



***INSTRUCTIONS FOR COMPLETING THE  
ERASMUS MUNDUS ACTION 2  
APPLICATION FORM  
(EFORM)***

**ERASMUS MUNDUS PROGRAMME  
CALL FOR PROPOSALS EACEA/18/2013**

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## CHAPTER 1 : INTRODUCTION

### 1.1. Presentation and organisation of these instruction notes

These detailed instructions follow the same order as the Erasmus Mundus Action 2 – Partnerships Application Form (eForm).

If you do not refer to these notes or do not follow the instructions and guidance in them, you risk submitting an incomplete or incorrect application, and therefore significantly reducing the chances of your application being successful.

Before reading these instructions you should read the Proposal Submission User Guide which provides guidance on the technical requirements and functionalities of the electronic form as well as on the on-line submission of applications. It also includes contact details of the helpdesk to answer any technical questions that applicants may have.

### 1.2. Definitions

Some of the definitions of participating organisations used in the Application (eForm) are slightly different from those used in the EM Programme Guide. See the list below:

In the Programme Guide	In the eForm	
	Strand 1	Strand 2
Applicant/Coordinating institution	Applicant	Applicant
Third-country co-coordinating institution	Management co-ordinator	N/A
Partner	Partner	Partner
Associated members	Associate partner	Associate partner

### 1.3. Contents of the Application Package

The Application Package consists of **the following mandatory parts:**

#### **1. The Application form (eForm)**

- Part A: Identification of the applicant and if applicable other organisation(s) participating in the project
- Part B: Organisation and activities
- Part C: Summary of the project or activities

You will find information and advice for completing each of these parts in Chapter 2 of these instructions.

#### **2. Attachments to the Application form (eForm)**

- Project information
- Declaration on honour, Bank Account (financial identification) Form, Partnership Statements
- Budget

If any of the **mandatory parts** that constitute the application package is not submitted, is incomplete or unsigned (if required), the application might be considered as **ineligible** and will not be accepted.

#### 1.4. Application deadline and submission procedure

The following table provides a summary of the application deadline as well as of the submission procedure and obligations.

Because of the strict application submission deadline, **you are strongly advised not to wait until the last minute to prepare and submit your electronic application.**

#### **DEADLINE: 3 MARCH 2014**

- **Electronic application form (eForm)** must be submitted by midday 12:00:00 (Brussels/Central European Time – CET) at the latest
- **Paper copy** must be submitted by 3 March 2014 (postmark) at the latest

#### **SUBMISSION PROCEDURE**

Submission of the Application must be done in two ways:

- **Electronic Application form** (master copy) composed of the duly completed Application Package (the application form itself, plus the attachments)

**ATTENTION:** At 12:00:00 Brussels/CET on 3 March 2014, the electronic submission procedure will be blocked and it will no longer be possible to submit electronic applications to the Agency.

**NOTE:** Failure to meet this electronic submission deadline will lead to the automatic rejection of any proposal received through other means. It is highly recommended to avoid last minute submission, notably because submission may take time depending on the connection used and levels of server usage.

- **Paper copy** of the following documents submitted with the eForm must be sent in one package via mail:
  - Print-out of the submitted *application form* (containing a submission number)
  - Print-out of the *Project information* annex
  - Originals of *Declaration on honour, Bank Account Form, Partnership statements* (as regards the partnership statements, scanned copies are acceptable with a condition that originals will be provided during when preparing the agreement, if the application is accepted for funding).
  - Print-out of the *Budget* annex

No additional documents should be added to this hard copy version.

The documents mentioned above have to be sent to the Agency as following:

Education, Audiovisual and Culture Executive Agency  
Call for proposals EACEA/18/2013 – Action 2  
BOU 02/29  
Avenue du Bourget 1  
B-1049 Brussels  
Belgium

NOTE: The Application Package must not be sent by e-mail to the EACEA mailbox. Any e-mail related to the Application Package and sent to the EACEA mailbox will be disregarded (unless previously agreed with the Agency). Any annexes related to the proposal must be uploaded and attached to the e-Form in line with the explanation provided above.

## 1.5. Key reference documents

Please refer to the following documents in order to prepare your project and complete your form:

- **Erasmus Mundus 2009-2013 Programme Guide**

This document provides information on the different eligibility, exclusion, selection and award criteria, the assessment and selection procedure and timetable, and the contractual and financial regulations applicable to selected proposals. Please consult the last version of this document available under the following link:

[http://eacea.ec.europa.eu/erasmus\\_mundus/programme/documents/2014/em\\_programmeguide\\_nov2013\\_en.pdf](http://eacea.ec.europa.eu/erasmus_mundus/programme/documents/2014/em_programmeguide_nov2013_en.pdf)

- **Erasmus Mundus Call for Proposals 2014**

[http://eacea.ec.europa.eu/erasmus\\_mundus/funding/2014/call\\_eacea\\_18\\_13\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/funding/2014/call_eacea_18_13_en.php)

- **Erasmus Mundus Action 2 Guidelines to the Call for Proposals 18/2013**

[http://eacea.ec.europa.eu/erasmus\\_mundus/funding/2014/documents/em\\_action2guidelines\\_18\\_13\\_en\\_published.pdf](http://eacea.ec.europa.eu/erasmus_mundus/funding/2014/documents/em_action2guidelines_18_13_en_published.pdf)

- **Experts Assessment and Scoring Mechanism**

More information on the expert assessment procedure that was followed for last year's selection of May 2013 can be found under:

[http://eacea.ec.europa.eu/erasmus\\_mundus/funding/2013/documents/call\\_3812/action\\_2\\_cfp\\_2013\\_expert\\_manual.pdf](http://eacea.ec.europa.eu/erasmus_mundus/funding/2013/documents/call_3812/action_2_cfp_2013_expert_manual.pdf)

This document is provided only for information and does not constitute part of the application package and/or requirements.

- **Frequently Asked Questions (FAQs)**

On the Agency's website (please refer to the link below this section), you will find the answers provided by the Erasmus Mundus Team to the most frequent questions raised by Action 2 applicants and/or beneficiaries while preparing or implementing their projects. These answers are updated regularly and more frequently during the period that follows the publication of the call for proposal and prior to the application deadline(s).

You should refer to these FAQs regularly to clarify possible doubts and ensure that you benefit from the information and clarification provided by the Agency to other applicants and beneficiaries.

Specific to Call EACEA/18/2013

[http://eacea.ec.europa.eu/erasmus\\_mundus/funding/2014/call\\_eacea\\_18\\_13\\_informations\\_guidance\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/funding/2014/call_eacea_18_13_informations_guidance_en.php)

General FAQs on Action 2

[http://eacea.ec.europa.eu/erasmus\\_mundus/tools/faq\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/tools/faq_en.php)

- **Eform homepage**

[http://eacea.ec.europa.eu/eforms/index\\_en.php](http://eacea.ec.europa.eu/eforms/index_en.php)

- **Proposal Submission User Guide**

[http://eacea.ec.europa.eu/eforms/index\\_en.php](http://eacea.ec.europa.eu/eforms/index_en.php)

- **EAC/EACEA Participant Portal**

<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>

## CHAPTER 2 : THE APPLICATION PACKAGE

### 2.1. Register Organisations in the Participant Portal **NEW STEP IN 2014**

Before an applicant can create an application eForm, he must ensure that all the organisations that will participate in the application have been registered in the EAC/EACEA Participant Portal. Each organisation that is registered in the Participant Portal is allocated a unique Participant Identification Code (PIC). The PIC is a 9 digit number that helps the European Commission and Agencies identify a participant and it will be used in order to include the organisation in the application (eForm). Erasmus Mundus programme is not mentioned among other programmes on the cover page of the Participant Portal, however all the organisations willing to take part in the application must be registered in this portal (when asked to choose the programme, please select Erasmus+).

You will need an ECAS account in order to access the Participant Portal. If you do not have an account, you can find a link to the ECAS website in the 'Technical requirements' section of the Proposals Submission User Guide.

For further technical instructions on the steps to be taken please follow

- Proposal Submission User Guide – section A. Creation of a new application eForm / Step 1: Register Organisations
- In case of difficulties you can also consult the Participant Portal's FAQ  
<http://ec.europa.eu/education/participants/portal/desktop/en/support/faq.html>

**IMPORTANT:** after registering the applicant organisation in participant's portal please upload the Legal entities form to it before the application submission deadline (3 March 2014). The legal entities form should be downloaded from the Agency website, filled in, signed, stamped as required.

### 2.2. Create Application Form (eForm)

In 2014 you will have to create an application form (eForm) using your PIC. To create an application (eForm) please follow the technical instructions of the Proposal Submission User Guide – section A. Creation of a new application eForm / Step 1 - 4.

**IMPORTANT:** you should add all the organisations at once, rather than revising list of participating organisations and adding partner organisations to the list at the later stages: when revising the list of partners you will have to reinsert some of the information you have inserted previously i.e. reselect regions, reattach annexes.

When adding the organisations please add them in the following order:

- Applicant (coordinator) organisation
- Joint-coordinator organisation/management coordinator (if applicable)
- Partner organisations
- Associate members associations

### 2.3. Filling in the Application Form (eForm)

Before starting to work with the eForm please make sure you have read the Proposal Submission User Guide which provides guidance on the technical requirements and functionalities of the electronic form as well as on the on-line submission of applications.

Submission of the application (eForm) is impossible unless all mandatory fields have been completed and the mandatory attachments enclosed. Full details of these are available in section A. Creation of a new application eForm / Step5 of the *"Proposal Submission User Guide"*.

The created eForm will be already prefilled with the general data regarding the Programme, the Call for Proposals and the participating organisations data (transferred from the Participant's Portal according to the chosen PIC).

#### Cover page of the application form

Programme :	ERASMUS MUNDUS	Prefilled according to your selection when creating the eForm
Sub-programme :	Action 2 - Erasmus Mundus Partnerships	
Programme Guide / Call for Proposals :	EACEA 18/2013	
Action :	Action 2 – Strand 1	
Sub-action :	N/A	
Deadline for submission :	03/03/2014 12:00 midday (Brussels time)	
Project title * :	Please see the instructions below regarding filling in this part	
Project acronym * :	It should be short and easy to remember (limited to seven characters)	
Language used to complete the form * :	English	

#### Note:

- Under "Action", select the appropriate Strand – "Action 2 – Strand 1" or "Action 2 - Strand 2". Once you have selected this, the drop-down menus in the eForm will only display the fields relevant to the Strand you have selected.
- If the application is selected for funding, the contents of the application form will constitute the basis of the agreement between the Agency and the applicant organisation. As a result, the language used must be the communication language used between all the members of your partnership. Do not provide information on individual partners in various languages as the experts selected to assess your application will not necessarily be able to understand what is written.

- All fields marked with \* are obligatory.
- Project title field must be filled in as following:  
*Project Acronym –Project title – Strand... Lot... (third countries involved in the project)*  
Please choose a title that will be meaningful to someone who knows nothing about the project.
- Project acronym field is limited to seven characters; if your project acronym is longer – please fill in this field the first seven characters and the full project acronym should be written in the project title field as indicated just above.

## Part A. Identification of the applicant and if applicable other organisation(s) participating in the project

### Note:

- Part A1 will be pre-filled with the data coming from Participant's Portal, however you should select/insert:
  - "Role in the application" should be selected in the drop down menu (except the Applicant organisation, which you had to choose already when creating the eForm)
  - Erasmus University Charter number: if your organisation has one, it will appear automatically in the field 'Labels/ Accreditation type/Accreditation number'
  - "Region" field drop-down list contains the regions of the European country (selected in the "Country field") in alphabetical order. If you are not aware of the region where the organisation is located, please select the option "Extra Regio".

For all third-countries the region will be appear as not applicable => "N/A". If you are filling in the application for the following Strand 1 lots:

Lot 7 Latin America Regional

Lot 8 Latin America Regional

Lot 9 Brazil

Please refer to the instructions section 2.4. Preparation of annexes, Part B. Technical capacity regarding the information on how to enter regions from third-countries in the "Project information" attachment part B.1.

- Part A2 (with the exception of section A.3 applicable to the applicant organisation only) **must be completed by all the partnership members (including associated members) in accordance with the partnership minimum requirements stated in sections 6.1.2a (Strand 1) or 6.2.2.a (Strand 2) of the EM Programme Guide.**

**A.2 Person responsible for the management of the application (contact person)**

Title \* :  Family name \* :  First name \* :

Role in the organisation \* :  E-mail address \* :

Check this box if the address is different from the address provided in section A.1  Tick the box **ONLY** if the address is different from that provided under A.1. Then the system will not replicate the contact details input in A1

### Note:

- Section A.2 has to be filled in for all organisations registered under Part A, i.e. applicant, management co-ordinator (if applicable), full partner organisations, associated partners.



- The contact person in the Applicant Organisation must be the “**project coordinator**”. If the proposal is selected, he/she will be the sole contact of the Agency for project monitoring purposes and will liaise with the other partners in order to ensure the effective implementation of the partnership. It is therefore crucial to identify a person who is genuinely in charge of the project and can dedicate the required time to its management (as opposed to the head of an administrative, academic or research department who may be responsible for the project but not directly involved in its implementation). The same applies to the contact persons in the partner organisations.
- Since correspondence with the Agency will mainly take place through e-mail, it is very important that the mailbox for which the e-mail address provided is checked at least on a daily basis and, if possible, accessed by (/shared with) more than one person in the (applicant) organisation.

**A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)**

Title \* :  Family name \* :  First name \* :

E-mail \* :

Role in the organisation \* :

Check this box if the address is different from the address provided in section A.1

**Tick the box ONLY if the address is different from that provided under A.1. Then the system will not replicate the contact details entered in A1**

**Note:**

- Section A.3 will have to be filled in **for the applicant organisation only** (it will not be displayed for other participating organisations).
- The person identified in this section must also sign the Declaration on Honour attached to the eForm. If the application is successful this person will also be required to sign the Grant Agreement, as well as any other associated documents. If it is discovered in later stages of the selection or contracting processes that the person identified as the legal representative did not have the authority to sign, the application may be withdrawn and lead therefore to its rejection.
- If the legal representative has a different address from the registered address, click on the box provided to access the fields necessary to provide this information.

## Part B. Organisation and activities

- Part B1 will be pre-filled with the data coming from Participant's Portal. However "Type of organisation" has to be selected in the drop-down menu.
- Parts B.1 and B.2 **must be completed by all the partnership members (including associated members) in accordance with the partnership minimum requirements stated in sections 6.1.2a (Strand 1) or 6.2.2.a (Strand 2) of the EM Programme Guide.**
- Part B3: the first table should be filled in by the applicant and partners, the second table should be filled in by the applicant organisation only.

### Part B. Organisation and activities

#### B.1 Structure

Status \* :

Type of organisation \* }

#### B.2 Aims and activities of the organisation\*

*Please provide a short presentation of your organisation (key activities, affiliations etc.) relating to the domain covered by the project. (Max. 1000 characters)*

*Please describe the role of the organisation in the project. (Max. 1000 characters)*

### Note:

- Each organisation of the partnership must complete this section.
- The Erasmus Mundus Programme considers as public bodies all recognised higher education institutions, and all institutions or organisations which have received over 50 % of their annual revenues from public sources over the last two years, or which are controlled by public bodies or their representatives.
- Only one "type of organisation" may be selected for each organisation. If an organisation could be considered under a variety of the organisation type options offered, select the one that most closely relates to the statutes of the organisation and/or the one that most closely relates to the specific role in this application (additional explanations on the organisation type can be provided under section B.2).

- B.2 section => Short presentation of the organisation. This description should include the scope of the organisation's work, its areas of specific expertise and competence in relation to the project proposed.
- B.2 section => Role of the organisation in the project: The information provided in this section must correspond to the specific tasks allocated to the organisation in the implementation and evaluation of the project.

**B.3 Other EU grants**

*Please list the projects for which the organisation, or the department responsible for the management of this application, has received financial support from the EU Programme during the last three years.*

Programme or initiative*	Reference number*	Beneficiary Organisation*	Title of the Project*
<b>Add a project</b>			

**Note**

- To be completed for applicant and partner organisations only.
- Information should be added for each project in which the organisations mentioned above were beneficiaries or partners.

*Please list other grant applications submitted by your organisation, or the department responsible, for this project proposal. For each grant application, please mention the EU Programme concerned and the amount requested.*

Programme concerned*	Amount requested*
<b>Add a programme</b>	

**Note**

- To be completed for applicant organisation only.
- Please complete this section if the applicant organisation has submitted as applicant other applications for Erasmus Mundus Action 2 call for proposals EACEA/18/2013. If it is the case, in the field 'Programme concerned' please indicate the following information [Lot ... - region – project acronym].

## Part C. Description of the project

### **PART C. Description of the project / activities**

#### **C.1 Summary of the project / activities**

*(The summary must be provided in English, max. 2000 characters) \* :*

**Note:**

- For successful applications, this section will be reproduced, as presented, in the form of an abstract in compendia and other publications used for the promotion and publicity of the Erasmus Mundus programme.
- Applicants should therefore ensure that the text gives a concrete overview of the project in its content, structure and main characteristics (thematic areas covered, institutions involved etc.) The limit of 2000 characters (including spaces) cannot be exceeded. The abstract must be provided in English.

**Please refer to sec. 5.3 of the "eForm User Guide" when filling in Part C.2 of the eForm**

#### **C.2 Summary budget \***

Total grant requested from the European Union \*:

**Note:**

- Total grant requested from the European Union in section C2 must correspond with the total grant in the Budget annex attached to the application (eForm).

## 2.4. Preparation of the attachments

Annexes to the eForm should be downloaded from the Agency website

[http://eacea.ec.europa.eu/erasmus\\_mundus/funding/2014/call\\_eacea\\_18\\_13\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/funding/2014/call_eacea_18_13_en.php)

**Please be reminded that there is a limit of 5MB to the total (combined) size of all attachments.**

If you receive a message advising you that the total size of documents exceeds the maximum allowed

- please reduce the size of the image-based documents e.g. by reducing their resolution
- if you have included any logos/photos in the annexes of your application, please remove them

**Each attachment should be given** a file name using the following conventions, so it is easy to identify at assessment stage

Attachment	Required Filename	Required Format
Project information	[Your project acronym]_Project Information	doc or docx
Declaration on honour, Bank Account (financial identification) Form*, Partnership statements*	[Your project acronym]_DH-BAF-Partnership statements	pdf
Budget	[Your project acronym]_Budget	xls or xlsx

*\*attachments must be scanned as one single document*

**Please find here below some tips regarding each of the four annexes:**

### 1) PROJECT INFORMATION

*(to be attached in the eForm under 'Detailed description of the project')*

#### Section A.1 or A.2

Kindly tick the appropriate box:

**new submission**  **re-submission**

Please provide the reference number of the previous submission  
*(if applicable)*

**Note:**

- Tick the resubmission box if your partnership has already been selected in the past to manage an Erasmus Mundus Action 2 project or has submitted a project proposal (without being selected) in the same region as this proposal.

<b>Project title</b>	
<b>Lot</b>	

**Note:**

- In the "Project title" field, provide the project acronym followed by the project title as following: Project Acronym –Project title.

## Section A.1.4 or A.2.4

### A.1.4. Number of individual mobility activities foreseen and distribution of mobility per type

The distribution of mobility must be in compliance with the percentage indicated for each individual lot in section 5.4.1 of the Guidelines to the Call for proposals.

Type of Mobility	Outgoing		Third country <sup>1</sup>	Incoming			Total	Distribution per mobility type
	Europeans			Third country nationals				
	Target Group 1	Target Group 2		Target Group 1	Target Group 2	Target Group 3		
Undergraduates			C				B	...%
Masters								...%
Doctorates								...%
Post-doctorates								...%
Staff								...%
<b>TOTAL</b>	<b>B</b>			<b>B</b>				

#### Note:

- Distribution per mobility type (column is marked as "A" in the table) must comply with the percentage requirement indicated for your lot in the section 5.4.1 or 5.4.2 of the Guidelines to the Call for proposals.
- Total mobility figures (cells are marked as "B" in the table) must be the same as the total mobility in the table A.1.3 or A.2.3 accordingly and coherent with the budget annex. The totals per target group and per mobility type must be one figure per cell (do not have to be split per third country).
- In the column "Third country" (column is marked as "C" in the table) you must insert the third countries participating in the project one after the other and to indicate the outgoing and incoming mobility per country accordingly.
- If you are applying under Lot 9 Brazil, doctorate mobility has to represent 35-45 % of the total mobility; out of this share "full doctorates" have to represent 20-30% and "sandwich doctorates" – 70-80% of the total doctorate mobility (as requested by the Guidelines to the Call for proposals EACEA 18/2013). Bear this in mind when filling in this table and the budget annex to be attached to the application (eForm).

## Part B: Technical capacity:

### B.1 Partnership experience and technical capacity in implementing the eligible activities and in managing international cooperation projects of this size

This section will be taken into account when evaluating the technical capacity of the partnership to manage the project.

**NEW:** Erasmus University Charter must be filled in for the EU HEIs (please refer to the Programme Guide's section 6.1.2.a/6.2.2 a)

<b>ORGANISATION (1)</b>	...	<b>Erasmus University Charter</b>	... (for EU HEIs only)
<b>REGION</b>	... (mandatory for Lots 7,8 and 9)		
<b>Experience and technical capacity</b>	... (300 words maximum)		
<b>Name of Key person (1)</b>	<b>Summary of relevant skills and experience</b>		
...	... (150 words maximum)		
<b>Name of Key person (2)</b>	<b>Summary of relevant skills and experience</b>		
...	... (150 words maximum)		

#### Note:

- "Region" => if you are applying for the following lots of Strand 1:  
Lot 7 Latin America Regional  
Lot 8 Latin America Regional  
Lot 9 Brazil  
You must fill in the "Region" field for all the third-country organisations involved as in the partnership (except associate members) indicating the country and the region (the location of the organisation).
- "Name of Key person" – Summary of relevant skills and experience  
You should provide information on no more than two key staff members per organisation. Each summary (limited to 150 words) should outline the expertise and added-value that the person will bring to the implementation of the project. This should reflect in major points the CV of the person. No CVs can be attached in addition to this.

### 2) **DECLARATION ON HONOUR, BANK ACCOUNT FORM, PARTNERSHIP STATEMENTS** (all these documents have to be attached in the eForm as one single document 'Declaration of honour')

Declaration on honour and bank account (financial identification) form have to be downloaded from the Agency website and filled in only for the applicant organisation. The declaration on honour and the legal entity form must be signed by the legal representative indicated in the section A.3 of the application (eForm). The bank account form has to be signed by the account holder.

The partnership statement template has to be downloaded from the Agency website, filled in, signed and stamped for each full partner organisation, including for the third- country co-ordinating institution. This is not required from associate partners.

All the required documents have to be scanned to form a single document in order to be attached to the application online (eForm).

### 3) BUDGET

The budget form for the correct lot should be downloaded from the Agency website.

[http://eacea.ec.europa.eu/erasmus\\_mundus/funding/2014/call\\_eacea\\_18\\_13\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/funding/2014/call_eacea_18_13_en.php)

#### 2.5. Submission of the electronic application (eForm)

Up to this point, you will have entered all the information required to complete the created **application form (eForm)** and prepared **the annexes** of the Application Package. The next steps are:

##### 1. Attach the annexes:

- Project information
- Declaration on honour, Bank Account Form, Partnership statements
- Budget

##### 2. Validate your eForm

Please refer to the section A. Creation of new application form - Step 6 of the "*Proposal Submission User Guide*".

##### 3. Submit your eForm

Please refer to the section A. Creation of new application form - Step 6 of the "*Proposal Submission User Guide*".

As part of the submission process, an e-mail message acknowledging receipt of your eForm is automatically sent to the e-mail address you entered for the contact person of the Applicant Organisation (Part A.2). You are **STRONGLY** recommended to keep proof of the submission of your application (*submission number*).

You must ensure that the application package complies with the following provisions:

The eForm (submitted electronically) must include its three mandatory annexes listed above. These documents must be attached to the eForm. See the section A. Creation of new application form - Step 6 of the "*Proposal Submission User Guide*".

- Any information or documents other than the mandatory parts constituting the Application Package will be considered as additional information only, and will not necessarily be taken into consideration by experts in the evaluation of the application. Therefore make sure the relevant information is provided under each section so that the application can be evaluated on this sole basis.
- No changes to the application can be made after it has been submitted. However, if there is a need to clarify certain aspects, the applicant concerned may be contacted by the Agency for this purpose.