



UNIVERSITY *of* MARYLAND

# SPA/SPAC Updates

March 31, 2021

2:30 – 4:00 pm

Event address for attendees:

<https://umaryland.webex.com/umaryland/onstage/g.php?MTID=e33c98a295311d67a5d260c4cc29be58e>

# SPA Agenda

- General Announcements & Personnel
- Kualiti Build
- Grants & Contract Updates
- Training
- Reminders

# SPA General Announcements

- Central Offices & Department Research Administrators Standing Committee
- KR Training Schedule\*
  - April 20, 2021 (Tuesday) 10:00 AM – noon
  - May 11, 2021 (Tuesday) 1:00-3:00 PM
  - June 16, 2021 (Wednesday) 10:00 AM - noon
  - July 15, 2021 (Thursday) 1:00-3:00 PM

# SPA Personnel Changes

- Kim Moore Team Red
  - Administrator, SPA
- Special assignments internal to SPA
  - Ken Fahnestock (Grants)
  - Jeanne Galvin (Contracts)
- C2 positions posted/open ranked
  - (closes in 2 weeks!)

# Kuali Build

- Working with Kuali Co and UMCP to implement the Kuali Build system since October 20.
- First form to be implemented is the Subaward Request Form
  - Should go live April 19, 2021
  - Training Video will be on SPA website beginning April 14, 2021
  - FAQ will be created on SPA website
  - Advantages: PI will need to approve the routing, errors may be corrected on the same form, automatic uploading of data from KB to KR Subaward module
- Next forms to be considered:
  - Award Set up form to SPAC/PI/Departments, NCE, Temporary Requests, Clinical Trial Routing and Award setup, Unfunded agreements

# SPA Grant Team

Greg Sorensen – Assistant Director, SPA

## **Team Red**

- Suzanne Hollis – Senior Administrator, SPA
- Shelley Tiemann – Administrator, SPA
- Kimberly Moore – Administrator, SPA

## **Team White**

- Christine To'alepai – Senior Administrator, SPA
- Towanda Gilliam – Administrator, SPA
- Michael Starace – Administrator, SPA
- Odessa Neale – Administrator, SPA

# UP COMING FORM CHANGES

- May 17 – **Grants.gov** will deploy all new UEI **form** versions to the Production environment. Applicant Impact: S2S Applicants must be ready to support Application Packages containing the new UEI **form** versions Quali Research are working on this right now.
- May 25 – Changes to the Biographic Sketch and Other Support Forms NOT-OD-21-073 – These changes will effect both applications and RPPRs.

During the transition to the new Biosketch format, NIH will not withdraw applications that include the previous Biosketch format. Beginning with applications submitted on or after January 25, 2022, failure to follow the appropriate Biosketch format may cause NIH to withdraw your application from consideration.

- May 25 – Changes to the Biographic Sketch and Other Support Forms

NOT-OD-21-073 – These changes will effect both applications and RPPRs

– Biographic Sketch:

Biographical Sketch Format Page	Section B 'Positions and Honors' has been renamed 'Positions, Scientific Appointments, and Honors'.
	For the non-Fellowship Biosketch, Section D. has been removed.
	For the Fellowship Biosketch, Section D has been updated to remove 'Research Support.'
	As applicable, all applicants may include details on ongoing and completed research projects from the past three years that they want to draw attention to within the personal statement, Section A.



## Other Support Format Page

The format page has been re-organized to separate funded projects from in-kind contributions.

Signature block added, for Program Director/Principal Investigator or Other Senior/Key Personnel to certify the accuracy of the information submitted. Each PD/PI or senior/key personnel must electronically sign their respective Other Support form as a PDF prior to submission.

### **Other Support page:**

Supporting Documentation: For Other Support submissions that include foreign activities and resources, recipients are required to submit copies of contracts, grants or any other agreement specific to senior/key personnel foreign appointments and/or employment with a foreign institution as supporting documentation. If they are not in English, recipients must provide translated copies. This supporting documentation must be provided as part of the Other Support PDF following the Other Support Format page.

## Other Support Cont.

- Consulting agreements, when the PD/PI or other senior/key personnel will be conducting research as part of the consulting activities. **Non-research consulting activities are not Other Support.**
- In-kind contributions, e.g. office/laboratory space, equipment, supplies, or employees or students supported by an outside source. If the time commitment or dollar value of the in-kind contribution is not readily ascertainable, the recipient must provide reasonable estimates.

Other Support does not include **training awards, prizes, or gifts**. Gifts are resources provided where there is no expectation of anything (e.g. time, services, specific research activities, money, etc.) in return. An item or service given with the expectation of an associated time commitment is not a gift and is instead an in-kind contribution and must be reported as Other Support.

# General Updates

- The Departments must go through Greg Sorensen to get permission to use Workspace and ASSIST. The request must list the [Announcement Number](#) and the [KR Proposal Number](#).
- Remember SPA Proposal Team will respond to Team Emails within 1 to 2 working days.
- If an Item is needed that day then put URGENT in the title of the email. These items must truly be urgent.
- When you put the due day into KR it should reflect the date you need the items or submission to the sponsor. When the proposal team looks at their work flow it is scheduled by when the is due. If the due date changes, please notified the triaged team member immediately. If that person is out then send a message to the team email.

# General Updates Cont.

- If a department plans of a proposal or triaged item being submitted by the proposal team after 5:00 pm, a request must be sent to SPA a couple days in advance so accommodations can be made.
- Proposals are to be routed before they are submitted to the sponsor. This gives the buyoff from the Department, Deans Office and SPA, and provides a review of the terms and conditions before the submission of the proposal to the sponsor.
- Also a reminder that proposals need to be routed at least 24 hours before they due. It take approximately 24 hours after the proposal is created to pull all the information into our database for triage.

# SPA Contracts Updates

- For unfunded agreements – do not forget to include a SOW and a fully completed Unfunded Agreement Form when submitting your KR request. SPA contracts team will not review your agreement until both information is received.
  - Title
  - External entity contact information
- New Process
  - Contracts Shared Service (CSS) – modified internal process for managing greater workload - contracts team central service to help facilitate the flow of work.
- For Subcontracts – Use the updated Sub-commitment form dated 9/1/2020. Sub team will not process your sub request unless the updated version is used.
  - We've caught up on any subs that were 15 days out of compliance\*
- Feel free to contact the contracts team before routing if you have a peculiar information

**S**

Sponsored

**P**

Programs

**A**

Administration

**R**

Research &

**K**

Knowledge

**S**

Seminars

# What's in SPARKS?

(GASP 2.0)

- Curriculum/certificate training
- Kualiti Research training\*
- Brownbag/Discussion Sessions

*\*KR training will be provided via Zoom. SPARKS KR training will be available once SPARKS is online.*

# SPARK Curriculum

(GASP 2.0)

- Core courses
- Pre- and Post-award track options
- On-line – asynchronous and Zoom meeting components
- Knowledge testing



# Reminders...

- Info & Guides on SPA website  
<http://www.umaryland.edu/kualicoeus/user-resources-and-help/>
  - Navigating and searching in KR
  - PI certification and approval
- Ask your general questions at Research Matters  
<http://researchmatters.umaryland.edu>
- New email for KR “Report a Problem”  
[DLKualiResearchHelp@umaryland.edu](mailto:DLKualiResearchHelp@umaryland.edu)



# SPAC AGENDA

- Policy Updates – Laura Scarantino
- Procedure Updates – Laura Scarantino
- Cost Updates – Beryl Gwan
- Central Team Update – Michelle Ward
- SPAC Teams Update – Kevin Cooke



# New Policies

- UMB Policy on Unallowable Costs for Federal Awards
- Salary Cap



# UMB Policy on Unallowable Costs for Federal Awards

- Completed and posted
- <https://www.umb.edu/policies-and-procedures/library/financial-affairs/policies/viii-9907a.php>
- The purpose of this policy is to provide guidance to the University of Maryland, Baltimore (UMB) community on defining and identifying costs that are unallowable for reimbursement by the federal government on Sponsored Projects.
- A full list of types of unallowable costs can be found in 2 C.F.R §§ 200.400 – 200.475 (Subpart E – Cost Principles)
- The policy summarizes that list

# Salary Cap For FY22

- Salary Cap
  - **Grants and Cooperative Agreements:** Department Administrators and Principal Investigators (PI) must re-budget funds to accommodate the change in the salary cap. Upon issuance of the new salary cap by HHS, the University requires that the new cap be adopted by the departments in their budgets in the next calendar month or 30 days, whichever comes first. Exceptions to the application of the new cap must be approved by the Assistant Vice President (AVP) of Sponsored Projects Accounting and Compliance (SPAC) .
  - **Contracts:** Department Administrators must contact the contracting officer for approval to use the new salary cap. This approval or denial needs to be forwarded to the SPAC Contracting Team. If approved, the OTC must be adjusted in the next calendar month or 30 days from the time of the approval, whichever comes first.
  - **Federal Pass-throughs:** Department Administrators must contact their Grant Sponsor to provide notice of who will be affected by this change and when the change will be implemented . If the pass-through is under a grant or cooperative agreement, Department Administrators and PIs must re-budget funds according to the requirements listed under Grants and Cooperative Agreements. If the pass-through is under a contract, Department Administrators must receive approval from the Grant Sponsor in order to use the new salary cap and must adjust the OTC in the next calendar month or 30 days from the time of the approval, whichever comes first.
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# SPAC Procedures

- Can be found here

<https://www.umaryland.edu/spac/sponsored-projects-accounting-and-compliance-spac/policies-and-procedures/>

## PROCEDURES

- [Faculty Transfers-Outgoing-Leaving UMB](#)
- [Temporary Accounts Procedure](#)
- [SPAC Post Quantum Award and Project Numbering](#)  
PDF
- [Volume-Based Billing Events Credits and Rebills](#)  
PDF
- [ACH and Vendor Account Information Request Departments](#) PDF
- [Advance Draws or Request for Advance Payment Invoices](#) PDF
- [Cost Share in Financial System](#) PDF
- [Sponsored Budgets in Financial System](#) PDF

## Highlight

- Project Numbering
- Volume Based Billing Events Credits and Rebills
- Advance Draws

The others that will be covered in the presentation

- ACH Vendor Account Information Request
- Cost Share in Financial System
- Sponsored Budgets in the Financial System

# SPAC Procedures

- **Project Numbering**
- [https://www.umaryland.edu/media/umb/af/spac/AWARD-AND-PROJECT-NUMBERING\\_121119\\_FINAL.pdf](https://www.umaryland.edu/media/umb/af/spac/AWARD-AND-PROJECT-NUMBERING_121119_FINAL.pdf)
- Quantum is now based on Award (not projects)
- With Quantum, we only change the award Number for 4 reasons
  - Change in a Purchase Order (PO) Number Single - (VA) Multiple PO's on one award (BCPS)
  - Change in Sponsor Contract Number (not adding the year at the end, the core # must change)
  - Change in Letter of Credit (LOC) ID
  - Change in Sponsor funding source (like LOC ID change – but this is a new funding window)



# SPAC Procedures

- **Volume Based Billing Events - Credits and Rebills**

[https://www.umaryland.edu/media/umb/af/spac/Volume-Based-Billing-Credit-and-Rebills\\_101620.pdf](https://www.umaryland.edu/media/umb/af/spac/Volume-Based-Billing-Credit-and-Rebills_101620.pdf)

- It is the responsibility of the departments to create the credit in billing events

# Advance Draws or Request for Advance Payment

- <https://www.umaryland.edu/media/umb/af/spac/procedures/Advance-Draws-or-Request-for-Advance-Payment-Invoices.pdf>
- Very few instances where UMB is a “payment in advance”
- Needs to be identified in the award – if not and no modification
- Backup documentation to support the expenses that are to be drawn that are included on an invoice and not included in the financial system.
- This may include but is not limited to vendor invoices, Direct Retro calculations for salary cost transfers and/or debit memos.

# Advance Draws or Request for Advance Payment Continued

- If backup documentation is not available, there must be a cash forecast showing how funds will be spent within the next 30 days from the date of the request. This request must be approved and signed off by the Principle Investigator responsible for the award funding

# Advance Draws or Request for Advance Payment Continued

- If a cash forecast is provided to request the advance draw, the following are additional requirements
  - The department must include correspondence from the sponsor agreeing to the advance draw.
  - The department must provide a departmental OSOAPF for SPAC to charge the interest calculated on the advance
  - When the interest is charged to the OSOAPF, SPAC will advise the department.

# Advance Draws or Request for Advance Payment Continued

- All advance draws or final invoices that are not supported by backup documentation equal to the reportable costs must be reviewed and approved by a Director of AVP of SPAC.
- All requests supported by a cash forecast must be reviewed and approved by a Director or AVP of SPAC

# Cost Agenda

- FY22 Fringe Rate Update
- Direct Retros – Reminders and Training
- Effort Reporting System Upgrade and Training
- FA rate preparation: Space Survey
- Faculty Training - Resources



# FY22 Fringe Rate Update

- 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 Coeus
- The memo and planning rates have been uploaded to our website

<https://www.umaryland.edu/media/umb/af/cost/FY2022-Planning-Rates-Announcement.pdf>

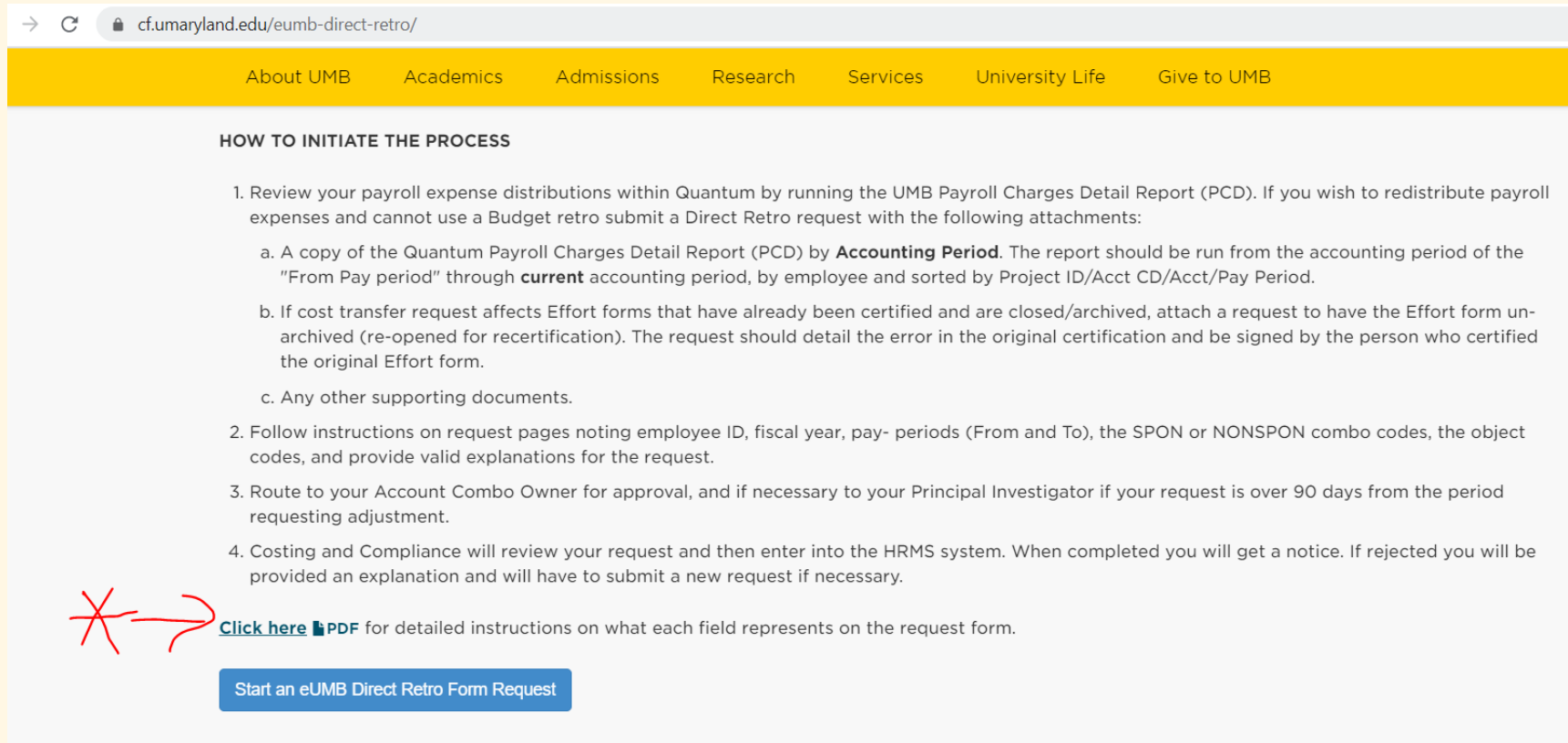
# Fringe Benefit Rates-PROPOSED NOT YET NEGOTIATED!!

	Apply to Accounts	FY22	Costs Recorded in Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	26.2%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff	34.6%	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%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	20.9%	2792 – Fringe rate Limited Benefit
Students	1020 – Graduate Assistants 2074 – College Work Study (CWS) 2075 – Students (Other than CWS)	0%	N/A
Other	2196 – Accrued Leave Payout	0%	N/A



# Direct Retro Reminders and Training

Please review effort instructions in detail. Help new employees go through it





The screenshot shows a web browser window with the URL [cf.umaryland.edu/eumb-direct-retro/](https://cf.umaryland.edu/eumb-direct-retro/). The page has a yellow navigation bar with links for About UMB, Academics, Admissions, Research, Services, University Life, and Give to UMB. Below the navigation bar is a section titled "HOW TO INITIATE THE PROCESS" with a numbered list of instructions. A red asterisk and arrow point to a link for a PDF document. At the bottom, there is a blue button labeled "Start an eUMB Direct Retro Form Request".

→ ↻ 🔒 cf.umaryland.edu/eumb-direct-retro/

About UMB Academics Admissions Research Services University Life Give to UMB

### HOW TO INITIATE THE PROCESS

1. Review your payroll expense distributions within Quantum by running the UMB Payroll Charges Detail Report (PCD). If you wish to redistribute payroll expenses and cannot use a Budget retro submit a Direct Retro request with the following attachments:
  - a. A copy of the Quantum Payroll Charges Detail Report (PCD) by **Accounting Period**. The report should be run from the accounting period of the "From Pay period" through **current** accounting period, by employee and sorted by Project ID/Acct CD/Acct/Pay Period.
  - b. If cost transfer request affects Effort forms that have already been certified and are closed/archived, attach a request to have the Effort form un-archived (re-opened for recertification). The request should detail the error in the original certification and be signed by the person who certified the original Effort form.
  - c. Any other supporting documents.
2. Follow instructions on request pages noting employee ID, fiscal year, pay- periods (From and To), the SPON or NONSPON combo codes, the object codes, and provide valid explanations for the request.
3. Route to your Account Combo Owner for approval, and if necessary to your Principal Investigator if your request is over 90 days from the period requesting adjustment.
4. Costing and Compliance will review your request and then enter into the HRMS system. When completed you will get a notice. If rejected you will be provided an explanation and will have to submit a new request if necessary.

 [Click here](#)  PDF for detailed instructions on what each field represents on the request form.

[Start an eUMB Direct Retro Form Request](#)

# Direct Retro Reminders and Training

- Please review effort instructions in detail. Have new employees go through it.
  - <https://cf.umaryland.edu/eumb-direct-retro/Instructions%20for%20Direct%20Retro%20Form.pdf>
- Training will be offered for new employees, as needed. If you need it, email [effort@umaryland.edu](mailto:effort@umaryland.edu)
  - Dates will be scheduled based on the need
  - Correspondence will be sent and posted on our website when scheduled
- Special approvals: Attach all relevant documentation, not just the PCD
  - Approval from sponsor
  - Correspondence from SPAC
- All rejected DRs MUST be resubmitted with documentation attached
  - Accounting period PCD within 2 weeks of submission

# DHHS Salary Cap\_Cost Sharing for Payroll Expenses

- DHHS Salary Cap for 01/03/2021 to 09/30/21 is **\$199,300**
  - Reflected in March 2021 effort forms
- 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!

\*Please ensure that you are familiar with other sponsors salary caps and apply methodology accordingly.

# DHHS Salary Cap\_Cost Sharing for Payroll Expenses Continued

Notice posted to link below

– [https://grants.nih.gov/grants/policy/salcap\\_summary.htm](https://grants.nih.gov/grants/policy/salcap_summary.htm)

- New Proposals

- Use new salary cap for budgeting

- Active awards – Rebudget if funds are available no additional budget will be provided

# Upcoming – ERS Upgrade

- New Effort Reporting System will be in the cloud
- Currently testing with Maximus
- Go-Live Expected by the end of April 2021
  - Will communicate Go-Live date
- Not significantly different but many new enhancements
- Training classes will be scheduled and correspondence sent out

# Upcoming – ERS Upgrade

## We need your help to prepare

- March 2021 Effort Reporting Period (ERS) was initiated in current ERS
  - Please ensure certifiers complete effort forms in current ERS environment
- All outstanding forms will be moved to ERS Cloud
- First ERS period to be initiated in ERS-Cloud will be 063021

# FA Proposal: Space Survey Project

- Costing and Compliance is working with Huron Consultant
  - Base Year is FY2021
- Survey will be entirely conducted online in the new cost model
  - No more manual process with excel spreadsheets
  - The system is called eFACs
    - Cost Recovery Project
    - Space Survey Project



# Space Survey Project



Welcome to **efacs** (+)! A single product that aims to address you facilities/administrative cost recovery and space survey. This is the project creation page. Here you will have the ability to choose what type of project you would like to start. To create a project, click one of the project types listed below.

*Click To Create*





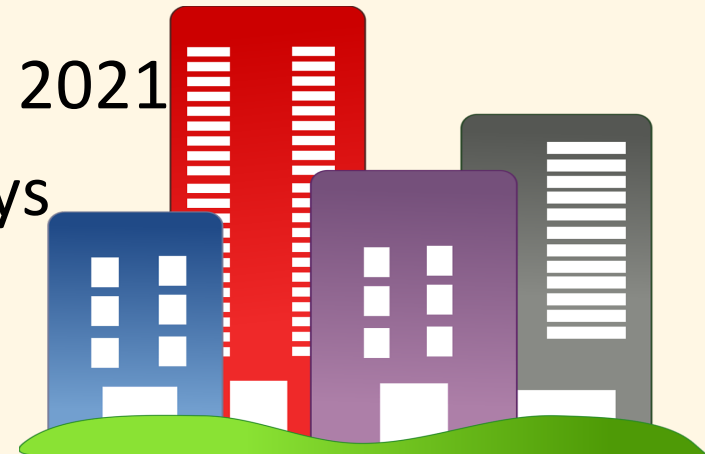
# Space Survey Project

- Departments to be surveyed were selected based on:
  - Research labs
  - Clinical areas
  - Animal space
- Affected Schools:
  - SON – 1 department
  - SOD – 3 departments
  - SOP – 1 Department
  - SOM – 24 Departments



# Space Survey Project

- Correspondence sent to Deans on 03/29/21
- Point of Contact - Department Coordinators (DCs) in ERS
  - Other contacts as requested by the Deans/chairs
- Training will offered to DCs
  - 2 to 3 days training
  - Projected Start: Mid April 2021
  - Survey Launched: Beginning May 2021
  - Completion date: 60 calendar days



# Faculty Training: Online Resources

- After space survey is submitted (Due 12/31/21), this will be Cost Department's next priority
- Effort Reporting Policy
  - <https://www.umaryland.edu/media/umb/af/cost/Effort-Reporting-Policy.pdf>
- Certifiers Quick Guide
  - <https://www.umaryland.edu/media/umb/af/cost/effort-help/certificationquickreference.pdf>
- Individuals with VA appointments and K-awards
  - <https://www.umaryland.edu/media/umb/af/cost/effort-help/VAFAQ.htm>
  - <https://www.umaryland.edu/media/umb/af/cost/effort-help/Kawardguidelines.pdf>



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# SPAC Central Team Agenda

- ACH Vendor Registration Forms
- Accounts Receivable Current Status
- Accounts Receivable Invoice and Payments
- Update on Collections
- Financial Reporting and Invoices



# SPAC Central Team

## ACH Vendor Registration forms:

- We are unable to post UMB's banking information online.
- Provide basics- DUNS #, Tax ID, CAGE #, Lockbox Addresses.
  - <https://www.umaryland.edu/spac/sponsored-projects-accounting-and-compliance-spac/about-the-office/spac-banking-information/>
- Request completion of forms via Quick Contact Links
- Turnaround time 24 – 48 hours

Link: <https://www.umaryland.edu/spac/external-communication-plan-for-spac/>

### QUICK CONTACT LINKS

[Sponsor Questionnaires  
Answers and Signatures](#)

[Vendor ACH Form Info and  
Signatures](#)

[Budget Signatures](#)

[A133/Subrecipient  
Questionnaire Info and  
Signature](#)

## Accounts Receivable:

- Working to streamline our AR process within Quantum.
- Working on additional help so that we can identify and apply payments faster.
- Working on streamlining our communication with departments.  
Please use Sponsored Accounts Receivable email  
[Spacsponsored\\_ar@umaryland.edu](mailto:Spacsponsored_ar@umaryland.edu).
  - This will help reduce the email traffic back and forth with Mary only.
- Vendor payment remittance notices should also go to the Sponsored Accounts Receivable email. - **\*\*\*this is a change**

**COMING SOON-** Monthly list of SPAC's unidentified payments.

# Accounts Receivable Payments

- If a sponsor asks for a copy of the invoice, they are available in Quantum Financial under Contracts – documents. This will be discussed later
- With Quantum, we no longer track awards by projects – so all of your searches are by Award number
- Viewing physical check or payments copies
  - Requires UMB Grants Viewer security role
  - Breadcrumbs:
    - Quantum Financials > Contract Management > Contracts.
    - Search for Award and click “Number” hyperlink.

File	Checks	<a href="#">1802799A DCD20197-723-3720-5 1493.98.pdf</a>	1802799A DCD20197-723	\$1,493.98	Nathan Hollaway	08/04/2020 07.35.23 AM
File	Checks	<a href="#">1802799A DCD20197-723-3720-4 3419.00.pdf</a>	1802799A DCD20197-723	\$3,419.00	Nathan Hollaway	08/04/2020 07.35.23 AM



## Collections:

- New Sr. Collections Specialist – Jocelyn Klucar
- Outstanding invoices 60days plus – will send out Dunning letters.
- Departments will be notified and cc'd on correspondence going out to sponsors.
- Any information/ correspondence about collections via [spaccollections@umaryland.edu](mailto:spaccollections@umaryland.edu).

## Financial Reporting/ Invoicing

- SPAC Central Team is not responsible for submitting invoices to sponsors.
- SPAC Central Team is **ONLY** responsible for submitting Federal financial reports to sponsors.



# SPAC TEAMS AGENDA

- Staffing Updates
- Efficiencies
- Budgets
- Cost Sharing
- Billing
- ROEs
- Helpful Links



# SPAC Staffing Updates

## OPEN POSITIONS

- Manager, Team Red
- Accounting Analyst, Team White

## ADDITIONAL CHALLENGES

- SPAC cannot process account maintenance during payroll

# Efficiencies

- Reduce email traffic and internal email routing
  - Use [SPAC Communication Plan](#) to get directly to the team that can help
  - Use Team Email addresses to ensure it gets into Image workflow
  - Don't "Reply All" if additional action isn't needed
- Common Questions
  - Budgets
  - Cost Share
  - Billing
- ROE's

# Budgets

- Viewing Budgets in QA
- Budgets in the financial system

# Budgets

- QA Award Detail

Object Level B	Cost Structure	Object Level C	Budget
B100~Direct Costs	MTDC	C100~Salaries	\$211,058.00
		C200~Fringe Benefits	\$49,778.00
		C300~Operating Expenses	\$278,371.00
	<b>MTDC Total</b>		<b>\$539,207.00</b>
	Non-MTDC	C300~Operating Expenses	\$62,700.00
	<b>Non-MTDC Total</b>		<b>\$62,700.00</b>
<b>B100~Direct Costs Total</b>			<b>\$601,907.00</b>
B600~InDirect Costs	F&A	C600~Indirect Costs	\$227,631.00
	<b>F&amp;A Total</b>		<b>\$227,631.00</b>
<b>B600~InDirect Costs Total</b>			<b>\$227,631.00</b>
<b>Total Costs</b>			<b>\$829,538.00</b>



# Budgets

- To view additional budget detail, right click Object Level C column heading
- Can see budgets Object Level D, Object Level E, and Object

Object Level C	Budget	Period Activity Amount	LTD Costs	Raw Con
C100~Salaries		\$8,020.06	\$99,134.21	
C200~Fringe Ben		\$1,243.51	\$16,125.26	
C300~Operating Expenses		\$2,652.99	\$26,714.82	
		<b>\$11,916.56</b>	<b>\$141,974.29</b>	
C300~Operating Expenses				
	\$601,907.00			
C600~Indirect Costs	\$227,631.00			
	\$227,631.00			
	\$227,631.00			
	\$829,538.00			

The screenshot shows a context menu for the 'Object Level C' column heading. The menu options are: Sort Column, Show Subtotal, Show Row level Grand Total, Exclude column, Include column, and Move Column. The 'Include column' option is highlighted with a red box, and its sub-menu is also highlighted with a red box, showing options: Object Level D, Object Level E, Object, Funding Source, Exclude Cost Share Flag, and Project.

# Budgets

Object Level B	Cost Structure	Object Level C	Object	Budget
B100~Direct Costs	MTDC	C100~Salaries	1012~Faculty 12 Month	\$0.00
			1020~Graduate Assistants	\$0.00
			2072~Exempt Staff (C1)	\$0.00
			2090~Contractual Employee (C2)	\$0.00
			ZE10~Budget - Salaries	\$211,058.00
			ZE20~Budget - Fringe Benefits	\$49,778.00
			ZE33~Budget - Travel	\$33,000.00
			ZE37~Budget - Contractual Services	\$209,235.00
			ZE39~Budget - Supplies & Materials	\$36,136.00

# Budgets

- Budgets in the financial system
  - SPAC will input the detailed budget in the award
  - If the budget is not included in the award, SPAC will be required to check the budget in KR
  - If the KR budget does not exist, or if the amount in KR does not match what is negotiated in the award, SPAC will only put in the Direct and Indirect budget
  - It is up to the dept to review and send a budget modification to correct the budget

# Cost Share

- Over the Cap
  - Does NOT require department to provide SOAPF for each project
  - SPAC will automatically put in OTC for all DHHS federal awards
  - Other than those awards, it is required by the departments to input the need for OTC in KR distribution tab/cost sharing
  - If it does not appear there, the department will be required to contact their assigned team to have it set up

# Cost Share

- Committed Cost Share
  - DOES require department to provide SOAPF for each project
  - Other than those awards, it is required by the departments to input the need for CCS in KR distribution tab/cost sharing
  - If it does not appear there, the department will be required to contact their assigned team to have it set up

# Cost Share

- Updating the SOAPF for OTC (set at Org level) or CCS (set at project level)
  - Department will be required to contact their assigned team to update the SOAPF
    - This will update accounting for all future cost share expenses
    - To update cost share expenses that have *already been incurred* to the old SOAPF, department will need to process debit memo

# Billing

- Viewing information in QA
- New campus report
- Viewing invoice copies

# Billing

- Viewing information in QA
  - Use Report Selector on Award Detail

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 Thi

<  >

## What Has Been Billed And Collected On This Award? (QA4.P4.R17)

Time run: 3/31/2021 11:16:05 AM

Invoice Number	Transaction Type	Accounting Date ▲▼	Original Due Amount	Receipt Amount	Other Applied Amount	Remaining Due Amount	Days Outstanding
31589	PA Invoice	3/23/2021	\$7,156.14	\$0.00	\$0.00	\$7,156.14	8
30737	PA Invoice	3/8/2021	\$7,156.11	\$7,156.11	\$0.00	\$0.00	
29856	PA Invoice	2/22/2021	\$18,248.88	\$18,248.88	\$0.00	\$0.00	
28988	PA Invoice	2/10/2021	\$14,331.29	\$14,331.29	\$0.00	\$0.00	

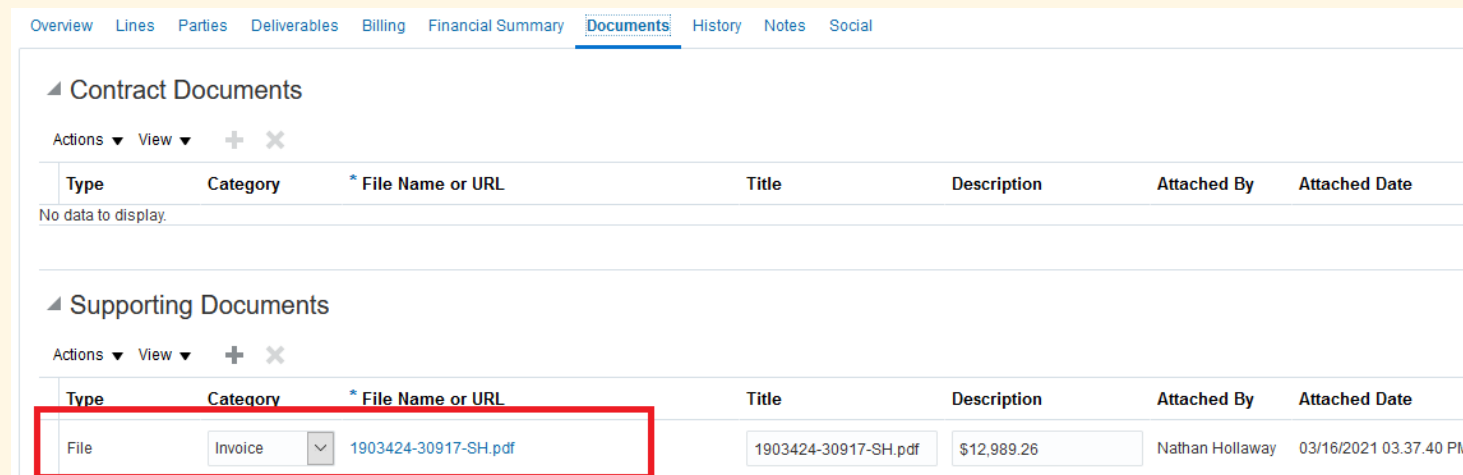


# Billing

- New Campus Report
  - Assists with managing multiple Awards in one report for easier organization
  - Can use report filters to display invoice information per Org, Award, or Sponsor via Excel format

# Billing

- Viewing physical invoice copies
  - Requires UMB Grants Viewer security role
  - Breadcrumbs:
    - Quantum Financials > Contract Management > Contracts.
    - Search for Award and click “Number” hyperlink.
    - Documents tab > Supporting Documents section



Overview Lines Parties Deliverables Billing Financial Summary Documents History Notes Social

Contract Documents

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

Supporting Documents

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
File	Invoice	1903424-30917-SH.pdf	1903424-30917-SH.pdf	\$12,989.26	Nathan Hollaway	03/16/2021 03:37:40 PM

# ROE's / Closeout

- ROE's
  - SPAC spends a lot of time sending ROE Drafts to departments for PI sign off
  - Working on developing new QA Report and business process so that department can generate ROE report without SPAC having to run it for them
  - Once sign off is obtained, still send to SPAC for final billing and closeout

# ROE's / Closeout

- Before sending signed ROE to SPAC for closeout, make sure:
  - Expenses per signed ROE match expenses per Quantum
    - Any “trailing charges” should be included in the “Adjustments” column and will be invoiced as long as there is appropriate documentation provided
  - Commitments (requisitions) and Obligations (PO's) are closed
  - 7062 and 7072 expenses have been removed
  - Provide a Non-Sponsored SOAPF is provided if expenses > contract limit

# Helpful Links



# Helpful Links

- SPAC Communication Plan: <https://www.umaryland.edu/spac/external-communication-plan-for-spac/>
- Budget Modification request form: <https://www.umaryland.edu/media/umb/af/spac/forms/BudgetMod.pdf>
- Quantum Analytics Training Classes: <https://www.umaryland.edu/quantum/training-and-support/>
- Quantum UPK's: <http://cf.umaryland.edu/upk/quantum/PlayerPackage/data/toc.html>
  - Campus Reports (AR Aging Report)
  - Using Debit Memos for Accounting Transfers
  - Creating and Approving Requisitions
- Quantum Bytes Publications: <https://www.umaryland.edu/quantum/quantum-bytes-publications/>

