

SPAC UPDATES

RAC

11/12/20

12-1 pm

Virtual

By: Laura O. Scarantino, MSF, CPA

AVP Sponsored Projects Accounting & Compliance

Cost

- Upgrade of Effort Reporting System, slated for January 2021
- Due to revised payroll processing deadlines during the Thanksgiving and Christmas holidays, the Direct Retro and Budget Retro deadlines have been revised accordingly.

Pay Period	Check Date	BR Cutoff Pay Run ID	BR Cut Off Date	Direct Retro Submission Deadline	Budget Retro Approved by Deadline	Processing in HRMS	Notes
21-11	11/25/2020	21-06	8/30/2020	Friday 11/20/20	Monday 11/23/20, 8pm	Monday 11/23/20	AFTER 6AM ON 24-NOV-2020 Users may Enter/Approve EFPS with EFFDT >=30-AUG-20
21-13	12/24/2020	21-08	9/27/2020	Thursday 12/17/20	Monday 12/21/20, 8pm	Monday 12/21/20	AFTER 6AM ON 22-DEC-2020 Users may Enter/Approve EFPS with EFFDT >=27-SEP-20

Cost

- Cost model has to be completed on FY2021 information
 - Space will be done on an online form – no more excel. Updated more frequently
 - Training will start around April 2021
- Feedback on new online Direct Retro Form
 - spaccleanup@umaryland.edu
 - Or type your comments in the chat box and Neal can send this to SPAC

SPAC

- Procedures are being posted for certain processes
 - Budgets
 - Cost Share
 - Advance Payments
 - ACH requests
- <https://www.umaryland.edu/spac/sponsored-projects-accounting-and-compliance-spac/policies-and-procedures/>

SPAC

- Budgets in the financial system
 - SPAC will input the detailed budget in the award.
 - If the budget is not included in the award, SPAC will be required to check the budget in KR.
 - If the KR budget does not exist, or if the amount in KR does not match what is negotiated in the award, SPAC will only put in the Direct and indirect budget.
 - It is up to the dept. to review and send a budget modification to correct the budget
 - <https://www.umaryland.edu/media/umb/af/spac/forms/BudgetMod.pdf>

SPAC

- Cost Share in financial system
 - SPAC will automatically put in the OTC for all DHHS federal awards
 - Other than those awards, it is required by the departments to input the need for OTC or CCS in KR distribution tab/cost sharing.
 - If it does not appear there, the department will be required to contact their assigned team to have it set up.
 - For Committed Cost Share. If it is not approved in the award that it is required, we will not track it PPM.
 - Only CCS that is required to be reported will be designated as CCS all other “voluntary cost share” needs to be tracked in the financial system using either activity or purpose.

SPAC

- Advance draws or Advance payment invoices
 - For invoice or draw requests that do not match the system
 - the department is required to attach all documentation for invoices that do not match the expense in the financial system.
 - If the documentation provided does not match the invoice, it needs to be reviewed and approved by a director in SPAC
 - For advance draws that do not have documentation a cash forecast is required and the department is required to provide approval by the sponsor to advance draw and the PI's approval.
 - Any draw with a cash forecast will automatically require a director or AVP approval before it can be drawn.
 - If the advance draw is not included in the agreement but interest is required to be paid if we do advances (all federal awards), a SOAPF is required by the department to cover the cost of drawing expenses in advance.

SPAC

- ACH Vendor Account Information Request
 - Just spells out how the department can request information from SPAC for ACH vendor requests
- Reminder: <https://www.umaryland.edu/spac/>

QUICK CONTACT LINKS

[Sponsor Questionnaires
Answers and Signatures](#)

[Vendor ACH Form Info and
Signatures](#)

[Budget Signatures](#)

[A133/Subrecipient
Questionnaire Info and
Signature](#)

QUICK LINKS

[Facilities and Administrative
Cost Rates](#)

[Team Red](#)

[Team White](#)

[Team Central](#)

[Costing and Compliance Team](#)

[Financial and Internal Control
Answers](#) PDF

SPAC

- New Policy coming in the PAL now
 - Unallowable Costs
 - NIH Salary Cap
- More procedures coming
 - Billing and reporting by departments
 - Invoicing on non-finals due to the ROE not being returned

Questions

- Purpose of black out periods
 - SPAC is unable to update award attributes during a payroll week
 - SPAC was behind in workflow – over 1000 items to process
 - Need to reduce the email traffic

Questions

- State agency payments and the delay in the response from other agencies
 - Need more definition of this question