Call for proposals reference: <>  
Title: <>

Type of procedure: [open][[1]](#footnote-1) [restricted]

Evaluation report  
Step 2 and Step 3

Full application evaluation and final eligibility checks

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* [For restricted procedures: Check that the deadline for submission of full applications has been met]

- [For restricted procedures: Check that the full application satisfies all the criteria specified in the checklist (Section 7 of Part B of the grant application form). This includes also an assessment of the eligibility of the action]

- Evaluation of the full application

- Final eligibility checks

Conclusions

* Decision on evaluation of full applications
* Decision on the eligibility
* Recommended applications
* Reserve list
* Other applications

Annexes

Declarations of absence of conflict of interest and of confidentiality.

Completed evaluation grids of full applications examined.

Declarations made by the lead applicants (Section 8 of the grant application form) for full applications subject to eligibility check.

Assessment grid (Section 9 of the grant application form) for full applications subject to eligibility check.

Checklist (Section 7 of Part B of the grant application form) for full applications subject to eligibility check.

Declaration on honour on exclusion criteria signed by the lead applicant, co-applicants and affiliated entities for full applications subject to eligibility check.

[Clarification correspondence with lead applicant]

# 1. Timetable

|  |  |  |
| --- | --- | --- |
|  | **Date** | **Time** |
| **Meeting 1** |  |  |
| **Meeting 2** |  |  |
| **Etc.** |  |  |

# 2. Participants

|  |  |  |
| --- | --- | --- |
| **Name** | **Representing** | **Role**[[2]](#footnote-2) |
|  |  |  |
|  |  |  |

# 3. Evaluation

[For restricted procedures: In total, <XXX> applications were received. Each one was given a serial number. This number was marked on all copies of the application and will be used throughout the evaluation process as the sole reference. The full list of the applications received is attached in annex.

The originals of the applications have been filed with the contracting authority.]

# 3.1 [For restricted procedures: Check that the deadline for submission of applications has been met

The following applications were submitted after the deadline and are therefore excluded from further examination.

|  |  |  |
| --- | --- | --- |
| **Applic. No** | **lead applicant** | **Date [& time] of submission** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 3.2 [For restricted procedures: Check that the criteria mentioned in the checklist are fulfilled

As a result of the checks, the evaluation committee decided to exclude the following applications from further evaluation.

|  |  |  |
| --- | --- | --- |
| **Applic. No** | **Lead applicant** | **Reasons for elimination** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

]

**[For restricted procedures: Conclusions on administrative compliance**

As a result of the checks, the evaluation committee decided to examine the full applications of the following applications for a total requested contribution of EUR <XXX >.

[The list of administratively compliant applications, sorted by sector, issue and geographical area is attached in annex.]

|  |  |  |
| --- | --- | --- |
| **Applic. No** | **Lead applicant** | **Requested EU contribution** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

This text may be expanded to reflect any discussion of particular cases

# 3.3 Full application evaluation

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

The [evaluation committee] [assessors] used the evaluation grid to assess the quality of the full applications, including the budget and the capacity of the applicants and affiliated entity(ies).

The evaluation committee subsequently deliberated on the basis of these analyses.

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

The evaluation grids of all the full applications examined are annexed to this report.

The evaluation committee finalised the evaluation and established a list of provisionally selected proposals that would be subject to eligibility check. These proposals are ranked according to the total [average] scores obtained, giving the amount of the grant requested and the rate of financing of eligible costs recommended for each application.

The following applications are recommended for provisional selection:

[The list of provisionally selected full applications, sorted by sector, issue and geographical area, is attached as annex.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Application sequence No** | **Lead applicant** | **[Average] score** | **Recommended grant amount** | **Recomm. percentage(s) %[[3]](#footnote-3)** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Number of provisionally selected applications: <…>.

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

Total available amount: EUR <…>.

A reserve list was also drawn up following the same approach.

The following applications are recommended for the reserve list and will undergo the eligibility check:

[The reserve list, sorted by sector, issue and geographical area, is attached in annex.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applic. No | Lead applicant | [Average] score | Recommended grant amount[[4]](#footnote-4) | Recomm. percentage(s) %**[[5]](#footnote-5)** | Comments |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# 3.4 Eligibility checks

The [evaluation committee] [assessors] used the declarations by the lead applicants (Section 8 of the grant application form), the checklist (Section 7 of Part B of the grant application form) and the assessment form (Section 9 of the grant application form) and the Declaration on honour signed by the lead applicant, co-applicant(s) and affiliated entities 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.)

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 or fall within the scope of the EU restrictive measures[[6]](#footnote-6). (In indirect management this must be checked with the representative of the European Commission).

# 4. Conclusions

# 4.1 Full applications recommended for award of a grant

# 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** | **Title of the action** | **[Average] score** | **Recommended grant amount** | **Recommended percentage(s) %[[7]](#footnote-7)** | **Comments** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Number of applications selected: <…>.

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

# 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** | **Title of the action** | **[Average] score** | **Recommended grant amount** | **Recommended percentage(s) %[[8]](#footnote-8)** | **Comments** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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

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

# 4.3 Full applications not recommended for awarding a grant contract

The following applications are not recommended for the award of the grant:

a) applications considered during the evaluation, which were awarded lower total [average] scores than those provisionally selected.

[The list of unselected full applications, sorted by sector, issue and geographical area, is attached as annex.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Applic. No** | **Lead applicant** | **[Average] score** | **Comments** |
|  |  |  | E.g. the applicant(s) did not obtain the minimum score of 12 required for capacity |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

b) the following applications were found to be ineligible:

|  |  |  |
| --- | --- | --- |
| **Applic. No** | **Lead applicant** | **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Number of unsuccessful applications (a) +b)): <…>.

c) < Other reasons, to be specified >

# 5. Signatures

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Signature** |
| **Chairperson** |  |  |
| **Secretary** |  |  |
| **Evaluators** |  |  |
|  |  |  |
|  |  |  |

1. Please note that for open procedures, opening and the administrative checks related to the full application are already performed at the time of the evaluation report Step 1. [↑](#footnote-ref-1)
2. Evaluator, assessor, observer, chairperson, secretary, etc. [↑](#footnote-ref-2)
3. Only relevant for actions taking the form of reimbursement of costs. In case of actions comprising both financing not linked to costs and reimbursement of costs, the percentage only applies to the part of the action taking the form of reimbursement of costs. [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)
5. Only relevant for actions taking the form of reimbursement of costs. In case of actions comprising both financing not linked to costs and reimbursement of costs, the percentage only applies to the part of the action taking the form of reimbursement of costs. [↑](#footnote-ref-5)
6. The updated lists of sanctions are available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu).

   Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal (OJ). In case of discrepancy between the published legal acts and the updates on the website it is the OJ version that prevails. [↑](#footnote-ref-6)
7. Only relevant for actions taking the form of reimbursement of costs. In case of actions comprising both financing not linked to costs and reimbursement of costs, the percentage only applies to the part of the action taking the form of reimbursement of costs. [↑](#footnote-ref-7)
8. Only relevant for actions taking the form of reimbursement of costs. In case of actions comprising both financing not linked to costs and reimbursement of costs, the percentage only applies to the part of the action taking the form of reimbursement of costs. [↑](#footnote-ref-8)