



UNIVERSITY *of* MARYLAND

# **SPA/SPAC Updates**

## **3<sup>rd</sup> Quarter 2018**

May 9, 2018

1:30 to 3:00 pm

# SPA's Agenda

- Personnel Changes
- Kualiti Research

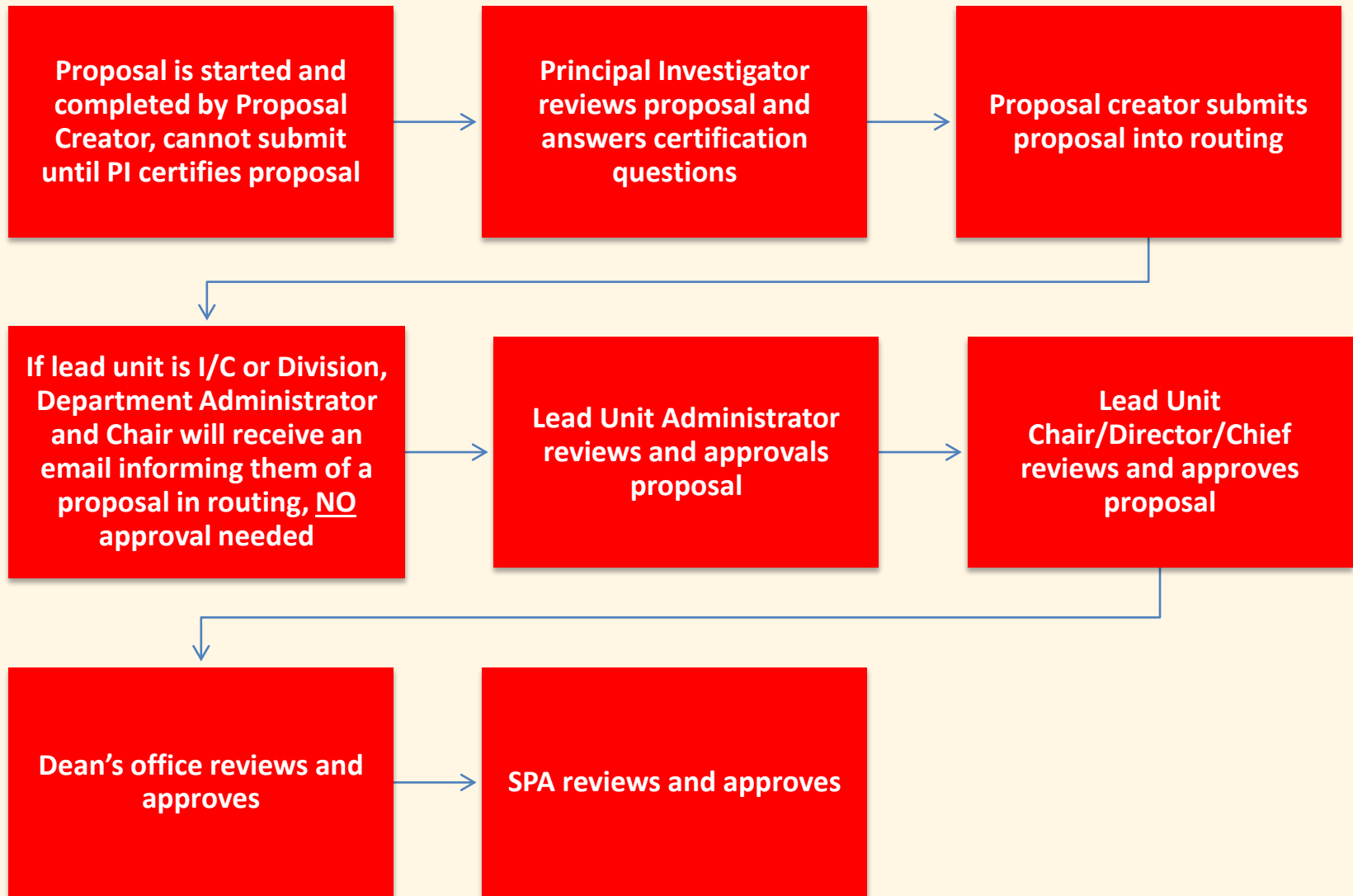
# SPA Personnel Changes

- Adrianna Dunnock
  - Team White (Grants)

# Kuali Research

- Went live 5/1/18!
- New Info & Guides on SPA website  
<http://www.umaryland.edu/kualicoeus/user-resources-and-help/>
- KR team is looking at award and negotiation modules
- Limited KR training dates through May
- New user trainings will begin in June

# New Routing in Kualu Research



# PI Certification

- Each PI must certify their proposal
- FYI Notifications
- Proxy certifications are done by SPA on case by case basis
  - Certification questions must be answered by the PI via email and sent to SPA
  - SPA will complete the certification only after the email is received

# KR Subaward Budget Forms

- 4 new versions
- KR proposal must be linked to FOA
- S2S form must match Subaward Budget form
- Send the correct forms to your subs

In this example, **RR\_SubawardBudget30\_1\_4-V1.4** is on the list.

Form Name	
RR_SF424_2_0-V2.0	
PerformanceSite_2_0	
RR_OtherProjectInfo_1_4-V1.4	
RR_KeyPersonExpanded_2_0	
RR_Budget_1_4	
<b>RR_SubawardBudget30_1_4-V1.4</b>	
PHS398_CoverPageSupplement_4_0-V4.0	
PHS398_ModularBudget_1_2-V1.2	
PHS398_ResearchPlan_4_0	
PHSHumanSubjectsAndClinicalTrialsInfo	
PHS_AssignmentRequestForm_2_0-V2.0	

Therefore, in this example, we select **Subaward Budget Form 30\_1\_4 V1.4** from the [SPA Forms page](#). The downloaded PDF file also has a similar name: **RR\_Budget\_1\_4\_A30-V1.4.pdf**

**The subaward budget form must correspond to your funding opportunity.** The Proposal S2S tab, Forms sub-panel identifies the name of the required form. When the subaward budget is uploaded (Budget Actions tab, Subaward Budget sub-panel), the Form Name column is autopopulated. The form name on the S2S tab (e.g. RR\_SubawardBudget10\_30\_1\_3) and the Form Name in the budget module (e.g. RR\_Budget10\_1\_3) should be similar. Contact [your SPA Team](#) for assistance.

- [Subaward Budget Form 1-4 V1.4](#) PDF
- [Subaward Budget Form 10 10 1 4 V1.4](#) PDF
- [Subaward Budget Form 10 30 1 4 V1.4](#) PDF
- **[Subaward Budget Form 30 1 4 V1.4](#) PDF**

**Subaward Request to issue an outgoing subaward**



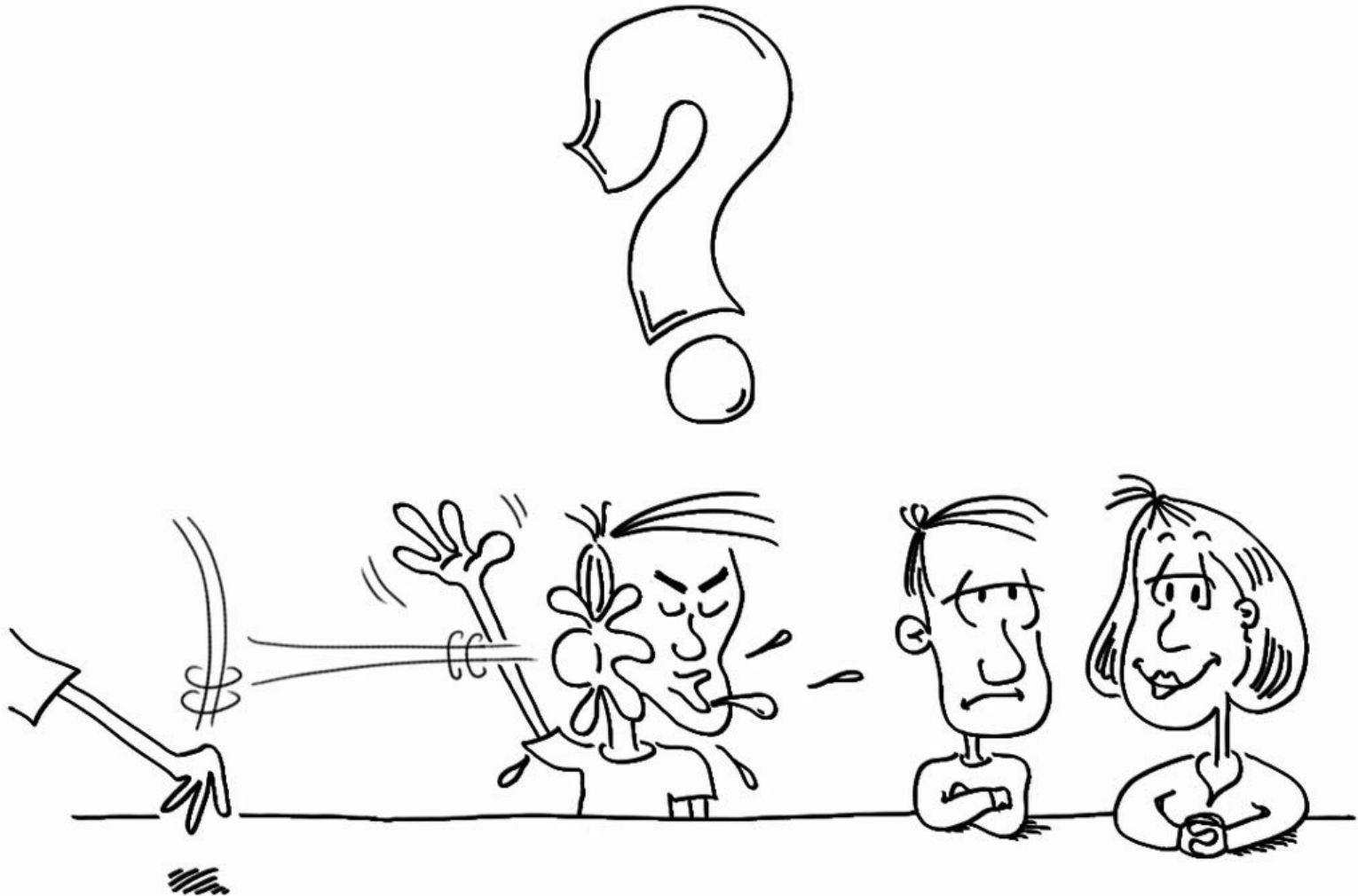
# FDP

- Incrementally Estimated Total
  - New = **Estimated** (total period of performance)
  - Mod/continuation = **Cumulative** (to date including current amount requested)
- Estimated Project Period
- Subrecipient Commitment Form
  - 1 page form for FDP schools
  - 3 page form for all others
- FDP Push Back
  - See SPA website <https://www.umaryland.edu/spa/collaborations-and-subrecipients/proposals-with-subrecipients/fdp-pilot-pushback-sample/>

# KR Proposals Reminders

- Proposals created the same day will not show on SPA's deadline report (internal)
- Subrecipient Commitment Form is *still* a requirement at the time of proposal
- Proposals with human subjects
  - Complete billing analysis with CCT and UMMS
- June 5, 2018 deadline

# Questions?



# SPAC's Agenda

- Staffing Updates
- MPT update
- VA Invoicing
- Lockbox
- Audits and Reviews
- Reminders and New Stuff
  - Year End
  - Closure Meetings
  - New DIRRF
  - SCR Reporting
  - Legislative Auditors
  - New Emails for SPAC

# SPAC Staffing Updates

- Mila O'Callaghan– Team White Manager
- Christina Tabb - Accountant 1 Cost Team

## OPEN POSITIONS

- Financial Accountant – Close
- Manager, Central Team – Close

# SPAC Staffing Updates

COST	CENTRAL	
<p><b>Beryl Gwan</b> Sr. Manager</p>	<p><b>VACANT</b></p>	<p>Manager</p>
	<p>Mary Miller</p>	<p>Accountant</p>
	<p>Colin Fleming</p>	<p>Accountant 1</p>
<p>Binita Shah Cost Accountant</p>	<p>Neda Karimi</p>	<p>Accountant 1</p>
	<p>Marcelle Finyom</p>	<p>Accountant 1</p>
<p>Amy Sallese Pt Cost Accountant</p>	<p>Neli Georgieva</p>	<p>Financial Acct</p>
	<p><b>VACANT</b></p>	<p>Financial Acct</p>
<p><b>Christina Tabb</b> Accountant 1</p>		

# SPAC Staffing Updates

**KRISTA SALSBERG, SENIOR MANAGER**

**TEAM RED**

**TEAM WHITE**

**Ron Hill**

Financial Accountant Analyst

**Brenda Hester**

Accountant

# SPAC Staffing Updates

WHITE TEAM	RED TEAM
<b>Mila O'Callaghan</b> Manager	Cheryl Williams-Smith Manager
Krissy Long Financial Accountant Analyst	Shernett Wynter Financial Accountant Analyst
Tammira Barnes Financial Accountant Analyst	David Addy Financial Accountant Analyst
Claude Street Accountant 1	AJ Singh Financial Accountant Analyst
Chris Hook Accountant 1	Jean Indrova Gonzales Accountant 1



# MPT Update

- Micro purchase Definition. As defined in the FAR at 2.101, a micro-purchase is an acquisition of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold.
- <https://quizlet.com/187983169/simple-acquisitions-procedures-flash-cards/>

# MPT Update

- Implementation of the Uniform Guidance Procurement Standards, 2 CFR 200.317-326, to become effective on the first day of our new fiscal year.
- For the first version of UG, the MPT was \$3,500. However, Congress recently passed a statute into law, changing the definition of MPT from \$3,500 to \$10,000.

# MPT Update

- This revision has not been codified in the Uniform Guidance yet
- Feds are issuing a clarification memo
- This will negate any audit findings during the update period to align the new threshold with UG with the FAR

On December 12, 2017, the 2018 National Defense Authorization Act (NDAA) was signed into law. Title VIII of the NDAA contains many provisions designed to reduce burdensome regulation and improve the procurement process. Section 805, 806, and 811 would increase:

Micro-Purchase Threshold (MPT) from \$3,500 to \$10,000

Simplified Acquisition Threshold (SAT) from \$150,000 to \$250,000

Truthful Cost or Pricing Data (aka “TINA”) threshold from \$750,000 to \$2,000,000

The Cost Accounting Standards (CAS) threshold for contract awards would also increase to \$2,000,000 since it is tied to the TINA threshold.....

Type of Acquisition	UMB	FEDERAL GOVERNMENT
<b>MICO-PURCHASE THRESHOLD</b>	LT \$5 K No bidding Use P card	LT 10K Set by NDAA Not codified in UG Yet Issuing Clarification Memo (audits)
<b>SIMPLIFIED ACQUISITION</b>	GT 5K AND LT 25K Competition preferred NR Comparative Pricing At least 2 sources	GT 10K – LT 250K Set by NDAA Fixed Price Subcontracts Easier & faster to Negotiate This is referenced in the Uniform Guidance
<b>Full Competition</b>	GT 25K TO 200K COMPETITION BIDDING PROCESS	GT 250K Sealed Bidding Negotiated Procurement

# VA Invoicing Update

- SPAC has discovered that we are unable to bill the VA without a PO# or a current PO#
- Their PO #'s expire at the end of their FY 9/30
- SPA is not accepting awards without PO #'s assigned
- Even if assigned – if we bill past 9/30 – need new PO
- Working on an updated process

# Lockbox Update

- Several Months ago, we changed Lockbox providers
- Lockbox address remained the same EXCEPT...
- Expedited payments:
  - Lockbox Services Box # **41428**  
University of Maryland, Baltimore  
7175 Columbia Gateway  
Columbia, MD 21046 Even if assigned – if we bill past 9/30 – need new PO
- <https://www.umaryland.edu/spac/sponsored-projects-accounting-and-compliance-spac/about-the-office/spac-banking-information/>

# Audits and Reviews

## A133 SINGLE AUDIT

- 5 SOM  
Departments
- Look for programs  
over the \$2M  
Threshold per year
- Large number of  
programs in the  
University
- No findings from  
the auditors

NSF DESK REVIEW

DOJ DESK REVIEW

HOUSEKEEPING



REMINDERS

AND

NEW STUFF



# What is coming!

- Year End
  - meeting next week to define all of SPAC dates
- Closure meetings
  - Defining lists of projects for departments
  - Setting up meetings to discuss action plans for closure
  - Some older items will be discussed at the school level rather than department level

# What is Coming

- New DIRRF
  - Easier to use
  - Auto fills many of the fields
  - Will automatically create the invoice on SPAC side
- SCR Reporting
  - Due in October, but we start the process in July
  - For Federal Service Contracts Only
  - Will be notified by Esther Ndiangui from our office
- Legislative Auditors are back in SPAC at the end of June

# What is coming!

- New Emails for SPAC
  - SPAC\_ACT
    - Actions for Customer Service & Training
    - Taking ideas for SPA/SPAC meetings, brown bags and customer service improvements
    - Suggestion box that will be monitored by our ADMIN
    - Not a complaint box – they still go to the management
  - SPAC\_CS\_FUND\_Assignment
    - For notifying SPAC of a change in a department CS fund



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# Costing and Compliance Updates

# SPAC/COST Agenda

- Staff Updates
- Fringe Rates
- Processing Reminders
- NIH Salary Cap
- Taxable Travel and the new Procedure

# Costing and Compliance Team Updates

- Beryl Gwan
  - Manager, Costing & Compliance
- Binita Shah
  - Cost Accountant
- Sallese Amy
  - Cost Accountant
- Christina Tabb
  - Accountant 1, Effective 03/05/18



# FY19 Fringe Rates

- The FY19 fringe rates will be applied to the entire first pay period period in FY19
  - PP19-01 (6/24/18 to 7/07/18)
- The fringe for PP19-01 will be posted as follows:
  - 6/24/18 to 6/30/18 – Posted to FY18
  - 7/1/18 to 7/7/18 – Posted to FY19

# FY19 Fringe Rates Summary Chart

<b>Pay Period</b>	<b>Rate Used</b>	<b>Posted in FY</b>
18-26	FY18	2018
19-01	FY19	2018 (6/24-6/30) 2019 (7/1-7/7)
19-02	FY19	2019

# FY19 Retroactive Distributions

- DEADLINE to submit Direct Retros to be posted in FY18 is Monday, 7/2/18
  - From Tuesday July 03 – July 10 processing date, we will still be post to FY18. Depending on the volume we receive, your DR might post to FY18 OR FY19 is submitted after 07/02/18
- All Direct Retros received from Wednesday 7/11/18 and forward will be posted to FY19
- The direct retro cut off date for the 17-26 pay period is Friday, 6/22/18, by 2pm.
  - Note that this is different from the usual Tuesday prior to the payday deadline to allow Costing and Compliance enough time to process the anticipated fiscal year end increased volume.

# Direct Retro Cut Off Dates

When Received by Cost Analysis	Pay Period Processed	Posted in FY (HRMS and Financials)
Tuesday, 06/12/18 by 2pm	18-25	2018
<b><i>Friday, 06/22/18</i></b>	18-26	2018
Monday, 7/2/18	19-01	<b>2018</b>
Tuesday, 7/3/18 and beyond	19-02	2019

# DR Processing - Reminders

- Physician Services Contracts Exception:
  - No Direct Retros moving payroll to or from a PSC account in FY18 will be processed after the FY18 DR deadline on Monday 7/2/2018
- A direct retro and a budget retro cannot be processed in same pay period

**Plan accordingly!!!**

# Cost Sharing for Payroll Expenses

- NIH Salary Cap was increased to **\$189,600** effective 1/7/2018. Check employees who may go over the cap with 7/1 pay changes
  - Amount is based on annualized salary- Ex. FTE=.20 and amount paid at UMB= \$40K → Annualized= \$200K
- This only applies to NIH agencies- if you don't know whether a sponsor is under the NIH umbrella check the following website:  
<http://www.nih.gov/icd/index.html>
- Position owner creates EFP but may be unaware that a project from another department requires Over The Cap - communicate!

# New Salary Cap Continued

- Notice posted to link below
  - <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-137.html>
- New Proposals
  - Use new salary cap for budgeting
- Active awards
  - You CAN rebudget if funds are available
  - But no additional budget will be provided

# New Taxable Travel Policy

- The new policy and its related procedure VIII-11.00(A)- UMB Policy and Procedures on Business Travel For UMB Employees and Nonemployees were approved effective 1/1/18
- The new policy introduces 2 types of transactions that are taxable:
  - Day Business Travel Meals
  - 60-day rule for travel expense forms submitted more than 60 days after the return date



# Taxable Travel - Income

- Taxable travel transactions are considered as taxable earnings to employees and will be sent to CPB as taxable income, not reimbursements. Both employees and employer will be taxed

# Taxable Travel Expense and Penalty

- Taxable Travel Expense **is allowable** on grants
  - Account 3330 (Instate travel taxable)
  - Account 3331 (Out-Of-State travel taxable)
  - Account 3332 (Foreign travel taxable)
  - Expense Will be posted to PCD
  - Can only be moved via Direct Retro
- BUT punitive fringe expense is **NOT allowable**
  - It's a penalty
  - Fringe posted to 2798 (Fringe rate tax Late travel)
  - Posted via journal entry
  - Calculated Fringe rate 8.4%
  - Will not show up on PCD

# Day Business Travel Meals

- Day Business Travel Meals **are allowable** on grants
  - Account 3371 Day Business Travel Meals
  - Expense Will be posted to PCD
  - Can only be moved via Direct Retro
- Related fringe expense is **also allowable**
  - Fringe posted to 2797 (Fringe rate tax Day Travel Meal)
  - Fringe will be automatically calculated in HRMS
  - Legislated Benefit Fringe rate of 8.4% will be applied
  - Fringe Expense Will be posted to PCD

# Taxable Travel, Summary

Earnings Code (EC)	EC Description	GL Account	PCD	Calculated Fringe on PCD 8.4% in FY2018	Fringe GL Account	Notes
TTI	In-State Travel Taxable	3330	Yes	No- fringe is not allowed on grants so charges will be posted via JE	2798	Travel exp must be moved via DR
TTO	Out-Of-State Travel Taxable	3331	Yes	No- fringe is not allowed on grants so charges will be posted via JE	2798	Travel exp must be moved via DR
TTF	Foreign Travel Taxable	3332	Yes	No- fringe is not allowed on grants so charges will be posted via JE	2798	Travel exp must be moved via DR
TTM	Day Business Travel Meals	3371	Yes	Yes	2797	Travel exp and fringe must be moved via DR

# Direct Retro (DR) for New Policy

- Direct Retro Form has been updated with new account codes
- Other DR guidelines remain unchanged. See link below:
  - [http://www.umaryland.edu/media/umb/af/cost/eUMB Direct Retro form FY13 forward.xlsx](http://www.umaryland.edu/media/umb/af/cost/eUMB%20Direct%20Retro%20form%20FY13%20forward.xlsx)



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# Final Notes

- Both presentations will be available on SPA and SPAC websites
- Thanks for joining us today!