**Updated 03/2021**

Monitoring Site Visit Guide

QUICK REFERENCE CARD

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| What Should the SPS Post-award Area and the AG Field Office do when notified of a site/monitoring visit or review? | |
| * Notify Supervisor and Director of Post Award * Determine the scope of the visit or review. * Determine the timing of the visit or review. * Determine appropriate parties to be involved with the visit or review. * Schedule a meeting with the appropriate parties (Post-Award, Data & Support, RQA, Business Manager, PI, etc.) to discuss roles and responsibilities. | |
| Manager/Administrator Who Manages Award Responsibilities | |
| * Cash/billings * Financial reporting * Day-to-day financial management * Subrecipient assessment/review & recommend payment of Subrecipient invoices * Collect (and submit) all documentation requested by the Agency contact * Verify F&A calculation for grants and all sponsored programs * Collect documentation requested by agency contact person * Reserve a conference room and parking pass for the Reviewers | |
| RQA Coordinator Responsibilities |
| * University policies, procedures and internal controls * Financial/payroll transactions * Assist with collecting financial/payroll transactions support documentation |
| Business Office Responsibilities |
| * Providing financial/payroll transactions support documentation * Payroll processes * Procurement processes * Travel processes * Assist in obtaining PI approval/certification of Subrecipient invoices |
| Principal investigator Responsibilities |
| * Programmatic oversight and reporting * Subrecipient programmatic oversight, reporting and approval of Subrecipient invoices |
| Useful Links |
| Payroll Services <http://www.purdue.edu/business/payroll/>  Travel Procedures <http://www.purdue.edu/business/travel/>  Procurement Services <http://www.purdue.edu/business/procurement/>  Managerial Accounting Services <http://www.purdue.edu/business/mas/>  F & A Rate Agreement – West Lafayette <https://www.purdue.edu/business/sps/pdf/HHS_Indirect_Cost_Rate_Agreement_through_June_2021.pdf>  SPS Handbook <http://www.purdue.edu/business/sps/pdf/Purdue_SPS_Handbook.pdf>  Subrecipient Monitoring Guidelines and Processes <https://www.purdue.edu/business/sps/RQA/Subrecipient.html>  Internal Controls Summary Grid <https://www.purdue.edu/business/sps/pdf/Internal_Controls_Document_External.pdf> |