Annex F2aV - Collective Administrative Verification and Admissibility Grid

Complete Proposal -Two-stage Call for Proposals

This checklist applies to a single complete proposal. It is completed collectively, or validated collectively, by the committee members as part of the evaluation report.

I. Minimum File Identification

Call for Proposals	**<TITLE> - <NUMBER>**
Proposal Reference No.	
Applicant's Name	
Co-Applicant(s), if applicable	
Lot concerned, if applicable	
Date and Time of Receipt	

II. Verification

1. Administrative Verification

No.	Verification Point	Yes	No	N/A	Comments
1	The proposal is submitted via the authorised channel.	☐	☐		
2	The correct proposal form was used.	☐	☐		
3	The form is completed, signed, and submitted in the required format.	☐	☐		
4	The proposal is written in the required language.	☐	☐		
5	The required annexes are attached.	☐	☐		
6	The mandates of the co-applicants, if applicable, are completed, signed, and attached.	☐	☐	☐	
7	The budget is attached, balanced, presented in the required format, and denominated in euros, unless otherwise specified in the guidelines.	☐	☐		
8	The logical framework and any other required technical documents are attached when the guidelines require them.	☐	☐		

2. Admissibility Check

No.	Check Point	Yes	No	N/A	Comments
9	The duration of the action complies with the limits set in the guidelines.	☐	☐		
10	The requested contribution has not been modified by more than 20% compared to the amount requested at the concept note stage and complies with the minimum and maximum authorised amounts.	☐	☐		
11	Any co-financing requirements are met.	☐	☐	☐	
12	The proposed costs are, upon initial analysis, eligible under the applicable guidelines. The proposed costs are, upon initial analysis, consistent with the eligible cost categories.	☐	☐		
13	Third-party funding mechanisms (sub-grants or financial support to end beneficiaries), where applicable, are permitted by the guidelines.	☐	☐	☐	
14	When the proposal includes third-party funding, the minimum required information is provided.	☐	☐	☐	

Conclusion: The proposal ☐ is / ☐ is not considered for evaluation.

Comments:

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III. Collective Validation

This verification is completed collectively or validated collectively by the committee members participating in the administrative and admissibility verification of the file.

Name	Position	Date	Signature