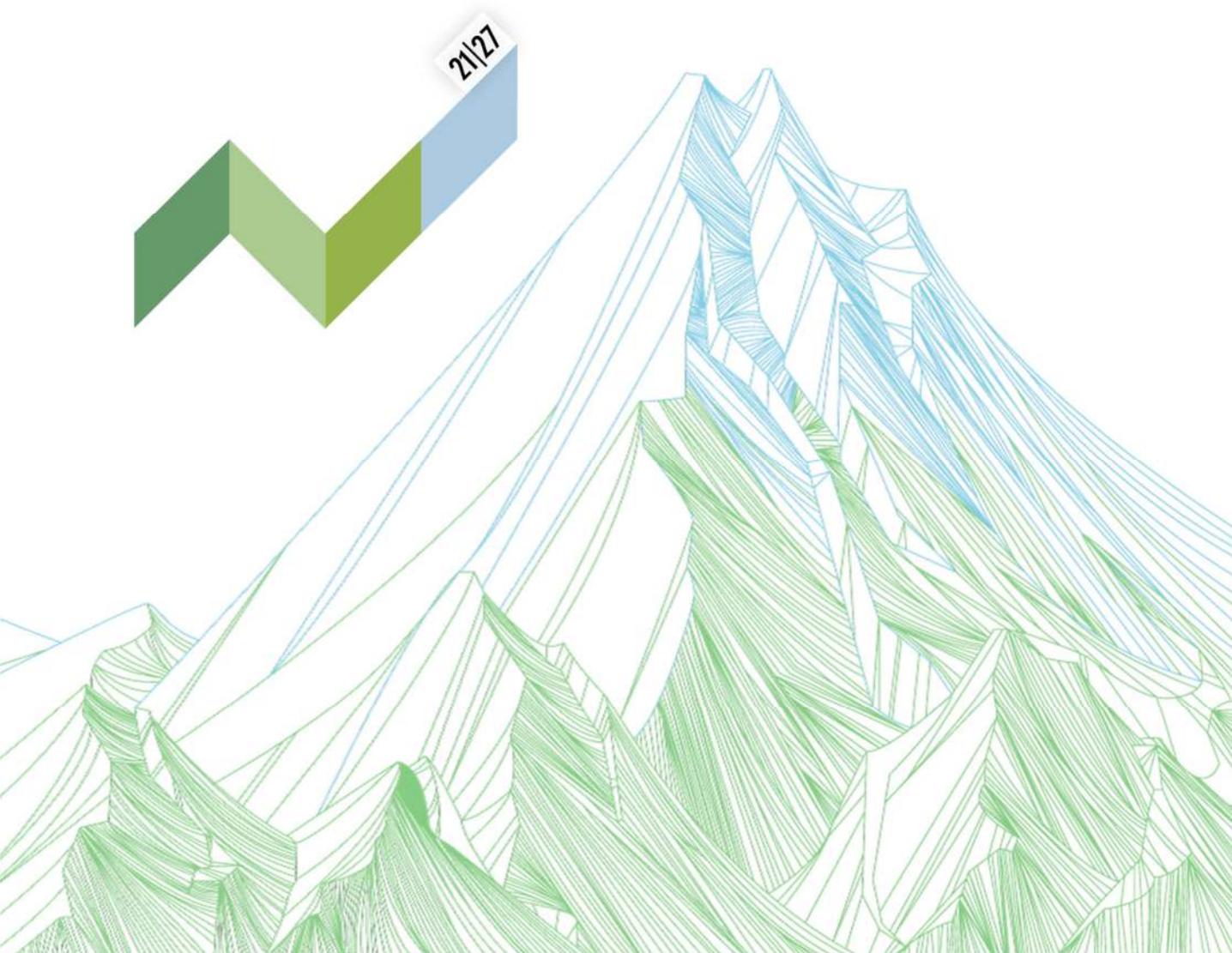


Jems - Technical guidance

Version 1.0



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). Applications to the different ASP calls for proposals 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 the Jems complements the annexes 1a “Application Form guidance for classic projects - step 1 and step 2” and 1b “Application Form guidance for small-scale projects” of our [programme manual](#).

This document will be updated on regular basis: keep an eye on the page dedicated to Jems on our website <https://www.alpine-space.eu/for-project-partners/jems/>.

Technical information and system requirements

The 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.



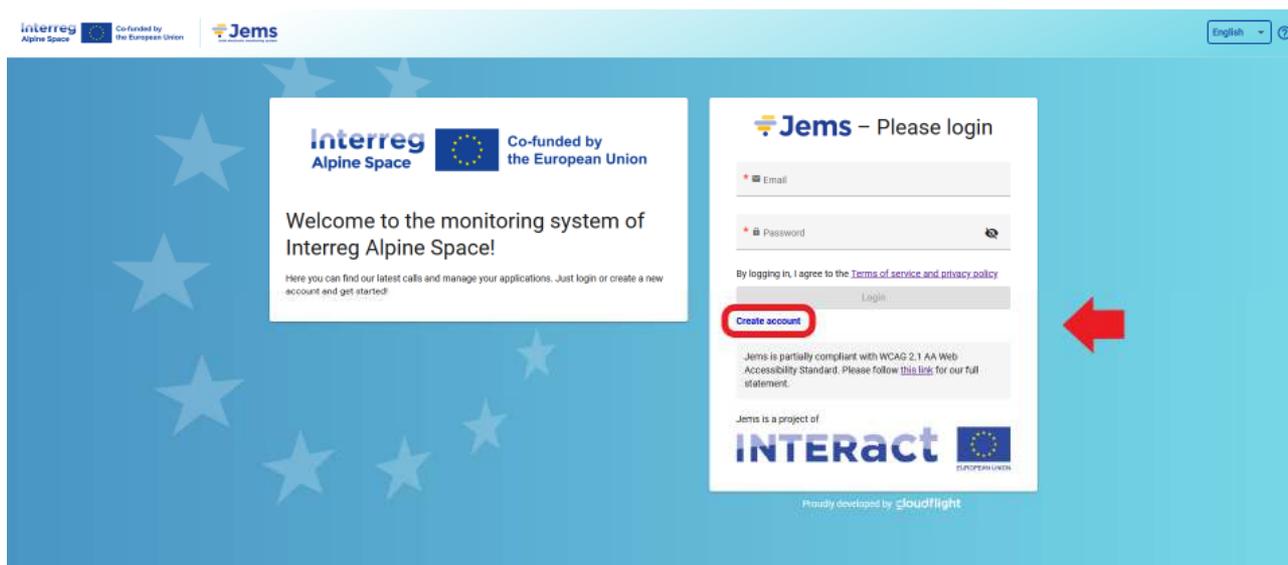
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1. Access and registration

The Jems can be accessed at the following link <https://jems.alpine-space.eu>.

To use the Jems, each applicant must first register by clicking on “Create account” on the homepage and provide a set of credentials.



In the registration form, fill in the following information (all fields marked with “*” are mandatory):

Create new account

* First name

* Last name

* Email

* Password

I have read and agree to the [Terms of service and privacy policy](#) *

Cancel
Register

- **First name / Last name:** personal information of the applicant’s contact person.
- **Email:** the email address of the applicant - it will be used to log in and notifications will be addressed to it.
- **Password:** password which will be used to access the Jems.

The minimum length of the password is 10 characters. It should contain at least one upper case letter, one lower case letter, one digit and one special character (!.,;?-_+%&=#@*~).

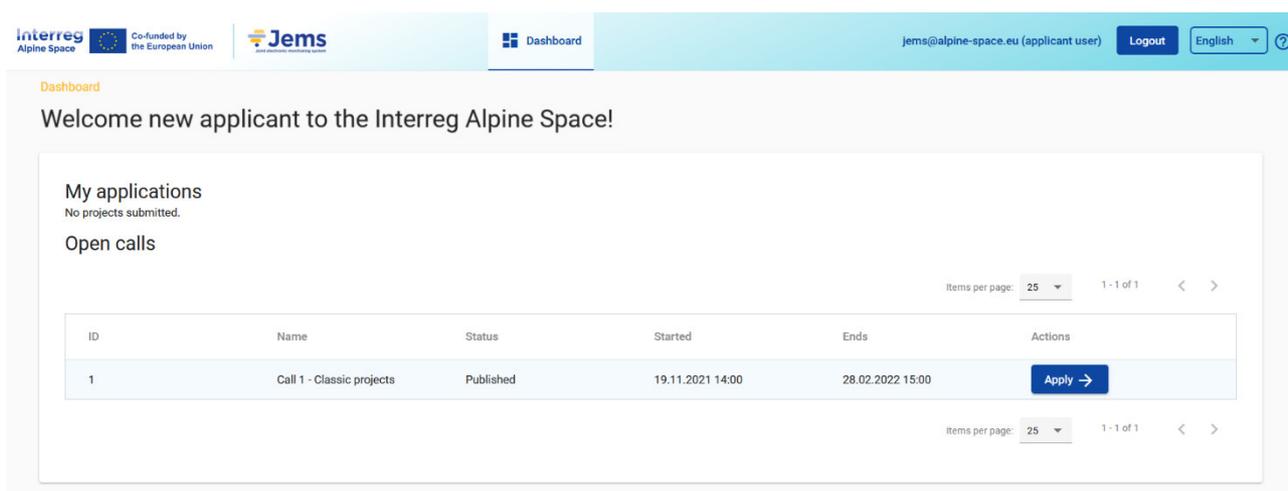
The “Register” button turns active only once all mandatory information is filled in. Following the registration, a confirmation email is automatically sent to the email address provided in the “Create new account” form.

Only after confirmation, the applicant will be able to log into the platform and create an Application Form (AF). In case you do not receive an email confirmation, please check your spam folder and, if needed, get in touch with the [ASP Jems Helpdesk \(jems@alpine-space.eu\)](mailto:jems@alpine-space.eu) for assistance.

Point of attention: In case you forgot your password, contact the [ASP Jems Helpdesk \(jems@alpine-space.eu\)](mailto:jems@alpine-space.eu) with your email address used during the registration (no “reset password” function available in the current version of Jems).

2. Applying for a call

To create your AF click on “Apply” under the section “Open calls” of your dashboard. At this point, insert the acronym of your project (which can always be modified afterwards) and click “Create project application”.



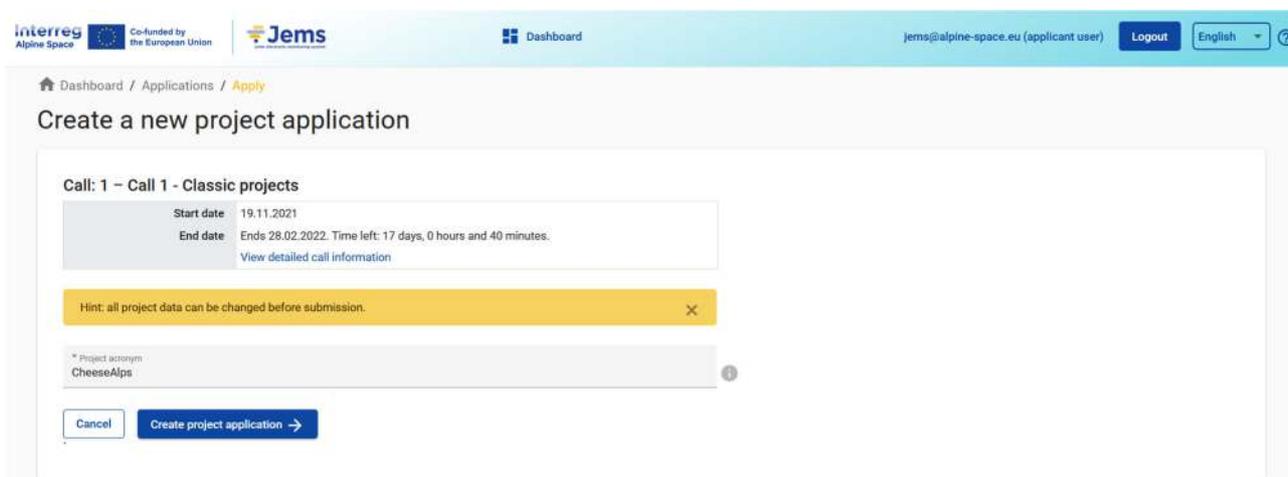
Dashboard

Welcome new applicant to the Interreg Alpine Space!

My applications
No projects submitted.

Open calls

ID	Name	Status	Started	Ends	Actions
1	Call 1 - Classic projects	Published	19.11.2021 14:00	28.02.2022 15:00	Apply →

Dashboard / Applications / Apply

Create a new project application

Call: 1 – Call 1 - Classic projects

Start date: 19.11.2021
End date: Ends 28.02.2022. Time left: 17 days, 0 hours and 40 minutes.
[View detailed call information](#)

Hint: all project data can be changed before submission.

* Project acronym
CheeseAlps

[Cancel](#) [Create project application →](#)

Alternatively, it is possible to click on the call row itself under the same section “Open calls” and see the general call information through a read-only window. The “Apply” button will appear at the bottom of this page.

Dashboard / Calls / Call 1 - Classic projects

Call overview

General call settings

Call identification

Call name
Call 1 - Classic projects

Start date (DD.MM.YYYY HH:mm)
19.11.2021 14:00

End date (DD.MM.YYYY HH:mm)
28.02.2022 15:00

Period length (in months)
6

Description
First call for classic project proposals

Apply →

The newly created project application will be automatically listed under the section “My applications”. The project ID is an automatically generated number given by the system - this number is unique and allows the programme to easily recognise a project.

Dashboard

Welcome new applicant to the Interreg Alpine Space!

My applications

Items per page: 25 1 - 1 of 1

ID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
ASP0100001	CheeseAlps			P1	SO 1.1	Draft	Call 1 - Classic projects

Items per page: 25 1 - 1 of 1

Open calls

Items per page: 25 1 - 1 of 1

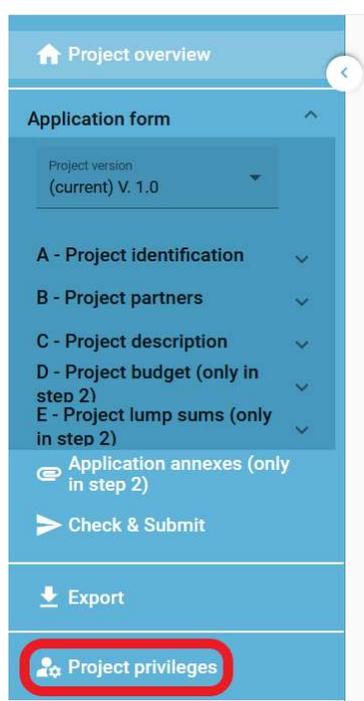
ID	Name	Status	Started	Ends	Actions
1	Call 1 - Classic projects	Published	19.11.2021 14:00	28.02.2022 15:00	Apply →

All applications created by the user are listed at this level - the user can select a project and open it by clicking on the name.

3. User management

The lead applicant can grant access rights to an open AF to other users, namely project partners and/or collaborators. To this end, they have first to register in the Jems and then provide the lead applicant with their email addresses.¹

The lead applicant can then enable new users in the “Project privileges” section (see left menu of an AF in progress) by entering a full valid email address.



Users can be granted either:

- **read-only rights** (“view”) - an user can access all the AF sections without being in the position of making any change
- **edit rights** (“edit”) - an user can modify/fill in all the AF sections
- **lead applicant rights** (“manage”) - an user has both edit rights, but also access to the management of the “Project privileges” section.

¹ Please be aware that also capital letters are important in this case: if a participant is registered as name.lastname@mail.eu, the system will not find the user Name.Lastname@mail.eu.

Project privileges

Users working at the same time in the same page may lead to unexpected loss of data (users overwrite other users content). Please make sure a project is properly reviewed before submission.

Lead applicant ¹

* Jems username
jems@alpine-space.eu

 view  edit  manage 

* Jems username
co-worker@alpine-space.eu

 view  edit  manage 



 Discard changes

 Save changes

Please note that only users with the “edit” or “manage” privileges can submit the application proposal. Therefore we strongly recommend to identify and designate the user responsible for the submission of the AF beforehand (this person should ideally be the contact person of the “lead” applicant institution).

Point of attention: risk of overwriting information

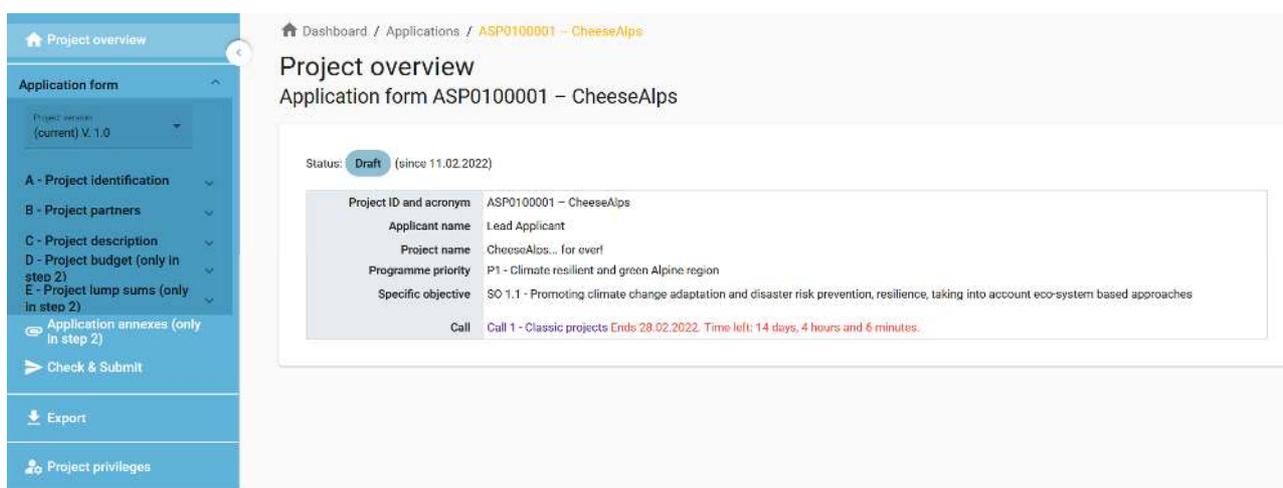
To a certain extent, it is possible for different users to work in parallel (at the same time) on the same AF. When working in parallel, users have to make sure though that they are not working simultaneously in the same section or sub-section as there is the risk to overwrite information.

In this respect, granting access rights to other users should be done parsimoniously, and coordinating who is working when in the AF is crucial for a smooth use of Jems during the application phase.

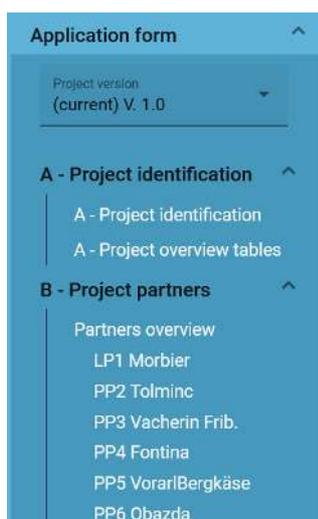
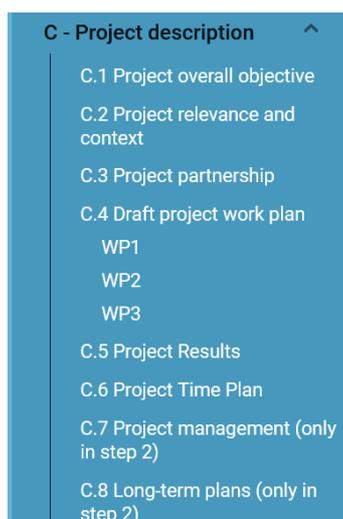
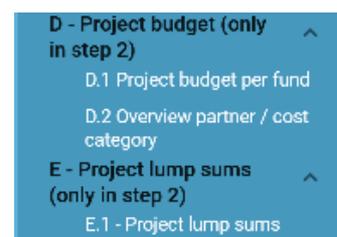
Users can be assigned to an unlimited number of application proposals and they can also have different user privileges.

4. Filling in the AF

The “project overview” page offers general information on the proposal, its application status and the running call. Every application has a version number. Upon creation the project version number is set to “V.1.0” by default - the latter will remain unchanged until the submission of your proposal. The same logic applies to the status “Draft”, which changes to “Submitted” right after the submission.



Applicants are invited to fill in the relevant sections and sub-sections listed on the left menu, which corresponds to the AF template.

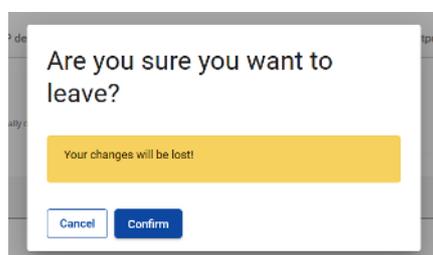
The annexes 1a “Application Form guidance for classic projects - step 1 and step 2” and 1b “Application Form guidance for small-scale projects” of our [programme manual](#) detail the programme expectations for

each of them.

Point of attention: It is not required for the call 1 - step 1 applicants to fill in the sections and sub-sections labelled with “(only in step 2)”. These fields will be used and subject to assessment only in the framework of the second step of the call (any information provided in these fields will be disregarded). Automatic checks run before the submission are preventing the submission of an incomplete AF (see further details in the next chapter).

Clicking on the “trash” icon  allows you to delete. Some sections can only be saved, once all mandatory fields (marked with an asterisk “*”) are filled in. The order of the project partners, work packages, outputs, etc. follows the one in which they were added in the Jems. This order cannot be changed unless the related sections are deleted and modified.

The Jems provides warnings or requests of confirmation before leaving any section of the AF. Always remember to save the data before leaving a section in the AF; otherwise changes will be discarded!



In addition, the following important aspects have to be remembered when filling in the AF:

- Follow the number of characters indicated in the different fields - characters in excess will not be taken into account on Jems. Please note that the punctuation and spaces between words or paragraphs are considered as characters.
- Do not use the “Enter” key of your keyboard to save data while filling the forms as it may lead to unexpected results. Always use the commands provided by the Jems interface.
- When filling in longer sections, please remember to regularly save in order to avoid losing data in case of interruptions of your internet connection or other technical issues.
- Being inactive for a long period may end automatically your session for security reasons and unsaved data is lost!

5. Application annexes

The section “Application annexes” is only dedicated to the upload of a scan of the signed partnership agreement, which is required only for small-scale projects and in step 2 of the application procedure for classic projects.

Dashboard / Applications / ASP0100001 – CheeseAlps / Application annexes

Application form ASP0100001 – CheeseAlps

Application annexes (only in step 2)

Attachments

Application attachments	
Partners	+ Upload file
Investment documentation	

There are no files uploaded.

This document must be uploaded before pressing the “Submit project application” button. To do so, the lead applicant must click on “Upload file” and wait until the document appears in the overview table automatically created on the same page. Any other document uploaded will be disregarded for the assessment of the AF.

6. Export function

This section allows the user to create a pdf file of the AF at any time of its development as well as to export partner budgets (csv file). The export language is set by default to English.

The screenshot displays the 'Export' function within the application form interface. On the left, a navigation menu lists various steps, with 'Export' highlighted in a red circle. The main area shows the 'Export application form' section, which includes a dropdown for 'Project version (current) V. 1.0', a dropdown for 'Partners budget' set to 'English', and a dropdown for 'Input language' set to 'English'. An 'Export' button is located at the bottom of this section.

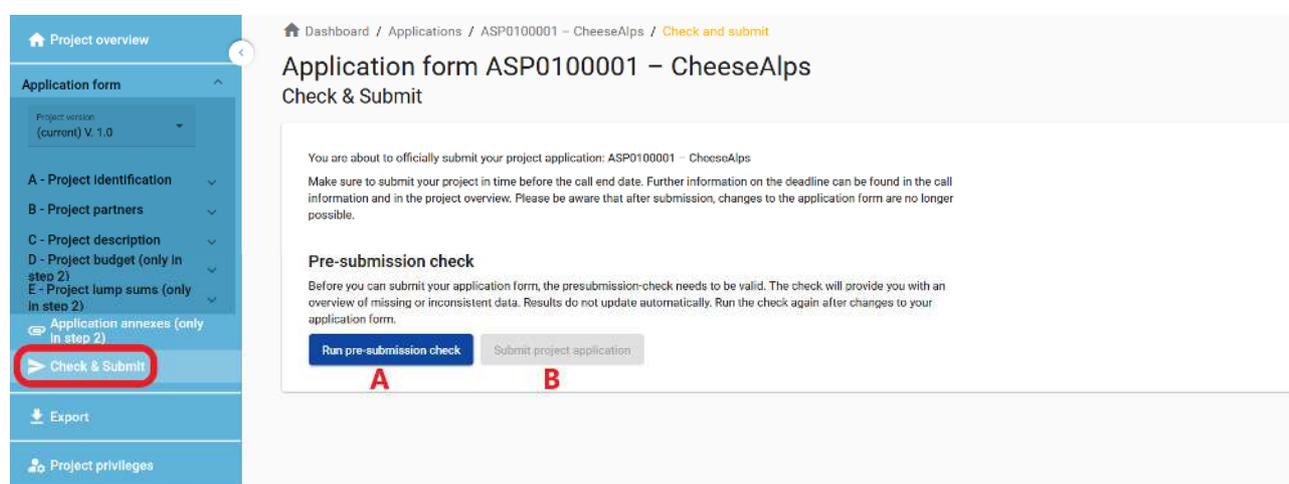
When your AF is ready for submission, it is recommended to save the final version as a pdf file.

7. Submission of the AF

The submission of your AF is following a two-step approach. Each AF requires a successful pre-submission check of content before it can be submitted.

Under the section “Check & Submit”, users with “edit” or “manage” privileges (see chapter 3 of this document) can perform these two actions:

- Run pre-submission check
- Submit project application



The screenshot displays the 'Application form ASP0100001 – CheeseAlps' in the 'Check & Submit' stage. On the left sidebar, the 'Check & Submit' option is highlighted with a red circle. The main content area features a 'Pre-submission check' section with a blue button labeled 'Run pre-submission check' (A) and a grey button labeled 'Submit project application' (B).

The “pre-submission check” function (A) warns applicants when mandatory fields of the AF are not filled in - a completeness and consistency check is run by the system, but it does not check the quality of information provided. Therefore, it remains the applicants’ responsibility to read carefully information included in our AF guidance, go through their AF and verify that all necessary fields are properly filled in.

The button “Submit project application” (B) is accessible only once all pre-submission checks are successfully passed.

The “pre-submission check” provides two types of verification result to the applicants:

 **Error/Warning**
inconsistent/missing information in the section

 **Green light**
verification of the section passed successful

Point of attention: For the project applications of “call 1 - Classic projects”, only relevant fields of the AF-step 1 are subject to automatic checks (those marked “only in step 2” are not verified or are automatically turned into “green light”).

The results of a pre-submission check are shown in an expandable tree. A verification result is displayed for each active section of the application form.

Dashboard / Applications / ASP0100001 – CheeseAlps / Check and submit

Application form ASP0100001 – CheeseAlps

Check & Submit

You are about to officially submit your project application: ASP0100001 – CheeseAlps

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.

A - Project identification	1 Issue(s)
B - Project partners	2 Issue(s)
C - Project description	12 Issue(s)
E.1 - Project lump sums	



Dashboard / Applications / ASP0100001 – CheeseAlps / Check and submit

- A - Project identification** 1 Issue(s)
 - Summary in EN is missing
- B - Project partners** 2 Issue(s)
 - At least 1 partner should be active
 - Exactly 1 Lead partner should be active
- C - Project description** 12 Issue(s)
 - C.1 Project overall objective** 1 Issue(s)
 - C.1 Project overall objective is missing
 - C.2 Project relevance and context** 6 Issue(s)
 - C.2.1 Common territorial challenge(s) is missing
 - C.2.2 Approach to common challenges and/or opportunities is missing
 - C.2.3 Cross-border/transnational/inter-regional cooperation needed to achieve the project's objectives and result is missing
 - C.2.4 Target group should have at least 1 item
 - C.2.5 Strategy should have at least 1 item
 - C.2.7 The project build on available knowledge is missing

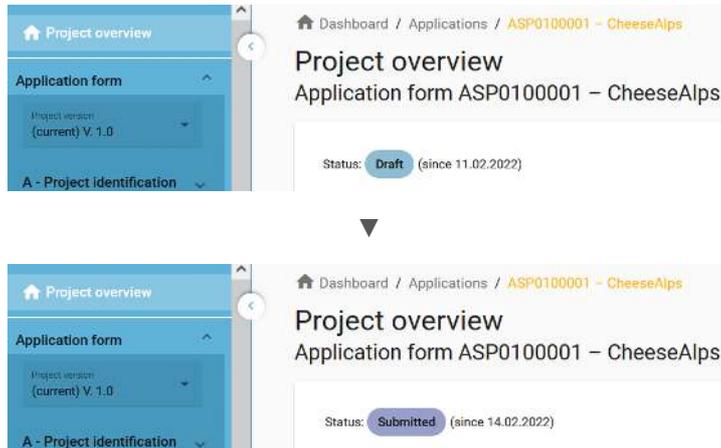
Point of attention: pre-submission check and time management

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

The pre-submission check needs to be executed every time the user wants to submit an AF. In case a modification to the AF is applied, the pre-submission check needs to be executed again. If the pre-submission check is passed successfully, the submit button will be activated. When your AF is ready for submission, it is recommended to save the final version as a pdf file.

The screenshot shows the 'Application form ASP0100001 – CheeseAlps' interface. On the left is a navigation menu with options like 'Project overview', 'Application form', and 'Check & Submit'. The main content area displays the 'Check & Submit' section. It includes a warning about the submission deadline and a 'Pre-submission check' section. Below this, there are two buttons: 'Run pre-submission check' and 'Submit project application'. A red arrow points to the 'Submit project application' button. Below the buttons is a checklist of sections: 'A - Project identification', 'B - Project partners', 'C - Project description', and 'E.1 - Project lump sums', all marked with green checkmarks. To the right of the last two items, it shows '0 Issue(s)' with a dropdown arrow.

After submission, the status of the application is changed to “Submitted” (see on your dashboard, under “My applications” or at the level of the “Project overview” page) - there is no automatic email confirmation sent out.





8. Helpdesk and technical support

For any problems you might experience with the Jems platform, please contact the helpdesk at jems@alpine-space.eu or call the joint secretariat at [+43 \(0\) 662 8042 3708](tel:+33066280423708) during the workdays from 9:00 to 12:00 and 14:00 to 17:00; on Friday until 13:00.

To facilitate the handling of your requests, we invite you to communicate us the following elements (when relevant):

- the project name
- the project ID
- the user account facing a problem (i.e. the email address used during the registration on Jems)
- a screenshot and/or the alert message appearing on your screen