

Appraisal procedure - stages	Communication Channel	Indicative Target date
Submission of the proposal in APPEL	APPEL	Day 1
☒ Acknowledgment receipt	APPEL	
Analysis – pre-selection – made by ECHO staff HQ/TA/RSO in parallel		+15 working days
☒ Invitation to submit revised proposal including comments to be integrated in the revised Single Form or Refusal letter	ECHO->Partner APPEL notification	
☒ Refusal letter	ECHO->Partner Email (pdf)	
Negotiation: exchanges between the partner and the TA before the submission of the official revised proposal.	TA ↔ partner field (email)	+30 working days
Revised proposal	APPEL	
Additional round of negotiation	ECHO ↔ Partner	(normally not foreseen)
Decision to fund and preparation of agreement	ECHO -> Partner Formal notification	+11 working days
In case the negotiation was not successful:		
Refusal letters	ECHO -> Partners Email pdf	
Clarification on refusal	Partner-> desk/TA Email	