

Naming Rules for Application Materials and Checklist

(I) Scope of Application

- These rules apply to the following four types of application packages: JRU-Morocco Application Package, JRU-Senegal Application Package, JRU-Cabo Verde Application Package, and JRU-Côte d'Ivoire Application Package. All application materials must be named according to their respective JRU scope and submitted independently.

(II) General Principles for Naming

- All file names must include the corresponding JRU text identifier, institution abbreviation, PI name, and file type;
- File names must be concise, clear, and identifiable;
- Do not use meaningless names such as "final," "new version," or "scan1";
- The naming rules for all files within the same application package must remain consistent.

(III) Recommended Naming Format

- Use the following format uniformly: [JRU Name][Institution Short Name][PI Name]_[Document Type]
- Examples:
- JRU-Morocco_UCA_Abbad_ApplicationForm.pdf
- JRU-Senegal_EISMV_Kane_Pi_CV.pdf
- JRU-CaboVerde_UCV_Silva_ResearchPlan.pdf

(IV) Required Application Materials and Designated File Names

- Application Form
- Institution Profile
- Legal Registration
- PI_CV

- Team List
- Publications
- Research Background
- Stage1WorkPlan
- Three-year Vision
- Exchange Plan
- Application Potential
- Institution Support
- Cooperation Feasibility

(V) Submission Requirements

- All materials must be submitted in PDF format;
- Files must be clear and legible; scanned documents must ensure high clarity;
- If the original document is in French or Portuguese, a complete English translation must be attached;
- All materials in the same application package must be compressed into a single folder, with the folder named in the following format: [JRU Name][Institution Short Name][PI Name]_Application Package.
- Examples:JRU-Morocco_UCA_Abbad_ApplicationPackage;
JRU-Senegal_EISMV_Kane_ApplicationPackage;
JRU-CaboVerde_UCV_Silva_ApplicationPackage.

(VI) Supplementary Notes

- Materials from different JRU scopes must not be mixed during submission;
- If materials are incomplete, poorly named, or have unclear JRU text identifiers, IAFPH reserves the right to request corrections;

- Before entering the evaluation process, all materials will be archived and managed according to their respective JRU scope.