

## A1\_Check list negotiation and contracting\_MA



**Acronym and Reference number:**

**Officer:**

**Date:**

**Signature:**

A	Final check on the fulfilment of the conditions required in the negotiation letter	YES/NO/NA	Remarks/comments
A.1	Are all the JTS / BOs corrections/clarifications included in the negotiation letter?		
A.2	Has the official letter providing a feedback to the requested corrections/clarifications been provided?		
A.3	Has the Description of the Project been revised according to the Negotiation letter (if the case may be)?		
A.4	Has the Budget been revised according to the Negotiation letter (if the case may be)?		
A.5	Has the amended P.A. been submitted in its original version (signed by the Applicant and by each Partner)?		
A.6	Is there any State Aid related comment?		
A.7	Have the required State Aid declarations been submitted (if the case may be)?		
A.8	Did the Applicant confirm its contact details?		
A.9	Has the legal representative of the Applicant changed? (in this case documents proving its empowerment to sign must be checked by requesting supporting documents).		

Acronym and Reference number:			
MA officer		Date:	
Signature:			
A	Preparation of the contract dossier (to be completed at the end of the negotiation process)	YES/NO/NA	Remarks/comments
A.1	Grant Contract		check VAT number, contingency, subgrants, financial guarantee, and starting date + accompanying letter
A.2	Annex I - Description of the project		check the WPs budget
A.3	Annex II - Budget of the project		check correspondance with MIS
A.4	Annex III - Partnership Agreement (final version with amendments, if any)		
A.5	Annex IV - Information note on personal data treatment according to GDPR (General Data Protection Regulation)		
B	Contracting phase (to be completed through the MIS)	YES/NO/NA	Remarks/comments
B.1	Has the final version of the Grant Contract and its annexes uploaded on the MIS by the MA?		
B.2	Has the Grant Contract been <b>signed by</b> the Beneficiary and sent to the Managing Authority in 2 original copies?		
B.3	Has the Grant Contract been <b>received by</b> the MA, uploaded and registered on the MIS?		
C	Other documents to be submitted during the contracting phase	YES/NO/NA	Remarks/comments
C.1	Antimafia Checks (only for Italian partners)		
C.4	Other document (specify)		