SPA/SPAC UPDATE MEETING

May 19, 2016
2:30 – 4 pm
Pharmacy Hall: N203 Lecture Hall
TODAY’S AGENDA

• Financial Services Update
  – Revisions to the Study Participant Payments Procedure
  – Year End Updates

• Financial Systems Update

• SPA/SPAC Joint Updates
  – Reorganizations/Staffing Update
  – Recent State Agency Issues
  – Recent VA IPA Trainings and Enforcement

• SPA Updates
  – Research Matters
  – eSuRF
  – Kuali Coeus
  – Reminders

• SPAC Updates
  – Fringe Benefit Rate Update
  – Fair Labor Standards Act
  – Fixed EFP Changes
  – Reminders
Study Participant Payment Procedures

• Updated to incorporate recent changes
  – Requirement to show 4862 activity on projects where cash or gift cards were previously expensed
  – Physical safeguarding of cash or giftcards
    • Lockboxes or safes with combination locks that can be changed when personnel changes
    • Limiting access to cash/GCs to 1 person but have multiple people with cash/GCs
  – Availability of Gift Card System (GCS)
Study Participant Payment Procedures

Welcome to Financial Services

We provide quality service and informed leadership to the campus in areas requiring our financial expertise.

Sections

Disbursements
- Accounts Payable
- Travel
- Working Fund
- Gift Card System

General Accounting
- Capital Equipment Inventory
- Customer Billing
- Employee Equipment Acknowledgment Form (EEAF) System
- EEAF System Support

Payroll
- Payroll Calendar
- Forms
- POSC Instructions
- Non-U.S. Citizen Taxes

Policies & Procedures

Student Accounting

Financial Reporting
FY16 Year End deadlines

• FY16 PUR01 requisitions will not be approved after tomorrow (5/20)- they will be recycled with instructions to submit as a FY17 requisition

• FY16 PUR02 requisitions will not be approved after Wednesday, June 8th

• If you have an emergency FY16 procurement you must contact Joe Evans and he will instruct Fin Services as to whether we can approve it
eUMB Financials Replacement Project
Why?

- eUMB Financials/RAVEN – live since 3/23/06
- Upgraded/Modified/Enhanced/Customized the System to support our ever evolving needs – cost sharing, new FB model, Project Year to Date Salary Encumbrance to name a few
- Times are changing...
  - Market data indicates a move to new computing models
  - Mobile workforce pressures
  - Cost/Budget constraints
  - The need for better, more timely information
Why?

• The four too’s – Big, Slow, Complex, Expensive
• All on-premise ERP provides are de-investing in product develop
• The rent vs. buy movement is the new model
• Cloud computing is now 1st choice for most institutions
• Costs – capital to operating
Project Target Timeline

**FY 2016**
- May 1
- Jun 30
- Award Contract
- IT Consulting for Req. Analysis
- Gather Requirements...

**FY 2017**
- Jul 2016
  - Aug
  - Sept
  - Oct
  - Nov
  - Dec
  - Jan 2017
- Issue RFP/Evaluate Responses/Make Award/Contracting
- Phase 0 implementation planning, assemble teams, finalize scope, approach and conversion strategies etc
- Start Implementation of Cloud Finance Deployment

**FY 2018**
- Jul 2017
  - Jan 2018
  - Jun 2018
- Continue Cloud Finance Deployment...
- Go -Live

[Timeline Diagram]
SPA/SPAC Updates
2nd Quarter 2016

May 19, 2016
2:30 – 4:00 pm
SPA Personnel

- 2 open positions – Manager and Sr Administrator. Currently interviewing, in place by 7/1/2016
- Danielle Brown is currently managing both Team White and Yellow.
SPAC New Staff

- Esther Ndiangui, Sr. Contracts Accountant
- Andrew Rice, FA Team White
- Larcell Pannell, FA Team Yellow
- Nur Syeda - Intern
SPA/SPAC School/department assignment change

• As of July 1, 2016 – SPA and SPAC will be making changes to the School/Department Assignments.

• Team Yellow will be eliminated
New Assignments

### Sponsored Programs Administration - Team Assignments Effective 07/01/2016

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<thead>
<tr>
<th>Red</th>
<th>White</th>
<th>Black</th>
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<tbody>
<tr>
<td><strong>School of Medicine:</strong>&lt;br&gt;Anatomy/Neurobiology&lt;br&gt;Biomedical Eng &amp; Tech&lt;br&gt;Comp Med (Vet Resource)&lt;br&gt;Ctr for Integrative Med&lt;br&gt;Dermatology&lt;br&gt;Emergency Medicine&lt;br&gt;Family Medicine&lt;br&gt;IGS&lt;br&gt;IVY&lt;br&gt;Neurology&lt;br&gt;OB/GYN&lt;br&gt;Physical Therapy&lt;br&gt;Psychiatry&lt;br&gt;Radiation Oncology&lt;br&gt;Surgery&lt;br&gt;Ctr/Biomolecular&lt;br&gt;Ctr/Health Policy &amp; Health Serv.&lt;br&gt;Diagnostic Radiology&lt;br&gt;Epidemiology&lt;br&gt;Neurosurgery&lt;br&gt;Orthopaedics</td>
<td><strong>School of Medicine</strong>&lt;br&gt;Anesthesiology&lt;br&gt;Biochem &amp; Mol Biology&lt;br&gt;Ctr/Stem Cell Biology&lt;br&gt;CVD&lt;br&gt;CVID&lt;br&gt;Dean's Office&lt;br&gt;IMET&lt;br&gt;Microbiology&lt;br&gt;Ophtalmology&lt;br&gt;Otorhinolaryngology&lt;br&gt;Pathology&lt;br&gt;Pediatrics&lt;br&gt;Pharmacology&lt;br&gt;Physiology&lt;br&gt;Pre-clinical Res Lab&lt;br&gt;Program in Trauma&lt;br&gt;STAR&lt;br&gt;Program of Oncology&lt;br&gt;Medicine</td>
<td><strong>Proposal Development</strong>&lt;br&gt;Cardiology (Rajagopalan)&lt;br&gt;Center/Health Policy&lt;br&gt;Dermatology&lt;br&gt;Diagnostic Radiology&lt;br&gt;Ophtalmology&lt;br&gt;Otorhinolaryngology&lt;br&gt;SBTDC</td>
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<td><strong>School of Law</strong>&lt;br&gt;<strong>School of Social Work</strong>&lt;br&gt;<strong>School of Dentistry</strong>&lt;br&gt;Campus Administration</td>
<td><strong>School of Nursing</strong>&lt;br&gt;<strong>School of Pharmacy</strong>&lt;br&gt;HS/HSL</td>
<td><strong>Dinnise Felder</strong>&lt;br&gt;Shelley Tiemann</td>
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<td><strong>Sr. Grants Administrator</strong>&lt;br&gt;Grants Administrator&lt;br&gt;Analyst&lt;br&gt;Analyst</td>
<td><strong>Sr. Grants Administrator</strong>&lt;br&gt;Grants Administrator&lt;br&gt;Analyst&lt;br&gt;Analyst</td>
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State Agency Issues

• Potential Legislative Audit Finding
  – Concern that State Agencies are using Interagency Agreements to circumvent procurement regulations
  – Make sure we are actively participating in vendor agreements for services and subcontracts
State Agency Issues – DBM Approval

• Effective 7/1/2016

• All new state agency agreements will need approval from DBM
  – In FY 2016, it was just awards over $500,000

• All on-going agreements over $500,000 will have to be reviewed every year by DBM
Update on VA IPAs & Contracts

Presented by: Bryan Soronson MPA, CRA, FACMPE
VA IPA Training Highlights

- IPA Training was conducted to the community on 4/4/16 from Pamela Zgorski, VA Maryland Health Care System HR Contact
  - PowerPoint slides and information sent to those in attendance, communications continue to follow
  - Major Change: no post-doctoral fellows are permitted on IPAs
    - Those currently in process are being denied
    - Those with fully executed IPAs are to terminate early

- A few VA IPA training highlights:
  - Must enter all dates of previous IPA’s (use separate page if necessary)
  - Salary/Rate in box 14 (state salary), box 23 (rate of pay), & box 26 base salary (federal agency obligations) must match
  - Box 21 (Reason for Mobility Assignment) must provide specific explanations answering all questions
VA IPA Training Highlights continue...

• Box 22 (Position Description):
  – **list** major duties and responsibilities to be performed
  – administrative and support duties should not be listed
  – **New:** the following must be included in all IPA’s for the employee:
    • *Tour of duty* (days and hours employee will work)
    • *Location of work* (building, department, and room)
    • “*Employee is responsible for hours of duty and for notification to supervisor of any inability to be present for work.”*
VA IPA Training Highlights continue....

- Fiscal obligations, box 26: follow specific cost breakdown, see below example:

  Year 1 Fraction (Assign. Months/12): .83 (10 months)
  Base Salary: $23,000
  FTEE (60% Effort): .60
  Assignment Salary: $16,000
  Fringe Rate: 41.8%
  Fringe Cost: $6,688
  Year 1 Total VA Obligation: $22,688
VA IPA Lead Times & Suggestions

- According to Carol Roberts, Administrative Officer, Office of Research & Development (Research Service), Baltimore VA Medical Center, partially executed paperwork needed at VA Research Service at least 60 days in advance of desired employee’s start date;
  - VA HR (Perry Point) requires the paperwork in their office at least 30 days prior to the employee’s desired start date
- IPAs cannot start without the assigned employee’s approved Without Compensation Appointment (WOC)
VA IPA Temporary Project Ids

• VA has stated that they will no longer be backdating IPAs
• Going forward, all VA IPA temporary project ID requests will require the physical signature of the Dean’s Office
IPA Suggestions

• Utilize VA direct hire mechanism for new employees who are slated for 100% on an IPA
• IPA off campus F&A rate is 7.8% for FY16+
  – UMB will start discussions about adding this to IPAs
  – VA Handbook states that overhead not allowable to be added for VA IPAs. Will they enforce this?
VA Contracts

• Two types of VA contracts recommended from Carol Roberts:
  – Personnel Services Contract
  – Consulting Services Contract

• Lead time for processing VA contracts is at least 90 days

• Contracts will be submitted with our negotiated rate
  – 26% for off-campus awards
VA Contacts

• Pamela Zgorski, Program Specialist HRMS, VA Maryland Health Care System 410-642-2411 ext. 5201, pamela.Zgorski@va.gov.

• Carol Roberts, Administrative Officer, VA Research and Development, Baltimore VA Medical Center, 410-605-7000 ext. 6706, carol.roberts3@va.gov.
• Questions?
SPA Updates
2nd Quarter 2016

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Research Matters

• A new forum that will allow all UMB personnel to search for answers to their questions and/or receive an answer to a question that has never been asked before.
eSuRF

- eSuRF will be shutting down on June 1, 2016.
- Campus will be required to use the electronic Subaward Request Form.
- Scope of Work and Budgets will be required for all actions.
- Subaward Request form can be accessed at SPA’s website under SPA forms.
- We are also now providing a Subaward Budget template form.
Kuali Coeus

• NIH Form Set D should be put into production this weekend (5/21/2016). Unless problems arise.

• Proposals that involve other Schools or Department personnel:
  – Provide View Access to the Administrator and Dean’s office for the Key Person; or
  – Require routing of all Key Personnel; or
  – Require a new DRIF form to be used.
Reminders

• When routing proposals that have corporate sponsors, there are only four choices for activity type
  – Corporate Research - CME Corporate
  – Corporate Clinical Trial - Corporate Other Activities

• 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.

• You must use the Subrecipient Commitment Form if you have a subrecipient within your proposal. SPA staff have been given instructions to hold your proposal until the form is in KC.

• Getting your Proposals in early
SPAC Updates
2nd Quarter 2016

May 19, 2016
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Pharmacy Hall: N203 Lecture Hall
# FY 17 Fringe Benefit Rates

<table>
<thead>
<tr>
<th>Apply to Accounts</th>
<th>FY16 Finalized</th>
<th>FY17+ Finalized</th>
<th>Fringe Account</th>
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<tbody>
<tr>
<td>Faculty</td>
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<tr>
<td>1011 – Faculty 9/10 Month</td>
<td>23.4%</td>
<td>26.4%</td>
<td>2790 - Fringe Rate Faculty</td>
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<tr>
<td>1012 – Faculty 12 Month</td>
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<td>Staff</td>
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<tr>
<td>1013 – Exempt Staff</td>
<td>35.1%</td>
<td>40.9%</td>
<td>2791 - Fringe Rate Staff</td>
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<td>1014 - Non-exempt Staff</td>
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<tr>
<td>Legislated Benefit</td>
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<tr>
<td>2071 – Faculty</td>
<td>8.4%</td>
<td>8.5%</td>
<td>2793 - Fringe Rate Legislated Benefit</td>
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<tr>
<td>2072 - Exempt Staff (C1)</td>
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<tr>
<td>2073 – Non-exempt Staff (C1)</td>
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<td>2074 - College Work Study (CWS) (Summer)</td>
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<td>2075 - Student (other than CWS) (Summer)</td>
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<td>2080 – Summer Salaries</td>
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<td>2110 – Overtime</td>
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<td>2120 – Shift Differential</td>
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<td>2130 - On-call Pay</td>
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<td>Limited Benefit</td>
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<tr>
<td>1021 - Post Docs/Fellows</td>
<td>25.8%</td>
<td>26.1%</td>
<td>2792 – Fringe Rate Limited Benefit</td>
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<tr>
<td>2090 - Contractual Employee (C2)</td>
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Fair Labor Standards Act (FLSA)

• Long awaited new regulations published on Wednesday
• Takes effect on December 1, 2016
• Sets the overtime wage threshold at $47,476 per year
• Graduate and undergraduate students who are engaged in research
  – Exempted from this new regulation because they are in an educational rather than an employment relationship
• Graduate students whose primary duty is teaching or serving as teaching assistants
  – Exempted under the teaching exemption
FLSA and Post Docs

• Post Docs were not exempted from the regulation
• New threshold is above the first three levels of the NIH NRSA post doc minimums
• NIH responded by saying that they were going to increase these minimums so that all were above the new threshold
Fixed EFP Changes

• Fixed EFPs are the Employee Funding Profiles in HRMS used when a retroactive pay is effective for pay periods in the prior fiscal year(s)

• More to be covered in the Commit Accounting Rollover meeting
  – June 2\textsuperscript{nd}, 9:00 SON Rm. 140
Fixed EFP Changes

• Exempt Employees
  – No Fix EFPs
  – All prior year retropays will fall to the PCA

• Non Exempt and Hourly
  – Fixed EFPs for 4 pay periods of previous fiscal year to accommodate retropays resulting from timesheet completion
  – Retropays going back more than 4 pay periods will fall to PCA
SPAC Reminders

• March effort forms are due Tuesday, May 24th
Final Notes

• Presentation will be available on SPA and SPAC websites

• Thanks for joining us today!
Questions?