

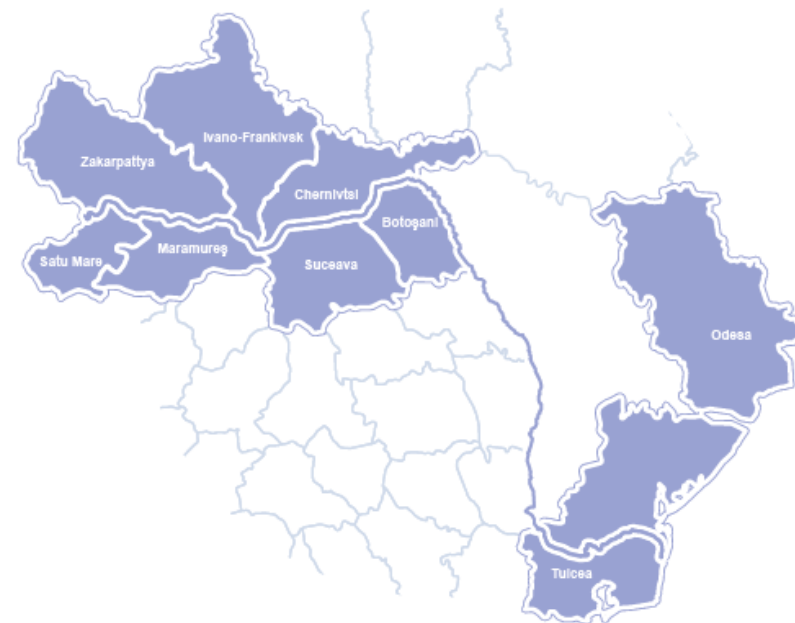
Interreg



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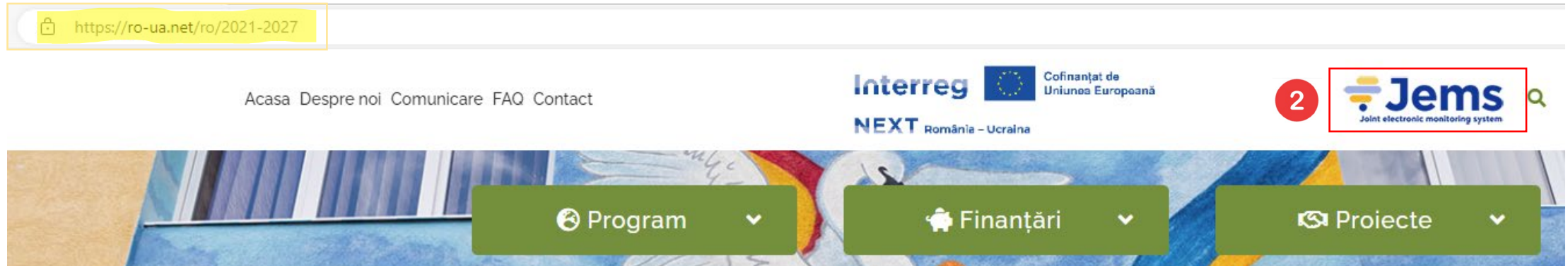
NEXT Romania – Ukraine

**JEMS - Building up the project
package Application Form,
Annexes And Supporting
Documents**





1 <https://jems-roua.md/pa.ro/>



Jems (Joint electronic monitoring system) is used by different Interreg Programmes

Use the above links to access RO-UA Jems !



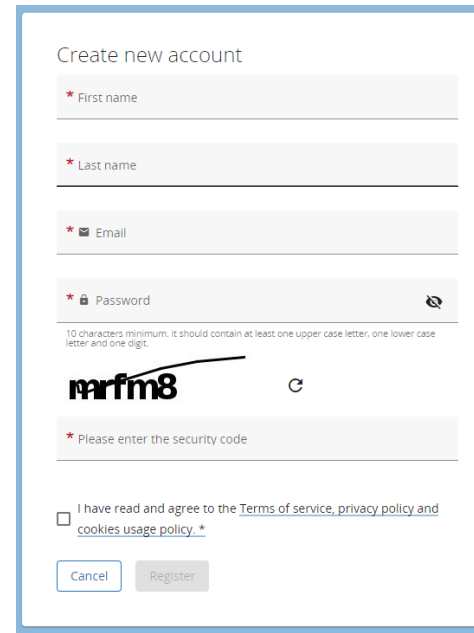
User Account creation and activation



The image shows the Jems login page. At the top, it says 'Jems - Login'. Below this are two input fields: 'Email' and 'Password'. Below the password field is a checkbox for 'By logging in, I agree to the Terms of service, privacy policy and cookies usage policy.' Below this is a 'Login' button. To the left of the 'Login' button is a link 'Create a new account.' which is highlighted with a red box and a red circle with the number '2'. To the right of the 'Login' button is a link 'Forgot password.'.

1 Access from your web browser link of Jems
<https://jems-roua.mdlpa.ro/>

2. When page loaded, click on Create a new account



The image shows the 'Create new account' page. It has five input fields: 'First name', 'Last name', 'Email', 'Password', and 'Please enter the security code'. The 'Password' field has a note: '10 characters minimum. It should contain at least one upper case letter, one lower case letter and one digit.' Below the 'Please enter the security code' field is a checkbox for 'I have read and agree to the Terms of service, privacy policy and cookies usage policy.*'. At the bottom are 'Cancel' and 'Register' buttons.

3. Fill in requested info (First Name, Last Name, Email, Password and Captcha code, thick Terms of Service) and click **Register**
All data marked with * are mandatory, account will not be created If all data are are missing informations.

Use a valid email address !!!

4. Check your email address for Activation
Email received from no-reply@mdlpa.ro

5. In the received email Click on **CONFIRM ACCOUNT**

Notes:

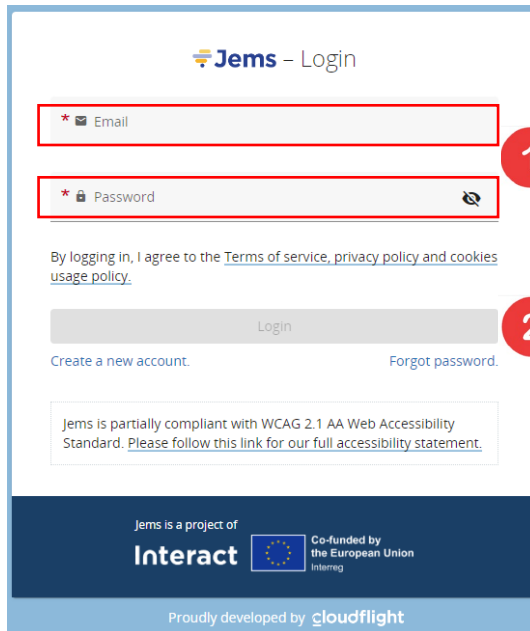
- For activation email check also SPAM folder

- For manual activation (if you did not receive activation email) – send a request from the email used to create account to jems.admin@mdlpa.ro with title – Account Activation

-> Account is activated and can be used to LOG IN



Login, user profile and notifications



Jems – Login

* Email


* Password

By logging in, I agree to the [Terms of service, privacy policy and cookies usage policy](#).

Login

Create a new account. [Forgot password.](#)

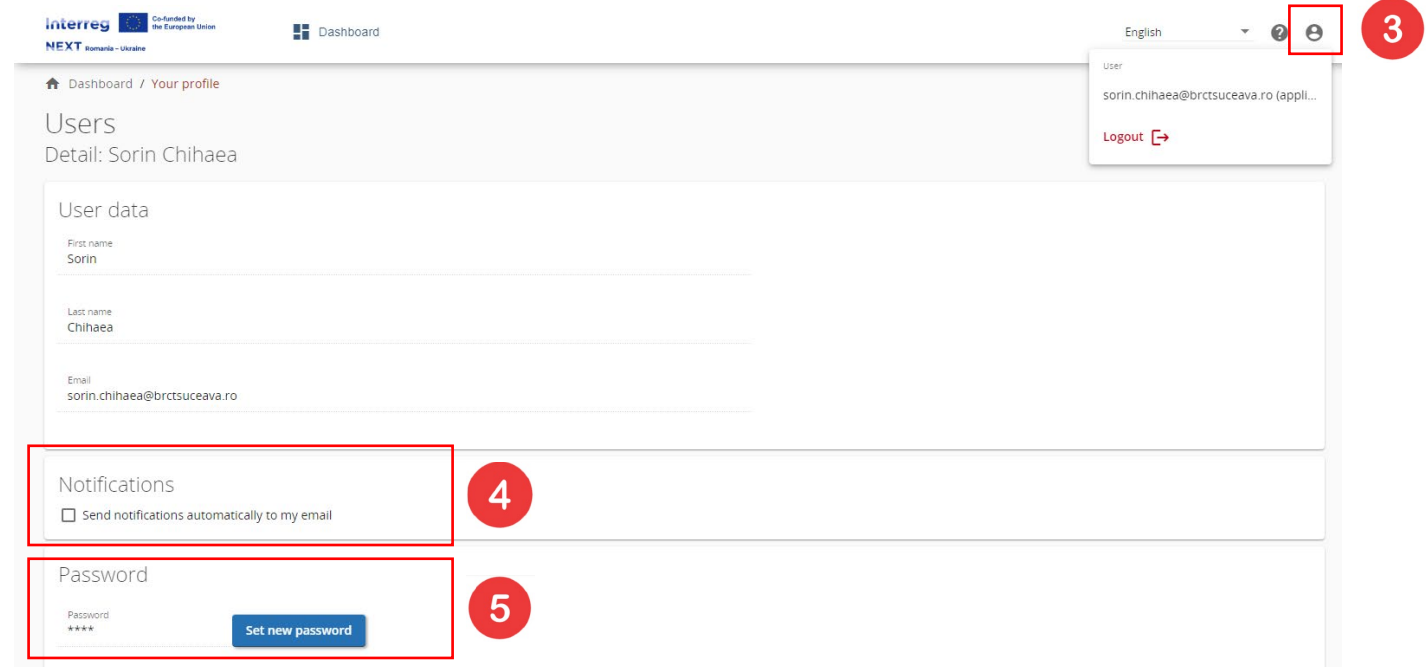
Jems is partially compliant with WCAG 2.1 AA Web Accessibility Standard. [Please follow this link for our full accessibility statement.](#)


Jems is a project of **Interact**  Co-funded by
the European Union
Interreg

Proudly developed by **cloudflight**

1. Fill in email address
and password
used at registration

2. Click on **Login**



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Dashboard

English

User
sorin.chihaea@brctsuceava.ro (appli...)
Logout

Dashboard / Your profile

Users
Detail: Sorin Chihaea

User data

First name
Sorin

Last name
Chihaea

Email
sorin.chihaea@brctsuceava.ro

Notifications

☐ Send notifications automatically to my email

Password

Password

Set new password

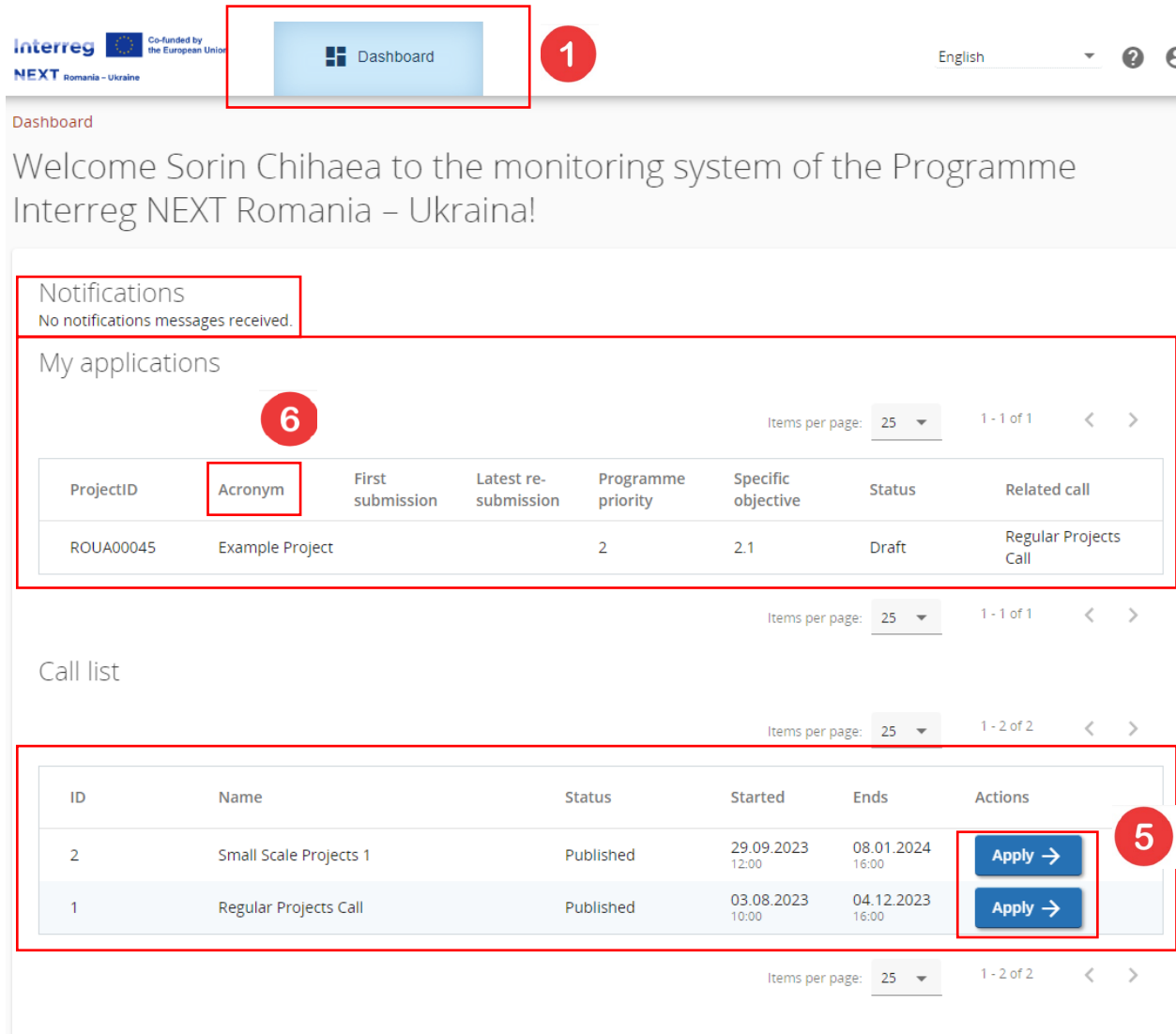
3. To access User profile - Click on **Icon** from the top right corner

4. Activate **Notifications** by thinking the box from Notifications menu

5. To set a new password – Retype a new password in dedicated field



Dashboard – My Applications, Call List and Apply



The screenshot shows the dashboard interface with the following elements and annotations:

- 1:** Dashboard menu button in the top navigation bar.
- 2:** Notification area showing "No notifications messages received."
- 3:** My applications section header.
- 4:** Call list section header.
- 5:** Apply button in the Actions column of the Call list table.
- 6:** Acronym column in the My applications table.

My applications table:

ProjectID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
ROUA00045	Example Project			2	2.1	Draft	Regular Projects Call

Call list table:

ID	Name	Status	Started	Ends	Actions
2	Small Scale Projects 1	Published	29.09.2023 12:00	08.01.2024 16:00	Apply →
1	Regular Projects Call	Published	03.08.2023 10:00	04.12.2023 16:00	Apply →

1. Dashboard Menu

2. Notification Area. All notifications appears in this section and can be send by email if are activated from User profile (see previous slide)

3. My Applications Section – Shows Applied Applications with relevant info.
ProjectID is uniq and automated assigned by Jems

4. Call List – Display list of Calls. For active calls, in the Actions section, **Apply** button will be active

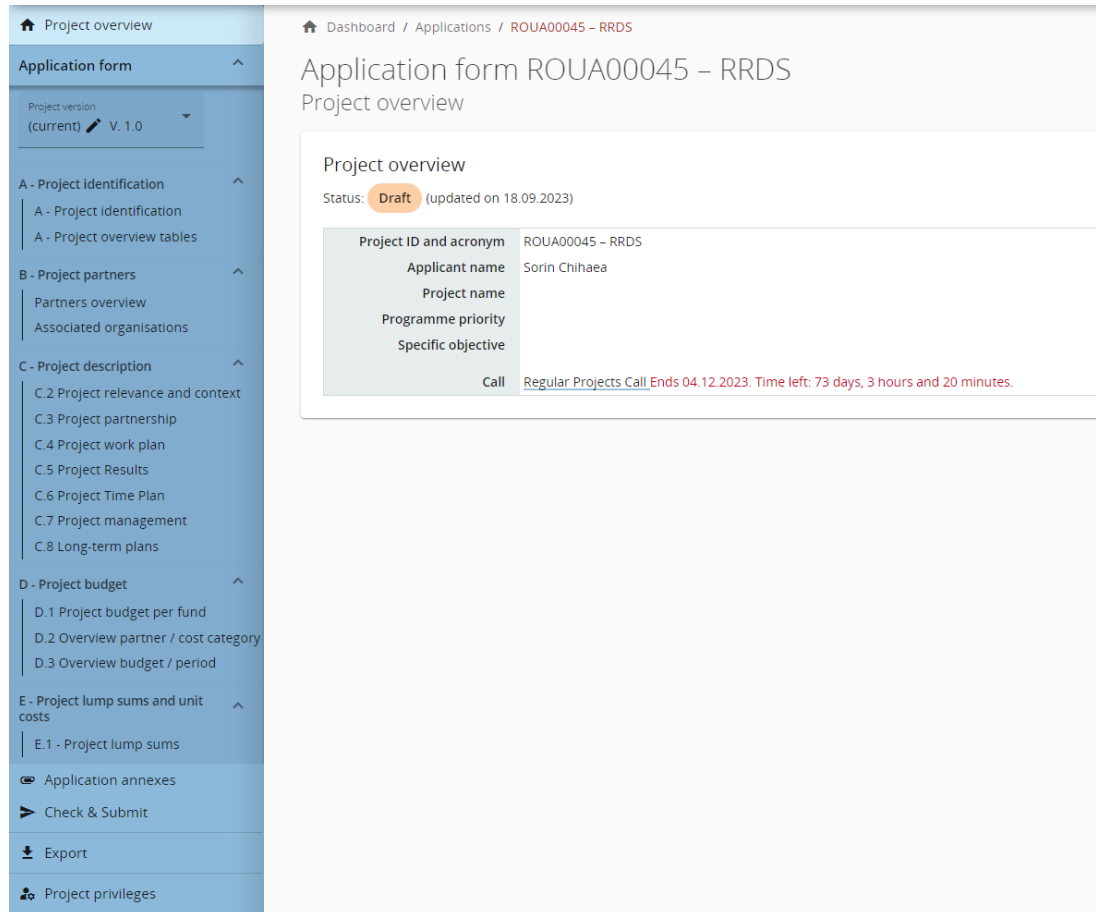
5. To add an Application to a running call, click on **Apply Button.**

6. Project **acronym shall be friendly, capture the essence of project title, and avoid unfortunate associations**

**!!! Several Calls can run simultaneously.
Choose the one that is suitable for you.**



Project Overview – Application Form



The screenshot shows the 'Project overview' application form for 'ROUA00045 - RRDS'. The interface includes a left sidebar with a navigation menu and a main content area. The sidebar menu has sections for 'Application form' (with a dropdown for 'Project version (current) V. 1.0'), 'A - Project identification', 'B - Project partners', 'C - Project description', 'D - Project budget', 'E - Project lump sums and unit costs', 'Application annexes', 'Check & Submit', 'Export', and 'Project privileges'. The main content area shows the 'Project overview' section with a status of 'Draft' (updated on 18.09.2023). Below this is a table with project details.

Project overview	
Status: Draft (updated on 18.09.2023)	
Project ID and acronym	ROUA00045 – RRDS
Applicant name	Sorin Chihaea
Project name	
Programme priority	
Specific objective	
Call	Regular Projects Call Ends 04.12.2023. Time left: 73 days, 3 hours and 20 minutes.

After Applying for an open CALL you will be requested to fill in a project Acronym

Main Chapters of Application FORM

A. Project identification

B. Project Partners

C. Project descriptions

D. Project Budget

E. Project lump sums unit and unit cost

- Applications Annexes
- Check & Submit Application form
- Export

A. Project identification (1)

$$\frac{\text{Project duration in months}}{14} / \frac{\text{Default period length in months}}{4} = \frac{\text{Number of periods}}{4}$$



A. Project identification (2)

Project priority and specific objective

* Programme priority

2 - Social Development Across Borders

* Specific objectives:

- ☒ 2.1: Improving equal access to inclusive and quality services in education, training and lifelong learning through developing accessible infrastructure, including by fostering resilience for distance and on-line education and training
- ☐ 2.2: Ensuring equal access to health care and fostering resilience of health systems, including primary care, and promoting the transition from institutional to family and community based care

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 approach is needed;
- what is new/original about the project.



Summary



B. Project Partners (1)

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Dashboard

Project overview

Application form

Project version: (current) V. 1.0

A - Project identification

A - Project Identification

A - Project overview tables

B - Project partners

Partners overview

Associated organisations

C - Project description

C.2 Project relevance and context

C.3 Project partnership

C.4 Project work plan

C.5 Project Results

C.6 Project Time Plan

C.7 Project management

C.8 Long-term plans

D - Project budget

Dashboard / Applications / ROUA00045 – Example

Project version: V. 1.0 Draft

Application form ROUA000

Add new partner

B.1.1 Partner identity

* Partner role

Partner Lead partner

* Abbreviated name of the organisation

Name of the organisation in original language

Name of the organisation in english

Department / unit / division

Discard changes Create

Legal and financial information

Type of partner
N/A

* Legal status
Public

VAT number (or other identifier)

Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?

Yes Partly No

Other identifier number

Other identifier description

PIC (from EC Participant Register)

PIC - (Participant Identification Code) can be obtained by registering the organization on **EC Participant Register**.



Legal and financial information

N/A

Local public authority

Regional public authority

National public authority

Sectoral agency


Infrastructure and (public) service provider

Yes Partly No



B. Project Partners (2)

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Dashboard

Dashboard / Applications / ROUA00045 – Example

Project version:  V. 1.0 Draft

Application form ROUA000

Add new partner

1

Partners overview

2

Partner

Lead partner

B.1.1 Partner identity

* Partner role

* Abbreviated name of the organisation

Name of the organisation in original language


Name of the organisation in english

Department / unit / division

Discard changes

Create

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

Associated organisations


C - Project description

C.2 Project relevance and context

C.3 Project partnership

C.4 Project work plan

C.5 Project Results

Project version:  V. 1.0 Draft


Application form ROUA000

B - Project partners


Partners overview

+ Add new partner

3

P a.	Status	Organis abbrevi
1	 Active	TEST

A partner overview list is automatically generated and displayed in this section.





B. Project Partners (3)

Lead partner TEST

Identity	Address	Contact	Motivation	Budget	Co-financing	State Aid
<div>1</div> <h3>B.1.1 Partner identity</h3> <p>* Partner role</p> <div><div>Partner</div><div>Lead partner</div></div> <p>* Abbreviated name of the organisation</p> <div>TEST</div> <p>Name of the organisation in original language</p>	<div>2</div>	<div>3</div>	<div>4</div>			

Partners have to be added to the project. For each project partner, information has to be provided on its identity, address, legal and financial information, contact data, budget, state aid etc.

Fill in sections **Budget** and **State Aid** only after completing other parts of the application form.

The **Co-financing** section can only be filled in once the partner budget was completed.





B. Project Partners (4)

Lead partner TEST

Identity

Address

Contact

Motivation

Budget

Co-financing

State Aid

1


2

3

4

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

Postal code

City

Homepage

Address of department / unit / division (if applicable)

Country

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. Project Partners (5)

Lead partner TEST

Identity

Address

Contact

Motivation

Budget

Co-financing

State Aid

1

2

3

4

Pay attention to:

Annex K2 – Admissibility eligibility grid

Annex K3 – Quallitative assessment grid



B.1.6 Partner motivation and contribution

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

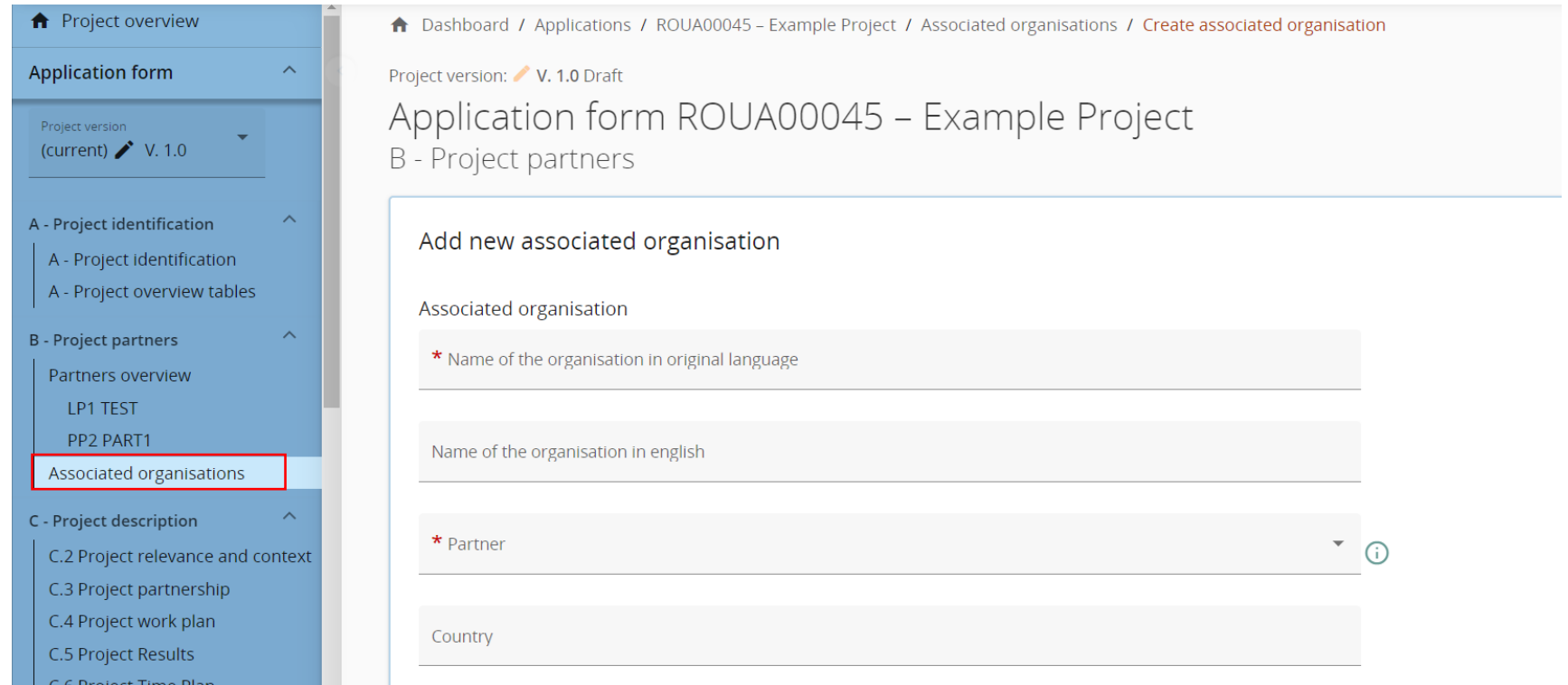
Enter text here



Other participants in the project

The associated organizations do not have to meet the eligibility criteria and they do not have to sign the Project Partner Statement and Partnership Agreement.

A cooperation agreement may be signed and submitted together with the application form in order to include these organizations in the target for indicator RCO 87.



The screenshot displays a web application interface for project management. On the left is a blue sidebar with a 'Project overview' header and a list of sections: 'Application form', 'A - Project identification', 'B - Project partners', and 'C - Project description'. Under 'B - Project partners', the 'Associated organisations' item is highlighted with a red rectangle. The main content area on the right shows the breadcrumb path 'Dashboard / Applications / ROUA00045 – Example Project / Associated organisations / Create associated organisation'. Below this, it indicates 'Project version: V. 1.0 Draft' and the title 'Application form ROUA00045 – Example Project B - Project partners'. The form itself is titled 'Add new associated organisation' and contains three input fields: 'Associated organisation' (with a sub-label '* Name of the organisation in original language'), 'Name of the organisation in english', and 'Partner' (with a sub-label '* Partner' and an information icon). A 'Country' field is also present at the bottom.



C.2 Project Relevance and Context (1)

Project overview

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
- PP2 PART1
- Associated organisations

C - Project description

- C.2 Project relevance and context**
- C.3 Project partnership
- C.4 Project work plan
- C.5 Project Results
- C.6 Project Time Plan
- C.7 Project management
- 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

E - Project lump sums and unit costs

- E.1 - Project lump sums

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 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 approach.

Enter text here

0/ 5000 characters

Pay attention to:

Annex K2 – Admissibility eligibility grid

Annex K3 – Qualitative assessment grid

There is a limited number of characters specified for each answer. Check it below each cell





C.2 Project Relevance and Context (2)

Project overview

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
- PP2 PART1
- Associated organisations

C - Project description

- C.2 Project relevance and context**
- C.3 Project partnership
- C.4 Project work plan
- C.5 Project Results
- C.6 Project Time Plan
- C.7 Project management
- 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

E - Project lump sums and unit costs

- E.1 - Project lump sums

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

Pay attention to:

Annex K2 – Admissibility eligibility grid

Annex K3 – Qualitative assessment grid

There is a limited number of characters specified for each answer.

For C2.4, C2.5, C2.6 there are multiple options that can be added





C.2 Project Relevance and Context (3)

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 Local public authority	Specification 0/ 2000 characters
* Target Group Interest groups including NGOs	Specification

+

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.

Strategy	Contribution
* Strategy Other	Contribution

+

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

+

Pay attention to:

Annex K2 – Admissibility eligibility grid

Annex K3 – Qualitative assessment grid





C.3 Project partnership

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

0/ 5000 characters

A - Project identification

A - Project identification

A - Project overview tables

B - Project partners

Partners overview

LP1 TEST

PP2 PART1

Associated organisations

C - Project description

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



Pay attention to:

Annex K2 – Admissibility eligibility grid




Annex K3 – Qualitative assessment grid



C.4 Project Work Plan (1)

C.4 Project work plan

+ Add new work package

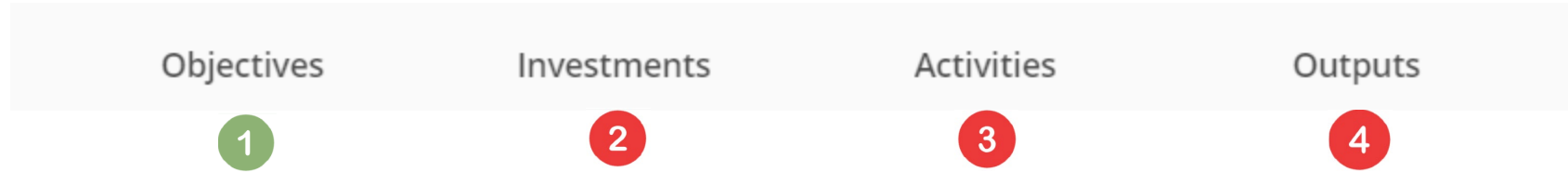
Number		Work package name
1		
2		
3		

The work plan shall contain **only a single work package** covering all activities under the project, including project management and communication.





C.4 Project Work Plan (2)



Work package

Work package number (automatically created)

1

Work package title

Objectives

Your objectives should be:

- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package, and in which territory);
- measurable – indicate the change you are aiming for.

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

Project specific objective

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.

Communication objective and target audience

The work package must include a communication objective and the related activities.

The communication objective should contribute to the achievement of the specific objective of the work package.

The overall approach to project management&communication has to be described in the section **“C.7 Project management and communication”**.





C.4 Project Work Plan (3)

Objectives	Investments	Activities	Outputs
1	2	3	4
<h3>List of investments</h3> <p>Please list below the investments that will be delivered within this work package.</p> <div>+ Add investment</div>			

Fields to be filled in JeMS: justification, location, risk, investment documentation, ownership (during and after project implementation), maintenance.

JeMS provides predefined delivery periods.



Investment number

Investment title

Expected delivery period
Period 2, month 5 - 8



C.4 Project Work Plan (4)

Objectives

Investments

Activities

Outputs

1

2

3

4

Justification

Please explain why this investment is needed.

Enter text here

Please clearly describe the cross-border 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

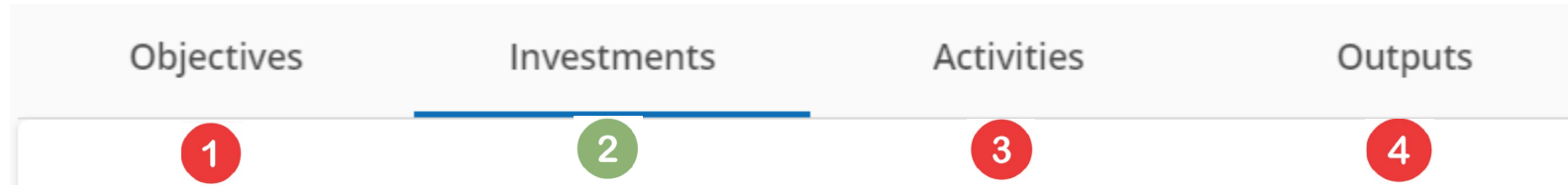
Risk associated with the investment

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

Enter text here



C.4 Project Work Plan (5)



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

For investments in infrastructure with an expected lifespan of at least five years - an assessment on how the potential impacts of climate change were taken into consideration has to be described.

The investment should be envisaged in a location for which the respective partner may provide proves of the rights (ownership, administration, etc.). Changing the location during the assessment or contracting of the project is not possible.

Ownership

Who owns the site where the investment is located?

Enter text here

Who will retain ownership of the investment at the end of the project?

Enter text here

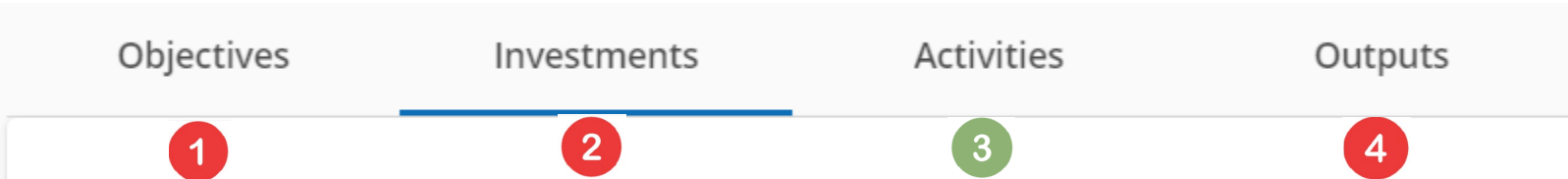
Who will take care of the maintenance of the investment? How will this be done?

Enter text here





C.4 Project Work Plan (6)



List of activities

Please describe the activities by which the project achieves the project specific objective and related communication objective(s).

Activity 1.1

Title

Start period

Period 1, month 1 - 4

End period

Period 2, month 5 - 8

Description

Activities are the “main implementation steps” necessary for achieving the project specific and communication objectives of the work package.

Projects also have to plan and closely link communication activities to activities.

Communication activities are mostly not to be considered as main implementation steps and therefore should be integrated mostly in the column “activity description” of related activities.



Deliverables

Add deliverables to your activity - see programme rules

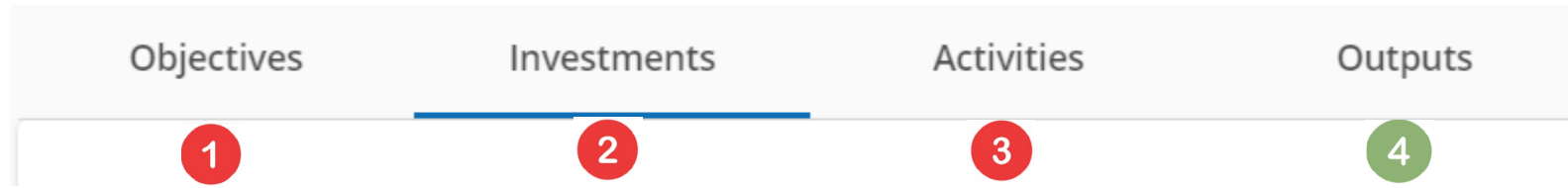
Running number	Deliverable title	Description	Delivery period
D.1.1.1	Deliverable title	Description	<div><div>Delivery period</div><div>Period 3, month 9 - 12</div></div>

+

+ Add activity



C.4 Project Work Plan (7)



Objectives Investments Activities **Outputs**

List of outputs

Based on the activities you need to implement to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation.

[+ Add Output](#)

List of outputs

Based on the activities you need to implement to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation.

Output 1.?

Output Title

Programme Output Indicator
RCO67_2.1: Classroom capacity of new or modernised education facilities

Measurement Unit
persons

Target Value
1,00

Delivery Period
Period 2, month 5 - 8

Output Description

Based on the activities you need to implement to achieve the specific objective in this work package, please list the outputs that will be delivered during the implementation.

You cannot add outputs without adding the activities.

Outputs have to be captured by corresponding output indicators. In order to link correctly project outputs and results to programme output and result indicators please **read carefully the Annex Guide for Indicators.**





C.5 Project Results

C.5 Project Results

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please take a look at the programme result indicators and select those that you will contribute to.

+ Add result

1

C.5 Project Results

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please take a look at the programme result indicators and select those that you will contribute to.

Result 1

Programme result indicator

RCR84_2.1: Organisations cooperating across borders after project completion

Measurement unit
organisations

Baseline

0,00



Target value

1,00

Delivery period

After project implementation

Result description

+ Add result

Projects have to contribute to programme's result indicators and they have to offer a description as to how they contribute to the achievement of programme results.

The detailed definition of programme indicators is provided in the **Annex Guide for Indicators**.

Please note that the baseline for all result indicators should be set at 0.





Deliverables – Outputs – Results (1)

Deliverable

- The physical evidence of what has been produced through an activity or as the physical evidence/support of the output that was produced through an activity.

Output

- The product that results from the implementation of one or more project activities.

Result

- The immediate effect and change compared to the initial situation in the regions subject to cooperation, which the project intends to achieve through its outputs.

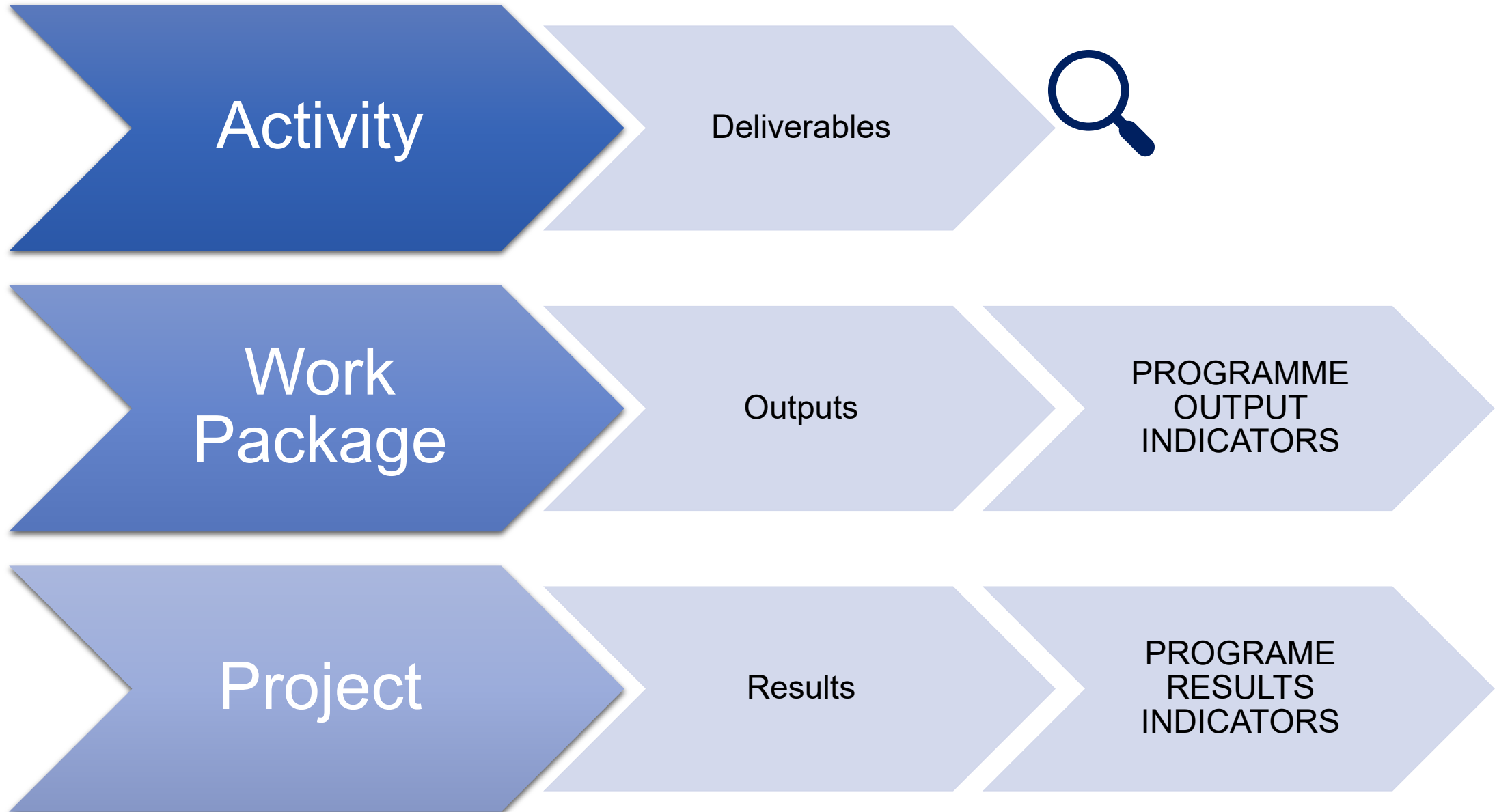
Specific objective

- An immediate goal that the project can realistically achieve within the project lifetime through its planned activities and related outputs.





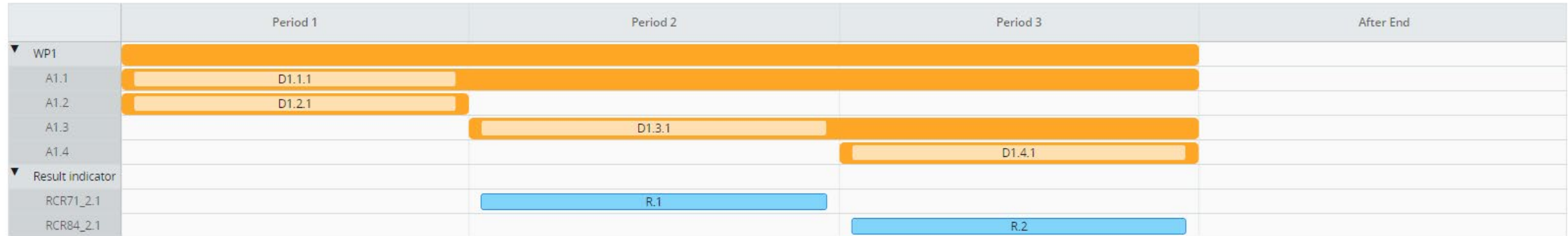
Deliverables – Outputs – Results (2)





C.6 Project Time Plan

C.6 Project Time Plan



C - Project description

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

It is recommended to display activities (length), deliverables (delivery period), outputs (delivery period) and results (delivery period).

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

The time plan shows only periods, not months. Please include a realistic timing for project activities and outputs. The reporting will be based on outputs based on the delivery periods set in the application form.



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
<input type="checkbox"/> Joint development	Enter text here
<input type="checkbox"/> Joint implementation	Enter text here
<input type="checkbox"/> Joint staffing	Enter text here
<input type="checkbox"/> Joint financing	Enter text here

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
Sustainable development	<input type="button" value="positive effects"/> <input type="button" value="neutral"/> <input type="button" value="negative effects"/>
Equal opportunities and non-discrimination	<input type="button" value="positive effects"/> <input type="button" value="neutral"/> <input type="button" value="negative effects"/>
Equality between men and women	<input type="button" value="positive effects"/> <input type="button" value="neutral"/> <input type="button" value="negative effects"/>

Pay attention to:

Annex K2 – Admissibility eligibility grid

Annex K3 – Qualitative assessment grid



C.7 Project Management

PP2 PART I
Associated organisations
C - Project description
C.2 Project relevance and context
C.3 Project partnership
C.4 Project work plan
C.5 Project Results
C.6 Project Time Plan
C.7 Project management
C.8 Long-term plans

C.7 Project management

In addition to the thematic work you will do in your project communication. Please describe below how you plan to

C.7.1 How will you coordinate your project?

Who will be responsible for coordination? Will you have managers)? How will the internal communication work?

Enter text here

C.7.1 How will you coordinate your project?

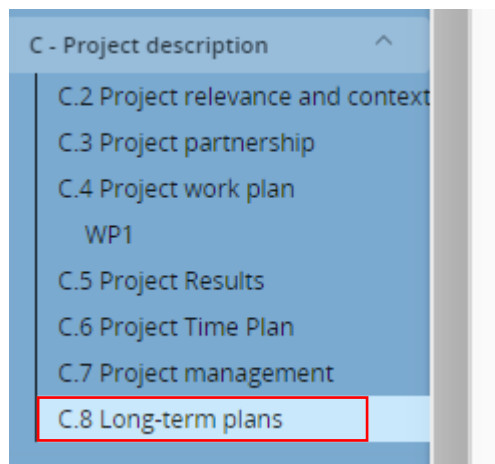
C.7.2 Which measures will you take to ensure quality in your project?

C.7.3 What will be the general approach you will follow to communicate about your project?

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)?

C.7.5 Cooperation criteria

C.7.6 Horizontal principles



The durability and sustainability of project outputs and results, as well as their ownership are important success factors of a project.

Please describe the sustainability provisions you have foreseen beyond the project end by referring to the specific outputs and results.

- Financial sustainability
- Institutional sustainability
- Political sustainability



C.8 Long-term plans

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 (Regular Projects) (1)

Lead partner TEST

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

Partner budget overview

Partner	Organisation abbreviation	Staff costs	Office and administrative costs	Travel and accommodation	External expertise and servi
LP1	TEST	0,00	0,00	0,00	0
Total		0,00	0,00	0,00	0

Partner Budget Options

☒ Staff costs flat rate 20 %

☒ Office and administrative costs flat rate based on direct costs 7 % ⓘ

☒ Travel and accommodation flat rate 15 % of Staff costs

You must select in the Application Form the „Staff cost flat rate”, „Office and administrative flat rate based on direct costs”, „Travel and accommodation flat rate” and to indicate the maximum percentage envisaged for these lines in their share of budget.

Please note that, if the flat rate is not selected and the percentage is not indicated in the budget section, the value of the line will be automatically set as „0 ”



D. Project Budget (Small projects) (2)

Lead partner TEST

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

Partner budget overview

Partner	Organisation abbreviation	Staff costs	Office and administrative costs	Travel and accommodation	External expertise and servi
LP1	TEST	0,00	0,00	0,00	0
Total		0,00	0,00	0,00	0

1

Partner Budget Options

☒ Staff costs flat rate 20 %

☒ Office and administrative costs flat rate based on direct costs 7 % ⓘ

You must select in the Application Form the „Staff cost flat rate”, „Office and administrative flat rate based on direct costs” and to indicate the maximum percentage envisaged for these lines in their share of budget.

Please note that, if the flat rate is not selected and the percentage is not indicated in the budget section, the value of the line will be automatically set as „0 ”





D. Project Budget (3)

Partner budget ⓘ

External expertise and services

+ Add

1

Equipment

+ Add

Infrastructure and works

+ Add

Partner budget ⓘ

2

External expertise and services

Description	Investment	Unit type	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Gap
	N/A		1,00	0,00	0,00	0,00	0,00	0,00	0,00
+					0,00	0,00	0,00	0,00	

Equipment

Description	Investment	Unit type	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Gap
	N/A		1,00	0,00	0,00	0,00	0,00	0,00	0,00
+					0,00	0,00	0,00	0,00	

Infrastructure and works

Description	Investment	Unit type	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Gap
	N/A		1,00	0,00	0,00	0,00	0,00	0,00	0,00
+					0,00	0,00	0,00	0,00	

The reporting periods run on a 4-monthly basis as from the project start date.

The budget allocated to each reporting period should be an estimation of the actual payments to be done in the respective reporting period. Therefore, the budget reflects partly the activities taking place in a certain period.





D. Project Budget (4)

Partner budget ⓘ

External expertise and services

+ Add

Equipment

+ Add

1

Infrastructure and works

+ Add

2

External expertise and services

Description	Investment	Unit type	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Peri
Technical project	I1.1 ▾	contract	1,00	20.000,00	20.000,00	20.000,00	0,00	0,00	0
Site supervision	I1.1 ▾	contract	1,00	10.000,00	10.000,00	0,00	0,00	10.000,00	0
Workshop	N/A ▾	event	1,00	14.000,00	14.000,00	0,00	14.000,00	0,00	0
+					44.000,00	20.000,00	14.000,00	10.000,00	

Equipment

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

Description	Investment	Unit type	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Peri
Medical equipment (CT/ult	I1.1 ▾	item	1,00	290.000,00	290.000,00	0,00	0,00	0,00	280.000
Printer	N/A ▾	item	1,00	2.000,00	2.000,00	2.000,00	0,00	0,00	0
+					292.000,00	2.000,00	0,00	0,00	280.00

Infrastructure and works

Description	Investment	Unit type	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Peri
Rehabilitation works	I1.1 ▾	per contract	1,00	200.000,00	200.000,00	0,00	90.000,00	110.000,00	0



D. Project Budget (6)

Lead partner TEST

Identity

Address

Contact

Motivation

Budget

Co-financing

State Aid

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

Source of contribution	Legal status of contribution	Amount	% of total partner budget
TEST	* Legal status	0,00	0,00 %
+ Add new contribution origin			
Sub-total public contribution		0,00	0,00 %
Sub-total automatic public contribution		0,00	0,00 %
Sub-total private contribution		0,00	0,00 %
Total		0,00	100,00 %

The co-financing can only be filled in once the partner budget was completed.

In the field “Source” – select Neighbourhood CBC (Mandatory).

Other source of contribution (e.g. state national budget or other source) – add new contribution origin and specify the type (public, private).

The fields in partner contribution and the partner total eligible budget are automatically calculated.



D. Project Budget (7)

Lead partner TEST

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

Criterion I: Is the partner involved in economic activities through the project? 2

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?	<input type="button" value="Yes"/> <input type="button" value="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)?	<input type="button" value="Yes"/> <input type="button" value="No"/>	Enter text here

Criterion 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?	<input type="button" value="Yes"/> <input type="button" value="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)?	<input type="button" value="Yes"/> <input type="button" value="No"/>	Enter text here

Result of State aid criteria self-check: To see the result, please answer all the questions above.

1



Is the partner involved in economic activities within the project?

If “YES” to any of the question or to both questions under this criterion, there is no risk of state aid, providing the answer is “NO” to question 2 under Criterion II.

Does the partner and/or any third party receive a selective advantage within the project?

If “YES” to question B.2 (gain benefits), **there is a risk of indirect state aid.**

If “YES” to both questions under this criterium, **there is a risk of state aid.**



D. Project Budget (8)

D - Project budget

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

Partner	Organisation abbreviation	Country	Neighbourhood CBC	Neighbourhood CBC % Rate	Public Contribution
LP1	TEST		0,00	0,00 %	0,00
PP2	PART1		0,00	0,00 %	0,00
Total ⓘ			0,00	0,00 %	0,00

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

Partner	Organisation abbreviation	Country	Staff costs	Office and administrative costs	account
LP1	TEST		1,00	0,43	
PP2	PART1		0,00	0,00	
Total			1,00	0,43	

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. Read more

Partner	Organisation abbreviation	Country	Preparation	Period 1	Period 2
LP1	TEST		0,00	1,31	
PP2	PART1		0,00	0,00	
Total			0,00	1,31	
% of Total budget			0,00 %	19,91 %	0,00 %

D.3.2 Project budget - overview per fund / period

Fund	Preparation	Period 1	Period 2
Neighbourhood CBC	0,00	0,00	0,00
Total EU Funds	0,00	0,00	0,00



Application annexes

LP1 TEST

PP2 PART1

Associated organisations

C - Project description ^

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 ^

D.1 Project budget per fund

D.2 Overview partner / cost category

D.3 Overview budget / period

E - Project lump sums and unit costs ^

E.1 - Project lump sums

Application annexes

Attachments ⓘ

Application attachments










Partners

LP1 TEST

PP2 PART1

Investment documentation


Upload file


File name	Location	Upload date	User	File size	Description	Actions
pdf.pdf	Partner	29.09.2023 12:45	sorin.chihaea@br	9.3 MB		  
word.docx	Partner	29.09.2023 12:44	sorin.chihaea@br	169.6 kB		  
Test upload doc....	Partner	29.09.2023 12:44	sorin.chihaea@br	34.8 MB		  

Items per page: 25 1 - 3 of 3 < >

Please upload all required documents as described in **Section 2.6.4 - Mandatory documents to be provided with the project application.**

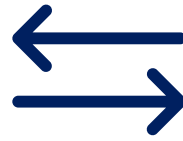
Documents can be uploaded in different formats and sizes.



 Export

Jems has implemented a plugin which allows to export Application form in PDF format and budget section in Excel format.

This section can be accessed anytime during the process of filling in the application form.



Export

[Dashboard](#) / [Applications](#) / [ROUA00045 – Example Project](#) / **Export**

Application form ROUA00045 – Example Project

Export

Export

Export application form and budget data, as well as other templates added by the programme.

Standard application form export - 1.0.33

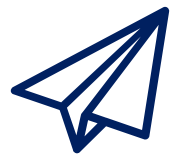
Standard budget export - 1.0.13

(current) V. 1.0

Export language
English

Input language
English

Export



Check & Submit Application Form

➤ Check & Submit

Application form ROUA00045 – Example Project

Check & Submit

You are about to officially submit your project application: ROUA00045 – Example Project

Make sure to submit your project in time before the call end date. Further information on the deadline can be found in the call information and in the project overview. Please be aware that after submission, changes to the application form are no longer possible.

Pre-submission check

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

1

Run pre-submission check

Submit project application

3

To submit this application, all conditions of the pre-submission must be met.

2

ⓘ A - Project identification 2 Issue(s) ^

ⓘ Project title is missing

ⓘ Summary in EN is missing

ⓘ B - Project partners 3 Issue(s) v

ⓘ C - Project description 21 Issue(s) v

✅ E.1 - Project lump sums

1. Before you can submit your application, the validation 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.

2. Sections which contains errors (missing fields, too many or too short text) are highlighted with a red question mark

3. When all errors are fixed, **Submit project Application** button will be available and you will be able to hit it and Submit application into Jems System

4. In dashboard interface – project status will be changed from Draft to Submitted



TIPS & Tricks

1. Always hit SAVE button after you filled in a section
2. After a long period of stand by – refresh page of application to be sure that your session is not ended
3. Recommended browser is Google CHROME
4. Take sufficient time to check the content of the application before submitting it!
5. After submitting application, it cannot be reverted to DRAFT status

Thank you for attention!

Joint Secretariat
INTERREG NEXT 2021 – 2027

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