



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.

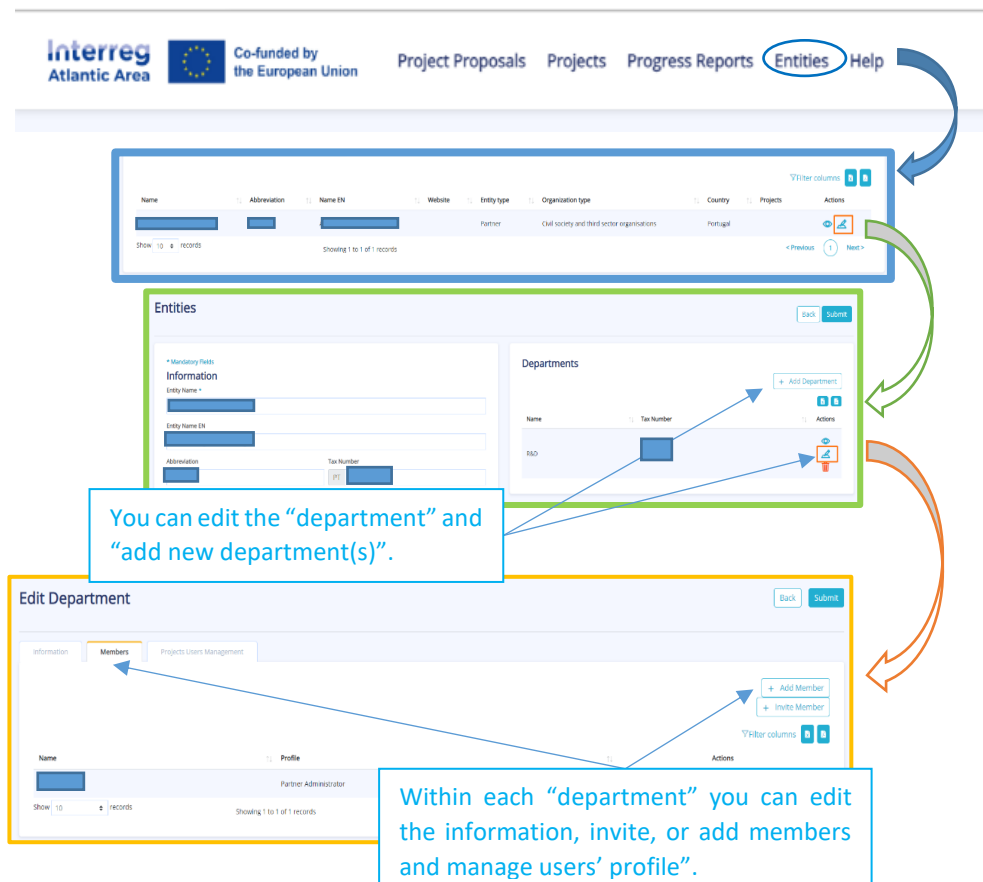
If an organisation intends to be part of more than one project application, one unique registration is required. We strongly recommend to centralize the registration within "Projects office" if any or secretariats, especially for bigger organisations.

2. How to register an “Entity”

Go to the SIGI > Register



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).



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.

The image shows three screenshots of the Interreg Atlantic Area project application interface, annotated with instructions:

- Dashboard:** The top screenshot shows the 'Open Calls' section with a 'New Project Proposal' button circled in red. A callout box points to the 'Project Proposals' menu item with the text: "Manage Project proposals."
- Project Identification:** The middle screenshot shows the 'Project Identification' section with a 'Save Changes' button. A callout box points to the button with the text: "Save changes" every time you enter information/data to be sure there is no loss and that all sections appear. Below this, a list of sections is shown: 1.1. Project Info, 1.2. Area of Intervention, 1.3. Total Budget, 1.4. Project Summary, 1.5. Project Documents, and 1.6. Financing Plan. Two callout boxes point to sections 1.3 and 1.6: "At application stage only Lead partner 'Proof of solvability' is required." and "Automatically filled with budget figures introduced in 'Partnership section'."
- Project Description:** The bottom screenshot shows the 'Project Description' section. A callout box points to a language dropdown menu set to 'EN' with the text: "All sections must be completed in English. Additionally, sections can be completed in other Programme language(s)."

Section 3 Workplan

Work Plan

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

#	Work Packages Type	Work Package Title	Actions
0	WPO Preparation	Preparation	[Edit] [Delete]

Output Indicators

Create WorkPackage

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.

3.1. Implementation summary

3.2. Project Specific Objective

3.3. Communication objective(s) and target audience

3.4. Overall description of this Work Package and responsibilities

WP1 Work Package 1

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

3.5. Investments List

3.6. Result Indicators

3.7. Activities List

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

Create Activity

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

3.7.1. N°	3.7.2. Title	3.7.3. Start Period	3.7.4. End Period
0	Activity 1 WP1	14 / 2020	

3.7.5. Activity Description

3.7.6. Deliverables

Section 4 Partnership

Project Proposals > In Progress > Partnership

Partnership

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

Partner Number	Entity Name	Partner Position	Country	Region	Legal Status	Actions
1	[Redacted]	Lead partner	Ireland	Border, Midland and Western	Public body	[Edit] [Delete]

Partners' data must be edited.

Project Proposals > Partnership > [Redacted]

4. Partner Number: 1, 4. Partner Position: Lead partner

- 4.1. Partner Information
 - 4.1.1. Department
 - 4.1.2. Location
 - 4.1.3. Documentation
 - 4.1.1.1. Abbreviation
- 4.2. Contacts
 - 4.2.1. Contact Person
 - 4.2.1.1. Name
 - 4.2.1.2. Email
 - 4.2.2. Legal Representative
 - 4.2.3. Financial manager
 - 4.2.1.3. Phone
 - 4.2.1.4. Address
 - 4.2.1.5. Post Code
 - 4.2.1.6. Country
 - 4.2.1.7. City

- 4.3. Bank Account
- 4.4. Partner motivation and contribution
- 4.5. State Aid Information
- 4.6. Partner co-financing
- 4.7. Partner budget per budget line and year
- 4.8. Complementary Information

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

4.6. Partner co-financing

4.6.1. Total Eligible Budget: € 0.00

4.6.2. Total Costs: € 0.00

4.6.3. Funding amount (ERDF)	% of Total	4.6.4. Partner contribution	% of Total	4.6.5. Other Fundings
0.00	0.00 %	0.00	0.00 %	

Part of Budget spent outside Programme Area

4.6.6. Budget: 0.00 %

4.6.7. Origin of co-financing of the partner's contribution

Source	Legal status of the contribution	Amount
[Redacted]	Public body	0.00

4.6.8. Origin of other fundings

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.

4.7. Partner budget per budget line and year

4.7.1. Total Eligible Budget: € 0.00

4.7.2. Staff Costs - Calculation Method: Select an option

4.7.3. Preparation costs	2022	2023	Total
0.00	0.00	0.00	0.00

4.7.4. Staff costs	2022	2023	Total
0.00	0.00	0.00	0.00

4.7.5. Office and administrative expenditure	2022	2023	Total
0.00	0.00	0.00	0.00

4.7.6. Travel and accommodation costs	2022	2023	Total
0.00	0.00	0.00	0.00

4.7.7. External expertise and services costs 2022 0.00 0.00 %

4.7.8. Equipment costs 2022 0.00 0.00 %

4.7.9. Infrastructures and works costs 2022 0.00 0.00 %

Description EN +
Enter text

Award procedure EN +
Enter text

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

Add Partner

Name

TaxNumber Country *
Select an option

Search

Abbreviation	Name	Department	Tax Number	Country	Actions
No records.					

Show 10 records Showing 0 to 0 of 0 records

< Previous Next >

Cancel Add Partner ->

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

Project management and communication Save Changes

- 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

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.

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Section 6 Documents

Project Proposals > In Progress > Documents

Documents

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

+ Add File(s)

Project Documents

Search by document name

Document Type: Select an option

Upload Date

Name	Document Type	UserName	Description	Upload Date	Actions
No records.					

Show 10 records

Showing 0 to 0 of 0 records

Filter columns

Partnership Documents

Search by document name

Document Type: Select an option

Upload Date

Section 7 Versions history

Project Proposals > Versions History

Timeline and status information of your application is available here.

2022

Created

13/10/2022

Hour	By	Status	Comments
09:52	[User]	Registered	

Check errors and submission

Project Proposals > In Progress > Project Identification

Check Errors

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

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

Project Proposals > In Progress > Project Identification

Submit Proposal

Submit Proposal

Save Changes

Expand All Collapse All

Cancel Submit

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