



# SPA/SPAC Updates

Wednesday, February 26, 2025

2:00PM

# SPA Agenda

- Personnel Updates
- SPA Contact Us
- Unfunded Agreement Questionnaire
- DTUAs/MTAs
- Kualu Updates
- F&A
- Team Updates
  - Research Security Updates
  - Proposal Team
  - Grants Team
  - Incoming Contracts Team
  - Team State
  - Outgoing Subaward Team

# SPA Personnel Updates

SPA Executive Director  
Position Posted (closes this  
week)

Contracts Team:

- Angela Estevez no longer  
with UMB/SPA - position  
currently posted to  
replace



# Contact Us

For contact information and information on the responsibilities for each team please check out:

<https://www.umaryland.edu/spa/spa-contact-us/>

- Team Red/Team White emails are no longer in use – **PLEASE STOP USING!**



# Unfunded Agreement Updates



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# Unfunded Agreement Request Questionnaire

- The unfunded agreement questionnaire form has been updated by merging the previous two form types into one questionnaire form!
- The newly merged form still allows for requests for an unfunded agreement which will address specific needs related to sponsored projects but are not a funding instrument. But, instead of a separate questionnaire form for data use agreements (DUAs) and another questionnaire form for all others, there is now only one (1) form to request these agreement types.

# Unfunded Agreement Request Questionnaire

- Examples of unfunded agreements to request using this questionnaire include; but are not limited to:
  - Data use agreements
  - Non-disclosure agreements/CDAs
  - Equipment loan agreements
  - Teaming agreements
  - Memorandums of understanding
  - Collaboration agreements
  - Consortium agreements
- For more information on unfunded agreements that would be reviewed by SPA; please visit the following webpage:  
<https://www.umaryland.edu/spa/developing-proposals/unfunded-agreements/unfunded-agreement-approval/>

# Unfunded Agreement Request Questionnaire

- **What system should be used to submit requests for unfunded agreement to be reviewed by SPA?**
  - New unfunded agreements requests still must be routed via Kualu Research (KR).
  - If the unfunded agreement request is a Renewal or Modification to an existing unfunded agreement, such request should not be made in KR; but, in the Kualu Build Award Modification / Update system using the KR Award number assigned to the original agreement.
- **When to start using updated form?**
  - The **updated Unfunded Agreement Questionnaire** is now available for use and can be found on SPA website. The updated form should be used ***effectively immediately***.
  - **NOTE:** SPA will no longer accept the previous forms beginning March 10, 2025. After 3/10/25, if previous forms are included with submissions, requests will be sent back to department to require completion and upload of updated form.
- **Where can the form be found?**
  - The link to the Unfunded Agreement Questionnaire and instruction are at this web page:
  - <https://www.umaryland.edu/spa/developing-proposals/unfunded-agreements/>

# DTUAs/MTAs

- Data Use/Transfer Agreements
- Material Transfer Agreements

# DTUAs/MTAs

- ***STAY TUNED for upcoming SPA brown bag!***  
TOPIC: Data Use Agreements (DUAs) or Data Transfer and Use Agreements (DTUA) - the what, when, why, and where?!? *(unofficial topic title)*
- **What DTUA requests should be submitted to SPA?**
  - An unfunded agreement request for a DTUA should be submitted to SPA if/when the counter party is a: ***University, Foundation, government, or not for profit (non-industry) organization***
  - NOTE: DTUA requests for SPA review should be submitted in Quali Research (KR); or, if a DTUA modification or renewal in Quali Build (KB)

# DTUAs/MTAs

- What unfunded DTUA requests should be submitted to CCT?
  - An unfunded agreement request for a DTUA should be submitted to CCT if/when the counter party is a: ***for profit (industry) organization***
  - NOTE: DTUA requests for CCT review should be submitted in UMBiz

# DTUAs/MTAs

- ***What if*** agreement is for transfer of Materials?
  - If the agreement is a **stand-alone** agreement for the transfer of Materials, agreement should be submitted to CCT via UMBiz for review.
    - More information regarding Material Transfer Agreements (MTAs); see following webpage:  
<https://www.umaryland.edu/cct/corporate-contracts/material-transfer-agreements/>
- ***What if*** agreement is an unfunded agreement and involves the transfer of material?
  - If the agreement is **with an organization that should be reviewed by SPA**, this request should be submitted to SPA via appropriate SPA submission and SPA will coordinate review of material transfer language with CCT; or, SPA will confirm with CCT if additional submission to UMBiz is necessary.

# DTUAs/MTAs

- More information regarding review & approval process and request for signature for unfunded agreements; please visit the following webpage:

<https://www.umaryland.edu/spa/developing-proposals/unfunded-agreements/unfunded-agreement-approval/>

# DTUAs/MTAs

- **What minimum needs to be *included/uploaded in request* for DUA for SPA review?**
- All related documents received from the other party **REQUIRED**: the proposed agreement or clear indication that SPA is being requested to draft UMB template is requested. **NOTE**: Provider of Data would normally issue agreement
- Updated compliance information
- Scope of work and/or purpose of the agreement.
  - See SPA webpage for example to use for data sharing/transfer/use agreements; link to follow
- A list of the data to be transferred should also be attached; and, if available, what (if any) identifiers will be shared.
- Completed Unfunded Agreement Questionnaire

**NOTE:** Your unfunded agreement will not be reviewed unless and until SPA receives the completed form.

For ***more information on guidance and instruction for routing unfunded agreements***, visit SPA webpage: <https://www.umaryland.edu/spa/developing-proposals/unfunded-agreements/>

For information on what needs to be included/provided in request for unfunded agreements for CCT review; please contact CCT

# Reminders - Data Use/Transfer Agreements

- IRB protocol review can coincide with DTUA review
  - No research to begin until IRB approval
- Please enter as much detailed information into DTUA Questionnaire as possible
  - Project
    - If UMB to receive data, describe SOW
  - Identify data received / provided
- Confirm the data type to be transferred
- If party has offered a DTUA template, upload into KR.

# Kuali Updates

- PI Certification question update: the (confusing) IP/public access question will be replaced with a statement (checkbox) tomorrow!
- Coming soon to the Kuali Build Subaward Request: internally-funded subawards
- In Progress: new User Aids related to the NCE Request and the PI FCOI certification question.

# F&A Rates

More Detailed Brown Bag coming soon!

- Please pay attention to the base (MTDC or TDC) when submitting proposals.
- If using a Federally-negotiated rate use MTDC.
- All other rates should use TDC unless specified in the sponsor guidelines.
  - American Heart Association
  - State of Maryland sponsors (unless directed otherwise)
  - Foundations

# Team Updates

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# Research Security Team



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# Research Security Updates

- Homegrown RS training in development
  - Percipio Platform
- Cybersecurity and Foreign Travel training pending
- Continue to work with IO to streamline process for foreign travel data and review
- Seeing more requirements for RS **NSF** training
  - DoE and DoD

# Research Security Updates

- Seeing more requirements for 252.412-7012 Safeguarding CUI
  - No CUI generated / provided
  - No Export Controls
- Proposal Team – International aspects of sponsored research routed for RS review
- Virtual Office Hours
  - 1st and 3rd Wednesday
  - 2:00pm - 330pm
- University System of Maryland Research Security Group

# Proposal Team



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# KR Proposal Reminders

- **Reminder:** Enter Prime Sponsor Code in addition to the Sponsor on the Proposal Details Tab. (*especially university and State of Maryland sponsors*)
- **Reminder:** Ensure PI answers "YES" to the questions in the Investigator Certification if the Sponsor or Prime Sponsor follows PHS Conflict of Interest requirements.

# Proposal Reminders

- Just a reminder – Our sponsors may be revising announcements with or without notification. So it is very important to review the announcement fully to make sure that the opportunity you are putting in for has not changed and if it has changed will it still meet the AIMs of the project and that you know how to tailor your proposals to meet the announcement goals.
- There have been some opportunities that have been cancelled or will be cancelled as well, without notification to the public, so it is important to make sure you are using the **most up to date** announcements.

# NIH Proposals

- Please add the following language to all your budget justifications where the money originates from NIH funding: **“UMB will comply with applicable law and guidance governing indirect cost rates.”**
- Continue to use our negotiated F&A Rates, unless you receive further guidance from UMB Leadership.

# Proposal Team Reminders

- When using an Assignment Form make sure you are using the new version (it will be only one page, the old version had two pages).
- Due Dates –
  - And a proposal will only show up for SPA to triage ONLY if there is a due date on the proposal. So if there is no due date on the proposal we may never know its there.
  - Please add the date that the proposal is due to the Sponsor, not the date you want it completed by. If you need it completed sooner then the due date let the person who is assigned to the proposal and Greg know and we will try to work it in where we can.

# Proposal Team Reminders

We are still getting a lot of questions on who is reviewing what proposal. When you start to route a proposal in KR we can go in and add who is assigned to that proposal. But we can only add it after the proposal has started to route. We will still be sending out emails from our Action Form when the proposals are initially triaged. The assigned SPA person will be available on the Summary/Submit tab in KR.



**Submit**

Saved      Routing      Approved

Assigned approver Boyd, Stacey L. (sboyd001@umaryland.edu) added by Boyd, Stacey L.

Proposal Summary   Personnel   Credit Allocation   Questionnaire   Compliance   Attachments   Supplemental Info   Budget Summary

**Proposal Summary**

|                               |  |
|-------------------------------|--|
| <b>Title</b>                  | ENTRENCH-YR2-Amendment 1                         |
| <b>Principal Investigator</b> | Caroline Ngeno                                   |
| <b>Lead Unit</b>              | 10207000 - Institute of Human Virology           |
| <b>Proposal Type</b>          | Continuation                                     |
| <b>Activity Type</b>          | Other Sponsored Activities                       |
| <b>Proposal Number</b>        | 75673  |
| <b>Project Start Date</b>     | 09/30/2022                                       |
| <b>Project End Date</b>       | 09/29/2023                                       |
| <b>Include Subaward(s)?</b>   | No   |
| <b>Sponsor Name</b>           | CIHEB-KENYA                                      |
| <b>Prime Sponsor Name</b>     | CDC - Centers for Disease Control and Prevention |

# Common Forms Updates

- Common Forms Compliance, May 25, 2025
- NIH is replacing the Biosketch and Other Support Templates with Digital Forms that must be used in applications and RPPRs on or after 5.25.25.
- Prepare PIs Now by encouraging PIs to:
  - Create an ORCID
  - Use their ORCID ID to log into SciENcv
  - Link ORCID ID and eRA Commons
- A presentation from SPA on this topic is now uploaded on SPA's website.

# Grants Team



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# Grants Team

- **New RPPR Training Materials Posted**
  - Visit SPA's [Federal RPPR](#) Page to find:
    - **SPA's RPPR Review Checklist**-A checklist that includes tab by tab guidance and resource links to assist you and the Principal Investigator in completing the RPPR.
    - **RPPR Help: How to Edit the Human Subjects Study Form**-A PowerPoint Presentation with audio guidance on how to make updates to the Human Subjects Study Form at the time of the RPPR.

# Incoming Contracts Team



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# Incoming Contracts Team

1. **Communication to SPA Contracts** - [SPA-Contracts@umaryland.edu](mailto:SPA-Contracts@umaryland.edu) is the only monitored team email for incoming agreement related inquiries and communications, as well as for appropriate email requests for action to be handled by SPA Contracts team.
2. **Communication to Assigned Team Member** – When/if your action or requests has been assigned to a contracts team member, please contact the assigned team member with inquiries, etc.
3. **Assignments for Contract Routing** - If your KR routing or submitted requests contains two (2) separate actions (e.g., TEMP request & agreement), the TEMP and agreement will be reviewed and approved by the contracts team member assigned.
4. **Contract related Temporary Requests in KR** – If a TEMP has been routed in KR with no agreement, the KR routing will be review & approved to process the TEMP. When the agreement becomes available, it must be submitted in Kualu Build (KB) for assignment and to finalize previous action.
5. **Due Dates on Contract Routings** – a deadline date must be entered in Kualu Research for all KR routings; however, the turnaround and timeline for reviewing, negotiating, and executing the agreement related to contract routing is based upon various factors; but, not on the due date entered in KR
  - **NOTE:** If there is indeed a written sponsor hard deadline to have an agreement executed, this must be also communicated to the contracts team member assigned or to [SPA-Contracts@umaryland.edu](mailto:SPA-Contracts@umaryland.edu)

# Team State



# Team State

1. Please use team state email address for proposal processing and internal daily work related items. [SPA-TeamState@umaryland.edu](mailto:SPA-TeamState@umaryland.edu)
2. Continue to Submit IPAs but everything is being handled by the VA on a case-by-case basis.
3. Please be mindful of deadline dates and five day submission requirement. Try not to submit proposal day before or day its due.
4. KR Routings must be completed even if the proposal is submitted via another portal/system.

# Outgoing Subaward Team



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# Outgoing Subaward Team

- **Processed 96 subawards since Jan 2nd in 10 days or less.**
- **KB Subaward Request Updates:**
  - **Subaward staff assignment in KB.**
  - **Coming March 1st, Subawards using internal UMB funds can be submitted using the KB Subaward Request.**



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# Brown Bags! SPA Newsletter!



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