

Useful information for the submission of the full proposal

The submission process follows a **one-step procedure**, which means that all sections of the application form must be filled in. The submission is exclusively done via the Joint Electronic Monitoring System, or Jems. Below you will find a number of recommendations as to how the project proposal should meet the programme rules and requirements.

How to draft the application form

- The successor of the Support EUSALP project is subject to the same rules as those applicable to classic projects. The programme manual provides all the information the lead partner (LP) needs to take into account as regards the programme rules and requirements, namely:
 - Classic project characteristics (see section A.3 Typology of the projects)
 - Eligibility rules and specific simplified cost options (see section B.3 Eligibility rules and tables B.3.2 Cost categories)
 - Application form guidance for classic projects (see Annex 1a).
- Prior to create an application on Jems, the LP is encouraged to read the application form guidance to get familiar with all sections of the application form (in annex);
- The same applies to the budget simulator to mimic the repartition of the budget per partner and category as well as the correct use of the simplified cost options (in annex);
- Please also consider the [FAQ section](#) on the programme website, which provides answers to common questions as well as the [Glossary](#) for the definition of frequently used terms.

National requirements

- All project partners are required to meet the [national requirements](#) in place in each partner country. These requirements are confirmed by national contact points (ACPs) who are exempt from uploading any documents on Jems. In other words, national requirements are not part of the application package.



How to submit the application on Jems

- As a first step, the lead partner will have to register on Jems. Once done, he or she will be able to create an application, which needs to be filled in according to the instructions provided in the application form guidance. For further information on how to create and submit an application on Jems please refer to the technical guidance for applicants, which is available [here](#);
- Make sure that all project partners sign the partnership agreement whose template is provided as an [annex](#) to the programme manual. The signed partnership agreement must be uploaded on Jems before the submission of the proposal;
- Take advantage of the application form checklist (in annex) before submitting the proposal to ensure full compliance with programme rules and requirements.

All questions regarding the Jems portal should be sent to jems@alpine-space.eu. The deadline for submission is **15 September 2025** but the lead partner is strongly encouraged to plan ahead in order to avoid last-minute problems.