## Complaint procedure for project selection - Template

As stipulated in section 4.4 of the programme manual, a two-step procedure has to be respected

**Step 1: Clarification request**

The lead applicant addresses questions about or raise objection against the results of the assessment process to the joint secretariat. These requests have to be made within three weeks after the official notification of the non-selection of the project, and can be submitted by using the present form. The managing authority/joint secretariat will examine and answer the questions to help solve potential problems in an amicable manner.

### Step 2: Complaint

### If a project is not satisfied with the clarification provided by the programme and considers that procedures were not respected, the lead applicant may submit a formal complaint by completing step 2 of the present template within two weeks after receiving the joint secretariat’s clarifications.

### For additional information, please refer to the programme manual, section 4.4.

|  |  |
| --- | --- |
| General Information |  |
| Project name |  |
| Reference number |  |
| Lead partner |  |
| Contact name |  |
| Email |  |
| Phone |  |

**Step 1: Clarification request**

|  |  |
| --- | --- |
| Subject |  |
| Detailed description | |
|  | |

**Step 2: Formal complaint**

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| For formal complaint, the following section needs to be completed. |
| Please select one of the following:  The assessment does not correspond to the information provided by the lead applicant.  The assessment and selection process failed to comply with the specific procedures laid down in the call publication and programme manual that materially affected or could have materially affected the decision. |
| Please specify (please provide references to relevant sections in the documents): |
|  |

Please send this document to [projects@interregeurope.eu](mailto:projects@interregeurope.eu) and indicate in the subject line the project name and whether you are submitting a clarification request or a complaint.