



# Subrecipient Monitoring Record

How to use: The Subrecipient Monitoring Record is used by responsible offices to document subrecipient monitoring efforts and maintain an audit trail. Use of the tracking record is encouraged at all risk levels but is strongly encouraged for high risk subrecipients.

Form for responsible offices to maintain a record of subrecipient monitoring actions

<b>1. University of Puerto Rico</b> PI Name: UFIS Project# Subcontract #:
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<b>2. Subrecipient</b> Subrecipient Institution: Subrecipient PI: Subrecipient Contact:
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<b>3. Sub-Award Period of Performance:</b> From: To:
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<b>4. Project Invoicing Frequency:</b> <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly
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<b>5. Name and position of the person of the UPR responsible for overseeing this record:</b> Name: _____ Position: _____
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6. Scheduled Reporting Dates (based on the terms of the grant award)		
Date (mm/dd/yyyy)	Comments	Actual Date* (mm/dd/yyyy)

\*dates entered as each report is submitted

