

**Method of proceeding during the CEF-Transport Call for Proposals of “multi-applicant application” type in a situation where an entity from Poland will be an applicant partner of the project:**

- After the EC announces the CEF-Transport Call for Proposals, the applicant partner prepares an application, under its responsibility, along with attachments according to the application form drawn up by the EC for the given CEF-Transport Call for Proposals and submits it to the Ministry of Infrastructure and Development (MID).
- The Department of Infrastructural Programmes (DIP) at the MID verifies the submitted document;
- The MID (DIP) provides an opinion on the submitted project to the applicant partner. Should any deficiencies or irregularities be found in the application, the MID (DIP) submits comments on revising and/or completing the information contained in the document as well as asks for explanations in case of any doubtful issues;

When carrying out the verification, the MID (DIP) may ask the applicant partner for additional explanations and/or correcting the application, both officially and by way of working contacts.

The deadline to submit the final version of the application is set by the MID (DIP) in accordance with the schedule of the CEF-Transport Call for Proposals and taking into account the schedule of the organisation of submitting the application by the applicant coordinator;

- The applicant partner submits the corrected application – revised and completed under its responsibility and with the contribution of other Member States implementing the project under their responsibility – to the MID (DIP) together with its electronic version.

Submission of the final version of the application shall be in English;

- The application approved by the Ministry is forwarded to the applicant partner who shall provide the application to the applicant coordinator. Once the procedure of the CEF-Transport Call for Proposals is completed, the applicant partner provides the MID (DIP) with the final version of the application submitted to the EC.

**Method of proceeding during the CEF-Transport Call for Proposals of “multi-applicant application” type in a situation where an entity from Poland will be an applicant coordinator of the project:**

- Once the EC announces the CEF-Transport Call for Proposals, the applicant coordinator prepares an application, on a basis of the contributions of all applicants, together with attachments according to the application form drawn up by the EC for the given call and submits it to the Centre for UE Transport Projects (CEUTP). The application must be agreed with all the Member States participating in the project;
- Within the first stage of verification, the application in terms of the applicant coordinator’s contribution shall be subject to the formal and substantive verification. When carrying out the verification, the CEUTP may ask the applicant coordinator for additional explanations and/or correcting the application, both officially and by way of working contacts.

The deadline to submit the final version of the application is set by the CEUTP in accordance with the schedule of CEF-Transport Call for Proposals. Submission of the final version of the application shall be in English;

- The applicant coordinator submits the corrected application – revised and completed as well as approved by all Member States implementing the project under their responsibility – to the CEUPT, in the required number of copies and in an electronic version.

The application submitted after the deadline set by the CEUTP is not considered (except for duly justified cases beyond the control of the applicant, which were announced before the expiry of the above-mentioned deadline);

- The CEUTP verifies whether all the comments indicated in correspondence to the applicant coordinator have been taken into account. If necessary, minor corrections (obvious accounting errors or typographical errors) are made by the CEUTP itself, in agreement with the applicant coordinator;
- Applications whose verification was completed by the CEUTP, together with an assessment with respect to meeting the requirements of the CEF-Transport Call for Proposals by the project, are immediately forwarded to the MID (DIP), however, not later than within a time-limit set by the MID (DIP);
- Should any grounds for rejecting the application occur, the CEUTP shall immediately notify the MID (DIP) of this fact. The MID makes a final decision on the rejection of the application, should it be found that it refers to the project which does not meet the requirements of the CEF-Transport Call for Proposals. The information on this issue is immediately provided to the applicant coordinator, along with an appropriate justification.

In the event of the positive assessment and after obtaining the approval on the part of the Ministry, the MID forwards the application to the applicant coordinator which shall provide the application to the EC in accordance with the requirements of the CEF-Transport Call for Proposals.