

OFFLINE TEMPLATE

Control checklist

For information
purposes only

1. Beneficiary's Information

1.1 PROJECT AND PARTNER REPORT

Project title	Filled-in once from AF (automatic in electronic systems)
Project acronym	Filled-in once from AF (automatic in electronic systems)
Project index number	Filled-in once from AF (automatic in electronic systems)
Reporting period	(DD.MM.YYYY - DD.MM.YYYY)
Report number	Pre-filled (automatic in electronic systems)

1.2 BENEFICIARY

Name of controlled beneficiary	Pre-filled from most recent AF (automatic in electronic systems)
Beneficiary's role in the project (Lead partner, Project partner)	Pre-filled from most recent AF (automatic in electronic systems)
Contact person (name and email address)	Pre filled from the most recent AF (automatic in electronic systems)
Project partner number	Pre-filled from most recent AF (automatic in electronic systems)

1.3 ACCOUNTING SYSTEM

The beneficiary uses for accounting purposes	<input type="checkbox"/> a separate accounting system	<input type="checkbox"/> an adequate accounting code	
Existing accounting system is effective and allows a clear identification of all project-related expenditures	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Comments

1.4 VAT

<p>The beneficiary organisation has the right to recover VAT. (If 'partially' is ticked, please provide comments)</p>	<p>Yes <input type="checkbox"/></p>	<p>Partially <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>Comments</p>
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2. Audit trail and other checks

VERIFICATIONS	CONFIRMED		
	Yes	No	n.a.
1) The list of expenditure for the reporting period is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Deadline for submitting expenditure to the controller, as set by the programme or if applicable at national level, was respected. <i>(Please refer to chapter B.3.1 of the Implementation Manual)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Expenditure has been incurred and paid between the start day of the project and the end date of the reference reporting period. <i>(Does not apply to flat rates and to the last reporting period)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Contents of the financial report are consistent with those of the activity report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Costs are directly related to the approved project and are necessary for its implementation. <i>(i.e. have been initially planned in the approved application form; or rules related to project modifications were respected)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Costs are correctly allocated to the relevant budget lines and work packages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Ineligible costs as listed under chapter C.1.6 of the Implementation Manual are not included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) Recoverable VAT has been deducted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) Expenditure was incurred within the programme cooperation area. <i>(Only applicable to CE beneficiaries and assimilated partners)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) There are effective mechanisms in place to avoid Double-financing in compliance with the requirements as in chapter A.4.4.2 of the IM.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11) If applicable, activities carried out (and expenditure incurred) in EU regions outside the programme area by beneficiaries located in the programme area were planned in the approved application form or the programme bodies have given their prior consent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12) If applicable, expenditure referring to activities carried out outside the EU territory was incurred by the financing partner listed in the approved application form were planned in the approved application form or the programme bodies have given their prior consent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13) For beneficiaries located outside the Euro-zone the exchange rate used for the conversion of expenditure incurred and paid in national currency into Euro is correctly applied by using the monthly exchange rate of the Commission in the month during which the expenditure was submitted for verification to the national controller.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14) The co-financed products and services were delivered or are in progress to be delivered and they are coherent with activities performed and outputs/deliverables obtained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15) There is no evidence that the adequacy of expenditure is not ensured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16) If the partner contribution does not come from the partner's own resources but from an external public source, the total public contribution has not been exceeded. <i>(if the partner contribution comes from the partner's own resources or entirely from private resources please tick n.a.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17) In case of lead partner, previous ERDF payments have been transferred without delay and in full to the relevant project partners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18) Claimed expenditure respect the partner total budget, budget per budget line and budget per work package as in the latest version of the approved application form, or deviations remain within the budget flexibility with prior approval of the lead partner (if applicable) or were approved by the relevant programme body if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19) Applicable information, communication and branding rules were complied with, with regard to claimed expenditure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20) Net revenue not foreseen and/or not deducted in the application form has been deducted from the total eligible expenditure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Results, comments, recommendations, points to follow-up (if any).

NOTE: deductions (if any) are allocated to the relevant budget lines.

3. On-the-spot verifications

VERIFICATIONS	CONFIRMED		
	Yes	No	n.a.
1) The outcome of the on-the-spot verification of the accounting documents forming part of the audit trail is in line with the outcome of the performed desk verification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) All documents are archived.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) The accounting system was verified on-the-spot and it is effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Equipment and/or any infrastructure/works are in line with the quantity and quality as in the application form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Equipment and/or any infrastructure/works are properly realised/installed in the place as indicated in the application form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) The applicable rules regarding information, communication and branding are respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Results, comments, recommendations, points to follow-up (if any).

NOTE: deductions (if any) are allocated to the relevant budget lines.

4. Budget Line-specific verifications

4.1 Staff Costs

Staff costs are reported on a real costs basis in accordance with the AF	<input type="checkbox"/>
Staff costs are reported on the basis of the 20 % flat rate in accordance with the AF	<input type="checkbox"/>
No staff costs are reported	<input type="checkbox"/>

4.1.1 Real costs

VERIFICATIONS	CONFIRMED		
	Yes	No	n.a.
1) Declared staff costs refer to employees of the beneficiary or work under a contract considered as an employment document in case of payments to natural person working for the beneficiary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) For staff costs referring to a natural person working for the beneficiary under a contract other than an employment/work contract all applicable conditions, as listed in chapter C.2.1.1 of the Implementation Manual, are respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Job description providing the necessary information on the responsibilities related to the project has been provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Expenditure incurred is limited to salary payments and any other costs directly linked to salary payments. <i>(Any other costs directly linked to salary payments incurred and paid by the employer are eligible provided that they are: (i) fixed in an employment document or by law; (ii) in accordance with the legislation referred to in the employment document and with standard practices in the country and/or organisation where the individual staff member is actually working; and (iii) not recoverable by the employer.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) There is no evidence that claimed Staff costs are not adequate in quality and/or quantity to the realised deliverables and outputs as listed in the approved application form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Staff cost are calculated correctly, according to the chosen option.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) The periodic staff report has been provided and is signed by both the employee and the supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) The detailed monthly working time registration has been provided. <i>(Only in case of flexible no. of hours per month worked in the project or staff contracted for project purposes on an hourly basis.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) Payslips or other documents of equivalent probative value which allow proof of payment of gross employment costs have been provided. <i>(Only in case of staff working: full-time in the project; part time with a fixed percentage of time/month; for project purposes on an hourly basis.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) Document clearly stating: that the employee works full time on the project/ the percentage of time worked by the employee on the project has been provided. <i>(Only in case of staff working: full-time in the project; part-time with a fixed percentage of time/month.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11) The hourly rate applied has been determined through the following	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

formula: latest documented annual gross employment costs/1.720 hours as calculated when costs of the concerned employee(s) were claimed for the first time.

(Only in case of flexible no. of hours worked per month in the project.)

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 12) Proof of the latest annual gross employment costs was provided when costs of the concerned employee(s) were claimed for the first time and the hourly rate for each employee was calculated.
<i>(Only in case of flexible no. of hours worked per month in the project.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|

Results, comments, recommendations, points to follow-up (if any).

Ineligible amount (if any):

4.1.2 20 % flat rate

VERIFICATIONS	CONFIRMED		
	Yes	No	n.a.
1) The beneficiary chose the 20 % Staff costs flat rate in the application form.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Staff costs are calculated correctly as 20 % of the beneficiary's eligible direct costs other than staff costs. <i>(Direct costs are limited to: travel and accommodation costs; External expertise and services costs; Equipment expenditure; and Infrastructure and works expenditure.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) The controlled beneficiary has at least one employee involved in the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) In case of small companies with no staff, the required declaration has been provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Results, comments, recommendations, points to follow-up (if any).

Ineligible amount (if any):

4.2 Office and administrative expenditure

VERIFICATIONS	CONFIRMED		
	Yes	No	n.a.
1) The flat rate is calculated correctly as 15 % of the eligible direct staff costs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Cost items belonging to this budget line (as defined in chapter C.2.2. of the Implementation Manual) are not charged under any other budget line.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Results, comments, recommendations, points to follow-up (if any).

Ineligible amount (if any):

4.3. Travel and accommodation costs

VERIFICATIONS	CONFIRMED		
	Yes	No	n.a.
1) Travel and accommodation costs only relate to the staff of the beneficiary for missions necessary for project implementation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Expenditure is limited to cost items as defined in chapter C.2.3.1 of the Implementation Manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Travel and accommodation costs are clearly linked to the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) The most cost-efficient mean of transportation has been used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) The duration of the mission is in line with its purpose. (i.e. the duration was not longer than from the day before to the day after the meeting. In the case of a longer duration it is proved that the additional costs do not exceed the savings eventually made in the costs for transportation.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Hotel daily rates are below the amounts defined in Annex 5 of the Implementation Manual or, if not, they are justified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Daily allowances are in line with national/internal rules or, in their	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

absence, they are equal or below those defined in Annex 5 of the Implementation Manual.

8) Unused travel tickets have been excluded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) Authorisation of the mission is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) Travel and accommodation costs have been borne by the beneficiary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11) If paid directly by a staff member of the beneficiary, proof of reimbursement from the employer is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12) Daily allowance covering any of the costs referring to travels, meals, accommodation or visa are not claimed in addition to daily allowance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13) Costs partially covered by third parties have been reduced from the daily allowance. <i>(e.g. breakfast included in the hotel fee, lunch or dinner paid by the organisers of a meeting/event)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14) Supporting documents concerning travel and accommodation costs are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15) Travel and accommodation costs that occurred outside the programme area were planned in the approved application form or a written consent was provided by the JS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16) Expenditure is supported by invoices or documents of equivalent probative value which are correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17) Expenditure is supported by proof of payment (bank account statements, bank transfer confirmations, cash receipts etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Results, comments, recommendations, points to follow-up (if any).

Ineligible amount (if any):

4.4. External expertise and services costs

External expertise and services were acquired in this reporting period Yes No

(if yes) Refer to Section 5 for verifying public procurement

VERIFICATIONS	CONFIRMED		
	Yes	No	n.a.
1) Contracted external expertise and services were foreseen in the application form or prior approval of the relevant programme body was granted. <i>(Unless amounts are below the threshold of the budget flexibility rule.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Services or expertise have not been sub-contracted to another project partner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Expenditure is limited to the elements listed in chapter C.2.4.1 of the Implementation Manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Costs are paid on the basis of contracts/written agreements and against invoices/request for reimbursement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) External expertise and services are clearly linked to the project and are essential for its effective implementation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Invoices or documents of equivalent probative value are sufficiently detailed and in line with the contract(s) - or where applicable- with the selected offer- in terms of amount and nature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) The share allocated to the project is plausible, i.e. calculated according to a fair, equitable and verifiable method. <i>(In case of experts or services that are NOT exclusively used for the project)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) Deliverables or other evidence of the work carried out by the provider is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) Where applicable, the applicable information, communication and branding requirements have been respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) Promotional materials refer to items included in the programme pre-defined list of eligible materials or previously approved by the MA/JS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11) Gifts do not exceed the maximum value of EUR 50 per item and are linked to promotion, communication and publicity or information activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12) Expenditure is supported by proof of payment (bank account statements, bank transfer confirmations, cash receipts etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Results, comments, recommendations, points to follow-up (if any).

Ineligible amount (if any):

4.5. Equipment expenditure

New equipment items are reported in this reporting period Yes No

(if yes) Refer to Section 5 for verifying public procurement

VERIFICATIONS	CONFIRMED		
	Yes	No	n.a.
1) Purchased equipment items were foreseen in the application form or prior approval of the relevant programme body was granted. <i>(Unless amounts are below the threshold of the budget flexibility rule.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Expenditure claimed is limited to the elements listed in chapter C.2.5.1 of the Implementation Manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Equipment is clearly linked to the project and is essential for its effective implementation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Equipment has not already been financed by other EU or third part subsidies (as provided for in chapter C.1.2 of the Implementation Manual) and has not already been depreciated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) The depreciation of the office equipment was applied and it was correctly calculated. <i>(Only in case of depreciation of office equipment)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Invoices or documents of equivalent probative value are sufficiently detailed and in line with the contract(s) or - were applicable- the selected offer in terms of amount and nature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) The method to calculate equipment expenditure (full costs, depreciation or pro rata) is correctly applied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) Equipment is available/physically exists. <i>(Inspected on-the-spot. In case the equipment is not checked on-the-spot,</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

existence was verified by other means (e.g. photo documentation). On-the-spot is obligatory for thematic equipment with a cost equal or above EUR 2.000.)

9) Where applicable information, communication and branding rules have been respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) In case of second-hand equipment all requirements are respected. <i>(i.e. its price does not exceed the generally accepted price on the market in question; it has the technical characteristic necessary for the project and it complies with applicable norms and standards.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11) Expenditure is supported by proof of payment (bank account statements, bank transfer confirmations, cash receipts etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12) The share allocated to the project is charged pro-rata basis on a transparent method set in place. <i>(In case of pieces of thematic equipment used only partially by the project -for which the exclusive use in the project cannot be demonstrated.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13) In case of thematic equipment the contract/written agreement laying down the services and/or supplies to be provided with a clear reference to the project and programme is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Results, comments, recommendations, points to follow-up (if any).

Ineligible amount (if any):

4.6 Infrastructure and works expenditure

New infrastructure and works items are reported in this reporting period YES No

(if yes) Refer to Section 5 for verifying public procurement

VERIFICATIONS

CONFIRMED

	CONFIRMED		
	Yes	No	n.a.
1) Infrastructure and works were foreseen in the approved application form or prior approval of the relevant programme body was granted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Infrastructure and works have not been sub-contracted to another project partner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) If applicable, all compulsory requirements set by Community and national legislation on environmental policies were verified and authorised by national/regional/local authorities where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) The land and/or building where the infrastructure and works were implemented is in the ownership of the beneficiary. OR The beneficiary has the use of it and proper long-term legally binding arrangements between the beneficiary and the owner of the land/building in order to ensure the accomplishment of durability (including maintenance) requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Infrastructure and works are clearly linked to the project and are essential for its effective implementation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Contract/written agreement laying down the supplies and/or services to be provided, is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Invoices or documents of equivalent probative value are sufficiently detailed and in line with the contract(s) or - were applicable- the selected offer in terms of amount and nature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) The part realized by the project is clearly and univocally identifiable. <i>(In case of infrastructure and works being part of a larger infrastructural investment)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) Infrastructure and works exists or evidence of work in progress is available. <i>(Inspected on-the-spot. In case it is not checked on-the-spot, existence was verified by other means e.g. photo documentation)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) Infrastructure and works were implemented in the programme area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11) Where applicable, the infrastructure and works respect the relevant information, communication and branding requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12) Infrastructure and works expenditure has not already been financed by other EU or third part subsidies (as provided for in chapter C.1.2 of the Implementation Manual) and has not already been depreciated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13) A temporary billboard of a significant size on the infrastructure or construction, or (if not possible) at a place nearby readily visible to the public has been installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(In case the public support for a project carrying out infrastructure or construction measures exceeds EUR 500.000)

14) At least one poster (minimum size A3), was placed on the infrastructure or construction or (if not possible) at a place nearby visible to the public.

(In case the total public support for a project with infrastructure or construction measures does not exceed EUR 500.000)

Results, comments, recommendations, points to follow-up (if any).

Ineligible amount (if any):

5. Compliance with procurement rules

This section is repeated (duplicated) for each procurement procedure (button: 'add procurement').

The applicability of the procurement rules depends, among others, on the legal status of the awarding institution. For further information please see chapter C.1.5.1 of the Implementation Manual.

For contracting amounts below EUR 5.000 (excl. VAT) and/or between EUR 5.000 (excl. VAT) and the threshold set by the applicable EU and national rules only section 5.a is to be filled in. This section is applicable to all types of beneficiaries.

For contracting amounts above the threshold set by the applicable EU or national rules either section 5.b or section 5.c has to be filled in. Section 5.b is to be filled in if the beneficiary falls under the scope of application of the public procurement laws and Section 5.c is to be filled in the beneficiary does not fall under the scope of application of the public procurement laws.

In case public procurement procedures were already checked during previous reporting periods, the national controller is to include a comment accordingly. In case of a change in the contract, the section has to be filled in again.

Any deductions necessary are to be made under the respective budget lines.

5.a Contracting amounts below EUR 5.000 (excl. VAT) and/or between EUR 5.000 (excl. VAT) and the threshold set by the applicable EU or national rules (*applicable to all types of beneficiaries*)

TITLE OF THE PROCUREMENT - IF APPLICABLE

Type of procurement works services supply

Name of purchased services/work/supply

Name of contractor
(for purchases between EUR 5.000 excl. VAT and the applicable threshold)

VERIFICATIONS	Confirmed		
	Yes	No	n.a.
1) Adequate market researches were performed and are duly documented. (in case of contracting amounts comprised between EUR 5.000 (excl. VAT) and the threshold set by the applicable EU, national/institutional rules)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) The adequacy of costs was ensured and demonstrated. (in case of contracting amounts having a value below EUR 5.000 (excl. VAT))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) There is no evidence of artificial splitting of the contract objective/value in order to avoid procurement requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) If applicable, any amendment of the contract is in line with the applicable public procurement rules without any relevant impact on the validity of the initial procurement procedure. (Only in case a contract amendment/extension has been issued)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Results, comments, recommendations, points to follow-up (if any).

NOTE: deductions (if any) are allocated to the relevant budget lines

Contracting amounts above the threshold set by the applicable EU or national rules.

<p>According to the legal status of the beneficiary as set in the approved application form:</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>The beneficiary falls under the scope of application of the public procurement laws</p> <p>(if ticked, answer section 5.b)</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>The beneficiary does not fall under the scope of application of the public procurement laws</p> <p>(if ticked, answer section 5.c)</p>
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5.b. Contracting amounts above the threshold set by the applicable EU or national rules (for institutions falling under the scope of application of the public procurement laws)

TITLE OF THE PROCUREMENT

Name of contractor

The value of the procured, works, goods or services is above the EU threshold.

yes

no

Type of tender

works

services

supply

Procurement procedure chosen (open, restricted, negotiated, direct contracting, etc.).

Channels/means chosen for publication

VERIFICATIONS

	Confirmed		
	Yes	No	n.a.
1) EU and national public procurement rules were observed. <i>(e.g. complies with the applicable rules; publicity requirement were respected; The principles of transparency, non-discrimination, equal treatment and effective competition been complied with; There was a clear distinction between selection and award criteria in the evaluation of the bids; Selection and award criteria and required technical specifications and national permits are transparent, nondiscriminatory and ensure equal treatment; Decisions are properly documented and justified)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Full documentation of the procurement procedure is available. (In case documentation is not required, please tick <i>n.a.</i> and provide an explanation in the comments section). <i>(e.g. initial cost estimation; publication notice; TORs; offers/quotes; evaluation/selection report; acceptance/rejection information; complaints; contract etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) There is no evidence of artificial splitting of the contract objective/value in order to avoid public procurement requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) If applicable, any amendment of the contract is in line with the relevant public procurement rules without any relevant impact on the validity of the initial procurement procedure. <i>(Only in case a contract amendment/extension has been issued)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) The decision not to carry out a procurement procedure is justified and documented. <i>(In case no procurement procedure was carried out)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Contract(s) is/are in line with the selected offer(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Results, comments, recommendations, points to follow-up (if any).

NOTE: deductions (if any) are allocated to the relevant budget lines

5.c. Contracting amounts above the threshold set by the applicable EU or national rules (for institutions not falling under the scope of application of the public procurement laws.)

TITLE OF THE PROCUREMENT

Name of contractor

The value of the procured, works, goods or services is above the EU threshold.

yes

no

Type of tender

works

services

supply

Procurement procedure chosen (open, restricted, negotiated, direct contracting, etc.).

Channels/means chosen for publication

VERIFICATIONS

Confirmed

Yes

No

n.a.

1) The competitive procedure followed by the beneficiary is similar to the applicable EU or national public procurement norms.

(refer to the fact-sheet "Purchase form for the procurement of goods and services by beneficiaries not falling under the scope of the public procurement laws" available on the programme website)

2) Full documentation of the procurement procedure is available. (In case documentation is not required, please tick n.a. and provide an explanation in the comments section).

(e.g. initial cost estimation; publication notice; TORs; offers/quotes; evaluation/selection report; acceptance/rejection information; complaints; contract etc.)

3) There is no evidence of artificial splitting of the contract objective/value in order to avoid different procurement procedures.

4) Contract(s) is/are in line with the selected offer(s).

Results, comments, recommendations, points to follow-up (if any).

NOTE: deductions (if any) are allocated to the relevant budget lines.

6. In-house subcontracting and contracts for the cooperation between public bodies

VERIFICATIONS	CONFIRMED		
	Yes	No	n.a.
1) In case of in-house subcontracting and contracts for the cooperation between public bodies all requirements specified under chapter C.1.5.1 (Exemption from public procurement rules - in-house sub-contracting) of the Implementation Manual are fulfilled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Costs were charged on a real-costs basis, thus without any profit margin.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Costs were accounted under the relevant budget line according to the nature of the service provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Costs were accounted under the applicable general and specific provisions on eligibility, reporting and audit trail of the specific budget lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Results, comments, recommendations, points to follow-up (if any).

NOTE: deductions (if any) are allocated to the relevant budget lines.

7. Compliance with other EU rules

VERIFICATIONS	CONFIRMED		
	Yes	No	n.a.
1) There is no evidence that the project activities do not comply with the EU horizontal objectives of sustainable development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) There is no evidence that the project activities do not comply with the EU horizontal objectives of equal opportunities and non-discrimination as well as equality between men and women.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) If applicable, contractual obligations on State aid, as foreseen in the subsidy contract are fulfilled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Results, comments, recommendations, points to follow-up (if any).

NOTE: deductions (if any) are allocated to the relevant budget lines.