SPA & SPAC UPDATE MEETING

FOURTH QUARTER

2013
TODAY’S AGENDA

• SPA/SPAC Team Restructuring
• SPAC Personnel Update
• Update on NIH funding following the government shutdown
• Billing of CCT/IRB Fees on Clinical Trials
• Reminder on invoices that require backup
• Transition to NIH Subaccounts
• Updates and Reminders
SPA/SPAC TEAM RESTRUCTURING

• Effective 12/1, SPA & SPAC will have 3 teams partnering with campus

• Factors in the decision:
  – More staff on each team minimizes the impact of staffing for medical leaves, turnover, time off, etc.
  – Time to evaluate department assignments based on shifts in our research base. Current assignments have been in place 3 + years.
  – Alignment of the Department of Medicine on a single team
SPA/SPAC TEAM RESTRUCTURING

- No reductions of staff in SPA or SPAC
- Both SPA and SPAC are centralizing responsibilities to work more efficiently
- Teams will be Red, Yellow and White based on our school colors
- New email addresses will be communicated via the distribution lists and RAC list prior to 12/1
- SPA/SPAC will forward any existing emails to the new email box
## DEPARTMENT ASSIGNMENTS

### SPA/SPAC Department Assignments

<table>
<thead>
<tr>
<th>School of Medicine</th>
<th>School of Medicine</th>
<th>School of Medicine</th>
<th>School of Medicine</th>
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<tbody>
<tr>
<td>Anatomy/Neurobiology</td>
<td>Diagnostic Radiology</td>
<td>Ctr/Biomolecular Therapy</td>
<td>Biochem &amp; Mol Biology</td>
</tr>
<tr>
<td>Biomedical Eng &amp; Tech</td>
<td>Family Medicine</td>
<td>Epidemiology</td>
<td>Ctr/Stem Cell Biology</td>
</tr>
<tr>
<td>Central (VP/Pres level)</td>
<td>Neurosurgery</td>
<td>IGS</td>
<td>CVD</td>
</tr>
<tr>
<td>Ctr for Integrative Med</td>
<td>Program of Oncology</td>
<td>Medicine</td>
<td>CVID</td>
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<tr>
<td>Dermatology</td>
<td></td>
<td>Cardiology</td>
<td>IMET</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td></td>
<td>Chairman’s Office</td>
<td>Microbiology</td>
</tr>
<tr>
<td>IHV</td>
<td></td>
<td>Endocrinology</td>
<td>Ophthalmology</td>
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<tr>
<td>Neurology</td>
<td></td>
<td>Gastroenterology</td>
<td>Pathology</td>
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<tr>
<td>OB/GYN</td>
<td></td>
<td>General Internal Med</td>
<td>Pediatrics</td>
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<tr>
<td>Physical Therapy</td>
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<td>Gerontology</td>
<td>Pharmacology</td>
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<td>Psychiatry</td>
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<td>Infectious Disease</td>
<td>Physiology</td>
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<tr>
<td>Radiation Oncology</td>
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<td>Nephrology</td>
<td>STAR</td>
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<tr>
<td>Surgery</td>
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<td>Ctr/Policy &amp; Planning</td>
<td>Otorhinolaryngology</td>
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<td></td>
<td></td>
<td>Pulmonary</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Rheumatology</td>
<td></td>
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<tr>
<td>School of Dentistry</td>
<td>School of Law</td>
<td>School of Social Work</td>
<td>School of Nursing</td>
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<td>School of Pharmacy</td>
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## STAFFING ASSIGNMENTS

### TEAM RED

<table>
<thead>
<tr>
<th>SPA Staff:</th>
<th>SPAC Staff:</th>
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</thead>
<tbody>
<tr>
<td>Greg Sorensen, Manager</td>
<td>Amy LaFevers, Manager</td>
</tr>
<tr>
<td>Marie Coolahan</td>
<td>Krista Salsberg</td>
</tr>
<tr>
<td>Dinnise Felder</td>
<td>Kerrisha Riggs</td>
</tr>
<tr>
<td>Jean Brent</td>
<td>Position to be Filled</td>
</tr>
<tr>
<td>Towanda Gilliam</td>
<td></td>
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<tr>
<td>TEAM YELLOW</td>
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</tr>
<tr>
<td>SPA Yellow 1</td>
<td>SPA Yellow 2</td>
</tr>
<tr>
<td>Joan Kanner, Manager</td>
<td>Leerin Shield, Manager</td>
</tr>
<tr>
<td>Denise Meyer</td>
<td>Debbie Griffith</td>
</tr>
<tr>
<td>Dawn Swierczewski</td>
<td>Dawn Swierczewski</td>
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# STAFFING ASSIGNMENTS

## TEAM WHITE

<table>
<thead>
<tr>
<th>SPA Staff:</th>
<th>SPAC Staff:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danielle Brown, Manager</td>
<td>Fritz Alphonse, Manager</td>
</tr>
<tr>
<td>Shelley Tiemann</td>
<td>Dan Grote</td>
</tr>
<tr>
<td>Carli Bernal</td>
<td>Wendy Yu</td>
</tr>
<tr>
<td>Stacey Boyd</td>
<td>Position to be Filled</td>
</tr>
<tr>
<td>Venzula Harris</td>
<td></td>
</tr>
</tbody>
</table>
# SPA Team Assignments 12/1/13

## Sponsored Programs Administration - Team Assignments Effective 12/1/13

<table>
<thead>
<tr>
<th>Red</th>
<th>Yellow 1</th>
<th>Yellow 2</th>
<th>White</th>
<th>Black</th>
</tr>
</thead>
</table>
| School of Medicine:  
  Anatomy/Neurobiology  
  Biomedical Eng & Tech  
  Central (VP/Pres level)  
  Ctr for Integrative Med  
  Dermatology  
  Emergency Medicine JHU  
  Neurology  
  OB/GYN  
  Physical Therapy  
  Psychiatry  
  Radiation Oncology  
  Surgery | School of Medicine  
  Diagnostic Radiology  
  Epidemiology  
  Family Medicine  
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  Program of Oncology | School of Medicine  
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  Ctr/Policy & Planning  
  Pulmonary  
  Rheumatology | School of Medicine  
  Biochem & Mol Biology  
  Ctr/STEM Cell Biology  
  CVD  
  CVID  
  IMET  
  Microbiology  
  Ophthalmology  
  Pathology  
  Pediatrics  
  Pharmacology  
  Physiology  
  STAR  
  Otalaryngology | Proposal Development  
  Center/Health Policy  
  Dermatology  
  Ophthalmology  
  SBTDC  
  Audit Reconciliations  
  Award Closeouts  
  Internal Training Liaison  
  KC Functionality  
  Limited Submissions  
  Mpowering the State  
  Policies and Procedures  
  Reports  
  SciVAL  
  SPA website  
  UMBF Liaison |
| School of Dentistry | School of Social Work | School of Law | School of Nursing | School of Pharmacy |
| Greg Sorensen  
  Towanda Gilliam  
  Marie Coolahan  
  Dinnise Felder  
  Jean Brent | Joan Kanner  
  Denise Meyer  
  Dawn Swierczenewski | Leerin Shields  
  Debbie Griffith | Danielle Brown  
  Shelley Tiemann  
  Carli Bernal  
  Stacey Boyd  
  Venzula Harris | Jeanne Galvin-Clarke  
  Cynthia McKoy |
| Gray | | | | |
| Subcontracts  
  Richard Ingrao  
  Beverly Law | | | | |

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- **Red Team**: Red represents the School of Medicine, covering a wide range of departments from Anatomy/Neurobiology to Surgery.
- **Yellow 1 Team**: Yellow 1 includes School of Medicine departments such as Diagnostic Radiology and Program of Oncology.
- **Yellow 2 Team**: Yellow 2 contains departments like Ctr/Biomolecular Therapy and Pulmonary.
- **White Team**: White focuses on School of Medicine departments including Biochem & Mol Biology and Pathology.
- **Black Team**: Black covers a variety of support services and departments, from Proposal Development to UMBF Liaison.

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- **SPA Website**:
  - [SPA website](http://spa.umd.edu)
SPAC PERSONNEL UPDATE

• Shari Swisher is leaving SPAC effective 11/2
  – Interim Director is Colleen Rua
  – Position will be posted tomorrow
  – Search committee is being chosen

• Suzanne Kaiphas is leaving Costing and Compliance effective 11/22

• Current postings for Financial Accountants and Managers in SPAC
NIH FUNDING UPDATE

• Award Actions
  NIH anticipates beginning to release awards sometime after November 1
  – Request pre-award and temporary projects
  – Financial reports can now be submitted, but expect delays in the approval of reports and carry forward requests

• Financial Operations under a Continuing Resolution
  We are expecting a Notice from NIH with more details in the near future
BILLING OF IRB & CCT FEES

• SPAC is working closely with CCT, HRPO-IRB and SPA to streamline the billing process for IRB and CCT Fees on Clinical Trials

• Our goal:
  – Have all expenses and cash posted directly to the project in eUM Financials
  – Streamline the payment process for sponsors
  – Ensure all collection policies are followed
BILLING OF IRB & CCT FEES

• What do departments need to know?
  – SPAC is completing the billing for all Start Up Costs
    • Departments should not invoice Start Up Costs
    • All revenues (including IRB Fees) will be recorded on the project
  – SPAC will be initiating journals to charge the project directly for IRB Charges and CCT Charges
    • New account 3761 established for IRB Fees (No F&A applied)
    • New account 3760 established for CCT Fees (F&A applied)
  – The IRB will contact SPAC to initiate renewal or charge additional IRB fees. SPAC will bill the sponsor for any additional fees.
BILLING OF IRB & CCT FEES

• All other costs included in the start-up (e.g. pharmacy set up) should continue to be charged to the project as before
REMINDER ON INVOICES w/BACKUP

• SPA and SPAC are working diligently with sponsors to avoid the requirement of providing backup with invoices
  – Backup (ex. salary detail, receipts) should not be provided unless explicitly stated in the award documents
  – Any requests for backup should be forwarded to SPAC to coordinate
  – Backup should be included at the time the invoice is sent
DHHS DRAWS USING SUBACCOUNTS

• When does this start
  – All new awards awarded with FY 14 funds
    • ACF and CDC PEPFAR programs started in FY 13
  – Continuing NIH awards issued with funds prior to FY 14 will transition during FY 15
EFFECT OF DRAWING BY SUBACCOUNT

- Policy and program officials at the federal government will know the cumulative expenditures on your award on a weekly basis
  - Increased transparency
  - Will see fluctuations in spending
    - Large cost transfers may stand out
    - Delayed spending will be obvious
  - May factor into carryforward approval
EFFECT OF DRAWING BY SUBACCOUNT ON CLOSEOUT

• Current DHHS policy will stop our ability to draw on projects more than 90 days past the end date
  – i.e. if we want to be paid all expenses better be on the project by 90 days after the end date
  – When we are a sub, our sponsors are going to want our invoices timely, or they are not going to pay
  – We should be holding our subs to the same standard
TRANSITION OF CONTINUING AWARDS IN FY15
UPDATE & REMINDERS

• Per our discussion last quarter, all pre-awards and temporary projects will now be finalized at the time they are initially established.
  – SPAC has finalized all pre-award and temp projects

• Reminder: if you have a Principal Investigator leaving campus, please contact Cheryl Williams-Smith in SPAC
  – Cheryl will coordinate relinquishing statements and review all existing open projects to determine if there are action items necessary *prior* to the PI leaving campus
QUESTIONS & ANSWERS

• In 2014, quarterly meetings will be shifted to occur in February, May, August and November.
• The presentations are available on the SPA and SPAC websites.
• Thank you for joining us today!