

Action A: Checklist for applicants

Please note:

- Proposals must be written in English.
- Proposals that do not meet the national/regional eligibility criteria and requirements will be declined without further review.
- All fields must be completed using Arial 11, single-spaced, margins of 1.27 cm. Incomplete proposals, proposals using a different format or exceeding length limitations of any sections will be rejected without further review.
- Self-funded partners have to provide evidence that their organisation supports their activity (official letter of support from their Head of Department).
- Letters of support are not requested and won't 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 application forms:**

GENERAL CONDITIONS:

- ☐ The project proposal addresses the **AIM(S)** of the call
- ☐ The project proposal meets the **THEMES** of this call
 - *The project proposal does not only address Theme 1. If my proposal addresses Theme 1, it should also address Theme 2 and/or Theme 3.*
 - *This should also be considered by projects relevant for Theme 4.*

Nota bene: any project that does not fit within the thematic priorities 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 Partners from at least three different countries participating in the BiodivERsA call. For proposals including researchers from outermost regions and overseas countries and territories, if two outermost regions and overseas countries and territories are from the same country, these are counted as two participating countries. Where a proposal includes three or more researchers from outermost regions and overseas countries and territories from the same country, these will be counted as two participating countries.
- ☐ The main applicant is or will be employed by an eligible organisation in one of the countries participating to the call.
- ☐ I have carefully checked that the Coordinator is eligible. No changes of Coordinator (person) will be allowed between pre-proposal and full proposal stage.

☐ Each partner involved in the project has carefully read its respective Funding Organisations rules and has contacted its national/regional funding organisations to confirm their eligibility and make sure it complies with its national/regional funding organisation's rules. No changes of Partner (person) will be allowed between pre-proposal and full proposal stage.

☐ Non-eligible self-funded partners are aware that they cannot request funding and that they must provide a letter of support 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 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 national/regional funding organisations to make sure it complies with its national/regional funding organisation's rules.

☐ The budget of subcontracted Partners is detailed in the lines dedicated to subcontracted Partner, yet the subcontracted Partners do not request any funding. The budget requested for the subcontracted Partners is included in the requested budget of the subcontracting Partner in the section "Subcontract".