



UNIVERSITY *of* MARYLAND

# SPA/SPAC UPDATE MEETING

February 18, 2016

2:30 – 4 pm

Pharmacy Hall: N203 Lecture Hall

# TODAY'S AGENDA

- SPA Updates
  - New SPA Organization Chart
  - Kualu COEUS Updates
  - Research Matters Forum
  - Federal Sponsor Notices
  - Reminders
- SPAC Updates
  - Reorganization/Staffing Update
  - Use of Frozen Project Id Status
  - Planning Fringe Benefit Rates for FY 17
  - New Policy/Procedure on Compensation Overpayments



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# **SPA Updates**

## **1<sup>st</sup> Quarter 2016**

February 18, 2016

2:30 – 4:00 pm

# Today's Agenda

- New SPA Organization Chart
- KC Updates
- Research Matters Forum
- Federal and Sponsor Notices
- Reminders

# The New SPA

- Team White
  - Richard Ingrao, J.D., Manager
    - Christine Toalapi (Ballwanz)—Proposals
    - Briana Clark—Proposals
    - Denise Meyer—Contracts and Outgoing Subcontracts
    - Emmanuel Shodeinde, J.D.—Contracts and Outgoing Subcontracts

# The New SPA

- Team Red
  - Gregory Sorensen
    - Towanda Gilliam—Proposals
    - Marie Coolahan—Proposals
    - Stacey Boyd—Contracts and Outgoing Subcontracts
    - Venzula Harris –Contracts and Outgoing Subcontracts

# The New SPA

- Team Yellow
  - Jeanne Galvin-Clarke, CRA, Manager
    - Debbie Griffith—Proposals
    - Suzanne Hollis —Proposals
    - Carli Bernal, J.D.—Contracts and Outgoing Subcontracts
    - Michael Starace—Contracts and Outgoing Subcontracts

# The New SPA

- Team Black
  - Dennis J. Paffrath, MBA, Asst. Vice President, SPA
    - Dinnise Felder—Proposal Development
    - Shelley Tiemann—Proposal Development



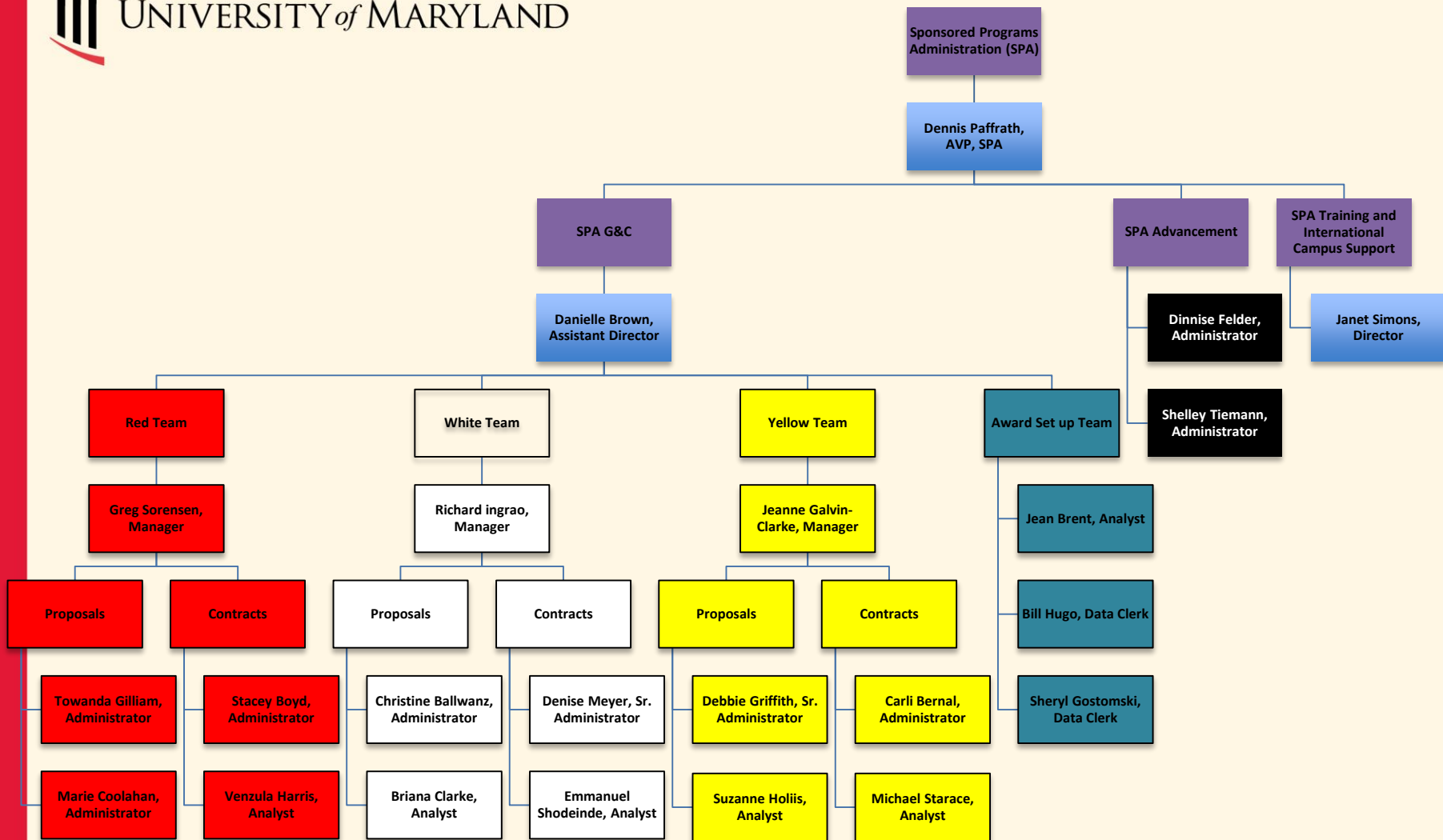
# The New SPA

- Team Aqua
  - Danielle Brown, Assistant Director, SPA
    - Jean Brent– Award Setup
    - William Hugo– Award Setup
    - Sheryl Gostomski– Award Setup

\*\*\*Questions regarding awards should be only be sent to your team, NOT Team Aqua.



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# KC Updates

- The new KC instance: The system agreement that will host KC in the cloud was signed.
- Testing for new instance will depend on when the new instance can be downloaded into our test environment.
- The expectation is that the KC modules will be available 1/2017 with a Go Live date 7/2017.
- SPA is planning to have continuous hands on training for the campus users.

# KC Updates

- Forms C
  - SPA is waiting for Kualu Research.
  - Expecting this to be delivered next month.
  - More information regarding testing coming soon.  
Check the SPA website for ongoing updates!

# Research Matters Forum

- <http://researchmatters.umaryland.edu>
- “Research Matters” an online forum where you can submit questions for SPA.
- Go Live 3/1/2016
- SPA will be online during normal business hours.
  - 8 AM – 5 PM
  - Expected turnaround time is 1 hour

# Research Matters

The screenshot shows a web browser with several tabs open, including 'Research Matters'. The address bar shows 'earchmatters.umaryland.edu' and a search for 'roots market columbia'. A black banner at the top states 'RESEARCH MATTERS is affiliated with the UNIVERSITY OF MARYLAND, BALTIMORE.' Below this is the University of Maryland logo and the text 'UNIVERSITY of MARYLAND THE FOUNDING CAMPUS'. To the right, the text 'RESEARCH MATTERS' is displayed. A yellow navigation bar contains 'Home' and 'Ask a question'. The main content area is titled 'Research Matters Forum' and features a search bar, a status filter (All, Open, Answered, Resolved, Closed), and a green 'Ask a question' button highlighted by a red arrow. Below the filter is a category dropdown and sorting options for 'View', 'Answer', and 'Vote'. Three forum posts are listed:

Post Title	Views	Answers	Votes
Preferred name Anonymous asked 36 mins ago - Category: Proposal entry in KC, Proposals – general	3	1	0
eSuRF phase-out Amir Chamsaz asked February 2, 2016 - Category: Subawards	9	1	0
NIH budget equipment line Anonymous asked February 2, 2016 - Category: General NIH grant questions	10	1	1












# Research Matters

Question Category

Question Tags

Question title \*

Your question

**B** *I* ABC           

Your email \*

or **login** to submit question

Ask Question

# Research Matters



## RESEARCH MATTERS

[Home](#) [Ask a question](#)

### NIH budget equipment line

▲  
+1  
▼

Answered

Public

General NIH grant questions



**Anonymous** asked February 2, 2016

I am getting a validation error related to the equipment line of my NIH budget. I have two pieces of equipment – could that be the problem?

1 answer

▲  
0  
▼



**jsimons** · Staff · February 2, 2016

Public

You can have two pieces of equipment, listed separately. Check the description that you entered in the KC budget for each piece of equipment. The description should be short (less than 30 characters) and should not contain any unusual characters (slash, parentheses, etc). Since you will fully describe the equipment in the budget justification, a brief reference is sufficient for the budget.

#1



# Federal and Sponsor Notices and Information

- The link for these notices is currently on the SPA website.
- The list is broken out into sponsor and topic with most recent notice listed first.
- Suggestions? Let us know!

# Federal and Sponsor Notices and Information

Sponsored Programs  
Administration

Alphabetical Index of Key  
Topics

Developing Proposals

Budgets and Expenses

Collaborations and  
Subrecipients

Award Management


Forms

Policies and Procedures

Research Administration  
Training


SPA/SPAC update meetings

Contact SPA

Technology Transfer-UM  
Ventures 


Kuali Coeus


Export Compliance


UM BioPark 


Contact Us

## NIH Notices - General

NIH - [NIH-OD-16-046](#)  - NIH Fiscal Policy for Grant Awards - FY 2016

NIH - [NOT-OD-16-011](#)  - important notice on Implementing Rigor and Transparency in NIH & AHRQ Research Grant Applications - investigators take note: application instructions are being updated for RPPRs and proposals with due dates on or after January 25, 2016

TRENDING: [Precision Medicine Initiative](#)  - Precision medicine is an emerging approach for disease treatment and prevention that takes into account individual variability in genes, environment, and lifestyle for each person. The NIH recently (9/17/15) announced its framework for building a national research cohort.

The Science Experts Network Curriculum Vitae ([SciENCv](#) ) system supports creation and maintenance of the new NIH biosketch as well as the NSF biosketch format. Use your eCommons username and password to log in.


## NIH Notices - Proposals

**NIH and AHRQ: Implementing Rigor and Transparency** ▾

**Completion of question 6 on Cover Page Supplement - Inventions and Patents. If a user responds "NO" to that question, on an application type other than a renewal, is that a problem with either the NIH system validations or with the reviewers?** ▾

## NIH Salary and Stipend Information

NIH - [NOT-OD-16-045](#)  - The salary cap is now \$185,100. You may use this new rate as of 1/10/2016.

NIH - [NOT-OD-16-062](#)  - Ruth L. Kirschstein National Research Service Award (NRSA) Stipends, Tuition/Fees and Other Budgetary Levels Effective for Fiscal Year 2016

## Other Sponsor Notices and Announcements

[NSF - Proposal and Award Policies and Procedures Guide](#) , January 2016 - effective January 25, 2016

# Reminders

- **Authentication of Key Resources**—This is determined by the PI based on the science proposed in the application. SPA does not require the form in current proposals; however, if this form is included, we may provide comments.
- **R&R Detailed Budgets**—NIH rounds your budget up! If you have a budget with \$499,999 it will be routed up to \$500,000, which will cause an error. Please be sure your budget is no more than \$499,998.
- **Financial Dept.**—Custom Data>General
  - KC will not allow you to enter a budgetary account code.
  - Will result in a hard stop and will not allow routing

# Reminders

- **Subrecipient Commitment Form**—This is a requirement for all proposals with a subaward (effective 10/1/2015).
- **DOD Applications** – choose Dennis Paffrath as the University Representative called the business official (BO) and make sure your PIs choose “Maryland, University of, Baltimore” (We are still trying to get the other names deleted).
- **The Team Email**—When sending an email to your team, please provide some identifying number (IP#, proposal #, PID or KC award #). This will help us easily identify the project so we can answer your question quickly.
- SPA’s checklist for proposals on SPA’s website. We recommend that you check for updates prior to your next deadline.
- Getting your Proposals in early!!!



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# **SPAC Updates**

## **1st Quarter 2016**

February 18, 2016

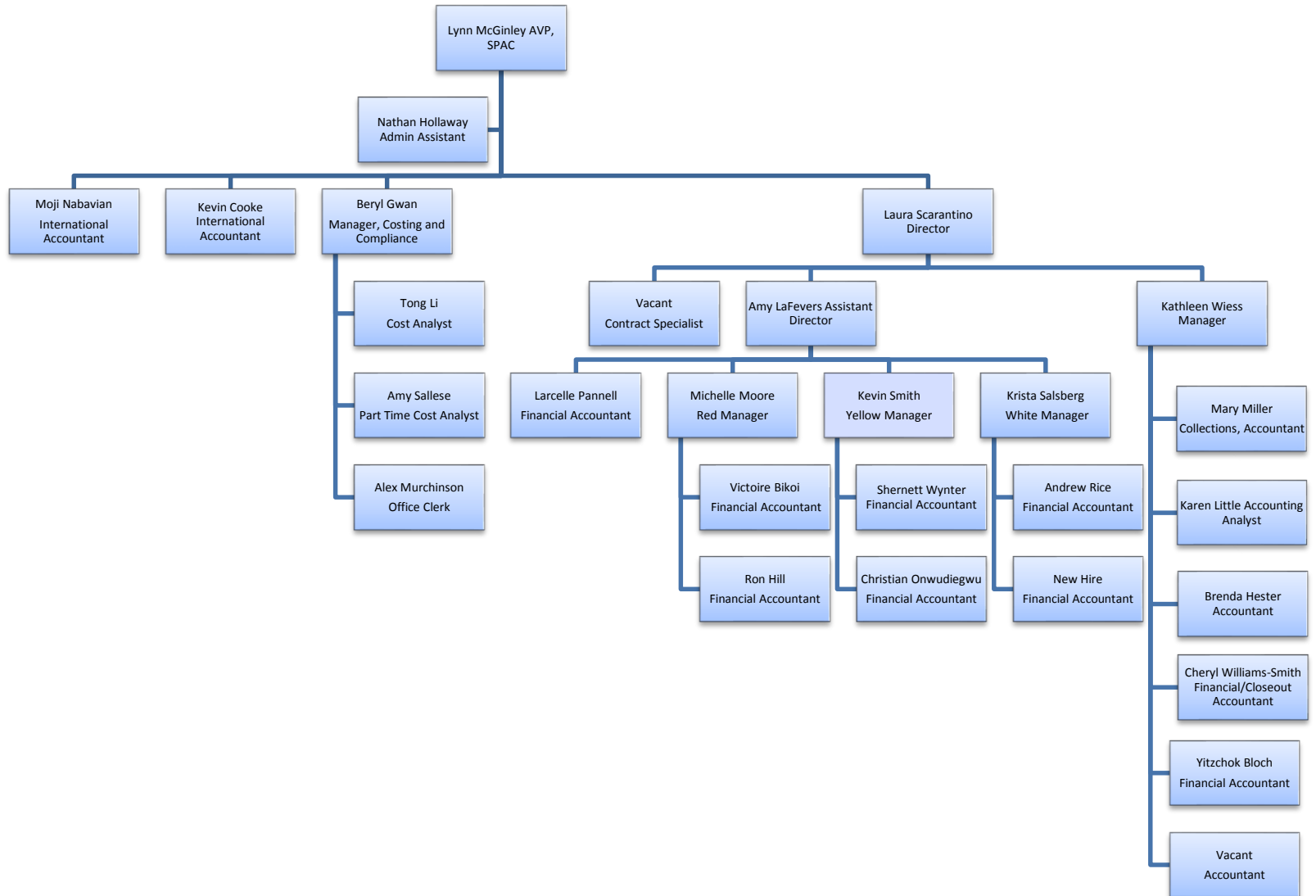
2:30 – 4 pm

Pharmacy Hall: N203 Lecture Hall

# New Structure of SPAC

- Reallocating duties to other areas of SPAC from the Teams
  - VA billing (Research Services)
  - DIRRF's
  - NIH Award and Project Maintenance
  - Federal Contracts
- This allows specialized attention to areas that have similar actions
- With the reallocation of duties, we have restructured the Red, Yellow and White teams to have 3 person teams (down from 4)
  - 1 Manager
  - 2 Financial Accountants
- There will be a floater Financial Accountant who will assist a team who has an increased workflow, absence or vacancy
- We are also starting an Intern program to assist the teams
- Will be effective when we have the Contract Specialist on board

# SPAC ORGANIZATION CHART



# Interns

- Color Teams – Start Date 3/2/2016
  - **Kristen Graboski**
    - Home Institution – University of Baltimore
- Central Team – Start Date 2/22/2016
  - **Syeda Nur Afsa**
    - Home Institution – University of Baltimore
  - **Qingqing Wei**
    - Home Institution – Towson University



# FROZEN STATUS

- Teams will be assigning this status when expenses are equal to final reports/invoices sent to sponsors
- Similar to “Closed” -
  - Indicates that the project has ended
  - No new spending is allowed
  - No additional adjustments should be made without opening the project and revising report and/or refunding the sponsor
  - Requisitions and P-Card Reallocations are blocked with an error message
  - Cannot be used in DRs or EFPs
  - Journal entries **ARE** allowed with a warning message

# FY 17 Fringe Benefit Rates

- Memo went out January 21
- These rates are not yet negotiated
  - i.e. there is no rate agreement to support them
- These are planning rates that sponsors should accept
- This is our best estimate at this time
  - The Governor's budget is not yet finalized

# FY 17 Planning Fringe Benefit Rates

	Apply to Accounts	FY16 Finalized	FY17+ Proposed	Fringe Account
Faculty	1011 – Faculty 9/10 Month	23.4%	26.7%	2790 - Fringe Rate Faculty
	1012 – Faculty 12 Month			
Staff	1013 – Exempt Staff	35.1%	41.8%	2791 - Fringe Rate Staff
	1014 - Non-exempt Staff			
Legislated Benefit	2071 – Faculty	8.4%	8.5%	2793 - Fringe Rate Legislated Benefit
	2072 - Exempt Staff (C1)			
	2073 – Non-exempt Staff (C1)			
	2074 - College Work Study (CWS) (Summer)			
	2075 - Student (other than CWS) (Summer)			
	2080 – Summer Salaries			
	2110 – Overtime			
	2120 – Shift Differential			
	2130 - On-call Pay			
Limited Benefit	1021 - Post Docs/Fellows	25.8%	26.6%	2792 – Fringe Rate Limited Benefit
	2090 - Contractual Employee (C2)			

# History of Faculty Rates

	FY 13	FY 14	FY15	FY16	FY 17	Change FY 16 - FY 17
Legislated Benefits						
(FICA, Unemployment, Worker's Comp)	5.9	5.9	5.9	6.1	6.0	(0.1)
Health	6.3	6.4	5.7	6.0	6.7	0.7
Pension	9.1	9.6	10.0	9.8	10.0	0.2
Post Retirement Health	2.4	2.4	2.2	2.0	2.9	0.9
Other	1.3	1.5	1.3	1.0	1.2	0.2
Rate before Carryover	25.0	25.8	25.1	24.9	26.8	1.9
Carryover	-	-	(0.6)	(1.6)	(0.1)	1.5
Negotiated Rate (FY 17 Proposed)	25.0	25.8	24.5	23.4	26.7	3.4
Actual Rate	24.4	24.2	24.4			
Carryover	(0.6)	(1.6)	(0.1)			

NOTE: The componentized rates shared with sponsors allocates the carryover component to the various line items. Please keep this chart internal.

# History of Staff Rates

	FY 13	FY 14	FY15	FY16	FY 17	Change FY 16 – FY 17
Legislated Benefits						
(FICA, Unemployment, Worker's Comp)	8.0	8.0	7.7	7.8	7.8	(0.0)
Health	15.7	15.9	14.6	15.6	16.3	0.7
Pension	9.1	9.6	10.0	9.8	10.1	0.3
Post Retirement Health	6.0	6.1	5.6	5.1	7.0	1.9
Other	<u>1.2</u>	<u>1.5</u>	<u>1.3</u>	<u>1.0</u>	<u>1.2</u>	<u>0.2</u>
Rate before Carryover	40.0	41.0	39.3	39.3	42.3	3.1
Carry over	-	-	<u>(0.7)</u>	<u>(4.2)</u>	<u>(0.5)</u>	<u>3.7</u>
Negotiated Rate (FY 17 Proposed)	40.0	41.0	38.7	35.1	41.8	6.7
Actual Rate (including carryover)	<u>39.3</u>	<u>36.8</u>	<u>38.2</u>			
Carryover	(0.7)	(4.2)	(0.5)			

NOTE: The componentized rates shared with sponsors allocates the carryover component to the various line items. Please keep this chart internal.

# New Policy/Procedure on Compensation Overpayments

- Policy: VIII-99.02 UMB Compensation Overpayment and Recovery
- Procedure: Financial Services Standard Operating Procedure No. 3315.  
Compensation Overpayment and Recovery
- Training for payroll reps/other interested parties
  - Thursday, March 3<sup>rd</sup>, 1:30 – 4:00, SOD, Rm. G-205
  - Sign up online:

[https://cf.umaryland.edu/cits\\_training/show\\_schedule.cfm?cid=112](https://cf.umaryland.edu/cits_training/show_schedule.cfm?cid=112)

Course Name: Compensation Overpayment and Recovery Policy and  
Procedure

Course Type: eUMB HRMS

# Compensation Overpayments – What Research Administrators Need to Know

- Once overpayments are identified and reported to FS-Payroll, charges will be immediately removed from all funding sources
- If payment will be recovered from future payroll deductions, the outstanding balance will be in the department's PCA project in account 2150
  - Don't try to move the 2150 balance by DR, it will be rejected
- If payment will be recovered by check from the employee, the outstanding balance will be recorded in a balance sheet account and tracked in Customer Billing

# Transition to New Procedure

- Fully effective now
- Have been transitioning to this over the past year
- Still have outstanding balances recorded under older methodologies
  - Over the next couple of months SPAC-CC and FS-Payroll will be working together to move all outstanding balances to the new methodology



# Shameless Plea

- Overpayments are a tremendous drain on resources (Department, HR, Payroll, General Accounting, Cost, SPAC, etc.)
- Overpayments represent a risk of financial loss
- Overpayments may cause us to rereport grants and issue refunds to sponsors
- They happen at an unacceptable level

# Preventing Overpayments

- Get timesheets done timely
- Timely VA appointment changes
- Terminations done timely
- FTE changes done timely

# Final Notes

- Both presentations will be available on SPA and SPAC websites
- Thanks for joining us today!

# Questions?

