Checklist: submission of full AF

We strongly recommend to go through this checklist before submitting the application form (AF) to make sure that your proposal meets the programme rules and requirements. **If one of the following statements cannot be confirmed, please consult the Joint Secretariat (JS) on how to further proceed before submitting the AF.**

* The AF is filled in with the requested information (obligatory fields: parts A, B, C, D and E).
* The AF is drafted in English (please consider that 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 purpose of the proposal is to support EUSALP governance.
* The proposal respects the cornerstones as defined in the terms of reference. On top of this:
  + 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 work plan is composed of three 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.
* 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.