**Feedback letter to applicants**

**After stage 1 -Two stages procedure**

Dear applicants,

We have assessed your pre-proposal for the [name of the call].

Number: [proposal number]

Acronym: [project acronym]

Based on the information given in your pre-proposal, we recommend the submission of a full project proposal and corresponding submissions of national/regional funding applications.

However, there are some conditions/ recommendations that must be fulfilled in the full proposal phase.

In any case all applicants are strongly advised to contact their local funding organisations for detailed information on regulations and potential weaknesses of your pre-proposal.

Please find all agency contact details at [link website]

The full proposal has to be submitted by the coordinator using the appropriate form available at

[link website]

We remind you that all partners must submit the application for funding to their local agencies.

When preparing full project proposals, please pay special attention to the detailed description of:

- state of the art and technical challenges

- targeted innovation

- work packages, timing, milestones, results and deliverables

- management of consortium and role of partners

- exploitation of results and market situation

- resources

Please observe the recommended length of the full proposals.

Deadline for full project proposals and national funding applications is [date, time].

Sincerely,

[Initiative name] team

**Feedback letter to applicants**

**After stage 2 -Two stages procedure**

Dear applicant,

Thank you for your application to the [name of the call].

The [name of the body responsible for the evaluation] met on [date].

The [name of the body responsible for the evaluation] has reviewed all proposals submitted and is now communicating its views and opinions to the relevant national and regional funding agencies for their consideration.

We would like to remind you that the final decisions regarding funding (or not) rests with the

national/regional funding agencies and not with the [name of the body responsible for the evaluation].

Once all funding agencies have made their decisions your funding agency will communicate the results to you.

Applicants are reminded of the need for a unanimous decision of all involved funding agencies for

transnational collaborative projects to proceed.

Sincerely,

[Initiative name] team