

Checklist for completing application in the eMS (4th call for proposals)

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)
✓	Financial tables for participating SME-s	Yes	Yes (LP, PP)
✓	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?
✓	One copy of a full set of documents required under the national building laws, including building permit (<i>ehitusluba/būvatļauja</i>) <i>Note:</i> The documents submitted by <i>Estonian partners</i> must comply with the requirements of the preliminary building design.	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.
✓	Statements of <i>de minimis</i> aid by Latvian partners (including lead partner)	Yes	When the partner is applying for <i>de minimis</i> aid.	Yes (Latvian LP, PP)
✓	Additional document based on questions in annex 5 of the programme manual	No	Projects that have been submitted under specific objective 1.2 and fulfil the output indicator ‘Joint products and services developed in cooperation’.	No