

Guideline G3-020, Effort Reporting During Emergency

I. Purpose and Scope

This Guideline is intended to clarify the application of Policy 3-020 during times of emergency or extraordinary circumstances which disrupt the University's ability to continue working on a grant.

II. Definitions

"Times of emergency" shall include any unexpected and extraordinary circumstances such as a natural disaster, times of war, fires, floods, epidemics, and quarantine restrictions.

III. Guideline

Consistent with federal regulations, Policy 3-020 recognizes that an employee's time should only be charged to a grant for work directly related to the grant. However, federal law and regulation recognizes exceptions to this general rule under unexpected and extraordinary circumstances. In times of emergency, when the university and its employees are unable to perform work on a grant due to the emergency, employees assigned to the grant may continue to be paid from the grant. This policy exception applies to all grant funding regardless of the source.

IV. Contacts

The designated contact officials for this Policy are:

- A. Policy Owner (primary contact person for questions and advice): Office of Sponsored Projects.
- B. Policy Officer: Vice President for Research.