



JEMS GUIDANCE

SHARED FOLDER

For LP - Jems version 12

Version 2
07 2025

A. General Information

This guidance is based on the Interact Jems User Manual.

- The section Shared folder is available in an application form from the status “Submitted” onwards.
- In the section Shared folder, the project lead partner (LP) and programme officer (PO) can share documents.
- LP users can download documents from the Shared folder.
- LP users can upload documents in the Shared folder and edit the description. However, they have **no permission to delete** documents.

- Only PO users have the right to delete uploaded documents in this section

File name	Location	Upload date ↓	User	File size	Description	Actions
conditions_fulfilled.docx	Shared folder	06.06.2023 16:13	applicant.user@jems.eu	107.1 kB	We fulfilled the conditions.	
test1.docx	Shared folder	06.06.2023 16:11	admin@jems.eu	107.1 kB	Test shared folder for this project.	
conditions.docx	Shared folder	29.05.2023 22:46	programme.user@jems.eu	11.7 kB		



B. Use of the Shared folder

The main purpose of the Shared folder is to facilitate the exchange of relevant files between the LP and the MA/JS. A key advantage of using the Shared folder is that all information stored there is integrated into the Jems monitoring system, ensuring it remains accessible at any time to both the LP and the MA/JS.

For example, the MA/JS uses the Shared folder in cases involving Indirect Aid Granted to Third Parties, to share the MA/JS acceptance of the estimated indirect State aid amounts. On the LP side, the folder can be used to share important documents with the MA/JS that are not directly covered by deliverables included in the project application form – such as minutes from project steering committee meetings.

With regards to continuous reporting and monitoring, deliverables and outputs should be continuously reported to the MA/JS as soon as they are finalised. Available deliverables and outputs should be uploaded in the draft Joint activity report (JAR) in Jems for the corresponding reporting period (i.e. for deliverables and outputs of periods 1 and 2 in the JAR 1), and not in the Shared folder. Please note, deliverables and outputs of the next periods (e.g. periods 3 and 4) can only be uploaded in the forthcoming JAR 2 after it has been created in Jems by the MA/JS (i.e. after MA/JS approval of the JAR 1). For outputs and deliverables selected in the monitoring plan, LPs should notify the MA/JS by email on their finalisation and upload in Jems. For more information on the periodic and continuous reporting please see the Jems guidance on the Joint activity report.