A Field Guide for Department Use

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Submitting a grant

Who should I tell I am planning to submit a grant and when?

As soon as you or someone in your group start thinking about a particular grant you should tell Lenny Wallington and the Chair, Peg McCarthy

What information should I provide and when?

Provide the due date and type of grant, including the RFA#, when you tell Lenny you are submitting. Information about the budget, i.e. personnel number and rank, % salary support, large equipment purchases, can be provided closer to the due date, preferably at least 2 weeks prior to the INTERNAL deadline.

How do a PI approve a grant?

All PIs must answer the PI certification Questions. Their log-in to Kuali Research and the answering of the questions electronically generates their approval.

Where to find PI certification Questions?

Key Personnel > PI name >
Select PI name and the tab is on the far right.

Also, below the Key Personnel tab is the "Questionnaire" tab. All PIs must also answer the three sets of questions under this tab.
(PHS 398 Cover Page Supplement v5.0, S2S FAT & Flat Questionnaire and UMB Required Question questionnaire), if applicable.

Questionnaire

PHS 398 Cover Page Supplement v5-0 ✔ | S2S FAT & Flat Questionnaire ✔ | UMB Required Question Questionnaire ✔

Who needs to approve the submission and when?

The chair (Peg) will approve the submission once it is routed. One exception, some special announcements may require Dean's office approval prior to permission to submit. Remember to always follow the instructions in the announcement.

What is the internal deadline for submission?

Seven (7) business days prior to the grant due date (agency deadline) investigators must submit to the Dean's Office, via Kuali-Research, all grant front pages and administrative materials including budgets, budget justifications, personnel and effort, performance site locations, and animal or human subject use forms, etc.

Five (5) business days prior to the grant agency deadline, all other grant materials must be submitted in its final form to the Dean's office for submission to ORD.

During this process, Departmental Administrators and Sponsored Program Administration (SPA) will identify and correct errors. The submitting unit's administrator and submitting investigator will assist in confirming that the application materials are accurate before submission.

Who submits the grant to SPA?

Business office (Lenny Wallington) via Kuali Research

Who submits the grant to the agency?

Sponsored Programs Administration (SPA), however, some small agencies, private companies or foundations may require PI to submit. This may or may not require a signed document from SPA. Remember to always follow the instructions in the announcement.

Can I make changes to the grant after it is submitted?
Changes can be made during the routing period. Once the grant is submitted to an agency, no changes can be made. However, depending on the agency, if time is permitted, we can recall/cancel the submission and resubmit a revised proposal, if absolutely necessary.

Managing a grant

What is a SOAPF or POETAF (chart string) and how is this different from an account number?

The chart string or account number is used interchangeable, it is the string of numbers used in the UMB financial system (Quantum). (The terminology will be changing with the new Quantum Financial system). For sponsored projects (grants) it will be called POETAF (Project, Organization = transaction organization, Expenditure Type, Award/Contract Number, Funding Source). For Non-sponsored projects it will be called SOAPF (Source, Owner organization, Activity, Purpose, Function).

Who monitors the expenditures on my grant?

All expenditures are monitored by business office personnel. Everyone takes part in monitoring grants.

How often will I receive statements?

You should receive a statement monthly but if you need one at any time you can request it from Lisa Wiggins Or Lenny Wallington.

What information should I expect to find on my statement?

Project title, Object code and Description, Budget, Encumbrance, Expensed amount, Account balance, Personnel paid from funding source (if applicable).

What happens if I overspend?

Adjustments must be made asap to clear all deficits.

What happens if I under spend?
Contact Administrator to discuss plans for additional funds. All under spent funds must be managed according to funding agency policy.

How often will I receive statements about charges for my research animals?

Veterinary Resources email the statements to the department business office monthly and Lisa forward them to PIs within 2 business days.

If I think there is a discrepancy in the billing, who do I address It with?
Discrepancies in Animal billing should be discussed directly with Veterinary Resources - <u>Pat Matos, 443-853-0060</u> (Animal Facility personnel).

Hiring personnel

How do I decide what type of position I need?
Lenny Wallington is the contact to assist with making this decision.

Who places the Ad?
Lenny Wallington will arrange to have HRS post the Ad.

How long will it take for me to receive applications?
It depends on how many weeks you request to have the ad posted. Under normal circumstances, about one week after the position Ad comes down/expire.

How many candidates do I have to interview?
HRS suggest that a minimum of 3 candidates are interviewed.

When can I make an offer?
After HRS has approved for you to do so.

How long will it take for me to hire someone from start to finish?
IT depends, example: Posting of Ad for two weeks – estimate 6 weeks (2 weeks for posting, 1 week for HRS to review and release applications, 2 weeks to complete interviews, and 1 work to process selected candidate via HRS).

What if the candidate I want is rejected by HR as over/under qualified?
Work with department hiring manager (Lenny Wallington) to address the issues with HRS.

Can I call HR and argue my case?
No, HRS requires that the department hiring manager (Lenny Wallington) argues the case on your behalf.

What are my options if the person I hired is not working out?
Contact Lenny Wallington with your concerns and he will assist you with meeting and discussing options with HRS.

When new people join my group who will help them get an ID? Email? Parking?
IDs are processed during onboarding for all new employees. An email account will be requested on your behalf by Lenny Wallington, and Parking forms are completed during onboarding.

Corporate Credit Card (Visa) – (https://www.umaryland.edu/procurement/corporate-purchasing-card/

How do I get a corporate credit card?

Obtain instructions from the business office (Lisa Wiggins) to complete the following:
- Complete the required online corporate credit card training through The Learning Hub UMB's learning management system. Login using your UMID and password. Navigate to the course using the Library icon and Financial menu item, select the course and choose the desired training classes. Access to The Learning Hub should be available a few business days after beginning work at UMB.
- Complete a Cardholder Application located on the Strategic Sourcing and Acquisition Services (SSAS) website then submit to business office for processing.
- Completion of the online Authorization Access Forms located on the Center for Information and Technology Services website will be completed by the business office. Once the forms are completed, they will be automatically sent to the card holder for their approval.

Who in my lab should have a credit card?

This is the PI's decision; however, credit cards are only issued to UMB state employees (regular employees). Students cannot be issued a credit card.

What information should I expect to find on my statement?
- Bank statement date, last four digits of credit card number, name and business address of credit card holder, transaction and postdates of charges, Authorized MCC Codes = Merchant Category Code, description of the transaction and actual charge amounts for each transaction, total purchases amount, credits and bank contact information.

What happens if I overspend?
- A purchase will be declined if there are not enough funds on the credit card therefore preventing over expenditure on the card.

What happens if I under spend?
- Nothing, the beginning of each monthly cycle, your balance will reset to the full monthly credit amount. Example, $15,000.00 a month.

Purchasing

Equipment and materials orders – Send a detailed quote from a vendor of choice. If the cost is under $5K the purchase must be processed on a corporate credit card (Pcard). If vendor do not accept credit cards, a PO must be requested and received prior to receiving any items or services. If the order is above $5k a purchase order (PO) must be requested via Lea Stokes in our business department. Note, orders of $5K or more will be purchased from a vendor with the cheapest cost. However, for large order purchases that are distinctive (unique) in some way and require it is purchased from a particular vendor – 3 quotes from 3 different vendors/companies and a "sole source" form are required to be submitted with the PO request.

What is the process for purchasing equipment over $5k?
- *Retrieve a quote from the Vendor and forward to Lea Stokes, Lisa Wiggins, or Lyndon Wallington for the PO process to get started. All requisitions for PO's are to be created by the Business Office.*
- *PO will be approved by department approver, forward to Quality Assurance, then to Strategic Sourcing for processing and creating the PO. This process can take up to 30 business days.*

How do I order animals?

Arrangements are made directly with the Animal Facilities (Veterinary Resources) Pat Matos, 443-853-0060

If I have multiple grants, how do I assign purchases to a specific grant?

Assign the purchase to the grant POETAF (chart string). Each grant has a unique POETAF.

Travel

When do I need to submit a travel request?

- *Travel request should be submitted prior to trip through our online travel system. Travel requests need to be approved by department head, and University Travel Department.*

NSE- Anytime you will be out of town or the country on business, besides activating your insurance coverage provided by the state, a travel request also serves purposes for reimbursing expenses thru grant funds.

What information should I be prepared to provide?
- *Please go online and complete the Travel Request. You will need the travel dates, destination, departing and returning time, funding source (POETAF or SOAPF), reason for*

travel, estimation of total travel cost, back up documentation including an agenda or flyer.

- *Please submit all original receipts, and Agenda for travel purpose.*

Who approves Travel?

Travel is approved by the immediate Supervisor, Business Office, and then Travel Department in Financial Services. Lyndon Wallington, Lisa Wiggins, and Peg McCarthy are Business Office travel approvers.

How do I get reimbursed after the travel?

- *Complete the travel expense statement online within 60 days of travel. All original receipts and agenda must be uploaded and then submitted to the Business Office before approval of the Travel Expense Statement.*
- *Employees that are set up for Direct Deposit will receive the reimbursement from travel in their paycheck 2-4 weeks after final approval with the State of Maryland.*
- *Non-Employees or Employees that don't have direct deposit will receive a paper check at the address on the expense statement.*

Can my corporate credit card be used for travel purchases? If so, what can I charge?

- *Travel charges (airlines, railroads, travel agencies, cruise lines, duty free stores, boat rentals, fast-food restaurants, bars, taverns, restaurants, timeshares)*
- *The purchasing card can be used for conference registration, hotels, rental cars, taxis and parking. All other charges related to travel cannot be done using the purchasing card and must to be reimbursed through Travel Expense Statement. For addional information please refer to the link provided.*
  https://www.umaryland.edu/media/umb/af/procurement/UserGuide.pdf

Sometimes—please refer to the travel policy
https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/policies/viii-1100a.php

Health insurance

How do I find out my options for health insurance?

Employees may refer to the following link regarding any Benefits questions:
https://www.umaryland.edu/hrs/benefits/ . In particular, the link to Health Care Plans (including medical, prescription drug, and dental) is available here
https://www.umaryland.edu/hrs/benefits/health-care/

Who will help me sign up for insurance?

UMB utilizes SPS Workday, the State of Maryland's cloud-based platform, to manage health benefits enrollment and elections. Information regarding SPS Workday can be accessed via the following link: [Statewide Personnel System (SPS) /](#) *. Employees should refer to the Quick Guide to find answers about finding SPS Employee ID, setting up the initial password, logging in for the first time, and qualifying life events.*

1) Obtain your W# (SPS Employee ID)
   a. You can find your SPS Employee ID in either of the following locations:
      i. **MyUMB:** Log in to **MyUMB** and click the "**Employee Self Service**" tab. Select "**My Personal Information**." Your W# will be listed at the bottom of the page under "**Employee Information**" (it will be labeled "**Benefits Workday** #").
      ii. **POSC:** If you don't have or remember your SPS Employee ID, [log in to POSC](#). Once in POSC, click "View SPS Employee ID." If you need to reset your password for POSC, [click here](#).
2) Log into [SPS](#)
3) Once logged into SPS, check your contact information to make sure your address and email addresses are correct; **if any of this information is incorrect, follow the instructions listed in [Employee Self Service](#) to correct. You will not be able to change this information directly in SPS**. Please note, the work address in SPS is defaulted to 620 W. Lexington Street, this cannot be changed.

If employees have any questions regarding benefits, please contact HRBenefits at 410-706-2616 to speak to a Benefits rep or schedule an appointment. Benefits Walk-in Hours are also available Wednesday and Friday.
HR is located at:
620 W. Lexington St
3rd FL
Baltimore, MD 21201
410-706-2616
Phone Hours: Monday – Friday 9:00am – 5:00pm
Walk-in Hours: available Wednesday & Friday, 9:00am – 4:00pm

Who will help me sign up for insurance?

HRS assist via onboarding or intake sessions or by appointment.

What if I want to change my Health plan?

Please access SPS Workday to make changes to the benefits plan
https://wd5.myworkday.com/wday/authgwy/stateofmaryland/login.htmld

Open enrollment is held once each year. You may make changes at this time. Exceptions are made for newly married, new child (born or adopted) or a life changing circumstance. Contact business office for assistance.

Payroll

Who do I talk to about withholding for tax purposes?

This must be discussed with your tax preparer. However, the department business office via HRS will help with directing you to forms needed.

To make changes to withholding, employees can access POSC system: for those who have not signed up :

Log in to **MyUMB**

Navigate to **My UMB Employee Self Service**

Click CPB Payroll Service Center, click sign up

Sign up – our agency code is 360221 (employees can either contact the Department Payroll Rep to obtain their check no. or access check information

Once you are logged-in select **Update Address/W4 (tax Withholding)** . Below Section 3 there should be a tab to **Change W-4/MW507 Information**.

Or the employee can access POSC directly via Payroll Online Service Center - interactive.marylandtaxes.gov

Employees can also submit a new W-4 form to the Payroll Rep for processing, forms and instructions can be found here https://www.umaryland.edu/financialservices/payroll/w4---employee-withholding-allowance-certificate/

What is my retirement plan options and who will help me set this up?

HRS assist via onboarding or intake sessions or by appointment.

Information regarding Retirement Plans can be found here
https://www.umaryland.edu/hrs/benefits/retirement/ Any questions or concerns regarding
retirement plan options should be addressed to HRBenefits at:
620 W. Lexington St
3rd FL
Baltimore, MD 21201
410-706-2616

Phone Hours: Monday – Friday 9:00am – 5:00pm
Walk-in Hours: available Wednesday & Friday, 9:00am – 4:00pm

Visa issues

Who do I talk to about international visitors or personnel in my lab?

Contact Lenny Wallington in the business office.

Can I talk to the International Office?

Yes, but please include Lenny Wallington in the discussion. The international office require that he process online data to start most processes.

Moving lab or office

In the event that I have to move, who is responsible for packing up my lab and office?

The occupant is responsible. However, the occupant can request assistance from an outside company. Contact Lenny Wallington if you have questions.

Can I move the contents of my office myself?

It depends if the items can be moved safely. However, the occupant can request assistance from facilities management and/or an outside company. Contact Lenny Wallington if you have questions.

Can I move equipment, like computers or delicate microscopes, myself?

It depends, if the items can be moved safely, is the delicate items under a maintenance contract, where is the equipment being moved to. All relocated computers and equipment must be documented for inventory purposes. Contact Lenny Wallington if you have questions.

Who will clean up after I am gone?

After all items have been removed, a request will be placed with facilities management to clear the area.

Information on SOM cores:

What is Bioresco?

*Biomedical Research Supply Core (**BIORESCO) is** an on-campus supply core facility with access to discounted consumables, products and reagents from over 40 vendors. BIORESCO also stocks and sells a limited supply of common supplies and delivers into labs twice daily.*

What is CIBR?
- *CIBR is an internal department that the University provides a service charging the departments internally. **CIBR** provides services, instrumentation, supplies and expertise to enable your research. For additional information please use the link provided. https://www.umaryland.edu/ictr/investigator-resources/cibr-and-other-campus-core-services/*

To obtain labeling for freezers (highly recommended) - Here is the web page where the freezer/refrigerator labels can be downloaded:
 https://www.medschool.umaryland.edu/cibr/Policies--Resources/Freezer-Identification-Standards/

Freezer Monitoring System - MONNIT monitoring system available through BIORESCO: https://cf.umaryland.edu/freezer/promo_mnt.cfm

Learn about our cores: http://medschool.umaryland.edu/cibr
Order online at: https://cibr.umaryland.edu

How to reserve several different rooms on campus guide.

https://www.umaryland.edu/university-life/rooms-available-on-campus/