Interreg

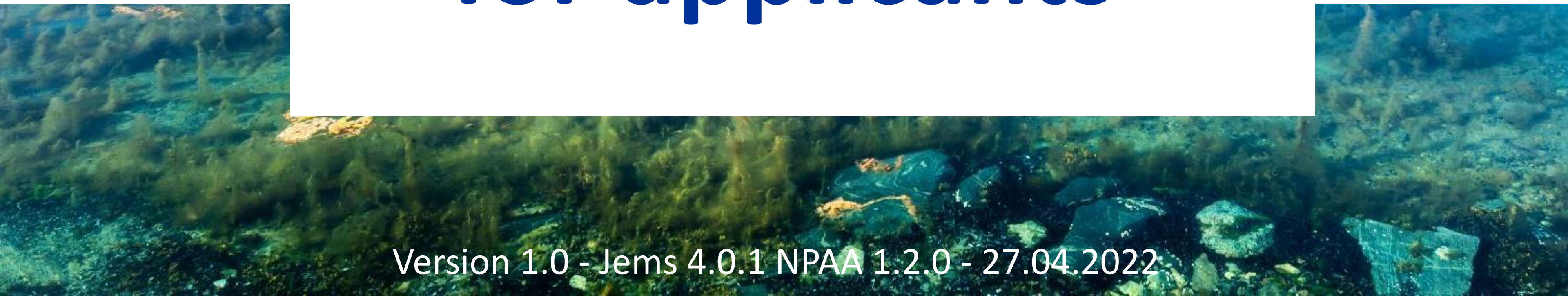
Co-funded by the European Union

Northern Periphery and Arctic

Jems

Joint electronic monitoring system

Instructions for applicants



Version 1.0 - Jems 4.0.1 NPAA 1.2.0 - 27.04.2022

Introduction

This instruction manual will take you through the process of applying for funding to the Interreg Northern Periphery and Arctic Programme via the Joint Electronic Monitoring System (Jems).

This document functions as step-by-step guidance on how to fill in the application form in Jems. It should be used side by side with the **Programme Manual** and **Application Form Offline sample**.

This document is part of the application pack which further includes the above mentioned guidance documents and templates that should be submitted as supporting documents together with the application.

Always check the call dedicated webpage on www.interreg-npa.eu to be sure to include all necessary documents in your application.

Disclaimer: Jems is a new system for both the programme and the applicants, and it is partially still under development. For this reason, we ask for your understanding in case something should not work quite as it should.

Content of the Application Form

Within the application form there are a number of sections that must be completed for the application form to be deemed admissible. Please carefully consider all questions in the application form discuss them within your project partnership and jointly develop the activity plan.

Please note that all essential information about the project must be presented in the application form - only complementary information is to be given in annexes.

Use of the Application Form

The application form will initially be used to evaluate your project's contribution to the overall objectives of Interreg NPA 2021-2027, and will subsequently be used as a tool for monitoring approved projects.

Please feel free to contact the Joint Secretariat and the Regional Contact Points for further advice and assistance on preparing a proposal. Contact details are available on the NPA website, www.interreg-npa.eu.

Table of contents

1. Practical Information

Browser Compatibility

Jems is a monitoring system developed by Interact for Interreg programmes. It is a web-based application that is used with a web browser. The following web browsers are supported:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge

Good to know

Jems allows you to save your work and resume a data entry session at any time, before finally submitting an application to the programme.

To avoid a loss of data, please remember always to save your information before leaving a section! The save button is at the bottom of the page and becomes active as soon as data is entered.

Certain fields are mandatory, and in these cases the page cannot be saved unless these fields contain information. Jems will highlight missing fields.

Users will automatically be logged out after 60 minutes inactivity.

Trouble shooters

Technical issues

- Check if your browser is up to date.
- Chrome is the browser recommended by the developers.
- Scroll in the table or text field to read the full text inserted.

If you cannot save…

- A mandatory field might be empty.
- There is inconsistent data, or input in the wrong format.
- Scroll to the right, there might be more tabs to click or columns to fill in.
- Refresh the web page, your network might have dropped and terminated the session on jems.

If you cannot submit

- Run a pre-submission check and make sure you expand all listed items to read the notification messages.

Helpdesk

If you face technical issues of can not find the answer to your questions in this guidance document, you are welcome to contact the Interreg NPA Jems helpdesk at the following email address: jems@interreg-npa.eu

2. Access and Registration

How to access Jems

The Jems system can be accessed on the following link: jems.interreg-npa.eu

Registration

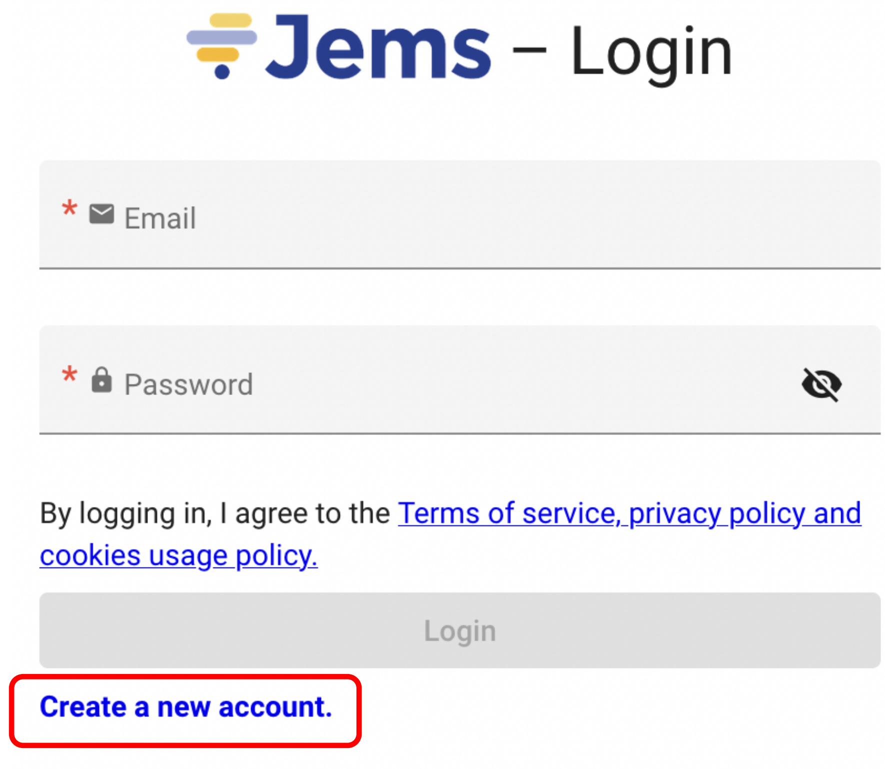
To use Jems, all users must first register by clicking on "**Create a new account**" link on the welcome screen.

As the user, you will then be asked to provide a set of credentials and accept the Terms of use. Once a user is confirmed, it will only be possible to change the password, but no other data.

Following your registration, a confirmation e-mail is automatically sent to your e-mail address.

Only after clicking on the confirmation link, will you be able to log in to the Jems and create an application form.

Note: If you do not receive an activation e-mail within a couple of minutes, please contact the Help Desk, who can activate your account manually.



3. Dashboard

After logging in, you will enter the dashboard.
The central part of the dashboard shows any generated applications, and the list of **open** calls for projects.

To start an application project, click on **Apply** at the end of the relevant call row.

My applications

Items per page: 25 1 - 1 of 1

ID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
NPA0100002	Test Application					Draft	NPA 1st call for main project applications - Priorities 1 & 2

Items per page: 25 1 - 1 of 1

Call list

Items per page: 25 1 - 1 of 1

ID	Name	Status	Started	Ends	Actions
1	NPA 1st call for main project applications - Priorities 1 & 2	Published	26/04/2022 00:00	20/06/2022 11:59	Apply

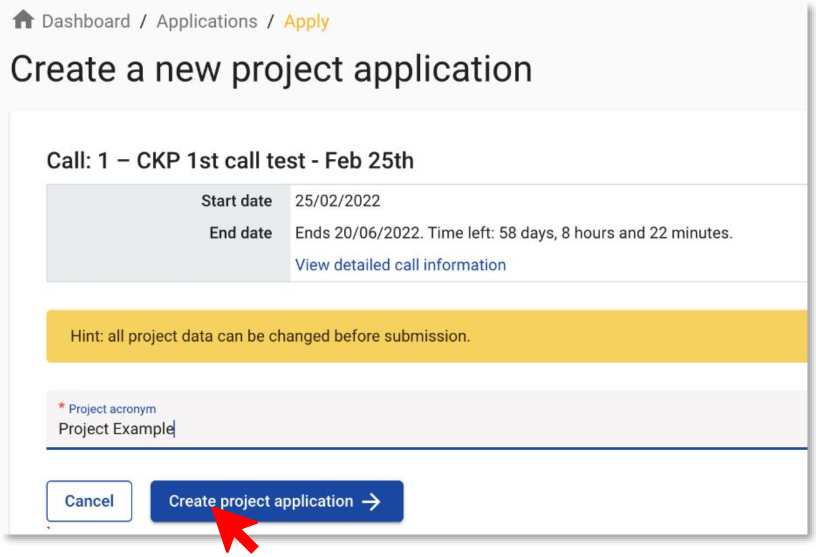
4. Creating an Application

To create a new project, click on "**Apply**" from the list of open calls on the Dashboard.

You will be presented with an overview of the Call settings, including a description of the call, it's duration, priorities open for application and other technical details.

At the bottom of the overview, you will have to click "**Apply**" to create a new application under the desired call for projects.

Type the acronym of the project and click on "**Create project application**" to start a new form.



Your draft application form will appear on your Dashboard in DRAFT status. To access it, click anywhere on the project row.

ID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status
NPA0100017	Project Example					Draft

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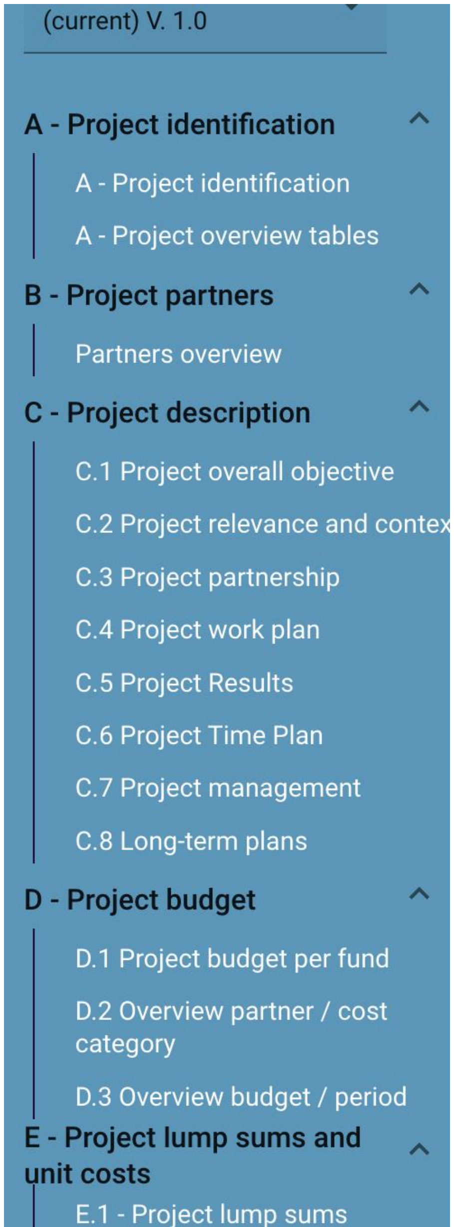
5. Overview of the Application Form



All Application Form sections will appear in the left-hand menu on the side of the screen.

By **clicking on each header**, it will be possible to enter data in that section of the Application form.

Application Form Offline Sample

Download the AF offline sample from the Application package to have a comprehensive and detailed overview of the information and data necessary to complete your application.

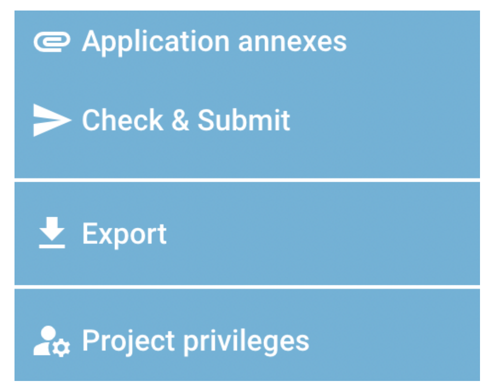
You can share the AF offline sample with all the project partners, assign parts of work to be completed and review the text together.

Please note that the offline template does not include a budget template. This will have to be created by you and the amounts copied in Jems.

Additional functions

At the bottom of the Application Form sections, there are 4 additional functions:

- **Application Annexes**: To attach annex files and mandatory templates.
- **Check & Submit**: to run a system check of the data inserted in the AF. Only when the pre-submission checks return all valid, the AF can be submitted.
- **Export**: to download the AF pdf and budget files in csv format.
- **Project privileges**: to manage the users working on a project.



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6. Assign other users

If you prefer to work on an application with multiple persons, it is possible to assign other colleagues to edit the form.

By creating an application in Jems, you will be considered the Lead Applicant, meaning that you are the person responsible for submitting the application. Additionally, you can grant the right to read or edit the application to other users.

You can do this under the left-hand menu item "**Project Privileges**". However, before you can do so, the other users need to register in Jems and provide their user email to you as Lead Applicant.

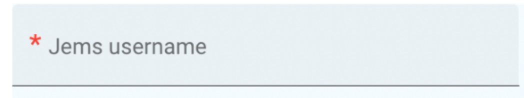
Good to know

Users working at the same time in the same page may lead to unexpected loss of data (users overwrite other users content).

For the same reason, please do not have Jems open with the same user name in multiple browser windows.

How to add a user

To add a new user, click on the **+** icon and type the exact email address of the user.



Choose if the new user can only read the AF (view), write and modify data in the form (edit), or in addition it can invite other users (manage). To remove a user, click on the yellow bin icon.

Click on Save changes at the bottom of the screen to activate the user in the project.

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7. Completing an Application Form

The following must be considered when filling in the application form in Jems:

Work offline

It is strongly recommended that the project is developed offline and only once all data have been gathered, the information is copied in Jems.

Mandatory data for saving

It will only be possible to save, once all mandatory fields are complete. Mandatory fields are marked with a red asterisk (*).

Follow the workflow

Fill in the information section by section in order, and following the Tab order under each section. This way you will not loose the overview of the data.

Unsaved changes

When the user clicks in a text field on a page, the edit mode is activated and the '**Save changes**' button appears on the bottom of the page. Changes made can be saved or discarded by using the 'Discard changes' button. If the user leaves the page without saving, a warning message is displayed.

All fields should be filled in

Almost all fields of the application form should be filled in. Scroll to navigate the tabs and text fields, you can also scroll within tables.

Be specific

Do not copy similar/identical information to different fields of the application form. Such application will be admissible (i.e., will pass the technical check), but will get lower scores during the assessment.

Maximum text length

Text fields allow to type a limited number of characters, which is indicated in the Application Form offline sample and in the text boxes in Jems.

Start in good time

Start filling the application form in due time. Please be aware that the pre-submission checks must be done before you are able to submit the application form in Jems. If the checks are done near the time of the deadline, longer time might be needed to complete the checks due to the heavier use of system resources at that time.

8. Section A - Project Identification

A.1 Project identification
A.2 Project Summary

In this section it is request to provide general information about the project such as acronym, duration, Priority and Specific objective and summary. For a more detailed description, please consult the Application Form Offline Sample.

To input data in the system, select the text area in grey.

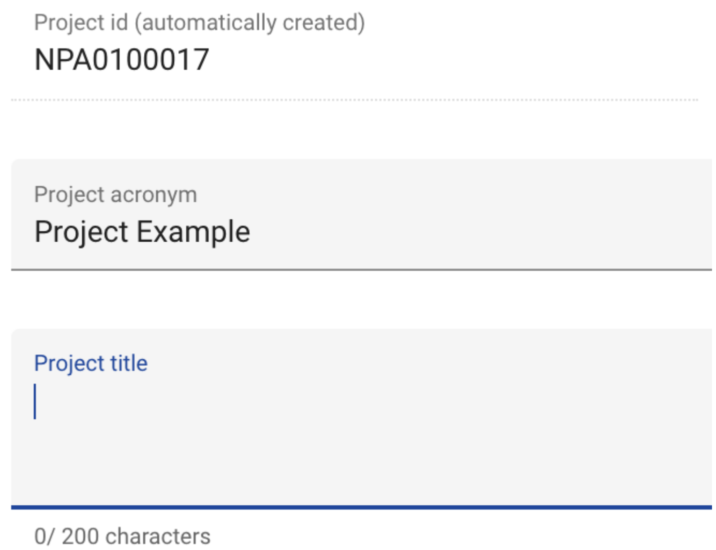
After selecting a text field, information about the maximum allowed text length appears beneath the grey area.

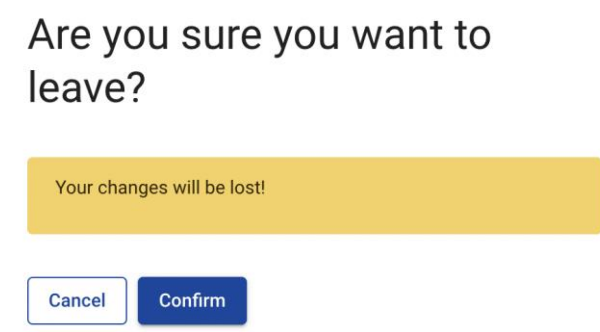
Some fields are automatically filled in from other parts of the Application Form.

The system will warn you in case you leave the page with unsaved changes.

A.3 Project budget overview
A.4 Project outputs and result overview

These overview tables will be automatically generated once outputs and results are created in section C4 and C5.





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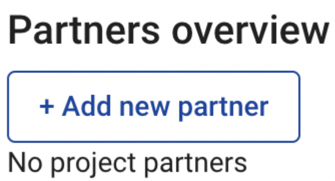
9. Section B – Partners Overview

How to add new partners

Choose “**Partners Overview**” from the left-hand menu.

Click on the icon to add new project partners and associated organisations.



First, the system will require few mandatory data:

- Partner role: choose between Lead Partner or Partner
- Abbreviated partner name
- Legal Status

Only once these data have been inserted, it will be possible to **create** a partner organisation and add all relevant information.

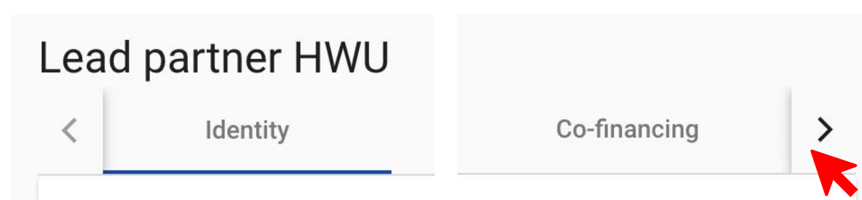
How to complete the partner information

Once a partner organisation has been created, it will appear in a list in the left-hand menu and in “Partner Overview” section.

The following tabs will be activated and have to be completed for each partner:

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

Click on the black arrows to scroll and navigate across the tabs.

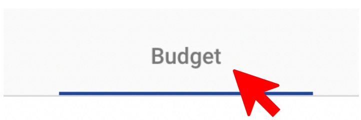


10. Section B – Partners Overview – Budget tab

How to insert the partner budget

Each partner organisation shall insert their project budget at the level of **cost categories**. The budget should reflect the work described in the work packages in sufficient detail to demonstrate good value for money.

Please note: It will not be necessary to provide budget breakdowns at period or work package level.



Project Budget options

Budget options refer to the intention to make use of flat rates.

The use of Office and Administration flat rate as 15% of staff costs is **mandatory**.

It is optional to make use of a Travel flat rate as 15% of staff costs.

Please refer to the Programme Manual for a detailed explanation of these budget options.

Partner Budget Options

- [x] Office and administration flat rate based on direct staff costs: 15 % of Staff costs (fixed rate)
- [ ] Travel and accommodation flat rate

Partner Budget overview

This overview table will be filled in automatically based on the amounts inserted further down in this section. All amounts have to be expressed in Euro.

Scroll down to find all cost categories.

For each category, click on the **+ Add** button to add a new cost item.

Indicate specific costs for each of the following:

- Staff costs
- Office and Administration
- Travel and Accommodation
- External expertise and services
- Equipment

For each cost category item, the following details have to be provided:

- Description of the expense/ Staff function
- Comments
- Unit type (e.g. hours, monthly salary, meeting, etc.)
- Number of units
- Price per unit

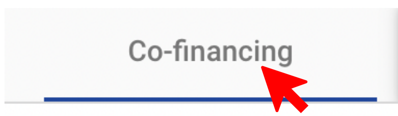
You might need to scroll to the right to view all fields.

11. Section B – Partners Overview – Co-financing tab

How to insert the partner co-financing

Each partner organisation shall insert the grant requested and the corresponding co-financing.

Please note: Complete the budget information before filling in this section.



Co-financing

The first part refers to the funding sources, i.e. ERDF or ERDF Equivalent. Select the relevant grant source from the drop-down list.

Based on the source selected, the grant rate, grant amount and partner contribution will be automatically calculated based on the programme's upper limit.

If necessary, it is possible to lower the grant rate by simply editing the % amount.

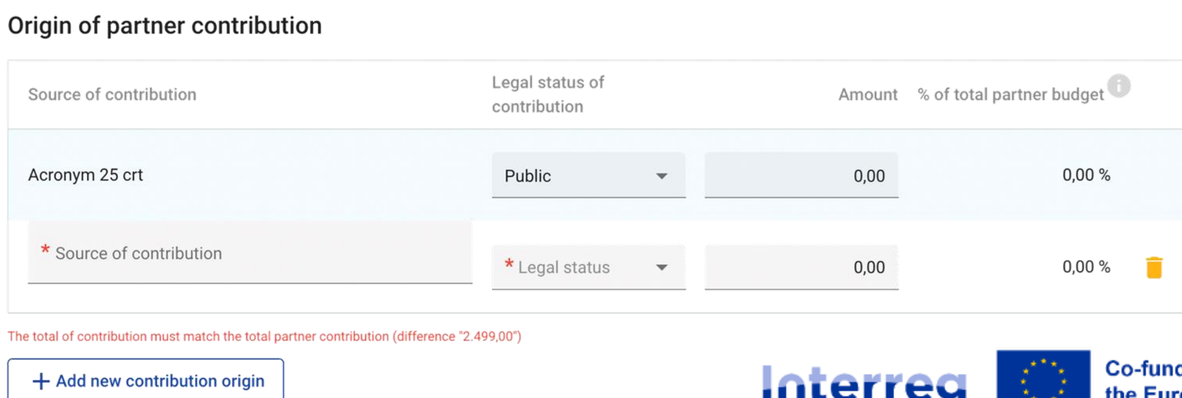
Please refer to the Programme Manual and Application Offline Sample for more information.

Origin of partner contribution

In this section partners have to insert the source of contribution for the remaining part of the budget that is not covered by the grant. All amounts have to be expressed in Euro.

More than one source of contribution may be added. The legal status of the contributor must be selected from the drop-down menu.
The system will indicate if there is a difference between the amounts inserted and the total contribution.

Please note: if the project budged is changed after completing the co-financing contribution, the system will notify the discrepancy in the pre-submission checks, not directly on the co-financing tab page.



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12. Section B – Partners Overview – State Aid

State aid criteria self-check

The “State aid criteria self-check” contains four mandatory questions and a justification text field for each question.

Depending on the combination of the answers to the four questions, there can be three different results of the State aid criteria self-check:

- There is a risk of State aid
- There is a risk of indirect aid
- No risk of State aid.

Please refer to the Programme Manual for a detailed explanation of State Aid.

State Aid relevant activities

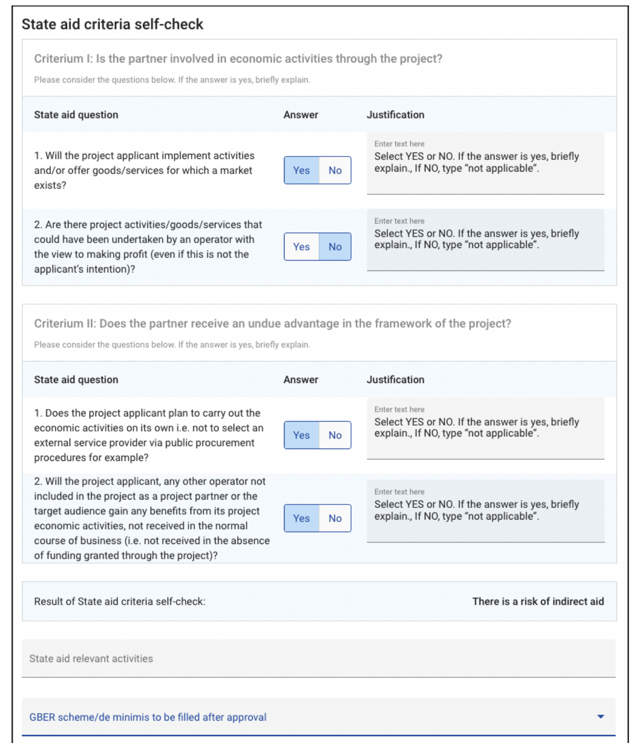
In case of a risk of State Aid, it is possible to select from a drop-down menu the project activities that are State Aid relevant.

The list of activities will appear after they have been added in section C.4 Workplan.

GBER Scheme/De minimis

This section will be finalised after approval based on the Programme assessment of State Aid relevance.

It is however possible to select a regime from the drop-down list, as an indication.



State aid criteria self-check

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

Please consider the questions below. If the answer is yes, briefly explain.

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 Select YES or NO. If the answer is yes, briefly explain., If NO, type "not applicable".
2. Are there project 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 Select YES or NO. If the answer is yes, briefly explain., If NO, type "not applicable".

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

Please consider the questions below. If the answer is yes, briefly explain.

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 Select YES or NO. If the answer is yes, briefly explain., If NO, type "not applicable".
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 Select YES or NO. If the answer is yes, briefly explain., If NO, type "not applicable".

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

State aid relevant activities

GBER scheme/de minimis to be filled after approval

13. Section C - Project description

C.1 Project overall objective

C.2 Project relevance and context

C.3 Project partnership

This Section consists of a set of questions that should be answered by the applicant to explain the project rationale and demonstrate the consistency between the project aim and the programme priorities.

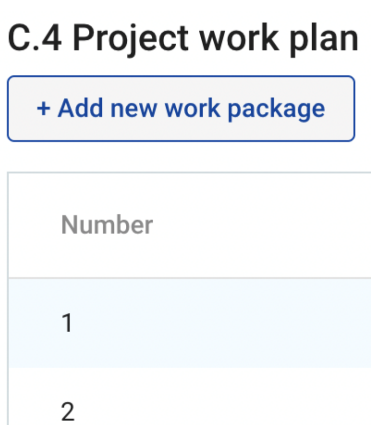
Click in the grey area to insert the text.

C.4 Project work plan

The Project work plan provides an overview of all the work packages within the project.

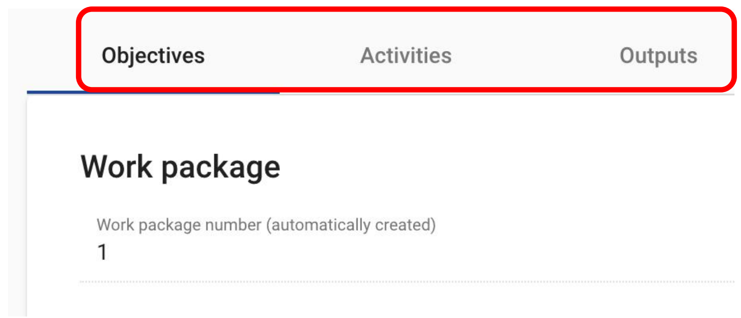
To **Add** a new work package, click on the button. A new row will appear on the list.

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



C.4 Project work plan - Objectives, Activities

Selecting each tab, it is possible to describe the work foreseen by the project. Please read carefully the Programme Manual before completing this section.



Objectives

Includes the **Project specific** objective and the **Communication** objective.

Activities & Deliverables

Click on the **+ Add activity** button to add a new activity. All fields must be completed.

It is only possible to chose a delivery period, not a delivery date.

Remember to include communication activities.

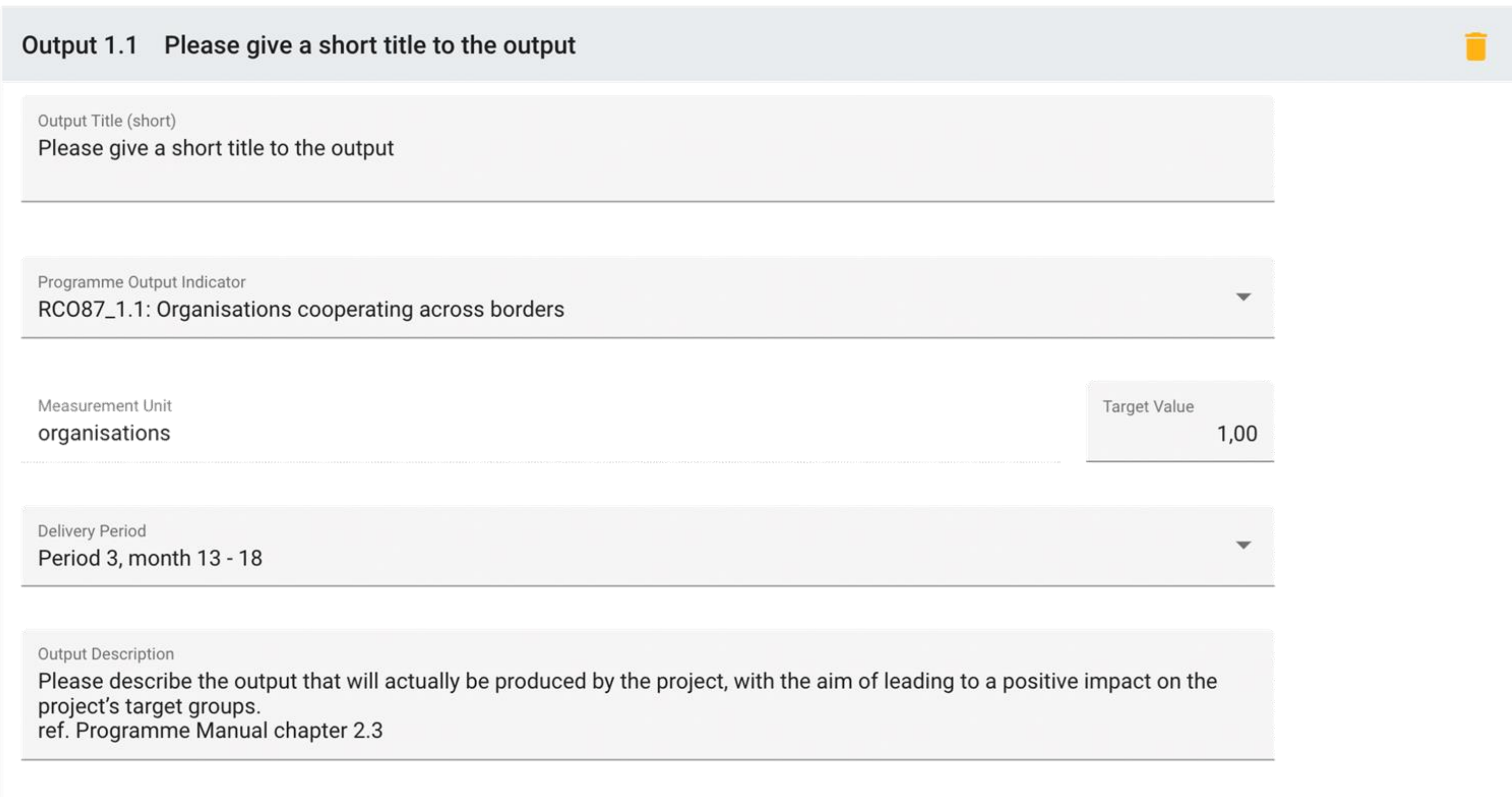
Click on the **+ Add deliverable** button to add a new deliverable.

14. Section C - Project description - Outputs

C.4 Project work plan - Outputs

In this section it is required to describe the outputs planned, their connection with the programme output indicators, the target values and delivery periods. All fields are mandatory.

Click on a grey area to input text.
The programme indicator can be selected from a drop-down list, as well as the delivery period.
It is not possible to indicate a delivery date.
It is possible to delete an Output by clicking on the yellow bin icon. Click **+Add Output** to insert the next one.


Output 1.1 **Please give a short title to the output**

Output Title (short)
Please give a short title to the output

Programme Output Indicator
RCO87_1.1: Organisations cooperating across borders

Measurement Unit
organisations

Target Value
1,00

Delivery Period
Period 3, month 13 - 18

Output Description
Please describe the output that will actually be produced by the project, with the aim of leading to a positive impact on the project's target groups.
ref. Programme Manual chapter 2.3

+ Add Output

15. Section C - Project description - Results

C.5 Project Results

In this section it is required to describe the project contribution to the Programme result indicator.

Please read carefully the Programme Manual before filling in this section.

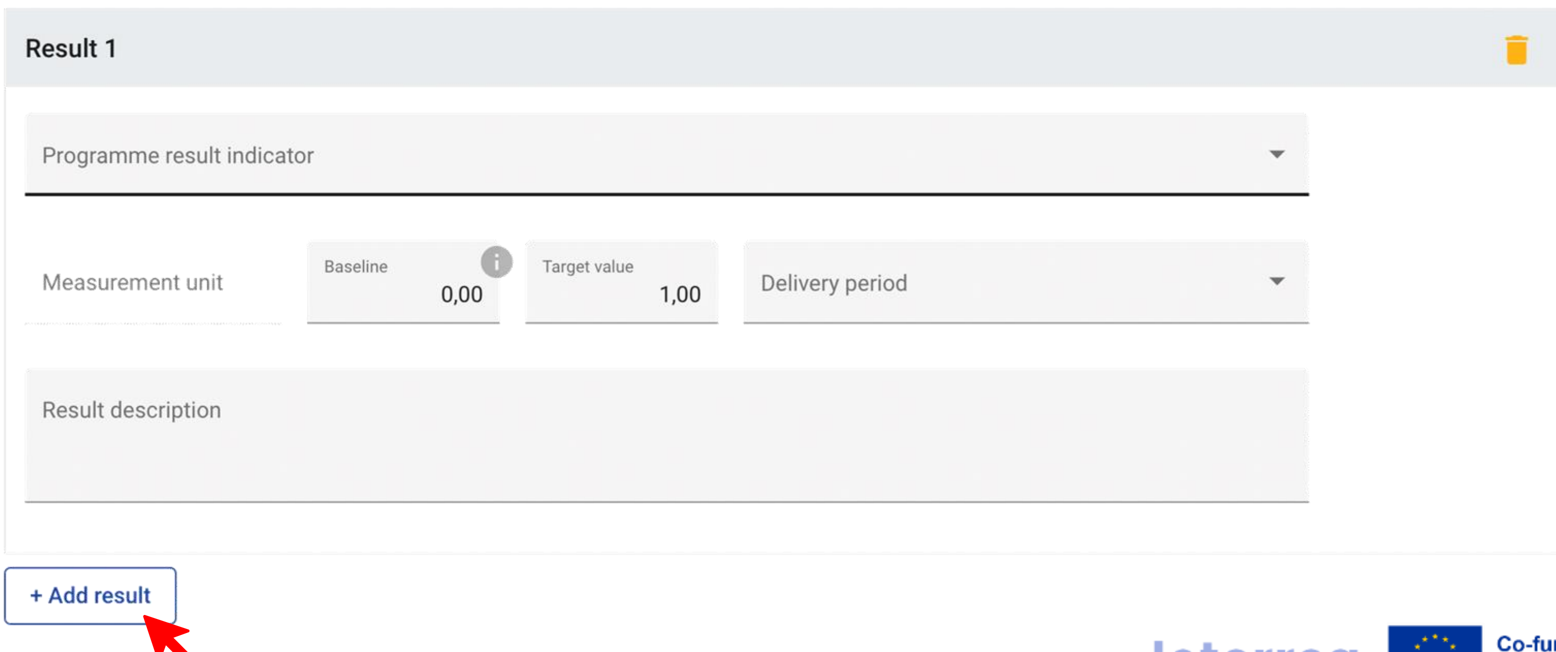
Click **+Add Result** to create a result.

The programme indicator can be selected from a drop-down list.

The baseline is filled in automatically based on the Programme data. Click on the grey area to input the target value.

Choose the delivery period from the list, please note it is not possible to indicate a delivery date.
Describe the project contribution by clicking on the grey area to activate the edit function.

It is possible to delete a Result by clicking on the yellow bin icon.



16: Section C - Project description - Timeplan

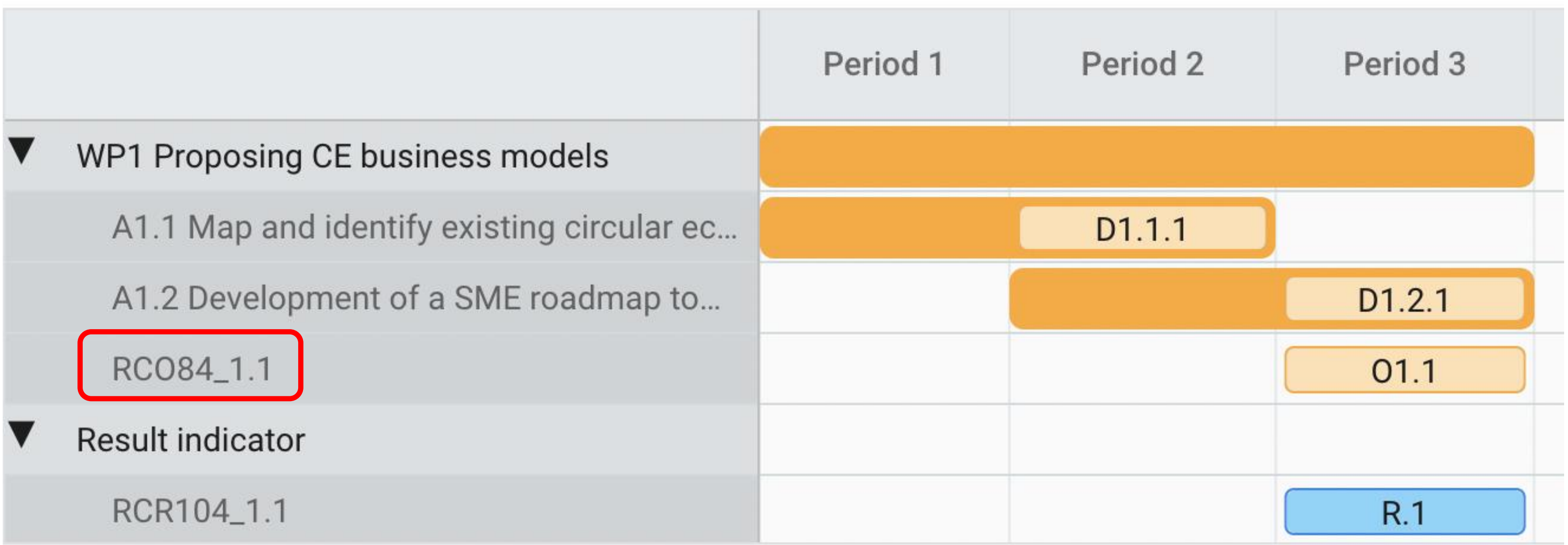
C.6 Timeplan

This section is filled in automatically based on the information provided in section C.4 Work plan and C.5 Project results.

The work packages, activities, deliverables, outputs and results are displayed in a GANTT Chart.

Please note the project outputs and results are identified by a code composed of the official indicator identifier as in the regulations (RCO00) and the corresponding Specific Objective (1.1).
The indicators are listed with the same codes in the drop-down lists in section C.4 Outputs and C.5 Results.
A comprehensive description of the indicators is included in the dedicated guidance.

C.6 Project Time Plan



17. Section C - Project description - Management

C.7 Project Management

This Section consists of six questions (C.7.1 to C.7.6) that should be answered by the applicant to explain how the project will be managed, coordinated and how communication will be approached. Information about the Cooperation Criteria and Horizontal Principles is also covered here.

Details and guidance about the content of this section can be found in the Programme Manual, in the AF Offline template as well as in Jems.

Questions C.7.1 to C.7.4

Select the grey area to insert text. Each text field has a limited length which is indicated in the AF Offline sample as well in Jems.

To view long texts, click in the grey area and scroll down.

C.7.1 How will you coordinate the project?

Please describe how the project management on th
management structures, responsibilities and proce

Enter text here

C.7.5 Cooperation Criteria
C.7.6 Horizontal Principles

In order to answer these questions, please first select the relevant criteria and principles by checking the relevant boxes. Next enter the explanation in the text field.

C.7.5 Cooperation criteria

For each cooperation criterion, describe briefly how they will be imp
development, joint implementation and joint financing criteria are m

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

18. Section C - Project description – Long-term plans

C.8 Long-term plans

This Section consists of three questions (C.8.1 to C.8.3) that should be answered by the applicant to explain how the project outputs and results will outlive the project duration.

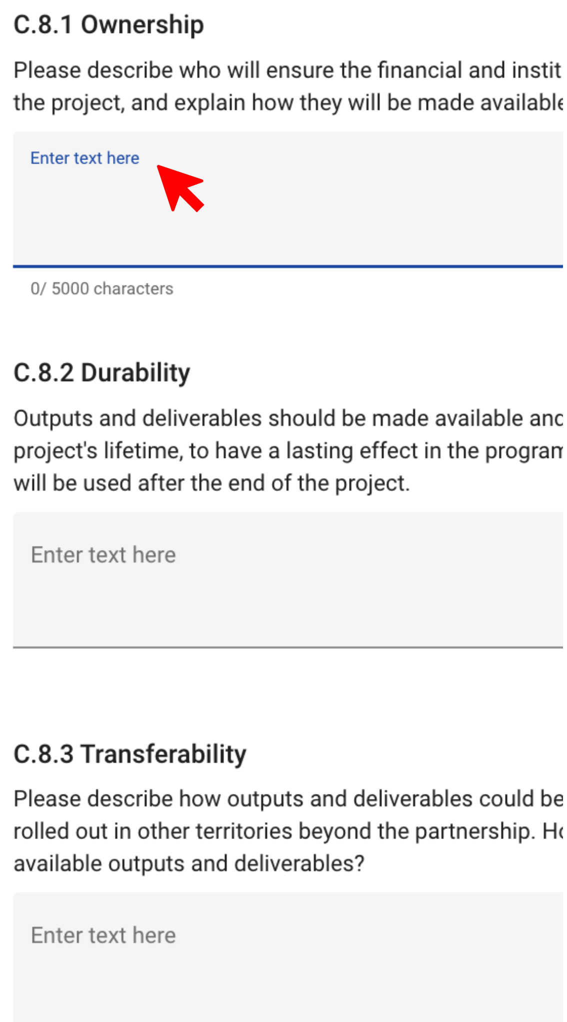
Details and guidance about the content of this section can be found in the Programme Manual, in the AF Offline template as well as in Jems.

Questions C.8.1 to C.8.3

Select the grey area to insert text. Each text field has a limited length which is indicated in the AF Offline sample as well in Jems.

To view long texts, click in the grey are and scroll down.

Please note: the **Save Changes** function will become active only after there is an entry in the text fields.



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19. Section D – Project Budget

All Budget tables are filled in automatically based on the information inserted in the partners' section.

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

This overview table shows the amount of grant requested, source of funding and contribution for each partner.

Good to know

The table might require a few seconds to display properly.

If you are working on a small screen, scroll to the right to see all columns in the table.

This table can be exported in the project **Export** section. To access this section, select Export at the bottom of the left-hand menu.

The "Total Fund % rate" value should be disregarded.

Currently, the table displays the partners in random order, and not in numerical order. This is a known bug which will be fixed with the next release in Summer 2022.

Partner	Country	ERDF	ERDF % Rate	ERDF_NO	ERDF_NO % Rate
PP3	Faroe Islands (FO)	0,00	0,00 %	0,00	0,00 %
PP2	Greenland (GL)	0,00	0,00 %	0,00	0,00 %
PP4	Norge (NO)	0,00	0,00 %	66.500,00 100 % of total	50,00 %
LP1	Éire/Ireland (IE)	113.847,50 100 % of total	65,00 %	0,00	0,00 %
Total		**113.847,50**	~~**21,61 %**~~	**66.500,00**	~~**12,[illegible]2 %**~~

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20. Section D – Project Budget

All Budget tables are filled in automatically based on the information inserted in the partners' section.

D.2 Overview per partner / per cost category
This overview table shows the total amount budgeted under each cost category for each partner.

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

Partner	Country	Staff costs	Office and administra tion	Travel and accommo dation	External expertise an d services	Equipment	Other costs	Total
LP1	Éire/Ireland (IE)	115.500,00	17.325,00	17.325,00	5.000,00	20.000,00	0,00	**175.150,00**
PP2	Greenland (GL)	37.500,00	5.625,00	5.625,00	10.000,00	500,00	0,00	**59.250,00**
PP3	Faroe Islands (FO)	115.000,00	17.250,00	17.250,00	10.000,00	0,00	0,00	**159.500,00**
PP4	Norge (NO)	95.000,00	0,00	0,00	0,00	0,00	38.000,00	**133.000,00**
Total		**363.000,00**	**40.200,00**	**40.200,00**	**25.000,00**	**20.500,00**	**38.000,00**	**526.900,00**

E – Project Lump sum

This section will become active only in case of Small Scale projects.

21. Application Annexes

In this section it is possible to attach external files. These should include the mandatory attachments e.g. Lead Partner and Partners' Statements.

To access this section, scroll to the bottom of the left-hand menu and select Application Annexes.

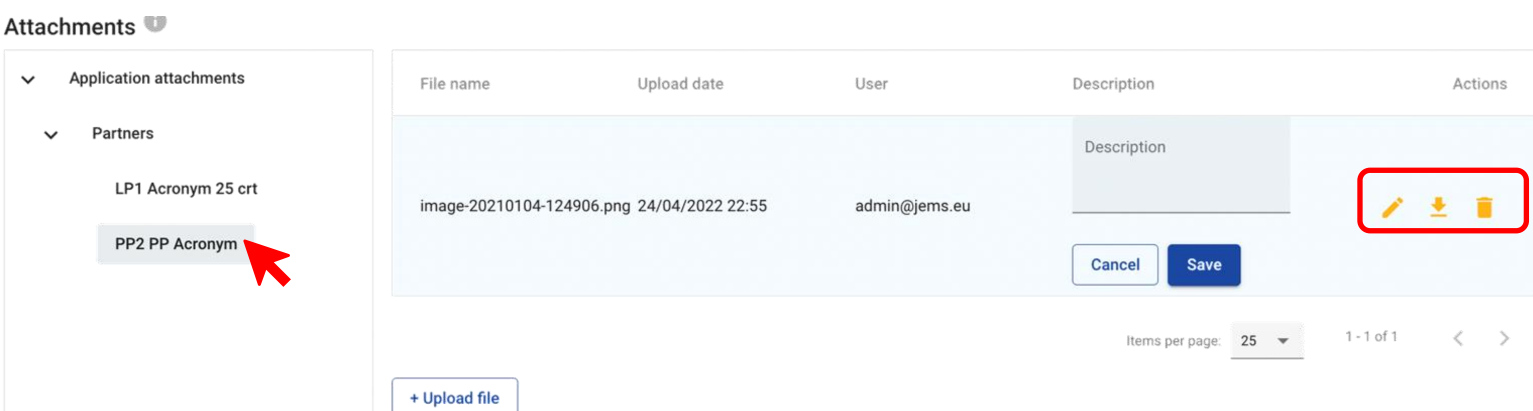
To add a new file, click **+ Upload file**.
As a default the file will be uploaded in the "**Application Attachments**" section.

To attach a file in connection with a specific partner, select the partner from the list. The selected partner will be highlighted in grey.

Please note: click on the edit icon (yellow pencil) to insert a short description of the file. This is strongly encouraged to ease the overview.

Attached documents can be downloaded or deleted using the yellow icons until the project has been submitted.

Although Jems supports a variety of file formats, pdf are preferred. **Please only upload necessary documents.**



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22. Pre-submission check

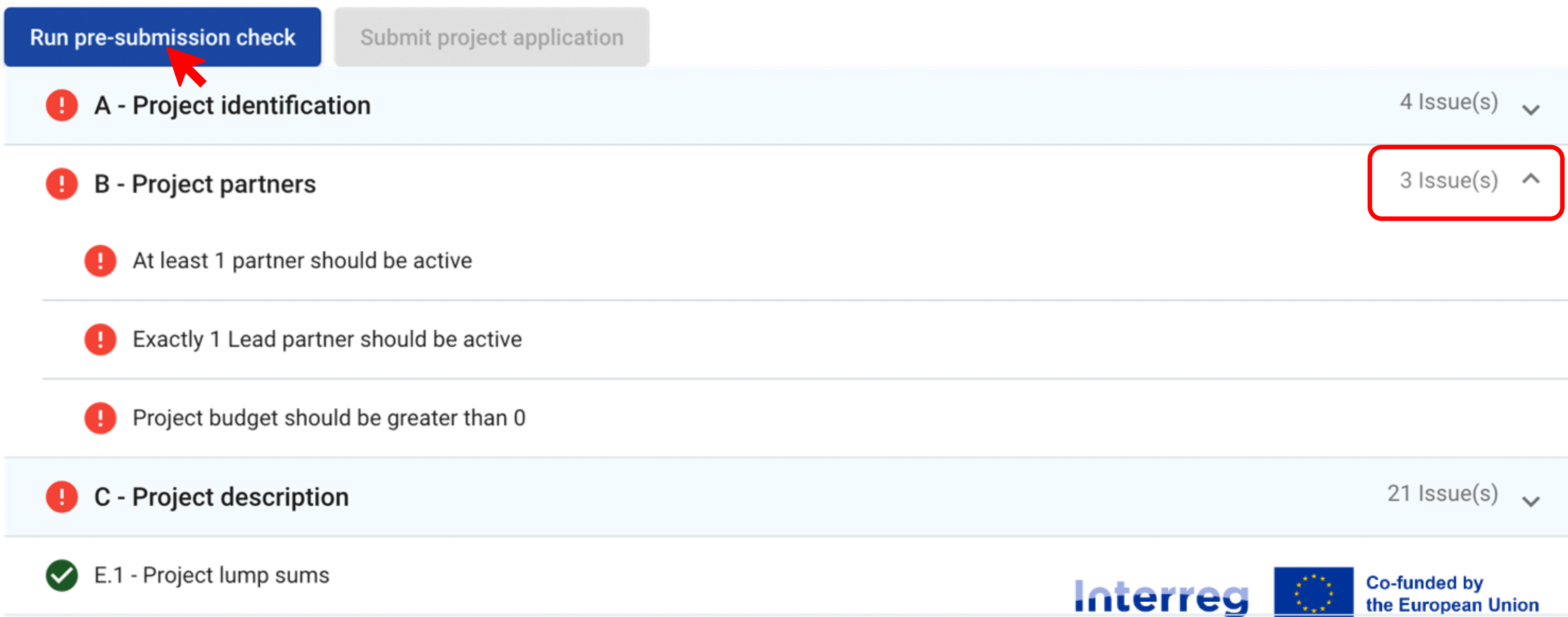
In this section it is possible to run an automatic check of all data inserted in the Application Form.

To access this section, scroll to the bottom of the left-hand menu and select **Check & Submit**.

Before you can submit your application form, the presubmission-check needs to be valid.

The check will provide you with an overview of missing or inconsistent data. Click on the arrow icon to the right, to view further details.

Results do not update automatically. Run the check again after changes to your application form.



23. Submit an application

In this section it is possible to submit the project application, if the pre-submission checks return all valid.

To access this section, scroll to the bottom of the left-hand menu and select **Check & Submit**.

If all checks are valid, the button **Submit project application** will become active.

Good to know

It is your responsibility to ensure that the data is correct according to the Programme Manual and Terms of reference.

Once a project application has been submitted, it will no longer be possible to modify it.

As a confirmation that the application has been submitted, its status will change to **Submitted** on your list of Applications on the Dashboard.

Note: All call deadlines are indicated in Copenhagen time (CET). Please take time zone differences into account.

24. Download of project application

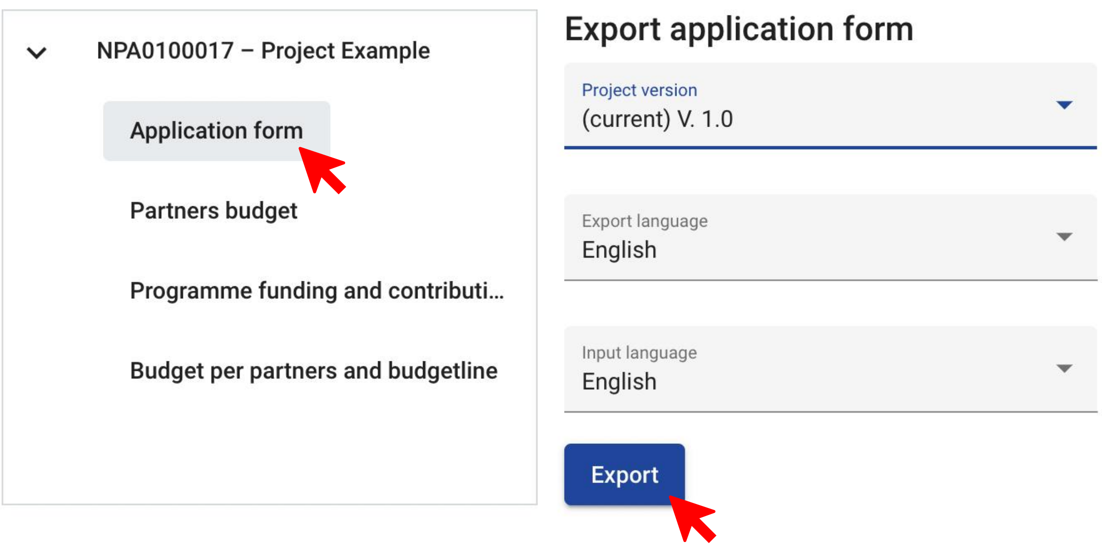
In this section it is possible to export the project application form in pdf, and project budget tables in csv format.

To access this section, scroll to the bottom of the left-hand menu and select Export.

To download a complete PDF file of the Application Form, select **Application Form** from the list and click on **Export**.

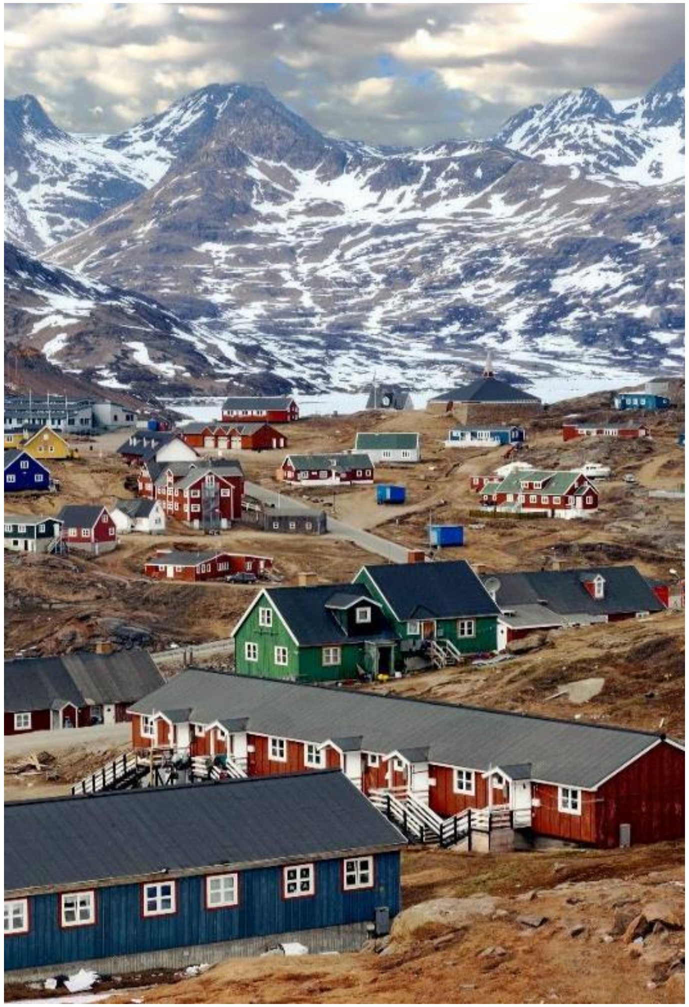
To download the project budget per partner, select **Partners' budget,** and click on **Export**.
The same process can be repeated for the budget tables: Funding and contribution overview, and Budget per partner and cost category.

Please note: It is only possible to download unformatted csv files. Make sure the conversion settings of your spreadsheet match Jems e.g. point (.) for thousands and (,) for decimals.



Help and technical support

jems@interreg-npa.eu



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