3. FIRST LEVEL CONTROLLER REPORT (CONTROLLER)

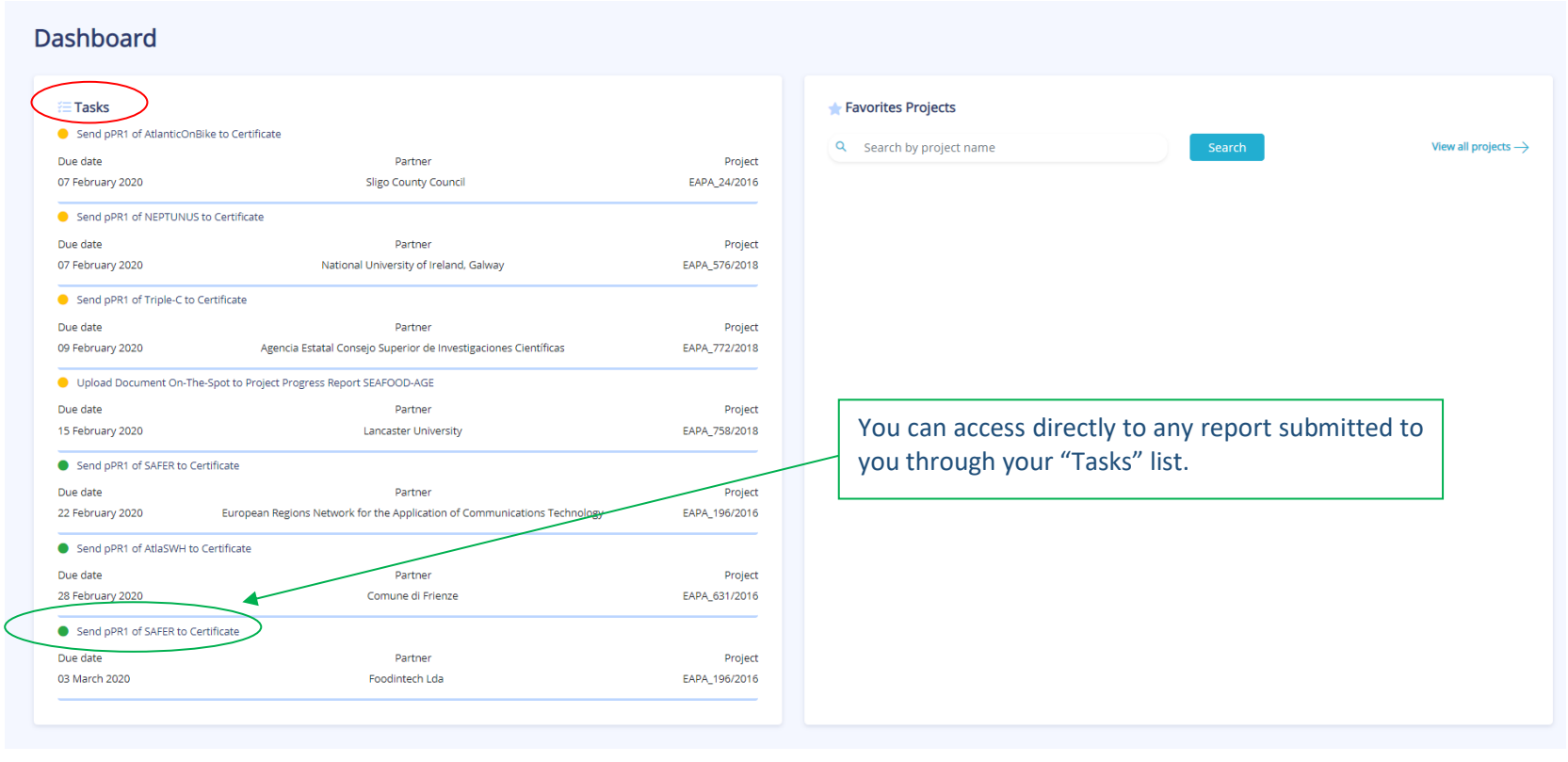
3.1. How to create the report

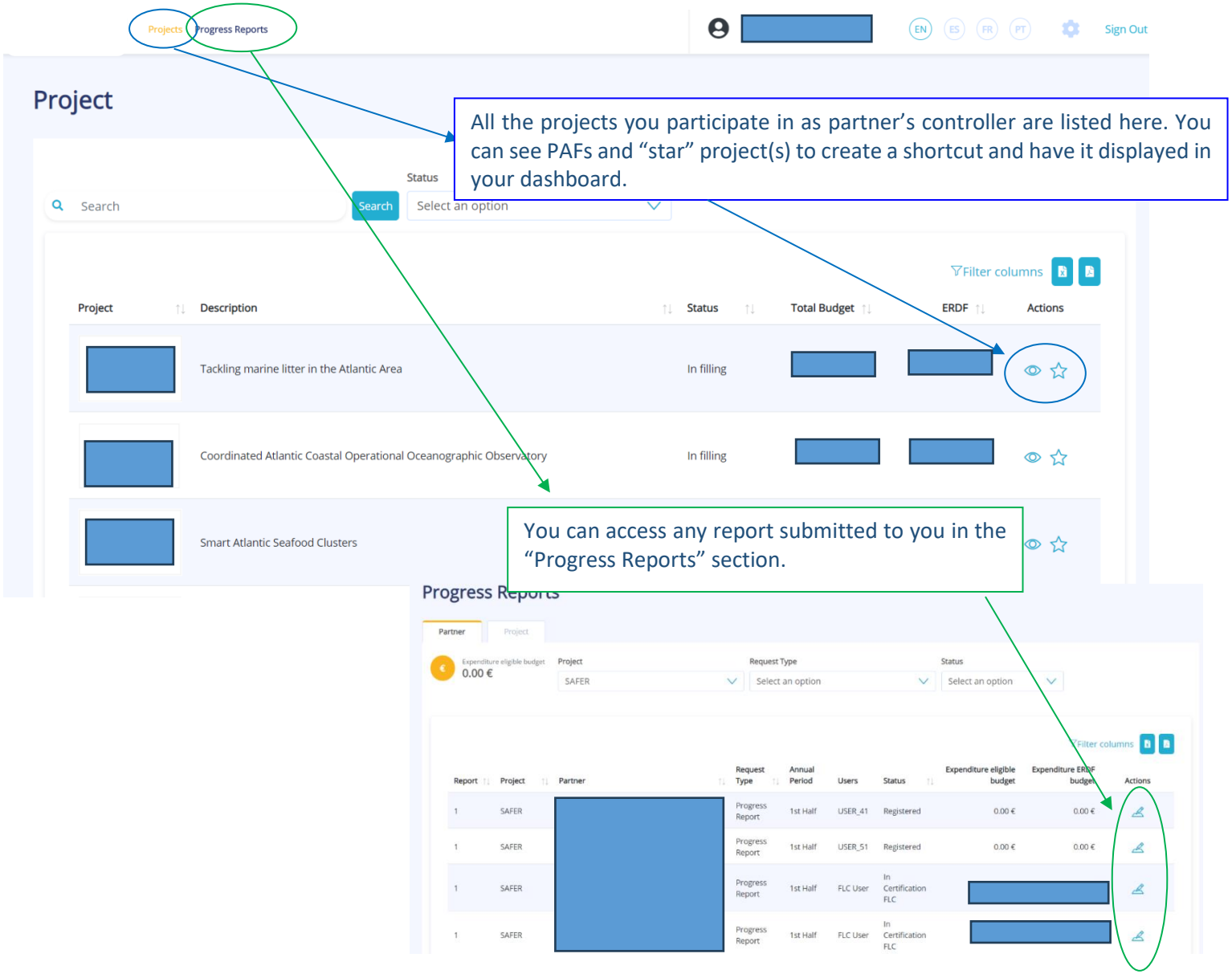
Controllers are registered by JS in SIGI platform.

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.

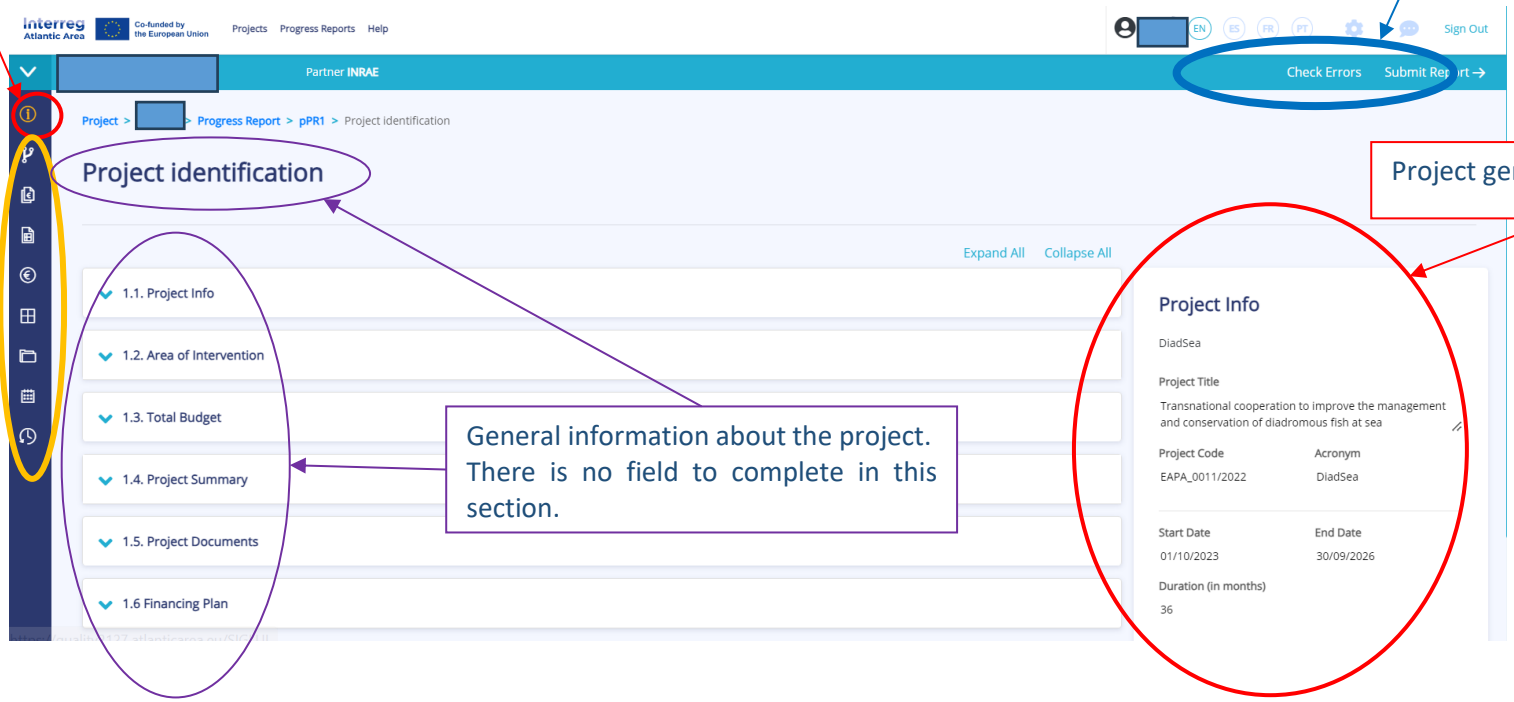



Projects
Progress Reports
Sign Out
Project
All the projects you participate in as partner's controller are listed here. You can see PAFs and "star" project(s) to create a shortcut and have it displayed in your dashboard.
Status
Search
Search
Select an option
Filter columns
Project
Description
Status
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
You can access any report submitted to you in the "Progress Reports" section.
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

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.



Project general information.

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

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.

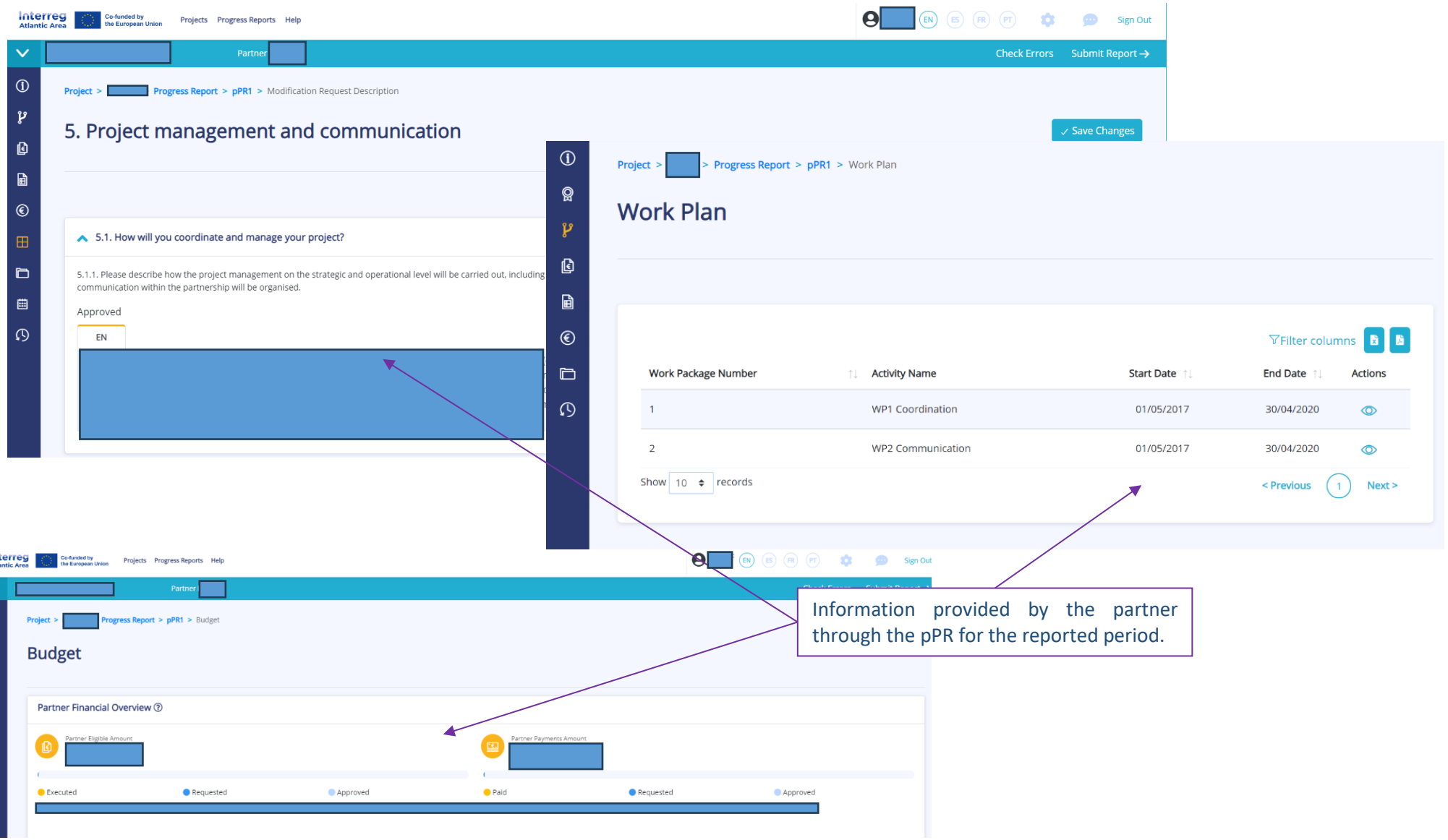
8 - Time Plan
No info required.

9 - Versions history
No info required.

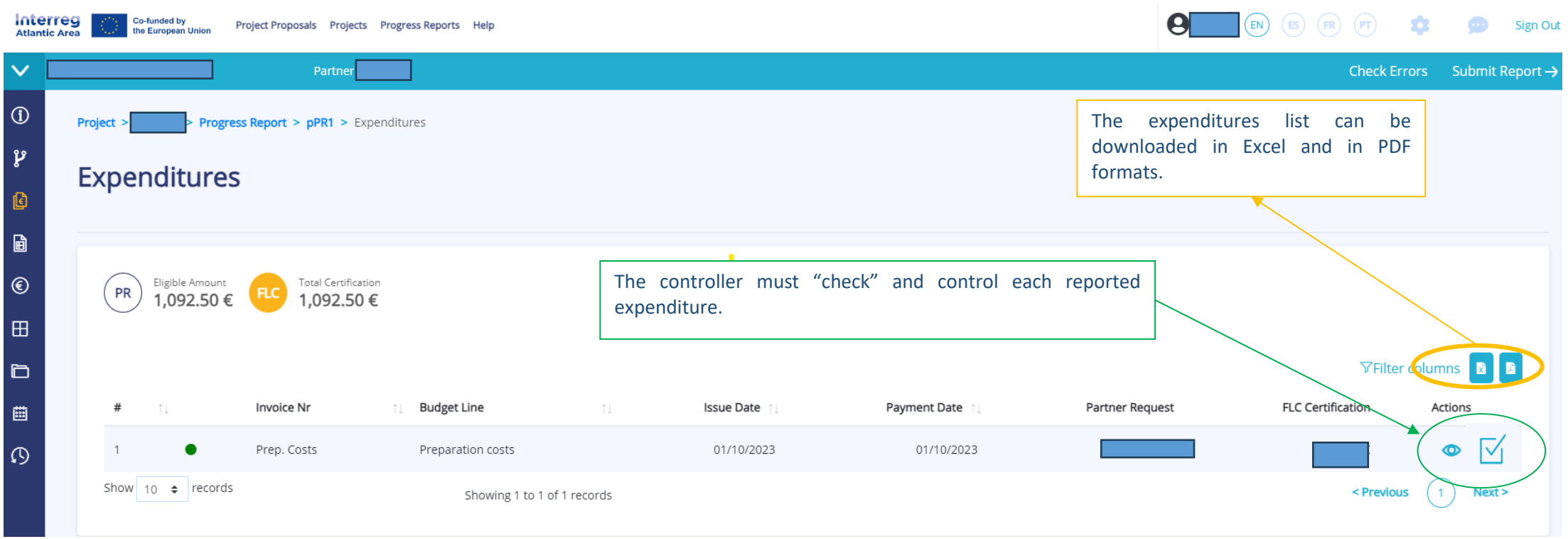
Controller gets information on:

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

3.3. Workplan, Budget, Project management and communication



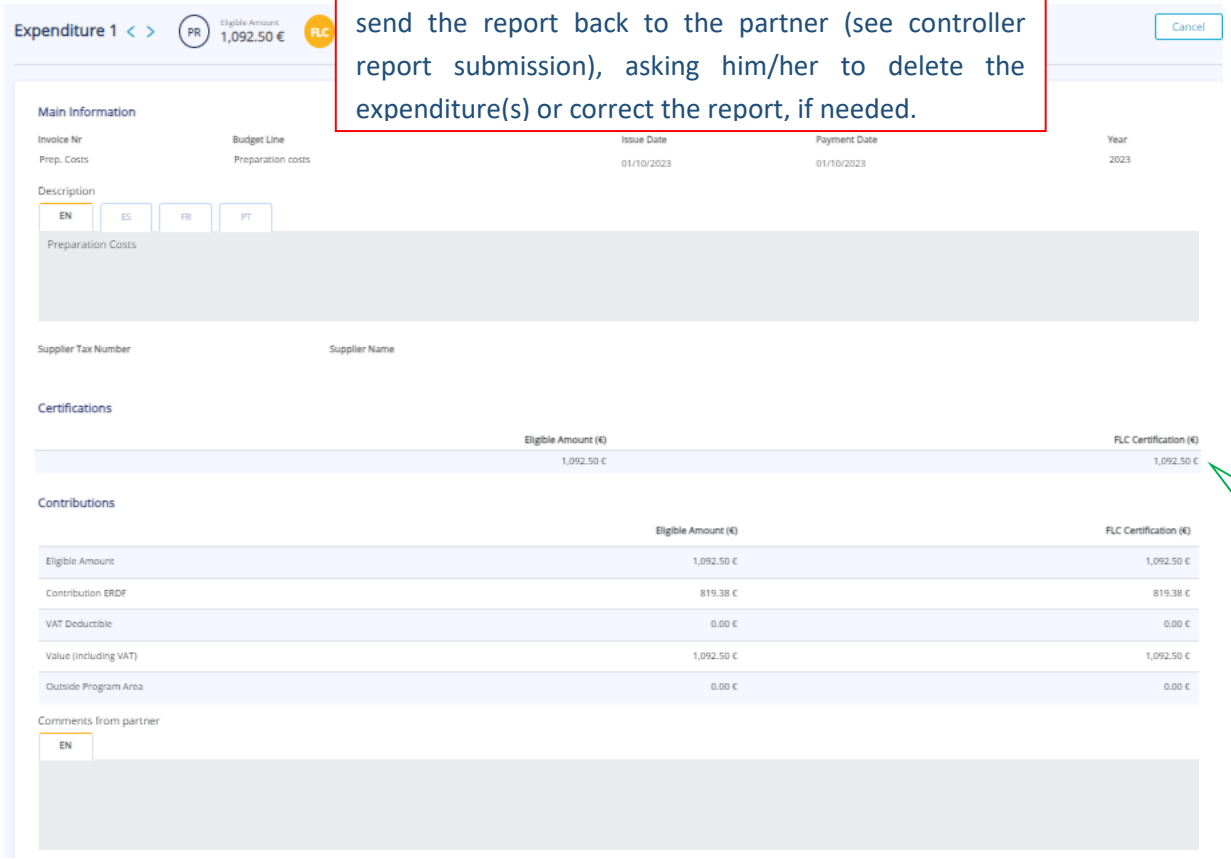
3.4. Expenditures

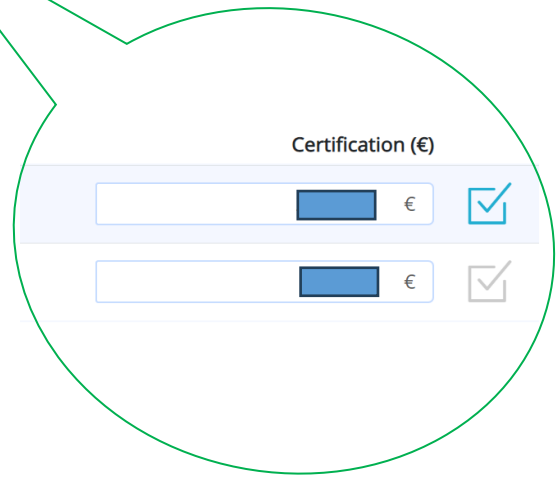


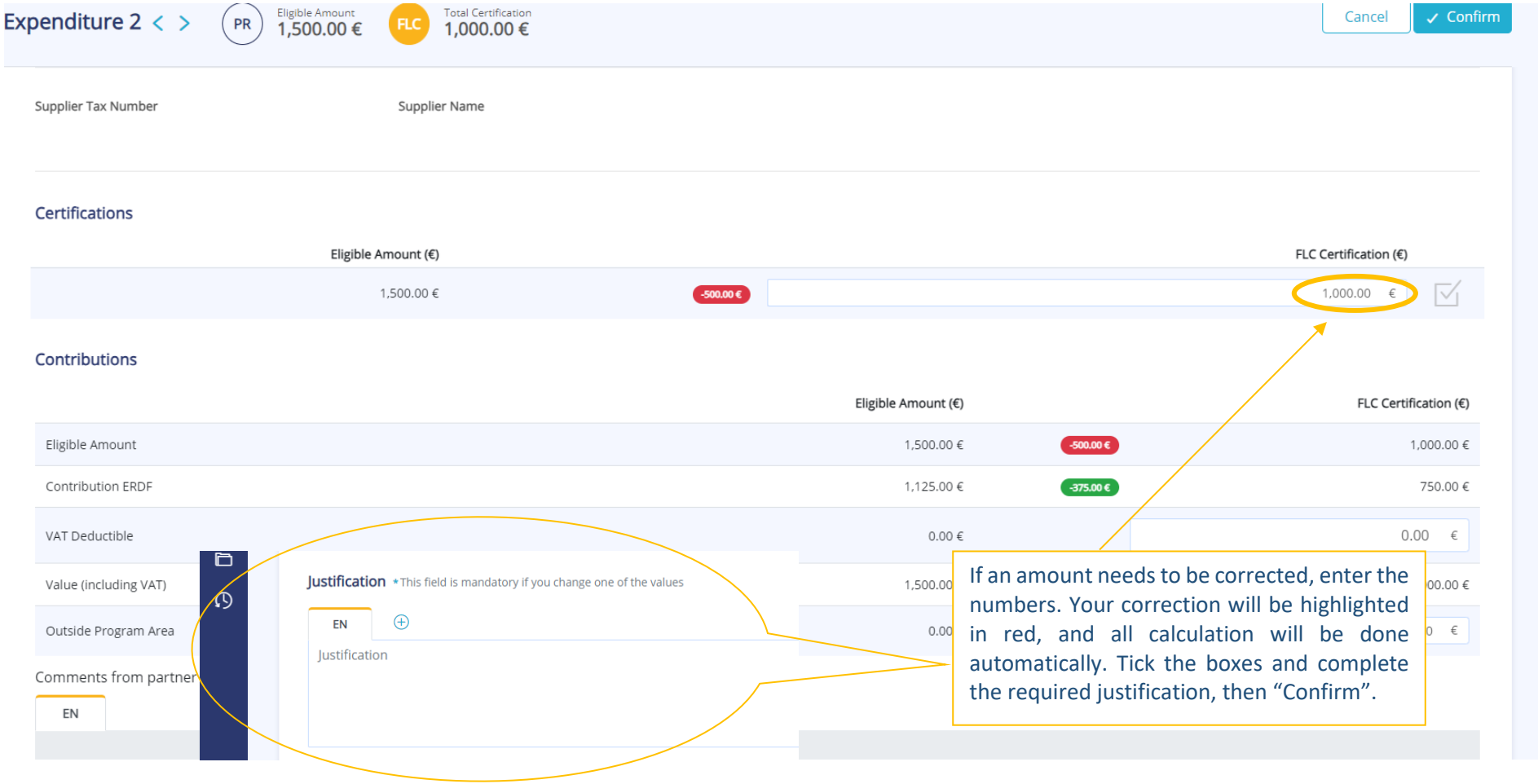
Expenditures cannot be deleted. You can introduce 0€ or send the report back to the partner (see controller report submission), asking him/her to delete the expenditure(s) or correct the report, if needed.

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

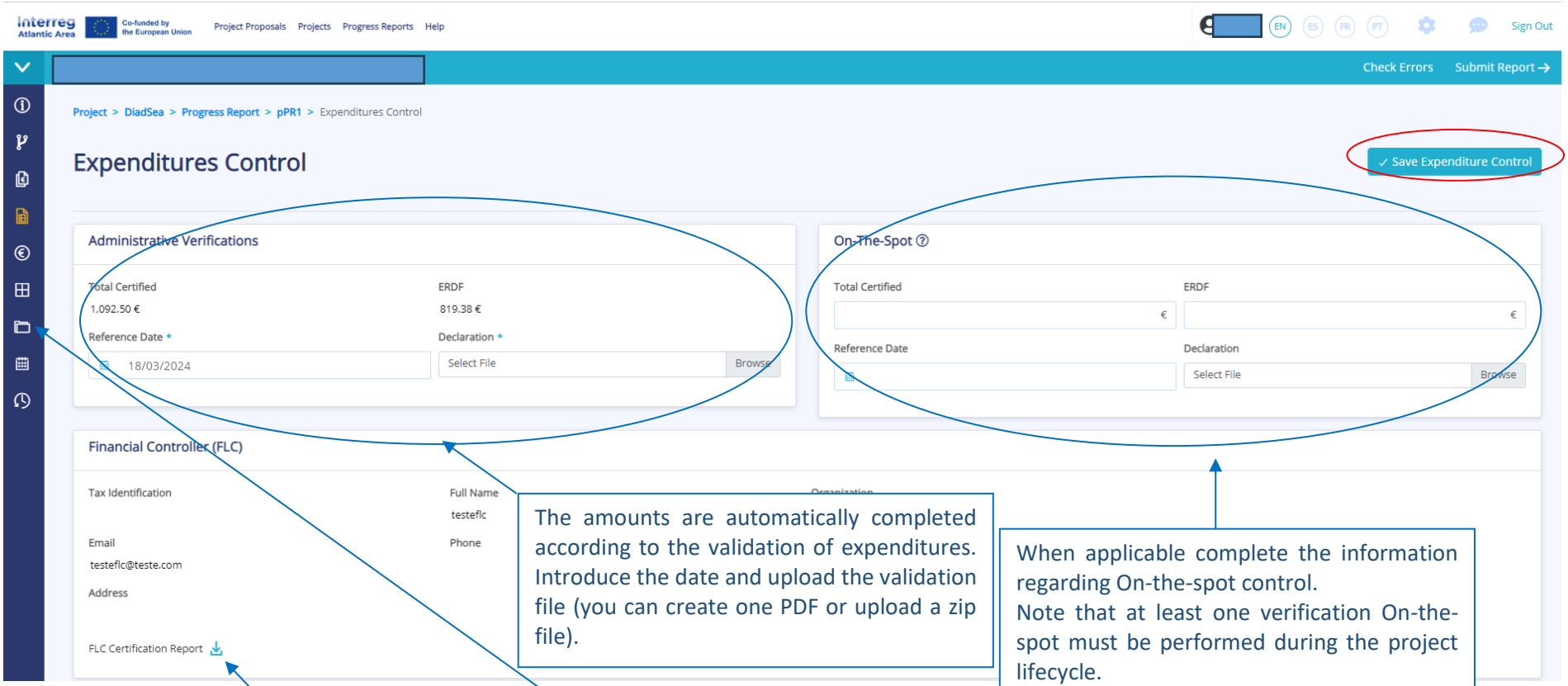
Your control fields “controller certification” are automatically completed with the amounts introduced by the partner.
If you agree, just tick the boxes (they must be blue) and click “confirm”.






Expenditure 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 €
-500.00 €
1,000.00 €
Contributions
Eligible Amount (€)
FLC Certification (€)
Eligible Amount
1,500.00 €
-500.00 €
1,000.00 €
Contribution ERDF
1,125.00 €
-375.00 €
750.00 €
VAT Deductible
0.00 €
0.00 €
Value (including VAT)
1,500.00
Outside Program Area
0.00
Comments from partner
EN
Justification
*This field is mandatory if you change one of the values
EN
Justification
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



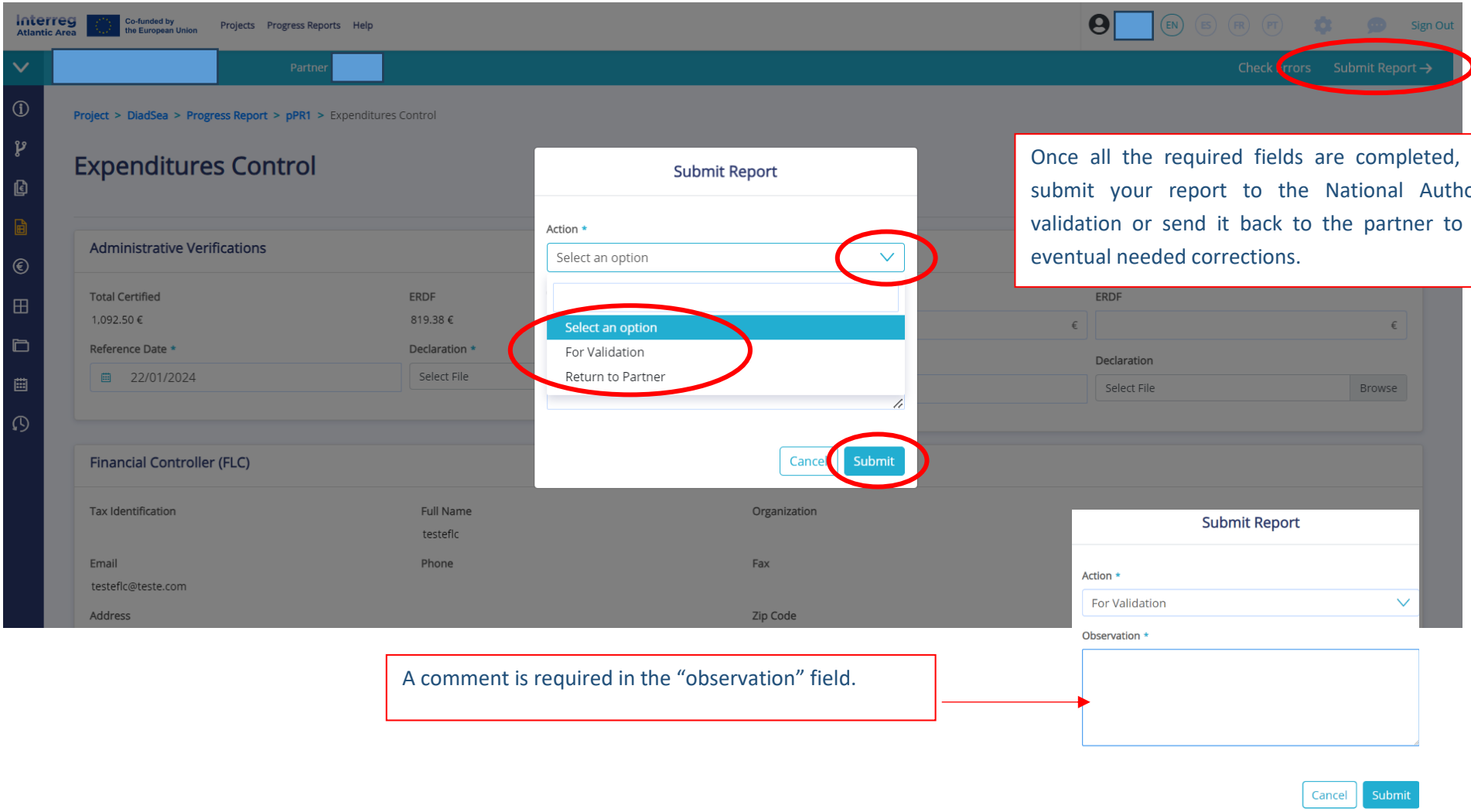
The amounts are automatically completed according to the validation of expenditures. Introduce the date and upload the validation file (you can create one PDF or upload a zip file).

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.

The pre-filled "Certification Report" must be downloaded by the controller and after being completed it must be signed and uploaded in the section above "Administrative verifications – Declaration".

Additional documents must be uploaded in the "documents" section.

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.