

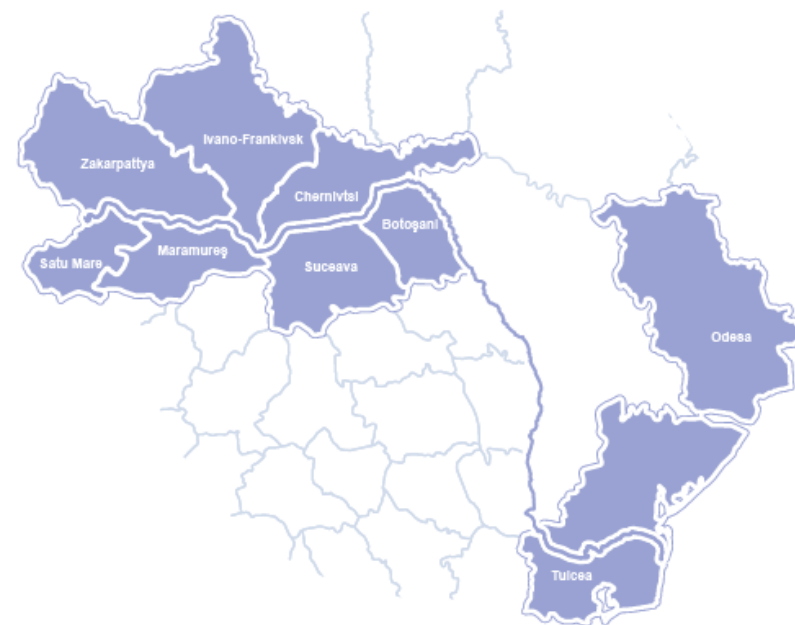
Interreg



Co-funded by
the European Union

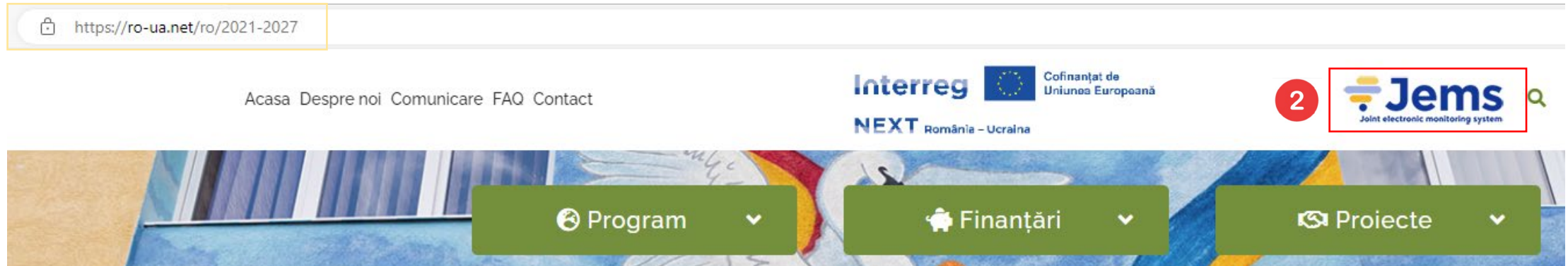
NEXT Romania – Ukraine

JEMS – Technical informations





1 <https://jems-roua.mdipa.ro/>



Jems (Joint electronic monitoring system) is used by different Interreg Programmes

Use the above links to access RO-UA Jems !



User Account creation and activation



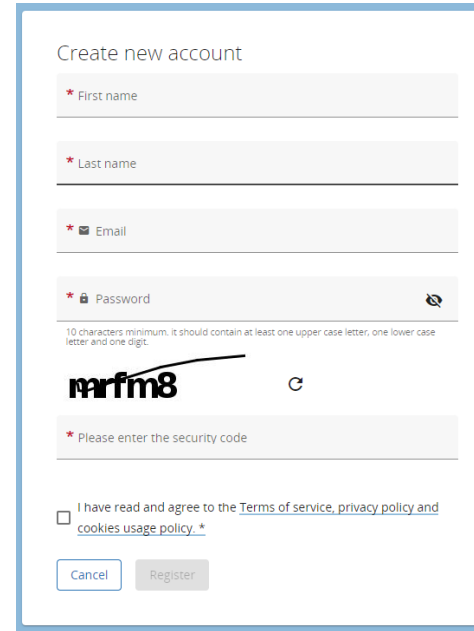
The image shows the Jems Login page. At the top, it says 'Jems - Login'. Below this are two input fields: 'Email' and 'Password'. Below the password field is a checkbox for 'Remember me' and a link for 'Forgot password.'. At the bottom, there is a link for 'Create a new account.' which is highlighted with a red box and a red circle with the number 2. The footer contains logos for Interact, the European Union, and Cloudflight.

1

1. Access from your web browser link of Jems

<https://jems-roua.mdlpa.ro/>

2. When page loaded, click on Create a new account



The image shows the 'Create new account' page. It has five input fields: 'First name', 'Last name', 'Email', 'Password', and 'Please enter the security code'. The 'Password' field has a note: '10 characters minimum. It should contain at least one upper case letter, one lower case letter and one digit.' Below the security code field is a checkbox for 'I have read and agree to the Terms of service, privacy policy and cookies usage policy.*'. At the bottom are 'Cancel' and 'Register' buttons.

3. Fill in requested info (First Name, Last Name, Email, Password and Captcha code, thick Terms of Service) and click **Register**
All data marked with * are mandatory, account will not be created If all data are are missing informations.

Use a valid email address !!!

4. Check your email address for Activation
Email received from no-reply@mdlpa.ro

5. In the received email Click on **CONFIRM ACCOUNT**

Notes:

- For activation email check also SPAM folder
- For manual activation (if you did not receive activation email) – send a request from the email used to create account to jems.admin@mdlpa.ro with title – Account Activation

-> Account is activated and can be used to LOG IN



Login, user profile and notifications



Jems – Login

* Email

* Password

By logging in, I agree to the [Terms of service, privacy policy and cookies usage policy](#).

Login

Create a new account. Forgot password.

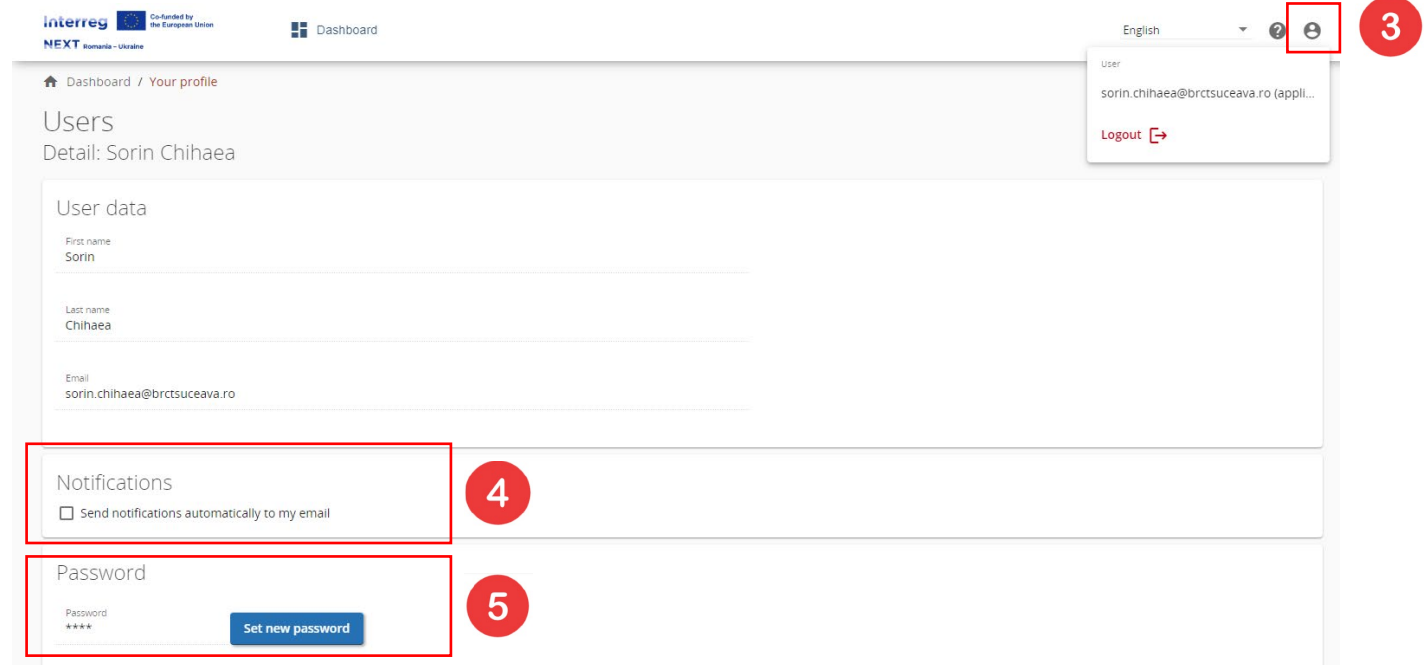
Jems is partially compliant with WCAG 2.1 AA Web Accessibility Standard. [Please follow this link for our full accessibility statement.](#)


Jems is a project of **Interact**  Co-funded by
the European Union
Interreg

Proudly developed by 

1. Fill in email address
and password
used at registration

2. Click on **Login**



Interreg  Co-funded by
the European Union

NEXT Romania – Ukraine

Dashboard

English

User
sorin.chihaea@brctsuceava.ro (appli...)

Logout

Dashboard / Your profile

Users
Detail: Sorin Chihaea

User data

First name
Sorin

Last name
Chihaea

Email
sorin.chihaea@brctsuceava.ro

Notifications

☐ Send notifications automatically to my email

Password

Password

Set new password

3. To access User profile - Click on **Icon** from the top right corner

4. Activate **Notifications** by thinking the box from Notifications menu

5. To set a new password – Retype a new password in dedicated field

Dashboard – My Applications, Call List and Apply

Interreg NEXT Romania – Ukraina Programme!

Notifications
No notifications messages received.

My project reports
My partner reports
My applications

ProjectID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
ROUA00427	RPC2			1	1.1	Draft	3 - Regular Projects 2 Call

Call list

ID	Name	Status	Started	Ends	Actions
3	Regular Projects 2 Call	Published	18.03.2024 16:00	16.07.2024 16:00	Apply →

1. Dashboard Menu

2. Notification Area. All notifications appears in this section and can be send by email if are activated from User profile (see previous slide)

3. My Applications Section – Shows Applied Applications with relevant info.
ProjectID is uniq and automated assigned by Jems

4. Call List – Display list of Calls. For active calls, in the Actions section, **Apply** button will be active

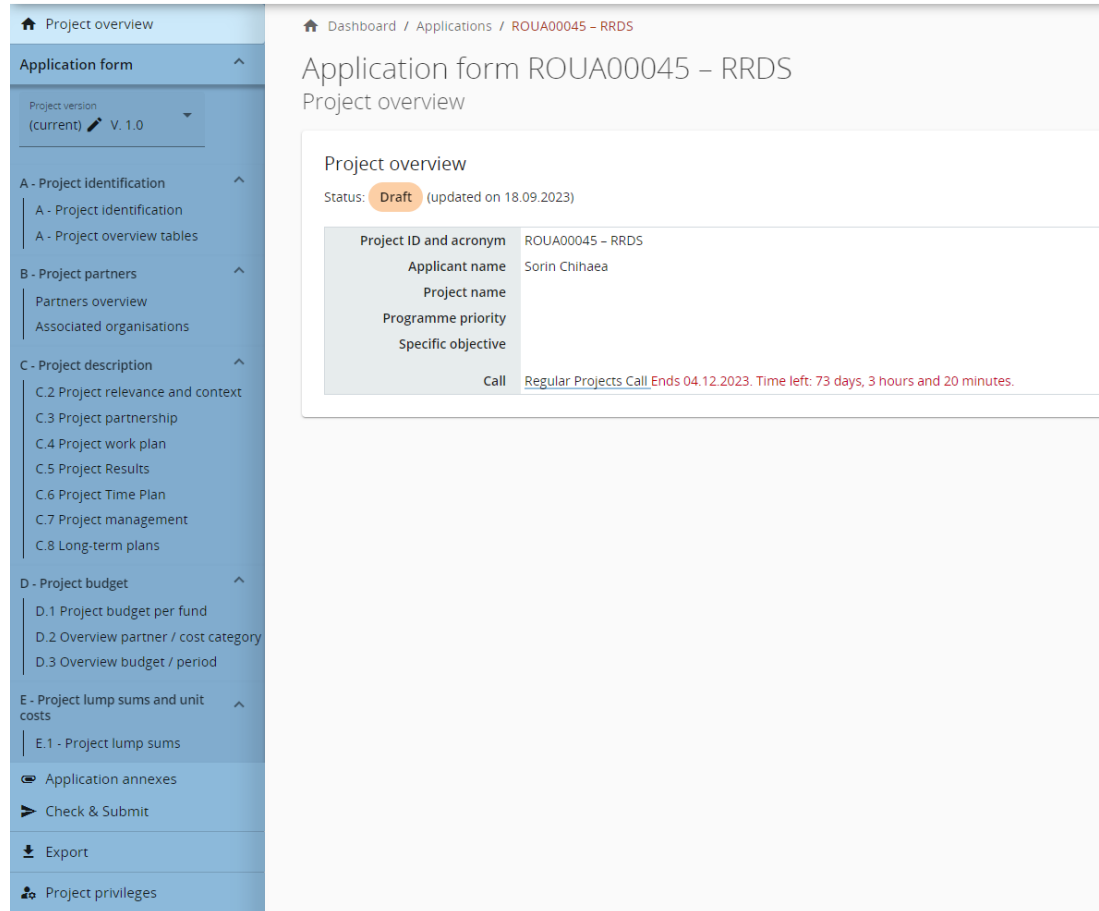
5. To add an Application to a running call, click on **Apply** Button.

6. Project **acronym** shall be friendly, capture the essence of project title, and avoid unfortunate associations

!!! Several Calls can run simultaneously.
Choose the one that is suitable for you.



Project Overview – Application Form



The screenshot shows the 'Application form ROUA00045 – RRDS' interface. The left sidebar contains a navigation menu with sections: Project overview, Application form (selected), Project version (V. 1.0), A - Project identification, B - Project partners, C - Project description, D - Project budget, E - Project lump sums and unit costs, Application annexes, Check & Submit, Export, and Project privileges. The main content area displays the 'Project overview' section with a status of 'Draft' (updated on 18.09.2023). Below this is a table with project details:

Project ID and acronym	ROUA00045 – RRDS
Applicant name	Sorin Chihaea
Project name	
Programme priority	
Specific objective	
Call	Regular Projects Call Ends 04.12.2023. Time left: 73 days, 3 hours and 20 minutes.

After Applying for an open CALL you will be requested to fill in a project Acronym

Main Chapters of Application FORM

A. Project identification

B. Project Partners

C. Project descriptions

D. Project Budget

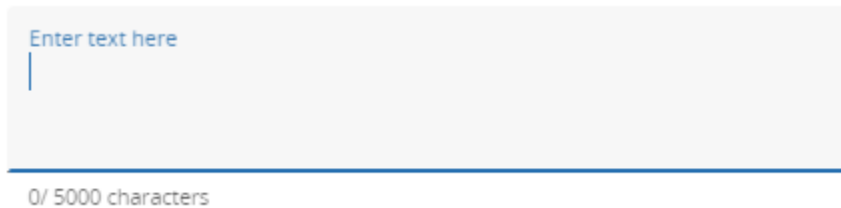
E. Project lump sums unit and unit cost

- Applications Annexes
- Check & Submit Application form
- Export



JEMS is configured to be user friendly to users, with a simple interface.
In application you should pay attention to following type of fields and buttons:

1. **Text Fields:** Every text field is pre-configured with a limit of characters (between 100 and 5000) which can be filled in.



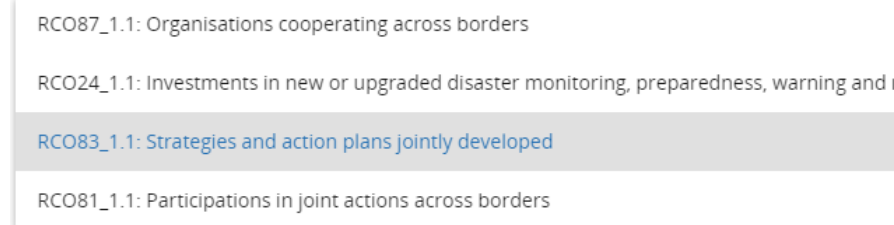
Enter text here

0/ 5000 characters

2. **Buttons:** Your action in system will be permitted only when the buttons are blue or on white background.



3. **Drop Down:** Accordingly to each running call, AF is configured with uniq drop down values, which cannot be changed. Eg. Results Indicators, Programme Output indicators, Delivery period etc)





LP1 TEST

PP2 PART1

Associated organisations

C - Project description

C.2 Project relevance and context

C.3 Project partnership

C.4 Project work plan

WP1

C.5 Project Results

C.6 Project Time Plan

C.7 Project management

C.8 Long-term plans

D - Project budget

D.1 Project budget per fund

D.2 Overview partner / cost category

D.3 Overview budget / period

E - Project lump sums and unit costs

E.1 - Project lump sums

Application annexes

Attachments ⓘ

Application attachments










Partners

LP1 TEST

PP2 PART1

Investment documentation

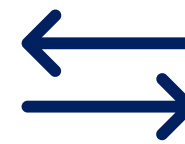
Upload file

File name	Location	Upload date	User	File size	Description	Actions
pdf.pdf	Partner	29.09.2023 12:45	sorin.chihaea@br	9.3 MB		  
word.docx	Partner	29.09.2023 12:44	sorin.chihaea@br	169.6 kB		  
Test upload doc....	Partner	29.09.2023 12:44	sorin.chihaea@br	34.8 MB		  

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

Documents can be uploaded in different formats and sizes. Documents can be organised in archives for maximum 25 MB (zip, rar), or each file individually (doc, pdf, xls etc)





 Export

Jems has implemented a plugin which allows to export Application form in PDF format and budget section in Excel format.

This section can be accessed anytime during the process of filling in the application form and after submit.

[Dashboard](#) / [Applications](#) / [ROUA00045 – Example Project](#) / **Export**

Application form ROUA00045 – Example Project

Export

Export

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

Standard application form export - 1.0.33

Standard budget export - 1.0.13

(current) V. 1.0

Export language
English

Input language
English

Export



 Shared folder



In main menu Project overview you will find Shared Folder section.

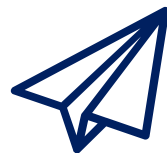
The programme users and applicants can share documents with descriptions. This section can be used to request or clarify anything related to the project.

The section Shared folder is available in an application form from the status “Submitted” onwards.

Clarifications and answers to clarifications will be transmitted by Shared Folder function from JEMS application.

For every document or archive uploaded in this section will be recorded following fields Upload date (date and time), name of document, email. Also can be added a description to each document / archive.

Shared folder					
In this section programme and applicants can request or clarify anything related to the project by sharing documents with descriptions. Users can only delete their own files.					
Attachments 					
File name	Location	Upload date ↓	User	File size	Description
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.



Check & Submit Application Form

➤ Check & Submit

Application form ROUA00045 – Example Project

Check & Submit

You are about to officially submit your project application: ROUA00045 – Example 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.

1

Run pre-submission check

Submit project application

3

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

2

ⓘ A - Project identification 2 Issue(s) ^

ⓘ Project title is missing

Summary in EN is missing

ⓘ B - Project partners 3 Issue(s) v

ⓘ C - Project description 21 Issue(s) v

✔ E.1 - Project lump sums

1. Before you can submit your application, the validation 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.

2. Sections which contains errors (missing fields, too many or too short text) are highlighted with a red question mark

3. When all errors are fixed, **Submit project Application** button will be available and you will be able to hit it and Submit application into Jems System

4. In dashboard interface – project status will be changed from Draft to Submitted



1. Always hit SAVE button after you filled in a section
2. After a long period of stand by – refresh page of application to be sure that your session is not ended
3. Recommended browser is Google CHROME
4. Take sufficient time to check the content of the application before submitting it!
5. After submitting application, it cannot be reverted to DRAFT status

Thank you for attention!

Joint Secretariat
INTERREG NEXT 2021 – 2027
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www.ro-ua.net