

Italy - Croatia CBC Programme 2014-2020

SIU Management and Monitoring System User Manual – “Application for Reimbursement” and “Final Reimbursement”

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INTRODUCTION

The submission of the Application for Reimbursement (called AfR hereafter in the manual) and the Final Reimbursement (FR), in the frame of Italy-Croatia CBC Programme through the SIU Management and Monitoring System, is fully digitized. For a complete de-materialization of the submission process it is suggested to use whenever possible the **digital signature**; if not, the Lead Partner (called LP hereafter in the manual) shall nevertheless register all data into SIU and the System will then generate the AfR Request Form that needs to be printed, signed and uploaded on the system. Likewise, all prescribed annexes must be uploaded (as electronic documents or scanned paper documents) in the system before the submission of the AfR.

This Manual contains key technical information on the operation and use of the system, aiming to support the users during the filling-in and submission process of the AfR. The Manual is intended to provide guidance to the LP through the whole process, from the generation of a new AfR to its final submission to the Managing Authority.

1) ACCESS to SIU

1.1) STEP 1 – ACCESS TO SIU

1.1.1 HOW TO ACCESS SIU

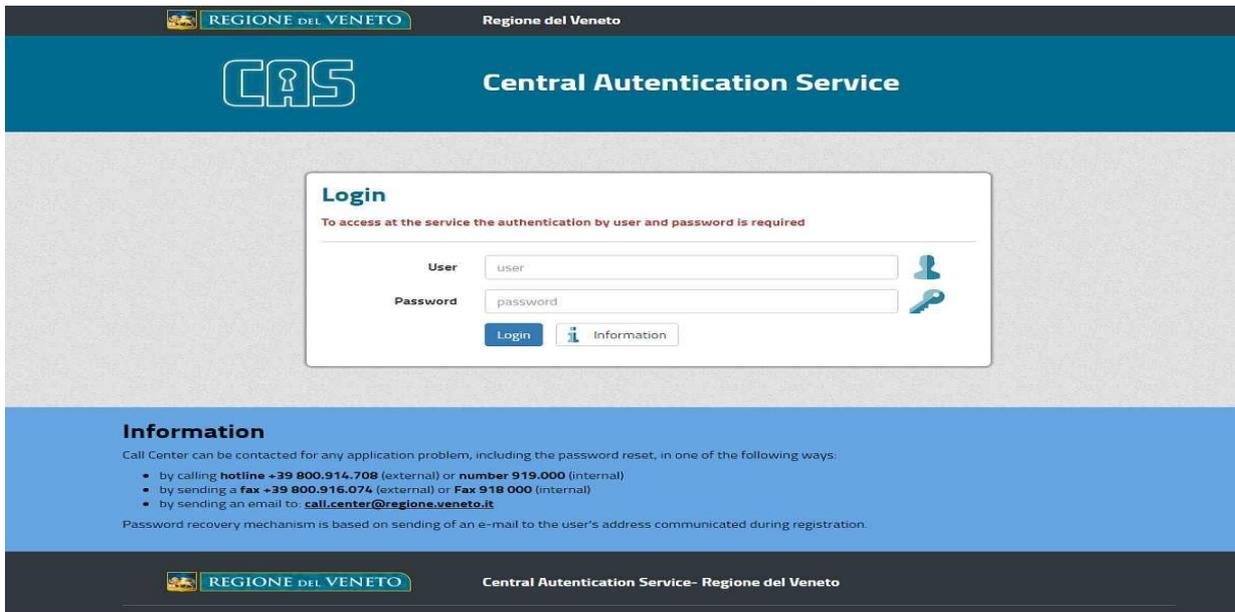
SIU is a web application accessible with by the recent versions of most common browsers (e.g.: Chrome, Firefox, Internet Explorer). It is advisable to use Chrome or Firefox.

SIU is available at the following link: <https://siu.regione.veneto.it/DomandePRU>

Users can also access SIU from the website of the Interreg V A Italy-Croatia Programme, on the following page <http://www.italy-croatia.eu/call-proposal/how-apply>

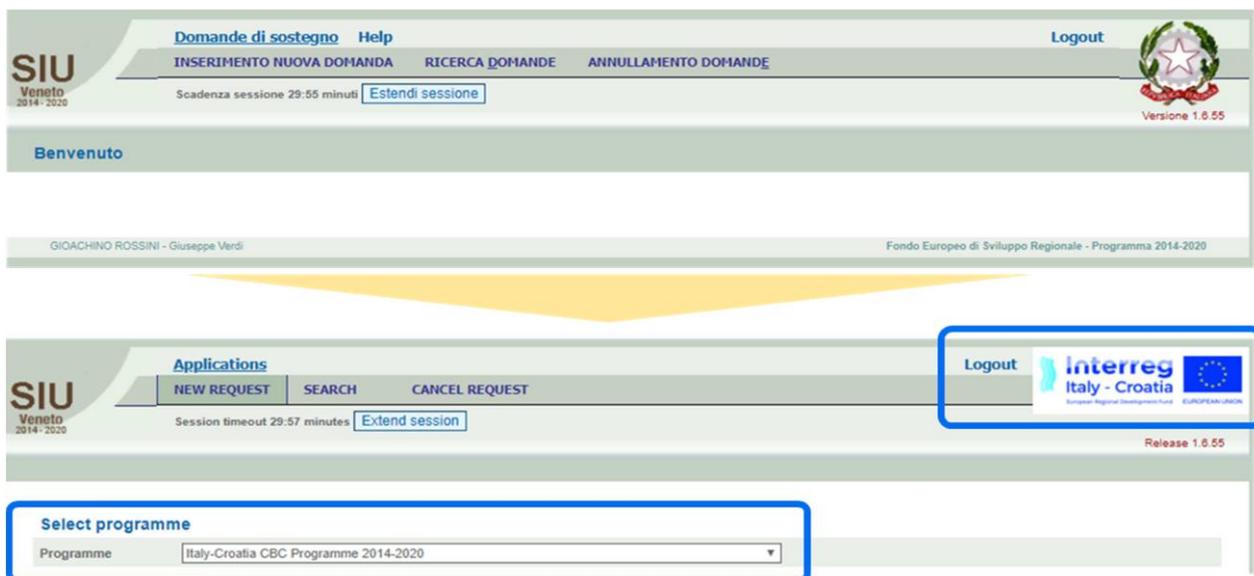
The user can log in SIU by inserting user ID and password in the System access page (see following preview). User ID must be typed in the specific box “User”.

Once the User has successfully logged in, SIU allows starting the AfR and FR processes.



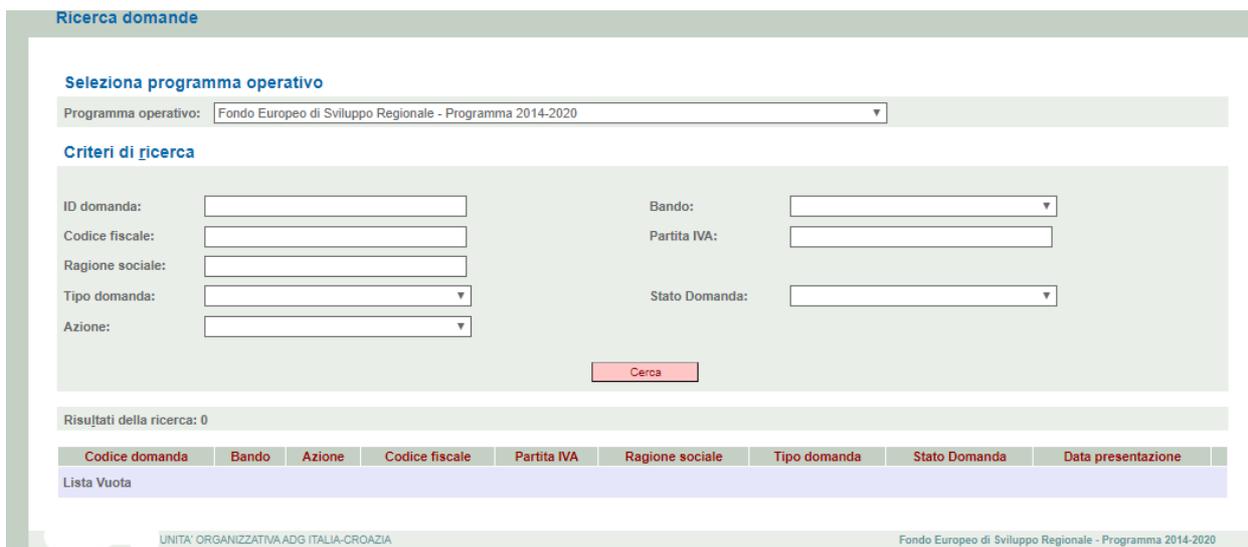
1.1.2 LANGUAGE SETTINGS

3 **PLEASE NOTE THAT** all SIU pages and functions dedicated to “Italy-Croatia CBC Programme 2014-2020” are in English language. However, depending on the browser settings, in some cases a first general mask shown in Italian language may ask to select on the specific Programme to deal with. In this case, once selected “Italy-Croatia CBC Programme 2014- 2020” and clicked the “Search” button, SIU pages will be automatically displayed in English.



1.1.3 ACCOUNT AND USER REFERENCES

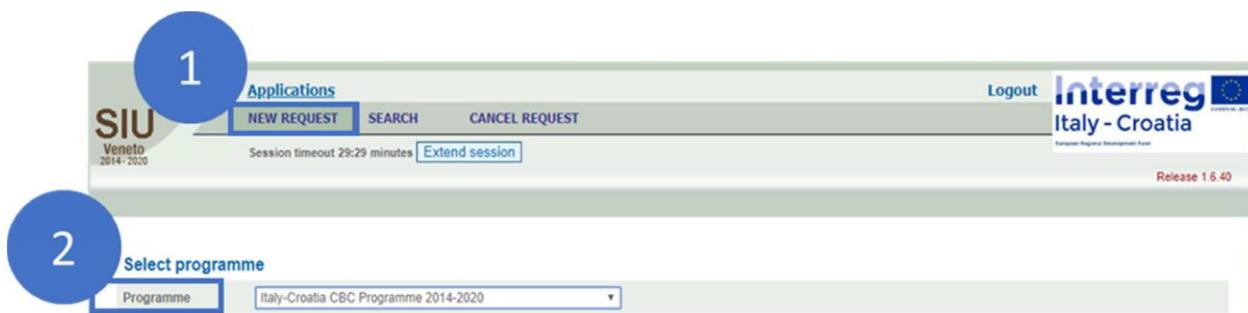
SIU tracks user's name and surname (Account reference) over each section in the lower-left part of the screen.



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1.2) STEP 2 – CREATION/RESEARCH OF THE AfR

The **LP** must access the function “New request” ¹ → “Programme” ², and then select the Programme “Italy-Croatia CBC Programme 2014-2020” under the section “Select programme”.



1.2.1 SELECTION OF THE CONCERNED LP

As the “Programme” has been selected, the SIU system provides a search engine by which the **LP** is enabled to search for the concerned organization.

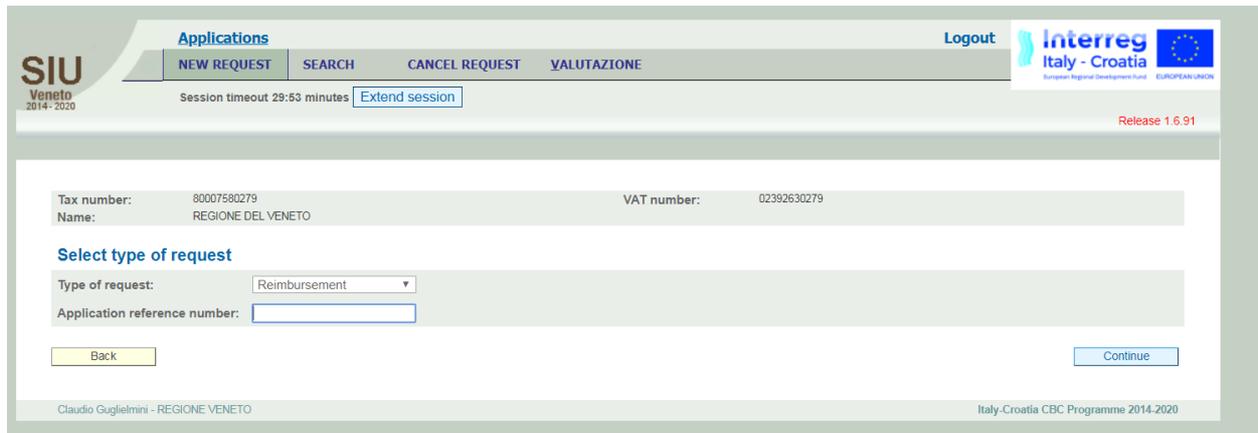
The **LP** should be able to input ONLY one of these three information (formerly provided with the Application Form):

- “Tax number” **1**;
- “Name” **2**;
- “VAT number” **3**.

- 5 The **LP** must point out which type of request she/he intends to insert in the System, selecting precisely the “Reimbursement” option. The LA will select the request type “**Final Reimbursement**” when should submit the last reimbursement request.

1.2.2 LINKING THE AfR TO THE RELATIVE AF

In order to link the AfR or the FR Request to the original or substitute Application ID of reference, the **LP** has to insert the Application reference number (i.e.: Application Form ID number) and click “Continue” button to generate the AfR or FR request related to the concerned project.



Then the SIU system will automatically create a new AfR under the status “In progress”.

2) SECTIONS TO BE FILLED-IN

User should complete the sections below indicated in the screenshot

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Sections

Sections	
A - APPLICATION DATA	View
B - LEAD PARTNER DATA	View
C - LEGAL REPRESENTATIVE	View
D - PERSON IN CHARGE OF SIGNATURE	View
E - PARTNERS	View

Section A needs just to be viewed and confirmed.

Section B needs to be filled-in only for the part related to the “Method of payment – Bank account details” and then to be confirmed.

Section C needs to be confirmed. If any change of Legal representative occurred after the submission of the progress Report, the change has to be inserted here.

Section D needs to be confirmed. If any change of Person in charge of signature occurred after the submission of the progress Report, the change has to be inserted here.

Section E needs to be filled-on only for the part related to the “Method of payment – Bank account details” and then to be confirmed.

If the LP needs to change its contact data displayed in Section B, he can do the change entering Section E – LP. The data will be saved also in the corresponding fields in Section B.

I - PROJECT	View
K - STATEMENTS	View
L - COMMITMENTS	View
M - ANNEXES	View
N - ERRORS	View

Section I needs just to be viewed and confirmed. Section K needs to be confirmed.

Section L needs to be confirmed.

Section M needs to be filled-in, inserting the needed annexes.

Section N needs to be checked after clicking on the button “check”, once the AfR has been completed and viewed.

R - REIMBURSEMENT REQUESTED	View
N - ERRORS	View

[Back](#)

[Print draft](#)
[Check](#)
[Delete](#)

Section R needs to be checked to verify that the Reimbursement requested by the Project is coherent with the relevant Progress Report submitted and the Advance payment received by the Project Partners. The advance received is compensated by the amount of eligible expenditure certified by each PP as indicated in Factsheet 6 p.10. Once the LP checks it, the Section needs to be confirmed.

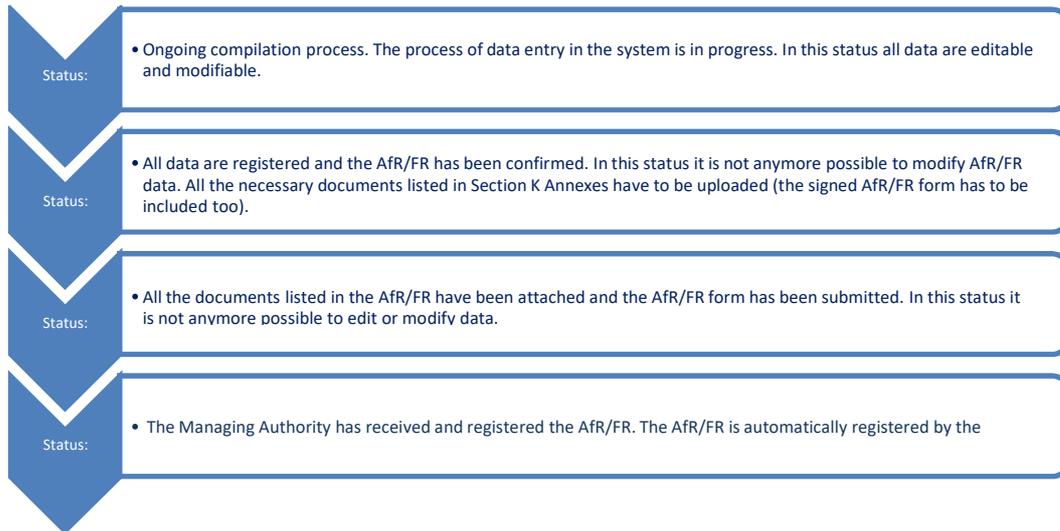
Project partner	Role/ Number	Country of PP/LP	Budget	Certified amount for Progress Report nr.1	Certified amount for Progress Report nr.2	Certified amount for Progress Report nr.3	Certified amount for Progress Report nr.4	Certified amount for Progress Report nr.5	Certified amount for Progress Report nr.6	Total amount of eligible expenditure certified by FLC
	LP	IT	513.845,00 €	11.330,43 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	11.330,43 €
	PP01	IT	391.425,00 €	14.517,13 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	14.517,13 €
	PP02	IT	290.390,00 €	15.395,91 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	15.395,91 €
	PP03	IT	375.252,50 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
	PP04	IT	247.440,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
	PP05	HR	267.600,00 €	783,79 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	783,79 €
	PP06	HR	259.305,00 €	19.175,89 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	19.175,89 €
	PP07	HR	259.995,00 €	12.388,67 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	12.388,67 €
	PP08	HR	281.453,00 €	31.508,78 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	31.508,78 €
	PP09	HR	349.525,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
	Total		3.242.230,50 €	105.098,60 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	105.098,60 €

Role/ Number	Country of PP/LP	Type of body	Total amount of eligible expenditure certified by FLC	ERDF requested	Italian FDR requested	Other contribution certified	Advance payment ERDF share paid by MA	Advance payment Italian FDR share paid by MA	Amount of ERDF already certified	Amount of Italian FDR already certified	Amount of ERDF to be reimbursed	Amount of Italian FDR to be reimbursed
LP	IT	Public	11.330,43 €	9.630,88 €	1.699,57 €	0,00 €	43.676,82 €	7.707,67 €	0,00 €	0,00 €	9.630,88 €	1.699,57 €
PP01	IT	Public	14.517,13 €	12.339,56 €	2.177,57 €	0,00 €	33.271,12 €	5.871,37 €	0,00 €	0,00 €	12.339,56 €	2.177,57 €
PP02	IT	Public	15.395,91 €	13.086,52 €	2.309,39 €	0,00 €	25.193,15 €	4.445,85 €	0,00 €	0,00 €	13.086,52 €	2.309,39 €
PP03	IT	Public	0,00 €	0,00 €	0,00 €	0,00 €	31.899,46 €	5.628,78 €	0,00 €	0,00 €	0,00 €	0,00 €
PP04	IT	Public	0,00 €	0,00 €	0,00 €	0,00 €	21.032,40 €	3.711,60 €	0,00 €	0,00 €	0,00 €	0,00 €
PP05	HR	Public	783,79 €	866,22 €	0,00 €	117,57 €	22.746,00 €	0,00 €	0,00 €	0,00 €	866,22 €	0,00 €
PP06	HR	Public	19.175,89 €	16.299,50 €	0,00 €	2.876,39 €	22.040,92 €	0,00 €	0,00 €	0,00 €	16.299,50 €	0,00 €
PP07	HR	Public	12.388,67 €	10.528,86 €	0,00 €	1.858,01 €	22.099,57 €	0,00 €	0,00 €	0,00 €	10.528,86 €	0,00 €
PP08	HR	Public	31.508,78 €	26.782,46 €	0,00 €	4.726,32 €	23.923,50 €	0,00 €	0,00 €	0,00 €	26.782,46 €	0,00 €
PP09	HR	Public	0,00 €	0,00 €	0,00 €	0,00 €	29.709,62 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
	Total		105.098,60 €	89.333,78 €	6.186,53 €	9.578,29 €	275.589,56 €	27.365,27 €	0,00 €	0,00 €	89.333,78 €	6.186,53 €

At the top of the image, PPs can find the certified amounts in the different Progress Reports and in the last column, the sum of the eligible expenditures certified by FLC in the Progress Reports. The second part of the image reports in the last two columns the amounts of ERDF and Italian FDR to be reimbursed. The amount is calculated as the difference between the total amounts requested indicated and the amounts already certified.

3) APPLICATION FOR REIMBURSEMENT STATUS

During the generation and submission phase, the Report will take different status (see the figure below):



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In the following paragraphs of the Manual, the functioning of the System is outlined, and it is also explained how to:

- Fill-in the AfR or the FR request and the activities that must be performed
- Submit the AfR or the FR request.

4) ANNEXES TO BE UPLOADED

The types of attachments for the "Section K -Annexes" are the following:

- Person in charge of Signature (document attesting the power of signature of the signatory);
- Valid identity document (e.g. identity card, passport) if the signature of the AfR or the FR is not electronic;
- Application for Reimbursement form;

The Application for Reimbursement can be downloaded in a .pdf file format. Once downloaded, the Legal Representative or, if applicable, the Person in Charge of Signature must sign the AfR or the FR. In case of hand-written signature, the ID of the signatory person shall be uploaded.

For further details, please refer to the digital signature Manual.

5) MAIN RECOMMENDATIONS

Save regularly in order not to lose data. In some cases, the system will save data only once the whole section has been duly filled-in.

The AfR and the FR are composed by a set of Sections that must be filled-in to enable the submission. The Sections that ask only for visualization must also be viewed and confirmed with the button “Confirm”.

The message “Done” appears in the System to confirm a given action of the user (such as to confirm the saving of inserted data after having pressed “Save” button).

6) FOR INFORMATION AND SUPPORT

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