**Effective 05/01/2023, SPAC-Costing and Compliance will no longer process any Direct Retros submitted which credit or debit a sponsored project which is already closed. If you need to make a payroll adjustment for a closed project:**

1. **Contact your SPAC billing Team and submit your explanation and request to re-open the project.**
2. **Once the project has been re-opened, you may submit your Direct Retro for approval via this link:** [**https://www.umaryland.edu/cost/direct-retro-forms/**](https://www.umaryland.edu/cost/direct-retro-forms/)

**SPAC-Costing and Compliance will reject any Direct Retro referencing a closed project from the effective date referenced above, and you will need to go through the process of having it re-opened with your billing team.**

**Your SPAC Billing Team for any project is now available in your Award Profile Card. You may also visit the link below for any issues related to billing.**

[**https://www.umaryland.edu/spac/billing/**](https://www.umaryland.edu/spac/billing/)

**Thank you.**