

Programme	
Project acronym	
Project partner	
Reporting period	
Reported amount	

1. Key items verification		
Criteria	Costs included in the sample (if applicable)	Findings, errors found and extension of sample
Public procurement for contracting amounts above EUR 10.000 excluding the VAT	List the selected costs	Provide a brief description of findings and measures taken to extend the sample
Staff costs of the first progress report where staff costs occur. Furthermore, staff costs of a new staff member included for the first time in the progress partner report, or if there are changes in the staff costs methodology	List the selected costs	Provide a brief description of findings and measures taken to extend the sample
VAT (for projects with total costs of at least EUR 5m, including VAT).	List the selected costs	Provide a brief description of findings and measures taken to extend the sample

2. Professional judgement												
Costs included in the sample					Reasoning for the selection					Findings, errors found and extension of sample		
Item no	Budget category	Name of the provider	Invoice number	Reported amount (EUR)								
Item 1				10.000,00 €	Select from the drop down menu why this costs was included in the sample					Provide a brief description of findings and measures taken to extend the sample		
Item 2					Select from the drop down menu why this costs was included in the sample					Provide a brief description of findings and measures taken to extend the sample		
Item 3					Select from the drop down menu why this costs was included in the sample					Provide a brief description of findings and measures taken to extend the sample		
Item 4					Select from the drop down menu why this costs was included in the sample					Provide a brief description of findings and measures taken to extend the sample		
Item 5					Select from the drop down menu why this costs was included in the sample					Provide a brief description of findings and measures taken to extend the sample		

NOTE: If a key item related to public procurement for contracting amounts above EUR 10.000 excluding the VAT is not claimed in the full contracted amount in the current partner report – meaning that the activity/delivery is realized in phases over more than one reporting period – this must be noted as a follow up note for next partner reports in the control report / verification check list, as errors can be detected not only in public procurement process but also in contract implementation and final delivery

Total of costs included under 2. Professional judgement	10.000,00 €	At least one item per report must be selected. Item(s) to be controlled are selected from the remaining population of reported real costs and at least 10% of value (of the remaining reported real costs) must be included in the sample. Please explain if one or both conditions are not met:
Remaining reported real costs (Key items excluded)	100.000,00 €	
% of costs included under 2. Professional judgement in relation to Total real cost reported	10%	