

# 3. FIRST LEVEL CONTROLLER REPORT (CONTROLLER)

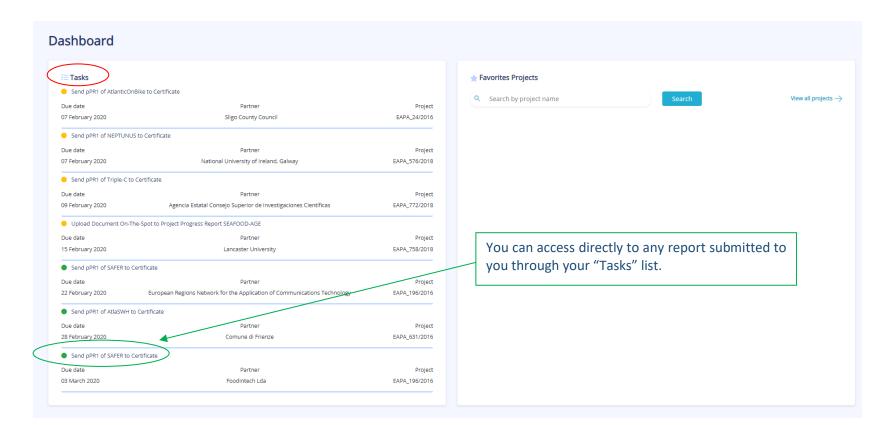
### 3.1. How to create the report

# Controllers are registered by JS in SIGI platform.

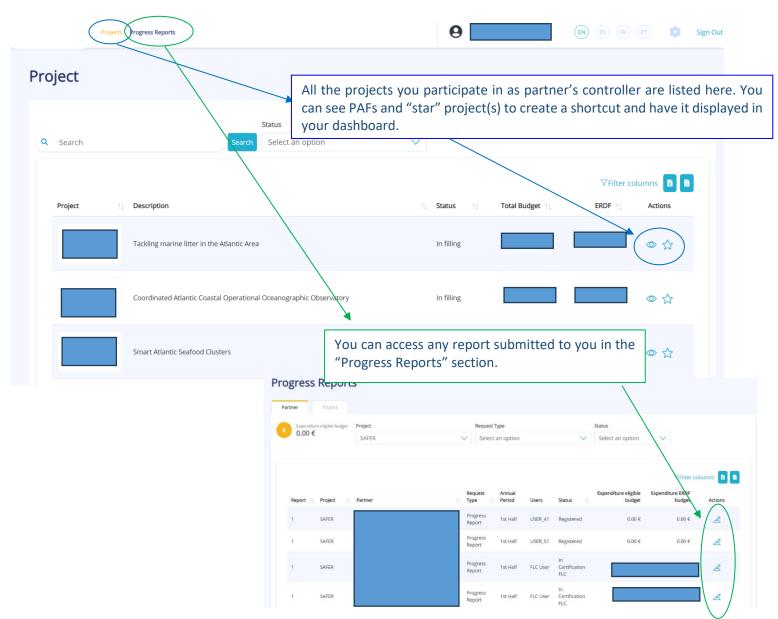
Through the <a href="https://sigi2127.atlanticarea.eu/SIGI.UI/Login">https://sigi2127.atlanticarea.eu/SIGI.UI/Login</a> with your email and a default password: AA@2127.

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.









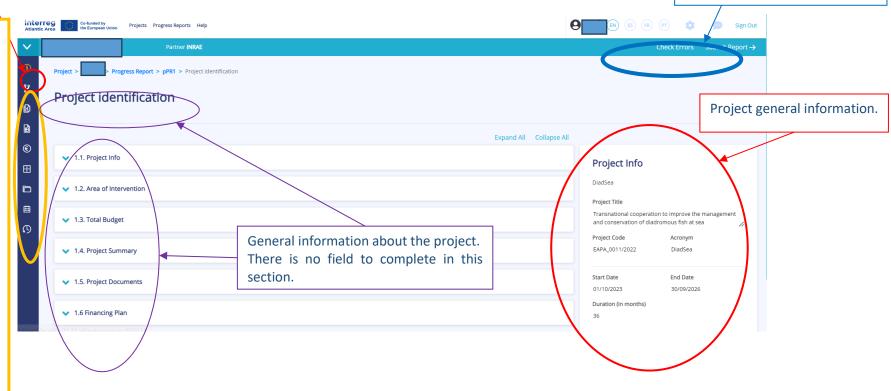
# 3.2. General structure and options

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.*

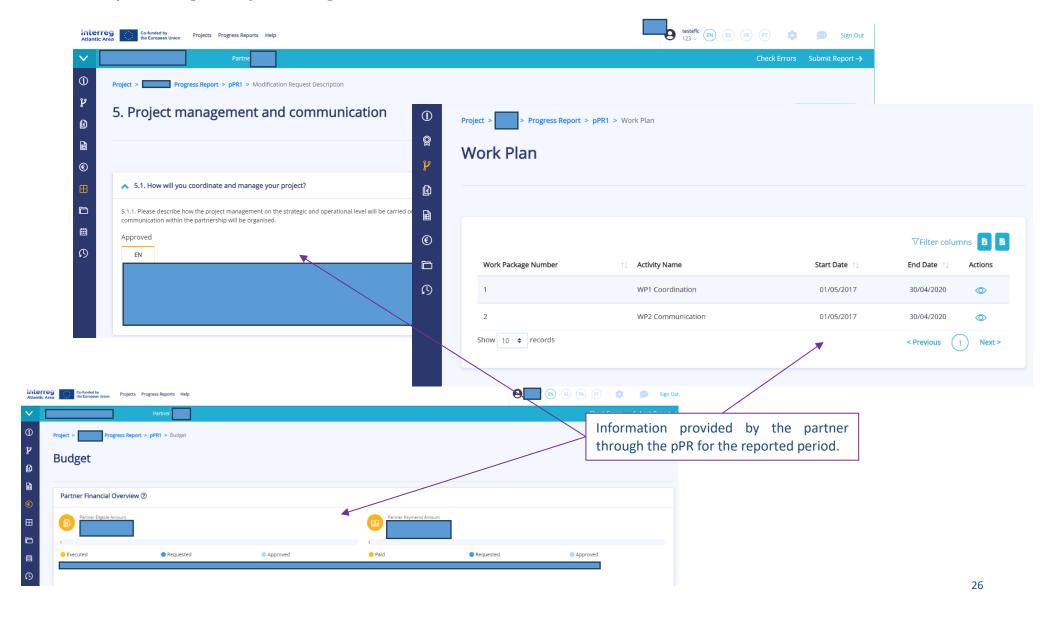


### Controller gets information on:

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

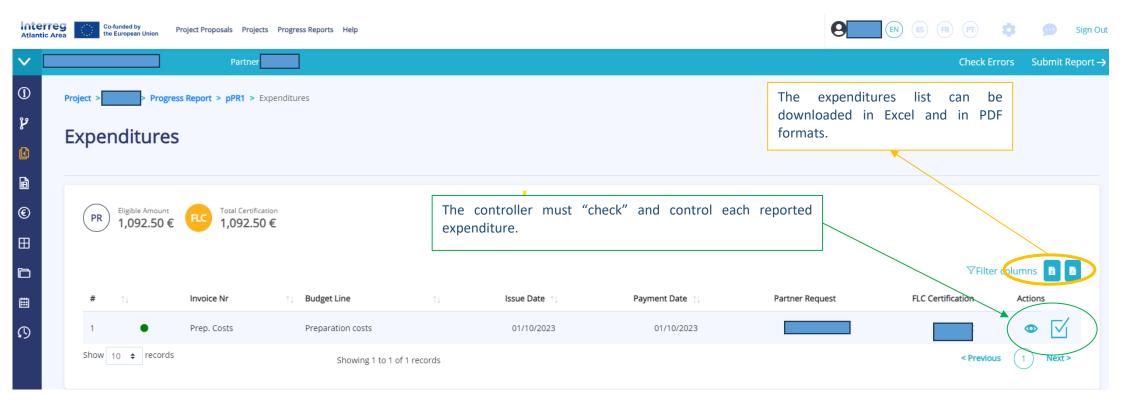


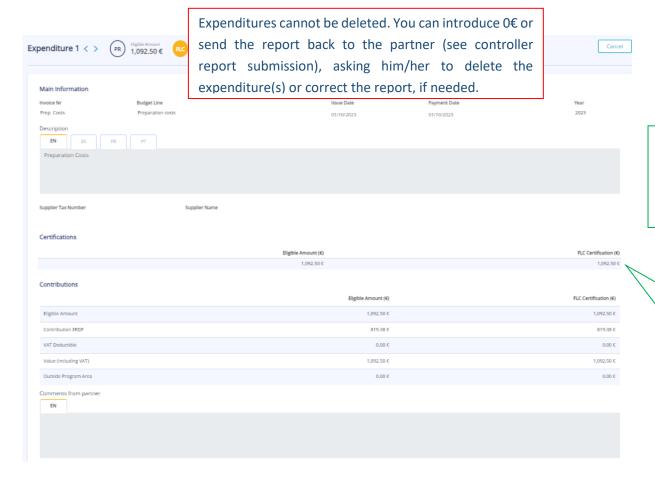
# 3.3. Workplan, Budget, Project management and communication





# 3.4. Expenditures



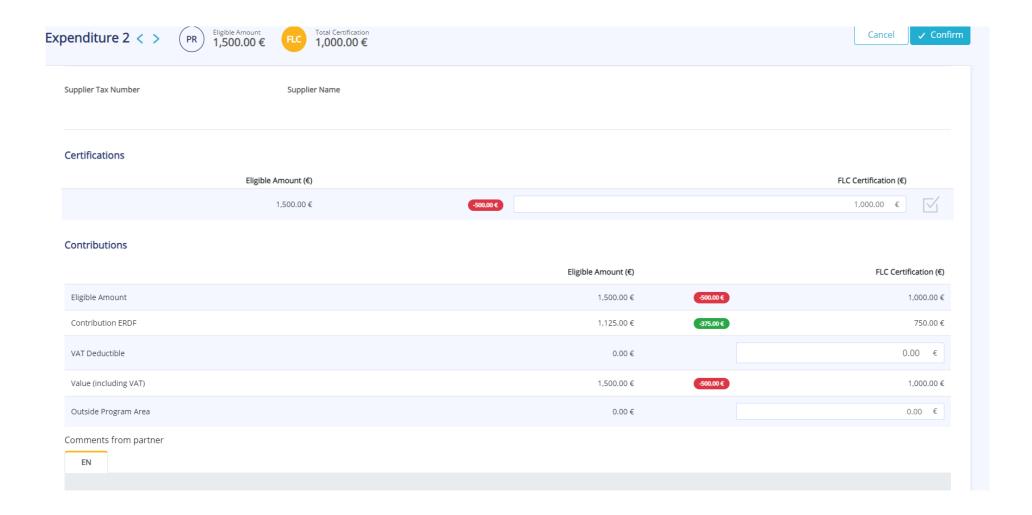


For each expenditure, you have access to all the information provided by the partner, as well as the uploaded documents.

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".

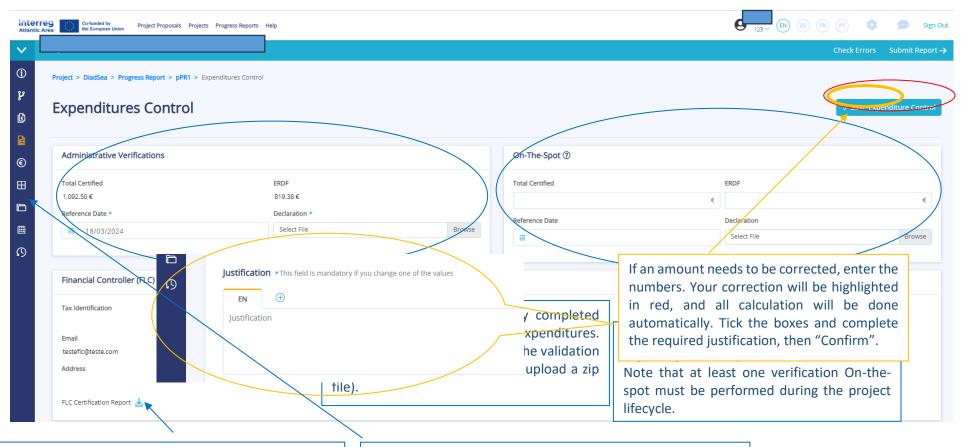








#### 3.5. Expenditures control

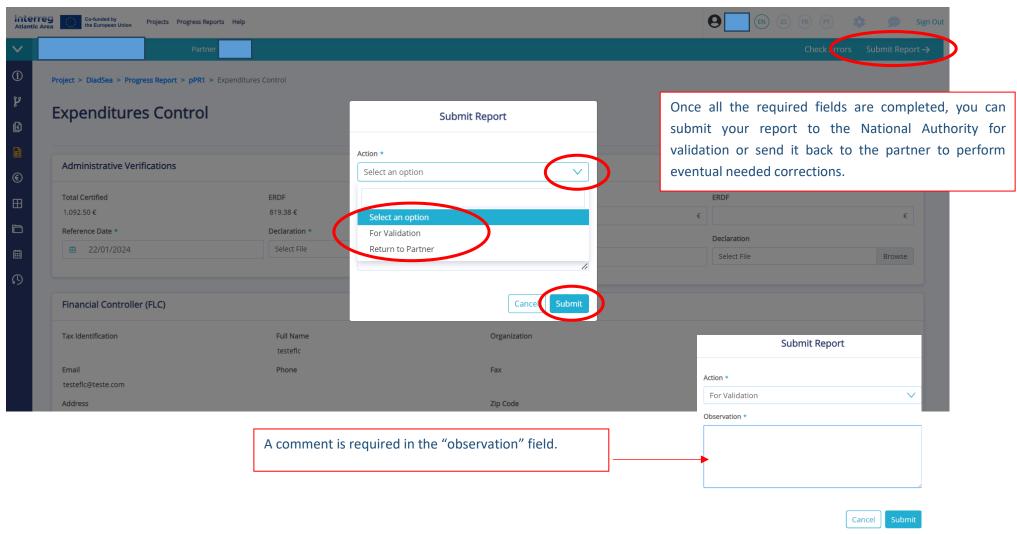


The pre-filled "Certification Report" must be downloaded by the controller and after being completed it must be signed and uploaded in the section above "Administrative verifications – Declaration".

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



# 3.6. Controller report submission





### 3.7. Selection of a sample

It is possible to generate a sample for controller verifications. This option will only be available if certain conditions are met. For details, please consult the document <u>"Methodology for risk-based management verifications in 2021-2027"</u> (pages 11-12).

