IOWA STATE UNIVERSITY
Grants Hub

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Subaward Invoice Checklist

- ☐ Overall performance of this subawardee on the project is satisfactory
- ☐ There are no outstanding technical reports or deliverables due
- ☐ All technical reports or deliverables this subawardee has submitted have been reviewed
- ☐ The amount the subawardee has spent to date seems reasonable given the work performed to-date (i.e., not too much or too little spent)
- ☐ The expenses look reasonable and are in line with the approved budget
- ☐ Have regular communication with this subawardee regarding their approved workplan

GREEN LIGHT

- Subawardee is performing satisfactorily
- Technical reports and deliverables are being submitted in a timely manner
- Expenses are on par with period of performance and in line with approved budget
- Good communication with the PI

YELLOW LIGHT

- Technical reports or deliverables are overdue
- Project appears to be underspending or overspending
- Some difficulty communicating with the PI
- Budget categories that are significantly underspent/overspent

RECOMMENDED ACTION

- Communicate your concerns with the subaward's PI and document these conversations
- Request additional information at the level of detail that would help address your concerns
- Compare proposed to actual (work being done, budget expenditures, etc.) to identify performance gaps
- Increase frequency of communication with subawardee
- Discuss your concerns with your SPA accountant

RED LIGHT

- Technical reports or deliverables significantly overdue
- Expenses being billed that are not in the approved budget
- Poor communication with PI
- Concerns about integrity of research
- Work being done is out-of-scope

RECOMMENDED ACTION

- Do not approve payment of invoices until concerns are addressed
- Request an on-site visit with your subawardee
- Expand scope of communication with your subawardee to include Iowa State's Office of Sponsored Programs Administration and their Sponsored Programs Accounting office

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