



TO: Finance & Administration Advisory Group & Business Managers

FROM: Patricia Overko, Controller & Director of Fiscal Operations
Matthew Meyer, Associate Vice Provost for Research and Director ORSP

CC: Vice Chancellors, Deans, Directors and Principal Investigators

DATE: July 11, 2022

SUBJECT: Protocol for Campus Audits and Sponsored Program Reviews

The purpose of this memorandum is to clarify the protocol for departments and individuals when contacted by federal, state or other authorities regarding audits or sponsored program reviews at the University of Massachusetts Boston.

Protocol for Campus Audits

University of Massachusetts Boston is subject to audit by federal, state, and independent auditors. To ensure that auditors receive appropriate, consistent, and accurate information and materials, all audit activity must be coordinated through the Campus Controller's Office, in accordance with university audit protocol.

Auditors who regularly perform work on the campus are aware of university protocols. However, auditors unfamiliar with the university may call upon departments directly. If you receive notification about an audit from federal, state, or other external audit authorities, please direct them to Leanne Marden, Controller and Campus Audit Liaison.

Protocol for Sponsored Program Reviews/Site Visits

Many external funding agencies, including federal, state, and private sponsors, routinely conduct sponsored program reviews of the activities they fund at the university. These reviews may be referred to as site visits, program monitoring or other similar terms. The reviews can include programmatic and fiscal/administrative elements. The Office of Research and Sponsored Programs (ORSP) needs to be informed of all such reviews in advance. If you receive notification from any external sponsor about any such sponsored programs review, please contact Michelle Auerbach, Executive Director of ORSP.

Thank you for your attention to these important protocols.