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, OOI**...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
- 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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