****

# 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: |