

<b>AVIATION RESEARCH GRANTS/COOPERATIVE AGREEMENT FILE CHECKLIST</b>		<b>Grantee:</b>
<b>Grants Officer</b>		<b>Grant/ Agreement Number:</b>

Tab	Item	Y	N	N/A
1	Initial Award			
	a. Proposal from Grants.gov			
	1. Questions, clarifications, additional information			
	b. Indirect Cost Rate Agreement			
	c. Technical Evaluations (3 evaluations & 1 summary evaluation)			
	d. Grant Request with signatures			
	e. If funding with F&E or OPS, justification is needed from FAA Order 2500.8B			
	f. Screening of SAM – System and Award Management			
	g. Award Document			
	h. Cover Letter			
	i. Memo to file			
	j. Award Notification			
	k. Distribution emails (proposal, award, and award notification)			
	l. Correspondence			
	1. General			
	2. Legal			
2	Amendment			
	a. Supplemental Proposal			
	1. Questions, clarifications, additional information			
	b. Indirect Cost Rate Agreement			
	c. Concurrence email from Technical Monitor on no-cost extensions			
	d. Supplemental evaluation (1 summary evaluation) for adding funds			
	e. Screening of SAM – System and Award Management			
	f. Grant Request with signatures			
	g. Delphi invoicing report			
	h. Amendment			
	i. Cover letter			
	j. Memo to file			
	k. Distribution emails (supplemental proposal, amendment)			
	l. Correspondence			
	1. General			
	2. Legal			
	m. Other			
3	Rebaseline/Rebudget			
4	Reports			
	a. SF425 Federal Financial Report			
	b. Reports			
5	Expiring Grant			
	a. Initial closeout letter			
	b. Distribution email (initial closeout letter with forms)			
6	Final Closeout			
	a. Final report			
	b. 9550-5 Form			
	c. SF 425 Final Form			

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