

Application checklist

Please use the following naming convention for all files:

“project lead surname_abbreviated primary institution name_abbreviated proposal title_F[#]”

The “F[#]” field should be included using the following key:

- F1: Concept note
- F2: Submission form
- F3: Budget and timeline
- F4: CVs
- F5: Declaration
- F6: Optional Annex

These are the documents that need to be submitted as part of your project. Templates for all items except the CVs are provided [here](#) and should be used.

<u>Required proposal material</u>	<u>Submission format</u>
Concept note	PDF
Submission form	PDF
Budget and timeline	EXCEL
CVs of core project team	PDF (free format)
Signed declaration of compliance form	PDF
Optional annex materials	Combined into one PDF (free format)