EMPIR Call Process
List 5: Checklist for Template 5

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This checklist supplements Guide 5: Submitting administrative data for EMPIR Projects and Template 5: Project Administrative Data. Its purpose is to allow proposers to review their completed Project Administrative Data workbook and check that all necessary information is included prior to submission.

Overall checks	√
Ensure you are using the latest version of Template 5: Project Administrative Data and all worksheets, and yellow, green and blue cells have been completed (as required)	

Top level data	√
All green and yellow cells have been completed on the 'Top Level data' sheet	
Section A, a project short name has been included in the 'Short name proposed' cell and start date and project duration have been completed (start date must be the first day of a month and project duration must be an integer number of months)	
Section C related to H2020 objectives has been completed for all 3 statements (climate action, sustainable development and biodiversity)	
Section C '% of the project related to documentary standards' has been completed	
Section D has been completed for SIP proposals ONLY	
Section F declarations have NOT been modified or deleted	

Participant data	√
All green, yellow and blue cells have been completed as appropriate	
The project participants have been included in the correct order and under the correct type (Internal Funded Partner, External Funded Partner, Unfunded Partner, Linked Third Party) on the 'Participant data' sheet	
All costs are listed in the correct cost category	
All partners have identified their labour methodology(s) (actual (A), average (B) or rarely SME owners not receiving a salary (C)) and have included the labour costs in the correct column(s) (O, P or J)	
Legal entity details, contact details (all participants) and bank account information (Internal and External Funded partners only) included unless auto-populated	
Declarations (column AU) have been completed for all External Funded Partners	
No Excel comments are included on the 'Participant data' sheet. Do not include 'n/a' in any of the cells	

WP months data	√
For each participant the months are assigned to the correct WPs	
Totals for each participant agree with the line below the main table and the overall 'unallocated' number is 0.0	
NO lines or columns have been deleted from the WP months datasheet (they can be hidden if required)	

Comments worksheets	√
For each participant with costs (i.e. labour, subcontract, T&S, equipment, other goods and services and infrastructure), the costs must be described in the yellow comments cells (i.e. no blank cells)	
Subcontract costs: For each participant with subcontract costs, the comments must explain what the subcontracts relate to and provide a breakdown of the subcontracts	

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T&S costs: For each participant with T&S costs, the comments must include a breakdown of T&S costs e.g. project meetings, conferences etc and also how many meetings and how many attendees	
Equipment costs: Only the costs for depreciation costs of capital equipment, renting or hiring of facilities or the purchase of equipment which is required solely for the project have been included	
Equipment costs: For each participant with equipment costs, the comments explain what the costs relate to and include a breakdown of how much is allocated to depreciation costs, hire of a facility, purchase of equipment etc	
Other goods and services costs: For each participant with other goods and services costs, the comments explain what the costs relate to and include a breakdown of how much is allocated to consumables, conference and workshop registration fees, costs for engineering workshops, open access publication costs, logistics costs for meetings and workshops, financial audit costs etc	
Infrastructure costs: In the rare case where large Infrastructure costs are included for a participant, comments should explain what the costs relate to and whether the methodology has already been approved by the EC	