The New SPAC 2022
Follow-up After Implementation

RAC
November 2022
Virtual

By: Michelle Ward and Rama Camara Spasic, Directors SPAC
Sponsored Projects Accounting & Compliance
SPAC AGENDA

- SPAC Issues Encountered
- Child Request Form
- Questions
- Overview of Reorg
Issues Encountered

- Out of Office Messages Old Box
- Bounce Back New Box
- Sending to old mailboxes
- “Don’t know who to send to”
- Delay in award setup and maintenance
Out of Office Messages

- Took forever to get the OOO messages on our old boxes
- Once they were put on they were incorrect for SPAC setup

RS-SPAC Setup

spacsetup@umaryland.edu
Bounce Backs New Box

- Only got a few messages for bounce backs
- We believe the issue was the OOO messages were giving the wrong setup email
- Repeating again
  - RS-SPAC Setup
  - spacsetup@umaryland.edu
Sending To Old Box

- Limited time that these boxes will be monitored
- Messages include our contact list on our site: https://www.umaryland.edu/media/umb/af/spac/contact/New-SPAC-Contact-List-11022022-LS.pdf
- If you send to the old box after November – the item will not be processed
“Don’t Know Where to Send”

- Several emails from people stating that they did not know where to send their request
- Bill question – bill team or Krista
  - Source = 315
  - Billing basis = cost, schedule/Cost
- Setup question – setup team or Deborah
- FFR question - FFR team (QA) or Hamid
  - Source = 315
  - Billing basis = LOC
  - Reporting purposes only
- Collection/Cash question – CAR team or Janel
- Cost question – Cost Team or Beryl
“Don’t Know Where to Send”

- Bill question – Michelle Ward
- Setup question – Michelle Ward
- FFR question - Rama Camara Spasic
- Collection/Cash quest – Rama Camara Spasic
- Cost question – Rama Camara Spasic
Award Setup delay

• Delay in issuing new awards and account maintenance.
  – Due to increased workflow volume
  – Short staffed
    Expect at least 10 - 14 day delay.
If urgent, contact setup manager or director
DocuSign Child Request Form

We released the Form on 11/4/22 and link is https://www.umaryland.edu/spac/sponsored-projects-accounting-and-compliance-spac/forms/

Allows for routing of approvals. More DocuSign documents coming your way!
SPAC REFRESH
THE VALUE OF FUNCTIONAL SILOS

Deliver Business Objectives
SPAC

WHAT WE DO

Setup Projects
Bill Non-Federal Projects
Bill Volume/Milestone/Schedule
Bill Fed award (not LOC)
Federal Financial Reporting (LOC) & Quality Assurance
Collections & Accounts Receivable
Cost Analysis & Compliance
Management

Laura Scarantino AVP
lscarantino@umaryland.edu
410-706-2562

- Setup
- Billing (non-fed, VMS, Fed)

Michelle Ward Director
Michelle.ward@umaryland.edu
410-706-2889

- Quality Assurance (QA) – FFR’s
- Collections & Accounts Receivable (CAR)
- Cost Analysis

Rama Camara Spasic Director
rcamaraspasic@umaryland.edu
410-706-7559
Management

Michelle Ward, Director

- Billing
  - Krista Salsberg, Assistant Director
    - Krissy Long, Manager
    - Non-fed billing
    - Danijela Macakanja, Manager
    - VMS & Fed Billing

- Setup
  - Deborah Alleyne, Manager
Rama Camara Spasic, Director

- Quality Assurance QA/FFR Reporting
  - Hamid Badiei-Boushehri, Manager

- Collections & Accounts Receivable (CAR)
  - Janel Williams, Supervisor

- Cost Analysis and Compliance
  - Beryl Gwan, Sr. Manager
Deborah Alleyne – Manager
Dalleyne@umaryland.edu

Fatima Ahmad Accountant 1

Ruben Gomez Accountant 1

Anchara Maharjan Accountant 1

Tyler Williams-Page Accountant 1

Brenda Hester - Accountant
CONTACT SPA SETUP TEAM

RS-SPAC Setup

spacsetup@umaryland.edu
When is my project going to be set up?

My project is set up wrong

The PI, Sponsor or F&A is wrong on the project

Why is my project set up this way?

Why can’t I have multiple projects?

Why are the projects on different awards?
CONTACT SETUP TEAM FOR

- Need cost share on my award
- Question on child project
- Questions on Temp Awards unless it is to setup a Temp that goes to SPA
- My budget is wrong on my award
- My budget is not showing up in QA
- Questions on NCE, expirations
Billing Team is overseen by

Krista Salsberg
Assistant Director
410-706-6786
ksalsberg@umaryland.edu
Contact Billing Team For:

- Where is my bill
- I need to do adj on my ROE
- Why did you bill this way
- Questioned costs on billing
- Need to bill this project
- Sponsor contacted me about a bill
NON-FED BILLING Team

Krissy Long—Manager

Kyle Newman, Financial Analyst
Janet Nguru, Financial Analyst
Shelly Shirk, Financial Analyst
Claude Street, Financial Analyst
Shernett Wynter, Financial Analyst

KRISY LONG
Manager
410-706-2927
Krissy.long@umaryland.edu
CONTACT SPA NON-FED BILLING TEAM

RS-SPAC Billing Non Fed
billnonfed@umaryland.edu
CONTACT SPA VMS BILLING TEAM

RS-SPAC Billing Vol_Mile_Sched

billvms@umaryland.edu
FEDERAL COST SCHEDULE/COST BILLING Team

Danijela Macakanja – Manager
DANIJELA MACAKANJA
Manager
410-706-2938
dmacakanja@umaryland.edu

Esther Ndiangui, Sr. Financial Accountant

Sienna Kelly, Accountant 1

VA/DOD Billing, Accountant 1
The Other Side of the House
What is the Other Side of the House?

- FFR’S / QUALITY ASSURANCE
- COLLECTIONS & ACCOUNTS RECEIVABLE/(CAR)
- COST ANALYSIS & COMPLIANCE
FFR Reporting and Draws Team Quality Assurance

Hamid Badiei-Boushehri, Manager

Ajesh Singh, Sr. Accountant - Draws

Leidy Duran, Financial Analyst – FFR’s

Sedrick Henry, Sr. Accountant - QA

Vacant, Financial Analyst - QA

Vacant, Accountant 1 - QA

HAMID BADIEI-BOUSHEHRI
Manager

hboushehri@umaryland.edu
410-706-2430
CONTACT  FFR/Quality Assurance Team

RS-SPAC Fed Fin Report

spacffr@umaryland.edu
Who is managing my FFR’s?

Federal Financial Reporting (FFR) is not billing

There are different requirements for federal reporting than there is for billing

Reporting is normally done on a quarterly, semi-annually, annually or at the end of an award

These awards will no longer be handled by the billing teams.
CONTACT FFR TEAM FOR

- I need my FFR submitted
- Why was my FFR submitted for that amount
- My FFR seems incorrect
- Question on Draws
- Who can sign my FFR
- Why was my FFR submitted w/out sig
Quality Assurance Duties

• Reconciliations
• Refunds
• Relinquishments- **PI departure Form** or you can reach out direct to **spacrelinquishing@umaryland.edu**
• Audits
• Year End- financial close
• Letter of Credit or similar Draws/requests
• FFR Reporting
Collections and AR (CAR)

- Janel Williams AR, Supervisor
- Sui Lia, Financial Analyst AR
- Khadija Riaz, Accountant 1 AR
- Vacant, Collection Specialist
CONTACT CAR TEAM

RS-SPAC Collections

spacollections@umaryland.edu
Questions for CAR

- Have you received my payment?
- I need a vendor form filled out.
- Why is my payment not showing posted?
- Do you have instructions on how to send invoice payment through wire transfers?
- How do I obtain a W-9 for a sponsor?
- Can I receive the original invoices with my collection letter?
- Banking information
Cost Analysis & Compliance

Beryl Gwan, Sr. Manager
Tracy Nyugen, Cost Accountant
Amy Sallese, Cost Accountant
Binita Shah, Cost Accountant
Plangi Dakum, Accountant 1
CONTACT Cost TEAM

RS-Effort Reporting Help
effort@umaryland.edu
Questions for Cost

- How to do a DR or a BR
- How do you calculate fringe
- Where is our fringe letter
- Where is our F&A letter
- F&A rates question
- Service Center questions
- Effort questions
Don’t send Administrative Questions to Teams
send administrative questions – surveys, etc. to Nathan
Send billing questions to billing
send setup questions to setup
FFR Questions to FFR
send questions that don’t fit to your managers or directors
Administration

I have a survey that needs to be filled out

I need audited financial statements

I need an A133 subrecipient survey filled

Need vendor banking information (if CAR did not answer)

Any pre-award needs should start with SPA and if need further information will come to Nathan
Just use our administrivia Links

- [https://www.umaryland.edu/spac/](https://www.umaryland.edu/spac/)

Nathan has always been here and sits behind these links.
YOUR VOICE MATTERS.
Questions

Any Questions