

Interreg



Co-funded by
the European Union

Latvia – Lithuania

JEMS



Information seminar for the potential applicants

12.01.2023

Registration

- Website – <https://jems.latlit.eu/>

- Use valid email address

- Confirm your account via email

Confirm Account

- Confirmation email might go to **SPAM** folder

- Guidance document: https://latlit.eu/wp-content/uploads/2023/01/JEMS-guidance_v2.pdf

- If you have any question or need help, please contact us on latlit@varam.gov.lv



English

Jems – Login

* Email
Username should not be empty.

* Password
Password should not be empty.

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. [Accessibility statement.](#)

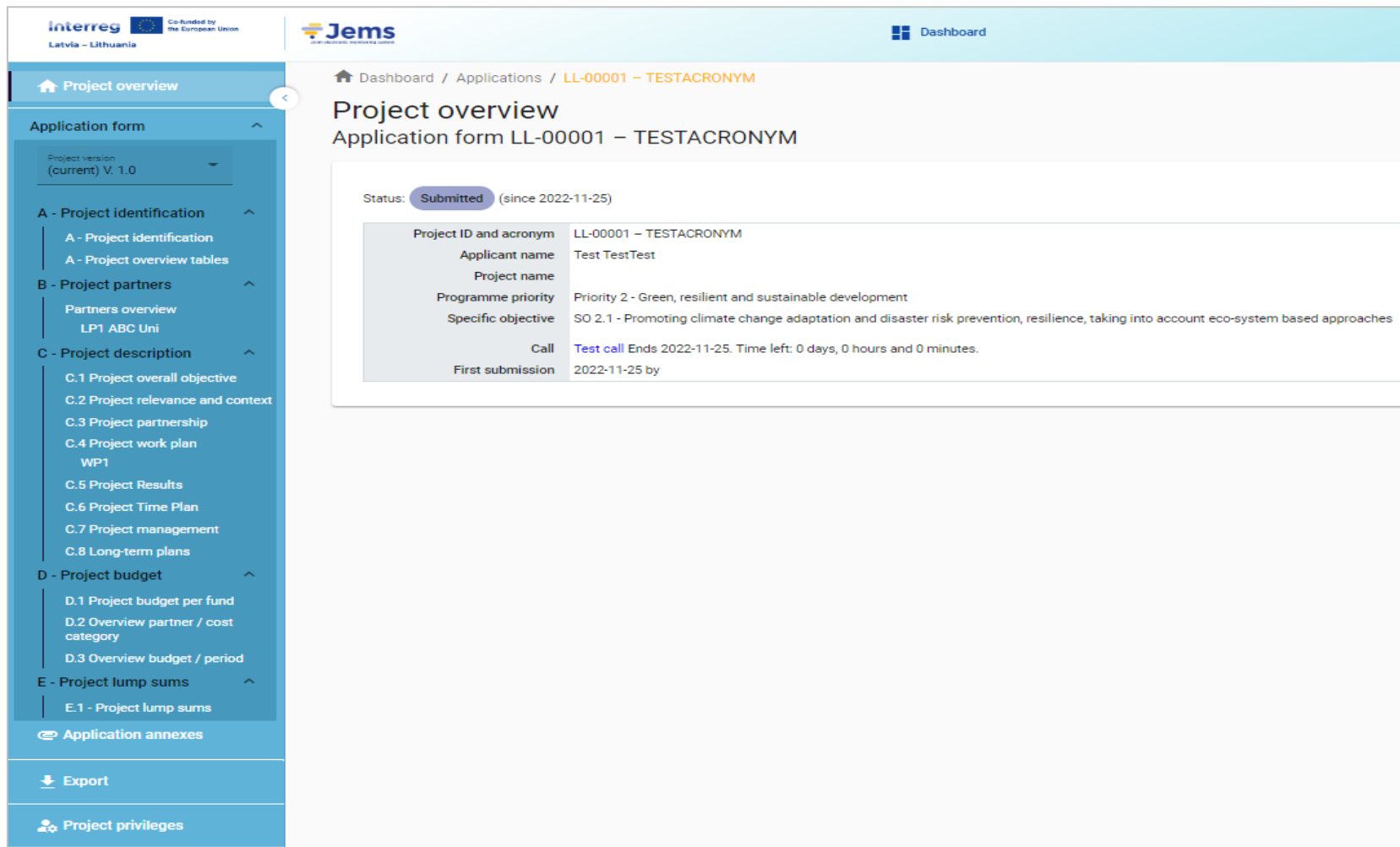
Jems is a project of
Interact  Co-funded by
the European Union
Interreg

Work principles

- Application must be prepared in English
- Mandatory fields to save a page are indicated by an asterisk *
- Applicant can save only when there are changes made
- Each input field has limited number of characters that is showed by the system
- Click the “trash” icon to remove an item
- Once application is submitted, editing of input fields is not possible, application can not be reverted back



Application form



The screenshot shows the 'Project overview' page in the Jems system. The left sidebar contains a navigation menu with sections A through E, each with sub-items. The main content area displays the project details for 'LL-00001 - TESTACRONYM', which is in a 'Submitted' status since 2022-11-25. A table below lists key project information.

Project overview
Application form LL-00001 – TESTACRONYM

Status: **Submitted** (since 2022-11-25)

Project ID and acronym	LL-00001 – TESTACRONYM
Applicant name	Test TestTest
Project name	
Programme priority	Priority 2 - Green, resilient and sustainable development
Specific objective	SO 2.1 - Promoting climate change adaptation and disaster risk prevention, resilience, taking into account eco-system based approaches
Call	Test call Ends 2022-11-25. Time left: 0 days, 0 hours and 0 minutes.
First submission	2022-11-25 by

Points of attention (1)

- No project start/end date, only duration
- **Budget** is located in Partner section
- Fill in **budget after workplan** is ready
- Preparation costs shall be planned under **E.1 - Project lump sums**
- Fill-in **Co-financing** section after budget and preparation costs
- **State aid** section not mandatory

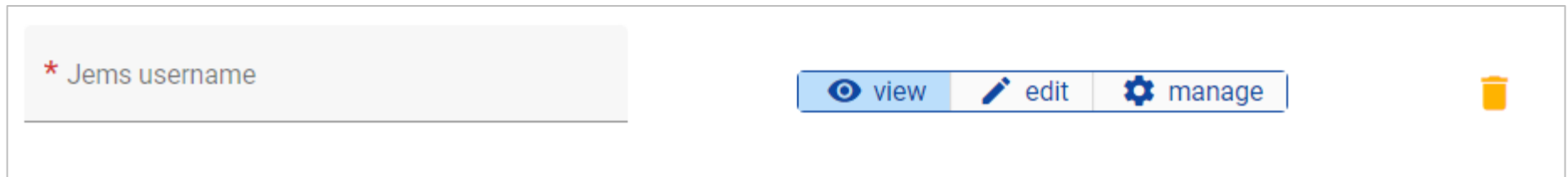
Project duration		
Project duration in months	Default period length in months	Number of periods
24	6	4

Points of attention (2)

- There is **mandatory** Programme Output Indicator for each priority (*Organisations cooperating across borders*)
- There is **mandatory** Programme Result Indicator for each priority (*Organisations cooperating across borders after project completion*)
- **Project privileges** allows to add users to see/edit/manage Application

Application must be submitted by LP

Please be aware that users with assigned privileges EDIT un MANAGE technically also are able to submit the application to the Programme



* Jems username

view edit manage

Points of attention (3)

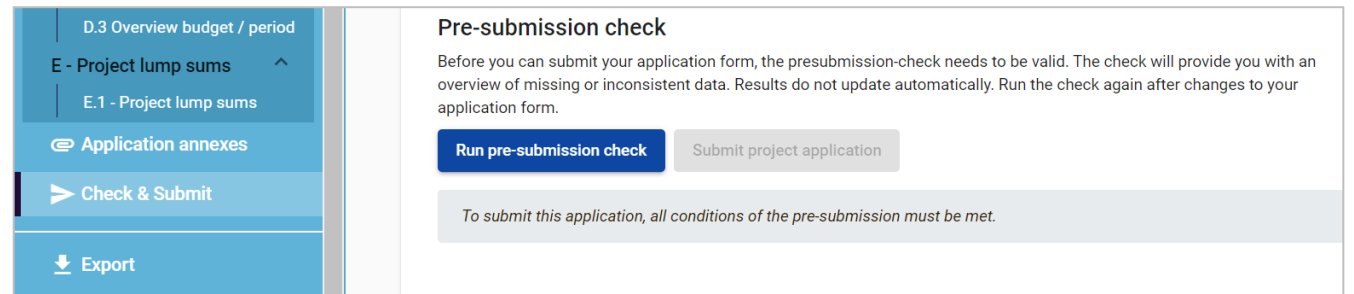
- **Export** function is available for Application form (pdf file) and Budget (excel file)
- **Status** changes when project is submitted (from “Draft” to “Submitted”), no emails will be sent to LP

Project overview
Application form LL-00001 – TESTACRONYM

Status: **Submitted** (since 2022-11-25)

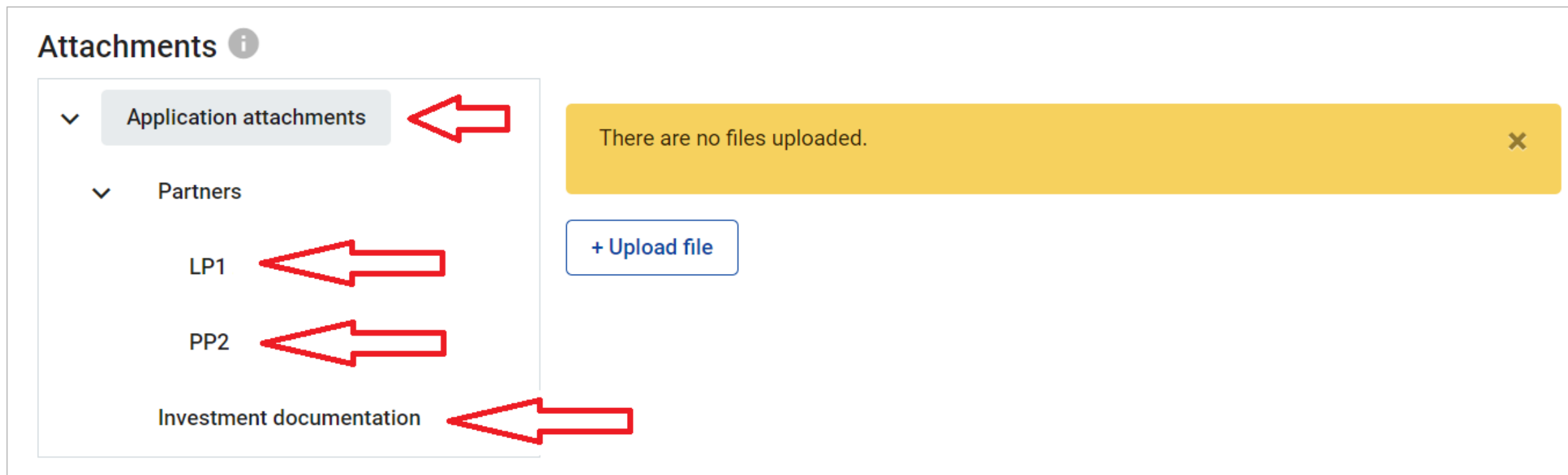
Pre-submission check


- Do not leave preparation and submission of the application for the last day.
- Read carefully the Programme Manual for the 1st Call for Proposals to know all requirements. The Programme Manual is available on the webpage www.latlit.eu
- Do not keep the pre-submission checks until the very last moment, since you might run into time issues for keeping the deadline for project application submission
- Click pre-submission check to see which mandatory fields are not filled-in



The screenshot shows a web interface for a pre-submission check. On the left is a vertical navigation menu with the following items: 'D.3 Overview budget / period', 'E - Project lump sums' (with an upward arrow), 'E.1 - Project lump sums', 'Application annexes' (with a document icon), 'Check & Submit' (with a right-pointing arrow), and 'Export' (with a download icon). The main content area is titled 'Pre-submission check' and contains the following text: '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.' Below this text are two buttons: a blue 'Run pre-submission check' button and a grey 'Submit project application' button. At the bottom of the main area, a grey box contains the text: 'To submit this application, all conditions of the pre-submission must be met.'

Attachments section



Attachments 


Application attachments

Partners

LP1

PP2

Investment documentation

There are no files uploaded. 

+ Upload file

* If from the title of the document it is not clear what is the content, please provide relevant **comment**

List of attachments (1)

Project Confirmation letter	Must be signed by the authorised person holding the right to sign documents on behalf of the LP organisation with electronic signature and attached to the application in “ Attachments ” in JEMS (esignature time stamp must be within period of time from the opening till the closing time of the call). In exceptional cases it can be sent to email latlit@varam.gov.lv . *In exceptional cases it can be sent in paper by post (Programme Manual p.42 footnote)	<input type="checkbox"/>
Lead Partner / Project Partner Statement	To upload in JEMS	<input type="checkbox"/>
NGO that is LP has to upload copies of documents that show revenue during the last two financial years (2020 and 2021) (If relevant)	To upload in JEMS	<input type="checkbox"/>
Document for Lithuanian LP or PP who applies under Programme specific objective 3.1 for activities targeted at improvement or development of social services certifying the inclusion of LP or PP to the list of social service providers (If relevant)	To upload in JEMS	<input type="checkbox"/>

List of attachments (2)

Support letters from institutions responsible for the specific topics to justify need of the project output/activity (If relevant)	To upload in JEMS	<input type="checkbox"/>
For investments in infrastructure: Ownership documents or lease of land or premises agreements for lease period covering planned project duration and durability period according to requirements set in section 7.4 (If relevant)	To upload in JEMS	<input type="checkbox"/>
For investments in infrastructure: Up-to-date cost-estimations (If relevant)	To upload in JEMS	<input type="checkbox"/>
For investments in infrastructure: Full set of valid building/technical documentation prepared in accordance with national legislation (If relevant)	To upload in JEMS	<input type="checkbox"/>

Application and selection procedure

- 1st Call will **end** on 29.03.2023, 17:00
- Two step assessment procedure: **Eligibility** and **Quality** (PM sections 5.2.1 and 5.2.2)
- JS could request **missing documentation** during Eligibility assessment (PM section 5.1)
- * The last issue date of technical documents and Confirmation letter must be not later than the last day of the closing date of the call.
- **Decision** on project funding will be made by Monitoring Committee (PM section 5.3)
- After approval of the project, certain **conditions** might be imposed by the Monitoring Committee (PM section 5.3)
- Approximate **start date** of projects - January 2024

You've Got This!



IT'S A PIECE
OF CAKE