

Hello everyone,

If you don't know me, my name is Kyle Everard and I'm the Audit Coordinator at Research and Sponsored Programs. One of my job duties is to coordinate and act as a liaison for the audits that occur of our programs. Please feel free to forward this email to colleagues at your college/school.

However, I'd like to discuss one of my other job duties with you today and that is Subrecipient Monitoring. I do a risk analysis of our active subrecipients on an annual basis. This risk assessment is based on a review of the subrecipient's audit, financials, and questionnaire. If during this review, I see that they have significant red flag risks (such as no controls for capital asset management, or separation of duties issues), I send an email from our subaward portal system. This email is automatically sent to the PI and departmental representative for all active awards related to that subrecipient. The email alerts them to this risk and potential ways to add subrecipient monitoring to the subrecipient.

This has been in existence for a little over a year, and I try to save these communications for more significant risks. What I'd like is for information to flow both ways. **What I'm asking of you is this:** if you are experiencing any significant issues with a subrecipient that may affect that subrecipient's risk profile, please communicate that to me. Examples could include, but are not limited to, the subrecipient is suspected to be mishandling capital assets, the subrecipient does not appear to be completing work they are contracted to do, or you learn the subrecipient has some type of flaw in their controls or systems, etc. You can send this information or any questions to [a133monitoring@rsp.wisc.edu](mailto:a133monitoring@rsp.wisc.edu). I would like to keep all subrecipient monitoring related issues sent to that address rather than my regular UW email address. I want to make sure we are working together to have robust subrecipient monitoring of our subrecipients.

Lastly, if you have any auditors reviewing your awards or programs, please contact me at [kyle.everard@rsp.wisc.edu](mailto:kyle.everard@rsp.wisc.edu). We also have an audits page at <https://rsp.wisc.edu/awardmgt/audits/index.cfm> which describes more about audits and what I do.

-Kyle