

March 2019

SPONSORED PROGRAMS ADMINISTRATION



UEI STAFF UPDATE

Kasey Dillard has joined SPA as an Administrative Support Coordinator (ASC). Kasey oversees general office operations and assists the SPA Director and Associate Director.

Dawn Fredrick retired recently from UEI's Payroll Services department after 10 years assisting with the more than 1,500 paychecks issued each pay period.

Marcia Nielson retired at the end of February from UEI's Business Services department, where she handled purchase orders, including release time for faculty and staff, in addition to providing accounting services for UFSS accounts. Lani Nguyen has assumed the duties related to purchasing.

OFFICE CONSOLIDATION

Sponsored Programs Administration will consolidate its offices on Friday March 15. Currently split between Suites 3400 and 3600 on the third floor of the Hornet Bookstore Building, we will be solely located in Suite 3400. Services the morning of March 15 may be limited.

The Office of Research, Innovation and Economic Development (ORIED) moved its offices to the second floor of the Library, Suite 2520. They can be reached at (916) 278-6402. More information, including a map and directions, can be found [here](#).

INTERIM AUDIT DATES

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 20. Interim fieldwork is scheduled to end May 24. 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 13 with fieldwork ending on August 23. If you would like more information or have any questions, please contact your account analyst.

Also see Office of Research, Innovation and Economic Development updates:

[Research Funding Update](#)

[Research Integrity Newsletter](#)