# 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 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 | | |
| All necessary information in the Financial Plan are filled | | |
| Work plan | | |
| All questions in the application forms are 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* |
| * If applicable, approval of the Croatian Academy of Sciences and Arts containing the signature of the head of the institution and the stamp of the institution. *(Mark YES only if the form contains both 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 one project proposal in this Call. | | |

**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                YES☐          NO☐
the project proposal?

| **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☐