UNIVERSITY *of* MARYLAND BALTIMORE

ADMINISTRATION AND FINANCE

SPAC QUARTERLY MEETING 2/18/2026 VIRTUAL

WELL-BEING and SUSTAINABILITY | INNOVATION and DISCOVERY

SERVICE EXCELLENCE and ACCOUNTABILITY | EQUITY and JUSTICE | RESPECT and INTEGRITY

1. **Customer Service Platform- VEOCI**

2. **Fringe Benefit Rates and DRs Due Date-Update**

3. **Award Setup Phases and requirements**

4. **SSAC Committee - Startup Fees Guide**

5. **Reminders**

- What is Veoci
- How will SPAC utilize Veoci
- Key changes
- Veoci Forms Sneak Peak
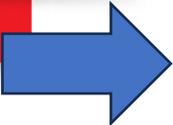- Do's and Don'ts
- Q&A

What is Veoci?

- A no-code, cloud-based platform used for emergency management, business continuity, and daily operations

- "Veoci is the leader in collaboration, continuity, and response software. Through rapid development, depth of knowledge, innovative thinking, and commitment to diversity, we help save time, money, and lives." -https://veoci.com/about/

- Provides tools for real-time communication, collaboration and workflow automation across teams

- Currently used by UMB's CASS and General accounting departments

How will SPAC Utilize Veoci?

- Strive to provide better customer service

- Utilize Veoci as a ticketing system for organized communication

- Forms for daily operations, frequent requests, and FAQs

- Will roll out functions in two phases
  - Phase One will be related to emails to team email boxes
  - Phase Two will consist of form submissions via Veoci

Key Changes – Phase 1 (emails)

- Go live Monday, March 2nd

- SPAC team emails will have OOO messages reminding about Veoci

- SPAC will respond via Veoci providing a ticket number

- Better transparency of tickets SPAC is working on
    - Federal award set-ups!

- Ticket number consists of two numbers – 54-46
    - First number is Ticket number
    - Second number is email #

- Original email request will be reflected in all communications

- Surveys will be sent once tickets are closed

Key Changes – Phase 2 (Forms)

- Go live expected March 16th (subject to change)
- Link to Veoci will be available on SPAC's website
- Customers will log into Veoci to submit requests
  - Single Sign On will be used
- Forms consist of frequent requests and questions

- Standard workflows per request
- Ultimate transparency of ticket progression
- User guides will be available
- Better communications with direct chat channels

Veoci Forms Sneak Peak

Links

SPAC: Form Request

Created Request — Filter Entries

Date Initiated	Status	Duration	Type of Request:	Attachment from SPAC
> Billing team – Fed 2				
> Costing and Compliance 1				
∨ Quality Assurance Team 9				
2026-Jan-21 09:51:37	In Progress	21 days	FFR request/signature	

Pending Survey — Filter Entries

Type of Request:	Have we satisfied your for...	
	No Workflow Entries	

Status of Requested Form

∨ Closed	3
∨ In Progress	9
Total	12

Request Type by Month

∨ JAN	1
∨ NOV	4
∨ DEC	7
Total	12

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Veoci Forms Sneak Peak (cont.)

SPAC-GENERIC FORM REQUEST
Create New Entry

1. Request

Request Details

Customer Picker: REQUIRED

○ Set-up team
○ Costing and Compliance
○ Billing team – Nonfed
○ Billing team – Fed
○ Billing team – VMS
◉ Quality Assurance Team
○ Collections and Accounts Receivables

Reset

Type of Request:

◉ FFR request/signature
○ PMS Drawn amount
○ Clearing deficits
○ FFR status – approved/submitted
○ Other

Reset

Do's and Don'ts

- DO continue emailing spac team emails (spacffr@umaryland.edu)

- DO reply to Veoci emails (ignore noreply)

- DO reply all when responding

- DO complete the survey

- DO provide patience at transition

- DO follow up with team managers for issues

- Don't email multiple spac teams in one email

- Don't re-add spac teams in replies

- Don't panic- its new, but BETTER!

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FY27 Fringe Benefit Rate Update

- While the rates on the next slide were proposed (submitted to the government)
- The rates have NOT BEEN NEGOTIATED YET
- These rates can be used for planning purposes
- The proposed rates will be included in Kuali Research
- The memo and planning rates will be uploaded to our website

https://www.umaryland.edu/cost/about-the-office/fringe-benefit/

Fringe Benefit Rates-PROPOSED NOT YET NEGOTIATED!!

	Apply to Accounts	FY26 Finalized	FY27+ Pending	Costs Recorded in Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	29.3%	27.3%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff **2194 – Non-Exempt GED Program**	38.4%	35.4%	2791 – Fringe rate Staff
Legislated Benefit	2071 – Faculty 2072 – Exempt staff (C1) 2073 – Non-exempt staff (C1) 2080 – Summer salaries 2085 – Supplemental Pay 2110 – Overtime 2120 – Shift differential 2130 – On call pay 2140 – Bonus Payments 2074 – College Work study (summer) 2075 – Students (other than CWS) (summer) 2090 – Contractual employee (C2) (Until FY16)	8.2%	8.2%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	20.5%	21.4%	2792 – Fringe rate Limited Benefit
Students	1020 – Graduate Assistants 2074 – College Work Study (CWS) 2075 – Students (Other than CWS)	0%	0%	N/A
Other	2196 – Accrued Leave Payout	0%	0%	N/A

FY26 Faculty and Staff Request for Mid Year Rate Change

Why the request to reduce faculty and staff fringe rates mid-year?

- Maryland Department of Budget Management (DBM) budget cuts

- Terminations resulted in surplus in FICA and Pension of over $6.5million

- Last year DBM projected 8% increase in health benefits expense. However, this increase did not materialize.

- Actual projected expenses for FY26 are expected to generate a surplus exceeding $7 million.

FY26 Fringe Benefit Mid-Year Rate Decrease
PROPOSED, NOT YET APPROVED!!

	Apply to Accounts	FY26 Negotiated	FY26 Proposed Mid-Year Rate Decrease	Costs Recorded in Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	29.3%	27.6%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff **2194 – Non-Exempt GED Program**	38.4%	36.7%	2791 – Fringe rate Staff

- Effective 02/22/2026
- Applicable in the first Pay Period in March, Pay date 03/13/2026
- Faculty Rate – Decrease by 1.7 points
- Staff Rate – Decrease by 1.7 points
- If approved, a Memo will be sent to Campus via the RAC

Pay Period 26-17 DR Due Date Brought Forward

- SPAC department will be on campus for our quarterly meeting on Tuesday, 02/24/2026 for the entirety of the day, which is the same day as the normal DR due date for PP26-17 (Pay Date 02/27/2026).
- We ask that you please submit DRs by the due date as detailed below:
  - **Direct Retros: Submit to SPAC-Costing and Compliance latest next *Monday, 02/23/2026, by 2pm.***
- Any DRs received after that will be completed in the next pay period, 26-18.
- Link to submit: https://cfapps.umaryland.edu/eumb-direct-retro/drForm.cfm

Pay Period 26-17 DR Due Date Brought Forward - Continued

- Budget Retros: The processing for Budget Retros in PP26-17 remains unchanged.

- Budget Retros need to be fully approved in HRMS by 8pm on the typical due date, Tuesday 02/24/2026

- Correspondence regarding the 26-17 DR processing change has been sent to the RAC

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Award Setup Phases and requirements

- Setup involves verifying sponsor requirements, aligning dates, and establishing billing mechanisms for all awards in accordance with their agreements and contracts.

Types of award setup:

- **New** – newly signed award; not existing in the financial system .
- **Continuation** – continuation of a previous year; adding time + funds .
- **Pre- New/Continuation** – temp request for a pending new year.
- **Supplement** – adding funds to an existing/active award.
- **Pre-New (Temp)** – request to start prior to having a negotiated award in place.
- **Finalize** – received official award relating to pre-new award.
- **No cost Extension (NCE)** – extension of time to an award without additional funding.
- **Early termination-** ending a contract before its original scheduled end date.

Action required by Setup Team

- **New** – Create new award

- **Continuation**:

OPTION 1 - Start New award if the following below.
- Different PO/Subaward #/DOC ID/Sponsor Funding Source
- Carryover is restricted - prior approval needed
- Sponsor does not allow cumulative billing (relates to Non – LOC awards)
- Change of organization/department

OPTION 2 - Create a new PID and carryover the budget balance from the prior PID.
- Carryover is automatic.
- Sponsor is ok with cumulative billing .
- Financial reporting by funding period is required.

Action required by Setup Team

- **Pre-New Continuation** – request to start prior to having a negotiated agreement.
    - If the award is closed – create new temp award and link to old award.
    - If award is active or expired – create new PID for current period and keep contract limit as is.

- **Supplement** – adding funds to an existing award denoted as supplement.
    - Non LOC - Add funds to existing award
    - LOC - Create new PID denoted with S

- **Pre-New/Temp –** new award without a signed agreement.
    - Follow selections on "request for a temporary project ID form".

Action required by Setup Team

- **Finalize** – received signed award related to any pre-award.
    - Confirm and compare all new information to original temp form.
    - Things that cannot change at this time:
        - Sponsor name
        - Source
        - Financial organization/ department code
        - Function
        - Billing basis (from/to Volume or LOC)
        - *** Must be accurate on the temp project ID request form.

Action required by Setup Team

- **No Cost Extension (NCE)** – extend the end date of an award and or PID and update terms and conditions.

- **Early termination – contract ending early**
  - Rescind end date – EFPs must be cleared and expenses removed after revised end date
  - Change reporting terms and conditions
  - Inform billing team of changes for final billing.

Action Types and Purpose

FORM TYPE	PURPOSE	KEY ACTIONS
New	Establish new award	New PO/Contract/Subaward, verify restrictions
Continuation	Add time/funds	May require new PID/Award #
Supplement	Add funds	Separate funding line required
Finalize	Confirm details	Verify sponsor, dates, alignment
No Cost Extension (NCE)	Add time only	Verify title, sponsor, IDs
Early Termination	Rescind end dates	Update reporting/billing

Startup Fee FAQ & Routing Guide

What are Startup Invoices?

- Invoice that includes all fees due at the start of the clinical trial

Clinical Trial Awards Startup Fee Guide and FAQ

The SPA SPAC Advisory Council (SSAC) on Corporate Clinical Trials (CCT) committee finalized this guide last year to cover the following:

1. Startup Invoice FAQ One pager – includes questions and answers regarding startup invoices and fees such as:
   - Common startup fees
   - Which department correlates to those fees
   - Steps to take if a department doesn't recognize the study
   - Who to contact if there are additional questions

2. Startup Fee Routing Guide – includes common startup fees and the appropriate department and their contact information.

Link on SPAC's website Volume- Startup Invoice/Fees Guide and FAQ for Clinical Trial Awards

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REMINDERS

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SALARY CAP

- Effective January 11, 2026, the salary limitation for Executive Level II is **$228,000.** Link to the notice can be found at: https://grants.nih.gov/grants/guide/notice-files/NOT-OD-26-034.html

- This salary cap is used as required for all grants, contracts and cooperative agreements with federal funds, including awards with pass-through federal funds.

  - **Grants and Cooperative Agreements**: Department Administrators and Principal Investigators (PI) must re-budget funds to accommodate the change in the salary cap. Any exceptions to the application of the new cap must be approved by the Assistant Vice President (AVP) of Sponsored Projects Accounting and Compliance (SPAC).

  - **Contracts**: Department Administrators must contact the contracting officer for approval to use the new salary cap. This approval or denial needs to be forwarded to the SPAC Contracting Team.

SALARY CAP- Cont

- **Federal Pass-throughs**: Department Administrators must contact their Grant Sponsor to provide notice of who will be affected by the salary cap change and when the change will be implemented. If the pass-through is under a grant or cooperative agreement, Department Administrators and PIs must re-budget funds according to the requirements listed under Grants and Cooperative Agreements. If the pass-through is under a contract, Department Administrators must receive approval from the Grant Sponsor in order to use the new salary cap and must adjust the OTC.

➢ The University requires that the new cap be adopted by the departments in their budgets in the next calendar month or 30 days, whichever comes first.

➢ Our internal policy can be found here: UMB Policy on Salary Caps for HHS and Other Federal Agencies - Policies and Procedures

SPAC OFFICE HOURS

Office Hours are now **by appointment only**

Why the change? Low attendance- and this new format allows for more personalized and better support.

What's staying the same:
Mondays, 9:00–10:00 a.m.

What's changing:
You must schedule in advance
    Michelle Ward - michelle.ward@umaryland.edu
    Rama Camara Spasic- rcamaraspasic@umaryland.edu

Need a different time? We are flexible. Just let us know!

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