Guidelines for filling in the Application Form

3rd Call for Proposals

September, 2025

Table of contents

Foreword ... 3
I. Introduction ... 4
II. Jems technical requirements ... 4
III. Access and registration ... 5
IV. Creating the AF and applying to the call ... 6
V. User management ... 8
VI. Filling in the AF ... 9
A.1 Project identification ... 11
A.2 Project summary ... 12
B.1 Partners overview ... 12
C.1 Project overall objective ... 17
C.2 Project relevance and context ... 18
C.3 Project Partnership ... 20
C.4 Project work plan ... 20
C.5 Project Results ... 24
C.6 Project Time Plan ... 25
C.7 Project Management ... 25
C.8 Durability and transferability ... 27
E.1 Project lump sums ... 28
VII. Application Annexes ... 28
VIII. Checks and submission of the AF ... 29

Foreword

These guidelines present the main technical and content-related requirements as well as the steps for filling in and submitting an Application Form (AF) to the Danube Region Programme (DRP) 3rd Call for Proposals (CfP) in the electronic monitoring system - Jems.

General information about the Programme and rules, such as eligibility or project intervention logic, are part of the Application Pack for the 3rd CfP including its Annexes. The Applicant's Manual also contains further (practical) information on content-related elements for 3rd Call (such as objectives, activities, outputs and deliverables) and on methodological aspects (e.g. output and result indicators), therefore, it should be considered complementary to these guidelines when working on an application.

Restrictions or specific rules, if any, for a certain call will be explained in the Call Announcement.

Note: In this document, the lead organisation is referred to either as Lead Applicant (LA) or Lead Partner (LP).

I. Introduction

The Application Pack consists of:

- Danube Region Programme (DRP) document (IP)
- DRP 3rd Call announcement
- DRP Applicant's Manual (version 1.3, September 2025)
- Manual on Eligibility of Expenditure (version 2.2, September 2025)
- Guidelines for filling in the AF (version 1.3, September 2025)
- State Aid Declaration
- LP confirmation and signature (Annex A7 to the Implementation Manual)
- Declaration of pre-financing and co-financing statement
- Declaration of Interest for Associated Strategic Partner (ASP)
- Declaration of International Organisations
- Partnership Agreement (PA) template (version September 2025)
- Subsidy Contract (SC) template

The AF must be submitted electronically together with the other relevant documents via Jems (electronic monitoring system of the DRP). Please, consider that the project application must include the joint Partnership Agreement, LP confirmation and signature and Co-financing and State Aid Declarations for each directly financed partner. ASP Declarations and Declaration of International Organisations are to be submitted only if it is the case.

The deadline for submission of the Application Form and its Annexes for the 3rd call for proposals is 15 December 2025, 14:00 CET.

II. Jems technical requirements

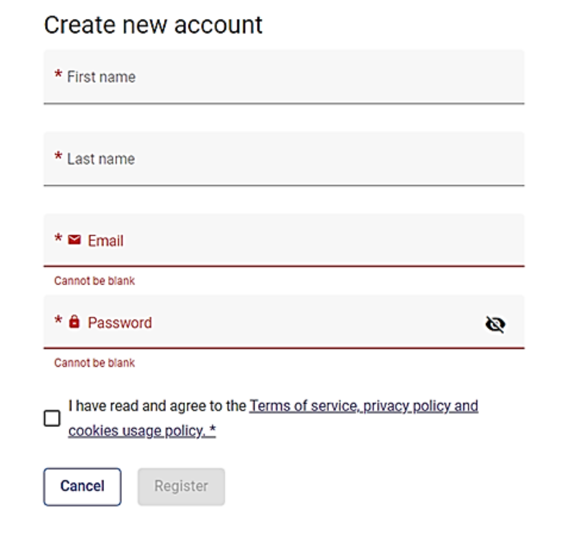
In order to apply to the 3rd call, each Lead Applicant (LA) has to register in Jems. The email address used for registering will be the one of the LA. The LA may add further users, as described in detail in section IV of this document.

Jems is a web application that can be used with any up-to-date web browsers. Recommended browsers are Google Chrome, Microsoft Edge, Mozilla Firefox. For technical reasons, Jems only supports the latest version of these browsers. The functionality of the system follows the common standards of web applications for entering and submitting form data.

III. Access and registration

To use Jems, each applicant must first register by clicking on “Create a new account” on the homepage and provide a set of credentials.

In the registration form, the following information must be filled in (all fields marked with “*” are mandatory):



- First name / Last name of the person registering
- The email address of the person registering – it will be used for log-in and notifications.
- Password - that will be used to access Jems. The minimum length of the password is 10 characters. It should contain at least one upper case letter, one lower case letter and one digit.
- The Terms of service, privacy policy and cookies usage policy must be read and agreed to by checking the box.

The "Register" button turns active once all mandatory information is filled in. Following the registration, a confirmation email is automatically sent to the email address provided in the "Create new account" form.

Only after the receipt of the confirmation and validation by clicking on the "Confirm Account" button in the email, the applicant will be able to log into the platform and create an AF. In case no email confirmation is received, applicants are advised to check the Spam folder and, if needed, to contact DRP MA/JS (jemshelpdesk@interreg-danube.eu) for assistance.

In case of forgotten password, applicants shall use the "Forgot password" button. By doing this, a "Reset password link" will be sent by the system to the originally provided e-mail address where further information and instructions will be given. Finally, a confirmation e-mail is sent on the successful password reset.

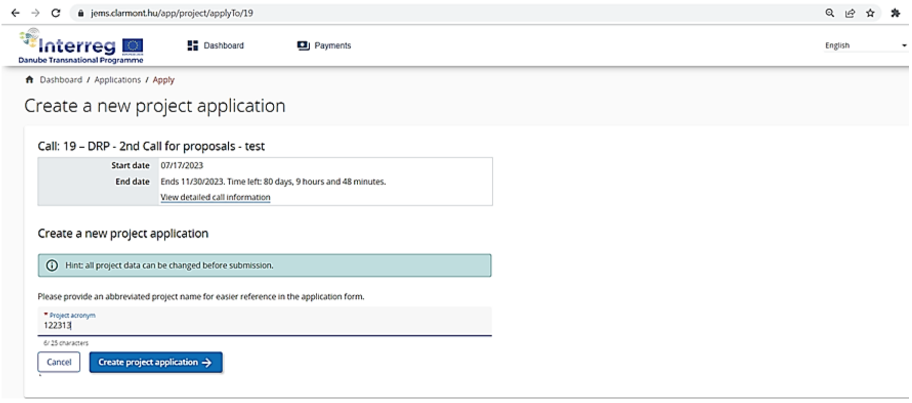
In case the user name (i.e. registered e-mail address) is forgotten, applicants are advised to contact DRP MA/JS via jemshelpdesk@interreg-danube.eu.

IV. Creating the AF and applying to the call

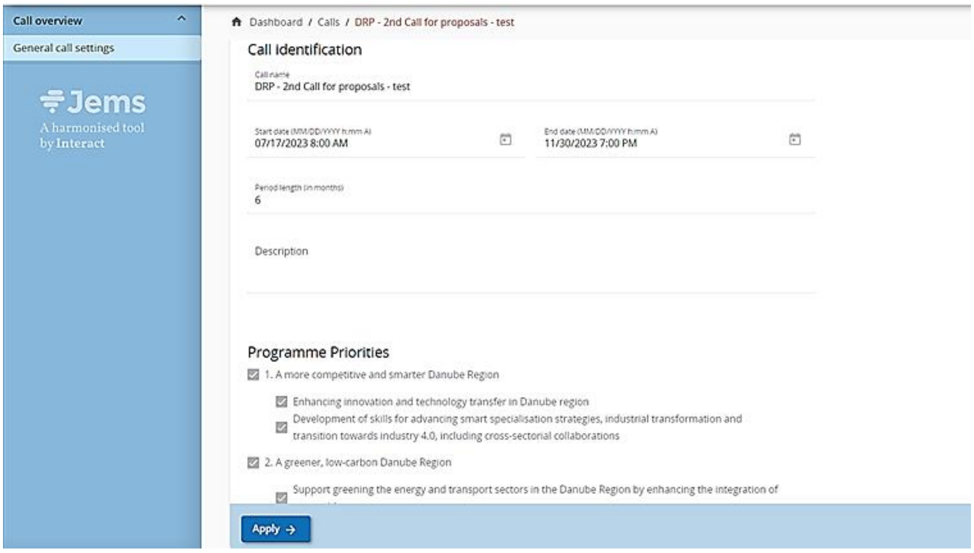
To create an AF, applicants shall click on the "Apply" button of the respective Call in the "Call list" section of the dashboard.

ID	Name	Status	Started	Ends	Actions
19	DRP - 2nd Call for proposals - test	Published	07/17/2023 8:00 AM	11/30/2023 7:00 PM	Apply →
18	DRP - 1st call for proposals - V7 test - with pre-check	Published	12/19/2022 8:00 AM	08/31/2023 6:00 PM	Apply →
17	DRP - EUSDR PAC & DSP Call - V7 test - with pre-check	Published	12/19/2022 9:00 AM	09/30/2023 6:00 PM	Apply →

At this point, an acronym for the project shall be inserted (which can always be modified before the submission of the AF) and confirmed by clicking on "Create project application".



Alternatively, it is possible to click on the call row itself under the same section “Call list” and see the general call information through a read-only window. The “Apply” button is displayed at the bottom of this page.



The newly created application will be visible on the Dashboard under section “My Applications”. The project ID is automatically generated by the system.

My applications

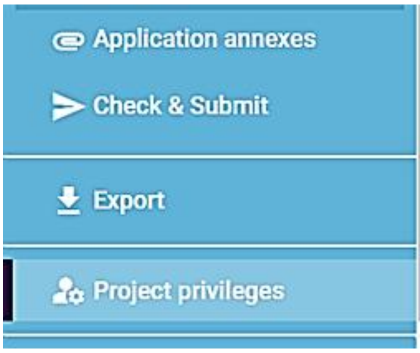
ProjectID	Acronym ↑	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
DRP0501577	Test			3.	3.1	Draft	5 - DRP - 3rd Call for proposals

All applications created by the same user are listed here. The user can open a project by clicking on its name. Created draft applications cannot be deleted.

V. User management

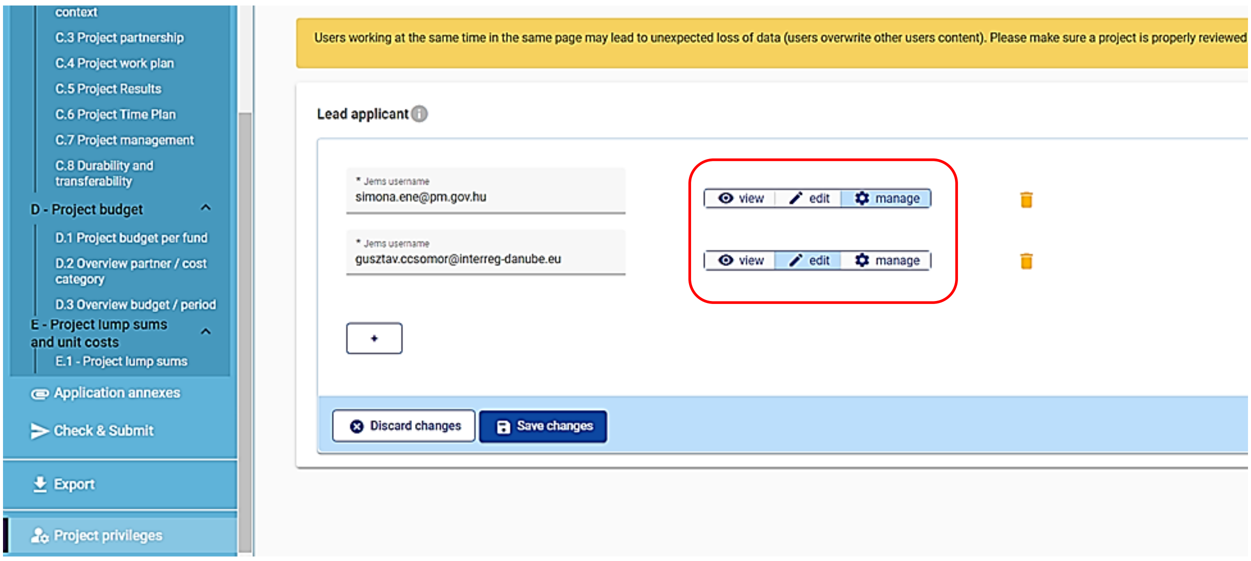
The lead applicant can grant access rights for opening the application form to the project partners or collaborators. In order to get access rights, a person should register in Jems and provide the lead applicant the email address.

The access right is enabled in the "Project privileges" section:



Users can be granted:

- **read-only rights** ("view") – a user can access all AF sections without being able to make any change
- **edit rights** ("edit") – a user can modify/fill in all AF sections
- **lead applicant rights** ("manage") – a user has both edit rights and access to the management of the "Project privileges" section.



Only users with “manage” rights can submit the Application Form!

ATTENTION:

It is possible for different users to work at the same time on the same AF. When working in parallel, users must make sure that they are not working simultaneously in the same section or sub-section as there is the risk to overwrite information. Consequently, coordinating who is working when in the AF is crucial for a proper use of Jems during the application phase.

The user accounts created to draft and submit the application will be available until the deadline of the call.

In case the project is selected for funding, a new set of privileges will be created for every project partner.

VI. Filling in the AF

Before starting filling in the AF, the following has to be considered carefully:

- AFs shall be submitted **within the deadline** indicated in the Call Announcement.
- Applicants are advised not to submit the AF at the very last moment as Jems may not be able to process a high number of submissions at the same time, thus resulting in the impossibility to submit the AF (**Jems does NOT allow submissions after the set deadline**).
- Only the **AFs submitted through the Jems** in accordance with these Guidelines shall be considered for assessment.
- Only **AFs written in English** shall be considered for assessment.
- The partnership consists of **at least three financing partners from at least three participating countries** of which at least one is located in an EU-Member State.
- The Lead Applicant fulfils the **LA eligibility requirements**.
- **At least 3 joint cooperation levels** are indicated. Among them, **Joint development** and **Joint implementation** are compulsory.
- At least **two different Programme Output Indicators** are selected (out of which **RCO 87 – Organisations cooperating across borders is mandatory**).
- At least **two different Programme Result Indicators** in connection to the output indicators are selected (out of which **one must be ISI** - ***Organisations with***

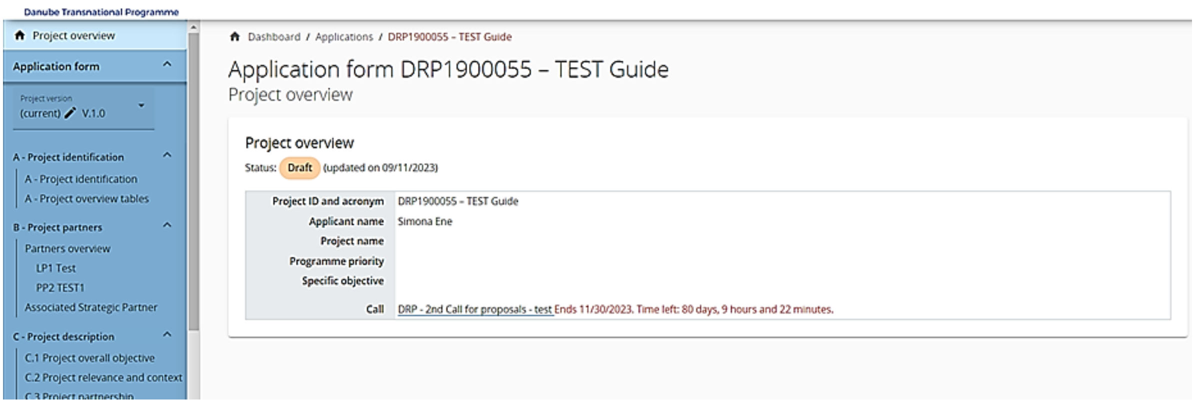
increased institutional capacity due to their participation in cooperation activities across borders)

- ➢ The **Partnership Agreement** is complete and signed by all directly financed partners and countersigned by the LA.

- ➢ The financed partners fulfil the requirements specified in Part 2, section II of the Applicant's Manual.

- ➢ The **documents** (LP confirmation and signature, Declaration of pre-financing, Declaration of co-financing, State Aid declaration, Declaration for International organisations – if applicable and Declaration of Interest for Associated Strategic Partner – if applicable) are **filled in and signed by the legal representatives of the respective partners**.

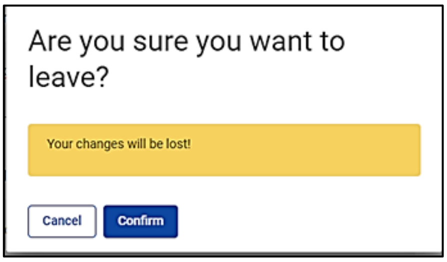
The Project overview" page offers general information on the proposal, its status and the running call. Every application has a version number. When opened for the third call, the project version number is set to "V.1.0" by default – which will remain unchanged until the submission of the proposal. The status "Draft" changes to "Submitted" right after the submission.



Applicants can fill in the relevant sections and sub-sections (A to E) listed on the left-side menu, which corresponds to the AF template.

The "trash" icon allows the LA to delete. Some sections can only be saved once all mandatory fields (marked with an asterisk "*") are filled in. The order of the project partners, specific objectives, outputs, etc. is the same order in which they are added in Jems. This order cannot be changed unless the related sections are deleted, and the data is entered again in the desired order.

Jems prompts warnings or requests for confirmation before leaving certain sections of the AF. It is advised to always save entered data before leaving a section of the AF in order to avoid losing information. If not saved, the following window will pop up:



When filling in the AF:

- The number of characters indicated in each field shall not be exceeded. If exceeded, the system displays the message *Reduce length of input* right below the text box. The "Save" button activates only after the length of the input is corrected. Punctuation marks and spaces between words or paragraphs are considered characters.
- The details provided in Chapter V. of these Guidelines must be duly noted.
- The "Enter" key on the keyboard shall not be used for saving data as this may lead to unexpected results. The command buttons provided by Jems interface must be used instead.
- It is advised to **regularly save the AF** in order to avoid losing data because of e.g. interruptions of the internet connection or any other technical issues.
- Being inactive for a long period may automatically end your session for security reasons and unsaved data will be lost!

<u>Section A – Project identification</u>

Most fields in this section are self-explanatory or automatically filled in (e.g. A.3, A4).

A.1 Project identification

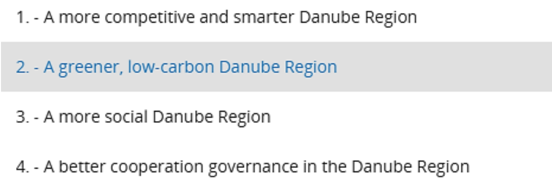
Project ID will be automatically generated by Jems.

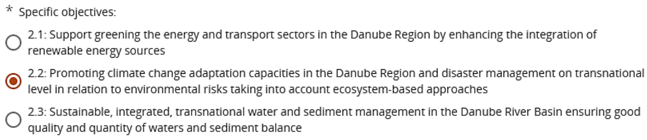
Name of the Lead Partner Organisation will be automatically filled in from part B.

The applicants shall insert the project title and acronym. The acronym shall not be in conflict with existing brands and/or projects. Effective acronyms are related to the project title and concept and are easily remembered.

The applicants shall insert the duration of the project in months considering that for this call the **maximum project duration is 30 months**.

The Programme Priority and Specific Objective shall be selected from the drop-down menu as shown below:





Important: In the 3rd Call, **Specific Objectives 1.1, 2.4 and 3.3 are closed**.

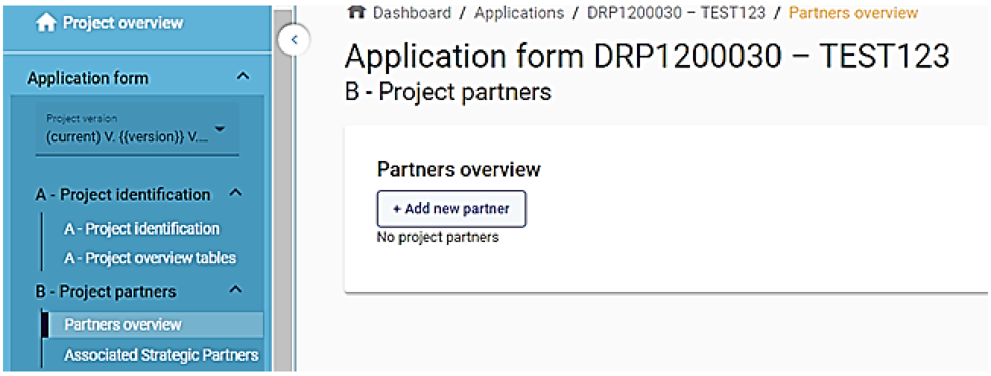
A.2 Project summary

In this field, applicants shall provide a concise overview of the project. Applicants shall highlight the common challenge of the area jointly tackled by the project, the overall objective of the project and the change expected to be generated as compared to the current situation, the main outputs and results of the project and who will benefit from them. At the same time, applicants shall explain why a transnational approach is needed, and what is new, original or innovative about the project.

Section B – Project partners

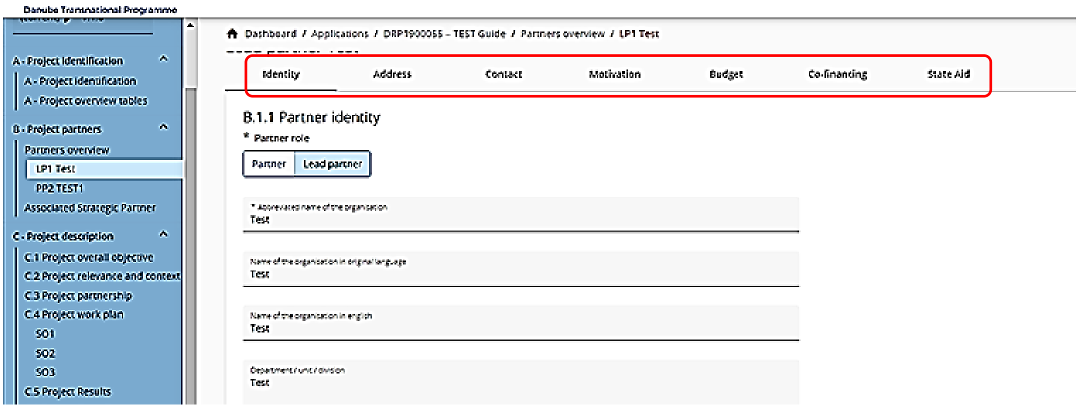
B.1 Partners overview

Project partners are added by entering the **Partners overview** section and clicking the "Add new partner" button:



Once all information referring to the identification of the LP/PP is filled in, the "Create" button shall be clicked.

When opening the created partner section, in the upper part the applicant can see several tabs that have to be filled in for each partner.



The first three tabs refer to the identification of the LP/PP, data related to address (the English name of the city shall be entered in the "City" text box if such exists), contact details, contact persons. The organisation's role (LP/PP) must be selected and then all fields must be filled in/ selected from the drop down menu, as appropriately.

The LA shall pay a special attention to the correctness of the contact details provided in this section, especially the e-mail address - which will be used by MA/JS for notifying the LA about the results of the CfP -, and phone number.

Tab "Motivation"

This part consists of three sections to be filled in. First two are relevant for all financing PPs while the last one is relevant only for the LA.

1. ***Which of the organisation's thematic and territorial competences and expertise are relevant for the project?***

The thematic and territorial competences and expertise of the LP/ PP have to be filled in. It has to be clear why a certain PP is needed in the partnership for achieving the project objectives.

2. ***What is the role (please refer to concrete activities and responsibilities) of your organisation in the project? Please indicate the proportion (%) of the total partner budget to be allocated for project management activities!***

The role of each PP in the project has to be described. The applicants shall avoid general statements. Concrete information regarding the involvement in specific project activities as well as responsibilities of each PP has to be provided. Moreover, the proportion (%) of the total partner budget to be allocated for project management activities (i.e. reporting and control costs, project coordination tasks and related events, quality assurance manager etc.) has to be indicated in this section.

3. ***Only for the LP*: describe the organisation's experience in participating, as Lead Partner or Partner, in EU co-financed projects or other international projects.**

Lastly, the LP shall provide information about the organisation's experience in participating in EU co-financed projects or other international projects, either as Lead Partner or Partner, indicating the respective projects and funding programmes.

To ensure consistency, Lead Applicants are recommended to use the same Partner numbering as generated by Jems (i.e. LP1, PP2, PP3) in all documents submitted together with the AF (e.g. Partnership Agreement, Co-financing declarations, etc.).

Tab "Budget"

Before starting filling in the budget, applicants should make sure that project duration (30 months) is entered in section "A - Project identification", so that the correct number of "periods" appears in the budget tables.

The "Partner budget" section displays six cost categories: staff costs, office and administration costs, travel and accommodation costs, external expertise and services costs, equipment costs and infrastructure and works costs.

The LA must enter the budget of each partner in line with their selected budget structure option (see possible structures in the table below).

Options	**Real costs**	**Flat rates**
1	• Staff costs • External expertise and services • Equipment • Infrastructure and works	• **Office and administration** *15 % flat rate of eligible direct Staff costs* • **Travel and accommodation** *15 % flat rate of eligible direct Staff costs (real costs only in exceptional cases[1])*
2	• External expertise and services • Equipment • Infrastructure and works	• **Staff costs** *20 % flat rate of eligible direct costs* • **Office and administration** *15 % flat rate of eligible Staff costs* • **Travel and accommodation** *15 % flat rate of eligible Staff costs (real costs only in exceptional cases[1])*

[1] For details, please check Chapter 2.2.3 of the Manual on Eligibility of Expenditure

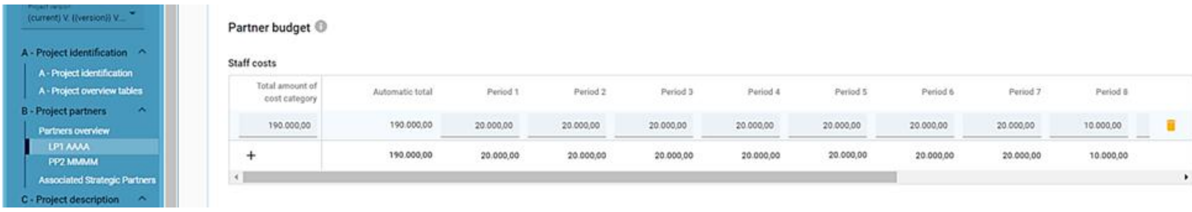
3	• Staff costs	• **All other costs:** office and administration, travel and accommodation, external expertise and services, equipment and infrastructure and works *40 % flat rate of eligible direct Staff costs*

The LA shall first tick the flat rates partners opt for and then include the amounts for the cost categories for which real costs are selected.

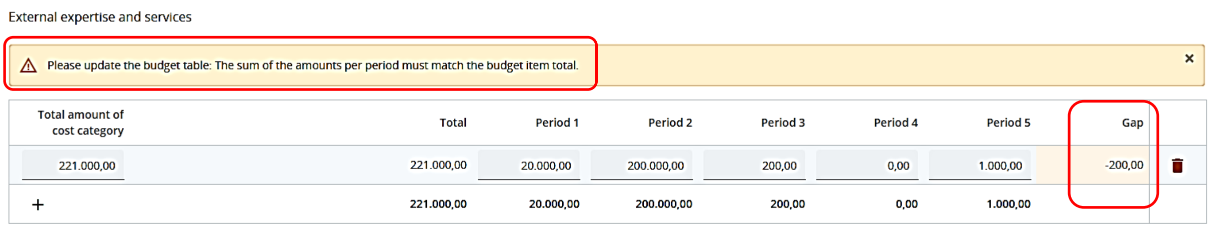
The applicants must be aware of the fact that all reimbursement options indicated in the approved AF (e.g. real costs or flat rate) remain unchanged throughout the entire project implementation period.

Detailed information on budget options and flat rates can be found in the **Manual on Eligibility of expenditure**. Flat rates are pre-defined in Jems; the flat rate amounts are automatically calculated on basis of total real costs category and visible in separate tables under "Partner budget".

In order to define the budget per cost category where real costs are chosen the applicant has to click the "+Add" button under each cost category and insert the total amount of the partner budget part as well as its distribution per periods (the periods will automatically appear based on the total project duration defined in section A). The allocation of the budget per periods should consider the project timeline in order to be realistic. The project spending forecast, as shown in section D3 Overview budget/ period, is part of the Subsidy Contract and MA/ JS will closely monitor it.



The amount entered in the column "Total amount of cost category" must match the sum of the amounts entered per periods. The "Gap" column amount (right end of the table) should be "0" as this calculates the differences between the total amount per costs category and the sum of the amounts per period. In case there are mismatches between the two above mentioned columns a warning message appears in yellow:



In case a PP foresees purchase of **Equipment**, **each type of equipment shall be listed separately** in the "Description" field, adding as many rows as necessary by clicking on the "+" button under the "Description" column. The planned amount of each equipment shall be inserted in the "Total amount of cost category" column, as well as in the relevant Period column. The unit type and number of units must also be inserted.

Equipment

Description	Unit type	No. of units	Total amount of cost category	Total	Period 1	Period 2	Period 3	Period 4
Laptop	piece	4,00	8.000,00	32.000,00	0,00	0,00	32.000,00	0,00
Sensor	piece	2,00	2.000,00	4.000,00	4.000,00	0,00	0,00	0,00
+				**36.000,00**	**4.000,00**	**0,00**	**32.000,00**	**0,00**

Please note, that except for the cost category Equipment, the total amount of cost categories shall be inserted in one row only for each cost category. Option for adding more rows (button "+") shall NOT be used in case of other cost categories.

External expertise and services

Total amount of cost category	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Gap	
57.000,00	57.000,00	0,00	1.000,00	50.000,00	1.000,00	5.000,00	0,00	
+	**57.000,00**	**0,00**	**1.000,00**	**50.000,00**	**1.000,00**	**5.000,00**		

Please, note that the total investment expenditure can be divided among different cost categories. The cost category 'Infrastructure and works' should only cover costs related to investments having the nature of infrastructure or works and that are not included under any other cost category.

Tab "Co-financing"

The co-financing source shall be selected from the drop-down menu: "Interreg Funds" is the only source available for DRP. The partner contribution entry (amount and percentage columns) is automatically calculated.

The origin of the partner contribution, its type (private, public, or state) and its amount must be filled in. In case a PP receives "state contribution" (see definition of state contribution in the Applicant's Manual) the source can be added by clicking on the "+ Add new contribution origin", then selecting "State contribution" from the drop-down list, as well as entering the name of the institution that is providing the state contribution for the respective PP (it is compulsory to fill in this field). In case of multiple sources for the 20% contribution, the total of the amounts should match exactly the amount indicated by Jems at Partner contribution in the first table. In case of mismatch, following error message appears right below the table *The total of contribution must match the total partner contribution (difference "xxx,00").*

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.

Co-financing source	Amount	Percentage
Interreg Funds	237.200,00	80,00 %
Partner contribution	59.300,00	20,00 %
Partner total eligible budget	**296.500,00**	**100,00 %**

Origin of partner contribution

Name of the contributor institution	Type of contribution	Amount	% of total partner budget
ALPHA	Private	44.475,00	15,00 %
* Name of the contributor institution Ministry of Development	State	14.825,00	5,00 %

Important:

- **changes in the partner budget done after filling in the Co-financing section will result in the need to update the Co-financing section.**
- **co-financing data in Jems has to be consistent with the data in the *Declaration of pre-financing and co-financing statement***

Tab "State aid"

In this tab the applicant shall select the activities that are relevant for state aid, including indirect state aid activities (e.g. trainings for SMEs, coaching for private organisations etc.), if any. If no activity is state aid relevant the section shall be left empty.

Associated strategic partners (ASPs)

ASPs can be added or deleted by clicking the "Add new associated strategic partner" button or the icon next to the respective ASP, respectively.

Once added, the applicant must fill in the data of the ASP in terms of organisation data, selecting the LA/PP supporting the ASP, legal representative, contact person and the role of the ASP in the project. It is also appreciated if some background information about ASP is also provided in this section apart from its role.

Section C – Project description

The text fields in the project description section should be filled in with the required information, with special attention to the maximum number of characters.

C.1 Project overall objective

The first part of this section is self-generated based on previously inserted data in Section A. The applicants shall define the project's main objective that needs to be aligned with and contribute to the selected Programme Specific Objective. Furthermore, it should be realistic and achievable by the end of the project and it should respond to the identified needs and challenges of the addressed territory. The project overall objective shall be coherent with the proposed activities and encompass the change aimed for. (Remember, the main objective should NOT be formulated as an activity: e.g. the objective is to elaborate/ develop a project solution/ strategy, etc.)

C.2 Project relevance and context

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

Applicants shall outline the common needs and challenges of the territory targeted by the project, focusing on the description of the status quo in the thematic field of the proposal, providing concrete country-level information, explaining also what already exists (e.g. due to previously implemented projects, initiatives) and what is still needed concretely. The description shall make clear that the challenges and needs to be addressed are relevant in the context of the programme objectives. The description shall also clarify why the project is focused on a specific geographic area of the Danube Region. In case pilot actions are planned for certain territories, details about the needs and relevance of those territories should be provided.

When describing the needs and challenges, applicants should also consider embedding the EUSDR especially taking into account the needs and challenges of a certain thematic field as defined in the EUSDR Action Plan or other background documents of the EUSDR or a specific Priority Area.

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

Applicants shall provide clear, concrete information about the main actions, work-steps and approaches to be taken to tackle the identified needs and challenges. Applicants should consider the mandatory link between the identified needs and challenges and the project main and specific objectives as defined in the project intervention logic in sub-section C.4 and following (objectives, activities, outputs, results).

Applicants shall provide a consistent presentation to demonstrate how the planned outputs and the ultimate project results are achievable by following a logical sequence and combination of activities as well as a certain set of well-established and commonly agreed methods. The applicant shall demonstrate the innovativeness of the project approach in comparison to past initiatives and approaches.

C.2.3 Why is transnational cooperation needed to address the identified needs and challenges?

Applicants shall explain in detail why the transnational cooperation is needed to tackle the identified needs and challenges and describe the added value of such an approach. Applicants shall explain why the project objectives cannot be efficiently reached by acting only on a national/ regional/ local level and describe the benefits for the project partners, target groups, project or DRP area resulting from a transnational approach. The description shall demonstrate and justify the transnational dimension of the project activities as well as the transnational impact of the project outputs and results (i.e. why the impact of the project can be considered relevant on transnational scale and not only on local level in different parts of the region). For additional information, please read the "How to develop a transnational project" guide carefully.

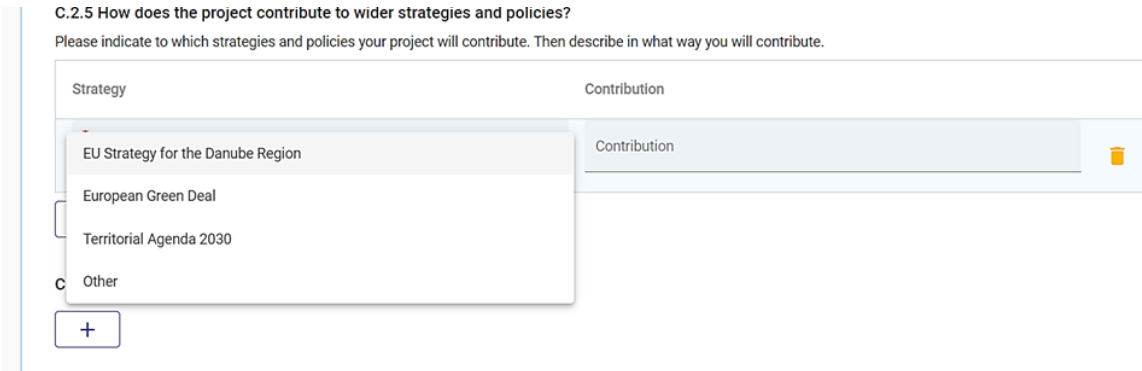
C.2.4 Who will benefit from the project outputs?

First, the applicants shall select the relevant target group categories from the drop-down list. Additional target groups can be added by clicking on the + button.

In the "Specification" field, applicants shall explain how the target groups will be involved throughout the project implementation and how they will use and benefit from the project outputs. Applicants shall make clear reference to specific outputs on one hand and targeted organisations, institutions, etc. on the other (e.g. if education category is selected, applicants shall provide further information as to which specific education institutions and their location in the DR area as well as how they will be involved during the project implementation and how they will use/ benefit from the project outputs). The work plan in section C.4 of the AF has to properly detail - in the Activity description part - how these target groups including relevant EUSDR actors are to be involved during the project implementation.

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

In this sub-section, the applicants shall select the strategies/ policies that are relevant for the project topic and objectives. Other strategies/ policies can be added by clicking on the + button and select "other".



The contribution to each strategy/ policy should be concretely and comprehensively described (linking concrete strategy/ policy objectives with concrete project activities and outputs). Regarding EUSDR, applicants shall consider the actions as defined in the EUSDR Action Plan in relation to one or more EUSDR PAs (linking concrete actions with concrete project activities/ outputs) and explain how EUSDR actors will be involved in the implementation of certain project activities. The work plan in section C.4 of the AF shall detail this involvement in the description of the activities.

C.2.6 What synergic actions with other projects or initiatives are foreseen?

In case synergic activities with other projects or initiatives are planned, applicants are requested to describe how these activities complement each other and explain the expected added value in terms of increased effectiveness of proposed solutions and subsequent advantages for the target groups/ DR area. EUSDR-related synergic actions shall also be described in this field.

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

Applicants are requested to indicate concrete, specific outputs and results of previous projects and/ or initiatives (including EUSDR-related), they intend to capitalise on, and describe how these outputs and results will be used for the benefit of the current project proposal. The added value brought by the current project proposal shall be emphasised.

C.3 Project Partnership

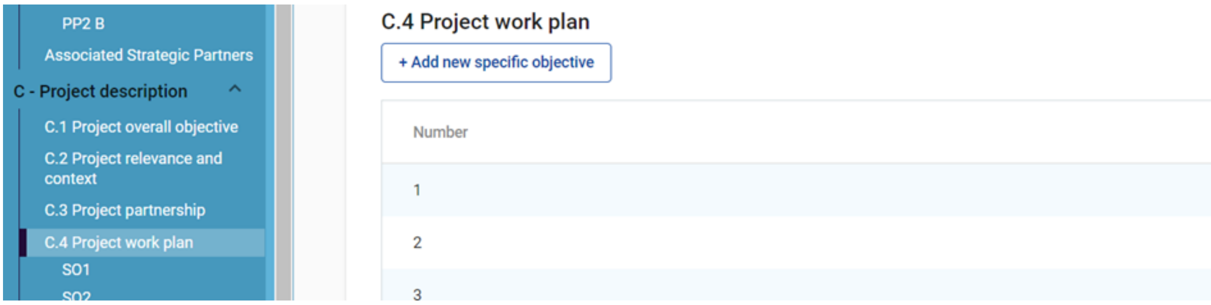
The applicants shall explain how the partnership can effectively implement foreseen activities and deliver the planned outputs given its composition (i.e. thematic and territorial competence, expertise and roles in the project activities, represented sectors and territories, experience in EU project implementation). The benefits for the territories represented by the partners should also be indicated.

C.4 Project work plan

Before defining the project work plan, applicants are advised to read carefully *Section II.7 - Intervention logic* of the Applicant's Manual to get familiar with how to define the intervention logic for a project proposal, as well as with the terminology, e.g. objectives, outputs and results!

The number of project specific objectives must be defined by clicking on "C.4 Project Work Plan" in the left-side menu and opening specific objectives with the "+ Add new specific objective" button.

The Applicants are allowed to add maximum 3 project specific objectives.



Tab “Objectives”

Each project specific objective has to be given a brief title that appropriately reflects the specific objective. When defining the project specific objectives, applicants must consider that they should be complementary and their achievement should contribute to reaching the main objective. The project specific objectives should be measurable, realistic and achievable. In the related text field, applicants should describe in detail how the specific and immediate effects of the project can be realistically achieved within the implementation period.

For each project specific objective, applicants shall define a **communication objective**.

When formulating the communication objectives, applicants should think about how these objectives will contribute to the achievement of the corresponding project specific objectives. Applicants should not limit the communication objectives to information sharing, dissemination, or promotional activities. They should also address how the project can influence the audience’s behaviour and enhance their awareness and knowledge level. Communication activities supporting the defined objectives shall be concretely detailed in the Activity description part.

Tab “Investment”

Investments can be linked to each project specific objective, as applicable. Applicants have to indicate the number, the title of the investment and have to justify why the investment is needed and to describe its transnational relevance. Applicants shall indicate the objective of the investment in correlation with the project objectives and the involvement of the partners. Location and ownership of the investment shall be indicated. In principle, the ownership of the investment should lie with the project partner implementing it. Applicants shall provide a thorough justification for the investment explaining its necessity for the implementation of the project and achievement of the project objectives, its transnational character of transferability to at least two other participating countries, in accordance with the Programme specific requirements.

If equipment is part of investment, it should be also specified here.

In the DRP, investments are eligible just in case they:

- ➢ Follow a transnational physical or functional link over the national border (e.g. transport corridors) which has been analysed from a transnational point of view and has a clear impact over the national borders

or

- ➢ Create a transferable practical solution through a case study in one area, which is jointly evaluated by the project partners and transferred for testing in at least two other participating countries

Tab "Activities"

Activities are added by clicking the "add activity" button.

Max. 20 activities can be created within one project specific objective, but applicants are advised to propose a manageable and reasonable number.

For each Activity, applicants shall give a title and indicate start and end dates.

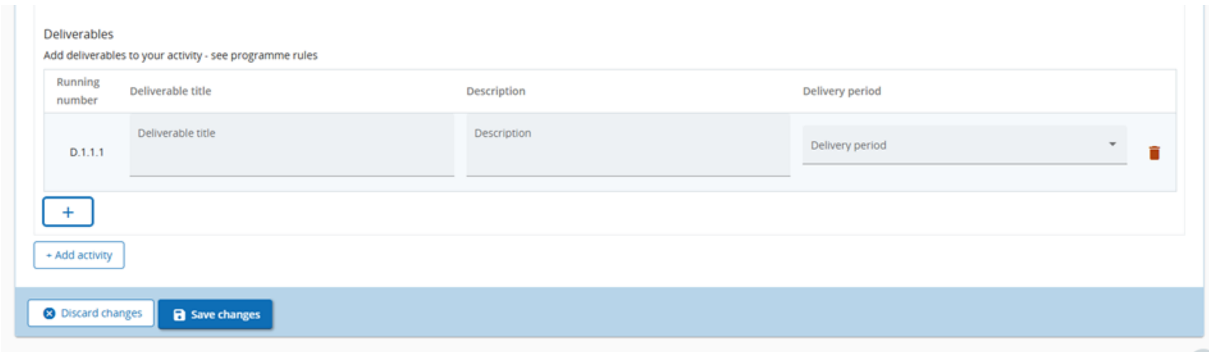
In the "Description" field, applicants are requested to first indicate the budget for that specific Activity, leave a blank row and then insert the description (as shown below):

The description of the activities must be clear and concise and should include the tasks and concrete steps that are going to be performed by the project partners. The descriptions shall clearly present the sequence of activities, the interdependencies between the activities as well as their logical connection with the project specific objectives. The activities must be coherent and realistically achievable within the project timeframe. The description should demonstrate that planned activities will result in the delivery of project deliverables and outputs as defined. Applicants are advised to avoid generic terms (such as concepts, definitions) or too general descriptions that do not contain a geographical and time reference (how, where, when and by whom activities are to be implemented), or explaining mainly the relevance of the activities without detailing the related tasks and steps. The project partners and ASPs involved should be indicated including a clear reference to the responsible PPs and the ones contributing to the work. Stakeholder and target group (including EUSDR actors) involvement activities shall be clearly described. While project communication and promotion activities shall be detailed in the work plan, general project coordination and management activities and related events are not to be described in the activity descriptions.

Capitalisation activities are mandatory, and the related budget has to be planned already in the application form. The capitalisation activities must be included in the project work plan in a coherent manner, according to the project structure and the expenditures included in the concerned activities.

Deliverables

Under each Activity, one or more Deliverables may be created (max. 20). The deliverable title and description shall be concrete and concise (including quantification, if relevant), defining the side-product or service elaborated, created within the respective project activity. The deliverable description shall provide details in connection to the deliverable content, while the related Activity description part shall detail the steps leading to that. For each deliverable the period in which the deliverable planned to be completed shall be selected from the drop-down list.



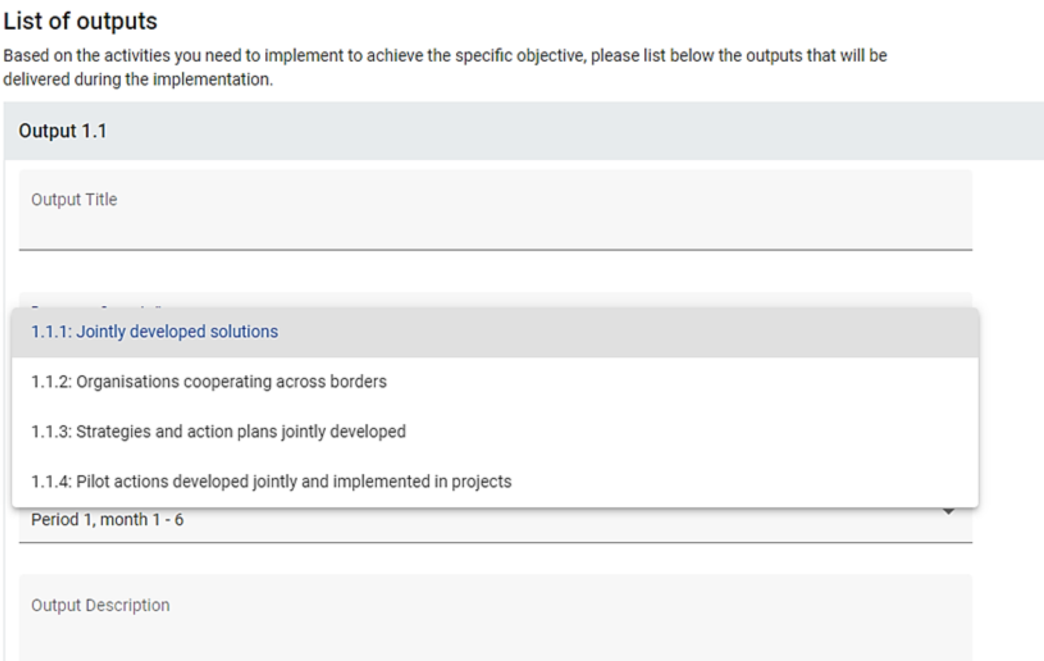
Tab "Outputs"

An output is created by clicking the "add output" button and edit all of the related fields.

Although Jems allows the creation of up to 10 outputs per project specific objective, applicants are advised to create only as many as necessary as per project objective and related activities.

The corresponding Programme Output Indicator must to be chosen from the drop-down menu.

Projects must contribute to at least two different Programme Output and Result Indicators in order to be considered eligible. Note that *Output Indicator RCO 87 - Organisations cooperating across borders* and *Result Indicator ISI - Organisations with increased institutional capacity due to their participation in cooperation activities across borders* are mandatory for all the projects.


List of outputs

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

Output 1.1

Output Title

1.1.1: Jointly developed solutions

1.1.2: Organisations cooperating across borders

1.1.3: Strategies and action plans jointly developed

1.1.4: Pilot actions developed jointly and implemented in projects

Period 1, month 1 - 6

Output Description

A title must be defined for each output together with a detailed description in the corresponding field.

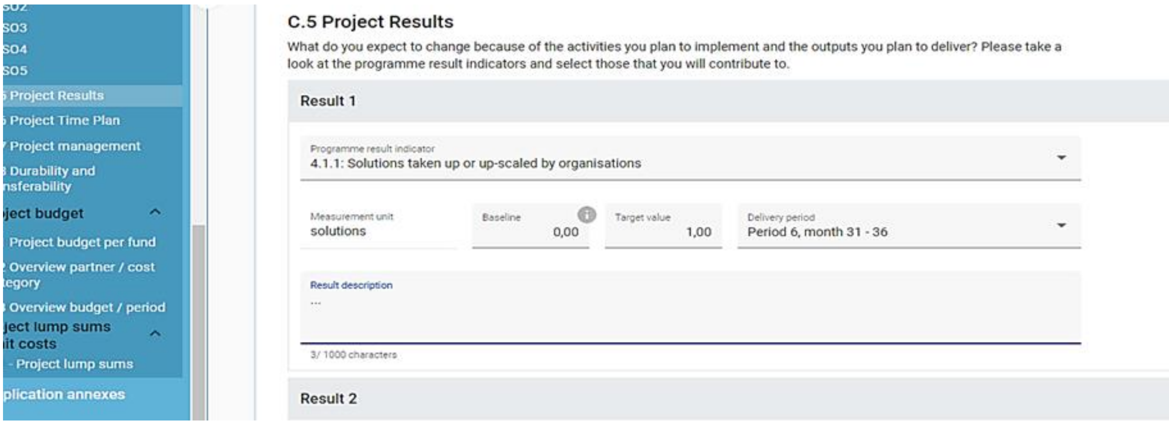
The description shall concretely explain the characteristics, functions and benefits of the respective outputs for the target groups. For a proper quantification of the Outputs, applicants are advised to read Annex 1 of the Applicant's Manual. Applicants should make sure that the activity descriptions provide concrete details of the steps leading to the completion of each defined output.

Both the project Output contributing to *RCO 87 - Organisations cooperating across borders* and the project Result contributing to *ISI - Organisations with increased institutional capacity due to their participation in cooperation activities across borders* must be planned to be delivered in the last reporting period, i.e. Period 5.

C.5 Project Results

In this section the project results shall be defined and described in relation to the Programme Result Indicators.

A result can be created through clicking on “Add result”. First a Programme Result Indicator has to be selected from the drop-down menu and then further information on target values and delivery date has to be provided (“measurement unit” and “baseline-value” are auto-generated). The description of the project result shall contain concrete information about how and when the related output(s) will be taken up / upscaled in practice by the stakeholders and/ or target groups. The result description shall demonstrate the immediate advantage and benefits to be achieved by the end of the project and also the logical link between the result and the related project objectives and outputs. For a proper quantification of the project results, applicants are advised to read Annex 1 of the Applicant's Manual.



C.6 Project Time Plan

The project time plan is auto-generated based on the data inserted in the previous sections.

C.7 Project Management

C.7.1 How will you coordinate your project?

The applicants shall provide a description on the project coordination and elaborate on the proposed management structures that will be set up for the project management (e.g. steering groups, or advisory boards, thematic groups, SO/ activity managers, etc.), indicating the roles of the partners. Additionally, a description on how internal communication inside the project will be set up is to be provided.

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

The applicants shall describe how the quality of the project activities and outputs will be ensured (e.g. specific approaches, processes, if external experts will be used or internal staff, paying attention to secure the independence of the quality assurance manager). Applicants shall indicate the responsible partners and, in case of any type of project progress monitoring, its purpose and scope shall be presented.

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

The applicants shall describe who will coordinate project communication and the involvement of all partners will be ensured, highlighting also the role of the communication in transferring the project results. Special attention should be paid to the mandatory communication requirements that should be met. <u>Please note that specific communication activities should be described in the project activities while communication objectives are</u>

indicated alongside each project specific objective. Therefore, there is no need to repeat same information here.

C.7.4 How do you foresee the financial management of the project and ensure that the spending forecast is kept?

The financial management of the project shall be described, including responsibilities, monitoring of the spending forecast and financial flows, project transfers and related claims. The applicants should also underline what kind of measures will be taken in case of delays. Risk management should be considered as well.

C.7.5 Cooperation criteria

Applicants shall select at least 3 joint cooperation levels, taking into consideration that "Joint development" and "Joint implementation" are compulsory.

C.7.6 Horizontal principles

Sustainable development

Applicants must choose an appropriate contribution option and describe how their project would promote sustainable development and account for the impacts on economic, ecological and social aspects in the targeted area of the Danube Region. The description shall concretely specify any element of the project proposal, that could potentially bring the risk of significant harm (within the meaning of Article 17 of Regulation (EU) 2020/852 of the European Parliament and of the Council) to the EU environmental objectives (climate change mitigation; climate change adaptation; sustainable use and protection of water and marine resources; transition to a circular economy; pollution prevention and control; protection and restoration of biodiversity and ecosystems), as well as the planned measures of the project to eliminate such negative impacts. At the same time, applicants shall provide concrete details about the potential direct or indirect positive impacts of the planned measures and project outcomes on these environmental objectives (what exactly would improve, by which project element and how, making sure that this is adequately reflected in the work plan). This shall relate not only to the (future) impact of the project outputs and results, but also to project activities and solutions (e.g. "green" approach in project event organisation, travels, public procurements, energy efficient solutions, etc.) that can reduce the ecological and carbon footprint of the project implementation.

EU Charter of fundamental rights, gender equality, non-discrimination

Applicants must choose an appropriate contribution option and explain how the horizontal principles of the fundamental rights, equal opportunity, non-discrimination (including based on national or ethnic origin, colour, religion, age, mental or physical disability or sexual orientation), gender equality and accessibility during project design and implementation are planned to be respected, followed and how they are integrated in the activities.

Strategic Environmental Assessment (if applicable)

Interreg Danube Region
Co-funded by the European Union

Applicants must choose an appropriate contribution option and indicate whether Strategic Environmental Assessment procedure (in the scope of the SEA Directive and/or the UN Protocol on strategic environmental assessment of the Espoo Convention) is expected to be carried out in connection to any project output, deliverable, or investment. The “type of contribution” options in the AF are not relevant in this case, but it shall be explained in the description field either that SEA is not relevant in connection to any project element and why; or the concrete output, deliverable, or investment that is subject to SEA shall be specified and explained why.

C.8 Durability and transferability

Only sub-sections C.8.2 and C.8.3 are applicable. In section C.8.1 applicants shall enter "N/A" in the field.

Applicants shall provide here answers to the questions regarding the durability and transferability of the project by describing the measures taken during the project implementation to ensure durability of project outputs and their transferability or applicability to other organisations/ bodies/ countries. If applicable, the role of the ASPs in ensuring the durability and transferability has to be described in this section as well.

Applicants should make sure that EUSDR is embedded at the level of durability and transferability.

C.8.2 Durability

Durability refers to the long lasting use and effects of the projects outputs including their further valorisation. The section should also tackle the sustainability of the project outputs and its three dimensions:

- **Financial sustainability** - financing of developed solutions, of follow up activities, leverage of funds etc.
- **Institutional sustainability** - "ownership” of project outputs - which structures will ensure that the project outputs continue to be in place after the project end and how
- **Political sustainability** - how will the project outputs be supported by local/regional/national/international decision makers or how they be used for improved policies, strategies, systems, approaches in the given field

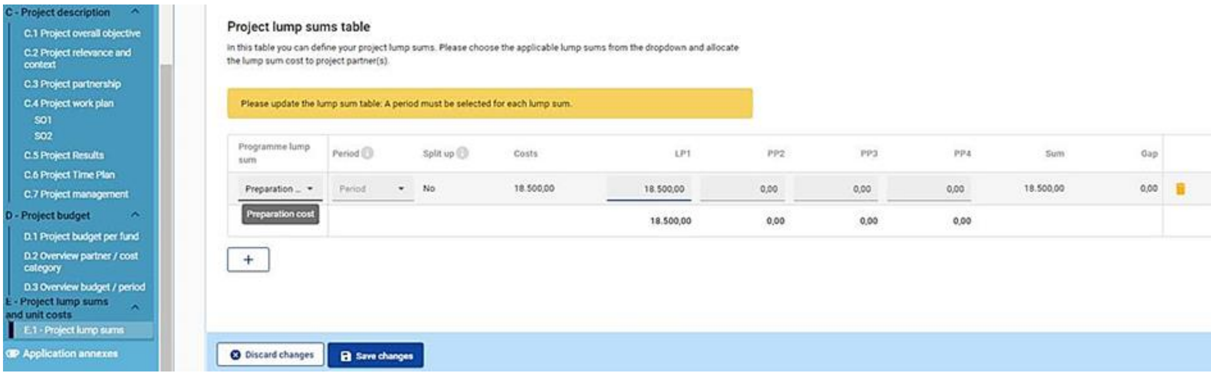
C.8.3 Transferability

Transferability refers to the potential of the project outputs to be used as such or adapted/ further developed and transferred to other sectors, regions, etc. or in different contexts.

E.1 Project lump sums

In case a project applies for preparation costs, which in the DRP is given as a lump-sum, the lead applicant shall indicate it in this section by clicking on E.1 in the left-side menu, then on the "+ Add" button and selecting "preparation cost" from the drop-down list in the table.

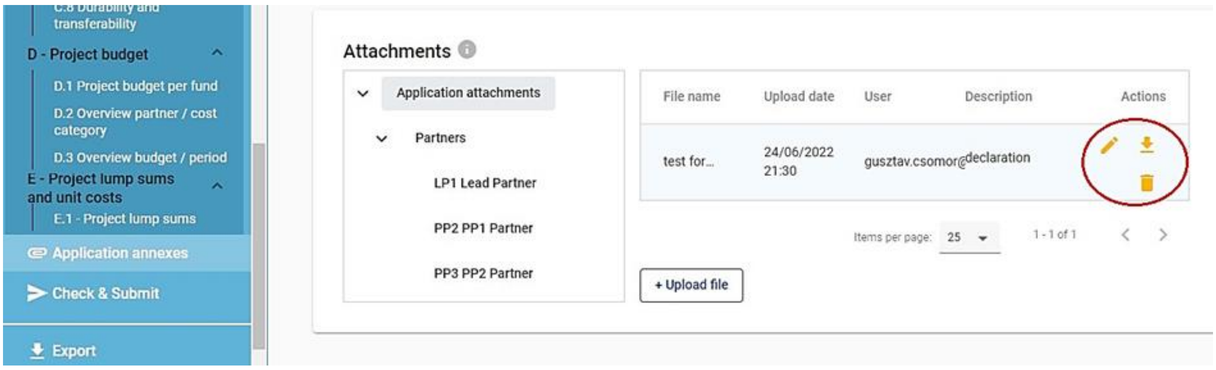
The **lump sum for preparation costs shall be added manually only in the LA's budget and shall NOT be split between partners.**



VII. Application Annexes

The section Annexes is dedicated to the upload of documents that are required with the submission of the application form for each project partner, including the LA, i.e. signed and scanned declaration of co-financing, state aid declaration, LP confirmation, as well as ASP declaration (if relevant), Declaration for International Organizations (if relevant), Partnership Agreement.

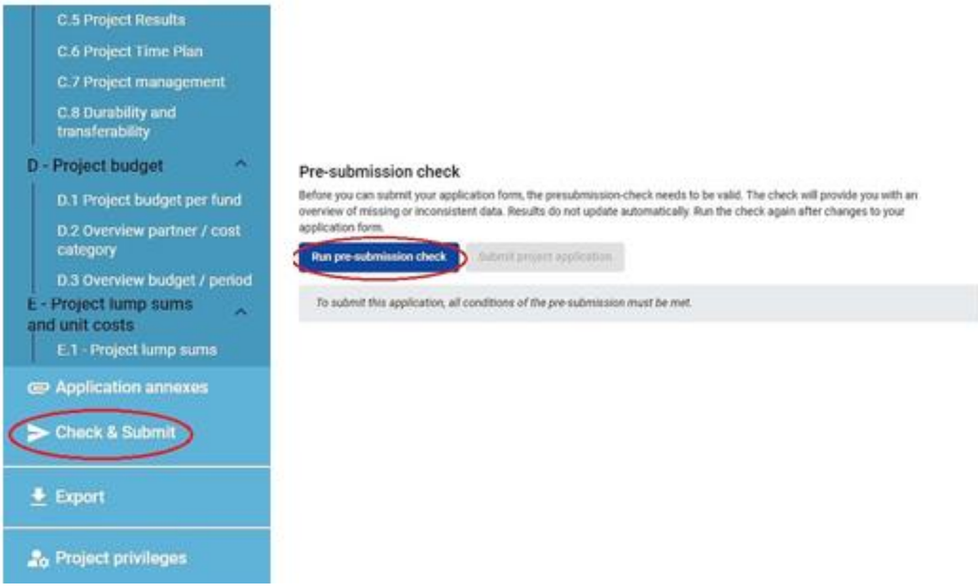
To upload a file, first the relevant section has to be selected (e.g. application attachment or a specific partner) followed by a click on „Upload file". After the upload is done, further actions can be done if needed such as edit description, download file or delete file.



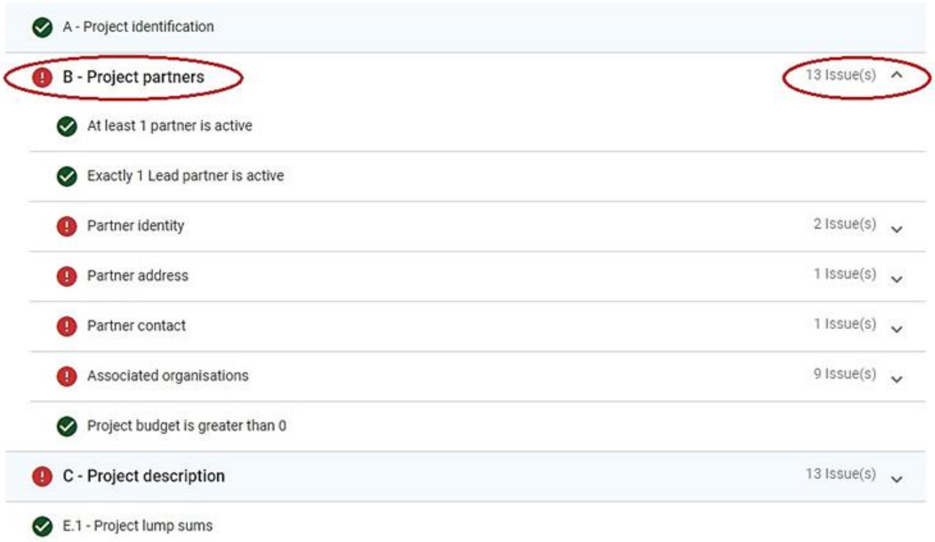
Applicants are requested to name the files to be uploaded in accordance with their content (e.g. PP4_Declaration of co-financing, Partnership Agreement, etc.).

VIII. Checks and submission of the AF

Before the submission of the application form, the pre-submission check has to be done. The check will provide an overview of missing or inconsistent data. Since results do not update entered data automatically, applicants need to run the check each time changes are made in the application form.



In order to submit your application, all conditions of the pre-submission check must be met by correcting or completeing the incorrect, or missing data / field.

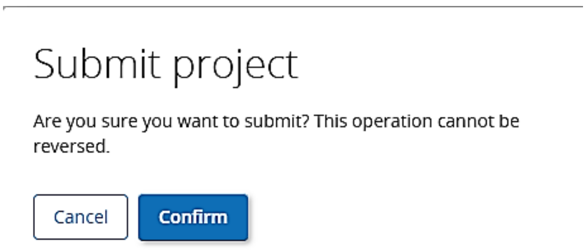


It has to be noted that a successful pre-submission check does not guarantee that the application is fully complete and formally compliant! Pre-submission checks include verification of mandatory fields and conditions.

Applicants are recommended to run the pre-submission check function during the preparation of the AF and not only before the submission in order to identify missing fields and inconsistencies in due time, allowing sufficient time to complete and correct the errors indicated by the system!

When all sections and fields are valid the „Submit project application" button will be enabled and the application form can be submitted.

The system prompts a request for confirmation before submitting the proposal.



The status of the application, in the Dashboard, will change to "Submitted" and a confirmation of the submission will appear in the Notifications section.

Notifications

Time	Related call	Project	Acronym	Partner	Subject
05/08/2025 14:09	5 - DRP - 3rd Call for proposals	DRP0501582	Ana Test 1	-	DRP - Ana Test 1 proposal has been submitted

By pressing on the arrow on the right side, the applicant can see the entire text of the notification.

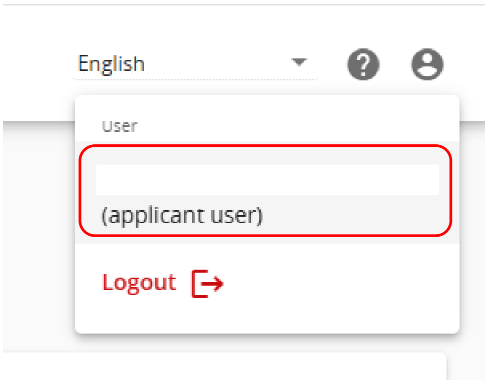

Notifications

Time	Related call	Project	Acronym	Partner	Subject
05/08/2025 14:09	5 - DRP - 3rd Call for proposals	DRP0501582	Ana Test 1	-	DRP - Ana Test 1 proposal has been submitted

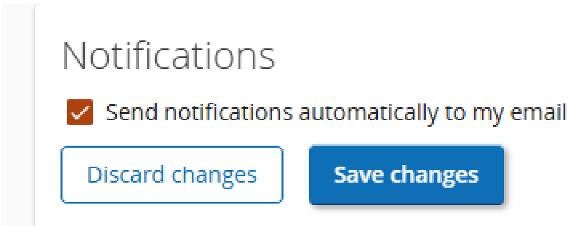
Dear applicant,

we confirm that your project proposal Ana Test 1 has been successfully submitted to the 3rd Call for proposals of the Danube Region Programme.

To receive the notifications by email as well, the applicants can go to the user icon in the upper right corner and press on the email address.

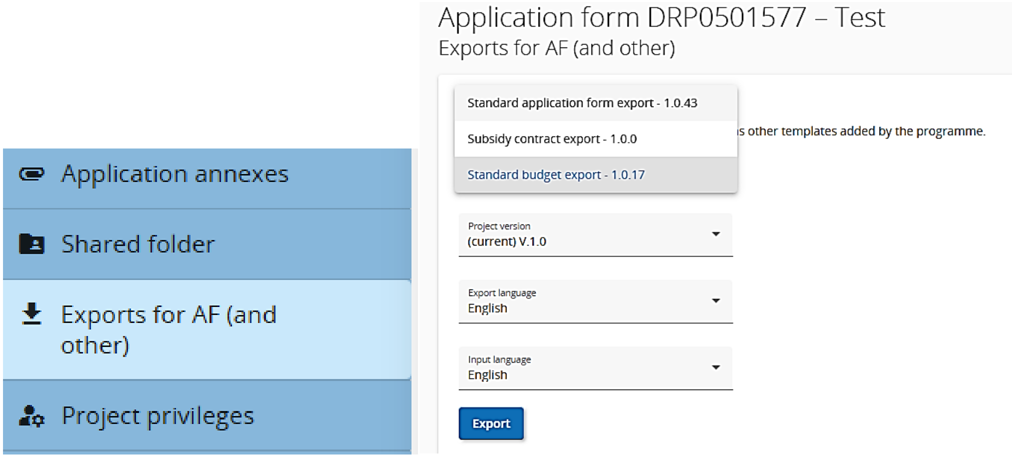


In the newly opened window, the applicants shall tick the box "Send notifications automatically to my email" and save the changes. All notifications will be then sent by email as well.



Export function

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


Application form DRP0501577 – Test
Exports for AF (and other)
Standard application form export - 1.0.43
Subsidy contract export - 1.0.0
Standard budget export - 1.0.17
s other templates added by the programme.
Project version
(current) V.1.0
Export language
English
Input language
English
Export
Application annexes
Shared folder
Exports for AF (and other)
Project privileges