

## NSF Grant Management Checklist: Getting Started

	Year 1		Year 2	
	0-6 Months	6-12 Months	0-6 Months	6-12 Months
<b>Budget Management</b>	✓✓✓	✓✓	✓✓	✓
<b>Communication Needs</b>	✓✓	✓✓	✓✓	✓✓
<b>Grant Operations</b>	✓✓	✓✓	✓✓✓	✓✓✓
<b>Evaluation</b>	✓✓	✓✓	✓	✓
<b>Dissemination</b>		✓	✓	✓
<b>Advisory Board(s)</b>	✓✓	✓✓	✓	✓
<b>Report Preparation</b>		✓	✓	✓
<b>Mentoring Assistance</b>	✓	✓	✓	✓

✓ = Emphasis/Time/Attention