Meuse – Rhine (NL – BE – DE)

STIPP

JEMS-STIPP

Project implementation manual

Version 1.0

Date: 09/09/2025

Table of contents

1. Introduction

This guidance contains the main technical explanations on the operation and use of JEMS-STIPP, the electronic system in force for the STIPP instrument. It has been purposely narrowed and simplified to focus on **Project implementation** in STIPP.

For technical guidance on the application phase, please consult our 'JEMS-STIPP Applicant manual' on our STIPP webpage

- **Official language**: the official language of the STIPP instrument is English.

- **Web browser**: JEMS-STIPP is a web application which can be accessed with recent versions of the most common browsers (e.g. Google Chrome, Microsoft Edge, Mozilla Firefox). No additional plugins are needed.

Disclaimer: JEMS-STIPP is a new system for both the STIPP instrument and the applicants, and it is partially still under development. For this reason, we ask for your understanding in case something should not work yet as it should.

2. Technical support & Helpdesk

Should you experience any issue with JEMS-STIPP, please contact JEMS-STIPP Helpdesk during work days at: jems-stipp-helpdesk@prvlimburg.nl

Inside JEMS-STIPP, you can also click the button ? to reach the Helpdesk.

For a quick and efficient answer, please communicate the following elements (if relevant):
- the project ID / project name (e.g. SME0001-FM),
- the concerned user account (i.e. the email address used for the registration in JEMS-STIPP),
- an explanation on the issue + screenshot and/or alert message appearing on your screen.

Complementary guidance for STIPP projects

For more guidance with regards to your project, please consult our STIPP webpage

3. List of abbreviations

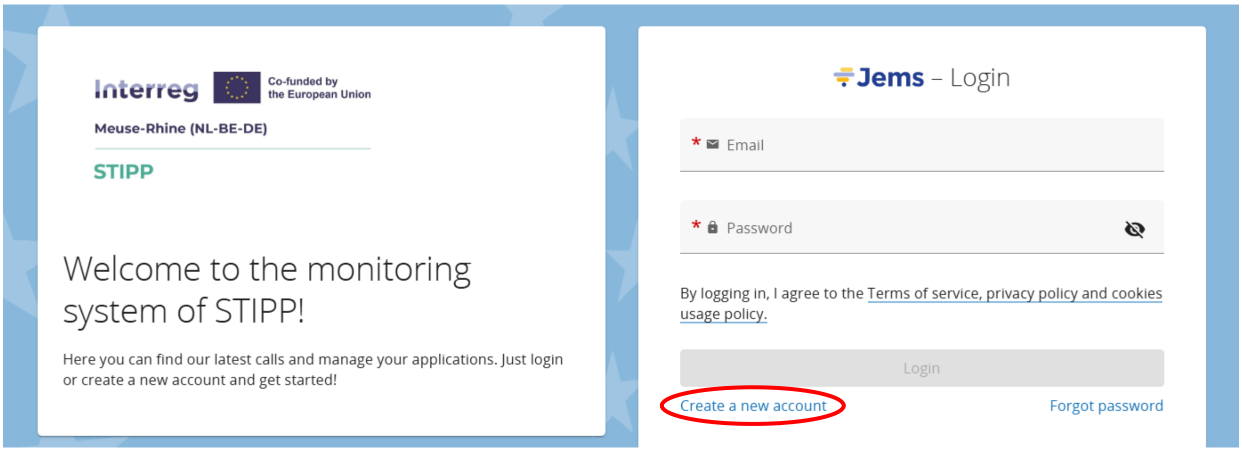
In the frame of INTERREG funds and the STIPP instrument, we use a technical vocabulary with some abbreviations. Please find below the list of the main abbreviations you will encounter:

- AA – Audit Authority
- AF – Application Form
- FM – Fund Manager
- LA – Lead Applicant
- LP – Lead Partner
- LoE – List of Expenditure
- MA – Managing Authority
- PP – Project Partner
- RDA – Regional Development Agency

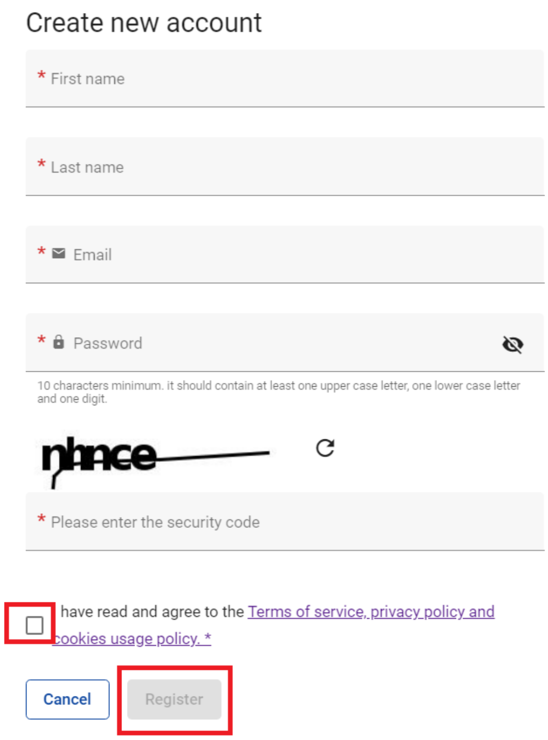
4. Access & registration to JEMS-STIPP

The JEMS-STIPP system can be accessed by clicking on the following link: jems-stipp.interregmeuserhine.eu

First, **each applicant/project user must register in JEMS-STIPP** by clicking on the link 'Create a new account', available on the homepage.



Once in this section, the user will have to provide a set of credentials (see illustration and details below).

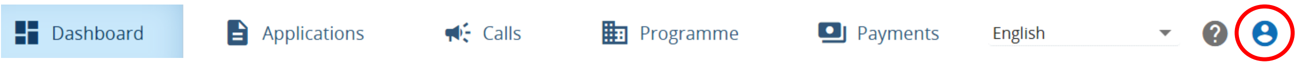


- **First name / Last name**: user's personal information.
- **Email**: user's email address- it will be used to log in and notifications will be addressed to it.
- **Password**: password which will be used to access JEMS-STIPP.
- All fields marked with '*' are mandatory.
- **Click the tick box** to acceptance of the Terms of service and privacy policy (*mandatory field). Click 'Terms of service and privacy policy' to activate the hyperlink to the legal document.
- The **'Register' button** turns active only once the mandatory information is filled in.
- Upon creation of a new account, a message appears in green to **check your Inbox** for a confirmation email.
- Click on the **button 'Go to login'** to go to the JEMS-STIPP login page.
- Click **'Forgot your password'** on the login page to receive a new link by email to reset your password.

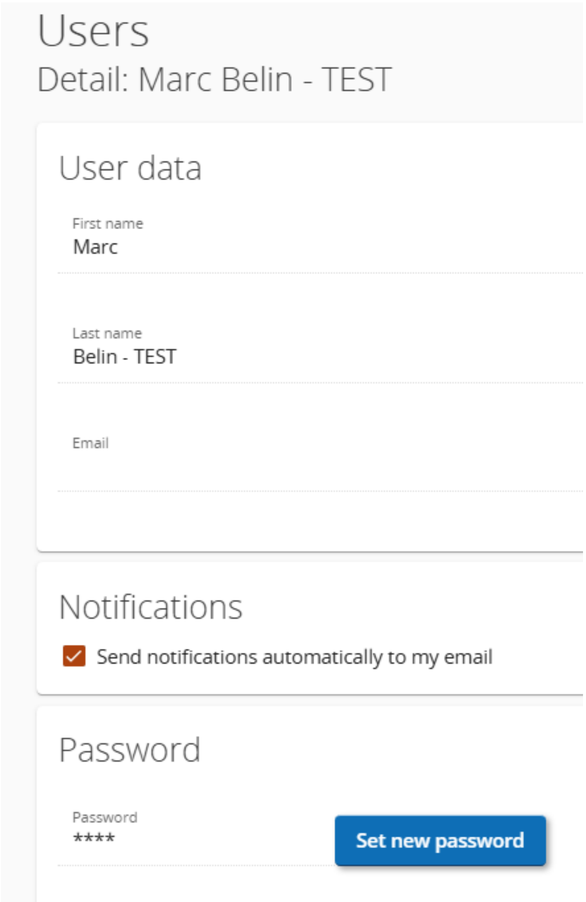
Once logged in JEMS-STIPP, the system opens the section ***Dashboard*** as start page.

5. My user profile

You can edit your user profile by clicking the button on the top right corner of your screen and by selecting your username:



In this section, you can manage your notifications, set a new password or even logout.



6. Find my Application/ Project

When logging in JEMS-STIPP, you automatically reach your ***Dashboard***. Scroll up or down to reach the sub-section *My applications* and get a quick access to your application/project.

You can enter the chosen application/project by clicking on the project line (see illustration in blue below):

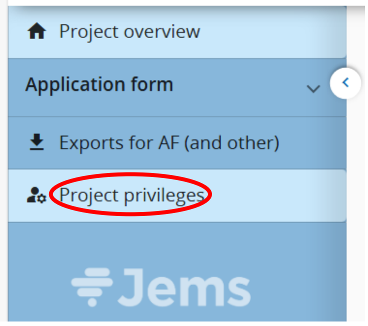
For more guidance on how to create a project application, please read our 'JEMS-STIPP Applicant manual' on our [STIPP webpage]

7. Manage users and privileges

7.1. Project privileges

Once the project is selected, the user rights have to be reviewed and updated in accordance with your project management. **This should be done as soon as the project is given the status Contracted in JEMS-STIPP.**

To do so, open the section 'Project privileges' in the relevant project, from the *Dashboard* overview (see chapter 6).



Once in your project, select the item 'Project Privileges' at the end of the (blue) left menu. This section allows the Lead Partner (LP) to manage the access rights of project users in the selected project.

Please note that project privileges are restricted to the level of a specific project – each project is an 'isolated island'.

The section 'Project privileges' enables multiple users to collaborate together in a project. A user who collaborates in many projects, can have distinct user privileges in different projects.

The only required parameter to identify and assign users in JEMS-STIPP is their respective usernames, the e-mail used by the user to register in the system.

It is only possible to assign users if they are **already registered in JEMS-STIPP** (see chapter 4).

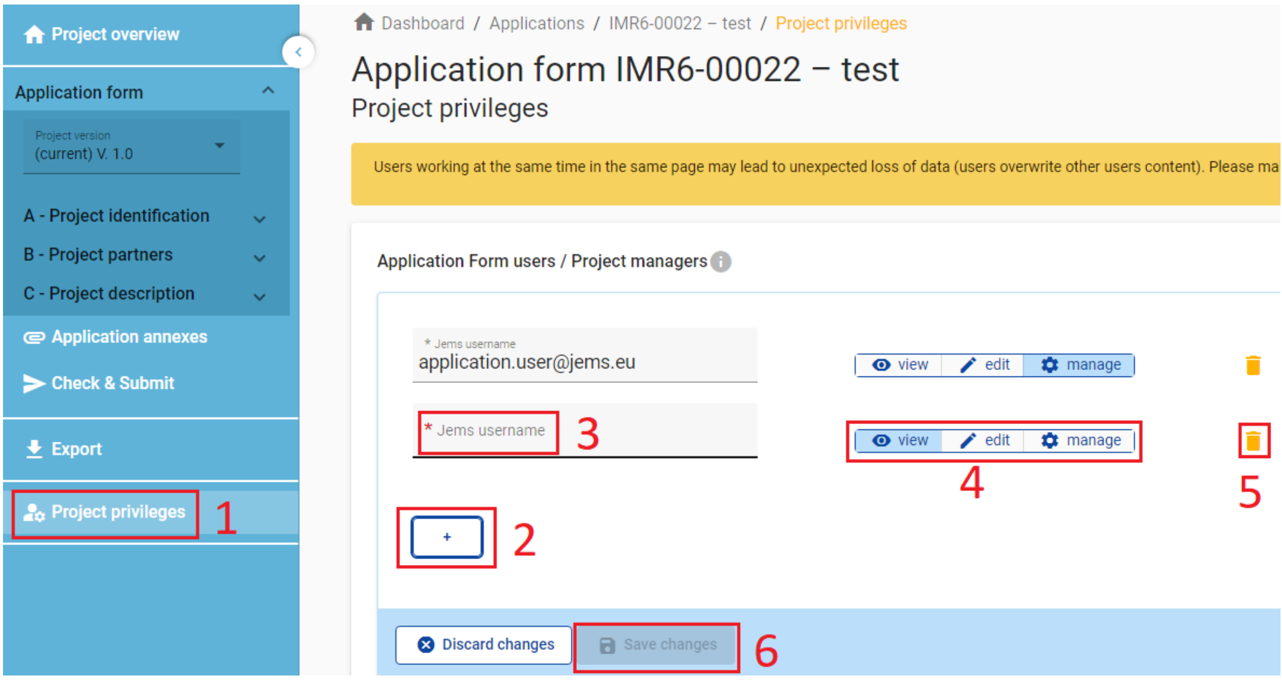
Upon successful assignment, the user will see the project appearing in his/her *Dashboard*.

Please note that project privileges are split into 2 levels:

- User access rights on application/project level
- User access rights on partner level

7.1.1. User privileges at the Application/Project level

During the application phase, the Lead Applicant (LA) has ‘manage’ access rights to the project application. The LA is the one to grant access rights to other users to an open application, namely project partners and/or collaborators.



1. You can **add and manage other users** by clicking the item '**Project Privileges'** under the left menu.
2. To **add a new user**, click on the '**+**' icon
3. And then **type the exact email address of the user**. This means that they have first to register in JEMS-STIPP and then provide the Lead Applicant with their email addresses. Please be aware that capital letters are also important in this case: if a participant is registered as name.lastname@mail.eu, the system will not find the user Name.Lastname@mail.eu.
4. Choose if the new user can only read the content (**view**), write and modify data (**edit**), or invite other users in addition to 'edit' (**manage**).
5. To **remove a user**, click on the yellow bin icon. There must be minimum one user with manage rights.
6. Click on **Save changes** at the bottom of the screen to activate the user in the project.

By default, the Fund Manager (FM) will give the LA the rights to update partners' data in order to prepare the contracting step.

Once the project is approved and 'Contracted', the LA will automatically become the main Project manager. If necessary, **update the project user rights** after receiving the notification of this new project status from the Fund Management.

It is the <u>LP's responsibility</u> to check that the user rights are in line with the partnership agreement. Technical support can be provided by JEMS-STIPP Helpdesk (see chapter 2).

7.1.2. User privileges on partner level

As soon as the project is selected and the Application Form (AF) is approved in the system, the **project privileges on partner level** appear. The access rights on partner level should be defined by the project manager. This can only be done by a user with 'manage' rights (see chapter 7.1).

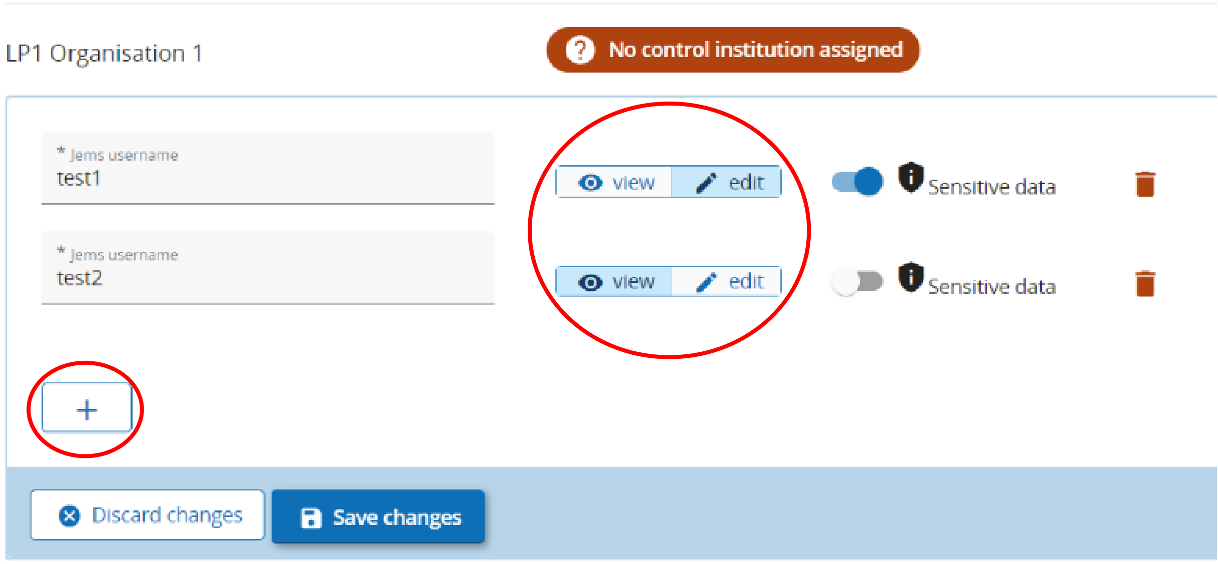
To add a new user, click on '**+**' and define the user rights to be granted:

- **VIEW** – allows read access on partner level
- **EDIT** – allows writing access on partner level

The assignment of a user gives access to the sections *Contracting* and *Reporting* of the project. The user will have access to the related partner reports as well as to its '*Partner details*' in the contracting section.

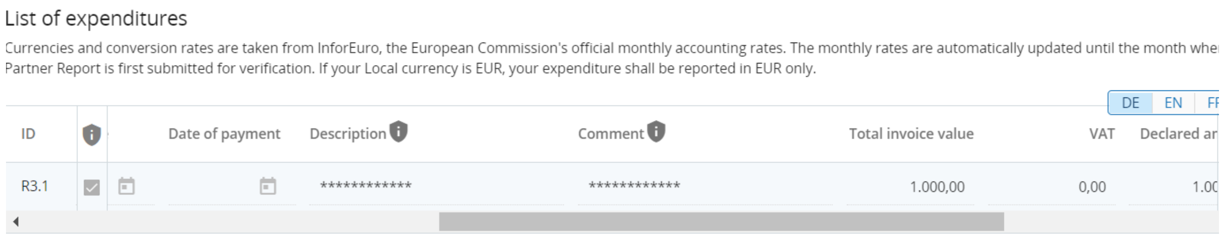
!!! We recommend to **give the LP 'view' access rights to each partner identities** in order to see the several partner reports and to facilitate the reporting on project level **!!!**

Attention point: a user who is assigned to a Project Partner (PP) automatically gets 'VIEW' access to the sections on project level (Application Form / Contracting / Reporting).



The toggle **button 'Sensitive data'** has to be switched 'ON' to allow access to a user to the expenditures marked as GDPR sensitive in the List of expenditures (LoE). This is presented in more details in chapter 9.5.1.

If the toggle **button 'Sensitive data'** is switched OFF, the partner user will not be able to see the description and comment box as well as attachments in their partner reports. The screenshot below shows an example of this view:

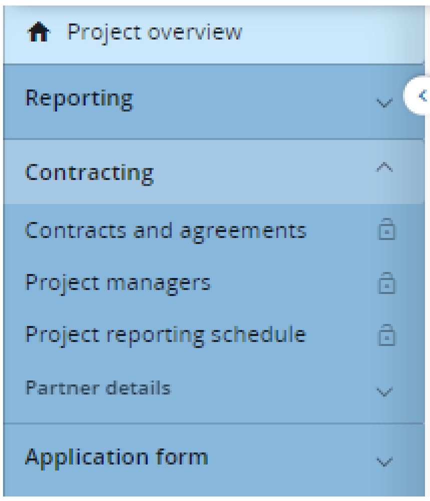


Attention point: Please note that users with **EDIT** rights will have access to the list of the related partner employees in the list of expenditure, regardless of the sensitive data setting.

Controllers who are assigned to a project can always see the content marked as ‘sensitive’ in a partner report. Control institutions are assigned to a partner identity during the contracting phase. When a control institution is assigned, the name of the controller organisation will automatically show up instead of ‘*No control institution assigned*’.

8. Contracting

The section ‘Contracting’ appears in a project once the application is approved and set as contracted by the Fund Manager (FM).



Select ‘Contracting’ in the left menu.

The LP and PP have access to the following sections:

- Contracts and agreements
- Project managers
- Project reporting schedule
- Partner details (if the user is assigned to a PP)

There, users can manage and update their information and documentation in regards to their contract with the STIPP instrument.

8.1. Contracts and agreements

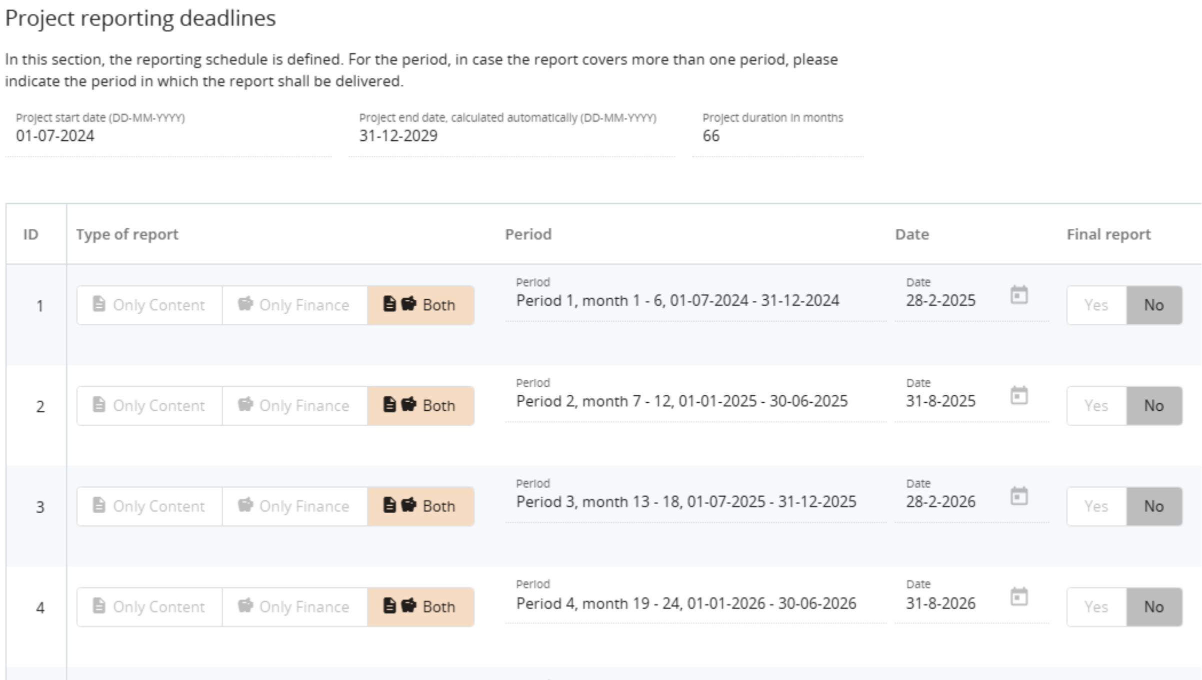
This section is edited and managed by the FM. There, you will find the major dates related to your project, your grant letter, the pre-financing agreements and other files related to your contract with STIPP.

8.2. Project managers

This section **should be filled in by the Project manager during the contracting phase**. It provides information on the several project, finance and communication managers. The LP is responsible for keeping this information up-to-date during the whole project duration and to inform the FM of any changes.

8.3. Project reporting schedule

In this section, the user can see the several deadlines of the project reports to be submitted by the LP. The project reporting schedule is setup by the FM at the contracting phase.



Under 'Type of Report', project reports are always labelled as 'Both', meaning that they have to contain both a *Content* and a *Finance* part.

The column 'Date' indicates the deadlines when the project reports need to be submitted (not the end of the reporting period). More information about reporting deadlines is also provided by the FM during the project kick-off.

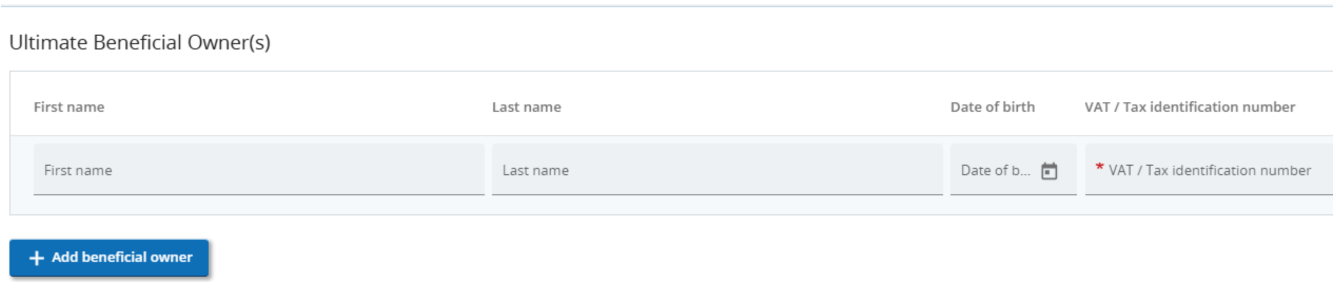
Attention point: reporting deadlines in STIPP

- Submission of a partner report : 1 month after the end of the 6-months period.
- Submission of a project report : 2 months after the end of the 6-months period.

8.4. Partner details

8.4.1. Ultimate Beneficial Owners

In STIPP, it is mandatory for each partner to provide information on the Ultimate Beneficial Owners (UBO) of their organisation. UBOs are the owners or the persons in charge of a company. The elements to be filled in are required by the regulation[1]: first/last name, date of birth, VAT/tax identifier. This section has to be filled in right after the project is approved in order to allow the contracting of the project.

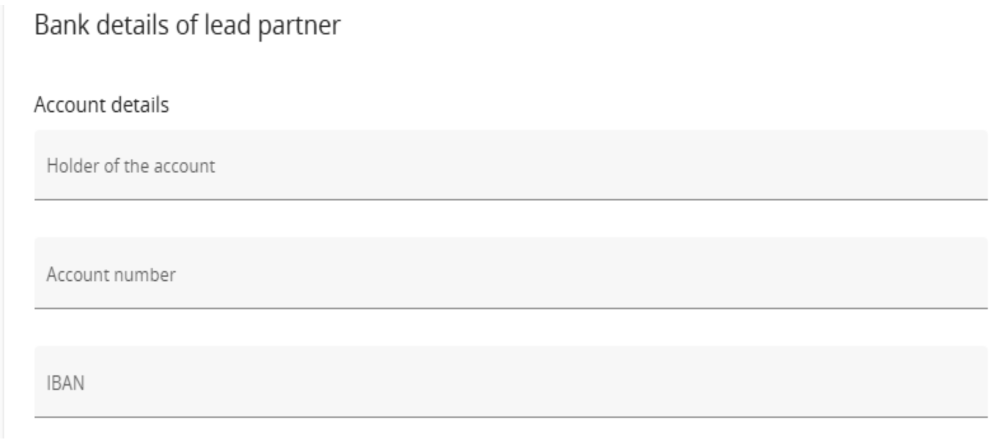


8.4.2. Bank details

Each partner should fill in their bank details in JEMS-STIPP.

[1] Annex XVII of Common Provisions Regulation, named 'Data to be recorded and stored electronically on each operation'- see Regulation - 2021/1060 - EN - EUR-Lex

The Lead partner has to complete and sign the STIPP declaration on bank details and must upload it in this section 'Partner details', together with the bank statement (if relevant).



9. Reporting – Partner report

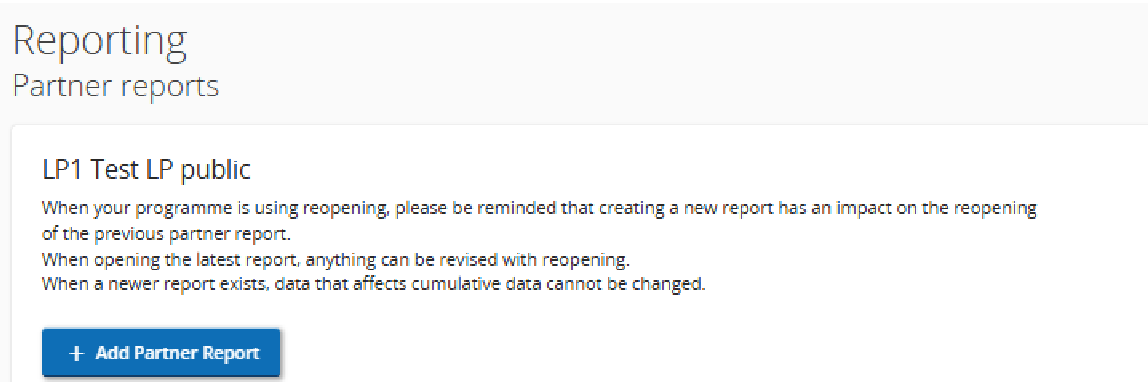
The section 'Reporting' appears once the project is approved and has received the status 'Contracted' from the Fund Management. This chapter explains the steps to be taken to prepare and submit a partner report.

Reminder: only users assigned with the project privilege 'EDIT' in a dedicated partner organisation are able to create/edit and submit partner reports (see chapter 7. for more details).

Attention point: newly created partner reports take data from the last approved version of the AF. If modifications of the AF occur in between two reports, the information provided in past reports will remain static and changes will only be taken into account in future reports.

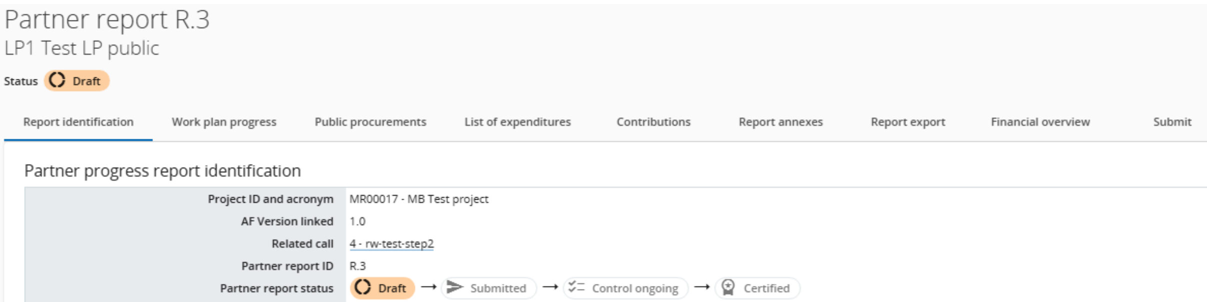
9.1. Create a partner report

Select the concerned PP in the left menu and click to open the partner specific reporting section. To create a partner report, click on **+ Add Partner Report.**



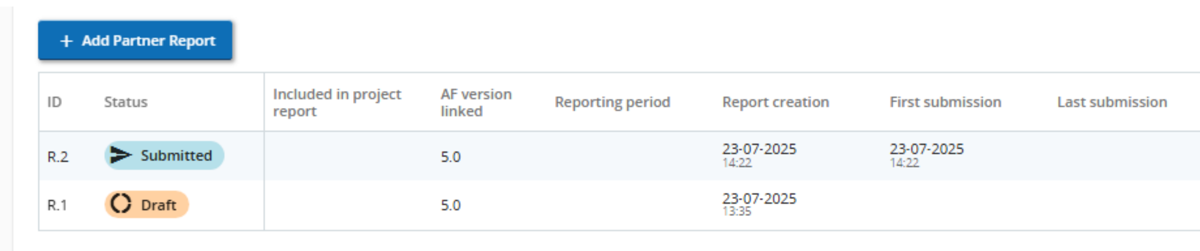
Then, the partner report is created and automatically numbered R.1 (report ID in ascending order R.1, R.2, R.3, etc.). The partner report ID does not reflect the reporting period. There are no restrictions for the number of reports created.

The partner report is divided into different sections accessible through tabs at the top. These sections will be explained in details in the next sub-chapters.



To go back to the partner report overview, click on the concerned PP under 'Partner reports' in the left menu.

The partner report overview provides information on the partner report ID, the current report status (Draft – Submitted – Control ongoing – Certified), the reporting period (once selected in the 'Report identification'), the date of report creation and the date when the report was submitted for the first time.


+ Add Partner Report

ID	Status	Included in project report	AF version linked	Reporting period	Report creation	First submission	Last submission
R.2	Submitted		5.0		23-07-2025 14:22	23-07-2025 14:22	
R.1	Draft		5.0		23-07-2025 13:35		

Please note that **only the last added report can be deleted** from the overview (if it is a draft).

Attention point: if a project modification (i.e. new version of the AF) is approved, modified items will only be shown in the partner report(s) created after approval of the modification, but not in partner reports which are in draft or submitted status at the time of approval of the modification.

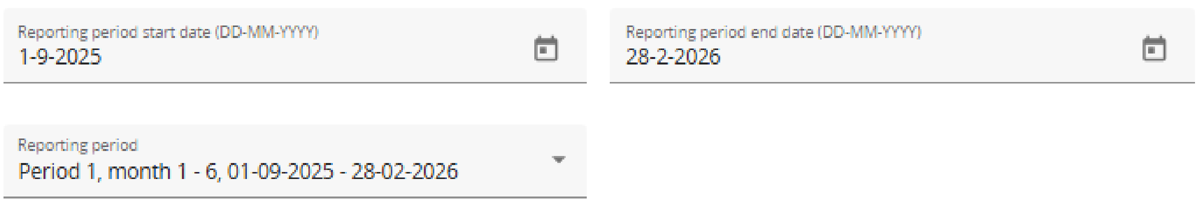
The partner report status is first 'Draft' at its creation. After submission to the controller it becomes 'Submitted', then 'Control ongoing' when the control starts and finally 'Certified' when the control is achieved.

Creating a partner report will lead you automatically to the first tab called 'Report identification'.

9.2. Report identification

First, you have to define the **reporting period start & end dates**. In STIPP, the reporting period start/end dates are the same ones as in *Reporting period*. Please proceed as follows:

- Select the corresponding period number in *Reporting period* (e.g. 'Period 1, month 1 – 6, 01-09-2025 – 28-02-2026')
- Enter the *Reporting period start date* (e.g. 01-09-2025)
- Enter the *Reporting period end date* (e.g. 28-02-2026)



Then, you are given the possibility to write a summary of the partner's activities during the reporting period. All other text fields are optional.

Finally, click on **Save changes** before moving on to the next section.

9.3. Work plan progress

Details on the activities performed over the period have to be provided in the section 'Work plan progress'. There, **the partner has to describe the progress per work package**. It is also possible to describe the progress of each activity and to upload attachments.

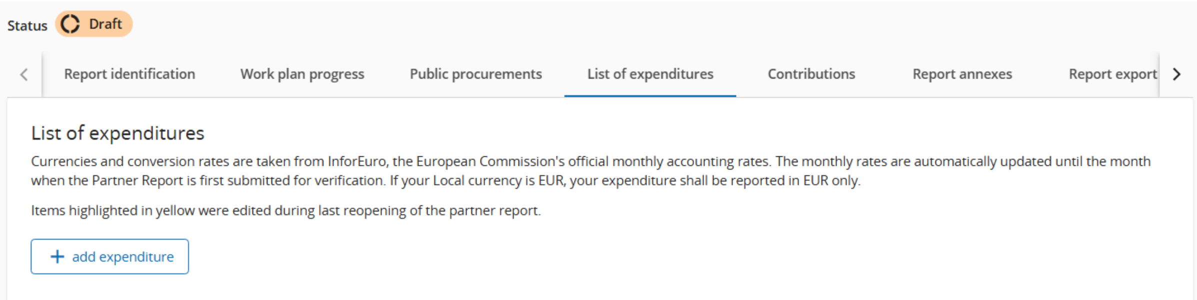
Attention point: please note that the text content in the partner report has to be written in a comprehensive way and with enough details so that the controller could understand the link between the expenditures claimed and the activities performed over the period.

9.4. Public procurements

In STIPP, the section *Public procurements* of the partner report is **not relevant** and can be left empty.

9.5. List of expenditures

The section 'List of expenditures' is the place where the partner can create cost items and report on the expenditures over the period.



9.5.1. Create an expenditure item

By clicking on **+Add expenditure** the PP can add expenditure items one by one. Each expenditure has to be reported as a separate expenditure item in JEMS-STIPP.

It is **not necessary to report on flat rates.** Expenditures reimbursed on a flat rate basis will be automatically calculated once the expenditure item to which flat rate applies to will be added to the list of expenditures. Flat rates will also be visible and added to the section 'Financial overview' of the partner report.

List of expenditures

Currencies and conversion rates are taken from InforEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only.

Items highlighted in yellow were edited during last reopening of the partner report.

ID		Previously parked by	Cost category	Procurement	Internal reference no.	Invoice no.	Invoice date	Dat
R2.1	☐		External expertise ...	N/A	54646	F745-99	1-7-2025	15
R2.?	☐		Equipment	N/A				

Once a cost line is created, the system allows to upload attachments to each cost item. **All supporting documents required for the reimbursement of the expenditures (time registration, invoices, contracts…) shall be uploaded in JEMS-STIPP.**

Attention point: please consult the *Cost catalogue* available on our STIPP webpage for more details on the required documents to be provided per cost category.

When adding an expenditure item, the following fields appear:

- Identification number (ID): the expenditure item identification number. The ID is traceable and links the item to the partner report. The ID is used to identify the several items coming from several reports.
- Sensitive data (tick box): by ticking this box on sensitive data, the expenditure details are defined as **sensitive in regards to data privacy**. In accordance with the *General Data Protection Regulation* (GDPR), access to the expenditure item is then restricted for the concerned fields: *Description/Comment/Attachments*. If the item is defined as sensitive data, only users with appropriate project privileges will be able to see this content on the concerned expenditure. Other users will be limited to the fields related to the cost category and the amounts.

Attention point: only a user with EDIT rights combined with the privilege *Sensitive data* in the section 'Project privileges' can flag expenditure items as sensitive. Please note that controllers and auditors have access to any data due to their roles. **Carefully check the settings for access to sensitive data in 'Project privileges'** (also see chapter 7).

- Cost category: select the cost category in which the item belongs to. Only the selected categories in the Application Form (AF) can be selected here.
- Procurement: not relevant in STIPP

- Investment no.: this field allows to link an expenditure item to an investment as defined in the AF. If the project has no investments, this field is hidden in the report.
- Internal reference no.: this field can be used to identify the expenditure internally.
- Invoice no.: fill in the invoice number.
- Invoice date: use the date picker to fill in the invoice date (if applicable).
- Date of payment: use the date picker to fill in the payment date (if applicable).
- Employee/supplier name: indicate the employee function & name for which hours are declared or fill in the supplier name.
- Comment: enter a short description of the expenditure item so that the controller could understand the link between the expenditure and the project (or even with the attachments) submitted in this line. If relevant, also **indicate the months for which staff costs are declared.**
- Total invoice value: fill in the total invoice value (excluding VAT).
- VAT: not eligible in STIPP
- Declared amount: fill in the amount that you claim as the basis for reimbursement (i.e. this amount will be the one checked by the controller for eligibility).
- Attachments: after saving the expenditure item, it is possible to add one attachment to the line. Please be aware that the system currently only allows to **upload one file per line**. If a user needs to upload multiple files to a cost item, it is recommended to upload a .zip or .rar file.
  When a file is uploaded, the related expenditure item can't be deleted. **After the attachment has been deleted, the expenditure can be deleted again** (if never submitted).

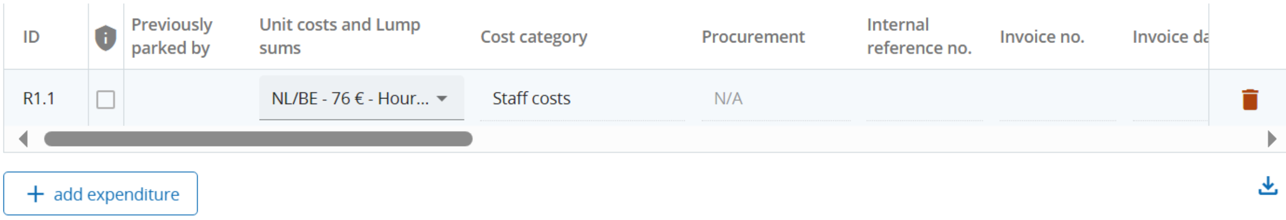
The following fields are automatically filled in: Currency / Conversion rate (when applicable) / Declared amount in Euro.

Attention points:

- the field marked with an '*' is a mandatory field. An expenditure item can only be saved once all mandatory fields are filled in.
- you can save and remove expenditure any time before the submission of the partner report.

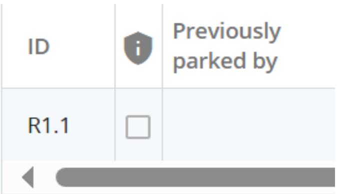
To report **staff cost based on hourly rates** (standard scale of unit), the system creates extra columns to fill in:

- Unit costs and Lump sums: where you can select the corresponding hourly rate
- Number of Units: in this case, the number of hours worked on the project over the period. Please note that **a maximum of 2 decimals can be used to declare the hours**.
- Price per unit: the selected hourly rate (automatically filled in)



9.5.1. Parked expenditure item

In STIPP, the functionality to ‘park expenditure items’ is **not used**. Therefore, this column is **not relevant** both in the *List of expenditure* and in the financial overviews.



9.5.2. Expenditures from non-EU countries

If a partner from a Euro-zone country incurs costs in a foreign currency, please report the amount in Euro. **The Euro amount of the bank statement of the transaction should be used for the list of expenditure.**

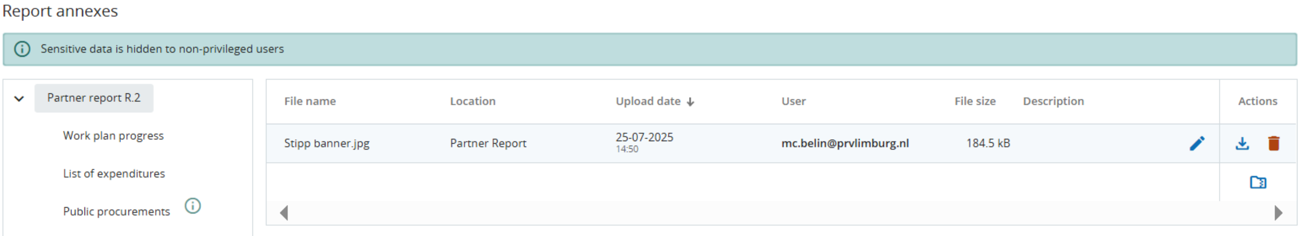
If a project partner is located in a country that **does not have Euro as national currency** (according to the AF), expenditures can be declared in the respective national currency. In such case, the currency of the item is automatically specified as the national currency of the partner. The partner can also select which currency to use. The extra field ‘*Conversion rate*’ will convert the declared amount from the national currency into Euro. The exchange rates are taken from InforEuro. They are updated monthly and fixed upon the exchange rate at the moment of first submission of the partner report.

9.6. Contributions

In STIPP, the section ‘Contributions’ of the partner report is **not relevant** and can be left empty.

9.7. Report annexes

The section 'Report annexes' shows all files uploaded in the different sub-sections of the partner report.



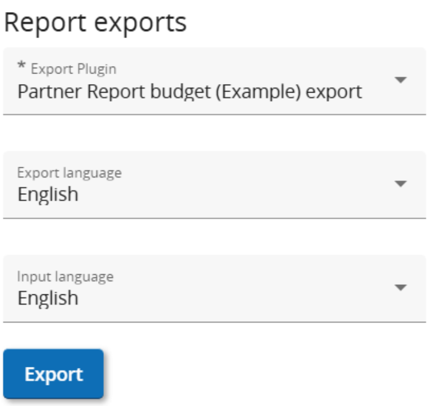
Additional files can also be uploaded here (by clicking on 'Upload file'). Since it is not always possible to add descriptions to a file in the dedicated sections, **users with EDIT rights are allowed to add descriptions to all files** in this section by clicking on the pencil (on the right side).

The tree structure on the left side represents the different sections having an upload function in the report. Select a sub-section to see the files uploaded under this sub-section.

Attention point: files uploaded in this section can be deleted here, other files can only be deleted in the section where they were uploaded.

9.8. Report export

In this section the partner report can be exported at any time in PDF (content) or Excel (finance).



In other sections of the partner report it is also possible to export specific tables.

When the following download icon is visible, it is possible to download the table in Excel format (possible limited number of rows).

9.9. Financial overview

The section 'Financial overview' presents several financial overview tables. They can be used to review the financial content that you have submitted or that you will submit in your partner report(s) to the Fund Management.

Since (financial) deductions made by controllers are not shown in details in a Partner report, **we recommend that you use the financial living tables to calculate your remaining budget** (see chapter 11.2).

The amounts included in the tables represent the aggregation of data, from partner reports previously submitted, by the date the current partner report was created. **Beware that only the last partner report created has the most recent aggregated data.**

Attention point: only create a new partner report when the one(s) from earlier period(s) are no longer in 'DRAFT' status.

Partner Expenditure – summary (in Euro)

This overview table shows the partner budget divided per fund and contribution type.

Partner Expenditure - summary (in Euro)

	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated
ERDF	2.688,00	433,80 parked 0,00	0,00 re-included 0,00	433,80	16,14 %	2.254,20	0,00
Partner contribution	2.688,00	433,80 parked 0,00	0,00 re-included 0,00	433,80	16,14 %	2.254,20	0,00

Information point: In STIPP, only the 2 first lines *ERDF* and *Partner contribution* + the *Total* line are useful. The split of partner contributions is not relevant.

The table also shows some calculations in the several columns:

- Partner total eligible budget: budget from the AF.
- Previously reported: sums up amounts from previously submitted partner report(s).

- <u>Current report</u>: expenditures declared in the current partner report.
- <u>Total reported so far</u>: expenditures declared in the current partner report + all previous ones.
- <u>% of total</u>: percentage of total partner budget that has been reported so far.
- <u>Remaining budget</u>: difference between '*Total reported so far*' and '*Partner total eligible budget*'. It is calculated on the basis of declared expenditure (i.e. the sum of all expenditure declared by a partner in its partner reports). This value can become negative in case the reported expenditures exceed the budget approved in the AF.

Attention point: please note that **deductions made by controllers are not reflected in this column**. Therefore, the actual remaining budget could even be higher than displayed here.

- <u>Previously validated</u>: sum of total eligible expenditure validated by the controller at the moment of creation of the current partner report.
- <u>Previously paid</u>: when a regular payment is made (not a pre-financing), the amount paid by the FM to the LP is added to this column. Amounts are added up in the partner report created once the payment is confirmed in the system.

Partner Expenditure – breakdown per cost category (in Euro)

This table shows the partner budget split per cost category.

Partner Expenditure - breakdown per cost category (in Euro)

Cost category	Flat rate	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated
Staff costs	20 %	896,00	144,60 parked 0,00	0,00 re-included 0,00	144,60	16,14 %	751,40	0,00
Office and administrative costs		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Travel and accommodation		0,00	200,00 parked 0,00	0,00 re-included 0,00	200,00		-200,00	0,00
External expertise and services		4.480,00	523,00 parked 0,00	0,00 re-included 0,00	523,00	11,67 %	3.957,00	0,00
Equipment		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Infrastructure and works		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Other costs		0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00		0,00	0,00
Total		**5.376,00**	**867,60** parked 0,00	**0,00** re-included 0,00	**867,60**	**16,14 %**	**4.508,40**	**0,00**

It works in a similar way as the previous table with in addition a ***<u>Flat rate</u>*** column. It is important to underline that in this column, flat rates are calculated on the total amounts declared in the current report. Therefore, there is less rounding differences as they are calculated on top of total sums and not on top of each individual cost item.

Partner Expenditure - breakdown per Unit cost (in Euro)

This table lists all unit costs (staff-cost) approved in the AF and reported by the partner. Unit costs declared in the list of expenditure show up in the *Current report* column.

Please note that no simplified cost items (flat rates) are added up to this table, as they are automatically calculated on top.

Partner Expenditure - breakdown per Unit cost (in Euro)

Unit Cost	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated
NL/BE - 76 € - Hourly rate 6	15.200,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00 %	15.200,00	0,00
Total	**15.200,00**	**0,00** parked 0,00	**0,00** re-included 0,00	**0,00**	**0,00 %**	**15.200,00**	**0,00**

Partner Expenditure - breakdown per investment (in Euro)

This table is hidden when no investments are used in the project.

If a project uses investments, these expenditures are displayed in this separate table.

Please note that no simplified cost items (flat rates) are added up to this table, as they are automatically calculated on top. Only real costs linked to the investment in the L*ist of expenditure* are displayed in this table.

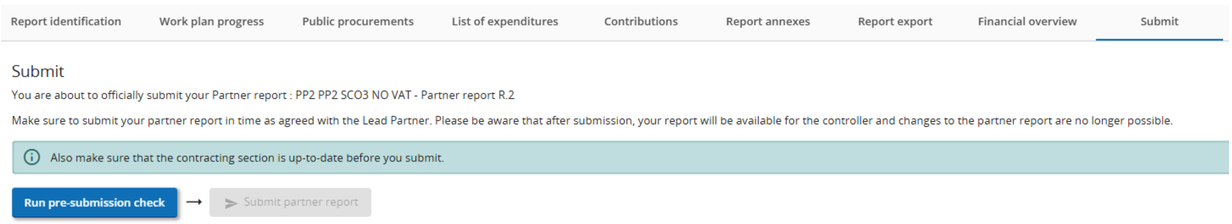
Partner Expenditure - breakdown per investment (in Euro)

Investment Nr.	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated	Total eligible after control for current
I1.1 Investment 1	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00	0,00	0,00	0,00
I1.2 Investment Two	0,00	0,00 parked 0,00	0,00 re-included 0,00	0,00	0,00	0,00	0,00	0,00
Total	**0,00**	**0,00** parked 0,00	**0,00** re-included 0,00	**0,00**	**0,00 %**	**0,00**	**0,00**	**0,00**

Information point: all amounts shown in all these tables are automatically converted into Euro. A partner with a national currency other than Euro has to be aware that exchange rates are updated monthly and fixed upon first submission of the partner report. Therefore, the values might change in 'Draft' reports.

9.10. Submit

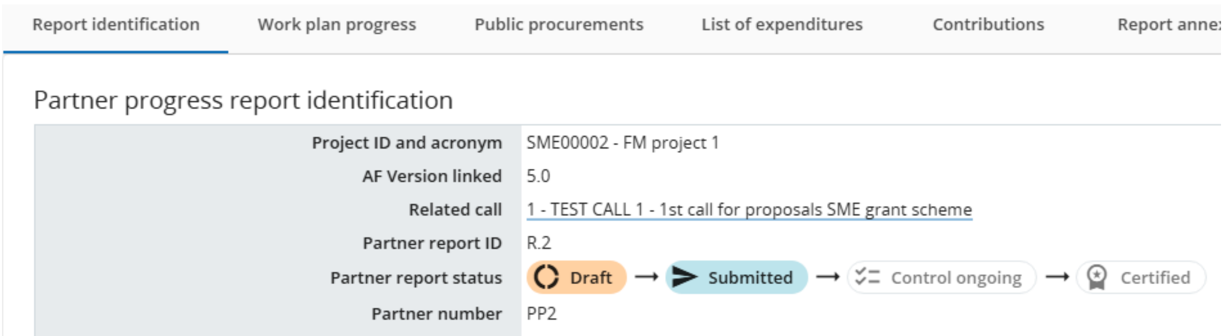
In this last section 'Submit' the partner report can be submitted.



To submit the partner report:

- First, we recommend double-checking once more all sections of your partner report,
- Then click on '**run pre-submission check**'. The submission button turns active only once the partner report has successfully passed the pre-submission check.
- Finally, **submit** the partner report.

Once submitted, the status of the report changes in the report identification tab (see screenshot below).



Besides the submission of the report, a general warning is given to partners that they are reminded to make sure that the contracting section is up to date. This is to make sure that the bank details and other information in the contracting section and the dedicated partner pages stay up to date.

During the control, **a controller may contact the PP in order to get further information or clarification on the submitted report and expenditures.** Controllers also have the possibility to re-open the partner report if it needs to be amended.

9.11. Control overview

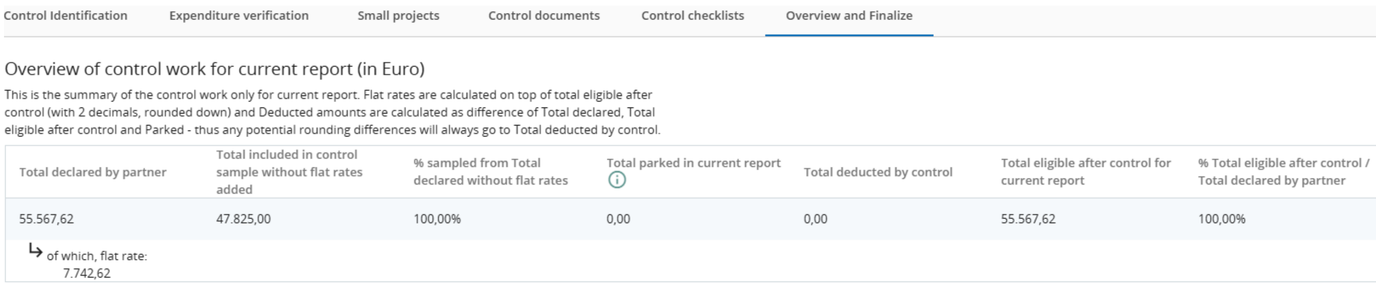
Once a partner report has been controlled, the PP can see the result of the check when clicking on the button 'Open controller work' in the overview of partner reports.

ID	Status	Included in project report	AF version linked	Reporting period	Date of report creation	Date of first submis...	Last submissi on	Amount submitted	Control end date	Total eligible after control for current report	Control
R.2	Su...		2.0		30/07/2024	30/07/2024		20.288,47			Start control
R.1	Ce...		2.0		17/07/2024	30/07/2024	30/07/2024	30.734,70	30/07/2024	30.432,70	Open controller work

Items per page 25 1 - 2 of 2

Then, the control environment with the following sections appears:

- <u>Control identification</u>: some basic information over the control
- <u>Expenditure verification</u>: the list of expenditures with the results of the control work
- <u>Control communication</u>: in this section both controller and partner user(s) can upload and download documents.
- <u>Control checklists</u>: in this section partner can see the checklist filled in by the controller
- <u>Overview and Finalize</u>: this overview table consists of amounts only related to the current partner report (there is no cumulative data in this table).



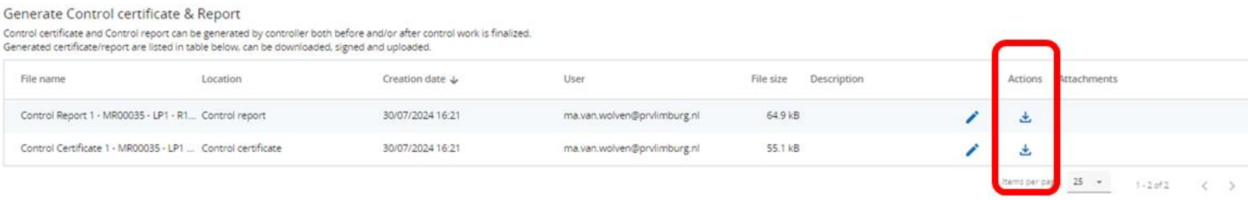
Control Identification | Expenditure verification | Small projects | Control documents | Control checklists | Overview and Finalize

Overview of control work for current report (in Euro)

This is the summary of the control work only for current report. Flat rates are calculated on top of total eligible after control (with 2 decimals, rounded down) and Deducted amounts are calculated as difference of Total declared, Total eligible after control and Parked - thus any potential rounding differences will always go to Total deducted by control.

Total declared by partner	Total included in control sample without flat rates added	% sampled from Total declared without flat rates	Total parked in current report	Total deducted by control	Total eligible after control for current report	% Total eligible after control / Total declared by partner
55.567,62	47.825,00	100,00%	0,00	0,00	55.567,62	100,00%
↳ of which, flat rate: 7.742,62						

- ✓ **Total declared by partner**: declared in the partner report and flat rates (in a separate row) based on the settings in the AF.
- ✓ **Total included in control sample without flat rates added**: total items marked as part of sample in the 'Expenditure verification' section (no flat rate added on top).
- ✓ **% sampled:** percentage of sampled items out of total declared items.
- ✓ **Total parked in current report**: not applicable in STIPP
- ✓ **Total deducted by control**: total amount deducted by the controller
- ✓ **Total eligible after control**: total certified amount of expenditure items from the 'Expenditure verification' section. Flat rates are added on top and calculated according to the partner budget rounding settings (2 decimals, rounded down)
- ✓ **% total eligible after control**: percentage of total eligible amounts after control out of total declared (both also including flat rates).



A summary of the control work can be found in the *Control Report* and *Control Certificate* which can be downloaded at the bottom of the ‘Overview and Finalize’ section.

10. Reporting - Project report

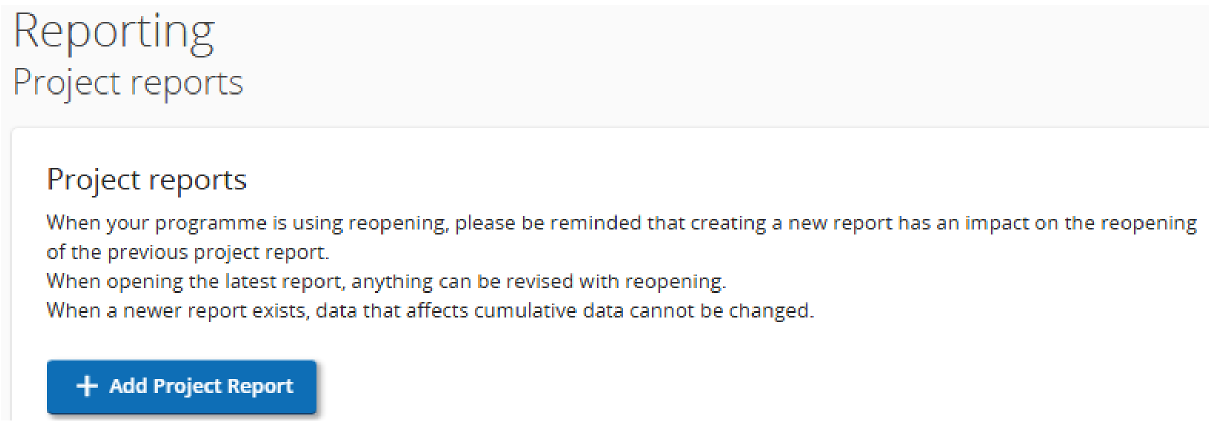
This chapter explains the steps to be taken to complete the sections of a project report.

Reminder: only *Project managers* assigned with the project privilege ‘EDIT’ or ‘MANAGE’ are able to create/edit and submit project reports (see chapter 7 for more details).

Attention point: when 2 or more users work in the same report (project and partner) at the same time, this might lead to the loss of the inserted data. It is therefore recommended that not more than one user works in a report at the same time.

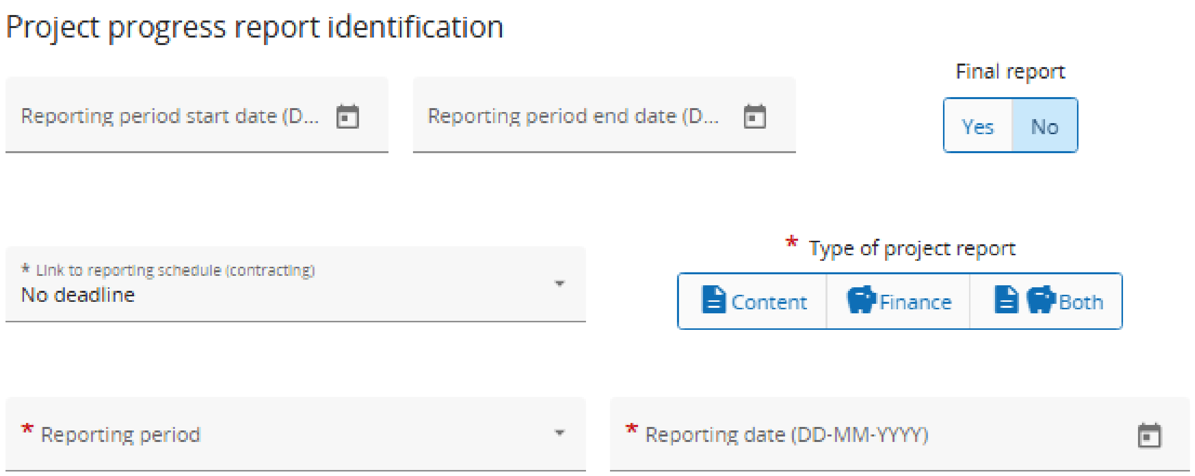
10.1. Create a project report

To access the ‘Project report’ section, click on ‘Reporting’ and then ‘Project report’ in the left menu. Then click on **+ Add Project Report** to generate a new report (see illustration below).



A ‘Create project report’ section appears. First, proceed as follows:

- Enter the **start & end date** of the period.
- Select the corresponding **period number** (e.g. ‘Period 1, month 1 - 6’). The type of project report and reporting date will automatically be selected according to the project reporting schedule (defined in the *Contracting* – see chapter 8).
- Confirm the entries by ticking ‘Create’.

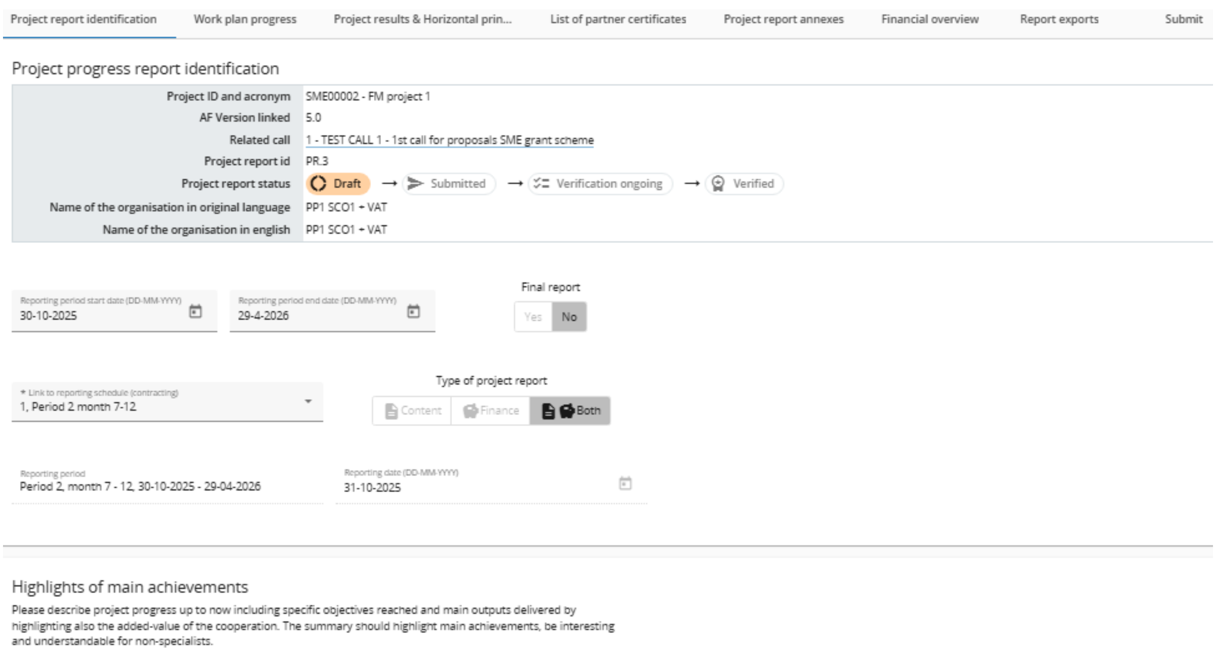


Attention point: by default, the button ‘Final report’ is set on ‘NO’. If you are preparing your last Project report (last period), the system will set the button ‘YES’.

10.2. Project progress report identification

Then, the first tab ‘*Project progress report identification’* pops up and further entry fields appear. The project report identification tab is dynamic, in a sense that it responds to the project report type and to the last approved AF.

First, a **summary** of the achievements over the reporting period shall be provided in the section *Highlights of main achievements*.



Then, an overview of project outputs and results is tabled. The information automatically displayed is based on the AF (target value), previously submitted reports and the content provided in the section *Work plan progress* of the project report.

Overview of the outputs and results achievement

Programme Result Indicator RCR05: SMEs innovating in-house

Programme Result Indicator:	Measurement Unit	Baseline	Target Value	Previously Reported	Current Report	Total Reported So Far
RCR05: SMEs innovating in-house	enterprises	0,00	1,00	0,00	0,00	0,00

If applicable, describe any problems and deviations from the work plan or spending targets in the so-called section.

The section partner spending profile shows the certified amounts, coming from the included partner certificates up until this project report.

Partner spending profile (in Euro)

The calculated amounts in the overview table below are certified amounts, coming from the included partner certificates in this project report. The forecast amount is an input field coming from the partner report.

Partner number	otal eligible budget	Previously Reported	Current report	Total reported so far	% of Total eligible budget	Remaining budget	Period target	Cumulative target	Cumulative target - total report so far	Total report so far / cumulative target	Next report forecast
LP1	60,00	804,84	0,00	804,84	1.341,40 %	-744,84	0,00	0,00	0,00	0,00 %	0,00
PP2	21.280,00	0,00	0,00	0,00	0,00 %	21.280,00	7.022,40	7.022,40	7.022,40	0,00 %	0,00
Total	**21.340,00**	**804,84**	**0,00**	**804,84**	**3,77 %**	**20.535,16**	**7.022,40**	**7.022,40**	**6.217,56**	**11,46 %**	**0,00**

10.3. Work plan progress

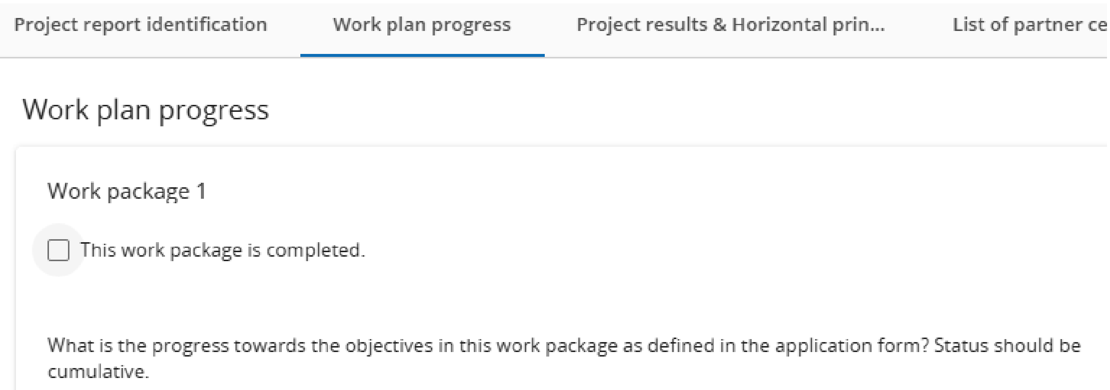
Project managers shall describe in the section *Work plan progress* the progress on work package level including the project specific objective and communication objective, activities, deliverables and outputs (if relevant).

When the first project report is created, the status fields of the project specific objective, the communication objective or the activities are empty. If a prior submitted project report exists, the status fields of a newly created report are pre-filled with the status selected for the respective objective or activity in the latest submitted project report (namely the submitted report with the highest report number, not latest by date of submission).

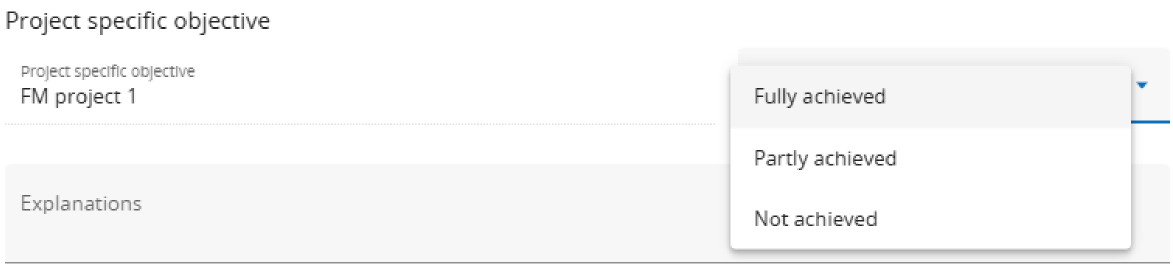
Work package level

Please proceed as follows:

- If relevant, tick the box to mark this work package as completed. If ticked, there will be no need to report about the progress made in the implementation of this work package in future reports.



- Select and describe the advancement status of the project specific objective among the options 'Fully achieved', 'Partly achieved' and 'Not achieved'.
  If you select 'Fully achieved', there will be no need to report on the status in future reports.



- Select and describe the advancement status of the communication objective of the work package (if relevant).
- Please describe the progress the partnership made towards the objective of the work package in this reporting period and explain how the partners were involved (who did what).

Activity and deliverables

For each activity, deliverable and output a separate section with input fields to describe the progress in the reporting period follows. Please proceed as follows:

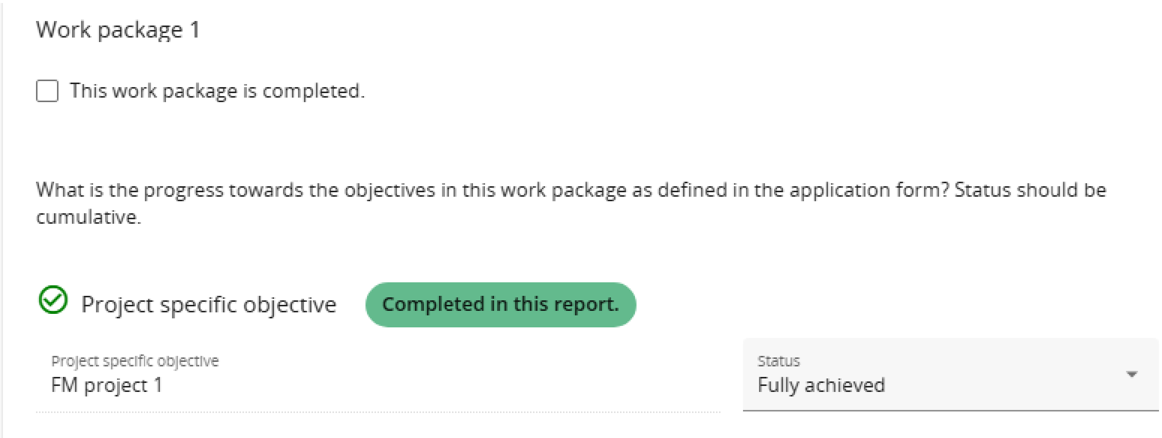
- Select the advancement status of the **activity** among the options.
- Describe the contributions of all partners involved in this activity and the collective achievement in the provided text box.
- Describe the progress made towards the achievement of the deliverable in this period.
- Select the advancement status of the deliverable among the options.
- If applicable add attachments to support the reported progress. Please consider that only one attachment can be uploaded and collect all relevant documents in a .zip or .rar file.
- Repeat these steps for every work package, save, and move on to the next section.

Outputs

Please also inform about the achievements made regarding the project output(s) and describe the progress in this period (if relevant).

Labels for completed in this report / in prior report

If for a project specific objective, work package, communication objective or activity the status 'Fully achieved' is selected, a label is then added to the respective item (see below in green).



When the next project report will be created, all items marked with 'Fully achieved' in the previous submitted project report receive a label with the wording 'Completed in prior report. No changes.' and all information provided will be automatically pre-filled in the following report. This label shall ensure that the LP and the FM are aware that the respective project specific objective, communication objective or activity was already previously completed and no changes were made.

If the LP makes changes underneath an activity, the label is changed to 'New changes after completion.' The same logic applies to the overall work package completion.

10.4. Project results & horizontal principles

The LP shall describe the progress on planned results by inserting what was achieved in this reporting period. **Results are cumulative**, meaning that if a report is submitted and another report created, the values from the previous report are added to the cumulative values. The cumulative value achieved is calculated as the sum of all the figures reported in all project reports with the status submitted.

If progress on the results indicators can be reported, please follow the following steps:

- Enter the value of the result(s) achieved in this reporting period.
- Add a description of the achieved progress and add supporting attachments.

For **horizontal principles**, there is a table to report on the contribution for each of the criteria. The type of contribution is pre-defined from the latest approved AF and cannot be changed in the report. There is a text field to describe the contribution made in the respective reporting period. Thus, describe the impact of the project for each horizontal principle.

10.5. List of partner certificates

In this section, all partner certificates of the project are listed. **A certificate can only be included in one project report.** Once ticked, the certificate is unavailable in other project reports.

The LP shall carefully check which partner certificates have to be included in the project report, (determining the declared amount for each reporting period). Partner certificates that have already been included in another project report are shown in the list of partner certificates in grey color.

Project report identification | Work plan progress | Project results & Horizontal prin... | List of partner c

List of partner certificates

In this section you can find all partner certificates of this project. Please exclude the partner certificates you would not want to include in this project report. A partner report can only be included once. Once ticked, the certificate is unavailable in other reports.

	Partner	Partner Report	Date of certificate	Included in project report	Amount certificate (in Euro)
☐	PP2	R.2	14-08-2025 14:38		0,00
☑	LP1	R.1	22-05-2025 15:44	PR.1	804,84

Upon creation of a new project report, all available partner certificates, which are not yet included in any other project report, are included in the newly created project report. **If a certificate shall be excluded in this project report, the respective partner certificate needs to be unticked.**

If the control work of a partner report is finished and the report certified when a project report is already created, it is added unticked to the list of partner certificates and can be manually included in the project report by ticking the tick box in the first row of the table.

If a new project report is created, while another project report is still in the status 'DRAFT', all unticked (available) partner certificates will be automatically included in the newly created project report. The overview also provides information in which previous project report the certificate is included.

Attention point: The following certificates can be added to a project report:

- Certificates from an earlier reporting period

- Certificates from the current report period
- Do not include certificates from a later period in the current project report.

For example, do not include a certificate from period 3 in a project report of period 2. However, including a certificate from period 1 in the project report from period 2 is allowed.

10.6. Final report

Be aware that when the project report is linked to the **last reporting period**, there is a new section in this final project report called 'Project closure'. In this section the LP needs to:

- Describe the project's final achievements in a PROJECT STORY format
- List any relevant mentions and prizes that you as a project achieved

More details on the closure is also provided in chapter 14.

10.7. Project report annexes

Similar to the same section in partner reports (see chapter 9.7).

LPs are asked to upload files only in *Work plan progress* and *Project results & horizontal principles*.

10.8. Financial overview

On top of the financial overviews presented in partner reports (see chapter 9.9), this section presents a new column and 2 complementary overviews on project level.

- **New column 'Previously verified':** displays the eligible amount after verification. Upon creation of the report the system checks which other reports are verified and sums up all the verified amounts.

- **Project expenditure - overview per partner/per cost category - Current report**

This table sums up all certificates per partner and per cost category from the current report.

Project expenditure - overview per partner/per cost category - Current report

Partner	Organisation abbreviation	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Other costs	Total current report
PP2	PP2 SCO3 NO VAT	Belgique/België (BE)	11.306,00	0,00	0,00	0,00	0,00	0,00	4.522,40 Flat Rate % 40	15.828,40
Total			11.306,00	0,00	0,00	0,00	0,00	0,00	4.522,40	15.828,40

- **Project expenditure - Summary of deducted items by control - Current report**

This table sums up all deductions carried out by controllers per partner and per cost category. These values are not cumulative but only relate to the certificates included in this project report.

Project expenditure - Summary of deducted items by control - Current report

Partner	Organisation abbreviation	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Other costs	Total deduction
PP2	PP2 SCO3 NO VAT	Belgique/België (BE)	1.000,00	0,00	0,00	0,00	0,00	0,00	400,00 Flat Rate % 40	1.400,00
Total			1.000,00	0,00	0,00	0,00	0,00	0,00	400,00	1.400,00

10.9. Report exports

Similar to the same section in partner reports (see chapter 9.8).

10.10. Submit

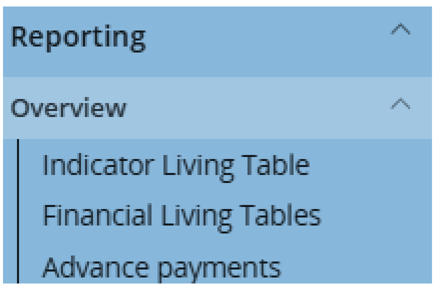
Similar to the same section in partner reports (see chapter 9.10).

11. Reporting overviews

In JEMS-STIPP, some **follow-up tables** are always available in the ‘Reporting’ menu, outside of the partner/project reports.

If necessary, click on the sub-section ‘Overview’ to see them:

- ✓ Indicator Living Table
- ✓ Financial Living Tables
- ✓ Advance payments



11.1. Indicator Living Table

This overview table represents a cumulative table of all indicators 'planned' versus 'achieved' in the respective project. The first values come from the Application form and the last column relates to all values submitted in project reports.

Whilst project reports can show historic values, the Indicator living tables are **always up-to-date**.

The table below is inspired by the Overview of the outputs and results achievement from the Project progress report identification tab.

The difference is that the data is always up-to-date. Based on project modification approval the first 4 columns could get updated.

The column Total submitted includes all achieved indicator numbers from Project reports with status Submitted or higher. Numbers entered in Project reports with status Draft or Reopened are not taken into consideration in the Indicator Living Table and, therefore, there might be differences to the values in the latest Project report.

Programme Result Indicator RCR05: SMEs innovating in-house

Programme Result Indicator:	Measurement unit	Baseline	Target Value	Total submitted
RCR05: SMEs innovating in-house	enterprises	0,00	1,00	0,00

11.2. Financial Living Tables

The Financial Living Tables aggregate data from the Application Form and from the Reporting (including payment). Depending on your user rights, you can select one or several overviews in the top tabs:

- ✓ Project
- ✓ LP1
- ✓ PP2
- ✓ PP3…

Overview
Financial Living Tables

Project | LP1 PP1 SCO1 + VAT | PP2 PP2 SCO3 NO VAT

In the **dropdown menu** above the living tables (see illustration below), users can choose if the column 'Remaining budget' shows the difference between the Application form and:

- Total Submitted in Partner Report: the amounts submitted in partner reports
- Total Certified by Control: the amounts certified by the controller
- Total Submitted in Project Report: the amounts submitted in project reports
- Total Verified by JS/MA: the total verified in the project reports
- Total Paid: the total paid to the partnership

Please choose in the options below on what basis you want to calculate remaining budget. All tables below are directly affected.

Remaining Budget is a Difference between Total eligible budget and:
Total Verified by JS/MA

11.3. Advance payments

This section shows up when the first advance payment of a project is created and confirmed. Otherwise, this section is not visible.

12. Corrections

Irregularities (complementary corrections) detected by other auditors would be registered in this section. The Fund Management will always inform the LP by email if such correction is detected in a project.

Corrections

In this section the user with edit rights can carry out project audits/controls, report findings and apply corrections. The section is viewable by all partner users.

ID	Status	Controlling/Auditing body	Control/Audit type	Start date	End date	Final report date	Total controlled amount (in Euro)	Total corrections amount (in Euro)
SME00002_AC_3	Ongo...	MA	On The Spot				1.000,00	-1.000,00
SME00002_AC_2	Ongo...	MA	On The Spot				1.000,00	-1.000,00
SME00002_AC_1	Ongo...	EC	Administrative	01-07-2025	15-07-2025	15-07-2025	800,00	-450,00

For more information on the Interreg Meuse-Rhine policy on irregularities please consult the *Policy towards irregularities, financial corrections, recovery and liabilities*.

13. Modifications

13.1. Flexibility rule

STIPP applies the same budget flexibility rule in force in the Interreg Meuse-Rhine (NL-BE-DE) Programme

The budget flexibility rule equips the partner with the possibility to handle with more flexibility the normal variations that occur between budget planning and actual costs for the implementation. This **flexibility rule** allows projects to overspend on cost category of the approved budget by up to 25%, **at the partner level**, without needing to submit a request for modification. Partners can overspend per cost category, **provided that all their activities are implemented and that each cost category budget at the partner level stays within the 25% flexibility**. The partner is still committed to carrying out its project objectives as in the approved application form in terms of activities and results

In practice, it means:

- **25% budget flexibility** between cost categories on partner level,
- **Total partner budget cannot be increased**: overspending have to be counterbalanced by lower spending under other cost categories,
- **Project objectives, activities and results have to be implemented** as agreed in the Application Form.

Attention point: The flexibility rule **cannot be applied to Cost Option 3** (only staff cost category declared) but it is possible to modify staff cost items (number of employees, hourly rates…) after approval from the FM and within the agreed staff cost budget.

13.2. Modifications & administrative changes

In general, any modification of the Application Form should be requested by the LP to the FM and **communicated for validation by email** at stipp-fm@prvlimburg.nl

Modifications concerning the project content / duration / partnership / financial plan (outside of the flexibility rule in 13.1) imply an **approval from the Board of Directors**.

Hence, modification requests should be emailed by the LP to the FM **no later than 3 months before the project end date**.

Other administrative changes can be handled by the LP together with the FM (e.g. change of address, name, email…).

14. Project closure

To close your project you must perform the following actions in JEMS-STIPP:

- **Submit** a Final project report (see chapter 10)
- **Double-check and update** section 'Project managers'

- **Fill in** the sub-section ‘Location of documents’ in the section ‘Partner details’ for each partner. In this sub-section, you will provide information on where the relevant documents concerning the project expenses and achievements are stored and who can be contacted after the project on these matters.

Information point: once the project will be closed, your closure letter will also be stored in the section ‘Contracts and agreements’.

15. Tips on technicalities

15.1. Examples of expenditure items

UNIT COST

- **Staff cost**

ID		Unit costs and Lump sums	Cost category	Procurement	Internal reference no.	Invoice no.	Invoice date	Date of payment	Employee/Supplier name
R4.?	☑	NL/BE - 76 € - Hour...	Staff costs	N/A					M. Hegens - Engineer

Comment	Total invoice value	Number of Units	Price per unit	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR	Attachments
July to August - analysis WP1	0,00	150,00	76,00	0,00	11.400,00	EUR	1	11.400,00	Example_Atta...

Reminder for **staff cost items**:

- ✓ Employee/supplier name: indicate the function and name of the employee for which hours are declared on the project
- ✓ Comment: indicate the months for which staff costs are declared

REAL COST

- **External expertise and services**

ID		Previously parked by	Cost category	Procurement	Internal reference no.	Invoice no.	Invoice date	Date of payment
R5.?	☑		External expertise ...	N/A	25463-55	F849	14-8-2025	10-9-2025

Employee/Supplier name	Comment	Total invoice value	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR
Xtron	Technical modules linked to WP1	1.500,00	0,00	1.500,00	EUR	1	1.500,00

- **Equipment**

Cost category	Procurement	Internal reference no.	Invoice no.	Invoice date	Date of payment	Employee/Supplier name
Equipment	N/A	54646	F745-99	1-9-2025	10-9-2025	KEolis

Comment	Total invoice value	VAT	Declared amount	Currency	Conversion rate	Declared amount in EUR	Attachments
1st invoice for the new robotic platfc	10.000,00	0,00	1.000,00	EUR	1	1.000,00	Example_Atta...

1st invoice for the new robotic platform – used at 50% for the project and depreciation based on 5 years calculated over 6 months. (130/255)

In the field 'Comment', please also give some details on the <u>depreciation duration</u> used for the item, its <u>use on the project</u> (pro-rata or %) and explain your <u>calculation</u> (if relevant).

Examples of comments for non-consumables

<u>Non-consumables - but no depreciation needed</u>:

- *"Equipment material declared in full as its economic lifetime is shorter than 3 years and fully use on the project for the creation of our digital scanner"*
- *"Equipment unit with an economic lifetime similar to the project duration (2 years) and used 50% on the project for analysing data"*
- *"Essential component necessary for our prototype under work package 2 that is only used for the project"*

<u>Non-consumables and depreciation required</u>:

- *"Equipment material with a 5 years economic lifetime used at 50% on the project for the construction of our medical solution under WP2 – calculation based on 6 months: 10.000*50%*6/12=1.000"*
- *"1st invoice for the new robotic platform – used at 50% for the project and depreciation based on 5 years calculated over 6 months."*

Reminder on depreciation

The basic formula for calculating the depreciation costs is:

Depreciation costs = (Purchase value minus residual value (if any)) / economic lifetime

- **Infrastructure and works**

Cost category	Procurement	Internal reference no.	Invoice no.	Invoice date	Date of payment	Employee/Supplier name	Comment
Infrastructure and ...	N/A	A18	2025-121	14-8-2025	10-9-2025	Bworks	Phase 1 building of WP3

15.2. Annexes & attachments

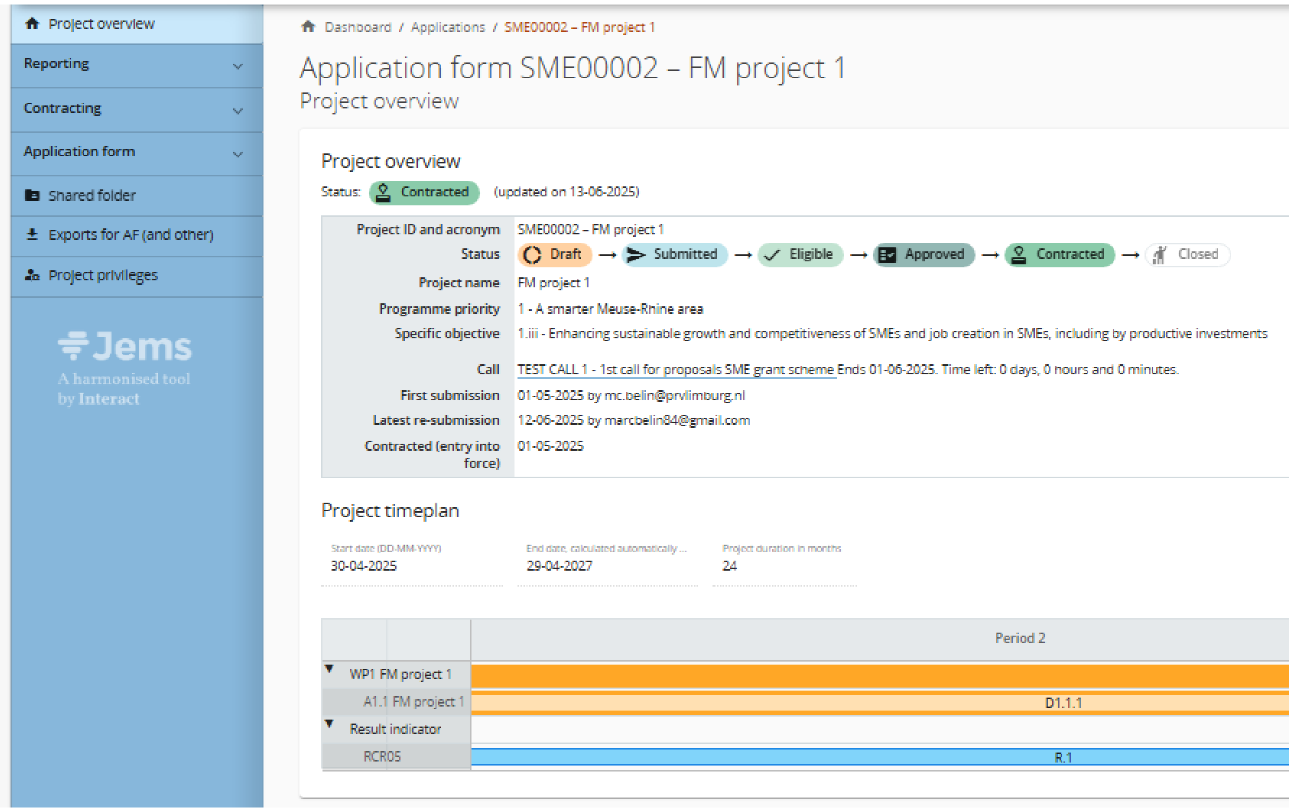
The maximum file size supported in JEMS-STIPP is **50 MB**.

The system supports all file types mentioned in this link: Supported file types extensions (for upload)

Reminder: please note that the system only allows to upload **one file per expenditure item**. If a user needs to upload multiple files to a cost item, it is recommended to upload a .zip or .rar file.

15.3. Project overview

The **'project overview'** page offers general information on the proposal, its application status, and the running call.



1. Every application has a version number. Upon creation the project version number is set to ‘V.1.0’ by default – the latter will remain unchanged until the submission of your proposal.

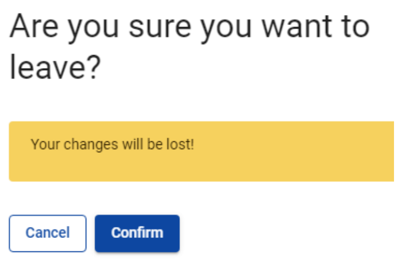
2. The status is set to ‘Draft’ by default, which changes to ‘Submitted’ right after the submission.

3. To hide/unhide the left menu click the ‘<’ / ‘>’ symbols.

4. To fold/unfold application form section the ‘Λ’ / ‘V’ symbols.

15.4. Common icon description

*	Asterisks indicate information required for saving.
	Once your mouse move to this icon, it will provide you additional information.
	Remove the relative option.
+	Add a new item.
0/ 200 characters	Text fields allow to type a limited number of characters, which is indicated in the Application Form offline sample and in the text boxes in JEMS-STIPP. (The limited number of characters of the example here is 200.)
Discard changes Save changes	When you click in a text field on a page, the edit mode is activated and the ‘Save changes’ button appears on the bottom of the page. Changes made can be saved or discarded by using the ‘Discard changes’ button.

	If you leave the page without saving, a warning message is displayed.