

## Check list for Applicants for the Health Theme

As you have registered on the European Commission's EPSS on-line system, you are presumably preparing a proposal for the Health Theme [FP7-HEALTH-2009-single-stage]. If so, we would like to highlight a few crucial issues to ensure that your proposal can be considered for evaluation and evaluated fully.

### TO ENSURE THE ELIGIBILITY OF YOUR PROPOSAL:

- 1) Identify the topic (and the funding scheme) and ensure your proposal is in scope.
- 2) Respect the limits for the requested EU contribution to the budget (see Work programme, part III). Even an excess of 1 Euro (cent) disqualifies your proposal. If in doubt contact your National Contact Point or the European Commission services.
- 3) On the A Forms – every field needs to be filled.
- 4) Make sure you have the minimum number of partners which is 3 (from different organisations in different Member States and / or Associated Countries, i.e. associated to the 7<sup>th</sup> Framework Programme), except for SICA topics (see specific rules) and for Support Actions (only one partner needed).
- 5) Check the "proposal submission status". The "proposal upload" or saving the forms does not constitute as submission. Ensure that you press the "Submit proposal" or "Submit Now" buttons as well as the buttons that follow in the subsequent screens in order to have your proposal submitted. You can submit as many times as you want before the deadline. Only the latest version will be considered for evaluation.
- 6) Respect the deadline: 03/12/2008 17:00:00 Brussels local time.
- 7) And don't submit or change in the last minute. Some 15% of proposals are submitted in the last 10 minutes – about 10% of these miss the deadline.

These issues correspond to the main reasons for proposals being ruled out of the evaluation.

### TO ENSURE THAT YOUR PROPOSAL CAN BE EVALUATED FULLY:

- 8) Don't indicate that a participant is an SME if this is not the case (check criteria). This is misleading and in any case it will be detected, possibly leading to complications.
- 9) Respect page number limitations. Excess pages will be ignored in the evaluation.
- 10) Respect the recommended font size. It helps if the evaluators can read the proposal.
- 11) Fulfil the requirements for the ethics section. See Guide for Applicants (Annex 4, section 4) and ethics web page: [http://cordis.europa.eu/fp7/ethics\\_en.html](http://cordis.europa.eu/fp7/ethics_en.html).

NB: the page limitation does NOT include the additional pages that are required for information on Ethics issues.

Failing to meet all these requirements may influence the perceived quality of the proposal by the evaluators.