The New SPAC 2022
Follow-up After Implementation

RAC
November 2022
Virtual

By: Laura O. Scarantino, MSF, CPA
AVP Sponsored Projects Accounting & Compliance
SPAC AGENDA

- SPAC Issues Encountered
- Questions
- Child Request Form
- Questions
Issues Encountered

- Out of Office Messages Old Box
- Bounce backs New Box
- Sending to old mailboxes
- “Don’t know who to send to”
- Internal Routing Issues
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

- I am sending messages to those that are sending to the old box
- Messages include our contact list on our site [https://www.umaryland.edu/media/umb/af/spac/contact/New-SPAC-Contact-List-11022022-LS.pdf](https://www.umaryland.edu/media/umb/af/spac/contact/New-SPAC-Contact-List-11022022-LS.pdf)
- Limited time that these boxes will be monitored
- 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
- Setup question – setup team or Deborah
- FFR question - FFR team (QA) or Hamid
- 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
Internal Routing Issues

- Nothing for you to worry about
- We have worked diligently with the CITS Team to rectify this situation
- Still working on some items
DocuSign Child Request Form

We will be releasing instruction and link 11/4/2022!

### Sponsored Projects Accounting and Compliance (SPAC)

### CHILD PROJECT REQUEST FORM

<table>
<thead>
<tr>
<th>PARENT PROJECT INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent PI Name</td>
<td>Michelle Ward</td>
</tr>
<tr>
<td>Award #</td>
<td>1903020</td>
</tr>
<tr>
<td>Parent Project #</td>
<td>19030203</td>
</tr>
</tbody>
</table>

### INFORMATION FOR CHILD PROJECT SET UP

| Project PI Name         | Michelle Ward |
| School                  | School of Pharmarcy |
| Department              | PSC |
| Project Title           | Measurement of Mental Ions and HPHCs |
| Period of Performance   | Start Date: 09/01/2020    | End Date: 08/21/2021 |
| Activity Type           | X Research, Other Sponsored Activity, Fellowship (Pre) |
|                         | Services, Clinical Trial, Fellowship (Post) |

Note: If the activity type is different from the parent, please provide an explanation of the work being performed under “Remarks” on page 2.

Allows for routing of approvals. More DocuSign documents coming your way!
SPAC REFRESH
SPAC

THE VALUE OF FUNCTIONAL SILOS

Deliver Business Objectives
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

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

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

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

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

Team

Deborah Alleyne – Manager
dalleyne@umaryland.edu

DEBORAH ALLEYNE
Manager
410-706-0487
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
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Krista Salsberg</td>
<td>Assistant Director</td>
<td>410-706-6786</td>
<td><a href="mailto:ksalsberg@umaryland.edu">ksalsberg@umaryland.edu</a></td>
</tr>
</tbody>
</table>
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
CONTACT SPA VMS BILLING TEAM

RS-SPAC Billing Vol_Mile_Sched

billvms@umaryland.edu
CONTACT SPAC FED BILLING TEAM

RS-SPAC Billing Fed

billfed@umaryland.edu
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

Hamid Badiei-Boushehri
Manager
hboushehri@umaryland.edu
410-706-2430

Ajesh Singh, Sr. Accountant - Draws

Leidy Duran, Financial Analyst – FFR’s

Sedrick Henry, Sr. Accountant - QA

Vacant, Financial Analyst - QA

Vacant, Accountant 1 - QA
CONTACT SPA VMS BILLING 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](mailto:PIdepartureForm) 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
spaccollections@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
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
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