
2130 EXTERNAL AUDITS, REVIEWS, INQUIRIES, AND INVESTIGATIONS

Effective: December 1986
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Resp. Office: Research Services
Approval: Research Services

PURPOSE:

To establish responsibility for the coordination of external audits, reviews, inquiries, and investigations of sponsored projects.

POLICY:

1. Requests from an outside agency to conduct a financial or programmatic audit, review, inquiry, or investigation (“review”) of a sponsored project must be directed, in writing, to Research Services.
2. Research Services will notify the Office of Audit and Compliance and the responsible department and/or school business administrator of any pending “review.”
3. An entrance and exit conference will be a required part of the “review” process.
4. During the “review,” every effort must be made by the responsible business administrator and Research Services to provide sufficient documentation and/or an adequate explanation to written requests for information, in order to preclude cost disallowances or other deficiency findings.
5. On visits to any other administrative areas of the University, auditors/investigators must be accompanied by Research Services personnel at all times.
6. Cost disallowances cited in an audit/review report which cannot be refuted must be transferred immediately from the sponsored project account to the unrestricted operating account or other appropriate non-sponsored project account of the school or center.

ROLES AND RESPONSIBILITIES:

PRINCIPAL INVESTIGATOR

- Directs requests for an external review, inquiry, audit or investigation of sponsored projects to ORS
- Provides explanation or documentation for any request made by auditors

BUSINESS ADMINISTRATOR

- Directs request for an external audit of sponsored projects to ORS
- Provides explanation or documentation for any request made by auditors
- Attends interview meetings with auditors, as required

OFFICE OF RESEARCH SERVICES

- Notifies PI, BA, and OACP if a review, inquiry, audit or an investigation is scheduled
- Schedules meetings with auditors including entrance, exit and interview meetings
- Provides space, as necessary during the site visit
- Provides documentation, reports and approvals to auditors as necessary
- Coordinates responses to audit findings and recommendations with responsible department, PI, OACP, the Office of General Counsel and the Comptroller's Office, as necessary
- Accompanies auditors when visiting other administrative offices
- Maintains copies of all documentation requests, communication, approvals findings, management responses and recommendations
- Ensures that cost disallowances are resolved accordingly
- Prepares revised financial reports, as required
- Prepares charge-back entries, as necessary, for disallowances
- Maintains copies of the audit files in accordance with the record retention policy

The source of this document is Research Services