



UNIVERSITY OF WYOMING

Department Checklist for Subrecipient Monitoring

Subrecipient Payments and Performance

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.	Subrecipient: 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:

Subrecipient Payments: Review and Approval of Invoices by Department Financial Administrator

- ☐ 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 being met/reported and included as a line-item detail?
 - If applicable, is the foreign exchange rate reasonable?
- ☐ 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?"

Invoice Approved By: Click or tap here to enter text.

Approval Date: Click or tap here to enter text.



Subrecipient Performance: PI/ Project Manager Confirmation of 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?
- ☐ Is the spending/burn rate **reasonable** compared to the amount of work completed?
- ☐ If additional requirements or specific program or reporting subaward conditions were imposed, is the subrecipient complying?
- ☐ 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?

Work Progress Approved By (PI/PM): Click or tap here to enter text.

Approval Date: Click or tap here to enter text.