SPA/SPAC Updates
1st Quarter 2019

September 20, 2018
2:00 – 3:30 pm
Pharmacy Hall: N111 Lecture Hall
Kuali Research

• Info & Guides on SPA website
  http://www.umaryland.edu/kualicoeus/user-resources-and-help/
  Navigating and searching in KR
  PI certification and approval

• KR New User Training Dates (CITS enrollment database)
  10/10/18 & 11/7/18 10-12:30PM

• New email for KR “Report a Problem”
  DLKualiResearchHelp@umaryland.edu

• KR FAQ’s available
DOD Proposals

- Pre-Application Log # MUST go in the proposal
- Sponsor & Program Info tab
- Enter the Log# on in the “Sponsor Proposal ID” field
Unfunded Agreements

• Beginning 11/1/18, unfunded agreements **must** be routed
  – DUA, CDA, Teaming Agreements, etc.

• Unfunded = no budget included

• Instructions will be provided by SPA via the RAC DL and on the website
JPA
Joint Personnel Agreements

- Assignment of personnel and reimbursement of salary for UMB and BREF
- Use the online Subaward Request

http://www.umaryland.edu/spa/collaborations-and-subrecipients/subrecipient-agreements/subaward-request/
GASP

• The last classes of GASP will end this year!
• New name...
• Current registered staff are completing remaining classes
• New curriculum being developed
  – Online modules
  – In class case studies/discussions
  – Knowledge testing
Sponsored Programs
Administration
Research & Knowledge
Seminars
KR Proposals Reminders

• Proposals created the same day will not show on SPA’s deadline report (internal)

• Subrecipient Commitment Form is *still* a requirement at the time of proposal

• PI’s must certify the proposal

• Be careful when copying proposals that were created in KC!

• Proposals with human subjects
  – Instructions for NIH proposals with human subjects
Reminders

• Please, please use the team emails when communicating with SPA, unless an action has been triaged and you know who the SPA person that is working on that action.

• Ask your general questions at Research Matters http://researchmatters.umaryland.edu

• If you change the deadline date, please update your team or the person working on your proposal immediately!

• Please give SPA adequate time to review your proposal.

• Get your proposals in early!!!
Questions?
SPAC Updates
1st Quarter 2019

September 20, 2018
2:00 – 3:30 pm
Pharmacy Hall: N1111 Lecture Hall
SPAC Agenda

• Personnel
• Fringes
• Year End Cost Challenges
• F&A
• Effort

• Deadlines
• VA
• Updates
• Audits and Reviews
• Upcoming
• Quantum
Cost Agenda

• Personnel Update
• Discrepancies in Fringe encumbrance Balances
• FY18-27 DR and 19-01 Funding Profiles
• Posting of DR credits for 18-27 PCA balances
• Finalized Fringe Benefits
• F&A Rate Negotiation – Extension Approved
• Delinquent Effort Forms and Quantum Implementation
• 063018 Effort Statistics and Initiation
• Effort Training for Next Year
Cost Personnel Update

• Christina Tabb is no longer with Cost
• Tracy Nguyen has been hired with start date 10/15/2018
• Beryl Gwan, Senior Manager Cost
  – Binita Shah, Cost Accountant
  – Amy Sallese, Cost Accountant
  – Tracy Nguyen, Accountant I
Discrepancies in Fringe Encumbrance Balances

• No salary encumbrance, but an outstanding fringe encumbrance on a project

• Negative fringe encumbrance balance
  — Caused by Mid year rate change
  — Fringe encumbrance calculated at original fringe rate
  — DR is done and the reversal encumbrance credit uses the new fringe rate
  — Results in a net credit encumbrance balance

• Your SPAC closeout team will work with the Cost office at closure to relieve these encumbrances. Verify with your closeout team that this is the action you want taken when you send your final report.
DRs for FY18-27 and Entering Funding Profiles for 19-01

- HRMS reads 18-27 as the same Pay Period as 19-01 for Direct Retro purposes
  - FY2018 18-27 06/24/18 to 06/30/18
  - FY2019 19-01 07/01/18 to 07/07/18
  - HRMS PP 18-27 is within 19-01 (06/24/18-07/07/18)

- HRMS: when a DR is done for the crossover period
  - For 18-27, we enter **19-01** and FY2018
  - For 19-01, we enter **19-01** and FY2019

- If a DR is processed for a pay period (PP), you can no longer do a BR for the same pay period
DRs for FY18-27 and Entering Funding Profiles for 19-01, Continued

• Funding Profiles for 19-01 should be entered and approved before submitting DR for 18-27
  – If DR is processed for PP 18-27 before you set up the 19-01 funding profile HRMS will read that there is already a DR for that period (19-01)
  – The EFP will need to be input from 19-02.
  – The 19-01 expense will need to be moved via a DR
Posting of DRs for 18-27 – credit to PCA balance

• If you have an outstanding debit on the PCA for PP18-27 and a DR has been processed
• Verify that 18-27 DR’s have been processed by checking the 19-01 PCA balance because that is where the Direct Retro credit balance posts
  – Payroll Charge Detail (PCD) report will show a lower balance in the 19-01
  – Or if ran by accounting period, one debit line for 19-01 payroll, and one credit for 18-27 DR
  – If there is no fringe expense on PCD for 18-27, that’s a good indication that the balance was moved appropriately

• “How to View a DR in HRMS”

Finding a Direct Retro in HRMS - SPA-SPAC Meeting 11-20-14 PDF
Finalized Fringe Benefit Rates

• A memo was sent out to Campus to announce the Implementation of the approved Fringe Benefit Rate Agreement by Laura Scarantino
• FY19 rates were set up in HRMS from 19-01
• The memo and rate agreement have been uploaded to our website
  – http://www.umaryland.edu/cost/fringe-benefit/
## FY19 Finalized Fringe Benefit Rates

<table>
<thead>
<tr>
<th>Apply to Accounts</th>
<th>FY18</th>
<th>FY19+</th>
<th>Costs Recorded In Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1011 – Faculty 9/10 mo.</td>
<td>27.1% (To PP18-15)</td>
<td>26.1%</td>
<td>2790 – Fringe rate Faculty</td>
</tr>
<tr>
<td>1012 – Faculty 12 mo.</td>
<td>24.5% (PP18-16+)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Staff</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1013 – Exempt staff</td>
<td>43.4% (To PP18-15)</td>
<td>39.6%</td>
<td>2791 – Fringe rate Staff</td>
</tr>
<tr>
<td>1014 – Non-exempt staff</td>
<td>33.5% (PP18-16+)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Legislated Benefit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2071 – Faculty</td>
<td></td>
<td>8.4%</td>
<td>2793 – Fringe rate Legislated Benefit</td>
</tr>
<tr>
<td>2072 – Exempt staff (C1)</td>
<td></td>
<td>8.3%</td>
<td></td>
</tr>
<tr>
<td>2073 – Non-exempt staff (C1)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2080 – Summer salaries</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2085 – Supplemental Pay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2110 – Overtime</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2120 – Shift differential</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2130 – On call pay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2140 – Bonus Payments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2074 – College Work study (summer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2075 – Students (other than CWS) (summer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2090 – Contractual employee (C2) (Until FY15)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Limited Benefit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1021 – Post Docs/Fellows</td>
<td>21.4% (To PP18-15)</td>
<td>19.2%</td>
<td>2792 – Fringe rate Limited Benefit</td>
</tr>
<tr>
<td>2090 – Contractual Employee (C2) (FY16+)</td>
<td>16.2% (PP18-16+)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Students</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1020 – Graduate Assistants</td>
<td></td>
<td>0%</td>
<td>N/A</td>
</tr>
<tr>
<td>2074 – College Work study</td>
<td></td>
<td>0%</td>
<td>N/A</td>
</tr>
<tr>
<td>2075 – Students (other than CWS)</td>
<td></td>
<td>0%</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2196 – Accrued Leave Payout</td>
<td></td>
<td>0%</td>
<td>N/A</td>
</tr>
</tbody>
</table>
FA Rate Negotiation for FY19 and beyond - Update

• Our current rates were expiring 6/30/2018.
• UMB’s Base year was FY2017 we requested an extension
• The extension was approved. They have been made final through 06/30/2021.
• Our next base year is the FY ended 06/30/2020
Effort Reporting and new Quantum Implementation

• All outstanding effort forms must be completed before the new Quantum system is implemented

• In the following months, there will be a more aggressive effort by the Cost office to resolve and certify all outstanding forms

• Total delinquent forms in ERS today: 260
063018 Effort Reporting Period and Initiation

• Due date for 063018 Effort forms is next Tuesday, 09/25/18

• The new 093018 period will be initiated the day after, on 09/26/18

• Please have your certifiers complete forms, especially for employees who will change departments

• For 063018 Period alone there are
  – 2,254 Completed
  – 378 Pending Pre Review
  – 438 Pending Certification
Effort Training Class for Next Year

– Dates for the next effort training will be put out for the entire year, subject to change.
– These will be available on the Cost website at the link below:
  • [http://www.umaryland.edu/cost/training/](http://www.umaryland.edu/cost/training/)
– Tentative Dates are
  • Wednesday October 31st, 2018
  • Thursday January 31st, 2019
  • Tuesday April 30th, 2019 and
  • Wednesday July 31st 2019
ANY questions?
SPAC’s Agenda

- Staffing Updates
- Deadlines
- VA Invoicing Update
- Lockbox Update
- Audits and Reviews
- Reminders and New Stuff

SCR Reporting
Closure Meetings

SPAC ACT
New DIRRF

Website
Email Traffic

QUANTUM – Lynn McGinley
SPAC Staffing Updates

New Hires
Shane Dubiel - as an Accountant 1
Lilly Liu – Manager Team Central

Promotions:
• Neda Karimi promoted to Financial Analyst with Team Red
• In the process of another internal promotion to Team White Financial Analyst
• Ajesh Singh was promoted from Team Red/White to a Financial Accountant in Team Central

OPEN POSITIONS
• Accountant 1 – Close
• Closure Consultant
## SPAC Staffing Updates

<table>
<thead>
<tr>
<th>COST</th>
<th>CENTRAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beryl Gwan</strong></td>
<td><strong>Lilly Liu</strong></td>
</tr>
<tr>
<td>Sr. Manager</td>
<td>Manager</td>
</tr>
<tr>
<td><strong>Binita Shah</strong></td>
<td><strong>Mary Miller</strong></td>
</tr>
<tr>
<td>Cost Accountant</td>
<td>Accountant</td>
</tr>
<tr>
<td><strong>Amy Sallese</strong></td>
<td><strong>Colin Fleming</strong></td>
</tr>
<tr>
<td>Pt Cost Accountant</td>
<td>Accountant 1</td>
</tr>
<tr>
<td><strong>VACANT</strong></td>
<td><strong>Marcelle Finyom</strong></td>
</tr>
<tr>
<td><strong>New Hire</strong></td>
<td><strong>Neli Georgieva</strong></td>
</tr>
<tr>
<td><strong>10/15</strong></td>
<td><strong>Ajesh Singh</strong></td>
</tr>
<tr>
<td>Accountant 1</td>
<td>PI Leaving -</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:SPACrelinquishing@umaryland.edu">SPACrelinquishing@umaryland.edu</a></td>
</tr>
<tr>
<td></td>
<td>D LB Closeout</td>
</tr>
<tr>
<td></td>
<td>d <a href="mailto:lb-closeout@umaryland.edu">lb-closeout@umaryland.edu</a></td>
</tr>
</tbody>
</table>
SPAC Staffing Updates

KRISTA SALSBERG, SENIOR MANAGER

TEAM RED | TEAM WHITE

Chris Hook
Accountant 1 – rs-spac-dlb-billing@umaryland.edu

Brenda Hester
Accountant - Collections
## SPAC Staffing Updates

<table>
<thead>
<tr>
<th>WHITE TEAM</th>
<th>RED TEAM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mila O’Callaghan</strong></td>
<td>Cheryl Williams-Smith</td>
</tr>
<tr>
<td>Manager</td>
<td>Manager</td>
</tr>
<tr>
<td>Financial Accountant Analyst</td>
<td>Shernett Wynter</td>
</tr>
<tr>
<td><strong>Tammira Barnes</strong></td>
<td>Financial Accountant Analyst</td>
</tr>
<tr>
<td>Financial Accountant Analyst</td>
<td><strong>Krissy Long</strong></td>
</tr>
<tr>
<td><strong>Ron Hill</strong></td>
<td>Financial Accountant Analyst</td>
</tr>
<tr>
<td>Financial Accountant Analyst</td>
<td><strong>Neda Karimi</strong></td>
</tr>
<tr>
<td><strong>Vacant</strong></td>
<td>Financial Accountant Analyst</td>
</tr>
<tr>
<td>Financial Accountant Analyst</td>
<td><strong>Jean Indrova Gonzales</strong></td>
</tr>
<tr>
<td><strong>Claude Street</strong></td>
<td>Accountant 1</td>
</tr>
<tr>
<td>Accountant 1</td>
<td>Accountant 1</td>
</tr>
<tr>
<td><strong>Shane Dubiel</strong></td>
<td></td>
</tr>
</tbody>
</table>
Deadlines

• Sponsors required dates for final reports are not the departments required dates
• In order to process final invoices accurately we need signed ROE’s in preferably 20 days in advance of due date to the sponsors and no later than 15 days to ensure delivery to the sponsor in time
• As the federal government tightens their deadlines it flows through.
<table>
<thead>
<tr>
<th>Project Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit: 00191</td>
</tr>
<tr>
<td>Project: 12345678</td>
</tr>
<tr>
<td>Project Status: Open</td>
</tr>
<tr>
<td>Start Date: 07/01/2018</td>
</tr>
<tr>
<td>Budget Start: 07/01/2018</td>
</tr>
<tr>
<td>Funded Amount: $189,223.00</td>
</tr>
<tr>
<td>PI: 123456</td>
</tr>
<tr>
<td>Dept: 12345678</td>
</tr>
<tr>
<td>Location: ON</td>
</tr>
<tr>
<td>Tran LOC ID:</td>
</tr>
<tr>
<td>FA Rate Type: REONC</td>
</tr>
<tr>
<td>FA Base: MTDC</td>
</tr>
<tr>
<td>Sr. Accountant: Williams-Smith, Cheryl L.</td>
</tr>
<tr>
<td>Grant Num: 029814</td>
</tr>
<tr>
<td>Final Invoice Date: 08/29/2019</td>
</tr>
<tr>
<td>AR items by Project</td>
</tr>
</tbody>
</table>

**Deadlines**

Do you agree at setup? We can move this date back in order to comply.
VA Invoicing Update

- List to VA of 151 Awards for expense to 6/30/18 of which 9 had current PO’s
- Total outstanding Expense unpaid $4M
- Received 55 new PO’s to replace rejected or old PO’s
- Allows us to bill 2.7M of the outstanding Expense
- SPA is not accepting awards without PO #’s assigned
VA Invoicing Update

• New process - SPA/SPAC will receive any new awards with required PO to a Distribution List
• Just like Federal awards, SPAC will set up award and email the PI, SPA and the department DL
• Each month, SPAC runs a “Pre-Award” list (those projects that have not received the PO)
• This list will be sent to the VA, SPA and SOM
Lockbox Update

• Just a reminder, for Lockbox Expedited payments:
  – Lockbox Services Box # **41428**
    University of Maryland, Baltimore
    7175 Columbia Gateway
    Columbia, MD 21046
Audits and Reviews

Legislative Audit
- SOM
  - Psychiatry
  - Cardiac Surgery
  - Oncology (CRF)
- SSW
- SOP
- SON

General Processes
- Draw process
- Preaward Maint
- F&A rates
- Fringe Rates
- AR’s
  - Negatives
  - Collections

S&B will be in the office by the end of next week starting their review!
REMINDERS AND NEW STUFF
What is coming!

• SCR Reporting
  – Due by October 12th
  – For Federal Service Contracts Only
  – Esther Ndiangui from our office notified you

• Closure meetings Next 90 days
  – Defining lists of projects for departments
  – Setting up meetings to discuss action plans for closure
  – Need to get these DLB’s off the books!
What is Coming

• New DIRRF (S/B here by 9/30/2018)
  – Last updates s/b finished
  – Will send out the link, it will replace the old link
  – Be able to measure cancels and revisions and who

• SPAC_ACT (S/B here by 9/30/2018)
  • Actions for Customer Service & Training
  • Taking ideas for SPA/SPAC meetings, brown bags and customer service improvements
  • Suggestion box that will be monitored by our ADMIN
  • Not a complaint box – they still go to the management
What’s coming

• SPAC website makeover by calendar year end
• Look at email traffic – and the why (up 15-20%)
• Looking at sending bulk requests rather than 1 off ROE’s, FFR’s and invoices
• QUANTUM!!!!

http://www.umaryland.edu/quantum/
ANY questions?