

**C1: Sponsored Research Accounting and Compliance (SPAC)**

**C2: Sponsored Awards Financial Officer Signatory Guidance**

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

Approval Date: 07/31/2024

Approver: Laura Scarantino, AVP SPAC

**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. Krista Salsberg, Assistant Director, [ksalsberg@umaryland.edu](mailto:ksalsberg@umaryland.edu)
  - b. Krissy Long - Manager Non-Fed, [krissy.long@umaryland.edu](mailto:krissy.long@umaryland.edu)
2. Private or Foundation Awards
  - a. Krista Salsberg, Assistant Director, [ksalsberg@umaryland.edu](mailto:ksalsberg@umaryland.edu)
  - b. Krissy Long – Manager Non-Fed , [krissy.long@umaryland.edu](mailto:krissy.long@umaryland.edu)
  - c. Danijela Macakanja – Manager VMS, [dmacakanja@umaryland.edu](mailto:dmacakanja@umaryland.edu)

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:

Link:

### **FEDERAL AWARDS**

1. Letter of Credit Awards:
  - a. Hamid Boushehri – Manager Quality Assurance, [hbboushehri@umaryland.edu](mailto:hbboushehri@umaryland.edu)
2. Federal Contracts
  - a. Krista Salsberg, Assistant Director, [ksalsberg@umaryland.edu](mailto:ksalsberg@umaryland.edu)
  - b. Danijela Macakanja, Manager VMS, [dmacakanja@umaryland.edu](mailto:dmacakanja@umaryland.edu)
  - c. Esther Ndiangui, Sr. Contracts Specialist, [endiangui@umaryland.edu](mailto:endiangui@umaryland.edu)
3. Federal VA or Department of Defense
  - a. Krista Salsberg, Assistant Director, [ksalsberg@umaryland.edu](mailto:ksalsberg@umaryland.edu)
  - b. Danijela Macakanja, Manager VMS, [dmacakanja@umaryland.edu](mailto:dmacakanja@umaryland.edu)

### **COLLECTION AND ACCOUNTS RECEIVABLE**

Janel Williams – Supervisor Collection and Accounts Receivable (CAR), [spaccollections@umaryland.edu](mailto:spaccollections@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 [nholloway@umaryland.edu](mailto:nholloway@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](mailto: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](mailto: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/>