

Check-list for HE CSA actions: single-stage submission procedure¹

Coordination and support actions (CSA) — Activities that contribute to the objectives of Horizon Europe. This excludes research and innovation (R&I) activities, except those carried out under the ‘Widening participation and spreading excellence’ component of the programme (part of ‘Widening participation and strengthening the European Research Area’). Also eligible are bottom-up coordination actions which promote cooperation between legal entities from Member States and Associated Countries to strengthen the European Research Area, and which receive no EU co-funding for research activities.

Source: [WP – General Annexes](#)

Part	Item to be checked	YES	NO	Comments
A — Admissibility	Correct application form template (downloaded from the electronic submission system)			
	Full application completed, including all parts, mandatory annexes and supporting documents			
	Applications readable, accessible and printable			
	In case of blind evaluation, no organisation names, acronyms, logos, names of personnel in the proposal abstract and Part B of their first-stage application.			
B — Eligibility	All beneficiaries registered as legal entities in the Participant Register with PIC number			
	All beneficiaries eligible for funding. Application submitted by one or more legal entities established in a Member State or Associated Country, or in another third country, if indicated in the call			
	Only eligible activities included (described in the call conditions and focused on civil applications)			
	Comply with EU policy interests and priorities (environment, social, security, industrial policy,...)			
	Comply with ethical principles – ethics self-assessment included as part of the application			
	A gender balance at all levels of personnel			
	Gender equality plan developed and published on the institution’s website (obligatory for all public bodies, research organisations or higher education establishments)			
	Where the specific call/topic conditions allow for financial support to third parties, the objectives and the expected results clearly described			
C – Financial capacity	Applicants have stable and sufficient resources to successfully implement the project			
C – Operational capacity	Applicants have the know-how, qualifications (competence, experience) and resources (human, technical, ...) to successfully implement their tasks in the project			
E — Documents	Application form Part A (filled online)			
	Application form Part B (narrative part - pdf)			
	Annexes and supporting documents (available in the submission system - uploaded as PDF)			
	Detailed budget table provided for lump sum project proposal.			

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Sources:

[Application form – Part B](#)

[Evaluation form](#)

Part	Item to be checked	YES	NO	Comments
Formal criteria	The structure of the template followed			
	Page limit 25 pages If lump sum funding: 28 pages			
	Watermarked instruction pages removed			
	No hyperlinks used in the text			
	Font for the body text Times New Roman (Windows platforms), Times/Times New Roman (Apple platforms) or Nimbus Roman No. 9 L (Linux distributions)			
	The minimum font size 11 points			
	Standard character spacing			
	Minimum of single line spacing			
	Page size A4			
	Margins (top, bottom, left, right) at least 15 mm			
	AI-generated content complied with intellectual property regulations			
	A list of sources used to generate content and citations, including those generated by the AI tool			
1. Excellence	Clarity and pertinence of the project's objectives (Can a non-subject expert understand what is written after one reading? Is the text jargon-free?)			
	Quality of the proposed coordination and/or support measures including soundness of methodology			
1.1 Objectives and ambition	Brief description of the objectives of the proposed work			
	Description why the objectives are pertinent to the work programme topic			
	Are the objectives measurable and verifiable?			
	Are the objectives realistically achievable?			
1.2 Coordination and/or support measures and methodology (For guidance on open science practices and research data management, please refer to the relevant section of the HE Programme Guide)	Description of the coordination and/or support measures			
	Description of the overall methodology, including the concepts, models and assumptions			
	Explanation how the methodology will enable delivery of the project's objectives			
	Reference to the challenges identified in the chosen methodology and how to overcome them			
	Description how appropriate open science practices are implemented as an integral part of the proposed methodology			
	Description how the choice of open science practices and their implementation are adapted to the nature of the work			
	Data management plan planned to deliver by month 6 - how the data/research outputs will be managed in line with the FAIR principles (Findable, Accessible, Interoperable, Reusable)			
2. Impact	Credibility of the pathways (e.g. planned activities, events, communication, dissemination, exploitation activities) to achieve the expected outcomes and impacts specified in the work programme			

	Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities			
2.1 Project's pathways towards impact	Description how the project results contribute to the outcomes specified in the topic			
	Description how the project results contribute to the wider impacts, in the longer term, specified in the respective destinations in the work programme			
	Identification of the target groups that would benefit from the project's results			
	Description of the requirements and potential barriers arising from factors beyond the scope and duration of the project (e.g. uncertainty about the uptake of policy recommendations through the ruling governments)			
	Indication of factors that might evolve over time			
	Description of the proposed mitigating measures			
2.2 Measures to maximise impact - Dissemination, exploitation and communication	Description of the planned measures to maximise the impact of the project			
	A first version of the plan for the dissemination and exploitation of project results, including communication activities			
	Description of the planned dissemination, exploitation, and communication measures			
	A more detailed plan for the dissemination and exploitation of project results, including communication planned by month 6			
	Description of how the communication measures promote the project throughout the full project, inform and reach out to society, and show the activities performed, and the use and the benefits for citizens (strategically planned activities, clear objectives, statement of the main messages, tools and channels reaching the chosen target groups)			
	Measures are proportionate to the scale of the project containing concrete actions to be implemented both during and after the end of the project (e.g. standardisation activities)			
	Description of the target group(s) addressed (e.g. scientific community, end users, financial actors, public at large)			
	Description of the possible follow-up of project, once it is finished			
	Explanation of why each measure is best suited to reach the target group addressed			
	Description of the path for how to commercialise the innovations (if relevant)			
	Justification of how the exploitation is in the European Union's interest; if it is expected primarily in non-associated third countries			
	Description of possible feedback to policy measures generated by the project that will contribute to designing, monitoring, reviewing and rectifying (if necessary) existing policy and programmatic measures or shaping and supporting the implementation of new policy initiatives and decisions (relevant for call topics asking specifically for policy recommendations).			
	Description of the strategy for the management of intellectual property and foreseen protection measures (patents, design rights, copyrights, trade secrets, etc.) and how these would be used to support exploitation			

2.3 Summary table OPTIONAL (Is it coherent with the remaining part of the impact?)	Project impact pathway present and well-explained			
	Specific needs listed			
	Expected results of project listed			
	Dissemination, exploitation and communication measures applied to the results			
	Target groups (use of further up-take of results, benefit from the results)			
	Outcomes (expected change after successful dissemination and exploitation of results)			
	Impacts - expected wider scientific, economic and societal effects (e.g. the project results contribute to restore democratic values)			
3. Implementation (Is it coherent with excellence and impact part?)	Quality and effectiveness of the work plan			
	Assessment of risks			
	Appropriateness of the effort assigned to work packages (e.g. SSH partners in leading roles, present in all work packages, various EU Member States spread throughout work packages)			
	Appropriateness of the resources assigned to work packages and overall			
	Capacity and role of each participant			
	Extent to which the consortium as a whole brings together the necessary expertise (involvement of stakeholders from different disciplines and backgrounds)			
3.1 Work plan and resources	Brief presentation of the overall structure of the work plan			
	Timing of the different work packages and their components (Gantt chart or similar)			
	Graphical presentation of the components showing how they inter-relate (Pert chart or similar)			
	Detailed work description:			
Table 3.1a: List of work packages	List of work packages			
Table 3.1b: Work package description	Description of each work package (WPs) – plain text used			
	The number of WPs proportionate to the scale and complexity of the project			
	Breaking WPs into tasks			
	Description of activities			
	Quantification for progress monitoring (e.g., number of protocols, tests, measurements, combinations, study subjects, conferences, publications, etc.)			
	Resources (e.g., the level of qualification and number of person-months for personnel, as well as the requested equipment, consumables, meetings, etc.) assigned to each WP justified and in line with their objectives and deliverables (who will do what and why it is needed)			
	WP on ‘project management’ – data management plan , update planned			
	WP on ‘dissemination and exploitation, communication activities’			
	Plan for dissemination and exploitation including communication activities, update planned			
Table 3.1c: List of Deliverables	List of deliverables linked to each WP			
	Numbers of deliverables in relation with WP numbers			

Table 3.1d: List of milestones	List of milestones			
	Indicators of milestone achievement			
Table 3.1e: Critical risks for implementation	List of critical risks for implementation			
	Details of any risk mitigation measures			
Table 3.1f: Summary of staff effort	Number of person months required for each WP and participant			
	WP leader in bold			
Table 3.1g: Subcontracting costs	Description and justification of subcontracting costs for each participant			
Table 3.1h: Purchase costs	Justifications for equipment costs under ‘purchase costs’ for participants where those costs exceed 15% of the personnel costs			
3.2 Capacity of participants and consortium as a whole	Description of the consortium - how it matches the project’s objectives, and bring together the disciplinary and interdisciplinary knowledge (how it includes expertise in SSH, open science practices, gender aspects as appropriate)			
	Affiliated entities and associated partners, if any			
	Access to critical infrastructure needed for project			
	Complementarity of the members (the value chain, where appropriate)			
	Contribution of each member to the project (valid role of each partner, and adequate resources)			
	Industrial/commercial involvement to ensure exploitation of the results (consistency with the specific measures proposed for exploitation of the results - section 2.2)			
	Explanation of essential participation of other countries and international organisations, if relevant (not automatically eligible for funding)			
Annexes to proposal part B (if required by call)	Financial support to third parties			
	Security aspects			
	Ethics self-assessment			
Other evaluation questions	The application is ‘in scope’ because it corresponds, to the topic description			
	Exceptional funding for third country participants/international organisations – description of their essential participation in the project (if relevant)			
	Do the activities have an exclusive focus on civil applications (activities intended to be used in military application or aims to serve military purposes cannot be funded)?			