

## INTERREG ATLANTIC AREA PROGRAMME 2021-2027

### Projects Approved - 1<sup>st</sup> Call

#### Frequently Asked Questions (FAQ) updated 13<sup>th</sup> March 2024

#### 1) Project Progress Reports

Questions	Answers
What is the deadline to submit project progress reports?	2 months after the 6 months reporting period. For example, if your project started on 31 <sup>st</sup> December 2023, the first progress report (reporting the project's first six months) must be submitted by 31 <sup>st</sup> August, at the latest.
If an expenditure is not included in the respective report, could it be reported in the next one?	Yes. For example, if you submit a partner report with a claim regarding the project's first year and for any reason you do not include the last month "staff costs" payments (month 12), you can include it in the following claim. Even if it is a different year.
The LP must submit a partner report every 6 months? Or when other partners submit reports, this is not needed?	The LP must submit its own partner report every 6 months. The SIGI will not allow the consolidation if the LP report is missing.
I cannot create my partner report in SIGI because the project does not appear in the scrolling list.	The project will appear only if/when the contract is signed by both parts and the contractualization process closed in SIGI.
Can an equipment be allocated to the project with the full cost of the purchase?	Yes, but as a general rule, the full purchase cost of the equipment should be made in principle during the first 12 months of the project and if the depreciation period of the equipment falls into the duration of the project. However, this full purchase cost of the equipment can be regarded as eligible beyond the 12 months, provided that the timing of the acquisition is appropriate to the stage of the project activities.

	This 12-month rule does not apply for consumables that are necessary for the use of laboratory equipment or machines and instruments.
How can I obtain information regarding the selection of my controller?	The selection process diverges from a Member State to another, each partner must contact its own National Authority (contacts available on the Programme website)
Is travel outside the Atlantic Area authorised?	Although most beneficiaries have chosen the flat rate option for travel, when the travel is outside the Atlantic Area even within the European Union, the place of travel, the number of persons, the event, and the reason for attending the event will have to appear in the PAF.
When can I submit an extraordinary report?	Any partner can submit an extraordinary report at any time through the Lead Partner. But only the Lead Partner can make the payment request, so it is important to keep the lead informed and to try to gather as many extraordinary reports together as possible.
Can an extraordinary report be submitted with an ordinary report?	No, the project progress report can only include partner progress report as the extraordinary project progress report can only include extraordinary partners report.
The partners will subcontract to a company and share the costs.	The share costs are not allowed in the Programme. If an invoice is shared between partners will not be paid.
By what date must project modifications be submitted?	All modifications requests must be presented before the project ending date.
When does the modification come into effect?	The modification, when approved, enters into force from the date of submission.
How many major modifications can be presented during the project's lifespan?	Only one major modification can be presented per year.
Budget Flexibility - automatic modification (Minor Modification)	Until 10% between budgetary lines and/or years, up to 50% of partner's approved budget. This implies that projects can make modifications equal to or less than 10% of the total budget allocated to each partner, and these will receive automatic approval. This automatic approval is applicable only until projects reach 50% of the total budget allocated to the partner.

Is it possible to proceed with a Modification of the project duration?	In exceptional and well justified cases. It should not exceed six months/never beyond 31 <sup>st</sup> December 2028.
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## 2) Communication aspects

Questions	Answers
Which are the main beneficiaries' responsibilities in terms of communication and visibility?	<ul style="list-style-type: none"> <li>- To use the Atlantic Area programme logo in all communication supports (e.g. presentations at events or the top banner of a website);</li> <li>- To set up project website and social media sites dedicated to its implementation [highly recommended]. Tag #AtlanticArea @AtlanticArea on social media channels;</li> <li>- To display a poster with a minimum size of A3 at a location visible to the public (entrance of the partner facilities);</li> <li>- To organise project kick-off and closure events;</li> <li>- To ensure proportion between the programme logo and other logos that may be placed on communication supports (the project logo should not be larger in height or width than the programme logo).</li> </ul>
Is it compulsory to have a project website?	No, it is not compulsory, but it is highly recommended by the Joint Secretariat. It is, however, compulsory to have a web page on the beneficiary organisation's website describing the project objectives, expected results, funding, calendar and partnership, also acknowledging funding by Interreg Atlantic Area through the ERDF.
Is it compulsory to develop a project logotype?	No, it is not compulsory. As a project logo, you can use the Atlantic Area logo with the project acronym below, according to the parameters defined in the Atlantic Area brand manual. Editable versions of the combined project logo can be downloaded from the programme's website.
In the template you offer for the A3 poster the space is quite reduced to include the partnership. Should we include it?	According to Regulation EC 2021/1060 (Article 50 d) it is not compulsory to include the partnership in the A3 poster.
In the case of a University participating as a partner, the poster could be just placed in the	According to Regulation EC 2021/1060 (Article 50 d) posters should be placed at a

door of the Researcher/Teacher room or in the entrance of the faculty or in any other more institutional place?	location clearly visible to the public, so we recommend to place it at the entrance of the faculty or the department that is working on the project.
Instead of a poster A3 at the entrance of the partners facilities, can we use a roll up?	Yes, you can. Regulations says that the minimum size is an A3 meaning that a roll up is also acceptable. You can also use an equivalent electronic display with information about the operation highlighting the support from the Funds.
We are organizing the kick-off event in Galicia, Spain. Could we use the Galician as the language of the event?	No. Public project communication should be done using the programme languages, Spanish, English, French, Portuguese.
Do press releases need to be approved by Interreg prior to publication?	No, it is not necessary.
How can I acknowledge the Atlantic Area funding on a scientific paper or an article for the press?	When it's not possible to use the logo, you shall acknowledge the funding using the sentence "This project is co-financed by the Interreg Atlantic Area Programme through the European Regional Development Fund".