

ERASMUS INTENSIVE PROGRAMMES

FORMAL ELIGIBILITY CHECKLIST

(minimum requirements)

NEW IP

RENEWAL IP (application for a 2nd or 3rd year of funding) 2nd year

3rd year

TITLE OF IP:

APPLICANT INSTITUTION:

REFERENCE NUMBER:

SUBJECT AREA:

FORMAL ELIGIBILITY CHECK DONE BY:

Date : / / (dd/mm/yyyy)

FORMAL ELIGIBILITY CHECKLIST

(NA staff)

- Application submitted on the application deadline at the latest (postmark date).
- The application form has been submitted using the correct application form.
- The form is completed in full.
- The application is submitted by a body which is a legal entity.
- The application form bears the original signature of the person legally authorised to sign on behalf of the applicant institution/organisation, as well as the original stamp of this institution/organisation (NA to define if it was required).
- All participating higher education institutions (coordinator and partners) hold an Erasmus University Charter.
- IP activity (e.g. not a conference or research activity).
- The IP takes place within the eligibility period (1 September 2011 – 31 August 2012).
- Eligible duration (not less than 10 continuous full days of subject-related work and not more than 6 weeks; subject-related work days can only be separated by weekends. Days without subject related work or days with only cultural activities as part of the IP may not be taken into account).
- Eligible number of participating countries (coordinator plus minimum of two partners from two different LLP countries).
- Eligible composition of participating countries (at least one of the participating countries is an EU Member State).
- The planned location of the IP is in a country eligible to participate in the Lifelong Learning Programme.
- The number of eligible students travelling from countries other than the country where the IP takes place is not less than 10.
- The IP is not part of an Erasmus Mundus Master Course.
- The applicant declared that the proposed IP or any other IP with the same or very similar partnership and the same or very similar topic has not yet received funding for 3 consecutive years from any of the LLP National Agencies and that there is no evidence to the contrary.
- The applicant declared that this project with the same or very similar topic or the same or very similar partnership has not been submitted to any other LLP National Agency under the current Call for proposals and that there is no evidence to the contrary.

DECISION on formal eligibility

YES

NO

If the application is not eligible on the basis of one or several of the criteria above, please give details if necessary.

I hereby declare to the best of my knowledge that I have no conflict of interest (including

family, emotional life, political affinity, economic interest or any other shared interest) with the organisation(s) or any of the persons having submitted this grant application. Furthermore, I confirm that I will not communicate to any third party any information that may be disclosed to me in the context of my work as an evaluator.

Date

Name and signature

EXAMPLE