

Checklist of the Mandatory Project Documentation

Important notice: Documents Project Description A, Project Description B, Budget, Gantt Chart, Applicant Info, Ethical and Safety Requirements and defined attachments – Declaration of the SRO(s), Joint Statement of all project participants, Proof of research or academic title and Proof of fulfillment of the conditions for PI are mandatory for submission.

Project proposal that does not contain all mandatory elements and attachments prepared in accordance with the Act on Goals, Implementation Procedure and Project Financing Terms and the Instructions for the preparation of the project proposals, including instructions given in the project proposal templates, will be excluded from evaluation.

Check box	Name	Instructions
Application		
<input type="checkbox"/>	Project Description Part A	Template provided in Program documentation. The document should be prepared in pdf format. Detailed instructions are included in the template. Page limit must be respected (max 20 pages without abstract).
<input type="checkbox"/>	Project Description Part B	Template provided in Program documentation. The document should be prepared in pdf format. Detailed instructions are included in the template.
<input type="checkbox"/>	Budget	Template provided in Program documentation. It contains four sheets, out of which three sheets must be completed, while the last sheet contains instructions for the limitations of personnel salaries. The document should be prepared in Excel format. Detailed instructions are included in the template, along with budget limitations.
<input type="checkbox"/>	Gantt Chart	Template provided in Program documentation. The document should be prepared in Excel format.
<input type="checkbox"/>	Applicant Info	Template provided in Program documentation. It contains four sheets, out of which three sheets must be completed, and one sheet contains Research Area Classification. The document should be prepared in Excel format.

<input type="checkbox"/>	Presentation of the project	PowerPoint presentation of the project proposal with up to 10 slides, converted to pdf.
Attachments		*All attachments shall be created and attached as one pdf document. *The document may not exceed 10 MB.
<input type="checkbox"/>	Declaration of Scientific and Research Organization(s)	Template provided in Program documentation. The declaration should include the following information: The SRO shall confirm that the PI and the members of the project team are/will be employed in that SRO during the implementation of the Project, and that the SRO supports the application and the proposed Project. The SRO shall confirm that it will provide the space and equipment specified in the proposed Project. The SRO shall confirm that it accepts the responsibilities defined in the Project Contract with the Fund. Note. If the PI and the members of the project team will be employed in several SROs, one declaration for each SRO should be prepared. The declaration must be signed and stamped by the official representative of the SRO. The document shall be prepared in Serbian. Exceptionally, if the project team involves a team member from Diaspora, <i>Letter of consent</i> of the SRO for that participant should be prepared in English (template provided in Program documentation).
<input type="checkbox"/>	Joint Statement of all project participants	Template provided in Program documentation. It is a joint statement of the scientific and research organization/s (SROs) where the PI and all the members of the project team will agree on the conditions of the Public Call and the content of the proposed Project. The statement must be signed and stamped by official representatives of the involved SROs, PI and all engaged members of the project team. The document shall be prepared in Serbian. Exceptionally, if the project team involves a team member from Diaspora, <i>Joint Statement</i> should be prepared in English (template provided in Program documentation).
<input type="checkbox"/>	Proof of research or academic title	Proof of research or academic title for all members of the project team. All members of the project team must hold a title in

		<p>research or science or an equivalent title in higher education. Proof should be issued by:</p> <ul style="list-style-type: none"> - the ministry in charge of science for Research Associate, Senior Research Associate and Principal Research Fellow; - a SRO for Junior Research Assistant and Research Assistant; - a university or faculty for Junior Teaching Assistant, Teaching Assistant, Teaching Assistant with Ph.D., Assistant Professor, Associate Professor and Full Professor.
<input type="checkbox"/>	Proof of fulfillment of the conditions for PI	<p>Template provided in Program documentation. Signed statement by the PI with quantitative, numerical summary, which demonstrates fulfillment of the conditions for PI.</p>
Additional Documentation		<p>In the form of one PDF document, may be attached if needed. Additional Documentation is not a mandatory part of the project documentation.</p>