Subrecipient Monitoring – Guidelines for Subrecipient Organizations

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 following should occur:

- Drexel will email a link to the PSF to the subrecipient organization.
- The email will include a Coeus Lite number, project title, start and end dates, and other project specific information which the subrecipient organization should input into the appropriate fields on the form.
- If the name of the Sub is not listed in the “Subrecipient Name” dropdown list, select “Other/Not Listed” then enter the Sub's legal name in the next box.
- The PSF must be completed in its entirety, including the attaching of all required documents, so that submission of Drexel’s proposal to the prime sponsor is not delayed.
- Lastly, if the name of the Sub is not already listed in the “Subrecipient Name” dropdown list, it means that either this is their first time as a proposed subcontractor on a Drexel sponsored project or that it has been longer than one fiscal year since the Sub participated as a Drexel subcontractor. As a result, the Sub will receive a separate request to complete an Entity Specific Form so that they can provide general institutional information needed for Drexel to fulfill its overall subrecipient monitoring requirements.

The subrecipient organization should contact the Drexel investigator with any questions.