

Greetings All,
Just a couple of reminders from the SPAC SETUP Team.

1) Award/PID setup:

Please be aware that the setup timeframe for new awards is expected to be a 5-7 business days turnaround. This is due to audit findings on award setups which requires the team and management to ensure that all data is correct.

All other award/PID maintenance is expected to remain at a 3-4 business day turnaround timeframe.

The setup team is working diligently to process all incoming action forms from SPA and the Federal agencies.

2) Child Request Forms:

Effective November 4th, 2022 child request forms should be submitted via the DocuSign Child Request Form which can be accessed here: <https://www.umaryland.edu/spac/sponsored-projects-accounting-and-compliance-spac/forms/>

We no longer accept paper forms.

To track the status of your request you must have:

- 1) A DocuSign account.
- 2) Must use a umaryland.edu email address.

Once the form is filled out and submitted, the requestor will receive an email prompting them to review. Once reviewed and closed, the form will continue along the routing process so that all parties can view the status.

If you have any questions, please reach out to me directly.

Thanks

Michelle Ward, MBA
Director, Sponsored Projects Accounting & Compliance
220 Arch Street, Office Level 2
Baltimore, MD 21201
410-706-2889 (work)
347-693-7278 (cell)
Michelle.ward@umaryland.edu