



Post Award Check List and Reporting

Division _____ Project Lead _____

Award Title _____

Grant# _____ Fund# _____ Cost Center _____

Amount Awarded \$ _____ Project Begin Date _____ Project End Date _____

Is amount awarded for the full project period? _____

Is the award for the current year of a multi-year award where spending is limited year by year? _____

*Note: **Prior to the project briefing, the Project Lead** or their designee will thoroughly read the award document(s) and itemize the details, terms and conditions of the grant. Details may include but are not limited to: interim and final reporting requirements, scheduled deliverables, and approvals.*

Project Kick off Date: _____

(Project Kickoff to be scheduled by Project Lead and include participants with a designated role)

Project Participants and Designated Role:

1. Name _____ Responsibility _____

2. Name _____ Responsibility _____

3. Name _____ Responsibility _____

4. Name _____ Responsibility _____

5. Name _____ Responsibility _____

**Grant Award Check List
and Reporting – Continued**

Grant Implementation and Management - each item should include a completion/delivery date.

<i>Interim and Final Reporting Requirements</i>	<ol style="list-style-type: none"> 1. 2. 3. 4.
<i>Scheduled Deliverables</i>	<ol style="list-style-type: none"> 1. 2. 3. 4.
<i>Approval Requirements</i>	<ol style="list-style-type: none"> 1. 2.
<i>Other</i>	<ol style="list-style-type: none"> 1. 2. 3.

Project Lead Approval _____ Date _____
(Signature)

Division Approval _____ Date _____
(Signature)

A copy of a completed and signed check list should be sent to ACHapman@nv.edu.

This document will be filed in the NVCC Grants Office, K720. Automatic email reminders will be sent out from the grants office for every notated milestone.