

# STRATEGIC CALL INFODAY

## Technical indications for e-application presentation on SIU

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Interreg V-A Italy-Croatia Managing Authority

Infoday | Split 17<sup>th</sup> October 2019

# APPLICATION PROCEDURE

The Veneto Region in the role of Managing Authority identified SIU as the system for the submission, management and monitoring of the project proposals.

A two-step procedure shall be followed:

## 1. CREATION OF AN USER ACCOUNT

The first step is to apply for the accreditation to the information system of the Veneto Region. The user account and the password can be requested by **Lead Applicants** on the Information System Users Management - **GUSI**.

## 2. PRESENTATION OF THE APPLICATION FORM

The **Lead Applicants** can access to the SIU with the new username and password.

# HELPFUL DOCUMENTS FOR THE GUSI

The Programme provide an important document to support Lead Applicants:

## The GUSI Applicant Manual

And also...

the GUSI Video Tutorial



<https://www.italy-croatia.eu/strategic-calls>

# ACCREDITATION PROCEDURE

<https://www.italy-croatia.eu/siu-how-to-start->

- GUSI automatically manages user registration to obtain accreditation to access the SIU

## *Request for access to services*

I, the undersigned	<input type="text"/>	<input type="text"/>
	(last name*)	(first name*)
Italian tax number	<input type="text"/>	<input type="text"/>
		(tax number*)
Acting as	<input type="text" value="LEGAL REPRESENTATIVE/ PERSON IN CHARGE OF ACTING ON BEHALF OF THE B"/>	
Italian tax number	<input type="text"/>	
	<input type="text"/>	<input type="text"/>
	(body tax number *)	(body name*)
	<input type="text"/>	<input type="text"/>
	(body vat number)	(body address*)
	<input type="text"/>	<input type="text"/>
	(zip code*)	(body municipality*)
		<input type="text"/>
		(province/ county/ district*)
	<input type="text"/>	<input type="text"/>
	(certified e-mail address*)	(phone number)
	<input type="text"/>	<input type="text"/>
	(e-mail address)	(mobile phone)

# ACCREDITATION PROCEDURE

<https://www.italy-croatia.eu/siu-how-to-start->

After filling the main page and the page of the users, after reading the privacy rules and after confirming the request, in order to submit definitively the request for accreditation, the last step is the download of the request in '.pdf' file format.

• Download the request to be signed

• Upload the attachments

• Delete request

• Submit signed request

Download the request

Annexes

Delete the request

Submit the request

Before submitting the request, please read carefully Privacy information.

Read privacy info

The file generated by the application in '.pdf' format has to be duly signed **and finally the request should be submitted.**

# ACCREDITATION PROCEDURE

Two different ways are available to sign a registration requests on GUSI:

1. Digital signature (immediate automatic response, once submitted)
2. The scanned original signature accompanied by a copy of the Identity Document of the signatory person (a manual validation passage is needed)

## REQUEST

The assignment of a user profile for the submission of applications in the framework of Italy-Croatia CBC Programme.

SIU Services are provided by:

Services Area:	ITALY-CROATIA CBC PROGRAMME 2014-2020
Request recipient:	MANAGING AUTHORITY OF THE 2014-2020 ITALY-CROATIA PROGRAMME

Your request has been registered with the number 65289 and it is **confirmed**.

Now:

- If you **have** digital signature, **download** the request form by saving the PDF file without opening it or rename it, sign the file just downloaded and upload it digitally signed.
- If you **don't have** digital signature, download the request form, print it, sign it and upload it together with your Identity Document (ID card, passport).

Finally **read the Legal Regulation on Privacy** and submit the request.

• Download the request to be signed

• Upload the attachments

• Delete request

• Submit signed request

Download the request

Annexes

Delete the request

Submit the request

Before submitting the request, please read carefully Privacy information.

Read privacy info

# ACCREDITATION PROCEDURE

## IMPORTANT NOTE:

In case the potential Lead Applicant organization's user is already accredited to the GUSI **in the role of the Lead Applicant**, it is **not** necessary to request **again** the accreditation for the Strategic calls for proposal application.

On the other hand, the potential Lead Applicant organization's user who has already got PP's login credentials to SIU must start the "**Registration for new users**" procedure anyway. Once done that and once received an email from [it-hr.siusupport@regione.veneot.it](mailto:it-hr.siusupport@regione.veneot.it), the user can apply on the SIU System with own credentials (the same used for the PP access).

# MONITORING AND INFORMATION SYSTEM (SIU)

- SIU is the online system for the submission and management of project proposals
- Once the credentials have been obtained only potential LPs can access **Management and Monitoring system - SIU** to draft and submit the application.

<https://www.italy-croatia.eu/siu-how-to-start->



# HELPFUL DOCUMENTS

The Programme provides four documents to support Lead Applicants:

1. The **Factsheet nr. 4 – “Project Application”** with indications about all the fields requested in SIU
2. The **off-line Application Form** in Word version, helpful to gather the relevant information from Partners and also to prepare the texts before inserting them on the SIU
3. The **Budget tool** – an Excel file where LA could insert the project budget
4. The **SIU Applicant Manual** with the aim to provide technical details related to the submission of proposals

<https://www.italy-croatia.eu/strategic-calls>

# THE CREATION OF AN APPLICATION REQUEST

**Only Lead Applicants can access the SIU system** in order to fill in the Application Form and submit it.

The screenshot shows the SIU Veneto 2014-2020 web application interface. The top navigation bar includes links for Applications, NEW REQUEST, SEARCH, CANCEL REQUEST, VARIAZIONI PROGETTUALI, and VALUTAZIONE. A session timeout notice indicates 29:51 minutes remaining, with an 'Extend session' button. The Interreg Italy - Croatia logo and the European Union flag are also present. The main content area is titled 'Select programme' and features a dropdown menu set to 'Italy-Croatia CBC Programme 2014-2020'. Below this, the 'Search criteria' section is for 'Lead applicant' and includes input fields for 'Tax number', 'VAT number', and 'Name'. A 'Search' button is located at the bottom of this section. The results area shows 'Results: 0' and a table with columns for 'Tax number', 'VAT number', and 'Name'. The table currently displays 'No results'. The footer of the page identifies the user as 'Nicola Calenda - REGIONE VENETO' and the programme as 'Italy-Croatia CBC Programme 2014-2020'.

**SIU Veneto 2014-2020**

**Applications** Logout

**NEW REQUEST** **SEARCH** **CANCEL REQUEST** **VARIAZIONI PROGETTUALI** **VALUTAZIONE**

Session timeout 29:51 minutes [Extend session](#)

Release 1.8.13

**Select programme**

Programme: Italy-Croatia CBC Programme 2014-2020

**Search criteria**

Lead applicant

Tax number:  VAT number:

Name:

[Search](#)

Results: 0

Tax number	VAT number	Name
No results		

Nicola Calenda - REGIONE VENETO Italy-Croatia CBC Programme 2014-2020

# THE CREATION OF AN APPLICATION REQUEST

There are four sample steps to create an application request

**SIU Veneto**  
2014-2020

**Applications**  
NEW REQUEST SEARCH DELETE REQUEST

Session timeout 29:50 minutes [Extend session](#)

**Logout** **Interreg Italy - Croatia**  
European Regional Development Fund

Release 1.5.8

**Select programme**

Programme

**Search criteria**

Lead applicant

Tax number:

Name:

VAT number:

[Search](#)

Results: 0

Tax number	VAT number	Name
No results		

Marianda Bianchini - REGIONE VENETO

Italy-Croatia CBC Programme 2014-2020

# THE CREATION OF AN APPLICATION REQUEST

**SIU**  
Veneto  
2014-2020

[Applications](#)  
[NEW REQUEST](#) [SEARCH](#) [DELETE REQUEST](#)  
Session timeout 29:37 minutes [Extend session](#)

[Logout](#)  
**Interreg**  
Italy - Croatia  
European Regional Development Fund

Release 1.5.8

**Select programme**  
Programme

**Search criteria**  
Lead applicant  
Tax number:  VAT number:   
Name:

**Results: 1**

Tax number	VAT number	Name	
PRCGPP52P03M089M	03415540248	TREE LIFE STUDIO	<input type="button" value="New request"/>

Marilanda Bianchini - REGIONE VENETO

Italy-Croatia CBC Programme 2014-2020

The second step is  
clicking on New  
request



# THE CREATION OF AN APPLICATION REQUEST

**Step 3:** selection of “APPLICATION” as type of request

SIU Veneto 2014-2020

Applications Help Logout

NEW REQUEST SEARCH DELETE REQUEST

Session timeout 29:57 minutes [Extend session](#)

Interreg Italy - Croatia  
European Regional Development Fund  
Release 1.5.5

Tax number:  VAT number:

Name:

Select type of request

Type of request:

[Back](#) [Continue](#)

**Step 4:** selection of the Programme priority axis

New application: Priority axis

Priority axis:

[Back](#) [Continue](#)

- 4 - Maritime transport
- 1 - Blue innovation
- 2 - Safety and resilience
- 3 - Environment and cultural heritage
- 4 - Maritime transport

# THE SECTIONS OF APPLICATION REQUEST

The Sections of the Application **have to be filled-in in sequence** by starting from “Section A - Application data”.

## Main recommendations:

- ✓ Save regularly in order not to lose data;
- ✓ In some cases the system saves data only if the whole section has been duly filled-in.
- ✓ At any time you can start the Check
- ✓ At any time you can download and view the draft of the Application Form

### Sections

	Sections	Confirmed	
→	A - APPLICATION DATA	✓	<a href="#">Update</a>
	B - LEAD APPLICANT DATA	✓	<a href="#">Update</a>
	C - LEGAL REPRESENTATIVE	✓	<a href="#">Update</a>
	D - PERSON IN CHARGE OF SIGNATURE	✓	<a href="#">Update</a>
	E - PARTNERS	✓	<a href="#">Update</a>
	F - PROJECT KEY DATA	✓	<a href="#">Update</a>
	G - COMMUNICATION APPROACH	✓	<a href="#">Update</a>
→	H - BUDGET GENERAL INFORMATION	✓	<a href="#">Update</a>
→	I - PROJECT	✓	<a href="#">Update</a>
→	J - FINANCIAL PLAN	✓	<a href="#">Update</a>
	K - STATEMENTS	✓	<a href="#">Update</a>
	L - COMMITMENTS	✓	<a href="#">Update</a>
→	M - ANNEXES	✓	<a href="#">Update</a>
		Viewed	
→	N - ERRORS	✓	<a href="#">View</a>

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

# SECTION A – APPLICATION DATA

In section A, the Lead Applicant has to fill-in only the strategic theme, which once confirmed cannot be modified

The choice of the strategic theme is very important because it conditions the whole configuration of the application request, such as the statements and the commitments

Application ID	10169806 (INTERREG VA ITHR)
Lead applicant name	
Tax number	07926631008
Project acronym	

  

**A - Application data**Sections

Submission date:	<input type="text"/>
Registration number:	<input type="text"/>
Registration date:	<input type="text"/>
Type of request:	APPLICATION
Priority axis:	1 - BLUE INNOVATION
Specific objective (*):	-
Strategic themes (*):	<div><div></div><div></div></div>
Addressed authority:	1.1.1 - Blue technology

(\*) compulsory field

BackConfirm (Save)

# SECTION H – BUDGET GENERAL INFORMATION

## Section H – Budget general information

This Section is designed to gather important information on the Project's budget, therefore this page has to be filled-in before starting to build the budget.

### H - Budget general information

Sections

Warning! Save data before changing page.

Does the project opt for staff simplified cost option? (\*)

Yes

Does the project require office and administration costs? (15% of staff costs)? (\*)

Yes

Does the project include small scale infrastructures? (\*)

Yes

Remember to provide small scale infrastructures details after completion of section I-PROJECT

Evidence of net revenue (\*)

Yes

Remember to provide net revenues details after completion of section I-PROJECT

Activities outside the programme area (\*)

Yes

Activities description (\*)

Total ERDF amount estimated (\*)

The amount inserted here shall be also reported in the budget

(\*) compulsory field

Warning! Save data before changing page.

Back

Infrastructures list

Net revenues

Save



# SECTION I – PROJECT

The Lead Applicants **should start** completing the Locations box, then the Workplan, the Budget and finally the macro activities section in order to complete the whole Project Section.

Project acronym change free

I - Project Sections

Results: 1

The total amount and the relevant ERDF share displayed here do not take into account potential net revenues. For net revenues details check Section "Budget general information"

	Total amount	ERDF cofinancing rate (%)	ERDF amount	Project locations	Project workplan	Project budget	Macro activities
<input type="checkbox"/>	1.075.650,00 €	85,00	914.302,50 €	<a href="#">Update</a>	<a href="#">Update</a>	<a href="#">Update</a>	<a href="#">Update</a>
	1.075.650,00 €		914.302,50 €				

[Confirm \(Save\)](#) [Delete](#)

[Back](#)

[See workplan by WP](#) [See workplan by partner](#) [CSV Export](#)

Nicola Calenda - REGIONE VENETO

Italy-Croatia CBC Programme 2014-2020

Summary tables

# SECTION I – WORKPLAN

In order to fill-in the Workplan LPs should add the WPs and the relative activities of own project.

**Work package list**

Sections

WP code	Title	Budget	WP details	Activities
WP0	Developing guidelines at transnational level for translating data and forecasts into early warning and intervention procedures	15.000,00 €	<a href="#">Update</a>	<a href="#">Activities list</a>
WP1	Coordination	27.851,00 €	<a href="#">Update</a>	<a href="#">Activities list</a>
WP2	Communication and Dissemination	2.290.892,00 €	<a href="#">Update</a>	<a href="#">Activities list</a>
WP3	Start up activities	33.485,00 €	<a href="#">Update</a>	<a href="#">Activities list</a>
WP4	Crossborder Project Management and Coordination	394.475,00 €	<a href="#">Update</a>	<a href="#">Activities list</a>
		2.761.703,00 €		

[Back](#)[Add](#)

**Work package details**

Sections

Warning! Save data before changing page.

Work package number (\*):

Title (\*):

Description: (\*):

WP expected outputs:

Durability of WP outputs:

Transferability of WP outputs:

Responsible partner (\*):

[Back](#)[Activities list](#)[Delete](#)[Save](#)

# SECTION I – PROJECT BUDGET

The LA should associate the amount of the budget lines to the activities and to the partners in order to create the project budget.

The associated partner must not have own budget.

Total amount: 10.000,00 ERDF cofinancing rate (%): 85,00 ERDF amount: 8.500,00

Budget lines by partner: All

**Project budget** Sections

Results: 3

	Budget line	Total amount	Link to partner and Activity
1	Preparation costs	5000,00 €	COMUNE DI SELVAZZANO DENTRO 0.1 - Preparation of the proposal
2	Preparation costs	5000,00 €	TREE LIFE STUDIO 0.1 - Preparation of the proposal
3	Staff	10000 €	TREE LIFE STUDIO 1.1 - Administrative management
	<b>PROJECT BUDGET</b>	<b>10.000,00 €</b>	

1 RECORD

Budget line dropdown menu options:  
 Preparation costs  
 Staff  
 External expertise and services  
 Small scale infrastructures and construction works  
 Travel and accommodation  
 Equipment

There are four sample steps to associate the budget amounts:

1. Adding new records (one or more)
2. Selecting the budget line
3. Filling-in the amounts
4. Selecting the partner and the activity

# SECTION I – MACRO ACTIVITIES

Finally, the LA has to fill in the macro activities section describing the compulsory macro activities and linking them to the WPs

**Macro activities**

Sections

Results:7

<b>Cod. macro activity</b>	3.2.1.1	<b>Title macro activity</b>	Enhance monitoring/modeling activities for inland/coastal/marine environment, fostering existing modeling capacity at Mediterranean sea/Europe level
<b>Description</b>	1) enhance monitoring and modeling activities for inland/coastal and marine environment, also fostering existing modeling capacity at Mediterranean sea level (e.g. Mediterranean Operational Network for the Global Ocean Observing System - MONGOOS network) and European level (e.g. Copernicus Marine Service).		
<b>Project workplan</b>	WP1 - WP1		
<b>Description</b>	<div>DESCRIPTION</div>		

<b>Cod. macro activity</b>	3.2.1.2	<b>Title macro activity</b>	Pilot restoration actions for restoring ecosystems and protect endangered species.
<b>Description</b>	2) Pilot restoration actions for restoring ecosystems and protect endangered species.		
<b>Project workplan</b>	WP1 - WP1		
<b>Description</b>	<div>DESCRIPTION</div>		

# SECTION I – SUMMARY TABLES

The following summaries are available in this Section I - Project:

[See workplan by WP](#)

[See workplan by partner](#)

[CSV Export](#)

- ✓ **See Workplan by Partner:** it allows an overview of the budget and involved Partners with details of each partner's budget;
- ✓ **See Workplan by WP:** it allows an overview of the budget and WPs with the details of each activity;
- ✓ **CSV Export:** it allows exporting in CSV format the budget included in the Section. The CSV format can be saved or opened with "Excel".

# SECTION J – FINANCIAL PLAN

In the financial plan, the LA should report the forecast budgets for all the six-month periods and associate them to the relative partner and work package.

It is important that the totals per Partner and per WP are equal in Section I – Project and in Section J Financial Plan

## J - Financial Plan

Sections

Results: 8

		Reporting period	Total amount	Link to partner and WP	
<input type="checkbox"/>	1	January - June 2020	200000,00 €	ISTITUTO PER LE TECNOLOGIE DELLA	1 - WP1
<input type="checkbox"/>	2	July - December 2020	100000,00 €	AUTORITA' DI SISTEMA PORTUALE DEL	3 - WP3
<input type="checkbox"/>	3	January - June 2021	80000,00 €	UNIVERSITA' IUAV DI VENEZIA	1 - WP1
<input type="checkbox"/>	4	July - December 2021	100000,00 €	RAZVOJNA AGENCIJA GRADA DUBROV	1 - WP1
<input type="checkbox"/>	5	January - June 2022	100000,00 €	LUŽKA UPRAVA ZADAR	1 - WP1
<input type="checkbox"/>	6	July - December 2022	100000,00 €	RERA SD - JAVNA USTANOVA RERA SD	2 - WP2
<input type="checkbox"/>	7	January - June 2020	100000,00 €	LUŽKA UPRAVA ZADAR	2 - WP2
<input type="checkbox"/>	8	January - June 2020	20000,00 €	UNIVERSITA' IUAV DI VENEZIA	0 - WP0
		<b>Total</b>	<b>800.000,00 €</b>		

Confirm (Save)

Delete

Add

1 RECORD

Back

See workplan by WP

See workplan by partner

# SECTION M – ANNEXES

- 1 . Before the confirmation, LA could click on “Add annex” Select the type of annexes and fill in the number of files that he/she wants to upload;
2. LA could upload the declared files clicking on “Upload” button;

## M - Annexes

[Sections](#)

Results: 4

On this page, it is possible to perform the upload of files of all annexes already specified, with the exception of the Present application/request Form. After the confirmation, the Form will be downloaded from the SIU, signed (digitally or manually) and uploaded in the system.

	Description	Number	Notes	
1	Present application/request form	1		<a href="#">View</a>
2	Power of signature or delegation	1	ssssssssssssssssssssss	<a href="#">Update</a>
3	Project Partner declaration	1	ssssssssssssssssssssss	<a href="#">Update</a>
4	Lead Applicant declaration	1	ssssssssssssssssssssss	<a href="#">Update</a>

[Back](#)[Add annex](#)[Upload](#)[Confirm](#)



# CHECK AND SECTION N - ERRORS

It is always possible to check the application and view the N – Errors section.

The applicant can use it as a guide for completing the request .

The check is obviously mandatory before confirming the application.

	Code	Description	Consequence
1	H025	I - PROJECT - PROJECT BUDGET: THE BUDGET OF IS NOT INSERTED IN THE PROJECT BUDGET	Block
2	H026	F - PROJECT KEY DATA - TARGET GROUPS: INSERT AT LEAST ONE VALUE	Block
3	H027	F - PROJECT KEY DATA - PROGRAMME OUTPUT INDICATORS: INSERT AT LEAST ONE VALUE	Block
4	H028	G - COMMUNICATION APPROACH: INSERT AT LEAST ONE VALUE	Block
5	H032	E - PARTNERS: INSERT AT LEAST 3 IT AND 3 HR PARTNER	Block
6	H033	E - PARTNERS: IT IS COMPULSORY TO INCLUDE AT LEAST 6 PARTNERS	Block
7	H038	EN_I - PROJECT -> PROJECT LOCATIONS: NO MAIN LOCATION HAS BEEN SELECTED	Warning
8	H039	I - PROJECT -> PROJECT WORKPLAN: THE PROJECT MUST INCLUDE AT LEAST 3 WP	Block
9	H054	EN_B - LEAD APPLICANT DATA: IF LA IS ITALIAN, THE COUNTRY MUST BE ITALY	Block
10	H065	LP'S LEGAL SEAT MUST BE INSIDE COOPERATION AREA OR THE CHECKBOX "ASSIMILATED PARTNER" MUST BE SELECTED IN OTHER DATA	Block
11	H067	LP'S DEPARTMENT MUST BE INSIDE COOPERATION AREA	Warning
12	H069	EVERY MACRO ACTIVITY FOR THE STRATEGIC THEME MUST BE PRESENT	Block
13	SU16	THE APPLICATION CAN NOT BE SUBMITTED BECAUSE M - ANNEXES SECTIONS HAVE NOT BEEN VIEWED CORRECTLY	Block
14	SU16	THE APPLICATION CAN NOT BE SUBMITTED BECAUSE H - BUDGET GENERAL INFORMATION SECTIONS HAVE NOT BEEN VIEWED CORRECTLY	Block
15	SU16	THE APPLICATION CAN NOT BE SUBMITTED BECAUSE K - STATEMENTS SECTIONS HAVE NOT BEEN VIEWED CORRECTLY	Block
16	SU16	THE APPLICATION CAN NOT BE SUBMITTED BECAUSE J - FINANCIAL PLAN SECTIONS HAVE NOT BEEN VIEWED CORRECTLY	Block
17	SU16	THE APPLICATION CAN NOT BE SUBMITTED BECAUSE D - PERSON IN CHARGE OF SIGNATURE SECTIONS HAVE NOT BEEN VIEWED CORRECTLY	Block
18	SU16	THE APPLICATION CAN NOT BE SUBMITTED BECAUSE L - COMMITMENTS SECTIONS HAVE NOT BEEN VIEWED CORRECTLY	Block
19	SU16	THE APPLICATION CAN NOT BE SUBMITTED BECAUSE I - PROJECT SECTIONS HAVE NOT BEEN VIEWED CORRECTLY	Block
20	SU16	THE APPLICATION CAN NOT BE SUBMITTED BECAUSE E - PARTNERS SECTIONS HAVE NOT BEEN VIEWED CORRECTLY	Block
21	SU16	THE APPLICATION CAN NOT BE SUBMITTED BECAUSE F - PROJECT KEY DATA SECTIONS HAVE NOT BEEN VIEWED CORRECTLY	Block
22	SU16	THE APPLICATION CAN NOT BE SUBMITTED BECAUSE C - LEGAL REPRESENTATIVE SECTIONS HAVE NOT BEEN VIEWED CORRECTLY	Block
23	SU16	THE APPLICATION CAN NOT BE SUBMITTED BECAUSE G - COMMUNICATION APPROACH SECTIONS HAVE NOT BEEN VIEWED CORRECTLY	Block



# SUBMISSION

Only after the confirmation, the LA should download the “present application/request form”, sign the pdf file and upload it.

Two different ways are available to sign the request the submit:

1. LA could sign digitally the application request without any modification on it, upload the file and submit it
2. LA could make own original signature on the **Abstract** of Application request, and then LA could upload the signed Abstract, the Application request as created by the System and a copy of the Identity Document of the signatory person

# WHERE TO FIND ASSISTANCE

## SIU Assistance

c/o Veneto Region, Organisational Unit MA of INTERREG V A Italy – Croatia CBC  
Programme

Dorsoduro 3494/a – 30123 Venice, Italy

**e-mail:** [it-hr.siusupport@regione.veneto.it](mailto:it-hr.siusupport@regione.veneto.it).

**website:** [www.italy-croatia.eu](http://www.italy-croatia.eu)

<https://www.italy-croatia.eu/docs-and-tools>