



GRT-13 (11/07)

PI&E MATERIAL APPROVAL CHECKLIST

Organization: _____

Project Title: _____

Description of Material: _____

Checklist:

Material is an allowable cost item in the grant agreement budget.	<input type="checkbox"/>
Plan outlining use of material included in grant agreement or with request letter.	<input type="checkbox"/>
Plan includes all necessary information:	
<input type="checkbox"/> item	
<input type="checkbox"/> purpose	
<input type="checkbox"/> quantity	
<input type="checkbox"/> cost	
<input type="checkbox"/> target audience	
<input type="checkbox"/> interactive activity (for promotional items)	
<input type="checkbox"/> how results will be used and reported	
<input type="checkbox"/> sample of material	
Material relevant to agreement objectives.	<input type="checkbox"/>
Information accurate, current, and technically correct.	<input type="checkbox"/>
Material does not conflict with enforcing program priorities.	<input type="checkbox"/>
Dated material quantity appropriate to audience size and use time frame.	<input type="checkbox"/>
Quantity is cost effective and sufficient to meet objectives.	<input type="checkbox"/>
Appropriate activity to objectives and audiences.	<input type="checkbox"/>
TABC credit line, including TABC logo.	<input type="checkbox"/>

TABC Approval:

_____ Grants Coordinator

_____ Date