

OCJS Community Quarterly Subgrant Report (QSR) Checklist

Check Box	Items for QSR Correctness
	QSR is submitted within 30 days of quarter ending date
	Period ending date and funding period match
	If required, relevant reports must be submitted on time before a QSR can be submitted.
	Payment request matches cost expenditures
	The address used for your organization's supplier ID in OH ID matches the address listed in the on-line grants management system.
	The names and contact information for your organization are correct in the on-line grants management system.
	All expenditures submitted were incurred during the correct project period.
	Current expenditures match the most recently approved budget or adjustment. If they do not match, a programmatic or budget adjustment must be submitted prior to the submission of the QSR.
	Submitted documentation supports the current expenditures. Please see the list of appropriate supporting documentation.
	If match is required, it must be applied no later than the final QSR. If match is not required, please disregard.
	For final QSR, completed Equipment Inventory Form is submitted if any equipment purchases were made.
	For final QSR, signed Civil Rights document was submitted if required in Pre-Award Conditions.