



University of Massachusetts Amherst

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**Memorandum**

TO: Deans, Directors, Department Heads and Principal Investigators

FROM: Andrew P. Mangels, Controller

DATE: December 20, 2006

SUBJECT: External Investigations, Audits & Reviews of Sponsored Programs

Under Board of Trustee Policy Doc. T92-062, the Controller of the Amherst campus is designated as the audit liaison for all audit activities occurring on campus. In most cases, the Controller's Office or Office of Grants and Contracts Administration (OGCA) is notified in advance of any external audit or review of programmatic or financial activity by an external entity. The Controller's office coordinates all site visits and the preparation of responses to written requests for financial information.

Occasionally an auditor or investigator may request information or a review of financial data, programs or facilities without prior notice. These individuals should be referred to the Controller's Office or OGCA before providing information or access to campus data or facilities.

Please ensure that staff working on sponsored programs receive this information. Thank you.

Cc: Bruce McCandless, Director, Research Affairs  
Carol Sprague, Director, OGCA  
Robert M. Harrison, Director of Internal Audit