UNIVERSITY *of* MARYLAND

SPA/SPAC UPDATE MEETING

May 25, 2017

2 – 4 pm

Pharmacy Hall: N203 Lecture Hall

TODAY'S AGENDA

- Interagency Agreements with DHMH
- SPA Updates
  - Staffing Update
  - Submission Updates
  - Kuali COEUS Updates
  - FDP Clearinghouse
  - Reminders
- SPAC Updates
  - Staffing Update
  - Child projects and RAVEN access forms
  - New Fellowship Close-out procedures
  - Planning Fringe Benefit Rates for FY 18
  - Uniform Guidance – Procurement Update
  - Step-up in F&A rates
  - EFP and DR deadlines for Year-End
- Reminder of Other Year-End Deadlines – Susan McKechnie
- New Financial System Implementation – Kevin Curley

Interagency Agreements with DHMH

- DHMH has implemented a new interagency agreement template
  - Written in response to requirements from DBM
  - DHMH is also facing a legislative audit that has focused on these agreements
  - DHMH worked with representatives of USM
- We receive both interagency agreements and grants from DHMH
  - This only affects interagency agreements

  https://health.maryland.gov/pages/sf_dcpf.aspx

Key Terms of the Agreement

- Rebudgeting
  - A detailed budget must be included
  - As long as the entire budget is not overspent, a particular line item may be rebudgeted by $25,000 or 10%, whichever is less, without prior written approval
    - Agreement monitor should be notified "as soon as possible"

Key Terms of the Agreement

- Programmatic support to be provided with invoicing:

"an invoice to the Department Agreement Monitor it must be supported by one or more Status Reports unless the invoice itself contains sufficient detail to permit the Department Agreement Monitor to conclude that the invoiced amount is appropriate and payment in that amount has been earned under the terms of the IA."

Key Terms of the Agreement – Invoicing Support

- Payroll report
  - This will satisfy Section I.D.2.a.1 and I.D.2.a.2.A
  - Detailed by individual including:
    - Individual's name
    - Individual's title
    - Actual salary charged to the award for the billing period
    - Actual fringe charged to the award for the billing period
    - Actual total salary for the individual for the billing period
    - % of effort spent on the project
    - Certified by SPAC that this is from our accounting/payroll systems
    - Certified by the PI that the % of effort is an "accurate and true representation of each individual's actual percentage of total effort expended, as related to this IA"
  - We are NOT choosing the option to send effort reports (I.D.2.a.2.B)

Key Terms of the Agreement – Invoicing Support

- Non payroll costs
  - Copies of all consultant and subcontractor invoices
    - All consultants and subcontractors must provide us with this same level of invoice support
  - Report of all other direct costs at the transaction level
    - Must be certified by SPAC that this transaction listing came from our general ledger

Key Terms of the Agreement – Additional Requested Documentation

- Upon receiving the detail cost reports, the Agreement Monitor may request any additional support documentation
  - No limit placed on how much documentation or how long they have to request it.
  - The Agreement Monitor does not have to approve payment of the invoice until all additional documentation is provided

Key Terms of the Agreement - Subcontracting

- All subcontracts must have prior written consent of the Agreement Monitor

- We cannot subcontract out more than 50% of the agreement

- Subcontractors are subject to all the terms of this agreement
  - Including the invoicing terms

Interagency Agreements – Audit Points

- Interagency Agreements – with another State Agency – for either procurement of a good/service or hiring an employee
- Recent audit concerns
- Before entering into the agreement, ask:
  - What expertise is UMB providing?
  - Are we controlling the procurement or just following the instruction/request of the agency?
  - Are we recruiting and hiring in accordance with our policies/procedures or just adding employees to our payroll at the instruction/request of the agency?
  - Does the request fall under our existing agreement language or do we need to amend the agreement to include the procurement/hiring?
  - Are we going to oversee, manage, and instruct the vendor or employee? Will they report to UMB employees?
  - Is the agency asking UMB to procure or hire because they can't or don't want to follow State procurement or personnel regulations?
- After entering into the agreement – document your monitoring/oversight activities (e.g., meeting agendas, emails, timesheets, performance evaluations)
- Contact MAS with questions on how to prepare for audits

SPA Updates
2nd Quarter 2017

May 25, 2017

2 – 4 pm

Pharmacy Hall: N103 Lecture Hall

Today's Agenda

- SPA Personnel Update

- Submission Updates

- Kuali Update

- FDP Clearinghouse

- Reminders

SPA Personnel

- Emmanuel Shodeinde, Senior Administrator
  - Contract team white
- Adrianna Dunnock, Analyst
  - Contract team red
- One open position for Administrator, SPA
  - Posting soon!

SPA Teams

- Team Red—Proposals
  - Managed by Greg Sorensen
  - Processes all proposals
    - Marie Coolahan (lead)
    - Towanda Gilliam
    - Mike Starace

- Team White—Proposals
  - Managed by Greg Sorense
  - Processes all proposals
    - Debbie Griffith (lead)
    - Christine Toalepai
    - Suzanne Hollis

SPA Teams

- Team Red—Contracts
  - Managed by Stephen Peterson
  - Processes all contracts
    - Stacey Boyd (lead)
  - Process all subawards
    - Venzula Harris
    - Adrianna Dunnock

- Team White—Contracts
  - Managed by Stephen Peterson
  - Processes all contracts
    - Emmanuel Shodeinde (lead)
  - Process all subawards
    - William (Bill) Hugo

SPA Teams

- Contact your SPA team red or white for any questions **<u>unless</u>** you have been triaged to a specific person in SPA.

- Use the SPA team email addresses
  - Team-white@ordmail.umaryland.edu
  - Team-red@ordmail.umaryland.edu

Submission Updates

- Grants.gov Workspace
  - Legacy Application Package (Adobe) phased out 12/31/2017.
  - Applicants will no longer be able to download the older, single PDF application package of forms.
  - The new online forms interface is now available in Grants.gov (as of February 2017) and is only accessible through Workspace.
  - For any funding opportunities where applicants have downloaded the legacy PDF application package, they will be able to continue to submit that package until March 31, 2018.

Submission Updates

- The use of ASSIST, Adobe (while available), or Workspace must be approved by Dennis Paffrath.

- At this time ALL applications that can be processed via KC should be submitted via KC.

Kuali Update

- SPA needs department representation to assist with the Kuali testing
- SPA is working on the training for the campus
- No "official" Go Live date for the new instance

Federal Demonstration Partnership FDP Clearing House

- Reduce administrative burden in creating subs
- UMB is a part of a pilot with FDP
- Any school participating in this pilot will receive the one page subrecipient commitment form; or they can provide the FDP abbreviated template.
- The organization tab in KC will identify which schools are participating in this pilot.
  - If FDP Address is Yes, 1 page form
  - IF FDP Address is blank, 3 page form

Performing Organization

University of Maryland, Baltimore | University of Maryland, Baltimore 🔍 📖

▸ show   Congressional Districts

Performance Site Locations

		Address
Add:		(Select) 🔍 📖
1	Bressler Research Building	Bressler Research Building 🔍 📖 clear 655 West Baltimore Street Baltimore, MD 21201-1509

▸ show   Congressional Districts

Other Organizations

		Address	
Add:		(Select) 🔍 📖	

Delivery Info ▸ show

save   reload   close

4 items retrieved, displaying all items.

Return Value	Organization Id	Organization Name	Address	FDP Address	Federal Employer Id	Congressional
return value	003421	Arizona Board of Regents				AZ-009
return value	000450	University of Arizona			74-2652689	AZ-007
return value	100468	Mayo Clinic Arizona			86-0800150	AZ-005
return value	000362	Arizona State University		YES	86-0196696	AZ-009

Reminders

- Please, please use the team emails when communicating with SPA, unless an action has been triaged and you know who the SPA person that is working on that action.

- You must use the Subrecipient Commitment Form if you have a subrecipient within your proposal. SPA staff have been instructions to hold your proposal until the form is in KC. FDP schools are the only exception!

- If you change the deadline date, please update your team or the person working on your proposal *immediately!*

Reminders

- Please give SPA adequate time to review your proposal.

- Update your routing approval maps in KC!

- SPA will only bypass on the deadline day.

- Getting your Proposals in early

- And remember… *Research Matters!*

Questions?

SPAC Updates
2nd Quarter 2017

May 25, 2017

2 – 4 pm

Pharmacy Hall: N103 Lecture Hall

Today's Agenda
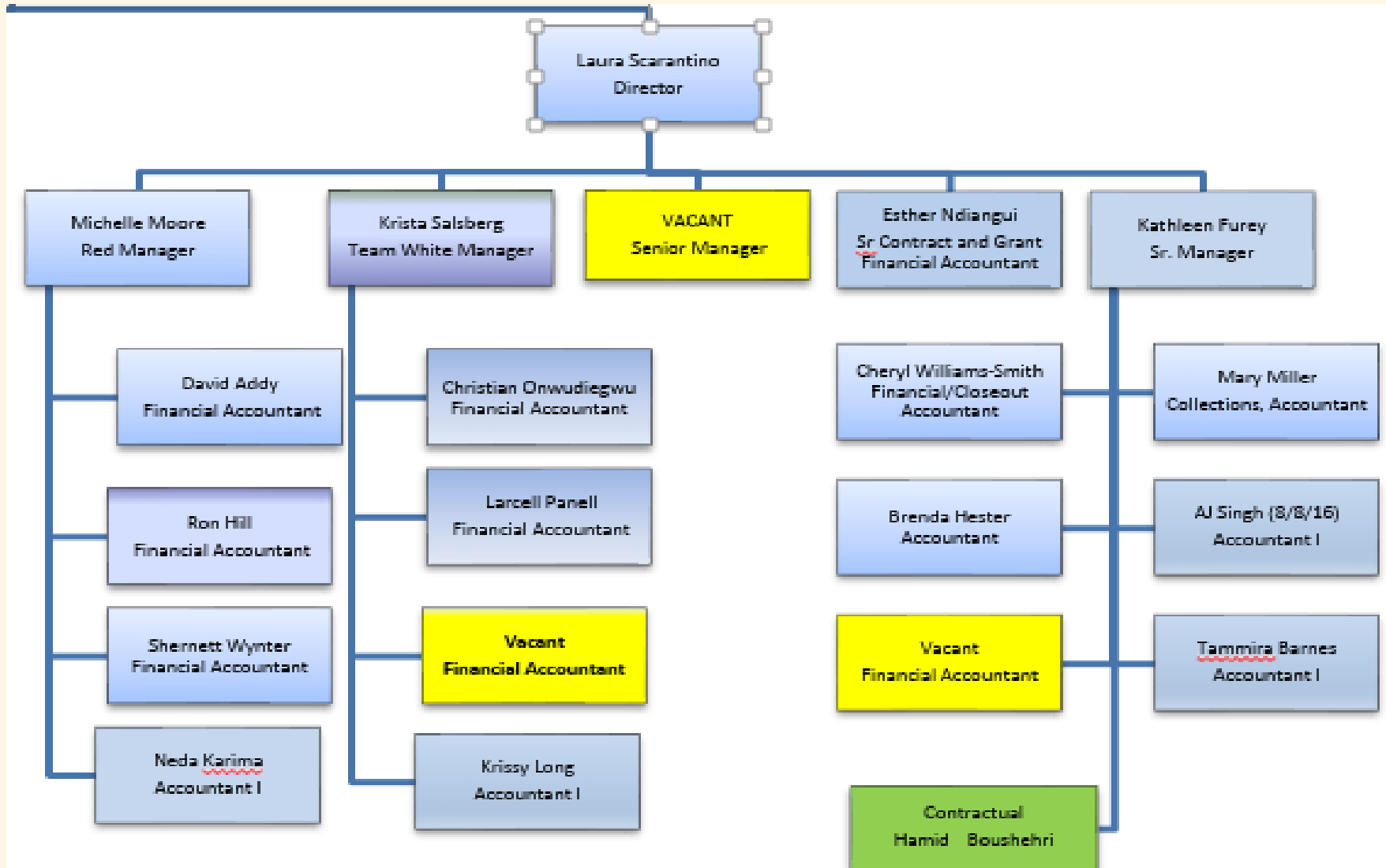
– Staffing Update
– Child projects and RAVEN access forms
– New Fellowship Close-out procedures
– Step-up in F&A rates
– Uniform Guidance – Procurement Update
– Planning Fringe Benefit Rates for FY 18
– EFP and DR deadlines for Year-End

SPAC New Staff

- Neda Karima, Accountant 1 Team Red
- David Addy, promoted to Financial Accountant Team Red
- Hamid Bousheheri, Contractual Team Central

SPAC ORGANIZATION CHART
Effective 5/1/2017

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                          Laura Scarantino
                              Director
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Michelle Moore
Red Manager

Krista Salsberg
Team White Manager

VACANT
Senior Manager

Esther Ndiangui
Sr Contract and Grant
Financial Accountant

Kathleen Furey
Sr. Manager

David Addy
Financial Accountant

Christian Onwudiegwu
Financial Accountant

Cheryl Williams-Smith
Financial/Closeout
Accountant

Mary Miller
Collections, Accountant

Ron Hill
Financial Accountant

Larcell Panell
Financial Accountant

Brenda Hester
Accountant

AJ Singh (8/8/16)
Accountant I

Shernett Wynter
Financial Accountant

Vacant
Financial Accountant

Vacant
Financial Accountant

Tammira Barnes
Accountant I

Neda Karima
Accountant I

Krissy Long
Accountant I

Contractual
Hamid   Boushehri

Child Request Compliance

- Child accounts are not set up until the parent is set up

- Parent and child PI signatures required on form

- For Child accounts in a different department from the parent
  - A completed Raven Access Request form must accompany the child request to ensure that the parent has view rights to the child project

- If the form is not received SPAC will request it before the child account can be set up

- https://www.umaryland.edu/media/umb/af/spac/forms/SPAC-Child-Project-Request-Form.pdf

Fellowship Closing

- No financial report required for fellowships
- Therefore, no formal closure process like other federally funded programs
- Closure template has been created
- SPAC will be trained on how to close these with the new tools – next week
- The departments will be notified of the new steps once finalized

Step-up in F&A Rates

- The F&A rate agreement in effect since June 30, 2015 contains a step up on July 1, 2017 to 54.5%
- All grant proposals should have been submitted with this increase
- This increase will happen automatically for all grants and cooperative agreements (including awards received as a subrecipient) that currently have a 54% rate
- Federal contracts keep the rate that was effective at the time of award and will not be stepped up

Uniform Guidance – Procurement Update

- Federal Register Notice dated May 17, 2017 delayed the implementation of the Uniform Guidance procurement regulations (once again) until July 1, 2018
  - https://www.gpo.gov/fdsys/pkg/FR-2017-05-17/pdf/2017-09909.pdf
- So until further notice, we will continue to use the $25,000 competition threshold for all purchases

FY 18 Fringe Benefit Rates

- Memo went out March 03, 2017 and is currently posted to the Cost Website.

- These rates are not yet negotiated
  - i.e. there is no rate agreement to support them

- These are planning rates that sponsors should accept

FY 18 Planning Fringe Benefit Rates

	Apply to Accounts	FY17 Finalized	FY18+ Proposed	Fringe Account
Faculty	1011 – Faculty 9/10 Month	26.4%	27.2%	2790 - Fringe Rate Faculty
	1012 – Faculty 12 Month			
Staff	1013 – Exempt Staff	40.9%	43.6%	2791 - Fringe Rate Staff
	1014 - Non-exempt Staff			
Legislated Benefit	2071 – Faculty	8.5%	8.4%	2793 - Fringe Rate Legislated Benefit
	2072 - Exempt Staff (C1)			
	2073 – Non-exempt Staff (C1)			
	2074 - College Work Study (CWS) (Summer)			
	2075 - Student (other than CWS) (Summer)			
	2080 – Summer Salaries			
	2110 – Overtime			
	2120 – Shift Differential			
	2130 - On-call Pay			
Limited Benefit	1021 - Post Docs/Fellows	26.1%(ToPP17-11) 24.0% (PP17-12+)	21.4%	2792 – Fringe Rate Limited Benefit
	2090 - Contractual Employee (C2)			

History of Faculty Rates

	FY 13	FY 14	FY15	FY16	FY 17	FY 18	Change FY 17 - FY 18
Legislated Benefits							
(FICA, Unemployment, Worker's Comp)	5.9	5.9	5.9	6.1	6.0	5.8	(0.2)
Health	6.3	6.4	5.7	6.0	6.6	6.7	0.1
Pension	9.1	9.6	10.0	9.9	10.0	10.1	0.1
Post Retirement Health	2.4	2.4	2.2	2.0	2.7	2.7	-
Other	1.3	1.5	1.3	1.0	1.2	1.3	0.1
Rate before Carryover	25.0	25.8	25.1	25.0	26.5	26.6	0.1
Carryover			(0.6)	(1.6)	(0.1)	0.6	0.7
Negotiated Rate (FY 18 Proposed)	25.0	25.8	24.5	23.4	26.4	27.2	0.8
Actual Rate	24.4	24.2	24.4	24.0			
Carryover	(0.6)	(1.6)	(0.1)	0.6			

NOTE: The componentized rates shared with sponsors allocates the carryover component to the various line items. Please keep this chart internal.

History of Staff Rates

	FY 13	FY 14	FY15	FY16	FY 17	FY18		Change FY 17 - FY 18
Legislated Benefits								
(FICA, Unemployment, Worker's Comp)	8.0	8.0	7.7	7.8	7.8	7.8		-
Health	15.7	15.9	14.6	15.6	15.9	16.5		0.6
Pension	9.1	9.6	10.0	9.8	10.1	10.1		-
Post Retirement Health	6.0	6.1	5.6	5.1	6.4	6.6		0.2
Other	1.2	1.5	1.3	1.0	1.2	1.3		0.1
Rate before Carryover	40.0	41.1	39.2	39.3	41.4	42.3		0.9
Carry over			(0.7)	(4.2)	(0.5)	1.3		1.8
Negotiated Rate (FY 18 Proposed)	40.0	41.1	38.5	35.1	40.9	43.6		2.7
Actual Rate	39.3	36.9	38.0	36.4				
Carryover	(0.7)	(4.2)	(0.5)	1.3				

NOTE: The componentized rates shared with sponsors allocates the carryover component to the various line items. Please keep this chart internal.

FY18 Fringe Rates

- The FY18 fringe rates will be applied to the entire first pay period period in FY18
  - PP18-01 (6/25/17 to 7/08/17)
- The fringe for PP18-01 will be posted as follows:
  - 6/25/17 to 6/30/17 – Posted to FY17
  - 7/1/17 to 7/8/17 – Posted to FY18

FY18 Fringe Rates Summary Chart

Pay Period	Rate Used	Posted in FY
17-26	FY17	2017
18-01	FY18	2017 (6/25-6/30) 2018 (7/1-7/8)
18-02	FY18	2018

FY18 Retroactive Distributions

- DEADLINE to submit Direct Retros to be posted in FY17 is Friday, 7/7/17

- All Direct Retros received from Saturday 7/8/17 and forward will be posted to FY18

- The direct retro cut off date for the 17-26 pay period is Friday, 6/23/17.

  – Note that this is different from the usual Tuesday prior to the payday deadline to allow Costing and Compliance enough time to process the anticipated fiscal year end increased volume.

Direct Retro Cut Off Dates

When Received by Cost Analysis	Pay Period Processed	Posted in FY (HRMS and Financials)
Tuesday, 06/13/17 by 2pm	17-25	2017
Friday, 06/23/17	17-26	2017
Friday, 7/7/17	18-01	2017
Saturday, 7/10/17 and beyond	18-02	2018

DR Processing - Reminders

- Physician Services Contracts Exception:

  – No Direct Retros moving payroll to or from a PSC account in FY17 will be processed after the FY17 DR deadline on Friday 7/7/2017

- A direct retro and a budget retro cannot be processed in same pay period

Plan accordingly!!!

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Financial Services Hodgepodge

Presented by: Susan McKechnie

FY17 Year End Deadlines

- The deadline for FY17 PUR01 has passed- if submitted they will be recycled with instructions to submit as a FY18 requisition

- FY17 PUR02 requisitions will not be approved after Wednesday, June 14th (original date was June 7th)

- If you have an emergency FY17 procurement you must contact Joe Evans and he will instruct Financial Services as to whether we can approve it

- All the deadlines are on the Financial Services website under Announcements
  http://www.umaryland.edu/financialservices/announcements/

Payroll

- Pay period 18-01 is 6/25-7/8 and 6/30 falls on a Friday
- Employees with partial pay due to termination/hire or with salary adjustments will have pay allocated based on 10ths this year- just like any other pay period
  - When we have COLA or Merit and/or 6/30 falls on Monday- Thursday we allocate in 14ths
- FY18 Commitment Accounting Rollover presentation will be Tuesday, June 6th – no change from last year so attendance isn't required

Travel

- Fun facts:
  - Annual travel at UMB is ~$8.5 Million
  - ~62% of travel at UMB is related to Grants and Contracts
  - ~62% of G&C travel is Federally Sponsored
- Travel system changes presentation on Thursday 6/1
  - Register here: https://www.umaryland.edu/eumb/training/
  - Click on "Enroll at the Enterprise Training Enrollment Database"
- Travel website
  - Working on enhancements to make it easier for travelers to find information they need related to travelling to and away from UMB

Gift Card System

- Please make sure all PIs that have participant studies are aware of the Gift Card System
  - We have encountered some faculty who did not know it was an option
- We will be automating the "buy-back" of gift cards
  - If you purchased too many through the GCS you will be able to bring the unused cards back for credit to your project

Tuition Charged to Grants

- Reminder: when a payment by grant funds form for Summer or Fall is submitted, it will not expense to the grant until July regardless of the date it is submitted or the date it posts to the student's account

USM Revenue Account

- Account 0924-USM Institutions Revenue
  - We need to identify revenue from other institutions within USM for financial statement consolidation purposes
  - Grants/Sub-contracts with other USM institutions are identified based on Sponsor IDs
  - For transactions that are not grant related you must use GL Account 0924 (ex. in the Customer Billing System or RSTARS transfers)
    - Sheri Myers (General Accounting Manager) is in the process of doing JEs to move FY17 transactions that were coded to different revenue accounts

Cost Transfer JEs

- There are still many journals moving expense to a sponsored project ID that are missing sufficient explanation

- Per the Cost Transfer policy/procedure (http://www.umaryland.edu/media/umb/af/cost/CostTransfers.pdf):
  - All cost transfers should contain an explanation as to why the cost transfer is necessary. If the cost transfer is necessary to correct an error, the explanation must fully explain how the error occurred. An explanation merely stating that the transfer was made "to correct error" or "to transfer to correct project" is not sufficient.

- JEs missing proper explanations will be recycled causing delays

*e*UMB Financials Replacement Project

SPA/SPAC Meeting
May 25

Project Announcement

UMB Announces Project to Replace eUMB Financials and RAVEN

With the May 17 signing of a contract between University of Maryland, Baltimore (UMB) and Oracle America, Inc., the campus has moved one step closer to its goal of replacing UMB's financial and data reporting applications with a more modern, cloud-based system. When the new system is complete, eUMB Financials and RAVEN will be retired. The contract with Oracle America, Inc., covers software, cloud services and the implementation services that will complement UMB's project team during the work to configure, test, and deliver the new system.

Moving to a cloud-based application gives UMB the ability to stay current with functionality, security, and technology. In addition, the new system will deliver improved data reporting and analytics capabilities. The move to a cloud-based financial system will also improve access to UMB's financial tools since the application is designed for use on most mobile devices — including tablets — as well as on desktop and laptop computers.

About 200 people from across campus have already been engaged in preparing for this change including gathering requirements for the system, providing feedback on the vendor software demonstrations they attended, validating core business processes, providing input that has resulted in the strategy for data reporting and analytics, and contributing to the development of a change management approach by providing input both in person and through survey responses.

More information on how you can participate will be forthcoming. Stay tuned!

Project Scope

The following scope comes from the RFP and the Project Charter and will be validated through working sessions with our Implementation partner.

Finance – To completely replace UMB's current financial system(s) and interfaces with the State of Maryland's Accounting & Reporting System (R*STARS) and third party systems.

- Accounts Receivable and Billing
- Asset Management
- Budgets (including encumbrances, pre-encumbrances)
- Disbursements
- General Ledger
- Procurement (Vendor Management, Corporate Purchasing Card, Procure to Pay, eProcurement)
- Travel and Expenses (future)

Project Scope

Sponsored Programs Accounting - To deliver post-award financial management capabilities for grant-funded programs.

- Award Setup
- Billing and Invoicing
- Grant Transactions (revenue recognition, F&A allocation)
- Grant Reporting

Project Scope

Technical – To provide a stable, secure, scalable, flexible, and recoverable IT architecture to support UMB over the term of the contract including an exercised renewal options.

- Application Integration
- Audit Trails
- Authentication
- Data Integration and Management
- Document Management
- Job Scheduling and Processing
- Application and Data Security

Project Scope

Reporting – To deliver a modern business intelligence solution for repetitive and ad hoc reporting needs on historical and operational data.

- Business Analytics (dashboards, financial modeling)
- Reporting Tools
- Report Design, Development, and Management
- Standard Reports (Institutional-level Reporting, School- or Major   Unit-level Reporting, Department-level Reporting)
- Data Export

Timeline

FY 2017

| Aug | Sept | Oct | Nov | Dec | Jan 2017 | Feb | March | April | May |

Jul 2016 ▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬ Jun 2017

Gather System Requirements

Issue RFP/Evaluate Responses/Make Award/External Approvals/ Contracting

Start Implementation

Phase 0 implementation planning, assemble teams,
create scope, perform pre-implementation activities, start training, etc
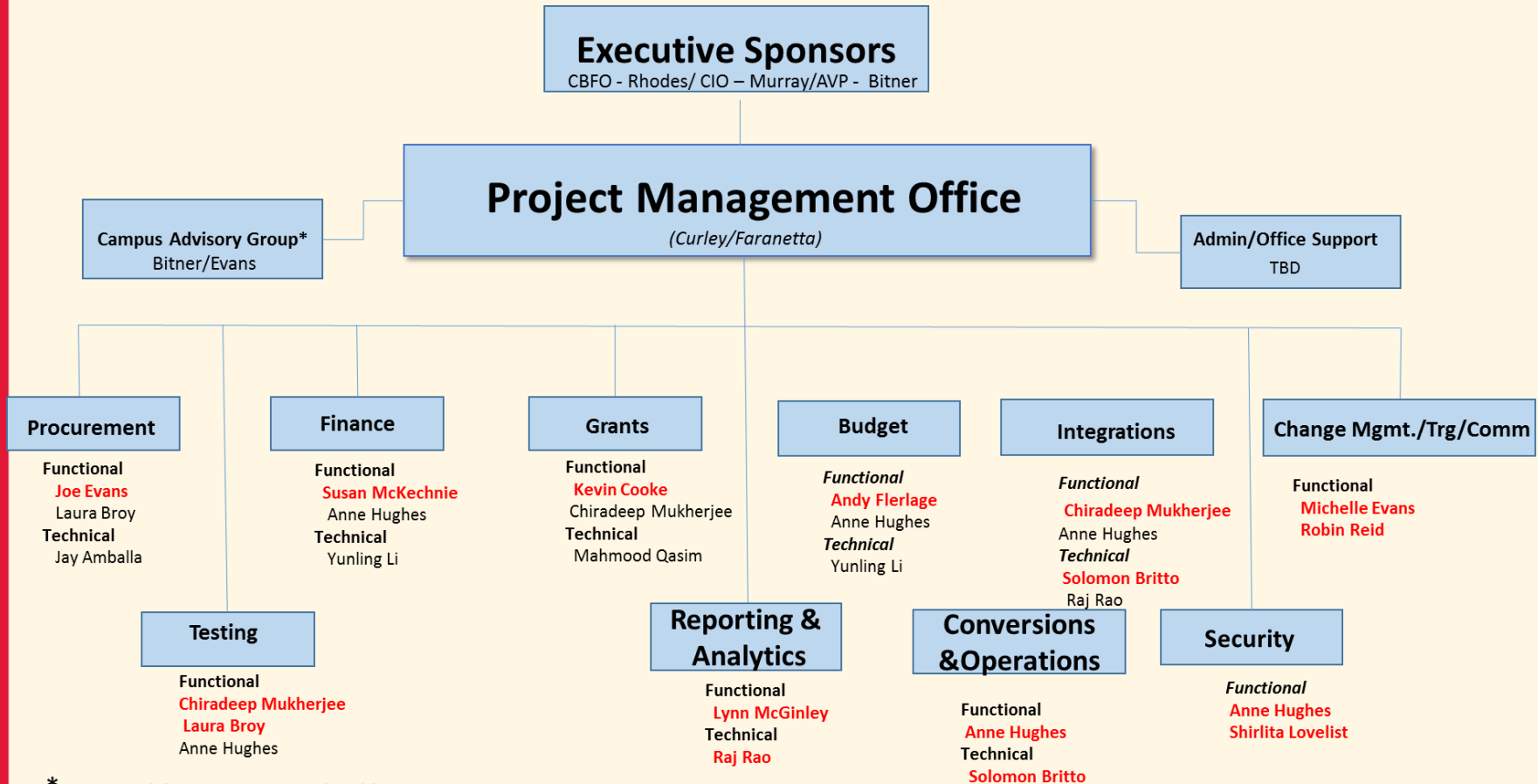
FY 2018

Jan 2018

Jul 2017 ▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬ Jun 2018   **Go -Live**

Continue Cloud Finance Deployment...

Project Team Organization

Executive Sponsors
CBFO - Rhodes/ CIO – Murray/AVP - Bitner

Project Management Office
(Curley/Faranetta)

Campus Advisory Group*
Bitner/Evans

Admin/Office Support
TBD

Procurement

Functional
Joe Evans
Laura Broy
Technical
Jay Amballa

Finance

Functional
Susan McKechnie
Anne Hughes
Technical
Yunling Li

Grants

Functional
Kevin Cooke
Chiradeep Mukherjee
Technical
Mahmood Qasim

Budget

Functional
Andy Flerlage
Anne Hughes
Technical
Yunling Li

Integrations

Functional
Chiradeep Mukherjee
Anne Hughes
Technical
Solomon Britto
Raj Rao

Change Mgmt./Trg/Comm

Functional
Michelle Evans
Robin Reid

Testing

Functional
Chiradeep Mukherjee
Laura Broy
Anne Hughes

Reporting & Analytics

Functional
Lynn McGinley
Technical
Raj Rao

Conversions &Operations

Functional
Anne Hughes
Technical
Solomon Britto

Security

Functional
Anne Hughes
Shirlita Lovelist

*Campus Advisory Group – membership TBD

Change Management

Questions

Final Notes

- Both presentations will be available on SPA and SPAC websites

- Thanks for joining us today!

Questions?