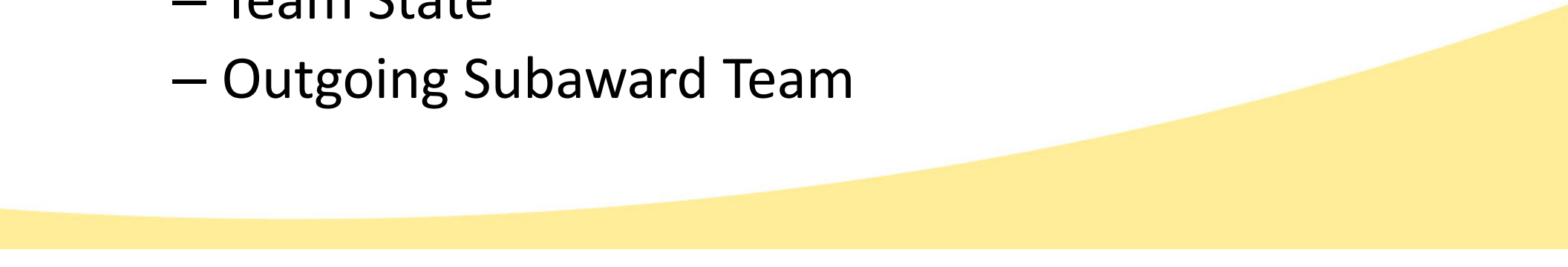# SPA Updates
SPA/SPAC Meeting

Wednesday, December 10, 2025

2:00PM

SPA Agenda

- Personnel Updates
- SPA Contact Us
- General SPA Updates
- Team Updates
  - Research Security Updates
  - Proposal Team
  - Grants Team
  - Incoming Contracts Team
  - Team State
  - Outgoing Subaward Team

SPA Personnel Updates

Departures: Roman Kovalets, Contracts Team

Currently on Leave: Kim Moore, Proposal Team

Upcoming Leave: Nicolette Glewwe, Contracts Team

Please utilize the Team Email Addresses.

Contact Us

For contact information and information on the responsibilities for each team please check out: https://www.umaryland.edu/spa/spa-contact-us/

Some updates to Team responsibilities (Baltimore City moved from Team State to the Incoming Contracts Team) so please check back.

SPA Reminders

SPA is closed from 12/24/25 - 1/1/26. Please route all proposals to SPA by 12/16 to ensure submission is complete before 12/23!

SPA Book Club

- Book Club tomorrow – final chapter of Demystifying the Academic Research Enterprise. 1pm on zoom.

- Next Book: The Emerald Handbook of Research Management and Administration Around the World
    - Edited by: Simon Kerridge; Susi Poli; Mariko Yang-Yoshihara

... an international group of experts share diverse perspectives to provide a comprehensive account of research managers and administrators (RMA) as a profession, offer an analytical framework to understand their role in higher education and academic science. Covering countries in Africa, Australasia, East Asia and India, Western Europe, Central and Eastern Europe, the Middle East, North America, and South America, the work provides trans-cultural coverage of the profession. Drawing on theories from related fields, it also provides insights and understanding of RMAs as a social phenomenon.
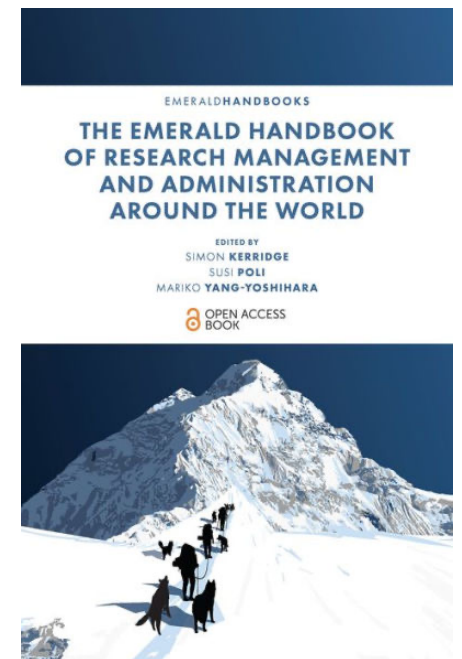
Federal Updates

IMPORTANT!

If you or a PI are contacted by anyone from outside of UMB requesting changes related to a federal award, immediately share the request with Jill and Laura, copying the department chair and dean. Do not respond to requests independently.

KB Form Reminders

Please answer the questions correctly. We will be sending back forms that have incorrect information.

At this time: Temp forms should be submitted via email, not through the KB forms.

Example:

Is the document or modification for an increase to the award? (This could be a continuation year, increment, supplement, etc.)

No

Cumulative Budget Period(s)		Amount Funded This Action	Total Amount of Funds Obligated to Date
(Agreement Start Date)	(End Date of Latest Budget Period)		
Start Date: 08/01/2022	End Date: 07/31/2026	$ 71,685.00	$ 330,767.00

KB Form Reminders (continued)

- When we send back, there will be comments explaining why it was sent back. Please check for these comments in the email you receive, do not just submit again without making changes.
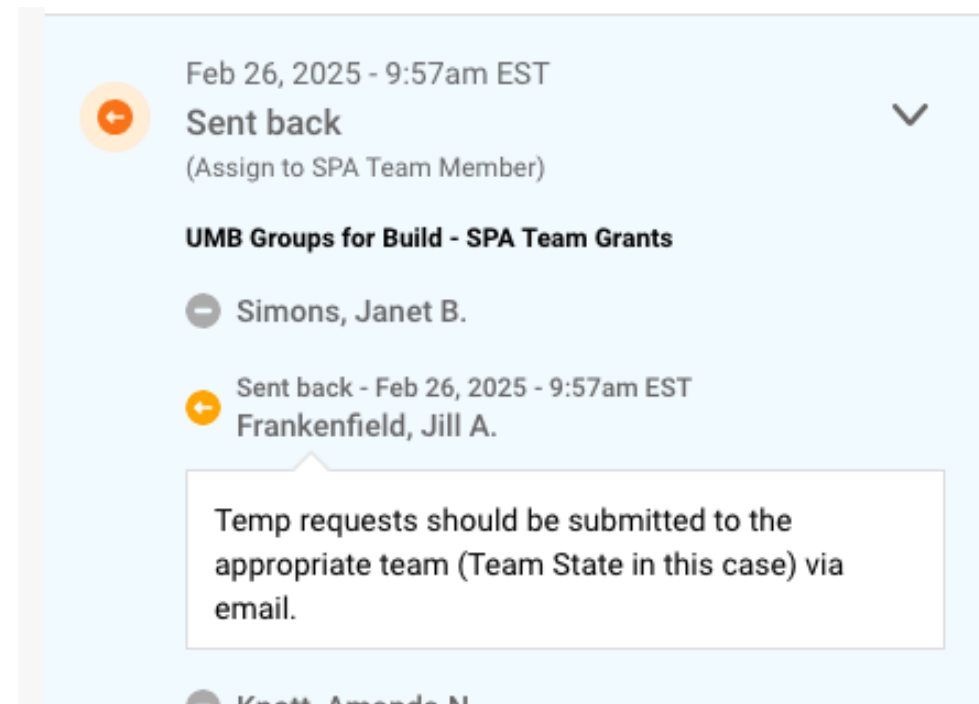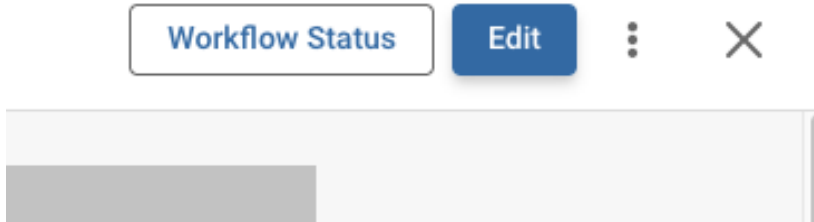
NIH Biosketches & Other Support

- As of January 25, 2026, NIH will require that proposal, preaward and postaward submissions use the new biosketch and other support (Current & Pending Support) forms.
  - o The forms should be in SciENcv by December 15.
  - o Each investigator must have an ORCID ID and it must populate the Persistent Identifier section in the forms.
  - o NIH Biographical Sketch Supplement will also be required

NIH Biosketches & Other Support

- SPA has guidance for ORCID ID set-up, getting started with SciENcv, and linking the ORCID ID with the eRA Commons account.

- Link to SPA Guidance/Training

- Link to NIH NOT-OD-26-018

SPA Training Updates

- SPARKS – Sponsored Programs Administration Research and Knowledge Sessions!
  - o Monthly one-hour training/discussions ("brownbags") on a variety of topics – open to all
- **COMING SOON!** ESP – Essentials of Sponsored Projects
  - o New curriculum focused on the sponsored project lifecycle

KR: Canceling or Deleting a Proposal

Did your PI abandon a proposal? Feel free to Cancel it

- If you can edit the proposal, you should have the Cancel button

- Cancel means the proposal is removed from the Dashboard, but you can view or copy it

- Delete means it's gone. Only "In Progress" proposals can be deleted. Only SPA can Delete (contact Janet or Greg).
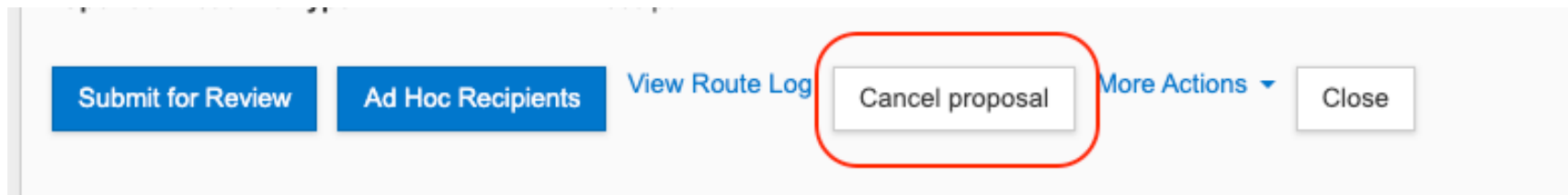
KR Proposal Clean Up

- PLEASE DO NOT COPY PROPOSALS THAT ARE MORE THAN 6 MONTHS OLD!!

- We will be cleaning up old proposals in the next couple of months.

- This will help avoid issues with rates, questionnaires, etc.

Team Updates

Research Security Team

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Research Security Team

Research Security Training

- Please continue to encourage completion of the UMB Research Security training in Percipio.

  - Hard stops in place for National Science Foundation and Department of Energy

  - Proposal Team will submit proposals to all other agencies

- UMB Research Security Training **Refresher**

  - Per annual RS training certifications

  - Initial UMB Research Security training is **requisite**

  - NIH Other Support Disclosure requirements will be incorporated into the Refresher

NIH Disclosure Training Requirement

https://www.umaryland.edu/spa/policies-and-procedures/disclosure-of-other-support-/

RS Team Office Hours
1st and 3rd Wednesday 2:00pm – 3:30pm
SPA-Research_Security@umaryland.edu

Research Security Team

International Travel Review

- RS Team reviews all international travel for UMB employees
  - Reviews are for research security purposes to assess risk and offer guidance to mitigate risks.
  - **Review only; RS does not approve international travel.**

- UMB International Travel Process – Discussions ongoing with Global Hub to merge RS questionnaire into Concur. More to come!

Cybersecurity

- Draft cybersecurity guidelines – September 2025

- Goal: framework that reflects fundamental principles and elements for institutions to assess and address identified risks and allow for the implementation of flexible solutions.

- More to come!

RS Team Office Hours
1st and 3rd Wednesday 2:00pm – 3:30pm
SPA-Research_Security@umaryland.edu

Proposal Team

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Proposal Team Updates & Reminders

1 - When a LOI is required remember that if there is a budget and or a scope of work requested with it then it will need to be routed in KR. If those items are not required then you can send the LOI to the Team email box if it needs a SPA signature.

2 – When putting together a proposal be sure to read the announcement. One of the things you need to look for is if the proposal is a limited submission, that meaning that an institution can only submit a specified number of submissions to that announcement. If it is a limited submission please contact the SOM Dean's Office as they coordinate the internal review process for UMB.

https://www.umaryland.edu/spa/developing-proposals/limited-submissions/
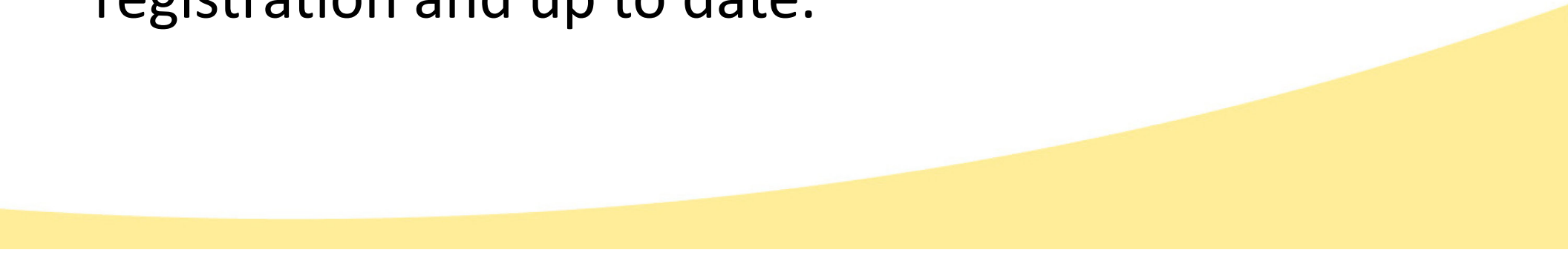
Proposal Team Updates & Reminders Cont.

3 – When submitting a proposal that has referees, remember that the referees must submit their letters and upload them into a eCommons link at or before the deadline. This usually pertains to K and F submissions.

4 – When a proposal that has multiple part and ASSIST must be used remember to reach out to SPA to get permission, this also gives us a heads up that a more complicated proposal is being submitted and we can familiarize ourselves with what will be needed and can triage it accordingly.

Proposal Team Updates And Reminders Cont.

5 – When submitting a proposal remember to add not only the Sponsor by the Prime Sponsor as well if applicable. There may be terms and conditions that will flow down to us from the Prime Sponsor.

6 – If you get a warning or an error on a proposal that states that our SAM registration is deactivated, please let us know. We are compliant with our SAM registration and up to date.

Proposal Team Updates and Reminders Cont.

7 – Loan Repayment Plans (LRPs) are a three step process. There is an ASSIST Portion, KB Portion and an eCommons portion. When you create the ASSIST portion it will also initiate the eCommons part of the process. At that time you can also start the KB part of the process. The PI will sign off the ASSIST part after SPA/Proposal Teams has reviewed the application and the assign team member has given them the ok. Then we will review the KB portion and if all is correct and the needed information is included we will sign off the KB part and then go into eCommons and verify the application there then submit it to NIH for their review. If the LRP is funded it will go to the PI and it will not come to SPA or be set up in quantum.

Grants Team

Grants Team

- **xTrain Termination Forms** PHS 416-7 for Training and Fellowship Grants-please route to Vicky Pennacchia for review and routing.
- **Payback Service Agreement Forms** PHS 6031 for Postdocs on NRSA awards-please email these to Vicky Pennacchia for review and email submission. The Department should mail the physical form to the address listed in the NoA.
- **Interim RPPR Link Reminder**_This link becomes available one day after the budget period ends if a Type 2 Renewal Application has been submitted. If the Type 2 is not awarded, the Interim RPPR becomes the Final RPPR and part of the Closeout Documents.
- Submit **KB Departing Investigator Forms** as soon as you become aware that a PI is leaving UMB. SPA needs to be brought in early for coordination and to address sponsor compliance.
- **Coming Soon**...A questionnaire that you may use as a resource to collect technical and financial reporting data from subrecipients at the time of the RPPR.

- **If you have any questions, please contact** SPA-Grants@umaryland.edu.

Incoming Contracts Team

Incoming Contracts Team

IMPORTANT REMINDERS

- If you get an email that the SPA-Contracts inbox is full please email SPA@umaryland.edu.

- If you have not received an assignment or a reply to an email you sent prior to 12/8 or 12/9 to the SPA-Contracts email please resend.

- We are working with CITS to avoid this problem in the future.

Team State

TEAM STATE

1)In situations where a sponsor has their own submission system and PI is responsible for submitting into the system...

…. a kr submission and approval is still required.

Even though sponsor system may not require an institutional "Signature" to submit. Institutional approval is still required. This approval is based on review of the KR entry.

2) Please try to include the KR proposal number in the subject line of all correspondences,

3) The preferred email to expedite action on processing proposals is SPA-TeamState@umaryland.edu

Outgoing Subaward Team

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SUBAWARD RESOURCES

HTTPS://WWW.UMARYLAND.EDU/SPA/COLLABORATIONS-AND-SUBRECIPIENTS

§ 200.331 Subrecipient and contractor determinations

- The non-Federal entity (UMB) may concurrently receive Federal awards as a recipient, a subrecipient, and a contractor, depending on the **substance** of its agreements with Federal awarding agencies and pass-through entities.

- *Therefore, a pass-through entity (UMB) must make case-by-case determinations whether each agreement it makes for the disbursement of Federal program funds casts the party receiving the funds in the role of a subrecipient or a contractor.*

UMB Sub vs. Vendor Checklist

https://www.umaryland.edu/spa/collaborations-and-subrecipients/vendor-or-subrecipient/

- The determination should be made at proposal stage. There are budget implications
  - o Vendor – Procurement – Full IDC Assessed
  - o Sub – SPA – IDC on the first $25K
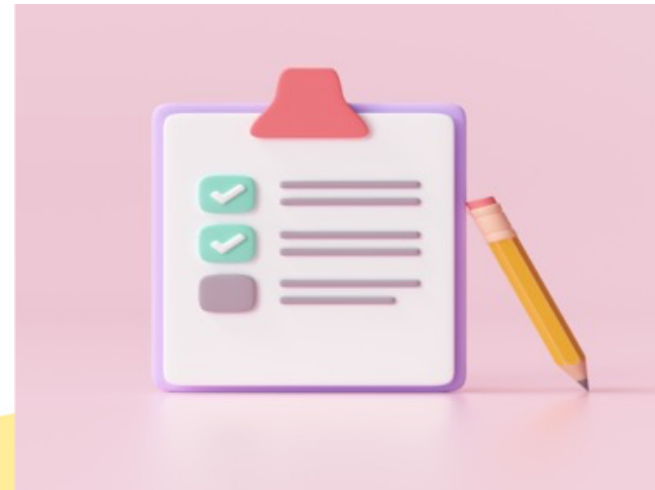
Budget Impact Example

Assume a $100,000 subcontracted activity:

- **Vendor**
    - Full IDC assessed on $100,000
    - If IDC rate = 50%, IDC = $50,000
    - **Total cost = $150,000**
- **Subaward**
    - IDC assessed only on first $25,000
    - IDC = $12,500 (50% of $25,000)
    - **Total cost = $112,500**

Subaward Budgets

Multiyear Budget Clarity

Ensure all budget years fit on a single page for easy comparison and improved readability.

Detailed Budget Justification

Provide detailed explanations for budget categories to demonstrate necessity and support project goals.

Continuation Application Budget

Include only the budget for the current renewal year to avoid confusion and duplication.

Standardized Budget Template

Require subrecipients to use a standardized template to ensure consistency and minimize errors. An example can be found here:

Round up/down to the Nearest Dollar

Grant vs. Contract (KB Request)

Is the funding for this subaward from a federally funded contract? *

Select YES if the Sponsor or the Prime Sponsor is Federal AND the award type is a contract.

O Yes

O No

HINT: The award notice typically states if grant or contract. eCFR 200 vs. FAR

Federal Grant vs Federal Contract

	Federal Grant	Federal Contract
Purpose	Support a public purpose or research	Acquire goods/services for government use
Relationship	Flexible; recipient has autonomy	Highly structured; strict compliance
Deliverables	Outcomes (e.g., research, reports)	Specific products or services
Regulations	Uniform Guidance (2 CFR 200)	Federal Acquisition Regulation (FAR)
Focus	Upfront or milestone–based	Based on performance and deliverables

Grant = Funding for a public good. Contract = Government buying something.