



UNIVERSITY *of* MARYLAND

SPA/SPAC UPDATE MEETING

February 19, 2015

2:30 – 4 pm

Pharmacy Hall: N103 Lecture Hall



SPA Updates

1st Quarter 2015

TODAY'S AGENDA

- SPAC Personnel Update
- Award Level Close-out Follow-up
- SPAC Closeout Project
- Standard Language on ROE's
- SPAC Reminders....
- Federal Contracts

TODAY'S AGENDA

- Cost and Compliance Communications
- Financial Services- Fringe Benefit Encumbrance

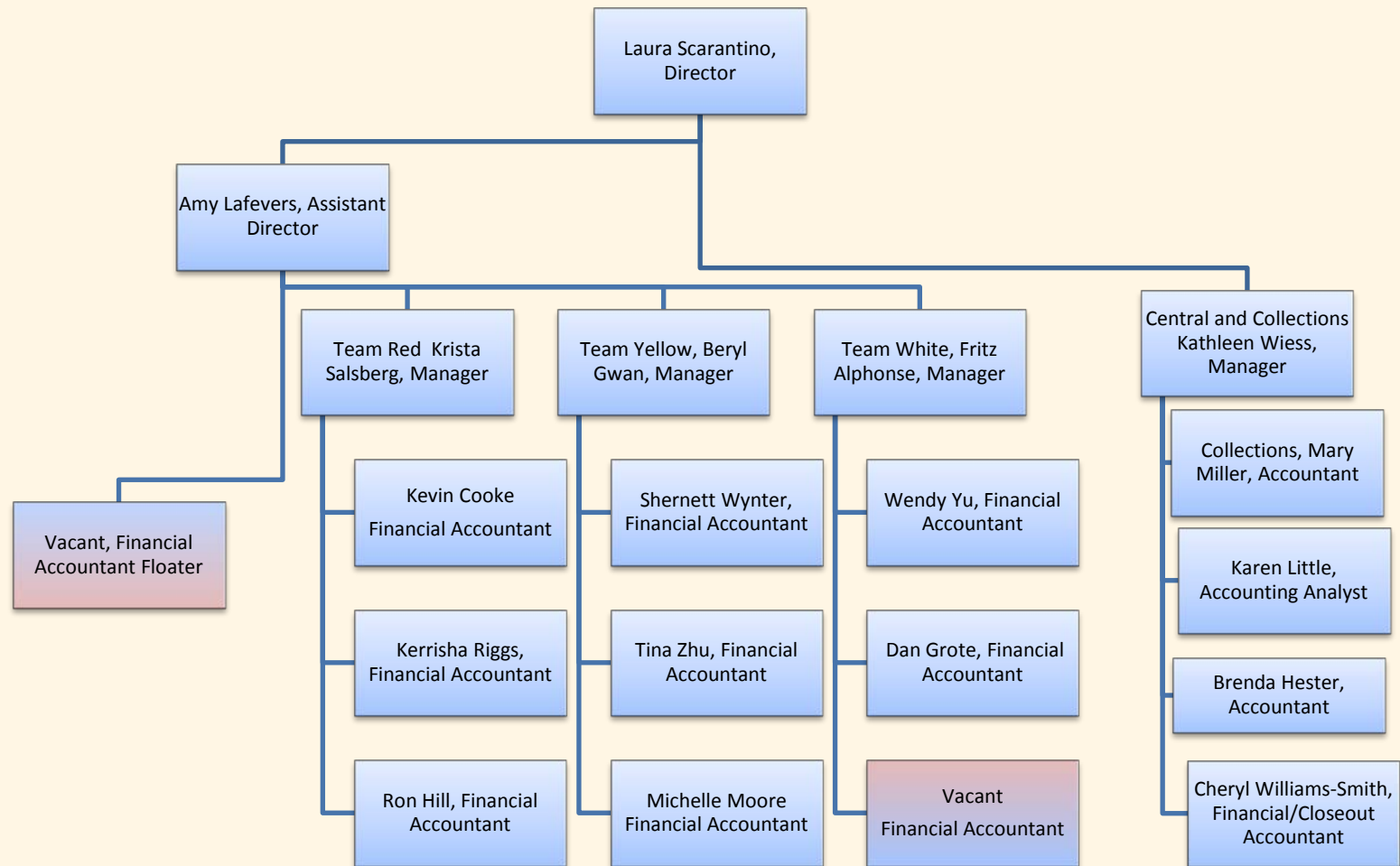
New/Changed Staff

- Manager Team Red, Krista Salsberg
- Kevin Cooke, Team Red
- 2 vacancies



SPAC ORGANIZATION CHART

Effective 12/20/2014



Partnership with SPAC Award Level

FOLLOW-UP

- For those awards expiring on this LOC account
 - The first set of emails have gone out to the department. Due to the timing, most of these were courtesy emails advising that the award was no longer available for charges.
 - The next group of emails will be coming out for the 3/31/2015 award end dates
 - Please contact your SPAC team if you have any questions

SPAC Closeout Project

- Teams will be contacting departments concerning projects not closed in system
- Aggressive closeout goal by Fiscal Year End
- Focused closeout population
- Deliverable Closeouts

Standard Language on ROE's

- **§200.415 Required certifications.**
- (a) To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows: “By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).”

This certification will be put on all federal ROE's

Reminder.....

- ***Expenses that are posted late are not a guarantee of being paid by the sponsor***
- ***Review reports prior to signature by the PI - do you have additional charges that are not in the financials?***
- ***FFR'S returned timely***



Reminder.....

- ***Make sure communication with the sponsor is not isolated. If discussing the financial issue make sure that your SPAC representative is copied into the conversation***
- ***Contact your SPAC representative and MAS – Michele Evans if you are having a desk audit by a sponsor.***
- ***Contact SPAC ASAP when a PI is retiring or leaving the campus so that a full evaluation of their portfolio can be done***



CHALLENGES

Federal Contracts

- Kick-off Meetings - *SPAC would like to partner with the departments and NIH when new contracts are acquired*
- Federal contracts are predominately incremental option funding
- Much more information management in contracts vs. grants

Costing & Compliance

Costing & Compliance – DR communication changes

- We are shifting duties in Costing & Compliance
- Please utilize Effort Help email and phone for both Effort and Fringe related questions
- Confirmation emails for DRs that were successfully processed are no longer being sent out
- Refer to **last quarter's SPA/SPAC slides** for cookies to access DRs in HRMS

Costing & Compliance – Effort System

Late Notifications

- We are REDUCING messages from my office through Effort Help about incomplete Effort forms
- I will include the DC & SubDC on my email to the Division Chairs -- they will rely on you to run the Comprehensive Status Reports
- My email to the Division Chairs will continue to include a table illustrating how many forms are outstanding by effort period

Can I transfer wages that are over a year old?

- If you're trying to Debit a sponsored PID
 - The short answer is **NO! It's against policy!!**
 - But what if the sponsor back-dated the award start date? Don't we have to move wages then??
 - The short answer is **NO! It's against policy!!**
 - Instead --- [Request a Pre-award Spending Account \(aka Temporary Accounts\)](#)
 - Plain & simple, if your department is going to let someone work on a project prior to receiving the award – request the PAS/Temp Account!

Policy/Procedure/Instructions

Policy/Procedure & Instructions for Completing the PreAward Spending Account Form can be found on the SPA website:

<http://umaryland.edu/spa/award-management/preaward-spending/>

PAS/Temporary Account

- Approval for pre-award spending (sometimes known as a "temporary account") may be requested on an project where there is a very high likelihood that the award will be made.

PAS/Temporary Account

- Pre-award spending means that the chartstring will be set up before we receive an award from the sponsor. Pre-award spending is recommended so that payroll and effort for project investigators and staff will be charged to the correct Project ID.

FINANCIAL SYSTEMS

Fringe Benefit Encumbrances

- Fringe encumbrance process will mirror the salary encumbrance process
- The fringe encumbrances will utilize the current fringe rates
- Fringe encumbrances will be displayed in RAVEN – Financials (Summary Tabs & Transaction Detail)
- Fringe encumbrances will NOT include student employees (accounts 2074, 2075)
- Fringe encumbrance process begins Pay Period 15-16 (Payroll Actuals on February 13, 2015)

Critical Dates

Date	Action
February 7/8	<ul style="list-style-type: none">• Enhancements moved to Production• Mass inactivation of comments and attachments related to Dispatched Purchase Orders
February 9	<ul style="list-style-type: none">• Begin using New Vendor Info Page• No SSN in comments, attachments or backup• New Requisitions containing SSNs in comments, attachments or backup will be Denied
February 9 - 20	<ul style="list-style-type: none">• Requisitioners and Approvers work outstanding requisitions to completion...i.e. approve or cancel• Focus on requisitions created in FY 2014 & FY 2015
February 21- 22	<ul style="list-style-type: none">• Mass inactivation of all comments and attachments on Requisitions created prior to February 9

Future System Enhancements..

- Central Billing System Replacement
 - General Accounting will be initiating billings
 - Department revenue recognized when payment is received
- Faculty Electronic Timesheets
 - Duty Days
 - Proxy Role
- Validation of eUMB Roles in Departments
 - Continuation of campus initiative for security and protection of sensitive data
 - Developing a process where departments will validate certain eUMB Financial and HR system roles held by their department staff are appropriate for the duties and job assignment(s) within their respective departmental organization



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Questions..

<http://www.umd.edu/financialsystems/presentations/>