

Upstate Medical University

**COVID-19 Guidance for Research Faculty and Staff**

**Overview:** Guidance document to help Upstate Medical University Research Faculty and Staff with questions related to COVID-19 and its challenges to sponsored programs. Due to the evolving nature of this we will be updating this information regularly.

**Helpful Links:**

NIH Guidance (3/23/20)

[**https://grants.nih.gov/grants/natural\_disasters/corona-virus.htm**](https://grants.nih.gov/grants/natural_disasters/corona-virus.htm)

COGR Guidance (3/23/20)

[**https://www.cogr.edu/sites/default/files/COGR%20FAQs%20on%20COVID-19%20Impact%20on%20Federal%20Awards%20V.2.pdf**](https://www.cogr.edu/sites/default/files/COGR%20FAQs%20on%20COVID-19%20Impact%20on%20Federal%20Awards%20V.2.pdf)

**Frequently Asked Questions:**

1. **Q.** **What is the RF Work/Employment guidance for Research Foundation staff related to COVID-19?**
2. The RF has put together Pandemic Planning Guidance and FAQs. This guidance can be accessed by going to <https://www.rfsuny.org/About-Us/COVID-19/> (3/20/20)
3. **Q. What if I need to have crucial work related items delivered to my home address because I am working remotely until further notice?**
4. Campus Purchasing is allowing exceptions to campus policy on allowability of home delivered items. A waiver form is available upon request. Approval will be required from your Department Chair, Campus Purchasing, and either the Operations Manager or Deputy Operations Manager. You can contact Campus Purchasing at (315)464-5720 or FrigonS@upstate.edu (3/20/20)
5. **Q. I’m not in my lab but am expecting deliveries. Who should I contact to ensure someone is available to receive the items?**
6. Please contact Central Receiving at (315)464-6187. At this time they do not have the capacity to store perishable items. It would be best to review your recent orders to see what has not yet been delivered and see what options are available to cancel the order or have delivery rescheduled. (3/20/20)
7. **Q. I would like to continue my research experiments at home.**
8. Please provide additional information to Rob Andrus (Biosafety Officer) AndrusR@upstate.edu and Paul Massa (IBC Chair) MASSAP@upstate.edu for their recommendation. Information should include: What equipment and reagents are being used, what are you requesting to take home, and is this experiment being conducted under and approved biosafety project #, is this a BSL1 or BSL2. (3/20/20)
9. **Q. What about salary costs charging to my research grants?**
10. Salaries and benefits can be charged to currently active Federal awards consistent with the The Research Foundation’s policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources, Federal and non-Federal. <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-086.html> (3/23/20)
11. **Q. My trip has been cancelled due to COVID-19. Can I charge my NIH grant?**
12. Non-refundable costs associated with grant-related travel that has been cancelled due to COVID-19 may be charged to the NIH award if they would have otherwise been allowable.

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-086.html> (3/23/20)

1. **Q. I was supposed to attend a conference, can I charge my conference and registration fees to**

 **my NIH grant if I did not attend because of COVID-19?**

1. Non-refundable registration fees for conferences, symposiums or seminars that have been cancelled due to COVID19 may be charged to the NIH award if they would have otherwise been allowable (e.g. necessary to accomplish program objectives). <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-086.html> (3/23/20)
2. **Q. My NIH Grant has ended and due to COVID-19 I cannot submit my final progress report or financial report. What should I do?**
3. If your institution is unable to complete and submit financial and Research Progress Performance Reports (RPPR) by the scheduled due date, due to the effects of COVID-19, please be sure to contact the assigned grants management and/or program official to let them know the reports will be late.<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-086.html> (3/23/20)