**Updated 10/26/2020**

**Subcontracts Information**

**When you are involving another organization in your proposal you as the PI retain many responsibilities for monitoring their work (Code of Federal Regulations 200.331).**

**During submission stage,** the PI reviews the Sub's proposal for reasonableness and adequacy to ensure successful performance of the project requirements as stated in the proposal submission to the sponsor. The PI may also need to assist in collection of the sub organizations routing/submission documents.

**During award stage,** it is the PI’s responsibility to review the Sub's performance and progress, to ensure they support the needs of the Sponsor, the Project, the University, and follow the Sub's SOW. API’s responsibilities related to the monitoring of the subrecipient include, but may not be limited to**:**

* Monitoring of subrecipient’s technical and programmatic activities/deliverables related to the subaward
* Review of technical/performance reports as required
* Verifying that the subrecipient work is conducted in a timely manner and that the results delivered are in line with the proposed statement of work
* Reviewing and approving subrecipient invoices, including expenditures to ensure the charges are allowable, allocable, reasonable, and within the period of performance
* Reviewing financial and programmatic reports
* Maintaining regular contact with the subrecipient PI which may include on-site reviews, email, formal technical reports, face-to-face discussions, regular skype, telephone conferences, etc.;
* Immediately notify the Office of Research Services (ORS) when there is a performance issue so the need to adjust funding, extend the performance period or terminate the subaward can be discussed.