

Login No.: _____

Project Monitor: _____

District: _____

College: _____

**ACADEMIC AFFAIRS
RENEWAL GRANT INITIATION CHECKLIST**

	Program Monitor Initial	Grant Admin Staff	Item	Problems
Workplan				
			Proposed, objectives, activities, performance outcomes, dissemination plan, and timelines are consistent with the RFA, verified by Monitor.	
			Use of funds is appropriate and consistent with the RFA, verified by Monitor.	
Facesheet and Application Packet:				
			Has original Chief Executive Officer/ Designee signature (red/blue ink) on four (4) of the 6 copies.	
			Has Contact Page, Abstract (max 3 pp. on Need), Workplans, and signed Budget Summary w/ Detail Sheet. Incl. CCD, College & Grant #s.	
			Has correct fiscal codes, language, dates, RFA #, Grant #, award amounts, and match amount.	
Budget Summary				
			Multi-funds are separated by source.	
			Administrative cost is within 5% limit.	
			Indirect cost does not exceed 4% of Total Direct Costs (Line 8).	
			Math is correct.	
			Appropriate match is provided and agrees with face sheet.	
Budget Detail				
			Budget detail is enclosed for each funding source.	
			Dollar amounts agree with budget summary.	
			Math is correct.	
			Appropriate match is provided.	
			Use of funds is consistent with the RFA.	
To the best of my knowledge, all fiscal aspects of the grant have been reviewed and are correct and ready for Grant Signature Process: Grants Coordinator Signature				Date
To the best of my knowledge, the workplan of the grant and use of funds has been reviewed and meets the RFA criteria: Program Monitor Signature				Date
Approval for this grant to be sent to Grants Administration Unit: Program Dean Signature				Date