




THE UNIVERSITY of
MISSISSIPPI

MEMORANDUM

OFFICE OF THE VICE CHANCELLOR FOR RESEARCH
313 Lyceum University, MS 38677-1848
Telephone (662) 915-7583 | Fax (662) 915-5202

To: UM Research Community
From: Josh Gladden, VCRSP 
Date: June 26, 2020
Subject: Updated Guidance on Federal Awards (OMB June 18, 2020 Memo)

Dear Colleagues;

As some of you may know, the Office of Management and Budget issued a [memo regarding federal grants on June 18](#) which contains some important information. Here, we will provide guidance on necessary actions for all PIs.

- **Charging salaries to federal grants**

This memo extends the period for which personnel are allowed to charge salaries to federal grants – *even if projects are experiencing reduced productivity* – through Sept. 30, 2020. **HOWEVER**, this administrative flexibility is dependent upon our state and institutional policy on administrative leave. State of Mississippi guidance ends administrative leave options on June 30, 2020. *Thus, after that date, personnel can only charge effort to federal grants commensurate with their productivity on those grants.*

- **Lost Productivity**

Documentation of lost productivity is *required*. In the [VCRSP memo of April 16](#), we provided [a link to download a spreadsheet template](#) to facilitate recording weekly estimates of lost productivity. **Use of this spreadsheet is now required.** Please submit monthly updates on the 1st of each month as an email attachment to c19productivity@olemiss.edu. The attachment should use the file naming convention: *lastname_UMIDnumber_c19productivity.xlsx*. Subject line should read “C19 Productivity”. Questions can be also be sent to c19productivity@olemiss.edu. The July 1 submission should include weekly estimates dating back to May 1. For example, productivity could be lost due to limited personnel efforts (see Effort Reporting below), lost travel, cancelled field work, limitations on human subjects’ research, or delays in equipment orders, among other reasons.



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- **Reporting**

- **Effort Reporting**

Effort reporting should reflect effort an individual was *actually able to expend* on the project. Normally this is coupled to the percentage of your salary charged to the grant. Under current conditions and based of federal guidance, until July 1, you can still charge the grant at the originally planned salary levels even if the effort you claim is less. The difference between the salary and fringes budgeted for an employee's effort on a project, and the actual effort claimed by the employee, is a component of lost productivity. After June 30, the effort claimed must align with the effort budgeted to the grant. Because the current effort reporting period runs from May 9 – Aug. 8, there may still be a differential due to lost productivity between May 9 – June 30. If that is the case, the Office of Accounting may reach out to you via email for a brief justification. If a participant cannot be as productive as planned after June 30, the effort charged to the grant must be reduced to match the level of effort actually directed toward the project (see Re-budgeting below).

- **Financial and Progress Reporting**

PIs must reference the terms and conditions outlined in the Notice of Award for each sponsored project regarding requirements for the submission of financial and progress reports. If unable to complete and submit a progress report, financial reports, and/or invention report by the scheduled due date, per the terms and conditions, the PI should promptly contact ORSP along with the assigned grants management and/or program official. Note, although the sponsor agency may accept late reports, grant awards may be delayed until submitted.

- **Re-budgeting**

Where the sponsor allows, PIs are encouraged to re-budget funds that cannot be expended as planned. We have authority to re-budget up to 25% of key personnel effort without sponsor approval as long as key personnel efforts are not significantly changed. For instance, the \$3,000 budgeted to travel to a conference that has been cancelled can be re-budgeted to support a graduate assistant. Contact Anita Randle (arandle@olemiss.edu) if you need to re-budget.

- **No-Cost Extensions**

As discussed in the [VCRSP Memo of June 1](#), PIs should not count on being granted a



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no-cost extension for their projects. Communication with your program officer is critical.

While we understand these guidelines add to administrative burden, documentation of the impacts of COVID-19 is becoming increasingly important and the University needs to stand ready to successfully address any potential federal audits. ORSP continues to monitor agency guidelines and will be linked on keepdiscovering.olemiss.edu. Please monitor regularly.