

# Managing Non-Profit Funded Projects Impacted by COVID-19

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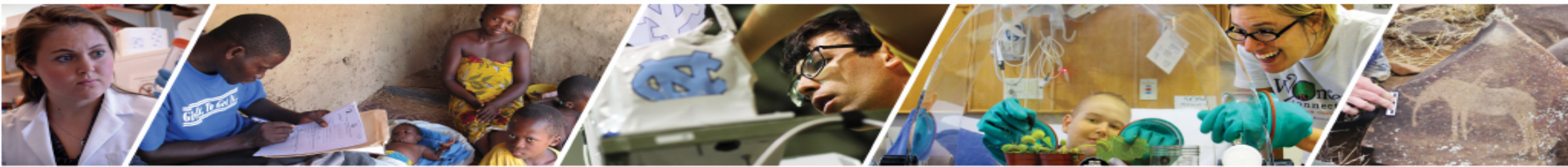
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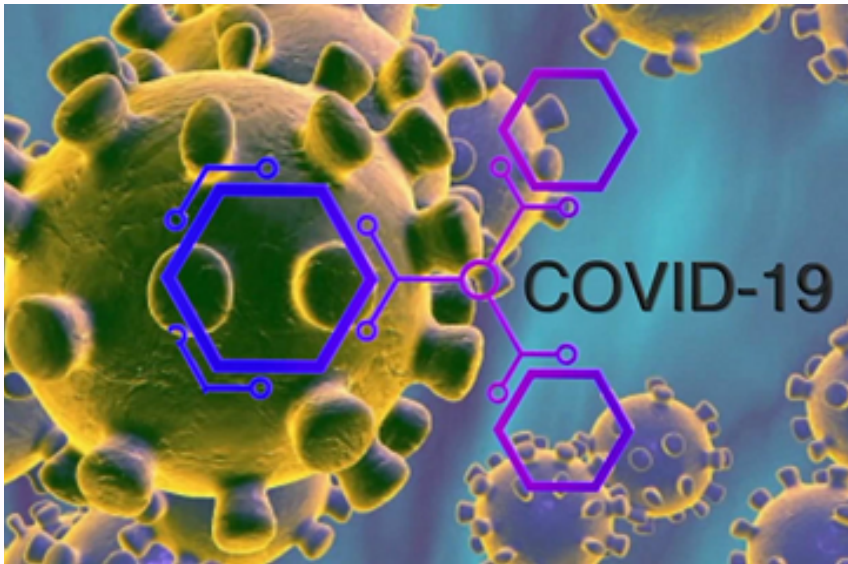
August 13, 2020



Impact of COVID-19 Webinar Series

# Evolving Situation

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Managing externally funded projects is an evolving situation

As guidance comes out from sponsors, the information provided can change

The details provided in today's webinar are *up to date as of August 13, 2020*

Sponsor and University guidance can change so keep an eye out for updates and if unsure **ASK your SPS!**

# Today's Webinar

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## What will be covered

- How to manage Non-Profit funded projects impacted by COVID-19
- University Policies related to the pandemic
- University Prior Approval Request (PAR) Process
- Resources & FAQs for externally funded projects

## What will not be covered

- How to manage any other source of funding impacted by COVID-19 (Industry and Federal webinars are available on OSR's website)
- Detailed information on salary and effort (Future webinar scheduled)

# Overview

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## Impacts of COVID-19 on Non-Profit Funded Projects

- Non-Profit Sponsors – General Guidance
- University Policies
- University Prior Approval Request (PAR) Process
- Tips & Tools for Working with Non-Profit Sponsors
- Resources

# Non-Profit Sponsors – General Guidance

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## Was your Non-Profit funded project impacted by COVID-19?

- If you can answer **yes**, **STOP** and contact your Sponsored Projects Specialist (SPS)
  - Assist with determining the sponsor requirements
  - Coordinate with CFR and internal key stakeholders
  - Help to craft your communication with your sponsor
- Each Non-Profit Sponsored Project is different
- Each Non-Profit Sponsor is unique
- Sponsor requirements and communication channels vary greatly

# Non-Profit Sponsors – General Guidance (Cont.)

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Additional Questions to think about before contacting your sponsor:

How was your project impacted?

- What was the nature of the impact?
- What are the anticipated delays?
- What is the timeline for when you will be able to resume work?

Does your project include Human Subjects?

- Were they impacted by COVID-19? If so, how?

Does your project involve Animal Subjects?

- Were they impacted by COVID-19? If so, how?

For additional information, reference the COVID-19 Impact Letter to Sponsors available on OSR's Forms & Tools site, in the Other Research Related section: <https://research.unc.edu/sponsored-research/forms/#>

# University Policy

UNC Pandemic and Communicable Disease Emergency Policy: <https://unc.policystat.com/policy/7824105/latest/>

UNC Campus Communication on Reduced Operations: <https://www.unc.edu/posts/2020/03/17/reduced-operations/>

- Campus Closure
- Social Distancing
- Communicable Disease Mandatory Employees (CDMEs)
- CDMEs – Time and One-Half Compensation
- Paid Administrative Leave: **Consistently paid off all funding sources**
  - Full Salary Covered from March 20, 2020 - May 31, 2020
  - 2/3 Salary Covered from June 1- June 30, 2020
  - 1/3 Salary Covered from July 1- until revised or rescinded
  - As of August 1, if employee has exhausted FFCRA leave benefits, accrued leave time, and accrued paid time (comp time), they will receive paid administrative leave at 100% up to 160 hours through December 31, 2020.
- Families First Coronavirus Response Act (FFCRA) - Effective: 4/1/2020 - 12/31/2020  
<https://hr.unc.edu/benefits/ffcra-facts-faqs/>

# Prior Approval - Requirements

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500.03 Prior Approval Requests: <https://unc.policystat.com/policy/6590533/latest/>

- Prior Approval Requests (PAR) – Work with department research administrator to identify changes requiring approval due to the impact of COVID-19 such as:
  - Administrative Leave Pay for Idle Staff not Working on Project
  - Changes in Deliverable Schedule
  - No-Cost Extension
  - Additional Funding Request
- Complete the PAR Form: <https://research.unc.edu/sponsored-research/forms/#secPrior>
  - Instructions & Form
  - Submit PAR to OSR (ResAdminOSR@unc.edu)



# Tips & Tools for working with Non-Profit Sponsors

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- Although many non-profits are offering increased flexibility, each has different policies.
  - Some have policies that apply to all projects
  - Some are handling projects on a case-by-case basis
- Examples of modifications include no cost extensions and progress report extensions.
- Communication channels vary by sponsor. Coordinate closely with PI, CFR and OSR.

# Key Takeaways

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- Each Non-Profit sponsor is different and there is no consistency. While they have indicated they will allow for flexibilities, how those are applied could be very different.
- If you feel your project has been impacted by COVID-19 you should reach out to your SPS before communicating with your sponsor.
- Prior approval may be required. Work with your SPS to determine your sponsors' requirements before requesting prior approval.

# University Additional Resources

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## OSR COVID-19 Guidance Webpage

- Key Campus Messages and Guidance
- Sponsor Guidance and External Resources
- COVID-related FAQs
- Training

<https://research.unc.edu/sponsored-research/resources/covid-19/>

## UNC HR COVID-19 Leave Webpage

- Families First Coronavirus Response Act (FFCRA)
- COVID-19 Paid Administrative Leave
- Other Leave Provisions
- Paid Administrative Leave Provisions from Previous Months

<https://hr.unc.edu/benefits/covid-leave/>

## VCR Responds to COVID-19 Webpage

- Major Campus Messages
- Direction & Guidance for resuming Research on Campus
- Guidance from Federal Agencies
- Funding Opportunities
- Proposal Submission and Award Management (OSR)
- Animal Care (DCM & OACU)
- Clinical Trials and Human Subjects Research
- Conflict of Interest
- Human Resources and Personnel Information for Faculty, Staff, Postdocs, Graduate Students

<https://research.unc.edu/covid-19/>

# Contact Information

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# Contact Information (Cont.)

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[ResAdminOSR@unc.edu](mailto:ResAdminOSR@unc.edu)

ResAdminOSR is responsible for all general inquiries, proposal requests, new awards, modifications/amendments, audit requests, and research system access requests.

## RAMSeS Help Function: Contact Project-Related Support

- Use this tool if you need to find the appropriate SPS
- Search: Proposal #, Award Project #, Department, or PS Project ID

[CFR@unc.edu](mailto:CFR@unc.edu)

For all Corporate and Foundation Relations general inquiries



# Common Questions

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What do I do if I have personnel who are idle on my project? Are non-profit sponsors generally allowing for this flexibility?

- Contact your SPS
  - Review the Agreement Terms & Sponsored Requirements
  - Help determine if Prior Approval is Required or if a notification is needed
  - Identify the need for other UNC internal offices
  - Assist in preparing any communication and facilitating the formal submission
- Yes, in general our Non-Profit Sponsors are providing flexibility but they vary greatly from sponsor to sponsor

## Common Questions (Cont.)

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Should I reach out to the Non-Profit Sponsor directly if I have concerns about my project?

- ❑ No, please be sure to include OSR by reaching out to your SPS
- ❑ Your SPS can facilitate and coordinate communication and requests as required by your sponsor.

# Common Questions (Cont.)

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What do I do if my project is ending soon and I will not be able to complete my scope of work?

- Work with your SPS to review the terms of your agreement, identify any sponsor flexibilities that have been provided, and help coordinate any required requests.



# Common Questions (Cont.)

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The Federal government is requiring that we include how and if our project was impacted by COVID-19 in our progress reports, should we do the same with Non-Profit sponsor?

- ❑ Yes, the purpose of your progress report is to notify your sponsor of any progress on your project as well as anything that has impacted the progress of your project.
- ❑ Provide details on the nature of how your project was impacted by COVID-19, what the anticipated delays will be, and the timeline for when you will be able to resume work or if you have been able to resume work since the progress report is being submitted.
- ❑ Even if your project work was not impacted because you were able to transition to working remotely and completing your project in a remote environment it is recommended that you include this information in your progress report.

## Common Questions (Cont.)

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I charged Paid Administrative Leave to my project and now I do not have enough funding to complete my project, what do I do?

- ❑ Contact your SPS to assist you in identifying what options are available.
- ❑ They will review the terms of your agreement and any sponsor flexibilities that have been provided before identifying what sponsor request might be appropriate and helping to coordinate any communication.

# Common Questions (Cont.)

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Do Non-Profit sponsors have gap or supplemental funding available?

- ❑ In general, we are not seeing gap or supplemental funding from our non-profit sponsors but since each non-profit sponsor is unique there could be instances where this type of funding is available.
- ❑ If you have questions about a specific sponsor, please reach out to your SPS who can do additional research.



# Q & A

