

Attachment E

Tips for Completing Your FY25 Interagency Agreement Report

1. Sort the FY24 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/Institution's. This will leave you with all agreements reported for your Agency/Institution for FY24.
2. Delete any Agreements that ended prior to the start of FY25, based on the end date in column E. Before deleting Agreements that ended prior to the start of FY25, be sure to confirm that there were no options exercised or mods implemented that extended the Agreement into FY25. If the prior year Agreement was extended into FY25, update columns D, E, F and G as needed and leave the Agreement on the FY25 report.
3. Prior year Agreements that extended into FY25 or beyond, should remain on the FY25 report. Update end date and award amount columns as necessary. Also update columns P, Q and R to reflect FY25 data if you are a higher education institution.
4. Add any new Agreements that started in FY25. Note only add agreements that exceed \$100,000.
5. Please note that an Agreement may appear twice on the report if an Agreement ended during FY25, and a new replacement Agreement was implemented during FY25. 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. Agencies – remember to report your agreements with local community colleges on Tab 2 of the template. If you have an agreement with Baltimore City Community College, since BCCC is a state institution, it should be reported on Tab 1.
7. 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.