



Grant Risk Review Scorecard

A lightweight scorecard for identifying higher-risk grants that may need closer monitoring, stronger documentation, or earlier follow-up.



1. How to use this scorecard

- Review each risk area and assign a score from 1 to 3
- 1 = lower risk, 2 = moderate risk, 3 = higher risk
- Add the total score and use it to guide monitoring priority



Score summary

Minimum possible score: 8

Maximum possible score: 24

Total score: _____



2. Risk areas

Risk Area	Score 1 (Low)	Score 2 (Moderate)	Score 3 (High)	Notes
Reporting complexity	Simple reports	Some complexity	Complex reports	
Reimbursement complexity	Straightforward	Some conditions	Multiple conditions	
Match requirement	No match	Low to moderate	High match required	
Compliance burden	Minimal	Moderate	High	
Documentation quality	Complete & organized	Some gaps	Significant gaps	
Number of departments involved	1	2–3	4 or more	
Closeout complexity	Simple closeout	Some requirements	Complex closeout	
Audit exposure	Low	Moderate	High	



3. Suggested interpretation

- 8 to 12 = Lower monitoring need
- 13 to 18 = Moderate monitoring need
- 19 to 24 = Higher monitoring need
- Higher-risk grants should be reviewed more frequently



4. Potential response actions

- Increase review cadence
- Confirm owners and due dates
- Strengthen evidence collection
- Review reimbursement support
- Address missing documents



Helpful reminder

The goal of risk scoring is not perfection — it is to identify where extra attention will reduce deadline, reimbursement, and audit issues.

Grant Name: _____

Completed By: _____

Review Date: _____

Total Score: _____ / 24

