|  |  |
| --- | --- |
| **Work Package** |  |
| **Deliverable Name** |  |
| **Date of Review** |  |
| **Reviewer’s Name & Organization** |  |

1. **Assessment of Deliverables by the Reviewer**

Mark with X the appropriate column:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CONTENTS** | **Y** | **N** | **NA** | **Comments** |
| 1. Are the contents of the Deliverable adequately clear and understandable?
 |  |  |  |  |
| 1. Are the contents according to the Application Form description?
 |  |  |  |  |
| 1. Are the contents according to the project objectives?
 |  |  |  |  |
| 1. Are the contents according to the work package objectives?
 |  |  |  |  |
| 1. Are all aspects thoroughly and in depth analyzed?
 |  |  |  |  |
| 1. Does the Deliverable need the addition of elements to reach completeness?
 |  |  |  |  |
| 1. Are there any parts/elements in the Deliverable that should be removed?
 |  |  |  |  |
| **FORMAT (for documents)** | **Y** | **N** | **NA** | **Comments** |
| 1. Does the Deliverable use the available template with the appropriate formatting, logos, etc?
 |  |  |  |  |
| 1. Are there other remarks about the format of the Deliverable (spelling, grammar, etc)?
 |  |  |  |  |

**NA: Please mark as “NA” if the question does not concern the specific deliverable**

1. **Suggested improvements** (Changes that should be implemented - Missing information - Further improvements - add rows as needed)

|  |  |  |
| --- | --- | --- |
| **Page No.** | **Section** | **Suggested Improvement** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Any other observations** (e.g. minor corrections that need attention - add rows as needed)

|  |  |  |
| --- | --- | --- |
| **Page No.** | **Section** | **Observations** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Conclusion** (Mark with X the appropriate line)

|  |  |
| --- | --- |
| Deliverable accepted, no changes required |  |
| Deliverable accepted but changes required |  |
| Deliverable not accepted, it must be reviewed after changes are implemented |  |