**Annex 4: documentation checklist for inception**

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| --- | --- |
| Project name & acronym |  |
| Project reference number |  |
| Project officer |  |

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| --- | --- | --- | --- |
| Document | Location of original(s) | Uploaded to MIS  (Yes/No/Not applicable) | Comments |
| Guidelines for applicants for grant proposals | MA/JTS |  |  |
| Questions and answers during the call for grant proposals | MA/JTS |  |  |
| Application form | MA/JTS |  |  |
| Correspondence MA-LB during contracting | MA/JTS |  |  |
| Signed grant contract and annexes | MA/JTS |  |  |
| Eligibility conditions for subgrants in call for grant proposals | MA/JTS |  |  |
| Extract of criteria for “*no margin of discretion*” in grant contract | MA/JTS |  |  |
| Extract of the conditions of the simplified cost options (SCO) | MA/JTS |  |  |

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

Signature