

HORIZON EUROPE APPLICATION CHECKLIST

Below is a checklist to help applicants make sure they have everything they need when applying to Horizon Europe. This list is meant as a guide only, and should be used alongside the other resources in the [Applicant how-tos](#).

Checklist		
Registration and setup	EU Login Account on the Funding and Tenders Portal created	
	Register your organization in the Participant Register and obtain a Participant Identification Code (PIC)	
	Identify the Legal Entity Appointed Representative (LEAR) within your organization	
Admissibility	Correct application form (via the electronic submission system)	
	Application completed (including mandatory annexes and supporting documents)	
	Application is readable, accessible, and printable	
Eligibility	Applicants are established in EU member state, associated country, or third country (if specified in the call)	
	Consortium includes at least one legal entity from EU member state and at least two from different member states or associated countries	
	Project includes only eligible activities (per the call conditions and focused on civil applications)	
	Fulfilment of special eligibility conditions (if applicable)	
	Gender equality plan published on organization's website (mandatory for public and research organizations, or academic institutions from EU member states and associated countries)	
Documents	Application form Part A	
	Application form Part B	
Procedure	Extra evaluation criteria applicable	
Formal criteria	Follows the template structure	
	Max. 30 pages (title, participants, sections 1-3, tables, figures, references, etc.)	
	All instruction pages removed	
	No hyperlinks used in the text	
	Fonts: Times New Roman (Windows), Times/Times New Roman (Apple), or Nimbus Roman No. 9 L (Linux)	
	Min. font size: 11 points	
	Standard character spacing	
	Min. of single line spacing	
	Page size: A4	
All margins min. 15 mm		