

Subrecipient Monitoring Meeting

Sub-Awardee Name:

Budget Period:

Current Meeting Date: _____ **Date of Previous Meeting:** _____

Sub-award Amount:	
YTD Expended:	
Balance:	

When is the last time PI spoke with sub-recipient regarding project: _____

Is PI satisfied with sub-recipient performance? Yes or No

If no – What are the issues? _____

Action plans discussed: _____

Outcomes: _____

Has the scope of work changed? Yes or No

If so in what way?

Are invoices approved (if applicable):