

Interreg

Italy – Croatia



Co-funded by
the European Union



Mediterranean
Multi-Programme
Mechanism

4th Call for Proposals

How to Apply in JEMS

Online Infoday | 16.06.2026



Jems Application Form – introduction

- ✓ „**Manual for Submitting Project Application in Jems**” can be found at the following link:
 - ✓ [Jems Manuals](#)
- ✓ The access to a Jems Application Form (AF) requires a previous registration in the **Jems homepage** of the Interreg IT-HR Programme:
 - ✓ [Jems Homepage](#)





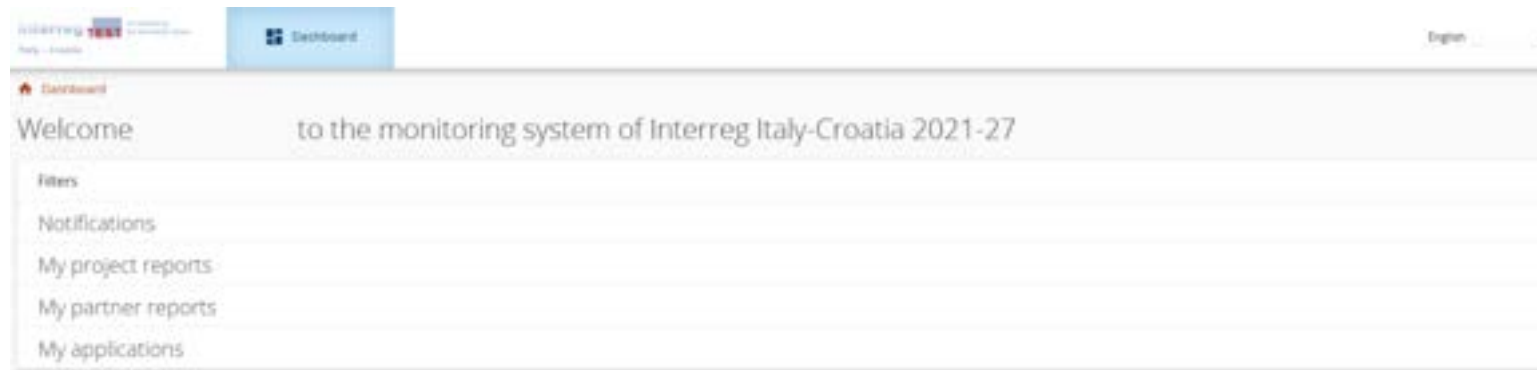
Jems Application Form – introduction

- ✓ Off-line AF Template is included in the Application Package in order to allow applicants to **prepare the entire AF before** starting to insert the necessary data in Jems.
- ✓ When preparing data to be entered in the AF, make sure to have carefully studied the relevant Call's ***Guidelines for Applicants, Call Announcement*** and ***Off-line Application Form template*** documents.



Jems Application Form – creation of the AF

After logging in, you will land directly on the **Dashboard** as a start page, or you can click on the Dashboard tab in the top menu bar to access it.





Jems Application Form – creation of the AF

To create a new project application, click on “**Apply**” at the end of the relevant Call’s row in the “Call list” section, found at the bottom of the Dashboard.

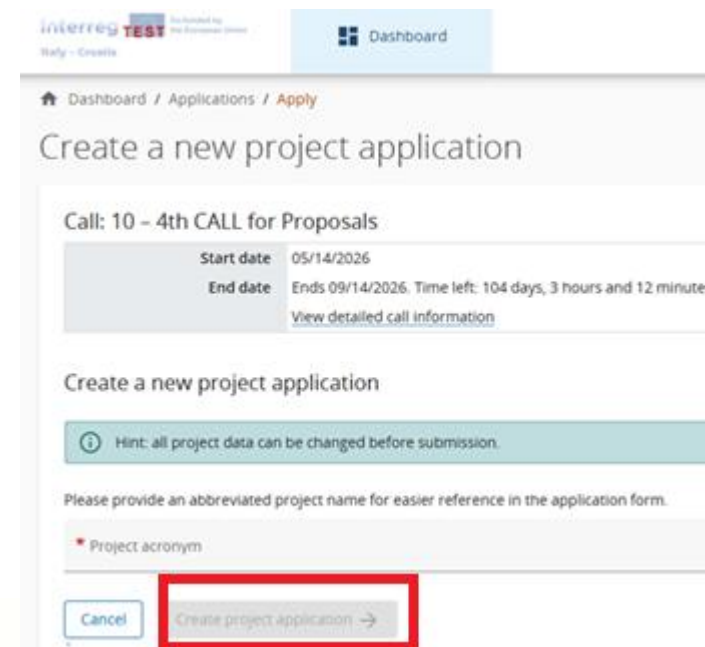
Call list [Apply here!](#)

ID	Name	Status	Started	Ends	Actions
10	4th CALL for Proposals	Published	05/14/2026 10:23 AM	09/14/2026 2:00 PM	Apply →



Jems Application Form – creation of the AF

In the **next window**, insert the **acronym** of your project (which can always be modified) and click on “Create project application”.



The screenshot shows the 'Create a new project application' page in the Jems system. The page includes a breadcrumb trail: Dashboard / Applications / Apply. The main heading is 'Create a new project application'. Below this, there is a section for 'Call: 10 - 4th CALL for Proposals' with a table showing the start date (05/14/2026) and end date (09/14/2026), along with a time left indicator (104 days, 3 hours and 12 minutes) and a link to 'View detailed call information'. A hint box states: 'Hint: all project data can be changed before submission.' Below the hint, there is a prompt: 'Please provide an abbreviated project name for easier reference in the application form.' The 'Project acronym' field is currently empty and has a red asterisk indicating it is required. At the bottom, there are two buttons: 'Cancel' and 'Create project application →', with the latter button highlighted by a red rectangular box.



Jems Application Form – parts of the AF

- A - Project identification ^
 - A - Project identification
 - A - Project overview tables
- B - Project partners ^
 - Partners overview
 - Associated organisations

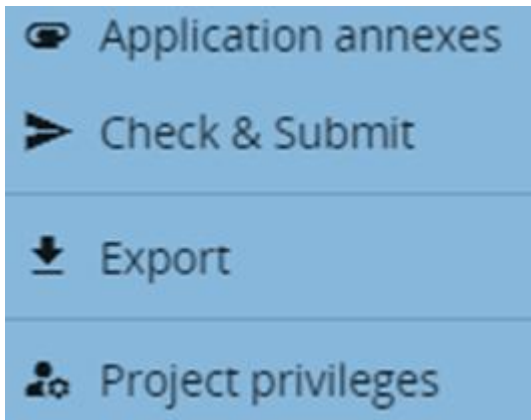
- C - Project description ^
 - C.1 Project overall objective
 - C.2 Project relevance and context
 - C.3 Project partnership
 - C.4 Project work plan
 - C.5 Project Results
 - C.6 Project Time Plan
 - C.7 Project management
 - C.8 Long-term plans

- 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



Jems Application Form – working in parallel

Beneath the AF sections are present **four additional functions**:

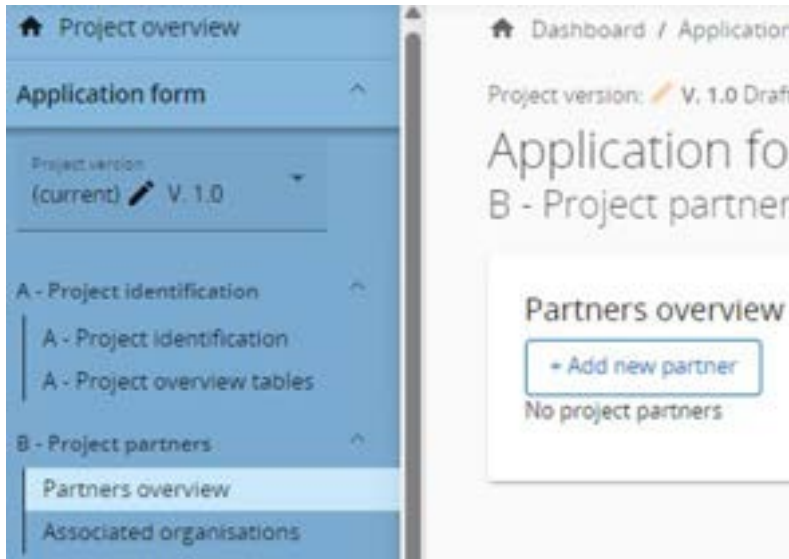


Project privileges function is to be used to manage all the users working on the project application.

Only users with the “**edit**” or “**manage**” privileges **can submit** the proposal.

When working in parallel, users must make sure that they are not working simultaneously in the same section or subsection as there is the **risk of overwriting information**.

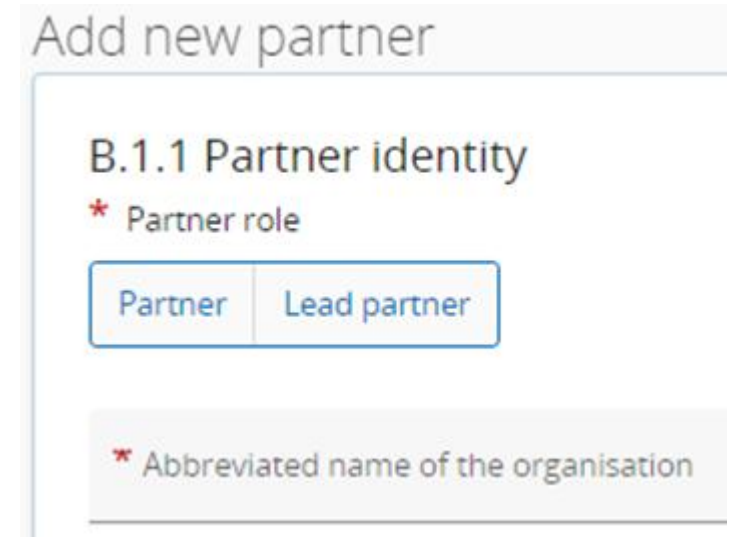
Jems Application Form – adding a project partner



Always **start with the LP.**

Assign the role of PP/LP to each partner.

Repeat part B of the AF **for all partners.**



The 'Add new partner' form includes a section for 'B.1.1 Partner identity'. It features a required field for 'Partner role' with two radio button options: 'Partner' and 'Lead partner'. Below this is another required field for 'Abbreviated name of the organisation'.





Jems Application Form – associated organisations

B - Project partners

Associated organisations

+ Add new associated organisation

No associated organisations

Each AP can be associated to **only one of the LP/PPs** by selecting them from the drop-down menu.

Therefore, it is mandatory to **insert LP/PPs before their related APs.**

Add new associated organisation

Associated organisation

* Name of the organisation in original language
AP

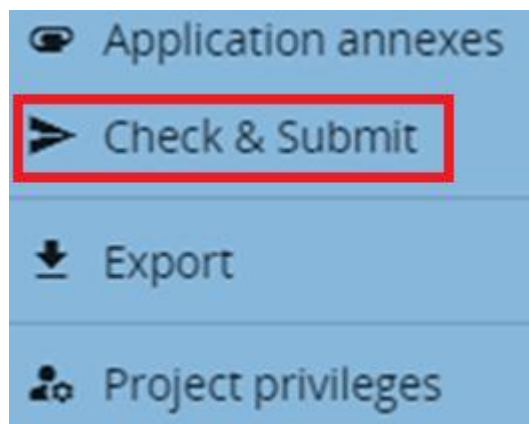
Name of the organisation in english

Partner





Jems Application Form – check and submission



Each Application form requires a successful pre-submission check of content before it can be submitted. **Before submitting** the Application Form, the **pre-submission-check needs to be valid, and the signed LEAD PARTNER DECLARATION must be uploaded** in the “Application annexes” section.

Jems Application Form – check and submission

Pre-submission check

Before you can submit your application form, the presubmission-check needs overview of missing or inconsistent data. Results do not update automatically application form.

Run pre-submission check

Submit project application

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

- A - Project identification
- B - Project partners
- C - Project description
- E.1 - Project lump sums

Error messages block the submission of the AF. It is strongly recommended to run the pre-submission check already during filling in of different sections of the AF and early enough before the deadline. Therefore, **do not wait until the very last minute since** you might run out of time for solving issues and keeping the deadline for project application submission.





Jems Application Form – check and submission

Pre-submission check

Before you can submit your application form, the pre-submission-check needs an overview of missing or inconsistent data. Results do not update automatically application form.

Run pre-submission check

Submit project application

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

✓ A - Project identification

❌ B - Project partners

❌ C - Project description

❌ E.1 - Project lump sums

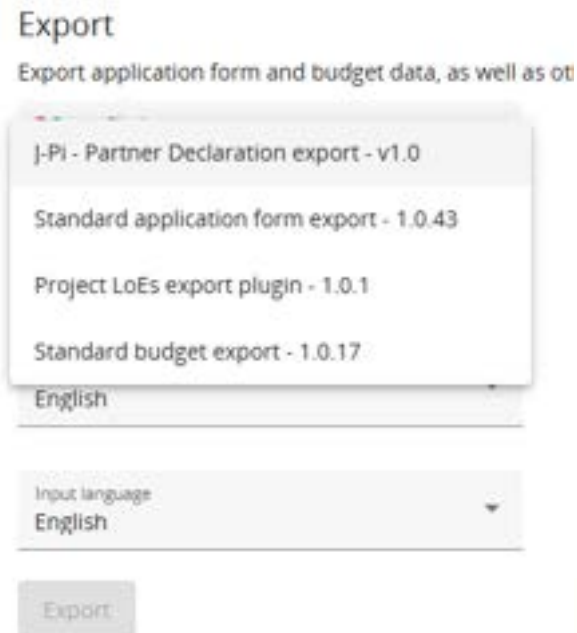
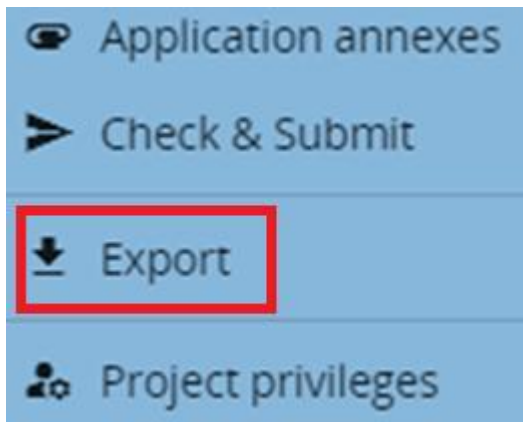
Results do not update automatically, requiring that the check is performed again after any changes in the AF.

If the pre-submission check passed successfully, the **“Submit”** button will become active.

DO NOT CLICK IT YET!



Jems Application Form – downloading of the LP/PP/AP Declaration



Download the **LP/PP/AP declarations** to be signed by the legal representatives only **after all the necessary data is inputted in Jems**, and the applicant is sure that this data will **not be changed** before submitting the entire Application form.

Jems Application Form – downloading of the LP/PP/AP Declaration

For **LP/PP declarations** this data includes Project acronym, Project title, LP/PP original name, LP/PP English name, legal representative's first and last names, legal representative's tax number, and Partner role.

For **AP declarations**, the necessary data includes Project acronym, Project title, AP original name, AP English name, legal representative's first and last names, legal representative's tax number, and LP/PP through which AP participates in the project.

Do not extract an AP declaration before the related LP/PP declaration.





Jems Application Form – downloading of the LP/PP/AP Declaration

DO NOT USE THE LP/PP/AP DECLARATION TEMPLATES FROM THE APPLICATION PACKAGE, which are included for information purposes only!

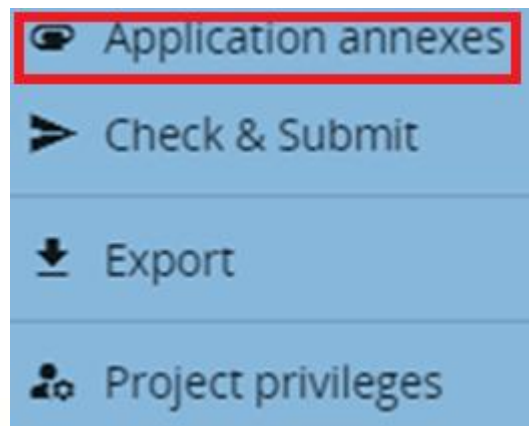
Before extracting LP/PP/AP Declarations to be signed by the relevant legal representatives, always run a pre-submission check to ensure that Jems verifies the following sections:

- A – Project Identification,**
- B – Project partners (sub-sections Partner Identity, Partner Contact, and Associated Organisations, if applicable)**



Jems Application Form – uploading of the signed Lead Partner Declaration

Always verify before uploading that the correct location in the Attachments menu is highlighted. **Only the signed LPD** and NOTHING ELSE must be **uploaded in the root section** highlighted below.



Application annexes

Attachments ⓘ

Application attachments

Partners

LP1 JS IT-HR

PP2 PP2

Investment documentation

IT.1

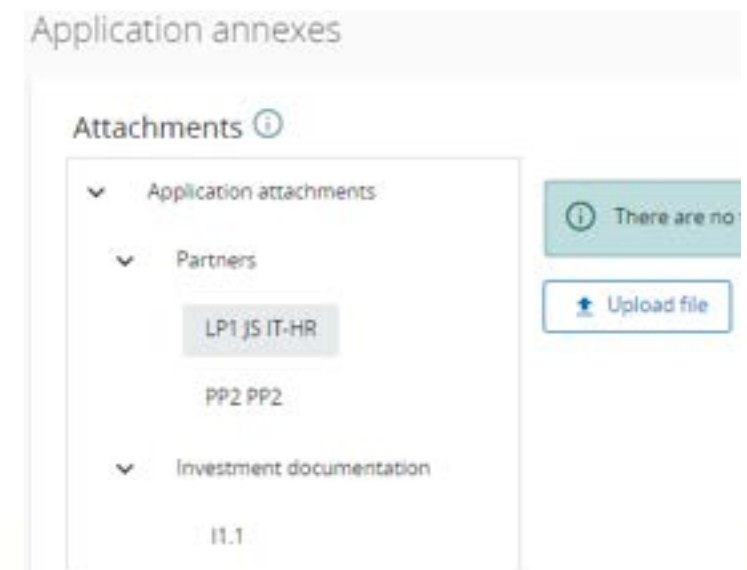
ⓘ There are no files uploaded.

Upload file

Jems Application Form – uploading of other annexes

If the **beneficiary is not sure where to upload** a required document, please upload it **in the LP's section**.

Although Jems supports a variety of file formats, **.pdf is preferred**. Please upload only the necessary documents, **especially taking care of choosing the correct location beforehand**.



Application annexes

Attachments ⓘ

Application attachments

Partners

LP1 JS IT-HR

PP2 PP2

Investment documentation

I1.1

There are no

Upload file



Jems Application Form – uploading of other annexes

Insert a short description of the file to facilitate the overview of all annexes.

File name	Location	Upload date	User	File size	Description	Actions
Manual_Reporting in Jems_v2.pdf	Investment	09/11/2024 2:27 PM	jsuser1@test.it	3.7 MB		

Items per page: 25 1-1 of 1

[Upload file](#)





Jems Application Form – uploading of other annexes

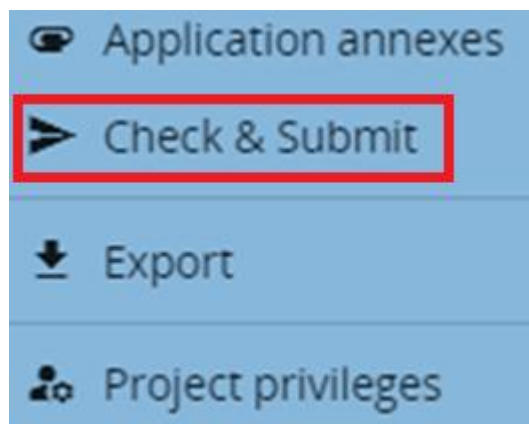
In case of users without a Digital Signature, the beneficiary should print and manually sign the relevant documents and then upload their scanned versions, alongside the **Identity Document (ID)** of the signatory.

Be reminded that the production and uploading of a Delegation Act is compulsory **only in case the signatory of the LPD is different from the legal representative.**





Jems Application Form – final check and submission



Only **after uploading the signed LEAD PARTNER DECLARATION** and uploading all the other required annexes to the AF, the beneficiary should continue to finally submit their project application in the “**Check & Submit**” section.



Jems Application Form – final check and submission

It is necessary to **run the pre-submission check one last time** before submission for the “Submit project application” button to become active again.

Pre-submission check

Before you can submit your application form, the pre submission-check overview of missing or inconsistent data. Results do not update automatically when you save your application form.

Run pre-submission check

Submit project application

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

Interreg

Italy – Croatia



Co-funded by
the European Union



Mediterranean
Multi-Programme
Mechanism

Jems Application Form – after submission

Once the 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.



Interreg

Italy – Croatia



Co-funded by
the European Union



Mediterranean
Multi-Programme
Mechanism

Jems Application Form – final considerations

Do not use the LP/PP/AP Declaration templates from the Application package, which are included for information purposes only!

Production and uploading of a Delegation Act is compulsory **only in case the signatory of the LPD is different from the legal representative**

Uploading of a signed AF is not foreseen.

