

Site Visit Checklist Title III/SAFRA

1. Progress on Objectives

____ Performance Reports

Was the PR timely, accurate and complete?

Did you have quantitative statements to support your objectives?

____ Documentation of progress

Do you have documents or data that support your claims in the PR?

____ Trip Reports

Do you have copies of trip reports for trips taken during the current quarter?

____ Adherence to implementation strategy

Is your program moving ahead according to your approved implementation strategy?

Comments

2. Fiscal Management

____ Receiving Reports

Do you have receiving reports on file?

____ Adherence to planned travel budget

Have you stayed within the approved travel for your university?

____ # of Budget Transfers

Have you followed the guidelines for budget transfers?

____ Follow through on requisitions

Do you have evidence that you are tracking requisitions placed in the system?

____ Adherence to planned spending

Have you stayed within your approved spending plan?

3. Personnel

____ Time and Efforts forms – Do you have copies of all Time & Effort forms submitted?

____ All positions filled –

____ Personnel Records Kept – Do you have copies of all personnel documents

4. Property Management

____ Database – Do you have an up-to-date database to track Title III property?

____ Property Documents – Do you have copies of all property documents submitted?

____ Radom Check- Are you prepared to pass a random check for your Title III property?

5. Communications

____ Responsiveness to Communications – Have you been responsive to communications?

____ Attendance at Meetings – Was the appropriate staff present at all meetings?

Signatures

Activity Director

Title III Director
