



RF/SUNY PI Memo

To: Dr. xx
Project Director

From: Director, Sponsored Programs
Research Foundation Office of Sponsored Programs

Date: Month Day, Year

Subject: Subrecipient Monitoring Requirements

We have recently generated the contract you requested between the Research Foundation for SUNY [SUNY Campus], and the [Subrecipient Name]. We want to remind you that whenever we subcontract to another entity we become responsible the Federal OMB Uniform Guidance 2 CFR Part 200 for certain audit requirements. Since you are the project director under the contract, you share in this responsibility so we want to highlight your obligations under this subcontract.

- Ensure no conflict of interest exists between the interested parties, and notify the Research Foundation immediately should one arise.
- Ensure deliverables are completed as required and that any required technical reports are submitted timely.
- Should, at any time, you find that the deliverables under the contract are not being met, contact Research Foundation Office of Sponsored Programs for guidance and corrective action.
- Approve all disbursements under the subcontract, including advance requests as well as all invoice payments.
- Contact Pre-Award and Contract Services should a modification to the contract become necessary.
- Prior to final payment you must certify that all of the deliverables under the agreement have been provided.

If you have any questions regarding your responsibilities with respect to this contract, please do not hesitate to contact me. I can be reached by phone during regular business hours, or by e-mail at [email address]

Thank you for your cooperation.