

# May 2022

SPONSORED PROGRAMS ADMINISTRATION



## PROGRAM REPORTS AND REMINDERS

Principal Investigators (PI) have the responsibility to submit program reports to a funder based on timelines and specifications stated in the grant or contract. If the performance report includes any financial information, your SPA Account Analyst is responsible for providing that data. For financial reports, the analyst will complete and submit the reports in coordination with the PI as necessary.

Twice per month, PIs receive **email reminders** of upcoming report due dates from SPA's grants management (GM) system. If a sponsor approves a revised submission date, provide your analyst with written documentation to update GM. When submitting reports, please send a copy of the email or letter that accompanied the report and a copy of the report. This documentation is needed to update GM - which in turn stops unnecessary emails – and to provide proof of deliverables upon audit request.

If your report submission requires signatures from Yvonne Harris (*send request to [oried@csus.edu](mailto:oried@csus.edu)*) or Monica Kauppinen (*send request to [sp@csus.edu](mailto:sp@csus.edu)*) as named authorized representatives allow at least three (3) business days for their review/response.

## FOREIGN TRAVEL INSURANCE AND STUDENT TRAVEL REQUIREMENTS

The [CSU requires](#) **employees traveling internationally on CSU business to purchase foreign travel insurance** prior to departure. If traveling internationally under a UEI administered account, complete a [Foreign Travel Request form](#) **at least 30 days prior to travel start date** so insurance can be secured by UEI. Insurance must be in place to travel along with an approved travel request. You can find the necessary travel request form on [SPA's forms page](#) under Expenditures-Travel. The travel request form is uploaded into Concur for those University departments that require faculty and staff travel requests to be routed there.

In accordance with [Chancellor's Office Executive Order 1041](#), **all students participating in CSU-affiliated programs involving travel must be informed of travel risk and are required to sign a release form.** The [Student Travel Memo and Release Form](#) must be on file with UEI prior to travel.

## UPCOMING ANNUAL AUDIT

On May 23, accounting firm KCoE Isom begins two weeks of field work on both the annual UEI financial and federal single audits. For awards selected for review by the auditors, SPA analysts may ask the PI/PD to provide documentation related to project activities not on file within SPA. Examples include but are not limited to:

- Participant information (e.g., program applications, stipend backup). 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 and discuss participant requirements or program reports. The audit is tentatively scheduled to resume in August. If you would like more information or have any questions, please contact your [account analyst](#).