<https://www.umaryland.edu/spac/external-communication-plan-for-spac/>

**Setup Team: All Sources All Billing Basis**

**RS-SPAC Setup or** [**spacsetup@umaryland.edu**](mailto:spacsetup@umaryland.edu)

**Director: Michelle Ward, michelle.ward@umaryland.edu**

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**Questions for Setup Team**

* **When is my project going to be set up**
* **My project is setup wrong**
* **The PI, Sponsor or F&A is wrong on the award**
* **Why is my project set up this way**
* **Why can’t I have multiple projects**
* **Why are the projects on different awards.**
* **Need cost share on my award**
* **Question on a child project**
* **Questions on Temp Awards unless it is to setup a temp which would first start at SPA**
* **My budget is wrong on my award**
* **My budget is not showing up in QA**
* **Questions on NCE, expirations**

[**BILLING TEAMS:**](https://www.umaryland.edu/spac/billing/)

**Director: Michelle Ward,** [**michelle.ward@umaryland.edu**](mailto:michelle.ward@umaryland.edu)

**Assistant Director: Krista Salsberg,** [**ksalsberg@umaryland.edu**](mailto:ksalsberg@umaryland.edu)

**Questions for Billing Team**

* **Where is my bill**
* **I need to do an adj on my ROE**
* **Why did you bill this way**
* **Questioned costs on billing**
* **Need to bill this project**
* **Sponsor contacted me about the bill**

***THERE ARE 3 BILLING TEAMS NONFED, FED, VMS***

[**NONFED BILLING TEAM**](https://www.umaryland.edu/spac/billing/non-fed-billing/)

**RS-SPAC Billing Non Fed or**

[**billnonfed@umaryland.edu**A person with long hair and a name card

Description automatically generated](mailto:billnonfed@umaryland.edu)

**SOURCE: 335 C&G State & Local**

**345 C&G State & Local Fed P**

**365 C&G Private**

**375 C&G Private Fed P**

**BILLING BASIS: COST**

**SCHEDULE/COST**

[**FED BILLING TEAM**](https://www.umaryland.edu/spac/billing/bill-fed/)

**RS-SPAC Billing Fed or** [**billfed@umaryland.edu**](mailto:billfed@umaryland.edu)

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**SOURCE: 315- C&G Federal**

**BILLING BASIS: COST**

**SCHEDULE/COST**

[**VMS BILLING TEAM**](https://www.umaryland.edu/spac/billing/vms-fed-billing/)

**RS-SPAC Billing Vol\_Mile\_Schd or** [**billvms@umaryland.edu**](mailto:billvms@umaryland.edu)

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**SOURCE: 315- C&G Federal**

**335 C&G State & Local**

**345 C&G State & Local Fed P**

**365 C&G Private**

**375 C&G Private Fed P**

**BILLING BASIS: VOLUME**

**MILESTONE**

**SCHEDULE**

***REPORTING, COLLECTION & AR AND COST***

**Director: Rama Camara Spasic rcamaraspasic@umaryland.edu**

[**FFR REPORTING TEAM (aka Quality Assurance)**](https://www.umaryland.edu/spac/sponsored-projects-accounting-and-compliance-spac/about-the-office/quality-assuranceffr-team/)

**RS-SPAC Fed Fin Report or** [**spacffr@umaryland.edu**](mailto:spacffr@umaryland.edu)

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**Questions for FFR Team**

* **I need my FFR submitted**
* **Why was my FFR submitted for that amount**
* **My FFR seems incorrect**
* **Question on Draws**
* **Who can sign my FFR**
* **Why was my FFR submitted w/out signature**

**Quality Assurance Behind the scenes tasks**

* **Reconciliations**
* **Refunds**
* **Relinquishment**
* **Audits**
* **Year End**

[**CAR TEAM (aka Collections and Accounts Rec)**](https://www.umaryland.edu/spac/sponsored-projects-accounting-and-compliance-spac/about-the-office/car-team/)

**RS-SPAC Collections or** [**spaccollections@umaryland.edu**](mailto:spaccollections@umaryland.edu)

Janel Williams, Supervisor

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[jwilliams@umaryland.edu](mailto:jwilliams@umaryland.edu)

410-706-2927

**Questions for CAR Team**

* **Banking information**
* **ACH or vendor form needs to be filled out**
* **Have you received my payment**
* **Why is my payment not showing posted**
* **How do I obtain a W-9 for a sponsor**
* **Can I receive the original invoices with my collection letter**
* **Are you sending a Dunning Letter to this sponsor**
* **Can you stop dunning a sponsor**
* **I have a payment in my office how do I get it applied**
* **My sponsor wants to institute a payment plan**

[**COST ANALYSIS AND COMPLIANCE TEAM**](https://www.umaryland.edu/cost/)

**RS-SPAC Effort Reporting Help or** [**effort@umaryland.edu**](mailto:effort@umaryland.edu)

A close-up of a card

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**Questions for Cost Team**

* **How to do a DR or a BR**
* **How do you calculate fringe**
* **Where is our fringe letter**
* **Where Is our F&A letter**
* **F&A rate questions**
* **Service Center questions**
* **Effort questions**

**­**

[**ADMINISTRATIVE TEAM**](https://www.umaryland.edu/spac/sponsored-projects-accounting-and-compliance-spac/about-the-office/administration/)

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**Questions for Administrative Team**

* **I have a survey that needs to be filled out**
* **I need audited financial statement**
* **I need an A133 subrecipient survey filled**
* **I need vendor banking information (if CAR did not answer)**
* **Any PRE-AWARD needs should be handled by SPA and if you need further financial information, please forward to Nathan**

A screenshot of a group of women

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