

General checklist for the online grant application submission

- ☐ 1. Create an account on <https://grants.fnr.lu>, if you don't have one. Otherwise please use your previous account.
- ☐ 2. Create a new application. Carefully read the Guidelines for Applicants for further instructions: <http://www.fnr.lu/en/Calls%2C-Forms-Guidelines/Call-Documents/CORE-2014>
- ☐ 3. Start completing the online application form. Please 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 the allocated human resources and budget figures, as well as any additional information required e.g. for INTER.
- ☐ 6. Make sure that marked citations in your Project Description (and publishable Project Abstract) are based on international standards. Your application will be checked for plagiarism!
- ☐ 7. In case of a CORE junior application, make sure that you respect the relevant rules.
- ☐ 8. Make sure that you correctly submitted the proposal via the online submission system to the coordinating institution before the institution's internal deadline. If you have any doubts whether your application has been submitted correctly, contact the person responsible at your coordinating institution.

Non complete applications will be turned down without further evaluation!