

**Interreg**



Co-funded by  
the European Union

**IPA** Bulgaria – Serbia

# ELECTRONIC SUBMISSION OF PROJECT PROPOSALS

**Priority 1 “Competitive Border Region”**

**Specific objective 1.3. “Enhancing sustainable growth and competitiveness of SMEs and job creation in SMEs, including by productive investments”**

*Info days: March 28, 2025, Sofia*

*April 9, 2025, Nis*

 **Jems**

Jems is a project of

**Interact**



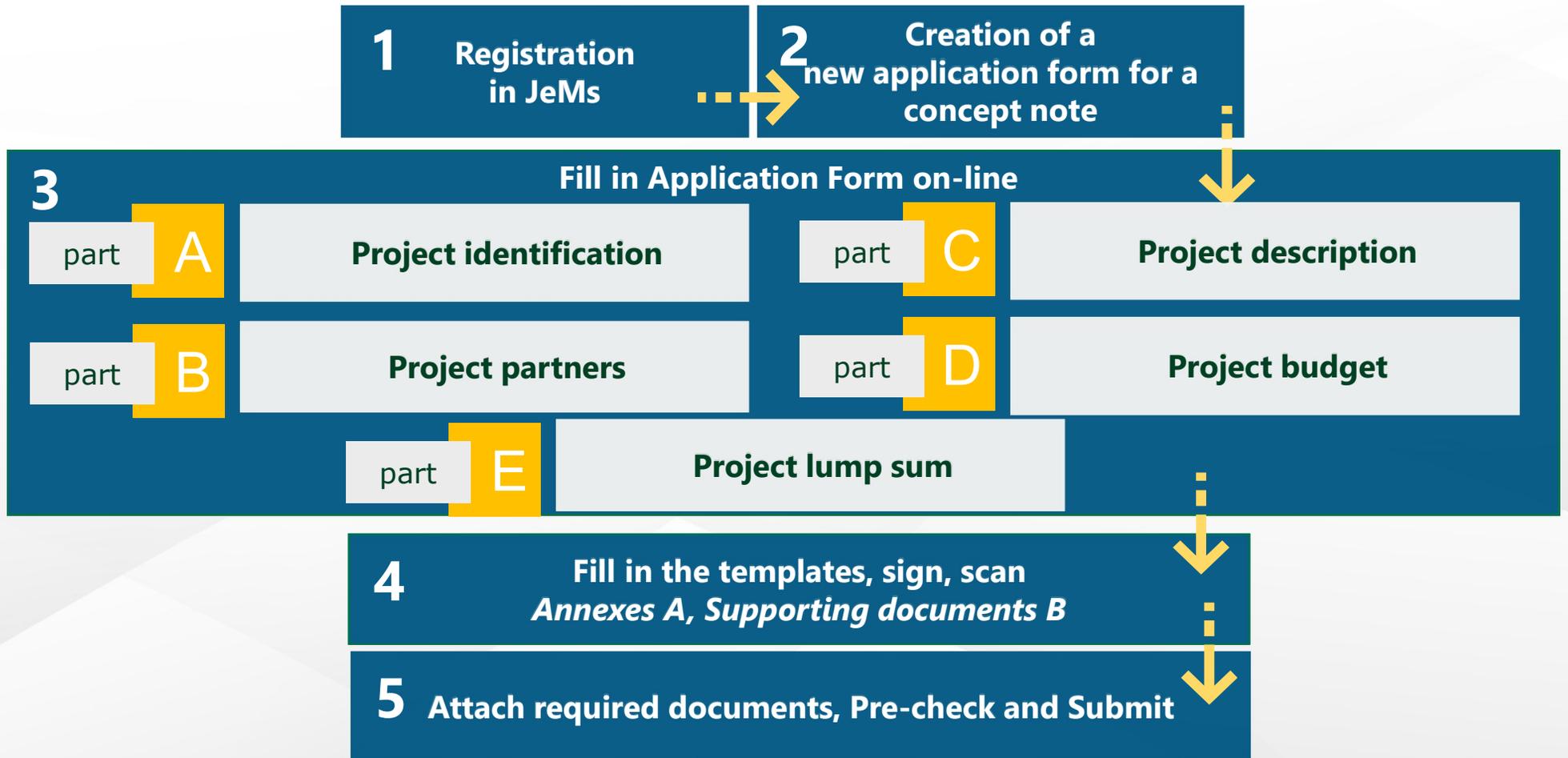
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Interreg

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# General information

- **Application** is **entirely** in **electronic** form and project proposals must be submitted via the INTERREG VI-A IPA Bulgaria- Serbia Programme Joint Electronic Monitoring System (JEMS) at <https://jems-bgrs.mrrb.bg>;
- The Application Form is **completed** and **submitted** on **JEMS**;
- The content of the templates provided by the Programme and, where applicable, generated via JEMS may not be modified or amended in any way;
- Character limits are set for most text boxes in JEMS. Such limits shall not be exceeded since the system will not allow longer texts;
- Electronic submission of project proposal may be affected by circumstances beyond the control of the MA (e.g. internet connection stability, upload speeds, etc.). Therefore, the applicant should strive to prepare and submit **project proposal early enough before the deadline**;
- Upon registration in JEMS users have access to the system as **applicant users**;
- Detailed information for filling in the Application form is available at <https://jems.interact.eu/manual/>

# Application process in JEMS



# Part A – Project identification

## A.1 Project identification

## A.1 Project summary

## A.3-4 Project partner overview / Project budget overview

*Please note that Information in A.3-4 is automatically generated in JEMS*

\* Asterisks indicate information required for saving.

Please be aware there may be gaps in the numbering of sections, due to the programme's configuration of application form for this call.

Project id (automatically created)  
BGTR0300005

Project acronym  
SME

Project title

### Project duration

Project duration in months

/

Default period length in months  
3

=

Number of periods  
0

### Project priority and specific objective

\* Programme priority

# Part B – Project partners

## Add new partner

### B.1.1 Partner identity

\* Partner role

Partner Lead partner

\* Abbreviated name of the organisation

Name of the organisation in original language

Name of the organisation in english

Department / unit / division

### Legal and financial information

Type of partner  
N/A

Subtype of partner  
N/A

\* Legal status

Please refer to the statistical classification of economic activities NACE Rev.

Sector of activity at NACE group level

VAT number (or other identifier)

### B.1.2 Partner address

#### Partner main address

Information about NUTS codes and how to identify your region: <https://ec.europa.eu>

Country

Street

House number

Postal code

City

Homepage

Address of department / unit / division (if applicable)

Country

Street

House number

Postal code

City

### B.1.4 Legal representative

Title

First name

Last name

### B.1.5 Contact person

Title

First name

Last name

E-mail address

Telephone no.

### B.1.6 Partner motivation and contribution

Which of the organisation's thematic competences and experiences are relevant for the project?

Enter text here

What is the role (contribution and main activities) of your organisation in the project?

Enter text here

If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.

Enter text here

## Part B – Project partners



The partner budget should only be filled in once the project duration in “A.1 Project identification”, “B.1.1 Partner identity” and “C.4 Project work plan” are completed.

### Partner Budget Options

- Staff costs flat rate
- Office and administration flat rate based on direct staff costs
- Travel and accommodation flat rate
- Other costs Flat Rate

Select the flat **rate options** and fulfil the percentage in accordance with the Guidelines for applicants. After filling the exact flat rate percentages the amount of the respective Budget lines shall be **calculated automatically**.

### Partner budget ⓘ

External expertise and services

+ Add

Equipment

+ Add

Infrastructure and works

+ Add

For cost categories “**office and administration**” and “**travel and accommodation**” no manual entry of budget items is possible, since they are defined as flat rates. For all other categories, click on the **+ Add button** to add a new cost item. For each cost category item, the following details have to be provided:

- Description of the expense
- Comments
- Award procedure
- Unit type (e.g. per contract, per item, per day, per participant, etc.)
- Number of units
- Price per unit

## Part B – Project partners

### Equipment

Description	Comments	Award procedures	Investment	Unit type	No. of units	Price per unit	Total
Packing Machine			N/A		1,00	10.000,00	10.000,00 
+							10.000,00

The **Total amount** of one budget item should always **match** the **sum** of amounts **per periods**. In case of mismatch a **warning** message highlighted in yellow appears.

Please update the budget table: The sum of the amounts per period must match the budget item total.

The **lump sum** for **preparation cost** should be in accordance with the Guidelines for applicants.

### Partner lump sums (assigned in section E.1 - Project lump sums)

Programme lump sum	Period	Lump sum cost	Partner share of lump sum cost	Description
Total partner lump sums				0,00

### Partner budget overview

Partner	Organisation abbreviation	Staff costs	Office and administrative costs	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Lump sum	Total
LP1	SME	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

The table is **filled in automatically**.

## Part B – Project partners

### 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
* Co-financing source	0,00	0,00 %
Partner contribution	100,00	100,00 %
Partner total eligible budget	100,00	100,00 %

This table can only be filled in **once** the **partner budget** options were **selected** and the **partner budget** was completed. This table displays the co-financing received by the programme and the partner contribution.

### Origin of partner contribution

Source of contribution	Legal status of contribution	Amount	% of total partner budget
Demo SME	* Legal status	0,00	0,00 %
Sub-total public contribution		0,00	0,00 %
Sub-total automatic public contribution		0,00	0,00 %
Sub-total private contribution		0,00	0,00 %
<b>Total</b>		0,00	15,00 %

In this table, partners have to indicate the **source of their contribution**. The system by default includes the partner organisation as a first contribution source, assuming that the contribution is from own resources.

### State Aid

#### State aid relevant activities

GBER scheme / de minimis  
 General de minimis

General **de minimis** provisions shall apply for the call.

# Part C – Project description

## C.1 Project overall objective

*Please define the overall objective of the project (Max. 500 characters).*

- Make sure that it clearly contributes to the selected programme specific objective.*
- The overall objective should provide the general context for what your project aims to achieve.*
- It should describe the broader goal of the project for the benefit of its target group(s) and should point to the results (change) to be achieved by the project.*

## C.2 Project relevance and context

*C.2.1 What are the common territorial challenge(s) that will be tackled by the project?*

*C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes?*

*C.2.3 Why is cross-border/transnational/inter-regional cooperation needed to achieve the project's objectives and result?*

*C.2.4 Who will benefit from your project outputs?*

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

*C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?*

*C.2.7 How does your project build on available knowledge?*

## Part C – Project description

### C.3 Project partnership

*Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives. What is the contribution of each partner to the project?*

### C.4 Project work plan

*Each project specific objective has a work plan (**work package**). Applicant can define more than one specific objective. This means that the project will have as many work packages as it will have specific objectives defined.*

***It is recommended to have up to 3 work packages, but in some cases up to 5 should also be acceptable. Begin by clicking “+ Add new work package”***

#### Work package

Work package number (automatically created)  
1

Work package title

#### Objectives

Your objectives should be:

- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package, and in which territory);
- measurable – indicate the change you are aiming for.

Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

Project specific objective

Think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

Communication objective and target audience

# Part C – Project description (Investments)

## Investment

Investment number

Investment title

Expected delivery period

### Location of the physical investment

Please describe, if possible, a specific address where the investment will be located

Country

City

### Investment documentation

Please list all technical requirements and permissions (e.g. building permits) required for the investment according to the respective national legislation. If these are already available, attach them to this application form, otherwise indicate when you expect them to be available.

Enter text here

For investments in infrastructure with an expected lifespan of at least five years, please indicate whether an assessment of expected impacts of climate change has been carried out. Should it be necessary, you must be ready to submit this documentation to the relevant programme body/ies.

Enter text here

## Justification

Please explain why this investment is needed.

Enter text here

Please clearly describe the cross-border/transnational relevance of the investment.

Enter text here

Please describe who is benefiting (e.g. partners, regions, end-users, etc.) from this investment, and in what way.

## Risk associated with the investment

Describe the risk associated with the investment, go/no-go decisions, etc. (if any).

Enter text here

## Ownership

Who owns the site where the investment is located?

Enter text here

Who will retain ownership of the investment at the end of the project?

Enter text here

## Part C – Project description (activities)

Objectives Investments **Activities** Outputs

**List of activities**  
Please describe the activities by which the project achieves the project specific objective and related communication objective(s).

+ Add activity

Please describe the **activities** foreseen in order to achieve the above project specific objective and related communication objective(s) considering also the involvement of the relevant target groups as identified in section C2.4.

**Activity 1.1**

Title

Get started by defining the project duration in section A.1

Get started by defining the project duration in section A.1

Start period

End period

Description

Partner(s) involved

Make sure you **name the Activity** in order to avoid confusion. Define **Start** and **End** periods related to the Activity. Provide a **description** and specify the **Partner/s involved**.

# Part C – Project description

Enter the **Deliverable title**, provide a **Description** and select the **Delivery period** (drop-down option).

## List of outputs

Based on the activities you need to implement to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation.

### Output 1.1

Output Title DE EN FR HU

Programme Output Indicator

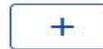
Measurement Unit Target Value 1,00

Delivery Period

Output Description DE EN FR HU

## Deliverables

Add deliverables to your activity - see programme rules



Running number	Deliverable title	Description	Delivery period
D.1.1.1	Deliverable title	Description	Delivery period

Based on the activities you need to implement to achieve the specific objective in the **work package**, please **list** the **outputs** that will be delivered **during** the **implementation**. Please have in mind that the **outputs** should **contribute** directly to programme output indicators; i.e., have the same measurement unit and can be aggregated on project and programme level.

# Part C – Project description

## C.5 Project Results

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please take a look at the programme result indicators and select those that you will contribute to.

**Result 1**

Programme result indicator

Measurement unit  Baseline  Target value

Result description

DE EN FR HU

[+ Add result](#)

Please describe what do you **expect to change** by the **activities** you plan to implement and the outputs you plan to deliver? Please take a look at the programme **result indicators** and select those that you will contribute to.

## C.6 Project Time Plan

	Period 1	After End
▼ WP1		
▼ WP2		
▼ WP3		

DE EN FR HU

The overview table is **automatically generated** from thematic **work packages**. It displays **activities** (length), **deliverables** (delivery period), **outputs** (delivery period) and **results** (delivery period).

The time plan shows **only periods: 1 period = 3 months**.

## Part C – Project description

### **C.7 Project management and communication**

*C.7.1 How will you coordinate and manage your project?*

*C.7.2 Which measures will you take to ensure quality in your project?*

*C.7.3 What will be the general approach you will follow to communicate about your project?*

*C.7.4 How do you foresee the reporting procedures for activities and budget (within the partnership)?*

*C.7.5 Cooperation criteria*

*C.7.6 Horizontal principles*

### **C.8 Long-term effects and durability**

*C.8.1 Ownership*

*C.8.2 Durability / Lasting effect*

*C.8.3 Transferability*

## Part D – Project budget

### D.1 Project budget per co-financing source (fund) – breakdown per partner

D.1 Project budget per co-financing source (fund) - breakdown per partner

Partner	Organisation abbreviation	Country	IPA III CBC	IPA III CBC % Rate	Interreg Funds	Interreg Funds % Rate	Public Contribution	Private Contribution	Total partner contribution	Total eligible budget	% of Total eligible budget
<a href="#">LP1</a>	Demo		0,00	0,00 %	0,00	0,00 %	0,00	0,00	0,00	0,00	0,00 %
<a href="#">PP2</a>	Demo2		0,00	0,00 %	0,00	0,00 %	0,00	0,00	0,00	100,00	100,00 %
<b>Total</b>			0,00	0,00 %	0,00	0,00 %	0,00	0,00	0,00	100,00	100,00 %

The table is filled automatically.

### D.2 Project budget – overview per partner/per cost category

D.2 Project budget - overview per partner / per cost category

Partner	Organisation abbreviation	Country	Staff costs	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Lump sum	Total
<a href="#">LP1</a>	Demo		0,00	0,00	0,00	0,00	0,00	0,00	0,00
<a href="#">PP2</a>	Demo2		100,00	0,00	0,00	0,00	0,00	0,00	100,00
<b>Total</b>			100,00	0,00	0,00	0,00	0,00	0,00	100,00

The table is filled automatically.

# Application Annexes

## Attachments

- Application attachments
- Partners
  - LP1 LP1
  - PP2 PP2

There are no files uploaded.

x

 Upload file

**Attachments** can be added by clicking **“Upload file”** at the bottom of the project overview page, which lets you browse through the files on your computer. Choose the right file and upload it. Repeat the process until all necessary attachment files have been uploaded. Although a large variety of file types are supported, **.pdf** files are preferred. The **maximum single file size is 50 Mb**.

# Project Exports

- Project overview
- Application form
  - Project version (current) V.1.0
- A - Project identification
  - A - Project identification
- B - Project partners
  - Partners overview
  - PP1 BGPP
- C - Project description
- D - Project budget
- E - Project lump sums and unit costs
- Application annexes
- Check & Submit
- Exports for AF (and other)
- Project privileges

## Exports for AF (and other)

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

\* Export Plugin

Project version (current) V.1.0

Export language English

Input language English

Export

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

Select “**Standard application form export**” to initiate export plugin. Project version: At **first submission** of the application form **only V.1.0 can be selected**.

Select “**Standard budget export**” to export the project budget tables from section D and the Partner Budget tables from section B as a **.xlsx file**.

# Project Privileges

This section allows **multiple users** to **elaborate** the **Application Form**. It is only possible to **invite users** (“+” button) who are already **registered** in the **system**. The only required parameter to identify the user is the respective Jems username (e-mail used to register).

Types of rights:

- **View** (users can only see, without modifying)
- **Edit** (users can view and modify content in AF)
- **Manage** (users can give rights, view and edit)

By default, the user **who created** the AF is granted with “**manage**” rights.

Project overview

Application form

Project version (current) 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

Exports for AF (and other)

Project privileges

Application Form users / Project managers

\* Jems username  
admin@jems.eu

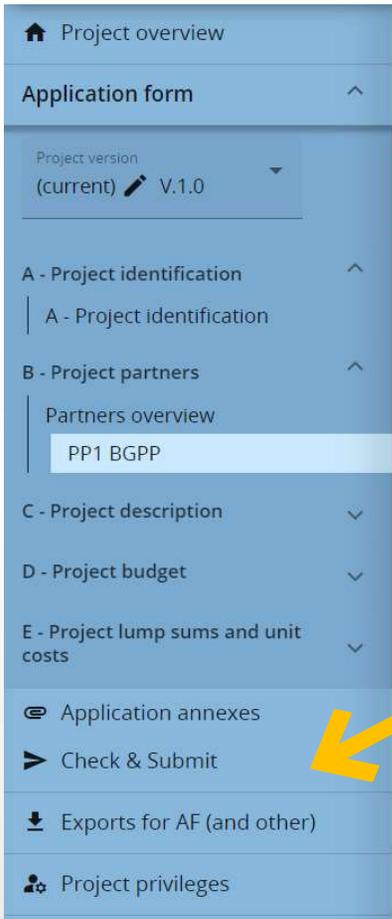
view edit manage

+

**RISK of OVERWRITING INFORMATION**

In case **several users** with **edit or manage** access rights **work in parallel** in the same project application there is the **risk to overwrite information!**

# Submission



The submission of applications follows a **two-step** approach. Each application requires a successful **pre-submission check** of content before it can be submitted.

Under the section “**Check & Submit**”, users with “edit” or “manage” privileges can perform these two actions:

- Run pre-submission check** ①
- Submit project application** ②.

After submission the status of applications is changed from “**Draft**” to “**Submitted**” and **no further changes can be made!**



**DEADLINE**  
for submission  
in Jems:  
**11 June 2025,**  
**17:00 Bulgarian**  
**local time**