



**OFFICE OF
GRANTS AND CONTRACTS**

Frequently Asked Questions

March 25, 2020

Is the Office of Grants and Contracts (OG&C) operating?

Yes! OG&C staff are working remotely and most of the information about awards, etc. is available through shared resources. Other than during minor disruptions, staff are available to assist faculty and the VU community with their sponsored research proposals and awards.

I haven't been able to reach anyone in OG&C. What should I do?

OG&C staff are set up to work remotely but may experience connectivity issues periodically. If you have not heard back within a reasonable amount of time, please send an email to ResAdmin@villanova.edu and your message will be directed to someone who can help.

Can I still submit proposals?

As long as sponsors are accepting proposals, please proceed with your plans. Contact your Deployed Research Administrator (DRA) to work with you on the development of the proposal package and the Cayuse SP record.

We strongly encourage you to use the [Recommended Proposal Development Timeline](#) and give advance notice to your approvers: Chair, Dean or Associate Dean, as appropriate, and College Finance Manager. In addition to their normal obligations, Department and College leadership are managing the response to the COVID-19 situation, which seems to change daily, and they will likely need additional time to review and approve Cayuse SP records.

Because sponsor portals may encounter glitches, system overload, or simply limited technical support, it is best practice to submit early. Submitting on the due date is never recommended, even in the best of times. Investigators may find that they are unable to access sponsor websites if they wait until the due date.

Can I still pay my graduate assistants?

At this time we are following guidance that allows you to continue to pay your graduate assistants (GAs) consistent with Villanova's policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources, Federal and non-Federal.

Can I still pay my undergraduate students?

You can continue to pay undergraduate students for hours worked. They should continue to submit their hours online. If students miss the deadline, have them complete the paper timesheet. After you sign, send the timesheet to ResAdmin@villanova.edu. If approved, we will sign and send directly to payroll@villanova.edu.

My student will be working, but on a different project. How should I handle that?

Work with your department/college to complete and submit the necessary change forms. OG&C is automatically included in the approval process if the change involves a 5-index

Can my team and I continue to work in my lab?

See the information posted on the Provost Office's website, [Research Updates and Directive: COVID-19 Pandemic](#), about critical and non-critical research.

My research has been interrupted and I will need time. How do I get an extension?

No-cost extensions (NCE) are common even when there is not a global pandemic. Contact your Sponsored Research Administrator on the OG&C website who will work with you to submit the NCE request. Please provide: project # or VU index, **brief** justification for the need for additional time, length of NCE – typically 12 months.

If your award is already in a no-cost extension, work with our office to request the 2nd NCE well before the end date. Approvals for a 2nd NCE can take several weeks or months to approve.

I already paid for travel expenses for a trip that was canceled. What do I do?

At this time, the guidance that has been provided by federal funding agencies is to request a refund for travel expenses. If a refund is not an option, then charge to the appropriate project, if the expenses would have been allowable had the event not been canceled. Investigators should not assume that supplemental funding will be provided by sponsor to carry out future activities, and should contact their Program Officer to discuss the situation is a shortfall is anticipated. Investigators “are required to maintain appropriate records and cost documentation as required by 2 CFR § 200.302 – *Financial management* and 2 CFR § 200.333 –

Retention requirement of records, to substantiate the charging of any cancellation or other fees related to interruption of operations or services.”

Please keep in mind that if this guidance changes, the charges may have to be removed. Investigators will be asked for a non-5 index to which to move the charges.

I plan to travel at a future date. Should I charge my 5-index?

With the uncertainty regarding how long the current situation will last, it is highly recommended that new travel not be booked at this time.

Part of the work on my project requires meeting with external collaborators. With travel restrictions in place, how do meet my project aims/deliverables/goals?

If your award has a specific requirement that you must attend a meeting/conference, contact the Program Officer for guidance.

If, in order to meet the aims/deliverables/goals, you need to travel to meet with your collaborators or travel to another facility, adhere to restrictions in place around travel. If there will be delays with finishing your project, work with our office to request a no-cost extension.

I do not have all the information I need in order to submit my progress/final report. What should I do?

Several federal agencies have already released communications allowing investigators extra time to submit reports. Check your sponsor's website for specific guidance. If you know you will be late, contact the Program Officer and OG&C with that information.

How do I hire someone to work on my project? I have work that can be done remotely.

Per Father Peter's email on March 23, 2020, there is currently a hiring freeze at Villanova. However, if you have urgent personnel needs related to your sponsored project, please contact your Dean to discuss first. There may be flexibility for positions supported with external funds.

I received my monthly Grant Summary Report and I have some questions about my awards. Who do I contact?

Contact the Sponsored Research Administrator (SRA) copied on the email. If you're not sure who your SRA is, email ResAdmin@villanova.edu and your email will be forwarded to the appropriate person.

I have something I need signed by OG&C. Who do I send that to?

If this is for a proposal, contact your Deployed Research Administrator (DRA) who will work with you to complete your proposal package. Do not wait until the due date. While OG&C is operational there are, at times, connectivity issues. There are no guarantees that we can respond immediately.

If this is not related to a proposal, email the document to ResAdmin@villanova.edu. If it has to be signed by someone else on campus we will help you navigate.

I need to order supplies. How do I do that?

As a safety precaution, the research community is being asked to stop all shipments to campus.