

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	Partner	Project
07 February 2020	Sligo County Council	EAPA_24/2016
-  Send pPR1 of NEPTUNUS to Certificate

Due date	Partner	Project
07 February 2020	National University of Ireland, Galway	EAPA_576/2018
-  Send pPR1 of Triple-C to Certificate

Due date	Partner	Project
09 February 2020	Agencia Estatal Consejo Superior de Investigaciones Cientificas	EAPA_772/2018
-  Upload Document On-The-Spot to Project Progress Report SEAFOOD-AGE


Due date	Partner	Project
15 February 2020	Lancaster University	EAPA_758/2018
-  Send pPR1 of SAFER to Certificate

Due date	Partner	Project
22 February 2020	European Regions Network for the Application of Communications Technology	EAPA_196/2016
-  Send pPR1 of AtlasWH to Certificate

Due date	Partner	Project
28 February 2020	Comune di Firenze	EAPA_631/2016
-  Send pPR1 of SAFER to Certificate

Due date	Partner	Project
03 March 2020	Foodintech Lda	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

EN

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Sign Out

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

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

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.

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.

[illegible]

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

Project general information.

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

The screenshot displays the Interreg Atlantic Area project management interface. The top navigation bar includes the Interreg Atlantic Area logo, the European Union flag, and the text 'Co-funded by the European Union'. The main content area is divided into three sections: '5. Project management and communication', 'Work Plan', and 'Budget'.

5. Project management and communication

5.1. How will you coordinate and manage your project?

5.1.1. Please describe how the project management on the strategic and operational level will be carried out, including communication within the partnership will be organised.

Approved

EN

Work Plan

Work Package Number	Activity Name	Start Date	End Date	Actions
1	WP1 Coordination	01/05/2017	30/04/2020	
2	WP2 Communication	01/05/2017	30/04/2020	

Show 10 records

< Previous 1 Next >

Budget

Partner Financial Overview

Partner Eligible Amount

Partner Payments Amount

Executed Requested Approved Paid Requested Approved

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

3.4. Expenditures

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[Projects](#)
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Partner

[Check Errors](#)
[Submit Report →](#)

[Project >](#)
[Progress Report >](#)
[pPR1 >](#)
[Expenditures](#)

Expenditures

PR

Eligible Amount

1,092.50 €

FLC

Total Certification

1,092.50 €

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

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

#	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: Budget Line: Issue Date: Payment Date: Year:

Prep. Costs: Preparation costs: 01/10/2023 01/10/2023 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

EN

Certification (€)

<input type="text"/>	<input checked="" type="checkbox"/>	€	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	€	<input type="checkbox"/>

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 €	<input checked="" type="checkbox"/>

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 €		1,500.00 €
Outside Program Area	0.00 €		0.00 €
Comments from partner	<div style="display: flex; align-items: flex-start;"> <div style="width: 30px; text-align: center; border: 1px solid #ccc; margin-right: 5px;">EN</div> <div style="border: 1px solid #ccc; padding: 5px; flex-grow: 1;"> <p>Justification * This field is mandatory if you change one of the values</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; align-items: center; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">EN</div> <div style="font-size: 1.2em;">+</div> </div> <div style="border: 1px solid #ccc; height: 20px; margin-top: 2px;"></div> </div> <div style="border: 1px solid #ccc; height: 40px;"></div> </div> </div>		

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

Interreg Atlantic Area Co-funded by the European Union Project Proposals Projects Progress Reports Help

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Check Errors Submit Report →

Project > DiadSea > Progress Report > pPR1 > Expenditures Control

Expenditures Control

✓ Save Expenditure Control

Administrative Verifications

Total Certified	ERDF
1,092.50 €	819.38 €
Reference Date *	Declaration *
18/03/2024	Select File Browse

On-The-Spot ?

Total Certified	ERDF
Reference Date	Declaration
	Select File Browse

Financial Controller (FLC)

Tax Identification	Full Name	Organization
Email	testeflc	
Address	Phone	
FLC Certification Report		

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

Interreg Atlantic Area Co-funded by the European Union Projects Progress Reports Help

Partner

Check errors Submit Report →

Project > DiadSea > Progress Report > pPR1 > Expenditures Control

Expenditures Control

Administrative Verifications

Total Certified 1,092.50 € ERDF 819.38 €

Reference Date * 22/01/2024 Declaration * Select File

Financial Controller (FLC)

Tax Identification Full Name testeflc Organization

Email testeflc@teste.com Phone Fax

Address Zip Code

Submit Report

Action *

Select an option

Select an option

For Validation

Return to Partner

Cancel Submit

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