General checklist for the online grant application submission

☐ **1.** Create an account on https://grants.fnr.lu

☐ **2**. Create a new application. Read carefully the Guidelines for applicants for further instructions:
http://www.fnr.lu/en/Open-Calls%2C-Forms-Guidelines/Forms-Guidelines

☐ **3**. Start completing the online application form. Note:

- You can save the application at any moment and continue at a later time.
- You should only generate the PDF Document once the whole application is completed.
- Your uploaded documents will only appear in your document list after you saved the form with the option "Form fully completed and ready for PDF Generation".
- At any moment you can generate a new PDF Document by clicking "To Do" next to the PDF Generation Task in your To Do List and reapplying the PDF generation.

☐ **4.** Make sure that uploaded files are not password protected or encrypted.

☐ **5**. Put special attention on the completeness of the uploaded documents.
Make sure the application form contains all required information. Crosscheck especially following application points together with your Host Institution:

- Administrative Contact Names (Section 2)
- Requested funding start date and duration (Section 3)
- Gross and Full salary in case of a work contract (Section 6)

☐ **6**. Make sure that you marked quotations in your Project Description based on international standards. Your application will be checked for plagiarism!

☐ **7**. Make sure that Supervisor(s) , Co-Supervisor(s) and Scientific contact(s) listed in Section 2 of the application form have send their confidential reference reports to the FNR before the Deadline.

We will have to receive at least 1 reference report per Institution listed in Section 2.
Reference reports from the main scientific contact of the Host Institution and the collaborating institution(s) are mandatory.

Reference letter templates are available here:
http://www.fnr.lu/en/Open-Calls%2C-Forms-Guidelines/Forms-Guidelines

Non received reference reports will turn your application ineligible!

☐**8.** Make sure that you correctly submitted the proposal via the online submission system before the deadline. If you have any doubts whether your applications has been submitted correctly, contact the FNR for confirmation.