**Annex 7: checklist on transparency**

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

|  |  |  |
| --- | --- | --- |
| Document | Yes/No | Comments |
| Was all relevant information published in the programme website? |  |  |
| Was it publish with enough time to allow potential applicants to develop their proposals? |  |  |
| Was it published in appropriate media for the intended target groups? (specify which media in the column “comments) |  |  |
| Did the project organise information sessions? |  |  |
| Was the information delivered in these sessions available on-line? |  |  |
| Did the project prepare a “Questions and answers” document or section in the website, easily accessible? |  |  |
| Did all the means used to inform potential applicants respecting the principle of equal treatment? |  |  |

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

 Signature