

# Business Systems Review

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# Business Systems Review: **Agenda**

- Background
- Basics
- Process
- Lessons Learned
- Q/A Discussion



# Business Systems Review: **Background**

- Developed in response to 2004 NSF audit
- Provides business assistance to help awardees meet 2 CFR Part 215
- Aligns business systems with governing Federal regulations and NSF expectations for stewardship



# Business Systems Review: **Basics**

- NOT auditors
- NOT using “standard yellow book standards”
- DO partner with programs and NSF management
- DO provide cooperative support
- **DO participate in NSF financial statement audit**



# Business Systems Review: **Background**

- **Prior to Fy2005:** conducted “Total Business Systems Review (TBSR)-like” reviews
- **Fy2005/2006:** first more formalized attempts at TBSR activities (**NAIC NEES, NOAO/NSO**)
- **FY2007:** implementation of formal structured TBSR (**NRAO, NSCL and LIGO**)
- **FY2008:** introduction and implementation of BSR (**IceCube, AMISR, ARF**)
- **FY2009:** **Gemini** (finishing), **NHMFL** (underway), **IRIS/Earthscope** (initiating)
  - Guide finalized
- **FY2010 and Beyond:** **Earthscope, UCAR, NEON, ARRV, OOL, the rest of the facilities**



# Business Systems Review: **Basics**

- Tailored to address uniqueness of Facility
  - “one size DOES NOT fit all”
- Examines business systems supporting Facility
- Carried-out
  - Approximately 3-4 BSRs/year
  - Typically one every five years
  - Once construction/once operations maintenance
  - Early in award duration (desired)



# Business Systems Review: **Process**

- **Pre-Site Visit**
  - Introductory Visit and Desk Reviews
- **Site Visit/s**
  - On-site Interviews and Discussions
  - Facility Tour
- **Post-Site Visit**
  - Preparation of Reports (draft and final)
  - Follow-up/Monitoring (areas of concern)



# Business Systems Review: **Basics**

## Team

- Large Facilities Office
- NSF Program Office
- NSF subject matter experts (SMEs)
- Facility and Awardee
  - Coordinated by either by Authorized Organizational Representative (AOR) or Facility Project Director/Manager
  - Supported by representatives of various business offices/functions



# Business Systems Review: **Basics**

- examines business (administrative) systems
- covers core functional areas/topics:  
Award Management, Budget/Planning,  
Financial Management, Financial Reporting,  
General Management, Human Resources,  
Procurement and Property and Equipment  
*(note: cybersecurity, safety – addressed in GM)*
- includes output written report



# Business Systems Review: **What's New**

- **Written Guide: Updated and Finalized**
- **Scoping Process: Incorporated**
  - introductory visit (8-12 months prior to BSR), leveraging of previous reviews/audits, attendance at other reviews
- **Earlier Start**
  - now 4-6 months prior to site visit
- **Feedback Provided Sooner**
  - experimenting with distribution of written findings week/s following site visit



# Business Systems Review: **Shared Challenges**

- scoping – stakeholders, timing and content
- rotating SMEs – corporate memory
- steep learning curves (all team members)
- competing work demands
- scheduling/logistics
- documentation, documentation, documentation (it's intrusive)
- others.....???



# Questions, Comments, Concerns?

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