**PRINCIPAL INVESTIGATOR SUBRECIPIENT MONITORING LETTER**

**Working Capital Advances**

To: Office of Sponsored Research

Re: Subaward to [Institution]

Prime Award #

The University of California, San Francisco is subject to the regulations and requirements of the Uniform Guidance 2 CFR § 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.” These regulations require monitoring of recipients of subawards (subrecipients).

As you have requested an advance of funds for the above referenced subaward in a foreign country, you are required to certify that you understand and will follow proper subrecipient monitoring procedures listed below:

* We have read and understand all UCSF Subrecipient Monitoring Procedures at UCSF.
* All subaward invoices received under this agreement will be signed by both the PI and a UCSF departmental administrator who has financial knowledge of the award prior to payment. All invoices will be reviewed in detail to assure that they are appropriate, reasonable, allowable, and allocable for the subrecipient project. If necessary to substantiate charges, backup material will be requested from the subrecipient as needed.
* We agree to regularly review the invoices to ensure the subrecipient is progressing towards clearing and offsetting the advance payment. All invoices will include a calculation of the advance, expenditures applied against the advance, and a current advance balance. Prior to close out of the subaward the advance must be reconciled and any unused funds must be returned to UCSF.
* All progress reports, financial reports, or other required closeout documents will be collected from the subrecipient in a timely manner in order to meet all subaward terms and conditions.

We certify that we understand and will adhere to all subrecipient monitoring procedures listed above and that the subrecipient has requested and needs a working capital advance.

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PI Signature Date

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Department Administrator Signature Date