

IPA ADRION

FIRST CALL FOR PROPOSALS – PRIORITY AXES 1, 2 AND 3 SPECIFIC OBJECTIVES 1.1, 2.1, 2.2, 2.3, 2.4, 3.1

GUIDELINES ON HOW TO SUBMIT A PROJECT PROPOSAL USING THE
ON-LINE APPLICATION SYSTEM JEMS

Version 1.0 – April 2023

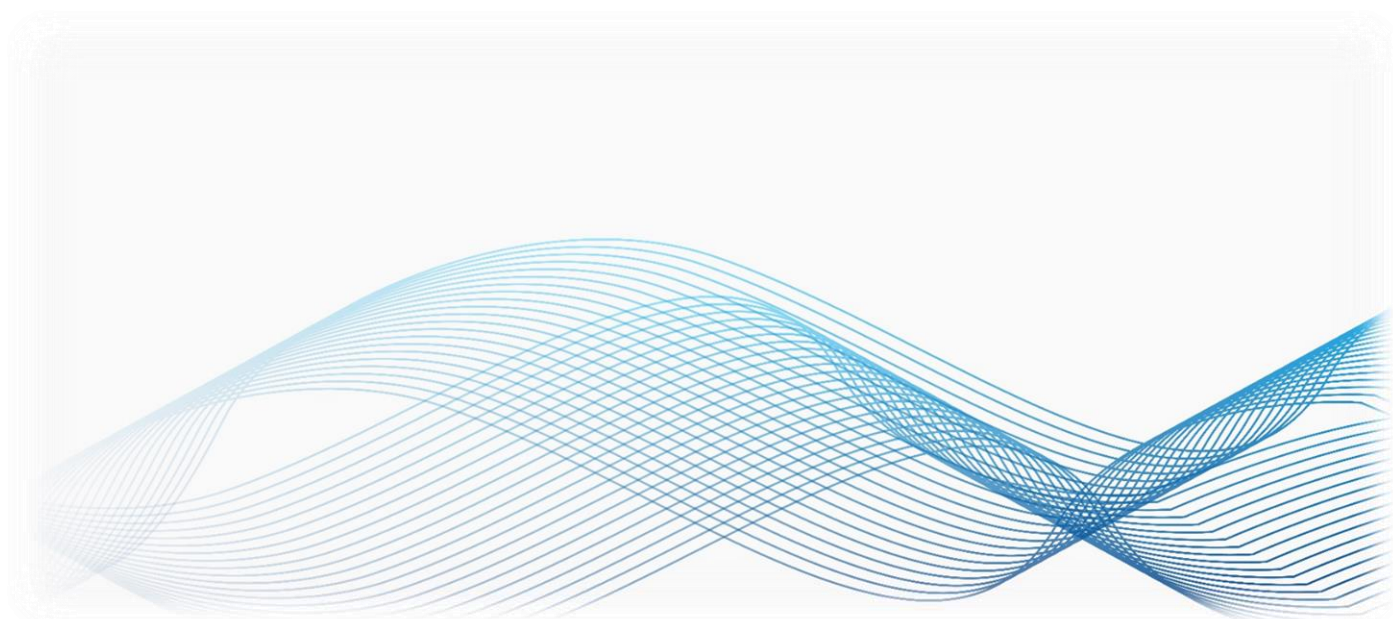


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DISCLAIMER

- English, the working language of the IPA ADRION Programme, is pre-defined and cannot be changed
- applicants are warmly recommended to carefully read the JEMS guidelines and the Programme Manual first Call for proposals when filling-in the Application Form. JEMS is provided with a set of blocks to guide the applicants and to avoid the most common mistakes. Before the submission, the system provides an overview on detected errors that the applicants must correct. The blocks do not replace Lead Applicant responsibility in finally checking the correctness of the Application Form and that no sections or parts of them have been left empty
- system blocks **support applicants but do not replace the compliance** with the administrative and eligibility requirements; the final overall responsibility of the admissibility and eligibility of the Application Form and related annexes remain within the Lead Applicant
- checks on the Application Form will be performed and blocks will be highlighted **only when running pre-submission checks** (for more information read carefully [paragraph 8 – Check and submit](#)); before then, sections can be saved with no block (except those related to fields marked with a red asterisk *****)
- the Lead Applicant is warmly advised to print a pdf version of the Application Form before the submission and to check that all sections report the necessary information
- in order to allow the Programme to provide all the possible support for the successful finalisation of the submission and to overcome possible system overloads, it is strongly recommended **not to wait until the very last day(s)** of the Call before submitting the application
- some parts of this guidance indicate that some sections of the AF must be filled-in mandatorily, otherwise the Application Form will not be considered valid. In all these cases, it is intended that all the single fields composing the section must be filled-in, unless differently specified.

1. PURPOSE

This guidance contains key technical information on the operation and use of the **Joint Electronic Monitoring System (JEMS)** of the INTERREG VI-B IPA Adriatic – Ionian (IPA ADRION) Programme.

Applicants are requested to complete and submit the Application Form (AF) via JEMS. It is therefore highly recommended to read this document carefully before starting to use the system.



Only Lead Applicants are allowed to register and submit proposals under the IPA ADRION first Call for Proposals.

2. TECHNICAL INFORMATION AND SYSTEM REQUIREMENTS

JEMS is a web application which can be accessed with **last or last but one** version of most common browsers (Firefox, Chrome, Microsoft Edge, Safari).



Firefox/Chrome are strongly recommended.

The functionality of the system follows the common standards of web applications for entering and submitting data.

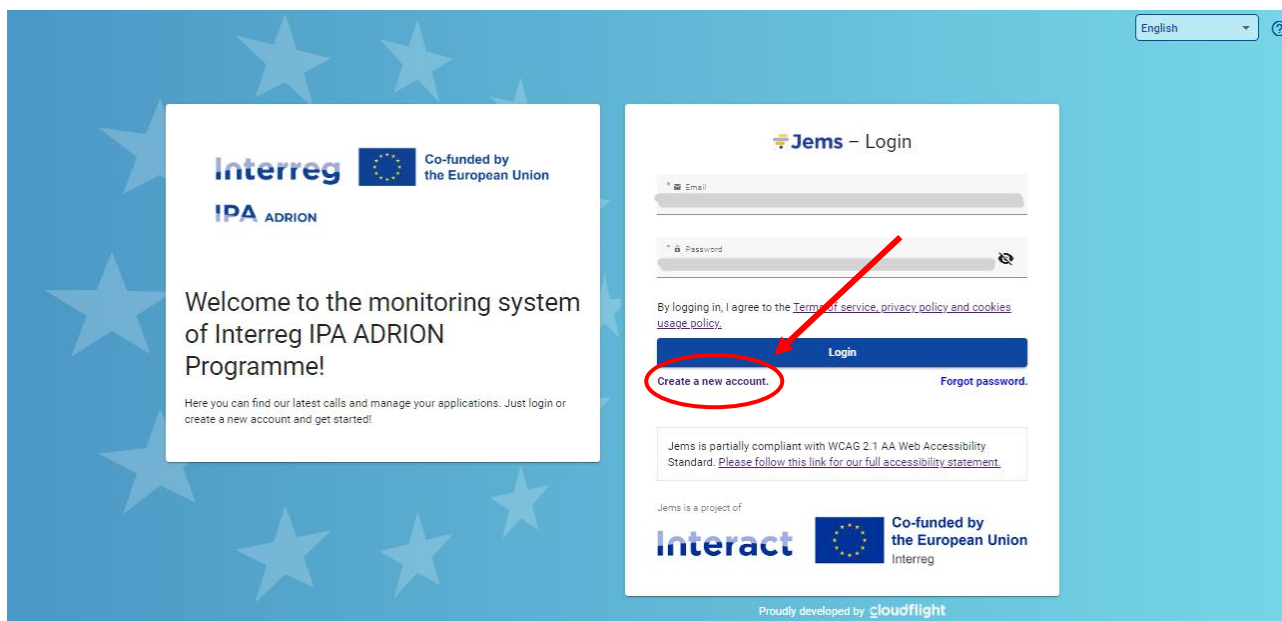
3. REGISTRATION AND LOGIN

You can access JEMS directly through the following link: <https://jems.regione.emilia-romagna.it>



Do not get confused: be sure to register in **IPA ADRION JEMS**, since many other Interreg programmes are using the same system!

- Lead Applicants must first register by clicking on **“Create a new account”** on the homepage and providing a set of credentials in order to get their personal account:



- In the registration form:

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.



* Please enter the security code

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

the following information of the Lead Applicant is to be provided:

First / Last name

First and last name of the legal representative of the Lead Applicant.

	Ensure consistency with the e-mail address provided in Section B of the Application Form.
E-mail	The e-mail address of the contact person of the Lead Applicant (in accordance to what will be reported in Section B) has to be used to login and submit the Applications: name.surname@yourinstitution.com
Password	Define your password to access JEMS. The password must be at least 10 characters long, contain at least 1 upper case letter, 1 lower case letter and 1 digit. If you use "copy" and "paste", do not leave empty spaces in the password box.
Security code	Insert the captcha code provided in the field. If you are not sure about it, click on the refresh arrow on its right side.
Tick the box	After reading our terms of services, privacy and cookies policies (accessible through the hyperlink on the web page), do not forget to tick the box on which you confirm you are aware and agree with those documents.

- The **"Register"** button turns active only when all the fields are correctly filled-in. Click **"Cancel"** to return to the login page



Signing up with the official e-mail address of the legal representative who will submit the Application form is **highly recommended**.

Avoid generic e-mail address of your institution as well (e.g.: info@yourinstitution.com or admin@yourinstitution.com).

Please note that the responsibility of proper use of account credentials, in line with GDPR, lays within Lead Applicant/Lead Partner organization.

- Following the registration, a green alert appears and a **confirmation e-mail** is automatically sent to the e-mail address indicated in the registration (remember to check also your spam if you do not receive it)

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

[Go to login](#)

- Only after confirmation (click just once on the link), you will be able to login to JEMS and create an AF

4. TIPS ON HOW TO FILL-IN THE APPLICATION FORM

Before drafting your project proposal, the following relevant aspects have to be taken into account:

- before leaving a section of the AF and before logging out, JEMS provides a request for confirmation that will help not to lose any relevant data; click on **"Confirm"** if you want to leave the page (and lose the modifications), or **"Cancel"** if you want to stay on the page and continuing the editing

Are you sure you want to
leave?

Your changes will be lost!

Cancel

Confirm

- when editing a section, the **"Save changes"** button only appears when all the mandatory fields are filled-in; if clicked, a green message shows up confirming the changes have been saved. It is also possible not to save the data inserted by clicking on **"Discard changes"**

✕ Discard changes

💾 Save changes

All changes will be erased, you will still be on the
same page (no revert to previous sections)



Project identification saved successfully.

- when filling-in long sections, please remind to regularly save in order to avoid losing data in case of interruptions of internet connection or other technical problems
- fields in JEMS have characters limitations, the correct maximum number of characters allowed is reported in each free text box



Characters in excess will not be recorded.

- the Lead Applicant is warmly recommended to use the off-line tools made available by the Programme to draft its AF
- the Lead Applicant can create a pdf file of the AF at any step of its development by pressing the **"Export"** button on the left-side menu. For more information refer to [paragraph 9 – Export](#).

5. APPLY FOR A CALL

Once the Lead Applicant logs in, the Dashboard area is displayed. In order to apply, Lead Applicant can follow two different options:

1. under the **Call List** section, all published calls are listed. The Lead Applicant must click on the **"Apply"** button (available only for open calls)

Dashboard

Call list

ID	Name	Status	Started	Ends	Actions
37	SPF GREEN	Published	14/02/2023 09:06	30/06/2023 09:06	Apply →
35	Let's try one	Published	10/02/2023 18:16	30/04/2023 18:16	Apply →
34	Test call guide	Published	01/01/2023 10:14	30/04/2023 10:14	Apply →

2. clicking on the name of the call, the Lead Applicant is reverted to the **Call Overview** section, where all the details are displayed. Here it can directly apply through the specific button

Dashboard / Calls / Let's try one

Call overview

General call settings

Call identification

Call name
Let's try one

Start date (DD/MM/YYYY HH:mm)
10/02/2023 18:16

End date (DD/MM/YYYY HH:mm)
30/04/2023 18:16

Period length (in months)
12

Description
Bòàòà

Apply →

The Lead Applicant is requested to provide the **project acronym** (*only capital letters and numbers, no spaces or symbols*) to be able to click on the **"Create project application"** button:



As the hint in the yellow box states, all project data can be changed **before** submission, **BUT, once the AF is submitted, editing of input fields is not possible any longer.**



Here and onwards, when hovering on icon "i" **further explanation** about the field is provided (e.g. which kind of information is requested, how a field is calculated, etc...).



Here and onwards, all the mandatory fields indicated with a red asterisk (*) need to be filled-in before leaving the page in order to create a section. The AF can be saved; however, it can be submitted only when all the mandatory fields (see first Call for Proposals manual) are filled-in, otherwise a system of predefined blocks set in JEMS will not allow the submission (for more information see [paragraph 8 - Check and submit](#)).

6. APPLICATION FORM SECTIONS IN JEMS

After creating the project application, the Lead Applicant is reverted to the first section to be filled-in.

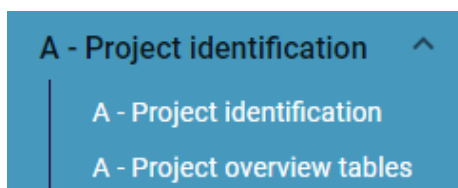
The on-line AF is compliant with HIT AF template, and is structured in different sections, which are visible on the left-side menu – **Project Overview**.



It is recommended to fill-in the AF step by step following the sections order as in JEMS menu.

6.1 SECTION A – PROJECT IDENTIFICATION

This section is composed by 2 sub-sections visible on the left-side menu:

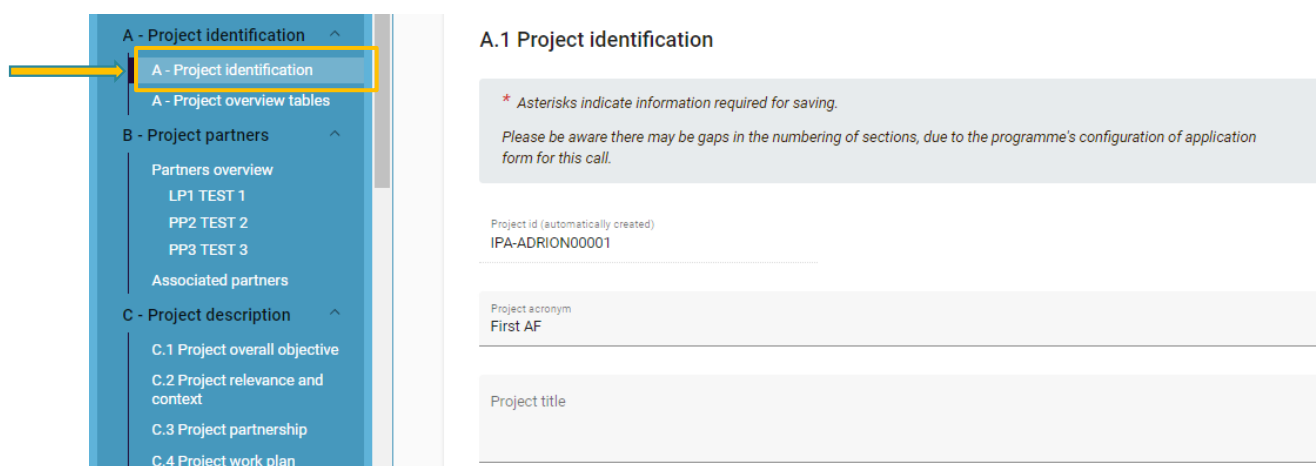


6.1.1 PROJECT IDENTIFICATION

This section can only be saved when all mandatory fields are filled-in.

A.1 PROJECT IDENTIFICATION

In this section, the Lead Applicant has to provide basic information related to the project:



A.1 Project identification

** Asterisks indicate information required for saving.*

Please be aware there may be gaps in the numbering of sections, due to the programme's configuration of application form for this call.

Project id (automatically created)
IPA-ADRION00001

Project acronym
First AF

Project title

- **Project ID:** an automatically generated number given by the system; it is unique for each project
- **Project acronym ***: it is an abbreviation or short name that gives a foretaste of the project, to make it more easily recognizable; although it has been decided at the moment of the creation of the AF, it can be changed in this section




It is advisable to avoid acronyms including the word ADRION. Try to find an acronym easy to remember and attractive.

Remember to use **only capital letters and numbers, no spaces or symbols** to define the **project acronym**.

- **Project title:** free text for a longer description of the project's name
- **Project duration:** it shall be entered in months and must indicate the total length of the project. Project duration is also the basis to calculate the length of periods in the project. The total number of periods is calculated as follows: project duration divided the default period length defined by the programme for the call setup

Project duration

Project duration in months	/	Default period length in months	=	Number of periods	
36		6		6	



Remember that the **maximum length** for first Call projects is **36 months**.

- **Project priority ***: the Lead Applicant must select, from a drop-down menu, the main priority the project contributes to

A.2 PROJECT SUMMARY

A.2 Project summary

Please give a short overview of the project and describe:

- the common challenge of the programme area you are jointly tackling in your project;
- the overall objective of the project and the expected change your project will make to the current situation;
- the main outputs you will produce and those who will benefit from them;
- the approach you plan to take and why a transnational approach is needed;
- what is new/original about the project.

Summary

This section provides an overview of the project proposal. Lead Applicant has to provide a clear description of the common challenge of the Programme area that the project intends to tackle; the overall objective, the targeted topic(s) of the call; the main outputs that will be produced, the expected change foreseen to be realized in respect to the current situation, the chosen approach and the transnational dimension.



In case of project approval, the text of the **project summary** will be used to present your project to the public: try to be as concise, clear and efficient as possible.

6.1.2 PROJECT OVERVIEW TABLES

These tables are **automatically generated** by the system once the related sections are filled-in in the AF.

A - Project identification

A - Project identification

A - Project overview tables

B - Project partners

Partners overview

LP1 TEST 1

PP2 TEST 2

PP3 TEST 3

Associated partners

C - Project description

C.1 Project overall objective

C.2 Project relevance and context

C.3 Project partnership

C.4 Project work plan WP1

C.5 Project results

C.6 Project time plan

C.7 Project management

C.8 Long-term plans

D - Project budget

A.3 Project budget overview

Programme funding			Contribution					Total
Funding source	Funding amount	Co-financing rate (%)	Automatic public contribution	Other public contribution	Total public contribution	Private contribution	Total contribution	
Interreg Funds	10.642,00	96,57 %	378,00	0,00	378,00	0,00	378,00	11.020,00
Total EU funds	10.642,00	96,57 %	378,00	0,00	378,00	0,00	378,00	11.020,00
San Marino	15.700,00	100,00 %	0,00	0,00	0,00	0,00	0,00	15.700,00
Total project budget	26.342,00	93,35 %	378,00	0,00	378,00	0,00	378,00	28.220,00

A.4 Project outputs and result overview

Programme Output Indicator	Aggregated value per Programme output	Measurement Unit	Output	Output Title	Output target	Programme result indicator	Baseline	Result indicator target value	Measurement unit
Strategies and action plans jointly developed	1,00	strategy/action plan	Output 1.1		1,00	Joint strategies and action plans taken up by organisations		0,00	joint strategy/action plan
						Solutions taken up or up-scaled by organisations	0,00	1,00	solutions

A.3 PROJECT BUDGET OVERVIEW

Table displaying the project budget per fund including the partner contribution.

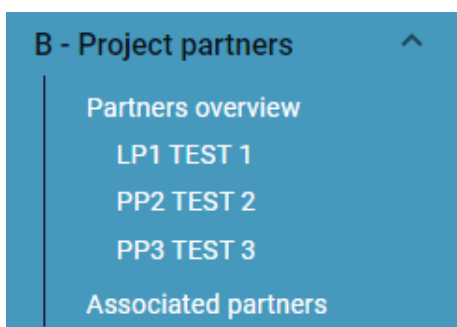
A.4 PROJECT OUTPUTS AND RESULTS OVERVIEW

Table showing the link between outputs and results as indicated in the AF.

6.2 SECTION B – PROJECT PARTNERS

After having inserted general information about the project proposal, the Lead Applicant has to provide information on the partnership.

This section is also composed by 2 sub-sections, and the details of the **Project Partners (PPs)** are directly linkable from the left-side menu:



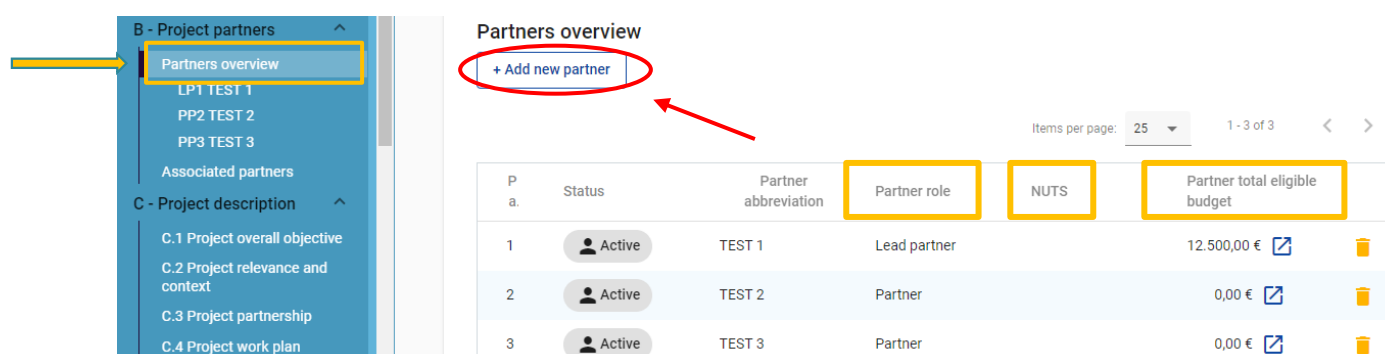
Partnership must be composed by **minimum 6 project partners (LP, PPs)** out of which **at least 3 ERDF PPs of 3 different countries and 3 IPA PPs of 3 different countries**. **San Marino PPs do not account for the partnership minimum requirement**.



Information on the partnership is visualized differently in JEMS and in the off-line Application Form (the latter is in the form of a table).

6.2.1 PARTNERS OVERVIEW

This table (**automatically generated** by the system from each PP's detailed page) provides a general overview of project partners, both **Lead Partner (LP)** and **Project Partners (PP)**, with relevant information regarding their role in the project, NUTS (NUTS3 code is displayed) and their eligible budget:



P a.	Status	Partner abbreviation	Partner role	NUTS	Partner total eligible budget
1	Active	TEST 1	Lead partner		12,500.00 €
2	Active	TEST 2	Partner		0,00 €
3	Active	TEST 3	Partner		0,00 €

- clicking on a row allows to enter on a PP's detailed page
- clicking on the button reverts directly to the budget section of the specific PP on its page
- clicking the **"Trash"** button will delete the related PP
- each PP is given the status **"Active"** automatically when created
- To create a new partner, click on the **" + Add new partner "** button; the Lead Applicant will then be reverted to the partner's page, where it must provide more detailed information (see section below).

6.2.2 PARTNER'S DETAILS PAGE: HOW TO INSERT DATA

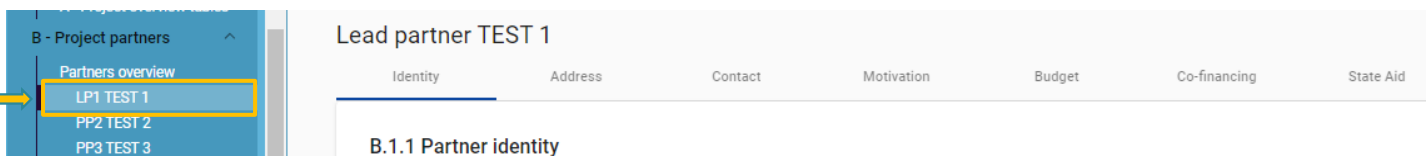
After clicking on the **" + Add new partner "** button; the Lead Applicant is directly reverted to this page, where it should fill-in basic information regarding the partner in order to create its profile.

At least fields **Partner role** (Lead Partner or Project Partner), **Abbreviated name of the partner** and **Legal status** are mandatory in order to create the profile.

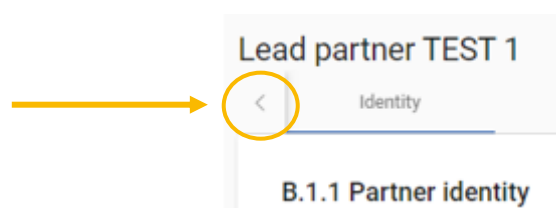


Each other field must be filled-in before the submission of the AF, otherwise JEMS will not allow it.

The partner's detailed page contains the following sub-sections, accessible via tabs located above the section itself:



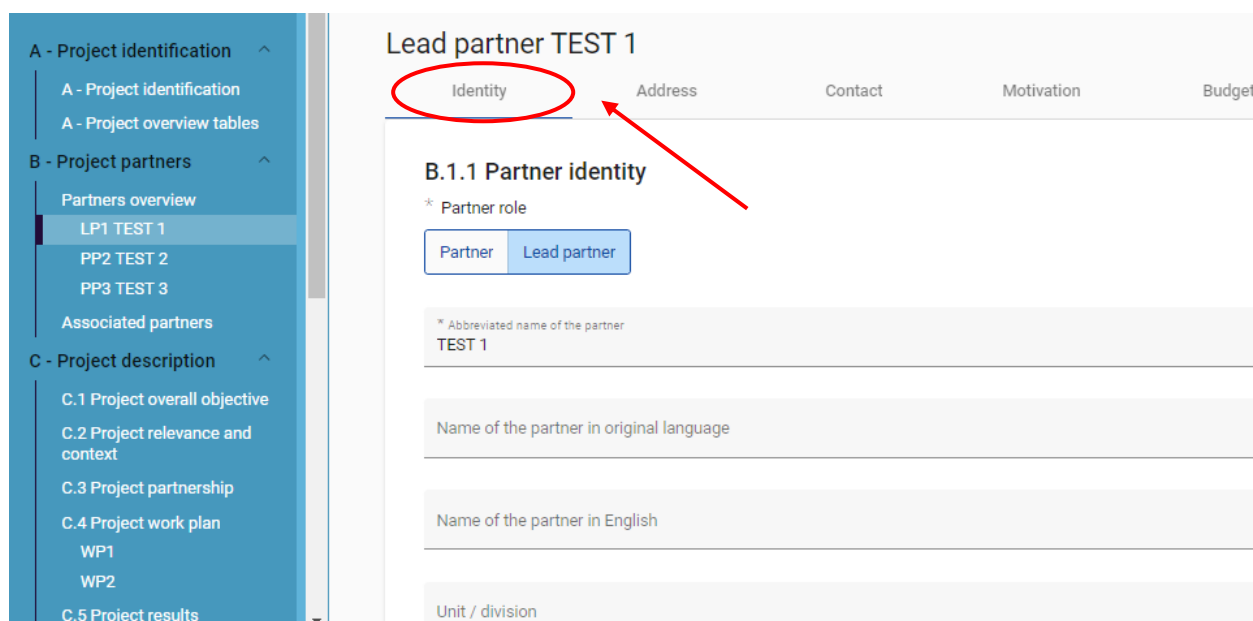
If your screen is too much zoomed-in, these tabs could be hidden; use the arrows on the right and on the left to slide among them.



IDENTITY

B.1.1 PARTNER IDENTITY

Once the Partner profile is created, the partner identity area can also be accessed by clicking on **"Identity"** tab on the top bar menu:



The screenshot displays the 'Lead partner TEST 1' interface. At the top, there are tabs for 'Identity', 'Address', 'Contact', 'Motivation', and 'Budget'. The 'Identity' tab is highlighted with a red circle and a red arrow. Below the tabs, the section 'B.1.1 Partner identity' is visible. It includes a 'Partner role' dropdown menu with 'Partner' and 'Lead partner' options. Below this is a text field for the 'Abbreviated name of the partner' containing 'TEST 1'. Further down are text fields for 'Name of the partner in original language' and 'Name of the partner in English'. At the bottom is a text field for 'Unit / division'.

This first form is used to simply identify the PP with basic information:

- **Partner role ***: a project partner can be either Lead Partner (there can be only one per project) or Partner (there can be many). If the LP 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 so, the new partner becomes the LP and the list of partners will be renumbered. The LP will always be partner number 1 as long as the Application form is in status "Draft"
- **Abbreviated name of the partner ***: it is displayed in the partner overview section, and helps the programme to simply identify the PP, which can use it as a reference to the partner
- **Name of the partner in original language**: the full name of the partner in original language
- **Name of the partner in English**: English name of the partner is used for databases (such as KEEP)
- **Unit /Division**: if applicable, the area concerned can be indicated here
- **Type of partner**: the Lead Applicant must choose from a drop-down menu the correct typology, among the ones provided by the system, to categorize the PP
- **Legal status ***: the legal status of the partner shall be chosen from the options offered by the drop-down menu



Please remember that legal status of Lead Partner must be **“Public”** or **“BGPL” (Body Governed by Public Law)**.

- **VAT number:** in this field, the partner'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. If VAT is not applicable, any other identifier needs to be filled-in
- **Other identifier number:** this field can be used for any identifier other than the VAT number. It allows to indicate a reference to the registry, where the other identifier number can be found (e.g. company registry, Fiscal Code, etc.)
- **Other identifier description:** here the Lead Applicant must give some brief description about the kind of other identifier provided (**mandatory** if “Other identifier number” is filled-in)
- **PIC (from EC Participant Register):** the Lead Applicant shall check whether the PP's organization already has a PIC number (the “declared” status is fine). If so, it must be indicated here. If not, first of all the PP must be registered at the official EC Participant Register website¹ and get its **Participant Identification Code (PIC)**. The LP must also be sure that the PP's organization does not have more than 1 PIC



Please note that the PIC is not required for the submission of the AF, and its absence will not constitute a reason for ineligibility.

However, be aware that **in case of project approval, PIC is mandatory for all the beneficiaries / partners.**



Remember that, in order to submit the AF, **at least one among VAT and other identifier number is mandatory.**

¹ You can get your PIC number, or check if you have one, here:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

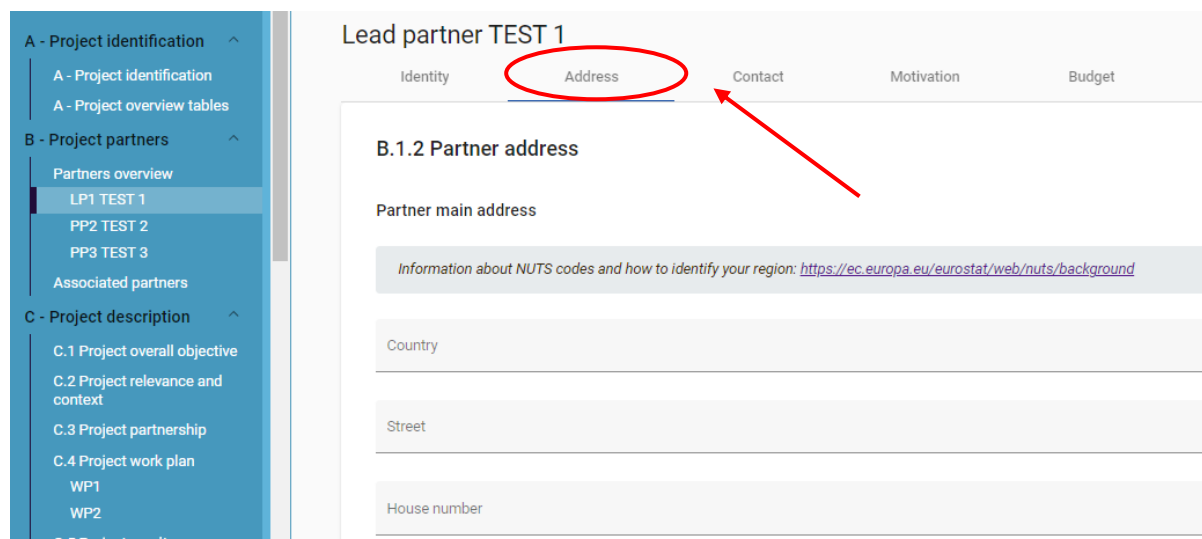
More information at

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Registration+and+validation+of+your+organisation>

ADDRESS

B.1.2 PARTNER ADDRESS

Clicking on tab “**Address**”, the specific page is opened:



Lead partner TEST 1

Identity **Address** Contact Motivation Budget

B.1.2 Partner address

Partner main address

Information about NUTS codes and how to identify your region: <https://ec.europa.eu/eurostat/web/nuts/background>

Country

Street

House number

Information on PP's location is to be provided in this form; precisely, the required fields are:

- **Country (NUTS 0)**: the choice must be made from a drop-down menu which provides **the name of the countries in original language in Latin alphabet** (e.g. Shqiperia for Albania (AL), Crna Gora (ME) for Montenegro)
- **NUTS 2** (appears when NUTS 0 is filled-in): it should be chosen from a drop-down menu following the same logic of NUTS 0
- **NUTS 3** (appears when NUTS 2 is filled-in): it should be chosen from a drop-down menu following the same logic of NUTS 0 and NUTS 2. This information will appear on the partner overview table (see above)
- **Street**
- **House number**
- **Postal code**
- **City / town**
- **Homepage**

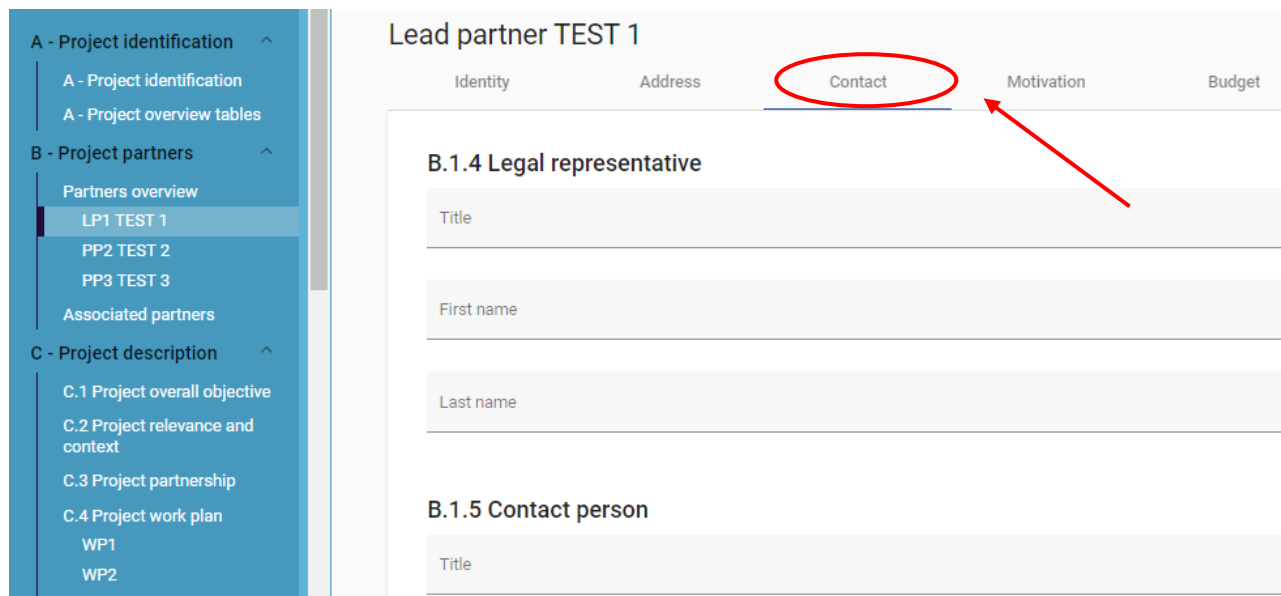
Same information must be provided for **unit / division**.

Please note that:

- the **LP must belong either to an ERDF or to an IPA country**; no LP from San Marino or any other country outside the Programme area is allowed
- the partnership can include **maximum 2 PPs per country**
- PPs can belong only to countries participating to the Programme (ERDF, IPA or San Marino countries)

CONTACTS

The tab **"Contact"** allows to open the area inherent to contact details of legal and contact persons:



The screenshot shows the 'Lead partner TEST 1' form in the Jems system. The left sidebar contains a navigation menu with sections A (Project identification), B (Project partners), and C (Project description). Under section B, 'LP1 TEST 1' is selected. The main area displays the 'Contact' tab for 'Lead partner TEST 1'. The 'Contact' tab is circled in red, and a red arrow points to it. The form contains two sections: 'B.1.4 Legal representative' and 'B.1.5 Contact person'. Each section has input fields for 'Title', 'First name', and 'Last name'.

B.1.4 LEGAL REPRESENTATIVE

The first part of tab **"Contacts"** is about Legal representative and its basic information: **title**, **first name**, **last name**.

B.1.5 CONTACT PERSON

The second part of tab **"Contacts"** is about the Contact Person, its basic information (**title**, **first name**, **last name**) and communication reference (**e-mail**, **phone number**).



Be careful when you are inserting the contact information about the partner, since it will be used for identifying the sender of the AF.

MOTIVATION

To go to the questions related to motivation and contribution, click on the tab **"Motivation"**:

Lead partner TEST 1

Identity Address Contact **Motivation** Budget

B.1.6 Partner motivation and contribution

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

Enter text here

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

Enter text here

Describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.

Enter text here

B.1.6 PARTNER MOTIVATION AND CONTRIBUTION

Here the Lead Applicant is requested to answer to the following questions regarding the motivation for participating in the project:

- Which of the organisation's thematic competences and experiences are relevant for the project?
- What is the role (contribution and main activities) of your organisation in the project?
- Describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.

BUDGET

The tab **"Budget"** allows to enter the area where part of the financial data for each PP must be declared:

Lead partner TEST 1

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

Partner budget overview

Partner	Partner abbreviation	Staff costs	Office and administrative...	Travel and accommodation	External expertise and...	Other costs	Lump sum	
LP1	TEST 1	2.000,00	300,00	0,00	0,00	0,00	10.000,00	1
Total		2.000,00	300,00	0,00	0,00	0,00	10.000,00	1

Partner Budget Options

☐ Staff costs flat rate

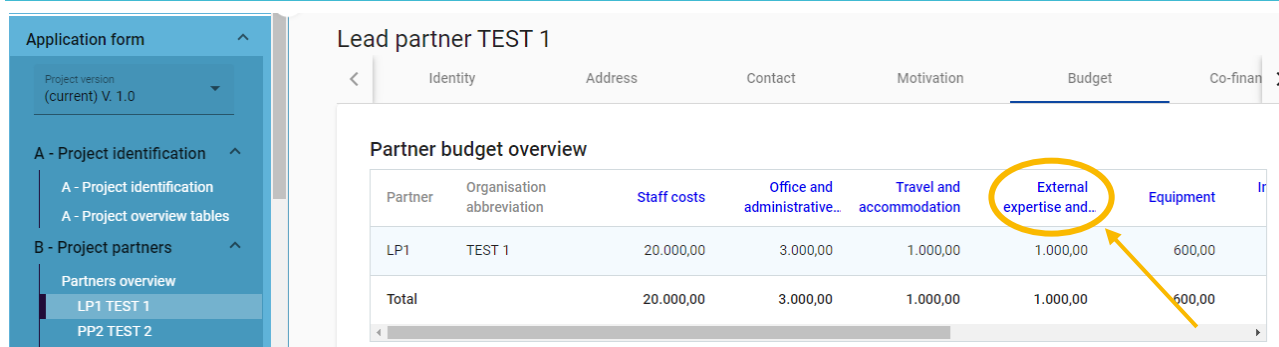
Office and administrative flat rate based on staff costs (MANDATORY unless "Other costs flat rate" is selected): 15 % of



Please note that project budget building refers to 2 sections of JEMS Application Form. Therefore, the project **budget tables are available in this Section B and in Section E.**

This area is divided in the three following parts.

PARTNER BUDGET OVERVIEW



Partner	Organisation abbreviation	Staff costs	Office and administrative...	Travel and accommodation	External expertise and...	Equipment
LP1	TEST 1	20.000,00	3.000,00	1.000,00	1.000,00	600,00
Total		20.000,00	3.000,00	1.000,00	1.000,00	600,00

This is an overview table that summarizes the information given in the following two sections.

Precisely, it shows:

- **partner budget per cost category**
- **budget under flat rate**
- **lump sum costs** (follow instruction described in [Section E.1 – Lump Sums and Unit Costs](#) of the AF)

Clicking on the name of the cost category in the header of the table (see screenshot above) will directly address to the specific section where the cost has been inserted.

PARTNER BUDGET OPTIONS

In this part the Lead Applicant can choose which kind of flat rate (proposed for the call and pre-set in JEMS) the PP wishes to use.

The moment one option is flagged, more details appear in its line (e.g.: the percentage and which unit cost this flat rate refers to). For more information about the flat rates please refer to the first Call for Proposals manual.

The Lead Applicant should choose one or more of the following options:

- Staff costs flat rate based on direct cost (20 %)
- Office and administrative flat rate based on staff costs (15 % of staff costs) (**MANDATORY** unless **“Other costs flat rate”** is selected)

- Travel and accommodation flat rate based on staff costs (15 % fixed for IPA partners, 10 % fixed for ERDF partners)
- Other costs flat rate based on staff costs (40 %)

Partner Budget Options

- ☐ Staff costs flat rate
- ☒ Office and administrative flat rate based on staff costs (MANDATORY unless "Other costs flat rate" is selected): 15 % of Staff costs (fixed rate)
- ☐ Travel and accommodation flat rate - ERDF countries = 10% (fixed), IPA countries = 15% (fixed)
-
- ☐ Other costs flat rate



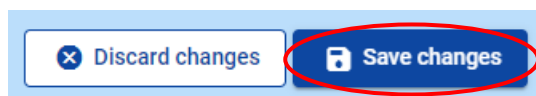
Please note that not all the options can be flagged together, since they can conflict. JEMS automatically disables any other option when in conflict with the already ticked.

"Staff cost" option, **"Office and administrative cost"** and **"Travel and accommodation"** can be combined.

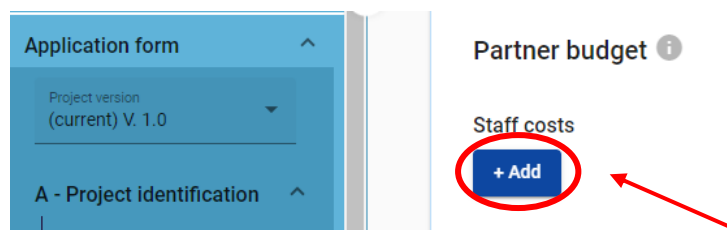
Choosing **"Other costs flat rate"** will exclude the possibility to choose any other option.



Remember to press the **"Save changes"** button once the options are ticked, otherwise the following section will not display the correct information.



PARTNER BUDGET

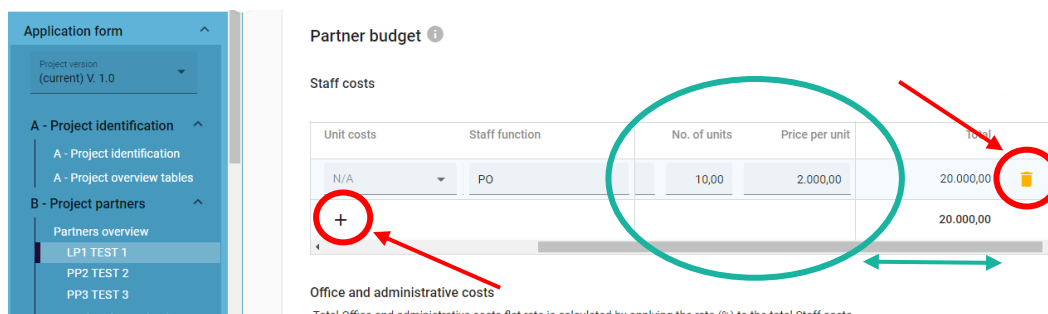


Here budget foreseen for each cost category must be declared, following the details displayed in the columns (see the details for each cost category below).

In order to create a new budget table, the Lead Applicant only needs to click on the **"+ Add"** button under the cost category needed, then it can start filling-in the information.

- if another line must be inserted, just click on the **"+"** button.
- to delete an entry, click on the **"Trash"** button.

Use the bar on the bottom to slide the second part of the table (circled in green below) and see all the related columns.



The procedure is the same for every cost category.

The column "Total" multiplies the No. of units x the Price per unit per each cost (line) inserted. The bold amount at the end of the column indicates the sum of all the lines amounts:

No. of units	Price per unit		Total
10,00	✗ 2.000,00	→	20.000,00
5,00	✗ 2.000,00	→	10.000,00
			↓
			30.000,00

If a flat rate has been chosen, the table of the related cost category **will not be editable**, and it will directly report the percentage calculated on the total of the cost category it is based on. In the following example it was chosen a flat rate of 15% for office and administrative costs based on staff costs, whose total amount is EUR 30.000:

Office and administrative costs

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

Flat rate for Office and administrative costs	Total
	4.500,00



Make sure you have defined the project duration in [Section A – Project Identification](#) to have “periods” in the budget tables.

Depending on the number of periods defined in [Section A – Project Identification](#), the Lead Applicant needs to split the Total of a budget item to periods.

Application form

Project version (current) V. 1.0

A - Project identification

- A - Project identification
- A - Project overview tables

B - Project partners

- Partners overview
- LP1 TEST 1
- PP2 TEST 2
- PP3 TEST 3
- Associated organisations

C - Project description

- C.1 Project overall objective
- C.2 Project relevance and context

Partner budget

Staff costs

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

Unit costs	Staff function	Period 2	Period 3	Gap
N/A	PO	5,00	7,00	19.978,00
N/A	FO	8,00	2,00	9.988,00
		13,00	9,00	

Discard changes Save changes

Column “Gap” (circled in green) indicates the difference between the sum of amounts per periods and the Total amount. A yellow alert appears when the sum of amounts per period is not in line with the Total amount.

To see all periods or the Gap calculator you might need to slide the table using the bar.



Remember to always press “Save changes”

Discard changes Save changes

It is **strongly suggested** to make clear reference in the **“Comments”** section to WPs/activities and deliverables, thus facilitating the assessment process.

This type of information must be provided for all WPs.

STAFF COSTS

Information required:

- **Staff function**
- **Comments**
- **Unit type**
- **No. of units**
- **Price per unit**

OFFICE AND ADMINISTRATIVE COSTS

It is calculated as a flat rate of other cost categories (depending on the chosen option).

TRAVEL AND ACCOMMODATION

- **Description**
- **Comments**
- **Unit type**
- **No. of units**
- **Price per unit**

EXTERNAL EXPERTISE AND SERVICES

- **Description**
- **Comments**
- **Unit type**
- **No. of units**
- **Price per unit**

EQUIPMENT

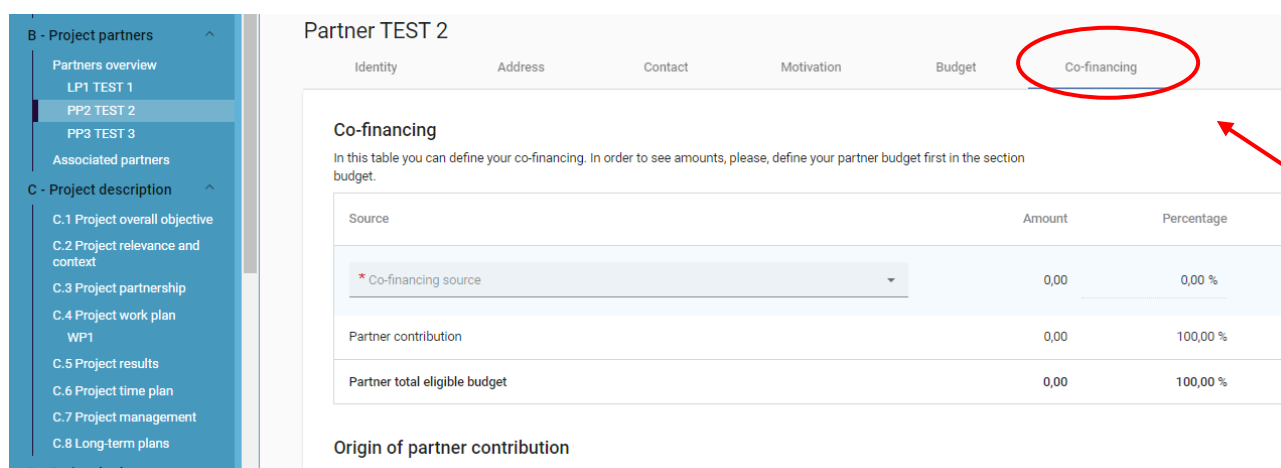
- **Description**
- **Comments**
- **Unit type**
- **No. of units**
- **Price per unit**

PARTNER LUMP SUMS (ASSIGNED IN SECTION E.1 – PROJECT LUMP SUMS)

An overview table on the Partners lump sums as entered in [Section E.1 – Project Lump Sums](#) is available at the end of the Partner budget section (for more information on how to fill this table please see [Section E.1](#)).

CO-FINANCING

Clicking the tab “Co-financing”, the homonymous page will open:



Partner TEST 2

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

Co-financing

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

Source	Amount	Percentage
* Co-financing source	0,00	0,00 %
Partner contribution	0,00	100,00 %
Partner total eligible budget	0,00	100,00 %

Origin of partner contribution

The basis for the co-financing is the partner total eligible budget.

If this section is already filled-in and the budget is updated in a second moment, this section also needs to be updated. If not, a yellow warning message appears.



Please note that **the whole project budget cannot use more than EUR 1.500.000 of Interreg Funds.**

The page is composed by the following two sub-sections.

CO-FINANCING

In this section, the co-financing source must be chosen from a drop-down menu.



Please remember that this table can only be filled-in **AFTER** the budget options have been chosen and the budget section is completed.

For **ERDF and IPA partners** of IPA ADRION Programme, the source to be chosen is **"Interreg Funds"**:

Co-financing

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

Source
Interreg Funds
San Marino
Partner contribution

The Lead Applicant must then select the percentage of Interreg Funds of which the PP will benefit, **up to 85% of its total budget**.

Co-financing

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

Source	Amount	Percentage
Interreg Funds	30.557,50	85,00 %
Partner contribution	5.392,50	15,00 %
Partner total eligible budget	35.950,00	100,00 %

The rest of the table is **automatically calculated**, being the remaining budget and percentage of the PP contribution.

FOR SAN MARINO PARTNERS ONLY:

In case the presence of San Marino Partners, the Lead Applicant must select the specific voice **"San Marino"** from the drop-down menu and choose the correct percentage of co-financing (to be decided by San Marino State).

The percentage can be set **from 0% (all costs are in charge of PP) up to 100% (all costs are in charge of San Marino State)**.

Co-financing

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

Source	Amount	Percentage
Interreg Funds		
San Marino	41.540,00	67,00 %
Partner contribution	20.460,00	33,00 %
Partner total eligible budget	62.000,00	100,00 %

Related fields will be **automatically calculated**.

ORIGIN OF PARTNER CONTRIBUTION

Here the Lead Applicant must define where the partner's own and external contributions come from using the drop-down menu in **"Legal status of contribution"** * column and filling-in the **"Amount"** field:

Origin of partner contribution

Source of contribution	Legal status of contribution	Amount	% of total partner budget	
TEST 1	* Legal status	0,00	0,00 %	

The total of contribution must match the total partner contribution (difference "7.420,00")

Public
 Private

The first row is always the partner's own contribution (partner name is pre-filled).

The status on the drop-down menu must be chosen according to the legal status of the PP.

The **red writing** under the table is a hint suggesting the amount to insert in the specific field: in case of one only source of contribution (one row), Lead Applicant has to report the whole number **“difference”** in the field **“Amount”**. The number in this tip message will change if a wrong (e.g. lower) amount is inserted in the specific column, updating the value to be added in order to reach the final requested amount. It will disappear when the field is correctly filled-in.

The following table is **automatically generated**, and uses the total of partner contribution as total:

Source of contribution	Legal status of contribution	Amount	% of total partner budget
TEST 1	Public	7.420,00	20,00 %
+ Add new contribution origin			
Sub-total public contribution		7.420,00	20,00 %
Sub-total automatic public contribution		0,00	0,00 %
Sub-total private contribution		0,00	0,00 %
Total		7.420,00	20,00 %

ONLY FOR PARTNERS WHICH BENEFIT OF AN AUTOMATIC PUBLIC SOURCE OF CONTRIBUTION (see footnote n° 2):

If another source is foreseen, please:

- create a new source of contribution clicking on the **“Add new contribution origin”** button
- select **“Public”** as the **legal status *** of the PP from the drop-down menu in the first row where its name appears (in this case, PP's name is “TEST 1”)
- fill-in the **“Source of contribution” *** field (second row) with the name of the source the PP is benefitting (e.g. **“Fondo di rotazione”** for Italian PPs, **“Law No. 84 /2022 on Budget of 2023”** for Albanian PPs or **“Public Investment Programme”** for Greek PPs)
- select **“Automatic public”** as legal status in the second row
- please note that you may add more than one source of contribution, if needed. In such case, you are required to split the contribution (suggested by the red writing at the bottom of the page) among the two sources. Otherwise (e.g. in the following screenshot) fill-in the amount of the second row with that suggested as the whole co-financing part provided on the PP side:

Origin of partner contribution

Source of contribution	Legal status of contribution	Amount	% of total partner budget
TEST 1	Public	0,00	0,00 %
(national source of contribution)	Public	35.950,00	100,00 %
	Private		
	Automatic Public		

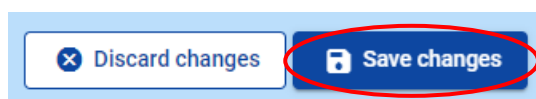
+ Add new contribution origin

As shown above, each row indicates the type of contribution and its allocated amount: public, private, automatic public². If the source of contribution is totally public, as in the example, it will completely be displayed only in the related row.

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.



Remember to always press **"Save changes"**





6.2.3 ASSOCIATED PARTNERS

Similarly to the Partners overview, this table (**automatically generated** by the system from each detailed page) provides a general overview of all the **Associated Partners (AP)**, with relevant information regarding their role in the project, and the PP they are associated to:

Associated partners

[+ Add new associated partner](#)

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

Number	Status	Name of associated partner	Name of the responsible...
AP1	 Active	Asso	Leader 

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

- clicking on a row allows to enter on an AP's detailed page
- clicking the **"Trash"** button will delete the related AP
- each AP is given the status **"Active"** automatically when created

To create a new associated partner, click on the **"+ Add new associated partner"** button; the Lead Applicant will then be reverted to the AP's page, where it must provide more detailed information:

- **Name of the partner in original language ***: the full name of the associated partner in original language

² So far, such possibility is foreseen only for Italian, Greek and Albanian partners. However, all the partners are highly recommended to consult their respective NCPs in this regard.

- **Name of the partner in English:** English name of the associated partner is used for databases
- **Partner ***: the PP to which the AP is associated (must be selected from a drop-down menu). It will appear in the above table as “Responsible partner”
- **Country (NUTS 0):** the choice must be made from a drop-down menu which provides **the name of the countries in original language in Latin alphabet** (e.g. Shqiperia for Albania (AL), Crna Gora (ME) for Montenegro)
- **NUTS 2** (appears when NUTS 0 is filled-in): it should be chosen from a drop-down menu following the same logic of NUTS 0
- **NUTS 3** (appears when NUTS 2 is filled-in): it should be chosen from a drop-down menu following the same logic of NUTS 0 and NUTS 2
- **Street**
- **House number**
- **Postal code**
- **City / town**



Remember **that APs can only belong to EU countries or other countries participating to the programme (IPA countries and San Marino)**

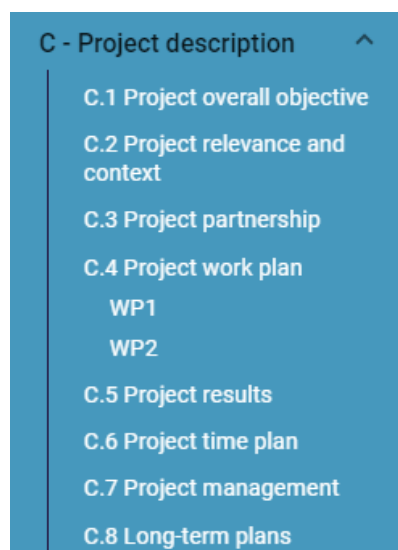
LEGAL REPRESENTATIVE: its basic information (**title, first name, last name**)

CONTACT PERSON: its basic information (**title, first name, last name**) and communication reference (**e-mail, phone number**)

A description of the role of the Associated Partner should also be provided in the specific free text box.

6.3 SECTION C – PROJECT DESCRIPTION

This section is divided in the following 8 sub-sections:



Clicking on each of them in the left-side menu will revert to the specific section.

6.3.1 PROJECT OVERALL OBJECTIVE

C.1 PROJECT OVERALL OBJECTIVE



C.1 Project overall objective

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

Programme priority specific objective
SO 1.1: Developing and enhancing research and innovation capacities and the uptake of advanced technologies

Project overall objective

Below, you can choose to which programme priority specific objective your project will contribute to. Now think about your main objective – what do you aim to achieve by the end of your project? Remember your project needs to contribute to the programme's objective.

Your objective should:

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

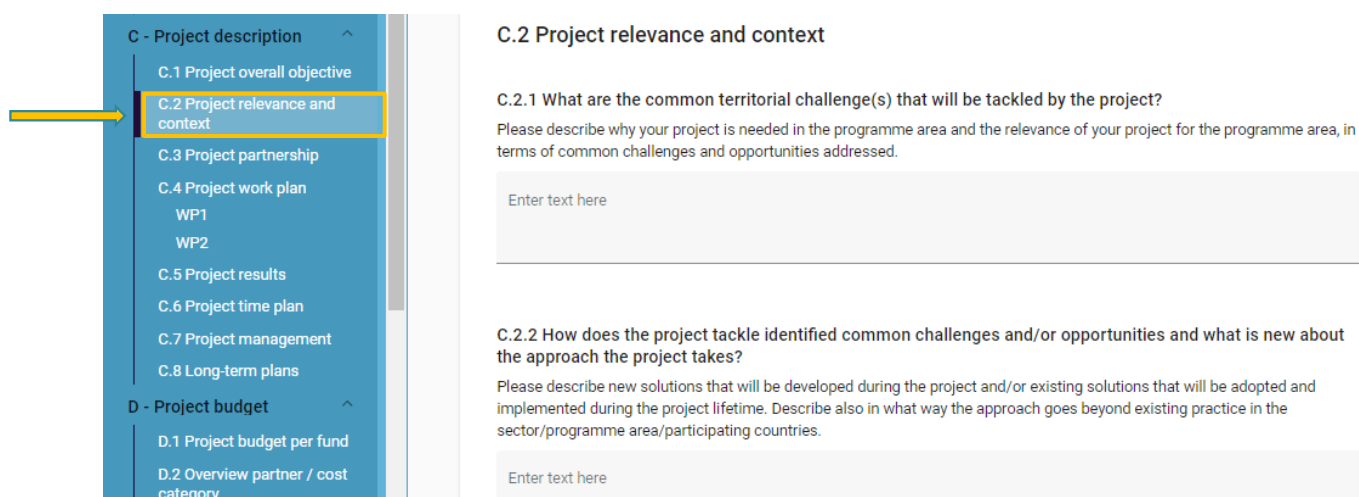
Project overall objective

The Programme priority specific objective is automatically filled-in, as selected in [Section A – Project Identification](#).

A free text box is available to describe the project overall objective.

6.3.2 PROJECT RELEVANCE AND CONTEXT

C.2. PROJECT RELEVANCE AND CONTEXT



C - Project description ^

- C.1 Project overall objective
- C.2 Project relevance and context**
- C.3 Project partnership
- C.4 Project work plan
 - WP1
 - WP2
- C.5 Project results
- C.6 Project time plan
- C.7 Project management
- C.8 Long-term plans

D - Project budget ^

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

C.2 Project relevance and context

C.2.1 What are the common territorial challenge(s) that will be tackled by the project?
Please describe why your project is needed in the programme area and the relevance of your project for the programme area, in terms of common challenges and opportunities addressed.

Enter text here

C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes?
Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

Enter text here

The Lead Applicant must answer, using free text boxes, to the following questions:

C.2.1 TERRITORIAL CHALLENGES

What is/are the common territorial challenge(s) that will be tackled by the project?

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

C.2.2 COMMON CHALLENGES AND OPPORTUNITIES

How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes?

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

C.2.3 TRANSNATIONAL COOPERATION

Why is transnational cooperation needed to achieve the project's objectives and result?

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

C.2.4 TARGET GROUPS

C.2.4 Who will benefit from your project outputs?

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

Target Group	Specification
* Target Group	Specification

- select the correct **Target Group (TG) *** from the drop-down menu
- if more than one TG is envisaged, add it using the **"+"** button
- if an item needs to be deleted, use the **"Trash"** button

C.2.5 STRATEGIES

C.2.5 How does the project contribute to wider strategies and policies?

Please indicate in which way your project will contribute to the implementation of EUSAIR Strategy / Action Plan and European Green Deal. Please note that contribution to EUSAIR Strategy and EU Green Deal is mandatory (eligibility criteria).

Strategy	Contribution
* Strategy	Contribution

- select the correct **Strategy *** the project refers to from the drop-down menu: for this call only **EU Strategy for the Adriatic and Ionian Region** and **European Green Deal** are available, and they are **both mandatory** (eligibility criteria)
- to add a new strategy, use the **"+"** button
- if an item needs to be deleted, use the **"Trash"** button

C.2.6 SYNERGIES

C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?

Project or Initiative	Synergy
Project or Initiative	Synergy

- fill-in the free text boxes
- if more than one synergy is envisaged, add it using the “+” button
- if an item needs to be deleted, use the “Trash” button

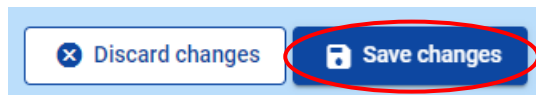
C.2.7 EXPERIENCE

How does the project build on available knowledge?

Please describe the experiences/lessons learned that the project draws on, and other available knowledge the project capitalises on.



Remember to always press “Save changes”



6.3.3 PROJECT PARTNERSHIP

C.3 PROJECT PARTNERSHIP

A description of the partnership and the reason why it has been created should here be provided:

C - Project description

- C.1 Project overall objective
- C.2 Project relevance and context
- C.3 Project partnership**
- C.4 Project work plan
 - WP1
 - WP2
- C.5 Project results
- C.6 Project time plan
- C.7 Project management
- C.8 Long-term plans

C.3 Project partnership

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

Enter text here

6.3.4 PROJECT WORK PLAN

C.4 PROJECT WORK PLAN

The project implementation is the heart of the project proposal and it describes what the partnership proposes to achieve in relation to the defined objectives.

In this core section, the Lead Applicant is asked to explain the work plan of its project following the logic of **Work Packages (WP)**.

For each work package it is required to define one project specific objective (free text box).

In addition to what above, in the WP links to the **Programme Outputs** are requested. The Lead Applicant has to ensure consistency when filling in all the boxes of these sub-sections.

Each project proposal shall contribute to the realization of at least 2 programme output indicators.



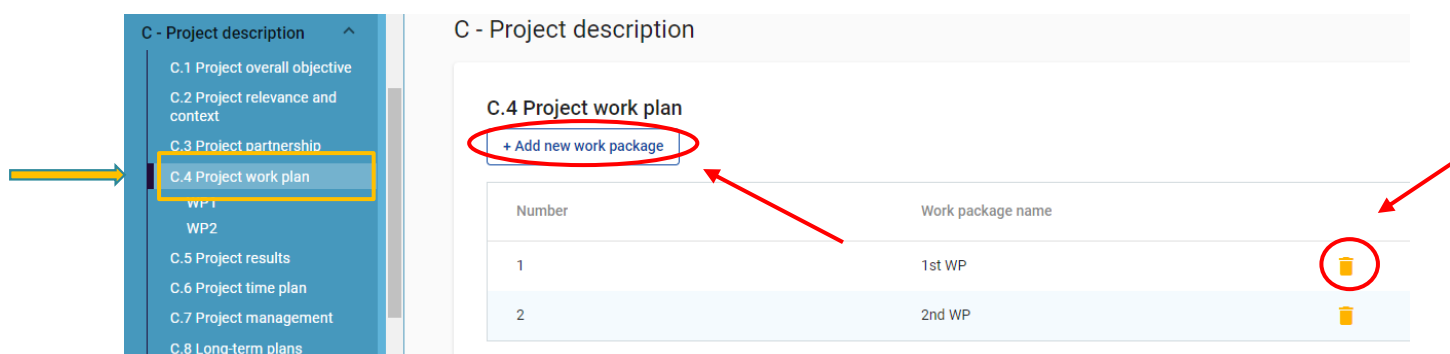
Please note that only thematic work packages will be used. Communication activities don't have a separate WP – instead, they are embedded in the thematic work packages.

No specific communication or management WP are envisaged.

WP Project management is not a work package anymore. Questions about how the project will be managed are in [section C.7](#).



Capitalization activities shall be included in thematic WPs.

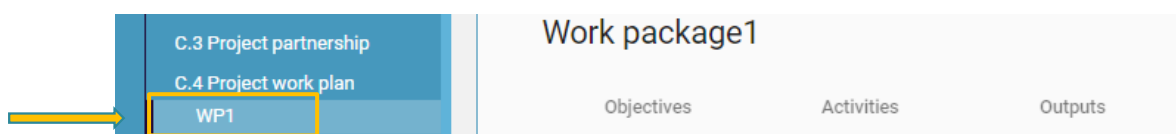


Number	Work package name
1	1st WP
2	2nd WP

- clicking on a row allows to enter on a WP's detailed page
- clicking the **"Trash"** button will delete the related WP

To create a new WP, click on the **" + Add new work package "** button; the Lead Applicant here must provide more detailed information (see section below).

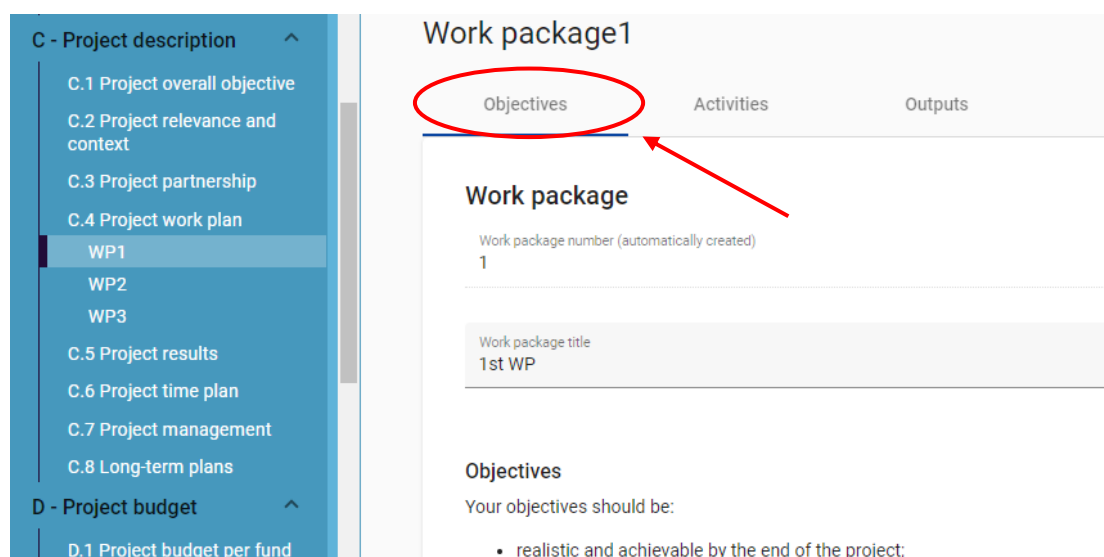
Each WP contains 3 sub-section which can be easily accessed through the tabs located on the top of the section itself:



OBJECTIVES

After clicking on the **" + Add new work package "** button; the Lead Applicant is directly reverted to this page, where it should fill-in basic information regarding the partner in order to create its profile. Lead Applicant can also access this page after the creation of the WP by clicking on **"Objective"** tab on the top bar menu.

At least field **Work package title** is mandatory in order to create the WP.

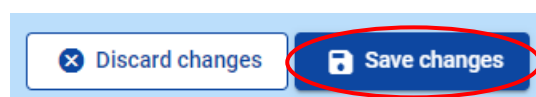


The Lead Applicant is requested to fill-in 3 free text boxes:

- define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered
- think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief

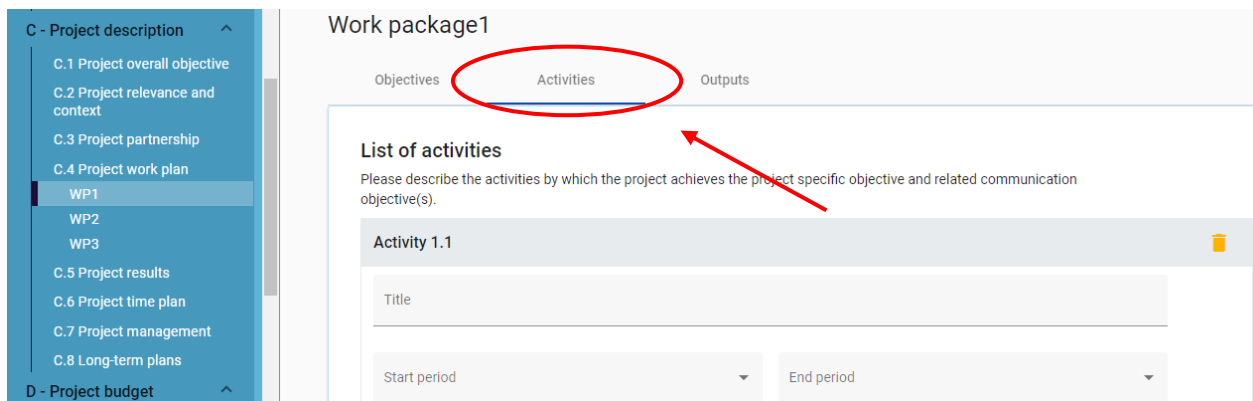


Remember to always press **"Save changes"**



ACTIVITIES

In this area the Lead Applicant needs to describe how the activities suggested are needed for the delivery of outputs listed in a specific work package:



The screenshot shows the 'Work package1' interface. On the left, a sidebar lists project components: C - Project description (C.1 to C.8) and D - Project budget. The 'C.4 Project work plan' is expanded, showing 'WP1', 'WP2', and 'WP3'. The main area is titled 'Work package1' and has three tabs: 'Objectives', 'Activities' (highlighted with a red circle and an arrow), and 'Outputs'. Below the 'Activities' tab, there is a section titled 'List of activities' with the instruction: 'Please describe the activities by which the project achieves the project specific objective and related communication objective(s)'. Under this, there is a form for 'Activity 1.1' with a trash icon. The form has a 'Title' field, a 'Start period' dropdown menu, and an 'End period' dropdown menu.

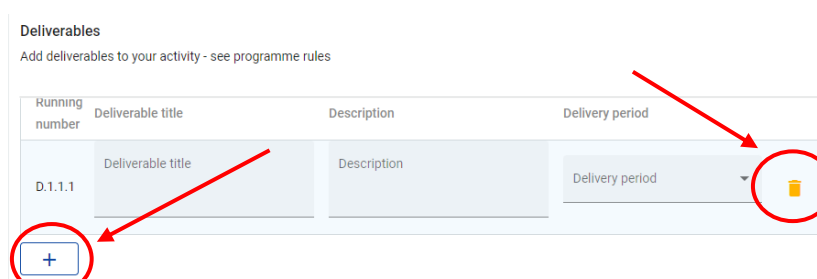
- click **"Add activity"** to create a new activity
 - click the **"Trash"** icon to delete an activity
 - activities are automatically numbered
-
- **Title:** simple and clear description of the activity, useful to identify it
 - **Activity description:** Project partners' involvement in each activity should be described
 - **Start / end period:** must be selected from the drop-down menu



It is suggested to open **within each WP, one activity devoted to management and one to communication**, providing clear indication on the foreseen project steering committee meetings; general project communication activities etc. that will be realized. Please note also that the way these activities are managed will be elaborated in [section C.7](#).

DELIVERABLES

An activity can have one (at least) or more deliverables. A **Deliverable** is a side-product or service of the project that contributes to the development of a project output.



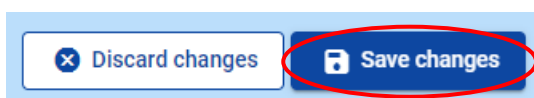
The screenshot shows the 'Deliverables' section with the instruction 'Add deliverables to your activity - see programme rules'. Below this is a table with the following columns: 'Running number', 'Deliverable title', 'Description', and 'Delivery period'. The table contains one row with the value 'D.1.1.1' in the 'Running number' column. At the bottom left of the table, there is a '+' button circled in red. At the bottom right of the table, there is a trash icon circled in red. Red arrows point from the text in the previous block to these elements.

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
- **Deliverable title:** simple and clear description of the deliverable, useful to identify it
- **Deliverable description:** Project partners' involvement in each deliverable should be described
- **Delivery period:** must be selected from the drop-down menu

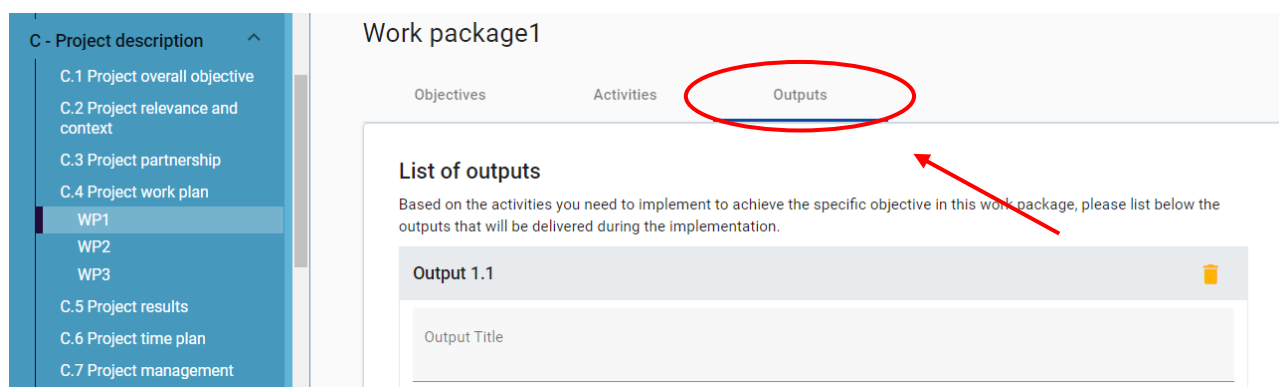


Remember to always press “Save changes”



OUTPUTS

The tab “Outputs” reverts to the area where, based on the activities needed to implement to achieve the specific objective in the current WP, outputs to be delivered during the implementation must be declared:



There is only one output table in each WP, and it includes only outputs that contribute directly to programme output indicators; i.e., have the same measurement unit and can be aggregated on project and programme level.

Each WP must foresee at least one project output.

In order to create an output:

- click “+ Add output”
- click the “Trash” icon to delete it
- outputs are automatically numbered

Lead Applicant must indicate:

- **Output title:** simple and clear description of the output, useful to identify it
- **Programme output indicator (RCO):** must be selected from the drop-down menu
- **Measurement unit:** it is automatically filled-in when the RCO is chosen
- **Target value:** target envisaged to reach within the WP. It is 1 by default, but it can be increased
- **Delivery period:** must be selected from the drop-down menu
- **Output description**



The user can only choose Programme Output Indicators linked to the Programme Specific Objective selected in [Section A – Project Identification](#).

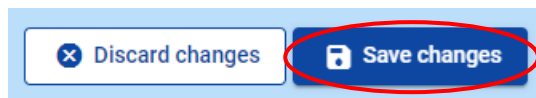


This section can only be completed, if in [Section A – Project Identification](#) the following fields are filled-in:

- the user can select the delivery period according to the project duration
- the Programme Priority Specific Objective (to be able to select indicators)

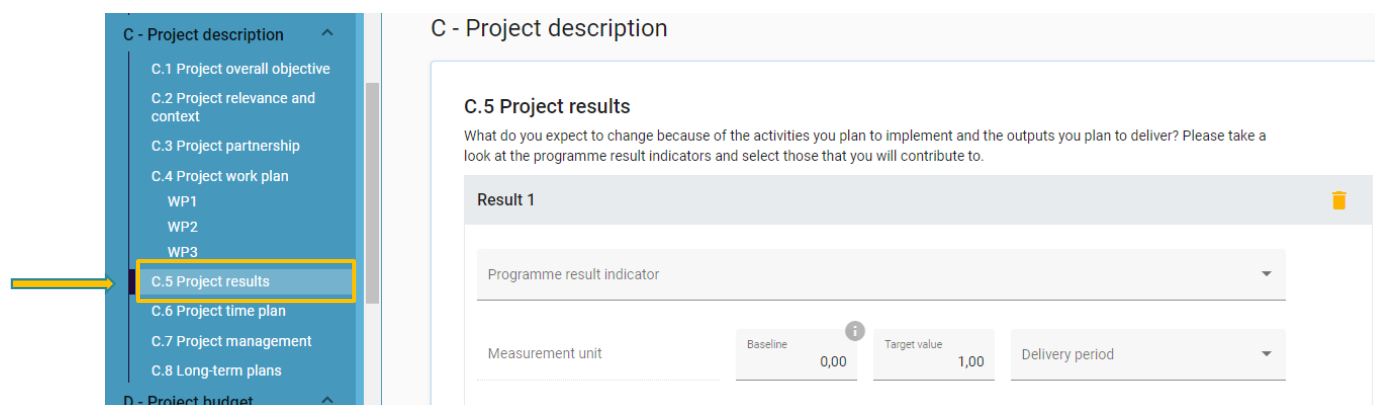


Remember to always press “[Save changes](#)”



6.3.5 PROJECT RESULTS

C.5 PROJECT RESULTS



This section is where the Lead Applicant can add project results.

- 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.

Lead Applicant must indicate:

- **Programme result indicator (RCR):** must be selected from the drop-down menu
- **Baseline** and **Measurement unit:** they are automatically filled-in when the RCR is chosen
- **Target value:** target envisaged to reach within the WP. It is 1 by default, but it can be increased
- **Delivery period:** must be selected from the drop-down menu
- **Result description:** simple and clear description of the result, useful to identify it



The user can only choose Programme Result Indicators linked to the Programme Specific Objective selected in **Section A – Project Identification**. Remind also to select the Programme Result Indicator directly linked to its Programme Output Indicator, already chosen in **section C4.1** of the AF.

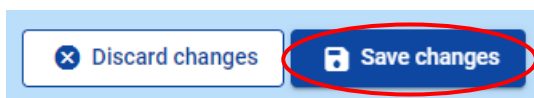


This section can only be completed, if in **Section A – Project Identification** the following fields are filled-in:

- project duration (to be able to select delivery period)
- the Programme Priority Specific Objective (to be able to select indicators)



Remember to always press “Save changes”



6.3.6 PROJECT TIME PLAN

C.6 PROJECT TIME PLAN

	Period 1	Period 2	Period 3	Period 4	After End
▼ WP1 1st WP					
A1.1 Act 1	D1.1.1				
A1.2 Act 2	D1.2.1				
O1 1.1-83	O1.1				
▼ WP2 2nd WP					
A2.1 Act 3	D2.1.1				
▼ WP3					
▼ Result indicator					
RCR79_1.1	R.1				

This overview table is **automatically generated** from [section C.4](#). It shows only periods, not months.

The length of each period is 6 months (barring exceptions).

The arrow circled in red allows to pack the information of each WP, obtaining one only row with the name of the WP (information on activities will be hidden).

In order to have a useful table, it is recommended to enter, in the related sections:

- **activities** (length)
- **deliverables** (delivery period)
- **outputs** (delivery period)
- **results** (delivery period)



Please note that **deliverables** are linked to **activities**, **outputs** are per **work package** and **results** are on **project** level.

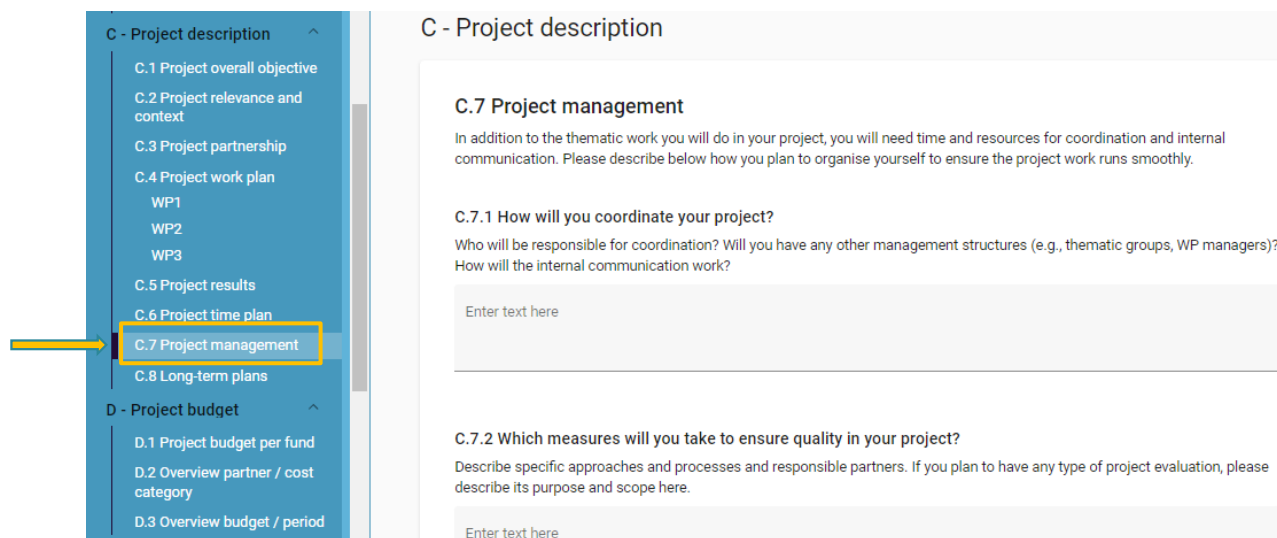


Project duration ([Section A – Project Identification](#)) has to be filled-in and periods have to be defined for each item in order to be displayed on the timeline accordingly.

6.3.7 PROJECT MANAGEMENT

C.7 PROJECT MANAGEMENT

The purpose of this section is to find out if and how the partnership has reflected about the implementation of the project and is aware of the time and resources, included communication features, needed for coordination and administrative requirements.



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
 - WP3
- C.5 Project results
- C.6 Project time plan
- C.7 Project management**
- C.8 Long-term plans

D - Project budget

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

C - Project description

C.7 Project management

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

C.7.1 How will you coordinate your project?

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

Enter text here

C.7.2 Which measures will you take to ensure quality in your project?

Describe specific approaches and processes and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here.

Enter text here

It consists both in opening questions and in ticking the box sections.

C.7.1 COORDINATION

How will you coordinate your project?

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

C.7.2 PROJECT INTERNAL EVALUATION

Which measures will you take to ensure quality in your project?

Describe specific approaches and processes and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here.

C.7.3 PROJECT MANAGEMENT COMMUNICATION

What will be the general approach you will follow to communicate about your project?

Who will coordinate project communication and how will he/she ensure the involvement of all partners? How will the communication function contribute to transfer your project results? Please note that all communication activities should be included in the work packages, as an integral part of your project. There is no need to repeat this information here.



This question is about the **communication in the project management section**; it should not contain additional communication activities which should all be in the work packages. Its main purpose is to raise awareness about the importance of communication.



In order to answer correctly to this question, focus on:

- to provide a summary of the communication approach across the project, including how the communication function is used to transfer project results
- the need to use communication as a key tool in the project
- communication is the responsibility of all partners and needs to be done in a coordinated and consistent manner

C.7.4 FINANCIAL MANAGEMENT

How do you foresee the financial management of the project and reporting procedures for activities and budget (within the partnership and towards the programme)?

Define responsibilities, deadlines in financial flows, reporting flows, project related transfers, reclaims, etc.

C.7.5 COOPERATION CRITERIA

Here the Lead Applicant must select all the cooperation criteria that apply to project and explain how it aims to fulfil them.

Remember that, **once the criterion is ticked, the related description must mandatorily be provided.**

C.7.5 Cooperation criteria

Please select all cooperation criteria that apply to your project and describe how you will fulfil them. Please note that Joint development, Joint implementation and Joint financing are mandatory (eligibility criteria).

Cooperation criteria	Description
<input checked="" type="checkbox"/> Joint development	Enter text here Example
<input checked="" type="checkbox"/> Joint implementation	Enter text here Example
<input type="checkbox"/> Joint staffing	Enter text here
<input checked="" type="checkbox"/> Joint financing	Enter text here Example



Please note that **Joint development**, **Joint implementation** and **Joint financing** are mandatory; both their selection and description are required.

C.7.6 HORIZONTAL PRINCIPLES

Here the Lead Applicant must declare in which way the horizontal principle(s) will contribute to the project by clicking the toggle button with the applicable option.

Remember that, **once the principle is ticked, the related description must mandatorily be provided.**

C.7.6 Horizontal principles

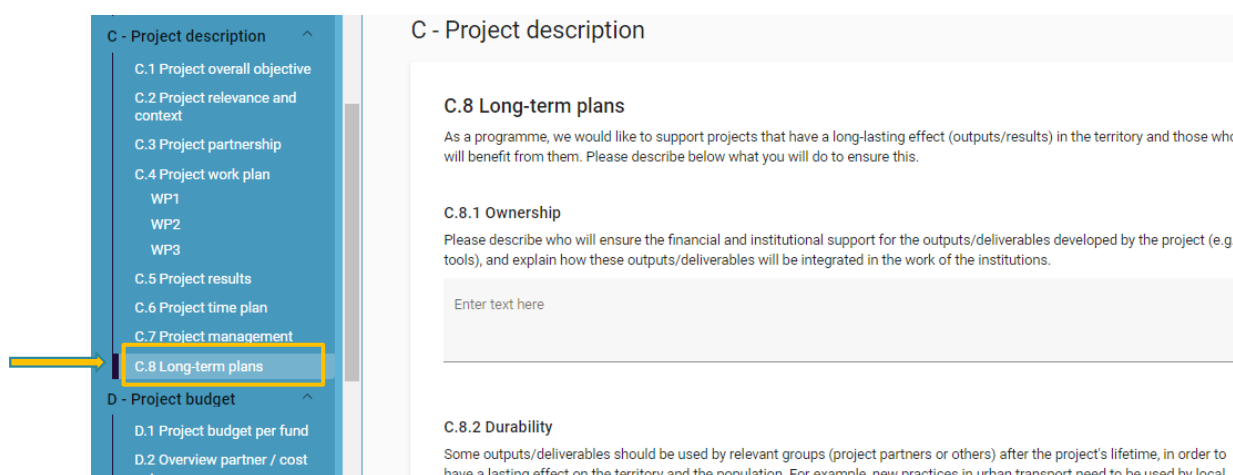
Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice.

Horizontal principles	Type of contribution	Description of contribution
Sustainable development as set out in Article 11 TFEU, taking into account the UN Sustainable Development Goals, the Paris Agreement and the "Do No Significant Harm" principle	<input type="checkbox"/> positive effects <input type="checkbox"/> neutral <input type="checkbox"/> negative effects	Enter text here
Equal opportunities and non-discrimination	<input type="checkbox"/> positive effects <input type="checkbox"/> neutral <input type="checkbox"/> negative effects	Enter text here
Equality between men and women	<input type="checkbox"/> positive effects <input type="checkbox"/> neutral <input type="checkbox"/> negative effects	Enter text here

6.3.8 LONG-TERM PLANS

C.8 LONG-TERM PLANS

JEMS only asks about the long-term plans for outputs because, by using outputs, the results are achieved. So, if outputs have a long-lasting effect, the results will also be long-lasting. Please note that not all questions are relevant for all type of outputs.



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
 - WP3
- C.5 Project results
- C.6 Project time plan
- C.7 Project management
- C.8 Long-term plans**

C - Project description

C.8 Long-term plans

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

C.8.1 Ownership

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

Enter text here

C.8.2 Durability

Some outputs/deliverables should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the territory and the population. For example, new practices in urban transport need to be used by local

The following 3 questions must be answered.

C.8.1 OWNERSHIP

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

C.8.2 DURABILITY

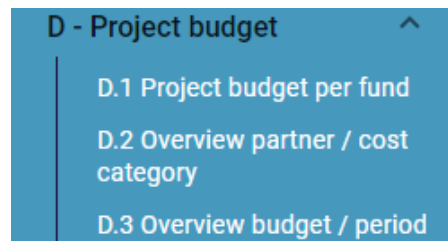
Some outputs/deliverables should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the territory and the population. For example, new practices in urban transport need to be used by local authorities to have cleaner air in the city, and the whole population will benefit from this. Please describe how your outputs/deliverables will be used after the project ends and by whom.

C.8.3 TRANSFERABILITY

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

6.4 SECTION D – PROJECT BUDGET

Section D displays only **automatically generated** tables related to budget inserted all along the AF.



Clicking on each of them in the left-side menu will revert to the specific table.



Please remember that data about budget, in **Sections D and E** can be downloaded in a separated excel file in the **"Export"** section (see **paragraph 9 - Export** for more information).

6.4.1 PROJECT BUDGET PER FUND

D.1 PROJECT BUDGET PER CO-FINANCING SOURCE (FUND) – BREAKDOWN PER PARTNER

This table is based on the co-financing section of each partner.

The percentage of INTERREG FUNDS per partner indicated below is the INTERREG amount per partner:

D.1 Project budget per co-financing source (fund) - breakdown per partner											
Partner	Organisation abbreviation	Country	Interreg Funds	Interreg Funds % Rate	% Rate	Public Contribution	Auto Public Contribution	Private Contribution	Total partner contribution	Total eligible budget	% of Total eligible budget
LP1	TEST 1	Serbia (RS)	29.680,00 44,86 % of total	80,00 %	0,00	0,00 %	7.420,00	0,00	0,00	7.420,00	37.100,00 44,38 %
PP2	TEST 2	Bosnia and Herzegovina (BA)	11.920,00 17,82 % of total	80,00 %	0,00	0,00 %	0,00	2.980,00	2.980,00	14.900,00	17,82 %
PP3	TEST 3	Elláda (EL)	25.280,00 27,8 % of total	80,00 %	0,00	0,00 %	6.320,00	0,00	6.320,00	31.600,00	37,80 %
Total			66.880,00	80,00 %	0,00	0,00 %	13.740,00	0,00	2.980,00	16.720,00	83.600,00 100,00 %

Clicking on the PP number will directly revert to its detailed page.

6.4.2 OVERVIEW PER PARTNER / COST CATEGORY

D.2 PROJECT BUDGET OVERVIEW PER PARTNER / COST CATEGORY

It provides an **automatically calculated** overview of total partner budget divided per cost category allowed for the specific call:

D.2 Project budget - overview per partner / per cost category											
Partner	Organisation abbreviation	Country	Staff costs	Office and administrative...	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Other costs	Lump sum	Total
LP1	TEST 1	Serbia (RS)	30.000,00	4.500,00	1.000,00	1.000,00	600,00	0,00	0,00	0,00	37.100,00
PP2	TEST 2	Bosnia and Herzegovina (BA)	6.000,00	900,00	5.000,00	3.000,00	0,00	0,00	0,00	0,00	14.900,00
PP3	TEST 3	Elláda (EL)	24.000,00	3.600,00	3.000,00	0,00	1.000,00	0,00	0,00	0,00	31.600,00
Total			60.000,00	9.000,00	9.000,00	4.000,00	1.600,00	0,00	0,00	0,00	83.600,00

6.4.3 OVERVIEW BUDGET / PERIOD

D.3.1 PROJECT BUDGET – OVERVIEW PER PARTNER / PER PERIOD

This table provides an **automatically calculated** overview of total partner budget divided per 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	Organisation abbreviation	Country	Preparation	Period 1	Period 2	Closure	Total eligible budget
LP1	TEST 1	Serbia (RS)	0,00	17,25	37.082,75	0,00	37.100,00
PP2	TEST 2	Bosnia and Herzegovina (BA)	0,00	3.300,00	11.600,00	0,00	14.900,00
PP3	TEST 3	Elláda (EL)	0,00	10.200,00	21.400,00	0,00	31.600,00
Total			0,00	13.517,25	70.082,75	0,00	83.600,00
% of Total budget			0,00 %	16,17 %	83,83 %	0,00 %	100,00 %

D.3.2 PROJECT BUDGET – OVERVIEW PER FUND / PER PERIOD

This table provides an **automatically calculated** overview of EU funds per period.

D.3.2 Project budget - overview per fund / period					
Fund	Preparation	Period 1	Period 2	Closure	Total
	0,00	10.813,80	56.066,20	0,00	66.880,00
Total EU Funds	0,00	10.813,80	56.066,20	0,00	66.880,00
Some other fund	0,00	0,00	0,00	0,00	0,00
Total Funds	0,00	10.813,80	56.066,20	0,00	66.880,00

6.5 SECTION E – PROJECT LUMP SUMS AND UNIT COSTS

6.5.1 PROJECT LUMP SUMS

E.1 PROJECT LUMP SUMS

Clicking on this section, the Lead Applicant will be able to define project lump sums for preparation costs.

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 TEST 1	PP2 TEST 2	PP3 TEST 3	
Preparation	Prep...	Yes	14.200,00	10.000,00	200,00	4.000,00	
				10.000,00	200,00	4.000,00	

+ Add

Remember that:

- the lump sum can be allocated to one or more partners
- for first Call for Proposals **the only lump sum available is "Preparation"**, and it is **EUR 14.200 - fixed amount** (for more information please refer to first Call for Proposals manual)

Once clicked the **" + Add "** button, details present in the table, and required to the Lead Applicant, are the following:

- Programme lump sum ***: select the specific lump sum ("**Preparation**", pre-filled by the programme)
- Period**: select the period (**Preparation**). An Error message appears in case no period is selected

- Split up**: if split up is **"NO"**, allocate total lumps sum cost to one and only project partner (**WARNING**: the default value is **"YES"**)
- Costs**: automatically pre-filled by JEMS

- **LP1, PP2...PPN**: allocate the budget (the exact amount in column **"Costs"**) to a specific project partner
- **Gap**: indicates if there is an error in the budget allocation. An Error message appears in case the lump sum amount is not correctly allocated to the partner(s)
- **Sum**: shows the total lump sum amount per partner. This amount is added to the partner total budget

Project lump sums table

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

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

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

Programme lump sum	Period	Split up	Costs	LP1 TEST 1	PP2 TEST 2	PP3 TEST 3	Sum	Gap	Description
Preparation	Period	Yes	14.200,00	0,00	0,00	0,00	0,00	14.200,00	Costs rela preparatio
				0,00	0,00	0,00	0,00		

Programme lump sum	Period	Split up	Costs	LP1 TEST 1	PP2 TEST 2	PP3 TEST 3	Sum	Gap	Description
Preparation	Prep...	Yes	14.200,00	10.000,00	200,00	0,00	10.200,00	4.000,00	Costs rela preparatio
				10.000,00	200,00	0,00	10.200,00		

If all the details are correctly inserted, the fields previously yellow turn to blue, and the section can (and must) be saved.

Programme lump sum	Period	Split up	Costs	LP1 TEST 1	PP2 TEST 2	PP3 TEST 3	Sum	Gap	Description
Preparation	Prep...	Yes	14.200,00	10.000,00	200,00	4.000,00	14.200,00	0,00	Costs rela preparatio
				10.000,00	200,00	4.000,00	14.200,00		

- click the **"Trash"** icon to delete the lump sum

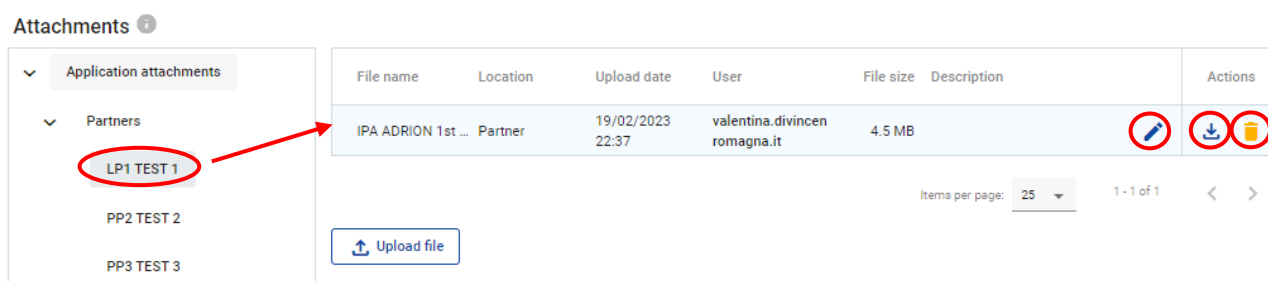
7. ANNEXES




The “**Application annexes**” in the left-side menu reverts to the section where attachments can be uploaded and, therefore, found.

In this section the Lead Applicant has to upload all the documentation requested as specified in the first Call for Proposals manual. Templates are provided in the Application Package downloadable from the Programme web site. The maximum size of each uploaded file is 50 MB.



To upload a file related to a specific PP, first of all select the PP from the list; then simply click on “**Upload file**” button.



The table will display the upload date, the user who uploaded the file, its size and an eventual description which can be edited with the  button. The file can be downloaded () or deleted ().

If another PP is selected in the left-side column, this attachment will not appear anymore, since it is the “private” attachment section of another PP.

However, the file will appear in the general area “**Application attachments**”.



Naming the files properly saves time and permits an easier storage. Therefore, it is suggested to name your files with a certain logic and to upload them with a coherent name such as: “**PPx_DOCUMENT TITLE_project acronym**”.



Please remember that the **signature on the declarations is a mandatory requirement!**
Digital signature is also accepted.

JEMS allows to upload the most popular file types relevant for the programmes' usage. In case of questions contact our helpdesk.

8. CHECK AND SUBMIT

When the AF is ready for submission, the Lead Applicant has to enter in this section through the homonymous button on the left-side menu:

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

To submit this application, all conditions of the pre-submission must be met and the documents required must be uploaded in "Application annexes" section.

✓ A - Project identification	
! B - Project partners	41 Issue(s) ^
✓ At least 1 partner is active	
✓ Exactly 1 Lead partner is active	
! Partner identity	9 Issue(s) v
! Partner address	7 Issue(s) v
! Partner contact	3 Issue(s) v

PRE-SUBMISSION CHECKS

First of all, the pre-submission check needs to be satisfied; therefore, the **"Run pre-submission check"** button must be clicked. Each AF requires a successful pre-submission check of content before it can be submitted.

The check will provide an overview of missing or inconsistent data, highlighted with a red alert , that must be fixed before the submission.

In this way, the Lead Applicant will be helped in finding easily the sections that need to be updated.

On the right side, the number of issues detected per each section is highlighted; unfolding the sections is strongly suggested to have a faster overview of the problems.

- click ">" symbol to unfold the list and see the single issues.
- click "<" symbol to collapse the list.



Please be aware that only when clicking on **"Run pre-submission check"** button, blocks and alerts will be highlighted.

After changing the affected sections, **run the check again**, since results do not update automatically.

Be on time!






Run the pre-submission checks in due time and already during filling the different sections of the AF, so that eventual gaps can promptly be solved. 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.




- Automatic checks help highlighting the issues, but they **DO NOT** replace human control of application contents
- Even though the pre-submission check is successful, it is not a guarantee that an application is fully complete and formally compliant!
- Pre-submission checks include verification of mandatory fields and conditions.

Typology of checks:

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

SUBMISSION OF THE APPLICATION FORM

When there are no more problems, all the sections will report a green alert , and the Lead Applicant can proceed with the submission through the specific button (now turned active) **"Submit project application"**.

Warning messages do not block the submission.

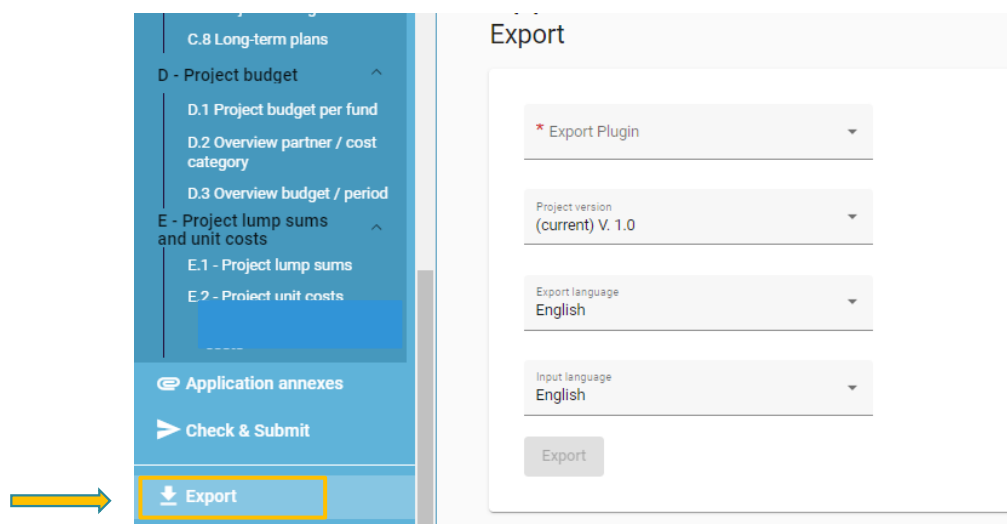


The AF can only be checked or submitted when:

- the project is in draft/returned to applicant status (editable)
- when the call is still open (deadline has not been exceeded)
- when all the attachments required are included

9. EXPORT

This section allows the export of the content part of the AF (.pdf file), connected to [Sections A, B and C](#), and its financial part, exposed as partner budgets (.xlsx file), related to [Sections D and E](#).



Content and **budget** data of the AF are separated in different files (respectively pdf and excel) in order to be more easily consulted. Therefore, be sure to choose the file you need from the drop-down menu.

Choose the file needed from the drop-down menu in **“Export plugin”** field, and the **Project Version** in the homonymous field; the latest version is always noted as “current”.



Be sure to choose the correct version of the AF you want to download (**before the submission only V.1.0 is available**)

The screenshot shows the 'Export' form with the following fields and options:

- * Export Plugin:** A dropdown menu with two options: Standard application form export - 1.0.25 and Standard budget export - 1.0.10.
- Project version:** A dropdown menu with three options: (current) V. 3.0, V. 2.0, and V. 1.0.
- Export language:** A dropdown menu with the option: English.
- Input language:** A dropdown menu with the option: English.
- Export button:** A grey button labeled 'Export'.

Blue arrows indicate the callouts for the 'Export Plugin' and 'Project version' dropdowns.

The “**Export**” button turns active only when the file and the version are filled-in.

10. PROJECT PRIVILEGES

This feature allows several users to work in the AF together at the same time:

The screenshot shows the 'Project privileges' page. On the left, a sidebar menu has 'Project privileges' highlighted with a yellow box and an orange arrow pointing to it. The main content area is titled 'Project privileges' and includes a yellow warning box: 'Users working at the same time in the same page may lead to unexpected loss of data (users overwrite other users content). Please make sure a project is properly reviewed before submission.'

Below the warning box, there is a section 'Application Form users / Project managers' with a table of users. The table has two rows, each with a 'Jems username' and a set of action buttons: 'view', 'edit', and 'manage'. The first row shows the username 'valentina.divincenzo@regione.emilia-romagna.it'. The second row shows a redacted username. Red circles and arrows highlight the following elements:

- A red circle around a '+' button in the bottom left corner of the table.
- A red circle around the 'view' button for the first user.
- A red circle around the 'manage' button for the first user.
- A red circle around a trash icon (delete button) to the right of the table.

It is only possible to invite users who are already registered in the system. Lead Applicant only needs to know their JEMS username (= its e-mail used for registration).

After the invitation, the invited user will see the respective project in its Dashboard.

- click “+” to create a new collaborator
- click the “Trash” icon to delete it

Please note:

- be sure about the validity of the mail address inserted
- collaborators might have different responsibilities in the project, therefore different levels of privileges are available:
 - **VIEW** - User can see every AF sections but cannot perform any change
 - **EDIT** - User can see / modify / fill-in the AF
 - **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. A user who is collaborator in many project applications, can have distinct privileges in different projects.



BE AWARE of the RISK OF OVERWRITING INFORMATION in case several users with edit or manage access rights work in parallel in the same AF!

We warmly suggest being very careful when granting access rights to other users and **coordinate** who is working when in the AF. 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.

11. HELPDESK

For any question you may have with filling-in of the Application, you can address to the helpdesk: info@interregadrion.eu (please quote “**JEMS first Call**” in the subject of the e-mail).