

Call 3 checklist: submission AF, step 1

Dear applicant,

We strongly recommend filling in the following checklist carefully before submitting the application form (AF). It should ensure that your application is meeting the programme requirements, and in addition reminds you of some recommendations of the programme bodies. **If one of the following statements cannot be confirmed, please consult the Joint Secretariat (JS) on how to further proceed before submitting the AF.**

AF - step 1

- ☐ The AF - step 1 is completed with the requested information (obligatory fields filled in: i.e. parts A, B and C).
- ☐ The AF - step 1 is completed in English (please consider: only information provided in English will be reflected in the assessment).
- ☐ The AF - step 1 meets the requirements laid down in the Terms of Reference (as regards content - the project proposal addresses one of the thematic focuses outlined for the following specific objectives: SO 1.2, SO 2.2 or SO 3.2).
- ☐ The application respects the cornerstones defined for classic projects:
 - The lead partner is a public or public equivalent institution;
 - The partnership involves at least four different countries of the programme area (including the lead partner).
- ☐ The application considers the project reference values defined for classic projects:
 - The duration of the project ranges between 24 and 36 months;
 - The project involves 7 to 12 partners (including the lead partner);
 - The work plan is composed of 3 work packages.
- ☐ In case of any deviations from these reference values, these changes have been discussed with the JS at the latest two weeks in advance of the submission of the project proposal.



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- ☐ In the work plan, if the project delivers a jointly developed solution output (indicator code: RCO116), at least one pilot action output (indicator code: RCO84) is included to validate the developed solution.
 - ☐ The general recommendation of the programme to the lead applicant to contact the ACP before submission was considered.
 - ☐ If relevant, any documentation allowing the verification of national requirements of the lead applicant has been submitted in due time to the relevant ACP.
 - ☐ The application was agreed among the partnership.

Call 3 checklist: submission AF, step 2

Dear applicant,

We strongly recommend filling in the following checklist carefully before submitting the application form (AF). It should ensure that your application is meeting the programme requirements, and in addition reminds you of some recommendations of the programme bodies. **If one of the following statements cannot be confirmed, please consult the Joint Secretariat (JS) on how to further proceed before submitting the AF.**

AF - step 2

- ☐ The AF - step 2 is completed with the requested information (obligatory fields filled in: i.e. parts A, B, C, D and E).
- ☐ The AF - step 2 is completed in English (please consider: only information provided in English will be reflected in the assessment).
- ☐ The partnership agreement as obligatory annex is properly signed and part of the application and uploaded on Jems in the section “Application annexes”
- ☐ The AF - step 2 meets the requirements laid down in the ToR (as regards content - the project proposal addresses one of the thematic focuses outlined for the following specific objectives: SO 1.2, SO 2.2 or SO 3.2.
- ☐ The application respects the cornerstones defined for classic projects:
 - The lead partner is a public or public equivalent institution;
 - The partnership involves at least four different countries of the programme area (including the lead partner).
 - The ERDF co-financing rate is exactly 75% for partners located in the EU and exactly 0% for non-ERDF partners.
- ☐ The application considers the project reference values defined for classic projects:
 - The total financial size of each project ranges between EUR 1 and 3 million;
 - The duration of the project ranges between 24 and 36 months;
 - The project involves 7 to 12 partners (including the lead partner);



- The work plan is composed of 3 work packages.
- ☐ In case of any deviations from these reference values, these changes have been discussed with the JS at the latest two weeks in advance of the submission of the project proposal.
- ☐ In the work plan, if the project delivers a jointly developed solution output (indicator code: RCO116), at least one pilot action output (indicator code: RCO84) is included to validate the developed solution.
- ☐ The general recommendation of the programme to the lead applicant to contact the ACP and the JS before submission was considered.
- ☐ If relevant, any documentation allowing the verification of national requirements has been submitted in due time by each project applicant to the relevant ACP.
- ☐ The application was agreed among the partnership.