GRANT MANAGEMENT CHECKLIST

Grant Information:

Grant Title:
Grantor:
Grant Number:

Grant Budget Period: Grant Performance Period:

NEW GRANT AWARD CHECKLIST

2 CFR REQUIREMENTS:

1. □ Written Standards of Conduct for Conflict of Interest

2. Performance Measurement
   □ Relate financial data to performance accomplishments

3. Financial Management
   □ Written procedures to implement the payment requirements
   □ Written procedures for determining the allowability of costs

GENERAL GRANT MANAGEMENT

1. Create an Electronic Grant File to include:
   □ Copy of Proposal
   □ Copy of Budget
   □ Copy Notice of Award
   □ List of Contacts with Names, Emails, & Phone Numbers
   □ Calendar of Due Dates (Performance & Financial)
   □ Team Development Meeting Notes
   □ Any Communication from Funder Relevant to Performance or Financial
   □ Internal Reports to Measure Performance Goals

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GRANT SET-UP, ACCOUNTING, INTERNAL CONTROLS, REPORTING

1. Financial System
   - □ Create Fund Number
   - □ Set up Grant in Financial System
   - □ Enter Grant Budget
   - □ Set up Grant Accounting Process for Reimbursements
   - □ Set up Grant in Grant Management System
   - □ If tracking grant by activity codes, Create & Assign
   - □ Share information with grant team

2. Grant Accounting
   - □ Process for Purchasing with Grant Funds
   - □ Approval of Expenditures
   - □ Reconciliation Process
   - □ Time & Effort Certifications
   - □ Expense Documentation
   - □ Internal Reports

3. Grant Internal Controls
   - □ Compliance with Federal Statues, Terms & Conditions of Grant
   - □ Compliance with 2 CFR 200
   - □ Compliance with Organizational Policies & Procedures
   - □ Procedures & Records for Property Standards

4. Grant Reporting
   - □ Programmatic Reports
     - Due Dates:
   - □ Financial Reports
     - Due Dates:

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GRANT SUBRECIPIENTS

1. Subrecipient Monitoring
   - □ Subrecipient Contract
   - □ Review of Invoices
   - □ Progress Reports
   - □ Audit Reports
   - □ Evaluation for Noncompliance

GRANT CLOSEOUT

1. Grant Closeout
   - □ Fund Termination
   - □ Surplus & Deficit Balances
   - □ Final Report Submission
   - □ Extension Request (if needed)
   - □ Share with Grant Team (email)

GRANT RETENTION

1. Record Retention
   - □ Retain records for 3 years from the date of final report submission
   - □ If Litigation, Claim or Audit, wait until the completion

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