

## CHECKLIST for Project Applicants for Project Submission

- ✓ **Read** the project competition **2024 guidelines**
- ✓ **Use up-to-date templates 2024** from the website of the Baltic-German University Liaison Office
- ✓ **Check** whether the **description of the project** is **correct** and **complete**, including:
  - the total **duration of the project** (date from - to), not only the duration of a conference or other activity
  - **full details of the countries** and **institutions involved** in the project (website, partner's title/name, email)
  - the **current status** and **aims** of the project
  - **the main activities** of the project and **possible venue(s)**
  - the **public events** during the project (with mentioning **dates, places, and speakers**)
  - **the direct and indirect target group** of the project and the **expected number** of people
  - **visibility** of the project
- ✓ **Check** whether the **financing plan** complies with the **financing conditions** laid down in the **guidelines of the project competition**:
  - **Mobility** expenses: see **point 8**
  - **Subsistence** expenses: see **point 9**
  - **Other expenses**: see **point 7** and **point 10**
- ✓ **Ask for a cooperation confirmation from the German partner(s)** (signed official letter with the letterhead of the partner university)
- ✓ **Submit all documents** (Project Application, Financing Plan, Cooperation Confirmation/-s from the German partner/-s, detailed program of stay abroad) as a **single scanned PFD file in the project application portal EasyChair**: [Log in to EasyChair for BDHK 2024](#) until **11:59 PM** (time zone of the Baltic states)