

Grant Management Checklist

Template from GrantsManager (grantsmanager.com/templates/grant-management-checklist). Replace the highlighted [bracketed] text, delete these gray notes, and follow your sponsor's current instructions.

Grant Management Checklist

Award: [Sponsor and award number] | PD/PI: [Name] | Project period: [MM/DD/YYYY] to [MM/DD/YYYY] | Grants manager: [Name]

Mark each item when complete and add the date. Delete items that do not apply to this sponsor.

1. Before submission

- ☐ Funding opportunity read in full: eligibility, page limits, budget limits, required attachments.
- ☐ Budget built with current salary, fringe, and F&A rates; NIH salary cap applied if NIH.
- ☐ Subawards: only the first \$25,000 of each subaward included in the F&A base (NIH, and other sponsors unless your rate agreement adopts \$50,000).
- ☐ Budget justification matches every line of the budget.
- ☐ Subrecipient budgets, statements of work, and letters of intent collected.
- ☐ Cost sharing and internal commitments approved in writing.
- ☐ Compliance needs identified: human subjects, animals, export controls, financial conflicts of interest.
- ☐ Proposal routed to the sponsored programs office by the internal deadline.

2. At award

- ☐ Notice of award reviewed: amount, budget period, terms incorporated by reference, special conditions.
- ☐ Differences from the proposed budget noted and the budget revised to match the award.
- ☐ Reporting dates recorded: progress, financial, invention, and closeout.
- ☐ Account set up and personnel added to payroll distribution.
- ☐ Subawards issued with a subrecipient risk assessment on file.
- ☐ IRB, IACUC, or other approvals current for the funded work.

3. During the award

- ☐ Monthly review of spending, encumbrances, and burn rate against time elapsed.

- ☐ Payroll matches effort commitments; changes of 25% or more in key personnel effort reviewed for prior approval.
- ☐ Cost transfers made within the institutional window, with justification.
- ☐ Prior approvals requested before changes in scope, key personnel, or restricted rebudgeting.
- ☐ Subrecipient invoices reviewed against their budgets and scope.
- ☐ Effort certified on schedule.
- ☐ Annual progress report on time (NIH RPPR: 45 days before the next budget period for SNAP awards, 60 days for non-SNAP).
- ☐ Protocol renewals tracked so approvals never lapse.

4. Closeout

- ☐ 90 days before the end date: decide whether a no-cost extension is needed.
- ☐ Final subrecipient invoices and reports requested (NIH subrecipients report within 90 days of the end date).
- ☐ Account reconciled: unallowable and unsupported charges removed, encumbrances closed.
- ☐ Final financial report, final progress report, and final invention statement submitted (NIH: within 120 days of the end date).
- ☐ Equipment inventory reported if required.
- ☐ Records retained for the required period, generally three years from the final financial report.