

Washburn University Office of Sponsored Projects GRANT MONITORING REVIEW

This form facilitates internal review of all post award reports or similar documents required by the sponsoring agency. Prior to submission, the PI or designated party must complete this form for each report or document and submit the items for review by an upper level reviewer (e.g. Chair, Dean, Director, or other supervisor). The upper level reviewer will conduct a high level review of the item for reasonableness within their knowledge of the project. The Director of Sponsored Projects will then review the report or document for completeness. This review must take place prior to submission of the item to the sponsoring agency and prior to other actions contingent upon the information (e.g. disbursement of scholarship funds).

1. TO BE COMPLETED BY PRINCIPAL INVESTIGATOR

BRIEF DESCRIPTION OF THE DOCUMENT TO BE REVIEWED (performance report, eligibility criteria, etc.):

PREPARER NAME: _____

DEPARTMENT: _____ **EXTENSION:** _____

GRANT TITLE: _____

SPONSORING AGENCY: _____

AGENCY DUE DATE OF REPORT OR DOCUMENT: _____

DATE ITEM SUBMITTED TO UPPER LEVEL REVIEWER: _____

2. TO BE COMPLETED BY UPPER LEVEL REVIEWER

REVIEWER NAME: _____

POSITION/TITLE: _____

DEPARTMENT: _____ **EXTENSION:** _____

COMMENTS:

By signing below, I certify that I have reviewed the attached documents for reasonableness and have forwarded this form to the Office of Sponsored Project for review.

SIGNATURE: _____ **DATE:** _____

3. TO BE COMPLETED BY THE OFFICE OF SPONSORED PROJECTS

ITEM WAS RECEIVED FOR REVIEW ON (DATE): _____

COMMENTS:

By signing below, I certify that I have reviewed the attached documents for reasonableness and approve the submission therein.

DIRECTOR SIGNATURE: _____ **DATE:** _____

ACCOUNTANT SIGNATURE: _____ **DATE:** _____

4. SUBMIT DOCUMENT TO AGENCY AFTER CONFIRMATION FROM THE DIRECTOR OF OSP. A copy of this signed form will be forwarded to the principal investigator and the original form will be filed in the Office of Sponsored Projects with a copy of the submitted report or document.

PI INFORMED TO COMPLETE SUBMISSION ON (DATE/INITIAL): _____