



UNIVERSITY *of* MARYLAND

# SPA & SPAC UPDATE MEETING

FIRST QUARTER

2013

# TODAY'S AGENDA

- Update from Bill Gray regarding the OSIS upgrade
- Direct Retros
- F&A Rate
- SPAC Personnel Update
- Bank information for wires/ACH payments
- Timeline for FFR submissions
- Review of Unliquidated Obligations

# COST & COMPLIANCE

- Direct Retros
  - Update on how to submit Direct Retros
- F&A Rate –
  - FY13 is the Base year for our next F&A rate
  - This means our next F&A rate will be based on financial activities and space related to this fiscal year

# DIRECT RETROS

- **Email Direct Retros to:** [DRetros@af.umaryland.edu](mailto:DRetros@af.umaryland.edu)
- **Email subject line nomenclature:**
- 6 digit EMPL ID ^ Employee last name ^ Credit Project ID
- To submit a DR for Jon Doe, whose EmplID is 123456, on which you are crediting project ID 10001234, the subject line of the email you send to [DRetros@af.umaryland.edu](mailto:DRetros@af.umaryland.edu) would look like this:
  - 123456^Doe^10001234
- The ^ symbol is above the number 6 on your keyboard. Pressing Shift+6 will produce the carrot top symbol.

# DIRECT RETROS

- **New internal tracking system requires the following:**
  - Only 1 employee's DRs per email
  - Only 1 credit project ID per email

# DIRECT RETROS

- **Reminders:**
- Pull the form off the website EACH time you create a Direct Retro
- Email Direct Retros to: [DRetros@af.umaryland.edu](mailto:DRetros@af.umaryland.edu)
- Website:  
<http://www.cost.umaryland.edu/directretroforms.cfm>

# DIRECT RETROS

- **Notifications you will receive from Cost & Compliance**
  - Once a DR has been successfully processed
  - When a DR has been rejected
    - ☐ Rejected DR emails will have the following attachments
      - The original DR form, which may be marked up with highlights and text boxes to point out issues
      - A page briefly explaining the reason for the rejection

# THE F&A RATE EXPLAINED

- Educational session explaining (providing an overview of) the F&A (Facilities & Administrative) Rate
  - Meeting length: 2 hours
  - Location: HSL II Room 600
  - Dates/times: TBD
    - ☐ We will schedule 2 meetings in the 1<sup>st</sup> half of March 2013



# COST MODEL: SPACE TIMELINE 2013

Late February	Space Inventory Training Attendees: All departments People who know the space and can conduct an inventory of it
March	Departments verify the space inventory in OSIS
Mid-March	Space survey training invitations sent out
End of March	Departments' deadline for return of space inventory
Late May	Conduct space survey training Attendees: Only the largest research depts (invitations will be sent) People who know the grants and employees occupying & working in the space
June-July	Departments conduct space survey
Beginning of August	Space survey due

# COST MODEL SPACE SURVEY TRAINING

## Space Survey Training dates\*:

- 5/21/13 – afternoon (Tuesday) – Lexington Bldg Rm 4104
- 5/22/13 – morning (Wednesday) – Lexington Bldg Rm 4105
- 5/23/13 – morning (Thursday) – Lexington Bldg Rm 4105
- 5/29/13 – afternoon (Wednesday) – Lexington Bldg Rm 4104
- 5/31/13 – morning (Friday) – Lexington Bldg Rm 4104

This schedule can also be found on our website:

Website: <http://www.cost.umaryland.edu/training.cfm>

\*Note: Memorial Day is Monday, 5/27/13

# SPAC PERSONNEL UPDATE

- Team C
  - New Senior Accountant is Cathy Boegner.
- Team B
  - Hiring for accountant position is almost complete.

# NEW BANKING INFORMATION

- Our lockbox address has not changed and all sponsors should be directing payments to:  
University of Maryland, Baltimore  
P.O. Box 41428  
Baltimore, MD 21203-6428
- Our banking information is available on the SPAC website at  
<http://www.fincsvc.umaryland.edu/rf/announcements.cfm>

# NEW BANKING INFORMATION

- Address for expedited payments is:  
University of Maryland, Baltimore c/o First Data  
Attn: Lockbox 41428  
400 White Clay Center Drive  
Newark, DE 19713
- Please make sure the new banking information is included on any deliverable invoices you send directly to sponsors.

# FFR SUBMISSION TIMELINE

**PROJECT  
ENDS**

**45 DAYS**

- FFR drafted by SPAC as of prior closed month

**75 DAYS**

- Draft returned to SPAC for final review, signature and submission

**30 DAYS**

- Final payroll posts and trailing expenses post

**60 DAYS**

- Department identifies unliquidated obligations and costs to move off the project

**90 DAYS**

- FFR Submitted

SPAC will prepare 1 draft and cannot honor requests for updated drafts.

# UNLIQUIDATED OBLIGATIONS

FEDERAL FINANCIAL REPORT							
(Follow form instructions)							
1. Federal Agency and Organizational Element to Which Report is Submitted			2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use PFR Attachment)			Page	of
						1	
3. Recipient Organization (Name and complete address including Zip code)							
4a. OIGS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use PFR Attachment)		6. Report Type		7. Basis of Accounting	
				<input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final		<input type="checkbox"/> Cash <input type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year)			To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)		
10. Transactions					Cumulative		
(Use lines a-c for single or multiple grant reporting)							
Federal Cash (To report multiple grants, also use PFR Attachment):							
a. Cash Receipts							
b. Cash Disbursements							
c. Cash on Hand (line a minus b)							
(Use lines d-o for single grant reporting)							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized							
e. Federal share of expenditures							
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)							
h. Unobligated balance of Federal funds (line d minus g)							
Recipient Share:							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expenses							
a. Type							
b. Rate							
c. Period From							
Period To							
d. Base							
e. Amount Charged							
f. Federal Share							
g. Totals							
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area code, number and extension)			
				d. Email address			
b. Signature of Authorized Certifying Official				e. Date Report Submitted (Month, Day, Year)			
				14. Agency use only:			

Line 10-F.  
Federal share of  
Unliquidated  
Obligations

# UNLIQUIDATED OBLIGATION

Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	0.00
h. Unobligated balance of Federal funds (line d minus g)	0.00

- What is an Unliquidated Obligation?
  - Direct and indirect expenses incurred but not yet paid or charged to the award prior to the budget end date.
    - Examples are payments due to subrecipients, vendors and associated F&A.



# UNLIQUIDATED OBLIGATIONS

- Advantages of reporting Unliquidated Obligations:
  - Avoids delays of report submission while waiting for expenses to post.
    - Departments should document expenses to be included as unliquidated obligations on the reconciliation worksheet. (Don't forget to include F&A!)

# UNLIQUIDATED OBLIGATIONS

- Advantages of reporting Unliquidated Obligations:
  - Reduce carryover amounts
    - Carryover balances can be subject to reductions
    - Perception that you're not spending or spending erratically
  - More accurate reporting by budget period
    - The way we set up projects by budget period should make this accounting easier (ex: avoids moving PO's)

# UNLIQUIDATED OBLIGATIONS

- Special Note on Training Grants:
  - Since trainees can be appointed at any time during a budget period, for an entire 12 month period and the entire 12 month stipend is charged to the same project in eUM financials:
    - *Whenever the trainee appointment ends after the budget end date, remaining stipends and tuition to be paid should be reported as unliquidated obligations.*

# UNLIQUIDATED OBLIGATIONS

- When can't we report Unliquidated Obligations?
  - At the end of a *final* budget period when no future funding will be awarded.

# QUESTIONS & ANSWERS

- The presentations are available on the SPA and SPAC websites.
- Quarterly meeting for 2013:
  - April 25<sup>th</sup>, 2:30-4pm, HSF-II Auditorium
  - July 25<sup>th</sup>, 2:30-4pm, HSF-II Auditorium
  - October 24<sup>th</sup>, 2:30-4pm, Location TBD
- Thank you for joining us today!