Protocol for administrative check of applications

Proposal number:	
Acronym:	

Applicant's name and surname:

1. Entire application documentation is submitted in Croatian and English language.

   YES ☐   NO ☐

2. Entire application documentation is submitted on official HRZZ forms.

   YES ☐   NO☐

3. The application contains all documents prescribed by the Call for Proposals:

Documentation prescribed by the Call	YES	NO
Administrative form contains the signature of the Principal Investigator, head of the institution and the stamp of the institution. *(Mark YES only if the form contains all three authentications mentioned above.)*		
Application form		
Institutional support form contains unmodified Statement, signatures of the Principal Investigator, head of the institution and the stamp of the institution. *(Mark YES only if the form contains all three authentications)*		
Financial Plan form in which the dissemination costs do not exceed 70.000,00 HRK.		
Work plan		
Are all questions in the application forms filled?		
* If applicable, letters of intent for team members who are not from the home institution and consultants containing all the necessary authentications.	*Leave empty if not applicable*	*Leave empty if not applicable*

Conditions for Principal Investigator	YES (true)	NO (false)
Is not a Principal Investigator of the project funded by the HRZZ or UKF.		
Has a status of a Principal Investigator only in this project proposal in this Call.		
Applied as a team member at maximum one project proposal, considering projects funded by the HRZZ in the period from 2013 to 2016.		
If any of the above responses is NO - the project proposal is automatically excluded from further evaluation process.		

Is there another reason for administrative rejection of the project proposal?   YES☐   NO☐

Please explain if there are reasons for administrative rejection of the project proposal.

The final evaluation of the project - status:

PROJECT SATISFIES ADMINISTRATIVE CHECK   YES☐   NO☐