



FAQs/Guidance

Expectations for Externally Sponsored Research Faculty/Staff

PIs of grants that anticipate an impact on their grant deliverables, such as delayed deliverables due to offsite work, should contact your Program Office immediately to inform them of the impact on your award. PIs should also prepare a brief explanation of the impact/ delay that should outline the alternative work completed and your plan for accomplishing the original deliverables. If contact is made via email, please copy the appropriate OSP Grants Analyst (<http://www.osp.emory.edu/about/dept-listing.html>) and your RAS Administrator so that all relevant parties are aware of, and have a copy of, the communication on the status of the award.

PROPOSAL SUBMISSIONS

We expect RAS and OSP will be able to help you develop and submit proposals, even if personnel are working remotely. Our experience is that federal agencies are flexible about deadlines under difficult circumstances beyond the institution's control. However, if agencies are officially closed, proposals will most likely remain in pending status until resumption of agency operations – as has been the case during federal budget-related shutdowns. OSP will communicate information related to sponsor agency deadline policies as we receive it.

TRAVEL

We have received guidance from NIH which will allow non-refundable costs associated with grant-related travel and conference registration fees that has been cancelled due to COVID-19 may be charged to the NIH award if they would have otherwise been allowable.

For NIH Supported Meetings and Conferences which are delayed or cancelled due to COVID-19, non-refundable costs associated with these events will be allowable charges to the awards and may be requested as an administrative supplement. Please work with your RAS and OSP contacts to make such a request to the sponsor.

We are still awaiting guidance from other agencies on this topic. For sponsored award not from NIH, please continue to follow the University Travel Policy and general cost principles described in the Uniform Guidance.

Travel insurance is normally not an allowable direct charge on sponsored awards.

SALARY/EFFORT

When working remotely salary can still be charged to sponsored awards provided you are engaged in work related to the sponsored award. NIH and NSF prior approval requirements for effort reductions remain in effect. As a reminder, these agencies require prior approval when effort is reduced by 25% or more.

NIH has provided new guidance related to salaries which allows for the charging of salaries to awards in the event researchers are unable to work as a result of or related to the effects of COVID-19, if the organization's policy allows for charging of salaries and benefits during periods when no work is performed due to the effect of COVID-19 regardless of the funding source. Please note there will not be additional funds from the sponsor to cover the salary, fringe benefits and associated F&A which could impact project deliverables. Sick leave and other paid absences permitted under University policy may be directly charged to the grant.

STIPENDS

NIH Update - Stipend payments to fellows and trainees who may be unable to work as a result of or related to COVID-19 are allowable. PIs should work their RAS and OSP to notify the assigned grants management official and provide documentation demonstrating the effect of COVID-19 and the length the institution will be affected.

NIH UPDATE - EXTENSION OF POST-AWARD FINANCIAL AND OTHER REPORTING

NIH has indicated that it will accept late financial and Research Progress Performance Reports (RPPRs) after their scheduled due. The RAS, OSP, and RGC plan to continue full operations and are available to help prepare and submit RPPRs/financial reports. It remains our intention to meet all deadlines.

However, if you are unable to complete and submit financial and Research Progress Performance Reports (RPPR) by the scheduled due date, due to the effects of COVID-19, please be sure to work with your RAS unit and OSP to contact the assigned grants management and/or program official to let them know the reports will be late.

Additionally, while NIH will accept these late reports, they will delay issuing grant awards until the reports are received and accepted by the appropriate Institute or Center (IC).

I AM A RESEARCHER PREPARING FOR THE POSSIBILITY OF REMOTE WORKING, WHAT SHOULD I THINK ABOUT?

Refrigerators and freezers:

- 1) Ensure that the temperature monitors and the corresponding alerts are working.
- 2) It is suggested testing the monitoring to ensure the appropriate people are paged.

Sensitive data:

- 1) Continue to protect that data as per existing requirements. Some teams may be tempted to move the data to allow it to be more accessible, but in doing so, may unintentionally put their data at risk.
- 2) Emory University has a number of enterprise data storage options, such as Box or OneDrive, that additional controls in place to protect your data and provide you access from remote locations.