

**APPLICATION FORM**

**for an action grant funded by the**

**Directorate-General for Logistics and Interpretation for Conferences**

**(DG LINC) of the European Parliament**

**Grants for projects aimed at supporting excellence in conference interpreter training 2020-2021**

**CLOSING DATE FOR SUBMISSION:**

**15 June 2020  
(as evidenced by the date of deposit slip)**

**to be sent obligatorily by courier company to the address below:**

|  |
| --- |
| **European Parliament / DG LINC Ms Katerina DARA-LEPOURA**  **Acting Head of Unit for Multilingualism and Succession Planning**  **« Grant application 2020-2021 »**  **Office MARTENS 02Z087 Rue Wiertz 60**  **B-1047 Brussels (Belgium)** |

Please send one paper copy and one electronic copy of your application on a DVD/CD or USB stick in easily readable format.

* Before completing the form electronically, please **read the relevant sections on the website** <http://www.europarl.europa.eu/interpretation/en/universities/financial-assistance.html> that contain additional information.
* Before sending off the application and all its annexes, please control all items by completing the **Check list** (on the last page of this form) and verify that the application bears the **original signature** of the person legally authorised to sign on behalf of the coordinating institution and the **original stamp** of this institution.
* Please note that **only the dispatched paper version** can be considered as **valid** application document.

# SECTION I - Identification

**I.1. Applicant / contracting institution**

**I.1.1 Legal Representative**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full legal name of the institution in the national language |  | | | |
| Acronym of the institution (if applicable) |  | | | |
| Full name of the institution in English (formal or informal translation) |  | | | |
| Website | http:// | | | |
| Legal representative of the institution:  Last name  First name |  | Title (optional) (e.g. Prof, Dr, etc.) |  |
| Department/Unit |  | | | |
| Official function within the institution |  | Sex | □ female  □ male |
| Legal address of the institution:  Street & Street number  Post code & Town (Country) |  | | | |
| Phone (country code/area code/number)  Mobile phone | +  + | | | |
| Email address | @ | | | |

**I.1.2 Coordinator (project manager) or person responsible for the proposal**

The address provided will be used for the acknowledgement of receipt and all further correspondence relating to the project

|  |  |  |  |
| --- | --- | --- | --- |
| Coordinator:  Last name  First name |  | Title (optional) (e.g. Prof, Dr, etc.) |  |
| Department/Unit |  | | |
| Official function within the institution |  | Sex | □ female  □ male |
| Correspondence address:  Street & Street number  Post code & Town (Country) |  | | |
| Phone (country code/area code/number)  Mobile phone | +  + | | |
| Email address | @ | | |

**I.1.3 Person in charge of finance**

|  |  |  |  |
| --- | --- | --- | --- |
| Finance officer:  Last name First name |  | Title (optional)  (e.g. Prof, Dr, etc.) |  |
| Department/Unit |  | | |
| Official function within the institution |  | Sex | □ female  □ male |
| Correspondence address:  Street & Street number  Post code & Town (Country) |  | | |
| Phone (country code/area code/number)  Mobile phone | + | | |
| Email | @ | | |

**I.1.4 Value Added Taxes (VAT)**

**Please specify your VAT status:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Refundable VAT** | **Always** | **Never** | **Partly** | **Specify here for what type of expenditure:** |
| **Exempt from VAT** | **Always** | **Never** | **Partly** | **Specify here for what type of expenditure:** |

**I.2. Other participating partner institutions / universities** (if applicable)

**I.2.1 Add numbers (please continue with No 3) and copies of this page if necessary**

**Participating institution No 1 = Applicant (information given on page 2 and 3 of the application form)**

**Participating institution No 2**

|  |  |
| --- | --- |
| Full legal name of the institution in the national language |  |
| Full name of the institution in English (formal or informal translation) |  |
| Department/Unit |  |
| Legal representative of the institution:  Last name  First name |  |
| Contact person :  Last name  First name |  |
| Official function within the institution |  |
| Legal address of the institution: Street & Street number Post code & Town (Country) |  |
| Phone (country code/area code/number)  Mobile phone | +  + |
| Email | @ |

**I.3. Financial support from the European Union**

* Has the **proposal for the action or any aspect or part thereof or any larger project** to which it may belong already been **supported directly or indirectly in the last 4 years** by an EU institution or agency/body of the Union?

No

Yes. *Please specify.*

*European Union programme(s):*

*Title and date of the operation(s):*

*Year(s) of the award by the European Union (specify by which institution/body):*

*Amounts of the grant(s) or loan(s):*

* Is this proposal for the action or any aspect or part thereof or any larger project to which it may belong, **currently being supported** under some other European Union programme?

No

Yes. *Please specify.*

*European Union programme(s):*

*Title and date of the operation(s):*

*Year(s) of the award by the European Union (specify by which institution/body):*

*Amounts of the grant(s) or loan(s):*

* Is this proposal for the action or any aspect or part thereof or any larger project to which it may belong **currently** the subject of any other application for support from the European Union?

No

Yes. *Please specify the programme(s):*

**N.B. Applicants are required to inform without delay the European Parliament of any request for funding made to other EU institutions or of any funding approved by them AFTER submission of this grant application.**

# SECTION II - PROJECT DESCRIPTION PROJECTS AIMED AT SUPPORTING CONFERENCE INTERPRETER TRAINING (OTHER THAN POST-GRADUATE COURSES)

**II.1. Project title (30 words maximum)**

|  |
| --- |
|  |

**II.2. Duration of the action**

**Please indicate below also the dates including the preparation and finalisation of the action (not only the course start and end itself). If costs indicated in Section 3 fall outside of the period indicated by you below, they are not eligible for co-funding.**

|  |
| --- |
| **Project commencement and completion dates** |
| Please indicate the period for which the grant is requested, **including any preparatory work** and time required for completion and initial dissemination of the final result(s) financed by the grant:  **from ........ / ........ / ............ (dd/mm/yyyy) to ........ / ........ / ............ (dd/mm/yyyy)**  Please note that the action should normally start not earlier than the date of the last signature of the agreement. In any case, it cannot start earlier than the date of submission of the application and should end no later than 31st July 2021, except when duly justified by the applicant and accepted by the European Parliament. |

**II.3. Description of the project**

**If more partners participate in the project, please indicate clearly in the project description the tasks to be executed by each of the participating institutions.**

|  |
| --- |
| a) Description of the project Please describe briefly the subject and scope of the proposed project |
|  |
| **b) Work plan of the project with time schedule** *If more partners are involved, please describe for each partner their respective tasks* |
|  |
| c) Expected results Please list the expected tangible results of the proposed project |
|  |
| d) Dissemination and accessibility of the project results Please explain how you intend to disseminate the project results, who will have access and/or the rights to use the project results |
|  |
| e) Describe the usefulness of your project for the Conference Interpreter Training (short/long term) |
|  |
| **f) Please describe the innovativeness of your project idea and/or approach** |
|  |
| g) Describe how your project will contribute to meeting the objectives of the grants’ programme You can find the objectives under point 6.2. of the Work Programme |
|  |
| h) Description of the applicant's operational capability (e.g. staff, equipment) to complete the proposed action Please provide names and short Curriculum Vitae of key people performing work in connection with the project. Please estimate how many hours your staff will be involved in this project compared to her/his other tasks (pro-ratio in percentage) |
|  |
| i) Explain how the project will be monitored and evaluated |
|  |
| j) Other information (if applicable) |
|  |

# SECTION III - Budget

Please read carefully the general instructions in the **Guide for Applicants** before completing this section.

**III.1. BUDGET OVERVIEW**

The headings in table 1 must be presented in more detail in the corresponding table 4.A-4.G on the following pages. **The Totals of Table 1 and Table 2 must be in balance**.

|  |  |
| --- | --- |
| **Table 1 - overview of expected expenditure** | |
| Type of costs |  |  | Costs (EUR) |
| A. Staff costs assigned to the operation | |  | |
| B. Travel and subsistence for staff/persons involved in the operation | |  | |
| C. Cost of equipment | |  | |
| D. Cost of consumables and supplies | |  | |
| E. Meetings/Conferences | |  | |
| F. Other direct costs (such as promotion/advertising)  Please indicate the type of cost: | |  | |
| G. General costs (7% of costs A-F) | |  | |
| **TOTAL (identical to the total in Table 2)** | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 2 - overview of expected income** | | | |
| ***Sources to be specified under Headings 3)-6)*** | | Income (EUR) | |
| 1) **Total grant requested** from the European Parliament \* | |  | |
| 2) Contributions by the applicant (institution 1) | |  | |
| 3) Contribution from the regular budget of other participating partners (if applicable) | |  | |
| 4) Direct revenue expected from the operation (e.g. fees paid by candidates/students). Please specify: | |  | |
| 5) Support from public (national, regional, etc.) sources, provided specifically for this project Please specify the source: | |  | |
| 6) Other sources (e.g. private sector, foundations, embassies) provided specifically for this project Please specify the source: | |  | |
|
|
| **TOTAL (identical to the total in Table 1)** | |  | |

***\* 75% of total in Table 1 - to be reduced if total 4), 5) and 6) is more than 25%***

**Table 3 - contribution per participating partner institution (if applicable)**

**Named in Section I.2.**

*For additional participating partner institutions please add an additional* ***Annex "Partners' contribution"*** *as necessary*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **All amounts in euros** | | | | |
| **Describe type of costs/activities** | Total | Coordinating institution (=Participating institution No 1) | Participating institution No 2 | Participating institution No 3 | Participating institution No.... |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**III.2. Details of Table 4 (Chapter 4.A - Chapter 4.G)**

***If***

**Details for table 4.A - Staff costs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nature of staff / Staff activity** (please adapt details to the structure of your project) | **Hours** within the action period (cfr. II.2) | **Costs** incl. social charges **per hour** | **Total cost (€)** |
|  | **(a)** | **(b)** | **(c)** = (a) x (b) |
| **COORDINATION / ADMINISTRATION** | | | |
| *Coordination (name if available)* |  |  |  |
| *Administration (name if available)* |  |  |  |
| **Sub-total** |  |  |  |
| **Institution 1 (Applicant)** | | | |
| *Names if available/task* |  |  |  |
| *Names if available/task* |  |  |  |
| *Names if available/task* |  |  |  |
| **Sub-total Inst. 1** |  |  |  |
| **Institution 2** | | | |
| *Names if available/task* |  |  |  |
| *Names if available/task* |  |  |  |
| *Names if available/task* |  |  |  |
| **Sub-total Inst. 2** |  |  |  |
| **Etc.** | | | |
| *Names if available task* |  |  |  |
| *Names if available/task* |  |  |  |
| *Names if available/task* |  |  |  |
| **Sub-total** |  |  |  |
| **Others** (please specify) | | | |
| *Names if available/task* |  |  |  |
| *Names if available/task* |  |  |  |
| **Sub-total** |  |  |  |
| **TOTAL** |  |  |  |
| **Total identical to heading A in Table 1** | | | EUR |

**Details for table 4.B - Travel and subsistence**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Purpose of journey / destination | Number of travellers | Average travel costs per journey (EUR) | Average subsistence costs/day (EUR) | Number of days | Total cost |
| **(a)** | **(b)** | **(c)** | **(d)** | **(a x b) + (c x d)** |
| *Institution 1, 2, 3, etc.* |  |  |  |  |  |
| *Name: from - to* |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total identical to heading B in Table 1** | | | | EUR | |

**Details for table 4.C - Cost of equipment**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description | Items | Cost of purchase or rent/item (EUR) | Total cost of purchase(EUR) | Remaining months of grant action | Depreciation span (in months) | Costs with depreciation | Usage rate for action | Final costs |
| Example 1:  New booths (purchased on 18/09/N-  End of action foreseen 31/07/N+1) | 2 | 10.000 | 20.000 | 11 | 60 (5 years) | 20.000 \* 11/60  = 3.666,66 | 60% | 2.200,00 |
| Example 2:  Laptop (purchased in 24/12/N-  End of action foreseen 31/07/N+1) | 1 | 1.200 | 1.200 | 8 | 36 (3 years) | 1.200 \* 8/36  = 266,66 | 100% | 266,66 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total identical to heading C in Table 1** | | | | | | EUR | | |

**Details of table 4.D - Cost of consumables and supplies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Products | Description | Number | Cost per item (EUR) | Total cost |
| **(a)** | **(b)** | **(c)** = (a x b) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total identical to heading D in Table 1** | | | | EUR |

**Details of table 4.E - Direct costs of Conferences, Seminars and Workshops**

* **E.1 - Organisation costs**

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Number of items (a) | Cost per item (EUR) (b) | Total cost (a x b) |
| *Institution 1, 2, 3, etc.* |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total E.1** | | | EUR |

* **E.2 - Travel and subsistence costs of participants and speakers (workshops / conferences)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Purpose of journey | Number of return journeys | Average travel costs per journey (EUR) | Average subsistence costs per day (EUR) | Number of days | Total cost |
| (a) | (b) | (c) | (d) | (a x b)+(c x d) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total E.2** | | | | | EUR |
| **Total E1 + E2 identical to heading E in Table 1** | | | | | EUR |

**Details of table 4.F - Other direct costs**

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Number of items (a) | Cost per item (EUR) (b) | Total cost (a x b) |
| *Institution 1, 2, 3, etc.* |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total identical to heading F in Table 1** | | | EUR |

**Details of table 4.G - General Costs / Overhead costs (7% of direct costs)**

|  |
| --- |
| Description |
| Flat rate of 7% on the direct costs (A-F) |
| **Total identical to heading G in Table 1** | EUR |

# SECTION IV - ANNEXES

**EACH ANNEX**

**(I – VI)  
MUST BE COMPLETED**

**By thicking / completing the appropriate boxes**

**ANNEX I**

**Legal entity/ Legal status**

🞏 The legal status of the institution / university / body mentioned on page 2 has not changed since the last grant application sent to the DG Logistics and Interpretation for Conferences of the European Parliament.

🞏 Since our last submission the legal status of our institution / university / body has changed (private/public character, address, name etc). I therefore enclose a new Legal Entity document[[1]](#footnote-2) (with the necessary annexes)

🞏 As a new applicant please find enclosed the Legal Entity document1 (with the necessary annexes)

**ANNEX II**

**Recognition by the National Ministry**

🞏 The institution / university / body mentioned on page 2 is not a new applicant and is approved by the national authorities as public or private body charged with a public task of teaching and organising courses by the national authorities.

or

🞏 As a new applicant we enclose the above mentioned proof.

**ANNEX III**

**FINANCIAL IDENTIFICATION / BANK ACCOUNT**

🞏 The bank account (indicated below)

IBAN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and the bank account holder's name has not changed since the last grant request.

or

🞏 Please find enclosed the appropriate forms[[2]](#footnote-3) (Financial Identification and Bank form or bank statement)

**ANNEX IV**

**CURRICULUM VITAE**

Short Curriculum Vitae of key people in connection with the project.

**(see Point II.3.h)**

🞏 Please find enclosed the CVs of the following persons:

Names:

……………………………………………….

……………………………………………….

……………………………………………….

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If possible follow the Europass model: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

**ANNEX V**

**FINANCIAL CAPACITY**

🞏 As our university / institution is a public body, the assessment of financial capacity does not apply.

🞏 Please find enclosed the balance sheets / final financial year report of the last closed financial year.

**ANNEX VI**

**Detailed calculations of hourly rates**

See Excel sheet on the web-site: <http://www.europarl.europa.eu/interpretation/en/universities/financial-assistance.html>

🞏 Please find enclosed the required calculations

# SECTION V - Declaration

To be completed by the person **legally authorised to sign on behalf of the requesting / contracting institution**.

|  |
| --- |
| I, the undersigned, authorised to represent the applicant, hereby request from the European Parliament a grant of ***EUR* ………..…………………….** with a view to implementing the action on the terms laid down in this application.  I certify that the information contained in this application, including Section 2 (project description) and the annexes is correct and complete and that the applicant has not received any other Union funding to carry out the action which is the subject of this grant application.  I confirm that my institution has the financial and operational capacity to complete the proposed project.  I certify on my honour that the applicant is not in one of the situations which would exclude it from receiving Union grants and accordingly declare that the applicant:   * 1. is not bankrupt, subject to insolvency or winding-up procedures, its assets are not being administered by a liquidator or by a court, it is not in an arrangement with creditors, its business activities are not suspended, or it is not in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;   2. has not been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;   3. has not been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:   fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;  entering into agreement with other applicants with the aim of distorting competition;  violating intellectual property rights;  attempting to influence the decision-making process of the European Parliament during the award procedure;  attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;   * 1. has not been established by a final judgment being guilty of any of the following:   fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;  corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;  conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;  money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;  terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;  child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;   * 1. has not shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;   2. has not been established by a final judgment or final administrative decision of being committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;   3. has not been established by a final judgement or final administrative decision of having created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;   4. has not been established by a final judgement or final administrative decision having created an entity with the intent referred to in point (g);   5. for the situations referred to in points (c) to (h) above, not being subject to:   facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;  non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;  facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;  information transmitted by Member States implementing Union funds;  decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or  decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.  I have been informed that, under the Regulation (EU, EURATOM) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union[[3]](#footnote-4), applicants found guilty of misrepresentation may be subject to administrative and financial penalties in accordance with the conditions laid down in that Regulation. Please refer to articles 135-141: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1046&qid=1551187251580&from=EN>  I declare that the applicant is fully eligible in accordance with the criteria set out in the specific call for proposals.  I certify that the applicant has the financial and operational capacity to carry out the proposed action.  If selected to be awarded a grant, the applicant accepts the standard conditions as laid down in the grant agreement publicly available.  In the event that my grant application is successful, I authorise the European Parliament to publish on its internet site or in any other appropriate medium:   * The name and address of the beneficiary of the grant; * The subject of the grant; * The amount awarded and the rate of funding of the costs of the approved work programme.   **I confirm that I will immediately inform the European Parliament of any changes to the application since its submission.** |
| Place:       Date (day/month/year)    /    /  Signature  Stamp of the applicant / contracting Institution  Name and position in capitals[[4]](#footnote-5) |

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). All personal data will be processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (Official Journal L295/39, 21.11.2018). Your replies to the questions in the application form are necessary in order to assess your application and they will be processed solely for that purpose by DG Logistics and Interpretation for Conferences of the European Parliament. Applying entities have to make sure that they have processed the personal data they transmit in the framework of the application of this grant in accordance with the applicable data protection regulation.

Details on the notification concerning the treatment of personal data are available at:

<http://www.europarl.europa.eu/data-protect/reportPdf/printPreview.do?output=pdf&lang=FR&id=951>

Any questions or requests by data subjects in relation to this processing operation can be addressed to LINC.grants@ep.europa.eu. The data subjects have the right to lodge a complaint at any time to the Data Protection Officer of the European Parliament ([data-protection@ep.europa.eu](mailto:data-protection@ep.europa.eu)) and to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)).

You are informed that, to ensure that the Union’s financial interests are protected, your personal data may be communicated to internal audit services, the European Court of Auditors, the body specialising in financial irregularities or the European Anti-Fraud Office (OLAF) and the Court of Justice.

**Checklist**

|  |  |
| --- | --- |
| The application form is **dated and signed** | 🞏 |
| The application will be sent to the address indicated on the cover page of the application form at the very latest on **15 June 2020** (evident proof of dispatch date needed – e.g. collection date by special courier) | 🞏 |
| Following documents **are fully completed (all questions if applicable are answered)** and **included:** |  |
| Section I. Identification completed | 🞏 |
| Section II: Project Description completed | 🞏 |
| Section III: Budget section completed | 🞏 |
| Section IV: 6 Annexes (Annex I – Annex VI) completed | 🞏 |
| Section V: Declaration signed and dated | 🞏 |
| **The budget** is: |  |
| completed in Section III | 🞏 |
| complemented by the details on the calculation of the hourly rates (Annex VI) | 🞏 |
| indicated in Euros (see site <http://ec.europa.eu/budget/inforeuro/>) | 🞏 |
| excluding VAT (if recovery if possible or if exemption of VAT) | 🞏 |
| in balance (for revenue and income) | 🞏 |
| realistic and detailed | 🞏 |
| covering the whole period indicated in 2.2. | 🞏 |
| double-checked for calculation errors | 🞏 |
| **If applicable: Partner institution(s)** (see Section I.2), their tasks, work plan and budgetary contribution are clearly mentioned | 🞏 |
| The **same grant amount** is requested on Table 2 of III.1 Budget overview and in Section V - Declaration | 🞏 |

1. <http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm> (by choosing appropriate status and country) and attaching it to your application as **Annex I** [↑](#footnote-ref-2)
2. Please complete and sign the appropriate form available at <http://www.europarl.europa.eu/interpretation/en/universities/financial-assistance.html> and attach it to your application as **Annex III**. [↑](#footnote-ref-3)
3. Official Journal of European Union L 193/1 of 30/07/2018 – Articles 135-142; 196 [↑](#footnote-ref-4)
4. If the above signatory is different from the legal representative named in Section 1.1, please provide proof of the legal authority to sign on behalf of the university [↑](#footnote-ref-5)