



JEMS GUIDANCE PROJECT MODIFICATION¹

For LP - Jems version 7

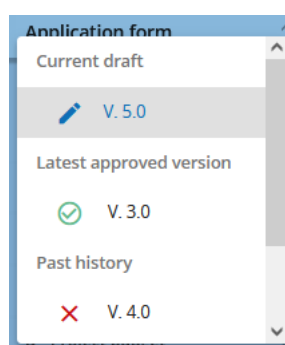
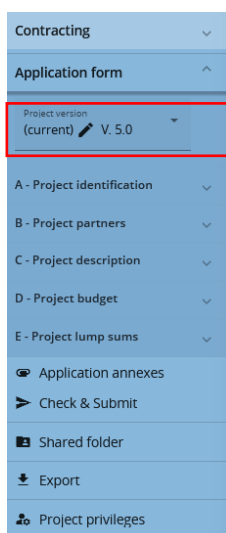
Version 1

06 2023

A. Project Modification

1. General Information

- As a first step, the LP should send an e-mail to inform the JS project officer (PO) that the project requests a major project modification.
- The JS programme officer (PO) will provide the LP with the modification request form and will guide the LP through the modification process. Once the modification request was accepted by the JS the project modification in Jems will be launched and a new editable version of the application form will be available for the LP to revise information.
- The different versions of the application form can be accessed from the left menu. The editable version is marked with a pencil icon.



¹ Guidance sheet base on Interact general Jems user manual



2. Start modification procedure in Jems

- Once the JS has accepted the request for major project modification and started the process in Jems, the project will appear with status “In modification”.
- A new, editable version of the project application form will be available for the LP in order to update information (all LP users with “edit” rights can modify the AF and submit it).

- 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.

3. Revision of the Application form

- The yellow background indicates that you are viewing an AF version under modification.
- Revised information in Jems needs to be “logged” in an offline project modification change log file provided to the LP by the JS.



3.1. De-activation of partners

- After project approval partners or associated partners can no longer be removed from the application form during a project modification.
- If a partner has withdrawn from the project modification, it shall be deactivated.
- NOTE: A deactivated partner cannot be re-activated! Therefore, deactivation should be done only after consultation with the PO.**
- Deactivation is done so that the audit and history of the project is correctly kept. Numbering of partners is kept as in the approved AF. Only in few special cases information of a withdrawing should be replaced by information of the incoming partner; in such cases please follow the PO guidance.
- When the project is in modification status, the LP can go to the partner or associated organisations overview page and click the “Deactivate partner” button. You can easily recognise deactivated partners in the side-navigation due to the deactivated icon.
- The partner section of a deactivated partner can still be edited by the LP while the project is in modification status. This allows e.g. to change the description or budget of a deactivated partner.

The screenshot shows the 'Partners overview' page with a table of partners. A modal dialog titled 'Confirm deactivation' is displayed, asking 'Are you sure you want to deactivate the partner: DREI?'. It includes a warning: 'The partner will be deactivated permanently. It cannot be re-activated!'. The dialog has 'Cancel' and 'Confirm' buttons. In the background table, the 'Deactivate partner' button for partner DREI is highlighted with a red box.

P a.	Status	Abbreviated name of organisation	Partner role	NUTS	Partner total eligible budget	Action
1	Active	EINS	Lead partner	Osrednjeslovenska (SI041)	389.630,00 €	Deactivate partner
2	Active	ZWEI	Partner	Varaždinska županija (HR062)	190.378,00 €	Deactivate partner
3	Inactive	DREI	Partner	Miasto Krakow (PL213)	179.200,00 €	Deactivate partner
4	Active	VIER	Partner	Csongrád (HU333)	210.000,00 €	Deactivate partner
5	Active	FÜNF	Partner	Osrednjeslovenska (SI041)	210.000,00 €	Deactivate partner
6	Active	SECHS	Partner	Ferrara (ITH56)	192.617,00 €	Deactivate partner

The screenshot shows the 'Partners overview' page after deactivation. The partner DREI is now marked as 'Inactive' with a crossed-out person icon. The 'Deactivate partner' button for DREI is disabled (greyed out). The partner DREI is highlighted with a red box in the table.

P a.	Status	Abbreviated name of organisation	Partner role	NUTS	Partner total eligible budget	Action
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6	Active	SECHS	Partner	Ferrara (ITH56)	192.617,00 €	Deactivate partner

- NOTE: If the LP wants to disable all user access rights of a withdrawing partner, this needs to be done in the “Project privileges” section.**

The screenshot shows the 'Project privileges' section for partner PP2 ZWEI. It lists users with roles and permissions. The 'Project privileges' button in the left sidebar is highlighted with a red box. In the main area, the 'Sensitive data' toggle for the user is highlighted with a red box.

User	Role	Permissions
Jens Loosma	LP@jems.eu	VIEW, EDIT, Sensitive data
Jens Loosma	PP@jems.eu	VIEW, EDIT, Sensitive data



- New partners can still be added to the project.
- **REMINDER:** In case there is an increase or decrease of the total number of partners and associated partners, please ensure that the target values for the indicators RCO 87 (organisations cooperating across borders) and the related result indicator RCR 84 (organisations cooperating after project completion) are updated.

3.2. Priority and Programme Specific objective

- The Priority and Programme Specific objective of a contracted project cannot be changed.

Project duration

Project duration (nr. of months)

36

/

Default period length in months

6

=

Number of periods

6

Programme priority

Project priority and specific objective cannot be changed during modification of a contracted project.

3.3. Workplan

- Existing activities, deliverables, investments, outputs or results cannot be removed, but can be deactivated.
- **NOTE:** once an activity, deliverable, output or investment was set inactive, it cannot be re-activated any longer! Therefore, this should be done only after consultation with the PO.
- To deactivate, click on the red icon on the right and save the changes.
- **NOTE:** when de-activating an activity, all deliverables under the activity are also deactivated.
- New activities or new deliverables can still be added.

Deliverables

Please define at least one deliverable for each activity (recommended not more than 3 deliverables per activity).

Deliverable Number	Deliverable title	Deliverable description	Delivery period	
D.1.3.1	Needs Analysis	Deliverable description lkjlpooöbo püüü opüpo	Delivery period Period 1, month 1 - 6	
D.1.3.2	set up Capacity Building Strategy	Deliverable description jkhkjhkolkolkolkolkol ko	Delivery period Period 2, month 7 - 12	

+

Activity 1.4 CB trainings

Title
CB trainings

Start period
Period 2, month 7 - 12

End period
Period 2, month 7 - 12

Discard changes

Save changes



Deliverables
Please define at least one deliverable for each activity (recommended not more than 3 deliverables per activity).

Deliverable Number	Deliverable title	Deliverable description	Delivery period
D.1.3.1	Needs Analysis	ikljpoöbo püou opüpo	Period 1, month 1 - 6
D.1.3.2	set up Capacity Building Strategy	jkhkjhhkölkölsikölköi kö	Period 2, month 7 - 12

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■ The same applies for outputs.

List of outputs
Please define the outputs which will be realised through the activities foreseen in this work package and link them to the related programme output indicators.

Output number 1.1 Project cooperating on Greening urban mobility

Output description
Project cooperating on Greening urban mobility

Programme output indicator
RCO120_2.5: Projects supporting cooperation across borders to develop urban-rural linkages

Measurement unit
projects

Output target value
1,00

Delivery period
Period 1, month 1 - 6

Output description
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit.

Output number 1.2 Strategy XYZ

Output title
Strategy XYZ

■ The same applies for investments

Objectives Investments Activities Outputs

List of investments
Please list the investments above 25.000 EUR which are included in this work package.

+ Add investment

Items per page: 25 1 - 3 of 3 < >

Number	Investment title	Location
I2.1	Investment A	Osrednjeslovenska (S1041)
I2.2	Investment B	Ferrara (ITH56)
I2.3	Investment C	Bamberg, Kreisfreie Stadt (DE241)

■ The same applies for results

C.5 Project results
Please select and quantify the relevant programme result indicators to which your project will contribute. For each selected result indicator, please briefly describe the contribution of the project and the relevant project results (change) you expect to achieve through the implementation of the foreseen activities and outputs as defined in the work plan. Please also specify the output(s) which are directly related to this result.

Result 1

Programme result indicator
RCR79_2.5: Joint strategies and action plans taken up by organisations



3.4. Budget

- Partner budget options:
 - 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.

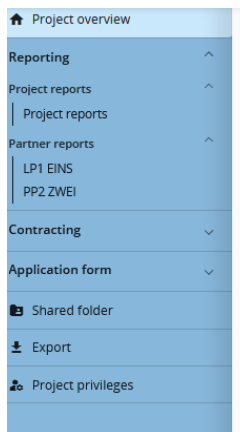
3.5. Annexes

- Documents like final signed new partner declaration(s) should be uploaded in the Annex section of the application form. Other supporting documents (e.g. change log file, withdrawal letter, acknowledgement of modification by the partnership) and draft partner declarations should be sent to the PO by email.

Application form		Attachments ?	
Project version (current) ✎ V. 5.0			
A - Project identification			
B - Project partners			
C - Project description			
D - Project budget			
E - Project lump sums			
E.1 - Project lump sums			
Application annexes			
Check & Submit			
		Application attachments	
		Partners	
		LP1 EINS	
		PP2 ZWEI	
		PP3 DREI	
		PP4 VIER	
		PP5 FÜNF	
		PP6 SECHS	
		File name	Location
		PP declaration PP9.pdf	Partner
		PP declaration PP10.pdf	Partner
		PP declaration PP8.pdf	Partner
		LP declaration PP1_OK.pdf	Partner
		PP declaration PP7.pdf	Partner
		PP declaration PP6.pdf	Partner
		PP declaration PP3.pdf	Partner

3.6. Printing the application form

- Go to “Export” in the left menu in order to print the AF to a pdf file or extract budget overview tables to an Excel file.



Export

Export application form and budget data, as well as other templates added by the programme.

* Export Plugin

Project version
(current) V. 3.0

Export language
English

Input language
English

Export

3.7. Submission of the revised application form

- 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.
- Issues found will be listed and need to be solved. Only once the pre-submission check was passed, the submission button will turn active. (See also Jems guidance for applicants)

WP1
WP2
WP3
C.5 Project results
C.6 Time plan
C.7 Project management and communication
C.8 Long-term effects and durability
D - Project budget
D.1 Project budget per fund
D.2 Overview partner / cost category
D.3 Overview budget / period
E - Project lump sums
E.1 - Project lump sums
Application annexes
Check & Submit

Dashboard / Applications / CE0100161 – TEST PROJECT / Check and submit

Application form CE0100161 – TEST PROJECT

Check & Submit

You are about to officially submit your project application: CE0100161 – TEST PROJECT

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.

Run pre-submission check Re-submit project application

To submit this application, all conditions of the pre-submission must be met.

- Upon re-submission the project moves to status “Modification submitted”

Project overview	
Status:	Modification submitted (updated on 26.06.2023)
Project ID and acronym	CE0100161 – TEST PROJECT
Applicant name	Adam ABC
Project name	Project for testing Jems functionalities
Programme priority	P2 - Cooperating for a greener central Europe
Specific objective	SO2.5 - Greening urban mobility in central Europe

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



4. Finalizing a project modification

- After the decision by the concerned programme body, the JS sets the status of the modification request to “approved” or “rejected” in Jems.
- In case of approval, the revised AF gets the latest approved AF version. In case of rejection, the rejected AF version remains in the project history.
- The different AF versions are accessible through the left menu.

