GRANT/COOPERATIVE AGREEMENT FILE CHECKLIST

Grant/Cooperative Agreement Number:			Supplement Number:		
Specialist		Code		Phone	
Requester		Code		Phone	

Tab	Document	In File (√)
1	Procurement Request	
2	NASA Research Announcement/Cooperative Agreement Notice	
3	Congressional Notification for NASA Sponsored Research	
4	Selection Statement/Notification	
5	Justification for Acceptance of an Unsolicited Proposal	
6	Grant Proposal (including certifications)	
7	List of Parties Excluded from Federal Procurement and Non-Procurement Programs	
8	Technical Evaluation	
9	Cost Analysis/Audit Information	
10	Price Negotiation Memorandum	
11	AMS Input Sheet	
12	Delegation of Administration	
13	Grant/Cooperative Agreement	
14	Correspondence/Other Supporting Documentation	
15	Route Sheet	