

Sponsored Programs Administration Buzz Session

October 22, 2025

12:10 – 1:00 PM CT



A Tale of Two SPAs

Sponsored Programs Administration

Vice Chancellor for Research

pre-award & non-financial post-award

<https://guides.unmc.edu/books/sponsored-programs-administration-guidebook>

- Signs and submits applications
- Negotiates and signs award documents
- Submits progress reports
- Generates subaward agreements
- Communicates with sponsors regarding changes to project and budget
- Subrecipient monitoring

Sponsored Programs Accounting

Business & Finance

post-award

<https://info.unmc.edu/management/finance/spaccounting/index.html>

- Sets up awards in SAP
- Draws down funds and/or invoices sponsor
- Monitors accounts for allowable costs
- Prepares and submits financial reports
- Subrecipient monitoring

Agenda

- Personnel costs
- Indirect Costs
- Cost-share
- Changes to Uniform Guidance
- Effort
- Receiving funds
- Subrecipient monitoring
- Prior approval requests
- Closeout



Personnel costs



Institutional Base Salary policy # 6102

https://wiki.unmc.edu/index.php/Institutional_Base_Salary

Institutional Base Salary

- Includes Nebraska Medicine base salary
- Excludes Veterans Affairs salary
- Can be budgeted with an annual inflation factor
- Cannot be increased as a result of receiving an award
- Can be capped by a sponsor



Wage Code Types

https://info.unmc.edu/management/finance/fincompliance/Wage_Code_Types.pdf

IBS	Examples
Included	<ul style="list-style-type: none">• 1003 Regular Pay - Monthly• 1013 Research Stipend
Excluded	<ul style="list-style-type: none">• 1410 Supplemental Compensation
Included and Permissible for Expensing, but not in RSS Salary View	<ul style="list-style-type: none">• 1401 Additional Compensation

Fringe benefit rates

https://www.unmc.edu/vcr/documents/funding-spa/unmc_rate_agreement.pdf

- Negotiated with the federal government
- Vary according to HR classifications (e.g., faculty, staff)
- Based on actual expenditures
- Change annually



Fringe benefit rates

https://www.unmc.edu/vcr/documents/funding-spa/unmc_rate_agreement.pdf

SECTION I: FRINGE BENEFIT RATES**

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FIXED	7/1/2023	6/30/2024	29.30	All	Faculty
FIXED	7/1/2023	6/30/2024	23.40	All	House Officers
FIXED	7/1/2023	6/30/2024	31.40	All	Staff
FIXED	7/1/2023	6/30/2024	24.60	All	Post Docs
FIXED	7/1/2023	6/30/2024	0.50	All	Graduate Assistants
FIXED	7/1/2023	6/30/2024	2.30	All	Students
FIXED	7/1/2023	6/30/2024	7.80	All	Temp. Personnel
FIXED	7/1/2024	6/30/2025	29.90	All	Faculty
FIXED	7/1/2024	6/30/2025	24.90	All	House Officers
FIXED	7/1/2024	6/30/2025	27.70	All	Staff
FIXED	7/1/2024	6/30/2025	17.20	All	Post Docs
FIXED	7/1/2024	6/30/2025	0.40	All	Graduate Assistants
FIXED	7/1/2024	6/30/2025	3.80	All	Students
FIXED	7/1/2024	6/30/2025	7.50	All	Temp. Personnel
PROV.	7/1/2025	Until Amended	Use same rates and conditions as those cited for fiscal year ending June 30, 2025		



DISCUSSION

Personnel costs



Indirect costs



Direct costs

- Can be specifically identified with a sponsored project
 - Relatively easily
 - With a high degree of accuracy



Indirect costs / Facilities and Administration (F&A)

Definition

- Incurred for a common purpose
- Benefit more than one project
- Not easily assignable to a specific project

Rates

- Negotiated with the federal government
- Based on actual expenditures
- Vary by project type



Is it research, instruction, or public service?

Research <i>F&A = 53.5%</i> <i>federal, on-campus, other than DOD</i>	Instruction <i>F&A 38.5%</i>	Public Service <i>F&A 40%</i>
<ul style="list-style-type: none">• Systematic study directed toward fuller scientific knowledge or understanding of the subject studied• Also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities	<ul style="list-style-type: none">• Teaching and training activities of an institution• Whether offered for credits toward a degree or certificate or on a non-credit basis	<ul style="list-style-type: none">• Otherwise fits UNMC's mission to lead the world in transforming lives to create a healthy future for all individuals and communities through premier educational programs, innovative research, and extraordinary patient care

On-Campus & Off-Campus Indirect Cost Rates on Federally Sponsored Projects policy # 6110

https://wiki.unmc.edu/index.php/On-Campus_and_Off-Campus_Indirect_Cost_Rates_on_Federally_Sponsored_Projects

- Utilize the appropriate rate based on the location of the preponderance of work
- Time and effort (or salary costs) is generally accepted as a measure of work performed in terms of the total project
- When 50% or more of budgeted UNMC time and effort is to be performed on-campus, the on-campus rate applies
- Subcontracts are excluded from determining the preponderance of work
- **If the costs of leased or rented space are paid from University funds,** then research time and effort expended in that space is regarded as on-campus
- **If the cost of the leased or rented space is included as a direct cost in the project budget and is paid as a direct cost by the sponsor,** then research time and effort expended in that space is regarded as off-campus

Campus map:

https://info.unmc.edu/management/finance/fincompliance/policies/UNMC_Campus_Map.pdf



Indirect costs / Facilities and Administration (F&A)

https://www.unmc.edu/vcr/_documents/funding-spa/unmc_rate_agreement.pdf

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)					
TYPE	<u>EFFECTIVE PERIOD</u>		RATE(%)	LOCATION	<u>APPLICABLE TO</u>
	<u>FROM</u>	<u>TO</u>			
PRED.	07/01/2024	06/30/2026	53.50	On Campus	Organized Research
PRED.	07/01/2024	06/30/2026	38.50	On Campus	Instruction
PRED.	07/01/2024	06/30/2026	40.00	On Campus	Other Sponsored Activities
PRED.	07/01/2024	06/30/2026	54.50	On-Campus	DoD – Organized Research
PRED.	07/01/2024	06/30/2026	26.00	Off-Campus	All Programs
PRED.	07/01/2024	06/30/2026	27.50	Off-Campus	DoD – All Programs
PROV.	07/01/2026	Until Amended			Use same rates and conditions as those cited for fiscal year ending Jun 30, 2026



F&A bases

Modified Total
Direct Costs
(MTDC)

- Includes salaries and wages, fringe benefits, materials and supplies, services, travel, and subgrants and subcontracts up to the first \$25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract)
- Excludes equipment (defined as having a useful life of over one year and an acquisition cost of \$5,000 or more per unit), capital expenditures, charges for patient care and tuition remission, rental costs, scholarships and fellowships, as well as the portion of each subgrant and subcontract in excess of \$25,000

Total Direct Cost
(TDC)

- All costs that can be specifically identified with a particular project and can be assigned to that project with a high degree of accuracy

Total Federal
Funds Awarded
(TFFA)

- Instead of computing indirect costs based on direct costs, indirect costs are computed as a percentage of total costs

Total Federal Funds Awarded (TFFA)

15% of TFFA

\$100,000 Total

\$15,000 Indirect

\$85,000 Direct

$$15,000 / 85,000 = 17.65\% \text{ TDC}$$



F&A Rates Policy

<https://guides.unmc.edu/books/sponsored-programs-administration-guidebook/page/fa-rates-policy>

- Full recovery of F&A costs, up to the level allowed by the sponsor's written policy, is expected on all grants and contracts
- F&A waivers are considered on a case-by-case basis by the Vice Chancellor for Research





DISCUSSION

Indirect costs



Cost-share



Sponsored Project Cost Share policy # 6104

https://wiki.unmc.edu/index.php/Sponsored_Project_Cost_Share

Cost-share committed on sponsored projects is to be limited to the minimum amount necessary to meet sponsors' requirements, because:

- Exceeding the sponsor's mandated level for cost-sharing rarely improves the likelihood of an award
- Per Uniform Guidance, cost-sharing cannot be used as a factor during merit review unless specified in a Notice of Funding Opportunity
- Cost-share commitments negatively impact negotiation of UNMC's F&A rate
- Cost-sharing salary reduces the amount of salary eligible to be recovered from external sponsors
- Identifying, tracking, and reporting cost-share increases administrative duties





DISCUSSION

Cost-share



Changes to Uniform Guidance



Changes to UG – October 1, 2024*

Equipment	Value increases from \$5,000 to \$10,000
Indirect costs on subawards	Raises from \$25,000 to \$50,000 as the value of subawards that PTE can include in their indirect base
De minimis indirect cost rate	Raises from 10% to 15% without negotiating a rate with the relevant federal agency


**Must follow negotiated rate agreement*



Changes to UG – Equipment

	FY2025	FY2026 and forward prior to new rate agreement	FY2026 and forward after new rate agreement
	July 1, 2024 - June 30, 2025	July 1, 2025 and beyond	July 1, 2025 and beyond
Sponsored Projects Budgeting	\$5,000.00	\$5,000.00	\$10,000.00
MTDC Threshold for Equipment - F&A Sponsored Only	\$5,000.00	\$5,000.00	\$10,000.00
Financial Statements Capitalization and Depreciation - Sponsored Only	\$5,000.00	\$10,000.00	\$10,000.00
Tagging of Equipment - Sponsored Only *	\$5,000.00	\$5,000.00	\$10,000.00
Equipment Scanning/Inventory - Sponsored Only *	\$5,000.00	\$5,000.00	\$10,000.00





DISCUSSION

Changes to Uniform Guidance



Effort



Faculty must commit effort to each sponsored project for which they are serving as PI or other key personnel

https://wiki.unmc.edu/index.php/Institutional_Base_Salary

- PI is responsible for the scientific conduct of the project, both intellectually and logistically
- If a sponsor doesn't pay for faculty salaries, the PI's effort must be cost-shared
- Not recouping the true costs of a sponsored project results in financial shortfalls that must be covered through other means
- General exceptions
 - PI of an equipment or construction grant
 - Mentor on a training grant, for which the student is named as PI



Faculty member's total effort on sponsored projects must be less than 100% (12 person months)

- Faculty members have administrative, clinical, research, and teaching responsibilities, some of which are outside the scope of sponsored projects (e.g., serving on committees, writing grant proposals)
- All time spent on university responsibilities is considered part of one's total university effort, even if it occurs during evenings or weekends. Sponsors don't recognize time spent serving on committees or writing grant proposals as one's "free time."
- Personnel costs may be disallowed by sponsors if they aren't reasonable, allocable, and consistent
- General exceptions
 - Training and career development awards may cover an individual's total university responsibility
 - Technicians and other non-faculty personnel's responsibilities may be completely inside the scope of sponsored projects



Effort Certification policy # 6105

https://wiki.unmc.edu/index.php/Effort_Certification

Uniform Guidance requires the following:

- Activity reports will reflect the distribution of activity expended by employees covered by the system
- These reports will reflect an after-the-fact reporting of the percentage distribution of activity of employees. Charges may be made initially on the basis of estimates made before the services are performed, provided that such charges are promptly adjusted if significant differences are indicated by activity records.
- Reports will reflect a reasonable estimate of the activities for which employees are compensated by the institution. To confirm that the distribution of activity represents a reasonable estimate of the work performed by the employee, reports will be signed by the employee, principal investigator, or responsible official using suitable means of verification that the work was performed. The person who signs the report must have first-hand knowledge of the activity.



Effort Certification policy # 6105

https://wiki.unmc.edu/index.php/Effort_Certification

Days after Effort Certification Report distribution	Notification Process
30	Email notification sent to department effort reporting coordinator and administrator
40	Memo from Sponsored Programs Accounting will be sent to department effort reporting coordinator, administrator, PI, chair and dean
50	Letter from Vice Chancellors for Business & Finance and Research sent to department administrator, chair and dean
60	Current grant funding for PI will be locked and no new grant accounts will be set up for the department



DISCUSSION

Effort



Receiving funds



Is it cost reimbursable or fixed price?

Cost reimbursable	Fixed price
<ul style="list-style-type: none">• Based on actual expenditures• Not to exceed the budgeted amount• Closely follows the budget	<ul style="list-style-type: none">• Value is determined for work to be done• If the deliverables are not met, the sponsor is not obligated to pay• Unspent funds can be retained by UNMC



WBS #s

34-	Federal, Letter of Credit in Payment Management System – including: <ul style="list-style-type: none">• NIH• HRSA
35-	Federal, other than Letter of Credit – including: <ul style="list-style-type: none">• DOD• USDA
36-	Non-federal <ul style="list-style-type: none">• Federal pass-through• State• Foundations• Industry, clinical trials



DISCUSSION

Receiving funds



Subrecipient monitoring



Uniform Guidance: Subcontractors

- Determine who is eligible to receive what assistance
- Have performance measured in relation to the objectives of the grant program
- Have responsibility for programmatic decision making
- Are responsible for adherence to applicable grant program requirements
- Use the funds to carry out a program for a public purpose



Uniform Guidance: Contractor

- Provide goods and services
 - Within normal business operations
 - To many different purchasers
 - That are ancillary to the sponsored project
- Normally operates in a competitive environment
- Are not subject to the grant program's compliance requirements



Subrecipient policy # 6108

https://wiki.unmc.edu/index.php/Subrecipient_Policy

- When UNMC subawards part of a federal award to another organization, UNMC remains fully responsible to the federal government for the entire award
- Properly executed subaward agreements protect both UNMC and the subrecipient institutions by making clear the subrecipient's responsibilities



Risk assessment

Project specific

- Size of subaward relative to total award
- IRB, IACUC, IBC
- COI

Entity specific

- Single audit
- Financial statement
- Domestic versus foreign
- Maturity of organization
- Not-for-profit versus for-profit
- Prior experience





DISCUSSION

Subrecipient monitoring



Prior approval requests



Change in scope

- Change in specific aims approved at the time of award
- Substitution of one animal model for another
- Change from the approved use of live vertebrate animals
- Change from the approved involvement of human subjects that would result in an increased risk
- Shift of research emphasis from one disease area to another
- Application of a new technology, e.g., changing assays from those approved to a different type of assay



Rebudgeting

- Reason for variance
- Budget variances by $\geq 25\%$ suggest a change in scope
- Selected items of cost
 - Participant support
 - Patient care
 - Equipment



Carry-forward

- Reason for unobligated balance
- Need for funds (in addition to any new funds)
- Percentage of current year award remaining
- Unobligated funds $\geq 25\%$ suggest project delay or decreased need



Key personnel

PI or personnel named on NOA

- Reduction in effort $\geq 25\%$
- Absence from the project for three months or more





DISCUSSION

Prior approval



Closeout



Federal Financial Reporting

- Due ≤ 120 days after end date
- Determine balance of any unobligated funds
- Unliquidated obligations must be \$0
- SAP/DAS/PMS must match





90 days
before

- Start review/planning for close
- SPAcctng will send email with a list of tasks that should be completed and by when

60 days
before

- Request Extension, if needed
- Setup Advance Account, if needed
- Review all open Purchase Orders
- Review internal charges and plans (core labs)

30 days
before

- Make Personnel Funding Changes
- Purchases must be reviewed for allowability and closely monitored to ensure they are paid in time
- Rarely would new equipment be allowed
- Plan Core Labs & NM charges and organize receipt of final invoice
- Final invoice reminders sent to subs / PI should remind subs



30 days after

- WBS is locked in SAP
- Detailed Review of Expenses
- Any open POs should post
- Final internal charges should post in SAP
- Make final personnel funding changes

45 days after

- Final opportunity for expenses to post, if approved & unlocked by SPAcctng
- No funding changes should be made
- Follow up with subs for final invoice


75 days after

- SPAcctng will make final entries in SAP and prepare the final financial reports required by the Federal agency

90 days after

- Federal Financial Report (FFR) is filed by SPAcctng and due 90 - 120 days after end date, depending on Federal Agency
- If final federal filings are late: will lose federal reimbursement; carryforward will not be approved; and future funding will be withheld. Can also lead to audits





DISCUSSION

Closeout



Q&A

<https://guides.unmc.edu/books/sponsored-programs-administration-guidebook/page/training>

