



Sponsored Programs Administration Refreshers and Knowledge Sessions

Tuesday, July 21, 2026

9-10am

SPA and SSAS: Procurements and Sponsored Programs

Presented by:

Ron Eshleman: Associate Director, SSAS

John Evermann: Executive Director, SPA

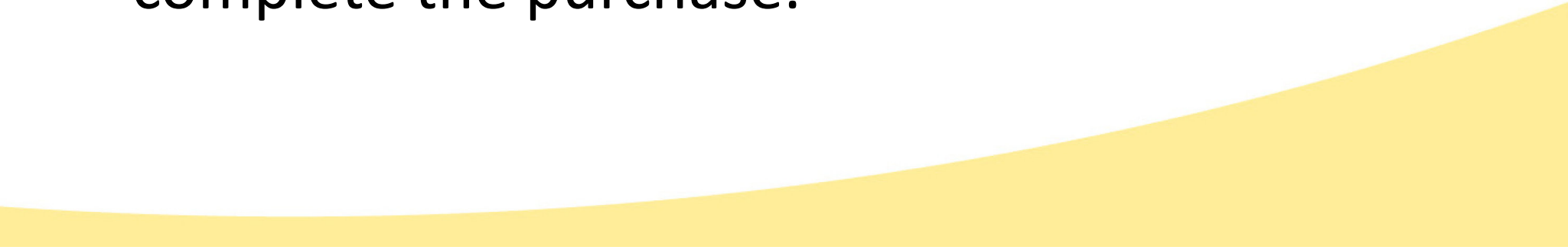


Core Purposes & How we intersect

- **SPA** focuses on **compliance, stewardship, and administration of sponsored awards**. Its role is to ensure that proposal submission, award negotiation, and post-award management align with sponsor requirements, federal regulations, and institutional policies.
- **Strategic Sourcing** focuses on **procurement efficiency, vendor management** and contract management, ensuring that goods and services—and contractual obligations—are handled competitively, cost-effectively, and in compliance with procurement policies and procedures.



Core Purposes & How we intersect 3

- SPA handles the **rules of the research**. They process grant proposals, secure the money from external sponsors, and ensure compliance with federal laws.
 - **Strategic Sourcing** handles the **how and from whom** your department buys goods and services. They look for the best overall value, working with reliable suppliers in order to complete the purchase.
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Core Purposes & How we intersect 2

SPA gets the "permission and the budget" for your road trip. Strategic Sourcing builds the "car and negotiates the gas prices" so you can finish your drive.



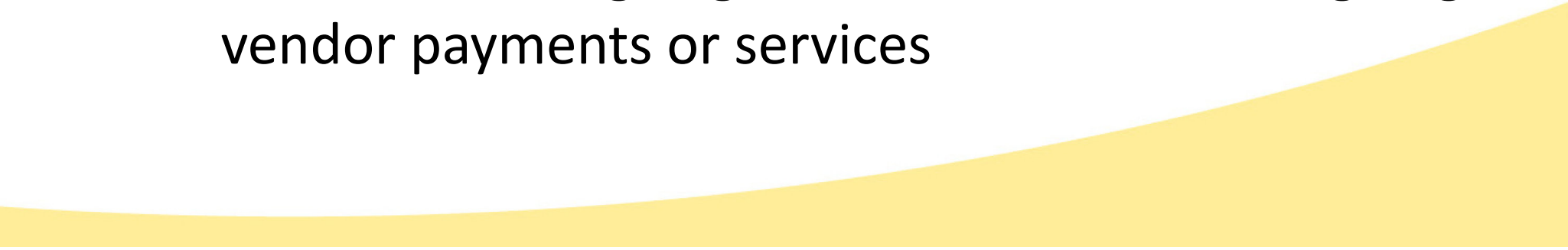
SPA's Role in the Research Lifecycle

- **SPA** is engaged from **proposal development through award closeout**, including:
 - Budget development and review
 - Sponsor negotiation and award acceptance
 - Ongoing sponsor/award management
 - Financial compliance and reporting oversight
 - In coordination with SPAC
- Primarily INCOMING funds to UMB*
(*except when a sponsored subaward is needed)

SSAS's Role in the Research Lifecycle

- **Strategic Sourcing** operates primarily **post-award**, supporting:
 - Vendor sourcing and contract negotiation
 - Purchasing goods and services needed to execute the project
 - Ensuring procurements align with USM's Procurement Policies & Procedures
 - NOTE: SSAS does NOT facilitate or assist in the payment of Purchase Orders. Once the PO is issued, please direct any payment inquiries to Accounts Payable (OOTC).
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SPA: Regulatory and Compliance Responsibilities

- **SPA** ensures compliance with:
 - Federal regulations (e.g., Uniform Guidance / 2 CFR 200, Federal Acquisition Regulations, others)
 - Sponsor-specific terms and conditions
 - Allowability, allocability, and reasonableness of costs
 - Other than outgoing subawards, SPA is not authorized to sign agreements related to outgoing vendor payments or services
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- A yellow decorative shape, resembling a wide, upward-curving arrow or a stylized 'L' rotated 90 degrees, is positioned in the bottom right corner of the slide. It has a soft gradient and a slightly irregular, hand-drawn appearance.

SSAS: Regulatory and Compliance Responsibilities

- **Strategic Sourcing** ensures compliance with:
 - USM along with certain State of MD Procurement policies and procedures.
 - Supplier selection and contracting standards
 - **Proper documentation and processing for vendor payments** such as W-9 Forms to ensure audit readiness
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Key Differences

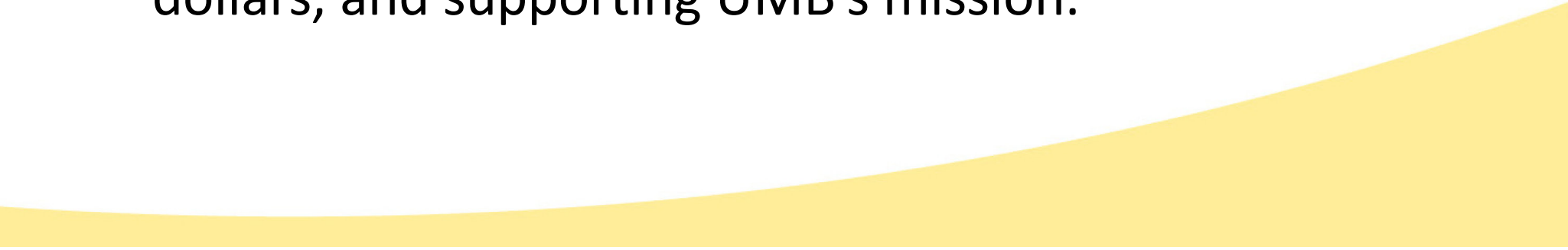
SPA	SSAS
Oversees sponsored award administration	Oversees procurement efficiency and process*
Focuses on regulatory compliance & stewardship	Focus on cost efficiency, sourcing, and contract management
Engages with sponsors and principal investigators (PIs)	Engages with vendors and internal end-users and departments
Determines if costs are allowable	Determines how purchases are sourced and vendors are paid
Prepares outgoing subaward agreements	Outgoing subaward agreements are paid via PO

*SSAS does NOT facilitate or assist in the payment of Purchase Orders. Once the PO is issued, the payments and any payment inquiries are handled by Accounts Payable (OOTC).

Areas of Intersection

- Both functions intersect on **allowable and compliant spending of sponsored funds**
 - Close coordination is required for:
 - Subawards vs. vendor determinations
 - Large or complex purchases
 - Vendor payment documentation and justification
 - Alignment helps avoid **disallowed costs, audit findings, payment delays, and disruptions to research**
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Key Takeaways for the UMB Research Community

- SPA and Strategic Sourcing serve **distinct but interdependent roles**:
 - **SPA** ensures you *can* spend funds (from a compliance and sponsor perspective)
 - **Strategic Sourcing** ensures you *spend appropriately and all contractual obligations are met*
 - Effective collaboration among investigators, SPA, and Strategic Sourcing is critical to maintaining compliance, ensuring timely vendor payments, maximizing research dollars, and supporting UMB's mission.
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Streamlining Tips

Departments → Ensure KR proposal indicates subrecipients and vendors on the budget, with supporting sub documentation

SPA is then able to ensure initial awards are processed to SPAC indicating subs for easier subaward request in KB and downstream processing



Streamlining Tips (cont.)

From SSAS, before submitting your requisition:

- The subrecipient agreement must be signed by both parties.
- Put the start/end dates, and the PI's name in the Notes field.
- Ensure that you select “ CS-Subcontract” as the category
- PO's can never exceed the Total Funds Obligated to Date

All No-Cost Extensions, De-Obligation Amendments, and general questions for SSAS regarding subrecipient PO's should be sent to: **subrecipient_po@umaryland.edu**

Questions?

....and THANK YOU!

