SPA/SPAC Updates Quarter 2, 2020

January 23, 2020

2:30 – 4:00 pm

SPA Updates Quarterly 2020

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GDRP

- General Data Protection Regulation

- https://www.umaryland.edu/oac/general-data-protection-regulation/

- Within Kuali Research: New question in UMB Questionnaire

- Will any Key Persons or Co-PI named on this proposal be located in the European Union?

- Will this proposal have a site based in the European Union?

- Will this proposal have planned recruitment or data collection from participants while they are located in the European Union?

  - Will the data originate in the European Union?

    - Will any data collected be anonymized and not re-identifiable?

    - Will the data provided directly by the person-in-interest (e.g. through a UMB Website)?

    - Will UMB demonstrate specific intent to draw responses from individuals located in the European Union (e.g. via a website)

International Relationships & Activities

- It is recommended by the National Institutes of Health and other federal sponsors that all Principal Investigators and personnel listed within a proposal must disclose the following within their submitted proposal:
  - Researchers should ensure they disclose all applicable "Other Support" as required by federal sponsors.
  - Significant financial interests received from any foreign entity, including governments and universities, must be disclosed
  - Disclose all foreign consulting and other outside business activities
  - All University Persons must request a pre-travel review of planned international travel activities undertaken for official University business purposes prior to departure. No export review is required for purely personal travel events or for travel by students for non-University business purposes.

Kuali Research Questions

- SPA will be adding questions to all federal proposals within UMB Questionnaire to bring these new "rules" to the attention of the Principal Investigators and Department Administrators.

    – Questions have not been completely developed but look for them to be included in all federal proposals.

Subrecipient Monitoring

- All federal awards that were received by UMB and contain a fully executed subaward must be monitored

    - SPA conducts a subrecipient risk assessment of all subrecipients on an annual basis
    - SPA conducts a subrecipient risk assessment of all subrecipient projects at the time of creating the subrecipient agreement
    - Department Administrators/PIs are required by Uniform Guidance to review all invoiced expenditures to determine if the amount of funds being paid are equivalent to the scope of work completed. This must be done for every paid invoice no matter the dollar amount

UMB Core Value Awards Nominations

ACCOUNTABILITY CIVILITY COLLABORATION DIVERSITY EXCELLENCE KNOWLEDGE LEADERSHIP

Coming Soon: Nominations for Core Value Awards

UMB will soon be accepting nominations for awards tied to each of the University's Core Values: accountability, civility, collaboration, diversity, excellence, knowledge, and leadership.

F&A Rates for State Sponsored Proposals

UMB should propose a minimum of 15% within your proposal budget to State Sponsored Agencies

Unless

 1) Award guidelines or instructions expressly cap/limit/ or establish a lower rate

  (Restrictions should be published so that they will be equally applicable to everyone applying for award)

 2) If the proposal is a continuation of a prior award where the rate was agreed upon.

All "new" proposals should be seeking 15%.

If this is a new cycle and most-likely a new and separate sponsor contract award number will occur, then you should propose 15% even though the work was similar to work in the prior cycle.

Department of Budget & Management (DBM) advises State Agencies like MDH but does not limit indirect rates. Each agency requires a justification as to why the rate should be over 15%.

UMB is discussing with the state agencies that accepting anything under UMB's federally negotiated rate is tantamount to cost-sharing.

Accepting a rate that does not fall into one of these exceptions will require a waiver to be signed by your dean's office ***and*** Jim Hughes

NIH F-Forms and Salary Caps

- Application Guide for the F-Forms will be posted no later than March 25, 2020.

- NIH Applications must use the F-Forms on or after May 25, 2020.

- AHRQ SALARY CAP $197,300   NOT-HS-20-006

- NIH has not changed their salary cap at time, once it changes SPA will notify campus

Kuali Research

- **Routing of Proposals in Kuali Research**

    - **Combining with College Park resulted in all key persons named in the proposal to be included in the routing, which caused delay and confusion.**
    - **The new routing agendas are all in place.**

Routing Process

Routing Process

– **There will be no change if a department/division creates a proposal for their faculty.**

– **If a center/institute creates a proposal, it will automatically pull in the center/institute as the lead unit into the Person details within the Key Persons tab. (This controls the routing of the proposal)**

Routing Process

– **Under Key Person tab – Under Personnel you will add your Principal Investigator and any other key person.**

– **Open Details – under Unit Details, add the academic unit**

Click here to add academic unit

Routing Process

- **Add Academic Unit number (you must have this in the proposal, or it will be rejected back to you for correction)**

Old vs Current Routing

These will be listed as FYI instead of Pending Approval

Future Action Requests — ▼ hide

	Action	Requested Of	Time/Date	Annotation
▶ show	PENDING APPROVE	UMB SOM IHV Stop 1	10:27 AM 09/26/2019	PeopleFlow Name: UMB SOM IHV
▶ show	PENDING APPROVE	UMB SOM Medicine (Infectious Disease) Approvers	10:27 AM 09/26/2019	PeopleFlow Name: UMB SOM Medicine Infectious Disease
▶ show	PENDING APPROVE	UMB SON Pain and Trans Sympton Sci	10:27 AM 09/26/2019	PeopleFlow Name: UMB SON Pain and Trans Sympton Sci
▶ show	PENDING APPROVE	UMB SON Dean Office	10:27 AM 09/26/2019	PeopleFlow Name: UMB SON Deans Office
▶ show	PENDING APPROVE	UMB SOM Deans Office Approvers	10:27 AM 09/26/2019	PeopleFlow Name: UMB SOM Deans Office PeopleFlow
▶ show	PENDING APPROVE	UMB SPA Team Red	10:27 AM 09/26/2019	PeopleFlow Name: UMB SPA Team Red

KR Proposal Miscellaneous

- **Info & Guides on SPA website http://www.umaryland.edu/kualicoeus/user-resources-and-help/**

    Navigating and searching in KR

    PI certification and approval

- **KR New User Training Dates (CITS enrollment database)**

    2/20/2020 10:00AM-12:30PM

    3/17/2020 10:00AM-12:30PM

- **New email for KR "Report a Problem" DLKualiResearchHelp@umaryland.edu**

KR Proposal Miscellaneous

- **Subrecipient Commitment Form is *still* a requirement at the time of proposal**

- **PI's must certify the proposal – This holds true for copied proposals as well**

- **Do not use old proposals!**

- **Proposals with human subjects**
  - **Instructions for NIH proposals with human subjects http://www.umaryland.edu/kualicoeus/user-resources-and-help/nih-human-subjects-forms/**

General Reminders

- **Please use the team emails when communicating with SPA, this allows us to triage the action. Then you will receive an email from the SPA person who is working on that action. This is true unless you are already working with a SPA individual then communicate directly with them. If the assigned person is not available then reach out to the Team Email Box and a team member will get back to you.**

- **Remember SPA response time to e-mails generally takes 24 hours unless an email is marked as URGENT!!**

- **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.**

General Reminders

- **To get permission to use Workspace or Assist the department must send a request to Greg Sorensen.**

- **The request must list the proposal number and the announcement number. SPA will then verify if the proposal can be submitted via KR.**

Cost Agenda

- SPAC-Costing and Compliance
  - Space Model
  - Direct Retro (DR) Form Changes
  - Negative lines on your effort forms
  - Post Doc fringe adjustment entries
  - Expenditure Item Date

Space Model

- Thanks to all that participated

- This information was very helpful for us to make some decisions

- Impact of some of the big changes, Quantum and HSF III are delayed

Direct Retro Online

- Still waiting for the final prototype

- Quantum needed to be pushed to the forefront

- Questions about Activity and Purpose on the form – your HRMS code identifies this

Negative Lines on Effort

- If your effort form has negative lines don't panic

- Due to some changes in HRMS for Quantum we discovered most of them and corrected

- We are aware of the issue

- Please contact efforthelp@umaryland.edu

Post Doc Fringe Rates

- Have not been able to do an adjustment since September

- Working through and testing a solution now

- Hope to have these input by February

- Any training grants you have closing and reporting in Jan or Feb you my team will work with you to reflect the appropriate fringe cost

Expenditure Item Date

- Experiencing some issues with Direct Retros

- HRMS is based on the Expenditure item date

- A direct retro goes to the paycheck and pulls amounts off

- If the paycheck had any adjustments from previous pays – HRMS/Quantum does not know

- Bombing payroll

SPAC AGENDA

- Staffing Updates
- VA – PO maxing
- Communications
- Challenges
    - Timing
    - Dunning
    - F&A Issue
- Changes
    - Project Numbering
- Helpful Hints
    - Payroll Reports
    - Volume/Sch Based Billing
    - Where you will see documents
- Presentation Questions
- Some Tidbits
    - NSF Survey
    - NIH Regional Meeting
- Quantum Questions

SPAC Staffing Updates

Welcome Back

Kevin Cooke

Was Sr. Manager now Director – Central Team/QQA

- Reorganization - will be coming to accommodate Quantum

- Will be repurposing a position for a Sr. Collection Specialist

SPAC Staffing Updates

Permanent 3/1/20

Michelle Ward

Director Over Red/White Teams and Cost

- Danijela Macakanga – promoted from Accountant 1 to Financial Analyst on Team White

VA PO Maximum

- Currently no pretty way to ID which awards are overspent due to merit or COLA
- VA issues PO for original award amount
- We will bill up to the award amount
- If you want SPAC to bill for amounts over PO, you will need to notify the VA that you are going over the PO amount
- Request and Receive amendment documents increasing the value of the PO
- SPAC will increase the award amount and bill the excess
- Anything not covered by an increase or over the increase will be required to be funded by the department

Communication

- Frustrated – aren't we all!

- We are a user just like you

- We are not requiring OSN now
    - Only for Schedule and Volume Base billing

- Continue using our team email addresses for correspondence and award setup/mods etc.

- For quicker responses please lead off with your Award Number (you can include the project number if necessary after award #)

Challenges

- SPAC is slower than normal
- We have one week in a month – mid month where we are challenged with Project setup
- So we may take 5 days in to set up projects during that time
- Refunds are far behind

Challenges

Dunning

- All converted invoices used the Contract address rather than the invoice address
- A lot of calls from sponsors
- A lot of returned letters
- Quantum help ticket in, but no resolve yet

F&A Issue

- It was discovered after we returned from break that F&A did not calculate for Dec 2019

- Kevin immediately tackled the 3 day analysis

- An entry was processed on Wednesday 1/15/2020 to adjust burden through December 2020

- Please let SPAC know if you realize a difference in F&A greater than 1 or less than -1.

-

Changes

Project Numbering

- Automatic carryover 1 project for life of the award if
  - A child project (which has a C at the end of the award #
  - No change in LOC
  - No change in PO
  - No change in department or sponsor

- https://www.umaryland.edu/spac/sponsored-projects-accounting-and-compliance-spac/policies-and-procedures/

Project Numbering

- Non-Auto Carryover
  - Project ID per year
  - No new award unless change in
    - LOC
    - PO
    - Source of Funding

Project Numbering

Concerns

- – Annual reporting – we get this from Terms and Conditions and Commons for NIH and some others

- – Using funds for Non-Carryover – Immediate Closeout of projects
  - If expense equals final report/invoice/bill
  - Can not if you have trailing charges

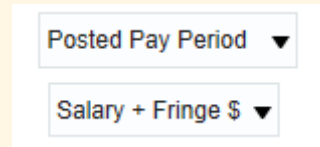- Since we no longer do multiple projects – watch your restricted funds

Helpful Hints

Payroll Reports

- Breadcrumbs- QA Landing Page>Payroll Sponsored Details> (now Need Pay Period Report)

- https://www.umaryland.edu/media/umb/af/fs/payroll/Pay-Date-Schedule.xlsx

- Select> Pay period posted (for backing up invoices, we always want "posted")

- Put in your pay periods/award
  - And any of the other fields if necessary

- Apply

Payroll Reports

- ## When your report returns
  - Middle of the page pick salary and fringe in the middle of page

| Posted Pay Period ▼ |
| Salary + Fringe $ ▼ |

- Then you can export your report to excel

- As long as you choose posted and choose posted from the dashboard, these number will equal

- No need to do pivots like in PeopleSoft

Volume Based Billing

OSN

- If the bill is to be prepared by us you need to put in each event

- If the bill is prepared by you one event is fine for the entire bill

  – Attach a copy of your bill to the request

  – We will add the invoice number and send

Where are the Documents

- We found that OSN was to time consuming for the average user

- Also, it did not reach the wide audience like we are used to

- Going forward, we are only using email except for Volume-based billing and project set up

- Project set up is to get all of the documents in Quantum

Where are the Documents

- All set ups, modifications, or anything to do with changing the award will be housed in OSN, under the contract

- All checks, refunds, invoices, FFR's will be housed under contracts "Documents"

- Going forward, we are only using email except for Volume-based billing

Where are the Documents?

1

Contract Management

2

Contracts

3

Contracts

▲ Advanced Search

Intent Equals ▼ ▼

** Number Starts with ▼

Modifier Starts with

4

Click on your returned Hyperlink

Overview Lines Parties Deliverables Billing Financial Summary Documents History Notes Social

5

Number 1802558A

6

Find Checks, FFR's Invoices, relinquishing, refunds

◄ Supporting Documents

Actions ▼ View ▼ ✚ ✕

Type	Category	* File Name or URL	Title
File	Invoice ▼	1802524, 10021358.pdf	10021358

7

Wall Documents Related Referring

Post a message to the wall.

This will be your award setup emails

Some Tidbits

- Combining the NSF Survey for 2019 with UMCP – why?

- NIH Regional Meeting
  - April 20-22, 2020
  - Email forthcoming for volunteers
  - research faculty, administrators, and students who volunteer on one day, can attend the 2cd day at a discounted rate of $100

QUANTUM QUESTIONS

https://www.umaryland.edu/quantum/quantum-bytes-publications/

QUANTUM QUESTIONS

- Disbursement Meetings Next Week
- By Financial Services
- Talk about
  - Non PO Invoices
  - Debit Memos
  - Cost Transfers

Upcoming Disbursements Workshop on Quantum Financials! This workshop is an opportunity to meet with the Disbursements team to learn and discuss invoice processes in Quantum Financials.

Date: January 29, 2020. Time: 10:00 – 12:00. Location: School of Nursing, Room 130. Register here.

https://www.umaryland.edu/financialservices/disbursements/