FROM SHARED RESOURCES
TO JOINT SOLUTIONS

SIU Management and Monitoring System

PROGRESS REPORT
USER MANUAL – PART 1

Version 1.0 of 17 July 2018

TABLE OF CONTENTS

INTRODUCTION

The submission of the Progress Report (called PR hereafter in the manual), 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 Progress Report 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 Progress Report.

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 Progress Report. The Manual is intended to provide guidance to LPs, Project Partners (called PPs hereafter in the manual) and First Level Controllers (called FLCs hereafter in the manual) through the whole process, from the generation of a new Progress Report to its final submission to the Managing Authority.

As already mentioned, in the frame of the Progress Report submission three type of actors will be involved, each one with a specific role and filling-in duties (see paragraph **1.3)** for additional information):

- Lead Partner (LP)
- Project Partner (PP)
- First Level Controller (FLC)

1) PRELIMINARY ACTIVITIES FOR THE CREATION OF THE PROGRESS REPORT

The following steps are preparatory to the creation of the Progress Report request and the creation of PP and FLC accounts on the SIU System, so it is advisable to consult each of these three steps which have to be performed by the LP in order to allow all actors to proceed according to their duties.

1.1) STEP 1 – ACCESS TO SIU

This step is common to each type of user who needs to access the SIU System in the frame of the Progress Report submission process.

1.1.1 HOW TO ACCESS SIU

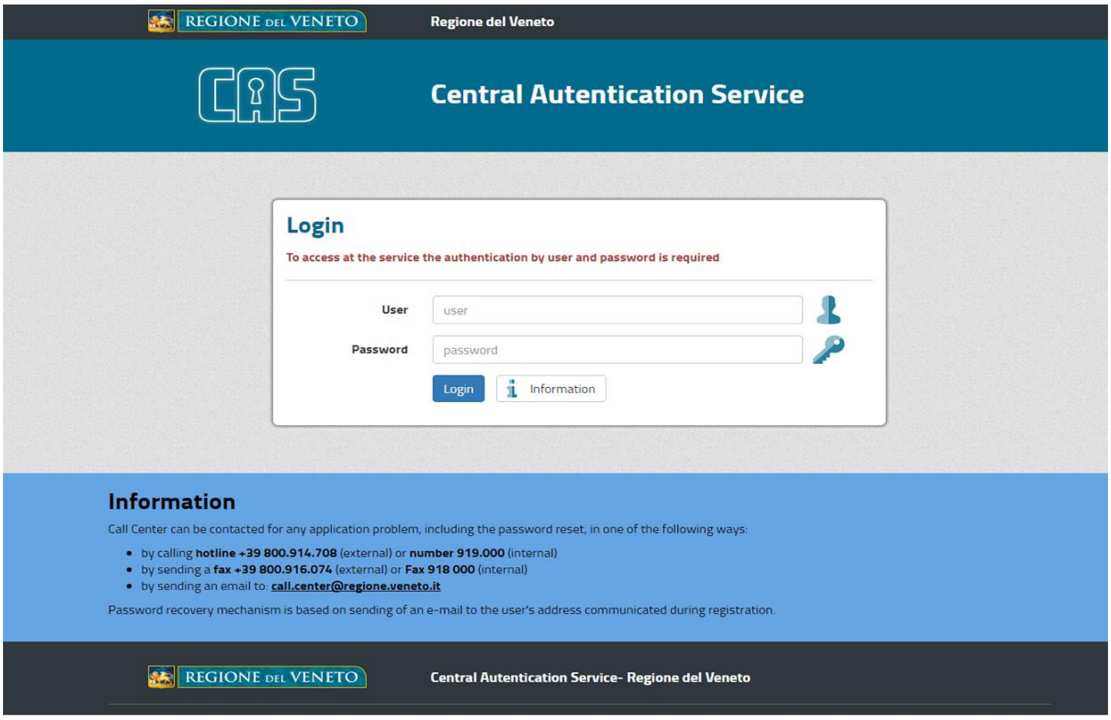
SIU is a web application accessible with by the recent versions of most common browsers (e.g.: Chrome, Firefox, Internet Explorer). It is advisable to use Chrome or Firefox.

SIU is available at the following link:

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

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

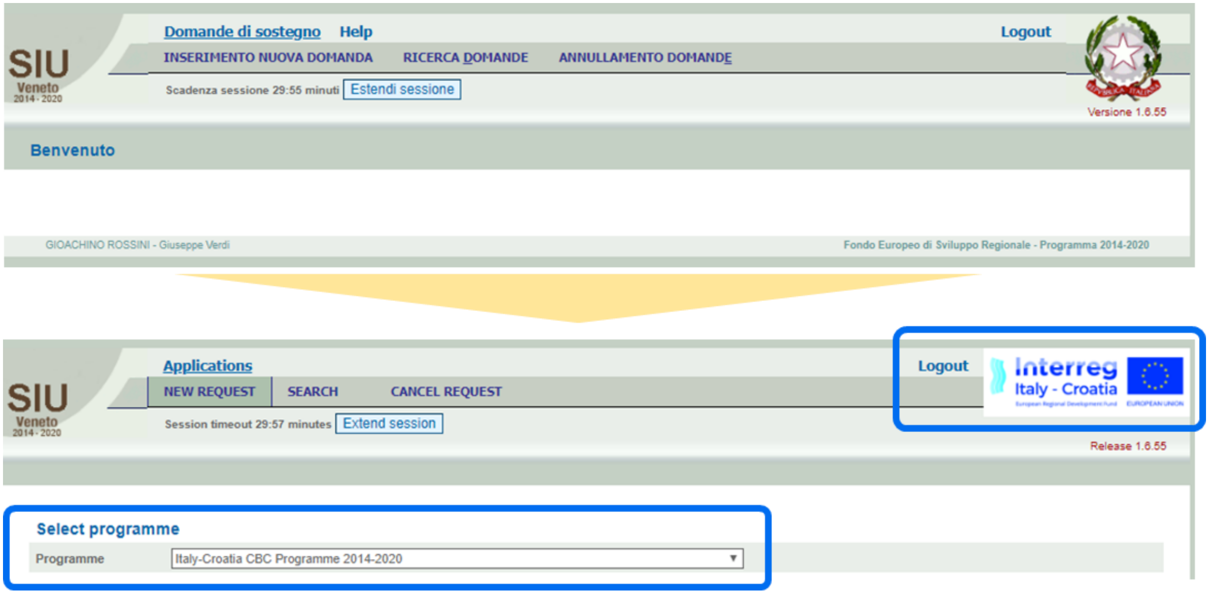
The user can log in SIU by inserting user ID and password in the System access page (see following preview). User ID must be typed in the specific box "User".



Once the user has successfully logged in, SIU allows starting the Progress Report process.

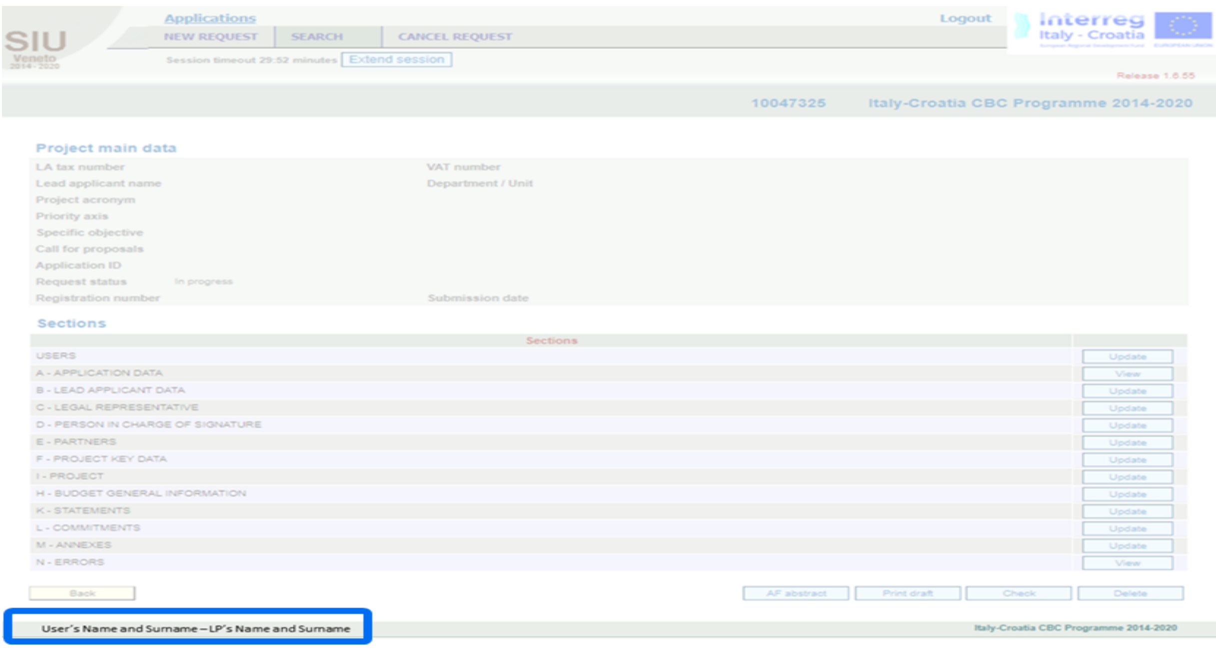
1.1.2 LANGUAGE SETTINGS

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.



Please see the example below:

	User's Name and Surname	User's Role	LP of reference Name and Surname
Giuseppe Verdi - Giuseppe Verdi	Giuseppe Verdi	**LP**	Giuseppe Verdi
ANTONIO VIVALDI - Giuseppe Verdi	Antonio Vivaldi	**PP**	Giuseppe Verdi
GIOACHINO ROSSINI - Giuseppe Verdi	Gioachino Rossini	**FLC**	Giuseppe Verdi

PLEASE NOTE THAT no violations of the segregation of duties principle are ever allowed nor tolerated among LPs, PPs and FLCs.

1.1.4 SIU STANDARD FUNCTIONS AND TOOLS

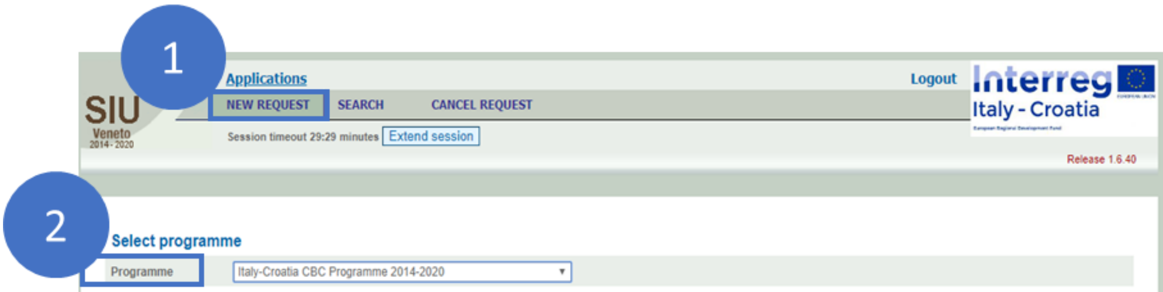
For an extended description of common functions and tools provided by the SIU System, please refer to the user's manuals provided so far:

- Application Process User Manual
- Advance Payment Request User Manual

You can download the full documents here:

1.2) STEP 2 – CREATION/RESEARCH OF THE PROGRESS REPORT

The **LEAD PARTNER** 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".

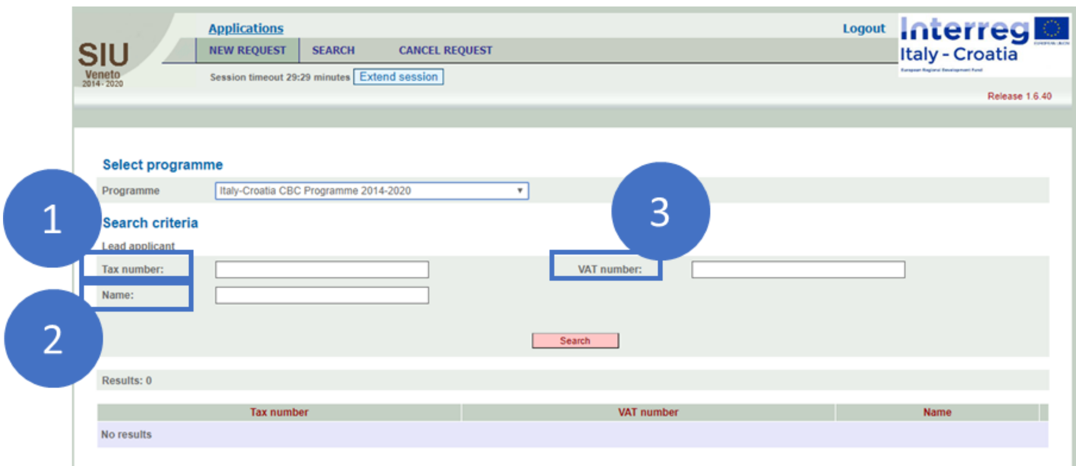


1.2.1 SELECTION OF THE CONCERNED LEAD APPLICANT

As the "Programme" has been selected, the SIU system provides a search engine by which the **LEAD PARTNER** is enabled to search for the concerned LP organisation.

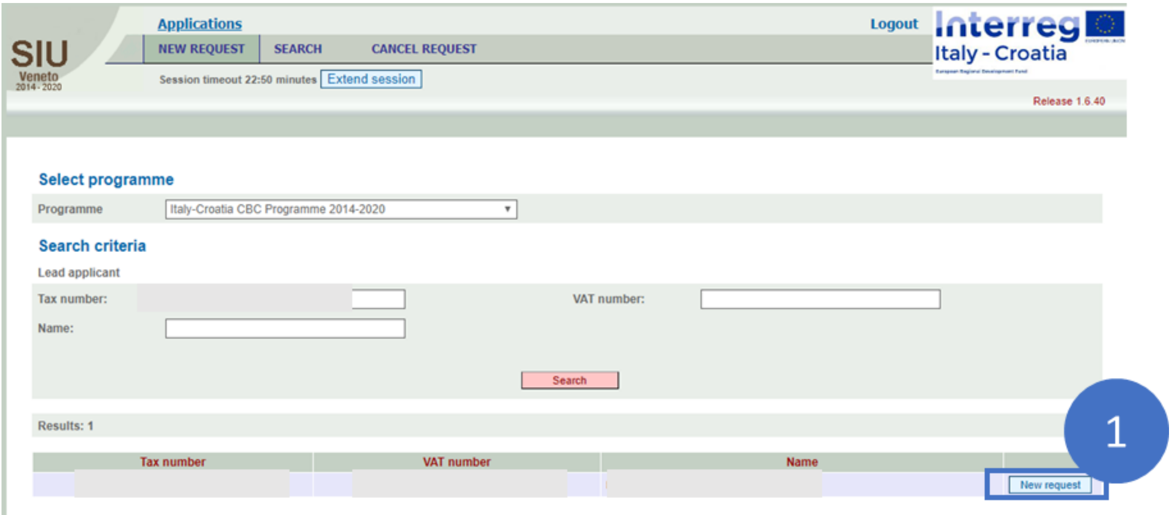
The **LEAD PARTNER** should be able to input, as a minimum, one of these three information (formerly provided with the Application Form):

- "Tax number" 1;
- "Name" 2;
- "VAT number" 3.

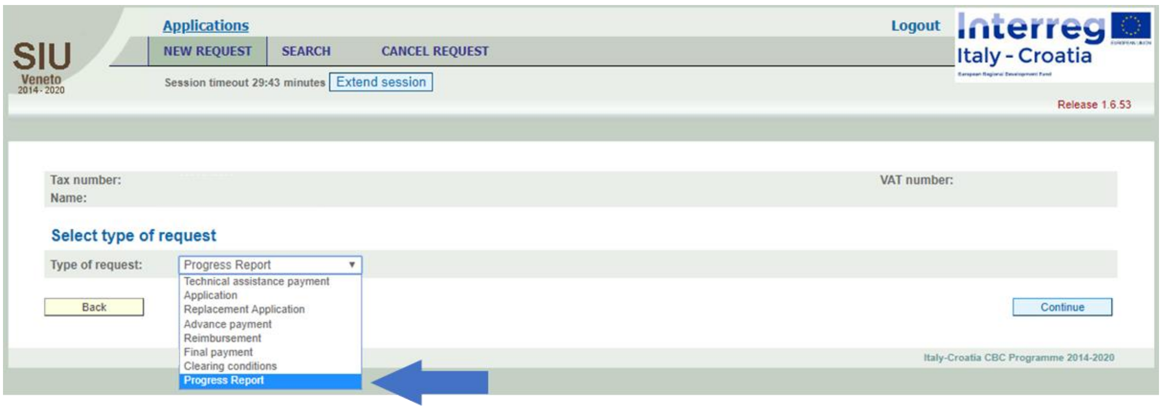


TYPE OF REQUEST SELECTION

Once selected the "Italy-Croatia CBC Programme 2014-2020" and the Lead Applicant, as shown in the image below, the **LEAD PARTNER** should click on the "New request" 1 button:

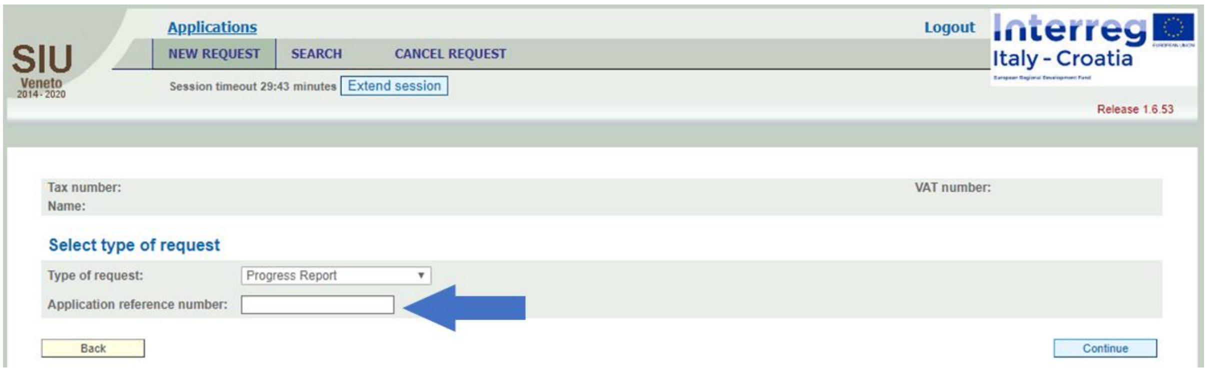


Then the **LEAD PARTNER** must point out which type of request she/he intends to insert in the System, selecting precisely the "Progress Report" option.

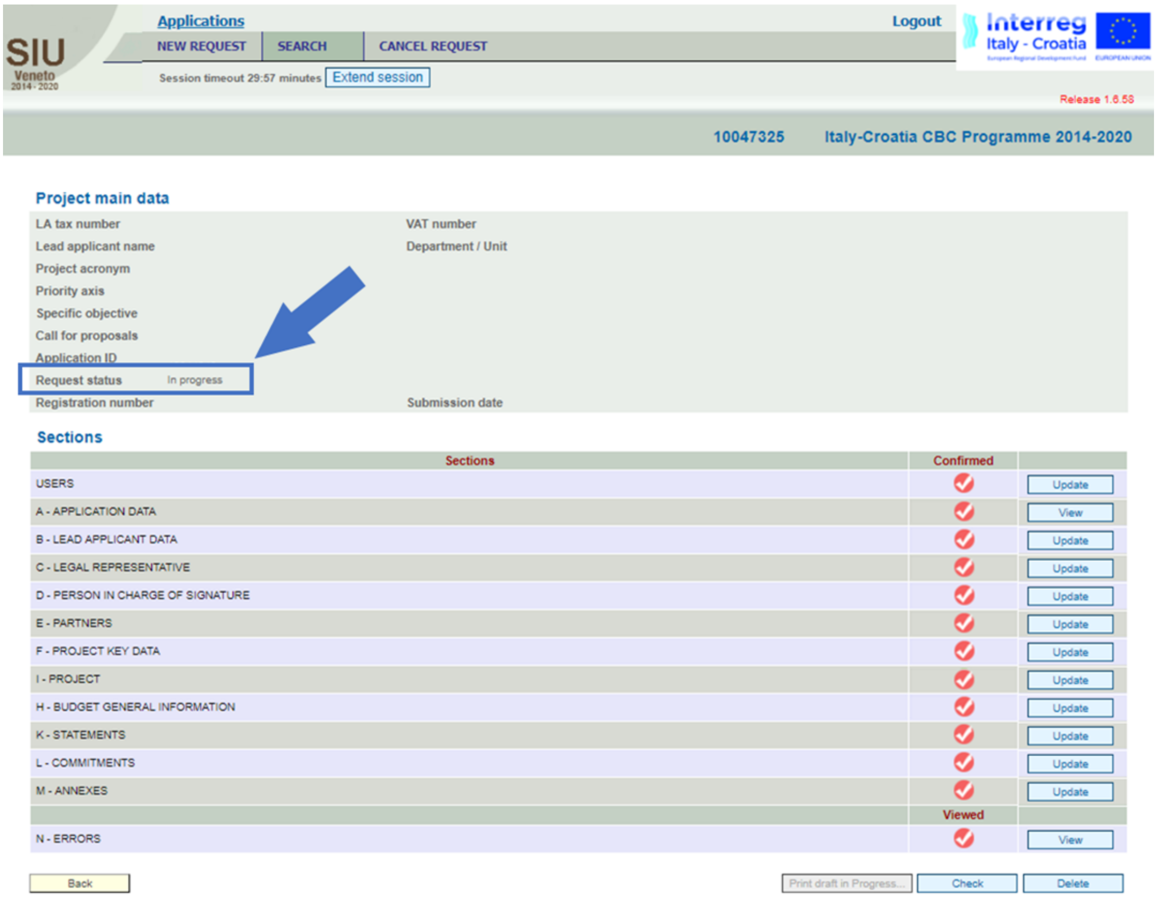


1.2.2 LINKING THE PROGRESS REPORT TO THE RELATIVE AF

In order to link the Progress Report Request to the original or substitute Application ID of reference, the **LEAD PARTNER** has to insert the Application reference number (i.e.: Application Form ID number) and click "Continue" button to generate the Progress Report request related to the concerned project.

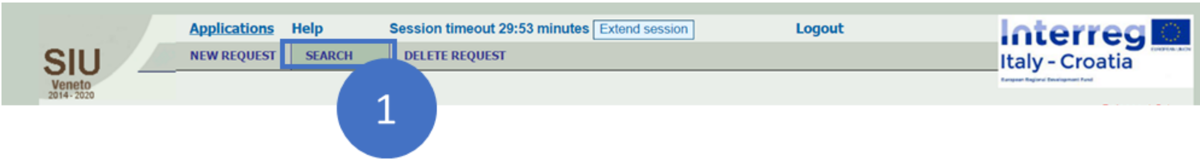


Then the SIU system will automatically create a new Progress Report under the status "In progress".



1.2.3 HOW TO FIND AND CONTINUE FILLING-IN AN ALREADY GENERATED PR

To research for or to continue filling-in an already generated Progress Report request, instead of the "New request" option, the users (**LEAD PARTNERS**, **PROJECT PARTNERS** and **FIRST LEVEL CONTROLLERS**) have to use the "Search" 1 option shown in the Header section:

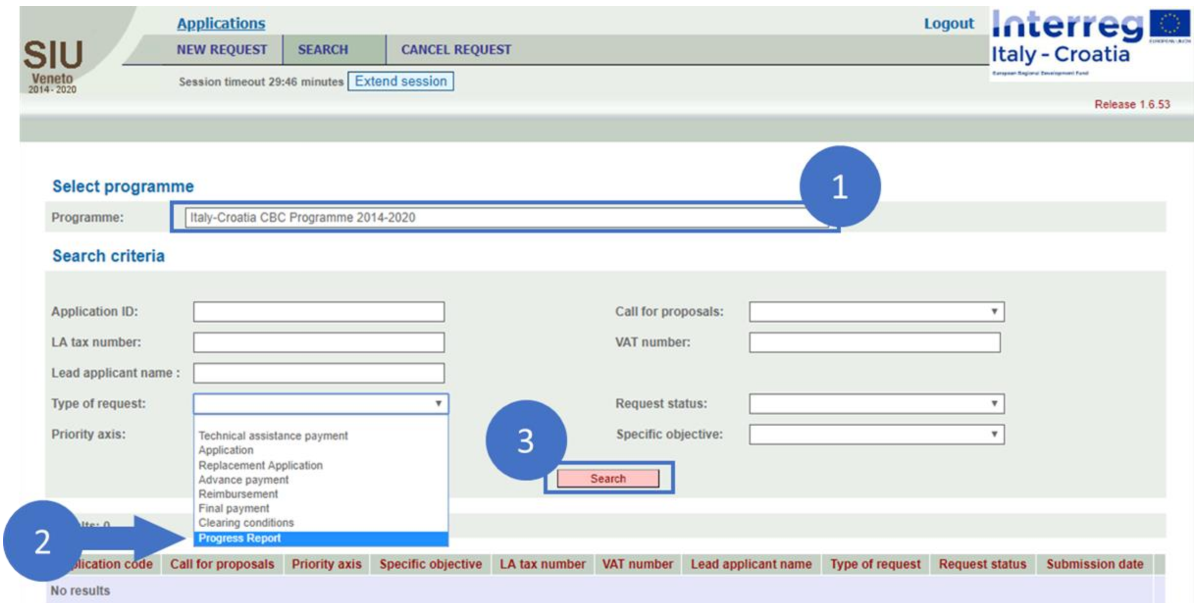


To find the concerned Progress Report request the following steps have to be followed:

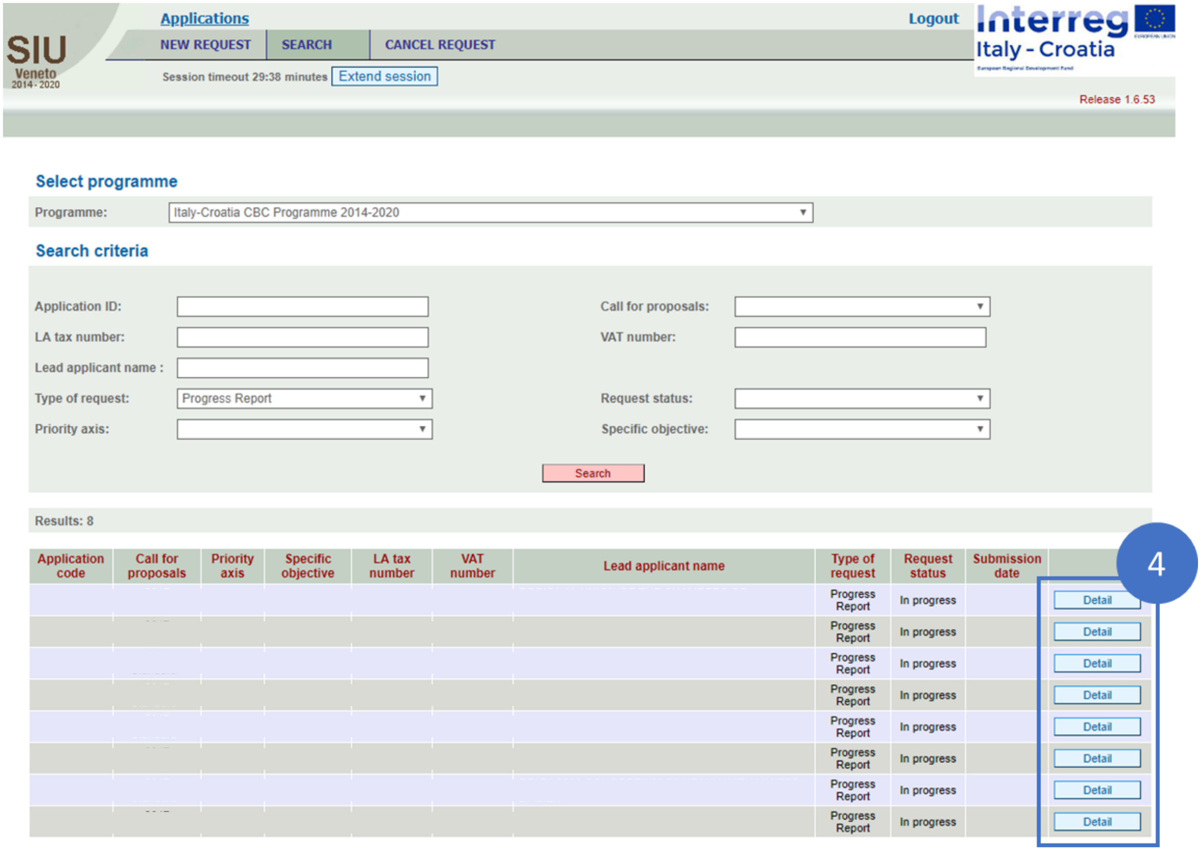
1 Select "Italy-Croatia CBC Programme 2014-2020" 1;

2 Select "Progress Report" in the drop-down list displayed under "Type of request" 2;

3 Click "Search" button 3;



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



1.2.4 PROGRESS REPORT STATUS

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

Status: IN PROGRESS	• Ongoing compilation process. The process of data entry in the system is in progress. In this status all data are editable and modifiable.
Status: CONFIRMED	• All data are registered and the Progress Report has been confirmed. In this status it is not anymore possible to modify Progress Report data. All the necessary documents listed in Section M - Annexes have to be uploaded (the signed Progress Report form has to be included too).
Status: SUBMITTED	• All the documents listed in the Progress Report have been attached and the Progress Report form has been submitted. In this status it is not anymore possible to edit or modify data.
Status: REGISTERED	• The Managing Authority has received and registered the Progress Report. The Progress Report is automatically registered by the system.

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

- Fill-in the Progress Report request and the activities that must be performed
- Submit the Progress Report request.

1.3) STEP 3 – ASSIGNMENT OF ROLES AND AUTHORIZATIONS TO PPS AND FLCS

1.3.1 USER TYPES AND ROLES

The SIU system allows the segregation of roles and duties among the different actors involved throughout the financial reporting process:

User Type	Roles	Financial Reporting	Physical Reporting
LEAD PARTNERS	**Lead Partners (LP)** are: • Accountable for the portion of financial reporting of their own competence; • Totally accountable for the of physical reporting of project performances by collecting the contribution of each PP; • In charge to check, confirm and finally submit the Progress Report.	X	X
PROJECT PARTNERS	**Project Partners (PP)** must be designated by the Lead Partner to access the SIU System to: • Carry-out the reporting duties concerning the activities of their own competence in terms of financial expenditures • Uploading the Activity Report	X	
FIRST LEVEL CONTROLLERS	**First Level Controllers (FLC)** must be assigned to each Project Partner/the Lead Partner to carry out the certification of related expenditures.	X	

The segregation of duties is so disposed on the SIU System:

Reporting Process Type	Lead Partners	Project Partners	First Level Controllers
1. PHYSICAL PROGRESS REPORTING	Lead Partners can edit ALL SIU Sections related to Physical Progress Reporting (they are totally accountable for that)	• Project Partners: upload **ON THE SIU SYSTEM** the Activity Report • Send proofs of performed activities out of the SIU System	*Not Applicable*
2. FINANCIAL PROGRESS REPORTING	LPs can edit ONLY SIU Sections related to Financial Reporting of competence; LPs can view ALL the operations that both PP and FLC perform within the SIU system	PPs can edit ONLY SIU Sections related to Financial Reporting of competence; PP can view ONLY sections related to the financial reporting activities that he/she performs	FLCs can edit ONLY SIU Sections related to Financial Reporting of the assigned PP; FLCs can view ONLY sections related to the financial reporting activities performed by the controlled PP

1.3.2 THE PROCESS DEPUTED TO THE CREATION OF PP AND FLC ACCOUNT TYPES

The LP must communicate to the MA, out of the SIU system and via formal request (addressed to italia.croazia@pec.regione.veneto.it), the following information related to **ALL** the relevant PPs and Italian FLCs:

1 Name
2 Surname
3 Tax Number/OIB
4 E-mail address

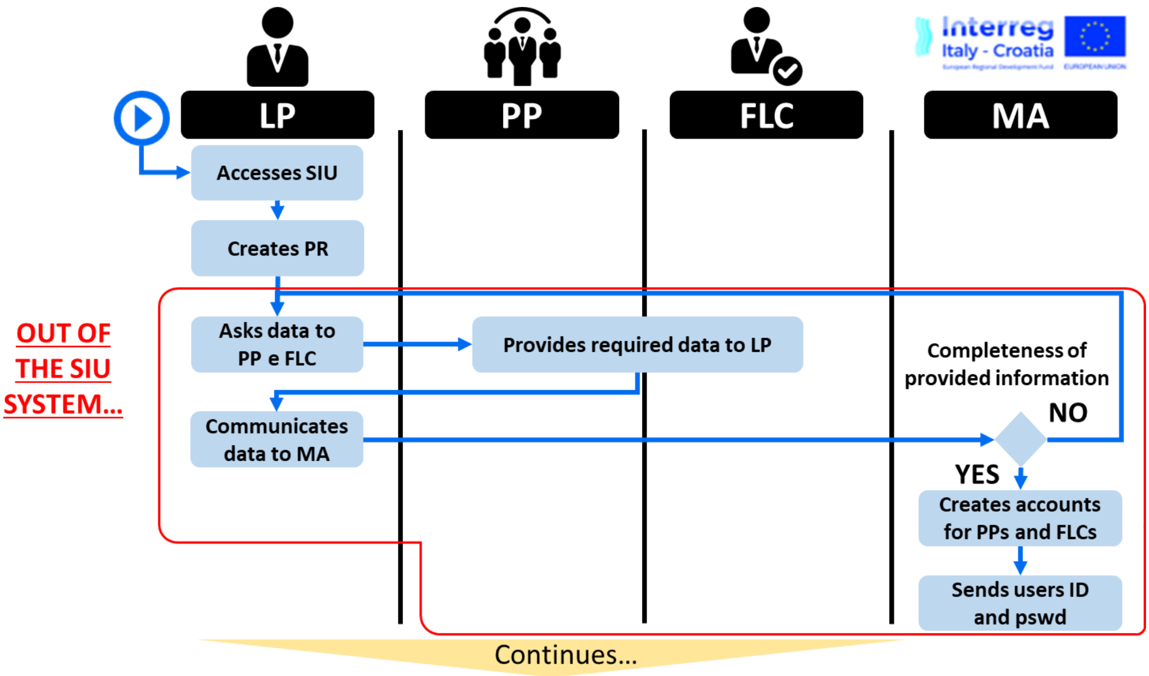
5 Application ID

The Agency for Regional Development of Croatia communicates to the MA all data concerning FLCs assigned to Croatian beneficiaries.

The main phases of this sub-process are as follows:

1	The Lead Partner accesses the SIU System (see **<u>STEP 2 – ACCESS TO SIU</u>**) ***PLEASE NOTE THAT** this step can be managed in parallel to the following ones, and it is not intended to stall step 3 and step 4, 5 and 6 in sequence.*
2	The Lead Partner creates the progress report (see **<u>STEP 3 – CREATION OF THE PROGRESS REPORT REQUEST</u>**) ***PLEASE NOTE THAT** this step can be managed in parallel to the following ones, and it is not intended to stall step 3 and step 4, 5 and 6 in sequence.*
3	OUT OF THE SIU SYSTEM - The Lead Partner asks PPs and Italian FLCs the information: 1 Name 2 Surname 3 Fiscal Code 4 E-mail address 5 Application ID
4	OUT OF THE SIU SYSTEM – Project Partners and Italian First Level Controllers communicate data required by the LP
5	OUT OF THE SIU SYSTEM – The Lead Partner communicates via formal request (e.g. certified e-mail) the information provided by PPs and Italian FLCs. The Agency for Regional Development of Croatia communicates to the MA all data

	concerning FLCs assigned to Croatian beneficiaries.
6	The Managing Authority creates the accounts related to the PPs and FLCs required by the Lead Partner and by the Agency for Regional Development of Croatia and sends IDs and passwords to these persons.



Once the Managing Authority has successfully created SIU accounts for required persons, the accounts are automatically provided to concerned PPs and FLCs through their indicated e-mail addresses, then PPs and FLCs will be admitted to the SIU system to perform the actions needed for reporting purposes, concerning the portions of the report they are accountable for.

PLEASE NOTE THAT It is advisable for each of these three different subjects to focus on the portions of the manual which describe specifically the actions they must perform in the frame of Progress Report submission, accordingly to their role:

- Lead Partner’s Role
- Project Partner’s Role
- First Level Controller’s Role

2) PROJECT PARTNER'S ROLE

2.1) OVERVIEW OF PROJECT PARTNERS ROLE

Project Partners shall:

1. Access SIU
2. Insert their expenditure, including the upload of invoices and proofs of payments;
3. Fill-in the Partner Activity Report and upload it in SIU;
4. Modify their data related to seat/name/legal representative if needed in the Section "Partner";
5. Send the proofs and supporting documents of their deliverables/outputs via e-mail to the LP;
6. Give confirmation that their part is completed by clicking the button "Submit to FLC";
7. Proceed to the necessary modifications on inserted expenditure upon request of the FLC or LP.

2.2) ANNEXES TO BE UPLOADED

ID documents: PP shall upload relevant ID documents for example related to a new legal representative. Please note that there is no need to upload ID documents if no changes occurred during the reporting period.

The types of attachments for the "PP annexes" are the following:

- PP Activity Report;
- Legal and administrative documents (PPs shall upload documents related for example to changes of Legal Representative, PiCoS, implementing department, etc);
- Valid identity document (e.g. identity card, passport) ID document (related to category "legal and admin doc"): PP shall upload relevant ID documents for example related to a new legal representative (**PLEASE NOTE THAT** there is no need to upload ID documents if no changes occurred during the reporting period);
- Other documents

The types of attachments for the sub-section "Public Procurement"are the following:

- Awarding administrative document or equivalent
- Contract

The types of attachments for the sub-section "Financial supporting documents"are the following:

1. Invoice
2. Other document of equivalent probative value
3. Proof of payment

2.3) MAIN RECOMMENDATIONS

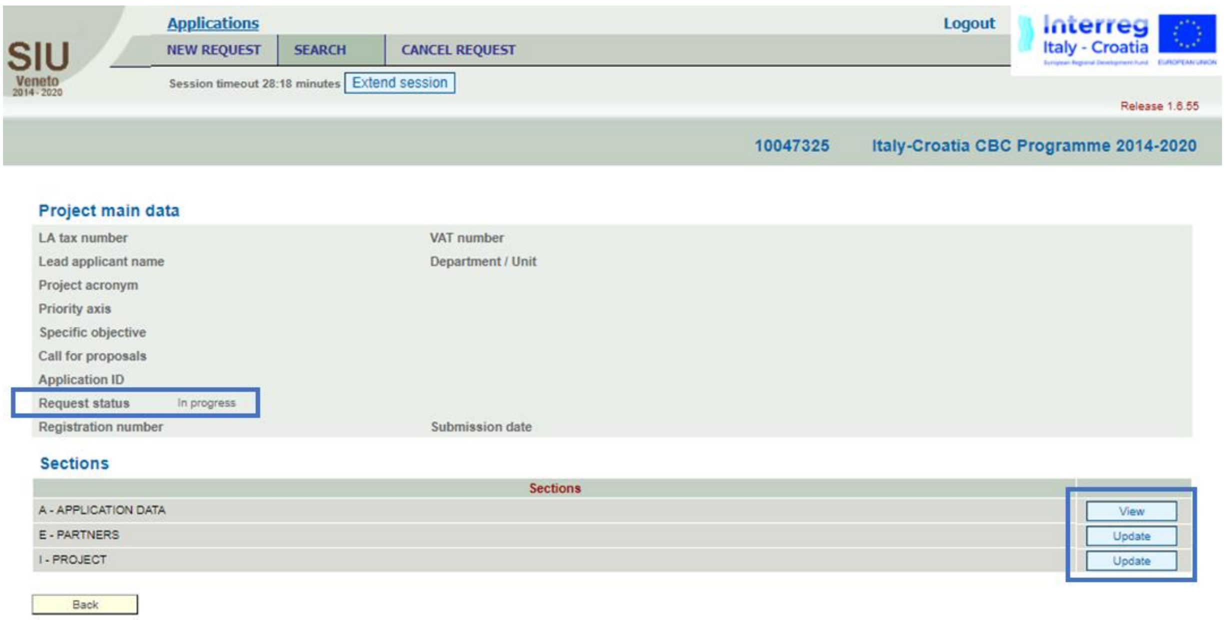
Save regularly in order not to lose data. In some case, the system will save data only once the whole section has been duly filled-in.

The Progress Report is composed by a set 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 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).

2.4) FILLING-IN THE PROGRESS REPORT

This is the main view and the focal point for PPs’ operational activities in the frame of the Progress Report filling-in process:



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:

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**” must be viewed and confirmed by the PPs:

A	APPLICATION DATA

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

Sections	Notes
E	PROJECT PARTNERS
I	PROJECT

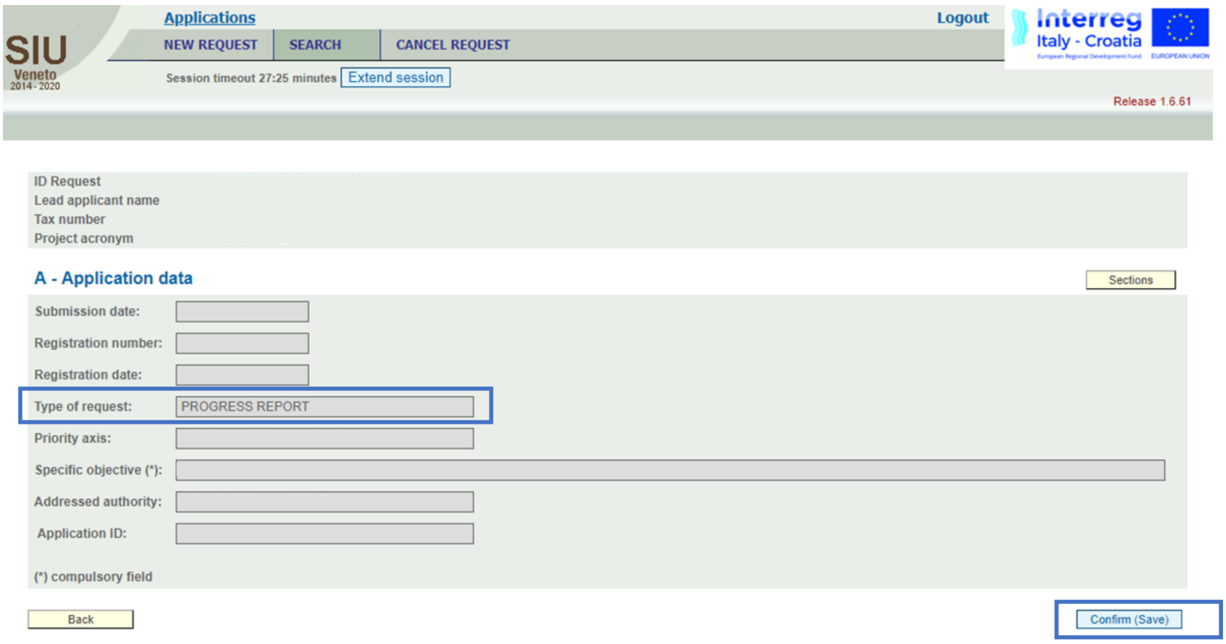
2.4.1 SECTION A – APPLICATION DATA

The user should access to the Section "**A – APPLICATION DATA**" to visualize the automatically filled-in information within the fields of the form.

The fields:

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

Are accessible in the visualization mode only.

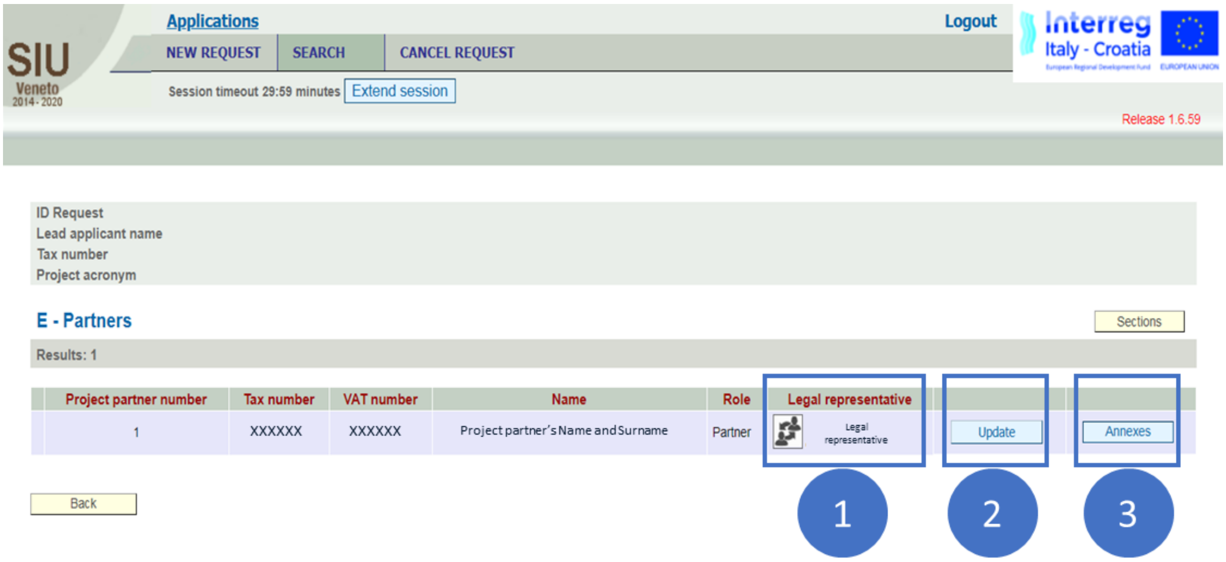


PLEASE NOTE THAT no other actions than visualization (in case it occurs) are needed to be performed here by Project Partners.

SECTION E – PROJECT PARTNERS

The user should access to the Section "**E – PROJECT PARTNERS**", in order:

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



As shown in the figure above, the Project Partner can:

1. Enter the sub-section 1 "**PARTNER – LEGAL REPRESENTATIVE**" by clicking on the deputed icon box  to, in case of necessity, modify data related to the "Legal Representative" and save by clicking on the "Confirm (Save)" button;

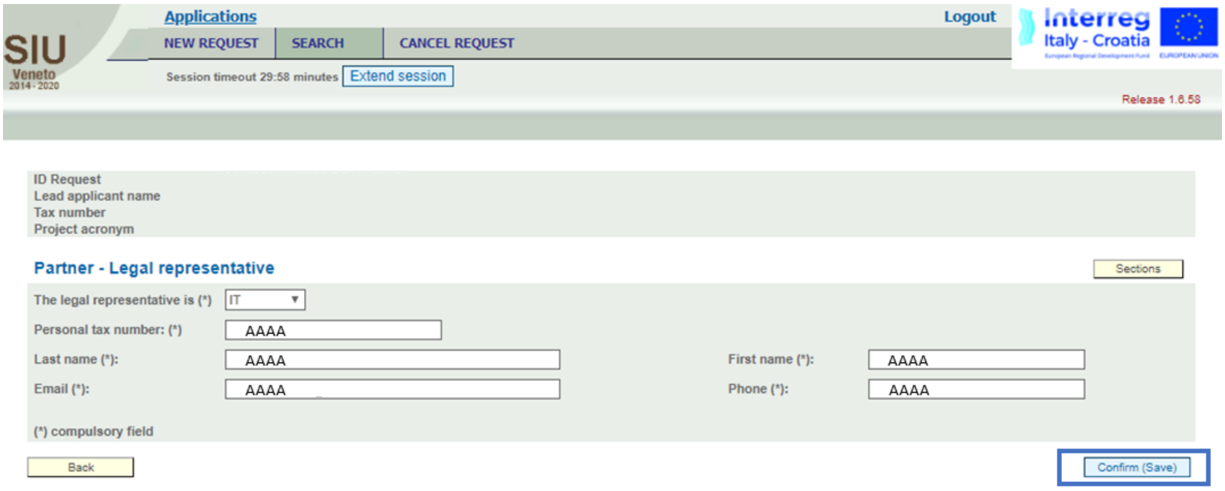
2. Click on the buttons 2 "Update" to update data contained within the sub-section;

3. Enter the sub section 3 "Annexes"

SECTION E – PROJECT PARTNERS / SUB-SECTION 1 – "PARTNER – LEGAL REPRESENTATIVE"

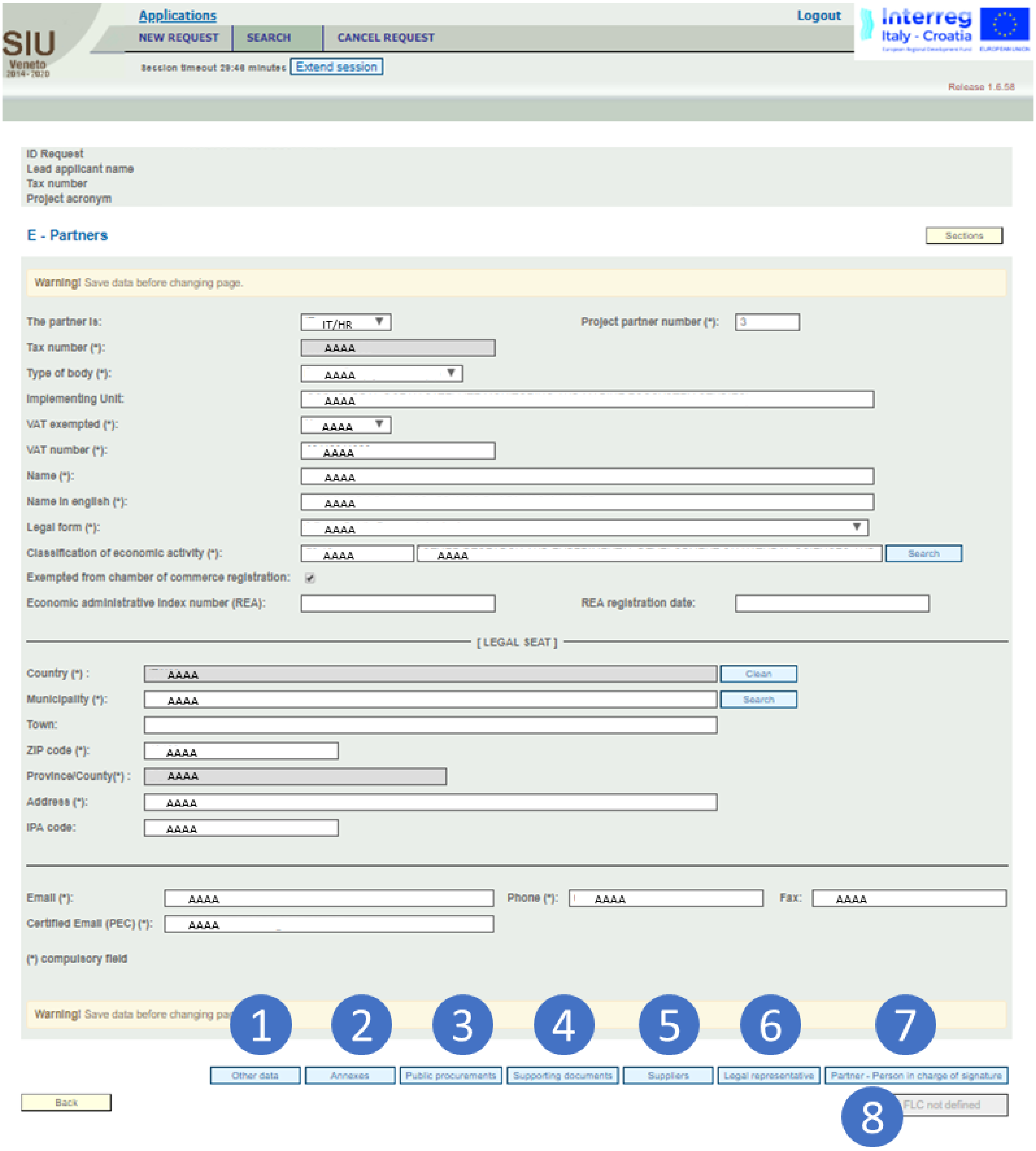
The user should access to the Sub-Section "**PARTNER - LEGAL REPRESENTATIVE**", in order:

- To properly verify the correctness of the automatically filled-in information within the fields of the form;
- To fill-in, where missing or in case of update needs, the proper data and information required by the fields of the form.



2.4.1.1 SECTION E – PROJECT PARTNERS / SUB-SECTION 2 – "E – PARTNERS"

By clicking on the "Update" button of the PP, 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, there are **8 sub-sections** available in the lower part of the page, as follows:

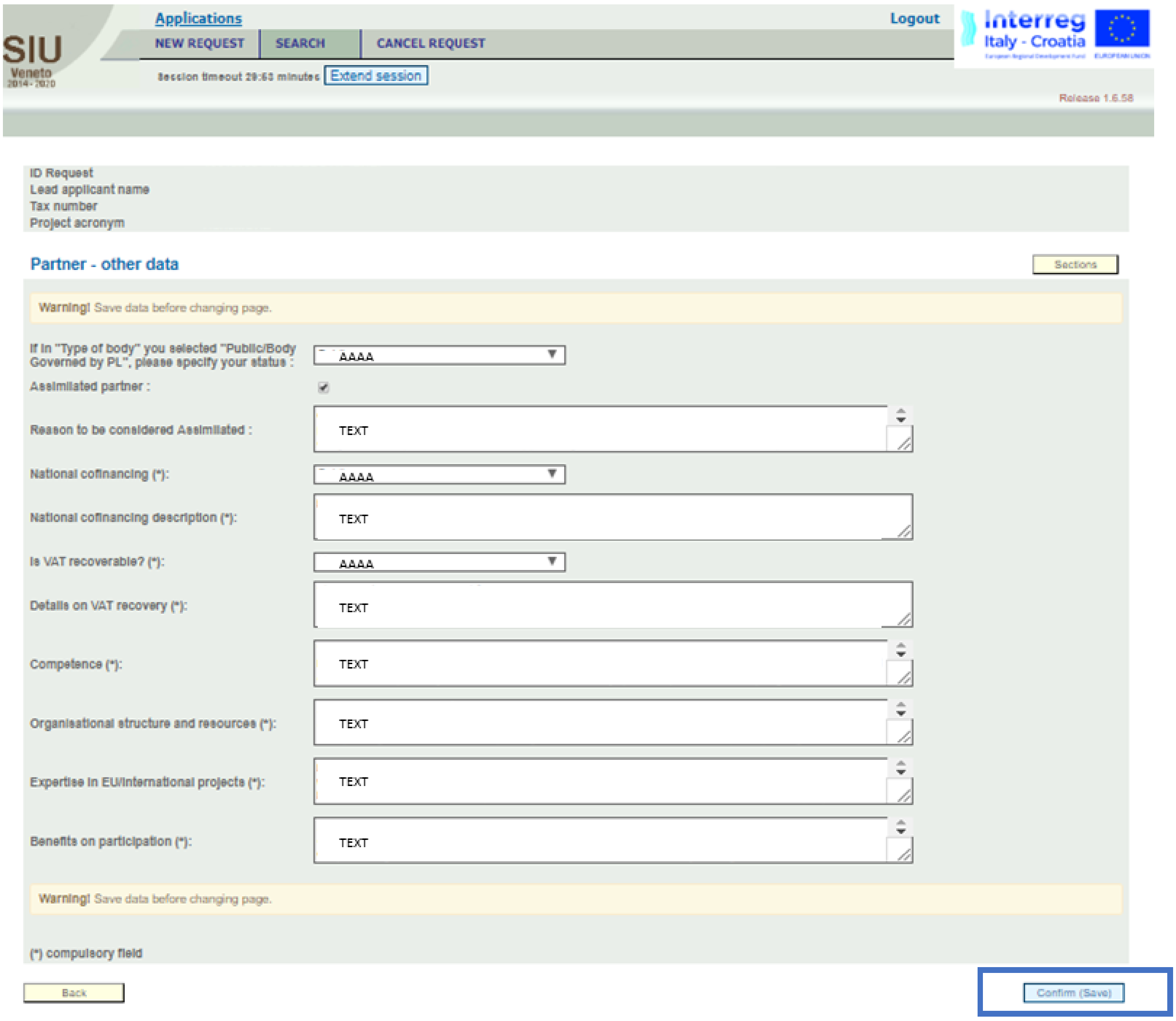
1. "Other Data";

2. “Annexes”
3. “Public Procurements”
4. “Supporting documents”
5. “Suppliers”
6. “Legal Representative”
7. “Partner - Person in charge of signature;
8. Progress Report status and interaction button.

These sub-sections are now described in further detail below:

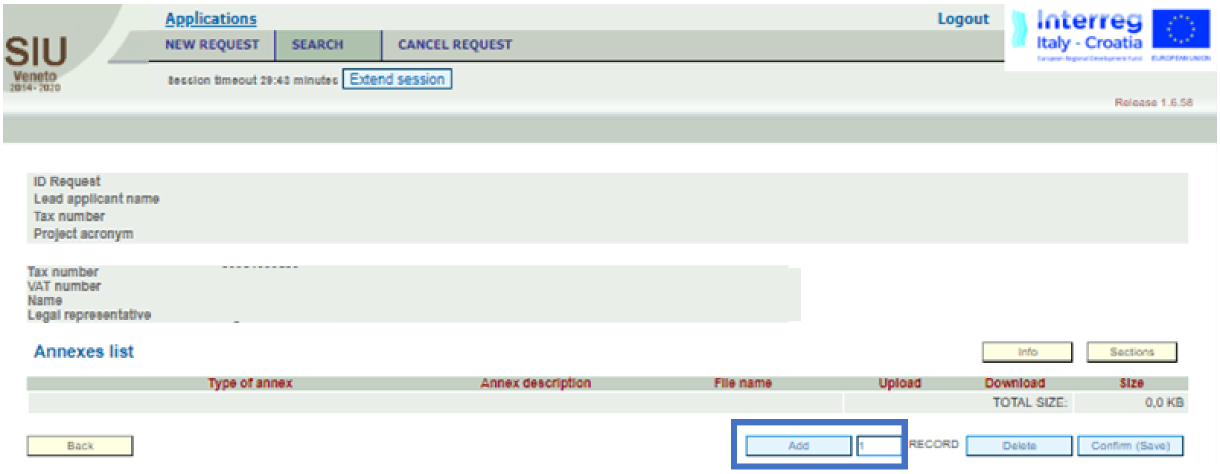
2.4.1.1.1 Other Data

Within this sub-section the SIU system shows a detailed view of other relevant data which must be filled-in / updated by each Project Partner. By clicking on the “Confirm (Save)” button the PP can save the work done.



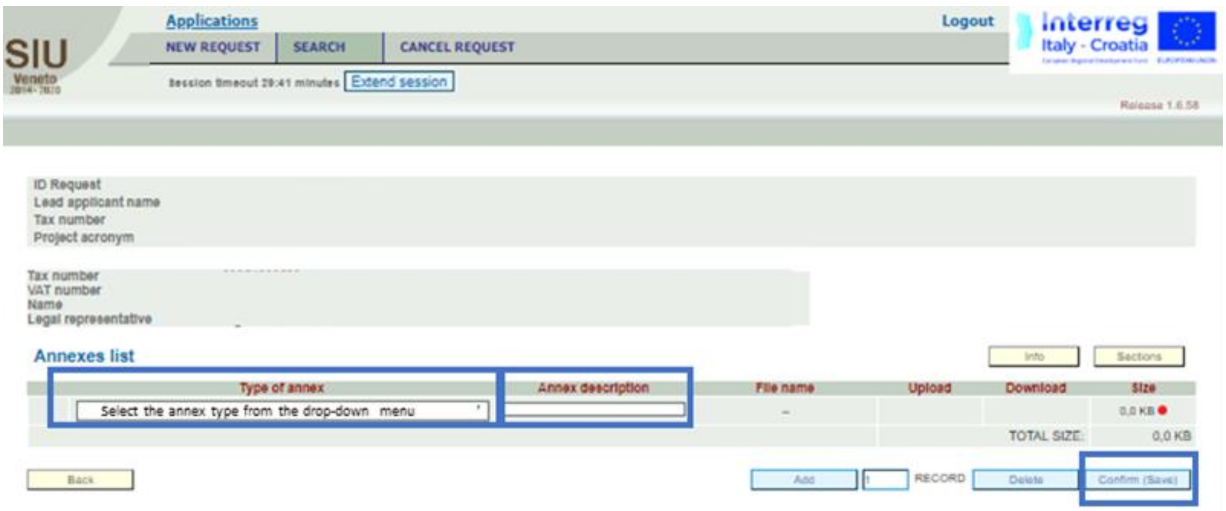
2.4.1.1.2 Annexes

As shown in the image below, this sub-section is necessary to upload annexes. By clicking on the "Add" button, PPs can add one or more (depending on the number inserted within the field to the right of the "Add" button) new annex rows:



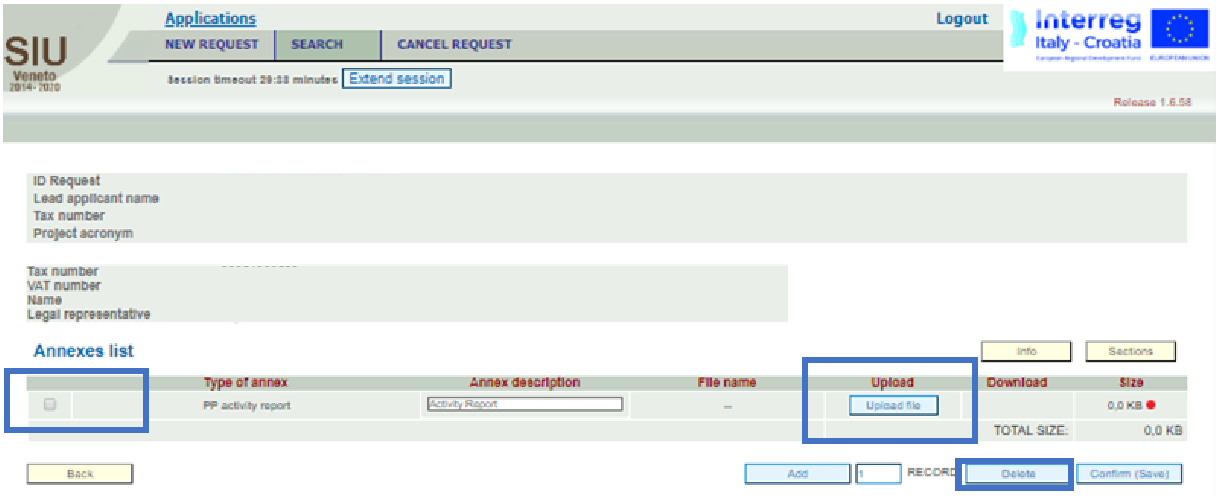
Once the "Add" button has been selected, PPs should address the actions explained below:

1. Add (if once again necessary) a new annex record;
2. Select the type of the annex to upload from the drop-down menu;
3. Insert the annex description;
4. Confirm the work done.

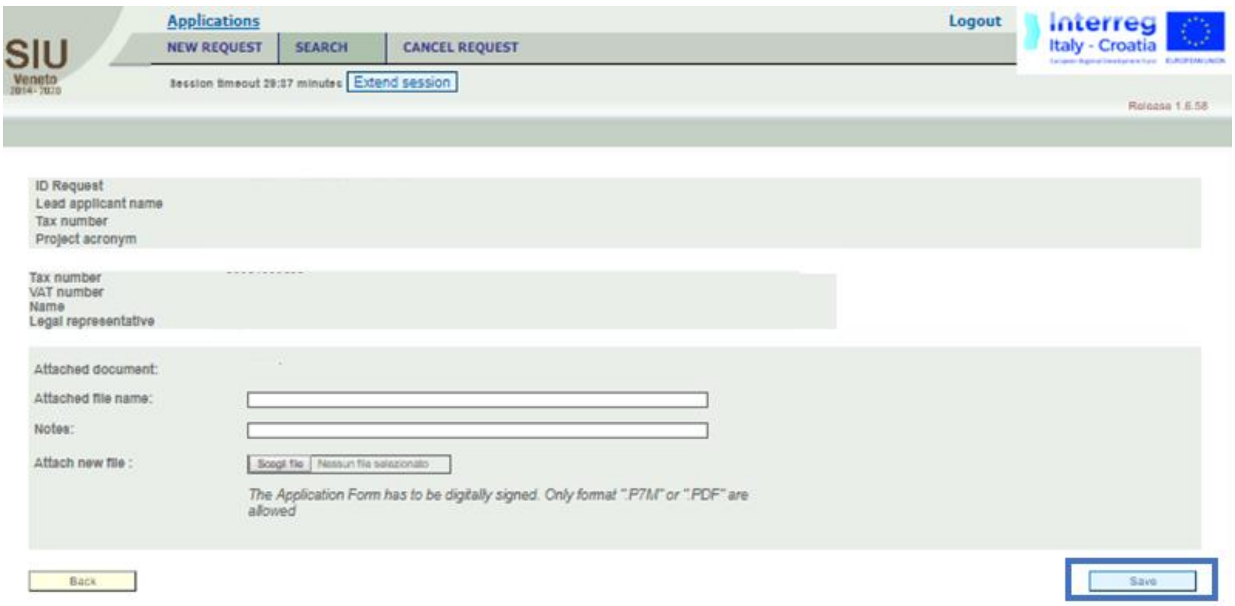


Having created a new annex row, PPs can now:

1. Upload a file;
2. Delete an annex row, by putting a “thick” within the outlined box on the left of the window;
3. Delete a previously uploaded file within the same annex row by overwriting it (uploading a new file).

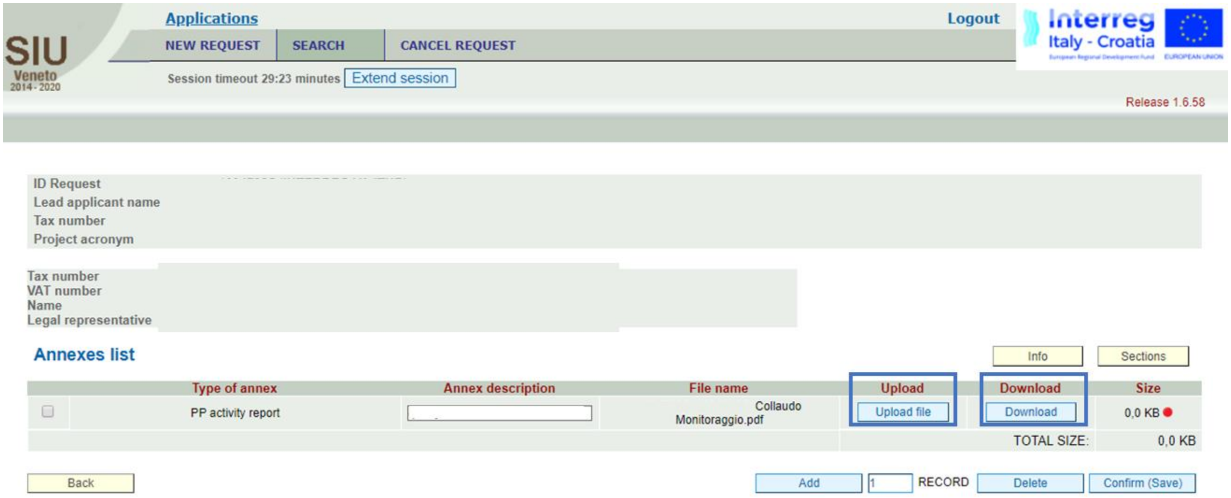


By clicking the “Upload file” button, the user will access the following view, by which he/she will be able to upload a specific annex.



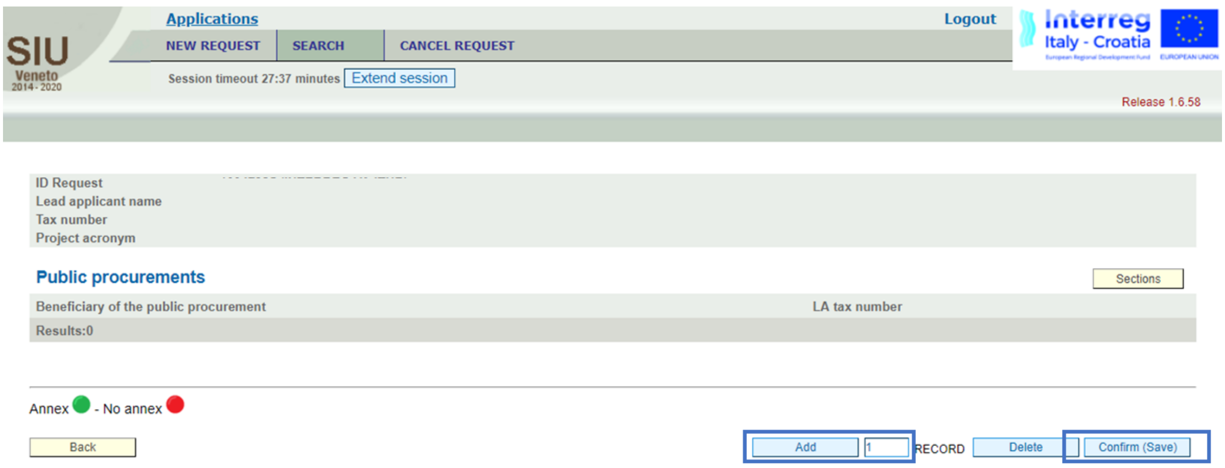
In case the upload failed, the user will see it in the previous view “Annexes List”, and then the user can:

- Upload a new annex to substitute the previous file uploaded
- Download a previously uploaded file

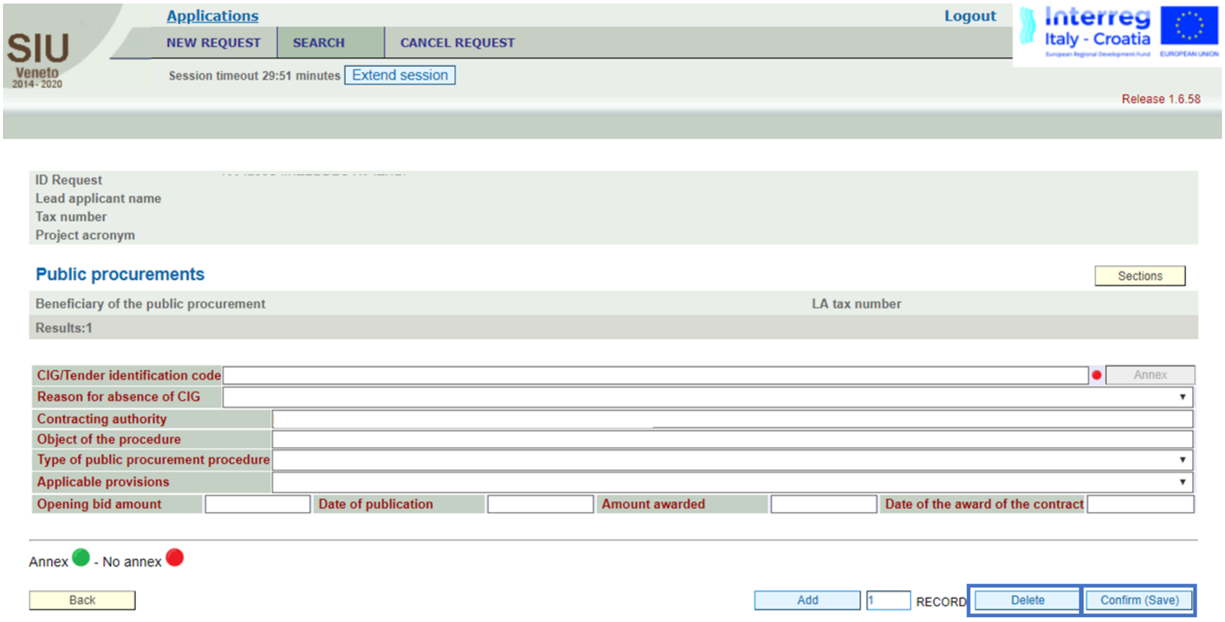


2.4.1.1.3 Public Procurements

The user can add Public procurements details by clicking on “Add” button

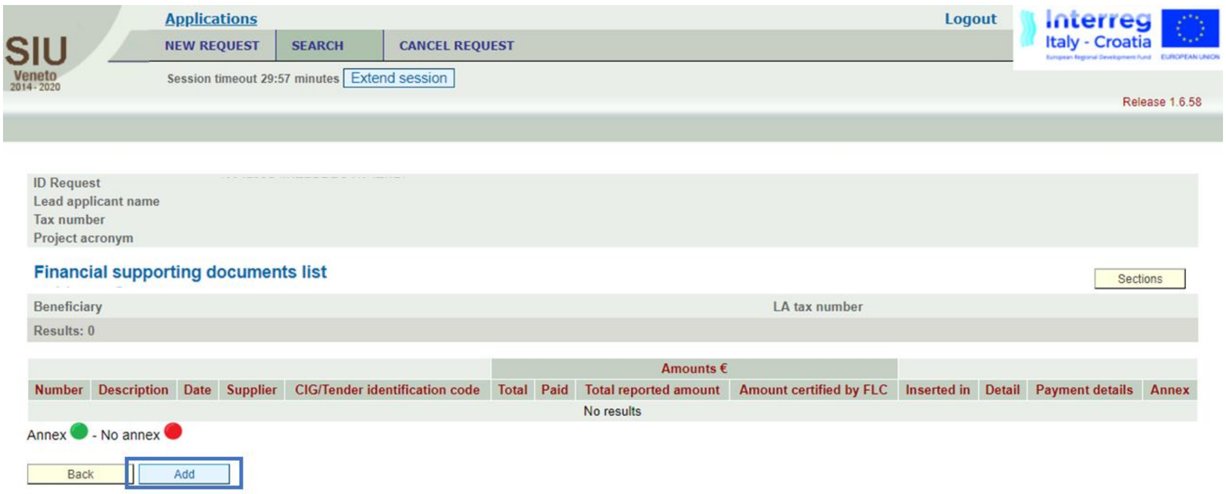


Details have to be entered in the dedicated Public procurement section (see preview below). Once filled-in data has to be confirmed by clicking on the “Confirm (Save)” button.

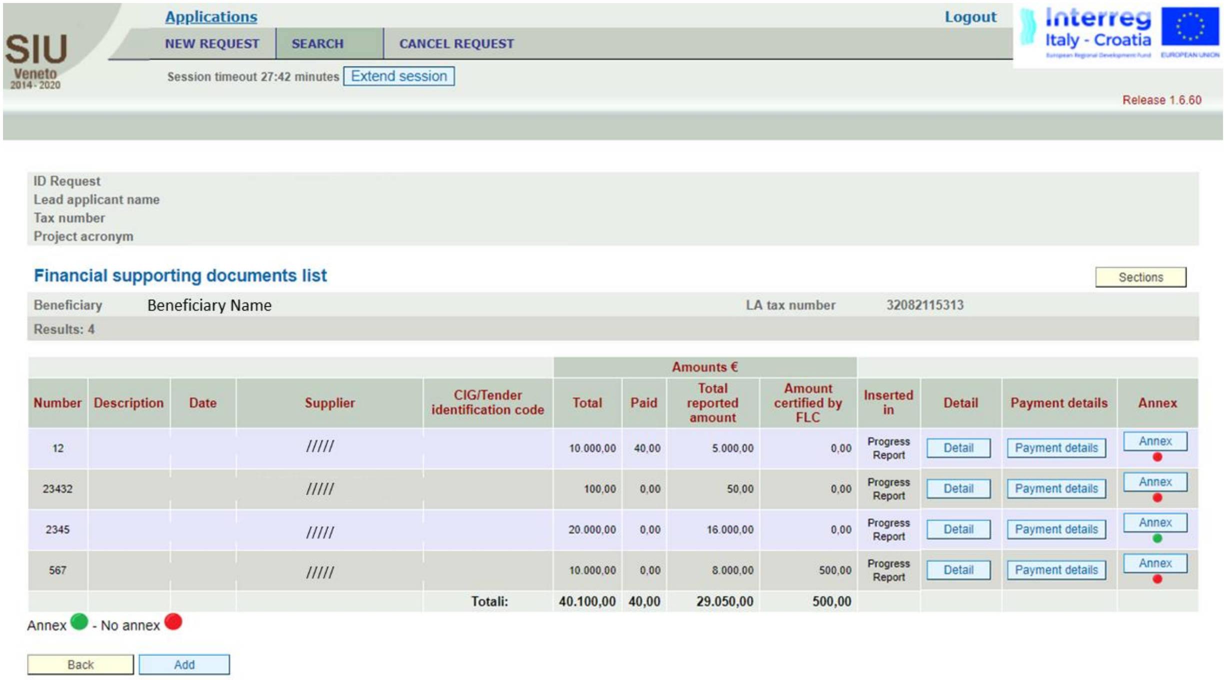


2.4.1.1.4 Financial Supporting Documents

1. Financial Supporting Documents List



By clicking on the “Add” button, PPs can insert within the SIU System a new financial supporting document. A list of all the inserted financial supporting documents is then shown within the sub-section:



SIU Veneto 2014 - 2020

Applications | Logout

NEW REQUEST | SEARCH | CANCEL REQUEST

Session timeout 27:42 minutes | Extend session

Release 1.6.60

ID Request
Lead applicant name
Tax number
Project acronym

Financial supporting documents list | Sections

Beneficiary: Beneficiary Name | LA tax number: 32082115313

Results: 4

					Amounts €							
Number	Description	Date	Supplier	CIG/Tender identification code	Total	Paid	Total reported amount	Amount certified by FLC	Inserted in	Detail	Payment details	Annex
12			/////		10.000,00	40,00	5.000,00	0,00	Progress Report	Detail	Payment details	Annex
23432			/////		100,00	0,00	50,00	0,00	Progress Report	Detail	Payment details	Annex
2345			/////		20.000,00	0,00	16.000,00	0,00	Progress Report	Detail	Payment details	Annex
567			/////		10.000,00	0,00	8.000,00	500,00	Progress Report	Detail	Payment details	Annex
				Totali:	40.100,00	40,00	29.050,00	500,00				

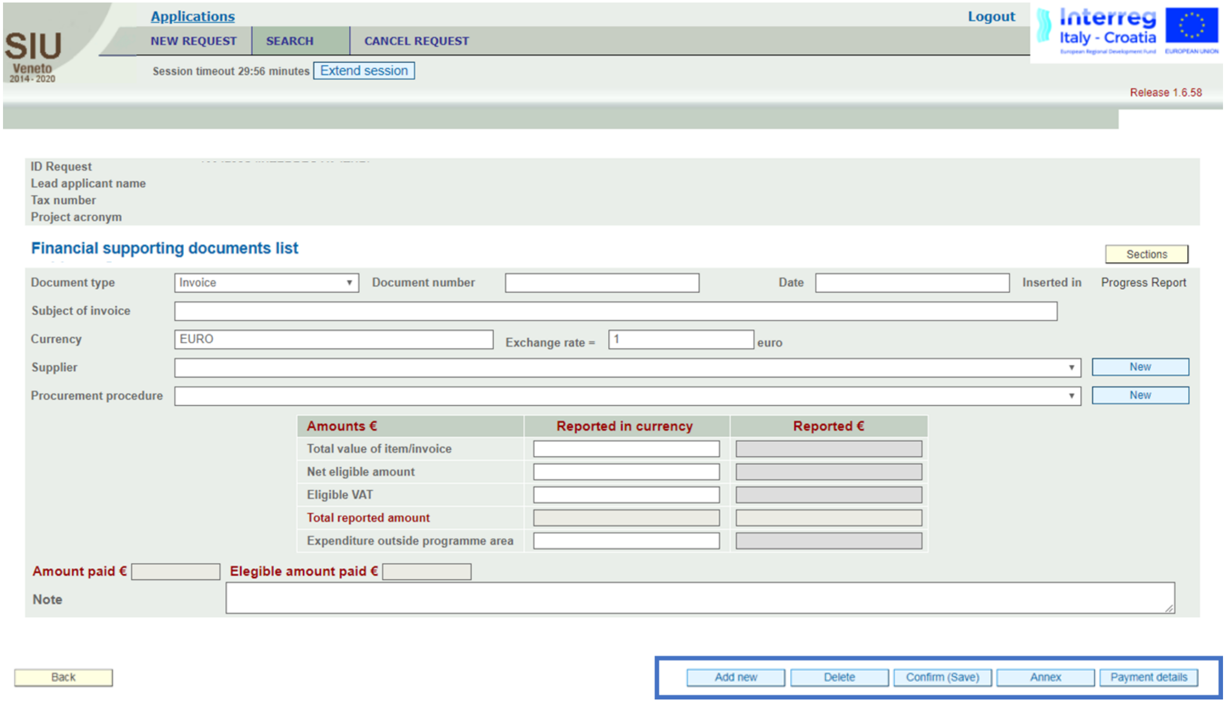
Annex - No annex

Back | Add

The view, within the “Annex” column, also reports the Annex status:

- Red signal: no annex uploaded;
- Green signal: annex uploaded successfully.

2. Financial Supporting Document Detail



This part is the first step of financial reporting.

The PP or LP will see the same screen and will have to insert the data of each single invoice or equivalent probative value document (including payslips).

The system will automatically perform here the exchange from a currency other than euro if needed. To do so, when inserting data of the invoice, the user shall insert manually in the box "exchange rate" the exchange rate currency/euro. The user shall use the official exchange rate published by the European Commission on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

using the rate of the month in which the expenditure is submitted for verification to the FLC.

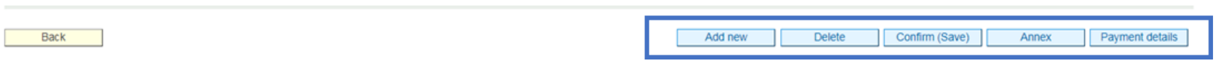
2.4.1.1.5 Suppliers

When inserting data of invoices, the System requires also data on suppliers.

If the supplier was already inserted here, it can be chosen from the drop-down menu. When a new supplier needs to be inserted, it can be added by clicking on the button “New”.

The button “Suppliers” in Section “**E - PARTNERS**” will be useful at the end of the financial reporting process, to see the list of all suppliers inserted herein.

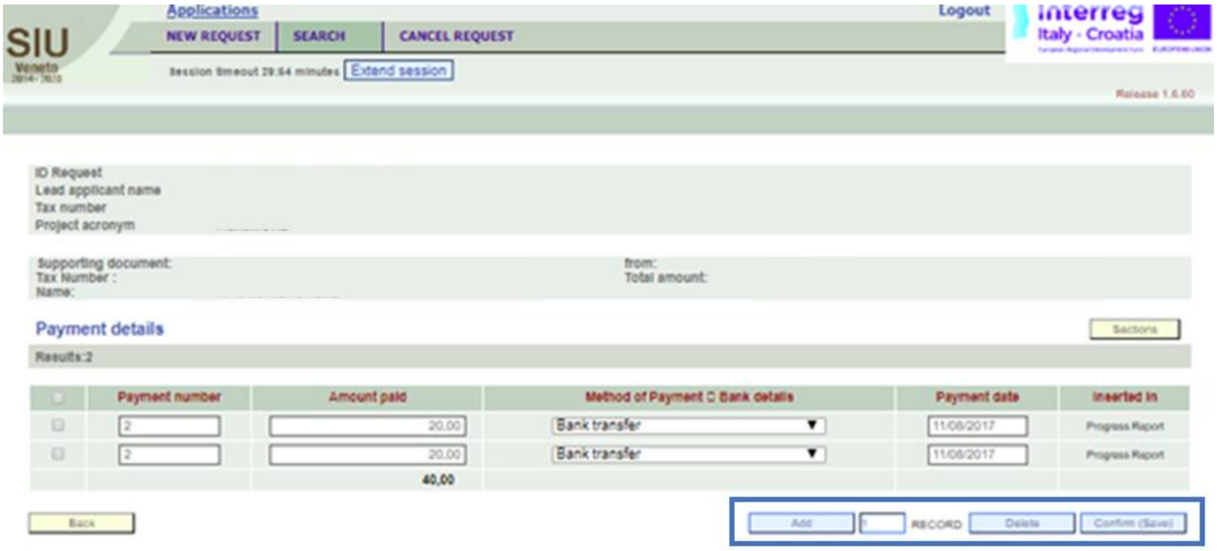
Payment details



By clicking on the “Payment details” button, available within the above-mentioned “Supporting Document Detail” sub-section, PPs will enter the following view:

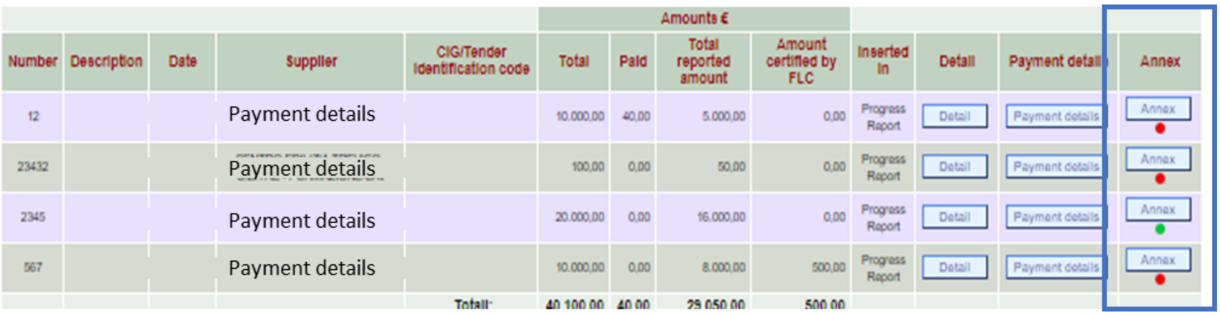
					Amounts €							
Number	Description	Date	Supplier	CIG/Tender Identification code	Total	Paid	Total reported amount	Amount certified by FLC	Inserted in	Detail	Payment details	Annex
12			Payment details		10.000,00	40,00	5.000,00	0,00	Progress Report	Detail	Payment details	Annex
23432			Payment details		100,00	0,00	50,00	0,00	Progress Report	Detail	Payment details	Annex
2345			Payment details		20.000,00	0,00	16.000,00	0,00	Progress Report	Detail	Payment details	Annex
567			Payment details		10.000,00	0,00	8.000,00	500,00	Progress Report	Detail	Payment details	Annex
				Totali:	40.100,00	40,00	29.050,00	500,00				

In the same screen where invoices data are inserted, it is possible to click on the button “Payment details”, to insert proof of payments associated to a specific invoice.



How to upload invoices, equivalent probative value documents or proof of payments

By clicking on the "Annex" button, available within the above-mentioned "Supporting Document Detail" sub-section, PPs will enter the following view:



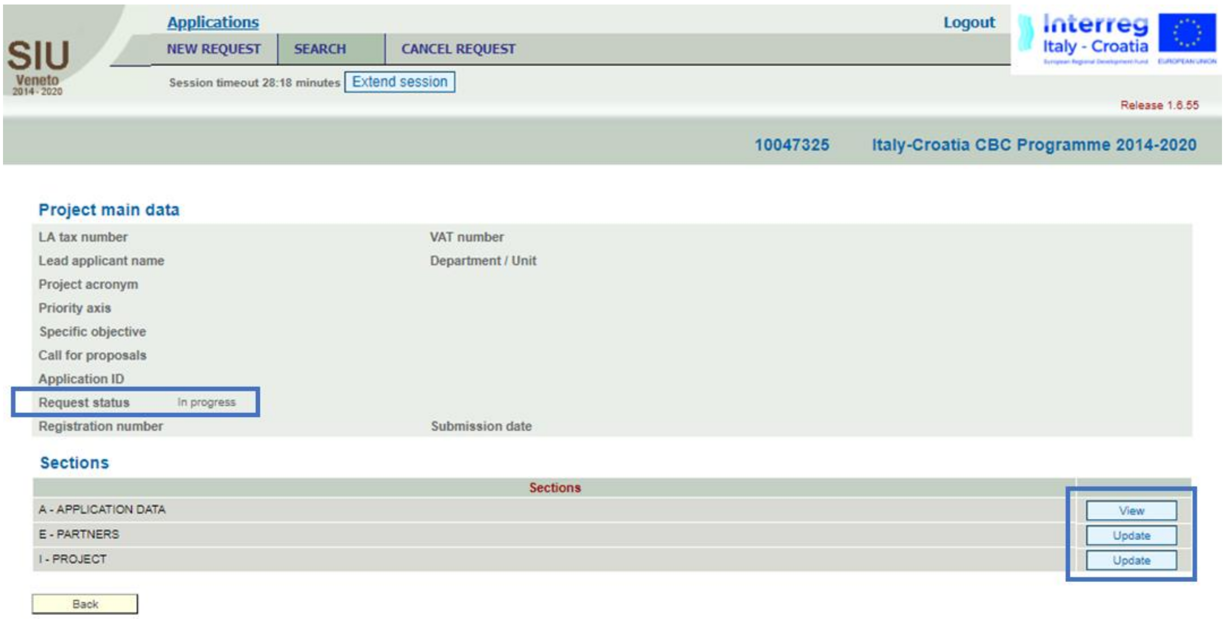
Number	Description	Date	Supplier	CIG/Tender Identification code	Amounts € Total	Paid	Total reported amount	Amount certified by FLC	Inserted in	Detail	Payment detail	Annex
12			Payment details		10.000,00	40,00	5.000,00	0,00	Progress Report	Detail	Payment details	Annex
23432			Payment details		100,00	0,00	50,00	0,00	Progress Report	Detail	Payment details	Annex
2345			Payment details		20.000,00	0,00	16.000,00	0,00	Progress Report	Detail	Payment details	Annex
567			Payment details		10.000,00	0,00	8.000,00	500,00	Progress Report	Detail	Payment details	Annex
				Totali:	40.100,00	40,00	29.050,00	500,00				

To upload documents here the user has to click on the button "Annex" and add the concerned file. The user can choose among the following categories of annexes:

- Invoice
- Equivalent probative value document
- Proof of payment

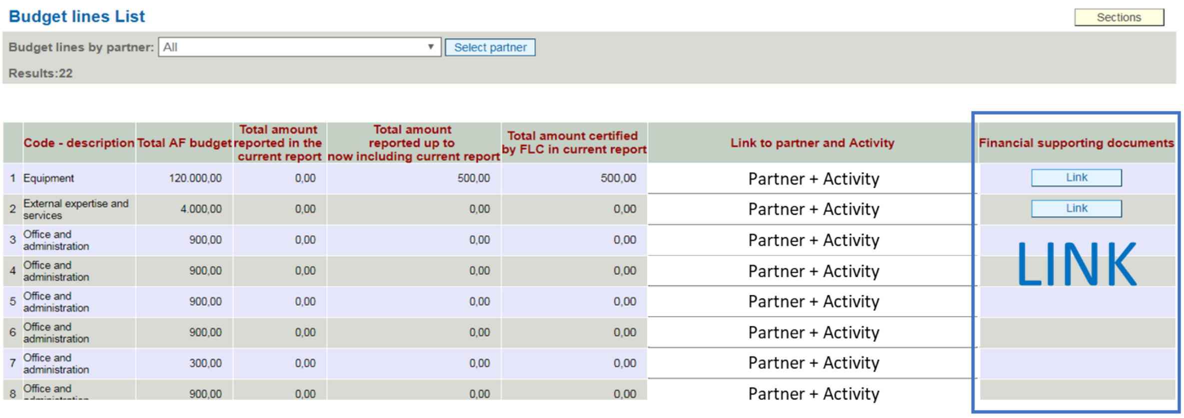
How to link invoices or equivalent docs to expenditure (budget line/wp)

To perform the association between invoices and expenditure the user will have to enter Section "**I – PROJECT**".



The relevant box were associations need to be done is "Project workplan and budget", visible on the right side of the screen (PPs must click on the "Update" button).

Within budget line List the user has the possibility to Associate the supporting documents to the relevant budget lines by clicking on “Link” button:



Budget lines List

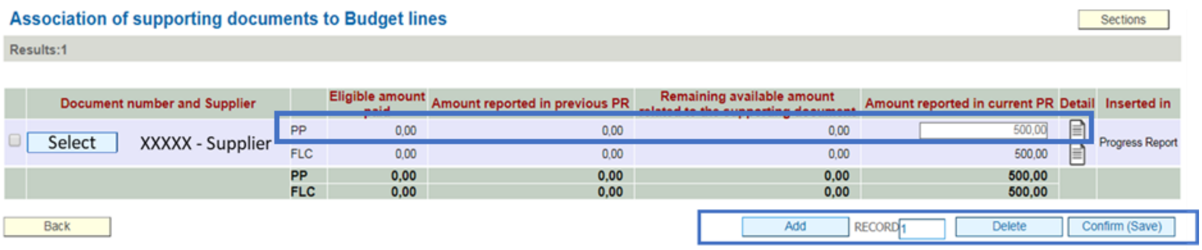
Sections

Budget lines by partner: All | Select partner

Results:22

	Code - description	Total AF budget	Total amount reported in the current report	Total amount reported up to now including current report	Total amount certified by FLC in current report	Link to partner and Activity	Financial supporting documents
1	Equipment	120.000,00	0,00	500,00	500,00	Partner + Activity	Link
2	External expertise and services	4.000,00	0,00	0,00	0,00	Partner + Activity	Link
3	Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	
4	Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	
5	Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	
6	Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	
7	Office and administration	300,00	0,00	0,00	0,00	Partner + Activity	
8	Office and	900,00	0,00	0,00	0,00	Partner + Activity	

To perform the association, the user has to click the “Select” under the heading “Document number and Supplier” and pick up the concerned invoice/document from the list. The reported amount related to the selected document can also be inserted in the system:



Association of supporting documents to Budget lines

Sections

Results:1

Document number and Supplier		Eligible amount paid	Amount reported in previous PR	Remaining available amount related to the supporting document	Amount reported in current PR	Detail	Inserted in
Select XXXXX - Supplier	PP	0,00	0,00	0,00	500,00		Progress Report
	FLC	0,00	0,00	0,00	500,00		
	PP	**0,00**	**0,00**	**0,00**	**500,00**		
	FLC	**0,00**	**0,00**	**0,00**	**500,00**		

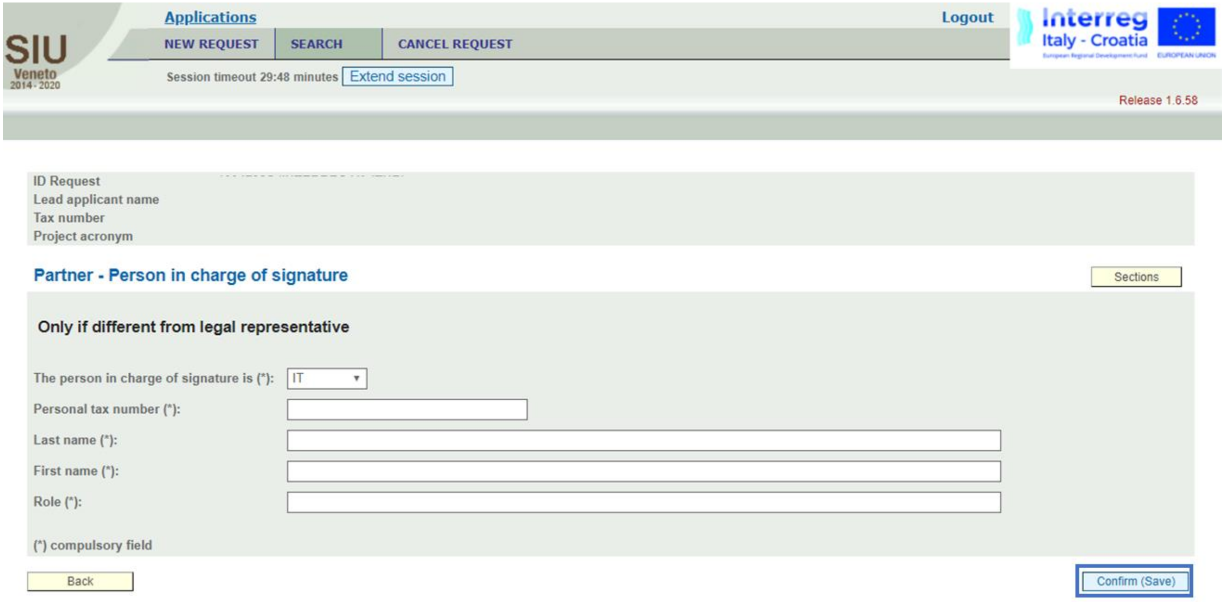
2.4.1.1.6 Legal Representative

The button “Legal Representative” provides a shortcut link to consult data contained within the already illustrated <u>**SECTION E – PROJECT PARTNERS / SUB-SECTION 1 – “PARTNER – LEGAL REPRESENTATIVE”**</u>.

2.4.1.1.7 Person in Charge of Signature

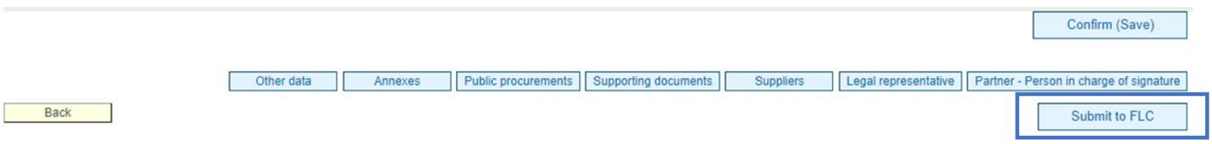
This sub-section contains the information about the Partner – Person in charge of signature.

It is possible to modify the already filled-in data within the fields.



2.4.1.1.8 Progress Report status and interaction button

Once the work done by a Project Partner within the sections in the frame of the financial reporting process is concluded, the PP must submit to the FLC by clicking on the "Submit to FLC" button.



Once the Progress Report portion owned by a specific PP is submitted to the related First Level Controller, it passes to a non-editable status for the PP, and the work done is officially submitted to the FLC in order to allow her / him to perform controlling duties she / he is deputed to. Simultaneously (or, however, as soon as possible), the PP must communicate

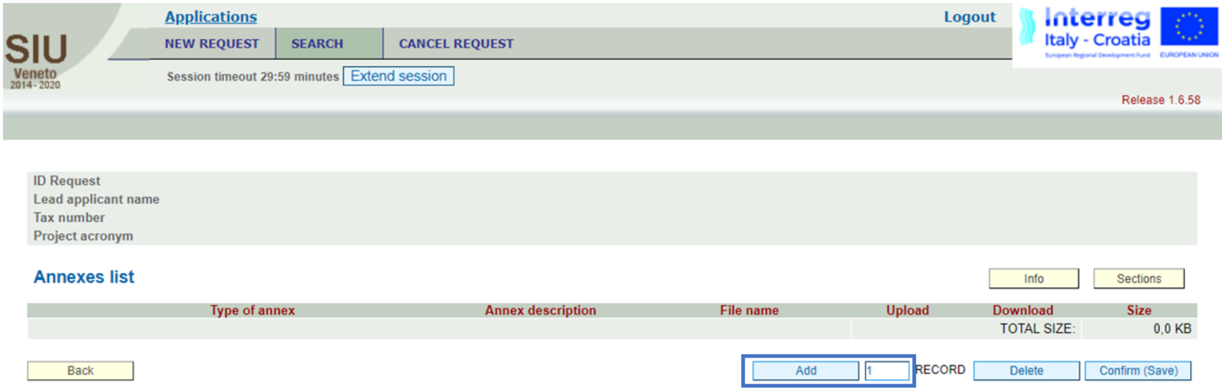
(**OUT OF THE SIU SYSTEM**) to the FLC that he can start checking its part of Progress Report. The FCL will then be able to:

- Send back to the PP the Progress Report for correction purposes;
- Send forward the Progress Report to the LP.

(see this later in further detail in **CHAPTER 3**)

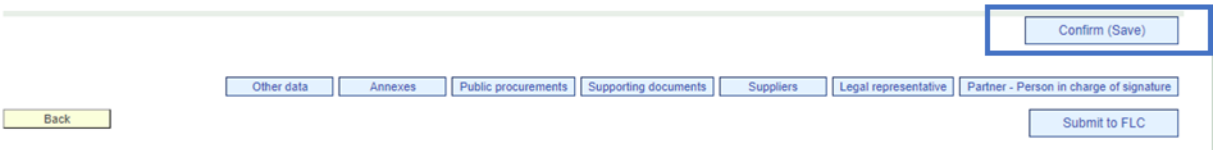
2.4.1.2 SECTION E – PROJECT PARTNERS / SUB-SECTION 3 – “ANNEXES LIST”

Please see paragraph “**2.4.2.2.2 Annexes**”, previously described within the manual. As already seen, the SIU System provides shortcuts to the “Annexes list” within the main sections and sub-sections to give users an easy access to this specific section.



2.4.1.3 CONFIRM AND SAVE THE SECTION E – PROJECT PARTNERS

Having properly filled 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.

2.4.2 SECTION I – PROJECT

The Section "**I – PROJECT**", viewed previously in the AF procedure has been configured in a way that allows the user to access the sub-sections:

- PROJECT LOCATIONS;
- PROJECT WORKPLAN;
- PROJECT WORKPLAN AND BUDGET.

PLEASE NOTE THAT the sub-sections "Project location" and "Project workplan" will be accessible for PPs only in reading mode, for consultation purposes only. No action is required for what concerns WPs nor for the Activities.

As previously show within (page 33), the only sub-section the PPs must update is the "**Project Workplan and Budget**" one, with the aim of linking:

- Budget Lines;
- Sustained expenses;
- The appropriate financial supporting document inserted within the Section "**E – PARTNERS**".

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.

FIRST LEVEL CONTROLLER'S ROLE

2.5) OVERVIEW OF FIRST LEVEL CONTROLLERS ROLE

As a remainder, First Level Controllers must:

1. Access SIU
2. Verify PP/LP expenditure, including invoices and proofs of payments;
3. Collects all supporting documents from PP/LP via e-mail or other means;
4. Fill-in the FLC dedicated part of PP/LP expenditures in SIU;
5. Upload in SIU, in the dedicated part: signed CoVe, Control Report and FLC checklists;
6. Request to the PP via e-mail any modifications on inserted data if needed
7. Once the control is closed, clicks the button "Submit to LP"

2.6) ANNEXES TO BE UPLOADED

First Level Controllers will insert in SIU the following annexes ("**FLC Annexes**"):

- FLC checklist
- FLC report
- FLC CoVE
- FLC on-the spot checks

2.7) MAIN RECOMMENDATIONS

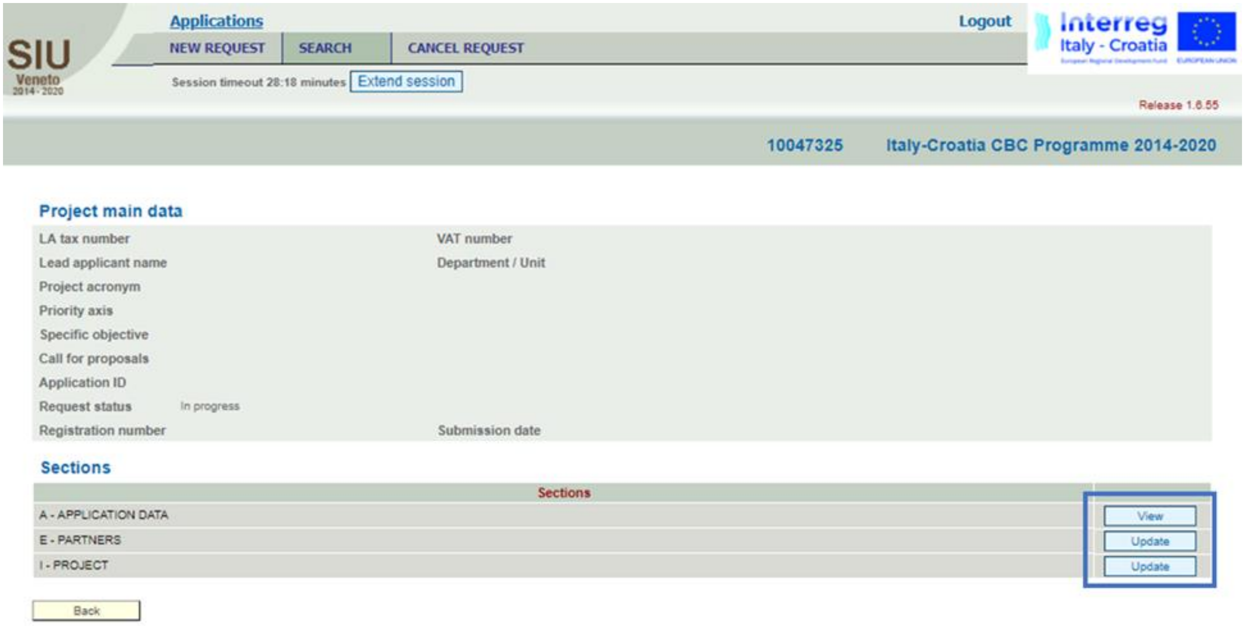
Save regularly in order not to lose data. In some cases, the system will save data only once the whole section has been duly filled-in.

The Progress Report is composed by a set 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 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).

2.8) FILLING-IN THE PROGRESS REPORT

This is the main view and the focal point for First Level Controllers' operational activities and control purposes in the frame of the Progress Report filling-in process:



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**" must 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	Notes
E	PROJECT PARTNERS
I	PROJECT

3.4.1 SECTION A – APPLICATION DATA

The user should access to the Section "**A – APPLICATION DATA**" to properly verify the correctness of the automatically filled-in information within the fields of the form.

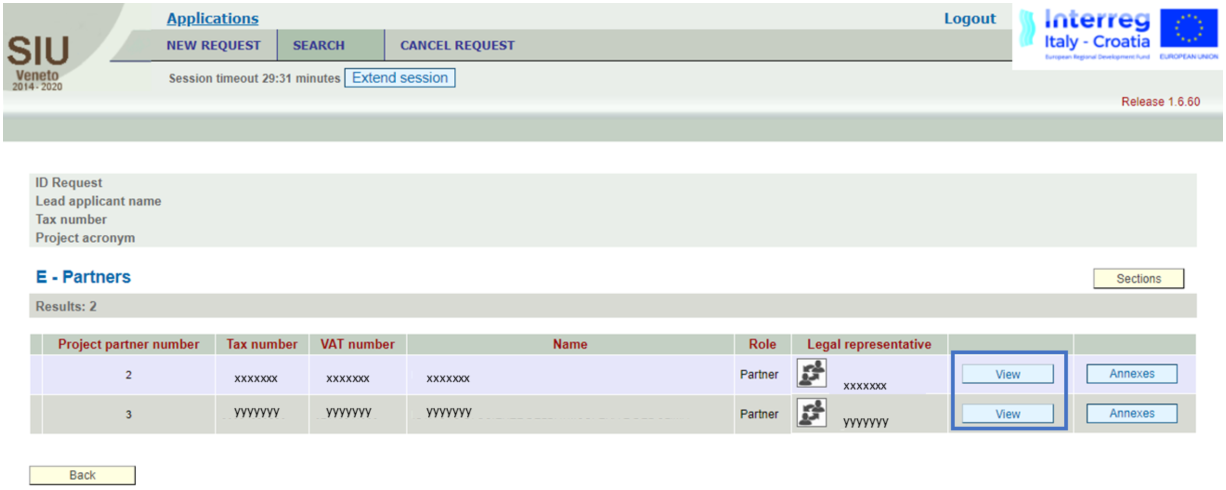
The fields, accessible in the visualization mode only, are shown below:

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

PLEASE NOTE THAT no other actions than visualization (in case it occurs) are needed to be performed here by First Level Controllers.

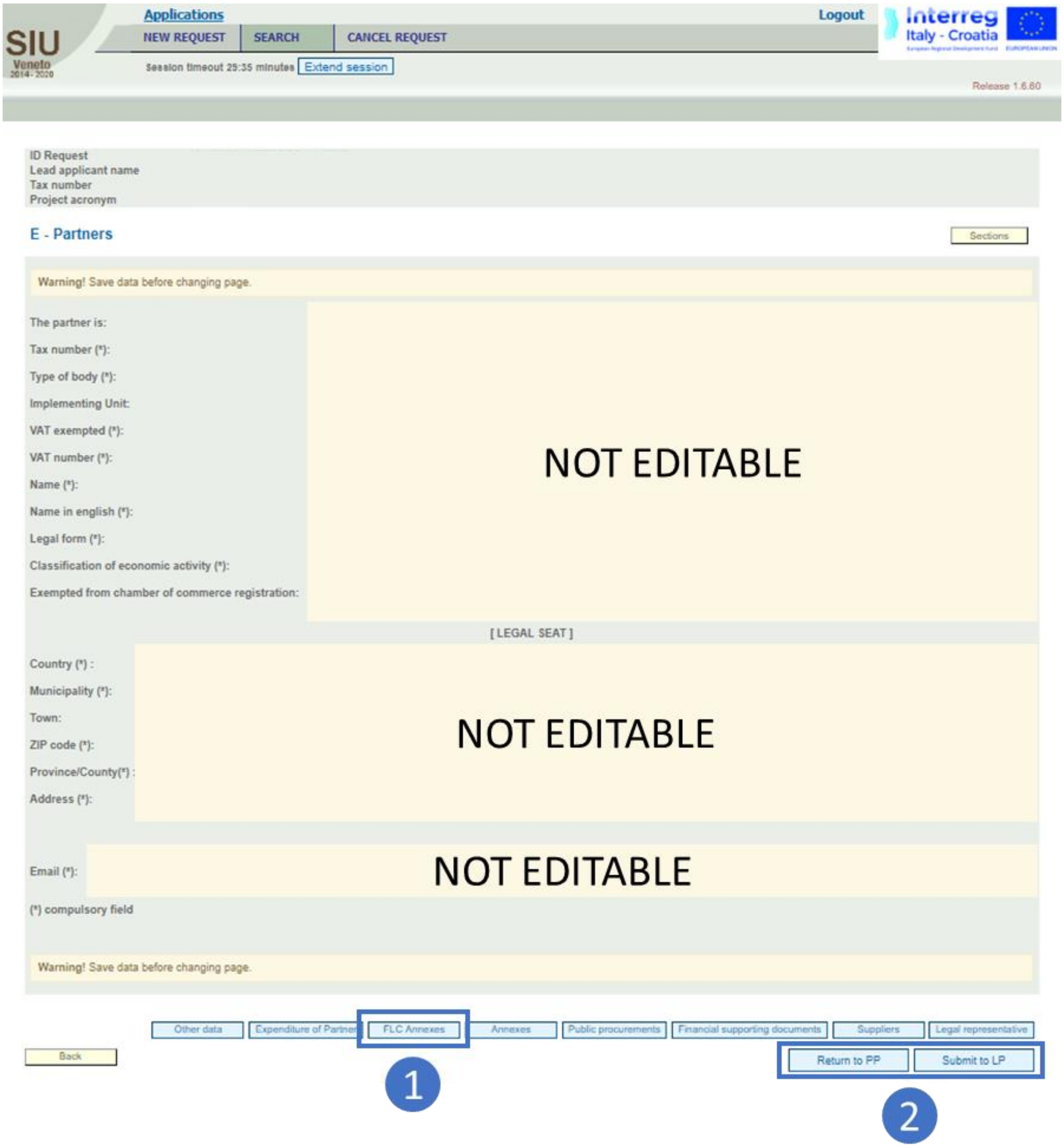
3.4.2 SECTION E – PROJECT PARTNERS

The FLC should access to the Section "**E – PROJECT PARTNERS**" to view and analyse the financial reporting activity performed by the PP (see page 30 for further details).



By clicking on the "View" button per each PP associated to a specific FCL, the SIU system shows:

1. A detailed view of relevant PP's data in visualization mode only;
2. A set of available actions to perform.


Applications
NEW REQUEST
SEARCH
CANCEL REQUEST
Logout
Session timeout 25:35 minutes
Extend session
Release 1.6.60
ID Request
Lead applicant name
Tax number
Project acronym
E - Partners
Sections
Warning! Save data before changing page.
The partner is:
Tax number (*):
Type of body (*):
Implementing Unit:
VAT exempted (*):
VAT number (*):
Name (*):
Name in english (*):
Legal form (*):
Classification of economic activity (*):
Exempted from chamber of commerce registration:
NOT EDITABLE
[LEGAL SEAT]
Country (*) :
Municipality (*):
Town:
ZIP code (*):
Province/County(*) :
Address (*):
NOT EDITABLE
Email (*):
NOT EDITABLE
(*) compulsory field
Warning! Save data before changing page.
Other data
FLC Annexes
Annexes
Public procurements
Financial supporting documents
Suppliers
Legal representative
Back
Return to PP
Submit to LP
1
2

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

Button	Description
Other Data	This button allows the FLC to access in visualization mode data related to the PP.
Expenditure of Partner	This button allows the FLC to access a recap view showing a resume of all the expenditures reported by the PP.
FLC Annexes	This button allows the FLC to upload the annexes required in the frame of the performing of its controlling duties.
Annexes	This button allows the FLC to download the financial supporting documents inserted in SIU by the PP in the frame of the financial reporting process.
Public Procurements	This button allows the FLC to access in visualization mode data related to Public Procurements as indicated by the PP.
Financial Supporting Documents	This button allows the FLC to download the extended detail of financial supporting documents inserted in SIU by the PP in the frame of the financial reporting process.
Suppliers	This button allows the FLC to download the extended detail of suppliers inserted by the PP.
Legal Representatives	This button allows the FLC to access in visualization mode data related to the Legal Representative as indicated by the PP.

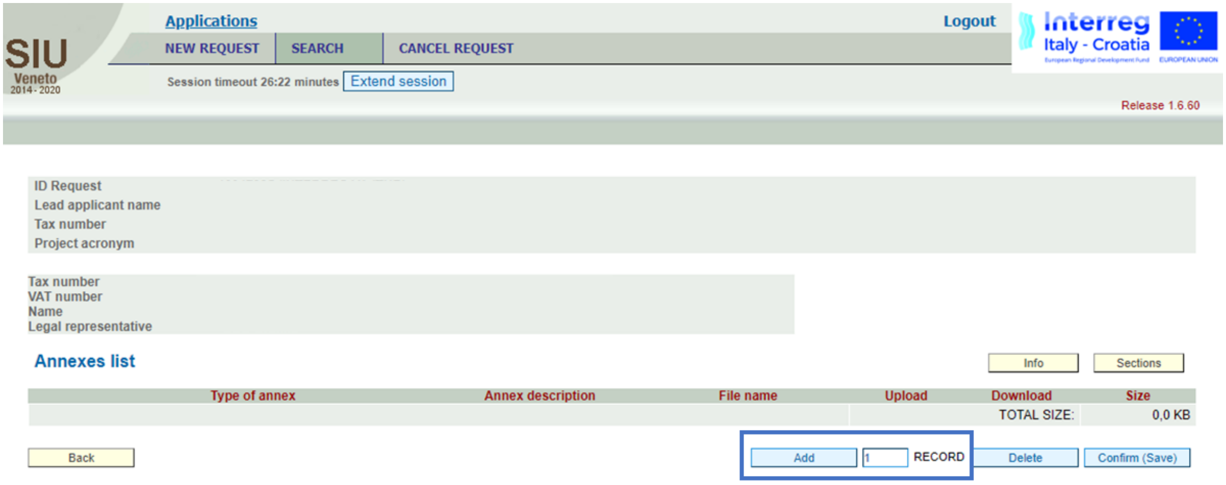
The only actions required to FLCs are for buttons:

1. FLC Annexes
2. Return to PP / Submit to LP

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.

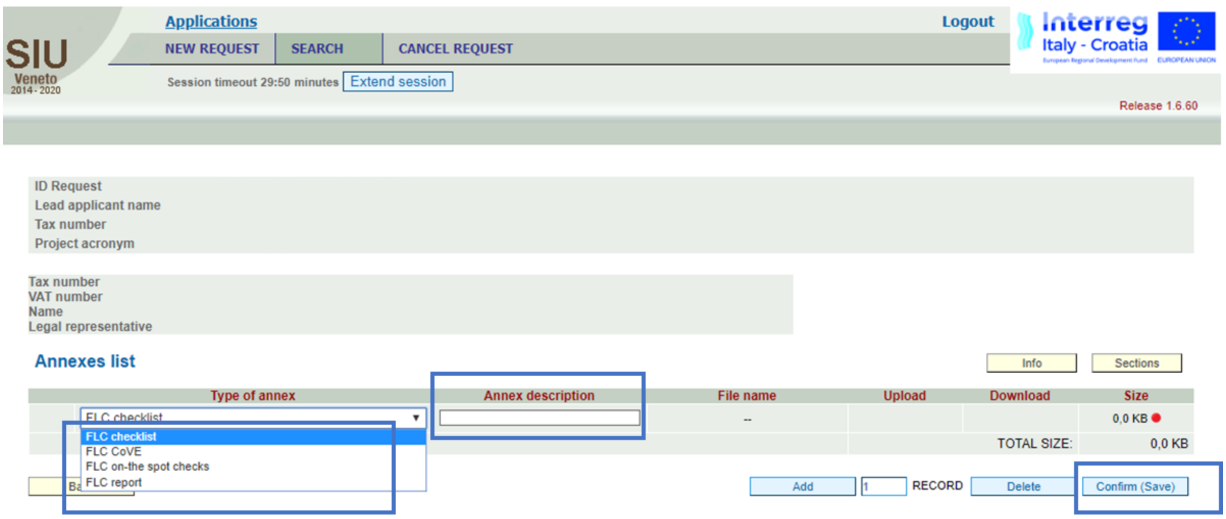
FLC Annexes

As shown in the image below, this sub-section is necessary to upload annexes. By clicking on the "Add" button, FLCs can add one or more (depending on the number inserted within the field to the right of the "Add" button) new annex rows:



There are four types of "FLC Annexes" to be uploaded on SIU by FLCs:

1. FLC checklist
2. FLC CoVe
3. FCL on-the spot checks
4. FLC report



Once the “Add” button has been selected, FLCs should address the actions explained below:

1. Add (if once again necessary) a new annex record;
2. Select the type of the annex to upload from the drop-down menu;
3. Insert the annex description;
4. Confirm the work done.

Progress Report Status and Interaction Button

Once the work done by a First Level Controller within the sections in the frame of the financial reporting process is concluded, the FLC must:

1. Submit to the LP by clicking on the “Submit to LP” button, in case all the financial reporting duties have been correctly performed by the PP;
2. Send back to the PP by clicking on the “Return to PP” button in case corrections by the PP are needed.

Once the FLC has performed its checks, she/he has two choices:

- To return the Report to the PP as corrections are needed;
- To submit the Report to the LP as the Report is correct and the checks performed are concluded.

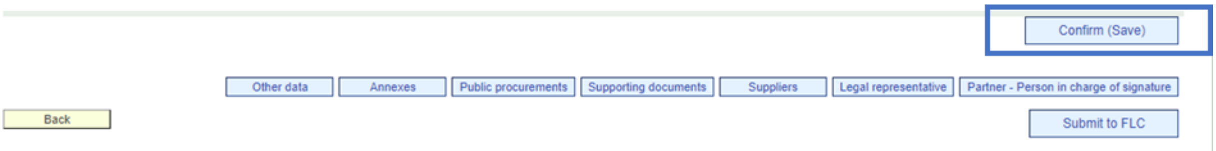
When the Report is submitted to the related PP or to the LP, it passes to a non-editable status for the FLC, and the work done in terms of controlling activities is officially submitted to the PP or to the LP.

Whatever choice is made by the FLC, he/she shall communicate (**OUT OF THE SIU SYSTEM**) to the concerned PP that corrections need to be made in the Report or that he has concluded its checks on the relevant parts of the Progress Report.

PPs or the LP will then be able to work on the Progress Report in an editable mode.

CONFIRM AND SAVE THE SECTION E – PROJECT PARTNERS

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

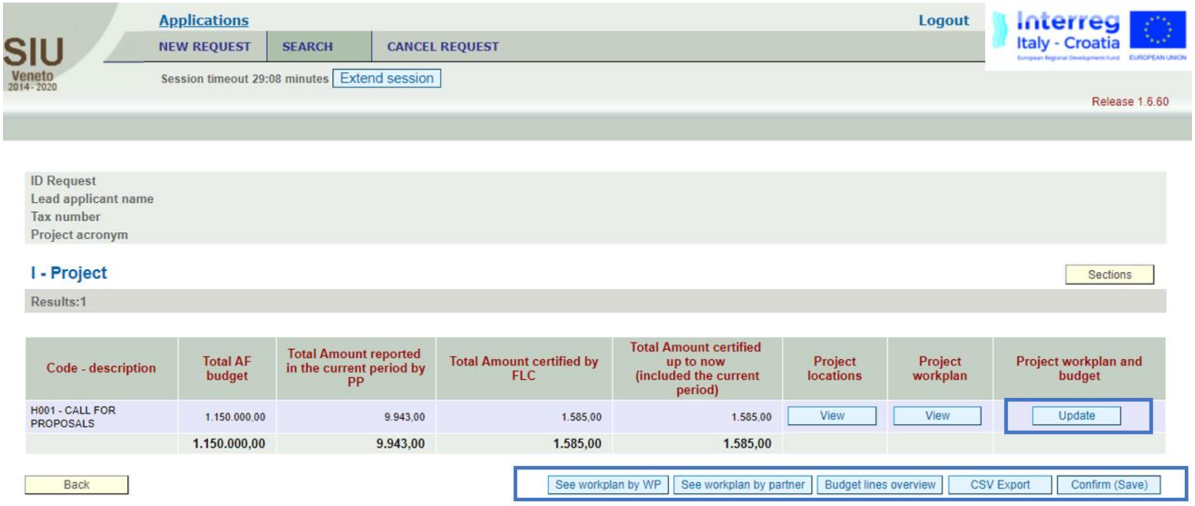


PLEASE NOTE THAT in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

3.4.3 SECTION I – PROJECT

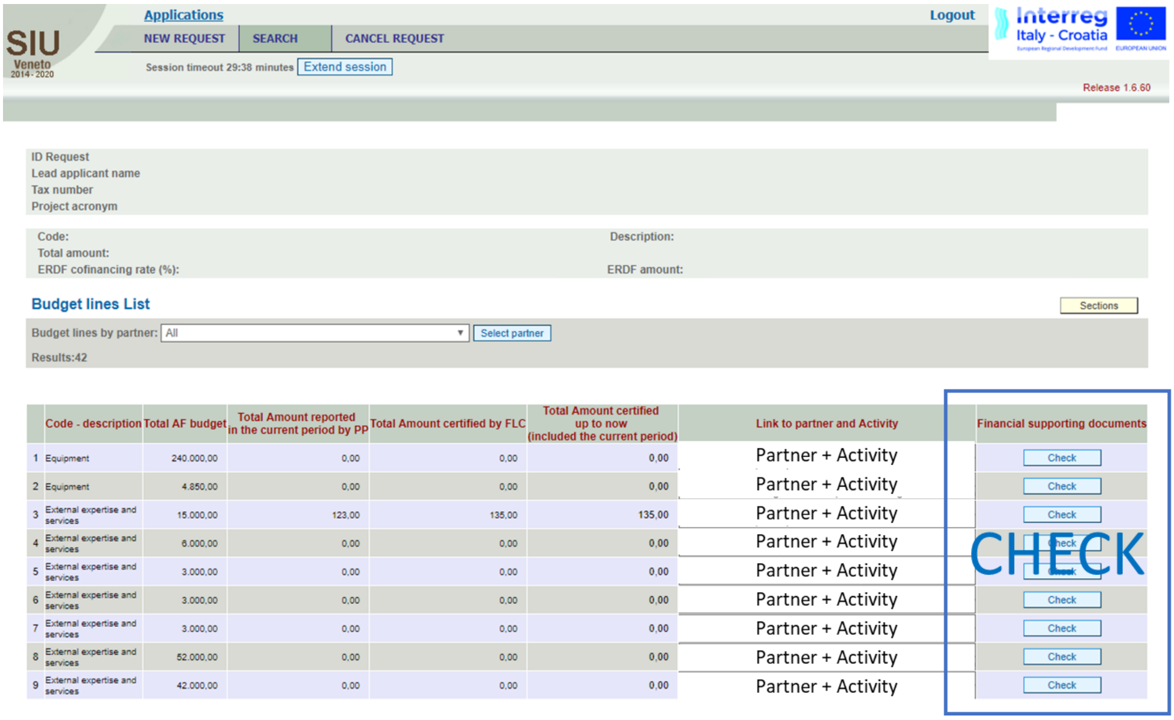
The Section "**I – PROJECT**", has been configured in a way that allows the user to access the sub-sections:

- PROJECT LOCATIONS;
- PROJECT WORKPLAN;
- PROJECT WORKPLAN AND BUDGET.

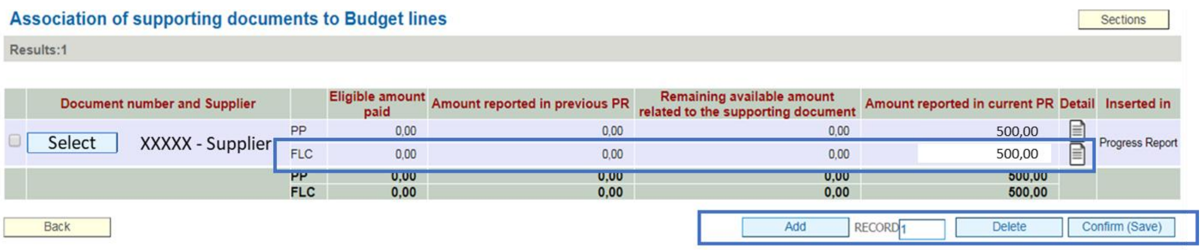


The sub-section "Project location" and "Project workplan" will be accessible in reading mode, for consultation purposes only.

Once selected the "Project workplan and budget" button, the SIU System will show the following view:



By clicking on the "Check" buttons on the right part of the view, the FLC will be able to enter the following view:



As shown above, the FLC will be able to check and verify (and in case correct) the adequacy of the association performed by the PP among:

- Financial Supporting Documents inserted;
- Expenditures reported;
- WP;
- Activity.

To properly verify the adequacy of the financial supporting and probative documents inserted by the PP related to the amount and the allocation of reported expenditures, the FLC will eventually use the tools provided by the SIU System within the Section "**E – PARTNERS**" (please see page 44 for full details).

Once controlling activities are performed and concluded by the FCL, "all FLC Annexes" must be uploaded in SIU (please see page 46 for full details).

LEAD PARNER’S ROLE

2.9) OVERVIEW OF LEAD PARTNERS ROLE

As a remainder, Lead Partners must:

1. Access SIU
2. Create the Progress Report
3. Communicate to the MA the different roles of PPs and Italian FLCs
4. Fill-in the PR parts on activity progress/outputs/results/achievements of the project as a whole
5. Perform the checks and correct mistakes of the PR in SIU
6. Upload in SIU the PR annexes in the appropriate sections
7. Confirm the Progress report in SIU for JS verification
8. Manage the clarifications (if needed) with JS, PPs and FLCs
9. Once the PR is validated by JS, submit the PR via SIU

2.10) ANNEXES TO BE UPLOADED

The types of attachments for the "LP annexes" are the following:

- LP Activity Report
- Legal and administrative documents
- Partnership Agreement
- Valid identity document (e.g. identity card, passport)
- Other documents

The types of attachments for the sub-section “WP Activities List”are the following:

- Supporting documents for deliverables
- Supporting documents for outputs
- Communication supporting documents
- Other documents

The types of attachments for the sub-section “Infrastructure details”are the following:

- Infrastructure supporting documents (proof of ownership, picture, others if needed)
- *Other documents*

The types of attachments for the sub-section “Annexes”are the following:

- Progress Report
- Progress Report abstract

2.11) MAIN RECOMMENDATIONS

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

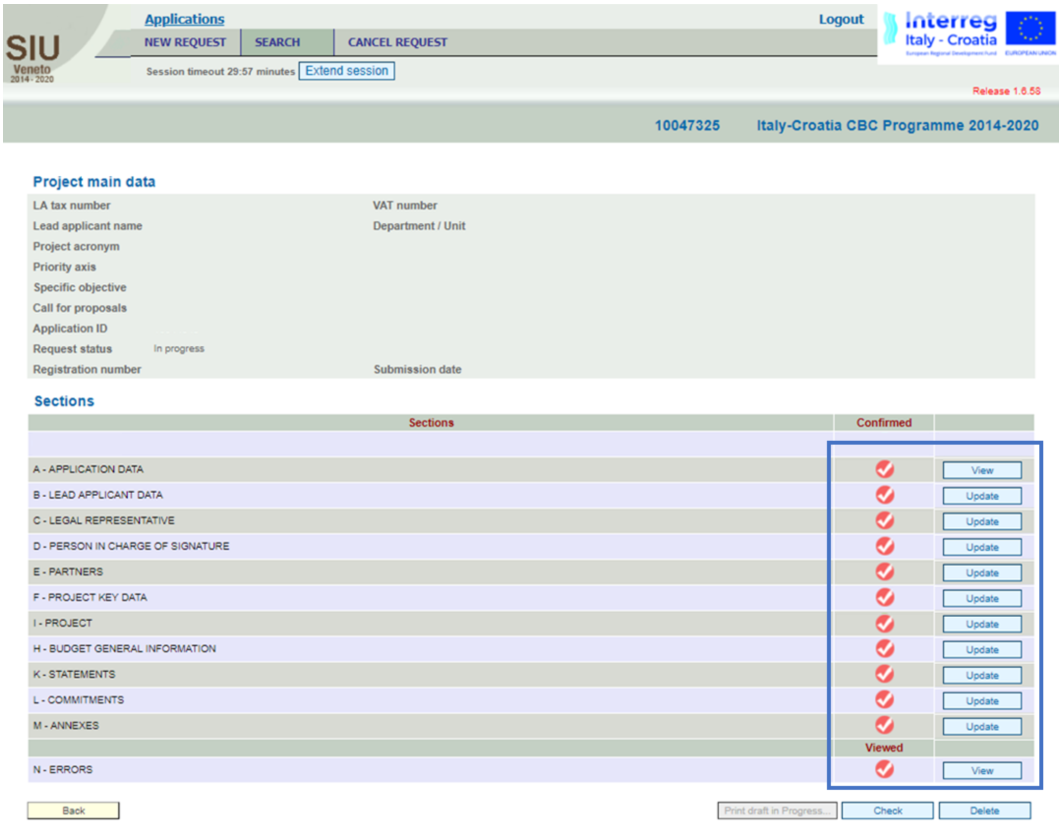
The Progress Report is composed by a set of tables that must be filled-in to enable the submission. The tables that ask only for visualization must also be viewed and confirmed with the button "Confirm".

The 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.

2.12) FILLING-IN THE PROGRESS REPORT

This is the main view and the focal point for Lead Partners' operational activities and control purposes over the SIU System in the frame of the Progress Report submission process.



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**" must 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	Notes
B	LEAD APPLICANT DATA
C	LEGAL REPRESENTATIVE
D	PERSON IN CHARGE OF SIGNATURE
E	PROJECT PARTNERS
F	PROJECT KEY DATA
I	PROJECT
H	BUDGET GENERAL INFORMATION
K	STATEMENTS
L	COMMITMENTS
M	ANNEXES

Section “**N – ERRORS**” does not require any additional data to be entered into the system by the Lead Partner 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 – ERRORS**” 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 Lead Partner.

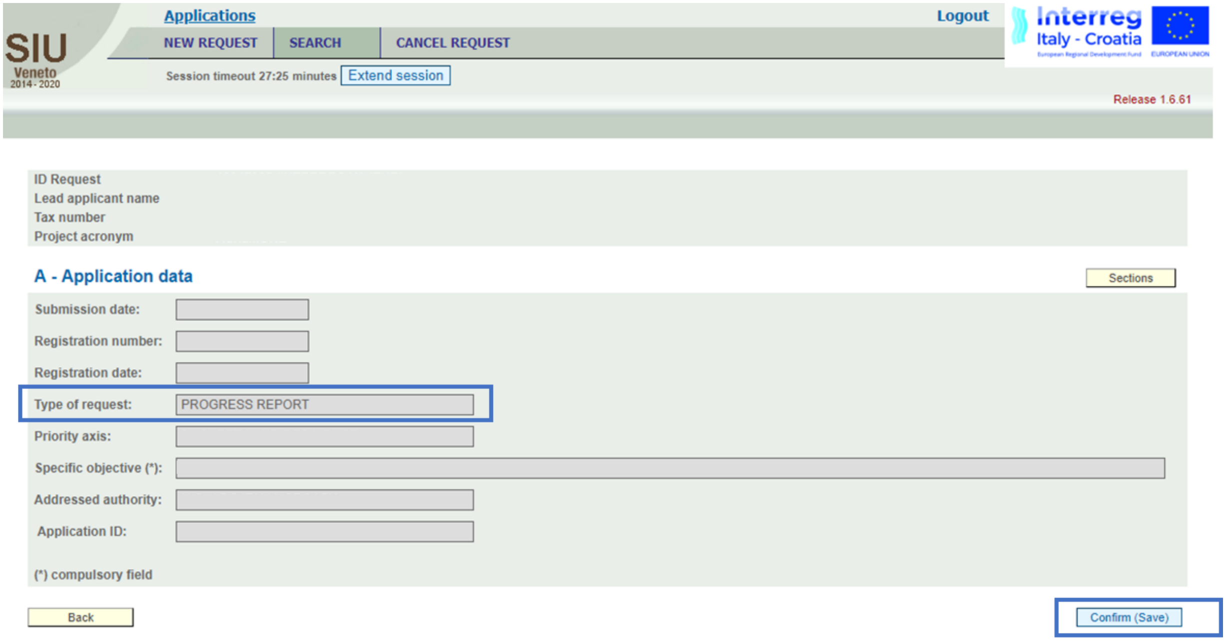
4.4.1 SECTION A – APPLICATION DATA

The user should access to the Section "**A – APPLICATION DATA**" 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 number
Registration date
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 clicking the "Confirm (Save)" button.

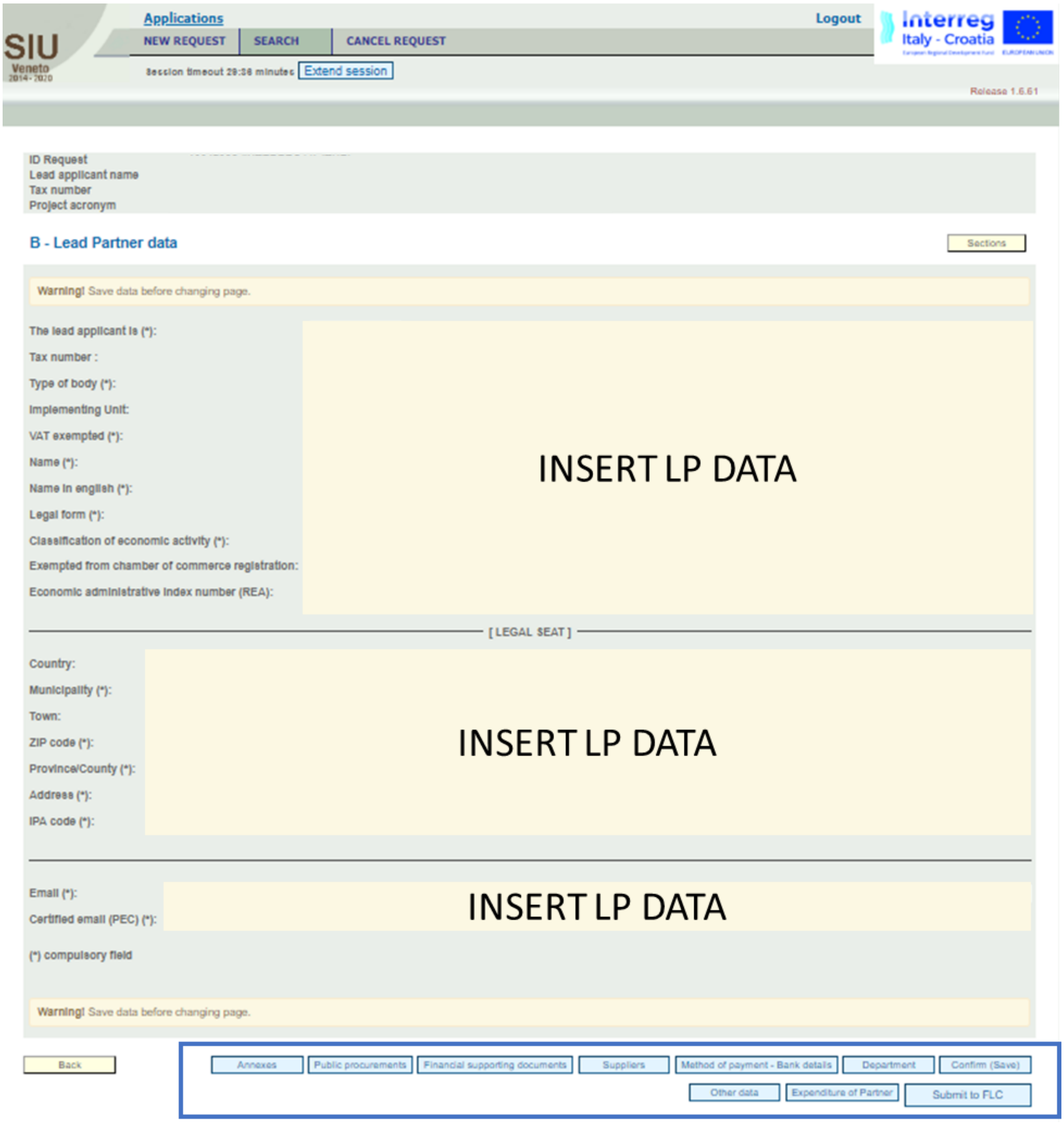


PLEASE NOTE THAT in order to confirm and save the progress of the work done, all the mandatory data must be filled-in and all the information provided must be correct. Otherwise, alerts and warnings are shown by the system and the work cannot be saved.

4.4.2 SECTION B – LEAD PARTNER DATA

The Lead Partner 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
- fill-in, where missing, the proper data and information required by the fields of the form
- fill-in, in case of update necessities, the proper data and information for each field of the form



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

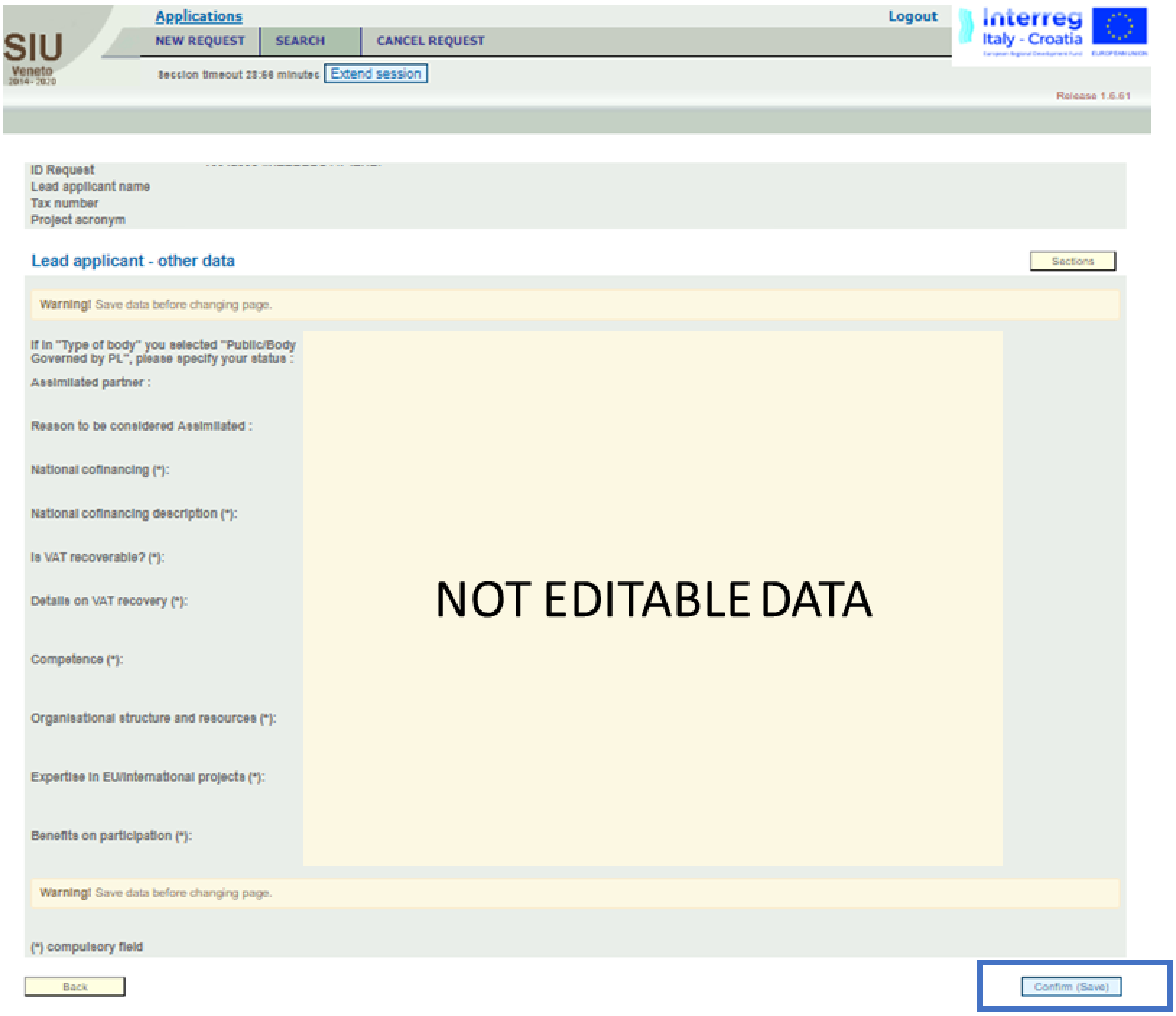
As shown in the image above, the section presents the buttons:

- “Annexes”
- “Public Procurements”
- “Financial Supporting Documents”
- “Suppliers”
- “Method of payment – Bank details”
- “Department”
- “Other Data”
- “Expenditure of Partner”

These sub-sections are now described in further detail within the following paragraphs.

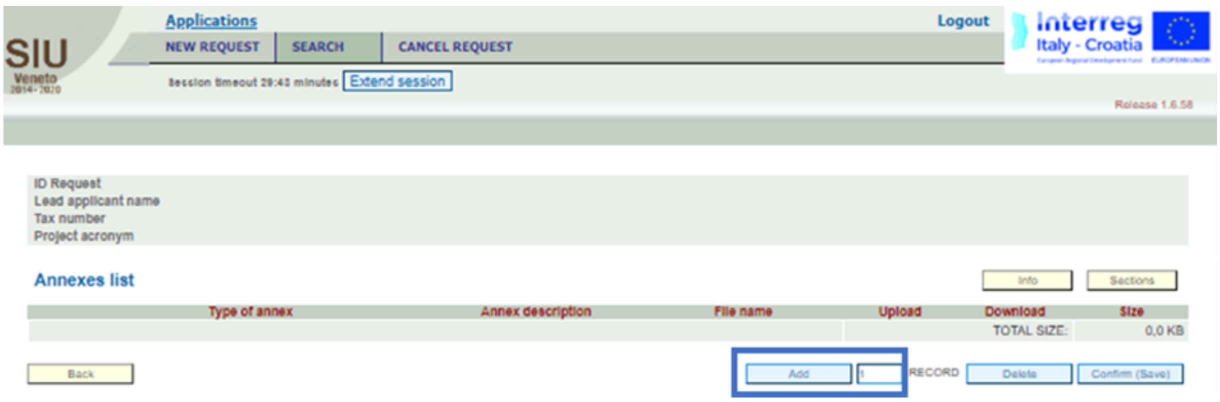
4.4.2.1 OTHER DATA

Within this sub-section the SIU system shows a view of other relevant data, in a visualization mode only, which must be confirmed by clicking on the “Confirm (Save)” button.



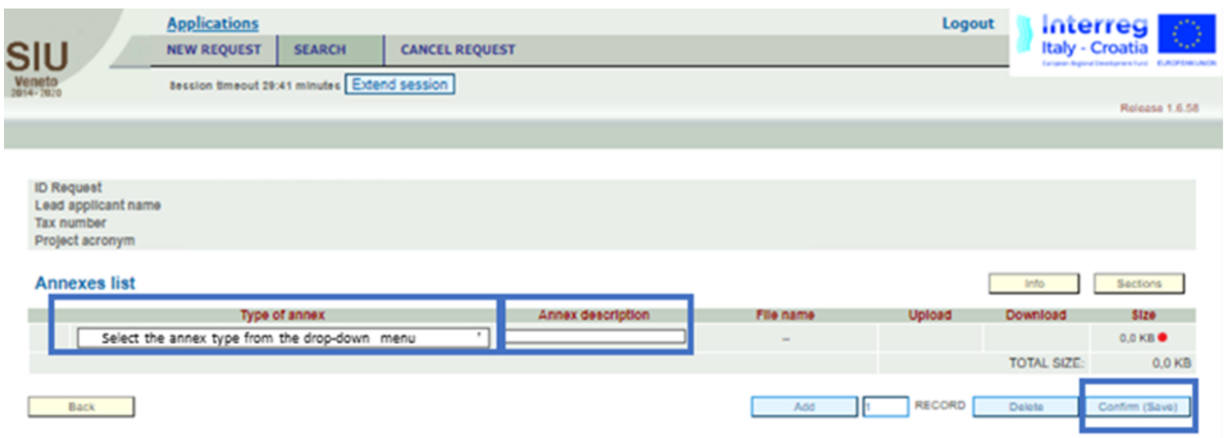
4.4.2.2 ANNEXES

As shown in the image below, this sub-section is necessary to upload annexes. By clicking on the “Add” button, LPs can add one or more (depending on the number inserted within the field to the right of the “Add” button) new annex rows:



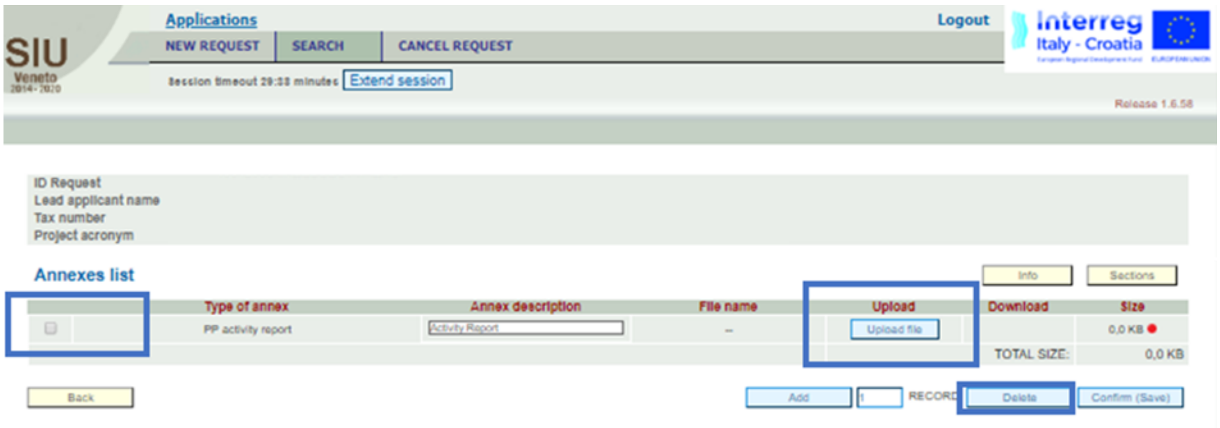
Once the “Add” button has been selected, LPs should address the actions explained below:

5. Add (if once again necessary) a new annex record;
6. Select the type of the annex to upload from the drop-down menu;
7. Insert the annex description;
8. Confirm the work done.

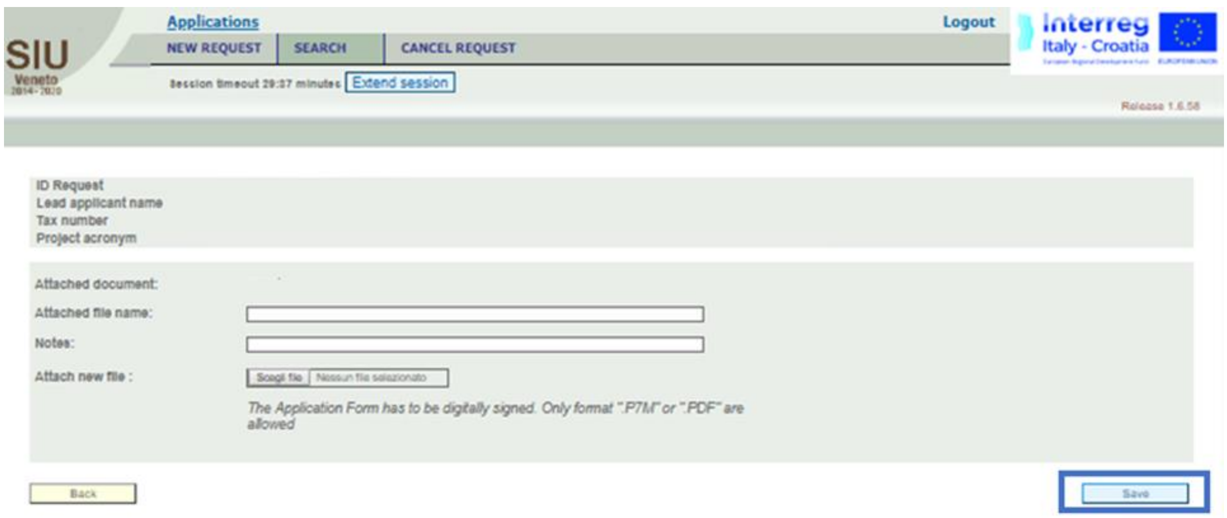


Having created a new annex row, LPs can now:

4. Upload a file;
5. Delete an annex row, by putting a “thick” within the outlined box on the left of the window;
6. Delete a previously uploaded file within the same annex row by overwriting it (uploading a new file).

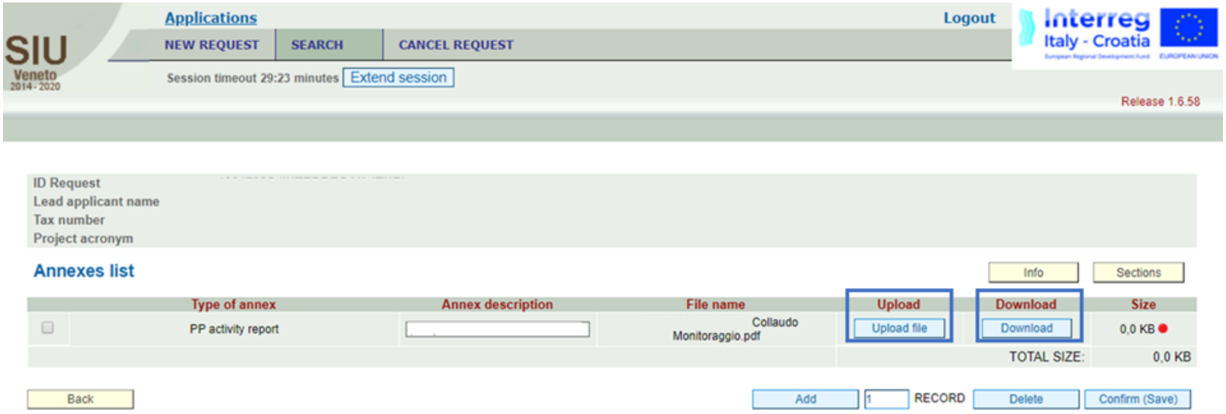


By clicking the “Upload file” button, the user will access the following view, by which he/she will be able to upload a specific annex.



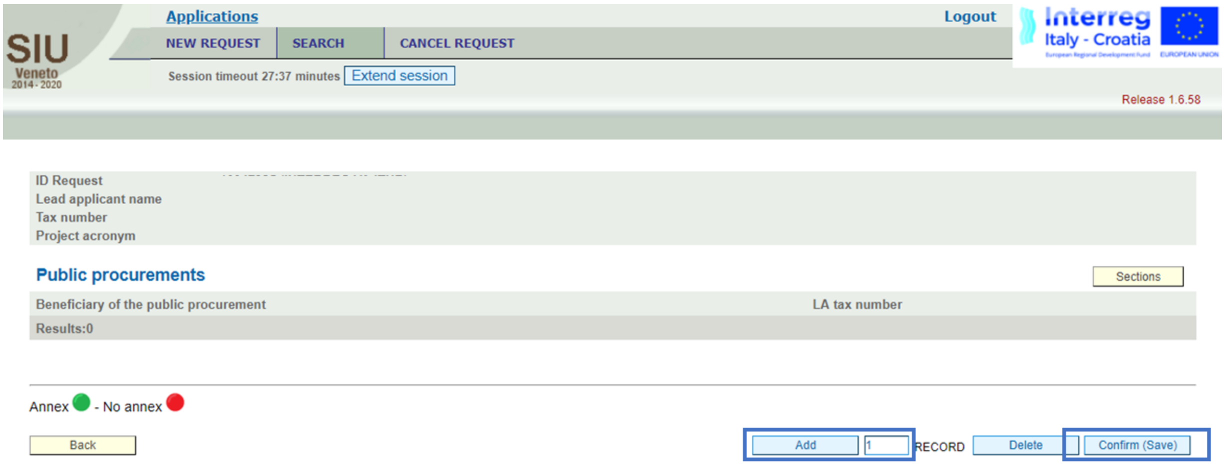
In case the upload failed, the user will see it in the previous view “Annexes List”, and then the user can:

- Upload a new annex to substitute the previous file uploaded
- Download a previously uploaded file

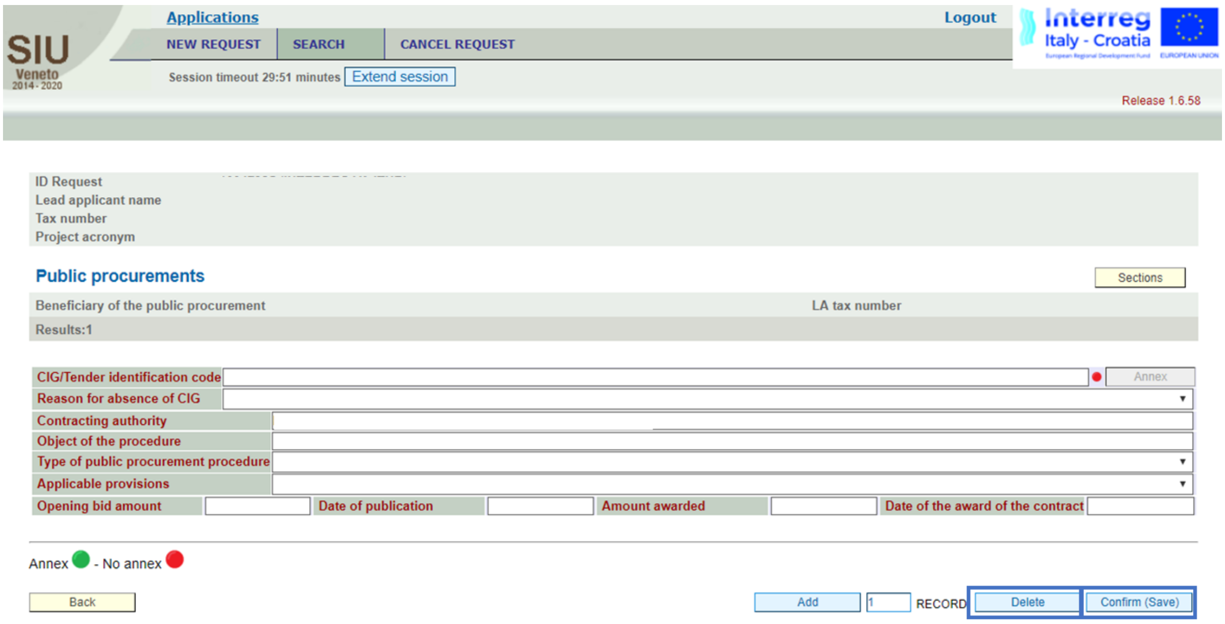


4.4.2.3 PUBLIC PROCUREMENTS

The user can add **Public procurements** details by clicking on “Add” button



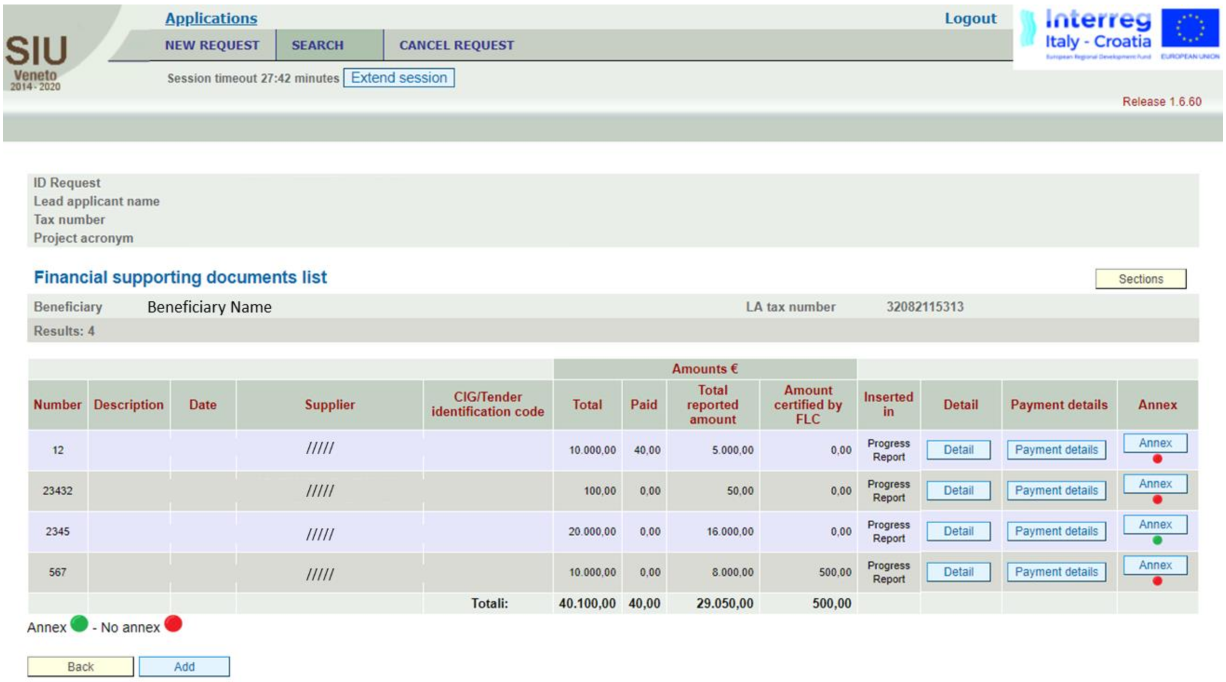
Details have to be entered in the dedicated Public procurement section (see preview below). Once filled-in data has to be confirmed by clicking on the “Confirm (Save)” button.



4.4.2.4 FINANCIAL SUPPORTING DOCUMENTS

1. Financial Supporting Documents List

By clicking on the "Add" button, LPs can insert within the SIU System a new financial supporting document. A list of all the inserted financial supporting documents is then shown within the sub-section:

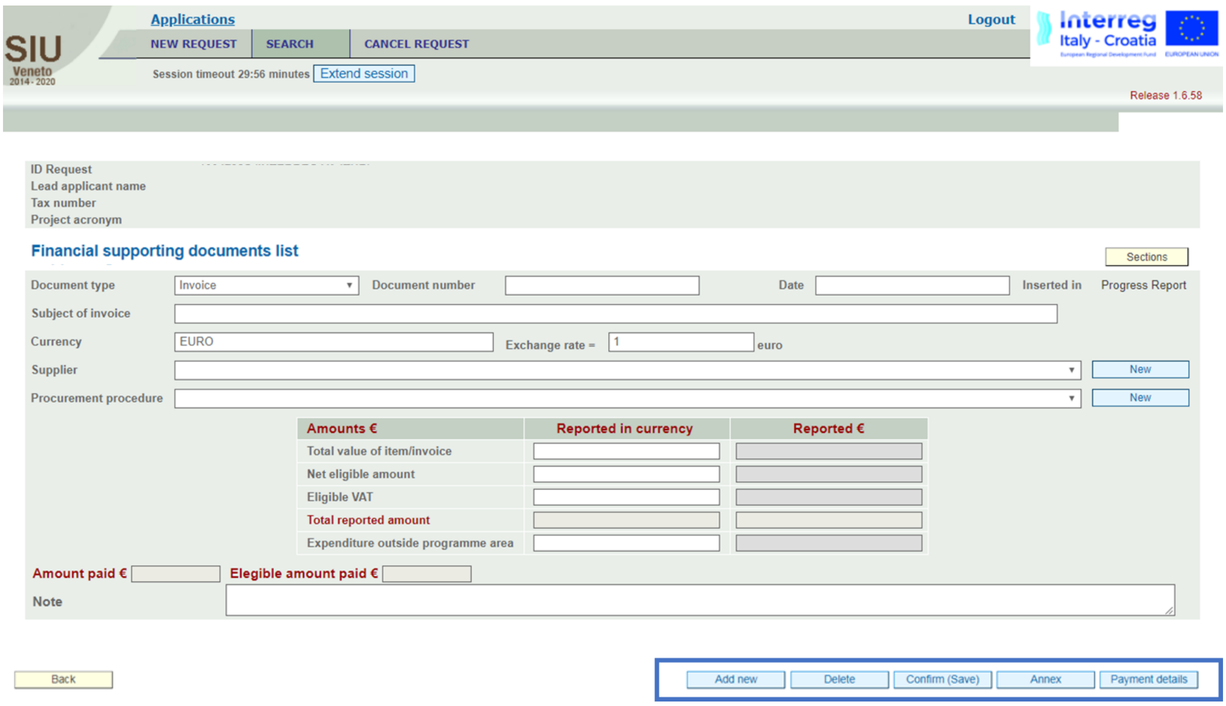


					Amounts €							
Number	Description	Date	Supplier	CIG/Tender identification code	Total	Paid	Total reported amount	Amount certified by FLC	Inserted in	Detail	Payment details	Annex
12			/////		10.000,00	40,00	5.000,00	0,00	Progress Report	Detail	Payment details	Annex
23432			/////		100,00	0,00	50,00	0,00	Progress Report	Detail	Payment details	Annex
2345			/////		20.000,00	0,00	16.000,00	0,00	Progress Report	Detail	Payment details	Annex
567			/////		10.000,00	0,00	8.000,00	500,00	Progress Report	Detail	Payment details	Annex
				Totali:	40.100,00	40,00	29.050,00	500,00				

The view, within the "Annex" column, also reports the Annex status:

- Red signal: no annex uploaded;
- Green signal: annex uploaded successfully.

Financial Supporting Document Detail



This part is the first step of financial reporting.

The LP will see the same screen and will have to insert the data of each single invoice or equivalent probative value document (including payslips).

The system will automatically perform here the exchange from a currency other than euro if needed. To do so, when inserting data of the invoice, the user shall insert manually in the box "exchange rate" the exchange rate currency/euro. The user shall use the official exchange rate published by the European Commission on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

using the rate of the month in which the expenditure is submitted for verification to the FLC.

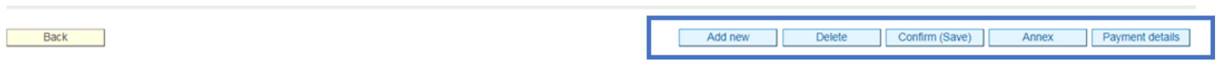
4.4.2.5 SUPPLIERS

When inserting data of invoices, the System requires also data on suppliers.

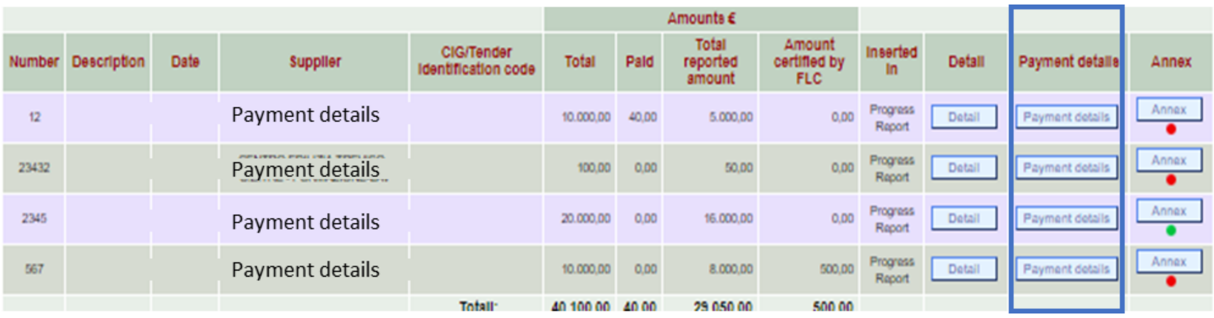
If the supplier was already inserted here, it can be chosen from the drop-down menu. When a new supplier needs to be inserted, it can be added by clicking on the button “New”.

The button “Suppliers” in Section “**B – LEAD PARTNER DATA**” will be useful at the end of the financial reporting process, to see the list of all suppliers inserted herein.

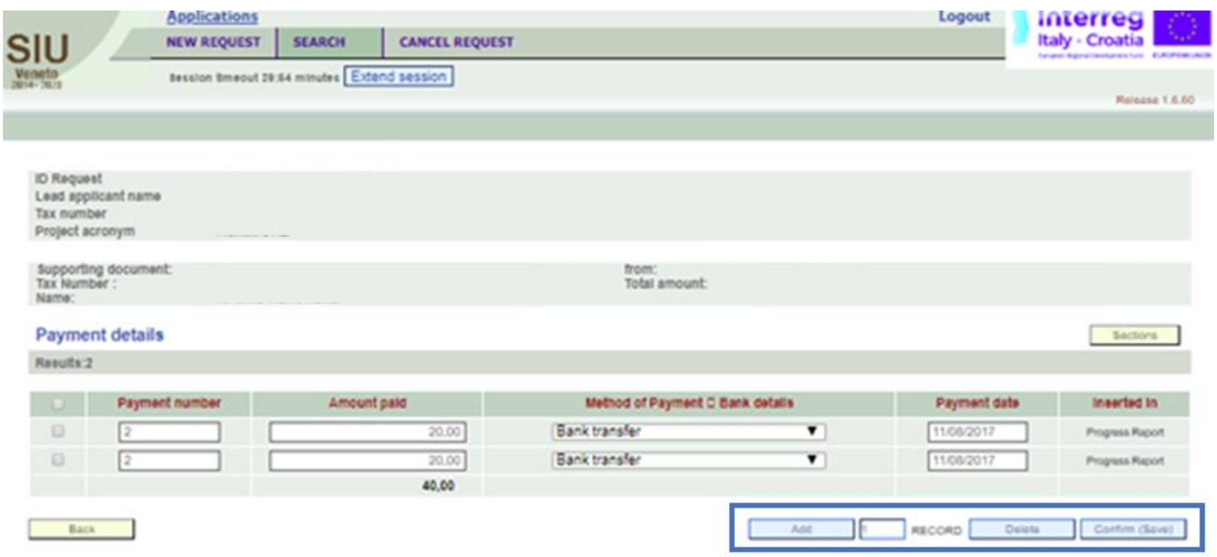
Payment details



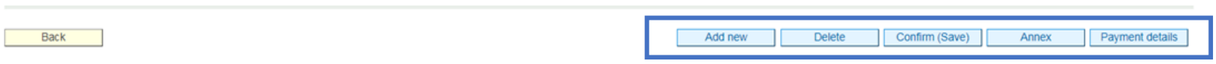
By clicking on the “Payment details” button, available within the above-mentioned “Supporting Document Detail” sub-section, LPs will enter the following view:



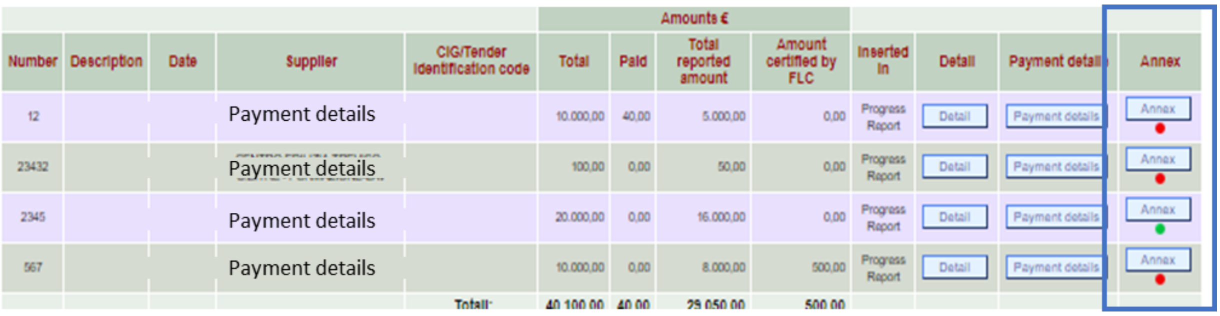
In the same screen where invoices data are inserted, it is possible to click on the button “Payment details”, to insert proof of payments associated to a specific invoice.



How to upload invoices, equivalent probative value documents or proof of payments



By clicking on the “Annex” button, available within the above-mentioned “Supporting Document Detail” sub-section, LPs will enter the following view:



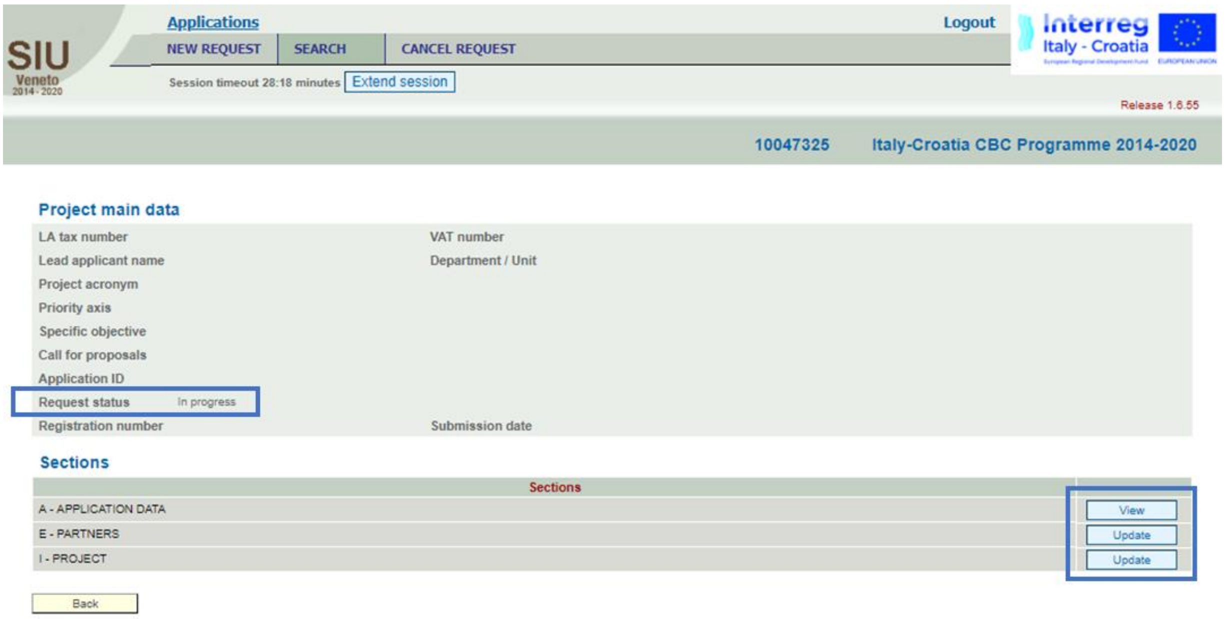
					Amounts €							
Number	Description	Date	Supplier	CIG/Tender Identification code	Total	Paid	Total reported amount	Amount certified by FLC	Inserted in	Detail	Payment details	Annex
12			Payment details		10.000,00	40,00	5.000,00	0,00	Progress Report	Detail	Payment details	Annex
23432			Payment details		100,00	0,00	50,00	0,00	Progress Report	Detail	Payment details	Annex
2345			Payment details		20.000,00	0,00	16.000,00	0,00	Progress Report	Detail	Payment details	Annex
567			Payment details		10.000,00	0,00	8.000,00	500,00	Progress Report	Detail	Payment details	Annex
				Totali:	40.100,00	40,00	29.050,00	500,00				

To upload documents here the Lead Partner has to click on the button “Annex” and add the concerned file. The user can choose among the following categories of annexes:

- Invoice
- Equivalent probative value document
- Proof of payment

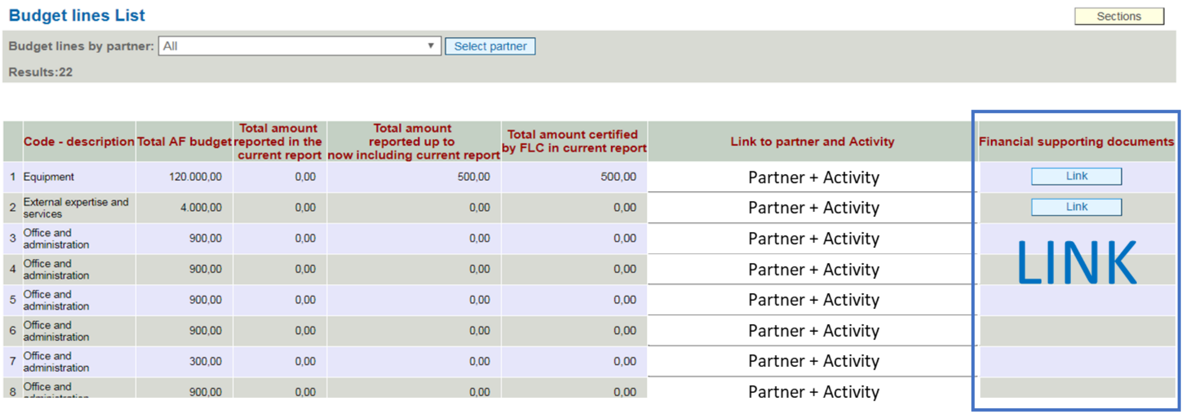
How to link invoices or equivalent docs to expenditure (budget line/wp)

To perform the association between invoices and expenditure the LP will have to enter Section “**I – PROJECT**”.



The relevant box were associations need to be done is “Project workplan and budget”, visible on the right side of the screen (LPs must click on the “Update” button).

Within budget line List the user has the possibility to Associate the supporting documents to the relevant budget lines by clicking on “Link” button:



Budget lines List

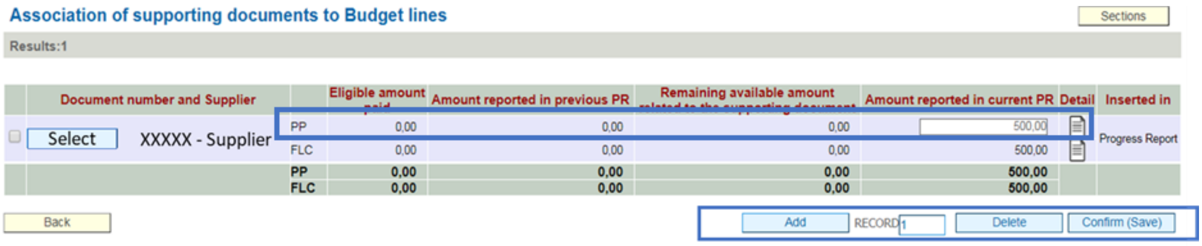
Sections

Budget lines by partner: All ▾ Select partner

Results:22

	Code - description	Total AF budget	Total amount reported in the current report	Total amount reported up to now including current report	Total amount certified by FLC in current report	Link to partner and Activity	Financial supporting documents
1	Equipment	120.000,00	0,00	500,00	500,00	Partner + Activity	Link
2	External expertise and services	4.000,00	0,00	0,00	0,00	Partner + Activity	Link
3	Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	LINK
4	Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	
5	Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	
6	Office and administration	900,00	0,00	0,00	0,00	Partner + Activity	
7	Office and administration	300,00	0,00	0,00	0,00	Partner + Activity	
8	Office and ...	900,00	0,00	0,00	0,00	Partner + Activity	

To perform the association, the user has to click the "Select" under the heading "Document number and Supplier" and pick up the concerned invoice/document from the list. The reported amount related to the selected document can also be inserted in the system:



Association of supporting documents to Budget lines

Sections

Results:1

	Document number and Supplier		Eligible amount paid	Amount reported in previous PR	Remaining available amount related to the supporting document	Amount reported in current PR	Detail	Inserted in
☐	Select XXXXX - Supplier	PP	0,00	0,00	0,00	500,00		Progress Report
		FLC	0,00	0,00	0,00	500,00		
		PP	**0,00**	**0,00**	**0,00**	**500,00**		
		FLC	**0,00**	**0,00**	**0,00**	**500,00**		

Back — Add — RECORD 1 — Delete — Confirm (Save)

(*) The outlined row within the section above is deputed to the association of Financial Supporting Documents to Budget Lines for PPs as well as for the LP, for what concerns its own expenditures.

4.4.2.6 EXPENDITURE OF PARTNERS

By clicking on the “Expenditure of Partners” button, the Lead Partner will access a recap view showing an overall resume of the total amount of Project Partners’ expenditures, declined as follows:

Expenditure declared and certified by budget line

Budget line	Total amount declared	Total amount certified	Total amount deducted	Certified in % of Declared
External expertise and services	0,00 €	0,00 €	0,00 €	0%
External expertise and services	0,00 €	0,00 €	0,00 €	0%
External expertise and services	0,00 €	0,00 €	0,00 €	0%
External expertise and services	0,00 €	0,00 €	0,00 €	0%
External expertise and services	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Office and administration	0,00 €	0,00 €	0,00 €	0%
Staff	0,00 €	0,00 €	0,00 €	0%
Staff	0,00 €	0,00 €	0,00 €	0%
Staff	0,00 €	0,00 €	0,00 €	0%
Staff	0,00 €	0,00 €	0,00 €	0%
Travel and accommodation	0,00 €	0,00 €	0,00 €	0%
Travel and accommodation	0,00 €	0,00 €	0,00 €	0%
Total expenditure	**9.000,00 €**	**960,00 €**	**8.060,00 €**	**10,66%**
Net revenues	**0,00 €**	**0,00 €**	**0,00 €**	**0%**
Total eligible expenditure	**9.000,00 €**	**960,00 €**	**8.060,00 €**	**10,66%**

Back

- Total Amount Declared: total amount declared by PPs;
- Total Amount Certified: total amount certified by FLCs;
- Total Amount Deducted: where applicable, the negative difference between the former two values;
- Certified in % of Declared = Total Amount Certified / Total Amount Declared.

FOR INFORMATION AND SUPPORT

For information concerning the use of SIU for drafting or submission of an application, please contact the IT-HR Joint Secretariat at the following number: +39 041 2793120 or send an e-mail to IT-HR.SIUsupport@regione.veneto.it.

Italy – Croatia CBC Programme Joint Secretariat

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

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