JEMS-STIPP

Applicant manual

Version 3.0

Date: 30/06/2025

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1. Introduction

This guidance contains technical information on the operation and use of JEMS-STIPP, the electronic system in force for the STIPP instrument. Applications to the different call for proposals can exclusively be submitted via the portal JEMS-STIPP (offline applications will not be accepted).

Official languages

The official language of the STIPP instrument is English.

⇨ ***Your application should be submitted in 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.

Other relative guidance's

Guidance with regards to your project design and the eligibility rules can be found on the STIPP webpage

Need help?

Please feel free to contact the Regional Development Agencies located in the 5 regions for further advice and assistance on preparing your project proposal.

Contact details are available on the STIPP webpage

For any IT related problems you might experience with the online system, you are welcome to contact the *Helpdesk* at the following email address: jems-stipp-helpdesk@prvlimburg.nl

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.

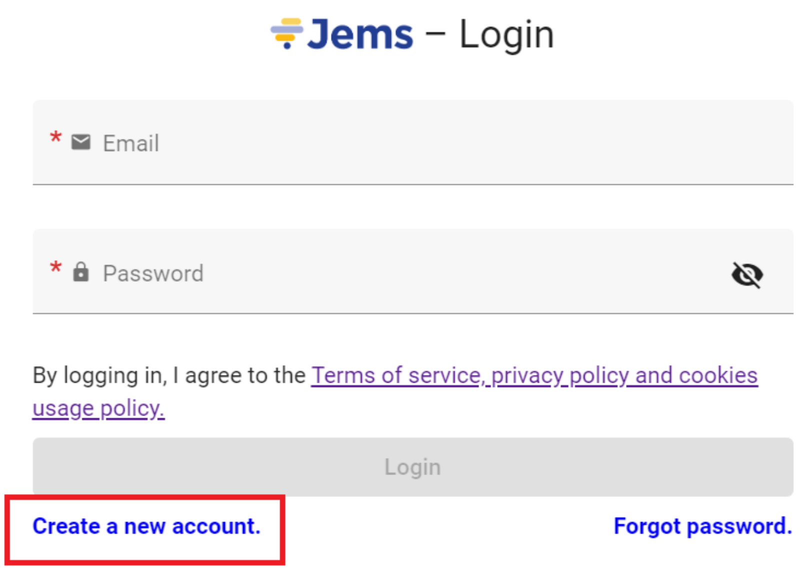
2. Access & Registration

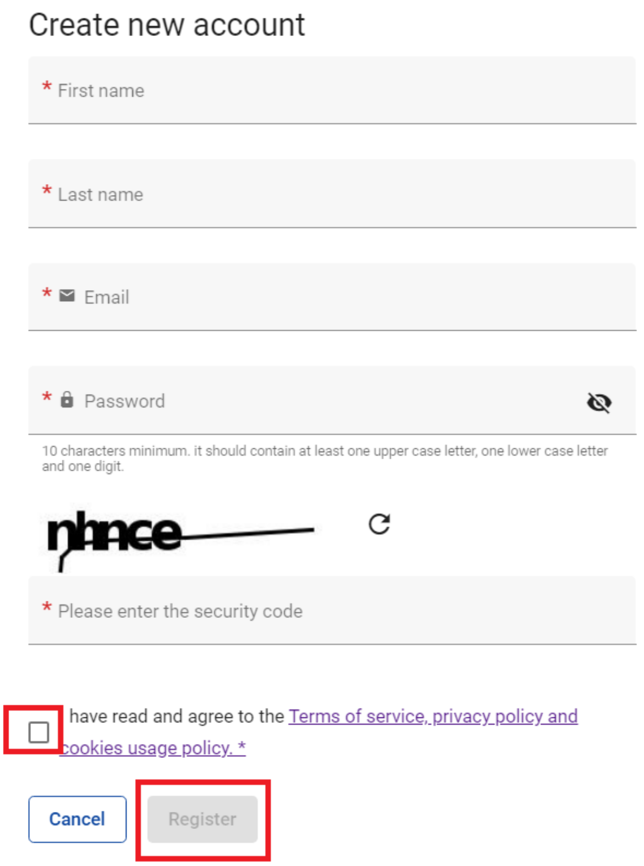
How to access Jems

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

Registration

To use JEMS-STIPP, each applicant must first register by clicking on '**Create a new account**' on the homepage and provide a set of credentials.

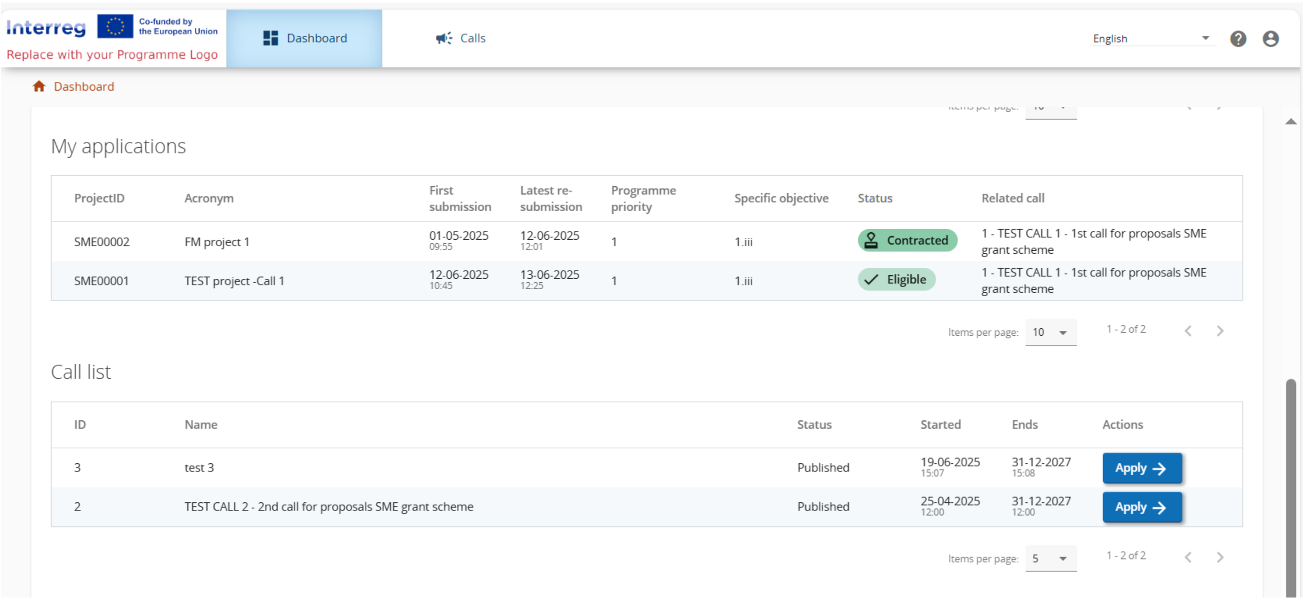




- **First name / Last name**: personal information of the applicant's contact person.
- **Email**: the email address of the applicant – it will be used to log in and notifications will be addressed to it.
- **Password**: password which will be used to access JEMS-STIPP.
- All fields marked with '*' are 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 all mandatory information is filled in.
- Upon creation of a new account a message to **check your Inbox** for a confirmation email appears in green
- Click on **button 'Go to login'** to go to the JEMS-STIPP login page.
- In case you **forgot your password**, click 'Forgot your password' on the login page to get support from the system administrator.

3. Overview of the Dashboard

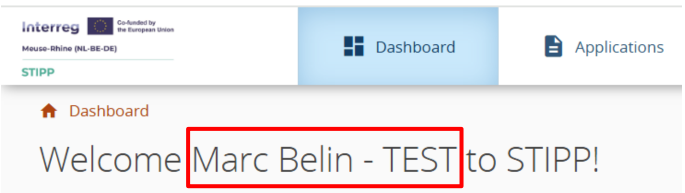
After logging in JEMS-STIPP, you will enter the section ***Dashboard*** as start page.



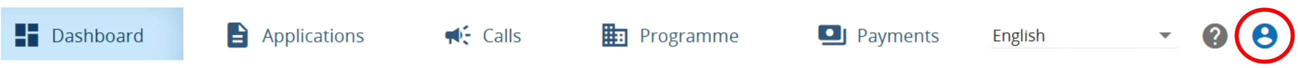
All applications created by the user will be listed in '**My applications'**. You can select a project and open it by clicking on the line.

All published calls will be displayed in the **'Call list'**. Open calls have a button to 'Apply'.

Your username will also appear in the welcome message:



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

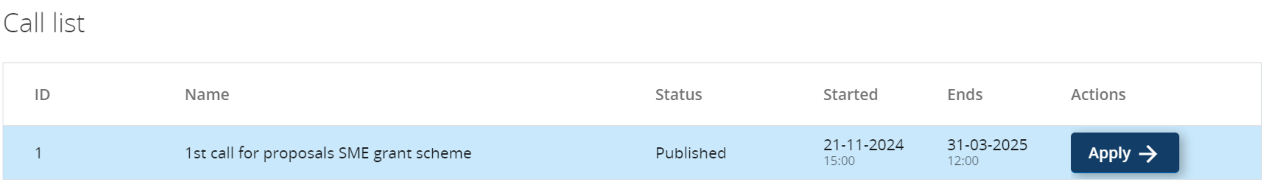


4. Apply for a call

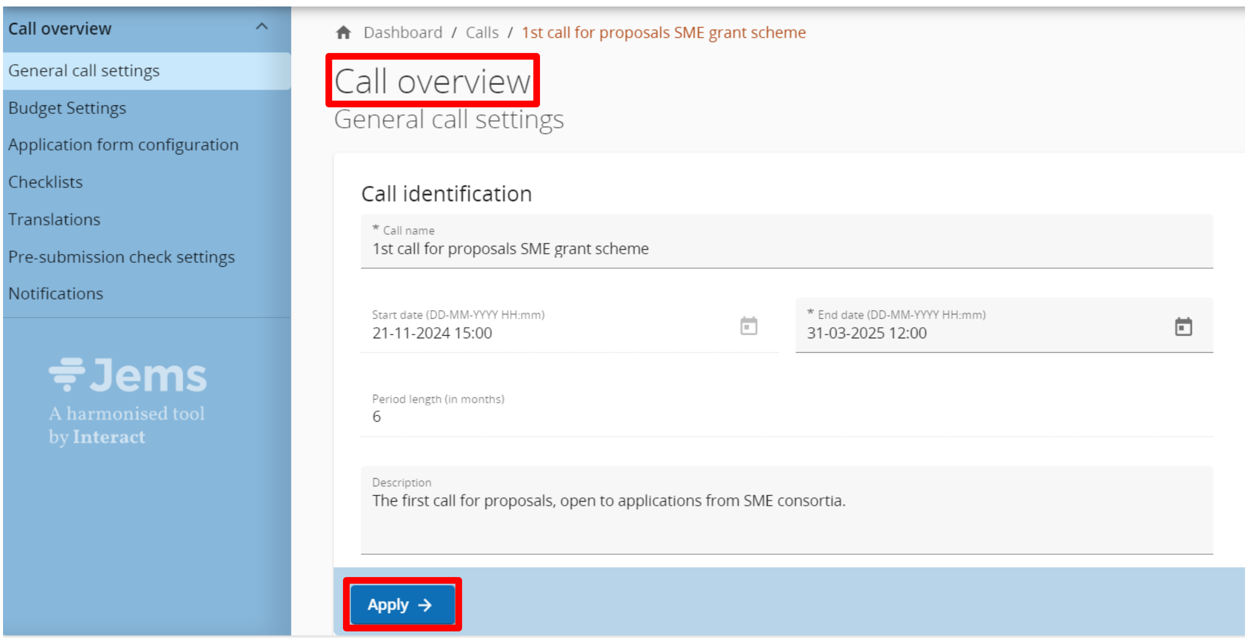
Apply for a call

You can **apply for a call** in 2 ways:

1. **Click on 'Apply'** under the section 'Call list' of your dashboard.

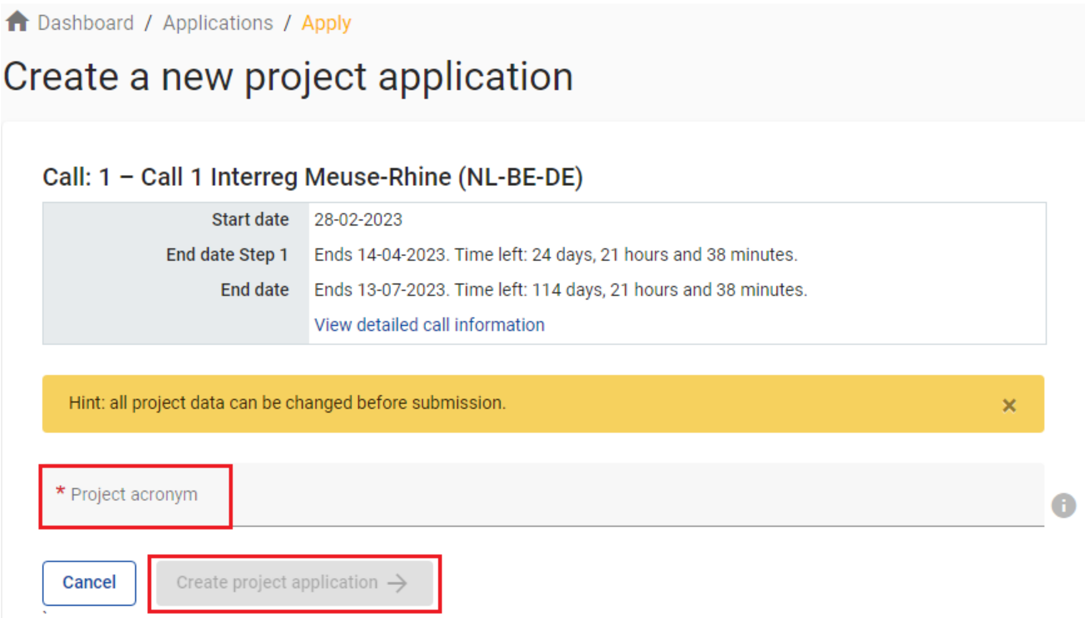


2. Click on the call row itself and see the **general call information** through a read-only window as shown below. You can also create a project application under the call in this section via the **'Apply' button**.



Create project application

At this point, **insert the acronym** of your project (which can be modified afterwards) and **click ‘Create a new project application’**.

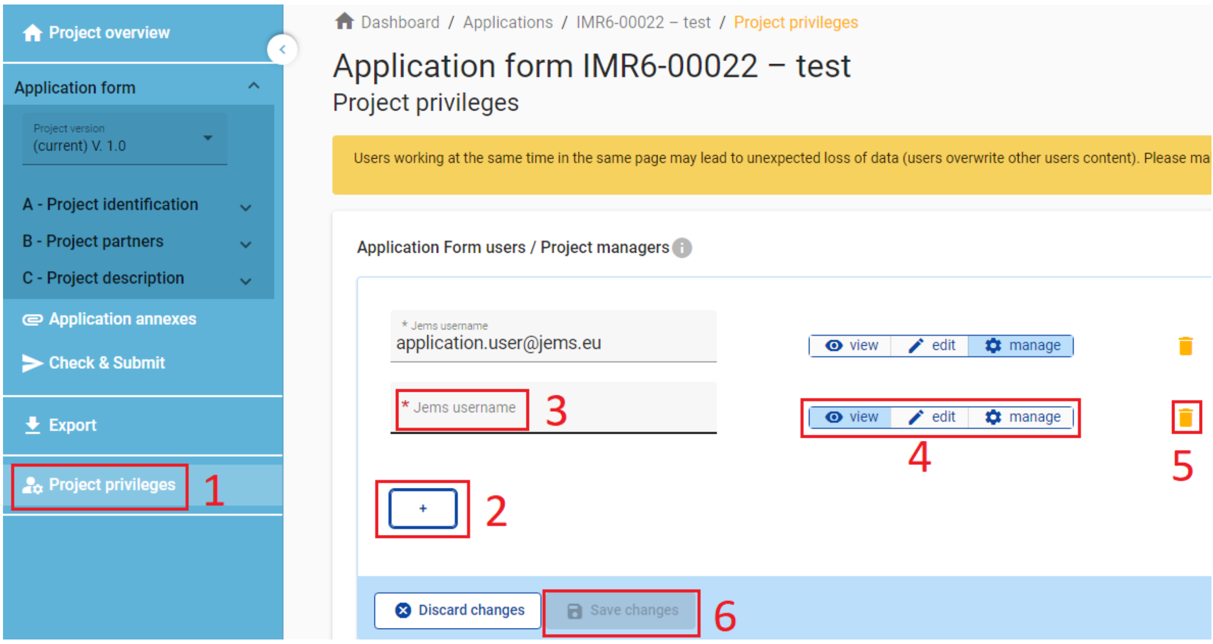


- The newly created project application will be automatically listed under the section “My applications” on the Dashboard in DRAFT status.
- To access it, click anywhere on the project row.
- The project ID is an automatically generated number given by the system – this number is unique and allows the programme to easily recognise a project.

For the STIPP instrument, **the unique project ID is built as ‘SME-0000x’**

5. Assign other users

The lead applicant can grant access rights to an open application to other users, namely project partners and/or collaborators.



1. You can **add and manage other users** by clicking item **'Project Privileges'** under the left-hand 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 application form (**view**), write and modify data in the form (**edit**), or in addition it can invite other users (**manage**).
5. To **remove a user**, click on the yellow bin icon.

6. Fill in the Application Form

Tips for completing an Application Form

- **Work offline**

It is strongly recommended that the project is developed offline and only once all data has been gathered, the information is copied in JEMS-STIPP.

You can find the STIPP template of the application form on the STIPP webpage

- **Follow the workflow**

Fill in the information section by section in order, and following the Tab order under each section. This way you will not lose the overview of the data.

- **All fields should be filled in**

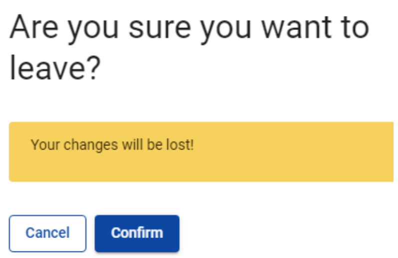
Almost all fields of the application form should be filled in. Scroll to navigate the tabs and text fields, you can also scroll within tables.

- **Large companies and knowledge institutions**

Large companies or knowledge institutions that have an interest in the innovation project but are <u>not entitled to subsidies</u> have to be mentioned in section *C.3 Criterion 6* of the Application form (quality of the project partnership).

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.)
	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.

Project overview

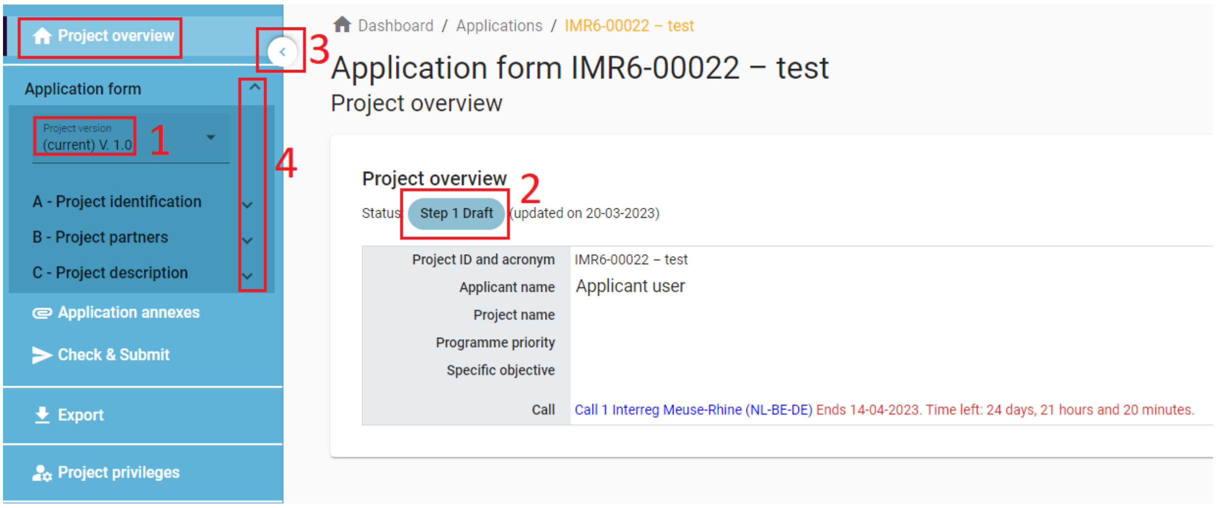
The **‘project overview’** page offers general information on the proposal, its application status, and the running call.

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.



7. Application Annexes

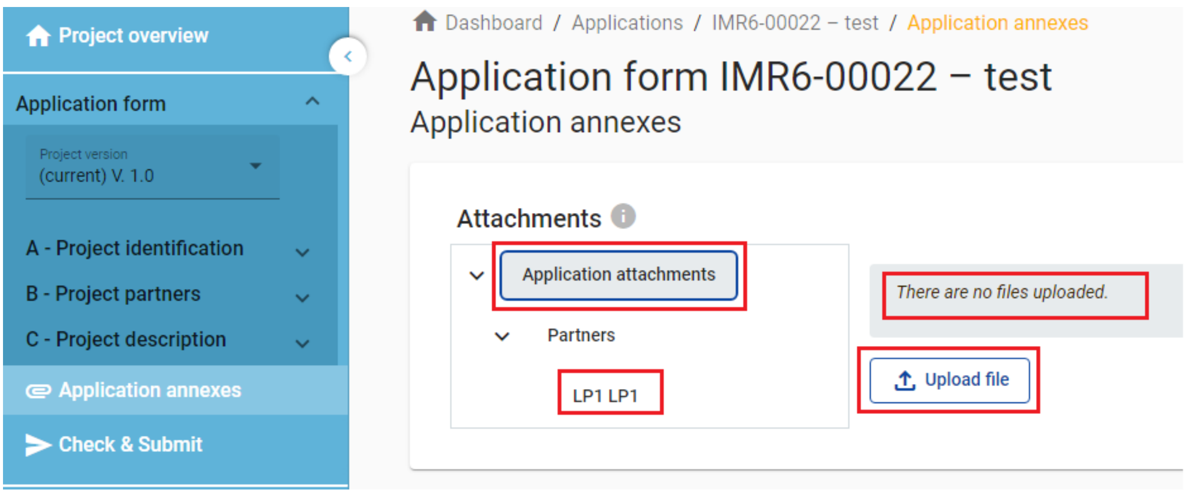
Uploading of Annexes

In this section it is possible to attach external files. These should include the mandatory attachments e.g. Lead Partner and Partners' statements.

1. To upload a file to a relevant section/sub-section, click 'Uploaded file'.

2. To upload a file related to a specific project partner, first select the partner and then click 'Upload file'.

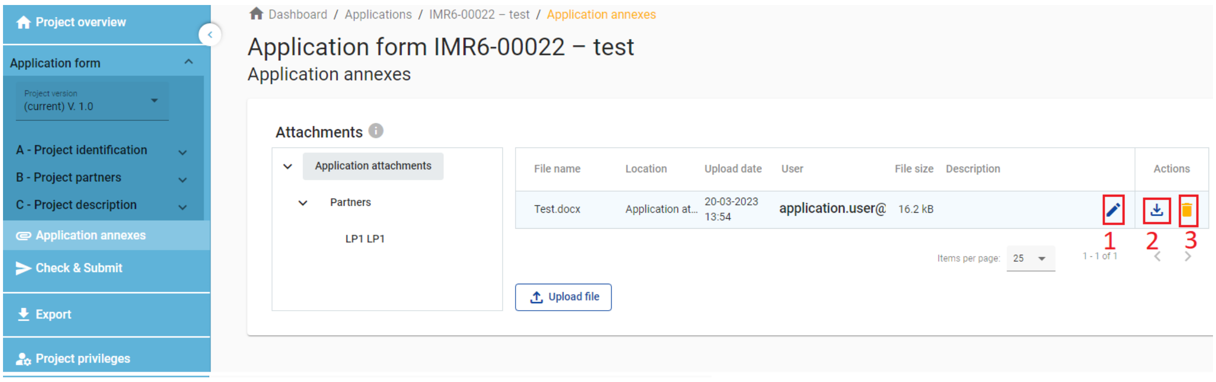
3. In case no files are uploaded a notification message in gray is shown.



1. Click the pencil icon to add a description to the uploaded file. It is recommended to enter a description to uploaded files. This allows you to distinguish files within and in between sections/subsections.

2. Click the arrow icon to download an uploaded file.

3. Click the trash icon to delete an uploaded file.



8. Submission of the Application Form

In the '**Check & Submit**' section you can perform the following actions:

- Run pre-submission check
- Submit project application

Project can only be checked or submitted when:

- The project is in draft/returned to applicant status (editable)
- When the call deadline has not been exceeded.

Pre-submission check and submission

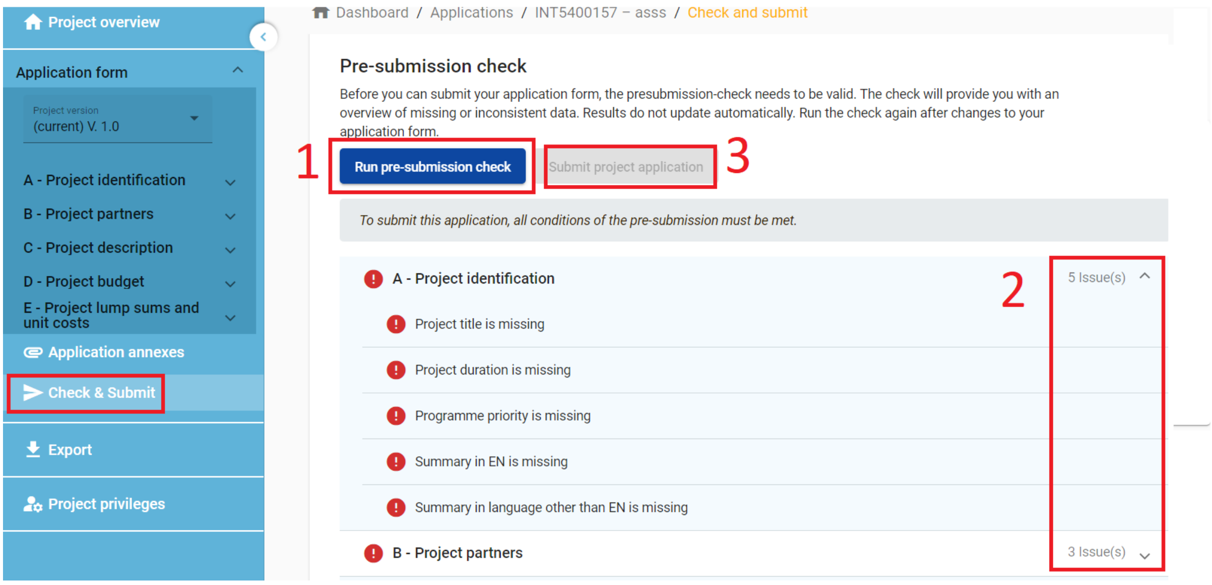
Pre-submission checks shall safeguard a basic level of completeness and consistency of a submitted application form. Each Application form requires a successful pre-submission check of content before it can be submitted. However, automatic checks do not replace human control of application contents. A successful pre-submission check is no guarantee that an application is fully complete and formally compliant!

1. The pre-submission check needs to be executed every time the user wants to submit an application form.

2. Click ‘V’/ ‘Λ’ symbols to unfold the list and see the single issues or to symbol to collapse the list. There are 3 types of checks:

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

3. If the pre-submission check passed successfully, the submit button will be activated and the user can submit the application form.

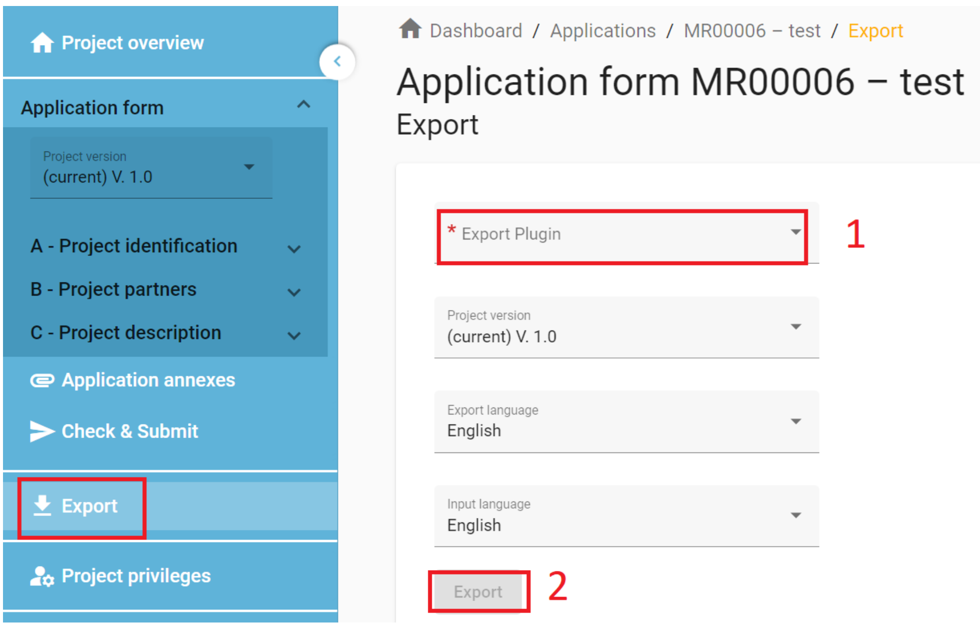


9. Download of project application

In the '**Export**' section it is possible to export the **project application form** in **pdf**, and **project budget tables** in **csv** format.

1. Click 'Export Plugin' to select the file which need to be downloaded, the application form or budget.

2. Once a file is selected, , the 'Export' button will be activated.



10. Decision

In the assessment process of applications, a distinction is made between assessing the grant eligibility requirements and assessing the selection criteria. You can follow the status of your application in the section 'My applications' on the Dashboard.

For example, when the project is eligible:

My applications

Items per page: 25 1 - 3 of 3

ID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
MR00008	TEST			1	SO 1.i	Eligible	Call 1 Interreg Meuse-Rhine (NL-BE-DE)

11. Technical support & Helpdesk

For any issue you might experience with the JEMS-STIPP platform, please contact the ***Regional Development Agencies*** or the *Helpdesk* during the work days at: jems-stipp-helpdesk@prvlimburg.nl

To facilitate the handling of your requests, we invite you to communicate the following elements (when relevant):

- the project name;
- the project ID;
- the user account facing a problem (i.e. the email address used during the registration on JEMS-STIPP);
- a screenshot and/or the alert message appearing on your screen.

12. Video training : how to apply to a call ?

On top of this short manual, we have created a video to show you the main steps you will have to go through in order to prepare and submit your application.

Link to the video : ***STIPP training – How to apply to a call ?***