

# Federal Grant Management Checklist

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Seeking federal money for your project?



...or perhaps you've just been awarded a Federal grant.



As an employee of The Ohio State University, you are assuming an important stewardship role over the funds you receive via grants. Your fiscal officer can help you with the financial aspects of managing a grant. Be sure to include her/him EARLY in your planning process for assistance with:

- Identifying allowable and unallowable costs.
- Requesting reimbursement from federal agencies.
- Applying prevailing wage rates.
- Acquiring equipment or real property.
- Fulfilling cost-sharing or matching requirements.
- Preparing TIMELY financial reports.
- Monitoring subrecipient's spending.
- Retaining financial documentation.
- Preparing for audits.
- Establishing separate ChartField Fund numbers in the Financials system.
- Monitoring spending and availability of grant money.
- Managing transfers, rebudgeting and overruns.
- Closing out an award.