

April 2020

SPONSORED PROGRAMS ADMINISTRATION



UEI OPERATIONS DURING COVID-19 MITIGATION EFFORTS

UEI is continuing virtual operations, with many telecommuting, in accordance with campus direction. Our services, including limited on-campus assistance, were addressed in the March 9, 2020 email sent to principal investigators and project directors. The information is also [posted on the SPA website](#).

UEI **dining services** are limited to the facilities supporting the approximately 250 students residing in the residence halls until the end of the spring semester; **Human Resources** is available to assist with telecommuting and furlough questions, along with other personnel matters; **Business Services** is accepting deposits, issuing payments and reimbursement checks; and **SPA** is continuing to support the sponsored research efforts of the campus community by having staff available via email, phone, or video conferencing.

As a self-supporting auxiliary, UEI is closely monitoring the impact that reduced demand for services has on its financial vitality during the coronavirus pandemic. The UEI Board of Directors approved several measures, including the furlough of some employees, so we can continue to support the University with decreased funding. We are saddened by the temporary absence of members of our UEI family. We look forward to their return.

PAYMENTS – TRACKING COVID-19 RELATED COSTS

Upon request, UEI can track costs specifically related to COVID-19 related operations. **Please write “CV” prominently on your requests.** UEI will code your information in the financial system so that you can access it via a OneSolution report.

Payment requests for critical supplies or other costs related to COVID-19 operations must be accompanied with written approval from your campus administrator. The approval email to and reply from your AVP/Dean would contain an explanation of what is needed, why, and plans for future use. The expenditure will also be assessed for allowability on your UEI account. You will likely need approval from your sponsor.

NO COST EXTENSIONS

If virtual operations impact your sponsored project activities and you may or will require additional time to complete the work, **please contact your sponsor for a no cost extension.** A no cost extension adds time to the end date of a grant or contract without adding funding.

Extensions are not automatic even though many federal agencies and other funders have said that they will be offered due to the coronavirus pandemic. Submit your request through the appropriate agency process as outlined in your award document or contact your program officer/sponsor for instruction. Please email your SPA account analyst with questions and updates of any approved requests.