Potential Partnership on Metrology Call Process
List 5: Checklist for Template 5

Document: P-CLL-LST-204 Version: 1.0
Approved: Programme Manager 2021-08-24

This checklist supplements Guide 5: Submitting administrative data for Partnership Projects and Template 5: Project Administrative Data. Its purpose is to help proposers to review their completed Project Administrative Data workbook and check that all required 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).	
The total EU contribution requested for the proposed project is less than the maximum specified in the Selected Research Topic (SRT) or Call Budget and Features document for calls without SRTs.	
The project's duration is less than or equal to the maximum published in the relevant SRT or Call Budget and Features document for calls without SRTs.	
The consortium includes at least the minimum number of Internal Funded Partners from organisations from different countries that are eligible to be funded.	

Top level data	√
All green and yellow cells have been completed on the 'Top Level data' sheet'.	
Section A, the following information has been included: • project short name of less than 13 characters including spaces in the 'Short name proposed' cell • preferred start date, which agrees with the protocol (start date must be the first day of a month) • project duration, which agrees with the protocol (project duration must be an integer number of months)	
Section C '% of the project related to documentary standards' has been completed. Please Note: for Pre & Co-Normative proposals this should be 100 %.	
Section D has been completed for Pre & Co-Normative proposals ONLY.	
Section E has been completed and the version number and version date are correct.	
Section F, all 8 declarations at the bottom of the worksheet have been read and completed by selecting YES from the dropdown list in column I. confirming that the proposal / consortium complies with each of the declarations on the worksheet Please Note: DO NOT edit or delete the declarations.	
All red lines next to cells are no longer visible, indicating that required information has been provided.	

Participant data	√
All green, yellow and blue cells have been completed as appropriate.	
All project participants have been included in the correct order and under the correct type (Internal Funded Partner, External Funded Partner, Unfunded Partner, Affiliated Entity) on the 'Participant data' sheet.	
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).	
Resources (e.g. labour, T&S, other etc.) have been included for all participants including Unfunded Partners.	
All costs are listed in the correct cost category.	
Legal entity details and contact details for all participants have been included unless auto-populated.	
Bank account information has been included for all Internal and External Funded Partners unless auto-populated.	
Declarations (column AV) 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' 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 internally invoiced goods and services), the costs must be described in the yellow comments cells relevant to the row for each participant (i.e. no blank cells).	
Subcontract costs: For each participant with subcontract costs, the comments must (i) explain what the subcontracts relate to, (ii) indicate which activities or tasks the subcontract relates to and (iii) provide a breakdown of the subcontracts.	
T&S costs: For each participant with T&S costs, the comments must include a subtotal for each group of T&S costs e.g. project meetings, conferences etc. as well as how many meetings, conferences etc. and how many attendees.	
Equipment costs: Only the costs for depreciation 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 (i) what the costs relate to and (ii) include a breakdown of how much is allocated to depreciation costs, hire of a facility, purchase of equipment etc. If the costs relate to depreciation, then the period over which the equipment will be used (e.g. X months) and its utilisation during that period (e.g. Y %) should be stated.	
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 subtotal for each group of costs e.g. consumables, conference and workshop registration fees, open access publication costs, logistics costs for meetings and workshops, and financial audit costs etc.	
Internally Invoiced Goods and Services: Only costs for goods and services which the beneficiary itself will produce or provide are included. Examples for this category are: self-produced consumables (e.g. electronic wafers, chemicals); use of specific research devices or research facilities that are owned by the partner (e.g. clean room, wind tunnel, supercomputer facilities, electronic microscope, beam line, nanofabrication facilities, engineering workshop).	