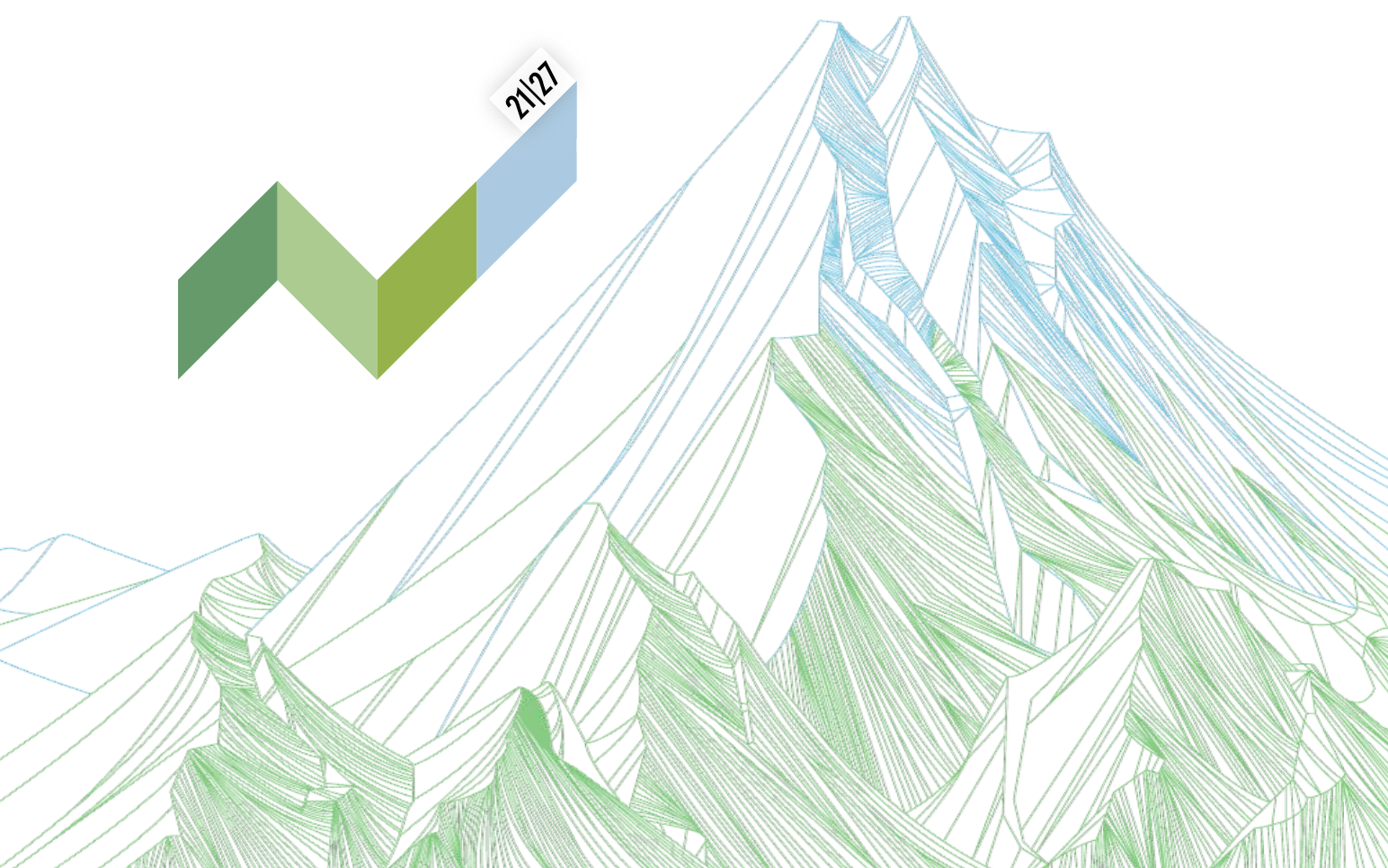# Jems Technical Guidance

Project Partners

Version 5 – July 2025

21|27

This guidance contains key technical information on the operation and use of the joint electronic monitoring system (Jems) of the Interreg Alpine Space programme (ASP). Reports and costs related to the work on the ASP contracted projects can exclusively be submitted via Jems (no offline template accepted). It is therefore highly recommended to read this document carefully before starting to use Jems. This technical guidance on Jems complements the chapters C. "Contractual arrangements" and D. "Project implementation" of our Programme Manual.

This guidance is related to Jems version 12 and may be updated upon need. Keep an eye on the page dedicated to Jems on our website for more information: https://www.alpine-space.eu/for-project-partners/jems/.

Technical information and system requirements

Jems is a web application, which can be accessed with recent versions of most common browsers (e.g. Google Chrome, Microsoft Edge, Mozilla Firefox). The functionality of the system follows the common standards of web applications for entering and submitting data.

The English language is pre-defined and cannot be changed; it is the official language of the ASP.

Content

1. Contracting

In the contracting phase, the lead partner (LP) has to fill in information as described below to set the project ready for implementation.

> **Point of attention:** It is important to keep this section up-to-date during the project implementation phase, especially after project modifications. The contracting section becomes available in Jems after the project status change to "approved" and then "contracted" (set by the programme).

From the **"Dashboard"** select the project for which you would like to fill in the additional required information and click to open.

Select **"Contracting"** from the menu on the left. The LP and project partner (PP) can access the following sections:

- Contracts and agreements
- Project managers
- Project reporting schedule
- Partner details

To have access to the subsection **"Partner details"**, the user needs to be assigned to a PP in the project privileges (see the chapter on Project Privileges for details).

In addition, the LP must be defined in the project privileges (see the chapter on Project Privileges for details).

At the end of the contracting phase, if the project requested the lump sum for project preparation in the application form, the lump sum payment will be initialised by the Managing Authority (MA) and

the related payment information will be uploaded by the MA in the section "Shared folder". The proof of payment of funds disbursed from the LP to the PP (e.g. bank statements) must be uploaded to the "Shared folder" section (see also chapter 8 - Shared folder).

1.1 Contracts and agreements

This section can be edited by the MA, the Joint Secretariat (JS), and the LP. PP have view access only. The information filled in by the programme (i.e. JS project officer) in the contract monitoring section is displayed here for the project users.

The displayed dates of project start date and subsidy contract are assigned by your Joint Secretariat project officer (JS PO) based the subsidy contract. The partnership agreement and signed subsidy contract are to be uploaded in section "Attachments" by your JS PO once they have passed the checks, together with the date of entry into force of the partnership agreement.

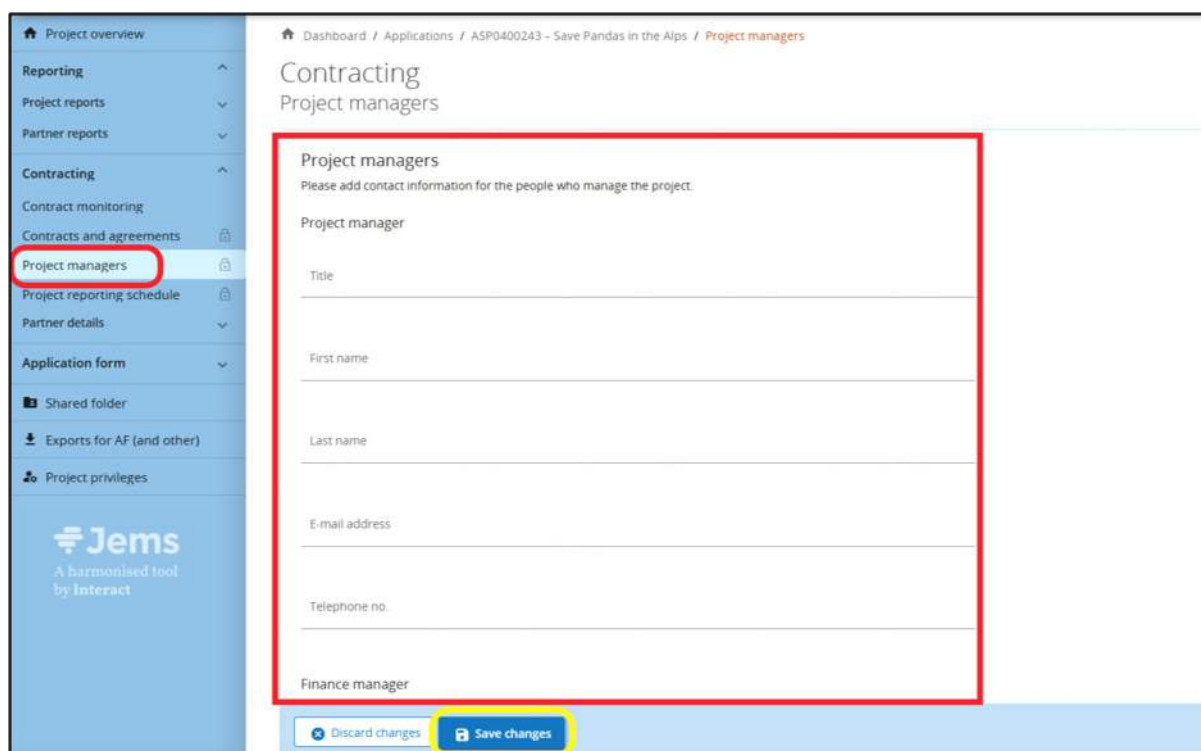Information on the project website (URL) should be entered here by the LP.

All uploaded documents will appear in the attachment section **"Contract & supporting documents"** and are available for download.

1.2 Project managers contact information

This section provides information on project, finance and communication managers of the project.

The information should be filled in by the LP and **updated throughout the project duration** if there is a change of staff or new contact information. MA/JS will take this information as reference for any communication.

The AF users/project managers with **edit** or **manage** rights are allowed to complete this section. By default partner users have view rights. These settings can be regulated in the section "Project privileges".

1.3 Project reporting schedule

In this section, the LP/PP will be able to see the project reporting deadlines. The project reporting schedule is already setup, as described in programme manual D.7 "Project reporting" and in the subsidy contract.

On Jems, finance reports are labelled as "Only finance" and progress reports (full project report – consisting of content and finance part) as "Both". These categories only apply to project reports, partner reports always include a financial and content reporting.

Defined reporting deadlines are displayed in the project time plan.

Project time plan

The project time plan always shows the time plan coming from section C6 of the last approved AF. In the project time plan the reporting deadlines are displayed, corresponding to the period indicated in the project reporting deadlines planner. The project reporting deadlines planner is completed in advance by the JS PO.

1.4 Partner details

Every partner has its own dedicated partner page in the "contracting" section, in order to keep its own data up to date. This section is connected to the "Project privileges" section. Unless project users are added with view rights to that partner, they will not see other partners' details.

In this section the project LP/PP should provide the following information per PP:

- Ultimate Beneficial Owner(s)

- Bank details
- Location of documents

Ultimate beneficial owner(s)

This part is only relevant to PP who indicated having a private legal status in the AF, not to entities of public law. In line with the CPR (Common Provision Regulation) applying to ERDF, private partner organisation(s) should provide information on the ultimate beneficial owner(s) of their organisation[1]. The fields required by the regulation are: first name, last name, date of birth, VAT/tax identifier.

Bank details

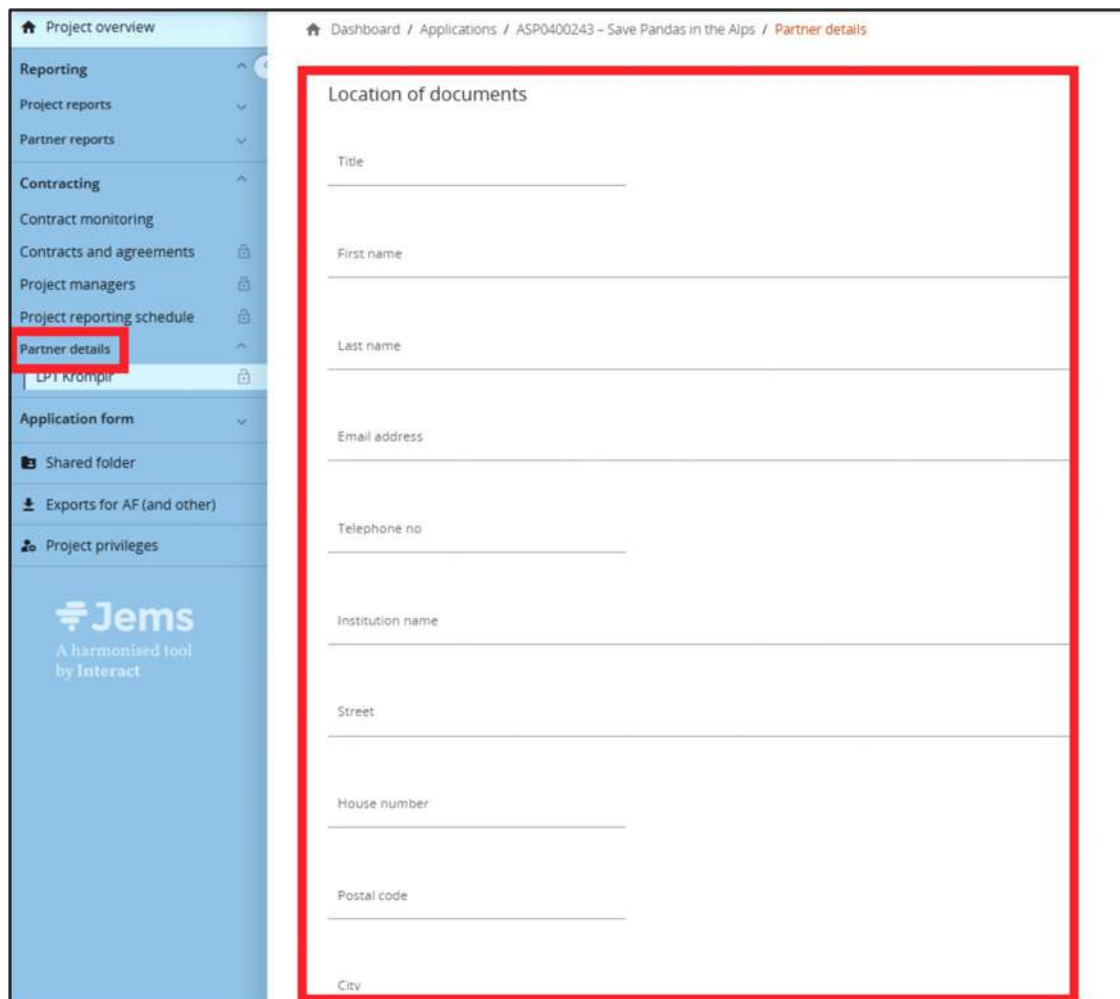Every LP/PP has a section to keep its bank details up to date.

The programme's MA will only be able to initialise ERDF payments to the LP if the bank details are provided correctly and in the requested level of detail. The same is valid to all EU partners: the LP will only be able to transfer the respective ERDF share to the partner without any delay, if the bank details of the individual partners are provided. Partners are reminded to keep this section up to date before partner reports are submitted.

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[1] Definition from article 3(6)(a)(i) of the directive (EU) 2015/849: "Natural person(s) who ultimately owns or controls a legal entity through direct or indirect ownership of a sufficient percentage of the shares or voting rights or ownership interest in that entity, including through bearer shareholdings, or through control via other means […]." If not applicable, members of the board or top management can qualify. See the directive for the full definition.

Location of documents

Information on the location of documents must be provided here by the LP/PP in order to meet the requirement to provide information on where original documents are stored. Partner organisations have to keep the location of documents up to date.

2   Project privileges

The **"Project privileges"** section enables multiple users to collaborate together in a project.

It allows the lead applicant (LA)/LP to manage the access rights of users to a project application and then later in the implementation of the project.

For approved projects and once assigned by the respective national body, the section also displays the control institution of a PP.

Project privileges are restricted to the level of a specific project – each project is an "isolated island". A user who collaborates in many projects, can have distinct privileges in different projects.

2.1 Access to project privileges section

From the **"Dashboard"** select the project for which you would like to access the "Project privileges" section and click to open.

Select **"Project privileges"** in the left menu.
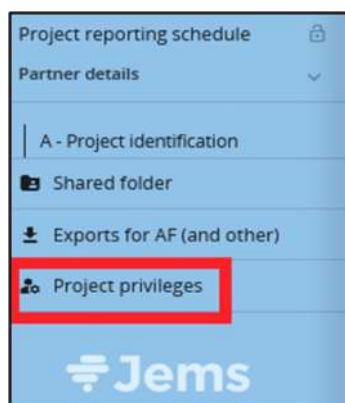
2.2 Prerequisites

Upon creation of a project, the lead applicant has manage access rights to the project application.

As from project status **"Approved"** the project privileges on partner level appear.

The updating of lead applicant users to lead partner users as well as the assignment of users to PP should be done before the project is set to status **"Contracted"**. This gives PP users access to their own dedicated part of the Contracting, including section "Partner details" that must be completed in the contracting phase, and section Reporting with their own future partner reports.

> **Point of attention:** It is only possible to assign users who are already registered on https://jems.alpine-space.eu. The only required parameter to identify the user is the respective Jems username (e-mail used to register in Jems). Please ensure the correct typing of the username (lower/upper case). Upon successful assignment, the user will see the respective project in his/her Dashboard.

2.3 Project privileges – application phase

The Lead Applicant user is granted manage access rights upon creation of the project application.

To add an additional user click on **"+"**. Different access rights can be granted:

- manage – allows to assign/remove users from the project application
- edit – allows writing access to the AF
- view – allows read access to the AF

> **Point of attention**: Allowing multiple users to work on the same page at the same time may lead to unexpected loss of data (users might overwrite each other's content). Please ensure that a project application has been properly reviewed before submission. To remove a user, click on the trash bin icon. At least one user must have management rights. Changes of privileges will only enter into force when the assigned user(s) logs out and back in.

Again, project privileges are restricted to the level of a specific project - each project is an isolated island. A user that is collaborator in many projects, can have distinct privileges in different projects.

An assigned user gains also access to the section "Project privileges". Only user with "manage" right can modify this section.

2.4 Project privileges – implementation phase

Project privileges on partner level only appear once the project status is set to **"Approved".**

The project privileges are split into:

- access rights on **project** level
- access rights on **partner** level

Privileges on project level

During the contracting phase the access rights on project level should be handed over from the lead applicant to the lead partner by redistributing project privileges. The LP user should be consistent with the LP contact person as defined in the AF section B.1.5.

LP user or LP team should:

- Maintain a privilege "manage" to oversee this section.
- Grant to users in charge of drafting the project reports the privilege "edit" or "manage" in the subsection "Application form users/Project managers". PP users still assigned to this subsection from the application phase should have only privilege "view" or simply be removed to avoid interference in the coordination.
- Be assigned to their own organization (second subsection listing project partners) to receive automatic notifications that are necessary to carry out LP tasks, e.g. being automatically

notified when a partner report is certified, being informed about communications with MA/JS during the verification of project reports, or change of status of the project. Please make sure to **allow receiving automatic notification by ticking the corresponding box** in your user profile settings.

- Be assigned to all PP organizations to coordinate the completion of the contracting phase and the reporting. It is recommended to grant LP user assigned to a PP organization a "view" right and no access to sensitive data.

To add an additional user, click on "+". Different access rights can be granted:

- manage – allows to assign/remove users on project and partner level.
- edit – allows writing access on project level (e.g. AF, Contracting, Project report)
- view – allows read access to the AF

Having users working at the same time in the same page may lead to unexpected loss of data (users might overwrite other users content). Please make sure a project application or report is properly reviewed before submission.
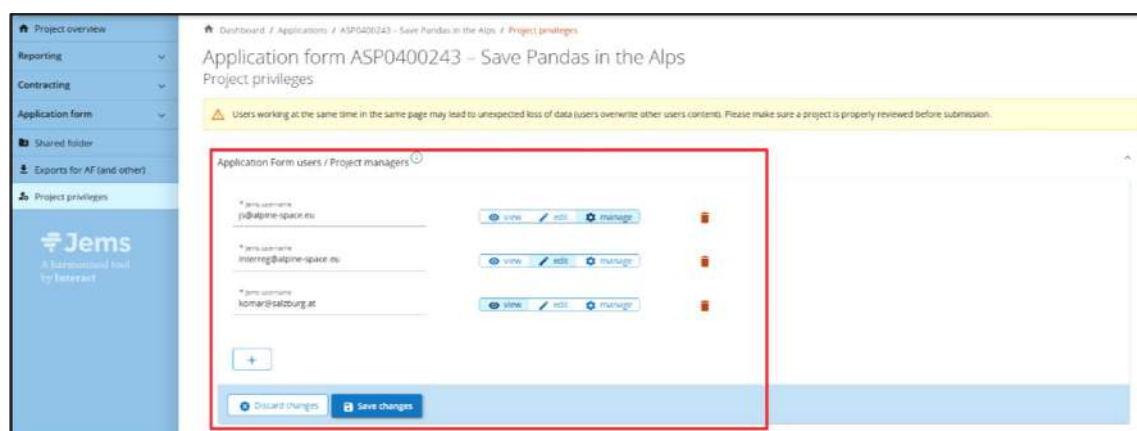
To remove a user, click on the trash bin icon. There must be minimum one user with manage rights.

Upon successful assignment, the user will see the respective project in his dashboard.

Point of attention: A user who is assigned to a PP gets automatically view access to sections on project level (AF, contracting, project report). Thus, there is no need to assign a user to the LP on project level in order to grant read access to e.g. the AF or project reports.

Privileges on partner level

During the contracting phase the access rights on partner level should be defined by the LP. To add a user, click on "+". Different access rights can be granted:

- edit – allows writing access on partner level
- view – allows read access on partner level
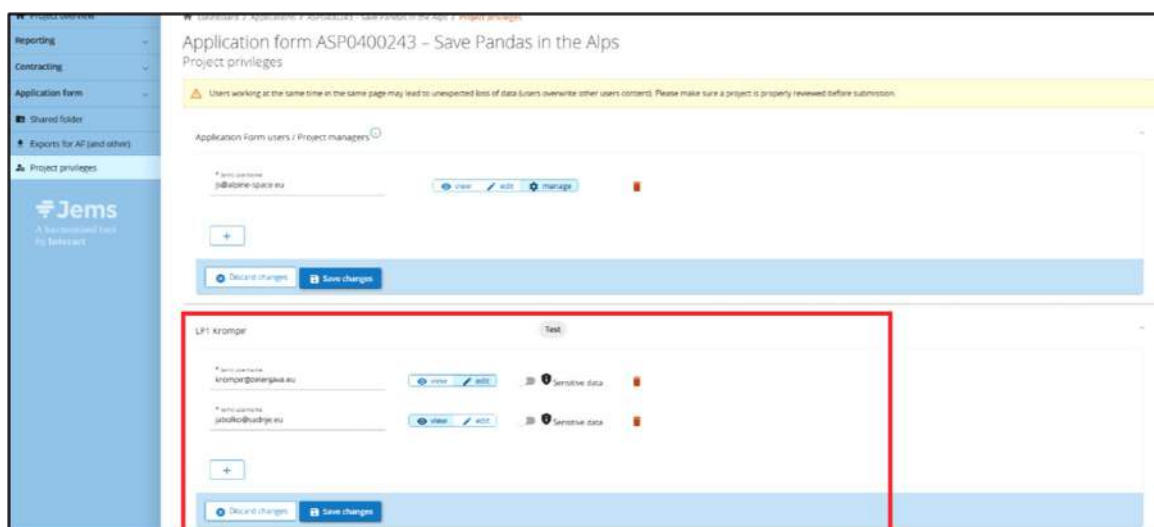
The **"Sensitive data"** toggle button needs to be switched on to allow a partner user to access expenditures marked as GDPR sensitive in their organisation's partner report (see sections 5.6 and 5.7). Controllers and MA/JS users assigned to a project can always view content marked as sensitive in the related sections of the partner report.

Whenever project privileges are modified at partner level, users assigned to this organisation will be automatically notified (if they have allowed automatic notification in their user profile settings) in order to ensure transparency regarding selective access to sensitive data.

To remove a user, click on the trash bin icon.

The assignment of a user gives access to it**s own partner report** as well as to its **own part of "Partner details"** in the contracting section (for details see: Jems Guidance on Contracting)

During the contracting phase **control institutions** are assigned to a PP by the national control coordinating body (NCCB). When a control institution is assigned the name of the controller organisation will automatically show up instead of **"No control institution assigned".**
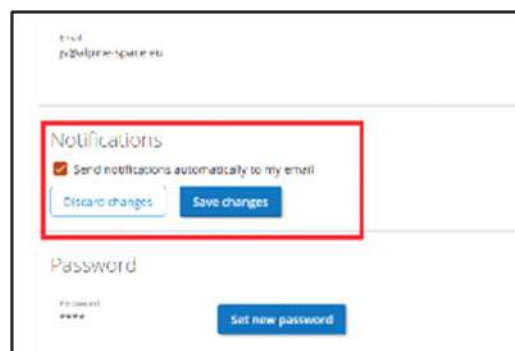
3 Notifications

Jems allows users to receive notifications about events that have happened within the system, relating to their allocated projects (e.g. project status changes, partner reports, project reports).When an event for which a notification was configured occurs, the notification is shown in the "Dashboard/Notifications section".
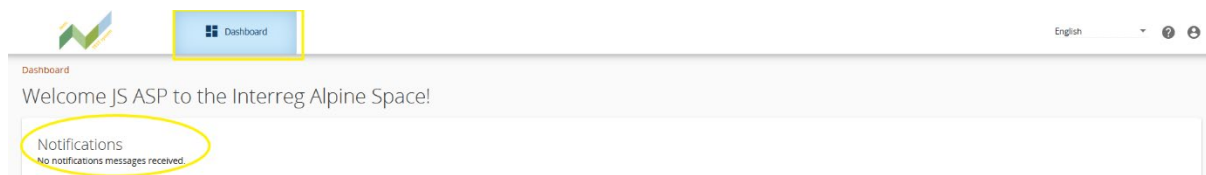
You can also receive notification directly by **e-mail** (the e-mail you are registered in Jems). In order to activate this option, you have to tick the box under the **User profile**:

Then the box "send notifications automatically to my email" can be confirmed.

4 Project modifications

As a first step, the LP should send an e-mail to inform the JS PO that the project requires a modification.

The JS PO will then provide the LP with the modification requirements and guide the LP through the modification process. Once the modification request has been accepted by the JS, the project modification will be launched in Jems and a new editable version of the AF will be available for the LP to revise the information.

Different versions of the AF can be accessed via the menu on the left. The editable version is marked with a pencil icon.

4.1 Start modification procedure in Jems

Once the JS has accepted the request for project modification and started the process in Jems, the project will appear with status **"In modification"**.

The new, editable version of the project AF will then be available to the LP in order to update the information, all LP users with **"edit"** rights can modify the AF and submit the AF.

Please also refer to chapter D.6 "Project changes" of the programme manual for more details on the different types of project changes.

To switch to the current valid AF or earlier versions unfold the project versions in the left menu and select the AF version of your interest.

4.2 Change in the partnership

A withdrawing partner shall be deactivated and a new and/or replacing partner needs to be added to the project. To implement this change, the LP has to navigate to the section "Partner overview", and remove the partner with the "Deactivate partner" button or add the new one with the "Add new partner" button.

Point of attention: If a partner is deactivated, a warning message pops up to inform that this action cannot be reverted. Therefore, the LP should deactivate the PP carefully and only after consultation of the JS PO.

Furthermore, the last partner certificate of a withdrawing partner must be included in a verified project report and payment must be made before the partner is deactivated.
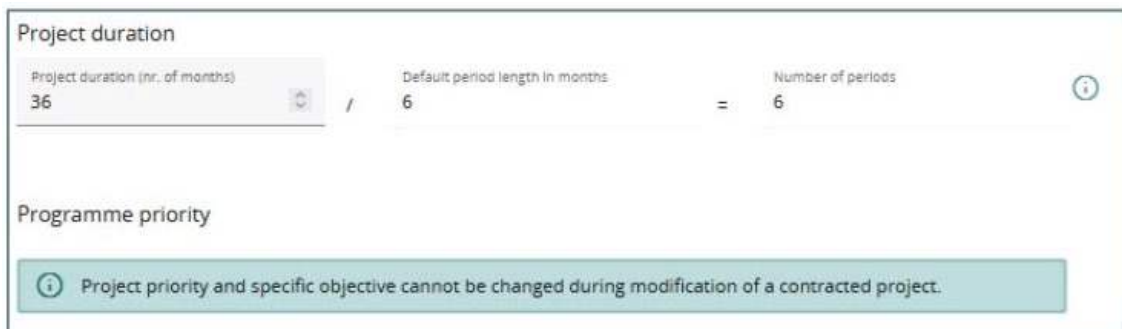
The partner section of a deactivated partner can still be edited by the LP users while the project is in modification status. This allows for example to change the description or budget of a deactivated partner.

If the LP wants to disable all user access rights of a withdrawing partner, this needs to be done in the "Project privileges" section.

When a new partner is added, the LP should also review the section "Project privileges" accordingly and remind the new partner that they need to be assigned a controller. They can inquire to their national Alpine contact point (ACP) for more information on the procedure.

4.3   Priority and programme specific objective

The priority and programme specific objective of a contracted project cannot be changed.

Existing activities, deliverables, investments, outputs or results cannot be removed, but can be deactivated.

> **Point of attention:** Once an activity, deliverable, output or investment has been set as inactive, it cannot be activated again! Therefore, this should only be done after consulting the PO.

To deactivate, click on the red icon on the right and save the changes. NOTE: when de-activating an activity, all its deliverables are also deactivated. However, new activities or deliverables can still be added.

The same applies to outputs and results.

4.4 Budget

Please consider:

- flat rate options for existing partners cannot be changed
- flat rate options can only be selected for newly added partners

The budget of deactivated partners can be still edited.

To redistribute partner budgets with the same maximum ERDF co-financing following a change in the partnership or project extension, the cost categories per period in the "B – Project partners > Partner budget" section must be amended to reflect the new project budget:

- In case of a project extension resulting in an additional reporting period, the LP may shift a part of the budget of the ongoing and future reporting periods to the requested additional reporting period.
- For a withdrawing partner, the LP must adjust the partner's past spending targets to reflect their certified expenditures in the relevant reporting periods and set the spending targets for subsequent periods to zero. The budget can then be reallocated to the remaining and/or new partners.
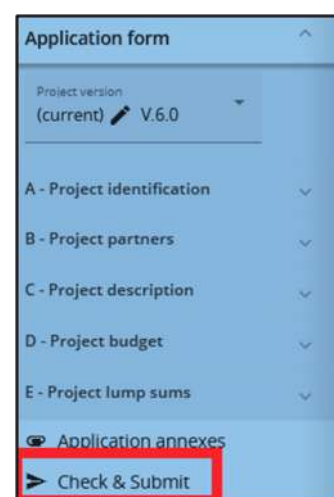
4.5 Submission of the revised AF

Go to **"Check & Submit"** in the left menu.

In order to be able to submit the revised AF, you need to run the pre-submission checks first.

Any issues found will be listed and need to be resolved. Once the pre-submission check has been passed, the submission button will turn active.

Upon re-submission the project moves to status **"Modification submitted"**.

If needed, the JS will reopen the modified AF for further revisions. Upon reopening, no new AF version is generated, but the revised one is reopened.

4.6 Finalizing a project modification

Following the decision of the relevant programme body, the JS sets the status of the modification request to "approved" or "rejected" in Jems.

If approved, the revised AF will become the latest approved version. If rejected, the rejected AF version will stay in the project history.

Different AF versions can be accessed via the menu on the left.
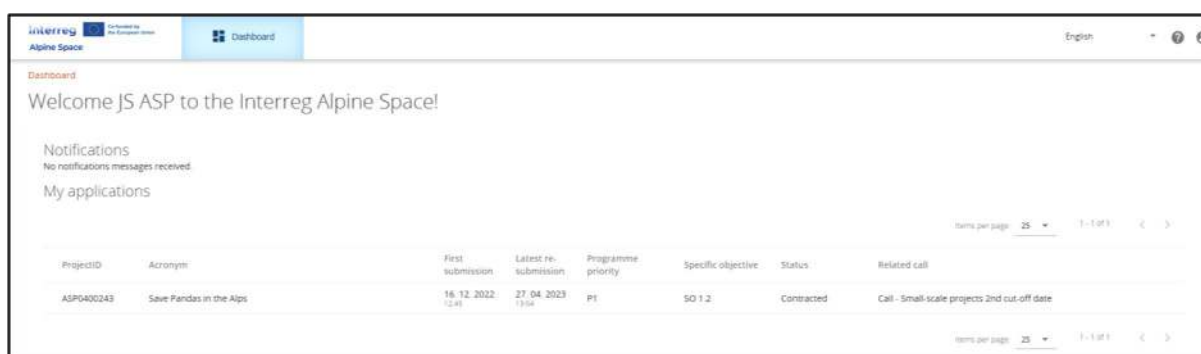
5 Partner reports

The Jems partner report section is available for approved projects with the status **"Contracted"**. Users with the project privilege "edit" for a dedicated partner organisation can create, edit and submit partner reports. This chapter explains how to complete the sections of the partner report.

Newly created partner reports use data from the most recently approved version of the AF. If the AF is modified between reports, the information provided in past reports will remain static and changes will only be taken into account in future reports.

5.1 Access to the partner report section

Once a partner user has been assigned with edit rights for its organisation within the project privileges overview, it can create partner reports in its own dedicated section.

From the **"Dashboard"**, select the project for which you would like access the partner report section, then click to open it.
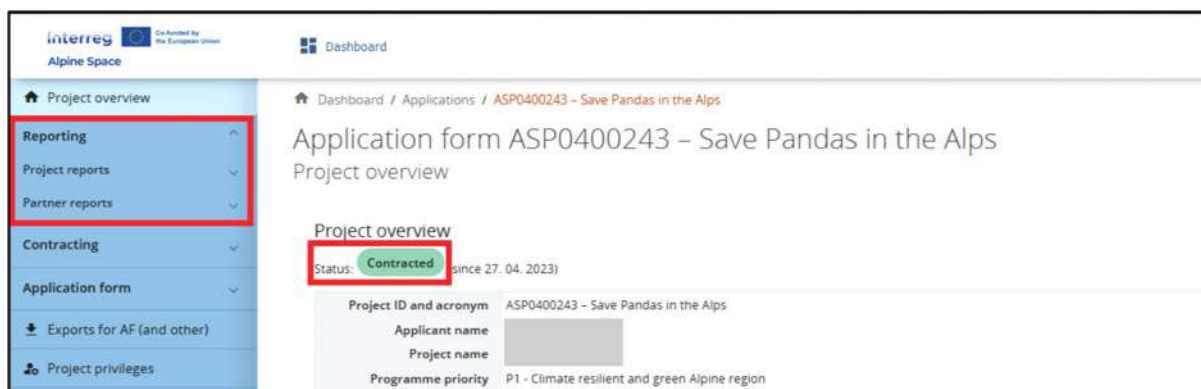

Prerequisites

To access the reporting section, the project must be set to at least the **"Contracted"** status.

Select **"Reporting"** in the left-hand menu to access the dedicated PP's reports.

The user has access to the partner reports of the partner institution according to the settings in the **"Project privileges"**. For example, in order to have access to PP2 reports, the user must be added to PP2 with view/edit rights.

In order to fulfil the LP tasks and do the reporting on project level, the **LP should have view access to the partner reports of all PP**, without the permission to access sensitive data at partner level in order to protect privacy of personal data for individuals.

Please carefully check the settings for access to General Data Protection Regulation (GDPR) sensitive data in the "Project privileges".
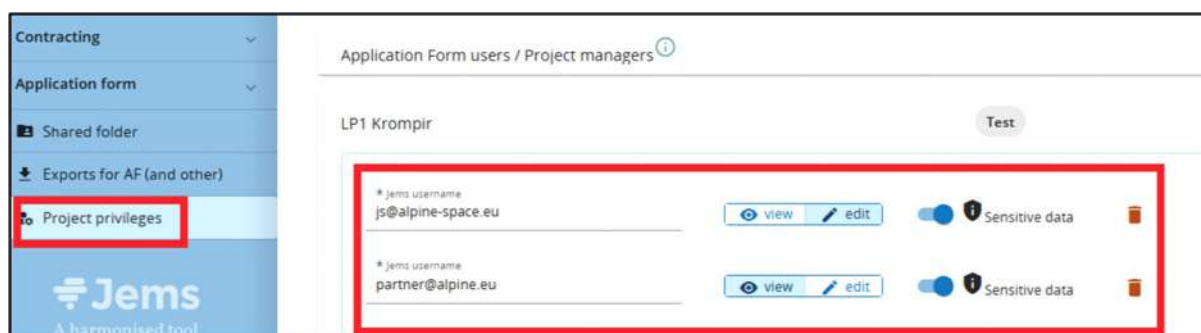
Following the assignment of a control institution to a partner, the controller will have view access to submitted partner reports.

If a project modification (i.e. new version of the AF) is approved, modified items will only be shown in the partner reports created after the modification is approved. They will be shown in partner reports that are in draft or submitted status at the time the modification is approved.

5.2 When have ERDF and non-ERDF beneficiaries to create a partner report?

The Partner Report includes both financial and content information for each reporting period. As specified in the subsidy contract and in the partnership agreement, the project partners are obliged to report on each reporting period. If, due to unforeseen and justified delays, the partner report cannot be certified before the submission of project report, the partner certificate shall be included in the subsequent report.

In exceptional cases, a project partner may be relieved of the requirement to submit a partner report, for example, in instances where no activities or costs are planned for a project partner during

a specific period, as outlined in the application. The LP shall provide the respective justification in the project report, if the need arises.

Project partners located in Switzerland or Liechtenstein shall also submit reports regularly. However, expenditure should only be reported in the last report. Therefore, financial information should be excluded in all other regular reports, (by leaving the sections "List of expenditures" and "Public procurement" empty) and only content-related information should be provided. In the final partner report, in addition to the activities, the expenditure incurred should be listed and will be confirmed by the Swiss ACP, who will act as a Controller and certify the partner report. The related certificates are issued for information purposes only and shall not be included in any progress report.

5.3   Create a partner report

Select the PP from the left menu and click to open the partner specific reporting section. Keep in mind, that only users with **"edit"** privilege can create a partner report.

To create a partner report, click on **"+ Add Partner Report"**.

Bear in mind that the AF version that was approved most recently at the time of creation is the basis for the partner report. Any ongoing modifications will not affect the data in existing reports.The partner report is created and automatically numbered in ascending order (R.1, R.2, R.3, etc). The partner report ID does not reflect the reporting period. There is no limit to the number of reports that can be created. Please note that only the most recently added report (if it is a draft) can be deleted from the overview.

As with the AF partner list, the partner reporting section indicates which PP has been deactivated through a project modification (i.e. in case of partner withdrawal). Deactivated PPs can still create

partner reports.
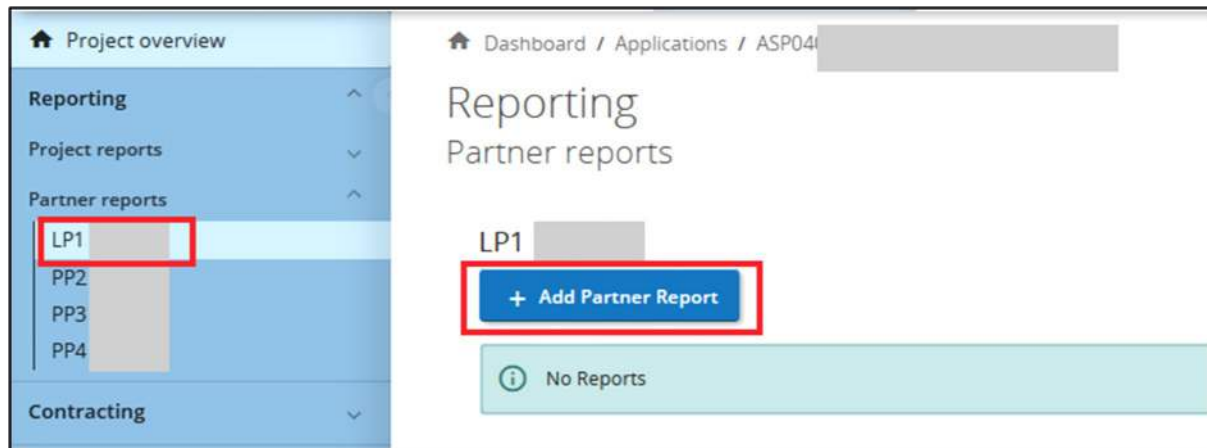
The partner report is divided in different sections accessible through tabs at the top:

- Report identification
- Work plan progress
- Public procurements
- List of expenditures
- Contributions
- Report annexes
- Report export
- Financial overview
- Submit

To return to the partner report overview, click on the PP under **"Partner reports"** in the left-hand menu.

The partner report overview provides information on the partner report ID, the current status (Draft , Submitted, Control ongoing, Certified), the reporting period (once selected in the "Report identification"), the report creation date and the date the report was first submitted.

5.4   Identification

Creating a partner report will automatically take you to the first tab, which is called "Partner progress report identification".

Key information is taken from the AF version that is valid at the time the partner report is created. The AF version to which the partner report is linked is displayed in the partner reports overview section.

The partner report status is initially "Draft", then "Submitted" after submission to the controller , "Control ongoing" and finally "Certified". The partner report should be linked to a reporting period (drop down menu).

> **Point of attention:** There shall be only one partner report per reporting period. Please refrain from submitting a partner report when a draft has been created before and avoid creating draft when the last partner report is not in status "Certified". These actions could interfere with the reporting process (see 5.14 Reopening a partner report).

The reporting period start and end dates should be defined. Please stick to the periods and dates indicated in "Contracting" > "Project reporting schedule" > table " Project reporting deadlines" and proceed as follows:

- 1: Enter the start date of the period, i.e. the first day of the first month of the reporting period this report is going to be linked to.
- 2: Enter the end date of the period, i.e. the last day of the last month of the reporting period this report is going to be linked to.
- 3: Select the corresponding period number (e.g. 'Period 1, month 1 - 6').

Then, a summary description on the partner achievements in the reporting period should be provided. Describe your progress in this reporting period and how this contributed to other partner's activities, outputs and deliverables in this reporting period. The information will not only be used by the LP for drafting the project report but also by the controllers for verifying the expenditure related to these activities. Please consider any remarks/recommendations provided by the LP.

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

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

The partner spending profile gives an overview on the spending targets and reported expenditure. Any deviations can be explained in the text box below the overview table. In addition, a forecast on the expected spending in the next reporting period should be provided.

Partner spending profile

Partner number	Period target	Current report	Cumulative target	Total reported so far ⓘ	Cumulative target - total report so far	Total report so far / cumulative target	Next report forecast
LP1		0.00		0.00	0.00	0.00%	0.00

If applicable, please explain any deviations in the spending profile compared to the amounts indicated in the Application form

Enter text here

Information in the column **"Current report"** is automatically updated upon submission of the partner report.

Information on the involvement of target groups should be included. The listed target groups are based on the target groups specification in the last approved AF.

Save changes before moving on to the next section.

5.5   Work plan progress

The second tab "work plan progress" takes the work plan related data from the last approved AF, organised per work packages, as basis.

Here, the contribution to each work package during the reporting period should be described. Click on a work package to expand it and report on the activities, deliverables and outputs associated with this WP. To collapse the detailed view, click on the work package or the "^" icon in the top right corner.

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First, the partner's contribution to the work package in the reporting period should be described. Then, information on the progress of an activity should be provided.

The information will be used by both: the controller and the LP. For the controller it is relevant for verifying the expenses related to these activities. The LP will use the information provided in all the partner reports to prepare the project report. Please consider any remarks/recommendations of the LP.

- 2 & 4: Describe your contribution to each activity during the reporting period.
- 3 & 5: Any relevant supporting documents can be uploaded as attachments. Please upload any deliverables produced when implementing or contributing to project activities. If multiple files needs to be uploaded for one item, it is recommended to upload a .zip or .rar file.
- 6: Tick the box if you contributed to the output.

- 7: Add an attachment demonstrating your contribution to the output.
- 8: Save changes before moving on to the next section.

> **Point of attention**: To avoid reporting excessive or unnecessary content, PP should only describe and add attachments to activities/deliverables/outputs to which they have directly contributed or for which they are responsible. Only the final version of documents should be reported.

5.6   Public procurement

The **"Public procurements"** section is where a partner should fill in information on project-related procurements.

Partners have to report on each new public procurement and update it in later reports. Any procurement can be directly linked to expenditures in the section list of expenditures.

> **Point of attention**: Regardless of which report a procurement is added to, it will appear in all subsequent partner reports. A procurement can only be deleted in the report in which it was created. Once a report has been submitted, it is no longer possible to modify the initial public procurement item. However, public procurement items can and should be updated in subsequent partner report (more information below).
>
> Beneficial owners, subcontractors and attachments can still be added to subsequent reports.

5.6.1   Creating a public procurement item

The section contains a "+ Add procurement" button, which opens a new section for entering procurement details. There is also an overview list showing details of the procurements that have already been created (see below).

The section with procurement details contains the following fields (see below). Fields marked with an asterix ("*") are mandatory. A procurement item can only be saved once all mandatory fields have been filled in.

When a procurement item is created or saved, it enters edit mode ("Edit procurement") and details can be filled in or updated. Editing is not possible after submitting the report.

- 1, 2, 3, & 7: Fill in the contract information.
- 4: Enter the contract type, e.g. fixed-price or cost-reimbursement contracts.

- 5 & 6: Fill in the contract amount excluding VAT and select the currency.
- 8: Add the VAT number of the supplier.
- 9: Add any relevant further information.
- 10: Confirm the new procurement and keep on scrolling down.

The contract name is then used in the "List of Expenditures". It is therefore important that the partner provides a distinct name, so that the procurement can be easily identified in the LoE.

Click on the arrow to go back to the procurement overview.

After creating/saving a procurement item, an overview list containing details of the procurements will be available on the general page of the "Public procurements" section.

To delete a procurement item, click on the "trash bin" icon in the overview table. Procurement items can only be deleted and edited in the report in which theywere created as long as the report is in "draft" status. Information about the report in which the procurement was created is displayed in the overview table and the detailed view.

Click on a procurement item in the overview table to access the detailed view.

For public procurement above the EU thresholds, the following fields are mandatory:

To fill in the respective information click on "+ Add beneficial owner" to get to the detailed view. Fields marked with an "*" are obligatory. A beneficial owner item can only be saved once the obligatory field (VAT number) was filled in.

A subcontract item can only be saved once the obligatory fields (marked with an "*") have been filled in.

Attachments can be uploaded to the procurement section. Uploaded files can be further described (use the pencil item to add a description), downloaded or removed.

GDPR Attachments: Access to documents that fall under the General Data Protection Regulation should be restricted and thus uploaded to the GDPR attachments section. Only users with edit rights and GDPR sensitive data privileges active in the "Project privileges" section can upload documents. Project user without the privilege to view sensitive data cannot download files in this section, nor can they see the file names and descriptions. However, the partner controller as well as MA/JS users have access based on their role.

In case of any amendment(s) to the contract, the amended contract(s) should be uploaded to the relevant procurement in a subsequent draft partner report. If necessary, the information on the ultimate beneficial owner(s) of the contractor and information on subcontract(s) can be edited.

5.6.2   Updating a public procurement item

This section enables partners to update an existing procurement if changes are required. This section is not available in the report in which the procurement was created, since it is still fully editable in the initial report.

To update a procurement, a user with edit rights can simply click the "+Add procurement update" button.

All fields are mandatory. If there had been no changes to a certain field, please enter the last valid value.

When a public procurement item is updated, a warning symbol will appear in the public procurement overview to give visual signal to the controller about the change.

5.7   List of expenditures

The list of expenditure (LoE) section is the place where partners list their incurred costs. When first coming to this section, it looks as below. By clicking on "+Add expenditure", the PP can add expenditure items one by one.

Only expenditures that are reimbursed on **a real cost basis** shall be added to this section. Expenditures reimbursed on **a flat rate** basis will be automatically calculated and added in the section "Financial overview" of the partner report once the expenditure to which the flat rate applies has been added to the list of expenditures.

Important: All invoices, proofs of payment and other supporting documents (e.g. contracts, procurement documentation) required for the reimbursement of real costs must be uploaded to Jems and made available to the controller. Please refer to chapter B.3 of the programme manual for details of the audit trail requirements per cost category.

For example, to reimburse staff costs on a real cost basis by using the fixed percentage method, the PP must create **one expenditure item per staff member assigned to the project for the reporting period in question.** The PP must fill in the relevant fields and add the employment contract, the assignment to project activities and pay slips and/or equivalent documents as attachments.

When adding an expenditure item (+ add expenditure), the cost category options from the AF are displayed (see screenshot below).

- Cost category: This field links the cost item to a cost category. Cost categories available in the AF budget can be selected here. This field is marked with an asterix ("*") to indicate that it is mandatory. An expenditure item can only be saved once all mandatory fields have been filled in.
- Internal reference no.: This input field can be used to identify the expenditure.
- Invoice no.: This input field can be used to identify the expenditure.
- Invoice date: Use the date picker to fill in the invoice date (where applicable).
- Date of payment: Use the date picker to fill in the payment date.
- Description: Detailed description of the expenditure item should be provided.
- Comment: A comment on the expenditure item can be added.
- Total invoice value: The total invoice value (including VAT) should be filled in.
- Declared amount: This is the value that the partner claims as the basis for reimbursement. This amount will be checked by the controller for eligibility.
- Attachments: When an expenditure item is created, it is not yet possible to add attachments. Once the expenditure item has been saved for the first time, however, one file can be uploaded to each item. If multiple files need to be uploaded to one cost item, it is recommended to upload a .zip or .rar file.

- 1: Click on "+ Add expenditure".

- The first column shows the ID (the expenditure item identification number). This is a running number that also reflects the partner report number. The ID is dynamic while the report is in draft status (reports have consecutive numbering, even if a report is deleted), but it will be frozen once the report has been submitted. Therefore, it is always possible to trace which partner report an expenditure item is linked to. The ID will later be used to identify cost items from another (previous) partner report.

- 2: By ticking this box (GDPR flag), the expenditure details are defined as sensitive in regard of data privacy and access to the expenditure item and related descriptions as well as attachments that fall under the General Data Protection Regulation (GDPR) is restricted. If considered to be sensitive data, only users with the appropriate project privilege will be able to see the information on the expenditure. The view of other users on expenditures marked sensitive will be limited to the cost category and the amount. Only users with edit rights and the privilege GDPR sensitive data set to active in the "Project privileges" section can flag expenditure items as GDPR sensitive. GDPR flagging of an expenditure item means that other project users without an active sensitive data privilege will not be able to see fields marked with the GDPR icon "!" (i.e. "Description", "Comment" and "Attachment"). However, the national controller of the partner, as well as well as JS/MA users, have access based on their role.

- 3: Select the relevant cost category for the expenditure. In case of any doubts, please consult chapter B.3 of the programme manual.

- 4: If this expenditure corresponds to a purchase made through a public procurement procedure, select the relevant contract name. To do so please enter first the relevant information for all public procurements under the next tab "Public procurements". Contract names will then be available for selection in the list of expenditure.

- 5, 6, 7 & 8: Fill in the information on reference and invoice numbers and the dates of invoice and payment.

- 9: Enter a short description to help identifying the expenditure and providing a first information on the project relevance.

- 10: Adding a comment could be a helpful way to give further information on expenditure items that are not self-explaining.

- 11, 12, 13 & 14: Detail the financial information of the expenditure. Remember to insert the "declared amount". A controller can only certify what has been declared.

- 15: Attach the supporting document(s) related to the expenditure item. Please note that only one document can be uploaded. Therefore, several supporting documents per cost item should be collected and uploaded as a zip-file.

- 16: You can save and remove expenditure any time before the submission of the partner report.

Once a file has been uploaded, the related expenditure item cannot be deleted. However, after the attachment has been removed, the expenditure item can be deleted again.

Parked expenditure items

If further clarification is needed, a controller can **"park"**, i.e. take the expenditure out of the current report and put it on hold up until next partner report, an expenditure item for final verification in a later partner report. This allows the control work to be finalised and the control certificate to be issued.

If a controller has parked expenditure items in a previous partner report, these items will appear in the "parked expenditure" section of the list of expenditure.

A PP must either re-include the item in the current partner report by clicking the re-inclusion icon, keep it for a later partner report, or delete the expenditure item.

When an item is re-included, it is added to the list of expenditure. The entire item can be edited by the partner except for:

- The cost item ID, which is **"frozen"** and is therefore recognizable (the first number indicates the report from the item initially came and the second indicates the item number).
- The exchange rate and currency. These are "frozen", because the item has already been submitted for control.

5.8   Contributions

The **"Contributions"** section is where partners should report the contributions they have actually received. This is a cumulative section, which records the amounts received in each reporting period and adds them together in the next partner report.

Point of attention: Only partners benefitting from external financial contributions to their budget should fill in this section. Consequently, it is disconnected from the financial overview tables.

This section is pre-filled with information on the sources of partner's contribution, as provided in the AF valid at the time the partner report was created. The first row shows the partner organisation's own contribution, similar to that in the AF.

A partner can also add contributions by clicking the "+" button, which adds a row and allows new contributions received to be indicated that were not mentioned in the AF (without going through a project modification). If contributions change due to a project modification, the changes will apply to newly created reports after the modification is approved. Previously reported amounts will, of course, still appear in the existing rows.

Please proceed as follows:

- 1: Fill in the financial contributions made to the project during the reporting period in question. For external financial contributions, attach the co-financing contract and the proof of payment. Please note: Only one attachment file can be uploaded for each contribution row. If you need to upload more files, it is recommended to upload a .zip or .rar file.
- 2: Add as many contributions as there are contributors. Financial contributions that were not initially foreseen in the application, must also be entered.
- 3: Save and move on to the next step.

To remove a contribution item, click on the "trash bin" icon. Deletion is only possible before the partner report has been submitted and is in status "Draft".

Point of attention: When a new partner report is created, it will take into account the values of all previously submitted reports at that time. Therefore, to display the correct amounts in the "Previously reported" and "Total reported so far" columns, ensure that all previous partner reports have been submitted before opening a new report.

5.9 Annexes

The report annexes section shows all the files uploaded to the different sub-sections of the partner report.

Additional files can also be uploaded here (by clicking on "Upload file"). As it is not always possible to add descriptions to files in the dedicated sections, users with editing rights can add descriptions to all files in this section by clicking on the pencil icon.

Files uploaded to this section can be deleted here; other files can only be deleted in the section to which they were uploaded.

The tree structure shows the different sections of the partner report that have an upload function. Select a subsection (e.g. "Work plan progress") to view the files uploaded to it.

5.10 Partner report export

This section allows you to export a plugin partner report. There are two plugins available: one PDF plugin and one excel plugin centred on finance. These exports remain available at all times after

report submission.

5.11 Financial overview

The partner report financial overview section contains three different tables showing financial information. You can review the summary of the information you provided and make modifications in the relevant section if needed.

The amounts included in the tables represent the aggregation of data from previously submitted partner reports, as of the date the current partner report was created. Please note that only the most recent partner report created has the most up-to-date aggregated data. Note: A report for a new reporting period should only be created once reports on earlier periods are no longer in **"draft"** status.

All amounts shown in the overview tables are automatically converted into Euro. Partners with expenditures in a currency other than Euro should be aware that exchange rates are updated monthly and fixed upon the first submission of the partner report. Therefore, values in draft reports may change.

The financial overview tables show how the partner is progressing with spending. The amounts included in the tables represent the aggregated data from all partner reports submitted, by the date when the current partner report was created.

4

Partner Expenditure – summary (in Euro)

This overview table shows the partner budget (approved in the AF, previously reported, current report and previously paid) divided by fund and contribution type (public or privatec). It also shows some calculations using figures from the table.

As explained in the information bubble, the split per **partner contribution** is calculated horizontally, using figures from the table and the AF, namely "AF share of contribution" / "AF partner eligible budget" x "Total current report", rounded down to cent.

The **Previously reported** column sums up the amounts from the partner reports that have been submitted previously, as well as the partner's share in the preparation lump sum.

The **Remaining budget** column indicates the difference between "Total reported so far" and "Partner total eligible" from the AF. This value can become negative if the reported expenditures exceed the budget in the approved AF. Please note: Any deductions made by controllers or JS/MA or any parked expenditure items are not reflected in this column. Therefore, the actual remaining budget could even be higher than shown here.

Previously paid column: When a payment (regular or a lump sum) is made, the amounts paid by the programme will be added to this column. These amounts are added up in the partner report created after the payment has been confirmed in the system.

> **Point of attention:** The information in the 'Remaining budget' column is calculated based on declared expenditure, i.e. the total amount of expenditure declared by a partner in its partner reports.
>
> If financial deductions have been made by a controller or MA/JS, or if an expenditure has been re-included in a partner report after being parked, the information shown in the 'Remaining budget' column will be incorrect. It does not necessarily reflect the remaining eligible budget which is not reduced by financial deductions or previously parked items.
>
> See also 7.1 Financial living tables for more details on the remaining budget.

Partner report R.1

LP1

Status ◯ Draft

| Report identification | Work plan progress | Public procurements | List of expenditures | Contributions | Report annexes | Report export | Financial overview | Submit |

Financial overview

The amounts included in tables below represent the aggregation of data from all partner reports submitted, by the date when the current partner report was created.
Beware that only the last partner report created has the most up-to-date aggregated data (in case partner reports were not submitted in the same order they were created)!

Partner Expenditure - summary (in Euro)

	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated	Previously paid
ERDF	95.390,62	0,00 parked 0,00	32,81 re-included 0,00	32,81	0,03 %	95.357,81	0,00	0,00
Partner contribution	31.796,88	0,00 parked 0,00	10,94 re-included 0,00	10,94	0,03 %	31.785,94	0,00	N/A
↳ of which Public contribution	31.796,88	0,00 parked 0,00	10,93 re-included 0,00	10,93	0,03 %	31.785,95	0,00	N/A
↳ of which Automatic public contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
↳ of which Private contribution	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
Total	127.187,50	0,00 parked 0,00	43,75 re-included 0,00	43,75	0,03 %	127.143,75	0,00	0,00

Partner Expenditure – breakdown per cost category (in Euro)

This table shows the partner budget, as approved in the AF and as reported in previous and current reports, split by cost category.

Partner Expenditure - breakdown per cost category (in Euro)

Cost category	Flat rate	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated
Staff costs	20 %	20.350,00	0,00 parked 0,00	7,00 re-included 0,00	7,00	0,03 %	20.343,00	0,00
Office and administrative costs	15 %	3.052,50	0,00 parked 0,00	1,05 re-included 0,00	1,05	0,03 %	3.051,45	0,00
Travel and accommodation	10 %	2.035,00	0,00 parked 0,00	0,70 re-included 0,00	0,70	0,03 %	2.034,30	0,00
External expertise and services		101.750,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	101.750,00	0,00
Equipment		0,00	0,00 parked 0,00	35,00 re-included 0,00	35,00		-35,00	0,00
Other costs		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Lump sum		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Total		127.187,50	0,00 parked 0,00	43,75 re-included 0,00	43,75	0,03 %	127.143,75	0,00

Partner Expenditure - breakdown per investment (in Euro)

Investment Nr.	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated
I1.1	0,00	0,00 parked 0,00	35,00 re-included 0,00	35,00	0,00	-35,00	0,00
Total	0,00	0,00 parked 0,00	35,00 re-included 0,00	35,00	0,00 %	-35,00	0,00

This table functions in a similar way to the other tables with similar columns. However, there are a few unique elements regarding the simplified cost options that are important to note :

- **Flat rates** are calculated in the overview table based on the totals declared in the current report. Therefore, there is less difference in rounding in relation to flat rates, as they are

calculated on top of total sums and not on top of each individual cost item directly in the list of expenditure.

- **Lump sums** are always shown in a separate row and are never added up to a specific cost category. Flat rates are not calculated on top of the lump sums.

Partner Expenditure – breakdown per lump sum (in Euro)

Lump sums, if used in the project, are displayed in this separate table. It compares the approved lump sums with the ones actually reported.

This table is hidden when no lump sums are used in the project.

Partner Expenditure - breakdown per Lump sum (in Euro)							
Lump sum	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously paid
Preparation and contracting costs -...	17.500,00	17.500,00	0,00	17.500,00	100,00 %	0,00	0,00
Total	17.500,00	17.500,00	0,00	17.500,00	100,00 %	0,00	0,00

5.12 Submission

This section is where the partner report can be submitted. Once submitted, the partner report is frozen and the control work can begin.

Final steps before submission:

- 1: Click on 'run pre-submission check' to automatically check that you have filled in all the necessary fields. The submission button will only turn active only once the partner report has successfully passed the pre-submission check.

- 2: Submit the partner report. The partner report is now available for the controller to check.

Once submitted, the report's status changes, as shown in the Report identification tab.

In addition to submitting the report, partners are reminded to make sure that the contracting section is up to date. This ensures that the bank details and other information in the contracting section and the dedicated partner pages are kept up to date.

During their check of the partner report, controllers may contact the PP for further information or clarification on the report and the related expenditure. Controllers also have the option of reopening the partner report if amendments are required.

5.13 Control communication: interacting with your Controller

This section is accessible by clicking on the button "Open controller work" in partner report) once the control of your partner report starts. It is accessible to both your controller and the users affiliated to your partner organisation.

When a report is in status "Control ongoing", both controller(s) and partner user(s) can upload and download any document. Users can delete or edit the description of their own uploaded documents.

This section should be used for the **exchanges during clarification round** in the control of partner report. You will receive automatic email notification whenever a file is uploaded in this section (see chapter 3. Notifications to enable notifications).

When the control is finalized and the partner report in status "Certified" (after control is finalized), all sections of the control become visible. Deletion of document is no longer possible but documents can still be uploaded and downloaded.

5.14 Reopening a partner report

If necessary, the controller or JS can reopen the partner report for adjustments. To reopen a partner report the related partner certificate must not be in a list a partner certificate of a project report and the related control report must be also reopened.

When the reopened partner report is the most recently created, it is a full reopening: no data is cleared from the report and everything is editable, except for the ID number of expenditures items.

Expenditures item can be added, edited or deleted.

The parked expenditure list is visible, and any item from it can be deleted or added to the reopened partner report.

Procurements created in the current partner report can be edited further; for procurements created in earlier partner reports, only the addition of new beneficial owners, subcontractors and attachments is allowed.

Whenever a change is made to the list of expenditure during reopening, the item will automatically be highlighted in orange. When the report is submitted and reopened, the highlighting resets and only the latest changes are highlighted.

Previous uploads are displayed and can be changed, except in the partner report annexes tab, where users can only add new ones.

The creation of a new draft partner report is locked while the last partner report is in the status **"Reopened"**. The control work is also suspended.

Reopening a partner report that is not the most recently created one (i.e. if a later draft of the partner report has been created) adds further restrictions to ensure consistency with the already verified project report(s). When a partner report is not the last one created, its reopening is only partial, meaning additional restrictions apply. No data is cleared from the report, and only the following can be edited in the "List of expenditure" tab: The GDPR flag, link to procurement, description and comment. Attachments to expenditure items can be changed and new items uploaded. Files can also be uploaded to the Report Annexes tab.

In addition, the following restrictions apply:

- parked expenditure cannot be included in the report;
- as for all reopened reports, public procurements created in the current partner report cannot be deleted, but can be edited only (except the procurement name, which is locked);
- contributions tab: only changes as regards the attachment(s) are allowed.

Point of attention: If, when reopening a partner report, you encounter the above additional editing restrictions listed above and a partner report in status "Draft" was later created, please consider deleting the draft partner report(s) in the partner overview. This will ensure that only the normal restrictions apply, rather than the additional ones of a partial reopening.

5.15 Reporting post-implementation costs

By way of exception, the costs related to the controller of the last reporting period, which are to be invoiced by the control body and paid by the beneficiary, are eligible beyond the implementation phase.

The controller should first perform their work on the expenditure presented in the last partner report, then invoice for their services and reopen the partner report. The partner must then add the invoice to the list of expenditures and resubmit the reopened partner report. Finally, the controller can certify the partner report.

6 Project report

6.1 Project report identification

To access the project report section, click on "reporting" and then "project report" (1). Then click on "+ Add Project Report" to generate a new project report.

When the "+Add Project Report" button is clicked, the "Create project report" form pops up and further entry fields appear.

Please proceed as follows:

- 1: Enter the start date of the reporting period, i.e. the first day of the first month of the period to which this report will be linked (i.e. the project start date for the first reporting period).

- 2: Enter the end date of the period, i.e. the last day of the last month of the reporting period that this report is going to be linked to.
- 3: Select the corresponding period number (e.g. 'Period 1, month 1 - 6'). The type of project report and reporting date will be selected automatically according to the project reporting schedule (defined in the contracting section). For more information on the type of project report, please refer to chapter D.7 of the programme manual.
- 4: Confirm the entries by selecting "Create".

The reporting date is pre-filled in and is coherent with the deadline for the submission of the project report set out in the subsidy contract.

When creating the report, the first tab "Project progress report identification" pops up, along with further entry fields. The project report section is dynamic, in that it responds to the project report type and to what is in the last approved AF.

First, a summary of the achievements shall be provided:

- 1: Enter the main project achievements over the reporting period as instructed.

Then, an overview of the project's outputs and results is provided. The automatically displayed information is based on the AF (target value), the previously submitted reports (previous) and the information provided in the tab "Work plan progress". In addition, an overview of the partner spending profile is provided.

The **Outputs and Results indicator** table is hidden entirely if the project report is of the type "Finance".

Furthermore, information on any problems or deviations encountered, as well as the involvement of target groups, shall be provided.

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 solution found.

2

If applicable, please any deviations in the spending profile compared to the amounts indicated in the application form.

3

- 2 & 3: If applicable, please describe any problems or deviations from the work plan or spending targets, as indicated in the AF. Any modifications of the AF that might be relevant for the reporting, especially regarding change of PP legal status or contribution legal status.

- 4: Describe how each target group was involved in the project implementation during the reporting period.

Target groups
In the table below, you will see a list of the target groups you indicated in the application form. Please explain for each target group in what way and to what extent they were involved in your project in this reporting period.

Target Group	Description of the target group involvement
General public	Enter text here
Interest groups including NGOs	Enter text here

4
(4)

6.2 Work plan progress

In the tab "Work plan progress" project managers shall describe the progress of each work package, including the project specific objective, communication objective, activities, deliverables and outputs.

Point of attention: The tab "work plan progress" is included in project reports of the type "progress" (or "both" on Jems), but not in project reports of the type "finance".

When the first project report is created, the status fields of the project specific objective, the communication objective or the activities are empty. If project report has been submitted previously, the status fields in a newly created report are pre-filled with the status selected for the respective objective or activity in the latest submitted project report (i.e. the report with the highest report number, not the latest by date of submission).

Please proceed as follows:

- 1: If relevant, tick the box to mark this work package as completed. If you do so, there will be no need to report on the progress made in implementing this work package in future reports.
- 2: Select the advancement status of the project specific objective from the following options "Fully achieved", "Partly achieved" or "Not achieved". If you select "Fully achieved", there will be no need to report on the status in future reports.
- 3: Describe the cumulative progress made towards achieving the specific objective so far in the project.
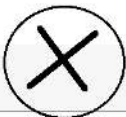
- 4: Select the advancement status of the communication objective from the following options "Fully achieved", "Partly achieved" or "Not achieved". If you select "Fully achieved", there will be no need to report on this objective again.
- 5: Describe the progress in the achievement of the WP communication objective during the reporting period.
- 6: Describe the progress made in implementing the work package made over the last reporting period, including the partners' contributions.

The field "WP description and responsibilities" must be disregarded.

For deliverables and outputs, there is also a number field in which to enter how much was achieved in this reporting period. The LP can enter in a positive or negative number in this field. Negative numbers can be used to correct achievements incorrectly reported in previous project reports.

For each activity, deliverable and output, there is a separate section containing input fields in which to describe the progress during the reporting period.

Please proceed as follows:

- 1: Select the advancement status of the activity from the following options: "Fully achieved", "Partly achieved" or "Not achieved". If you select "Fully achieved", there will be no need to report on this activity in future reports.
- 2: Describe the contributions of all partners involved in this activity and the collective achievement.
- 3: Please ignore this field as it is not applicable to the ASP.
- 4: Describe the progress made towards the achievement of the deliverable in this period.

- 5: Add the deliverable or any relevant document for the verification of the work done as an attachment. Please note that only one attachment can be uploaded, so collect all relevant documents in a .zip or .rar file.

  If a deliverable or an output was completed during the reporting period, make sure that the project webpage is updated accordingly and that the item is made available on it.
- Repeat these steps for every work package, then save and move on to the next section.

Also, please inform on any achievements with regard to the project output(s) and describe the progress made during this period.

Labels for completed in this report/in prior report

If the status "Completed in this report" is selected for a project specific objective, a communication objective or an activity, a label is added to the respective item.

When the next project report is created, all items marked as "Fully achieved" in the previous project report will be labelled "Completed in prior report. No changes." All information provided will then be automatically pre-filled in the next report.

This label ensures that the LP and the MA/JS are aware that the project specific objective, communication objective or activity was already previously completed and no changes were made. If the LP changes the status or revises data in a text or number field underneath the respective item, the label will change to "New changes after completion".

The same logic applies to the overall work package completion. If a work package was marked as completed in a prior report, the label "Completed in prior report. No changes." is shown at the top of the work package.

If the LP modifies any status, text box or number field within the work package, the label will change to "New changes after completion."

6.3 Project results & horizontal principles

The LP shall describe the progress on planned results by detailing what has been achieved in this reporting period, provided that it has been at least partly achieved.

Results are cumulative, meaning that when a new report is submitted, the values from the previous report are added to the cumulative total. The cumulative value achieved is calculated as the sum of all the figures reported in all project reports past the status "Submitted."

- 1: Enter the value of the result(s) achieved in this reporting period.
- 2: Add a description of the achieved progress.

For horizontal principles, make use of the table to report on the contribution for each of the three criteria. The type of contribution is pre-defined in the most recently approved AF and cannot be changed. There is also a text field in which to describe the contribution made in the respective reporting period.

- 3: Describe the impact of the project on each horizontal principle, if relevant.

6.4 List of partner certificates

This tab lists all project's partner certificates. A partner certificate comprises the expenditures submitted in a partner report that have been certified by a controller. When a new project report is created, all partner certificates which are not yet included in any other report are automatically made available for selection in the new report.

Each certificate can only be included in one project report, as indicated by a red tick box. Once selected, the certificate becomes unavailable in other project reports, as indicated by a grey tick box. Unselected partner certificates will remain available for selection in the next project reports, indicated by a white tick box.

The Lead Partner (LP) must carefully select which partner certificates to include in the project report, thereby determining the payment amount for each reporting period. Partner certificates that have already been included in another project report are shown in the table at the bottom of the section.

To exclude a certificate from the project report, the relevant partner certificate must be unticked.

If a new project report (of the type "finance" or "both") is created while another project report is still in draft status, all partner certificates which were not yet included will automatically be made available for selection in the newly created project report.

The overview also provides information on which previous project report a certificate is included in.

> **Point of attention:** A LP may submit a project report even if partner(s) have not managed to submit a partner report and certificate in time. This certificate can then be included in the next project report. In this case, the relevant partner report must still be linked to the corresponding reporting period at the stage of partner report identification. For example, costs incurred and activities implemented in period X must be linked to reporting period X, and the partner certificate can be included in the project report for the reporting period Y. However, this flexibility is not given for the final report.

Partner certificates from Swiss or Liechtensteiner partners should never be included in the project report (see also When have ERDF and non-ERDF beneficiaries to create a partner report?).

6.5   Project closure

When the project report is linked to the last reporting period (usually the second one for SSP and the sixth one for a classic project), a new section called "Project closure" appears in this last project report.

In this section LP needs to:

1: Describe the project's final achievements using the project story format.

2: List any relevant mentions and prizes achieved by the project.

3: Select the checklist „ASP – Final project report" checklist, fill in all the fields, and click the „Finish the checklist" button at the top of the checklist when you have finished.

6.6   Project report annexes

As with partner reports, this section shows all the files uploaded to the project report. The tree structure shows where files can be uploaded within the report. All uploads from all sections are shown in this list.
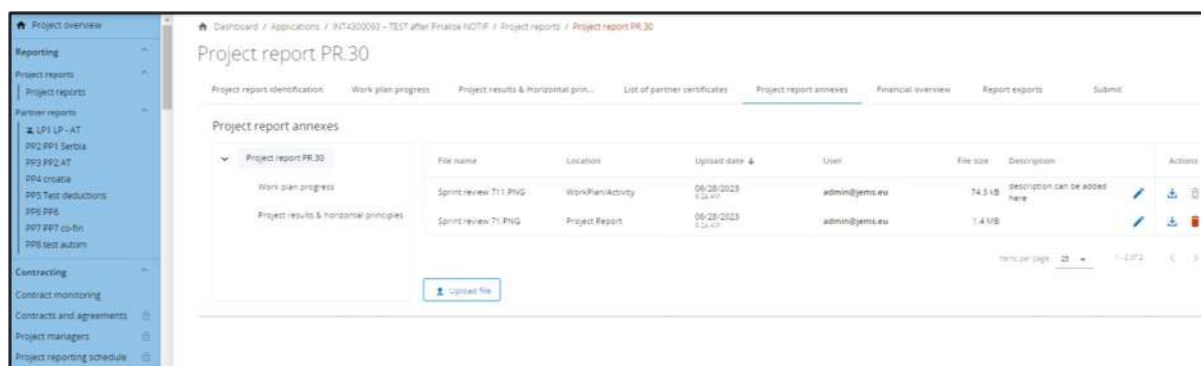
Files can be uploaded either to the central location or to the content-related tabs (Work plan progress, Project results & horizontal principles). Therefore, if a finance report is created, the tree structure will not be visible, but files can be uploaded to the general project report entry.

Project managers can upload additional files linked to the project report here by clicking the "upload file" button.

As it is not always possible to add descriptions to files in the dedicated sections, users with editing right can also add descriptions to all files in this section.

Files uploaded in this section can be deleted here, other files can only be deleted in the section in which they were uploaded.

6.7 Financial overview

This tab provides an overview of the aggregated financial data per cost category, as well as the ERDF co-financing.

The financial overview tables show how the project is progressing in terms of spending. The amounts in the tables represent the aggregation of data from all project reports submitted by the date the current project report was created.

We recommend using the "Financial living table" to have a better overview of project finances from all submitted project reports.

Previously reported columns are displaying separately in a second row how much of the total was previously parked by control.

Current report columns are displaying separately in a second row how much of the total is amounts that were previously parked by control and partner decided to reinclude in current partner report.

A column with **Total eligible after control** that sums up total eligible certified by control shows up in partner report overviews once control work is finalized. However, please note that financial corrections implemented by the MA/JS after progress reports have been verified are not reflected in the financial overview.

Project Expenditure - summary (in Euro)

This section shows the project budget as approved in the AF, as well as the previously and currently reported expendigure per fund and contribution type (public or private). It also shows some calculations using figures from the table.

Previously reported column: This sums up the amounts from project reports previously submitted, as well as the lump sum for project preparation (if relevant).

Remaining budget: This column shows the difference between the total reported so far and the partner's total eligible budget in the AF. This value can become negative if the reported expenditure exceeds the approved budget. Please note: Any deductions made by controllers, JS/MA or any parked expenditure items are not reflected In this column. Therefore, the actual remaining budget could be higher than that displayed here.

Previously paid column: When a regular or fast-track lump sum payment is made, the ERDF amount paid by the programme will be added to this column in the next report created after payment is confirmed in the system.

Project Expenditure - breakdown per cost category (in Euro)

This table shows the project budget as approved in AF, as well as the expenditure reported previously and currently broken down by cost category. The table functions in a similar way to other tables with similar columns.

Project Expenditure - breakdown per Lump sum (in Euro)

This table shows which lump sums, such as the project preparation lump sum, have been approved in the AF and which have already been reported. The table is hidden when no lump sums are used in the project.

Project expenditure - Summary of deducted items by control - Current report

This table summarises all deductions made by controllers, categorised per partner and type of error. Please note that these values are not cumulative and only relate to the certificates included in this report.

6.8 Project report export

This section allows you to export the project report as a PDF document. The export remains available at all times after the report has been submitted.

6.9 Submission

In this section the project report can be submitted. Before submitting the report, the pre-submission check must be run to verify that all the necessary fields have been inserted.

After submission, the status of the project report changes from "Draft" to "Submitted". The project report will then be checked by the JS and the MA.

Project progress report identification	
Project ID and acronym	INT8100194 - CheeseAlps
Project report id	PR.6
Project report status	⟳ Draft → ➤ Submitted → ☑ Verified →

6.10 Verification communication: interacting with JS/MA

This section is accessible by clicking on the button "Open verification work" in partner report) once the control of your project report starts. It is accessible to both JS/MA users and the users affiliated to your partner organisation.

Verification work for: Project report PR.21

Status ☑ Verification ongoing   [Switch to project report]

| Expenditure verification | Verification communication | Verification checklists | Overview | Finalise |

Verification communication

In this section both JS/MA and project user(s) can upload and download documents.
This can be used for clarification rounds during verification, if programme rules allow.
Attention: Once verification work is finished deletion or editing won't be possible anymore!

∨ Project report PR.21

  [Verification communication] | ⓘ There are no files uploaded. ✕ |

  ⬆ Upload file

When a project report is in status "Verification ongoing", both JS/MA users and partner user(s) with edit rights can upload and download any document. Users can delete or edit the description of their own uploaded documents.

Deletion of document is no longer possible but documents can still be uploaded and downloaded.

This section must be used for the **exchanges during clarification round** in the verification of the project report. You will receive automatic email notification whenever a file is uploaded in this section (see chapter 3. Notifications to enable notifications).

JS/MA will address their observations and questions in a clarification form that will be available in this section. LP must download it, reply directly in the Word document and upload it back in. The upload dates serve as proof in the calculation of regulatory time limit for processing the payment claim.

When the project verification is concluded, the payment order is made available to the LP in this section. The proof of disbursement of funds from the LP to the PPs must also be uploaded in this section.

6.11 Project report reopening

As soon as JS/MA team starts checking the report, the project report status will change to „Verification ongoing". At this point, the report can only be reopened by MA/JS users. This action allows the LP to provide further clarifications by modifying the project report during the MA/JS verification process.

If the reopened report is the last one created, editing is unlimited.

If the reopened project report is not the last one (if a later draft project report has been created), the following restrictions apply to dates, inputs and uploaded files:

- Number fields are locked.
- The list of partner certificates cannot be changed, meaning that partner certificates cannot be selected or deselected.
- The status and completeness checkbox cannot be changed.

Once the modifications have been made, the LP needs to resubmit the project report by following the same steps as for the initial submission.

7 – Project living tables

7.1 Financial living tables

The Financial living tables aggregate data from the AF and from reporting, including payments. They are essentially a compilation of all financial information from partner and project reports at project level, broken down by source of funding, per partner and per cost category. Whenever an action is taken during project implementation, such as modifying the application form, reporting or certification, these tables will reflect the change in the relevant column.

The column "Remaining budget" is flexible: In the dropdown above the living tables users can select whether the "Remaining budget" shows the AF budget minus "Submitted in partner report", "Certified", "Submitted in project report", "Verified" or "Paid" amounts.

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Points of attention:

The column "Paid, as explained in the info bubble, shows the actual ERDF paid by the programme to the project as indicated in the Jems payment section (not visible to project users).

The row "Partner contributions" in the table "Project expenditure living table - summary" displays the contributions as entered by partners in the table "Follow-up of partner contribution received by partner (In Euro)" in the Contributions tab of all submitted Partner reports, both partner own financial contribution and reported external source of funding. This amount is subtracted from the column "Remaining budget" of tables "expenditure living table - breakdown per cost category" and "expenditure living table - breakdown per partner" as these amounts have been reported as paid out. The "Remaining budget" indicated on row "ERDF" in table "expenditure living table - summary" is not affected by possibly incorrect entries in partner reports on partner contributions.

The "Remaining budget" does not reflect any financial corrections or irregularities that have occurred, for example ensuing an audit after project report verification. It is recommended to select "Paid" for the calculation of the remaining budget, while paying attention to the column "Total corrections for the project".

Project expenditure living table - breakdown per cost category (In Euro)

Cost category	Project budget — Total eligible budget	Partner report — Total Submitted in Partner Report	Of which re-included	Total Deducted by Control	Total Parked by Control	Total Certified by Control	Project report — Total Submitted in Project Report	Total Deducted by JS/MA	Total Parked by JS/MA	Total Verified by JS/MA	Paid funds	Contributions received	Remaining Budget	Total corrections for the project
Staff costs											N/A	N/A		N/A
Office and administrative costs											N/A	N/A		N/A
Travel and accommodation											N/A	N/A		N/A
External expertise and services											N/A	N/A		N/A
Equipment											N/A	N/A		N/A
Infrastructure and works											N/A	N/A		N/A
Other costs											N/A	N/A		N/A
Lump sum											N/A	N/A		N/A
Unit Costs											N/A	N/A		N/A
Total														0,00

Project expenditure living table - breakdown per partner (in Euro)

Partner	Project budget — Total eligible budget	Partner report — Total Submitted in Partner Report	Of which re-included	Total Deducted by Control	Total Parked by Control	Total Certified by Control	Project report — Total Submitted in Project Report	Total Deducted by JS/MA	Total Parked by JS/MA	Total Verified by JS/MA	Paid funds	Contributions received	Remaining Budget	Total corrections for the project
PP1 A														0,00
PP2 B														0,00
LP0 C														0,00
Total														0,00

On the top bar of the section, you can find the financial living tables for each project partner.

Overview
Financial Living Tables

Project	LP1 Google	PP2 Yahoo	PP3 x

The tables below are inspired by the financial overview tables per fund, per cost category and per partner in the project report. The difference is that the data is always up-to-date based on submitted/certified/verified data. What is important to note is that:

1. In case you are using FTLS, all columns (except for paid by programme) are automatically updated as soon as you set the FTLS to ready for payment.
2. Total Paid by programme to project, whenever payments are confirmed the funds are updated, whenever a partner adds partner contributions to the contributions tab in the partner report the values in the contributions section are updated.

Please choose in the options below on what basis you want to calculate remaining budget. All tables below are directly affected.

Remaining Budget is a Difference between Total eligible budget and:
Total Submitted in Partner Report ▾

Partner expenditure living table - summary (in Euro)

Project budget		Partner report					Proje
Fund	Total eligible budget	Total Submitted in Partner Report	Of which re-included	Total Deducted by Control	Total Parked by Control	Total Certified by Control	
ERDF	613.792,00	2.000,00	0,00	0,00	0,00	2.000,00	
IPA III CBC	0,00						
Partner contribution ⓘ	153.448,00	500,00	0,00	0,00	0,00	500,00	

7.2 Indicator living tables

This overview table shows the cumulative total of all planned and achieved indicators for your project.

The target values output and results come from the application form and are updated immediately when a project modification is carried out. The last column relates to all values submitted in project reports.

8 - Shared folder

This section is for sharing files and is accessible to partner users (respective privilege needs to be granted via project privileges), controllers and JS/MA. It can be used to upload, edit file descriptions as well as download documents throughout the project lifecycle.

At the end of the contracting phase, if the project requested a lump sum for project preparation costs in the AF, the MA will make a payment to the LP. Proof of payment of the disbursement of funds from the LP to the project partners (e.g. bank statements) must be uploaded to the section "Shared folder".

Point of attention: Partner users, referred to as "applicant users" on Jems, do not have permission to delete documents. Information provided by PP's to controller during clarification rounds should preferably be added directly in the re-opened partner report (see section 5.14 Reopening a partner report) or in the section "5.13 Control communication: interacting with your Controller". Any additional exchange of information not included in partner reports should be uploaded here so to ensure a complete audit trail for any further controls.