



**Interreg**

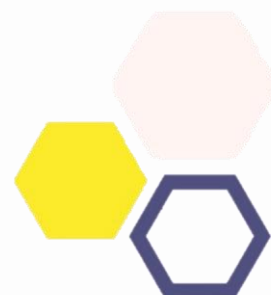


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Lithuania – Poland

## Interreg VI-A Lithuania – Poland cooperation programme

# JEMS User Manual



This is a technical guide on using the Joint Electronic Monitoring System (JEMS) for project application and implementation within the Interreg VI-A Lithuania-Poland Programme.

This step-by-step manual shows the process of preparing an Application Form and submitting it through JEMS. Remember that the Application Form has to be submitted through JEMS to be eligible for assessment!

Disclaimer: JEMS is still in development and there might be differences between the manual and system itself. In case of changes, this manual will be updated but please be patient and let us know if you have any issues with accessing or using the system.

For further information on how to fill in the Application Form, please check the **Programme Manual** and Application Form guidelines on our website. Carefully check the requirements for the specific call for proposals in appropriate Terms of Reference.

## Practical information

JEMS is a monitoring system developed by Interact for Interreg programmes. It is a web-based application to be accessed through a web browser. The following web browsers are supported and recommended:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge

JEMS allows users to save their work and resume a data entry session at any time, before the final submission of an application.

To avoid losing your progress, remember to always save your application before leaving a section! The



save button is at the bottom of the page and becomes active as soon as new data is entered. Certain fields are mandatory, and in these cases, the page cannot be saved unless they are filled in. JEMS will highlight the missing fields.

Users will be automatically logged out after 60 minutes of inactivity without warning.

Listed below are the most common issues with JEMS, which can be easily solved. If you cannot find an answer here, please contact our JEMS Helpdesk: [jems@lietuva-polska.eu](mailto:jems@lietuva-polska.eu). When describing the issue, be as precise as possible. You should include your project number and the e-mail address which you used to register your account, as well as a screenshot, JEMS message or a description of the problem you ran into.

## Technical issues

- Check if your browser is up to date.
- Google Chrome is the browser recommended by the developers.
- Scroll in a table or a text field to read the full inserted text.

## If you cannot save...

- A mandatory field might be empty. The SAVE button only becomes active if all mandatory fields (marked with a red **\***) are filled in.
- There is inconsistent data or input in the wrong format. Check if there are any yellow warnings in the Application Form sections, especially the Budget tab.
- Scroll to the right of a text box, there might be more tabs to click or fields to fill in.
- Refresh the webpage. Your Internet connection might have been interrupted terminating the session in JEMS.

## If you cannot submit...

- Run a pre-submission check and make sure you expand all listed items to read the notification messages.

## **Accessing JEMS**

JEMS can be accessed at <https://jems.lietuva-polska.eu/>. To use JEMS, click “**Create new account**” on the main screen. After you fill in your details and click “register”, you will receive a confirmation e-mail. Once you click the confirmation link, log into JEMS and create an Application Form. After you are logged in, you will be able to edit your profile details and change your password.

If you do not receive a confirmation e-mail after a few minutes, first, check your spam folder and then contact the JS at [jems@lietuva-polska.eu](mailto:jems@lietuva-polska.eu) to manually activate your account.



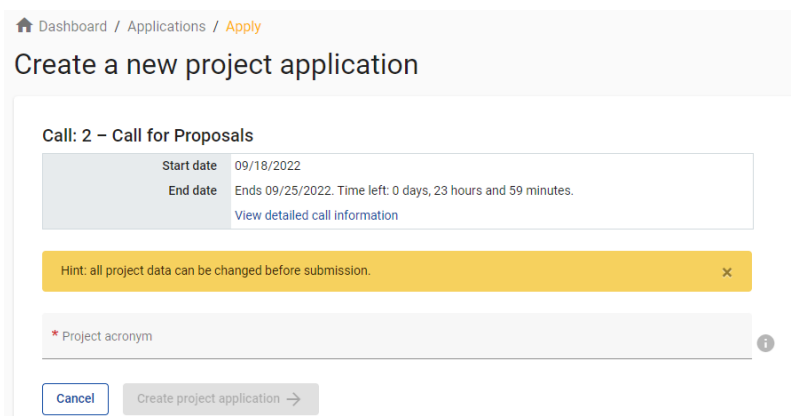
## Creating an Application Form

Please note – the instructions below refer to the technical aspects of submitting an application.

After logging into JEMS, you will see your Dashboard. It displays your applications and open calls for project proposals. To create a new application, click **“Apply”** in the Call list section.

Next, you will create a new project application. As the first step, you need to add a project acronym and then click **“Create project application”**. When you click a text box, the word limit appears below. In the system, your application will have a “Draft” status and you will be able to access it in your Dashboard.




After you create your application, you will be moved into the Project Overview panel. All Application Form sections will appear on the left-hand menu – you can scroll down the menu to see all parts. The Application Form is divided in 5 parts. You can enter each part and fill in a specific part. Please note that some of the parts are generated automatically and are not possible to modify.

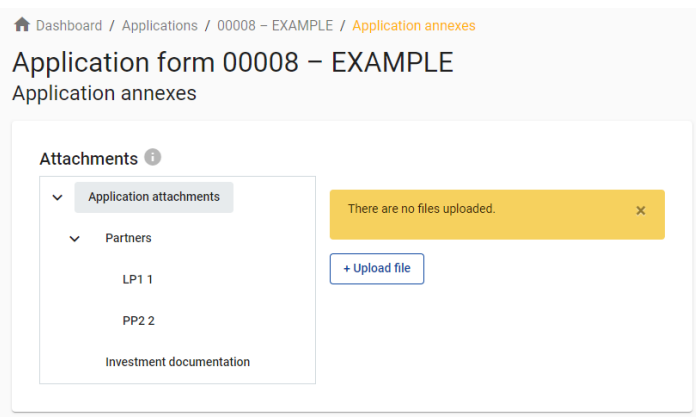


By creating an application in JEMS, you will be considered the Lead Applicant, meaning that you are the person responsible for submitting the application. After you fill in the **offline Application Form**, you can transfer your responses to JEMS.

At the bottom of the Application Form parts, there are 4 additional panels:

**Application Annexes** – here, you can upload Annexes to the project proposal. You can submit annexes to the whole application, Partner-specific annexes, or add Investment documentation (if applicable).

To add a new file, first, choose where you want to upload it. If you want to upload a Partner-specific annex, select the appropriate field on the left. Once it turns grey, the file will be uploaded only for the selected Partner. Click **+ Upload file** and select the file. Be patient, uploading an annex may take some time. Once the file is uploaded, press the pencil  to describe its contents. You can also  download or  delete files.



**Check & Submit** – when you finish your application and you are ready to submit it, this feature will check the data inserted in the AF – if all necessary fields are filled in and if any important information is missing.

We invite you not to postpone submitting the application. Keep in mind the deadline of the relevant call for proposals and don't forget to check the time zone of the due date.

A pre-submission check can be run at any point during drafting. We recommend to use this feature regularly. Only when the pre-submission checks return all valid, and there are no issues, the AF can be submitted.

When running a pre-submission check, three types of messages may appear:



**Error** – the section was filled out incorrectly.



**Warning** – the section was filled out correctly but there are recommendations on how to improve the data quality.



**Info** – verification passed successfully.

**Export** – use this panel to download the Application Form in PDF and budget files in Excel format. You can also download empty budget files to use them as draft budgets

during project development. For this purpose, minimum information needs to be inserted in the system, such as one partner and amounts for each cost category.

**Project privileges** – here, you can add other users to the application. By default, you will be considered the Lead Applicant when you create an application. However, you can work together with your colleagues on the application.

First, they should create an account on JEMS and share the e-mail address used to register with you. To add users, click the “+” button. Enter the address in the “\* Jems username” field and assign the rights – choose if they can only read the application (view), add data and modify it (edit) or also have the right to add other users (manage).

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 is properly reviewed before submission.

Application form users ⓘ

\* Jems username  
example view edit manage 🗑️

+ +

🗑️ Discard changes 💾 Save changes

Remember to press “Save changes”! You can delete a user by pressing the bin . Note that users working at the same time in the same page may lead to unexpected loss of data.