
April 26, 2022

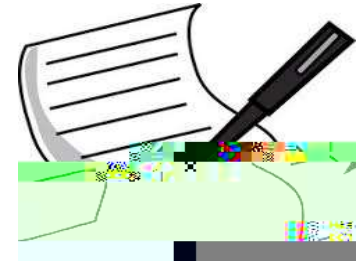


Jennifer Lopez, Director; Office for Sponsored Programs,

**Miranda Pantano, Associate Director for International
Subawards, Office for Sponsored Programs**

&

Michelle Blanchette, Senior Internal Auditor; Internal Audit



We will address questions at the end of session. Please enter questions into the Chat.

Everyone should have the following three addendums to refer to:

- 1) Risk Assessment Form**
- 2) Subrecipient Invoice Checklist**
- 3) Subrecipient Invoice Payment Process Flowchart**

**Miranda Pantano,
Associate Director for International Subawards**

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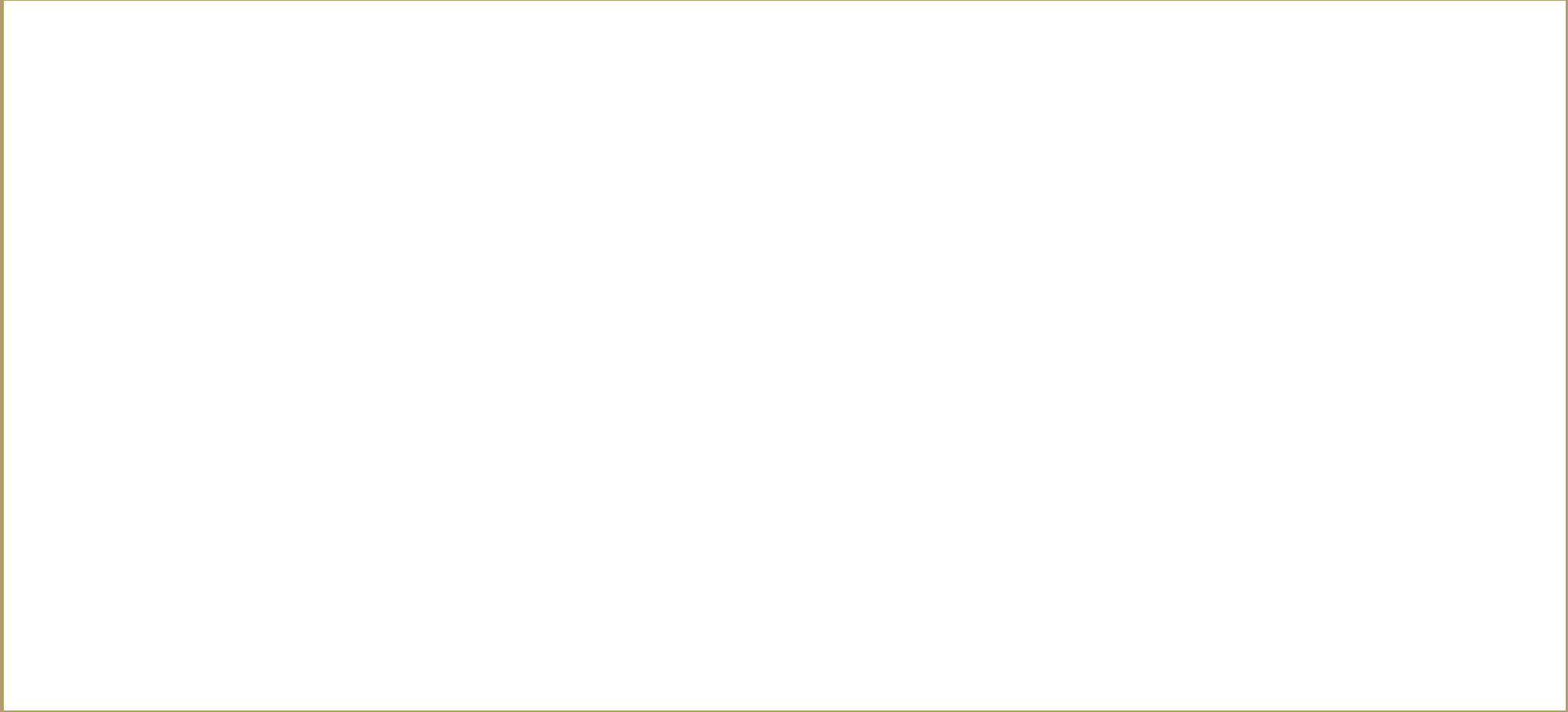
Backstory

Internal audit of Subrecipient Monitoring identified process improvements that would strengthen operations. A 5 week collaboration resulted during which time the following new forms and procedures were created:

New Risk Assessment and documented SOPs

New Subrecipient Invoice process effective June 1 – mandatory checklist, invoice template, OSP PeopleSoft approval and documented SOPs

FFATA documented SOPs



Redesigned Risk Assessment Form & SOPs



Effective June 1, 2022, OSP will approve subrecipient invoices prior to

Steps of Subrecipient Invoice process



Templated Invoice to be included on Subrecipient Letterhead

SANTA ANITA COLLEGE
12/15/2017

EXPENDITURE CATEGORY	CLUSTERED PERSONNEL EXPENSE
Personnel	
Wages	
Fringe	
Materials & Supplies	
Domestic Travel	
Foreign Travel	
Capital Equipment	
Contractual	
Tuition Remission	
Other	
Direct Costs	
Indirect Costs	
Total	\$1,000,000.00

Emily is the DRA for PIMurphy in the Chemistry Department. One of PIMurphy's prime awards from the NSF has a proposed subaward with the University of Phuket. The subaward has not been signed off on yet due to extended administrative delays and some unexpected turnover. It is also considered 'High risk' as BC has never worked with the University of Phuket before and it is an international

FFATA= Federal Funding Accountability & Transparency Act (2006)

Requires institutions to report on the spending of federal funds with a \$25,000 threshold

This was performed by the Senior Assistant Director, Preaward Administration and will be handed by the Associate Director for International Subawards moving forward

Collaboration resulted in documented Standard Operating Procedures (SOPs) in this area

Wrap Up

