

SPAC

- **Presenters:**
- Deborah Alleyne: Setup Manager
- Krissy Long: Non-Fed Billing Manager
- Danijela Macakanja: VMS & Fed Billing Manager
- Krista Salsberg: Assistant Director
- Michelle Ward—Director
- Rama Camara Spasic –Director
- Beryl Gwan: Assistant Director



1. Setup Team Overview
2. Closeout Process
 - Billing NonFed
 - VMS
 - Final Closeout
3. OSN (Oracle Social Network) Update
4. 7062 & 7072 Process
5. Effort & Direct Retros (DRs) platform Updates
6. FY25 Fringe Benefit Rate Update
7. DHHS Salary Cap Increase
8. Effort Certification Compliance Update
9. HCM Update
10. Other General Information

SETUP TEAM – The Ideal Successful Process

SETUP



BILLING



COLLECTIONS



WELL-BEING and SUSTAINABILITY | INNOVATION and DISCOVERY

SERVICE EXCELLENCE and ACCOUNTABILITY | EQUITY and JUSTICE | RESPECT and INTEGRITY

SETUP TEAM - Overview

- What We Do?
 - Award / Project setup actions
 - New and Temp Awards/PIDs
 - Finalizations, NCE, Supplements
 - Continuations, Budget Modifications
 - Child Accounts, OTC/CCS
 - PI or Department Changes
 - Bill-to Site Maintenance
 - Bi-weekly Pre-Payroll Error Report Review
 - Processing timeline goal: 3-5 days (receipt from SPA to completion in Quantum)
- Team consists of 5.5 FTEs
- Approvers (< 2 days)
 - LOC – Hamid Badiei-Boushehri
 - Cost – Krista Salsberg
 - Contracts – Esther Ndiangui
 - Volume – Michelle Ward
 - Milestone / Schedule / Schedule-Cost – Laura Scarantino

Email: spacsetup@umaryland.edu (RS-SPAC Setup)

SETUP TEAM – Challenges

- KR Information
 - Incorrect Sponsor
 - Missing Onsite/Offsite designation
 - Missing F&A rate/Incorrect F&A rate
 - Incorrect Org in Supplemental Information tab
- Notice of Award (NOA) or agreement
 - Missing billing point of contact (POC) information
 - Unclear billing instructions (i.e., Fellowships)
- CCS
 - SOAPF always needed (non 3xx Source)
 - Cannot have a 285 source code

SETUP TEAM – Challenges (cont.)

- New Award
 - Different PO/Subaward #/DOC ID/Sponsor Funding Source (new funding window)
 - Carryover restricted
 - Sponsor does not approve cumulative billing (Non LOC)
 - Change of Organization/Department
- New PID
 - Continuation if carryover not automatic (LOC)
 - Continuation with automatic carryover where Sponsor wants separate accounting per budget year
 - Supplement on an existing Award – denoted by ‘S’ in the PID
 - Child Accounts – denoted by ‘C’ in the PID
- Finalizations
 - Start date later than on Temp Award
 - End date earlier than on Temp Award
 - Sponsor different than Temp Award
 - Billing basis change from/to LOC or Volume
- Child Accounts
 - F&A missing from Child Account requests

SETUP TEAM – Challenges (cont.)



- Things we **cannot** change on an Award
 - Sponsor
 - Any part of the SO*APF if expenses have posted to the Award
 - Billing Basis from LOC or Volume to anything else and vice versa

*Note - If the Org changes and expenses have posted, we have to create a New Award.

SETUP TEAM – Reminders



IMPORTANT

- Billing Basis
 - Volume – initiated by Dept
 - Milestone – initiated by Dept
 - Schedule – set amount at set interval.
 - Schedule/Cost – set amount at set interval with refund of unspent \$s
 - Cost – Monthly or Quarterly
- Review the setup notification email for errors
- Include F&A on Child Account requests and indicate if subaward on child (DocuSign Child Account link {SPAC-Forms} and instructions {SPAC-Policies and Procedures-Guidance} on our SPAC website)

Who Are we?

Bill Non-Federal Team



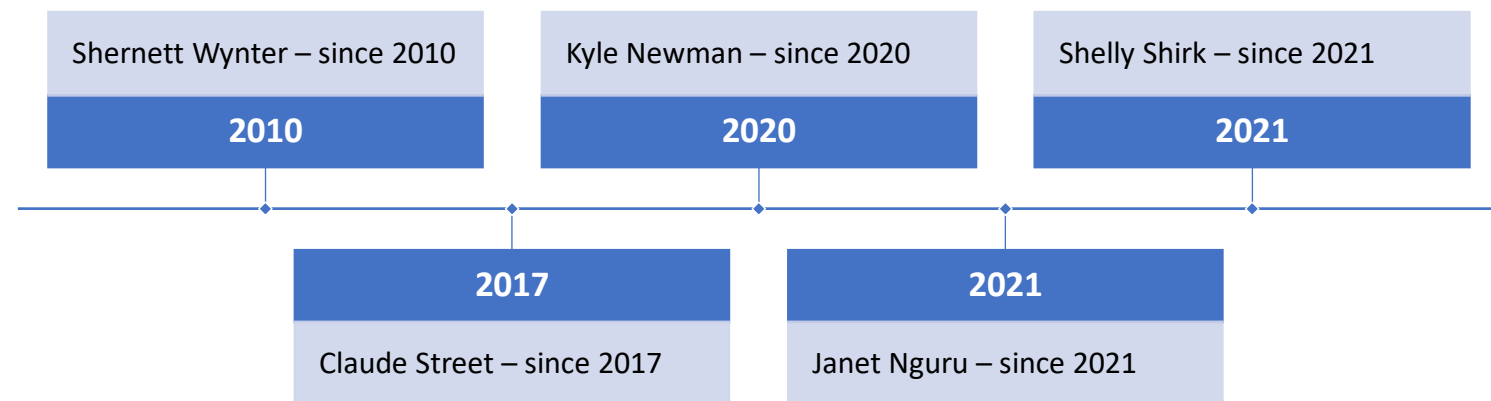
UNIVERSITY of MARYLAND
BALTIMORE

ADMINISTRATION AND FINANCE

Need us? billnonfed@umaryland.edu

Krissy Long- Manager Krissy.long@umaryland.edu

Star Players:



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Closeouts

Bill Non-Federal Team



ADMINISTRATION AND FINANCE

Policies that relate to billing:

1) UMB policy on SPAC Contract and Grant Billing – Approved September 7, 2023

<https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/policies/viii-800a.php>

2) UMB Policy on SPAC Sponsored Award Closeout – Approved March 21, 2024

<https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/policies/3702b.php>



A Closer Look....

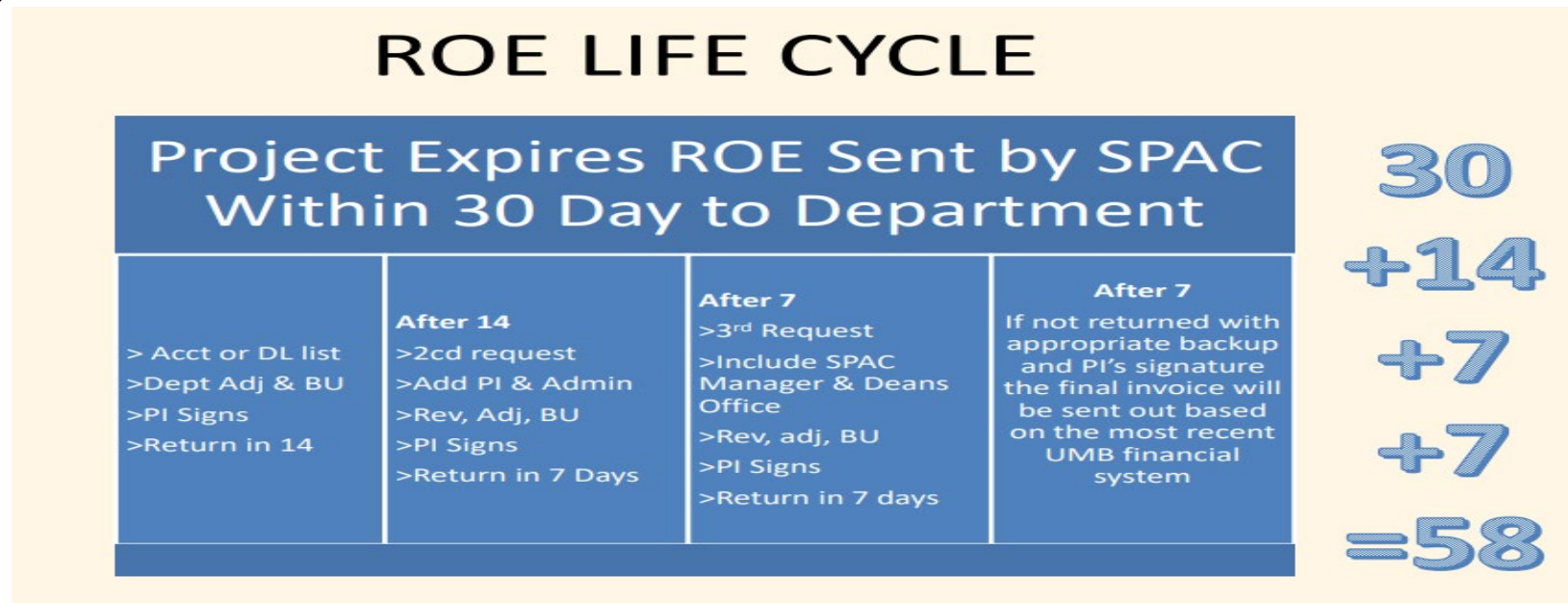
Bill Non-Federal Team



ADMINISTRATION AND FINANCE

The Non-Fed team refers to the final financial report as the Report of Expenditure (ROE). Standard ROE life cycle is 58 days.

There are exceptions with shorter turnaround times. Please note the adjusted schedules and return dates when received.



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For closeouts and sign-offs on ROE

- You must ensure the following:
 - If the account has a deficit, please provide your funding SOAPF for this deficit.
 - If there are raw commitments on this project. Please ensure that all invoices associated with this PO have been processed. If the raw commitment is no longer valid, please email your procurement contact (and cc this team) to have it removed.

For closeouts and sign-offs on ROE- cont.

- If there is activity on account codes (7062/7072). Please make sure the balances are zero. *If these balances are not zero after the award/PID is closed, the department will be responsible for covering those additional costs.*
 - If there are still balances after the close, the QA team will follow up quarterly.
- Effort reports for the award are certified within 120 days of the expiration date of the project.
- Failure to return an ROE by the “no later than date” will result in an unofficial invoice being sent to the sponsor for posted expenses in Quantum Financials
 - Billing for additional trailing requires sponsor approval.

Reminders

Bill Non-Federal Team

- SPAC does not manage or create SOAPFs. Please contact business applications at DL-BFBusinessApplications@umaryland.edu
- SPAC cannot move expenses, we can only process deficit/surplus entries to your non-sponsored SOAPF.
- List of **valid non-sponsored** SOAPF's can be found on the Quantum Home Page under the Campus Reports icon, running the QFN122-SOAPF Combo Report and filtering OUT the following Sources: 285, 315, 335, 345, 365, and 375 (with "Enabled_Flag" filtered on "Yes")
- Salary and fringe via Budget Retro (BRs) and Direct Retros (DRs).
- All others via debit memos.

Reminders

Bill Non-Federal Team

- Copy of invoices can be found directly in Quantum Financials using following system navigation:
 - Menu (top left) > Contract management > CONTRACTS > ENTER AWARD # (click hyperlink)> GO TO DOCUMENTS TAB > LOCATE INVOICE

We are here to help!

VMS/Fed Cost Billing Team

VMS = Volume/Milestone/Schedule Awards
You can reach us at: billvms@umaryland.edu

Federal Cost-Based Awards
You can reach us at: billfed@umaryland.edu

VMS/Fed Cost Manager- Danijela Macakanja
dmacakanja@umaryland.edu

- VMS/Fed-Cost Billing Team consists of:
- Shaila Quick – VMS Team
- Dazhawna Miller – VMS/Fed Cost
- Esther Ndiangui – Fed Cost (Contracts)
- Sienna Kelly – Fed Cost (Contracts)



VMS Closeout Process



ADMINISTRATION AND FINANCE

VMS Closeout Sheet

- A spreadsheet of expired volume/milestone and schedule awards/projects is generated and sent to the departments on the following quarterly schedule:
 - October spreadsheet is sent in **November**
 - January spreadsheet is sent out in **February**
 - April spreadsheet is sent out in **May**
 - July spreadsheet is sent out in **August**
- The closeout sheet is sent after Quantum has been closed for the month; typically, the end of the second week of the month or beginning of the third week.
- The closeout sheet will consist of VMS projects that have expired 3 months prior to said month
 - Ex: April 2024 spreadsheet will consist of projects that have ended on and prior to 1/31/2024

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VMS Closeout Sheet

- The spreadsheet will be sent in a mass email to all departments. The email will include:
 - Instructions
 - Due date- when spreadsheet should be returned to VMS Billing team
 - Other detailed information regarding closeout sheet/process
- Surplus/deficits are processed after we receive all returned sheets, typically within a week of the due date.
- Projects will be closed shortly after surplus/deficits are processed.

Subject: January Volume & Schedule **Closeout Sheet** Response Required by 02/29/2024 ** please read instructions

Greetings Department,

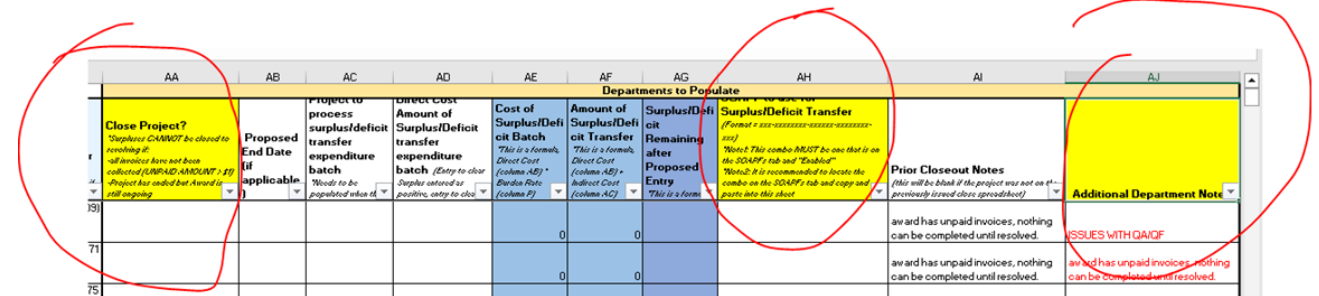
Sponsored Projects Accounting and Compliance has compiled the attached listing of Schedule-Based, Milestone- Based, and Volume-Based projects to be closed. These projects have end dates through **10/31/2023**. The completed spreadsheets are to be returned **NO LATER than 02/29/2024**

Please let me know if your prior month's notes have been missed and I will correct. If your notes were submitted after prior deadline, they were not added in this sheet. Also, please keep in mind that **if there are multiple projects on the award, the surplus/deficit will be repeated.**

Please read the instructions and information below thoroughly prior to completing

Master Spreadsheet Updates

1. Close Project? **Column AA**
 - a. Added a note in the column that we CANNOT close surpluses to revolving if:
 - i. All invoices have not been collected
 - ii. Project has ended but Award is still ongoing
2. SOAPF to use for Surplus/Deficit Transfer **Column AH**
 - a. Added a "Data Validation" to this column making sure the dept gives us a valid SOAPF. "Valid SOAPFs" can be found on the SOAPFs tab.
3. Additional Dept Notes **Column AJ**, if you have any additional notes to add
4. **One Master sheet will be sent to all applicable departments with closeable projects. Departments will need to filter on project organization column to identify their population and complete spreadsheet for select projects. When returning to SPAC, leave project organization filtered on your department, attach to reply email to spac and prefix subject line to read "closeout list for deptcode: xxxx"**



	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
	Departments to Populate									
	Close Project? <small>"Surpluses CANNOT be closed to revolving if: -all invoices have not been collected (EMR-AD-AMOUNT) > 0 -Project has ended but Award is still ongoing"</small>	Proposed End Date (if applicable)	Project to process surplus/deficit transfer expenditure batch	Direct Cost Amount of Surplus/Deficit transfer expenditure batch <small>(Entry to clear "Woods to be populated when it Surplus entered as positive, entry to close"</small>	Cost of Surplus/Deficit Batch <small>"This is a formula, Direct Cost (column AD) + Burden Rate (column F)"</small>	Amount of Surplus/Deficit Transfer <small>"This is a formula, Direct Cost (column AE) + Indirect Cost (column AG)"</small>	Surplus/Deficit Remaining after Proposed Entry <small>"This is a formula"</small>	Surplus/Deficit Transfer <small>(Formal = sur-deficit-amount-xxxxxx-xxxxxx) "Note: This combo MUST be one that is on the SOAPF tab and "Enabled" "Note: It is recommended to locate the combo on the SOAPF tab and copy and paste into this sheet"</small>	Prior Closeout Notes <small>(This will be blank if the project was not on a previously issued close spreadsheet)</small>	Additional Department Note
751										
71					0	0			award has unpaid invoices, nothing can be completed until resolved.	ISSUES WITH QA/QF
75					0	0			award has unpaid invoices, nothing can be completed until resolved.	award has unpaid invoices, nothing can be completed until resolved.

For efficient closeouts note the following .

- SPAC only processes the direct portion of the surplus/deficit using code 4404
 - Ex: Total surplus of Award ABC is \$5,582.61. Award ABC has F&A/burden schedule of 30%. Therefore, SPAC will process a \$4,294.32 surplus (5,582.61/1.3) to the revolving account (SOAPF provided by dept).
- In order for VMS team to process the surplus/deficit, you must include the SOAPF in column AH of the spreadsheet.
 - The following Sources CANNOT be used in your SOAPF: 285, 315, 335, 345, 365, and 375
 - You may use the SOAPF tab provided to guide you on the correct SOAPF to input
- Column AJ can be used to insert any additional comments and/or reasoning why project should not be closed.
 - If project should be extended, provide the new extension date.
- If there are multiple projects on the award, you must let us know how to distribute the surplus/deficit amongst those projects.
 - Since Quantum is award-based, the sheet will show the same surplus/deficit for each project or in other words, it will display the total surplus/deficit for the entire award.
- The surplus/deficit on the closeout sheet may not match the actual surplus/deficit on award
 - Quantum Analytics may not always reflect the correct surplus/deficit, if there is “LTD Miscellaneous Revenue” on the award.
 - Additional expenses were removed or added after Quantum was closed during month end/after closeout sheet was generated.
 - Helpful tool to use is Quantum Financials > Contracts Management > Contracts > Search Award> Go to “Financials Summary” tab where it will display the accurate invoiced and revenue on Award
- Efficient processing of surplus/deficits and award closures are highly dependent on your responsiveness.

Final Closeout of Non-Fed and Fed Awards

Policy: **UMB Policy on SPAC Sponsored Award Closeout – Approved March 21, 2024** <https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/policies/3702b.php>

This policy alerts the research community to the urgency of timely submission of final financial reports or final invoices for sponsored awards.

Requirements to close an award

- The total amount of expenses need to equal the amount that the sponsor was billed. LTD expenses = amount billed
- The amount of expenses should also equal the amount of the signed ROE/FFR.
- The goal is to have the award completely closed no later than 120-days after the award ends.



Reasons why SPAC is unable to close an award

- Expenses in the financial system are less than the signed ROE/final invoice. This indicates that trailing charges still need to be posted.
- Expenses in the financial system are more than the signed ROE/final invoice. This indicates that there are charges or deficits which need to be cleared.

SPAC's roles and responsibilities to assist in timely award closeout:

- Staff completes monthly follow-ups to departments on pre-heading to backlog, which targets awards that ended 120-180 days after the award ends.
- Assistant director completes monthly follow-ups to departments on heading to backlog which targets awards that have ended over 180-days ago.
- Awards not closed after 240 days and over, AD and Director set up monthly meeting with department to resolve the issues.



Departments roles and responsibilities to assist in timely award closeout:

1

Ensure that all trailing charges are posted in a timely manner.

2

Resolve and clear any deficits by either moving off the expense or having SPAC complete a funding entry.

3

Respond to requests from the staff, manager, or Assistant Director on the pre-heading and heading to back-log with updates as to the reason for delay in closeout in a timely manner.

Reminders

- Please make sure all charges including any trailing charges are included on the signed ROE before having the PI sign.
- Adjustments not reflected in the system MUST have proper documentation.
- It is also best to make sure that any PO's have been closed and any 7062 and 7072 balance has been cleared before SPAC closes the award; otherwise, we will need to re-open for this to be completed.



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Oracle Social Network - OSN

- As of August 2024, Oracle Social Network (OSN) will be discontinued from the Quantum Financial platform.
- This will affect departments submission of **supporting documents** for VMS events created in Quantum Financials (QF).
- However, the creation of volume-based events via QF will remain the same.

OSN – cont.

- SPAC's Plan:
 - We have created a “VMS supporting documentation form” in Preceptive content which will be housed on our website.
 - It requires simple data entry – award number, PID, event number and the attachment.
 - Training material (Volume- Based Billing script) will be updated to reflect the change.
 - CITS will remove all roles that allow users access to OSN.
 - Proposed launch date is July 1st, 2024

Upcoming Initiatives



- Temporary Award/PID cleanup - > 12 months outstanding
- Award setup – new procedures with SPA
- System driven distribution of invoices directly to sponsors via email.

QUESTIONS?



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7062 & 7072
Process



- The object codes 7062 and/or 7072 represent imprest transactions. They are funds that are either committed for a purpose or sent to a recipient for a purpose, before the actual expenditure.
- The expense will not be posted to the award until the purpose is fulfilled (7062, i.e., gift card, parking voucher, bus voucher, cash to be distributed), or the report from the recipient submitted with the detailed expense (7072).
- The department is responsible for ensuring that all balances remaining in 7062 and 7072 are liquidated to a zero balance before closure of the award.

- The department should review the balance in Quantum Analytics/Award Details/ Report Selector

Report Selector:

- What Are The POs and PRs On This Award?
- Who Is This Award/Project Funding?
- What Is The History Of Funding On This Award?
- What Has Been Billed And Collected On This Award?
- What is the activity on the 7062 & 7072 Cash Been On

- Example: PID# 30012151

What is the balance of the 7072 Cash MGIC and 7062 Cash Study Participant Pay Accounts on this Award/Project? (QA4.P4.24)

Time run: 4/9/2024 3:49:32 PM

Project	Fiscal Period	Object	Transaction Number	Transaction Source	Document Name	Costs
30012151-Applied Research to Address the COVID-19 Emerging Public Health Emergency	Jun-21	7062~Cash-Study Participant Pay	UNIMAR202105-18	TANGO CARD INC	Check Request / Working Fund	\$3,200.00
30012151-Applied Research to Address the COVID-19 Emerging Public Health Emergency Total						\$3,200.00
Grand Total						\$3,200.00

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- **NOTE: SPAC can close the award with the object codes 7062/7072 not being zeroed out.**

When the SPAC billing receives the signed ROE from the department, a reminder is sent to letting the department know that there are still raw Commitments and/or 7062/7072 balances showing in the financial system for this award. If these commitments become expensed to the project after the final signed ROE/FFR, the department will be responsible for funding the deficit. SPAC will not be able to bill the sponsor for these additional costs incurred after the final invoice/report is submitted to the sponsor.

- SPAC will help with this process going forward:
 - On a quarterly basis, the QA team will run a report for all 7062/7072 accounts that have not been cleared out on **closed projects or awards**.
 - They will contact the impacted departments to make them aware of the issue and require the department to liquidate the balances.
 - These notifications will only be for closed projects/awards.
 - Departments are responsible for reviewing and reconciling the balances on the **active projects or awards monthly**.

- If there is a request to liquidate 7062 or 7072 balance after the final invoice/FFR has been delivered to the sponsor, and after closure of the project/award, the department will be responsible for any liability associated with the liquidation.
- They will need to post a debit memo to remove the 7062 or 7072 balance or absorb the cost via their revolving SOAPF or other departmental' s SOAPF.

Costing and Compliance



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Direct Retros – Closed Project



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- DRs submitted debiting or crediting closed project will be automatically rejected
 - New Rejection Code: “Project Inactive”
- Follow the Procedure below prior to submission
 - Contact the correct SPAC billing team and request to re-open project (see award detail profile)
 - Once the project has been re-opened, resubmit the Direct Retro for approval
 - Once the DR is submitted and fully posted in HRMS, the SPAC billing team will re-close the project

Award Number:
Award Name:

Owning School: C1000000~S
Owning Department: E10405
Owning Org: 10405030~EPH
ALN: 99.999
Allocated Funding Amount: \$
Direct Funding Amount: \$25,
Indirect Funding Amount: \$2
SPAC Team: NONFED



Direct Retros – Over a Year from Original transaction



ADMINISTRATION AND FINANCE

- DRs submitted one year after the original transaction are **not allowed** as they are against UMB policy
 - The Date of original transaction is posting date of initial charge in Quantum Financials
 - DRs will be automatically rejected
 - New Rejection Code: “Policy Violation: Over a year”
 - Both SPAC directors will receive a copy of the rejection notice
- Follow the Procedure below prior to submission
 - Contact SPAC Director via email to submit your request
 - If approved, the director will send an email to the end-user (department) , copying the Effort team and the other Director , letting them know of the approval
 - Submit DR along with the approval email from the Director
 - The director can also reject the DR and will send the explanation for the rejection to the department
- If DR was rejected prior to you obtaining approval, resubmit a new DR with supporting documentation from SPAC director

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Direct Retros – En Route By Department

- DRs submitted by end user but are still awaiting approval from the account combo owner or the PI
 - Have not reached SPAC-CC workflow
- New Procedure to maintain this workflow
 - Reminders will be sent to DR initiator, account combo approver, or PI every three (3) days for 30 days
 - If after 30 days, the DR is not yet submitted to SPAC-CC, the DR will be automatically rejected by system
 - DR initiator will receive an email stating that the DR has been rejected
 - Re-submit a new DR, if it is still needed

Direct Retros Reminder



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- For more information on how to submit a DR: [Instructions for Direct Retro Form.pdf \(umaryland.edu\)](#)
- Direct Retro Forms : <https://www.umaryland.edu/cost/direct-retro-forms/>
- For all questions, please contact: effort@umaryland.edu

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FY25 Fringe Benefit Rate Update



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- While the rates on the next slide were proposed (submitted to the government)
- The rates have NOT BEEN NEGOTIATED YET
- These rates can be used for planning purposes
- The proposed rates have been included in Quali Research
- The memo and planning rates are uploaded to our website

<https://www.umaryland.edu/cost/about-the-office/fringe-benefit/>

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Fringe Benefit Rates-**PROPOSED NOT YET NEGOTIATED!!**

	Apply to Accounts	FY24 Finalized	FY25+ Pending	Costs Recorded in Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	28.8%	28.4%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff	39.2%	38.9%	2791 – Fringe rate Staff
Legislated Benefit	2071 – Faculty 2072 – Exempt staff (C1) 2073 – Non-exempt staff (C1) 2080 – Summer salaries 2085 – Supplemental Pay 2110 – Overtime 2120 – Shift differential 2130 – On call pay 2140 – Bonus Payments 2074 – College Work study (summer) 2075 – Students (other than CWS) (summer) 2090 – Contractual employee (C2) (Until FY16)	8.3%	8.2%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	18.8%	19.1%	2792 – Fringe rate Limited Benefit
Students	1020 – Graduate Assistants 2074 – College Work Study (CWS) 2075 – Students (Other than CWS)	0%	0%	N/A
Other	2196 – Accrued Leave Payout	0%	0%	N/A

Fringe Benefit Rates-FY22 to FY25 Variances

	Apply to Accounts	FY22	FY23	FY24	FY25+	Costs Recorded In Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	26.2%	26.7%	28.8%	28.4%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff	34.6%	37.3%	39.2%	38.9%	2791 – Fringe rate Staff
Legislated Benefit	2071 – Faculty 2072 – Exempt staff (C1) 2073 – Non-exempt staff (C1) 2080 – Summer salaries 2085 – Supplemental Pay 2110 – Overtime 2120 – Shift differential 2130 – On call pay 2140 – Bonus Payments 2074 – College Work study (summer) 2075 – Students (other than CWS) (summer) 2090 – Contractual employee (C2) (Until FY15)	8.3%	8.0%	8.3%	8.2%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	20.9%	19.5%	18.8%	19.1%	2792 – Fringe rate Limited Benefit
Students	1020 – Graduate Assistants 2074 – College Work study 2075 – Students (other than CWS)	0%	0%	0%	0%	N/A
Other	2196 – Accrued Leave Payout	0%	0%	0%	0%	N/A

Fringe Benefit Rates-FY22 to FY25 Variances

	FY22	FY23	FY24	FY25+
Faculty	26.2%	26.7%	28.8%	28.4%
Staff	34.6%	37.3%	39.2%	38.9%
Legislative Benefit	8.3%	8.0%	8.3%	8.2%
Limited Benefit	20.9%	19.5%	18.8%	19.1%
Faculty		0.5%	2.1%	-0.4%
Staff		2.7%	1.9%	-0.3%
Legislative Benefit		-0.3%	0.3%	-0.1%
Limited Benefit		-1.4%	-0.7%	0.3%

DHHS Salary Cap_Cost Sharing for Payroll Expenses



ADMINISTRATION AND FINANCE

- DHHS Salary Cap for 01/01/2024 to 09/30/24 is **\$221,900**
- Check employees who may go over the cap
 - Amount is based on annualized salary- Ex. FTE=.20 and amount paid at UMB= \$40K → Annualized= \$200K
- This only applies to DHHS agencies and pass-through funds*. See link below for all DHHS and NIH sponsors and awarding agencies:
 - <https://www.hhs.gov/grants/grants-business-contacts/grant-officials/index.html>
 - <https://www.nih.gov/institutes-nih/list-nih-institutes-centers-offices>
- Position owner creates EFP but may be unaware that a project from another department requires Over The Cap - communicate!

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Notice posted to link below

https://grants.nih.gov/grants/policy/salcap_summary.htm

- New Proposals
 - Use new salary cap for budgeting
- Active awards
 - Re-budget if funds are available, no additional budget will be provided

Review UMB Policy on Salary Caps for HHS and Other Federal Agencies:

[UMB Policy on Salary Caps for HHS and Other Federal Agencies - University of Maryland, Baltimore \(umaryland.edu\)](#)

Effort Certification Compliance Update

- A133 Audit finding for FY22, we had a 25% noncompliance certification rate
- As of today, 327 outstanding from prior periods
- 033124 Initiation Completed
 - 3,342 New Forms Created

Outstanding Forms as of 09/13/2022	Outstanding Forms as of 02/14/2023	Outstanding Forms as of 04/11/2024	Completed Forms	% Change
2,325	738	327	1998	86%

Effort Certification Compliance Update



ADMINISTRATION AND FINANCE

- For Current Effort Forms
 - 4, 6-, 8-, 10- and 12-week notifications for current forms
 - Weekly automated delinquent notifications
- For Delinquent Effort Forms
 - Monthly Chair Notifications
 - Quarterly Chair Notification Escalation
 - Clean up procedure for forms delinquent from 2018 and prior
- Effort Wednesdays
 - Many meetings with departments
 - Many meetings with PIs and other certifiers

WELL-BEING and SUSTAINABILITY | INNOVATION and DISCOVERY

SERVICE EXCELLENCE and ACCOUNTABILITY | EQUITY and JUSTICE | RESPECT and INTEGRITY

Reminder – Effort Wednesdays

- Please schedule time to meet with the Costing and Compliance team on Wednesdays (if needed)
 - We will work with you one on one
 - We will walk you through any effort reporting issues you have
 - We will ensure that it is resolved, unless further action is needed

HCM Updates Related to Payroll Cost Transfers

- **Positive Changes to look forward to**
 - Retro pay processing in ERS will be much easier
 - Biweekly crossover procedure will be eliminated
 - More payroll retro transfers can be processed at the same time
 - At this time, Direct Retro and Budget Retros cannot be processed in the same Pay Period in HRMS
- **Challenges being addressed**
 - Payroll Cost Transfers via direct retro
 - Payroll Cost Transfers by dollar amount



Other Cost & Compliance Updates:

- 1) Effort & Administrative Policy training is now available in Precipio. An email with the training link was sent out to the University.

- 2) Departments should now be able to run a report in the DR platform to obtain a list and status of all DRs submitted.
 - 2) The report can be run by Dept Org, Request ID, EMPLID, Date Submitter or by Preparer's name
 - 3) Contact the Effort team if you encounter issues in populating the report

- Click on “*NEW* Direct Retro Lookup Tool



- The page below will display

A screenshot of the eUMB Direct Retro Lookup Tool search interface. The page has a grey header with the text 'eUMB Direct Retro', 'Direct Retro Main Page', and 'Direct Retro Lookup Tool'. Below the header is a search form with a dark blue header that says 'Search Direct Retro's'. The form has several input fields: 'Status' (a dropdown menu with 'All' selected), 'Request ID', 'Empl Name', 'Dept Number', 'Submitted Start Date' (with '01/16/2024' entered), 'Submitted End Date' (with '04/15/2024' entered), and 'Prepared By'. There are 'Submit' and 'Reset' buttons on the right side of the form.

- Use the dropdown under “Status” to select the status of the DR : Approved, En route by Dept, Rejected, etc.
- You can then search either by Request ID, Employee Name, Department number, or by the Preparer’s Name.
- You can change and update the Submitted Start and End Date prompts

- When you enter information in one of the fields, a “Search” box will appear which will give you more opportunities to be specific in your search. You can enter in the “Search” field, any alphanumeric information.

Search Direct Retro's

Status	Request ID	Empl Name	Dept Number	Submitted Start Date	Submitted End Date	Prepared By
All			1021300	01/01/2024	04/15/2024	

Submit Reset

Search:

- The functionality to export the report in an Excel file will be also available by 4/23/2024.

Other General Information



WELL-BEING and SUSTAINABILITY | INNOVATION and DISCOVERY
SERVICE EXCELLENCE and ACCOUNTABILITY | EQUITY and JUSTICE | RESPECT and INTEGRITY

I. Treatment of paid absences

Vacation, holiday, sick leave pay, and other paid absences (included FMLA) are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. These costs are distributed according to the funding profile of the employee.

However, accrued leave payout or “final leave payout”, where the employee is leaving the university and receives a one-time payment for any unused accumulated leave, is not paid by the grants, but is added to the fringe pool and included in the fringe benefit rates. This does not get distributed by the funding profile.

II. Accounting Date vs Expenditure Date

- Expenditure Date is when the expense was incurred
- Accounting Date is when the payment of the expense was processed
- When auditors request information on a specific period of performance on the grant, the expenditure date is used to provide the information

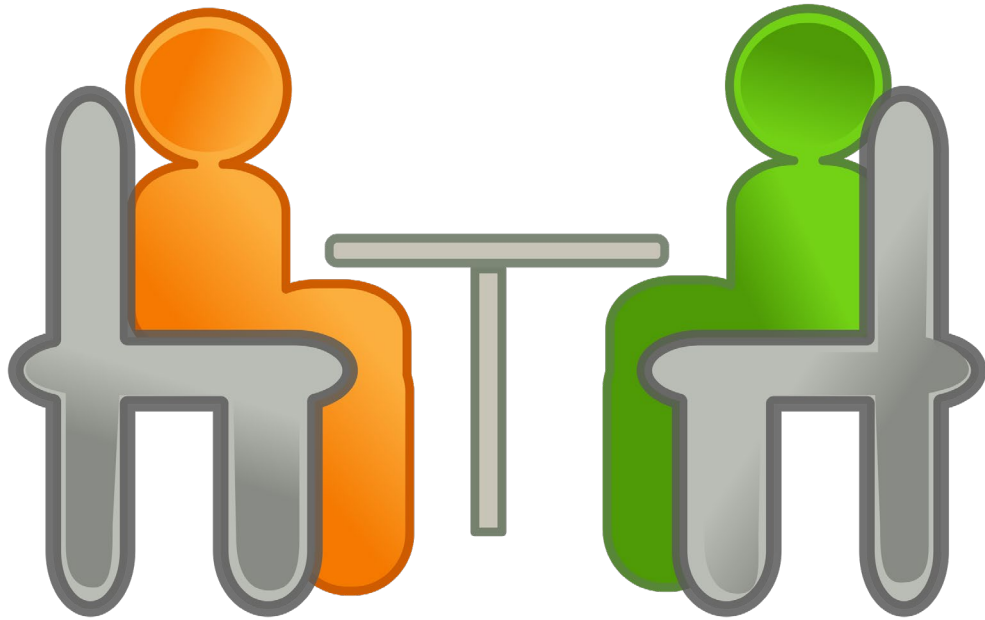
Example: The department receives a sub agreement invoice for the month of February work. It is received in May, but invoice is paid on 11/15. Expenditure date would be February 28 and Accounting date November 15.

III. Collection issues and impact on outstanding invoices

Billing teams will be required to cancel invoices due to the following circumstances:

- a) Terms of the award/contract agreement are being changed and the current agreement is no longer valid.
- b) Progress reports have not been submitted or deliverables are not met in a timely manner by the department.
 - i. Once SPAC is aware of the issue, the department will be notified and given a timeline of 15 days to submit the reports. If the timeline is not met, the invoices will need to be cancelled.
 - ii. Once the reports are submitted, the invoices will be re-created. For VMS awards, the department will follow the process of submitting billing events to create the invoices.

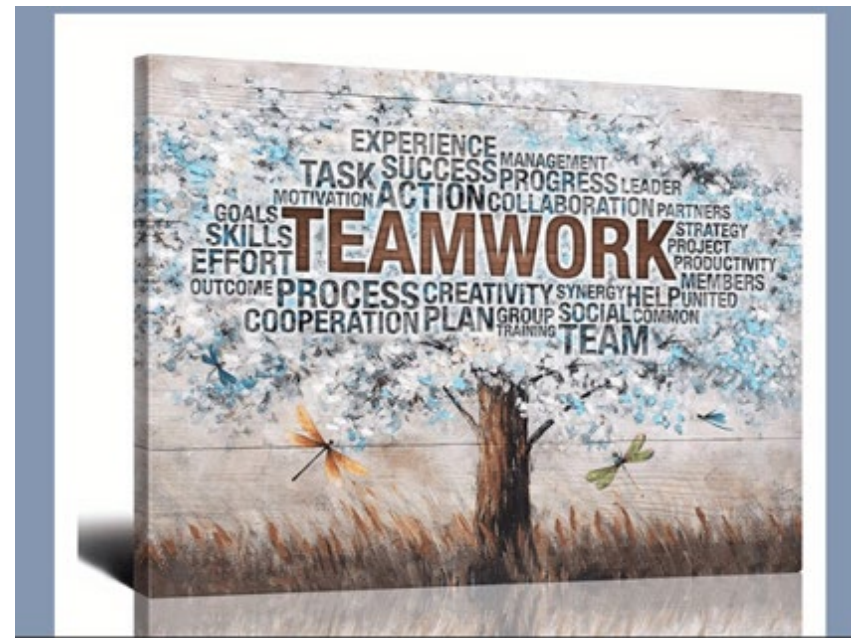
- c) If a faculty member covered under the award is terminated and scheduled invoices have been created for future billing, these invoices need to be cancelled
- The department should notify SPA and SPAC when an employee is terminated when this termination impacts the billings on the award.
 - The original award end date would probably also be rescinded to the termination date of the faculty member.



- **SPAC Office Hours**

- **Mondays 9-10am and Wednesdays 1-2pm**
- **Link to access the Zoom meetings:**
[Sponsored Projects Accounting and Compliance - Sponsored Projects Accounting & Compliance \(umaryland.edu\)](#)

DEPARTMENTS + SPA + SPAC = TEAMWORK



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QUESTIONS?



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