

Checklist in Application Form

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Take note

The illustrations in the Application Forms wiki pages are for consultation purpose only and may not reflect the latest implementation.

There may be minor changes to the screen appearance and layout which are described on the updated page: [How to complete the application form](#).

The **Checklist** section of the application form will help you double-check if your application is ready for submission. Our example below shows the checklist screens for a **KA130 - Erasmus accreditation for higher education mobility consortia** application form.



Take note

Questions or fields may vary depending on the **action** you apply for. Please read the onscreen information carefully to complete the relevant fields and sections.

Detailed Steps

1. Access the "Checklist"

Click on the **Checklist** option in the content menu. The Checklist screen will open. You will find a variety of things to check, a link to the **Data Protection Notice**, and the corresponding check boxes.

Content menu

- ✓ Context
- ✓ Consortium Summary
- ✓ Participating organisations
- ✓ Consortium Description
- ✓ Follow Up
- Checklist**
- Annexes

Checklist

Checklist

Before submitting your application form to the National Agency, please make sure that:

- It fulfills the eligibility criteria listed in the Programme Guide.
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is: PL01 Foundation for the Development of the Education System
- I agree with the specific privacy statement on [data protection](#)

Please also keep in mind the following:




The documents proving the legal status of the applicant and each consortium member must be uploaded in the participants' portal (for more details, see Part C of the Programme Guide - "Information for applicants").

2. Check the items and mark as OK

Review the items according to the checklist and if okay check the corresponding boxes. All boxes have to be checked. Once all items have been reviewed and the boxes checked **Checklist** in the content menu is marked complete.

Depending on your application form, you might also have a link to your organisations accreditation profile or a specific notification if the requested grant of your application exceeds 60 000 EUR available.

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-  Annexes 

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Expected Outcome

- Checklist section marked complete

Related articles

- [Add organisations to an application](#)
- [Annexes](#)
- [Apply for grant or accreditation](#)
- [Associated Persons](#)
- [Checklist in Application Form](#)
- [Context](#)
- [How to complete the application form](#)
- [My Applications](#)
- [My Contacts](#)
- [Opportunities](#)
- [Participating Organisations](#)
- [PDF Functionalities](#)
- [Sharing an Application Form](#)
- [Submission History](#)
- [Submitting an Application Form](#)