Expanding Excellence in England (E3) Fund 2024-29

# Annex D: Document checklist

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| **Item** | **Description** | **Included in submission? (Y/N)** | **Details** |
| **1** | Cover sheet (**Annex A**) + bid submission (no more than 15 pages) |  | A single PDF document, with cover sheet, covering the submission and evidence to support the case.  The risk register must be included in the page limit. |
| **2** | Information on resource and capital spending strategies and achieving Net Zero (**Annex B**) |  | Please include document as a PDF. |
| **3** | Quantitative evidence, including financial information and spending profile (**Annex C**) |  | Please include document as an Excel file |
| **4** | 1. Letter(s) of Support 2. Head of institution sign-off |  | Letters of Support from all HEPs in receipt of funding and any partner organisations or those providing material support (collated as a single PDF)  Confirmation of the approval of your head of institution, such as a signed letter or a confirmation e‑mail from their address (separate document) |
| **5** | Is the file size of the email attachments for the whole bid, including financial information, less than or equal to 10MB? |  | The email attachments can be sent as a zipped file provided that when unzipped the attached files do not exceed 10MB combined. |