



PI - Subrecipient Monitoring Responsibilities

Overview

Subrecipient monitoring is an important element of sponsored funding stewardship. At UVM it is a shared responsibility between the Principal Investigator, Department Staff and Sponsored Project Administration.

The purpose of this document is to outline your role in subrecipient monitoring and provide guidance and resources to assist you with your responsibilities.

Technical

- Maintain regular contact with the Subrecipient's PI regarding all technical and financial aspects of the project.
- Ensure all technical performance reports and any additional deliverables required by the subaward terms and conditions are being completed and delivered to you on a timely basis.
- Retain all reports and deliverables as supporting documentation of Subrecipient performance.

Financial

- Maintain regular contact with your department fiscal staff and SPA Financial Analyst. These two offices will assist in the reviewing subrecipient expenditures and paying invoices.
- Subrecipient invoices will be sent to you from the SPA Finance Office. Review and respond timely to the Subrecipient Payment Certification Form, sent to you from SPA.
- 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.
- Contact the department finance staff and/or SPA Financial Analyst if you (PI) have any questions in regard to expenditures.

Subaward Modifications

- To initiate any changes or modifications to the subaward agreement (i.e. change in time, change in funding, early termination), contact the SPA's outgoing Subaward Office in a timely manner.

Closeout

- By approving the final invoice for payment, you are providing verification to UVM that the Subrecipient has reasonably fulfilled its technical responsibilities and you are in receipt of the deliverables and reports required by the subaward agreement.

Questions

- If you have any questions regarding your Subrecipient monitoring responsibilities or the content of your subaward agreement, please contact [Molly Epstein](#), SPA's Outgoing Subaward Specialist, 802-656-1459.