**Annex 12: documentation checklist on contract preparation and signature**

|  |  |
| --- | --- |
| Project name & acronym |  |
| Project reference number |  |
| Project officer |  |
| Title of call for subgrant proposals |  |
| Date of launch of call for subgrant proposals |  |
| Project beneficiary launching the call |  |

|  |  |  |
| --- | --- | --- |
| Checks | Yes/No N.A. | Comments |
| Does the project keep the following documents? |
|  | Minutes of pre-contracting meetings |  |  |
|  | Record of any contact with awarded applicants (e-mail, phone, etc.) |  |  |
|  | Contract dossiers |  |  |
|  | Signed contracts |  |  |
|  | Report on availability of funds after initial contract signatures for use of reserve list |  |  |
|  | List of reserve sub-grants finally accepted for financing |  |  |
|  | Published list of signed contracts |  |  |
|  | Risk assessment grid for each contract (1st version after contract signature) |  |  |
|  | Risk register (1st version at contract signature) |  |  |
|  | Dashboard with indicators and target values in awarded contracts |  |  |

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

 Signature