

5. PROJECT REPORT FORM - PPR

5.1. How to create the report

The LP role is to make a consolidation of the information collected through the partners' reports. The LP checks the consistency of the information and evidence provided; namely regarding certification process, ensuring specifications of the partner country are respected. The LP must submit to the MA/JS the activity report and the related ERDF reimbursement claim when applicable (cf. Programme Manual, 5.2.5 Role of the Lead Partner in the control process).

Once **ALL project partners which intend to submit a report (at least one every 12 months, and one every 6 months for the LP)** have validated their reports, enter through the link <https://sigi2127.atlanticarea.eu/SIGI.UI/Login> with your email and password.

The landing page is your dashboard, you can create PPR from here. **If the LP's partner report is not validated, you will not be able to create the Project report.**

See how to "star" a project in section 2 page 7 of this manual.

The screenshot shows the Interreg Atlantic Area SIGI UI dashboard. The top navigation bar includes 'Project Proposals', 'Projects', 'Progress Reports', 'Entities', and 'Help'. The 'Progress Reports' tab is highlighted with a yellow circle. Below the navigation bar, the 'Dashboard' section is visible, featuring a 'Favorite Projects' section with a search bar and a 'View all projects' link. A yellow star icon is circled in red, with a red box containing the text: "You can create the PPR from the shortcut: ★". To the right, the 'Progress Reports' section is shown, with a 'Project' dropdown menu circled in yellow. A yellow box contains the text: "Progress reports" section, tab "Project" > "+ Create Report". A yellow circle highlights the "+ Create Report" button. Below the dropdown menu, there are filters for 'Expenditure eligible budget', 'Request Type', and 'Status'. A table with columns 'Report', 'Project', 'Request Type', 'Annual Period', 'Status', 'Expenditure eligible budget', 'Expenditure ERDF budget', and 'Actions' is shown, with 'No records.' displayed below it. The bottom of the table has a 'Show 10 records' option and navigation arrows.

5.2. Report cover

Select the project and create the PPR.

Then select the Request Type.



To create the report, you have to upload the "Statement of responsibility" duly completed and signed.

Report Cover

+ Create Project Progress Report

Statement of Responsibility

Select File

Browse

Template

Partner Reports Included



Report NA Total Eligible Value Validation 0.00 €



Report Na Total ERDF Value Validation 0.00 €

| # | Partner | Status | Status Date | Eligible Amount (€) | ERDF | Actions |
|---|---------|-------------|-------------|---------------------|--------|---------|
| 1 | | Validated | 31/10/2023 | 0.00 € | 0.00 € | |
| 2 | | Not Created | | 0.00 € | 0.00 € | |
| 3 | | Not Created | | 0.00 € | 0.00 € | |
| 4 | | Not Created | | 0.00 € | 0.00 € | |

Report Details

Acronym

Report Type

Project Progress Report

Request Type *

Progress Report

#

Annual Period

Creation Date *

All general information regarding pPRs is available in this page.

As LP you can enter in each pPR and check what partners reported.

5.3. General structure and options

PPR MAIN MENU

- 1 - Project Identification
No info required.
- 2 - Work Plan
Info required.
- 3 - Expenditures
Info required if there is a payment claim.
- 4 - Expenditures Control
No info required by the partner (allocated to the controller/NA).
- 5 - Budget
Info required.
- 6 - Project management and communication
Info required.
- 7 - Documents
Upload of non-financial docs.
- 8 - Time Plan
No info required.
- 9 - Versions history
No info required.

Information about the current PPR.

The report is available in the 4 Programme languages.
Information MUST be provided at least in English. Other languages are optional.

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

The screenshot shows the 'Report Cover' page in the Interreg Atlantic Area system. The breadcrumb trail is 'Project > Progress Report > PPR1 > Report Cover'. The page title is 'Report Cover'. Below the title, there is a 'Statement of Responsibility' section with an 'Uploaded' status and a 'Work Plan.pdf' document. A table below shows two rows of partner data, both with a 'Validated' status and a date of '29/12/2023'. To the right, there is a 'Report Details' sidebar showing 'Acronym: ADT4Blue', 'Report Type: Project Progress Report', and 'Request Type: Refund'. The interface includes a top navigation bar with 'Check Errors' and 'Submit Report' buttons, and a language selection dropdown (EN, ES, FR, PT).

PPR general information.

Information about the PPR and pPRs.
There is no field to complete in this section.

The PPR, for the referred period, allows you to:

- Consolidate the information provided by partners.
- Describe the activities carried out.
- Through the Project, on behalf of project partners, declare and justify the expenses and introduce a reimbursement claim.



Activity

Cancel

Save Activity

| Nr | Title | Start Date | End Date |
|----|------------|------------|----------|
| 2 | [Redacted] | 04-2024 | 04-2025 |

Percentage Execution
 %

Explanation

For each WP's activity, you should report, AT PROJECT LEVEL, on:

- "Percentage execution" and explain;
- Activity description;
- Outputs and deliverables;
- Outputs indicators targets reached.

Partners Achievements

| Percentage Execution | Explanation |
|--------------------------------------|----------------------------|
| <input type="text" value="15.00"/> % | 15 <input type="text"/> |

Expand All | Collapse All

Activity Description

Output & Deliverables: This information relates to the indicators (3.7.7) selected

Indicator



5.5. Expenditures

For each partner/pPR you can see information on payment claim and by entering each expenditure, you will find detailed information and support documents.

Expenditures

PR Eligible Amount
0.00 €

NA Total Validation
[Redacted]

Information about the pPRs payments claims.

| | | |
|---|---------------------------------------------------------------------------|----------------------------------------|
| ▼ | <div style="background-color: #1a3d54; height: 15px; width: 100%;"></div> | Total NA Validation 27,100.00 € |
| ▼ | <div style="background-color: #1a3d54; height: 15px; width: 15%;"></div> | Total NA Validation 0.00 € |
| ▼ | <div style="background-color: #1a3d54; height: 15px; width: 25%;"></div> | Total NA Validation 0.00 € |
| ▼ | <div style="background-color: #1a3d54; height: 15px; width: 10%;"></div> | Total NA Validation 2,400.00 € |
| ▲ | <div style="background-color: #1a3d54; height: 15px; width: 100%;"></div> | Total NA Validation 27,100.00 € |

| # | Invoice Nr | Budget Line | Creation Date | Validation Date | Partner Request | NA Validation | Actions |
|------|------------|---------------------------------------|---------------|-----------------|-----------------|-----------------------|---------|
| 1.00 | 1 | Preparation Costs | 20/01/2020 | 07/02/2020 | 11,000.00 € | 11,000.00 € | ⏪ ⏩ |
| 2.00 | 2 | Staff costs | 22/01/2020 | 07/02/2020 | 15,000.00 € | -1,000.00 14,000.00 € | ⏪ ⏩ |
| 2.10 | 2 | Office and administrative expenditure | 22/01/2020 | 07/02/2020 | 2,250.00 € | -150.00 2,100.00 € | ⏪ ⏩ |

Show 10 records

5.6. Expenditures control

In this section you can see and check controller certification and NA validation documents for all partners claiming reimbursement.
Keep in mind that the Lead Partner can only submit the progress report after receiving and having checked the control documents from the partners reporting expenditure.

Project > [redacted] > Progress Report > PPR1 > Expenditures Control

Expenditures Control

Partner [redacted] [dropdown arrow]

National Correspondente Supervision

| | | | |
|-----------------|---------------|---------|-----------------------------------|
| Total Validated | Total Checked | ERDF | Declaration |
| [input] | [input] | [input] | NA validation.pdf [download icon] |

Administrative Verifications

| | |
|-----------------|--------------------------------|
| Total Certified | ERDF |
| [input] | [input] |
| Reference Date | Declaration |
| 04/02/2020 | FLC report.pdf [download icon] |

On-The-Spot

| |
|-----------------|
| Total Certified |
| 0.00 € |
| Reference Date |

Request Document

TypeId *

Select an option [dropdown arrow]

- Select an option
- On the Spot
- Administrative Verifications
- National Correspondent Supervision

Cancel Confirm

If for any reason a document must be corrected or received, you can use the option "+Request Document". Depending on the document type, controller or NA will receive the request as pending task.



5.7. Budget

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Check Errors Submit Report →

Project > > Progress Report > PPR1 > Budget

Budget

Partner
All Partners

Maximum Request Amount ?

| Expenditures Total Amount 3,286,799.53 € | | | Payments Total Amount 2,465,099.14 € | | |
|---------------------------------------------|----------------------|----------------|-----------------------------------------|----------------------|----------------|
| Executed | Requested | Approved | Paid | Requested | Approved |
| 0.00 € (0.00 %) | 60,980.00 € (1.86 %) | 3,286,799.53 € | 0.00 € (0.00 %) | 45,735.00 € (1.86 %) | 2,465,099.14 € |

Expenditures ?

Year Budget Line Partner

This section shows an overview of financial figures, for the whole project or by partner.

The available budget can be viewed by category, by year and by partner.



5.8. Project management and communication

5. Project management and communication

Information on “Project management”, “Communication”, “Cooperation criteria”, “Horizontal Principles” and “Project monitoring environment indicators” AT PROJECT LEVEL.

Save Changes

Expand All Collapse All

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 the set-up of management structures, responsibilities and procedures, as well as risk management. Please also explain how the internal communication within the partnership will be organised.

Approved

EN

[Redacted text area]

Achieved

EN



Enter text

[Redacted text area]

Partners Achievements

[Redacted text area]

5.2. Which measures will you take to ensure quality in your project?

5.3. What will be the general approach you will follow to communicate about your project?

5.4. How do you foresee the reporting procedures for activities and budget (within the partnership)?

5.5. Cooperation criteria

5.6. Horizontal Principles



5.9. Documents

-
-
-
-
-
-
-
-
-

Documents

+ Add File
Add 1 or more files

In addition to the documents uploaded within pPRs, as LP you can also add relevant documents in this section.

Requested Documents

| Name | Document Type | Owner | Request Date | Upload Date | Status | Actions |
|-------------|---------------|-------|--------------|-------------|--------|---------|
| No records. | | | | | | |

Search

Document Type

Upload Date

Filter columns

| Name | Document Type | Number | UserName | Description | Upload Date | Actions |
|----------------------|------------------------------------|--------|------------|-------------------|-------------|---------|
| bilhetes comboio.pdf | Working documents | pPR1 | USER_40 | | 22/01/2020 | |
| FLC report.pdf | Administrative Verifications | pPR1 | FLC User | FLC report.pdf | 03/02/2020 | |
| FLC report.pdf | Administrative Verifications | pPR1 | FLC User | FLC report.pdf | 04/02/2020 | |
| NA validation.pdf | National Correspondent Supervision | pPR1 | NA Ireland | NA validation.pdf | 07/02/2020 | |



5.10. Time Plan

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EN ES FR PT Settings Chat Sign Out

Project Proposals Time Plan

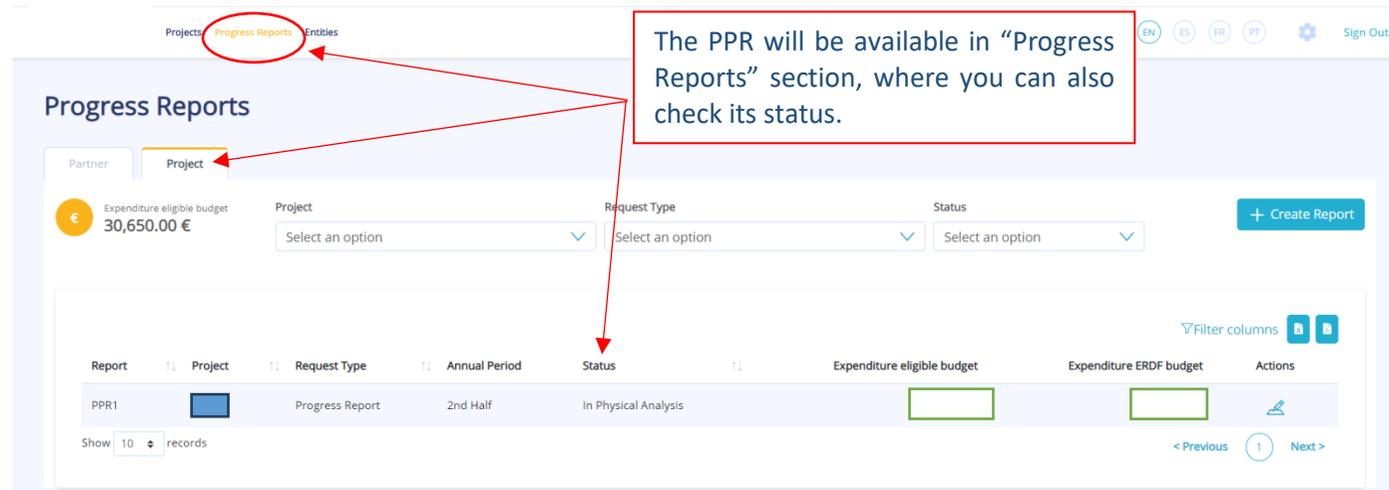
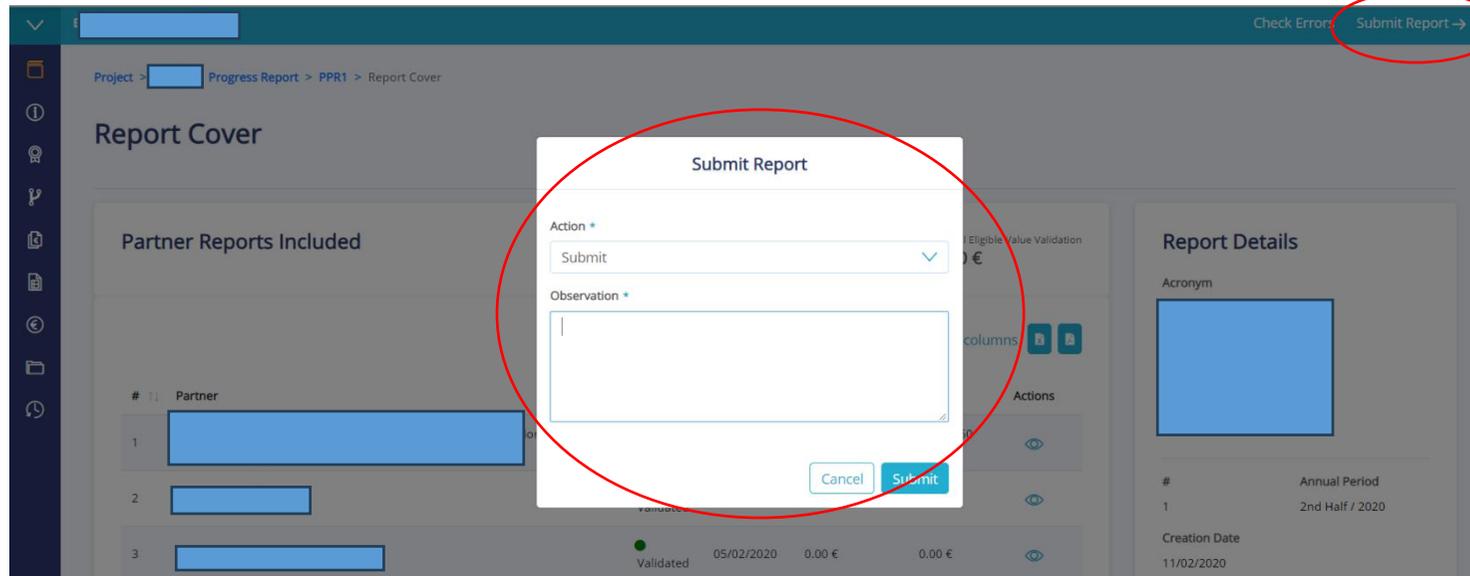
The Time Plan summarises ongoing activities and calendar.

Excel export Pdf export

| Name | Start Date | 2024 | | | | | | | | 2025 | | | | | | | |
|---------------|------------|-------------|----------|----------|----------|----------|----------|----------|----------|-------------|----------|----------|----------|----------|----------|----------|----------|
| | | May 2024 | Jun 2024 | Jul 2024 | Aug 2024 | Sep 2024 | Oct 2024 | Nov 2024 | Dec 2024 | Jan 2025 | Feb 2025 | Mar 2025 | Apr 2025 | May 2025 | Jun 2025 | Jul 2025 | Aug 2025 |
| WP 1 - Ca... | 01/05/2024 | [Blue bar] | | | | | | | | [Blue bar] | | | | | | | |
| Activity 1 | 01/05/2024 | [Blue bar] | | | | | | | | [Blue bar] | | | | | | | |
| RCO84 - P... | 01/05/2024 | [Green bar] | | | | | | | | [Green bar] | | | | | | | |
| Activity 2 | 01/09/2024 | [Blue bar] | | | | | | | | [Blue bar] | | | | | | | |
| RCO84 - P... | 01/09/2024 | [Green bar] | | | | | | | | [Green bar] | | | | | | | |
| Activity 3 | 01/12/2024 | [Blue bar] | | | | | | | | [Blue bar] | | | | | | | |
| RCO116 - P... | 01/12/2024 | [Green bar] | | | | | | | | [Green bar] | | | | | | | |
| Activity 4 | 01/01/2025 | [Blue bar] | | | | | | | | [Blue bar] | | | | | | | |
| RCO84 - P... | 01/01/2025 | [Green bar] | | | | | | | | [Green bar] | | | | | | | |
| Activity 5 | 01/11/2025 | [Blue bar] | | | | | | | | [Blue bar] | | | | | | | |
| RCO87 - C... | 01/11/2025 | [Green bar] | | | | | | | | [Green bar] | | | | | | | |
| RCO116 - P... | 01/11/2025 | [Blue bar] | | | | | | | | [Blue bar] | | | | | | | |
| Activity 6 | 01/05/2025 | [Blue bar] | | | | | | | | [Blue bar] | | | | | | | |
| RCO116 - P... | 01/05/2025 | [Green bar] | | | | | | | | [Green bar] | | | | | | | |
| WP 2 - Big... | 01/05/2024 | [Blue bar] | | | | | | | | [Blue bar] | | | | | | | |
| Activity 1 | 01/05/2024 | [Blue bar] | | | | | | | | [Blue bar] | | | | | | | |
| RCO84 - P... | 01/05/2024 | [Green bar] | | | | | | | | [Green bar] | | | | | | | |

5.11. Report submission

Once you entered all information/uploaded all documents, submit the report.



5.12. Transfer of financial expenditures into an extraordinary report

If any partners are experiencing delays with their expenditure certification processes by controllers or NAs, there is an emergency mechanism that the Lead Partner can use called *Postpone Financial Report*.

With this action, the financial report will be validated with activities only. Even if you perform this action at the controller/NA level, the financial workflow will immediately stop.

The Lead Partner can activate this action at the symbol € on the report cover of the consolidated report:

Partner Reports Included

Filter columns  

| # | Partner | Status | Status Date | Eligible Amount (€) | ERDF | Actions |
|---|---------|--------------|-------------|---------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | | ● Reanalysis | 01/06/2021 | | |  <div style="border: 2px solid red; padding: 2px; display: inline-block;">  </div> |

Just include a justification and the action will be completed.

In this way, you are able to submit the consolidated report.

When the Lead Partner performs this action, the pre-entered expenses will be automatically transferred into an extraordinary report, which will have registered status. Even if a partner was at controller/NA level, the workflow needs to be repeated.

The partner may add new expenses besides the already saved ones. Once the partner finishes, he just has to click again on Submit so that the report can be sent to the controller.