COURSE SYLLABUS

Managing and Monitoring Subawards Course

A two-day, hands-on course for federal grants and program staff on managing subawards across the lifecycle using risk-based monitoring to strengthen performance, address noncompliance, and meet 2 CFR 200 and audit expectations.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/managing-and-monitoring-subawards-course



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Course Outline

Module 1: Subrecipient versus Contractor Determinations

- Apply regulatory criteria to distinguish subrecipients and contractors.
- Understand implications of misclassification.
- Document determinations defensibly.

Module 2: Pre-Award Risk Assessment for Subrecipients

- Identify key subrecipient risk factors.
- Use risk information to inform subaward decisions.
- Avoid over-reliance on past audit results.

Module 3: Structuring and Issuing Subawards

- Identify required subaward agreement elements.
- Incorporate appropriate terms and conditions.
- Align subaward structure with risk.

Module 4: Financial Oversight of Subrecipients

- Monitor subrecipient financial activity.
- Identify allowability and cash management risks.
- Link financial oversight to corrective action.

Module 5: Performance Monitoring and Program Oversight

- Assess subrecipient performance against objectives.
- Identify performance risks and red flags.
- Use monitoring results to support program outcomes.

Module 6: Risk-Based Monitoring Strategies

- Design proportional monitoring approaches.
- Integrate desk reviews and on-site reviews.
- Adjust monitoring based on emerging risk.

Module 7: Addressing Subrecipient Noncompliance

- Identify common subrecipient compliance failures.
- Determine appropriate responses under 2 CFR 200.
- Escalate issues when necessary.

Module 8: Corrective Actions and Technical Assistance

- Develop effective corrective action plans.
- Use technical assistance to address root causes.
- Track and document corrective actions.

Module 9: Documentation and Audit Readiness

- Maintain complete subrecipient monitoring files.
- Prepare for audit and oversight review.
- Avoid common documentation gaps.

Module 10: Capstone Simulation – Managing a Subaward

- Apply subaward management concepts to a realistic scenario.
- Identify risks, findings, and appropriate responses.
- Document decisions suitable for audit review.