

Grant Management Checklist

Use this form to keep track of the critical information on the grants you receive. This form is particularly useful if you manage several grants, or if you have a grant from a new funding agency. This form is also helpful when there is staff turnover midway through a grant.

Granting Agency Contact Information

Agency name:

Address:

Website address:

Contact person with phone and e-mail address:

Grant Basics

Your grant title:

Time period:

Total grant award:

Summary of projects included in the grant:

Special notes about funding:

Reporting Requirements

What reports must you prepare and when are they due? (Reports might include quarterly status report, midyear narrative report, or financial report.)

Report and Content	Due Date	✓ if submitted	Comments

Notes

Notes from conversations with the grant officer.

Date

Notes
