



## Revision made to the checklist

If the Call text has been updated, the changes are tracked in the table below

Date	Update in checklist
January 14 <sup>th</sup> 2025	Version 1 published
January 30 <sup>th</sup> 2025	Version 2.  Finalised the checklist with the addition of the missing point of : <i>Projects must define a task dedicated to the dissemination/transfer of their results</i>

## 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 (see National and regional funding requirements available on the call page: <https://www.leap-re.eu/leap-se-cofund/>).*

Deadline for Pre-proposal submission	March 27 <sup>th</sup> , 2025, at 16:00 CET
Deadline for Full Proposal submission	September 11 <sup>th</sup> , 2025, 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 project coordinator (Partner 1), registers on the LEAP-RE Call 2025 electronic submission system, based on the French National Research Agency (ANR) electronic submission platform, ([link to the submission website](#)) well in advance of the pre-proposal/ full proposal submission and completes the coordinator and pre-proposal data.
- ☐ The coordinator registers all the consortium partners well in advance of the proposal submission by providing each partner's Lead Researcher name, e-mail, and login name.
- ☐ The Lead Researcher of each partner, after receiving an email to activate their account, enters his/her 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 (or not eligible to receive funds from their national funding organization), must contact LGI : Léonard LEVEQUE [leonard.leveque@lgi.earth](mailto:leonard.leveque@lgi.earth) and Mathilde VIDELO [mathilde.videlo@lgi.earth](mailto:mathilde.videlo@lgi.earth).



- ☐ The project must start no later than May 1<sup>st</sup>, 2026. 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 proposal technical description (Form A) must not exceed the size of 10 megabytes.

## 2. Eligibility rules for the consortium:

- ☐ **A consortium applying to the Call must consist of at least four project partners from 4 different countries (2 from Europe<sup>1</sup> and 2 from the African Union).** At least one partner of the consortium of each continent (Europe and Africa) should be from a country participating in the Call and eligible to receive support from the relevant participating funding organization.
- ☐ At least one partner of the Consortium should be from an EU Member State or Horizon Europe associated countries participating to the Cofund Call and eligible to receive support from the relevant participating funder and one partner from an African Union country participating in the Cofund Call and eligible to receive funds from a participating funding organisation.
- ☐ At least half of the partners in a consortium must belong to countries participating in the Call and be eligible to receive support from the relevant participating funder.
- ☐ The coordinating partner of the consortium must be established in a country or region participating in the Cofund Call, request funds from one the participating Funding organisation and be eligible.
- ☐ A Lead Researcher can be the coordinator in just one proposal (i.e. if a Lead Researcher coordinates one proposal, he/she can only participate in other proposals as a partner and not coordinator of a consortium partner).
- ☐ Researchers employed or affiliated to a funding Organisation cannot apply to the Cofund Call except where explicitly authorized<sup>2</sup>.
- ☐ Participant to projects submitted to the LEAP-SE call **cannot** be members of the International Review Panel (IRP)/experts.
- ☐ Each consortium must include at least one partner from the institutional research sector (academic, public research centre, non-profit organisation, etc.) and one partner from a commercial company coming both from participating countries.
- ☐ The total funding rate of partners from the same country in a proposal cannot exceed 50% of the full funding of the project.

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<sup>1</sup> EU Member States and associated countries

<sup>2</sup> 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)



☐ The maximum funding for each project is 1.5 M€ and the maximum funding per partner in one project is set at 700 k€. However, not all funding agencies will apply these amounts, please check the details given by specific funding organizations relevant to each application.

### **3. Additional rules:**

☐ The project duration should be between 12 months and 36 months if allowed by the participating funding organizations

☐ Each partner requesting funding must comply with the national/regional funding rules and regulations of their respective funding organization.

☐ The language of all communications and submissions is English.

☐ Projects must define a task dedicated to the dissemination/transfer of their results

☐ LEAP-SE Templates must be used (form A, B, C, Budget, and the funding demand)

☐ All sections of the proposal technical description – Form A - (*Calibri, 11pt, single-spaced; the pages' margins should be kept*) must be completed, and the total length of Form A must not exceed 10 pages in the case of the pre-proposal. The Form A total length does not exceed 30 pages for the full proposal.

☐ A maximum of three CVs (of the lead researcher and two key personnel) per consortium partner is allowed. Each CV must not exceed 2 pages. LEAP-SE CV template must be used.

☐ At the pre-proposal step: online validation of the “Commitment of applicants” for each partner on the submission platform

☐ At the full-proposal stage: for all partners requesting funding, the coordinator collects the respective Statement of Commitment (Form B) duly signed by the legal representative of the organization and should upload a single PDF on the electronic platform (only one document gathering the Forms B filled by each partner of the consortium). For all partners not requesting funding (on their own funds), the coordinator collects the respective Statement of own funding (Form C) duly signed by the legal representative of the organization and should upload a single PDF on the electronic platform (only one document gathering the Forms C filled by each partner of the consortium).

☐ The detailed budget is asked at the pre-proposal and full proposal stage using the Excel template “Budget and the funding demand.” (Follow LEAP-SE Template)

☐ If the proposal 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)

