**FORM B**

WARNING: Filling this form does not ensure your enrolment to the selection.

The form must be entirely filled in, signed, and attached to the documentation that will be presented for participation in this Call.

(*Administrative act N\_\_\_\_\_\_\_).*

**PROFESSIONAL QUALIFICATIONS AND OTHER REQUIREMENTS**

1. University Degree

Applicants must have a level of education which corresponds to completed University studies attested by a University Degree, where the normal period of University education is 4 years or more.

In the absence of a University Degree, the applicant should demonstrate that he/she has professional experience of a minimum of 5 years in the area(s) the applicant is applying for.

If Legal Entity:

Legal entities, to prove the educational level, must refer to their key person(s) of which they enclose the cv. Key person(s) must meet the mandatory requirements.

|  |  |  |
| --- | --- | --- |
| **Level of education** | **Period of University education** | **Notes** |
|  |  |  |

\* Add more lines if you need to list other key person(s)

2. Experience

Experts should have a high level of skills, experience, and knowledge in the area they are applying for.

University of Camerino looks for the best-fit for each assignment, taking into consideration the area of expertise, discipline, networks, and experience.

If Legal Entity:

Legal Entities Applicants must have a level of experience which corresponds at least to 3 years of experience (from the date of foundation).

In the absence of this experience frame time, the applicant can produce the CV of its key-person(s)- as Physical Person(s) to demonstrate that they have the professional experience required and that the Legal Entity can support a client in these activities.

1. **Proposal Management**

Proven track record of minimum three projects submitted in the last three years. Please list only projects evaluated above the threshold.

| **Role** | *[In case of teamwork, indicate functions carried out -Bullet points]* |
| --- | --- |
| **Date (year, month)** | *[indicate the month and the year]* |
| **Framework**  **Funding Programme** | *[ E.g. H2020)* |
| **Call name**  **(and Call Id - Not compulsory)** | *[ E.g. Science with and for Society - SwafS-01-2018-2019-2020: Open schooling and collaboration on science education]* |
| **Full Project Name** |  |
| **Geographical coverage of work** | *[Indicate level: Local, National, European and/or International]* |
| **Project Budget – Total amount** |  |
| **Project Budget – Managed amount** |  |
| **N. of Partners – Countries involved** |  |
| **Thematic K-words**  **(min.1 – max. 3)** | *[E.g. Renewable energy technologies]* |
| **Company/Institution/Organization** |  |
| **Description of tasks carried out** | *[Please use bullet points only]* |
| **Qualifying score over the threshold** | *[Indicate value. E.g. 8/10]* |
| **The project has been awarded?** | Yes  No  In case of ‘No’ specify reason why [pls. specify] |

\* Add more charts if needed

1. **Project Management**

Proven track record of minimum three projects managed in the last three years

| **Role** | *[In case of teamwork, indicate functions carried out -Bullet points]* |
| --- | --- |
| **Date**  **(from – to)** | *[indicate the month and the year]* |
| **Framework**  **Funding Programme** | *[ E.g. H2020)* |
| **Call name**  **(and Call Id - Not compulsory)** | *[ E.g. Science with and for Society - SwafS-01-2018-2019-2020: Open schooling and collaboration on science education]* |
| **Full Project Name** |  |
| **Geographical coverage of work** | *[Indicate level: Local, National, European and/or International]* |
| **Project Budget – Total amount** |  |
| **Project Budget – Managed amount** |  |
| **N. of Partners – Countries involved** |  |
| **Thematic K-words**  **(min.1 – max. 3)** | *[E.g. Renewable energy technologies]* |
| **Company/Institution/Organization** |  |
| **Description of tasks carried out** | *[Please use bullet points only]* |

\* Add more charts if needed

1. **Proposal Specialist activities to support project communication, exploitation of results, dissemination, and visibility.**

Proven track record of products created within at least three funded projects in the last three years

| **Role** | *[In case of teamwork, indicate functions carried out -Bullet points]* |
| --- | --- |
| **Date**  **(from – to)** | *[indicate the month and the year]* |
| **Framework**  **Funding Programme** | *[ E.g. H2020)* |
| **Call name**  **(and Call Id - Not compulsory)** | *[ E.g. Science with and for Society - SwafS-01-2018-2019-2020: Open schooling and collaboration on science education]* |
| **Full Project Name** |  |
| **Geographical coverage of work** | *[Indicate level: Local, National, European and/or International]* |
| **N. of Partners – Countries involved** |  |
| **Thematic K-words**  **(min.1 – max. 3)** | *[E.g. Renewable energy technologies]* |
| **Company/Institution/Organization** |  |
| **Description of tasks carried out** | *[Please use bullet points only]* |
| **Products created at communication level** |  |

\* Add more charts if needed

3. Experience

Applicants should submit at least three references of clients (in relation with the selected area of interest)

| **Full Name** | **Company/Institution/Organization** | **Contacts** | **Notes** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* Add more lines if needed

4. Certificate on Financial Statement (CFS)

Do you offer services related to the CFS?\*

* Yes
* No
* I/We offer a similar service. Please specify (e.g., Certification on incurred costs) …………………………………………………………………………………………………………………………

\* Please note that this activity cannot be implemented together with the project management activities.

Place and date …………………………………… Applicant’s Signature ………………………………

(Original full and legible signature. In case of Legal Entity please declare your role)