TODAY’S AGENDA

- Update from Bill Gray regarding the OSIS upgrade
- Direct Retros
- F&A Rate
- SPAC Personnel Update
- Bank information for wires/ACH payments
- Timeline for FFR submissions
- Review of Unliquidated Obligations
COST & COMPLIANCE

• Direct Retros
  • Update on how to submit Direct Retros

• F&A Rate –
  • FY13 is the Base year for our next F&A rate
  • This means our next F&A rate will be based on financial activities and space related to this fiscal year
DIRECT RETROS

• Email Direct Retros to: DRetros@af.umaryland.edu

• Email subject line nomenclature:

• 6 digit EMPL ID ^ Employee last name ^ Credit Project ID

• To submit a DR for Jon Doe, whose EmplID is 123456, on which you are crediting project ID 10001234, the subject line of the email you send to DRetros@af.umaryland.edu would look like this:

• 123456^Doe^10001234

• The ^ symbol is above the number 6 on your keyboard. Pressing Shift+6 will produce the carrot top symbol.
DIRECT RETROS

• New internal tracking system requires the following:

  ➢ Only 1 employee’s DRs per email
  
  ➢ Only 1 credit project ID per email
DIRECT RETROS

• Reminders:

• Pull the form off the website EACH time you create a Direct Retro

• Email Direct Retros to: DRetros@af.umaryland.edu

• Website: http://www.cost.umaryland.edu/directretroforms.cfm
DIRECT RETROS

• Notifications you will receive from Cost & Compliance

  ➢ Once a DR has been successfully processed

  ➢ When a DR has been rejected

    ❑ Rejected DR emails will have the following attachments

      ▪ The original DR form, which may be marked up with highlights and text boxes to point out issues
      ▪ A page briefly explaining the reason for the rejection
THE F&A RATE EXPLAINED

• Educational session explaining (providing an overview of) the F&A (Facilities & Administrative) Rate

➤ Meeting length: 2 hours

➤ Location: HSL II Room 600

➤ Dates/times: TBD

☐ We will schedule 2 meetings in the 1st half of March 2013
COST MODEL: SPACE TIMELINE 2013

Late February  Space Inventory Training
   Attendees: All departments
   People who know the space and can conduct an inventory of it

March  Departments verify the space inventory in OSIS

Mid-March  Space survey training invitations sent out

End of March  Departments' deadline for return of space inventory

Late May  Conduct space survey training
   Attendees: Only the largest research depts (invitations will be sent)
   People who know the grants and employees occupying & working in the space

June-July  Departments conduct space survey

Beginning of August  Space survey due
COST MODEL SPACE SURVEY TRAINING

Space Survey Training dates*:

- 5/21/13 – afternoon (Tuesday) – Lexington Bldg Rm 4104
- 5/22/13 – morning (Wednesday) – Lexington Bldg Rm 4105
- 5/23/13 – morning (Thursday) – Lexington Bldg Rm 4105
- 5/29/13 – afternoon (Wednesday) – Lexington Bldg Rm 4104
- 5/31/13 – morning (Friday) – Lexington Bldg Rm 4104

This schedule can also be found on our website:

Website: [http://www.cost.umaryland.edu/training.cfm](http://www.cost.umaryland.edu/training.cfm)

*Note: Memorial Day is Monday, 5/27/13*
SPAC PERSONNEL UPDATE

• Team C
  – New Senior Accountant is Cathy Boegner.

• Team B
  – Hiring for accountant position is almost complete.
NEW BANKING INFORMATION

• Our lockbox address has not changed and all sponsors should be directing payments to:
  University of Maryland, Baltimore
  P.O. Box 41428
  Baltimore, MD 21203-6428

• Our banking information is available on the SPAC website at
  http://www.fincsvc.umaryland.edu/rf/announcements.cfm
NEW BANKING INFORMATION

• Address for expedited payments is:
  University of Maryland, Baltimore c/o First Data
  Attn: Lockbox 41428
  400 White Clay Center Drive
  Newark, DE 19713

• Please make sure the new banking information is included on any deliverable invoices you send directly to sponsors.
FFR SUBMISSION TIMELINE

PROJECT ENDS

45 DAYS
• FFR drafted by SPAC as of prior closed month

75 DAYS
• Draft returned to SPAC for final review, signature and submission

30 DAYS
• Final payroll posts and trailing expenses post

60 DAYS
• Department identifies unliquidated obligations and costs to move off the project

90 DAYS
• FFR Submitted

SPAC will prepare 1 draft and cannot honor requests for updated drafts.
### Federal Financial Report

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Recipient Organization (Name and complete address including Zip code)</td>
</tr>
<tr>
<td>4a.</td>
<td>DUNS Number</td>
</tr>
<tr>
<td>4b.</td>
<td>EIN</td>
</tr>
<tr>
<td>5.</td>
<td>Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)</td>
</tr>
<tr>
<td>6.</td>
<td>Project/Grant Period From: (Month, Day, Year) To: (Month, Day, Year)</td>
</tr>
<tr>
<td>8.</td>
<td>Federal share of Unliquidated Obligations</td>
</tr>
<tr>
<td>10.</td>
<td>Transactions (Use lines 10-a through 10-x)</td>
</tr>
</tbody>
</table>

**Line 10-F:** Federal share of Unliquidated Obligations
## UNLIQUIDATED OBLIGATION

<table>
<thead>
<tr>
<th>Federal Expenditures and Unobligated Balance:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>d. Total Federal funds authorized</td>
<td></td>
</tr>
<tr>
<td>e. Federal share of expenditures</td>
<td></td>
</tr>
<tr>
<td>f. Federal share of unliquidated obligations</td>
<td></td>
</tr>
<tr>
<td>g. Total Federal share (sum of lines e and f)</td>
<td>0.00</td>
</tr>
<tr>
<td>h. Unobligated balance of Federal funds (line d minus g)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

• **What is an Unliquidated Obligation?**
  
  – Direct and indirect expenses incurred but not yet paid or charged to the award prior to the budget end date.
  
  • Examples are payments due to subrecipients, vendors and associated F&A.
UNLIQUIDATED OBLIGATIONS

• Advantages of reporting Unliquidated Obligations:
  – Avoids delays of report submission while waiting for expenses to post.

  • Departments should document expenses to be included as unliquidated obligations on the reconciliation worksheet. (Don’t forget to include F&A!)
UNLIQUIDATED OBLIGATIONS

• Advantages of reporting Unliquidated Obligations:
  – Reduce carryover amounts
    • Carryover balances can be subject to reductions
    • Perception that you’re not spending or spending erratically
  – More accurate reporting by budget period
    • The way we set up projects by budget period should make this accounting easier (ex: avoids moving PO’s)
UNLIQUIDATED OBLIGATIONS

• Special Note on Training Grants:
  – Since trainees can be appointed at any time during a budget period, for an entire 12 month period and the entire 12 month stipend is charged to the same project in eUM financials:
    • Whenever the trainee appointment ends after the budget end date, remaining stipends and tuition to be paid should be reported as unliquidated obligations.
UNLIQUIDATED OBLIGATIONS

When can’t we report Unliquidated Obligations?

– At the end of a final budget period when no future funding will be awarded.
QUESTIONS & ANSWERS

• The presentations are available on the SPA and SPAC websites.

• Quarterly meeting for 2013:
  – April 25th, 2:30-4pm, HSF-II Auditorium
  – July 25th, 2:30-4pm, HSF-II Auditorium
  – October 24th, 2:30-4pm, Location TBD

• Thank you for joining us today!