**Annex 11: quality review on contract preparation and signature**

|  |  |
| --- | --- |
| Project name & acronym |  |
| Project reference number |  |
| Project officer |  |
| Title of call for subgrant proposals |  |
| Project beneficiary managing the sub-grant scheme |  |

|  |  |  |
| --- | --- | --- |
| Checks | Yes/No N.A. | Comments |
| Does the preparation and signature of contracts respect the principles and procedures? [[1]](#footnote-1) |
|  | Are the minutes of the pre-contracting meetings signed by the representatives of both the beneficiary and the sub-grantee? |  |  |
|  | Do the content of the minutes and the correspondence between the beneficiary and the sub-grantee show that there is no negotiation putting into question the award procedure? |  |  |
|  | Are all relevant supporting documents included in the contract dossier (either electronically or on paper)? |  |  |
|  | Are the contracts signed by the legal representatives of both the beneficiary and the sub-grantee? |  |  |

<Place>, <date> Prepared by <name of person who filled-in the checklist>

 Signature

1. These checks may be carried out on a sample basis [↑](#footnote-ref-1)