

### GOR File Contents Checklist

Award Number: \_\_\_\_\_ Grants Specialist: \_\_\_\_\_

Recipient: \_\_\_\_\_

Business Office POC: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PI: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

GOR: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Item/Document	<i>Place an "X" if item included</i>
Copy of the Appointment of Grants Officer's Representative	
GOR Training Certificates	
DAU CLC 106	
Ethics	
Refresher Class	
Refresher Class	
Research Application	
Scientific Peer Review Summary Statement	
SOW (original and revised)	
Budget (original and revised)	
Previous/Current/Pending Support for PI and Key Personnel	
Principal Investigator Assurance	
Certification of Environmental Compliance	
Use of Human Subjects Documentation and Approval	

Use of Animal Subjects Documentation and Approval	
Assistance Agreement Award and Supporting Documents	
Modifications and Supporting Documents	
Quarterly Technical Reports	
Year 1 Quarter 1	
Year 1 Quarter 2	
Year 1 Quarter 3	
Year 1 Quarter 4	
Quarterly Quad Charts	
Year 1 Quarter 1	
Year 1 Quarter 2	
Year 1 Quarter 3	
Year 1 Quarter 4	
Annual Technical Reports (Research Performance Progress Report)	
Year 1	
Year 2	
Annual/Final Patent Report(s) (DD Form 882)	
Documentation of Collaboration or Technical Assistance Provided	
Documentation of Monitoring and Inspection, including Site Visits	
Cost Reimbursement Vouchers (SF270)	
Listing of Government Furnished Property	
Listing of Property/Equipment Purchased by Recipient w/Award Funds	
Final Research Performance Progress Report	
Correspondence	
Other Documents	

NOTE: Mark "N/A" if not applicable. Upon expiration of award, forward complete file to the Grants Officer.