# ACADEMIC AFFAIRS
## RENEWAL GRANT INITIATION CHECKLIST

<table>
<thead>
<tr>
<th>Program Monitor Initial</th>
<th>Grant Admin Staff</th>
<th>Item</th>
<th>Problems</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Proposed, objectives, activities, performance outcomes, dissemination plan, and timelines are consistent with the RFA, verified by Monitor.</td>
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<td>Use of funds is appropriate and consistent with the RFA, verified by Monitor.</td>
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</tbody>
</table>

**Facesheet and Application Packet:**
- Has original Chief Executive Officer/Designee signature (red/blue ink) on four (4) of the 6 copies.
- Has Contact Page, Abstract (max 3 pp. on Need), Workplans, and signed Budget Summary w/Detail Sheet. Incl. CCD, College & Grant #s.
- Has correct fiscal codes, language, dates, RFA #, Grant #, award amounts, and match amount.

**Budget Summary**
- Multi-funds are separated by source.
- Administrative cost is within 5% limit.
- Indirect cost does not exceed 4% of Total Direct Costs (Line 8).
- Math is correct.
- Appropriate match is provided and agrees with face sheet.

**Budget Detail**
- Budget detail is enclosed for each funding source.
- Dollar amounts agree with budget summary.
- Math is correct.
- Appropriate match is provided.
- Use of funds is consistent with the RFA.

To the best of my knowledge, all fiscal aspects of the grant have been reviewed and are correct and ready for Grant Signature Process:

Grants Coordinator Signature

To the best of my knowledge, the workplan of the grant and use of funds has been reviewed and meets the RFA criteria:

Program Monitor Signature

Approval for this grant to be sent to Grants Administration Unit:

Program Dean Signature

Date