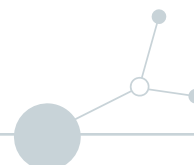




Jems User Manual

For Applicants Call 1



Version 1
01 2022





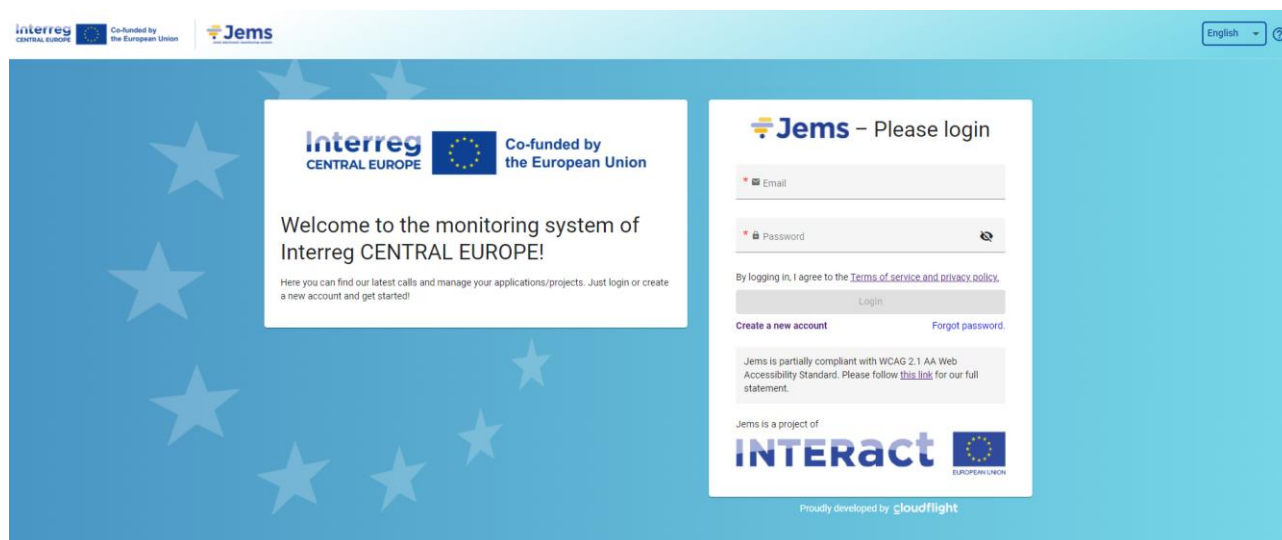
JEMS USER MANUAL¹

For applicants in Call 1

Login/Logout

1. Login page

- URL of Interreg Central Europe Jems: <https://jems.interreg-central.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@interreg-central.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 Central Europe runs in English language only
- Jems is partially compliant with WCAG 2.1 AA Web Accessibility Standard. Please follow the link for full statement.

¹ Based on Jems User Manual published by Interact



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.



2.1. Email confirmation

interreg CENTRAL EUROPE Co-funded by the European Union Jems English ?

Interreg CENTRAL EUROPE Co-funded by the European Union

Welcome to the monitoring system of Interreg CENTRAL EUROPE!

Here you can find our latest calls and manage your applications/projects. 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 and privacy policy](#).

Cancel Register

Please check your inbox for a confirmation email. Click the link in the email to confirm your email address.

Go to login

- 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”.

interreg CENTRAL EUROPE Co-funded by the European Union Jems Dashboard applicant@jems.eu (applicant user) Logout English ?

Dashboard

Welcome Lilly Applicant to Jems Interreg CENTRAL EUROPE!

My applications

- 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 or user name contact jems@interreg-central.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.

■

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
 - > Open calls

Dashboard

Welcome Lilly Applicant to Jems Interreg CENTRAL EUROPE!

My applications

ID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
CE0400024	SUPER INNO					Draft	CE Call 1 October
CE0500023	GREEN CITY			P2	SO 2.5	Draft	CE Call 1 January

Call list

ID	Name	Status	Started	Ends	Actions
5	CE Call 1 January	Published	19.01.2022 13:33	28.02.2022 13:33	Apply →
4	CE Call 1 October	Published	01.09.2021 09:00	28.02.2022 18:00	Apply →
3	CE Call 1 TEST	Published	01.09.2021 09:00	02.02.2022 18:00	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



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 CE0500023 – GREEN CITY' in the 'Project identification' section. The form includes fields for Project ID (CE0500023), Name of the lead partner organisation (Grünes Ministerium), Name of the lead partner organisation (in English language) (Ministry for Green), Project acronym (GREEN CITY), Project title (Measures for Greener Cities in CE), Project duration (36 months), and Programme priority (P2 - Cooperating for a greener central Europe). A warning message at the bottom states: 'Asterisks indicate information required for saving.' The form has 'Discard changes' and 'Save changes' buttons.

This screenshot shows the same 'Application form CE0500023 – GREEN CITY' in the 'Project identification' section. A confirmation dialog box is displayed in the center, asking 'Are you sure you want to leave?' with a yellow bar indicating 'Your changes will be lost!'. The dialog has 'Cancel' and 'Confirm' buttons. The background form is dimmed.



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.

Name of the lead partner organisation
Grünes Ministerium

Name of the lead partner organisation (in English language)
Ministry for Green

Project acronym
GREEN CITY

10/25 characters

Project title
Measures for Greener Cities in CE

Project duration

Please provide an abbreviated project name for easier reference in the application form.

7.1.3. Navigation and Menu bars

interreg CENTRAL EUROPE Co-funded by the European Union Jems Dashboard

applicant@jems.eu (applicant user) Logout English

Project overview

Application form

Project overview (current) V 1.0

A - Project identification

A - Project identification

A - Project overview tables

B - Project partners

Partners overview

LP1 MN

PP2 NGO

PP3 CITY

B.2 Associated partners

C - Project description

C.1 Project overall objective

C.2 Project relevance and content

C.3 Project partnership

C.4 Project work plan

Dashboard / Applications / CE0500023 - GREEN CITY / Project overall objective

Application form CE0500023 - GREEN CITY

C - Project description

C.1 Project overall objective

Programme priority specific objective (as selected in section A.1.)

Programme priority specific objective

SO 2.5 Greening urban mobility in central Europe

Project overall objective

Please define the overall objective of the project.

- Make sure that it clearly contributes to the selected programme specific objective.
- The overall objective should provide the general context for what your project aims to achieve.
- It should describe the broader goal of the project for the benefit of its target group(s) and should point to the results (change) to be achieved by the project.

Project overall objective

- 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 for Interreg Central Europe)
 - > 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

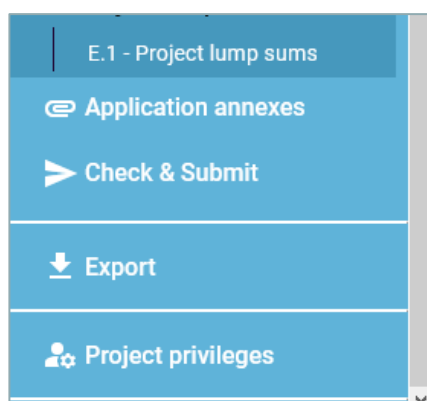
interreg CENTRAL EUROPE Co-funded by the European Union

Project overview

Application form

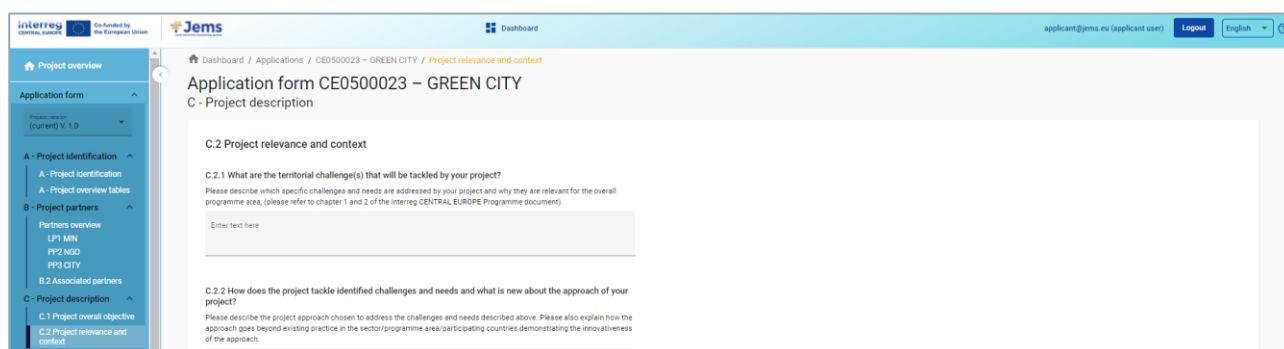


- > Click on the chapters to navigate through the application form
- > Click “Application annexes” to access to the file upload section
- > Click “Check & Submit” to run pre-submission checks and to submit a project application
- > Click “Export” to export the application form as pdf file and the partners budgets as csv file
- > Click “Project privileges” to give other users access rights (view/edit/manage) to your project application. For details see chapter 17 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 Central Europe programme is English the Jems system language selectable in the top menu bar is limited to English.



applicant@jems.eu (applicant user)

Logout

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

Dashboard / Applications / CE0500023 – GREEN CITY / Partners overview / LP1 MIN

☐ Other costs Flat Rate

Partner budget

Staff costs

Entry field for total	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Gap
38.450,90	38.450,90	8.450,90	5.000,00	5.000,00	5.000,00	10.000,00	5.000,00	0,00
+	38.450,90	8.450,90	5.000,00	5.000,00	5.000,00	10.000,00	5.000,00	

Office and administration

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
 - Calculation of funding amounts

Example: Flat rate for Office and administration calculated in the budget tables

Office and administration

Total Office and administration flat rate is calculated by applying the rate (%) to the total Staff costs

Flat rate for Office and administration	Total
	5.767,63

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.

Dashboard / Applications / CE0500023 - GREEN CITY

Project overview

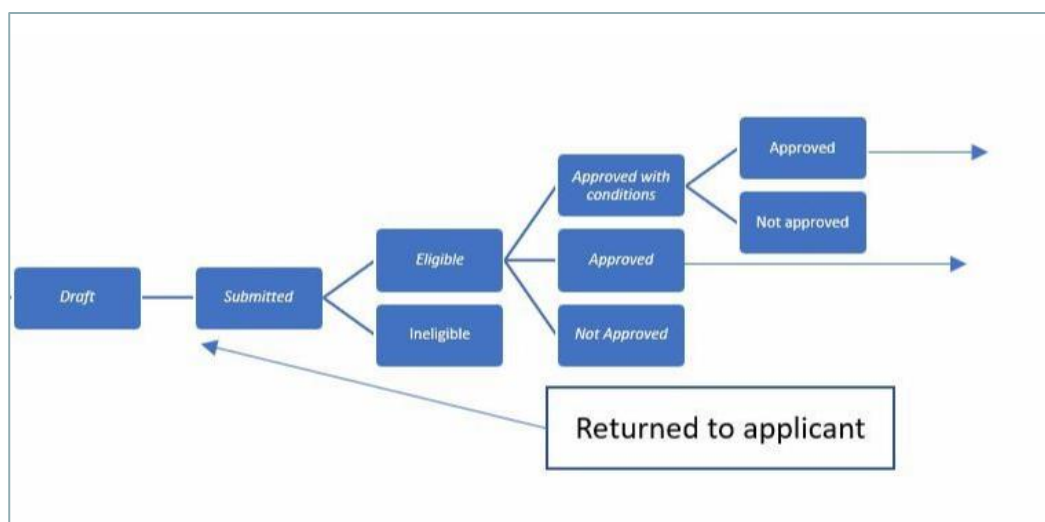
Application form CE0500023 - GREEN CITY

Status: **Draft** (since 19.01.2022)

Project ID and acronym	CE0500023 - GREEN CITY
Applicant name	Lilly Applicant
Project name	Measures for Greener Cities in CE
Programme priority	P2 - Cooperating for a greener central Europe
Specific objective	SO 2.5 - Greening urban mobility in central Europe (PO2-(viii))
Call	CE Call 1 January Ends 28.02.2022. Time left: 39 days, 21 hours and 45 minutes.

8.1.1. Application statuses

- 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.



Project overview

Application form CE0500023 – GREEN CITY

Status: **Draft** (since 19.01.2022)

Project ID and acronym: CE0500023 – GREEN CITY

- 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.

Project overview

Application form EN123456789013700313 – RT Proj#08292 S1 @BYPASS

You are currently viewing an old version of this application: 3.0, SUBMITTED (08/29/2021 11:43 PM) [switch to current version](#)

Status: **Approved** (since 08/31/2021)

Project ID and acronym	EN123456789013700313 – RT Proj#08292 S1 @BYPASS
Applicant name	Admin Admin
Project name	
Programme priority	P2.1 - BLAH #2 - P2.1 - EN 250 Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book - ED
Specific objective	P2.1.1 - Enhancing digital connectivity
Call	RT Call #08292 S1 Ends 08/31/2021. Time left: 0 days, 12 hours and 25 minutes.
Latest re-submission	08/30/2021 by admin@jems.eu
First submission	08/29/2021 by admin@jems.eu

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.



Application form CE0500023 – GREEN CITY
A - Project identification

A.1 Project identification

* Asterisks indicate information required for saving.

Project ID (automatically created):
CE0500023

Name of the lead partner organisation:
Griener Ministerium

Name of the lead partner organisation in English language:
Ministry for Green

Project acronym:
GREEN CITY

Project title:
Measures for Greener Cities in CE

Project duration:
Project duration (in months): 36 / Default period length in months: 6 / Number of periods: 6

Programme priority:
P2 - Cooperating for a greener central Europe

* Programme priority specific objective:
☐ SD 2.1: Supporting the energy transition to a climate-neutral central Europe (P02-ii)
☐ SD 2.2: Increasing the resilience to climate change risks in central Europe (P02-iii)
☐ SD 2.3: Taking circular economy forward in central Europe (P02-iv)
☐ SD 2.4: Safeguarding the environment in central Europe (P02-vii)
☒ SD 2.5: Greening urban mobility in central Europe (P02-viii)

A.2 Project summary
Please give a short overview of the project and describe:
the common challenge of the programme area your project is tackling.

■ 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 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

Dashboard / Applications / CE0500023 – GREEN CITY / Project overview tables

Application form CE0500023 – GREEN CITY

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

- Table A3. Project budget overview

Table A.3 displays the project budget per fund including the contribution. Its purpose is to provide a clear budget overview in section A.

- Table A4. Project outputs and results overview

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

Partners overview

Dashboard / Applications / CE0500023 – GREEN CITY / Partners overview

Application form CE0500023 – GREEN CITY

B - Project partners

Partners overview

[+ Add new partner](#)

Items per page: 25 1 - 2 of 2 < >

P a.	Status	Abbreviated name of organisation	Partner role	NUTS	Partner total eligible budget
1	Active	MIN	Lead partner	Bologna (ITH55)	52.610,08 € Budget Details
2	Active	NGO	Partner	Wien (AT130)	20.032,00 € Budget Details

Items per page: 25 1 - 2 of 2 < >

- 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 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.

- Subtype of partner

The subtype of partner is an additional field relevant for State aid only. The subtype of partner can be selected from a pre-defined dropdown.

- Legal status*

A legal status has to be selected (*mandatory field).

- Sector of Activity at NACE group level

The sector of activity at NACE group level is an additional field relevant for State aid only. The sector of activity at NACE group level can be selected from a pre-defined dropdown of NACE codes taken from the statistical classification of economic activities NACE Rev. 2 (2008) available via the Eurostat website

https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=HIERARCHIC

- 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

- AT: UID number: format ATU+8 characters (e.g. ATU12345678)
- CZ: DIČ number: format CZ + 8-10 digits
- DE: USt-IdNr.: format DE+9 digits (e.g. DE123456789)
- HU: ANUM number: format HU+8 digits (the first 8 digits of the national tax number)



- HR: PDV-ID; OIB number: format HR+11 digits (e.g. HR1234567890)
- IT: P.IVA number: format IT +11 digits
- PL: NIP number: format PL+10 digits
- SK: IČ DPH number: format SK +10 digits
- SI: ID za DDV number: format SI+8 digits

■ Other identifier number and description

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, etc.).

■ PIC (from EC Participant Register)

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)

11.1.3. Contact

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



11.1.4. Motivation

Application form CE0500023 – GREEN CITY

Lead partner MIN

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

B.1.6 Partner motivation, expertise and contribution

Please describe the organisation's thematic competences and experiences relevant for the project. Please also describe what is the main business of the organisation and if the organisation is normally performing economic activities on the market.

Enter text here

What is the role and involvement (contribution and main activities) of your organisation in the project?

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. This section consists of two parts:

- Partner budget overview
- Partner budget options
- Partner budget

Application form CE0500023 – GREEN CITY

Partner CITY

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

Partner	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Other costs	Long-term	Total
MIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Partner Budget Options

☐ Staff costs for sale

☐ Office and administration for sale based on direct staff costs

☐ Travel and accommodation for sale

☐ Other costs for sale

Partner budget

Staff costs

Travel and accommodation

External expertise and services

Equipment

Infrastructure and works

Partner long-term costs (assigned in section E.1 - Project long-term costs)

Partner long-term costs	Period	Long-term cost	Partner share of long-term cost	Description
Total partner long-term costs				



11.1.5.1. Partner budget overview

Dashboard / Applications / CE0500023 – GREEN CITY / Partners overview / LP1 MIN

Application form CE0500023 – GREEN CITY

Lead partner MIN

Identity Address Contact Motivation Budget Co-financing State Aid

Partner budget overview

Partner	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Other costs	Lump sum	Total
LP1	38.450,90	5.767,63	2.691,56	5.699,99	0,00	0,00	0,00	7.500,00	60.110,08

The overview table shows

- the partner budget per cost category
- budget under flat rate Other costs (in case this flat rate option is selected in the Partner budget options)
- lump sum for preparation and contracting costs (as entered in section E.1 of the application form)

11.1.5.2. Partner budget options

Partner Budget Options

☐ Staff costs flat rate

☐ Office and administration flat rate based on direct staff costs

☐ Travel and accommodation flat rate

☐ Other costs Flat Rate

- The budget options allow the applicant to select flat rates. The selected flat rates impact on the Partner budget.

- The budget options need to be filled before inserting the Partner budget.

- Detailed information on budget options and flat rates can be found in the Programme manual.
- Flat rates are pre-defined except for travel and accommodation

- Travel and accommodation flat rate needs to be inserted by the applicant (according to the rates defined in the Programme manual)



Country	Flat rate
Austria	5%
Croatia	11%
Czech Republic	7%
Germany	5%
Hungary	8%
Italy	6%
Poland	9%
Slovakia	6%
Slovenia	6%

- Flat rates are added as a separate table to the partner budget and the flat rate amount is automatically calculated based on total costs in another cost category/ies

Office and administration

Total Office and administration flat rate is calculated by applying the rate (%) to the total Staff costs

Flat rate for Office and administration	Total
	5.767,63

Flat rate for Travel and accommodation

Total Travel and accommodation flat rate is calculated by applying the rate (%) to the total Staff costs

Flat rate for Travel and accommodation	Total
	2.691,56

11.1.5.3. Partner budget

The Partner budget section is the section where the partner budget is filled in under the available cost categories. The Partner budget section consists of 6 cost categories.

Partner budget

Staff costs

+ Add

Office and administration

Total Office and administration flat rate is calculated by applying the rate (%) to the total Staff costs

Flat rate for Office and administration	Total
	0,00

Flat rate for Travel and accommodation

Total Travel and accommodation flat rate is calculated by applying the rate (%) to the total Staff costs

Flat rate for Travel and accommodation	Total
	0,00

External expertise and services

+ Add

Equipment

+ Add

Infrastructure and works

+ Add



- If a flat rate for a cost category is selected in the Partner budget options, automatic calculation applies and manual budget entries for this cost category are not possible.
- Make sure you have defined the project duration in section A- Project identification to have “periods” in the budget tables.
- For cost categories “office and administration” and “travel and accommodation” no manual entry of budget items is possible, since they are defined as flat rates.
- Please be aware that contents of tables might become very wide and eventually very long. Therefore scrolling might be required to see the full information in the table.

Partner budget ⓘ

Staff costs

+ Add

Partner budget ⓘ

Staff costs

Entry field for total	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Gap
38.450,90	38.450,90	8.450,90	5.000,00	5.000,00	5.000,00	10.000,00	5.000,00	0,00
0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
+	38.450,90	8.450,90	5.000,00	5.000,00	5.000,00	10.000,00	5.000,00	

- The budget tables can be created and filled in as follows:
 - Click “+ Add” to create a budget table under a cost category (except for “office and administration” and “travel and accommodation” since flat rate based)
 - Click “+” button to add a budget item,
 - Click the “trash” icon to delete a budget item.
 - For the budget item, enter the total amount in “Entry field for total”. The entered amount automatically appears under “Total” and needs to match with the sum of the amounts entered per period.
 - Depending on the number of periods defined in section A project identification, you need to split the Total of a budget item to periods.
 - The “Gap” shows the difference between the sum of amounts per periods and the Total amount
 - Alternatively, you can enter the amounts per period first and then add the Total in the “Entry field for total”.
 - To see all periods or the Gap calculator you might need to scroll the table.



Staff costs							
Entry field for total	Total	Period 1	Period 2	Period 3	Period 4	Period 5	
38.450,90	38.450,90	8.450,90	5.000,00	5.000,00	5.000,00	10.000,00	5.000,00
-	38.450,90	8.450,90	5.000,00	5.000,00	5.000,00	10.000,00	5.000,00

- The Total amount of one budget item should always match the sum of amounts per periods. In case of mismatch a warning message highlighted in yellow appears.

Partner budget							
Staff costs							
Please update the budget table: The sum of the amounts per period must match the budget item total.							
Entry field for total	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
38.450,90	38.450,90	10.000,00	5.000,00	5.000,00	5.000,00	10.000,00	5.000,00
+	38.450,90	10.000,00	5.000,00	5.000,00	5.000,00	10.000,00	5.000,00

- For cost categories “external expertise and services”, “equipment” and “infrastructure and works” a description text needs to be added for each budget item.
- For cost categories “equipment” and “infrastructure and works” there is a dropdown list of all investments created under each work package in section C. The applicant can link expenditure to investments where applicable.

Equipment							
Description	Investment	Entry field for total	Total	Period 1	Period 2	Period 3	Period 4
		0,00	0,00	0,00	0,00	0,00	0,00
+			0,00	0,00	0,00	0,00	0,00

- The total budget under a cost category is calculated as the sum of the totals of all budget items entered in the table.
- An overview table on the Partners lump sums as entered in Section E.1 is available at the end of the Partner budget section.

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 and contracting costs		17.500,00	7.500,00	Lump sum for project preparation and contracting costs
Total partner lump sums			7.500,00	



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.

Lead partner MIN

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

Co-financing

B.1.8 Co-financing

Source	Amount	Percentage
ERDF	48.088,06	80,00 %
Partner contribution	12.022,02	20,00 %
Partner total eligible budget	60.110,08	100,00 %

Origin of partner contribution

Please update the amount(s) for the source(s) of contribution; the Total of contributions must match the amount for partner contribution in B.1.8 Co-financing. ✕

Source of contribution	Legal status	Amount	% of total partner budget ¹

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 Interreg Central Europe programme only “ERDF” 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

Co-financing
B.1.8 Co-financing

Source	Amount	Percentage
ERDF	48.088,06	80,00 %
Partner contribution	12.022,02	20,00 %
Partner total eligible budget	60.110,08	100,00 %

Origin of partner contribution

Source of contribution	Legal status	Amount	% of total partner budget
MIN	Public	6.022,02	10,01 %
* Source of contribution national fund	AutomaticPublic	6.000,00	9,98 %
+ Add new contribution origin			
Sub-total public contribution		6.022,02	10,01 %
Sub-total automatic public contribution		6.000,00	9,98 %
Sub-total private contribution		0,00	0,00 %
Total		12.022,02	20,00 %

- In this part, 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).
- The legal status of contribution needs to be identical with the legal status selected in Partner sub-section "Identity".
- By clicking the button "+add new contribution origin" the applicant user can add additional sources of contribution.
- For additional sources of contribution, the applicant needs to define the legal status of the contribution ("public", "automatic public" or "private") and insert the amount. The percentages are automatically calculated and also the subtotals and total partner contribution is automatically calculated.
- Detailed information 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.
- In case of mismatch of the Total in "Origin of partner contribution" with the partner contribution in "Co-financing" and Error message in red appears indicating the difference. Information cannot be saved as long as the mismatch persists.



Co-financing
8.1.8 Co-financing

Source	Amount	Percentage
ERDF	48.089,06	80,00 %
Partner contribution	12.022,02	20,00 %
Partner total eligible budget	60.110,08	100,00 %

Origin of partner contribution

Source of contribution	Legal status	Amount	% of total partner budget
MIN	Public	6.022,02	10,01 %
Source of contribution: national fund	AutomaticPublic	10.000,00	16,63 %
The total of contribution must match the total partner contribution (difference: 4.000,00)			
+ Add new contribution origin			
Sub-total public contribution		6.022,02	10,01 %
Sub-total automatic public contribution		10.000,00	16,63 %
Sub-total private contribution		0,00	0,00 %
Total		16.022,02	20,00 %

Discard changes Save changes

11.1.7. State aid

Dashboard / Applications / CE0500023 – GREEN CITY / Partners overview / LP1 MIN

Application form CE0500023 – GREEN CITY

Lead partner MIN

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

B.1.9 State Aid information

A. Is the partner involved in economic activities within the project?
Please answer questions below. If YES, briefly explain.

State Aid question	Answer	Justification
1. Will the partner implement activities and/or offer goods/services for which a market exists?	Yes No	Enter text here
2. Are there activities/goods/services that could have been undertaken by an operator with the view of making profit (even if this is not the partner's intention)?	Yes No	Enter text here

B. Does the partner and/or any third party receive a selective advantage within the project?
Please answer questions below. If YES, briefly explain.

- The “State aid criteria information” contains four mandatory questions
- In case the selected answer is “YES” the justification text field needs to be filled in.
- “State aid relevant activities” allows to indicate, which of the activities created in the work plan are State aid relevant for this partner.

C. State aid relevant activities (select from drop-down menu based on C.4 entries)

ACTIVITY 1.1 ACTIVITY 1.3

- 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

- 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 “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

Dashboard / Applications / CE0500023 – GREEN CITY / Project overall objective

Application form CE0500023 – GREEN CITY

C - Project description

C.1 Project overall objective

Programme priority specific objective (as selected in section A.1.).

Programme priority specific objective
SO 2.5. Greening urban mobility in central Europe (PO2-(viii))

Project overall objective

Please define the overall objective of the project.

- Make sure that it clearly contributes to the selected programme specific objective.
- The overall objective should provide the general context for what your project aims to achieve.
- It should describe the broader goal of the project for the benefit of its target group(s) and should point to the results (change) to be achieved by the project.

Project overall objective

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

12.2. C.2 Project relevance and context

Dashboard / Applications / CE0500023 – GREEN CITY / Project relevance and context

Application form CE0500023 – GREEN CITY

C - Project description

C.2 Project relevance and context

C.2.1 What are the territorial challenge(s) that will be tackled by your project?

Please describe which specific challenges and needs are addressed by your project and why they are relevant for the overall programme area, (please refer to chapter 1 and 2 of the Interreg CENTRAL EUROPE Programme document).

C.2.2 How does the project tackle identified challenges and needs and what is new about the approach of your project?

Please describe the project approach chosen to address the challenges and needs described above. Please also explain how the approach goes beyond existing practice in the sector/programme area/participating countries demonstrating the innovativeness of the approach.

- mandatory fields are marked with “*”
- Sections C2.4, C2.5 and C2.6 are list inputs



- Click “+” to add an item
- Click the “trash” icon to remove an item

12.3. C.3 Project partnership

- Text input fields to describe the Project partnership

12.4. C.4 Project work plan

WP number	Work package name
1	Green Strategy Development
2	Innovative Tools and Pilot Actions

- 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
- Be aware that the maximum number of WPs is 5. Even if you technically can create more WPs, the pre-submission checks will provide an Error message, if more than 5 WPs exist.
- 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.

12.4.2. Investments

Number	Investment title	Location
I1.1	Pilot Investment Italy	
I1.2	Pilot investment Croatia	

- In this part, investments can be created within a specific work package.



- The list of investments provides an overview of all investments created under a work package
- Click “Add investment” to create a new investment
- Click the “trash” icon to delete an investment
- By clicking on an investment in the list, the details page for the selected investment opens.

C - Project description

Work package1

Investment 1.1

Investment number
1.1

Investment title

Pilot investment Italy

Delivery period

Period 4, month 19 - 24

Justification

Please provide a description of the investment and explain to which pilot action it contributes and why it is needed.

Enter text here

- Investments are automatically numbered
- There are text input fields to describe the investment
- Investments are linked to the Partner budget: For cost categories “equipment” and “infrastructure and works” there is a dropdown list of all investments created under each work package in section C.

12.4.3. Activities

Dashboard / Applications / CE0500023 – GREEN CITY / Project work plan / WP2

C - Project description

Work package2

Objectives

Investments

Activities

Outputs

Activities

Please describe the activities foreseen in order to achieve the above project specific objective and related communication objective(s) considering also the involvement of the relevant target groups as identified in section C2.4.

+ 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



Dashboard / Applications / CE0500023 – GREEN CITY / Project work plan / WP1

Objectives Investments **Activities** Outputs

Activities

Please describe the activities foreseen in order to achieve the above project specific objective and related communication objective(s) considering also the involvement of the relevant target groups as identified in section C2.4.

Activity 1.1 Analysis of Green Measures in Cities

Title
Analysis of Green Measures in Cities

Start period
Period 1, month 1 - 6

End period
Period 2, month 7 - 12

Description

Deliverables
Add deliverables to your activity - see programme rules

Deliverable Number	Deliverable title	Deliverable description	Delivery period
D.1.1.1	Report on Green Measures	Report based on analysis of Green measures in Cities	Period 2, month 7 - 12

+ Add activity

- 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
- Activities are linked to the Project partner State Aid section. 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.

12.4.4. Outputs

Project overview

Application form

Project version (current) V.1.0

A - Project identification

A - Project overview tables

B - Project 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

Dashboard / Applications / CE0500023 – GREEN CITY / Project work plan / WP1

C - Project description
Work package1

Objectives Investments Activities **Outputs**

List of outputs
Please define the outputs which will be realised through the activities foreseen in this work package and link them to the related programme output indicators.

+ 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



C - Project description

Work package1

Objectives

Investments

Activities

Outputs

List of outputs

Please define the outputs which will be realised through the activities foreseen in this work package and link them to the related programme output indicators.

Output number 1.1

Output title

Programme output indicator

Measurement unit

Target value

1,00

Delivery period

Output description

+ Add Output

- 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
 - Project duration (to be able to select the delivery period)
 - The Programme Priority Specific objective (to be able to select indicators)



12.5. C.5 Project Results

- 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.
- 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



- 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

Dashboard / Applications / CE0500023 – GREEN CITY / Project management

Application form CE0500023 – GREEN CITY

C - Project description

C.7 Project management and communication
In addition to the thematic activities as described in the work plan, you need to foresee adequate provisions for project management, coordination and internal communication.

C.7.1 How will you coordinate and manage your project?
Please describe how the project management on the strategic and operational level will be carried out, including the set up of management structures, responsibilities and procedures, as well as risk management. Please also explain how the internal communication within the partnership will be organised.

Enter text here

C.7.2 Which measures will you take to ensure quality in your project?
Describe the planned approach and processes for quality management, i.e. how the quality of deliverables and outputs will be monitored and ensured, and indicate the responsible partner(s). If you plan to conduct any type of project evaluation, please describe its purpose and scope.

- This sub-section consists of text inputs fields and tick boxes to select cooperation criteria.
- In C.7.6 Horizontal principles the user needs to select the type of contribution by clicking the toggle button with the applicable option.

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 dkfoalkföasdfi aöslfkjöasd fköas
<input checked="" type="checkbox"/> Joint implementation	Enter text here papieaöasldf asdfikasödfpeaöiöasdf
<input type="checkbox"/> Joint staffing	Enter text here
<input checked="" type="checkbox"/> Joint financing	Enter text here opasdfpo asofiaspdofaspodfiposif



12.8. C.8 Long-term plans

Application form
Project version (current) V.1.0

A - Project identification
B - Project 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
C.5 Project results
C.6 Project time plan
C.7 Project management and communication
C.8 Long-term effects and durability
D - Project budget

Application form CE0500023 – GREEN CITY
C - Project description

C.8 Long-term effects and durability
Projects should have a long-lasting effect in the territories and for the relevant target groups. Please describe below how this will be ensured.

C.8.1 Ownership/durability
Please describe who will ensure the financial and institutional support including maintenance for outputs and main deliverables developed by your project.

Enter text here

C.8.2 Lasting effects
Outputs and deliverables should be made available and used by relevant target groups (project partners or other stakeholders) after the project's lifetime, in order to have a lasting effect on the territory. Please describe how the outputs and deliverables will stay available and will be taken up or upscaled by the project partners.

Enter text here

- 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

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

Partner	Country	ERDF	ERDF % Rate	Interreg Funds	Interreg Funds % Rate	Public Contribution	Auto Public Contribution	Private Contribution	Total partner contribution	Total	% of Total
PP3	Hrvatska (HR)	0,00	0,00 %	0,00	0,00 %	0,00	0,00	0,00	0,00	105.800,00	55,41 %
LP1	Italia (IT)	48.088,06 70.6 % of total	80,00 %	0,00	0,00 %	6.022,02	6.000,00	0,00	12.022,02	60.110,08	31,48 %
PP2	Österreich (AT)	20.025,60 29.4 % of total	80,00 %	0,00	0,00 %	0,00	0,00	4.006,40	4.006,40	25.032,00	13,11 %
Total		68.113,66	35,67 %	0,00	0,00 %	6.022,02	6.000,00	4.006,40	16.028,42	190.942,08	100,00 %

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



13.2. D.2 Overview partner / cost category

D.2 Project budget - overview per partner / per cost category										
Partner	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Other costs	Lump sum	Total
LP1	Italia (IT)	38.450,90	5.767,63	2.691,56	5.699,99	0,00	0,00	0,00	7.500,00	60.110,08
PP2	Österreich (AT)	3.200,00	480,00	352,00	11.000,00	5.000,00	0,00	0,00	5.000,00	25.032,00
PP3	Hrvatska (HR)	80.000,00	12.000,00	8.800,00	0,00	0,00	0,00	0,00	5.000,00	105.800,00
Total		121.650,90	18.247,63	11.843,56	16.699,99	5.000,00	0,00	0,00	17.500,00	190.942,08

- Table D2 provides an automatically calculated overview of total partner budget divided per cost category.
- This table shows next to the six cost categories Staff cost, Office and Administration, Travel and accommodation, External expertise and services, Equipment and Infrastructure and works as well as the budget under categories covering multiple cost categories, namely flat rate for Other costs and lump sums.

13.3. D.3 Overview budget /period

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	Period 3	Period 4	Period 5	Period 6	Closure	Total
LP1	Italia (IT)	7.500,00	11.010,08	10.100,00	7.100,00	6.100,00	12.200,00	6.100,00	0,00	60.110,08
PP2	Österreich (AT)	5.000,00	0,00	0,00	10.016,00	7.512,00	2.504,00	0,00	0,00	25.032,00
PP3	Hrvatska (HR)	5.000,00	22.680,00	18.900,00	18.900,00	15.120,00	12.600,00	12.600,00	0,00	105.800,00
Total		17.500,00	33.690,08	29.000,00	36.016,00	28.732,00	27.304,00	18.700,00	0,00	190.942,08
% of Total budget		9,17 %	17,64 %	15,19 %	18,86 %	15,05 %	14,30 %	9,79 %	0,00 %	100,00 %

D.3.2 Project budget - overview per fund / period									
Fund	Preparation	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Closure	Total
ERDF	10.000,00	8.808,06	8.080,00	13.692,80	10.889,60	11.763,20	4.880,00	0,00	68.113,66
Total EU Funds	10.000,00	8.808,06	8.080,00	13.692,80	10.889,60	11.763,20	4.880,00	0,00	68.113,66

- 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 Central Europe only uses the ERDF fund, the amounts correspond to ERDF only.

14. E- Project lump sums

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



Project overview

Application form

Project version (current) V.1.0

- A - Project identification
- B - Project partners
- C - Project description
- D - Project budget
- E - Project lump sums
- E.1 - Project lump sums

Application annexes

Check & Submit

Export

Project privileges

Dashboard / Applications / CE0500023 - GREEN CITY / Lump Sums

Application form CE0500023 - GREEN CITY

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	Sum	Gap	Description
Preparation a...	Preparation	Yes	17.500,00	7.500,00	5.000,00	5.000,00	17.500,00	0,00	Lump sum for project preparation and contracting costs
				7.500,00	5.000,00	5.000,00			

+

- The lump sums can be chosen from the dropdown list and settings predefined by the programme are automatically prefilled.
- The user needs to allocate the preparation and contracting costs lump sum to period "Preparation".
- The lump sum can be allocated to one or more partners.
- The lump sum for preparation and contracting costs can be selected only once per project. This is checked by a pre-submission check.

- The last column of the tables shows the total lump sum amount per partner. This amount is added to the partner total budget.

- An Error message appears in case no period is selected.
- An Error message appears in case the lump sum amount is not correctly allocated to the partner(s).

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

- 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”

File name	Upload date	User	Description	Actions
LP1 document.docx	25.01.2022 13:01	applicant@jems.eu		[Edit] [Download] [Delete]



- Click the pencil icon to add a description to the uploaded file. It is recommended to enter a description to uploaded files. This allows you to distinguish files within and in between sections/sub-sections.
- 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@interreg-central.eu

- Investment documentation at application stage is not required for Interreg Central Europe

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

The screenshot displays the 'Application form' interface. On the left is a sidebar with a navigation menu containing sections A through E, plus 'Application annexes', 'Check & Submit', 'Export', and 'Project privileges'. The main content area shows a warning message about the submission deadline and a 'Pre-submission check' section. Below this, there are two buttons: 'Run pre-submission check' and 'Submit project application'. The check results are listed in a table with icons indicating status (green for success, red for error, yellow for warning).

Section	Item	Status	Issues
A - Project identification	A - Project identification	Success	0
	A - Project overview tables	Success	0
B - Project partners	B - Project partners	Error	21
	Partner Composition	Error	1
C - Project description	C - Project description	Error	13
	E1 - Project lump sums	Success	0

- 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

Application form

Project version (current) V. 1.0

A - Project identification

A - Project identification

A - Project overview tables

B - Project partners

Partners overview

LP1 Loader

FW2 SE/COMD

B.2 Associated partners

C - Project description

D - Project budget

D.1 Project budget per fund

D.2 Overview partner / cost category

D.3 Overview budget / period

E - Project lump sums

E.1 - Project lump sums

Application annexes

Check & Submit

Export

Project privileges

You are about to officially submit your project application: CE9400007 – New Mobility

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

Run pre-submission check Submit project application

✓ A - Project identification	
✗ B - Project partners	21 Issue(s) ^
✗ Partner Composition	1 Issue(s) v
✓ Exactly 1 Lead partner exists	
✗ Partner identity	3 Issue(s) v
✗ Partner address	9 Issue(s) v
✗ Partner motivation	3 Issue(s) v
⚠ Partner Budget	0 Issue(s) v
✓ Project budget is greater than 0	
✗ Partner State aid	5 Issue(s) v
✗ C - Project description	13 Issue(s) v
✓ E.1 - Project lump sums	

- 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.



Pre-submission check

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

✓ A - Project identification	
❗ B - Project partners	21 Issue(s) ^
❗ Partner Composition	1 Issue(s) v
✓ Exactly 1 Lead partner exists	
❗ Partner identity	3 Issue(s) ^
❗ Partner Leader: The selected type of partner cannot be "General Public"	
❗ Partner Leader: Department / unit / division is missing	
❗ Project partner Leader: Wrong AT VAT format. (Correct: ATU+8 numbers)	
❗ Partner address	9 Issue(s) v
❗ Partner motivation	3 Issue(s) v
⚠ Partner Budget	0 Issue(s) v
✓ Project budget is greater than 0	

- There are 3 types 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.



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

✓ A - Project identification

⚠ B - Project partners

⚠ C - Project description

✓ E.1 - Project lump sums

Project overview

Application form CE0200002 – Green TEST

Status: **Submitted** (since 27.01.2022)

Project ID and acronym	CE0200002 – Green TEST
Applicant name	Claudia Pamperl
Project name	Green TEST PROJECT
Programme priority	P2 - Cooperating for a greener central Europe
Specific objective	SO 2.2 - Increasing the resilience to climate change risks in central Europe
Call	TEST Call 1 Ends 23.02.2022. Time left: 26 days, 7 hours and 3 minutes.
Latest re-submission	27.01.2022 by claudia@jems.eu
First submission	26.01.2022 by claudia@jems.eu

Export

17. Export function

This section allows the user to export the application form (pdf file) and partner budgets (csv 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 in case of Jems Interreg Central Europe.
- Click “Partners budget” to exports the project budget tables from section D and the Partner Budget tables from section B as a CSV file
 - The exported CSV file uses a comma separator. Budget figures have a dot as a decimal separator

Convert csv file to Excel file

There are multiple ways of opening a csv file in Microsoft Excel or any other spreadsheet program. Which one works best for you, unfortunately depends on the location- and language settings of your local windows system.

- Open file directly: Open the exported file directly with Microsoft Excel or any other spreadsheet program. If your version expects commas as delimiter character, then CSV files exported from Jems will format correctly.
- Alternative solutions, if opening directly does not work

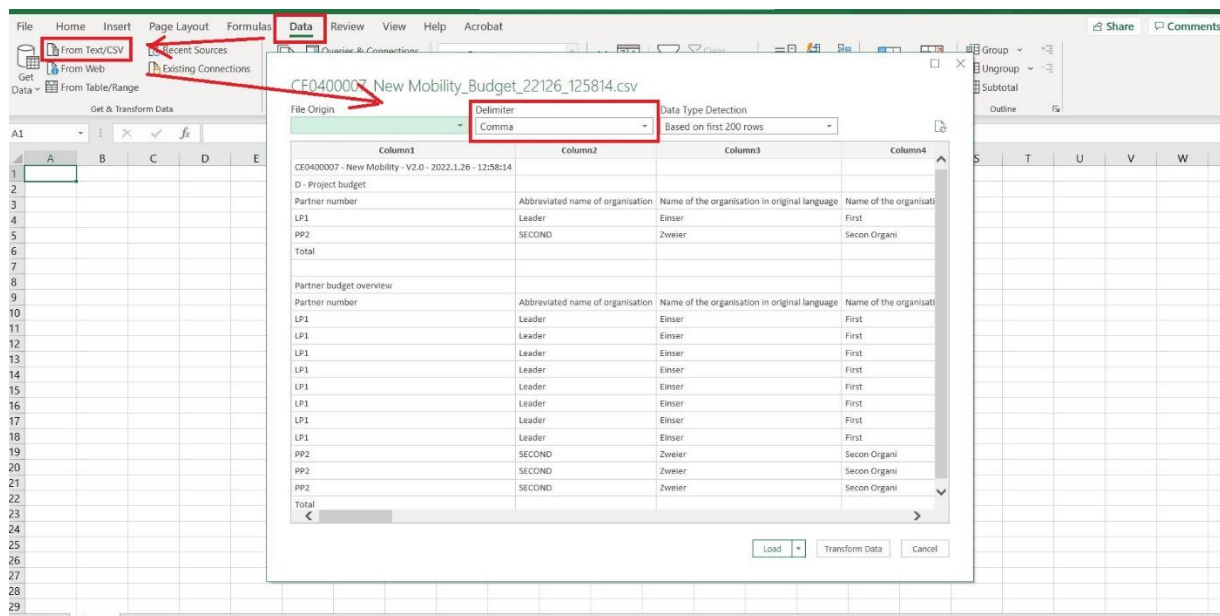
Example:

Import file into excel sheet. The flow may be slightly different, based on your exact version of Excel, but in general you can follow these steps:

- Create a new Excel sheet.
- In the menu under “Data”, you will find an option to import “From Text/CSV”
- A popup window will open, with the option to choose the “Delimiter”



- Select “Comma” as delimiter



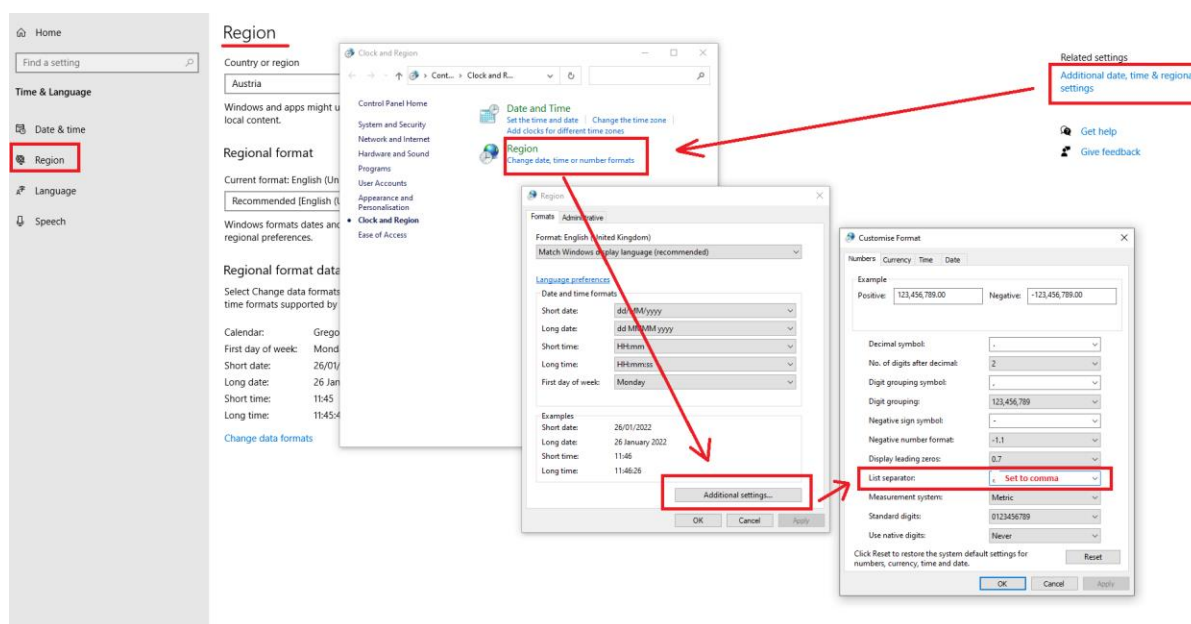
Change the default delimiter for your windows system

While a comma is the standard delimiter character for a CSV file, Excel does not reliably interpret CSV files in this manner when opening directly. Instead, Excel requests the default delimiter character based on the regional settings in your Windows set-up. You can change those regional settings to correctly provide Excel with a comma as the separator character. CSV files exported from Jems will then format correctly when opened directly with Microsoft Excel or any other spreadsheet program (without the need for manual import).

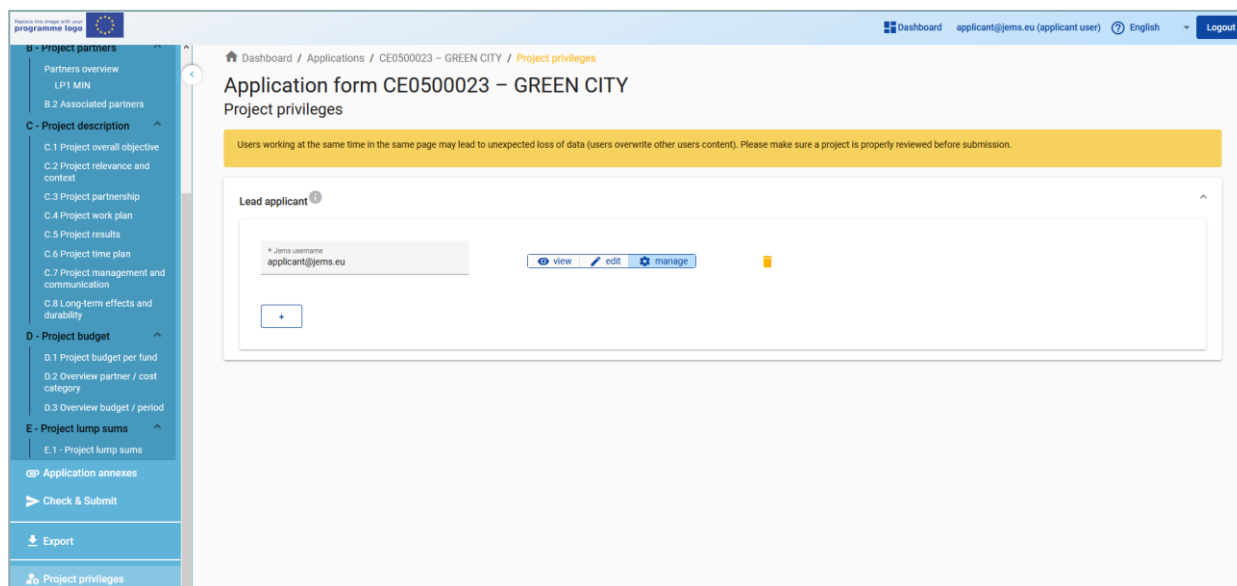


Follow these steps:

- ❑ Open Windows settings
- ❑ Open the regional settings.
- ❑ From there, select “change date, time and number formats.”
- ❑ Select “additional settings.”
- ❑ Here you will find a setting for “list separator.” Set this character to comma.
- ❑ Now you should be able to open CSV files exported from Jems directly with Microsoft Excel or any other spreadsheet program!



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.