

Attachment A
Instructions for Reporting
FY 2016 Interagency Agreements
Between State Agencies and Institutions of Higher Education

1. Which interagency agreements must be reported to DBM?

Reportable agreements include interagency agreements between State agencies and public institutions of higher education in effect for any part of FY16, with a potential total value (total cumulative award amount) over the life of the agreement greater than \$100,000, irrespective of fund source.

For purposes of this report, public institutions of higher education include Baltimore City Community College (BCCC), Morgan State University, Saint Mary's College, and University System of Maryland institutions (see Attachment B2).

Not reportable are Agreements:

- with local community colleges other than BCCC;
- between State agencies and the University of Maryland Extension Service or Agricultural Experiment Station; or
- between two or more State agencies that do not also include a public institution of higher education.

2. Who must report the agreement?

Both the State agency and the public institution of higher education must report the agreement.

3. What reporting format must be used to report agreements?

Interagency agreements are to be reported on the Excel template (C1) provided with these instructions. To facilitate data entry, agreement rows may be expanded; however, columns should not be reorganized or reformatted. Also, ***DO NOT SKIP OR INSERT ROWS*** when entering agreements on the Excel template.

4. What information must be reported?

a. Name of the Reporting Entity

At the top of the C1 report, list the name of the agency or public institution of higher education submitting the report along with the name, email and phone number for the individual that is completing the report.

b. Report Tracking Number (Column B)

A standardized numbering convention is to be used for all reportable interagency agreements between State agencies and public institutions of higher education.

The number is to include the Fiscal Year that the agreement began, a slash, the acronym of the State agency, a slash, the acronym of the higher education institution, a slash, and a unique identifier number that is serially applied across an agency’s agreements with that particular institution for the fiscal year. For example, DBM agreements with Morgan State University and University of Maryland College Park that began in FY16 would be identified as follows:

- 2016/DBM/MSU/01
- 2016/DBM/MSU/02
- 2016/DBM/UMCP/01
- 2016/DBM/UMCP/02
- 2016/DBM/UMCP/03

A list of acronyms for State agencies and higher education institutions is included at Attachments B.1 and B.2 respectively. Please use these acronyms in your report tracking number.

Please note that the Department of Business and Economic Development now has a new name, Department of Commerce, and acronym, COMM, for purposes of this report. For prior year agreements that have already been assigned a report tracking number with the DBED acronym, the report tracking number should remain as originally assigned. For new and future agreements, the COMM acronym should be used.

Previously reported agreements exceeding the \$100,000 threshold should again be reported if they remained open during any part of FY16. These agreements should continue to be reported by the original report tracking number assigned.

The easiest way to verify and report previous Fiscal Year agreements is to start with the FY15 report and delete any agreements that ended prior to the start of FY16. Then add any new agreements that started in FY16 to the list. To assist you in identifying prior Fiscal Year agreements that may need to be reported again for FY16, we have included the consolidated FY15 report (Attachment D).

c. Agreement Effective Dates (Columns C & D)

The first/last date agreement is to be effective. Please use MM/DD/YYYY format.

d. Total Projected Value of Agreement (or Total Cumulative Award Amount) (Column E)

The Total Projected Value of the agreement is the total dollar amount projected to be awarded **over the full term of the agreement.**

For example, an agreement that is projected to run for five years and is anticipated to have an award of \$100,000 each year is to be reported as having a Total Projected Value of \$500,000.

DO NOT CREATE A NEW ENTRY FOR OPTIONS OR MODIFICATIONS.

The value of any options or modifications executed in conjunction with an existing agreement should be added to (or, if a reduction, subtracted from) the total projected value for that agreement on the report. Additionally, the description should indicate that the agreement was modified or an option was exercised and indicate the amount of the option or modification exercised during the year.

e. Facilities & Administrative (F&A) Costs (Columns F, G & H)

Only higher education institutions are to complete these sections.

For each agreement, institutions are to report the:

- projected total amount of F&A costs to be awarded **over the full term of the agreement.**
- F&A rate included within the agreement, and
- base against which the F&A was applied:
 - TDC - Total Direct Costs,
 - MTD - Modified Total Direct Costs,
 - S&W - Salaries and Wages, or
 - Other – footnote and explain

In addition, each higher education institution will need to provide justification for any F&A rate greater than 20% (see section 5 below).

If there is no F&A rate included within the agreement, then list “\$0” for the F&A amount and “0%” for the F&A rate. The base would be “N/A”. This would only be used if there was no F&A built into the agreement. If F&A is built into the agreement, but not itemized or reported as a discrete F&A amount in the agreement, the rate and amount of F&A is to be identified and reported, as well as the base against which the F&A was applied.

Do not leave blank cells on the Attachment.

f. Description of Goods/Services Provided (Column I)

Include a brief description of goods or services to be provided under the agreement. This description should be adequate to convey the purpose of the agreement. If the description is unclear, DBM will request more information.

Please indicate in the description if an option has been exercised or the agreement has been modified. Please also note the value of the option or modification.

Within the description box, you may include the actual Agreement Number created by your agency or higher education institution for the agreement. You may also report your agency's/institution's agreement number in Column Q.

g. Research Agreement (Column J)

Only the higher education institutions are to complete this section.

If an agreement is considered to be 50% or more research, then place "Yes" in the space provided. If this agreement is more than 50% non-research services, then place a "No" in the space provided.

Research and development projects (Basic and Applied) are those where there is a systematic study directed towards advancing knowledge of the subject. In general, service relationships are defined as "specifically-designed" projects and are confined to those projects that provide services involving things like classification, diagnostics, or testing of a sponsor's data, samples, mechanisms, procedures, or products. These services are performed using University resources, including personnel, equipment, or facilities.

h. Number of positions funded by the agreement (Columns K & L)

Report the number of full time (FT) and part time (PT) positions funded by the agreement.

This should be the number of bodies proposed within the agreement for full time and part time positions. For example, "One professor at 100%; One lab tech at 75%; One lab tech at 25%; One nurse at 50%" would be reported as 1 FT and 3 PT positions. If there are no FT or PT positions, enter 0. ***Do not leave blank cells on the Attachment.***

i. Contact for this agreement (Columns M – P)

State agencies and higher education institutions are to include the name and phone number for the individual at the agency/institution that has direct oversight or knowledge of the agreement.

5. What reporting format must be used to report F&A justifications?

As noted earlier, higher education institutions must provide justification for F&A rates greater than 20%. Attachment C2 is to be used for this purpose.

In Section A, Institutions are to include a link to the web site listing the institutions federally approved F&A rates/bases.

In Section B, institutions are to report their current federally approved F&A rates and bases by applicable category (e.g., Research, Other Sponsored Activity) as well as location if relevant (e.g., On-Campus, Off-Campus).

In Section C, list each agreement that has an F&A rate that exceeds 20%, the F&A rate applied in the agreement and the justification for why a rate greater than 20% was applied. Also, if the federally approved F&A rates/bases were different than the current federally approved F&A rates/bases at the time the agreement was awarded, this information should be included in the justification. Also include in the justification which F&A rate/base applies to that agreement.

6. When is the report due?

The report is due to DBM on Monday, August 1, 2016 and should be emailed to dbm.iaar@maryland.gov. Please include your Agency's/Institution' name and "FY15 Report" in the subject line of your email transmittal (e.g., DNR FY16 Report).

7. What if my agency has no reportable agreements?

Agencies with no reportable agreements must report, by August 1, 2016 that they have no reportable agreements.

8. What if I have questions?

If you have any questions related to this report, please contact:

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