

SUBRECIPIENT MONITORING INVOICE CHECKLIST

Subrecipient Name				Subrecipient Number		
PI Name				Financial Mgr		
Date Invoice Received				Date Invoice Processed		
Invoice Seq. No.	Final	No		Invoice Period	-	
Is the period of performance within the subaward timeframe?					Yes	No
Are the total expenditures within the subaward amount?					Yes	No
Is Subrecipient complying with budgetary restrictions in subaward agreement? (e.g., prior written approval for foreign travel or equipment purchases)					Yes	No
Is there cost share required?	Yes	No	Documented and met?	N/A	Yes	No
Is there a signed certification*?	Yes	No	Incl. cost share?	N/A	Yes	No

***Example:** I certify that this request represents actual, allowable costs incurred during the invoice period and these costs are appropriate in accordance with the agreement.

Request was made to subrecipient for a NEW/Revised Invoice on the following date

In signing below, I approve payment of this invoice and attest that the charges appear reasonable and progress to date for this project is satisfactory and in keeping with the statement of work.

Project Investigator/PI's Technical Designee Date

If this is the final invoice, please initial to confirm that technical progress at completion was satisfactory and that final invoice has been received and processed for payment.

	Initial	Date
Technical Report		
Final Invoice		

Does the PI have knowledge of any inventions developed or reduced to practice during the course of this project? Yes No

A copy of the completed FINAL Subrecipient Monitoring Invoice Checklist must be sent to attention of ORA Compliance at oraacompliance@umd.edu or via fax at (301) 314-9569.