



Grant Management & Accounting Checklist

Pre-Award & Grant Acquisition

Steps to review grant opportunities, assess eligibility, and ensure alignment with organizational capacity before applying.

Grant Name/Opportunity Title

Application Deadline

Grant Type

- ☐ Federal
- ☐ State/Local Government
- ☐ Private Foundation
- ☐ Corporate Grant

Required Documents for Submission

- ☐ Project Proposal
- ☐ Budget Justification
- ☐ Letters of Support
- ☐ Organizational Certifications

Eligibility Assessment Notes

Write something...

RFP/Grant Guidelines Upload

 Upload File

Pre-Award Approval

Grant Agreement & Compliance Review

Reviewing the legal terms, reporting requirements, period of performance, and specific donor restrictions or conditions.

Grant Award Start Date

Enter date...

Grant Expiration Date

Enter date...

Funding Type

- ☐ Federal
- ☐ State/Local Government
- ☐ Private Foundation
- ☐ Corporate Grant

Compliance Requirements

- ☐ Monthly Financial Reporting
- ☐ Quarterly Progress Reports
- ☐ Annual Audit Required
- ☐ Specific Equipment Tracking
- ☐ Sub-recipient Monitoring

Key Grant Restrictions & Limitations

Write something...

Upload Signed Grant Agreement

 Upload File

Compliance Officer Verification

Budget Setup & Fund Accounting

Establishing unique project codes, setting up tracking accounts, and configuring the budget structure within the accounting system.

Grant Project Name

Grant Reference ID/Code

Grant Start Date

Grant End Date

Total Approved Budget Amount

Funding Source Type

- ☐ Government Grant
- ☐ Private Foundation
- ☐ Corporate Sponsorship
- ☐ Individual Donor

Accounting Segments to Allocate

- ☐ Personnel Costs
- ☐ Equipment
- ☐ Travel
- ☐ Supplies
- ☐ Sub-awards

Approved Grant Budget Document

 Upload File

Grant Expenditure & Documentation

Ensuring all costs charged to the grant are allowable, allocable, and reasonable, and verifying all receipts and invoices are attached.

Expense Description

Write something...

Expenditure Amount

Enter a number...

Expense Category

- ☐ Personnel/Salaries
- ☐ Equipment & Supplies
- ☐ Travel
- ☐ Sub-award/Sub-contract
- ☐ Other Direct Costs

Transaction Date

Enter date...

Supporting Documentation

 Upload File

Compliance Checkpoints

- ☐ Cost is allowable under grant terms
- ☐ Cost is properly allocated to project
- ☐ Budget availability confirmed
- ☐ Documentation is attached

Approving Officer Signature

Time & Effort Reporting

Tracking and verifying personnel hours specifically allocated to the grant to ensure compliance with labor distribution requirements.

Reporting Period Start Date

Enter date...

Reporting Period End Date

Enter date...

Staff Members Involved

☐ Project Manager

☐ Research Staff

☐ Administrative Support

☐ Technical Personnel

Total Hours Allocated to Grant

Enter a number...

Timesheet/Effort Logs

 Upload File

Employee Attestation

Supervisor Approval

Financial Monitoring & Reconciliation

Regularly comparing actual expenditures against the approved grant budget to prevent overspending or underspending.

Reconciliation Date

Total Grant Expenditure to Date

Remaining Budget Balance

Budget Variance Status

- ☐ Within Budget
- ☐ Under Budget
- ☐ Over Budget

Reconciled Accounts

- ☐ Cash/Bank Account
- ☐ Accounts Payable
- ☐ Accounts Receivable
- ☐ Grant Revenue
- ☐ Project Expenses

Variance Explanation Notes

Write something...

Supporting Reconciliation Report

 Upload File

Reviewer Authorization

Grant Reporting & Deliverables

Managing the deadlines and preparation of periodic financial reports and narrative progress reports for donors.

Reporting Deadline

Enter date...

Report Type

- ☐ Quarterly Financial Report
- ☐ Annual Financial Report
- ☐ Mid-Year Progress Report
- ☐ Final Grant Report

Required Attachments

- ☐ Updated Budget vs Actuals
- ☐ Narrative Progress Report
- ☐ Receipts & Invoice Samples
- ☐ Personnel Time Logs

Executive Summary of Progress

Write something...

Finalized Report Document

 Upload File

Authorized Officer Approval

Grant Closeout & Post-Award Audit

Finalizing all transactions, reconciling remaining balances, and archiving all financial records for future audit readiness.

Grant Completion Date

Enter date...

Final Report Status

- ☐ Drafting
- ☐ Submitted
- ☐ Approved by Donor

Closeout Tasks Completed

- ☐ All final invoices paid
- ☐ All payroll allocations finalized
- ☐ All equipment/assets transferred or disposed
- ☐ Final financial report submitted
- ☐ Grant period officially closed in ERP

Final Audit Documentation

 Upload File

Post-Grant Summary & Lessons Learned

Write something...

Grant Manager Approval