



### SUB RECIPIENT MONITORING- POST-AWARD CLOSEOUT EVALUATION

*Instructions: Answer all the questions below. If the answer is NO please explain briefly in an attachment. Return via email to [griselle.hernandez2@upr.edu](mailto:griselle.hernandez2@upr.edu).*

UPRM Principal Investigator name: \_\_\_\_\_

UPRM Principal Investigator phone: \_\_\_\_\_

Subawardee's name: \_\_\_\_\_

Subawardee's PI: \_\_\_\_\_

#### SUB RECIPIENT MONITORING:

Did the sub recipient complete all work during the previous period as stated in the scope of work?  Yes  No

Did the sub recipient completed the technical reports on a timely basis?  Yes  No

Final technical report submitted?  Yes  No

Did the sub recipient submit complete and timely invoices that were properly certified?  Yes  No

Final fiscal report submitted?  Yes  No

Final inventory of property submitted?  Yes  No

Final invoice statements report submitted?  Yes  No

Did the PI conduct on-site visits to the sub recipient?  Yes  No

Performed compliance for agency audits:

Small and disadvantage business report submitted.

Final Audit Notification of A-133 subcontractor report submitted (if applicable)

Were there any changes related to the following during the previous year:

- |                                              |                              |                             |
|----------------------------------------------|------------------------------|-----------------------------|
| Change in sub recipient PI or Key Personnel? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Change in budget?                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Change in Scope of Work?                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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By signing below, I certify that I have reviewed the information above and that it is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Principal Investigator Signature

\_\_\_\_\_  
Date