

***Auburn University
Office of Sponsored Programs
Subrecipient Monitoring***

Payment:

1. Subrecipient will mail invoices to the PI / Department Administrator as explained in the subagreement. Payment may be withheld until receipt of cost-share documentation. The subrecipient retains all documentation of expenses - only a detailed invoice is required by AU. The PI will review and, (a) contact subrecipient with questions; and/or, (b) process for payment (complete a vendor voucher). Sample invoice forms (Excel format) are available from OSP or at <http://www.auburn.edu/research/vpr/contracts>.

2. The PI should forward invoices to OSP for approval and payment **only** if the subrecipient:
 - ✓ meets the expectations outlined in the subagreement's scope of work and budget;
 - ✓ has submitted required technical reports; and
 - ✓ has submitted sufficient cost-sharing statements (if applicable).

3. Technical reports must be submitted in accordance with the subagreement and submitted to the PI for approval. The PI retains these reports in the departmental file.

Modifications:

1. Should changes need to be made to the original subagreement or encumbrance, OSP will obtain the PI's approval of requested changes and issue a subagreement modification or modify the encumbrance accordingly.

2. The subagreement modification will only address those portions of the original subagreement that will be changed. All other terms and conditions of the subagreement will remain in effect and unchanged.

Close-out:

Upon completion of the subagreement, the subrecipient must follow the close-out procedures defined in the subagreement. The final invoice and close-out documents must be sent to OSP. Final payment may be withheld until receipt of cost-share and/or close-out documentation. OSP will process the final invoice for payment and unencumber the remaining funds. Approval of the final invoice by the PI will serve as OSP's approval to completely close-out the subagreement.

For questions:

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