

April 2018

SPONSORED PROGRAMS ADMINISTRATION



CHANCELLOR'S OFFICE AUDIT

The Chancellor's Office is currently performing an audit of sponsored programs. Fieldwork began Monday, March 12 and concludes Friday, April 20. The specific areas under review include general environment, subrecipient monitoring, allowable costs, effort reporting, and conflict of interest. Account analysts are working closely with the PIs of the awards that have been selected for review.

If you would like more information or have any questions, please contact your account administrator.

INVOICING/BILLING REQUIREMENTS

Faculty and staff should not produce or send any invoices for debt owed (i.e., outstanding fees/payments) on grants, contracts or approved University Support Programs (i.e, discretionary funding) revenue sources. UEI Business Services must send invoices for all funds that will be deposited into any UEI account. Programs, departments or centers should not prepare invoices for a UEI account unless they have received prior approval from UEI ensuring proper protocols are in place to record outstanding receivables on UEI's books. If you have any questions, please talk to your account analyst.

SPONSORED PROGRAMS STAFF UPDATE

Sponsored Programs Administration recently welcomed three new members to our team.

Claudia Alas and Stephanie Reifschneider are Associates who provide administrative and clerical assistance to account administrators. Claudia will assist the administrators who manage campus grants and contracts while Stephanie will work with the California Intern Network unit.

Jennifer Livengood is our Administrative Support Coordinator. She is responsible for the oversight of front desk operations, general department administrative support, and provides assistance to the Director and Associate Director. She fills the vacancy left by Truli Koski who retired in January.

A recruitment is planned in the coming weeks for a Contracts Development Analyst who will primarily generate agreements between UEI and subrecipients and will also review contracts between UEI and external sponsors.