**Department Checklist for Subrecipient Monitoring**Subrecipient Payments and Performance

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| --- | --- |
| **UW PI:** Click or tap here to enter text. | **Performance Period:** Click or tap here to enter text. |
| **UW Award Title:** Click or tap here to enter text. | **Checklist Prepared By:** Click or tap here to enter text. |
| **Subrecipient:** Click or tap here to enter text. | **Checklist Completion Date:** Click or tap here to enter text. |

**This Checklist provides guidance on how to adequately (1) review invoices before approving payments to subawardees and (2) monitor satisfactory subawardee performance towards programmatic goals.**

**Please verify the following items when monitoring subrecipient payments and performance:**

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| **Subrecipient Payments:** Review and Approve Invoices |
| Does the invoice **format** adhere to subagreement specifications, which require inclusion of the following:   * UW PO Number * UW Project Number * Line-Item Detail for Expenditure Totals * Signed Certification Statement by the Subawardee’s Authorized Institutional Official * Billing Period Start/End Dates   Are all included expenditures **allowable** per subagreement and sponsor-specific terms and …..conditions?   * Are expenditures reported in accordance with the approved budget? * Are variances in expenditures between budget categories reasonable and allowable? * Do all expenditures fall within the allowable budget period start and end dates? * Are F&A amounts calculated accurately per the rate/percentage specified in the subagreement? * Do expenditures exclude unallowable charges such as alcohol, meals, entertainment, postage, office supplies, etc. as required per the subagreement? * Is adequate clarification provided for unusual, miscellaneous, or other charges? * If applicable, is additional backup documentation provided for categories such as payroll, travel, consultants, etc. as required per the subagreement? * If applicable, are cost-sharing amounts included at a line-item detail? * If applicable, is the foreign exchange rate reasonable?   Is the spending/burn rate **reasonable** compared to the amount of work completed?  Are invoices received in a **timely** manner according to the required frequency/due dates?  Have adequate steps been taken during project **completion**, including:   * Are all the final reports/deliverables received prior to approval of the Final invoice? * Is the Final invoice clearly marked “FINAL?” |
| **Subrecipient Performance:** Confirm Satisfactory Work Progress |
| Has the subawardee demonstrated **satisfactory** project performance and progress?  Is the subawardee’s performance consistent with the **scope of work** outlined in the …..subagreement?   * Does the subawardee have proper control of property? * Is the subawardee continuing to meet compliance requirements? * Have any required prior approvals been obtained by the subawardee?   Has **communication** between the UW PI and the Subrecipient PI been consistent and adequate?  Are technical reports/deliverables received in a **timely** manner according to the required ---.--…..schedule/due dates?  Is the subawardee’s work expected to be finished on-time for project **completion?**   * If yes, will all required final reports/deliverables and the final invoice be submitted on-time? * If no, has a No Cost Extension been requested? Will the No Cost Extension be passed-through to the subawardee if obtained? |