**Attachment E**

**Tips for Completing Your FY24 Interagency Agreement Report**

1. Sort the FY23 Consolidated Interagency Agreement Report (Attachment D) by Agency or Institution using columns Z and AA respectively and delete any agreements that are not your Agency’s or Institution’s.
2. Delete any prior year Agreements that ended prior to FY24, based on the end date in column E. Before deleting Agreements that ended prior to the start of FY24, be sure to confirm that there were no options exercised or mods implemented that extended the Agreement into FY24. If the prior year Agreement was extended into FY24, update columns D, E, F and G as needed, and leave the Agreement on the FY24 report.
3. Prior year Agreements that extended into FY24 should remain on the FY24 report. Update end date and award amount columns as necessary. Also update columns P, Q and R if you are a higher education Institution.
4. Add any new Agreements that started in FY24.
5. Please note that an Agreement may appear twice on the report if an Agreement ended during FY24, and a new replacement Agreement was implemented during FY24. Both the old and the new replacement Agreement would be reported. The Agreements would be reported under separate IAAR Report Tracking numbers (column B).
6. If you need more information regarding what goes in a particular column, consult the Transmittal and Instruction document or contact Mary Naramore at: mary.naramore@maryland.gov.