

C1: Sponsored Research Accounting and Compliance (SPAC)

C2: ALL SPAC

C3: Sponsored Projects/sponsored Budgets Financial System

Approval Date: 11/11/20

Approver: Laura Scarantino, AVP SPAC

Link:

## PURPOSE

To document the process for SPAC inputting Sponsored Award Budgets into the UMB Financial System.

## APPLICABILITY

This applies to all teams within SPAC who input award budgets into the UMB financial system. Budgets are entered into the financial system per the breakdown of what is provided on the Notice of Award and/or agreement.

If the award document does not provide a budget, the budget inputted in Kual Research will be used

Departments requiring additional detail for budgets must request a budget modification <https://www.umaryland.edu/media/umb/af/spac/forms/BudgetMod.pdf>

## INSTRUCTION

SPAC will enter the budget into the UMB financial system according to the budget in the agreement and/or the Notice of Award.

If a detailed budget is not included in the award, SPAC will refer to the budget in Kual Research.

If the budget in Kual Research does not match the award, or is not available in Kual Research, SPAC will input the award into the financial system by Direct and Indirect costs only.

The Direct costs will be determined by dividing the F&A rate into total budget for example:

- Budget \$100,000 and F&A rate 26%
- $\$100,000/1.26 = \$79,365.08$  direct budget costs
- Indirect budget costs is  $\$100,000 - \$79,365.08 = \$20.634.92$

The department is responsible for the financial welfare of the award and will review the budget after setup. To ensure budget is set up with the correct details, right click on Object level column in Quantum Analytics Award Detail, include column "Object Level".

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Object Level B	Cost Structure	Object Level C
B100~Direct Costs	MTDC	CE01~Direct Costs
	<b>MTDC Total</b>	
<b>B100~Direct Costs Total</b>		
B600~Indirect Costs	F&A	C600~Indirect Costs
	<b>F&amp;A Total</b>	
<b>B600~Indirect Costs Total</b>		
B100~Direct Costs	MTDC	C300~Operating Ex
	<b>MTDC Total</b>	

If the department requires the budget input by SPAC to be amended in the financial system, the department must submit a budget reallocation form to the team assigned to the award as listed on their setup email. The form can be found [here](#).

If SPAC does not receive a budget reallocation form, the budget will remain in the financial system as entered.

For budget amendments that require sponsor approval, the request must go directly to SPA for approval.

### Related Procedures

### Related Support