Subaward Monitoring Checklist

Letterhead

- Is the invoice on the subrecipient institutional form or letterhead?

Purchase Order

- Make sure that the invoice contains the correct purchase order number for the grant they are invoicing.

Signature

- The invoice must contain a certification signature

Period of Performance

- Period of performance must be accurate, within the grant period and does not duplicate previous invoices.

Invoice vs. approved budget

- Review the approved budget and make sure items within the invoice were approved in the original budget.

Indirect Costs

- All invoices must contain indirect costs, unless no F&A was included in the original budget. Double check their math on the invoice.

Cost Share

- Has the budgeted cost share been met?

Approval

- Pay or not to pay....Once you have decided to approve the invoice, forward to the award PI so they can complete the approval for payment.