

Frequently Asked Questions

1. What is the Departmental Self-Assessment (DSA)?

The DSA is a tool developed by GRU's Office of Internal Audit to assist departments in evaluating their internal controls. It allows for identification of deficiencies/systemic weaknesses and best business practices within the university. Internal Audit's goal is to provide information that will allow departments to internally assess operations and determine if reasonable controls exist.

2. How many total sections?

35 sections containing areas such as fiscal, human resources, information technology, legal/regulatory, etc. You can find all of these sections on the Internal Audit webpage: <http://gru.edu/admin/oia/>

3. How will I receive this?

The DSA will be sent via email questionnaire through the research software, Qualtrics.

4. How will I know when it is due?

Every email will state the due date for submission. Reminders will also be sent out as the due date approaches if your survey has not already been submitted.

5. What happens if I miss the due date?

Contact Internal Audit.

6. How many sections/questionnaires will I get at a time?

One.

7. How long will it take me to complete each questionnaire?

Questionnaires will take a few minutes to an hour or more depending on respective department structure and internal controls.

8. Who do I contact if I have questions?

Someone in Internal Audit will be able to assist you with your DSA questions. You can contact the Office of Internal Audit at 706-721-2661 or Internal_Audit_DSA@gru.edu.

9. Who else is receiving this survey?

Every university department will receive all DSA sections/questionnaires.

10. Who will see the results?

Results will be received and kept in the Office of Internal Audit. Department/unit management will be contacted if any weaknesses are identified. GRU senior management will be apprised of the DSA's progress.

11. Why is Internal Audit doing this?

Richard Chambers, president of the Institute of Internal Auditors states in *Auditing at the Speed of Risk!*, that "While organizations are raising the bar on effective risk management, executives face extraordinary headwinds spawned by a turbulent environment in which risks materialize virtually overnight. Internal audit must take a more continuous approach to risk assessment."

Internal Audit's goal is to continually assess risk and create a strong control environment so departments can achieve their goals and objectives, as well as support the overall mission of GRU. The DSA aids Internal Audit in accomplishing this goal.

12. Where can I find more information about the DSA?

The Internal Audit website has all of the DSA. Each section contains best business practices, policies, procedures, helpful tools, and contact information. You can also contact the Office of Internal Audit for more information.