

**COVID-19 GUIDANCE FOR
 RESEARCH ADMINISTRATORS**

REPORTS – REVIEW AWARD BALANCES AND END DATES

TOOL/REPORT	PURPOSE	QUESTIONS	ACTION
Award Management Summary	Identify awards ending within 90, 180 or 365 days	Are there awards with unspent funds needing extensions?	If an award is ending within 90 days, complete an OPAR form to request a no-cost extension.
		Are there awards with substantial balances that are ending within 90, 180, or 365 days?	Discuss plans with the PI for the upcoming months. Develop a spending plan.
Individual Portfolio Report	Review the entirety of each PI's portfolio	Does the PI have internal awards? How are they impacted? Should the granting department be notified of any disruptions to the research?	Review the portfolio with the PI and develop a forecast for the next 90, 180, 365 days. Work with ORPA if there are prior approvals required from the sponsor(s).
		Are there enough grant funds to cover the closing and reopening costs due to covid-19? If not, does the PI have sufficient discretionary funds to cover the overage?	Work with the PI to develop projections and a funding plan.

ALLOWABILITY OF SALARIES AND OTHER PROJECT ACTIVITIES

QUESTIONS	ACTION
For larger awards, and especially larger awards with substantial balances, what salary impacts are expected?	Review agency specific guidance on this as most, but not all, federal agencies are currently allowing the continuation of support of project personnel, even if the research is paused. Additional funding to supplement these expenses may not be granted once the research resumes. Develop a revised research plan with the PI that includes a rebudget. Work with ORPA for sponsor approval if required.
Is the project supporting postdocs, grad students, technicians, hourly workers?	
Will additional expenses be incurred in order to resume the research? Will this result in a need to rebudget?	

TRAVEL AND FOREIGN COMPONENTS	
QUESTIONS	ACTION
Does the award have substantial travel funds remaining?	Work with the PI to develop a plan for using/rebudgeting these funds as appropriate. Consult with ORPA if any questions arise – prepare an OPAR if applicable.
Have there been travel cancellations and fees associated with those cancellations due to COVID-19 travel interruptions?	Review agency specific guidance for updates. The most recent guidance from federal sponsors classifies these expenses as allowable on awards. Confirm with SRA and document all cancellation costs and related fees.
Does the award involve a visiting foreign researcher travelling to Princeton (e.g. Marie Curie fellowship) or include other foreign components?	Confirm with the PI whether the research can be performed remotely. Work with ORPA to determine allowability.
SUBAWARDS	
QUESTIONS	ACTION
Does the award include subawardees? Can they continue the research at this time? Are they invoicing on time and are their deliverables being met?	Confirm with the PI whether the subawardee should be continuing at this time. Consult with Subaward Administration in ORPA for further guidance.
Is Princeton a subawardee on another institution's award? Are we incurring expenses? Have we notified the sponsor about changes impacted by research continuity?	Confirm with the PI if the work can continue. Consult ORPA to communicate with the sponsor if we expect delays or changes to the research plan. Confirm with SRA that expenses are still permitted to be charged.
RESEARCH INVOLVING HUMAN SUBJECTS OR ANIMALS	
QUESTIONS	ACTION
Is the project with human subjects or animal research affected by lab closure or social distancing protocols? Are there administrative or financial implications of such disruptions?	Confirm with the PI whether the research can be performed at this time. Identify any expenses incurred for animal care that must continue. Consult ORPA and notify the sponsor as applicable.
NEW AWARDS	
QUESTIONS	ACTION
Has a new award arrived and the start date is impacted due to a lab closure?	Consult with the PI and ORPA about possible actions, including delaying the start date. Options available may be impacted depending on the award mechanism, sponsor, etc.

ESSENTIAL RESEARCH		
QUESTIONS	ACTION	
Is the project to be conducted completely on campus? Has the PI requested and received DFR approval for the research project to be considered "essential and urgent" research?	If yes, the research can continue in accordance with the approval. Requests for research to be considered "essential and urgent" should be submitted using the inquiry Google form and emailing a fully updated version of your lab's REOP to researchplan@princeton.edu . All on-campus research must be approved prior to initiating the work.	
Is the research project conducted entirely off campus or remotely?	The project should be permitted to move forward. Confirm with ORPA.	
Is the research project conducted partially off campus and partially on-campus?	Most on-campus research has been halted to comply with the NJ stay at home order. Very limited exceptions have been granted. Consult with ORPA.	
AWARDS THAT MAY BE POTENTIALLY IMPACTED		
TYPE	QUESTION	ACTION
Instrumentation or Equipment	Are there any instrumentation or equipment grants in the department? If so, how are they impacted? If purchases are able to move forward, are there issues related to procurement?	Consult with PI and ORPA
Conference/Workshop	Are there conference/workshop proposals previously submitted and not yet awarded? Are there conference/workshop awards received but the conference has been postponed or cancelled?	ORPA/SRA are reviewing these awards and will work with the research unit on sponsor correspondence. Document any expenses that may have been incurred.
Research experiences for undergraduates (REU), Teachers (RET) or other summer programs anticipated	Are there REU/RET projects planned for this summer? Are there other summer programs being supported by sponsored research that need to be addressed?	NSF has provided guidance their latest FAQ. Confirm next steps with ORPA
SBIR/STTR	Could small companies we are working with have cash flow issues?	Work with ORPA and SRA to identify high risk agreements and plan accordingly
Industry and Foundation	Are there industry or foundation awards in your department? If so, are they impacted? Are the sponsors permitting flexibilities not normally included in their terms and conditions? Have they released updated guidelines? Can additional accommodations be requested?	Consult with the PI and ORPA to formulate a plan to be communicated to the sponsor.
Contracts and fixed price	Are there contract, fixed price or international awards in your department on which payments are tied to deliverables? If so, how are they impacted?	Consult with the PI and ORPA to formulate a plan to be communicated to the sponsor.