SUBMISSION FORM ATTACHMENTS
ADDITIONAL INFORMATION AND REQUIRED DOCUMENTS

Congresses

1. Proponent Institutions
   - If several institutions are submitting a joint proposal, specify the involvement of each one and describe the actions it will be responsible for.
   - Describe the participants in the initiative by indicating their name, position and role, as well the respective curriculum vitae, in the case of a joint proposal involving various institutions (partner institutions). The same information should be sent regarding the coordinator of the initiative, who must be a member of the proponent institution. He/she will be responsible for the completion of the initiative and will also be the interlocutor with the Foundation.
   - In case of initiatives involving a single organising institution, the curriculum vitae of the coordinator as well as those of the team members should also be sent.

2. Congress
   - Statement of authorisation to hold the congress signed by the head of the proponent institution.
   - Description of the methodology to be adopted.
   - Detailed information about the actions involved and their respective timeline.
   - Detailed information on the outcome indicators to be used, on the results to be achieved by the congress and on its dissemination.

3. Budget
   - The overall detailed budget indicating all components (even those not eligible for funding through this call for applications) has to be submitted.
   - The sources of funding must be identified, along with their correspondent amounts and allocation costs.
   - In the itemised budget, the amount of funding being requested from the Foundation should also be clearly identified.

NOTE: All the above documents, as well as any other information that the proponents deem important for the review of their proposal, must be sent as attachments to the submission form.