**Annex 16: quality review on initial and interim payments**

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

|  |  |  |
| --- | --- | --- |
| Checks[[1]](#footnote-1) | Yes/No N.A. | Comments |
| Initial payments |
|  | Is the compliance with the requirements of sub-grant contract for initial payment checked and documented before authorisation? |  |  |
|  | Do the amounts paid correspond to the amount foreseen in the sub-grant contract? |  |  |
| Interim payments |
|  | Is the compliance of the narrative reports with the requirements of the sub-grant scheme in terms of format and content checked and documented? |  |  |
|  | Are the current values for indicators checked and documented? |  |  |
|  | Is the compliance of the financial reports and payments claims with the requirements of the sub-grant scheme in terms of format and content checked and documented? |  |  |
|  | Is the quality, content and format of the expenditure verification report checked and documented? |  |  |
|  | In case of simplified costs, are the conditions triggering the payment checked and documented? |  |  |
|  | Do the updated reports comply with the requests of clarification and/or documentation? Is the check documented before authorisation? |  |  |
|  | Do the amounts paid correspond to the amount foreseen in the sub-grant contract? |  |  |
|  | Is the individual risk assessment grid updated after each visit? |  |  |

<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)