

Checklist in applications

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Take note

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

It also serves as a confirmation to your National Agency that you have understood the eligibility criteria in listed in the applicable Programme Guide ([Erasmus+](#) or [European Solidarity Corps](#)) and conditions applicable for the selected application form.

Our example below shows the checklist screens for a **KA122-SCH-Short-term projects for mobility of learners and staff in school education** application form.



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

Steps

Open the "Checklist"

Click on the **Checklist** option in the Content menu. The **Checklist** screen will open. You will find a number of items to read and confirm, as well as a link to the **Data Protection Notice**.

Content menu

- ✓ Budget (8)
- ✓ Quality Standards
- ✓ Follow-up
- ✓ Project Summary
- ✓ EU Values
- ✓ Annexes (1)
- ✗ Checklist**
- Sharing (8)
- Submission History (8)

✗ 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: TR01 - THE CENTRE FOR EUROPEAN UNION EDUCATION AND YOUTH PROGRAMMES (TURKISH NATIONAL AGENCY)

The documents proving the legal status of the applicant must be uploaded in the Organisation Registration System, here: [Organisation Registration System](#) (for more details, see the Programme Guide - "Information for applicants").

Original content and authorship

- ☐ I confirm that this application contains original content authored by the applicant organisation.
- ☐ I confirm that no other organisations or individuals external to the applicant organisation have been paid or otherwise compensated for drafting the application.

PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect your [personal data](#)

Review the items and check as OK

Review the items in the checklist and if you fulfil the requirements, check the corresponding boxes. All boxes have to be checked. Once all items have been reviewed and the boxes checked, the **Checklist** section in the Content menu is marked as **complete**.

Depending on the key action and action you are applying for, the checklist may include one or more of the following:

- a link to your organisations accreditation profile,
- a specific notification if the requested grant of your application exceeds 60 000 EUR,
- as of 2024, requirements regarding **Original content and authorship**.

Content menu

✓ Budget

8

✓ Quality Standards

✓ Follow-up

✓ Project Summary

✓ EU Values

✓ Annexes

1

✓ Checklist

Sharing

0

Submission History

0

✓ Checklist

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Related articles

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