**CHECKLIST OF ATTACHMENTS**

The following is the list of items mentioned elsewhere in this form or in the Rules for Participation that are required as part of this submission. It is the responsibility of the Project Coordinator to ensure that all the information that applies to this application form is enclosed. Please submit the attachments as separate documents. Documents can be submitted to rtdi.mcst@gov.mt keeping stephen.i.borg@gov.mt and abigail.aquilina@gov.mt in copy.

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| * The application form in MS Word format and as a signed scanned copy
 | [ ]  | [ ]  |
| * The budget tables as a separate MS Excel sheet
 | [ ]  | [ ]  |
| * An IP agreement signed by all Project Partners
 | [ ]  | [ ]  |
| * A dissemination and externalisation plan including strategies for funding if not included in the request for funds (recommended)
 | [ ]  | [ ]  |
| * In the event that the Partner is a start-up and the above documents are not available, the Partner shall provide the financial projections for three (3) years signed by an auditor, including:
* an income statement,
* a cash flow statement, and
* a statement of financial position
 | [ ]  | [ ]  |
| * Where applicable, documentation pertaining to pre-agreed deviations to deliverables or budgets.
 | [ ]  | [ ]  |
| * Management Accounts for the current year (except public entities)
 |  |  |
| * *De minimis* Declaration(if applying under option A- *De minimis*)
 | [ ]  | [ ]  |
| * State Aid not applicable declaration for a public Higher Education Institute (HEI) (if applying under Option B as an HEI)
 | [ ]  | [ ]  |
| * State Aid not applicable declaration for other public entities (if applying under Option B as another public entity)
 | [ ]  | [ ]  |
| * GBER Related declaration forms (if applying under option A- GBER) including:
	+ Undertaking in difficulty form
	+ Entity Size Declaration form
	+ Declaration of effective collaboration form
 | [ ]  | [ ]  |
| * Curricula Vitae of key researchers including relevant track records. This should clearly establish that the Consortium has the potential to carry out the project.
 | [ ]  | [ ]  |
| * Checklist of Attachments
 | [ ]  | [ ]  |

Please note, along with your application in its entirety, the CVP reports will also be submitted to the evaluators by the Council.