**Annex 17: documentation checklist on initial and interim payments**

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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? |
|  | Initial payment authorisation |  |  |
|  | Interim/progress narrative reports |  |  |
|  | Financial reports & payment claims |  |  |
|  | Expenditure verification reports |  |  |
|  | Requests of clarification and/or additional documentation to sub-grantees |  |  |
|  | Correspondence with sub-grantees on requests for clarification/documentation |  |  |
|  | Updated reports and payment claims |  |  |
|  | Payment claim compliance notification |  |  |
|  | Updated individual risk assessment grid |  |  |
|  | Updated risk register |  |  |
|  | Financial execution dashboard |  |  |
|  | Updated dashboard with current values of indicators |  |  |

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

 Signature