

Business Systems Review: Introduction

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Business Systems Review: **About the Program**

- Developed in response to 2004 NSF audit (for high risk awards)
- Provides business assistance to help awardees meet 2 CFR Part 215
- Aligns business systems with governing Federal regulations and NSF expectations for stewardships
- Involves a review of business systems
 - focuses on facility
 - includes awardee business systems in examination
 - covers, for example, personnel, practices, procedures, organization, internal/external integration points with facilities, structures (hardware, software)
- (does not) employ auditing practices



Business Systems Review: **About the Program, cont.**

- Tailored to the uniqueness of each Facility
 - not “one size fits all”
- Approached to meet/leverage the needs/requirements of key stakeholders
 - Facility
 - Awardee
 - NSF OIG auditors
 - NSF Program/s
 - NSF Business/Administrative Organizations
- Carried-out
 - Once award cycle (typically every five years)



Business Systems Review: **History**

- NSF Advisory Committee for Business and Operations (B&O): BSR Subcommittee
 - **FY2006:** requested B&O Advisory Committee authorization to organize an *ad hoc* subcommittee to assist w/narrowing focus and dealing with how best to add value to BSR process for NSF and awardee institution
 - **FY2007:** subcommittee organized and met in April, 2007; recommendations/report submitted
 - **FY2008:** B&O Advisory Committee reviewed and accepted BSR subcommittee report in Fall; BSR subcommittee to be reconvened in April 2008



Business Systems Review: **History**

- Completed Business System Reviews
 - FY2005: National Astronomy and Ionosphere Center
 - FY2006: National Optical Astronomy Observatory, Network for Engineering and Earthquake Simulation
 - FY2007: National Radio Astronomy Observatory, National Superconducting Cyclotron Laboratory, Laser Interferometer Gravitational Observatory
 - FY2008: IceCube Neutrino Observatory, Advanced Incoherent Scatter Radar (underway)



Business Systems Review: **Application**

Facilities are defined as shared-used infrastructure, instrumentation and equipment that are accessible to a broad community of researchers and/or educators. For the purposes of conducting BSRs, awardees affected by this program are those institutions with facilities that are/for which:

- classified as FFRDCs
- undergoing construction, or will be constructed and/or acquired with funds from the Major Research Equipment and Facilities Construction (MREFC) appropriation
- currently in operations that were previously funded through an MREFC account
- operation and replacement cost would be similar in size to MREFC-funded and MREFC-eligible projects
- classified as high-risk (“other”)



Business Systems Review: **The Process**

- Pre-Site Visit
 - Scoping and Desk Review Activities
- Site Visit
 - Entrance Conference
 - Facility Tour
 - Interviews and Discussions
 - Exit Conference/Briefing of Findings
- Post-Site Visit
 - Preparations and Issuance of Final Report
 - Follow-up/Monitoring on Issues/Areas of Non-Compliance and



Business Systems Review: **The Team**

- NSF
 - Led by Large Facilities Office
 - Carried-out by subject matter experts from across NSF and including Directorate Program, Budget Finance and Award Management (BFA) and Office of Information and Resource Management
- 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: **The Preparations**

- **Communication**
 - Stay in touch with NSF Program Officer, NSF BSR Team Leader and Subject Matter Experts
 - Frequently brief Facility, Awardee Institution and (your) BSR participants
- **Research**
 - Read NSF-provided materials
 - Ask (Questions) Oftens
 - Network with other Facility/Awardee contacts



Business Systems Review: **The Focus**

- Business (Administrative) Systems
- Core Functional Areas/Topics:
 - Award Management
 - Budget/Planning
 - Financial Management
 - Financial Reporting
 - General Management
 - Human Resources
 - Procurement
 - Property and Equipment



Business Systems Review: **The Results**

- Report
 - written document that includes conclusions (issues/areas of compliance, recommendations and best practices)
- Strengthened Working Relationships
 - with staff in NSF business offices as well as those in programs, and with awardee institution as well as other NSF-funded facilities
- Updated Business Systems
 - (compliance) warning in advance of audit
 - understanding of best practices and areas for improvements



Questions, Comments, Concerns?

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