



UNIVERSITY *of* MARYLAND

SPA/SPAC Updates 1st Quarter 2018

September 21, 2017

2:30 – 4 pm

Pharmacy Hall: N103 Lecture Hall



UNIVERSITY *of* MARYLAND

SPA Updates

1st Quarter 2018

September 21, 2017

2:30 – 4 pm

Pharmacy Hall: N103 Lecture Hall

TODAY'S AGENDA

- Staffing
- NIH Updates
- Submission Updates
- New Proposal Review process
- Kualu Research Update
- New Survey

SPA Personnel Changes

- Suzanne Hollis, Administrator
 - Proposal Team Red
- Michael Starace, Administrator
 - Proposal Team White
- Richard Ingrao, Manager
 - All MD agreements/awards/proposals
- Christine Toalepai, Administrator
 - Moving to SPA Contract Team White
- One open position for a Contract & Grant Associate
 - Non-exempt Position

SPA Teams

- Team Red—Proposals
 - Managed by Greg Sorensen
 - Processes all proposals
 - Marie Coolahan (lead)
 - Towanda Gilliam
 - Suzanne Hollis
- Team White—Proposals
 - Managed by Greg Sorensen
 - Processes all proposals
 - Debbie Griffith (lead)
 - Mike Starace
 - Shelley Tiemann

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 unless you have been triaged to a specific person in SPA.
- Use the SPA team email addresses (including questions about awards)
 - Team-white@ordmail.umaryland.edu
 - Team-red@ordmail.umaryland.edu

NIH Updates

- Updated NIH Policy Statement expected to be available 10/2017
 - Significant changes have been released in Notices
- Defined NIH Clinical Trial (*also provided clarification on this definition*)
 - NOT-OD-15-015 & NOT-OD-16-148
 - Any application for a clinical trial MUST use FOA for clinical trail
 - Case studies available

NIH Website

<https://grants.nih.gov/policy/clinical-trials/definition.htm>

The diagram illustrates the NIH Clinical Trials definition. At the top is a green circle labeled "NIH Clinical Trials". Below it is a grey triangle labeled "Wide Range". Inside the triangle are five blue circles representing different study types: "Mechanistic", "Exploratory/Development", "Pilot/Feasibility", "Other Interventional", and "Behavioral".

Below the diagram, a box contains the text: "Your human subjects study may meet the NIH definition of a clinical trial." Below this text is a blue button labeled "FIND OUT HERE".

Important features that distinguish a clinical trial from a clinical study are whether there is

Does your human subjects research study meet the NIH Definition of a clinical trial?

The NIH definition of a clinical trial is very broad. Some investigators conducting human subjects research may not be aware that NIH considers their study to be a clinical trial. Use this tool to help determine if your research meets the NIH definition of a clinical trial.

For application **due dates on/after January 25, 2018**, identifying whether your study is a clinical trial will be important for:

- picking the right NIH **funding opportunity**
- ensuring your application includes all the **information required for peer review**
- complying with the appropriate **policies and regulations**

Answer a few simple questions to set you on the path for success

Note for ancillary studies:

When answering the following questions, take into account only the work being proposed in the ancillary study, not the work being done in the parent project.

1. Does the study involve human participants?

Note for ancillary studies:

When answering the following questions, take into account only the work being proposed in the ancillary study, not the work being done in the parent project.

1. Does the study involve human participants?

Unsure how to respond? Our [case studies](#) and [FAQs](#) may help you decide.



NIH Updates

- *Interim-RPPR* [NOT-OD-17-037](#)
 - An Interim-RPPR is to be submitted 120 calendar days from the period of performance end date while a renewal application (Type 2) is under consideration.
 - If a renewal is submitted but not funded, the Interim-RPPR will be treated by NIH as the Final-RPPR.
- NIH released final policy on sIRB for multi-site research
- xTRACT
 - allows applicants, grantees and assistants to create research training tables for progress reports and institutional training grant applications

NIH Updates

- Forms-E required after 1/25/2018 **NOT-OD-17-062**
 - Parent Announcements will be reissued with new FOA #'s
 - Forms will be incorporated into KR in November 2017
- All active FOAs with due dates both before and after January 25, 2018 will be updated to add FORMS-E application packages between October 25, 2017 and November 25, 2017
- Transition Period for both Forms-D and E
- Must choose the appropriate application package for your due date when presented with both FORMS-D and FORMS-E application packages on the same FOA


S2S

▼ hide

Opportunity Search

S2S Lookup

▼ hide **Opportunity**

Opportunity ID:	PA-16-160
Opportunity Title:	NIH Research Project Grant (Parent R01) 
Submission Type:	Application ▼
S2S Revision Type:	select ▼
CFDA Number:	
Competition Id:	FORMS-D
Opening Date:	04/17/2018 12:00 AM
Closing Date:	05/07/2019 12:00 AM
Instruction Page:	https://apply07.grants.gov/apply/opportunities/instructions/oppPA-16-160-cidFORMS-D-instructions.pdf
Schema URL:	https://apply07.grants.gov/apply/opportunities/schemas/applicant/oppPA-16-160-cidFORMS-D.xsd
S2S Provider:	Grants.Gov

▼ hide **Submission Details**

Submission details will be available after the proposal is submitted.

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
 - 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

- Workspace Training and Tutorial Videos
 - <https://www.youtube.com/user/GrantsGovUS>
- The use of ASSIST, Adobe (while available), or Workspace must be approved by Dennis Paffrath, unless KC does not allow you to use S2S
- SPA is developing a guide for how to work in Workspace
- At this time ALL applications that can be processed via KC should be submitted via KC

Submission Updates

- NOT-OD-16-129 Appendix Materials *(rel. 08/2016)*
 - Applications **will be rejected** if unapproved materials are included in the Appendix
- NOT-OD-15-032 New Biosketch Format *(rel. 12/2014)*
 - Applications not in compliance with new Biosketch format
 - Letters sent however application still being reviewed
- NIH Deadline 10/5/2017
 - Currently SPA has **41** proposals in progress!!!

SPA Proposal Review Process

- Effective 7/17/17
- SPA review of proposals occurs after being submitted for routing
 - Budget final
 - All tabs completed
- Changes to the application?
 - @ department/school level, **Recall** the proposal
 - @ SPA level, the proposal will be **Rejected** by SPA
- If changes were made/requested, SPA will review the proposal once it is **Final** and ready for submission

SPA Proposal Review Process

- Subrecipient Commitment Form
 - If you have a subaward, this signed form is mandatory
 - FDP schools have a one (1) page form
 - Must have this form for all subawards

Kuali Research Update (KR)

- SPA still looking for department administrators to test KR (email Janet Simons)
- Go Live date for the new instance is March 18, 2018
- Janet Simons is working with members of SPA to develop training for UMB
- UMB and UMCP KR (working w/SRAG on combined KR)

FDP Update

(Federal Demonstration Partnership)

- New template forms available
 - Subawards
 - Data Use and Transfer Agreement

New SPA Survey

Overall Satisfaction Level	Extremely Satisfied Satisfied Dissatisfied Extremely Dissatisfied N/A
OSP was timely and responsive in addressing my needs and inquiries	Strongly Agree Agree Disagree Strongly Disagree N/A
OSP provided accurate information and sound guidance	Strongly Agree Agree Disagree Strongly Disagree N/A
OSP anticipated my needs and met them proactively	Strongly Agree Agree Disagree Strongly Disagree N/A
OSP provided effective communication	Strongly Agree Agree Disagree Strongly Disagree N/A
When I had a need, my OSP contact was accessible	Strongly Agree Agree Disagree Strongly Disagree N/A

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.
- Ask your general questions at Research Matters <http://researchmatters.umaryland.edu>
- If you change the deadline date, please update your team or the person working on your proposal *immediately!*
- Please give SPA adequate time to review your proposal.
- SPA will only bypass on the deadline day.
- Get your proposals in early!!!

Questions?





UNIVERSITY *of* MARYLAND

SPAC Updates 1st Quarter 2018

September 21, 2017

2:30 – 4 pm

Pharmacy Hall: N103 Lecture Hall

Today's Agenda

- Cost
- Staffing Update
- Closeouts
- State Agency Invoicing Support Development
- DIRRF update
- Relinquishing Form
- Reminders
 - FFR Deadlines & Charges
 - Child Request Compliance
 - SCR Reporting



UNIVERSITY *of* MARYLAND

COST

September 21, 2017

2:30 – 4 pm

Pharmacy Hall: N103 Lecture Hall

Penny Balances on Department PCA

1. Regular pay reported as one row on paycheck during crossover pay period (PP) 18-01 with earnings date 06/25/17-07/08/17
 - 06/25/17 to 06/30/17 FY2017
 - 07/01/17 to 07/08/17 FY2018
2. During PP18-02 to 18-04, employee reports leave applicable to the 18-01 crossover PP

Penny Balances on Department PCA

3. System does a proration process for earnings dates related to crossover PP18-01 to
 - Credit RGS code for the applicable holiday hours reported
 - Debit applicable leave earnings code for the same amount
4. HRMS does rounding adjustments to keep check amount and distribution amount balanced
5. The redistribution process ended up adding \$0.01 to the FY2017 portion and \$(0.01) in FY2018, or vice versa

Penny Balances on Department PCA

- No Fixed EFP for FY17, except Non-Exempt employees for the first 4PPs. Charges fell to PCA
- Employees who reported leave for the crossover pay period (PP18-01, 06/25/17-07/08/17) in PP18-02 through 18-04
- Cost Analysis **will not** be processing Direct Retros to correct the PCA balances
- After 093017 initiation, affected effort forms will be manually corrected by Cost Analysis

Finalized Fringe Benefit Rates

- A memo was sent out to Campus to announce the Implementation of the approved Fringe Benefit Rate Agreement by Laura Scarantino
- Approved faculty and staff rates are slightly lower than the previously published proposed rates
- Adjusted rates were set up in HRMS from 18-01
 - no system corrections necessary
- The memo and rate agreement have been uploaded to our website
 - <http://www.umaryland.edu/cost/fringe-benefit/>

FY18 Finalized Fringe Benefit Rates

	Apply to Accounts	FY18 Proposed	FY18+ Finalized	Fringe Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	27.2%	27.1%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff	43.6%	43.4%	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)	8.4%	8.4%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	21.4%	21.4%	2792 – Fringe rate Limited Benefit

FA Rate Negotiation for FY19 and beyond

- UMB's Base year is FY2017
- We are currently preparing a draft proposal based on FY16 financial statement, to see how rates will change
- We are leaning towards requesting an extension until completion of implementation of new financial system – Quantum
- Tentatively FY19 could be our new base year if approved
- More information to come

Effort Reporting Reminder

- Due date for 063017 Effort forms is next Tuesday, 09/26/17
- Total delinquent forms in ERS: 184
- The new 093017 period will be initiated the day after, on 09/27/17
- No FY17 Fixed EFP, so all FY17 earnings fall to PCA, and should be move via Direct Retro (DR)
- The DR needs to redistribute these expenses to the projects on which the employee worked during the period in question

Overpayment Direct Retros

- Overpayment credits for FY17 which fall to PCA should be moved to where employee was originally paid from
 - Do not default to revolving account
 - Applicable grants must be credited
- All other direct Retros related to overpayment are done by Costing and Compliance, based in information provided by UMB's Central Payroll office
- Refer to procedure manual via the link below
 - [Overpayment Compensation and Recovery Procedure](#)

SPAC Staffing Updates

- Lynn McGinley, Reporting Project Lead for the Quantum Financial Implementation Project
- Laura Scarantino, Acting AVP
- Cost and SPAC reporting
- International - Moji reporting to Jennifer Flinn, Executive Director of MGIC
- Kevin Cooke, Grants Project Lead for Quantum
- Duration – next 15-18 months

SPAC Staffing Updates

- 3 Areas in SPAC: Cost, Central, Red/White Teams – Each area covered by a Sr. Manager
- Beryl Gwan – Cost
- Kathleen Furey – Central Team
- **Introducing Jocelyn Klucar** – Red/White Teams
 - Point person for issues that can't be solved by the Red/white Team Managers
- Esther– Contracts Team
- Nathan Hollaway - Administrative

SPAC Staffing Updates

COST	CENTRAL
<p data-bbox="336 429 683 486">Binita Shah</p> <p data-bbox="343 511 668 551">Cost Accountant</p> <p data-bbox="332 632 695 689">Amy Sallese</p> <p data-bbox="332 714 707 753">Pt Cost Accountant</p> <p data-bbox="336 835 765 892">Damita Brown</p> <p data-bbox="332 916 788 956">Administrative Support</p>	<p data-bbox="985 429 1406 486">Colin Fleming</p> <p data-bbox="985 511 1240 551">Accountant 1</p> <p data-bbox="985 575 1356 632">Neda Karimi</p> <p data-bbox="985 656 1240 696">Accountant 1</p> <p data-bbox="985 721 1437 778">Neli Georgieva</p> <p data-bbox="985 802 1394 842">Financial Accountant</p> <p data-bbox="985 866 1433 923">Larcell Pannell</p> <p data-bbox="985 948 1394 988">Financial Accountant</p> <p data-bbox="985 1012 1340 1069">Mary Miller</p> <p data-bbox="985 1093 1421 1150">Brenda Hester</p> <p data-bbox="985 1175 1228 1215">Accountants</p>

SPAC Staffing Updates

WHITE TEAM

Krista Salsberg

Manager

Krissy Long

Financial Accountant Analyst

Tammira Barnes

Financial Accountant Analyst

AJ Singh

Financial Accountant Analyst

Claude Street

Accountant 1

RED TEAM

Cheryl Williams-Smith

Manager

Shernett Wynter

Financial Accountant Analyst

Ron Hill

Financial Accountant Analyst

David Addy

Financial Accountant Analyst

Jean Indrova Gonzales

Accountant 1

Closeouts

- In order to transition to the new financial system we need to clean up our backlog
- Big push for closeouts coming in the next 8 months
- Scheduling meetings with departments to discuss action plans on closures

State Agency Invoicing Support Development

- To comply with payroll and nonpayroll support SPAC is in development with CITS on a report to generate from eUMB that will provide the detail that was required.
- https://health.maryland.gov/pages/sf_dcpf.aspx
- The payroll report requires signature by the PI and a designated management staff in SPAC
- This support must accompany the invoice
- Currently this only applies to Interagency Agreements – with another State Agency – for either procurement of a good/service or hiring an employee
- First quarter invoices go out in October
- We have the first draft of the report

State Agency Invoicing Support Development

- Payroll report
 - This will satisfy Section I.D.2.a.1 and I.D.2.a.2.A
- 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

DIRRF Form Update

- Adding a “CANCEL” option
 - Original submission #
 - PCBU
 - Requestor
 - Sponsor
 - Amount
- Adding Final Language – If invoice is final and requires a final financial accounting, your team must be notified
- Roles out 10/2/2017

DIRRF Form Update

- Remember - Only use DIRRF for PCBU's
 - 0185/018/0192
- If your project was set up incorrectly using a standard PCBU, these invoices will be handled by team red or team white directly – do NOT use the DIRRF for PCBU 0184/0187/0191
- Best solution for a wrong set up is to confirm the set up when you receive email from SPAC is correct. We can change it before any expenses hit the project

Relinquishing Form

- Roles out November 1, 2017
- Biggest challenge we face is when a PI leaves the University and their grants are not closed out
- This online form will be used instead of the normal email to SPA or SPAC
- The form captures the information that is needed to transfer or relinquish any funds to the PI's new institution
- These notifications should be done well in advance

Relinquishing Form

- We will send link to the online form and instructions on how to fill out through the RAC listserv – pass on the word
- Any deficits on awards that are relinquished late will be the responsibility of the departments

REMINDERS



FFR Deadlines & Charges

- Federal Financial Reporting:
- To guarantee that all funds are drawn on your project. FFR must be in 20 days prior to submission date. All subrecipient encumbrances should be cleared or find support for expected invoice
- Any charges that are not on the FFR when due to the federal government, or accounted for by the department cannot be guaranteed to be drawn. Any deficits not collectable due to department late filing will be the responsibility of the department

Child Request Compliance

- Last meeting we talked about Child Request Forms
- Requiring parents to be set up before children
- Requiring a Raven access forms
 - The RAF can come over without a PID
 - SPAC will fill in the PID for you
 - SPAC will forward the form to CITS for you
 - Make sure all required signatures are on forms

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

SCR Reporting for Federal Service Contracts:

- Subrecipient reporting that requires amount invoiced and hours worked for the federal reporting year Oct 1 to Sept 30 This includes subcontracts under the award. (put in federal wording) We sent out a reminder that this information is due in August and we forwarded the spreadsheet in September. The report is due to SPAC on 10/20/2017 for us to report to the federal government by 10/31.



UNIVERSITY of MARYLAND



Final Notes

- We would like to hear from you on subject matter you want to explore. Working on a platform to post your ideas. Will keep you posted
- Both presentations will be available on SPA and SPAC websites
- Thanks for joining us today!