

Sample Subaward Monitoring Checklist for PRINCIPAL INVESTIGATOR

Activities identified below are the responsibility of the Principal or Co-Principal Investigator. The Investigator may delegate some or all of the following responsibilities to someone with technical knowledge of the project. Delegation documentation must be included in the monitoring record.

Subrecipient monitoring should take place at least quarterly.
Both fiscal & technical monitoring may occur more frequently as needed.

Meet with department to review the subcontract & monitoring process.

Ensure that a subrecipient request with all necessary backup documentation is sent to OSR. Ensure all project deliverables are submitted to UW in a timely manner.

ONGOING MONITORING & REVIEW

Work with department staff

Verify billings are:

- consistent with terms of subcontract
- adhere to the budget
- reasonable
- allowable
- allocable

Review subrecipient monitoring records to ensure monitoring is occurring.

CLOSURE

In collaboration with department administrator ensure that you have received the final technical report, final invoice, and any other documentation from the subrecipient according to the subaward agreement.