



Education and Culture  
Lifelong Learning Programme  
COMENIUS

Name of evaluator: \_\_\_\_\_

**COMENIUS**  
**IN SERVICE TRAINING**  
**COMMON EUROPEAN ELIGIBILITY CHECKLIST**  
**2012**

**IST reference N°**

**Name of the applicant:**

	<b>YES</b>
<b>The application has been submitted by the applicant by the published deadline.</b>	
<b>The application has been submitted using the correct application form.</b>	
<b>The application form is not hand written.</b>	
<b>The application form is completed in full.</b>	
<b>The application form has been completed using one of the official languages of the EU, or, in the case of the EFTA/EEA or candidate countries, in the national language of the country concerned.</b>	
<b>The application form submitted to the National Agency bears the applicant's original signature.</b>	
<b>If the applicant is an employed person, the application form is additionally signed by head of the applicant's employer institution.</b>	
<b>The applicant is a national of a country participating in the Lifelong Learning Programme or a national of another country employed or living in a country participating in the LLP, under the conditions fixed by the participating country.</b>	
<b>If the applicant is an employed person, his/her employer institution is eligible for participation in the Comenius programme.</b>	
<b>The applicant belongs to at least one of the staff categories eligible for the Comenius IST grant for the given IST activity.</b>	
<b>The training activity is eligible under the Comenius IST action.</b>	
<b>The training activity takes place in one of the countries participating in the Lifelong Learning Programme and is organised by an institution/company which is located in a country participating in the LLP.</b>	
<b>The training activity takes place in a country other than the country where the applicant is resident or works.</b>	
<b>For job shadowing, either the home or destination country is an EU Member State.</b>	
<b>The training activity takes place within the eligible period.</b>	
<b>The training activity is eligible in terms of duration.</b> - for structured courses – from 5 working days up to 6 weeks; - for job shadowing/work placements and conferences/seminars – up to 6 weeks.	
<i>(If applicable, add national administrative criteria)</i>  <i>max. 5 Teilnehmer aus Österreich/Kurs.</i> <i>max. 2 Teilnehmer aus derselben Institution/Kurs.</i> <i>Bezuschussung im Call 2012 noch nicht erhalten.</i>	

The application is eligible: Yes   
No

**If the application is not eligible on the basis of one or several of the criteria above, please give details if necessary:**

*I hereby declare to the best of my knowledge that I have no conflict of interest (including family, emotional life, political affinity, economic interest or any other shared interest) with the person who has submitted this grant application. Furthermore, I confirm that I will not communicate to any third party any information that may be disclosed to me in the context of my work as an evaluator.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and signature