

C1: Sponsored Research Accounting and Compliance (SPAC)

C2: Sponsored Awards Financial Officer Signatory

C3: Delegation of AVP Signatory Authority as Financial Officer on Sponsored Award Documents

Approval Date: 7/30/2024 Revised 7/23/2025

Link:

PURPOSE

To document the delegation of signing authority of the Sponsored Projects Accounting and Compliance (SPAC) Financial Officer to the appropriate persons within SPAC.

APPLICABILITY

Below are the authorized financial signers for the types of documents listed below. As a financial signor, those individuals can sign as the SPAC Financial Officer and will become the Central Office financial contact person to the sponsor.

INSTRUCTION

Many Sponsors require a signature from a Financial Officer of the University to complete certain sponsored documents. This could include but not limited to:

- BUDGET
- GRANT/CONTRACT FINANCIAL MANAGEMENT
- INVOICING
- FINANCIAL REPORTING TO SPONSOR
- FINAL FINANCIAL REPORTING FOR GRANTS AND CONTRACTS
- PAYMENT COLLECTION (LIMITED)

The Assistant Vice President (AVP) has been delegated this authority **FOR SPONSORED AWARD RELATED DOUMENTS ONLY** from the leadership of the university. In order to streamline processes and have a signatory that is closer to the process, the AVP is delegating the signing authority **FOR SPONSORED AWARD RELATED DOCUMENTS ONLY** as follows.

NON- FEDERAL AWARDS

1. State or Local awards
 - a. Krissy Long - Manager Non-Fed, krissy.long@umaryland.edu
2. Private or Foundation Awards
 - a. . Krissy Long – Manager Non-Fed , krissy.long@umaryland.edu
 - b. Danijela Macakanja – Manager VMS, dmacakanja@umaryland.ed
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FEDERAL AWARDS

1. Letter of Credit Awards:

a. Hamid Boushehri – Manager Quality Assurance, hbboushehri@umaryland.edu

2. Federal Contracts

a. Danijela Macakanja, Manager VMS, dmacakanja@umaryland.edu

b. Esther Ndiangui, Sr. Contracts Specialist, endiangui@umaryland.edu

3. Federal VA or Department of Defense

a. Danijela Macakanja, Manager VMS, dmacakanja@umaryland.edu

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COLLECTION AND ACCOUNTS RECEIVABLE

Janel Williams – Supervisor Collection and Accounts Receivable (CAR), spacollections@umaryland.edu

For Sponsor Forms that require banking information only

QUESTIONAIRES

Subrecipient – These should be routed first to SPA who will reach out to SPAC if there are financial questions

Internal Control – Most answers can be found at this [link](#)

A133 Certification – send your request to nhollaway@umaryland.edu

ALTERNATE CONTACT INFORMATION

If you are unable to reach those listed above, the Directors below will ensure that your document will be signed off by the appropriate person:

Rama Camara-Spasic, Director, rcamaraspasic@umaryland.edu

Letter of Credit Awards

Collection or Accounts Receivable Documents

Effort Documents

OR

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Michelle Ward, Director, michelle.ward@umaryland.edu Non-Federal Awards
Federal Contracts
VA or Department of Defense Awards
Volume Milestone or Schedule Awards

SPONSORED PROJECTS ONLY

The SPAC AVP or their delegates do not have authority to sign as the financial officer of the university on financial documents **not** related to sponsored projects.

RELATED PROCEDURES OR GUIDANCE

SPA – INSTITUTIONAL INFORMATION FOR PROPOSALS <https://www.umaryland.edu/spa/developing-proposals/institutional-information-for-proposals/>