

Principal Investigator Subrecipient Monitoring Responsibilities

Overview

The purpose of this document is to provide guidance and identify in subrecipient resources to assist PIs with their responsibilities.

Technical

- Maintain regular contact with the Subrecipient Unit Administrator by the assigned SP Financial Analyst. Review the invoices, sign the Subrecipient Payment Certification Form in a timely manner, and return to your Unit Administrator.

- Do not approve invoices where the Subrecipient is not performing, or expenditures are significantly different than budgeted or expected. Do not approve if the expenditures appear to be unallowable or unreasonable.

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