

Preparing for a Financial Audit Mini-Intensive

Overview:

We are seeking experienced professionals to serve as presenters for the *Preparing for a Financial Audit Mini-Intensive*, a program designed to help beginner and intermediate research administrators build their knowledge and confidence around sponsored program financial audits. Presenters will share real-world strategies, tools, and case studies that support effective audit preparation and management across all stages of the audit process.

Key Responsibilities:

- Design and deliver an engaging, practical session aligned with the learning objectives and audience experience level.
- Present an overview of the sponsored program financial audit landscape, including types of audits, common triggers, and applicable regulatory frameworks.
- Guide participants through best practices for managing the audit process, including internal preparation, documentation, communication with auditors, and timeline management.
- Provide insight into how institutions can use audit findings to improve internal processes and strengthen compliance.
- Share case studies or lessons learned from audits conducted at institutions of higher education.
- Incorporate the COSO Internal Control–Integrated Framework into the session to demonstrate its application in a sponsored programs context.
- Contribute to the development of exercises, discussion prompts, or tools that support active learning and practical application.
- Collaborate with fellow presenters and staff to ensure a cohesive and impactful learning experience.

Preferred Qualifications:

- 5+ years of experience in research administration, grant/contract financial management, or sponsored programs compliance.
- Direct experience preparing for and participating in sponsored program financial audits (e.g., Uniform Guidance/Single Audit, internal audits, sponsor-initiated audits).



- Familiarity with COSO Internal Control Framework and other risk management principles.
- Strong presentation, communication, and facilitation skills.
- Prior experience training or mentoring others in audit readiness or financial compliance is a plus.

Ideal Presenter Profile:

Professionals working in central offices (e.g., Sponsored Programs, Office of Research, Finance) or in academic units who can share practical audit experiences, challenges, and solutions. Individuals from a variety of institution types (public, private, large, small, R1, etc.) are encouraged to contribute diverse perspectives.