

PI - Subrecipient Monitoring Responsibilities

Dear Principal Investigator,

At this time we would like to remind you of your subrecipient monitoring responsibilities, as follows:

Technical

- ✓ Please maintain regular contact with the Subrecipient's Principal Investigator regarding all technical and financial aspects of the project.
- ✓ Ensure that all deliverables (i.e. performance/technical reports) required per the subaward agreement are being completed and provided to you on a timely basis.
- ✓ Please retain all deliverables and reports as supporting documentation of Subrecipient performance.

Financial

- ✓ Please maintain regular contact with your department's fiscal staff and UF's C&G Accounting Subaward Office. These are the two offices that will assist you with reviewing subrecipient expenditures and paying invoices. Subrecipient invoices will be sent to you from the C&G Accounting Subaward Office.
- ✓ Review, approve and certify Subrecipient invoices in a timely manner only when the expectations outlined in the subaward agreement are being met and invoice reflects allowable, allocable, and reasonable costs.
- ✓ Do not approve invoices where the Subrecipient is not performing and/or expenditures are significantly different than budgeted or appear to be unallowable and unreasonable costs. Contact your department's fiscal staff and UF's C&G Accounting Subaward Office for assistance.
- ✓ Request additional expenditure information on questioned cost. Contact your department's fiscal staff and UF's C&G Accounting Subaward Office for assistance.

Subaward Modifications

- ✓ Contact DSP's Subaward Office to request any changes or modifications to the subaward (i.e. change in time, change in funding, early termination) in a timely manner.

Closeout

- ✓ A significant part of subaward monitoring happens at the end of the project period. This is when you make a final determination as to whether or not the subrecipient has reasonably fulfilled its responsibilities under the subaward.

- ✓ By approving the final invoice for payment you are providing verification to UF that the Subrecipient has reasonably fulfilled its technical responsibilities and you are in receipt of the deliverables and reports required by the subaward agreement.
- ✓ Do not approve the Subrecipient' s final invoice until you have received all required deliverables (i.e. performance/technical reports).
- ✓ In general, the Subaward is consider closed upon payment of the Subrecipient' s final invoice.

Subrecipient Monitoring

- ✓ Subrecipient monitoring is shared with department staff and central offices (DSP, OER, C&G Accounting), with the Principal Investigator having the primary responsibility of subrecipient monitoring.

Questions

- ✓ If you have any questions regarding your Subrecipient monitoring responsibilities, please contact DSP at ufsubawards@ufl.edu.
- ✓ If you have questions regarding paying Subrecipient invoices please contact C&G Accounting at subcontract-manager@admin.ufl.edu.