Interreg CENTRAL EUROPE

Co-funded by the European Union

Jems User Manual

For Applicants Call 2

Version 1

03 2023

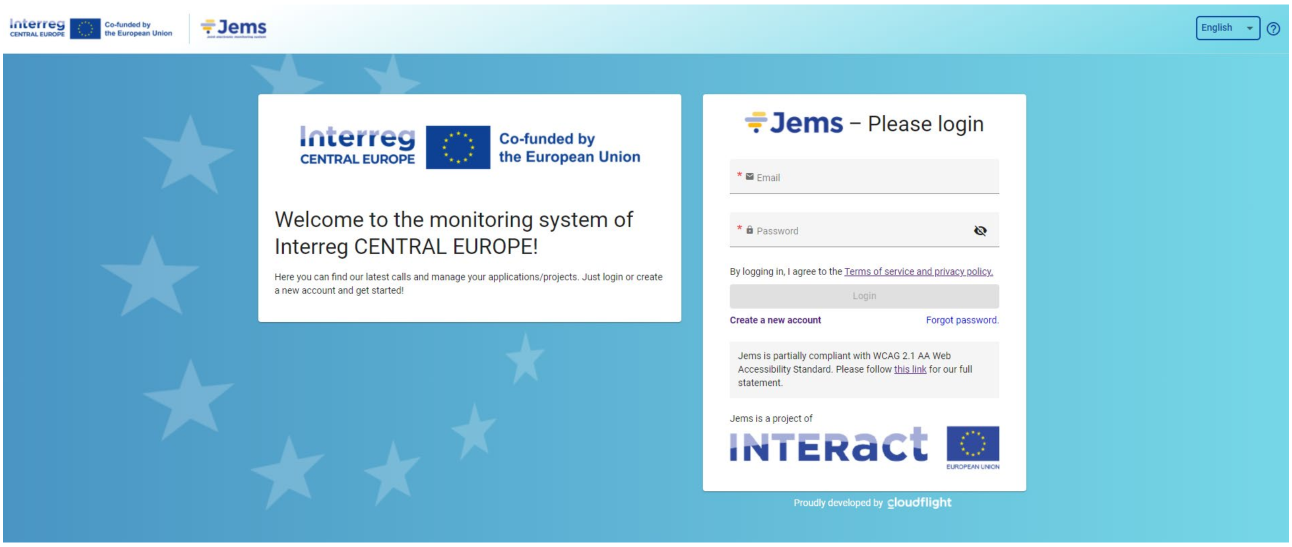
JEMS USER MANUAL[1]

For applicants in Call 2

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.

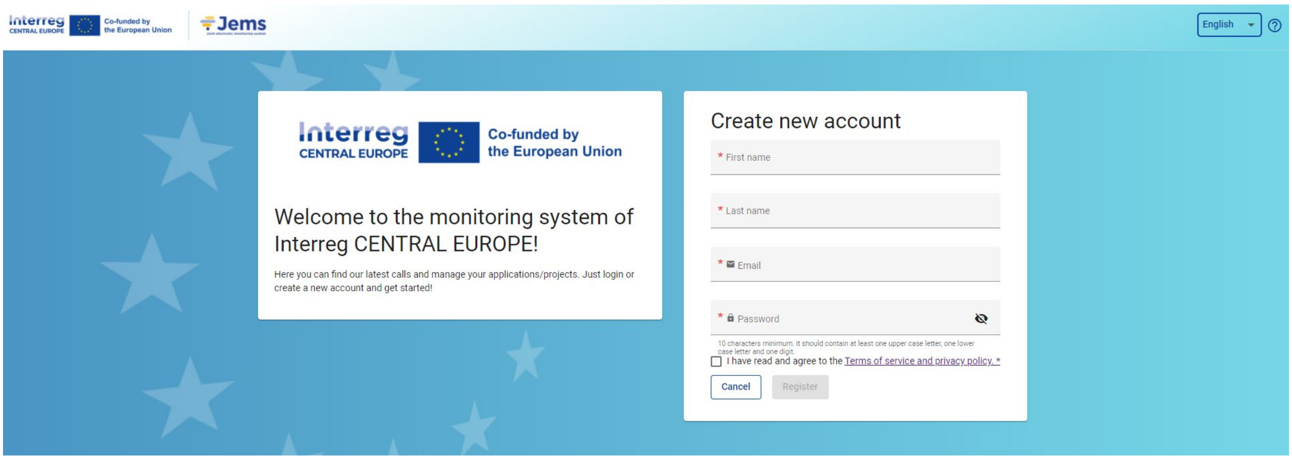


- Click “Create a new account” to register and get your personal account
- In case you forgot your password contact jems@interreg-central.eu
- Click on the “?” icon to get information on
    - User support
    - Applicable legal documents (terms of service, privacy policy, accessibility statement)
    - 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.

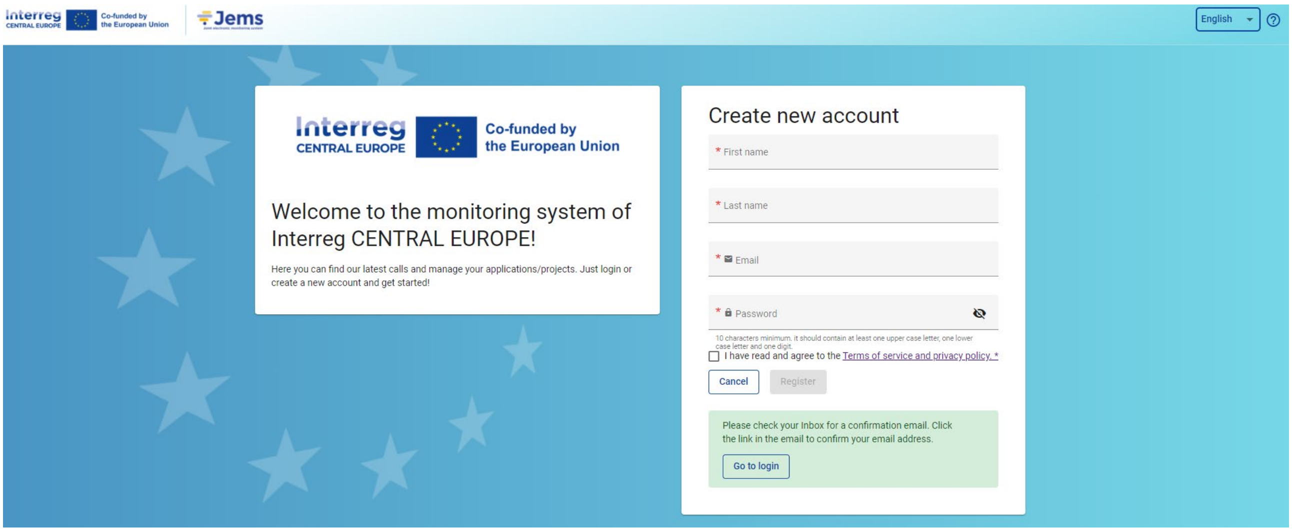
[1] Based on Jems User Manual published by Interact

2. Create a User Account

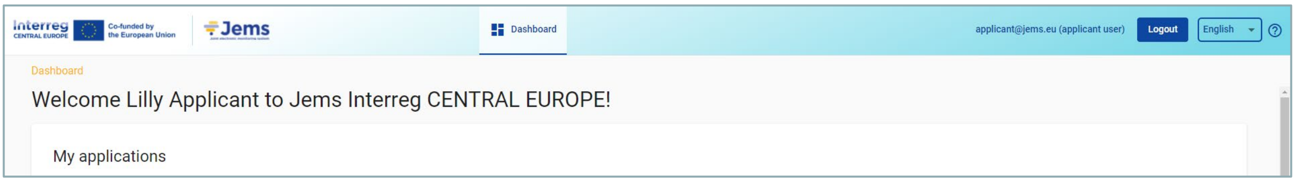
- Insert the required information on:
  - Fist name
  - Last name
  - Email address
  - Password requirements
    - 10 characters minimum
    - at least one upper case letter
    - one lower case letter
    - one digit
- All fields marked with “*” are mandatory.
- Click the tick box to acceptance of 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

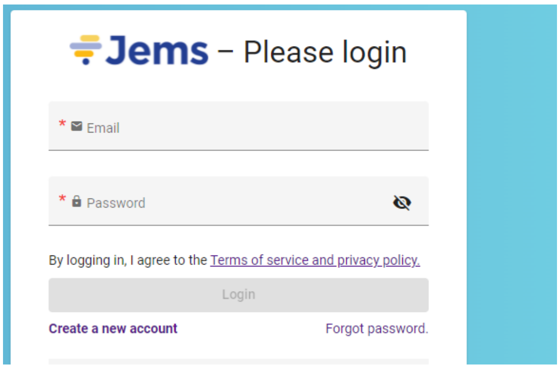


- Upon creation of a new account a message to check your Inbox for a confirmation email appears in green
- Click on button “Go to login” to go to the Jems login page.
- Once successfully logged in, the user name will appear in the top menu bar. In “()” it shows the role assigned to the user. The default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



- Click “Dashboard” in the top menu bar to go to the Dashboard
- Click on your user name to access the user profile
- Click on the “?” icon to get support information
- Click the “Logout” button in the top menu bar to leave Jems

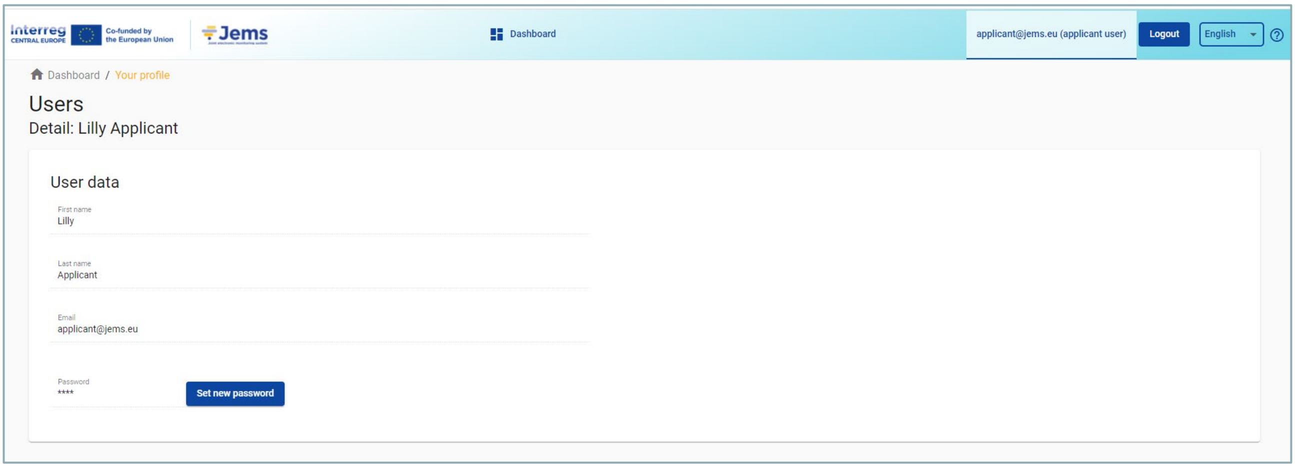
3. Forgot Password - Forgot user name



- Click “Forgot your password” on the login page or user name contact jems@interreg-central.eu to get support by the system administrator.

4. User Profile - Set new password

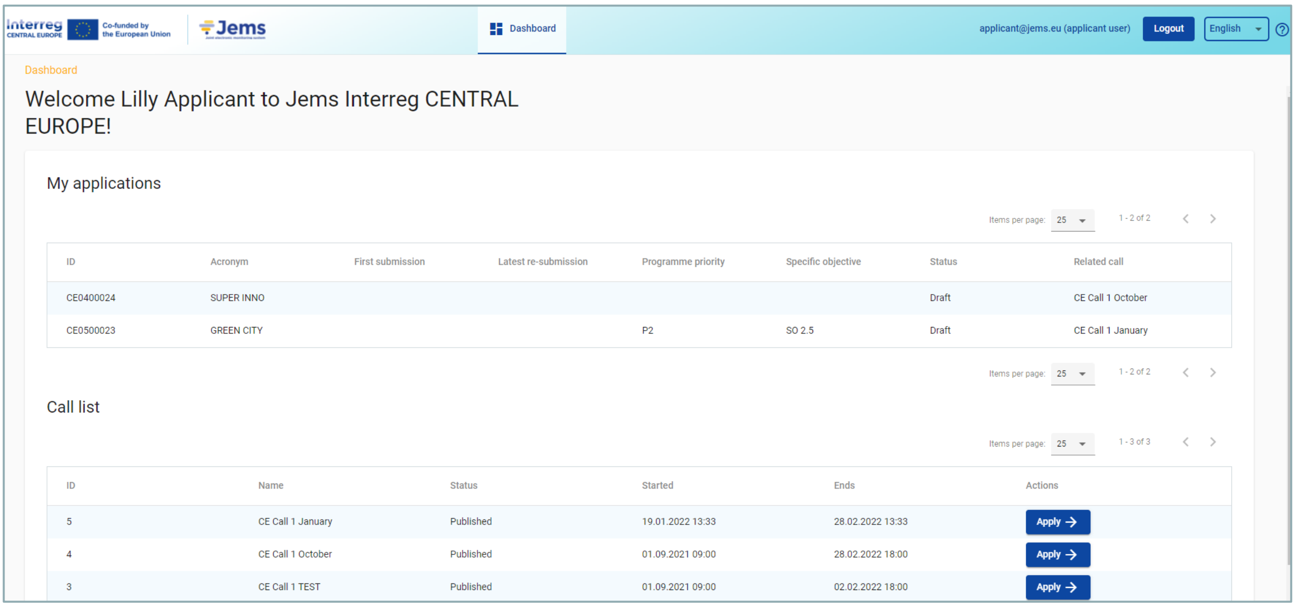
- The user name appears in the top menu bar upon successful login.
- The role assigned to a user is shown in “()” next to the user name. The default user role upon login is “applicant user”.
- Click the user name in the top menu bar to access your user profile.
- Click “Set new password” to reset your 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



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.

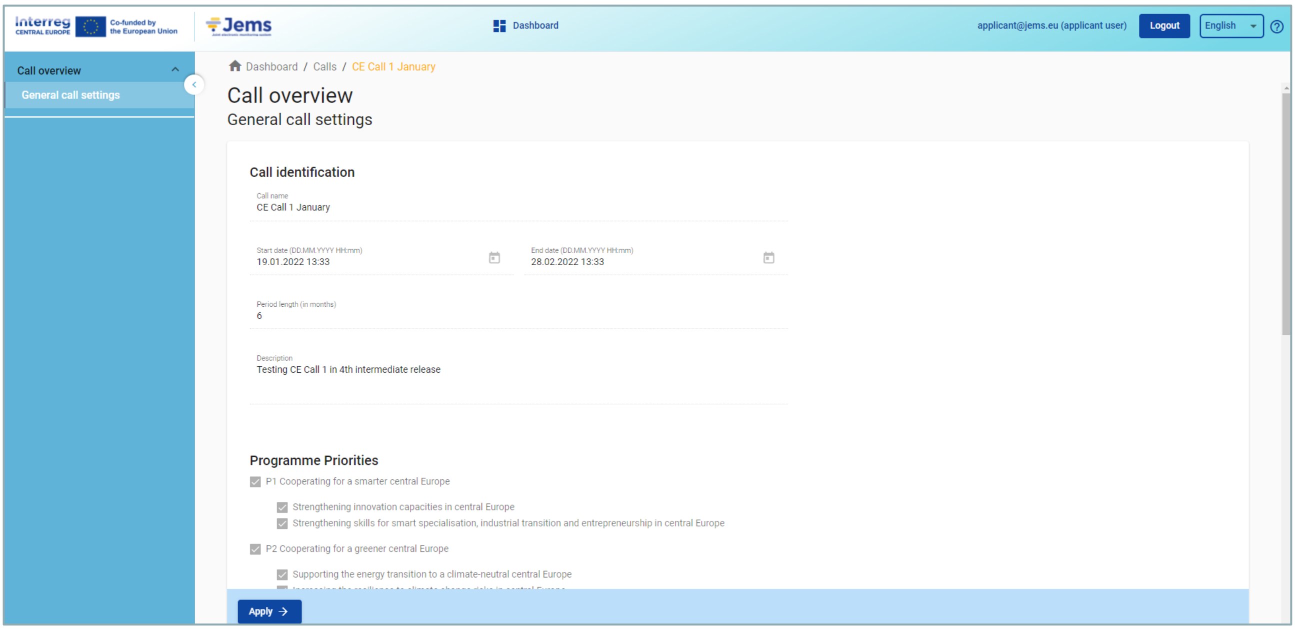
6. Open calls

- 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:

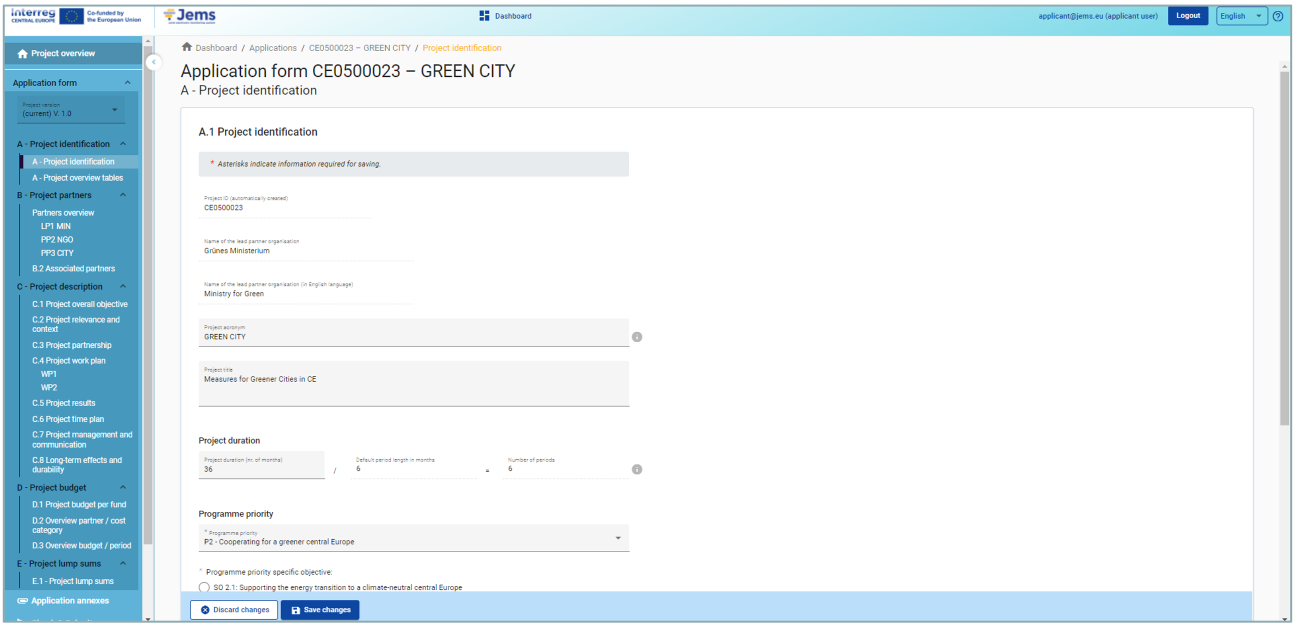
- Application form usability features
- Project overview
- Application form versioning
- A- Project Identification
- B- Project Partners
- C- Project description
- D- Project budget
- E- Project lump sums
- Check & Submit
- File management (Attachments/Annexes)

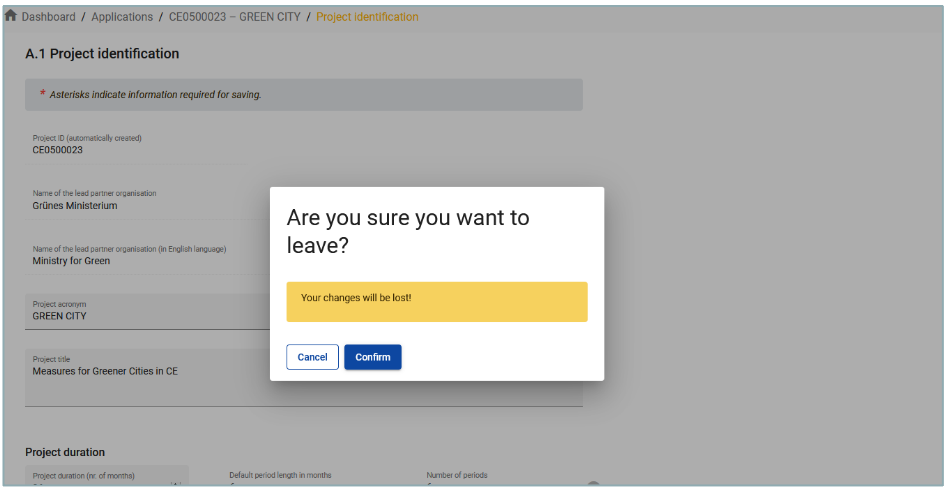
7. Application form usability features

7.1. General information on usability

7.1.1. Editing of input fields:

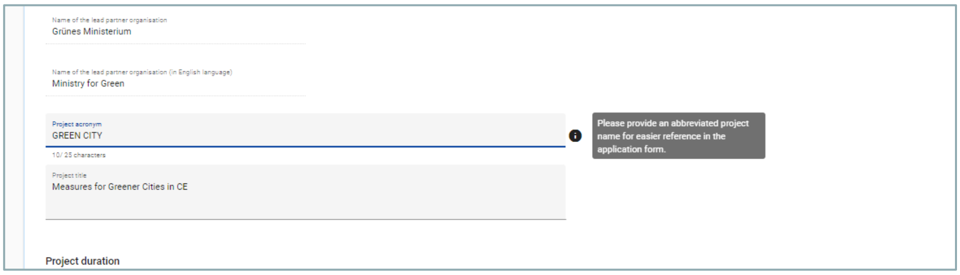
- Changes made can be saved or discarded. If the user leaves the page without saving, a warning message is displayed.
- Mandatory fields are indicated by an "*" in the system.
- A page cannot be saved unless all mandatory fields are filled in.
- Once the application is submitted editing of input fields is not possible any longer.



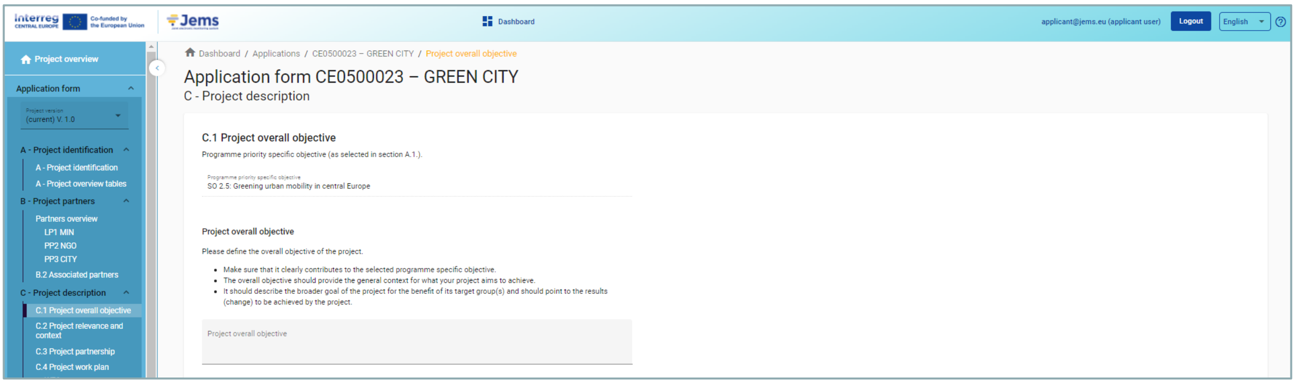


7.1.2. Information icons:

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



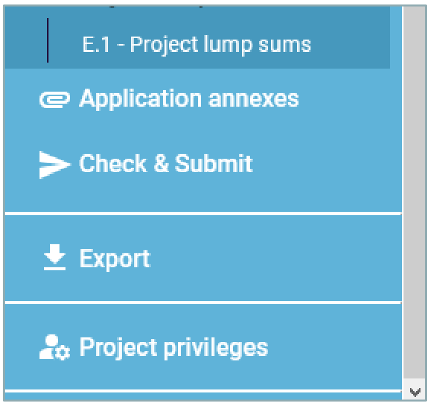
7.1.3. Navigation and Menu bars



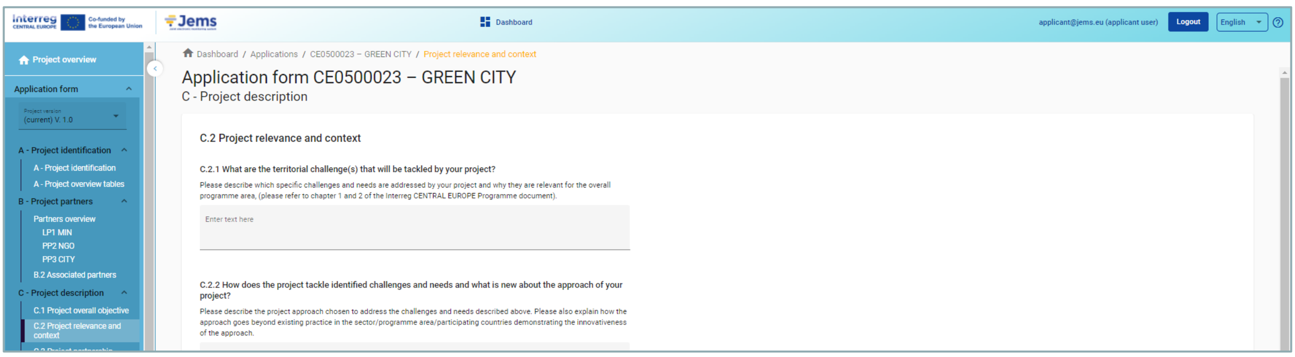
- Top menu bar
  - Click “Dashboard” to go to the Dashboard section
  - Click on user name to get to the user profile section
  - Click “?” to access support information
  - Click “English” to select Jems language (only English for Interreg Central Europe)
  - Click “Logout” to leave Jems
- Left menu bar
  - To hide/unhide the left menu click the “>”/”<” symbols.

    To fold/unfold application form section the “>”/”<” symbols

- 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.

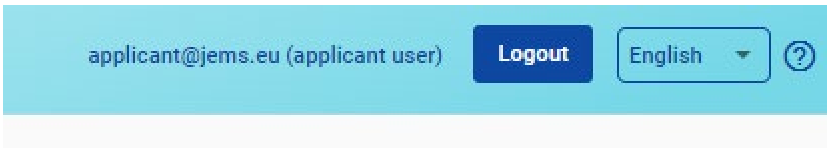


- Navigation bar (bread crumb bar)
  - The navigation bar allows the user to orientate and see the location of the displayed section within Jems starting from Dashboard.
  - The displayed section is shown in yellow letters and corresponds to the highlighted section in the left menu.
  - The user can 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

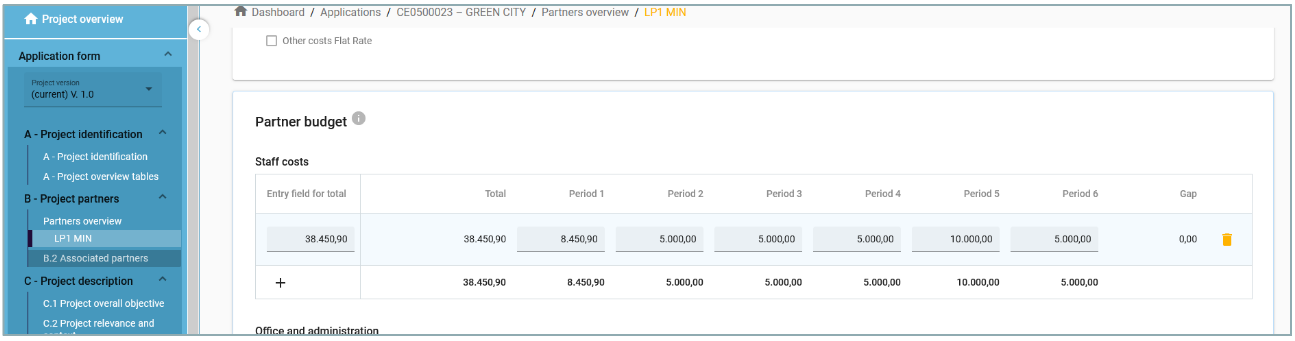
Since the programme language of the Interreg Central Europe programme is English the Jems system language selectable in the top menu bar is limited to English.



7.3. Number format and rounding in the Application Form

Budget format settings in the application form:

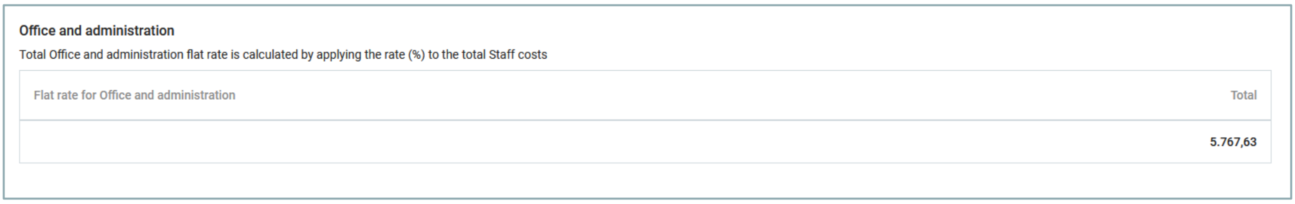
- inserted as Euro amounts
- numbers and percentages are with two decimals
- comma is used as a decimal separator



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
    - Calculation of funding amounts

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

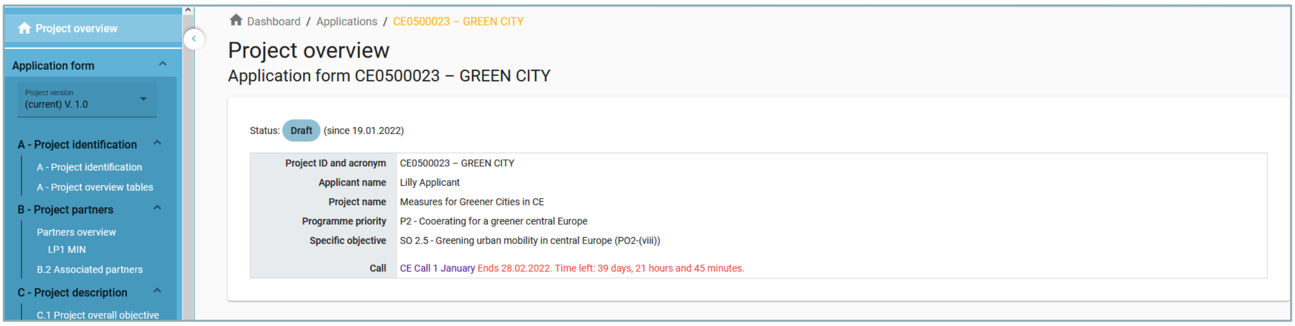


8. Project Overview

8.1. General purpose

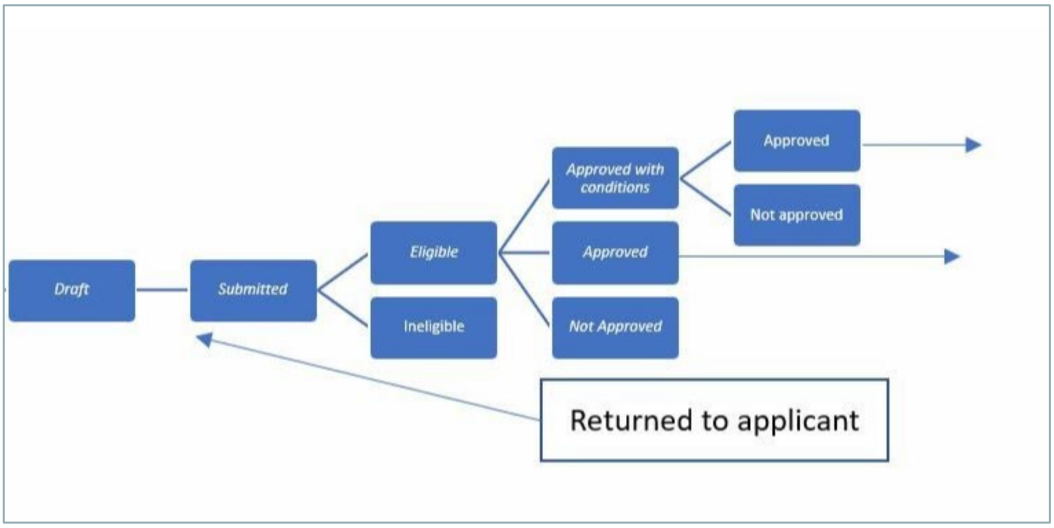
- The Project overview contains all details related to application status, application workflow and application attributes

- 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 statuses

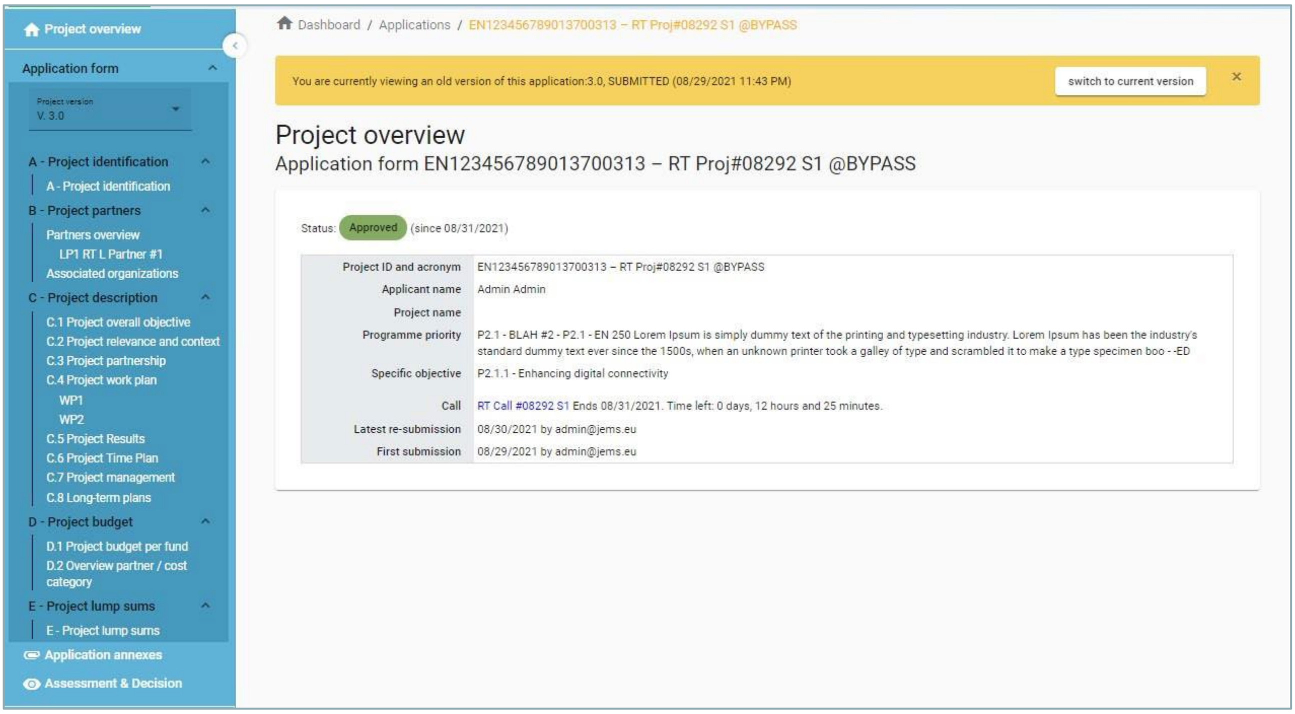
- During the application workflow, the application could take one of the statuses mentioned on diagram below.



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.

- 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.



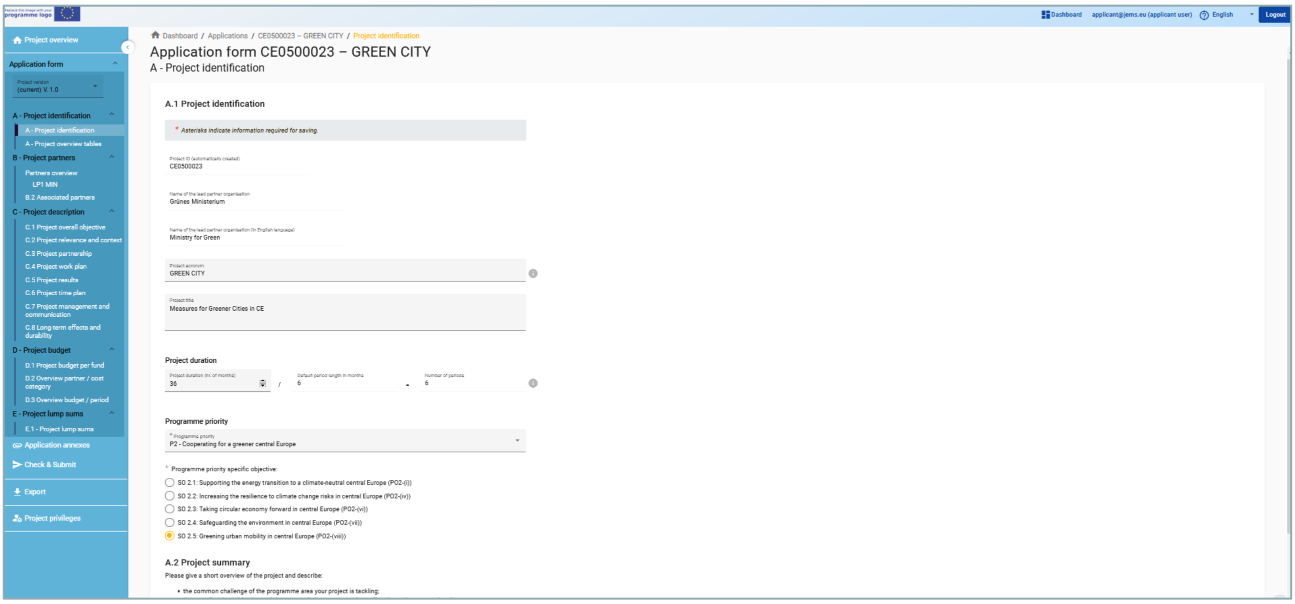
10. Project Identification

The project identification is split in two sub-sections

- A - Project identification
- A - Project overview tables

10.1. A-Project identifcation

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)

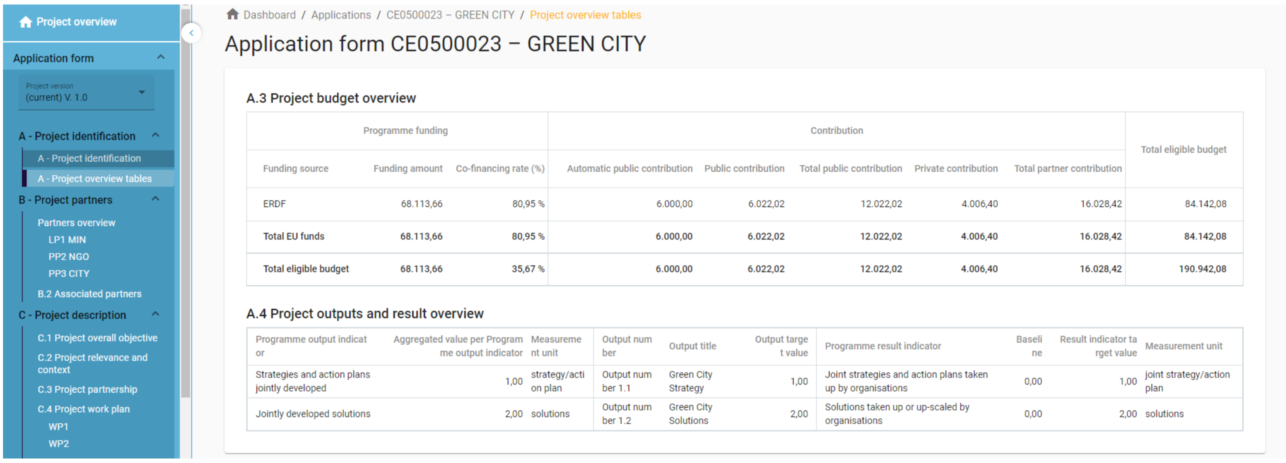
  Once the Project priority is selected, the Programme priority specific objectives appear. The applicant needs to further specify to which specific objective the project contributes.

- 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



- 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.

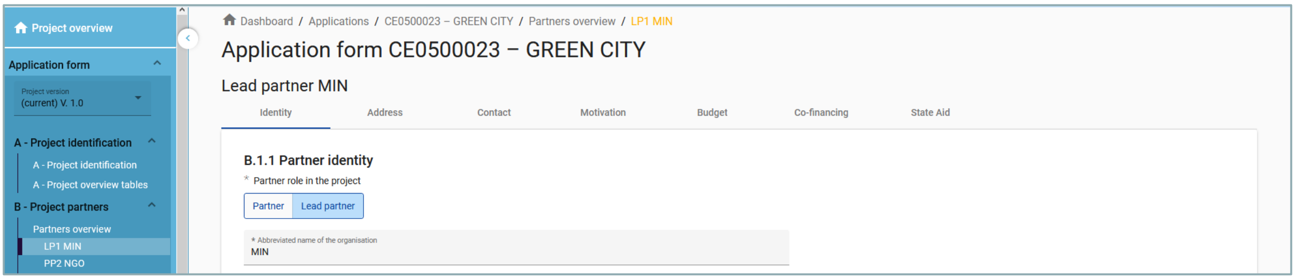
11. B- Project Partners

Partners overview

- 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.

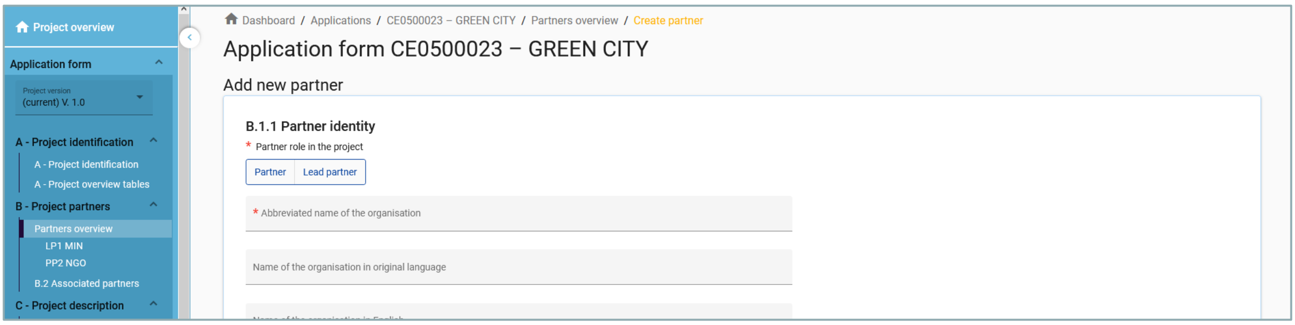
11.1. Partner specific section



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 Rav. 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

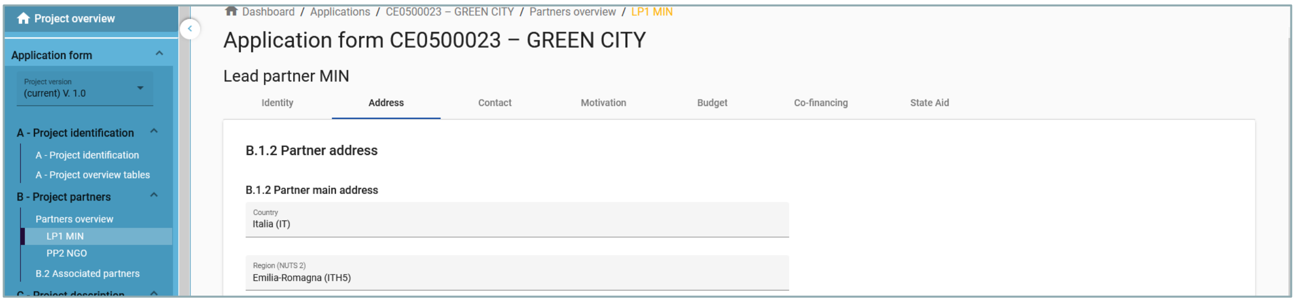
- Other identifier number and description

  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.

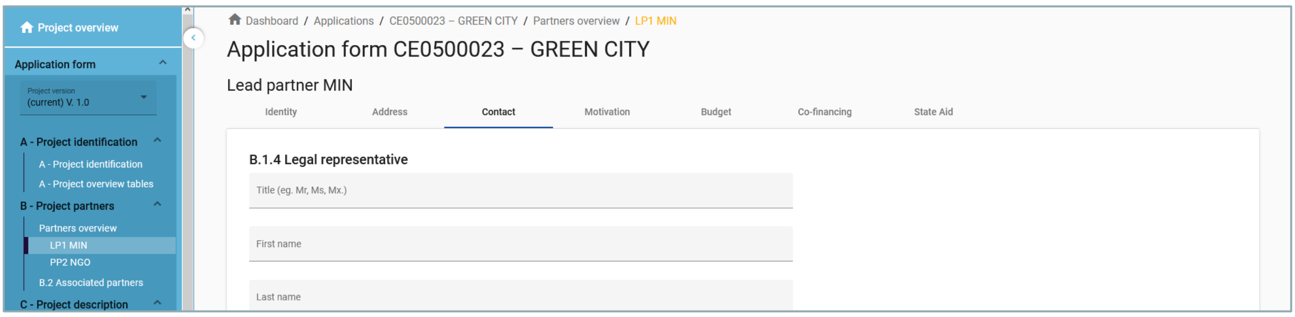
11.1.2. Address



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.

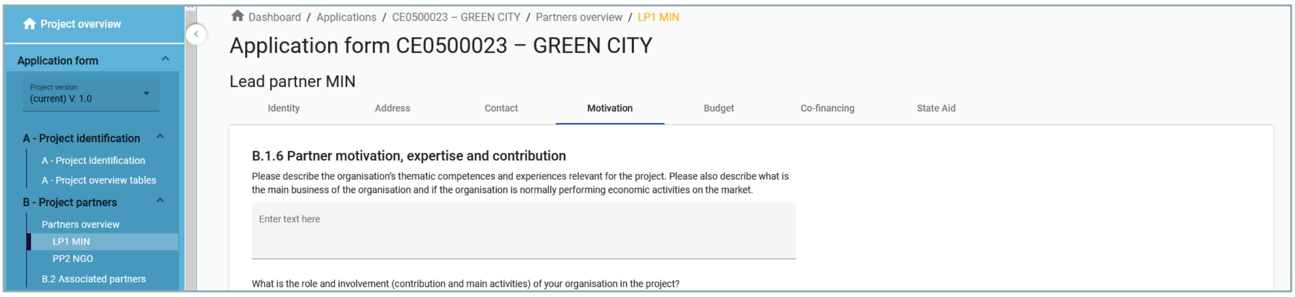
- The country selected impacts on the format required for VAT information in section “Identity” (see chapter 11.1.1 Identity)

11.1.3. Contact



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

11.1.4. Motivation

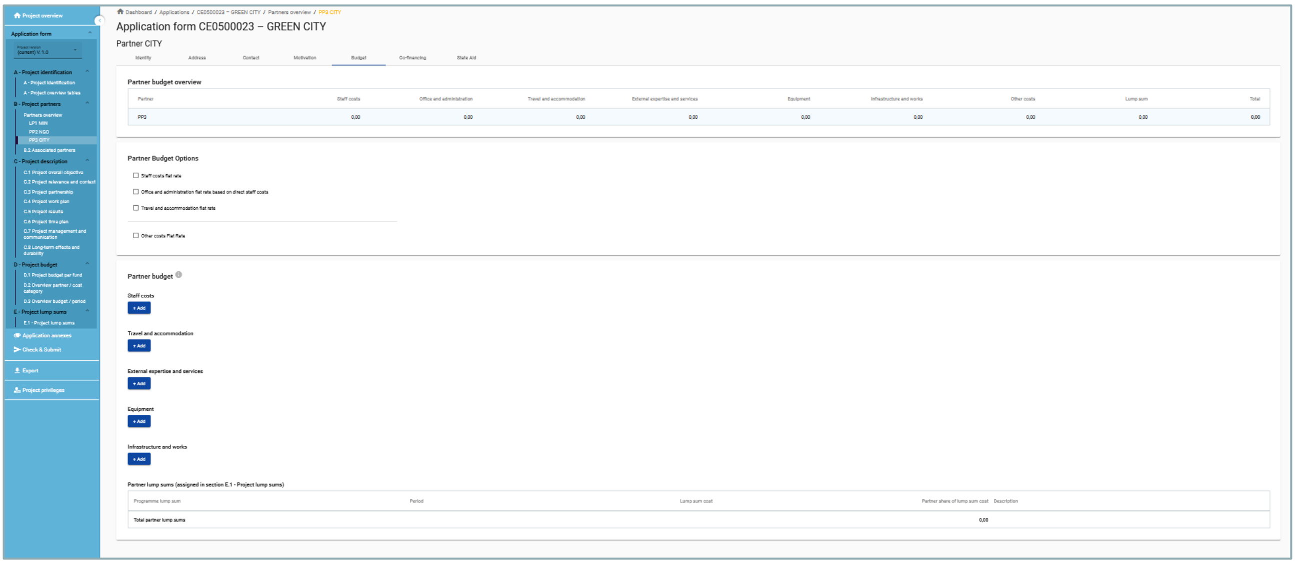


In the Partner motivation section information on motivation for participating in the project and the partner's role in the project is required.

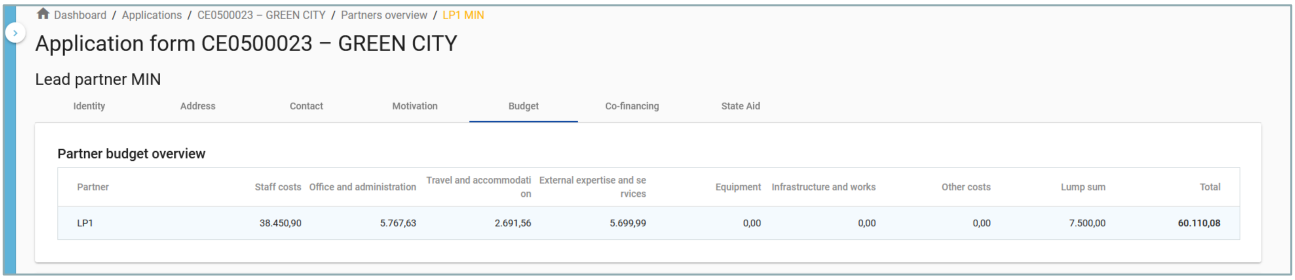
11.1.5. Budget

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



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

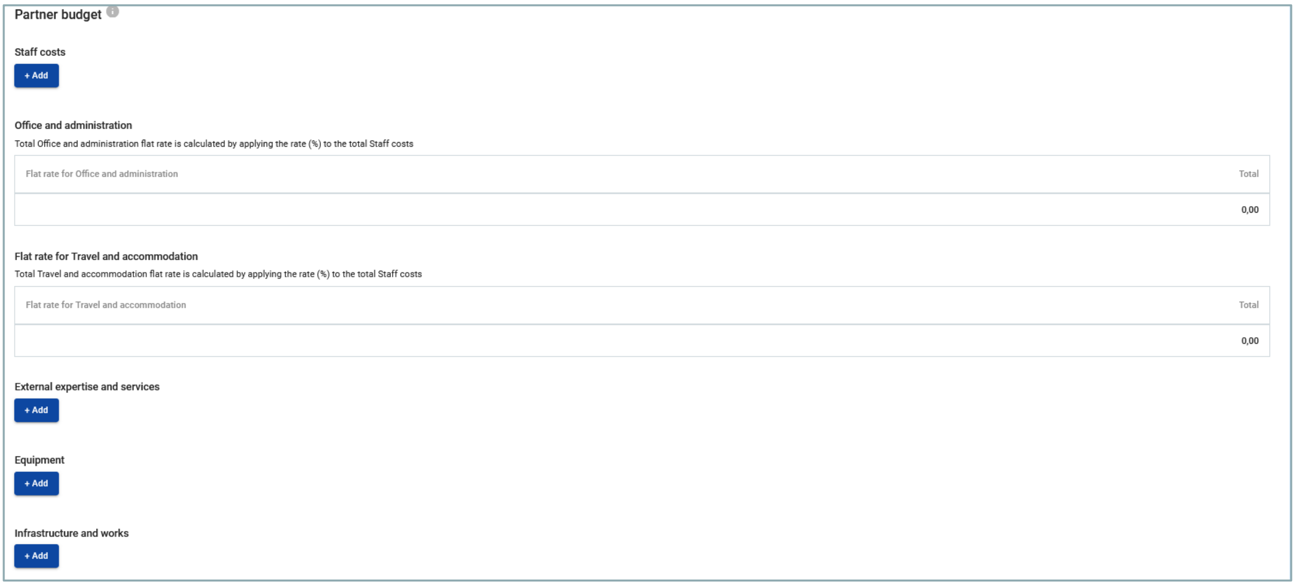
Flat rate for Office and administration	Total
	5.767,63

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

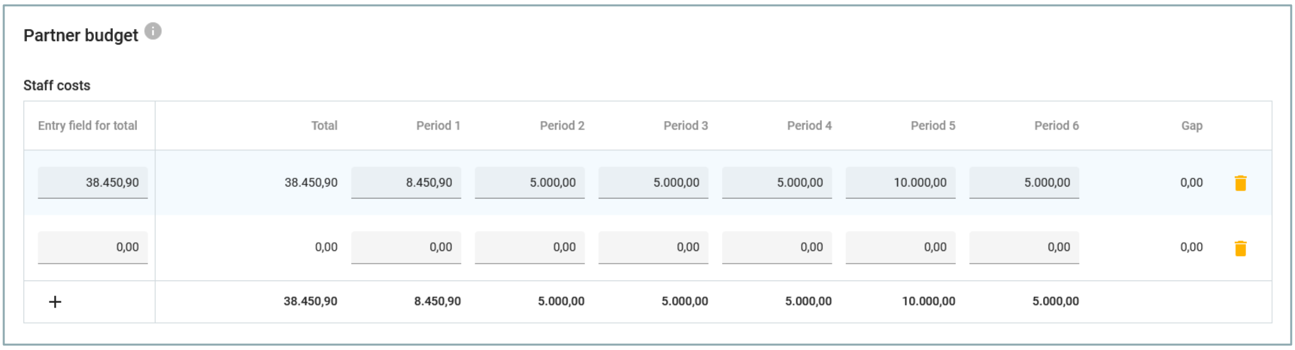
Flat rate for Travel and accommodation	Total
	0,00

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

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

ry 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.(
-	38.450,90	8.450,90	5.000,00	5.000,00	5.000,00	10.000,00	!

- 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	Gap
38.450,90	38.450,90	10.000,00	5.000,00	5.000,00	5.000,00	10.000,00	5.000,00	-1.549,10
+	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	Period 5
		0,00	0,00	0,00	0,00	0,00	0,00	0,00
+			0,00	0,00	0,00	0,00	0,00	0,00

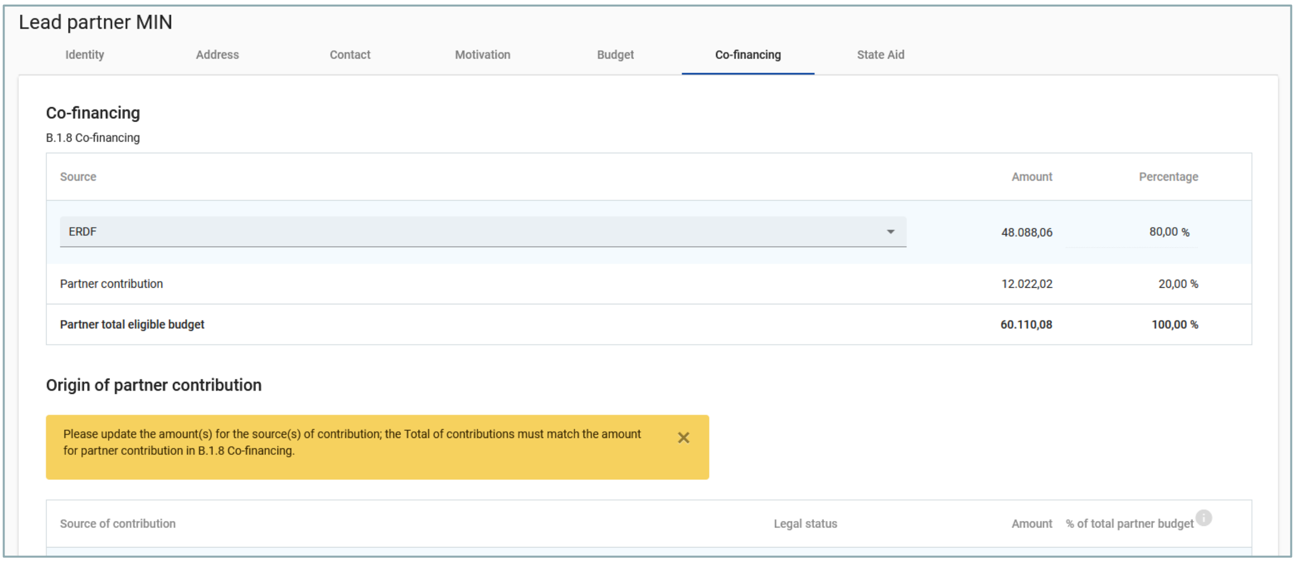
- The total budget under a cost category is calculated as the sum of the totals of all budget items entered in the table.
- An overview table on the Partners lump sums as entered in Section E.1 is available at the end of the Partner budget section.

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

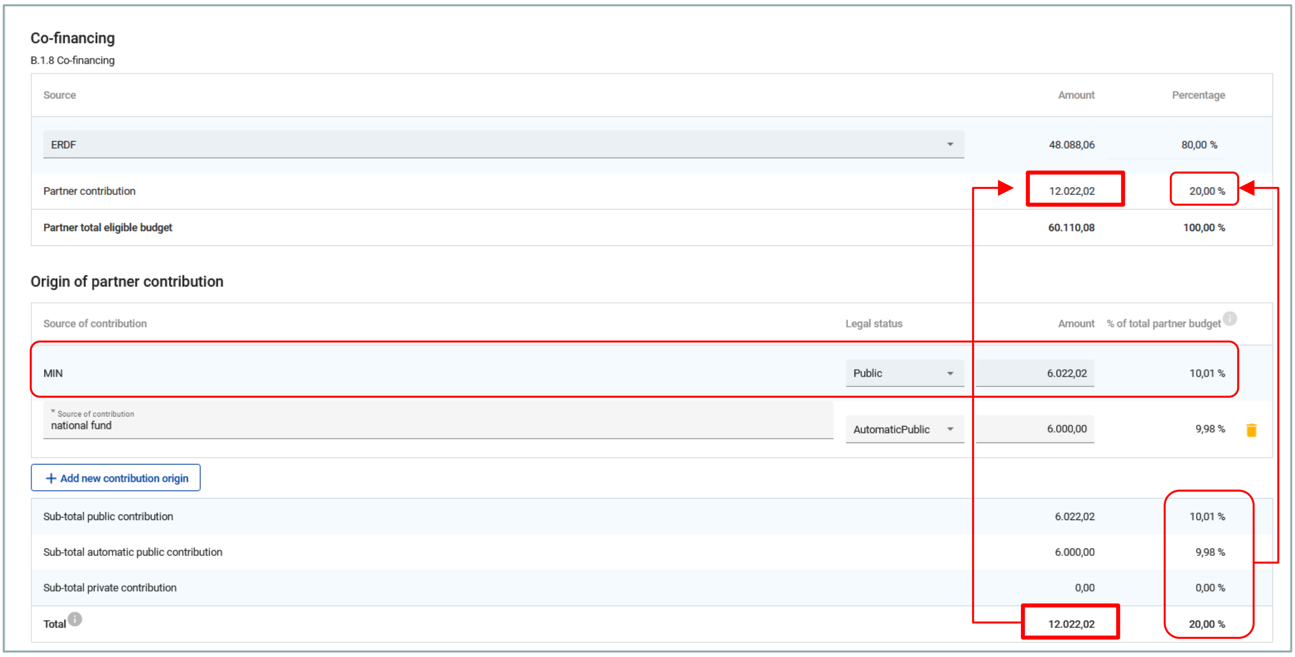
- The Co-financing sub-section consists of two tables:
  - Co-financing
  - Origin of partner contribution
- The basis for the co-financing is the partner total eligible budget.
- If this section is filled in and the budget is updated, this section needs also to be updated. If not, a yellow warning message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



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 %**

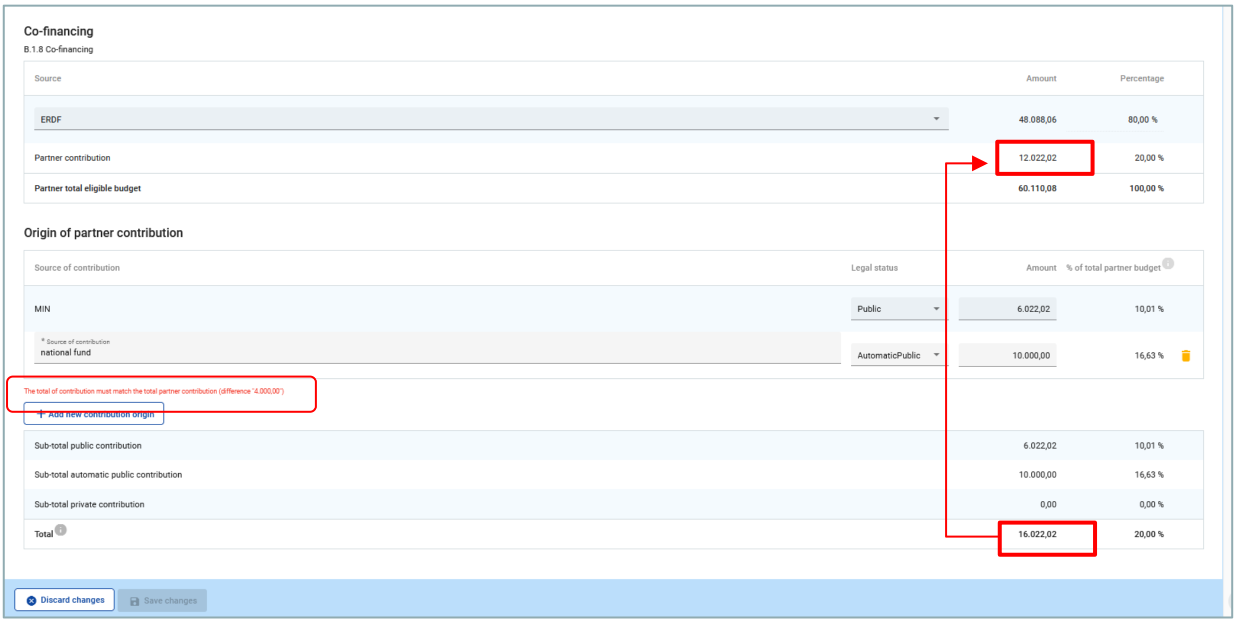
Origin of partner contribution

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 %

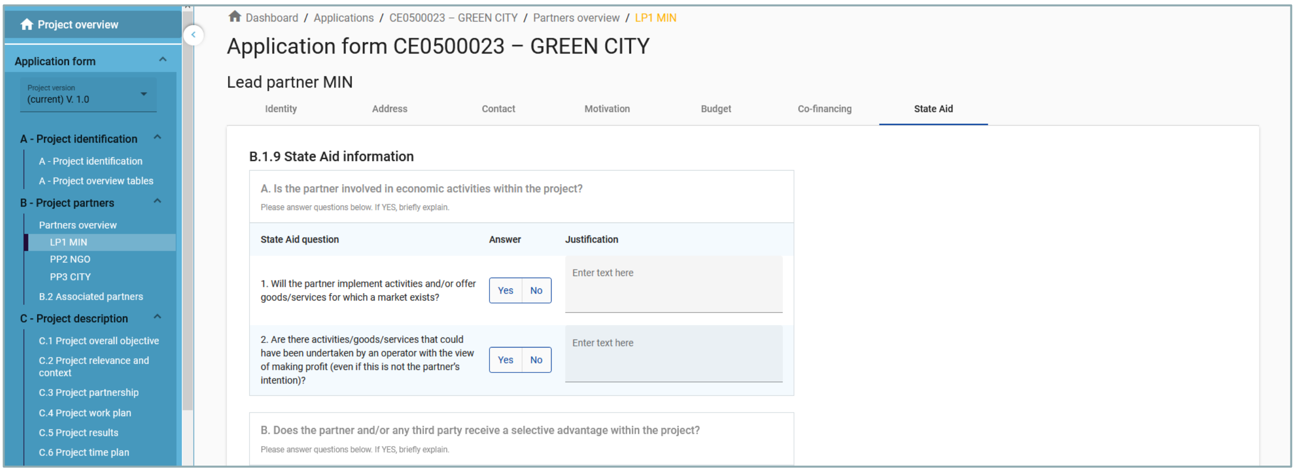
\+ Add new contribution origin

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 %

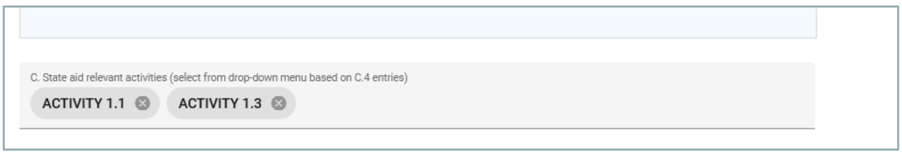
- In this part, the applicant needs to define where the partner’s own and external contributions come from.
- This table uses the total of partner contribution as total.
- The first row is always the partner's own contribution (the partner name is prefilled).
- The legal status of contribution needs 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.



11.1.7. State aid



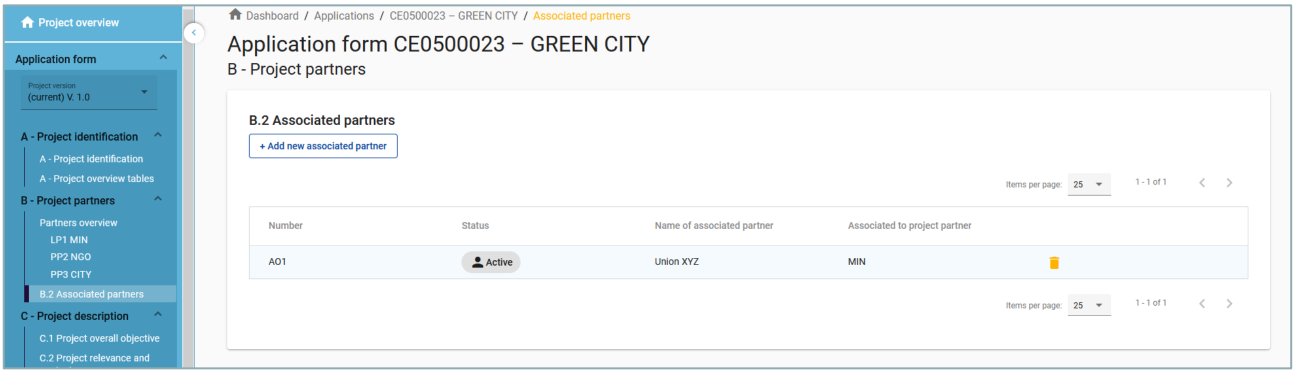
- The “State aid criteria information” contains four mandatory questions
- In case the selected answer is “YES” the justification text field needs to be filled in.
- “State aid relevant activities” allows to indicate, which of the activities created in the work plan are State aid relevant for this partner.



- 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

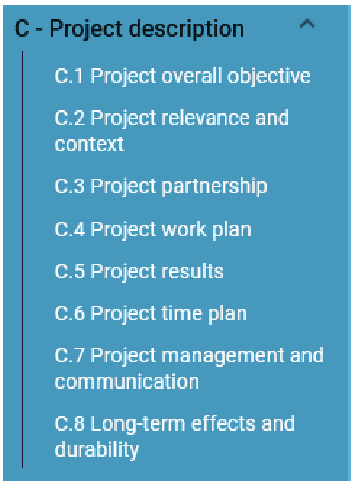


- The associated partner section consists of an overview like the Partner overview and is similarly organised.
- Click “+Add new associated partner” to create a new associated partner
- Click on the “trash” icon to delete an associated partner
- Name of the organisation in original language has to be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

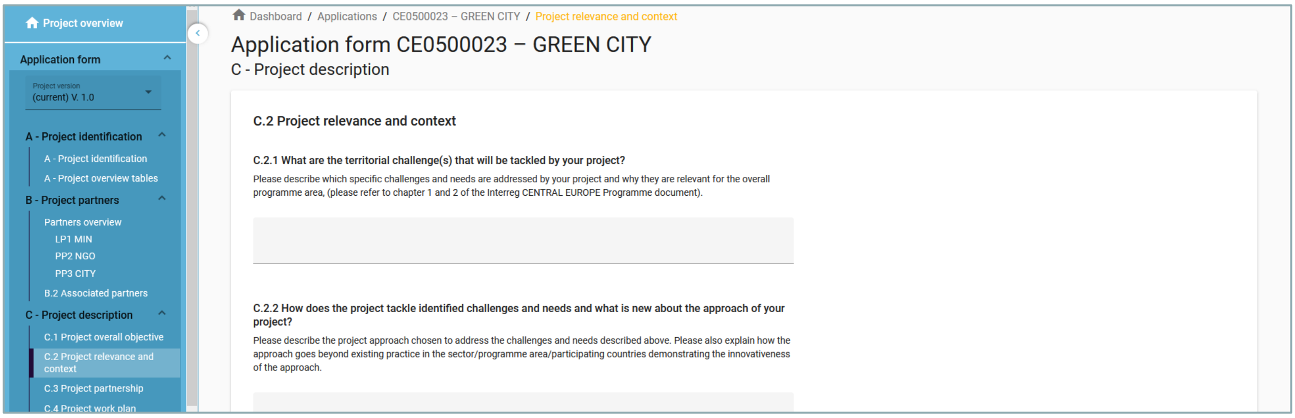
Section C is structured in 8 sub-sections C1.-C8.



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 Project overall objective.

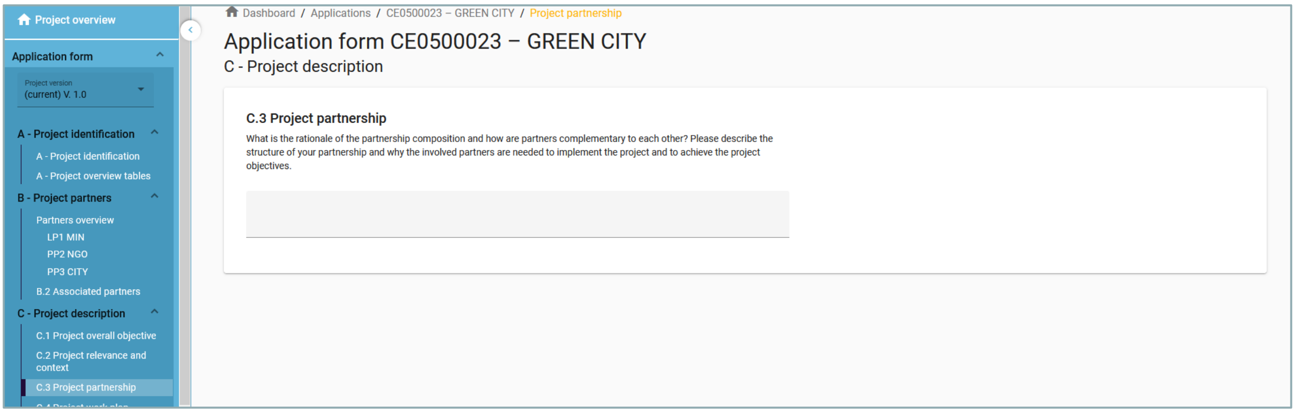
12.2. C.2 Project relevance and context



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

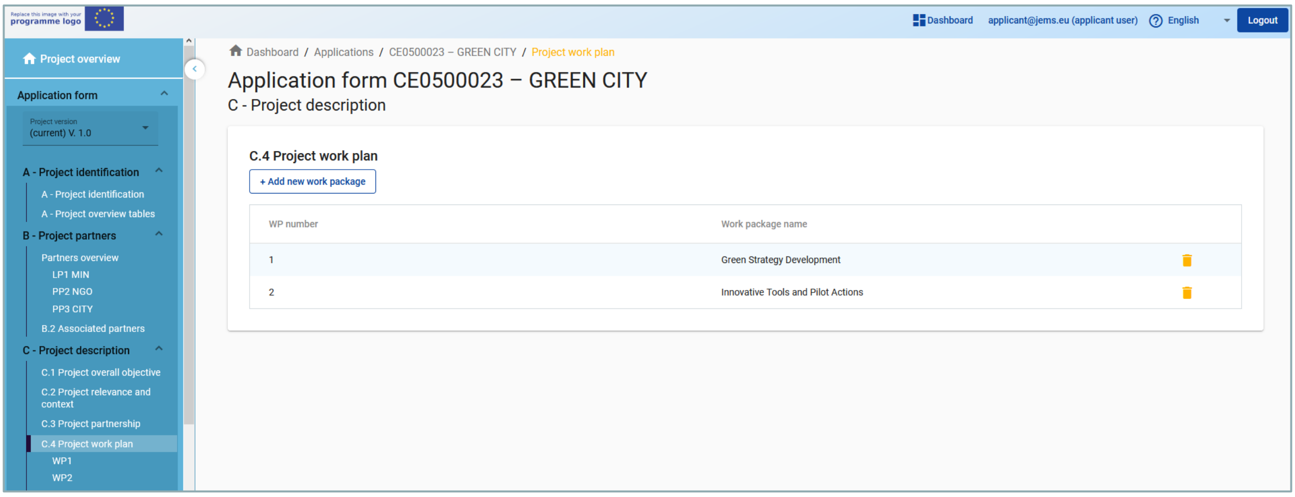
- Click “+” to add an item
- Click the “trash” icon to remove an item

12.3. C.3 Project partnership



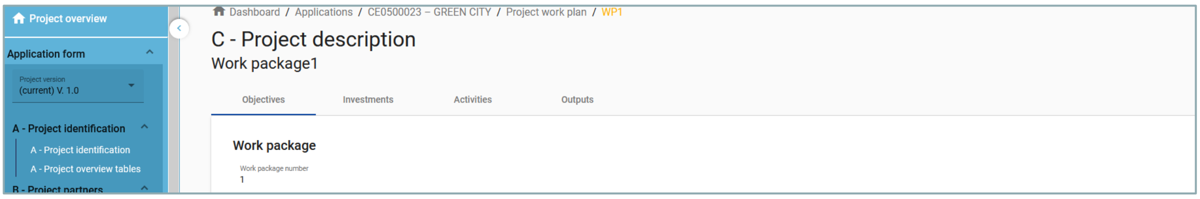
- Text input fields to describe the Project partnership

12.4. C.4 Project work plan

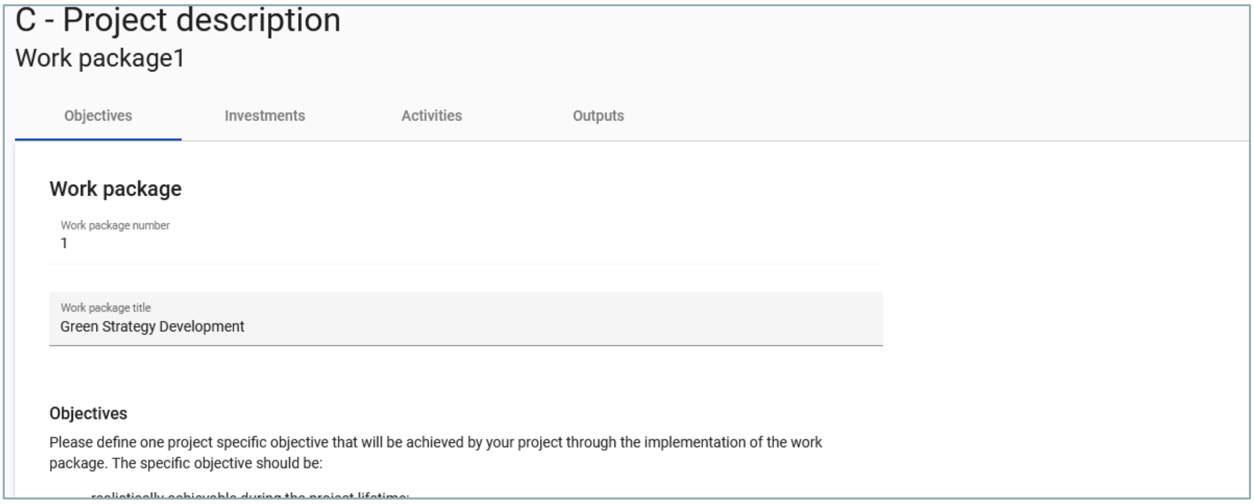


- The Project work plan overview lists the work packages (WPs) in the project.
- Click “Add new work package” to create a new WP
- WPs are numbered automatically
- Be aware that the maximum number of WPs is 5. Even if you technically can create more WPs, the pre-submission checks will provide an Error 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

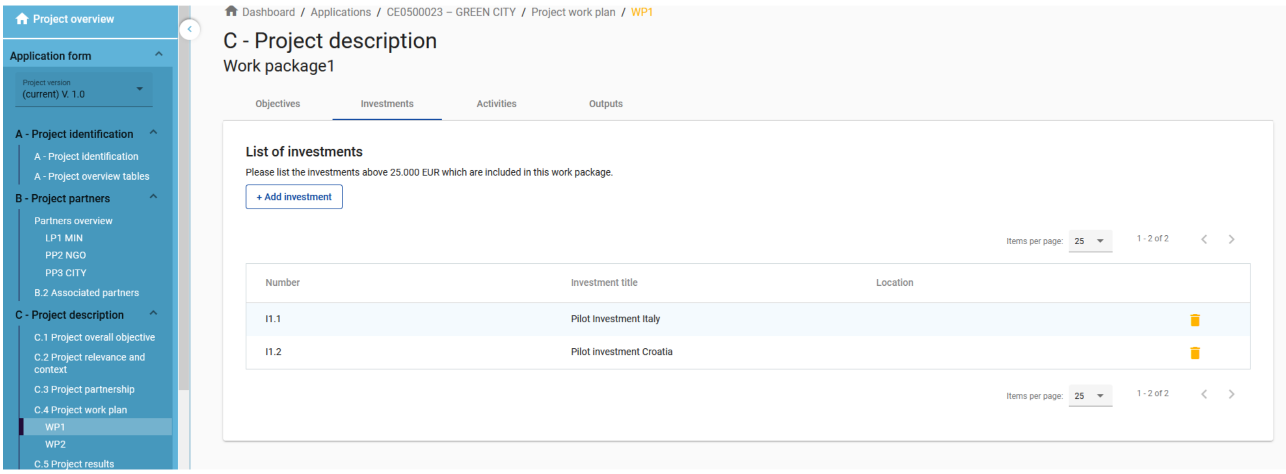


12.4.1. Objectives



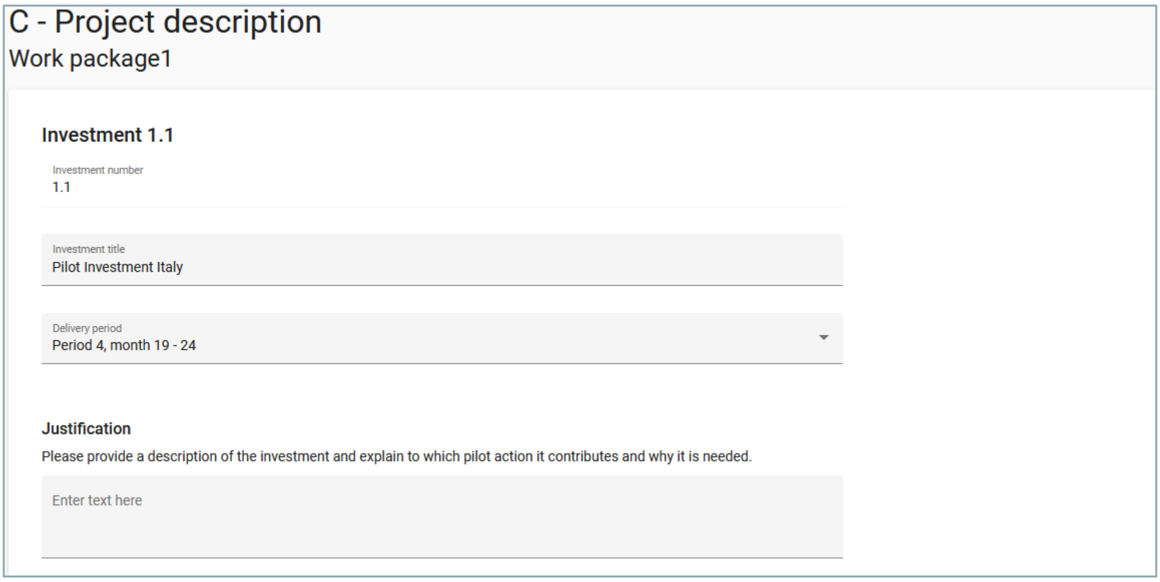
- Work packages are numbered automatically
- Text input fields to describe the work package title and project and communication objectives.

12.4.2. Investments



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

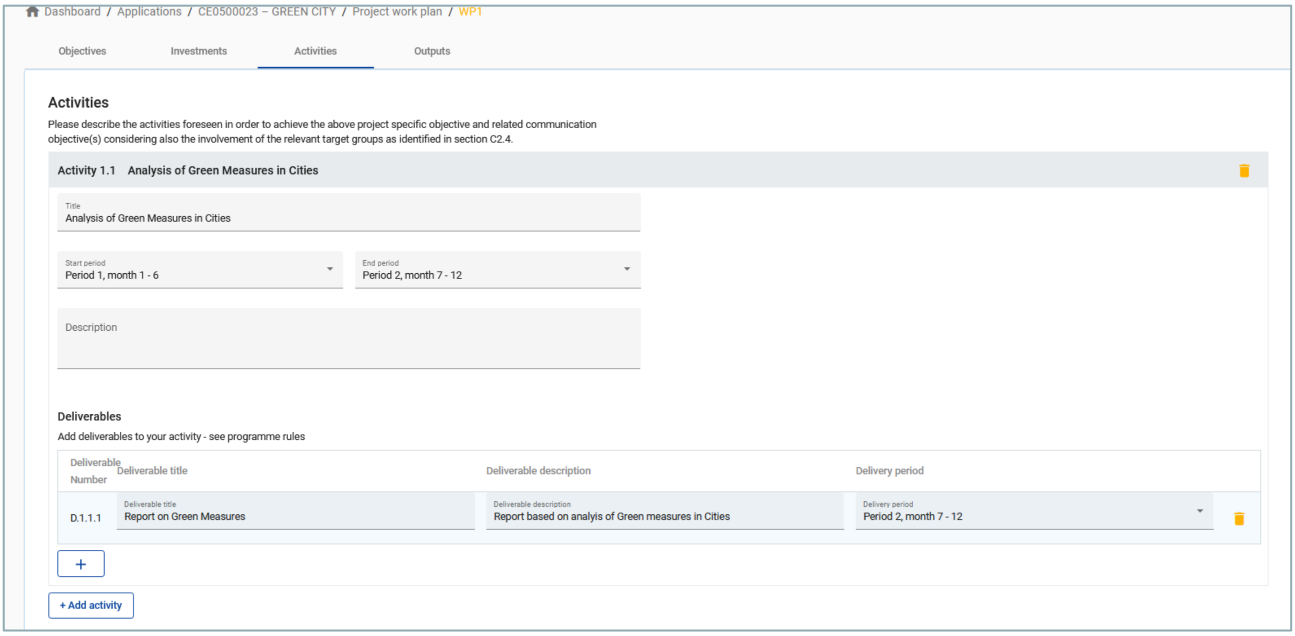
- The list of investments provides an overview of all investments created under a work package
- Click “Add investment” to create a new investment
- Click the “trash” icon to delete an investment
- By clicking on an investment in the list, the details page for the selected investment opens.



  - 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.

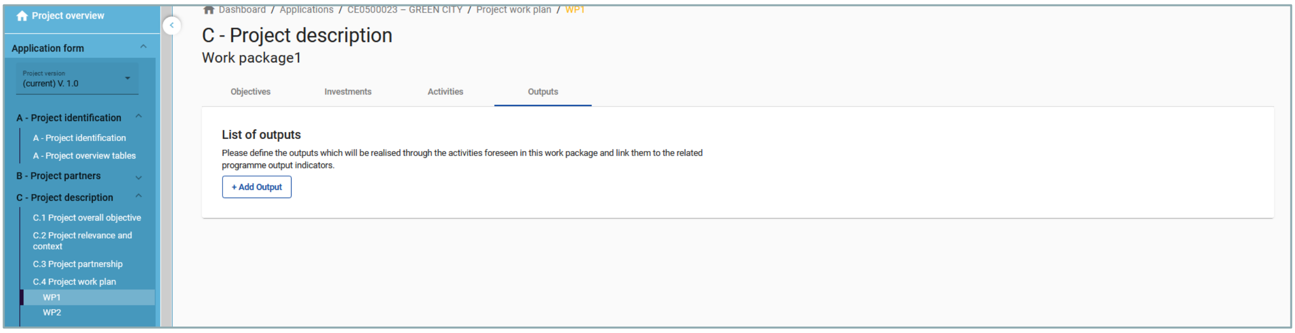
12.4.3. Activities

- 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

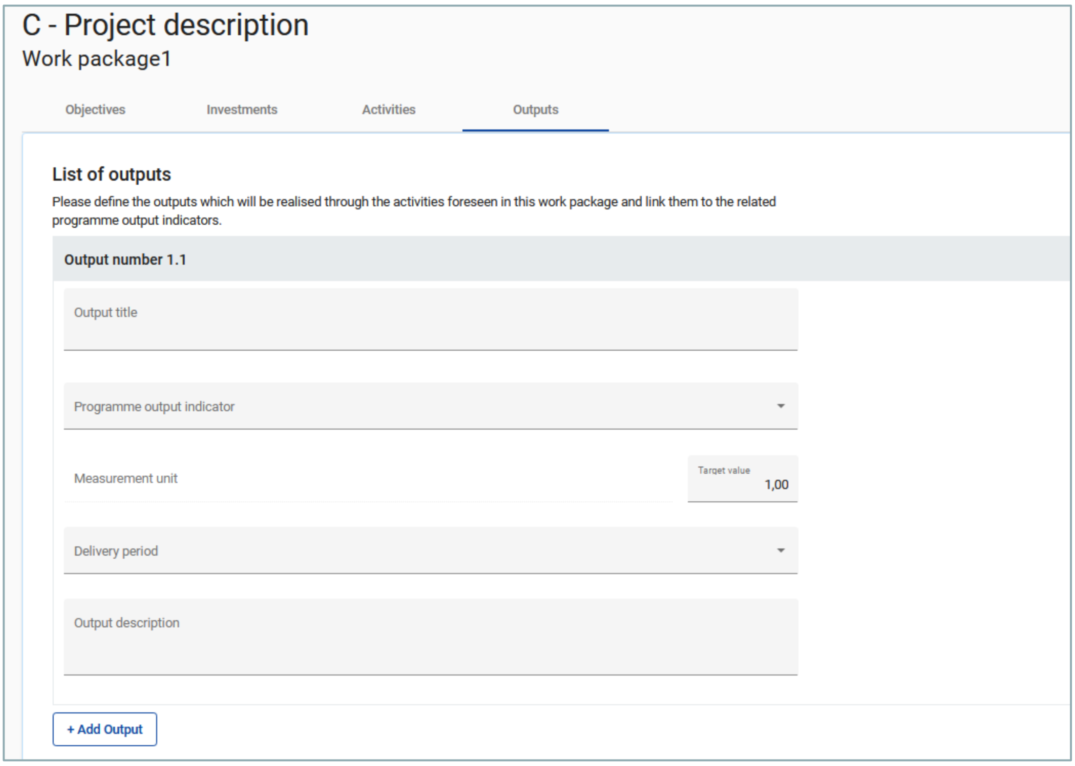


- For each activity one or more deliverables can be created
  - Click “+” to create a new deliverable
  - Click the “trash” icon to delete a deliverable
  - Deliverables are automatically numbered
- Activities are linked to the Project partner State Aid section. If an activity is deleted from the work plan, the activity is automatically deleted from the State aid relevant activities in the State aid partner page.

12.4.4. Outputs

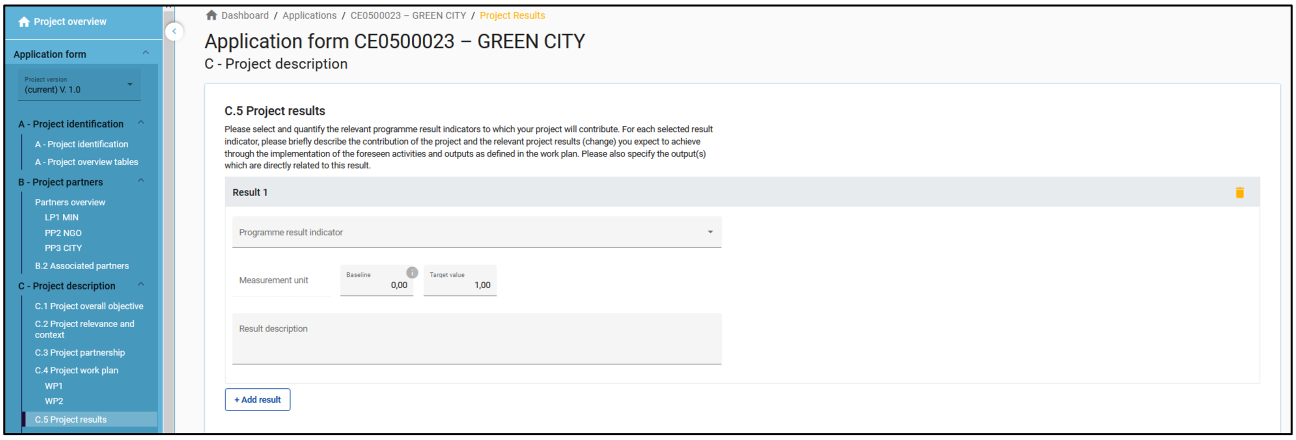


- In this part, outputs can be created within a specific work package.
- Click “Add output” to create a new output
- Click the “trash” icon to delete an output
- Outputs are automatically numbered



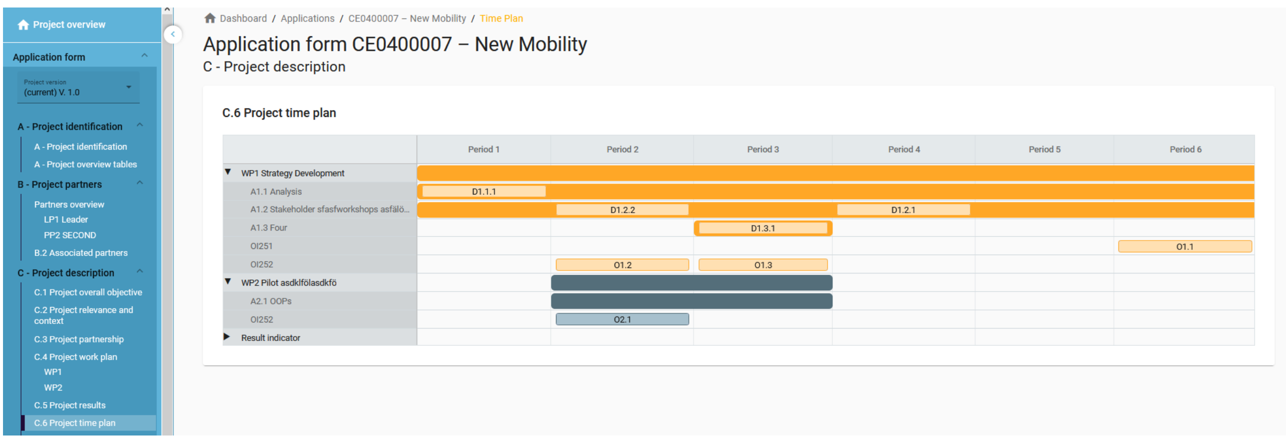
- Besides normal input fields, a Programme Output Indicator has to be selected for each output.
- Once the Programme Output Indicator is chosen by the user, the measurement unit is automatically filled in.
- The Target value is by default 1 and can be increased by the user
- The user can only choose 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
  - 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)

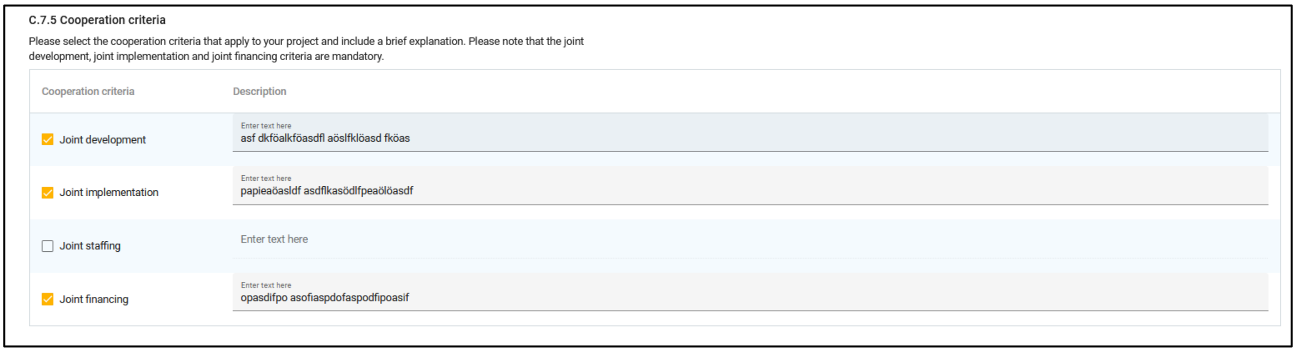
12.6. C.6 Project Time Plan



- 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

- 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.



12.8. C.8 Long-term plans


Project overview
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

Dashboard / Applications / CE0500023 – GREEN CITY / Long-term plans

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 %**

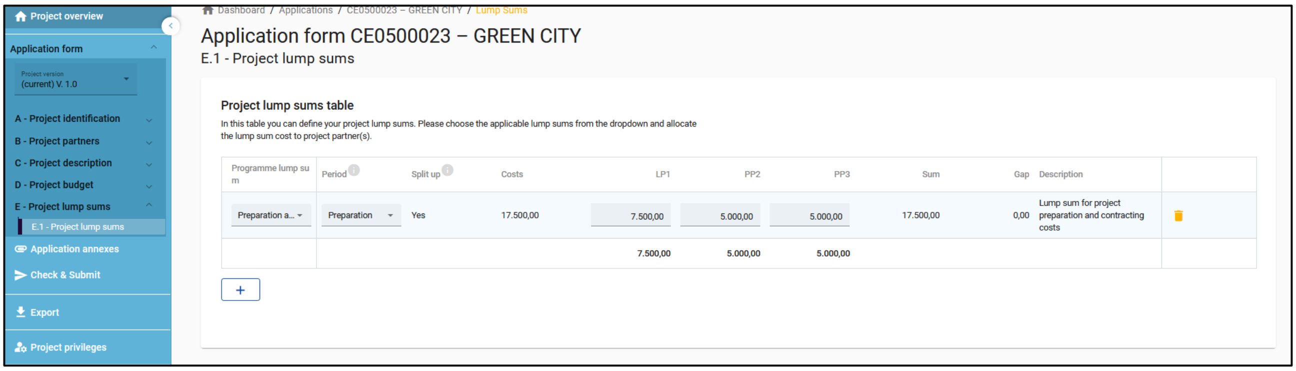
D.3.2 Project budget - overview per fund / period

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**

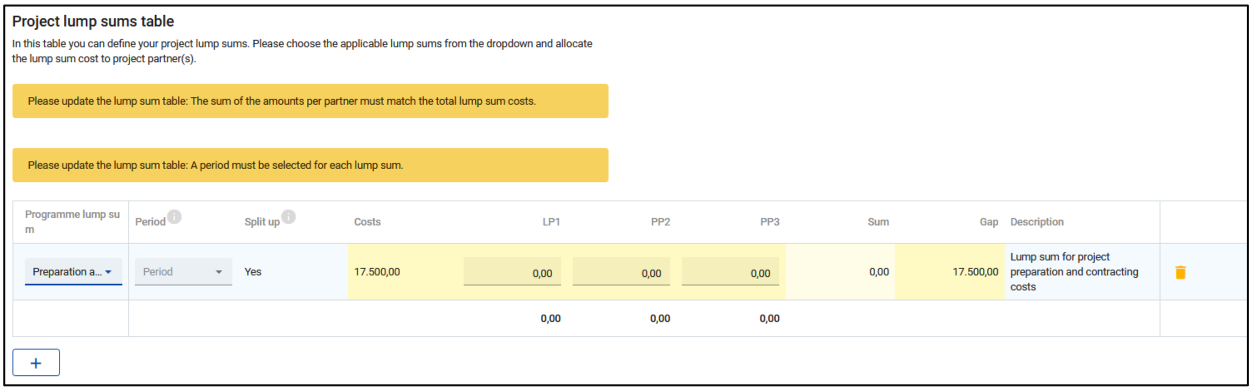
- Table D.3.1 provides an automatically calculated overview of total partner budget divided per period.
- Table D.3.2 provides an automatically calculated overview of EU funds per period. Since Interreg Central Europe only uses the ERDF fund, the amounts correspond to ERDF only.

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.

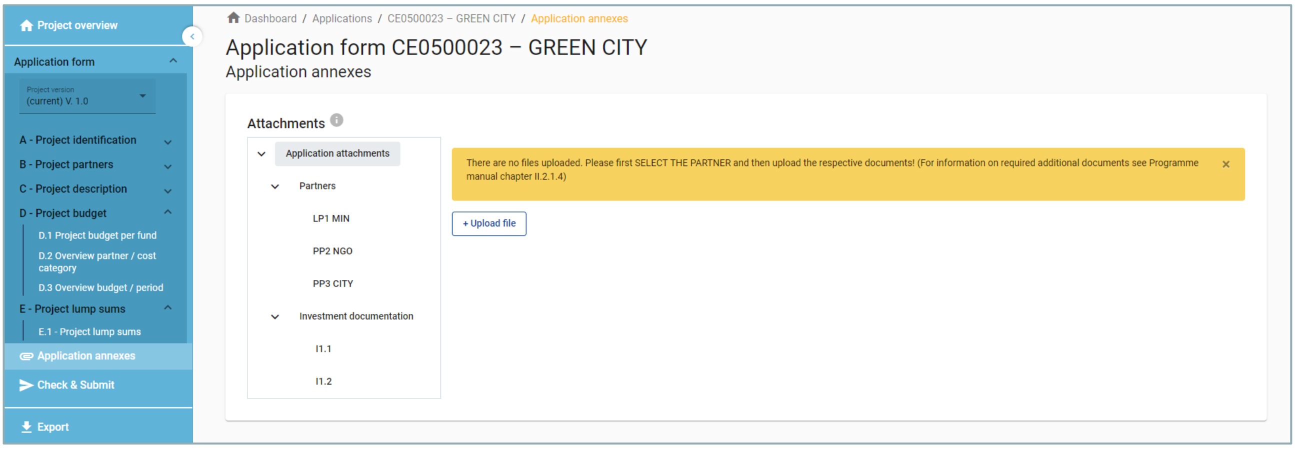


- The lump sums can be chosen from the dropdown list and settings predefined by the programme are automatically prefilled.
- The user needs to allocate the preparation and contracting costs lump sum to period “Preparation”.
- The lump sum can be allocated to one or more partners.
- The lump sum for preparation 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).

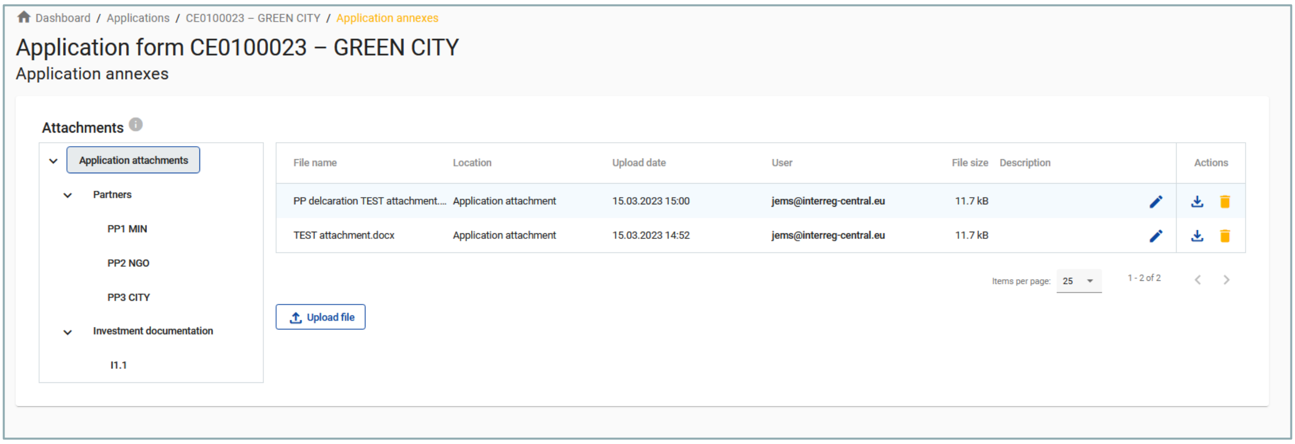


Application Annexes

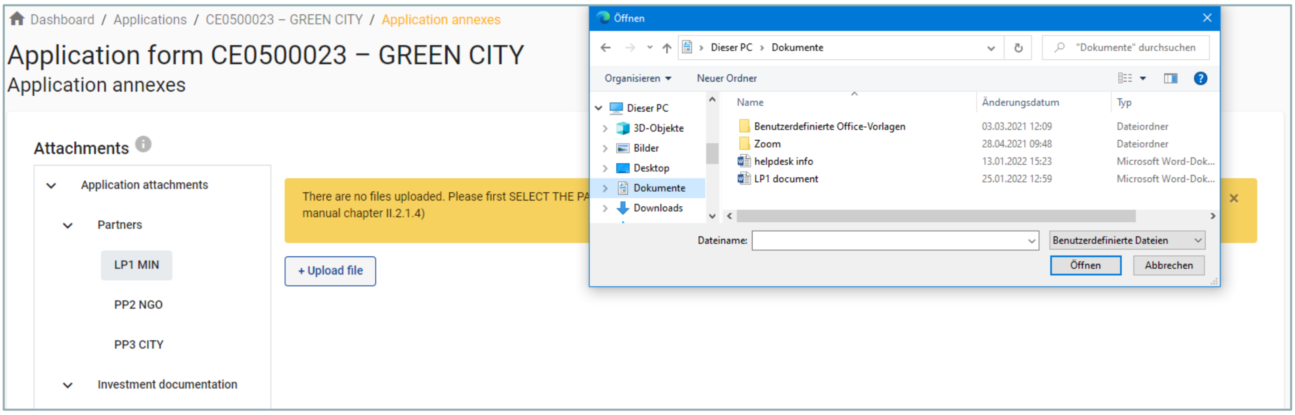
15. Uploading of Annexes

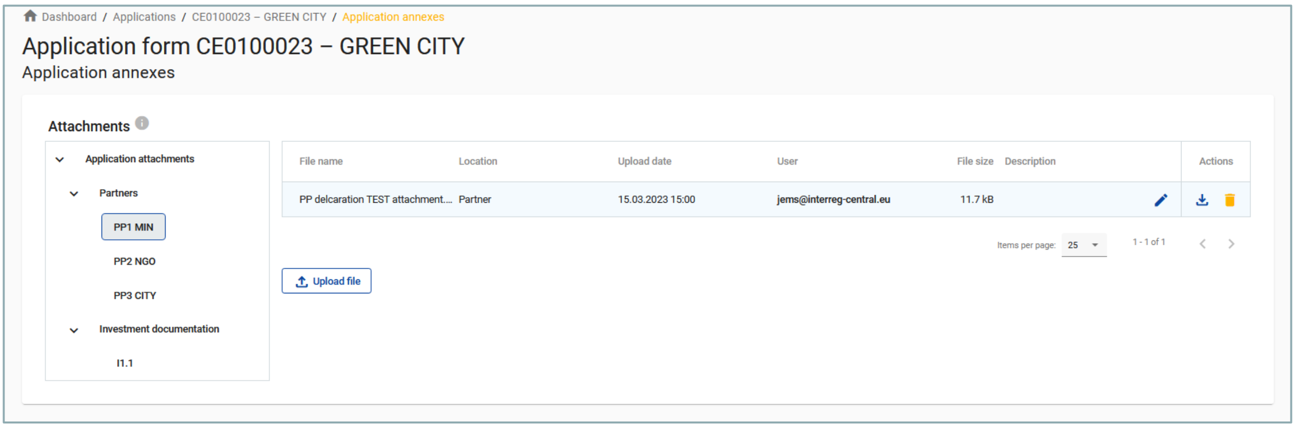


- To upload a file to a relevant section/sub-section, click “+add new file“
- In case no files are uploaded a notification message in yellow is shown.
- “Application attachments” lists all documents uploaded in any of the subsections.



- To upload a file related to a specific project partner, **first select the partner** and then click “Upload file”



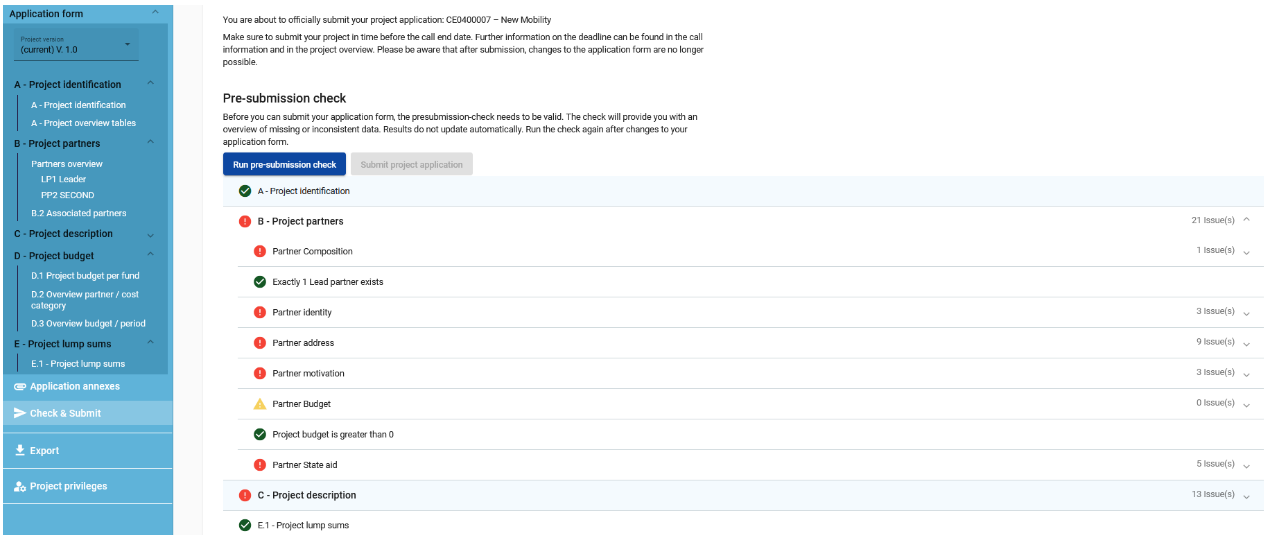


- Click the pencil icon to add a description to the uploaded file. It is recommended to enter a description to uploaded files. This allows you to distinguish files.
- Click the arrow icon to download an uploaded file.
- Click the trash icon to delete an uploaded file.
- Jems allows to upload the most 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

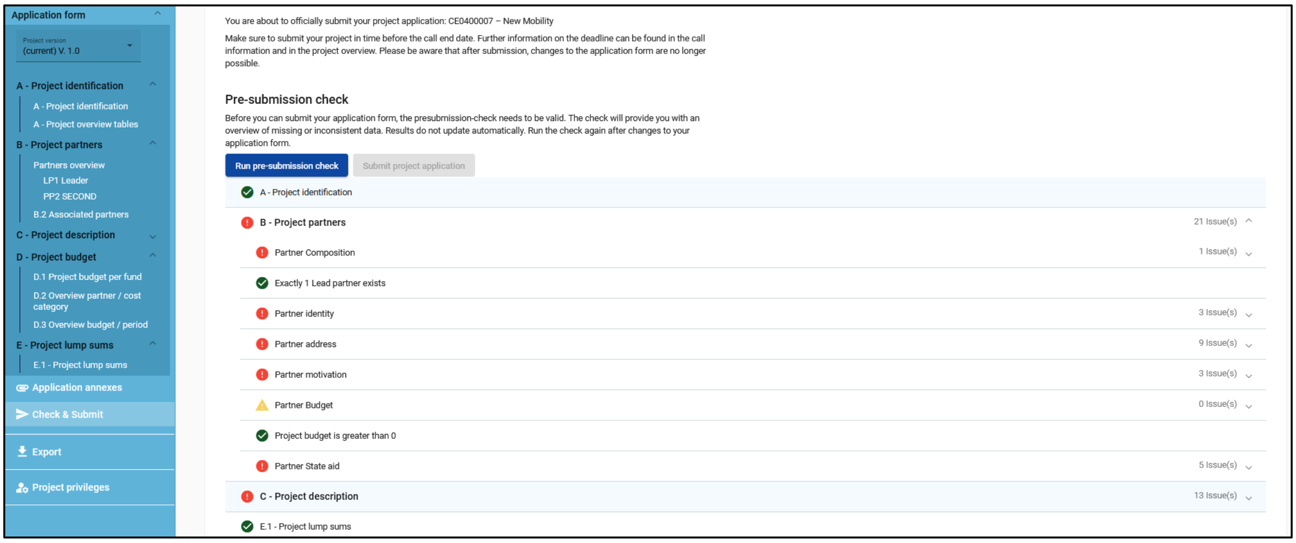
- In this section the applicant user can perform the following actions:
  - Run the Pre-submission checks
  - Submit project application / Re-submit project application

16. Pre-submission checks

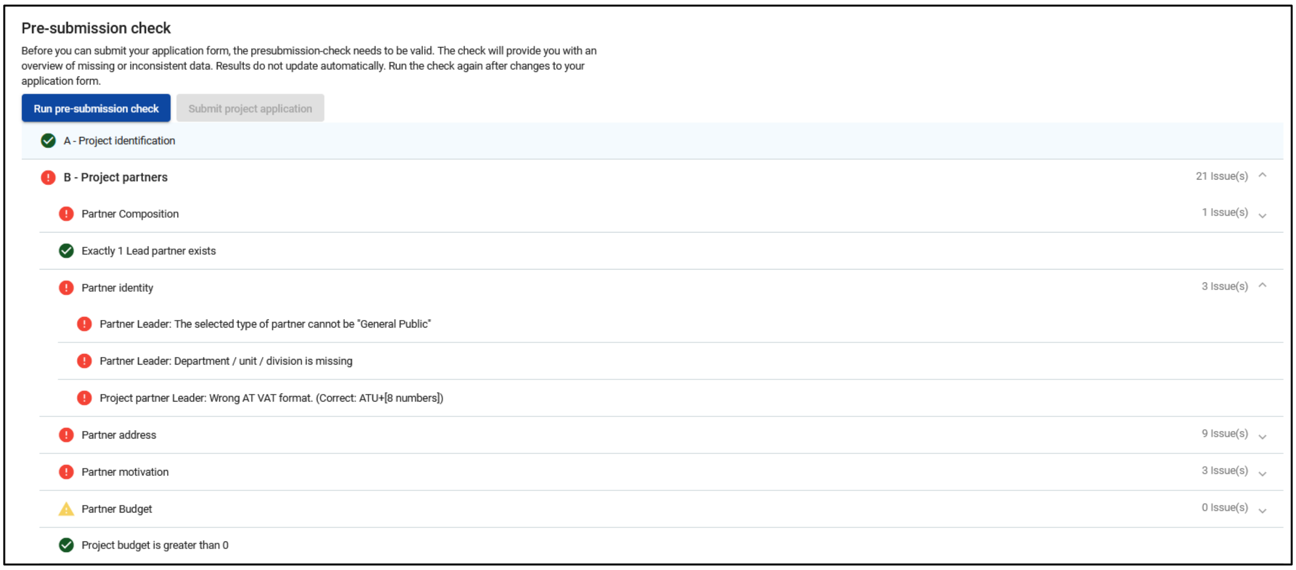


- Pre-submission checks shall safeguard a basic level of completeness and consistency of a submitted application form.
- Each Application form requires a successful pre-submission check of content before it can be submitted.
- It is highly recommended to run the pre-submission checks in due time and 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.

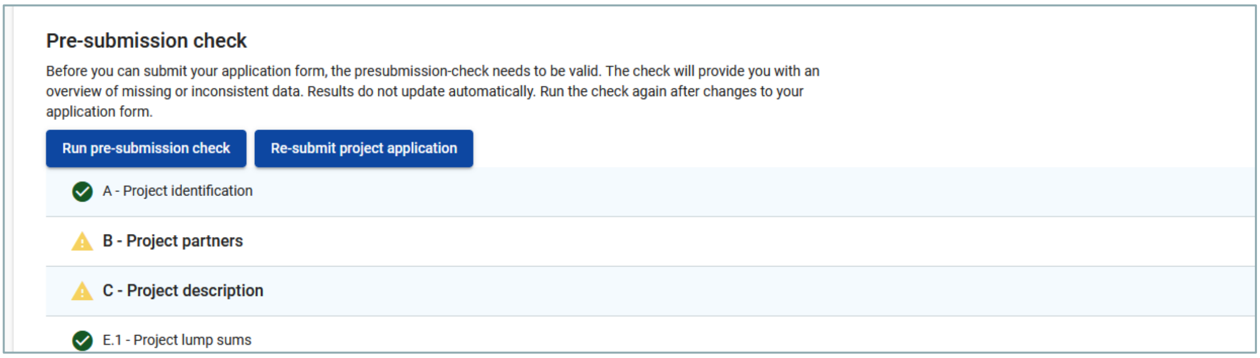


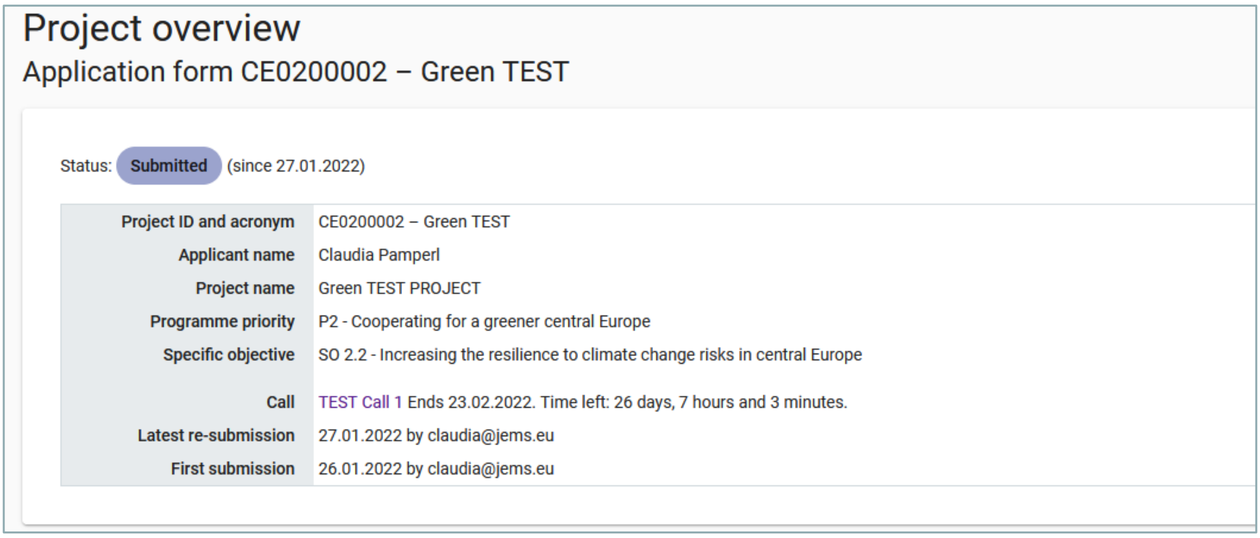
- There are 3 types of checks:

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.

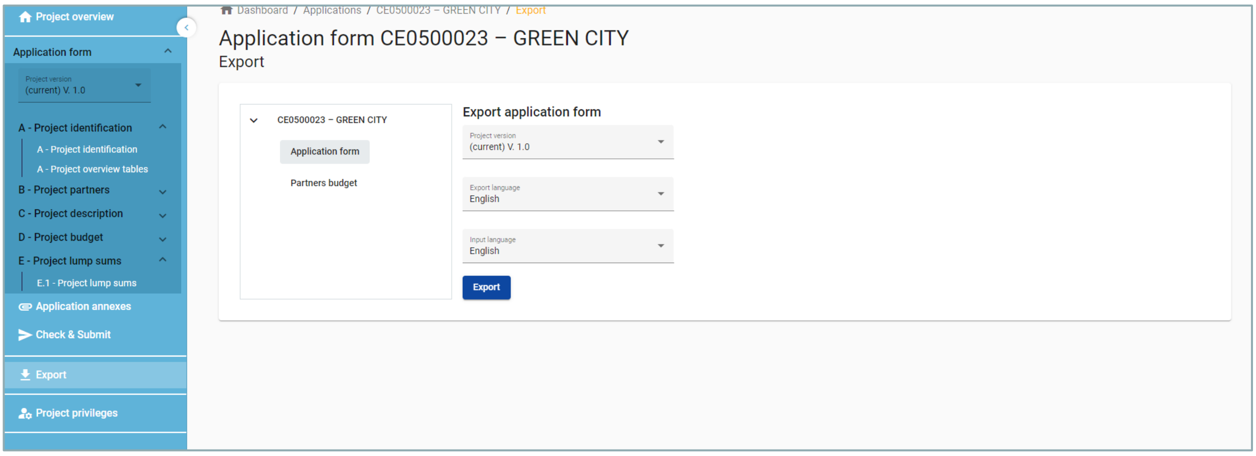




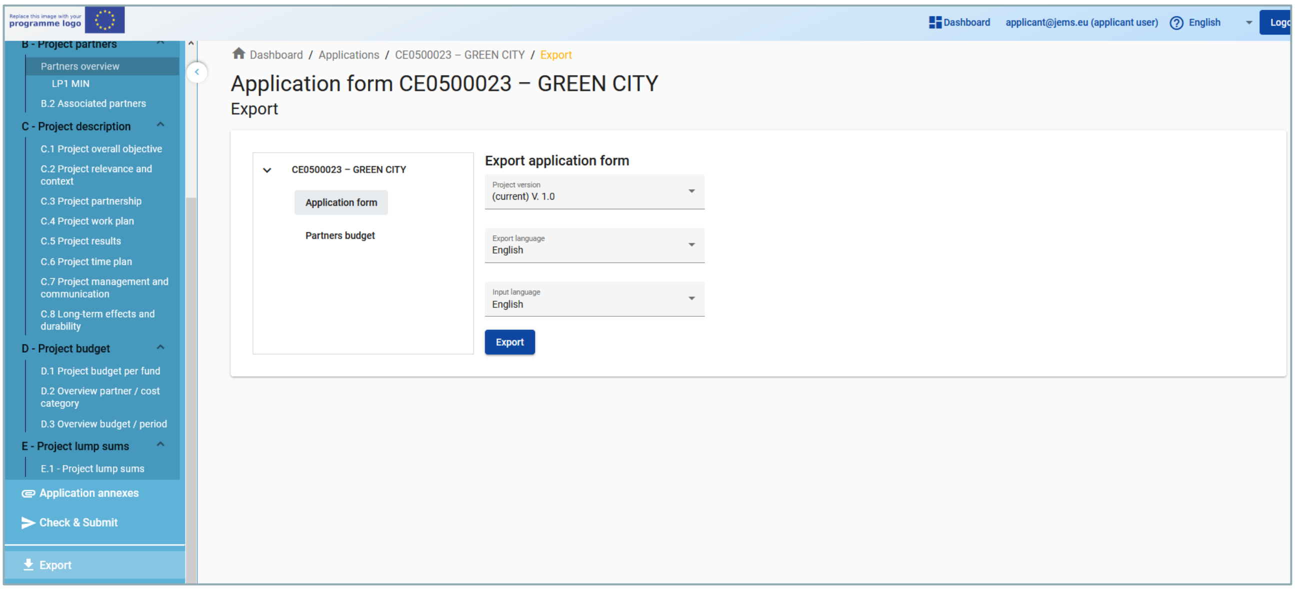
Export

17. Export function

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



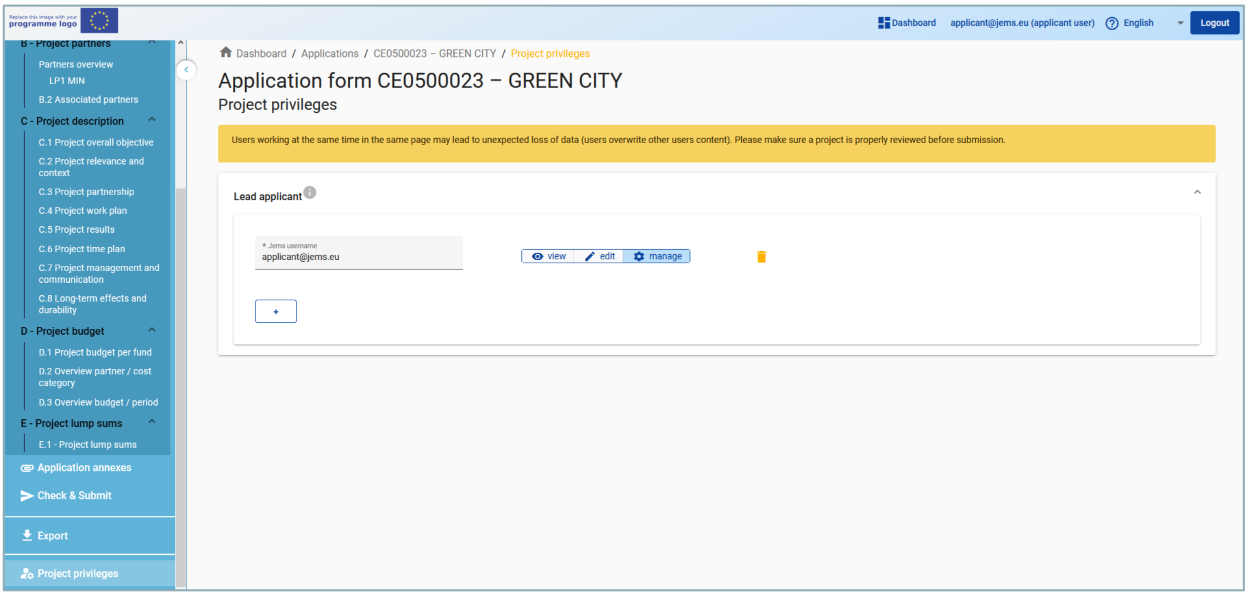
17.1. Application form



- 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 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 xlsx file

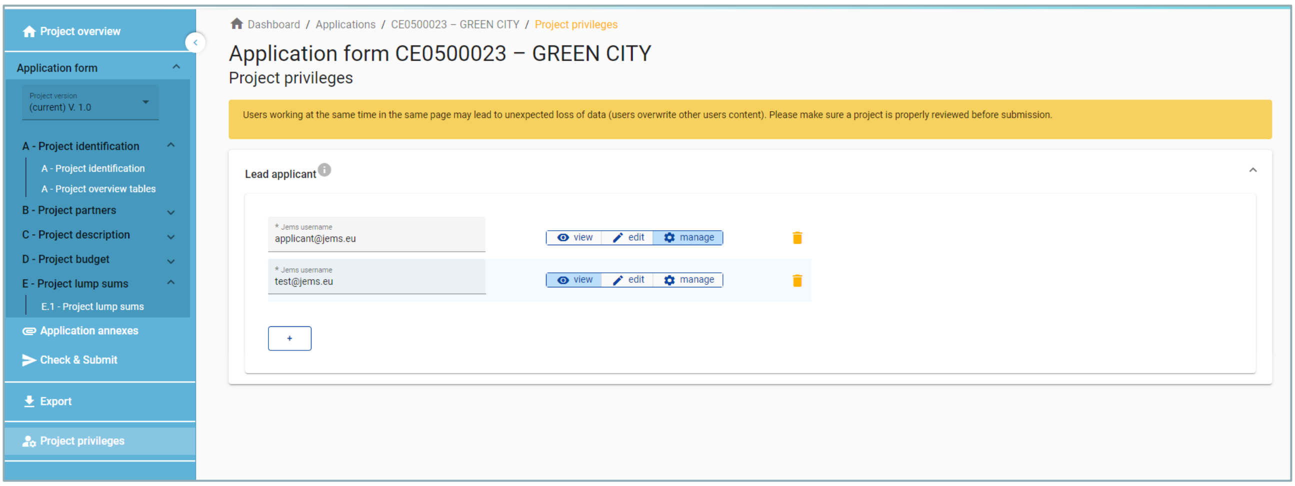
Project Privileges



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.