**HOW TO USE: The Subrecipient Monitoring Record is used by departments and schools to document subrecipient monitoring efforts and maintain an audit trail. Use of the tracking record is encouraged at all risk levels but especially for medium and high risk subrecipients.**

**University of Colorado Denver Subrecipient**

PI Name Institution Name

Project# Subrecipient PI

Subcontract # Subrecipient Contact

Period of Performance Invoicing Frequency:  Monthly Quarterly

**Name and position of the person responsible for overseeing this record:**

**SCHEDULED REPORTING DATES (based on the terms of the grant award)**

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| **DATE** | **COMMENTS** | **ACTUAL DATE\*** |
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\*dates entered as each report is submitted

**INFORMAL PROGRESS REPORTS COMPLETED (These should generally occur at least quarterly)**

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| **DATE** | **COMMENTS** | **ACTUAL DATE\*** |
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**OTHER COMMUNICATIONS**

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