Setup Team: All Sources All Billing Basis

Director: Michelle Ward, michelle.ward@umaryland.edu
RS-SPAC Setup or spacsetup@umaryland.edu

Questions for Setup Team

- When is my project going to be set up
- My project is setup wrong
- The PI, Sponsor or F&A is wrong on the award
- Why is my project set up this way
- Why can’t I have multiple projects
- Why are the projects on different awards.
- Need cost share on my award
- Question on a child project
- Questions on Temp Awards unless it is to setup a temp which would first start at SPA
- My budget is wrong on my award
- My budget is not showing up in QA
- Questions on NCE, expirations
BILLING TEAMS:

Director:  Michelle Ward, michelle.ward@umaryland.edu
Assistant Director:  Krista Salsberg, ksalsberg@umaryland.edu

Questions for Billing Team

- Where is my bill
- I need to do an adj on my ROE
- Why did you bill this way
- Questioned costs on billing
- Need to bill this project
- Sponsor contacted me about the bill
- Need to reopen my award to post an expense

THERE ARE 3 BILLING TEAMS NONFED, FED, VMS

NONFED BILLING TEAM

RS-SPAC Billing Non Fed    or    billnonfed@umaryland.edu
SOURCE: 335 C&G State & Local
345 C&G State & Local Fed P
365 C&G Private
375 C&G Private Fed P

BILLING BASIS: COST

SCHEDULE/COST

FED BILLING TEAM

RS-SPAC Billing Fed or billfed@umaryland.edu

Danijela Macakanja– Manager

DANIJELA MACAKANJA
Manager
410-706-2938
dmacakanja@umaryland.edu

SOURCE: 315- C&G Federal

BILLING BASIS: COST

SCHEDULE/COST
VMS BILLING TEAM

RS-SPAC Billing Vol_Mile_Schd or billvms@umaryland.edu

SOURCE: 315- C&G Federal

335 C&G State & Local
345 C&G State & Local Fed P
365 C&G Private
375 C&G Private Fed P

BILLING BASIS: VOLUME

MILESTONE

SCHEDULE
REPORTING, COLLECTION & AR AND COST

Director: Rama Camara Spasic rcamaraspasic@umaryland.edu

FFR REPORTING TEAM (aka Quality Assurance)

RS-SPAC Fed Fin Report or spacffr@umaryland.edu

Questions for FFR Team

- I need my FFR submitted
- Why was my FFR submitted for that amount
- My FFR seems incorrect
- Question on Draws
- Who can sign my FFR
- Why was my FFR submitted w/out signature
- Need to reopen my LOC award to post and expense

Quality Assurance Behind the scenes tasks

- Reconciliations
- Refunds
- Relinquishment
- Audits
- Year End
CAR TEAM (aka Collections and Accounts Rec)

RS-SPAC Collections  or
spaccollections@umaryland.edu

Questions for CAR Team

- Banking information
- ACH or vendor form needs to be filled out
- Have you received my payment
- Why is my payment not showing posted
- How do I obtain a W-9 for a sponsor
- Can I receive the original invoices with my collection letter
- Are you sending a Dunning Letter to this sponsor
- Can you stop dunning a sponsor
- I have a payment in my office how do I get it applied
- My sponsor wants to institute a payment plan
COST ANALYSIS AND COMPLIANCE TEAM

RS-SPAC Effort Reporting Help   or effort@umaryland.edu

Questions for Cost Team

- How to do a DR or a BR
- How do you calculate fringe
- Where is our fringe letter
- Where Is our F&A letter
- F&A rate questions
- Service Center questions
- Effort questions
Questions for Administrative Team

- I have a survey that needs to be filled out
- I need audited financial statement
- I need an A133 subrecipient survey filled
- I need vendor banking information (if CAR did not answer)
- Any PRE-AWARD needs should be handled by SPA and if you need further financial information please forward to Nathan