



Joint Admission Medical Program (JAMP)

Audit Report No. 2604

November 7, 2025



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Executive Summary

Audit Objective

As required by the Joint Admission Medical Program (JAMP) Council Agreement, to provide assurance that the University is in compliance with JAMP agreement requirements and the JAMP Expenditure Guidelines.

Primary Risk Type

Finance

Date of Last Audit

November 4, 2019

Controls and Strengths

- Expenses are reviewed by both the Office of Undergraduate Education and Post Award Management for compliance with university procedures and JAMP allowability.
- JAMP expenditure reports are prepared in accordance with JAMP requirements with appropriate university reviews.
- Revenues are verified by Receivables and Sponsored Accounting.
- Payroll transactions comply with JAMP requirements.
- Budgets are submitted in accordance with JAMP requirements.

Observations

This audit did not result in any reportable observations. Minor observations related to document signatures and documentation were shared verbally with management. See Appendix B on page 6 for definitions of observation risk rankings.

Overall Conclusion

Based on the audit work performed, we conclude that UT Dallas complies with JAMP agreement requirements and the JAMP Expenditure Guidelines.

For details about the audit procedures, explanation of risk levels, report distribution, and JAMP expenditure reports, please see Appendices A, B, C, and D, respectively, in the attached report.

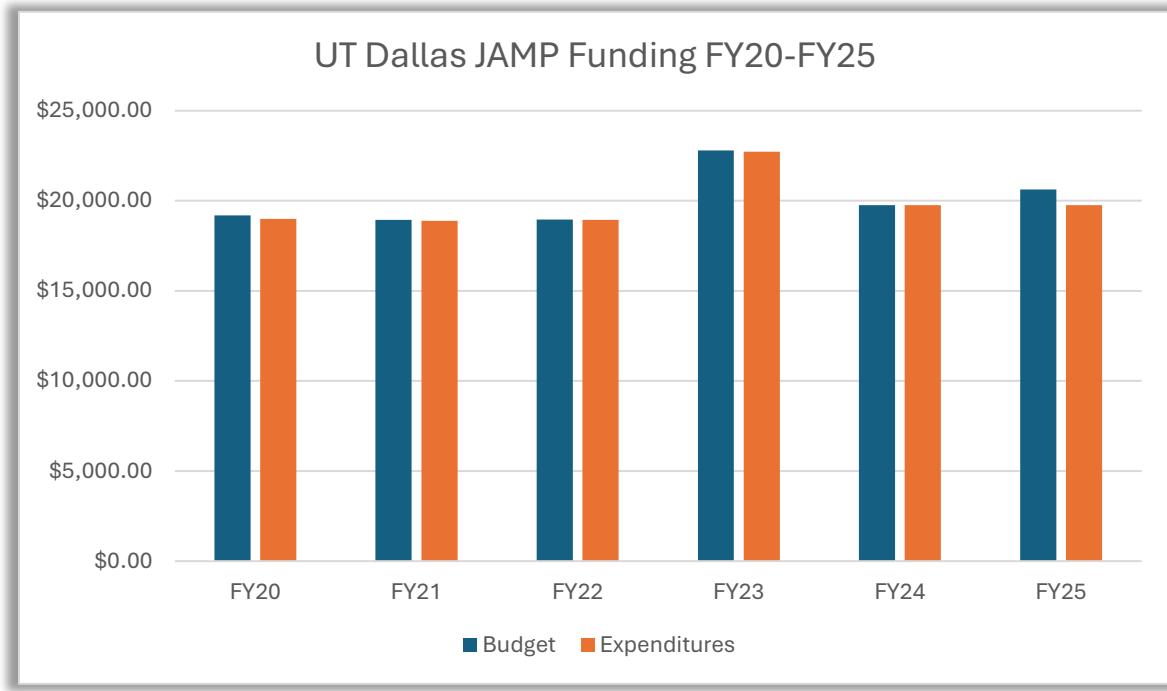


Appendix A: Information Related to the Audit

Background

The Joint Admission Medical Program (JAMP) was created by Senate Bill 940 of the 77th Texas Legislature in May 2001 to provide funding and services that support and encourage highly qualified, economically disadvantaged students to pursue a medical education. The program is funded through the Texas Higher Education Coordinating Board and administratively managed by The University of Texas System Administration. It is a partnership between fourteen Texas medical schools and 68 public and private four-year undergraduate institutions.¹

UT Dallas received \$19,762 from JAMP during FY24 and \$20,635 during FY25. The UT Dallas JAMP program is part of the Dean of Undergraduate Education's Health Professions Advising Center. The Center provides pre-health advising to students preparing for health professions. Noncompliance with JAMP guidelines and JAMP Expenditure Guidelines increases the potential risk for decreased funding or the cessation of future funding to UT Dallas. Refer to Appendix D for the expenditure reports for FY24 and FY25.



Audit Objective

As required by the Joint Admission Medical Program (JAMP) Council Agreement, the objective for this engagement was to provide assurance that the University is in compliance with JAMP agreement requirements and the JAMP Expenditure Guidelines.

¹ <https://www.texasjamp.org/about/index.html>



Scope

The scope of the audit was fiscal years 2024 - 2025. Fieldwork was conducted from October 16, 2025, and the audit concluded on November 6, 2025.

Methodology

The audit was conducted in conformance with the Institute of Internal Auditors' Global Internal Audit Standards™. Additionally, we conducted the audit in conformance with generally accepted government auditing standards (GAGAS) as applicable. Both standards are required by the Texas Internal Auditing Act, and they require that we plan and perform the audit to obtain sufficient, proper evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our observations and conclusions based on our audit objectives.

Our procedures included interviews, observations of processes, reviews of documentation, and testing. The following table outlines our procedures and observations for each of the audit area objectives performed.

Audit Area	Procedures	Observations Related to the Audit Area
Gaining an Understanding	Gained an understanding of the JAMP Council Agreement and expenditure guidelines.	N/A
Monitoring	Interviewed persons responsible for compliance and monitoring to ensure that an appropriate system has been established to ensure proper authorization, reporting, and compliance.	N/A
Testing for Compliance	Tested for compliance to ensure that: <ul style="list-style-type: none">• The revenues received were properly recorded and accurately reported.• Expenditures complied with JAMP expenditure guidelines and were related to the grant.• The JAMP cost centers were properly budgeted, approved, and no overhead was being charged to the funds.• Unexpended funds have been returned, as applicable.	N/A



Appendix B: Observation Risk Rankings

Audit observations are ranked according to the following definitions, consistent with UT System Audit Office guidance.

Risk Level	Definition
Priority	If not addressed immediately, a priority observation has a significant probability to directly affect the achievement of a strategic or important operational objective of UT Dallas or the UT System as a whole. These observations are reported to and tracked by the UT System Audit, Compliance, and Risk Management Committee (ACRMC).
High	High-risk observations are substantially undesirable and pose a high probability of adverse effects to UT Dallas either as a whole or to a division/school/department level.
Medium	Medium-risk observations are considered to have a moderate probability of adverse effects to UT Dallas either as a whole or to a division/school/department level.
Low	Low-risk observations are considered to have a low probability of adverse effects to UT Dallas either as a whole or to a division/school/department level.
Not Reportable	Some recommendations made during an audit are considered of minimal risk, and the observations are verbally shared with management during the audit or at the concluding meeting.



Appendix C: Report Submission and Distribution

We thank the Offices of Post Award Management, Sponsored Projects, Receivables & Sponsored Accounting, and Undergraduate Education management and staff for their support, courtesy, and cooperation provided throughout this audit.

Respectfully Submitted,

DocuSigned by:

Toni Stephens
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Toni Stephens, CPA, CIA, CRMA, Chief Audit Executive

Distribution List

Members and ex-officio members of the UT Dallas Institutional Audit Committee

Primary Responsible Vice President and Key Stakeholders

Dr. Inga Musselman, Vice President for Academic Affairs and Provost
Dr. William Nichols, Dean of Undergraduate Education
Dr. Shirley Anderson, Assistant Director of the Health Professions Advising Center

Other Stakeholders

Health Professions Advising Center

- Mr. Doyen Rainey, Director of the Health Professions Advising Center
- Ms. Thuy Luong, Academic Advisor II

Office of Budget and Finance

- Mr. Orkun Toros, Vice President for Budget & Finance
- Mr. Greg Argueta, Associate Vice President for Budget & Finance
- Ms. Tracy Lederer, Director for Receivables and Sponsored Accounting

Office of Research and Innovation

- Dr. Joseph Pancrazio, Vice President for Research and Innovation
- Ms. Sanaz Okhovat, Senior Associate Vice President for Research and Innovation & Chief Compliance Officer
- Ms. Emily Lacy, Senior Director for the Office of Sponsored Projects
- Ms. Cindy Sutton, Director of Post Award Management

External Parties

- The University of Texas System Audit Office
- Legislative Budget Board
- Governor's Office
- State Auditor's Office
- Joint Admission Medical Program

Engagement Team

Project Manager: Mr. Rob Hopkins, CFE, Audit Manager
Project Leader: Mr. Brian Seale, Internal Auditor II



Appendix D: FY2024 and FY2025 Expenditure Reports

FY2024

Joint Admission Medical Program FY 2024 Expenditure Report Undergraduate Institutions		
Institution	University of Texas at Dallas	Date
		10/29/2024
Income		
FY 2024 Distribution		\$19,762.00
		Total
		\$19,762.00
Expenses		
Salaries – Professional/Administrative		\$5,750.00
Salaries – Faculty		
Salaries - Classified		
Wages – Students		\$5,880.00
Other Personnel Costs/Contract Services*		
Fringe Benefits		\$1,105.66
Maintenance and Operation		\$1,344.60
Equipment Purchases ¹		
Capital Purchases ²		
Travel ³		\$3,115.51
Other (must specify) ⁴ *		
Meetings		\$1,628.35
JAMP-UTD Approved Apparel		\$936.95
Total Expenses for		\$19,761.07
The expenditure report for FY 2024 is due no later than October 31, 2024. FY2024 Unspent Balance		\$ 0.93
<ul style="list-style-type: none">A copy of your institution's monthly statement of accounts for JAMP funds as of August 31, 2024, must be provided with this report.All funds encumbered under the agreement must be expended before September 30, 2024.All unspent funds must be returned. Once we receive your expenditure report, we will send you an invoice with ACH or wire instructions to return all unspent funds.		
Certification: By signing this document, I certify, to the best of my knowledge and belief, that this report is correct and that all outlays and unliquidated obligations are for the purpose set forth in the Agreement executed with the JAMP Council.		
Tracy Lederer		Digitally signed by Tracy Lederer Date: 2024.10.30 08:46:04 -05'00'
Signature Required		
Tracy Lederer		Date
Print Name		Director
tracy.lederer@utdallas.edu		Title
Email address		972-883-4518
Telephone Number		
The signature required must be the institution's officer responsible for accountability of JAMP funds. This may be a vice president, controller, director or manager of contract and grants, or other business officer directly responsible for funds.		
<small>¹ JAMP requires a list of all equipment purchases with a value of \$250 or higher. ² JAMP defines capital expenditures as items of physical improvement, i.e. classroom, resource room, labs. ³ Travel related expenditures should be for the enhancement of the program and be incurred by JAMP participants and/or program facilitators. No JAMP funds may be used for out of state travel, with the exception of the regional and national Advisors for the Health Professions meeting. ⁴ The category "Other" is to be used when no other category applies. Information must be provided to identify expenditure(s). [*] A detailed explanation of expenditures is required for funds listed in this category.</small>		



FY2025

Joint Admission Medical Program FY 24-25 Expenditure Report Undergraduate Institutions		
Institution	University of Texas at Dallas	Date
		10/21/2025
Income		
FY 24-25 Distribution		\$20,635.00
		Total
		\$20,635.00
Expenses		
Salaries – Professional/Administrative		\$5,750.00
Salaries – Faculty		
Salaries - Classified		\$0.00
Wages – Students		\$3,225.00
Other Personnel Costs/Contract Services*		
Fringe Benefits		\$1,058.75
Maintenance and Operation		\$5,080.34
Equipment Purchases ¹		
Capital Purchases ²		
Travel ³		\$1,295.87
Other (must specify) ^{4*}		\$0.00
JAMP-UTD approved apparel		\$1,862.23
Meetings		\$1,493.17
		Total Expenses for FY24-25
		\$19,765.36
The expenditure report for FY 24-25 is due no later than November 7, 2025		
Unspent Balance		
\$ 869.64		
<p>• A copy of your institution's monthly statement of accounts for JAMP funds as of August 31, 2025, must be provided with this report.</p> <p>• All funds encumbered under the agreement must be expended before September 30, 2025</p> <p>• All unspent funds must be returned. Once we receive your expenditure report, we will send you an invoice with ACH or wire instructions to return all unspent funds.</p>		
<p>Certification: By signing this document, I certify, to the best of my knowledge and belief, that this report is correct and that all outlays and unliquidated obligations are for the purpose set forth in the Agreement executed with the JAMP Council.</p>		
<p>Tracy Lederer <i>(Signature)</i> Digitally signed by Tracy Lederer Date: 2025.10.27 16:19:15 -05'00'</p>		
<p>Signature Required</p>		
<p>Tracy Lederer</p>		
<p>Print Name</p>		
<p>tracy.lederer@utdallas.edu</p>		
<p>Email address</p>		
<p>The signature required must be the institution's officer responsible for accountability of JAMP funds. This may be a vice president, controller, director or manager of contract and grants, or other business officer directly responsible for funds.</p>		
<p>¹ JAMP requires a list of all equipment purchases with a value of \$250 or higher.</p>		
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