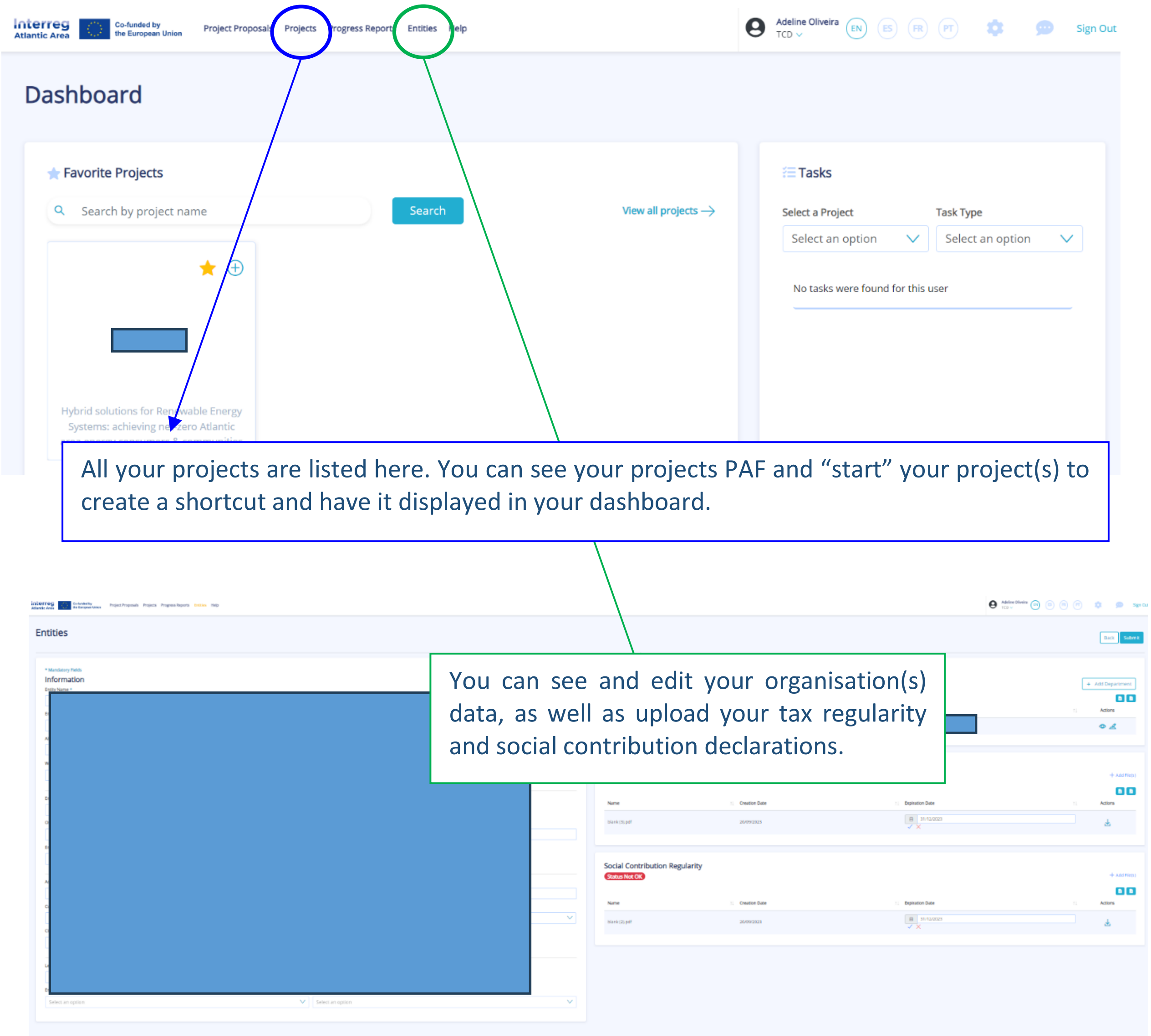
2. PARTNER PROGRESS REPORT (pPR)

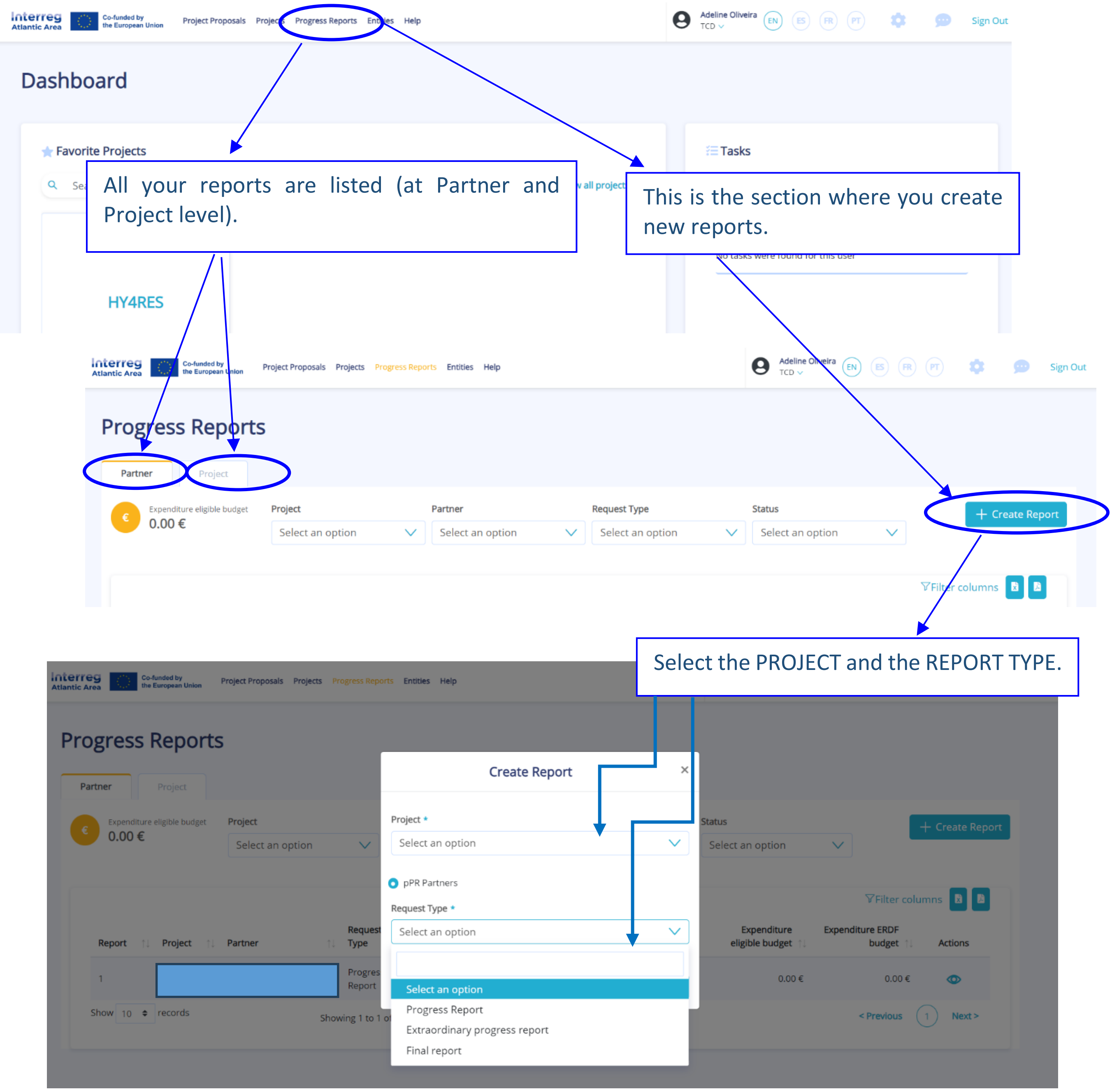
2.1. How to create the report

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.

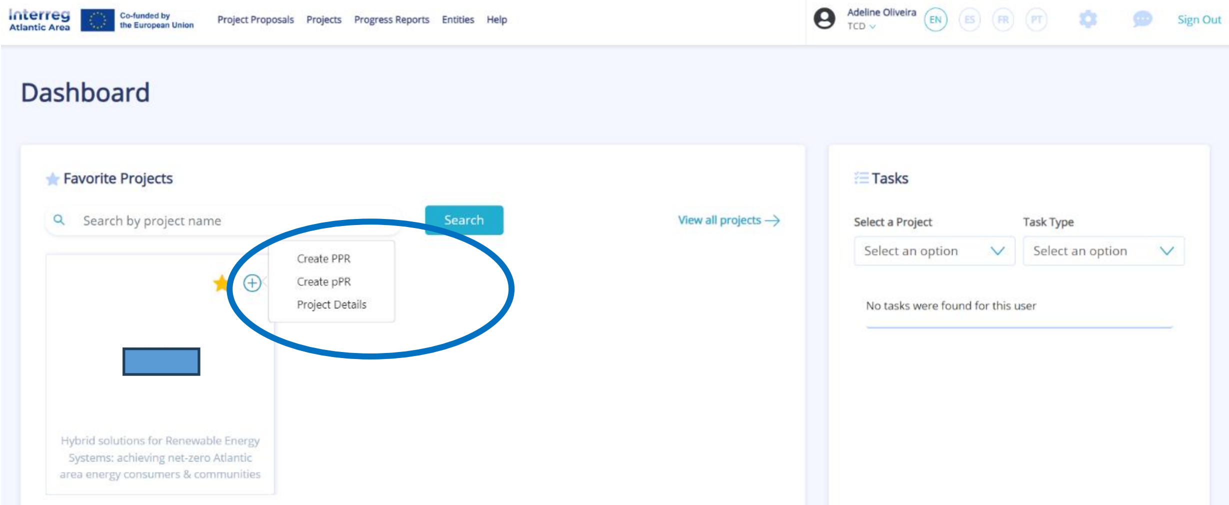
The landing page is your dashboard where you can find different options as depicted in the 'print screes' below:





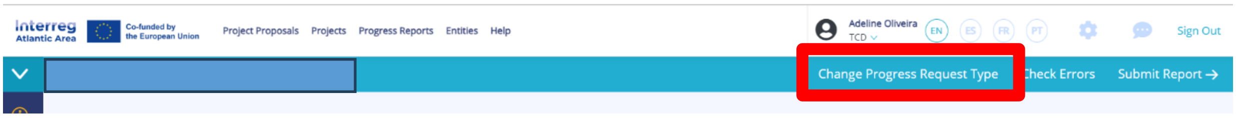
2.2. Shortcut to progress report

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).

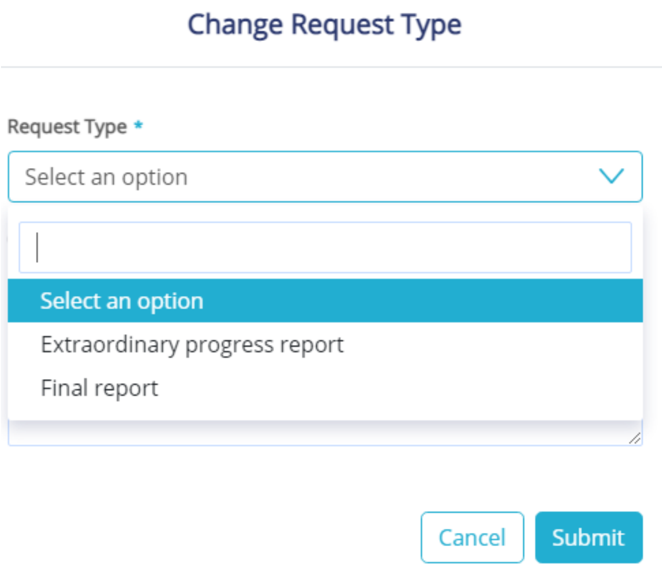


2.3. How to change a report type

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:



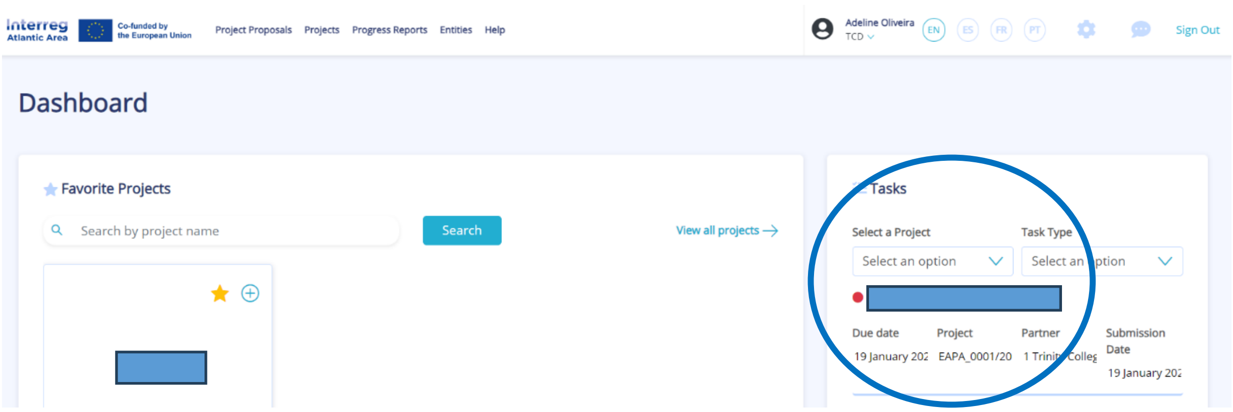
For changes into “Final report”, we advise to consult first your project manager to make sure you fulfil all its criteria.

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

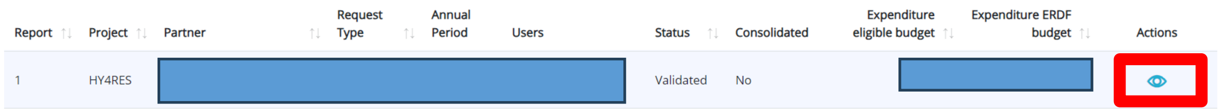
Depending on the status of the report, pending tasks (if any) will be listed on the Dashboard page, as illustrated in the following picture.



2.5. How to open a report after being validated

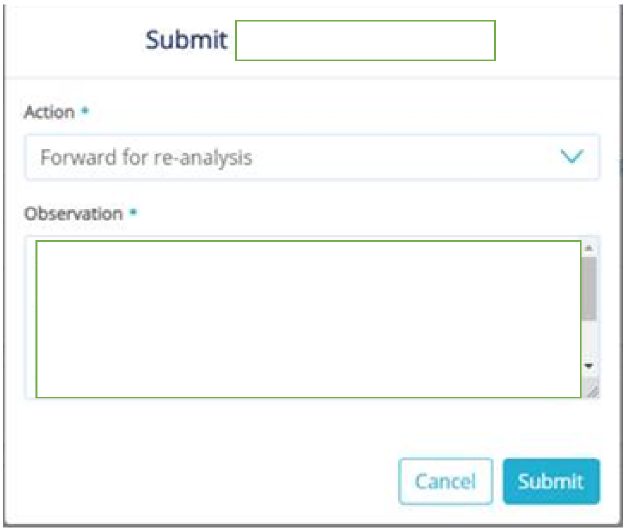
If after your report got validated, you decide to make any changes, this is possible through an action called *Forward for re-analysis*, as shown in the following screenshots:

1) Click on the eye of the report:

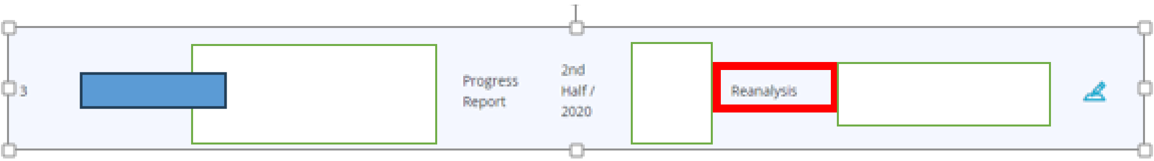


2) Click on Submit:

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

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.

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).

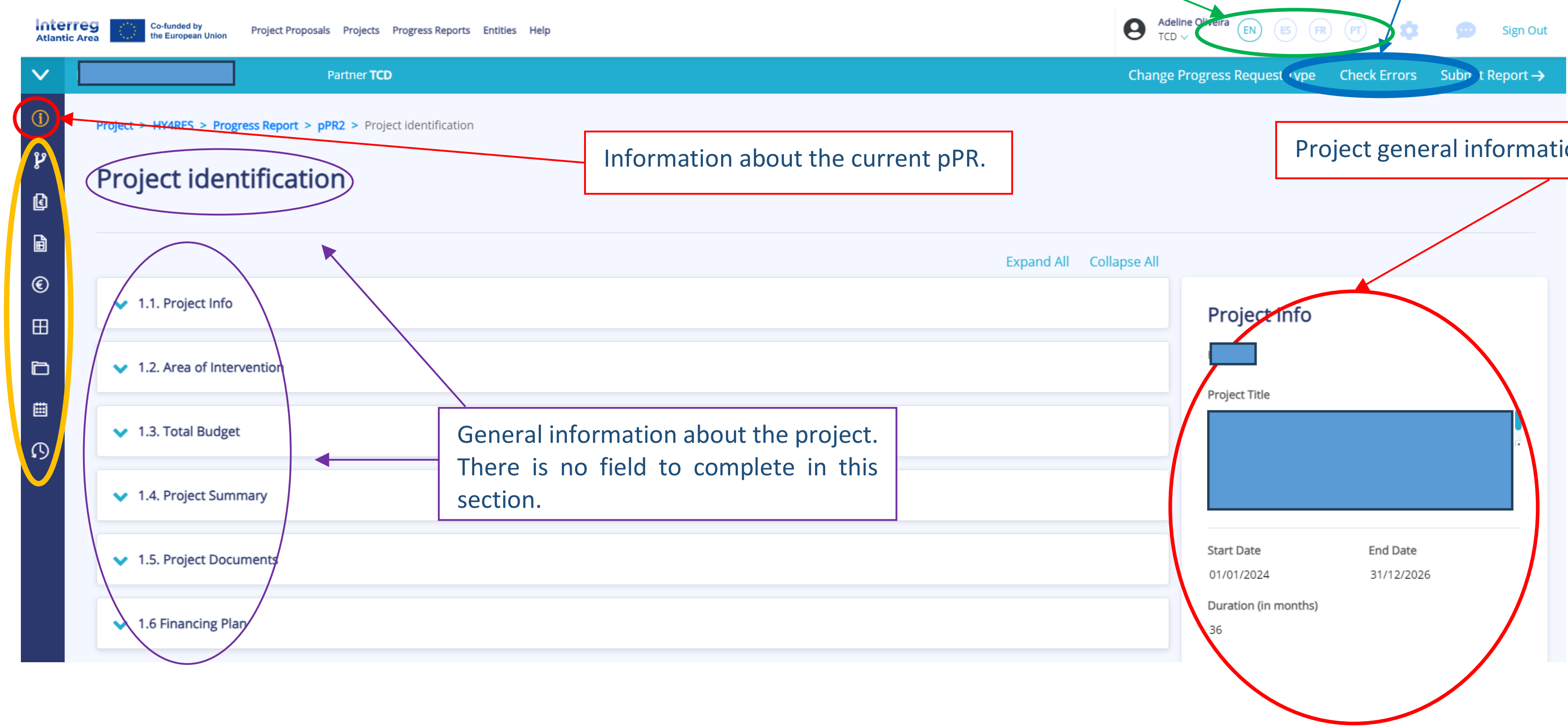
5 – Budget
Summary of financial information.

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.



Information about the current pPR.

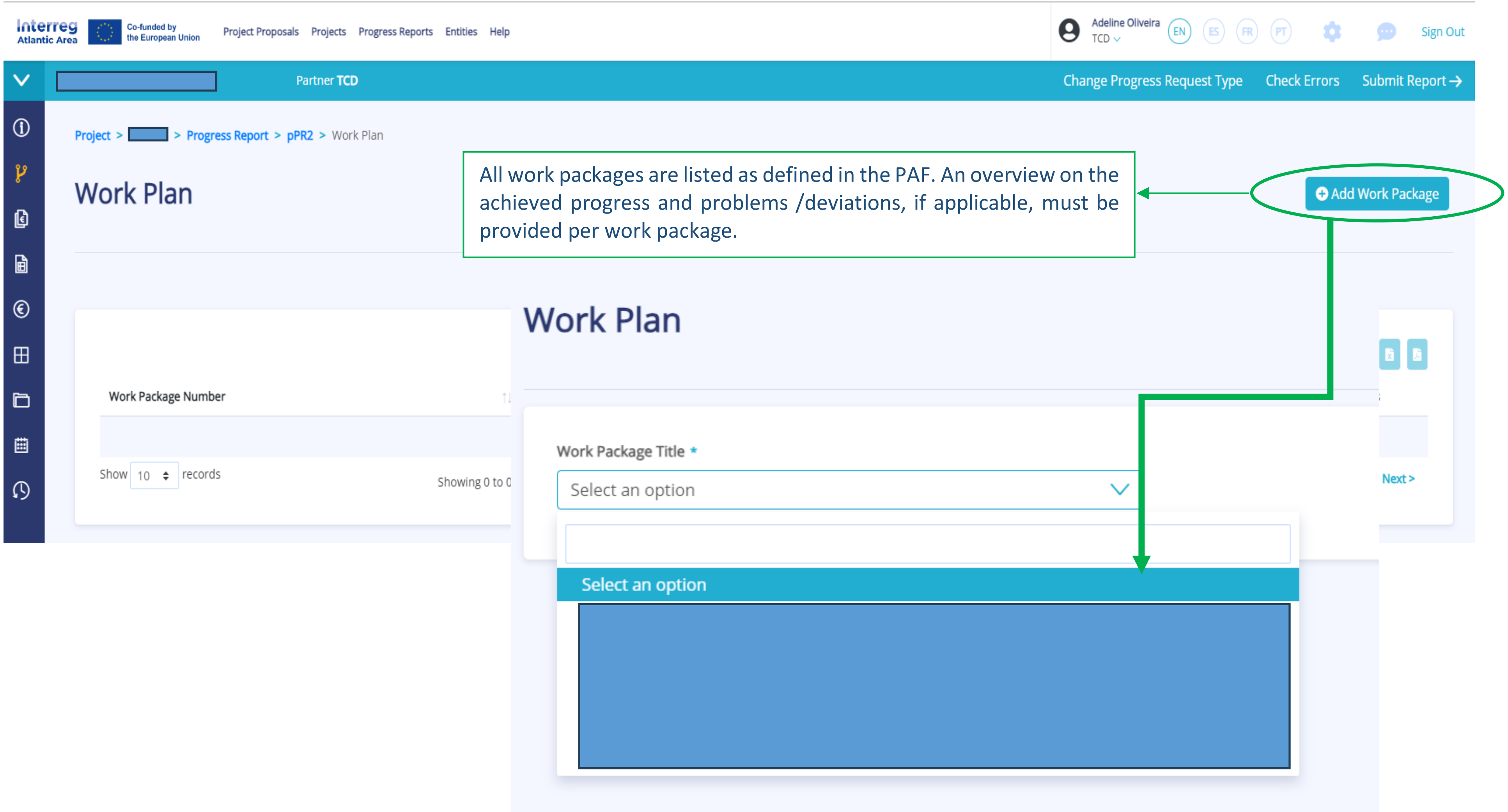
Project general information.

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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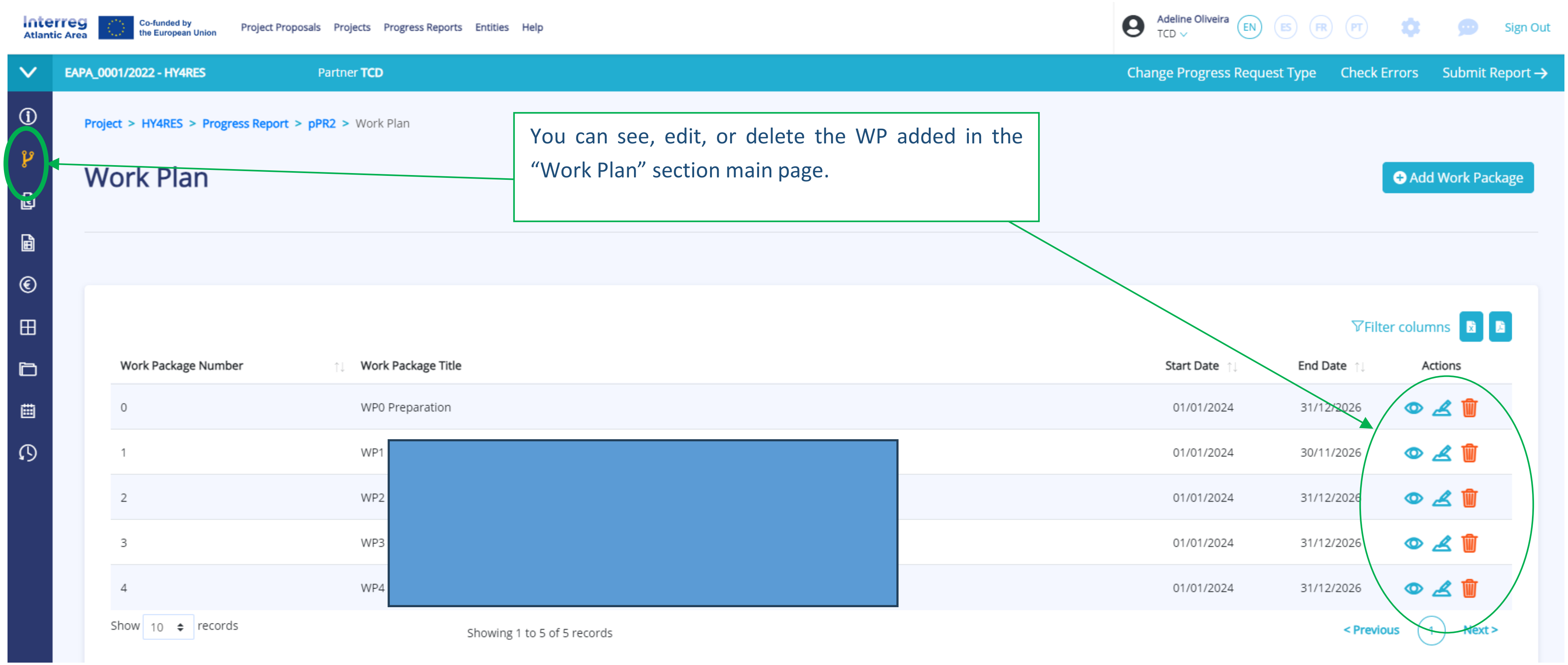
Sign Out
Partner TCD
Change Progress Request Type
Check Errors
Submit Report
Project > > Progress Report > pPR2 > Work Plan
Work Plan
All work packages are listed as defined in the PAF. An overview on the achieved progress and problems /deviations, if applicable, must be provided per work package.
Add Work Package
Work Package Number
Show 10 records
Showing 0 to 0
Next >
Work Plan
Work Package Title *
Select an option
Select an option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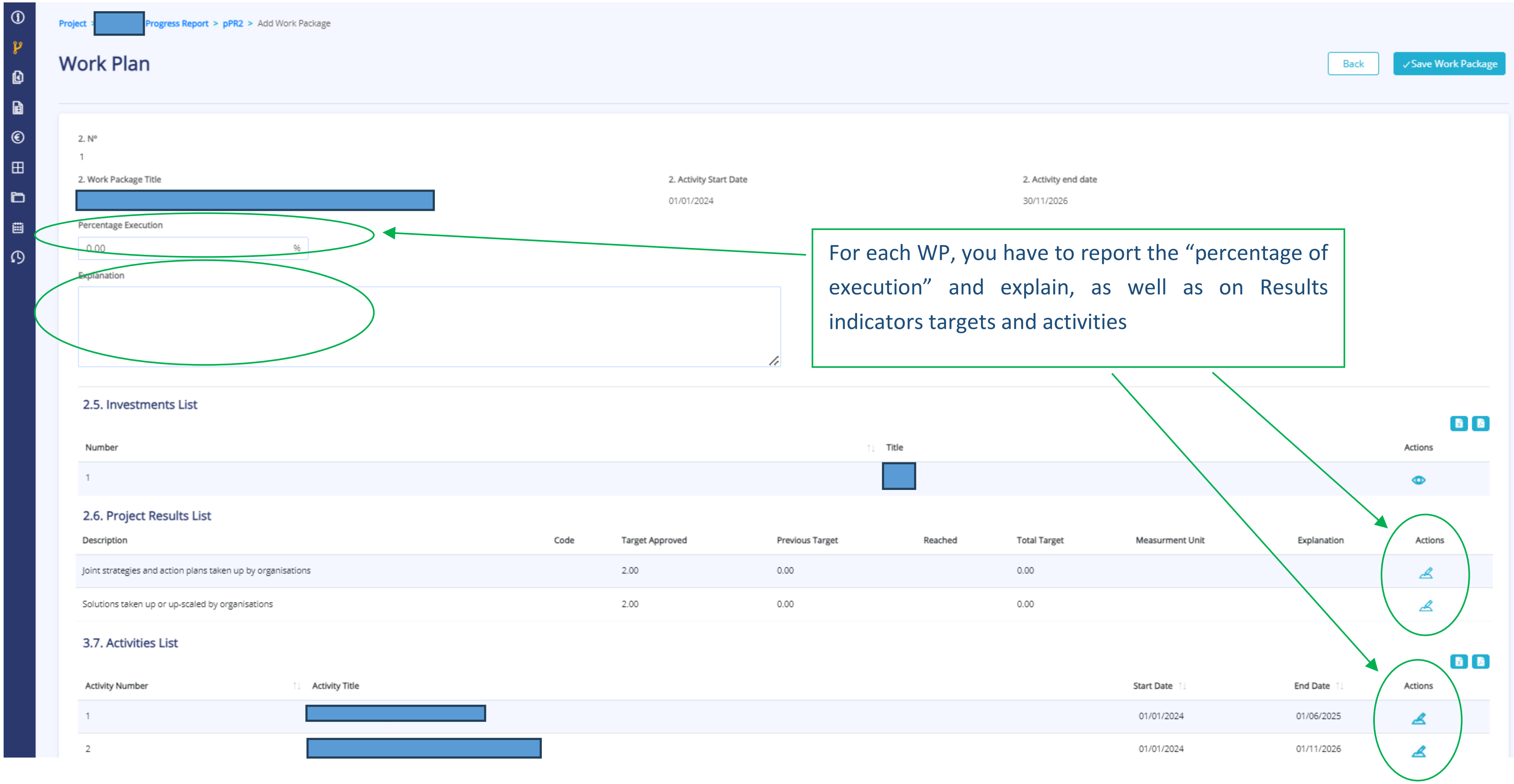
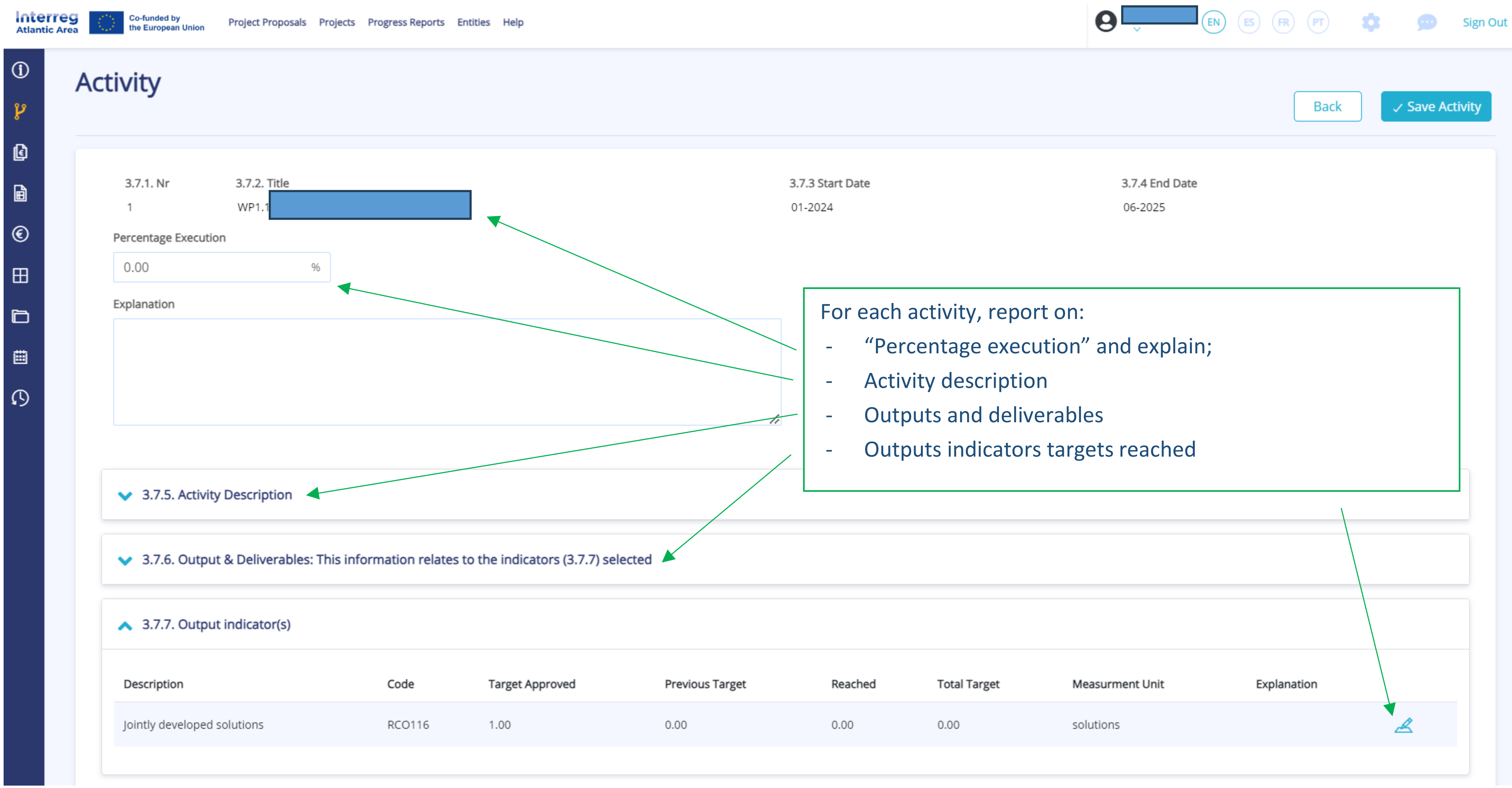
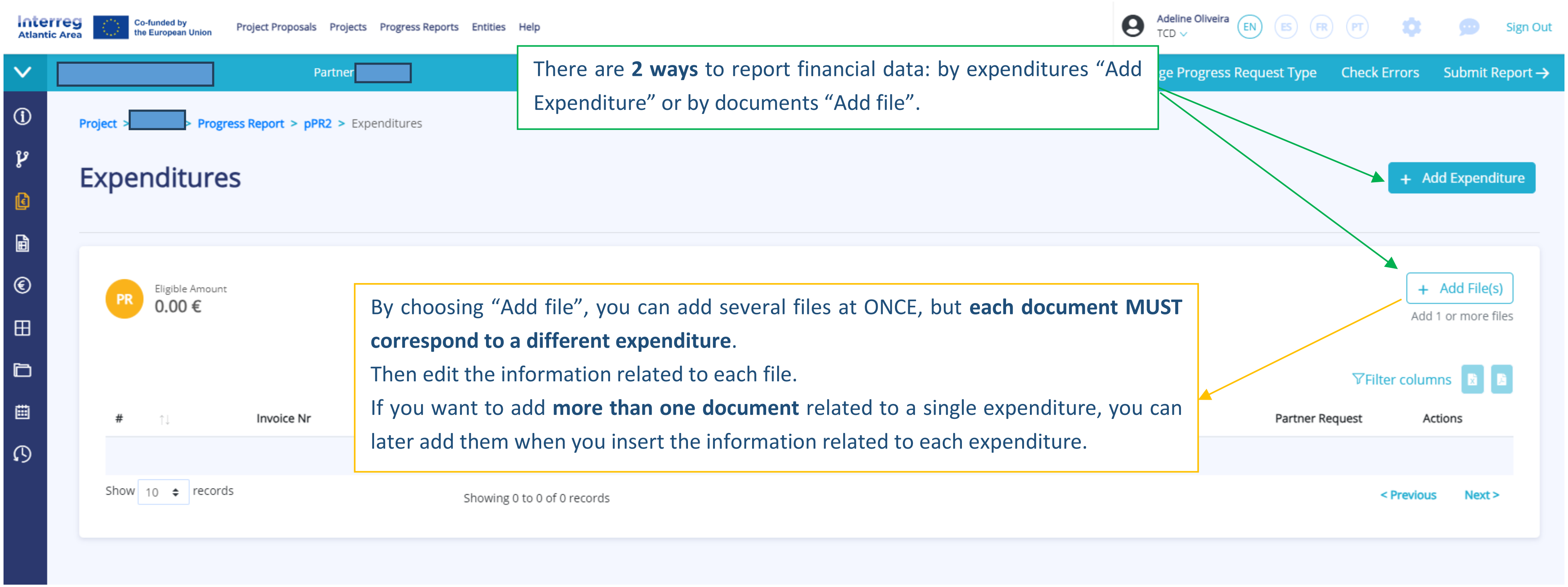
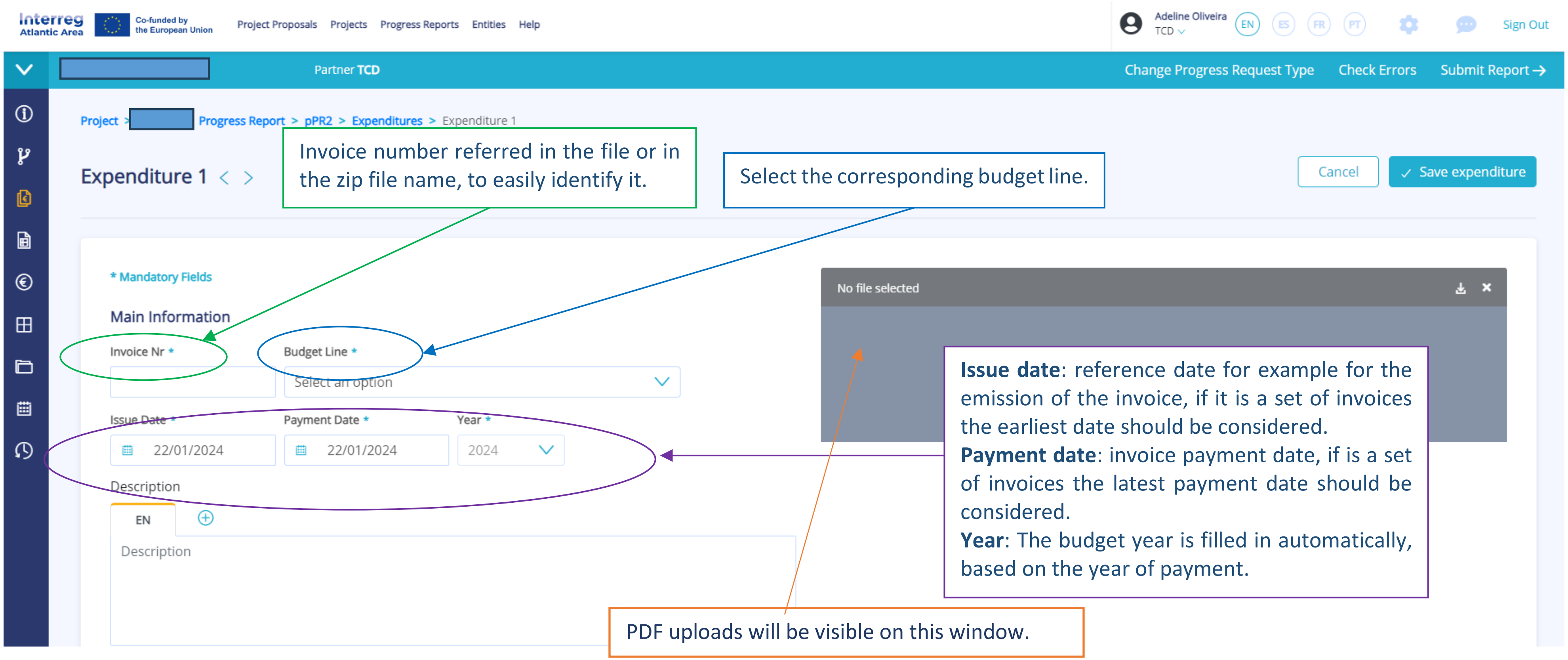
EAPA_0001/2022 - HY4RES
Partner TCD
Change Progress Request Type
Check Errors
Submit Report
Project > HY4RES > Progress Report > pPR2 > Work Plan
Work Plan
You can see, edit, or delete the WP added in the “Work Plan” section main page.
Add Work Package
Filter columns
Work Package Number
Work Package Title
Start Date
End Date
Actions
0
WP0 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 >


Project > Progress Report > pPR2 > Add Work Package
Work Plan
Back
Save Work Package
2. Nº
1
2. Work Package Title
2. Activity Start Date
01/01/2024
2. Activity end date
30/11/2026
Percentage Execution
0.00 %
Explanation
For each WP, you have to report the "percentage of execution" and explain, as well as on Results indicators targets and activities
2.5. Investments List
Number
Title
Actions
1
2.6. Project Results List
Description
Code
Target Approved
Previous Target
Reached
Total Target
Measurment Unit
Explanation
Actions
Joint strategies and action plans taken up by organisations
2.00
0.00
0.00
Solutions taken up or up-scaled by organisations
2.00
0.00
0.00
3.7. Activities List
Activity Number
Activity Title
Start Date
End Date
Actions
1
01/01/2024
01/06/2025
2
01/01/2024
01/11/2026

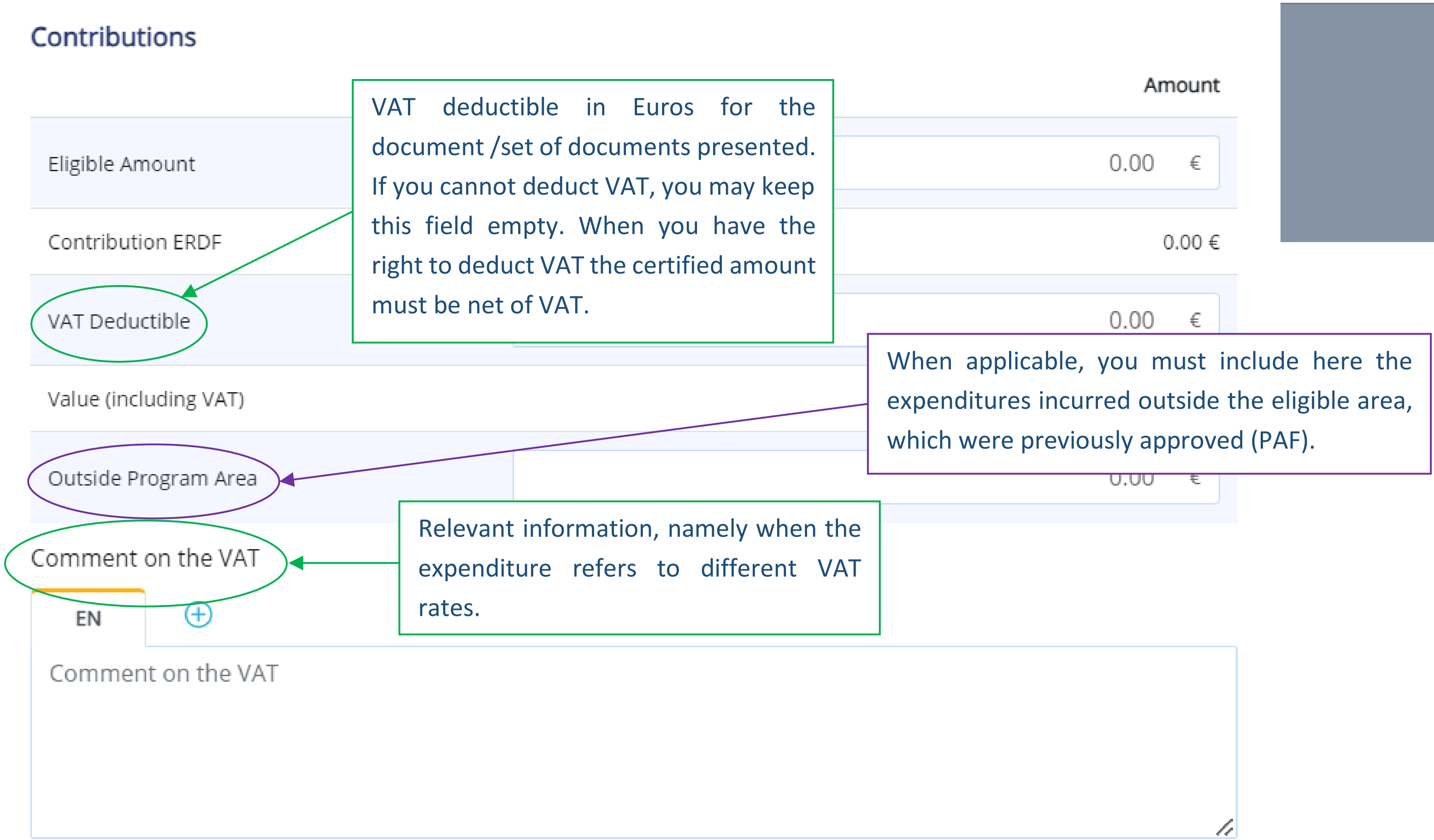

Project Proposals
Projects
Progress Reports
Entities
Help
[redacted]
EN
ES
FR
PT
Sign Out
Activity
Back
Save Activity
3.7.1. Nr
3.7.2. Title
3.7.3 Start Date
3.7.4 End Date
1
WP1.1 [redacted]
01-2024
06-2025
Percentage Execution
0.00 %
Explanation
For each activity, report on:
- "Percentage execution" 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
Measurment Unit
Explanation
Jointly developed solutions
RCO116
1.00
0.00
0.00
0.00
solutions

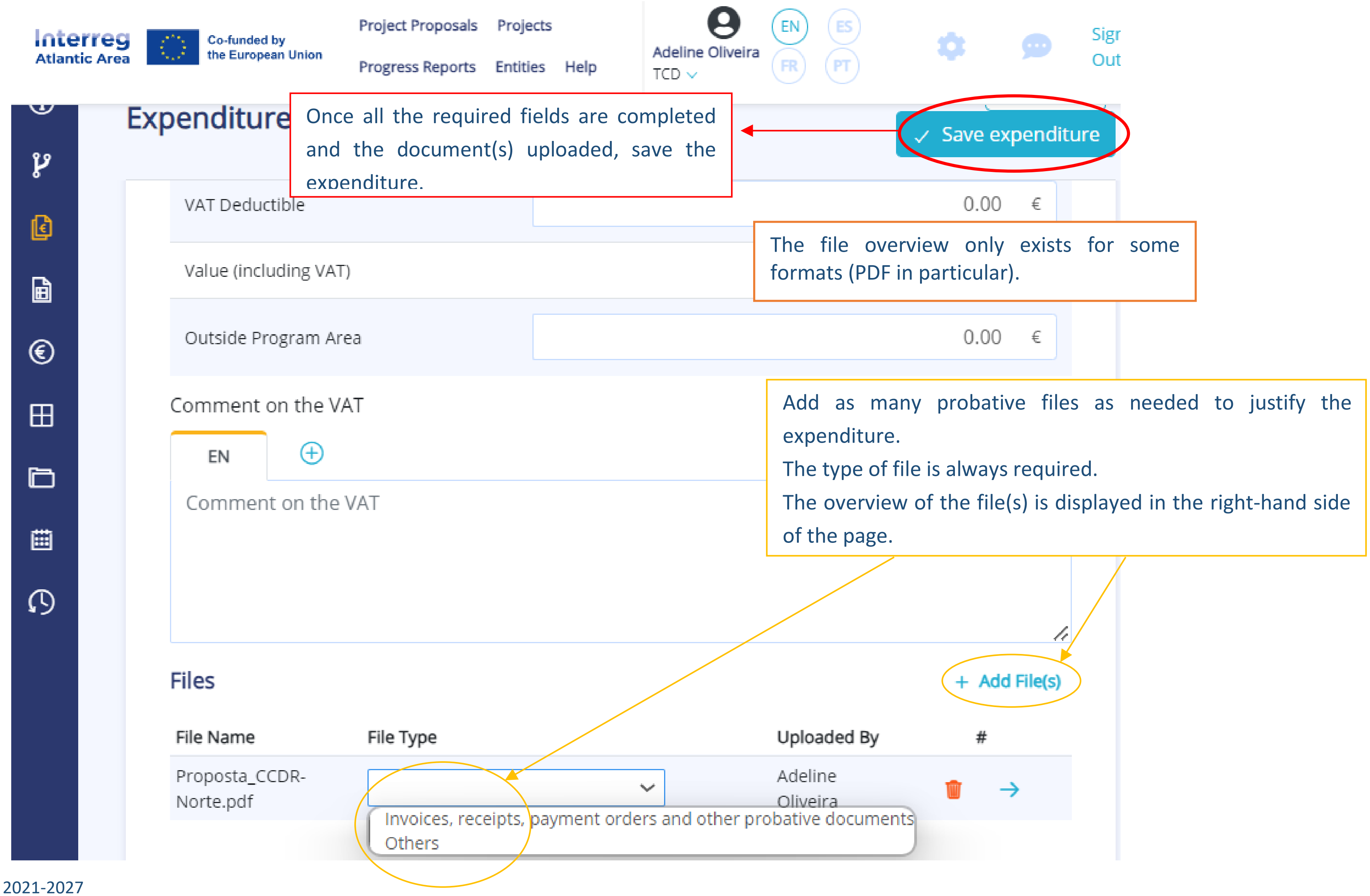
2.8. Expenditures





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
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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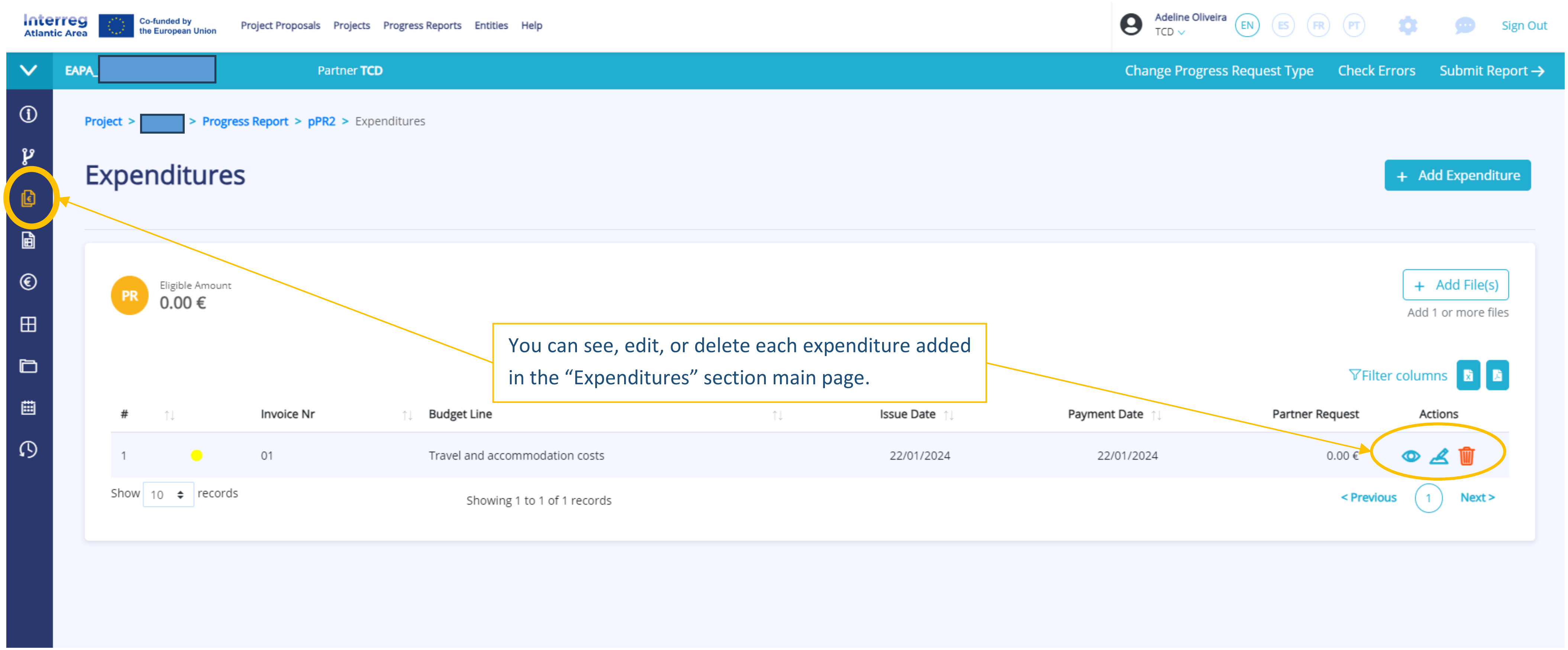
Expenditure
Once all the required fields are completed and the document(s) uploaded, save the expenditure.
Save expenditure
VAT Deductible
0.00 €
The file overview only exists for some formats (PDF in particular).
Value (including VAT)
Outside Program Area
0.00 €
Comment on the VAT
EN
Comment on the VAT
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.
Files
+ Add File(s)
File Name
File Type
Uploaded By
#
Proposta_CCDR-Norte.pdf
Adeline Oliveira
Invoices, receipts, payment orders and other probative documents
Others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Sign Out
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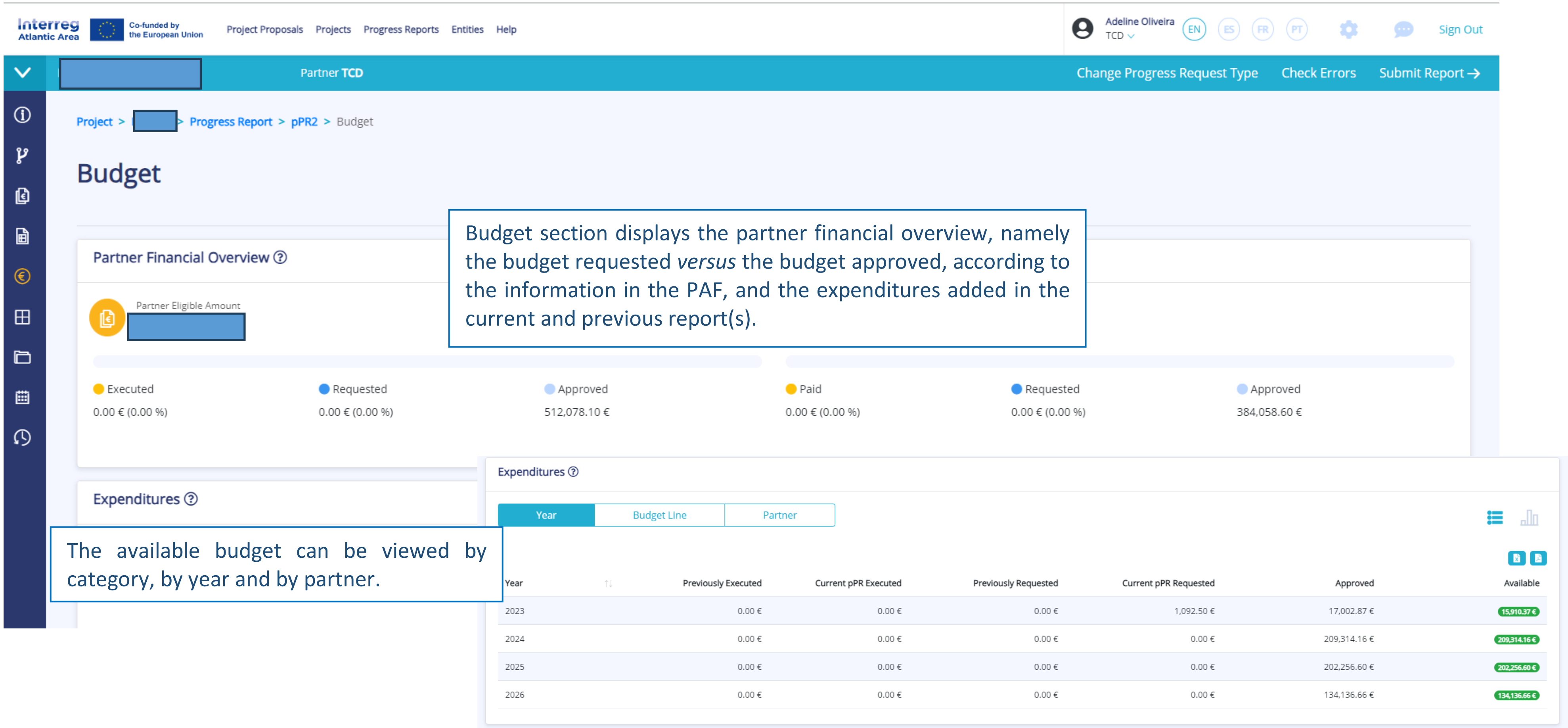
Partner TCD
Change Progress Request Type
Check Errors
Submit Report
Project > > Progress Report > pPR2 > Expenditures
Expenditures
+ Add Expenditure
PR
Eligible Amount
0.00 €
+ Add File(s)
Add 1 or more files
You can see, edit, or delete each expenditure added in the "Expenditures" section main page.
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 >

2.9. Budget



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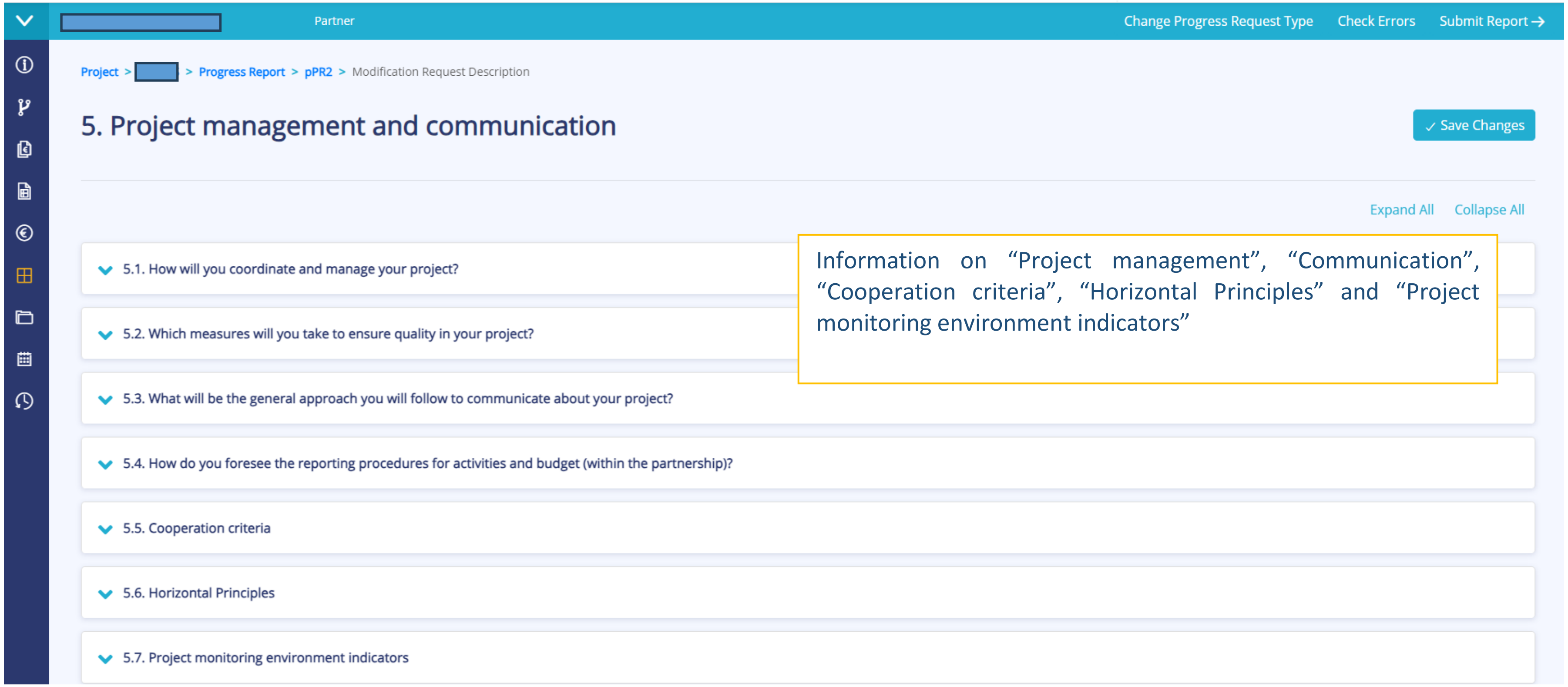
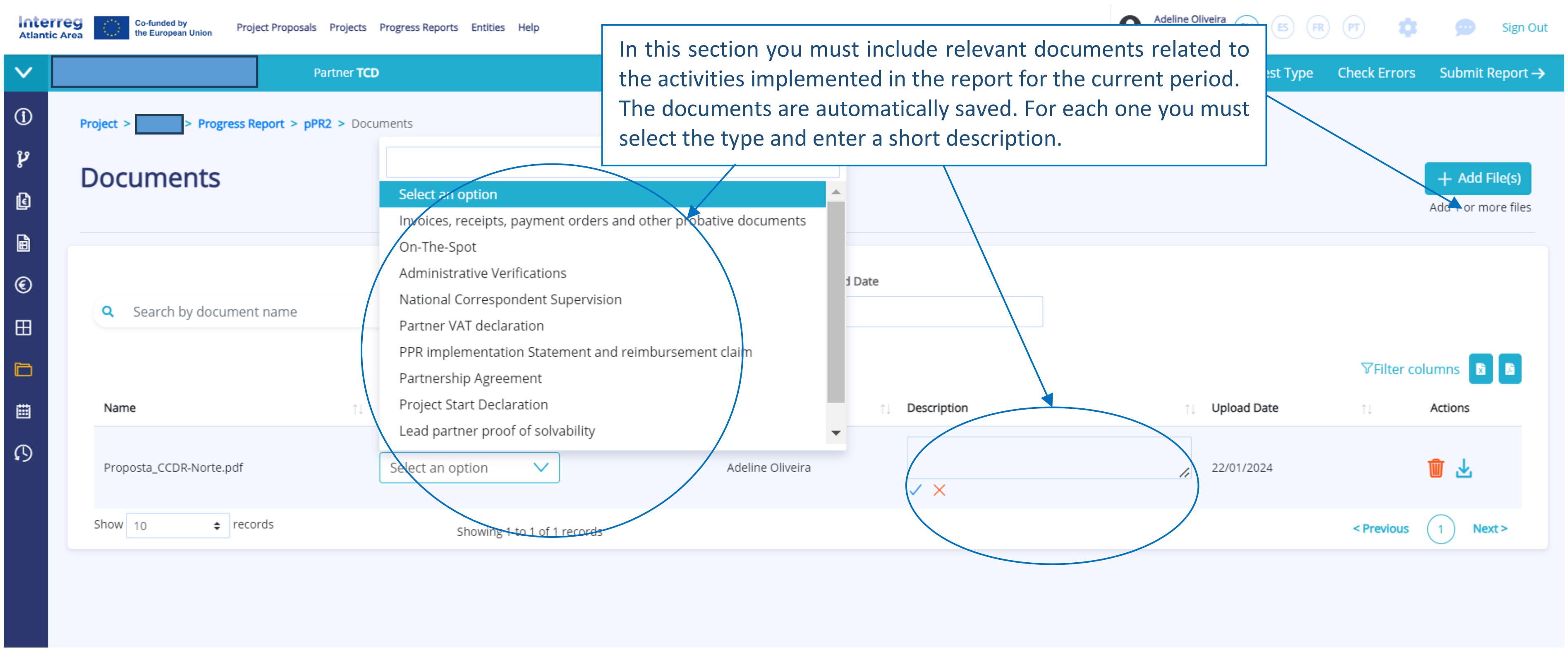
Sign Out
Partner TCD
Change Progress Request Type
Check Errors
Submit Report
Project > > Progress Report > pPR2 > Budget
Budget
Budget section displays the partner financial overview, namely the budget requested *versus* the budget approved, according to the information in the PAF, and the expenditures added in the current and previous report(s).
Partner Financial Overview
Partner Eligible Amount
Executed
0.00 € (0.00 %)
Requested
0.00 € (0.00 %)
Approved
512,078.10 €
Paid
0.00 € (0.00 %)
Requested
0.00 € (0.00 %)
Approved
384,058.60 €
Expenditures
The available budget can be viewed by category, by year and by partner.
Expenditures
Year
Budget Line
Partner
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 €

2.10. Project management and communication

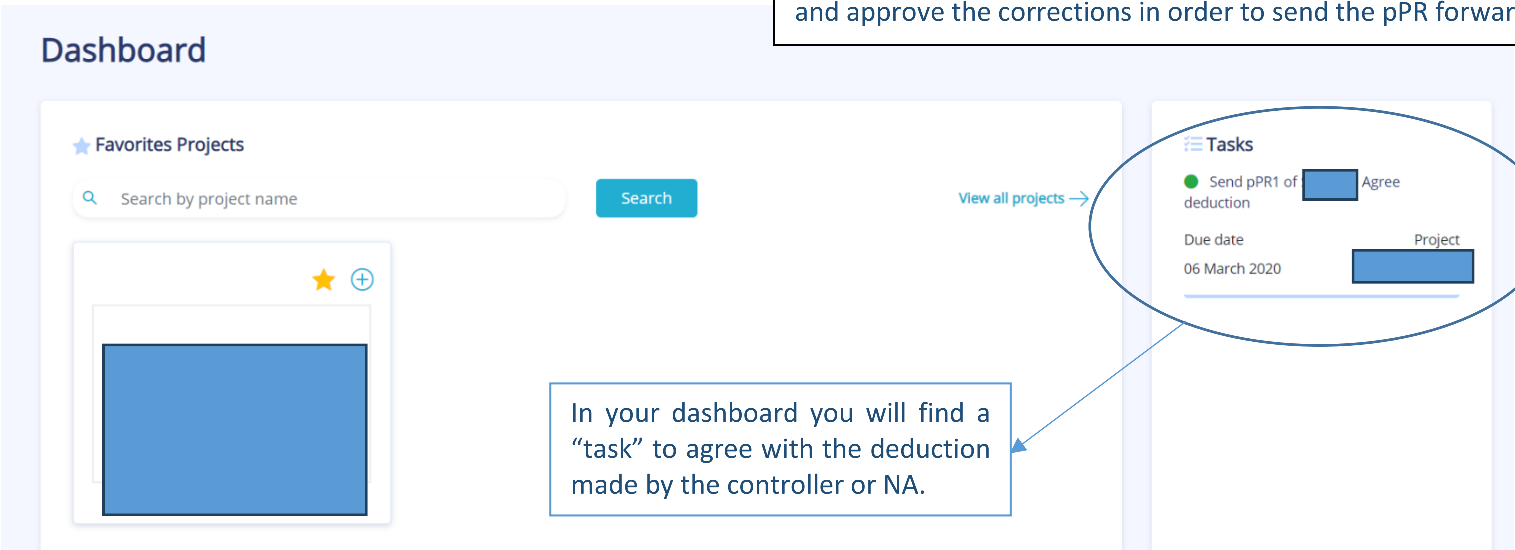


2.11. Documents



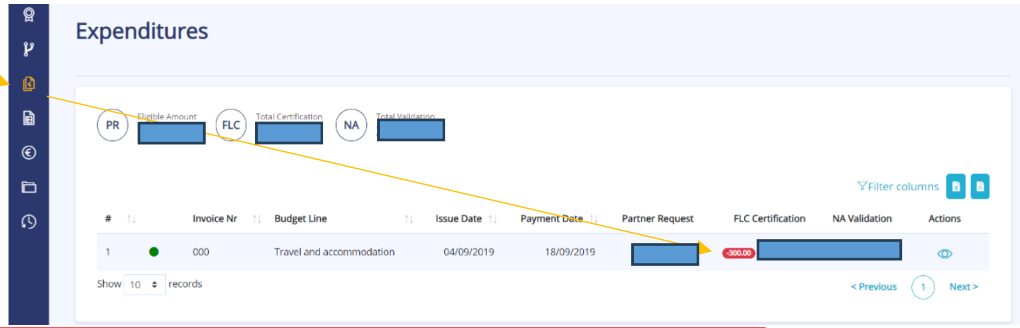
2.12. Financial corrections – Controller or NA

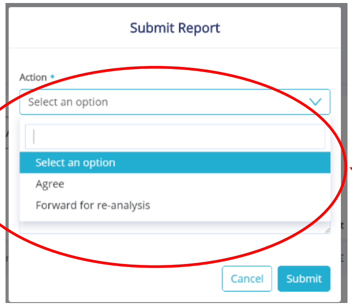
During the certification (controller) and validation (NA) process, financial corrections can be made. In such cases, as partner you must be informed and approve the corrections in order to send the pPR forward.



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.





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.