

# **SPA & SPAC QUARTERLY UPDATE MEETING**



FOURTH QUARTER, 2011

# Today's Agenda

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- ▶ Travel eForm Update from Kevin Curley
- ▶ Budget reminders
- ▶ Procedure for checks received by departments
- ▶ Deliverable Project Update
- ▶ Letter of Credit Closeout Initiative

# Travel eForms Update

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- ▶ Travel Requests ....60 entered....34 fully approved
- ▶ Travel Expense Statements...62 entered...17 fully approved
- ▶ Travel Supervisor set up....approx 75% complete
- ▶ Important Dates....
  - ▶ **Monday, October 31:** This is the **LAST** day to use the **PAPER** Travel Request T-form; the form will be removed from the Travel web at 4:30 pm. Following removal of the paper T-form, all departments will be required to use electronic Travel Request eForms for new travel. During the transition period the system is set to accommodate existing paper requests (T numbers) when creating a Travel Expense eForm.
  - ▶ **Tuesday, December 6:** This is the **LAST** day to deliver approved **PAPER** expense reimbursement forms to Financial Services Travel. **Paper forms received on December 7 or beyond will be returned with a request to enter them into the Travel eForms system.**

# RAVEN Enhancements for Grants

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## Grant Reporting Enhancements Coming Soon:

- ▶ Ability to download grant demographic data (e.g. PI, Sponsor, Award ID, Project Start/End dates, etc) from the Grant Standard, Grant Deliverable and Grant Summary tabs in RAVEN (December 31, 2011)
- ▶ Salary Encumbrances through the project end date (Feb/March 2012)
- ▶ Operational/Compliance Reporting (e.g. 30/60/90 day report ) (Spring 2012)
- ▶ Fringe Benefit Encumbrances (FY 2013)

# Budget Reminders

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- ▶ SPAC will use the budget in the COEUS Proposal to set up the eUMB Budget
- ▶ If no detailed budget is routed in COEUS Proposal Budget, only Directs and F&A will be set up in eUMB
- ▶ If the awarded budget is different from proposed budget, procedure remains the same:
  - ▶ Less than or equal to 10%, SPAC enters a straight percentage change
  - ▶ Greater than 10%, SPAC enters direct/indirect costs only
  - ▶ Budget modifications can be processed by SPAC after by completing the Budget Modification Request Form at <http://www.fincsvc.umaryland.edu/images/BudgetMod.pdf>.

# Departments Receiving Checks

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## ▶ Do's:

- ▶ Use the drop box located by Wendy Granger's cubicle in Financial Services to deposit checks received
- ▶ Advise sponsors on the correct address

## ▶ Don'ts:

- ▶ Use campus mail to send checks
- ▶ Bring checks to SPAC
- ▶ Holding checks

# Deliverables Project Update

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- ▶ Deliverables closeout results
  - ▶ 82% response rate
  
- ▶ New spreadsheets will be sent in December for current projects ending prior to August 31st

# Letter of Credit Cleanup

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- ▶ 1000+ projects need to be closed
- ▶ Strategy is to work alphabetically by award PI
  - ▶ Comprehensive spreadsheets will be distributed before Thanksgiving
  - ▶ Departments will receive 2 spreadsheets: fellowships and non-fellowships



# Understanding the Spreadsheet

PI NAME
T2HM08181D
<b>960001D</b>
00521601
00521601
00521602
00521602
00521603
00521603
10000559
10000559
8 R1KS17282E
<b>940055E</b>
00520588
00520588
8 R1KS43976A
<b>010810A</b>
00527759
00527759
10000062
10000063

- ▶ PI Name
- ▶ LOC Document ID
- ▶ eUMB Award ID
- ▶ Prime Project
  - ▶ Identifies when multiple projects rollup to a FSR

Prime Project

# Non-Fellowship Spreadsheet

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## ▶ Spreadsheet Includes:

- ▶ Award information: PI Name, LOC Document ID, Award number, Prime Project and associated projects
- ▶ Amount of all FSR's in Commons for the award period
- ▶ Beginning and ending unliquidated balances on the FSR's
- ▶ RAVEN LTD Expense, FAS Expense & Total Expense
- ▶ Total Expense – Adjusted FSR = Difference
- ▶ F&A
  - ▶ Amount of F&A reported on the FSR
  - ▶ 0601 F&A Amount in RAVEN
  - ▶ F&A Difference Column



# Fellowship Spreadsheet

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- ▶ No financial report is required
- ▶ Spreadsheet Includes:
  - ▶ PI Name
  - ▶ Letter of Credit Document ID
  - ▶ Award Number
  - ▶ Projects
  - ▶ Authorized award amount in PMS
  - ▶ RAVEN LTD Expense
  - ▶  $PMS - RAVEN = \text{Difference}$

# Next Steps

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- ▶ Upon receipt of the spreadsheet, begin your research:
  - ▶ Focus on differences greater than \$100 (+/-)
  - ▶ Don't research differences only due to F&A
  - ▶ Review your reconciliation worksheet used to complete the FSR for specifics
    - ▶ Identify and draft necessary JE's and DR's, but do not submit them for processing

# Next Steps

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- ▶ The Cleanup Team will begin contacting departments in alphabetical order by the PI name on the award in December
  - ▶ We expect responses within one week to stay on schedule
- ▶ We'll give you instructions on how to submit cost transfers and direct retros so they can be processed
- ▶ Our timeline for completion of this project is February 2012



# Questions and Answers

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- ▶ The presentation will be available on both the SPA and SPAC websites.
- ▶ Thank you for joining us today!