

Sponsored Projects Administration has been monitoring the COVID-19 communications closely and want to assure the research community that we are available to assist via phone and email. Our contact information can be found at: <https://spa.uga.edu/contact/>. While we continue to work remotely, our office phones are forwarded so you can reach us via phone and we are responding to emails.

We have received many questions from the research community in regards to existing and future research. To alleviate your concerns, I have included below key sponsored projects-related Frequently Asked Questions (FAQs). In addition, I encourage you to visit the [Office of Research Coronavirus](#) website for additional FAQs which are updated regularly.

- **May non-essential work proceed?** Non-essential on-site research should have ended at 5 pm, Friday, March 20, 2020. Non-essential remote work may continue and is encouraged. Principal Investigators (PIs) have been requesting permission to conduct essential on-site research activities through their chains of command to Vice President Dr. David Lee.
- **Can I charge faculty, student, postdoc and staff salary/time to research projects?** Charges for research personnel time on grants should continue unchanged at this time. PIs are encouraged to consider ways to keep research personnel engaged and working on projects in a remote fashion. See our FAQs, the attached UGA Administrative Memo and the Graduate School Guidance for additional information on compensation. We will also continue to share updates from our sponsors.
- **Will my sponsor allow for project extensions due to COVID-19?** Our federal sponsors are well aware of the situation. They are encouraging PIs to follow institutional guidance and policy with respect to continuing projects. With most federal awards, UGA can exercise a one time, no cost extension. For projects expected to end within the next 90 days where additional time is needed to complete the scope of work, [please log into the Grants Portal and initiate this no cost extension](#). For projects scheduled to end >90 days, once operations resume, each project should be assessed. If an extension is needed to complete the scope of work, we can exercise or request extensions at that time.
- **Do I need to request extensions for upcoming financial, performance and other reporting?** SPA will continue to submit invoices and financial reports. We encourage PIs to continue submitting performance reports. Some awarding agencies may allow grantees to delay submission of financial, performance and other reports up to three (3) months beyond the normal due date. In those cases, UGA will continue to draw down Federal funds without the timely submission of these reports. However, these reports must be submitted at the end of the postponed period.
- **Are agencies extending proposal deadlines?** SPA and DLSAs are available to submit proposals. Our sponsors are working remotely, proposals are being reviewed, and awards are being made. Faculty are encouraged to proceed with proposal submissions! Awarding agencies may provide flexibility with regard to the submission of competing applications in response to specific announcements, as well as unsolicited applications. Look for specific guidance on agency websites. Since UGA, SPA and DLSAs remain operational, it may be difficult to obtain a proposal submission extension. If one is needed, please work with SPA and DLSAs to ensure an official request is submitted as required by the sponsor.

While the federal government attempts to unify its policies and procedures, there is not a complete alignment. It is important to consider who sponsored the project, whether it was a grant or a contract, and then review the sponsor's requirements to ensure we proceed consistent with those requirements. To aid in this process, I have highlighted the Office of Management and Budget, the Council on Governmental Relations, and UGAs most frequent sponsors and their websites/announcements below.

- [Office of Management and Budget](#)
- [Council of Governmental Relations](#)
- [National Institutes of Health](#)
- [National Science Foundation](#)
- [United States Department of Agriculture](#)
- [Department of Defense](#)

The UGA Sponsored Projects Administration team is here to assist you. Please do not hesitate to contact [Jill Tincher Executive Director](#) or the [SPA Team](#) so we may help guide you during this time.

PLEASE NOTE: This email is provided to central and unit research administrators via listservs – if you received duplicate copies, my apologies. It will be sent to all faculty with active sponsored projects via the Grants Portal. We want to ensure everyone impacted receives this communication, so please share within your units as appropriate.

Thank you, Jill

**Jill Frazier Tincher, MBA, CRA**

Sponsored Projects Administration | *Executive Director*

706-542-8808 | [Jill.Tincher@uga.edu](mailto:Jill.Tincher@uga.edu)

