

Checklist for completing application in the eMS (6th call for proposals, May 2019)

Have you completed the following information and steps in the eMS?

- Does your application meet all the technical eligibility criteria listed in the programme manual point 6.2.2.1.?
- Have you answered all the questions in the application form?
- Have you provided all the answers in English?
- Have you pressed „**SAVE**“ button on each page?
- Have you pressed „**Check saved project**“ from time to time? In case of error messages, have you eliminated all the errors?
- Have you signed (preferably digitally) all documents (except technical documentation)?
- Have you uploaded all the attachments to the eMS? (see the list below)
 - o Please have clear file names for attachments, e.g. LP confirmation, Co_fin_LP, Co_fin_PP1, Co_fin_PP2, etc.; JoI (Justification of Investments), etc.

- **Last step:** have you pressed “**Submit Checked Project**” button?

Have you signed and attached the following **COMPULSORY** documents?

	Document:	Template provided by the programme:	Is lead partner's (LP) or project partner's (PP) signature necessary?
✓	Lead partner's confirmation of the application form	Yes	Yes (LP)
✓	Partners (including lead partner) co-financing statements	Yes	Yes (LP, PP)
✓	The printout form from the system of Latvian <i>de minimis</i> aid registry (for the Latvian partners applying for <i>de minimis</i> aid).	No (please see Annex 1 of the Rules of the Cabinet of Ministers No. 715 of 21 November 2018: https://likumi.lv/ta/id/303512-noteikumi-par-ide-minimisi-atbalsta-uzskaites-un-pieskirsanas-kartibu-un-ide-minimisi-atbalsta-uzskaites-veidlapu-paraugiem . The printout can be submitted electronically)	No
✓	Declaration by Latvian partners (including lead partner) confirming that <ul style="list-style-type: none"> - Project partners have repaid any EU or national support to be refunded by the deadline. - The partner or his legal representative has not been validly sentenced or penalized. 	Yes	Yes (Latvian LP, PP)

Have you signed (except for technical documentation) and attached **ADDITIONAL DOCUMENTS**, as relevant?

	Document:	Template provided by the programme:	When required?	Is lead partner's (LP) or project partner's (PP) signature necessary?

✓	<p>One copy of a full set of documents required under the national building laws, including building permit (<i>ehitusluba/būvatļauja</i>)</p> <p><i>Note:</i> The documents submitted by <i>Estonian partners</i> must comply with the requirements of the preliminary building design.</p>	No	Where the project activities include construction works or other works that fall under the regulation of the national building legislation.	No
✓	Justification of investments (Joi)	No	<ol style="list-style-type: none"> 1) Cost of a single piece or a set of equipment in one location exceeds 50 000 euros under the budget line “Equipment”, 2) Construction costs per object/location exceed 50 000 euros under the budget line “Infrastructure and works”, 3) A total cost per object/location under the budget lines “Equipment” and “Infrastructure and works” exceeds 50 000 euros. 	<p>Yes (LP/PP)</p> <p>There are two options:</p> <ol style="list-style-type: none"> 1) One single document, which includes information about all planned equipment/construction works in the project (signed by LP), 2) Separate documents compiled and signed by PPs (incl. LP) about their planned equipment/construction works in the project.