

Grants/Cooperative Agreement File Checklist

Grant Agreement Number:

Contractor Point of Contact:

Award Date:

Grants Officer:

Period of Performance:

Grants Officer Representative:

Grantee Name:

The tab numbers are for EDOCs purposes only and are not meant to be followed chronologically.

TAB	Manage Grant Proposal	AMS Reference	Y	N	N/A
1	Proposal From Grants.gov	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
	Questions, Clarifications, and Additional Information	T3.2.2.3.A.2c			
	Proposal Revisions				
	Technical Evaluation and Reports				
	Responsibility Determination Documentation (to include checking Sam.gov)				
	Management Review & Legal Coordination and Review of Evaluation Reports & Plans	T1.15			
TAB	Make Award	AMS Reference	Y	N	N/A
	Grant Request with Signatures	3.2.2.3.1.2.2 & T3.2.2.3.A.7			
	AMK-311 Obligates Funding	T3.1.8			
	Contract Documents/PRISM Award				
	Award Letter				
	Memo to File				
	FPDS/FAB/US Spending if applicable	T3.8.1			
	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	T3.2.2.3.A.10			
TAB	Manage Award	AMS Reference	Y	N	N/A
	General Correspondence	T3.10.1			
	Government Property (List of Property, Review/Approval of Contractor's Property Control System, Reports, & Periodic Inventories)	3.10.3 & T3.10.3			
	Record of Payment (Invoices, Progress Payment Documentation, Periodical Estimates, Payment Approvals/Certifications, Delphi Report)	3.3.1.2 & T3.3.1			
	FOIA Requests	T3.1.6.A.4			
2	Amendments	T3.10.1.A.5			
	Supplemental Proposal				
	Indirect Cost Rate Agreement				
	Concurrence email from Technical Monitor on no-cost extensions				
	Management Review & Legal Coordination/Review of Modifications affecting Govt. Obligations				
	Grant Request with Signatures				



	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				
	Delphi Invoicing Report				
3	Rebaseline/Rebudget				
4	Reports				
	Federal Financial Report	Procurement Forms			
	Other Reports				
TAB	Closeout & Terminate award	AMS Reference	Y	N	N/A
5	Expiring Grant				
	Initial Closeout Letter	T3.10.6			
	Finding and Decisions of CO	T3.10.1.B.4			
	Distribution Email (initial closeout letter with forms)	T1.15			
	Final Closeout				
6	Final Closeout	3.10.10 & T3.10.1			
	Final Report				
	9550-5 Form	T3.10.1.B.4, Procurement Forms			
	Federal Financial Report Form	Procurement Forms			
	Delphi Reconciliation (to include deobligation)				
	Final Closeout Letter				
	General Correspondence				

