

## Grants/Cooperative Agreement File Checklist

**Grant Agreement Number:**

**Contractor Point of Contact:**

**Award Date:**

**Grants Officer:**

**Period of Performance:**

**Grants Officer Representative:**

**Grantee Name:**

TAB	Manage Grant Proposal	AMS Reference	Y	N	N/A
1	<b>Proposal From Grants.gov</b>	3.1.5, 3.1.6, T3.1.5, T3.1.6/Procurement Templates			
	Application for Federal Assistance	Procurement Forms			
	Whitepaper				
	Research and Related Budget				
	Research and Related Senior/Key Person Profile				
	Indirect Cost Rate Agreement	3.2.1.3.1.1 & T3.2.2.3.B.1			
TAB	Proposal Evaluation	AMS Reference	Y	N	N/A
	<b>Questions, Clarifications, and Additional Information</b>	T3.2.2.3.A.2c			
	<b>Proposal Revisions</b>				
	<b>Technical Evaluation and Reports</b>				
	<b>Responsibility Determination Documentation (to include checking Sam.gov)</b>				
	<b>Management Review &amp; Legal Coordination and Review</b> of Evaluation Reports & Plans	T1.15			
TAB	Make Award	AMS Reference	Y	N	N/A
	<b>Grant Request with Signatures</b>	3.2.2.3.1.2.2 & T3.2.2.3.A.7			
	<b>AMK-311 Obligates Funding</b>	T3.1.8			
	<b>Contract Documents/PRISM Award</b>				
	<b>Award Letter</b>				
	<b>Memo to File</b>				
	<b>FPDS/FAB/US Spending if applicable</b>	T3.8.1			
	<b>Contract w/ Attachments Award Notification - Contractor, Payment Office, Requiring Service Organization, COR, Budget/Finance Office, Security Office, Small Business Program Office, Property Office, AFA-100, AFI-100, QRO</b>	T3.2.2.3.A.10			
TAB	Manage Award	AMS Reference	Y	N	N/A
	<b>General Correspondence</b>	T3.10.1			
	<b>Government Property (List of Property, Review/Approval of Contractor's Property Control System, Reports, &amp; Periodic Inventories)</b>	3.10.3 & T3.10.3			
	<b>Record of Payment (Invoices, Progress Payment Documentation, Periodical Estimates, Payment Approvals/Certifications, Delphi Report)</b>	3.3.1.2 & T3.3.1			
	<b>FOIA Requests</b>	T3.1.6.A.4			
2	<b>Amendments</b>	T3.10.1.A.5			
	Supplemental Proposal				
	Indirect Cost Rate Agreement				
	Concurrence email from Technical Monitor on no-cost extensions				
	<b>Management Review &amp; Legal Coordination/Review</b> of Modifications affecting Govt. Obligations				
	Grant Request with Signatures				



	<b>Contract w/ Attachments Award Notification - Contractor, Payment Office, Requiring Service Organization, COR, Budget/Finance Office, Security Office, Small Business Program Office, Property Office, AFA-100, AFI-100, QRO</b>				
	<b>Delphi Invoicing Report</b>				
<b>3</b>	<b>Rebaseline/Rebudget</b>				
<b>4</b>	<b>Reports</b>				
	Federal Financial Report	<b>Procurement Forms</b>			
	Other Reports				
<b>TAB</b>	<b>Closeout &amp; Terminate award</b>	<b>AMS Reference</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>5</b>	<b>Expiring Grant</b>				
	Initial Closeout Letter	<b>T3.10.6</b>			
	Finding and Decisions of CO	<b>T3.10.1.B.4</b>			
	Distribution Email (initial closeout letter with forms)	<b>T1.15</b>			
	Final Closeout				
<b>6</b>	<b>Final Closeout</b>	<b>3.10.10 &amp; T3.10.1</b>			
	Final Report				
	9550-5 Form	<b>T3.10.1.B.4, Procurement Forms</b>			
	Federal Financial Report Form	<b>Procurement Forms</b>			
	Delphi Reconciliation (to include deobligation)				
	Final Closeout Letter				
	General Correspondence				

