SPA Updates
SPA/SPAC Meeting

Wednesday, February 18, 2026

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

Coming Soon: New Contracts Team member (replacement for Roman)

Currently on Leave:
- Kim Moore, Proposal Team
- 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.

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.
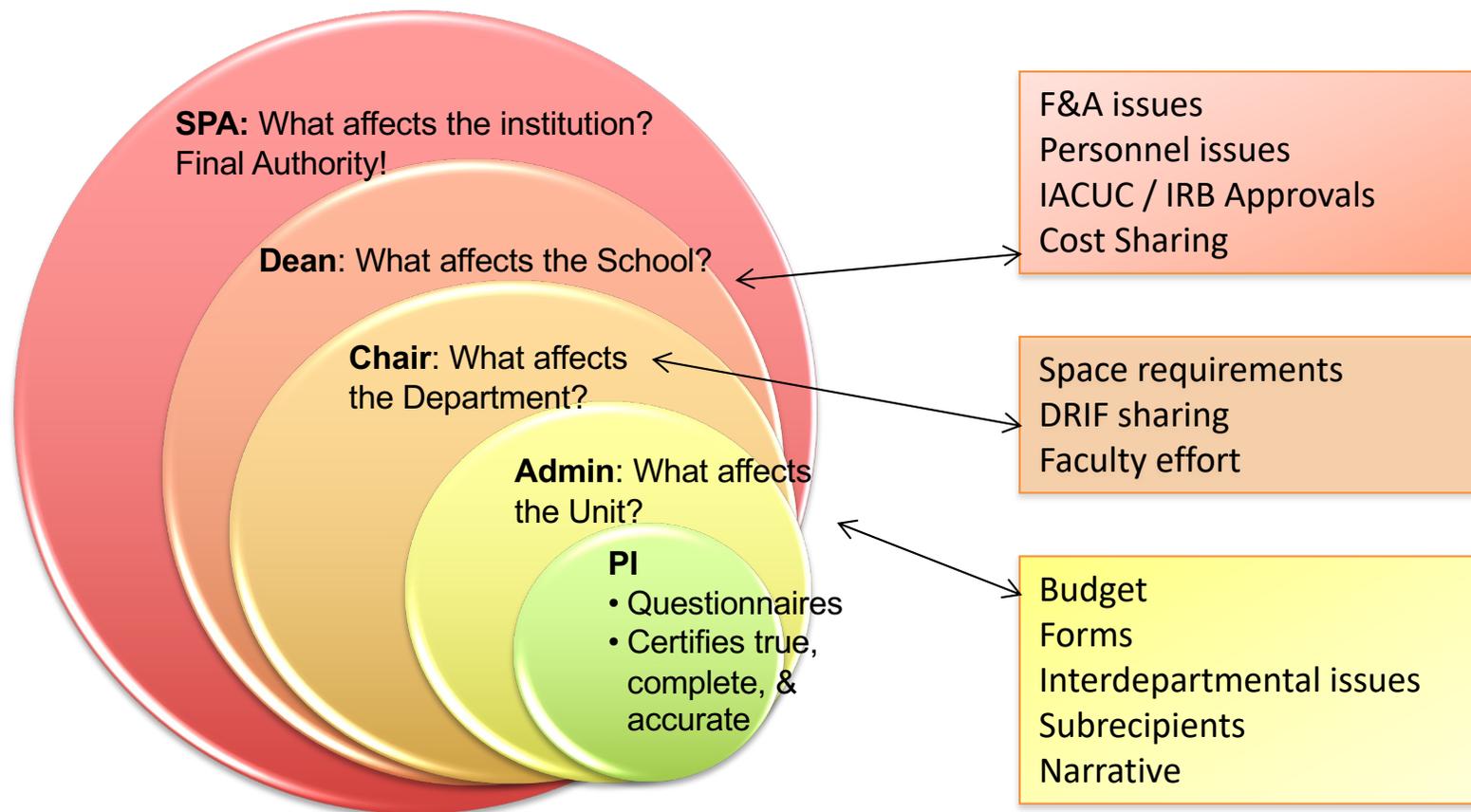
SPA Training Updates

- SPARKS – Sponsored Programs Administration Research and Knowledge Sessions
  - One-hour presentation + Q&A on a variety of topics
  - Open to all via Zoom on the 3rd Tuesday of each month at 9:00 am
  - March 17th – **NIH Other Support**
  - Slides & recordings available on the website

  https://www.umaryland.edu/spa/research-administration-training/sparks/

COMING SOON! ESP – Essentials of Sponsored Projects - New curriculum focused on the sponsored project lifecycle

KR Approvals
Review by Approvers

SPA: What affects the institution? Final Authority!

Dean: What affects the School?

Chair: What affects the Department?

Admin: What affects the Unit?

PI
• Questionnaires
• Certifies true, complete, & accurate

F&A issues
Personnel issues
IACUC / IRB Approvals
Cost Sharing

Space requirements
DRIF sharing
Faculty effort

Budget
Forms
Interdepartmental issues
Subrecipients
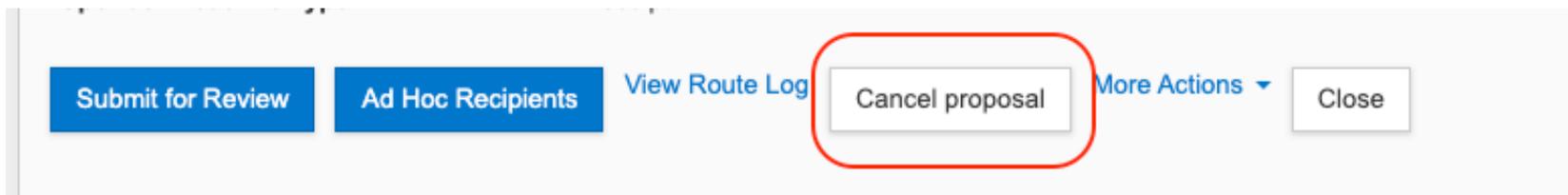Narrative

KR Proposal Clean Up

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

- We have been canceling old proposals.

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

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).

Submit for Review | Ad Hoc Recipients | View Route Log | Cancel proposal | More Actions ▾ | Close

Team
Updates

Research Security Team

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Research Security

- Research Security – annual training (refresher)
  - SECURE Consolidated Training Module
    - Percipio assignments forthcoming (April 2026)
    - Adding to BlackBoard LMS

- Other Support Supplemental Training
  - NIH *Policy Requirement to Train Senior/Key Personnel on Other Support Disclosure* (NOT-OD-25-133)
  - Supplement to UMB Research Security Training Section 2. Disclosures

- Cybersecurity
  - Federal agencies finalizing elements. 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

Biosketches (New) - Please use the New Forms

For NIH applications on or after January 25, 2026, a new "Common Form" for biosketches and a new "Biosketch Supplement" are required, though a leniency period with warnings rather than errors will last through May 2026. Key changes include using SciENcv for generation, a mandatory ORCID ID, specific inclusion of all foreign/domestic appointments, **and a 5-page limit. For more details see NOT-OD-26-018**

Proposal Team – Biosketches Continued

- **Key Changes and FAQs (Effective Jan 25, 2026 / Extended to May 2026):**

- **Common Forms & Supplement:** The biosketch is now split into two parts: the Common Form (details on appointments,, expertise) and the NIH Biosketch Supplement (personal statement, honors, contributions).

- **Mandatory Tools:** Use of SciENcv is required to generate the new forms, which requires an ORCiD iD.

- **What's Included:** You must report all current, titled, academic, professional, or institutional appointments, both domestic and foreign, whether or not they bring compensation.

- **Contributions to Science:** You are allowed up to 5 contributions to science, but in the new format, you cannot cite additional publications within those descriptions that are not already listed in the "Other Significant Products" section.

- **No More Scholastic Performance:** For fellowship biosketches (due on or after Jan 25, 2025), Section B (Scholastic Performance) is no longer required.

- **Compliance & Errors:** While the requirement begins in 2026, NIH is providing a warning, not a rejection, for non-compliant forms through May 2026.

Proposal Team – Biosketches Continued

Some tips to help fix some of the warnings that are appearing when the new forms are used:

- Resources: https://www.umaryland.edu/ord/investigator-toolkit/sciencv/

https://ncbiinsights.ncbi.nlm.nih.gov/linking-an-orcid-account-to-sciencv/

- If you are doing all of this and still getting warnings please go into all three systems and verify that you are using the same email address for all three (ORCID, MyNCBI and your eCommons profile).

- Also in your Biosketches please verify that all the publications that are listed have been approved by NIH and are not pending.

Proposal Team – Biosketches Continued

Malign Foreign Talent Recruitment Program Prohibition:

- Effective January 25, 2026, individuals who are a current party to a Malign Foreign Talent Recruitment Program (MFTRP) are not eligible to serve as a senior/key person on an NIH grant or cooperative agreement.

- NIH will require MFTRP certifications from applicants and individuals identified as senior/key personnel with its implementation of the Common Forms for Biographical Sketch and Current/Pending (Other) Support. It will be on both sections of the Biosketch and will show the the confirmation of that individual.

Proposal Team Reminders

1 . When a receipt date/submission date falls on a weekend, Federal holiday, or Washington, DC area Federal office closure, the application deadline is automatically extended to the next business day.

2 . **Changed/corrected applications overwrite previous submissions and if submitted AFTER the submission deadline will be subject to the NIH Late Policy and may not be accepted.**

3 . You have a two business day application viewing window to check your application for assembly issues before it automatically moves forward to NIH staff for further processing and consideration. **This window does not extend the submission deadline. And if the 2-day window has passed a proposal can still be withdrawn but it is a more involved process.**

4 . When a proposal is fully routed to SPA and marked as final items can not be changed until SPAs review is completed, and if something needs to be changed you can work with the person assign to the proposal or get a waiver from the Deans Office.

5 . When a proposal is Routed and everything is marked as Final it means the PI has reviewed the proposal, and if everything is ok after SPAs review the proposal can be submitted.

Grants Team

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Grants Team

- **REMINDER:** Within the Research Performance Progress Report (RPPR). ALL Senior/key personnel must certify annually to their participation or non-participation in an MFTRP by uploading a certification statement in Section G.1 of the RPPR.

- SPA has developed a form to collect these certifications for senior/key personnel at the RPPR stage. This form can be found here: https://www.umaryland.edu/media/umb/ord/documents/spa/NIH-RPPR-MFTRP-Certification_Fillable.pdf.

- The leniency extension provided for the Common Forms through May **does not** apply to this requirement.

- At this time, eRA warnings are not generating if there are no uploads; therefore, please double check to ensure the certification(s) are uploaded before sending the RPPR to SPA Grants for review.

Grants Team

- NEW UMB RPPR Subrecipient Progress Report Form.
- [UMB Federal RPPR Webpage Link](#) to many resources, including the new form.
- Not mandatory; it is a tool to collect technical and financial reporting at the time of the RPPR but may be useful at other times.
- •An updated "UMB RPPR Checklist" will be posted next week to agree with changes in the January 2026 RPPR Instruction Guide. [RPPR Instruction Guide January 2026](#)

Incoming Contracts Team

SPA Contracts Updates

- Turnaround times may be slightly delayed due to current limited staff on team

- New Contracts Administrator (*coming soon*)

- Current backlog of KR Award ID# set up for ufunded agreements. Contact SPA-Contracts@umaryland.edu if you need a KR Award ID# in order to submit a MOD in KB Award MOD
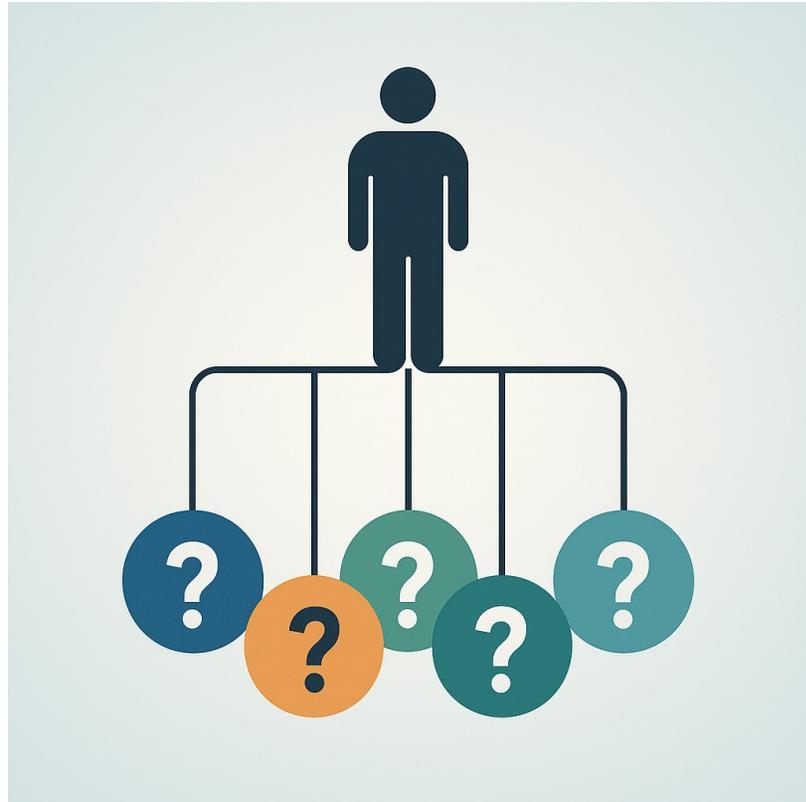
Today the SPA contracts team **will cover . . .**

WHO?
WHEN?
WHERE?
WHAT?

Who are we?

- **Stacey Boyd, Manager**
- **Nicolette Glewwe, Senior Administrator**
- **Moriah Nkosi, Contracts Administration III**
- **Judy Myint, Contracts Administration III**
- **Janelle Wiggins, Contracts Administrator II**
- **(Vacant Contracts Administrator I or II)**

SPA Contracts Team directly reports to: John Evermann

Central email address: SPA-Contracts@umaryland.edu

Who are the Sponsors?

Who are the sponsors and prime sponsors we would coordinate review and execution?

Federal, state, foundations, other universities, international entities, and private industry with a prime federal funding source

When would you work with us?

When would you work with us _directly_?

New and continuing incoming funding awarded via agreement or contract as well as certain non-financial lifecycle support activities related to an agreement or contract and non-funded agreement related to research-related activities (NOTE: New proposals intended to be awarded via agreement or contract; but not yet issued are reviewed and approved by the SPA Proposal team)

When would another team or department work with us for your submitted request?

RFP Proposals- Lead Team/Dept: SPA Proposal
re: RFPs requiring review of terms/conditions
NOTE: Submission to SPA Proposal team only

Corporate Agreements- Lead Team/Dept: CCT
re: Corporate collaboration agreement w/Data developed with federal funding
NOTE: In this instance only submission to CCT required

Where to submit to us?

Overview:

https://www.umaryland.edu/spa/policies-and-procedures/spa-business-practices/

Funded agreements & contracts:

https://www.umaryland.edu/policies-and-procedures/library/research/procedures/sponsored-projects/submit-a-proposal-overview.php

Award modification (including all non-financial requests & unfunded MODs):

https://www.umaryland.edu/spa/award-management/award-modification/

Unfunded agreements:

https://www.umaryland.edu/spa/developing-proposals/unfunded-agreements/

Departing UMB PI:

https://www.umaryland.edu/policies-and-procedures/library/research/procedures/sponsored-projects/departing-pi-award-disposition.php

What do we do?

STAGE1 - INTAKE

Intake for Triage to Team

✓ Routings & Submissions triaged to SPA contracts

SPA contracts team gets triaged routings with, "In Progress" status or approving pending but not at SPA level but these are not in active work queue for intake for assessment & assignment. **ONLY** routings and submissions fully routed to SPA level are entered into this stage work queue

✓ Determination of action requested via email

Once intake verifies a SPA-contracts action move to **ASSESSMENT**
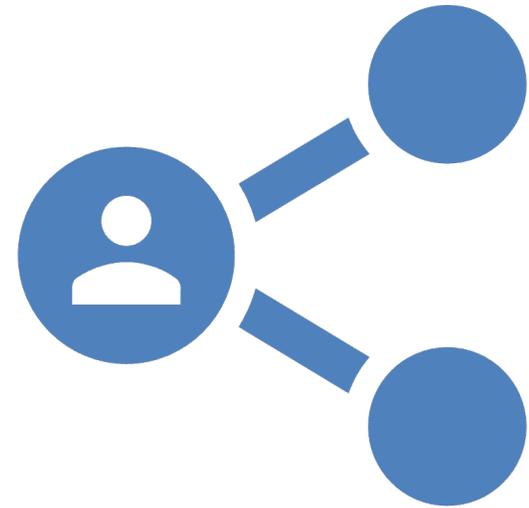
for assignment to contracts team member

STAGE2 - ASSESSMENT

Action Assessment for Assignment

✓ via Action type, complexity, current workload volume

Once Assessment identifies contracts team member to be **ASSIGNED ACTION**

(Turnaround target for the above stages: 24-48 business hours from at SPA level)

STAGE3 - ASSIGNED ACTION

✓ Action reviewed for accuracy & data integrity

❑ Routings & submissions
        Request revisions   DEPARTMENT for correction/update
✓ No corrections needed move to Agreement review; -OR-
✓ Once correction made move to Agreement review

❑ Agreement reviewed for acceptability
Project overview for consistency (e.g., budget, POP, SOW)
Agreement packet for completion (e.g., all references/attachments)
        Revisions required   SPONSOR or DEPARTMENT to verify or update
Terms & conditions*
✓ No revisions, verifications or additional activity required move to **ACTION FINALIZED FOR EXECUTION; - OR-**
✓ **The following may be required:**

Revisions required	SPONSOR for negotiation/acceptance
Exceptions required	SPONSOR, PRIME, UC for approval
Specified IP/licensing terms	OTT partner review/term inclusion
Includes background IP	OTT partner review/term inclusion
Includes material transfer	CTT** partner review/term inclusion
Includes human subjects	
Request verification	DEPARTMENT for status/update
Includes animal subjects	DEPARTMENT for status/update
Include UMMS space/resource	UMMS partner review/term inclusion
Requires cost estimate	CTT* required review/determination
Requires coverage analysis	UMMS required review/determination
Requires UMMS data	UMMS required review/term inclusion
Requires waiver	
F&A	DEPARTMENT to obtain all approvals
IP	DEPARTMENT, ORD for approvals
Publication	DEPARTMENT, ORD for approvals
Requires financial compliances	SPAC partner review/determination
Requires data safeguards/restrictions	SPA RESEARCH SECURITY, CITS partner review
Requires 501c3 status	SPA & SPONSOR finalize agreement; release award to UMBF

✓ Revisions and/or verifications agreed upon or completed move to **ACTION FINALIZED FOR EXECUTION**

_____
*-submission to SPA and CCT via applicable systems for both departments required
**-only submission to SPA required

What we do? cont'd

STAGE3 cont'd
Turnaround target for the assigned team member to provide first detailed status or action: 10 business days from date assigned)
Update/status after initial detailed status: as reasonable and depending upon the situation until finalized

NOTE: Some award modification target turnaround timelines are shorter and are based upon volume and other priorities.

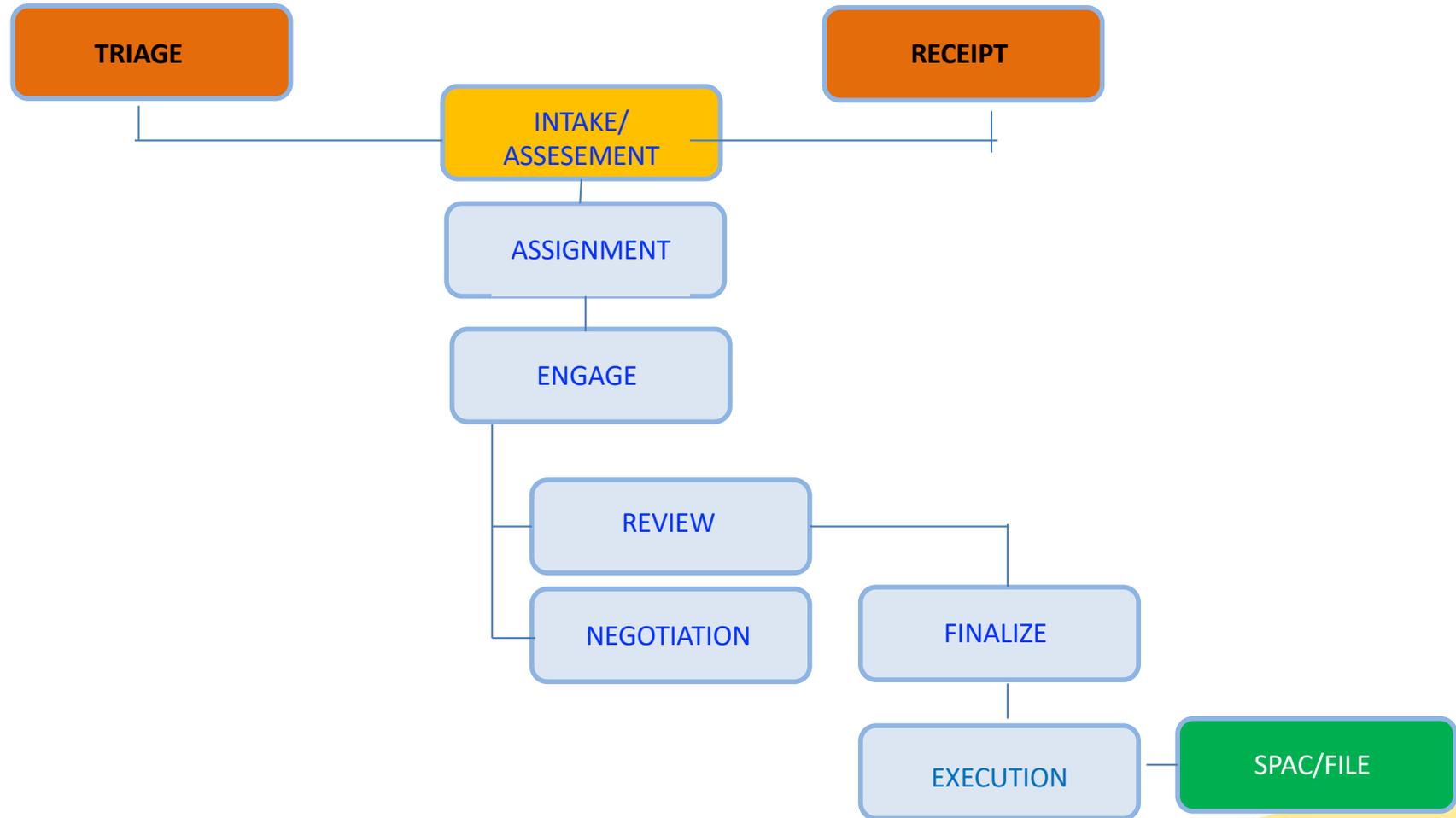**STAGE4- ACTION FINALIZED & APPROVED FOR EXECUTION**
Signature process completed   ALL PARTIES as required

All authorized & requested signatories execution obtain move **to APPROVED ACTION SUBMIT FOR PROCESSING**

STAGE5- APPROVED ACTION SUBMITTED FOR PROCESSING
Fully executed processed   SPONSOR, SPAC, SPA AWARDS, DEPARTMENT

What we do? cont'd

What are we doing?

➢ **Fiscal year actions/assignments to date (July – February): 876**
- **Actions/assignments still active in queue activity: 242**
- *Actions in this queue include:*
  - In progress but not at SPA
  - Under review or negotiation
  - Awaiting intake & assessment for assignment to team member
  - Awaiting UMB execution
  - Awaiting Sponsor reply or execution
  - Awaiting other department(s) reply/action
-

➢ **Summary of the SPA contracts workflow queues:**
- Q1 – Intake for triage to applicable SPA team
- Q2 – Routings & email submissions received or triaged SPA contracts team intake & assessment
- Q3 – Assignment to team member
-
- Q4 – Assignments for review, negotiation, approval, finalization
- *Additional activity queues within this queue:*
  - Negotiations
  - Compliance & verifications
  - Partner reviews
  - Escalated
- Q5 – Assignments for UMB execution
- Q6 – Fully executed for file and/or processing
- Q7 – Inactive routings and submissions
-

Team State

Team State

1) When your proposal has been assigned to Team State, Please….

   o Reference your KR proposal number in the subject line of all correspondences

   o All correspondences regarding the processing of your proposal should be sent to SPA-TeamState@umaryland.edu

Team State

2) If you have created and submitted a proposal into KR, please do not recreate another proposal for the same submission.

- i.e. Do not duplicate proposal submissions

Team State

- Remember....(tell your PI's)
- You must always create and route a KR proposal, even if the sponsor has their own submission portal.

- The institution name is:

    University of Maryland, Baltimore

Outgoing Subaward Team

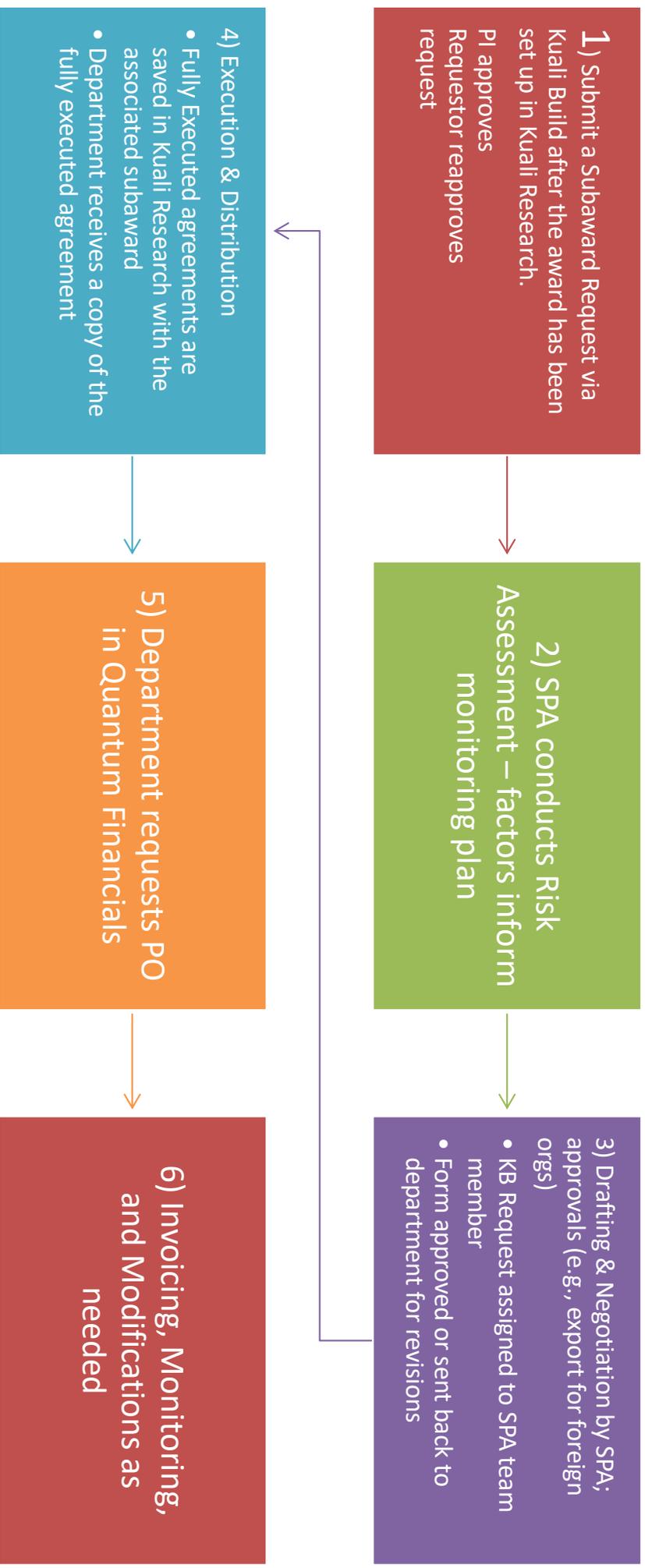ThePhoto by PhotoAuthor is licensed under CCYYSA.

What is a Subaward?

A subaward distributes a portion of an award to a third party (subrecipient) to perform a substantive part of the project.

A fully executed subaward agreement is required before Procurement can complete the purchasing process and issue a purchase order (PO) for subrecipient invoicing and payment.

CONTRACT

$

PO
102835

Procurement

Subaward Life Cycle

Note: KR Award ID is required to initiate a Subaward

1) Submit a Subaward Request via Kuali Build after the award has been set up in Kuali Research.
PI approves
Requestor reapproves request

2) SPA conducts Risk Assessment – factors inform monitoring plan

3) Drafting & Negotiation by SPA; approvals (e.g., export for foreign orgs)
• KB Request assigned to SPA team member
• Form approved or sent back to department for revisions

4) Execution & Distribution
• Fully Executed agreements are saved in Kuali Research with the associated subaward
• Department receives a copy of the fully executed agreement

5) Department requests PO in Quantum Financials

6) Invoicing, Monitoring, and Modifications as needed

HOW TO REQUEST A SUBAWARD

All outgoing subaward actions—both new subawards and modifications—must be submitted through the UMB Subaward Request Form.

This form can be found in Kuali Build.

UMB Subaward Request Form

What our Team Does and Does Not Do

We do not:

- Approve scientific scope or programmatic decisions
- Monitor day-to-day subrecipient performance
- Initiate subaward requests without departmental action

We do:

- Ensure subawards are compliant, accurate, and audit-ready
- Draft and negotiate all subaward agreements and modifications
- Perform risk assessment and compliance review
- Serve as a resource and partner to departments and PIs
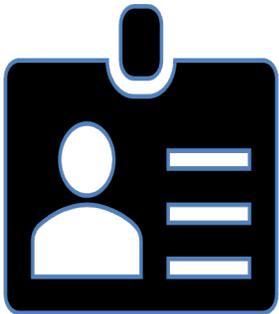
How we Partner With Departments

What we rely on from departments:

- Complete and accurate subaward request packages
- Timely communication about changes
- Departmental monitoring and PI oversight

What departments can expect from us:

- Consistent review
- Clear guidance
- Compliance-focused support

SPA RESOURCES

Find the relevant Award ID

Review the Subaward Process

Address Request form

Find the Subaward ID

Questions Worksheet- Request for NEW Subaward docx

Questions Worksheet Request to Modify Subaward docx

Subrecipient Commitment Form pdf

Subaward Request Modification Type User Aid pdf

Subaward Request - Deobligation of Funds pdf

Subaward Request - Early Termination pdf

Subaward Request - Change of Subrecipient PI pdf

More information and FAQs

Subaward Request Form Questions - New Subaward docx

Subaward Request Form Questions Modify an Existing Subaward docx

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