USER'S GUIDE TO COMPLETE THE PROGRESS REPORT IN SIGI

January 2024

Interreg Atlantic Area Programme 2021-2024
Managing Authority/Joint Secretariat

SUMMARY

1. PROGRESS REPORT FORM: GENERAL PRINCIPLES

Projects must report on their progress through reports that allow monitoring the implementation, by comparing it to the Project Approved Form (PAF).

The aim of **progress reports** is also to allow partners to claim payments and reimbursement of eligible expenditures. In fact, the Lead Partner (LP) may only request payments of the ERDF contribution on behalf of the project by demonstrating the progress towards the achievement of the outputs and results, in compliance with the principle of sound financial management.

Detailed information on project implementation and reporting is available in the **PROGRAMME MANUAL**.

1.1. Progress report frequency

The progress report is composed of an activity report and a financial report. It describes the progress of the project and serves as support for payment requests. Project Progress Reports (PPR) should be presented every six months, taking as starting date from the project start date. The LP is given two months (6 months + 2 months) to submit the consolidated report. They must include activities and payment claims. The LP requests payments of the ERDF contribution on behalf of the project only when provides evidence of the progress of the project towards the achievement of the outputs and results as set in the PAF, in compliance with the principle of sound financial management (as determined by the principles of economy, efficiency and effectiveness) and by demonstrating the utility derived from any purchases (goods and services).

1.2. An approach by partner

Partners have to participate in, at least, one of these two PPR (e.g., in a project with 10 partners, 5 could present a partner activity report and payment claim in the first semester, and the other 5 in the second semester).

Even if partners' inclusion of expenses every 6 months is optional, the management of partners' reports is the Lead Partner's responsibility, and it must guarantee that all Project reports include expenditures (this does not mean that all partners submit expenses in both PPR). LP's partner report is compulsory every 6 months.

All project partners have access to their own sub-reports, as well as financial controllers and National Authorities. The LP collects all sub-reports as one compiled project report, adding details and information on the overall project implementation.

Each project partner must report on progress made compared to the PAF, in English. The other languages are optional.

Modifications are allowed between two reports if duly justified and in compliance with the Programme rules.

The report of activities is structured by work packages and costs are reported in expenditures control. It is not possible to submit two progress reports at the same time. A new progress report can only be submitted once the previous project consolidated report has been submitted to the JS.

The associated partners cannot prepare partner progress reports.

1.3. Financial control and validation

The First Level Controller (controller) confirms the eligibility of activities and costs also through the online system. Each partner uploads all relevant documents (original invoices, proofs of payments, deliverables, etc.) needed by the controller to perform its checks. Only certified expenditures can be reported.

1.4. Partners not reporting expenditure after 2 semesters

Project partners that do not report any expenditure after 2 semesters, in the absence of justified reasons for this non-reporting, will receive a warning from the Programme, and the monitoring committee member representing the country of the project partner, and the partner in question will be informed. In case the concerned project partner does not comply with the programme´s rules and cannot provide evidence that this is due to circumstances outside its control, the budget of the project partner would be reduced considering its spending plan, as established in the subsidy contract.

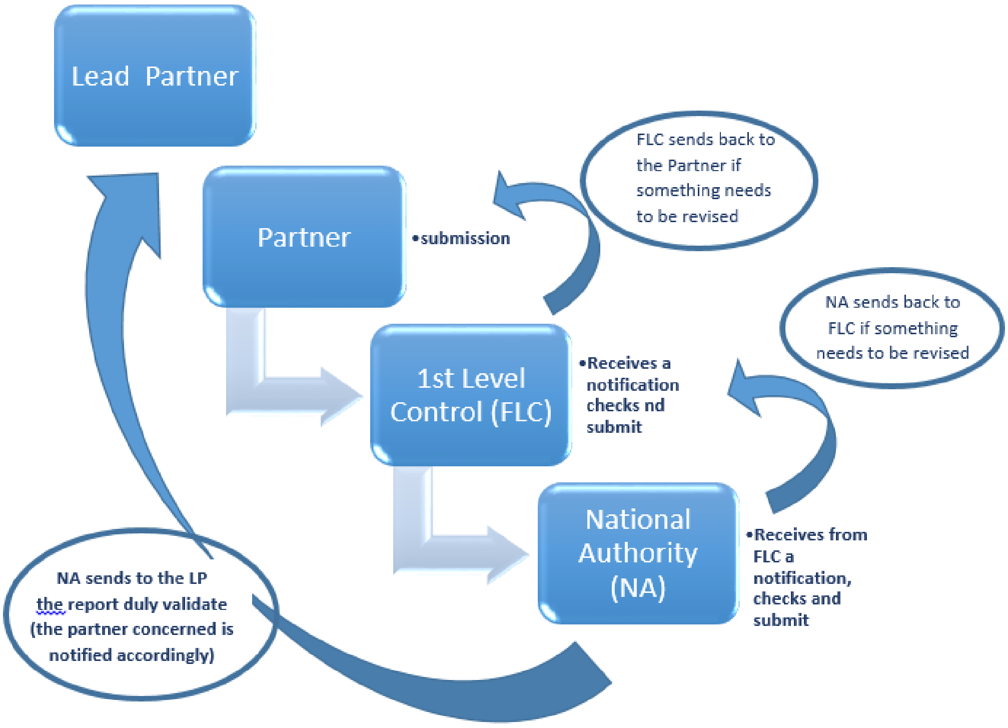
1.5. Consolidated project report

Once the project partners sub-reports are all concluded (expenses controlled and validated) and submitted, the LP can integrate them in the project progress report.

As stated in the Subsidy Contract, the LP is responsible for submitting the project report on behalf of all partners to the JS through the SIGI. The LP compiles all the information from partners, as well as global information on project progress.

The organisation acting as LP bears the overall responsibility for ensuring the implementation of the project and to ensure it is duly reported by partners.

1.6. Partners and project report with payment claim workflow



The above circuit is produced on SIGI.

1.7. Project report analysis

Upon receipt, the JS will analyse and check the project report. JS can ask for clarifications or further information within a given deadline.

The MA is responsible for instructing the Payment Authority to proceed to the ERDF payment directly to each project partner.

1.8. Extraordinary project report

An extraordinary project report is a report that only includes a financial part and has no technical part. These reports can be submitted anytime by the lead partner, once the partner/s have validated the report. The lead partner will do the consolidation through the SIGI platform in an extraordinary project progress report. Consolidated reports cannot mix ordinary and extraordinary reports.

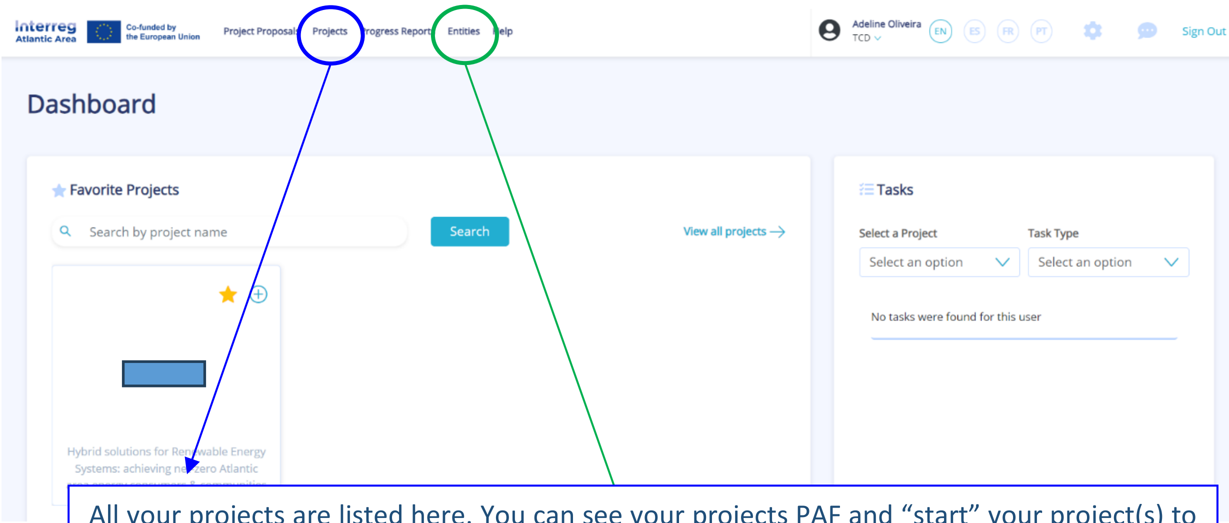
2. PARTNER PROGRESS REPORT (pPR)

2.1. How to create the report

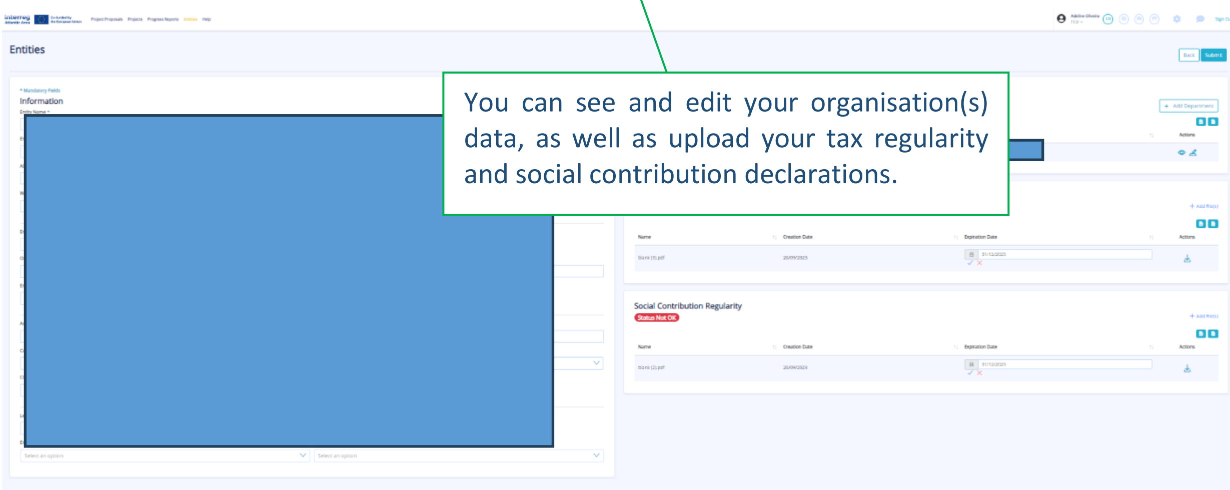
Through the link https://sigi2127.atlanticarea.eu/SIGI.UI/Login with your email and a default password: **AA@2127**.

After the first login, please change the password.

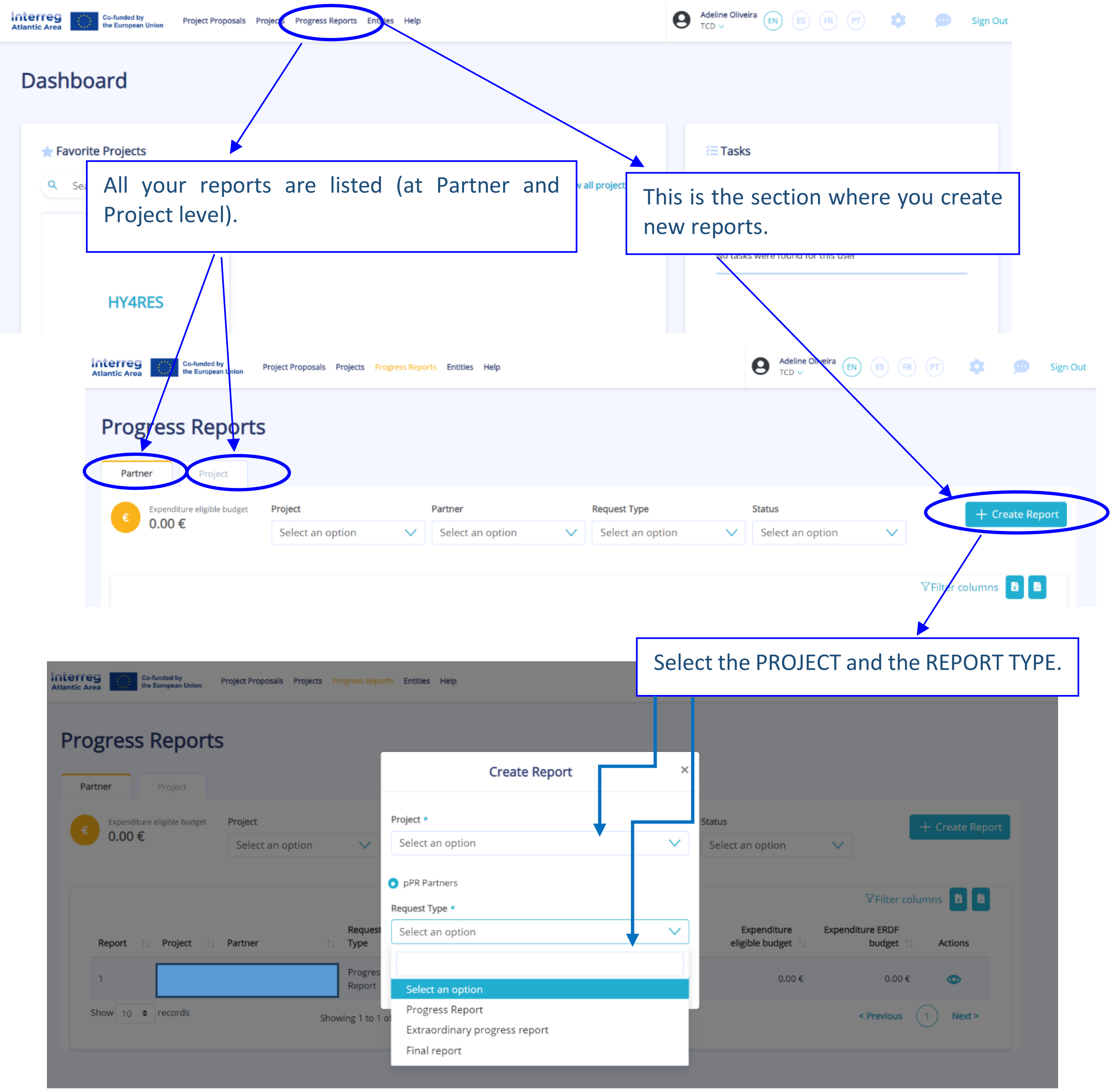
The landing page is your dashboard where you can find different options as depicted in the 'print screes' below:



All your projects are listed here. You can see your projects PAF and "start" your project(s) to create a shortcut and have it displayed in your dashboard.

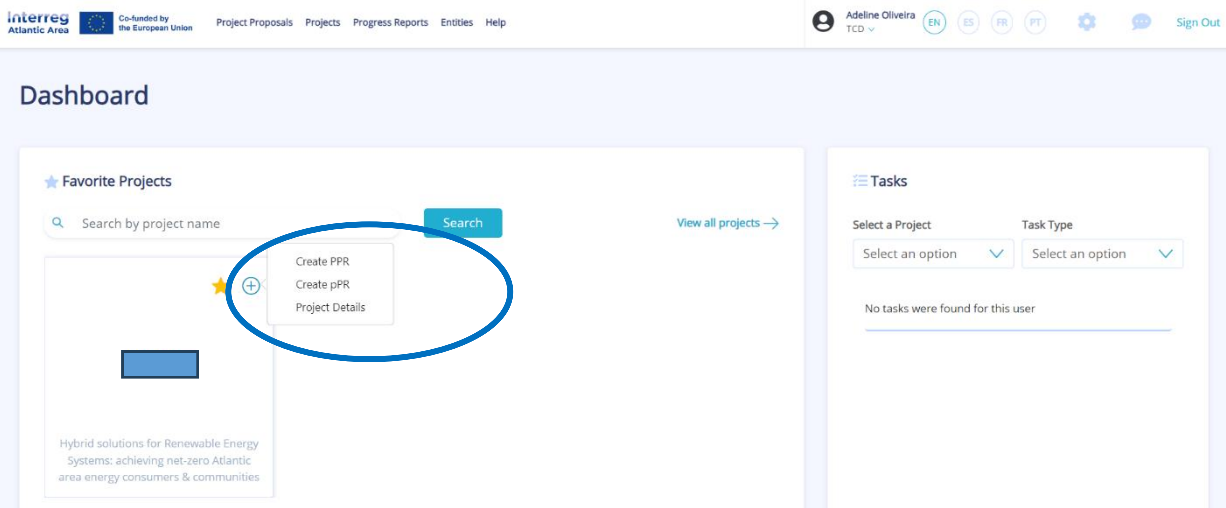


You can see and edit your organisation(s) data, as well as upload your tax regularity and social contribution declarations.



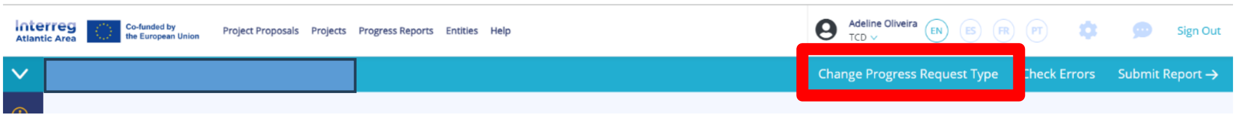
2.2. Shortcut to progress report

Once you have your project in "Projects" section, it will automatically appear in the dashboard page, where you can use a shortcut to create a partner progress report "pPR" (please see below).

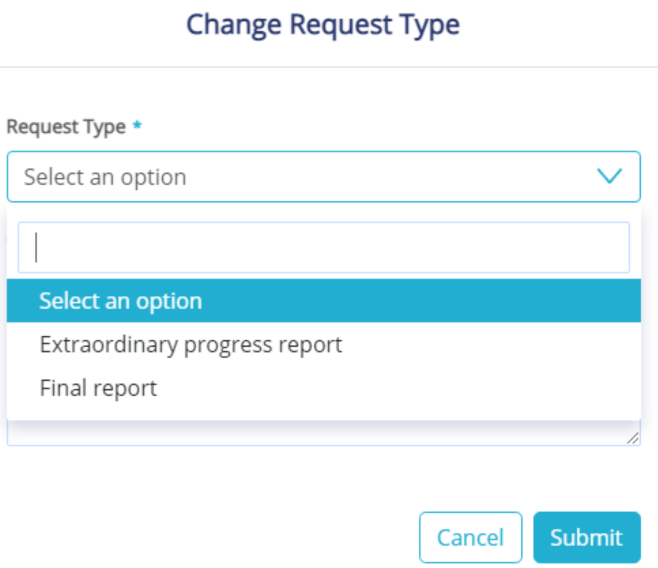


2.3. How to change a report type

If a partner report is under the status 'Registered' or 'Reanalysis' status and you decide to change its type, the respective partner can do it through the action *Change Request Type*, as shown in the following picture:



After clicking on it, a box will show up and you will need to choose the correct type of report you wish:



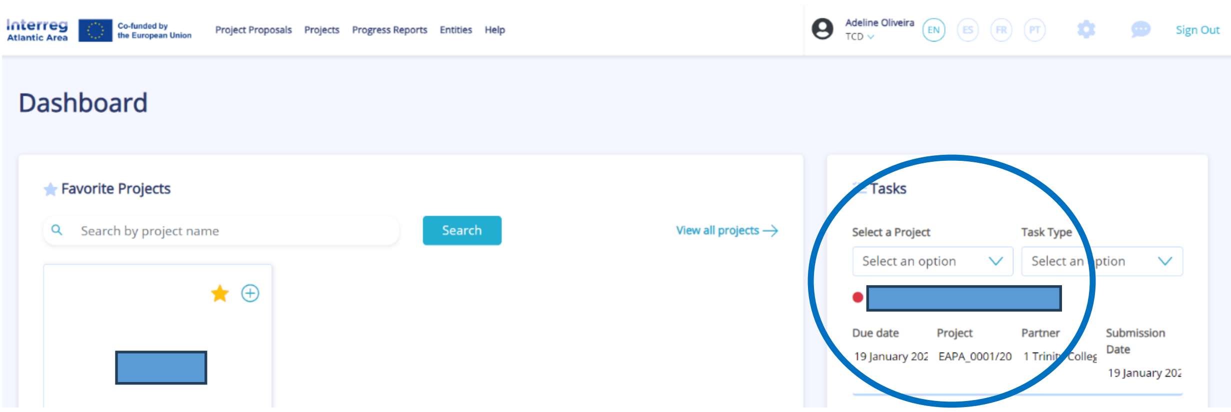
For changes into “Final report”, we advise to consult first your project manager to make sure you fulfil all its criteria.

After changing the report type, you may continue editing it.

If you perform this change when the status of your report is “Reanalysis” and if it concerns a financial report, please note the **financial workflow needs to be repeated**. Provided that the expenditures remain the same and if these expenses had already been validated, it will be enough if your controller/NA upload their certification documents. In this way, the workflow may continue.

2.4. Tasks

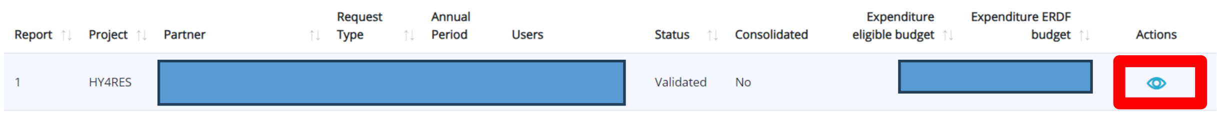
Depending on the status of the report, pending tasks (if any) will be listed on the Dashboard page, as illustrated in the following picture.



2.5. How to open a report after being validated

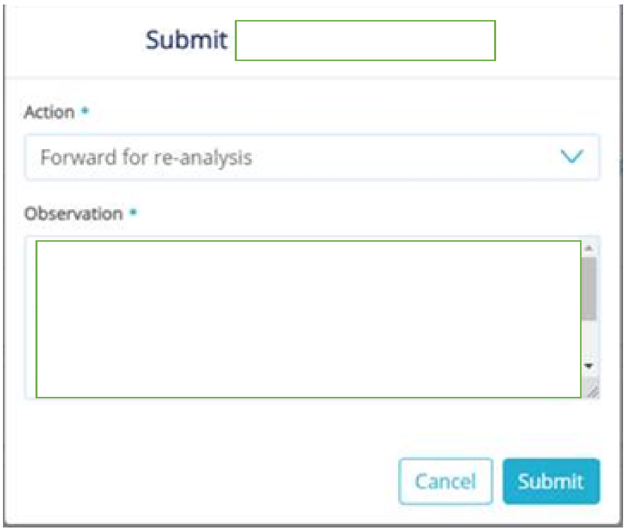
If after your report got validated, you decide to make any changes, this is possible through an action called *Forward for re-analysis*, as shown in the following screenshots:

1) Click on the eye of the report:

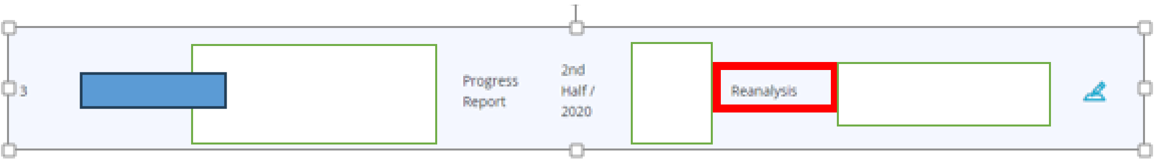


2) Click on Submit:

3) Once on Submit, you will see the option Forward for re-analysis. Just fill in the field Observation and click on Submit:



4) Afterwards, the report will have the status Re-analysis and will be again editable:



Once all changes are done, just click again on Submit. Please note that this action implies **the repetition of the financial workflow**, if you had submitted a financial report. Provided that the expenditures remain the same and if these expenses had already been validated, it will be enough if your controller/NA upload their certification documents. In this way, the workflow may continue.

2.6. 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
Summary of financial information.

6 - Project management and communication
Info required.

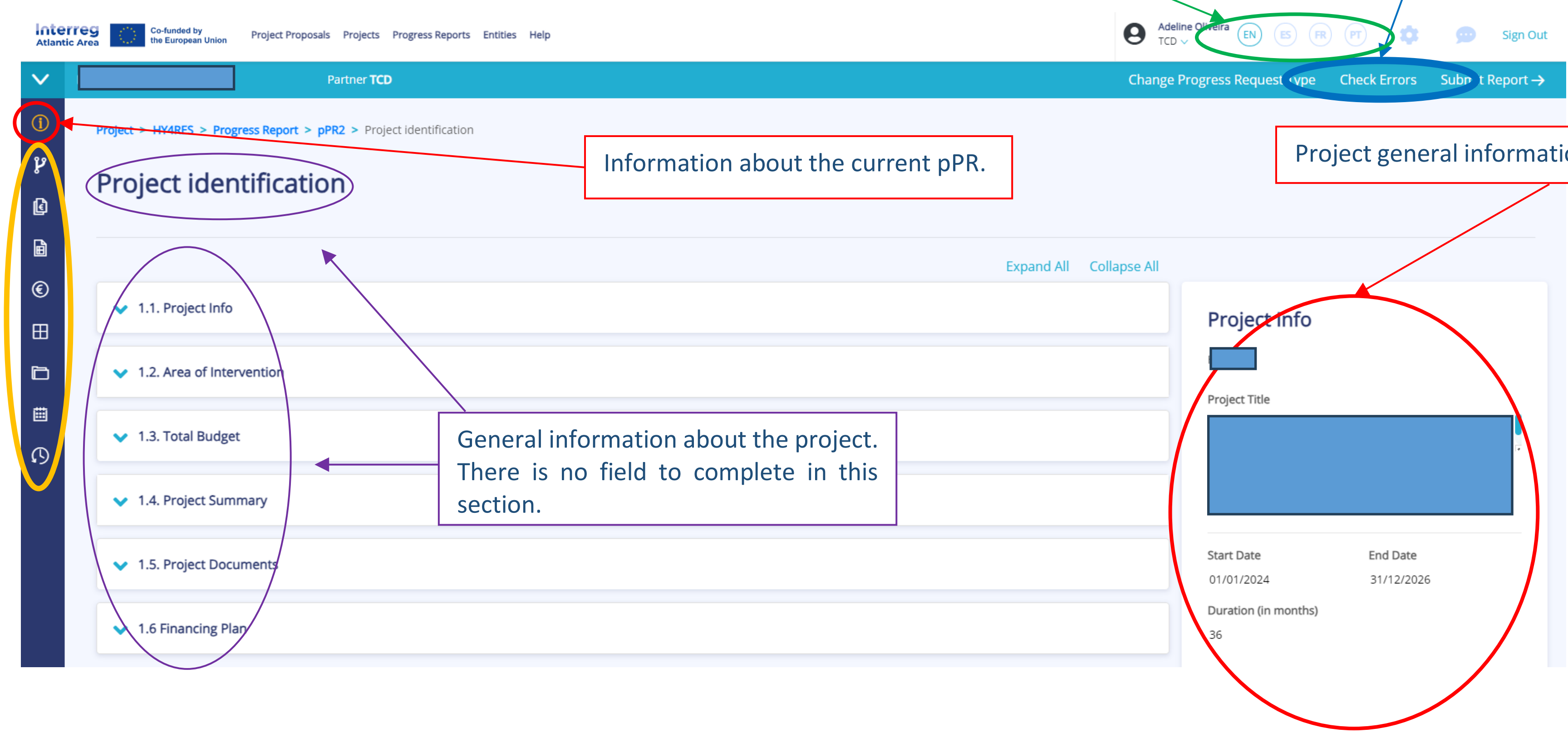
7 - Documents
Upload of non-financial docs.

8 - Time Plan
No info required.

9 - Versions history
No info required.

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

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



Information about the current pPR.

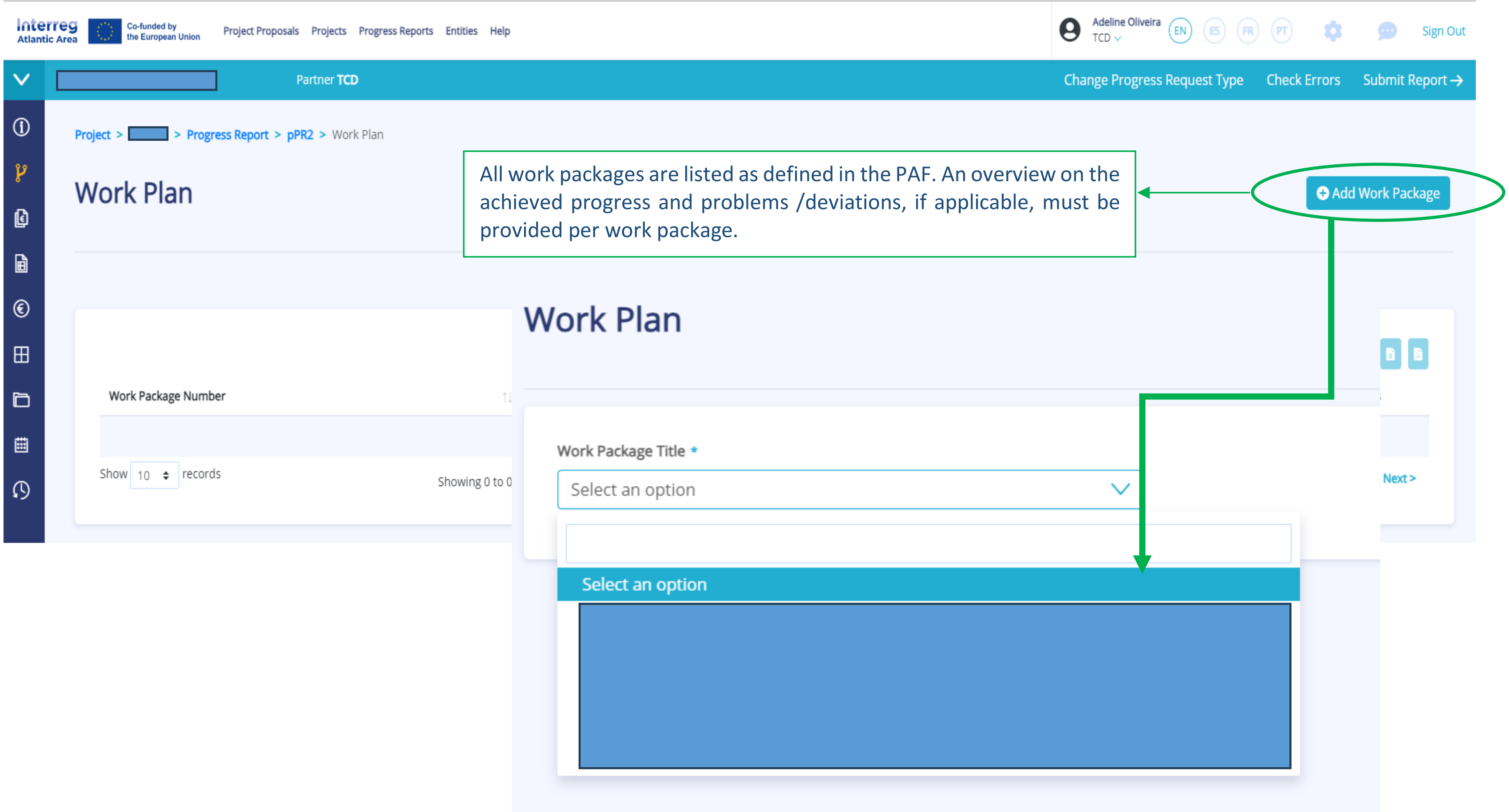
Project general information.

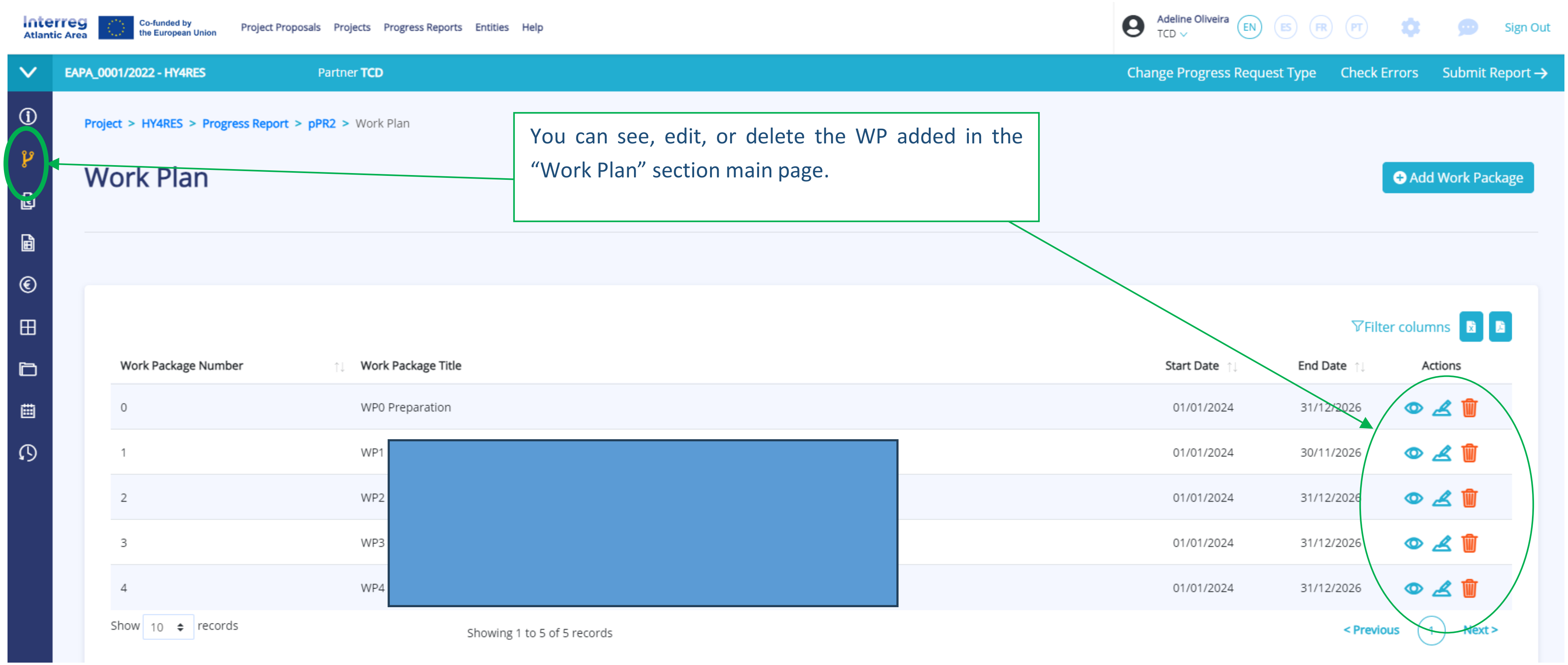
General information about the project. There is no field to complete in this section.

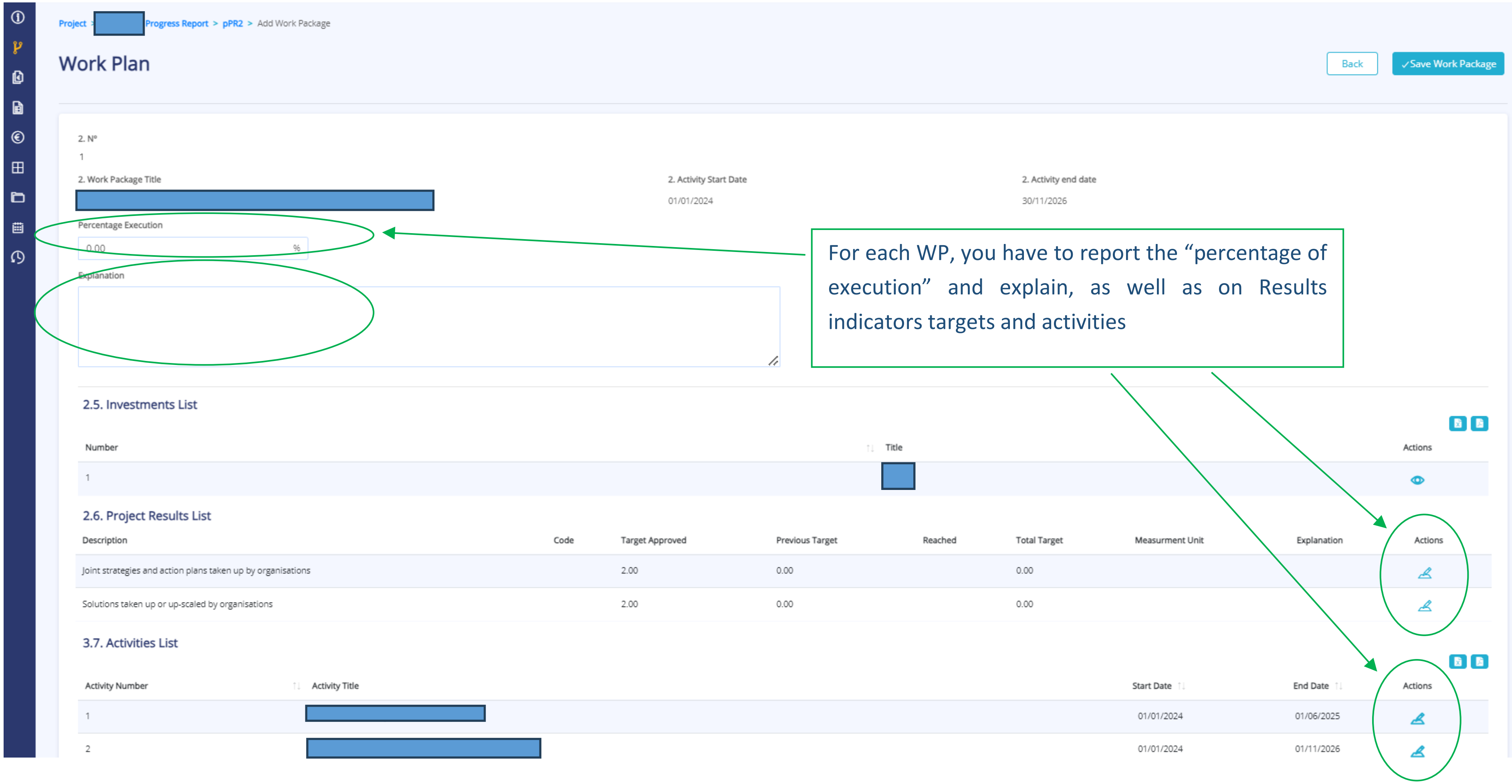
The pPR, for the referred period, allows you to:

- Describe the activities carried out,
- Declare and justify the expenses and introduce a reimbursement claim.

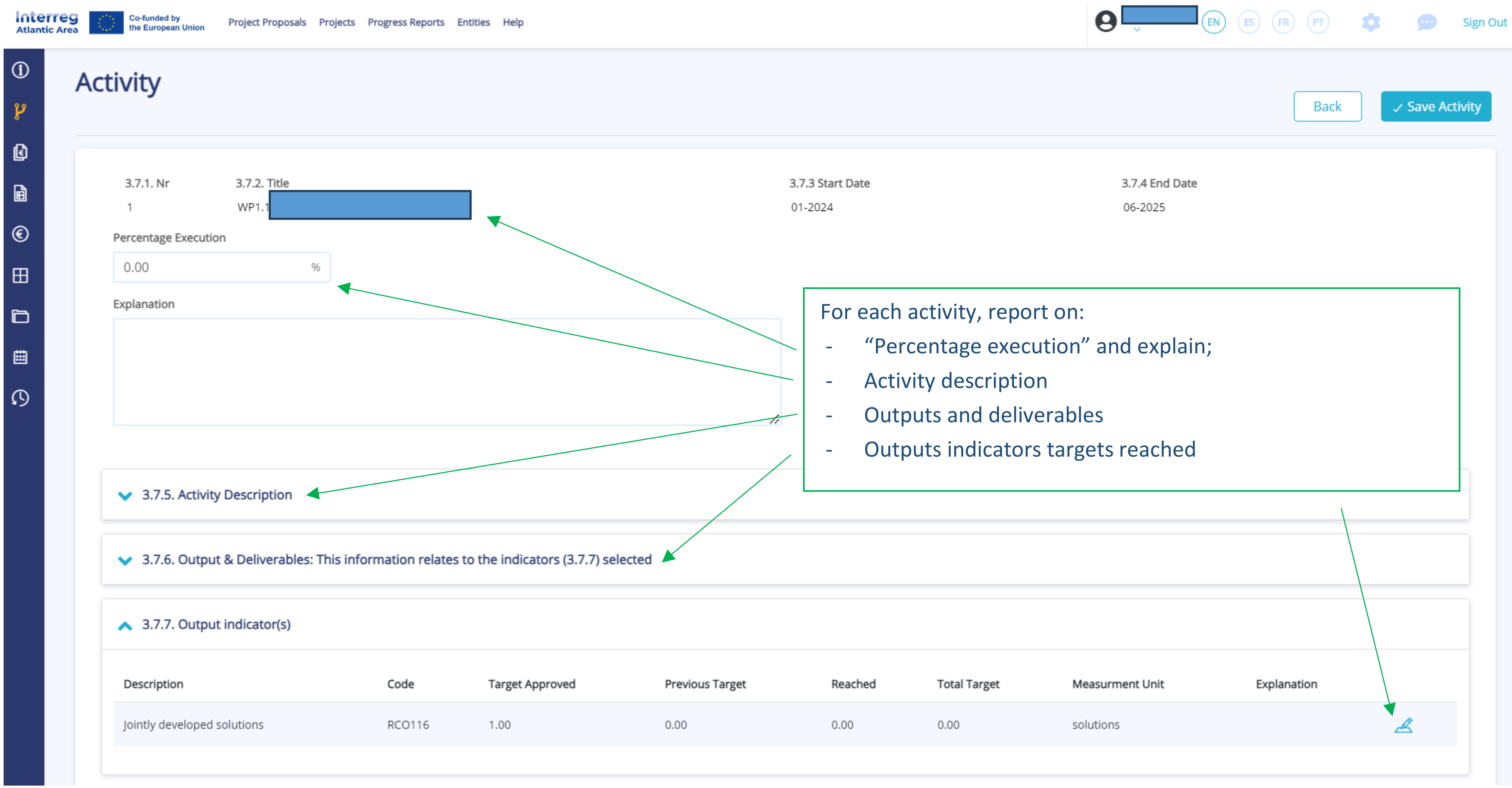
2.7. Workplan


Interreg Atlantic Area
Co-funded by the European Union
Project Proposals
Projects
Progress Reports
Entities
Help
Adeline Oliveira
TCD
EN
ES
FR
PT
Sign Out
Partner TCD
Change Progress Request Type
Check Errors
Submit Report
Project > > Progress Report > pPR2 > Work Plan
Work Plan
All work packages are listed as defined in the PAF. An overview on the achieved progress and problems /deviations, if applicable, must be provided per work package.
Add Work Package
Work Package Number
Show 10 records
Showing 0 to 0
Next >
Work Plan
Work Package Title *
Select an option
Select an option

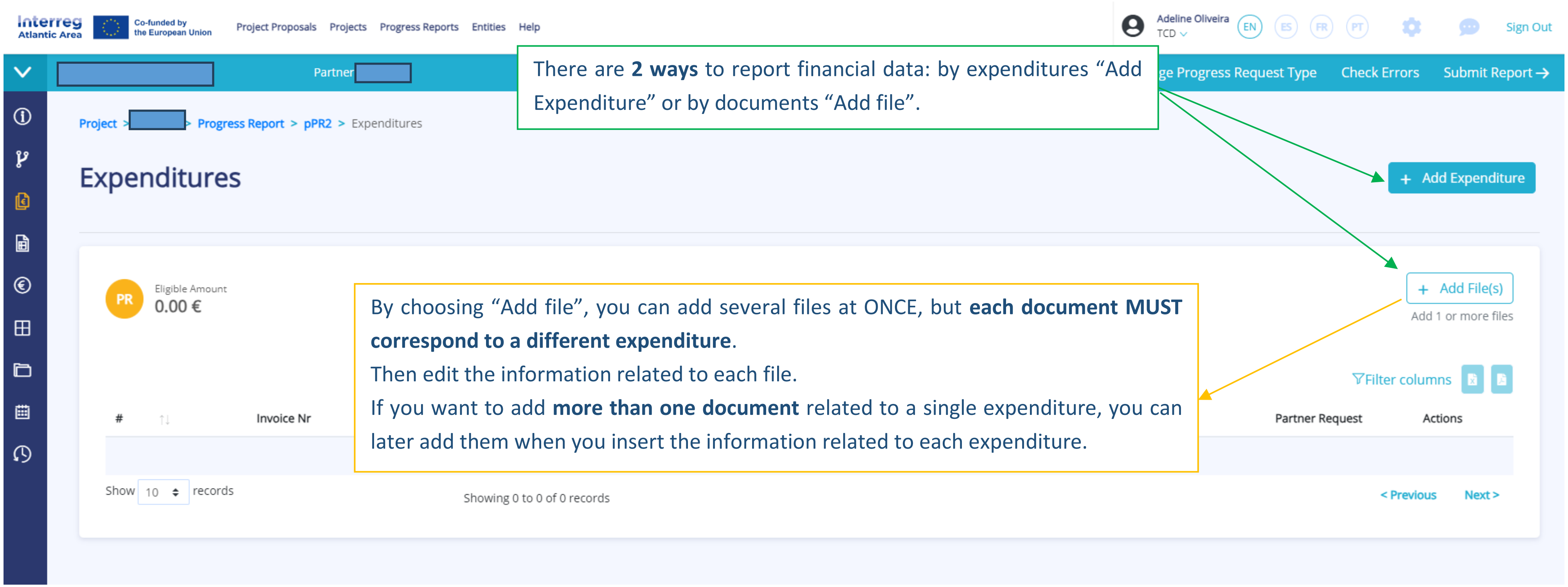

Project Proposals Projects Progress Reports Entities Help
Adeline Oliveira
TCD
EN ES FR PT
Sign Out
EAPA_0001/2022 - HY4RES
Partner TCD
Change Progress Request Type
Check Errors
Submit Report
Project > HY4RES > Progress Report > pPR2 > Work Plan
Work Plan
You can see, edit, or delete the WP added in the "Work Plan" section main page.
Add Work Package
Filter columns
Work Package Number
Work Package Title
Start Date
End Date
Actions
0
WP0 Preparation
01/01/2024
31/12/2026
1
WP1
01/01/2024
30/11/2026
2
WP2
01/01/2024
31/12/2026
3
WP3
01/01/2024
31/12/2026
4
WP4
01/01/2024
31/12/2026
Show 10 records
Showing 1 to 5 of 5 records
< Previous
1
Next >

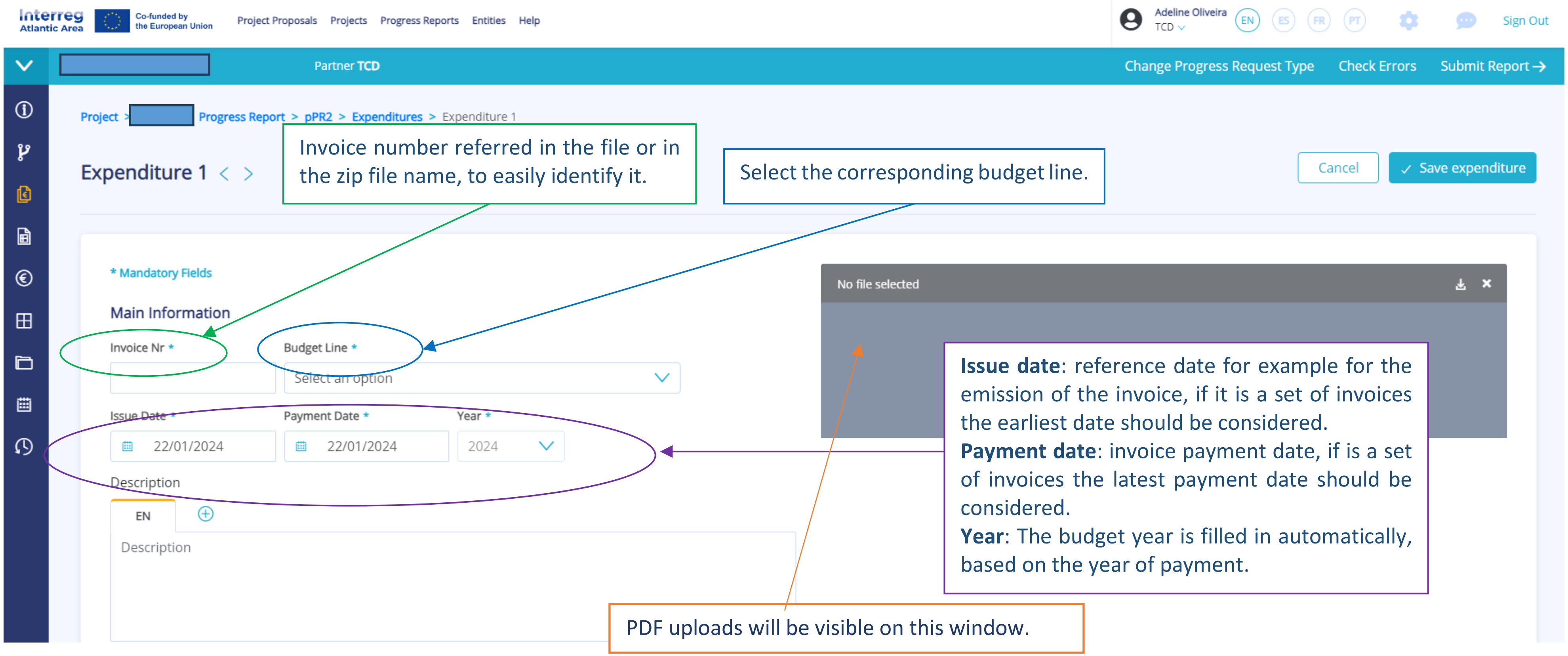


For each WP, you have to report the "percentage of execution" and explain, as well as on Results indicators targets and activities

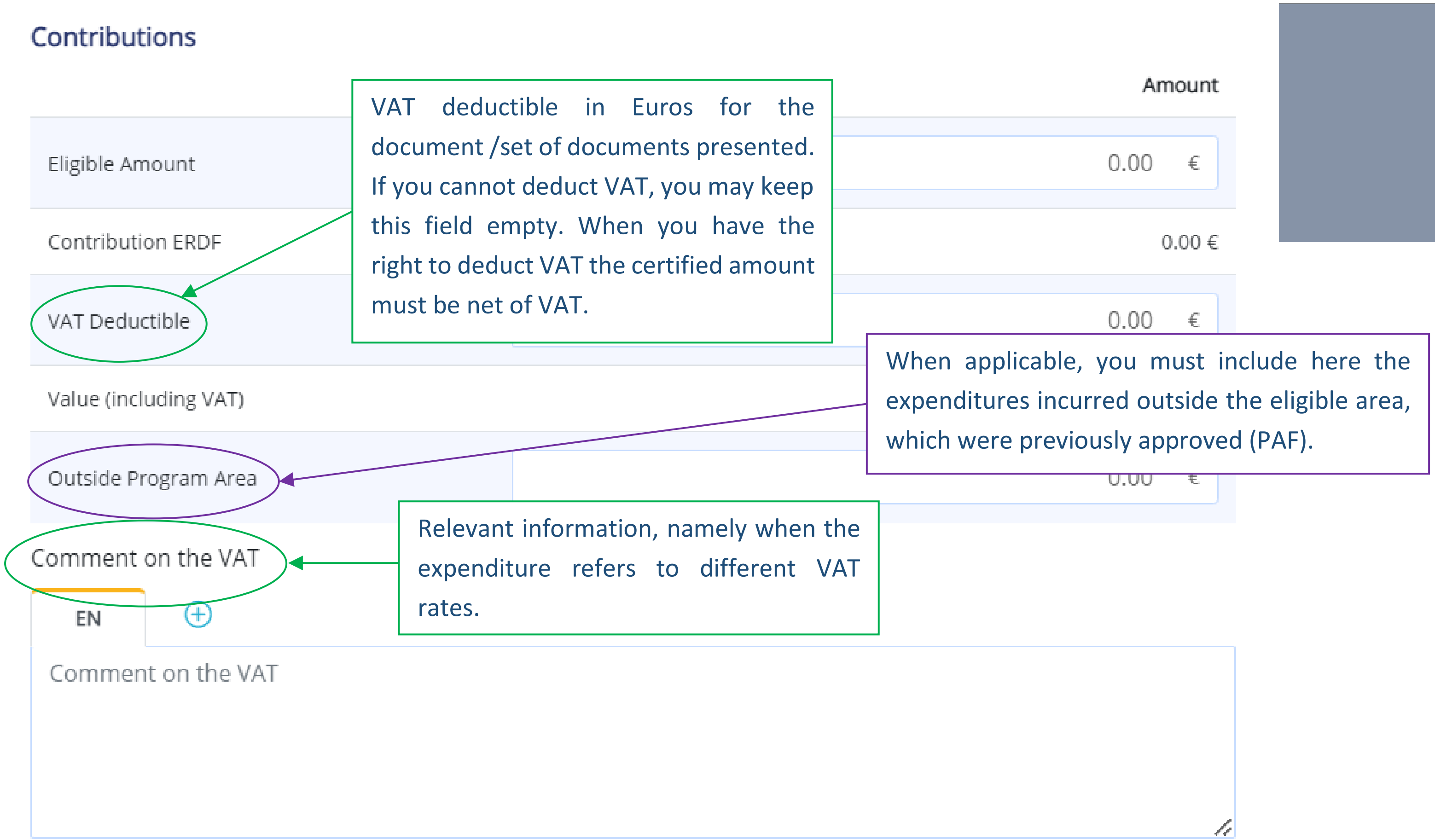

Project Proposals
Projects
Progress Reports
Entities
Help
Sign Out
Activity
Back
Save Activity
3.7.1. Nr
3.7.2. Title
3.7.3 Start Date
3.7.4 End Date
1
WP1.1
01-2024
06-2025
Percentage Execution
0.00 %
Explanation
3.7.5. Activity Description
3.7.6. Output & Deliverables: This information relates to the indicators (3.7.7) selected
3.7.7. Output indicator(s)
Description
Code
Target Approved
Previous Target
Reached
Total Target
Measurment Unit
Explanation
Jointly developed solutions
RCO116
1.00
0.00
0.00
0.00
solutions
For each activity, report on:
- "Percentage execution" and explain;
- Activity description
- Outputs and deliverables
- Outputs indicators targets reached

2.8. Expenditures





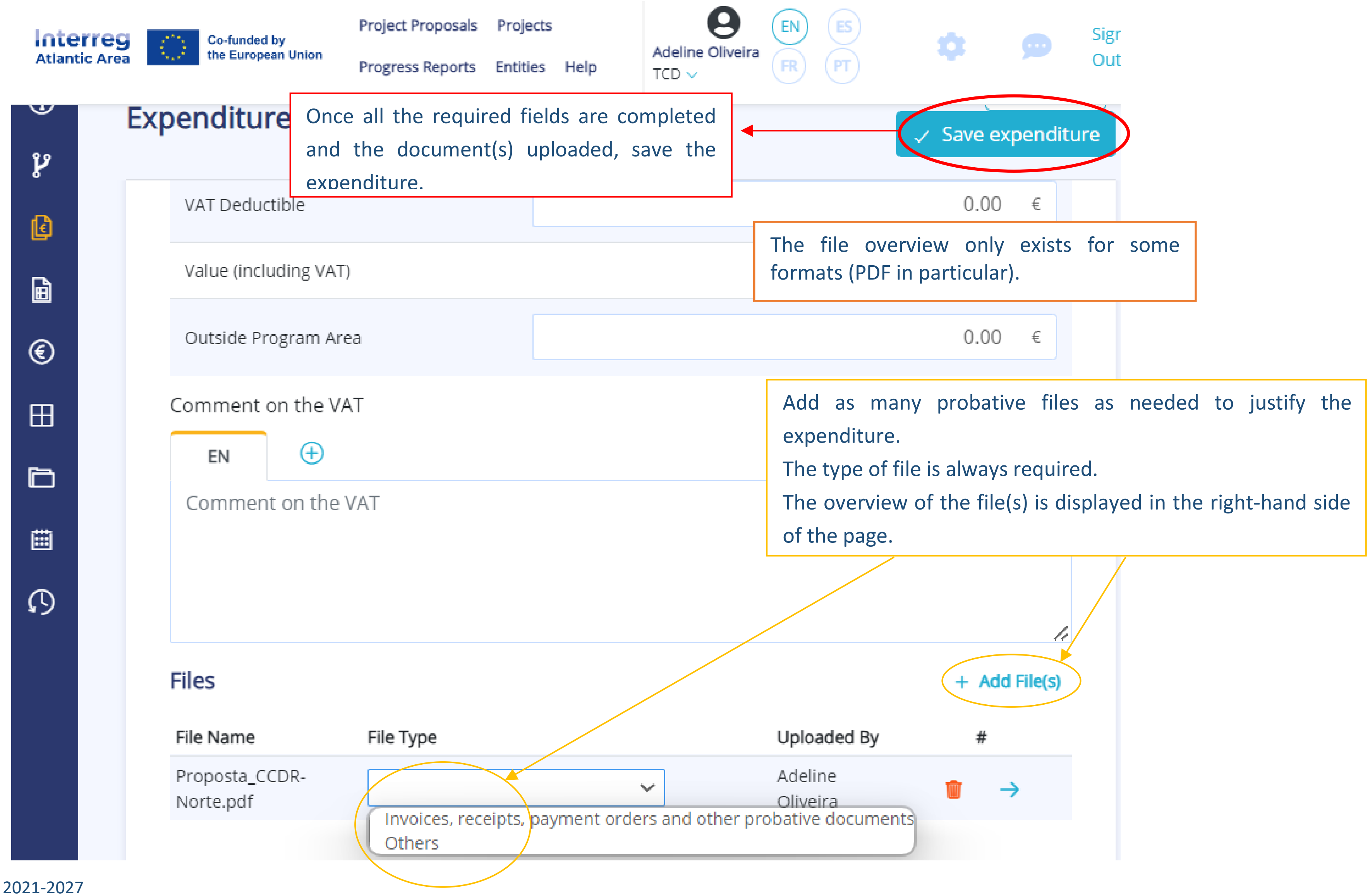
For each expenditure, you must complete **all mandatory fields** and upload **at least 1 document.**

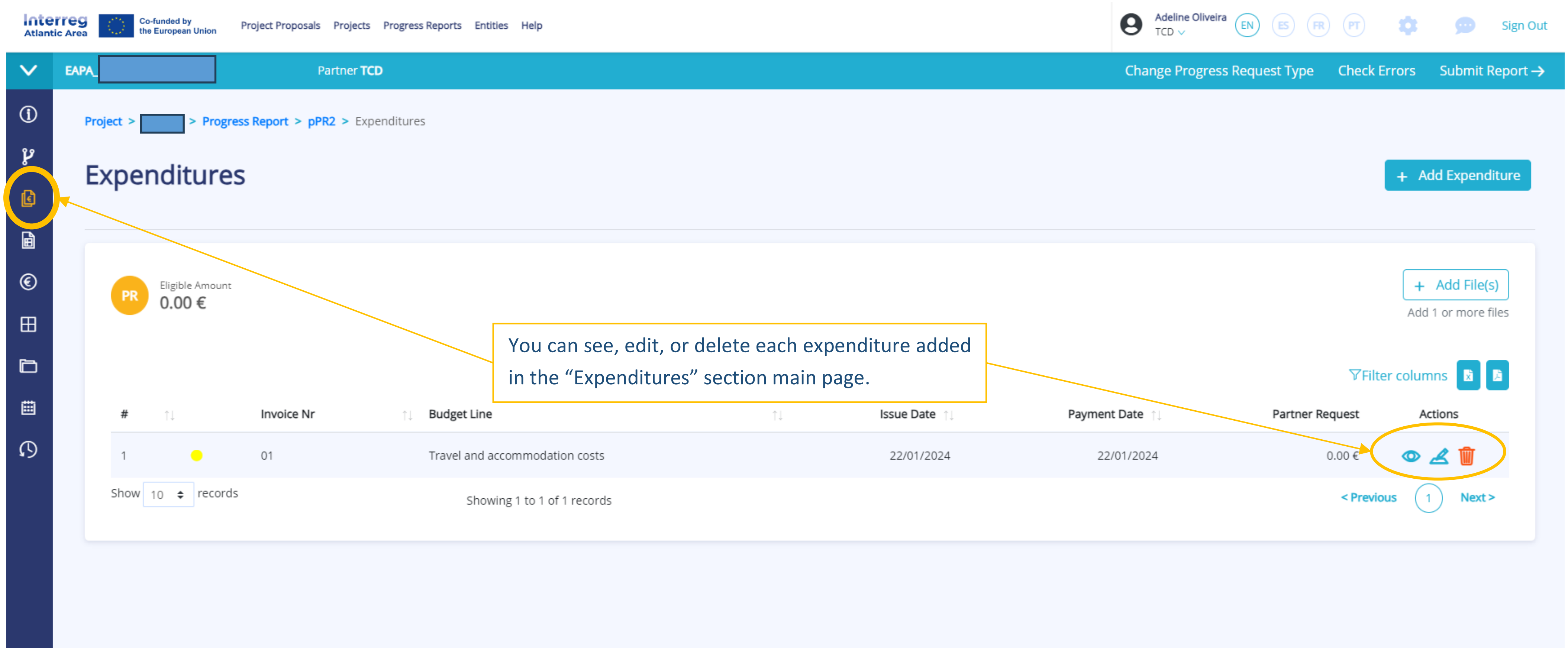


VAT deductible in Euros for the document /set of documents presented. If you cannot deduct VAT, you may keep this field empty. When you have the right to deduct VAT the certified amount must be net of VAT.

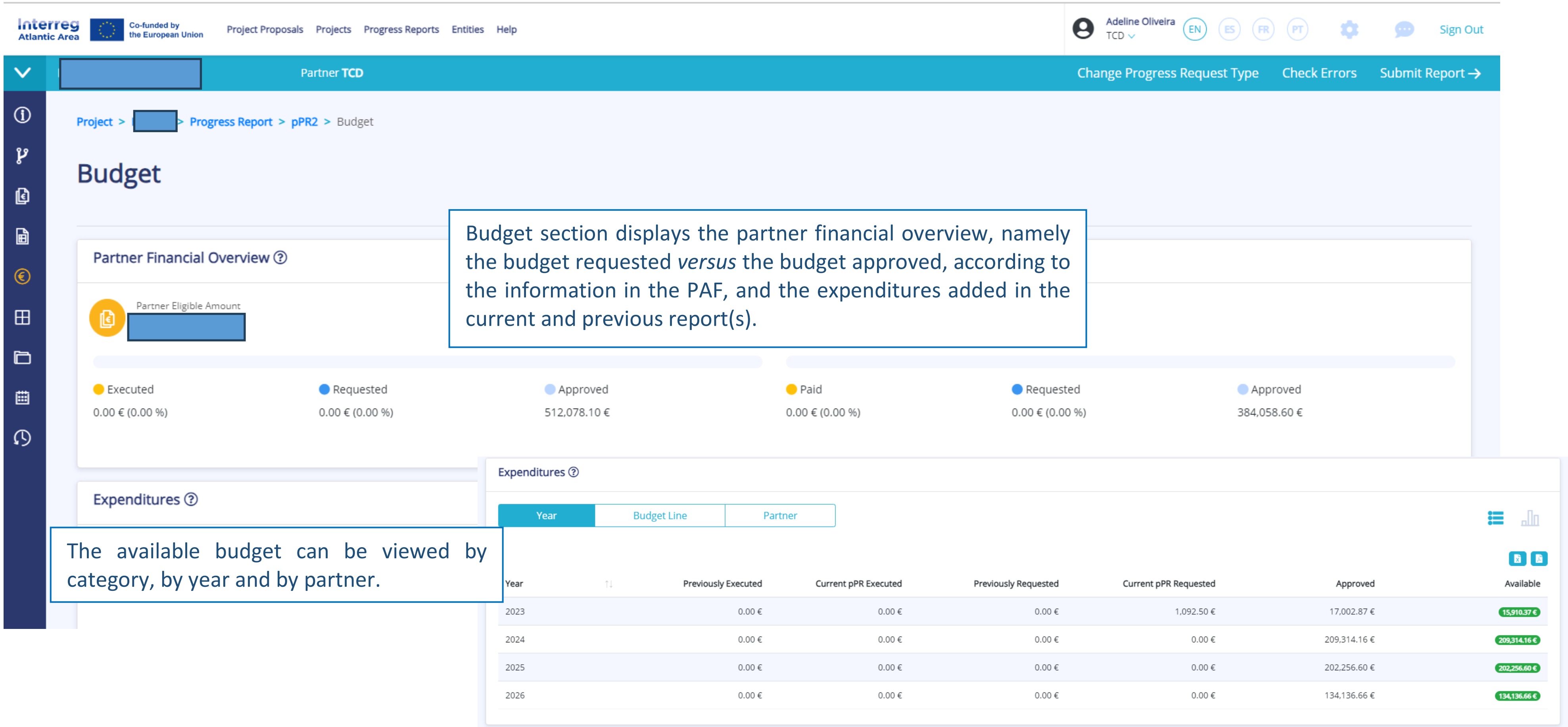
When applicable, you must include here the expenditures incurred outside the eligible area, which were previously approved (PAF).

Relevant information, namely when the expenditure refers to different VAT rates.

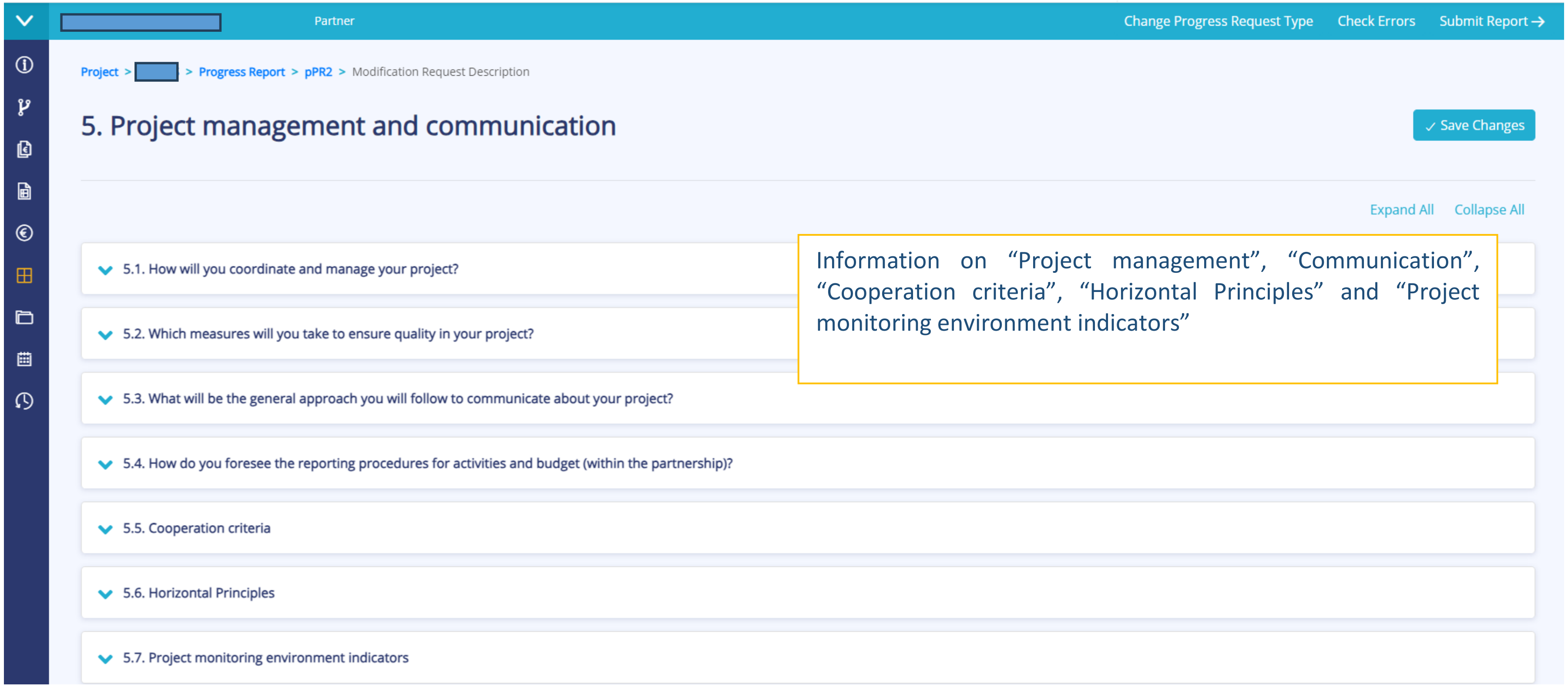

Project Proposals
Projects
Progress Reports
Entities
Help
Adeline Oliveira
TCD
EN
ES
FR
PT
Expenditure
Save expenditure
Once all the required fields are completed and the document(s) uploaded, save the expenditure.
VAT Deductible
0.00 €
The file overview only exists for some formats (PDF in particular).
Value (including VAT)
Outside Program Area
0.00 €
Comment on the VAT
EN
Comment on the VAT
Add as many probative files as needed to justify the expenditure.
The type of file is always required.
The overview of the file(s) is displayed in the right-hand side of the page.
Files
+ Add File(s)
File Name
File Type
Uploaded By
#
Proposta_CCDR-Norte.pdf
Adeline Oliveira
Invoices, receipts, payment orders and other probative documents
Others


Project Proposals
Projects
Progress Reports
Entities
Help
Adeline Oliveira
TCD
EN
ES
FR
PT
Sign Out
EAPA_
Partner TCD
Change Progress Request Type
Check Errors
Submit Report
Project > > Progress Report > pPR2 > Expenditures
Expenditures
+ Add Expenditure
PR
Eligible Amount
0.00 €
+ Add File(s)
Add 1 or more files
You can see, edit, or delete each expenditure added in the "Expenditures" section main page.
Filter columns
#
Invoice Nr
Budget Line
Issue Date
Payment Date
Partner Request
Actions
1
01
Travel and accommodation costs
22/01/2024
22/01/2024
0.00 €
Show 10 records
Showing 1 to 1 of 1 records
< Previous
1
Next >

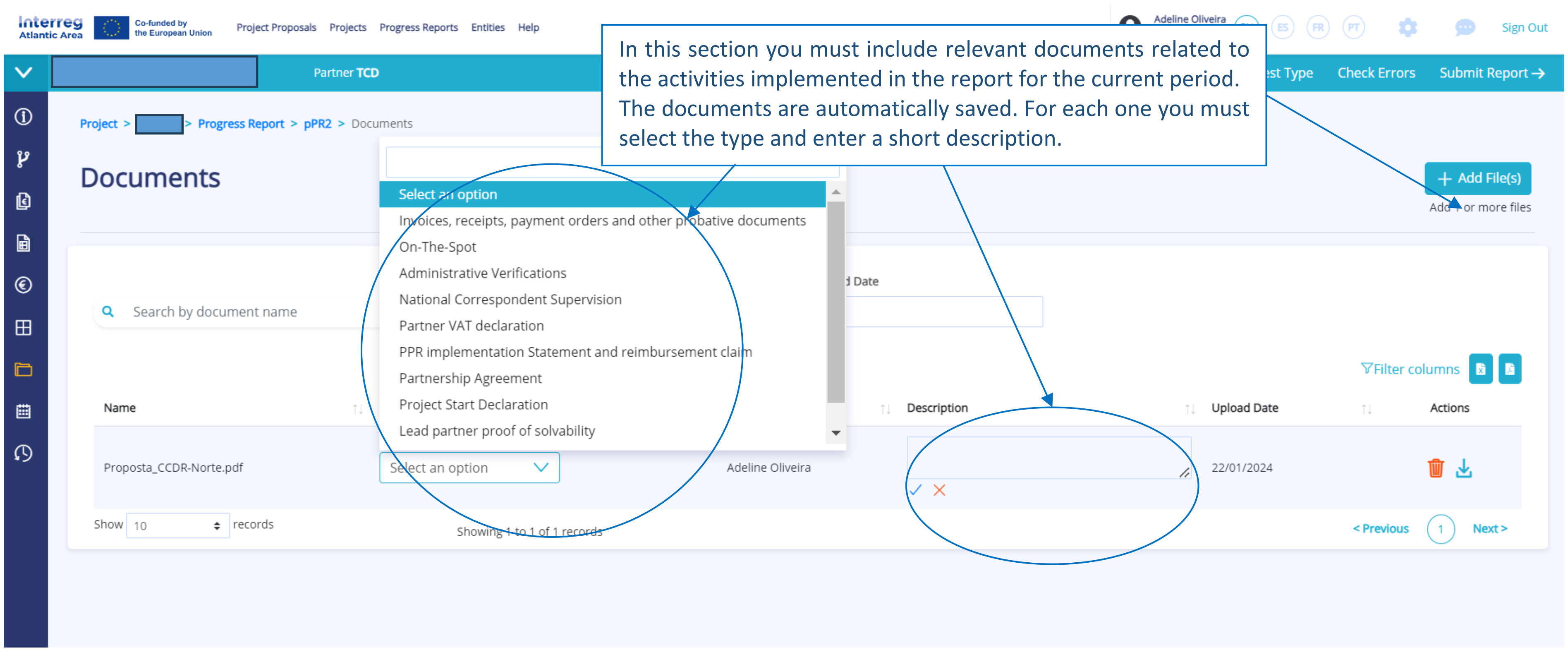
2.9. Budget


Project Proposals
Projects
Progress Reports
Entities
Help
Adeline Oliveira
TCD
Sign Out
Partner TCD
Change Progress Request Type
Check Errors
Submit Report
Project > Progress Report > pPR2 > Budget
Budget
Budget section displays the partner financial overview, namely the budget requested *versus* the budget approved, according to the information in the PAF, and the expenditures added in the current and previous report(s).
Partner Financial Overview
Partner Eligible Amount
Executed
0.00 € (0.00 %)
Requested
0.00 € (0.00 %)
Approved
512,078.10 €
Paid
0.00 € (0.00 %)
Requested
0.00 € (0.00 %)
Approved
384,058.60 €
Expenditures
The available budget can be viewed by category, by year and by partner.
Year
Budget Line
Partner
Year
Previously Executed
Current pPR Executed
Previously Requested
Current pPR Requested
Approved
Available
2023 0.00 € 0.00 € 0.00 € 1,092.50 € 17,002.87 € 15,910.37 €
2024 0.00 € 0.00 € 0.00 € 0.00 € 209,314.16 € 209,314.16 €
2025 0.00 € 0.00 € 0.00 € 0.00 € 202,256.60 € 202,256.60 €
2026 0.00 € 0.00 € 0.00 € 0.00 € 134,136.66 € 134,136.66 €

2.10. Project management and communication

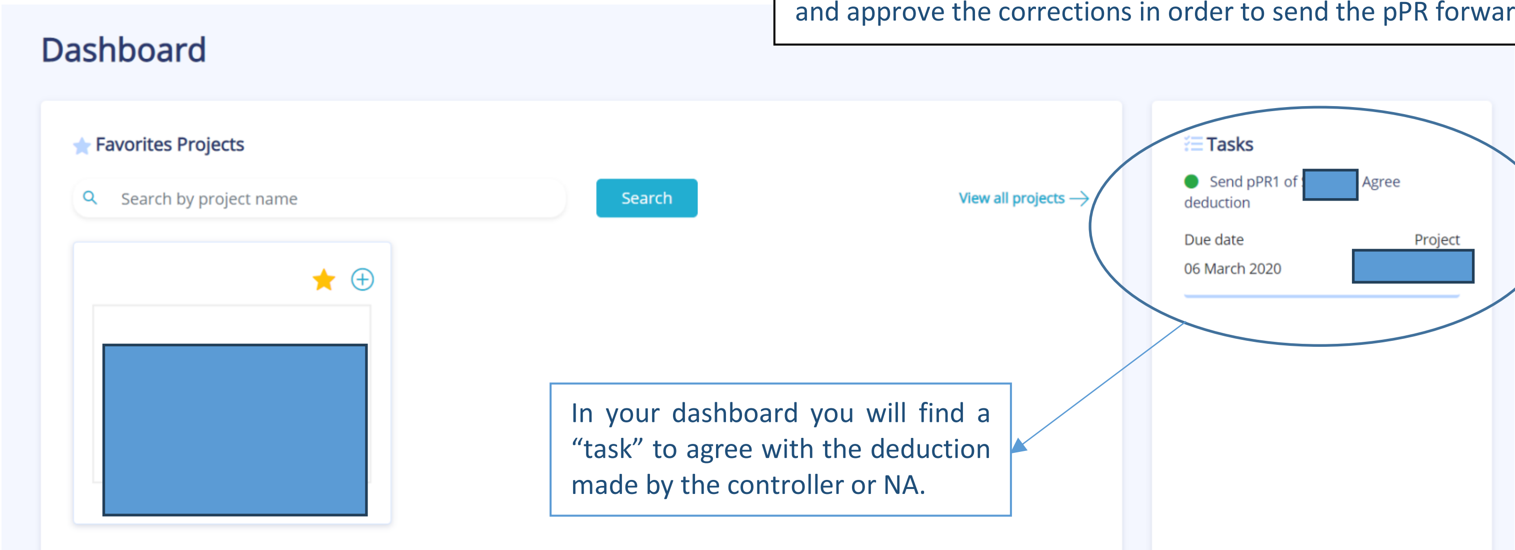


2.11. Documents



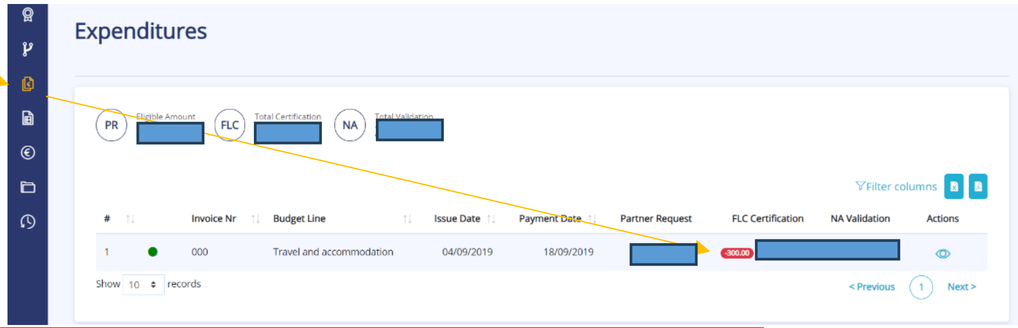
2.12. Financial corrections – Controller or NA

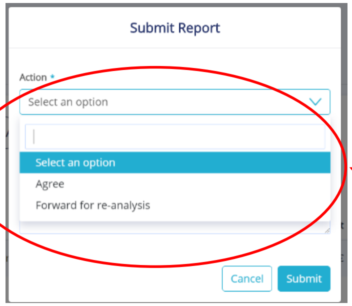
During the certification (controller) and validation (NA) process, financial corrections can be made. In such cases, as partner you must be informed and approve the corrections in order to send the pPR forward.



In your dashboard you will find a “task” to agree with the deduction made by the controller or NA.

To see the correction click on the “task” and go to “Expenditures” section in the report menu.





Submit again the report and choose between 2 options “Agree” to send your report to the next step with the proposed correction or “Forward for re-analysis” if you want to send it back to controller/NA, adding a comment on why you don’t agree with the deduction.

3. FIRST LEVEL CONTROLLER REPORT (CONTROLLER)

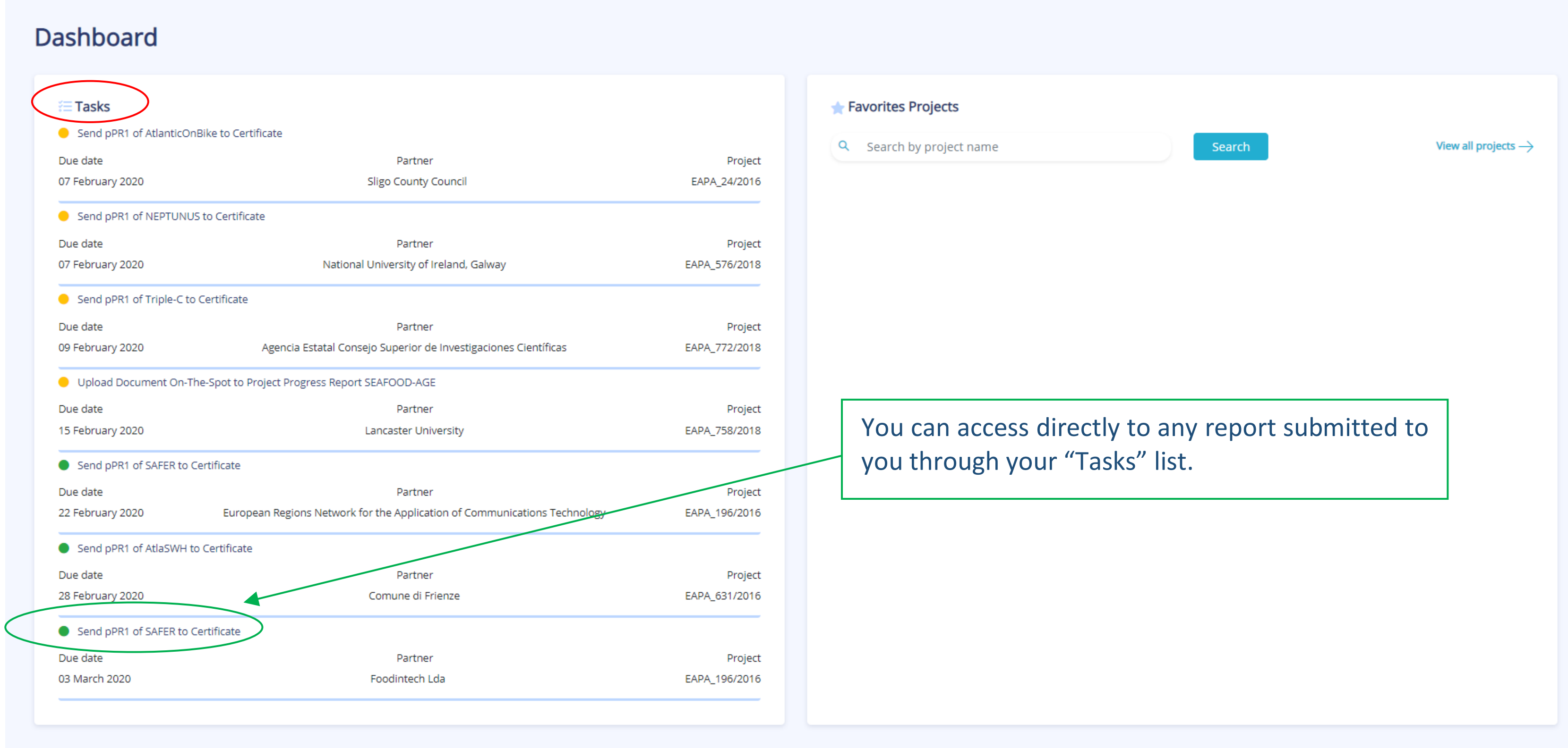
3.1. How to create the report

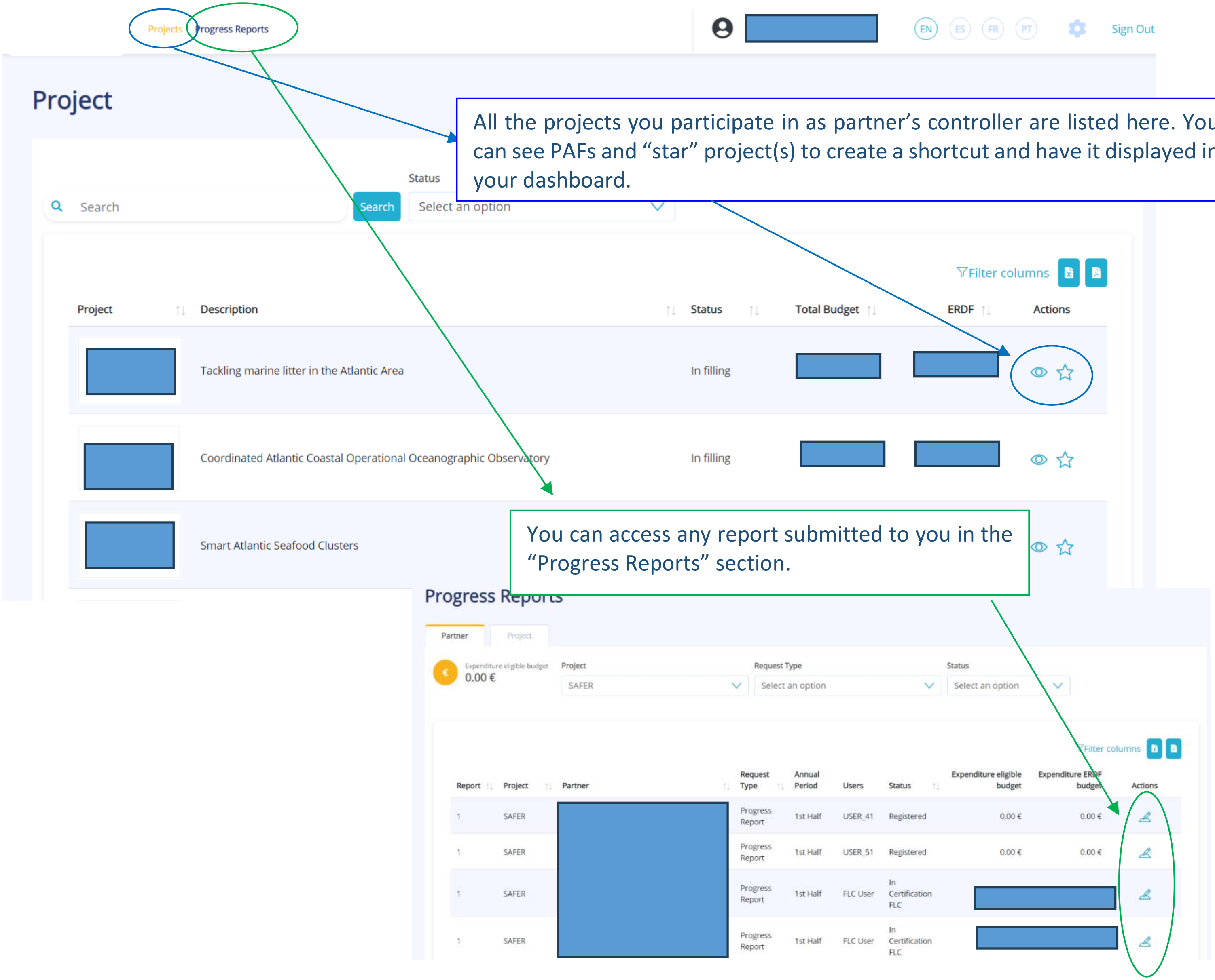
Controllers are registered by JS in SIGI platform.

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.





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.

Project general information.

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.

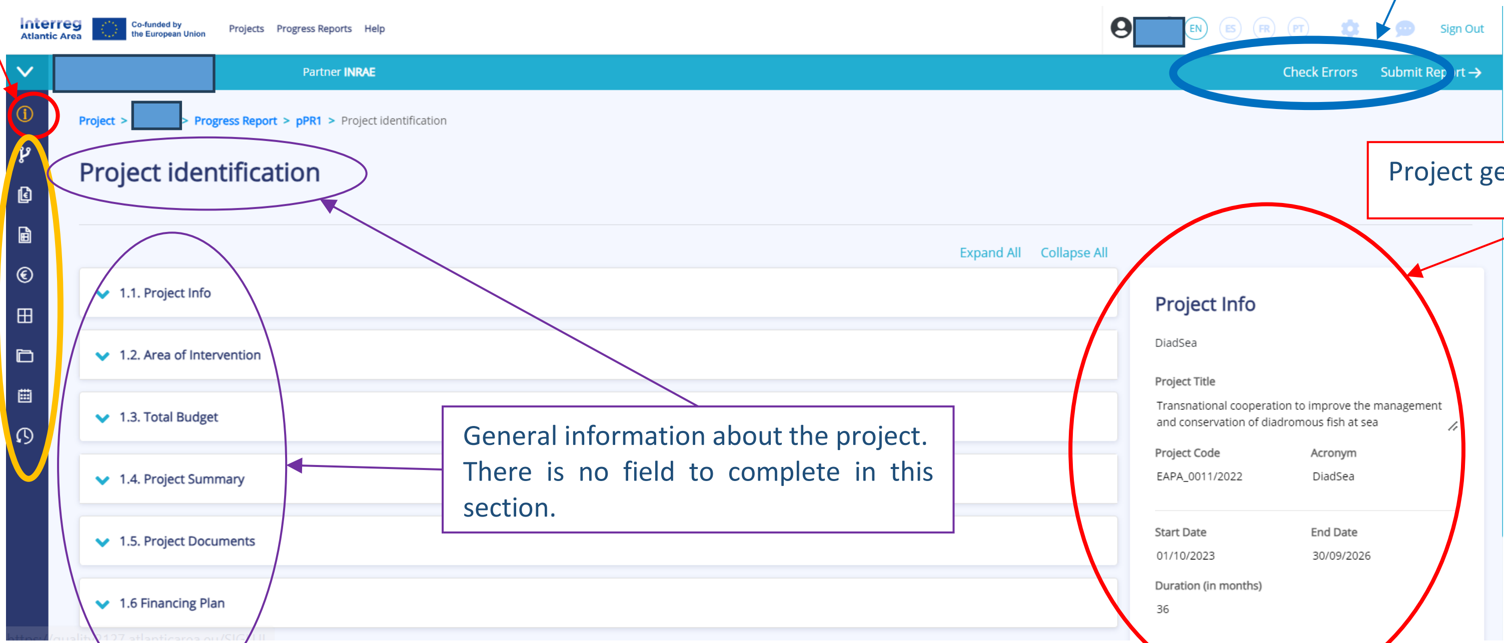
5 - Budget
No info required.

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.

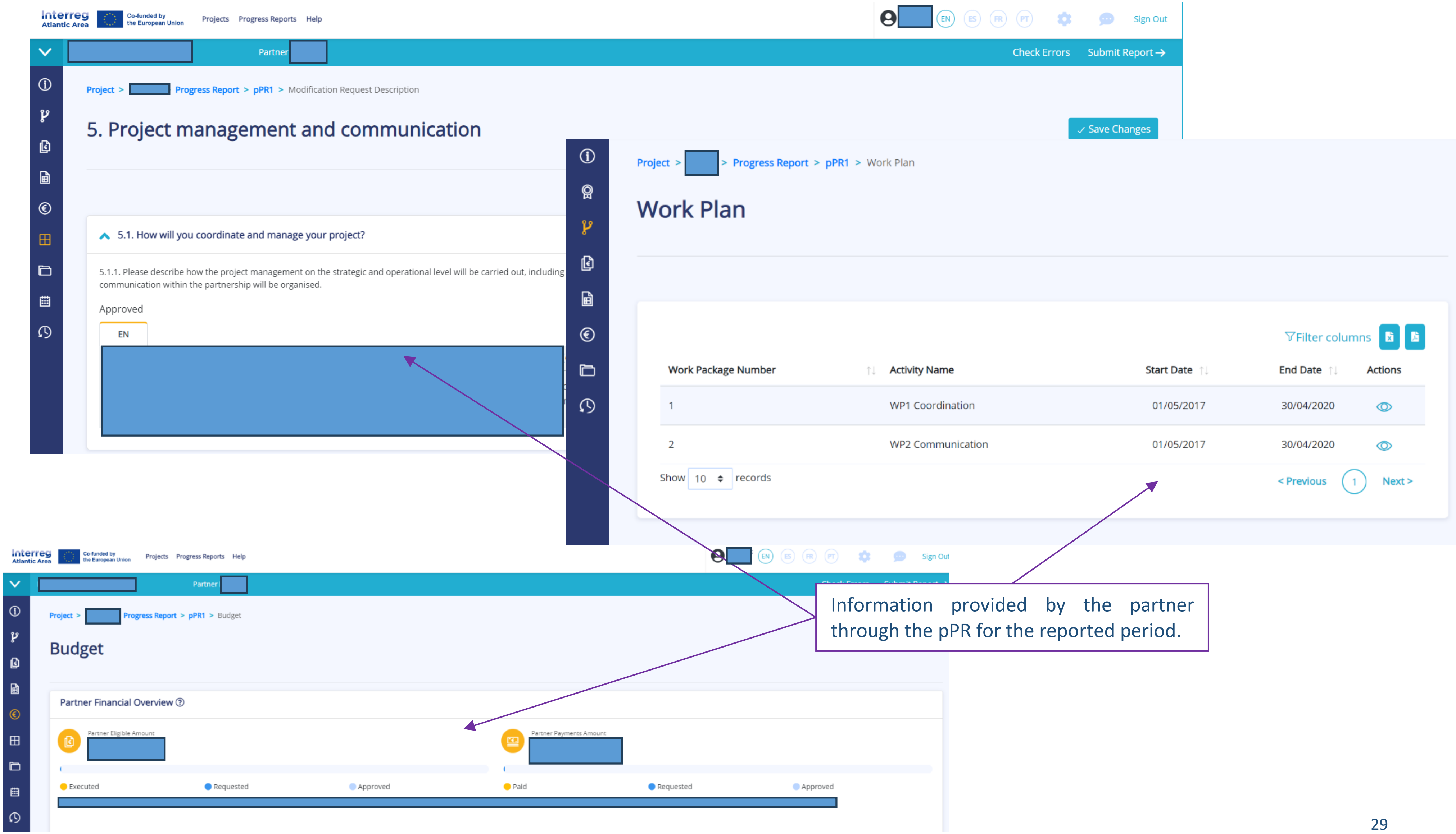


General information about the project. There is no field to complete in this section.

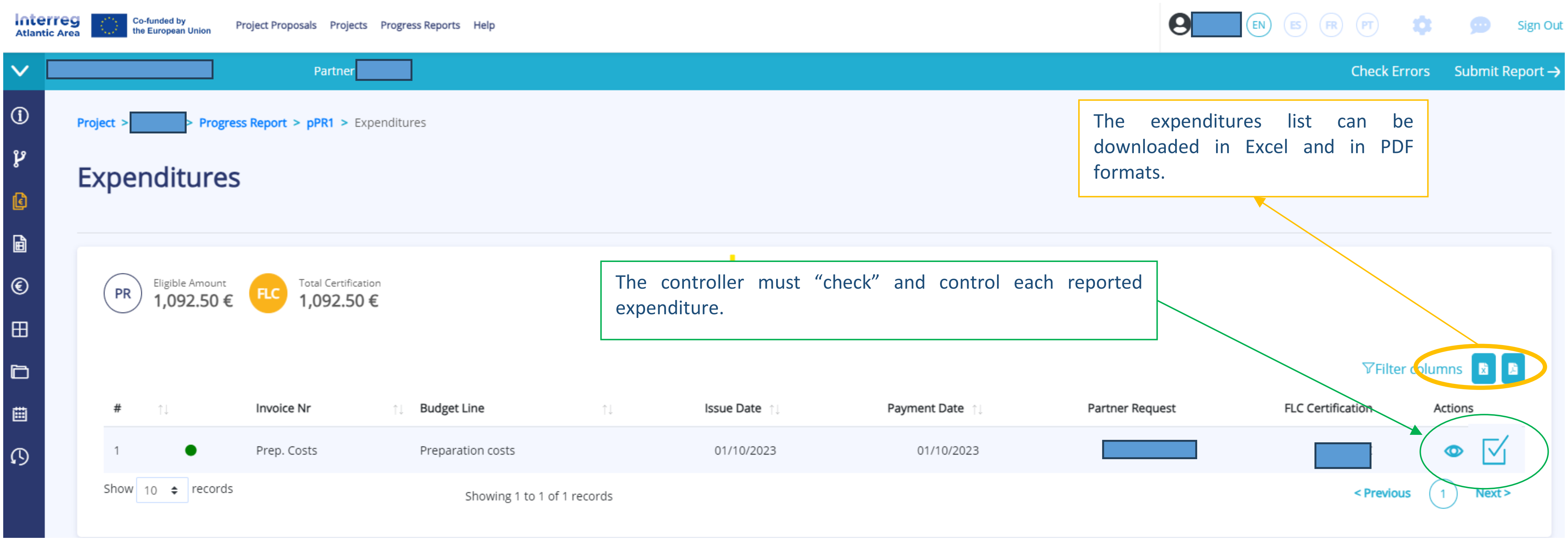
Controller gets information on:

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

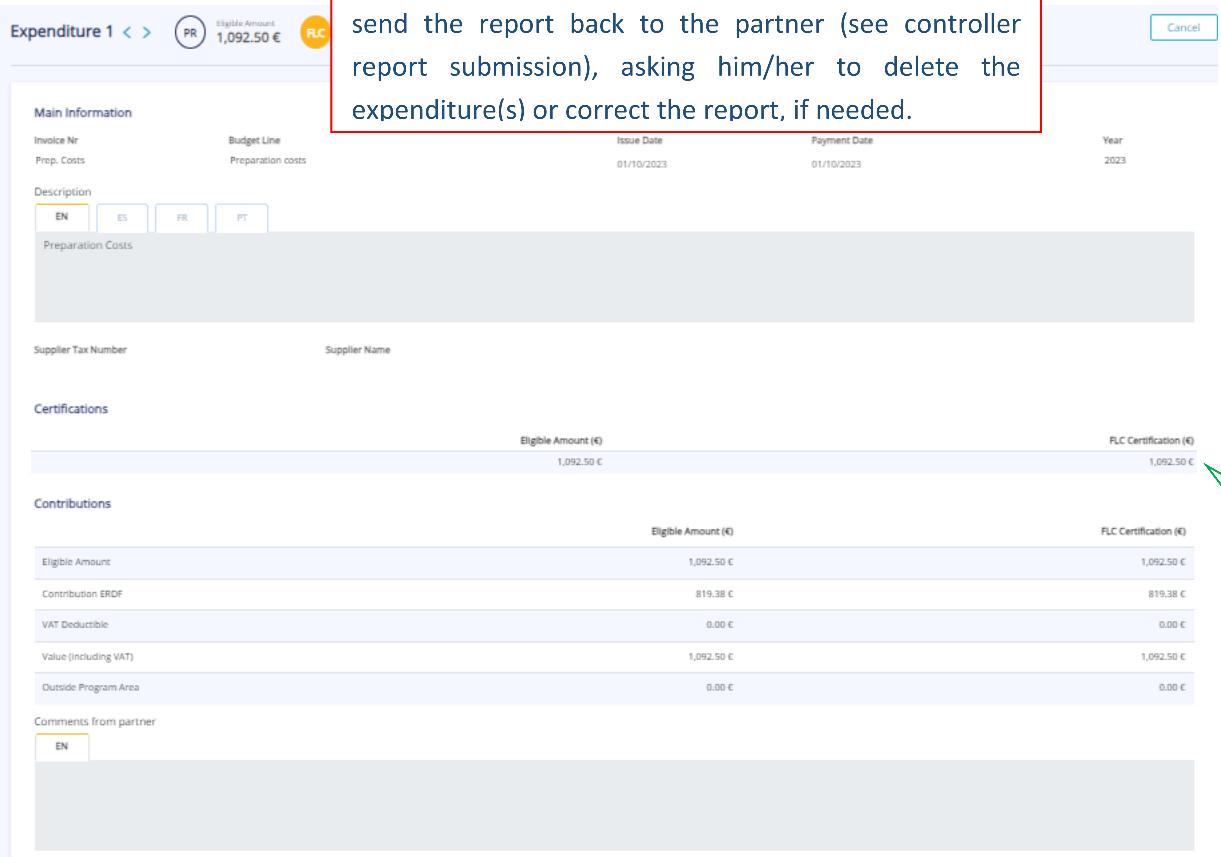
3.3. Workplan, Budget, Project management and communication



3.4. Expenditures

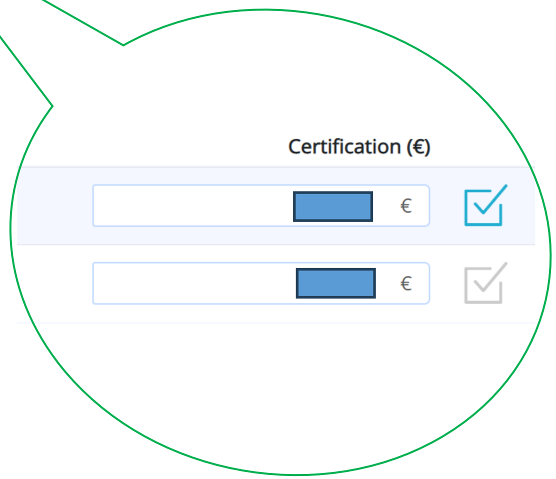


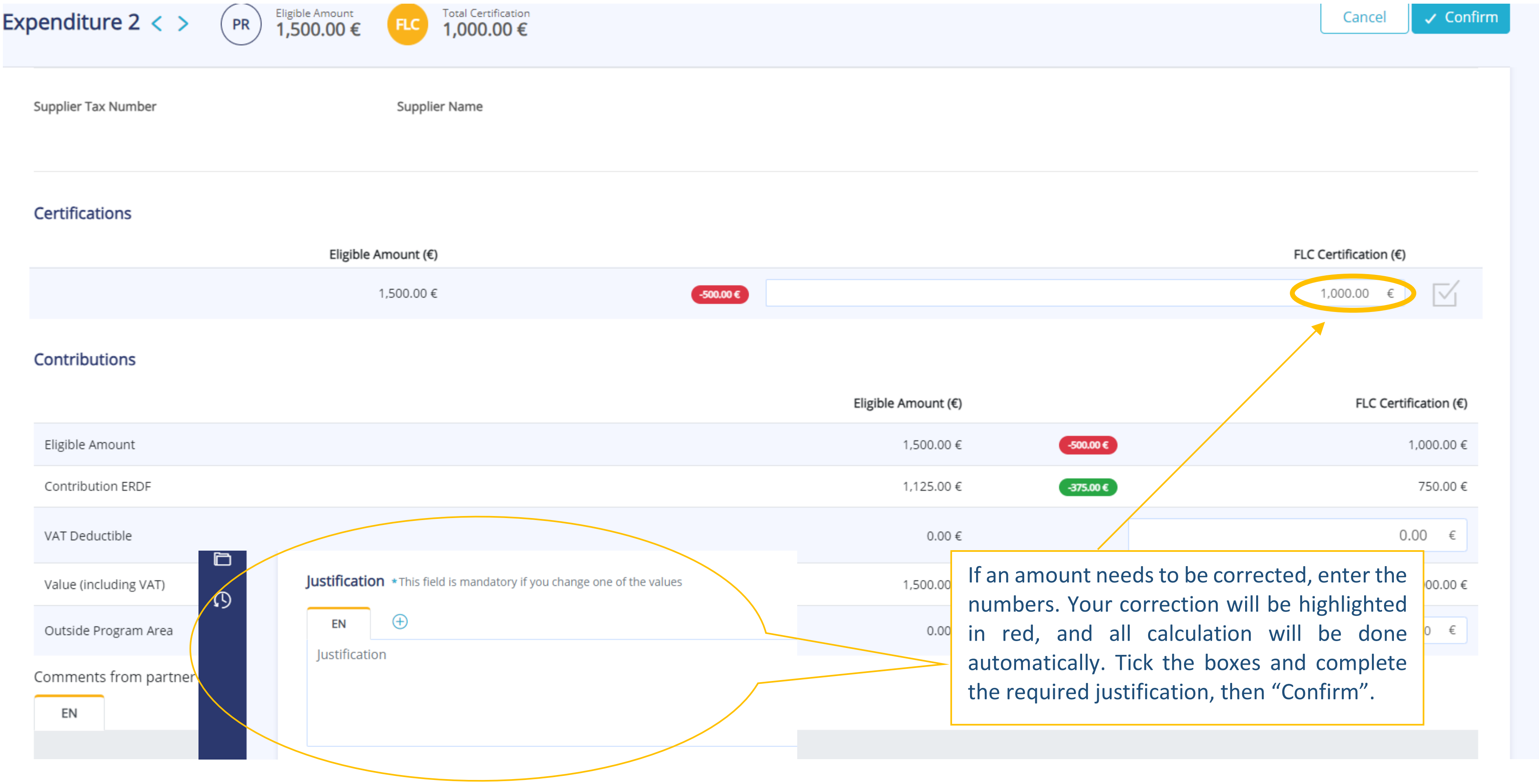
Expenditures cannot be deleted. You can introduce 0€ or send the report back to the partner (see controller report submission), asking him/her to delete the expenditure(s) or correct the report, if needed.



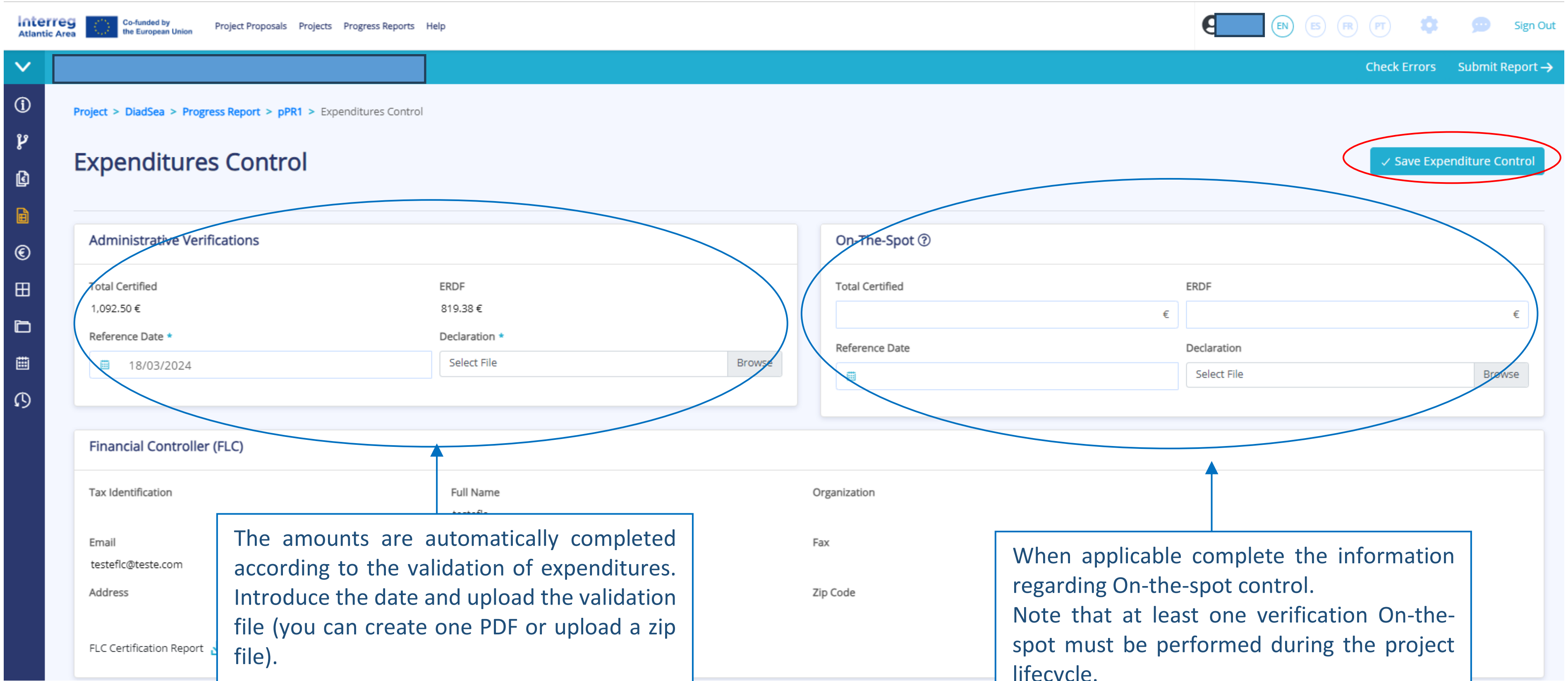
For each expenditure, you have access to all the information provided by the partner, as well as the uploaded documents.

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)
Outside Program Area
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".

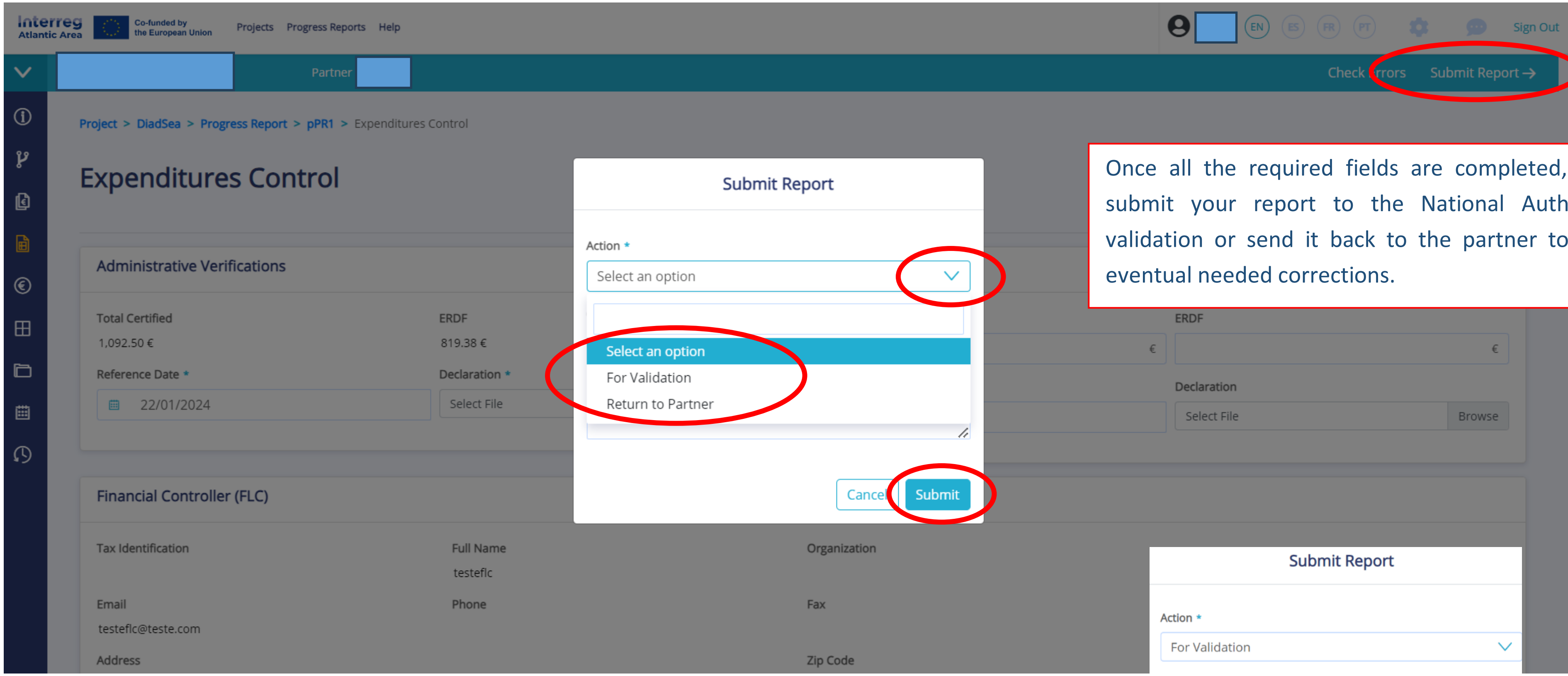
3.5. Expenditures control



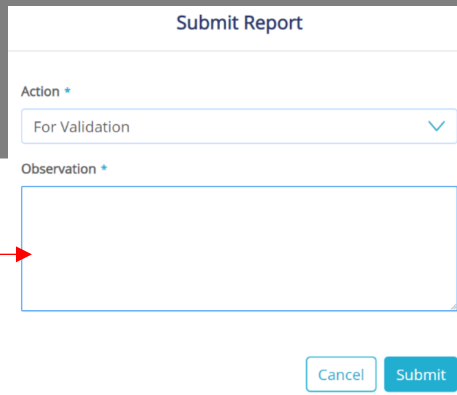
The amounts are automatically completed according to the validation of expenditures. Introduce the date and upload the validation file (you can create one PDF or upload a zip file).

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.

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.

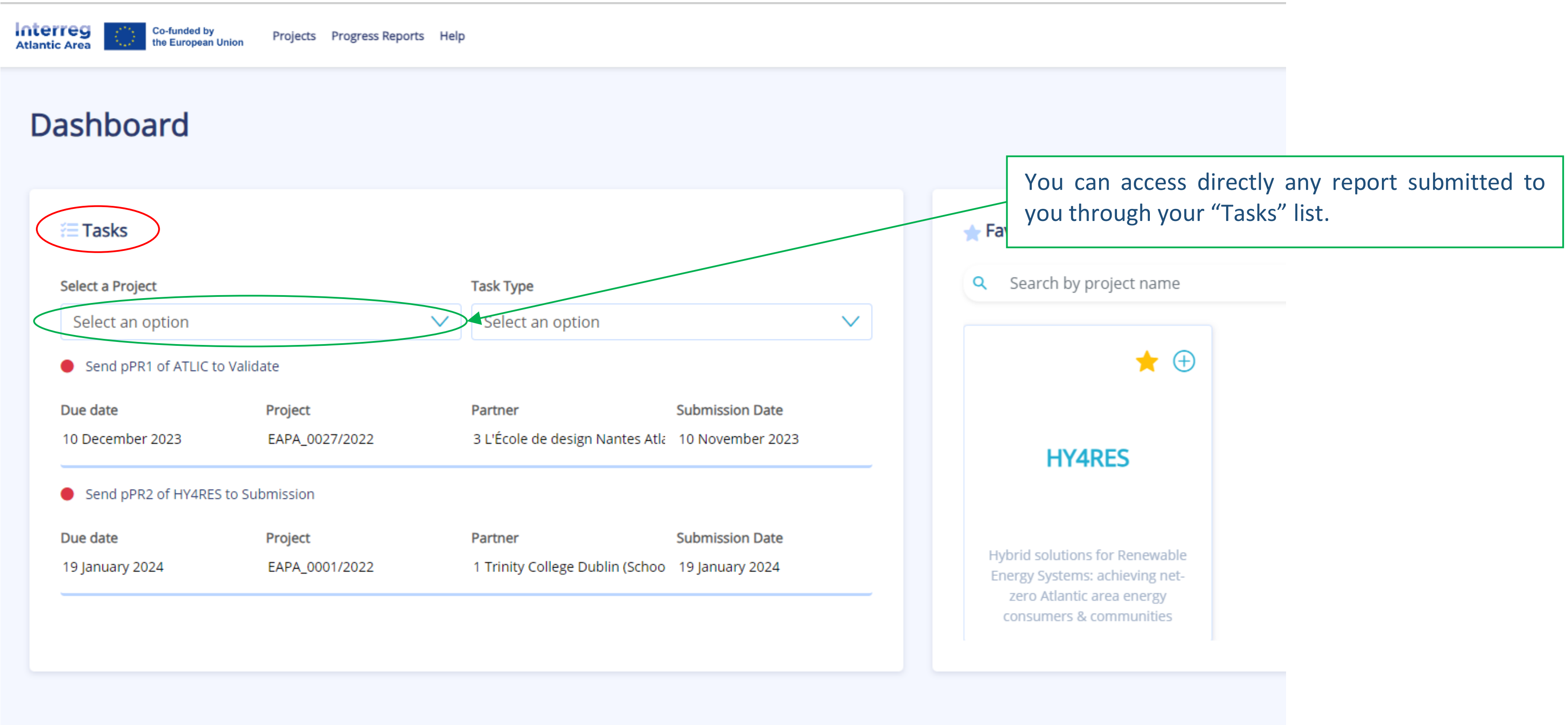
4. NATIONAL AUTHORITY VALIDATION REPORT (NA)

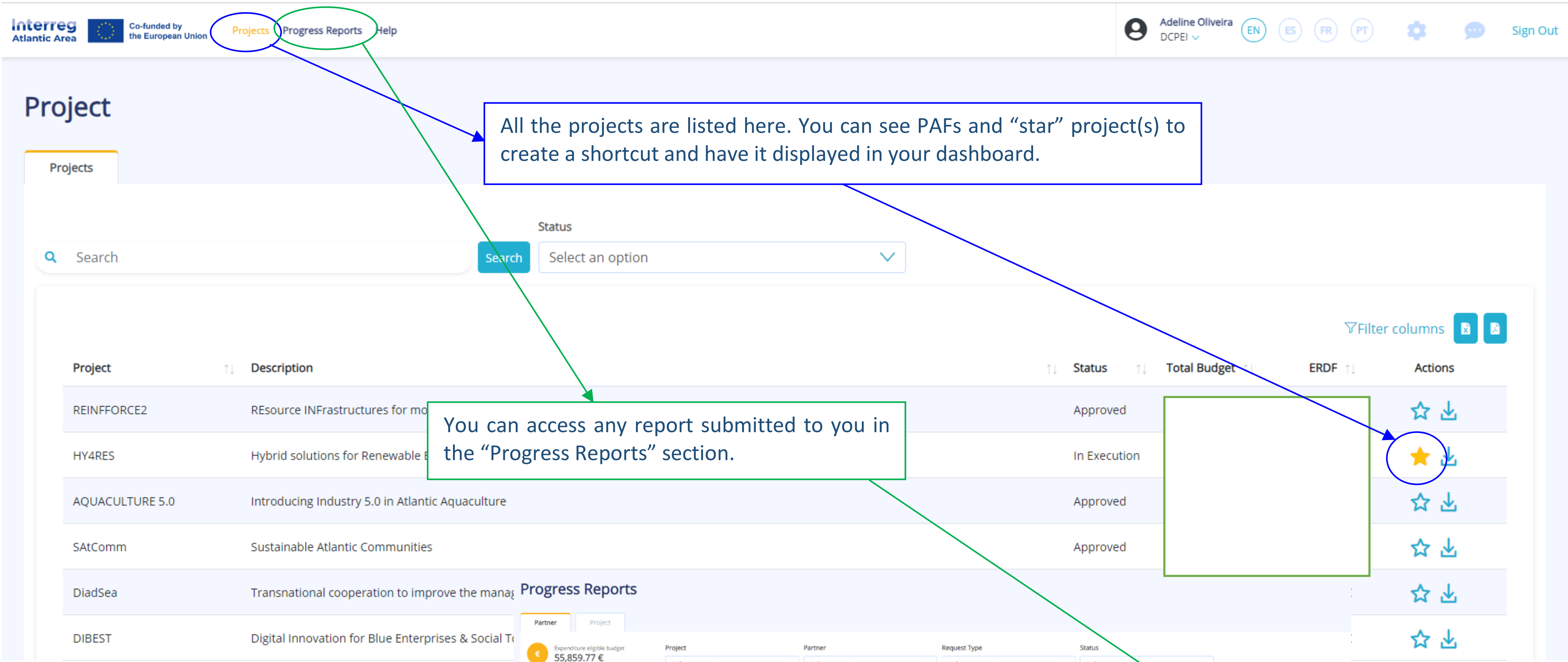
4.1. How to create the report

Through the link https://sigi2127.atlanticarea.eu/SIGI.UI/Login with your email and a default password: **AA@2127**.

After the first login, please change the password.

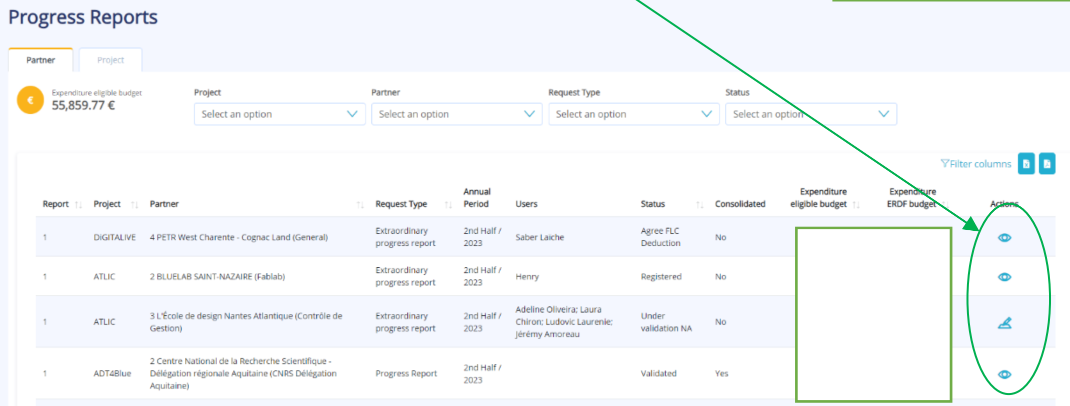
The landing page is your dashboard where you can see all your pending tasks as NA, namely reports to be validated.





All the projects 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.



Information about the current partner Progress Report (pPR).

4.2. General structure and options

Information about the current partner Progress Report (pPR).

Before submitting your report, use the “check errors” option to confirm that all mandatory fields are completed.

<u>NA report MAIN MENU</u>

1 - Project Identification
No info required.

2 - Work Plan
No info required.

3 - Expenditures
Info required.

4 - Expenditures control
Info required.

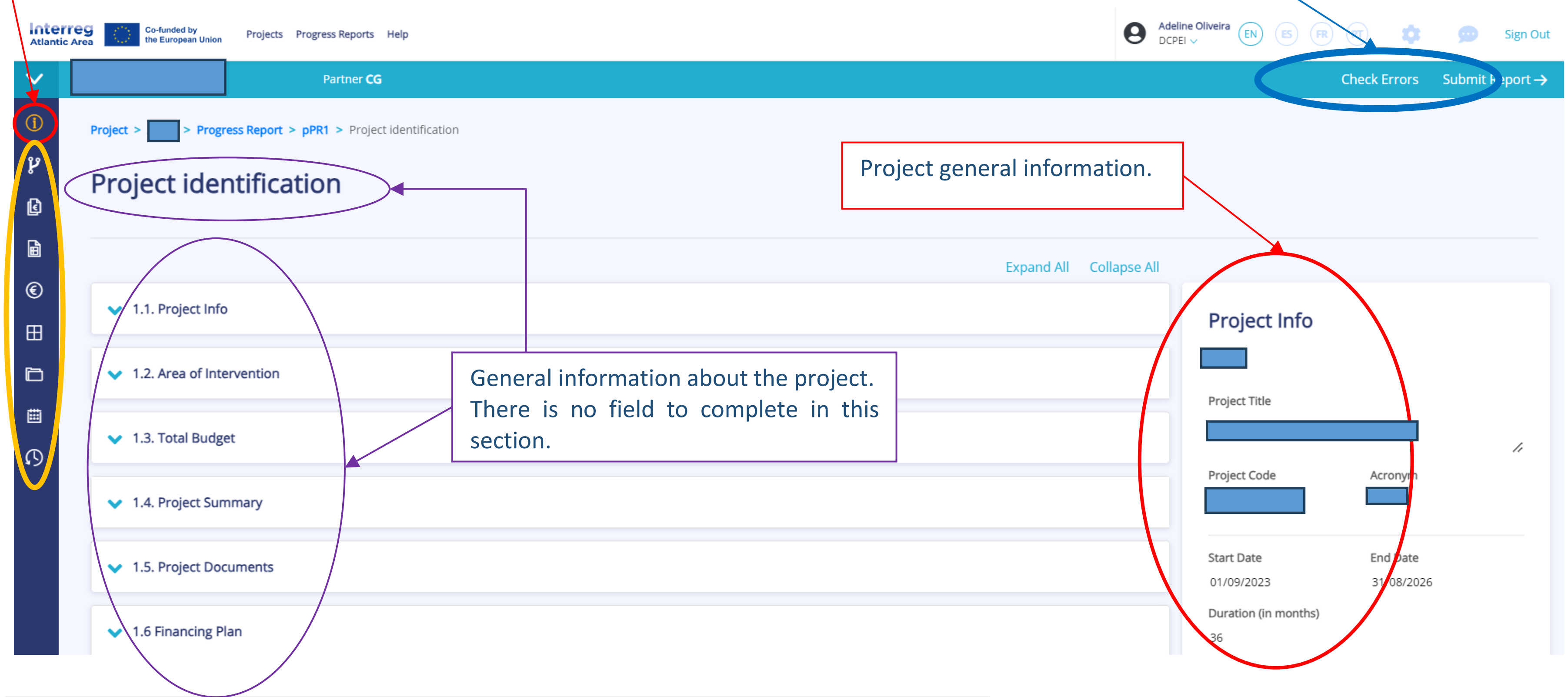
5 - Budget
No info required.

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.



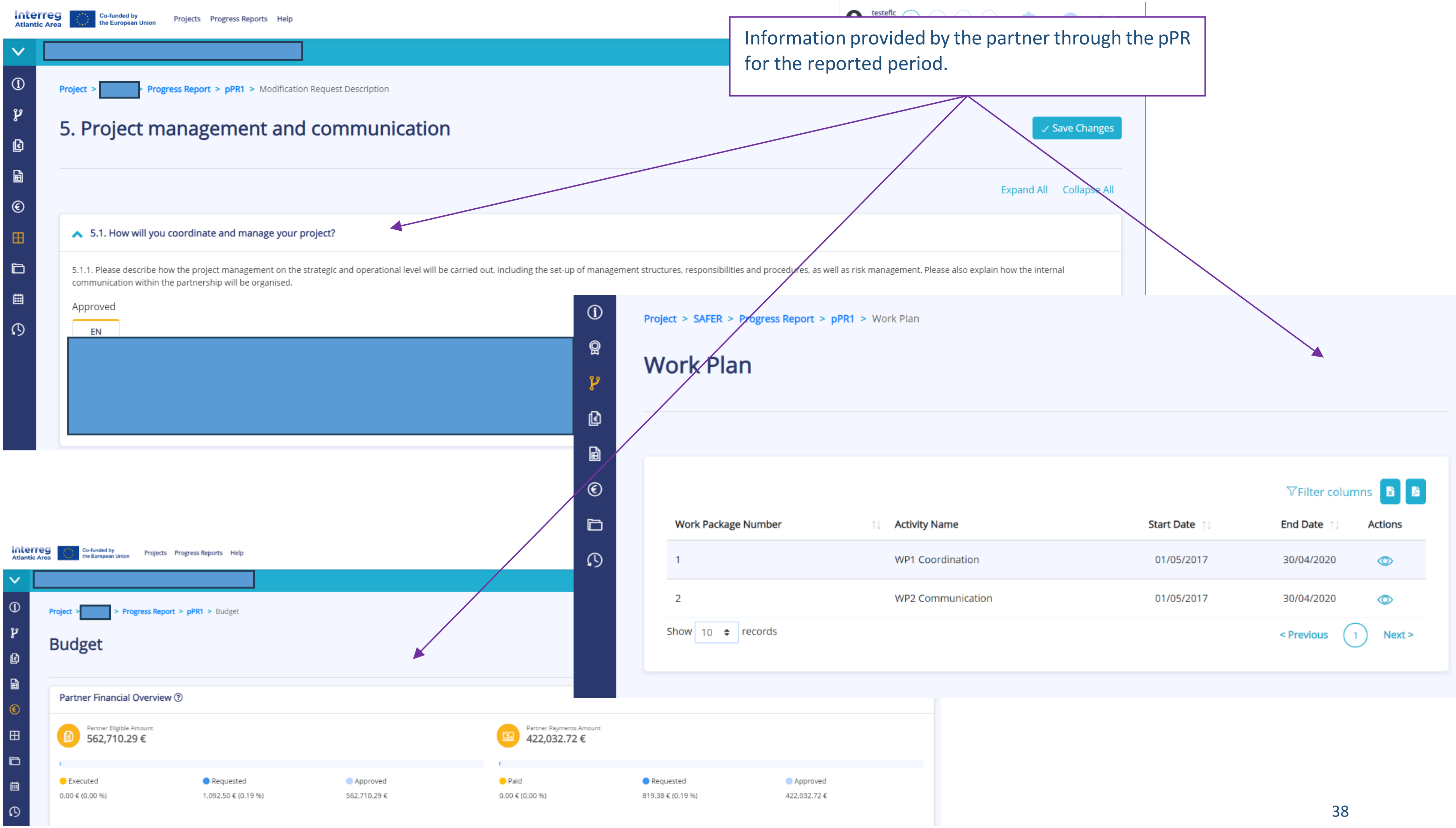
Project general information.

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

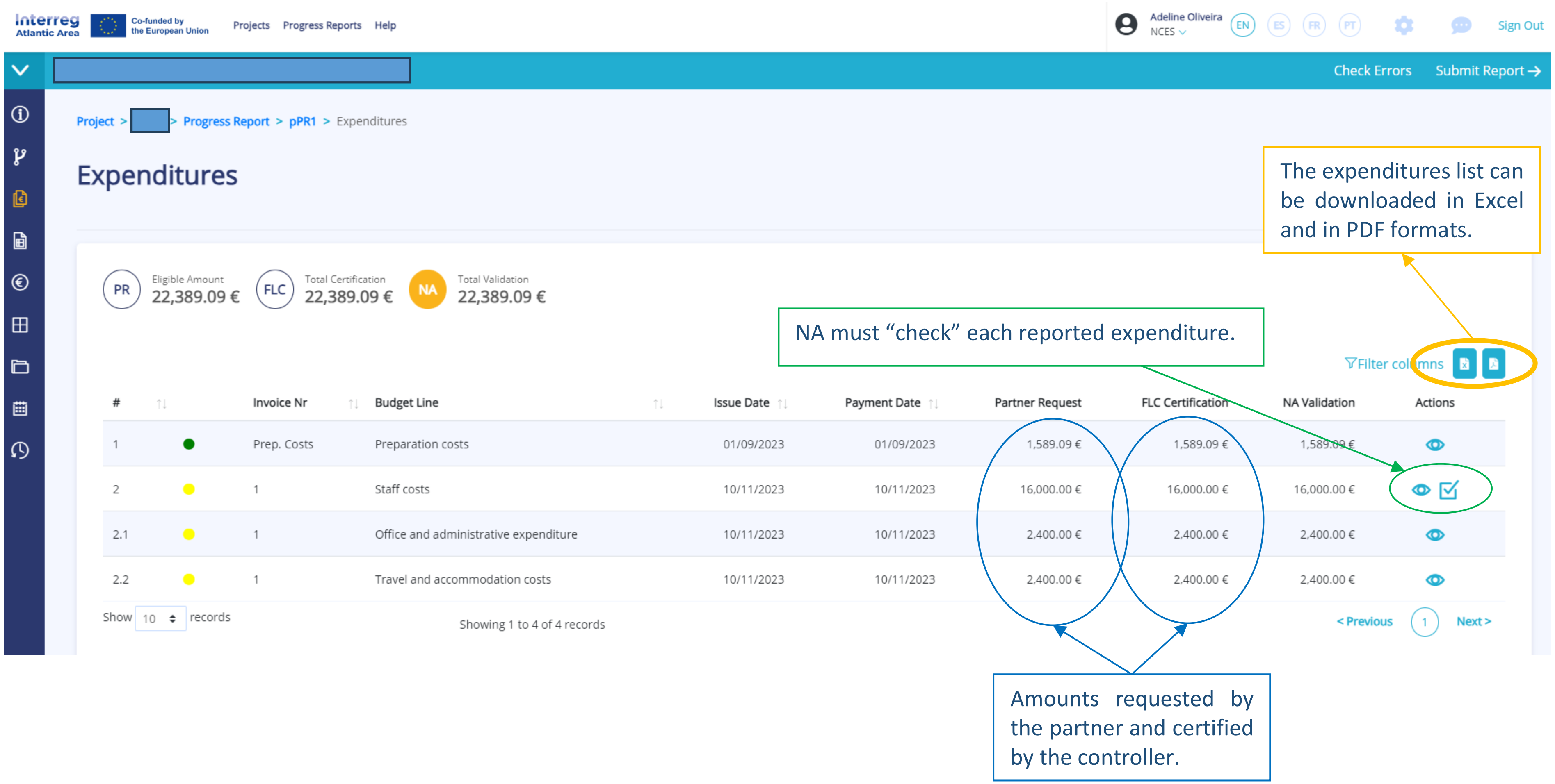
NA gets information on:

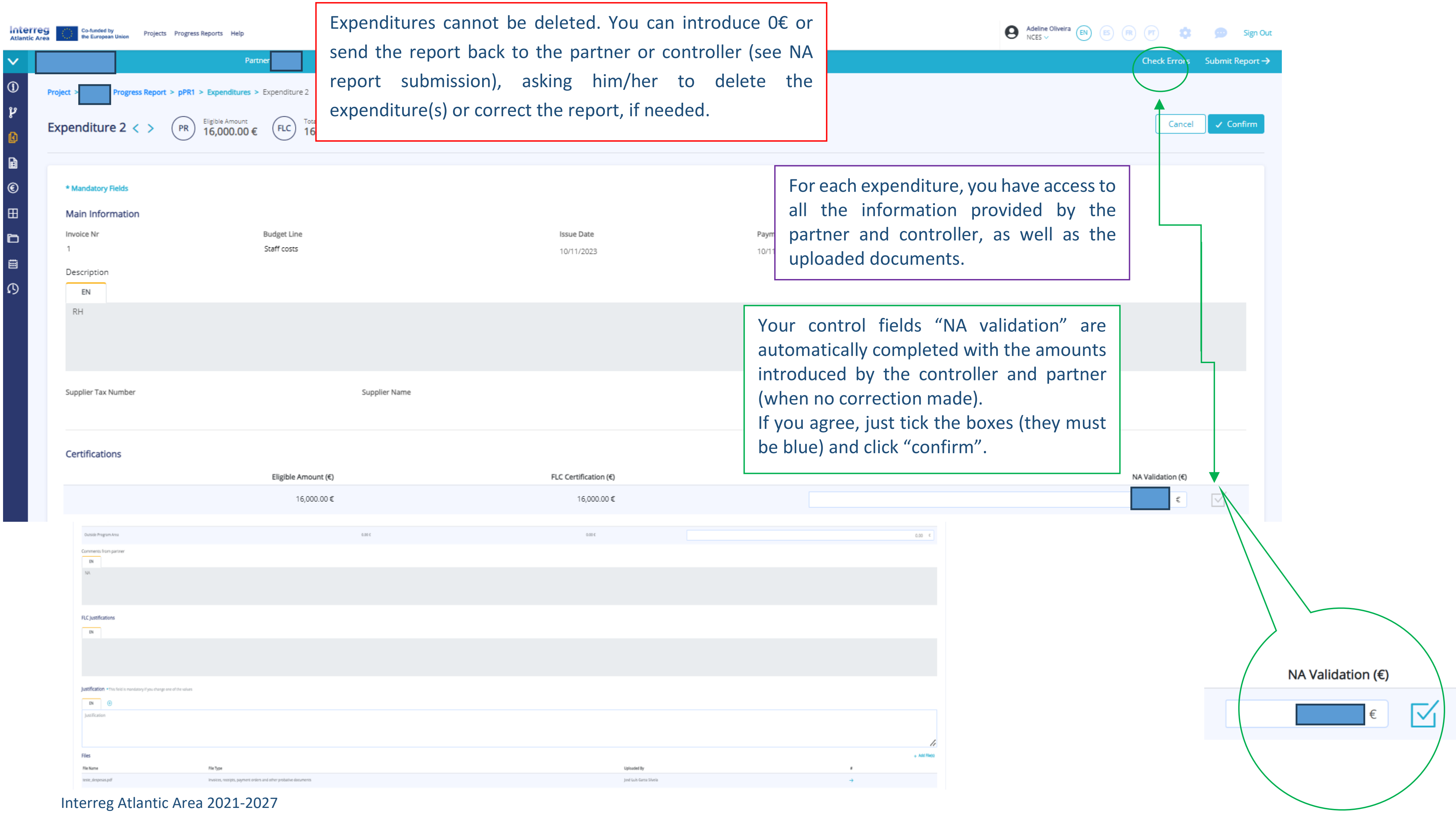
- Activities implemented during the period covered.
- Financial data corresponding to the same or the previous period.
- Controller certification.

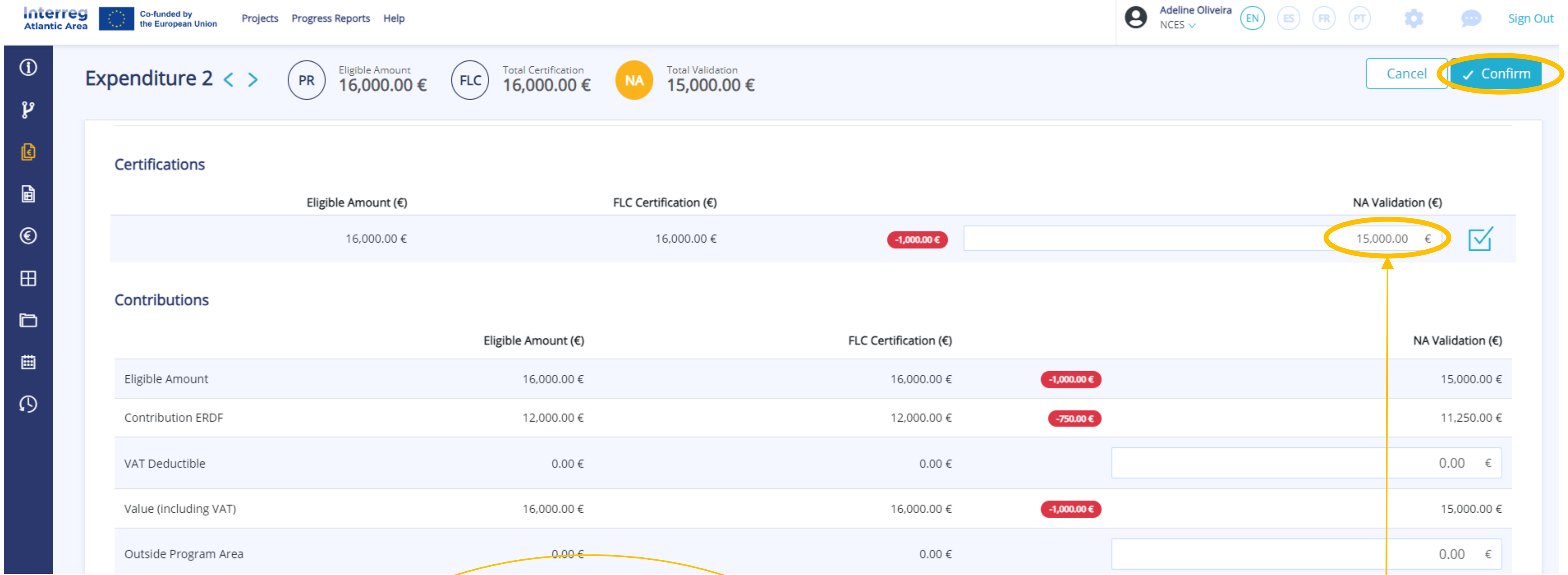
4.3. Workplan, Budget, Project management and communication



4.4. Expenditures



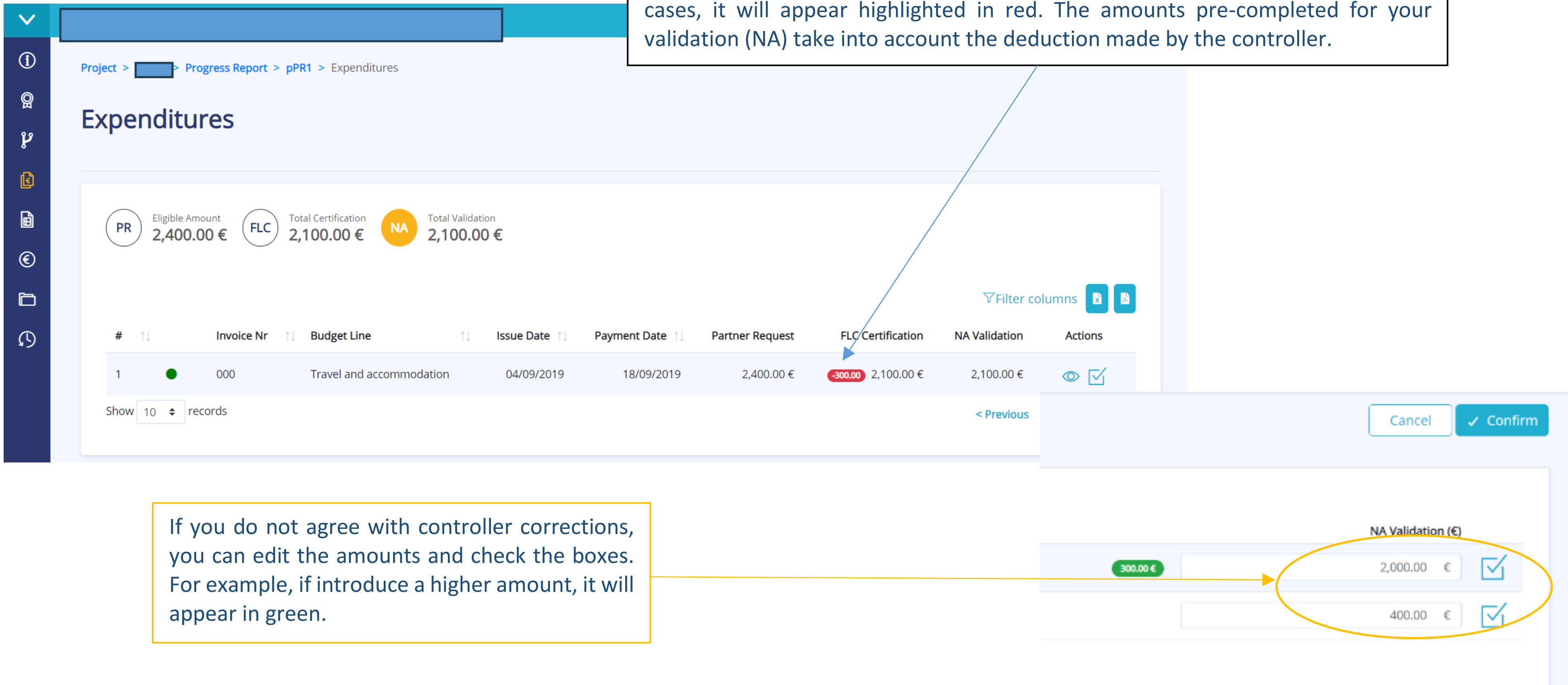

Expenditures cannot be deleted. You can introduce 0€ or send the report back to the partner or controller (see NA report submission), asking him/her to delete the expenditure(s) or correct the report, if needed.
For each expenditure, you have access to all the information provided by the partner and controller, as well as the uploaded documents.
Your control fields "NA validation" are automatically completed with the amounts introduced by the controller and partner (when no correction made).
If you agree, just tick the boxes (they must be blue) and click "confirm".
Projects
Progress Reports
Help
Sign Out
Check Errors
Submit Report
Project
Progress Report
pPR1
Expenditures
Expenditure 2
Eligible Amount
16,000.00 €
Cancel
Confirm
* Mandatory Fields
Main Information
Invoice Nr
1
Budget Line
Staff costs
Issue Date
10/11/2023
Description
EN
RH
Supplier Tax Number
Supplier Name
Certifications
Eligible Amount (€)
FLC Certification (€)
NA Validation (€)
16,000.00 €
16,000.00 €
NA Validation (€)



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”.

Controller deduction

During the certification (controller), financial corrections can be made. In such cases, it will appear highlighted in red. The amounts pre-completed for your validation (NA) take into account the deduction made by the controller.

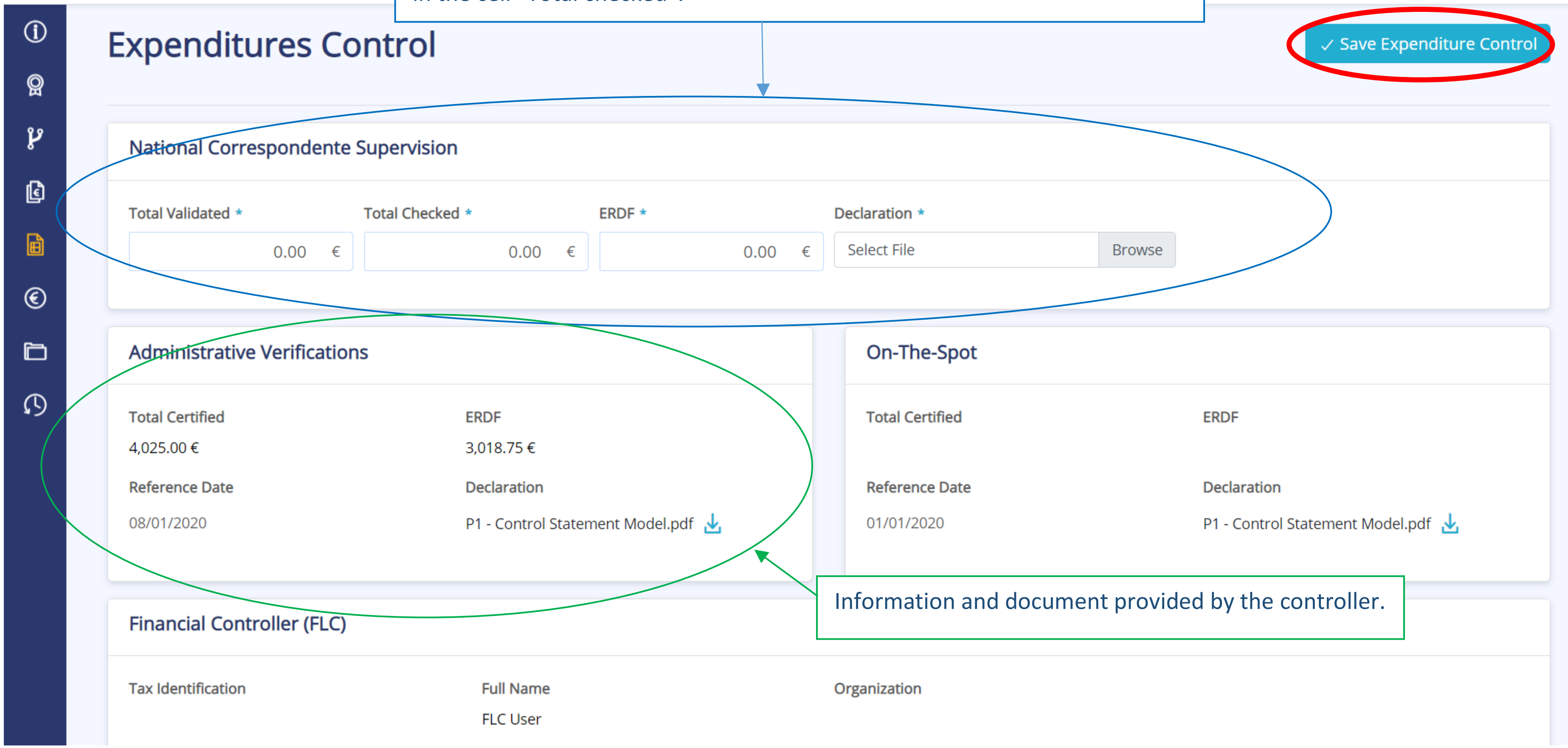


If you do not agree with controller corrections, you can edit the amounts and check the boxes. For example, if introduce a higher amount, it will appear in green.

4.5. Expenditure control

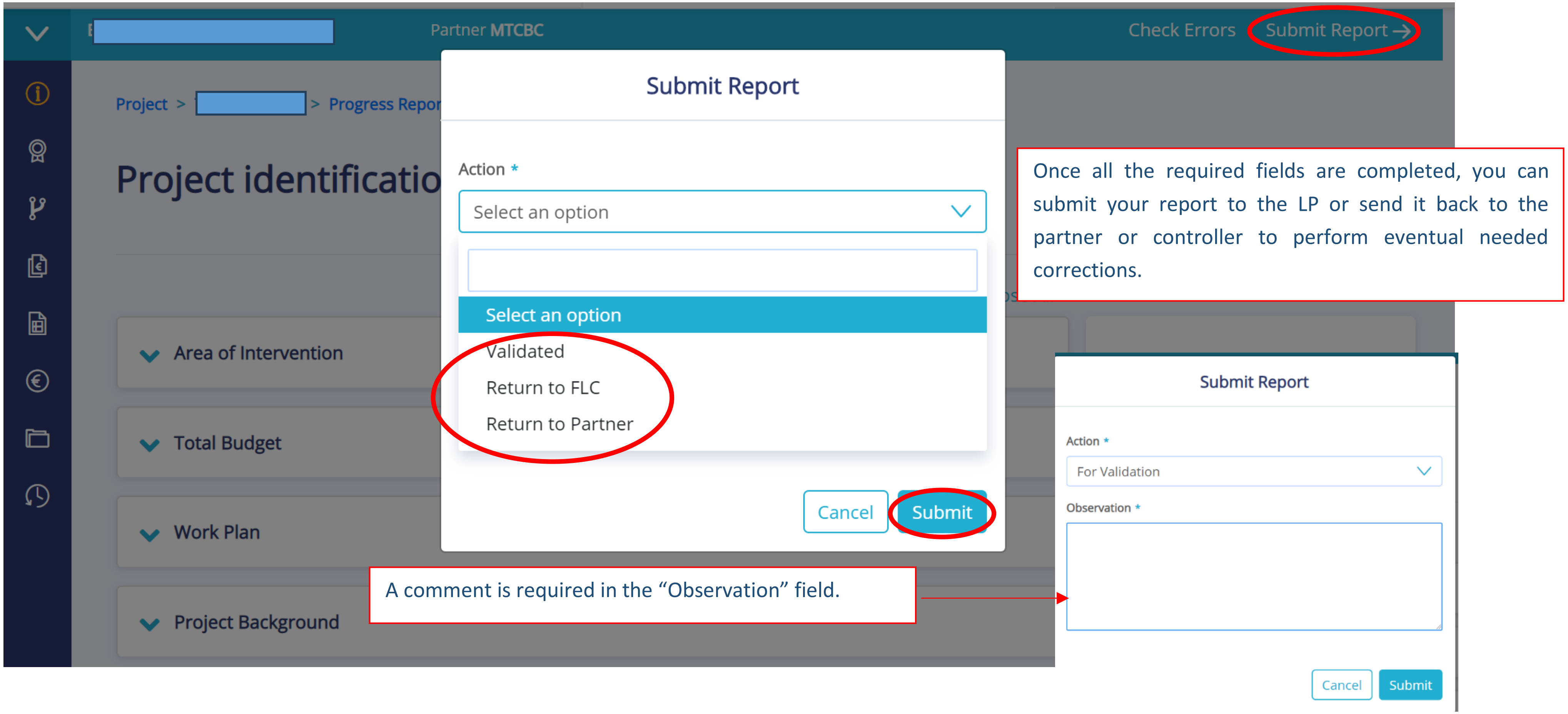
Insert your validation amounts and upload the corresponding file (you can create one PDF or upload a zip file).

If your validation is based on a sample system, please introduced the amount in the cell “Total checked”.



Information and document provided by the controller.

4.7. Report submission



5. PROJECT REPORT FORM - PPR

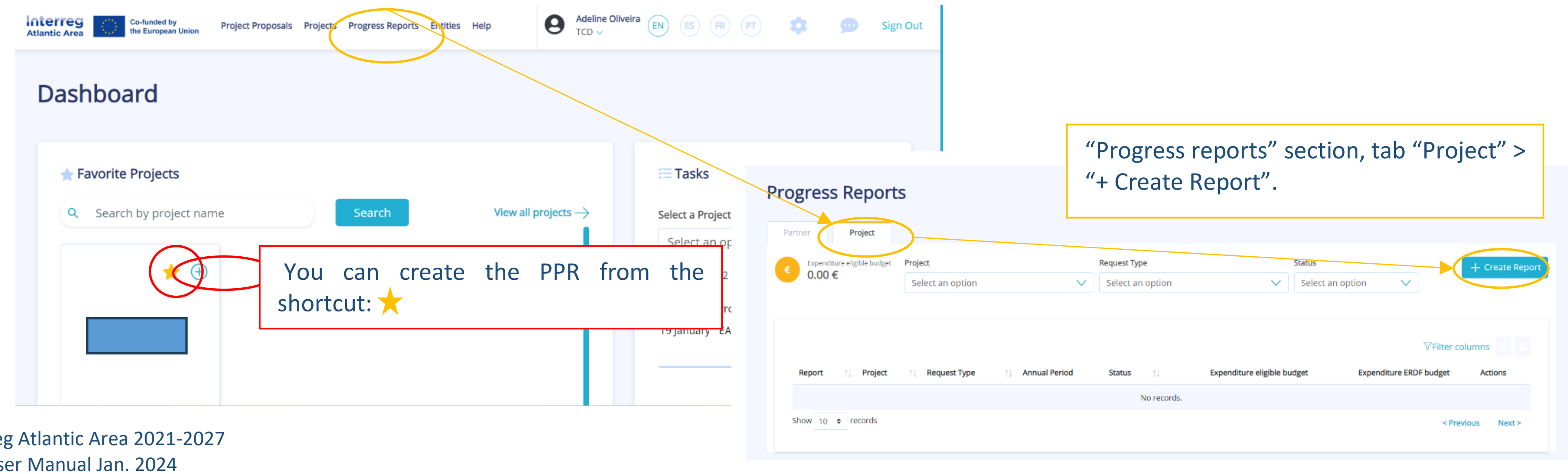
5.1. How to create the report

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.

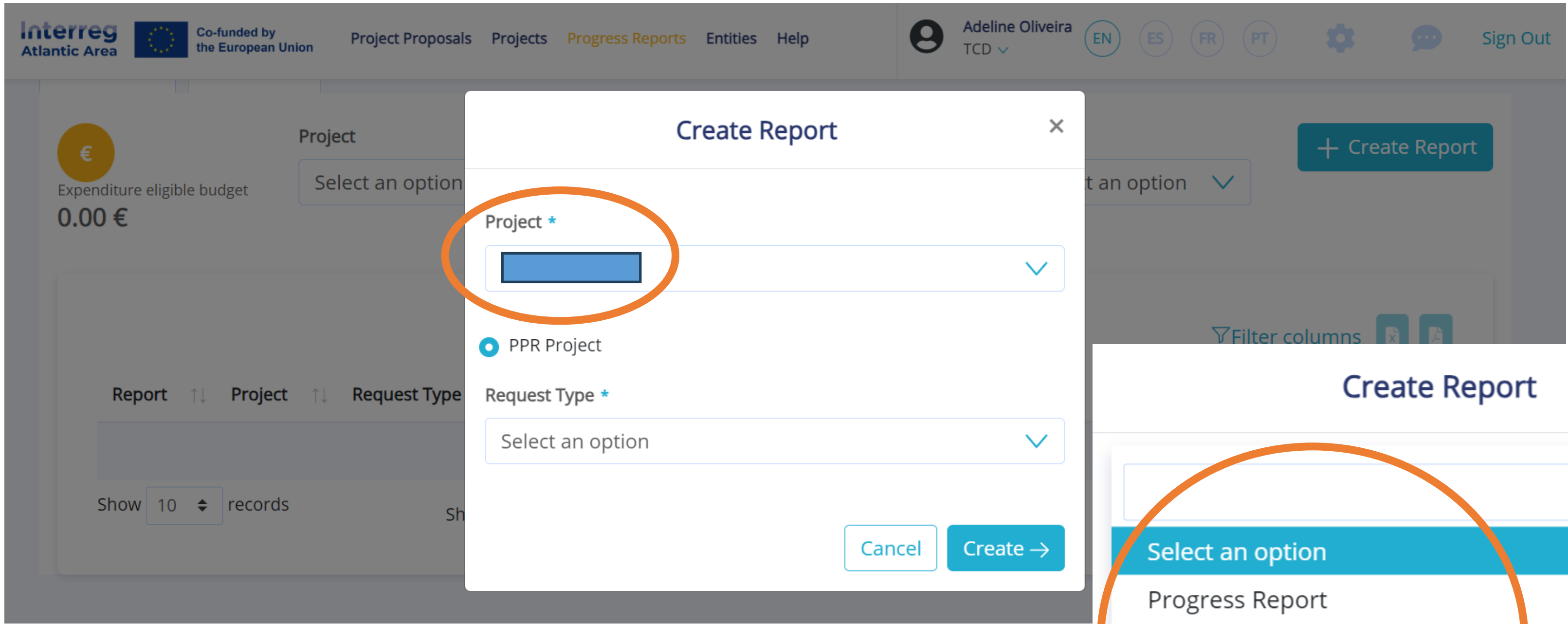
The landing page is your dashboard, you can create PPR from here. **If the LP's partner report is not validated, you will not be able to create the Project report.**

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

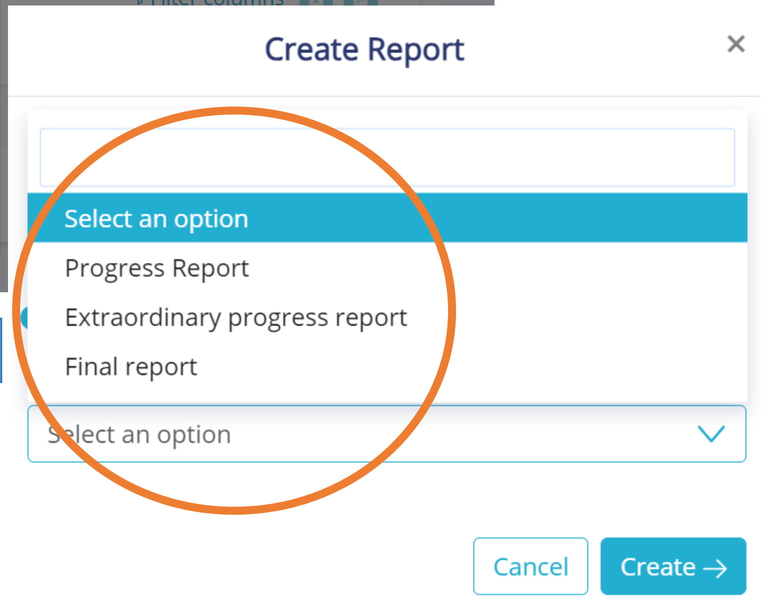


5.2. Report cover

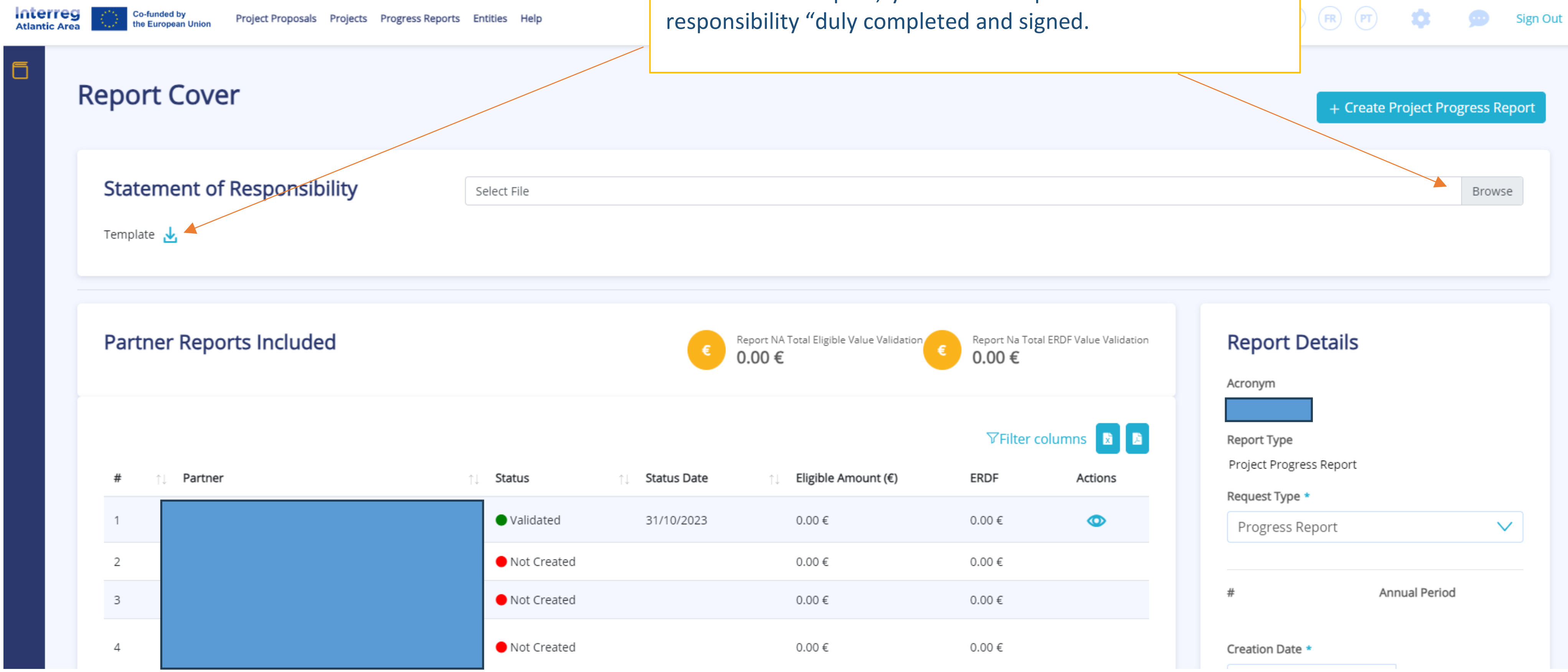
Select the project and create the PPR.



Then select the Request Type.



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



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.

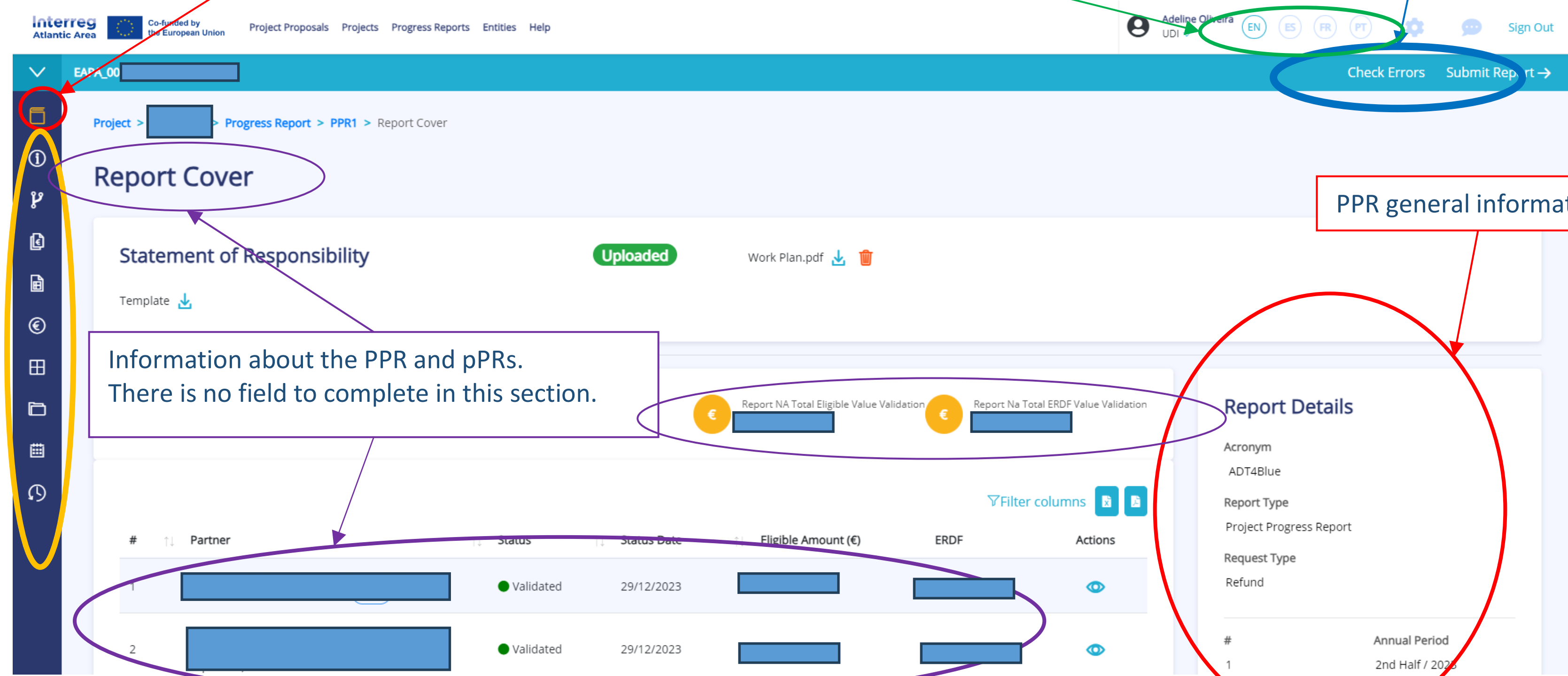
8 - Time Plan
No info required.

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.



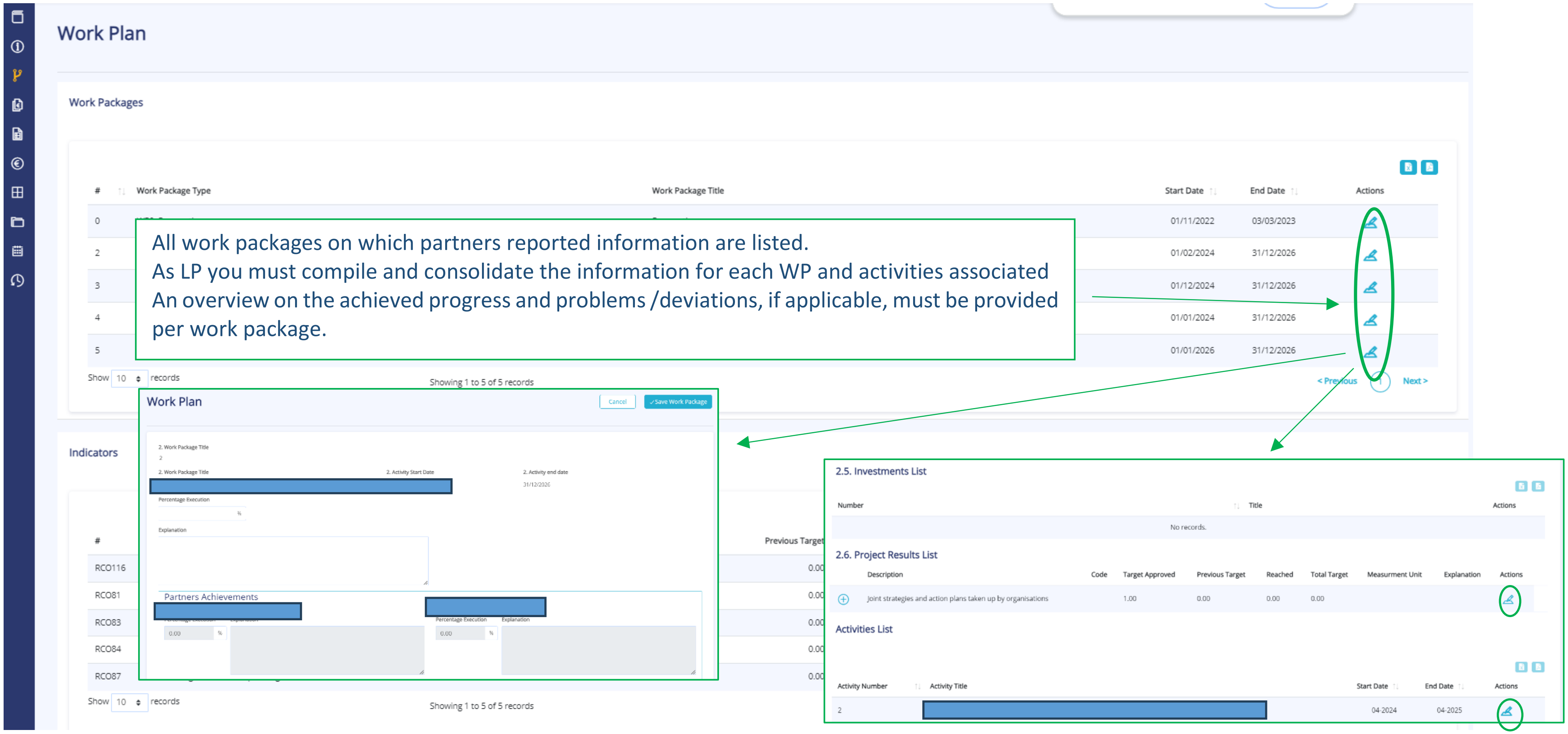
PPR general information.

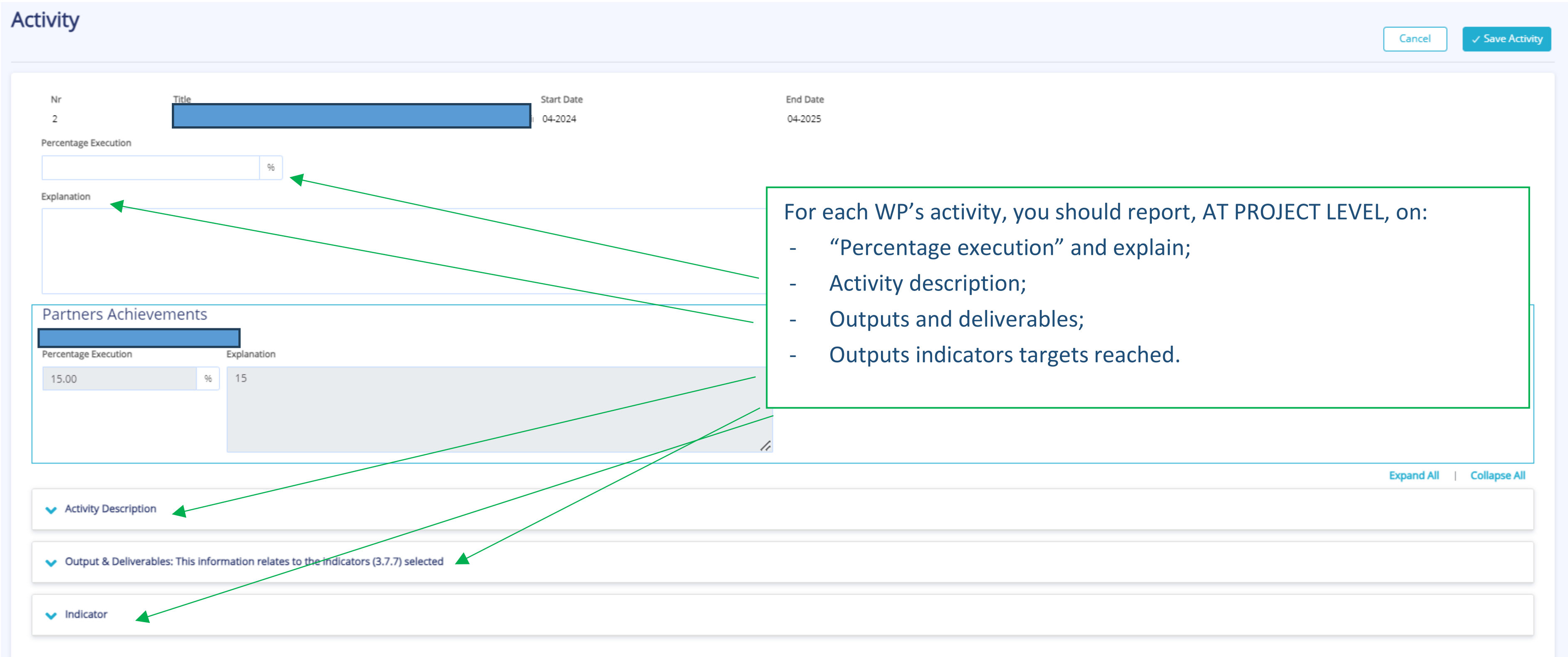
Information about the PPR and pPRs.
There is no field to complete in this section.

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.

5.4. Work plan

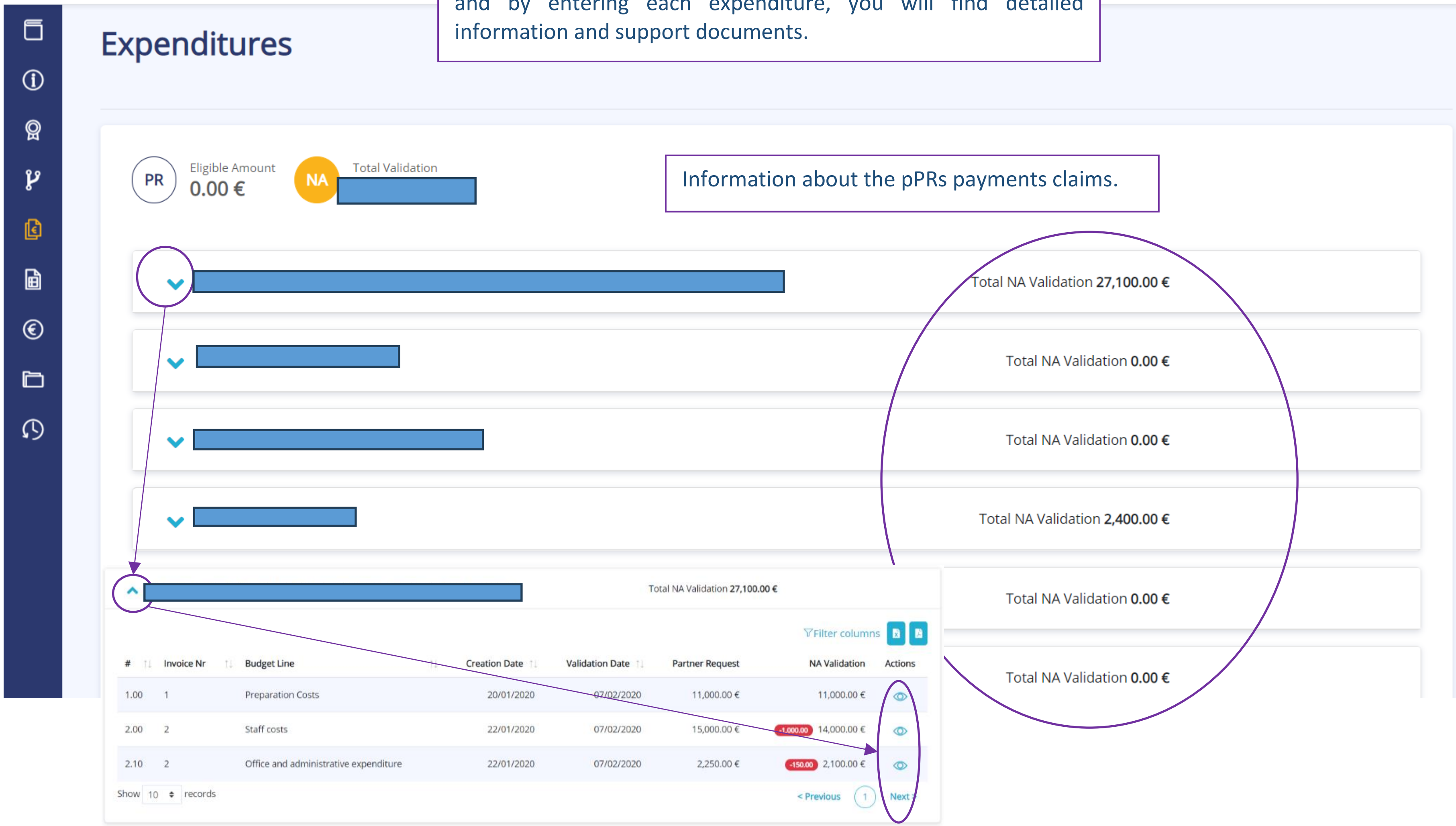

Work Plan
Work Packages
All work packages on which partners reported information are listed.
As LP you must compile and consolidate the information for each WP and activities associated
An overview on the achieved progress and problems /deviations, if applicable, must be provided per work package.
Work Plan
Partners Achievements
Indicators
2.5. Investments List
2.6. Project Results List
Activities List


Activity
Cancel
✓ Save Activity
Nr
2
Title
Start Date
04-2024
End Date
04-2025
Percentage Execution
%
Explanation
Partners Achievements
Percentage Execution
15.00
%
Explanation
15
Expand All | Collapse All
Activity Description
Output & Deliverables: This information relates to the indicators (3.7.7) selected
Indicator
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.

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.

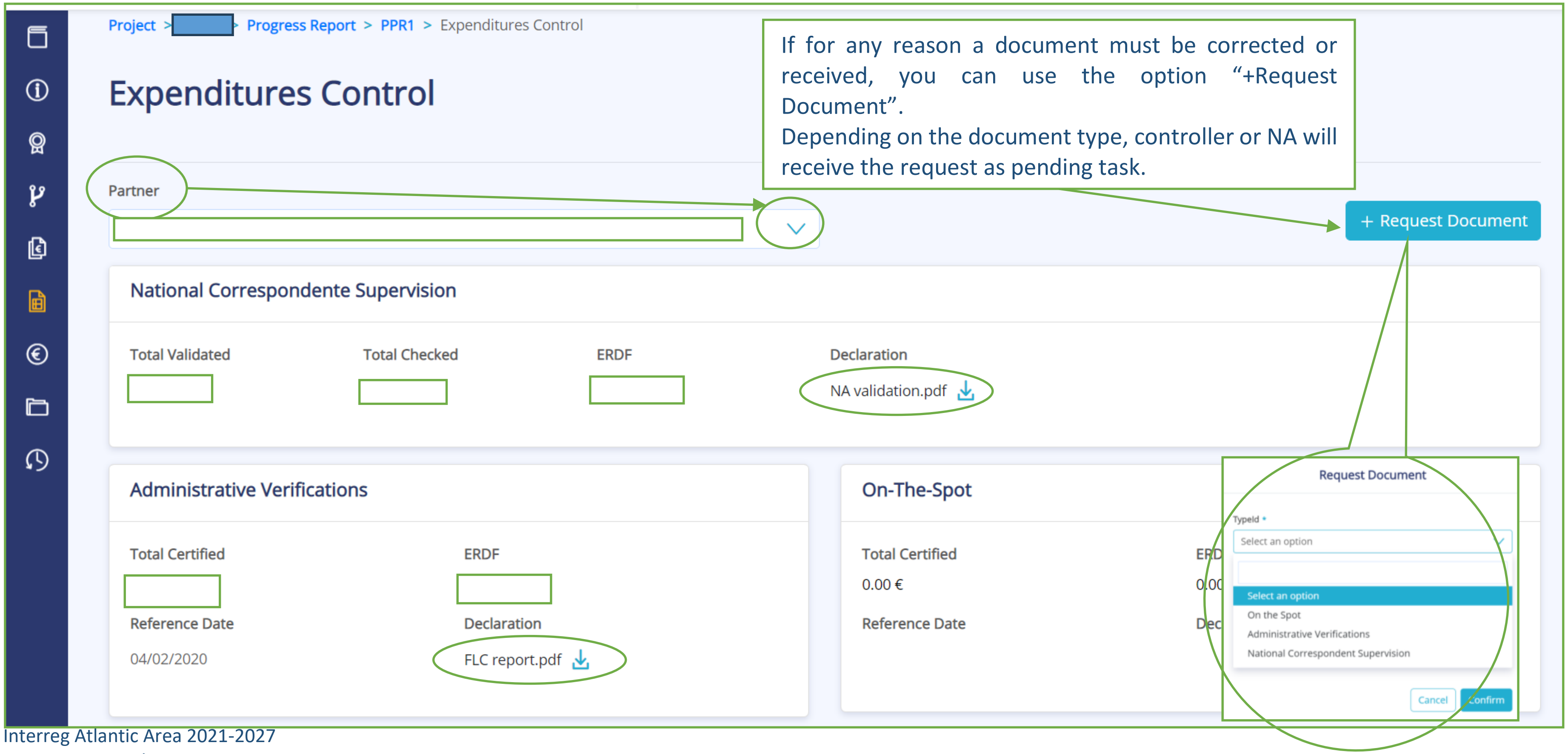
Information about the pPRs payments claims.



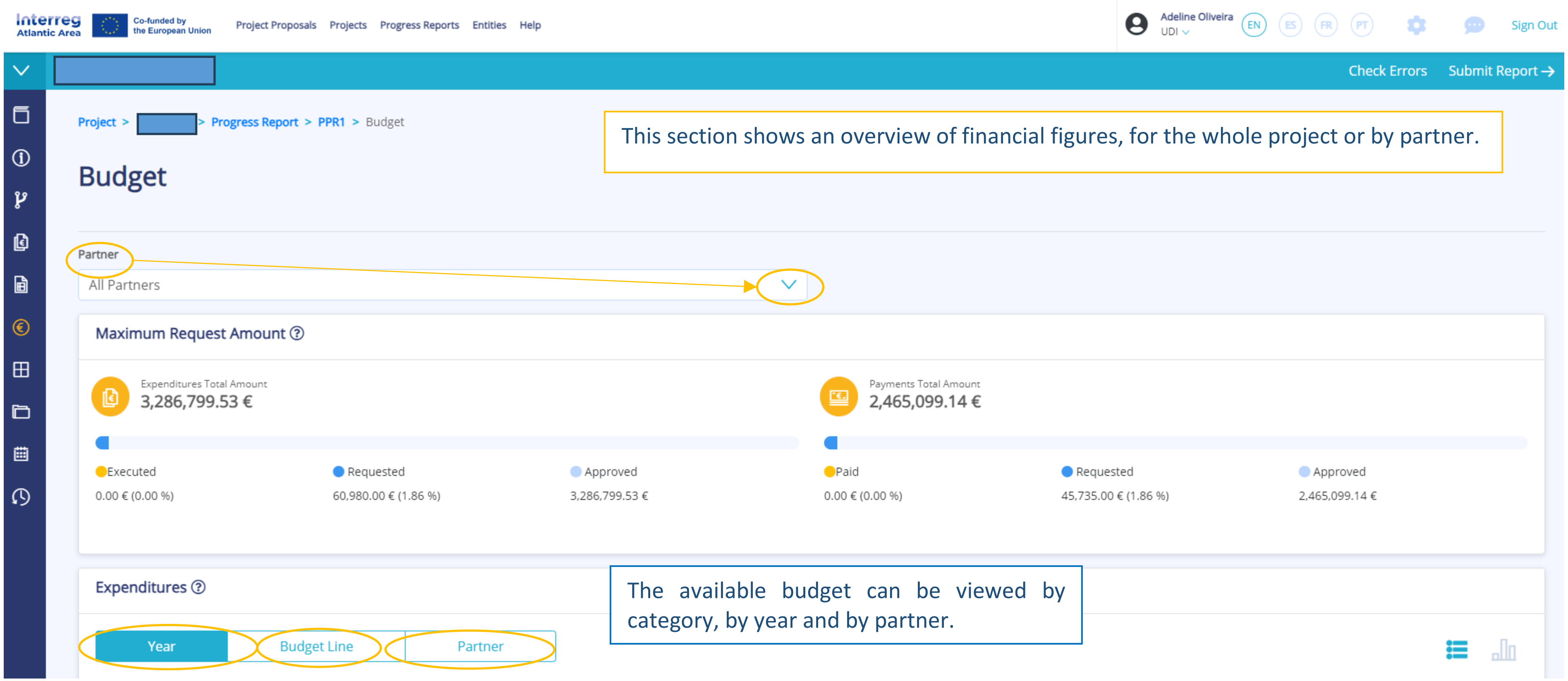
5.6. Expenditures control

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.

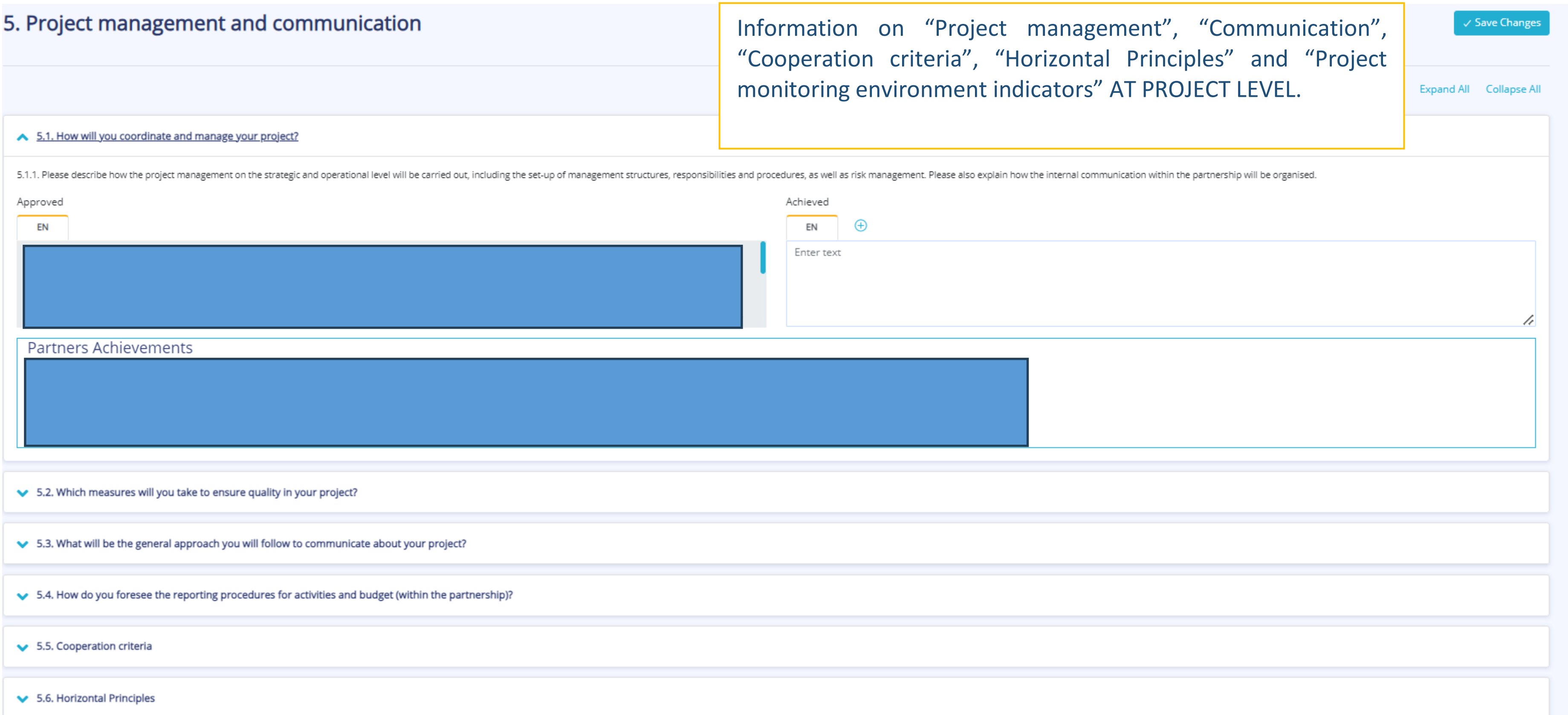
If for any reason a document must be corrected or received, you can use the option "+Request Document".
Depending on the document type, controller or NA will receive the request as pending task.



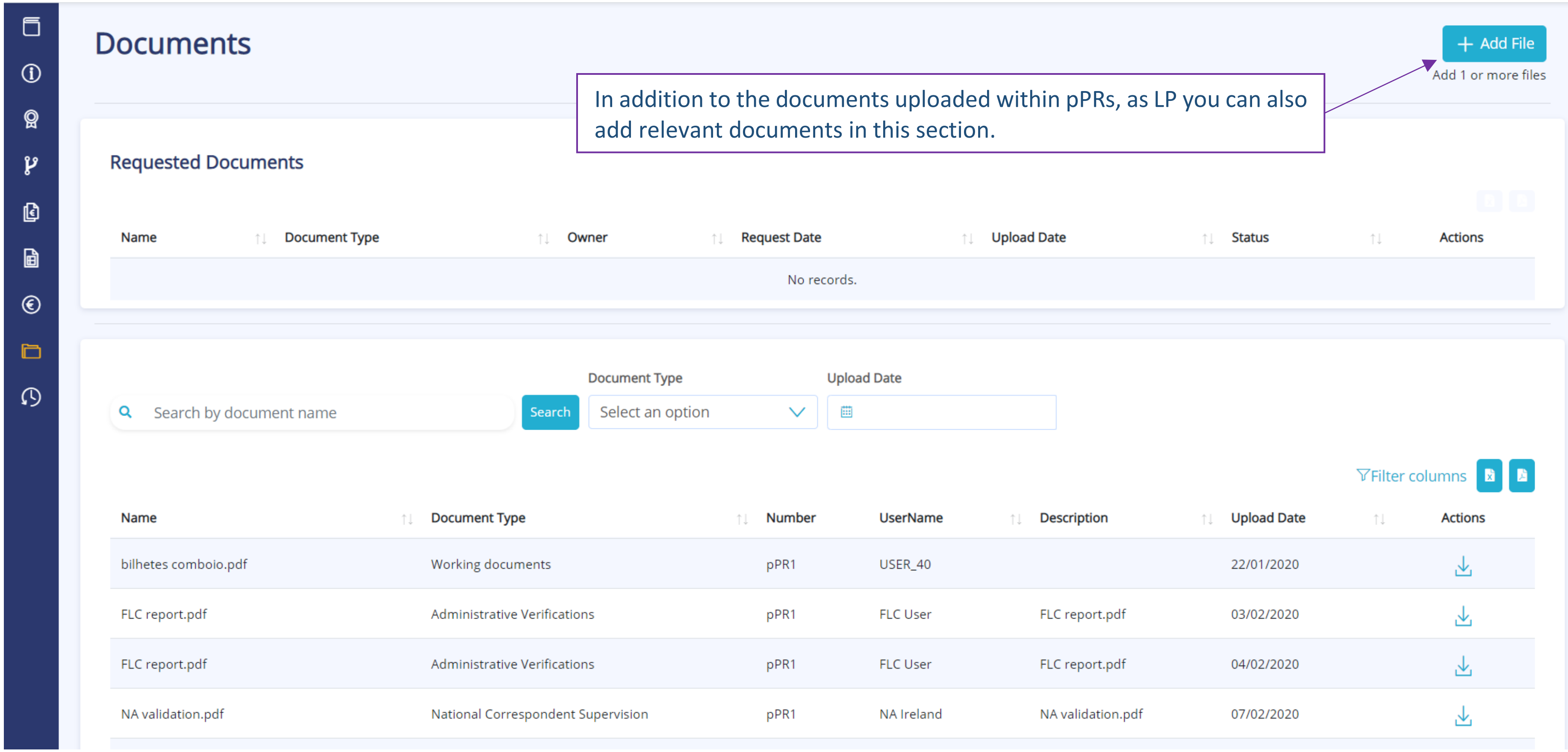
5.7. Budget


Project Proposals
Projects
Progress Reports
Entities
Help
Adeline Oliveira
UDI
EN
ES
FR
PT
Sign Out
Check Errors
Submit Report
Project > > Progress Report > PPR1 > Budget
This section shows an overview of financial figures, for the whole project or by partner.
Budget
Partner
All Partners
Maximum Request Amount
Expenditures Total Amount
3,286,799.53 €
Payments Total Amount
2,465,099.14 €
Executed
0.00 € (0.00 %)
Requested
60,980.00 € (1.86 %)
Approved
3,286,799.53 €
Paid
0.00 € (0.00 %)
Requested
45,735.00 € (1.86 %)
Approved
2,465,099.14 €
Expenditures
The available budget can be viewed by category, by year and by partner.
Year
Budget Line
Partner

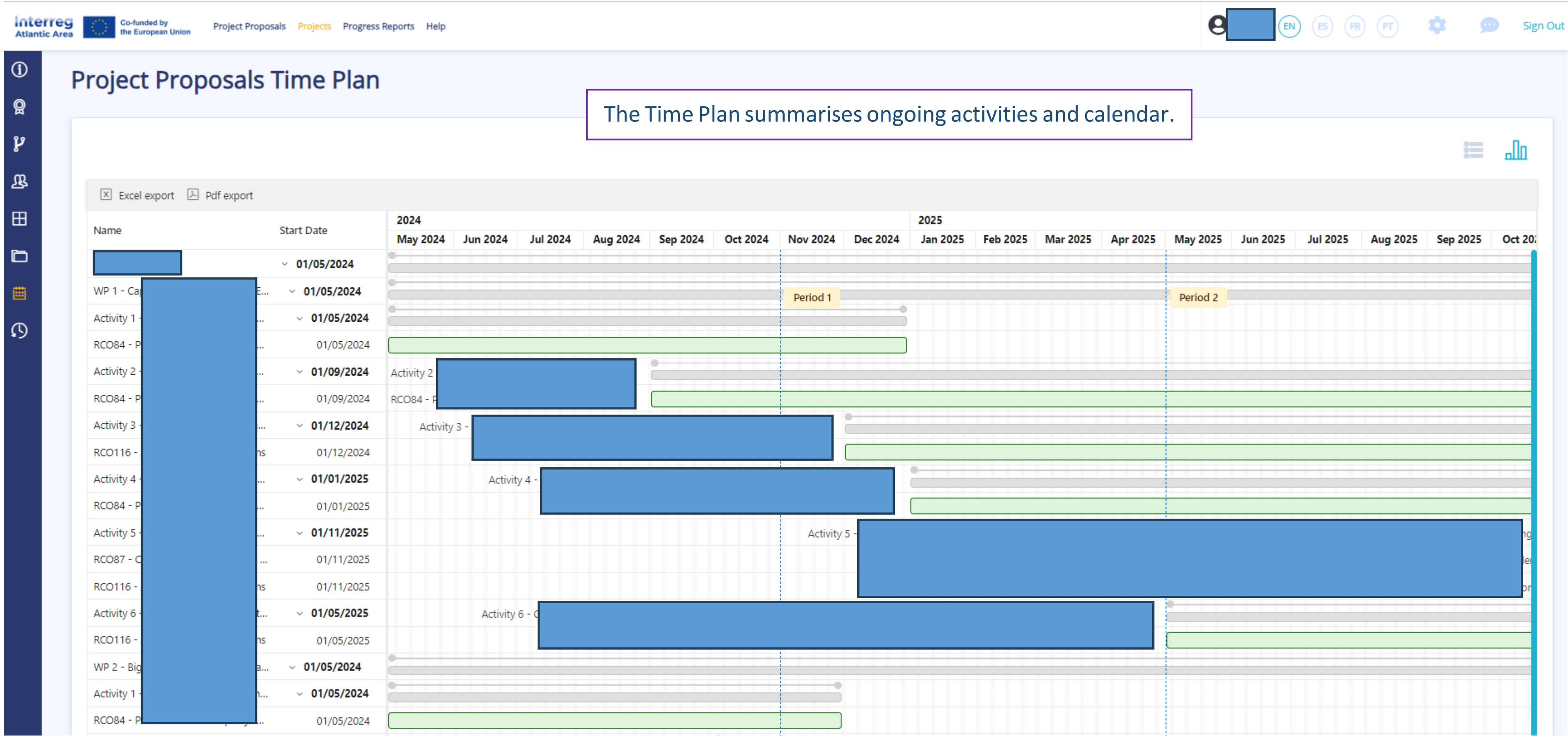
5.8. Project management and communication



5.9. Documents

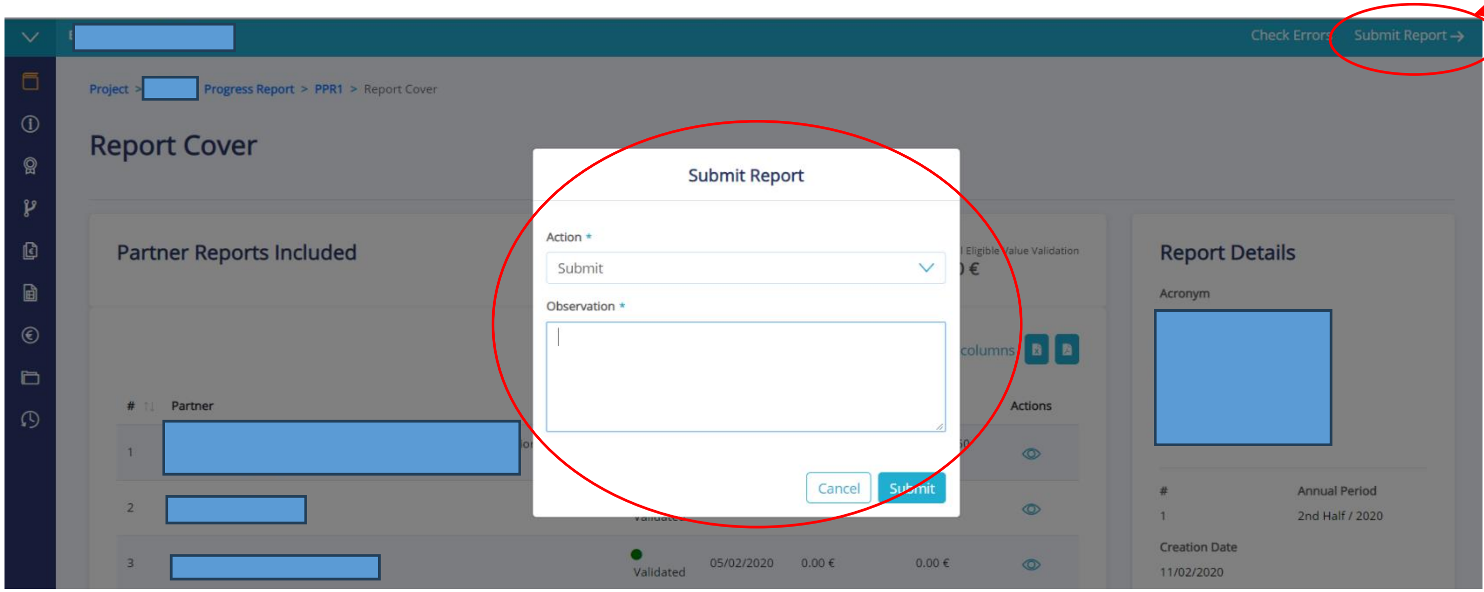


5.10. Time Plan

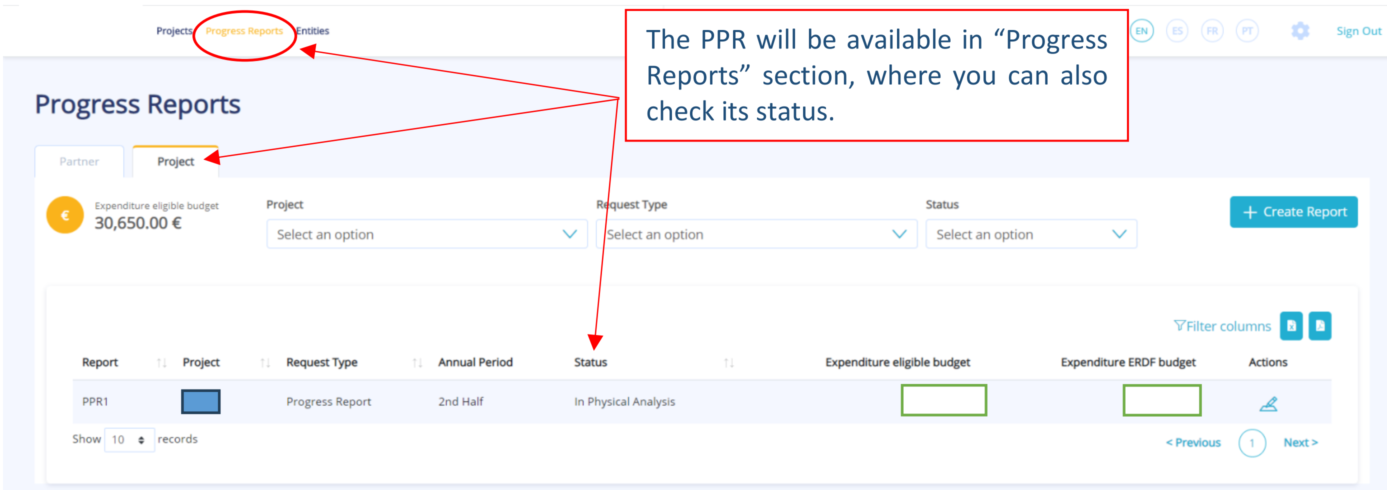


5.11. Report submission

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



The PPR will be available in "Progress Reports" section, where you can also check its status.

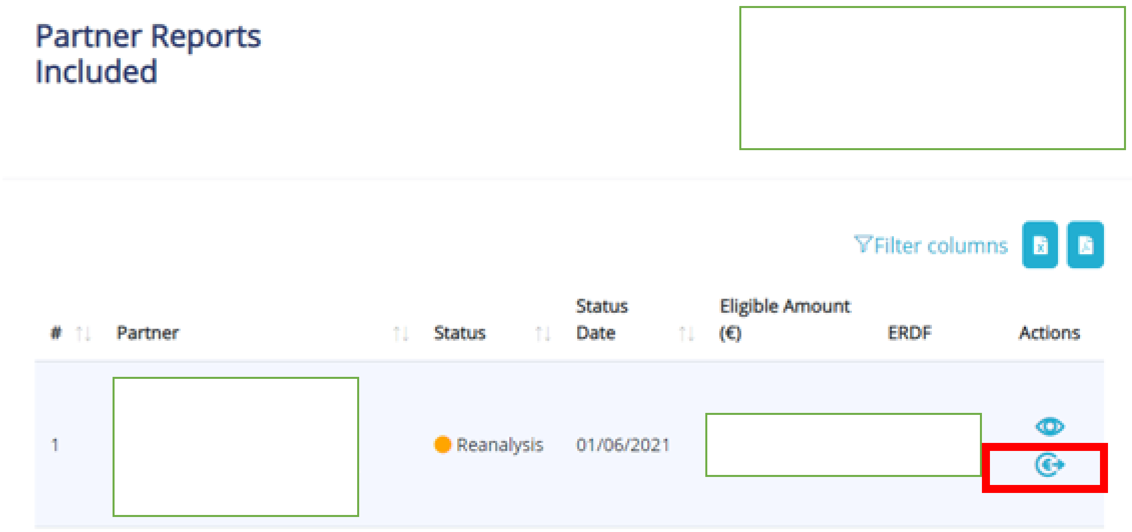


5.12. Transfer of financial expenditures into an extraordinary report

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:



Just include a justification and the action will be completed.

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

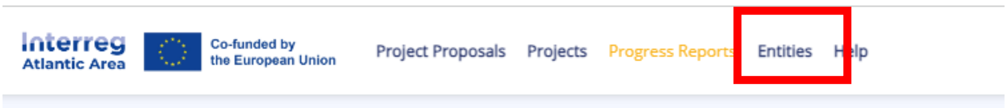
When the Lead Partner performs this action, the pre-entered expenses will be automatically transferred into an extraordinary report, which will have registered status. Even if a partner was at controller/NA level, the workflow needs to be repeated.

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.

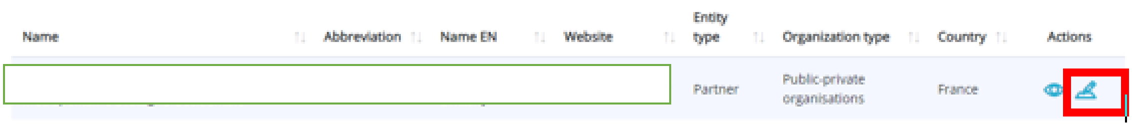
6. UPDATING THE TAX/SOCIAL SECURITY DOCUMENTS

If you receive an error message to update the tax/social security documents, just do the following:

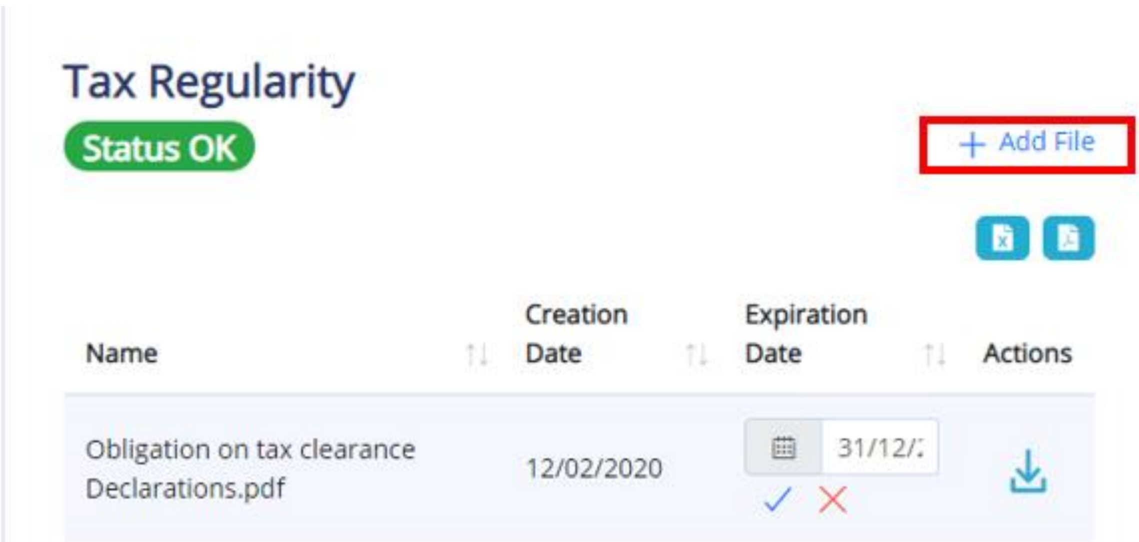
1) Go to menu Entities:



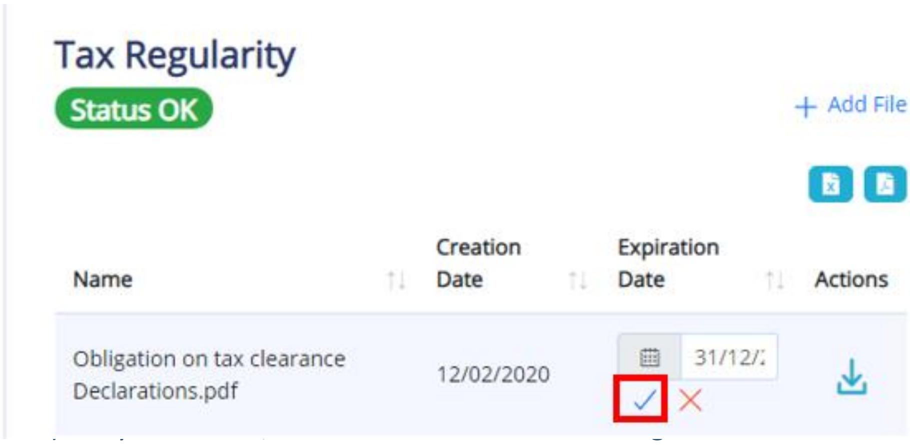
2) Click on the pencil:

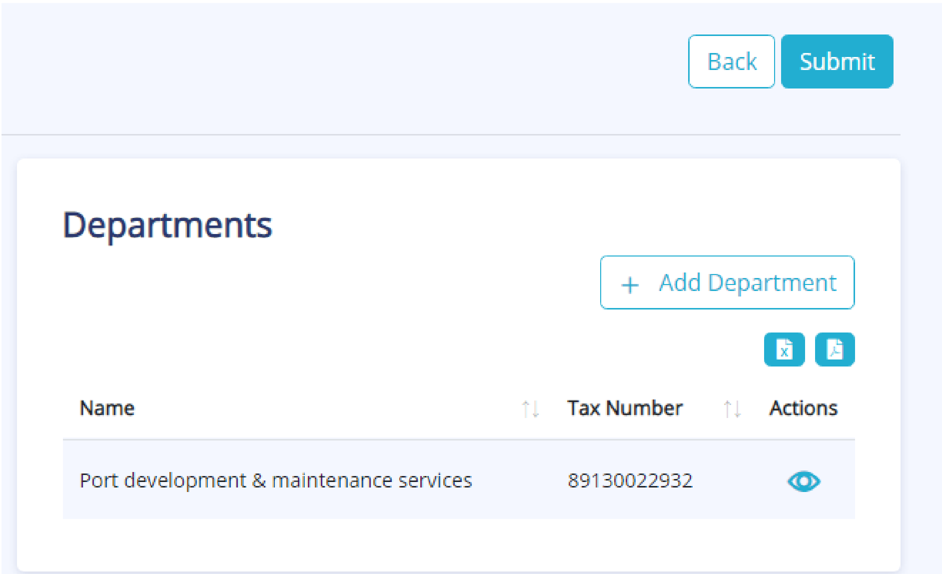


3) Upload the file on Add File:



4) Click on the blue symbol:

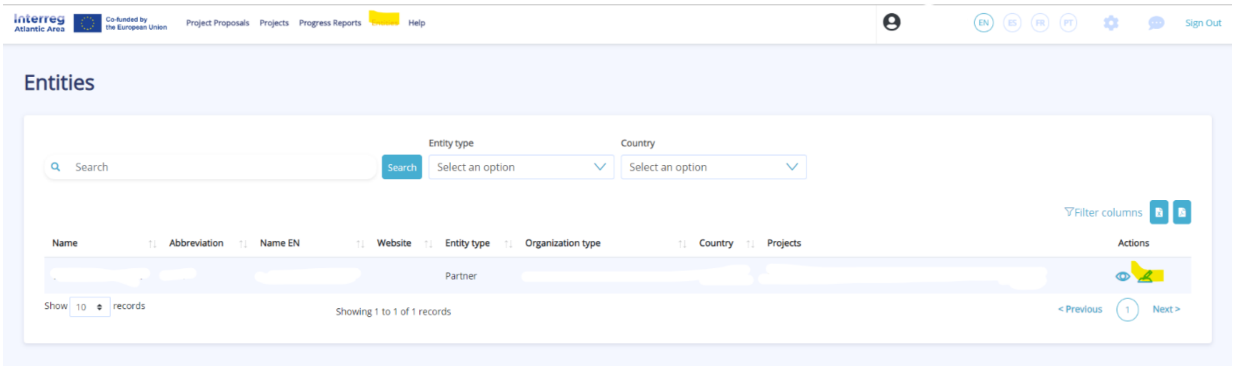




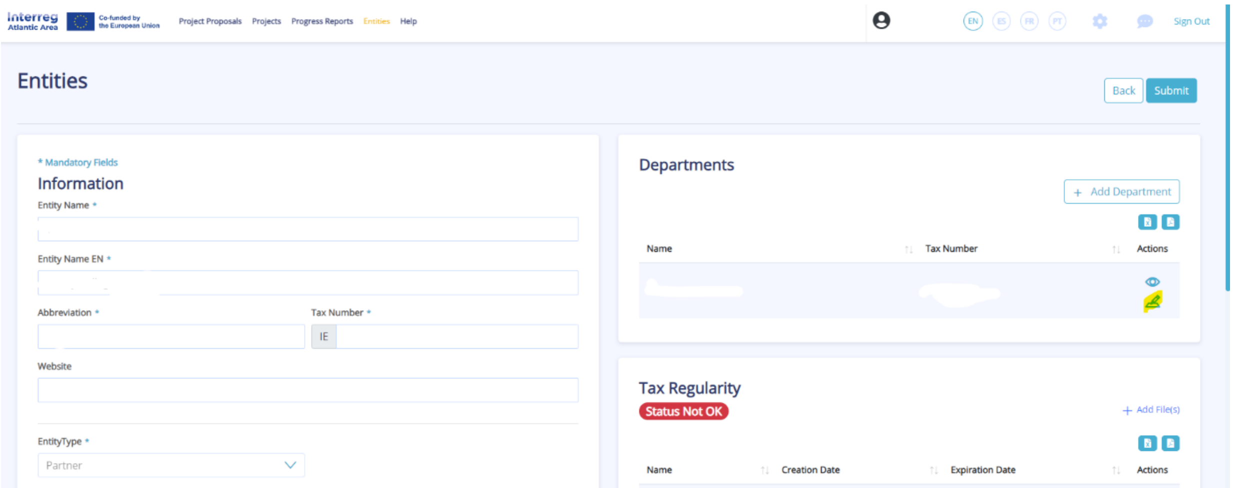
7. HOW TO INVITE MEMBERS OF MY ORGANISATION

In order to invite new members through SIGI to be part of your project (please note that only a member of the same organisation can do that), please follow the steps described below:

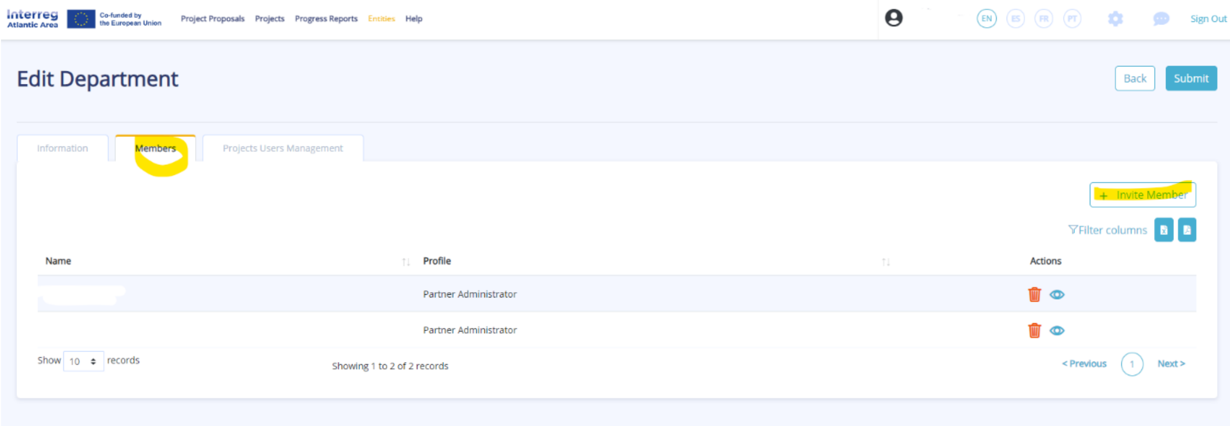
1. Enter the Entities tab and access your entity:



2. Click on the department in which the project is associated:



3. Click on "Members" and add a member by clicking on "Invite Member":



You must then enter the e-mail address of the member you wish to invite and "Save". The member will be receiving an e-mail in which he/she will have to accept the invitation and choose a password.

Once the member accepted the invitation, please make sure that he/she has access rights to the project by clicking on Projects Users Management and then click on the box next to his/her name to give him/her access rights: