



UNIVERSITY *of* MARYLAND

SPA/SPAC Updates 1st Quarter 2019

September 20, 2018

2:00 – 3:30 pm

Pharmacy Hall: N111 Lecture Hall

Kuali Research

- Info & Guides on SPA website
<http://www.umaryland.edu/kualicoeus/user-resources-and-help/>
Navigating and searching in KR
PI certification and approval
- KR New User Training Dates (CITS enrollment database)
10/10/18 & 11/7/18 10-12:30PM
- New email for KR “Report a Problem”
DLKualiResearchHelp@umaryland.edu
- KR FAQ’s available

DOD Proposals

- Pre-Application Log # MUST go in the proposal
- Sponsor & Program Info tab
- Enter the Log# on in the “*Sponsor Proposal ID*” field

Sponsor & Program Information

Sponsor deadline: 08/22/2018

Sponsor Deadline Type: Receipt

Notice of Opportunity: Federal Solicitation

Opportunity ID: W81XWH-18-OCRP-PA

Subawards: true

Sponsor Proposal ID: **OC180031**

Sponsor Div Code:

Sponsor Program Code:

NSF Science Code:

APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)		3. DATE RECEIVED BY STATE
1.* TYPE OF SUBMISSION		4.a. Federal Identifier OC180031
<input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application		b. Agency Routing Number
2. DATE SUBMITTED 2018-08-22	Application Identifier 37492	c. Previous Grants.gov Tracki

Unfunded Agreements

- Beginning 11/1/18, unfunded agreements must be routed
 - DUA, CDA, Teaming Agreements, etc.
- Unfunded = no budget included
- Instructions will be provided by SPA via the RAC DL and on the website

JPA

Joint Personnel Agreements

Subaward Request

The Subaward Request is used to initiate a new subaward (subrecipient agreement) or modify an existing one. The department managing UMB's award uses this form to initiate SPA's process of issuing the subaward.

- For new subawards, upload the [subrecipient commitment form](#) even if it was included with your proposal.
- Upload the subrecipient's budget using the [Budget template for subaward request](#) PDF. A budget is required for new subawards and modifications that add dollars to the existing subaward.
- Upload the subrecipient's scope of work - a clear description of the work to be performed, proposed timelines, and deliverables.

The department also will process a subaward purchase requisition and work with [the SPA Team](#) to obtain and provide additional information or documents as required to issue the subaward. [More information](#)

If subrecipient (organization) or its contacts (subrecipient principal investigator and administrator) are not yet in the Quali Research Address Book, submit [Address Requests](#) to add them.

Subaward Request

Respond to all questions and attach documents in support of your request.

Is this request for a NEW subaward? *

Select:

Select "No" for non-competing continuations or for changes to an existing award.

UMB Information

UMB PI First Name *

UMB PI Last Name *

School and Department/
Institute / Center

What SPA team are you assigned to? *

Select:

- Assignment of personnel and reimbursement of salary for UMB and BREF
- Use the online Subaward Request

<http://www.umd.edu/spa/collaborations-and-subrecipients/subrecipient-agreements/subaward-request/>

GASP

- The last classes of GASP will end this year!
- New name...
- Current registered staff are completing remaining classes
- New curriculum being developed
 - Online modules
 - In class case studies/discussions
 - Knowledge testing



S

Sponsored

P

Programs

A

Administration

R

Research &

K

Knowledge

S

Seminars

KR Proposals Reminders

- Proposals created the same day will not show on SPA's deadline report (internal)
- Subrecipient Commitment Form is *still* a requirement at the time of proposal
- PI's must certify the proposal
- Be careful when copying proposals that were created in KC!
- Proposals with human subjects
 - Instructions for NIH proposals with human subjects
<http://www.umaryland.edu/kualicoeus/user-resources-and-help/nih-human-subjects-forms/>

Reminders

- Please, please use the team emails when communicating with SPA, unless an action has been triaged and you know who the SPA person that is working on that action.
- Ask your general questions at Research Matters <http://researchmatters.umaryland.edu>
- If you change the deadline date, please update your team or the person working on your proposal *immediately!*
- Please give SPA adequate time to review your proposal.
- Get your proposals in early!!!

Questions?





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SPAC Updates 1st Quarter 2019

September 20, 2018

2:00 – 3:30 pm

Pharmacy Hall: N1111 Lecture Hall

SPAC Agenda

- Personnel
- Fringes
- Year End Cost Challenges
- F&A
- Effort
- Deadlines
- VA
- Updates
- Audits and Reviews
- Upcoming
- Quantum

Cost Agenda

- Personnel Update
- Discrepancies in Fringe encumbrance Balances
- FY18-27 DR and 19-01 Funding Profiles
- Posting of DR credits for 18-27 PCA balances
- Finalized Fringe Benefits
- F&A Rate Negotiation – Extension Approved
- Delinquent Effort Forms and Quantum Implementation
- 063018 Effort Statistics and Initiation
- Effort Training for Next Year

Cost Personnel Update

- Christina Tabb is no longer with Cost
- Tracy Nguyen has been hired with start date 10/15/2018
- Beryl Gwan, Senior Manager Cost
 - Binita Shah, Cost Accountant
 - Amy Sallese, Cost Accountant
 - Tracy Nguyen, Accountant I

Discrepancies in Fringe Encumbrance Balances

- No salary encumbrance, but an outstanding fringe encumbrance on a project
- Negative fringe encumbrance balance
 - Caused by Mid year rate change
 - Fringe encumbrance calculated at original fringe rate
 - DR is done and the reversal encumbrance credit uses the new fringe rate
 - Results in a net credit encumbrance balance
- Your SPAC closeout team will work with the Cost office at closure to relieve these encumbrances. Verify with your closeout team that this is the action you want taken when you send your final report.

DRs for FY18-27 and Entering Funding Profiles for 19-01

- HRMS reads 18-27 as the same Pay Period as 19-01 for Direct Retro purposes
 - FY2018 18-27 06/24/18 to 06/30/18
 - FY2019 19-01 07/01/18 to 07/07/18
 - HRMS PP 18-27 is within 19-01 (06/24/18-07/07/18)
- HRMS: when a DR is done for the crossover period
 - For 18-27, we enter 19-01 and FY2018
 - For 19-01, we enter 19-01 and FY2019
- If a DR is processed for a pay period (PP), you can no longer do a BR for the same pay period

DRs for FY18-27 and Entering Funding Profiles for 19-01, Continued

- Funding Profiles for 19-01 should be entered and approved before submitting DR for 18-27
 - If DR is processed for PP 18-27 before you set up the 19-01 funding profile HRMS will read that there is already a DR for that period (19-01)
 - The EFP will need to be input from 19-02.
 - The 19-01 expense will need to be moved via a DR

Posting of DRs for 18-27 – credit to PCA balance

- If you have an outstanding debit on the PCA for PP18-27 and a DR has been processed
- Verify that 18-27 DR's have been processed by checking the 19-01 PCA balance because that is where the Direct Retro credit balance posts
 - Payroll Charge Detail (PCD) report will show a lower balance in the 19-01
 - Or if ran by accounting period, one debit line for 19-01 payroll, and one credit for 18-27 DR
 - If there is no fringe expense on PCD for 18-27, that's a good indication that the balance was moved appropriately
- “How to View a DR in HRMS”
[Finding a Direct Retro in HRMS - SPA-SPAC Meeting 11-20-14 PDF](#)

Finalized Fringe Benefit Rates

- A memo was sent out to Campus to announce the Implementation of the approved Fringe Benefit Rate Agreement by Laura Scarantino
- FY19 rates were set up in HRMS from 19-01
- The memo and rate agreement have been uploaded to our website
 - <http://www.umaryland.edu/cost/fringe-benefit/>

FY19 Finalized Fringe Benefit Rates

	Apply to Accounts	FY18	FY19+	Costs Recorded In Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	27.1% (To PP18-15) 24.5% (PP18-16+)	26.1%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff	43.4% (To PP18-15) 33.5% (PP18-16+)	39.6%	2791 – Fringe rate Staff
Legislated Benefit	2071 – Faculty 2072 – Exempt staff (C1) 2073 – Non-exempt staff (C1) 2080 – Summer salaries 2085 – Supplemental Pay 2110 – Overtime 2120 – Shift differential 2130 – On call pay 2140 – Bonus Payments 2074 – College Work study (summer) 2075 – Students (other than CWS) (summer) 2090 – Contractual employee (C2) (Until FY15)	8.4%	8.3%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	21.4% (To PP18-15) 16.2% (PP18-16+)	19.2%	2792 – Fringe rate Limited Benefit
Students	1020 – Graduate Assistants 2074 – College Work study 2075 – Students (other than CWS)	0%	0%	N/A
Other	2196 – Accrued Leave Payout	0%	0%	N/A

FA Rate Negotiation for FY19 and beyond - Update

- Our current rates were expiring 6/30/2018.
- UMB's Base year was FY2017 we requested an extension
- The extension was approved. They have been made final through 06/30/2021.
- Our next base year is the FY ended 06/30/2020

Effort Reporting and new Quantum Implementation

- All outstanding effort forms must be completed before the new Quantum system is implemented
- In the following months, there will be a more aggressive effort by the Cost office to resolve and certify all outstanding forms
- Total delinquent forms in ERS today: 260

063018 Effort Reporting Period and Initiation

- Due date for 063018 Effort forms is next Tuesday, 09/25/18
- The new 093018 period will be initiated the day after, on 09/26/18
- Please have your certifiers complete forms, especially for employees who will change departments
- For 063018 Period alone there are
 - 2,254 Completed
 - 378 Pending Pre Review
 - 438 Pending Certification

Effort Training Class for Next Year

- Dates for the next effort training will be put out for the entire year, subject to change.
- These will be available on the Cost website at the link below:
 - <http://www.umaryland.edu/cost/training/>
- Tentative Dates are
 - Wednesday October 31st, 2018
 - Thursday January 31st, 2019
 - Tuesday April 30th, 2019 and
 - Wednesday July 31st 2019



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SPAC's Agenda

- Staffing Updates
- Deadlines
- VA Invoicing Update
- Lockbox Update
- Audits and Reviews
- Reminders and New Stuff

SCR Reporting

SPAC ACT

Website

Closure Meetings

New DIRRF

Email Traffic

QUANTUM – Lynn McGinley

SPAC Staffing Updates

New Hires

Shane Dubiel - as an Accountant 1

Lilly Liu – Manager Team Central

Promotions:

- Neda Karimi promoted to Financial Analyst with Team Red
- In the process of another internal promotion to Team White Financial Analyst
- Ajesh Singh was promoted from Team Red/White to a Financial Accountant in Team Central

OPEN POSITIONS

- Accountant 1 – Close
- Closure Consultant

SPAC Staffing Updates

COST	CENTRAL	
Beryl Gwan Sr. Manager	Lilly Liu	Manger
	Mary Miller	Accountant
	Colin Fleming	Accountant 1
Binita Shah Cost Accountant	VACANT	Accountant 1
	Marcelle Finyom	Accountant 1
Amy Sallese Pt Cost Accountant	Neli Georgieva	Financial Acct
	Ajesh Singh	Financial Acct
New Hire 10/15	PI Leaving -	SPACrelinquishing@umaryland.edu
Accountant 1	DLB Closeout	
	dlb-closeout@umaryland.edu	

SPAC Staffing Updates

KRISTA SALSBERG, SENIOR MANAGER

TEAM RED

TEAM WHITE

Chris Hook

Accountant 1 – rs-spac-dlb-billing@umaryland.edu

Brenda Hester

Accountant - Collections

SPAC Staffing Updates

WHITE TEAM

Mila O'Callaghan

Manager

Financial Accountant Analyst

Tammira Barnes

Financial Accountant Analyst

Ron Hill

Financial Accountant Analyst

Vacant

Financial Accountant Analyst

Claude Street

Accountant 1

Shane Dubiel Accountant 1

RED TEAM

Cheryl Williams-Smith

Manager

Shernett Wynter

Financial Accountant Analyst

Krissy Long

Financial Accountant Analyst

Neda Karimi

Financial Accountant Analyst

Jean Indrova Gonzales

Accountant 1

Accountant 1

Deadlines

- Sponsors required dates for final reports are not the departments required dates
- In order to process final invoices accurately we need signed ROE's in preferably 20 days in advance of due date to the sponsors and no later than 15 days to ensure delivery to the sponsor in time
- As the federal government tightens their deadlines it flows through.

Deadlines

Business Unit: 00191

PROJECT INFORMATION

Project:	12345678	Identification and molecular c	Primary?	Y
Project Status:	Open		Eff. Status:	Active
Start Date:	07/01/2018	End Date:	06/30/2019	
Budget Start:	07/01/2018	Budget End:	06/30/2019	
Funded Amount:	\$189,223.00			
PI:	123456	THE COOLEST PI		
Dept:	12345678	THE COOLEST DEPARTMENT		
Location:	ON	Grant Num:	029814	
Tran LOC ID:		<u>Final Invoice Date:</u>	<u>08/29/2019</u>	
FA Rate Type:	REONC	FA Rate Eff. Date:	07/01/2018	
FA Base:	MTDC	FA Rate %:	54.50	
Sr. Accountant:	Williams-Smith, Cheryl L.	Project Setup:		

[AR Items by Project](#)

Do you agree at setup? We can move this date back in order to comply.

VA Invoicing Update

- List to VA of 151 Awards for expense to 6/30/18 of which 9 had current PO's
- Total outstanding Expense unpaid \$4M
- Received 55 new PO's to replace rejected or old PO's
- Allows us to bill 2.7M of the outstanding Expense
- SPA is not accepting awards without PO #'s assigned

VA Invoicing Update

- New process - SPA/SPAC will receive any new awards with required PO to a Distribution List
- Just like Federal awards, SPAC will set up award and email the PI, SPA and the department DL
- Each month, SPAC runs a “Pre-Award” list (those projects that have not received the PO)
- This list will be sent to the VA, SPA and SOM

Lockbox Update

- Just a reminder, for Lockbox Expedited payments:
 - Lockbox Services Box # **41428**
University of Maryland, Baltimore
7175 Columbia Gateway
Columbia, MD 21046
 - <https://www.umaryland.edu/spac/sponsored-projects-accounting-and-compliance-spac/about-the-office/spac-banking-information/>

Audits and Reviews

Legislative Audit

- SOM
 - Psychiatry
 - Cardiac Surgery
 - Oncology (CRF)
- SSW
- SOP
- SON

Legislative Audit

- Draw process
- Preaward Maint
- F&A rates
- Fringe Rates
- AR's
 - Negatives
 - Collections

S&B will be in the office by the end of next week starting their review!

REMINDERS

AND

NEW STUFF



What is coming!

- SCR Reporting
 - Due by October 12th
 - For Federal Service Contracts Only
 - Esther Ndiangui from our office notified you
- Closure meetings Next 90 days
 - Defining lists of projects for departments
 - Setting up meetings to discuss action plans for closure
 - Need to get these DLB's off the books!

What is Coming

- New DIRRF (S/B here by 9/30/2018)
 - Last updates s/b finished
 - Will send out the link, it will replace the old link
 - Be able to measure cancels and revisions and who
- SPAC_ACT (S/B here by 9/30/2018)
 - Actions for Customer Service & Training
 - Taking ideas for SPA/SPAC meetings, brown bags and customer service improvements
 - Suggestion box that will be monitored by our ADMIN
 - Not a complaint box – they still go to the management

What's coming

- SPAC website makeover by calendar year end
- Look at email traffic – and the why (up 15-20%)
- Looking at sending bulk requests rather than 1 off ROE's, FFR's and invoices
- QUANTUM!!!!

<http://www.umaryland.edu/quantum/>



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