As we work through this challenging time, we ask that you follow the following guidelines for continuing to support personnel, particularly graduate research assistants, technical staff, and postdoctoral fellows on sponsored projects. The bullet points are listed in preferential order and to the extent possible, the majority of personnel should have tasks assigned that fall into the first category.

Personnel temporarily unable to perform on a sponsored project in the typical manner because of campus closure can still be supported in accordance with their previously established allocation of effort as long as alternate work related to the project can continue. You must contact the research office at coronavirus_RO@mail.wvu.edu before removing personnel from financial support.

Guidance for charging salaries and stipends to grants and contracts in order of preferred utilization:

1. Those personnel working remotely and contributing to the project in the usual manner or in an alternative manner that still aligns with project objectives can remain supported by the project.
2. Personnel who cannot contribute to their current project, but who can contribute to another activity should have their salary moved to the funding source of the other activity. If the other funding source is a sponsored award, there must be sufficient funds and, if necessary, the ability to re-budget to accommodate the additional effort charged to the award.
3. Personnel prevented from contributing to their current project due to illness or quarantine can remain supported by the project for up to 75 hours in proportion to their previously established allocation of effort. This is consistent with the WVU Emergency Leave Policy.
4. Personnel who are temporarily unable to perform work that benefits a sponsored project can continue to charge their salary if the sponsoring agency specifically states this option is available. The salary charged should be no greater than their previously established allocation of effort before the campus closure. For specific Federal Agency guidance regarding this topic, please refer to the COGR Federal Agency Guidance Matrix at (https://www.cogr.edu/cogrs-faqs-and-resources-covid-19s-impact-federal-awards).
5. If the sponsoring agency disallows the charging of salaries when no work is performed that benefits the project, then effort cannot be charged to the project and alternate funding must be identified.

Approval from the sponsor may be required if a temporary work stoppage will result in missed deliverables, a change in the scope of work, or a change in key personnel. Sponsor approval may also be required if the Principal Investigator or other personnel must disengage from the project for more than three months and/or reduce their total effort by 25 percent or more. Use of this category will require assistance from the Office of Sponsored Programs via a request to coronavirus_RO@mail.wvu.edu