SPA & SPAC UPDATE MEETING

THIRD QUARTER
2012
TODAY’S AGENDA

• Fringe Benefit Rates
• Direct Retro Forms
• Upcoming training for Effort
• SPAC Personnel Update
• Pre-award and deficit monitoring
• Bank information for wires/ACH payments
• Introduction of a new 30/60/90 Closeout Report
• General Reminders
• F&A Cost Model Timeline
## FRINGE BENEFIT RATES

<table>
<thead>
<tr>
<th>Apply to Accounts</th>
<th>FY13</th>
<th>FY14+</th>
<th>Costs recorded in account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1011 – Faculty 9/10 mo.</td>
<td>25.0%</td>
<td>25.7%</td>
<td>2790 – Fringe rate Faculty</td>
</tr>
<tr>
<td>1012 – Faculty 12 mo.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Staff</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1013 – Exempt staff</td>
<td>40.0%</td>
<td>41.0%</td>
<td>2791 – Fringe rate Staff</td>
</tr>
<tr>
<td>1014 – Non-exempt staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Contractual</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2072 – Exempt staff (C1)</td>
<td>8.4%</td>
<td>8.4%</td>
<td>2793 – Fringe rate Contractual</td>
</tr>
<tr>
<td>2073 – Non-exempt staff (C1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2090 – Contractual employee (C2)</td>
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<td></td>
</tr>
<tr>
<td>2071 – Faculty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2080 – Summer salaries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2110 – Overtime</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2120 – Shift differential</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2130 – On call pay</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2074 – College Work study (summer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2075 – Students (other than CWS) (summer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Post Docs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1021 – Post Docs/Fellows</td>
<td>23.0%</td>
<td>23.2%</td>
<td>2792 – Fringe rate Post Doc</td>
</tr>
<tr>
<td><strong>Students</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1020 – Graduate Assistants</td>
<td>0%</td>
<td>0%</td>
<td>N/A</td>
</tr>
<tr>
<td>2074 – College Work study</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2075 – Students (other than CWS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2196 – Accrued Leave Payout</td>
<td>0%</td>
<td>0%</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Fringe Benefit Rates

• Post Docs on Training Grants
  – Special requirements exist when Post Docs on Training Grants are on payroll (instead of being paid through Accounts Payable)
    – We have met with the departments who have training grants with such Post Docs
  – If you have Post Docs on Training Grants on payroll and we have NOT met with you, please let Linda Ward know
2 DIRECT RETRO FORMS

• FY12 & Prior

• FY13 & Forward – to be posted Friday, 8/24

• Located on the SPAC website:
  – http://www.cost.umaryland.edu/directretroforms.cfm
EFFORT POLICY & SYSTEM TRAINING

• October 5, 2012 (Friday) 9am – 4pm

• Contact Effort Help to register
  – effort@af.umaryland.edu
<table>
<thead>
<tr>
<th>Team B</th>
<th>Team C</th>
<th>Team D</th>
<th>Team E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy LaFevers, Senior Accountant</td>
<td>Vacant, Senior Accountant</td>
<td>Beryl Gwan, Senior Accountant</td>
<td>Fritz Alphonse, Senior Accountant</td>
</tr>
<tr>
<td>Tammy Bloss</td>
<td>Bernice Bernhardt</td>
<td>Shernett Wynter</td>
<td>Brenda Hester</td>
</tr>
<tr>
<td>Krista Salsberg</td>
<td>Rosetta Elicerio</td>
<td>Accountant to be hired</td>
<td>Carolina Castro</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Charese Parran</td>
</tr>
</tbody>
</table>

*Personnel changes effective September 17th*
DEFICIT BALANCE REVIEWS

• Key process for grant monitoring with high auditor visibility
• Quarterly review occurs in February, May, August & November
• Includes:
  – Projects with >$50,000 deficits
  – Pre-award/Temp projects open > 6 months
• Documented review and resolution is necessary to ensure the process is working
WIRES & ACH PAYMENTS

• Bank information will be changing in the next few weeks.

• Details will be communicated to sponsors through inserts in our bills and letters. We’re also coordinating this effort with ORD.

• Once everything is finalized, you’ll be notified of the new bank information through the RAC email and details will be on the SPAC website.
NEW 30/60/90 REPORT

• Includes all projects ending within the next 30/60/90 days
  – Standards and deliverables are on separate reports

• Report will be distributed to you through email distribution list by award owner department.

• Distribution will occur mid month, after the prior month has closed.

• We’re working with CITS to fully automate the distribution process.
NEW 30/60/90 REPORT

• All numbers are as of the month end noted in the title
• Encumbrance column includes encumbrances and pre-encumbrances, payroll and non-payroll
STANDARD REPORT

• Calculation of cash collected:

Revenue – AR Open Balances + Deferred Revenue = Cash Collected

• Includes a % of Budget Spent Column
  – Pay close attention to projects that are over and significantly under spent
• Bill cycle is a key data element:

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Name</th>
<th>Who is Billing</th>
</tr>
</thead>
<tbody>
<tr>
<td>D_SCHD</td>
<td>Scheduled</td>
<td>SPAC</td>
</tr>
<tr>
<td>D_HYBRID</td>
<td>Hybrid</td>
<td>SPAC working w/DEPT</td>
</tr>
<tr>
<td>DLB_DEPT</td>
<td>Department</td>
<td>Department</td>
</tr>
</tbody>
</table>

• Calculation of cash collected:

Revenue to date – AR Open Balance = Cash Collected
30/60/90 REPORT

• Upon receipt of this report:
  – Consult with PIs
  – Validate the project end date and determine if a No Cost Extension will be requested
    • Coordinate with ORD/SPAC
    • If so, request IRB/IACUC extensions as applicable
  – Prepare Temp/Pre-award requests for projects that will receive another year of funding
  – Review the award documents to identify any special reporting requirements, forms to complete or time sensitive deadlines
    • Programmatic milestones
    • Departmental billing for deliverables
30/60/90 REPORT

• Upon receipt of this report:
  – Contact sub-awardees and vendors for final invoices
  – Review payroll encumbrances
    • Update EFPs for new funding sources
    • HR actions, if staff reduction are necessary
  – Submit Direct Retro’s and journal entries, as necessary to correct expenses
  – Update service center commitments (ex. telecom, Vet Resources)
  – Resolve any overexpenditures
REMINDERS

• Notify Management Advisory Services at DL-MASAuditNotification@umaryland.edu once you are notified of audits, site visits or desk reviews.

• Deliverable closeout spreadsheets for the quarter will be sent out on Friday, August 24th and are due back by Friday, September 21st.
F&A COST MODEL TIMELINE

• November – December
  – F&A Information Sessions

• January – March
  – Rollout of new space/floorplan system
    • Replaces OSIS/Archibus

• March – April
  – Space inventory verification

• May – August
  – Large research departments will perform space functionalization
Questions & Answers

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

• Mark your calendars for the 2012 update meetings
  – October 25th

• Thank you for joining us today!