

### 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

[View all projects →](#)

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

Projects

Progress Reports

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Sign Out

Project

Search

Status

Select an option

Filter columns

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

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.*

Project Identification

1.1. Project Info

1.2. Area of Intervention

1.3. Total Budget

1.4. Project Summary

1.5. Project Documents

1.6. Financing Plan

Check Errors

Project Info

DiadSea

Project Title

Transnational cooperation to improve the management and conservation of diadromous fish at sea

Project Code

EAPA\_0011/2022

Acronym

DiadSea

Start Date

01/10/2023

End Date

30/09/2026

Duration (in months)

36

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 two sections: '5. Project management and communication' and 'Work Plan'.

**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 and how 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.



Check Errors   Submit Report →

Project >  > Progress Report > pPR1 > Expenditures

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

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

Filter columns

#	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**

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Certification (€)

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



Expenditure 2 < >



Eligible Amount  
1,500.00 €



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 €	-500.00 €	1,000.00 €
Outside Program Area	0.00 €		0.00 €

Comments from partner

EN

### 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

### Administrative Verifications

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

### On-The-Spot ?

Total Certified	ERDF
Reference Date	Declaration
	Select File <span>Browse</span>

### Financial Controller (FLC)

Tax Identification

Email  
testeflc@teste.com

Address

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

EN +

Justification

file).

FLC Certification Report Download

Confirm

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".

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.



### 3.6. 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

### 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 [“Methodology for risk-based management verifications in 2021-2027” \(pages 11-12\)](#).

In compliance with ANNEX III\_RISK ANALYSIS from the Interreg Atlantic Area 2021/2027 Manual, it is possible to generate a sample.

In case it is not possible to generate a sample, due to the lack of 30 expenditure documents for the categories not subject to 100% verification.

It's possible to extract the Excel file to better identify the expenditures that must be verified. Includes those on the sample and the ones that are mandatory for verification.

Manage Sample

filter columns

#	Invoice Nr	Budget Line	Issue Date	Payment Date	Amount	Amount	Actions
1	Ft1	Equipment costs	09/09/2025	09/09/2025	100.00 €	100.00 €	
2	ft2	Equipment costs	09/09/2025	09/09/2025	500.00 €	500.00 €	
3	ft3	External expertise and services costs	09/09/2025	09/09/2025	250.00 €	250.00 €	
4	ft4	External expertise and services costs	09/09/2025	09/09/2025	300.00 €	300.00 €	
5	FT5	External expertise and services costs	09/09/2025	09/09/2025	300.00 €	300.00 €	
6	ft6	External expertise and services costs	09/09/2025	09/09/2025	500.00 €	500.00 €	
7	ft7	Equipment costs	09/09/2025	09/09/2025	200.00 €	200.00 €	