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| **Work Package** |  |
| **Deliverable Title** |  |
| **Work Package Leader** |  |
| **Reviewed by** | Name of reviewer(s), Organisation(s) |
| **Date of Review** | dd/mm/yyyy |

# Assessment of Deliverables by the Reviewer

Mark with X the appropriate column (Y: Yes - N: No - NA: Not applicable)

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| 1. **Format** | | | | |
|  | **Y** | **N** | **NA** | **Comments** |
| **Does the document contain:**  **WP number, Deliverable name, Version, Author Name and Date?** |  |  |  |  |
| **Does the document contain all the necessary official logos of the project and the program?** |  |  |  |  |
| **Does the document include a Table of Contents?** |  |  |  |  |
| **Does the document include a list of participants?** |  |  |  |  |
| **Does the document use the fonts and paragraphs defined in the official template?** |  |  |  |  |
| **Are there other remarks about the format of the document (spelling, grammar, etc)?** |  |  |  |  |

Answer each question with an evaluation from 1-5, where 1 is Poor and 5 is Very Good.

| 1. **Contents** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| **The clarity of the contents of the document is evaluated as…** |  |  |  |  |  |
| **How does the content of the document match the description in the Application Form?** |  |  |  |  |  |
| **How is the treatment of the contents of the document regarding the required depth?** |  |  |  |  |  |
| **Does the document need the addition of sections to reach completeness (YES/NO)?** |  | | | | |
| **Are there any sections in the document that should be removed (YES/NO)?** |  | | | | |

1. **Suggested improvements** (add rows as needed)

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| **Page No.** | **Section** | **Suggested Improvement** |
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1. **Any other observations** (e.g. minor corrections that need attention - add rows as needed)

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| **Page No.** | **Section** | **Observations** |
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1. **Conclusion** (Mark with X the appropriate line)

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| **Document accepted; no changes required** |  |
| **Document accepted but changes required** |  |
| **Document not accepted; it must be reviewed after changes are implemented** |  |