

Letterhead of Contracting Authority

Call for proposals reference: <>

Title: <>

Type of procedure: [open] [restricted]

EVALUATION REPORT

STEP 3

FINAL ELIGIBILITY CHECKS

Contents

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Annexes

- Declarations of impartiality and confidentiality
- Declarations made by the lead applicants under section 7 of the grant application form and assessment grid (section 8 of the application form)
- [Clarification correspondence with lead applicant]

1. Timetable

	Date	Time
Meeting 1		
Meeting 2		
Etc.		

2. Participants

Name	Representing	Role ¹

3. Evaluation

The total available budget for this call is EUR <XXX>.

The [evaluation committee] [assessors] used the declarations by the lead applicants (section 8 of the grant application form), the checklist (part 2 of section 7 of Part B of the grant application form) and

¹ E.g. Evaluator, assessor, observer, chairperson, secretary, etc.

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the assessment form (section 9 of the grant application form) to assess the eligibility of the provisionally selected applicants and their affiliated entity(ies), and cross-checked them with the supporting documents provided. The evaluation committee then discussed them.

(Insert here the summary of discussions and the approach adopted by the evaluation committee.)

From the full applications recommended for provisional selection and a reserve list, the evaluation committee, drew up three lists, as set out in section 4.

The evaluation committee has checked that none of the proposed applicants (i.e. applicants + affiliated entity(ies)) have been recorded at exclusion level in the Early Detection and Exclusion System. (In indirect management this must be checked with the representative of the European Commission).

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The checklists for all the full applications examined are annexed to this report.

4. Conclusions

4.1 Full applications recommended for the award of a grant contract

The following applications are recommended for the award of contract.

[The list of full applications recommended, sorted by sector, issue or geographical area, is attached at annex.]

Applic. No	Lead applicant	[Average] score	Recommended grant amount	Recommended percentage(s) %	Comments

Number of applications selected: <...>.

Total amount requested for the selected applications: EUR <...> (sum of the contributions requested)

Total amount available: EUR <...>.

4.2 Reserve list of eligible applications

Experience shows that during the evaluation of the proposed budgets for the actions, some proposals will have to be revised/reduced and this may leave room for additional awards. Hence the need for a reserve list of applications. The following applications are recommended for the reserve list: [The reserve list of eligible applications, sorted by sector, issue or geographical area, is attached as annex.]

Applic. No	Lead applicant	[Average] score	Recommended grant amount	Recommended percentage(s) %	Comments

Number of applications on the reserve list: <...>.

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Total amount requested for applications on the reserve list: EUR <...> (sum of the contributions requested)

4.3 Ineligible applications

The following applications were found to be ineligible:

Applic. No	Lead applicant	[Average] score	Comments

5. Signatures

	Name	Signature
Chairperson		
Secretary		
Evaluators		

Approved by the Contracting Authority:

Name & Signature:

Date:

[Approved by the European Commission (only in the case of ex ante control by the European Commission)]

Name:

Title:

Signature:

Date:]

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