

3. FIRST LEVEL CONTROLLER REPORT (CONTROLLER)

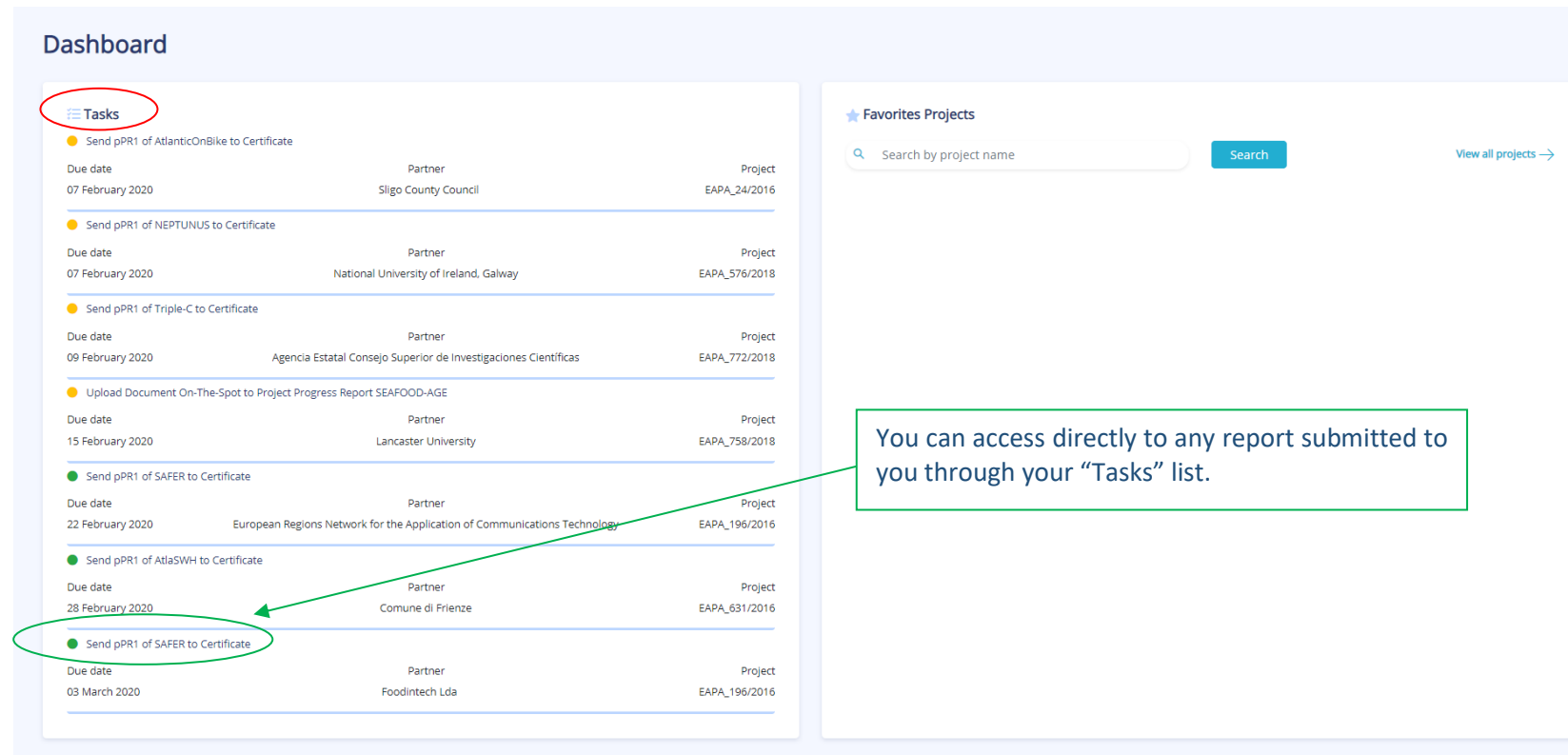
3.1. How to create the report

Controllers are registered by JS in SIGI platform.

Through the <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 see all your pending tasks as controller, namely the reports to be controlled.



Dashboard

Tasks

- Send pPR1 of AtlanticOnBike to Certificate
Due date: 07 February 2020 | Partner: Sligo County Council | Project: EAPA_24/2016
- Send pPR1 of NEPTUNUS to Certificate
Due date: 07 February 2020 | Partner: National University of Ireland, Galway | Project: EAPA_576/2018
- Send pPR1 of Triple-C to Certificate
Due date: 09 February 2020 | Partner: Agencia Estatal Consejo Superior de Investigaciones Cientificas | Project: EAPA_772/2018
- Upload Document On-The-Spot to Project Progress Report SEAFODD-AGE
Due date: 15 February 2020 | Partner: Lancaster University | Project: EAPA_758/2018
- Send pPR1 of SAFER to Certificate
Due date: 22 February 2020 | Partner: European Regions Network for the Application of Communications Technology | Project: EAPA_196/2016
- Send pPR1 of AtlasWH to Certificate
Due date: 28 February 2020 | Partner: Comune di Firenze | Project: EAPA_631/2016
- Send pPR1 of SAFER to Certificate
Due date: 03 March 2020 | Partner: Foodintech Lda | Project: EAPA_196/2016

Favorites Projects

Search by project name [View all projects →](#)

You can access directly to any report submitted to you through your "Tasks" list.



Projects **Progress Reports**

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Project

Search [] Status Select an option

Filter columns

Project	Description	Status	Total Budget	ERDF	Actions
[]	Tackling marine litter in the Atlantic Area	In filling	[]	[]	[] []
[]	Coordinated Atlantic Coastal Operational Oceanographic Observatory	In filling	[]	[]	[] []
[]	Smart Atlantic Seafood Clusters				[] []

All the projects you participate in as partner's controller are listed here. You can see PAFs and "star" project(s) to create a shortcut and have it displayed in your dashboard.

Progress Reports

Partner Project

Expenditure eligible budget 0.00 € Project SAFER Request Type Select an option Status Select an option

Filter columns

Report	Project	Partner	Request Type	Annual Period	Users	Status	Expenditure eligible budget	Expenditure ERDF budget	Actions
1	SAFER	[]	Progress Report	1st Half	USER_41	Registered	0.00 €	0.00 €	[]
1	SAFER	[]	Progress Report	1st Half	USER_51	Registered	0.00 €	0.00 €	[]
1	SAFER	[]	Progress Report	1st Half	FLC User	In Certification FLC	[]	[]	[]
1	SAFER	[]	Progress Report	1st Half	FLC User	In Certification FLC	[]	[]	[]

You can access any report submitted to you in the "Progress Reports" section.

3.2. General structure and options

Information about the current partner progress report (piper).

Before submitting your report, use the "Check Errors" option to confirm that all mandatory fields are completed.

Controller report MAIN MENU

- 1 - Project Identification
No info required.
- 2 - Work Plan
No info required.
- 3 - Expenditures
Info required.
- 4 - Expenditures control
Info required.
- 5 - Budget
No info required.
- 6 - Project Management and Communication
No info required.
- 7 - Documents
No info required.
- 8 - Time Plan
No info required.
- 9 - Versions history
No info required.

Project identification

Project general information.

General information about the project. There is no field to complete in this section.

Controller gets information on:

- Activities implemented during the period covered.
- Financial data corresponding to the same or the previous period.



3.3. Workplan, Budget, Project management and communication

Information provided by the partner through the pPR for the reported period.

3.4. Expenditures

Project > > Progress Report > pPR1 > Expenditures

Expenditures

The expenditures list can be downloaded in Excel and in PDF formats.

The controller must “check” and control each reported expenditure.

PR Eligible Amount 1,092.50 € FLC Total Certification 1,092.50 €

#	Invoice Nr	Budget Line	Issue Date	Payment Date	Partner Request	FLC Certification	Actions
1	Prep. Costs	Preparation costs	01/10/2023	01/10/2023			

Show 10 records

Showing 1 to 1 of 1 records

< Previous 1 Next >



Expenditures cannot be deleted. You can introduce 0€ or send the report back to the partner (see controller report submission), asking him/her to delete the expenditure(s) or correct the report, if needed.

For each expenditure, you have access to all the information provided by the partner, as well as the uploaded documents.

Your control fields “controller certification” are automatically completed with the amounts introduced by the partner. If you agree, just tick the boxes (they must be blue) and click “confirm”.

Expenditure 1 < > PR Eligible Amount 1,092.50 € FLC Cancel

Main Information

Invoice Nr: Prep. Costs Budget Line: Preparation costs Issue Date: 01/10/2023 Payment Date: 01/10/2023 Year: 2023

Description

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Preparation Costs

Supplier Tax Number: Supplier Name:

Certifications

	Eligible Amount (€)	FLC Certification (€)
	1,092.50 €	1,092.50 €

Contributions

	Eligible Amount (€)	FLC Certification (€)
Eligible Amount	1,092.50 €	1,092.50 €
Contribution ERDF	819.38 €	819.38 €
VAT Deductible	0.00 €	0.00 €
Value (including VAT)	1,092.50 €	1,092.50 €
Outside Program Area	0.00 €	0.00 €

Comments from partner

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Certification (€)

€

€



Expenditure 2 < > PR Eligible Amount 1,500.00 € FLC Total Certification 1,000.00 € Cancel Confirm

Supplier Tax Number Supplier Name

Certifications

Eligible Amount (€)	FLC Certification (€)
1,500.00 €	1,000.00 € <input checked="" type="checkbox"/>

Contributions

	Eligible Amount (€)	FLC Certification (€)
Eligible Amount	1,500.00 €	1,000.00 €
Contribution ERDF	1,125.00 €	750.00 €
VAT Deductible	0.00 €	0.00 €
Value (including VAT)	1,500.00 €	0.00 €
Outside Program Area	0.00 €	0.00 €
Comments from partner		

Justification * This field is mandatory if you change one of the values

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Justification

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If an amount needs to be corrected, enter the numbers. Your correction will be highlighted in red, and all calculation will be done automatically. Tick the boxes and complete the required justification, then "Confirm".

3.5. Expenditures control

The screenshot shows the 'Expenditures Control' page in the Interreg Atlantic Area system. The page includes a navigation bar with 'Project > DiadSea > Progress Report > pPR1 > Expenditures Control' and a 'Save Expenditure Control' button circled in red. The main content area is divided into three sections:

- Administrative Verifications:** Contains fields for 'Total Certified' (1,092.50 €), 'ERDF' (319.38 €), 'Reference Date' (18/03/2024), and 'Declaration' (with a 'Select File' button and 'Browse' button).
- On-The-Spot:** Contains similar fields for 'Total Certified', 'ERDF', 'Reference Date', and 'Declaration'.
- Financial Controller (FLC):** Contains fields for 'Tax Identification', 'Email' (testefic@teste.com), 'Address', 'FLC Certification Report', 'Full Name', 'Organization', 'Fax', and 'Zip Code'.

Annotations and instructions:

- A red circle highlights the 'Save Expenditure Control' button.
- Blue circles highlight the 'Administrative Verifications' and 'On-The-Spot' sections.
- A text box points to the 'Administrative Verifications' section: "The amounts are automatically completed according to the validation of expenditures. Introduce the date and upload the validation file (you can create one PDF or upload a zip file)."
- A text box points to the 'On-The-Spot' section: "When applicable complete the information regarding On-the-spot control. Note that at least one verification On-the-spot must be performed during the project lifecycle."

3.5. Controller report submission

Once all the required fields are completed, you can submit your report to the National Authority for validation or send it back to the partner to perform eventual needed corrections.

A comment is required in the "observation" field.

Submit Report

Action *
For Validation

Observation *

Cancel Submit