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*CATCHING THE WAVES
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INFODAYS

Jems AF: Application Annexes and submission

December 2022

Jems Application Form: overview

- ✓ Structure defined by the HIT 2021-2027 Template
- ✓ The tool has been designed based on an agreed structure that avoids asking for similar information in different contexts
- ✓ The AF organized in Parts and Sections
- ✓ At the start of each section there is the explanation of the purpose and the logic of the section
- ✓ Just few optional questions of the HIT Template can be left out partially or in full during the setting of the IT-HR AF
- ✓ Mandatory fields are indicated with an asterisk (*)
- ✓ Filling in of mandatory fields it's controlled through the Jems "Pre-submission checks" functionality





Jems Application Form: technical info

- ✓ The access to a Jems Application Form requires a previous registration in the Jems homepage of the IT-HR Programme
- ✓ For the 1st 2021-2027 Call two Calls will be visible to Applicants in the IT-HR Jems, one for Standard Projects, the second one for Small Scale Projects
- ✓ Off-line Templates for both the types of projects have been inserted in the Application Package in order to allow applicants to view the fields to be filled in for each project type
- ✓ The setting options of the different Calls in the Jems allows the IT-HR Programme to customize the related Application Form, but some sections could be not changed/erased



Jems AF Annexes: the signed AF

COMPULSORY PRECONDITION:

- *The LP is requested to download the Application Form only if the pre-submission checks are all valid*

From the section “Download of project application” it is possible to export the project Application Form (.pdf).

The Applicant has to select the document and click on

Export

Signature of the Application Form

- **Users with a Digital Signature:**

Jems recognizes **only the pdf-Pades** format "Advanced Electronic Signatures". In the future the p7m-Cades format will be available

- **Users without a Digital Signature:**

print and sign manually the relevant document (**AF, LP / PP / AP Declarations**) and then upload their scanned version.



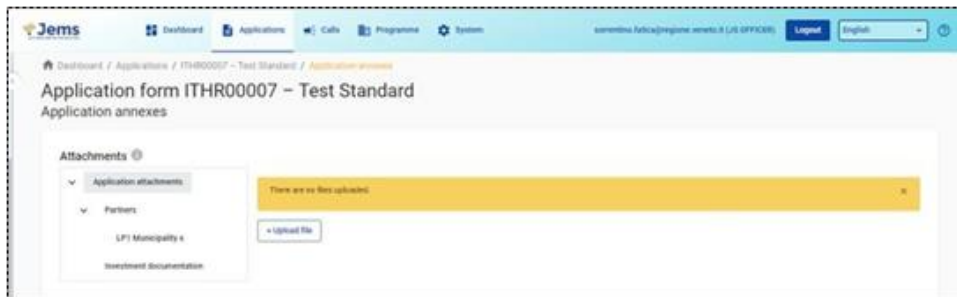
Identity Document
(ID) of the signatory

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Jems Application Annexes section

It is possible to attach external files including all mandatory attachments such as Lead Partner and Partners Declarations

To upload a file, click on “+ Upload file”, the file will be uploaded in the “Application Attachments” by default



- ✓ *To attach a signed Application Form, first select the Application attachments and then click “+Upload file”*
- ✓ *To attach a file in connection with a specific partner, first select the partner and then click “+Upload file”*
- ✓ *To attach a file in connection to investment, first select the investment and then click “+Upload file”*

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Annexes		Compulsory for the submission	Where to upload in Jems
1	Signed Application Form	Yes	Application Attachments section
2	Lead Partner Declaration	Yes	LP section
3	Project Partner Declarations	Yes	Respective PP section
4	Associated PartnerDeclarations	If applicable	Respective AP section
5	International organisationsacting under the international law Declaration	If applicable	Respective PP/APsection
6	Investments documents(e.g., Building permits)	If applicable	Investment documentation section(if available)
7	Delegation Act	If applicable	Respective LP/PP/APsection
8	Identity Document (ID) ofthe signatory	Yes (if AF or any other document/sis/are manually signed)	Respective LP/PP/APsection
9	Bank reference letter	Yes (in case ofPrivate Lead Applicant)	LP section

*File formats:
.pdf is preferred*

Delegation Act: Compulsory only in case the signatory is different from the legal representative

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Submission of the Application Form

Only after:

- a positive running of the pre-submission checks
- the uploading of the signed application
- the uploading of all the other documents requested

 Check & Submit

If all checks are valid, the button “Submit project application” will become active

Remind that the uploading of the signed Application form is compulsory

Check & Submit

You are about to officially submit your project application: ITHR0400050 – ADRIAFUTURE

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.

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

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