



Checklist for the Consortium Coordinator

In order to make sure that your proposal will be eligible for this call, please collect the information required to tick all the sections below before concluding the online submission of the proposal. Please note that there can be additional conditions for some partners due to national/regional funding regulations.

Deadline for Pre-proposal submission	February 5th, 2026, at 16:00 CET
Deadline for Full Proposal submission	June 24th, 2026, at 16:00 CEST

1. General rules:

- ☐ The coordinator has checked and is aware of the **national/regional requirements** of their partners' funding organizations.
- ☐ The coordinator (Partner 1), who will represent the consortium, will need to register on [The French National Research Agency](#) before submitting a proposal.
- ☐ Once registered, the coordinator will receive a registration email.
- ☐ The coordinator will need to register the partners of the consortium (name and e-mail).
- ☐ After registration, all the partners will receive an email to activate their account.
- ☐ With their account, each partner can enter their own profile.
- ☐ The different lead researchers and/or the coordinator add the members of each partner to the platform (note that only the coordinator and the lead researchers will have access to the proposal on the electronic submission system)
- ☐ The coordinator checks that each partner requesting funding in the project has contacted the respective funding organization and is compliant with the national/regional funding criteria and the regulations of the respective funding organization.
- ☐ Partner(s) from an African country(ies) without a funding organization requesting must contact LGI (leonard.leveque@lgi.earth), (mathilde.videlo@lgi.earth) before submission,
- ☐ The project must start no later than **April 1st, 2027**. The start of a project is the same for all partners of a project taking into consideration the time for grant negotiations of the funding organizations and other national regulations that can affect this.
- ☐ The travel costs to attend three meetings organized by LEAP-SE in Europe or Africa are included in the financial plan of the coordinator's Lead Researcher.
- ☐ The sections of the proposal's technical description (Form A) are jointly filled by all partners, according to the instructions given for each section. Each individual section can exceed the recommended number of pages if the total length of Form A does not exceed 10 pages for the pre-proposal and 30 pages for the full proposal.
- ☐ The PDF format of the Pre-proposal/ Full proposal (Form A) must not exceed the size of 10 megabytes.



2. Eligibility criteria – Consortium composition:

- ☐ **A consortium applying to the Call must consist of at least four project partners from 4 different countries (2 from Europe¹ and 2 from Africa).** At least two partners from Europe and one partner from Africa should be from a country participating in the Call and eligible to receive support from the relevant participating funding organization.
- ☐ Each consortium must include at least one partner from the public sector (academic, public research ...) and one partner from a commercial company located in participating countries (to this Call).
- ☐ The coordinator of the consortium must be eligible to receive funding and be established in a country or region participating in the Call. (partner asking for funding from LGI cannot be the coordinator of a proposal)
- ☐ A Lead Researcher can only represent the coordinator in one proposal (i.e. if a Lead Researcher coordinates one proposal, he/she can only participate in other proposals as a researcher/key personnel of a consortium partner).
- ☐ Researchers employed or affiliated to a funding Organisation cannot apply to the Cofund Call except where explicitly authorized².
- ☐ Participant to projects submitted to the LEAP-SE call cannot be members of the International Review Panel (IRP)/experts
- ☐ Each partner requesting funding **MUST** comply with the national/regional funding rules and regulations of their respective Funding organisation to ensure the eligibility of the consortium proposal (see “National/Regional Requirements” available on the call page)

3. Eligibility criteria – pre/full-proposal submission

- ☐ **In pre-proposal stage**, The total pre-proposal length (Form A) cannot exceed 10 pages (removing parts such as project overview, abstract or partner profile is not permitted) and deadline for pre-proposal submission is **5th February 2026, at 16:00:00 CET**.
- ☐ **In full-proposal stage**, The total proposal length (Form A) cannot exceed 30 pages (removing parts such as project overview, abstract or partner profile is not permitted) and deadline for full-proposal submission is **24th June 2026, at 16:00:00 CEST**.
- ☐ **LEAP-SE Templates** must be used, i.e. **Forms A** (Calibri, 11pt, single space for all text except references and footnotes; the pages' margins 2.5 cm should be kept), **Form B** and **CV's** of lead researcher/key personnel, **template for Budget** (at the pre and full-proposal stage, in a separate Excel file).
- ☐ All fields and categories of the pre-proposal and full-proposal template (Form A) must be filled in. Templates are available on the LEAP-RE website on the call page.
- ☐ A maximum of **12 CVs** is allowed per consortium. If the consortium size exceeds 12 partners, only the CV of the principal investigator for each partner is allowed, LEAP-SE CV template must be used.
- ☐ The language of all communications and submissions is English.
- ☐ Projects must define a task dedicated to the dissemination/ transfer of their results.

¹ EU Member States and associated countries

² Forschungszentrum Jülich GmbH (FZJ), Fond de la Recherche Scientifique – FNRS (FRS-FNRS), Institut de Recherches en Energie Solaire et Energies Nouvelles (IRESEN), Türkiye Bilimsel ve Teknolojik Araştırma Kurumu (TÜBİTAK)



4. Eligibility criteria – Additional rules:

- ☐ The project duration should be between 12 months and 36 months if allowed by the participating funding organizations.
- ☐ “Declaration on double funding for recipients” must be submitted **at the full-proposal step** as annex (template available on the call page)
- ☐ At the pre-proposal step: online validation of the “Commitment of applicants” for each partner on the submission platform
- ☐ At the full-proposal stage: Applicants not requesting funding, must provide evidence of the availability of their own funds to cover their costs by providing a signed statement duly signed by the legal representative of the organisation, **Form B**.
- ☐ The detailed budget is asked at the **pre and full-proposal stage** using the Excel template “Budget and funding request” (Follow LEAP-SE Template)
- ☐ All partners need to add their commitment (even if own funds) on the budget Excel file AND the submission platform.
- ☐ The share of the total budget requested by the partners of one country in a proposal should not exceed **60%**.
- ☐ The maximum funding for each project is **1.5 M€** and the maximum funding per partner in one project is **500 k€**. However not all funding organisation will apply these amounts (see “National/Regional Requirements” available on the call page). The funding maximum for one partner 500 k€ will apply for each project but does not accumulate for a partner present in several projects.
- ☐ All partners (including own funding partners) must be included on the submission platform identifying the cost supported and the requested funding (if applicable).
- ☐ The full cost and requested budget on the submission platform and Excel file must be the same.
- ☐ If the project is selected for funding, the participants will have to provide a Participant Identification Code (PIC). Project’s partners are expected to provide a [PIC number](#) (event if the PIC number is not validated yet on the EC platform)
- ☐ After the pre-proposal selection no major changes are possible (Detailed in the call text/ full-proposal submission).