



UNIVERSITY *of* MARYLAND

SPA/SPAC Updates 2cd Quarter 2018

January 25, 2018

2:30 – 4:00 pm

SPA's Agenda

- Personnel changes
- NIH updates (Forms E, HSCT, sub awards)
- Workspace & ASSIST
- Reminders

SPA Personnel Changes

- T'Nesha (Odessa) Neale
 - Contract & Grant Associate
 - IMPACT Studies (working directly with Dennis)

NIH Updates

- Updated NIH Policy Statement 10/2017
 - Significant changes have been released in Notices
- Forms-E required NOW required! See **NOT-OD-17-062**
 - Parent Announcements reissued with new FOA #'s
 - Choose the correct FOA!

Forms E Changes

- Updated the expiration date on several forms to 03/31/2020
- See Notice NOT-OD-17-062 for specific information
- The *PHS Human Subjects and Clinical Trials Information Form (HSCT)* PDF is now required for **ALL** NIH Proposals
 - Proposals with clinical trials have specific FOA

PHS HSCT Form

(Human Subjects Clinical Trial Form)

- Open with Adobe Reader ONLY!
- Work with the PI to complete the HSCT Form
- Link the FOA to the proposal after attaching the HSCT form
- If you need to replace the form, re-link the FOA
- See SPA website for instructions
<http://www.umaryland.edu/kualicoeus/user-resources-and-help/nih-forms-e-instructions/>

HSCT Form

- If there are human subjects, the HSCT must include:
 - 1 or more full study records, OR
 - 1 or more delayed onset study records, OR
 - A combination of full and delayed onset study records
- See definition for Delayed Onset (SPA or NIH website)
- Required form fields vary based on a number of factors, including:
 - Whether study is delayed onset
 - Announcement-specific instructions
 - Human subject exemptions
 - Whether study involves a clinical trial

Subaward Budget Forms

- 4 new versions
- KC proposal must be linked to FOA
- S2S form must match Subaward Budget form
- Send the correct forms to your subs

In this example, **RR_SubawardBudget30_1_4-V1.4** is on the list.

Form Name	
RR_SF424_2_0-V2.0	
PerformanceSite_2_0	
RR_OtherProjectInfo_1_4-V1.4	
RR_KeyPersonExpanded_2_0	
RR_Budget_1_4	
RR_SubawardBudget30_1_4-V1.4	
PHS398_CoverPageSupplement_4_0-V4.0	
PHS398_ModularBudget_1_2-V1.2	
PHS398_ResearchPlan_4_0	
PHSHumanSubjectsAndClinicalTrialsInfo	
PHS_AssignmentRequestForm_2_0-V2.0	

Therefore, in this example, we select **Subaward Budget Form 30_1_4 V1.4** from the [SPA Forms page](#). The downloaded PDF file also has a similar name: **RR_Budget_1_4_A30-V1.4.pdf**

The subaward budget form must correspond to your funding opportunity. The Proposal S2S tab, Forms sub-panel identifies the name of the required form. When the subaward budget is uploaded (Budget Actions tab, Subaward Budget sub-panel), the Form Name column is autopopulated. The form name on the S2S tab (e.g. RR_SubawardBudget10_30_1_3) and the Form Name in the budget module (e.g. RR_Budget10_1_3) should be similar. Contact [your SPA Team](#) for assistance.

- [Subaward Budget Form 1-4 V1.4](#) PDF
- [Subaward Budget Form 10 10 1 4 V1.4](#) PDF
- [Subaward Budget Form 10 30 1 4 V1.4](#) PDF
- **[Subaward Budget Form 30 1 4 V1.4](#) PDF**

Subaward Request to issue an outgoing subaward

Workspace & ASSIST

- Workspace Training and Tutorial Videos
<https://www.youtube.com/user/GrantsGovUS>
- The use of ASSIST or Workspace must be approved by Dennis Paffrath
- Must have a Grants.gov account and be affiliated with UMB
- Use of either is approved case by case

SPA Website

Kuali Coeus	The Principal
User Access and Requests	<ul style="list-style-type: none">• https://grants.gov• https://www.clinicaltrials.gov
Training	<ul style="list-style-type: none">• Resources
User Resources and Help	<ul style="list-style-type: none">• When Human Subjects = Yes<ul style="list-style-type: none">o 1 or more full study records, ORo 1 or more delayed onset study records, ORo A combination of full and delayed onset study records
Across the Board	<ul style="list-style-type: none">• Supplemental instructions for accessing the Human Subject Study Record attachment
Attachments	<ul style="list-style-type: none">• Required information<ul style="list-style-type: none">o Whether you are submitting a Human Subjects Formo Announcementso Human Subjectso Whether you are submitting a Human Subjects Form
Budgets	
Certify or Approve	
NIH FORMS-E Instructions	
Study Record Instructions	
Selecting a Subaward Budget Form	
Proposal Details	
Validation-Errors-Warnings	
RAVEN Reports	Link to the

Sponsored Programs Administration

Throughout the life of your proposal and award, the Sponsored Programs Administration provides oversight and administrative support to investigators and departmental administrators.

UMB investigators were awarded \$556.1 million in research, service, and training awards in Fiscal Year 2017. SPA will work with you to submit competitive proposals, negotiate agreements, and navigate the world of sponsored programs administration.

FREQUENTLY USED LINKS

- Contact SPA
- Corporate Clinical Trial Tracker
- Forms
- GASP Training
- Institutional data and rates
- Kuali Coeus login
- Research Matters Forum
- Salary caps and stipends

What's New?

FORMS-E are now available in Kuali Coeus

- The [PHS Human Subjects and Clinical Trials Information Form PDF](#) is required for **all NIH proposals**
- [Follow these instructions](#) in order to link to the Funding Opportunity Announcement for NIH proposals
- **When Human Subjects = Yes, the PHS Human Subjects and Clinical Trials Information Form must include:**
 - o 1 or more full study records, OR
 - o 1 or more delayed onset study records, OR
 - o A combination of full and delayed onset study records
- [Supplemental instructions for accessing the Human Subject Study Record attachment](#)

Reminder: For any Grants.gov funding opportunity, if you get an error message on linking to the selected opportunity, system-to-system submission may not be available. Contact your SPA team to confirm. The error message is: "Kuali Coeus is unable to transmit this proposal to Grants.gov since some of the required forms are not available. If this is a required Grants.gov submission, you must use the Adobe forms provided by Grants.gov." (As Adobe forms no longer exist for Grants.gov, the proposal will be prepared in Grants.gov Workspace or NIH ASSIST.)

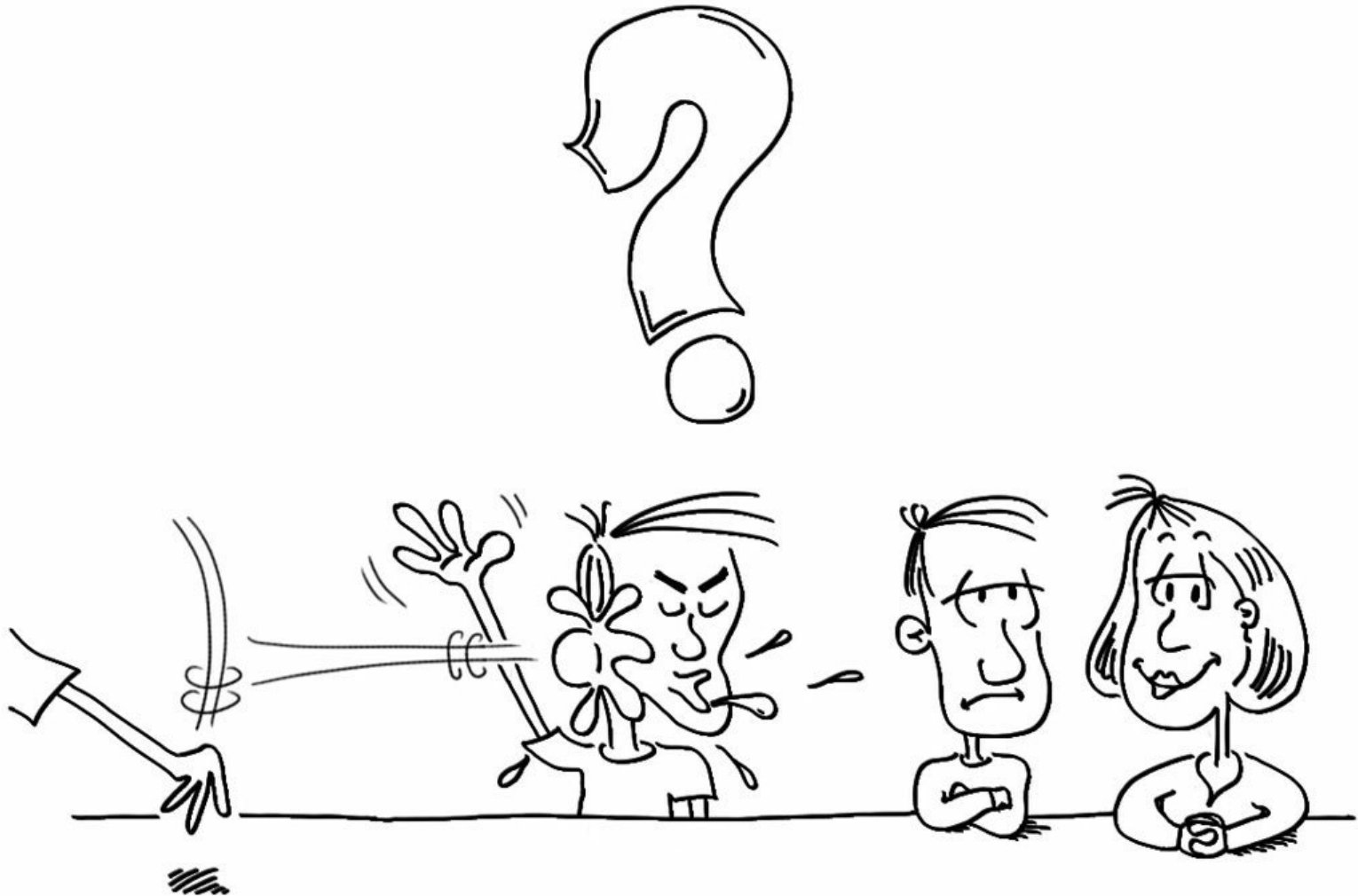
Proposal Reminders

- Proposal Review Procedure Effective 7/2017
- Do NOT change the Job Codes in KC!
- Complete tabs
- Proposals marked Final will be submitted
- NOT-OD-16-129 Appendix Materials *(rel. 08/2016)*
 - Applications **will be rejected** if unapproved materials are included in the Appendix

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.
- SPA will only bypass on the deadline day.

Questions?





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SPAC Updates

2st Quarter 2018

January 25, 2018

2:30 – 4 pm

Pharmacy Hall: N103 Lecture Hall

Today's Agenda

- Cost Update
- Staffing Update
- Government Shutdown
- Contract Reporting
- DHMH Form Returns
- Annual FFR change
- Project Set Up Change
- Reminders
 - Departing PI Award Disposition Notification



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Cost Updates 3rd Quarter 2018

January 25, 2018

2 – 4 pm

Pharmacy Hall: N203 Lecture Hall

COST Reminders

- We are still working on an extension for the FA rate proposal with the Federal Government
- Fringe Rate Proposal almost done
- The NSF survey is being submitted with College Park
- The new effort reporting period 123117 is available in ERS. Please certify all outstanding effort forms

Questions?



SPAC Staffing Updates

- Krista Salsberg – Sr. Manager Promotion
- Christopher Hook - Accountant 1
- Marcelle Finyom Djiogo (Rhoda) – Accountant 1

OPEN POSITIONS

- Manager, Team White
- Manager, Central Team
- Accountant 1, Cost Team

SPAC Staffing Updates

COST	CENTRAL	
Beryl Gwan Sr. Manager	VACANT	Manger
	Mary Miller	Accountant
	Colin Fleming	Accountant 1
Binita Shah Cost Accountant	Neda Karimi	Accountant 1
	Marcelle Finyom	Accountant 1
Amy Sallese Pt Cost Accountant	Neli Georgieva	Financial Acct
	Larcell Pannell	Financial Acct
Vacant Accountant 1		

SPAC Staffing Updates

KRISTA SALSBERG, SENIOR MANAGER

TEAM RED

TEAM WHITE

Ron Hill

Financial Accountant Analyst

Brenda Hester

Accountant

SPAC Staffing Updates

WHITE TEAM	RED TEAM
<p>Vacant Manager</p> <p>Krissy Long Financial Accountant Analyst</p> <p>Tammira Barnes Financial Accountant Analyst</p> <p>Claude Street Accountant 1</p> <p>Chris Hook Accountant 1</p>	<p>Cheryl Williams-Smith Manager</p> <p>Shernett Wynter Financial Accountant Analyst</p> <p>David Addy Financial Accountant Analyst</p> <p>AJ Singh Financial Accountant Analyst</p> <p>Jean Indrova Gonzales Accountant 1</p>

Government Shutdown

- **In the case of a contract or grant that has been previously awarded (and thus for which available funds were obligated), can Federal employees be excepted from furlough in order to make timely payments to the contractor or grantee in accordance with the contract or grant?**

Government Shutdown Payment

- During a lapse in appropriations, the activity of making contract and grant payments on a timely basis does not, by itself, qualify as one of the limited circumstances for which obligations can be incurred under the Antideficiency Act (as outlined in I.A.-B., above). In this regard, the fact that the government would incur interest penalties under the Prompt Payment Act or other law due to the delay in payment caused by a funding lapse does not provide a legal justification under the Antideficiency Act for an agency to continue to make payments during a funding lapse.

Government Shutdown Payment

- Grants on the LOC, do not require someone on the other side. If the funds are available, we SHOULD be able to draw as long as they are not expired funds
- More information on the Government Shutdown

<https://www.whitehouse.gov/wp-content/uploads/2017/11/m-18-05-Final.pdf>

Contract Reporting

- Required to report hours to our prime
- We are not an hourly reporter – we are a effort reporting institution
- Those with Federal pass-through contract should be capturing hours on your invoice
- Those of you with subs on your federal contracts should have your subs report hours on each invoice

STATE/DHMH INVOICING

- To comply with payroll and nonpayroll support https://health.maryland.gov/pages/sf_dcpf.aspx
- The payroll report requires signature by the PI and a designated management staff in SPAC
- This support must accompany the invoice
- Currently this only applies to Interagency Agreements – with another State Agency – for either procurement of a good/service or hiring an employee

STATE/DHMH INVOICING

- Timing
 - January
 - April
 - July
 - October
- Turnaround immediately
- If not sent with the invoice RISK
 - Not paid
 - Not release new funding

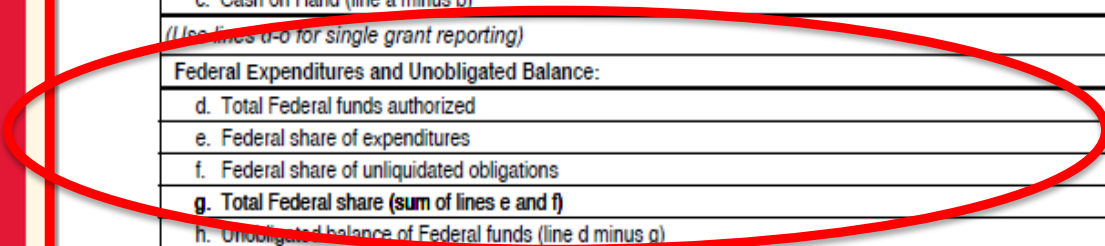
ANNUAL FFR CHANGE

- Reporting is always for the date of expiration
- Snapshot of what is happening on that date of expiration
- We will be putting the expense stated in the financial system at that date of expiration
 - This goes in line 10E of the FFR
 - Any spending after this goes into the Unliquidated line 10F

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1	of pages
3. Recipient Organization (Name and complete address including Zip code)					
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year)			To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)	
10. Transactions				Cumulative	
<i>(Use lines a-c for single or multiple grant reporting)</i>					
Federal Cash (To report multiple grants, also use FFR Attachment):					
a. Cash Receipts					
b. Cash Disbursements					
c. Cash on Hand (line a minus b)					
<i>(Use lines d-o for single grant reporting)</i>					
Federal Expenditures and Unobligated Balance:					
d. Total Federal funds authorized					
e. Federal share of expenditures					
f. Federal share of unliquidated obligations					
g. Total Federal share (sum of lines e and f)					
h. Unobligated balance of Federal funds (line d minus g)					
Recipient Share:					



ANNUAL FFR CHANGE

- This will mainly be for NIH
- For all other HHS Agencies we need to do special reporting based on our draws
- This is because they account for their funds differently
- Defer to your SPAC Team Analyst for the appropriate treatment

Project Setup Change

- For all Federal Awards that have automatic carryover, whether they are competitive or not
- Will only have 1 project with an award date for the years expected to fund
- Just like the SNAP awards
- Your Project end date will change each year you are funded

REMINDERS



Departing PI Award Disposition Notification

- This form is to notify SPA and SPAC that a named Principal Investigator (PI) for a sponsored award leaves the University of Maryland Baltimore (UMB)
- Allows us to start the appropriate paperwork to initiate either a transfer the award to another institution, to another investigator, or terminate.
- Please allow 5 business days for the team to analyze the PI accounts and draft required documentation.
- For more information, refer to [Faculty Transfers – Outgoing Policy](#) or the [Departing PI Award Disposition Procedure](#).
- <http://www.umaryland.edu/spac/sponsored-projects-accounting-and-compliance-spac/departing-pi-award-disposition-notification/>



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Final Notes

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