

Monthly Grant Checklist

This checklist should be used as a tool to review your grant activity on a monthly basis in correspondence with the monthly budget to actual expense report provided by the accounting office. It can also be used as a tool to remind you of other reporting and programmatic items required by the grant.

- Grant Expenditures:
 1. Is grant spending rate on track for full expenditure of the grant award?
 2. Are expenses allowable and properly categorized?
 3. Are allocations of expenses properly recorded?
 4. Does it appear that the grant will be overspent in total?
 - a) Are transfers needed?
 - b) How will overage be covered?
 5. Is the grant overspent by line items?
 - a) Does the grant allow line items to be overspent by any %?
 - b) Is a budget amendment needed?
 6. Matching:
 - a) Are we meeting our required match?
 - b) Is the match recorded properly in fund 49?
 - c) Has the accounting department been provided with proper matching documentation (i.e. time logs etc.)?
 7. Are indirect charges properly recorded?
- Reporting
 1. Financial reports
 - a) Who is responsible?
 - b) When is the due date?
 - c) Any special instructions?
 2. Program/narrative reports
 - a) Who is responsible?
 - b) When is the due date?
 - c) Any special instructions?
 - d) Who coordinates entire package?
- Miscellaneous
 - a) Will there be a need for a grant extension?