

## Use of distribution lists to facilitate research related communications

### Purpose:

A standard global distribution list will be utilized for every research department/area depicting key personnel responsible for grant administrative activities. The purpose of the list is to facilitate timely and accurate communication between Restricted Funds and ORD to departments relating to grant and contract actions (i.e. award notice, project id creation, FSRs, etc.). ORD and RF would like to start using the new distribution lists early next calendar year.

### Procedure:

Individual schools will be responsible for creating and maintaining their own distribution list. They should coordinate with their email administrator for the creation of their particular distribution list. For the School of Medicine, departments should work with Lousia Peartree to have their list established. It is important that the distribution list be accessible within the global address list (GAL) for the campus. Once the new distribution list is created; schools should notify ORD and RF via email.

The naming convention to be used is:

DL – Area – School - Dept/program short description - Department code

DL: always “DL” and is the abbreviation for distribution list

Area: always “Grants”

School: 3 character abbreviation for school (SOM, SON, SSW, SOL, SOD, or SOP)

Department/Program: Short meaningful high level description of dept or program

Department code: The eUMB 8 digit department code

Example: DL-Grants-SOM-Psych-10417020

## COST BASIS

### Determination of eUMB Financials STANDARD vs. DELIVERABLE

**STANDARD:** Payments are based on actual expenses incurred and allocable to the performance of the project. This is the most common cost basis used in grants (but not used for all grants). Indications for a STANDARD cost basis include:

- Requirement to return unexpended (unobligated) funds to the Sponsor
- If the actual costs of the work are not as much as the budgeted amount, you do not get paid the entire budgeted amount.
- Financial expenditure report may be required
- Invoicing based on actual expenses incurred doing the work
- Cost-reimbursement type agreement
- Expenses "shall not exceed" a stated amount

**DELIVERABLE:** Payments are based on an agreed, set amount (price or fee) for the specified work to be performed rather than actual costs incurred in doing the work. UMB is required to provide the work for that amount, whether the actual costs incurred are greater than or less than the amount of the agreed fee. Most common cost-basis for clinical trials and services agreements. Indications for a DELIVERABLE cost basis include terms such as:

- Not required to return funds to Sponsor that were paid but not expended for project costs (other than reconciliation of advance payments, as below)
- Fixed Price/fixed fee type agreement
- Payment is based on providing a "deliverable" to the Sponsor, such as:
  - \$ per Hours of Service
  - \$ per patients enrolled, per procedure, per sample
  - \$ per Case Report Forms (Data) submitted
  - \$ per Technical Report submitted
  - \$ per milestone achieved
- Never requires a financial expenditure report of actual costs incurred doing the work
- Invoicing may or may not be required. For example,
  - invoices may be required to request a payment for the number of deliverables provided during a certain time period (monthly, quarterly); or
  - the Sponsor may make payments automatically upon its receipt of the deliverables, achievement of milestones or a calendar-based schedule.
- Sponsor not required to pay an additional amount when actual costs of providing the deliverables exceeds the agreed price/fee
- Required to return "unearned" funds to Sponsor when advanced payments are made based on an estimated number of deliverables being provided but the estimated number is not achieved.

### SPONSOR TYPE DEFINITIONS

0 - Federal Government - Any entity of the US Federal Government that is not part of the NIH.

1 - NIH - Any Institute of the National Institutes of Health.

2 - State Government - MD - Any entity that is directly a part of the state government of Maryland.

3 - County Governments - MD - Any county government entity in Maryland.

4 - Municipal Governments - MD - Any municipal government entity in the US and not in Maryland.

5 - Foreign Governments - Any government entity at any level (federal, state, city, etc.) that is not within the US. This sponsor type also includes multi-national organizations such as the UN and NATO.

6 - Private Universities - Universities or colleges that are not directly affiliated with a state or municipal government.

7 - Hospitals - This category includes hospitals and other similar organizations that have the primary mission of providing medical care.

8 - Foundations - Philanthropic charitable organizations. This category includes foundations that may be affiliated with corporations or other sponsor types.

9 - Corporations - US - For-profit entities which are based in the United States. Organizations that more clearly fit another sponsor type should not be categorized in this type, for example, hospitals and foundations are frequently organized for legal purposes as corporations, however, they should not be classified here.

10 - Associations - Organizations that promote professional goals (e.g., American Society of Hospital Pharmacists).

11 - State Government - Other States - A direct entity of the state government of any state within the US other than Maryland.

12 - Public Universities - MD - Any University that is primarily funded by the state of Maryland or a local government within Maryland

13 - Public Universities - Other States - Any University that is primarily funded by a state or local government that is in the US and is not in Maryland.

14 - Public Universities - Foreign - Any University that is primarily funded by a government entity and that is not in the US.

15 - County Governments - Other States - Any county government entity in Maryland.

16 - Municipal Governments - Other States - Any municipal government entity in the US and not in Maryland.

17 - Corporations - Foreign - For-profit entities that are not based in the United States. Organizations that more clearly fit another sponsor type should not be categorized in this type, for example, hospitals and foundations are frequently organized for legal purposes as corporations, however, they should not be classified here.

Sponsor Type -> PCBU Mapping

		PCBU	
Sponsor Types	Sponsor Class	Standard	Deliverable
Existing	0 Federal Government	Federal	00184 00185
Existing	2 State Governments	State & Local Govt	00187 00188
Existing	3 County Governments - MD	State & Local Govt	00187 00188
Existing	4 Municipal Governments - MD	State & Local Govt	00187 00188
Existing	5 Foreign Governments	Other	00191 00192
Existing	6 Private Universities	Other	00191 00192
Existing	7 Hospitals	Other	00191 00192
Existing	8 Foundations	Other	00191 00192
Existing	9 Corporations - US	Other	00191 00192
Existing	10 Associations	Other	00191 00192
Changed	0 Other Federal	Federal	00184 00185
NEW	1 NIH	Federal	00184 00185
Changed	2 State Government - MD	State & Local Govt	00187 00188
NEW	11 State Government - Other states	State & Local Govt	00187 00188
NEW	12 Public Universities - MD	State & Local Govt	00187 00188
NEW	13 Public Universities - Other States	State & Local Govt	00187 00188
NEW	14 Public Universities - Foreign	Other	00191 00192
NEW	15 Couny Governments - Other States	State & Local Govt	00187 00188
NEW	16 Municipal Governements - Other States	State & Local Govt	00187 00188
NEW	17 Corporations - Foreign	Other	00191 00192

## PROPOSAL DEVELOPMENT ACTIVITY TYPES

Activity Type:	Research
Sponsor:	Research
Prime Sponsor:	Training
Sponsor Proposal No:	Equipment
Program Title:	IPA
Office Of Opportunity:	Other Sponsored Activities
Program No:	Clinical Trial Corporate
	Fellowship Pre-doctoral
	Fellowship Post-doctoral
	Services
	Construction
	Corporate Research
	Clinical Trial Other

**Research:** Inquiry, experiment or investigation to increase the scholarly understanding of the involved discipline. Includes career development awards. Should not be used for projects that are primarily or solely clinical studies. Use this Activity Type for projects funded by the Federal government or non-profit sponsors. **SEE ALSO:** Clinical Trial Corporate, Clinical Trial Other, and Corporate Research.

**Training:** Teaching and training activities. Includes curriculum development, institutional training grants, development of instructional materials such as reference books or software, and instruction or training provided to groups or to the general public. Should not be used for proposals solely in support of stipends for pre- or post-doctoral fellows.

**Equipment:** Use this Activity Type for proposals solely in support of a large equipment purchase.

**IPA:** Interagency Personnel Assignment Agreements and Joint Personnel Assignment Agreements (JPAs), for reimbursement of salary and fringe benefits from the VA and other Federal agencies.

**Other Sponsored Activities:** Use this Activity Type for sponsored activities not described in the other choices. Includes health services projects, demonstration grants, travel grants, support for conferences, seminars or workshops, support for educating or training individuals or groups other than UMB trainees, support for providing legal or advocacy services, and support for projects pertaining to library collections, acquisitions, bibliographies or cataloging.

**Clinical Trial Corporate:** Use this Activity Type for any clinical study funded by a company, including investigator-initiated studies, observational studies, retrospective studies, and so forth. Use this Activity Type for any clinical study where UMB is a subcontractor and the prime funding source is a company.

**Fellowship Pre-doctoral:** Use this Activity Type for awards that provide support for individual pre-doctoral fellowships including NIH Kirschstein-NRSA individual fellowships (F31).

**Fellowship Post-doctoral:** Use this Activity Type for awards that provide support for individual post-doctoral fellowships including NIH Kirschstein-NRSA individual fellowships (F32).

**Services:** Use this Activity Type for Professional Service Agreements.

**Construction:** Use this Activity Type for proposals solely in support of a construction project.

**Corporate Research:** Use this Activity Type for Research projects that are funded by a company, or where UMB is a subcontractor and the prime funding source is a company.

**Clinical Trial Other:** Use this Activity Type for any clinical study funded by the Federal government or non-profit sponsors, including investigator-initiated studies, observational studies, retrospective studies, and so forth. Use this Activity Type for any clinical study where UMB is a subcontractor and the prime funding source is the Federal government or a non-profit sponsor.

Coeus Activity Type -> eUMB Program Code Mapping

**Coeus Activity Types**

- 1 Research
- 2 Training
- 3 Equipment
- 4 IPA
- 5 Other Sponsored Activities
- 6 Clinical Trial Corporate
- 8 Fellowship Pre-doctoral
- 9 Fellowship Post-doctoral
- 10 Services
- 11 Construction
- 12 Corporate Research
- 13 Clinical Trial Other

**eUMB Program Codes**

- 151 Sponsored research
- 152 Sponsored training
- 153 Sponsored equipment grant
- 154 IPA
- 155 Other Sponosred Activities
- 156 Clinical Trials
- 152 Sponsored training
- 152 Sponsored training
- 155 Other Sponsored Activities
- 155 Other Sponsored Activities
- 151 Sponsored research
- 156 Clinical Trials

## Application of F&A Rates to Sponsored Projects

F&A cost rates are applicable to all sponsored projects, i.e. grants, contracts, cooperative agreements, subgrants and subcontracts funded by Federal, state or private sponsors. The application of these rates allows UMB to recover certain costs (e.g. facilities, utilities, libraries, administration, student services, etc.) associated with externally funded activities that, although they are true costs that are incurred, cannot be identified specifically with a particular project or activity. The Federal Government determines the rate that is necessary to collect these costs from sponsored awards. Therefore, any reduction in the allowable rate is considered cost sharing, and UMB must recover those costs from other sources.

The first step in determining the proper F&A rate is to read the sponsor program guidelines. If there is a limit on F&A, the program guidelines or announcement will list the rate that should be used. If the guidelines do not mention F&A or indicate that something other than the applicable Federally negotiated rate should be used, the appropriate full rate should be used. The next step in determining the appropriate rate is to establish what type of project you have. **OMB Circular A-21** describes the different types of awards – Organized Research, Instruction and Training or Other Sponsored Activities.

### Organized Research

Organized Research is described as all research and development activities that are sponsored by Federal and non-Federal agencies and organizations. Research activities include the rigorous inquiry, experiment or investigation to increase the scholarly understanding of the involved discipline.

Examples of sponsored research include:

- Awards to UMB faculty to support research activities, including career development awards
- Clinical trials
- External funding to maintain the operation of a center facility which will be used for research
- External support for the writing of books, when the purpose of the writing is to publish research results
- Data collection, evaluation, analysis and/or reporting

### Instruction and Training

Sponsored Instruction is defined as teaching and training activities at UMB funded by grants and contracts from Federal or non-Federal sponsors. Sponsored Instruction includes agreements which support curriculum development as well as all types of teaching/training activities, whether offered for credit toward a degree or certificate, on a non-credit basis, or through regular academic departments.

Examples of sponsored instruction include:

- Fellowship support for pre-doctoral and post-doctoral training activities, which may include grants to fund dissertation work and travel in relation to a dissertation. This includes NIH Kirschstein-NRSA individual fellowships and institutional research training grants.
- Any project for which the purpose is to instruct any student at any location; recipients of his/her instruction may be UMB students or staff, teachers or students in elementary or secondary schools, or the general public
- Curriculum development projects at any level, including projects which involve evaluation of curriculum or teaching methods. Note that such evaluation may be considered "research" when the preponderance of activity is data collection, evaluation and reporting

- Activities funded by awards to departments or schools for the support of students
- General support for the writing of textbooks or reference books, video or software to be used as instructional materials

## Other Sponsored Activities

Other Sponsored Activities means programs and projects financed by Federal and non-Federal agencies and organizations which involve the performance of work other than Instruction and Organized Research.

Examples of Other Sponsored Activities include:

- Health services projects
- Travel grants
- Support for conferences, seminars or workshops
- Support for educating or training individuals other than UMB students
- Support for providing legal or advocacy services
- Support for projects pertaining to library collections, acquisitions, bibliographies or cataloging

## Off Campus Rate Determination

Next, determine if your project qualifies for an off campus rate. Projects occurring entirely in space not owned or rented by the University (unless the rent is paid by the project itself) are considered off campus. Projects that pay for the space in which the project takes place are considered off campus. For projects that occur partially on campus and partially off campus, if more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project. This 50% should generally be determined by an analysis of the project's salaries and where the effort is performed.

For a listing of on/off campus locations, click [here](#).

Off campus rates can only be used relative to the effort of a University employee. The performance of non-university personnel must be handled via a subaward to another institution or a consulting agreement. The activities occurring as part of a consulting agreement or subaward are not considered in determining whether the award is on campus or off campus. F&A will be applied to consulting agreements and subawards as follows:

- The full F&A rate applicable to the award will be applied to 100% of the payments to consultants under consulting agreements.
- Institutions to which UMB subcontracts will use their institution's F&A rate in calculating the billings to UMB. In addition, payments to subawardees will have UMB's F&A rate applicable to the award applied to the first \$25,000 of the subaward.

Once the project type and location are determined, the proper Federally negotiated rate should be applied. Current rates can be found at: [www.cost.umaryland.edu](http://www.cost.umaryland.edu).

Federal rates should be used with state and private sponsors, and must be used if UMB will be a subcontractor on a Federal prime award. Questions can be directed to your ORD contact.

## On Campus Locations

Bldg. No.	Building Name(s)	Building Address
0802	School of Social Work West	525 W. Redwood St.
0803	National Dental Museum	31 S. Greene St.
0804	Davidge Hall	522 W. Lombard St.
0805	George Gray Hall or Gray Lab or Gray Laboratory	520 W. Lombard St. (rear)
0806	East Hall	520 W. Lombard St.
0814	Hayden-Harris Hall or Old Dental School	666 W. Baltimore St.
0815	737 W. Lombard Bldg. or School of Medicine Bldg. or Old Administration Bldg.	737 W. Lombard St.
0826	Howard Hall or John Eager Howard Hall	660 W. Redwood St.
0833	School of Nursing Bldg.	655 W. Lombard St.
0839	MSTF or Medical School Teaching Facility	10 S. Pine St. or 685 W. Baltimore St.
0841	Pharmacy Hall or School of Pharmacy	20 N. Pine St.
0891	Donaldson Brown Conference Center	Port Deposit, MD
8002	Campus Center	621 W. Lombard St.
8023	MPRC Spring Grove	Spring Grove Hospital
8035	School of Social Work East	525 W. Redwood St.
8050	Bressler Research Bldg.	655 W. Baltimore St.
8062	Environmental Health and Safety Bldg. or EHS	714 W. Lombard St.
8080	405 W. Redwood St.	405 W. Redwood St.
8081	Biomedical Research Facility	108 N. Greene St.
8085	100 N. Greene St. Bldg. or UMAB IT or Bingo or Swiss Steam Laundry Bldg.	100 N. Greene St.
8087	Allied Health Bldg.	100 S. Penn St.
8089	UMBI Medical Biotechnology Building or Medical Biotech Center or UMBI-MBC	721 or 725 W. Lombard St.
8091	Health Sciences Facility 1 or HSF1	685 W. Baltimore St.
8092	Health Sciences and Human Services Library or HSHSL or HS/HSL	601 W. Lombard St.
8100	Health Sciences Facility 2 or HSF2	20 Penn St.
8101	School of Dentistry - New	650 W. Baltimore St.
8102	School of Law and Social Work Bldg. or Lane Hall	500 W. Baltimore St.
8103	Pine St. Annex or Temporary Student Center and Book Store	222 N. Pine St.
8104	Pharmacy Learning Ctr.	110 N. Pine St.
8115	Saratoga Offices	220 N. Arch St.
8118	300 S. Russell St. or Butchsky Ehlers, & Butchsky or Homeland Security	300 S. Russell St.
8120	BioResearch Park - UMB Rented Space	800 W. Baltimore St.
8128	Administration Bldg. - New	620 W. Lexington St.

## Off Campus Locations (Examples)

Bldg. No.	Building Name	Building Address
0800	UMMS Hospital Bldg.	22 S. Greene St.
0801	29 S. Greene St. Bldg.	29 S. Green St.
0860	James T. Frenkil Bldg.	16 S. Eutaw St
8003	Walter P. Carter Center or Carter Center	630 W. Fayette St.
8008	Homer Gudelsky Bldg.	Lombard & Greene Sts.
8010	Veterans Administration Hospital	10 N. Greene St.
8019	Rosewood Center	Owings Mills, MD
8057	Hope Lodge	636 W. Lexington St.
8061	Ronald McDonald House	635 W. Lexington St.
8065	UM Professional Bldg.	419 W. Redwood St.
8068	UMMS Hospital - Shock Trauma	Lombard & Penn Sts.
8084	Kernan Hospital	2200 Kernan Dr., Baltimore, MD
8096	MIEMSS Bldg. or Maryland Institute for Emergency Medical Services Systems	653 W. Pratt St.
N/A	Columbus Center or (COMB)	
N/A	Family Medicine Building	29 S. Paca St
N/A	Harry an Jeanette Weinberg Bldg	Lombard St
N/A	Greenebaum Cancer Center	22 S. Greene St
N/A	UM Women's Health	120 Penn St
N/A	Other University of Maryland System Campuses	