



*Tuesday Tips* is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: [UAF-GCReATE@alaska.edu](mailto:UAF-GCReATE@alaska.edu). For more Tips visit [OGCA website](#).

## Audits, Desk Reviews and Sponsor Inquiries

All extramural funds awarded to the University are subject to audit, desk reviews and or inquiries. Sponsors generally reserve the right to audit the University's financial records and, in some cases, may audit the project's scientific records and data. The Office of Grants and Contracts Administration (OGCA) is responsible for the coordination all activities concerning external and internal audits of sponsored program expenditures and the resolution of audit exceptions. OGCA will periodically issue guidelines regarding special procedures applicable to sponsored programs.

### **Focal Point for Audit Matters**

The Office of Contracts and Grants Administration is the liaison for coordinating all audit matters relative to sponsored research of the University.

All sponsor auditors are requested to make their initial contact with OGCA when conducting audits relative to extramural funding. Subsequent contacts by auditors with other University departments/units will be preceded by advance notice from OGCA. The purpose of the advance contact is to identify the auditors, outline the general purpose of the visit, and facilitate the audit. If there are any questions concerning the official status of an

auditor, OGCA must be contacted. Depending on the nature of the audit, OGCA will coordinate activities with [UA Office of Audit and Consulting Services](#) and the [Office of the Associate Vice Chancellor for Financial Services](#).

### **Department/Unit Representation**

Depending upon the nature of the audit or subject matter, the Office of Contracts and Grants may elect to be represented in audit discussions at the departmental/unit level. Should departmental/unit faculty and staff deem guidance necessary at any time, OGCA must be contacted without hesitation. OGCA participates in and coordinates audit exit briefing as deemed necessary by the significance and nature of the audit findings and recommendations.

For additional information, please see: <https://uaf.edu/ogca/lifecycle/7-closeout/audits-desk-reviews-and-s/>

For additional Information visit the [Office of Grants and Contracts Administration](#)