

Annex 4 to the Call Conditions

The list of required documents

The table below includes a list of documents that shall be submitted at the application stage. ESFA recommends using the table as a checklist to verify compliance with the requirements laid down in the Call Conditions.

NOTE.

- All the listed documents shall be submitted electronically via the Portal.
- In cases where copies of the signed originals are submitted, an applicant and co-applicants shall keep the original signed versions as originals may have to be submitted for certain documents at a later stage. If upon ESFA's request an applicant and (or) co-applicant fails to submit original documents, an application may be rejected.

	Document	Specification and content	The document must be provided by each			Checkbox
			Applicant (Coordinator)	Co- applicant	Associated partner	
1.	Application	<ul style="list-style-type: none"> - Application Form Part A contains administrative information about the participants, the summarised budget and timetable. - Application Form Part B contains the technical description of the project. <p>An application is filled in online and submitted via the Portal.</p>	x			<input type="checkbox"/>
2.	Detailed Budget Table	The form is provided as Annex 1 to the Call Conditions. The provided form shall be filled in and uploaded to the Portal in <i>xlsx</i> format.	x			<input type="checkbox"/>
3.	Declaration certifying the professional competences and appropriate qualifications of the	Declaration of the coordinator certifying professional competences, appropriate qualifications and a very good command of English (C1 level or higher) of coordinator's project team to carry out the required tasks (<i>free format</i>). The declaration should include, inter alia, job specifications, main	x			<input type="checkbox"/>

	coordinator's project team	tasks envisaged, and outputs related to the subject of the project. The document shall be uploaded to the Portal in pdf format.				
4.	Declaration of honour for beneficiaries	The form is provided as Annex 6 to the Call Conditions. The provided form shall be filled in and uploaded to the Portal in pdf format.	x	x		
5.	Declaration of commitment to employ the lead project manager with relevant professional competencies	<i>NOTE. Applicable only if coordinator's experience in managing/coordinating projects is proved drawing on the lead project manager's experience who is planned to be employed by the coordinator (i.e. the person who will perform the role of the lead project manager is not employed by the coordinator upon submission of an application).</i> Declaration (<i>in free form</i>) certifying that the lead project manager with the relevant professional competences, appropriate qualifications and a very good command of English (C1 level or higher) will be employed by the coordinator no later than the signature of the Grant Agreement.	x			
6.	List of previous projects	The form is provided as Annex 5 to the Call Conditions. The provided form shall be filled in and uploaded to the Portal in pdf format.	x			<input type="checkbox"/>
7.	Proof of registration	A certificate of official registration or other official document attesting to the establishment of the entity. <i>NOTE.</i> If an applicant or co-applicant is already validated by the Central Validation Service and has a Participant Identification Code (PIC), the document may not be submitted.	x	x		<input type="checkbox"/>
8.	Consortium agreement	The document (<i>free format</i>) is not mandatory, though highly recommended. The document shall be uploaded to the Portal in pdf format.	x			<input type="checkbox"/>