

The assessment of project proposals in relation to administrative criteria

Administrative verification of project proposals is carried out in accordance with established criteria, which will be carried out by Fund Managers or other persons employed by the Fund as determined by the Executive Director. They determine whether the project proposals meet the administrative criteria specified in the Public Call. These criteria are strictly applied and any project proposal that does not meet all the administrative criteria specified in the Public Call is not included in the further process. The verification of the fulfilment of the administrative criteria is carried out before the start, and continues during the evaluation of the project proposals in relation to the selection criteria. Below are the administrative criteria along with their detailed explanation. In this evaluation phase, the only possible ratings are **'YES', 'NO' or not applicable**. **If any answer in the 'Checklist' is negative ('NO') the application is rejected.**

Administrative verification checklist

Criterion	The project meets the administrative criteria	Grading guide
APPLICATION METHOD AND DEADLINE	The application was submitted in English in electronic form through the portal on the Fund's website within the deadline specified in the Public Call	YES: The application was submitted in English in electronic form through the portal on the Fund's website within the deadline specified in the Public call. NO: The application was not submitted in English in electronic form through the portal on the Fund's website and was not submitted within the deadline specified in the Public call.
THE DURATION OF THE PROJECT	The duration of projects is at least 4 and at most 12 months	YES: The duration of the project is at least 4 and at most 12 months. NO: The duration of the project is not at least 4 and at most 12 months.
REQUIRED FUNDS	The amount of funds requested from the Fund is not less than 20,000 and not more than 40,000 euros	YES: The applicant did not ask for less than 20,000 and more than 40,000 euros. NO: The applicant requested less than 20,000 and more than 40,000 euros.
ELIGIBLE ACTIVITIES	The applicant has foreseen acceptable activities in the project	YES: The applicant has foreseen acceptable activities in the project. NO: The applicant did not foresee acceptable activities in the project.
APPLICANT'S STATUS	The applicant is a research organization that meets the definition of an organization for research and dissemination of knowledge, in accordance with the Community Framework for State Aid for Research and Development and Innovation (2022/C 414/01), chapter 1.3., point 16. (ff).	Yes: The applicant is a research organization that meets the definition of an organization for research and dissemination of knowledge, in accordance with the Community Framework for State Aid for Research and Development and Innovation (2022/C 414/01), chapter 1.3., point 16. (ff). NO: The applicant is not research organization that meets the definition of an organization for research and dissemination of knowledge, in accordance with the Community Framework for State Aid for Research and Development and Innovation (2022/C 414/01), chapter 1.3., point 16. (ff).
REGISTRATION OF THE APPLICANT	The co-applicant is registered in the Register of Centers of Excellence, licensed institutions, and organizational units maintained by the Ministry	Yes: By consulting the Register of Centers of Excellence, licensed institutions, and organizational units (available online), it has been determined that the co-applicant is registered. NO: By consulting the Register of Centers of Excellence, licensed institutions, and

Criterion	The project meets the administrative criteria	Grading guide
	of Education, Science and Innovation.	organizational units (available online), it has been determined that the co-applicant is NOT registered.
BALANCE SHEET STATUS	From the AFS (Annual Financial Report – Balance sheet and profit and loss sheet) for the last business year (year 2023) it is evident that MSME has positive capital value.	<p>YES: The balance sheet on the day 31.12.2023 shows that the applicant has positive capital value.</p> <p>NO: The balance sheet on the day 31.12.2023 shows that the applicant has negative capital value.</p>
APPLICATION FORM	The applicant submitted the Application Form	<p>YES: The applicant has attached the Application Form</p> <p>NO: The applicant did not attach the Application Form</p>
APPLICANT'S STATEMENT	The applicant has submitted the Statement (including the statement on co-funding)	<p>YES: The applicant has submitted the Statement - which also includes the statement on co-funding signed and stamped by the authorised person.</p> <p>NO: The applicant did not submit the Statement - which also includes the statement on co-funding signed and stamped by the authorised person</p>
STATEMENT ON (IR)RECOVERABILITY OF VAT	The applicant has submitted a Statement on (ir)recoverability of VAT	<p>YES : The applicant submitted the Statement signed and stamped by the authorised person</p> <p>NO: The applicant did not submit the Statement signed and stamped by the authorised person</p>
STATEMENT OF NON-ECONOMIC ACTIVITIES	The applicant has provided a statement from the responsible person that the economic activities, consisting of the offering of products or services in a specific market, do not exceed 20% of the total annual capacities of the research organization	<p>YES : The applicant submitted the Statement signed and stamped by the authorised person</p> <p>NO: The applicant did not submit the Statement signed and stamped by the authorised person</p>
FINANCIAL PLAN	The applicant submitted an excel "Form" (Financial Plan), in which all fields were filled	<p>YES: The applicant submitted an excel " Financial Plan " - in which all fields are filled</p> <p>NO: The applicant did not submit an excel " Financial Plan" - in which all fields are filled</p>

Criterion	The project meets the administrative criteria	Grading guide
PROJECT TEAM BIOGRAPHIES	The applicant has submitted CVs of the project manager and other members of the project team involved in the project	YES: The applicant submitted biographies of the project manager and other members of the project team involved in the project NO: The applicant did not submit biographies of the project manager and other members of the project team involved in the project
STATUTE (or other equivalent act) of the research organization	The applicant has provided the statute (or equivalent act) if it is not publicly available.	YES : The applicant submitted the document NO: The applicant did not submit the document.