CALIFORNIA INSTITUTE FOR REGENERATIVE MEDICINE

FY 2013-2014
Performance Audit

ICOC Presentation

May 21, 2015
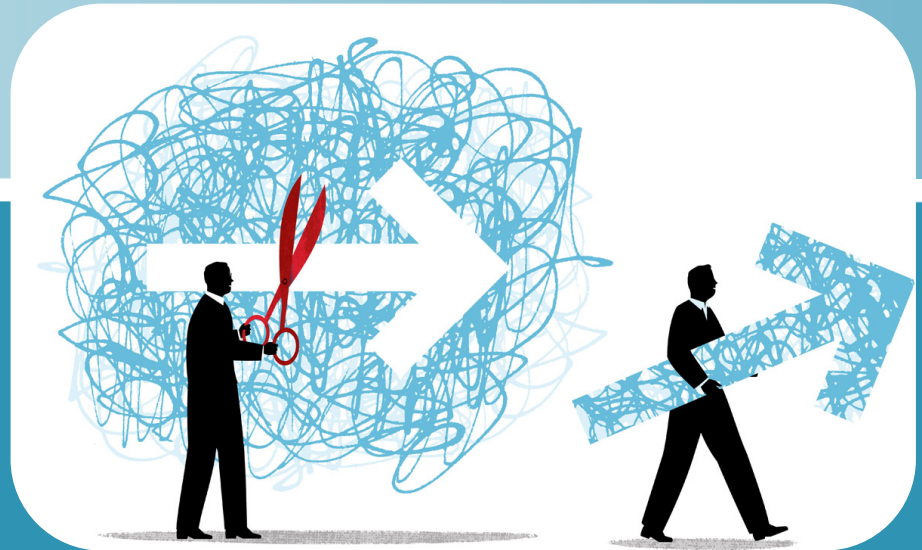
OVERVIEW

- Introduction

- Process

- Commendations

- Recommendations

INTRODUCTION

- Purpose: examine the functions, operations, management systems, and policies and procedures of the Institute in achieving economy, efficiency, and effectiveness in the employment of available resources and compliance with policies and procedures

- Components:

  □ *Core Functions* – grants application and review, grants management, loans, contracts, and intellectual property

  □ *Supporting Functions* – administrative support, communications, executive leadership, finance, human resources, information technology, and legal

PROCESS

- Interviews: conducted approximately 25 interviews with personnel throughout the organization, including the Board Chair and Vice Chair, Board members, Executive Team, and personnel from each CIRM function

- Document Review: reviewed numerous documents to understand relevant policies, procedures, and processes

- Process Walkthroughs: walked step-by-step through processes associated with core functions and attended a Grants Working Group meeting

- Testing: using sampling methods, tested internal controls and compliance with policies and procedures for core functions

COMMENDATIONS

- Grants management system

- Grants process improvements

- Organizational culture

RECOMMENDATIONS

	Recommendation
1	Continue to use systems controls implemented in July 2014 to ensure the consistent collection of Financial Interest Disclosure Forms in accordance with stated policies.
2	Document procedures for the Financial Interest Disclosure Forms review and reporting processes, and work with IT to develop fields within the GMS for the Grants Review Staff to use to record evidence of the review activities performed.
3	Implement policies, procedures, and resources to achieve more timely review of progress reports, since the review of progress reports is an integral part of understanding the scientific progress being made by grantees.
4	Implement procedures to ensure adherence to the Grants Administration Policy related to the two exceptions identified during testing.
5	Implement enhancements to the GMS to support increased accountability for, and enforcement of, Annual Utilization Report requirements.
6	As CIRM-funded IP developments increase and advance toward commercialization, increase efforts to protect IP by modifying the GMS to gather more data on IP commercialization events and continue to strengthen its process for monitoring and detecting non-disclosure.

RECOMMENDATIONS

	Recommendation
7	Develop a slate of operational performance measures aligned with CIRM's strategic plan and report regularly to the ICOC.
8	Continue to proactively focus on improving employee engagement through effective employee outreach, team building, and communication.
9	Ensure performance evaluation and merit increases occur in a timely manner.
10	Continue to monitor current trends in web application development to determine the best development applications to support the GMS moving forward.
11	Continue to identify and pursue opportunities to enhance GMS capabilities to automate processes, reduce paperwork, and enhance information access.
12	Continue implementation of FY 2010-2011 performance audit recommendations.

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