**CHECKLIST FOR PROJECT FILE**

**PROJECT SUMMARY SHEET**

|  |  |  |
| --- | --- | --- |
| 1 | PROGRAMME TITLE: |  |
|  | CALL FOR PROPOSALS PUBLICATION NO: |  |
| 2 | PROJECT TITLE: |  |
|  | PROJECT APPLICATION NUMBER: |  |
| 3 | CONTRACT TITLE: |  |
|  | CONTRACT NUMBER: |  |
| 4 | GRANT BENEFICIARIES: |  |
|  | CONTACT PERSONS: |  |
|  | TELEPHONE: |  |
|  | FAX: |  |
|  | E-MAIL: |  |
| 5 | TOTAL AMOUNT OF ELIGIBLE COSTS: |  |
|  | TOTAL AMOUNT OF THE EU CONTRIBUTION: |  |
| 6 | PROJECT STARTING DATE: |  |
| 7 | PROJECT CLOSING DATE: |  |

**CONTRACT FILE SECTIONS**

|  |  |
| --- | --- |
| **NAME OF THE SECTION** | **NO.** |
| GRANT CONTRACT(COPY) | 1 |
| ADDENDA TO GRANT CONTRACT IF ANY (COPY) | 2 |
| REALLOCATIONS/AMENDMENTS TO GRANT CONTRACT BUDGET IF ANY | 3 |
| NOTES FOR FILE ON MEETINGS | 4 |
| CORRESPONDENCE WITH GRANT BENEFICIARIES | 5 |
| REPORTS (E.G. PROGRESS) OTHER THAN INTERIM AND FINAL | 6 |
| MONITORING VISIT REPORTS AND RELATED DOCUMENTS | 7 |
| INTERIM REPORT(-S) (COPY) AND RELATED DOCUMENTS (ANNEXES) | 8 |
| FINAL REPORT (COPY) AND RELATED DOCUMENTS (ANNEXES) | 9 |
| EXPENDITURE VERIFICATION REPORT IF ANY | 10 |
| REPORT ON IRREGULARITIES IF ANY (COPY) | 11 |
| PAYMENT RELATED DOCUMENTS | 12 |
| OTHER NOTES & DOCUMENTS | 13 |