**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?”
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| **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?
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