**GRANTEE PORTAL SUBMISSION CHECKLIST**

* Is my RFR filled out correctly?
  + Have I used the right pro-rata to split each invoice grant and match?
  + Have I completed and updated the project total summary including this and previous requests?
  + Have I had the contract responsible administrator or the chief elected official sign and date the RFR?
* Have I included a copy of each invoice in my RFR?
  + Does each invoice clearly show the dates of service? (Not just an invoice date, but clear indication of when the work was performed to show it was within contractual period?)
  + Does each invoice also include a copy of a check or proof of payment?
* Have I uploaded any closeout documents in case of a final report? (CO, certificate of substantial completion, etc.?)
* Have I uploaded each of the documents where necessary?
  + Tip #1 – the easiest way is to combine all documents in the same pdf in the following order:
    - RFR->Invoice 1->Proof of Payment 1->Invoice 2->Proof of payment 2->etc ->closeout documentation if applicable.
  + Tip #2 – In portal, under “add expenditure” you do not need to do a separate “expenditure” for each individual invoice, you need only do it for the total expenses for each line item. For example, if you have $100,000 in 3 construction invoices, and $25,000 in 2 engineering invoices, you would just enter one expenditure with the construction totals and one expenditure with the engineering totals, rather than 5 separate entries.
  + Tip #3 – If you have forgotten something, need to add another document, or otherwise have something you need to add, use the “documents – optional” tab to easily add without having to change the bigger document.
* Have I ensured that I’ve hit submit rather than just save? The screen will return to the project’s financial tab and show *Submitted* next to it. If it was just saved, it will show a pencil allowing you to edit and submit.