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:
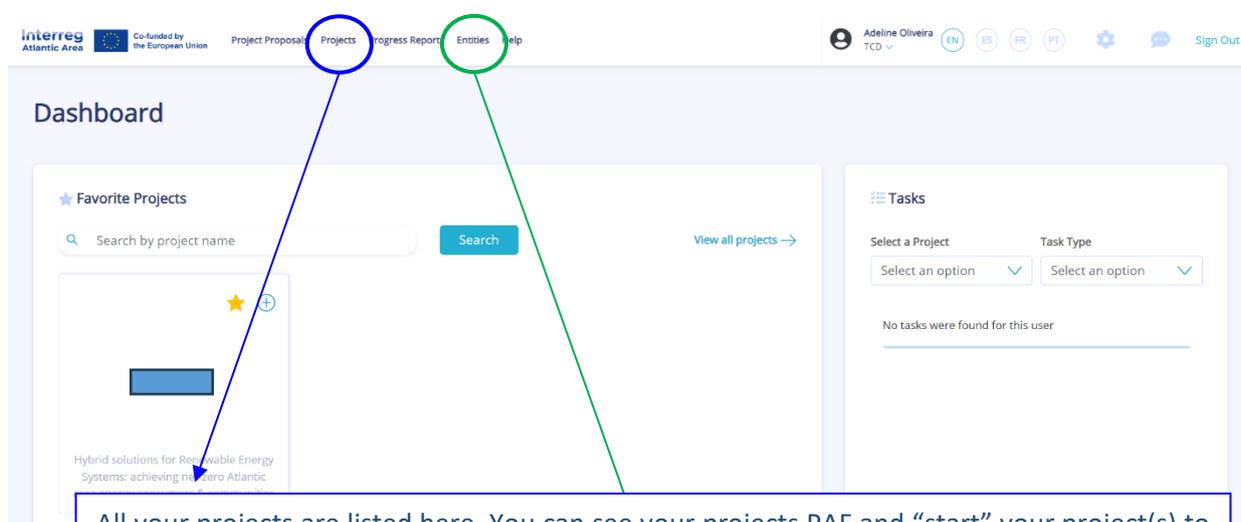
All your projects are listed here. You can see your projects PAF and "start" your project(s) to create a shortcut and have it displayed in your dashboard.
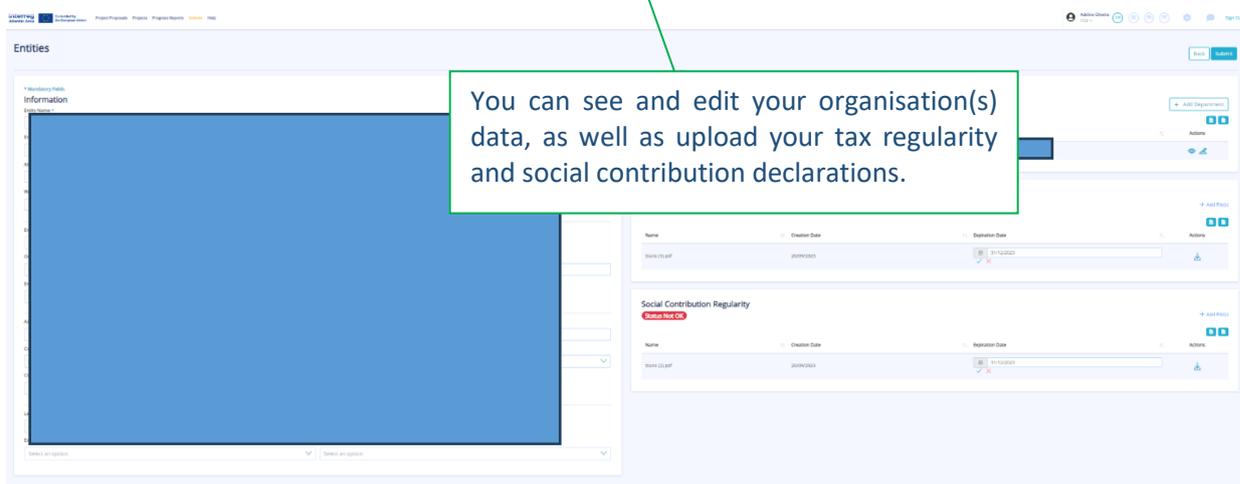
You can see and edit your organisation(s) data, as well as upload your tax regularity and social contribution declarations.

All your reports are listed (at Partner and Project level).

This is the section where you create new reports.

Select the PROJECT and the REPORT TYPE.

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).
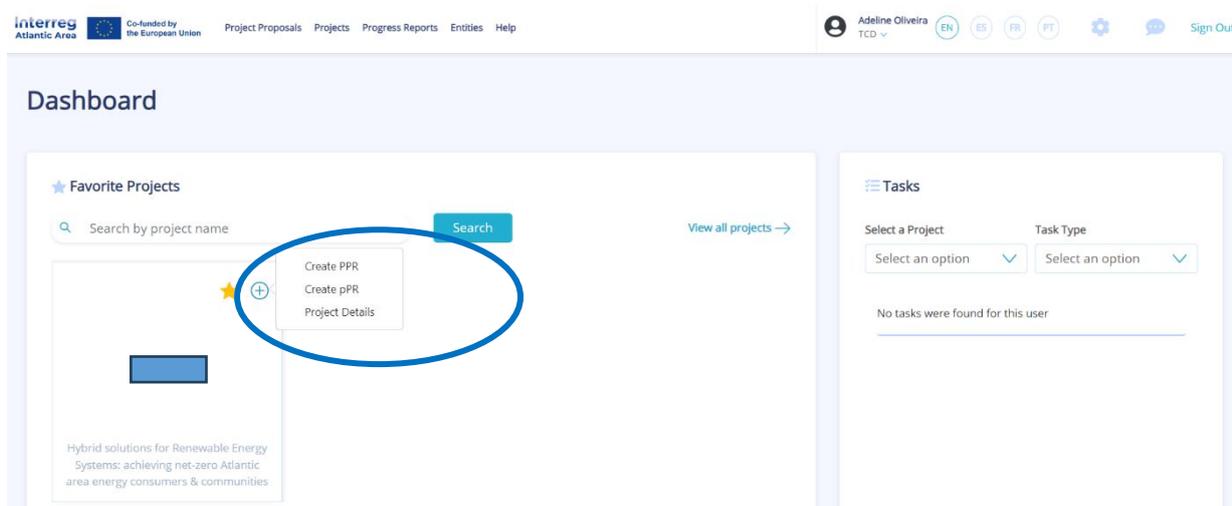
2.3. How to change a report type

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.
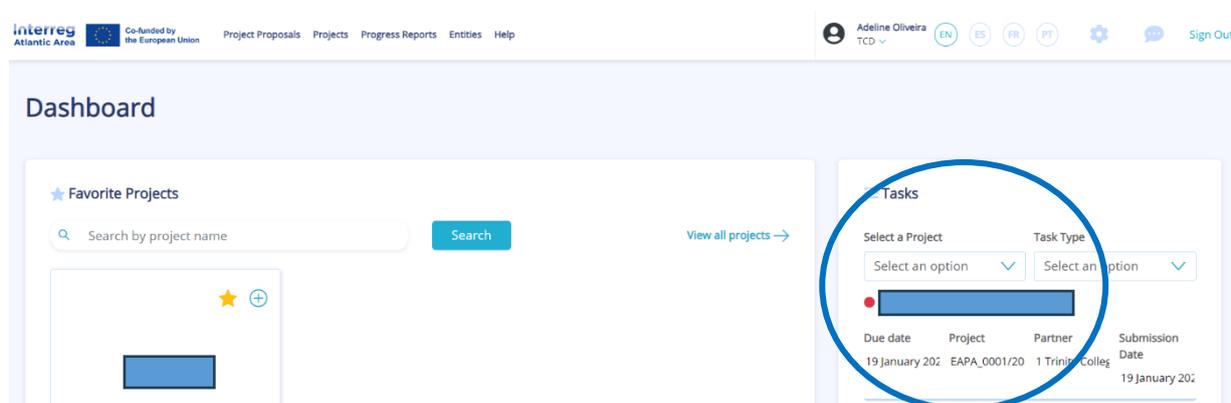
2.5. How to open a report after being submitted

If you decide to make any changes after your report is submitted, this is possible through an action called *Forward for re-analysis*, as shown in the following screenshots:
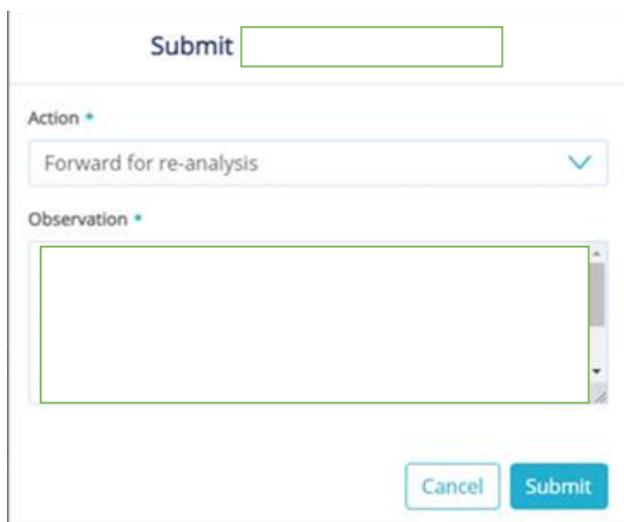
1) Click on the eye of the report:

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.

Please note that this action is **not possible** if the report has **already been validated** by the NA.

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

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.

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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

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 1 Next >

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

For each activity, report on:

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

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.

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 €

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.

Comment on the VAT

EN ⊕

Comment on the VAT

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

2.9. 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).

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

2.10. Project management and communication

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.

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.