

Office of Oversight, Analysis & Reporting

Risk Summary Reporting Results

Last Updated: 02/15/2005

Principal (Measure of quality management)	Practice (Compliance Category)	Exception Item (Compliance Risk)	What We Look For...	What We Have Found...
Electronic Research Administration	EGMS Proposal	Proposals processed NOT using Electronic Grants Management System (EGMS)	Use of EGMS proposal prep is recommended for all possible proposals - ensures compliance with federal requirements, reducing risk of errors.	Many proposals continue to be drafted and processed on paper, outside of EGMS.
	PRF Routed Electronically	Proposal Routing Forms (PRFs) processed NOT signed electronically	This electronic tool provides online access for investigators and deans to review and sign off on proposal submissions via PRF.	OAR has just recently begun monitoring this category. Many units print the PRFs and obtain paper signatures rather than using online routing for signatures (less efficient).
Proposal and Award Management	Concurrent Award & Proposal submissions	Number of Proposals and awards processed concurrently	Proposal/award concurrent means that the proposal and award are processed/received at the same time by SPA	Awards that have not gone through the proposal process risk issues with institutional review (IRB) and other University requirements.
	Rebudgeting	Number of missed agency approved rebudgets	Prior approvals are received when necessary for rebudgeting between expense categories.	1) Sponsor required prior approvals are not always received PRIOR to deviating from the budgeted amounts. 2) Overspending occurs because the object code is established for a prior budget period.
	Pre Award spending	The number of accounts in pre-award status where spending has occurred	Pre-award accounts older than 180 days should be reviewed and closed if no longer needed.	Pre-award accounts are getting to be older than the 90-day window originally allowed by most federal sponsors for pre-award activity.

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Allowable Costs	Questionable Cost Transfers between projects	* Number of salary transfers, * number of nonsalary transfers and * number of cost transfers past deadline	Moving expenses between accounts should follow University and Sponsor policies.	Many non-salary cost transfers are done outside of the allowable transfer window and often are missing justification for the lateness and the additional approval of the PI and/or department head.
	Inadequate documentation / justification	Number of transactions with inadequate documentation / justification	Information that accompanies every financial transaction provides adequate descriptions and audit trail.	Central data sources for many transactions do not contain enough information. An established object code is used rather than setting up and charging the correct object code.
	Questionable expense review (A21)	For federal funds, dollar amount of • Admin & Clerical Salary • Specific Salary Earnings Codes • Non-salary expenses	Expenses that POTENTIALLY are either unallowable or typical indirect costs and charged to Federal projects.	1) Justification for potential unallowable expenses may be missing from the proposal and/or not documented on the NOGA. 2) Document preparers are not communicated with about what is allowable and not allowable on sponsored projects. 3) Additional training is needed.
Financial Accounting & Reporting	Deficit Spending	• Number of accounts in deficit • Dollar amount of deficit • Percent of accounts in deficit	Deficit situations resolved promptly.	There are an increasing number of accounts with large deficit balances. When this exists, staff turn over and account workload distribution issues have been the most common cause.
	Untimely Fixed Price Closeouts	Number of projects past end date.	Fixed price accounts where work has been completed and end date reached are closed timely.	Many fixed price accounts exist with significant balances, the work completed, and end dates past. These accounts should be reviewed for possible close out and balances transferred to a nonsponsored account.
	Spending Rates	The total number of accounts where there is more than a 25 percent variance in rate of spending (elapsed project period to dollars available).	Spending patterns match work/research being performed. PIs are monitoring their spending rates to ensure adequate funds and period of time exist to complete work.	Spending rate should be monitored more closely. Extension requests continue to be submitted late or deficit spending is not dealt with until the project end.

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Financial Accounting & Reporting (continued)	Untimely Expired Account Closeouts	<ul style="list-style-type: none"> • Number of expired accounts with positive balances • Sum of balances on expired accounts 	Accounts that have past their end dates are closed or extended timely.	Expired accounts end dates inaccurate. Delays in continuation year setup (sponsor or University).
	Delayed Document Processing	Number of delayed documents (excluding nonsalary cost transfers and ISO charges)	Timely document processing. Proper use of documents that follow existing procedures correctly.	Most often, untimely transactions are a direct result of insufficient knowledge of policy or uncertainty about the correct document to use.
	Missing Approvals	Number of transactions with missing authorized approvals or separation of duties	Sponsored Transactions follow existing CA Routing & Approvals grid.	1) Documents processed outside Financial Forms Nirvana (i.e., IX and travel documents) have increased risk of missing CA approval. 2) Many IXs past deadline onto sponsored accounts are missing PI and department head approval.
	Equipment Purchases	Number of purchases of equipment within 60 days of grant end.	General purpose equipment purchased on Federal projects or equipment purchases within 60 days of end date.	Equipment purchases in this category still occur. Equipment transactions are flagged on Federal accounts if they are purchased within the last 60 days of the project.
	Delayed ISO Billings	Number of delayed billings by Internal Service Organizations (ISOs)	ISO activity is billed timely (45 days), accurately and according to policy.	Some ISOs are still not providing adequate information. ISO policies need to be reviewed by units that manage the ISO activity.
Cash Management/ Program income	Program Income deposits	Program income (income generated by a supported activity or earned as a result of the award) is not processed correctly.	Program income earned is deposited by Sponsored Financial Reporting or according to policy.	Program income and external sales are often confused. More inquiry by unit staff is necessary when the revenue is received to ensure proper classification.
	Sponsor Billings Account Receivable	Total balance 30 or greater days past due from the Sponsor	Timely collection and billing process. Accounts receivable balances handled according to policy.	OAR just recently began monitoring this item. Costs billed to sponsors that are greater than 30 days past due will be flagged.

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Effort Reporting & Cost Sharing	Late Effort Statement Submission	Number of late submissions	Effort statements are processed timely and accurately.	Effort process has recently moved online (ECRT). New system is helping effort to be submitted more timely and accurately (less than 1% submitted late). Issues still exist where people are signing effort statements and not understanding what they are signing.
	Cost Sharing	Cost sharing not met or documented adequately	Committed cost sharing is documented and reported (if required).	OAR just starting to review. Cost sharing concept is still widely misunderstood and a review of cost sharing process and documentation is necessary.
Compliance	RCR: Faculty Education Participation	Active awards where the PI has not met RCR requirement.	Faculty attend required RCR training and participate in the continuing education process.	Most faculty have attended the RCR training and if not, new awards are not processed until training received. Some faculty who assume the PI role on projects have not completed the RCR training. Continuing education for faculty is currently being defined.
	CA Program: Continuing Education	Number of Certified Approvers missing the continuing education requirements	Certified Approvers maintain their 8 hours of continuing education training.	1) Certified Approvers do well maintaining their 8 hours of continuing education training. 2) Some CAs continue to wait until the last month to document their time.
	Missing Reports of External Professional Activities (REPA)	Number of missing REPA reports	Regents Policies require Faculty and P&A staff to report external professional activities and all business and significant financial interests related to University activities	1) Units need to ensure proper appointment setup, transfers and termination of employees who leave their areas. 2) Reason for policy is not understood, especially areas not heavily involved with research.