Jems User Manual

Version 1.2

August 2023

Contents

1. Access and registration

Jems is a web application and can be accessed with recent versions of the most common browsers (e.g. Google Chrome, Microsoft Edge, Mozilla Firefox, etc.). The functionality of the system follows the common standards of web applications for entering and submitting data.

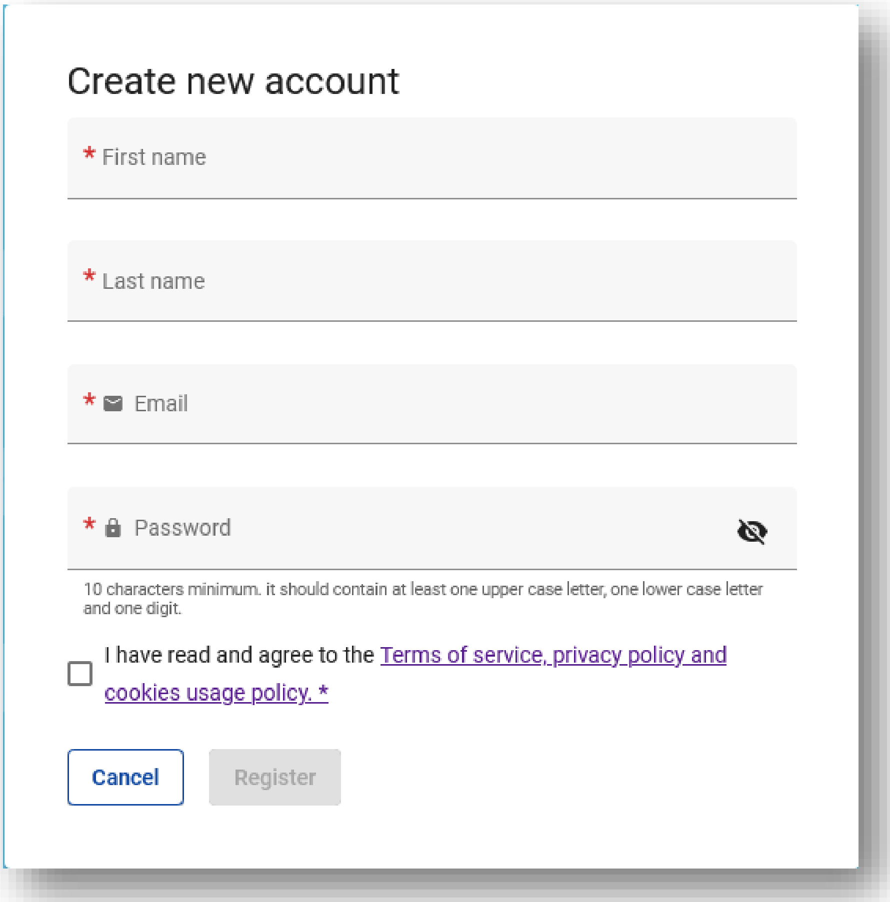
The English language is pre-defined because is the official language of the ROHU Programme.

The Jems manual drafted by Interact can be found here: https://jems.interact-eu.net/manual/.

Jems can be accessed at the following link https://jems-rohu.mdlpa.ro.

To use **Jems**, each applicant must first register by clicking "Create a new account" on the homepage and providing credentials.

In the registration form, fill in the following information (all fields marked with "*" are mandatory):



- **First name / Last name:** personal information of the applicant's contact person.
- **Email:** the email address of the applicant – it will be used to log in and notifications will be addressed to it.
- **Password:** password which will be used to access the Jems.

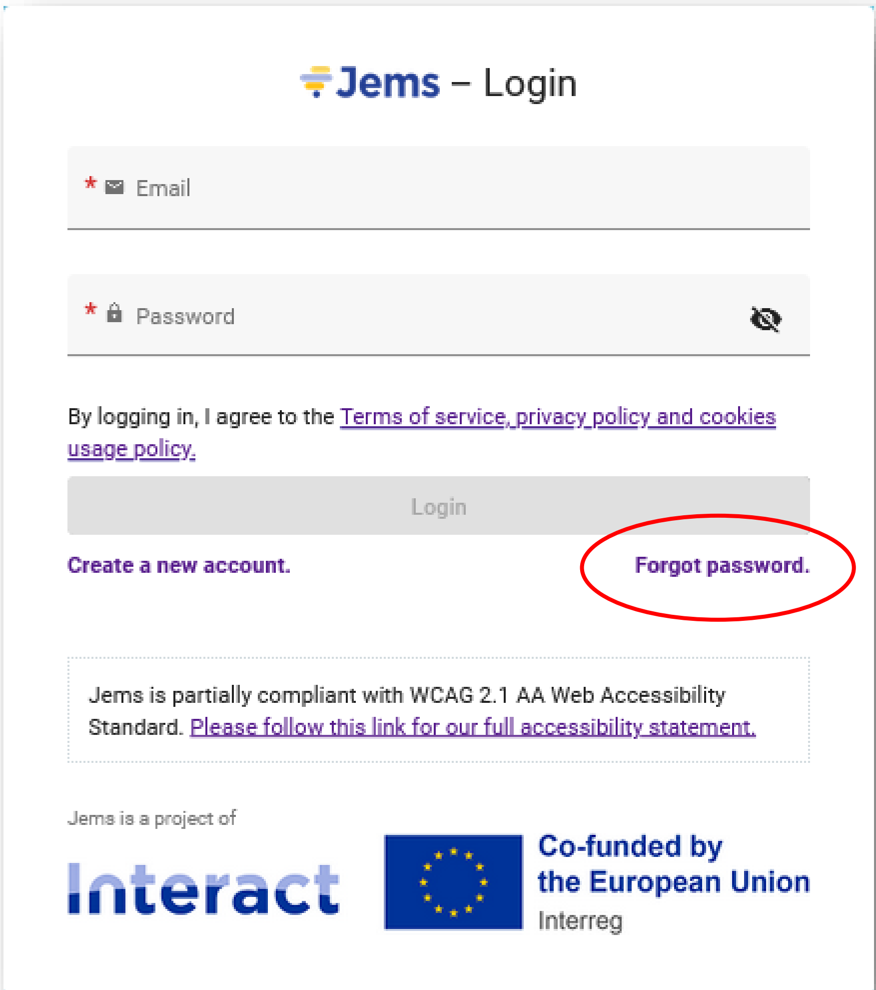
The minimum length of the password is 10 characters. It should contain at least one upper case letter, one lower case letter, one digit and one special character (!.,;?-_+%&=#@*:~).

Do not forget to read and agree to the Terms of service, privacy policy and cookie usage policy.

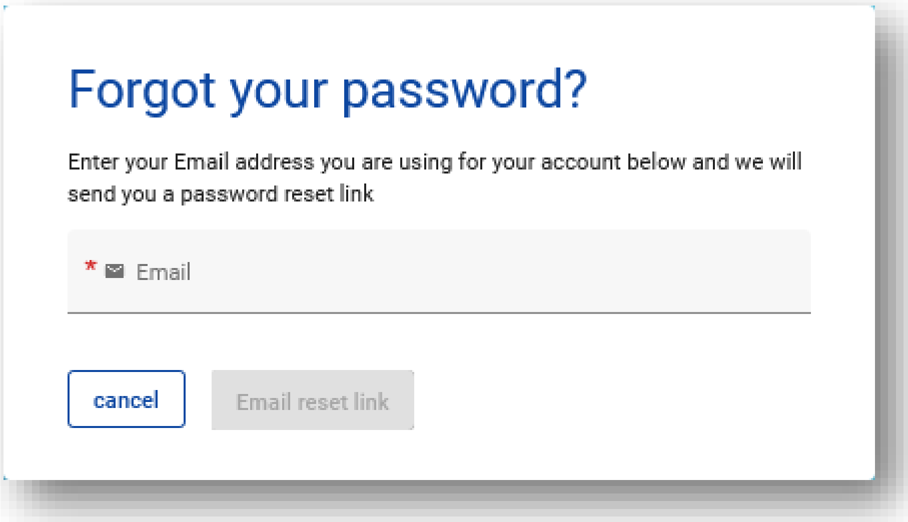
The "***Register***" button turns active only once all mandatory information is filled in. Following the registration, a confirmation email is automatically sent to the email address provided in the "Create new account" form.

Only after confirmation, the applicant will be able to log into the platform and create an Application Form (AF). In case you do not receive an email confirmation, please check your spam folder and, if needed, get in touch with the ROHU Jems Helpdesk (jems.admin@mdlap.ro) for assistance.

In case you forgot your password click on the ***Forgot password*** button:

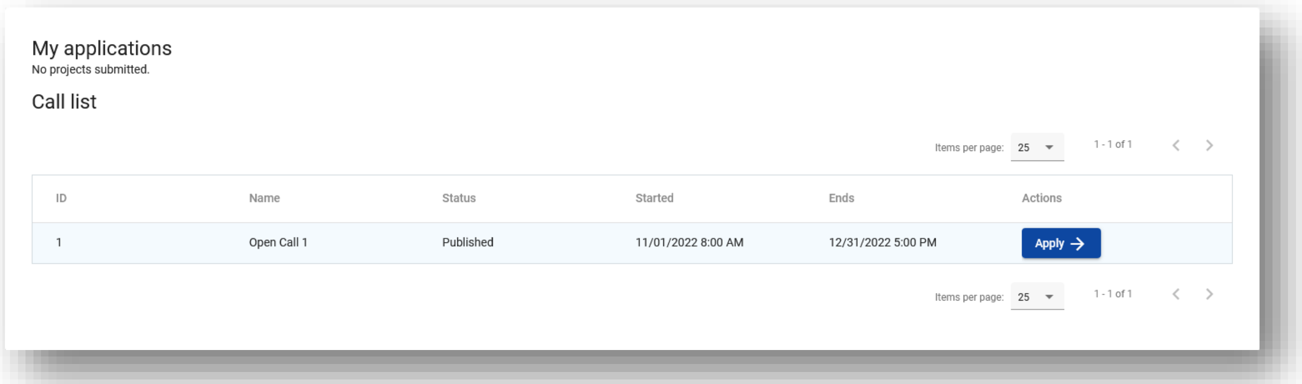


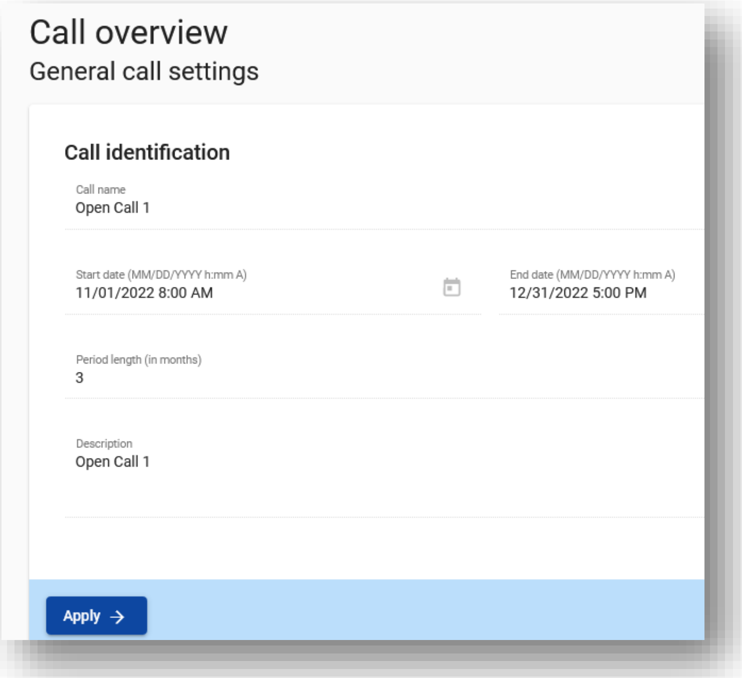
And then enter your email to receive a link for changing the password:



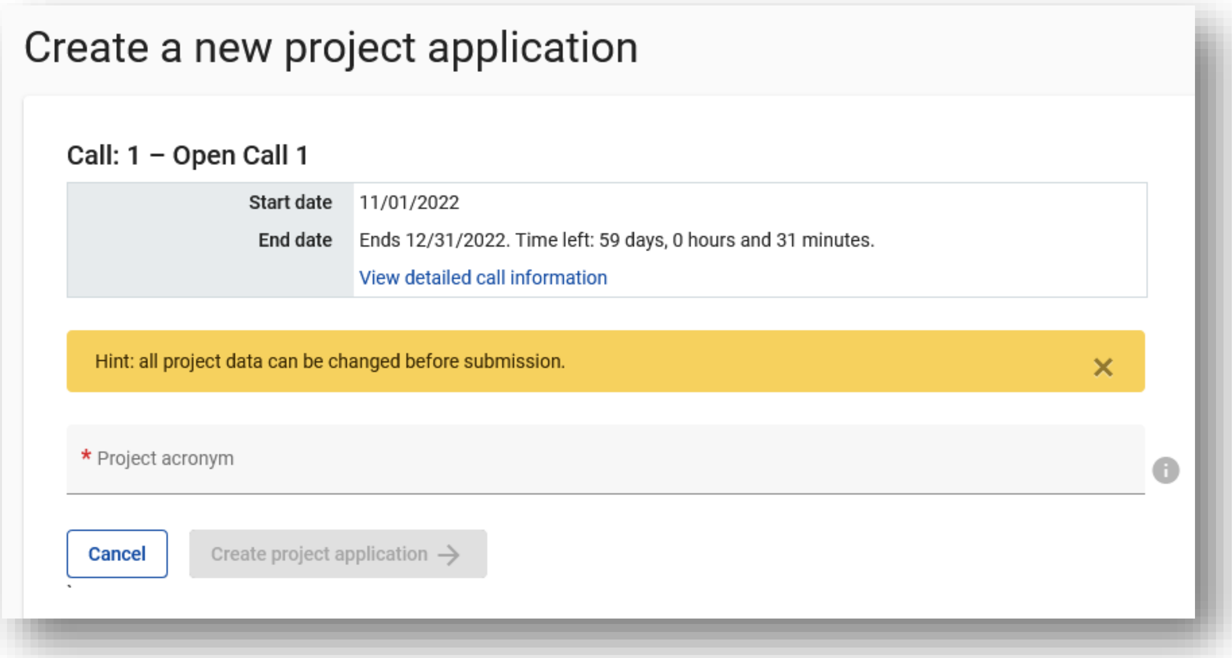
2. Applying for a call

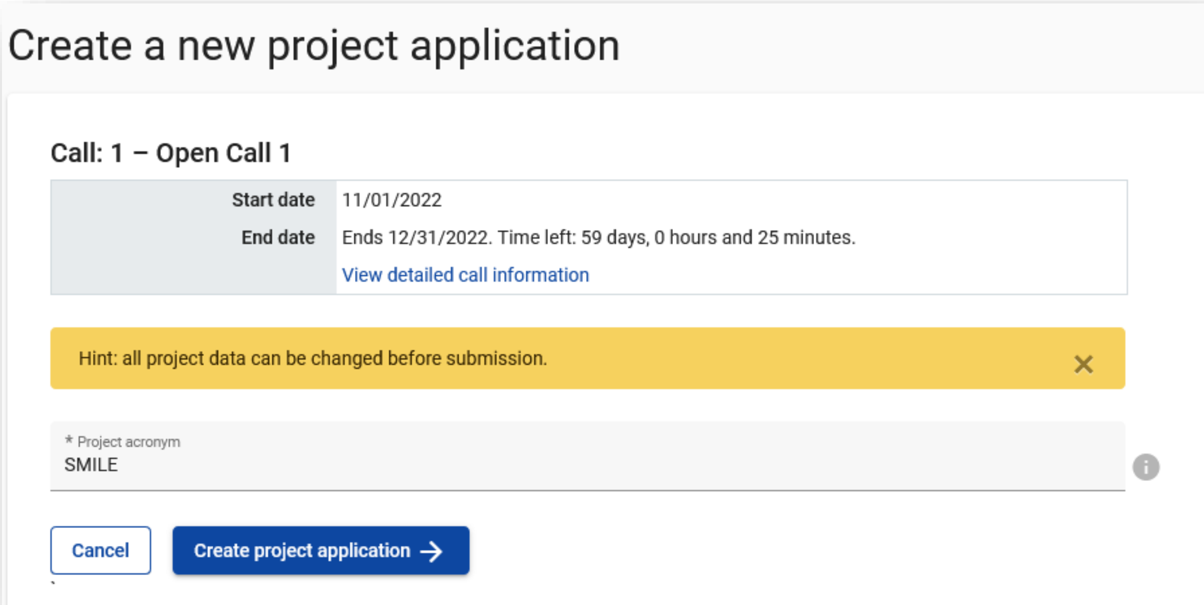
To create your AF, click "Apply" under the "Calls list" section on your dashboard. At this point, insert the acronym of your project (which can always be modified afterwards) and click "***Create project application***".





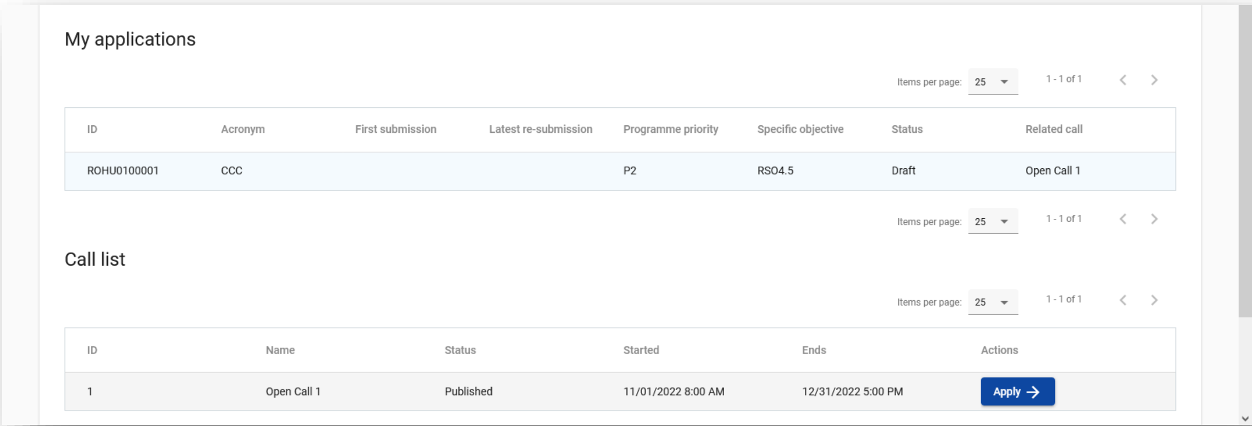
Alternatively, it is possible to click on the call row itself under the same section “Open calls” and see the general call information through a read-only window. The “Apply” button will appear at the bottom of this page.





The button “***Create project application***” is active only after inserting the Project Acronym.

The newly created project application will be automatically listed under the section “My applications. The project ID is an automatically generated number given by the system – this number is unique and allows the programme to easily recognise a project.

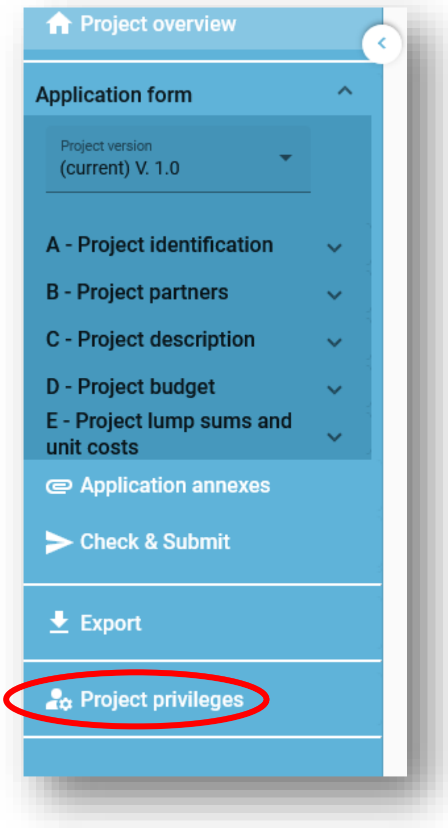


All applications created by the user are listed at this level - the user can select a project and open it by clicking on the name.

3. User management

The lead applicant can grant access rights to an open AF to other users, namely project partners and/or collaborators. To this end, they have first to register in the Jems and then provide the lead applicant with their email addresses.[1]

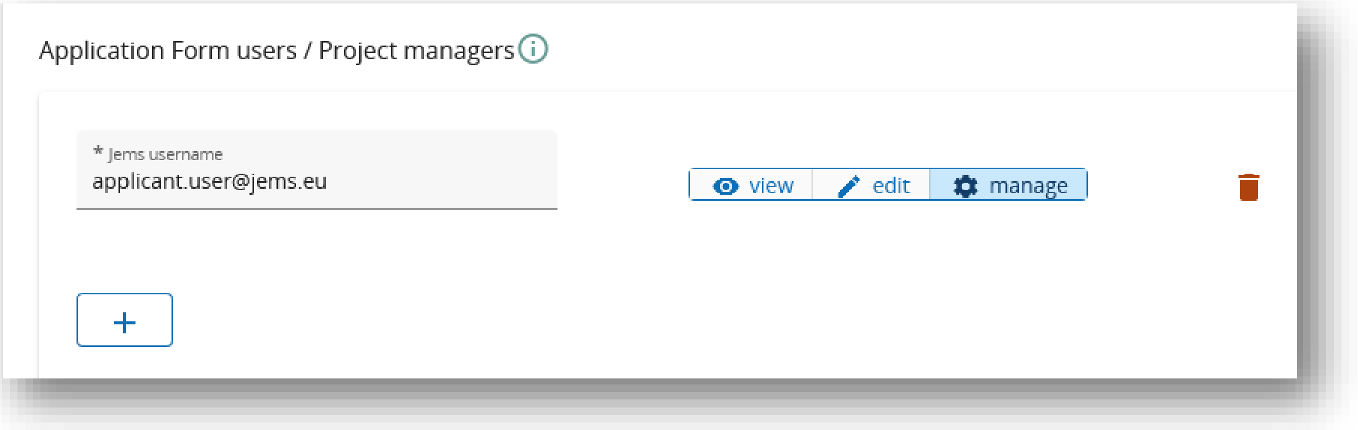
1. The lead applicant can then enable new users in the "Project privileges" section (see left menu of an AF in progress) by entering a fully valid email address.



Users can have the following rights:

- **read-only rights** ("view") – an user can access all the AF sections without being in the position of making any change
- **edit rights** ("edit") – a user can modify/fill in all the AF sections
- **Lead applicant rights** ("manage") – a user has both edit rights, but also access to the management of the "Project privileges" section.

[1] Please be aware that also capital letters are important in this case: if a participant is registered as name.lastname@mail.eu, the system will not find the user Name.Lastname@mail.eu.



By clicking the + sign, a new user, already registered in Jems, will be added to the application proposal.

Please note that only users with the "edit" or "manage" privileges can submit the application proposal.

Therefore, we strongly recommend identifying and designating the user responsible for the submission of the AF beforehand (this person should ideally be the contact person of the lead applicant institution).

Attention: risk of overwriting information

To a certain extent, different users can work in parallel (simultaneously) on the same AF.

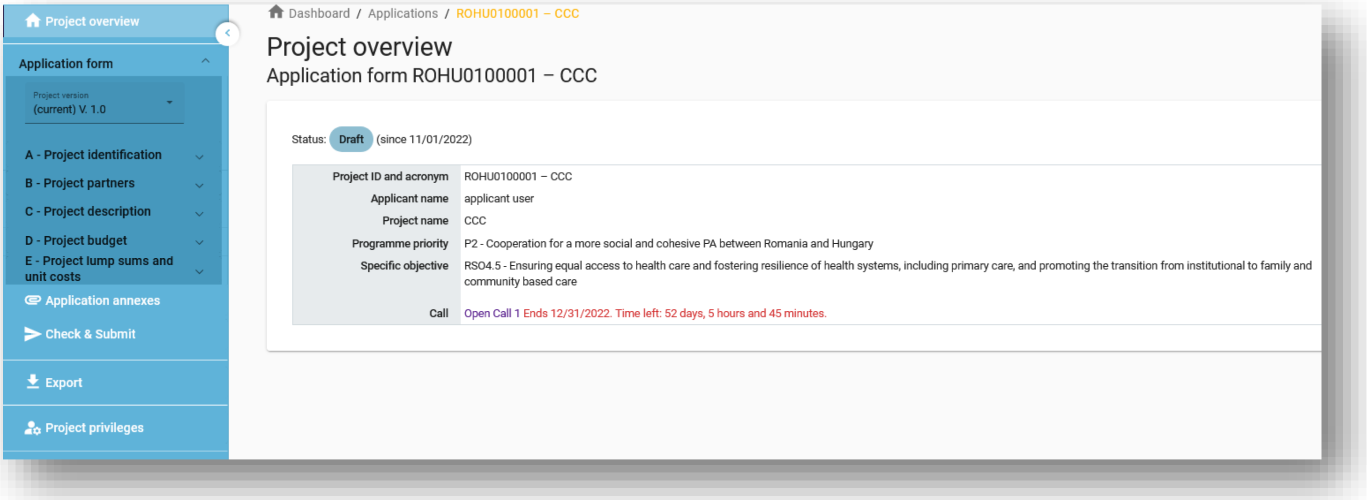
When working in parallel, users have to ensure that they are not working simultaneously in the same section or sub-section, as there is the risk of overwriting information.

In this respect, granting access rights to other users should be done carefully, and coordinating who and when is working in the AF is crucial for the smooth use of Jems during the application phase.

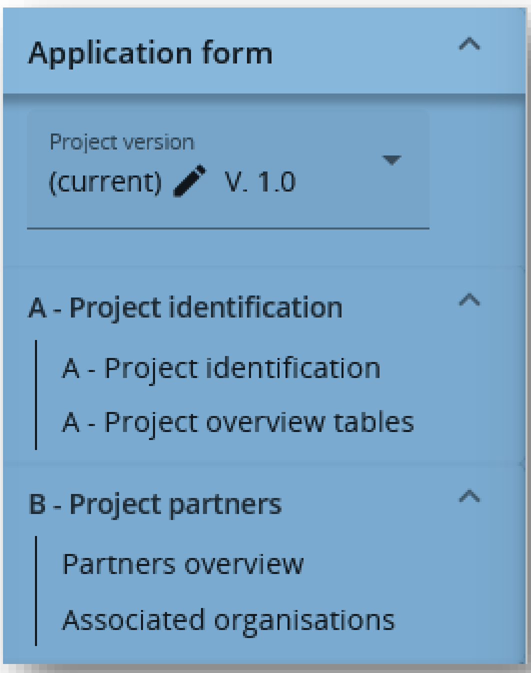
Application proposals can have an unlimited number of users assigned to them, each user with different privileges.

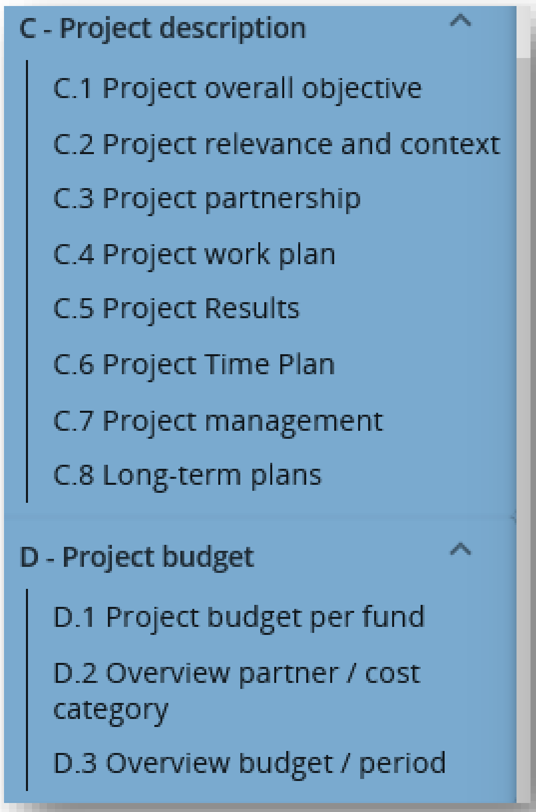
4. Filling in the AF

The "Project Overview" page offers general information on the proposal, its application status and the running call. Every application has a version number. Upon creation the project version number is set to “V.1.0” by default – the latter will remain unchanged until the submission of your proposal. The same logic applies to the status “Draft”, which changes to “Submitted” right after the submission.



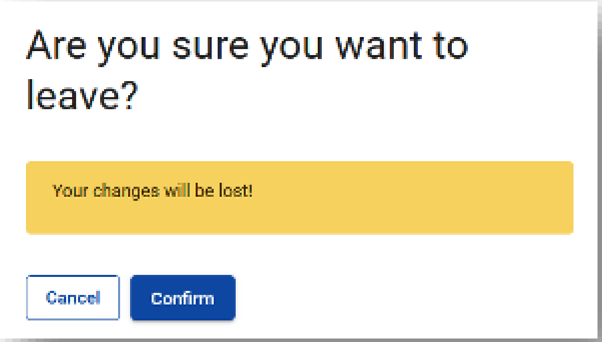
Applicants can now fill in the relevant sections and sub-sections listed on the left menu, which corresponds to the AF template.



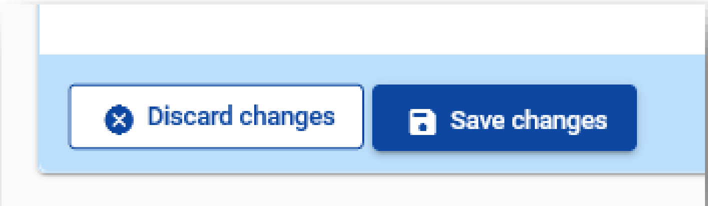


All the mandatory fields (marked with an asterisk *) must be filled in. If the trash icon is available, the item can be deleted. The sections must be saved after all mandatory fields are filled in. The order of the project partners, work packages, outputs, etc. follows the one in which they were added in the Jems.

The Jems provide warnings or requests of confirmation before leaving any section of the AF.



Always remember to save the data before leaving a section in the AF, otherwise, the changes will be lost.



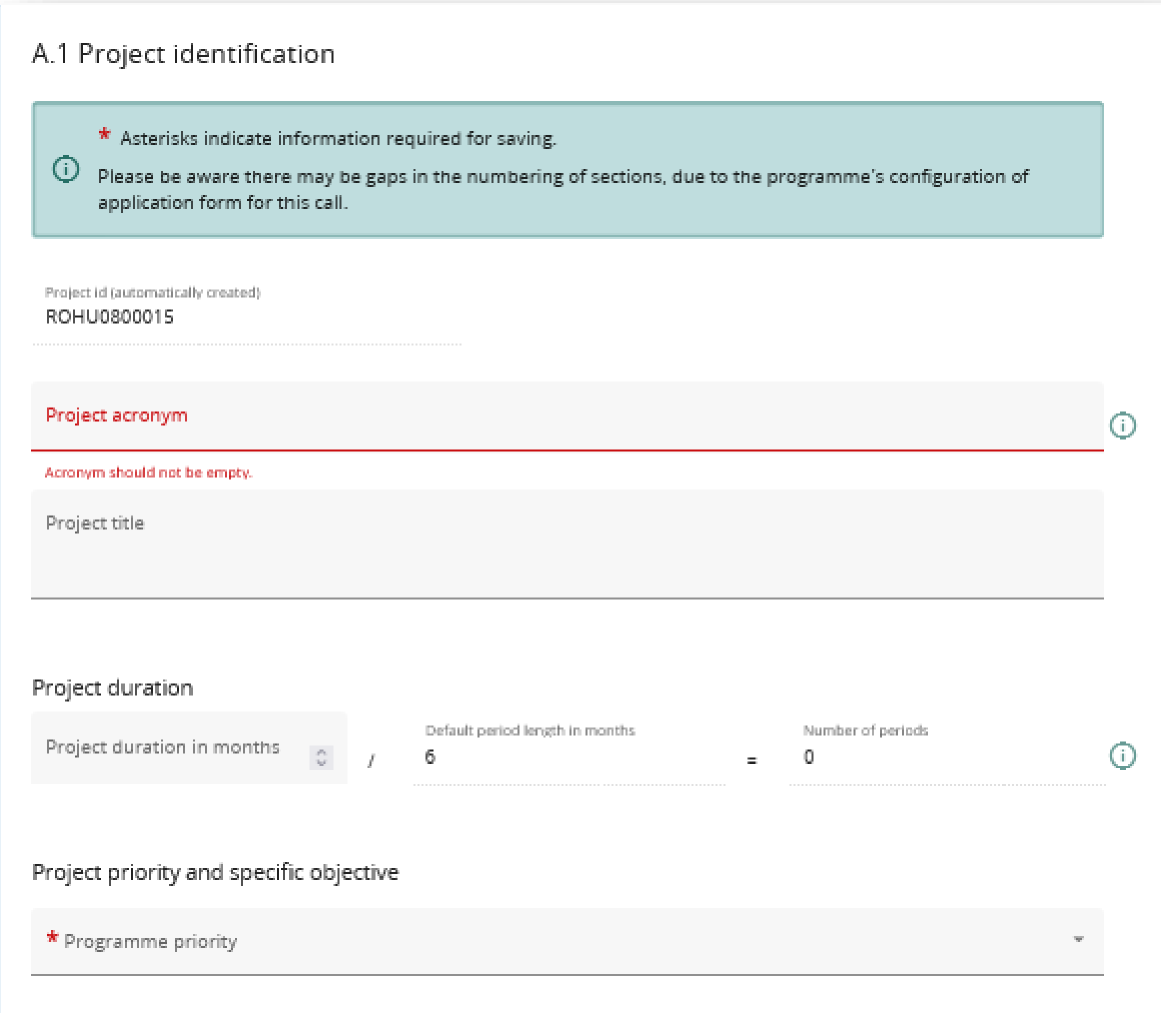
In addition, the following important aspects have to be remembered when filling in the AF:

- Follow the number of characters indicated in the different fields - characters in excess will not be taken into account on Jems. Please note that the punctuation and spaces between words or paragraphs are considered characters.
- Do not use the "Enter" key of your keyboard to save data while filling out the forms as it may lead to unexpected results. Always use the commands provided by the Jems interface.
- When filling in longer sections, please remember to regularly save in order to avoid losing data in case of interruptions of your internet connection or other technical issues.
- Being inactive for a long period may end automatically your session for security reasons and unsaved data is lost!

A - Project Identification

A1 Project identification

In the project identification section, an applicant gives 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)
ROHU0800015

Project acronym

Acronym should not be empty.

Project title

Project duration

Project duration in months / Default period length in months 6 = Number of periods 0

Project priority and specific objective

* Programme priority

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*

A 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

The field provides 200 characters 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 for the rest of the project. A number of periods are calculated as follows: project duration in months divided by the default period length defined by the programme in the call setup.

Project priority*

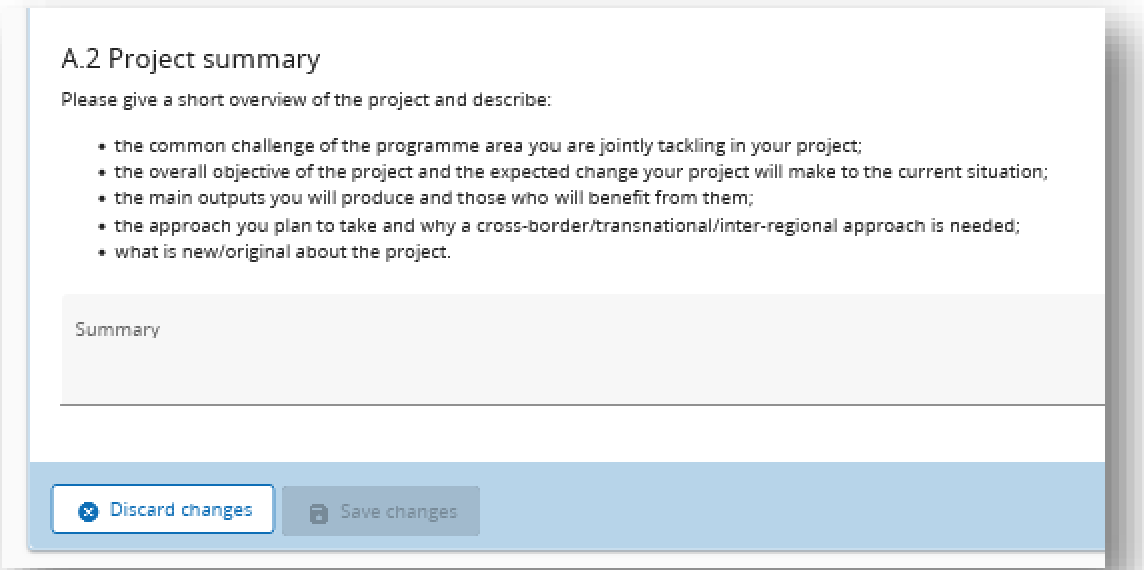
The priorities selected by the programme user in the call setup are selectable by the applicant in this section. It is mandatory to select the main priority the project contributes to (*mandatory field).

Specific objectives*

Once the Project priority is selected, the specific objectives appear. It is also mandatory to further specify to which specific objective the project contributes (*mandatory field). The specific objectives are selected by the programme in the call setup.

A2. Project summary

In this section, a project summary should be filled in, by answering the questions identified in the description, in 5000 characters. The section shall be filled in English languages, as defined in the programme setup.


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 cross-border/transnational/inter-regional approach is needed;
- what is new/original about the project.

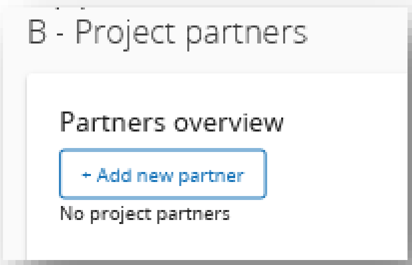
Summary

Discard changes | Save changes

B – Project Partners

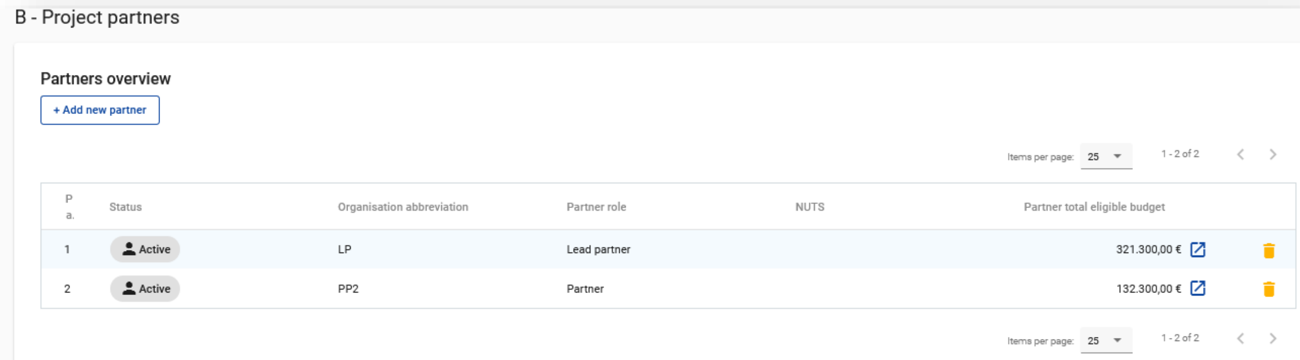
Partners Overview

Start of main content

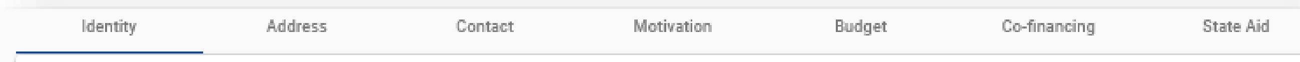


This section provides an overview of all the partners within the project. Essential data is displayed in this overview list, which also contains the following useful features:

- Clicking on the + Add new partner allows for creating a new partner
- Clicking on one specific partner in the lists gives you access to the partner page.
- Clicking on the Budget button allows you to directly navigate to the partner's budget section on the partner page.
- Clicking the trashcan allows you to delete one of the partners.



A specific partner page contains the following tabs:



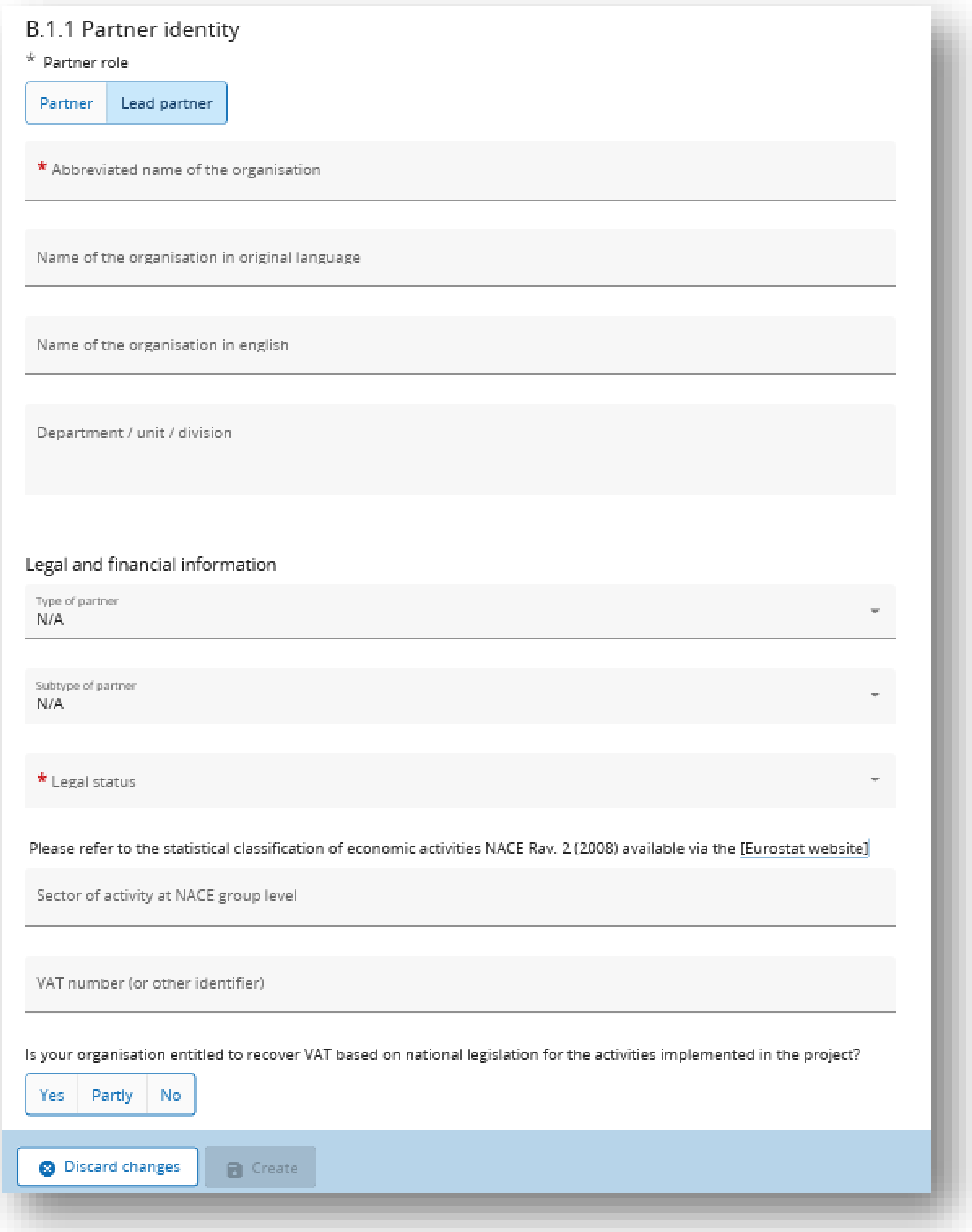
B.1.Identity

The Partner identity section is used to identify the partner organisation with basic details.

Partner role*

The partner role is either Lead Partner or Partner (*mandatory field).

In case a Lead partner already exists and a new partner is created and the Lead Partner option is chosen, the system will ask the user if they want to replace the Lead Partner. The new partner will become the Lead partner and renumbering will apply. The Lead Partner will always be partner number 1 when the Application Form is in the Draft stage.



Abbreviated name of the organisation*

The abbreviated name is displayed in the partner overview section (*mandatory field). It has a character limit of 15 characters. This name can be used as a reference to the partner using limited characters.

Name of the organisation in the original language

Here the applicant can fill in the full name of the organisation within a 100-character limit.

Name of the organisation in English

This field is similar to the English Summary in Section A. The English name of the partner organisations is used for databases such as KEEP.

Department/unit/division

Insert here the department/unit/division, if applicable.

Type of partner

The type of partner is a pre-defined dropdown list of typologies used to categorize the type of partner. The type of partner is also used for statistics.

Subtype of partner (State aid)

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.

Sector of Activity at NACE group level (State aid)

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].

VAT number or other identifier

In this field, the partner organisation's VAT number shall be entered. If VAT is not applicable, any other identifier should be filled in.

VAT recovery

The question "Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?" can be answered via a toggle button consisting of 3 options: Yes, Partially, No.

Other identifier number and description

The other identifier number and description can be used for any identifier other than the VAT number. It can be used for State aid to define an organisation identifier number. The field could also be used for adding an identifier number from another database with which data shall be exchanged (e.g. Commercial Registry number, etc.). The description field allows indicating a reference to the registry, where the other identifier number can be found (e.g. Commercial Registry, company registry, etc).

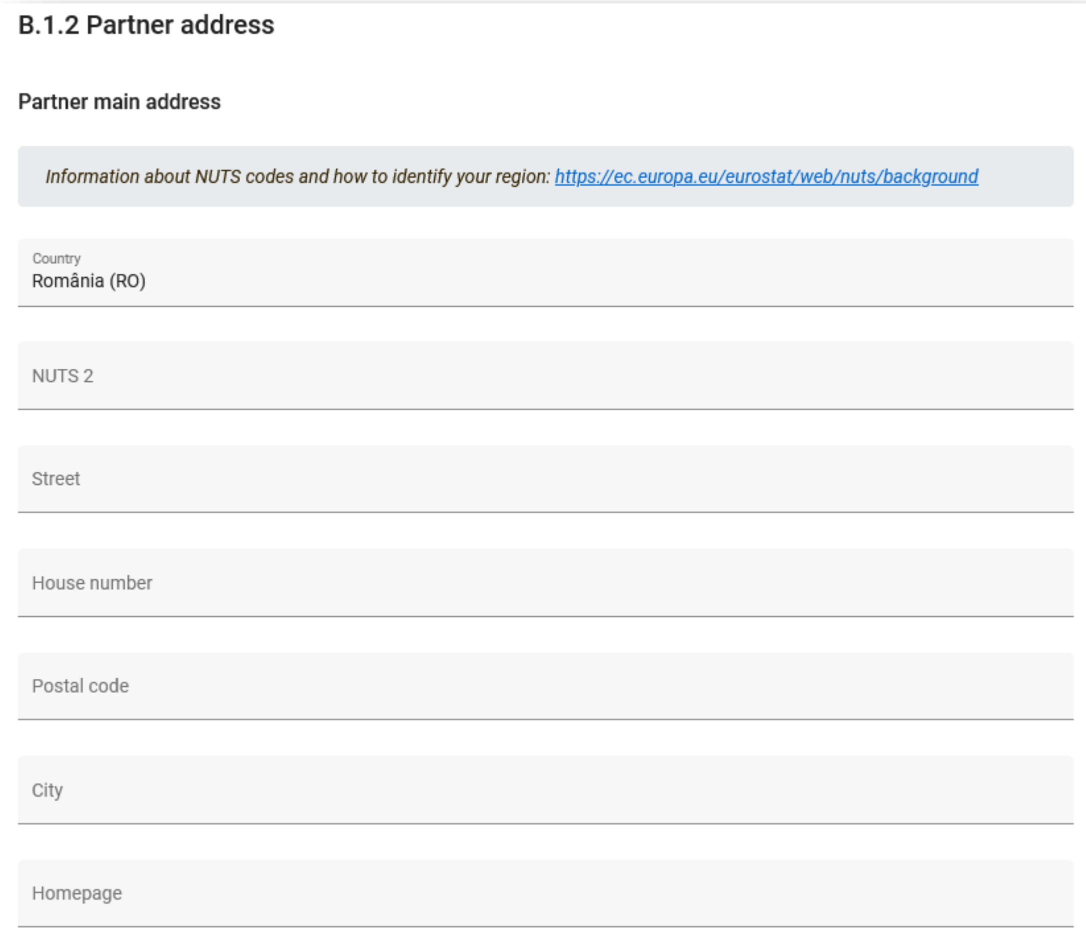
PIC (from EC Participant Register)

This field allows inserting the partner organisation's 9-digit PIC from the EC Participant Register.

B.2. Address

In the Address section, the applicant is asked to fill in the partner's main address and address of the department/unit/division (if applicable).

The address uses the NUTS database and the address should be selected up to NUTS 3 level (if available).


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
România (RO)

NUTS 2

Street

House number

Postal code

City

Homepage

Address of department / unit / division (if applicable)

Country

Street

House number

Postal code

City

B.3. Contact

In this section, the legal representative and the contact person details are required.

B.1.4 Legal representative

Title

First name

Last name

B.1.5 Contact person

Title

First name

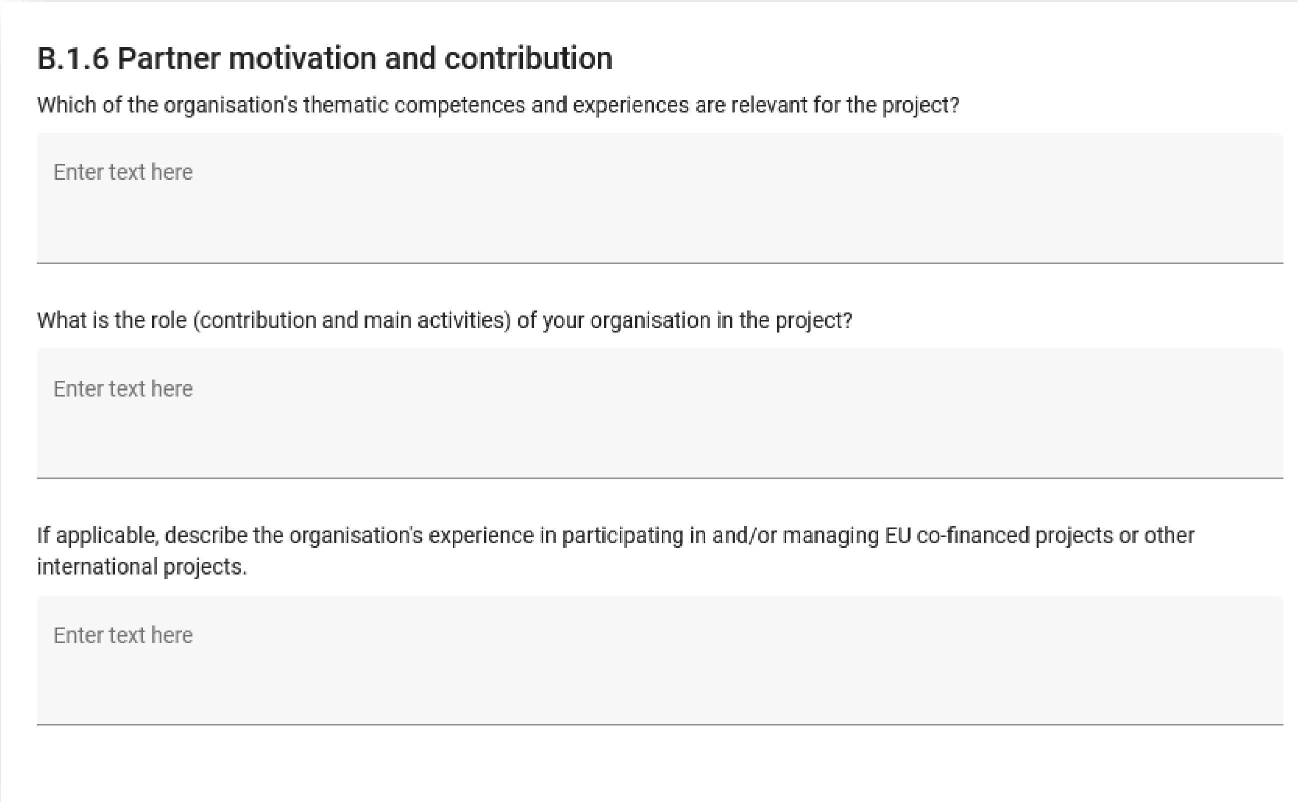
Last name

E-mail address

Telephone no.

B.4. Motivation

In this section, the partner needs to provide motivation as to why they are participating in the project and what their role in the project is. Each field has a character limit of 2000 characters.



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?

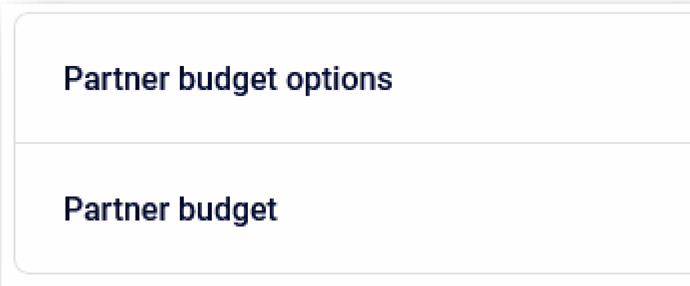
Enter text here

If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.

Enter text here

B.5. Budget

In this section, the applicant shall define the budget for the partner. This section consists of two parts:

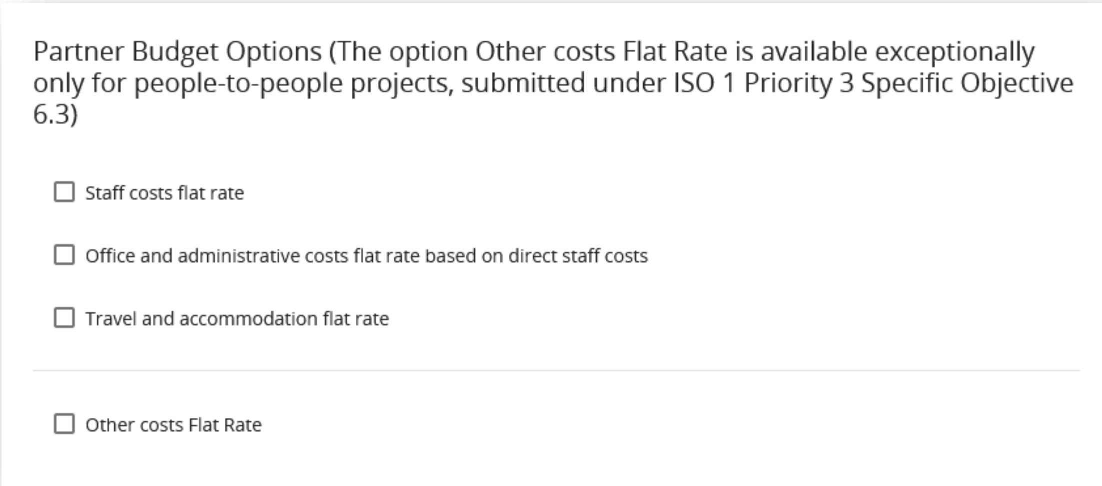


Partner budget options

Partner budget

Partner budget options

The budget options allow the applicant to select flat rates that were activated for the call. The flat rates selected by the applicant will be added to the Partner budget.

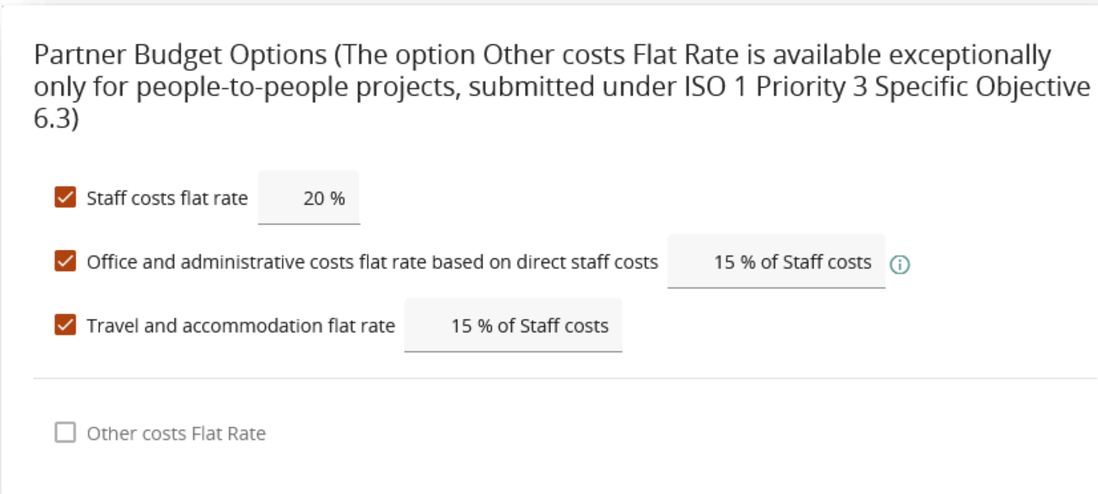


If a flat rate is selected, the applicable rate either is fixed or can be lowered by the applicant, depending on whether the setting for the rate is “fixed” or “up to” in the Budget settings of the call.

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.

The option ***Other costs Flat Rate*** is available exceptionally only for people-to-people projects, submitted under ISO 1 Priority 3 Specific Objective 6.3.

E.g.:



Partner Budget Options (The option Other costs Flat Rate is available exceptionally only for people-to-people projects, submitted under ISO 1 Priority 3 Specific Objective 6.3)

- [ ] Staff costs flat rate
- [ ] Office and administrative costs flat rate based on direct staff costs
- [ ] Travel and accommodation flat rate
- [x] Other costs Flat Rate 40 % of Staff costs

Attention:

If a flat rate for a cost category is activated in the Partner Budget Options, nothing can be entered by the applicant under this cost category.

B.5. Partner budget

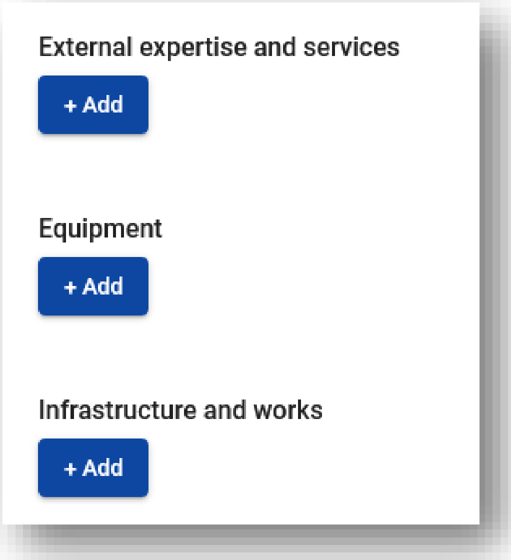
Partner budget overview

On top of the Partner budget pave, a table provides an overview of the budget in all available cost categories assigned to the specific partner. This includes all figures entered as real costs, flat rates, unit costs and lump sums. The table is not editable.

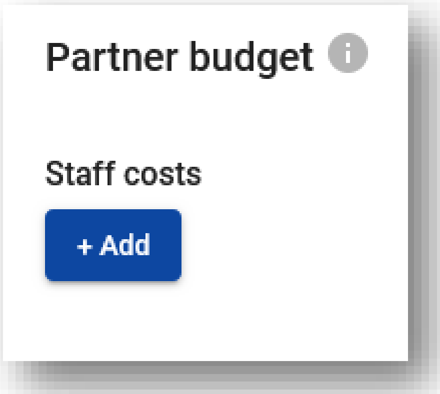
Partner budget overview

Partner	Staff costs	Office and administrative costs	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Total
LP1	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total	0,00	0,00	0,00	0,00	0,00	0,00	0,00

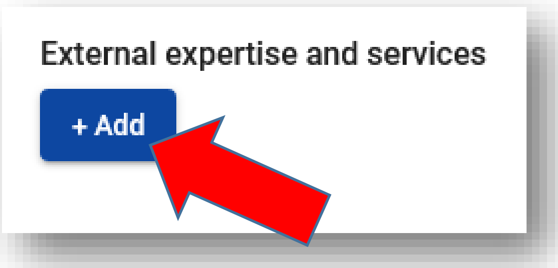
The Partner budget section is the section where the partner can plan the budget under the available cost categories.



Or



For a cost category based on real costs, a dedicated budget table needs to be created by clicking on the button '+ Add'. Depending on the number of periods defined in section A - Project identification, the foreseen total budget of the selected cost category should be split among periods.



External expertise and services

Description	Comments	Award procedures	Investment	Unit type	No. of units	Price per unit	Total
			N/A		1,00	0,00	0,00
+							0,00

Attention:

Please be aware that especially in this section, contents of tables become very wide and eventually very long. Certain information described in this section might require scrolling in order to be visible!

The easiest approach for filling in a cost category budget table is to insert the *Unit type* field, then *No. Of unit* and *Price per unit* fields. The total amount automatically appears under "*Total*" and needs to match with the sum of the amounts entered per period.

E.g.:

Unit type	No. of units	Price per unit	Total
contract	1,00	15.000,00	15.000,00

or

Unit type	No. of units	Price per unit	Total
pieces	5,00	1.000,00	5.000,00
			5.000,00

In case of an error/mismatch, a warning message in yellow appears. The total budget under a cost category is calculated as the sum of the totals of all budget items entered in the table.

External expertise and services

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

Description	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Gap
service 1	15.000,00	1.000,00	2.000,00	2.000,00	2.000,00	2.000,00	2.000,00	4.000,00
+	15.000,00	1.000,00	2.000,00	2.000,00	2.000,00	2.000,00	2.000,00	

The column "*Gap*" shows the difference between the sum of amounts inserted per period and the "*Total*" column.

Similarly, the *Equipment* and *Infrastructure and Works* sections will be completed.

Equipment

Description	Comments	Award procedures	Investment	Unit type	No. of units	Price per unit	Total
			N/A		1,00	0,00	0,00
+							0,00

Infrastructure and works

Description	Comments	Award procedures	Investment	Unit type	No. of units	Price per unit	Total
			N/A		1,00	0,00	0,00
+							0,00

Do not forget to save after each section is filled in!

B.6. Co-financing

The partner contribution should be entered once the partner's total budget is filled in under the tab "Co-financing".

The co-financing source has first to be selected via a drop-down menu: "ERDF" is the only source available for ROHU projects. The partner contribution entry (amount and percentage columns) is automatically calculated.

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
ERDF	0,00	80,00 %
Partner contribution	0,00	20,00 %
Partner total eligible budget	**0,00**	**100,00 %**

E.g. :

Source	Amount	Percentage
ERDF	75.600,00	80,00 %
Partner contribution	18.900,00	20,00 %
Partner total eligible budget	**94.500,00**	**100,00 %**

Origin of partner contribution must also added and filled in.

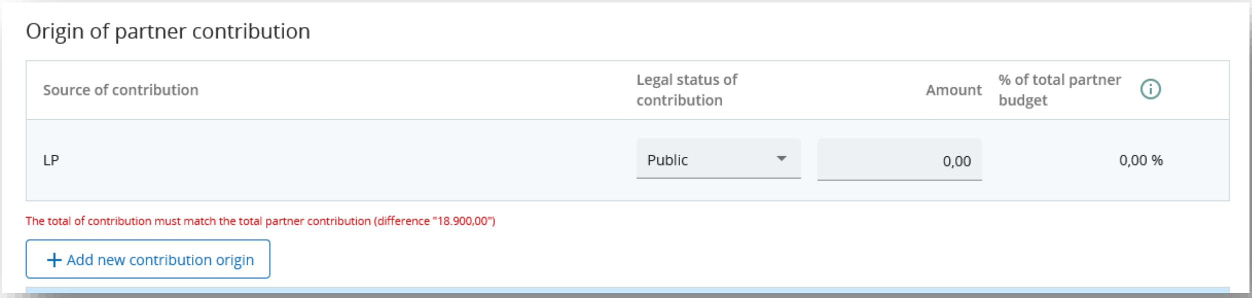
On project level, the Union co-financing rate is maximum 80% of the total eligible expenditure. The remaining amount (generally 20%) shall be financed from national sources (state contribution and/or own contribution of Applicants), which may differ in case of Romania and Hungary.

The first row is always the partner's own contribution (the partner name is prefilled). The legal status of contribution can only be *Public* or *Private* for the first row.

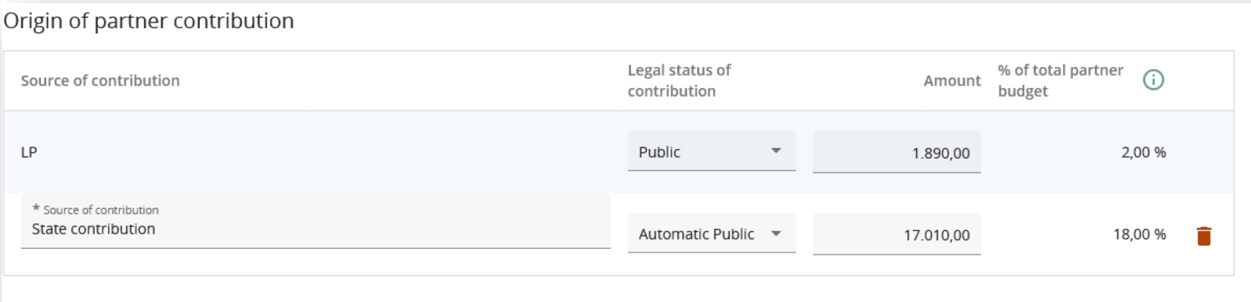
By clicking the button ***+Add new contribution origin*** the applicant user can add the *State contribution* which is a ***Automatic Public*** one.

For Ro partners, other than Central Public Authorities, their own contribution shall be of minimum 2% and their state contribution is a maximum of 18% of their budget. For the Central Public Authorities, the contribution is fully ensured by the Romanian state budget.

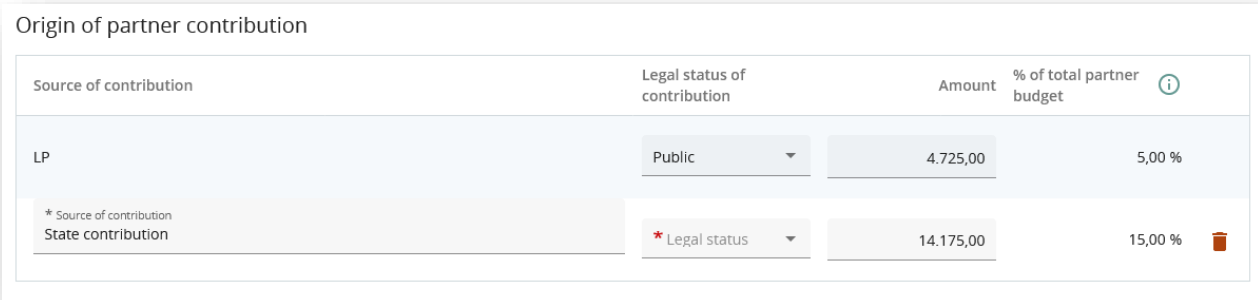
For HU partners, as a general rule, 5% of the total eligible cost of the respective project part must be provided by the Applicant as its contribution, and the remaining 15% will be provided by the Hungarian state budget. In case the partner is a central state-owned budgetary organization, the own contribution will be covered by the Hungarian State.



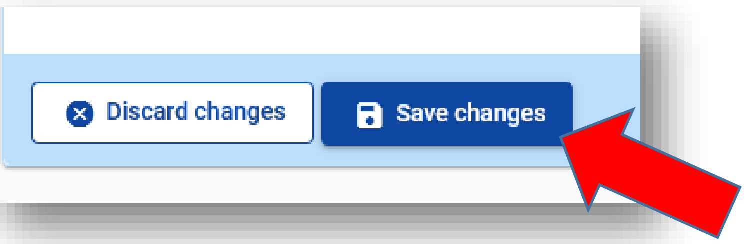
E.g.: for some RO partners:



E.g.: For some HU partners:



Do not forget to save the information filled in.



Attention;

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.

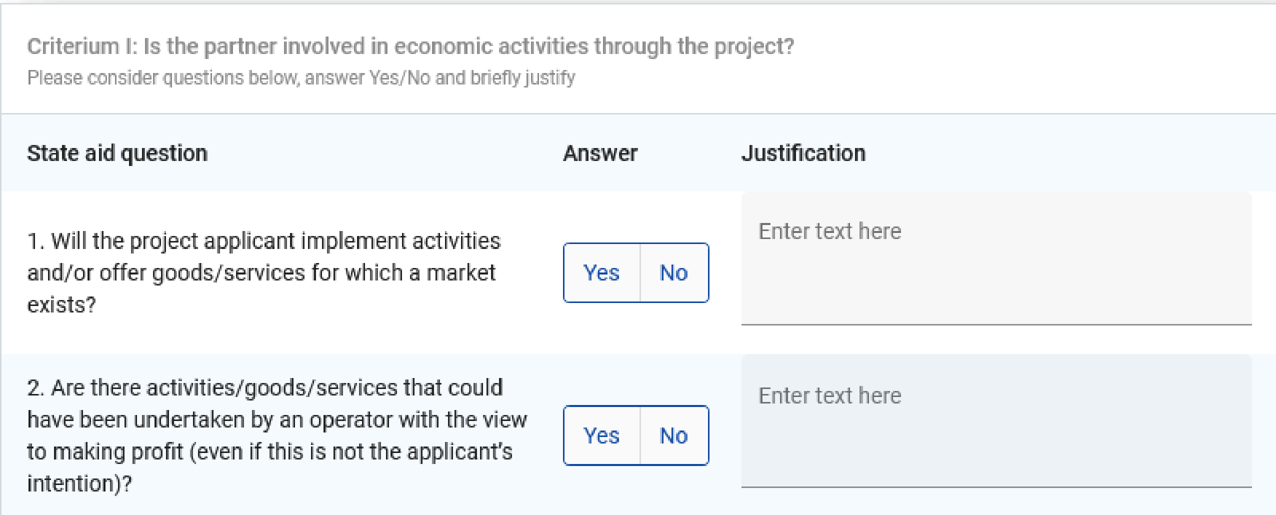
Attention:

If changes in the budget are made after the “partner contribution” has been filled in, it is necessary to update the “co-financing” section afterwards.

B.7. State Aid

There are two criteria to be filled in:

- Criterium I: Is the partner involved in economic activities through the project?


Criterium I: Is the partner involved in economic activities through the project?
Please consider questions below, answer Yes/No and briefly justify

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

- Criterium II: Does the partner receive an undue advantage in the framework of the project?

Criterium II: Does the partner receive an undue advantage in the framework of the project?
Please consider questions below, answer Yes/No and briefly justify

State aid question	Answer	Justification
1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example?	Yes / No	Enter text here
2. Will the project applicant, any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)?	Yes / No	Enter text here

The result will be automatically seen below:

Result of State aid criteria self-check: **No risk of state aid**

Or:

Result of State aid criteria self-check: **There is a risk of State aid**

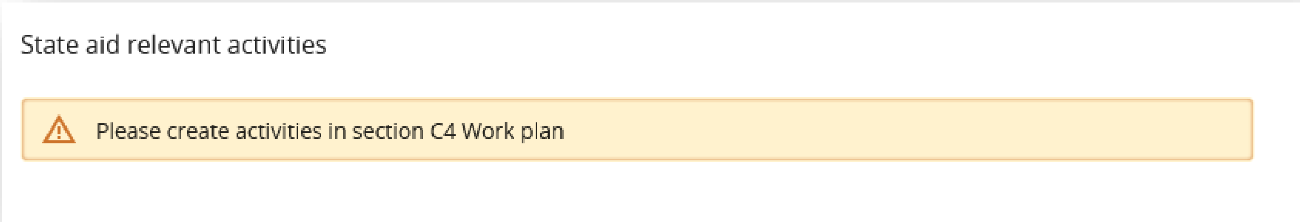
Also, state aid-relevant activities created in the work plan must be filled in:

State aid relevant activities

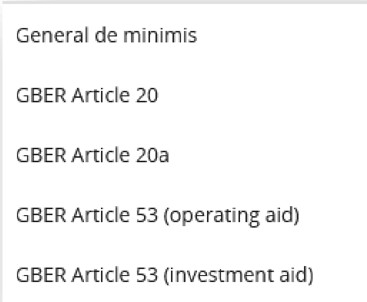
State aid relevant activities

GBER scheme / de minimis
N/A

If the *C.4. Project work plan* section isn't completed a warning message is displayed and you are invited to create activities before filling in this section.



The GBER scheme/de minimis can be selected from the pop-up:

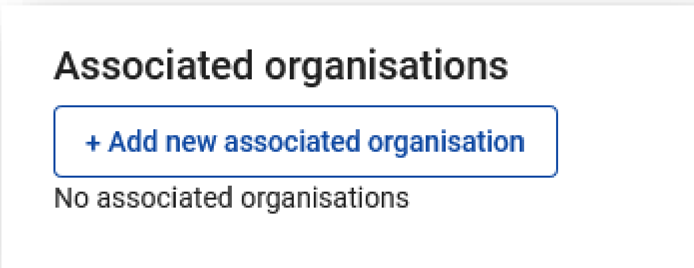


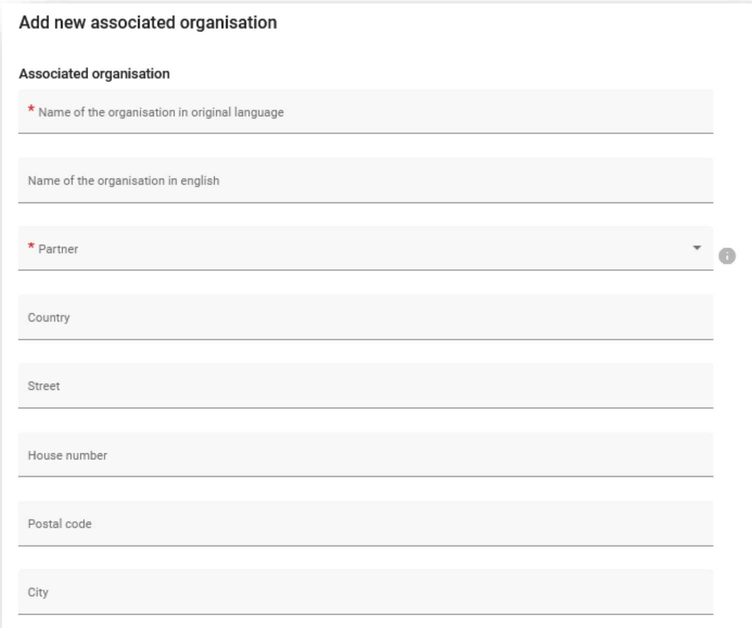
If an activity is deleted from the work plan, the activity is automatically deleted from the State Aid relevant activities on the State Aid partner page.

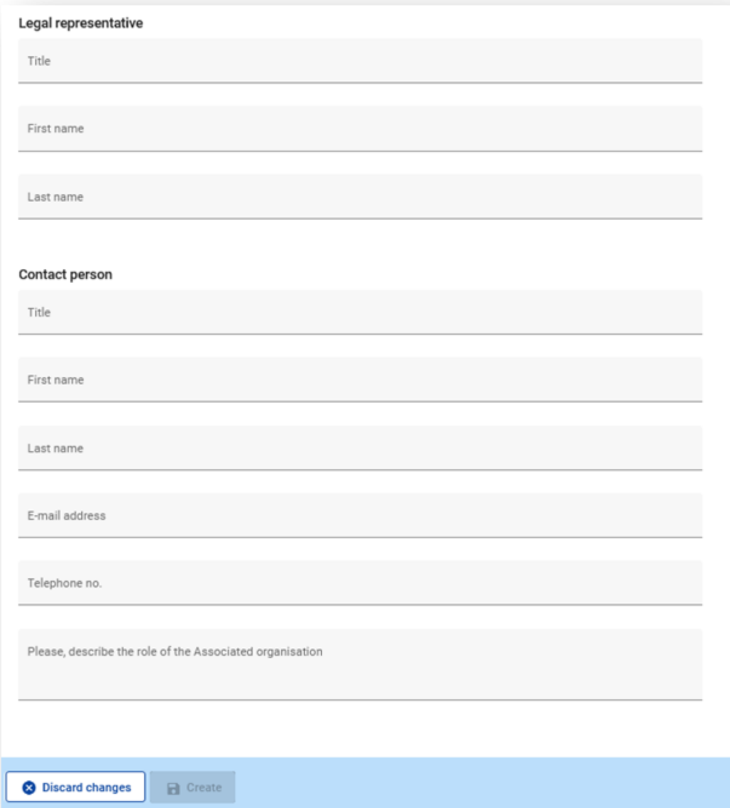
All project partners must be added in this section as previously described.

Associated organisations

The associated partners can be added here **if necessary.** If not, this section will remain empty.



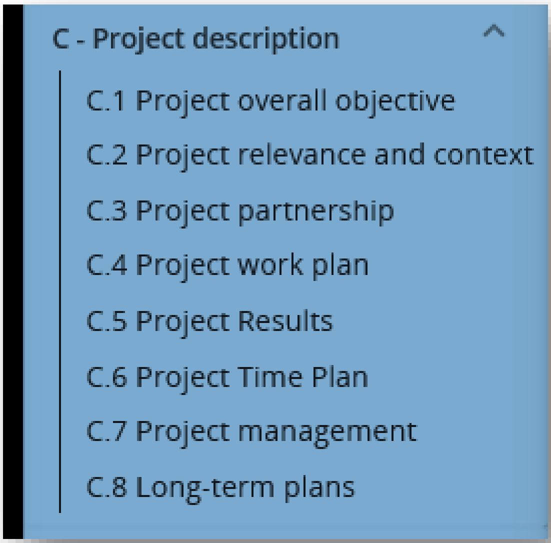




Click the button ***Create*** after all fields are completed to add the associated partner.

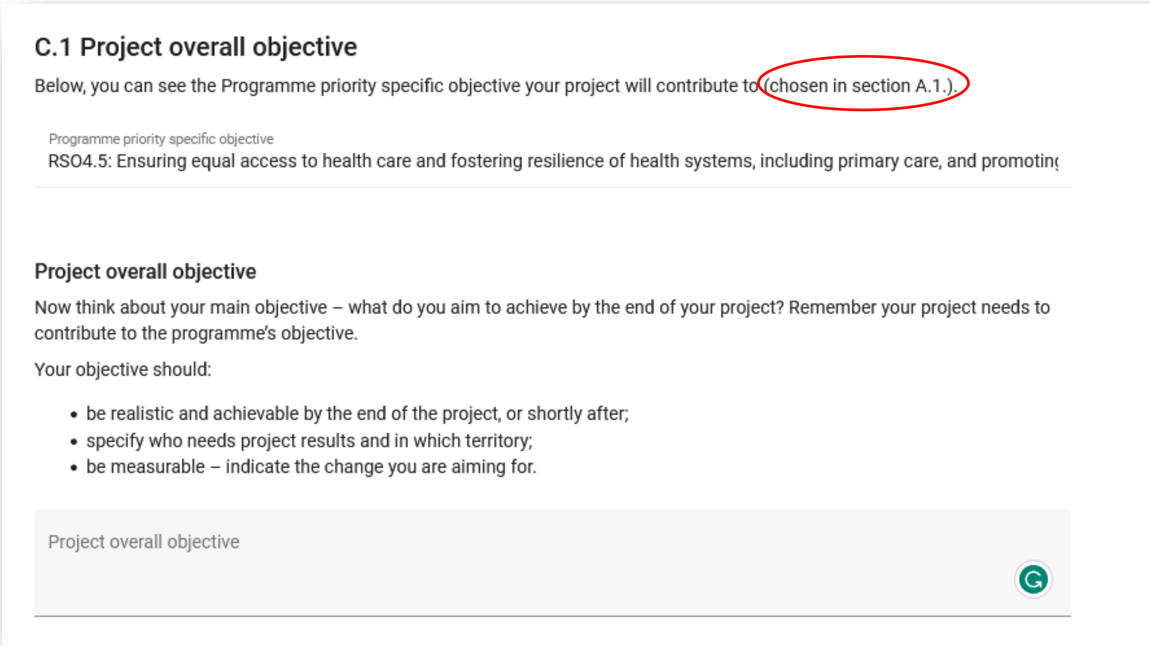
C. Project description

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



C.1 Project overall objective

In section C1, the Programme priority specific objective chosen in Section A1 is shown and the applicant is requested to describe the Project overall objective.



C.2 Project relevance and context

Section C2 consists of a set of questions that should be answered by the applicant.

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

C.2.3 Why is cross-border/transnational/inter-regional cooperation needed to achieve the project's objectives and result?

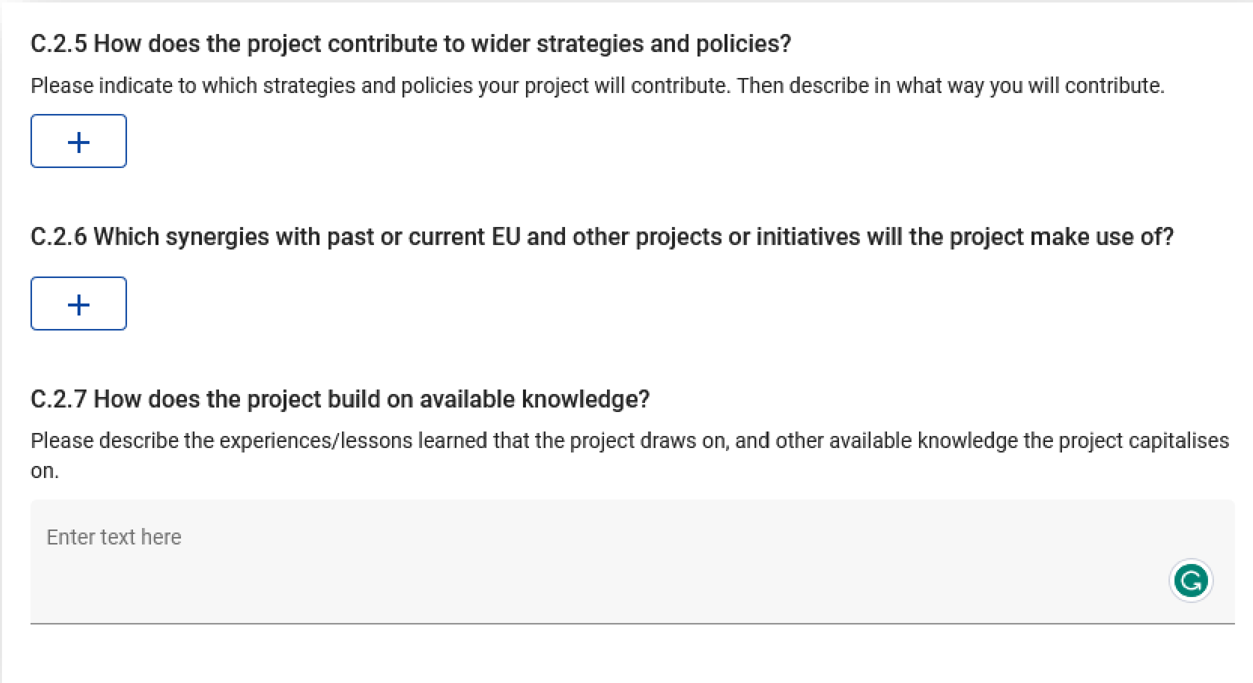
Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/ project area/programme area gain in taking a cross-border/transnational/inter-regional approach.

Enter text here

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.

+



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

Please indicate to which strategies and policies your project will contribute. Then describe in what way you will contribute.

+

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

+

C.2.7 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.

Enter text here

The mandatory fields are marked with "*".

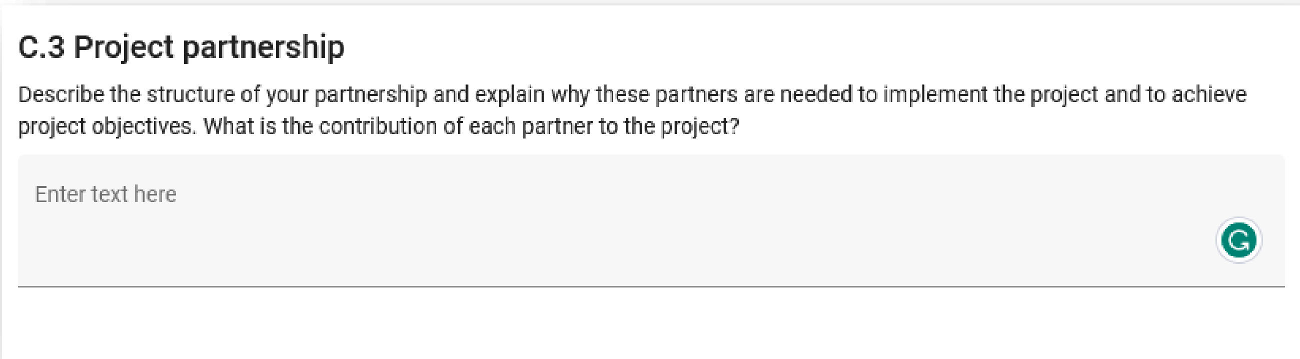
Sections C2.4, C2.5 and C2.6 are list inputs.

Click "+" to add an item.

Click the "trash" icon to remove an item.

C.3 Project partnership

In this section, the project shall further describe the structure of the partnership through a free text input question.

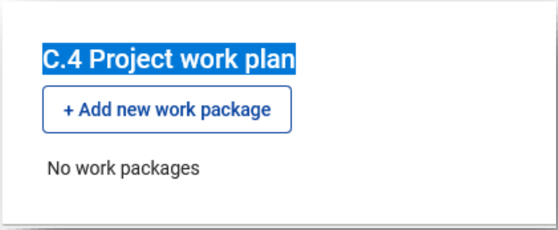


C.3 Project partnership

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

C.4 Project work plan



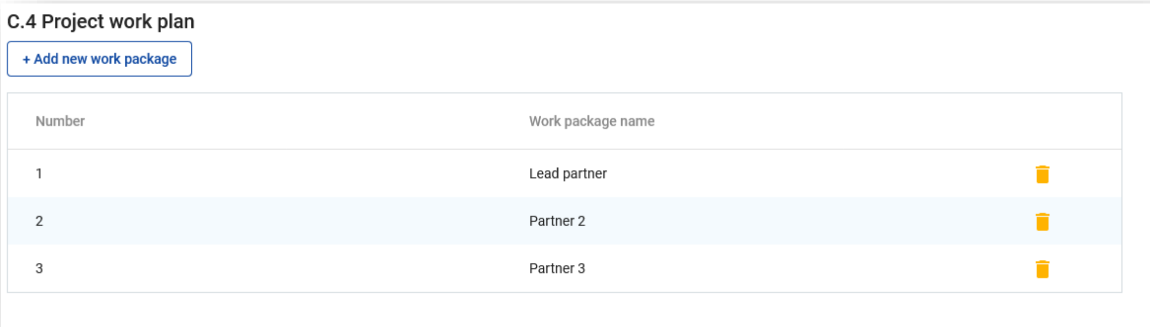
The Project work plan overview lists the work packages (WPs) in the project.

Click "Add new work package" to create a new WP.

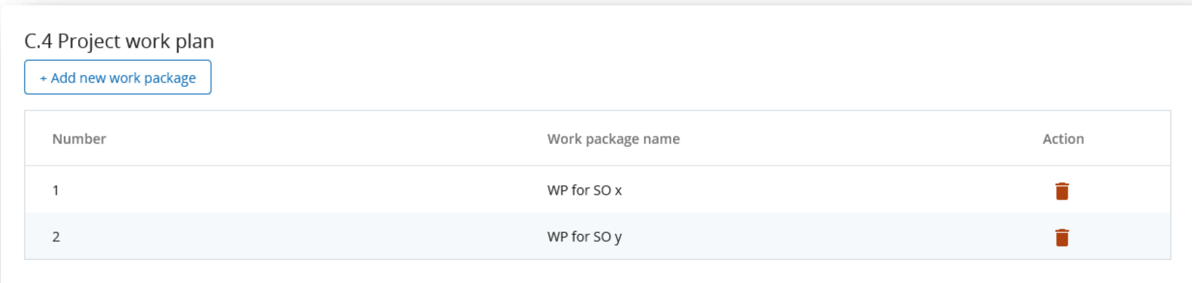
WPs are numbered automatically. Click the "trash" icon to delete a WP

Each WP has **one project specific objective** that will be achieved when all activities in this work package are implemented and outputs delivered.

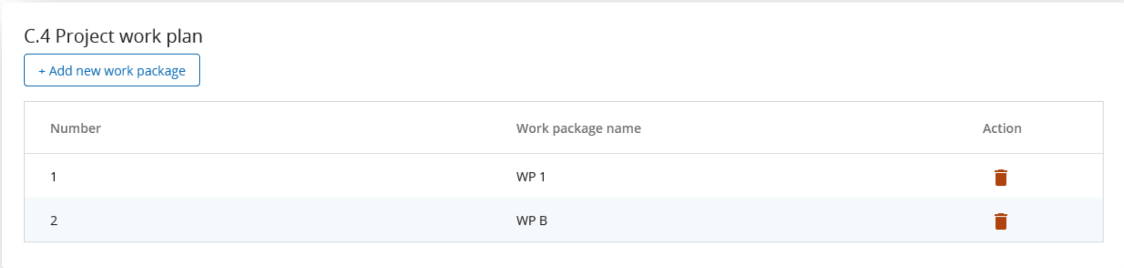
E.g.: If the project has just one specific objective, you can name the WP after the partners and each WP will contain the activities of that partner.



If there are more specific objectives at the project level you can group the activities in WP according to the specific objective. Or, you can name the WP and group the activities as you consider is best.

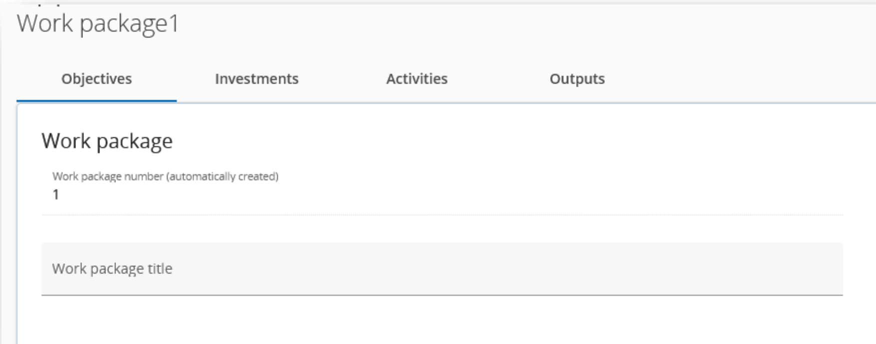


or

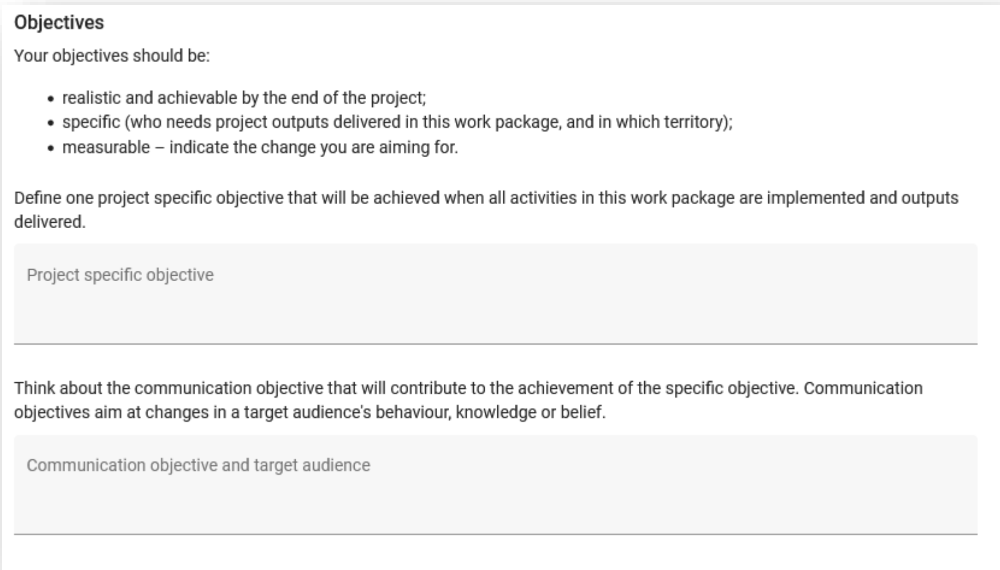


By clicking on a work package in the list, the details page of the selected work package opens.

Each WP is structured in the following section accessible via tabs:



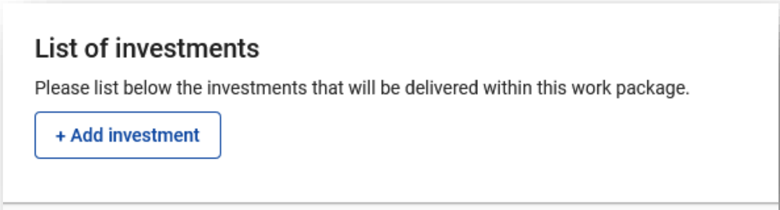
- **Objectives**



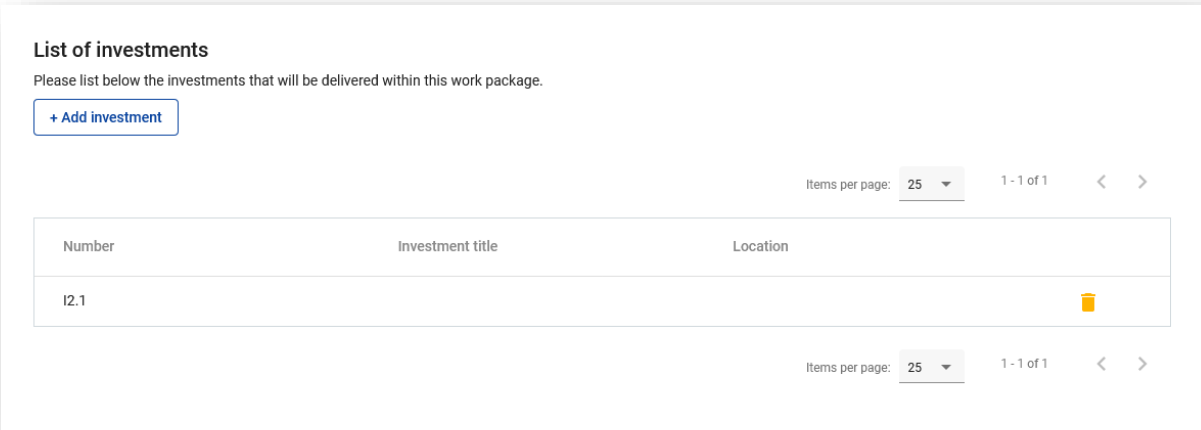
- **Investments**

The list of investments provides an overview of all investments created under a work package

Click “Add investment” to create a new investment



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 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.

Investment 2.1

Investment number
2.1

Investment title

Expected delivery period

Justification

Please explain why this investment is needed.

Enter text here

Please clearly describe the cross-border/transnational relevance of the investment.

Enter text here

Please describe who is benefiting (e.g. partners, regions, end-users, etc.) from this investment, and in what way.

Enter text here

In the case of pilot investment, please clarify which problem it tackles, which findings you expect from it, how it can be replicated, and how the experience coming from it will be used for the benefit of the programme area.

Enter text here

Location of the physical investment

Please describe; if possible, a specific address where the investment will be located

Country

Street

House number

Postal code

City

Risk associated with the investment

Describe the risk associated with the investment, go/no-go decisions, etc. (if any).

Enter text here

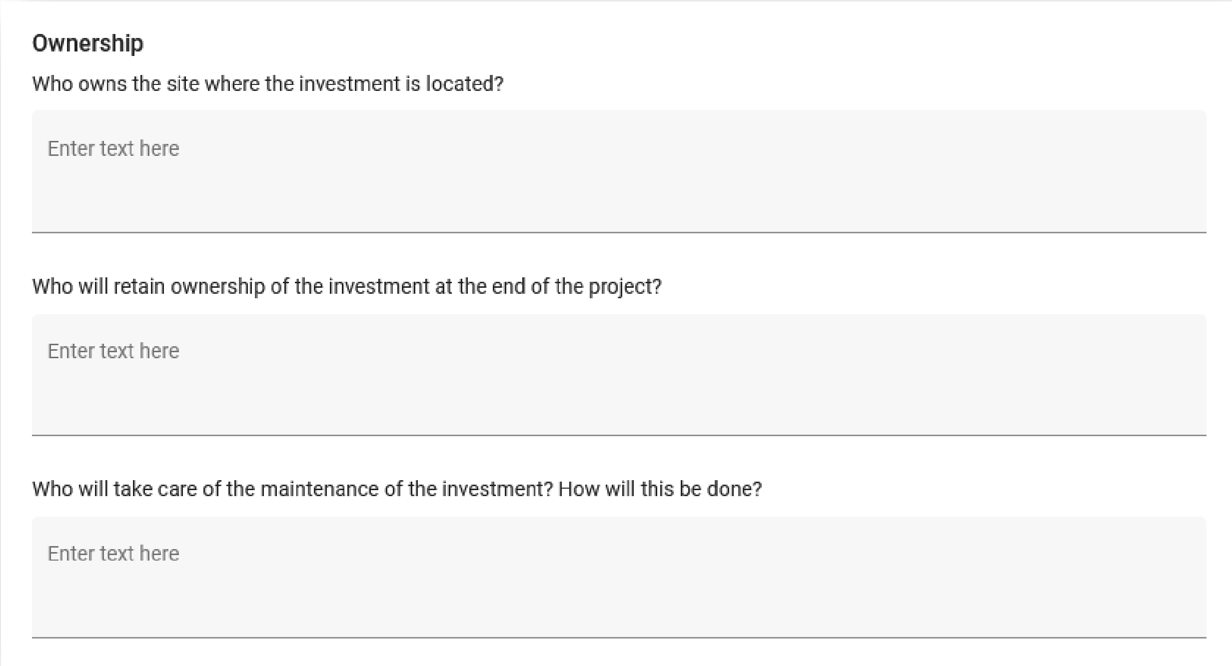
Investment documentation

Please list all technical requirements and permissions (e.g. building permits) required for the investment according to the respective national legislation. If these are already available, attach them to this application form, otherwise indicate when you expect them to be available.

Enter text here

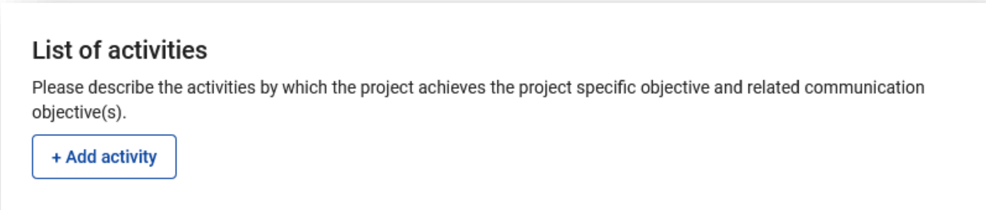
For investments in infrastructure with an expected lifespan of at least five years, please indicate whether an assessment of expected impacts of climate change has been carried out. Should it be necessary, you must be ready to submit this documentation to the relevant programme body/ies.

Enter text here



- **Activities**

  Activities and deliverables within the concerned work package should be listed here.

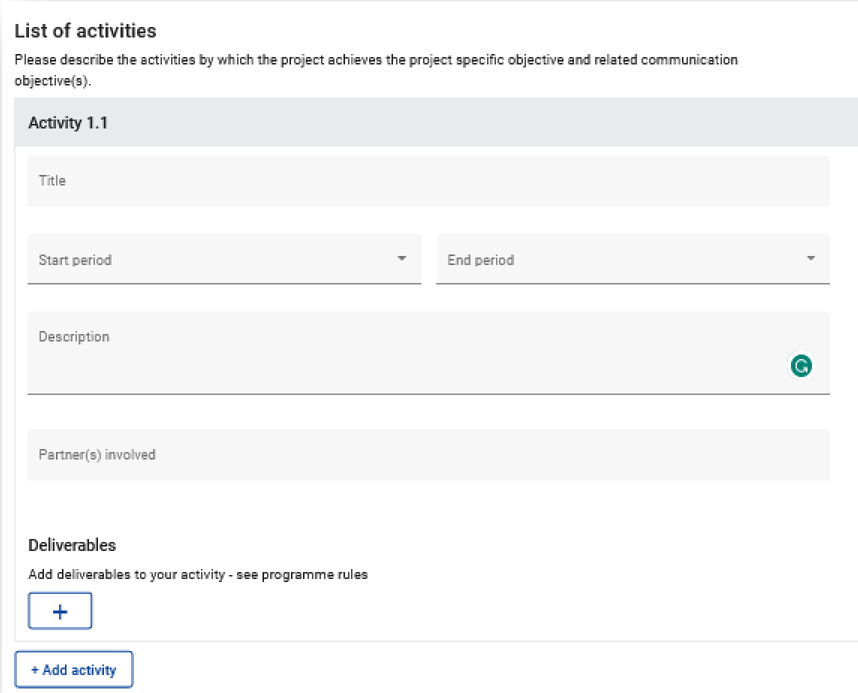


- Click “Add activity” to create a new activity
- Click the “trash” icon to delete an activity.
- Activities are automatically numbered.

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

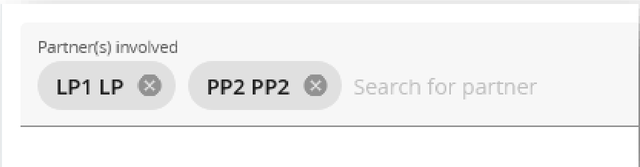
Activities have a title and a description. Further, they have a start and an end period. These dropdown fields are based on the number of periods defined in *A-Project Identification.*



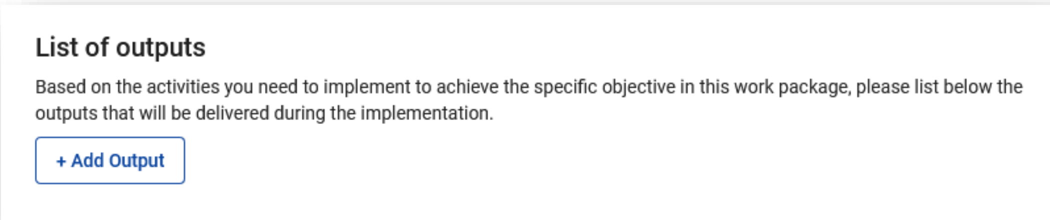
Activities are linked to the Project Partner State Aid section. If an activity is deleted from the work plan, the activity is automatically deleted from the State Aid relevant activities on the State Aid Partner page.

Each activity must be linked to the partner or partners involved in it.

E.g.:

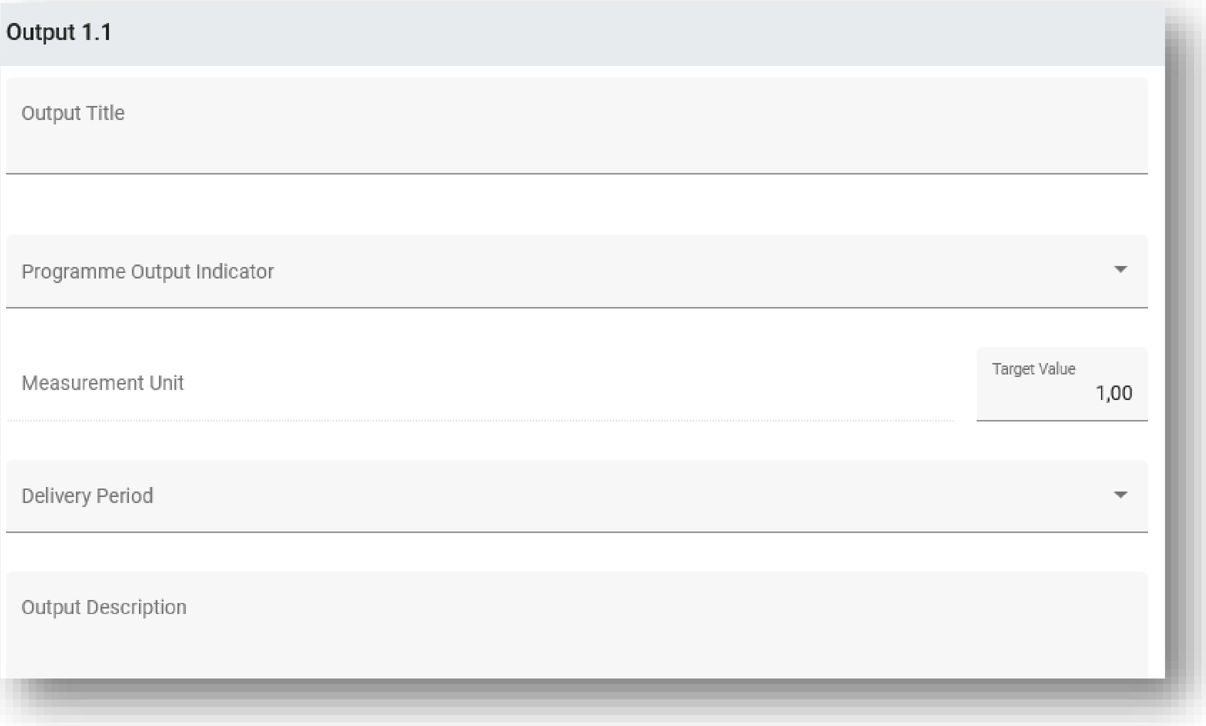


- **Outputs**



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



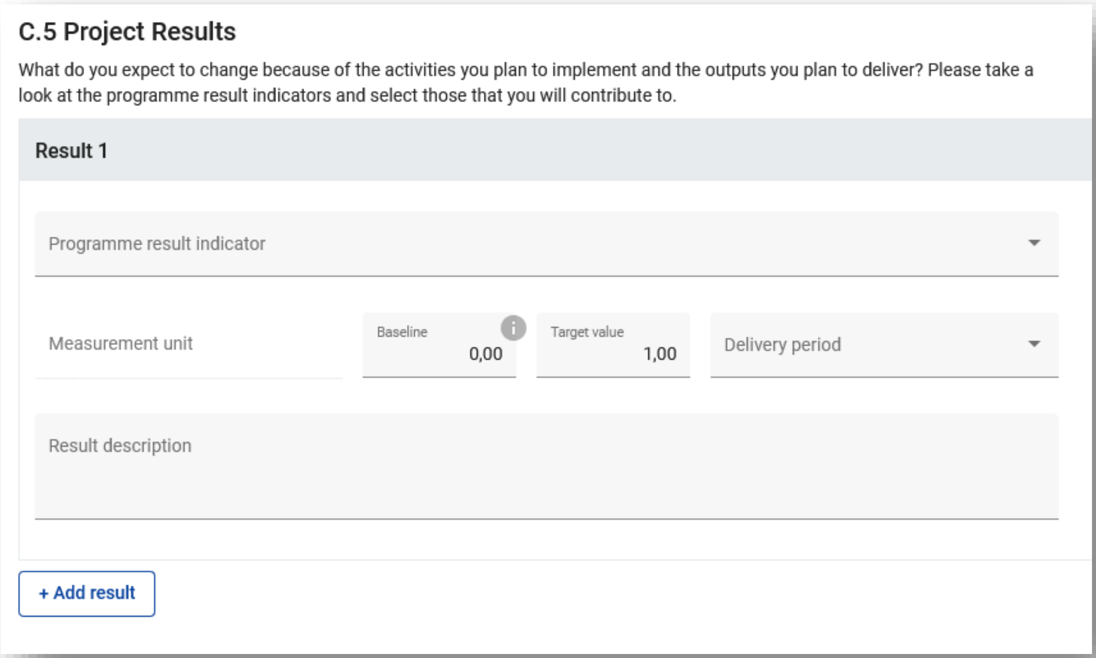
A Programme Output Indicator has to be selected for each output.

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 must 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 and The Programme Priority Specific objective - to be able to select indicators)

C.5 Project Results

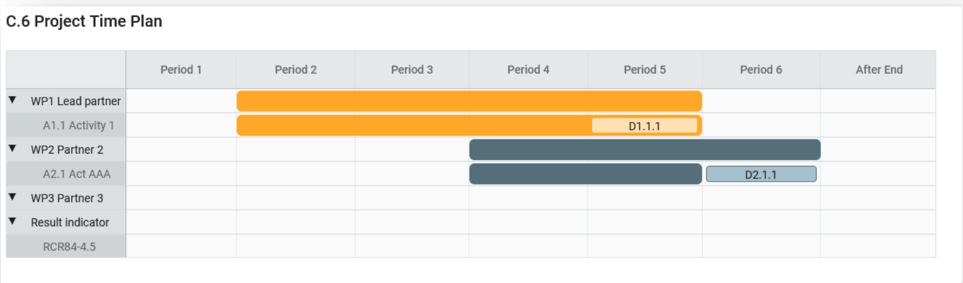


The applicant can add Project Results in this section from a list with Programme Result Indicators. Once the Programme Result Indicator is chosen by the applicant, the measurement unit and baseline are automatically filled in. The Target value is by default 1 and can be increased by the applicant.

C.6 Project Time Plan

The project time plan is automatically generated using data from the Application form.

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.



C.7 Project management

This sub-section consists of text inputs fields and tick boxes to select cooperation criteria.

C.7.3 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.

Enter text here

C.7.4 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.

Enter text here

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?

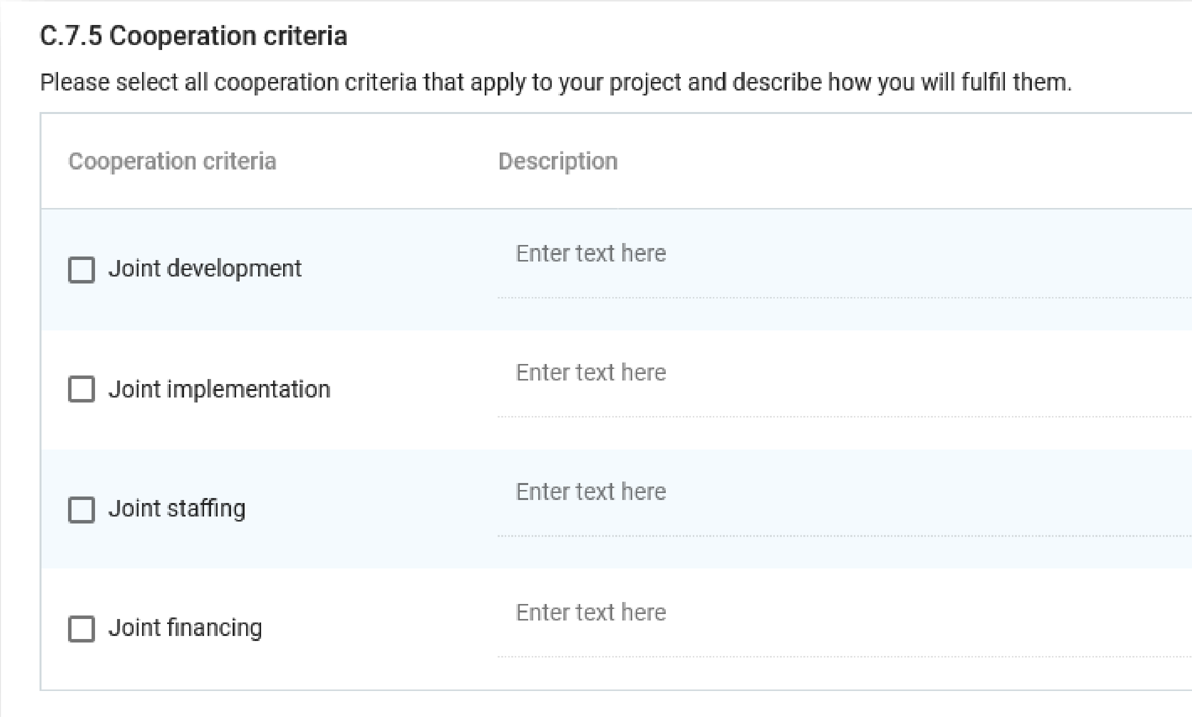
Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, WP managers)? How will the internal communication work?

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

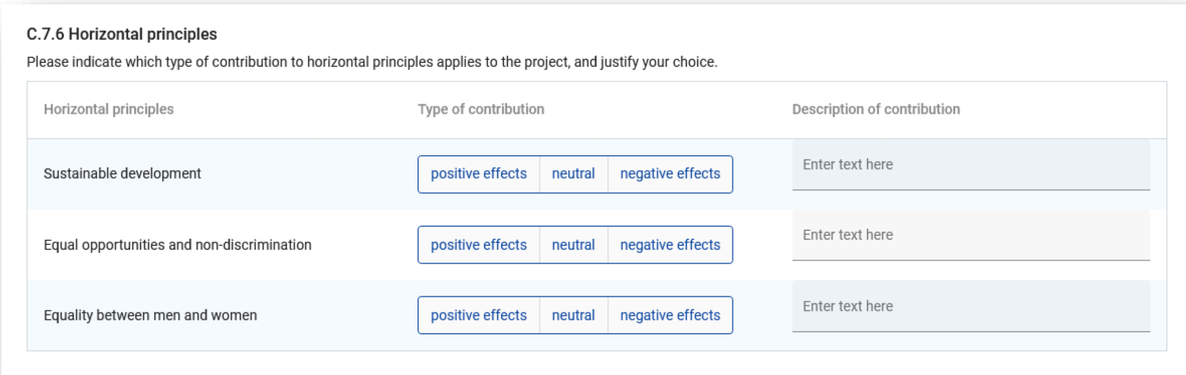


C.7.5 Cooperation criteria

Please select all cooperation criteria that apply to your project and describe how you will fulfil them.

Cooperation criteria	Description
☐ Joint development	Enter text here
☐ Joint implementation	Enter text here
☐ Joint staffing	Enter text here
☐ Joint financing	Enter text here

In C.7.6 Horizontal principles the applicant needs to select the type of contribution by clicking the toggle button with the applicable option.



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	positive effects / neutral / negative effects	Enter text here
Equal opportunities and non-discrimination	positive effects / neutral / negative effects	Enter text here
Equality between men and women	positive effects / neutral / negative effects	Enter text here

C.8 Long-term plans

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

C.8 Long-term plans

As a programme, we would like to support projects that have a long-lasting effect 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 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.

Enter text here

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?

Enter text here

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

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

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.

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

Partner	Organisation abbreviation	Country	ERDF	ERDF % Rate	Public Contribution	Auto Public Contribution	Private Contribution	Total partner contribution	Total eligible budget	% of Total eligible budget
LP1	LP	România (RO)	71.568,00 40.34 % of total	80,00 %	16.102,00	0,00	1.790,00	17.892,00	89.460,00	40,34 %
PP2	PP2	Magyarország (HU)	105.840,00 59.66 % of total	80,00 %	17.200,00	0,00	9.260,00	26.460,00	132.300,00	59,66 %
	Total		177.408,00	80,00 %	33.302,00	0,00	11.050,00	44.352,00	221.760,00	100,00 %

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

This sub-section provides an automatically calculated overview of the total partner budget divided per cost category (Staff cost, Office and Administration, Travel and accommodation, External expertise and services, Equipment and Infrastructure and works).

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

Partner	Organisation abbreviation	Country	Staff costs	Office and administrative costs	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Total
LP1	LP	România (RO)	14.200,00	2.130,00	2.130,00	20.000,00	6.000,00	45.000,00	89.460,00
PP2	PP2	Magyarország (HU)	21.000,00	3.150,00	3.150,00	45.000,00	60.000,00	0,00	132.300,00
Total			35.200,00	5.280,00	5.280,00	65.000,00	66.000,00	45.000,00	221.760,00

D.3.1 Project budget - overview per partner / per period

Table D.3.1 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	Period 3	Period 4	Period 5	Period 6	Closure	Total eligible budget
LP1	LP	România (RO)	0,00	1.890,00	22.680,00	27.720,00	24.570,00	11.340,00	1.260,00	0,00	89.460,00
PP2	PP2	Magyarország (HU)	0,00	8.820,00	25.200,00	37.800,00	37.800,00	12.600,00	10.080,00	0,00	132.300,00
Total			0,00	10.710,00	47.880,00	65.520,00	62.370,00	23.940,00	11.340,00	0,00	221.760,00
% of Total budget			0,00 %	4,83 %	21,59 %	29,55 %	28,13 %	10,80 %	5,10 %	0,00 %	100,00 %

D.3.2 Project budget - overview per fund/period

This table provides an automatically calculated overview of EU funds per period. Since Interreg ROHU only uses the ERDF fund, the amounts correspond to ERDF only.

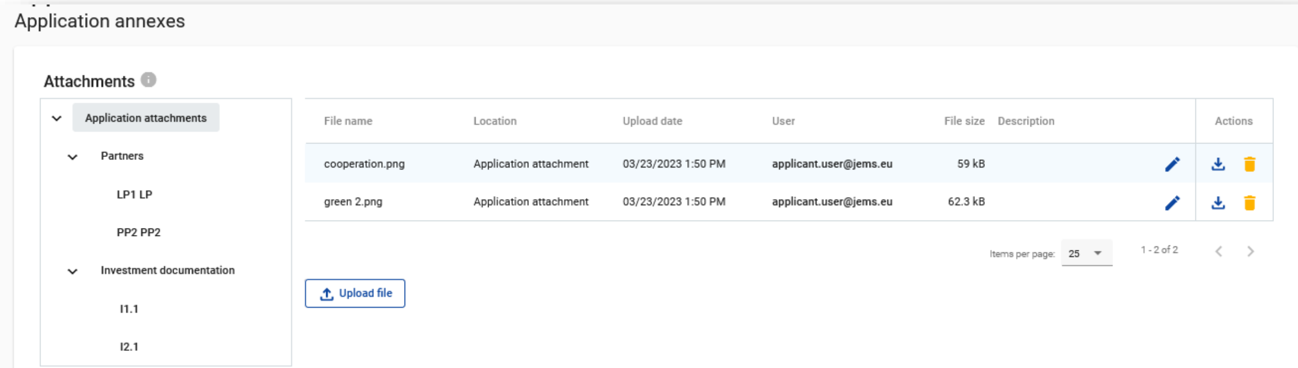
D.3.2 Project budget - overview per fund / period

Fund	Preparation	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Closure	Total
ERDF	0,00	8.568,00	38.304,00	52.416,00	49.896,00	19.152,00	9.072,00	0,00	177.408,00
Total EU Funds	0,00	8.568,00	38.304,00	52.416,00	49.896,00	19.152,00	9.072,00	0,00	177.408,00

E. Project lump sums

No lump sums are available in this Call.

F. Application annexes



In this section, the applicant can upload documents per project or partner or investment. To upload a file related to a specific project partner, first select the partner and then click “Upload file”.

It is recommended to enter a description to uploaded files. This allows you to distinguish files within and in between sections/subsections.

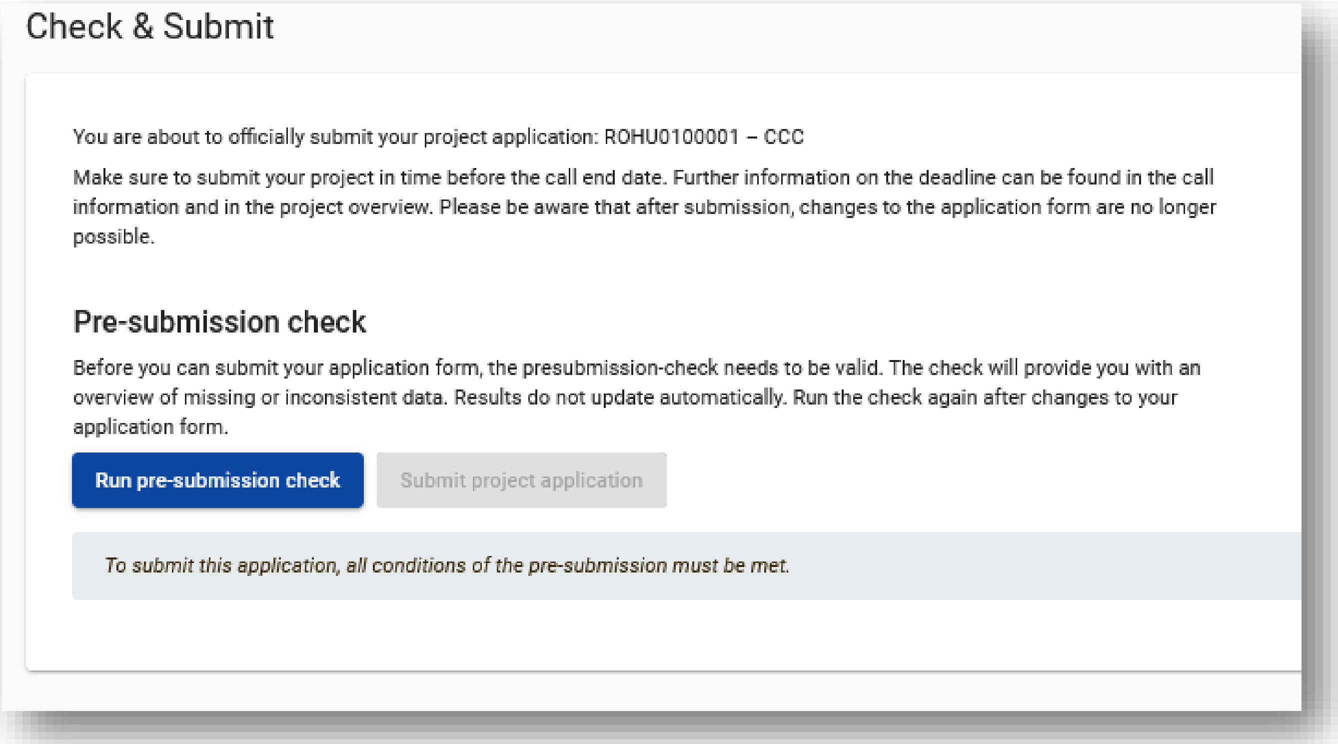
Here are the *supported file types for upload* in Jems

Maximum supported file size=50MB.

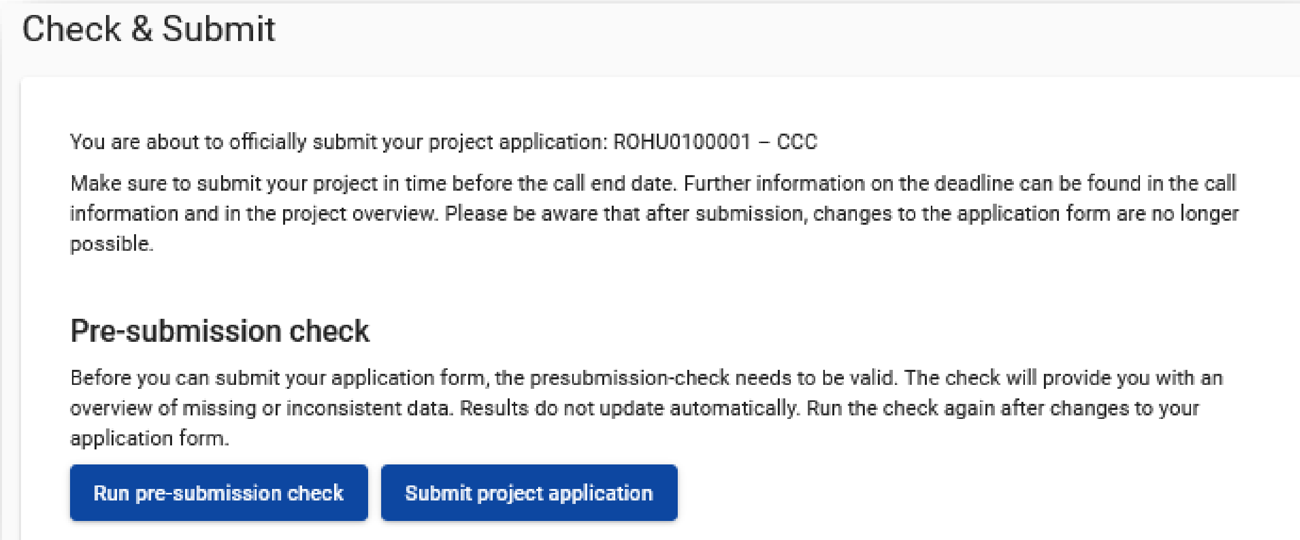
5. Check & Submit

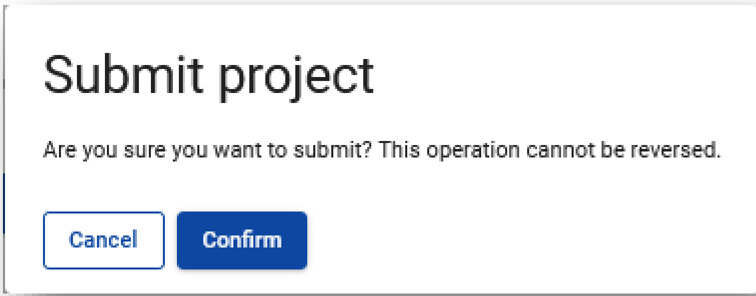
In this section, the applicant can perform the following actions:

- Run the Pre-submission checks
- Submit project application / Re-submit project application



Each Application Form requires a successful pre-submission check of content before it can be submitted. 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.
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.
Once all pre-submission checks are successfully passed the application form can be submitted.



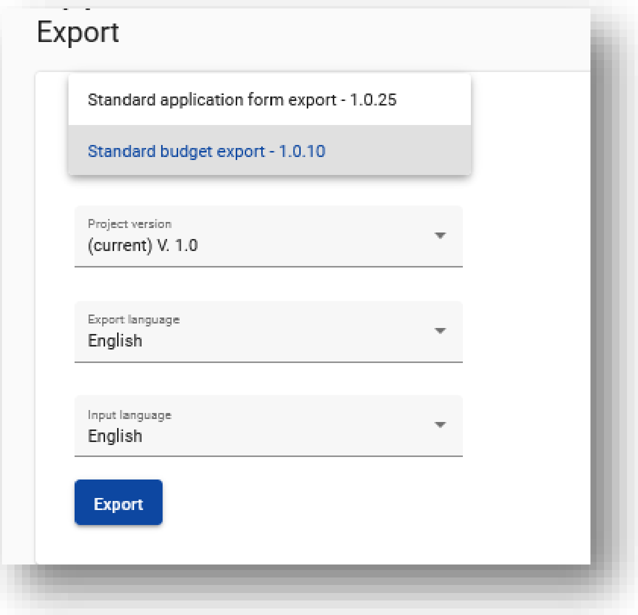


The Application Form can only be checked or submitted when:

- The project is in draft/returned to applicant status (editable)
- When the call deadline has not been exceeded.

6. Export

This section allows the user to create a pdf file of the AF at any time of its development as well as to export partner budgets (xls file). The export language is set by default to English.



When your AF is ready for submission, it is recommended to save the final version as a pdf file

8. Helpdesk and technical support

For any problems you might experience with the Jems platform, please contact the helpdesk at

Jems.admin@mdlpa.ro / joint.secretariat@brecoradea.ro or call the Joint Secretariat at +40 359 436 529 or +40 259 473 174, during the workdays from 8:30 to 17:00; on Friday until 14:30 (EET).

To facilitate the handling of your requests, we invite you to communicate us the following elements (when relevant):

- the project name
- the project ID
- the user account facing a problem (i.e. the email address used during the registration on Jems)
- a screenshot and/or the alert message appearing on your screen.

We wish you a smooth application process!