

April 2017

SPONSORED PROGRAMS ADMINISTRATION



HIRING WORKSHOP

University Enterprises, Inc. (UEI) Human Resources (HR) will present at a hiring workshop Tuesday, May 9 from 2:00 p.m. to 3:30 p.m. This workshop is for Principal Investigators (PI) and Project Directors (PD) who need to hire part-time and/or full-time sponsored project staff. PIs, PDs, and project administrative support are encouraged to attend. The session is a collaboration between Sponsored Programs Administration (SPA), UEI HR, and the University Office of Research Affairs (ORA).

Topics include personnel budgeting and post-award compliance considerations; an overview of HR services and employment categories; and hiring procedures for part-time and full-time project employees.

To register, please email sponsoredprograms@uei.csus.edu. Space is limited. For more information about the workshop, please contact your account analyst or call 916-278-7565.

ANNUAL FEDERAL AUDIT DATES ANNOUNCED

Independent financial auditing firm K·Coe Isom will begin work on both the annual UEI financial and the federal grants and contracts audits on May 22. Interim fieldwork is scheduled to end May 26. For grants or contracts selected for review by the auditors, account analysts may ask the PI/PD to provide documentation or information related to project activities not on file with SPA. Examples include but are not limited to:

- Participant information (i.e. stipend applications and support documentation for meeting criteria) Auditors can review participant files at the program's office or files can be delivered to SPA and will be secured.
- Subrecipient monitoring documentation such as meeting agendas/minutes or progress reports.
- Copies of program reports submitted to granting agency and/or support documentation for data or assertions made in reports.
- Auditors may also request a meeting with the PI/PD to review participant requirements or program reports.

The audit will resume August 14 with fieldwork ending on August 25. If you would like more information or have any questions, please contact your account analyst.

UEI OFFICES CLOSE AT 11:00 A.M. ON MAY 24

UEI offices will be closed from 11:00 a.m. to 5:00 p.m. on Wednesday, May 24 for a central staff event. The University Office of Research Affairs, Suite 3400, will be open and accessible including dropping off non-cash items for SPA.