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| **Unit concerned** |  |
|  |  |
| **Intended for***Signatories of the contract.* |  |
| **By***Person responsible for file follow-up.* |  |
| **Subject/Object***Document title.* |  |
|  |  |
| **Presentation of the file***Explanatory note on the file, its context.* |  |
|  |  |
| **Name of partner(s)** |  |
| **Type of contract***MoU or LOI, inter-institutional contract, purchase agreement, other contract type to be specified.* |  |
| **Document status***New contract, amendment to a contract already in force (provide contract reference information), abrogation of a contract already in force, other status to be specified.* |  |
| **Contract duration***Start and end date of the contract must be provided, inc. any possible renewal clauses.* |  |
| **Amount (VAT inc.) payable by EPFL** *Define the type of spending (procurement of services, lease contract, other) and currency.* |  |
| **Funding / Type of expense***Opex / Capex, n° of fund concerned, distribution between multiple funds, etc. to be specified* |  |
| **Contract award process***State whether a call for tender has been issued as per LMP-OMP, or alternative award process.* |  |
| **Amount allocated to EPFL***Define type of allocation, terms of payment (instalments, upon presentation of a report, etc.) and if the allocation is subject to overheads.* |  |
| **Unit / individuals consulted***List and copy of comments if possible.* |  |
| **Additional information**  |  |

Lausanne, ……………. (date) Signature………………………………………………

Annexes: