

July 2019

SPONSORED PROGRAMS ADMINISTRATION



DEPOSITING FUNDS INTO UEI ACCOUNTS

UEI's policy and procedure for accounts receivable activities is now available on the SPA website. If your project collects fees or other types of revenue, please review the policy and procedure [here](#). You must have approval in advance from UEI to accept revenue for deposit into your accounts. Approval is obtained through use of the [Request to Establish Account](#) form.

In addition, **approval to issue invoices requires the approval of UEI Controller Emily Chu**. Requests or questions can be directed to your [account administrator](#).

ANNUAL AUDITS RESUME IN AUGUST

Independent financial auditing firm K.Coe Isom returns August 13 to resume work on both the annual UEI financial and the federal grants and contracts audits. Account analysts may ask the Principal Investigators or Project Directors of selected grants/contracts 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 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.

Audit fieldwork ends on August 23. If you would like more information or have any questions, please contact your account analyst.

PAPERWORK SUBMISSION TIPS

To prevent delays or questions, please ensure the following when submitting paperwork to SPA:

1. Information is legible, especially UEI account number. Most SPA [forms](#) are electronically fillable. If not filled out electronically, please print clearly.
2. Mail items for SPA to campus zip 6111 or deliver to the Hornet Bookstore Suite 3400. Please refer to the [sponsored research and scholarly activity chart](#) to help determine the appropriate office for routing information. ORIED (pre-award) staff relocated to the Library earlier this year
3. Reimbursement receipts should be taped to a 8-1/2" x 11" piece of paper and then stapled to the appropriate form. Loose items may be lost or delay payment.