JEMS System User Guide

Project Proposal Submission Overview

INTERREG "VI-A ITALIA-MALTA"

Version 1.0 – December 2025

CONTENTS

Introduction

This manual provides technical details on how to operate and use the Joint Electronic Monitoring System (JEMS) for the Interreg VI A Italia – Malta Programme. It applies to version 12 of JEMS, and may be updated when a new version is released. For more information, please visit the dedicated section on the official Programme website: https://www.italia-malta.eu

1. Login Page

The Interreg VI A Italia-Malta 2021-2027 Programme JEMS URL is: https://jems.italiamalta.eu/

For the best experience, we recommend using an up-to-date web browser (Google Chrome, Microsoft Edge, or Mozilla Firefox). The system operates according to standard web application practices for entering and submitting data.

JEMS Interreg Italia-Malta is available in the Programme's two official languages: Italian and English.
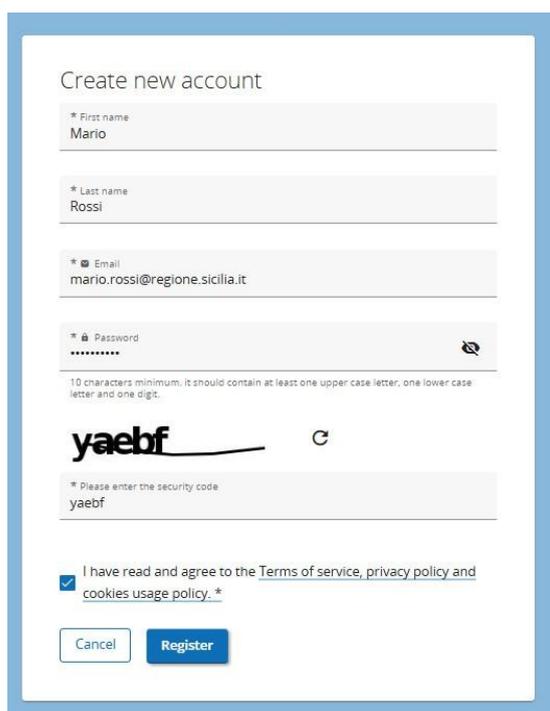
Figure 1 – JEMS Login

2. Creating an Applicant User Account

To register and set up your personal account, follow these steps:

- Click the "Create new account" button;
- enter the following details: first name, last name, email address, and password. Your password must meet these criteria:
  - at least 10 characters
  - at least one uppercase letter
  - one lowercase letter
  - one number
- tick the checkbox to accept the Terms of Service, the privacy policy, and the cookie policy (*required field).
- Click the "Terms of Service and Privacy Policy" button to open the legal document link.
- The "Register" button will only become active once you've filled in all required fields (marked with *).
- Click "Cancel" to return to the login page.
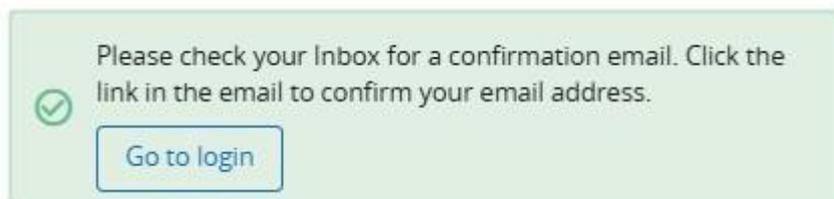
Figure 2 – Create a New Account
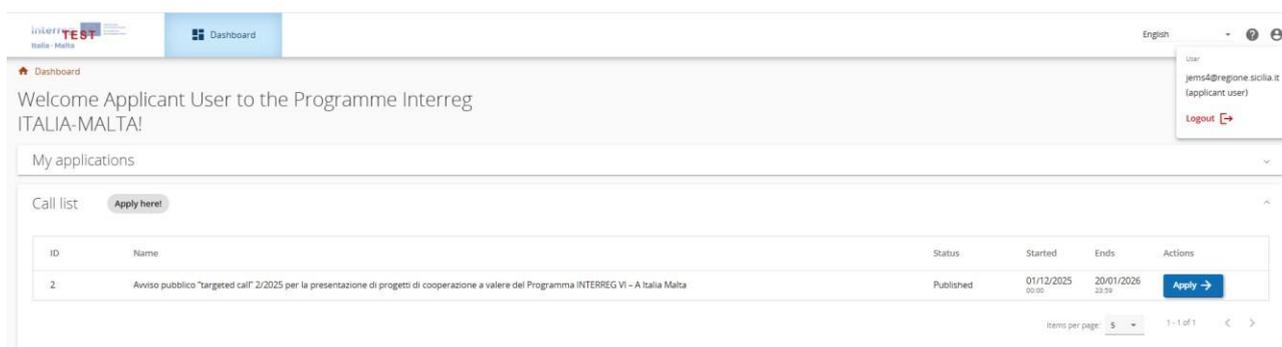
Email Confirmation

To access the Jems login page, click the "Go to Login" button.

Figure 3 – Account confirmation by email

Once you're logged in, your name will show up in the top menu bar. Your assigned role will appear in parentheses next to it. By default, your role when you sign in is "applicant user."

Figure 4 – Signed in as "applicant user"

On the login screen, you can perform the following actions:

- click "Dashboard" in the top menu bar to open the dashboard;
- click your username to view your profile;
- click the "?" icon for support information;
- click the "Logout" button in the top menu bar to sign out of JEMS.

3. Forgot Password

Click the "Forgot Password" button on the login page or next to your username. The system will prompt you to enter the email address you used to register, and a temporary password will be sent to that address. If you don't remember your login details, you can email stc.italia-malta@regione.sicilia.it to get help from the system administrator.

Figure 5 – Forgot Password
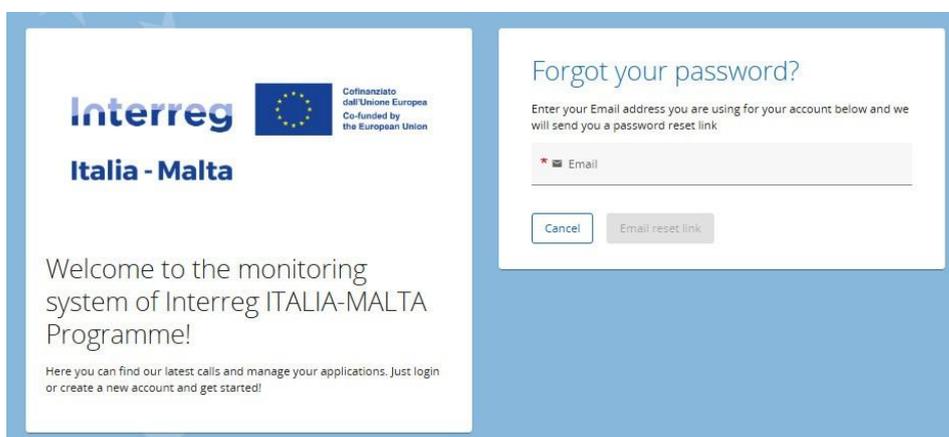
4. User Profile – Set a New Password

Click your username to open your profile. To change your password, select "Set new password" and follow the prompts.

Figure 6 – Reset Password
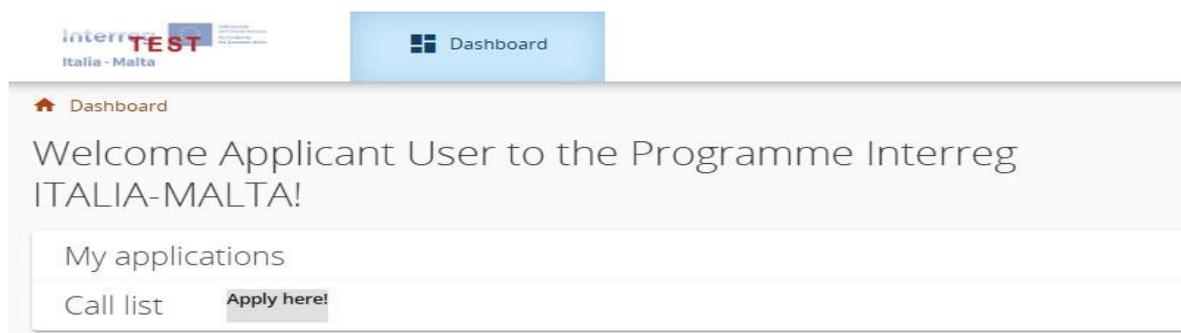
5. Dashboard

The dashboard is divided into the following sections:

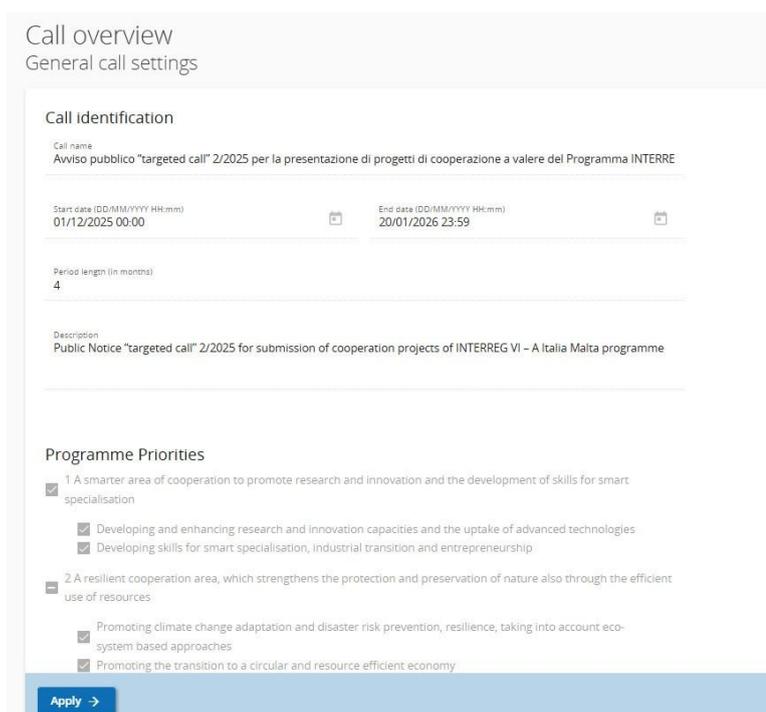- My Applications
- List of Calls

Figure 7 – Dashboard

The "*My Applications*" section displays all proposals created by the user. To view a project, simply click on its title.

Within the "*List of Calls*" section, for open notices, you can click the "*Fill Out*" button to submit a new project proposal.

By clicking on the notice references, you can view general information in a read-only window.

Figure 8 – Summary of the announcement

6. Project Overview Sheet

This section should be completed by the applicant and includes the following parts:

- ▢ Project Summary;
- ▢ Project Version;
- ▢ Project Identification Details;
- ▢ Project Partners;
- ▢ Project Description;
- ▢ Project Budget;
- ▢ Attachments;
- ▢ Review & Submit;
- ▢ Export;
- ▢ Project Privileges.

Field Entry Guidelines

Required fields are marked with an asterisk (*) in the system.

Fields in each section must be completed in either Italian or English, as chosen by the applicant *Italian* or *English*.

You can save or discard your changes. If you leave the page without saving, an alert will appear. After you submit your application, editing fields will no longer be possible.

Figure 9 – Project Identification Data

Figure 10 – Alert Message

Information Icons

Hovering over the "i" icon provides more details on how to fill out the corresponding field.

Figure 11 – Project identification details

Navigation and Menu Bars

▫ Top Menu Bar
  - Click on "Dashboard" to access the Dashboard section.
  - Click your username to go to your user profile.
  - Click the language option to choose your preferred language for Jems.
  - Click "Logout" to sign out of Jems.

□ Left Menu Bar
  - To hide the left menu, click the "∨"/"∧" icons.
  - To expand or collapse the project card section, use the "�"/"�" icons.
  - Select any section to navigate through the project card.
  - Click "Application Attachments" to open the file upload section.
  - Click "Review and Submit" to run a preliminary check and send your project application.
  - Click "Export" to save your project card as a PDF and partner budgets as Excel files.
  - Click "Project Privileges" to grant other users access rights (view/edit/manage) to your project application.

□ Navigation Bar
  - The navigation bar helps users keep track of where they are in Jems.
  - The current section is highlighted in orange letters and matches the highlighted item in the left menu.
  - Users can click any section in the navigation bar to jump directly to it, making it easy to switch between sections or return to the left menu bar.

Project Sheet Language

The languages you can choose from the top menu bar are English and Italian.

Figure 12 – Available Languages

Number Formats and Rounding Methods

Within the budget section of the project sheet:

  - Amounts are displayed in Euro;
  - numbers and percentages are shown with two decimal places;
  - a comma is used as the decimal separator;
  - calculations are made using rounded amounts (for example, with flat rates). This rounding method applies to:
    • calculating the total budget items
    • calculating amounts allocated by funding source.

7. Project Summary

The "Project Summary" section displays all identifying details of the project proposal.

In the figure below, under Call for Proposals, the system shows:
- the name of the call for proposals, which you can click to view its summary page;
- the remaining time available to submit your application.

Figure 13 – Selectable languages

8. Project Version

On the left sidebar, there's a dropdown menu listing all available versions of the project form.

Each version is marked by a numerical code: starting with "V. 1.0" (draft). After the first submission, the version number stays the same.

The version number of the application updates whenever it's sent back to the applicant for revisions, as outlined in the Notice.

The active version of the application form in the dropdown menu is labeled with "(current)". When you open the application form, the "current" version is shown by default.

Figure 14 – Project Version

To view a previous version of the project sheet, simply select it from the list provided. Please note, all input functions are disabled in earlier versions.

Figure 15 – Most recently approved version

A yellow notification box appears at the top of each screen, letting you know which version you're viewing.

The "Switch to current version" button lets you return to the latest version.

Figure 16 – Most recently approved version

9. A – Project Identification Data

This section includes the following subsections:

- A.1 - Project Identification Data
- A.2 – Project Summary Tables

A.1 – Project Identification Data

Within the "Project Identification Data" section, the system prompts you to enter the key details for your project, such as:

Project ID	This number is automatically generated by the system—no input needed from the applicant.
Project Acronym* (required field)	A short name or abbreviation that identifies the project along with its ID—helpful for quick reference in official documents.
Project Title	Text entry field to provide a clear and detailed project title (up to 200 characters).
Project Duration	The project duration must be entered in months. This information is used by the system as a basis for: - calculating the number of periods that make up the project (number of periods = project duration ÷ reporting period length, which is set at 4 months); - planning the work packages (WPs)
Programme Priority* (required field)	Select the Programme priority that your project aims to address
Specific Programme Objectives* (required field)	Specify which specific objective of the Programme your project will contribute to
Project Overview	Provide a concise overview of the project in either Italian or English, clearly outlining its purpose, goals, and overall approach.

You can save this section only after all required fields (marked with an asterisk *) have been completed.

*Figure 17 – Project Identification Details*

A.2 – Project Summary Tables

A.4 Project Budget Summary	Table A.4 is automatically generated and displays the project budget data for the ERDF fund and national contribution, providing a comprehensive summary of the project budget.
A.5 Project Outputs and Results Overview	Table A.5 is automatically generated and provides a summary of the project's output and result indicators recorded in the relevant sections of the project sheet, highlighting how these contribute to enhancing the Programme's overall indicators.

10. B – Project Partners

B.1 - Partner Overview

The partner overview gives you a snapshot of all the project partners. Essential information is displayed in the list.

Figure 18 – Partner Overview
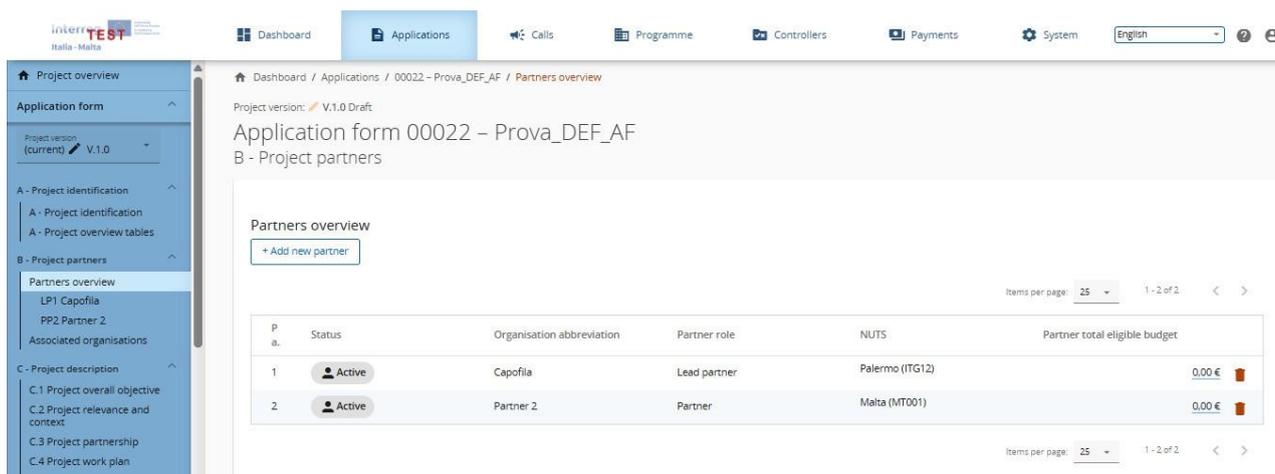
Click on "+ Add new partner" to create a new partner.

Clicking on a specific partner in the list opens the beneficiary's

page. Click the "trash can" icon to remove the selected partner.

The "Active" status is automatically assigned when a project partner is created. If a partner leaves the partnership, they can be marked as "Inactive".

Individual Partner Section

The section for each partner includes the following subsections:

- Identification Data
- Address
- Contact Information
- Reason
- Budget
- Co-financing
- State Aid

Figure 19 – Partner Details Section
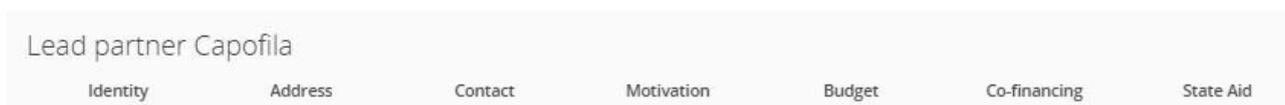
Partner Identification Data

The "Identification Data" subsection is used to capture general information about the beneficiary. To add a partner, you'll need to fill in the fields listed below.

Field	Required	Description / Notes
Partner Role	*Yes*	Please specify whether the partner is the Lead Partner or a Partner.
Short Name of Organization	*Yes*	Abbreviated organization name (acronym).
Organization Name (original language)	No	Full name of the organization in its original language.
Organization Name (English)	No	Organization name in English — useful for international platforms (e.g., KEEP).
Department / Service / Division	No	Please specify any relevant department, service, or internal division.
Partner Type	No	Select from the drop-down menu the predefined categories to classify the partner.
Legal Status	*Yes*	Select the legal status of the entity: public, private, or public law body.
VAT Number (or equivalent)	*Yes*	Enter the VAT number (or equivalent identifier if not applicable). No spaces or hyphens. Format examples: - Italia (IT): "IT" + 11 digits - Malta (MT): "MT" + 8 digits

Figure 20 – Beneficiary Profile

Address

In the partner's "Address" subsection, the system asks you to enter the partner's main address, and, if relevant, the address for their department, service, or division.

Figure 21 – "Address" Tab

Contact

In the "Contact" subsection, you'll need to provide details about the legal representative and the main contact person for the beneficiary organization.

Figure 22 – "Contact" Section

Motivation

In the "Motivation" subsection, you'll need to provide details about the motivations, technical expertise, and the partner's contribution within the project.

Figure 23 – "Motivation" Form

Budget

In the "Budget" section, the system asks you to enter the planned budget for the partner. This section is divided into three parts:

- Partner budget summary.
- Partner budget options
- Partner budget

Figure 24 – Budget

Partner Budget Overview

The "Partner Budget Summary" table displays data for all cost categories, based on the reporting options selected for each cost item.

Figure 25 – Partner Budget Summary

Partner Budget Options

The budget options let applicants choose a flat-rate reporting method based on the guidelines set by the Programme and the Call for Project Proposals. When you select this method for a specific expense category, the system automatically calculates the related budget, so you can't manually enter an amount for that category. For the Interreg VI-A Italia-Malta Programme, the available flat-rate options apply to the following cost categories:

- **STAFF COSTS: (optional) The applicant can choose to apply a flat rate of 20% to direct costs other than staff costs.**
- **OFFICE AND ADMINISTRATIVE COSTS: (mandatory) The applicant must apply the standard flat rate of 15% of staff costs. For this expense category, it is not possible to enter an actual cost budget; this category is only calculated as a flat rate. In other words, if this category is not selected in the budget options, you cannot manually add it in the following section for entering actual costs.**

Warning!

Please make sure to select budget options before entering the partner's budget.

Figure 26 – Partner budget options

Partner Budget

Before you start filling out the partner budget section, make sure you've <u>set the project duration in the "Project Details" section.</u> This is the only way to assign expense amounts across different "periods."

For each spending category covered by the Programme (except those with a flat rate, such as "office and administrative costs"), follow these steps:

- Click "+ Add" to create a new table for the expense category;
- inside the table, hit "+" to add a new expense item;
- fill in the initial description columns:
  • Description – a brief explanation of the expense;
  • Comments – any helpful notes (justification, special details, conditions).
- enter the unit type, number of units and unit price; the system will automatically calculate the Total for each expense item.
- for "consulting and external services," "equipment," "infrastructure and works," specify the relevant award procedure;
- for "consulting and external services," "equipment," and "infrastructure/works" – if needed – link the expense item to an investment already set up in section C by selecting it from a drop-down menu.
- spread the Total of each item across the periods defined in the "Project Details" section;
- Click the trash can icon to delete a budget item;
- Please enter numbers with no more than two decimal places.
- Use a comma as the decimal separator.

<u>Important!</u>

The "Gap" field calculates the difference between the total amount for each period and the overall total for the budget item. If the amounts are distributed correctly, the Gap value will be 0. If Gap ≠ 0, it means the sum across periods doesn't match the total, so you'll need to fix the entry—otherwise, the system won't allow you to submit your project proposal.

Figure 27 – Partner budget – budget items

Co-financing

The "Co-financing" section includes two tables:

- Co-financing
- Source of partner contribution

Attention!

If the 'Co-financing' section is completed and the total budget is updated, you must also update the entered data to reflect any budget changes. Otherwise, the system will display a warning message.

Figure 28 – Alert Message

Fill out this section only after completing the Budget Sheet (Section B of the form), then follow these steps:

- In the "Co-financing" – "Source" table, select the co-financing source from the dropdown menu. For the Interreg VI – A Italia-Malta Programme, there is only one available option (ERDF);
- in the "Partner's Contribution Origin" table, enter the expected amount for the partner's contribution (this should match 20% of the total budget or the amount calculated by JEMS under "Partner's Contribution" in the Co-financing – Source section).

Important!

- Please refer to the notice for details about contribution sources;
- enter amounts using no more than 2 decimal places;
- use a comma as the decimal separator.

For Italian partners eligible for the national counterpart provided by the Rotational Fund, follow these steps:

- In the first row, select "public" but leave the value field empty;
- click "Add new contribution source";
- choose "Automatic public";
- for Contribution Source, enter "Rotational Fund as per CIPESS Resolution No. 78 dated December 22, 2021";
- enter the amount (20% of the budget) and save your changes.
-
-

- *Figure 29 – "Co-financing" Section*
-

If State aid applies (for both Italian and Maltese beneficiaries) and/or for Maltese partners, be sure to always fill in the first row in the "Partner Contribution Source" table.

The legal status of the contribution must match the selection made in the "Partner Identification Data" section. If the partner is a "Public Entity" or a "Body governed by public law," the contribution should be marked as "Public"; otherwise, it should be marked as "Private." The amount entered should be equal to 20% of the total budget, or match the amount calculated by JEMS for "Partner Contribution" in the Co-financing – Source section.

Figure 30 – "Co-financing" Section

State Aid

The "State Aid" section includes <u>four mandatory questions</u>. If you select "YES," you'll need to fill out the justification fields. Based on the information provided, the system will automatically check for any potential state aid risks.

The "Activities Relevant to State Aid" field allows you to specify which activities listed in the partner's work plan are eligible for state aid. You'll also need to select the applicable state aid scheme from a drop-down menu. If you remove an activity from the work plan, it will also be automatically removed from the Activities Relevant to State Aid.

Figure 31 – State Aid

B.2 – Associated Partners

Setting up an associated project partner works just like adding a beneficiary:

- Click on "+Add a new associated partner";
- Click the "trash can" icon to remove an associated partner;
- Enter the organization's name in its original language (*required field);
- Link the associated partner to a project beneficiary (*required field).

The status "Active" is automatically assigned when an associated partner is created. If an associated partner leaves the partnership, their status changes to "Inactive."

11.   C – Project Description

The "Project Description" section is divided into 8 subsections.

> ➤ **C.1 – General objective of the project**

Within this section, the system automatically displays the Programme's specific objective selected in A.1 - Identification Data. You can also enter the specific objective for your project here.
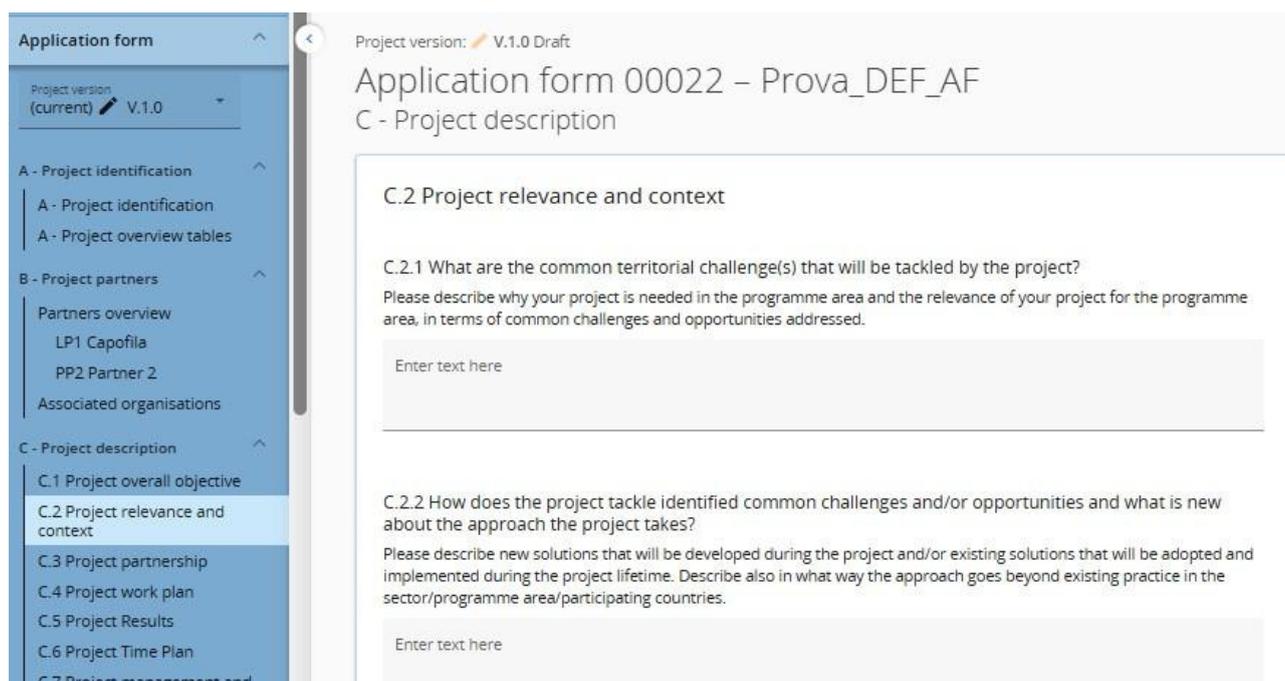
Figure 32 – Overall project objective

> ➢ **C.2 – Relevance and project context**

This subsection contains 7 questions. For questions C2.4, C2.5, and C2.6, you can select your answers from a dropdown menu. To add an item, click the "+" button; to remove one, click the trash can icon.
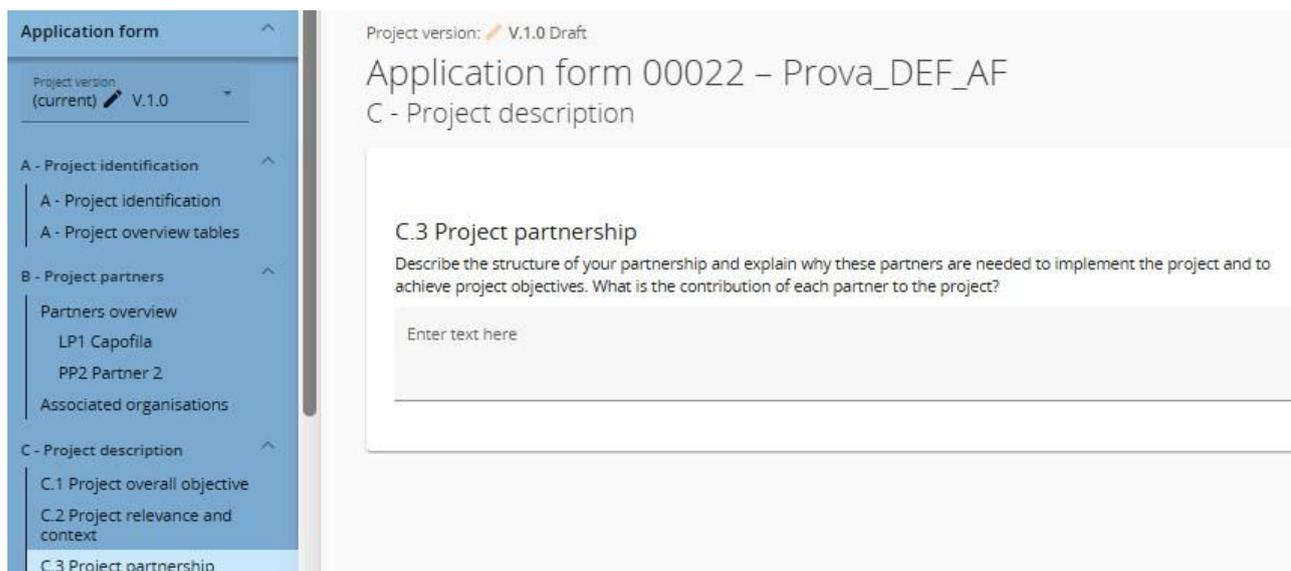
Figure 33 – Project relevance and context

> ➢ **C.3 – Partnership**

Within this subsection, you'll need to enter details about the partnership structure and describe how each partner will contribute to the project's implementation and the achievement of its goals.

Figure 34 – Partnership

> ➢ **C.4 – Project work plan**

The "Work Plan" outlines the activities that will be carried out throughout the project, helping to achieve the outputs needed for the specific objectives. Activities are grouped into work packages (WP). The overview of the Work Plan shows the project's WPs. By accessing the subsection, it is possible to add WPs by clicking the "+Add new work package" button. To remove a WP, click on the "trash bin" icon.

As WPs are added, they will be automatically numbered.

Figure 35 – Project work plan
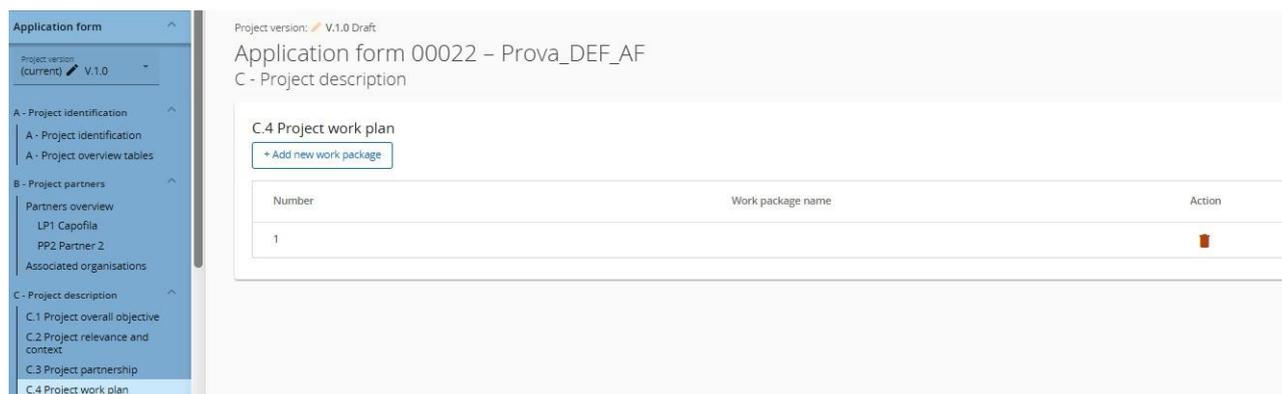
Clicking on a WP in the list opens a window with the details for that work package.

Each WP is organized as follows:

- Objectives
- Investments

- Activities
- Outputs

<u>Objectives</u>

For each work package, you'll need to specify:

- a realistic, achievable, and measurable specific objective to be completed by the end of the project.
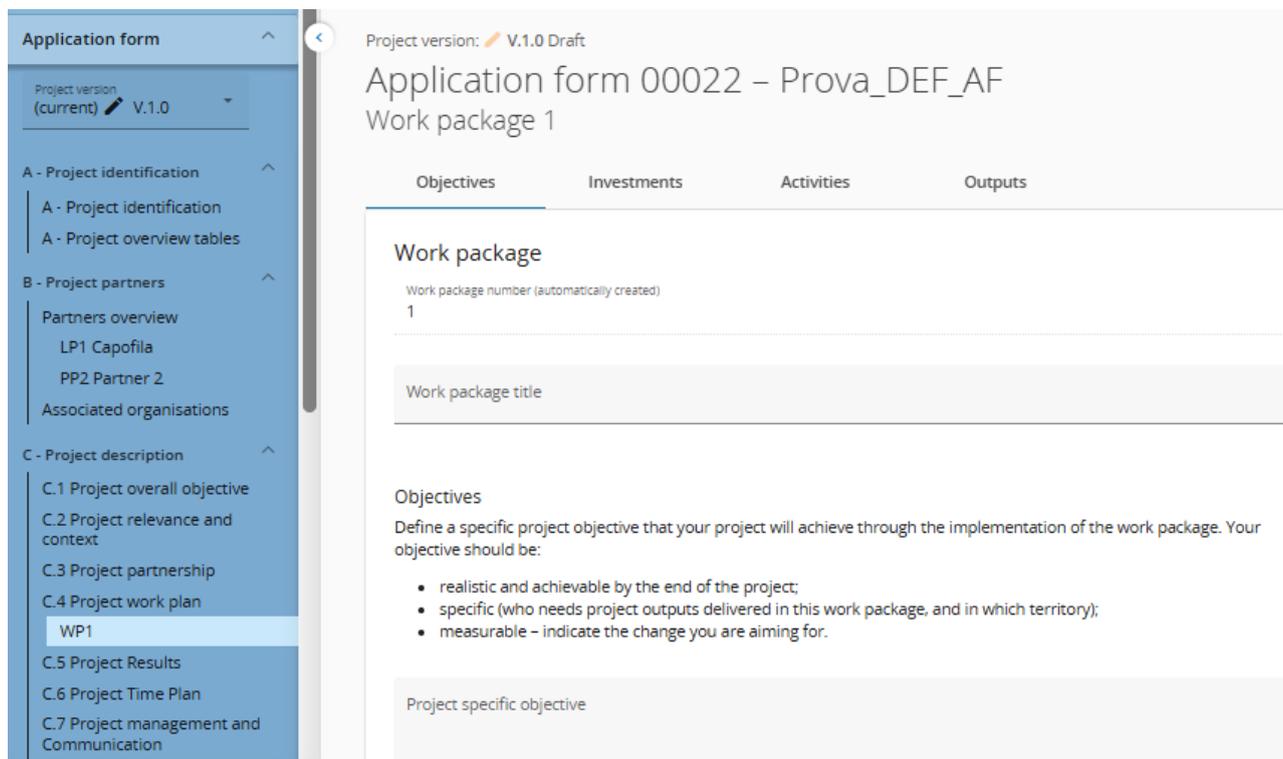- one or more communication objectives that will help accomplish the main goal.

Figure 36 – Work Package - Objectives

Investments

Within this subsection, where applicable, you can create investments tied to a specific WP. By accessing the "Investments" subsection, the system also displays an overview of all investments made within a work package.

To add a new investment, click the "Add Investment" button. To delete one, click the "trash" icon. Selecting an investment lets you view its detailed information.

Investments are tied to each partner's budget. For the categories "consulting and services," "equipment," and "infrastructure and works," there's a drop-down menu that lists all investments created within each WP.

Figure 37 – Work Package - Investments
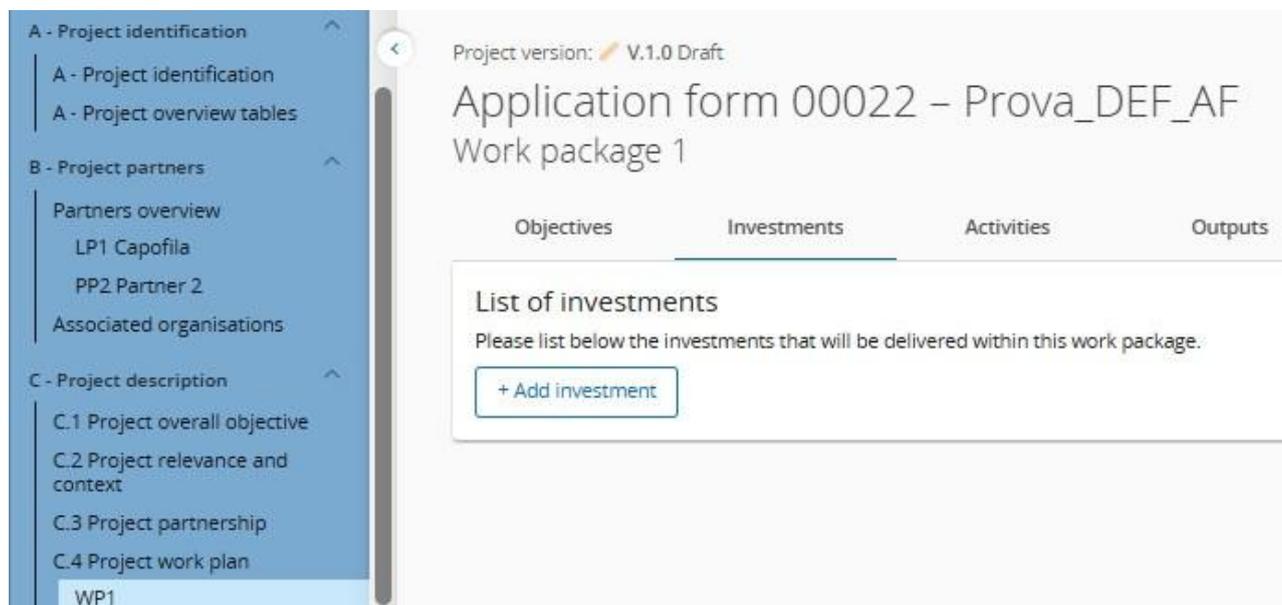
Activities

Within this subsection, you can add activities that your project plans to carry out in a specific Work Package by clicking the "Add Activity" button. To remove an activity, simply click the "trash" icon.

Activities are automatically numbered by the system. For each activity, you can create one or more deliverables/tangible results by clicking the "+" button, and remove them by clicking the "trash" icon. Deliverables/tangible results are also automatically numbered.

Figure 38 – Work Package – Activities

Output

Within this section, you can add the outputs your project aims to achieve for a specific WP by clicking the "Add output" button. To remove an output, simply click the "trash" icon. Outputs are automatically numbered.

In accordance with the Notice, <u>for at least one project output, you must select a common Programme output indicator from those linked to the specific objective addressed by the operation</u>. Once you pick the Programme output indicator, the unit of measure will be entered automatically. The target value is set to 1 by default, but you can increase it as needed.

For project output indicators that don't directly support Programme output targets, select "OTHER" in the "Programme Output Indicator" field. In this case, specify the unit of measurement in the "Output Description" field."

Figure 39 – Work package - Output

> ➤ **C.5 – Project results**

As outlined in the Notice, each project proposal can help achieve the Programme's expected result indicator.

The proposer can enter project outcomes as follows:

- Click "Add outcome" to create a new entry;
- Click the "trash" icon to remove an outcome; Outcomes are automatically numbered

After you select the Programme's outcome indicator, the unit of measurement and baseline will be filled in for you automatically.

The default target value is set to 1.00, but you can increase it as needed.

If your project's outcome indicators don't directly support the Programme's outcome indicators, choose "OTHER" in the "Programme Outcome Indicator" field. In this situation, specify the unit of measure in the "Outcome Description" field."

Figure 40 – Project Results

> ➤ **C.6 – Project timeline**

The project timeline is automatically created using the information from the project form.

When you hover your mouse over goals, outputs, and results, the target values will appear. To make sure the schedule is set up properly, you'll need to provide the project duration in the A1 – Project Identification Data section, and clearly define the start and end dates for activities and deliverables in the C.4 – Project Work Plan section.

Figure 41 – Project Timeline

➢ C.7 – Project management and communication

This subsection includes descriptive fields and checkboxes for selecting cooperation criteria in section C.7.5. In C.7.6 - Horizontal Principles you can choose the type of contribution by clicking the relevant button.

Figure 42 – Horizontal Principles

➢ C.8 – Long-term effects and sustainability

This subsection contains fields for the applicant to describe the long-term impact the proposal can deliver once activities have ended.

12. D – Project Budget

Section D includes the following summary tables outlining the project's budget:

- *D.1 Project Budget by Fund: This table is automatically generated based on the information entered in the "Co-financing" form for each partner;*

Figure 43 – Project Budget by Fund

- *D.2 Summary by Partner and Expense Category: this table presents an overview of each partner's total budget, broken down by expense category;*
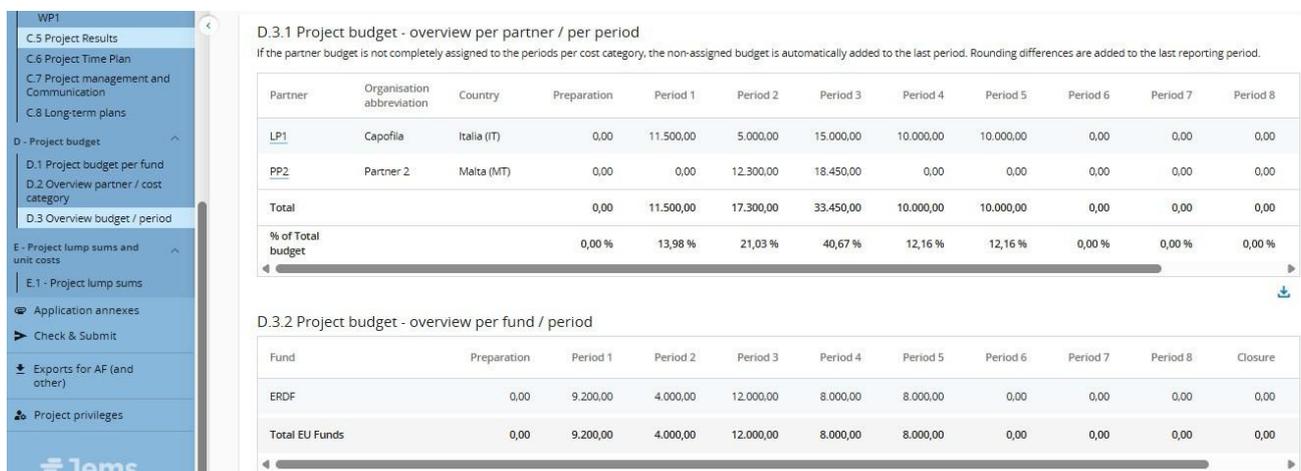
Figure 44 – Summary by Partner and Expense Category

- *D.3 Budget and Reporting Periods Summary: Table D.3.1 presents an overview of each partner's total budget, broken down by reporting period; Table D.3.2 summarizes the budget by fund and reporting period.*

Figure 45 – Budget and Reporting Periods Overview

13. Attachments to the Application

This section lets you upload documents to support your project proposal, in accordance with the Notice requirements.

To add a file to the appropriate section or subsection, click "+add new file". If no file has been uploaded, a notification message will be displayed.

To upload a file related to a specific project partner, first select the partner and then click "Upload file".

Figure 46 – Attachments for the project proposal
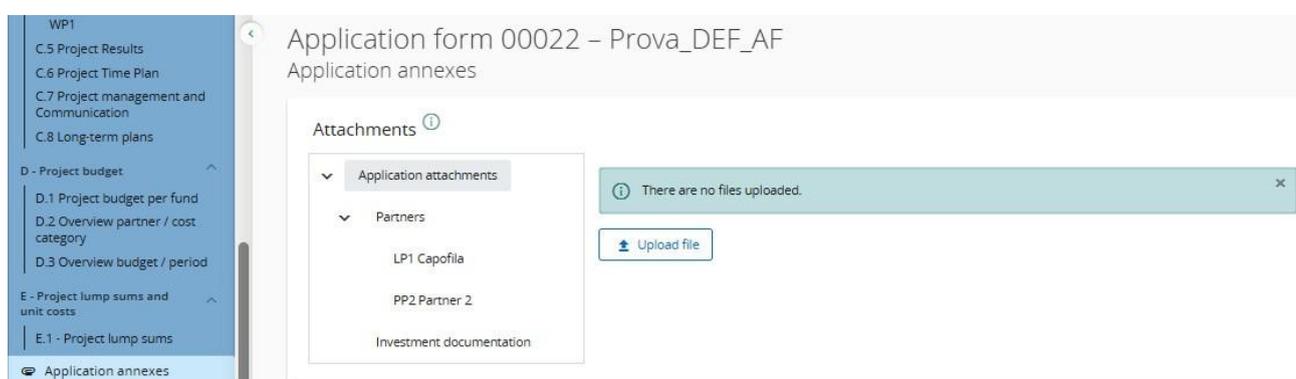
Click the pencil icon to add a description to your uploaded file. It's recommended to always provide a short, clear explanation of the attached document.

Click the icon:

- the arrow icon to download a file;
- the trash bin to delete an uploaded file;
- the folder icon to download all attached files at once.

Figure 47 – Project Proposal Attachments - Details

14. Review and Submit

This section allows the applicant to perform the following actions:

- Complete preliminary checks before submitting
- Submit the project form

Figure 48 – Review and Submit
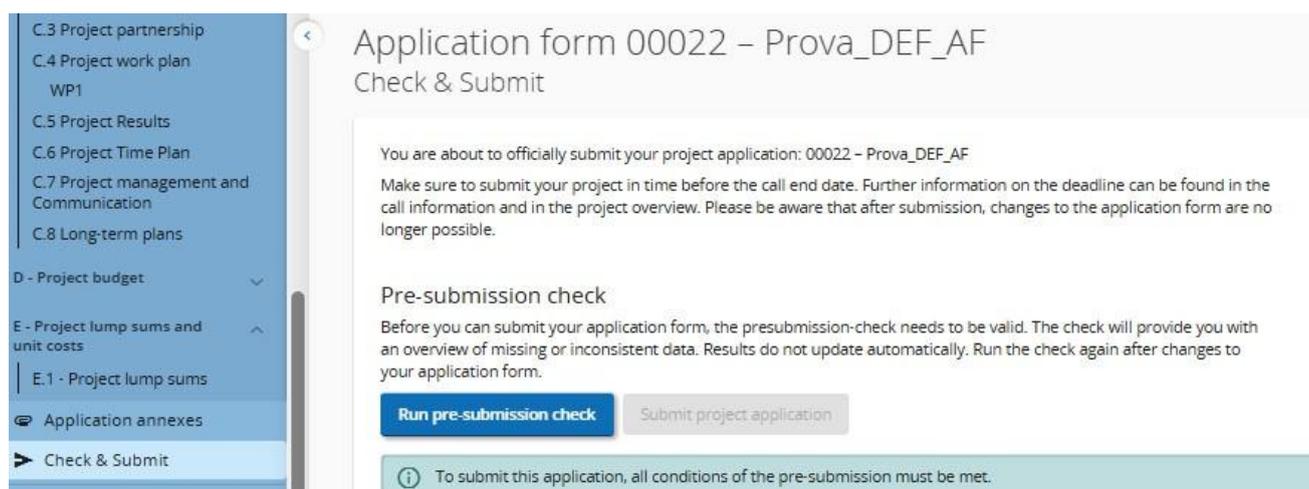
Pre-submission checks help ensure the application form meets the basic standards for completeness and consistency.

Important!

- Each application form must pass a pre-submission check before it can be officially submitted.

- **We recommend running all necessary checks ahead of time while completing your application, to avoid any issues that might prevent you from meeting the deadline.**
- The system's automatic checks help you spot missing fields or formatting errors, but do not replace a careful, thorough review by the applicant.
- A successful "pre-submission check" does not guarantee that your application is fully complete, substantively correct, or formally compliant.

Tips for a thorough review before submitting

- Make sure all required sections are filled out and that you've attached all necessary documents.
- Carefully re-read the entire form to confirm internal consistency, clarity, and the accuracy of the information provided.
- Ensure your budget, work plan, and project objectives are aligned and meet the requirements and goals of the call for proposals.

Pre-submission checks include verifying that all required fields and conditions are met.

To access the pre-submission stage, click on the "Check and Submit" option in the menu.

The pre-submission check must be performed every time you want to submit or resubmit an application form.

The results of the check are displayed in an expandable tree: you can see the outcome for each section of the application form.

- Click the "∨" icon to open the list and view individual issues.
- Click the "�" icon to close the list.
- If the pre-submission check is successful, the submit button will be enabled.
- If you make any changes to the application form after a successful check or leave a section, you'll need to run the pre-submission check again.

There are three possible outcomes:

✅ check completed successfully

🔴 error: check failed. User action required

⚠️ warning – notice: This is a suggestion to update certain fields in the project form

Once all pre-submission checks are successfully completed, you can send in your application form.

Important!

- Warning messages do not prevent you from submitting your application form.
- The project can only be checked or submitted when:
  • it is in draft or returned to applicant status (editable)
  • the deadline for the announcement has not passed.

After the project proposal is submitted, a screen will appear showing the new project status.

15.   Export

This section allows users to export the project overview as a PDF and partner budgets as an Excel file.

To export the project sheet and budget, follow these steps:

- Click on "Standard application form export" to export Sections A, B, and C as a PDF file (detailed partner budget tables are not included);
- Select version V.1.0;
- Click on "Standard budget export" to export the project budget table from Section D and the partner budgets from Section B as an Excel file.
-

Figure 49 – Export Application form and budget
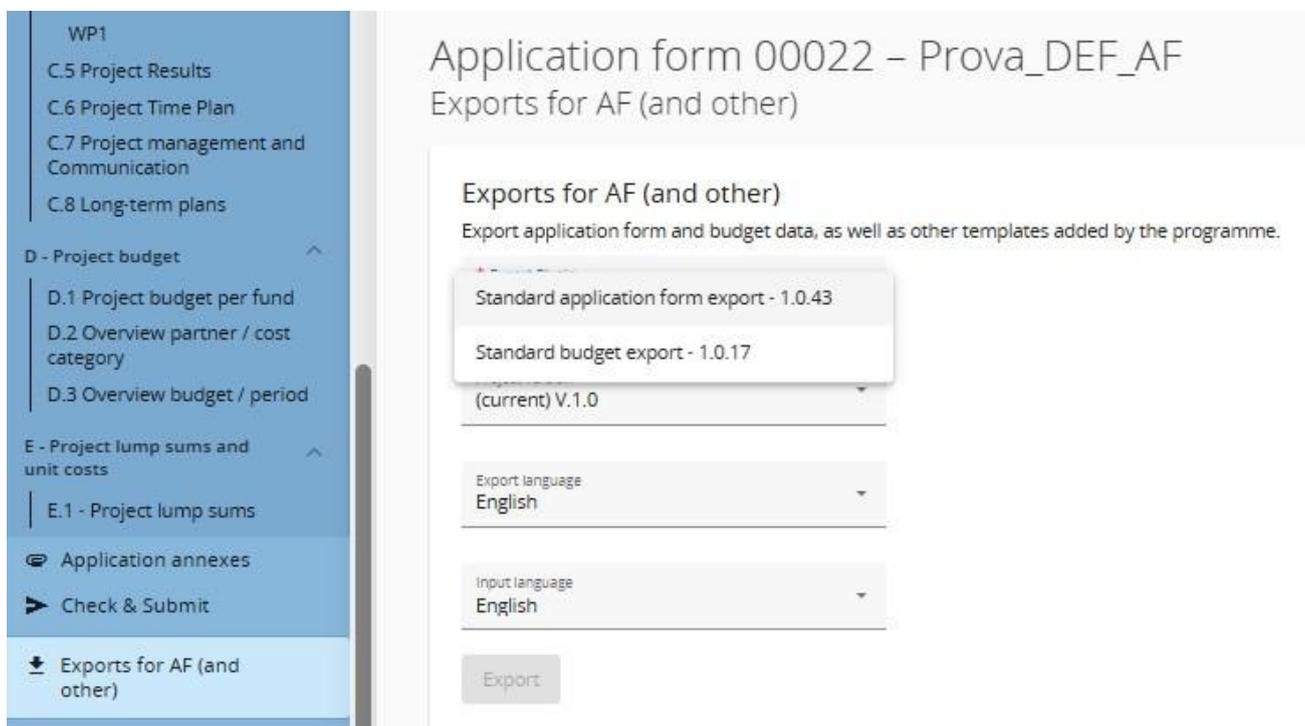
16.   Project Privileges

This feature allows multiple users to work together on the same form.

Only users who are already registered in the system can be invited: the only information needed is their Jems username (that is, the email address used during registration).

If the invitation goes through, the invited user will see the project appear on their dashboard.

Depending on their assigned role in the project, collaborators can have different levels of access and permissions:

Access Level	Permissions
View	Allows you to see all sections. No editing is permitted.
Edit	Allows you to view and edit or fill out the sections of the project sheet.
Manage	Lets you view, edit or fill out sections, and invite other users to the project.

A user involved in multiple project proposals may have different privileges for each project.

Figure 50 – Project Permissions

Warning!

If multiple users edit the same page at once, they risk accidentally overwriting each other's work and losing data.