CHECKLIST: HOW TO APPLY FOR AN ERUA STUDENT PROJECT

This checklist will guide you through the application process for a joint ERUA bottom-up student project. erua-eui.eu/open-calls

☐ **STEP 1: Carefully check the Bottom-Up Project Call for ERUA Students,** read all information and documents on the website carefully. Mind to check the important dates, the guideline for inclusive and accessible projects, and the project proposal application form.

☐ **STEP 2: Draft a project idea** or think of topics you are passionate about.

☐ **STEP 3: Join the Online Info Session:**

> **Online Info Session**
> **Monday, October 21st, 2024 at 15:30 WEST/16:30 CEST/17:30 EEST.**
> **Via Zoom (this is the Zoom link for the online info session)**
> The info session will be recorded and made available.

☐ **STEP 4: Find your team** (of students from a minimum of two ERUA member universities). If you need assistance, here are some ideas:
- join an ERUA activity (ERUA-Website) and connect with fellow ERUA students
- Send us a request for collaborators (please use this form). With your consent, your request will appear on this platform, where you can also find other students' requests and get in touch. The team will support you in connecting with other students.
  In case of any questions please contact us via erua-students@europa-uni.de

☐ **STEP 5**: **Meet your team**, agree on different responsibilities and how you would like to work together, the next steps, and a timeline. Discuss more details of the project. Make sure your team and project fit all the criteria and that you can all handle the workload beside your studies.

☐ **STEP 7: Involve local Advisor** - Get in touch with the local advisor of each university (see above) represented in your team. Together with them, identify project partners, experts and available infrastructures

☐ **STEP 6: Draft** - As a team, check the application process and all necessary documents, prepare a first concept draft

☐ **STEP 8: Finalize and submit your application** via erua-students@europa-uni.de Use the application form and mind to include all necessary information.
Deadline for submission: December 10th, 2024.

☐ **STEP 9: Celebrate the submission** with your team and wait for response.

☐ **STEP 10: Regularly check your emails.** We might need to contact you for clarification/ adjustments. Keep your local advisor updated.
Results will be announced latest by January 20th, 2025.

Questions? Contact the team via erua-students@europa-uni.de