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INTERREG ITALY–CROATIA

PROGRAMME 2021–2027

Manual for Project Modifications and Flexibility Rules in Jems

(Version 2.0 – March 2025)



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1. Project Modifications and Flexibility Rules in Jems

All projects must be implemented in accordance with the **approved Application Form** (henceforth: AF). However, a project might during the implementation phase need to change one or more of its elements described in the AF. Depending on the nature of this change, i.e. depending on the type of modification necessary, a modification of the AF in Jems may or may not be necessary. All project modifications must be implemented following the procedure described in the Programme Implementation Manual's (henceforth: PIM) Chapter 7. Project Modifications and Flexibility Rules.

In general, the **first three types of modifications** (A – Administrative aspects and clerical errors, B - Minor adjustments of work plan without impact on objectives and results, and C - Budget flexibility ≤ 20% (no shifts between PPs)) fall under Flexibility Rules and **their application in Jems is outlined in the present Manual's Chapter 2. Flexibility Rules in Jems.**

Application of **other types of modifications** listed in the PIM's Chapter 7. require a **modification of the AF** and the related procedure **is outlined in the present Manual's Chapter 3. Project Modifications in Jems.**

2. Flexibility Rules in Jems

Any project modification falling under the Flexibility rule must be **described in the "Deviation section"** of the concerned **Partner Report(s)** by LP/PPs and the related **Project Report** by the LP, as seen in the following two images:

A.3 Partner problems and deviations

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found.

Enter text here

Image 1. "Deviation section" found in the "Report identification" tab of the Partner Report

Project problems and deviations

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solution found.

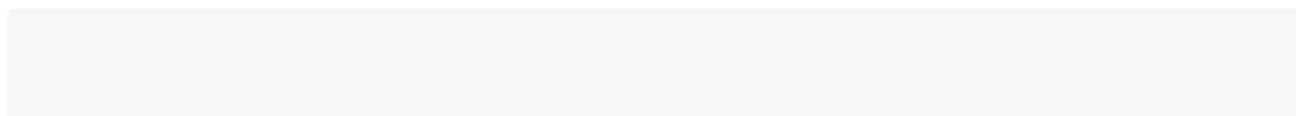


Image 2. "Deviation section" found in the "Project report identification" tab of the Project Report



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However, for the Type of modification C - Budget flexibility $\leq 20\%$ (no shifts between PPs), aside from describing the change in the “Deviation sections” presented in the previous two images, a **dedicated budget tool must also be properly filled in and uploaded to the Shared folder in Jems**, as seen in the following image:

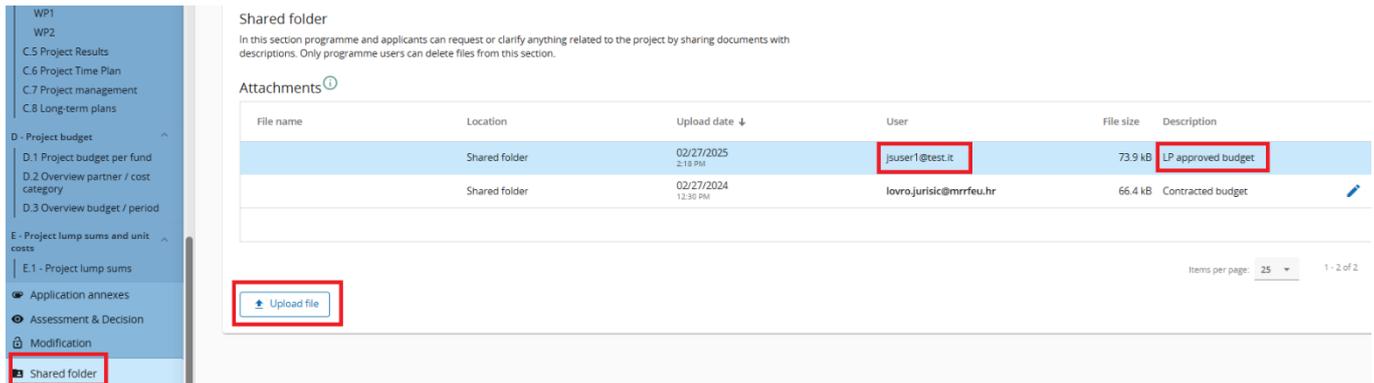


Image 3. “Shared folder” in Jems with the properly uploaded LP-approved budget change

Considering that the **responsibility** of the budget change under flexibility rules **belongs to the LP**, a properly filled-in budget tool, **as a proof of approval, must be uploaded** to the Shared folder in Jems **by the LP**.

3. Project Modifications in Jems

The JS Project Manager (henceforth: JSPM) will provide the LP with the modification request form and will guide them through the modification process. The **JSPM will perform a preliminary screening** of the requested modification in order to identify the type and nature of the modification.

⚠ POINT OF ATTENTION:

- **Requests for modifications shall be done outside of the system.** The LP must first send an e-mail to the concerned JSPM to inform them that they would like to do a project modification.

3.1. Opening a Modification

Should the JSPM’s preliminary screening determine that the requested project modification also requires a modification of the AF, the JSPM will proceed to open a modification in Jems. The Modification subsection in Jems’ Project overview menu can be found in its Application form part, as seen in the following image:



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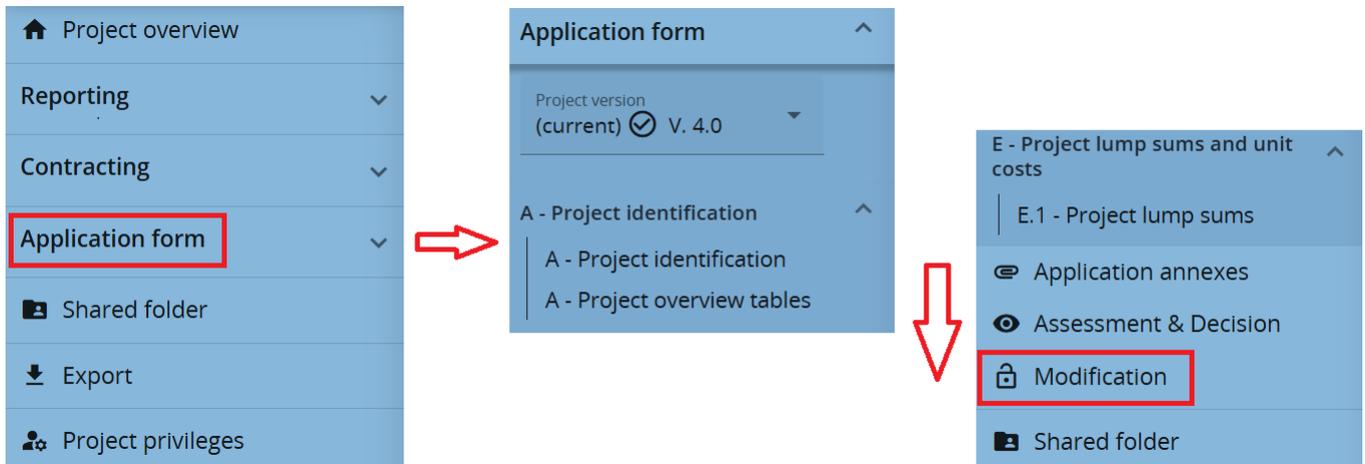


Image 4. Location of the “Modification” subsection in the Jems’ Project overview menu

After the JSPM clicks on the Modification subsection in the Jems’ Project overview menu, the Modification section, as shown in the following image, will open in the main screen of Jems:

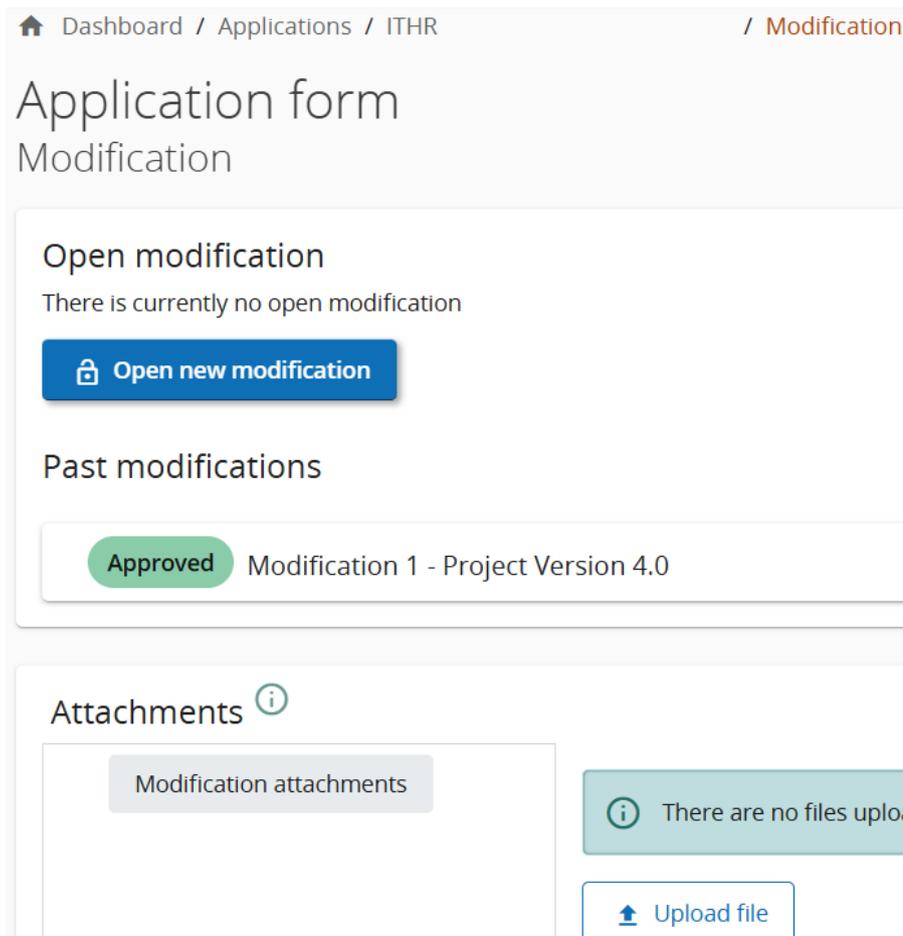


Image 5. “Modification” section in Jems



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The Modification section seen above is used by the JSPM to manage modifications. The **LP should only work in the Application Form itself** and therefore this section is hidden for them. To start the modification procedure in Jems, the JSPM clicks the “Open new modification” button shown in the previous image. This shall lead to the following screen:

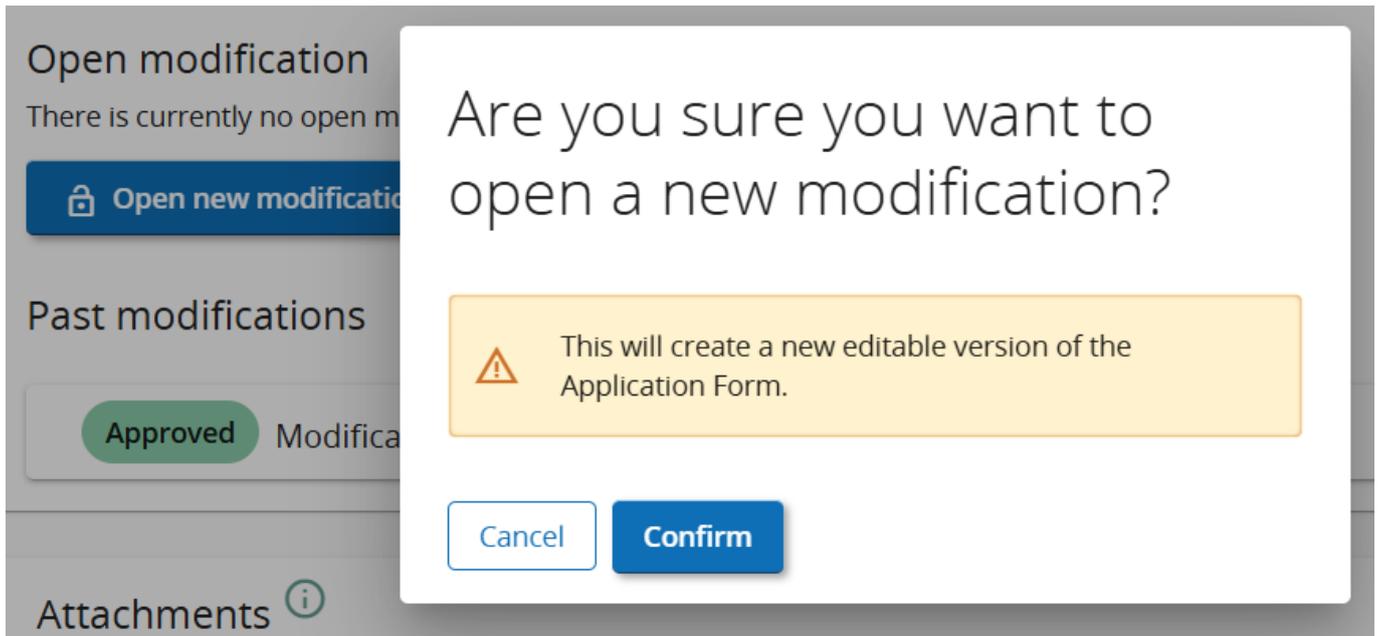


Image 6. Confirmation pop-up screen seen when opening a new modification

Confirming this shall lead to the following screen:

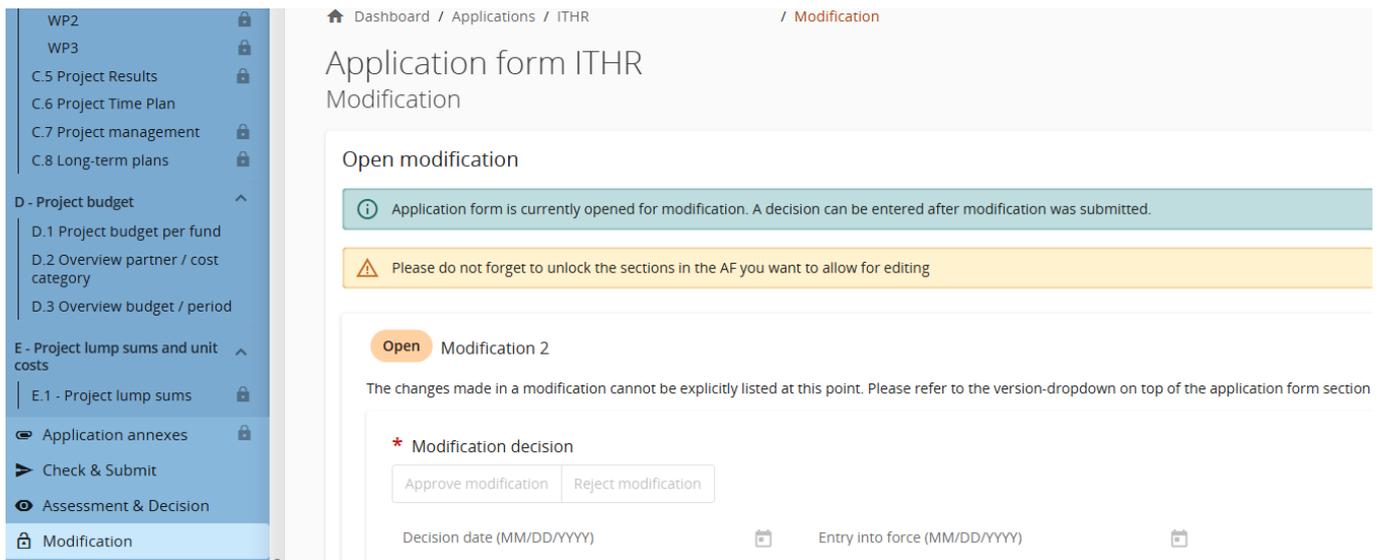


Image 7. “Modification” section with an open modification



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Opening of a modification in Jems will create a **new editable version of the AF** available to the LP for revisions. Once the modification is opened, the AF is set to **“In Modification”**: a draft status that allows the LP to make changes to the Application Form and re-submit the project. The re-submission of the project leads to the status **“Modification submitted”**.

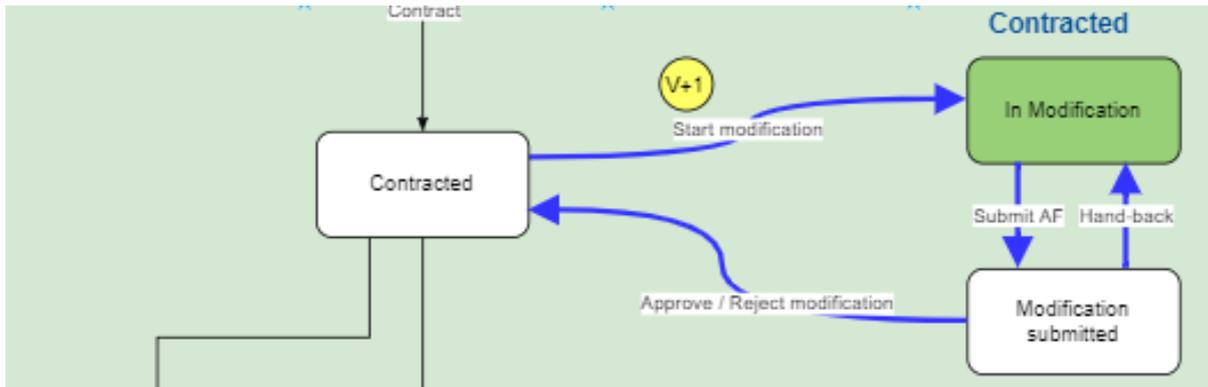


Image 8. Different statuses of AF used during the modification procedure

⚠️ POINT OF ATTENTION:

Project modification can be opened at any time but can be approved or rejected only after the verification of the current Project report and **before opening of the next Partner Report**. Only one project modification can be opened at the same time.

The different versions of the AF can be accessed from the menu on the left-hand side. The editable version is marked with a pencil icon.

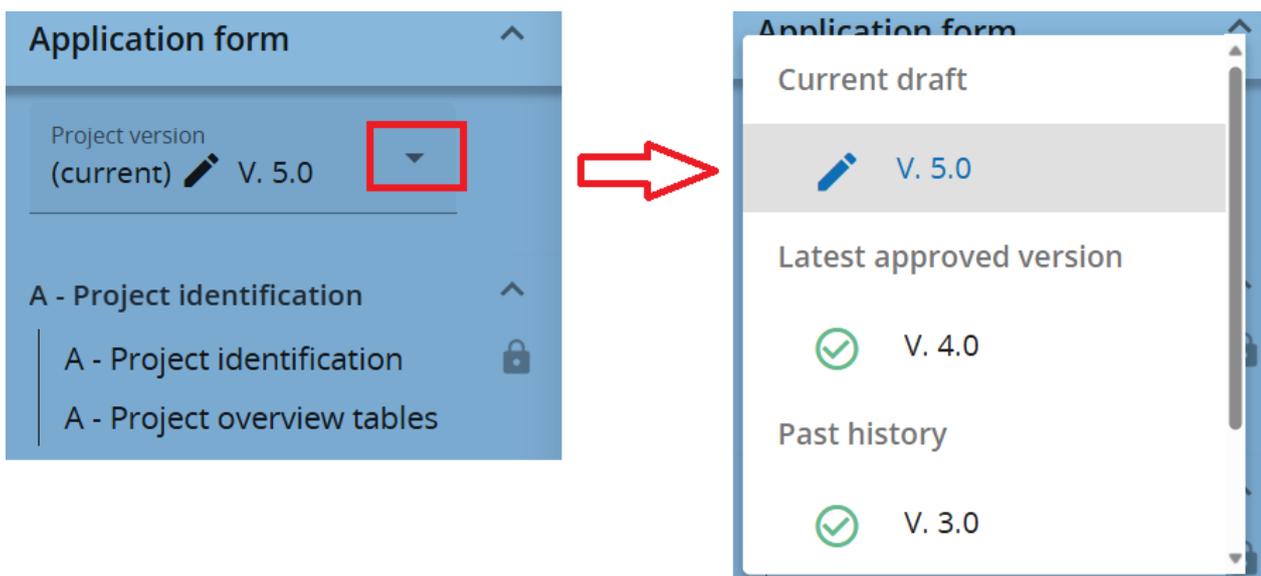


Image 9. Accessing different versions of the AF, current AF in draft



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As soon as the JSPM opens a modification, as previously shown on Image 7., the LP will receive a message in Jems that the modification is open. However, **at that instant all sections of the AF will still be locked**, and the LP will not yet be able to make any of the previously agreed upon changes to the AF.

In order to allow the LP to make all the previously agreed upon changes to the AF, the **JSPM must first unlock all the necessary sections of the AF** in Jems. For instance, should the section C.5 Project Results need to be modified by the LP, the JSPM must unlock it first by clicking on the lock icon as shown on the image below:

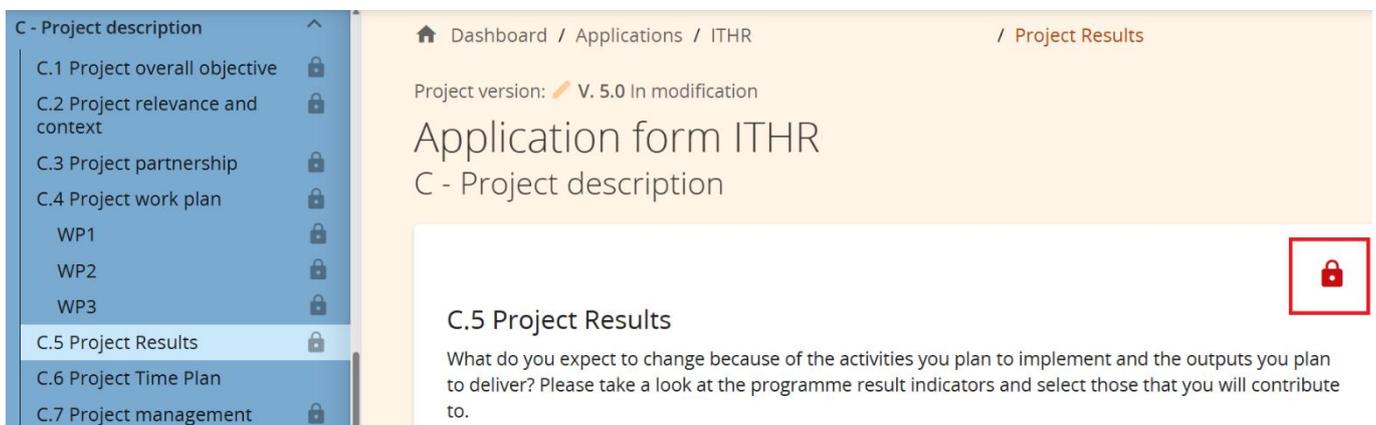


Image 10. Unlocking of a section of the AF previously agreed to be modified (unlocking done by the JSPM)

After the **JSPM confirms the unlocking of this section** by way of a confirmation pop-up screen, the LP will be able to make the previously agreed upon changes. Also, the lock icon in the Project overview menu on the left-hand side of the screen, as well as the lock icon within the unlocked section on the top right-hand side of the screen will both be changed to an open lock, as seen on the following image:

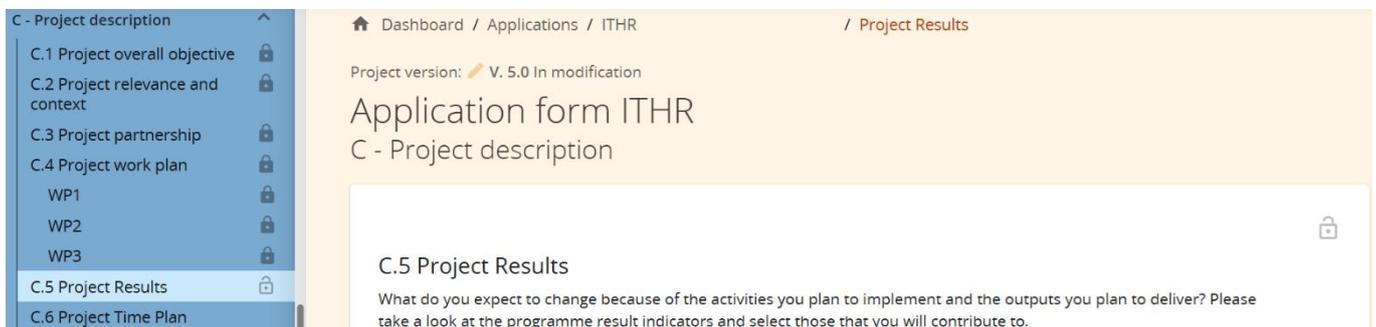


Image 11. Unlocked section of the AF ready to be modified by the LP



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The **yellow background**, as seen on the previous two images, indicates that the project is in modification and that the LP can start making changes (provided that the JSPM previously unlocked the relevant section(s)). **Once the JSPM unlocks** all the previously agreed upon sections of the AF in Jems, **they will notify the LP to start inserting the agreed upon changes** to the AF in Jems. The LP can make modifications only in the sections that have been previously unlocked by the JSPM and **only in those editable fields previously agreed with the JSPM**.

⚠️ POINT OF ATTENTION:

The following features cannot be changed during the modification procedure:

- Partner budget options for existing partners
- Priority and specific objective

3.2. Various types of changes to the Application Form

The types of changes to the Application form include, but are not limited to, a change in project duration, a change in partnership, a change in workplan, and a budget change.

3.2.1. Change in project duration

Project duration can be changed in the Project identification part of the editable version of the AF, as seen in the following image:

Project duration				
Project duration in months	/	Default period length in months	=	Number of periods
18		6		3

Image 12. Change in project duration

3.2.2. Change in partnership

Any data pertaining to the **Project Partners or Associated organisations** can be modified, provided it has been previously agreed upon with the JSPM. Additionally, Project Partners and Associated organisations **cannot be removed** during a project modification. If a partner needs to be removed during a project modification, they **shall be deactivated instead**. This is done so that the audit and history of the project is correctly kept.



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Numbering of partners is also frozen with this feature. **New partners can still be added** to the project. When the project is in modification status, the LP can go to the Project Partner or Associated organisations overview page and click the “Deactivate partner” button. You can easily recognise deactivated partners in the Project overview menu due to the deactivated icon, as seen on the image below:



Image 13. Deactivated partner PP2, as seen in the Project overview menu

/! POINT OF ATTENTION:

In case a partner is deactivated, a warning appears that **this action cannot be reverted**. The LP should do this action with great care and only after consultations with the JSPM.

The partner section of a deactivated partner can still be edited by the LP while the project is in modification status. This allows e.g. to change the description or budget of a deactivated partner. If the LP wants to disable all user activity of a partner, they should update the project privileges section of their project, accordingly, e.g. setting the users on view only or removing them altogether.

3.2.3. Change in workplan

Any data pertaining to the workplan, including **activities, deliverables, investments, outputs and/or results**, can be modified, provided it has been previously agreed upon with the JSPM. Additionally, all **existing** activities, deliverables, investments, outputs or results **cannot be removed, but can be deactivated**.

/! POINT OF ATTENTION:

Once an activity, deliverable, output, result, or investment was deactivated, **it cannot be re-activated any longer!** Therefore, this should be done with great care and only after consultations with the JSPM.



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To deactivate an activity, go to the Project work plan section of your current draft version of the AF in the Project overview menu, locate the activity you would like to deactivate, click on the red icon on the right-hand side of the screen and save the changes, as shown on the following two images:

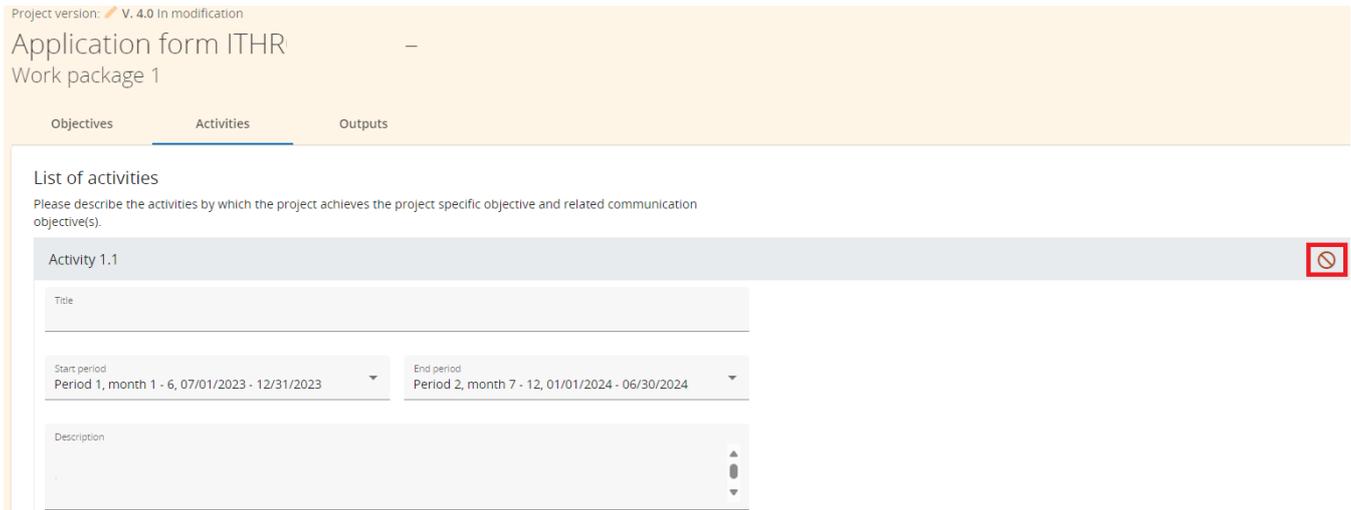


Image 14. Deactivation of Activity 1.1, 1st step

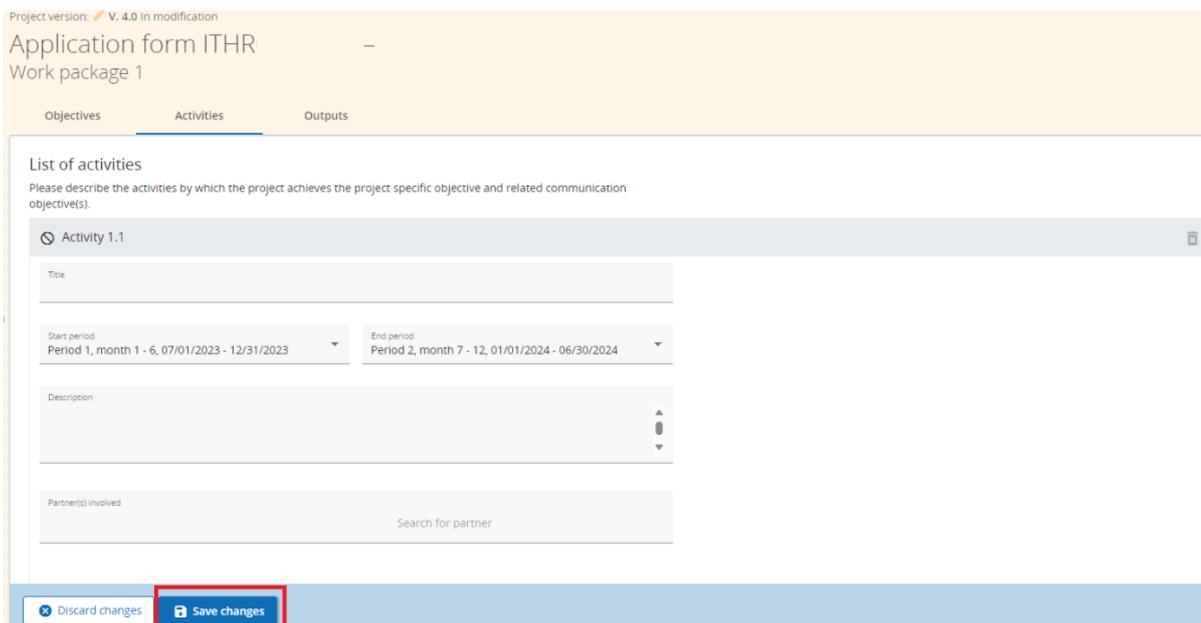


Image 15. Deactivation of Activity 1.1, 2nd step

! POINT OF ATTENTION:

When de-activating an activity, **all deliverables** under the activity **are also deactivated!**



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New activities (by clicking the button “+ Add activity) or new deliverables (by clicking the button “+”) can still be added, as shown in the following image:

Deliverables

Add deliverables to your activity - see programme rules

Running number	Deliverable title
D.1.2.1	Deliverable title
D.1.2.2	Deliverable title

+ Add activity

Image 16. Adding new Activity or Deliverable

!/\ POINT OF ATTENTION:

The **same procedure** described above for activities applies also to **deliverables, outputs, results, and investments**, each in their respective section.

3.2.4. Budget change

The LP's first step should be to determine, by using a tailor-made project-specific budget tool drafted by the Programme for each project individually, if the requested budget change falls under the budget flexibility rule. i.e. any increase of a cost category on the project level does not exceed 20% and there are no budget shifts between the beneficiaries. If the requested budget change **does not fall under the flexibility rule**, the LP must then accordingly **change the budgets for each concerned project partner** in their dedicated sections, by **adding new budget items** (by clicking on the “+” button **boxed in green**), **deleting existing budget items** (by clicking on the trash icon **boxed in red**) or **changing them** (by changing their Description, Unit type, No. of units, Price per unit, or expenditure per period by changing data **boxed in blue**) in the “Budget” tab, as shown in the following image for LP1:



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External expertise and services		Description	Unit type	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Gap
+		Expertise in Project Manag	Contract: selection of prc	1,00	16.200,00	16.200,00	4.500,00	6.300,00	5.400,00	0,00
		Expertise in Territorial Mar	Contract: selection of prc	1,00	3.600,00	3.600,00	1.600,00	800,00	1.200,00	0,00
		First Level Controller FLC	Contract: selection of prc	1,00	1.950,00	1.950,00	650,00	650,00	650,00	0,00
		Expertise in Financial and .	Contract: selection of prc	1,00	5.250,00	5.250,00	1.750,00	1.750,00	1.750,00	0,00
		Expertise in Communicati	Contract: selection of prc	1,00	3.687,32	3.687,32	1.087,32	800,00	1.800,00	0,00
		Expertise in Quality Manag	Contract: selection of prc	1,00	2.700,00	2.700,00	900,00	750,00	1.050,00	0,00
		Expertise In Participatory F	Contract: selection of prc	1,00	11.800,00	11.800,00	3.900,00	3.600,00	4.300,00	0,00
		Expertise in Tourism and C	Contract: selection of prc	1,00	19.800,00	19.800,00	5.500,00	7.700,00	6.600,00	0,00
						64.987,32	19.887,32	22.350,00	22.750,00	

Image 17. Changing of LP1's budget

In case that the requested change included **any budget shifts between the beneficiaries**, i.e. the total amount of a project partner’s budget was changed, this must be reflected by the corresponding **change in that partner’s “Co-financing” tab**. For more details, please see Guidelines for applicants, Application form, Part B – Project partners, Co-financing subsection.

3.3. Submitting the Modified Application Form

Obligatory documents should be **uploaded in the Annex section** of the AF. Other supporting documents should be sent to the JSPM by email. The exact breakdown of which documents go where should be decided on a case-by-case basis between the LP and the JSPM assigned to the project.

In order for the project modification to be assessed and approved (or rejected), you must first **submit the edited AF** in the same manner employed when first submitting it to the Call. For more details, please see Guidelines for applicants, Check and Submission of the AF chapter.



3.4. Modification Assessment & Decision

Once the modified version of the project is submitted, the Assessment window of the Modification section becomes editable for the JSPM as seen on the image below.

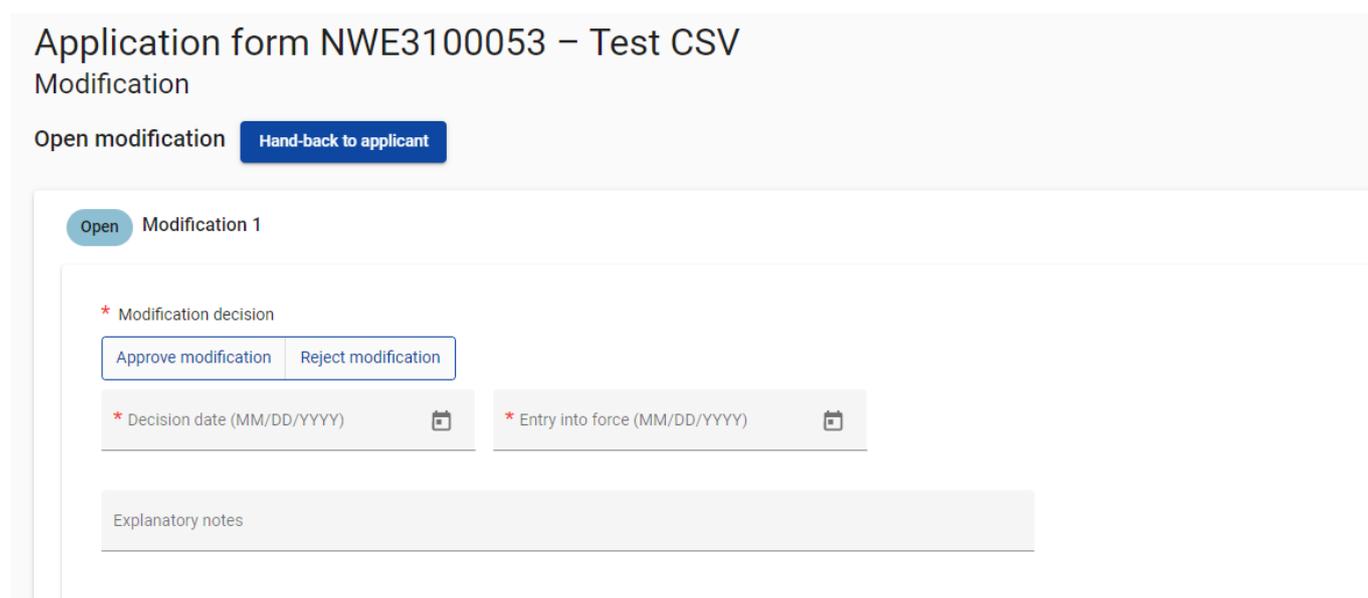


Image 18. Modification section as seen by the JSPM upon the submission of the edited AF

The JSPM can now view the Application Form and see if the changes made fulfil the request for modification. In case of discrepancies, the JSPM will **reopen the modified AF for further revisions**. To reopen the modified AF for further revisions, the JSPM must click the button “**Hand-back to applicant**”, easily seen on the previous image because of its deep blue colour.

The hand-back to applicant functionality allows the JSPM to set the Application Form back to “In modification” status so that the AF can be further edited by the LP. Be reminded that this **does not create a new project version**. Therefore, each modification procedure only creates one new AF version. Once the LP re-submits the AF, the Modification section is again open for editing and the JSPM can complete the modification decision or hand-back to the applicant again.

If there are no more discrepancies between the request for modification and the modified AF, the JSPM can **complete the assessment** and decision section by providing a decision: either “Approve modification” or “Reject modification”. A decision date and an entry into force date have to be selected for the modification decision. The JSPM should **upload any required documents** in the modification section, such as a modification assessment, before completing this step.



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If a project modification is **rejected**, the modified AF version is stored, but the previous valid version remains the current “last approved” version. Rejected modifications are labelled with a red-letter X, as seen in the following image:



Image 19. Accessing different versions of the AF, rejected modification

Once a modification is completed the modification panel moves to a new subsection called **Past modifications**. This section keeps track of all modification decisions. It also provides on the headline of each modification the final decision of the modification as well as the project version that was created with this modification:

Open modification

There is currently no open modification

 [Open new modification](#)

Past modifications

Rejected Modification 2 - Project Version 4.0

Approved Modification 1 - Project Version 3.0

Image 20. Past modifications subsection within the Modification section

