

Summer 2018

SPONSORED PROGRAMS ADMINISTRATION



CHANGE IN UNIVERSITY EMPLOYMENT STATUS CAN IMPACT WORK ON SPONSORED PROGRAMS

A change in employment status with Sac State can have major impacts on both internally and externally funded projects. Release time or additional employment (overload) may not be available for the effected faculty and staff providing the services and expertise needed for the project.

Consult the Office of Faculty Advancement, University Human Resources, and your bargaining unit agreement for more information regarding the following status changes:

- Faculty Early Retirement Programs (FERP)
- Retirement
- Sabbatical
- Leave of Absence
- Separation from Employment

Please alert your SPA analyst immediately if you anticipate any of these changes for yourself or any faculty or staff participating in your project.

UEI 2017/2018 FISCAL YEAR END UPDATE

UEI's fiscal year ended on 6/30/18. All expense and cost share documentation should have been submitted by Friday, 7/6/2018. If you have any additional items to submit for expenses incurred prior to 6/30/2018, please submit them to your SPA Analyst immediately for proper accrual and payment processing. The fiscal year is estimated to formally close on July 27 after final accounting transactions are completed. Thank you for your assistance in providing accurate financial statements and financial reporting to external sponsors.

ANNUAL AUDITS RESUME IN AUGUST

Independent financial auditing firm K·Coe Isom will return on 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 24. If you would like more information or have any questions, please contact your account analyst.