**Annex 10: documentation checklist on evaluation**

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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 managing the call |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Checks | | Yes/No N.A. | Comments |
| Does the project keep the following documents? | | | |
|  | Instructions to the evaluation committee |  |  |
|  | Formal appointment of members of the evaluation committee |  |  |
|  | Formal appointment of members of the complaint committee |  |  |
|  | Signed declarations of impartiality and confidentiality |  |  |
|  | Filled-in administrative grids |  |  |
|  | Filled-in eligibility grids |  |  |
|  | Opening sessions report |  |  |
|  | Notifications of conflict of interest by evaluators |  |  |
|  | Filled-in evaluation grids |  |  |
|  | Evaluation report |  |  |
|  | Signed and sent notification letters to applicants |  |  |
|  | Registered complaints from applicants |  |  |
|  | Assessment report from complaint committee |  |  |
|  | Signed and sent resolution letters to applicants with complaints |  |  |
|  | Final list of awarded sub-grants and reserve list |  |  |
|  | Whistle-blowing report for evaluation stage |  |  |

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

Signature