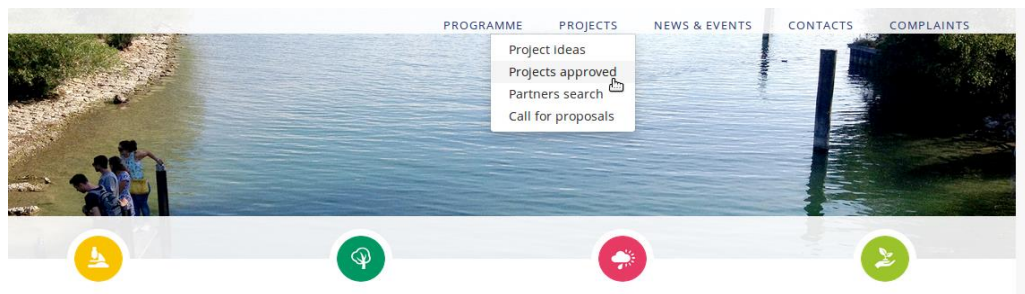


GUIDE TO REQUEST AN ADVANCEMENT PAYMENT

This guide provides information on how a Lead Partner requests an ADVANCEMENT CLAIM in the Atlantic Area (AA) online system (SIGI).

As Lead Partner you have to:

- [Login](#) with your email and password (used to submit your project application) on the AA website
- Go to → menu “Projects > Projects approved”



- Select your project by clicking on the project title

Projects approved

Call


Acronym

Priority

Objective

Country

Displaying 1-3 of 3 results.



AtlanticAreaExample
Example Project of Atlantic Area
Brief description of the project



- Click on the menu button “Advancement Request”

AtlanticAreaExample EPA_657/2016

Advancement Request
Partner Progress Report
Project Progress Report
Modifications Request

Call

Example Project of Atlantic Area
Call 2016 Status: Ongoing

Overview Partners Map

Priority	1. Stimulating innovation and competitiveness
Objective	1.2. Strengthening the transfer of innovation results to facilitate the emergence of new products, services and processes

- Start filling in the fields: “Partners amount distribution”:
 - For each concerned partner:
 - upload the Social contribution regularity statement
 - select the Social contribution regularity validity
 - upload the Tax regularity statement
 - select the Tax regularity validity
 - introduce the partner’s amount



AtlanticAreaExample EAPA_657/2016



Create advancement request

Description

Advancement Request of project AtlanticAreaExample

Maximum request amount

187.500,00 €

(5% of ERDF project value)

ERDF project value: 3.750.000,00 €

Partners amount distribution

#	Partner	Amount
		Remaining: 0,00 €
1	Interreg 'Espaço Atlântico'	87500 €
	Social contributions regularity validity *	
	<input type="text" value="2018-04-19"/>	
	Social contributions regularity statement *	
	pdf declaration.pdf	
	Browse...	
	Tax regularity validity *	
	<input type="text" value="2018-05-25"/>	
	Tax regularity statement *	
	pdf declaration.pdf	
	Browse...	
2	Partner 2	50000 €
	Social contributions regularity validity *	
	<input type="text" value="2018-03-28"/>	
	Social contributions regularity statement *	
	pdf declaration.pdf	
	Browse...	
	Tax regularity validity *	
	<input type="text" value="2018-03-05"/>	
	Tax regularity statement *	
	pdf declaration.pdf	
	Browse...	
3	Partner 3	50000 €
	Social contributions regularity validity *	
	<input type="text" value="2018-05-02"/>	
	Social contributions regularity statement *	
	pdf declaration.pdf	
	Browse...	
	Tax regularity validity *	
	<input type="text" value="2018-03-29"/>	
	Tax regularity statement *	
	pdf declaration.pdf	
	Browse...	



- save the information whenever you make changes

Total	187.500,00	€
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Save	Submit Advancement Request
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- a notification appears confirming that “Your advancement request has been successfully saved”
- when the information is ready:
 - click again on the menu button “Advancement Request”
 - click on “Submit Advancement Request”
- a statement appears, click on the 2 boxes:
 - “I hereby declare that the information provided in this form is correct”
 - “I have read the above declaration and I agree with its full content”
 - Click on the button “Submit”



validity

*
2018-05-02

Social contri
statement

*
Submitted file
pdf declara
Browse...

▼ Partn

Social contri
validity

Social contri
statement
Browse...

▼ Partn

Social contri
validity

Social contri

Advancement Claim Statement

X representing the organization Interreg 'Espaço Atlântico', located at X Portugal, lead partner of the project, submits the current advancement claim for an ERDF amounting of 187.500,00 €, that will be allocated to the partners, which are solvents, according to the distribution herein presented, and after the signature of the subsidy contract. The starting of the project activities is 2017-05-01.

The Lead Partner, on behalf of the members of the partnership constituted for the implementation of the project commits:

1. To respect the stipulated in article 131 of the ERDF Regulation 1303/2013, regarding the submission of reimbursement claim for eligible expenditures paid and justified by pertinent documentation in consistency with the approved budget;
2. In the event of any non-compliance, to reimburse immediately the Programme of the amount received as advancement.
3. The partnership is aware that this advancement claim amount will be deducted from the first payment claim submitted by each partner.

I hereby declare that the information provided in this form is correct

I have read the above declaration and I agree with its full content.

Submit

0.00

0.00

- a notification appears confirming that “Your advancement Request has been successfully submitted”
- Click on the menu button “Advancement Request” to find the summarized information of your request



AtlanticAreaExample EAPA_657/2016



Advancement Claim

Partners Amount Distribution

#	Partner	Amount (€)
1	Interreg 'Espaço Atlântico'	87.500,00
2	Partner 2	50.000,00
3	Partner 3	50.000,00
4	Partner 4	0,00
5	Partner 5	0,00

- Click on  Advancement Claim to obtain a PDF Declaration (statement + partners distribution)



AtlanticAreaExample - EAPA_657/2016

Advancement Claim Statement

X representing the organization Interreg 'Espaço Atlântico', located at X - Portugal, lead partner of the project, submits the current advancement claim for an ERDF amounting of 187.500,00 €, that will be allocated to the partners, which are solvents, according to the agreed distribution between them herein presented, and after the signature of the subsidy contract. The starting of the project activities is 2017-05-01.

The Lead Partner, on behalf of the members of the partnership constituted for the implementation of the project commits:

- To respect the stipulated in article 131 of the ERDF Regulation 1303/2013, regarding the submission of reimbursement claim for eligible expenditures paid and justified by pertinent documentation in consistency with the approved budget;
- In the event of any non-compliance, to reimburse immediately the Programme of the amount received as advancement.
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Partners Amount Distribution

#	Partner	Amount (€)
1	Interreg 'Espaço Atlântico'	87.500,00
2	Partner 2	50.000,00
3	Partner 3	50.000,00
4	Partner 4	0,00
5	Partner 5	0,00

Please note that after your Advancement Request submission, the Joint Secretariat and the Managing Authority will perform a verification check. If the Request is accepted, the Certifying Authority will make the payment directly to each concerned partner.