Important Information for Applicants

When applying for funding, please consider the following points carefully:

- Make sure that your proposal with all annexes and all information is **complete** at the time of submitting. The call will automatically close at the announced date at midday (12 pm, noon). No documents can be handed in after submission of the proposal.
  Be aware that the same deadline applies for the national documents in most of the participating countries/regions. Delayed submission of national documents leads to rejection of the whole proposal.
- Make sure to use only the **latest proposal templates**. Using templates from previous calls will not be accepted.
- Don't change the templates; all templates are **only valid in the given form**. Changing the templates will make them invalid and leads to rejection of the proposal.
- Make sure to satisfy the following **formal criteria**:
  - Maximum number of pages is 30 without any exceptions, regardless how many countries/regions or RTOs are involved or if it is a new application or resubmission.
  - The minimum font size is 12 pt for the whole proposal, 10 pt in tables. For tables only figures or keywords for overview are allowed. Texts are explicitly not allowed in tables.
- Fill in all **tables thoroughly**:
  - Table "Project Participants" (p. 2): Column 4 must be the sum of columns 5 + 6, last row ("Total") must be the sum of the rows before. These figures have to be identical to the tables "Overview of Costs" in chapter 5.
- Do **not add any further pages** with additional information. These pages will not be forwarded to the evaluators and not be considered.
- **Annex 4** (List User Committee): Fill in the company's name together with legal form and address for each member. Make sure that the number of SME is sufficient, i.e. regularly at least 5 SME, in some selected countries at least 3 SME.
- Make sure to add a **LOI for each member** of the User Committee mentioned in Annex 4 (List User Committee). If LOIs of single members are not available at the time of submitting, they should not be mentioned in Annex 4. LOIs cannot be handed in later.
- Use only the latest template of the **Consortium Agreement**. This document has to be initialed by all participants.

All applications not fulfilling the mentioned criteria will be rejected and not considered for the call!

If you are unsure about the regulations, ask your national funding organisation or the CORNET Coordination Office.

See also the Do's and Don'ts to apply for funding: https://www.cornet.online/dos-and-donts-to-apply-for-funding/