INTERREG ATLANTIC AREA

2021-2027

2nd Call for Proposals

How to complete the application form

Application process

Projects applications must be submitted through the web-based Application Form (AF) which, is available on the SIGI platform

The AF describes the project and gives detailed information on the work plan, partnership and financial figures.

Once completed and submitted, the application is automatically registered, and the Lead Partner will receive an electronic notification of the application's receipt by the Programme.

For more information regarding the application procedure consult the Programme Manual and application pack.

1. Registration in SIGI

All partners' organisations/entities MUST be registered in SIGI.

Before creating and submitting a project application, as Lead partner please ask all your partners to register in SIGI.

Note that for this new programming period, a new registration is required.

Each organisation / entity is registered only ONE time with an user, who will have an "administrator" profile. The administrator will be able to invite other organisation members to register, manage departments and members.
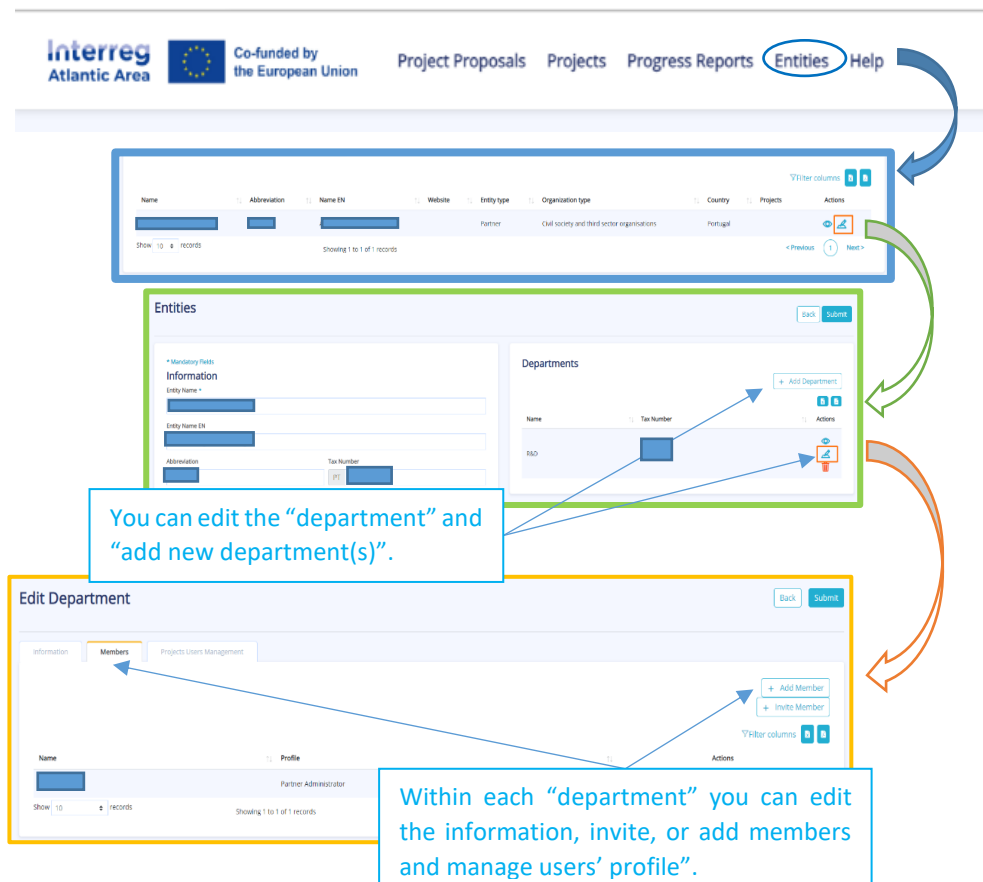
If an organisation intends to be part of more than one project application, one unique registration is required. We strongly recommend to centralize the registration within "Projects office" if any or secretariats, especially for bigger organisations.

2. How to register an "Entity"

Go to the SIGI > Register

-

Fulfil the information required for the "user" and the "entity"

After registration, information and members could be managed in "Entities" section by the administrator. Login in and go to the dedicated section (top navigation bar).

You can edit the "department" and "add new department(s)".

Within each "department" you can edit the information, invite, or add members and manage users' profile".

3. Create and submit a project application

Login > Homepage > New project proposal

We strongly advise to complete the form following the sections order as some fields are connected to others, others only appear after the completion of previous ones.

Manage Project proposals.

"Save changes" every time you enter information/data to be sure there is no loss and that all sections appear.

At application stage only Lead partner "Proof of solvability" is required.

Automatically filled with budget figures introduced in "Partnership section".

All sections must be completed in English. Additionally, sections can be completed in other Programme language(s).

Section 3 Workplan

Work package (WP0) 0 Preparation is compulsory and automatically added. It must be edited, and all sections related completed.

Only thematic work packages will be used. WP Project management is not a work package anymore – instead, questions about how the project will be managed are addressed Section 5 Management and Communication. Com activities also don't have a separate WP – instead, they are embedded in the thematic work packages.

For each WP added, complete the required information, and click on "save changes" – extra fields will pop up.

If any, list the investments above 25.000 EUR which are included in this work package.

For each WP add Project result indicator(s) and activities.

For each Activity, complete the required information and click on "save changes" – "3.7.7 Indicator" field will pop up.

Section 4 Partnership

Lead Partner (LP) is automatically added. It is the "entity" associated to the user registration as explained above.

Partners' data must be edited.

4.1 and 4.2 sections have 3 tabs to be completed. Some information is already uploaded according to the "entity" registration.

Partners' budget must be introduced in sub-section 4.6 Partner co-financing.

All sources of co-financing must be detailed.

"Other fundings" are not part of the "eligible budget".

If there is no external funding, add the total amount of partner contribution.

Any external funding of partner contribution must be reported here.

Preparation costs: lump sum of € 17 480 total amount, € 13 110 ERDF Compulsory for all projects, can be shared between all project partners in proportion to their participation in the preparation of the proposal.

Choose the calculation method. Flat rate or simplified costs will be calculated by the system.

For each project year, you must add budget lines amounts, description and award procedure. Note: this is partner budget and not project budget.

All partners must be added through the "add partner" option. Lead partner must do a research in the entities database to add partners. Note: all partners must previously be registered.

Section 5 Project management and communication

As referred in WP section, management and communication are embedded in the thematic work packages. In addition to the activities as described in the work plan, you need to foresee adequate provisions for project management, coordination and internal communication.

Section 6 Documents

Documents

Project Documents

All documents uploaded are compiled in this section. Other relevant documents can be uploaded here.

+ Add File(s)

	Document Type	Upload Date	
🔍 Search by document name	Search	Select an option ⌄	🗓

▽ Filter columns

Name ↑↓	Document Type ↑↓	UserName ↑↓	Description ↑↓	Upload Date ↑↓	Actions
		No records.			

Show 10 ⌄ records   Showing 0 to 0 of 0 records   < Previous   Next >

Partnership Documents

	Document Type	Upload Date	
🔍 Search by document name	Search	Select an option ⌄	🗓

Section 7 Versions history

Versions History

Timeline and status information of your application is available here.

2022

✅ **Created**
🕐 13/10/2022

Hour	By	Status	Comments
09:52		Registered	

Check errors and submission

Check Errors

Project Proposals > In Progress > Project identification

✓ Save Changes

❌ The field Acronym is required in Project Identification   ✕
❌ The field Title is required in Project Identification
❌ The field Start Date is required in Project Identification
❌ The field End Date is required in Project Identification
❌ The field Type of Project is required in Project Identification
❌ The field Project Summary needs to be filled in the English language in Project Identification

▼ 1.1. Project Info

▼ 1.2. Area of Intervention

▼ 1.3. Total Budget

Check errors helps you to easily identify missing information. It is not possible to submit the application with "errors".

Lead: European Regions Network for the Application of Communications Technology (N/A)   Check Errors   Submit Proposal →

Project Proposals > In Progress > Project identification

✓ Save Changes

Submit Project Proposal

Action *

Select an option ⌄

Select an option
Submission

Expand All   Collapse All

▼ 1.1. Project Info

▼ 1.2. Area of Intervention

▼ 1.3. Total Budget

▼ 1.4. Project Summary

▼ 1.5. Project Documents

Cancel   Submit

Once the application is completed submit it through "Submit proposal".