# Checklist for preparing an application letter to be an IHI contributing partner via a single-stage call for proposals

This checklist is designed to help you write an IHI JU contributing partner application letter for IHI JU single-stage calls. For ease of use, the checklist follows the structure of the application letter template, the use of which is obligatory. It also highlights the relevant section(s) of the IHI guide for contributing partners where you can find more information.

All elements mentioned on the checklist must be included in your application. Before submitting your contributing partner application letter to IHI JU Programme Office please, make sure that all the items on this checklist are ticked.

If you have any questions, please refer to the IHI guide for contributing partners, which can be downloaded from the [IHI website](https://www.ihi.europa.eu/shape-our-future-research/become-contributing-partner), or [contact](https://www.ihi.europa.eu/contact) the IHI JU programme office.

### Part 1 - Description of the applicant contributing partner

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| No. | Question | Section in guide | Done? |
| 1.1 | Did you use the **correct most updated template letter** for the single-stage calls[[1]](#footnote-2) | 3.1; 3.2; 3.3 |  |
| 1.2 | Did you specify the **number of the IHI JU call and topic** that you would like to apply to as a contributing partner (e.g. IHI JU call 4 topic 2), as well as the **topic title**? |  |  |
| 1.3 | Did you insert the correct **full legal name and legal form** (e.g. limited liability company, NGO, foundation) of your organisation and your **PIC – Participant Identification Code** *(if already available)*? |  |  |
| 1.4 | Did you insert the correct **full legal address** of your organisation and details (including country) of registration? |  |  |
| 1.5 | Is your letter on the **letterhead** of your organisation? |  |  |
| 1.6 | Did you insert the description of your organisation including its **mission and objectives**? |  |  |

### Part 2 - Description of the applicant contributing partner’s contribution to IHI JU’s objectives

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| No. | Question | Section in guide | Done? |
| 2.1 | Did you fill in the section on your **contribution to the strategic objectives of IHI JU**? | 2.1 |  |
| 2.2 | Did you fill in the section on your **contribution to the IHI JU topic**? | 2.1 |  |

### Part 3 - Description of the applicant contributing partner’s contribution to the IHI JU proposal

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| No. | Question | Section in guide | Done? |
| 3.1 | Have you specified the acronym of your proposal? |  |  |
| 3.2 | Have you **filled in the table in the template letter with all the required financial information** about your contribution? | 2.3 |  |
| 3.3 | Is your contribution expressed in **EUR**? | 2.3 |  |
| 3.4 | Did you check [Articles 6.1 and 6.2 of Horizon Europe Model Grant Agreement](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/agr-contr/general-mga_horizon-euratom_en.pdf#page=23) and can you confirm that **your contribution is eligible** in accordance with those articles? | 2.3 |  |
| 3.5 | Are you sure that your contributions do not fall within one of the categories of **non-eligible contributions**, e.g. pre-existing data, software licenses (including profit margin)? | 2.3 |  |
| 3.6 | Can you confirm the tasks/activities described as in-kind contribution (i.e. IKOP) are specified as project tasks in the proposal and/or are essential for reaching the proposal's objective(s)? |  |  |
| 3.7 | If you plan to incur costs outside the EU or countries associated to Horizon Europe, are these contributions correctly specified as **non-EU IKOP**? | 2.3 |  |
| 3.8 | *Applicable only if your organisation is established outside the EU or countries associated to Horizon Europe, and your in-kind contribution is not specified as non-EU IKOP:*  Did you provide a clarification on **where costs will be incurred**? | 2.3 |  |
| 3.9 | *Applicable only if your organisation plans to pay a financial contribution (FC) to another project participant to cover part of its eligible costs for the project implementation:*  Did you specify the name of the participant who will receive your financial contribution?  Did you **verify if this participant is eligible to receive IHI JU funding**?  *Note: FC paid to an entity not eligible to receive IHI JU funding cannot count towards the 45% industry contribution.* | 2.3 |  |
| 3.10 | Does your letter include **the amount in EUR of the overall contribution as well as the part that will be considered as ‘non-EU’** (even if it is zero)?  *Note: a financial contribution is never considered ‘non-EU’, even if the contributing partner is established outside the EU or countries associated to Horizon Europe.* | 2.3 |  |
| 3.11 | *Applicable only if your organisation plans to receive funding from another source (not IHI JU funding):*  Can you confirm that you declared your entire commitment for the IHI JU proposal, regardless of any amounts of funding you plan to receive from other sources? | 2.3 |  |
| 3.12 | If you plan to request **IHI JU funding** can you confirm that**:**   * you specified your total costs, whether they are covered by IHI JU funding or not? * you deducted the expected IHI JU funding from your estimated total costs contribution, so that the amount of your IKOP does not include IHI JU funding?   *For information on which entities are eligible to receive IHI JU funding, see* [*Guide for Applicants.*](https://www.ihi.europa.eu/apply-funding/call-documents) |  |  |
| 3.13 | Can you confirm that the **work package(s)** specified in the table (in the ‘Brief explanation’ column) match those specified in the Description of the Action in the project proposal (part b)? | 2.3 |  |
| 3.14 | Can you confirm that the **contribution amounts in EUR (i.e. IKOP, FC, non-EU IKOP) specified in the table in the application letter are specified in the proposal’s budget**? In case of changes, is the coordinator of the proposal informed about the revised financial figures? | 2.3 |  |

### Part 4 - Declarations of the applicant contributing partner

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| No. | Question | Section in guide | Done? |
| 4.1 | Did you check and confirm that your organisation **is not a constituent or an affiliated entity of an IHI JU private member or is not affiliated directly to any of the private members**?  *Note: IHI JU private members are the trade associations COCIR, EFPIA (including Vaccines Europe), EuropaBio and MedTech Europe.*  *Constituent entities are members of these associations, according to their membership rules.*  *Affiliated entities are entities that have a legal/financial link with one of the above-mentioned entities.*  In case of doubts whether your organisation is affiliated to an IHI JU private member or not, please contact the IHI JU private member directly. | 1.3 and 2.2 |  |
| 4.2 | Did you check and confirm that your organisation is **not affiliated to an IHI JU private member via a regional or local organisation** (for example: a national/regional organisation that you are a member of which is then a member of an IHI JU private member)? | 1.3 and 2.2 |  |
| 4.3 | Is the letter signed by a representative of your organisation who is **properly authorised to commit your organisation to legally binding contracts and accompanying financial obligations** in accordance with the applicable law? |  |  |
| 4.4 | Did you specify the full name and function of the legal representative authorised to sign your application letter? |  |  |
| 4.5 | Did you make sure that the letter is **signed on paper** in blue-ink by the authorised representative or by a **valid qualified electronic signature**?  *Note: scanned signatures are not acceptable, blue-ink means a hand-written signature.*  IHI JU accepts only **qualified electronic signatures** which are in line with the European Union’s **eIDAS Regulation**. Please see a list of qualified trust service providers in accordance with the eIDAS Regulation per EU member state here: <https://eidas.ec.europa.eu/efda/tl-browser/#/screen/home> |  |  |
| 4.6 | Will you ensure that the final signed blue-ink version of the application letter is sent to the IHI JU office via email before the Call deadline? (in pdf format)  Please remember that it is compulsory that the IHI JU office receives your application by email before the Call deadline. |  |  |
| 4.7 | Only after sending your final and signed application letter via email, will you ensure that the original, signed letter is posted to IHI JU at:  IHI JU, TO 56, 1049 Brussels, Belgium  within 5 working days from providing IHI JU with a scanned signed copy via email? |  |  |

1. IHI JU Programme Office updates the templates on regular basis, therefore make sure to upload the most updated template from our website: <https://www.ihi.europa.eu/shape-our-future-research/become-contributing-partner> [↑](#footnote-ref-2)