

OSPA General Guidance in Response to COVID-19

OSPA is closely monitoring university guidance and grant sponsor announcements to determine how best to proceed with proposal submission, award acceptance, and award management.

The following is general guidance to be used for this rapidly changing situation.

Proposal Submission

- **Continue to work with your Pre Award Team Member.** If you are currently working on a proposal or are planning to submit a proposal in the near future, continue to work with OSPA Pre Award staff through normal channels to prepare the proposal for submission. They are working remotely and are available until further notice.
- **Monitor announcements from the sponsors.** Monitor communications and websites of your sponsors for any delays on their end or for a possible extension of deadlines for proposals. Federal sponsors, in particular, are providing guidance regarding their proposal submission processes. We will post updates to the OSPA website as they become available and we are able, but monitoring your sponsor's website for information is also recommended to stay up-to-date.
- **Questions on proposals or expected awards:** If you have any questions about proposal submissions email OSPA@siu.edu and someone will get back to you as soon as possible.

Expected Awards

- **Contact OSPA.** If you are expecting an incoming award in the near future or have questions about receipt of a new award, contact contracts@siu.edu. OSPA Post Award staff are working remotely and are reviewing and processing awards through normal channels.

Current Awardees

- **Communicate with Program Officers.** If you are the Principal Investigator of a grant award and you anticipate a delay or inability to provide deliverables and/or services due to COVID-19 related disruptions, including reduced or suspended university operations, please contact your sponsor's Program Officer immediately to let them know of the situation and any work plan adjustments. Please copy Sonjie Schwartz, Interim Director, Office of Sponsored Projects Administration at ospa@siu.edu.
- **Communicate with OSPA-Grants and Contracts Accounting (GCA).** If you have grant expenditure, personnel, reimbursement, F&A, effort, or other financial questions that need to be addressed, continue to work with the accountant assigned to your project or email GCA at gaca@siu.edu.
- **Prepare for staffing changes.** Investigators should prepare for the possibility that SIUC personnel, including graduate students and others solely funded by grants, may not be able to work.

PROGRESS REPORTING

- **Plan in advance for progress reports.** For advance preparation of your progress reports, we encourage you to draft a brief explanation of the delays in the deliverables and/or services of the project. The explanation should outline the alternative work completed and your plan for accomplishing the original deliverables.

As OSPA staff are working remotely, additional time may be needed to prepare, review and submit proposals, review and accept new awards, and other award related actions. Please contact us as soon as possible with any proposal or award needs and/or questions so that we can provide the best support possible to you during this time.

Federal agencies are aware of the challenges resulting from closures and disruptions due to COVID-19 and OSPA is monitoring agency guidance closely. We encourage you to visit the Council on Governmental Relations [web repository](#) of agency guidance related to COVID-19. This site is updated regularly and may be helpful to you in your planning.