Salaries on Grants & Contracts
- during severely limited operations phase -

April 30, 2020
Funded Research

- Types of funding:
  - **Federal grants**
    - Cost-reimbursed – funding based on costs, after costs have been incurred. Reimbursements are provided after the organization has submitted invoices that document expenses.
  - **Contracts (federal and non-federal)**
    - Cost-reimbursed
    - Fixed price - payment amount based on schedule, not on costs incurred, but on milestones reached or deliverables met.
Nature of Work

- **All work can be done remotely** (work that does not involve lab work)
  - Grants & contracts can always be charged salaries!
    - e.g. CS, MA, Data Sciences, Bioinformatics, ...

- **None of the work can be done remotely**
  - Charging of salaries may not be possible

- **Work can be done remotely for a period of time/for part of the work**
  - Charging of salaries possible for the remote work, the rest might not be possible
    - e.g. Learning Sciences, PH, ME, ECE ...
Salaries during severely limited operations

• **Work that can be entirely done remotely**
  - Federal grants & Contracts
    - Charging salaries is allowed (even if the university is closed)

• **Work that cannot be entirely done remotely**
  - Spring Semester March 15 – May 15*
    - Federal grants
      - allowed charging salaries even if work could not be done remotely (provided WPI had a similar policy)
    - Contracts
      - Do not allow charging if work cannot be done (most PIs have limited amount of work that can be done remotely)
  - Summer
    - May 15* - June 19 – some grants can still be charged for no work
    - after June 19 - will depend on ability to reopen and on federal guidelines

* End of semester might be changed to May 21
Grants—idle or partially idle

- Faculty should find tasks for students that can be done remotely, e.g., literature review, data analysis or working on publications.
- Most grants allow salary charges until June 19 as long as that’s consistent with WPI policy. Students/post-docs may be charged, even if they can’t do work remotely.
  - WPI policy: Employees, including students, will be paid through June 30 or end of appointment (whichever comes first).
- We don’t know if the June 19 date will be extended by the government.
Contracts – idle or partially idle

- **Cost-reimbursed**
  - Salaries can’t be billed to the sponsors if idle
  - No-cost extensions may be possible to meet deliverables

- **Fixed price**
  - it may be possible to continue to pay students if other budgeted costs could be used while idle (e.g. faculty summer salary)
Certification of remote work

• A statement from P.I.s that work during **severely limited operations** can be done remotely is needed for all salary charges:
  1. Can be added as a document in Workday at initiation or,
  2. Can be added as a comment by the faculty during the approval process
Phased reopening for research

• Core Assumptions/Conditions
  • Governor relaxes the restriction on ‘essential workers’
  • Facilities can prepare/clean the space
  • We implement ways to maintain social distancing in labs and buildings
  • We are able to protect the health and safety of research workforce

• Allow a staged access to research labs
  1. Critical research - where a delay would have significant financial impacts or catastrophically disrupt the project or protocol; operate at 30%
  2. Time-sensitive existing research - whose pause or deferral would lead to catastrophic delay or loss of research results, or inability to graduate; <50%
  3. Critical new on-campus research allowed, but labs/groups only allowed to operate at 50-70% total personnel capacity
  4. Expansion of on-campus research allowed, but labs/groups only allowed to operate at 70-90% total personnel capacity;