

ACTION 3 "ADMISSIBILITY" CHECK-LIST

Admissibility check-list for PROGRESS and FINAL REPORTS

| N° projet: | Yes | No | N/A |
|--|-----|----|-----|
| Report signed in original by the legal representative or by an authorised person* | | | |
| Agency's template for technical report respected | | | |
| Agency's template for financial report respected | | | |
| Electronic format of the report compatible with the Agency's system | | | |
| Electronic format of the financial report compatible with the Agency's system | | | |
| Final costs are presented against the agreed contractual budget breakdown as required in the reporting instructions | | | |
| In the Financial Report, the amount of interests received on pre-financing is declared or 0 EUR is reported if no interest was received (Final report only ; N/A for progress report) | | | |
| In the Financial Report, if costs were converted into euro, the currency code(s) and the exchange rate(s) are indicated (Final report only ; N/A for progress report) | | | |
| Technical implementation Report (Operational) enclosed | | | |
| Financial Report enclosed | | | |
| Audit report enclosed (Final report only ; N/A for progress report) | | | |
| Supporting documents enclosed (if applicable) | | | |
| Other: Please indicate (just below) another/other formal reason(s) for the rejection not listed above | | | |

*If the signatory is not the Legal Representative a valid document confirming the authorisation to sign on his/her behalf must be added.

If any one (or more) of the above replies are negative the **report must be rejected**