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Interreg Italy-Croatia CBC Programme 2014-2020

SIU Management and monitoring system

Advance payment request User Manual

Version 1.0 of 03 May 2018

TABLE OF CONTENT

INTRODUCTION 4

SIU STANDARD FUNCTIONS AND TOOLS 6

2.1 PANELS 6

2.2 GRAPHICS 8

2.3 LISTS DISPLAY 10

2.4 STANDARD BUTTONS 10

2.5 FIELD FORMAT 11

2.6 SEARCH SETTING 12

2.7 SYSTEM MESSAGE MANAGEMENT 12

1st PHASE - ACCESS TO SIU 13

3.1 HOW TO ACCESS SIU 13

2nd PHASE - CREATION OF THE ADVANCE PAYMENT REQUEST 15

4.1 SELECTION OF THE CONCERNED LEAD APPLICANT 15

4.2 TYPE OF REQUEST SELECTION 16

4.3 LINKING THE ADVANCE PAYMENT REQUEST TO THE RELATIVE AF 17

4.4 HOW TO FIND AND CONTINUE FILLING-IN AN ALREADY GENERATED ADVANCE PAYMENT REQUEST 18

3rd PHASE - FILLING-IN THE ADVANCE PAYMENT REQUEST IN SIU 20

SECTION A – APPLICATION DATA 22

SECTION B – LEAD PARTNER DATA 24

SECTION C– LEGAL REPRESENTATIVE 27

SECTION D – PERSON IN CHARGE OF SIGNATURE 29

SECTION E – PROJECT PARTNERS 30

SECTION L – COMMITMENTS 33

SECTION K – STATEMENTS 34

SECTION M - ANNEXES 35

SECTION B / SECTION E – SUB-SECTION METHOD OF PAYMENT – BANK DETAILS 39

SECTION E – SUB-SECTION FINANCIAL GUARANTEE 40

4th PHASE - CHECK 42
5th PHASE - CONFIRMATION 43
6th PHASE - SUBMISSION 45
FOR INFORMATION AND SUPPORT 46

INTRODUCTION

The submission of Advance Payment request, 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 for subscribing the application and the declarations; if not, the user shall nevertheless register all data into SIU and the System will then generate the Advance Payment Application 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 Advance Payment request submission.

This Manual contains key technical information on the operation and use of the system for supporting the applicant during the filling in and submission process of the Advance Payment request. Only Lead Applicants shall register and access SIU to draft and submit an advance payment request under the Italy Croatia CBC Programme.

The application process consists of the following main phases:

- 1st Phase – Access to SIU
  Operational phase to access SIU System and start a new application.

- 2nd Phase – Creation of the Advance Payment Request
  Operational phase including the selection of the request type, the Application ID to which the Advance Payment request is referred and the subject on behalf of whom the applicant intends to present the request.

- 3rd Phase – Filling-in the Advance Payment request in SIU
  Operational phase including the application filling in phase and the application confirmation.

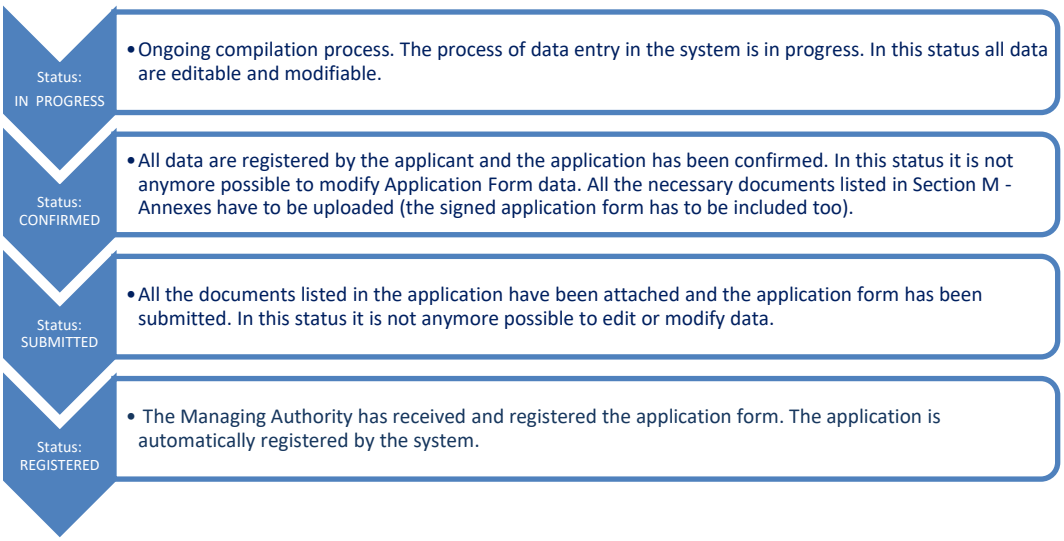
- 4th Phase – Completion and Correctness Check
  Operational phase concerning the resolution of warnings and alerts reported by the SIU System related to locking checkpoints

- 5th Phase – Confirmation
  Operational phase including the confirmation of the filled-in Application Form and the upload of relevant annexes.

- 6th Phase – Submission
  Operational phase including the application form signature (digital or not) and the application form submission.

This Manual is intended to provide guidance to applicants through the whole process from starting a new Advance Payment request to its submission to the Managing Authority (1st to 6th Phase).

During these phases, the application takes different status (see the figure below):



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

- Access the system
- Complete the Advance payment request
- Finally, submit the Advance payment request.

SIU STANDARD FUNCTIONS AND TOOLS

Throughout the following paragraphs common functions and tools used by SIU are outlined and described.

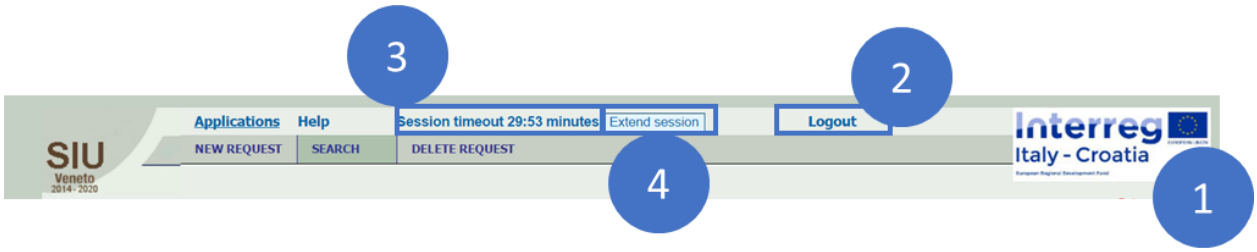
2.1 PANELS

General layout

SIU uses a single browser window to display the pages (the same solution is generally adopted for web navigation purposes).

The browser window is divided into three parts (sections):

1. Header



The Header section is located at the top of the browser window. It contains the logo of the Programme (1) and allows the user to log out from the application (2).

Countdown of "Session timeout" is also displayed on the header (3), indicating the remaining time for the user to fill-in the current Session before it expires. Just in case users' inactivity lasts more than 30:00 minutes, the Session expires and the user will have to log in again to continue filling-in its request.

The user can click the button called "Extend session" (4) **to reset the timing countdown**. Each time the user is pressing this button, the 30 minutes countdown will restart.

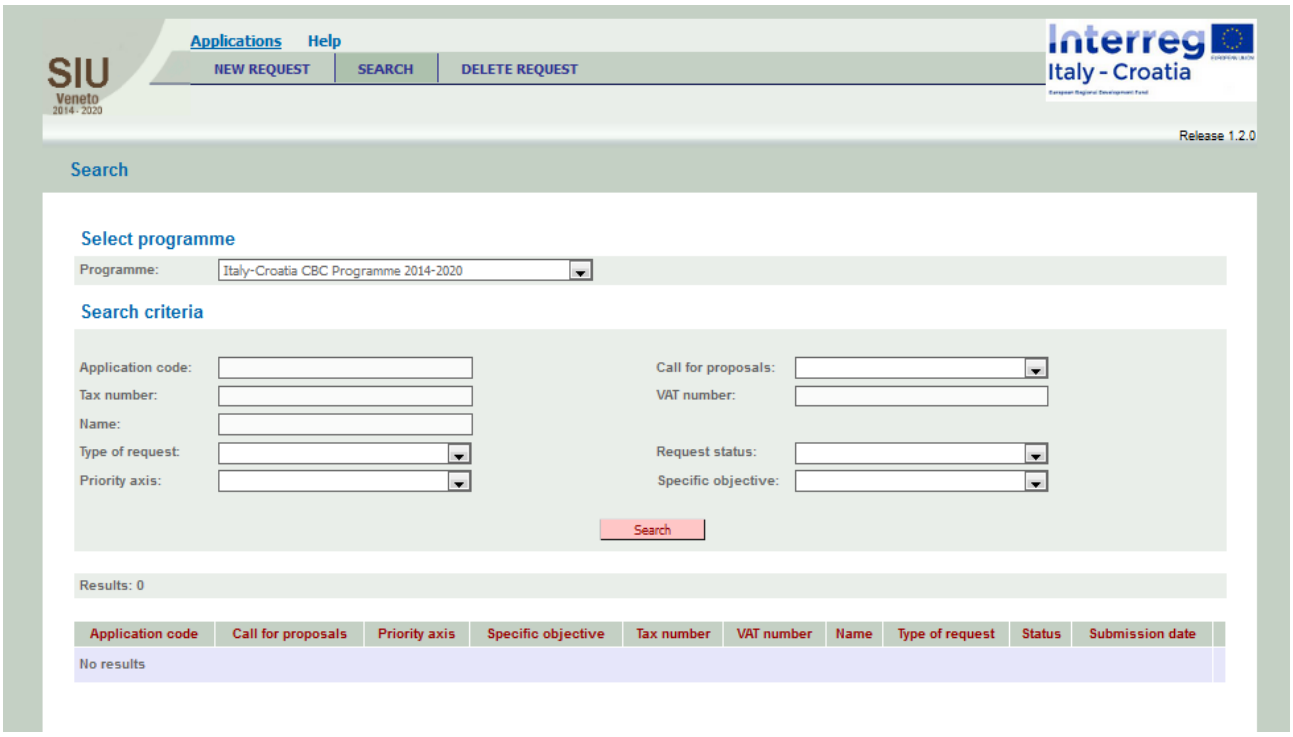
2. Menu

The Menu section is located under the Header section of the browser window. It contains links to the general functions of the application. The user can select the function clicking on the corresponding title with the left mouse button. The content of the section changes in a dynamic way (depending on the active function).

3. Main

The Main section is located below the Menu section and displays many functions of the application. This section shows the following information:

- Position of the displayed function;
- Title of the displayed function;
- System messages;
- Data;
- Buttons.



2.2 GRAPHICS

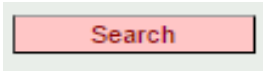
Used graphics could be classified as below:

1. Link

It looks like a part of text that becomes underlined if the user moves the mouse on it. It represents a link between two functions and allows navigating.
Please see below a normal link on left side and a link stressed by the mouse on the right side:

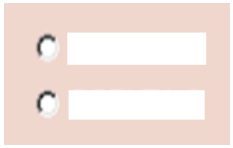
2. Button

When the user presses the button (by clicking on it), the corresponding operation will be carried out. The buttons are identified by an icon with some written text on it (see an example below):



3. Radio button

It is a graphic object useful to select a single value of a limited number of predefined elements. To select the value the correspondent round field must be clicked:



4. Values list

It is an object with a related values list. This associated list of values will be displayed by clicking the grey little square on the right side of the element. Only one list item could be entered or displayed. See example below:

5. Field

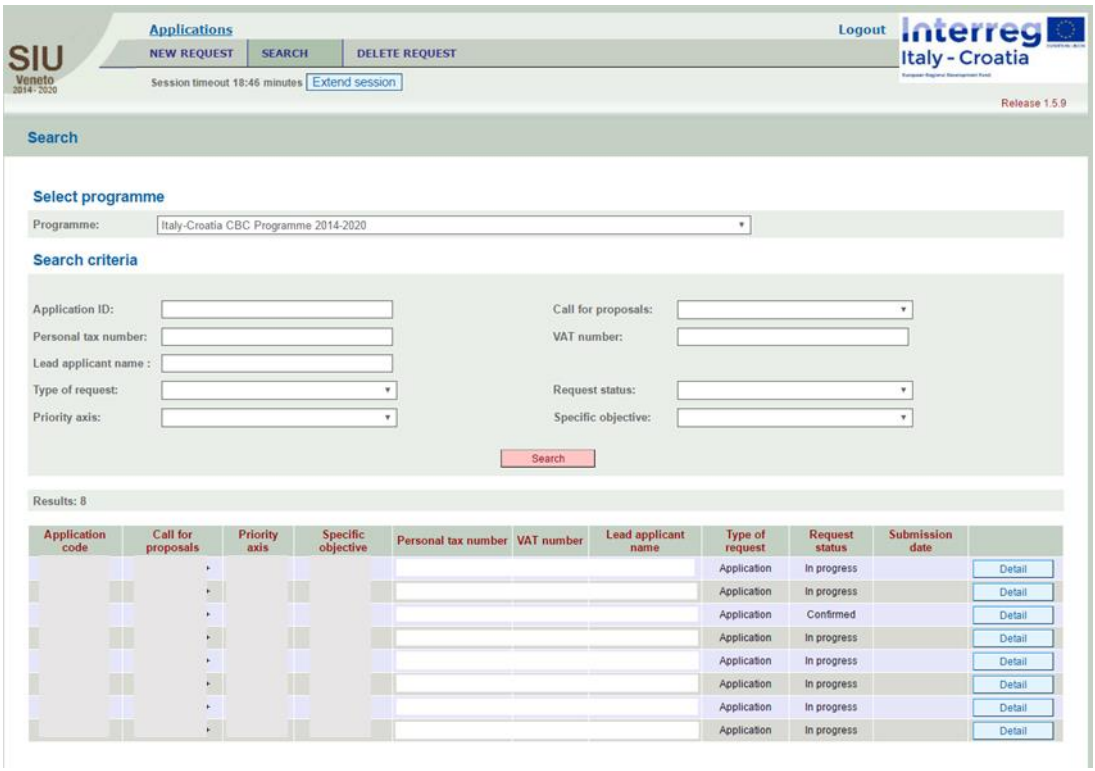
It is an element containing free text. Sometimes detailed data format are required (i.e. for a date DD/MM/YYYY and for digits commas like decimal markers and points like thousands separators). In case of editable filed, it needs to click on the element with the mouse in order to align the cursor in position and start to insert data:

6. Check box

It is a graphic object with a boolean function related (only two options). It is possible to switch between the values clicking the grey little square on the right side of the element (clicking again the inserted value will be unchecked):

2.3 LISTS DISPLAY

Lists display is a table where data referred to different objects are displayed. A data set related to a single object considered into a table is called “Record”. Records can be displayed one by one (single-record fields) or they can be organized and displayed all together in a list (multi-record fields).



2.4 STANDARD BUTTONS

SIU uses a series of buttons with the same meaning in all functions:

- Back → It allows to return to the previously displayed page
- Add / New → It allows to create a new record
- Confirm → It allows to confirm that data entered have been seen
- Change / Update → It allows to modify the displayed data
- View → It allows to view the data saved in the database
- Save → It allows to save the data entered
- Delete → It allows to delete the entered data
- Details / Other data / Activity list → It allows to open a window with further details
- Section → It allows to go to the section list window
- Info → It includes information related to the displayed fields

2.5 FIELD FORMAT

By convention, the date type fields have the following format: **DD/MM/YYYY**, where DD is the day (number 1 to 31), MM is the month (number from 1 to 12), and YYYY is the year (extended to 4 digits). In case of single digit month or day, it will be necessary to put a zero in front of it (for example, 01/01/2000 and not 1/1/2000).

Numeric fields have the following format: **NNNNN,DDDD**, where N means integer, D means decimal and comma means separator. SIU does not accept the point as decimal separator.

With reference to the various input fields, please see below an overview on the characters accepted by the system.

Type of field	Letter and numbers	Special characters
Generic Alphanumeric	A-Z 0-9	_(underscore)
Generic Alphanumeric to be inserted in fields dedicated to search	A-Z 0-9	_(underscore) *(asterisk)
Alphabetical fields (first name, last name,…)	A-Z ÀÈÉÌÒÙ	‘ (single quotation mark)
Fields where to insert Address, Business name (“Ragione sociale”)	A-Z 0-9	_(underscore) . (dot) , (comma) -(minus) ‘ (single quotation mark)
E-mails	A-Z 0-9	. (dot) @
Phone numbers	0-9	/ (backslash) . (dot) + (plus)
Chamber of commerce registration numbers	0-9	-(minus) _(underscore)

In the case that different characters are entered, the system will inform the user that the used digits are not allowed and, consequently, it is not possible to save data. In particular, the user has to pay attention to the fact that diacritical marks could be not recognized by the system, in that case word without diacritical marks have to be inserted. Moreover, if the user copies and pastes from a .doc or .docx file, it could happen that words with accent are not recognized by the system, so it is advisable to paste the text in a .txt file before pasting it in the online application form. If the user is copy pasting from a .pdf file must pay attention that the system counts the spaces between a paragraph and another one as characters, so the user should check that the length of the text respects the maximum number of characters allowed for the field to be filled in.

2.6 SEARCH SETTING

In the search function it is possible to use more than one search criteria at the same time. Many text fields allow the user to search not just by entering the entire value/text but also a part. In this case please remember to use the symbol "*" for the missing part. This method only applies to text fields. For example, in order to search the company "ROSSI MARIO SpA" through the company name search criteria, it is possible for the user to operate in many different ways:

- By writing "MARI*" in the field referred to the company name; in this case the system will carry out all companies with names that begin with "MARI", i.e. "MARINA VERDE SRL";
- By writing "*OSSI SpA" in the field referred to the company name; in this case the system will carry out all companies with names that end with "OSSI SpA", i.e. "FRATELLI ROSSI SpA" or "DITTA GIALLOROSSI SpA";
- By writing "*ROS*" in the field referred to the company name; in this case the system will carry out all companies with names that contain "ROS", e.i. "MARCO ROSSI SpA" or "FRATELLI ROSSINI".

2.7 SYSTEM MESSAGE MANAGEMENT

The system messages are displayed in the upper part of the main frame. There are two types of messages:

- Error messages

These types of messages block the work in progress. They appear when the user saves or moves on to a new window and any compulsory fields are not yet valued or are inconsistent. These messages are displayed in red font;

- Warning messages

These types of messages do not block the work in progress.

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).

It is recommended to copy-paste text from an off-line document into the related field in SIU in order to speed up the filling in procedure.

Data inserted in SIU can be modified as long as the Status of the Advance payment request is in Progress. In fact, once the Request is confirmed data can no longer be modified and only the Annexes can be uploaded in the System.

1st PHASE - ACCESS TO SIU

3.1 HOW TO ACCESS SIU

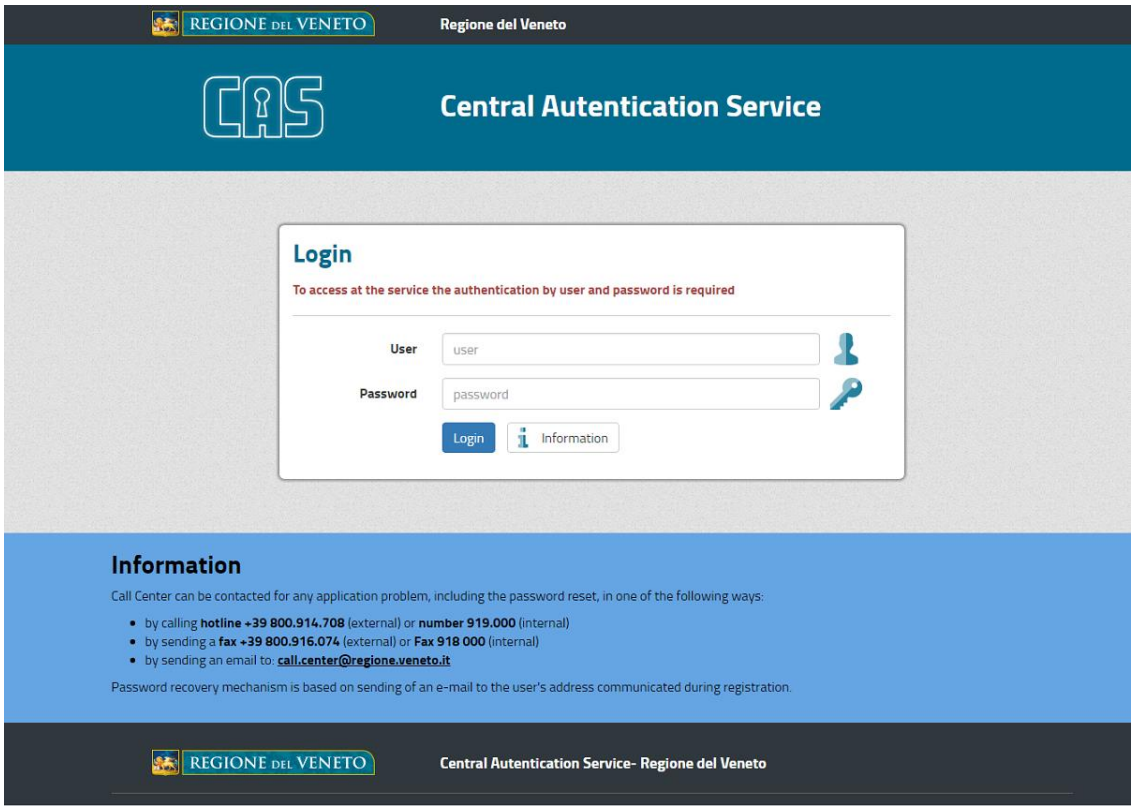
To proceed with the submission of the Advance payment request in SIU, the applicant must be previously accredited on GUSI (Information System Users Management). For further information please refer to GUSI Manual.

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:

http://siu.regione.veneto.it/DomandePRU/?tipoProgramma=INTERREG%20VA%20ITHR

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”.

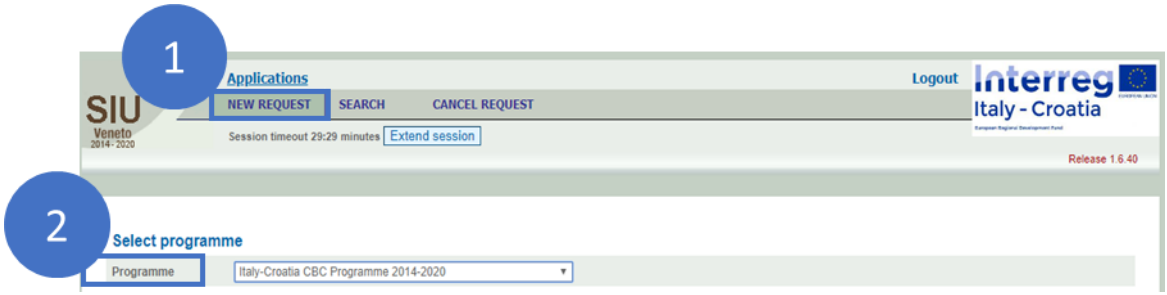


Once the applicant has successfully logged in, SIU allows starting the application process.

Please note that all SIU pages and functions dedicated to IT-HR Programme are in English language. However, depending on the browser settings, in some cases a first general mask can ask a selection on the 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.

2nd PHASE - CREATION OF THE ADVANCE PAYMENT REQUEST

The user 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”.

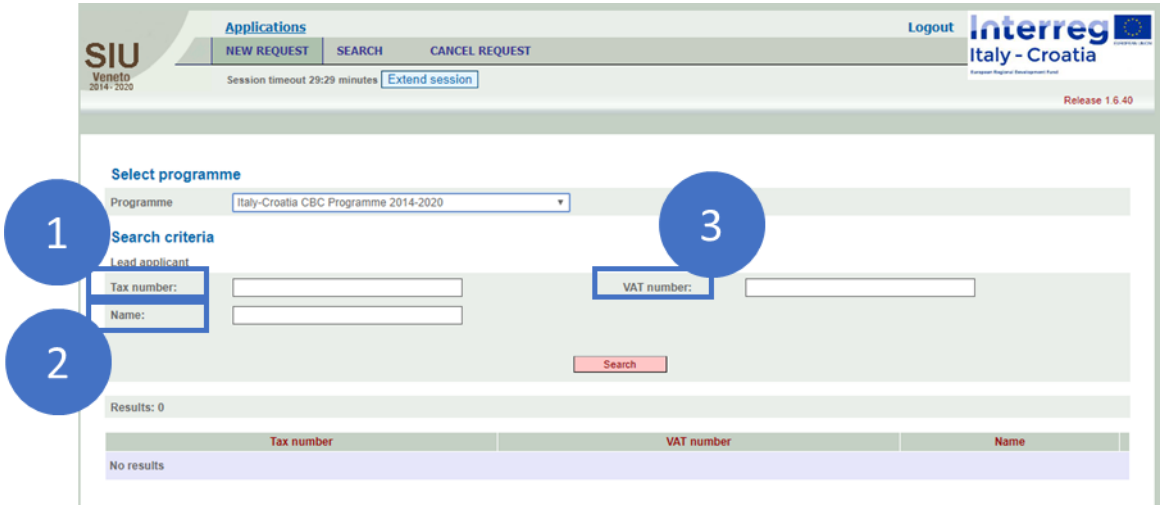


4.1 SELECTION OF THE CONCERNED LEAD APPLICANT

As a the “Programme” has been selected, the SIU system provides a search engine by which the user is enabled to search for the concerned Lead Applicant.

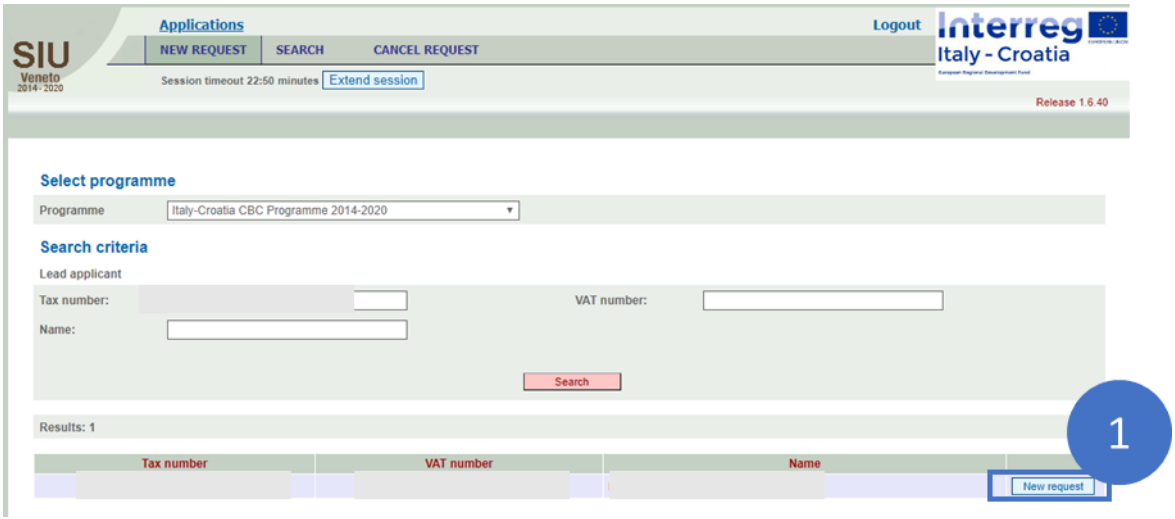
The user should be able to input, as a minimum, one of these three information (formerly provided with the Application Form):

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

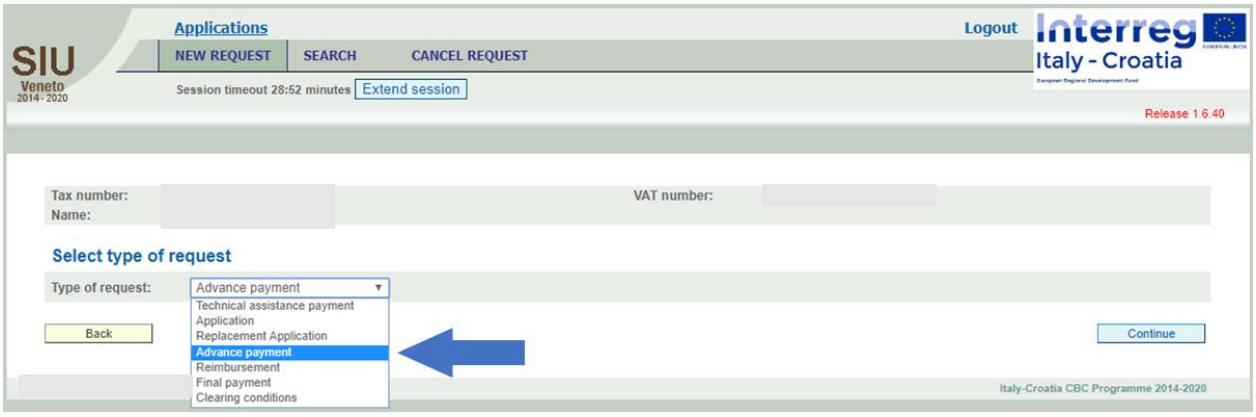


4.2 TYPE OF REQUEST SELECTION

Once selected the “Italy-Croatia CBC Programme 2014-2020” and the Lead Applicant, as shown in the image below, the user should click on the “New request” (1) button:

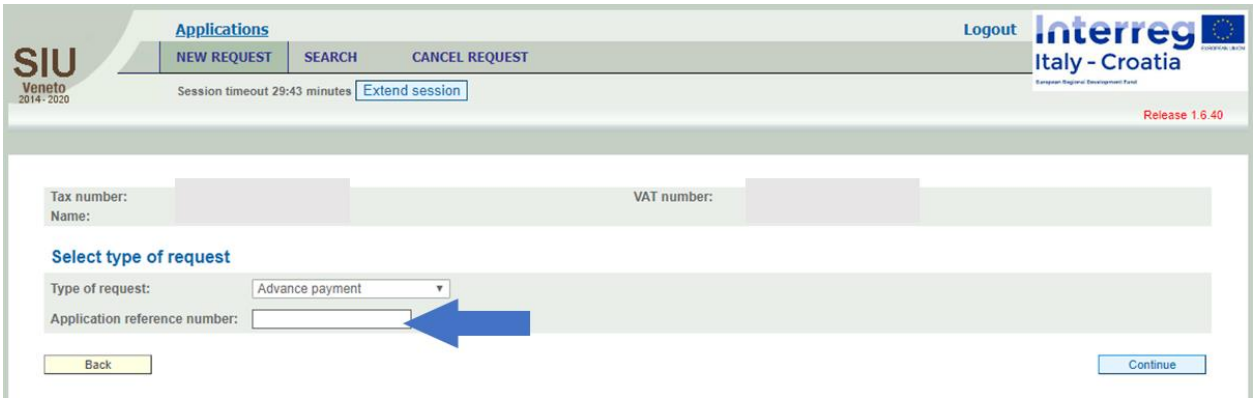


Then the user must point out which type of request she/he intends to insert in the System, selecting precisely the “Advance payment” option.

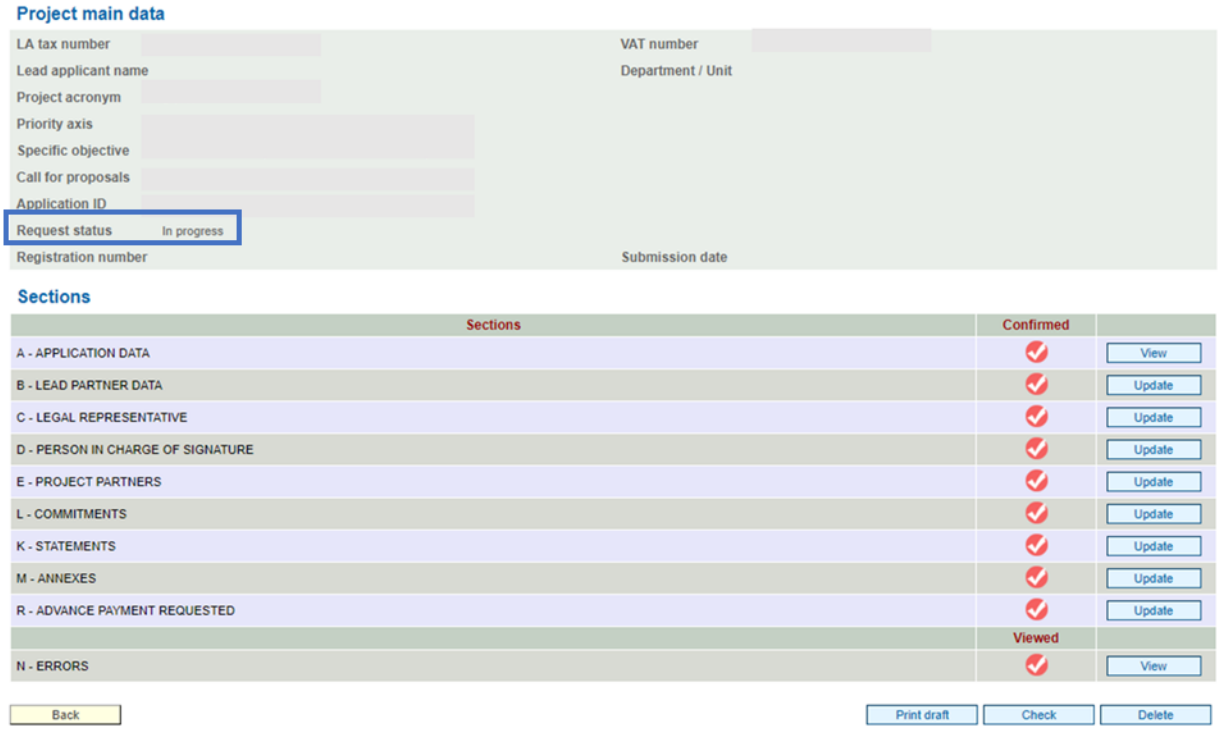


4.3 LINKING THE ADVANCE PAYMENT REQUEST TO THE RELATIVE AF

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

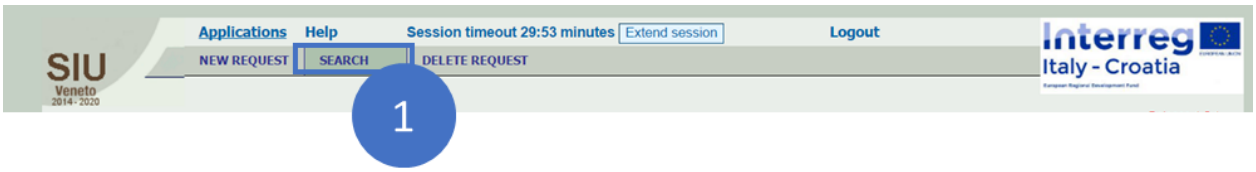


Then the SIU system will automatically create a new Advance Payment request under the status “In progress”.



4.4 HOW TO FIND AND CONTINUE FILLING-IN AN ALREADY GENERATED ADVANCE PAYMENT REQUEST

To continue filling-in an already generated Advance Payment Request, instead of the "New request" option, the user has to use the "Search" 1 option in the Header section:

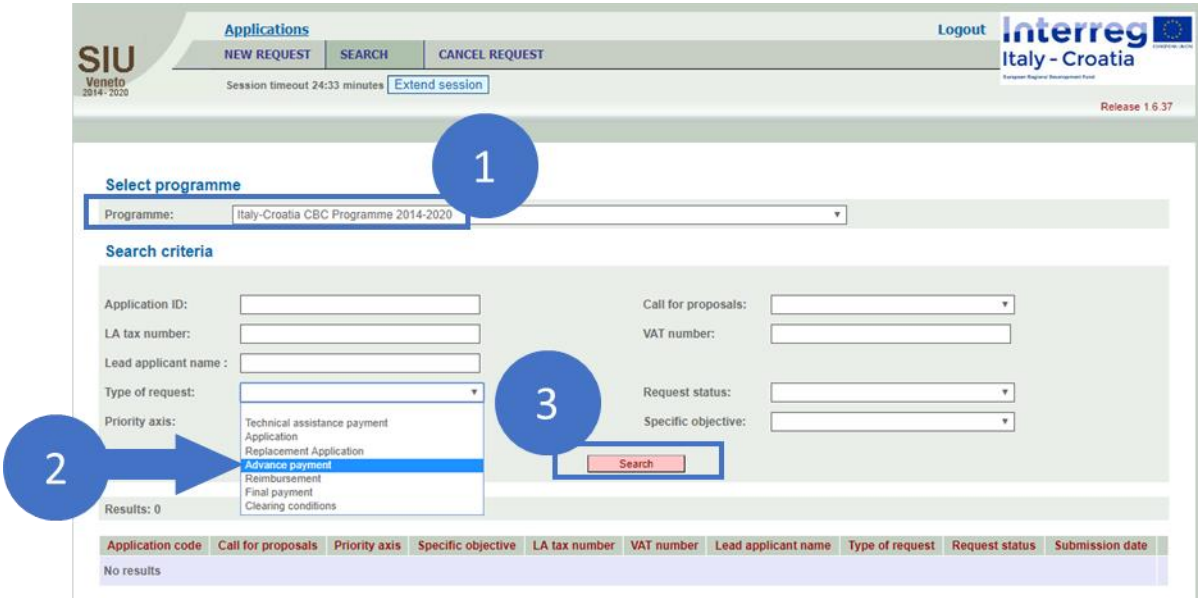


To find the concerned Advance payment request the following steps have to be followed:

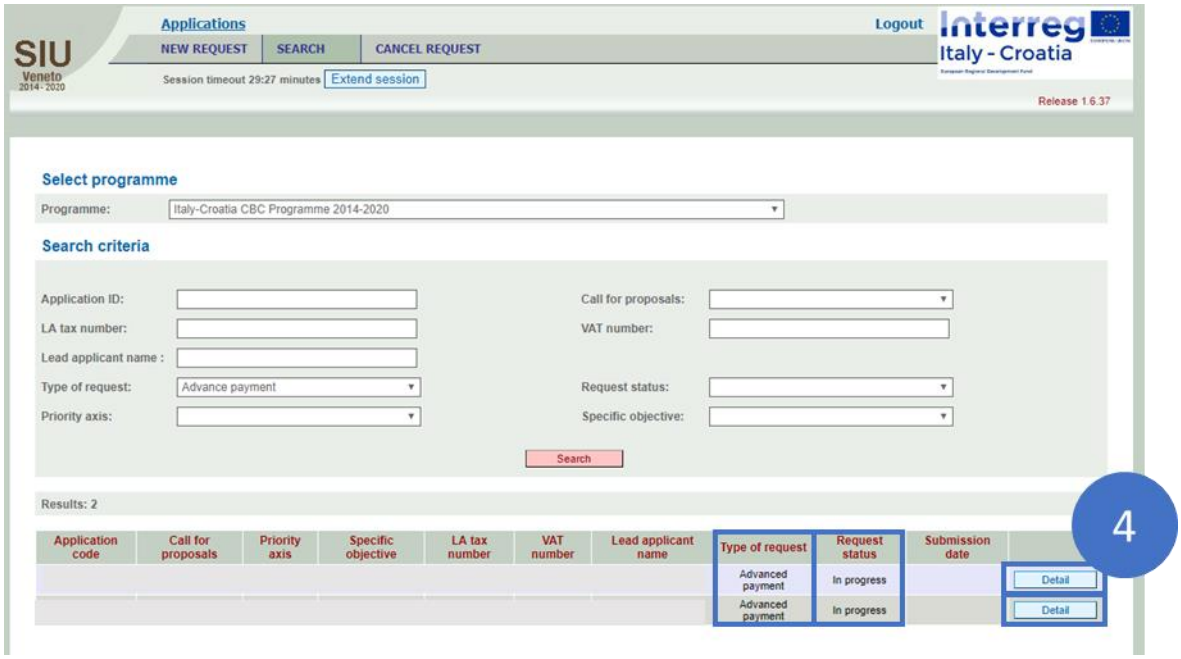
1- Select "Italy-Croatia CBC Programme 2014-2020" 1;

2- Select "Advance payment" in the drop-down list displayed under "Type of request" 2;

3- Click "Search" button 3;



4- Click the “Detail” button corresponding to the Request 4.



3rd PHASE - FILLING-IN THE ADVANCE PAYMENT REQUEST IN SIU

Main recommendations and overview of Sections

Main recommendations are as follows:

- 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 application is composed of a number of tables that must be filled in to enable the submission. The tables that ask only for visualization must also be viewed and confirmed with the button CONFIRM.

The main screen is composed of:
- a heading with resumed data;
- some fields that will be automatically compiled during the filling-in process (for example in case of the submission date).

The heading presents some resuming data, automatically inserted by the System once the corresponding field is completed in the relevant Section:

Project main data
LA tax number
VAT number
Lead applicant name
Department/Unit
Project Acronym
Priority Axis
Specific Objective
Call for proposals
Application ID
Request status
Registration number
Submission date

Section “A – Application data” has to be viewed and confirmed by the user:

A	Application data

The following Sections should be duly filled in by clicking on the “Update” button:

Sections	Note
B	Lead Partner Data
C	Legal Representative
D	Person in Charge of Signature
E	Project Partners
L	Commitments
K	Statements
M	Annexes
R	Advance payment requested (only to be viewed and confirmed)

Section “N – Errors” does not require any additional data to be entered into the system by the applicant in addition to what is already inserted in the previous sections.

N	Errors

Errors can be detected by clicking on the button “View”. Section “N – Error” is helpful to regularly check if the proposal has been correctly inserted or some parts are missing or need revision/an additional check by the Applicant.

The following sub-sections also need to be completed:

LA Department; Method of payment – Bank details; Financial guarantee.

SECTION A – APPLICATION DATA

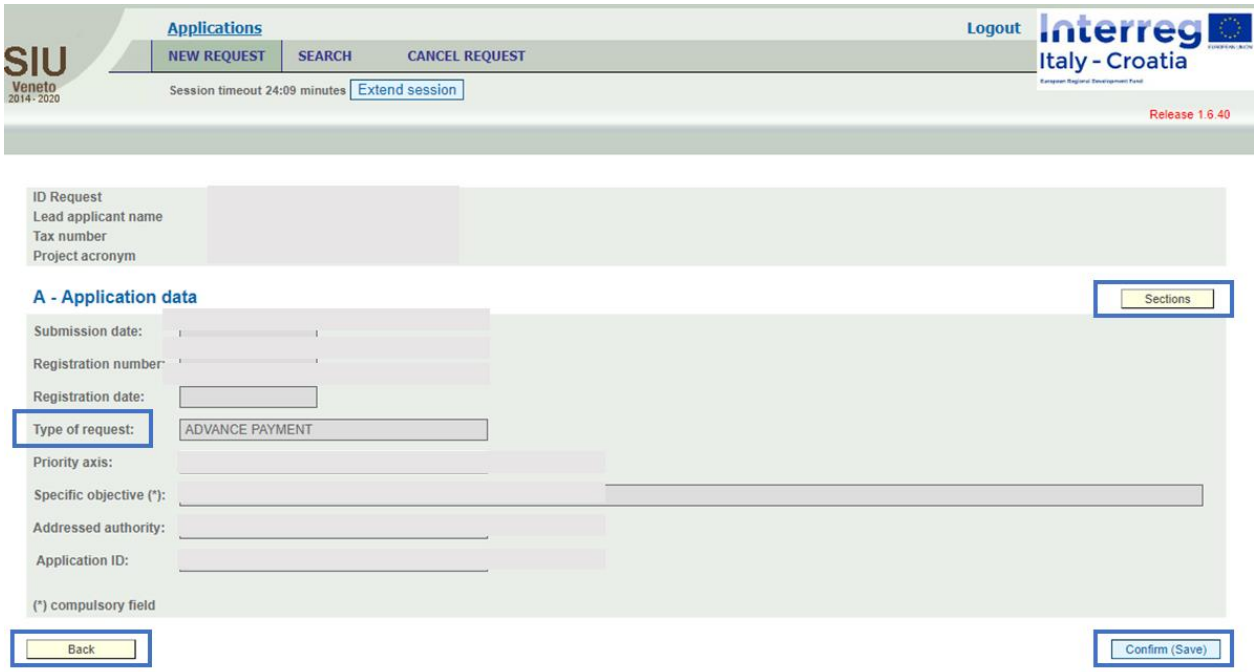
The user should access to the "Section A – Application Data", in order to properly verify the correctness of the automatically filled-in information within the fields of the form and to confirm data.

The fields:

- "Submission date"
- "Registration date"
- "Registration number"
- "Type of request"
- "Priority axis"
- "Specific objective"
- "Addressed authority"
- "Application ID"

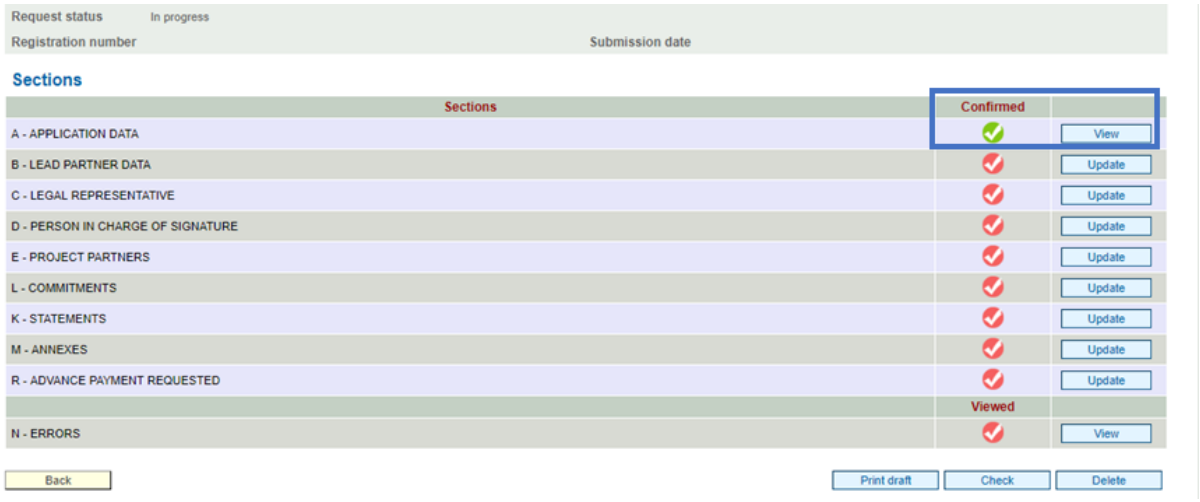
Are accessible in the visualization mode only and the user is requested to confirm data by pressing the "Confirm" button.

Having filled properly every field of the section, the user should press the button "Confirm (Save)" to confirm and save the work in progress.



Please note that in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

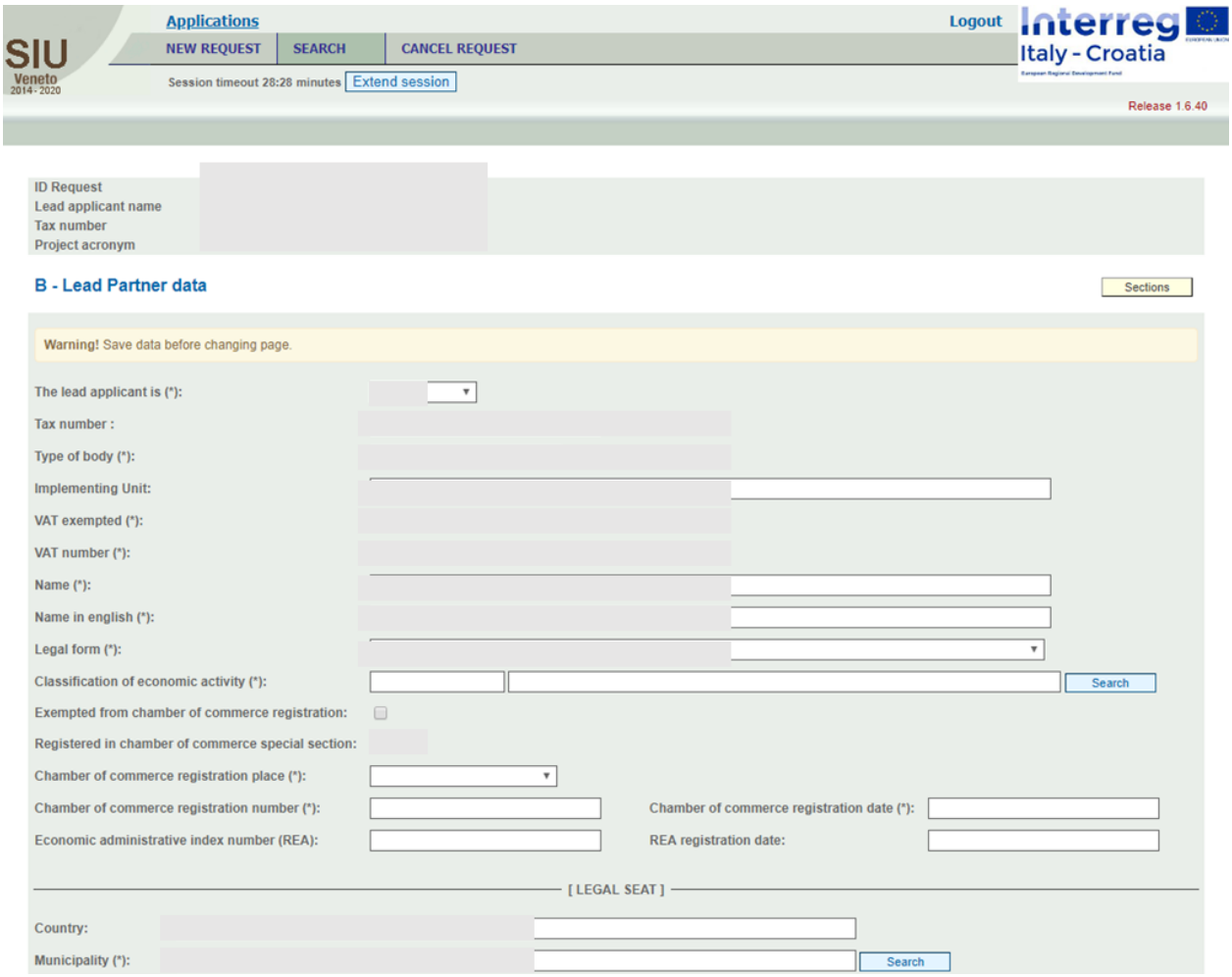
Once completed and confirmed the work done in the section, after having pushed the “Back” button the user will see in the column “Confirmed” a green “checkbox” icon on a grey background.



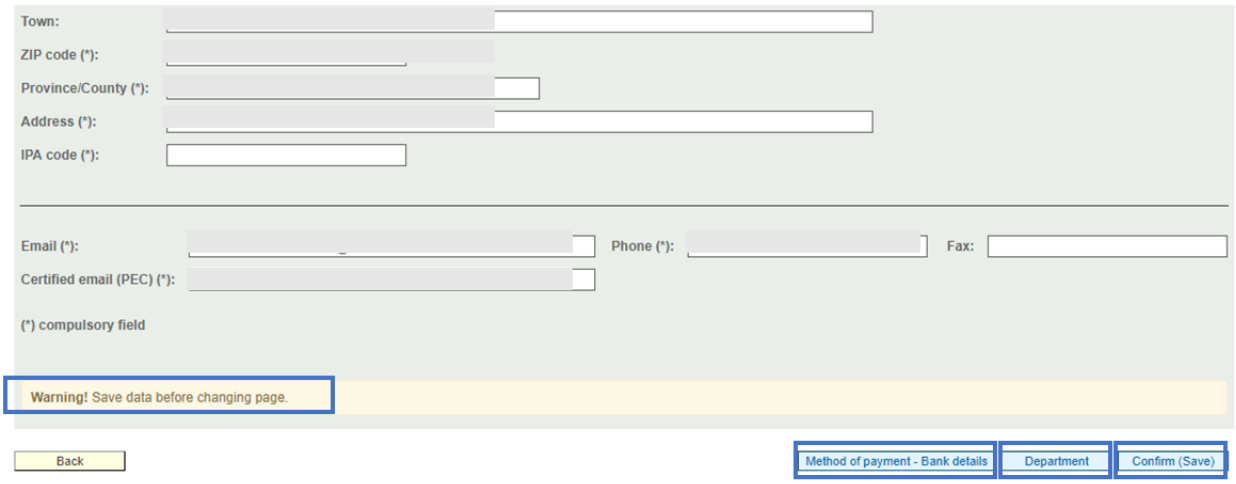
SECTION B – LEAD PARTNER DATA

The user should access to the "Section B – Lead Partner Data", in order:

- To properly verify the correctness of the automatically filled-in information within the fields of the form
- To fill-in, where missing, the proper data and information required by the fields of the form
- To fill-in, in case of update necessities, the proper data and information for each field of the form



Having filled properly every field of the section, the user should press the button "Confirm (Save)" to confirm and save the work in progress.



As shown in the images above, the section presents the buttons:

- "Method of payment – Bank details" (see Section B / Section E – Sub-section Method of Payment – Bank Details);
- "Department" (see Sub-Section B – Lead Partner Data – Department).

Please note that in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

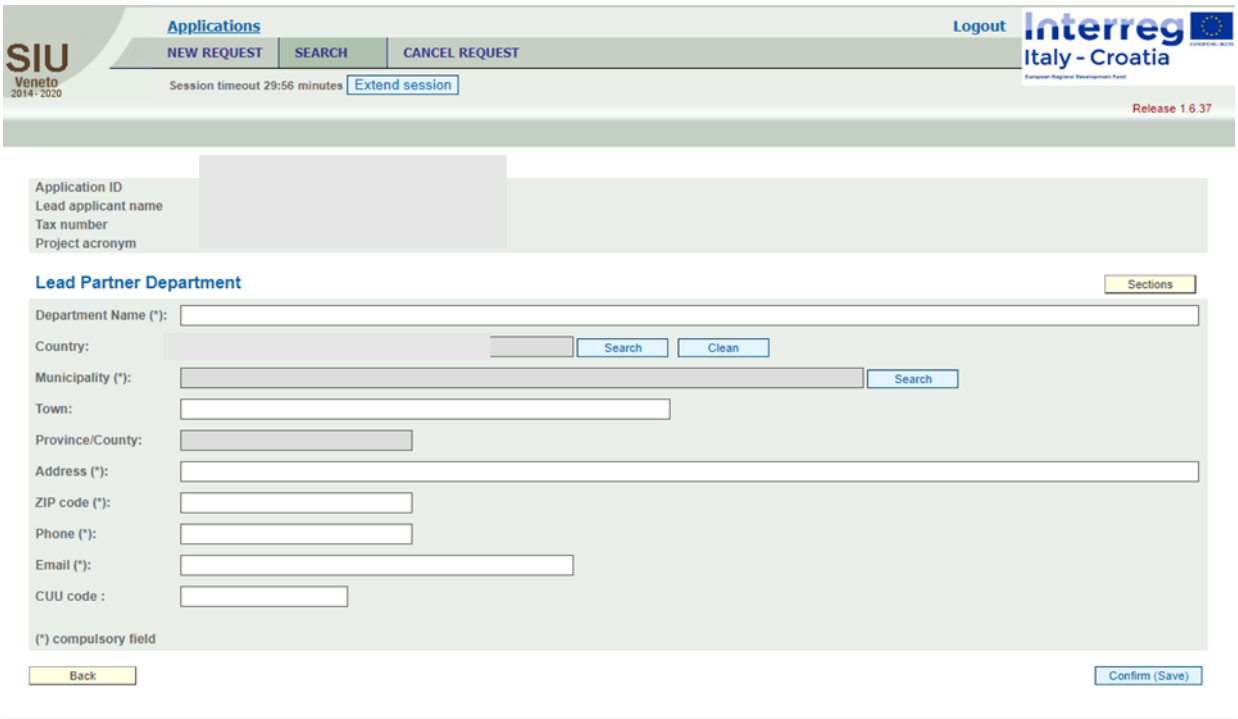
Once completed and confirmed the work done in the section, after having pushed the "Back" button the user will see in the column "Confirmed" a green "checkbox" icon on a grey background.

SUB-SECTION B – LEAD PARTNER DATA – DEPARTMENT

Having previously accessed the "Section B – Lead Partner Data", the user can access to the Sub-section " Lead Partner Data - Department" by clicking on the "Department" button, in order:

- To properly verify the correctness of the automatically filled-in information within the form
- To fill-in, where missing, the proper data and information required by the fields of the form
- To fill-in, in case of update necessities, the proper data and information for each field of the form

Having filled properly every field of the section, the user should press the button "Confirm (Save)" to confirm and save the work in progress.



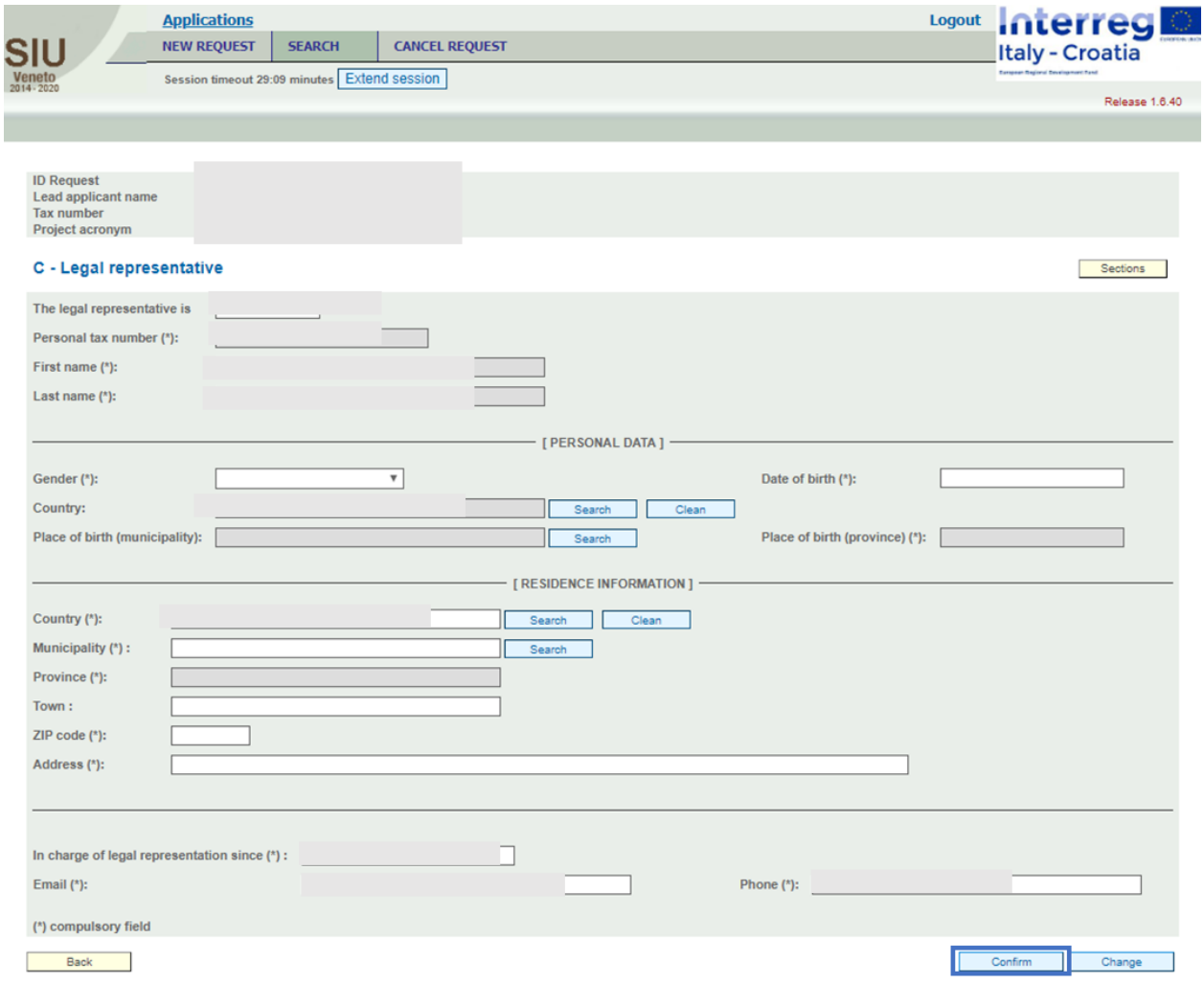
Please note that in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

SECTION C– LEGAL REPRESENTATIVE

The user should access to the “Section C – Legal Representative”, in order:

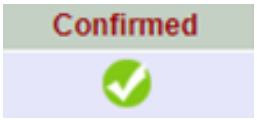
- To properly verify the correctness of the automatically filled-in information within the fields of the form
- To fill-in, where missing, the proper data and information required by the fields of the form
- To fill-in, in case of update necessities, the proper data and information for each field of the form

Having filled properly every field of the section, the user should press the button “Confirm (Save)” to confirm and save the work in progress.



Please note that in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

Once completed and confirmed the work done in the section, after having pushed the “Back” button the user will see in the column “Confirmed” a green “checkbox” icon on a grey background.



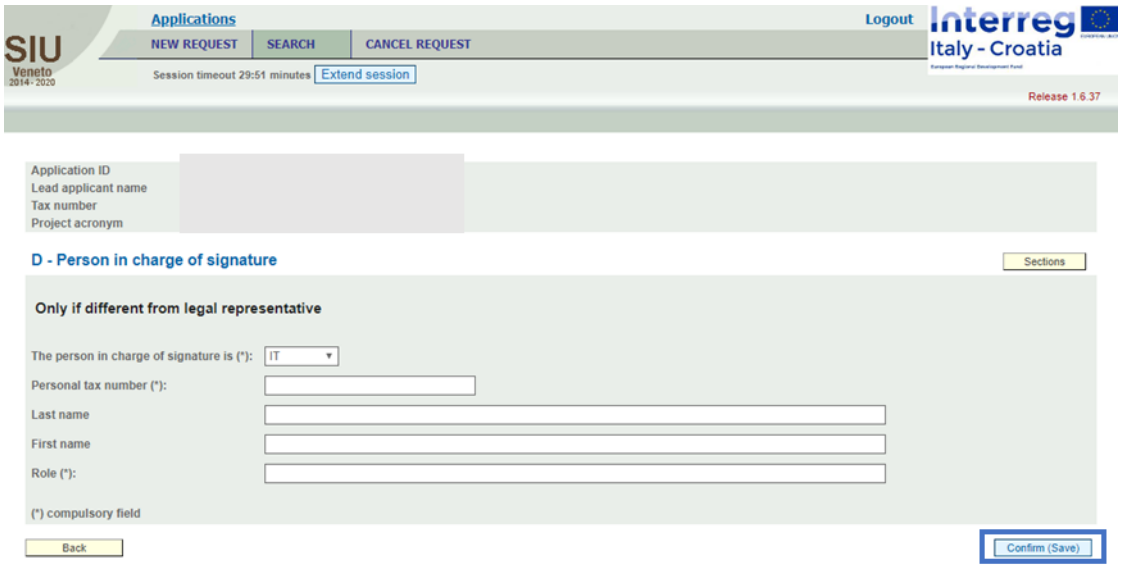
In case of need to change data this could be done through “Change” button.

SECTION D – PERSON IN CHARGE OF SIGNATURE

The user should access to the “Section D – Person in Charge of Signature”, in order:

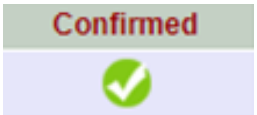
- To properly verify the correctness of the automatically filled-in information within the fields of the form
- To fill-in, where missing, the proper data and information required by the fields of the form
- To fill-in, in case of update necessities, the proper data and information for each field of the form

Having filled properly every field of the section, the user should press the button “Confirm (Save)” to confirm and save the work in progress.



Please note that in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

Once completed and confirmed the work done in the section, after having pushed the “Back” button the user will see in the column “Confirmed” a green “checkbox” icon on a grey background.

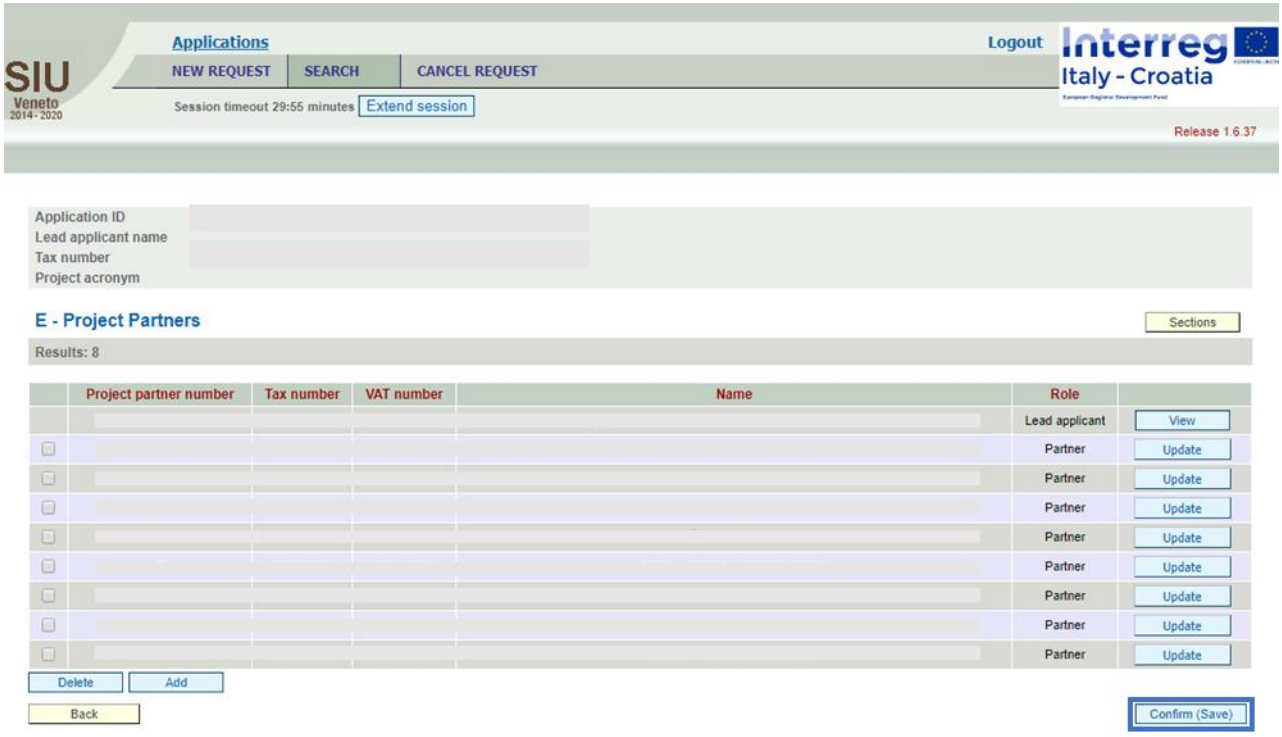


SECTION E – PROJECT PARTNERS

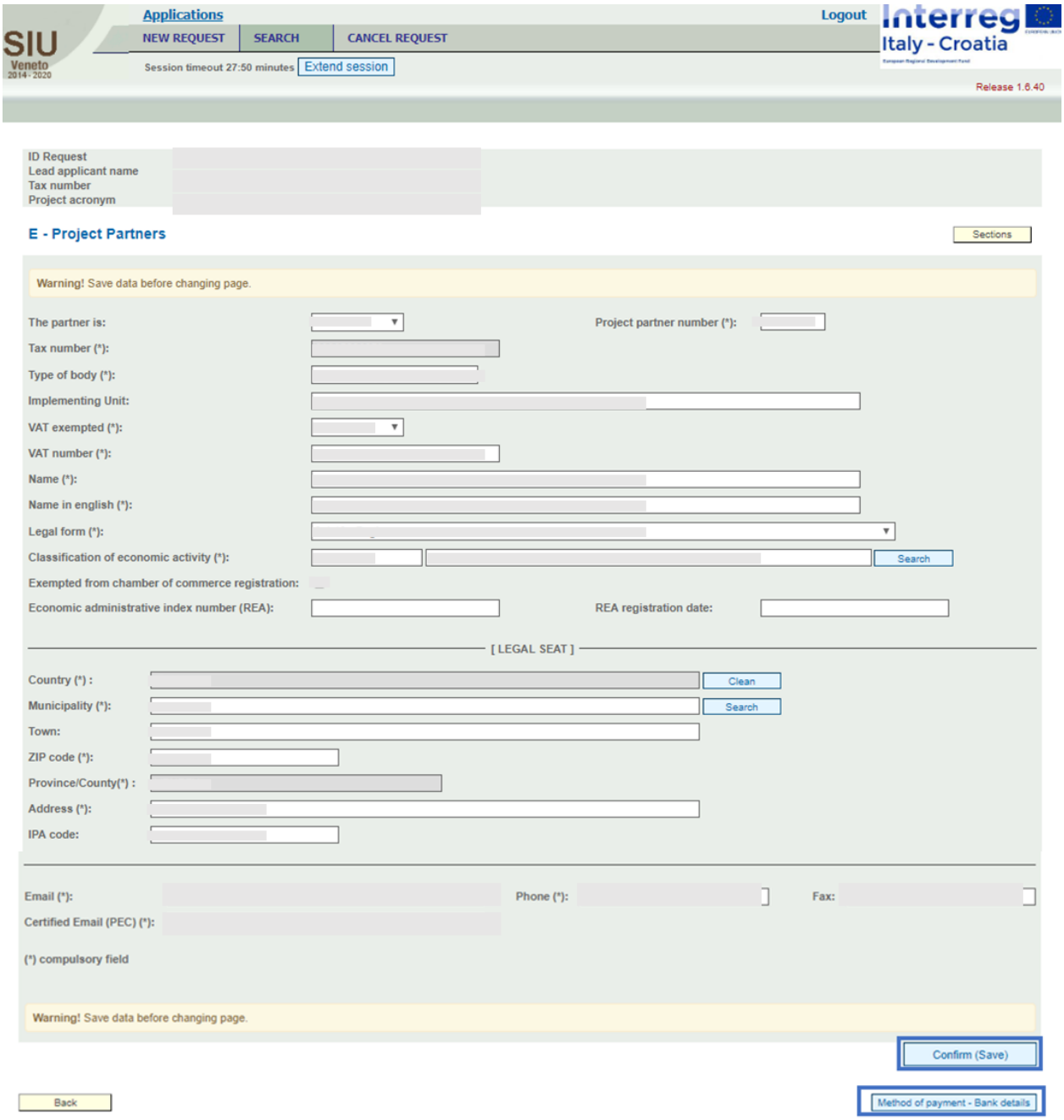
The user should access to the “Section E – Project Partner”, in order:

- To properly verify the correctness of the automatically filled-in information within the fields of the form
- To fill-in, where missing, the proper data and information required by the fields of the form
- To fill-in, in case of update necessities, the proper data and information for each field of the form

Having filled properly every field of the section, the user should press the button “Confirm - Save” to confirm and save the work in progress.



By clicking on the “Update” button of each Project Partner linked to the selected Lead Applicant, the SIU system shows a detailed view of relevant data which must be filled-in per each Project Partner.

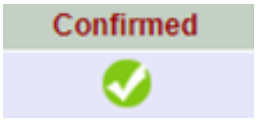


As shown in the images above, the section presents the buttons:

- "Method of payment – Bank details" (see Section B / Section E – Sub-section Method of Payment – Bank Details);
- "Financial guarantee" (see Section E – Sub-section Financial Guarantee): shown just in case the Project Partner represents a private entity, absent otherwise.

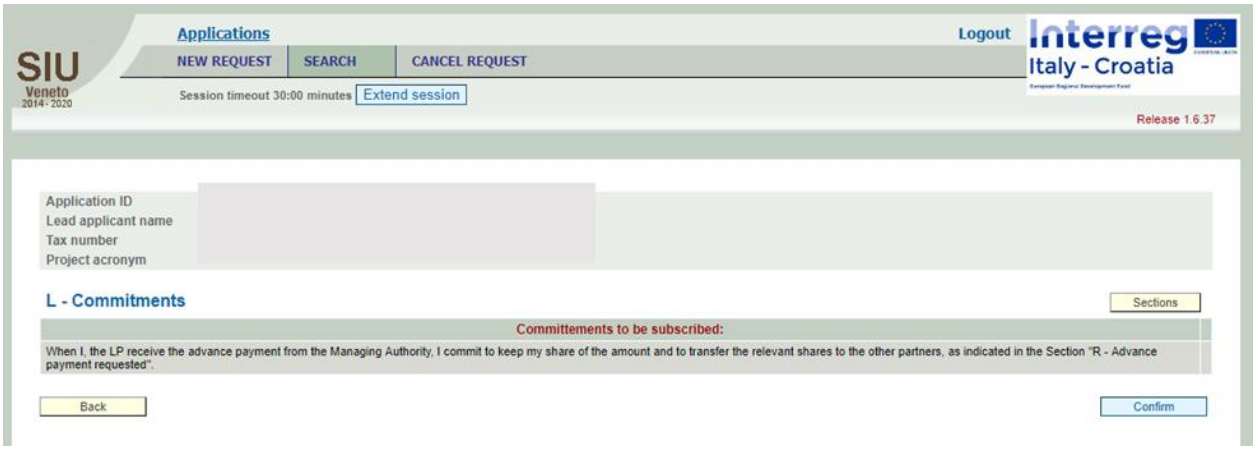
Please note that in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

Once completed and confirmed the work done in the section, after having pushed the “Back” button the user will see in the column “Confirmed” a green “checkbox” icon on a grey background.



SECTION L – COMMITMENTS

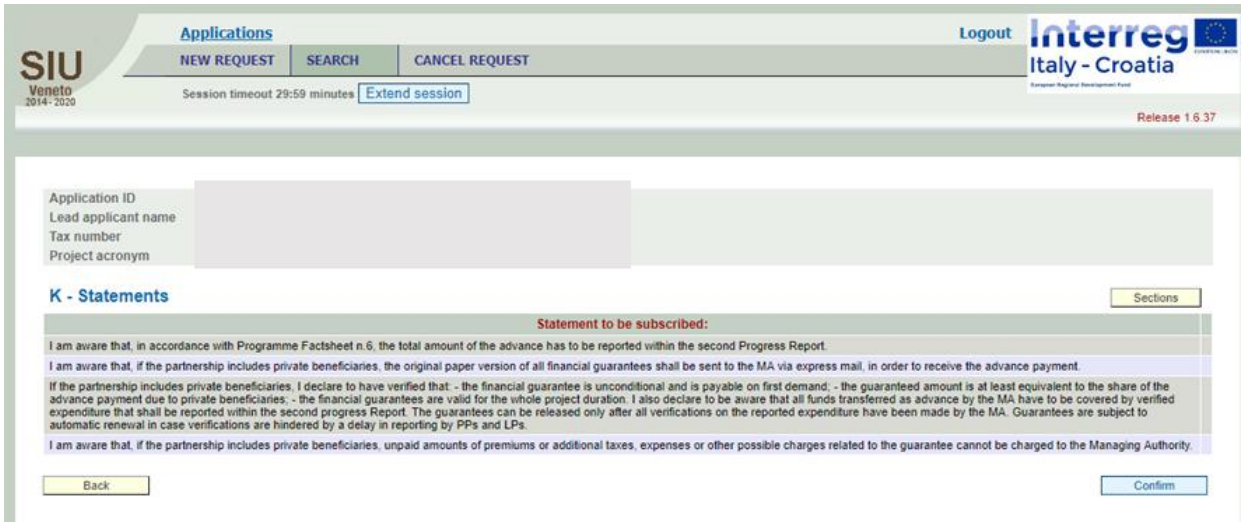
The user should access to the “Section L – Commitments”, in order to confirm the Commitments listed in the Section by pressing the button “Confirm”:



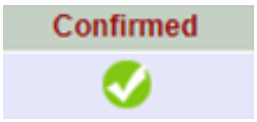
Once completed and confirmed the work done in the section, after having pushed the “Back” button the user will see in the column “Confirmed” a green “checkbox” icon on a grey background.

SECTION K – STATEMENTS

The user should access to the “Section K – Statements”, in order to confirm all the Statements which are listed in the Section by pressing the button “Confirm”



Once completed and confirmed the work done in the section, after having pushed the “Back” button the user will see in the column “Confirmed” a green “checkbox” icon on a grey background.

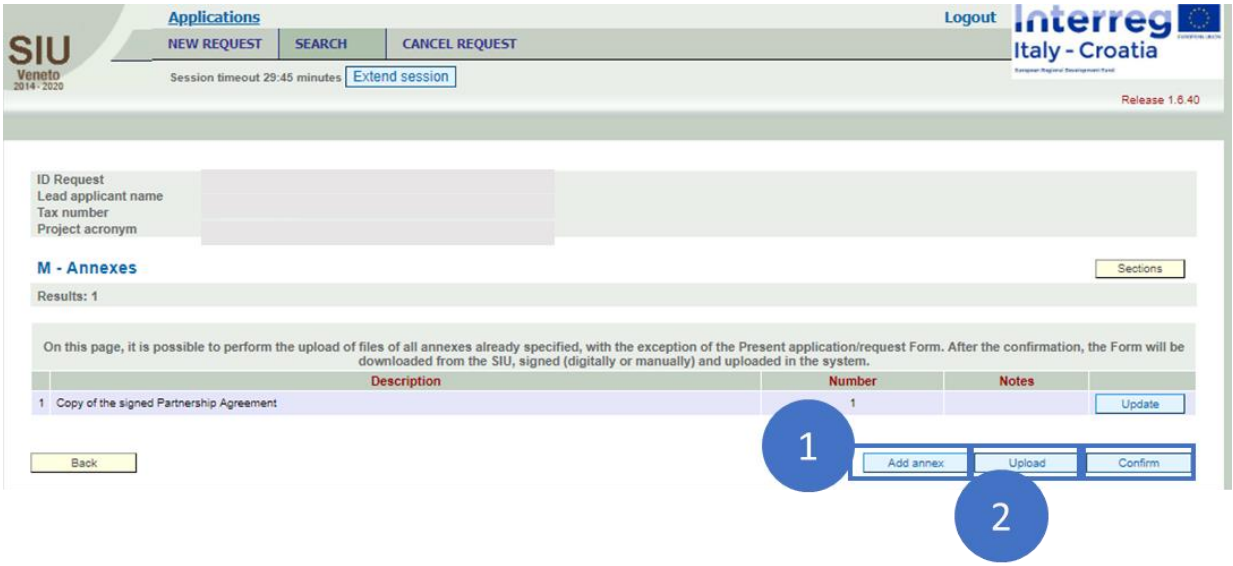


SECTION M - ANNEXES

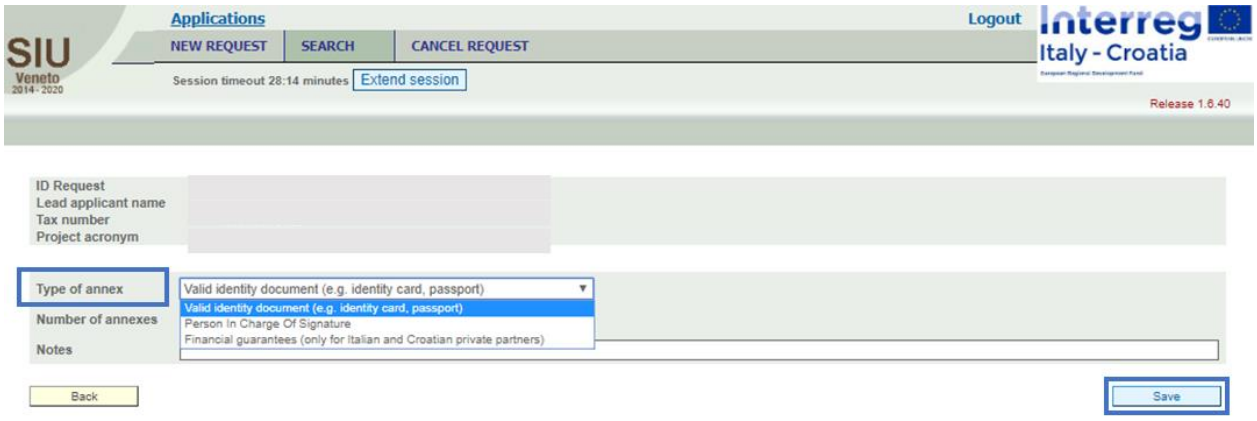
The user should access to the “Section M – Annexes”, in order to attach mandatory and relevant annexes.

For each type of Annex the user can specify how many files will be uploaded through the button “Update” next to the concerned Annex type.

The user can also add more lines to the list by clicking on the “Add annex” 1 button, and upload files by clicking on the “Upload” 2 button.



“Add annex” 1: in order to add more lines to the list, the user should select the type of annex from the list displayed by the drop-down menu, specify the number, name the annex in the field called “Notes” and save data.

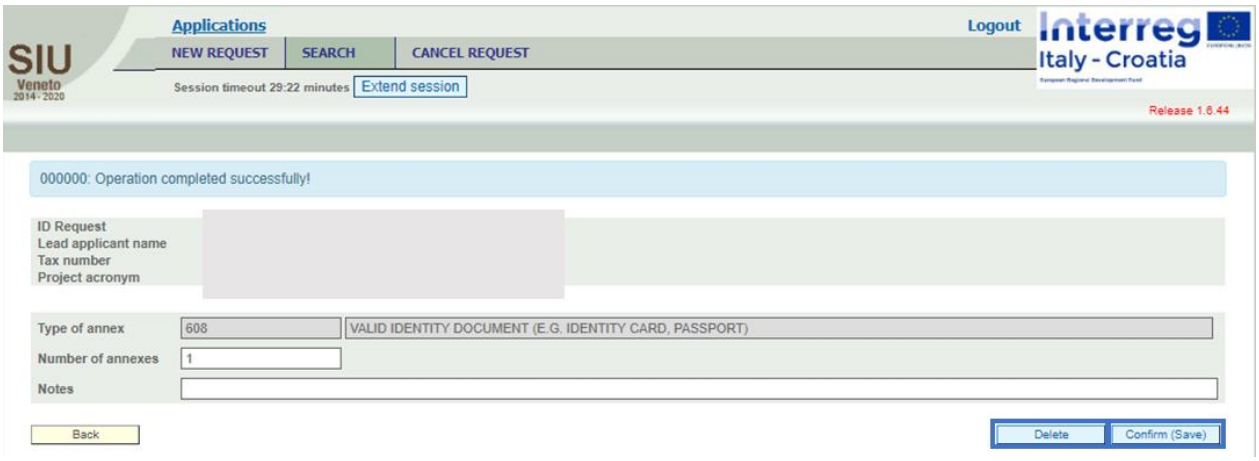


WARNING: in case of documents not signed digitally, the ID card of the signatory should also be listed and attached in this section.

In particular, if the Request Form will not be signed digitally the user has to add to the list the ID card of the person who will sign the Request by clicking Add annex button and specify n. of annexes (1) and notes related to the document (file name) before pressing Save button, as shown in the images above and below.

Once the "Save" button has been selected, the system will let the user:
Delete the annex line;

Confirm (and save) the annex line, resulting in the line being shown in the sub-section "Upload" 2



The type of annexes to be indicated clearly depends by the Request form. In fact, in case of Private partners it is mandatory to indicate and upload the Financial guarantees.

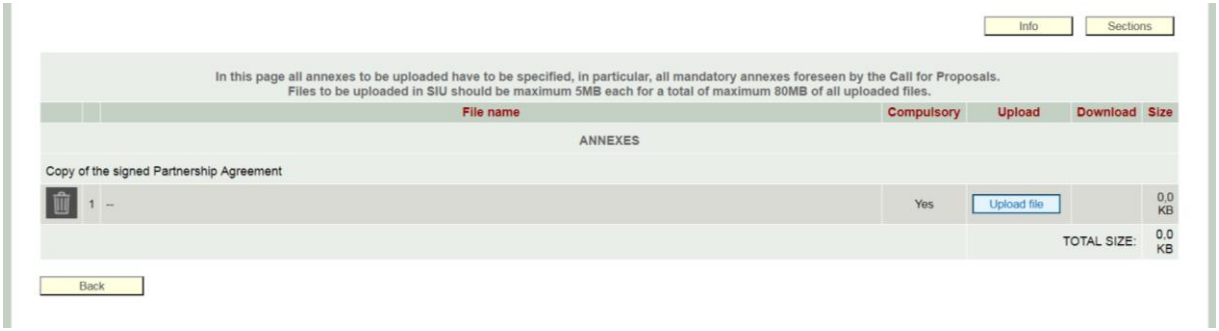
All the listed annexes as indicated by the user can be already uploaded in this Section before the confirmation of the Application/Request Form, with the only exception of the Request Form which can be downloaded from SIU only after the confirmation of the application/request.

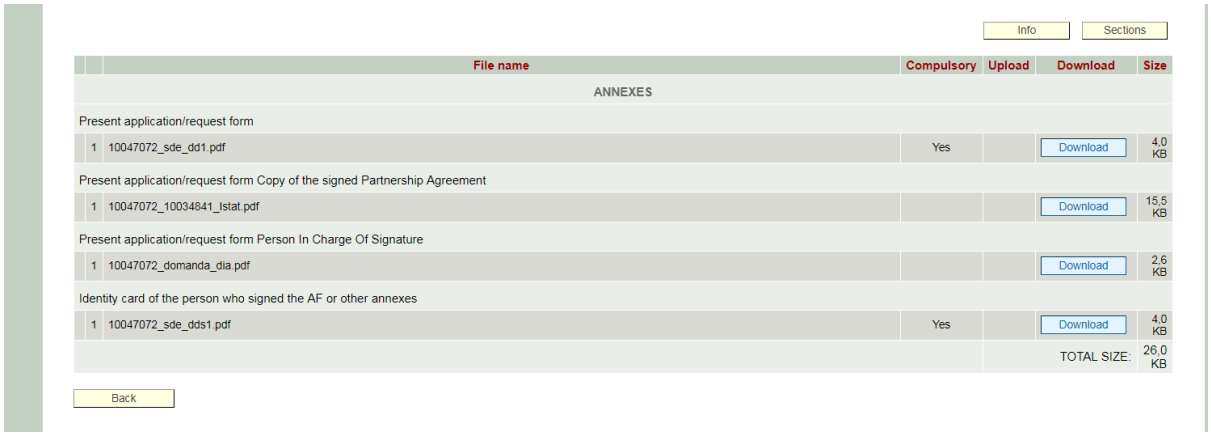
Users with digital signature: the applicant can directly proceed to digitally sign the documents and then to upload them in this section through the Update button.

Users with handwritten signature: it is necessary to scan the originally signed documents and then upload the scanned version. In this latter case, the identity document of the person who signed the documents has to be uploaded as well.

Each annex shall be uploaded in low resolution and in PDF format.

"Upload" 2: in order to add more lines to the list, the user should select the type of annex from the list displayed by the drop-down menu, specify the number, name the annex in the field called "Notes" and save data.





PLEASE NOTE THAT Files to be uploaded in SIU should be maximum 5MB each for a total of maximum 80MB of all uploaded files.

Once all necessary files are uploaded the user can move to the main Sections using

. Other available functions on the screen are as follows:

Download uploaded file through the button

;

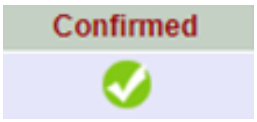
Delete uploaded file through the button
.

PLEASE NOTE THAT Files can be deleted if not declared as mandatory.

Having filled properly every field of the section, the user should press the button “Confirm (Save)” to confirm and save the work in progress.

Please note that in order to confirm and save the progress of the work done, all the mandatory data and attachments must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

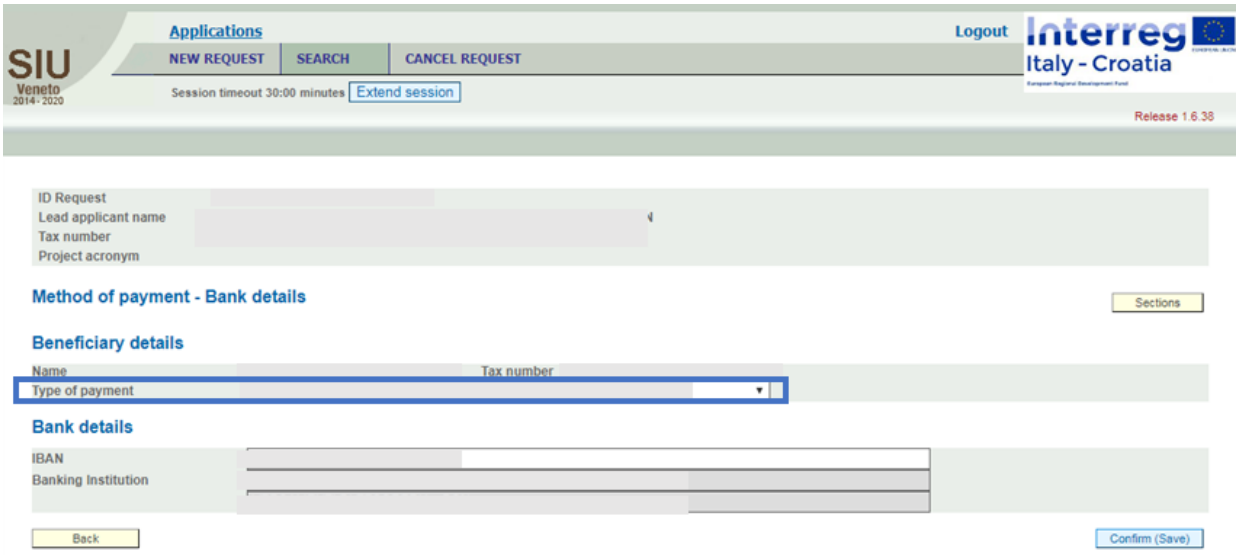
Once completed and confirmed the work done in the section, after having pushed the “Back” button the user will see in the column “Confirmed” a green “checkbox” icon on a grey background.



SECTION B / SECTION E – SUB-SECTION METHOD OF PAYMENT – BANK DETAILS

If applicable, a specific Sub-section on Bank details is displayed within Section B – Lead Partner and/or Section E – Project Partners and it is accessible through the "Method of payment – Bank details" button.

The user is requested to insert bank details data as follows:



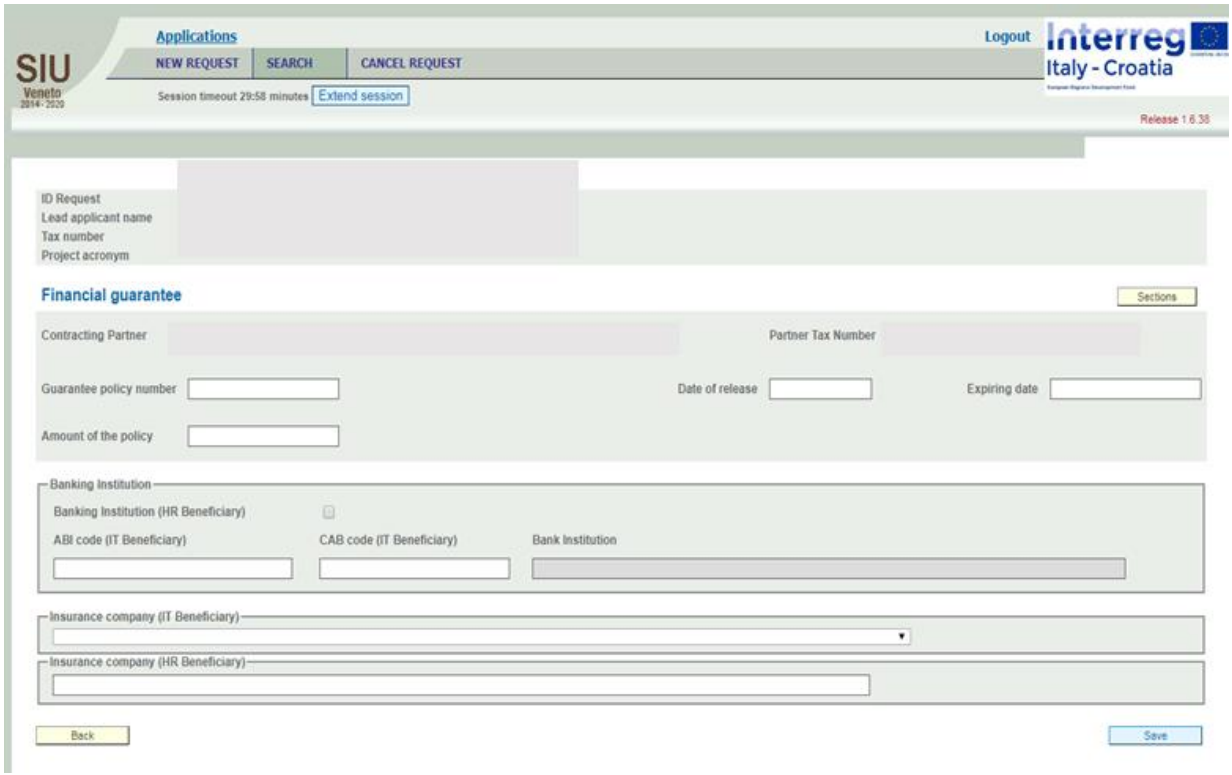
Specify type of payment selection:

- "CONTO CORRENTE BANCARIO E BANCOPOSTA" 1;
- "PAG. MEDIANTE ACCREDITO TRASF. FONDI TES. PROV.LI" 2.

Please note that in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

SECTION E – SUB-SECTION FINANCIAL GUARANTEE

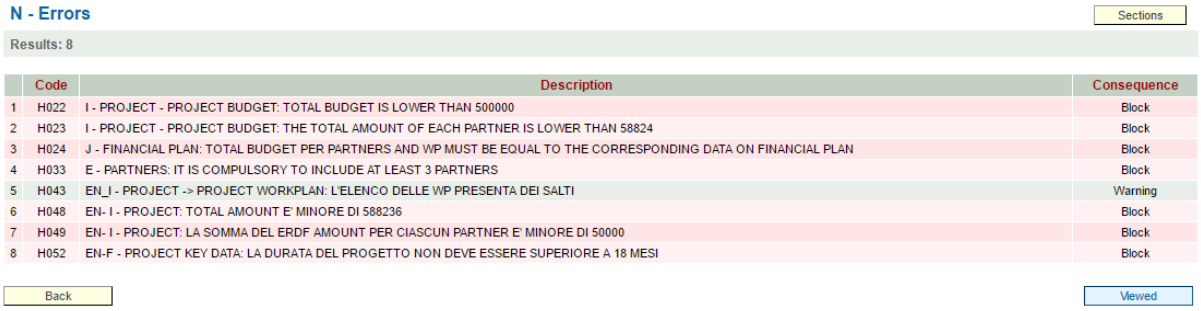
In the case of partners being private entities, a specific Sub-section “Financial guarantee” (accessible through the button “Financial guarantee” displayed at the bottom of Section E – Project Partners) has to be filled-in, in order to provide the detailed data related to the financial guarantee.



Please note that in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

SECTION N - ERRORS

Errors can be seen by clicking on the button “View”. Section “N – Error” is helpful to regularly check if the proposal has been correctly inserted or some parts are missing or need revision/an additional check by the Applicant.



N - Errors

Sections

Results: 8

	Code	Description	Consequence
1	H022	I - PROJECT - PROJECT BUDGET: TOTAL BUDGET IS LOWER THAN 500000	Block
2	H023	I - PROJECT - PROJECT BUDGET: THE TOTAL AMOUNT OF EACH PARTNER IS LOWER THAN 58824	Block
3	H024	J - FINANCIAL PLAN: TOTAL BUDGET PER PARTNERS AND WP MUST BE EQUAL TO THE CORRESPONDING DATA ON FINANCIAL PLAN	Block
4	H033	E - PARTNERS: IT IS COMPULSORY TO INCLUDE AT LEAST 3 PARTNERS	Block
5	H043	EN_I - PROJECT -> PROJECT WORKPLAN: L'ELENCO DELLE WP PRESENTA DEI SALTI	Warning
6	H048	EN- I - PROJECT: TOTAL AMOUNT E' MINORE DI 588236	Block
7	H049	EN- I - PROJECT: LA SOMMA DEL ERDF AMOUNT PER CIASCUN PARTNER E' MINORE DI 50000	Block
8	H052	EN-F - PROJECT KEY DATA: LA DURATA DEL PROGETTO NON DEVE ESSERE SUPERIORE A 18 MESI	Block

Back

Viewed

In Section N a list of Errors and their related impacts / consequences with reference to the Submission of the Proposal are displayed. For instance, block means that as long as the concerned error is not solved the whole Proposal cannot be submitted. The Applicant has to address each Error by coming back to the concerned Section. If the Error list is empty and the error lists counts 0 results it means that the Proposal is ready to be submitted.

Once all Errors have been addressed and no error appears the user has to click on Viewed.

4th PHASE - CHECK

As said previously within this document, the system messages are displayed in the upper part of the main frame.

There are two types of messages:

- **Error messages**

These types of messages block the work in progress. They appear when the user saves or moves on to a new window and any compulsory fields are not yet valued or are inconsistent. These messages are displayed in red font;

- **Warning messages**

These types of messages do not block the work in progress.

Having fully satisfied the whole number of designed and implemented application controls, the upper part of the main frame shows empty, without any error reference nor warnings shown. In case even just one control has not been satisfied by the fill-in actions performed by the user, as seen previously, warnings and error details are shown to the user and are accessible within the proper section “Errors” in order to be solved and to allow to go on with request fulfilling duties.

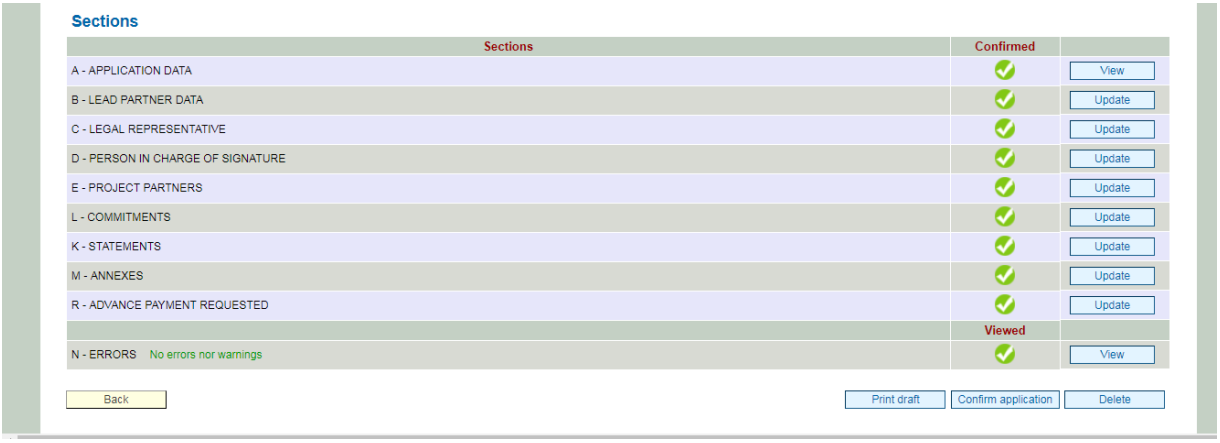
5th PHASE - CONFIRMATION

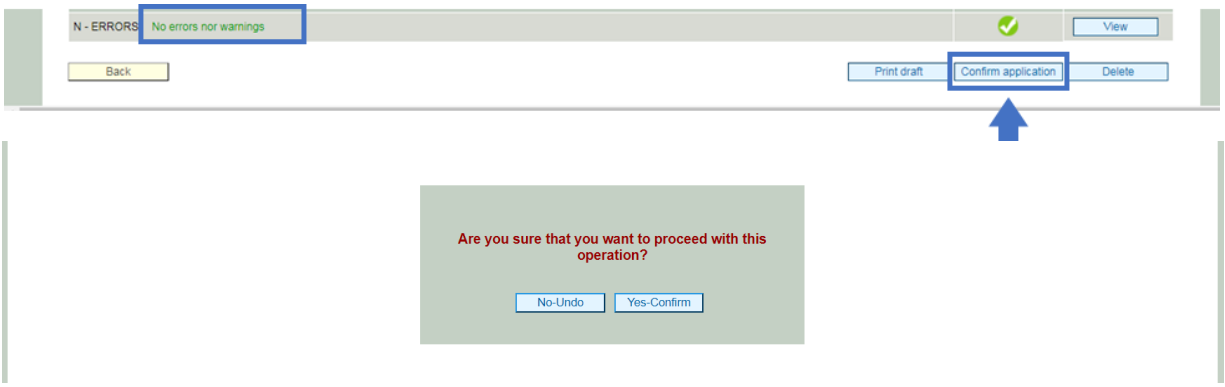
The process is composed by these steps: 1st Confirmation → 2nd Upload of Application/Request form (and other documents, if necessary) → 3rd Submission → 4th Registration (automatically done by the SIU).

After having completed and viewed all the fields presented in the SIU System and made sure that no error message appears in the relevant error section, the user can proceed with the confirmation of the Request by clicking on Confirm application button. A confirmation to proceed is requested by the system and the user has to press Yes-Confirm .

The message "The application has been confirmed. Please upload the required annexes in order to proceed to submit" will be displayed requiring the user to upload the relevant documents before proceeding with the submission.

After the above mentioned message is displayed the user can no longer modify its proposal and can only proceed by uploading the Signed Request Form and, if necessary, other relevant documents as listed in Section M – Annexes not already uploaded in that Section before the confirmation of the application. The status of the proposal is no longer in a draft form but it is completed and confirmed.




N - ERRORS
No errors nor warnings
View
Back
Print draft
Confirm application
Delete
Are you sure that you want to proceed with this operation?
No-Undo
Yes-Confirm

6th PHASE - SUBMISSION

Upon completion of the upload of all necessary documents the user can submit the proposal through the Submit request button. The system automatically registers the proposal and the status the proposal changes from submitted to **registered**.

FOR INFORMATION AND SUPPORT

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