

## Sponsored Projects Accounting Teams & Mailboxes:

SPA has formed four teams based on agreement type or sponsor. Each team handles a variety of post award management responsibilities that include: RMS intake, compliance verification, account set-up, invoicing, letter of credit processing, expenditure approvals, financial/equipment reporting, policy interpretation, post award prior approval requests, and fund closeout.

Each team has a mailbox so that documents relevant to that type of agreement or sponsor can be collected in a central location and managed by the Team. OSRS, JROC, WU Departments and External agencies may send awards, invoice/financial report requests, post award prior approval letters and various other general inquiries to these mailboxes.

### SPA Teams:

**DHHS Grants Team** - Mailbox: [spadhhsgrants@wustl.edu](mailto:spadhhsgrants@wustl.edu)

This includes grants from the Department of Health & Human Services agencies (ie: NIH, CDC, HRSA, SAMHSA, AHRQ, etc.). Please see the following link for the HHS agencies:

<https://www.hhs.gov/about/agencies/hhs-agencies-and-offices/index.html>

**Other Government Grants Team** - Mailbox: [spaothergovtgrants@wustl.edu](mailto:spaothergovtgrants@wustl.edu)

This includes grants from Federal, State and local agencies. Agencies include but are not limited to NSF, NASA, Department of Defense (Army, Airforce ONR), Department of Energy, etc..

**Contracts Team** - Mailbox: [spacontracts@wustl.edu](mailto:spacontracts@wustl.edu)

This includes contracts and federally primed subawards negotiated and signed by the Joint Research Office for Contracts (JROC).

**Private Grants Team** - Mailbox: [spaprivategrants@wustl.edu](mailto:spaprivategrants@wustl.edu)

This includes grants from private/non-federal agencies.

**SPA Forms** - Mailbox: [Sponsoredprojectsforms@wustl.edu](mailto:Sponsoredprojectsforms@wustl.edu)

Please send the following SPA forms to this mailbox:

- Administrative Cost exception (ACE) form
- Allocation Request form
- Cost Share Request form
- Equipment Transfer Out form
- Program Income Identification form
- Project Activation Request/Prior Approval form

These forms are available under "Forms" on the Financial Services website at:

<https://financialservices.wustl.edu/forms/>

This mailbox is monitored by the four SPA teams. A member of the SPA team that handles the specific account will process your request.

## Mailbox Communication Tips:

- ALWAYS include one or more of the following identifying pieces of information in the subject line of email: Current/previous fund number, RMS document number, PI name, Sponsor name. All of these may not be available at the time you are inquiring. The more information you can include the more efficiently we can process your request.
- Be clear on what you are asking for. We have many functions in SPA (ie: fund set-up, financial reporting, invoicing).
- Once an award has been assigned to a SPA Grant Specialist for fund set-up the department should follow up directly with that person vs. sending your inquiry to the mailbox.
- Send forms to the Forms mailbox as mentioned above not the Team mailbox.

## The following SPA functions are NOT managed through these mailboxes:

- Effort Reporting/ePARs – Contact Carla Reed or Meredith Fey
- Salary cap calculations – Contact Meredith Fey
- Federal Work Study account set up – Contact Carla Reed
- Audit Certification forms & vendor forms/questionnaires – Contact Karen Kinnard
- Accounts Receivable issues & check/payment inquiries - Contact Karon Michel
- HRMS Payroll Cost Transfer (PCT) approvals – Contact Carla Reed (primary); Meredith Fey (back-up)
- AIS expenditures approvals –
  - A05 – NIH/DHHS Grants Approval stream – Senida Kuljancic (primary); Devin Alfred (back-up)
  - A06 - Contracts Approval stream – Dagmar Ralphs (primary); Lindsay Danner (back-up)
  - A07 – Private Grants Approval stream – Mike Kleber (primary); Jacquie Roy (back-up)
  - A08 – Other Govt. Grants Approval stream – Mariah West (primary); Tracy Davis (back-up)

Note: This document can be found on the SPA website under Award Management. Please also refer to the SPA Team Chart and Fund code list on the SPA website under Offices and Contacts or Award Management.

<https://financialservices.wustl.edu/>

Financial Services -> Topics -> Sponsored Projects Accounting

Financial Services -> Office and Contacts -> Sponsored Projects Accounting

Financial Services -> Forms (forms are in alphabetical order for SPA & other office that fall under Financial Services.