**Subrecipient Monitoring – Guidelines for Drexel Investigators and Staff**

The Project Specific Form (PSF) has been created in order to collect the information and documents needed for external organizations to participate as subrecipients (Sub) on Drexel sponsored research projects.

During the proposal development process, once a statement of work and budget total have been agreed upon between Drexel and the Sub, the Drexel investigator (or his/her support staff) should take the following steps:

- Email the PSF link to the appropriate contact at the subrecipient organization.
- The link can be accessed [here](#) using your Drexel University log-in credentials.
- Be sure to copy your OR pre-award administrator on the email.
- Include the **Coeus Lite number, start and end dates for the subaward portion, and correct project title** in the body of the email so that the sub can insert them into the form where requested.
- Use of the suggested email text (below) is strongly recommended. Replace the highlighted text with your proposal specific information.

When the subrecipient organization completes the form and clicks submit, an email is automatically sent to the Office of Research. The email includes all of the data points that the subrecipient organization entered into the PSF along with any attached documents that were uploaded.

The OR pre-award administrator will forward the email to the Drexel investigator and/or staff member who originally sent the PSF link to the subrecipient organization. If the pre-award administrator was not copied on the initial email sending the link to the subrecipient organization, the confirmation email will only be sent to the Drexel investigator.

Contact your OR pre-award administrator with questions about the form or this process.

**Suggested email text:**

*Thank you for agreeing to participate as a subrecipient on Drexel’s proposal to [Prime Sponsor](#) entitled “[Project Title](#).”*

*Please complete the information requested in the [Project Specific Form](#) and upload the required documents, including but not limited to:*

- **Narrative Statement of Work**
- **Line Item Budget & Narrative Budget Justification**
- **Biosketches for Key Personnel**
- **Federally Negotiated F&A Cost & Fringe Rate Agreement**

*The Coeus Lite number to be entered at the top of the form is [enter 5 digit Coeus Lite number here](#).*

*Please let me know if you have any questions about the information or the form.*

*Thank you.*