UNIVERSITY of MARYLAND BALTIMORE

SPA/SPAC Meeting

Wednesday, April 17, 2024
2:30 PM
Venue: School of Dentistry
650 West Baltimore St - Rm G205

SPA Agenda

- Personnel Updates
- Last Minute Proposals
- Reporting
- F&A Rates
- Activity Types
- Team Updates
  - Grants/Proposals
  - Contracts
  - Subawards (Outgoing)
  - Team State
  - Research Security
- Kuali Build No Cost Extension Form Pilot Update
- Super Form

SPA Personnel Updates

- Vacancy on the Subaward team (Judy Myint left)

- Hiring Training & Development Specialist

Last Minute Proposals

- **MUST COMMUNICATE WITH SPA TEAM**

- If you change the due date on a proposal that has been routed you must notify SPA

- Let SPA know when all pieces are uploaded and ready for review

Reporting

SPA/SPAC sent a joint email on 3/1/24 to the RAC about NIH enforcing the deadlines for award closeouts.

Other sponsors are also enforcing reporting deadlines.

PLEASE SUBMIT TIMELY REPORTS!

F&A Rates

Implementation Memo

- Current Proposal Submissions All proposals submitted now should use these new rates for all budget periods after 10/24/2023. Budget periods after 06/30/2027 should use the FY24 rates until this agreement is amended.
- New and competing renewal Federal and Federal pass-through awards with start dates of 10/25/23 or after should be awarded at the new rates. SPA will contact the sponsors and negotiate if required.
- Non-competing Federal renewals will continue with the old rates.
- Renegotiation of non-Federal awards to the new rates will be done on a case-by-case basis.
- All awards accepted prior to 10/24/23 will stay at their current rates.

Activity Types

- The major functions of an institution, as defined in Federal Uniform Guidance, include **Organized Research, Instruction, Other Sponsored Activities** and **Other Institutional Activities**.

- Sponsored Program Activity Type is a factor in determining applicable F&A rate(s) In Kuali Research, the selected Activity Type drives the F&A rate applied to your budget.

- Select the Activity Type that most closely matches the nature of the project work.

- In a project that involves more than one activity select the activity type that matches the purpose of the anticipated award (e.g., select Training/Instruction for a Training Grant even if it involves research) or the activity type that represents the preponderance of the project work.

- Activity Type should not change during the life of an award.

- Impacts Reporting (HERD survey, SEFA, etc.)

- Webpage has been updated with additional information.
  https://www.umaryland.edu/kualicoeus/user-resources-and-help/proposal-entry/activity-types/

Team Updates

- Grants/Proposals
- Contracts
- Subawards (Outgoing)
- Team State
- Research Security

Grants/Proposals Team

Grants/Proposals Team

Attachments that go system to system

1. Need to be a true PDF unless the system calls for something different.

2. Verify the size of the attachment 8.5 X 11

3. No hyperlinks unless the announcement calls for them.

Grants/Proposals Team

- New NIH "FORMS-I" Grant Application Forms and Instructions Coming for Due Dates on or after January 25, 2025

- NOT-OD-24-086 - https://grants.nih.gov/grants/guide/notice-files/NOT-OD-24-086.html

- More info to come once forms are released!

Grants/Proposals Team

RPPRs and FRPPRs

Signing Official should be Ken Fahnestock

Authorized Official should be Greg Sorensen

Contracts Team

SPA Incoming Contracts

Welcome the following team members to the SPA (Incoming) Contracts Team:

- Katie Muldoon, Senior Administrator
- Roman Kovalets, Contracts Administrator

SPA Incoming Contracts

What to include in Kuali Research (KR) for Incoming Contracts Routings *-or-* ensure is provided with email requests:

- ❏ the agreement/contract requiring review
- ❏ the Scope of Work (SOW)
- ❏ sponsor approved and/or UMB internal budget
- ❏ *all* attachments, exhibits, or appendices identified in the agreement/contract
- ❏ accurate and updated compliance information & documentation (IRB, IACUC)
- ❏ accurate and up-to-date location for performance of project work
- ❏ department info for forms *(e.g., UMB PI/Dept Admin name, email address, phone, address where project work/study will be performed)*
- ❏ sponsor's contact information for negotiations
- ❏ previous, related Kuali Research (KR) information (e.g., KR Award#; KR IP#, etc.)
- ❏ *(if applicable)* explanation/information for F&A reduction
- ❏ *(if applicable)* fully approved & signed F&A waiver
- ❏ *(if applicable)* prime funding agreement
- ❏ *(if applicable)* unfunded Agreement request form

SPA Incoming Contracts

- Non-Financial Contract Related Actions/Requests (e.g., NCE / Carryover)
  - The SPA incoming contracts team reviews the associated contract/agreement related to a non-financial requests to ensure proper approval or authorization is in place (e.g., allowed, no sponsor approval required, amendment required, etc.)

SPA Incoming Contracts

Facilities and Administrative Cost **Waivers**

- Unless there is a published sponsor restriction or limit requiring a reduced F&A rate, F&A waivers must be requested and approved for authorization to use a F&A rate that is lower than the university's negotiated or established rate.

  - Approvals -
  - Approval by your Dean's Office. Note: The Dean's Office may require additional information or signatures.
  - Submit the memo for approval by the Chief Enterprise and Economic Development Officer and Vice President (J. Hughes) or designee
    - *Reference link*; https://www.umaryland.edu/policies-and-procedures/library/research/procedures/sponsored-projects/request-an-fa-rate-waiver.php

SPA Incoming Contracts

Intellectual Property (IP) Waivers

- SPA will attempt to negotiate mutually agreeable language that is in accordance with the ownership and licensing terms in the UMB IP Policy.

- However, in some cases, this is not possible, and UMB may agree to waive certain requirements as allowed per the IP Policy. In these cases, the Principal Investigator (PI) and the project team will need to decide whether to request a waiver of the IP Policy in order to permit UMB to accept the award.

- When negotiations on IP language come to an impasse, but the PI and project team still wish to pursue the award, SPA will initiate an IP Policy Waiver request ("IP Waiver") via UMB-SPA Negotiated Agreement IP Waiver form
  - Approvals –
    - PI, Chair, and Dean before (these approvals are required prior to following approvals)
    - OTT
    - Senior Vice President and Chief Enterprise and Economic Development Officer.
  - *Reference link*; https://www.umaryland.edu/spa/award-management/award-review/#d.en.714988

SPA Incoming Contracts

Publication Waivers

- If restrictive publication terms are present in a contract/agreement, SPA will attempt to negotiate mutually agreeable language to conform with University policy

- However, If Sponsor and SPA/ORD personnel fail to reach agreement on the publication terms, the UMB PI may pursue a waiver from UMB President or designee to allow a waiver to the Policy on Classified and Proprietary work (Policy IV-2.20). This approval must be granted in order to permit UMB to accept the award.

  - For instructions and approval, see following link:
    - https://www.umaryland.edu/policies-and-procedures/library/research/procedures/sponsored-projects/request-a-classified-and-proprietary-work-waiver.php

Coming Soon! KB forms for Publication and IP waivers!

SPA Incoming Contracts

- DUA Questionnaire has been updated; see https://www.umaryland.edu/spa/developing-proposals/unfunded-agreements/

REMINDER: You must route a Kuali Research (KR) routing for *each* DUA request; even if for same project.

If you have a study/project and will be completing DUA requests for multiple sites, etc., contact the incoming SPA contracts team for additional information & guidance.

Outgoing Subaward Team
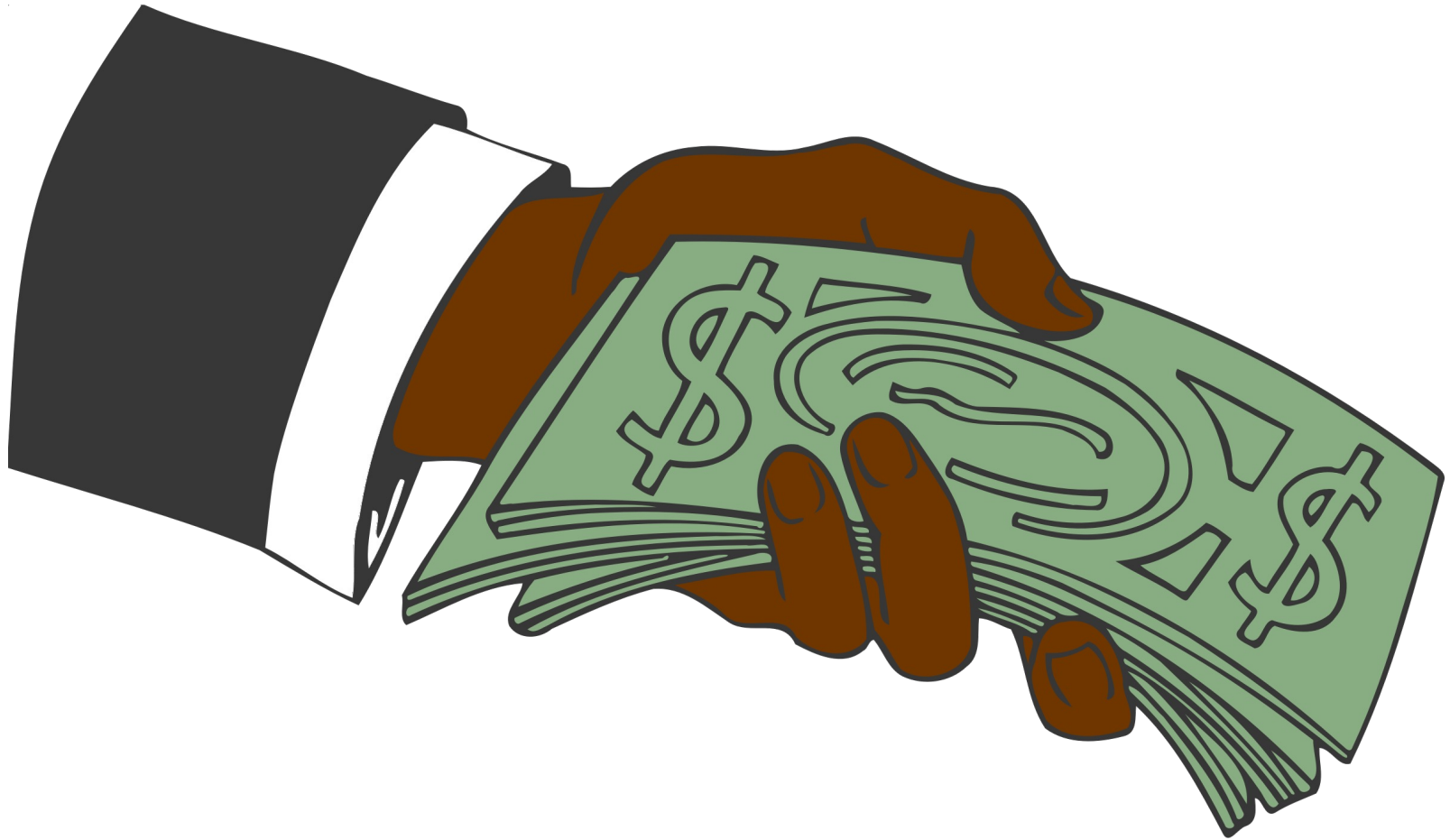
Outgoing Subaward Team

- **NEW KB fields for carry-over dates**

X Deobligation
This Subaward funding is decreased in the amount of [   ] from period [   ] - [   ]

- New KB approval step (after PI approval)

- **Subaward Request volume: 477 (Oct. 2023-Mar. 2024)**
  - Average Requests per month for the last 6 months = 80*
  - Average per staff member per month = 27
  - Processing Goal = 30 per week within 15 business days
  * Processing times depend on type of agreement

Team State

Team State

- Meet Gabrielle!

- SPA-TeamState@umaryland.edu
  - Please use this email for any inquiries about Team State proposals/agreements

Research Security

Research Security Program

Research Security (as defined in NSPM-33)**:**
Safeguarding the research enterprise against the misappropriation of research and development to the detriment of national or economic security, related violations of research integrity, and foreign government interference.

Background: Section 4(g) of NSPM-33 directs that by January 14, 2022, *"heads of funding agencies shall require that research institutions receiving Federal science and engineering support in excess of 50 million dollars per year ==certify to the funding agency that the institution has established and operates a research security program==.*

Institutional research security programs should include elements of:

- *cybersecurity*

- *foreign travel security*

- *insider threat awareness and identification*

- *export control training*

[Research Security Program](#)

UMB Point of Contact: [Research Security Manager](#)

Kuali Research Updates

Kuali Research Updates

New Mandatory Fields as of May 15

- Anticipated Award Type
  - Missing type will cause a validation error
  - Advice on making the selection will be added on the KR website
- Additional Supplemental Info fields
  - F&A rate – type – On/Off Campus
  - New fields ensure that the correct data is sent to Quantum Analytics
  - Also needed for improvements in award set-up

Kuali Research Updates

- UMCES joining the UMB-UMCP Kuali Research instance
  - No changes anticipated for UMB
  - We will notify you of downtime, which is planned for the first weekend in May (if all goes well with the dry run)
  - In the Employee Lookup in KR: **Enter 02 in the Campus Code field.** This limits your search to UMB employees.
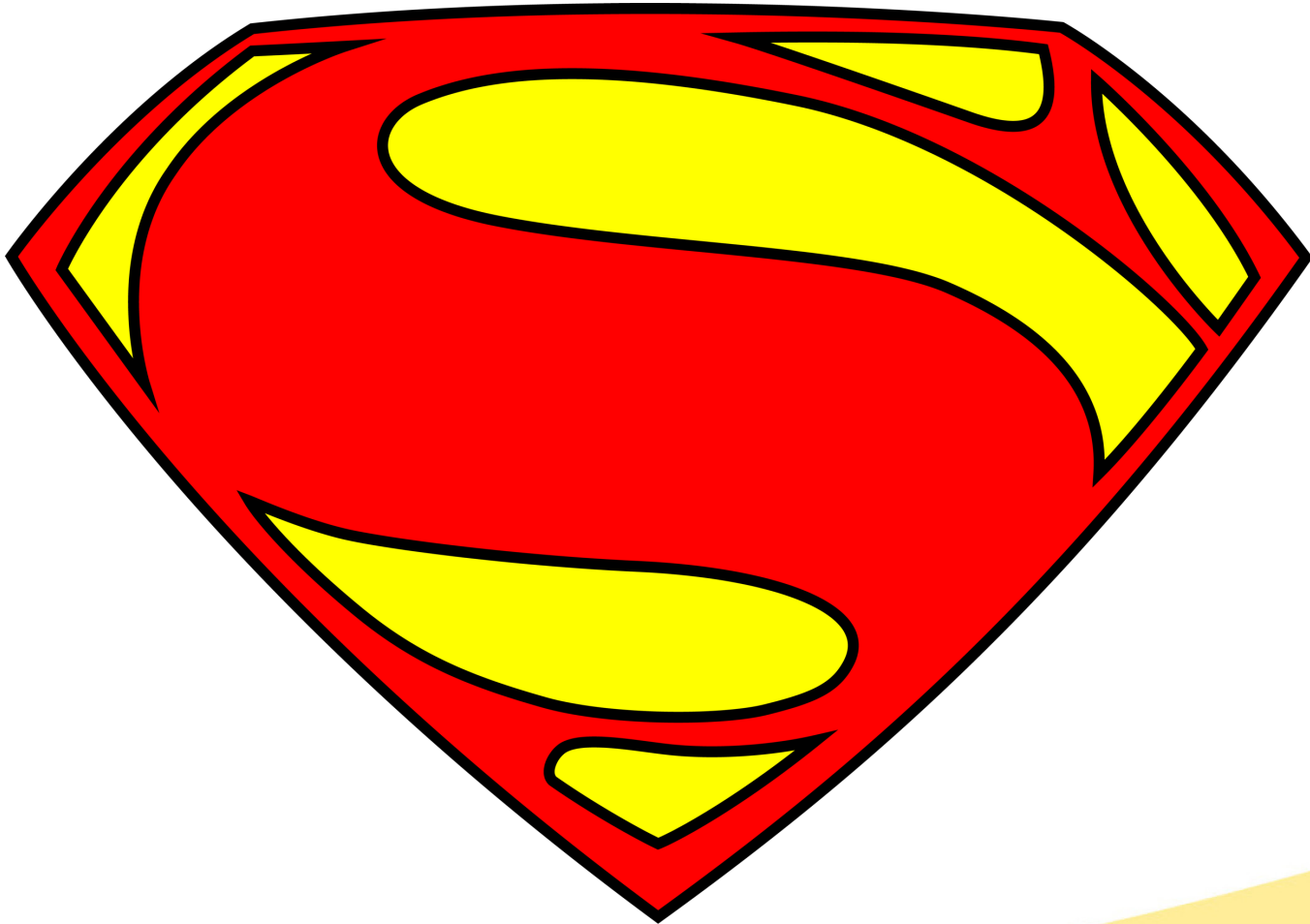   - *Do not enter UMCP or UMCES persons from the Employee lookup.*

No Cost Extension Form

UPDATE: Pilot NCE form in Kuali Build

- No-cost Extension Request Form is being used by three SOM units and two other schools

- We have been listening to department users and SPA staff to improve the form and process

- Target date is early May for roll-out to campus 🤞

- Demos (via Zoom) will be scheduled as part of roll-out

Super Form