



UNIVERSITY *of* MARYLAND

# SPA & SPAC UPDATE MEETING

FOURTH QUARTER

2013

# TODAY'S AGENDA

- SPA/SPAC Team Restructuring
- SPAC Personnel Update
- Update on NIH funding following the government shutdown
- Billing of CCT/IRB Fees on Clinical Trials
- Reminder on invoices that require backup
- Transition to NIH Subaccounts
- Updates and Reminders

# SPA/SPAC TEAM RESTRUCTURING

- Effective 12/1, SPA & SPAC will have 3 teams partnering with campus
- Factors in the decision:
  - More staff on each team minimizes the impact of staffing for medical leaves, turnover, time off, etc.
  - Time to evaluate department assignments based on shifts in our research base. Current assignments have been in place 3 + years.
  - Alignment of the Department of Medicine on a single team

# SPA/SPAC TEAM RESTRUCTURING

- No reductions of staff in SPA or SPAC
- Both SPA and SPAC are centralizing responsibilities to work more efficiently
- Teams will be Red, Yellow and White based on our school colors
- New email addresses will be communicated via the distribution lists and RAC list prior to 12/1
- SPA/SPAC will forward any existing emails to the new email box

# DEPARTMENT ASSIGNMENTS

| SPA/SPAC Department Assignments   |   |   |  |
|---|---|---|--|
| <b>School of Medicine:</b><br>Anatomy/Neurobiology<br>Biomedical Eng & Tech<br>Central (VP/Pres level)<br>Ctr for Integrative Med<br>Dermatology<br>Emergency Medicine<br>IHV<br>Neurology<br>OB/GYN<br>Physical Therapy<br>Psychiatry<br>Radiation Oncology<br>Surgery | <b>School of Medicine</b><br>Diagnostic Radiology<br>Family Medicine<br>Neurosurgery<br>Program of Oncology | <b>School of Medicine</b><br>Ctr/Biomolecular Therapy<br>Epidemiology<br>IGS<br>Medicine<br>Cardiology<br>Chairman's Office<br>Endocrinology<br>Gastroenterology<br>General Internal Med<br>Gerontology<br>Infectious Disease<br>Nephrology<br>Ctr/Policy & Planning<br>Pulmonary<br>Rheumatology | <b>School of Medicine</b><br>Biochem & Mol Biology<br>Ctr/Stem Cell Biology<br>CVD<br>CVID<br>IMET<br>Microbiology<br>Ophthamology<br>Pathology<br>Pediatrics<br>Pharmacology<br>Physiology<br>STAR<br><br>Otorhinolaryngology |
| <b>School of Dentistry</b>  | <b>School of Law</b><br><b>School of Social Work</b>  |   | <b>School of Nursing</b><br><b>School of Pharmacy</b>  |

# STAFFING ASSIGNMENTS

## TEAM RED

| <b>SPA Staff:</b>      | <b>SPAC Staff:</b>    |
|------------------------|-----------------------|
| Greg Sorensen, Manager | Amy LaFevers, Manager |
| Marie Coolahan         | Krista Salsberg       |
| Dinnise Felder         | Kerrisha Riggs        |
| Jean Brent             | Position to be Filled |
| Towanda Gilliam        |                       |

# STAFFING ASSIGNMENTS

## TEAM YELLOW

| <b>SPA Yellow 1</b>  | <b>SPA Yellow 2</b>    | <b>SPAC Staff:</b>  |
|----------------------|------------------------|---------------------|
| Joan Kanner, Manager | Leerin Shield, Manager | Beryl Gwan, Manager |
| Denise Meyer         | Debbie Griffith        | Shernett Wynter     |
| Dawn Swierczewski    | Dawn Swierczewski      | Carolina Castro     |
|                      |                        | Rosetta Elicerio    |

# STAFFING ASSIGNMENTS

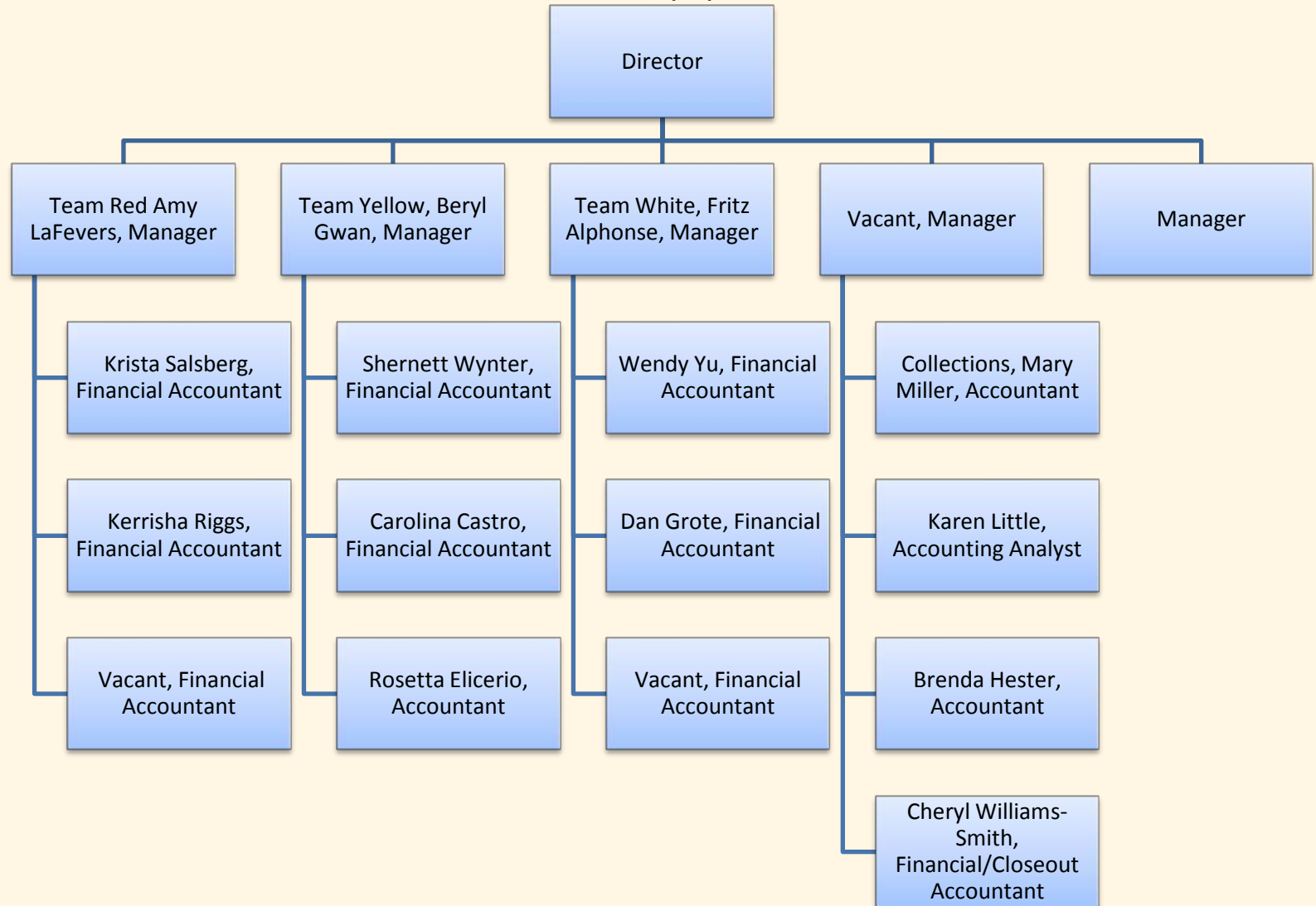
## TEAM WHITE

| <b>SPA Staff:</b>       | <b>SPAC Staff:</b>      |
|-------------------------|-------------------------|
| Danielle Brown, Manager | Fritz Alphonse, Manager |
| Shelley Tiemann         | Dan Grote               |
| Carli Bernal            | Wendy Yu                |
| Stacey Boyd             | Position to be Filled   |
| Venzula Harris          |                         |



# SPAC ORGANIZATION CHART

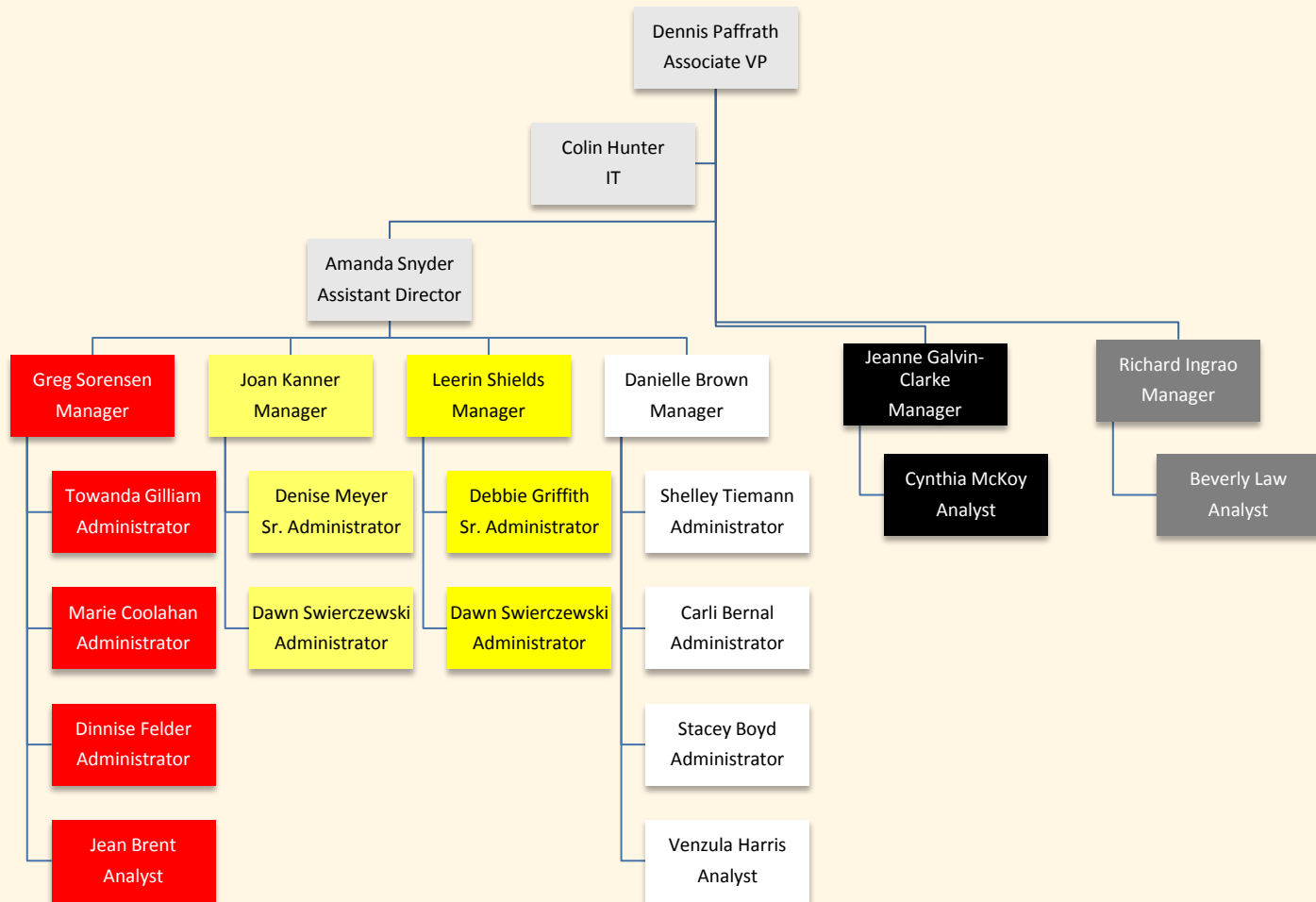
Effective 12/1/13



# SPA Team Assignments 12/1/13

| Sponsored Programs Administration - Team Assignments Effective 12/1/13  |   |   |   |   |
|---|---|---|---|---|
| Red   | Yellow 1  | Yellow 2  | White   | Black   |
| <b>School of Medicine:</b><br>Anatomy/Neurobiology<br>Biomedical Eng & Tech<br>Central (VP/Pres level)<br>Ctr for Integrative Med<br>Dermatology<br>Emergency Medicine<br>IHV<br>Neurology<br>OB/GYN<br>Physical Therapy<br>Psychiatry<br>Radiation Oncology<br>Surgery | <b>School of Medicine</b><br>Diagnostic Radiology<br>Epidemiology<br>Family Medicine<br>Neurosurgery<br>Program of Oncology | <b>School of Medicine</b><br>Ctr/Biomolecular Therapy<br>IGS<br>Medicine<br>Cardiology<br>Chairman's Office<br>Endocrinology<br>Gastroenterology<br>General Internal Med<br>Gerontology<br>Infectious Disease<br>Nephrology<br>Ctr/Policy & Planning<br>Pulmonary<br>Rheumatology | <b>School of Medicine</b><br>Biochem & Mol Biology<br>Ctr/Stem Cell Biology<br>CVD<br>CVID<br>IMET<br>Microbiology<br>Opthamology<br>Pathology<br>Pediatrics<br>Pharmacology<br>Physiology<br>STAR<br>Otorhinolaryngology | <b>Proposal Development</b><br><b>Center/Health Policy</b><br><b>Dermatology</b><br><b>Ophthalmology</b><br><b>SBTDC</b><br><br><b>Audit Reconciliations</b><br><b>Award Closeouts</b><br><b>Internal Training Liaison</b><br><b>KC Functionality</b><br><b>Limited Submissions</b><br><b>Mpowering the State</b><br><b>Policies and Procedures</b><br><b>Reports</b><br><b>SciVAL</b><br><b>SPA website</b><br><b>UMBF Liaison</b> |
| <b>School of Dentistry</b>  | <b>School of Social Work</b>  | <b>School of Law</b>  | <b>School of Nursing</b><br><b>School of Pharmacy</b>   |   |
| Greg Sorensen<br>Towanda Gilliam<br>Marie Coolahan<br>Dinnise Felder<br>Jean Brent  | Joan Kanner<br>Denise Meyer<br><br>Dawn Swierczewski  | Leerin Shields<br>Debbie Griffith   | Danielle Brown<br>Shelley Tiemann<br>Carli Bernal<br>Stacey Boyd<br>Venzula Harris  | Jeanne Galvin-Clarke<br>Cynthia McKoy   |
| <b>Gray</b><br><br><b>Subcontracts</b><br>Richard Ingrao<br>Beverly Law   |   |   |   |   |

# SPA Organizational Chart (12/1/13)



# SPAC PERSONNEL UPDATE

- Shari Swisher is leaving SPAC effective 11/2
  - Interim Director is Colleen Rua
  - Position will be posted tomorrow
  - Search committee is being chosen
- Suzanne Kaiphas is leaving Costing and Compliance effective 11/22
- Current postings for Financial Accountants and Managers in SPAC

# NIH FUNDING UPDATE

- **Award Actions**

NIH anticipates beginning to release awards sometime after November 1

- Request pre-award and temporary projects
- Financial reports can now be submitted, but expect delays in the approval of reports and carry forward requests

- **Financial Operations under a Continuing Resolution**

We are expecting a Notice from NIH with more details in the near future

# BILLING OF IRB & CCT FEES

- SPAC is working closely with CCT, HRPO-IRB and SPA to streamline the billing process for IRB and CCT Fees on Clinical Trials
- Our goal:
  - Have all expenses and cash posted directly to the project in eUM Financials
  - Streamline the payment process for sponsors
  - Ensure all collection policies are followed

# BILLING OF IRB & CCT FEES

- What do departments need to know?
  - SPAC is completing the billing for all Start Up Costs
    - Departments should not invoice Start Up Costs
    - All revenues (including IRB Fees) will be recorded on the project
  - SPAC will be initiating journals to charge the project directly for IRB Charges and CCT Charges
    - New account 3761 established for IRB Fees (No F&A applied)
    - New account 3760 established for CCT Fees (F&A applied)
  - The IRB will contact SPAC to initiate renewal or charge additional IRB fees. SPAC will bill the sponsor for any additional fees.

# BILLING OF IRB & CCT FEES

- All other costs included in the start-up (e.g. pharmacy set up) should continue to be charged to the project as before



# REMINDER ON INVOICES w/BACKUP

- SPA and SPAC are working diligently with sponsors to avoid the requirement of providing backup with invoices
  - Backup (ex. salary detail, receipts) should not be provided unless explicitly stated in the award documents
  - Any requests for backup should be forwarded to SPAC to coordinate
  - Backup should be included at the time the invoice is sent

# DHHS DRAWS USING SUBACCOUNTS

- When does this start
  - All new awards awarded with FY 14 funds
    - ACF and CDC PEPFAR programs started in FY 13
  - Continuing NIH awards issued with funds prior to FY 14 will transition during FY 15

# EFFECT OF DRAWING BY SUBACCOUNT

- Policy and program officials at the federal government will know the cumulative expenditures on your award on a weekly basis
  - Increased transparency
  - Will see fluctuations in spending
    - Large cost transfers may stand out
    - Delayed spending will be obvious
  - May factor into carryforward approval

# EFFECT OF DRAWING BY SUBACCOUNT ON CLOSEOUT

- Current DHHS policy will stop our ability to draw on projects more than 90 days past the end date
  - i.e. if we want to be paid all expenses better be on the project by 90 days after the end date
  - When we are a sub, our sponsors are going to want our invoices timely, or they are not going to pay
  - We should be holding our subs to the same standard



# TRANSITION OF CONTINUING AWARDS IN FY15

# UPDATES & REMINDERS

- Per our discussion last quarter, all pre-awards and temporary projects will now be finalized at the time they are initially established.
  - SPAC has finalized all pre-award and temp projects
- Reminder: if you have a Principal Investigator leaving campus, please contact Cheryl Williams-Smith in SPAC
  - Cheryl will coordinate relinquishing statements and review all existing open projects to determine if there are action items necessary *prior* to the PI leaving campus

# QUESTIONS & ANSWERS

- In 2014, quarterly meetings will be shifted to occur in February, May, August and November.
- The presentations are available on the SPA and SPAC websites.
- Thank you for joining us today!