

# May 2021

SPONSORED PROGRAMS ADMINISTRATION



## INTERIM AUDIT FIELDWORK BEGAN LAST WEEK

Interim financial auditing firm K-Coe Isom began work on both the annual UEI financial and the federal grants and contracts audits on May 20. Interim fieldwork is scheduled to end May 25 with follow up occurring throughout the summer as necessary. For grants or contracts selected for review by the auditors, account administrators may ask the PI/PD to provide documentation or information related to project activities not on file within 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 16 with fieldwork ending on August 20. If you would like more information or have any questions, please contact your [account administrator](#).

## OFFICE HOURS AND UPCOMING CLOSURES

Effective June 1, University Enterprise will be open Monday through Friday, 7:30 a.m. to 4:00 p.m. through August 13.

Our offices will be closed the following days:

- Monday, May 31<sup>st</sup> – Memorial Day
- Monday, July 5<sup>th</sup> – Fourth of July

## WORKING BEFORE A GRANT OR CONTRACT IS RECEIVED

As a reminder, project work should not begin before a fully executed grant or contract award is in place. There may be occasions when there is notice that a grant proposal or contract has been approved but the actual award letter has not been received; or similarly, a contract is agreed upon but not fully executed. Neither serves as a fully executed award; however, SPA has a process to address these situations.

A [Request to Establish or Extend an Account](#) form can be submitted if the PI is confident that 1) there will be an award and 2) the work performed will be within the term of the award and is allowable. The approval of a dean or university administrator is needed signifying their guarantee for the funds being spent in advance of the award.