



Guidelines for filling in the AF SMF Call for Proposals





November, 2023



Table of contents

NOVEMBER, 2023.....	1
INTRODUCTION	4
I. JEMS TECHNICAL REQUIREMENTS.....	4
II. ACCESS AND REGISTRATION	5
III. CREATING THE AF AND APPLYING FOR THE CALL	6
IV. USER MANAGEMENT	8
V. FILLING IN THE AF.....	9
C.2 Project relevance and context.....	17
C.4 – Project work plan.....	19
C.6 Project Time Plan.....	21
C.7 Project Management.....	21
C.8 Project context.....	21
Section Application Annexes	21
VI. CHECKS AND SUBMISSION OF THE APPLICATION FORM	22



Foreword

These guidelines present the main technical requirements and steps for filling in and submitting an Application form (AF) for the Danube Region Programme (DRP) Seed Money Facility (SMF) call for proposals in the electronic monitoring system Jems.

General information about the programme and rules such as eligibility or project content are subject of the Seed Money Facility Programme Manual including its Annexes. The Manual is also containing further (practical) information on content-related elements for SMF Call (such as objectives, activities, outputs etc.).

SECTIONS: C3, C5 are not applicable to SMF call in their entirety. Other fields not applicable are marked in the other sections. The applicants should insert N/A in the text fields.



Introduction

The Application Pack consists of:

- Danube Region Programme (DRP) document (IP)
- DRP SMF Call announcement
- DRP SMF Programme Manual (publication date: November 2023)
- Guidelines for filling in the AF (November 2023)
- State Aid Declaration
- LP confirmation and signature
- Declaration of pre-financing and co-financing statement
- Declaration of Interest for Associated Strategic Partner (ASP)
- Declaration of International Organisations
- Partnership Agreement (PA) template
- Subsidy Contract (SC) template

The AF is to be submitted electronically together with the other relevant documents via Jems (electronic monitoring system of the DRP). Please, consider that **project application must include** the joint **Partnership Agreement, LP confirmation and signature** and **Co-financing and State Aid Declarations** for each directly financed partner. ASP Declarations and Declaration of International Organisations are to be submitted only if it is the case.

The **deadline** for submission of the Application Form and its Annexes for the SMF call for proposals is **29 March 2024, 14:00 CET**.

I. Jems Technical requirements

In order to be able to apply to the SMF call, each Lead Applicant (LA) has to register in the Jems system. The email address used for registering will be the one of the LA. The LA can add further users, as described in detail in section IV. of this document.

Jems is a web application and can be used with any up-to-date web browsers.

Recommended browsers are Google Chrome, Microsoft Edge, Mozilla Firefox. For technical reasons, Jems only supports the latest version of these browsers. The functionality of the

system follows the common standards of web applications for entering and submitting form data.

II. Access and registration

To use Jems, each applicant must first register by clicking on “Create a new 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

Cannot be blank

* Password

Cannot be blank

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

- 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 and one digit.
- Please also tick that you have read and accepted “The Terms of Service and privacy policy”.

The “Register” button turns active 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 receipt of the confirmation and validation by clicking on the “Confirm Account” button in this email, the applicant will be able to log into the platform and create an AF. In case you do not receive an email confirmation, please check your spam folder and, if needed, get in touch with the DRP MAJS (jemshelpdesk@interreg-danube.eu) for assistance.

In case you forgot your password please click on the “Forgot password” button. By doing this, you will receive a Reset password link to the originally provided e-mail address where you will be able to create a new password. Finally, a confirmation e-mail is sent on the successful password reset. In case you forgot your user name (e-mail address with which you registered), please contact us at jemshelpdesk@interreg-danube.eu.

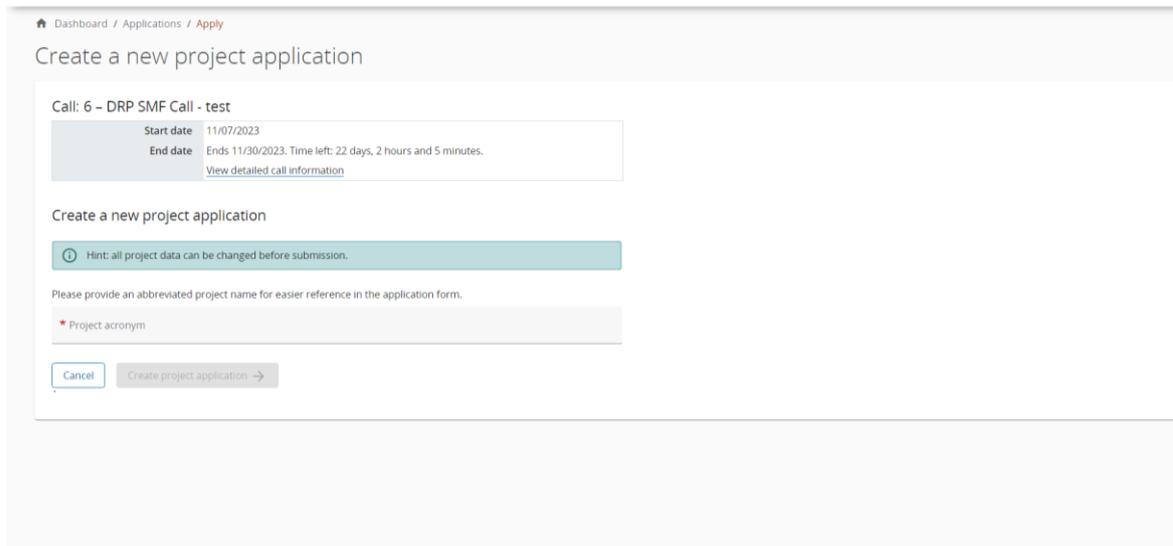
III. Creating the AF and applying for the call

To create your AF click on “Apply” of the respective call under the section “Call list” of your dashboard.

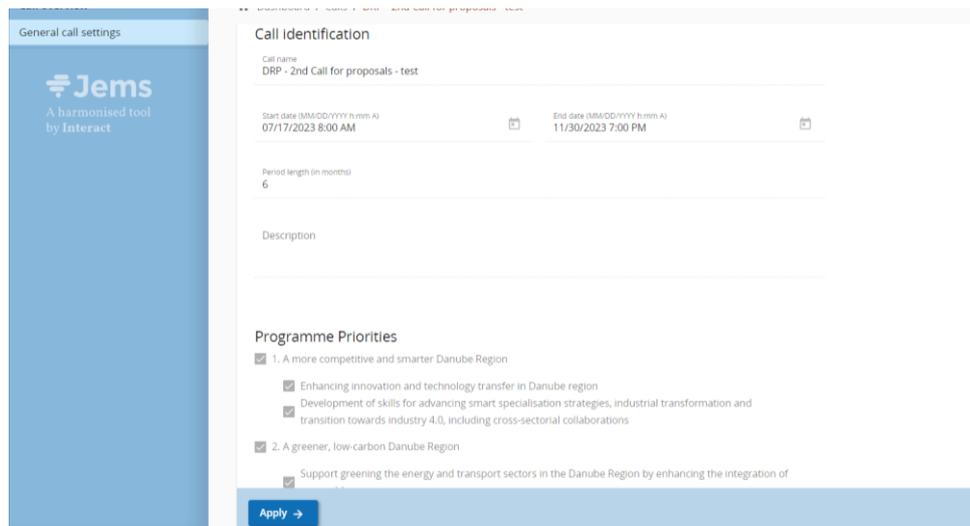
The screenshot shows a 'Call list' dashboard with a table containing two rows of call information. Each row has an 'Apply' button with a right-pointing arrow. The table includes columns for ID, Name, Status, Started, and Ends. Navigation controls for items per page and page number are visible at the top and bottom right of the table area.

ID	Name	Status	Started	Ends	Actions
6	DRP SMF Call - test	Published	11/07/2023 8:00 AM	11/30/2023 4:01 PM	Apply →
3	DRP - 2nd Call for proposals	Published	09/19/2023 9:00 AM	01/31/2024 5:00 PM	Apply →

At this point, insert the acronym of your project (which can always be modified afterwards until the AF is submitted) and click “Create project application”.



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



The newly created application will be visible on the Dashboard under section “My Applications”. The project ID is automatically generated by the system.

Notifications
No notifications messages received.

My applications

Items per page: 25 1 - 4 of 4 < >

ProjectID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
DRP0600815	TESTSimo					Draft	DRP SMF Call - test
DRP0600814	SMF TEST					Draft	DRP SMF Call - test
DRP0300812	test			2.	2.1	Draft	DRP - 2nd Call for proposals
DRP0300810	Test Sim	09/21/2023 10:30 AM		1.	1.1	Eligible	DRP - 2nd Call for proposals

Items per page: 25 1 - 4 of 4 < >

Call list

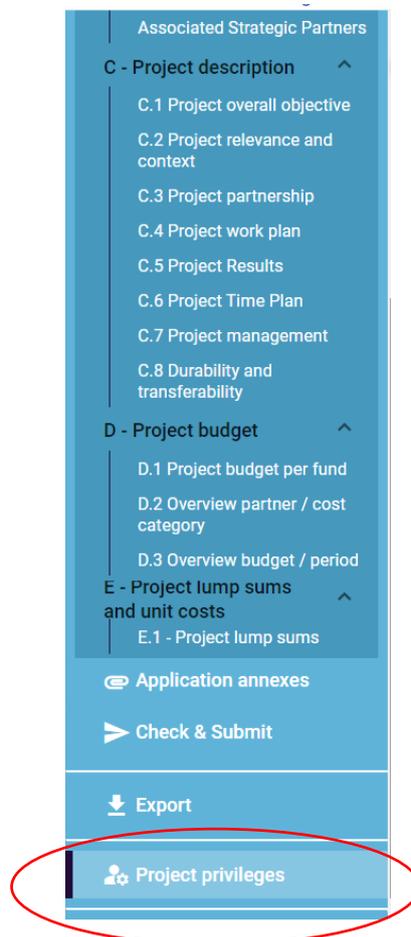
Items per page: 25 1 - 2 of 2 < >

All applications created by one user are listed at this level - the user can open a project by clicking on the name. Created draft applications cannot be deleted.

IV. User management

The lead applicant (LA) can grant access rights for opening the application form to the project partners or collaborators. In order to receive access rights a person should register in Jems and provide the LA with the email address of the registered user.

The access right is enabled in the „Project privileges” section:



Users can be granted either:

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

The screenshot shows the 'Lead applicant' management section of the application form. A yellow warning banner at the top states: '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'. Below this, two users are listed with their Jems usernames and email addresses. For each user, there are three action buttons: 'view', 'edit', and 'manage'. The 'manage' button for the second user, 'gusztav.ccsomor@interreg-danube.eu', is circled in red. At the bottom of the section, there are 'Discard changes' and 'Save changes' buttons. A sidebar on the left contains navigation options like 'Project partnership', 'Project work plan', 'Project Results', 'Project Time Plan', 'Project management', 'Durability and transferability', 'Project budget', 'Project lump sums and unit costs', 'Application annexes', 'Check & Submit', 'Export', and 'Project privileges'.

Only users with “manage” rights can submit the Application Form.

ATTENTION:

It is possible for different users to work at the same time on the same AF. When working in parallel, users have to make sure that they are **not working simultaneously** in the same section or sub-section as there is the **risk to overwrite information**. Consequently coordinating who is working when in the AF is crucial for a smooth use of Jems during the application phase.

The user accounts created to draft and submit the application will be available until the deadline of the call.

In case the project is selected for funding, a new set of privileges will be created for every project partner.

V. Filling in the AF

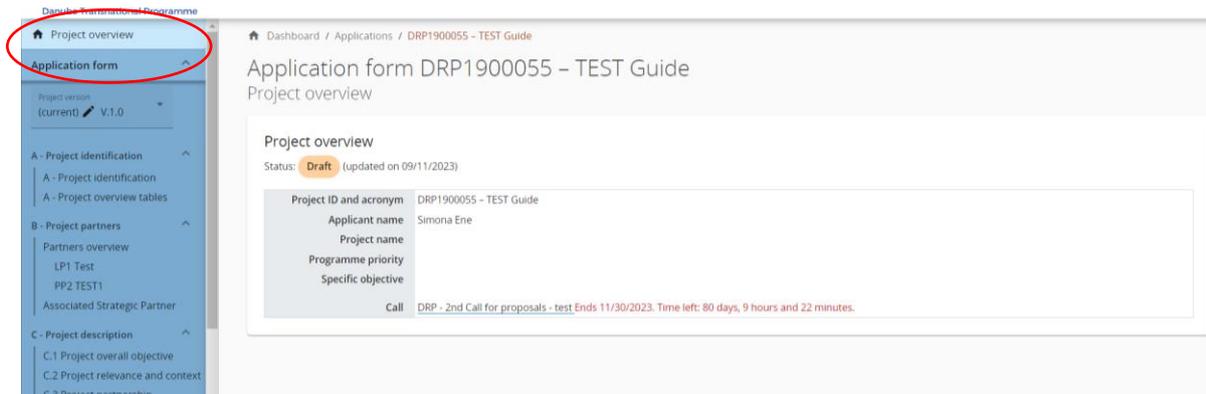
Before starting filling in the AF, please carefully consider the following.



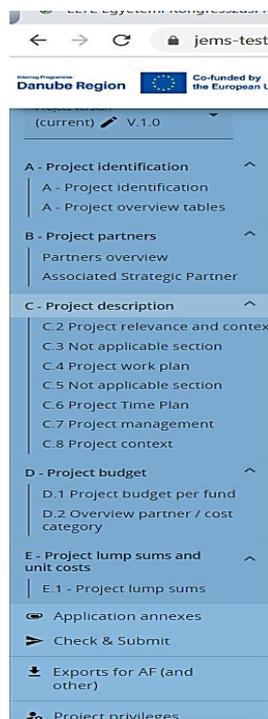
- AFs shall be submitted within the deadline indicated in the Call Announcement.
- Applicants are advised not to submit the AF at the very last moment as the Jems system may not be able to process a high number of submissions in a short time, thus causing delays resulting in late submission, i.e. after the set deadline.
- Only the **AFs submitted through the Jems** in accordance with these Guidelines shall be considered for assessment.
- Only **AFs written in English** shall be considered for assessment.
- Each project has to involve minimum two and maximum five directly financing partners from at least two different countries of the programme area: the lead partner and at least one project partner. At least one partner must be a beneficiary from an EU Member State of the programme area.
- The Lead Applicant fulfils the **LA eligibility requirements**.
- **At least 3 joint cooperation levels** are indicated. Among them, 2 criteria are compulsory: Joint development and Joint implementation.
- In case the SMF project is only developing the mandatory outputs, the maximum EU contribution is EUR 50,000.00 euro. In case the SMF projects also implements other type of preparatory projects, the maximum EU contribution is 100,000.00 euro.
- The **Partnership Agreement** is complete and signed by all directly financed partners, and countersigned by the LP.
- The financed partners fulfil the requirements set in section II.2.1 of the SMF Programme Manual.
- The **documents** (LP confirmation and signature, Declaration of pre-financing, Declaration of co-financing, State Aid declaration, Declaration for International organisations – if applicable and Declaration of Interest for Associated Strategic Partner – if applicable) are **filled in and signed by the partner**.

This chapter provides a comprehensive overview on how to fill in all applicable parts of 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. When opened for the second call the project version number is set to “V.1.0” by default – the latter will remain unchanged until the submission of your proposal. The status “Draft” changes to “Submitted” right after the submission.

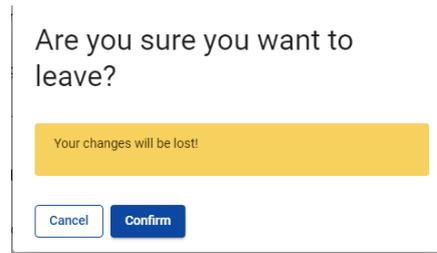


Applicants can fill in the relevant sections and sub-sections listed on the left menu, which corresponds to the AF template.



The “trash”  icon allows the LA 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, specific objectives, 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.

Jems provides warnings or requests for confirmation before leaving certain sections of the AF. Always remember to save data before leaving a section of the AF in order to avoid losing information.



When filling in the AF:

- All fields marked as not applicable should not be filled in. The LA should simply include n/a in the text box.
- Follow the number of characters indicated in the different fields - characters in excess will not be taken into account in Jems. Please note that the punctuation and spaces between words or paragraphs are considered as characters.
- Read carefully the guidance provided for each sub-section in JEMS.
- 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 **regularly save** in order to avoid losing data in case of interruptions of your internet connection or any other technical issues.
- ✓ Being inactive for a long period may automatically end your session for security reasons and unsaved data would be lost!

Section A – Project identification

Most fields in this section are self-explanatory or automatically generated.

Under “Project Identification”, Project ID will be automatically generated by Jems. Name of the Lead Partner Organisation will be automatically filled in from part B.

The applicants shall insert the project title and acronym. Please note that effective acronyms should be related to the project title and concept, be easily remembered and should not be in conflict with existing brands and/or projects. The Project priority 4 and specific objective 4.1 shall be selected from a drop-down menu as shown below:



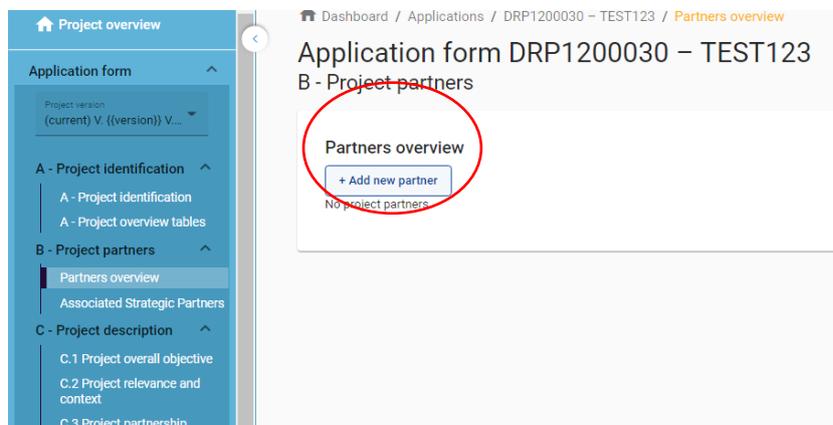
The maximum duration of the projects is 12 months.

In the field **Project Summary** a concise overview shall be provided, highlighting the thematic focus of the project and contribution to the selected EUSDR Priority Area and its specific topic(s).

Project Partner overview, Project budget overview sections are automatically generated.

Section B – Project partners

Project partners can be added by entering the **Partners overview** section and clicking the “Add new partner” button:



Once all information referring to the identification of the LP/PP is filled in, the Create button can be clicked.

When opening the created partner section, in the upper part the applicant can see several tabs which have to be filled in for each partner.

The screenshot displays the 'Partners overview' section of the application. The navigation tabs at the top are: Identity, Address, Contact, Motivation, Budget, Co-financing, and State Aid. The first three tabs (Identity, Address, Contact) are circled in red. The main content area is titled 'B.1.1 Partner identity' and includes a 'Partner role' dropdown menu with options 'Partner' and 'Lead partner'. Below this are several text input fields: '* Abbreviated name of the organisation', 'Name of the organisation in original language', 'Name of the organisation in english', and 'Department / unit / division'. There are also two dropdown menus: 'Type of partner' (set to 'Regional public authority') and '* Legal status' (set to 'Public'). At the bottom, there is a field for 'VAT number (or other identifier)' with the value '323442432'.

The first three tabs refer to the identification of the LP/PP, data related to address, contact details, contact persons. The LA (or any registered user with edit rights) should fill in all the requested information.

Besides selecting partner's role (LP or PP) the following information shall be filled in: abbreviated name of the organisation, name of the organisation in original language, name of the organisation in English and department/division/unit (if applicable). Legal and financial information shall also be filled in: the type of partner and the legal status of the partner shall be selected from a drop-down menu. VAT number and information about VAT recovery (yes, no, or partially) shall be indicated.

Address details shall be inserted in the corresponding fields. Information about NUTS codes is included in the AF form with direct link. In the contact tab title, first and last name of the legal representative and title, first and last name, E-mail address and telephone number of the contact person shall be inserted.

LA shall pay a special attention to the correctness of the contact details provided in this section. Especially the e-mail and a phone number. Since the e-mail address will be used by MA/JS as a way of contacting and notifying the LA about clarifications needed and about results of the CfP.

Tab "Motivation"

This part consists of one section to be filled in related to the organisation's thematic and territorial competences and experiences relevant for the project. It has to be clear why a certain PP is needed in the partnership for achieving the project objectives.

Tab "budget"

Please note that before starting to fill in the budget, please make sure you have defined the project duration in section "A - Project identification".

The "Partner budget" section covers one cost category: staff costs.

The screenshot shows the 'Application form' for 'DRP0600815 - TEST SMF'. The 'Budget' tab is selected and circled in red. Below it, the 'Partner budget overview' table is displayed:

Partner	Organisation abbreviation	Staff costs	Other costs	Total
LP1	Test	100.000,00	40.000,00	140.000,00
Total		100.000,00	40.000,00	140.000,00

Below the table, the 'Partner Budget Options' section has the checkbox 'Other costs Flat Rate: 40 % of Staff costs (fixed rate)' checked and circled in red.

The 'Partner budget' section shows a table for 'Staff costs' with a 'Total amount of cost category' of 100.000,00 circled in red.

First, the applicant should insert the amount for the staff costs and then tick the box Other costs Flat Rate.

This screenshot shows the same application form, but with the 'Save changes' button highlighted in blue. The 'Other costs Flat Rate: 40 % of Staff costs (fixed rate)' checkbox is also circled in red, indicating it should be checked.

Flat rate is pre-defined in the Jems; the flat rate amount is automatically calculated on basis of total real costs category – staff costs and visible in separate tables under “Partner budget”.

Tab co-financing

The co-financing source has first to be selected via a drop-down menu: “Interreg Funds” is the only source available for DRP. The partner contribution entry (amount and percentage columns) is automatically calculated.

Application form DRP1200030 – TEST123
Lead Partner AAAAA

Identity Address Contact Budget **Co-financing** State Aid

Co-financing
In this table you can define your co-financing. In order to see amounts, please, define your partner budget first in the section budget.

Source	Amount	Percentage
Interreg Funds	174.800,00	80,00 %
Partner contribution	43.700,00	20,00 %

The origin of the partner contribution, its type of contribution (private, public, or state) and its amount must be filled in. In case a PP receives “state contribution” (see definition of state contribution in the Applicants Manual) that source can be added by clicking on the “+ Add new contribution origin”, then selecting “State contribution” from the drop-down list, as well as entering the name of institution that is providing the state contribution for the respective PP (field is compulsory to be filled). The total of contribution should not be higher than the total target value stated in red by Jems.

Origin of partner contribution

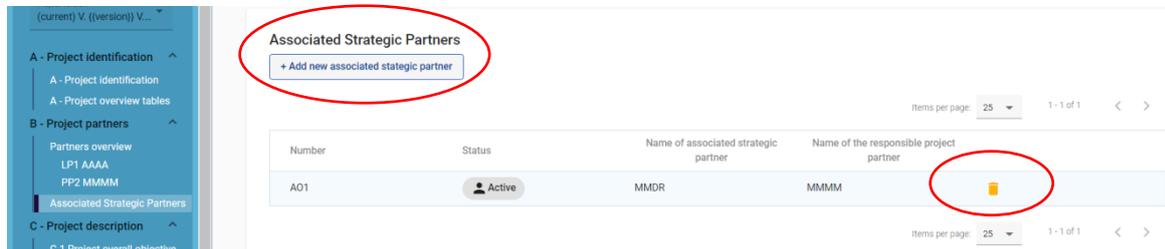
Name of the contributor institution	Type of contribution	Amount	% of total partner budget
Lead Partner	Public	0,00	0,00 %
* Name of the contributor institution Ministry of Finance	State contribution	32.600,00	20,00 %

+ Add new contribution origin

Please note, that if changes to the partner budget are done after filling in the Co-financing section then also the the Co-financing section has to be updated.

Associated strategic partners (ASPs)

Associated strategic partners can be added, or deleted as well by either clicking “Add new associated strategic partner” button, or the  icon next to the respective ASP:



Once added the applicant has to fill in the data of the ASP in terms of organisation data, selecting the LA/PP supporting the ASP, legal representative, contact person and the role of the ASP in the project. It is also appreciated if some background information about ASP is also provided in this section apart from its role.

Section C – Project description

The text fields in the project description should be filled in with the required information, with special attention to the maximum number of characters.

C.2 Project relevance and context

C.2.1. What is the theme of the main project to be developed including the challenges it tackles, the main objective and the expected result?

Applicants shall provide a comprehensive description of the problems (s) addressed by the main project to be developed through the SMF proposal, they shall describe the challenges and problems addressed by the main project as well as define the main objective of the main project and the expected result.

C.2.2 Within the thematic field of the main project, what is the relevance of the challenges described to the EUSDR action plan and one or more Priority Areas and targets?

The applicants should place the challenges addressed by the main project in the context of EUSDR. action plan as well as describe their relevance for the EUSDR priority area(s) and targets.

C.2.3 What is the estimated geographical scope and potential other partners to be involved in the main project?



Applicants shall describe the potential geographical scope of the main project in connection to the problems defined and shall underline the potential other partners to be involved in the main project (e.g. type of institutions to be involved).

C.2.4 – Target groups

Please read carefully the guidance provided for this sub-section in JEMS. Note, that in the “specification”-field not only further details shall be provided on the exact kind and scope of the target group but also on *how* the target group will be involved throughout the SMF project implementation for the development of the main project.

Additional target groups can be added by clicking on the -button.

Clear reference to the specific project outputs and how they will be used by which target groups should be clear.

C.2.5 – How does the project contribute to wider policies and strategies

In this sub-section Applicants shall select the relevant strategy from a drop down menu, the contribution to it can be described. Contributions to other strategies / policies shall be described – if relevant – through adding (-button) one or more of the pre-defined options or in the field “other”.

C.2.5 How does the project contribute to wider strategies and policies?
 Please indicate to which strategies and policies your project will contribute. Then describe in what way you will contribute.

Strategy	Contribution
<div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> EU Strategy for the Danube Region European Green Deal Territorial Agenda 2030 Other </div>	<div style="border: 1px solid #ccc; padding: 5px;"> Contribution <input style="width: 80%;" type="text"/> <input type="button" value="🗑️"/> </div>

C.2.6 Not applicable

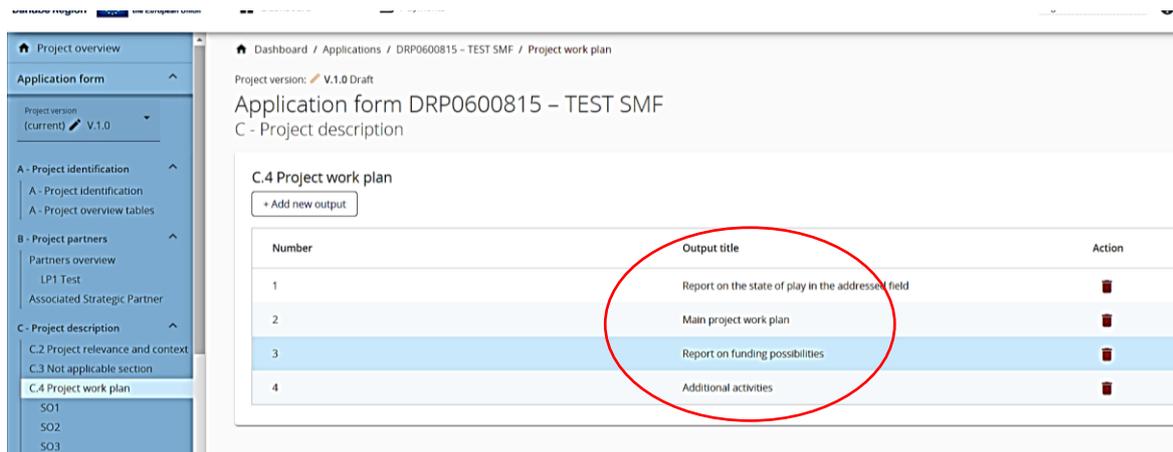
C.2.7 C.2.7 Transboundary impact (how will the main project have macro-regional dimension?)

Applicants shall provide a detailed description of the macro-regional dimension and impact of the main project. In case the main project is limited to certain well defined area(s), the impact of the intervention in the respective area on the Danube macro-region has to be explained.

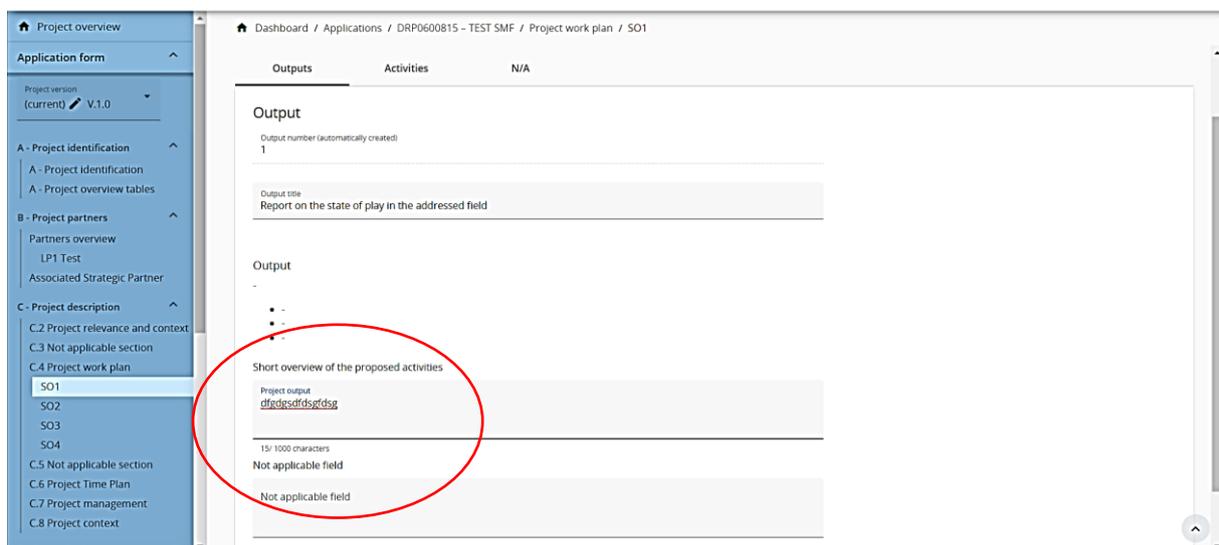
C.4 – Project work plan

In order to edit this section please proceed as follows:

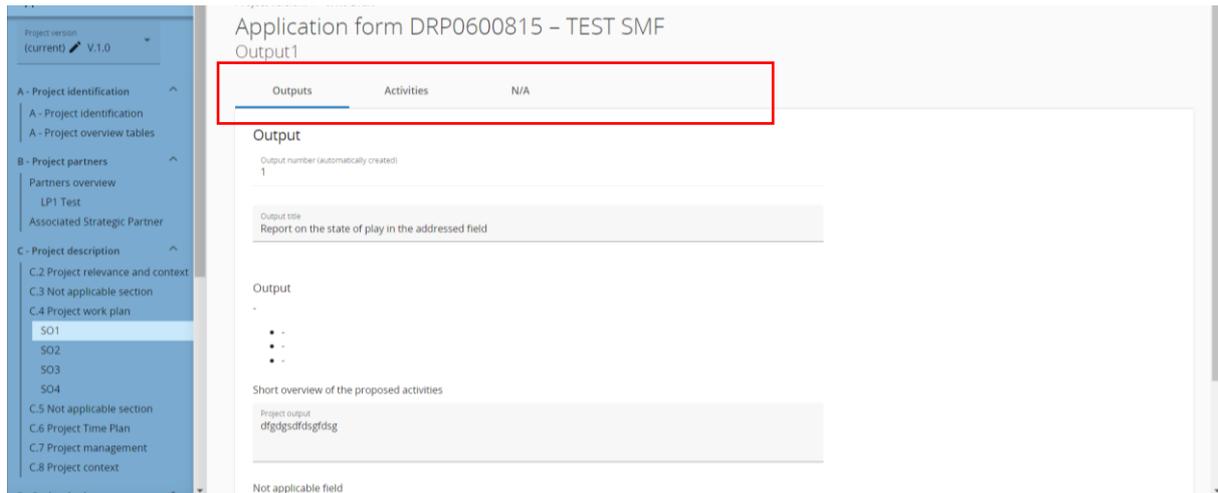
First include the pre-defined outputs and additional activities if these are planned plan any by clicking on “C.4 Project Work Plan” in the left-side menu and opening new output with the “+add new output”-button on the main-screen.



For each project output and additional activities if applicable please give a short overview of the proposed activities.



As a next step, click on one of the further tab related to activities.



Tab “Activities”

Open an activity by clicking the “add activity” button and edit all of the offered fields.

There is no limitation in terms of number of activities, but the applicant should propose a manageable number one.

Please start editing the field “description” by indicating the activity budget in the very first line, followed by an empty line, and only then narrative description shall be inserted (as shown below).

Title	
Start period	End period
Description 50.000 EUR Activity 1 focuses on 	
42/ 1000 characters	
Partner(s) involved	

The description of the activities must be clear and concise (explaining who does what where and how) and should contain the tasks that are going to be performed by the project partners. Applicants should avoid generic terms (such as concepts, definitions) or too general descriptions that do not contain a geographical and time reference. The project partners and ASPs involved should be indicated.



C.6 Project Time Plan

The project time plan is auto-generated based on the data inserted in previous sections.

C.7 Project Management

The applicant shall provide first a description on the project coordination as well as on the proposed management structures that will be set up for the project management (e.g. steering groups, or advisory boards etc.). Additionally, a description on how internal communication inside the project will be set up is to be provided.

Second, the applicant shall describe also how the quality assurance of the project outputs will be ensured (e.g. if external experts will be used or internal staff, paying attention to secure the independence of the quality assurance manager).

Under sub-section **C.7.6. "Horizontal Principles"** please indicate and describe the project's respective contributions. Before filling in this part of the application, please read carefully the section *II.4 Horizontal Principles* section of the Applicants Manual defining what information is to be provided for the different issues.

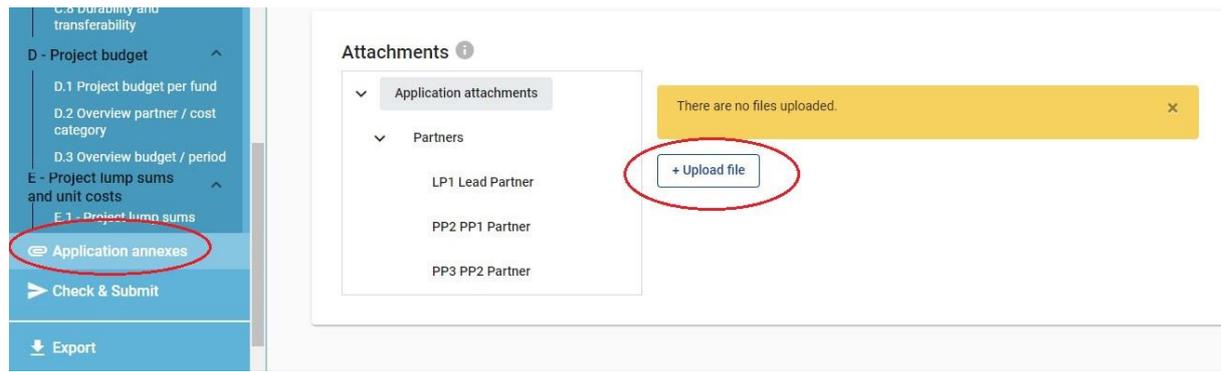
C.8 Project context

Only sub-sections C.8.1 and C.8.2 are applicable. For section C.8.3 please, enter the text "N/A" in the field, otherwise the system will not allow the submission of the AF.

Applicants shall indicate if they have already considered funding sources for the main proposal to be developed through the SMF project. Additionally applicants shall describe if the main project will be designed as a stand-alone project or if this is part of a bigger project. Applicants can choose to develop with the help of the DTP seed money one single project to consequently apply for financing entirely from one financing instrument (e.g. Horizon 2020) or to develop two or several projects to further apply for financing from different financing instruments (e.g. each main project applies for its own mainstream programmes) or to develop only a part of a bigger project to apply for financing from one or more financing instruments (develop only the research part of an investment project).

Section Application Annexes

The section annexes is dedicated to upload the documents that are required with the submission of the application form for each project partner, including the LP, i.e. signed and scanned declaration of co-financing, state aid declaration, LP confirmation, as well as ASP declaration (if relevant), Declaration for International Organizations (if relevant), Partnership Agreement.

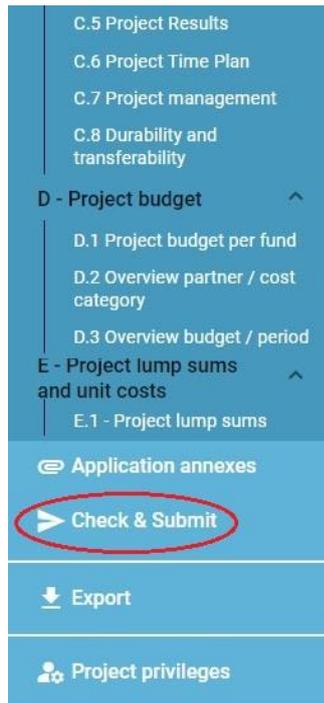


To upload a file first select the relevant section (e.g. application attachment or a specific partner) and click on „Upload file“. After your upload is done further actions can be done if needed such as edit description, download file and delete file.



VI. Checks and submission of the Application Form

Before the submission of the application form, it is to be validated by the pre-submission check. **There is no pre-check embedded in the system for this call therefore the applicants shall pay attention that all the data is included in the AF.** Since results do not update automatically, Applicants need to run the check each time after changes are made to the application form.



Pre-submission check

Before you can submit your application form, the pre-submission-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.



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

After pre-submission check button is pressed, the „Submit project application“ button will be enabled and the application form thus can be submitted.

Export function

This section allows the user to export and download the application form (pdf file) and partner budgets (xls file).

