**SPONSORED PROGRAMS**

**Subrecipient Monitoring Notice**

The Uniform Guidance requires that subrecipients are monitored to provide reasonable assurance that the use of resources is in compliance with laws, regulations, and award terms, and that performance goals are achieved. The attached checklist will serve as a tool to help determine compliance with this requirement

# Subaward Information

|  |  |
| --- | --- |
| USU PI |  |
| USU Award # |  |
| Subrecipient Institution |  |
| Subaward # |  |
| Risk Determination |  |

# MONITORING REQUIREMENTS

Principal Investigators (PIs) and departments have primary responsibility for monitoring subrecipient performance in the following areas:

* Establishing channels of communication with subrecipients;
* Ensuring progress per the statement of work;
* Reviewing and documenting performance;
* Reviewing invoices from subrecipients for compliance with regulations and award terms and conditions;
* Approving final invoices in a timely manner for closeout.

Upon audit or request, USU and the PI must provide documentation that monitoring has occurred. This include documenting correspondence and progress reports received. A sample template for a “Subrecipient Monitoring Record” is attached and may be helpful in meeting your subrecipient monitoring obligations.

**Utah State University**

**Subrecipient Monitoring Record**

# PROJECT TITLE

|  |  |  |  |
| --- | --- | --- | --- |
| USU PI |  | Subrecipient Name |  |
| USU Award # |  | Subrecipient PI |  |
| PO# |  | Subaward # |  |
| Performance Period |  | Project Invoicing | Monthly Quarterly Other |

**Person responsible for this record: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# SCHEDULED REPORTING (BASED ON THE TERMS OF THE AWARD)

|  |  |  |
| --- | --- | --- |
| *REPORTS SHOULD BE KEPT WITH THE GRANT/CONTRACT FILES IN THE DEPARTMENT AND RETAINED IN THE SAMME MANNER AS OTHER GRANT/CONTRACT DOCUMENTS.* | | |
| DUE DATE | COMMENTS | DATE RECEIVED |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# INFORMAL PROGRESS REPORTS

|  |  |  |
| --- | --- | --- |
| *INFORMAL PROGRESS REPORTS (EMAILS, PHONE CALLS, SITE VISITS, ETC.) SHOULD GENERALLY TAKE PLACE AT LEAST QUARTERLY. UNDER THE DIRECTION OF THE PI, THE SUBRECIPIENT SHOULD BE CONTACTED TO DISCUSS ITS PROGRESS ON THE SUBAWARD,* | | |
| DUE DATE | COMMENTS | DATE RECEIVED |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |