



University of Massachusetts
Amherst
405 Goodell Building
Amherst, MA 01003

Office of the Controller

Andrew P. Mangels, Controller
amangels@admin.umass.edu
phone: 413-545-1675
fax: 413-545-6088

Memorandum

TO: Deans, Directors, Department Heads, Principal Investigators and Research Business Managers

FROM: Andrew P. Mangels, Controller

DATE: May 16, 2005

SUBJECT: Audits of Federal Awards

The auditing firm of PriceWaterhouseCoopers (PWC) will begin its annual audit of Federal Awards in accordance with OMB Circular A-133 on the Amherst Campus in June. This memo is a reminder of compliance requirements reviewed by the auditors each year.

1. Mandatory Cost Share and Matching Funds Information
Principal Investigators (PIs) need to closely monitor compliance with mandatory cost sharing obligations stated in the award and provide support to the Controller's Office when requested.
2. Effort Reporting
All effort reports distributed in the Fall must be signed and returned to the Office of Cost Analysis.
3. Subsequent Changes in Level of Effort from Proposal
PIs are required to notify agencies in the event that their percentage of effort spent on a grant or contract changes significantly from the level specified in the proposal.
4. Program Income
PIs should ensure that all program income is properly calculated, recorded and expended in accordance with program requirements.
5. Monitoring of Subrecipient Performance
PIs are required to monitor the activities of subrecipients to ensure that performance goals included in the subaward are achieved.
6. Disclaimers and Acknowledgments Contained in Publications
PIs should ensure that all publications and presentations include proper disclaimers and acknowledgments of the sponsor.
7. Timely Filing of Progress and Technical Reports
PIs should ensure that all progress and technical reports are filed by the due dates required by each award.
8. Disposition and Transfers of Federally-Funded Equipment
The Property Office must be notified of dispositions of equipment and planned transfers of equipment to another campus.

Please feel free to contact Sam Killings in the Controller's Office at 545-0806 or the Office of Grants and Contracts Administration at 545-0698 if you have any questions about these matters.