

Checklist for lead partner for submitting the application

Before submitting the application in PROMAS

All the required annexes are uploaded in PROMAS	YES / NO
The annexes requiring a signature have been signed by partners	YES / NO
If NO: You have attached in PROMAS a copy of an email the partner send to the MA, stating that Authorized Person of the organisation has approved the content of the Partnership Statement	YES / NO

After submitting the application in PROMAS

You have printed out the application, the Authorized representative is able to sign it	YES / NO
If NO: You have confirmed your submission and participation by sending a PDF copy of the submitted Application Form by email (from the Authorized Representative) to the MA by 3.4.2020, and the email includes a notion that the Authorized Representative of the organization agrees with the content of the application	YES / NO
You have mailed by post the signed original hard copy of the Application Form to the MA by 3.4.2020	YES / NO
If NO: You have confirmed you submission and participation by sending a PDF copy of the submitted Application Form by email (from the Authorized Representative) to the MA by 3.4.2020, and the email includes a notion that the Authorized Representative of the organization agrees with the content of the application	YES / NO