

## **JEMS MANUAL**

**Interreg Austria-Hungary 2021-2027**



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## INTRODUCTION

The current manual of the Interreg Austria-Hungary 2021-2027 Programme (hereinafter referred to as Interreg AT-HU 2021-2027 or the Programme) has the purpose to lead applicants through the technical steps of filling in the application form and support them in using the monitoring system of the Programme, Jems.

This document is to be interpreted in the context of further manuals, primarily those that include the rules and requirements for the applications submitted in the Programme. Where appropriate, mutual cross-references to other documents – the primary source of the information – are also included.

Interreg AT-HU 2021-2027 offers a [set of manuals](#), as follows:

<b>PART 1:</b>	<b>Application Manual</b> – general information on the application process and in its Annexes: <ul style="list-style-type: none"> <li>• <b>Checklist</b> for the annexes of the application form</li> <li>• <b>Templates of the obligatory annexes</b> to the application form</li> </ul>
<b>PART 2</b>	<b>Jems Manual</b> – how to fill in the application form
<b>PART 3:</b>	<b>Indicator Manual</b> – essential to align your project's main outputs and results to the programme indicators
<b>PART 4:</b>	<b>Selection Criteria and Methodology</b> – how the applications will be assessed
<b>PART 5</b>	<b>Eligibility Manual</b> – contains all the IMPORTANT information on the eligibility of expenditures
<b>PART 6</b>	<b>Communication Manual</b> – about the rules of the proper and effective communication
<b>PART 7</b>	<b>Implementation Manual</b> – about contracting, reporting, modifications, etc.

Some manuals may be published at a later stage of the Programme implementation.



## General information on how to use Jems

### Registration

To use the online application interface, users have to register. Registration is quick and easy by clicking on the "Create new account" button<sup>1</sup>. The application shall be compiled preferably by a user representing or the Lead Partner, or a user delegated by it. During the application phase, the user who actually completes the application will be the primary contact for the Programme.

The screenshot shows the Jems application interface. On the left, the 'Login' section has fields for 'Email' and 'Password', both with red asterisks and error messages 'Username should not be empty.' and 'Password should not be empty.' respectively. Below these fields is a 'Login' button and a 'Forgot password.' link. A mouse cursor is pointing at the 'Login' button. To the left of the 'Login' button is a link 'Create a new account.' Below the login section is a footer area with the text 'Jems is partially compliant with WCAG 2.1 AA Web Accessibility Standard. Please follow this link for our full accessibility statement.' and logos for 'Interact' and 'Co-funded by the European Union Interreg'.

On the right, the 'Create new account' section has fields for 'First name', 'Last name', 'Email', and 'Password', all with red asterisks. The 'Email' field has an error message 'Cannot be blank'. The 'Password' field has an error message 'Cannot be blank'. Below these fields is a checkbox with the text 'I have read and agree to the Terms of service, privacy policy and cookies usage policy.\*'. At the bottom of this section are 'Cancel' and 'Register' buttons.

### Additional users

In Jems, users with appropriate rights (e.g. the one who created the application) can add additional registered user(s) with view, edit or management rights to the application at any time, e.g. representing project partners. This way, an application shared between partners can be edited by several users at the same time.

The screenshot shows the 'Lead applicant' user management interface. At the top, there is a header 'Lead applicant' with an information icon. Below this, there is a table with one row showing a user with the email 'bodoncz.miklos@szpi.hu'. To the right of the email are three buttons: 'view', 'edit', and 'manage'. To the right of these buttons is a trash can icon. Below the table is a button with a plus sign. At the bottom of the interface are two buttons: 'Discard changes' and 'Save changes'.

<sup>1</sup> Tutorial video on registration is available at the Programme website and YouTube channel.



**Attention**, if users are working at the same time in the same page, it may lead to unexpected loss of data (users overwrite other users content). Please make sure a project is properly reviewed before submission. Please also pay attention to regularly saving your work, to avoid data loss in case of e.g. network or other errors!

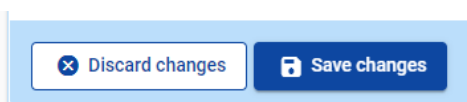
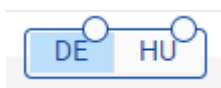
## Languages

In Interreg AT-HU 2021-2027 Jems is available in three different languages (German, Hungarian and English). Regardless of the language chosen for the user interface, the fields of the application form in Jems must be filled in **bilingually, in German and Hungarian!** The application can be exported at any time in PDF format for the sake of printing or saving on another data carrier.

## Legend

### Sign

\* Asterisks indicate information required for saving.



### Explanation

Fields marked with the asterisks need to be filled in in order to save your work.

By clicking on the abbreviations you can switch between language versions of the input fields. Fill in both the German and the Hungarian fields of the application form!

The white circle indicates the language version of a particular field that is not yet filled in at all.

Hovering the cursor on this sign, hints will pop up.

By clicking on the trash bin, related items can be deleted.

When you make any changes to a section (record new text, mark a field or delete an item etc.) you will be asked in a pop-up at the bottom to save or discard the changes.

Shortcut in the partner overview table to the partner budget. By clicking on the arrow you will be redirected to the particular partner's budget section.

Are you sure you want to leave?

Your changes will be lost!

Cancel

Confirm

When you are about to leave a section without having saved your progress a confirmation question will pop up to remind you on saving your work.



## How to create an application?

After registration and logging in to the system you land on your dashboard where your applications and the calls where you can apply in our programme are listed.

On the Call list you have to choose the call you intend to apply for, then click on the “Apply” button – marked with the arrow on the chart below – to start creating a new application.

interreg Dashboard bodonczi.miklos@gmail.com (applicant user) Logout English ?

Dashboard

Welcome Miklós Bodonczi to the monitoring system of the Interreg Programme Austria-Hungary!

My applications  
No projects submitted.

Call list

ID	Name	Status	Started	Ends	Actions
3	Test Call - translation purposes	Published	2022.04.04. 12:00	2028.12.31. 12:00	<a href="#">Apply →</a>
2	Interreg Austria-Hungary 2021-2027 TEST CALL No2 - TWO STEP	Published	2021.01.01. 21:00	2023.12.31. 22:00	<a href="#">Apply →</a>
1	Interreg Austria-Hungary 2021-2027 TEST CALL No1	Published	2021.01.01. 0:00	2028.01.01. 23:59	<a href="#">Apply →</a>

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

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

After starting your new application, you land on the tab named “Create a new project application”. There the acronym of the project must be entered, and by clicking on “Create project application” button– marked with the arrow on the chart below – the application form opens and you can start working on the sections explained in the next chapters of this manual.

## Create a new project application

Call: 1 – Interreg Austria-Hungary 2021-2027 TEST CALL No1

Start date	2021.01.01.
End date	Ends 2028.01.01.. Time left: 1710 days, 13 hours and 51 minutes.

[View detailed call information](#)

Hint: all project data can be changed before submission. ×

\* Project acronym  
Test project for demo i

[Cancel](#) [Create project application →](#)



## A - Project identification

### A.1 Project identification

#### A.1 Project identification

\* Asterisks indicate information required for saving.

Project id (automatically created)  
ATHU-0100010

Name of the lead partner organisation

.

Name of the lead partner organisation in English

.

Project acronym

|

Acronym should not be empty.



Project title

#### Guidance:

The **project title and acronym** should be short and capture the main subject of the project. If the project is selected for funding, the project will be referred to by them (primarily by the acronym) during the whole implementation period.

It is strongly recommended **to carefully check whether the intended acronym has been used already** in order to avoid duplication of names with other projects and initiatives. Please pay special attention also to a possible **infringement of existing copyrights** for the planned acronym (linked to brands, products, trademarks, etc.).

#### Project duration

Project duration in months

/

Default period length in months

6

=

Number of periods

0



When indicating the **project duration in months**, please note that the actual start date will be set during the contracting phase and included in the subsidy contract, if the project is selected for funding.





### Project priority and specific objective

P1 - A green and resilient border region  
P2 - A better-connected border region  
**P3 - A competent border region**  
P4 - An integrated border region

- ☐ SO31: Improving equal access to inclusive and quality services in education, training and lifelong learning through developing accessible infrastructure, including by fostering resilience for distance and on-line education and training
- ☐ SO32: Enhancing the role of culture and sustainable tourism in economic development, social inclusion and social innovation

### Guidance:

From the drop-down menu, **select** the thematic **priority** of the Programme and then the **programme specific objective** you want your project to contribute to. For more information on the Programme's objectives, please consult the Interreg Programme approved by the European Commission, available on the [programme website](#).

## A.2 Project summary

### A.2 Project summary

Please give a short overview of the project and describe:

- the common challenge of the programme area you are jointly tackling in your project;
- the overall objective of the project and the expected change your project will make to the current situation;
- the main outputs you will produce and those who will benefit from them;
- the approach you plan to take and why a cross-border/transnational/inter-regional approach is needed;
- what is new/original about the project.

Summary (in English language)

Summary

0 / 2000 characters

DE HU

### Guidance:

If the application is selected for funding, the summary of the project proposal is going to be published on the programme website. Most readers will be non-experts and the summary should therefore capture the project context, the project objectives and the implementation approach in a way that is easy to understand. Abbreviations should be avoided and technical terms need to be explained.



### A.3 Project budget overview

#### A.3 Project budget overview

Programme funding			Contribution					DE	HU
Funding source	Funding amount	Co-financing rate (%)	Automatic public contribution	Other public contribution	Total public contribution	Private contribution	Total contribution	Total	
EFRE	0,00	0,00 %	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total EU funds	0,00	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	0,00

The above budget table will be automatically generated in Jems. It summarises the financing of the budget based on information recorded in part B of the application form.

#### A.4 Project outputs and result overview

Programme Output Indicator	Aggregated value per Programme output indicator	Measurement Unit	Output	Output Title	Output target value	Programme result indicator	Baseline	Result indicator target value	Measurement unit

The above overview table will be automatically generated in Jems and it summarises all outputs and results (and related indicators) as defined in the sections "C.4 Project work plan" and "C.5 Project results" of the application form.



## B – Project partners

### Partners overview

+ Add new partner

No project partners

### Guidance:

The project partner overview will be automatically generated. It will display the list of involved project partners and their respective total eligible budget as filled in in part B.

### B.1 Partners overview

#### B.1.1 Partner identity

##### B.1.1 Partner identity

\* Partner role

Partner

Lead partner

\* Abbreviated name of the organisation

Name of the Organization in original language

Name of the Organization in english

Department / unit / division

DE

HU



## Legal and financial information

Type of partner	▼
* Legal status	▼
VAT number (if available)	
Other identifier number (required only if the organisation has no VAT number)	
Other identifier description	<div>DE HU</div>

**Guidance:**

The classification of partners by type of organisation (e.g. local, regional, national public administration, educational institution, training institution, interest organisation, etc.) is for statistical purposes only and does not affect the content, evaluation, eligibility, etc. of the project. Please also refer to the table on page 54.

At the "Legal status" of the partner please select public or private according to the primary funding source of the organisation (please see also section 2.2.1 of the Application Manual)

If the project partner concerned does not have a VAT identification number, please add another unique ID and specify it!



### B.1.2 Partner address

#### Partner main address

#### Address of department / unit / division (if applicable)

#### **Guidance:**

If the applicant is a specific department / unit / division of an organisation, please fill in the respective fields. From the Programme's perspective this unit will be the applicant. Please also refer to section 2.2.2 of the Application Manual!



### B.1.4 Legal representative

#### B.1.4 Legal representative

**Guidance:**

The legal representative is the person who is entitled to sign on behalf of the organisation.

### B.1.5 Contact person

#### B.1.5 Contact person

**Guidance:**

Correspondence by the Programme will be addressed to the contact person.



## B.1.6 Partner motivation and contribution

### B.1.6 Partner motivation and contribution

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

DE HU

Enter text here

0 / 2000 characters

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

DE HU

Enter text here

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

DE HU

Enter text here

#### **Guidance:**

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

Please note that next to the organisation's thematic competences and experiences also the main business of the organisation needs to be described as well as whether it normally performs economic activities offering goods or services on a given market.

It is important to note that not only profit-making companies perform economic activities. Very often, public bodies or non-profit organisations do also perform economic activities. This is the case, for example, of research organisations (including public universities) which may carry out both economic and non-economic activities. Non-economic activities of such research organisations include public education and independent research and development, while economic activities may include contract-based research or renting of laboratory facilities for a fee.

Information given in this section will contribute to the state aid assessment of the project proposal.

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

Please describe how the organisation will contribute to achieving the project's specific objectives and what their main activities leading to the achievement of the set objectives are. Furthermore, it is strongly recommended to highlight the motivations why the project partner considers that their involvement in the project is beneficial, especially if their thematic competences and experiences are not directly linked to the project's main character. It is to be described what the project gains with the particular project partner's participation, and also what and how the project partner benefits from being part of the partnership, e.g. how they intend to use the project's achievements.



## Partner budget

### Guidance:

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” sections of the application form are set up. This will help to ensure consistency between financial figures and the planned activities (e.g. in terms of timing of the respective costs, correct allocation of cost items, etc.).

Identity	Address	Contact	Motivation	Budget	Co-financing	State Aid
----------	---------	---------	------------	--------	--------------	-----------

Partner budget overview									
Partner	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Other costs	Lump sum	Total
LP1	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

### Partner Budget Options

#### 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

### Guidance:

Interreg AT-HU 2021-2027 applies a number of simplified cost options (SCOs). In this section each project partner can select their relevant flat rates:

- Staff costs flat rate (20 % of direct costs) - if flat rate is not selected staff costs will be reimbursed based on unit costs







- Office and administration flat rate based on direct staff costs (15 % of staff costs)
- Travel and accommodation flat rate (6 % of staff costs)
- Other costs flat rate (40 % of staff costs)

Unless a project partner selects the “other costs flat rate” (i.e. 40 % flat rate for direct costs other than staff costs), the flat rates for the cost categories “office and administration cost” and “travel and accommodation costs” are obligatory and have to be both selected. If the “other costs flat rate” is selected, the 40 % already comprises these cost categories (see sections 4, 5.2, 5.3 and 5.7 of the Eligibility Manual).

For more detailed information on SCOs and their application in different cost categories see the chapters 4 and 5 of the Eligibility Manual.

Note: for other SCOs see the respective sections: unit costs are applicable at staff costs, lump sum financing is offered by the programme for preparation costs. The settlement of expenditure according to real costs is available only in the categories external expertise and service costs, equipment costs and costs for infrastructure and works.

**It is recommended to select the partner budget options before inserting the partner budget.**

The partner budget has to be filled in according to the partner budget options selected by the individual project partner. The partner budget has to be inserted at the level of the applicable cost categories and periods. Since the application form is interactive, only the relevant cost categories will be displayed.





Partner budget <sup>i</sup>

Staff costs

[+ Add](#)

Travel and accommodation

[+ Add](#)

External expertise and services

[+ Add](#)

Equipment

[+ Add](#)

Infrastructure and works

[+ Add](#)

## Staff costs

Staff costs

Programme Unit costs		Staff function		Comments	Unit type	No. of units	Price per unit	Total	Period 1	DE HU	
N/A						1,00	0,00	0,00	0,00		
+								0,00	0,00		

### Guidance:

Unless the “staff costs flat rate” (i.e. 20 % flat rate of direct costs) option is selected, the above table for filling in staff costs will appear in Jems. The partner will have to insert the total amount of staff costs foreseen for the whole project duration using the unit costs offered by



the Programme and then split the amount among the project periods. The field "Gap" shows the difference between the total amount inserted and the amount allocated between the project periods.

For more detailed information on the staff costs see section 5.1 of the Eligibility Manual.

Unless the "Other costs flat rate" (i.e. 40 % flat rate for direct costs other than staff costs) is selected, the tables for cost categories "office and administration costs" and "travel and accommodation costs" will be automatically calculated once staff costs will have been filled in.

If the "staff costs flat rate" (i.e. 20 % flat rate of direct costs) option is selected, the tables for cost categories "staff costs", "office and administration costs" and "travel and accommodation costs" will be automatically calculated as soon as the tables for the cost categories "external expertise and services", "equipment" and "infrastructure and works" are filled in.

### External expertise and services

External expertise and services

							DE HU	
Description	Comments	Award procedures	Investment	Unit type	No. of units	Price per unit	Total	
					1,00	0,00	0,00	
+							0,00	

#### Guidance:

Unless a project partner selects the "Other costs flat rate" (i.e. 40 % flat rate for direct costs other than staff costs), the table for cost category "external expertise and services" will appear in Jems.

This table has to be filled in by clicking on "+ add". For each type of service, a clear description of the required service needs to be included. The total amount has to be split between the different project periods (i.e. a forecast of when costs will actually be paid by the partners). Different services have to be listed separately, i.e. a new row has to be created and filled in by clicking on "+" for each.

In addition, if the service forms part of an investment that has been included in section "C.4 work plan", the respective investment number has to be indicated in Jems by selecting it from the drop-down menu provided under the field "Investment".

The field "Gap" shows the difference between the total amount inserted and the amount allocated between the project periods.





For more detailed information on the costs of external expertise and services see section 5.4 of the Eligibility Manual.

## Equipment

Equipment

DE HU								
Description	Award procedures	Investment	Unit type	No. of units	Price per unit	Total	Period 1	Period 2
		▼		1,00	0,00	0,00	0,00	0,00
+						0,00	0,00	0,00

## Infrastructure and works

Infrastructure and works

DE HU								
Description	Award procedures	Investment	Unit type	No. of units	Price per unit	Total	Period 1	Period 2
		▼		1,00	0,00	0,00	0,00	0,00
+						0,00	0,00	0,00

### Guidance:

Unless a project partner selects the "Other costs flat rate" (i.e. 40 % flat rate for direct costs other than staff costs), the cost categories "equipment" and "infrastructure and works" appear in Jems.

These have to be filled in by clicking on **" + add "**. For each type of equipment or infrastructure and works, a clear description of the required item or works needs to be included. The total amount has to be split between the different project periods (i.e. a forecast of when costs will actually be paid by the partners). Different items or works have to be listed separately, i.e. a new row has to be created and filled in by clicking on **" + "** for each.

In addition, if the equipment or infrastructure and works form part of an investment that has been included in section "C.4 work plan", the respective investment number has to be indicated in Jems by selecting it from the drop-down menu provided under the field "Investment".



Note that small-scale projects cannot include costs in the category infrastructure and works. Small-scale projects can nevertheless have investment elements, including costs within the external services and the equipment budget lines.

The field "Gap" shows the difference between the total amount inserted and the amount allocated between the project periods.

For more detailed information on the costs of equipment and infrastructure and works see sections 5.5 and 5.6 of the Eligibility Manual.

### Partner lump sums

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	

### Guidance:

The partner lump sums overview will be automatically generated based on the information entered in section E.1 Project lump sums.





## Partner co-financing

Identity	Address	Contact	Motivation	Budget	Co-financing	State Aid
----------	---------	---------	------------	--------	--------------	-----------

### 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
ERDF	0,00	0,00 %
Partner contribution	0,00	100,00 %
Partner total eligible budget	0,00	100,00 %

### Guidance:

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 from the Programme and the partner contribution(s). Since Interreg AT-HU 2021-2027 is funded by the ERDF, the source of funding to be selected from the drop-down menu in the respective field may only be ERDF. The ERDF co-financing rate can be maximum 80 % for all partners, which has to be indicated in the percentage field. The fields in partner contribution and the partner total eligible budget are then automatically calculated.



## Origin of partner contribution

Source of contribution	Legal status of contribution	Amount	% of total partner budget <sup>i</sup>
Lead Partner	Private ▼	0,00	0,00 %
+ Add new contribution origin			
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 %
Total <sup>i</sup>		0,00	100,00 %

**Guidance:**

In this table, partners have to indicate the source of their minimum 20 % partner contribution. The system by default includes the partner organisation as a first contribution source, assuming that the contribution is from own resources.

The partner contribution can be either public or private, and this is to be selected from the drop-down menu. In case of own resources, partners have to select the public or private nature of the contribution coherently with their legal status as chosen in section "B.1.1 partner identity". The amount of the contribution has to be inserted manually in the table.

Partners benefitting from (or intending to apply for) external financial contributions to their budget, have to click on **" + Add new contribution origin "**. They then have to provide information about the contribution source, select the type (i.e. public, private, automatic public) and fill in the amount of the contribution.

Automatic public contribution (also called "match funding") in Interreg AT-HU 2021-2027 refers to the Hungarian government's financial contribution to Hungarian beneficiaries. For details please see section 3.7.3 of the Application Manual.

It is important to note that partners which receive ERDF from the Programme as State aid under the General Block Exemption Regulation (GBER), cannot receive any additional public co-financing to their budgets. State aid relevant partners wishing to apply for any public co-financing scheme for their project budget can receive ERDF from the Programme under the de minimis regime only.



The total contribution from various sources must always match with the total partner contribution (minimum 20 %). A warning sign will appear if the inserted contributions do not match. The percentage of total partner budget is then automatically calculated.

In case the partner budget changes during the development of the application, information has also to be updated in the origin of partner contribution section.

The origin of partner contribution will finally be summarised in an automatically calculated table in Jems.





## State aid criteria self-check

### Guidance:

This section collects necessary information to help the project to comply with applicable State aid rules if it is selected for funding. In particular, this section supports partners with self-assessing the State aid relevance of their project activities and with identifying indirect aid that is potentially granted by the project partners to final beneficiaries (e.g. target groups). Such self-assessment builds on the following key questions:

- Is the partner involved in economic activities within the project? (Criterion I below)
- If yes, does the partner or any third party receive a selective advantage through the project? (Criterion II below)

It is recommended to fill in this section **only** after all other sections of the application form are completed.

Identity	Address	Contact	Motivation	Budget	Co-financing	State Aid									
<b>State aid criteria self-check</b> <div>DE HU</div> <p><b>Criterion I: Is the partner involved in economic activities through the project?</b> Please consider questions below; answer Yes/No and briefly justify</p> <table border="1"> <thead> <tr> <th>State aid question</th> <th>Answer</th> <th>Justification</th> </tr> </thead> <tbody> <tr> <td>1. Will the project applicant implement activities and/or offer goods/services for which a market exists?</td> <td>Yes No</td> <td>Enter text here</td> </tr> <tr> <td>2. Are there activities/goods/services that could have been undertaken by an operator with the view to making profit (even if this is not the applicant's intention)?</td> <td>Yes No</td> <td>Enter text here</td> </tr> </tbody> </table>							State aid question	Answer	Justification	1. Will the project applicant implement activities and/or offer goods/services for which a market exists?	Yes No	Enter text here	2. Are there activities/goods/services that could have been undertaken by an operator with the view to making profit (even if this is not the applicant's intention)?	Yes No	Enter text here
State aid question	Answer	Justification													
1. Will the project applicant implement activities and/or offer goods/services for which a market exists?	Yes No	Enter text here													
2. Are there activities/goods/services that could have been undertaken by an operator with the view to making profit (even if this is not the applicant's intention)?	Yes No	Enter text here													

### Is the partner involved in economic activities within the project?

Please answer the questions below. If "Yes", briefly explain.

### Guidance:

State aid occurs when the recipient of the aid is an "undertaking". Undertaking is an entity engaged in an "economic activity" in the context of the project. Any project partner offering goods or services on a market in the context of the project is an undertaking, regardless of its legal status (public or private) and whether its aim is to make profit or not. An undertaking can be an SME, a large company, a public body, a charity, an NGO, an association, a university, etc.

An "economic activity" is broadly defined as offering goods or services on a given market and therefore a comprehensive list of economic (and non-economic) activities does not exist. If the project partner carries out non-economic activities in the project, there is no State aid even if this organisation normally (i.e. outside the Interreg project) carries out activities of economic nature. However, also the opposite might occur, i.e. economic activities are performed in the project by an organisation that normally does not carry out economic activities, thus resulting in State aid relevance.

In order to assess whether there is an economic activity, the key question is: "Could in principle this activity be carried out by a body in order to make a profit?" If so, the activity



will most likely be considered “economic” and thus, the partner will be considered to be an “undertaking”.

If the answer to any question of part A is “Yes”, please provide a brief explanation and indicate the concerned project activities and outputs.

### **Does the partner and/or any third party receive a selective advantage within the project?**

Please answer the questions below. If “Yes”, briefly explain.

DE HU

**Criterion II: Does the partner receive an undue advantage in the framework of the project?**  
Please consider questions below; answer Yes/No and briefly justify

State aid question	Answer	Justification
1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example?	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>	Enter text here
2. Will the project applicant, any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)?	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>	Enter text here

Result of State aid criteria self-check: No risk of state aid

State aid relevant activities

GBER scheme / de minimis

### **Guidance:**

In order to qualify as State aid relevant, project activities carried out by a partner which are identified as “economic” (answer “Yes” to any question in the above part A) shall bring a selective advantage to the partner organisation, which it would not have obtained under normal market conditions. This might also take the shape of relieved costs that the partner organisation would normally have to bear. If there is no selective advantage or benefit to the partner, then there is no State aid.

If the answer to question B.1 is “Yes”, briefly describe the selective advantage gained by (or the relieved costs for) the partner organisation through economic activities identified in part A.

Question B.2 refers to the existence of indirect State aid granted to third parties outside the project partnership. Indirect aid to third parties is granted when an advantage is given by the project partner (usually in the form of services, trainings, consultancy, etc.) to an undertaking outside the project partnership, which it would not have received under normal market conditions. This might be project target groups which benefit from activities performed within the project. Examples are:

- Consultancy or other services (e.g. energy audits) provided for free to companies;
- Training courses provided for free to companies;
- Use for free of research facilities by companies.





### Guidance:

In case any of the questions in part B is answered with "Yes", please select the State aid relevant activities from the drop-down menu (part C). This drop-down menu will become available only after section C.4 of the application form was completed.

D. State aid regime (to be filled in ONLY after **project selection**)

## Associated organizations

### Associated organizations

[+ Add new associated organization](#)

No associated organizations

### Guidance:

What the Interact Harmonised Implementation Tools template for the application form, as it is implemented in Jems, calls "associated organisations", has been known in Interreg AT-HU 2021-2027 as "strategic partners". The German and Hungarian translation reflects this terminology.

You are currently viewing a deactivated associated organizations.

## Add new associated organization

### Associated organization





**Legal representative****Contact person****Guidance:**

Involving key stakeholders as associated or strategic partners can improve the planning and development of project outputs and results. They can help to sustain and mainstream project results and generate multiplier and leverage effects. The involvement of strategic partners is, however, only optional and it is not necessary to include all relevant stakeholders as associated partners. Stakeholders (no matter whether they are indicated as strategic partners or not) should be directly involved in the project activities.



It is recommended to involve only strategic partners that are committed and relevant for the project. In any case, the necessary competences and capacities for reaching the project objectives and ensuring a sound implementation of the project must be covered by the financing partners.

Attention! Organisations that may potentially become deliverers of services or goods should not become strategic partners, because their independence as subcontractors cannot be guaranteed.

## C – Project description

### C.1 Project overall objective

C - Project description

#### C.1 Project overall objective

Below, you can see the Programme priority specific objective your project will contribute to (chosen in section A.1.).

Programme priority specific objective  
SO11: Promoting climate change adaptation and disaster risk prevention, resilience, taking into account eco-system based ap

---

#### Project overall objective

Now think about your main objective – what do you aim to achieve by the end of your project? Remember your project needs to contribute to the programme's objective.

Your objective should:

- be realistic and achievable by the end of the project, or shortly after;
- specify who needs project results and in which territory;
- be measurable – indicate the change you are aiming for.

DE

HU

Project overall objective

#### Guidance:

The overall project objective has to be consistent with the selected programme specific objective and demonstrate a relevant contribution to the related programme targets (see chapter 2 of the IP).



## C.2 Project relevance and context

### C.2 Project relevance and context

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

Please describe why your project is needed in the programme area and the relevance of your project for the programme area, in terms of common challenges and opportunities addressed.

DE HU

Enter text here

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

Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

DE HU

Enter text here

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

Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/ project area/programme area gain in taking a cross-border/transnational/inter-regional approach.

DE HU

Enter text here

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

In the first column of each row, please select one of the pre-defined target groups from the drop-down list. In the second column explain in more detail exactly who and in what way will benefit from your project. For example, if you choose the category education, you need to explain which specific schools or groups of schools and in which territory would benefit and how.



DE HU

Target Group	Specification
* Target Group	Specification

#### Guidance:

Concerning the relevance of the project please check also section 3.1 of the Application Manual.



For types of target groups to be selected from the drop-down menu (with examples) please refer to table "Classification of type of partners and target groups" on page 54. Target groups selected here should also be consistent with those addressed in the communication objectives of the work packages.

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

Please indicate to which strategies and policies your project will contribute. Then describe in what way you will contribute.



Strategy	Contribution
* Strategy	Contribution

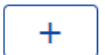
Strategy	Contribution
EU Strategy for the Danube Region Other	Contribution

#### Guidance:

Interreg AT-HU 2021-2027 has a link in several areas to the EU Strategy for the Danube Region. If this is relevant for your project, please select EUDSR from the dropdown, or select "Other" and add your project's contribution to other strategies and policies. Be specific in your explanation of contributions to these strategies, e.g. by highlighting the relevance of concrete project activities and outputs to be achieved or expected results in view of a specific strategy.

Interreg AT-HU 2021-2027 wants to put a specific emphasis on the coherence and synergies with strategies and plans addressing environmental issues.

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



Project or Initiative	Synergy
Project or Initiative	Synergy

### C.2.7 How does the project build on available knowledge?

Please describe the experiences/lessons learned that the project draws on, and other available knowledge the project capitalises on.

Enter text here 

0/ 5000 characters

**Guidance:**

Please describe synergies and the activities foreseen to ensure coordination and avoid overlaps with on-going and planned initiatives/projects. Please specify if this application is linked to any other proposal under preparation within other EU funds, also specifying the concerned EU-funded programmes (e.g. other Interreg programmes, Horizon Europe, LIFE, national or regional programmes supported by EU funds, etc.).

Describe the experiences/lessons learned that your project draws on, and other available knowledge your project capitalises on. If relevant, please specify the projects to be capitalised and which project partner(s) have been involved.

Interreg AT-HU 2021-2027 wants to put a particular emphasis on synergies related to knowledge and skills gained on environmental topics

### C.3 Project partnership

#### 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?

DE

HU

Enter text here

0 / 5000 characters

**Guidance:**

Please note that information included for each partner in Part B of the application form should not be repeated here. Instead, the overall relevance and suitability of the partnership composition for achieving the project objectives should be described.

### C.4 Project work plan

**Guidance:**

**Before completing this section** of the application form, it is strongly recommended to read carefully the following sections of the Application Manual:

- section 3.4 on the project intervention logic and indicators,
- section 3.5 on drawing up the work plan,
- and section 3.6.2 related to communication.

Further guidance on how to build the project intervention logic and work plan is also provided in [factsheets](#) and video tutorials available at programme website and YouTube Channel.

It is recommended for standard projects to limit the number of work packages to 3. However, if needed and justified by the complexity of the project, up to maximum 5 work packages can be defined. Small-scale projects shall have only one work package.

Please note that there are no separate work packages for project management and communication.





Communication objectives should be planned in close relation to thematic objectives and directly help to achieve these. Communication activities should be integrated in thematic work packages of the work plan as described in section 3.6.2 of the Application Manual. The overall approach to project communication has to be described in the section "C.7 Project management" of the application form.

Management activities shall not be described in the project work plan. However, the costs of management activities have to be foreseen and included in the project budget. The overall approach to project management has to be described in the section "C.7 Project management" of the application form. Please also refer to section 3.6.1 in the Application Manual.

## Work packages

### C.4 Project work plan

[+ Add new work package](#)

No work packages

Number	Work package name
1	



## Objectives

Objectives	Investments	Activities	Outputs
<b>Work package</b> Work package number (automatically created) 1			
Work package title <div>DE HU</div>			
<b>Objectives</b> Your objectives should be: <ul style="list-style-type: none"> <li>• realistic and achievable by the end of the project;</li> <li>• specific (who needs project outputs delivered in this work package, and in which territory);</li> <li>• measurable – indicate the change you are aiming for.</li> </ul> Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered. <div>DE HU</div> 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 knowledge, belief or behaviour. <div>DE HU</div> Communication objective and target audience			

## Investments

Objectives	Investments	Activities	Outputs
<b>List of investments</b> Please list below the investments that will be delivered within this work package. <div>+ Add investment</div>			



## Investment

Investment number

Investment title



Expected delivery period

## Justification

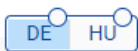
Please explain why this investment is needed.

Enter text here



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

Enter text here



### **Guidance:**

Each investment needs to be justified and described separately in this section, in the respective work package. More investments can be created under a same work package. Please note that investments should have a pilot nature or should have to be directly linked to a pilot action. Please also refer to the paragraph about investments in section 3.5.1 of the Application Manual.

Based on information inserted here, an overview list of the foreseen investments under each work package will be automatically generated by Jems.



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

☐ DE ☐ HU

In the case of a pilot investment, please clarify which problem it tackles! Which findings do you expect from it? How can it be replicated? How will be the experience coming from it, be used for the benefit of the programme area?

☐ DE ☐ HU

### Location of the physical investment

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

### Environmental sustainability of and risks associated with the investment

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

☐ DE ☐ HU

### Guidance:

In the section “Environmental sustainability of and risks associated with the investment” please specify any possible positive or negative environmental effects related to the investment. In case of environmental risks, please describe the mitigation and monitoring measures foreseen. Please describe other risks associated with the investment, go/no-go decisions, etc. (if any).

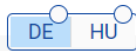
For investments in infrastructure with an expected lifespan of at least five years, please summarize in the field below the expected impacts of climate change on the investment and how their assessment and climate proofing will be ensured.



### Investment documentation

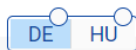
Please list all technical requirements and permissions (e.g. building permits) required for the investment according to the respective national legislation. If these are already available, attach them to this application form, otherwise indicate when you expect them to be available.

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



### 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



Who will take care of the maintenance of the investment? How will this be done?

Enter text here



## Activities

### List of activities

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

+ Add activity



### List of activities

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

Activity 1.1

DE HU

Title

Start period

End period

Description

Partner(s) involved

### Guidance:

Activities are the “main implementation steps” necessary for achieving the project specific and communication objectives of a work package.

Projects also have to plan and closely link communication activities to thematic activities. Communication tasks are often not standalone activities but integral parts of the main implementation steps, in this case they should be subject of the field “description” of the related thematic activities.

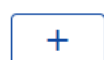
Concerning communication see also section 3.6.2 of the Application Manual, and the Communication Manual. Further guidance is provided in a video tutorial available at the programme YouTube channel.

Project activities must be directly linked with one or more deliverables and they have to contribute to the achievement of project outputs or their subsequent roll-out or upscaling.

It is recommended to limit the number of activities per work package – usually not more than **5 activities per work package** should be foreseen – but depending on the complexity of the work package, such as the number and type of outputs to be developed, more activities are possible.

### Deliverables

Add deliverables to your activity - see programme rules



#### Deliverables

Add deliverables to your activity - see programme rules

DE HU

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

+

### Guidance:

In order to document the implementation of activities, at least one deliverable per activity should be defined. A deliverable should thus present, in an aggregated form, the outcomes of intermediate (smaller) steps of a certain activity and has to be sufficiently comprehen-



sive. Deliverables **should not merely describe the progress** of an activity but **document its outcome**. If activities are more complex or stretch over a longer period of time, more than one deliverable could be foreseen, preferably after the finalisation of important parts of such activity. For the place of deliverables in the intervention logic, please also refer to section 3.4 in the Application Manual.

In order to keep the work plan manageable and to allow certain flexibility, it is **recommended to limit the total number of deliverables per activity to 3**, also keeping in mind that reporting and monitoring of project implementation will be based on the deliverables foreseen in the application form.

## Outputs

Objectives	Investments	Activities	Outputs
<h3>List of outputs</h3> <p>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.</p> <p><a href="#">+ Add Output</a></p>			

### 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 HU
Programme Output Indicator	
Measurement Unit	Target Value 1,00
Delivery Period	
Output Description	DE HU

### Guidance:

Outputs represent important achievements of the supported project. At least one output must be defined in each project, but it is not necessary for each work package to have an output. The selection of output indicator RCO87 (Organisations cooperating across borders) is compulsory. This indicator quantifies the number of project partners and strategic partners of the project. Standard projects must select at least one further output indicator, but small-scale projects are advised to select also one more thematically relevant indicator. The number of outputs depends on the type and complexity of the project, but it is not recommended to define more than three outputs per project. For more information on outputs, please also refer to sections 3.4 and 3.5.1 of the Application Manual, as well as the Indicator Manual.



Outputs have to be captured by corresponding programme output indicators. For more details about this, please read the Indicator Manual!

## C.5 Project results

### 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.

[+ Add result](#)

Result 1

Programme result indicator

Measurement unit

Baseline

0,00

Target value

1,00

Delivery period

Result description

DE HU

#### Guidance:

Projects have to describe their contribution to the chosen programme result indicators. For more information on results and the result indicators, please also refer to sections 3.4 and 3.5.1 of the Application Manual, as well as the Indicator Manual. Please note that the selected result indicators need to be consistent with the outputs and related output indicators defined for the work packages.

Please note that the baseline for all result indicators should be set to 0.

Further guidance is provided on the factsheet on project results and in a video tutorial available at the programme YouTube Channel.





## C.6 Project time plan

C.6 Project Time Plan

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
▼ WP1								
A1.1		D1.1.1		D1.1.2				
A1.2				D1.2.1	D1.2.2			
A1.3							D1.3.1	
O31_A					O1.1			
O31_D								
O31_E							O1.2	
▼ WP2								
A2.1						D2.1.1		D2.1.2
O31_E								O2.1
▼ Result indicator								
R31_A								R.1
R31_C								R.2
R31_E								R.3

### Guidance:

The time plan will be automatically generated in Jems on the basis of information provided in section "C.4 Project work plan" of the application form. For more details about reporting periods and timing see section 3.5.2 of the Application Manual.

Please set up your project activities, deliverables and outputs with a realistic timing. The reporting and monitoring of project implementation will be based on the deliverables and outputs according to the delivery periods set in the application form. It is therefore recommended to use the time plan to review the logical work flow, consistency and timing of the defined activities, deliverables and outputs before the submission of your project proposal.



## C.7 Project management

### C.7 Project management

In addition to the thematic work you will do in your project, you will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

#### C.7.1 How will you coordinate your project?

Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, WP managers)? How will the internal communication work?

☐ DE ☐ HU

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

Describe specific approaches and processes and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here.

☐ DE ☐ HU

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

Who will coordinate project communication and how will he/she ensure the involvement of all partners? How will the communication function contribute to transfer your project results? Please note that all communication activities should be included in the work packages, as an integral part of your project. There is no need to repeat this information here.

☐ DE ☐ HU

#### C.7.4 How do you foresee the financial management of the project and reporting procedures for activities and budget (within the partnership and towards the programme)?

Define responsibilities, deadlines in financial flows, reporting flows, project related transfers, reclaims, etc.

☐ DE ☐ HU

### **Guidance:**

In the application form, sound management and communication approaches have to be defined that will help to steer and coordinate project implementation, ensure a good quality of deliverables and outputs, guarantee visibility and outreach and mitigate potential risks. For more information please also refer to sections 3.6.1 and 3.6.2 of the Application Manual.



#### C.7.5 Cooperation criteria

Please select all cooperation criteria that apply to your project and describe how you will fulfil them.

DE HU

Cooperation criteria	Description
<input type="checkbox"/> Joint development	Enter text here
<input type="checkbox"/> Joint implementation	Enter text here
<input type="checkbox"/> Joint staffing	Enter text here
<input type="checkbox"/> Joint financing	Enter text here

#### Guidance:

Cooperation should be at the heart of your project in every stage of its implementation. In order to be eligible, projects must therefore select and describe their **contribution to at least three out of the four cooperation criteria**, as described in the section 2.3.3 of the Application Manual.

#### C.7.6 Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice.

DE HU

Horizontal principles	Type of contribution	Description of contribution
Sustainable development	<input type="button" value="positive effects"/> <input checked="" type="button" value="neutral"/> <input type="button" value="negative effects"/>	Enter text here
Equal opportunities and non-discrimination	<input type="button" value="positive effects"/> <input checked="" type="button" value="neutral"/> <input type="button" value="negative effects"/>	Enter text here
Equality between men and women	<input type="button" value="positive effects"/> <input checked="" type="button" value="neutral"/> <input type="button" value="negative effects"/>	Enter text here

#### Guidance:

In this section, you have to clearly describe how your project proposal complies with horizontal principles set in the regulations.

Negative effects or significant harm to any of these are to be avoided. Projects may be neutral, have positive effects on one or more of the three horizontal criteria, or specifically target any of them. The contribution of the project to the horizontal principles must be realistic and thoroughly justified.

Please also refer to section 3.6.3 in the Application Manual.



## C.8 Long-term plans

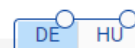
### C.8 Long-term plans

As a programme, we would like to support projects that have a long-lasting effect in the territory and those who will benefit from them. Please describe below what you will do to ensure this.

#### C.8.1 Ownership

Please describe who will ensure the financial and institutional support for the outputs/deliverables developed by the project (e.g., tools). Please further explain how these outputs/deliverables will be integrated in the work of the institutions.

Enter text here



#### **Guidance:**

The durability and sustainability of project outputs and results, as well as their ownership are important success factors of a project. Please describe the sustainability provisions you have foreseen beyond the project end by referring to the specific outputs and results.

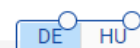
The Programme distinguishes between the following dimensions of sustainability that projects need to take into account for the durability of outputs and results:

- Financial sustainability: i.e. the financing of follow-up activities and investments, leverage of funds, resources for covering future operating and maintenance costs, etc.;
- Institutional sustainability: i.e. the "ownership" of project outputs and results that ensures that these will stay in place after the project end;
- If relevant, sustainability of the project outputs' and results' structural impact, such as improved policies, legislation, plans, codes of conduct, methods, etc.

#### C.8.2 Durability

Some outputs/deliverables should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the territory and the population. For example, new practices in urban transport need to be used by local authorities to have cleaner air in the city, and the whole population will benefit from this. Please describe how your outputs/deliverables will be used after the project ends and by whom.

Enter text here



#### **Guidance:**

In order to achieve lasting effects, it is essential that needs and the institutional contexts of key stakeholders are considered in the project design and that stakeholders are actively involved in the project implementation.

Please describe how you will ensure that project outputs will be used, up-scaled or deployed after the project end. Please specifically refer to and be consistent with the planned project results, i.e. the direct effects of the project through the use of its outputs and their long-term perspective.



### C.8.3 Transferability

Some outputs/deliverables that you will deliver could be adapted or further developed to be used by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them?

DE

HU

Enter text here

#### **Guidance:**

Transferability means the degree to which project outputs and results can be tailored to facilitate their take-up by new target groups or rolled out in other territories beyond the partnership. Outputs and results as well as related knowledge created in the project should be easily applicable, transferable and usable in other organisations, regions, and countries outside the partnership.



Communication plays a crucial role to support such transfer to a wider audience and to foster the roll-out and mainstreaming of the achieved results. Communication objectives and activities highlighted here shall be consistent with what is planned in the work packages.



## D – Project budget

### D.1 Project budget per fund

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

Partner	Organisation abbreviation	Country	ERDF	ERDF % Rate	Public Contribution	Auto Public Contribution	Private Contribution	Total partner contribution	Total eligible budget	% of Total eligible budget 
<a href="#">LP1</a>	LP		0,00	0,00 %	0,00	0,00	0,00	0,00	37.350,00	100,00 %
Total 			0,00	0,00 %	0,00	0,00	0,00	0,00	37.350,00	100,00 %

### D.2 Overview partner per cost category

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

Partner	Organisation abbreviation	Country	Staff costs	Office and administrative...	Travel and accommodation	External expertise and...	Equipment	Infrastructure and works	Other costs	Lump sum	Total
<a href="#">LP1</a>	LP		5.000,00	750,00	300,00	25.000,00	0,00	0,00	0,00	6.300,00	37.350,00
Total			5.000,00	750,00	300,00	25.000,00	0,00	0,00	0,00	6.300,00	37.350,00



## D.3 Overview budget per period

### D.3.1 Project budget - overview per partner / per period

If the partner budget is not completely assigned to the periods per cost category, the non-assigned budget is automatically added to the last period. Rounding differences are added to the last reporting period.

Partner	Organisation abbreviation	Country	Preparation	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Closure	Total eligible budget
<a href="#">LP1</a>	LP		6.300,00	6.210,00	6.210,00	6.210,00	6.210,00	6.210,00	0,00	0,00	37.350,00
Total			6.300,00	6.210,00	6.210,00	6.210,00	6.210,00	6.210,00	0,00	0,00	37.350,00
% of Total budget			16,87 %	16,63 %	16,63 %	16,63 %	16,63 %	16,63 %	-0,02 %	0,00 %	100,00 %

### D.3.2 Project budget - overview per fund / period

		<div>DE</div> <div>HU</div>								
Fund	Preparation	Period 1	Period 2	Period 3	Period 4	Period 5	Closure	Total		
EFRE	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00		
Total EU Funds	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00		

#### Guidance:

The above budget overview tables will be automatically generated in Jems according to information filled in in the budget section of part B.



## E – Project lump sums

### Project lump sums table

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).



#### Project lump sums table

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

Please update the lump sum table: A period must be selected for each lump sum.

Programme lump sum	Period	Split up	Costs	LP1	Sum	Gap	Description	DE	HU
Vorbereitungskosten									
				0,00					

#### Project lump sums table

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

Please update the lump sum table: The sum of the amounts per partner must match the total lump sum costs.

Please update the lump sum table: A period must be selected for each lump sum.

Programme lump sum	Period	Split up	Costs	LP1 LP	Sum	Gap	Description	DE	HU
Preparation co...	Preparation		6.300,00	0,00	0,00	6.300,00			
	Period 1	- 6		0,00	0,00				

Programme lump sum	Period	Split up	Costs	LP1 LP	Sum	Gap	Description	DE	HU
Preparation co...	Preparation	Yes	6.300,00	0,00	0,00	6.300,00			
				0,00	0,00				

Programme lump sum	Period	Split up	Costs	LP1 LP	Sum	Gap	Description	DE	HU
Preparation co...	Preparation	Yes	6.300,00	6.300,00	6.300,00	0,00			
				6.300	6.300,00				

### Guidance:

Costs for preparation and contracting of an approved standard project is compensated through a lump sum financing of EUR 6 300 on a total expenditure basis per project. For small-scale projects this lump sum is EUR 3 000.

Lump sum financing is offered in Interreg AT-HU 2021-2027 only for the preparation costs, this is the only option available in the drop-down menu of the first paragraph. In the second column for periods please choose "Preparation". Note that this "Preparation" period is needed for technical reasons, in line with the rules laid down in the Eligibility Manual the eligibility of preparation costs reimbursed as a lump sum are independent of their occurrence in time.





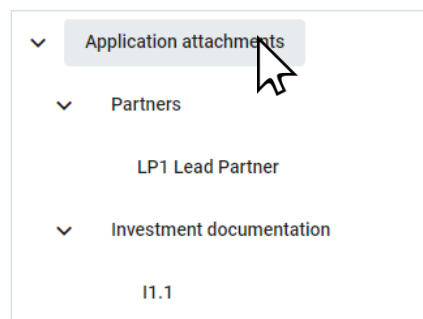
The lump sum financing of preparation costs can be either inserted for only one partner or it can be split up among more partners. The field “Gap” shows how much needs to be allocated still in order to reach the amount of the lump sum.

For more detailed information about the lump sum for preparation and contracting costs see section 3.6 of the Eligibility Manual.



## Application annexes

### Attachments



Application attachments

Partners

LP1 Lead Partner

Investment documentation

I1.1

There are no files uploaded.

+ Upload file

### Guidance:

The Jems system offers you the possibility of uploading attachments to your application form on three different levels.

You can upload documents on:

1. the level of the application
2. the level of partners, and
3. the level of investments

By clicking on the "+Upload file" button a browser window will open where you can select the files on your computer to upload.

List of the supported file types is available here, in the Jems Manual provided by Interact: <https://jems.scrollhelp.site/manual/v6/file-management-supported-file-types>. (Please note, that Interact may publish a newer version of the manual, in that case you'll find the latest version of the document at the following link: <https://jems.interact-eu.net/manual/>.)

The maximum size of a single uploaded file cannot exceed **50 MB**.



## Check & Submit

### Guidance:

Before submitting your application, it will be subject to a list of pre-submission checks.

### Check & Submit

You are about to officially submit your project application: ATHU-0100014 – Test project after patch

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.

Run pre-submission check

Submit project application

There are three types of pre-submission check results:

Error icon	Comment
	Error - verification failed. Required user interaction.
	Warning - there are recommendations on how to enhance the data quality of the Application Form User interaction is desirable.
	Info - verification passed successfully.


After the checks are done, please make the necessary corrections in the application!

#### 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.

Run pre-submission check

Submit project application

 A - Project identification


3 Issue(s) 

 B - Project partners

15 Issue(s) 

 C - Project description

34 Issue(s) 

 E.1 - Project lump sums





## 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.

Run pre-submission check

Submit project application

✓ A - Project identification	
✓ B - Project partners	0 Issue(s) ▾
✓ C - Project description	0 Issue(s) ▾
✓ E.1 - Project lump sums	

You are about to officially submit your project application: ATHU-0100014 – Test project after patch

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.

Run pre-submission check

Submit project application

✓ A - Project identification	
✓ B - Project partners	0 Issue(s) ▾
✓ C - Project description	0 Issue(s) ▾
✓ E.1 - Project lump sums	

Submit project

Are you sure you want to submit? This operation cannot be reversed.

Cancel

Confirm

A successful pre-submission check is no guarantee that an application is fully complete and formally compliant!

## Export

ATHU-0100014 – Test project after p...

Application form

Partners budget

Export application form

Project version (current) V. 1.0 ▾

Export language English ▾

Input language ▾

Export





▼ ATHU-0100014 – Test project after p...

Application form

Partners budget

### Export application form

Project version  
(current) V. 1.0

Deutsch

English

magyar

Input language

Export

▼ ATHU-0100014 – Test project after p...

Application form

Partners budget

### Export application form

Project version  
(current) V. 1.0

Export language  
English

Deutsch

magyar

**Guidance:**

You can export your application form into pdf, and your project budget in a csv (Comma Separated Value) format.

You can select the export language from a drop-down list where you will have three options. In the case of the input language you can choose from German and Hungarian also from a drop-down list.





## Classification of type of partners and target groups

Nr	Main categories	Examples	Measurement unit
1	Local public authority	municipality, etc.	[number of organisations]
2	Regional public authority	regional council, etc.	[number of organisations]
3	National public authority	ministry, etc.	[number of organisations]
4	Sectoral agency	local or regional development agency, environmental agency, energy agency, employment agency, etc.	[number of organisations]
5	Infrastructure and (public) service provider	public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc.	[number of organisations]
6	Interest groups including NGOs	international organisation, trade union, foundation, charity, voluntary association, club, etc.	[number of organisations]
7	Higher education and research organisations	university faculty, college, research institution, RTD facility, research cluster, etc.	[number of organisations]
8	Education/training centre and school	primary, secondary, pre-school, vocational training, etc.	[number of organisations]
9	Enterprise, except SME		[number of enterprises]
10	SME	micro, small, medium	[number of SME]
11	Business support organisation	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.	[number of organisations]
12	EGTC		[number of organisations]
13	International organisation, EEIG	under national law, under international law	[number of organisations]
14	General public <sup>2</sup>		[number of people]
15	Hospitals and medical centres		[number of organisations]
16	Other		

<sup>2</sup> Relevant only for target groups.



## Versions of the Jems Manual

Version number	Date	Content of the update
<b>1.0</b>	21.06.2023	-
<b>1.1</b>	30.10.2023	Clarification with regard to linking costs in the external services, equipment, as well as infrastructure and works budget categories to investments. Erroneous reference to EUR 25 000 threshold of investments deleted.