Call for proposals reference: <>  
Title: <>

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

Evaluation report  
Step 2

Full application evaluation

Contents

Timetable  
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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

Conclusions

* Decision on evaluation of full applications
* Provisionally recommended applications
* Reserve list
* Other proposals

Annexes

Declarations of impartiality and confidentiality

Completed evaluation grids

[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

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 committee finalised the evaluation and established a list of provisionally selected proposals pending 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. A reserve list was also drawn up following the same approach.

The remaining applications considered during the evaluation, which were awarded lower total [average] scores than those provisionally selected, are also listed below.

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

# 4. Conclusions

# 4.1 Full applications recommended for provisional selection

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) %** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Number of provisionally selected applications: <…>.

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

Total available amount: EUR <…>.

# 4.2 Full applications not for provisional selection but put on a reserve list until <date>

The following applications are recommended for the reserve list:

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

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

# 4.3 Full applications not recommended for awarding a grant contract

The following applications are not recommended:

[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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Number of unsuccessful full applications: <…>.

# 5. Signatures

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

**Approved by the contracting authority:**

**Name and Signature: Date:**

|  |  |
| --- | --- |
| **[Approved by the European Commission (only in the case of ex ante control by the European Commission)** | |
| Name: |
| Title: |
| Signature: |
| Date: **]** |

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. [↑](#footnote-ref-3)