

Subrecipient Monitoring

OSP

Pre-Award

Review of institution and key personnel's status including:

- Monitoring software Visual Compliance©,
- System for Award Management (SAM)
- Prior years' audit report.

Post-Award

Pre-award process plus:

- Subrecipient Checklist review,
- Audit/financial report review
- Review of invoices for cost-reimbursement sub agreements.

Principal Investigator

Post-Award

Review of Technical Performance Reports/deliverables.

- Unusual or unforeseen items investigated
- Investigation documentation retained and filed appropriately

Review of invoices and comparison to established sub award budgets and documentation of review.

Clarification of invoiced charges requested for unusual, misc., apparently excessive, or other charges invoiced by sub recipient.

- Request detailed justifications if necessary

*For more details, check out the Subrecipient Monitoring procedure on the OSP website
www.hphcinstituteosp.org.*

For questions, contact your Grants Manager.