

This routing form has been updated July 2019. It supersedes ALL previous versions.



Office of Research Administration and Advancement

SUBRECIPIENT MONITORING INVOICE CHECKLIST

ora@umces.edu

Attached is a subaward invoice requesting payment. The PI is responsible to review the invoice to determine that the amount being requested for payment is consistent with the amount of effort performed during the billing period and that any technical reports or other deliverables due under the subaward have been received.

Table with 3 rows: Project #, Subrecipient Name, Invoice # and 2 columns: UMCES PI Name, PO#, Final Invoice? (Yes/No)

To be completed by PI:

- 1. The subawardee performing according to the scope of work and the approved budget?
2. Expenditures are within the project period and the budget as approved in the subaward?
3. Expenditures are reasonable and allowable according to progress on the scope of work?
4. Technical and/or financial reporting requirements are being met?
5. Cost Sharing
6. For Final Invoices, please attest that the following statements are true or not applicable:

Reduced to practice refers to the actual date the invention is constructed. See definition here.

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

Signature of PI Date:

PI Name

A copy of this completed Checklist must be uploaded to KFS with invoice and the original retained in the Lab files.