



Subrecipient Name: _____

RF Project/Task/Award: _____

Subrecipient Performance Monitoring Checklist

Monitoring the activities of the subrecipient is necessary to ensure that the subaward is used for authorized purposes.

Subrecipient Information

Subrecipient PI _____

Subrecipient Contact _____

Invoicing Frequency: Monthly Quarterly

Name and position of the person responsible for overseeing this record _____

Scheduled Reporting Dates (based on the terms of the subaward)

Date Due	Actual Date Received	Comments

Informal Progress Reports Completed

Date	Method	Comments

Other Communications

Date	Method	Comments