

Attachment A - REVISED
Instructions for Reporting
FY 2014 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 FY14, with a potential total value (total cumulative award amount) over the life of the agreement greater than \$100,000.

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).

Agreements with local community colleges other than BCCC are not reportable.

Agreements between State agencies and the University of Maryland Extension Service and Agricultural Experiment Station are not reportable.

Agreements between two or more State agencies that do not also include a public institution of higher education are not to be reported.

2. Who must report the agreement?

EACH party, the State agency and the public institution of higher education, must report the agreement.

3. What information must be reported?

a. Name of the Reporting Entity

At the top of the report, list the name of the Agency/Public Institution of Higher Education submitting the report along with the name, email and phone number of the individual person completing the report.

b. Report Tracking Number

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

The number will 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 example, DBM

agreements with Morgan State University, Towson University and University of Maryland College Park would be identified as follows:

2014/DBM/MSU/01
2014/DBM/MSU/02
2014/DBM/UMCP/01
2014/DBM/UMCP/02
2014/DBM/UMCP/03

A list of acronyms for State agencies and higher education institutions is included at Attachments B.1 and B.2 respectively.

State agencies and higher education institutions must be consistent in their use of agreement labels when reporting to DBM so that the agreements can be matched and verified.

Previously reported agreements exceeding the \$100,000 threshold should again be reported if they remained open during any part of FY14.

The easiest way to verify and report previous Fiscal Year agreements is to start with the FY13 report and delete any agreements that ended prior to the start of FY14. Then add any new FY14 agreements to the list. To assist you in identifying prior Fiscal Year agreements that may need to be reported again for FY14, we have included the consolidated FY13 report (Attachment D).

c. Agreement Effective Dates

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)

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

So, for example, an agreement that is projected to run for 5 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.

Any options or modifications executed in conjunction with an agreement should be added to (or subtracted from) the total projected value for that agreement entry on the IAAR and indicate the change in the description box.

e. Facilities & Administrative (F&A) Costs (new for FY14)

To be completed by higher education institutions only.

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, or
 - S&W - Salaries and Wages.

In addition, each higher education institution will need to provide justification for any F&A rate higher 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". Do not leave blank cells on the Attachment.

f. Description of Goods/Services Provided

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.

Within the description box, include the actual Agreement Number created by the agency and higher education institution for the agreement. (A column has also been added to the far right-hand side of the template to list the agreement number for State agency and higher education institution usage.)

Also, indicate if the agreement has exercised an option or been modified.

g. Research Agreement (new for FY14)

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

Report the number of full and part time positions funded by the agreement.

This should be the number of bodies proposed within the agreement for full time (100%) and part time (< 100%) 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

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

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

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

Interagency agreements are to be reported on the Excel template (C.1) provided with these instructions. To facilitate data entry, agreement rows may be expanded. However, columns should not be reorganized or reformatted. DO NOT SKIP ROWS when entering agreements on the Excel template. The reporting template has been modified for FY14, so please make sure that your reporting template includes the four new columns (see 3.d. & 3.f. above).

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

As noted in section 3.e, higher education institutions must provide justification for F&A rates greater than 20%. Attachment C.2 is to be used for this purpose.

Institutions are to report their current federally approved F&A rate and base in Section A. Enter the link to the web site listing the higher education institutions’ federally approved F&A rates/bases.

In Section B, 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 rate/base were different than the current federally approved F&A rate/base 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 **August 15, 2014** and should be emailed to dbm.iar@maryland.gov. Please include your agency's name and FY14 Interagency Agreement Report" in the subject line of your email transmittal (e.g., DNR 14 Interagency Agreement Report).

7. What if my agency has no reportable agreements?

Agencies with no reportable agreements must report, by **August 15, 2014** that they have no reportable agreements.

8. What if I have questions?

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

Jamie Tomaszewski
410-260-7386
Jamie.Tomaszewski@maryland.gov