

Charging Salaries to Sponsored Projects During COVID-19

It is likely that COVID-19 will continue to impact the performance of sponsored projects in several areas, including cancelled travel, delays in acquiring equipment and supplies and interruption of research projects. It is important for faculty and the university to remain in contact with sponsoring agencies regarding delays, challenges and other concerns. The [Office of Research Services](#) and the [Office of Research Accounting](#) can assist with sponsor communications, reviewing terms and conditions and reviewing allowable costs.

Several federal, state and private sponsors have provided guidance and FAQs addressing concerns. This information can be found on the [Office of Research and Innovation COVID-19 Website](#). This information is being updated continuously as new guidance is received. A COVID-19 Sponsor Information Matrix is also available. This Matrix provides guidance on sponsor-specific FAQs such as no-cost extension processes, reporting requirements and allowability of costs. The following is guidance for charging salaries and stipends to sponsored projects. It is important to note that sponsors likely will not provide additional funding. Additionally, while some sponsors have issued explicit guidance regarding salary charges during this time, others have not. It is possible that some charged may need to be removed, based upon further sponsor guidance.

- If the individual is working remotely and contributing to a sponsored project, then salary can be charged to the grant.
- If an individual is working remotely and cannot contribute to their current project, but can contribute to another sponsored project or university activity, their salary must be moved to that funding source.
- If an individual is assigned to work remotely, but cannot contribute to any university activity, the salary may continue to be charged to the award. As circumstances unfold, TTU will continue to review and communicate any changes out to the campus community.

If you have any questions that are not addressed, please reach out to the Office of Research Services or the Office of Research Accounting for assistance.

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All Office of Research Services staff members are working remotely. We appreciate your patience as responses may be slower than usual. If you need immediate assistance, please contact me directly at (806) 834-0705.