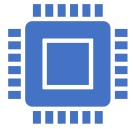


How to prepare a project proposal (including budget) and submit it via Jems

Information sessions



What is Jems ?



Jems, the Joint Electronic Monitoring System, is a Programme monitoring system



Allows the Programme to **collect and store** all necessary project and Programme **information**



Enables **communication** between beneficiaries and programme bodies



Enables the **creating, filling-in and submitting of project proposals**



A web application, which can be accessed with most common browsers (e.g. Chrome, MS Edge, Firefox)



The project proposals must be created and submitted solely through the Jems – **offline templates are not accepted.**



Instructions for Applicants



Application Manual - Instructions
how to fill in the Application



Guidelines for Applicants



Programme Manual on Eligibility



Interreg VI-A IPA CBC Croatia Serbia

<https://interreg-croatia-serbia.eu/>



Access and Registration

<https://jems.interreg-croatia-serbia.eu/>

Interreg Co-funded by
the European Union

IPA Croatia – Serbia

Welcome to the monitoring system
of (Interreg VI-A) IPA CBC Croatia
– Serbia!

Here you can find our latest calls and manage your applications. Just login or
create a new account and get started!

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

Click **“Create a new account”** to register and get your personal account

In case you forgot your password contact:
jems-interreg-ipa@mrrfeu.hr



Applying for a Call

Dashboard

Welcome Joint Secretariat HR-RS to (Interreg VI-A) IPA CBC Croatia – Serbia!

Call list

Items per page: 25 1 - 1 of 1

ID	Name	Status	Started	Ends	Actions
2	1st Call for Proposals (Standard)	Published	05/12/2023 1:00 PM	09/04/2023 3:00 PM	Apply →

Items per page: 25 1 - 1 of 1





Creating Application



Dashboard / Applications / Apply

Create a new project application

1st Call for Proposals (Standard)

Start date	05/12/2023
End date	Ends 09/04/2023. Time left: 111 days, 5 hours and 28 minutes.
	View detailed call information

Hint: all project data can be changed before submission.

* Project acronym
TEST APPLICATION|

Cancel

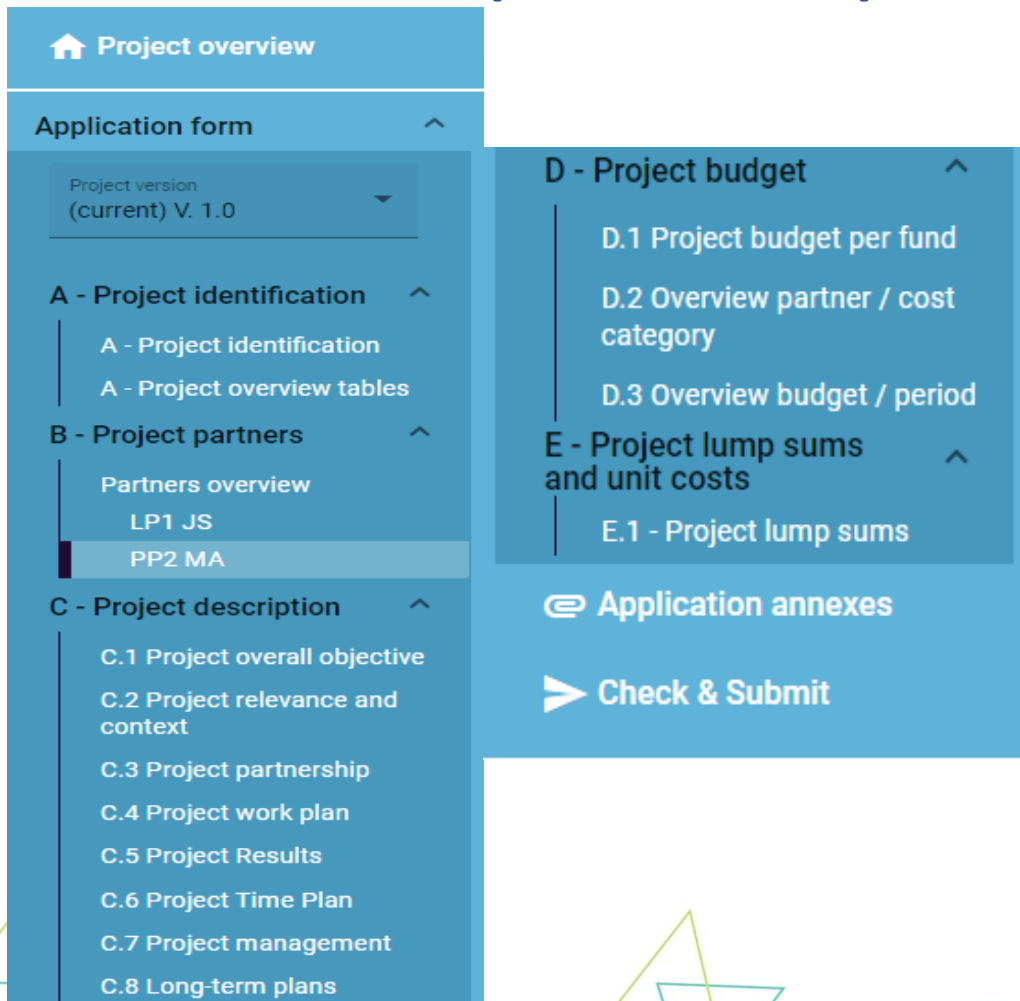
Create project application →



Insert the acronym of your project (which can always be modified afterwards) and click “Create project application”.

Filling in the Application

Left menu bar (main menu)



- ✔ Click on the chapters to navigate through the application form
- ✔ Click “Application annexes” to access to the file upload section
- ✔ Click “Check & Submit” to run pre-submission checks and to submit a project application
- ✔ Click “Export” to export the application form as pdf file and the partners budgets as Excel sheet
- ✔ Click “Project privileges” to give other users access rights (view/edit/manage) to project application

User Management



“view” – read-only rights; an user can access all the AF sections without being in the position of making any change



“edit” – an user can modify/fill in all the AF sections (for Project Partners)



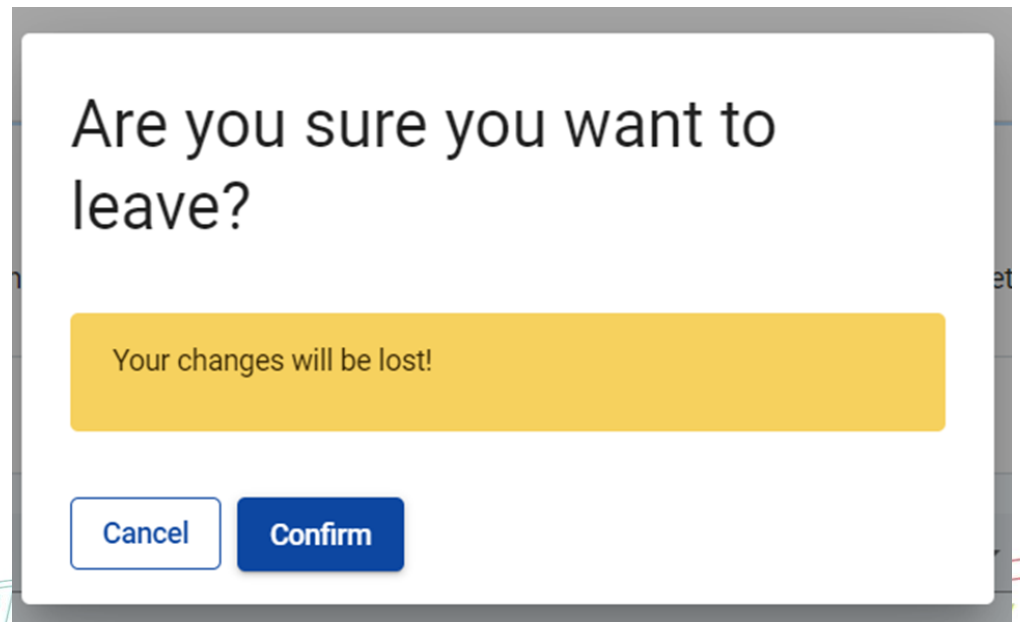
“manage” – an user has both edit rights, but also access to the management of the “Project privileges” section. This should be only reserved for Lead applicant



Usability Features

- ✓ Mandatory fields are indicated by an “*” in the system
A page cannot be saved unless all mandatory fields are filled in
- ✓ Upon hovering over the icon ⓘ further explanation is provided on what to fill in the field or how a field is calculated.

⚠ Changes made can be saved or discarded. If the user leaves the page without saving, a warning message is displayed



Usability Features

- ✔ Please note that certain text fields have a limited number of characters. If you input a longer text into field, warning message to reduce the length of input will appear
- ⚠ Being inactive for a long period may automatically end your session for security reasons and unsaved data is lost!
- ⚠ Once the application is submitted editing of input fields is not possible any longer !



Part A - Project identification



Project acronym

an abbreviation or short name that helps identify the project. It can be modified at any time before submitting application



Project title

short and straightforward with a clear idea of what the project is about (recommended: no more than 15 characters)



Project duration

calculated by dividing the project duration by the period length as defined by the Programme, **which is set in 6 months.**



Project axis and Specific objective

only **one Priority axis and Specific objective can be chosen**



Project Summary

brief description of the project



Part A - Project identification

A - Project overview tables

A.3 Project budget overview

A.4 Project outputs and result overview

Table will be automatically generated once outputs and results are created in section C4 and C5.





Partnership: whom to take on board?



Part B - Project Partners

Dashboard / Applications / HR-RS00002 – TEST APPLICATION / Partners overview / LP1 JS

Application form HR-RS00002 – TEST APPLICATION

Lead partner JS

Identity

Address

Contact

Motivation

Budget

Co-financing

B.1.1 Partner identity

* Partner role

Partner

Lead partner

* Abbreviated name of the organisation

JS

Name of the organisation in original language

Name of the organisation in english

Department / unit / division

- ✓ Identity (B.1.1)
- ✓ Address (B.1.2)
- ✓ Contact (B.1.4 and B.1.5)
- ✓ Motivation (B.1.6)
- ✓ Budget
- ✓ Co-financing



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

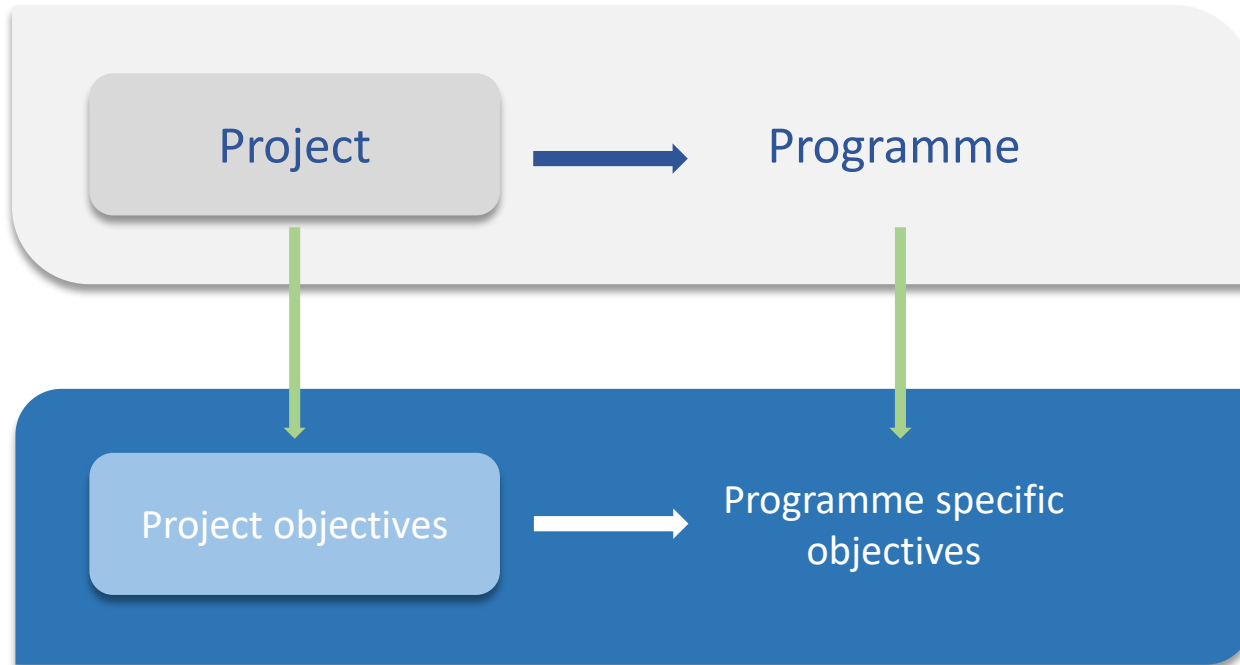
No

✕ Discard changes

💾 Save changes

Part C - Project Description

C.1 Project overall objective



- ✓ Choose the right programme specific objective in your priority
- ✓ Precise and explicit objective
- ✓ Cross-border cooperation as key element
- ✓ Feasible and realistic within the project's lifetime

Project relevance and context

- ✓ Territorial Challenge
- ✓ Project Approach
- ✓ Cross-border Cooperation
- ✓ Target groups
- ✓ Wider strategies and policies contribution
- ✓ Synergies with other EU projects or initiatives
- ✓ Experiences/lessons learned and available knowledge



PARTNERSHIP

- Experience / competence in the field addressed
- Defined role and added-value of each PP
- Reach-out to target groups / stakeholders
- Policy role / capacity to impact on policy making

Recommendation:

- ✓ involvement and main tasks in the activities to be clearly mentioned
- ✓ PP budget required to be proportionate with its role
- ✓ only information pertaining to the partnership as a whole should be entered here.



Project work plan



Each project specific objective has a work plan (work package). This means that the project will have as many work packages as it will have specific objectives defined.



Only thematic work packages will be used. **WP Management** is not a work package anymore – instead, questions about project management are in **C.7**.



Communication activities also don't have a separate WP – instead, they are **embedded in the thematic work packages**.



There are also **no separate investment work packages**. The applicants will need to provide additional information about investments that **in the thematic work packages**.



Project work plan

- To add a new WP click “Add new work package”.
- WPs are numbered automatically. To fill in the contents of a WP, click on in corresponding row.

Each work package contains the following tabs:

- ✓ Objectives
- ✓ Investments
- ✓ Activities
- ✓ Outputs

Dashboard / Applications / HR-RS00002 – TEST APPLICATION / Project work plan

Application form HR-RS00002 – TEST APPLICATION C - Project description

C.4 Project work plan

+ Add new work package

No work packages

C - Project description

Work package1

Objectives

Investments

Activities

Outputs

Work package

Work package number (automatically created)

1

Project work plan



A **maximum of 3** work packages should be created within one project



Specific 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) and **measurable**



How is it **linked** to other work packages?



Clear structure and **coherence** of thematic activities within the project



Remember to include **communication objectives** and **target audience**, if applicable

Recommendations:

- Cross-border purpose = guiding principle
- limited number of deliverables and outputs: **quality** vs. quantity
- a WP does not necessarily need to have an output
- create the right output in the right WP
- check the coherence of the timeline between WP, activities, and the delivery of outputs and deliverables
- plan the delivery of outputs early enough (dissemination/transferability)



Project work plan

Project activities

What are the necessary steps or tasks we need to implement?

Example:

Developing software and purchasing equipment for telemedicine communication

Project deliverables

What are the outcomes of my activities?

How do I capture the implementation of my activities (report, study, working document)?

Example:

Equipment for telemedicine
Developed telemedicine communication software

Project outputs

What are the final products of the implementation of my activities?

To which programme output indicators do they contribute?

Example:

Cross border telemedicine network >
Jointly developed solutions

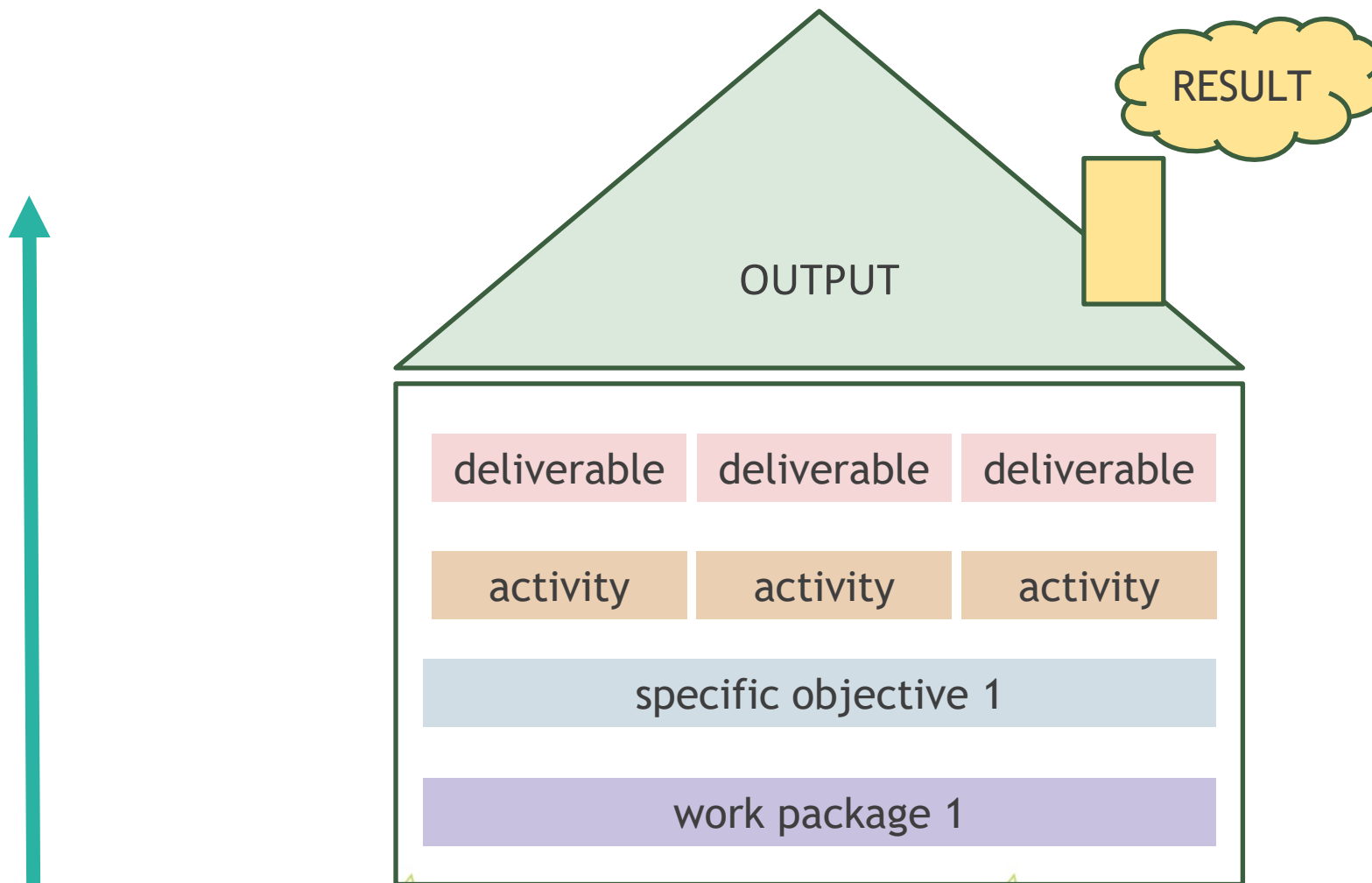
Project results

What is the immediate foreseeable change my project brings and how is it taken on board by relevant stakeholders?

To which programme result indicators do my results contribute?

Cross border infrastructure for telemedicine established >
Solutions taken up or up-scaled by organisations

Project work plan





Investment part of WP(s) is not mandatory. Investment is to be filled in relevant WP(s).



Location of the investment must be in the Programme area



More than one investment can be added to the relevant WP



It should **clearly contribute** to the project objectives and expected results; and show clear benefit for target groups



It is not necessary to obtain required investment documentation when submitting AF, only prior to contracting





Outputs

- Project output and Programme output indicator need to have the same measurement unit to be able to aggregate them
- Once the Programme output indicator is chosen by the user, the measurement unit is automatically filled in. The Target value is by default 1 and can be increased by the applicant.

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 2.1 

Output Title 

Programme Output Indicator
RCO116-1.1: Jointly developed solutions

Measurement Unit
solutions Target Value 1,00

Delivery Period

Output Description

+ Add Output

• Results


- **Positive change** achieved jointly
- The effects of the project need to be long-term
- Contribute to **Programme results**
- Need to start to be achieved within the project lifetime
- Need to be **measurable**

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

Measurement unit Baseline  Target value Delivery period

Result description

+ Add result



Result indicators need to be consistent with the output indicators defined for the WPs.

⚠ Not a separate work package anymore !

Instead, applicants need to explain:

- (C.7.1) Day to day project management and coordination
- (C.7.2) Qualitative project management planning
- (C.7.3) Communication approach
- (C.7.4) Financial management

C.7.5 Cooperation criteria – all 4 criteria must be selected and described

C.7.6 Horizontal principles - Sustainable development, Equal opportunities and non-discrimination and Gender equality



Communication

- Communication activities don't have a separate WP
 - Communication objectives must be linked to the specific project objective
-
- Every project must have at least one communication objective
 - Not all work packages need to have communication objectives and one work package can have more communication objectives
 - Communication objectives aim at changes in a target audience's behavior, knowledge or belief



Long-term Plans

OWNERSHIP, DURABILITY AND TRANSFERABILITY

- Measures to achieve sustainable results
- Link to the target groups
- Link to your communication strategy





How to prepare and submit budget via Jems ?



PROGRAMME MANUAL ON ELIGIBILITY (PME)

- Rules on eligibility and guidance for the beneficiaries requesting IPA III co-funding and for Programme bodies including FLC
- Rules apply to all projects approved and expenditures declared under this Programme
- In accordance with **EU regulations, Programme documents and national legislation**



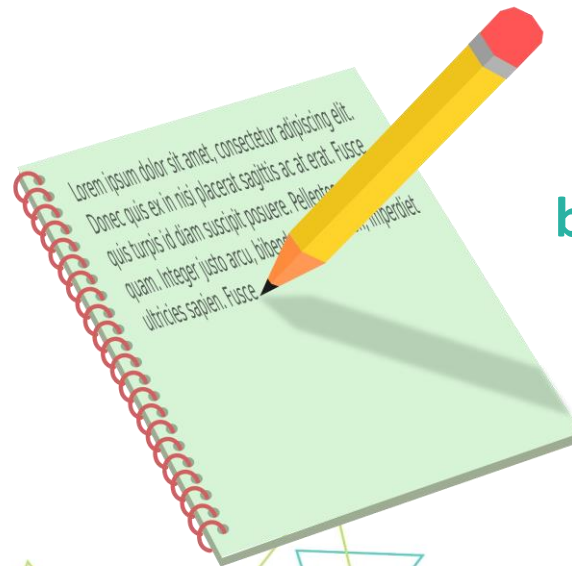
Basic conditions of the eligibility of expenditure

- incurred by the LP/PPs of a grant and paid solely by LP/PPs, with the exception of costs calculated as flat rates or lump sums;
- incurred during the implementation period of the Operation, with the exception of preparatory and contracting costs and closure costs;
- indicated in the estimated overall budget of the operation;
- necessary for the implementation of the Operation which is the subject of the grant;



Basic conditions of the eligibility of expenditure

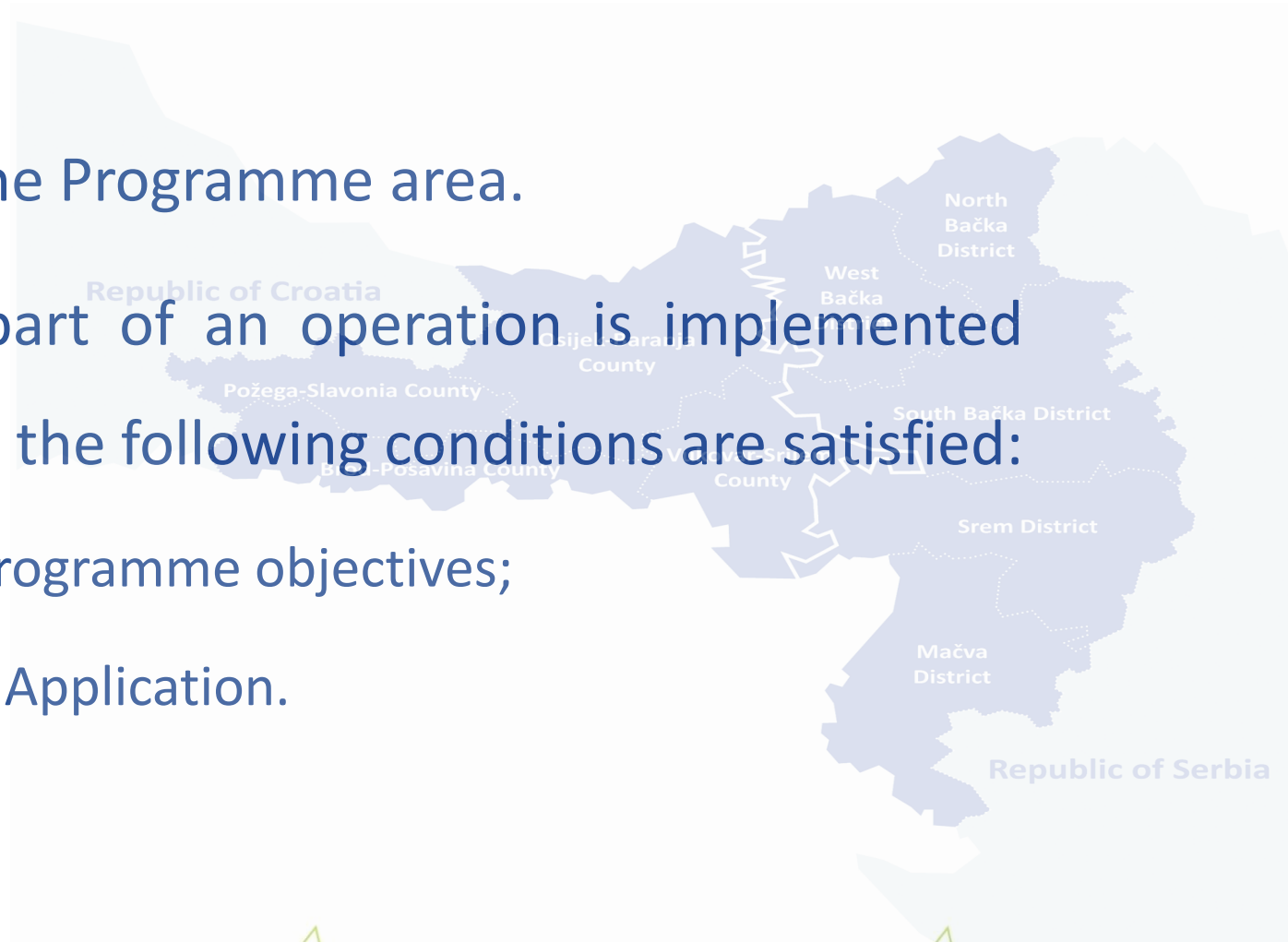
- identifiable, verifiable and documented;
- comply with the requirements of applicable tax and social security legislation;
- not listed as an ineligible expenditure, not double funded;
- etc.

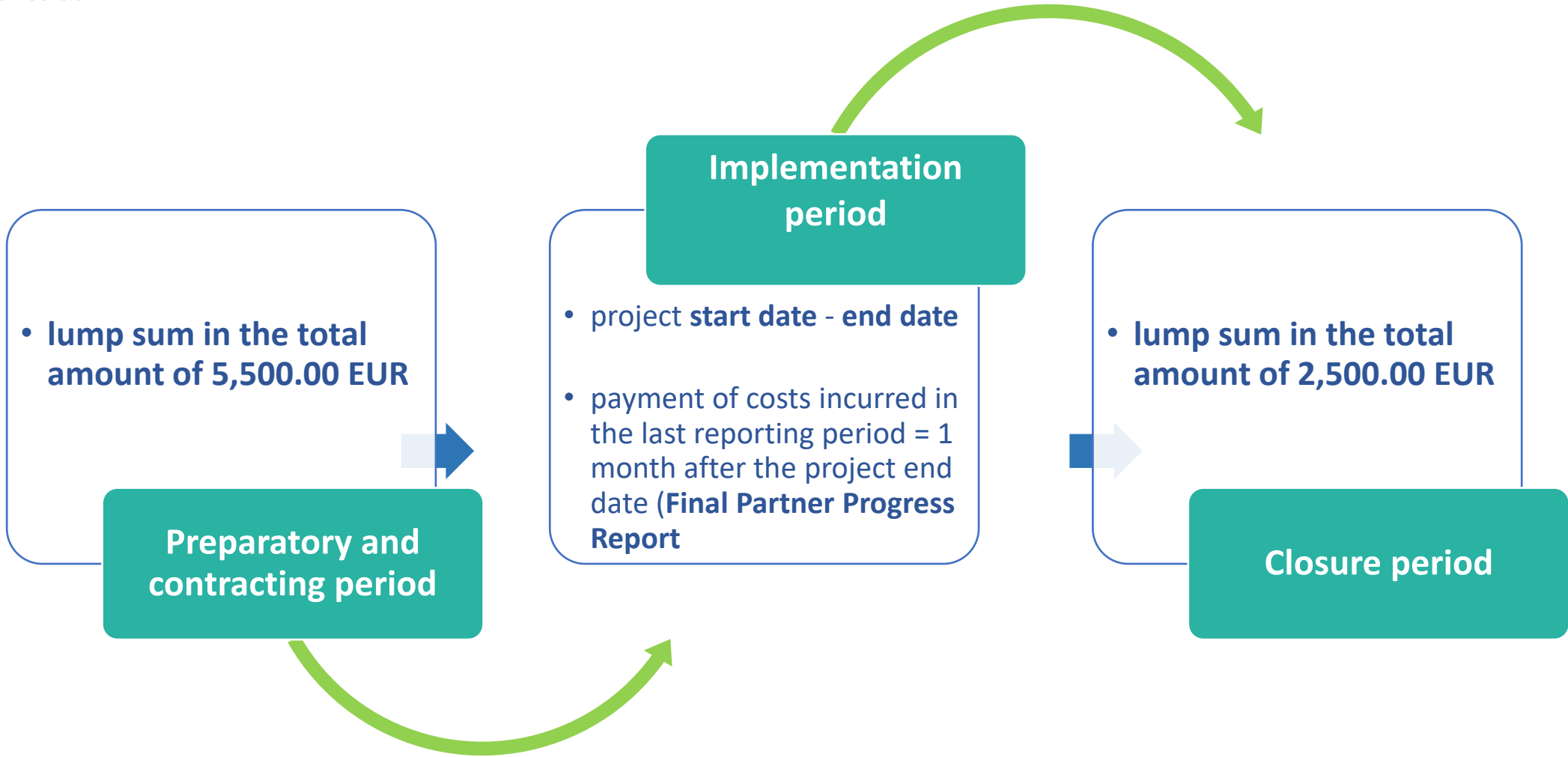


Before contracting, during the budget optimization process, the expenditures included in the Application shall be verified by the JS/MA.

Geographical eligibility

- Operations have to be located in the Programme area.
- the MA may accept that all or part of an operation is implemented outside the Programme area when the following conditions are satisfied:
 - a) the operation contributes to the Programme objectives;
 - b) justification is provided within the Application.





- a. interest on debt;
- b. VAT except when the total cost of operation is below EUR 5,000,000.00;
- c. the purchase of land exceeding 10% of the total eligible expenditure for the operation concerned. For derelict sites and for sites formerly in industrial use which comprise buildings, this limit shall be increased to 15%;
- d. Fines, financial penalties and expenditure on legal disputes and litigation;
- e. Costs of gifts;
- f. Costs related to fluctuation of foreign exchange rate.



Examples of other ineligible expenditures as defined by the Programme:

- consultant fees between partners for services and work carried out within the operation;
- contracting of employees (staff) of the beneficiary and partner organisations as external experts (e.g. as freelancers, translators, IT experts, etc.);
- unjustified ad-hoc salary bonuses that are not directly linked to operation activities;
- purchases of equipment not indicated in the Application or specifically approved during operation implementation by the JS/MA;
- equipment purchased from another PP;



- cost for infrastructure and works outside the Programme area;
- charges for national financial transactions;
- discounts not considered when claiming the costs (only the discounted amount is to be regarded as eligible);
- costs of audits and evaluations at the operation level;
- etc.

This list is not exhaustive.

Costs not listed are therefore not automatically to be considered as eligible.



Value Added Tax (VAT)

In line with Article 64 of CPR, VAT shall not be supported by the Programme, except:

- a) **For operations the total cost of which is below EUR 5,000,000.00 (including VAT);**
- b) For operations the total cost of which is at least EUR 5,000,000.00 (including VAT) and VAT is non-recoverable under national legislation.

Exchange rate

- All expenditures reported in the Progress Reports must be denominated in **Euro**
- Costs related to fluctuation of foreign exchange rate are not eligible!



Option 1		Option 2	
Cost category	Form of reimbursement	Cost category	Form of reimbursement
Staff costs	up to 20 % flat rate of direct costs (real costs)	Staff costs	Real costs
Office and administrative costs	up to 15 % flat rate of staff costs	Other costs	up to 40 % flat rate of staff costs for all other costs
Travel and accommodation costs	up to 15% flat rate of staff costs		
External expertise and services costs	Real costs		
Equipment costs	Real costs		
Costs of infrastructure and works	Real costs		

➤ Each partner within one project may choose between these two options!



Partner Budget Options

Staff costs flat rate

Office and administrative costs flat rate based on direct staff costs i

Travel and accommodation flat rate

Other costs Flat Rate



Partner Budget Options

- Staff costs flat rate
- Office and administrative costs flat rate based on direct staff costs
- Travel and accommodation flat rate

Other costs Flat Rate 40 % of Staff costs i

 Discard changes

 Save changes



- **gross employment costs** of staff employed by the beneficiary, who are **formally engaged to work on the operation.**

Forms of reimbursement

1. as a **flat rate of up to 20% of direct costs** other than staff costs – **no audit trail!**
2. **on a real cost basis** (proven by the employment document and payslips) – **audit trail needed!**

Real costs

- a) staff working full-time on the operation (100%)
- b) real costs for staff working part-time with a fixed percentage of time worked per month on the operation

➤ **Co-financing of the operation via staff costs is not eligible under this Programme.**

Option 2: only real cost for cost category Staff costs should be added – a) working Full time

Partner budget ⓘ

Staff costs

Staff function	Comments	Unit type	No. of units	Price per unit	Total	Period 1
Project Manager	Project Manager will be eng	Month	24,00	1.500,00	36.000,00	6.000,00
Project Manager will be engaged full time (100%) on project activities. (72/250)					36.000,00	6.000,00

Staff costs

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

Staff function	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Gap
Project Manager	6.000,00	6.000,00	6.000,00	6.000,00	6.000,00	0,00	6.000,00
+							6.000,00

No. Of units


- total duration of project in months

Price per unit

- gross employment cost

Option 2, only real cost for cost category Staff costs should be added - b) working Part-time with fixed percentage

Staff costs

Staff function	Comments	Unit type	No. of units	Price per unit	Total	Period 1	Pe
Financial Manager	Financial Manager will be engaged part time with fixed percentage (25% of working hours per month). (101/250)	Month	6,00	1.500,00	9.000,00	1.500,00	1.50 
+					9.000,00	1.500,00	1.5

➤ How to calculate No.of units?

Total project duration in months = 24

Fixed percentage = 25% (per month)

No.of units = fixed percentage (25%) * 24 = 6



2. Office and administrative costs

- operating and administrative costs of the beneficiary organization necessary for the implementation of the operation.

Forms of reimbursement

- flat rate of up to 15% of eligible staff costs
- In case the beneficiary is using **Option 2 (40 % other costs flat rate)** it is not possible to plan/report office and administrative costs as a flat rate since those costs are already included in the cost category “other costs”).
- In case that staff costs used as a calculation basis for determining office and administrative costs are **found to be ineligible**, the determined amount of office and administrative costs **will be recalculated and reduced accordingly**.



3. Travel and accommodation costs

- expenditure on travel and accommodation of the staff of the beneficiary organization for missions necessary for the implementation of the operation.

Forms of reimbursement

- flat rate of up to 15 % of the direct staff cost of that beneficiary institution
- In case the beneficiary is using **Option 2 (40 % other costs flat rate)** it is not possible to plan/report travel and accommodation costs as a flat rate since those costs are already included in the cost category “other costs”.
- In case that staff costs used as calculation basis for determining travel and accommodation costs are **found to be ineligible**, the determined amount of travel and accommodation costs **will be re-calculated and reduced accordingly**.

- 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 JS**
 - PP2 MA
- 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

Partner budget i

Staff costs flat rate

Total Staff costs flat rate is calculated by applying the rate (%) to the sum of direct costs under the cost category travel and accommodation (if not a flat rate), external expertise and services, equipment and infrastructure and works

Flat rate for Staff costs	Total
	91.600,00

Office and administrative costs

Total Office and administrative costs flat rate is calculated by applying the rate (%) to the total Staff costs

Flat rate for Office and administrative costs	Total
	13.740,00

Travel and accommodation flat rate

Total Travel and accommodation flat rate is calculated by applying the rate (%) to the total Staff costs

Travel and accommodation flat rate	Total
	13.740,00



Option 2 in Jems – Other costs FLAT RATE

- 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 JS
 - PP2 MA
- 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

Dashboard / Applications / HR-RS00002 – TEST APPLICATION / Partners overview / PP2 MA

Travel and accommodation flat rate

Other costs Flat Rate 40 % of Staff costs i

Partner budget i

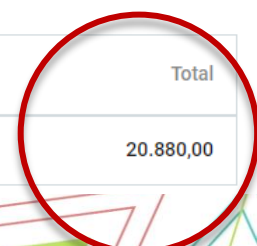
Staff costs

Staff function	Comments	Unit type	No. of units	Price per unit	Total	Period 1	Period 2	
Project Manager	Project Manager will be eng	month	24,00	1.500,00	36.000,00	9.000,00	9.000,00	
Financial Manager	Financial Manager will be er	month	6,00	1.500,00	9.000,00	1.500,00	1.500,00	
Communication Manager	Communication Manager w	month	4,80	1.500,00	7.200,00	1.500,00	1.500,00	
+					52.200,00	12.000,00	12.000,00	

Other costs flat rate

Total Other costs flat rate is calculated by applying the rate (%) to the total Staff costs.

Flat rate for Other costs	Total
	20.880,00



4. External expertise and services costs

- costs provided by a public or private body or a natural person outside of the beneficiary organization; paid on the basis of contracts and against invoices/requests for reimbursement to external experts and service providers contracted to carry out certain tasks or activities linked to the implementation of the operation.

Forms of reimbursement

- On a **real cost** basis – audit trail!
- In case the beneficiary is using **Option 2 (40 % other costs flat rate)**, it is not possible to plan/report external expertise and services costs on a real cost basis since those costs are already included in the cost category “other costs”).



4. External expertise and services costs

External expertise and services

Description	Comments	Award procedures	Investment	Unit type	No. of units	Price per unit	Total	Period 1	
Media campaign	8 billboards, 4 promotional r	Single tender procedure	N/A	Per service	1,00	18.000,00	18.000,00	0,00	
	8 billboards, 4 promotional radio shows, approx. 150 radio commercials and 6 posts on social media; approx. 13 sponsored articles on internet portals and approx. 30 TV commercials, 5 announcements in regional/national newspapers. (229/250)		N/A		1,00	0,00	0,00	0,00	
			N/A		1,00	0,00	0,00	0,00	
			N/A		1,00	0,00	0,00	0,00	
							18.000,00	0,00	

SERVICE CONTRACTS	<p>≥ 300 000 EUR</p> <p>International open tender procedure</p>	<p>< 300 000 EUR but > 20 000 EUR</p> <p>Simplified procedure³⁹</p>	<p>≤ 20 000 EUR</p> <p>Single tender procedure</p>
SUPPLY CONTRACTS	<p>≥ 300 000 EUR</p> <p>International open tender procedure</p>	<p>< 300 000 EUR but ≥ 100 000 EUR</p> <p>Local open tender procedure</p>	<p>< 100 000 EUR but > 20 000 EUR</p> <p>Simplified procedure</p> <p>For service / supply / works contracts, a payment may be made against invoice without prior acceptance of a tender if the expenditure is ≤ 2 500 EUR</p>
WORKS CONTRACTS	<p>≥ 5 000 000 EUR</p> <p>International open tender procedure</p>	<p>< 5 000 000 EUR but ≥ 300 000 EUR</p> <p>Local open tender procedure</p>	<p>< 300 000 EUR but > 20 000 EUR</p> <p>Simplified procedure</p>

4. External expertise and services costs

- Detailed rules on public procurement procedures to be applied by the beneficiaries are described in **PIM** - available at Programme website <https://interreg-croatia-serbia.eu/>

- **PPs in the Republic of Croatia** that are obligees of the National Public Procurement law
 ➔ National procurement procedures for procurement of all values.
- **In Jems - Award procedure:** National public procurement (ZJN)



Description	Comments	Award procedures	Investment	Unit type	No. of units	Price per unit	Total	Period 1
Media campaign	8 billboards, 4 promotional i	National Public Procuremer	N/A	Per service	1,00	18.000,00	18.000,00	0,00



5. Equipment costs

- refers to expenditure for the financing of equipment purchased, rented or leased by the beneficiary of the operation other than those covered by the cost category office and administrative expenditure, which is necessary for the implementation of the operation.

Forms of reimbursement

- On a **real cost** basis – audit trail!
- In case the beneficiary is using **Option 2 (40 % other costs flat rate)**, it is not possible to plan/report equipment costs on a real cost basis since those costs are already included in cost category “other costs”).
- Full purchase cost of equipment is eligible.
 - Cost of purchase of second-hand equipment may be eligible!



5. Equipment costs

Equipment

Description	Comments	Award procedures	Investment	Unit type	No. of units	Price per unit	Total	Period 1			
Production equipment for F	Production equipment to be	Simplified procedure	I1.1	Per contract	1,00	90.000,00	90.000,00	0,00			
	Production equipment to be purchased includes: audio equipment, microphones for artist instruments, orchestra and dancing ensemble; mixing console for audio equipment; light console for mixing the lights; cables and stands, etc. (229/250)		N/A		1,00	0,00	0,00	0,00			
			N/A		1,00	0,00	0,00	0,00			
				N/A		1,00	0,00	0,00	0,00		
				N/A		1,00	0,00	0,00	0,00		

Equipment

Description	Price per unit	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Gap	
Production equipment for F	90.000,00	90.000,00	0,00	90.000,00	0,00	0,00	0,00	0,00	0,00	
	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	



6. Costs of infrastructure and works

- cover costs related to investments in infrastructure that do not fall into the scope of other cost categories. These investments may either refer to an object (e.g. a building) that will be set up ex-novo or to the adaptation of an already existing infrastructure

Forms of reimbursement

- On a **real cost** basis – audit trail!


- In case the beneficiary is using the **Option 2 (40 % other costs flat rate)**, it is not possible to plan/report costs for infrastructure and works on a real cost basis since those costs are already included in cost category “other costs”).

- Prior to signature of the SC – legal documents specifying any legal right under the real-estate law + necessary permissions (if applicable) will be requested.



6. Costs of infrastructure and works

Infrastructure and works

Description	Comments	Award procedures	Investment	Unit type	No. of units	Total
Arrangement of access to F	The construction of a stairw	Local open procedure	I1.1	Per contract	1,00	350.000,00 
+	The construction of a stairway to the northern entrance of the Fortress. The stairway, approx. 6m wide and 200 m long will be made of stone treads, with parapets in white concrete. (181/250)					350.000,00

- Supervision of works (External expertise and services costs)
- Contingency reserve (up to 5 %)



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	583.380,00	100,00 %
Partner total eligible budget	583.380,00	100,00 %

➤ If this section is filled in and the **budget is updated**, this section should also be updated. If not, a yellow warning message appears!

Origin of partner contribution

Please update the partner contribution, the total origin of contribution must match the total partner contribution. ✕

Source of contribution	Legal status of contribution	Amount	% of total partner budget
TEST BA	* Legal status	0,00	0,00 %



IPA Croatia – Serbia

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
IPA III CBC	495.873,00	85,00 %
Partner contribution	87.507,00	15,00 %
Partner total eligible budget	583.380,00	100,00 %

Origin of partner contribution

Source of contribution	Legal status of contribution	Amount	% of total partner budget
	Public	87.507,00	15,00 %
+ Add new contribution origin			
Sub-total public contribution		87.507,00	15,00 %

✓ Co-financing and partner contributions saved successfully



- 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

Project lump sums table

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

Programme lump sum	Period <small>i</small>	Split up <small>i</small>	If split up is "No", allocate total lump sum costs to one project partner	LP1 JS	PP2 MA	Sum	Gap
Preparatory an... <small>v</small>	Preparation <small>v</small>	No	5.500,00	5.500,00	0,00	5.500,00	0,00 <small>v</small>
Closure costs <small>v</small>	Closure <small>v</small>	No	2.500,00	2.500,00	0,00	2.500,00	0,00 <small>v</small>
				8.000,00	0,00	8.000,00	

+

➤ The applicable lump sums can be allocated only to one Partner, preferably to the **Lead Partner**.



Application form HR-RS00002 – TEST APPLICATION

D - Project budget

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

Partner	Organisation abbreviation	Country	IPA III CBC	IPA III CBC % Rate	Public Contribution
LP1	JS		497.318,00 88.9 % of total	85,00 %	4.602,00
PP2	MA		62.118,00 11.1 % of total	85,00 %	10.962,00
Total ⓘ			559.436,00	85,00 %	15.564,00

D – Project budget - Automatically generated table indicating:

- D.1 co-financing section of each partner (Part B – Co-financing)
- D.2 overview of partner budget and cost category/flat rate/lump sums
- D.3 overview of budget per periods

B - Project partners

- Partners overview
- LP1 JS
- PP2 MA

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

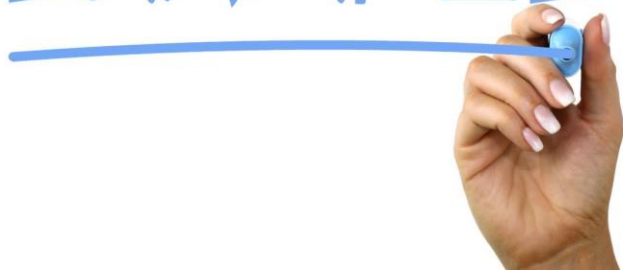
E - Project lump sums and unit costs

- E.1 - Project lump sums



- Each Partner must have a budget of at least 10% of the total Operation budget!

EXAMPLE



If a total Operation budget is 1.000.000,00 EUR, one Project Partner's budget must be at least 100.000,00 EUR.

Please note that this % may be changed during the negotiation phase (budget optimization) and/or implementation phase.



Dashboard / Applications / HR-RS00002 – TEST APPLICATION / /

Application form HR-RS00002 – TES Application annexes

Attachments ⓘ

✓ Application attachments

There are no files upl

✓ Partners

LP1 JS

PP2 MA

Investment documentation

Upload file

- The document “**Partnership Pre-Agreement**” should be uploaded in the general Application attachments section
- **Lead Partner/Project Partner Statement** and eligibility check documents must be uploaded in connection with a specific partner
- **Investment documentation** (not mandatory) can be uploaded by selecting the investment and then clicking “Upload file”



It is strongly recommended that the title of the uploaded document clearly indicates the content of that document (e.g. Lead Partner Statement).



Please ensure your file does not exceed the file size limit of 50 MB. Jems supports various data format, however .pdf and .zip is preferred

Project overview

Application form

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

Project privileges

Dashboard / Applications / HR-RS00001 – TEST PROJECT / Check and submit

Application form HR-RS00001 – TEST PROJECT

Check & Submit

You are about to officially submit your project application: HR-RS00001 – TEST 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.

Run pre-submission check

Submit project application

A

B

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



A successful pre-submission check is no guarantee that an application is fully complete and formally compliant!



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.

[Run pre-submission check](#)[Submit project application](#)

- ! **A - Project identification** 2 Issue(s) ^
 - ! Project title is missing
 - ! Summary in language other than EN is missing
- ! **B - Project partners** 50 Issue(s) v
- ! **C - Project description** 29 Issue(s) v
- ✓ **E.1 - Project lump sums**





Application form HR-RS00001 – TEST PROJECT

Check & Submit

You are about to officially submit your project application: CBC HR-BA-ME0500004 – @Test_HrBaMe

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.

Run pre-submission check

Submit project application



✓ A - Project identification

B

✓ B - Project partners

0 Issue(s) ▾

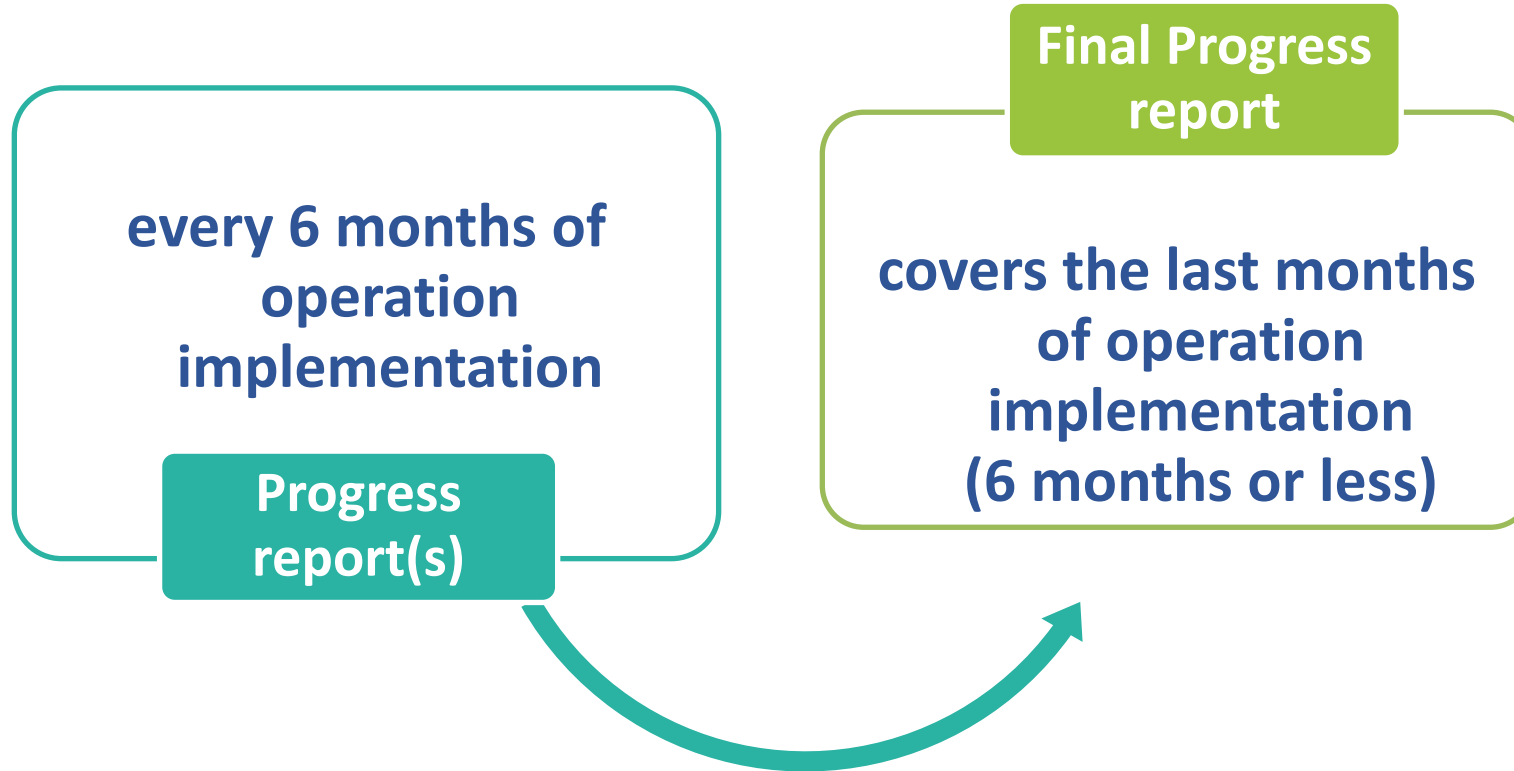
✓ C - Project description

0 Issue(s) ▾

✓ E.1 - Project lump sums



Reporting process



LP/PP prepares and submits the Partner Report through Jems within 15 calendar days from the end of each reporting period (or within 1 month in case of final reporting period)



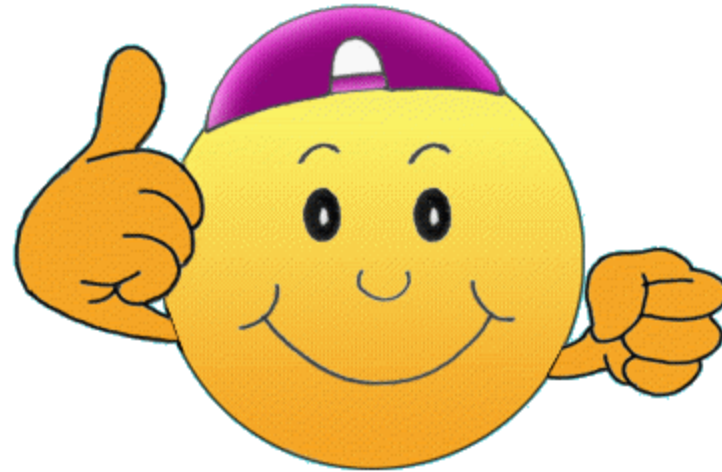
What if something goes wrong with Jems?

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GO FOR IT !



GOOD LUCK !



Thank you for your attention!!!

Joint Secretariat

Sector for Managing Interreg Cooperation Programmes

Directorate for European Territorial Cooperation

Ministry of Regional Development and EU funds of the Republic of Croatia

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