

# Verification Checklist

The Grant Compliance staff member completes this checklist to verify the completion, accuracy, allowability and allocability to the grant for which the Grant Activity Responsibilities and Commitment Form - GDMC-005 has been completed.

Verified by: _____ Date: _____ Grant Name: _____ Funding Agency _____ Employee Doing Grant Work: _____		Comments
<b>Verification Checklist</b>	<i>Place a checkmark in the row for each item verified</i>	
<b>Section 1.</b> All names, grant name, funding agency and dates on form are complete and typed or printed legibly	<input type="checkbox"/>	
<b>Checkbox Selection.</b> The correct box is checked.	<input type="checkbox"/>	
<b>Section 2.</b> Description of Grant Funded Activity includes activity that is allocable to the grant named on the form.	<input type="checkbox"/>	
<b>Section 3.</b> Compensation Information is complete only if Box C is checked in the Checkbox Selection.	<input type="checkbox"/>	
<b>Section 3.</b> Compensation Information includes a stipend amount that has been verified as calculated based on the LHE Rate (faculty) or Hourly Rate (staff).	<input type="checkbox"/>	
<b>Section 3.</b> Compensation Information. The cost of compensation for the work performed by the employee is allocable (chargeable or assignable) to the grant per grant guidelines.	<input type="checkbox"/>	
<b>Section 3.</b> Compensation Information. The charges to the grant for work to be performed is an allowable cost to the grant.	<input type="checkbox"/>	
<i>The Grant Activity Responsibilities and Commitment Form - GDMC-005 is to be signed/dated and approved by the Employee, Supervisor, Project Director or Principal Investigator, and the Financial Manager of the grant after Grant Compliance has verified this form.</i>		

\*It is the responsibility of the Project Director (PD)/Principal Investigator (PI) to maintain documentation evidence of grant work performed by the employee for the retention period required by the grantor.

\*\*In the case of the Perkins Basic Grant, it is the responsibility of each individual department to maintain support documentation, not the PI/PD.