



# GUIDANCE ON CONTRACTING SECTION IN JEMS

For Lead Partner; Jems version 10

Version 2  
05 2024

## A. General information

### 1. Access to the Contracting Section

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

interreg CENTRAL EUROPE Co-funded by the European Union Dashboard English

Dashboard

Welcome LP Testuser to Jems Interreg CENTRAL EUROPE!

Notifications  
No notifications messages received.

My partner reports  
My applications

ProjectID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
		17.05.2023 12:39	13.03.2024 17:37	P2	SO2.2	Approved	2 - CE Call 2

Items per page: 10 1 - 1 of 1

Call list  
No open calls

- Select “Contracting” in the left menu. The Lead Partner (LP) and Project Partner (PP) have access to the following sections:
  - Contracts and agreements
  - Project managers
  - Project reporting schedule
  - Partner details



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Project overview

**Contracting**

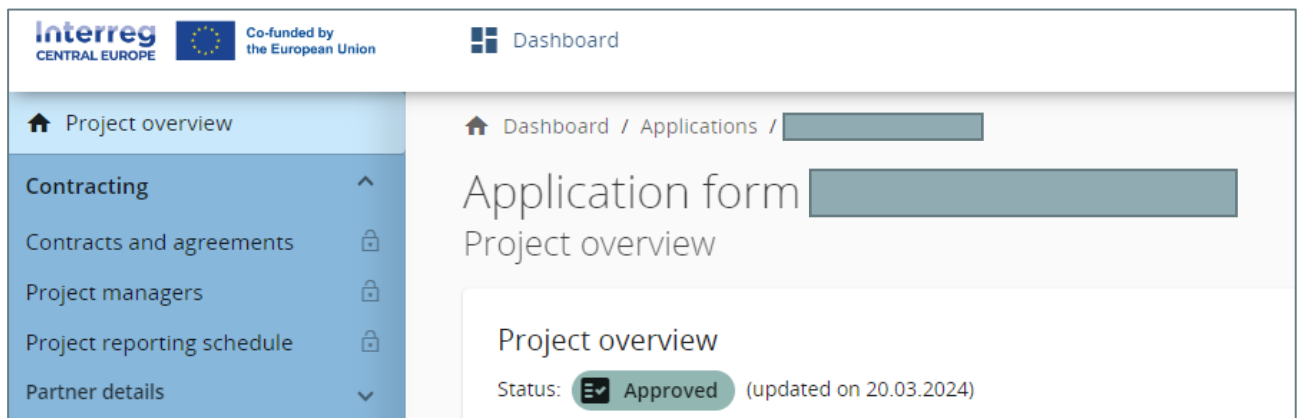
- Contracts and agreements
- Project managers
- Project reporting schedule
- Partner details



- The lock icon indicates whether a section is locked  or un-locked  for editing. In case you need to update a locked section, please get in touch with the responsible project officer at the JS.

## 2. Prerequisites

- In order to have access to the contracting section, the project needs to be at least set to the status “Approved”.



- In order to have access to the sub-section “Partner details”, the user needs to be assigned to a project partner in the project privileges (for details see [Jems Guidance on Project Privileges](#))
- Also the LP has to be defined in the project privileges (for details see [Jems Guidance on Project Privileges](#).)



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Project overview

Contracting

Application form

Shared folder

Export

**Project privileges**

**Jems**  
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by Interact

Dashboard / Applications / [redacted] / Project privileges

Application form [redacted]  
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 or report is properly reviewed before submission.

Lead applicant / Lead partner (PROJECT level access) ⓘ

* jems username lp@jems.eu	<a href="#">view</a> <a href="#">edit</a> <a href="#">manage</a>	
* jems username claudia@jems.eu	<a href="#">view</a> <a href="#">edit</a> <a href="#">manage</a>	

[+](#)

LP1 [redacted] No control institution assigned

* jems username lp@jems.eu	<a href="#">view</a> <a href="#">edit</a>	<input checked="" type="checkbox"/> Sensitive data	
* jems username claudia@jems.eu	<a href="#">view</a> <a href="#">edit</a>	<input type="checkbox"/> Sensitive data	

[+](#)

PP2 [redacted]



* jems username pp2@jems.eu	<a href="#">view</a> <a href="#">edit</a>	<input checked="" type="checkbox"/> Sensitive data	
* jems username pp2_assist@jems.eu	<a href="#">view</a> <a href="#">edit</a>	<input type="checkbox"/> Sensitive data	
* jems username lp@jems.eu	<a href="#">view</a> <a href="#">edit</a>	<input type="checkbox"/> Sensitive data	

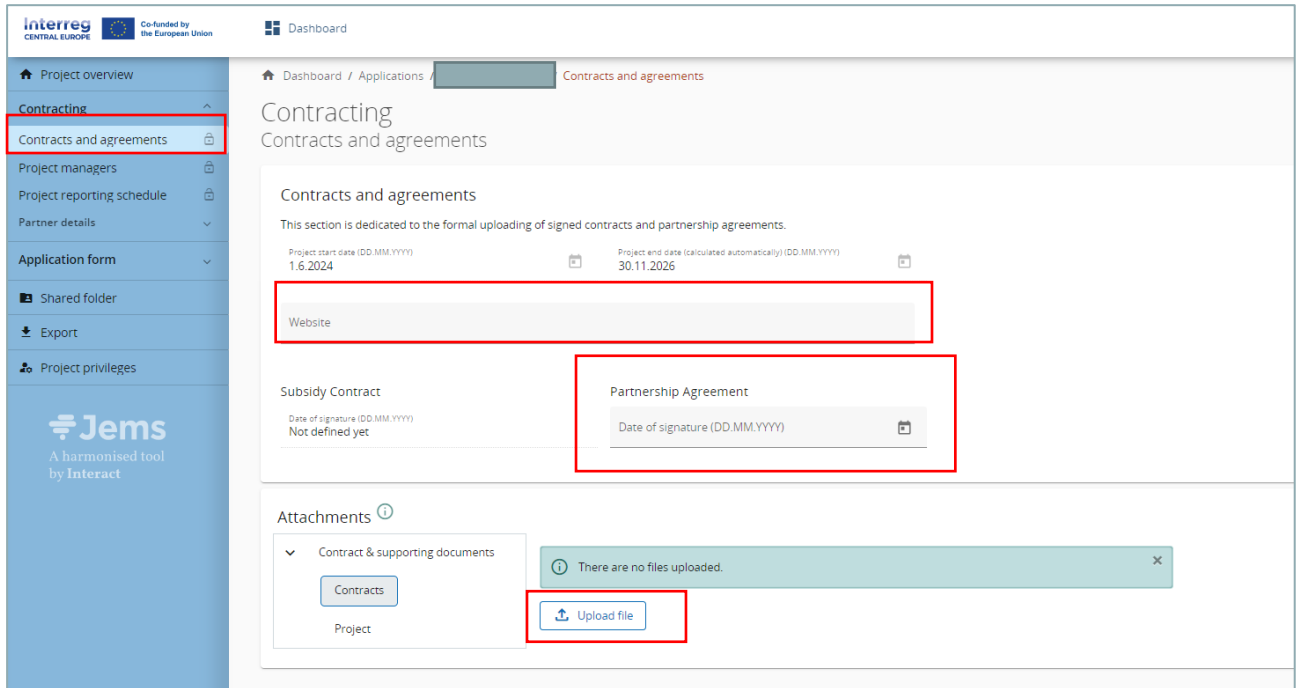
[+](#)

## B. Contracts and agreements

- This section can be edited by the Managing Authority (MA), Joint Secretariat (JS) and LP. PPs have view access.
- The project start date information is automatically transferred from the internal section Contracting/contract monitoring.
- **Information on the project website (URL) should be entered here by LP.**
- Subsidy contract date information is automatically transferred from the internal section Contracting/contract monitoring.
- The pdf of the signed Subsidy contract is uploaded by the MA.
- **Partnership agreement signature date should be entered here by the LP.**
- **Partnership agreement should be uploaded by the LP.**
- Finalised and approved project Monitoring Plan is uploaded by the JS.





- All uploaded documents will appear in the Attachment section “Contract & supporting documents/ Contracts” and are available for download.
- The lock icon indicates whether a section is locked  or un-locked  for editing. In case you need to update a locked section, please get in touch with the responsible project officer at the JS.



The screenshot displays the 'Interreg CENTRAL EUROPE' Jems application interface. The sidebar on the left contains navigation links: 'Project overview', 'Contracting' (highlighted with a red box and a lock icon), 'Contracts and agreements' (highlighted with a red box and a lock icon), 'Project managers', 'Project reporting schedule', 'Partner details', 'Application form', 'Shared folder', 'Export', and 'Project privileges'. The main content area is titled 'Dashboard / Applications / Contracts and agreements'. It features a 'Contracting' section with a sub-header 'Contracts and agreements'. Below this, there is a text box for 'Website' (highlighted with a red box) and two sections for 'Subsidy Contract' and 'Partnership Agreement'. The 'Partnership Agreement' section includes a 'Date of signature (DD.MM.YYYY)' field (highlighted with a red box). At the bottom, the 'Attachments' section shows a list of uploads with a message 'There are no files uploaded.' and an 'Upload file' button (highlighted with a red box).

## C. Project managers

- This section provides information on project, finance and communication managers of the project.
- **Information should be filled in by the LP.**
- The lock icon indicates whether a section is locked  or un-locked  for editing. In case you need to update a locked section, please get in touch with the responsible project officer at the JS.



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Dashboard / Applications / [redacted] / Project managers

Contracting

Project managers

Project managers

Please add contact information for the people who manage the project.

Project manager

Title (eg. Mr, Ms, Mx.)

First name

Last name

E-mail address

Telephone

Finance manager

Title (eg. Mr, Ms, Mx.)

First name

## D. Reporting schedule

- The LP/PP have view access to the reporting deadlines and project time line.
- An overview with project finance and content report deadlines is available here.
- Reporting option “Other” indicates other reporting deadlines like milestones or project reviews as agreed in the monitoring plan (upon JS approval).
- Defined reporting deadlines are displayed in the project time plan.



**Project reporting schedule**

**Project reporting deadlines**  
In this section, the reporting schedule is defined. For the period, in case the report covers more than one period, please indicate the period in which the report shall be delivered.

Type of report	Period	Date	Comment
Only Content <input checked="" type="radio"/> Only Finance <input type="radio"/> Other <input type="radio"/>	Period 1, month 1 - 6	Date 31.8.2023	
Only Content <input type="radio"/> Only Finance <input checked="" type="radio"/> Other <input type="radio"/>	Period 2, month 7 - 12	Date 31.5.2024	
Only Content <input type="radio"/> Only Finance <input type="radio"/> Other <input checked="" type="radio"/>	Period 3, month 13 - 18	Date 30.4.2025	Project review

**Project timeplan**

	Period 1	Period 2	Period 3	Period 4	Period 5
WPI Setting the scene for present and future...					
A1.1 Setting the scene in large carnivore...	D1.1.2				
	D1.1.1				
	D1.1.3				
	D1.1.4				
A1.2 Exchange and pre-validation of kno...		D1.2.1			
		D1.2.2			

## E. Partner details

- In this section the project LP/PP should provide the following information per project partner:
  - Ultimate Beneficial Owner(s)
  - Bank details of lead partner (not required for project partners)
  - Location of documents
- Each partner should fill in the information for its own institution. For access rights to this section see chapter A.2 Prerequisites and [Jems Guidance on Project Privileges](#).
- The lock icon indicates whether a section is locked or un-locked for editing. In case you need to update a locked section, please get in touch with the responsible project officer at the JS.

### 1. Ultimate Beneficial Owner(s)

- In case of private LP/PP institution, information on the Ultimate Beneficial Owner(s) **should be provided by the LP /PP**.



Dashboard / Applications / [redacted] / Partner details

Contracting  
Partner specific section [redacted]

Ultimate Beneficial Owner(s)

First name	Last name	Date of birth	VAT / Tax identification number	Delete
First name	Last name	Date of b...	VAT / Tax identification number	

+ Add beneficial owner

Discard changes Save changes

## 2. Bank details of the lead partner

- Information on the bank account details should be provided by the LP. (No information required for PPs).

Dashboard / Applications / [redacted] / Partner details

Ultimate Beneficial Owner(s)

+ Add beneficial owner

Bank details of lead partner

Account details

Holder of the account

Account number

IBAN

## 3. Location of documents

- Information on the location of documents should be provided by the LP/PP.



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Dashboard / Applications

Partner details

Location of documents

Title

First name

Last name

Email address

Telephone no

Institution name

Street