**Assignments**

Session 4: Follow-up and final details

**Work with your team!** Discuss, share or split the assignments with your team. Write your ideas, note down all your discussions and put in writing all your assignments… this will help you create input for your project! You can write in English or in your language: maybe English-speaking colleagues can facilitate or translate and others can write or complete other tasks.

1. **Project summary.**

Summarise the background, objectives, activities, follow-up sections of your application. Maximum 1000 characters each.

1. **Read Part 4 of the Project application guide**

Read Part 4 of the Project application guide. Read “your checklist for success” (pages 11-12)

1. **Fill in your application form**

Use your previous assignments from other sessions to fill in your application form

Add the documents to the Annexes

* Signed declaration on honour
* [Formal agreements](https://www.teachersrise.eu/terms-and-conditions/)
* [Letters of intent](https://www.teachersrise.eu/letter-of-intent/)

Review your application

* Use your checklist for success (12 points)
* Evaluate your application using the award criteria

Ask our feedback well in advance of your planned submission

Plan to submit before 23rd February 12.00.00 Brussel time… **at least a few days in advance!**