Gateway Approval Request Form

*To be used by Sponsoring Agencies for seeking approval to proceed to the next phase of a project or programme.*

***Text in RED is for guidance and may be deleted in the course of completion of the Form***. ***All documentation should be clearly itemised and attached as an annexe.***

1. **Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **PRS Project Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Project Band:** *(Select one)*  **Band 1 < €5m Band 2 €5-20m Band 3 >€20m**
2. **Current Project Phase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Project Type:** *(Select one)* **Infrastructure** **Information & Communication Technology**
2. **Name of Local Authority/Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­**
3. **Deliverables submitted to the NTA in this Phase:**

All of the deliverables required for the current phase of the project or programme, as set out in the NTA Project Approval Guidelines, should be listed in the first column in the table below.

The name of the document submitted for each deliverable should be included in the second column in the table below. Confirmation that the deliverable has been submitted should be included in the third column in the table below.

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| **Deliverable** | **Document name submitted on PRS** | **Submission Date on PRS** |
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1. **Deliverables not submitted to the NTA in this Phase:**

List any deliverable that is required for the current phase of the project or programme in accordance with the NTA Project Approval Guidelines, where it has been agreed with the NTA that this deliverable is no longer required for this project/programme or is deferred to another phase.

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| **Deliverable Not Required for this Phase** | **Date agreed with NTA for non-inclusion** |
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1. **Project Execution Plan** *(Infrastructure)* **/ Project Plan** *(ICT)*

The questions related to the provision of an updated Project Execution Plan (PEP) or Project Plan are applicable from Phase 2 onwards.

**Is the Project Execution Plan/Project Plan provided in a previous phase still applicable for this phase?** *(Select one)***Yes No**

**If No, then please confirm that** **an updated Project Execution Plan is being provided** *(Select one)*

**Yes No**

Where an updated Project Execution Plan is being provided, the relevant document should be clearly labelled ‘*Project Execution Plan’ or ‘Project Plan’* and attached to this Gateway Request Form.

1. **Updated Project and Budget Summary**

An outline plan and projected budget for each phase of the project must be included. Dates can be stated by month only.

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| --- | --- | --- | --- | --- |
| **Phase Number as per the Project Approval Guidelines** | **Actual or forecast Start date** | **Actual or forecast End date** | **Actual or Estimated Cost for Phase\***  **(€)** | **Amount of any non-NTA funding (if any)** |
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| **Updated Total Cost and Completion Date** |  |  |  |  |

*\*please include total costs but note amount of any joint or self-funding applicable in final column*

1. **Sponsoring Agency Approvals**

***Self-Verification by Sponsoring Agency Officer –*** Has this “Gateway Approval Request Form” been brought through the internal approval processes of the Sponsoring Agency?

**Yes No**

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| **AGENCY APPROVAL: To be completed by Sponsoring Agency Officer submitted form** | | | |
| **Print Name:**  **Signature:** |  | **Position:**  **Date:** |  |