Sponsored Projects Town Hall:
A Discussion of COVID-19’s Impact
Town Hall Format

To submit a question during the live webinar, you can:

• Use Zoom’s Q & A function.

• Use Zoom’s Hand Raise function.

• Dial *9 if you are calling in on your phone.
Presenters

Rudi Odeh-Ramadan
Vice President for Research Administration

William Berger
Senior Director of Sponsored Projects Administration, CUIMC

Juliana Powell
Director of Research Operations, SPA, Morningside

Stephanie Scott
Director of Policy & Research Development, SPA
Agenda

• Introduction

• Maintaining Documentation and Justifications

• Navigating sponsor flexibilities and prior approval requirements

• Reporting the impact of COVID-19 on your research
Maintaining Documentation and Justifications
Maintaining Documentation and Justifications

1. What types of things am I expected to document?

2. How should I be documenting?

3. How will this information be used?
What types of things am I expected to document?

1) Effects of COVID-19 on your research
   • Laboratory ramp down
   • Human subjects research paused
   • Progress of work conducted remotely
   • Altered milestones/timelines
What types of things am I expected to document?

2) Personnel issues
   • Changes in effort
   • Redeployment
   • Paid absences
Note on Paid Absences

• Project members who are unable to work remotely, but continue to draw salary from an active grant

• Sponsor specific requirements

• Notify your SPA Project Officer
Maintaining Documentation and Justifications

What types of things am I expected to document?

3) Financial impacts
   • Continued salary charges
   • Cancelled travel
   • Lab specific line items (i.e. animal per diems)
   • Donated PPE
   • Large unobligated balances
Maintaining Documentation and Justifications

How should I be documenting?

• No standard or mandatory format
• Not collected centrally
• Use existing method if it works for you
• COVID-19 Impact Tracker tool developed
# COVID-19 Impact Tracker

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Sponsored Project No.</th>
<th>Project Name</th>
<th>Sponsor</th>
<th>Ongoing Activity</th>
<th>Activity Paused</th>
<th>Extra costs</th>
<th>Personnel Notes</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>R01</td>
<td>Project X</td>
<td>NIH</td>
<td>Data analysis and MS preparation</td>
<td>Mouse studies</td>
<td>Cryopreservation</td>
<td>Animal tech on paid absence; postdoc working half time because of sick family member</td>
<td>PPE (surgical masks) donated to clinical efforts.</td>
</tr>
<tr>
<td>2</td>
<td>334455</td>
<td>Project Y</td>
<td>NSF</td>
<td>Data analysis; experimental design</td>
<td>NMR spectroscopy</td>
<td>Liquid nitrogen</td>
<td>None</td>
<td>In-person conference cancelled.</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Clinical trial</td>
<td>Industry</td>
<td>Regulatory review</td>
<td>Subject enrollment</td>
<td></td>
<td>Study coordinators redeployed</td>
<td>DSMB meeting postponed</td>
</tr>
</tbody>
</table>
Maintaining Documentation and Justifications

How should this information be used?

1) Facilitate future progress reporting
2) Back-up in the event of sponsor requests/audit
3) Justifying need for no cost extensions or supplemental funding
Navigating sponsor flexibilities and prior approval requirements
Sponsor Flexibility

• Late progress reports

• No cost extensions

• Donating PPE
FAQs

Are the sponsors offering any more flexibilities with their late application policies?

**Answer:**

NIH – now follow regular late application policies

NSF – specific opportunities extended

DoD/CDMRP – some specific pre-applications of programs extended
FAQs

I am funded to work on a project that I had to ramp down. May I utilize that project’s resources, including personnel, for a COVID-19 project?

**Answer:** No. The usual grants management requirements apply.
If someone on the research staff has relocated to a home country outside of the U.S., and continues to work on a sponsored project while abroad, does the funding agency need to be notified?

**Answer**: In general, yes.

Additional questions.

Case-by-case review.
Reporting the impact of COVID-19 on your research
Factors that could impact your research:

- Ramp down of your lab(s)
- Inability to conduct fieldwork due to travel restrictions
- Canceling a funded conference
- Inability to meet scheduled deliverables or milestones
- Absence of PI or key personnel for more than 90 days
• If the impact of COVID-19 will have immediate consequences to your research, contact your sponsor’s program official

• The annual progress report would be the best place to report impacts to your research
  • For NSF: use the Changes/Problems section
  • For NIH: use Section F: Changes
  • For Foundations: Project Adjustments or Progress Details section

• Contact your SPA project officer for guidance

• SPA will coordinate communication to external sponsors
I can't travel to the field site and my research will be severely impacted. Will the sponsor provide supplemental funding and/or additional time so that I can successfully complete the aims of the award?

• Supplemental funding may not be available

• Most agencies recognize the challenges of these circumstances and will be as flexible as possible
I am experiencing supply-chain delays in crucial supplies/equipment. What should I do?

- As soon as you anticipate delays, contact your SPA project officer, and they will formalize a communication to your sponsor’s program official.
COVID-19: FAQs and Resources Related to Research

FREQUENTLY ASKED QUESTIONS BY TOPIC

- **For Patients**
  - Participate in COVID-19 studies

- **Conduct COVID-19 Research**
  - Funding opportunities, resources, and FAQs

- **Research Ramp-down**
  - General questions and definition of “essential”

- **Facilities Support of Research**

- **Impact on Human Subjects Research**

- **Prior Approvals, Allowable Costs, and Effort on Sponsored Projects**

- **Proposal Deadlines**

- **Remote Work and Access to Research Data**

- **Communicating with Research Subjects Remotely**

- **Environmental Health & Safety**

- **COVID-19 Awareness Training**

[ 24 ]
QUESTIONS?