

INTERREG ATLANTIC AREA PROGRAMME 2021-2027

Fourth Call for Proposals

How to submit the application form

Application process

Projects applications must be submitted through the web-based Application Form (AF) which, is available on the SIGI platform.

The AF describes the project and gives detailed information on the work plan, partnership and financial figures.

Once completed and submitted, the application is automatically registered, and the Lead Partner will receive an electronic notification of the application's receipt by the Programme.

For more information regarding the application procedure consult the Programme Manual and application pack.

1. Registration in SIGI

All partners' organisations/entities MUST be registered in SIGI.

Before creating and submitting a project application, as Lead partner please ask all your partners to register in SIGI.

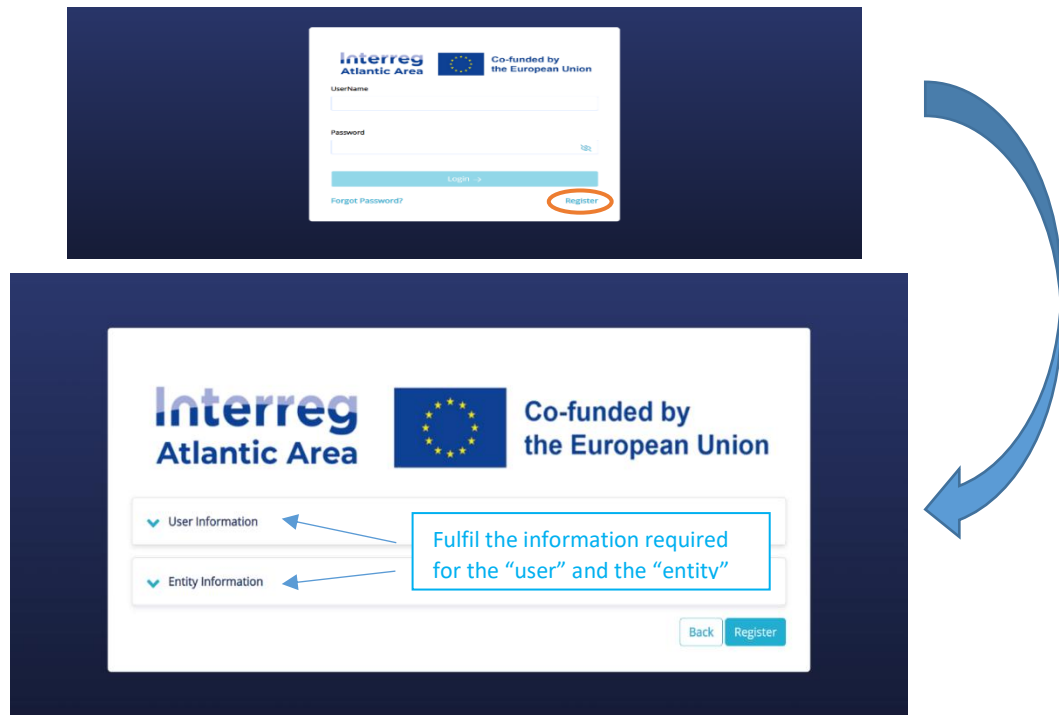
Note that for this new programming period, a new registration is required.

Each organisation / entity is registered only ONE time with an user, who will have an "administrator" profile. The administrator will be able to invite other organisation members to register, manage departments and members.

If an organisation intends to be part of more than one project application, one unique registration is required. We strongly recommend to centralize the registration within "Projects office" if any or secretariats, especially for bigger organisations.

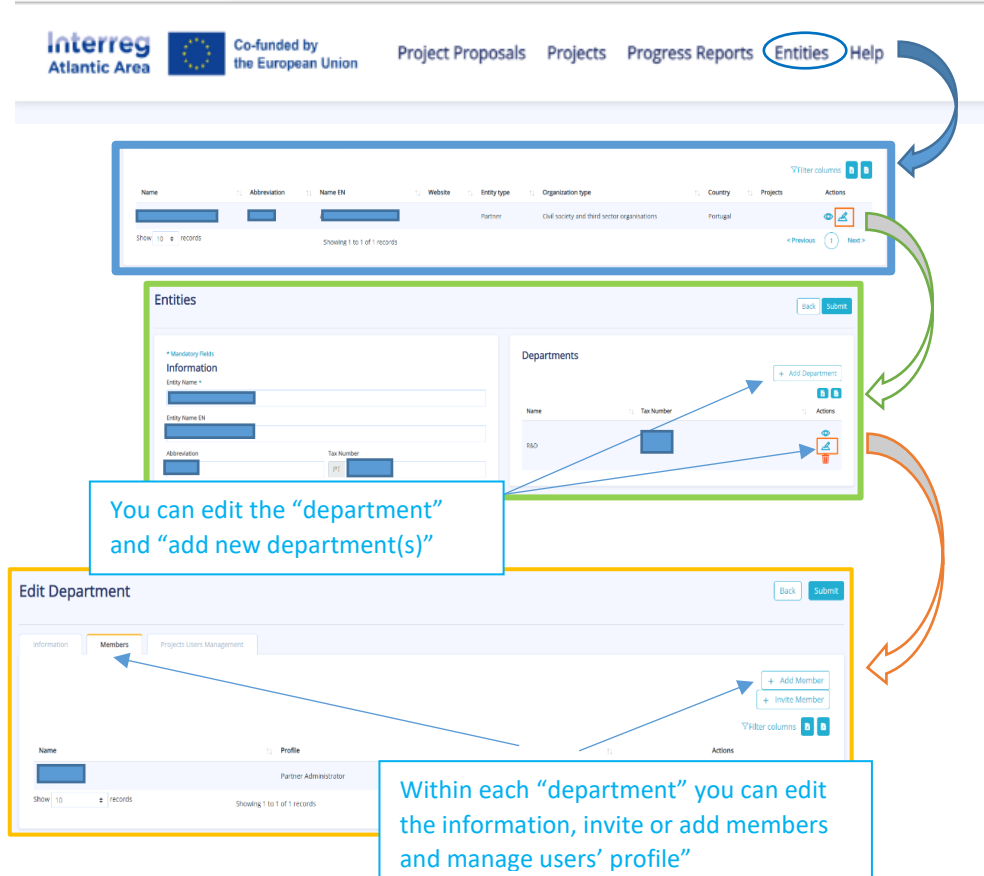
2. How to register an “Entity”

Go to the SIGI > Register



The diagram illustrates the registration process in two steps. The first step shows a login/register form with fields for Username and Password, a 'Login' button, and a 'Register' button circled in orange. A blue arrow points from this step to the second step. The second step shows the 'Interreg Atlantic Area' registration page with sections for 'User Information' and 'Entity Information', both indicated by blue arrows pointing to a central box that says 'Fulfil the information required for the “user” and the “entity”'. At the bottom of the second step are 'Back' and 'Register' buttons.

After registration, information and members could be managed in “Entities” section by the administrator. Login in and go to the dedicated section (top navigation bar).



The diagram shows the 'Entities' management interface. At the top is a navigation bar with 'Entities' circled in blue. A blue arrow points to a table of entities with columns for Name, Abbreviation, Name EN, Website, Entity type, Organization type, Country, Projects, and Actions. A red box highlights the 'Add' button in the Actions column. A green arrow points to the 'Entities' form, which has tabs for 'Information' and 'Departments'. A blue box with text points to the 'Departments' tab. An orange arrow points to the 'Edit Department' form, which has tabs for 'Information', 'Members', and 'Projects Users Management'. A blue box with text points to the 'Members' tab. Another blue box with text points to the 'Add Member' and 'Invite Member' buttons in the 'Members' tab.

You can edit the “department” and “add new department(s)”

Within each “department” you can edit the information, invite or add members and manage users’ profile”

3. Create and submit a project application

Login > homepage > New project proposal

We strongly advise to complete the form following the sections order as some fields are connected to others, others only appear after the completion of previous ones.

The screenshot shows the Interreg Atlantic Area dashboard. At the top, there's a navigation bar with 'Project Proposals' highlighted. Below it, the 'Dashboard' section contains 'Open Calls' and 'Favorite Projects'. In the 'Open Calls' section, the 'New Project Proposal' button is circled in red. A blue box labeled 'Manage Project proposals' has an arrow pointing to the 'Project Proposals' link in the top navigation bar. On the right, there's a 'Tasks' section with a dropdown menu for 'Select a Project' and a 'Send project proposal to Submission' button.

This screenshot shows the 'Project Identification' section of the application form. A purple box with an arrow pointing to the 'Save Changes' button contains the text: "Save changes" every time you enter information/data to be sure there is no loss and that all sections appear. An orange box with an arrow pointing to the '1.3. Total Budget' section contains the text: At application stage only Lead partner "Proof of solvability" is required. A blue box with an arrow pointing to the '1.4. Project Summary' section contains the text: Automatically filled with budget figures introduced in "Partnership section". The left sidebar shows a list of sections: 1.1. Project Info, 1.2. Area of Intervention, 1.3. Total Budget, 1.4. Project Summary, 1.5. Project Documents, and 1.6. Financing Plan.

This screenshot shows the 'Project Description' section of the application form. A blue box with an arrow pointing to the language dropdown menu (which is set to 'EN') contains the text: All sections must be completed in English. Additionally, sections can be completed in other Programme language(s). The section title is 'Project Description' and it includes a 'Save Changes' button. Below the title, there's a section for '2.1. Project overall objective' with a sub-section '2.1.1. Please define the overall objective of the project:' and a text input field.

Section 3 Workplan

Work Plan

Work package (WP0) 0 Preparation is compulsory and automatically added. It must be edited and all sections related completed

Only thematic work packages will be used. WP Project management is not a work package anymore – instead, questions about how the project will be managed are addressed Section 5 Management and Communication. Com activities also don't have a separate WP – instead, they are embedded in the thematic work packages.

For each WP added, complete the required information and click on “save changes” – extra fields will pop up

If any, list the investments above 25.000 EUR which are included in this work package

For each WP add Project result indicator(s) and activities

Create WorkPackage

3.1. Implementation summary

3.2. Project Specific Objective

3.3. Communication objective(s) and target audience

3.4. Overall description of this Work Package and responsibilities

3.5. Investments List

3.6. Result Indicators

3.7. Activities List

WP1 Work Package 1

3.7.1. N°

3.7.2. Title

3.7.3. Start Period

3.7.4. End Period

3.7.5. Activity Description

3.7.6. Deliverables

3.7.7. Indicator

Save Changes

Save Activity

Section 4 Partnership

Project Proposals > In Progress > Partnerships

Partnership

Lead Partner (LP) is automatically added. It is the "entity" associated to the user registration as explained above.

Partner Number	Entity Name	Partner Position	Country	Region	Legal Status	Actions
1		Lead partner	Ireland	Border, Midland and Western	Public body	Edit Delete

Showing 1 to 1 of 1 records

Partners' data must be edited

Project Proposals > Partnership > 1

4. Partner Number: 1, 4. Partner Position: Lead partner

4.1. Partner Information

4.1.1. Department, 4.1.2. Location, 4.1.3. Documentation, 4.1.1.1. Abbreviation

4.2. Contacts

4.2.1. Contact Person, 4.2.2. Legal Representative, 4.2.3. Financial manager

4.2.1.1. Name, 4.2.1.2. Email, 4.2.1.3. Phone, 4.2.1.4. Address, 4.2.1.5. Post Code, 4.2.1.6. Country, 4.2.1.7. City

4.1 and 4.2 sections have 3 tabs to be completed. Some information is already uploaded according to the "entity" registration

4.6. Partner co-financing

4.6.1. Total Eligible Budget: € 0.00, 4.6.2. Total Costs: € 0.00

4.6.3. Funding amount (ERDF): % of Total: 0.00 %, 4.6.4. Partner contribution: % of Total: 0.00 %, 4.6.5. Other Fundings

Part of Budget spent outside Programme Area

4.6.6. Budget: % of Total: 0.00 %

4.6.7. Origin of co-financing of the partner's contribution

4.6.8. Origin of other fundings

All sources of co-financing must be detailed

"Other fundings" are not part of the "eligible budget"

If there is no external funding, add the total amount of partner contribution

Any external funding of partner contribution must be reported here

4.7. Partner budget per budget line and year

4.7.1. Total Eligible Budget: € 0.00

4.7.2. Staff Costs - Calculation Method: Select an option

4.7.3. Preparation costs

2022: 0.00, 0.00 %

4.7.4. Staff costs

2022: 0.00, 0.00 %

2023: 0.00, 0.00 %

Total: 0.00 €

4.7.5. Office and administrative expenditure

2022: 0.00, 0.00 %

2023: 0.00, 0.00 %

Total: 0.00 €

4.7.6. Travel and accommodation costs

2022: 0.00, 0.00 %

2023: 0.00, 0.00 %

Total: 0.00 €

Choose the calculation method. Flat rate or simplified costs will be calculated by the system

Preparation costs: lump sum of € 17 480 total amount, € 13 110 ERDF Compulsory for all projects, can be shared between all project partners in proportion to their participation in the preparation of the proposal

4.7.7. External expertise and services costs

2022 0.00 0.00 %

Description

EN

Enter text

Award procedure

EN

Enter text

4.7.8. Equipment costs

2022 0.00 0.00 %

Description

EN

Enter text

4.7.9. Infrastructures and works costs

2022 0.00 0.00 %

Description

EN

Enter text

For each project year, you must add budget lines amounts, description and award procedure. Note: this is partner budget and not project budget.

Add Partner

Name

TaxNumber

Country

Select an option

Search

Abbreviation	Name	Department	Tax Number	Country	Actions
No records.					

Show 10 records

Showing 0 to 0 of 0 records

< Previous

Next >

Cancel

Add Partner ->

All partners must be added through the "add partner" option. Lead partner must do a research in the entities database to add partners. Note: all partners must previously be registered.

Section 5 Project management and communication

Project management and communication

Save Changes

5.1. How will you coordinate and manage your project?

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

5.7. Project monitoring environment indicators

As referred in WP section, management and communication are embedded in the thematic work packages. In addition to the activities as described in the work plan, you need to foresee adequate provisions for project management, coordination and internal communication.

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Section 6 Documents

Project Proposals > In Progress > Documents

Documents

Project Documents

Search by document name: [Search] Document Type: [Select an option] Upload Date: [Filter]

Filter columns [Filter]

Name	Document Type	Username	Description	Upload Date	Actions
No records.					

Show 10 records Showing 0 to 0 of 0 records < Previous Next >

Partnership Documents

Search by document name: [Search] Document Type: [Select an option] Upload Date: [Filter]

Section 7 Versions history

Project Proposals > Versions History

Versions History

Timeline and status information of your application is available here.

2022

Created
13/10/2022

Hour	By	Status	Comments
09:52	[Blue Box]	Registered	

Check errors and submission

Project Proposals > In Progress > Project Identification

Check Errors

1.1. Project Info

1.2. Area of Intervention

1.3. Total Budget

Save Changes [Save] [Cancel]

The field Acronym is required in Project Identification

The field Title is required in Project Identification

The field Start Date is required in Project Identification

The field End Date is required in Project Identification

The field Type of Project is required in Project Identification

The field Project Summary needs to be filled in the English language in Project Identification

Check errors helps you to easily identify missing information. It is not possible to submit the application with "errors".

