

## KSAS Subrecipient Monitoring Meeting or Site Visit Checklist

Name of Subrecipient:

Address:

Date of Visit or Meeting:

<b>SECTION I: Site Visit</b>		
<b>Item</b>	<b>Circle or Enter Answer</b>	<b>Comments</b>
Subrecipient risk rating (circle one) (If "low," skip to Section II)	High  Low	
If other than "low" risk rating:		
Does the organization receive other US Government funds? If yes, which agencies & how much funding?	Yes  No	
Does the organization have an approved audit conducted for US Government funds expended? When was the last one conducted? Does your country require annual audits?	Yes  No	
Number of employees in the organization?		
Are timesheets kept for each paid employee? Are they able to track time by project ? (Review)	Yes  No	
Purchasing: Are invoices, receipts, supporting details retained and easily accessible? (Review)	Yes  No	
Travel: Are all supporting documents retained and easily accessible? (Review)	Yes  No	
Are there written accounting policies and procedures? (e.g., travel, procurements, record retention, conflict of interest, nepotism, inventory, etc.) (Review)	Yes  No	
Does the accounting system record and track expenditures on sponsored awards according to budget categories? (e.g., salaries, supplies, travel, equipment)? Can it track multiple projects?	Yes  No	
Can an expense and revenue report be produced easily for each sponsored	Yes	

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<b>SECTION I: Site Visit</b>		
Item	Circle or Enter Answer	Comments
award?	No	
Does the subrecipient have subs of its own? Is there a monitoring plan?	Yes No	
How do they calculate their fringe? Can we get a copy of their fringe rate that they use for U.S. government awards?	Yes No	
Does the organization have an approved Facilities and Administrative Rate (F&A)? Please provide a copy.	Yes No	
<b>SECTION II: Provide the following information for all subrecipients, either in the right column of this table or as an attachment:</b>		
Brief summary of progress to date		
Significant changes to work plan, if any		
Priorities for the coming reporting period		

**Please attach the following for meetings:**

Meeting agenda

Meeting notes for items not covered above, if applicable

List of subrecipient personnel attending meeting, with contact information (format attached)

\_\_\_\_\_  
Signature of Visiting Investigator or JHU Representative

\_\_\_\_\_  
Date

## KSAS Subrecipient Monitoring Meeting or Site Visit Checklist

In attendance at meeting of \_\_\_\_\_  
(Date)

Name	Title	Role on Project	email Address	Phone
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