

Check List, Call for ESAA Project Ideas

05/2021

For those interested in submitting for an ESAA Project Idea, here are the points to follow for a smooth submission.

- Make sure you know the ESAA Aims and that your project idea is aligned with at least one of the ESAA Clusters.
- Define what ESAA cluster the project falls under. If multiple ESAA clusters apply to the project, please mention all of them.
- Make sure you know the deadlines for the calls.
- If you plan on collaborating with an institution and you have some confirmation from them, please include that as well.

Here is a check list recommendation:

To Do	Check												
Read the Call for Projects													
Read the ESAA Projects Scheme													
Read the ESAA Projects Call detailed description 05/2021 .													
Read the ESAA Clusters Overview													
Read the Eligible Costs and Budgetary Framework													
Download the ESAA Project Ideas Description Template (File in the Additional information and templates section of the Call for Projects)													
Download the ESAA Project Ideas Cost Estimation Template (File in the Additional information and templates section of the Call for Projects)													
Prepare your documents to upload in the submission form:													
- Proof of your membership in one of the ESAA partner organizations													
- Short CV													
- ESAA Project Idea description													
- Cost estimation/plan of needed resources													
- Agreement with a third-party partner (if any)													
- Ideas for Trainers/facilitator (if any)													
Prepare the submission form information The information you will be asked in the submission form is as follows:													
<table border="1"> <thead> <tr> <th>Questions in the Submission Form (link in the Apply! section, Call for Projects)</th> </tr> </thead> <tbody> <tr> <td>Name</td> </tr> <tr> <td>Surname</td> </tr> <tr> <td>Nationality</td> </tr> <tr> <td>E-mail</td> </tr> <tr> <td>Phone Number (incl. country code)</td> </tr> <tr> <td>Postal Address</td> </tr> <tr> <td>ESAA Member Organisation</td> </tr> <tr> <td>Provide the proof of your membership. Please name your file as "ESAAProjects_YOUR NAME_proof"</td> </tr> <tr> <td>Provide a short CV (one page). Please name your file as "ESAAProjects_YOURNAME_CV"</td> </tr> <tr> <td>Are you submitting your idea as part of a group?</td> </tr> <tr> <td>Co-organisier information (1). Name and surname</td> </tr> </tbody> </table>	Questions in the Submission Form (link in the Apply! section, Call for Projects)	Name	Surname	Nationality	E-mail	Phone Number (incl. country code)	Postal Address	ESAA Member Organisation	Provide the proof of your membership. Please name your file as "ESAAProjects_YOUR NAME_proof"	Provide a short CV (one page). Please name your file as "ESAAProjects_YOURNAME_CV"	Are you submitting your idea as part of a group?	Co-organisier information (1). Name and surname	
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To Do		Check
Co-organiser information (1). E-mail		
Co-organiser information (1). ESAA Organisation (You can add up to 5 co-organisers information)		
Do you have other non-ESAA Partner Organisations collaboration for your project-idea?		
Please provide the name of your partner institution/organisation/stakeholders		
Please describe the role in your project-idea and the tasks it will perform		
Do you already have an agreement with the third-party partner? If yes, please attach it here.		
Project title		
Project implementation period (from MM/YY to MM/YY)		
Which ESAA Cluster does your project primarily focus on?		
Which clusters and sub-components does your project focus on? (There is no limit to the number of clusters and sub-components your project can cover)		
ESAA Project Idea description		
Cost estimation/plan of needed resources		
Ideas for trainers/ facilitator/ moderator etc. for your project		

We hope this check list helps you in your Project Idea Submission.

We are looking forward to hearing from you!

Your ESAA Team