

Sponsored Program Reviews

Internal Audit

10/19/2023



Sponsored Program Reviews

Internal Audit includes Sponsored Program Reviews each year on the Internal Audit Plan presented to and approved by the TTU Board of Trustees.

Our goal is to complete at least 2 each year.



Compliance

Uniform Guidance
Sponsor Requirements
Award Contract Terms & Conditions
Budget Justification
TTU Policies & Procedures



Items Reviewed

- The original and the current activations are reviewed for all required signatures.
- The date of the first expenditure is compared



Items Reviewed

Is each expense reasonable, allowable, and allocable to the grant?

Was sales tax paid?

Is the supporting documentation acceptable?

Are all TTU-required approvals included?



Items Reviewed

Pay to Faculty/Employees/Student Workers/GAs

Were the labor types charged allowable per the Award Contract?

Were the correct hourly rates used?

Do the timesheets match the hours reported on the Time & Effort Reports?

Were the Time & Effort Reports returned in a timely manner?

Did Summer Pay/Extra Pay amounts adhere to TTU limit restrictions?



Items Reviewed

Had every person working on the grant completed the required CITI training in the last 5 years or within 6 weeks of initiating their research activities?



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Items Reviewed

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Items Reviewed

Reporting

Were progress reports submitted as required?

Were financial reports submitted as required?



Items Reviewed

Accounting

Was indirect cost properly calculated?

Were the amounts billed to the sponsor accurate?

Had all amounts billed been received?



Items Reviewed

Match/Cost Share

Was match required?

Did the expenditures charged to the match index(es) adhere to the same requirements as the grant expenditures?

Was match reported accurately to the sponsor?

Were match requirements met?



Items Reviewed

Program Income

Was Program Income allowable?

Was Program Income properly processed?

Did Program Income spending follow guidelines set by the sponsor?



Items Reviewed

Close Out

If research was complete, had the closeout been completed?

Was the volume of grant activity six months prior to the closeout reasonable?

Was the final report submitted within 90 days of the contract end date?

Was the final report properly submitted to the university for report retention?

Was equipment disposal/ownership handled according to award contract terms?

