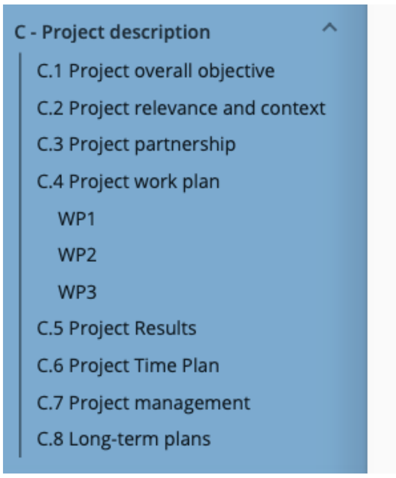
- The associated partner section consists of an overview like the Partner overview and is similarly organised.
- Click "+Add new associated partner" to create a new associated partner
- Click on the "trash" icon to delete an associated partner



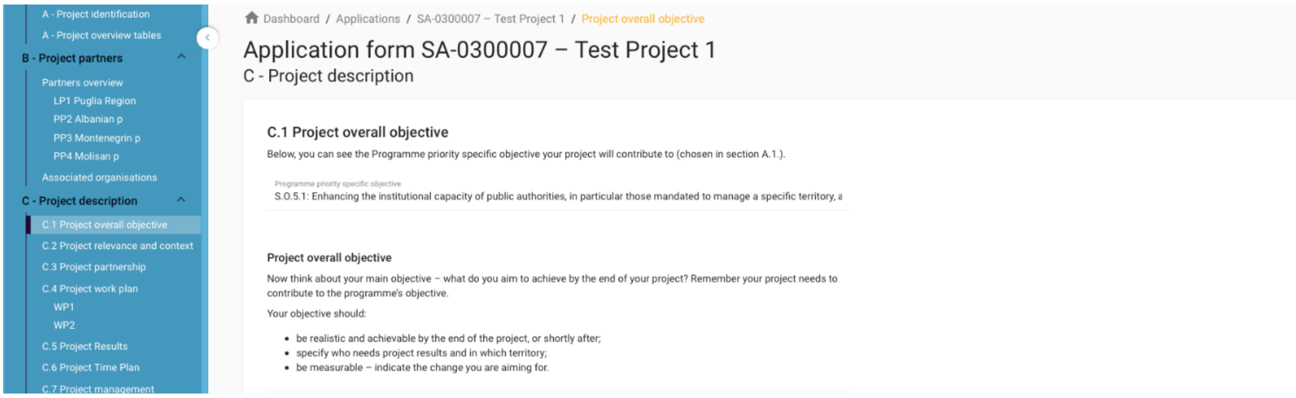
- Name of the organisation in original language has to be filled in (*mandatory).
- Partner to which the organisation is associated to has to be filled in (*mandatory)
- The status "Active" is automatically generated upon creation of the associated partner. In case an associated partner of a contracted project leaves the partnership, this partner can be given the status "Inactive".
- 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.

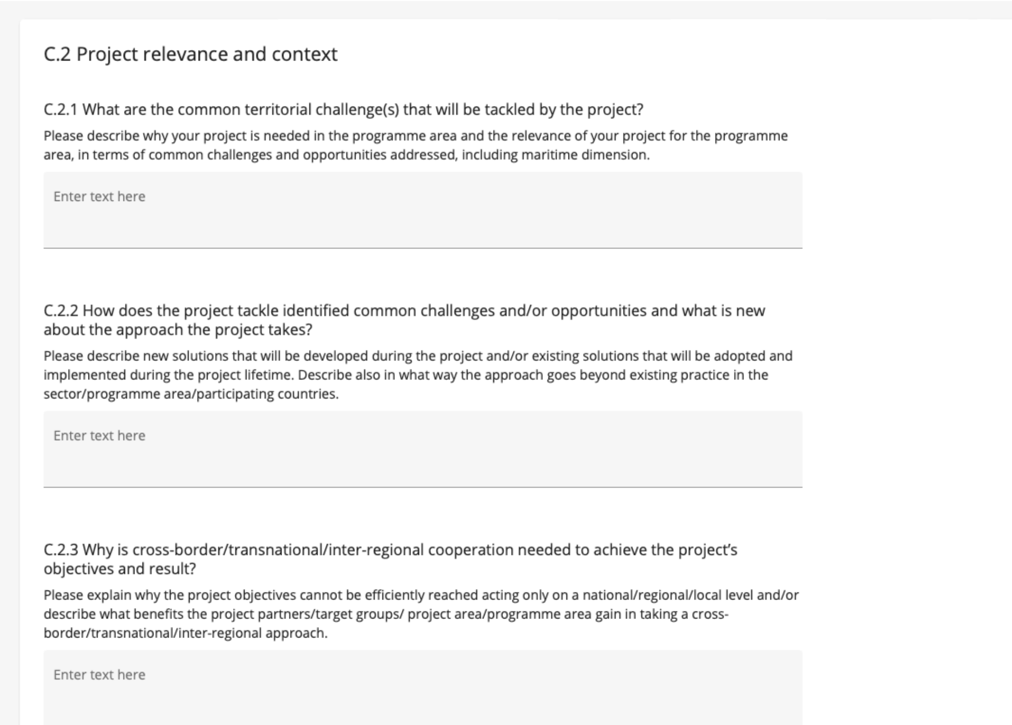


12.1.C.1 Project overall objective

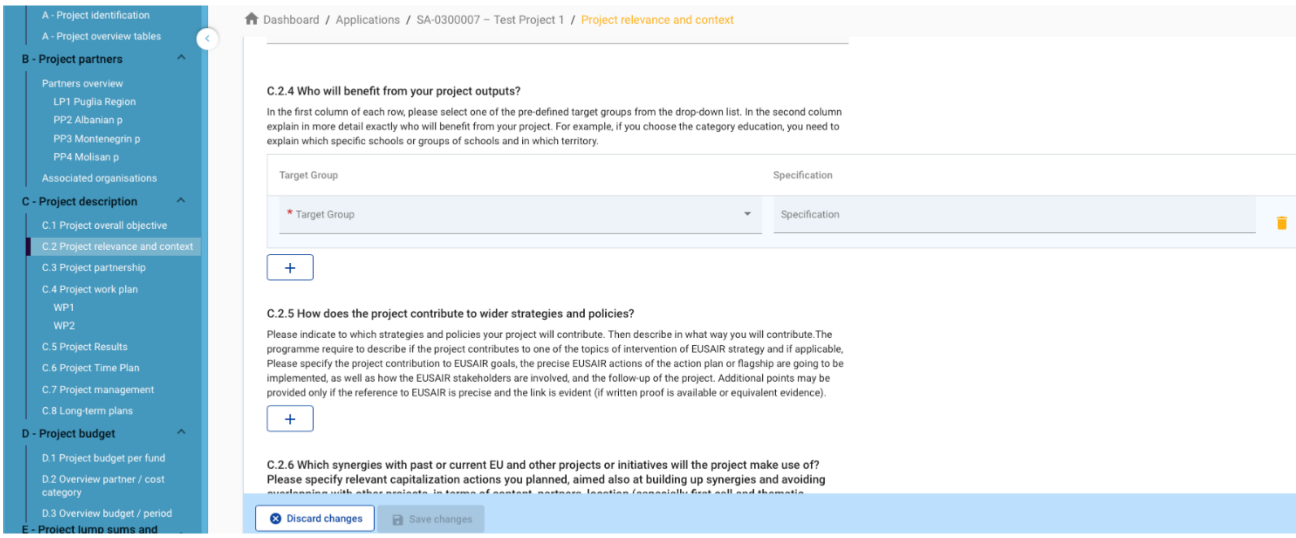


- The Programme priority specific objective as chosen in Section A1 is shown
- Text input fields to describe the "C.1 Project overall objective" section.

12.2.C.2 Project relevance and context



- In Sections C.2.1, C.2.2, please insert text in the text box
- In Sections C.2.3, please insert text in the text box
- Sections C.2.4, C.2.5 and C.2.6 are listed inputs
  - Click "+" to add an item
  - Click the "trash" icon to remove an item
- In Sections C.2.7, please insert text in the text box.



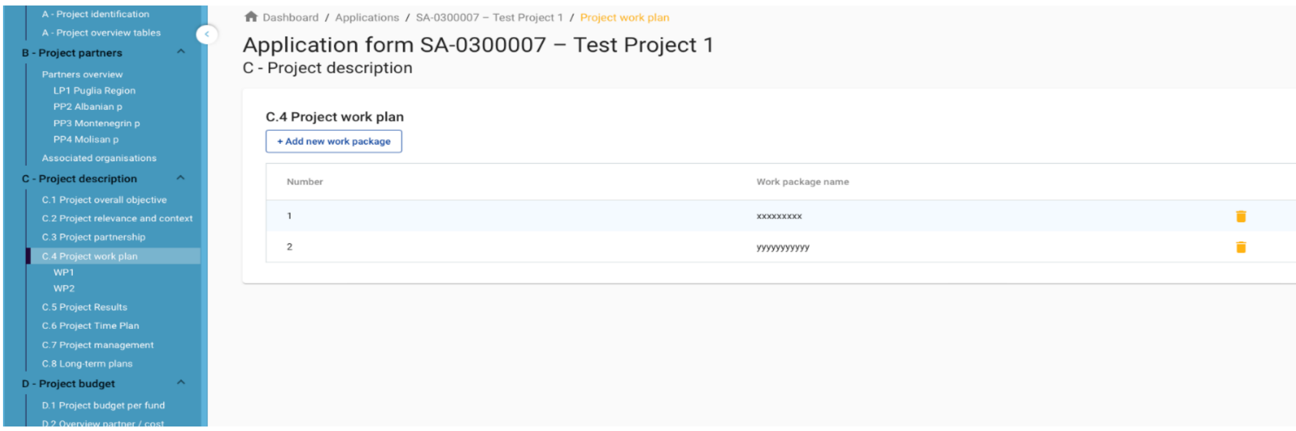
12.3.C.3 Project partnership

- Text input fields to describe the Project partnership

12.4.C.4 Project work plan

Purpose and logic:

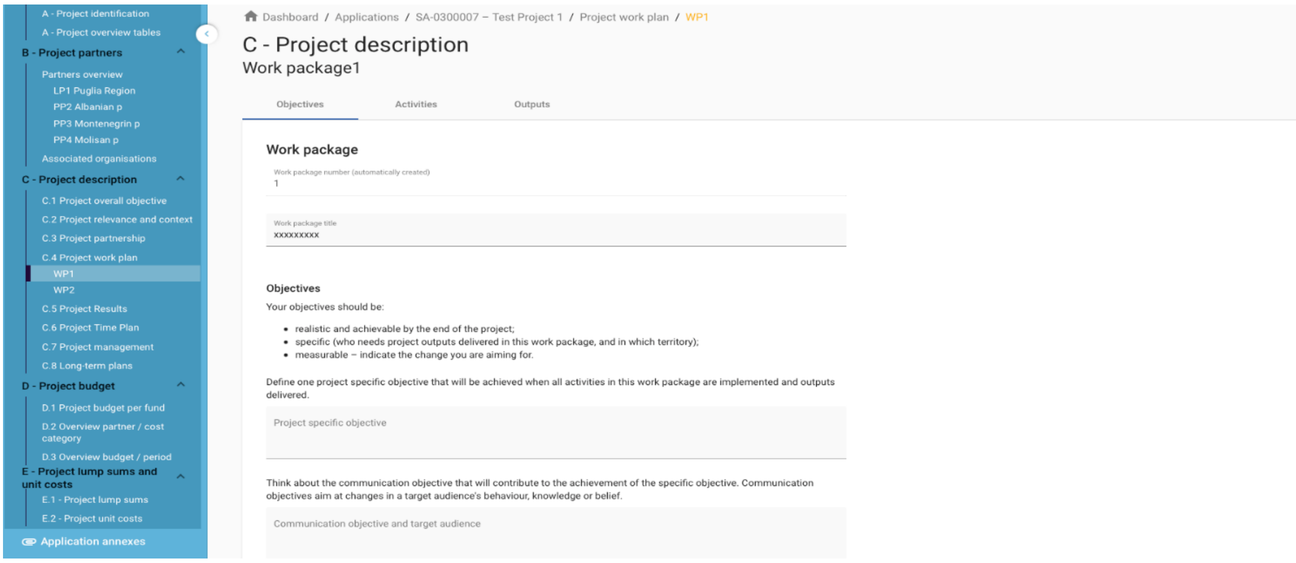
- Applicants can define more than one specific objective. This means that the project will have as many work packages as it will have specific objectives defined. Basically, we recommend up to 3 work packages, but in some cases up to 5 should also be acceptable.
- Only thematic work packages will be used. Communication activities don't have a separate WP - instead, they are embedded in the thematic work packages.
- WP Project management is not a work package anymore - instead, questions about how the project will be managed are in C.7.
- 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.



- 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
    - Investments
    - Activities
    - Outputs

12.4.1. Objectives



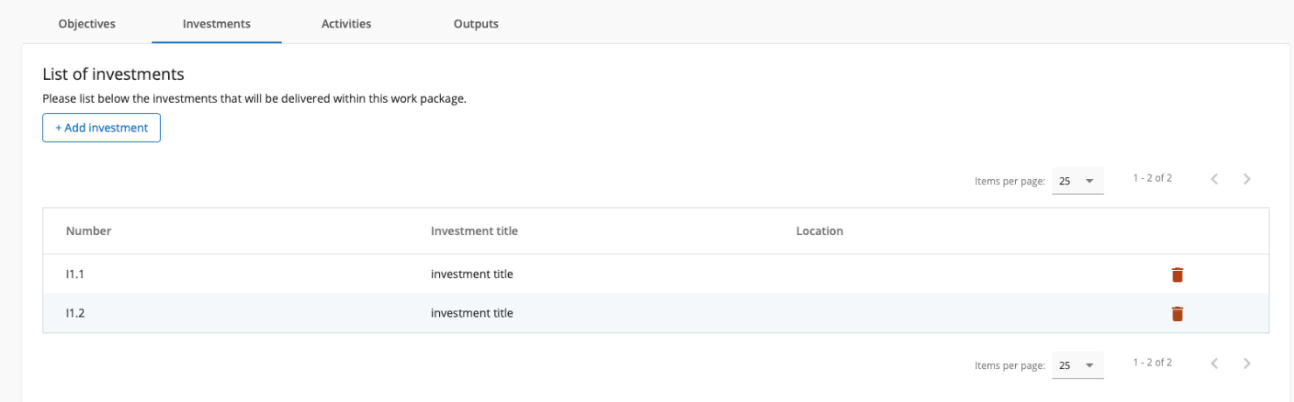
- Work packages are numbered automatically
- Text input fields to describe the work package title and project and communication objectives. **Take care on maximum number of characters allowed in each section as required in the SA_Application Form_standard call TEMPLATE.**

12.4.2. Investments

Purpose and logic:

A box with questions opens for each investment.

Each bullet point is one entry field with a list of possible questions the applicant needs to answer.



Fields with questions about the investment:

- Investment number (automatic)
- Investment title
- Expected delivery period
    - Justification
    - Explain why this investment is needed.
    - Clearly describe the cross-border/transnational relevance of the investment.
    - Describe who is benefiting (e.g., partners, regions, target groups, etc.) from this investment, and in what way.
    - In the case of pilot investment, please clarify which problem it tackles, which findings you expect from it, how it can be replicated and how the experience coming from it will be used for the benefit of the programme area.
- Location of the investment
    - Location of the physical investment; if possible, a specific address where the investment will be located
    - Drop-down list (NUTS3 codes + whole programme area)
- Risks associated with the investment
    - Description of the risks associated with the investment, go/no-go decisions, etc. (if any)
- Investment documentation
    - Please list all technical requirements and permissions (e.g., building permits) required for the investment according to the respective national legislation. If these are already available, attach them to this application form. Otherwise indicate when you expect them to be available.
    - For investments in small infrastructure, functional to the project objective, with an expected lifespan of at least five years, please indicate whether an assessment of expected impacts of climate change has been carried out. Should it be necessary, you must be ready to submit this documentation to the relevant programme body/ies.
- Ownership
    - Who owns the site where the investment is located?

- Who will retain ownership of the investment at the end of the project?
- Who will take care of the maintenance of the investment? How will this be done?

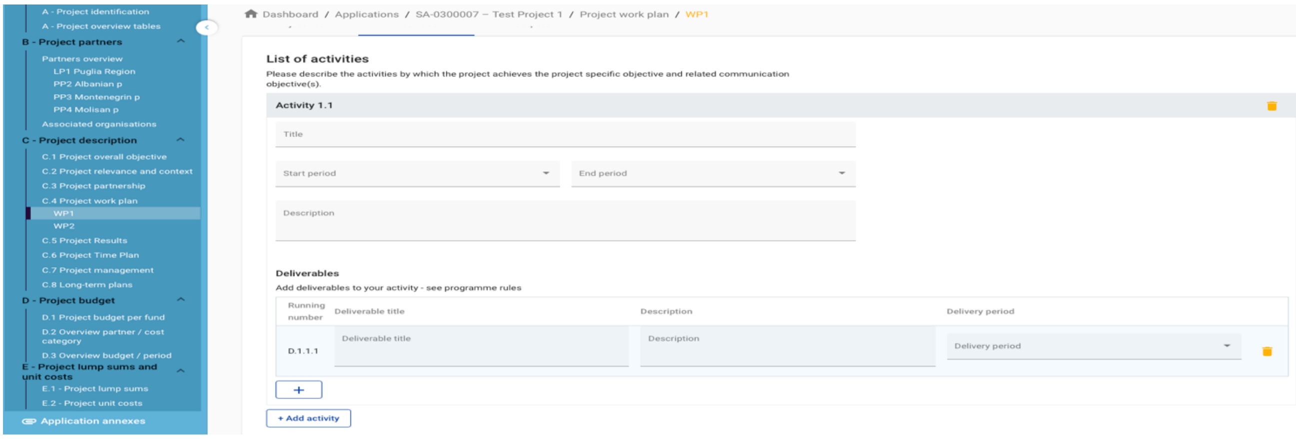
12.4.3. Activities

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

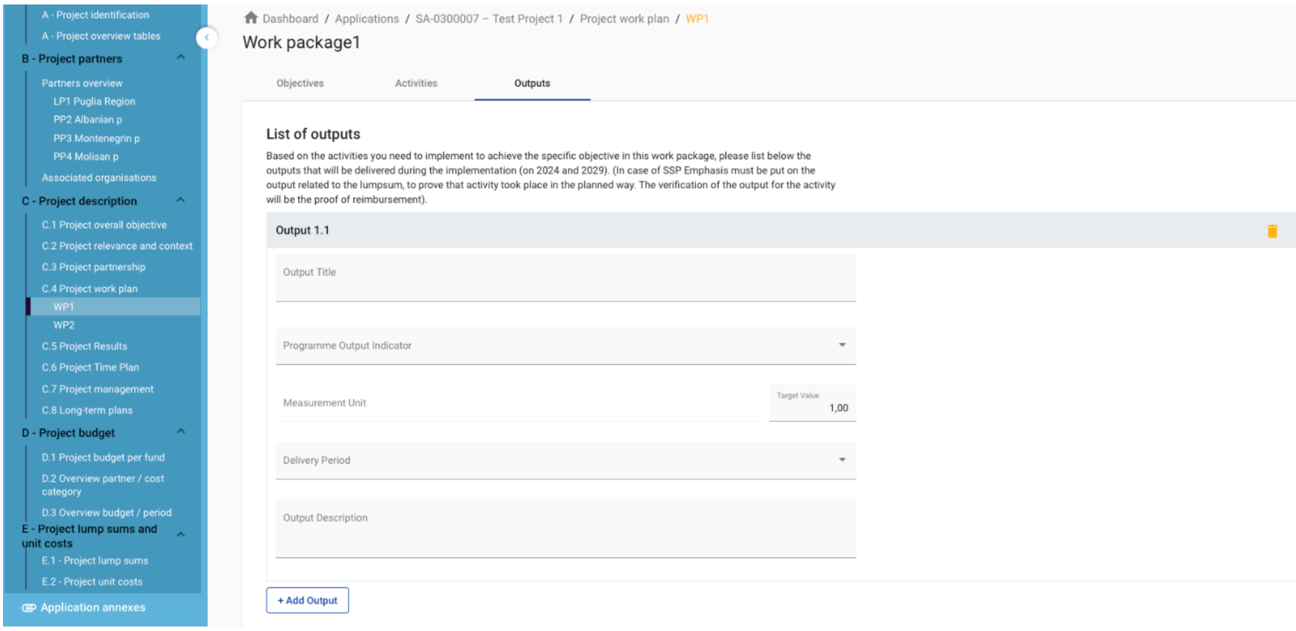


- In this part, activities can be created within a specific work package.
- Click “Add activity” to create a new activity
- Click the “trash” icon to delete an activity
- Activities are automatically numbered
- For each activity one or more deliverables can be created
    - Click “+” to create a new deliverable
    - Click the “trash” icon to delete a deliverable
    - Deliverables are automatically numbered

12.4.4. 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.

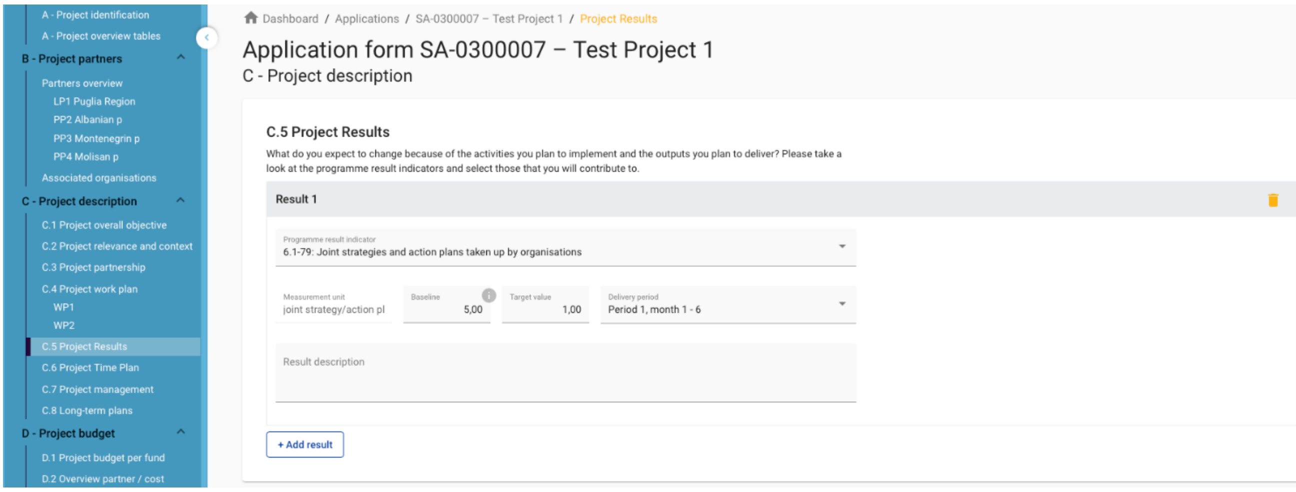


- In this part, outputs can be created within a specific work package.
- Click "Add output" to create a new output
- Click the "trash" icon to delete an output
- Outputs are automatically numbered
- Besides normal input fields, a Programme Output Indicator has to be selected for each output.
- Once the 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 C.4.1 of the AF (ie. each RCO is linked to only one RCR)

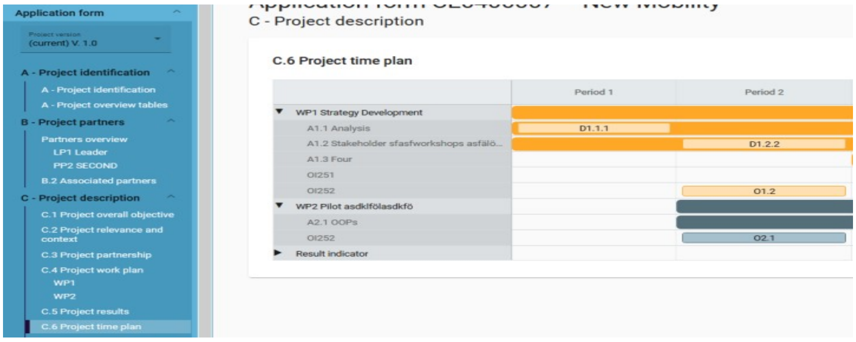


- The applicant can add Project Results to a list in this section.
- Click “Add result” to create a new result
- Click the “trash” icon to delete a result
- Results are automatically numbered
- A Programme Result Indicator has to be selected for each Result.
- Once the Programme Result Indicator is chosen 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 C.4.1 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 the 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.

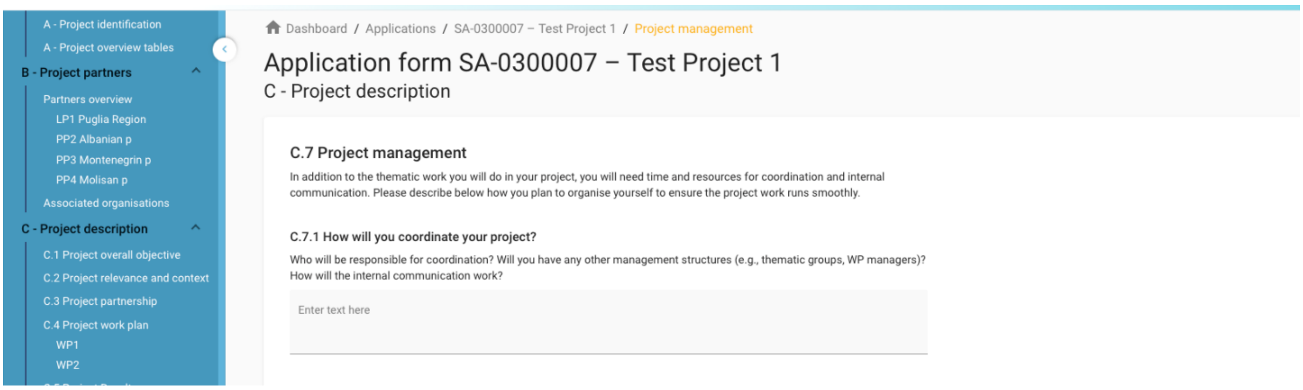


- The project time plan is automatically generated using data from the Application form.
- Hovering over deliverables, outputs and results display the target values
- Project duration (Section A1) has to be filled in and periods have to be defined for each item in order to be displayed on the time line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



- This sub-section consists of text inputs fields and tick boxes to select cooperation criteria.
- For C.7.1, C.7.2, C.7.3, C.7.4
  - 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.

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
☑ Joint development	Enter text here asf dkföalkföasdfl aöslfklöasd fköas
☑ Joint implementation	Enter text here papieaöasldf asdflkasödlfpeaölöasdf
☐ Joint staffing	Enter text here
☑ Joint financing	Enter text here opasdifpo asofiaspdofaspodfipoasif

- In 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.**

C.7.6 Horizontal principles

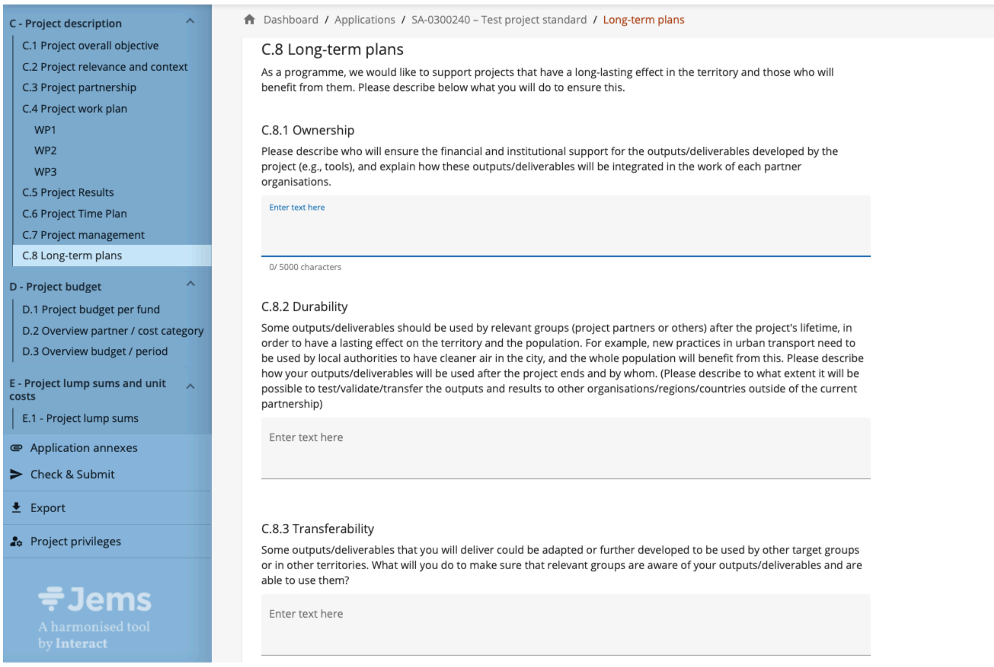
Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice. Be aware that the horizontal principles shall be monitored during the project implementation.

Horizontal principles	Type of contribution	Description of contribution
Sustainable development as set out in Article 11 TFEU, taking into account the UN Sustainable Development Goals, the Paris Agreement and the "Do No Significant Harm" principle	positive effects / neutral / negative effects	Enter text here
Equal opportunities and non-discrimination based on gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation	positive effects / neutral / negative effects	Enter text here
Equality between men and women, gender mainstreaming and the integration of a gender perspective	positive effects / neutral / 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.



- This sub-section consists of text input fields to be completed by the user.

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

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 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

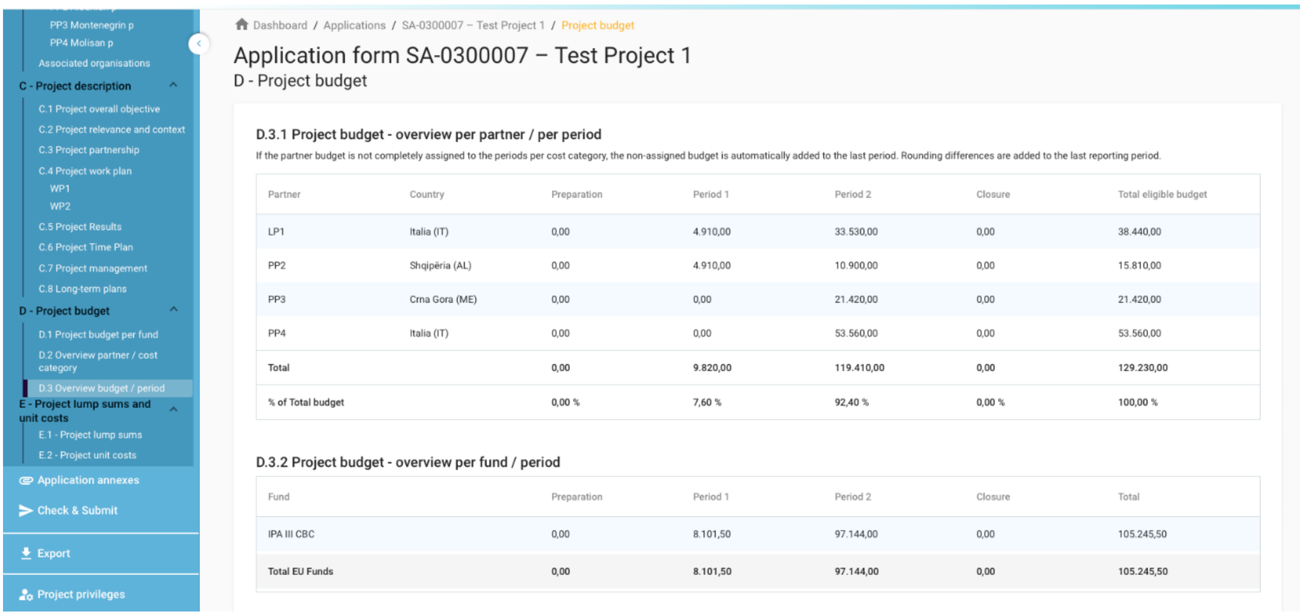
D - Project budget

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

Partner	Organisation abbreviation	Country	Staff costs	Office and administrati...	Travel and accommodation	External expertise a...	Equipment	Infrastructure and works	Other costs	Lump sum	Total
LP1	lead test		0,00	0,00	0,00	0,00	0,00	0,00	0,00	17.595,00	**17.595,00**
PP2	Partner 1	Italia (IT)	9.000,00	0,00	0,00	30.000,00	25.000,00	0,00	0,00	0,00	**64.000,00**
Total			**9.000,00**	**0,00**	**0,00**	**30.000,00**	**25.000,00**	**0,00**	**0,00**	**17.595,00**	**81.595,00**

- Table D.2 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



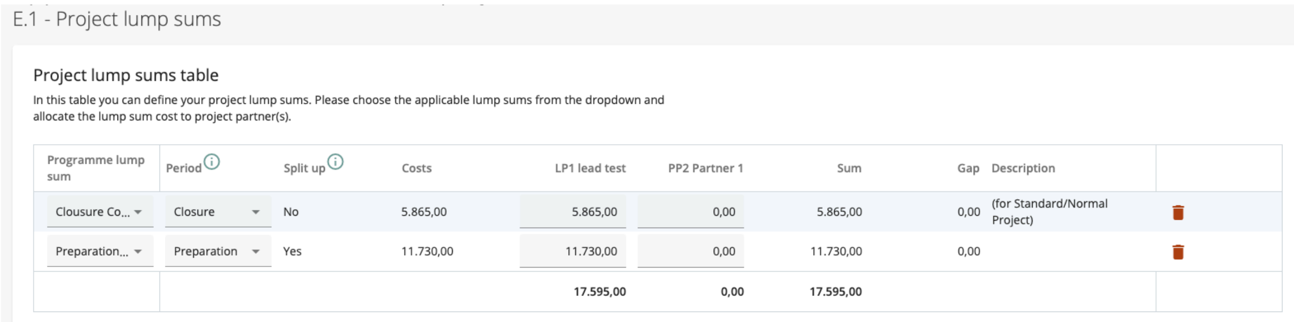
Partner	Country	Preparation	Period 1	Period 2	Closure	Total eligible budget
LP1	Italia (IT)	0,00	4.910,00	33.530,00	0,00	38.440,00
PP2	Shqipëria (AL)	0,00	4.910,00	10.900,00	0,00	15.810,00
PP3	Crna Gora (ME)	0,00	0,00	21.420,00	0,00	21.420,00
PP4	Italia (IT)	0,00	0,00	53.560,00	0,00	53.560,00
Total		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 %

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

- The Project lump sum section is the place where the user can select project lump for preparation, and closure.



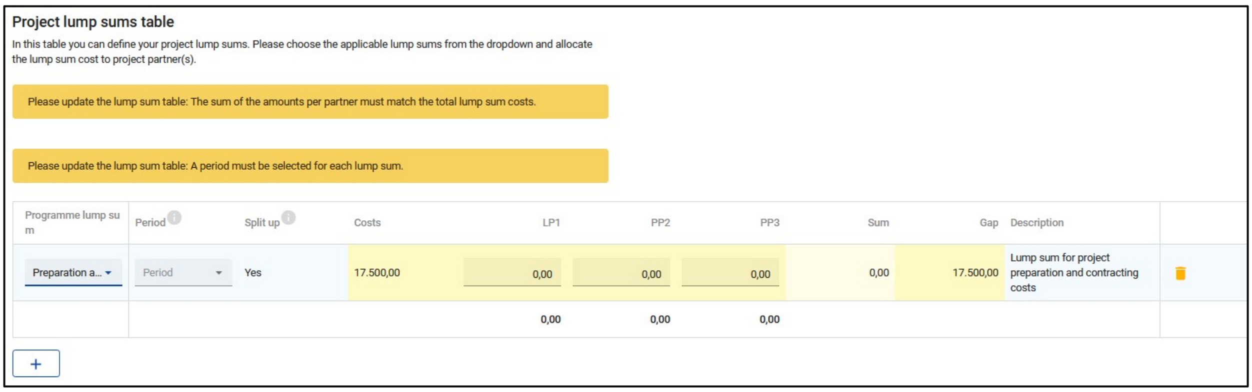
E.1 - Project lump sums

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 lead test	PP2 Partner 1	Sum	Gap	Description
Clousure Co...	Closure	No	5.865,00	5.865,00	0,00	5.865,00	0,00	(for Standard/Normal Project)
Preparation...	Preparation	Yes	11.730,00	11.730,00	0,00	11.730,00	0,00	
				17.595,00	0,00	17.595,00		

- <u>**The lump sum can be allocated only to Lead Partners.**</u>
- The lump sums can be chosen from the dropdown list and settings predefined by the programme are automatically prefilled. **(for more info please see SA F.S. 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). <u>*An Error message appears in case no period is selected.*</u>
  - **"Split up":** Not allowed for this call
  - **"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. <u>*An Error message appears in case the lump sum amount is not correctly allocated to the partner(s).*</u>
  - **"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	Split up	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			

+

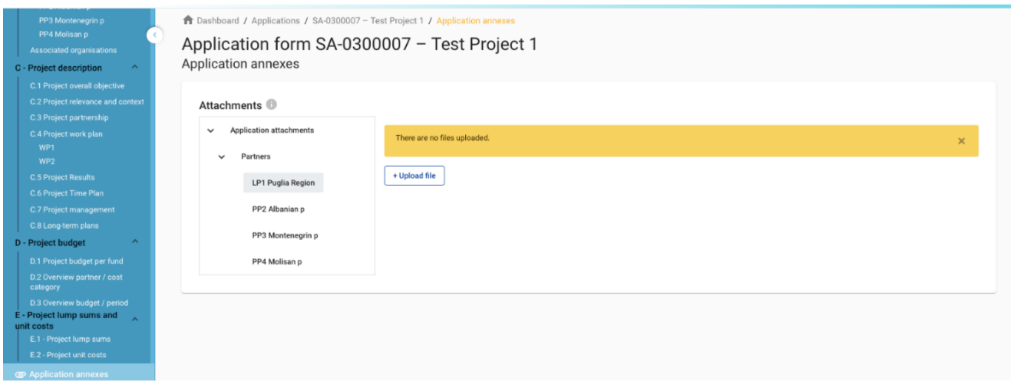
Application Annexes

15.Uploading of Annexes

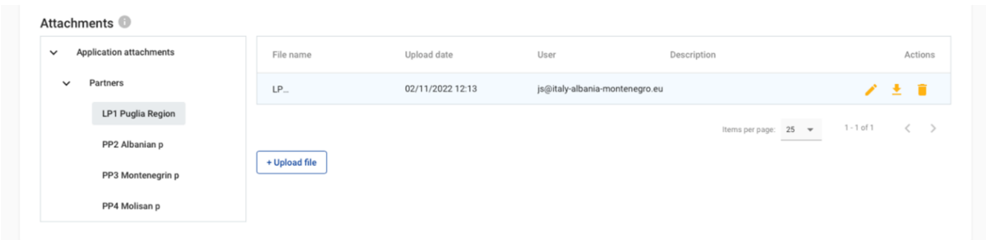
Annexes must be added only in the specific section of each Partner. Please avoid to upload files in the general section “APPLICATION ATTACHMENT”.

The annexes uploaded in the specific partner sections will automatically be displayed in the general section "APPLICATION ATTACHMENT".

During the pre-submission check an alert will appear if an annex has been uploaded in the “APPLICATION ATTACHMENT” section instead to the specific “PARTNER” section.



- To upload a file to a relevant Partner 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 strongly 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.

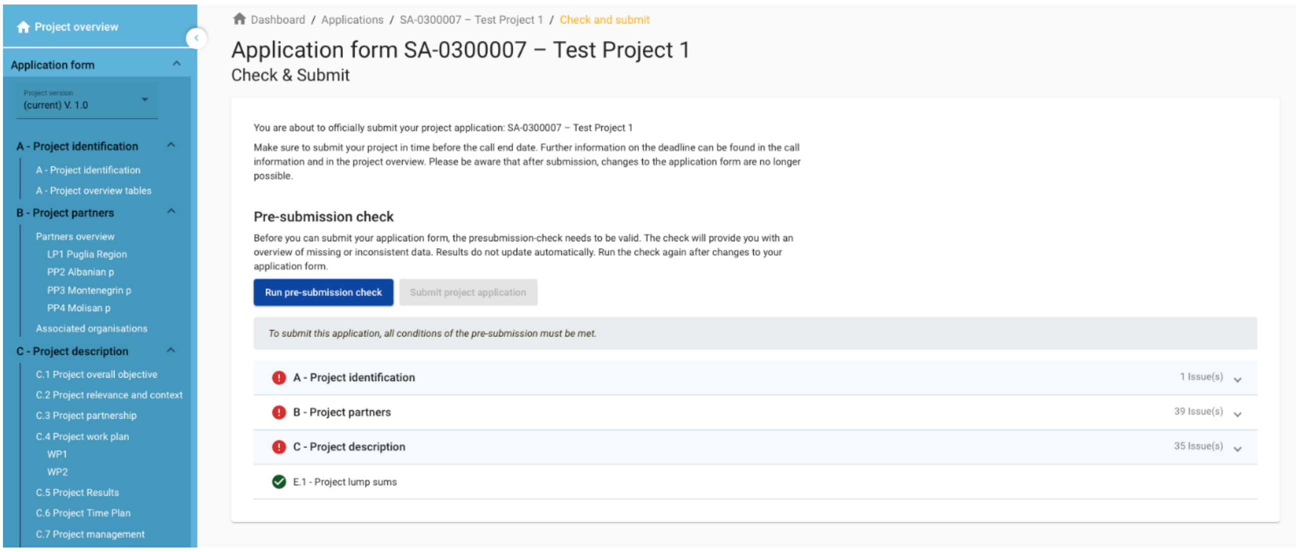
- Click the trash icon to delete an uploaded file.

- Jems allows to upload the most popular file types relevant for the programmes' usage. In case of questions contact jems@southadriatic.eu

Check & Submit

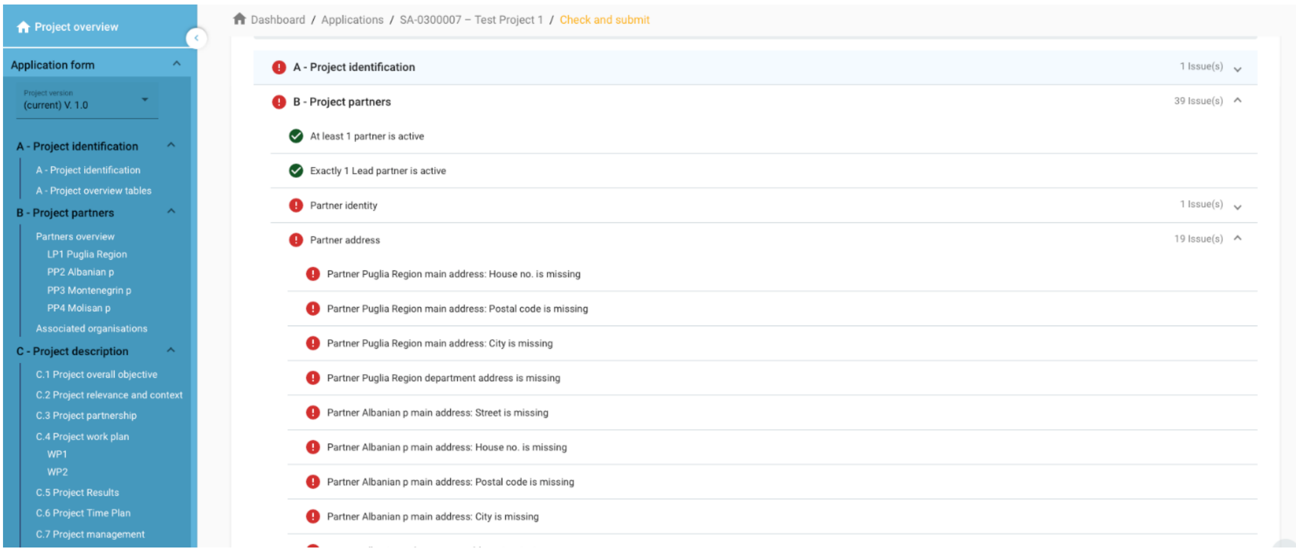
- In this section the applicant user can perform the following actions:
  - Run the Pre-submission checks
  - Submit project application / Re-submit project application

16. Pre-submission checks



- 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.

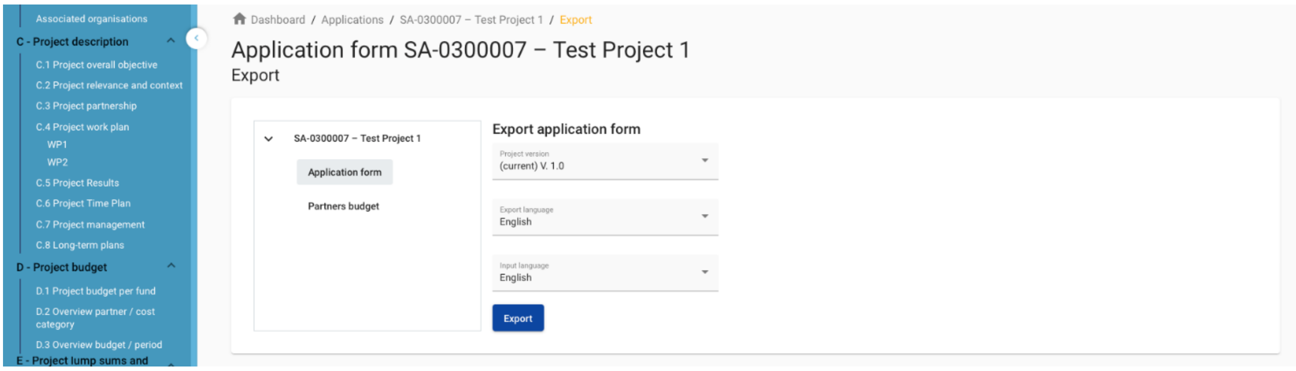
16.1.2. Submission of an Application form

- 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)



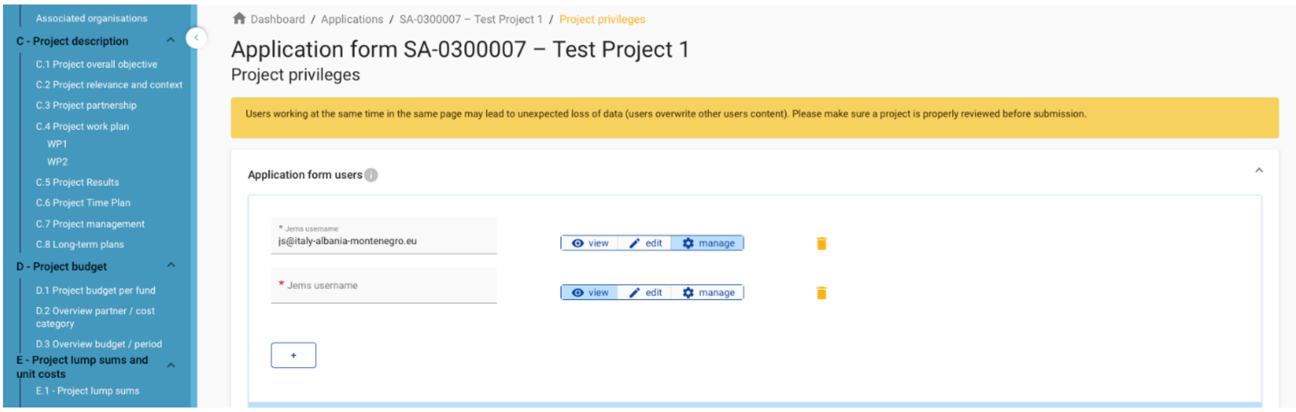
17.1. Application Form

- 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 from 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 from. 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.