

STRATEGIC CALL INFODAY

Technical indications for e-application presentation on SIU

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Interreg V-A Italy-Croatia Managing Authority

Venezia | Auditorium Santa Margherita | 14^o October 2019

APPLICATION PROCEDURE

The Veneto Region in the role of Managing Authority has 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 A USER ACCOUNT

The first step is to apply for the accreditation to the information system of the Veneto Region. The user account and 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 import 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 manages automatically users 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 definitively submit the request for accreditation, the last step is represented by 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 registration requests in GUSI:

1. Digital signature (immediate automatic response, once submitted)
2. The scanned original signature accompanied by 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.veneto.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

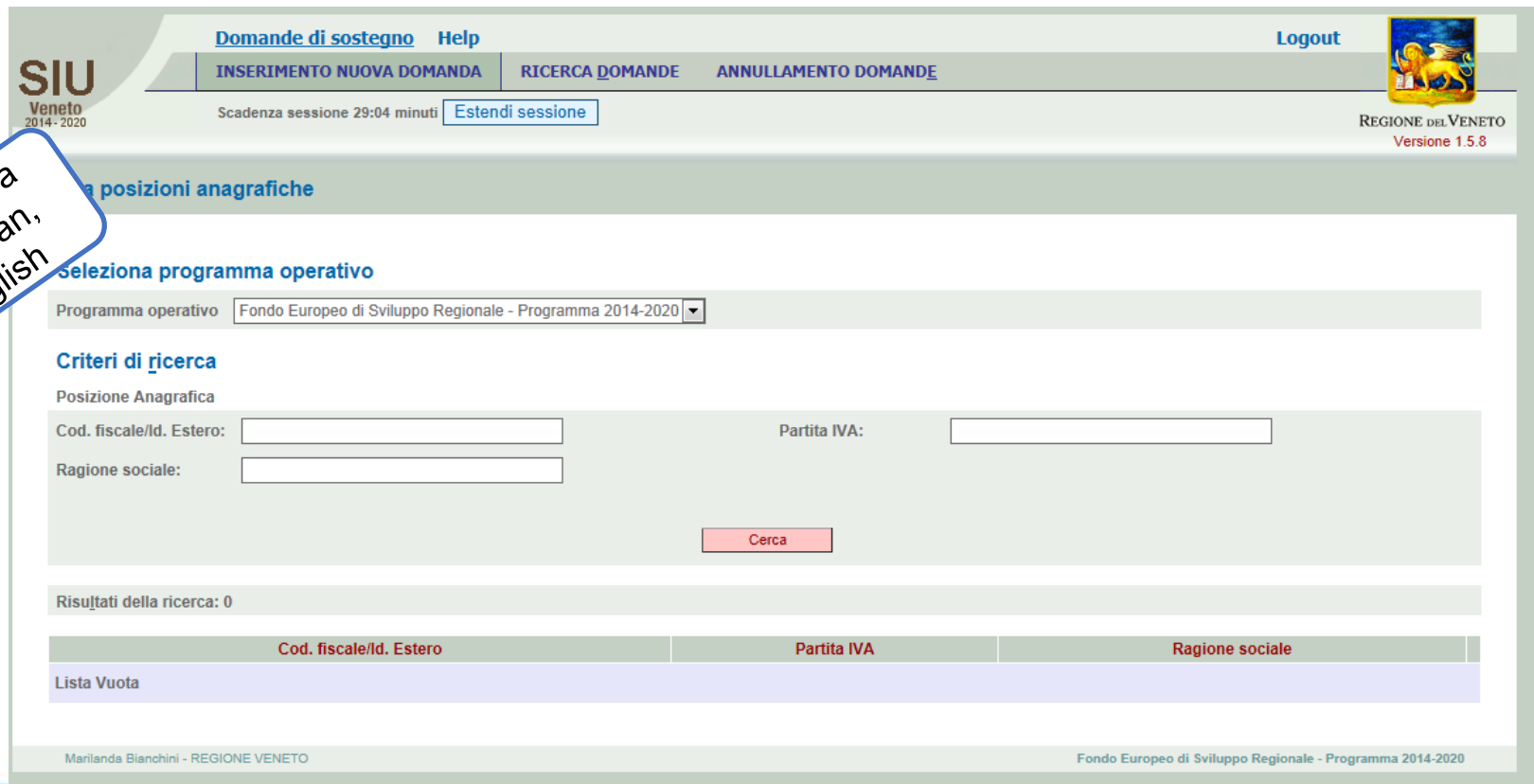
The Programme provide four documents to support Lead Applicants:

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 preparing the texts before inserting the information 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 access to SIU is available at the following address:



SIU Veneto 2014-2020

[Domande di sostegno](#) [Help](#) [Logout](#)

[INSERIMENTO NUOVA DOMANDA](#) [RICERCA DOMANDE](#) [ANNULLAMENTO DOMANDE](#)

Scadenza sessione 29:04 minuti [Estendi sessione](#)

REGIONE DEL VENETO
Versione 1.5.8

[posizioni anagrafiche](#)

Selezione programma operativo

Programma operativo:

Criteri di ricerca

Posizione Anagrafica

Cod. fiscale/Id. Estero: Partita IVA:

Ragione sociale:

Risultati della ricerca: 0

Cod. fiscale/Id. Estero	Partita IVA	Ragione sociale
Lista Vuota		

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Fondo Europeo di Sviluppo Regionale - Programma 2014-2020

If the browser is set in a language ≠ from Italian, homepage in English

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 access to SIU is available at the following address:

SIU
Veneto
2014-2020

Applications
NEW REQUEST SEARCH DELETE REQUEST

Logout
Interreg
Italy - Croatia
European Regional Development Fund

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

Release 1.5.8

Select programme
Programme: Italy-Croatia CBC Programme 2014-2020

Search criteria
Lead applicant

Tax number: VAT number:

Name:

Results: 0

Tax number	VAT number	Name
No results		

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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"/>

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Italy-Croatia CBC Programme 2014-2020

THE CREATION OF AN APPLICATION REQUEST

Step 1: selection of “APPLICATION” as type of request

The screenshot shows the SIU Veneto 2014-2020 application portal. At the top, there are navigation links for 'Applications' and 'Help', a 'Logout' button, and the 'Interreg Italy - Croatia' logo. Below these, there are buttons for 'NEW REQUEST', 'SEARCH', and 'DELETE REQUEST'. A session timeout notice indicates 29:57 minutes remaining, with an 'Extend session' button. The main form area contains fields for 'Tax number:', 'Name:', and 'VAT number:'. Below these is the 'Select type of request' section, where 'Type of request:' is set to 'Application' in a dropdown menu. At the bottom of this section are 'Back' and 'Continue' buttons.

Step 2: selection of the priority axis it is intended to address with the proposal

The screenshot shows the 'New application: Priority axis' selection screen. It features a 'Priority axis:' dropdown menu with a list of options: '4 - Maritime transport', '1 - Blue innovation', '2 - Safety and resilience', '3 - Environment and cultural heritage', and '4 - Maritime transport'. The option '1 - Blue innovation' is currently selected and highlighted in blue. At the bottom of the form are 'Back' and 'Continue' buttons.

THE SECTIONS OF AF

The Sections of the Application **have to be filled-in in sequence** by starting from “Section A - Application data”. Section “I – Project” is the one containing the bulk of information concerning project activities and their related cost.

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.

Sections

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

[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 strategic theme is very important because it conditions the whole configuration of the application request

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

A - Application dataSections

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 fill-in 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 €	Update	Update	Update	Update
	1.075.650,00 €		914.302,50 €				

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

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

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SECTION I – WORKPLAN

In order to fill-in the Workplan you should add the WPs and the related activities of your 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 €	Update	Activities list
WP1	Coordination	27.851,00 €	Update	Activities list
WP2	Communication and Dissemination	2.290.892,00 €	Update	Activities list
WP3	Start up activities	33.485,00 €	Update	Activities list
WP4	Crossborder Project Management and Coordination	394.475,00 €	Update	Activities list
		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 budget lines to the activities and to the partners in order to create the project budget.

Only 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
	PROJECT BUDGET	10.000,00 €	

1 RECORD

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

To add new budget rows the BL has to be selected and then linked to the PP and 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

Cod. macro activity	3.2.1.1	Title macro activity	Enhance monitoring/modeling activities for inland/coastal/marine environment, fostering existing modeling capacity at Mediterranean sea/Europe level
Description	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).		
Project workplan	WP1 - WP1		
Description	<div>DESCRIPTION</div>		

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

SECTION I – SUMMARY TABLES

The following functions are made available in this Section:

[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 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 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		View
2	Power of signature or delegation	1	ssssssssssssssssssssss	Update
3	Project Partner declaration	1	ssssssssssssssssssssss	Update
4	Lead Applicant declaration	1	ssssssssssssssssssssss	Update

[Back](#)

[Add annex](#)

[Upload](#)

[Confirm](#)

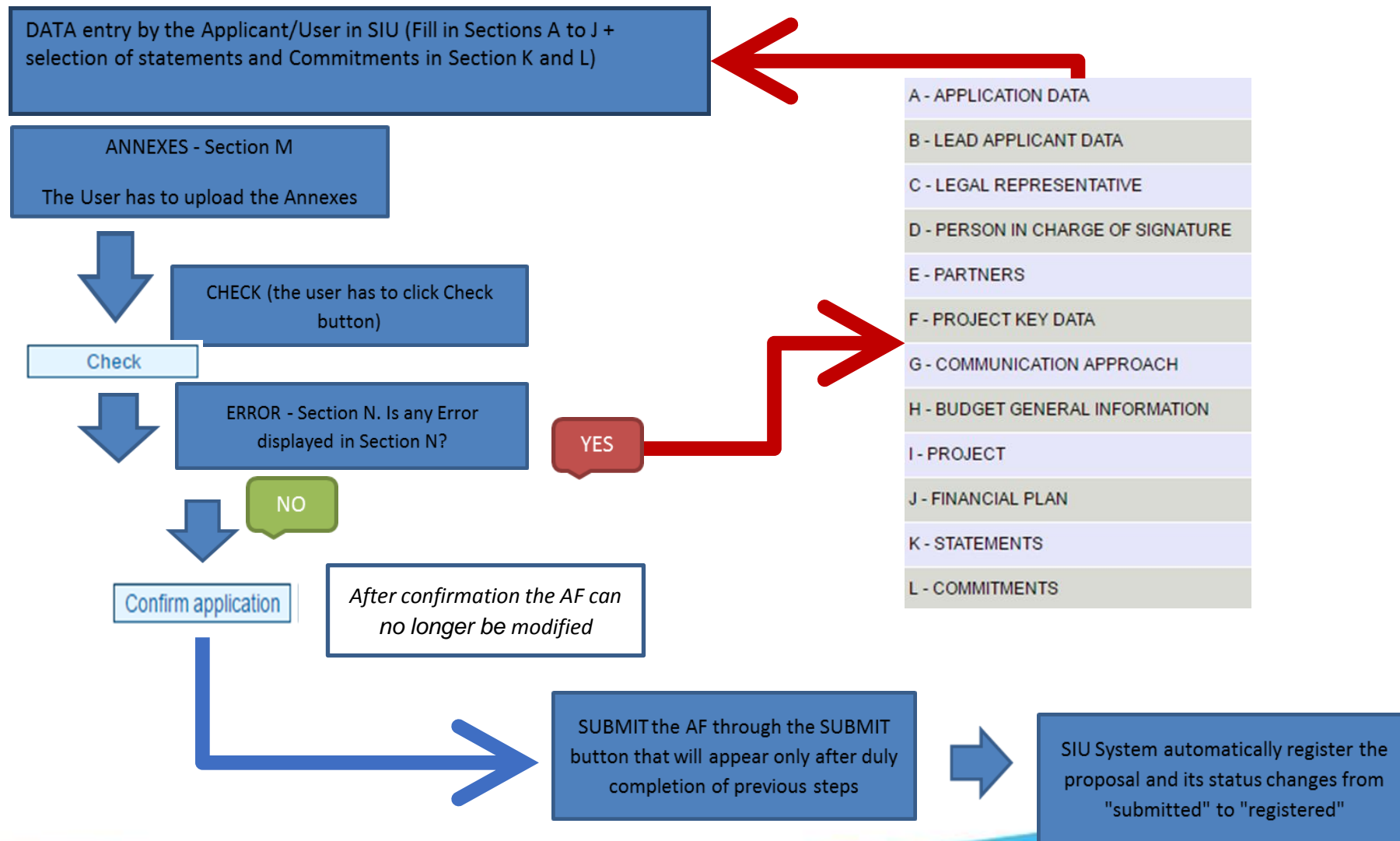
SUBMISSION

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, the he/she could upload the signed Abstract, the Application request as created by the System and a copy of the Identity Document of the signatory person

THE SUBMISSION PROCEDURE



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.

website: www.italy-croatia.eu

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