

**PSU Subrecipient Monitoring Record**

*This form is to be used to maintain a record of subrecipient monitoring actions*

**Plymouth State University**

**Subrecipient**

PI Name: \_\_\_\_\_

Subrecipient Institution: \_\_\_\_\_

PSU Fund/Org: \_\_\_\_\_

Subrecipient PI: \_\_\_\_\_

Subaward#: \_\_\_\_\_

Subrecipient Financial Contact: \_\_\_\_\_

Period of Performance: \_\_\_\_\_  
Quarterly

Project Invoicing Frequency: \_\_\_\_\_ Monthly \_\_\_\_\_ Qtr.

Written Progress Report Frequency: \_\_\_\_\_

Name of ORA Post-award Administrator responsible for overseeing this record: \_\_\_\_\_

Name of PSU PI responsible for overseeing this record:  
\_\_\_\_\_

**SCHEDULED REPORTING DATES BASED ON THE SUBAWARD AGREEMENT**

**APPROVED INVOICES** *(this section to be completed by both the PI and OSP Post-award)*

<b>DUE DATE</b>	<b>DATE SUBMITTED FROM PI TO GCA</b>	<b>DATE SUBMITTED TO AP (FROM POST-AWARD)</b>	<b>PSU INVOICE #</b>

**WRITTEN PROGRESS REPORTS** *(this section to be completed by both the PI and GCA)*

<b>DUE DATE</b>	<b>DATE SUBMITTED TO GCA</b>	<b>DATE RECEIVED BY GCA</b>

**INFORMAL PROGRESS REPORTS** *(these should take place at least quarterly)*

<b>DATE</b>	<b>METHOD (i.e. phone, email, etc.)</b>	<b>COMMENTS</b>

**OTHER COMMUNICATIONS**

<b>DATE</b>	<b>METHOD (i.e. phone, email, etc.)</b>	<b>COMMENTS</b>