

INTERREG ATLANTIC AREA PROGRAMME 2021-2027

Third Call for Proposals

How to complete 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.

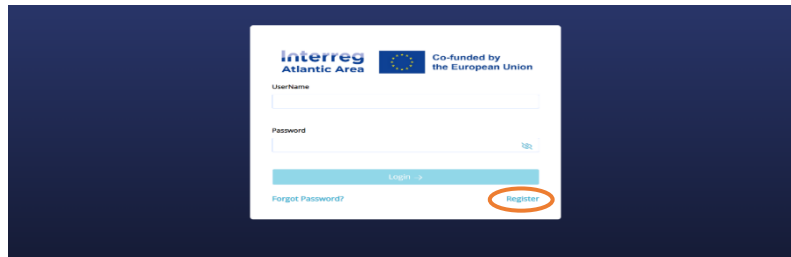
Note that for this new programming period, a new registration is required.

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



interreg Atlantic Area Co-funded by the European Union

UserName

Password

Login

Forgot Password?

Register



interreg Atlantic Area Co-funded by the European Union

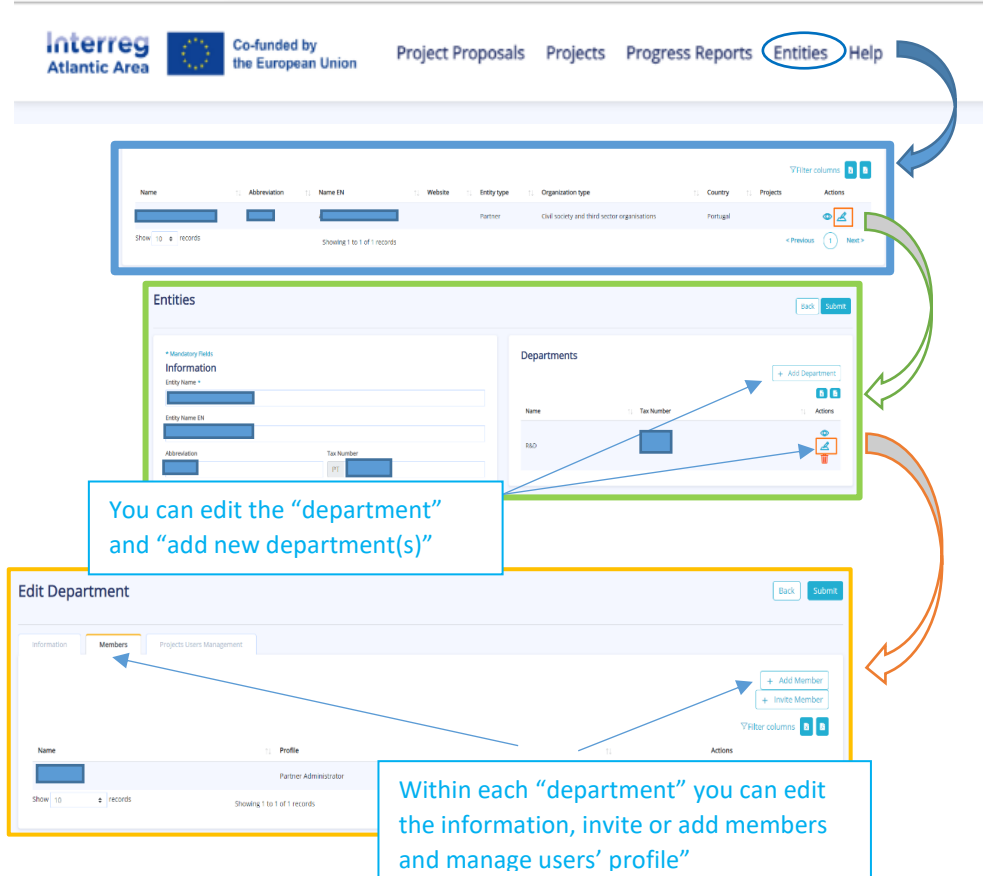
▼ User Information

▼ Entity Information

Fulfil the information required for the “user” and the “entity”

Back Register

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).



interreg Atlantic Area Co-funded by the European Union Project Proposals Projects Progress Reports Entities Help

Name Abbreviation Name EN Website Entity type Organization type Country Projects Actions

Show 10 records Showing 1 of 1 records

Entities

Mandatory Fields

Information

Entity Name

Entity Name EN

Abbreviation Tax Number

Departments

+ Add Department

Name Tax Number Actions

F50

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

Edit Department

Information Members Projects Users Management

+ Add Member + Invite Member

Name Profile Actions

Partner Administrator

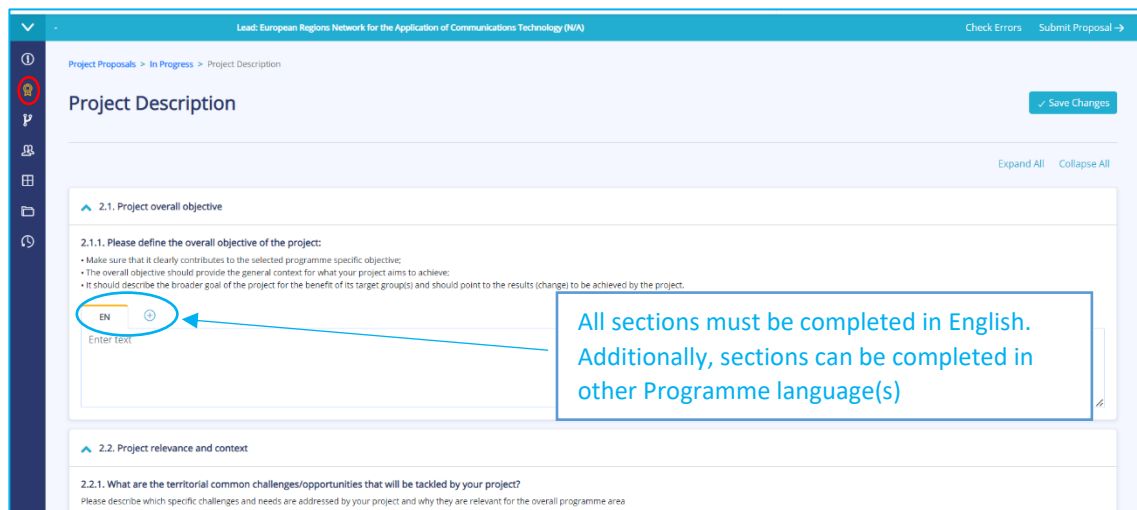
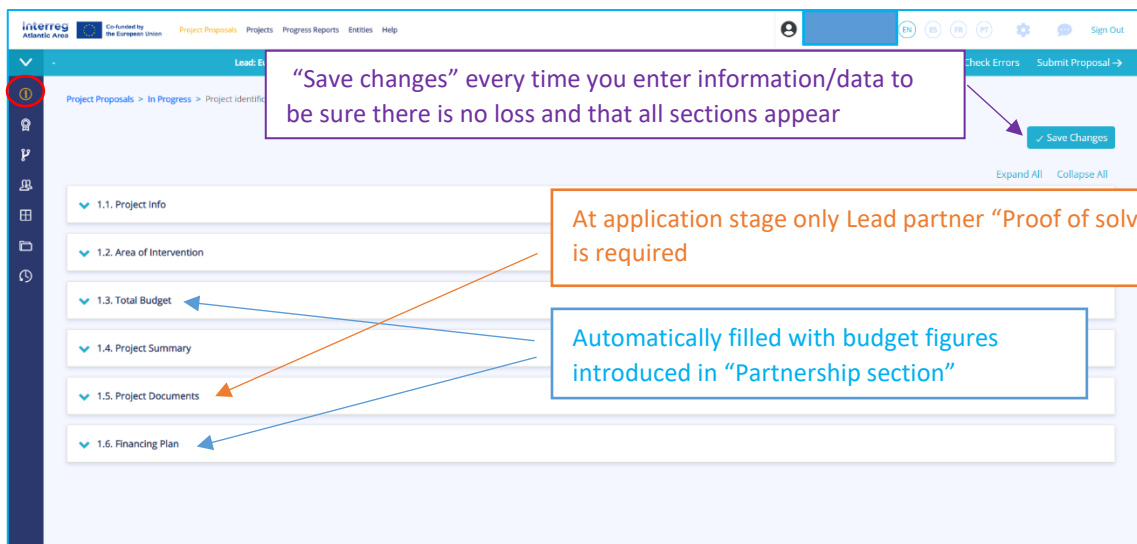
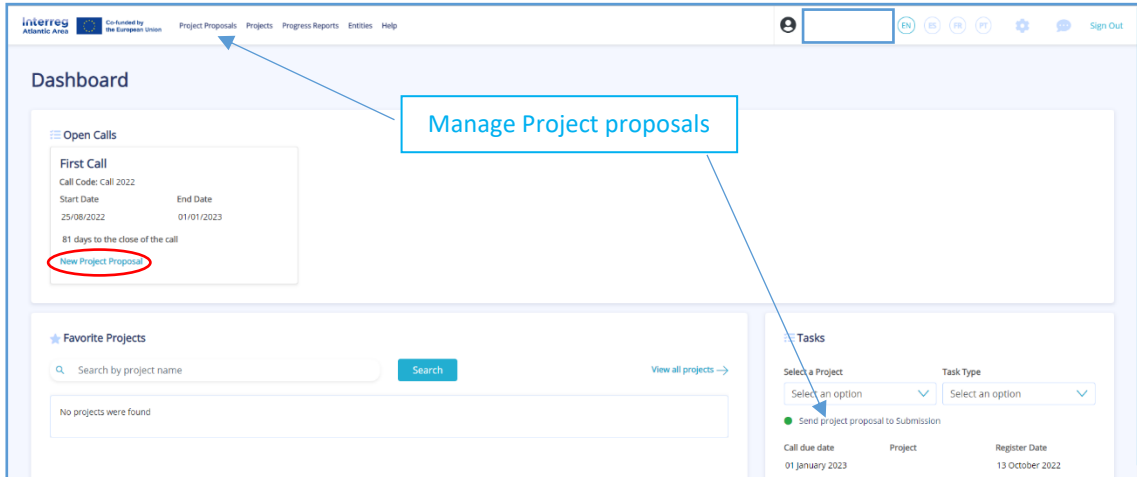
Show 10 records Showing 1 of 1 records

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.



Section 3 Workplan

Work Plan

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

#	Work Packages Type	Work Package Title	Actions
0	WP0 Preparation	Preparation	[Edit] [Delete]

Output Indicators

#	Description	Target	Measurement Unit
No records.			

Create WorkPackage

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

- 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

WP1 Work Package 1

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

- 3.5. Investments List
- 3.6. Result Indicators
- 3.7. Activities List

Create Activity

For each Activity, complete the required information and click on “save changes” – “3.7.7 Indicator” field will pop up

3.7.1. N°	3.7.2. Title	3.7.3. Start Period	3.7.4. End Period
0	Activity 1 WP1		

- 3.7.5. Activity Description
- 3.7.6. Deliverables

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	[Redacted]	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

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
 - 4.1.3.1. Abbreviation
- 4.2. Contacts
 - 4.2.1. Contact Person
 - 4.2.1.1. Name
 - 4.2.1.2. Email
 - 4.2.2. Legal Representative
 - 4.2.3. Financial manager
 - 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

- 4.3. Bank Account
- 4.4. Partner motivation and contribution
- 4.5. State Aid Information
- 4.6. Partner co-financing
- 4.7. Partner budget per budget line and year
- 4.8. Complementary Information

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	4.6.4. Partner contribution	% of Total	4.6.5. Other Fundings
	0.00 %		0.00 %	

Part of Budget spent outside Programme Area

4.6.6. Budget: 0.00 %

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

Source	Legal status of the contribution	Amount
[Redacted]	Public body	0.00

4.6.8. Origin of other fundings

Partners' budget must be introduced in sub-section 4.6 Partner co-financing

All sources of co-financing must be detailed

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

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

Year	Amount	% of Total
2022	0.00	0.00 %

4.7.4. Staff costs

Year	Amount	% of Total
2022	0.00	0.00 %
2023	0.00	0.00 %
Total	0.00 €	

4.7.5. Office and administrative expenditure

Year	Amount	% of Total
2022	0.00	0.00 %
2023	0.00	0.00 %
Total	0.00 €	

4.7.6. Travel and accommodation costs

Year	Amount	% of Total
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

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

Any external funding of partner contribution must be reported here

4.7.7. 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

All documents uploaded are compiled in this section. Other relevant documents can be uploaded here.

+ Add File(s)

Project Documents

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

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 []

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	[User]	Registered	

Check errors and submission

Project Proposals > In Progress > Project Identification

Check Errors

Save Changes

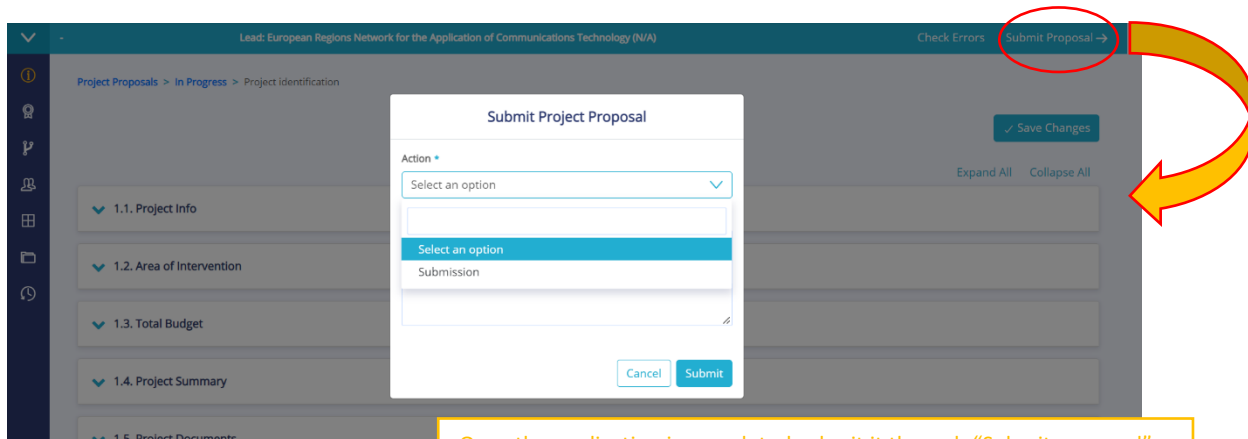
1.1. Project Info

1.2. Area of Intervention

1.3. Total Budget

- 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".



Once the application is completed submit it through "Submit proposal"