INTERREG ATLANTIC AREA PROGRAMME 2021-2027

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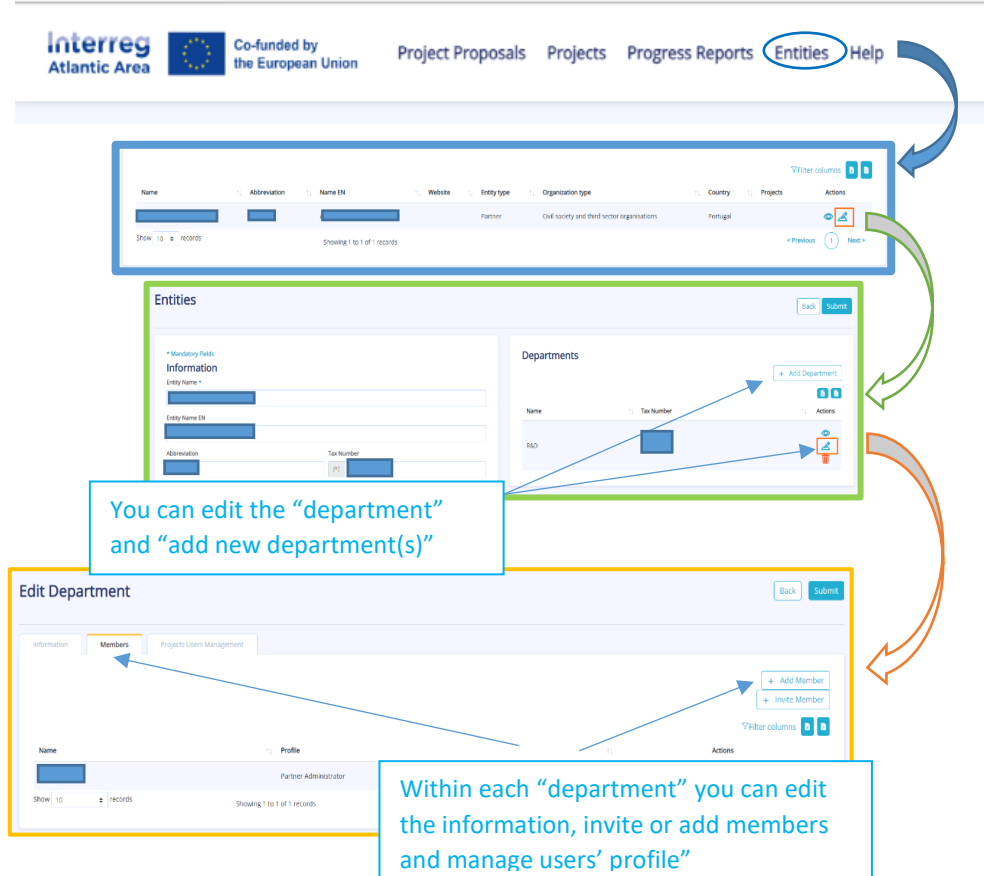
If an organisation intends to be part of more than one project application, one unique registration is required. We strongly recommend to centralize the registration within "Projects office" if any or secretariats, especially for bigger organisations.

2. How to register an "Entity"

Go to the SIGI > Register

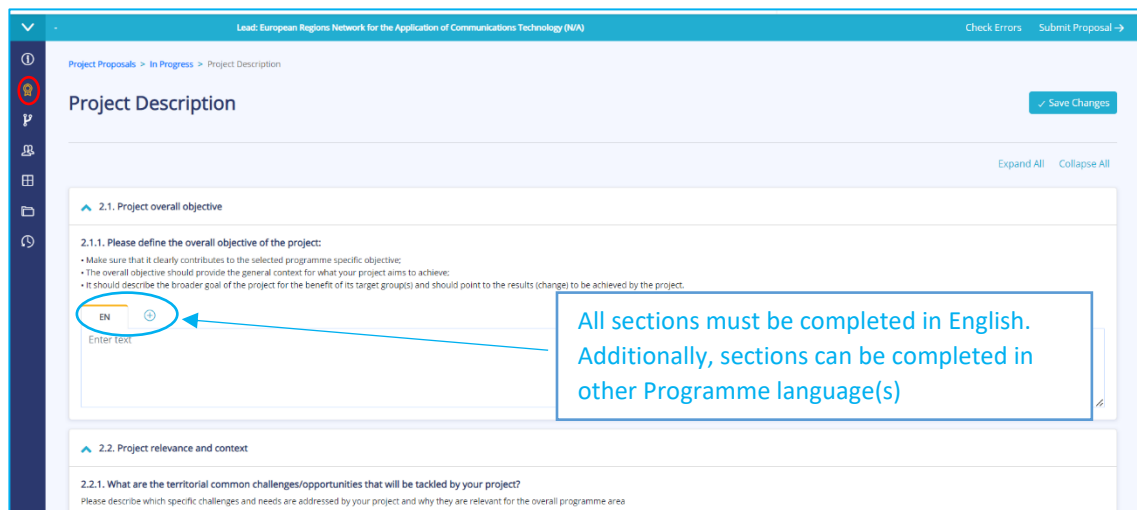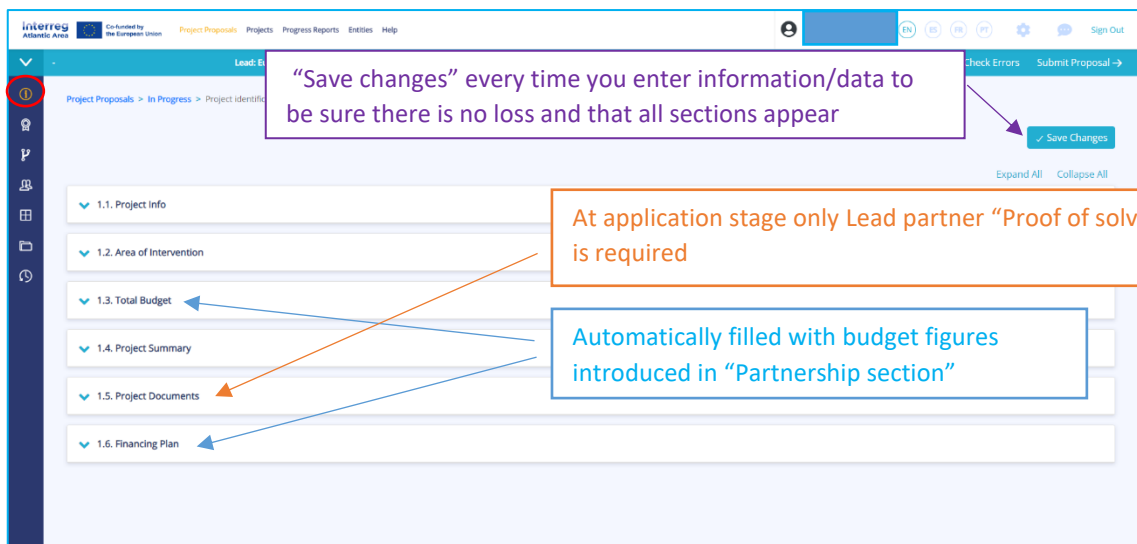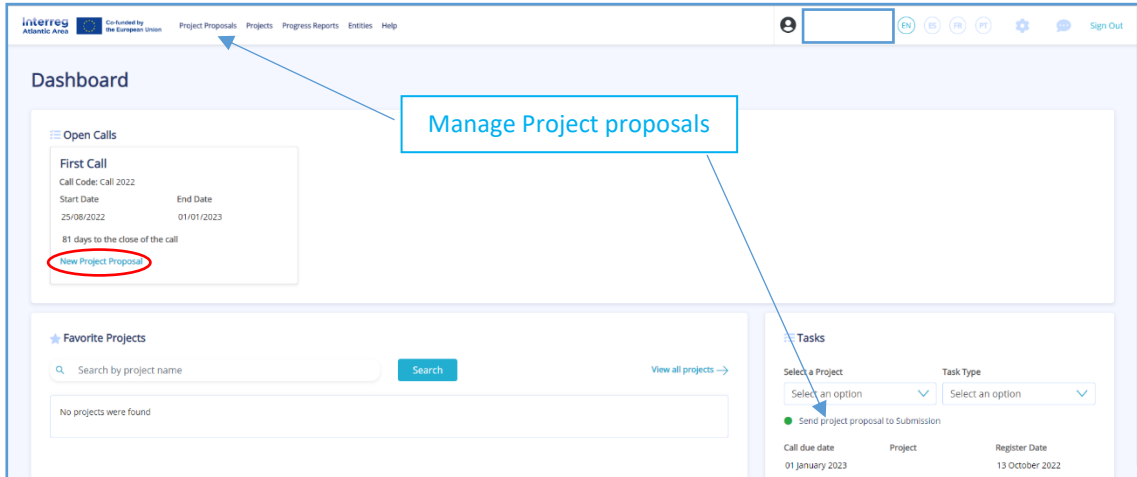Fulfil the information required for the "user" and the "entity"
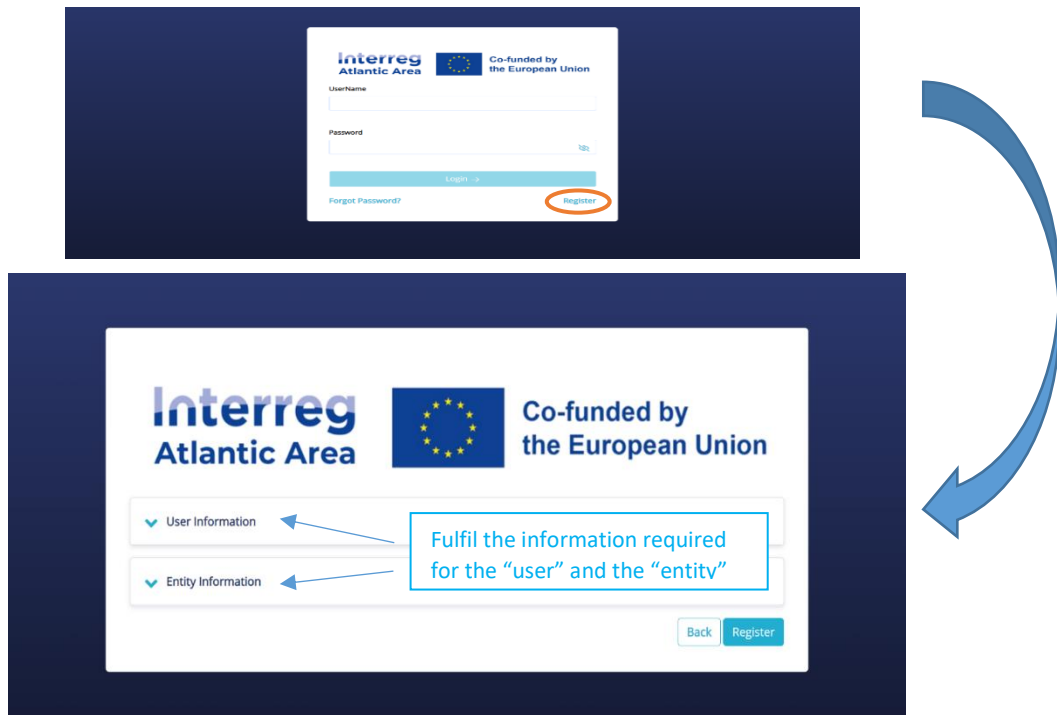
After registration, information and members could be managed in "Entities" section by the administrator. Login in and go to the dedicated section (top navigation bar).

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 Plan

Project Proposals > In Progress > Work Plan

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

⊕ Add Work Package

#	Work Packages Type	Work Package Title	Actions
0	WP0 Preparation	Preparation	

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

Output Indicators

#	Description	Target	Measurment Unit
		No records.	

Show 10 records   < Previous Next >

Create WorkPackage

Modification Request > Modification Request

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.

Back ✓ Save Changes

3. N° 3. Work Package Title *
1 Work Package 1

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

Collapse All

- ⌄ 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

Back ✓ Save Changes

3. WP 3. Work Package Title
1 Work Package 1

Expand All Collapse All

- ⌄ 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

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

3.5. Investments List

⊕ Add Investment

Number	Title	Actions
	No records.	

3.6. Result indicators
No Rd targets were found

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

⊕ Add Project Result Indicator

⊕ Add Activity

3.7. Activities List

Activity Number	Activity Title	Start Date	End Date	Actions
		No records.		

Create Activity

Project Proposals > Work Plan > WP1 > Create Activity

Back ✓ Save Activity

3.7.1. N° 3.7.2. Title 3.7.3. Start Period 3.7.4. End Period
0 Activity 1 WP1 14 / 8000

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

Expand All Collapse All

- ⌄ 3.7.5. Activity Description
- ⌄ 3.7.6. Deliverables

Section 4 Partnership

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

Partnership

Project Proposals > In Progress > Partnership

○ Add Partner

▽Filter columns

Partner Number	Entity Name		Partner Position	Country	Region	Legal Status	Actions
1		(Lead)	Lead partner	Ireland	Border, Midland and Western	Public body	

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

Partners' data must be edited

Project Proposals > Partnership >

Back   ✓ Save Partner

4. Partner Number: 1   4. Partner Position *: Lead partner ▾

Expand All   Collapse All

▾ 4.1. Partner Information
▾ 4.2. Contacts
▾ 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. 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 | 4.2.2. Legal Representative | 4.2.3. Financial manager |
4.2.1.1. Name   4.2.1.2. Email
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
Select an option ▾

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

▲ 4.6. Partner co-financing

€ 4.6.1. Total Eligible Budget 0.00 €   T 4.6.2. Total Costs 0.00 €

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

Part of Budget spent outside Programme Area
4.6.6. Budget   % of Total 0.00 %

4.6.7. Origin of co-financing of the partner's contribution   + Add new Partner Contribution
Source   Legal status of the contribution   Amount
| | Public body | 0.00 |

4.6.8. Origin of other fundings   + Add new origin of other fundings

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

▲ 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 0.00 0.00 %

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

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

4.7.4. Staff costs		4.7.5. Office and administrative expenditure		4.7.6. Travel and accommodation costs	
2022	0.00 0.00 %	2022	0.00 0.00 %	2022	0.00 0.00 %
2023	0.00 0.00 %	2023	0.00 0.00 %	2023	0.00 0.00 %
Total	0.00 €	Total	0.00 €	Total	0.00 €

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

Section 7 Versions history

Check errors and submission

Check errors helps you to easily identify missing information. It is not possible to submit the application with "errors".
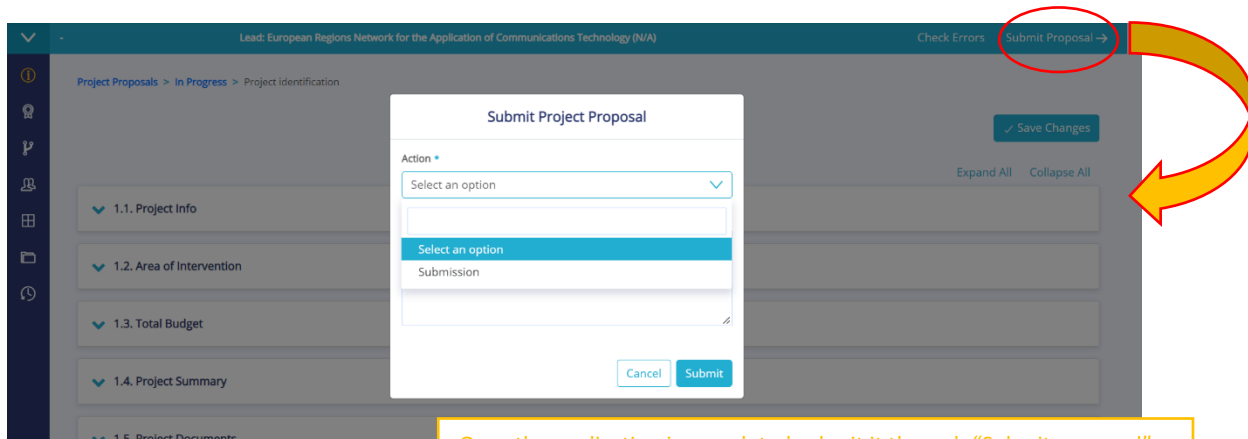
Once the application is completed submit it through "Submit proposal"