



USER'S GUIDE TO COMPLETE THE PROGRESS REPORT IN SIGI

V1.1 May 2024

Interreg Atlantic Area Programme 2021-2024
Managing Authority/Joint Secretariat



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Version	Date	Edited content
1.1	15.05.2024	3.5. Expenditures control - Instructions for uploading additional documents in the "Documents" section and for downloading, completing, signing, and uploading the pre-filled "Certification Report" in the "Administrative verifications - Declaration" section.

1. PROGRESS REPORT FORM: GENERAL PRINCIPLES

Projects must report on their progress through reports that allow monitoring the implementation, by comparing it to the Project Approved Form (PAF).

The aim of **progress reports** is also to allow partners to claim payments and reimbursement of eligible expenditures. In fact, the Lead Partner (LP) may only request payments of the ERDF contribution on behalf of the project by demonstrating the progress towards the achievement of the outputs and results, in compliance with the principle of sound financial management.

Detailed information on project implementation and reporting is available in the **PROGRAMME MANUAL**.

1.1. Progress report frequency

The progress report is composed of an activity report and a financial report. It describes the progress of the project and serves as support for payment requests. Project Progress Reports (PPR) should be presented every six months, taking as starting date from the project start date. The LP is given two months (6 months + 2 months) to submit the consolidated report. They must include activities and payment claims. The LP requests payments of the ERDF contribution on behalf of the project only when provides evidence of the progress of the project towards the achievement of the outputs and results as set in the PAF, in compliance with the principle of sound financial management (as determined by the principles of economy, efficiency and effectiveness) and by demonstrating the utility derived from any purchases (goods and services).

1.2. An approach by partner

Partners have to participate in, at least, one of these two PPR (e.g., in a project with 10 partners, 5 could present a partner activity report and payment claim in the first semester, and the other 5 in the second semester).

Even if partners' inclusion of expenses every 6 months is optional, the management of partners' reports is the Lead Partner's responsibility, and it must guarantee that all Project reports include expenditures (this does not mean that all partners submit expenses in both PPR). LP's partner report is compulsory every 6 months.

All project partners have access to their own sub-reports, as well as financial controllers and National Authorities. The LP collects all sub-reports as one compiled project report, adding details and information on the overall project implementation.

Each project partner must report on progress made compared to the PAF, in English. The other languages are optional.

Modifications are allowed between two reports if duly justified and in compliance with the Programme rules.

The report of activities is structured by work packages and costs are reported in expenditures control. It is not possible to submit two progress reports at the same time. A new progress report can only be submitted once the previous project consolidated report has been submitted to the JS.

The associated partners cannot prepare partner progress reports.

1.3. Financial control and validation

The First Level Controller (controller) confirms the eligibility of activities and costs also through the online system. Each partner uploads all relevant documents (original invoices, proofs of payments, deliverables, etc.) needed by the controller to perform its checks. Only certified expenditures can be reported.

1.4. Partners not reporting expenditure after 2 semesters

Project partners that do not report any expenditure after 2 semesters, in the absence of justified reasons for this non-reporting, will receive a warning from the Programme, and the monitoring committee member representing the country of the project partner, and the partner in question will be informed. In case the concerned project partner does not comply with the programme's rules and cannot provide evidence that this is due to circumstances outside its control, the budget of the project partner would be reduced considering its spending plan, as established in the subsidy contract.

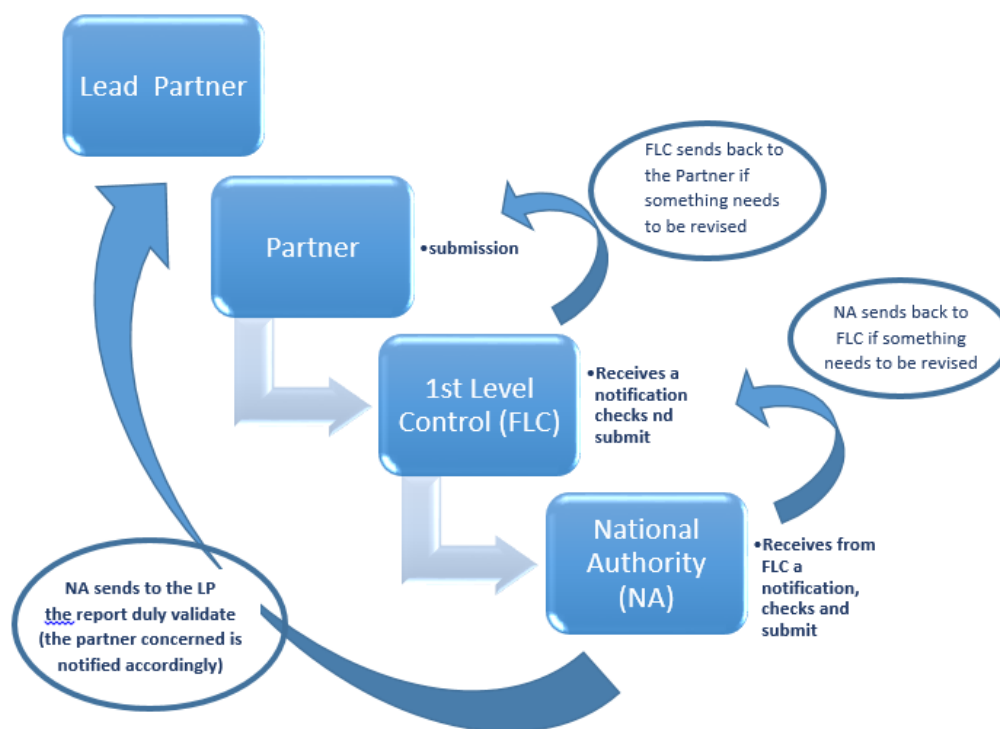
1.5. Consolidated project report

Once the project partners sub-reports are all concluded (expenses controlled and validated) and submitted, the LP can integrate them in the project progress report.

As stated in the Subsidy Contract, the LP is responsible for submitting the project report on behalf of all partners to the JS through the SIGI. The LP compiles all the information from partners, as well as global information on project progress.

The organisation acting as LP bears the overall responsibility for ensuring the implementation of the project and to ensure it is duly reported by partners.

1.6. Partners and project report with payment claim workflow



The above circuit is produced on SIGI.

1.7. Project report analysis

Upon receipt, the JS will analyse and check the project report. JS can ask for clarifications or further information within a given deadline.

The MA is responsible for instructing the Payment Authority to proceed to the ERDF payment directly to each project partner.

1.8. Extraordinary project report

An extraordinary project report is a report that only includes a financial part and has no technical part. These reports can be submitted anytime by the lead partner, once the partner/s have validated the report. The lead partner will do the consolidation through the SIGI platform in an extraordinary project progress report. Consolidated reports cannot mix ordinary and extraordinary reports.

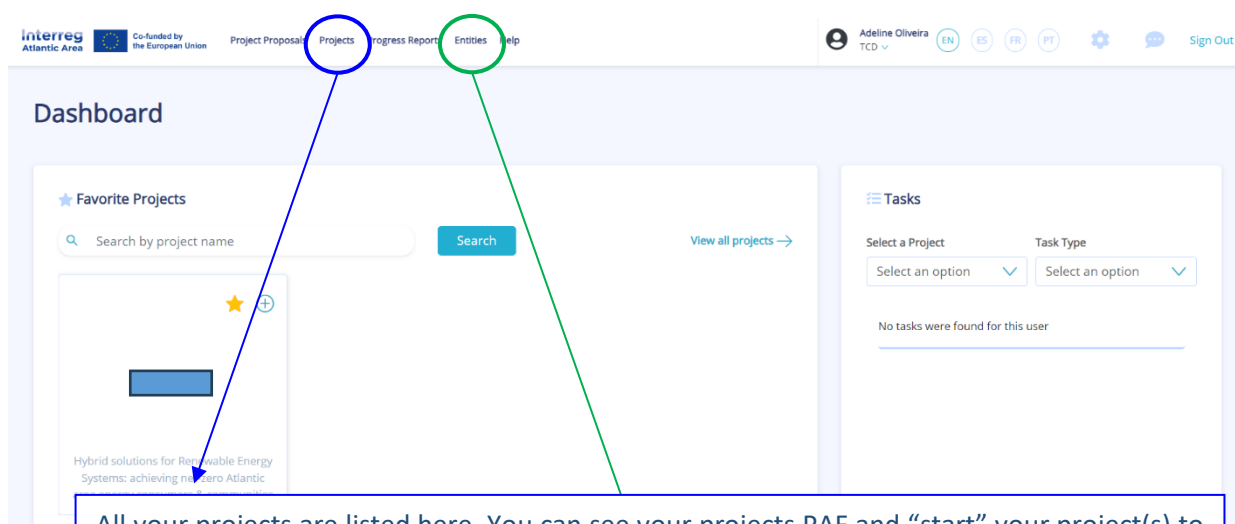
2. PARTNER PROGRESS REPORT (pPR)

2.1. How to create the report

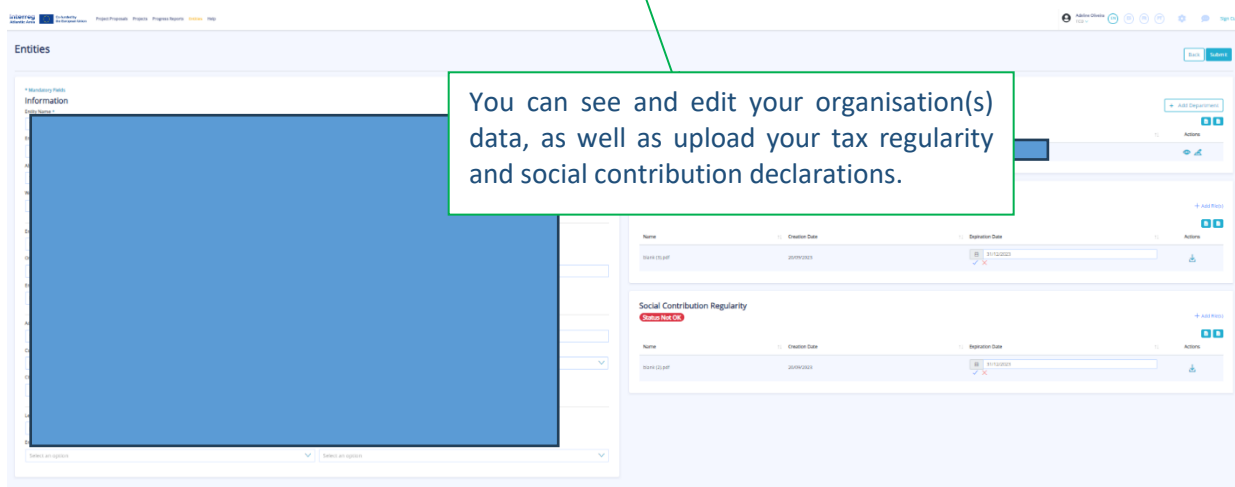
Through the link <https://sigi2127.atlanticarea.eu/SIGI.UI/Login> with your email and a default password: **AA@2127**.

After the first login, please change the password.

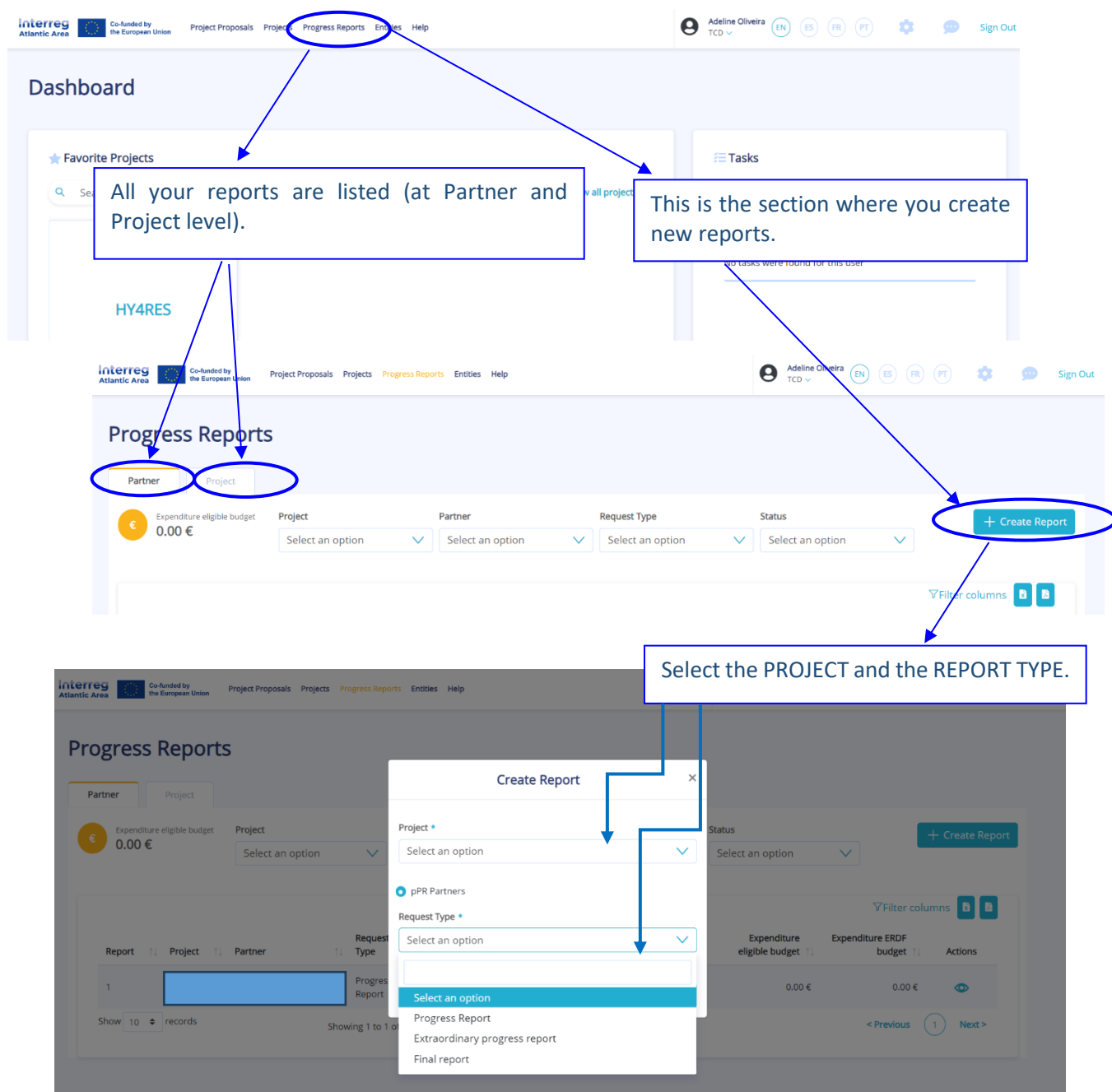
The landing page is your dashboard where you can find different options as depicted in the ‘print screens’ below:



All your projects are listed here. You can see your projects PAF and “start” your project(s) to create a shortcut and have it displayed in your dashboard.

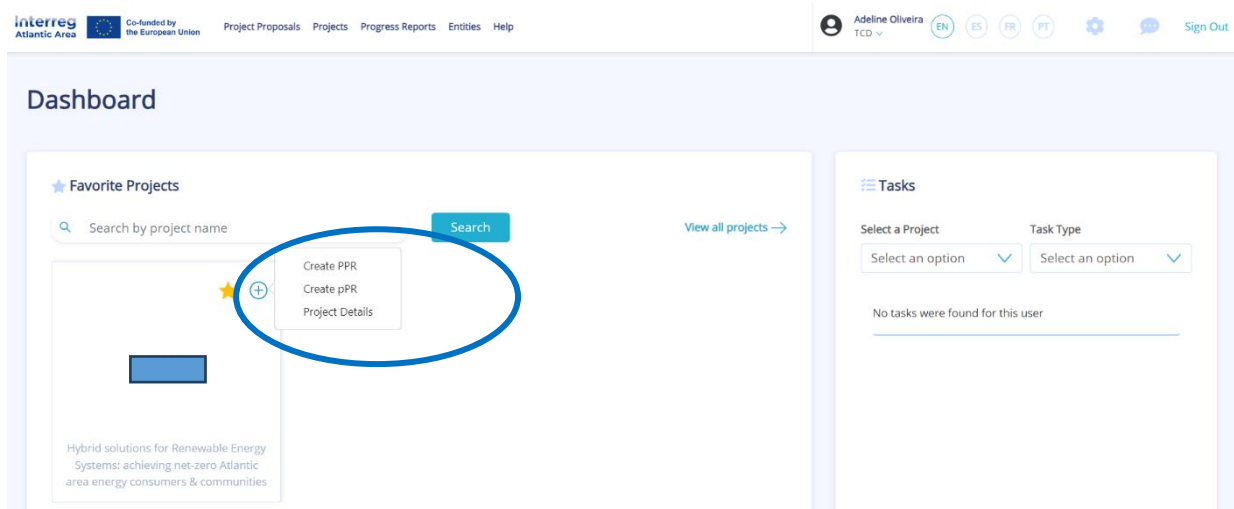


You can see and edit your organisation(s) data, as well as upload your tax regularity and social contribution declarations.



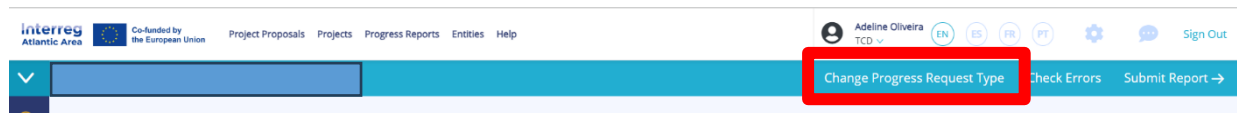
2.2. Shortcut to progress report

Once you have ★ your project in “Projects” section, it will automatically appear in the dashboard page, where you can use a shortcut ⊕ to create a partner progress report “pPR” (please see below).



2.3. How to change a report type

If a partner report is under the status 'Registered' or 'Reanalysis' status and you decide to change its type, the respective partner can do it through the action *Change Request Type*, as shown in the following picture:



After clicking on it, a box will show up and you will need to choose the correct type of report you wish:

Change Request Type

Request Type *

Select an option ▼

|

Select an option

Extraordinary progress report

Final report

Cancel

Submit

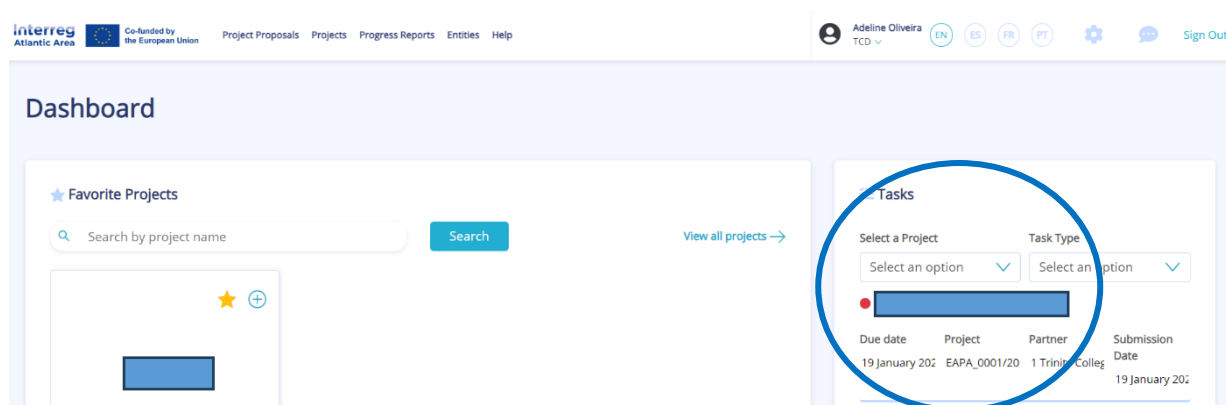
For changes into “Final report”, we advise to consult first your project manager to make sure you fulfil all its criteria.

After changing the report type, you may continue editing it.

If you perform this change when the status of your report is “Reanalysis” and if it concerns a financial report, please note the **financial workflow needs to be repeated**. Provided that the expenditures remain the same and if these expenses had already been validated, it will be enough if your controller/NA upload their certification documents. In this way, the workflow may continue.

2.4. Tasks

Depending on the status of the report, pending tasks (if any) will be listed on the Dashboard page, as illustrated in the following picture.



2.5. How to open a report after being validated

If after your report got validated, you decide to make any changes, this is possible through an action called *Forward for re-analysis*, as shown in the following screenshots:

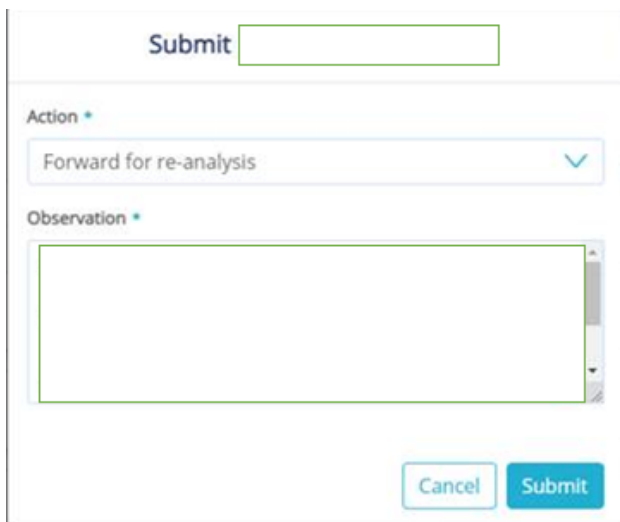
1) Click on the eye of the report:

Report	Project	Partner	Request Type	Annual Period	Users	Status	Consolidated	Expenditure eligible budget	Expenditure ERDF budget	Actions
1	HY4RES	[Redacted]				Validated	No	[Redacted]	[Redacted]	

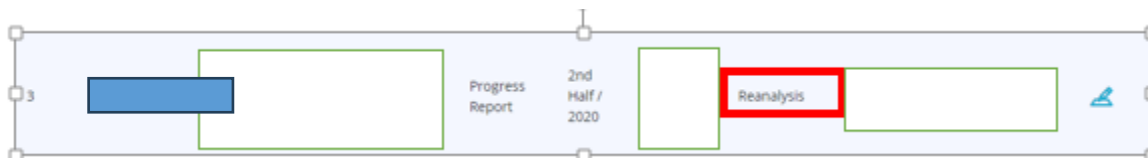
2) Click on Submit:



- 3) Once on Submit, you will see the option Forward for re-analysis. Just fill in the field Observation and click on Submit:



- 4) Afterwards, the report will have the status Re-analysis and will be again editable:



Once all changes are done, just click again on Submit. Please note that this action implies **the repetition of the financial workflow**, if you had submitted a financial report. Provided that the expenditures remain the same and if these expenses had already been validated, it will be enough if your controller/NA upload their certification documents. In this way, the workflow may continue.

2.6. General structure and options

pPR MAIN MENU

1 - Project Identification
No info required.

2 - Work Plan
Info required.

3 - Expenditures
Info required if there is a payment claim.

4 - Expenditures Control
No info required by the partner (allocated to the controller/NA).

5 – Budget
Summary of financial information.

6 - Project management and communication
Info required.

7 - Documents
Upload of non-financial docs.

8 - Time Plan
No info required.

9 - Versions history
No info required.

The report is available in the 4 Programme languages.
Information **MUST** be provided in English. Other languages are optional.

Before submitting your report, use the check error option to confirm all mandatory fields are completed.

Information about the current pPR.

Project general information.

General information about the project. There is no field to complete in this section.

The pPR, for the referred period, allows you to:

- Describe the activities carried out,
- Declare and justify the expenses and introduce a reimbursement claim.

2.7. Workplan

The screenshot shows the 'Work Plan' section of the Interreg Atlantic Area portal. At the top, there is a navigation bar with the Interreg Atlantic Area logo, the text 'Co-funded by the European Union', and a menu with 'Project Proposals', 'Projects', 'Progress Reports', 'Entities', and 'Help'. On the right, the user 'Adeline Oliveira' is logged in, with a dropdown menu for 'TCD' and language options (EN, ES, FR, PT). Below the navigation bar, the breadcrumb trail reads 'Project > [redacted] > Progress Report > pPR2 > Work Plan'. The main heading is 'Work Plan'. A text box explains: 'All work packages are listed as defined in the PAF. An overview on the achieved progress and problems /deviations, if applicable, must be provided per work package.' A blue button labeled '+ Add Work Package' is circled in green, with a green arrow pointing to the text box. Another green arrow points from the button to a form field labeled 'Work Package Title *' which contains 'Select an option'. Below this is a table with a blue header row containing 'Select an option' and a large blue rectangular area below it. The left sidebar contains various icons for navigation. The bottom of the page shows a table with a 'Work Package Number' column and a 'Show 10 records' dropdown.



Interreg Atlantic Area Co-funded by the European Union Project Proposals Projects Progress Reports Entities Help Adeline Oliveira TCD EN ES FR PT Sign Out

EAPA_0001/2022 - HY4RES Partner TCD Change Progress Request Type Check Errors Submit Report →

Project > HY4RES > Progress Report > pPR2 > Work Plan

Work Plan

[+ Add Work Package](#)

Work Package Number	Work Package Title	Start Date	End Date	Actions
0	WPO Preparation	01/01/2024	31/12/2026	
1	WP1	01/01/2024	30/11/2026	
2	WP2	01/01/2024	31/12/2026	
3	WP3	01/01/2024	31/12/2026	
4	WP4	01/01/2024	31/12/2026	

Show 10 records Showing 1 to 5 of 5 records < Previous Next >

You can see, edit, or delete the WP added in the "Work Plan" section main page.

Filter columns

View Edit Delete

< Previous Next >

Project > [redacted] Progress Report > pPR2 > Add Work Package

Work Plan

Back Save Work Package

2. Nº
1

2. Work Package Title [redacted] 2. Activity Start Date 01/01/2024 2. Activity end date 30/11/2026

Percentage Execution
0.00 %

Explanation

2.5. Investments List

Number	Title	Actions
1	[redacted]	[edit icon]

2.6. Project Results List

Description	Code	Target Approved	Previous Target	Reached	Total Target	Measurement Unit	Explanation	Actions
Joint strategies and action plans taken up by organisations		2.00	0.00		0.00			[edit icon]
Solutions taken up or up-scaled by organisations		2.00	0.00		0.00			[edit icon]

3.7. Activities List

Activity Number	Activity Title	Start Date	End Date	Actions
1	[redacted]	01/01/2024	01/06/2025	[edit icon]
2	[redacted]	01/01/2024	01/11/2026	[edit icon]

For each WP, you have to report the "percentage of execution" and explain, as well as on Results indicators targets and activities



Activity

Back Save Activity

3.7.1. Nr	3.7.2. Title	3.7.3 Start Date	3.7.4 End Date
1	WP1.1 [Redacted]	01-2024	06-2025

Percentage Execution
0.00 %

Explanation
[Redacted]

For each activity, report on:

- "Percentage execution" and explain;
- Activity description
- Outputs and deliverables
- Outputs indicators targets reached

- 3.7.5. Activity Description
- 3.7.6. Output & Deliverables: This information relates to the indicators (3.7.7) selected

3.7.7. Output indicator(s)

Description	Code	Target Approved	Previous Target	Reached	Total Target	Measurement Unit	Explanation
Jointly developed solutions	RCO116	1.00	0.00	0.00	0.00	solutions	[Edit icon]

2.8. Expenditures

There are **2 ways** to report financial data: by expenditures “Add Expenditure” or by documents “Add file”.

By choosing “Add file”, you can add several files at ONCE, but **each document MUST correspond to a different expenditure**. Then edit the information related to each file. If you want to add **more than one document** related to a single expenditure, you can later add them when you insert the information related to each expenditure.

Eligible Amount
PR 0.00 €

#	Invoice Nr	Partner Request	Actions
Showing 0 to 0 of 0 records			

Partner TCD Change Progress Request Type Check Errors Submit Report →

Project > Progress Report > pPR2 > Expenditures > Expenditure 1

Expenditure 1 < > Invoice number referred in the file or in the zip file name, to easily identify it. Select the corresponding budget line. Cancel Save expenditure

*** Mandatory Fields**

Main Information

Invoice Nr * Budget Line *
 Issue Date * Payment Date * Year *
 22/01/2024 22/01/2024 2024

Description

No file selected

Issue date: reference date for example for the emission of the invoice, if it is a set of invoices the earliest date should be considered.
Payment date: invoice payment date, if is a set of invoices the latest payment date should be considered.
Year: The budget year is filled in automatically, based on the year of payment.

PDF uploads will be visible on this window.

For each expenditure, you must complete **all mandatory fields** and upload **at least 1 document**.



Contributions

	Amount
Eligible Amount	0.00 €
Contribution ERDF	0.00 €
VAT Deductible	0.00 €
Value (including VAT)	
Outside Program Area	0.00 €
Comment on the VAT	
EN +	
Comment on the VAT	

VAT deductible in Euros for the document /set of documents presented. If you cannot deduct VAT, you may keep this field empty. When you have the right to deduct VAT the certified amount must be net of VAT.

When applicable, you must include here the expenditures incurred outside the eligible area, which were previously approved (PAF).

Relevant information, namely when the expenditure refers to different VAT rates.



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Project Proposals Projects Progress Reports Entities Help

Adeline Oliveira TCD

EN ES FR PT

Settings Chat Sign Out

Expenditure

Once all the required fields are completed and the document(s) uploaded, save the expenditure.

✓ Save expenditure

VAT Deductible 0.00 €

Value (including VAT)

Outside Program Area 0.00 €

Comment on the VAT

EN +

Comment on the VAT

The file overview only exists for some formats (PDF in particular).

Add as many probative files as needed to justify the expenditure.
The type of file is always required.
The overview of the file(s) is displayed in the right-hand side of the page.

+ Add File(s)

File Name	File Type	Uploaded By	#
Proposta_CCDD-Norte.pdf	Invoices, receipts, payment orders and other probative documents Others	Adeline Oliveira	🗑️ →



EAPA Partner TCD Change Progress Request Type Check Errors Submit Report →

Project > > Progress Report > pPR2 > Expenditures

Expenditures

+ Add Expenditure

PR Eligible Amount 0.00 € + Add File(s) Add 1 or more files

Filter columns

#	Invoice Nr	Budget Line	Issue Date	Payment Date	Partner Request	Actions
1	01	Travel and accommodation costs	22/01/2024	22/01/2024	0.00 €	

Show 10 records Showing 1 to 1 of 1 records < Previous 1 Next >

You can see, edit, or delete each expenditure added in the "Expenditures" section main page.

2.9. Budget

Partner TCD | Change Progress Request Type | Check Errors | Submit Report →

Project > Progress Report > pPR2 > Budget

Budget

Partner Financial Overview

Partner Eligible Amount

Executed	Requested	Approved	Paid	Requested	Approved
0.00 € (0.00 %)	0.00 € (0.00 %)	512,078.10 €	0.00 € (0.00 %)	0.00 € (0.00 %)	384,058.60 €

Expenditures

Year	Budget Line	Partner				
Year	11					
Year	Previously Executed	Current pPR Executed	Previously Requested	Current pPR Requested	Approved	Available
2023	0.00 €	0.00 €	0.00 €	1,092.50 €	17,002.87 €	15,910.37 €
2024	0.00 €	0.00 €	0.00 €	0.00 €	209,314.16 €	209,314.16 €
2025	0.00 €	0.00 €	0.00 €	0.00 €	202,256.60 €	202,256.60 €
2026	0.00 €	0.00 €	0.00 €	0.00 €	134,136.66 €	134,136.66 €

Budget section displays the partner financial overview, namely the budget requested *versus* the budget approved, according to the information in the PAF, and the expenditures added in the current and previous report(s).

The available budget can be viewed by category, by year and by partner.



2.10. Project management and communication

Partner

Change Progress Request Type Check Errors Submit Report →

Project > > Progress Report > pPR2 > Modification Request Description

5. Project management and communication Save Changes

Expand All Collapse All

- 5.1. How will you coordinate and manage your project?
- 5.2. Which measures will you take to ensure quality in your project?
- 5.3. What will be the general approach you will follow to communicate about your project?
- 5.4. How do you foresee the reporting procedures for activities and budget (within the partnership)?
- 5.5. Cooperation criteria
- 5.6. Horizontal Principles
- 5.7. Project monitoring environment indicators

Information on “Project management”, “Communication”, “Cooperation criteria”, “Horizontal Principles” and “Project monitoring environment indicators”

2.11. Documents

In this section you must include relevant documents related to the activities implemented in the report for the current period. The documents are automatically saved. For each one you must select the type and enter a short description.

Interreg Atlantic Area Co-funded by the European Union Project Proposals Projects Progress Reports Entities Help

Partner TCD

Project > > Progress Report > pPR2 > Documents

Documents

Search by document name

Upload Date

Filter columns

Name	Type	Description	Upload Date	Actions
Proposta_CCDR-Norte.pdf	Select an option	Adeline Oliveira	22/01/2024	✓ ✗

Show 10 records Showing 1 to 1 of 1 records

< Previous 1 Next >

+ Add File(s) Add or more files

2.12. Financial corrections – Controller or NA

During the certification (controller) and validation (NA) process, financial corrections can be made. In such cases, as partner you must be informed and approve the corrections in order to send the pPR forward.

Dashboard

★ Favorites Projects

Search by project name [View all projects →](#)

Tasks

- Send pPR1 of [redacted] Agree deduction
- Due date: 06 March 2020
- Project: [redacted]

In your dashboard you will find a “task” to agree with the deduction made by the controller or NA.

To see the correction click on the “task” and go to “Expenditures” section in the report menu.

Expenditures

PR [redacted] FLC [redacted] NA [redacted]

#	Invoice Nr	Budget Line	Issue Date	Payment Date	Partner Request	FLC Certification	NA Validation	Actions
1	000	Travel and accommodation	04/09/2019	18/09/2019	[redacted]	-300.00	[redacted]	[redacted]

Show 10 records

Submit Report

Action +

Select an option

- Select an option
- Agree
- Forward for re-analysis

Submit again the report and choose between 2 options “Agree” to send your report to the next step with the proposed correction or “Forward for re-analysis” if you want to send it back to controller/NA, adding a comment on why you don’t agree with the deduction.

3. FIRST LEVEL CONTROLLER REPORT (CONTROLLER)

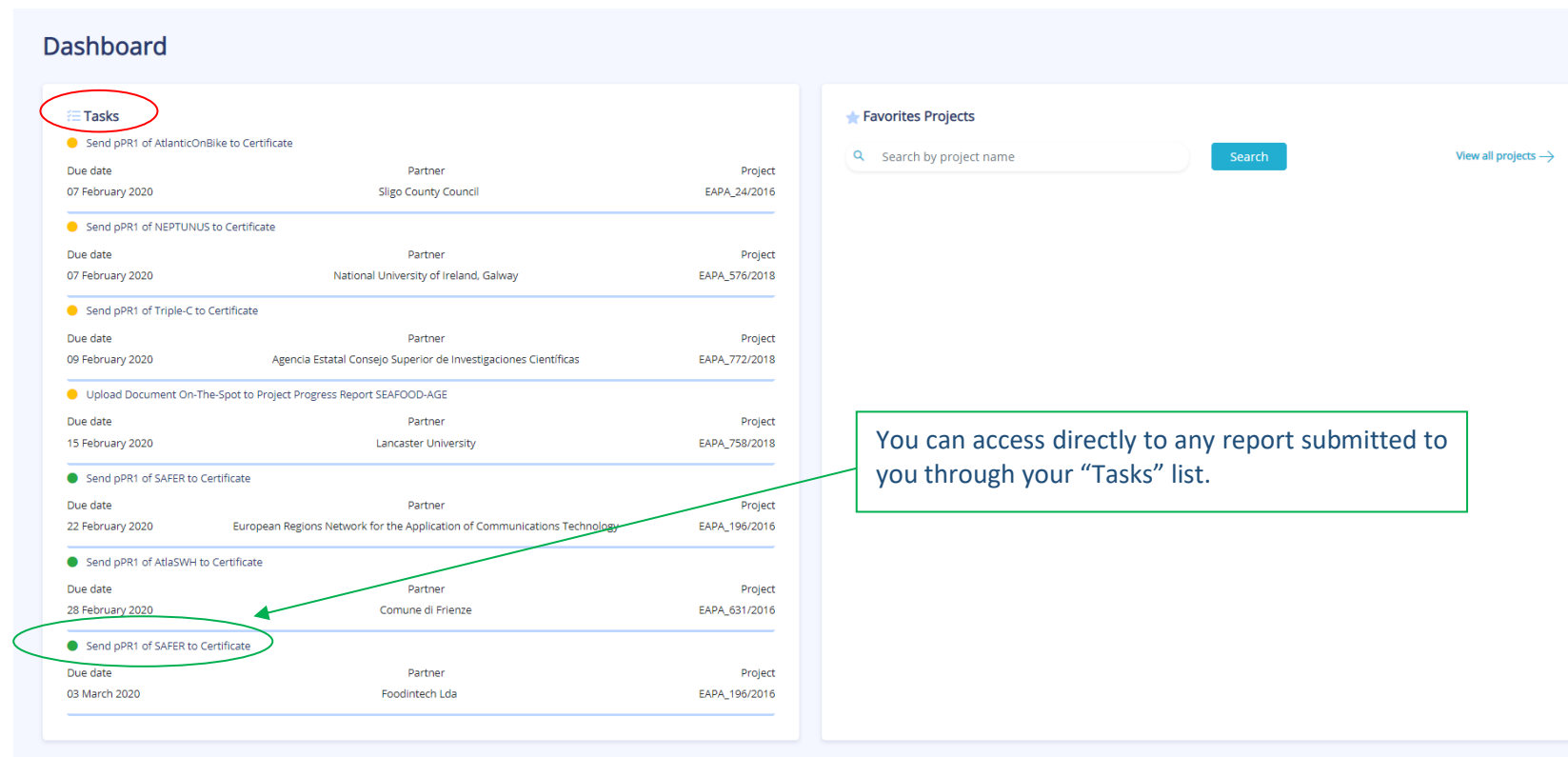
3.1. How to create the report

Controllers are registered by JS in SIGI platform.

Through the <https://sigi2127.atlanticarea.eu/SIGI.UI/Login> with your email and a default password: **AA@2127**.

After the first login, please change the password.

The landing page is your dashboard where you can see all your pending tasks as controller, namely the reports to be controlled.



Dashboard

Tasks

- Send pPR1 of AtlanticOnBike to Certificate

Due date	Partner	Project
07 February 2020	Sligo County Council	EAPA_24/2016
- Send pPR1 of NEPTUNUS to Certificate

Due date	Partner	Project
07 February 2020	National University of Ireland, Galway	EAPA_576/2018
- Send pPR1 of Triple-C to Certificate

Due date	Partner	Project
09 February 2020	Agencia Estatal Consejo Superior de Investigaciones Cientificas	EAPA_772/2018
- Upload Document On-The-Spot to Project Progress Report SEAFODD-AGE

Due date	Partner	Project
15 February 2020	Lancaster University	EAPA_758/2018
- Send pPR1 of SAFER to Certificate

Due date	Partner	Project
22 February 2020	European Regions Network for the Application of Communications Technology	EAPA_196/2016
- Send pPR1 of AtlasWH to Certificate

Due date	Partner	Project
28 February 2020	Comune di Frieze	EAPA_631/2016
- Send pPR1 of SAFER to Certificate

Due date	Partner	Project
03 March 2020	Foodintech Lda	EAPA_196/2016

Favorites Projects

Search by project name [View all projects →](#)

You can access directly to any report submitted to you through your "Tasks" list.



Projects Progress Reports

EN ES FR PT Sign Out

Project

Search [] Status Select an option

Filter columns [] []

Project	Description	Status	Total Budget	ERDF	Actions
[]	Tackling marine litter in the Atlantic Area	In filling	[]	[]	[] []
[]	Coordinated Atlantic Coastal Operational Oceanographic Observatory	In filling	[]	[]	[] []
[]	Smart Atlantic Seafood Clusters				[] []

All the projects you participate in as partner's controller are listed here. You can see PAFs and "star" project(s) to create a shortcut and have it displayed in your dashboard.

You can access any report submitted to you in the "Progress Reports" section.

Progress Reports

Partner Project

Expenditure eligible budget 0.00 € Project SAFER Request Type Select an option Status Select an option

Filter columns [] []

Report	Project	Partner	Request Type	Annual Period	Users	Status	Expenditure eligible budget	Expenditure ERDF budget	Actions
1	SAFER	[]	Progress Report	1st Half	USER_41	Registered	0.00 €	0.00 €	[]
1	SAFER	[]	Progress Report	1st Half	USER_51	Registered	0.00 €	0.00 €	[]
1	SAFER	[]	Progress Report	1st Half	FLC User	In Certification FLC	[]	[]	[]
1	SAFER	[]	Progress Report	1st Half	FLC User	In Certification FLC	[]	[]	[]

3.2. General structure and options

Information about the current partner progress report (piper).

Before submitting your report, use the "Check Errors" option to confirm that all mandatory fields are completed.

Controller report MAIN MENU

- 1 - Project Identification
No info required.
- 2 - Work Plan
No info required.
- 3 - Expenditures
Info required.
- 4 - Expenditures control
Info required.
- 5 - Budget
No info required.
- 6 - Project Management and Communication
No info required.
- 7 - Documents
No info required.
- 8 - Time Plan
No info required.
- 9 - Versions history
No info required.

Project identification

Project general information.

General information about the project. There is no field to complete in this section.

Controller gets information on:

- Activities implemented during the period covered.
- Financial data corresponding to the same or the previous period.

3.3. Workplan, Budget, Project management and communication

The screenshot displays the Interreg Atlantic Area web application interface. At the top, there is a navigation bar with the Interreg Atlantic Area logo, the European Union flag, and the text 'Co-funded by the European Union'. The main content area is divided into three sections:

- 5. Project management and communication:** This section contains a form for '5.1. How will you coordinate and manage your project?'. It includes a sub-section '5.1.1. Please describe how the project management on the strategic and operational level will be carried out, including communication within the partnership will be organised.' and an 'Approved' status indicator.
- Work Plan:** This section displays a table of work packages. The table has columns for 'Work Package Number', 'Activity Name', 'Start Date', 'End Date', and 'Actions'. The data is as follows:

Work Package Number	Activity Name	Start Date	End Date	Actions
1	WP1 Coordination	01/05/2017	30/04/2020	
2	WP2 Communication	01/05/2017	30/04/2020	
- Budget:** This section shows a 'Partner Financial Overview' with two main components: 'Partner Eligible Amount' and 'Partner Payments Amount'. Below these are progress bars for 'Executed', 'Requested', and 'Approved' amounts, with a legend at the bottom.

A callout box with a purple border and text points to the 'Work Plan' table and the 'Budget' section, stating: "Information provided by the partner through the pPR for the reported period." Arrows from the callout box point to the 'Activity Name' and 'Start Date' columns in the table, and to the 'Partner Eligible Amount' and 'Partner Payments Amount' bars in the budget section.

3.4. Expenditures

Project > > Progress Report > pPR1 > Expenditures

Expenditures

The expenditures list can be downloaded in Excel and in PDF formats.

The controller must “check” and control each reported expenditure.

PR Eligible Amount 1,092.50 € FLC Total Certification 1,092.50 €

#	Invoice Nr	Budget Line	Issue Date	Payment Date	Partner Request	FLC Certification	Actions
1	Prep. Costs	Preparation costs	01/10/2023	01/10/2023			

Showing 1 to 1 of 1 records

Filter columns

< Previous 1 Next >



Expenditures cannot be deleted. You can introduce 0€ or send the report back to the partner (see controller report submission), asking him/her to delete the expenditure(s) or correct the report, if needed.

For each expenditure, you have access to all the information provided by the partner, as well as the uploaded documents.

Your control fields “controller certification” are automatically completed with the amounts introduced by the partner. If you agree, just tick the boxes (they must be blue) and click “confirm”.

Expenditure 1 < > (PR) Eligible Amount 1,092.50 € (FLC)

Cancel

Main Information

Invoice Nr: Prep. Costs
Budget Line: Preparation costs
Issue Date: 01/10/2023
Payment Date: 01/10/2023
Year: 2023

Description

EN ES FR PT
Preparation Costs

Supplier Tax Number: Supplier Name:

Certifications

	Eligible Amount (€)	FLC Certification (€)
	1,092.50 €	1,092.50 €

Contributions

	Eligible Amount (€)	FLC Certification (€)
Eligible Amount	1,092.50 €	1,092.50 €
Contribution ERDF	819.38 €	819.38 €
VAT Deductible	0.00 €	0.00 €
Value (including VAT)	1,092.50 €	1,092.50 €
Outside Program Area	0.00 €	0.00 €

Comments from partner

EN

Certification (€)

€

€



Expenditure 2 < > PR Eligible Amount 1,500.00 € FLC Total Certification 1,000.00 € Cancel Confirm

Supplier Tax Number Supplier Name

Certifications

Eligible Amount (€)	FLC Certification (€)
1,500.00 €	1,000.00 € <input checked="" type="checkbox"/>

Contributions

	Eligible Amount (€)	FLC Certification (€)
Eligible Amount	1,500.00 €	1,000.00 €
Contribution ERDF	1,125.00 €	750.00 €
VAT Deductible	0.00 €	0.00 €
Value (including VAT)	1,500.00 €	0.00 €
Outside Program Area	0.00 €	0.00 €
Comments from partner		

Justification * This field is mandatory if you change one of the values

EN

Justification

EN

Note: In the original image, a yellow circle highlights the '1,000.00 €' value in the Certifications table, and a yellow arrow points from a text box to it. Another yellow circle highlights the 'Justification' section.

If an amount needs to be corrected, enter the numbers. Your correction will be highlighted in red, and all calculation will be done automatically. Tick the boxes and complete the required justification, then "Confirm".

3.5. Expenditures control

The amounts are automatically completed according to the validation of expenditures. Introduce the date and upload the validation file (you can create one PDF or upload a zip file).

When applicable complete the information regarding On-the-spot control. Note that at least one verification On-the-spot must be performed during the project lifecycle.

The pre-filled "Certification Report" must be downloaded by the controller and after being completed it must be signed and uploaded in the section above "Administrative verifications – Declaration".

Additional documents must be uploaded in the "documents" section.

3.5. Controller report submission

Once all the required fields are completed, you can submit your report to the National Authority for validation or send it back to the partner to perform eventual needed corrections.

A comment is required in the "observation" field.

Submit Report

Action *
For Validation

Observation *

Cancel Submit

4. NATIONAL AUTHORITY VALIDATION REPORT (NA)

4.1. How to create the report

Through the link <https://sigi2127.atlanticarea.eu/SIGI.UI/Login> with your email and a default password: **AA@2127**.

After the first login, please change the password.

The landing page is your dashboard where you can see all your pending tasks as NA, namely reports to be validated.

The screenshot shows the dashboard interface. At the top left, there is a navigation menu with 'Interreg Atlantic Area', 'Co-funded by the European Union', 'Projects', 'Progress Reports', and 'Help'. The main heading is 'Dashboard'. Below this, there is a 'Tasks' section with a red circle around the 'Tasks' icon and a green circle around the 'Select a Project' dropdown menu. The 'Task Type' dropdown is also visible. Below the dropdowns, there are two task entries:

- Task 1:** Send pPR1 of ATLIC to Validate. Due date: 10 December 2023. Project: EAPA_0027/2022. Partner: 3 L'École de design Nantes Atl. Submission Date: 10 November 2023.
- Task 2:** Send pPR2 of HY4RES to Submission. Due date: 19 January 2024. Project: EAPA_0001/2022. Partner: 1 Trinity College Dublin (Schoo. Submission Date: 19 January 2024.

To the right of the tasks, there is a project card for 'HY4RES' with a star icon and a plus sign. The card title is 'HY4RES' and the description is 'Hybrid solutions for Renewable Energy Systems: achieving net-zero Atlantic area energy consumers & communities'. A green callout box with an arrow pointing to the 'Select a Project' dropdown contains the text: 'You can access directly any report submitted to you through your "Tasks" list.'



Project

Projects

Search

Status

Search

Select an option

Filter columns

Project	Description	Status	Total Budget	ERDF	Actions
REINFORCE2	Resource INFrastructures for m...	Approved			☆ ⬇
HY4RES	Hybrid solutions for Renewable E...	In Execution			★ ⬇
AQUACULTURE 5.0	Introducing Industry 5.0 in Atlantic Aquaculture	Approved			☆ ⬇
SATComm	Sustainable Atlantic Communities	Approved			☆ ⬇
DiadSea	Transnational cooperation to improve the manag...				☆ ⬇
DIBEST	Digital Innovation for Blue Enterprises & Social T...				☆ ⬇

All the projects are listed here. You can see PAFs and "star" project(s) to create a shortcut and have it displayed in your dashboard.

You can access any report submitted to you in the "Progress Reports" section.

Information about the current partner Progress Report (pPR).

Progress Reports

Partner Project

Expenditure eligible budget
55,859.77 €

Project Partner Request Type Status
Select an option Select an option Select an option Select an option

Report	Project	Partner	Request Type	Annual Period	Users	Status	Consolidated	Expenditure eligible budget	Expenditure ERDF budget	Actions
1	DIGITALIVE	4 PETR West Charente - Cognac Land (General)	Extraordinary progress report	2nd Half / 2023	Saber Laiche	Agree FLC Deduction	No			👁
1	ATLIC	2 BLUELAB SAINT-NAZAIRE (Fablab)	Extraordinary progress report	2nd Half / 2023	Henry	Registered	No			👁
1	ATLIC	3 L'École de design Nantes Atlantique (Contrôle de Gestion)	Extraordinary progress report	2nd Half / 2023	Adeline Oliveira; Laura Chiron; Ludovic Laurenie; Jérémy Amoreau	Under validation NA	No			👁
1	ADT4Blue	2 Centre National de la Recherche Scientifique - Délégation régionale Aquitaine (CNRS Délégation Aquitaine)	Progress Report	2nd Half / 2023		Validated	Yes			👁

4.2. General structure and options

Information about the current partner Progress Report (pPR).

Before submitting your report, use the "check errors" option to confirm that all mandatory fields are completed.

NA report MAIN MENU

- 1 - Project Identification
No info required.
- 2 - Work Plan
No info required.
- 3 - Expenditures
Info required.
- 4 - Expenditures control
Info required.
- 5 - Budget
No info required.
- 6 - Project Management and Communication
No info required.
- 7 - Documents
No info required.
- 8 - Time Plan
No info required.
- 9 - Versions history
No info required.

Project general information.

General information about the project.
There is no field to complete in this section.

NA gets information on:

- Activities implemented during the period covered.
- Financial data corresponding to the same or the previous period.
- Controller certification.

4.3. Workplan, Budget, Project management and communication

Information provided by the partner through the pPR for the reported period.

Project > [redacted] > Progress Report > pPR1 > Modification Request Description

5. Project management and communication

Save Changes

Expand All Collapse All

5.1. How will you coordinate and manage your project?

5.1.1. Please describe how the project management on the strategic and operational level will be carried out, including the set-up of management structures, responsibilities and procedures, as well as risk management. Please also explain how the internal communication within the partnership will be organised.

Approved

EN

Project > SAFER > Progress Report > pPR1 > Work Plan

Work Plan

Filter columns

Work Package Number	Activity Name	Start Date	End Date	Actions
1	WP1 Coordination	01/05/2017	30/04/2020	
2	WP2 Communication	01/05/2017	30/04/2020	

Show 10 records

< Previous 1 Next >

Project > [redacted] > Progress Report > pPR1 > Budget

Budget

Partner Financial Overview

Partner Eligible Amount: 562,710.29 €

Partner Payments Amount: 422,032.72 €

Executed: 0.00 € (0.00%)

Requested: 1,092.50 € (0.19%)

Approved: 562,710.29 €

Paid: 0.00 € (0.00%)

Requested: 819.38 € (0.19%)

Approved: 422,032.72 €

4.4. Expenditures

Interreg Atlantic Area Co-funded by the European Union Projects Progress Reports Help Adeline Oliveira NCES EN ES FR PT Sign Out

Check Errors Submit Report →

Project > Progress Report > pPR1 > Expenditures

Expenditures

PR Eligible Amount 22,389.09 €
 FLC Total Certification 22,389.09 €
 NA Total Validation 22,389.09 €

NA must “check” each reported expenditure.

The expenditures list can be downloaded in Excel and in PDF formats.

#	Invoice Nr	Budget Line	Issue Date	Payment Date	Partner Request	FLC Certification	NA Validation	Actions
1	Prep. Costs	Preparation costs	01/09/2023	01/09/2023	1,589.09 €	1,589.09 €	1,589.09 €	👁️
2	1	Staff costs	10/11/2023	10/11/2023	16,000.00 €	16,000.00 €	16,000.00 €	👁️ ✓
2.1	1	Office and administrative expenditure	10/11/2023	10/11/2023	2,400.00 €	2,400.00 €	2,400.00 €	👁️
2.2	1	Travel and accommodation costs	10/11/2023	10/11/2023	2,400.00 €	2,400.00 €	2,400.00 €	👁️

Show 10 records Showing 1 to 4 of 4 records

< Previous 1 Next >



Expenditures cannot be deleted. You can introduce 0€ or send the report back to the partner or controller (see NA report submission), asking him/her to delete the expenditure(s) or correct the report, if needed.

For each expenditure, you have access to all the information provided by the partner and controller, as well as the uploaded documents.

Your control fields “NA validation” are automatically completed with the amounts introduced by the controller and partner (when no correction made). If you agree, just tick the boxes (they must be blue) and click “confirm”.

interreg Atlantic Area Co-funded by the European Union Projects Progress Reports Help

Project > Progress Report > pPR1 > Expenditures > Expenditure 2

Expenditure 2 <> PR Eligible Amount 16,000.00 € FLC Total 16

* Mandatory Fields

Main Information

Invoice Nr	Budget Line	Issue Date	Payment
1	Staff costs	10/11/2023	10/11/2023

Description

EN
RH

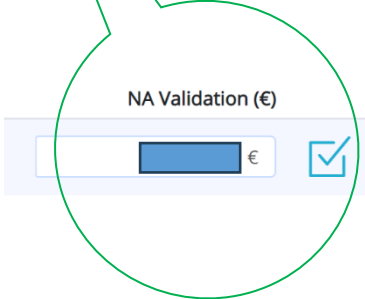
Supplier Tax Number Supplier Name

Certifications

Eligible Amount (€)	FLC Certification (€)	NA Validation (€)
16,000.00 €	16,000.00 €	€ <input checked="" type="checkbox"/>

Check Errors Submit Report →

Cancel Confirm





Expenditure 2 < >

PR Eligible Amount
16,000.00 €

FLC Total Certification
16,000.00 €

NA Total Validation
15,000.00 €

Cancel Confirm

Certifications

Eligible Amount (€)	FLC Certification (€)	NA Validation (€)
16,000.00 €	16,000.00 €	15,000.00 €

Contributions

	Eligible Amount (€)	FLC Certification (€)	NA Validation (€)
Eligible Amount	16,000.00 €	16,000.00 €	15,000.00 €
Contribution ERDF	12,000.00 €	12,000.00 €	11,250.00 €
VAT Deductible	0.00 €	0.00 €	0.00 €
Value (including VAT)	16,000.00 €	16,000.00 €	15,000.00 €
Outside Program Area	0.00 €	0.00 €	0.00 €

Justification *This field is mandatory if you change one of the values

EN +

Justification

If an amount needs to be corrected, enter the numbers. Your correction will be highlighted in red, and all calculation will be done automatically. Tick the boxes and complete the required justification, then "Confirm".

Controller deduction

During the certification (controller), financial corrections can be made. In such cases, it will appear highlighted in red. The amounts pre-completed for your validation (NA) take into account the deduction made by the controller.

The screenshot shows the 'Expenditures' page with a summary bar and a table. The summary bar includes: PR Eligible Amount 2,400.00 €, FLC Total Certification 2,100.00 €, and NA Total Validation 2,100.00 €. The table has columns for #, Invoice Nr, Budget Line, Issue Date, Payment Date, Partner Request, FLC Certification, NA Validation, and Actions. A row with Invoice Nr 000 and Budget Line 'Travel and accommodation' shows a Partner Request of 2,400.00 €, FLC Certification of -300.00 € (highlighted in red), and NA Validation of 2,100.00 €. A modal window for 'NA Validation (€)' is open, showing a table with two rows: 300.00 € and 2,000.00 €, and 400.00 €. The 2,000.00 € and 400.00 € rows have checkmarks in the 'NA Validation' column.

If you do not agree with controller corrections, you can edit the amounts and check the boxes. For example, if introduce a higher amount, it will appear in green.



4.5. Expenditure control

Insert your validation amounts and upload the corresponding file (you can create one PDF or upload a zip file).

If your validation is based on a sample system, please introduced the amount in the cell "Total checked".

Expenditures Control

✓ Save Expenditure Control

National Correspondente Supervision

Total Validated *	Total Checked *	ERDF *	Declaration *
<input type="text" value="0.00 €"/>	<input type="text" value="0.00 €"/>	<input type="text" value="0.00 €"/>	<input type="text" value="Select File"/> <input type="button" value="Browse"/>

Administrative Verifications

Total Certified	ERDF
4,025.00 €	3,018.75 €
Reference Date	Declaration
08/01/2020	P1 - Control Statement Model.pdf ↓

On-The-Spot

Total Certified	ERDF
4,025.00 €	3,018.75 €
Reference Date	Declaration
01/01/2020	P1 - Control Statement Model.pdf ↓

Financial Controller (FLC)

Tax Identification	Full Name	Organization
	FLC User	

Information and document provided by the controller.

4.7. Report submission

Partner MTCBC

Check Errors **Submit Report →**

Submit Report

Action *

Select an option

Select an option

- Validated
- Return to FLC
- Return to Partner

Cancel **Submit**

Once all the required fields are completed, you can submit your report to the LP or send it back to the partner or controller to perform eventual needed corrections.

A comment is required in the "Observation" field.

Submit Report

Action *

For Validation

Observation *

Cancel **Submit**

5. PROJECT REPORT FORM - PPR

5.1. How to create the report

The LP role is to make a consolidation of the information collected through the partners' reports. The LP checks the consistency of the information and evidence provided; namely regarding certification process, ensuring specifications of the partner country are respected. The LP must submit to the MA/JS the activity report and the related ERDF reimbursement claim when applicable (cf. Programme Manual, 5.2.5 Role of the Lead Partner in the control process).

Once **ALL project partners which intend to submit a report (at least one every 12 months, and one every 6 months for the LP)** have validated their reports, enter through the link <https://sigi2127.atlanticarea.eu/SIGI.UI/Login> with your email and password.

The landing page is your dashboard, you can create PPR from here. **If the LP's partner report is not validated, you will not be able to create the Project report.**

See how to "star" a project in section 2 page 7 of this manual.

interreg Atlantic Area Co-funded by the European Union Project Proposals Projects Progress Reports Entities Help Adeline Oliveira TCD EN ES FR PT Sign Out

Dashboard

★ Favorite Projects

Search by project name Search View all projects →

Tasks

Select a Project

Select an option

Progress Reports

Partner Project Expenditure eligible budget 0.00 € Request Type Select an option Status Select an option + Create Report

You can create the PPR from the shortcut: ★

Progress reports section, tab "Project" > "+ Create Report".

Report	Project	Request Type	Annual Period	Status	Expenditure eligible budget	Expenditure ERDF budget	Actions
No records.							

Show 10 records < Previous Next >

5.2. Report cover

Select the project and create the PPR.

Then select the Request Type.



To create the report, you have to upload the “Statement of responsibility” duly completed and signed.

Report Cover

+ Create Project Progress Report

Statement of Responsibility

Select File

Browse

Template

Partner Reports Included



Report NA Total Eligible Value Validation
0.00 €



Report Na Total ERDF Value Validation
0.00 €

Filter columns

#	Partner	Status	Status Date	Eligible Amount (€)	ERDF	Actions
1	[Redacted]	Validated	31/10/2023	0.00 €	0.00 €	
2	[Redacted]	Not Created		0.00 €	0.00 €	
3	[Redacted]	Not Created		0.00 €	0.00 €	
4	[Redacted]	Not Created		0.00 €	0.00 €	

Report Details

Acronym

Report Type

Project Progress Report

Request Type *

Progress Report

Annual Period

Creation Date *

All general information regarding pPRs is available in this page.

As LP you can enter in each pPR and check what partners reported.

5.3. General structure and options

PPR MAIN MENU

- 1 - Project Identification
No info required.
- 2 - Work Plan
Info required.
- 3 - Expenditures
Info required if there is a payment claim.
- 4 - Expenditures Control
No info required by the partner (allocated to the controller/NA).
- 5 - Budget
Info required.
- 6 - Project management and communication
Info required.
- 7 - Documents
Upload of non-financial docs.
- 8 - Time Plan
No info required.
- 9 - Versions history
No info required.

Information about the current PPR.

The report is available in the 4 Programme languages.
Information MUST be provided at least in English. Other languages are optional.

Before submitting your report, use the Check Error option to confirm all mandatory fields are completed.

The screenshot displays the PPR reporting interface. At the top, there's a navigation bar with 'Project Proposals', 'Projects', 'Progress Reports', 'Entities', and 'Help'. The user 'Adeline Oliveira UDI' is logged in, with language options for EN, ES, FR, and PT. The main content area is titled 'Report Cover' and includes a 'Statement of Responsibility' section with an 'Uploaded' status and a 'Work Plan.pdf' file. Below this is a table with columns for '#', 'Partner', 'Status', 'Status Date', 'Eligible Amount (€)', 'ERDF', and 'Actions'. The table shows two rows of validated partners. A 'Report Details' sidebar on the right lists 'Acronym: ADT4Blue', 'Report Type: Project Progress Report', and 'Request Type: Refund'. The bottom right corner shows 'Annual Period: 2nd Half / 2023'. A 'Check Errors' button and a 'Submit Report' button are visible in the top right corner.

PPR general information.

Information about the PPR and pPRs.
There is no field to complete in this section.

The PPR, for the referred period, allows you to:

- Consolidate the information provided by partners.
- Describe the activities carried out.
- Through the Project, on behalf of project partners, declare and justify the expenses and introduce a reimbursement claim.

5.4. Work plan

Work Plan

Work Packages

#	Work Package Type	Work Package Title	Start Date	End Date	Actions
0			01/11/2022	03/03/2023	
2			01/02/2024	31/12/2026	
3			01/12/2024	31/12/2026	
4			01/01/2024	31/12/2026	
5			01/01/2026	31/12/2026	

Showing 1 to 5 of 5 records

All work packages on which partners reported information are listed.
As LP you must compile and consolidate the information for each WP and activities associated
An overview on the achieved progress and problems /deviations, if applicable, must be provided per work package.

Work Plan

2. Work Package Title

2. Activity Start Date

2. Activity end date

Percentage Execution

Explanation

Partners Achievements

Percentage Execution

Explanation

Showing 1 to 5 of 5 records

2.5. Investments List

No records.

2.6. Project Results List

Description	Code	Target Approved	Previous Target	Reached	Total Target	Measurement Unit	Explanation	Actions
joint strategies and action plans taken up by organisations		1.00	0.00	0.00	0.00			

Activities List

Activity Number	Activity Title	Start Date	End Date	Actions
2		04-2024	04-2025	



Activity

Cancel Save Activity

Nr	Title	Start Date	End Date
2	[Redacted]	04-2024	04-2025

Percentage Execution
 %

Explanation

For each WP's activity, you should report, AT PROJECT LEVEL, on:

- "Percentage execution" and explain;
- Activity description;
- Outputs and deliverables;
- Outputs indicators targets reached.

Partners Achievements

Percentage Execution	Explanation
15.00 %	15

Expand All | Collapse All

▼ Activity Description

▼ Output & Deliverables: This information relates to the indicators (3.7.7) selected

▼ Indicator



5.5. Expenditures

For each partner/pPR you can see information on payment claim and by entering each expenditure, you will find detailed information and support documents.

Expenditures

PR Eligible Amount
0.00 €

NA Total Validation
[Redacted]

Information about the pPRs payments claims.

▼		Total NA Validation 27,100.00 €
▼		Total NA Validation 0.00 €
▼		Total NA Validation 0.00 €
▼		Total NA Validation 2,400.00 €
▲		Total NA Validation 0.00 €
▲		Total NA Validation 0.00 €

#	Invoice Nr	Budget Line	Creation Date	Validation Date	Partner Request	NA Validation	Actions
1.00	1	Preparation Costs	20/01/2020	07/02/2020	11,000.00 €	11,000.00 €	⏪ ⏩
2.00	2	Staff costs	22/01/2020	07/02/2020	15,000.00 €	-1,000.00 14,000.00 €	⏪ ⏩
2.10	2	Office and administrative expenditure	22/01/2020	07/02/2020	2,250.00 €	-150.00 2,100.00 €	⏪ ⏩

Show 10 records

5.6. Expenditures control

In this section you can see and check controller certification and NA validation documents for all partners claiming reimbursement.
Keep in mind that the Lead Partner can only submit the progress report after receiving and having checked the control documents from the partners reporting expenditure.

Project > [redacted] > Progress Report > PPR1 > Expenditures Control

Expenditures Control

Partner [redacted] ⌵

+ Request Document

If for any reason a document must be corrected or received, you can use the option “+Request Document”. Depending on the document type, controller or NA will receive the request as pending task.

National Correspondente Supervision

Total Validated	Total Checked	ERDF	Declaration
[redacted]	[redacted]	[redacted]	NA validation.pdf ⬇

Administrative Verifications

Total Certified	ERDF
[redacted]	[redacted]
Reference Date	Declaration
04/02/2020	FLC report.pdf ⬇

On-The-Spot

Total Certified
0.00 €
Reference Date

Request Document

TypeId +
Select an option [dropdown]

- Select an option
- On the Spot
- Administrative Verifications
- National Correspondent Supervision

Cancel Confirm



5.7. Budget

Interreg Atlantic Area Co-funded by the European Union Project Proposals Projects Progress Reports Entities Help Adeline Oliveira UDI EN ES FR PT Settings Chat Sign Out

Check Errors Submit Report →

Project > > Progress Report > PPR1 > Budget

Budget

Partner
All Partners

Maximum Request Amount ?

Expenditures Total Amount 3,286,799.53 €			Payments Total Amount 2,465,099.14 €		
Executed	Requested	Approved	Paid	Requested	Approved
0.00 € (0.00 %)	60,980.00 € (1.86 %)	3,286,799.53 €	0.00 € (0.00 %)	45,735.00 € (1.86 %)	2,465,099.14 €

Expenditures ?

Year Budget Line Partner

This section shows an overview of financial figures, for the whole project or by partner.

The available budget can be viewed by category, by year and by partner.



5.8. Project management and communication

5. Project management and communication

Information on “Project management”, “Communication”, “Cooperation criteria”, “Horizontal Principles” and “Project monitoring environment indicators” AT PROJECT LEVEL.

Save Changes

Expand All Collapse All

5.1. How will you coordinate and manage your project?

5.1.1. Please describe how the project management on the strategic and operational level will be carried out, including the set-up of management structures, responsibilities and procedures, as well as risk management. Please also explain how the internal communication within the partnership will be organised.

Approved

EN

[Redacted text area]

Achieved

EN



Enter text

[Redacted text area]

Partners Achievements

[Redacted text area]

5.2. Which measures will you take to ensure quality in your project?

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

5.4. How do you foresee the reporting procedures for activities and budget (within the partnership)?

5.5. Cooperation criteria

5.6. Horizontal Principles

5.9. Documents

Documents

+ Add File
Add 1 or more files

In addition to the documents uploaded within pPRs, as LP you can also add relevant documents in this section.

Requested Documents

Name	Document Type	Owner	Request Date	Upload Date	Status	Actions
No records.						

Search

Document Type

Upload Date

Filter columns

Name	Document Type	Number	UserName	Description	Upload Date	Actions
bilhetes comboio.pdf	Working documents	pPR1	USER_40		22/01/2020	
FLC report.pdf	Administrative Verifications	pPR1	FLC User	FLC report.pdf	03/02/2020	
FLC report.pdf	Administrative Verifications	pPR1	FLC User	FLC report.pdf	04/02/2020	
NA validation.pdf	National Correspondent Supervision	pPR1	NA Ireland	NA validation.pdf	07/02/2020	



5.10. Time Plan

Interreg Atlantic Area Co-funded by the European Union Project Proposals Projects Progress Reports Help

EN ES FR PT

Project Proposals Time Plan

The Time Plan summarises ongoing activities and calendar.

Excel export Pdf export

Name	Start Date	2024						2025									
		May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025
WP 1 - Ca...	01/05/2024	[Gantt bar]												[Gantt bar]			
Activity 1	01/05/2024	[Gantt bar]												[Gantt bar]			
RCO84 - P...	01/05/2024	[Gantt bar]												[Gantt bar]			
Activity 2	01/09/2024	[Gantt bar]												[Gantt bar]			
RCO84 - P...	01/09/2024	[Gantt bar]												[Gantt bar]			
Activity 3	01/12/2024	[Gantt bar]												[Gantt bar]			
RCO116 - P...	01/12/2024	[Gantt bar]												[Gantt bar]			
Activity 4	01/01/2025	[Gantt bar]												[Gantt bar]			
RCO84 - P...	01/01/2025	[Gantt bar]												[Gantt bar]			
Activity 5	01/11/2025	[Gantt bar]												[Gantt bar]			
RCO87 - C...	01/11/2025	[Gantt bar]												[Gantt bar]			
RCO116 - P...	01/11/2025	[Gantt bar]												[Gantt bar]			
Activity 6	01/05/2025	[Gantt bar]												[Gantt bar]			
RCO116 - P...	01/05/2025	[Gantt bar]												[Gantt bar]			
WP 2 - Big...	01/05/2024	[Gantt bar]												[Gantt bar]			
Activity 1	01/05/2024	[Gantt bar]												[Gantt bar]			
RCO84 - P...	01/05/2024	[Gantt bar]												[Gantt bar]			

5.11. Report submission

Once you entered all information/uploaded all documents, submit the report.

Report Cover

Submit Report

Action *

Submit

Observation *

Cancel Submit

Check Errors Submit Report →

Partner Reports Included

#	Partner
1	[Redacted]
2	[Redacted]
3	[Redacted]

Report Details

Acronym

Annual Period

1 2nd Half / 2020

Creation Date

11/02/2020

Progress Reports

Expenditure eligible budget 30,650.00 €

Project Request Type Status

Select an option Select an option Select an option

+ Create Report

Report	Project	Request Type	Annual Period	Status	Expenditure eligible budget	Expenditure ERDF budget	Actions
PPR1	[Redacted]	Progress Report	2nd Half	In Physical Analysis	[Green Box]	[Green Box]	[Icon]

Show 10 records

< Previous 1 Next >

The PPR will be available in "Progress Reports" section, where you can also check its status.



5.12. Transfer of financial expenditures into an extraordinary report



If any partners are experiencing delays with their expenditure certification processes by controllers or NAs, there is an emergency mechanism that the Lead Partner can use called *Postpone Financial Report*.

With this action, the financial report will be validated with activities only. Even if you perform this action at the controller/NA level, the financial workflow will immediately stop.

The Lead Partner can activate this action at the symbol € on the report cover of the consolidated report:

Partner Reports Included

Filter columns  

#	Partner	Status	Status Date	Eligible Amount (€)	ERDF	Actions
1	<div style="border: 1px solid green; width: 100px; height: 60px;"></div>	● Reanalysis	01/06/2021	<div style="border: 1px solid green; width: 100px; height: 20px;"></div>		 

Just include a justification and the action will be completed.

In this way, you are able to submit the consolidated report.

When the Lead Partner performs this action, the pre-entered expenses will be automatically transferred into an extraordinary report, which will have registered status. Even if a partner was at controller/NA level, the workflow needs to be repeated.

The partner may add new expenses besides the already saved ones. Once the partner finishes, he just has to click again on Submit so that the report can be sent to the controller.


6. UPDATING THE TAX/SOCIAL SECURITY DOCUMENTS

If you receive an error message to update the tax/social security documents, just do the following:

1) Go to menu Entities:



2) Click on the pencil:



Name	Abbreviation	Name EN	Website	Entity type	Organization type	Country	Actions
				Partner	Public-private organisations	France	



3) Upload the file on Add File:

Tax Regularity

Status OK

+ Add File

Name	Creation Date	Expiration Date	Actions
Obligation on tax clearance Declarations.pdf	12/02/2020	<div style="border: 1px solid #ccc; padding: 2px;">  31/12/ </div> <div style="display: flex; justify-content: space-around; margin-top: 2px;"> ✓ ✗ </div>	

4) Click on the blue symbol:

Tax Regularity

Status OK + Add File

📄 📄

Name	Creation Date	Expiration Date	Actions
Obligation on tax clearance Declarations.pdf	12/02/2020	<input type="text" value="31/12/"/> 📅	📄 📄 ⬇️

Back Submit

Departments

+ Add Department

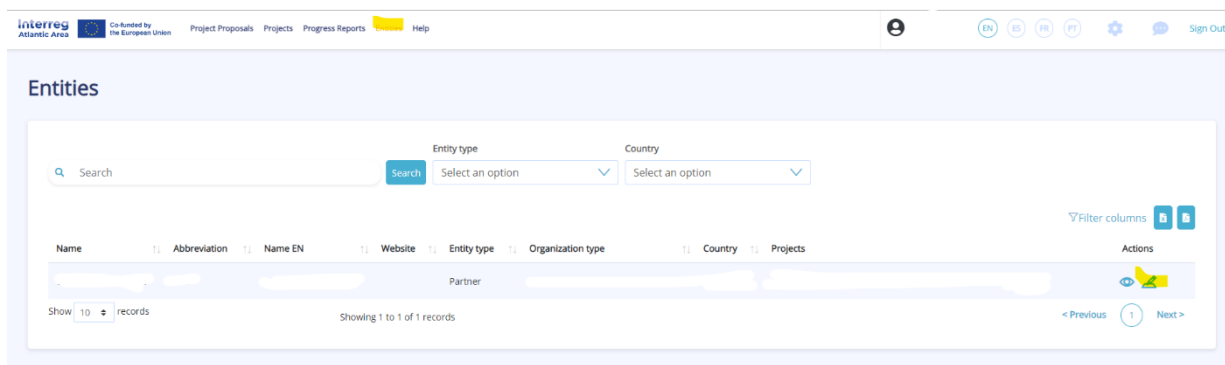
📄 📄

Name	Tax Number	Actions
Port development & maintenance services	89130022932	👁️

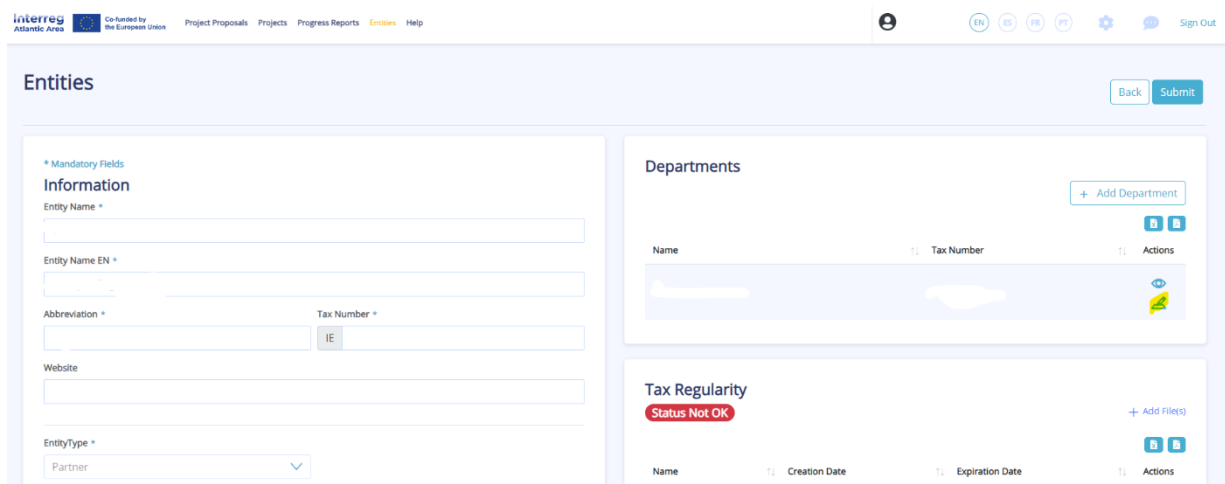
7. HOW TO INVITE MEMBERS OF MY ORGANISATION

In order to invite new members through SIGI to be part of your project (please note that only a member of the same organisation can do that), please follow the steps described below:

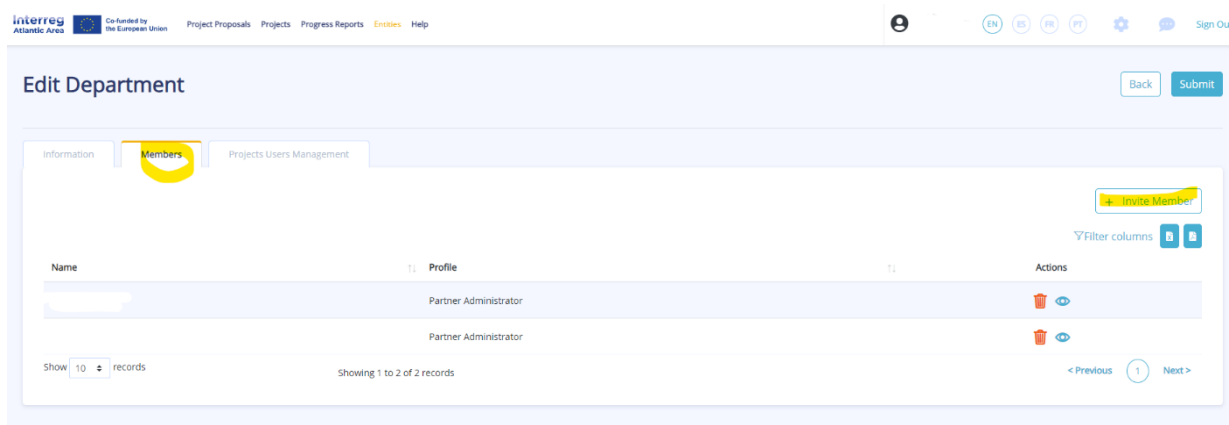
1. Enter the Entities tab and access your entity:



2. Click on the department in which the project is associated:



3. Click on “Members” and add a member by clicking on “Invite Member”:



You must then enter the e-mail address of the member you wish to invite and “Save”. The member will be receiving an e-mail in which he/she will have to accept the invitation and choose a password.

Once the member accepted the invitation, please make sure that he/she has access rights to the project by clicking on Projects Users Management and then click on the box next to his/her name to give him/her access rights:

