



UNIVERSITY OF MARYLAND  
EASTERN SHORE  
**OFFICE OF RESEARCH**

**Grant File Checklist**

PI Name: \_\_\_\_\_ KFS# \_\_\_\_\_

Grant Accountant Name: \_\_\_\_\_

**Left Side (Top to Bottom)**

- Grant Number Assignment Memo/email (Issued by Grant specialist)
- Official Award Letter (Issued by the Funding Agency)
- Routing Form with Submitted Grant Proposal (with President's Signature)
- Copy of Indirect Cost Agreement
- Cash matching documentation (Note: Should be treated as if it were federal dollars with regards to the scrutiny of allowability and allocability, and documentation. This documentation should show who is providing the match, who is responsible for the management of matching resources, the reporting of those resources and the methodology of how in-kind matching was calculated.)

**Right Side (Top to Bottom)**

*Correspondence*

- Compliance Notifications (All compliance notifications should be satisfied. Attach all documentation provided to satisfy the compliance notification.)
- Internal organization correspondence re: grant project
- In-Kind letters confirming donation value and timing
- Granting agency correspondence
- Account Maintenance Requests (if any)

*Budget*

- Approved Budget Revisions (if any)(i.e. approval letter from Granting Agency authorizing any budget revisions)
- Monthly or Quarterly Reports (Note: P.I.'s should sign the monthly reports so that it indicates they reviewed them)

*HR*

- Copies of all HR Forms, Contracts, Stipends, Personnel Activity Reports, and timesheets (if applicable) and any and all descriptions of expected work duties paid for by the grant.



***Procurement***

- Invoices and receipts (be sure there are approval signatures on these from the P.I.)
- Purchase orders (Note, for purchases that may exceed the funding agency or the university’s monetary amount to where prior approval is required, please be sure to attach the approval to the requisition and include it in the file)
- Copies of all VISA forms and detailed receipts
- Copies of all Petty Cash forms (if applicable)
- Documentation that vendors have been checked for debarment or suspension of receiving federal dollars
- Copies of all professional or technical contracts

***Inventory***

- Documentation of all inventory purchased with grant funds. Physical inventory should be done at least once a year by the P.I.
- Disposition of broken, obsolete, stolen or lost equipment is key. If equipment was stolen, there should be reports on action taken to recover stolen property or to replace it.

***Grant Closing Contents***

- Final Financial Status Report and/or Narrative Report (Include records/documentation that supports how the report was constructed.)
- Grant Project Closeout Checklist

**NOTES:**

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