



UNIVERSITY *of* MARYLAND

# SPA/SPAC UPDATE MEETING

November 10, 2016

2:00 – 3:30 pm

Pharmacy Hall: N103 Lecture Hall

# TODAY'S AGENDA

- MAS Update
  - Audit findings regarding state agreements
- SPA Updates
  - Personnel
  - KC Updates
  - FDP Clearinghouse
- SPAC Updates and Reminders
  - Update on VA IPA
  - Proposed changes to the Uniform Guidance
- FLSA and Sponsored Projects
- Financial Systems Update
  - Role Validation
  - Update on Financial System Project



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# **SPA Updates**

## **2nd Quarter 2016**

May 19, 2016

2:30 – 4:00 pm

# SPA Personnel

- One open position for Analyst, SPA
  - This is an entry level position within SPA
  - He/she will work on the contract team processing outgoing subs
  - Currently interviewing

# SPA New Staff

- Stephen Peterson, Manager
  - Manages the contract team within SPA and responsible for all incoming contracts/agreements and outgoing subawards
- Emmanuel Shodeinde, Administrator
  - Contract team
- Mike Starace
  - Moving to proposal team white
- William (Bill) Hugo, Analyst
  - Outgoing subawards

# SPA Teams

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

# SPA Teams

- Team Red—Contracts
  - Managed by Stephen Peterson
  - Processes all contracts
    - Stacey Boyd (lead)
    - TBN
  - Process all subawards
    - Venzula Harris
- Team White—Contracts
  - Managed by Stephen Peterson
  - Processes all contracts
    - Denise Meyer (lead)
    - Emmanuel Shodeinde
  - Process all subawards
    - William 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
  - [Team-white@ordmail.umaryland.edu](mailto:Team-white@ordmail.umaryland.edu)
  - [Team-red@ordmail.umaryland.edu](mailto:Team-red@ordmail.umaryland.edu)



# KC Update

- Kualiti Research
- SPA needs department representation to assist with the KC testing
- Expect to begin testing early Jan/Feb 2017
- Go Live 7/1/17

# Federal Demonstration Partnership FDP Clearing House

- Reduce administrative burden in creating subs
- UMB is a part of a pilot with FDP
- Any school participating in this pilot will receive the one page subrecipient commitment form
- The organization tab in KC will identify which schools are participating in this pilot.
  - If FDP Address is Yes, 1 page form
  - IF FDP Address is blank, 3 page form

**Performing Organization**

University of Maryland, Baltimore University of Maryland, Baltimore

show Congressional Districts

**Performance Site Locations**

	Add:	Address
		(Select)
1	Bressler Research Building	Bressler Research Building 655 West Baltimore Street Baltimore, MD 21201-1509
		show Congressional Districts

**Other Organizations**

Add:	Address
	(Select)

Delivery Info show

save reload close

4 items retrieved, displaying all items.

<u>Return Value</u>	<u>Organization Id</u>	<u>Organization Name</u>	<u>Address</u>	<u>FDP Address</u>	<u>Federal Employer Id</u>	<u>Congressional</u>
<a href="#">return value</a>	<a href="#">003421</a>	Arizona Board of Regents				AZ-009
<a href="#">return value</a>	<a href="#">000450</a>	University of Arizona			74-2652689	AZ-007
<a href="#">return value</a>	<a href="#">100468</a>	Mayo Clinic Arizona			86-0800150	AZ-005
<a href="#">return value</a>	<a href="#">000362</a>	Arizona State University		YES	86-0196696	AZ-009

# Kuali Coeus

- NIH Forms D are now in KC
- For Adobe packages with subs, use the sub form associated with that Adobe package
- Use most recent forms
  - Ex. Biosketch approved through 10/31/2018

OMB No. 0925-0001 and 0925-0002 (Rev. 10/15 Approved Through 10/31/2018)

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**BIOGRAPHICAL SKETCH**

Provide the following information for the Senior/key personnel and other significant contributors.  
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

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NAME:

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~~eRA~~ COMMONS USER NAME (credential, e.g., agency login):

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POSITION TITLE:

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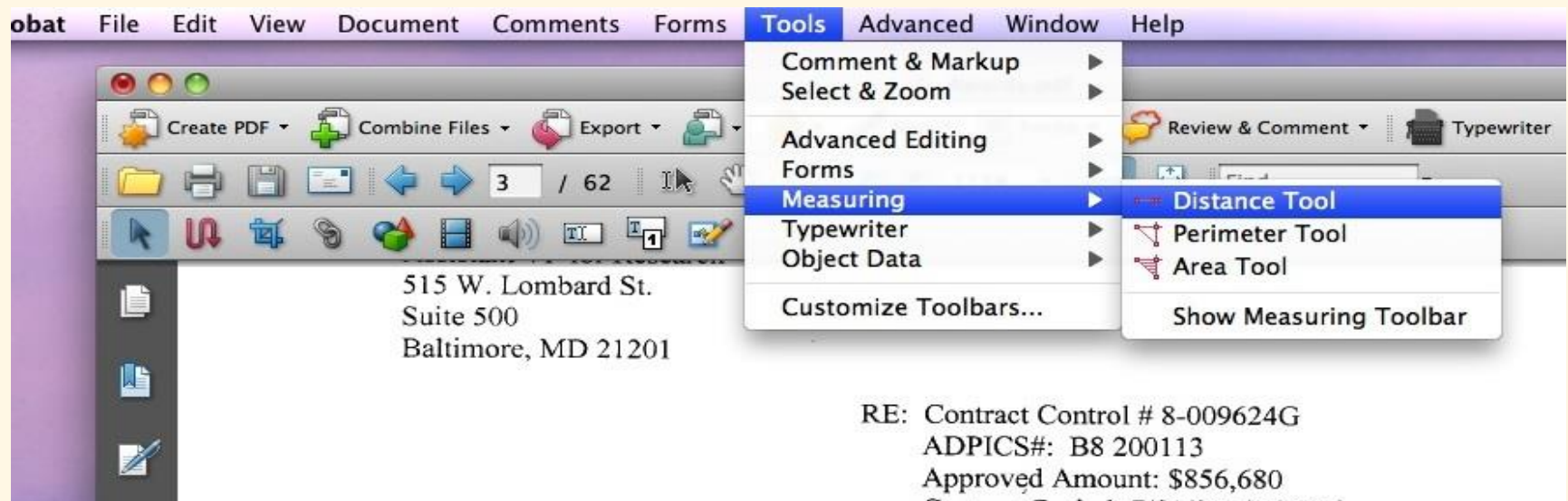
EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

# NIH Notice for Font Guidelines

- Characters Per Inch (CPI)—NIH guideline is 15 CPI (per NOT-OD-16-009, Oct.13, 2015)
- Recommending that faculty use 12 pt. regardless of which type of font used
- 99% of any font used at 12pt. will meet NIH guideline of 15 CPI.
- Use the Adobe measuring tool to be sure.
- Use a monospace font.

# Adobe Measuring Tool

- To access the Adobe Measuring Tool
  - Tools>Measuring>Distance Tool
  - Draw to one inch



AML. The high relapse rates as well as primary refractoriness of AML. Although several drugs have been approved for acute lymphoblastic leukemia (ALL), chronic myeloid leukemia (CML), no currently available new drug has been approved for (M) AML. The only drug approved for the treatment of AML is gemtuzumab, a monoclonal antibody to CD33 (MPL).<sup>9</sup> Gemtuzumab subsequently was withdrawn from clinical trials.<sup>10</sup> Decitabine and azacitidine are

## MECHANISMS OF ACTION

### SIGNIFICANCE:

The incidence of relapse after treatment options for acute leukemia is primarily of cytotoxic agents. Typically induce remission in 60-80% of patients with AML. The overall mortality rate of AML is high, including acute lymphoblastic leukemia (ALL), no cure acute leukemia (APL) AML. Gemtuzumab, ozogamicin, and calicheamicin.<sup>9</sup> Gem

- Within the 1" space, count the Characters.
- Should be 15 CPI or less
- No more than 6 lines of text per vertical 1 in.

# Increase for Postdoc and Trainee Stipend Levels

- NOT-OD-17-002 announced the process for how training grants and fellowships will process the stipend level increase
- Effective 12/1/2016
- Based on levels of experience 0, 1, 2 years
- Training grant and individual fellowship awards supporting currently active postdocs trainees and fellows at levels 0, 1, & 2, ending 12/31/16 may apply for one-time supplement funding.
- Use the Parent Announcement to Existing NIH Grants, PA-16-287



# For Training Grants

- Application submitted must be based on the number of appointees at levels 0, 1, & 2.
- Applicants may NOT increase the number of appointees under the current award.
- Applications must remain consistent with the current experience level of each postdoc.
- Only request funds to cover increases in stipends from 12/1/16 up to the end date of the current period of appointment.
- For periods less than a whole month (i.e. days and weeks) stipends should be prorated appropriately.
- New stipend levels will be reflected in xTrain as of 12/1/16.

# Training Grants

*Example:*

Institution A has 3 postdocs at Level 0, 1 at Level 1, and 2 at Level 2 with periods of appointment ending on January 31, 2017. Its supplemental funding request would be:

Level	Projected Monthly Stipend Increase	# Postdoc Slots	Multiplied by # Postdoc Slots	Multiplied by # months (12/1/16 – 1/31/17)	Total
0	\$316	3	\$948	2	\$1,896
1	\$200	1	\$200	2	\$400
2	\$79	2	\$158	2	\$316
					<b>\$2,612</b>

# Postdoc Fellowships

- Submit applications to cover projected stipend increases for individual postdoc fellows at levels 0, 1 & 2.
- Funds requested should only be for the period 12/1/16 up to the end date of the current budget year.
- Subsequent NOAs will reflect the FY 2017 stipend levels

# Postdoc Fellowship

*Example:*

Individual fellowship budget year ends June 30, 2017. Supplemental funding requests for fellows at career levels 0, 1 or 2 would be as follows:

Level	Projected Monthly Stipend Increase	Multiplied by # months (12/1/16 – 6/30/17)	Total
0	\$316	7	\$2,212
1	\$200	7	\$1,400
2	\$79	7	\$553

# Reminders

- When routing proposals that have corporate sponsors, there are only four choices for activity type
  - Corporate Research
  - Corporate Clinical Trial
  - CME Corporate
  - Corporate Other Activities
- **All** MTAs (Material Transfer Agreements) are reviewed and negotiated by CCT.
- Unfunded corporate agreements with a federal pass through will be reviewed and negotiated by SPA. Please send these agreements to your SPA team via email.
  - DUA's
  - CDA's
- SPA does NOT use UMBiz!

# 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.
- You must use the Subrecipient Commitment Form if you have a subrecipient within your proposal. SPA staff have been instructed to hold your proposal until the form is in KC.
- IPA temp accounts **MUST** have the Dean's office signature before SPA or SPAC will process. The new form is on the SPA website.
- IPA Fully executed agreements **MUST** have the VA PO# in order for SPAC to finalize the PID!

# Reminders

- Make sure your faculty are affiliated with the correct UMB (Maryland, University of, Baltimore)
- Inclusion Enrollment Form
- PHS Assignment Form
- SPA will only bypass on the deadline day.
- Getting your Proposals in early
- And remember... *Research Matters!*



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# **SPAC Updates 2nd Quarter 2016**

May 19, 2016

2:30 – 4 pm

Pharmacy Hall: N203 Lecture Hall



# SPAC New Staff

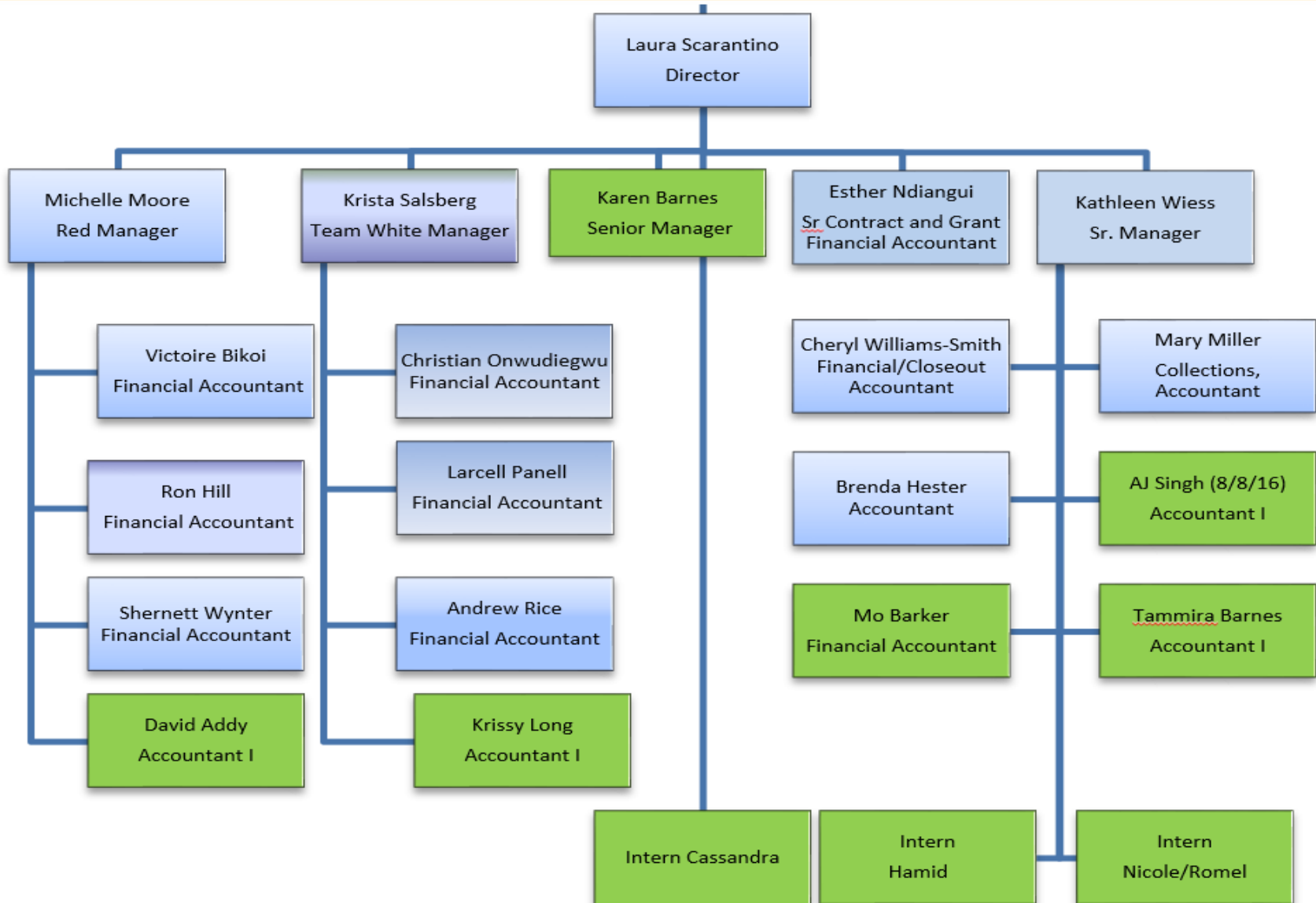
- Karen Barnes – Sr. Manager
- Interns
  - Hamid (Central)
  - Nicole (11/28 to replace Romel) (Central)
  - Cassandra (Teams)

# SPAC New Staff

- David Addy, Accountant I Team Red
- Krissy Long - Accountant I Team White
- Tammira Barnes – Accountant I Team Central
- Ajesh (AJ) Singh – Accountant I Team Central
- Moreen Barker – FA Team Central
  
- Damita Brown – Admin/Cost

# SPAC ORGANIZATION CHART

Effective 11/1/16



# Federal Financial Reporting Deadline

- Moved up internally due to the holidays
- November FFR's should be in SPAC by 11/20
- December FFR's should be in SPAC by 12/12
- Your DR deadline for any grants that require a financial report is December 13<sup>th</sup>
- The deadline for JE's is 12/21/16, however they must be approved and posted in order to be included on the expenses for the FFR
- Questioning large credit entries

# Federal Financial Reporting Deadline

- Can't meet reporting deadline?
  - Ask for extensions prior to exp. of award
- This requirement flows down to us as a sub of federal Prime funds
- Emails from SPAC will be more descriptive with deadlines for posting
- We can no longer draw money after the required reporting date
- We miss the deadline, the sponsor does not have to honor our invoice

# Check Your Budgets

- Did you request your OTC cost share during KC input before you routed?
- Will be sending more descriptive emails upon setup
- Please check your emails for accuracy

**WRONG!**



# VA IPA

- The VA is seeing an increasing number of modifications coming through that are extensions.
- Cannot extend an IPA using modification to avoid the 60 days notice policy.
- You must have a NEW fully signed agreement **before** work starts.

For Example:

Cannot put in a modification for an IPA that has ended to increase effort AND extend the dates. **That is considered late.**

A modification can be done ONLY until the expiration date.

And a new IPA dated at least 60 days out of now must be done

# VA IPA

- Any packet received marked as a modification which includes extending IPA dates which have already occurred (delinquent/late), will be returned to the service to do two separate packets and have corrections made to dates to ensure the IPA is not working prior to having a fully signed agreement



# VA IPA Training Day

**The VA will be holding another IPA training day**

Since they continue to have be major problems with IPA packets being done correctly, **they are requiring that all staff who work on the IPA packets, including Investigators, attend one of these sessions:**

**Tuesday 11/29/16**

**VA 2<sup>nd</sup> Floor Auditorium.**

**Session A: 10 am - Noon**

**Session B: 1 pm – 3:00 pm**

***This is going to be hands-on step-by-step training – so bring your notepad and something to write with.***

# Effort Reminders

- September effort forms are due Tuesday, November 22<sup>nd</sup>
- Check your PCA balances!
  - No longer use fixed EFPs to allocate retro pays that were processed in FY 17, but were related to FY 16
  - These FY 16 retro pays are falling to the PCA and DRs are needed

# Proposed changes to the Uniform Guidance

- Federal Register item was expected October 28<sup>th</sup>
  - Now expected November 11<sup>th</sup>
- Expected to delay the implementation of the procurement regulations changes (again) until July 1, 2018
- USM rules now do not require competition for purchases under \$25,000



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# FLSA and Sponsored Agreements

# Implementation of FLSA at UMB

- UMB implementation date is November 27<sup>th</sup> to coincide with the beginning of a pay period
- Several jobs, some primarily charged to grants, were made non-exempt
  - Clinical Research Assistant
  - Laboratory Research Assistant
  - Laboratory Animal Research Assistant
  - Research Analyst
  - Research Project Coordinator
  - Counseling Associate
  - Events Coordinator
  - Coordinator
- These jobs will now be eligible for overtime

# Allowability of Overtime Premiums on Sponsored Agreements

- Generally allowable if paid according to University policy
- Allowable does not mean funds are available
- Know your terms and conditions
  - Some may require overtime to have prior approval
  - If the overtime premium causes rebudgeting, the rebudgeting may require prior approval

# Reminder of Overtime Policy

- Overtime will be paid at an overtime premium rate of one and a half times the employee's regular pay for all hours worked over 40 hours per pay week
- Holidays, unscheduled closings, annual, personal and sick leaves count as time worked
- A department may require employees to work overtime
- Should be limited to unusual, essential, or emergency situations, and when practical should be fairly distributed.
- Requires advanced approval from the employee's department head
  - Employees must be paid for overtime even if they did not receive approval in advance
- Employees should not be pressured to record anything other than the time worked on their timesheets

# Consequences for Violating FLSA Rules

- Progressive discipline for managers/employees
- Violations may result in civil or criminal action.
- Employers may be assessed civil penalties of up to \$1,100 for each willful or repeated violation of the overtime pay provisions of the law. Employers who have willfully violated the law may be subject to criminal penalties, including fines and imprisonment.
- Employers who have willfully violated the law may be subject to criminal penalties, including fines and imprisonment.



# Consequences for Violating FLSA Rules

- The US Department of Labor is committed to stepped up enforcement
  - Audit and payment of violations from previous years.
  - Further audit of all timekeeping records and additional penalties/fines.
  - Fines, interest and possible criminal sanctions.
  - Possible loss of all federal contracts

# Allocating Overtime

- Department must decide whether the overtime was related to
  - All of the employee's activities
    - allow overtime to be allocated according to the employee's EFP
    - Default EFP used is the EFP in effect when the employee exceeds 40 hours in a week
    - Can be overridden by the ETS Approver
  - Some of the employee's activities
    - use combo code override functionality on electronic timesheet

# Combo Code Override

- Available only to the ETS Approver Role
  - Departments need to develop a communication plan for how overrides are communicated to this role
- UPK is available
  - Portal->UMB Systems Tutorials Browser->eUMB Electronic Timesheets->ETS Approver->Combo Code Override

<http://cf.umaryland.edu/ondemandtraining/enterprise/PlayerPackage/data/toc.html>

# Reminder of Compensatory Leave Policy

- Department head and employee may mutually agree to earn compensatory time in lieu of paying overtime
  - Earned at time and one-half
  - Cannot accumulate more than 240 hours
  - Must be paid in full if not used by:
    - End of the calendar year
    - Separation from the University
    - Transfer to exempt position
    - Transfer out of the department

# Charging of Payout of Compensatory Leave

- This is delayed payout of overtime pay, not a fringe benefit
  - Will NOT be paid out of the fringe pool
- To be allocable, should be charged to the grants in effect at the time the leave was earned
- If the grants have ended or there is not sufficient budget available, must be charged to nonsponsored sources.

# Overtime and Fringe Benefits

- Overtime pay and compensatory leave payout are charged the Legislated Benefit rate (8.5%)

# Overtime and Effort Reporting

- Effort percentages are calculated by salary dollars
- Beginning with the December 2016 effort forms, compensatory leave payouts and overtime pay will be excluded from the effort % calculations

# Implementation of FLSA at UMB

- Some jobs were determined to remain exempt, but some individuals in these job codes were making less than the \$47,476
  - These individuals are to be given pay increases up to the minimum
  - Largest population is post docs



# Projected NRSA Stipend Levels for Post Docs

Career Level	Years of Experience	Actual Stipend for FY 2016	Projected Stipend for FY 2017	Monthly Stipend
Postdoctoral	0	\$43,692	\$47,484	\$3,957
	1	\$45,444	\$47,844	\$3,987
	2	\$47,268	\$48,216	\$4,018
	3	\$49,152	\$50,316	\$4,193
	4	\$51,120	\$52,140	\$4,345
	5	\$53,160	\$54,228	\$4,519
	6	\$55,296	\$56,400	\$4,700
	7 or More	\$57,504	\$58,560	\$4,880

These are projected. Actuals are usually published in January.

# NRSA T's and F's

- Supplements may be requested to obtain additional funds for FY 16 T's and F's for the remainder of the Statement of Appointment for levels 0-2
- These supplement requests will have to be done through Adobe packages

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-002.html>

# NRSA T's and F's Post Docs Paid Thru Accounts Payable

- Levels 0-2 will need increases up to the \$47,484 even if they are paid through Accounts Payable for their December pays

# Post Docs on Grants and Contracts

- No additional funds are forthcoming to fund increases for post docs on sponsored projects other than training grants or for other employees receiving the increase to the minimum
- NIH promises flexibility in terms of rebudgeting when rebudgeting requires prior approval
- Know your Award Terms and Conditions!

# Financial System Update

- Role Validation

<http://www.umaryland.edu/financialsystems/role-validation-process-2016>

- Cancelation of Pending Requisitions
- Financial System Replacement Project

# Final Notes

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

# Questions?

