# Attain Partners' Approach

to Business Process Assessments

## **Discovery**

#### Relevant, Actionable Research

- Document Review
  - Policies, procedures, internal controls, training materials
  - Reports and dashboards
  - Organization charts, job descriptions, roles and responsibilities
  - Mission and vision statements, strategic plan
- ▶ Business Process Walk-Throughs
  - Intersection of business process and technology
  - Actual practice vs perceived
- Faculty Survey
  - Broadens reach into the opinions and mindset of the Principal Investigators
  - Understand areas of strength and pain points
- Interviews
  - Allow stakeholders to provide input on improvement
  - Understanding culture of accountability, willingness for change, and risk aversion

# Reporting

#### Meaningful, Obtainable Recommendations

#### People



#### Process



#### Technology



- ✓ Define staffing levels and portfolio management
- Outline career ladder(s) to ensure continued growth opportunity
- Develop training plans to align and support career ladders
- ✓ Identify optimal organizational models

- ✓ Standardize across the institution
- ✓ Integrate industry best practices
- Ensure processes support critical preventative and detective controls
- ✓ Realize efficiency gains
- ✓ Ensure system configuration allows for maximum utilization of features
- ✓ Enhance data monitoring opportunities for management decision-making, process & staff accountability, and risk awareness/ management

### Areas of Focus

#### **Pre-Award Business Processes**

- Budget Development
- ► Regulatory Compliance
- Proposal Routing
- Subrecipient Award Negotiation
- Proposal Review and Submission
- Limited Submissions
- Award Acceptance
- ► Contract Development
- Contract Review and Negotiation
- Post Award Non-Financial Activities
  - Just In Time Submission
  - Change in Principal Investigator
  - Rebudgeting
  - Relinquishment
  - Progress Reporting
  - Final Reporting

#### **Post-Award Business Processes**

- Award Setup
- Cost-Share Setup
- Cost-Share Monitoring / Reporting
- Expenditure Approval
- Invoicing
  - Cost Reimbursable
  - Fixed Price
  - Milestone
- Cash
  - Application
  - Reconciliation with Federal Payment Systems
- Financial Reporting
- ► Financial Closeout
- Effort Reporting
- Subrecipient Monitoring
- Federal Funding Accountability and Transparency Act (FFATA) Reporting

#### **Regulatory Compliance**

- Conflict of Interest
- Export Control
- Research Security
- Human Subjects
- Animal Subjects
- Biosafety

### Not just powering the future—empowering it.

Attain Partners is a leading management, technology, and compliance consulting firm delivering services and solutions to advance client missions across the education, nonprofit, healthcare, and state and local government landscapes. We're an innovative and values-driven firm working to disrupt the status quo to change the world and improve the lives of those we serve. For more information, visit attainpartners.com.