**Annex 8: documentation checklist on calls for sub-grant proposals**

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| --- | --- |
| 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 the Steering Committee approving the call for sub-grants (if relevant) |  |  |
|  | Communication to MA/JTS of the launching of the call, including application pack documents |  |  |
|  | Correspondence with MA/JTS on the call |  |  |
|  | List of media use for publicising the call and justification of its appropriateness |  |  |
|  | Documentation related to the information sessions |  |  |
|  | Questions received by any means (including orally in the sessions or by phone) |  |  |
|  | Q&A published |  |  |
|  | Web pages related to the call  |  |  |
|  | Acknowledgment of receipt to applicants (electronically or on paper) |  |  |
|  | List of registered proposals |  |  |

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

 Signature