

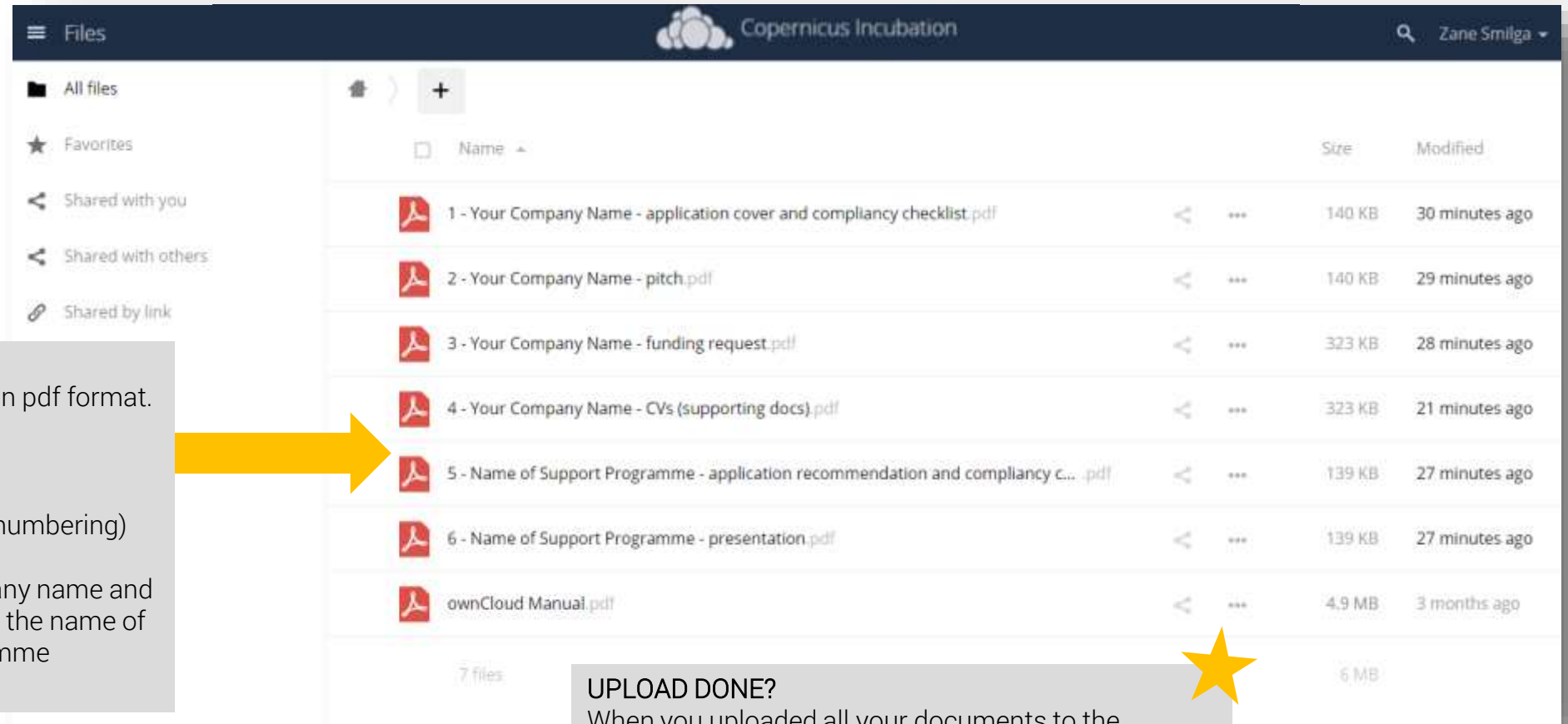
# Guidelines to upload your application documents

Example folder / empty

The screenshot shows the Copernicus Incubation file management interface. A dark blue header contains the Copernicus Incubation logo and a user profile for Zane Smilga. The main area shows a file management view with a sidebar on the left containing 'All files', 'Favorites', 'Shared with you', 'Shared with others', 'Shared by link', and 'Tags'. The main content area shows an empty folder with a '+', 'Upload', and 'Folder' options. A context menu is open over a file, showing 'Details', 'Rename', 'Download', and 'Delete' options. A user menu is open in the top right, showing 'Settings', 'Help', and 'Log out' options. Annotations include: a yellow arrow pointing to the '+' icon with a text box 'UPLOAD DOCUMENTS Click on \"+\" and choose \"upload\" Select and upload your application files'; a yellow arrow pointing to the 'Delete' option with a text box 'DELETE DOCUMENTS In case you need to delete your file click here...'; a yellow arrow pointing to the 'Log out' option with a text box 'Done with uploading? Log out here...'; and a yellow arrow pointing to the user menu with a text box 'Change your password here.'

# Guidelines to upload your application documents

Example folder / after upload



## FORMAT

Save your application documents in pdf format. (except videos)

## DOCUMENT NAMES

- Keep the document titles (with numbering) as provided, except:
- replace 'start-up' by your company name and replace 'support programme' by the name of your partnering support programme
- delete the word 'template'.

## UPLOAD DONE?

When you uploaded all your documents to the Copernicus Incubation Cloud, your application is complete. **We have access to this shared folder.** You will receive an e-mail soon after the deadline with the results of the compliancy check of your application.