TEMPLATE

Grant and Contract Award Inventory

What this is	Per-award compliance requirements, a reporting calendar, budget-to-actual by award, drawdown workflow, and a closeout checklist — so award compliance lives in a system rather than in whoever wrote the proposal.
It assumes	More than one restricted funding source.
Change before use	Award types, and any funder-specific reporting your awards carry.

The inventory

One entry per award, opened the day the award letter arrives and closed by the closeout checklist. The entry is the single place where everything the award requires is written down — because the alternative is that it lives in the memory of whoever wrote the proposal, and that person leaves.

The award record

Field	Entry
Funder / award number	
Type	☐ Federal direct ☐ Federal pass-through ☐ State ☐ County ☐ Foundation ☐ Other
If federal: assistance listing number and pass-through entity	
Period of performance	
Total award / this year	
Payment mechanism	☐ Cost reimbursement ☐ Advance/drawdown ☐ Fixed price ☐ Unit rate
Budget as approved (attach) and rebudgeting rules — what % or line moves need prior approval	
Match / cost share required, and how it is documented	
Reports due — every one, with dates (also entered on the reporting calendar)	
Special conditions — verbatim from the agreement	
Records retention required by this award	
Award owner (person) / fiscal owner (person)	

The reporting calendar

Every report from every award record, in one dated list, each with an owner and a "submitted" evidence link. Reviewed monthly at close. A missed report is the cheapest possible finding to prevent.

Budget-to-actual, by award

Monthly, per award: approved budget by line, spent to date, % spent vs. % of period elapsed, and projected end-of-award position. Underspending is caught here in month seven, when it can still be fixed — not in month twelve, when it becomes a give-back.

Drawdown / invoicing workflow

1. Costs posted to the award in the ledger, allocated per the methodology.
2. Draw or invoice prepared from the ledger — never from a spreadsheet maintained beside it.
3. Reviewed against the approved budget and remaining balance by a second person.
4. Submitted; confirmation filed; receivable tracked to payment at the funder's actual historical lag.

Closeout checklist

- Final report and final invoice/draw submitted and confirmed; final rebudgeting reconciled.
- Match/cost-share documentation complete and filed.
- Equipment or property disposition rules followed and recorded, where applicable.
- Records boxed or foldered under the award's retention period, with a destroy-after date.
- A one-paragraph lessons entry: what this funder asked for that surprised us — read before the next proposal to the same funder.
