

Document 4: Checklist for applicants

Please note:

- Proposals must be written in English.
- Proposals that do not meet the Funding Organisations’ eligibility criteria and requirements will be declined without further review (see Funding Organisations’ rules here: <https://www.biodiversa.eu/research-funding/open-call/participating-funding-organisations/>).
- For the pdf to be submitted on the EPSS: you should use Arial 11, single-spaced, margins of 1.27 cm.
- Please make sure to follow the page limit. The page limit will be applied automatically. After the deadline, excess pages (in over-long proposals/applications) will be automatically made invisible, and will not be taken into consideration by the evaluators.
- The proposal is a self-contained document. **Links and hyperlinks are not allowed** unless specifically asked for in the proposal application form. Experts will be instructed to ignore any information that is specifically designed to expand the proposal, thus circumventing the page limit.
- Self-financed Partners have to provide evidence that their organisation supports their activity (official letter(s) of commitment from their Head of Department to be uploaded on the EPSS). The letter of commitment should be maximum 1 page for each self-financed Partner and should be written in English).
- Letters of support, apart from self-financed Partners who need to provide a letter of commitment, are NOT requested and WILL NOT be forwarded to the Evaluation Committee.

In order to make sure that your application is eligible to this call, **please collect the information required to tick all the sections below before starting to complete the pre-proposal and full proposal application forms:**

GENERAL CONDITIONS:

- The project proposal addresses the **SCOPE AND OBJECTIVE(S)** of the call

Nota bene: any project that does not fit within the scope and objectives of the call described in the complete announcement of opportunity will not be recommended for funding, regardless of its scientific quality.

COMPOSITION AND ELIGIBILITY OF THE CONSORTIUM:

- The project proposal involves eligible research Partners **from at least three different countries participating in the call** and are supported by at least three different Funding Organisations; including eligible research Partners from at least two different EU Member States or Associated Countries³⁹

³⁹ To know if a non-EU member state is an “associated country”, you can consult the following document: <https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country->

participating in the call. NB: not all EU Members States or Associated Countries are eligible in this call; only the ones who confirmed their financial participation.

The Project Partner Coordinator is eligible and is or will be employed by an eligible organisation in one of the countries participating in the call. No change of Project Partner Coordinator (person in charge) will be allowed between pre-proposal and full proposal stage, except in case of force majeure. A Project Partner Coordinator (person in charge) can only participate as Project Partner Coordinator in one proposal of this call.

I have carefully checked that all Partners within my proposal are eligible in particular in case of changes(s) in the consortium.

Each Partner involved in the project has carefully read its respective Funding Organisations rules and – in case of any questions or doubts – has contacted its Funding Organisations to confirm their eligibility and make sure it complies with its Funding Organisation’s rules.

Non-eligible self-financed Partners are aware that they cannot request funding and that they must provide a letter of commitment signed by their organisation or financial department which declares that the organisation will cover the full costs of their activities at the second Step.

BUDGET SECTIONS:

I have correctly made the difference between the total costs of the project and requested costs (i.e. the total costs comprise all the costs related to the project independently of national / regional funding rules; whereas the requested costs comprise the costs for which you will request funding to your Funding Organisation. For requested funding budget, the cost calculation has to be based for each Partner on its Funding Organisations’ rules).

Each Partner involved in the project has carefully read its respective Funding Organisations rules and in case of doubt has contacted its Funding Organisations to make sure it complies with its Funding Organisation’s rules.

The budget of subcontractors is detailed in the lines dedicated to subcontractors, yet the subcontractors do not request any funding. The budget requested for the subcontractors is included in the requested budget of the subcontracting Partner in the section “Subcontracting costs”.

[participation horizon-euratom en.pdf](#). NB: not all associated countries listed at this link participate in this call. Only researchers from countries that confirmed their participation and reserved a budget for this call can be eligible for funding. See TABLE 1: LIST OF FUNDING ORGANISATIONS AND THEIR FUNDING COMMITMENTS below to verify whether your country participates or not in this call.