

## Ongoing Monitoring Questions for Principal Investigators

These high-level questions are designed to guide conversations with the PI about subrecipient progress and spending. Additional questions and/or additional documentation may be required for your records based on the answers received.

Date: _____
Admin name: _____
P.I. name: _____
Fund: _____
Subrecipient: _____

1. **Is the subrecipient's progress consistent with the scope of work and your expectations? When did you last communicate with the subrecipient?**

2. **Do the subrecipient's invoices match the work performed? Is the rate of spending appropriate for their progress?**

3. **Do you have any other concerns about this subaward?**

**REMEMBER: QUESTIONS AND CONCERNS MAY BE SENT TO YOUR SCHOOL'S SUBRECIPIENT MONITORING COMMITTEE. IF ANY ACTION IS NEEDED (i.e. ADDITIONAL SUBAWARD TERMS), CONTACT OSP or SPA.**