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TO: All Research Faculty and Administrative Staff

FROM: Laura Scarantino, Acting Assistant Vice President
Sponsored Projects Accounting and Compliance

DATE: February 25, 2019

RE: **Change in DIRRF Form**

The DIRRF Form (Deliverable Invoice – Receivable Request Form) has an altered look and an updated feel. SPAC has integrated the form request into an automatic invoice delivery form on the back end. This will alleviate any translation issues from the requestor to the actual invoice.

Link
You can still find the link on the following SPAC page link below:
https://www.umaryland.edu/spac/sponsored-projects-accounting-and-compliance-spac/forms/

Here is the direct link to that form, your old link will no longer work.
https://inweb.umaryland.edu:9083/imagenowforms/fs?form=SPACDLBBillingForm

The Look
- It is a lot shorter to fill out at this time
- Project ID will determine all of the billing information SPAC will need
- SPAC will still require the requester/email and ext./Sponsor Name and Address
  a. The address should be where you want the bill to go
  b. The sponsor name is who you want the bill addressed to

The other general information will automatically populate as long as we are using PeopleSoft. There will be changes to the request as we move to Quantum

Choices
There are still the same "Action" choices – "New", "revised" and "Cancel". But instead of 3 there are 4 choices by which to send or record your invoice
1. Record Receivable AND Mail Invoice to the sponsor (SPAC will only mail)
2. Record Receivable and Email Invoice to the sponsor (SPAC will only email)
3. Record Receivable and Mail/Email to the Sponsor (SPAC will mail and email invoice)

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4. Record Receivable only (requires a copy of invoice to be attached to the request *SPAC assumes that the department has sent this invoice direct to the sponsor*)

Biggest Changes
The biggest change is filling in the details. **Be careful how you fill in these fields because this is what will print on the invoice that goes to the sponsor**

1. Description – This would be the service described (how you want the sponsor to see the service or Milestone, Kits, Patients etc.)
2. # of Units – would be how many you are charging for. This number has to at least be "1"
3. Price Per Unit - The cost of 1 unit
4. Total – will automatically populate calculating the # Units x Unit Price
5. If you need additional lines because you have multiple services, you can hit the "add line" button
6. If you erroneously added a line that you want to delete, you can hit the "delete line" button and that line will disappear.
7. Invoice total adds the "Totals" from all lines

There are now 2 Comment boxes
1. "Comments to SPAC" – these will **NOT PRINT** on the invoice – they would be instructions to the SPAC staff
2. "Comments to Print on invoice" - If the Sponsor requires additional information on the invoice that is not already included in the form above - for example:

   "For the First Quarter of 201x"
   You would add these comments required to be on the invoice but not covered by any of the information previously shown on the form - those comments would be inserted here and would appear on your invoice

We are still asking for certification and if it is a final invoice. If the expiration date of the project has passed (which will appear on the form above), but this is not a final invoice, please make sure that you have sent a request to SPA to extend the project.

Email Notifications
You will receive emails as your DIRRF Is being processed
1. Email that your DIRRF was submitted
2. Email that states that your DIRRF was rejected or approved
   a. If rejected – see the reasons and actions below
   b. If approved – this means that the invoice is in the process of being created and informed to the sponsor per your "choices" instructions above

Rejections of your Request
You request will be rejected with an email – and you will be required to start over if one of the following occur:
1. Request to email invoice without providing an email address
2. Requesting a "record only" without attaching a copy of the invoice that was sent to the sponsor

If you have any questions about these instructions or accessing the link, please contact your Deliverable Billing team at **rs-spac-dlb-billing@umaryland.edu**