

GOVERNMENT SHUTDOWN FREQUENTLY ASKED QUESTIONS

Q: Is my award/Project ID still open for business?

A: Unless you have received notification from the sponsor to stop work, your award/Project ID is still open for business if your award falls under one of the following:

- Programs with multi year appropriations or indefinite appropriations
- Programs with forward funded appropriations
- Federal grants with prior funding that is authorized & appropriated
- Federal programs/grants designated by OMB to continue

PI's and departments should be prudent about their spending. Please put people first and delay major equipment purchases, travel (especially international travel) and non-essential expenses until after the federal budget situation becomes clearer.

Cooperative agreements and contracts may be impacted if the shutdown continues for a long period, due to federal participation in the project.

Q: Can my PI and other employees remain on the Project ID?

A: PI and other employees may remain on the Project ID unless a stop work order has been issued by the sponsor. If a stop work order has been issued, the portion of the employees' pay associated with the Project ID should be moved to an F&A or other unrestricted trust fund as appropriate. State funds cannot be used to backstop these expenses. In extreme circumstances the department may need to furlough the employee if paid 100% from the grant.

Q: Should I spend quickly on my award before the government runs out of funds?

A: No. This will likely create more problems than it solves. During the shutdown PI's and departments should be prudent about their spending. Please put people first and delay major equipment purchases, travel (especially international travel) and non-essential expenses until after the federal budget situation becomes clearer.

If your award falls under one of the following it is still open for business (with the exception of those that have received notification from the sponsor to stop work):

- Programs with multi year appropriations or indefinite appropriations
- Programs with forward funded appropriations
- Federal grants with prior funding that is authorized & appropriated
- Federal programs/grants designated by OMB to continue

All federal agencies except for NSF, have made their systems available for drawdown reimbursement in cases where there are no grant restrictions and the reimbursement does not require federal staff to take specific action.

Q: What do I do if I receive a stop work order notice?

A: Please send all agency stop work correspondence to divofres@ncat.edu immediately and notify HR. The Office of Sponsored Programs (OSP) and Contracts and Grants (C&G) staff will review the notice and

contact you with guidance before taking any additional action. In most cases the portion of the employees' pay associated with the Project ID should be moved to a trust account. State funds cannot be used to backstop these expenses. In extreme circumstances the department may need to furlough the employee if paid 100% from the grant.

Q: What does it mean if I receive agency stop work correspondence?

A: Generally speaking, these notices are advising that all work needs to stop immediately and no expenses can be incurred on the project until further notice.

- In some cases, there are only some restrictions being added to the award terms, for example, restrictions on travel.
- Please coordinate with OSP in all stop work situations. We will work to come to a common understanding on what transactions are allowable and what transactions cannot be charged during the stop work period.

Q: What should we tell our consultants?

A: If your award has not received a stop work order consultants should operate under business as usual.

Q: Should the subcontractors continue work on the project or should we ask them to stop until the government starts back up?

A: If your award has not received a stop work order subcontractors may operate under business as usual. Please note that each subcontractor will make their own determination on if they will allow continuation of the project and assume the risk to continue spending.

Q: I have an employee on an IPA (Interagency Personnel Agreement) with a federal agency (i.e. NSF, NIEHS, EPA etc). Can they continue to work during the shutdown?

A: The assigned agency should provide information to the employee on their work status. If the employee is furloughed they should not continue work and may not be compensated for their time off. Decision on if salary will be backstopped or if employee should be placed on LWOP.

Q: If I charge items on other Project IDs during this time period to continue the work on the project what will my justification be when I do a correcting Journal Entry to transfer the charge(s) to the grant once the government is back in full operation?

A: Unless you have received a stop work order expenses should be recorded on the appropriate Project ID. If you have received a stop work order and the agency has indicated that expenses should not be incurred and will not be reimbursed the charges cannot subsequently be moved back to the Project ID after the shutdown.

Q: Can I get approval for Foreign Travel?

A: Agencies will be unable to process post-award prior approval requests (e.g., re-budgeting, carry-forwards no-cost extensions, travel etc.), accept progress reports, or provide supervisory or other administrative support during the shutdown. If approval was not granted prior to the shutdown it will not be allowed at this time.

Q: Can I get approval for a No-Cost Extension?

A: Agencies will be unable to process post-award prior approval requests (e.g., re-budgeting, carry-forwards no-cost extensions, travel etc.), accept progress reports, or provide supervisory or other administrative support during the shutdown. If approval was not granted prior to the shutdown it will not be allowed at this time.

Q: Do I still need to perform closeout work currently due on my awards?

A: Yes, DORED will continue to work to complete all final financial reports by the deadline during a shutdown. These reports will be uploaded to the appropriate agency system when they become available. There are other non-federal (i.e. foundation, NC State agency and industry) reports that can be completed and submitted during the shutdown.

Q: I have a large Purchase Order open, is it okay to continue the work?

A: If your award has not received a stop work order you may continue work. Departments should be prudent about their spending. Please put people first and delay major equipment purchases, travel (especially international travel) and non-essential expenses until after the federal budget situation becomes clearer.

Q: How should the campus treat NSF related subawards and expenditures (check requests, travel, independent contractors, etc.)?

A: Here is the correspondence sent to NSF PI's: With FASTLANE unavailable, the university will need to backstop your Project IDs until the federal government is up and running again. The university is standing by you, and in turn, we ask you to be prudent in your use of these funds. As a general rule, faculty would be wise to conserve their resources and restrain spending where possible, delaying, for example, equipment purchases, travel (especially international travel), subcontract arrangements and non-essential expenses when that can be done without harm to particular projects, please put people first until after the federal budget situation becomes clearer.

Q: We need to send a Termination Notice for a trainee on a training grant, NIH asked for this, but we cannot submit. What do we do?

A: Termination notices and appointments will have to be held until the shutdown is over. Since non-critical Federal agency employees responsible for operational and administrative responsibilities may not be at work to process requests, new trainees and fellows cannot be officially appointed until after the shutdown.

Q: If we have documents that need to be returned to the sponsor via Fedex will anyone be there to receive it? Also, can we send emails to agencies?

A: We do not recommend sending documents via FedEx as the majority of federal employees have been placed on furlough and the agencies are operating with a severely reduced staff.

While there is nothing to prevent sending emails, most federal agencies have advised against sending any form of correspondence (i.e. email, fedex, US post)

Q: If I have a scheduled visit with a federal agency (including review panel, advisory group, workshop, site visit, etc) during the shutdown how should I proceed?

A: We suggest that you consider rescheduling after the shutdown ends. Non- critical Federal agency employees responsible for operational and administrative responsibilities may not be at work, due to lack of funding. Refer to agency-specific communication on the shutdown.

Q: Do I submit non-financial reports during the shutdown?

A: We strongly recommend that you continue to prepare progress reports and have them ready for submission as soon as the government reopens.

Q: Can I still submit proposals?

A: Some agencies will continue to accept automated proposals during the shutdown but others will not. Please check the sponsor's web site to be sure. A link to specific agency contingency plans can be found here: <https://www.whitehouse.gov/omb/information-for-agencies/agency-contingency-plans/>

If you have specific questions about your proposal submission please contact your Sponsored Projects Specialist in the OSP or your Grant Analyst in the C&G. This individual will be identified in your IPF in RAMSeS.

Q: What should I do if I am a Research Associate working on an NSF award?

A: If your award has not received a stop work order you should operate under business as usual.

Q: What should I do if I am a student who is working on an NSF Fellowship?

A: If your award has not received a stop work order you should operate under business as usual.