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# Office of Sponsored Programs and Foundation Relations

# SUBRECIPIENT PROGRESS REPORT

# *Revised April 2019*

|  |  |
| --- | --- |
| Project Title |  |
| St. John Fisher University PI/PD |  |
| Subrecipient institution |  |
| Subrecipient PI/PD |  |
| Period of Performance | From | To |

**The questions below pertain to the performance of the subrecipient during the most recent budget period/period of performance (typically, 12 months) of the subaward agreement. The Fisher PI/PD should complete, sign and return this document to OSPFR four weeks before the end of Year 1 of the award so a continuation can be issued (or other appropriate action can be taken).**

1. Has the subrecipient submitted all required technical reports in a timely manner?

[ ] Yes [ ] No [ ] N/A

1. Has the subrecipient made satisfactory progress within the agreed-upon scope of work?

[ ] Yes [ ] No

1. Is the subrecipient’s spending rate appropriate for the work accomplished?

[ ] Yes [ ] No

1. Are all of the following current/up-to-date? (If no, contact the subrecipient for current documentation)
	1. COI training [ ] Yes [ ] No [ ] N/A
	2. FCOI disclosure form [ ] Yes [ ] No [ ] N/A
	3. RCR training (students) [ ] Yes [ ] No [ ] N/A
	4. IRB approval [ ] Yes [ ] No [ ] N/A
	5. IACUC approval [ ] Yes [ ] No [ ] N/A
2. Are changes to the agreement needed?

[ ] No changes at this time

[ ] Change in scope of work (attach new statement of work and authorized signature of subrecipient)

[ ] Change in budget (attach new budget, budget justification and authorized signature of subrecipient)

[ ] Other (please specify):

1. Has the subrecipient disclosed a new conflict of interest relating to this project?

[ ] Yes [ ] No

1. Should the subaward agreement be continued?

[ ] Yes [ ] No

**I certify that the above responses are true and accurate to the best of my knowledge:**

|  |
| --- |
| PI/PD name:  |
| PI/PD signature: |
| Date: |